

RAJASTHAN HIGH COURT

Date – 05.02.2022

NOTIFICATION

For safety and security of all concerned, it is hereby notified that Rajasthan High Court shall function only through virtual mode till 08.02.2022 in terms of Notification No. Actts(Estt.)/HC/Misc./Corona/2022/12 dated 04.01.2022.

Further, in view of gradual improvement in the conditions arising out of Covid-19 and relaxation in the conditions imposed by the State Government, in modification of Notification No. PA/RG/Misc./2021/1377 dated 01.07.2021 and in supersession of all other Notifications, following guidelines for regular hearing of cases in Rajasthan High Court from 09.02.2022 till further orders both by physical presence and video conferencing (hybrid mode).

1. All the Benches of High Court shall function regularly in hybrid mode and hearing of the matters shall be permitted both through physical appearance and video conferencing. In view of prevailing conditions, as a preventive measure, all concerned may prefer virtual mode of hearing.
2. Only those learned Advocates shall be allowed in the court room who have to argue/present the case. No learned Advocate should be present in the court room for the purpose of seeking pass-over. Learned Senior Advocates are advised to take assistance from only one Advocate. Learned Advocates other than Senior Advocates are advised to come alone in the court room.
3. At any given time, only learned Advocates appearing in five matters below the matter which is in progress would be allowed to remain present in the court room.
4. Entry in the court premises will be permitted only to the persons who have taken 1st dose of Covid-19 vaccine. Relaxation will be given only to those persons after scrutiny whose vaccination cannot be done for medical reasons as per advisory of the Central/State Government.
5. A web portal on the website of Rajasthan High Court (<https://hcraj.nic.in>) has been provided for learned Advocates and Parties-in-person to upload their Vaccination Certificates. Vaccination certificate of Advocates' Clerk will be uploaded through concerned Advocate with whom he is registered. After verification of vaccination certificates, online authorization cards and SMS will be issued which is required to be shown at entry gates. Detailed process to upload the vaccination certificates with screen shots is enclosed.

6. Other than parties-in-person, only such litigants will be permitted entry in court premises for whose presence, specific directions have been given by Hon'ble Court. Such litigant shall produce copy of the order of Hon'ble Court directing physical presence along with vaccination certificate.
7. All other persons will be permitted entry in the court premises on showing their vaccination certificate at the entry gates.
8. Entry of Learned Advocates in court premises would be through e-pass. E-Passes shall be issued to the Learned Advocates, who have to appear in the court for the purpose of hearing and ancillary purposes. These passes will remain valid for a particular day and the entry will be strictly upon presentation of the e-pass. Learned Advocates are advised to generate the e-pass from the High Court website, while providing the specific details i.e. name of Learned Advocate, Court Number, Case Number and Item Number of Cause List and declaration about uploading of vaccination certificate.
9. Advocate Clerks would be permitted to enter the premises through identity cards and after uploading vaccination certificate.
10. All person entering in the court premises shall wear face masks all the times including while arguing. Wearing of Face shield and hand gloves should be preferred. Social distancing as per the guidelines of Central and State Government shall be followed in strict manner in the entire premises.
11. In a case, hearing may be conducted simultaneously through physical appearance and video conferencing. Learned Advocates or parties-in-person opting for video conferencing would intimate the Court Master of concerned Hon'ble Court at least a day before the date of listing for the cases listed in Daily List and before 8.00 am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.
12. The name and mobile number of Court Master shall be published in the cause-list so that Learned Advocates may inform their option of hearing through video conferencing well within stipulated time.
13. The link for video conferencing of each Hon'ble Court will be published in the Cause List which may be used to join the Video Conferencing by the lawyers who have given option of virtual hearing.
14. There will be no separate time slot for hearing of cases through video conferencing. Such cases would be taken up as per their turn in the cause list. Learned Advocates/Parties-in-person would remain ready for video

conferencing well in advance according to the Display Board. The Standard Operating Procedure for video conferencing is enclosed.

15. Following Helpline Numbers, for issues related to Video Conferencing will be available during office hours on each working day:-
 - For Jodhpur - 14634, 0291-2888056
 - For Jaipur Bench - 14635, 0141-2227441
16. For maintaining sufficient distance between court rooms, subject to location of the court rooms, either even or odd number court rooms may be used. In the Court rooms, keeping in view the size of the rooms, chairs shall be kept maintaining social distancing by reducing the number of chairs.
17. The vacant court rooms would be utilized for sitting of the lawyers by providing limited chairs, with requisite distance. Benches in the court corridors would be arranged maintaining social distancing. It must also be ensured that gathering even in small groups in the entire premises is avoided.
18. All fresh matters may be filed physically or by e-filing. Filing of all fresh cases by the Central Government and the State Government shall be only through mandatory e-filing as per Notification No. PA/RG/Misc./2021 dated 20.12.2021. During physical filing, all precautionary measures including social distancing as mentioned in Central & State Government Advisory shall be strictly followed in filing section. In view of prevailing conditions, as a preventive measure, all concerned may prefer e-filing.
19. E-filing may be made on E-filing portal as per Guidelines dated 20.12.2021 available on the website of Rajasthan High Court. The link of E-filing portal (<https://efiling.ecourts.gov.in/raj>) is available on the Home Page of web site of Rajasthan High Court in eServices Menu. User Guide and Help Videos for E-filing are available on the E-filing portal.
20. Payment of Court Fees may be made through E-Pay facility, the link of which (<https://pay.ecourts.gov.in/epay>) is available on Home Page of web site of Rajasthan High Court in eServices Menu. All concerned may prefer e-pay facility as a preventive measure.
21. Personal presence of accused persons in Appeals/Revisions shall stand exempted till further orders.
22. Entry of law interns in the court premises is strictly prohibited.
23. All the gates for entry of Learned Advocates, Staff members and Litigants for entering into the premises shall be equipped with requisite thermal scanners. The medical staff will permit the persons after proper screening

