

# **HIGH COURT OF KARNATAKA BENGALURU**

DATED: 10<sup>TH</sup> JULY, 2020

## **NEW STANDARD OPERATING PROCEDURE - SOP FOR HIGH COURT IN PURSUANCE TO THE ORDER OF THE HON'BLE SUPREME COURT OF INDIA (IN SUPERSESSION OF EARLIER SOP, ADDENDUM, CIRCULAR AND NOTICES)**

### **1. MEASURES ADOPTED FOR ENTRY TO THE HIGH COURT PREMISES:**

**(a)** Advocates shall be accompanied by only one colleague, and an authorized clerks in person with proper proof of identity would be permitted to enter the court premises at the designated entry point i.e., Gate No.5 (beside the Food Court at Bengaluru Bench), which will be exit point also, and the designated Gate at Dharwad and Kalaburagi Benches.

**(b)** The entry and exit for Court staff and police personnel and all official vehicles entering the Court premises shall be by Gate No.2 (Post Office Gate at Bengaluru Bench). Insofar as Dharwad and Kalaburagi Benches, the entry and exit for staff and police personnel would be as notified.

**(c)** Every person entering the Court premises shall mandatorily wear face mask all the time; staff of the court shall wear hand gloves all the time and shall use sanitiser as indicated in the health advisories already issued and webhosted on the website (<https://karnatakajudiciary.kar.nic.in>). While in the Court all persons shall strictly follow the rule of maintaining social distancing.

**(d)** Every person entering the Court precincts including the Police, Security Staff, members of the Court staff including drivers and PSOs of the Hon'ble Judges, shall be scanned at the entry point by using temperature scanners/thermal scanners by the health workers of the State Government and an inquiry shall be made through health workers to ascertain any of them are having known symptoms of Covid-19. If it is found that temperature is not normal or any of them are found to have symptoms, their entry in the Court precincts shall not be permitted. The names and cell phone numbers of the persons entering the Court precincts shall be recorded. No one would be allowed to enter the Court precincts without wearing a proper mask. The aforesaid instructions are also applicable to the Advocates/Advocates' clerks /parties-in-person visiting the Courts for the purpose of payment of Court fees or payment of process fees.

**(e)** It is advisable to download "*Arogya Setu App*" by all such persons who would enter the court premises

[https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu&hl=en\\_IN](https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu&hl=en_IN)

**(f)** At the entry/exit point, persons entering the Court premises shall strictly follow social distancing and cooperate with the medical screening team and the Para Legal Volunteers (PLVs).

**(g)** Entry to general public and litigant public is strictly prohibited except ordered by the Court.

**(h)** Production of Identity cards by Advocates and Clerks at the prescribed entry point is mandatory and only on production of the same, security personnel will permit their entry in to the court precincts.

**(i)** Registrar (Administration) or Additional Registrar General, as the case may be, shall issue entry pass to the litigants or officers or such persons who have been specifically directed by the Court order to be personally present and only pass holders shall be permitted entry into Court building or premises as the case may be. Passes will be issued by mail on receipt of request made by the applicants by sending requests through email at the following ids.

Principal Bench- Bengaluru - [regadmin@hck.gov.in](mailto:regadmin@hck.gov.in)

Dharwad Bench - [argdwd-hc-ka@nic.in](mailto:argdwd-hc-ka@nic.in)

Kalaburagi Bench - [arg.hckkalaburagi@karnataka.gov.in](mailto:arg.hckkalaburagi@karnataka.gov.in)

**(j)** The soft copy or printed copy of the mail shall be tendered at the entry point of court premises

## **2. FILING COUNTERS:**

Filing of cases is permitted by two (2) modes, i.e., e-filing and physical filing.

### **E-FILING**

**(a)** The Advocates/parties in person are entitled to file the matters by forwarding the complete petition/appeal in soft copy

(scanned PDF format) by forwarding from their e-mail address to the following mail ids:

- In case of Principal bench to mail id [regjudicial@hck.gov.in](mailto:regjudicial@hck.gov.in), of the Registrar (Judicial), High Court of Karnataka, Bengaluru;
- In case of bench at Dharwad to the email id [hckdwd-filing@hck.gov.in](mailto:hckdwd-filing@hck.gov.in) of Additional Registrar General Dharwad;
- In case of bench at Kalaburagi to the email id [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) of Additional Registrar General Kalaburagi;

Further soft copies of the same may be sent to the Government Advocates/Public Prosecutors office at Principal Bench at Bengaluru to [advgenefiling@gmail.com](mailto:advgenefiling@gmail.com) (for civil matters) and [sppoffice2016@gmail.com](mailto:sppoffice2016@gmail.com) (for criminal matters) at Dharwad Bench to [agkardharwad@gmail.com](mailto:agkardharwad@gmail.com) (for Civil and Criminal matters) and at Kalaburagi Bench to [agkarkalaburagi@gmail.com](mailto:agkarkalaburagi@gmail.com) (for Civil and Criminal matters). Soft copies may also be forwarded to the concerned authorities namely instrumentalities of State, if they are parties.

**(b)** All pages of the petition would be signed by the petitioner / authorized agent and also by the lawyer before being scanned. Annexures to the petition shall also be scanned in PDF format and sent along with the petition. However, upon restoration of normal functioning of the High Court, hard copies of the complete petition

as required under the rules shall be supplied. In cases where affidavit has not been filed with the soft copy, the affidavit which may be subsequently be sworn, would contain recital to the effect that the petition was filed during the crisis period but its contents are being verified now. Even for the matters filed through e-filing during this crisis period and disposed of during this period, the petitioner and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the High Court.

**(c)** The reply, interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for e-filing of petition.

**(d)** Payment of Court fees shall be made through online on the “*Online Copy Application/Court Fee Payment*” – portal of High Court of Karnataka. Apart from online payment the court fees can also be paid through Khajane II interface using the URL <https://k2.karnataka.gov.in>.

**(e)** In case of urgency for listing of cases, Advocates or Party in person shall forward a memo to the email ID as indicated herein below:

- In case of Principal bench to mail id [regjudicial@hck.gov.in](mailto:regjudicial@hck.gov.in), of the Registrar (Judicial), High Court of Karnataka, Bengaluru;
- In case of bench at Dharwad to the email id [arj.hckdb@gmail.com](mailto:arj.hckdb@gmail.com) of Additional Registrar General Dharwad;

- In case of bench at Kalaburagi to the email id [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) of Additional Registrar General Kalaburagi:

with a brief note explaining the extreme urgency. The memo must accurately state the contact email id and cell phone number of the person filing memo. All details shall be set out in the memo and if the memo does not contain the sufficient details, the prayer for listing and/or e-filing is likely to be rejected. Filing of memos for posting in any other form or manner will not be entertained.

**(f)** Some Advocates and parties-in-person are forwarding drafts of the proposed petitions/appeals/IAs along with memo seeking permission for e-filing. Forwarding such drafts will not be recognized as e-filing and only after receiving communication of permitting e-filing, the advocate or the parties-in-person shall make e-filing by following the prescribed procedure.

(g) In case of bail applications and anticipatory bail applications, the details of the offences alleged shall be briefly stated with reference to particular sections of statutes. The memo must state the date of arrest and the date on which application for grant of bail or anticipatory bail, as the case may be, is rejected by the Sessions Court. The memo must also state whether any earlier application for the same relief was made in the High Court. If earlier bail application has been made by the petitioner, the date of the order passed by High Court shall be stated and the petitioner must state whether the application was rejected on merits or

was withdrawn. In Criminal Appeals, all details such as offences alleged, date of the impugned order, nature of the order shall be set out. In Criminal Revision Petitions and Writ Petitions, apart from all details, the nature of reliefs sought must be disclosed. Any other factual details to make out a case of urgency shall also be stated in the memo.

**(h)** In case of Civil matters, the nature of the relief sought in the case shall be set out. If the case has been admitted for final hearing, it must be specified in the memo. If the case is pending for preliminary hearing, the memo must record that the case is pending for preliminary hearing. The date of the impugned order, if any, and its nature shall be specified. All factual details making out the case of urgency shall be stated in the memo.

**(h-a)** If the memo does not contain the particulars as specified in columns (g) and (h), the same shall be liable to be rejected.

**(i)** All e-mails received containing requests for e-filing and/or for listing of urgent cases up to 10.30 am will be scrutinized by 04.00 pm and will be sent to Hon'ble the Chief Justice, who will require time of about 48 hours to take a decision of permitting e-filing and/or fixing date if urgency is found. If the urgency is considered favourably by Hon'ble the Chief Justice, necessary intimation of e-filing and/or date of hearing and time will be informed to the concerned advocates/party-in-person. Once the case is permitted to be e-filed and/or the date is fixed by Hon'ble the Chief Justice, the matter will be heard by the concerned Bench nominated by Hon'ble the Chief Justice. Date and time of hearing of the matter through video-conference will be shared to the registered e-mail ids of the advocates/party-in-person.

**(j)** In the event, a request for posting the matter which is already filed is accepted, the Advocates and or parties-in-person at whose instance the date is fixed shall serve notice of the date fixed by e-mail or by way of message on cell phone to all the Advocates and parties-in-person who have already caused appearance in the case.

**(k)** In case I.A is filed in a pending case, after receiving intimation of the date fixed, the Advocates or parties-in-person shall serve copy of I.A by e-mail to the Advocates or parties-in-person who have already caused appearance in the case.

**(l)** In case of new matters, where the State Government or officers of the State Government are parties in official capacity, a soft copy of the petition shall be served by the Advocate for petitioner/party-in-person to the office of the Government Advocate/Prosecutor via e-mail and even the date fixed shall also be conveyed. In a case where Central Government or its officers are parties in official capacity, the service shall be made to Central Government standing counsel in a similar manner. In the newly cases, if local authorities such as Municipal Corporations/ Municipalities, Development Authorities, statutory authorities etc are parties, after e-filing is made, the Advocates or parties-in-person to whom permission is granted for e-filing, will serve a copy of the petition/I.A along with intimation of the date fixed by e-mail to official e-mail id of the aforesaid authorities and on the-mail id of the standing counsel, if any, of the concerned authorities. Immediately after the cause list is published, a fresh intimation containing the registration number assigned to the matter and the name of Bench before which it will appear shall be communicated by e-mail notice by the concerned Advocate or party in person in the same manner as stated above.

**(m)** The Advocates or parties-in-person shall not make multiple requests in the same case by sending e-mail to the Registrars. The processing of the requests received through e-mail will take approximate period of 48 hours as stated earlier. Before completion of 48 hours, no reminder shall be issued by the Advocate or a parties-in-person.



**(n)** The Advocates or parties-in-person shall maintain decorum and shall not use inappropriate language while sending e-mails to the Registrars considering the fact that the Registrars are District Judges.

**(o)** At the time of Video Conferencing hearing, under no circumstances parties-in-person or Advocates shall be permitted to remain present in the Court Halls. Only exception will be in case of the Advocate General and Additional Advocate General, Additional Solicitor General of India and Prosecutors.

**(p)** Filing of affidavit by petitioner, as of now, are optional but the same will have to be furnished once the normal working of the High Court is restored, subject to the orders of the Court.

#### **PHYSICAL FILING:**

**(a)** For the convenience of the Advocates/parties-in-person/Advocates' Clerks, special filing counters have been opened on the Northern wing of Attara Kacheri (ground floor facing Vidhana Soudha) of the High Court of Karnataka, at Principal bench Bengaluru. Likewise filing counters have been opened in the basement area (Parking bay) at Dharwad and Kalaburagi benches.

**(b)** Additional Counters are opened at Principal Bench, Bengaluru for payment of Court fee, Process fee and Copying fee as well as for filing applications for certified copies near the existing Filing Counters.

**(c)** The Advocates/parties-in-person/Advocates' clerks who wish to file the matters by physical filing, will have to apply seeking appointment of the date and time for such physical filing of the matters by specifying the matters to be filed by them in the respective Benches.

**(d)** The applications/request for appointment for physical filings before the respective benches shall be made on the e-mail ID as indicated herein below:

- Principal Bench - Bengaluru- [hck-filing@hck.gov.in](mailto:hck-filing@hck.gov.in).
- Dharwad Bench - [hckdwd-filing@hck.gov.in](mailto:hckdwd-filing@hck.gov.in)
- Kalaburagi Bench - [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in)

**(e)** The Advocates/parties-in-person/ Advocates' clerks will be communicated the date, time and counter number by sending a reply for filing of the matters on the same e-mail ID from which requests are received.

**(f)** The entry will be given to the High Court precincts at all the Benches to the specified area, provided the Advocates/ parties-in-person/Advocates' clerks show a printed copy of e-mail receivedfixing the date of appointment or a soft copy thereof is shown to the security personnel.

**(g)** The Advocates/parties-in-person/Advocates' clerks are requested to reach the High Court precincts ten minutes before the scheduled time of appointment.

**(h)** For approaching the filing counters, Advocates/parties-in-person/Advocates' clerks will have to stand in queue in the specified areas only. Social distancing shall be maintained while standing in the queue. Needless to add that no person will be allowed to enter in the High Court precincts without wearing a mask.

**(i)** A separate Counter is created in the same venue for serving the advance copy to the office of the Advocate General and State Public Prosecutor. Oath Commissioners are available in the parking lot at Bengaluru Bench.

**(j)** On the presentation form in duplicate Advocates/parties-in-person/ Advocates' clerks shall mention his/her correct e-mail address and cell phone number. On accepting the filing, acknowledgement will be

issued on the office copy of presentation form filed in duplicate. FR number and further steps to be taken for rectification of objection etc shall be communicated at the e-mail address/cell phone number mentioned on the presentation form and will also be webhosted in the official website of the High Court. At a time Advocates/parties-in-person/Advocates' clerks can file 5 matters.

**(k)** The Advocates/parties-in-person/Advocates' clerks who are allowed entry in the precincts of the High Court shall strictly follow the norms of safety such as maintaining social distancing, wearing masks etc. After filing is completed, Advocates/parties-in-person/Advocates' clerks are requested immediately leave the Court precincts and they will not be allowed to enter the Court building. It is made clear that no Advocates/parties-in-person/Advocates' clerks shall be allowed entry for the purpose of physical filing of the matters without showing a print out or a soft copy of appointment for filing.

### **3. GENERAL INSTRUCTIONS TO ADVOCATES**

**(a)** The physical filing is permitted only if there is an appointment and the learned Advocates attending the Courts for hearing of listed matters would not be entitled to use the benefit of entry to avail physical filing without getting regular appointment through e-mail as already notified.

**(b)** The Advocates Association shall ensure that, before the Bar Members/Advocates Clerks entering the premises, would furnish a written declaration as a one-time measure, undertaking that in the recent past, they have not travelled to any other Country, other State or to any other District/s in the Karnataka State, which is notified as Red Zone. The declaration should also indicate or state that, the learned Advocates/Advocates' clerks have not visited any of the containment areas in the recent past. The Karnataka State

Bar Council/the Advocates' Association shall provide the Form of such declaration.

**(c)** The dress code of the Advocates who are appearing for the Video Conference and Physical hearing before the benches constituted for the time being as directed by the Hon'ble Chief Justice will be in terms of the Circular dated 13.05.2020 issued by the Hon'ble Supreme Court of India, which reads thus,

“It is notified for the information of all concerned that considering the medical advice, as a precautionary measure to contain spread of Coronavirus (COVID-19) infection under the prevailing conditions, the Competent Authority has been pleased to direct that the Advocates may wear “plain white-shirt/white-salwar-kameez/white saree, with a plain white neck band” during the hearings before the Supreme Court of India through Virtual Court System till medical exigencies exist or until further orders.”

#### **4. HEARING AND SITTING ARRANGEMENTS:**

**(a)** On each working day from 13<sup>th</sup> July 2020 Courts would function as under:

##### **PRINCIPAL BENCH:**

- (i) Two or three Division Benches i.e., civil/criminal and/or any other Division Bench matters (forenoon session).
- (ii) One or two Division Benches (afternoon session).

- (iii) Six or more Single Benches (forenoon session)
- (iv) Few Single Benches (afternoon session)

**DHARWAD BENCH:**

- (i) Three Division Benches i.e., civil/criminal and/or any other Division Bench matters.
- (ii) Three Single Benches (forenoon session)
- (iii) Three Single Benches (afternoon session)

**KALABURAGI BENCH:**

- (i) Two Division Benches i.e., civil/criminal and/or any other Division Bench matters.
- (ii) Two Single Benches (forenoon session)
- (iii) Two Single Benches (afternoon session)

**(b)** The forenoon and afternoon sessions of Hon'ble Judges shall be as per the roster fixed by the Hon'ble Chief Justice.

**(c)** The Court sessions shall be as under:

**FORENOON SESSION:**

- I Session from 10.30 am to 11.30 am;
- II Session from 11.40 am to 12.40 pm;
- III Session from 12.45 pm to 1.30 pm;

**AFTERNOON SESSION:**

IV Session from 2.30 pm to 3.30 pm;

V Session from 3.45 pm to 4.45 pm;

**(d)** In forenoon session or in the afternoon session, the Registry shall post urgent matters for hearing on Interlocutory Applications, Preliminary Hearing and Admission matters, as may be directed by the Hon'ble Chief Justice. The hearing of all urgent matters in which dates are fixed under the orders of Hon'ble the Chief Justice on the basis of Memo received by e-mail shall be only by Video Conferencing and not by Physical Hearing. Even on adjourned dates of these matters, hearing shall be by video conferencing.

**(e)** The forenoon session hearing will only be by Virtual Courts (Video conference). In the afternoon session also there may be few Virtual Courts.

**(f)** In the afternoon session Preliminary Hearing Matters and Final Hearing Matters shall be posted as directed by the Hon'ble Chief Justice and in the afternoon session, the Hearing of the Matters will be by the physical Courts (regular hearing) with an option for Video Conference hearing.

**(g)** The Virtual Court's sittings will be held in Court Halls or in chambers.

**(h)** The Procedure of Video Conferencing is given below:

**(i)** On receipt of the email and on clicking on Video Meeting link / or any other mode, any device will be able to connect to the Video Meeting/Call initiated from the Court for that matter. As the link will be sent to only the advocates representing the parties in the matter or parties in case appearing in person, it is

expected that only the advocates/party-in-person will join the meeting/call to participate in the hearing of the matter. If such a link is forwarded to another advocate (Senior Counsel etc.), the meeting can be joined by him/her also. The advocate / party-in-person will ensure that the link is not forwarded to any other advocate/person not connected with the matter.

**(ii)** In the above said video call platform, there is a facility of initiating a New Call/Meeting simultaneously generating a link of that particular Call/Meeting. The Computer Branch has already developed the mechanism of transmitting an e-Mail message to the e-Mail id of the advocates appearing in the matter, wherein the said link can be sent for the matter to be taken up along with hearing schedule.

**(iii)** There would not be any requirement of any further user details being sought from the advocates/parties for ensuring the Video Conference Calls accessed by them.

**(i)** The Video Conferencing Rules – 2020 which has been web hosted shall be followed.

**(j)** The Court Hall sitting is arranged ensuring in-between two Court Halls, there will be one Court Hall vacant. For instance, it can be 2,4,6,8 ..... and subsequent day it can be 3,5,7,9 .....

**(k)** During physical hearing, seating arrangements made inside Court Halls shall not be disturbed and learned Advocates shall ensure same is followed without any infraction.

**(l)** Aforesaid arrangement is subject to such changes or modification as may be ordered by the Hon'ble Chief Justice.

### **5. LISTING OF MATTERS:**

**(a)** For Sessions 1 to 3 not exceeding 30 matters or as may be ordered by the Hon'ble Chief Justice shall be posted, which shall be split into 10 cases for each session or equally split into three sessions as the case may be.

**(b)** For Sessions 4 & 5, final hearing matters or such of those matters which are agreed to be taken by consent of learned advocates, for being disposed of finally, shall be listed, which shall not exceed 10 or 15 matters or as may be fixed by the Hon'ble Chief Justice.

**(c)** Learned Advocates shall be dissuaded from making any request for a pass over, except during the specified session. In case of such request is not being granted, the matter would be adjourned to the next week or the date as fixed by the Court.

**(d)** Advocates and parties appearing in person are requested not to insist for physical hearing in urgent preliminary/admission matters.

**(e)** Aforesaid arrangement is subject to such changes or modification as may be ordered by the Hon'ble Chief Justice.



## **6. SEATING ARRANGEMENTS IN THE COURT HALL:**

- (a)** Only learned Advocates would be allowed inside the Court Hall.
- (b)** One learned Advocate or in case of Senior engagement, two learned advocates at a time will be permitted inside the Court hall.
- (c)** No other para legal staff like, Advocates Clerks, Interns would be allowed into the Court Hall to carry file, books, bags etc.
- (d)** The Advocates clerks should keep the bags of the learned Advocates outside the Court Halls in the designated racks/shelves provided for the said purpose.
- (e)** The seating arrangements is made inside the Court Halls for the benefit learned Advocates keeping in mind the prescribed social distancing norms and same shall not be disturbed and it shall be followed without any infraction.
- (f)** BBMP or Municipal Corporation as the case may be, should be requested to dis-infect the Court Halls, at least once in a day or every alternate day on conclusion of proceedings for the day.
- (g)** The Registry shall ensure that all Courts would function with fans only.
- (h)** To permit usage of laptops/Tablets (in silent mode) inside the Court Hall so as to reduce the volume of paper.

**(i)** The Registry shall ensure that all windows and Doors of Court Halls being kept open for facilitating flow of fresh air. Learned Advocates can be requested to make their submissions/arguments within time schedule of 15/20 minutes and time slot can be allotted during the designated sessions.

**(j)** Learned Advocates should ensure that no congregation would take place on the corridors of the Court.

**(k)** Advocates' Clerks are strictly prohibited from entering the Court Halls.

**(l)** Before entering the Court Halls, learned Advocates shall make use of the sanitiser. Wearing of face masks while entering the Court Hall and during the course of hearing is compulsory.

**(m)** The learned Advocates are requested to enter the Court Hall only during assigned designated hours and at no point of time total number of learned advocates inside the Court Hall shall exceed 20.

**(n)** The learned Advocates can occupy the immediate vacant Court Hall during the waiting period by maintaining the social distancing and occupying the seats without disturbing the arrangements made thereof.

**(o)** The learned Advocates are requested to leave Court premises immediately on completion of their matters.

**7. PROPER SEATING ARRANGEMENTS  
FOR ADVOCATES AND CLERKS.**

**(a)** Karnataka State Bar Council shall intimate the learned Members of the Bar to maintain social distancing and follow all the advisories issued by the High Court of Karnataka, Government of India and Government of Karnataka.

**(b)** Respective Bar Associations at Bengaluru, Dharwad and Kalaburagi shall also intimate the learned Members of the Bar with regard to the advisories, circulars, notifications etc. issued by High Court of Karnataka, Government of India and Government of Karnataka shall be followed strictly.

**8. STEPS TO BE TAKEN BY HON'BLE JUDGES  
WHILE SITTING ON DIAS:**

**(a)** Hon'ble Judges would ensure that the guidelines issued to the advocates are properly adhered to by the learned advocates.

**(b)** Hon'ble Judges are requested to constantly use sanitiser and if thought fit may use the hand gloves.

**(c)** Hon'ble Judges are requested to wear face masks during their presence in the Court premises, including Court Halls.

## **9. DELIVERY OF CERTIFIED COPIES:**

- (a)** The list of certified copies, which are ready for delivery would webhosted to enable the concerned to receive the same on the specified date and time.
  
- (b)** The certified copies are delivered at the special counter set up near Gate no 5 at Principal Bench and at Dharwad and Kalaburagi Benches in the basement/ parking area.
  
- (c)** On production of the fee-receipt, entry of the applicant into the Court premises would be permitted at Dharwad and Kalaburagi Benches subject to all exceptions.
  
- (d)** No refund vouchers would be issued for the present and same can be collected only after resumption of normal functioning of the Courts.
  
- (e)** Fresh copy applications can be filed online including payment.
  
- (f)** In the event of phone numbers of the applicant having been furnished in the copy application, a message would be forwarded indicating the date and time on which certified copy would be delivered.

**10. SPACE FOR THE NOTARIES AND OATH  
COMMISSIONERS, OUTSIDE THE COURT COMPLEXES:**

**(a)** Notaries and Oath commissioners would be permitted to occupy the available parking open space in between Food Court & Old KGID Building Principal Bench at Bengaluru.

**(b)** Notaries and Oath commissioners at Dharwad and Kalaburagi Benches will have to make their own arrangements to operate from outside the premises of the High Court.

**11. AREA EARMARKED FOR RECTIFICATION  
OF OFFICE OBJECTIONS:**

**(a)** The learned Advocates/Party in Person/Advocate's Clerks who intend to comply with the objections shall forward a request to the following email id seeking appointment:

- Principal Bench - Bengaluru- [hck-filing@hck.gov.in](mailto:hck-filing@hck.gov.in).
- Dharwad Bench - [hckdwd-filing@hck.gov.in](mailto:hckdwd-filing@hck.gov.in)
- Kalaburagi Bench - [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in)
- The work of rectification of objection can be done only by fixing prior appointment.

