

HIGH COURT OF JUDICATURE AT ALLAHABAD

Notice

In order to make virtual court proceedings more efficient and user friendly the Allahabad High Court has decided to adopt the CISCO WebEx Events platform for video conferencing at Allahabad.

In the first phase of the rollout and changeover to the new video conferencing platform, all matters before Court Nos. 2, 3, 34, 35, 38 and 45 shall be heard on the WebEx Events platform from Monday i.e. 5 July 2021. The remaining Courts at Allahabad shall switch over to the new platform in batches notice/s in respect of which shall be published separately.

A step-by-step guide for navigating the new platform has been published on the official website of the Court titled **“Standing Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing on WebEx Events”** and can be accessed under the **Video Conferencing** tab as appearing on the portal.

The new platform simplifies the procedure for participating in virtual court proceedings by doing away with the system of lawyers depending on receiving individual SMS invitations daily to join court proceedings. Additionally it enables lawyers, litigants in person to witness virtual court proceedings in real time while waiting in the Attendee Gallery/Waiting Room for their matter to be called.

Sd/-
Registrar General
03.07.2021

HIGH COURT OF JUDICATURE AT ALLAHABAD

Dated : 03 July 2021

**Standard Operating Procedure for Ld. Advocate/Party-in-person for
hearing through Video Conferencing.**

All concerned may kindly note, the Allahabad High Court (At Allahabad) is migrating from JITS Meet platform to WebEx Events platform in a phased manner to conduct its Virtual Court Proceedings. The Courts which will commence functioning on the new platform with effect from Monday i.e. 5 July 2021 are Court nos 2, 3, 34, 35, 38 and 45.

- (i) Under the WebEx Events platform, each of the above Courts would be assigned a unique URL which alone may be accessed for participating in the virtual court proceedings. Please note that no separate links via e mail or SMS would be sent. **The unique URL would be displayed on the official website of the Court.**
- (ii) Lawyers/Litigants-in-person desirous of participating in Virtual Court proceedings are expected to ensure broadband connection of minimum 2 mbps/dedicated 4G data connection.
- (iii) They may also ensure that other than their own, **NO OTHER DEVICE** is connected through that data connection during the Virtual Court proceedings.
- (iv) The following **Standard Operating Procedure** may be followed for use of desktop/laptop, mobile phone/ tablet or iPad or tele-conferencing, for optimal use and convenience.

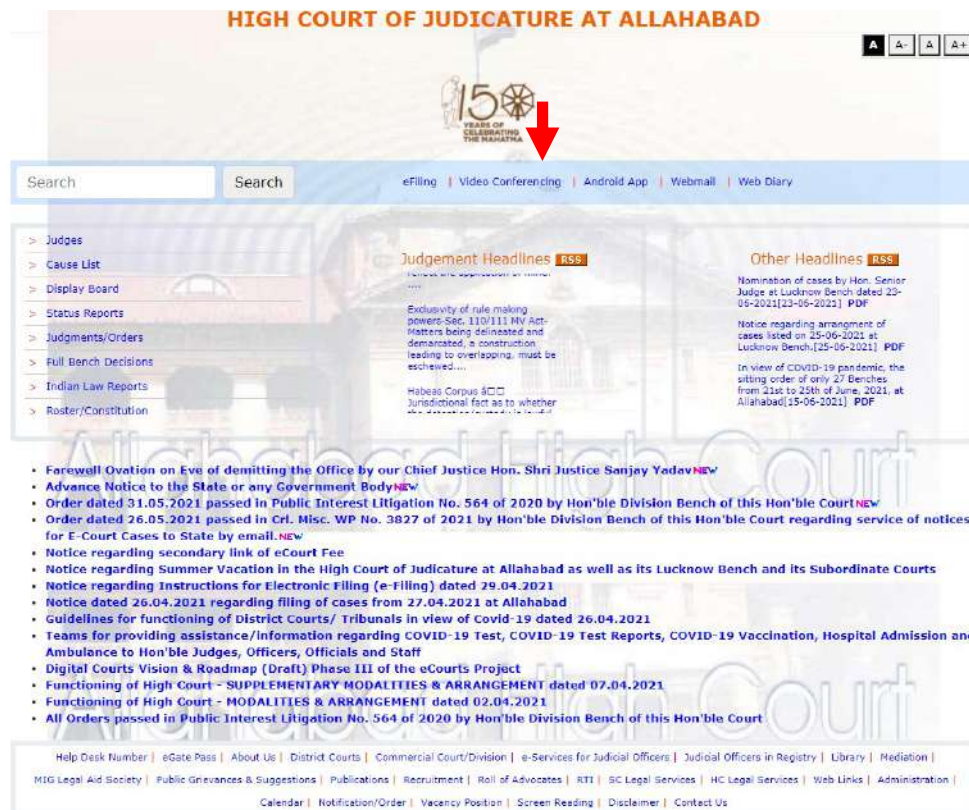
OPTION A

Joining by Desktop, Laptop

STEP 1:

Visit the official website of the Court www.allahabadhighcourt.in

The following web page will show up on your screen:



STEP 2:

Click on 'Video-Conferencing' - marked with a red arrow (in the image above), appearing in the NAVIGATION BAR:

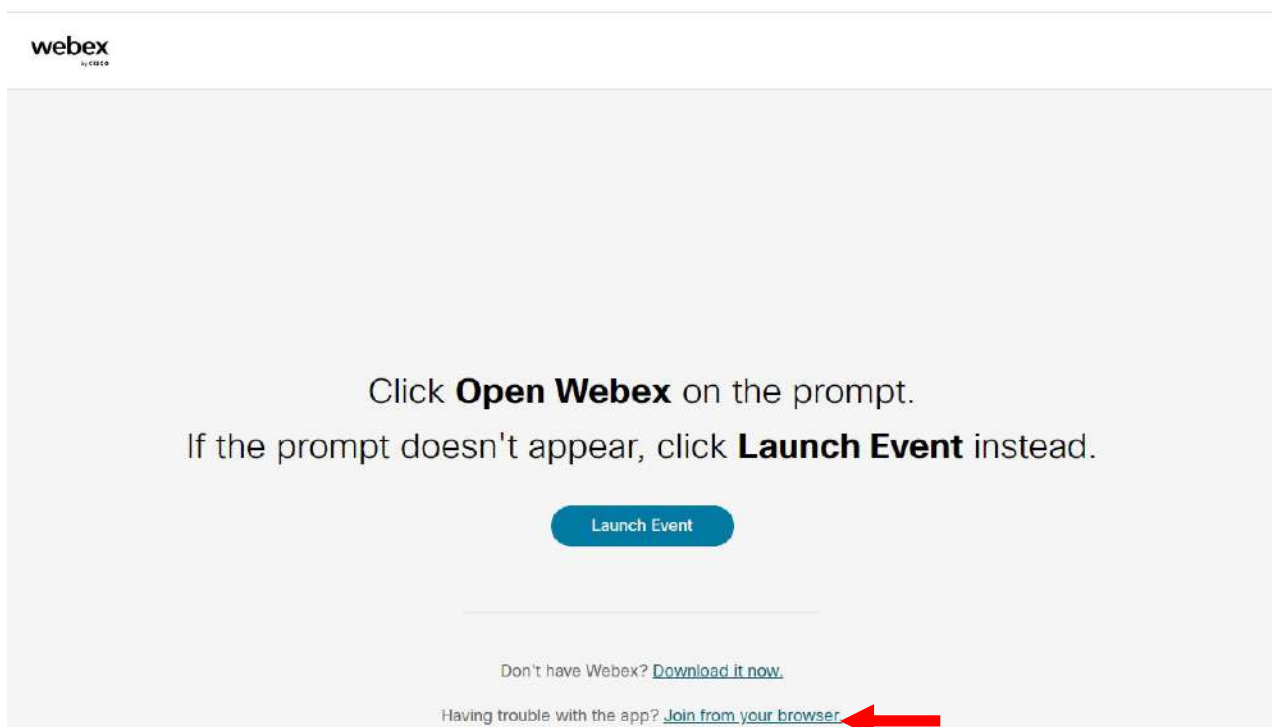
The following page would appear disclosing the individual **Virtual Court Link**, against each Court Room No.