- as per the SOP issued by Central and State Government. Persons having flu like symptoms shall not be allowed to enter the premises.
24. Persons deputed at entry gates for the purpose of screening shall be equipped with PPE Kits.
 25. Canteens, Photo Copying shops, Book shops, E-Mitra, Bank and Post office may be opened with required protocol/arrangements as prescribed by Central and State Government.
 26. Proper sanitization of entire premises must be ensured. Regular cleaning with sodium hypochlorite and infecticide may be done in the entire premises. All the Public Toilets in court premises should be cleaned at regular intervals with chemicals. Hand-wash and sanitizer may be provided in toilets and court corridors.
 27. The consumption of liquor, pan, gutka, tobacco and spitting inside the premises shall be strictly prohibited and to attract prosecution/punishment as per the guidelines of Central & State Government.
 28. Finger print scanners at the entry points would be completely sealed.
 29. All the staff members are directed to inform the Incharge of concerned section in case any staff member having flu like symptom is identified.
 30. All the Section In-charge will be under obligation to ensure the compliance of directions issued by this Notification and by the Central and the State Government.
 31. Awareness Signage mentioning Do's, Don'ts and Precautions be placed at appropriate places.
 32. All concerned are requested to ensure that they have taken both the doses of vaccination at the earliest for safety of themselves and all the stakeholders. Covid-19 Testing of learned Advocates and Court Staff would also be continued.
 33. Separate committees of Registrar (Admn.), Registrar (Classification), representative of Bar Council of Rajasthan and Presidents of High Court Bar Associations at Jodhpur/Jaipur already constituted shall supervise and monitor the situation on daily basis, to ensure compliance of these directions and to take appropriate remedial steps.
 34. All above guidelines would be in addition to guidelines issued by the Central & State Government.

By Order

Encl: As above

REGISTRAR GENERAL

Copy forwarded to the following for information and necessary action:-

1. The Registrar-Cum-Principal Secretary to Hon'ble the Chief Justice, Rajasthan High Court.
2. P.S. to All Hon'ble Judges, Rajasthan High Court.
3. The Registrar General, Rajasthan High Court.
4. Advocate General, Rajasthan.
5. Addl. Solicitor General, Rajasthan.
6. The Chairman, Bar Council of Rajasthan.
7. President, Rajasthan High Court Advocates' Association, Jodhpur.
8. President, Rajasthan High Court Lawyers' Association, Jodhpur.
9. President, Rajasthan High Court Bar Association, Jaipur.
10. President, the Bar Association, Jaipur.
11. The Registrar (Vig.) / (Admn.) / (Rules) / (Class.) / (Exam.) / OSD (F&I) / (CPC)/(Judicial) Rajasthan High Court, Jodhpur/Jaipur Bench and Registrar hq. At New Delhi.
12. Member Secretary, Rajasthan State Legal Services Authority.
13. The Director, Rajasthan State Judicial Academy, Jodhpur.
14. All Deputy Registrars, Rajasthan High Court, Jodhpur/ Bench, Jaipur.
15. Sr. Technical Director/Technical Director, NIC, Rajasthan High Court Jodhpur/Jaipur Bench for uploading it on the website of Rajasthan High Court.

REGISTRAR GENERAL

Standard Operating Procedure for participating in the court proceedings through Cisco Webex

1. 'Cisco Webex Meetings' Application may be used both on Mobile (Android/iPhone) and Laptops/Desktops.
2. Learned Advocates/Parties-in-person are requested to install 'Cisco Webex Meetings' Application in their Mobile Phones from Android Play Store or Apple Store. The users are not required to make any account in this application. Cisco Webex may also be used in web browser of Laptop/Desktop without installing any application. The users are requested to keep the Cisco Webex Meeting Mobile App updated.
3. The Advocates or Parties-in-person who would opt for video conferencing, will intimate the Court Master of concerned Hon'ble Court at least **a day before** the date of listing for the cases listed in Daily List and **before 8.00** am on the day of listing for the cases listed in Supplementary list. No request for virtual hearing sent after stipulated time will be entertained.
4. In the Cause List of each Hon'ble Court, a numeric **Meeting Number** will be published which may be used to join the VC as per the process given below.
5. The advocates or Parties-in-person shall be ready with their Mobile Phones or Laptop/Desktop during the Hon'ble Court sitting timings. They will regularly watch the Display Board which is available on Mobile Apps and Web Site of High Court. When their case is about to come i.e. **before 2-3 case**, they will join Webex on their Mobile or Laptop/Desktop by following steps mentioned below:-

Mobile Phones

Open Cisco Webex App and tap on '**Join Meeting**' option. Thereafter, enter the **Meeting Number** and in Your Name box, **mention the item number just before your name as prefix**. For example, if name of learned Advocate is Rajendra Kumar and he wants to join for Item No. 12, he will enter the name as shown below:-

12- Rajendra Kumar

After entering name, also enter your email address.

Before joining, the App will prompt to start the Mike and Video. The participant will **start the video but will keep the mike mute**.

Laptop/Desktop

Open URL <https://www.webex.com> in web browser, **click on Join** and enter **Meeting Number** in Meeting Information Box. Thereafter, enter **Your name with item number** as shown above and email address.

If Cisco Webex Desktop App is installed by any user, please sign out the same and use it as Guest.

6. In both the situations i.e. Mobile or Laptop/Desktop, please give necessary permissions for Mike, Speaker and Camera if so promoted by Webex App or browser.
7. On Joining Webex, following message will be displayed-

‘You can join the meeting after the host admits you.’