**(b)** The soft or printed copy of the mail shall be tendered at the entry point of the Court premises.

**(c)** The learned Advocates would be permitted to comply the office objections raised on the case papers on specified date and time.

**(d)** The learned Advocates or their Clerks shall arrive at the designated place 10 minutes prior to the prescribed/allotted time.

**(e)** The office objections can be compiled at the following places for which for separate arrangements have been made:

- Principal Bench Bengaluru - Food Court complex, First floor.
- Dharwad Bench – Basement area adjacent to Judges  
Vehicle Parking.
- Kalaburagi Bench – Basement area i.e., Parking area –  
towards Flag Post.

## **12. STEPS TO BE TAKEN BY THE STAFF**

**(a)** The staff shall have ingress and egress through Gate No.2 (Post Office Gate).

**(b)** The staff shall be subjected to the test as already indicated in the advisories issued hitherto.

**(c)** Whenever members of the staff are called upon the court for urgent work or to attend the home office of the Hon'ble Judges, it should be ensure that all to them are wearing proper masks and wash their hands with soap or hand Sanitizer before commencing their work. Social Distancing shall be maintained by them at all times.

**(d)** The advisory dated 10.06.2020 shall be followed without any infraction thereof.

**(e)** The staff of High Court shall ensure that learned Advocates, Advocate Clerks and Parties in person shall not visit any branch in the High Court.

**(f)** Group C & D employees shall not congregate at one place or sit in groups.

**(g)** The attendance for Officers/Officials for Group 'A', 'B' and 'D' of the High Court of Karnataka is mandatory. However, as regards the Group 'C' officials, the attendance may be restricted to 50% on rotation basis. However, in the exigencies that may arise, the other Group 'C' officials will be directed to attend the Court or Court proceedings and their attendance can also be made compulsory in the event of there being increase in the Video Conference Benches, depending upon their requirement. However, as regards the personal staff of Hon'ble Judges, this rule is not applicable and the Hon'ble Judge shall regulate the attendance of the personal staff and Court staff as per requirement.

### **13. CREATING AWARENESS AMONGST STAKEHOLDERS:**

**(a)** The Para Legal Volunteers (PLVs) shall be requested to remain at the entry/exit points and near the filing counters to create awareness of steps being taken to prevent the spread of Covid-19.

**(b)** The PLVs shall ensure that all such persons including the staff entering the Court premises are enlightened about the preventive measures to be taken.

**(c)** There shall be total closure of Advocates Association, Canteen, Eateries and the like at Bengaluru, Dharwad and Kalaburagi Benches in order to avoid congregation and for maintaining social distance.

#### **14. PAYMENT OF COURT FEE:**

**(a)** The learned Advocates/Parties in person/Advocates Clerks can login to “**Online Copy Application/Court Fee Payment**” Portal

in the High Court official Website for payment of court fee/copying fee. Payment can also be paid through Khajane II interface using the URL <https://k2.karnataka.gov.in>.

**(b)** The learned Advocates/Parties in person/Advocates Clerks can also make payment of Copying Fee at the designated counter by use of POS machines available at the payment counter with effect from 15.06.2020.

#### **15. PARKING OF VEHICLES.**

##### **At Principal Bench- Bengaluru:**

The vehicles belonging to Advocates permitted to be parked in the parking area between High Court building and KGID building will continue until further orders and vehicles belonging to Advocates shall not be allowed inside the Court premises as a temporary measure.

##### **At Dharwad Bench:**

**(a)** Vehicles of the Advocates with vehicle-passes can be parked in the covered Parking Area located adjacent to Tata Motors and no vehicle/s will be allowed to be parked in the Basement or any other place within the premises of High Court.



**(b)** Advocates who intend to bring their vehicle/s (**only self driven**) to the High Court shall furnish details of the vehicles along with Name and Roll Number to Advocates' Association and in turn, Advocates' Association at the first instance, shall furnish at the earliest the list to the Additional Registrar General, Dharwad for issuance of Vehicle Pass and Additional Registrar General will handover the Vehicle Pass to the Secretary of the Advocates' Association. The format of Vehicle Pass is already made available in the earlier SOP dated 14.06.2020.

**(c)** Only such vehicles having Vehicle Pass issued by the Additional Registrar General, Dharwad shall be permitted to enter the Court premises. Occupants of the vehicle shall mandatorily undergo Thermal check at entry point by alighting from the vehicle and only persons found to be asymptomatic will be permitted to enter the Court premises.

**(d)** Additional Registrar General, Dharwad shall issue Vehicle Pass for the staff of the High Court and only on production of such Pass, Police personnel shall permit the vehicle to enter the Court Campus.

**(e)** Staff of the High Court residing in the quarters inside the Court Campus shall avoid bringing their vehicles to the Court premises or parking their vehicles in the Court premises. However,

they would be entitled to park their vehicles in the area where residential quarters are located.

**At Kalaburagi Bench:**

**(a)** Vehicles of the Advocates with vehicle-passes can be parked in front of High Court building i.e., near Flag Post area and no vehicle/s will be allowed to be parked in the Basement or any other place in the premises of High Court.

**(b)** Advocates who intend to bring their vehicle/s (**only self driven**) to the High Court shall furnish details of the vehicles along with Name and Roll Number to Advocates' Association and in turn, Advocates' Association at the first instance, shall furnish at the earliest the list to the Additional Registrar General, Kalaburagi for issuance of Vehicle Pass and Additional Registrar General will handover the Vehicle Pass to the Secretary of the Advocates' Association. The format of Vehicle Pass is already made available earlier SOP dated 14.06.2020.

**(c)** Only such vehicles having Vehicle Pass issued by the Additional Registrar General, Kalaburagi shall be permitted to enter the Court premises. Occupants of the vehicle shall mandatorily undergo Thermal check at entry point by alighting from the vehicle and only persons found to be asymptomatic will be permitted to enter the Court premises.

(d) Additional Registrar General, Kalaburagi shall issue Vehicle Pass for the staff of the High Court and only on production of such Pass, Police Personnel shall permit the vehicle to enter the Court Campus.

(e) Staff of the High Court residing in the quarters inside the Court Campus shall avoid bringing their vehicle to the Court premises or parking their vehicles in the Court premises. However, they would be entitled to park their vehicles in the area where residential quarters are located.

**16.** The Hon'ble Supreme Court of India in SUO MOTU WRIT (CIVIL) NO.5/2020 in RE: GUIDELINES FOR COURT FUNCTIONING THROUGH VIDEO CONFERENCING DURING COVID-19 PANDEMIC, has passed an order on 6<sup>th</sup> June, 2020, which is to the following effect:

***“5. Faced with the unprecedented and extraordinary outbreak of a pandemic, it is necessary that Courts at all levels respond to the call of social distancing and ensure that court premises do not contribute to the spread of virus. This is not a matter of discretion but of duty.***

***Indeed, Courts throughout the country particularly at the level of the Supreme Court***

***and the High Courts have employed video conferencing for dispensation of Justice and as guardians of the Constitution and as protectors of individual liberty governed by the rule of law. Taking cognizance of the measures adopted by this court and by the High Courts and District Courts, it is necessary for this court to issue directions by taking recourse to the jurisdiction conferred by Article 142 of the Constitution.”***

## **17. GENERAL**

- (a)** The learned Advocates/ parties-in-person/ Advocates’ clerks are requested to co-operate with the High Court Administration.
  
- (b)** The Entry to the Court precincts has been restricted through prescribed entry points/ gates in the light of pandemic situation.
  
- (c)** This SOP is made on account of the prevalent situation and as a temporary measure. In the event of Advocates/ parties-in-person/ Advocates’ clerks are found not following the safety norms of wearing masks and maintaining social distancing, the arrangement made under this SOP is liable to be cancelled.

(d) The advisories issued by the Government of India, Government of Karnataka and Municipal Administration which have been webhosted on the Official Website of the High Court of Karnataka shall form part of this SOP.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE,**

**Sd/-  
(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL**

**Annexures appended to SOP:**

- 1) Virtual Courts Dt. 21.03.2020
- 2) Notification reg. extreme urgent matters Dt. 26.03.2020
- 3) Guidelines for e-filing and VC Circular Dt. 23.3.2020
- 4) Notification e-mail filing Dt. 07.04.2020
- 5) Advisory note Dt. 21.04.2020
- 6) Notification reg e-filing Dt. 11.05.2020.
- 7) Notification physical filing Dt.12.05.2020
- 8) Notification – Bengaluru Bench physical filing Dt. 15.05.2020
- 9) Physical Filing Notice Dharwad & Kalaburagi Benches Dt. 16.05.2020
- 10) Advisory for COVID-19 issued by Health Dept.
- 11) Rules for Video Conferencing for Courts - 2020
- 12) Copying Appln/Fee payment Online User Manual
- 13) Court Fee Payment Online User Manual
- 14) Process Flow of Khajane II- For Court Fee payment
- 15) Dress Code Circular 16th May 2020
- 16) V.C. Protocols and Guidelines

**HCC No. 33/2019**

**HIGH COURT OF KARNATAKA**

**BENGALURU**

**DATED: 21<sup>ST</sup> MARCH 2020**

**NOTIFICATION**

In view of Novel Corona Virus (Covid-19), Virtual Courts is created in the High Court of Karnataka, Principal Bench, Bengaluru. Advocates/Party-in-person can digitally appear by using Video's/Skype to represent their cases listed before the Hon'ble High Court of Karnataka, Principal Bench, Bengaluru and Benches at Dharwad and Kalaburagi. Advocates/Party-in-person are requested to share their case details, video/Skype ID to email ID-[regcomp@hck.gov.in](mailto:regcomp@hck.gov.in) of Registrar (Computers).

The concerned Advocates/Party-in-person will be informed about the slot given for their appearance through digital means.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE**

**Sd/-**

**(T.G. SHIVASHANKARE GOWDA)  
REGISTRAR (COMPUTERS)**

**High Court Of Karnataka**

**Bengaluru, Date : 26-03-2020**

**: NOTICE:**

It is hereby notified to Advocates and Party-in-person that, in case of any extreme urgency request may be sent to the mail id of the Registrar Judicial High Court of Karnataka, Bengaluru in **regjudicial@hck.gov.in** with a brief note explaining the extreme urgency. If extreme urgency is considered favorably by the Hon'ble Chief Justice, necessary intimation of e-filing and date of hearing and time will be informed to the concerned advocate/Party in person. Once the case is permitted to be e-filed, the matter will be heard by the concerned Bench nominated by the Hon'ble Chief Justice. Date and time of hearing of the matter through video-conference will be shared to the registered e-mail ids of the Advocate/Party in person.

By Order of the Hon'ble Chief Justice

**Sd/-**

(Registrar General)  
High Court of Karnataka,  
Bengaluru.

## HIGH COURT OF KARNATAKA

### Guidelines for e-Filing and Video Conferencing

23-03-2020

**In addition to manual filing, facility of e-filing and video conferencing is available. The details of which are as under:-**

#### 1) e-FILING:

- a) The complete petition in soft copy (scanned PDF format) filed through advocate, may be sent from email address of the advocate to **regjudicial@hck.gov.in**, one day in advance before the dates fixed for court sitting. Further, soft copies of the same may be sent to the Government Pleaders / Public Prosecutors Office at the following address **advgenefiling@gmail.com** for civil matters and **sppoffice2016@gmail.com** for *criminal matters* and email ids of concerned authorities respectively. A brief note explaining the extreme urgency would also accompany with the petition. The same will be placed before special benches notified during closure period. If urgency is considered favourably by the concerned Bench, necessary intimation of listing date and time will be informed to the petitioner/advocate as per the directions of the concerned Benches.
- b) Payment of Court Fees and filing of affidavit by petitioner, as of now, are optional but the same will have to be furnished once the normal working of the High Court is restored, subject to the orders of the Court.
- c) All pages of the petition would be signed by the petitioner / authorized agent and also by the lawyer before being scanned. Annexures to the petition shall also be scanned in PDF format and sent along with the petition. However, upon restoration of normal functioning of the High Court, hard copies of the complete petition as required under the rules shall be supplied. In cases where affidavit has not been filed with the soft copy, the affidavit which may be subsequently be sworn, would contain recital to the effect that the petition was filed during the crisis period but its contents are being verified now. Even for the matters filed through e-



filing during this crisis period and disposed of during this period, the petitioner and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the High Court.

- d) The reply, interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for e-filing of petition.

**2) Video Conferencing:**

- a) On receipt of the email and on clicking on **Video Meeting** link / or any other mode, any device will be able to connect to the Video Meeting/Call initiated from the Court for that matter. As the link will be sent to only the advocates representing the parties in the matter or parties in case appearing in person, it is expected that only the advocates/party-in-person will join the meeting/call to participate in the hearing of the matter. If such a link is forwarded to another advocate (Senior Counsel etc.), the meeting can be joined by him/her also. The advocate / party-in-person will ensure that the link is not forwarded to any other advocate/person not connected with the matter.
- b) In the above said video call platform, there is a facility of initiating a New Call/Meeting simultaneously generating a link of that particular Call/Meeting. The IT Cell has already developed the mechanism of transmitting an e-Mail message to the e-Mail id of the advocates appearing in the matter, wherein the said link can be sent for the matter to be taken up along with hearing schedule.
- c) There would not be any requirement of any further user details being sought from the advocates/parties for ensuring the Zoom Calls access by them.

**By Order of the Hon'ble Chief Justice**

**Sd/-  
(Registrar Judicial)**

**High Court of Karnataka, Bengaluru.**

# HIGH COURT OF KARNATAKA, BENGALURU

Dated: 07-04-2020

## **NOTICE:**

It is hereby further notified to Advocates and Party-in-person that, in case of any extreme urgency request may be sent to the mail id of the Registrar Judicial High Court of Karnataka, Bengaluru in [regjudicial@hck.gov.in](mailto:regjudicial@hck.gov.in) with a brief note explaining the extreme urgency. All Emails received up to 10.30 am will be scrutinized by 4.00 pm. If extreme urgency is considered favourably by the Hon'ble Chief Justice, necessary intimation of e-filing and date of hearing and time will be informed to the concerned advocate/Party in person. Once the case is permitted to be e-filed, the matter will be heard by the concerned Bench nominated by the Hon'ble Chief Justice. Date and time of hearing of the matter through video-conference will be shared to the registered e-mail ids of the Advocate/Party in person. This will come into force immediately.

**BY ORDER OF THE HON'BLE CHIEF JUSTICE**

Sd/-  
Registrar General  
High Court of Karnataka,

# **HIGH COURT OF KARNATAKA**

**April 21, 2020**

## **NOTIFICATION**

**(Applicable to High Court of Karnataka at Principal Seat and benches)**

1. All the members of the staff to take a serious note of the advisory separately issued to the Judicial Officers and the members of the staff of the Courts. All the precautionary measures set out in the Advisory shall be scrupulously followed. A copy of the advisory is enclosed with this order.
2. Whenever members of the staff are called upon to attend the Court for urgent work or to attend home offices of the Hon'ble Judges, it shall be ensured that all of them are wearing proper masks and all of them properly wash their hands with soap or hand sanitizer before commencing their work. Social distancing shall be maintained by them.
3. Every person entering the Court precincts including the Police, Security staff, members of the Court staff including drivers and PSOs of the Hon'ble Judges, shall be scanned at the entry point by using temperature scanners/thermal scanners by the health workers of the State Government and an inquiry shall be made through health workers to ascertain whether any of them are having known symptoms of Covid-19. If it is found that temperature is not normal or any of them are found to have symptoms, their entry in the Court precincts shall not be permitted.

The names and cell phone numbers of the persons entering the Court precincts shall be recorded. No one should be allowed to enter the Court precincts without wearing a proper mask. The aforesaid directions are also applicable to the Advocates/Advocates' clerks/parties-in-person visiting the Courts for the purposes of payment of Court fees or payment of process fees.

4. During Closure period entry shall be restricted only through one or two entry points.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE,**

Sd/-

(Rajendra Badamikar)  
Registrar General

# **HIGH COURT OF KARNATAKA**

**April 21, 2020**

## **NOTIFICATION**

**(As applicable to all Districts Courts and Trial Courts in the State)**

1. All Principal Districts Judges/Principal Judges and In-charge Judges of the Courts to take a serious note of the advisory (both in English and Kannada language) separately issued to the Judicial Officers and members of the staff of the Courts. A copy of the advisory is enclosed with this order. Ensure that a copy of the same reaches every staff member.
2. Whenever members of the staff are called upon to attend the Court for urgent work or to attend home offices of the Judicial Officers, it shall be ensured that all of them are wearing proper masks and all of them properly wash their hands with soap or hand sanitizer before commencing their work. Social distancing shall be maintained by them. It will be the responsibility of the Judicial Officers to see that members of the staff maintain social distancing. Similarly, the Judicial Officers shall instruct the members of the Bar, Advocates' clerks or parties visiting the Court for the purposes of payment of Court fees and process fees to follow all the rules of safety and social distancing.
3. Every person entering the Court precincts including the Police, Security staff, members of the Court staff, shall be scanned at the entry point by using temperature scanners

by State Government health workers and an inquiry shall be made through health workers to ascertain whether any of them are having known symptoms of Covid-19. If it is found that temperature is not normal or any of them are found to have symptoms, their entry in the Court precincts shall not be permitted. The names and cell phone numbers of the persons entering the Court precincts shall be recorded. No one should be allowed to enter the Court precincts without wearing a proper mask. The aforesaid directions are also applicable to the Advocates/Advocates' clerks/parties-in-person visiting the Courts for the purposes of payment of Court fees or payment of process fees. It is advisable that even Judicial Officers while entering the Court precincts undergo a similar check.

4. The Principal District Judges/Principal Judges/Officers in-charge of the Courts may consider of keeping open only one or two entry points of the Court precincts. Presence of the health workers and equipment for measuring temperature shall be procured by the respective Principal District Judges/Principal Judges of in-charge Judges for all Court complexes under their control by approaching the State Government Officers/officials.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE,**

Sd/-

(Rajendra Badamikar)  
Registrar General

## **HIGH COURT OF KARNATAKA**

### **ADVISORY TO JUDICIAL OFFICERS, COURT STAFF OF ALL THE COURTS AND THE STAFF IN GOVERNMENT ADVOCATES'/PROSECUTOR'S OFFICE**

**April 21, 2020**

#### **BASIC PROTECTIVE MEASURES AGAINST THE COVID-19 DURING THE COURT HOURS IN COURT PREMISES**

**The Covid-19 is a pandemic and it requires to be contained. There are several measures which can be adopted by Judicial Officers, staff of High Court and District Judiciary to get protected from being infected by Covid-19 during office visit, some of which are mentioned below:**

1. Use of masks in the precincts of the Courts is compulsory. Do not move out of the house without wearing a proper mask. The mask should be proper and clean. Official guidelines are available on social media to make proper mask at home. After entering office, wash your hands with liquid soap. Frequently clean your hands by using an alcohol based hand rub product like gel or sanitizer or wash your hands with alkaline soap and water.
2. Avoid close contact with anyone and maintain at least 6 feet distance between yourself and any other persons in the office. (Maintain all the norms of social Social Distancing).
3. Avoid touching eyes, nose and mouth.
4. Practice good respiratory and personal hygiene.
5. Do not shake hands with anyone.
6. Do not participate in gatherings including sitting in groups at any place.
7. Use hand gloves while dealing with office files/case files.
8. Download Aarogya Sethu App to ascertain the Corona infected persons around you. Make self assessment every day. You have dry cough, cold, throat irritation or temperature, do not go to workplace and contact a doctor.
9. As far as possible, while moving out of your house, always carry a small hand sanitizer bottle with you all along and frequently use it.

**Apart from that, you are also requested to adopt certain protective measures while going back home from office or from market after buying grocery/medicines, which are as under:**

1. Ring up home before you leave the office or inform the time of reaching home in advance.
2. Someone at home should keep the front door open (so that you don't have to touch the calling bell or door handle) and a bucket of hot water with washing soap powder or bleaching powder added to it in the front door.
3. Keep things (keys with you, sanitizer bottle, and phone) in a box outside the door.
4. Wash your hands in the bucket and wash your feet. Use tissue paper or a clean piece of cloth by putting sanitizer and wipe the items you have placed in the box. The used tissue papers should be disposed of properly. If a clean piece of cloth is used, it should be properly washed as indicted in clause 7.  
Then enter the house without touching anything.
5. The bathroom door shall be kept open by and a bucket of hot detergent soap water be kept ready. Soak your clothes used outside in the bucket.
6. Then take a head bath with shampoo and body bath with soap,
7. Wash your clothes/put in washing machine with high temperature settings and dry clothes in direct sunlight.
8. Practice Yoga and Pranayama or do some other good exercise at home.

**Note:**

- a) **Please remember that you are not only responsible for your own safety, but also for the safety of your family and your colleagues at your workplace. Please note that if you do not take necessary precautions, the others may suffer.**
- b) **The safeguards suggested above are not exhaustive. In addition to the above safeguards, you may follow other safeguards as well.**

**BY ORDER OF HON'BLE THE CHIEF JUSTICE,**

Sd/-

**(Rajendra Badamikar)  
Registrar General**



## ಕರ್ನಾಟಕ ಉಚ್ಚ ನ್ಯಾಯಾಲಯ

ನ್ಯಾಯಾಂಗ ಅಧಿಕಾರಿಗಳು, ಕರ್ನಾಟಕ ಉಚ್ಚ ನ್ಯಾಯಾಲಯ ಮತ್ತು ಜಿಲ್ಲಾ ನ್ಯಾಯಾಲಯಗಳ  
ಎಲ್ಲಾ ಸಿಬ್ಬಂದಿಗಳು ಮತ್ತು ಸರಕಾರಿ ವಕೀಲರು ಹಾಗೂ ಅಭಿಯೋಜಕರ ಕಛೇರಿಯ ಅಧಿಕಾರಿ  
ಮತ್ತು ಸಿಬ್ಬಂದಿಗಳಿಗೆ ಸಲಹೆ ಮತ್ತು ಸೂಚನೆಗಳು

21/04/2020

ನ್ಯಾಯಾಲಯದ ಕಲಾಪದ ಸಮಯದಲ್ಲಿ ನ್ಯಾಯಾಲಯದ ಆವರಣಗಳಲ್ಲಿ ಕೋವಿಡ್-19  
ಹರಡುವಿಕೆಯನ್ನು ತಡೆಗಟ್ಟಲು ಅಳವಡಿಸಿಕೊಳ್ಳಬಹುದಾದ ಸಾಮಾನ್ಯ ರಕ್ಷಣಾತ್ಮಕ ಕ್ರಮಗಳು

ಕೋವಿಡ್-19 ಒಂದು ಪಿಡುಗು ಮತ್ತು ಅದನ್ನು ತಡೆಗಟ್ಟುವುದು ಅತ್ಯಗತ್ಯವಾಗಿದೆ. ಕೋವಿಡ್ -  
19 ಸೋಂಕು ತಗಲದಂತೆ ಮತ್ತು ಹರಡದಂತೆ ಮಾಡಲು ನ್ಯಾಯಾಂಗ ಅಧಿಕಾರಿಗಳು,  
ನ್ಯಾಯಾಲಯದ ಸಿಬ್ಬಂದಿವರ್ಗ, ಇತರೆ ಅಧಿಕಾರಿಗಳು ಹಾಗೂ ಸಿಬ್ಬಂದಿವರ್ಗದವರು ಕಛೇರಿಯ  
ಸಮಯದಲ್ಲಿ ಈ ಕೆಳಗೆ ಹೇಳಿದ ರಕ್ಷಣಾತ್ಮಕ ಕ್ರಮಗಳನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳತಕ್ಕದ್ದು:-

