

High Court for the State of Telangana

ROC.No. 394/SO/2020

Dated: 9-5-2020

Modified Guidelines for online Filing and hearing through Video Conferencing during the Covid-19 Pandemic lockdown period

In supercession of Video-conferencing Guidelines dated 27.3.2020, and in partial modification of the instructions in the notification dated 27.3.2020, the following modified guidelines/instructions are issued for online filing and hearing of the matters through video-conferencing in the High Court during the Pandemic of Covid-19 lockdown period:

1. The Advocates/parties-in person may file all cases, instead of only extreme urgent matters, along with all the relevant documents including the proof of payment of Court fee duly scanned in PDF format through the following e-mail ids:

- (i) For filing writ petitions: **nf.writwing-tshc@aij.gov.in,**
- (ii) For filing criminal matters: **nf.criminalwing-tshc@aij.gov.in, and**
- (iii) For filing civil matters: **nf.civilwing-tshc@aij.gov.in**

2. All such matters, after scrutiny, as per the standing orders will be posted before the Hon'ble Courts as per roster throughout the week on all working days, subject to the directions of the Hon'ble Judges.

3. The advocates filing the cases shall necessarily submit the advocate code, Registered Mobile Number and e-mail ID along with the material papers.

4. All pages of the Petition shall be signed by the party/authorized agent and also by the lawyer before being scanned. Annexure to the Petition shall also be scanned in PDF format and sent along with the Petition. However, upon restoration of normal functioning of the Court, hard copies of the complete Petition as required under the Rules shall be supplied. Even for the matters filed through online filing during this crisis period and disposed of during this period, the party and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the Court.

5. The reply/interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for online filing.
6. The Advocates/Parties-in-person are requested to present their arguments through video conferencing from their respective offices/residences only. However, in case the Advocates/Parties-in-persons are unable to present their submissions through video conference from their respective home offices/homes, they can present their arguments from the control Rooms established at State Judicial Academy, Secunderabad.
7. The Advocates/Party-in-Persons who are filing the cases shall necessarily download video-conferencing app from the “**cisco webex.com**” in their mobile/tab/laptop/personal computer with web camera and mic facility which is available on play store/ apple store and even from the website <https://www.webEx.com>.
8. The Standard Operating Procedure is uploaded on the official website of the High Court for the benefit of the learned counsel and the party in persons.
9. At the beginning of the Session, the Advocates will be provided with a link to join the Virtual Court Room, and by clicking on the link sent through SMS/email, they can join the virtual court through which they can submit their arguments before the Hon’ble Judges, who can be accessed through the virtual Court. The said link shall not be shared with others.
10. The Advocates/Parties-in-person are requested to keep their Microphones (Mics) on mute mode during the hearing of other matters, if they join the virtual court room prior to their turn and only to turn on their Microphones when their matter comes up for hearing.
11. The orders, duly signed by the Registrar (Judicial-I) or Registrar (Judicial-II) will be uploaded on the official website of the High Court for the State of Telangana. The print out of such order uploaded on the official website is deemed to be true copy of the original order for the purpose mentioned in the order.
12. If the Advocates/Parties-in-Person encounter any technical issue while filing and in respect of video conferencing, they may contact the Registrar (IT) on **9490156554** or through mail Id: **cpc-tshc@aij.gov.in** or the technical team. They may also contact the five digit video-conferencing helpline, i.e., **14637**. For any

further information about the status of the cases filed, they may contact the following Officers:

1. Deputy Registrar (New Filing) : 2368 8370
2. Section Officer (New Filing) : 2368 8352 (Writ wing)
3. Section Officer (New Filing) : 2368 8353 (Civil Wing)
4. Section Officer (New filing) : 2368 8354 (Criminal Wing)

13. All the Advocates and the parties-in-person are requested to follow these instructions while making online filing and submitting arguments through video-conferencing till normalcy is restored.


Registrar General 9.5.2020.