

SPECIAL COURT (TORTS), BOMBAY
SPECIAL PROCEDURE FOR HEARING EXCLUSIVELY THROUGH VIDEO
CONFERENCING

1. As a precautionary measure in view restrictions resulting from the COVID-19 pandemic hearing of matters will be conducted via video conferencing till further Notice.
2. The Special Court will take up matters through Video Conferencing between 11.00 a.m. and 2.00 p.m. and 3:00 p.m. to 5:00 p.m. on notified Court working days.
3. Advocates who wish to mention fresh matters before the VC Court shall pay the requisite Court Fees online using the Government Receipt Accounting System (GRAS) available at <https://gras.mahakosh.gov.in/echallan> under the **Scheme Code 0030034801** and enclose the PDF copy of the GRAS Challan alongwith their praecipes.
4. Advocate(s) shall email their praecipes to ar.splct-dfs@gov.in along with a duly signed soft copy of the matter **only in PDF** and an undertaking that the Advocate(s) will submit a hard copy of the proceedings with the Special Court Registry immediately after the lockdown period. Advocate(s) shall mention their Bar Council enrolment/registration number and phone number in the praecipe and shall also attach a soft copy of their Photo ID.
5. Praecipes sent to email Id other than the one mentioned above that matters will not be considered.
6. The application/petition/pleading should be in one volume of reasonable size (without images). Annexures are to be in additional volumes and care should be taken to ensure that the additional volume digital files are not so large as cannot be transmitted efficiently.
7. Praecipe(s) will not be taken up unless accompanied by the GRAS Challan, the written undertaking, Vakalatnama for fresh matters and all Annexures. So also, unsigned/blank petitions/applications will not be taken into consideration.
8. In the Praecipe itself, Advocates shall mention names of maximum three persons with their email ids who would attend the hearing through video conferencing. Similarly, Respondents seeking to enter appearance shall intimate email ids of maximum three persons who would attend the hearing. Please note that only those persons whose email ids are intimated to the Registry would be allowed to attend the hearing through video conferencing.
9. Permanent registration numbers will be given only after hard copy is submitted as per the Rules, once normal court working is restored. For the present, the e-filed case shall receive a strictly temporary and ad-hoc identification number.

10. The Special Court Registry will communicate the date and time slot for hearing through Video Conferencing and share the LINK and PIN of the Webex Meeting with the Advocates concerned. The LINK and PIN shall be used only for video conference of that particular case. The Advocates concerned shall ensure that the LINK and PIN are not shared/forwarded EXCEPT for notice to the opposite party's Advocate. The applicant's Advocate is required to give notice of the listing to the Respondents and serve a soft copy of the application and share the LINK and PIN provided.

11. The Advocates concerned may connect to Video Conference Room using the link or meeting ID and PIN shared with them. They shall enter the serial number of their matter on the Board as their login id for their identification.

12. Pre-requisites for joining VC based meeting:

- Internet connection of 2 Mbps from any service provider (Broadband/FTTH/4G etc.).
- Laptop/Desktop with camera working in Windows (recommended) -
- The laptop should ideally be identifiable by the name of the Advocate joining the meeting.
- Wired Earphone/Headphones with good quality Microphone. Use of earphones with built in microphones will enhance the quality of the hearing. Use of speakers causes voices to echo and disrupts proceedings.
- A Smartphone may be used only if a laptop is not available but all notifications must be disabled prior to entering the conference.
- Advocates are requested to Email correct appearances before 10.00 A.M. using the online form available at the following link <http://www.specialcourt-torts.gov.in/pdf/appearanceform.pdf>
- While logging in, please mention serial numbers of matters before your name(s).
- The "Lobby" feature is enabled. Participants should wait in virtual lobby until admitted by the host.
- Microphones and Video should be muted while logging in and at all times when you are not addressing the Hon'ble Court.
- Raise your hand if interjection is unavoidable, else please await your turn.

13. In order to join the Video Conference, Advocates should download and install "Webex Meeting" software on their Computer/Laptop. <https://www.webex.com/downloads.html> For Smart phones from **Google Play** and for **I-phones**, Webex Meeting may be downloaded from <https://apps.apple.com/in/app/cisco-webex-meetings/id298844386> No technical support for installation will be provided.

14. Please ensure that your camera is in a stable position and focused at your eye level and there is sufficient light on you. Please don't sit too far from or too close to the camera. On the screen, the face should not be blurred or dark but must be clearly identifiable.

15. To experience a good conference during multiparty hearing, please maintain discipline by speaking one at a time. Please keep your microphone muted and unmute it only when you speak. Only the Speaker's microphone should be unmuted at any given time.

16. Only Advocate(s)/duly authorized person shall address the Court. The hosts is authorized to mute/unmute any of the participants. **Advocates should key-in their name and case number while entering the conference.**

17. A complaint in regard to the quality or audibility of feed, if any shall be communicated to Special Court Registry on Phone Number **022-22675634** only during the proceeding or immediately upon its conclusion failing which no grievance in regard to it shall be entertained.

18. All hearings conducted via Video Conferencing proceed as if the Advocates are appearing before the Court. Therefore, Advocates are reminded to comply with all Court rules of dress and etiquette.

19. Persons whose presence is not necessary or those who disturb or otherwise impede the smooth conduct of proceedings or violate the etiquette will be removed without notice or warning. Persons removed will not be able to re-join. No complaint will be entertained against removal.

20. The order will NOT be uploaded immediately. However, a digitally-signed authenticated copy will be made available by the PA/PS of the Hon'ble Judge to the Advocates concerned at the email address provided.

21. Recording of the VC Court proceeding/hearing in video, audio and/or any other form is strictly prohibited and breach will invite action for contempt of Court.

22. The word 'Advocate' wherever occurring in this protocol, to the extent relevant shall also include a Party-in-Person permitted to address the Court.

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**SPECIAL COURT, BOMBAY
DATED 28TH AUGUST, 2020**

**OFFICER ON SPECIAL DUTY,
SPECIAL COURT, BOMBAY**