STEP 3:

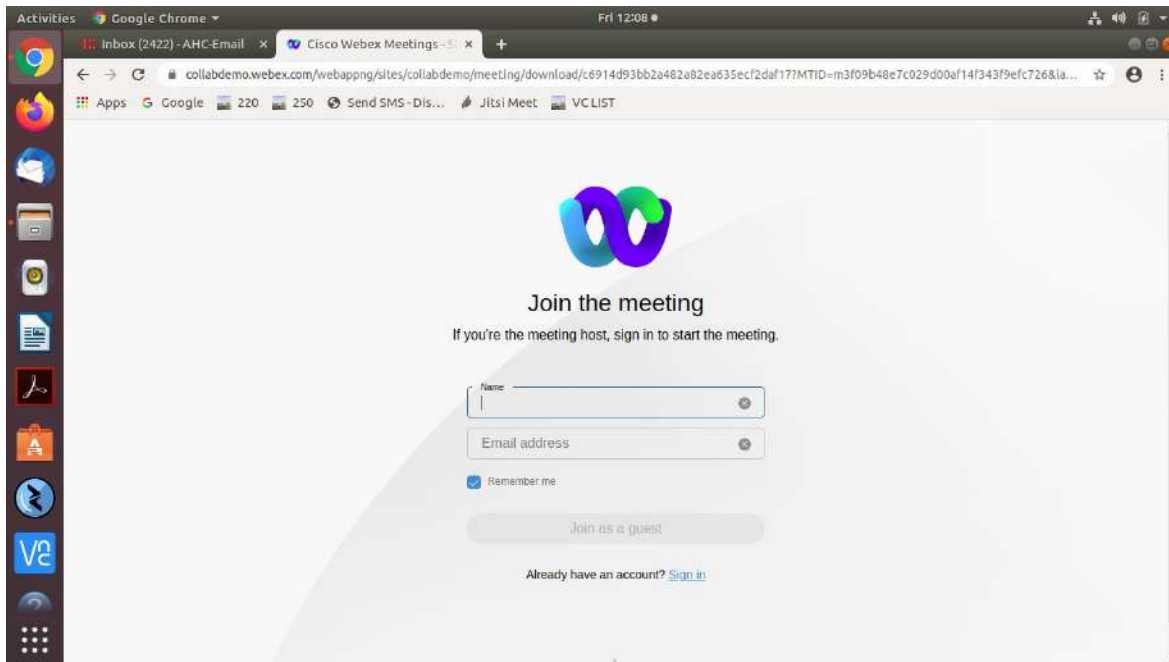
You may now Select/Click the appropriate Virtual Court Link of the Court Room No. (in the 2nd Column), you would like to visit.

Upon selecting that Link, the following page would open on your screen:



STEP 4:

Upon selecting the “**Join from your browser**”, a display window as below shall open.



STEP 5:

Fill up your (a) Name (as instructed below) and (b) your registered email id **CORRECTLY**.

Both fields are mandatory.

These entries being made by you create your **UNIQUE IDENTITY** in the Virtual Court proceedings.

The Co-host/Bench Secretary will be able to induct you into the Virtual Court **ONLY** if you have submitted these entries, correctly.

Hence, kindly mention your name in the following format ONLY:

- i) First enter the prevalent abbreviation to signify the Case Type as per the table below:
F = Fresh
E = Additional Cause List
S = Supplementary Fresh List
B = Backlog Fresh List
D = Daily Cause List
A = Application List
(NO OTHER OR DIFFERENT ALPHABET OR PREFIX MAY BE USED EXCEPT THAT BEING USED FOR THE PRE-EXISTING COURT VIEW SYSTEM OF THE COURT, AT ALLAHABAD)
- ii) Enter the **CORRECT SERIAL NO.** (numeral) of your case, as appearing in the particular list i.e. 1-100.
- iii) In continuation, type (/) followed by your name as appearing in the Roll of Advocates.

FOR EXAMPLE:

- (a) If you are appearing in the matter listed at **Serial No. 1** of the **FRESH LIST**, and your name is **Santosh Kumar**, you may enter your name in the following manner :-

F1/Santosh Kumar

- (b) If you are appearing in the matter listed at **Serial No. 5** of the **TRANSFERRED FRESH LIST**, and your name is **Arvind Sethi**, you may enter your name in the following manner :-

FT5/Arvind Sethi

(c) If you are appearing in the matter listed at **Serial No. 10** of the **ADDITIONAL CAUSE LIST**, and your name is **Mahesh Kumar**, you may enter your name in the following manner :-

E10/Mahesh Kumar

(d) The counsel for the Union of India and the State may, before typing their name (as above), prefix their abbreviated designation, then add another right slash (/) . Thus, if '**Santosh Kumar**' in (a) above is a **Standing Counsel** appearing in the case listed at **Serial no. 1** of the **Fresh List**, he may submit:-

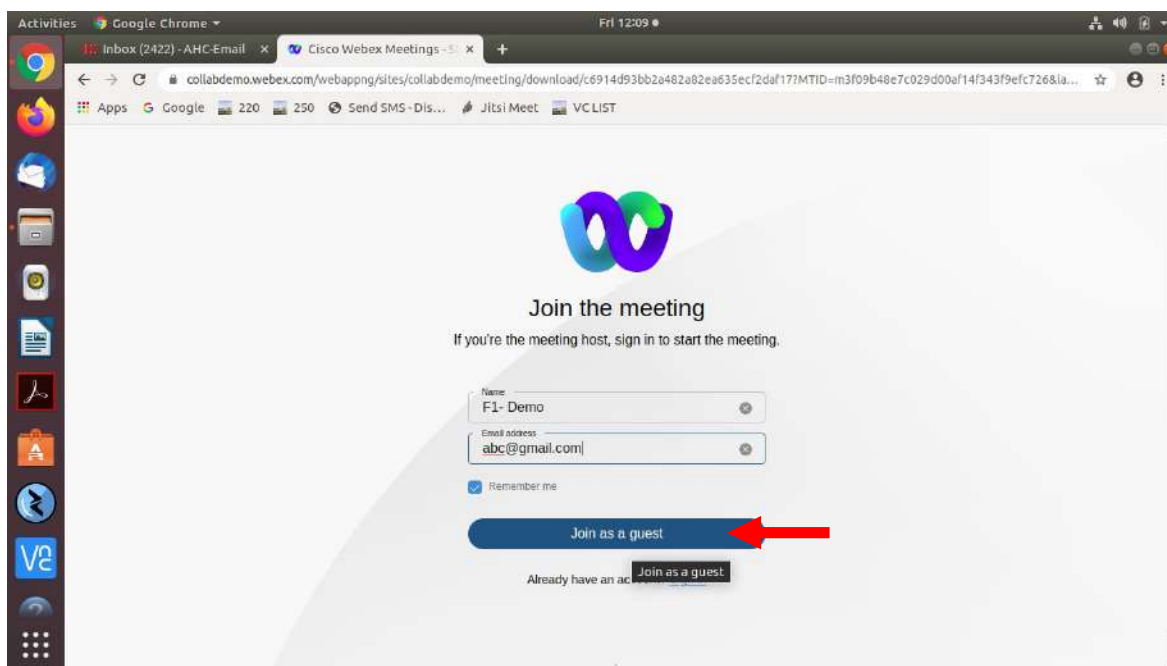
F1/SC/Santosh Kumar

(e) Counsel appearing in more than one matter before a particular court may indicate all such case numbers starting with the first matter (in the Fresh List) in order followed by the others separating each number with a comma (,). For instance lawyer "X" appearing in Serial Nos. 1, 15 and 20 of Fresh Cases may enter the following particulars

F1,F15,F20/X

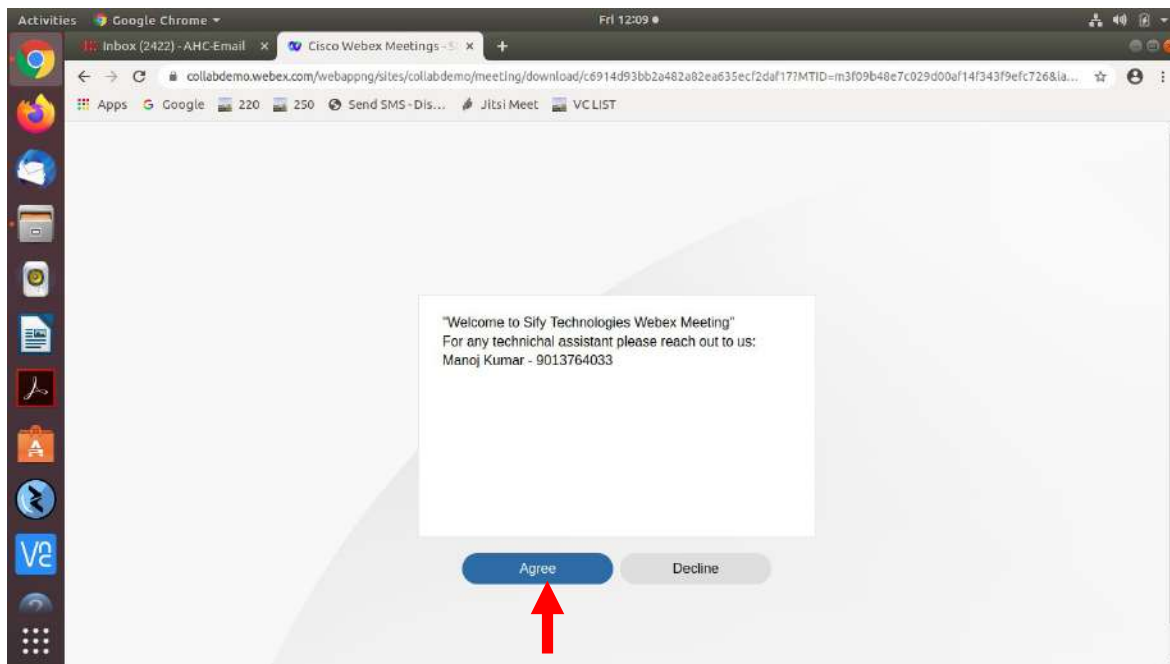
After correctly filling in your name and email id, as above, submit those details thus:

CLICK "JOIN AS A GUEST" (BLUE BUTTON) ON YOUR SCREEN.



