

HIGH COURT OF GUJARAT

Date: 12-09-2020

**Standard Operating Procedures (SOP) for Resumption
of Physical Functioning of the High Court of Gujarat**

Considering the spread of Corona Virus Pandemic in State of Gujarat, the Hon'ble High Court of Gujarat is pleased to issue the following Standard Operating Procedures to be adopted for resumption of Physical Functioning of High Court of Gujarat:

1. There shall be common entry for all through Gate No. 5 after thermal screening. All other entry gates including Judges entry shall remain closed.
2. The Advocates/Party-in-Person/Registered Clerks/Litigants whose case is listed in the Cause list shall be allowed to enter in the Court Premises.
3. A system generated Email Entry Pass will be sent to registered email address of all Ld. Advocates whose matters are listed for physical hearing; which will have to be shown either in print or on a smartphone along with an ID proof at the Gate.
4. Module for updation of a Senior Counsel and Registered Clerk to be allowed entry in the campus for physical hearing, will be made available on the website at <http://gujarathc-casestatus.nic.in/gujarathc/>; wherein the details of Ld. Senior Advocate and Registered Clerk will have to be updated by the Ld. Advocate by the end of previous day of hearing.
5. Thermal screening of all those permitted, if coming in the vehicle will be done while sitting in the vehicle itself.
6. Persons displaying symptoms of flu, fever, cough etc. shall not be permitted entry inside the Court Campus.
7. As far as possible use of Elevators(lifts) be avoided for going upto second floor. Lift operators have been directed to permit entry of maximum 3 persons at a time.
8. Mandatory norms need to be followed by all concerned who are permitted entry in court campus
 - a. Wearing of mask all times.
 - b. Undergoing thermal screening at designated entry points and random checking by Covid Cordinator (Mr. J.G.Vithlani, Deputy Registrar) or his team member.
 - c. Sanitizing the hands before and at the time of entry.
 - d. Strict adherence to the norms of social distancing within the Court campus.
 - e. Adherence to all the directions, guidelines, SOP, advisories prepared by the Indian Institute of Public Health (IIPH), Gandhinagar as also issued by the Government of India and State of Gujarat in respect of Covid-19 pandemic.

9. Following shall be permitted entry:
 - a. Slot wise only to advocates, whose cases are enlisted for the day with one litigant and/or registered clerk in case of any assistance is needed.
 - b. Senior Advocates as may be engaged by the party with an advance intimation.
 - c. Standing or nominated counsel.
 - d. Party-in-person (where such party is pursuing his/her case) without any legal assistance.
 - e. Advocates/ Party-in-person and Registered Clerks above the age of 65 years, and those suffering from co-morbidities may refrain from appearing in the Courts.
 - f. Once entry is permitted to any advocate for any case, no other advocate, for the same case and for the same party, shall be permitted to enter in the Court premises.
 - g. Gujarat High Court Advocates' Association shall render due assistance in this regard by deputing advocate(s) on rotational basis to facilitate smooth and better management.
10. Entry in Court rooms shall be to the pair of advocates/parties-in-person whose matter is called out and to the next pair of advocates whose matter is next listed in the cause list and other advocates shall wait in designated area separately earmarked as a waiting area while maintaining social distancing.
11. Once the matter is over Advocate/Party in person shall immediately leave the Court premises through the exit point i.e. Gate No. 5.
12. In order to ensure strict adherence to the norm of social distancing, seats in each Court rooms are arranged in such a way so that two seats are cross taped in-between one and also one row is allowed to remain idle by cross taping it.
13. Journalist/Law reporters may be allowed to enter the Court rooms; only upon their written request made in advance is permitted.
14. Display boards shall be made functional for the convenience and information of parties and Advocates.
15. Court working hours would be from **11:00 am to 4:00 pm**. The building shall be handed over to housekeeping staff for sanitization after working hours every day.
16. Library, Bar Association hall, Advocates' tea room, common rooms, Advocates' chambers and public canteen shall remain closed until further orders.
17. Visit to branches for making enquiry shall not be permitted.

Sd/-
Registrar General
High Court of Gujarat