

STANDARD OPERATING PROCEDURE W.E.F.22.11.2021

(A) Regulations relating to entry in the court blocks for attending physical hearings and VC Court Rooms for VC Hearings

- 1) Entry into the court block, for the purposes of attending physical hearings and VC hearings shall stand restricted to:-
 - Only one Advocate accompanied by one Junior/Intern per party whose vakalatnama is on record or who has been duly authorized by such Advocate to appear and whose case is listed for hearing that day.
 - Senior Counsel engaged by any such Advocate.
 - Registered Clerk only for the limited purpose of delivering heavy and bulky case files of such Advocates at the designated point. Such Clerk shall leave the court block and shall enter again only to recollect the same.
 - Standing/Nominated counsel for any of the party/entity whose cases are listed for physical hearing that day.
 - Party-in-person where such party is pursuing the case himself/herself without any legal assistance.

- 2) No entry in the court blocks shall be permitted to: -
 - Relative of any party-in-person/litigant
 - Non-registered clerks

- 3) No litigant, who is represented by any Advocate, would be permitted entry unless there is specific direction by the Hon'ble Court.

- 4) The Advocates, Party-in-person and registered clerks above the age of 65 years and those suffering from co-morbidities may refrain from appearing in courts.

- 5) Persons displaying symptoms of flu, fever, cough etc. shall not be permitted entry inside the court complex.

- 6) Following mandatory norms are to be followed by all concerned who are permitted to enter the court building/court room: -
 - Wearing of mask all times.
 - Undergoing thermal scanning at the designated entry points and random checking inside the court blocks.

- Sanitizing the hands before/at the time of entry.
- Strict adherence to the norm of social distancing within the court-complex.
- Social/ physical distancing by maintaining a minimum distance of six feet.
- Adherence to all the directions/ guidelines/ SOPs/ advisories issued by the Government of India and the Govt. of NCT of Delhi in respect of the Covid-19 pandemic.

(B) Court Blocks for Physical Hearing

- 1) Physical courts shall function from all the three blocks i.e. Block-A (Main Block), Block-B (Extension Block) & Block-C (New Block).
- 2) Entry inside the court blocks shall be permitted from the designated entry points.
- 3) DHCBA shall render due assistance in this regard by deputing Advocate(s) on rotational basis to facilitate smooth and better management.
- 4) As far as possible, use of lift be avoided for going upto first floor. Lift Operator has been directed to permit entry of maximum three persons at a time.
- 5) Once the matter is over, learned Advocate/party-in-person shall immediately leave from the designated exit point.

(C) Arrangements Inside the Courtroom

- 1) In order to ensure strict adherence to the norm of social distancing, seats in each courtroom have been limited to bare minimum.
- 2) Entry in the court-room shall be permitted to those Advocates/ party-in-person whose matter is called out for hearing and also for the Advocates whose item is the immediate next, subject to availability of space.
- 3) Rest of the Advocates shall wait outside the courtroom in the designated area for their turn, while maintaining social distancing norm.
- 4) The display boards shall be functional for their convenience and information.
- 5) Ordinarily, no request for pass over shall be entertained to ensure adherence to time slots, effectively regulating the entry and orderly conduct of cases.

(D) Other Facilities

- 1) Snacks, coffee, tea, water bottle etc. shall be available for sale from the kiosk and canteen. However, sitting or the consumption of the snacks and beverages etc. inside the canteen shall be subject to strict adherence to the norms of social distancing.
- 2) Lawyers Chambers shall remain open as per the staggered timings proposed by DHCBA and as approved by the High Court.
- 3) Oath Commissioner and typists shall be permitted to sit at the designated places on rotational basis subject to strict adherence to the norms of social distancing.
- 4) Court-fee Counter and Scanning facility shall be available and manned by requisite number of officials on a rotational basis.
- 5) Visit to the Branches for making enquiries shall be permitted only to the Advocates.

(E) System of Mentioning

- 1) The existing system of mentioning of urgent matters through the designated link shall be continued till further orders.
- 2) All the urgent matters be filed through online e-filing module only. Reasons for urgency be very clearly specified.
- 3) All filing shall be accompanied with the proof of payment of requisite court fee as well as the affidavit duly attested by the Oath Commissioner. In e-filing module, scanned copy of the receipt of court fee/attested affidavit shall be uploaded.
- 4) Registry shall ensure that the court fee, obtained online by the concerned Advocate/party, is duly cancelled/locked after verification.

- 5) Urgent cases shall be listed before the Hon'ble Court as per Rules and after removal of objections. However, the listing before the Court shall be subject to administrative exigency.

(F) General Regulations

- 1) Vehicular entry would be permitted only from Gate Nos. 7 & 9, however, pedestrian entry would be permitted only from Gate no.5. The exit of the vehicles would be permitted from Gate Nos.4, 7 and 9.
- 2) Advocates shall be permitted entry for using videoconferencing facility created at the ground floor of the Main Building (A Block).
- 3) The litigants, wherever necessary, shall be permitted entry to meet their respective lawyers in the Lawyers' Chamber Blocks as per the timings fixed by DHCBA. Such visit shall be strictly as per the approved timings.
- 4) Medical Facilities in the form of an additional Ambulance with complete infrastructure to tackle Covid-19 emergencies shall be stationed during working hours in the High Court. There shall be an earmarked room in the High Court dispensary designated as *Covid-19 Isolation Room*, to be used, as and when an infected person or a person reflecting Covid-19 symptoms is found. The infected/symptomatic person shall be immediately shifted to the Isolation Room till he/she is taken to the hospital, after which the *Isolation Room* shall be sanitized. The High Court dispensary shall depute extra medical and para-medical staff and enhance infrastructure as required.
- 5) The Caretaking/House Keeping Staff shall ensure deep cleaning and complete sanitization of the Court buildings.

BY ORDERS

Sd/-

(MANOJ JAIN)

Registrar General

18.11.2021