- 1) ನ್ಯಾಯಾಲಯದ ಆವರಣದಲ್ಲಿ ಬಾಯಿ ಮತ್ತು ಮೂಗು ಮುಚ್ಚಿಕೊಳ್ಳುವಂತೆ ಮೋರೆ  
ಮುಸುಕನ್ನು ಕಡ್ಡಾಯವಾಗಿ ಧರಿಸುವುದು. ಸೂಕ್ತವಾದ ಮೋರೆ ಮುಸುಕನ್ನು ಧರಿಸದೆ  
ಮನೆಯಿಂದ ಹೊರಗೆ ಹೋಗತಕ್ಕದ್ದಲ್ಲ. ನೀವು ಧರಿಸುವ ಮೋರೆ ಮುಸುಕು  
ಸಮಂಜಸ ಮತ್ತು ಶುಭ್ರವಾಗಿರಬೇಕು. ಮೋರೆ ಮುಸುಕನ್ನು ಮನೆಯಲ್ಲಿ  
ತಯಾರಿಸಿಕೊಳ್ಳಲು ಅಧಿಕೃತ ಮಾಹಿತಿಯು ಸಾಮಾಜಿಕ ಮಾಧ್ಯಮದಲ್ಲಿ ಲಭ್ಯವಿದೆ.  
ಕಛೇರಿ ಪ್ರವೇಶಿಸಿದ ಕೂಡಲೇ ಸಾಬೂನು ಅಥವಾ ಹ್ಯಾಂಡ್‌ವಾಶ್ ಬಳಸಿ ಕೈಯನ್ನು  
ತೊಳೆದುಕೊಳ್ಳಿ. ಆಗಾಗ ನೀರು ಹಾಗೂ ಸಾಬೂನು ಬಳಸಿ ಕೈತೊಳೆದುಕೊಳ್ಳಿ ಮತ್ತು  
ಮಧ್ಯಸಾರ ಆಧಾರಿತ ನಿರ್ಮಲೀಕಾರಕ ಅಥವಾ ಅರೆ ಘನರೂಪದ ದ್ರಾವಣದಿಂದ  
ಕೈಯನ್ನು ಚೊಕ್ಕಗೊಳಿಸಿ.
- 2) ಯಾವುದೇ ವ್ಯಕ್ತಿಯೊಡನೆ ನಿಕಟ ಸಂಪರ್ಕದಿಂದ ದೂರವಿರಿ. ಕಛೇರಿಯಲ್ಲಿ ನಿಮ್ಮ  
ಮತ್ತು ಇತರ ವ್ಯಕ್ತಿಗಳ ನಡುವೆ 6 ಅಡಿ ಅಂತರ ಕಾಯ್ದುಕೊಳ್ಳಿ (ಸಾಮಾಜಿಕ ಅಂತರದ  
ರೂಡಿಯನ್ನು ಪಾಲಿಸಿ)
- 3) ಕಣ್ಣು, ಮೂಗು ಮತ್ತು ಬಾಯಿಯನ್ನು ಮುಟ್ಟಿಕೊಳ್ಳಬೇಡಿ.
- 4) ಉಸಿರಾಟದ ಹಾಗೂ ವೈಯಕ್ತಿಕ ನೈರ್ಮಲ್ಯವನ್ನು ಕಾಪಾಡಿಕೊಳ್ಳಿ.
- 5) ಇತರರೊಂದಿಗೆ ಕೈ ಕುಲುಕುವುದನ್ನು ಮಾಡಬೇಡಿ.
- 6) ಜನಸಮೂಹದ ಜಾಗಗಳಿಗೆ ಹೋಗಬೇಡಿ ಮತ್ತು ಯಾವುದೇ ಕಾರ್ಯಕ್ರಮದಲ್ಲಿ  
ಪಾಲ್ಗೊಳ್ಳಬೇಡಿ ಯಾವುದೇ ಸ್ಥಳದಲ್ಲಿ ಗುಂಪಿನಲ್ಲಿ ಕುಳಿತುಕೊಳ್ಳಬೇಡಿ
- 7) ಕಛೇರಿಯ ಕಡತಗಳೊಂದಿಗೆ ವ್ಯವಹಾರ ಮಾಡುವಾಗ ಕೈಚೀಲವನ್ನು ಬಳಸಿ
- 8) ಕೊರೋನಾ ಸೋಂಕಿಗೆ ತುತ್ತಾಗಿರುವ ವ್ಯಕ್ತಿಯ ಮೇಲೆ ನಿಗಾ ಇರಿಸುವ ಸಲುವಾಗಿ  
“ಆರೋಗ್ಯ ಸೇತು” ಆಪನ್ನು ಡೌನ್‌ಲೋಡ್ ಮಾಡಿಕೊಳ್ಳಿ. ಪ್ರತಿದಿನ ನಿಮ್ಮ ವೈಯಕ್ತಿಕ  
ಮೌಲ್ಯಮಾಪನ ಮಾಡಿಕೊಳ್ಳಿ. ನಿಮಗೆ ಒಣಕೆಮ್ಮು, ಶೀತ, ಗಂಟಲುನೋವು ಅಥವಾ  
ಜ್ವರದ ಲಕ್ಷಣಗಳು ಕಂಡುಬಂದಲ್ಲಿ ಕಛೇರಿಗೆ ಹೋಗಬೇಡಿ, ಆದರೆ ಕೂಡಲೇ  
ವೈದ್ಯರನ್ನು ಸಂಪರ್ಕಿಸಿ.

- 9) ಮನೆಯಿಂದ ಹೊರಗೆ ಹೋಗುವಾಗ ಸಾಧ್ಯವಾದಷ್ಟು ಮಟ್ಟಿಗೆ ನಿರ್ಮಲೀಕಾರಕದ ಸಣ್ಣ ಬಾಟಲನ್ನು ತಮ್ಮ ಜೊತೆ ಇಟ್ಟುಕೊಳ್ಳಿ ಮತ್ತು ಅದನ್ನು ಆಗಾಗ ಬಳಸಿ.

**ನೀವು ಕಛೇರಿಯಿಂದ ಮನೆಗೆ ವಾಪಾಸ್ಸು ಹೋಗುವಾಗ ಮತ್ತು ಮಾರುಕಟ್ಟೆಗೆ ಭೇಟಿ ನೀಡಿ ಮನೆಗೆ ವಾಪಾಸ್ಸು ಹೋಗುವಾಗ ಕೆಲವು ಸಾಮಾನ್ಯ ರಕ್ಷಣಾತ್ಮಕ ಕ್ರಮಗಳನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳುತ್ತಿದ್ದು. ಅವುಗಳೆಂದರೆ:**

- 1) ನೀವು ಕಛೇರಿಯನ್ನು ಬಿಡುವ ಮೊದಲು ಮನೆಗೆ ಕರೆ ಮಾಡಿ ಮನೆಗೆ ತಲುಪುವ ಸಮಯವನ್ನು ಮನೆಯವರಿಗೆ ತಿಳಿಸಿರಿ
- 2) ನಿಮ್ಮ ಮನೆಯ ಮುಖ್ಯ ದ್ವಾರವನ್ನು ತೆರೆದಿರುವಂತೆ ಸೂಚಿಸಿ (ಇದರಿಂದ ನೀವು ಕರೆಗಂಟೆ ಅಥವಾ ದ್ವಾರದ ಹಿಡಿಯನ್ನು ಮುಟ್ಟುವುದನ್ನು ತಪ್ಪಿಸಬಹುದಾಗಿದೆ) ಮುಖ್ಯದ್ವಾರದಲ್ಲಿ ಒಂದು ಬಕೆಟ್‌ನಲ್ಲಿ ವಾಷಿಂಗ್ ಪೌಡರ್ ಅಥವಾ ಬ್ಲೀಚಿಂಗ್ ಪೌಡರ್ ಬೆರೆಸಿದ ಬಿಸಿನೀರನ್ನು ಇಡಲು ಹೇಳಿ.
- 3) ನಿಮ್ಮಲ್ಲಿರುವ ಬೀಗದ ಕೀಲಿಗಳು, ನಿರ್ಮಲೀಕಾರಕ ಬಾಟಲಿ ಮತ್ತು ಮೊಬೈಲನ್ನು ಒಂದು ಸಣ್ಣ ಬಾಗ್‌ನಲ್ಲಿ ಹಾಕಿ ಮನೆಯ ಹೊರಗಿಡಿ.
- 4) ನೀವು ಕೈ, ಕಾಲುಗಳನ್ನು ಬಕೆಟ್ ನೀರಿನಿಂದ ತೊಳೆಯಿರಿ. ಒಂದು ಟಿಶ್ಯೂ ಕಾಗದ ಅಥವಾ ಬಟ್ಟೆಗೆ ನಿರ್ಮಲೀಕಾರಕ ದ್ರಾವಣವನ್ನು ಹಾಕಿ ಬಾಗ್‌ನಲ್ಲಿ ಹಾಕಿರುವ ಕೀಲಿಗಳು, ಬಾಟಲಿ ಹಾಗೂ ಮೊಬೈಲನ್ನು ಉಜ್ಜಿ ಶುಚಿಗೊಳಿಸಿ, ಟಿಶ್ಯೂ ಕಾಗದವನ್ನು ಸೂಕ್ತ ರೀತಿಯಲ್ಲಿ ವಿಲೇವಾರಿ ಮಾಡಬೇಕು. ಬಟ್ಟೆಯನ್ನು ಬಳಸಿದ್ದಲ್ಲಿ ಅದನ್ನು ಕ್ರಮಸಂಖ್ಯೆ 7ರಲ್ಲಿ ಹೇಳಿರುವಂತೆ ಒಗೆಯಿರಿ. ಯಾವುದೇ ವಸ್ತುಗಳನ್ನು ಮುಟ್ಟದೆ ಮನೆಯೊಳಗೆ ಪ್ರವೇಶಿಸಿ
- 5) ಸ್ನಾನದ ಕೋಣೆಯ ಬಾಗಿಲನ್ನು ತೆರೆದಿಡುವಂತೆ ತಿಳಿಸಿ ಮತ್ತು ಒಂದು ಬಕೆಟ್‌ನಲ್ಲಿ ಬಿಸಿನೀರಿಗೆ ಬಟ್ಟೆ ಒಗೆಯುವ ಸಾಬೂನನ್ನು ಹಾಕಿ ಇಡುವಂತೆ ತಿಳಿಸಿ. ನೀವು ಧರಿಸಿದ ಬಟ್ಟೆಯನ್ನು ಸದರಿ ನೀರಿನಲ್ಲಿ ನೆನೆಸಿ.
- 6) ನಂತರ ಶ್ಯಾಂಪೂ ಬಳಸಿ ತಲೆಗೆ ಸ್ನಾನಮಾಡಿ ಮತ್ತು ಸಾಬೂನು ಬಳಸಿ ಮೈಸ್ನಾನ ಮಾಡಿ
- 7) ಬಟ್ಟೆ ಒಗೆಯುವ ಸಂಧರ್ಭದಲ್ಲಿ ಬಿಸಿ ನೀರನ್ನು ಬಳಸಿ ಮತ್ತು ವಾಷಿಂಗ್ ಮೆಷಿನ್‌ನ್ನು ಹೆಚ್ಚಿನ ತಾಪಮಾನಕ್ಕೆ ಅಳವಡಿಸಿಕೊಂಡು ಬಟ್ಟೆಯನ್ನು ಒಗೆಯಲು ಮೆಷಿನ್‌ಗೆ ಹಾಕಿ ಮತ್ತು ಸೂರ್ಯನ ನೇರ ಬೆಳಕಿನಲ್ಲಿ ಬಟ್ಟೆಯನ್ನು ಒಣಗಿಸಿ.
- 8) ಮನೆಯಲ್ಲಿ ಯೋಗ, ಪ್ರಾಣಾಯಾಮ ಅಥವಾ ಇತರ ವ್ಯಾಯಾಮ ಮಾಡುವ ಅಭ್ಯಾಸವನ್ನು ರೂಡಿಸಿಕೊಳ್ಳಿ.

#### **ಸೂಚನೆ:**

ಅ) ನಿಮ್ಮ ಮತ್ತು ನಿಮ್ಮ ಕುಟುಂಬ ಹಾಗೂ ಕಛೇರಿಯಲ್ಲಿ ನಿಮ್ಮ ಸಹೋದ್ಯೋಗಿಗಳ ಸುರಕ್ಷತೆಗೆ ನೀವು ಜವಾಬ್ದಾರರಾಗಿರುತ್ತೀರಿ ಎಂಬುದನ್ನು ನೆನಪಿಡಿ. ನೀವು ಸೂಕ್ತ ಮುನ್ನೆಚ್ಚರಿಕೆಗಳನ್ನು ಅಳವಡಿಸಿಕೊಳ್ಳದಿದ್ದಲ್ಲಿ ಅವರು ತೊಂದರೆಗೊಳಗಾಗುವ ಸಾಧ್ಯತೆಗಳಿವೆ.

ಅ) ಮೇಲೆ ಸೂಚಿಸಲಾದ ಸುರಕ್ಷತಾ ಕ್ರಮಗಳು ಸಮಗ್ರವಾದುದಲ್ಲ. ಸದರಿ ಕ್ರಮಗಳನ್ನು ಹೊರತುಪಡಿಸಿ, ಬೇರೆ ಸುರಕ್ಷತಾ ಕ್ರಮಗಳನ್ನು ಕೂಡಾ ತಾವು ಅಳವಡಿಸಿಕೊಳ್ಳಬಹುದಾಗಿದೆ.

ಗೌರವಾನ್ವಿತ ಮುಖ್ಯ ನ್ಯಾಯಮೂರ್ತಿರವರ ಆದೇಶದ ಮೇರೆಗೆ,

ಸಹಿ/-  
(ರಾಜೇಂದ್ರ ಬಾದಾಮಿಕರ್)  
ರಿಜಿಸ್ಟ್ರಾರ್ ಜನರಲ್

High Court of Karnataka  
Bengaluru  
Dated May 11, 2020

**NOTICE**

The High Court in its Principal Bench at Bengaluru has decided to permit physical filing of new cases on experimental basis on 13<sup>th</sup>, 14<sup>th</sup> and 15<sup>th</sup> of May 2020 from 11.00 a.m. onwards.

The Advocates/parties-in-person/Advocates' clerks who wish to file the matters on the aforesaid dates will have to apply for seeking appointment of the date and time for physical filing of the matters. The applications shall be made on e-mail id: [hck-filing@hck.gov.in](mailto:hck-filing@hck.gov.in)

The Advocates/parties-in-person/Advocates' clerks will be communicated the date, time and counter number by sending a reply for filing of the matters on the same e-mail id from which requests are received.

The entry will be given to High Court precincts only from gate No.5, provided the Advocates/parties-in-person/Advocates' clerks show a printed copy of e-mail received fixing the date of appointment or a soft copy thereof is shown to the security personnel.

The Advocates/parties-in-person/Advocates' clerks entering the Court precincts will have to undergo medical screening and only those who asymptomatic will be allowed entry.

The Advocates/parties-in-person/Advocates' clerks are requested to reach the High Court precincts ten minutes before the scheduled time of appointment.

For approaching the filing counters, Advocates/parties-in-person/Advocates' clerks will have to stand in queue in the pendal specially erected near Northern wing of Athara Kacheri, opposite Vidhana Soudaha. Social distancing shall be maintained while standing in the queue. Needless to add that no person will be allowed to enter in the High Court precincts without wearing a mask.

On the presentation form in duplicate Advocates/parties-in-person/Advocates' clerks shall mention his/her correct e-mail address and cell phone number. On accepting the filing, acknowledgement will be issued on the office copy of presentation form filed in duplicate. FR number and further steps to be taken for rectification of objection etc shall be communicated at the e-mail address/cell phone number mentioned on the presentation form and will also be webhosted in the official website of the High Court. At a time Advocates/parties-in-person/Advocates' clerks can file 5 matters.

If any urgency for hearing is involved in the matters which may be filed on these three days, memo will have to be moved for fixing the date by following the procedure set out in notification dated 30<sup>th</sup> April 2020 which is already published in the official website of the High

Court. The present facility of e-filing, as notified in the notification dated 30<sup>th</sup> April 2020, shall continue until further orders.

The Advocates/parties-in-person/Advocates' clerks who are allowed entry in the precincts of the High Court shall strictly follow the norms of safety such as maintaining **social distancing, wearing masks** etc. After filing is completed, Advocates/parties-in-person/Advocates' clerks are requested immediately leave the Court precincts and they will not be allowed to enter the Court building. It is made clear that no Advocates/parties-in-person/Advocates' clerks shall be allowed entry for the purpose of physical filing of the matters without showing a print out or a soft copy of appointment for filing.

The aforesaid arrangement is made on the trial basis and the same is liable to be cancelled in the event it is found that the Advocates/parties-in-person/Advocates' clerks are not following the safety norms of wearing masks and maintaining social distancing.

The Advocates/parties-in-person/Advocates' clerks are requested to co-operate with the High Court administration.

No caveat/s filing is accepted during this period.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Sd/-  
(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL

High Court of Karnataka,  
Bengaluru,  
Dated May 12, 2020

**NOTICE**

In continuation of the Notice dated 11.05.2020 regarding physical filing of new cases, it is brought to the notice of the concerned that a separate counter is created for office of the Advocate General for serving advance copy pertaining to the cases filed against the Government of Karnataka in the same venue wherein, the filing is being entertained and all the concerned can make use of separate counter bearing counter No.10 for serving advance copy to the Government instead of visiting the office of the Advocate General.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Sd/-  
(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL.

High Court of Karnataka  
Bengaluru  
Dated May 15, 2020

**NOTICE**

In continuation of the Notice dated 11<sup>th</sup> May 2020, regarding physical filing of new cases, the High Court has decided to continue the physical filing of new cases in its Principal Bench at Bengaluru on **20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of May 2020 from 11.00 a.m.** onwards.

Apart from physical filing of new cases, filing of caveat petitions, statement of objections, vakalathnama and interim applications in pending matters is also permitted during these three days.

The Advocates/parties-in-person/Advocates' clerks who wish to file the matters on the aforesaid dates will have to apply for seeking appointment of the date and time for physical filing of the matters by specifying the matters to be filed by them. The applications shall be made on e-mail id: **[hck-filing@hck.gov.in](mailto:hck-filing@hck.gov.in)** The Advocates/parties-in-person/Advocates' clerks will be communicated the date, time and counter number by sending a reply for filing of the matters on the same e-mail id from which requests are received.

The entry will be given to High Court precincts only from gate No.5, provided the Advocates/parties-in-person/Advocates' clerks



show a printed copy of e-mail received fixing the date of appointment or a soft copy thereof is shown to the security personnel.

The Advocates/parties-in-person/Advocates' clerks entering the Court precincts will have to undergo medical screening and only those who asymptomatic will be allowed entry.

The Advocates/parties-in-person/Advocates' clerks are requested to reach the High Court precincts ten minutes before the scheduled time of appointment.

For approaching the filing counters, Advocates/parties-in-person/Advocates' clerks will have to stand in queue in the pendal specially erected near Northern Wing of Athara Kacheri, opposite Vidhana Soudha. Social distancing shall be maintained while standing in the queue. Needless to add that no person will be allowed to enter in the High Court precincts without wearing a mask.

Counter Nos. 9 and 10 are created in the same venue for serving the advance copy to the office of the Advocate General and State Public Prosecutor. Oath Commissioners are available in the parking lot in between Food Court and Old KGID Building.

On the presentation form in duplicate Advocates/parties-in-person/ Advocates' clerks shall mention his/her correct e-mail address and cell phone number. On accepting the filing, acknowledgement will be issued on the office copy of presentation form filed in duplicate.

FR number and further steps to be taken for rectification of objection etc shall be communicated at the e-mail address/cell phone number mentioned on the presentation form and will also be webhosted in the official website of the High Court. At a time Advocates/parties-in-person/Advocates' clerks can file 5 matters.

If any urgency for hearing is involved in the matters which may be filed on these three days, memo will have to be moved for fixing the date by following the procedure set out in notification dated 30<sup>th</sup> April 2020 which is already published in the official website of the High Court. The present facility of e-filing, as notified in the notification dated 30<sup>th</sup> April 2020, shall continue until further orders.

The Advocates/parties-in-person/Advocates' clerks who are allowed entry in the precincts of the High Court shall strictly follow the norms of safety such as maintaining **social distancing, wearing masks** etc. After filing is completed, Advocates/parties-in-person/Advocates' clerks are requested immediately leave the Court precincts and they will not be allowed to enter the Court building. It is made clear that no Advocates/parties-in-person/Advocates' clerks shall be allowed entry for the purpose of physical filing of the matters without showing a print out or a soft copy of appointment for filing.

The aforesaid arrangement is made on the trial basis and the same is liable to be cancelled in the event it is found that the

Advocates/parties-in-person/Advocates' clerks are not following the safety norms of wearing masks and maintaining social distancing.

The Advocates/parties-in-person/Advocates' clerks are requested to co-operate with the High Court administration.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

- Sa -  
(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL

**HIGH COURT OF KARNATAKA**  
Bengaluru

Dated May 16, 2020

**NOTICE**

The High Court has decided to commence the physical filing of new cases in Benches at Dharwad and Kalaburagi on **20<sup>th</sup>, 21<sup>st</sup> and 22<sup>nd</sup> of May 2020 from 11.00 a.m to 1.00 p.m.**

Apart from physical filing of new cases, filing of caveat petitions, statement of objections, vakalathnama and interim applications in pending matters is also permitted during these three days.

The Advocates/parties-in-person/Advocates' clerks who wish to file the matters on the aforesaid dates will have to apply for seeking appointment of the date and time for physical filing of the matters by specifying the matters to be filed by them in the respective Benches. The applications with regard to Dharwad Bench shall be made on e-mail ID: [hckdwd-filing@hck.gov.in](mailto:hckdwd-filing@hck.gov.in) and the applications with regard to Kalaburagi Bench shall be made on e-mail ID: [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) . The Advocates/parties-in-person/ Advocates' clerks will be communicated the date, time and counter number by sending a reply for filing of the matters on the same e-mail ID from which requests are received.

The entry will be given to the High Court precincts at both the Benches in the specified area in basement floor, provided the Advocates/parties-in-person/Advocates' clerks show a printed copy of e-mail received fixing the date of appointment or a soft copy thereof is shown to the security personnel.

The Advocates/parties-in-person/Advocates' clerks entering the Court precincts will have to undergo medical screening and only those who asymptomatic will be allowed entry.

The Advocates/parties-in-person/Advocates' clerks are requested to reach the High Court precincts ten minutes before the scheduled time of appointment.

For approaching the filing counters, Advocates/parties-in-person/Advocates' clerks will have to stand in queue in the specified area in the basement floor. Social distancing shall be maintained while standing in the queue. Needless to add that no person will be allowed to enter in the High Court precincts without wearing a mask.

A separate Counter is created in the same venue for serving the advance copy to the office of the Advocate General and State Public Prosecutor. Oath Commissioners are available in the parking lot.

On the presentation form in duplicate Advocates/parties-in-person/ Advocates' clerks shall mention his/her correct e-mail address and cell phone number. On accepting the filing, acknowledgement will

be issued on the office copy of presentation form filed in duplicate. FR number and further steps to be taken for rectification of objection etc shall be communicated at the e-mail address/cell phone number mentioned on the presentation form and will also be webhosted in the official website of the High Court. At a time Advocates/parties-in-person/Advocates' clerks can file 5 matters.

If any urgency for hearing is involved in the matters which may be filed on these three days, memo will have to be moved for fixing the date by following the procedure set out in Notification dated 30<sup>th</sup> April 2020 in respect of Principal Bench which is already published in the official website of the High Court.

The Advocates/parties-in-person/Advocates' clerks who are allowed entry in the precincts of the High Court shall strictly follow the norms of safety such as maintaining **social distancing, wearing masks** etc. After filing is completed, Advocates/parties-in-person/Advocates' clerks are requested immediately leave the Court precincts and they will not be allowed to enter the Court building. It is made clear that no Advocates/parties-in-person/Advocates' clerks shall be allowed entry for the purpose of physical filing of the matters without showing a print out or a soft copy of appointment for filing.

The aforesaid arrangement is made on the trial basis and the same is liable to be cancelled in the event it is found that the

Advocates/parties-in-person/Advocates' clerks are not following the safety norms of wearing masks and maintaining social distancing.

The Advocates/parties-in-person/Advocates' clerks are requested to co-operate with the High Court administration.

**BY ORDER OF HON'BLE THE CHIEF JUSTICE**

Sd/-

(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL

**Advisory for High court, District courts and Trial courts in the context of COVID-19 in Karnataka**

**16/05/2020;Version -2**

**Background:**

In view of COVID-19 pandemic, Government of Karnataka is taking all necessary preventive and control measures to contain the pandemic. It is essential to ensure infection prevention and control measures in court premises. These measures shall be adopted by Judicial Officers, staff of High Court, District courts and trial courts to protect themselves from being infected by Covid-19 during their judicial work.

**1.1 At the Entrance:**

- Designated person will undertake thermal screening (for fever) of all staff, advocates, police personnel, witnesses, those under trial and visitors by holding the thermal scanner from 3 to 15 cm away from the person's forehead. If temperature is  $\geq 37.5^{\circ}\text{C}$  ( $\geq 99.5^{\circ}\text{F}$ ) such persons shall not be allowed and referred to fever clinic or dial Apathmitra helpline 14410 for advice.
- All those entering the premises shall be screened at separate entry points (Staff/advocates and visitors shall be screened separately)
- The names and cell phone numbers of the persons entering the Court premises shall be recorded. No one shall be allowed to enter the Court premises without wearing a face mask.
- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking. There shall not be overcrowding at the entry.
- Alcohol based handrub/sanitiser shall be made available at all points.
- The staff/visitors shall maintain cough etiquette; they are advised to cover their mouth and nose with a disposable tissue paper/handkerchief when they sneeze/cough. The used tissue papers shall be disposed in closed dustbins. If they don't have tissue paper/handkerchief they should cover the mouth and nose by elbow.



## **1.2 Within the court premises:**

### **For Court staff:**

- Avoid close contact with anyone and maintain at least 1 metre distance.
- Frequently wash your hands with soap and water or use alcohol based hand rub/sanitizer (Annexure 1).
- Avoid touching eyes, nose and mouth frequently.
- Avoid handshake. Maintain hand hygiene while handling files.
- Do not arrange meetings including sitting in groups at any place; virtual meetings are encouraged.
- Seating arrangements has to be done in such a way that a distance of at least 2 metre is maintained.
- Download Aarogya Sethu App and do self-assessment daily.
- If any staff develops symptoms like fever, cold , cough, throat pain and difficulty in breathing , he/she shall not be permitted to work and refer them to fever clinic or dial Apathamitra helpline 14410.