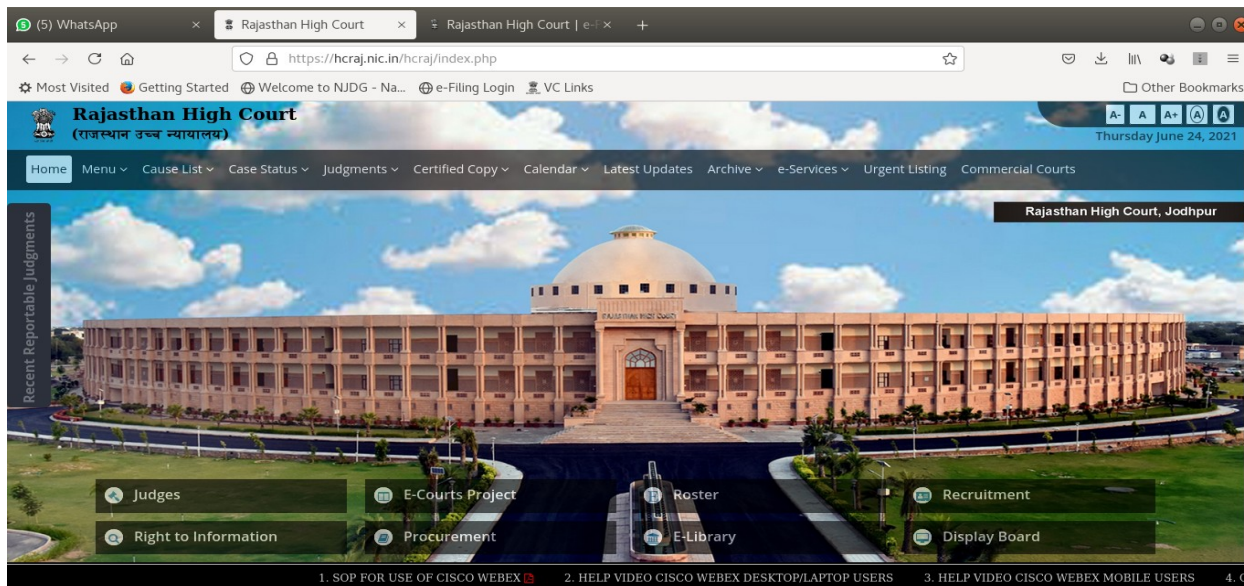
Please wait in **virtual waiting room** on getting above message. Participant will be admitted to Video Conferencing soon after Hon’ble Court will call the concerned case. The Court Staff will **admit only those participants who have mentioned the item number as prefix with their name.**

8. Please also keep the **mike muted** all the times or until asked by Hon’ble Court to speak. Once, the hearing is over, please leave the meeting by ‘x’ button in Red Circle.
9. During video conferencing, the Advocates/parties-in-person are requested to keep the screen rotation of their mobile on and to hold the mobile phone in landscape position. Keep the Mobile on some stand so that the video is still.
10. Please use Head Phone or Ear buds for clear sound quality at both the ends.
11. Oral mentioning only for cases listed in cause list may be made before concerned Hon’ble Court at 10.30 am on a separate **Meeting Number** which will also be published in the cause list of each Hon’ble Court.
12. Request for early listing of any case may be made on Urgent Liting portal available on the home page of the website of Rajasthan High Court (www.hcraj.nic.in) in e-Services tab. Such applications may also be physically dropped in Drop Boxes.
13. **During virtual hearing, please observe the same dress code and decorum as is required and applicable in Court Room hearing.**
14. **Please strictly adhere to the instructions given in this SOP.**

