

**NO.A.36011/1/2020-HC(AB)/96-97  
THE GAUHATI HIGH COURT  
AIZAWL BENCH : : AIZAWL**

Dated Aizawl, the 22<sup>nd</sup> April, 2020

From : Registrar  
Gauhati High Court  
Aizawl Bench, Aizawl

To : President/Secretary  
Mizoram Bar Association  
Aizawl

Subject : Forwarding of S.O.P.

Sir,

I hereby enclosed a copy of Standard Operating Procedure (SOP) received from the Registrar General, Gauhati High Court, Guwahati, which is self-explanatory for your information and further necessary actions.

Encl: As above

Yours faithfully,

  
(HELEN DAWNGLIANI)  
**REGISTRAR**

Memo No.A.36011 /1/2020-HC(AB)/96-97 : Dated Aizawl, the 22<sup>nd</sup> April, 2020  
Copy to:-

1. P.S. to Hon'ble Mr. Justice Michael Zothankhuma, Portfolio Judge for Aizawl Judicial District for kind information of his Lordship.
2. P.S. to Hon'ble Mr. Justice Nelson Sailo, Portfolio Judge for Lunglei Judicial District for kind information of his Lordship.
3. Registrar General, Gauhati High Court, Guwahati for information.
4. Systems Analyst, Gauhati High Court, Aizawl Bench. He is informed to upload this letter in the official website of this Registry.

  
**REGISTRAR**

**STANDARD OPERATING PROCEDURE[SOP] FOR THE LEARNED ADVOCATES FOR  
VIDEO CONFERENCING HEARING**

The following Standard Operating Procedure (SOP) is issued to detail the guidelines, in support of Notification dated 15-04-2020, issued by the Gauhati High Court for hearing cases through video-conferencing:

- a) Once a case is listed for hearing, the Registry may call any Ld. counsel and require to test the device or its connectivity, and every Ld. counsel is required/requested to cooperate with such staff/official and abide by the instructions given, so that the hearing by Video-conference may be smoothly conducted.
- b) Upon joining to the virtual Court room, the arguing counsel shall introduce to the Hon'ble Bench and shall thereafter wait for further instructions.
- c) On being asked, Learned counsel may make submissions and after completion of the same shall immediately mute the MIC of his device.
- d) Ld. Counsel of both parties shall invariably keep their MIC on 'mute' at all times, except when the Hon'ble Bench requires them to make submission(s); thus, when one Ld. Counsel is making submissions, it is imperative that all other participants shall keep their respective MIC **muted** failing which the possibility of MIC catching audio feed from the speakers and creating 'echo/noise disturbance' would become very high and may disturb the proceedings.
- e) Simultaneous submissions by more than one Ld. counsel at any given time should be avoided and each Ld. Counsel may indicate requirement to speak/submit by asking for permission from Hon'ble Bench, **by raising a hand**. Once permitted by the Hon'ble Bench, the Ld. counsel shall first **'unmute'** the MIC and thereafter make submissions.
- f) Hearing through video-conferencing means participating in **COURT PROCEEDINGS**, hence it is expected that Ld. Counsel of both the parties to be appropriately dressed as expected for appearance before a court and that they would not resort to any indecorous conduct or comment; further, Ld. counsel for the parties are required to ensure that the proceedings by video conference are neither recorded/stored nor broadcast, in any manner whatsoever, as **recording/copying/storing and/or broadcasting, by any means**, of the hearings and proceedings before the Hon'ble High Court are **expressly prohibited**;
- g) Ld. Counsel of both the parties are required to **stay online till Hon'ble Bench concludes** the hearing of their matter. After conclusion of the case the parties are required to disconnect the connection immediately.