## **1.3 For visitors in the court hall:**

- Physical distance of more than 1 metre shall be maintained at all times and avoid hand shaking
- Always use face masks at all times
- Alcohol based hand rub/sanitizer shall be frequently used.
- Visitors shall maintain cough etiquette, they are advised to cover their mouth and nose with a disposable tissue paper/hand kerchief when they sneeze/cough, used tissue papers must be disposed in closed dustbins, if they don't have tissue paper/hand kerchief they should cover mouth and nose by elbow.
- If any visitor has symptoms of COVID 19, they shall be referred immediately to fever clinic or dial Apathamitra helpline 14410.

#### 1.4 Cleaning of Court premises:

Areas	Frequency	Method of cleaning and disinfection
Common areas- waiting, verandah, reception, office rooms, court hall, staff room, judges room and Floors	Once daily	With common detergent and water or 1% sodium hypochlorite (See Annexure-2 for preparation)  Clean the mop with water and 1% sodium hypochlorite and sundry.
Lifts, stairways, door handles, & knobs, table tops, Telephone, window shields switches etc.	Once daily	Wiping clothes dipped in 7% Lysol or any 70% alcohol based disinfectant
Canteens and cafeteria	Once daily	With common detergent and water or 1% sodium hypochlorite (See Annexure-2 for preparation)  Clean the mop with water and 1% sodium hypochlorite and sun dry
Toilets	Minimum twice daily	1% sodium hypochlorite Not to use the toilet for half an hour
Curtains and table clothes	Once a week	Wash with hot water (70°C or more) and laundry detergents

#### 1.5 Canteens and cafeteria

- All Staff should be screened daily for symptoms like fever, cough, cold and throat pain. Those having such symptoms shall not be permitted to attend work and seek medical advice or dial Apathmitra helpline 14410.
- Ensure physical distancing of more than 1 metre. Seating arrangements has to be done in such a way that physical distancing is maintained.
- Cough etiquette: every individual has to observe personal hygiene while coughing, sneezing, etc. Nose and mouth shall be closed by elbow while coughing and sneezing. If Hand cloth is used it shall be frequently washed. If tissue paper is used, it shall not be thrown indiscriminately and to be disposed off in closed dustbin.
- Frequent hand washing for at least 20 seconds is advised. The proper steps of hand washing are to be noted. (Annexure 1). The hands shall be disinfected with sanitizer regularly if frequent hand washing is not possible. Ensure liquid

soap/dispenser is provided at hand-wash facility. Hand sanitizers shall be placed at entrance, counters, tables and other appropriate places.

- All food-handlers shall wear facemask, hand gloves, head-cap and apron. The facemask shall cover nose and mouth properly. Avoid touching your mask while using it; Replace mask with a new one as soon as it is moist or at least every six hours. Do not re-use single-use masks. To remove the mask, remove it from behind (do not touch the front of the mask); discard immediately in a closed bin; wash hands with soap & water or alcohol-based sanitiser.
- All staff shall take bath after reaching home. The clothes shall be washed separately with detergent and sun dried. Use sanitizer to clean accessories such as watch, belt, mobile phone, glasses and others.
- Toilets and Washrooms must be disinfected based on GOI guidelines.  
<https://www.mohfw.gov.in/pdf/Guidelinesondisinfectionofcommonpublicplacesincludingoffices.pdf>
- Keep doors open during working hours to prevent frequent touching and to minimize contact. Common touch points like door handles, racks, billing counters etc. shall be cleaned and sanitized frequently.
- All milk packets, vegetables and grocery packets shall be cleaned immediately with running water and stored appropriately.
- All prepared foods shall be stored in closed containers.
- All utensils, instruments, cutlery, crockery shall be washed thoroughly using warm water with detergent.
- Encourage digital forms of payment.
- Display posters and regular announcements to follow physical distancing, hand hygiene and cough etiquette.
- Ensure that visitors follow queue with physical distancing by marking boxes on the floor and do not crowd near the cash counter/ food counter.
- A suitable person shall be designated to monitor and ensure compliance to the above requirements

## **2. Actions to be taken if any staff tests positive for COVID-19**

2.1 If any staff develops symptoms of covid-19 such as fever, cold, cough, throat pain, difficulty in breathing, etc. he/she shall be immediately moved to an area away from other individuals.

If possible, find a room or area where they can be isolated behind a closed door, open the Window for ventilation wherever possible and switch off AC.

- 2.2 The staff who is unwell shall be provided with face mask and he/she shall wear it. While they wait for medical advice, they should avoid any contact with other staff, avoid touching others, surfaces, and objects. In case face mask is not available, advise to cover mouth and nose with a disposable tissue or hand kerchief while coughing/ sneezing and then dispose off the tissue paper in a closed bin. If tissue paper/hand kerchief is not available, they should cover mouth and nose by elbow. If they need to go to restroom, they should use a separate one, if available. In short, he/she shall follow cough etiquette, hand hygiene practices and physical distancing from other co-workers.
- 2.3 If any staff reports of covid-19 symptoms over the phone, then the staff shall contact Apthamitra helpline by dialing “14410” or directly visit the nearby fever clinic/hospital for medical consultation. Such staff shall not be permitted to report to work.
- 2.4 Once a COVID positive case (patient) is diagnosed, inform and facilitate the district health authorities for carrying out contact listing and tracking as per the guidelines of Government of Karnataka (GOK).
- 2.5 The premises including all surfaces, floors, lifts, railings, stairs desks, vehicles, etc. shall be disinfected using 1% sodium hypochlorite solution. The premises can be re-used from the next day. If the premises continue to report new COVID-19 cases in the subsequent days, District health officer/chief health officer(PH) BBMP shall investigate and recommend further action on case-to-case basis.
- 2.6 Irrespective of the COVID-19 status, all surfaces that the symptomatic staff has come in contact must be cleaned with 1% sodium hypochlorite solution including objects visibly contaminated with body fluids/respiratory secretions, and all potentially contaminated high-contact areas such as telephones, computers, tables, door handles, washrooms, etc.
- 2.7 After the staff is free from symptoms and fully recovers, he/she shall be allowed to resume work.

A suitable person shall be designated as “nodal officer” to monitor and ensure compliance to the above requirements and also liaise with health department for guidance from time to time.

**For COVID related queries please contact:**

Helpline numbers 9745697456, 080-46848600, 080-66692000, 14410

<https://covid19.karnataka.gov.in/>

Download Aarogyasetu and Apthamitra apps from below link

<https://covid19.karnataka.gov.in/new-page/Mobile%20Applications/en>

Kindly watch Jagruti Karnataka YouTube channel for COVID related information.

[https://www.youtube.com/channel/UC-jJ\\_NNwB9m8\\_OocGo1Zfcg/videos](https://www.youtube.com/channel/UC-jJ_NNwB9m8_OocGo1Zfcg/videos)

## Annexure -1

Steps in Hand washing- Minimum 20 seconds of hand washing is encouraged



## Annexure-2 : Guidelines for Preparation of 1% sodium hypochlorite solution and lysol

Product	Available chlorine	1 percent
Sodium hypochlorite – liquid bleach	3.5%	1 part bleach to 2.5 parts water
Sodium hypochlorite – liquid	5%	1 part bleach to 4 parts water
NaDCC (sodium dichloro-isocyanurate) powder	60%	17 grams to 1 litre water
NaDCC (1.5 g/ tablet) – tablets	60%	11 tablets to 1 litre water
Chloramine – powder	25%	80 g to 1 litre water
Bleaching powder	70%	7g to 1 litre water
Lysol for disinfection Lysol IP (50% Cresol and 50% Liquid soap)	-	2.5% Lysol (1 litre of Lysol in 19 litres of water)



# ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ

ಅಧಿಕೃತವಾಗಿ ಪ್ರಕಟಿಸಲಾದುದು

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ಕರ್ನಾಟಕ ರಾಜ್ಯಪತ್ರ, ಗುರುವಾರ, 25, ಜೂನ್, 2020

1987

**HIGH COURT OF KARNATAKA, BENGALURU  
NOTIFICATION  
HCC NO.18/2020 DATED 09.06.2020**

**Preface**

Whereas it is expedient to consolidate, unify and streamline the procedure relating to use of video conferencing for Courts; and

In exercise of its powers under Articles 225 and 227 of the Constitution of India, the High Court of Karnataka, with the approval of the Government of Karnataka vide G.O. No.LAW-LCE/84/2020 dated 08.06.2020 makes the following Rules.

## Chapter I – Preliminary

### 1. These Rules shall be called the "Rules for Video Conferencing for Courts".

- (i) These Rules shall apply to such courts or proceedings or classes of courts or proceedings and on and from such date as the High Court may notify in this behalf.

### 2. Definitions

In these Rules, unless the context otherwise requires:

- (i) "Advocate" means and includes an advocate entered in any roll maintained under the provisions of the Advocates Act, 1961 and shall also include government pleaders/advocates and officers of the department of prosecution.
- (ii) "Commissioner" means a person appointed as commissioner under the provisions of Code of Civil Procedure, 1908<sup>1</sup>, or the Code of Criminal Procedure, 1973<sup>2</sup>, or any other law in force.
- (iii) "Coordinator" means a person nominated as coordinator under Rule 5.
- (iv) "Court" includes a physical Court and a virtual Court or tribunal.
- (v) "Court Point" means the Courtroom or one or more places where the Court is physically convened, or the place where a Commissioner or an inquiring officer holds proceedings pursuant to the directions of the Court.
- (vi) "Court User" means a user participating in Court proceedings through video conferencing at a Court Point.
- (vii) "Designated Video Conferencing Software" means software provided by the High Court from time to time to conduct video conferencing.
- (viii) "Exceptional circumstances" include illustratively an epidemic / a pandemic, natural calamities, circumstances implicating law and order and matters relating to the safety of the accused and witnesses.

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1. "CPC"

2. "CrPC"

- (ix) "Live Link" means and includes a live television link, audio-video electronic means or other arrangements whereby a witness, a required person or any other person permitted to remain present, while physically absent from the Courtroom is nevertheless virtually present in the Courtroom by remote communication using technology to give evidence and be cross-examined.
- (x) "Remote Point" is a place where any person or persons are required to be present or appear through a video link.
- (xi) "Remote User" means a user participating in Court proceedings through video conferencing at a Remote Point.
- (xii) "Required Person" includes:
- the person who is to be examined; or
  - the person in whose presence certain proceedings are to be recorded or conducted; or
  - an Advocate or a party in person who intends to examine a witness; or
  - any person who is required to make submissions before the Court; or

e. any other person who is permitted by the Court to appear through video conferencing.

- (xiii) "Rules" shall mean these Rules for Video Conferencing for Courts and any reference to a Rule, Sub-Rule or Schedule shall be a reference to a Rule, Sub-Rule or Schedule of these Rules.

## Chapter II - General Principles

### 3. General Principles Governing Video Conferencing

- (i) Video conferencing facilities may be used at all stages of judicial proceedings and proceedings conducted by the Court.
- (ii) All proceedings conducted by a Court by way of video conferencing shall be judicial proceedings and all the courtesies and protocols applicable to a physical Court shall apply to these virtual proceedings. The protocol provided in Schedule I shall be adhered to for proceedings conducted by way of video conferencing.
- (iii) All relevant statutory provisions applicable to judicial proceedings including provisions of the CPC, CrPC, Contempt of Courts Act, 1971, Indian Evidence Act, 1872 (abbreviated hereafter as the Evidence Act), and Information Technology Act, 2000 (abbreviated hereafter as the IT Act), shall apply to proceedings conducted by video conferencing.
- (iv) Subject to maintaining independence, impartiality and credibility of judicial proceedings, and subject to such directions as the High Court may issue, Courts may adopt such technological advances as may become available from time to time.
- (v) The Rules as applicable to a Court shall *mutatis mutandis* apply to a Commissioner appointed by the Court to record evidence and to an inquiry officer conducting an inquiry.
- (vi) There shall be no unauthorised recording of the proceedings by any person or entity.
- (vii) The person defined in Rule 2(xii) shall provide identity proof as recognised by the Government of India/State Government/Union Territory to the Court point coordinator via personal email. In case identity proof is not readily available, the person concerned shall furnish the following personal details: name, parentage and permanent address, as also, temporary address if any.

### 4. Facilities recommended for Video Conferencing

The following equipment is recommended for conducting proceedings by video conferencing at the Court Point and at the Remote Point:

- (i) Desktop, Laptop, mobile devices with internet connectivity and printer;
- (ii) Device ensuring uninterrupted power supply;
- (iii) Camera;
- (iv) Microphones and speakers;
- (v) Display unit;
- (vi) Document visualizer;
- (vii) Provision of a firewall;
- (viii) Adequate seating arrangements ensuring privacy;
- (ix) Adequate lighting; and
- (x) Availability of a quiet and secure space



## 5. Preparatory Arrangements

- 5.1 There shall be a Coordinator both at the Court Point and at the Remote Point from which any Required Person is to be examined or heard. However, Coordinator may be required at the Remote Point only when a witness or a person accused of an offence is to be examined.
- 5.2 In the civil and criminal Courts falling within the purview of the district judiciary, persons nominated by the High Court or the concerned District Judge, shall perform the functions of Coordinators at the Court Point as well as the Remote Point as provided in Rule
- 5.3 The Coordinator at the Remote Point may be any of the following:

Sub Rule	Where the Advocate or Required Person is at the following Remote Point:-	The Remote Point Coordinator shall be:-
5.3.1	Overseas	An official of an Indian Consulate / the relevant Indian Embassy / the relevant High Commission of India
5.3.2	Court of another state or union territory within the territory of India	Any authorized official nominated by the concerned District Judge.
5.3.3	Mediation Centre or office of District Legal Services Authority (including Taluka Legal Services Committee)	Any authorized person official nominated by the Chairperson or Secretary of the concerned District Legal Services Authority.
5.3.4	Jail or prison	The concerned Jail Superintendent or Officer in-charge of the prison.
5.3.5	Hospitals administered by the Central Government, the State Government or local bodies	Medical Superintendent or an official authorized by them or the person in charge of the said hospital
5.3.6	Observation Home, Special Home, Children's Home, Shelter Home, or any institution referred to as a child facility (collectively referred to as child facilities) and where the Required Person is a juvenile or a child or a person who is an inmate of such child facility.	The Superintendent or Officer in charge of that child facility or an official authorized by them.
5.3.7	Women's Rescue Homes, Protection Homes, Shelter Homes, Nari Niketans or any institution referred to as a women's facility (collectively referred to as women's facilities).	The Superintendent or Officers In-charge of the women's facility or an official authorized by them.
5.3.8	In custody, care or employment of any other government office, organization or institution (collectively referred to as institutional facilities).	The Superintendent or Officers in-charge of the institutional facility or an official authorized by them.
5.3.9	Forensic Science Lab	The Administrative officer in-charge or their nominee.

5.3.10	In case of any other location	The concerned Court may appoint any person deemed fit and proper who is ready and willing to render their services as a Coordinator to ensure that the proceedings are conducted in a fair, impartial and independent manner and according to the directions issued by the Court in that behalf.
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- 5.4 When a Required Person is at any of the Remote Points mentioned in Sub Rules 5.3 and video conferencing facilities are not available at any of these places the concerned Court will formally request the District Judge, in whose jurisdiction the Remote Point is situated to appoint a Coordinator for and to provide a video conferencing facility from proximate and suitable Court premises.
- 5.5 The Coordinators at both the Court Point and Remote Point shall ensure that the recommended requirements set out in Rule 4 are complied with, so that the proceedings are conducted seamlessly.
- 5.6 The Coordinator at the Remote Point shall ensure that:
- 5.6.1 All Advocates and/or Required Persons scheduled to appear in a particular proceeding are ready at the Remote Point designated for video conferencing at least 30 minutes before the scheduled time.
- 5.6.2 No unauthorised recording device is used.
- 5.6.3 No unauthorised person enters the video conference room when the video conference is in progress.
- 5.6.4 The person being examined is not prompted, tutored, coaxed, induced or coerced in any manner by any person and that the person being examined does not refer to any document, script or device without the permission of the concerned Court during the course of examination.
- 5.7 Where the witness to be examined through video conferencing requires or if it is otherwise expedient to do so, the Court shall give sufficient notice in advance, setting out the schedule of video conferencing and in appropriate cases may transmit non- editable digital scanned copies of all or any part of the record of the proceedings to the official email account of the Coordinator of the concerned Remote Point designated in accordance with Rule 5.3.
- 5.8 Before the scheduled video conferencing date, the Coordinator at the Court Point shall ensure that the Coordinator at the Remote Point receives certified copies, printouts or a soft copy of the non-editable scanned copies of all or any part of the record of proceedings which may be required for recording statements or evidence, or for reference. However, these shall be permitted to be used by the Required Person only with the permission of the Court.
- 5.9 Whenever required the Court shall order the Coordinator at the Remote Point or at the Court Point to provide -
- 5.9.1 A translator in case the person to be examined is not conversant with the official language of the Court.
- 5.9.2 An expert in sign languages in case the person to be examined is impaired in speech and/or hearing.

- 5.9.3 An interpreter or a special educator, as the case may be, in case a person to be examined is differently abled, either temporarily or permanently.

### Chapter III - Procedure for Video Conferencing

#### 6. Application for Appearance, Evidence and Submission by Video Conferencing:

- 6.1 Any party to the proceeding or witness, save and except where proceedings are initiated at the instance of the Court, may move a request for video conferencing. A party or witness seeking a video conferencing proceeding shall do so by making a request in the form prescribed in Schedule II.
- 6.2 Any proposal to move a request to for video conferencing should first be discussed with the other party or parties to the proceeding, except where it is not possible or inappropriate, for example in cases such as urgent applications.
- 6.3 On receipt of such a request and upon hearing all concerned persons, the Court will pass an appropriate order after ascertaining that the application is not filed with an intention to impede a fair trial or to delay the proceedings.
- 6.4 While allowing a request for video conferencing, the Court may also fix the schedule for convening the video conferencing.
- 6.5 In case the video conferencing event is convened for making oral submissions, the order may require the Advocate or party in person to submit written arguments and precedents, if any, in advance on the official email ID of the concerned Court.
- 6.6 Costs, if directed to be paid, shall be deposited within the prescribed time, commencing from the date on which the order convening proceedings through video conferencing is received.

#### 7. Service of Summons

Summons issued to a witness who is to be examined through video conferencing, shall mention the date, time and venue of the concerned Remote Point and shall direct the witness to attend in person along with proof of identity or an affidavit to that effect. The existing rules regarding service of summons and the consequences for non-attendance, as provided in the CPC and Cr.PC shall apply with respect to service of summons for proceedings conducted by video conferencing.

#### 8. Examination of persons

- 8.1 Any person being examined, including a witness shall, before being examined through video conferencing, produce and file proof of identity by submitting an identity document issued or duly recognized by the Government of India, State Government, Union Territory, or in the absence of such a document, an affidavit attested by any of the authorities referred to in Section 139 of the CPC or Section 297 of the CrPC, as the case maybe. The affidavit will *inter alia* state that the person, who is shown to be the party to the proceedings or as a witness, is the same person, who is to depose at the virtual hearing. A copy of the proof of identity or affidavit, as the case may be, will be made available to the opposite party.
- 8.2 The person being examined will ordinarily be examined during the working hours of the concerned Court or at such time as the Court may deem fit. The oath will be administered to the person being examined by the Coordinator at the Court Point.

- 8.3 Where the person being examined, or the accused to be tried, is in custody, the statement or, as the case may be, the testimony, may be recorded through video conferencing. The Court shall provide adequate opportunity to the under-trial prisoner to consult in privacy with their counsel before, during and after the videoconferencing.
- 8.4 Subject to the provisions for examination of witnesses contained in the Evidence Act, before the examination of the witness, the documents, if any, sought to be relied upon shall be transmitted by the applicant to the witness, so that the witness acquires familiarity with the said documents. The applicant will file an acknowledgment with the Court in this behalf.
- 8.5 If a person is examined with reference to a particular document then the summons to witness must be accompanied by a duly certified photocopy of the document. The original document should be exhibited at the Court Point in accordance with the deposition of the concerned person being examined.
- 8.6 The Court would be at liberty to record the demeanour of the person being examined.
- 8.7 The Court will note the objections raised during the deposition of the person being examined and rule on them.
- 8.8 The Court shall obtain the signature of the person being examined on the transcript once the examination is concluded. The signed transcript will form part of the record of the judicial proceedings. The signature on the transcript of the person being examined shall be obtained in either of the following ways:
- 8.8.1 If digital signatures are available at both the concerned Court Point and Remote Point, the soft copy of the transcript digitally signed by the presiding Judge at the Court Point shall be sent by the official e-mail to the Remote Point where a print out of the same will be taken and signed by the person being examined. A scanned copy of the transcript digitally signed by the Coordinator at the Remote Point would be transmitted by official email of the Court Point. The hard copy of the signed transcript will be dispatched after the testimony is over, preferably within three days by the Coordinator at the Remote Point to the Court Point by recognised courier/registered speed post.
- 8.8.2 If digital signatures are not available, the printout of the transcript shall be signed by the presiding Judge and the representative of the parties, if any, at the Court Point and shall be sent in non-editable scanned format to the official email account of the Remote Point, where a printout of the same will be taken and signed by the person examined and countersigned by the Coordinator at the Remote Point. A non-editable scanned format of the transcript so signed shall be sent by the Coordinator of the Remote Point to the official email account of the Court Point, where a print out of the same will be taken and shall be made a part of the judicial record. The hard copy would also be dispatched preferably within three days by the Coordinator at the Remote Point to the Court Point by recognised courier/registered speed post.
- 8.9 An audio-visual recording of the examination of person examined shall be preserved. An encrypted master copy with hash value shall be retained as a part of the record.
- 8.10 The Court may, at the request of a person to be examined, or on its own motion, taking into account the best interests of the person to be examined, direct appropriate measures to protect the privacy of the person examined bearing in mind aspects such as age, gender, physical condition and recognized customs and practices.

- 8.11 The Coordinator at the Remote Point shall ensure that no person is present at the Remote Point, save and except the person being examined and those whose presence is deemed administratively necessary by the Coordinator for the proceedings to continue.
- 8.12 The Court may also impose such other conditions as are necessary in a given set of facts for effective recording of the examination (especially to ensure compliance with Rule 5.6.4).
- 8.13 The examination shall, as far as practicable, proceed without interruption or the grant of unnecessary adjournments. However, the Court or the Commissioner as the case may be, will be at liberty to determine whether an adjournment should be granted, and if so, on what terms.
- 8.14 The Court shall be guided by the provisions of the CPC and Chapter XXIII, Part B of the CrPC, the Evidence Act and the IT Act while examining a person through video conferencing.
- 8.15 Where a Required Person is not capable of reaching the Court Point or the Remote Point due to sickness or physical infirmity, or presence of the required person cannot be secured without undue delay or expense, the Court may authorize the conduct of video conferencing from the place at which such person is located. In such circumstances the Court may direct the use of portable video conferencing systems. Authority in this behalf may be given to the concerned Coordinator and/or any person deemed fit by the Court.
- 8.16 Subject to such orders as the Court may pass, in case any party or person authorized by the party is desirous of being physically present at the Remote Point at the time of recording of the testimony, such a party shall make its own arrangement for appearance/representation at the Remote Point.

### **9. Exhibiting or Showing Documents to Witness or Accused at a Remote Point**

If in the course of examination of a person at a Remote Point by video conferencing, it is necessary to show a document to the person, the Court may permit the document to be shown in the following manner:

- 9.1 If the document is at the Court Point, by transmitting a copy or image of the document to the Remote Point electronically, including through a document visualizer; or
- 9.2 If the document is at the Remote Point, by putting it to the person and transmitting a copy/image of the same to the Court Point electronically including through a document visualizer. The hard copy of the document counter signed by the witness and the Coordinator at the Remote Point shall be dispatched thereafter to the Court Point via authorized courier/registered speed post.

### **10. Ensuring seamless video conferencing**

- 10.1 The Advocate or Required Person, shall address the Court by video conferencing from a specified Remote Point on the date and time specified in the order issued by the Court. The presence of the coordinator will not be necessary at the Remote point where arguments are to be addressed by an advocate or party in person before the Court.
- 10.2 If the proceedings are carried out from any of the Remote Point(s) (in situations described in Rules 5.3.1 to 5.3.9) the Coordinator at such Remote Point shall ensure compliance of all technical requirements. However, if the proceedings are conducted from a Remote Point

falling in the situation contemplated under Rule 5.3.10, such as an Advocate's office, the Coordinator at the Court Point shall ensure compliance of all technical requirements for conducting video conferencing at both the Court Point and the Remote Point.