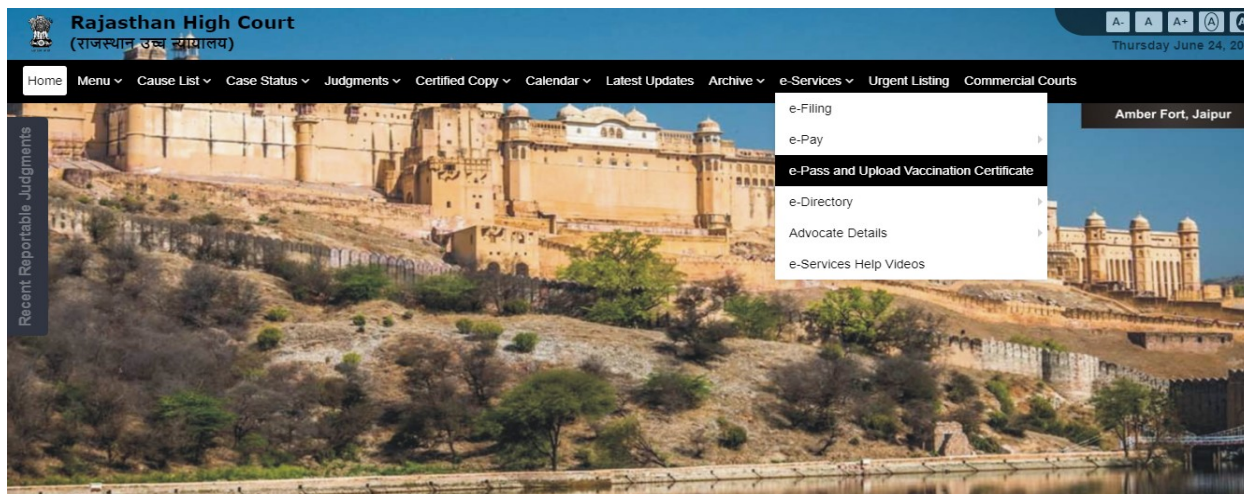
User Manual

How to upload Vaccination Certificate on web portal of Rajasthan High Court

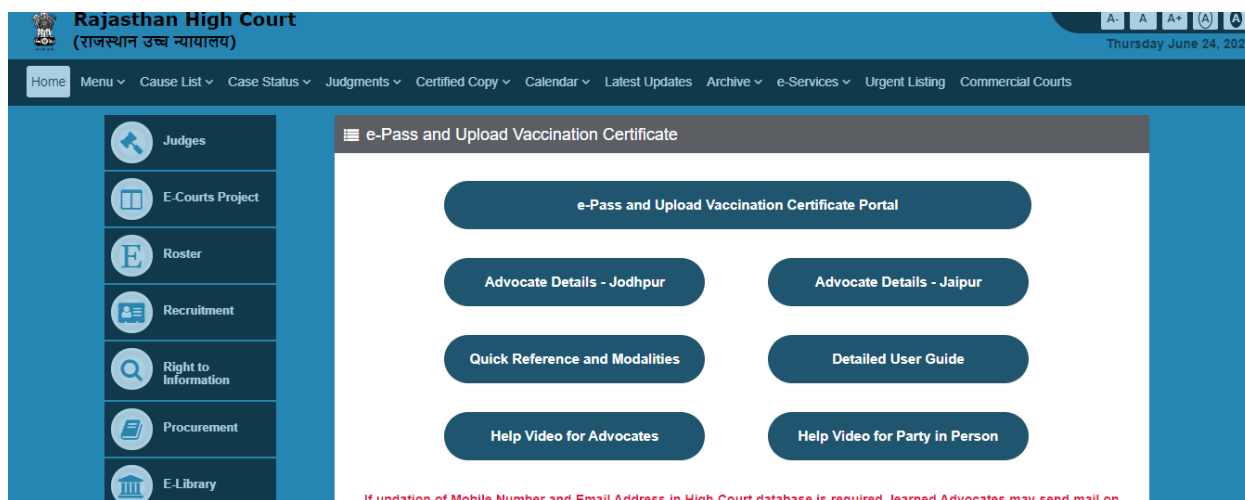
Please go to the web site of Rajasthan High Court - <https://hcraj.nic.in>



On top Bar, click on e-Services menu item, then click on ‘e-Pass and Upload Vaccination Certificate’:-



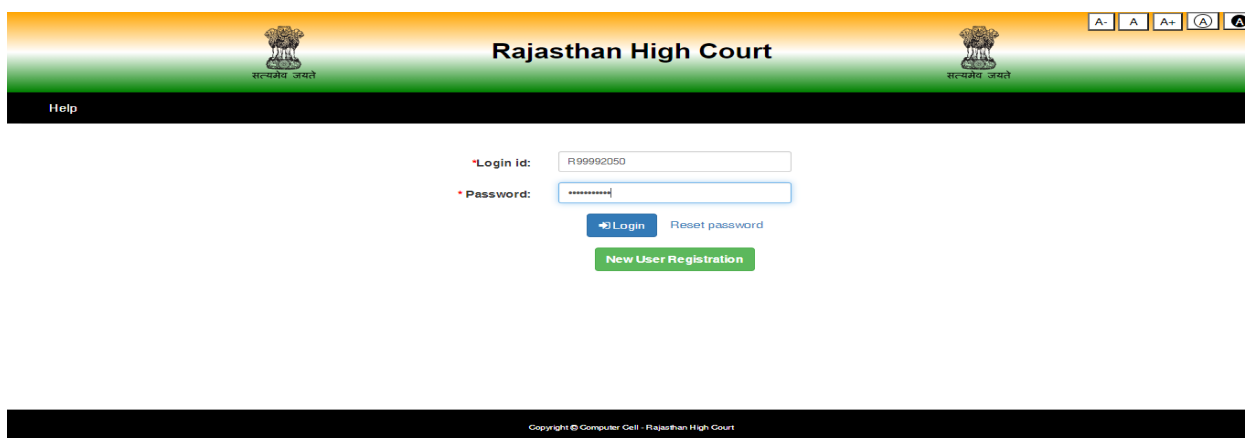
A new page will be displayed as shown below:-



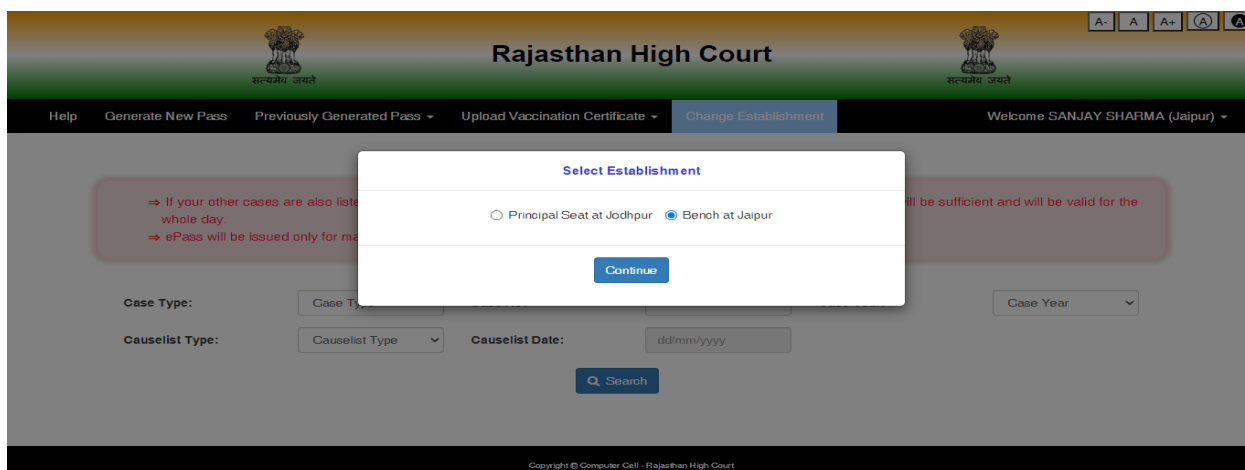
Click on 'e-Pass and Upload Vaccination Certificate Portal'



On Login page, please enter the same User ID and Password which you are already using for E-Pass. If you have not yet registered in E-pass system, please click on New User Registration and follow the steps for registration. (as shown from Page-5 of this document).



Click on "Login" button, provision to choose Establishment from Jodhpur or Jaipur will appear on the screen.