STEP 6:

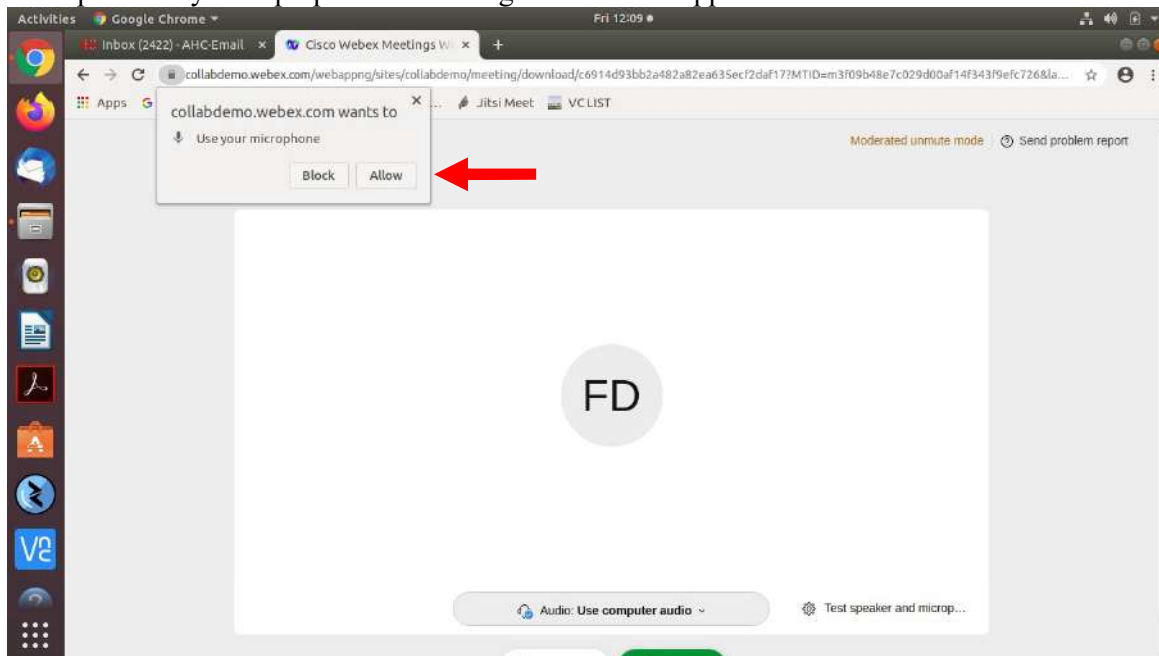
After selecting "**Join as a guest**"/ **BLUE BUTTON**, the following screen will appear.



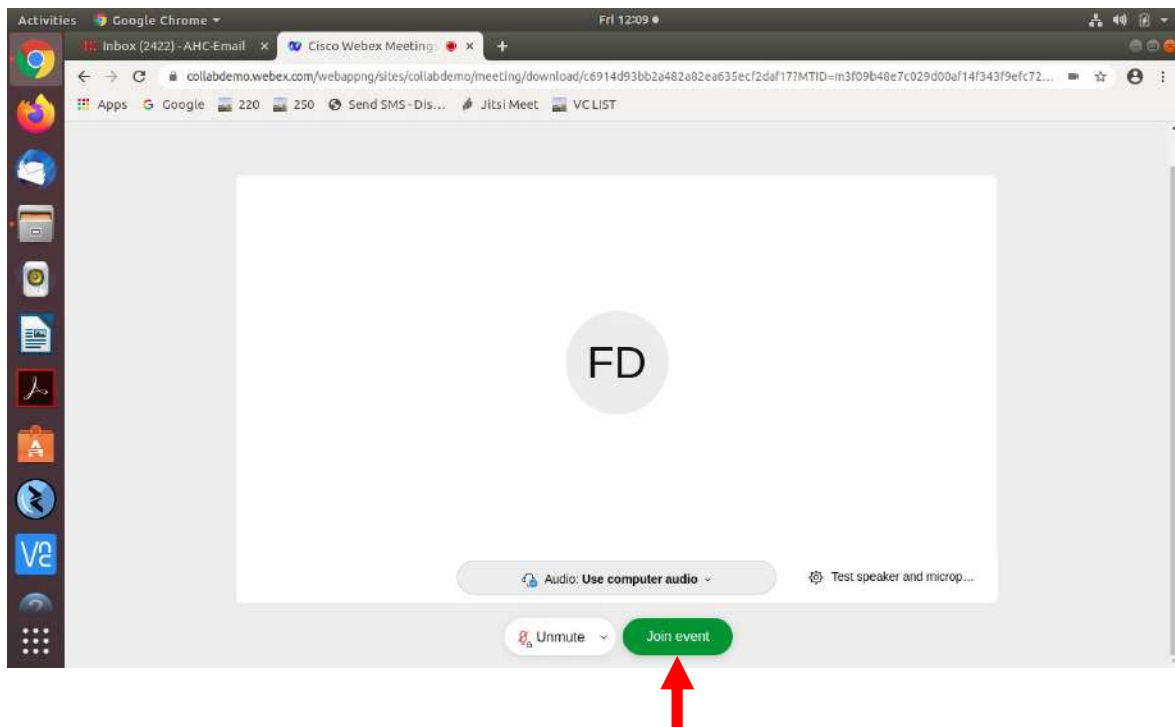
Please click on the **“Agree”/BLUE BUTTON**.

STEP 7:

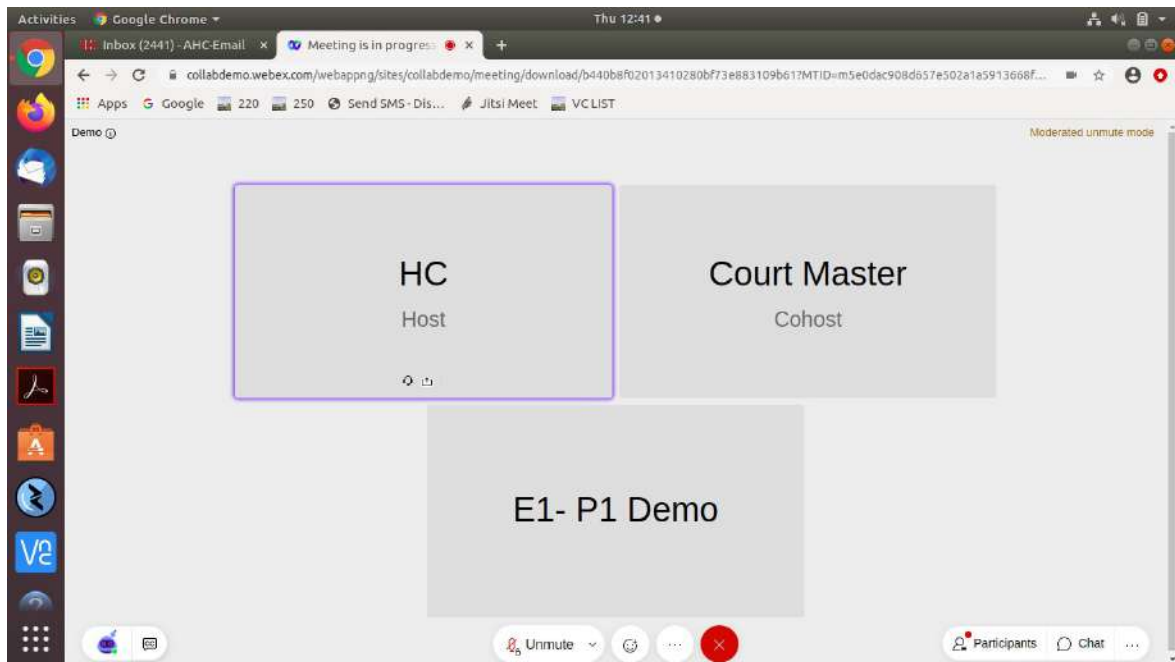
Upon selecting the **“Agree”/BLUE BUTTON**, the WebEx Events will prompt you to allow use the microphone of your laptop. The following window will appear:



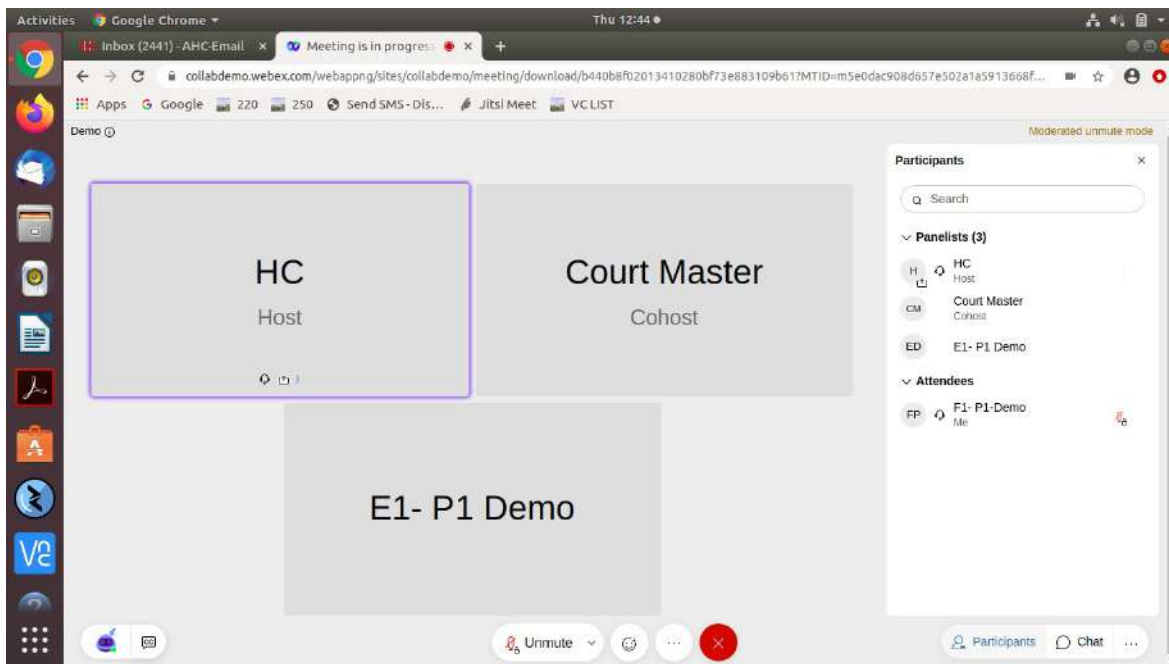
Click on the **“Allow”** button appearing in the small (new) window on the top left hand side of your screen. The following screen will appear.



STEP 8: Click on the “Join event”/GREEN BUTTON. Then the below given screen will appear.



You have now become an “Attendee” to the Virtual Court proceedings. For convenience, you have been placed in the “Attendee Gallery/Waiting Area” of the Virtual Court Room. From here you may watch, hear and follow the case hearing in progress, however, you cannot be heard or be visible to the Bench. Your microphone and camera would remain in **Off** mode by WebEx Events (automatically/default setting).



STEP 9:

Upon conclusion of the case appearing just before your case, the Co-host/Bench Secretary will induct you and other lawyers appearing in your case into the VIRTUAL COURT ROOM. **STILL, YOUR MICROPHONE AND CAMERA WILL REMAIN MUTED/SWITCHED OFF.**

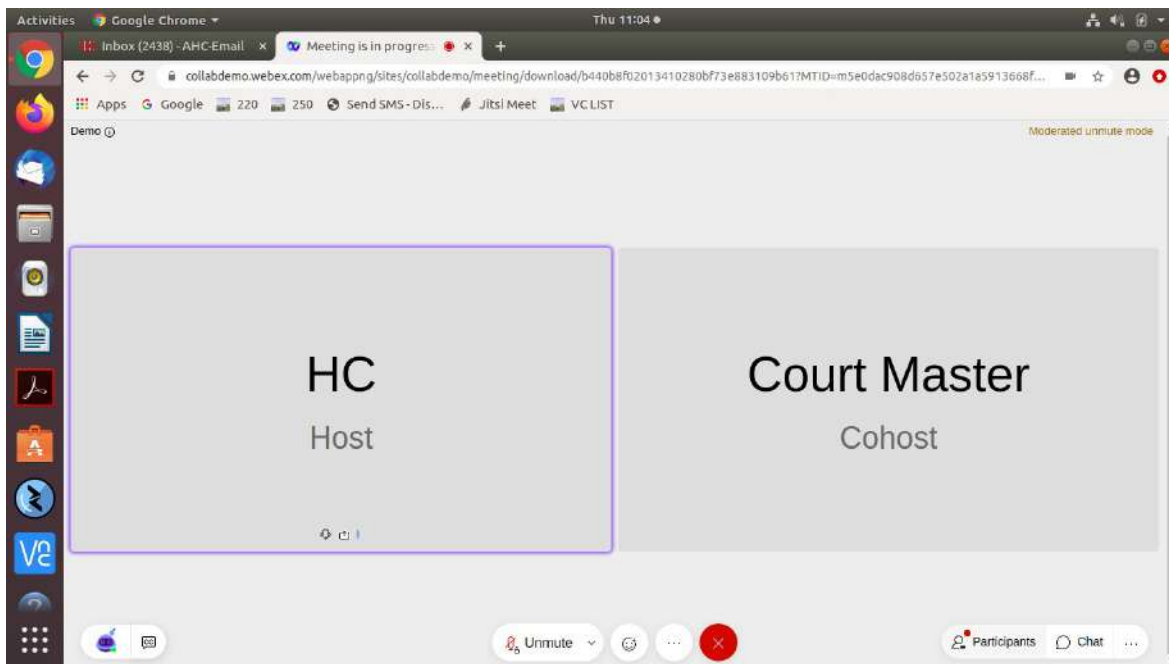
Upon your case being called out (as in Physical Court Room), the arguing counsel **MUST SWITCH ON THEIR MICROPHONE AND CAMERA.** They shall then introduce themselves to the Court and proceed accordingly.

On being called upon, the Learned Counsel/ Litigant-in-person may advance oral submissions. Upon completion, he may kindly **“Mute”** his **MICROPHONE.** If the Court requires any party to make further submission(s), the party may then **‘Unmute’** his **MICROPHONE.**

During hearing through video conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and therefore, it is expected that parties would not resort to any indecorous conduct or dress or comment. Further, parties are required to ensure that the proceedings by video-conferencing are neither **recorded/stored nor shared nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before Hon’ble Court are expressly prohibited.**

STEP 10:

Parties are required to stay online till the Court concludes the hearing of their matter, whereafter the Court Master may move them to **“Attendee Gallery/Waiting Area”** or the parties may disconnect from the video conference by clicking on **“X”/RED** button.