- 10.3 The Coordinator at the Court Point shall be in contact with the concerned Advocate or the Required Person and guide them in regard to the fulfilment of technical and other requirements for executing a successful hearing through video conferencing. Any problems faced by such Remote Users shall be resolved by the Court Point Coordinator. The Court Point Coordinator shall *inter alia* share the link of the video conferencing hearing with such Remote Users.
- 10.4 The Coordinator at the Court Point shall ensure that any document or audio-visual files, emailed by the Remote User, are duly received at the Court Point.
- 10.5 The Coordinator at the Court Point shall also conduct a trial video conferencing, preferably 30 minutes prior to scheduled video conferencing in order to ensure that all the technical systems are in working condition at both the Court Point and the Remote Point.
- 10.6 At the scheduled time, the Coordinator at the Court Point shall connect the Remote User to the Court.
- 10.7 On completion of the video conferencing proceeding, the Court shall mention in the order sheet the time and duration of the proceeding, the software used (in case the software used is not the Designated Video Conferencing Software), the issue(s) on which the Court was addressed and the documents if any that were produced and transmitted online. In case a digital recording is tendered, the Court shall record its duration in the order sheet along with all other requisite details.
- 10.8 The Court shall also record its satisfaction as to clarity, sound and connectivity for both Court Users and Remote Users.
- 10.9 On the completion of video conferencing, if a Remote User is of the opinion that they were prejudiced due to poor video and/or audio quality, the Remote User shall immediately inform the Coordinator at the Court Point, who shall in turn, communicate this information to the Court without any delay. The Court shall consider the grievance and if it finds substance in the grievance may declare the hearing to be incomplete and the parties may be asked to re-connect or make a physical appearance in Court.

#### **11. Judicial remand, framing of charge, examination of accused and Proceedings under Section 164 of the CrPC**

- 11.1 The Court may, at its discretion, authorize detention of an accused, frame charges in a criminal trial under the CrPC by video conferencing. However, ordinarily judicial remand in the first instance or police remand shall not be granted through video conferencing save and except in exceptional circumstances for reasons to be recorded in writing.
- 11.2 The Court may, in exceptional circumstances, for reasons to be recorded in writing, examine a witness or an accused under Section 164 of the CrPC read with Rule 5 of Chapter V of the Karnataka Criminal Rules of Practice, 1968 or record the statement of the accused under Section 313 CrPC through video conferencing, while observing all due precautions to ensure that the witness or the accused as the case may be is free of any form of coercion,

threat or undue influence. The Court shall ensure compliance with Section 26 of the Evidence Act.

#### Chapter IV - General Procedure

### 12. General procedure

- 12.1 The procedure set out hereafter in this chapter is without prejudice to the procedure indicated elsewhere in these Rules qua specific instances in which proceedings are conducted via video conferencing.
- 12.2 The Coordinator at the Court Point shall ensure that video conferencing is conducted only through a Designated Video Conferencing Software. However, in the event of a technical glitch during a given proceeding, the concerned Court may for reasons to be recorded permit the use of a software other than the Designated Video Conferencing Software for video conferencing in that particular proceeding.
- 12.3 The identity of the person to be examined shall be confirmed by the Court with the assistance of the Coordinator at the Remote Point in accordance with Rule 8.1, at the time of recording of the evidence and the same must be reflected in the order sheet of the Court.
- 12.4 In civil cases, parties requesting for recording statements of the person to be examined by video conferencing shall confirm to the Court, the location of the person, the willingness of such person to be examined through video conferencing and the availability of technical facilities for video conferencing at the agreed upon time and place.
- 12.5 In criminal cases, where the person to be examined is a prosecution witness or a Court witness, or where a person to be examined is a defence witness, the counsel for the prosecution or defence counsel, as the case maybe, shall confirm to the Court the location of the person, willingness to be examined by video conferencing and the time, place and technical facility for such video conferencing.
- 12.6 In case the person to be examined is an accused, the prosecution will confirm the location of the accused at the Remote Point.
- 12.7 Video conferencing shall ordinarily take place during the Court hours. However, the Court may pass suitable directions concerning the timing and schedule of video conferencing as the circumstances may warrant.
- 12.8 If the accused is in custody and not present at the Court Point, the Court will order a multi-point video conference between itself, the witness and the accused in custody to facilitate recording of the statement of the witness (including medical or other expert). The Court shall ensure that the defence of the accused is not prejudiced in any manner and that the safeguards contained in Rule 8.3 are observed.
- 12.9 The Coordinator at the Remote Point shall be paid such amount as honorarium as may be directed by the Court in consultation with the parties.

### 13. Costs of Video Conferencing

In the absence of rules prescribed by the concerned Court, the Court may take into consideration following circumstances when determining and/or apportioning the costs of video conferencing:

- 13.1 In criminal cases, the expenses of the video conferencing facility including expenses

involved in preparing soft copies/certified copies of the Court record and transmitting the same to the Coordinator at the Remote Point, and the fee payable to translator / interpreter/special educator, as the case may be, as also the fee payable to the Coordinator at the Remote Point, shall be borne by such party as directed by the Court.

- 13.2 In civil cases, generally, the party making the request for recording evidence, through video conferencing shall bear the expenses.
- 13.3 Besides the above, the Court may also make an order as to expenses as it considers appropriate, taking into account rules / instructions regarding payment of expenses to the complainant and witnesses, as may be prevalent from time to time.
- 13.4 It shall be open to the Court to waive the costs as warranted in a given situation.

#### **14. Conduct of Proceedings**

- 14.1 All Advocates, Required Persons, the party in person and/or any other person permitted by the Court to remain physically or virtually present (hereinafter collectively referred to as participants) shall abide by the requirements set out in Schedule I.
- 14.2 Before the commencement of video conferencing all participants, shall have their presence recorded. However, in case a participant is desirous that their face or name be masked, information to that effect will be furnished to the Court Point Coordinator prior to the commencement of the proceeding.
- 14.3 The Court Point Coordinator shall send the link / Meeting ID / Room Details via the email Id / mobile number furnished by the Advocate or Required Person or other participant permitted to be virtually present by the Court. Once the proceedings have commenced, no other persons will be permitted to participate in the virtual hearing, save and except with the permission of the Court.
- 14.4 The participants, after joining the hearing shall remain in the virtual lobby if available, until they are admitted to virtual hearing by the Coordinator at the Court Point.
- 14.5 Participation in the proceedings shall constitute consent by the participants to the proceedings being recorded by video conferencing.
- 14.6 Establishment and disconnection of links between the Court Point and the Remote Point would be regulated by orders of the Court.
- 14.7 The Court shall satisfy itself that the Advocate, Required Person or any other participant that the Court deems necessary at the Remote Point or the Court Point can be seen and heard clearly and can clearly see and hear the Court.
- 14.8 To ensure that video conferencing is conducted seamlessly, the difficulties, if any, experienced in connectivity must be brought to the notice of the Court at the earliest on the official email address and mobile number of the Court Point Coordinator which has been furnished to the participant before the commencement of the virtual hearing. No complaint shall subsequently be entertained.
- 14.9 Wherever any proceeding is carried out by the Court under these Rules by taking recourse to video conferencing, this shall specifically be mentioned in the order sheet.

#### **15. Access to Legal Aid Clinics/Camps/Lok Adalats/Jail Adalats**

- 15.1 In conformity with the provisions of the Legal Services Authorities Act, 1987 and the laws



in force, in proceedings related to Legal Aid Clinics, Camps, Lok Adalats or Jail Adalats, any person who at the Remote Point is in Jail or Prison shall be examined by the Chairman / Secretary of the District Legal Service Authority or Taluka Legal Service Committee or Members of Lok Adalats before passing any award or orders in accordance with law.

15.2 Such award or order shall have the same force as if it was passed by the regular Lok Adalat or Jail Adalat.

15.3 Copy of the award or order and the record of proceedings shall be sent to the Remote Point.

#### **16. Allowing persons who are not parties to the case to view the proceedings**

16.1 In order to observe the requirement of an open Court proceeding, members of the public will be allowed to view Court hearings conducted through video conferencing, except proceedings ordered for reasons recorded in writing to be conducted in-camera. The Court shall endeavour to make available sufficient links (consistent with available bandwidth) for accessing the proceedings.

16.2 Where, for any reason, a person unconnected with the case is present at the Remote Point, that person shall be identified by the Coordinator at the Remote Point at the start of the proceedings and the purpose of the presence of that person shall be conveyed to the Court. Such a person shall continue to remain present only if ordered so by the Court.

### **Chapter V – Miscellaneous**

#### **17. Reference to Words and Expressions**

Words and expressions used and not defined in these Rules shall have the same meaning as assigned to them in the CPC, the CrPC, Evidence Act, IT Act, and the General Clauses Act, 1897.

#### **18. Power to Relax**

The High Court may if satisfied that the operation of any Rule is causing undue hardship, by an order dispense with or relax the requirements of that Rule to such extent and subject to such conditions, as may be stipulated to deal with the case in a just and equitable manner.

#### **19. Residual Provisions**

Matters with respect to which no express provision has been made in these Rules, shall be decided by the Court consistent with the principle of furthering the interests of justice.

**SCHEDULE I**

1. All participants shall wear sober attire consistent with the dignity of the proceedings. Advocates shall be appropriately dressed in professional attire prescribed under the Advocates Act, 1961. Police officials shall appear in the uniform prescribed for police officials under the relevant statute or orders. The attire for judicial officers and Court staff will be as specified in the relevant rules prescribed in that behalf by the High Court. The decision of the Presiding Judge or officer as to the dress code will be final.
2. Proceedings shall be conducted at the appointed date and time. Punctuality shall be scrupulously observed.
3. The case will be called out and appearances shall be recorded on the direction of the Court.
4. Every participant shall adhere to the courtesies and protocol that are followed in a physical Court. Judges will be addressed as "Madam/Sir" or "Your Honour". Officers will be addressed by their designation such as "Bench Clerk/Court Officer". Advocates will be addressed as "Learned Counsel/Senior Counsel"
5. Advocates, Required Persons, parties in person and other participants shall keep their microphones muted till such time as they are called upon to make submissions.
6. Remote Users shall ensure that their devices are free from malware.
7. Remote Users and the Coordinator at the Remote Point shall ensure that the Remote Point is situated in a quiet location, is properly secured and has sufficient internet coverage. Any unwarranted disturbance caused during video conferencing may if the Presiding Judge so directs render the proceedings *non-est*.
8. All participants' cell phones shall remain switched off or in airplane mode during the proceedings.
9. All participants should endeavour to look into the camera, remain attentive and not engage in any other activity during the course of the proceedings.

**SCHEDULE II**

**Request Form for Video Conference**

1. Case Number / CNR Number (if any)
2. Cause Title
3. Proposed Date of conference (DD/MM/YYYY): \_\_\_\_\_
4. Location of the Court Point(s): \_\_\_\_\_
5. Location of the Remote Point(s): \_\_\_\_\_
6. Names & Designation of the Participants at the Remote Point: \_\_\_\_\_
7. Reasons for Video Conferencing:

*In the matter of:*

8. Nature of Proceedings: Final Hearing  Motion Hearing  Others

I have read and understood the provisions of [Rules for Video Conferencing](#) for Courts (hyperlink). I undertake to remain bound by the same to the extent applicable to me. I agree to pay video conferencing charges if so, directed by the Court.

Signature of the applicant/authorised

Date:

-----  
**For the use of the Registry / Court Point Co-ordinator**

**A) Bench assigned:**

**B) Hearing:**

Held on(DD/MM/YYYY):

Commencement Time:

End time:

Number of hours:

**C) Costs:**

Overseas transmission charges if any:

To be Incurred by Applicant / Respondent:

To be shared equally:

Waived; as ordered by the Court:

Signature of the authorised officer:

Date:

BY ORDER OF THE HIGH COURT,

Sd/-

(RAJENDRA BADAMIKAR)  
REGISTRAR GENERAL



“Online Portal”

“Copying Application Filing/Fee Payment”

***User Manual***

**High Court of Karnataka,  
Bengaluru**



**National Informatics Centre, KSC**

## Bengaluru

### Login Screen

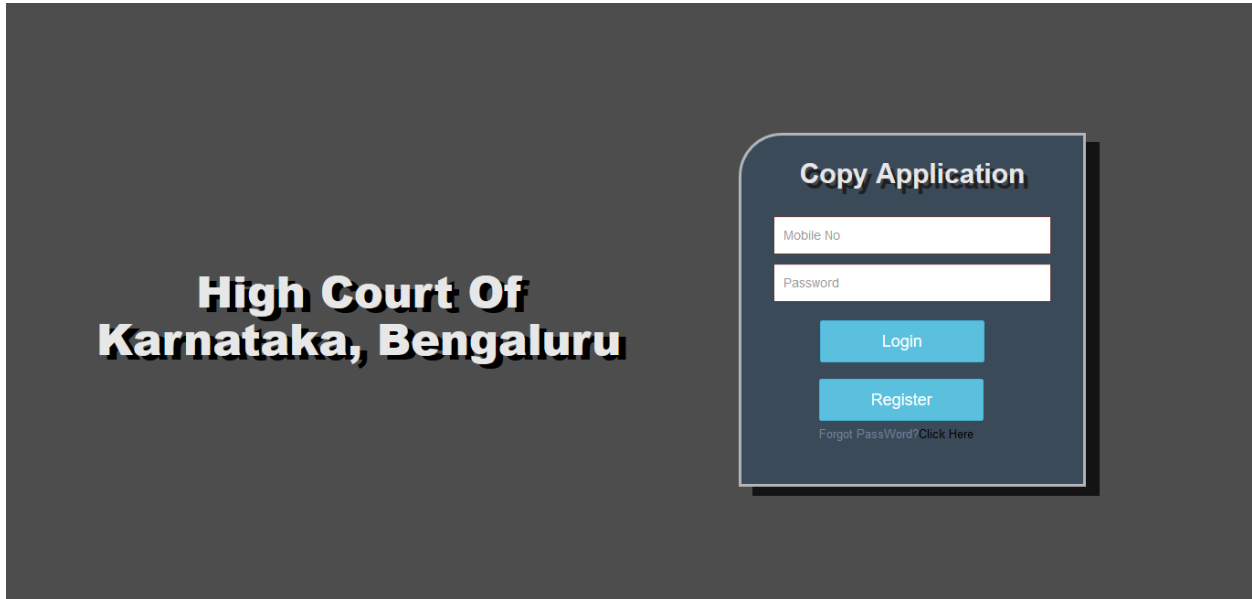


Fig.1.1 Login Form

New Users can register by clicking on register button.

### Registration Screen

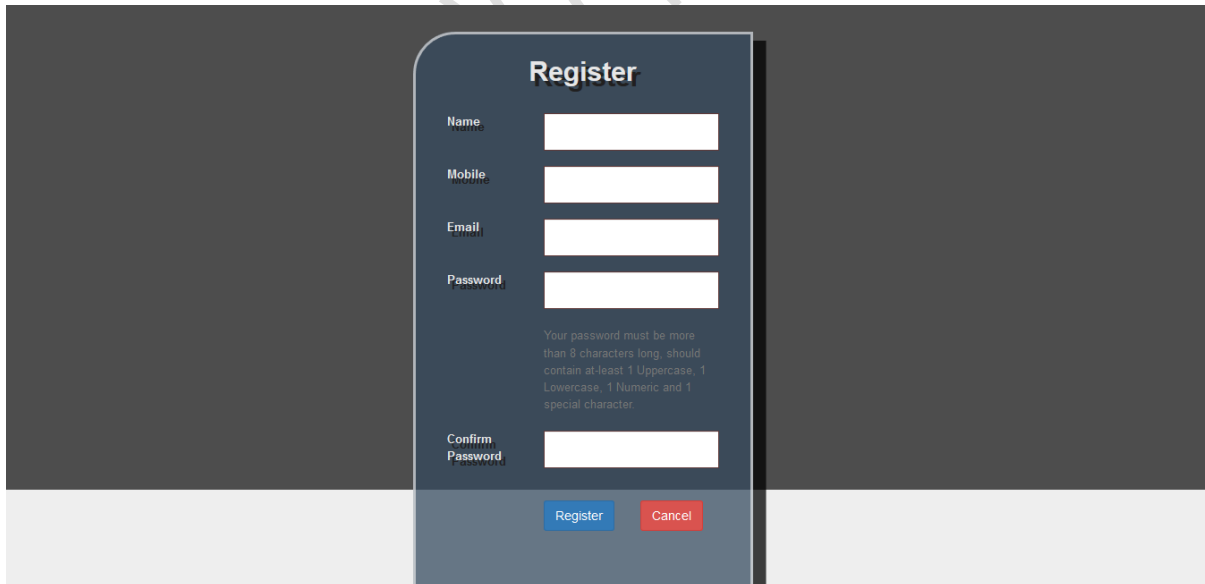


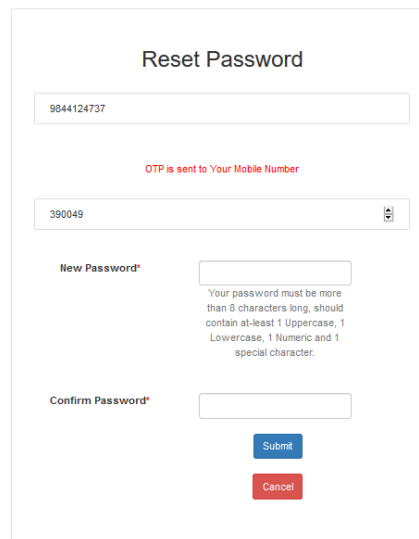
Fig. 2.1 COnline Registration Form

Users can register to get the access to the portal by giving their Name, Mobile Number, Email ID and Password.

Password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.

On submission a message is sent to the mobile number with the user ID.

## **Forgot Password Screen**



Reset Password

9844124737

OTP is sent to Your Mobile Number

390049

New Password\*

Your password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.

Confirm Password\*

Submit

Cancel

Fig. 3.1 Forgot Password Form

To reset the password, the user needs to enter their Mobile Number. One Time Password (OTP) will be sent to their mobile if the user is registered.

On authentication of OTP the user is allowed to change the password.

Password criteria - Password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.

New Password and confirm password should be same.

## **Dashboard**

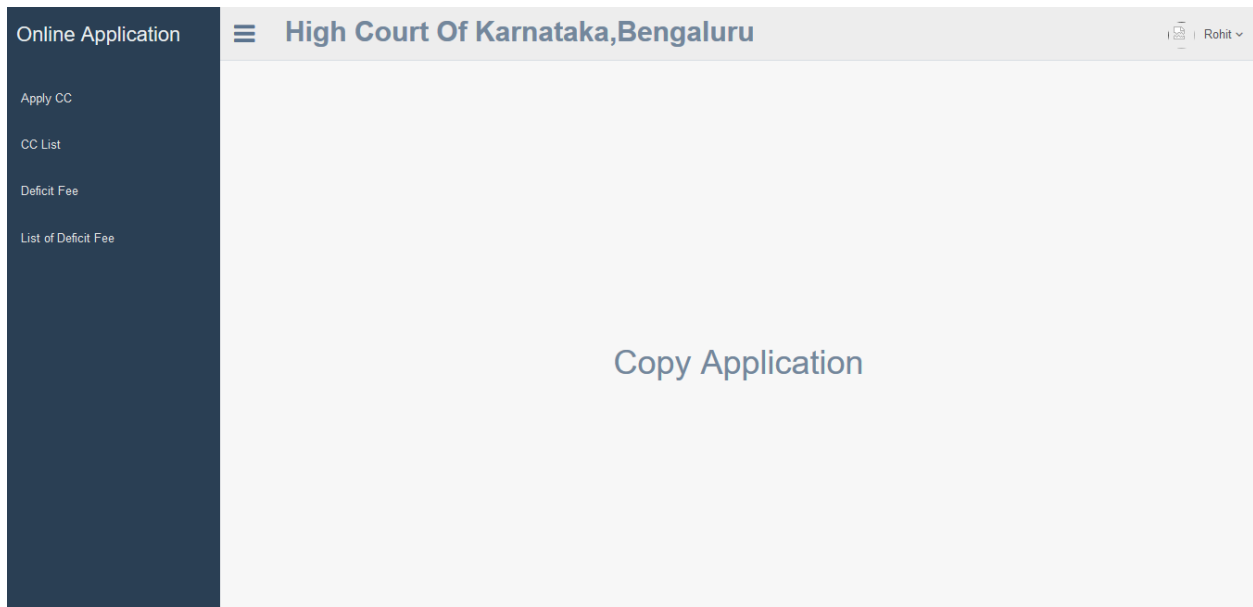


Fig. 4.1 Menu Form

Enabling Menu items for the Logged in user.

On successful login, Logged in Name will be displayed.

When user clicks on Profile button the profile of the user is displayed. When user clicks on Logout button, the user is logged off.

The dashboard provides option for registration with online payment for request for certified copy (Apply CC), View the list of applications registered (CC List), Pay DCF by application number (Deficit Fee) and view the list of copying requests due for DCF (List of deficit Fee).

## Certified Copy Application

Online Application

Apply CC

CC List

Deficit Fee

List of Deficit Fee

High Court Of Karnataka, Bengaluru

Rohit

### Copying Registration - Final Orders

Case Type \* Case Number \* Case Year \*

WP 1 2019

Submit

High Court of Karnataka

NIC, KSU

Fig. 5.1 Copy Application Form

User enters Case Type, Case Number and Case Year and on Click on Submit Button the case details are populated.

User cannot apply copying application for pending cases.

Online Application

Apply CC-IV

CC List

Deficit Fee

List of Deficit Fee

High Court Of Karnataka, Bengaluru

Rohit

### Copying Registration - Final Orders

Case Type \* Case Number \* Case Year \*

WP 10 2019

Submit

Case Type: WP	Case Number: 10	Case Year: 2019
Status: disposed	Petitioner: test1	Respondent: test2
Petitioner Advocate: petadv	Respondent Advocate: resadv	Filing Date: 20/01/2019
Decision Date: 15/12/2019	Judge:	Classification: nullnull

Date of Filing \* Date of Order \*

06/04/2020 15/12/2019

Submit

High Court of Karnataka

NIC, KSU

Fig. 5.2 Case Status

Case Details such as Case Type, Case Number, Case year, Status, Petitioner Name, Respondent Name, Petitioner Advocate, Respondent Advocate , Filing Date ,



Decision Date, Honb'le Judge Name , Classification , Date of Filing, Date of Order are displayed to verify the details.

Click **Submit** button if the details are correct.

The screenshot shows the 'Copying Registration - Final Orders' form. The form is titled 'High Court Of Karnataka, Bengaluru' and 'Rohit'. The form contains the following fields and values:

Field	Value
Case Type *	WP
Case Number *	10
Case Year *	2019
Status	disposed
Petitioner	test1
Respondent	test2
Petitioner Advocate	petadv
Respondent Advocate	resadv
Filing Date	20/01/2019
Decision Date	15/12/2019
Judge	
Classification	nullnull
Date of Filing *	06/04/2020
Date of Order *	15/12/2019
Released Y/N	N
Date of Release	
No of Pages	[]
Applicant Name *	Rohit
No. of Copies *	1
Auto/Decree *	A
Copying Fee *	
Mobile No.	9844124737

Fig. 5.3 Final Order Form

On Click of Submit the user has to select the type of request and number of copies required and the Copying fee will be calculated automatically based on the number of pages, type of request and number of copies. If number of pages are not available, minimum amount (Rs. 15/-) is displayed

Click on Save, and it will display the copying application number. Now, the Application will be redirected to payment portal for online payment of copying charges.

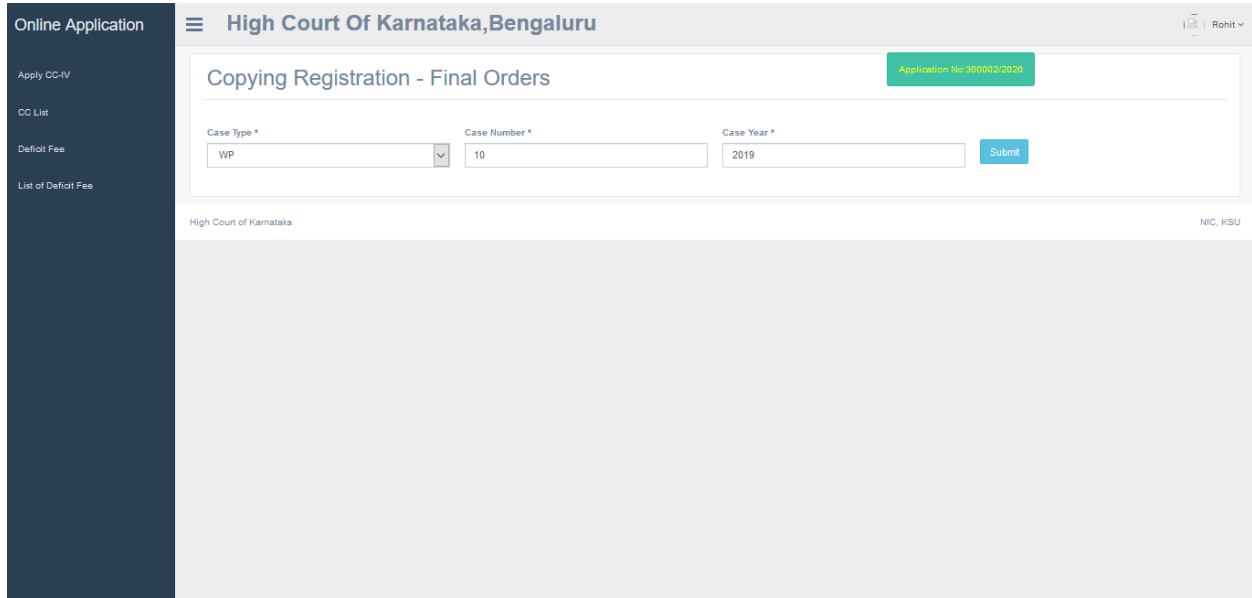


Fig. 5.4 Generation of CR Number

The Application number is generated and displayed on the screen and message is sent to the registered mobile number of the user.