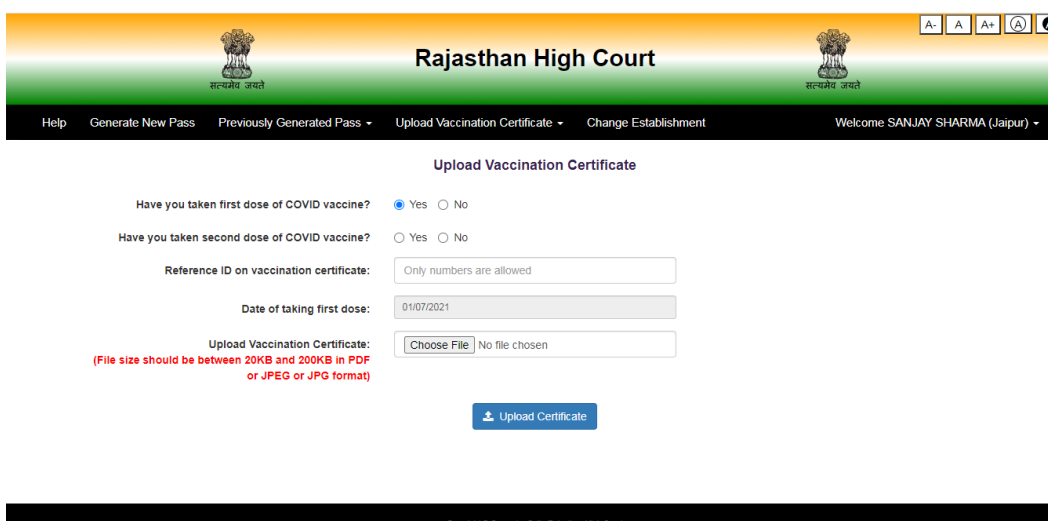


On selection of appropriate establishment, option to “Upload Vaccination Certificate” for Self or for Advocate Clerk will be available.

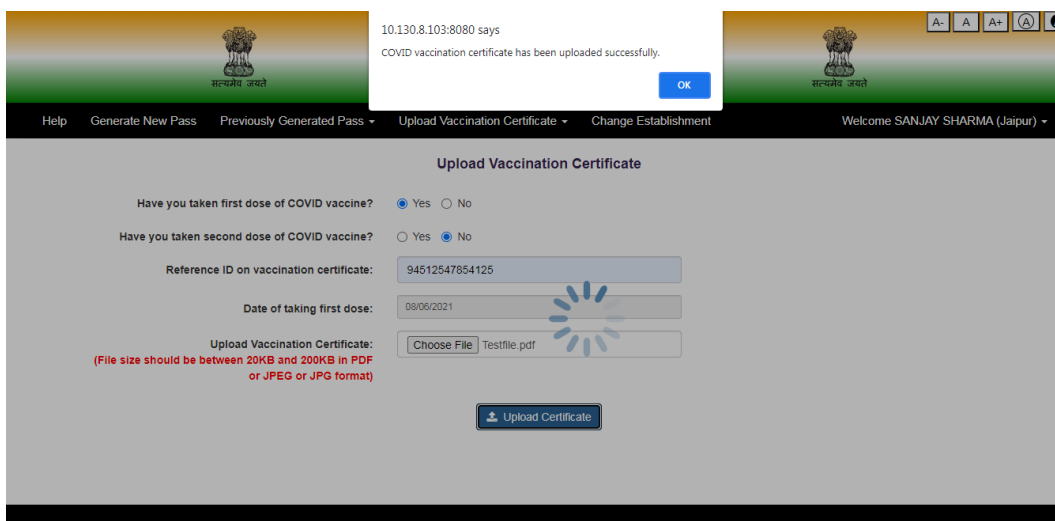


Vaccination Certificate Upload for Self

On the form user need to input some information like Have you taken 1st or 2nd dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.

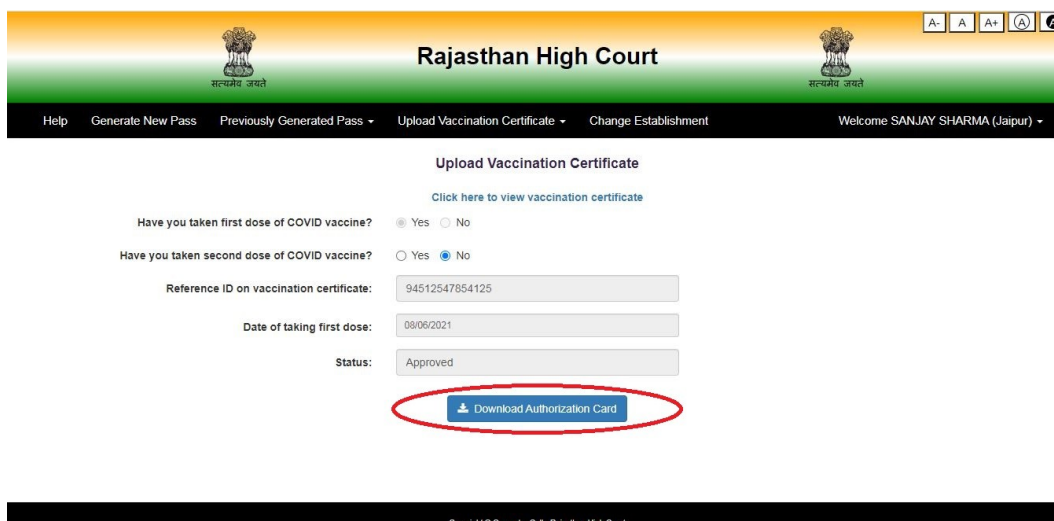


On click on “Upload Certificate” button, message of successful updation of vaccination certificate will be displayed on the screen.