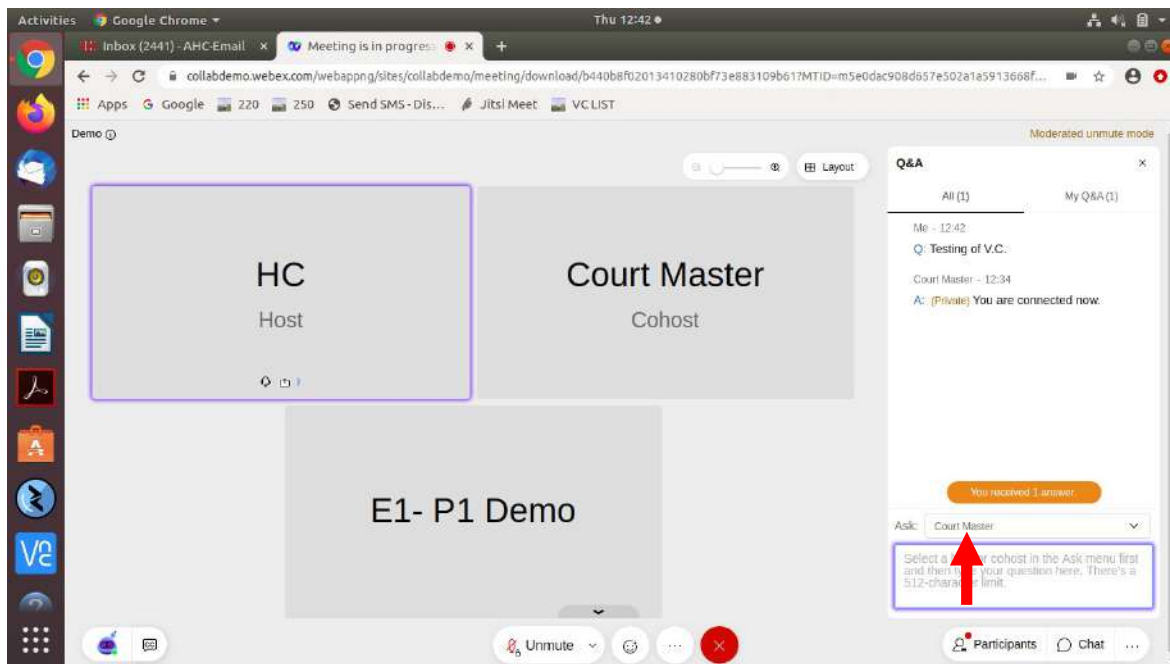


IMPORTANT: In case you wish to wait for hearing of another case in the same Virtual Court Room you may inform and request the Court for being transferred from panelist(s) to the list of attendee(s) or may inform the Court Master under Q&A section who will transfer you from panelist(s) in the list of attendee. Otherwise, you will be required to sign-in, afresh (as above) to appear in the next/other case before the same Court.

FURTHER NOTE FOR ASSITANCE

Please note:

1. While waiting in the Attendee Gallery/Waiting Room, lawyers, litigants and others can keep track of proceedings by:
 - (a) By accessing the Court View system
 - (b) By addressing a message to the Court Master
 - (c) In addition to the above the Co-Host/Court Master shall from time to time during the court proceedings broadcast a message to all the “Attendees” in the “Attendee Gallery”/Waiting Room, apprising them of the current stage of the proceedings. Please check your inbox for messages periodically while in the Attendee Gallery/Waiting Room.
2. You will be shown in the list of “**Attendees**” together with the CASE TYPE and Serial No. of the case you are appearing in (as indicated by you while signing in). Select/Click on “...” (bottom right of your screen) (**marked with one red arrow**) option of “**Q&A**” box will appear.



Please type your query in the now open Dialog Box and send it to the “Co-Host/Court Master after selecting the “Co-Host/Court Master from the drop-down box (marked with two red arrows above).

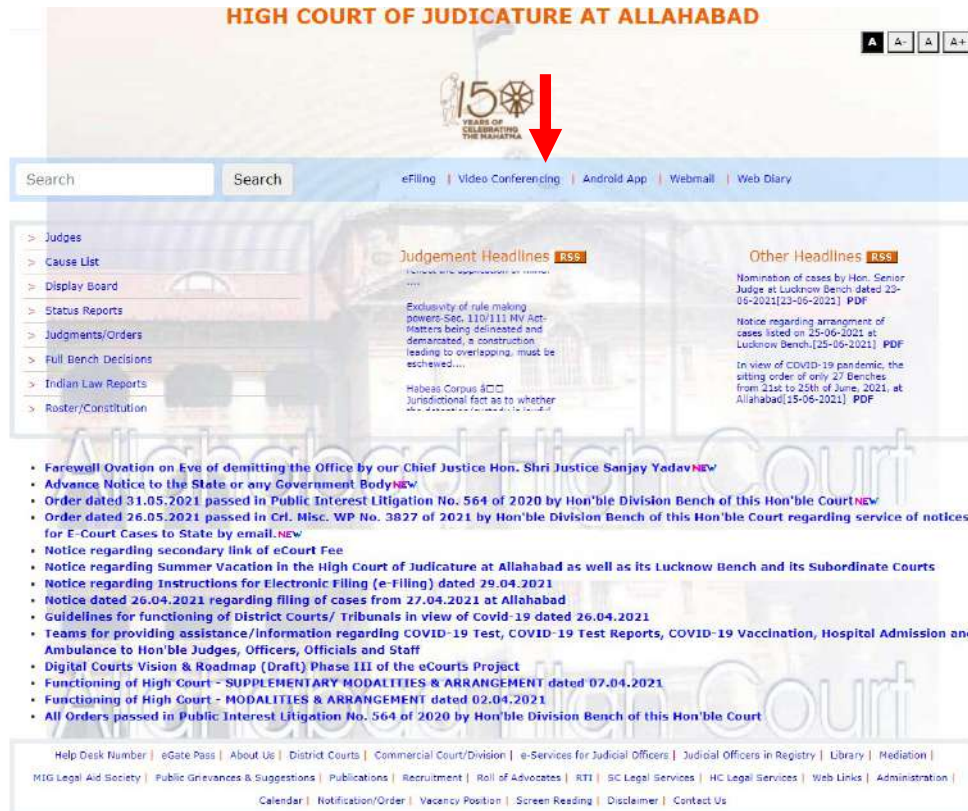
Query made by an “ATTENDEE”/Learned Counsel will be prompted on the screen of the **CO-HOST/ Court Master** who will reply appropriately. PLEASE WAIT PATIENTLY FOR THE REPLY.

OPTION B **Joining by Mobile, iPad**

STEP 1:

Visit the official website of the Court www.allahabadhighcourt.in

The following web page will show up on your screen:



STEP 2:

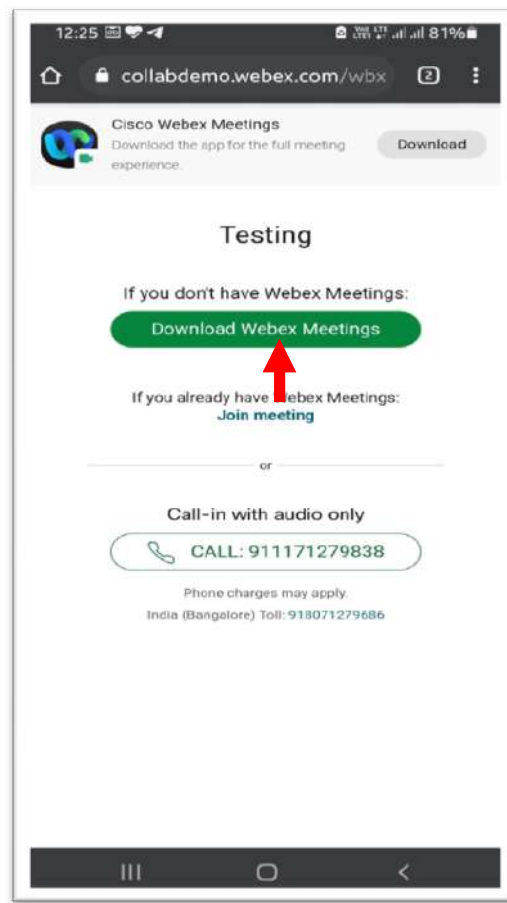
Click on 'Video-Conferencing' - marked with a red arrow (in the image above), appearing in the NAVIGATION BAR:



STEP 3:

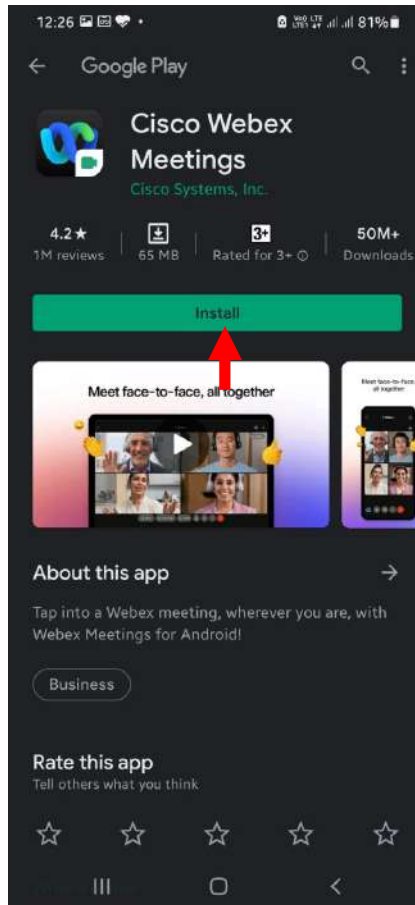
You may now Select/Click the appropriate Virtual Court Link of the Court Room No. (in the 2nd Column), you would like to visit.

Upon selecting that Link, the following page would open on your screen:



On clicking on “Download Webex Meeting”, phone will automatically move to Google Play Store

App Store as the case may be.



Click on “Install” button. Installation of Cisco Webex Meetings App is one time exercise.

After installation is complete, please open the Webex App. Please note that the above mentioned screens will appear only if the Webex App is not installed on your mobile/iPad.