## Payment Page

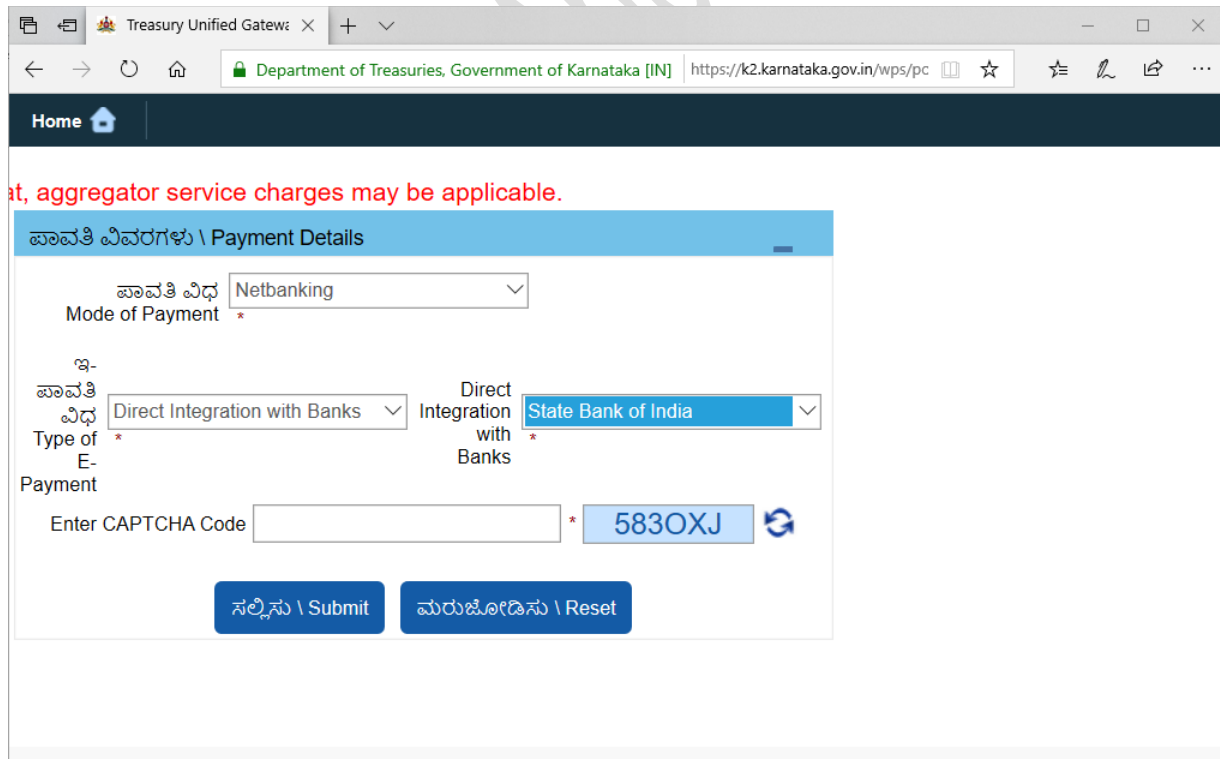


Fig. 5.5 Payment Page

Click on submit button after selecting Mode of Payment as Netbanking, select type of E-payment as Direct Integration with Banks and select the required bank and entering the displayed captcha.

The user will be redirected to netbanking site of the selected bank. On completion of the transaction by clicking confirm button the user will be shown the acknowledgment, a print of which can be taken for further reference.

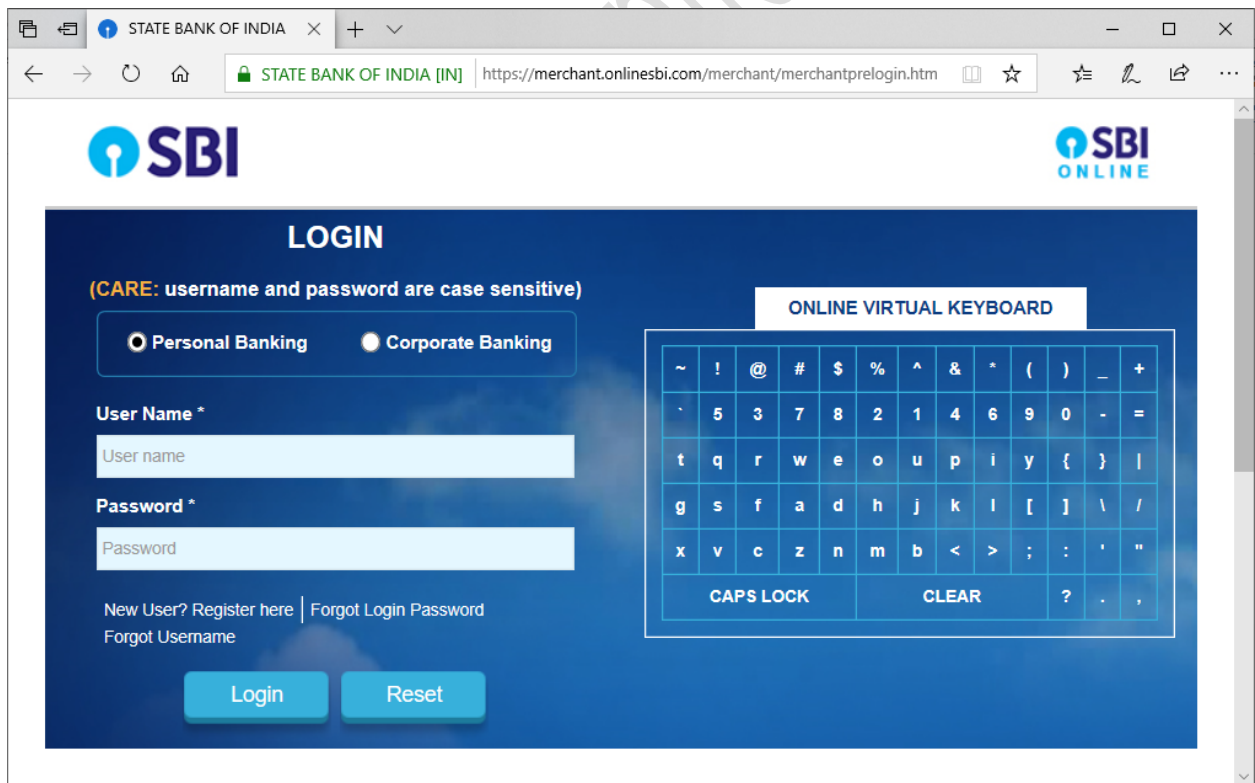
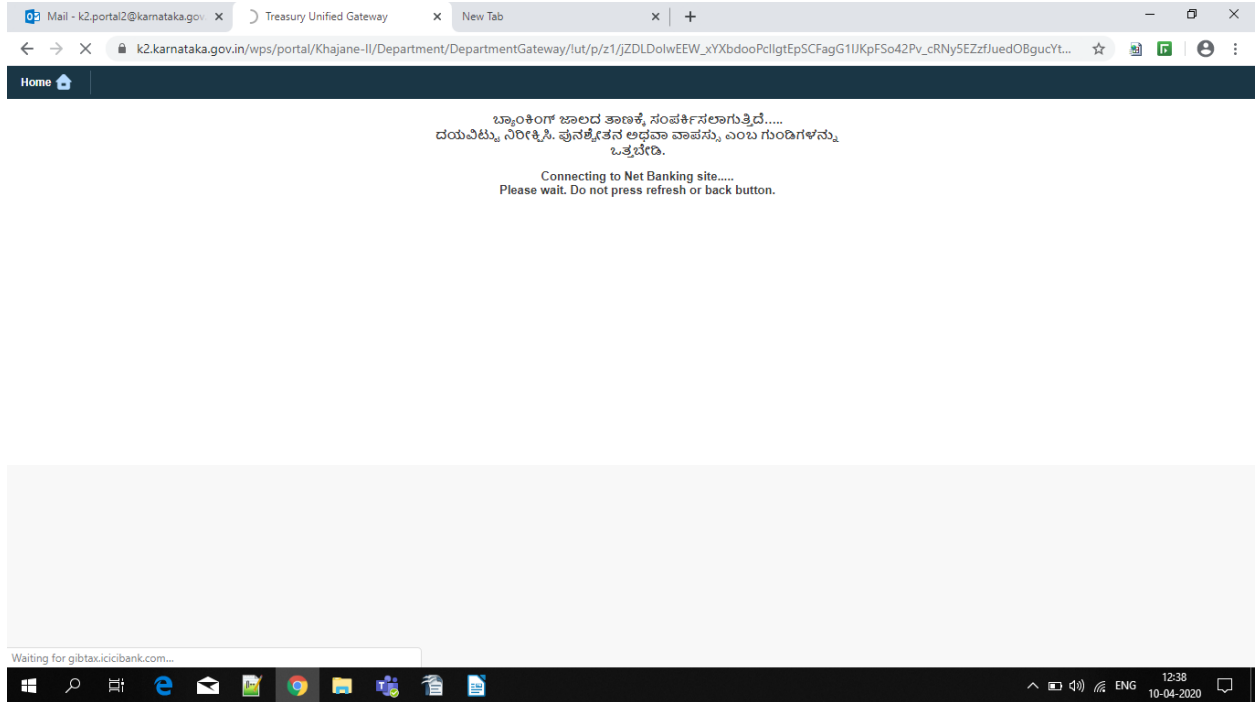


Fig. 5.6 Payment Page

Online Copy Application - HCK

gibtax.icicibank.com/corp/GIBAuthenticationController?FORMSGROUP\_ID\_=AuthenticationFG&\_START\_TRAN\_FLAG\_=Y&FG\_BUTTONS\_=LOAD&ACTION.LO...

Payment Details      Preview and Confirm      Summary

\* Indicates Mandatory Fields

Tax Type :	Khajane State Tax
Reference Number :	48331188
Pay From Account : *	Select

Merchant Code (Payee Id) :	ICICI_KHAJANE
Challan Reference Number :	CR0420801100524429
Challan Amount :	1
Transaction Date :	16042020
Name of the Remitter :	xx xx

Reject Remarks:

**CONTINUE**      **REJECT**

Fig. 5.6 Payment Confirmation Page

Payment Receipt  
Payment Confirmation

**Payment Acknowledgement**

<b>Bank_transaction_no</b>	10001008
<b>CCA Application No</b>	WP 100020/2020
<b>Status</b>	PAYMENT_DONE
<b>challan_amount</b>	75
<b>challan_ref_no</b>	HIGH130320114124
<b>Bank_name</b>	State Bank Of India
<b>Payment_mode</b>	Direct Integration with Banks
<b>trsn_timestamp</b>	2020-03-13 11:51:46.607

32 seconds

Fig. 5.7 Payment Acknowledgment

It is mandatory to print the receipt of the payment acknowledgement for taking the physical copies at the counter at High Court.

## Certified Copy List

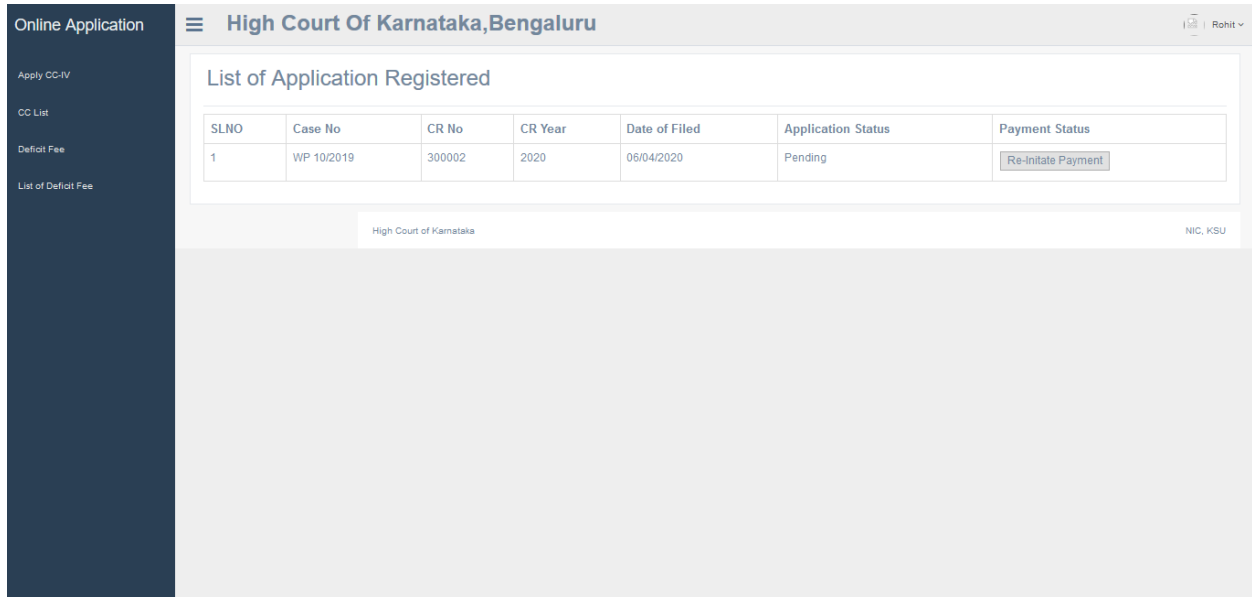


Fig. 6.1 List of Application Filed

List of applications registered by the user is displayed along with the status of certified copy application registered. If the payment fails during application registration, the user can re-initiate the payment by clicking on **Re-initiate Payment** button.

## Deficit Fee

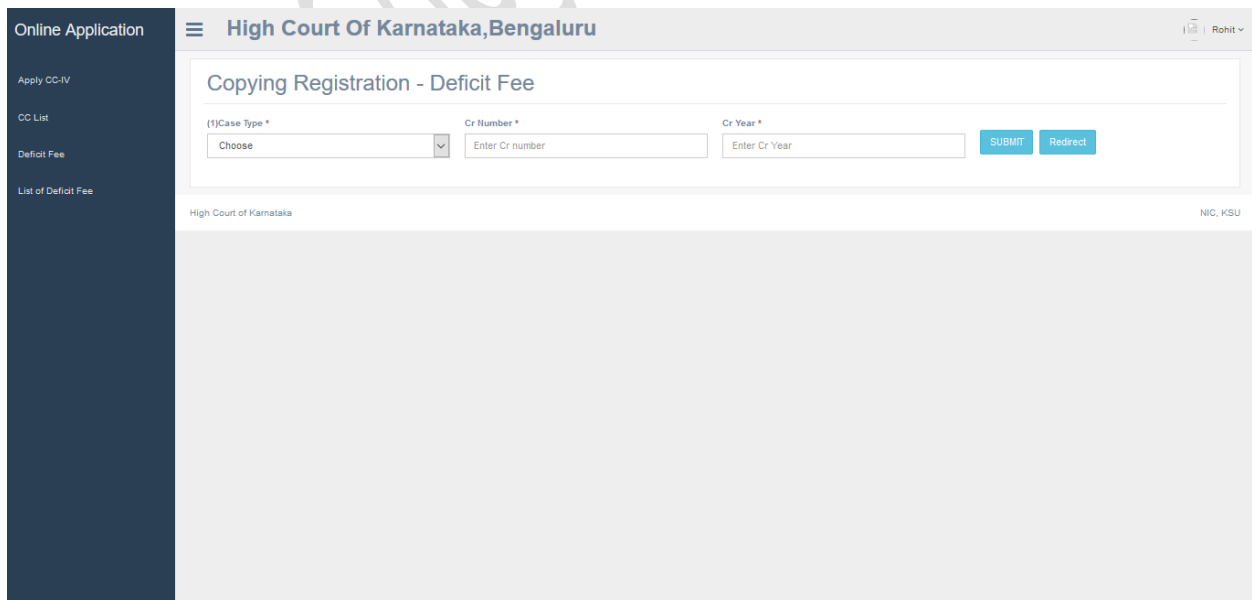


Fig. 7.1 Deficit Fee

User selects Case Type and enters CR Number and CR Year and Click on Submit Button.

Online Application

Apply CC

CC List

Deficit Fee

High Court Of Karnataka,Bengaluru

Sachin

Copying Registration - Deficit Fee

Addi Court Fee cannot be accepted as application is disposed

(1)Case Type \* WP Cr Number \* 2710 Cr Year \* 2020

SUBMIT Redirect

Case Type: WP	CCA Number: 2710	CCA Year: 2020
Date of Filing: 21/01/2020	Case Number: 4941	Case Year: 2015
Application Name: sri k n putte gowda adv	Payment Due: 0	Auto/Decree: A
Additional Fee:	Ready/Reject: Y	Date Addi court fee

High Court of Karnataka

NIC, KSU

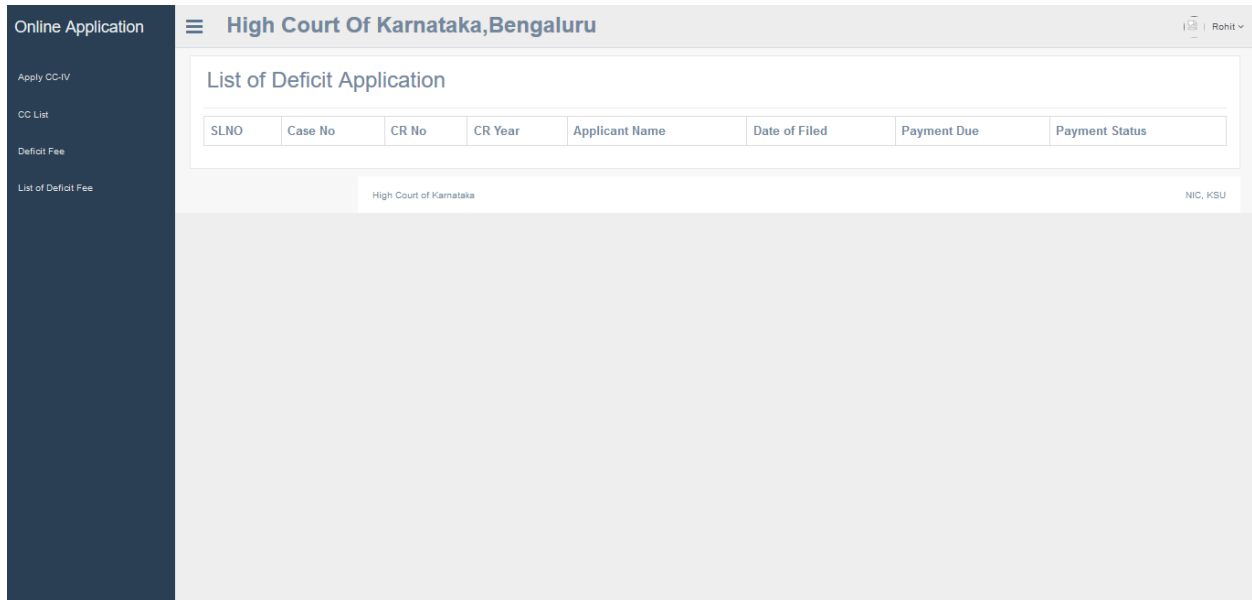
Fig. 7.2 Deficit Fee Details

On Click of Submit Button, the copying request details such as Case Type, CCA Number, CCA Year, Date of Filing, Case Number, Case year, Applicant Name, DCF (Payment Due), Auto/Decree, Additional Fee Paid, Ready/Reject, Date Additional Court Fee Paid are displayed. If there is any payment due, the user can pay the amount.

Click on submit button will redirect to payment site for payment of DCF.



## List of Deficit Fee



The screenshot displays the 'List of Deficit Application' interface. The header includes 'High Court Of Karnataka, Bengaluru' and a user profile 'Rohit'. The table has the following columns: SLNO, Case No, CR No, CR Year, Applicant Name, Date of Filed, Payment Due, and Payment Status. The table content is currently empty, and the page is watermarked with 'Online Copy Application'.

SLNO	Case No	CR No	CR Year	Applicant Name	Date of Filed	Payment Due	Payment Status
------	---------	-------	---------	----------------	---------------	-------------	----------------

Fig. 8.1 List of Deficit Fee

List of applications due for DCF will also be displayed if any. The user can initiate the payment and pay the deficit amount.



“Online Portal”

Payment of Court Fees/ Process fees

***User Manual***

**High Court of Karnataka,  
Bengaluru**



**National Informatics Centre, KSC**

**Bengaluru**

In the below screen new use shall register by clicking on the Register button.

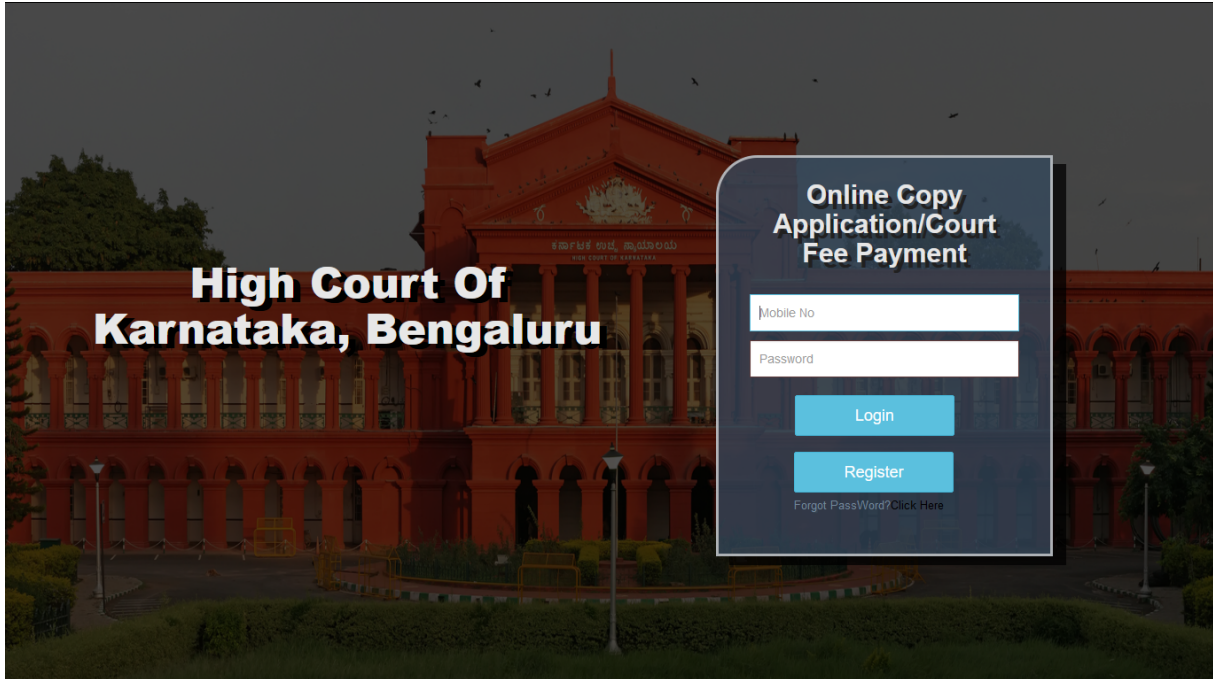


Fig. 1.1 Login screen

The user shall their name Mobile number email id and set password. Then shall click register.

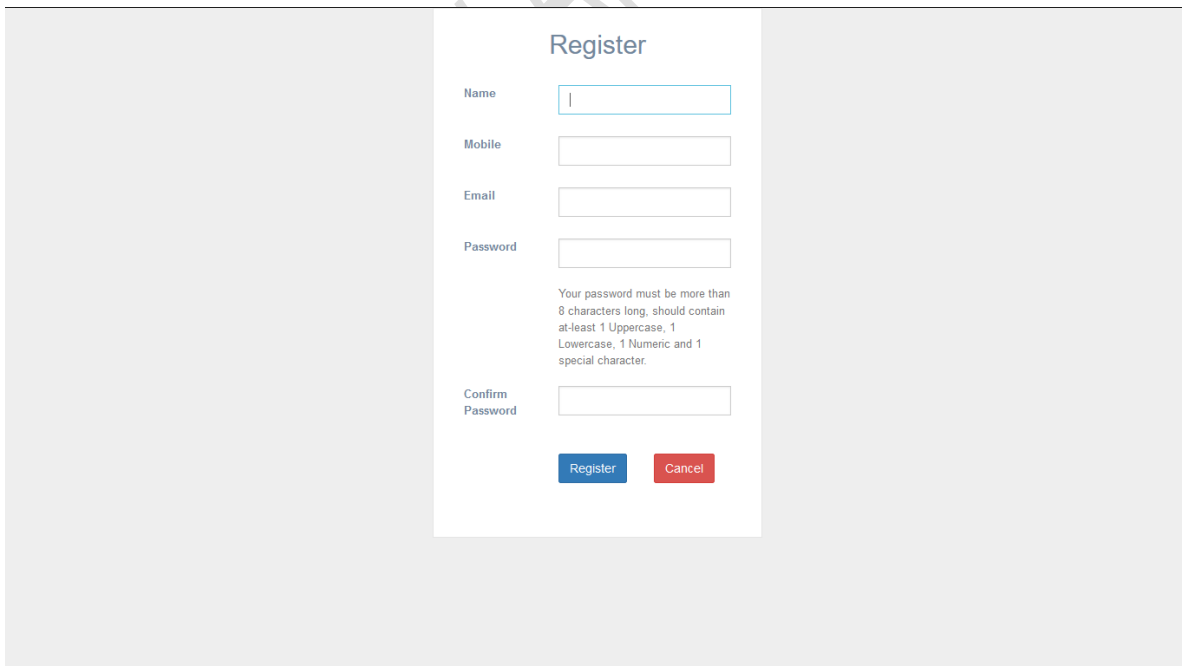
The image shows a registration screen with a white form on a light gray background. The form is titled 'Register' in blue text. It contains five input fields: 'Name', 'Mobile', 'Email', 'Password', and 'Confirm Password'. Below the 'Password' field, there is a note: 'Your password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.' At the bottom of the form, there are two buttons: a blue 'Register' button and a red 'Cancel' button.