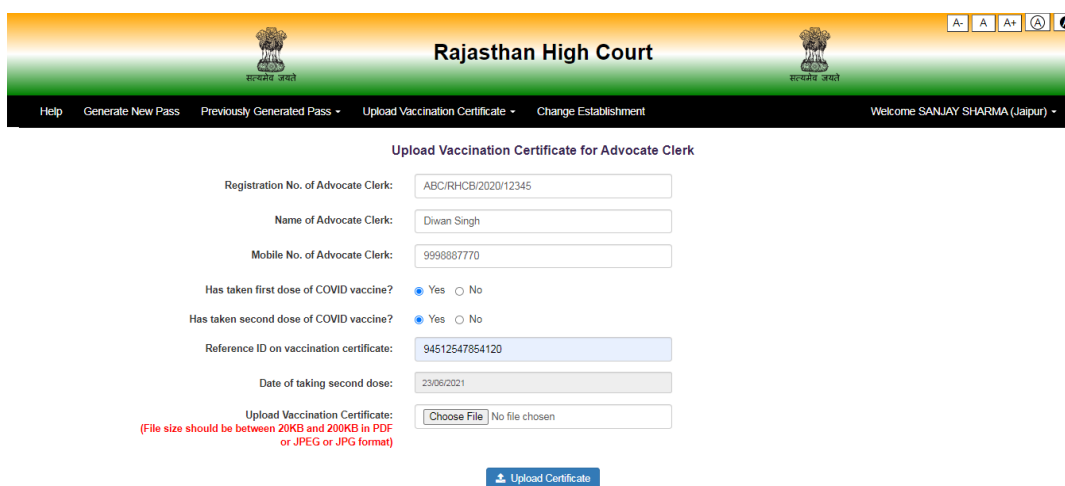
After this message user can view the details entered and the uploaded document.

The uploaded vaccination certificate will be verified and thereafter, SMS will be sent on registered Mobile Number. Authorization card may also be downloaded as shown below:-

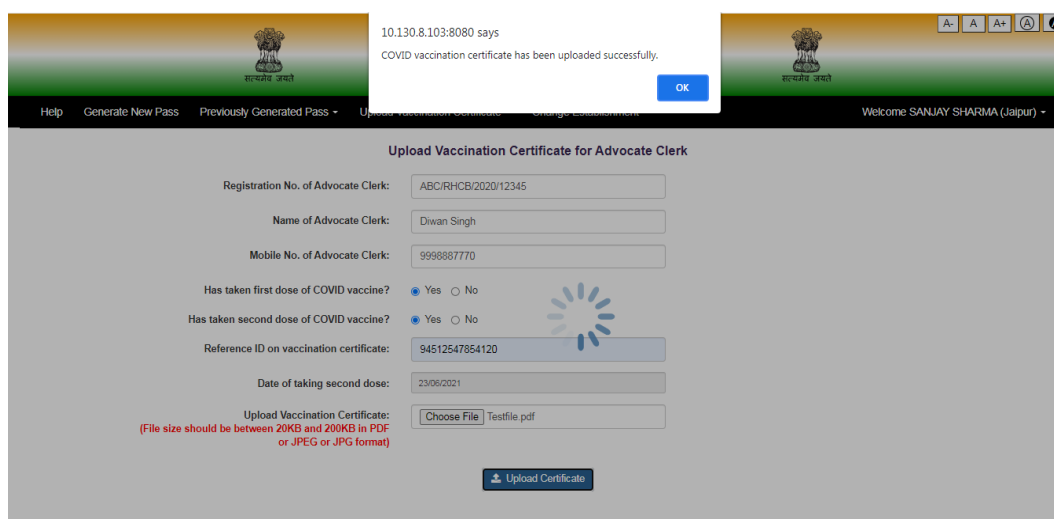


Vaccination Certificate Upload for Advocate's Clerks

On the form user need to input some information like Registration Number of Advocate Clerk, Name, Mobile Number, Has taken 1st or 2nd dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.



On click on "Upload Certificate" button, message of successful updation of vaccination certificate will be displayed on the screen.



After this message user can view the details entered and the uploaded document.

The screenshot shows the Rajasthan High Court portal interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options like 'Help', 'Generate New Pass', 'Previously Generated Pass', 'Upload Vaccination Certificate', and 'Change Establishment'. The main content area is titled 'Upload Vaccination Certificate for Advocate Clerk'. It contains a form with the following fields: 'Registration No. of Advocate Clerk' (ABC/RHCB/2020/12345), 'Name of Advocate Clerk' (Diwan Singh), 'Mobile No. of Advocate Clerk' (9998887770), 'Has taken first dose of COVID vaccine?' (Yes/No), 'Has taken second dose of COVID vaccine?' (Yes/No), 'Reference ID on vaccination certificate' (94512547854120), 'Date of taking second dose' (23/06/2021), and 'Status' (Approved). A 'Download Authorization Card' button is located at the bottom of the form.

New User Registration Process for Learned Sr. Advocates and Advocates

If you are not registered on this portal, Click on “Green” button for “New User Registration”

The screenshot shows the Rajasthan High Court portal interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options like 'Help'. The main content area contains a login form with fields for 'Login id' and 'Password'. Below the login form, there are buttons for 'Login', 'Reset password', and 'New User Registration'. The 'New User Registration' button is highlighted in green.

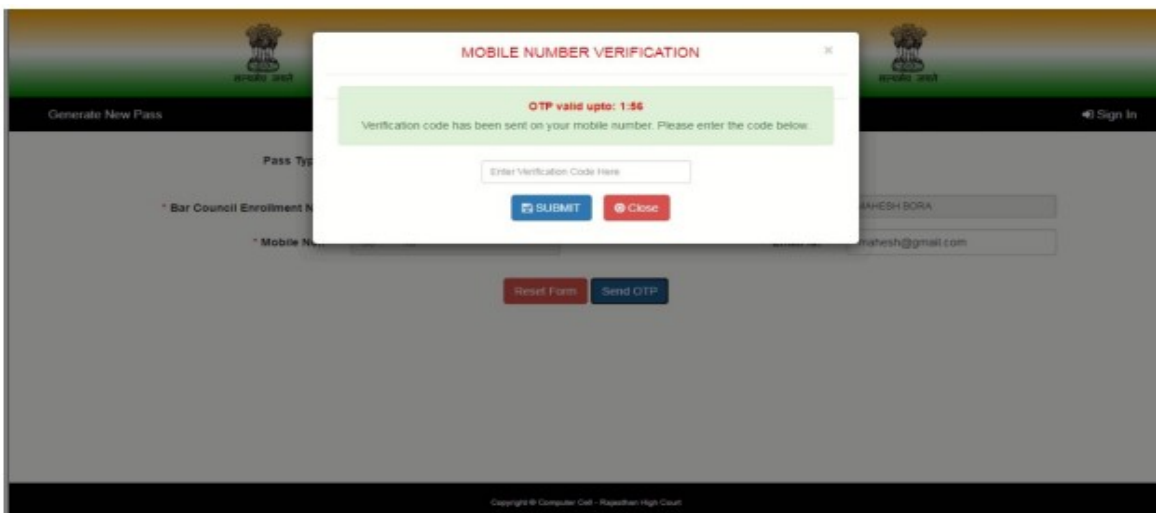
On clicking New User Registration, following screen will appear-

