

## ANNEXURE - A

Standard Operating Procedure (SOP) for resumption of **physical hearing** at the **Principal Seat, High Court of Bombay and its Benches** with effect from **Monday, 4<sup>th</sup> October 2021**:

- 1) The Advocates / Parties-in-person shall mention their matter only by filing Praecipe through e-mail on the designated e-mail ID of the concerned Court.).
- 2) Mentioning for circulation of the matter will not be allowed in the Court.
- 3) In case of fresh matter, the Advocate / Party-in-person shall first file the matter with filing department, get stamp/lodging number and then move the Praecipe by mentioning said stamp/lodging number on it and setting out the urgency.
- 4) The Advocates / Parties-in-person shall forward only the Praecipe for mentioning the matter. They shall not forward soft copy of the matter along with the Praecipe.
- 5) No Praecipe without mentioning number of the matter will be entertained.
- 6) The Advocate / Party-in-person shall also serve the Praecipe on the other side.
- 7) The Praecipe should specifically mention the matter to be listed for physical hearing.
- 8) All Praecipos should be sent 48 hours (excluding holidays) in advance before proposed listing of the matter. Praecipos received after stipulated time will not be responded to or will not be placed before the Hon'ble Judge. If, the matter is not listed, it is deemed that the Bench has declined for circulation of the matter.
- 9) The Court working hours will be 10.30 a.m. to 1.30. p.m. and 2.30 p.m. to 4.30 p.m.
- 10) To observe strict norms of social distancing entry into the Court Room for the purpose of attending physical hearings shall stand restricted to :
  - i) One Advocate per party whose Vakalatnama is on record or who has been duly authorized and whose case is listed for hearing on Board of concerned Court.
  - ii) Senior Counsel / ongoing counsel engaged by any such Advocate.
  - iii) Registered clerk only for limited purpose of delivering heavy and bulky case files of such Advocates at the designated point.
  - iv) Advocate clerk holding valid I-card will be allowed to enter the High Court premise.

v) Party-in-person, where such party is pursuing the case without any legal assistance.

vi) Entry in the Court Room shall be permitted to those Advocates / Party-in-person whose matter is called out for hearing and also for the Advocates whose matter is immediate next subject to availability of space.

vii) Rest of the Advocates may wait outside the Court Room / Bar Room, while maintaining social distancing norms.

viii) The Display Boards shall be functional for their information and convenience.

ix) Strict adherence to social distancing norms inside the Court room shall be followed by all concerned.

13) Advocates should discourage their clients from attending Courts, unless their presence is absolutely required.

14) The following mandatory norms to be followed by all the concerned who are permitted to enter the Court premises / Court Room :

i) Wearing of mask at all times, even during arguments in Courts.

ii) The lawyers appearing in the Court would be required to appear in the usual Court attire.

iii) Adherence to all the directions / guidelines / SOPs / Advisories issued by the Government of India and the State Government in respect of COVID-19 protocol.

Dated 24<sup>th</sup> day of September 2021

By Order,

Sd/-

(Sachin B. Bhansali)  
Prothonotary & Sr. Master,  
High Court, O.S. Bombay.

Sd/-

(V. R. Kachare)  
Registrar (Judl-I),  
High Court, A.S., Bombay.