Fig. 1.2 Registration Screen

After successful registration the below screen is displayed.

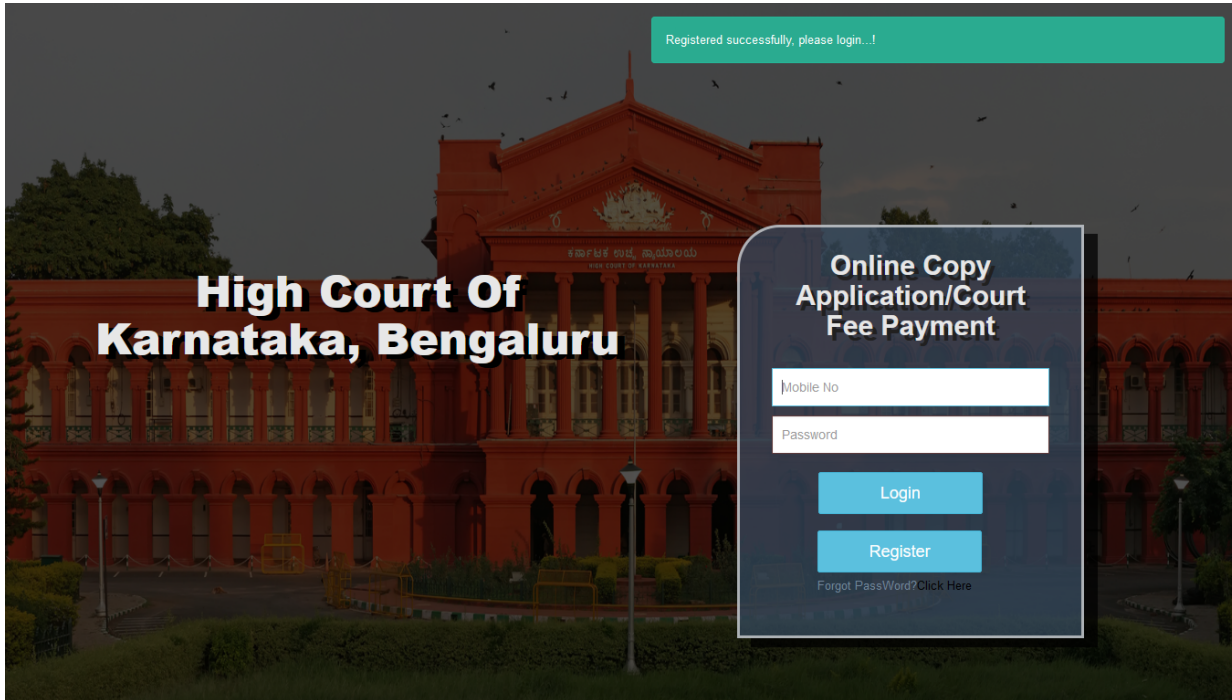


Fig. 1.3 Successful Registration Screen

After successful login please use your mobile number and the password set as your login credentials.

Click on court fee as shown below.

**Court Fee**

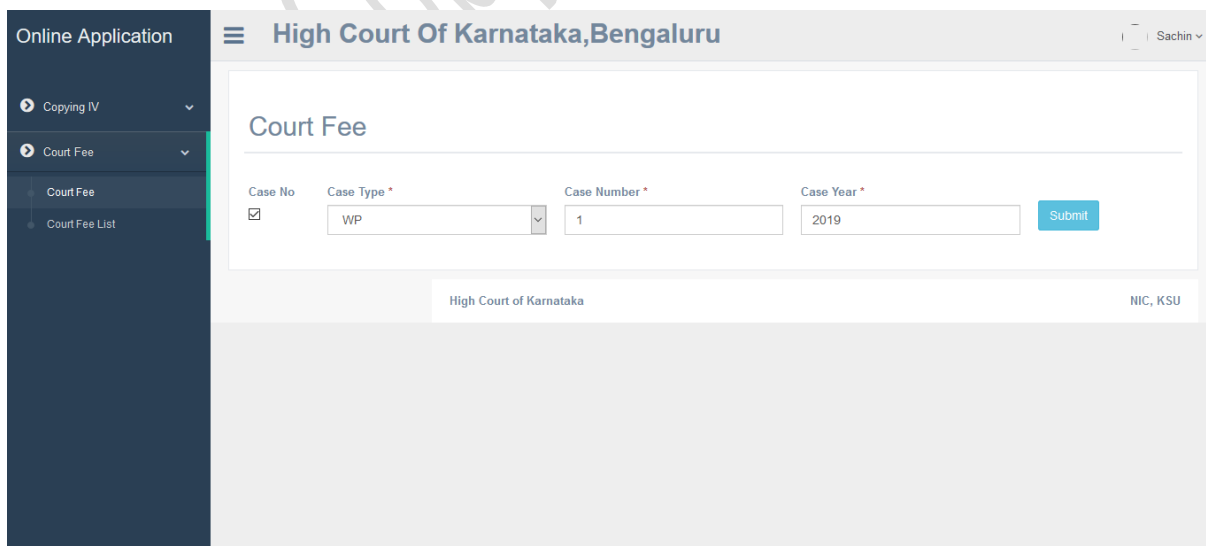


Fig. 1.4 Court Fee Form

From menu user should first click on the **court fee** option to get the form to pay court fee.

User needs to enter the Case Type, Case Number and Case Year and on Click on Submit Button, the case details are populated.

To pay the court fee on FR number, user should uncheck the **case no**, by default case no is selected

The screenshot shows the 'Court Fee' interface. At the top, the user is logged in as 'Suresh N'. The main heading is 'High Court Of Karnataka, Bengaluru'. The 'Court Fee' section is active, showing a form with the following fields: Case No (checked), Case Type (WP), Case Number (1), and Case Year (2019). A 'Submit' button is located to the right of the Case Year field. Below the form, case details are displayed in a table format:

Case Type: WP	Case Number: 1	Case Year: 2019
Status: pending	Petitioner: MR ZAMIR MIRZA	Respondent: STATE OF KARNATAKA
Petitioner Advocate: SURAJ GOVINDA RAJ	Respondent Advocate: AGA FOR R1	Filing Date: 2019-01-02
Last Action Date: 2019-04-02	Judge: S.SUNIL DUTT YADAV	Classification: LBBMP
Next Action Date: 2019-04-02	CINO: KAHC010039512019	
FR Number:	FR Year:	

At the bottom of the form, there is a section for 'Applicant Name' (Suresh N), 'Fee Type' (a dropdown menu with options like Court Fee, Process Fee, Vakalat Fee, Interim Fee, Other Fee), 'Mobile' (9916674168), and 'Amount' (Enter Amount). A 'click here' button is located to the right of the Amount field.

Fig. 1.5 Case Status

Case Details such as Case Type, Case Number, Case year, Status, Petitioner Name, Respondent Name, Petitioner Advocate, Respondent Advocate, Filing Date, Hon'ble Judge Name, Classification, Date of Filing, are displayed to verify the details.

Select the '**Fee Type**' like Court fee, Process fee and enter **Amount** to be paid and then click on button '**Click here**', then which will display the details entered for verification.

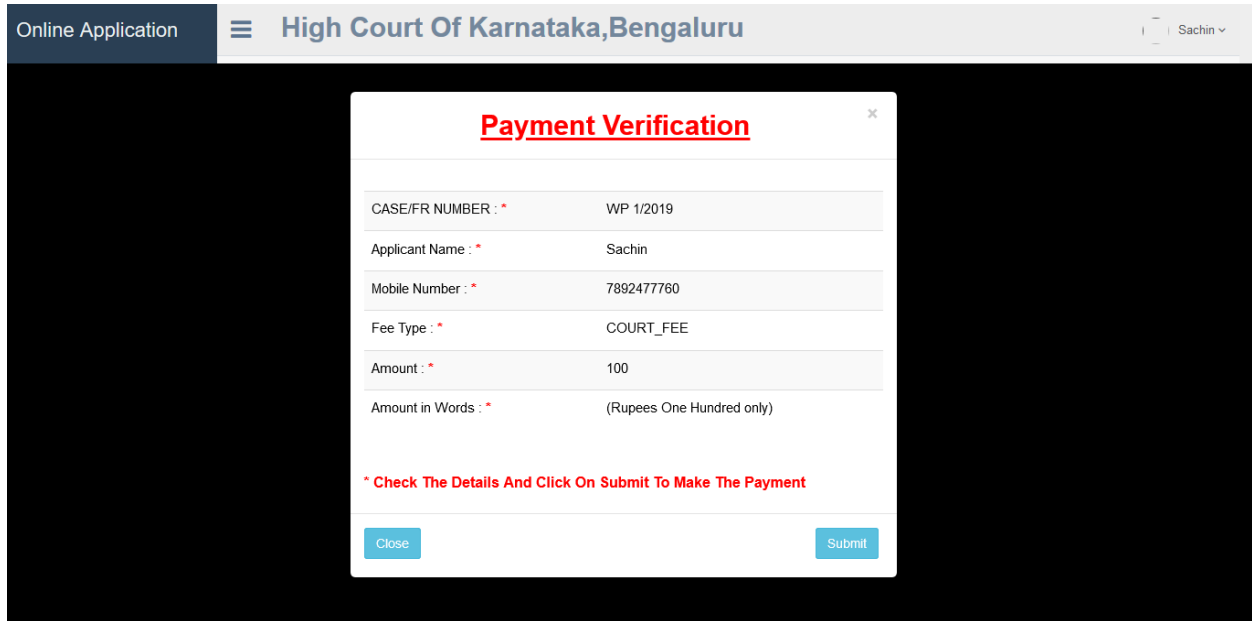


Fig. 1.6 Payment Verification

If the user wants to change the amount to be paid or want to change some other details, then click on **Close** to edit the details.

On verification of data displayed, user can click on '**Submit**' button to go to payment page; on submission system will generate a receipt number on the right top corner of the page.



Fig. 1.7 Receipt Generation

## Payment Page

at, aggregator service charges may be applicable.

ಪಾವತಿ ವಿವರಗಳು \ Payment Details

ಪಾವತಿ ವಿಧ  Mode of Payment \*

ಇ-ಪಾವತಿ ವಿಧ  Type of E-Payment \*

Direct Integration with Banks

Enter CAPTCHA Code  \*

ಸಲ್ಲಿಸು \ Submit    ಮರುಜೋಡಿಸು \ Reset

Fig. 1.8 Payment Page

Select mode of payment, type of e payment as D.I.B and the required bank, enter the Captcha and click submit button.

Click on submit button after selecting Mode of Payment as Netbanking, select type of E-payment as Direct Integration with Banks and select the required bank and entering the displayed captcha.

The user will be redirected to netbanking site of the selected bank. On completion of the transaction by clicking confirm button the user will be shown the acknowledgment, a print of which can be taken for further reference. The acknowledgement has to be saved as .pdf or take a print for further reference.

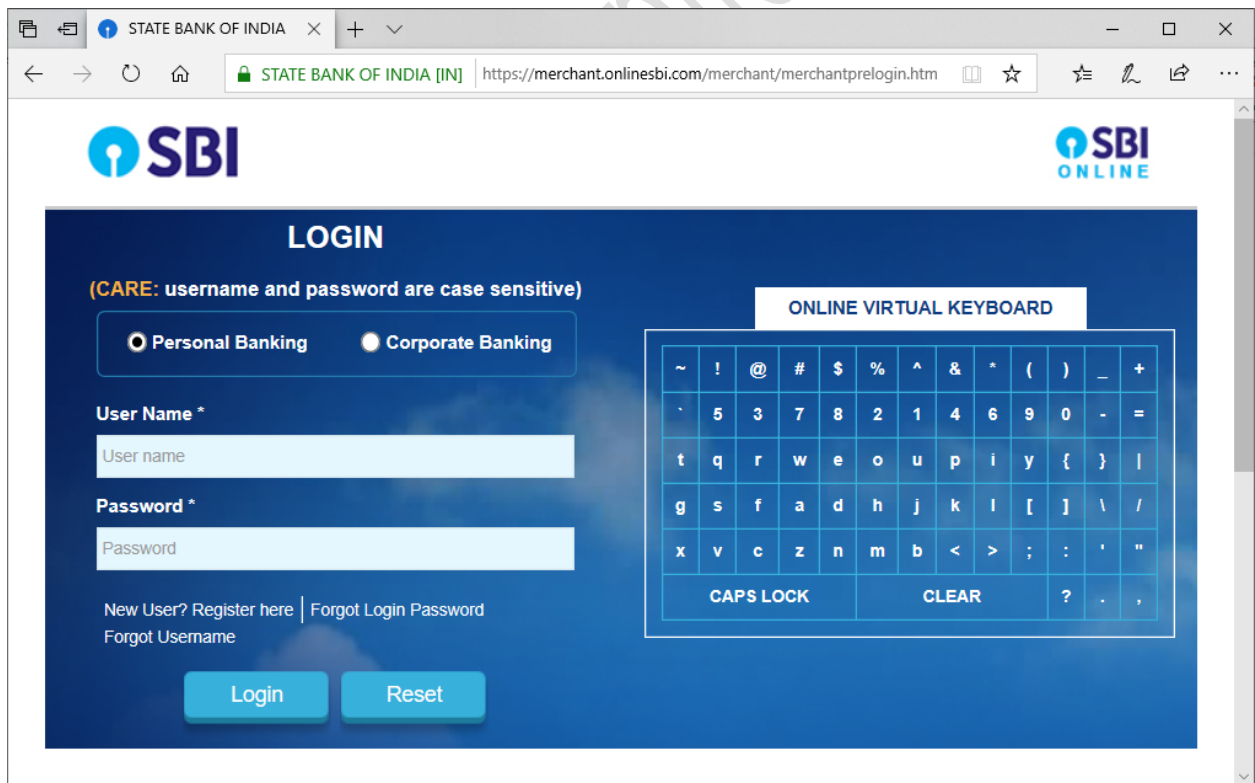
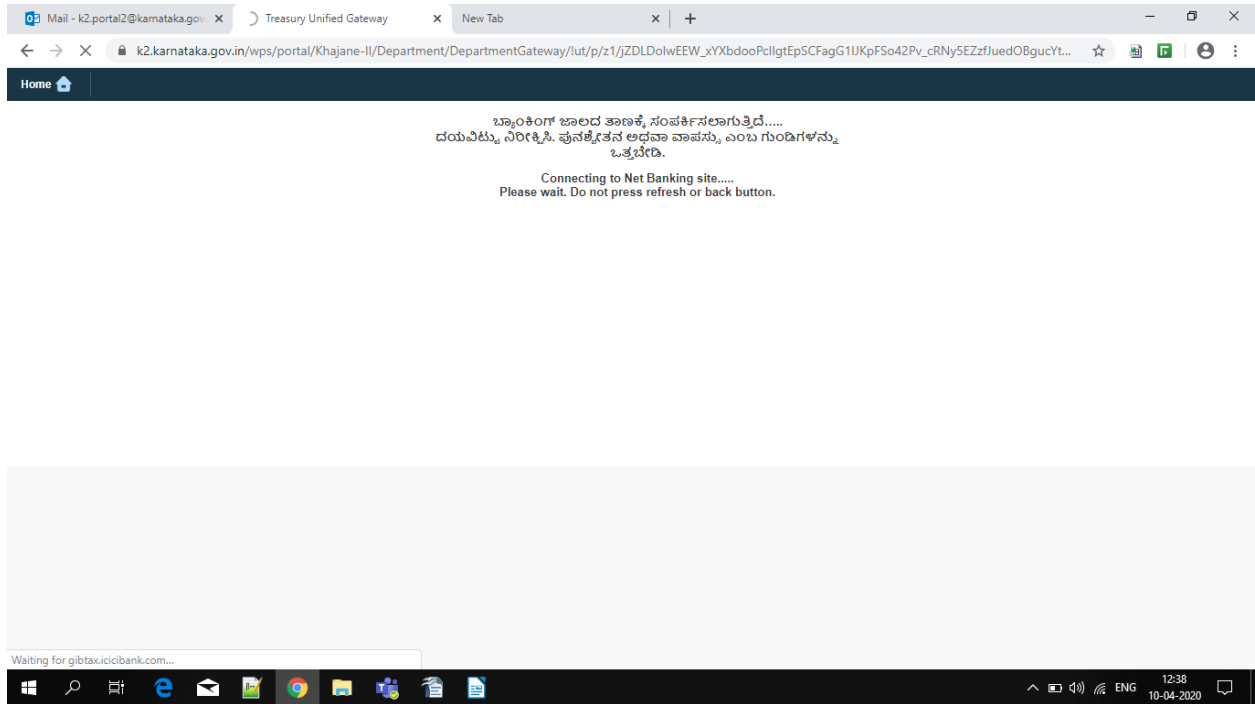


Fig. 1.9 Payment Page



Online Copy Application - HCK

gibtax.icicibank.com/corp/GIBAuthenticationController?FORMSGROUP\_ID\_=AuthenticationFG&\_START\_TRAN\_FLAG\_=Y&FG\_BUTTONS\_=LOAD&ACTION.LO...

Payment Details      Preview and Confirm      Summary

\* Indicates Mandatory Fields

Tax Type :	Khajane State Tax
Reference Number :	48331188
Pay From Account : *	Select

Merchant Code (Payee Id) :	ICICI_KHAJANE
Challan Reference Number :	CR0420801100524429
Challan Amount :	1
Transaction Date :	16042020
Name of the Remitter :	xx xx

Reject Remarks:

**CONTINUE**      **REJECT**

Fig. 2.0 Payment Confirmation Page

Payment Receipt

Payment Confirmation

**Payment Acknowledgement**

**Bank\_transaction\_no** IK0ANLPAF5  
WA

**Case Number** 300120/2020(Suresh )

**Status** PAYMENT\_DONE

**challan\_amount** 165.00

**challan\_ref\_no** HIGHCF3004201522  
07

**Bank\_name** State Bank of India

**Payment\_mode** Netbanking

**trsn\_timestamp** 2020-05-03  
00:31:15.0

32 seconds

[Print Receipt](#)      [Download as Pdf](#)

Fig. 2.1 Payment Acknowledgment

## Court Fee List

Online Application High Court Of Karnataka,Bengaluru Sachin

List of COURT FEE

SLNO	Case No	Date Paid	Fees Type	Challan NO.	Amount.	Payment Status
1	WP 1/2019	13/05/2020	Court Fee	HIGHCF130520120203	100.00	PAYMENT_INITIATED <input type="button" value="Re-Initiate Payment"/> <input type="button" value="Check Payment"/>
2	WP 1/2019	13/05/2020	Court Fee	HIGHCF130520120415	100.00	PAYMENT_INITIATED <input type="button" value="Re-Initiate Payment"/> <input type="button" value="Check Payment"/>

High Court of Karnataka NIC, KSU

Fig. 2.0 List of Court Fee Paid

User can view the list of court fees paid by the him/her in the court fee list menu of the application, On Click of **Court fee list menu**, list of court fees paid by the user will be displayed along with the status of payment. If the payment fails or status is **PAYMENT\_INITIATED**, the user can re-initiate the payment by clicking on **Re-initiate Payment** button **Check Payment** button can be clicked to verify the payment details from the payment portal.

# Process Flow Document for Court Fees Remittances through Khajane II portal.

## Introduction:

The Finance Department (Government of Karnataka) has implemented Khajane 2, an Integrated Financial Management Systems electronic platform. All the payments and the receipts of the Government of Karnataka are routed through this electronic platform. The platform is integrated with the eKuber of RBI and also the banking systems to facilitate electronic remittances into the Treasuries and also the electronic payments to the beneficiaries.

Khajane 2 has established a Unified Payment Gateway, for receipt of all the remittances to the Government. This Portal (available at <https://k2.karnataka.gov.in>) allows remittances to the Government of Karnataka through multiple modes (Over the counter challans; Net banking; Neft/RTGS). The remitters are required to generate challan on the portal favouring the offices to which remittances are to be made and make the remittances.

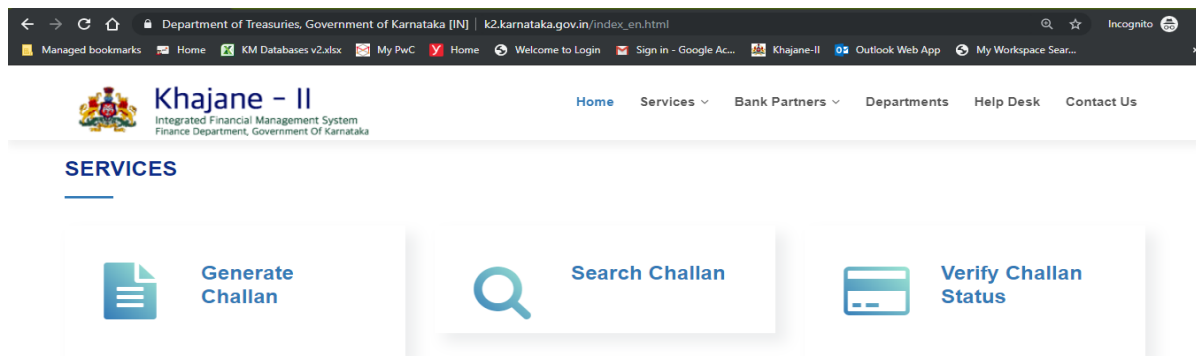
For court fees remittances, this document gives the process flow guidance that can be followed. Khajane 2 remittances can be done using Khajane 2 front end portal, by accessing the following URL <https://k2.karnataka.gov.in>

**This site has the following features for remitters:**

1. Challan Generation
2. Online Payment
3. Search Challan &
4. Double Verification

## Process Flow:

**Step 1:** Access Khajane 2 portal through URL <https://k2.karnataka.gov.in>



## Step 2: Click on Generate Challan

**ಚಲನ್ ಸೃಜನೆ | Challan Generation**

ಚಲನ್ ದಿನಾಂಕ | Date of Challan

ದಿನಾಂಕ  
Date: 19/08/2019

ಸಂದಾಯದಾರರ ವಿವರಗಳು | Remitter Details

ಪ್ರಥಮ ಹೆಸರು First Name	<input type="text"/>	ಮಧ್ಯದ ಹೆಸರು Middle Name	<input type="text"/>
ಕೊನೆಯ ಹೆಸರು Last Name	<input type="text"/>	ಇ-ಮೇಲ್ E-mail	<input type="text"/>
ವಿಳಾಸ Address	<input type="text"/>		

ಇಲಾಖೆಯ ವಿವರಗಳು | Department Details

ವರ್ಗ Category	Select	ಜಿಲ್ಲೆ District	Select
ಇಲಾಖೆ Department	Type Department Name	ಡಿಡಿಓ ಕಛೇರಿ DDO Office	Select
ಡಿಡಿಓ ಕೋಡ್ DDO Code	<input type="text"/>		

## Step 3 : Enter Remitter Details such as Name, Address, Email & Mobile Number

**ಚಲನ್ ಸೃಜನೆ | Challan Generation**

ಚಲನ್ ದಿನಾಂಕ | Date of Challan

ದಿನಾಂಕ  
Date: 19/08/2019

ಸಂದಾಯದಾರರ ವಿವರಗಳು | Remitter Details

ಪ್ರಥಮ ಹೆಸರು First Name	test	ಮಧ್ಯದ ಹೆಸರು Middle Name	test
ಕೊನೆಯ ಹೆಸರು Last Name	test	ಇ-ಮೇಲ್ E-mail	test@test.com
ವಿಳಾಸ Address	test		
		ಮೊಬೈಲ್ ಸಂಖ್ಯೆ Mobile Number	1234567890

## Step 4 : Under Category drop down select Government

ಇಲಾಖೆಯ ವಿವರಗಳು | Department Details

ವರ್ಗ Category	Government	ಜಿಲ್ಲೆ District	Select
ಇಲಾಖೆ Department	Type Department Name	ಡಿಡಿಓ ಕಛೇರಿ DDO Office	Select
ಡಿಡಿಓ ಕೋಡ್ DDO Code	<input type="text"/>		