STEP 5:

Fill up your (a) Name (as instructed below) and (b) your registered email id **CORRECTLY**.

Both fields are mandatory.

These entries being made by you create your **UNIQUE IDENTITY** in the Virtual Court proceedings.

The CO-HOST/BENCH SECRETARY will be able to induct you into the Virtual Court **ONLY** if you have submitted these entries, correctly.

Hence, kindly mention your name in the following format ONLY:

- i) First enter the prevalent abbreviation to signify the Case Type as per the table below:
 - F** = Fresh
 - E** = Additional Cause List
 - S** = Supplementary Fresh List
 - B** = Backlog Fresh List
 - D** = Daily Cause List
 - A** = Application List

(NO OTHER OR DIFFERENT ALPHABET OR PREFIX MAY BE USED EXCEPT THAT BEING USED FOR THE PRE-EXISTING COURT VIEW SYSTEM OF THE COURT, AT ALLAHABAD)

- ii) Enter the **CORRECT SERIAL NO.** (numeral) of your case, as appearing in the particular list i.e. 1-100.
- iii) In continuation, type (/) followed by your name as appearing in the Roll of Advocates.

FOR EXAMPLE:

- (a) If you are appearing in the matter listed at **Serial No. 1** of the **FRESH LIST**, and your name is **Santosh Kumar**, you may enter your name in the following manner :-

F1/Santosh Kumar

- (b) If you are appearing in the matter listed at **Serial No. 5** of the **TRANSFERRED FRESH LIST**, and your name is **Arvind Sethi**, you may enter your name in the following manner :-

FT5/Arvind Sethi

- (c) If you are appearing in the matter listed at **Serial No. 10** of the **ADDITIONAL CAUSE LIST**, and your name is **Mahesh Kumar**, you may enter your name in the following manner :-

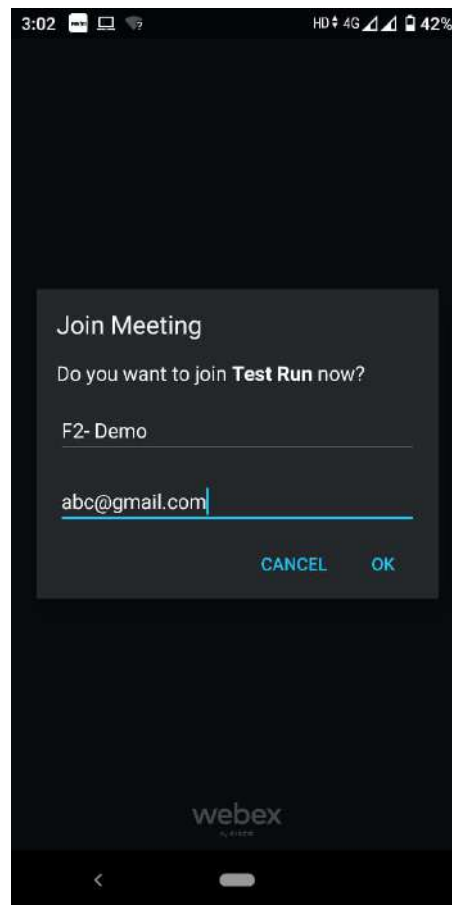
E10/Mahesh Kumar

- (d) The counsel for the Union of India and the State may, before typing their name (as above), prefix their abbreviated designation, then add another right slash (/) . Thus, if '**Santosh Kumar**' in (a) above is a **Standing Counsel** appearing in the case listed at **Serial no. 1** of the **Fresh List**, he may submit:-

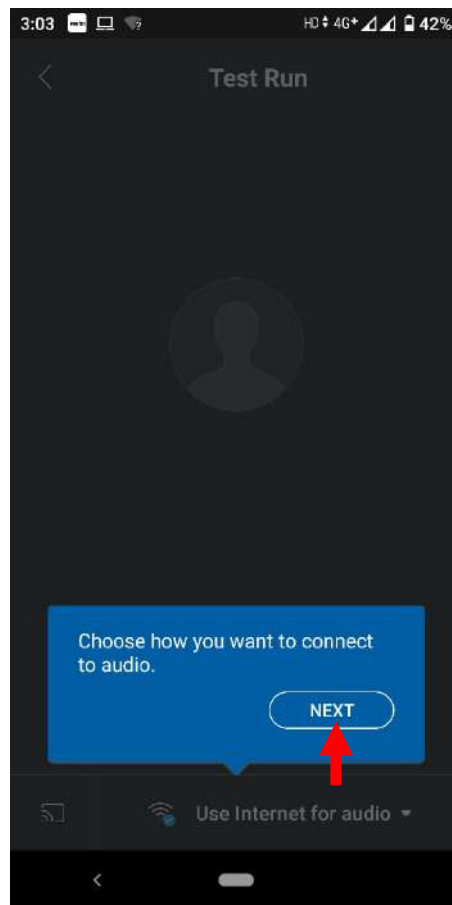
F1/SC/Santosh Kumar

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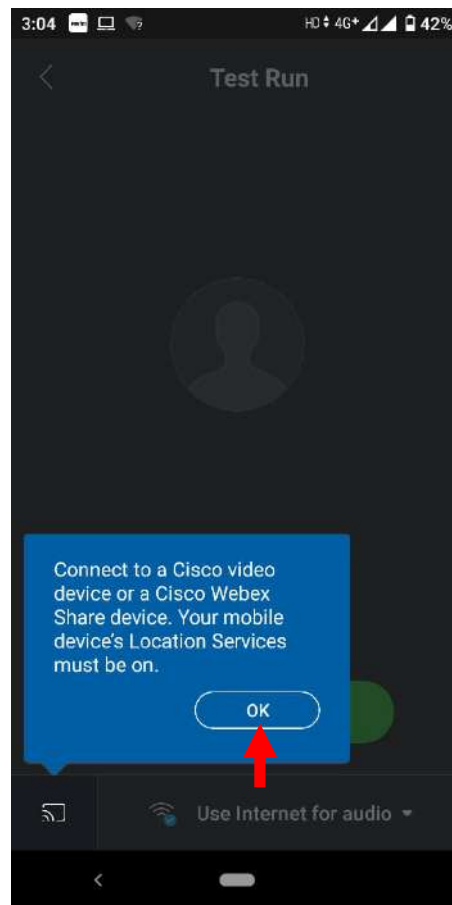
F1,F15,F20/X



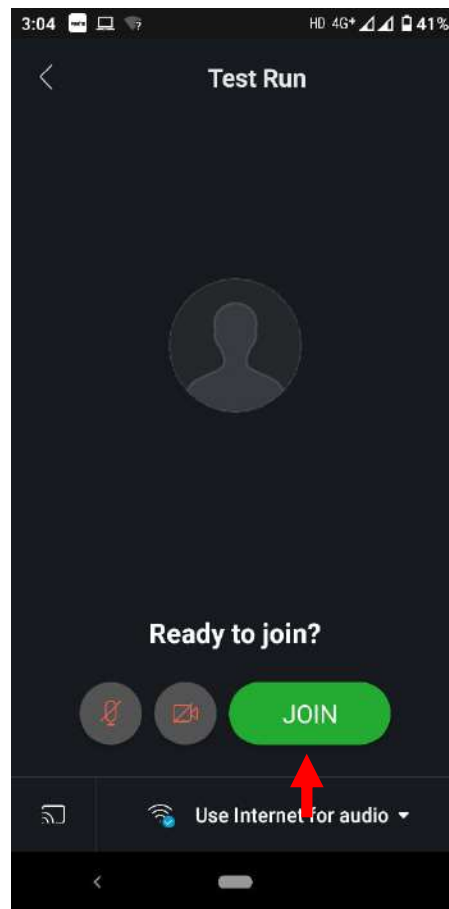
After correctly filling in your name and email id, as above, click on the Ok button



Please click on “Next” button.

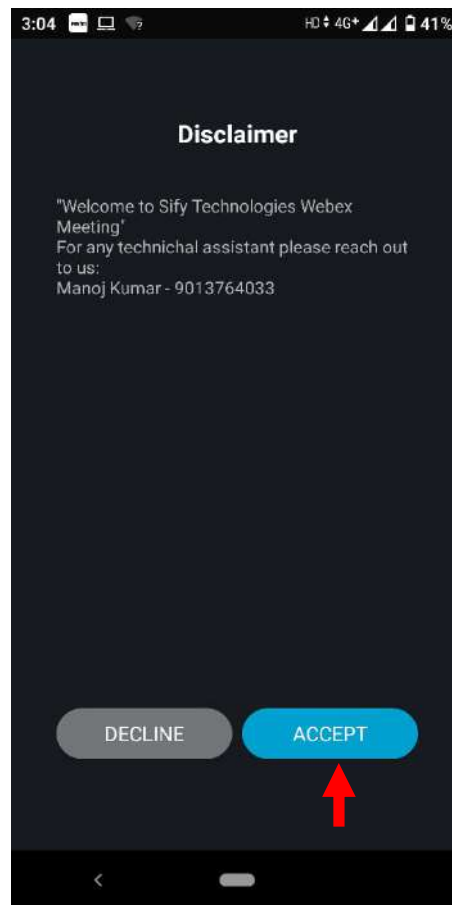


Please click on the 'Ok' button.

