

SPECIAL COURT (TORTS), BOMBAY

SPECIAL PROCEDURE FOR HEARING EXCLUSIVELY THROUGH VIDEO CONFERENCING / BEFORE THE VIRTUAL COURT (VC COURT)

1. As a precautionary measure in view restrictions resulting from the COVID-19 pandemic hearing of urgent matters will be conducted via video conferencing only.
2. The Special Court will take up Special Court matters through Video Conferencing between 11.00 a.m. and 2.00 p.m. on notified Court working days.
3. Advocates who wish to mention an urgent fresh matter 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**.
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. 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. They must also annex a PDF copy of the GRAS Challan.
6. 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.
7. 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.
8. For urgent applications in pending matters, Advocate(s) shall send their praecipes via email to the above email address along with a soft PDF copy of the matter.
9. All praecipes should be sent before 11 a.m. on working days at least one day in advance. Praecipes received after the stipulated time will not be responded to or placed before the Hon'ble Judge.
10. If the Hon'ble Special Court Judge allows the praecipe, the Special Court Registry will communicate the date and time slot for hearing through Video Conferencing and share the LINK and PIN of the Vidyo Conference with the Advocates concerned. The LINK and PIN shall be used only for video conference of that particular case at the allotted time. 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, serve a soft copy of the application and share the LINK and PIN provided with Respondent/s.

11. 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.
- A Smartphone may be used only if a laptop is not available but all notifications must be disabled prior to entering the conference.

12. In order to join the Video Conference, Advocates should download and install "VIDYO" software on their Computer/Laptop. <https://ecourtvc.nic.in/download.html?lang=en#> For Smart phones from Google Play and for I-phones, VIDYO may be downloaded from <https://apps.apple.com/in/app/vidyoconnect/id1103823278> No technical support for installation will be provided.

13. 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.

14. 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.

15. 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.**

16. A complaint in regard to the quality or audibility of feed, if any shall be communicated to **Mr. D.S. Bhalerao** on Cell No. **9892975017** only during the proceeding or immediately upon its conclusion failing which no grievance in regard to it shall be entertained.

17. 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.

18. 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.

19. 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. The orders will be physically signed and uploaded after normal court working resumes.

20. 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.

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