## Step 5 : Select Bengaluru Urban district from the list of drop down menu

ಇಲಾಖೆಯ ವಿವರಗಳು | Department Details

ವರ್ಗ Category	Government	ಜಿಲ್ಲೆ District	BENGALURU URBAN
ಇಲಾಖೆ Department	Type Department Name	ಡಿಡಿಓ ಕಛೇರಿ DDO Office	Select
ಡಿಡಿಓ ಕೋಡ್ DDO Code	<input type="text"/>		

## Step 6 : Select Department as High Court Of Karnataka

ಇಲಾಖೆಯ ವಿವರಗಳು/Department Details

ವರ್ಗ Category	Government	ಜಿಲ್ಲೆ District	BENGALURU URBAN
ಇಲಾಖೆ Department	HIGH COURT OF KARNATAKA	ಡಿಡಿಓ ಕಛೇರಿ DDO Office	Select
ಡಿಡಿಓ ಕೋಡ್ DDO Code			

## Step 7 :Select the DDO Office from the list of drop down menu High Court Of Karnataka, Bangalore& the DDO code will be auto populated

ಇಲಾಖೆಯ ವಿವರಗಳು/Department Details

ವರ್ಗ Category	Government	ಜಿಲ್ಲೆ District	BENGALURU URBAN
ಇಲಾಖೆ Department	HIGH COURT OF KARNATAKA	ಡಿಡಿಓ ಕಛೇರಿ DDO Office	HIGH COURT OF KARNATAKA
ಡಿಡಿಓ ಕೋಡ್ DDO Code	17806D		

## Step 8 :Select the required purpose & the Head of Account will be auto populated

ಉದ್ದೇಶದ ವಿವರಗಳು/Purpose Details

ಉದ್ದೇಶ Purpose	Court Fees Realised In Cash	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	0070*01~501*0*01*000
ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	Select		
ಮೊತ್ತ Amount			

[ಸೇರಿಸು | Add](#)

## Step 9 :Select sub purpose from the drop down list & other input (if applicable)

ಉದ್ದೇಶದ ವಿವರಗಳು/Purpose Details

ಉದ್ದೇಶ Purpose	Court Fees Realised In Cash	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	0070*01~501*0*01*000
ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	Court Fee collected by way of ₹		
ಮೊತ್ತ Amount	0		

## Step 10 :Enter the amount that has to be remitted & click add

ಉದ್ದೇಶ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಉಪ ಉದ್ದೇಶದ ಹೆಸರು Sub Purpose Name	ಉದ್ದೇಶ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount	ಕಾರ್ಯಾಚರಣೆ Operation
Court Fees Realised In Cash	0070*01~501*0*01*000	Court Fee collected by way of cash less than Rs. 500/-	NA	400	ಮಾಪನಿಸು(Edit)/ ತೆಗೆದುಹಾಕು>Delete)

## Step 11: Select either NEFT/RTGS mode of payment or Net Banking & click Submit

ಖಜಾನೆ ವಿವರಗಳು \ Treasury Details

ಒಟ್ಟು ಮೊತ್ತ  
Total Amount

ಪಾವತಿ ವಿಧ  
Mode of Payment

ಖಜಾನೆ  
Treasury

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ಇನ್ಸ್ಟ್ರೂಮೆಂಟ್ ವಿವರಗಳು \ Instrument Details

ಏಜೆನ್ಸಿ ಬ್ಯಾಂಕ್ ಹೆಸರು  
Agency Bank Name

ಶಾಖೆ ಹೆಸರು  
Branch Name

ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್  
IFSC Code

## Step 12 :Verify details & enter Captcha. Click Confirm

ಚಲನ್ ಚಾಲ್ತಿ ಅವಧಿ Challan Validity	ಜಿಲ್ಲೆ District	ಇಲಾಖೆ Department	ಡಿ.ಡಿ. ಕಛೇರಿ DDO Office	
7 Days	BENGALURU URBAN	FINANCE SECRETARIAT	ACCOUNTANT GENERAL REMITTANCES OFFICE, BENGALURU	
ವರ್ಗ Category	ದಿನಾಂಕ Date	ಚಲನ್ ಸಂಖ್ಯೆ Challan Reference Number	ಡಿ.ಡಿ. ಕೋಡ್ DDO Code	
Government	20/08/2019		888150	
ಸಂದಾಯದಾರರ ಹೆಸರು Remitter Name	test test			
ವಿಳಾಸ Address	test			
ಲಕ್ಷ್ಯ Purpose	ಲೆಕ್ಕ ಶೀರ್ಷಿಕೆ Head of Account	ಅಂಶ ಲಕ್ಷ್ಯದ ಹೆಸರು Sub Purpose Name	ಲಕ್ಷ್ಯ ನಿರ್ದಿಷ್ಟ ಐಡಿ Purpose Specific ID	ಮೊತ್ತ Amount
General Provident Fund Of Karnataka	8009-01-101-0-01-000	GPF - Premium	GPF Account Number (Example : EDN_413030)- EDN413030	1000
ಸಂದಾಯ ಮಾಡುವ ಬ್ಯಾಂಕ್ Remittance Bank	NA	ಒಟ್ಟು ಮೊತ್ತ Grand Total	1000	
ಒಟ್ಟು ಮೊತ್ತ ಅಕ್ಷರಗಳಲ್ಲಿ Total Amount in Words				One Thousand Only
ಪಾವತಿ ವಿವರಗಳು \ Payment Details				
ಪಾವತಿ ವಿಧ Payment Mode	NEFT/RTGS			
ಏಜೆನ್ಸಿ ಬ್ಯಾಂಕ್ ಹೆಸರು Agency Bank Name	ಶಾಖೆ ಹೆಸರು Branch Name	ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್ IFSC Code		
Reserve Bank Of India	Bangalore Regional Office	RBISOGKAER		

Enter CAPTCHA Code

## Step 13 :Challan Reference Number is Generated. For NEFT, Select bank, branch & enter remitter Account number.

ಸಂದಾಯದಾರ ವಿವರಗಳು \ Remitter Details

ಸಂದಾಯದಾರ ಹೆಸರು  
Remitter's Name

ಸಂದಾಯದಾರ ವಿಳಾಸ  
Remitter's Address

ಸಂದಾಯದಾರ ಬ್ಯಾಂಕ್ ಹೆಸರು  
Remitter's Bank Name

ಸಂದಾಯದಾರ ಶಾಖೆ ಹೆಸರು  
Remitter's Branch Name

ಸಂದಾಯದಾರ ಐ.ಎಫ್.ಎಸ್.ಸಿ ಕೋಡ್  
Remitter's IFSC Code

ಸಂದಾಯದಾರ ಪಾವತಿ ಸಂಖ್ಯೆ  
Remitter's Account No

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ಮೊತ್ತದ ವಿವರಗಳು \ Amount Details

ಮೊತ್ತ  
Amount

ಕಮಿಷನ್ ಮೊತ್ತ  
Commission Amount

ಒಟ್ಟು ಮೊತ್ತ  
Total Amount

ಪರಿಮಾಣ  
Remarks

4

**Click Print to generate** NEFT/RTGS mandate.

It is encouraged that user make NEFT/RTGS mode of payment



Department of Treasuries  
KHAJANE-II

**Application Form for NEFT/RTGS Remittances**

Bank and Branch Name:	STATE BANK OF INDIA, K R PURAM BANGALORE
Challan Creation Date:	20/08/2019
<b>Remitter Details:</b>	
Name of Applicant:	test
Remitter Account No.:	123456
Remitter Address:	test
Contact Number:	
E-mail ID:	
<b>Beneficiary Details:</b>	
Beneficiary Name:	Government Of Karnataka
Beneficiary Bank Name:	Reserve Bank Of India
Beneficiary Branch:	Bangalore Regional Office
Beneficiary Account No.:	CR0819800900412890
Beneficiary Bank's IFSC Code:	RBIS0GOKAER
Amount(In figures)(A):	Rs 1000/- Only
Amount(In words)(A):	One Thousand Only
Bank's Charges(B): <i>( Transaction charges and taxes applicable at bank level.)</i>	
Total(A+B):	
<b>DDO Details:</b>	
DDO Office:	ACCOUNTANT GENERAL REMITTANCES OFFICE, BENGALURU
DDO Code:	888150
<b>Payment Details:</b>	
Enclosed is Cheque No. _____ drawn on my/our account for Rs 1000 favouring Reserve Bank Of India towards the above NEFT/RTGS transactions.	
OR	
Kindly debit my account number YES/NO. I/WE have read the conditions and agreed to be bound by them.	
Challan Creation Date:	20/08/2019
Challan Expiry Date :	27/08/2019
Signature of Applicant	
<p>(i) NEFT/RTGS Mandate should be presented to Bank within Challan expiry date.  (ii) Transaction Charges and taxes applicable at bank level.  (iii) No change is allowed in the NEFT/RTGS details by the customer or the originating bank. The transaction is liable to be rejected in case of any change in the NEFT/RTGS details  (iv) This NEFT/RTGS transaction should reach the destination bank before expiry of challan period. In case of delay, the NEFT/RTGS transaction would be returned to the originating account. It would be the responsibility</p>	





Department of Treasuries  
KHAJANE-II

### Application Form for NEFT/RTGS Remittances

#### Customer Acknowledgement

Bank and Branch Name:	STATE BANK OF INDIA,K R PURAM BANGALORE
Challan Creation Date:	20/08/2019
<b>Remitter Details:</b>	
Name of Applicant:	test
Remitter Account Number:	123456
Contact Number:	
<b>Beneficiary Details:</b>	
Beneficiary Name:	Government Of Karnataka
Beneficiary Account No. :	CR0819800900412890
Beneficiary Bank's IFSC Code:	RBIS0GOKAER
Amount (in figures)(A):	Rs 1000/- Only
Amount(In words)(A):	Rs One Thousand Only
Applicable Charges:(B)	
Total(A+B):	
<b>DDO Details:</b>	
DDO Office:	ACCOUNTANT GENERAL REMITTANCES OFFICE, BENGALURU
DDO Code:	888150
Challan Creation Date :	20/08/2019
Challan Expiry Date :	27/08/2019
UTR Number:	

Signature of Remitter:

Bank Officials Signature/Seal:

HOA Details Of challan: **CR0819800900412890**

Challan Purpose	Head Of Account	Sub Purpose Name	Purpose Specific ID	Amount
General Provident Fund Of Karnataka	8009*01*101*0*01*000	GPF - Premium	GPF Account Number (Example : EDN 413030)	1000
			Total Amount:	1000

2/2

**Step 13** :Challan Reference Number is Generated. Based on mode of payment selected following options will be displayed.

- For NEFT/RTGS – Select bank, branch & enter remitter Account number. Click Print upon which Mandate page is obtained.
- For Net Banking - Select the bank & click make payment. You will be redirected to bank net banking page. Upon completion of transaction, it will be automatically redirected to Khajane 2.

**Step 14** :Post making payment, user can check the status of the challan using **search challan** feature.

It is encouraged that user make NEFT/RTGS mode of payment to be selected at Step 11 above. The process of NEFT/RTGS is explained in detail.

HCBB No.1/2020

High Court of Karnataka,  
Bengaluru,  
Dated: 16<sup>th</sup> May 2020

**CIRCULAR**

The Hon'ble Supreme Court of India, as a precautionary measure to contain spread of Coronavirus (COVID-19) infection under the prevailing conditions, has issued a Circular on May 13, 2020, which reads thus:

“It is notified for the information of all concerned that considering the medical advice, as a precautionary measure to contain spread of Coronavirus (COVID-19) infection under the prevailing conditions, the Competent Authority has been pleased to direct that the advocates may wear ‘plain white-shirt/white-salwar-kameez/white saree, with a plain white neck band’ during the hearing before the Supreme Court of India through virtual Court System till medical exigencies exist or until further orders.”

Therefore, the High Court of Karnataka directs that the dress code of the Advocates who are appearing for Video Conferencing before the Benches Constituted for the time being as directed by the Hon'ble the Chief Justice will be in terms of the Circular dated 13.05.2020 issued by the Hon'ble Supreme Court of India.

BY ORDER,

Sd/-  
(Rajendra Badamikar)  
Registrar General

To:-

1. The Secretary to Hon'ble the Chief Justice,
2. The Private Secretaries to all the Hon'ble Judges,
3. The P.As to all the Registrars,
4. The Directors, Karnataka Judicial Academy / Bangalore Mediation Centre / Arbitration Centre, Bengaluru,
5. The Additional Registrar Generals, High Court of Karnataka Benches at Dharwad and Kalaburagi for necessary action,
6. The Member Secretary, Karnataka State Legal Services Authority, Nyayadegula, H.Siddaiah Road, Bengaluru,
7. The Secretary, High Court Legal Services Committee,
8. The Assistant Secretary, Karnataka Law Reporting Council, Bengaluru,
9. The President, Advocates' Association, High Court Buildings, Bengaluru,
10. The Chairman, Karnataka State Bar Council, Dr. Ambedkar Veedhi, Bengaluru,
11. The Advocate General in Karnataka, Bengaluru,
12. All Group – 'A' and 'B' officers of this office for information and necessary action,
13. All the Court Halls,
14. Circular File,
15. Office Copy.

# **HIGH COURT OF KARNATAKA**

## **REQUIRED PROTOCOLS AND GUIDELINES: (For Hearing through Video Conferencing Courts)**

For hearing of the urgent matters in the Courts of Karnataka State Judiciary, through video conferencing, and matters connected thereto, by following the latest Standard Operating Procedure (SOP), the required protocols and guidelines are mentioned as follows.

### **1. Ensure better Internet connectivity with good bandwidth.**

The advocate/party should have Smartphone(mobile) / Tablet / Laptop / Desktop Computer having **Internet Connection** (minimum 2 MBPS), **Web camera** (internal/external, adequate resolution 1 MP or above), **Speaker** and **Microphone** (internal/external). The advocate/party, shall necessarily download & install the required application like “Zoom” or “Jitsi meet” or “Bluejeans” in his Android/iOS mobile/tab. These apps are available on **Google play store/Apple store** free of cost.

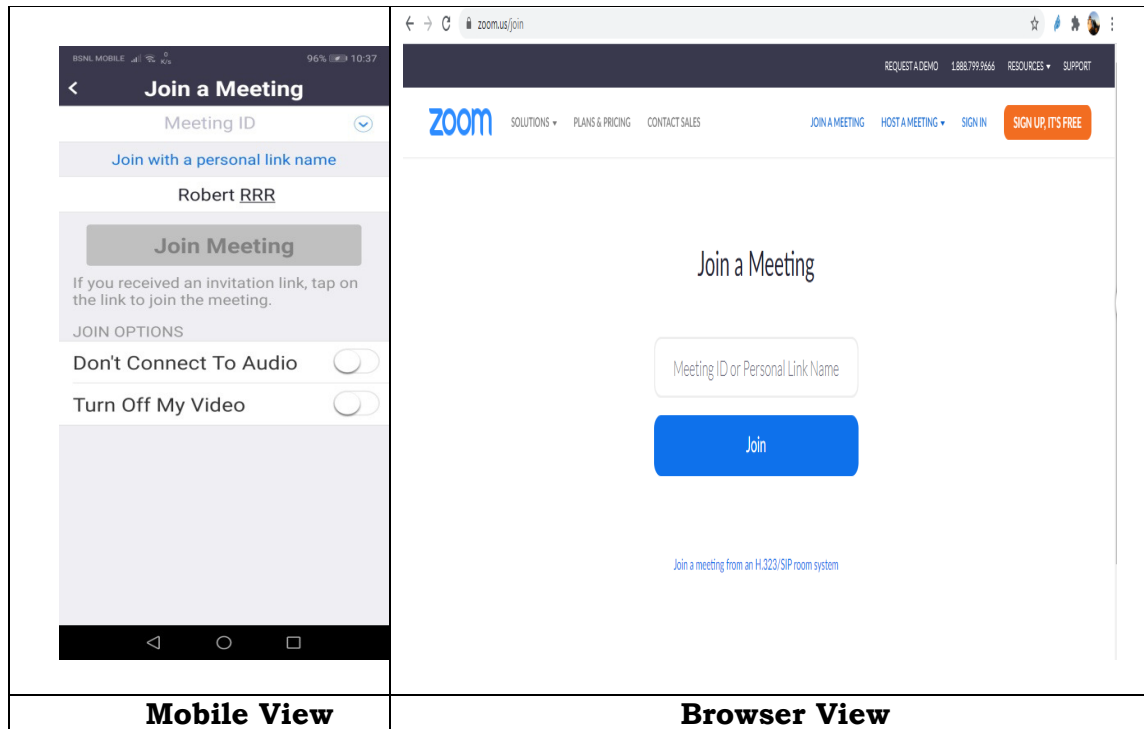
**2.** If you are using an Apple product then keep your **iCloud username and password** ready for entering the same during installation of the Video Conferencing App.

**3. Allow access** and **permit** the VC App to access during installation - with google chrome browser. App will prompt only for the first time and select continue to install the App. The advocate/party using Desktop/Laptop for video Conferencing the app works in your browser also. Preferred browser is Google Chrome. The High Court of Karnataka uses three different apps as mentioned in the below table.

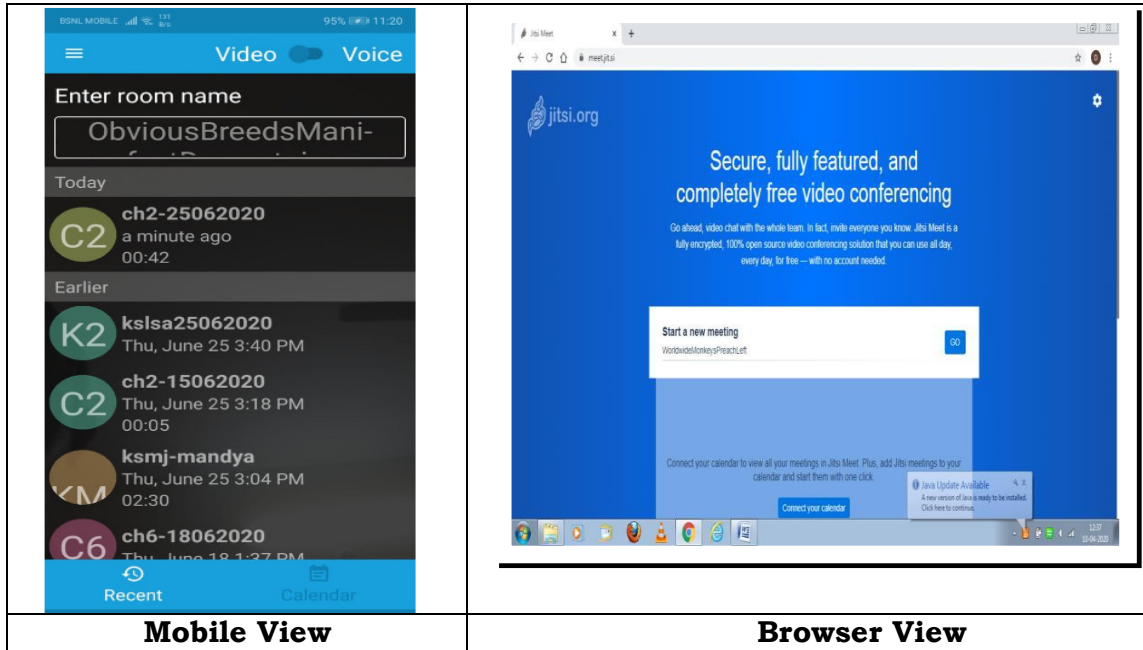
**Video Conference Applications used in Courts:-**

Sl.No.	Application URL	VC Room id	Password
1.	<a href="https://zoom.us/join">https://zoom.us/join</a>	Will be shared in SMS	Will be shared in SMS
2.	<a href="https://meet.jit.si/">https://meet.jit.si/</a>	chx-date (ddmmyyyy)	Will be shared in SMS
3.	<a href="https://www.bluejeans.com/">https://www.bluejeans.com/</a>	Will be shared in SMS	Will be shared in SMS

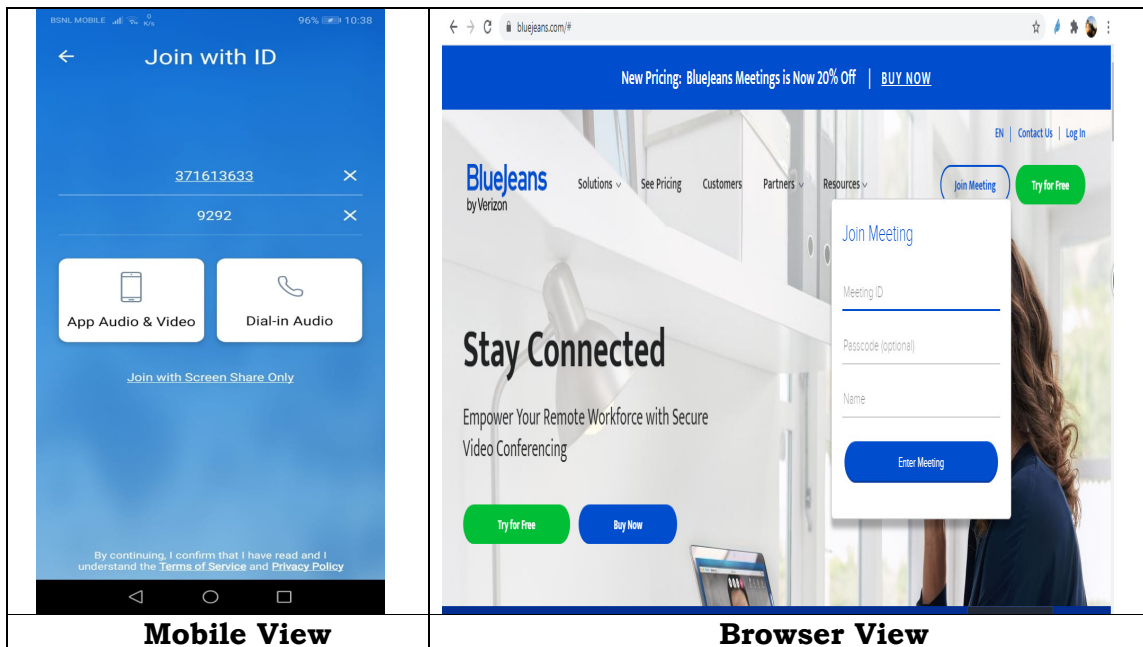
Example to login in <https://zoom.us/join>



Example to login in <https://meet.jit.si/>



Example to login in <https://bluejeans.com/#>



4. Advocate / Party shall enter the correct **VC Room id** and **password** carefully, as mentioned in the **SMS** sent, **on time** before trying for the VC.
5. Please **update your profile name** that will help during call out of cases.
6. The information with regard to the case proceedings and the order passed, may be obtained from case status enquiry module of **NJDG** / High Court official website, in the manner, the information is obtained in **normal course of time**.
7. Check the **volume level** of your device to the setting to the optimum level.
8. Do not keep **two or more electronic devices** logged in at the nearby vicinity. User should ensure that he/she is logged into **only one system** at a time.
9. **Do not keep powered Speakers** around the device & ensure no echo in the room.
10. **Do not share your Desktop or Content Share or Presentation mode**. It causes serious in-convenience to others and Court Halls.
11. **Update your profile name as "XXXXX - for case no."**. This makes clarity for which case you are appearing for.
12. Ensure that you are in calm place, **echo free, noise free** and without any unwanted sounds like fan, traffic sound and people around you talking loudly.
13. When submission of other case is in progress, please **mute your Microphone** and Video. Mute your microphone when you are not speaking. **Unmute when you speak** and after completion of conversation, mute the Microphone. If it is not muted, it will start echoing and cause disturbance for Video Conferencing.
14. For better Video quality, please use Laptop or Desktop's only. Immediately after completion of hearing of your case, please leave the meeting.
15. In case of **any technical issues being faced, please log out and login again** and automatically audio and video would once again starts.
16. **Dress Code:** As per the instruction/ guidelines issued by the Hon'ble High Court of Karnataka.

“The dress code of the Advocates who are appearing for the Video Conference and Physical hearing before the benches constituted for the time being as directed by the Hon’ble Chief Justice will be in terms of the Circular dated 13.05.2020 issued by the Hon’ble Supreme Court of India, which reads thus,

“It is notified for the information of all concerned that considering the medical advice, as a precautionary measure to contain spread of Coronavirus (COVID-19)infection under the prevailing conditions, the Competent Authority has been pleased to direct that the Advocates may wear “plain white-shirt/white-salwar-kameez/white saree, with a plain white neck band” during the hearings before the Supreme Court of India through Virtual Court System till medical exigencies exist or until further orders.”

- 17.** The staff of the Registry and the technical staff of the Computer branch have been attending the Court Halls for efficient conduct of Video- Conference, apart from discharging routine duties. On account of hearing of matters taking place by Video Conference the staff of Computer branch are discharging their duties in efficient manner by working over-time. Hence, learned members of the bar/ parties-in-person are requested to extend full co-operation to them for efficient & smooth functioning of Video Conference.