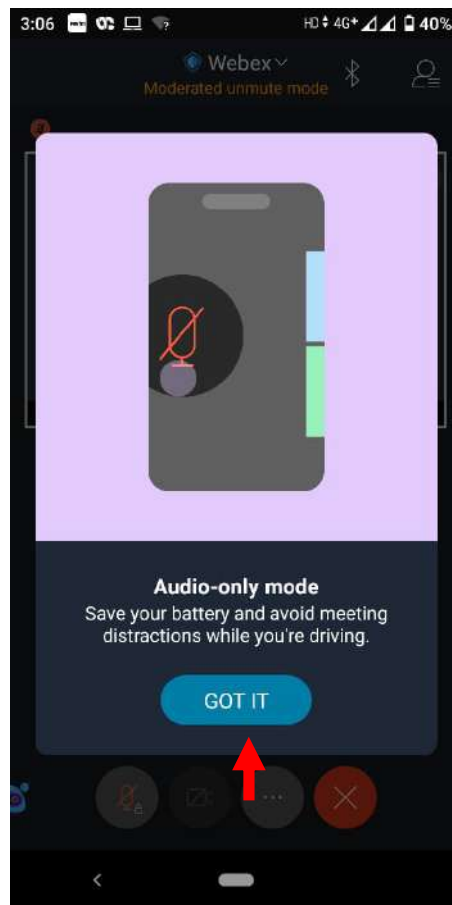


STEP 6:

After selecting “Join”/ **GREEN BUTTON**, the following screen will appear.



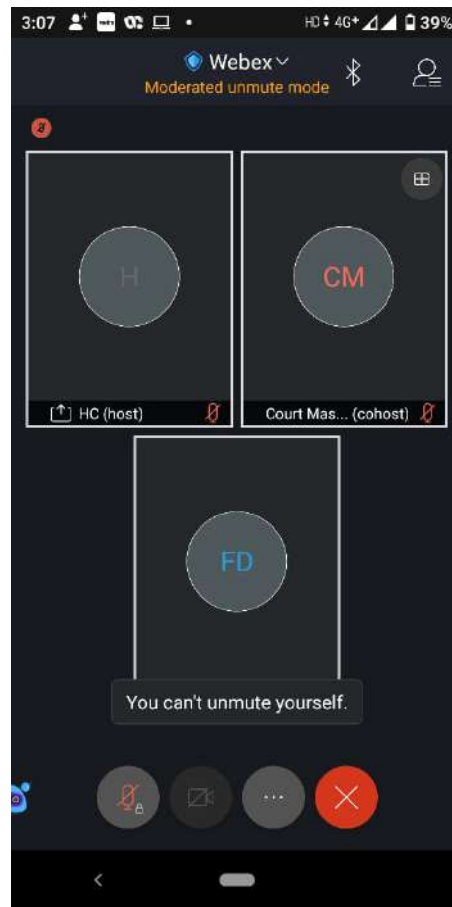
Please click on “ACCEPT” button.



Click on “GOT IT” button to save your battery and meeting distractions.

STEP 7:

The following window will appear:



You have now become an “**Attendee**” to the Virtual Court proceedings. For convenience, you have been placed in the “**Attendee Gallery/Waiting Area**” of the Virtual Court Room. From here you may watch, hear and follow the case hearing in progress, however, you cannot be heard or be visible to the Bench. Your microphone and camera would remain in **Off** mode by WebEx Events (automatically/default setting).

STEP 9:

Upon conclusion of the case appearing just before your case, the Co-host/Bench Secretary will induct you and other lawyers appearing in your case into the VIRTUAL COURT ROOM. **STILL, YOUR MICROPHONE AND CAMERA WILL REMAIN MUTED/SWITCHED OFF.**

Upon your case being called out (as in Physical Court Room), the arguing counsel **MUST SWITCH ON THEIR MICROPHONE AND CAMERA.** They shall then introduce themselves to the Court and proceed accordingly.

On being called upon, the Learned Counsel/ Litigant-in-person may advance oral submissions. Upon completion, he may kindly again “**Mute**” his **MICROPHONE**. If the Court requires the party to make further submission(s), the party may then “**unmute**” his **MICROPHONE**.

During hearing through video conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and therefore, it is expected that parties would not

resort to any indecorous conduct or dress or comment. Further, parties are required to ensure that the proceedings by video-conferencing are neither **recorded/stored nor shared nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before Hon'ble Court are expressly prohibited.**

STEP 10:

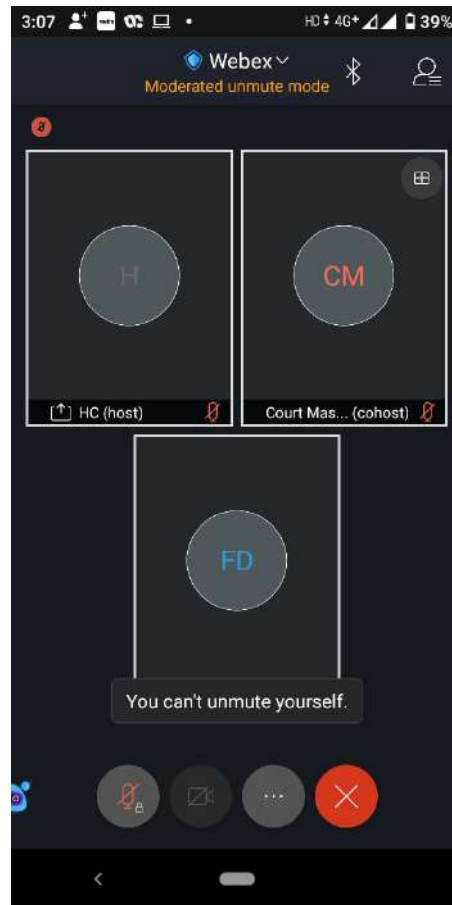
Parties are required to stay online till the Court concludes the hearing of their matter, whereafter the Court Master may move them to “**Attendee Gallery/Waiting Area**” or the parties may disconnect from the video conference by clicking on “**X**”/**RED** button.

IMPORTANT: In case you wish to wait for hearing of another case in the same Virtual Court Room you may inform and request the Court for being transferred from panelist(s) to the list of attendee(s) or may inform the Court Master under Q&A section who will transfer you from panelist(s) in the list of attendee.

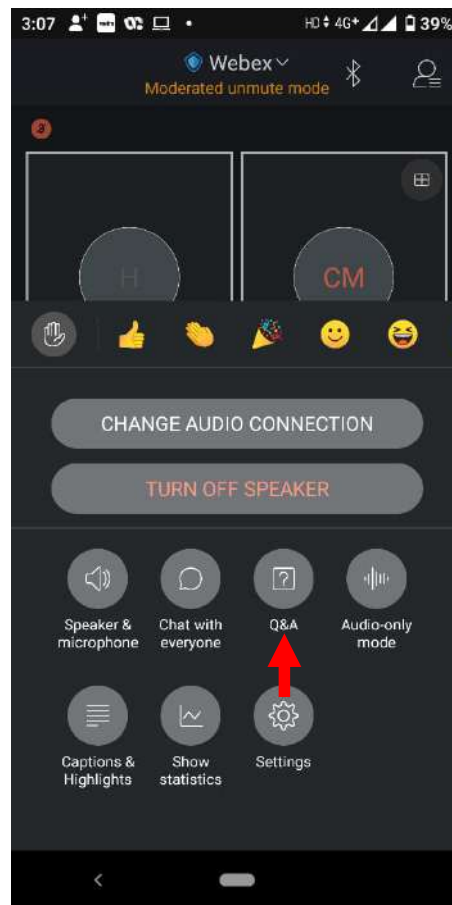
FURTHER NOTE FOR ASSISTANCE

Please note:

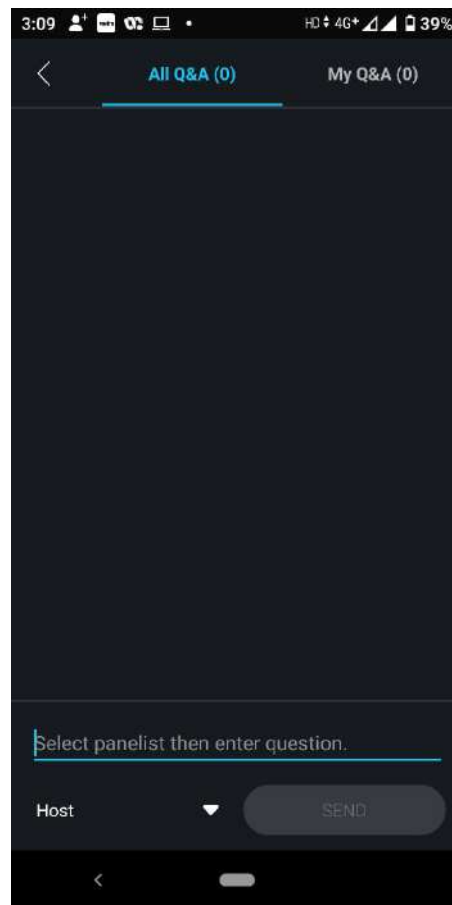
1. While waiting in the Attendee Gallery/Waiting Room, lawyers, litigants and others can keep track of proceedings by:
 - (a) By accessing the Court View system
 - (b) By addressing a message to the Court Master
 - (c) In addition to the above the Co-Host/Court Master shall from time to time during the court proceedings broadcast a message to all the “Attendees” in the “Attendee Gallery”/Waiting Room, apprising them of the current stage of the proceedings. Please check your inbox for messages periodically while in the Attendee Gallery/Waiting Room.
2. You will be shown in the list of “**Attendees**” together with the CASE TYPE and Serial No. of the case you are appearing in (as indicated by you while signing in).
Select/Click on “...” (**marked with one red arrow**).



The following screen will appear:

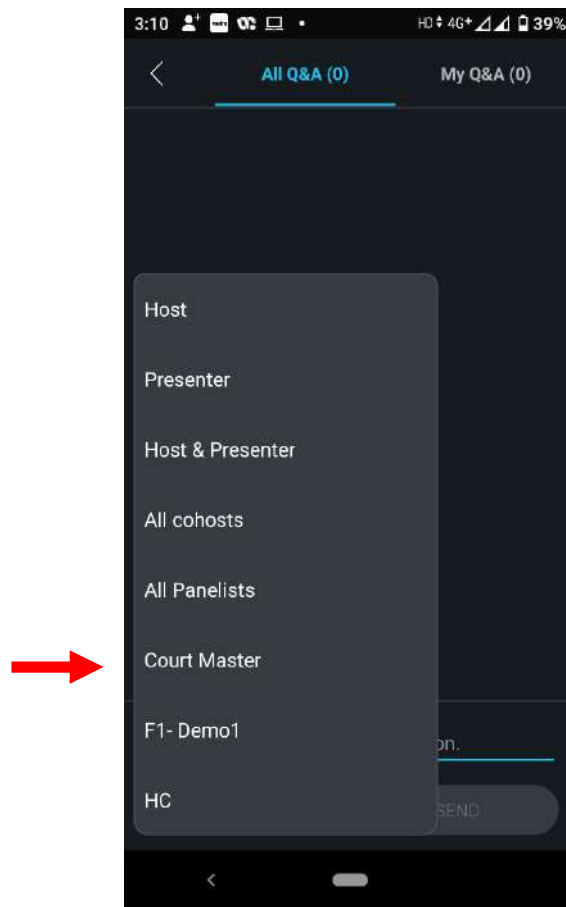


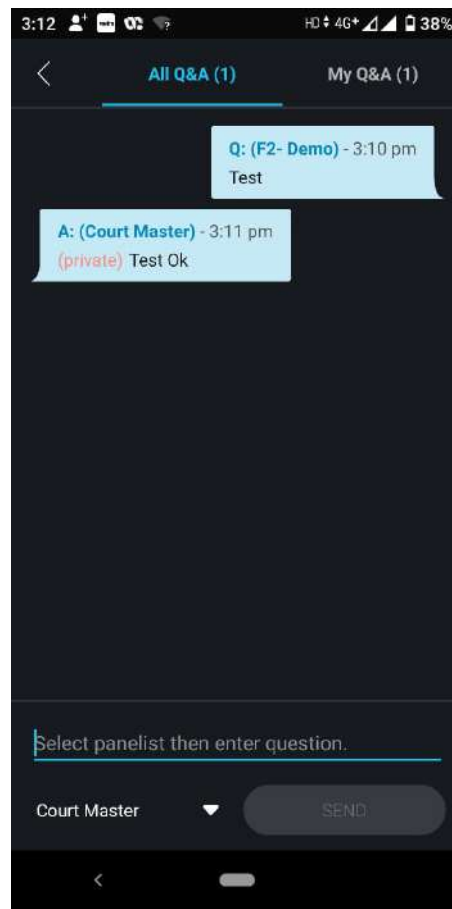
Then click on “Q&A” button, option of “Q&A” box will appear:



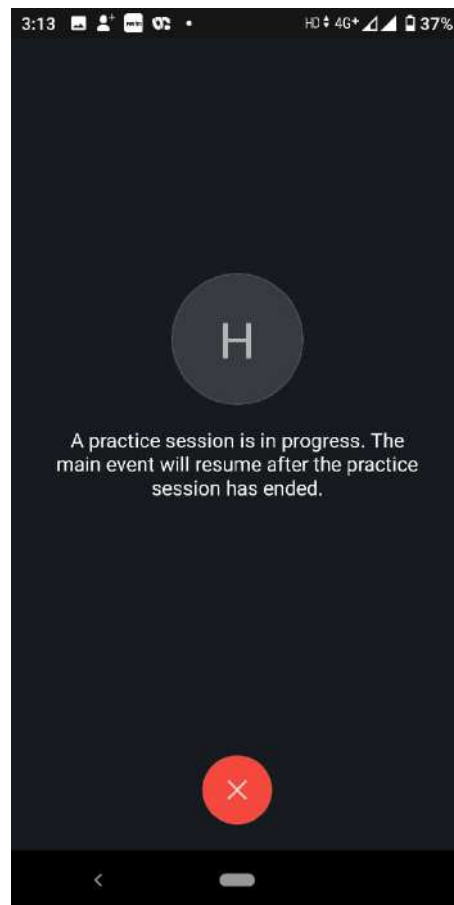
Please type your query in the now open Dialog Box and send it to the “Co-Host/Court Master after selecting the “Co-Host/Court Master from the drop-down box **(marked with two red arrows above)**.

Query made by an “ATTENDEE”/Learned Counsel will be prompted on the screen of the **CO-HOST/ Court Master** who will reply appropriately. PLEASE WAIT PATIENTLY FOR THE REPLY.





The Court Master will reply as shown above.



During the discussion of Hon'ble Judges, the above screen will be shown.



Attendee may leave the Court Room by clicking on “X”/ RED button.

OPTION C

Joining by teleconferencing through landline/mobile phone

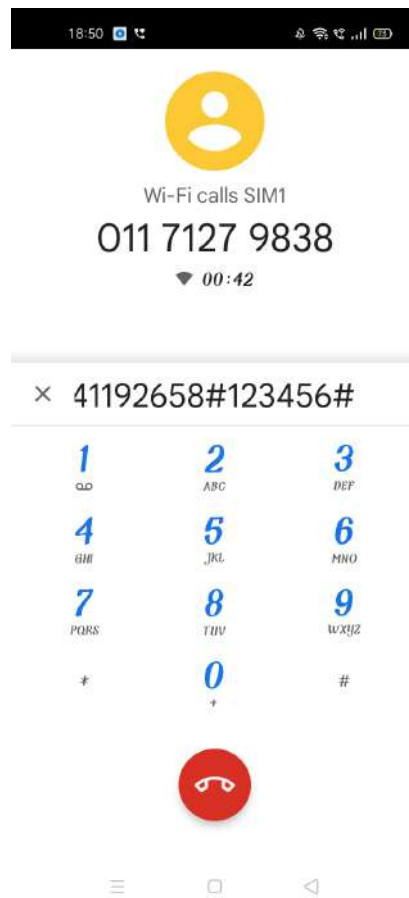
In case of non-availability/technical issue in connection the video conferencing for hearing, the parties may be joined through tele-conferencing by landline/mobile phone.



In case of non-availability/technical issue in connection the video conferencing for hearing, the parties may be joined through tele-conferencing by landline/mobile phone.

The person has to first dial the number provided with the video conferencing link on the website. Thereafter he has to type the meeting number followed by # and password followed by # as shown with the video conferencing link.





Now the person has joined the virtual court as an attendee through tele-conferencing.

Thank you.