The screenshot shows the Rajasthan High Court portal interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options like 'Help' and 'Back'. The main content area is titled 'New User Registration'. It contains a form with the following fields: 'Pass Type' (radio buttons for Sr. Advocate, Advocate (For Self and Ligtigants), Party in Person), 'Bar Council Enrollment No.' (Enrollment No e.g. R9992020), 'Mobile No.' (Enter mobile no. in 10 digits), 'Advocate Name' (Enter advocate name), and 'Email Id' (enter valid email address). Below the form, there are buttons for 'Reset Form' and 'Send OTP'.

Select appropriate option, Senior Advocate or Advocate and then fill Bar Council Enrolment number (e.g. R12341960) without using “/”.

Advocate Name and Mobile Number will be displayed against this Enrolment Number as available with Rajasthan High Court.

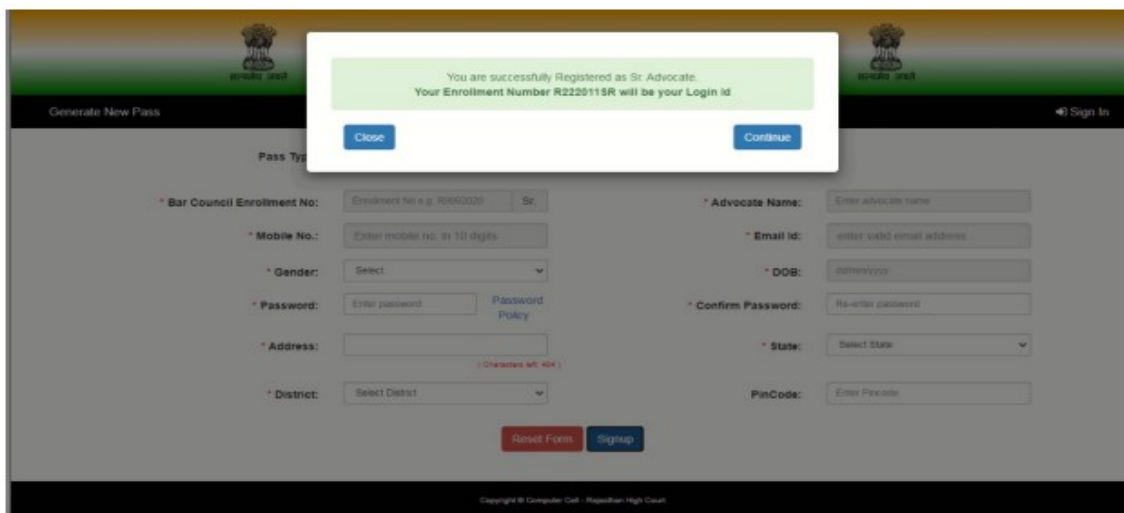
Please fill eMail ID (which is registered with Rajasthan High Court) and Click on “Send OTP” button. An OTP will be sent on your Mobile. Enter this OTP in the following form:-



After this information of the user is required like gender, date of birth, password, address etc.



If all the details are correctly entered then on Click on “Sign Up” button a message of successful Registration with User ID will be displayed by the system :-



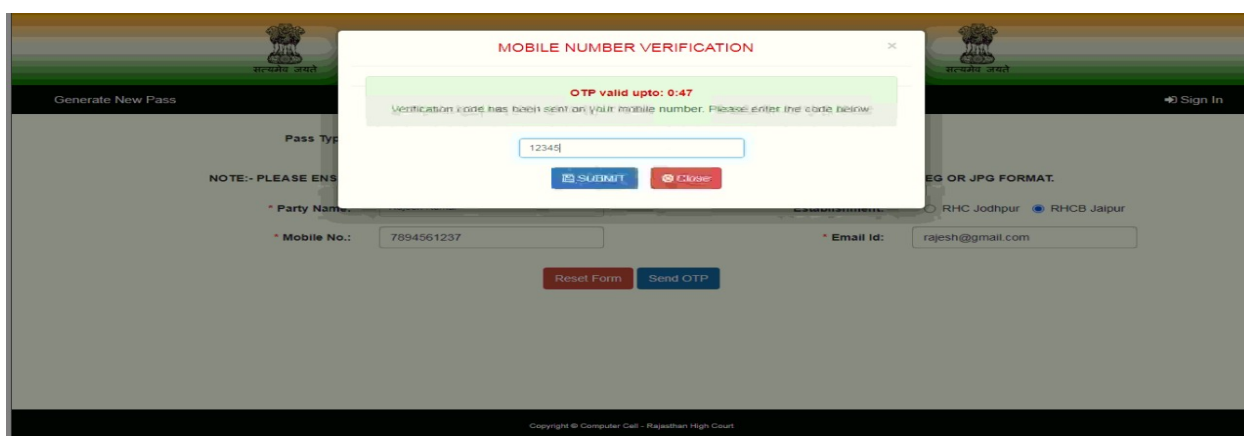
Your enrolment number will be the User ID. The process of Registration of new user is complete.

Registration Process for Party-In-Person (PIP)

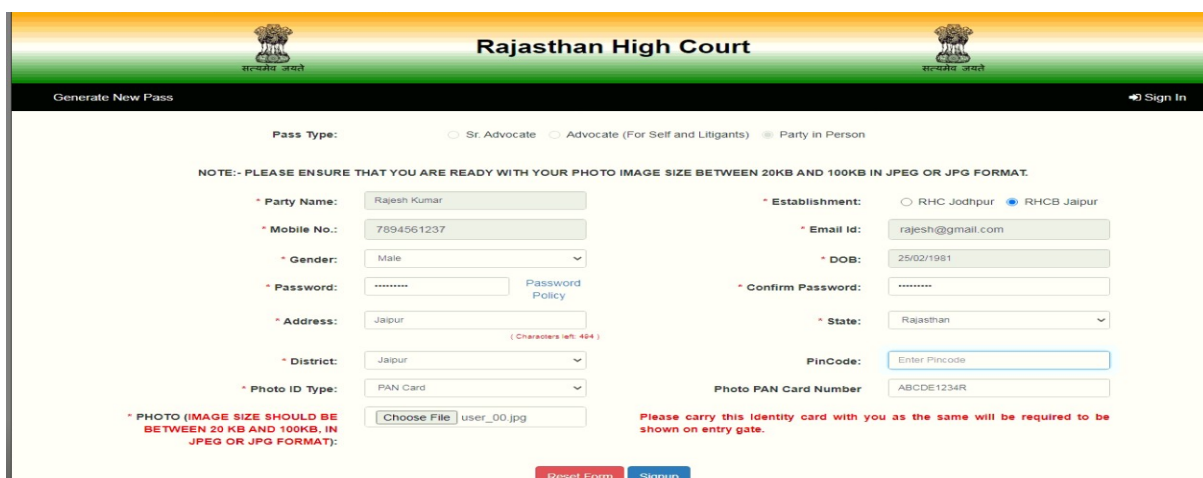
Registration of PIP is required. For this, on Login page user would need to click on Green button “New User Registration”. On next screen, select PIP radio button and then fill details on the following form like Name, Mobile Number, eMail ID & Establishment. After entering these details click on “Send OTP” button to get OTP on Mobile.



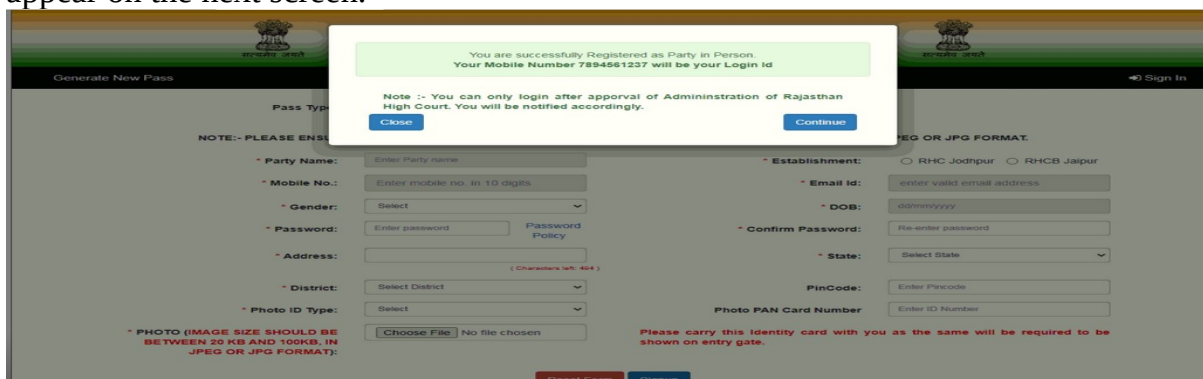
OTP could be entered on the next screen. To proceed further, click on “Submit” button.



Enter information related to PIP like Gender, Date of Birth, Password, Address, details of Photo ID and upload a scanned copy of Photo ID to complete the form. For submission of this form, click on “Sign Up” button.



Message related to registration & User ID (Mobile Number will be the user Id) will appear on the next screen.

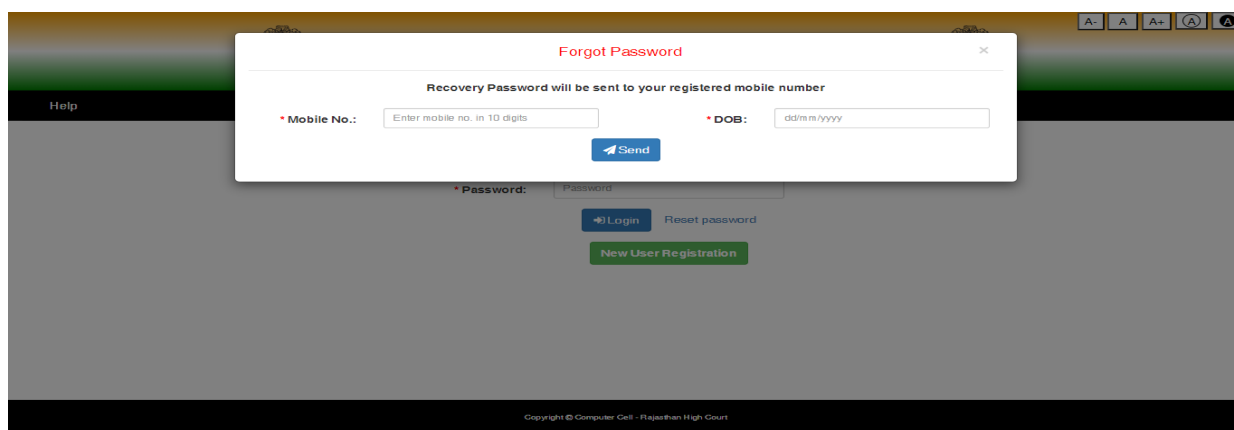


Details entered by PIP during registration would be verified by the competent authority of Rajasthan High Court. On successful verification SMS will be sent for information and PIP can login into the system to upload vaccination certificate. Mobile Number will be the user ID for PIP.



Reset Password

If you are registered on this portal and want to reset your password then Click on “Reset Password” button. Following screen will appear:-



User would need to fill Mobile Number, Date of Birth and then Click on “Send” button to receive OTP on mobile. This OTP is to be entered in the system. System will prompt to enter new password with confirmation of password. On successful matching of both the passwords, message of Password Change will appear on the screen.
