

**High Court for the State of Telangana**

**ROC No.394/SO/2020**

**Date : 18/02/2021**

***Standard Operating Procedure for physical/virtual hearing of cases before the Hon'ble High Court***

The Hon'ble High Court had earlier issued guidelines/circulars/ notifications regarding functioning of the High Court during COVID-19 Pandemic period. Now, keeping in view of the present situation of considerable decline in Corona cases, latest guidelines of Government of India and the State Government relaxing the COVID-19 restrictions and after due deliberations with all the stake holders including the High Court Advocates Association, in partial modification of the previous orders/guidelines/circulars/ notifications issued by the High Court from time to time, the High Court has been pleased to issue the present Standard Operating Procedure (SOP) for physical hearing, as well as continuation of virtual hearing of cases on rotation basis in the High Court w.e.f. 22.02.2021 as per the Schedule appended.

1. All the latest guidelines of the Central and the State Governments regarding gathering at Public places shall be, adhered to in letter and spirit.
2. The High Court will continue to accept either online filing of cases or physical filing of cases as the case may be.
3. Schedule of hearing of cases physically as well as virtually on rotation basis by the Hon'ble Division Benches and Single Benches from 22.02.2021 to 19.03.2021 is appended to this notification.
4. While attending/appearing before the Hon'ble Courts physically, all the stake holders including the learned Advocates shall follow the guidelines of this SOP scrupulously along with other instructions issued by the High Court, State and Central Governments from time to time including maintaining physical distance, use of masks, sanitizers etc.
5. The entry into the High Court premises is restricted only to the Advocates/Parties-in-person whose names are published in the cause list.

6. Entry of parties or other stakeholders into the High Court is permitted only if there is a Court direction to that extent and on the authorization given by the concerned Advocate.
7. No one with the symptoms of cough, fever, running nose and people with less immunity and people without wearing masks, be allowed to enter into the High Court premises.
8. The Advocates/Parties-in-Person/Advocate Clerks or other stakeholders, shall enter into the High Security Zone through the Gate No.4, after showing their identity card and subjecting themselves to thermal screening at Security for detecting body temperature, infection status, etc.
9. On entering the High Security Zone, the Advocates/ Parties-in-Person would proceed to the designated waiting halls/ vacant Court halls nearer to the concerned Court Halls where physical hearing will be taken up and wait for their turn to enter into respective Court Halls.
10. At the waiting Hall(s), concerned staff will guide the Advocates/Parties-in-Person, as and when their turn comes for entering the designated Court Hall for physical hearing and they are advised to wear masks and sanitize their hands before entering into the Court Halls.
11. The entry into the Court Hall is restricted only to the Counsel whose cases are listed in that particular Court. However, considering the physical distancing norms the total number of Advocates/Parties-in-person shall not exceed six to ten members in the Court Hall. One Advocate per party will be allowed in each matter which is taken up for hearing by the Hon'ble Court and the other Advocates/Parties-in-person of next two cases in the Cause List will be permitted to remain in the Court Hall, but in all not exceeding ten members at a time.

12. Advocates are requested not to bring either Junior Counsel or Advocate Clerks into the Court Halls. Wherever the services of Senior Advocate are engaged, the briefing Counsel is allowed into the Court Hall along with the Senior Advocate. Advocate Clerks will enter into the Court Hall only to drop the files/books in the Court Hall and leave right away, they will not be permitted to loiter inside the Court Halls. However, the concerned Advocate Clerk who is assisting the Advocate inside the Court Hall may wait in the corridor wherein seating facility is provided.
13. The chairs in the Court Halls and Waiting rooms are arranged in such a way that a minimum distance of 3 feet is maintained between the chairs.
14. Control Rooms are established in the B-Block of High Court, for the convenience of Advocates who are attending the Physical Courts in High Court enabling them to attend/represent the cases in Virtual Courts.
15. Bar Association Halls, Lunch Rooms, Advocates Canteen and Cafeteria in the premises will remain closed for the time being. However, Safe Drinking Water is provided in the Waiting Halls.
16. All the Stakeholders shall leave the High Court premises as soon as their matter is over.
17. Entry in to the High Court premises by all the concerned shall be only between 9:30 AM to 4:30 PM on the working days so as to enable the sanitizing teams assigned for the purpose to carry out sanitization/deep cleaning of the premises according to the standard procedures in that behalf.
18. The entire High Court premises shall be sanitized/deep cleaned daily between 7.30 AM and 9.30 AM and after 4.30 PM.
19. The Registry shall ensure that instructions issued by the Central, State Governments and the High Court on the subject are strictly adhered to.

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20. All the Advocates/stake holders shall adhere to the SOP and are requested to cooperate with the Registry and security personnel posted at the entry points of the High Security Zone and Court Rooms entrusted the task of implementing the aforesaid guidelines.
21. All the stakeholders are hereby informed to contact following officers for any assistance or clarification on the following issues.

Registrar (Protocol) – Security related issues	-	9440621445
Registrar (Management)-Sanitization and cleaning	-	9440621446
Registrar (OSD)-For COVID & Medical issues	-	9492426900
Registrar (IT-cum-CPC)- IT related technical issues	-	9490156554
Registrar (Judicial-I) } Registrar (Judicial-II) }	Issues relating to Judicial side	- 9490153403 - 8331029839

  
REGISTRAR GENERAL  
18.02.21

Schedule of hearing of cases by the Hon'ble Division Benches &  
Single Benches physically and virtually  
from 22.2.2021 to 7.3.2021

Sl. No.	Date	Bench	Hon'ble Judge/s	Mode of Hearing
1.	22.02.2021 Monday	DB-I	HCJ & BVRJ	Physical
		SB	PNRJ	Physical
		SB	CKRJ	Physical
2.	23.02.2021 Tuesday	DB-I	HCJ & BVRJ	Physical
		SB	PNRJ	Physical
		SB	CKRJ	Physical
3.	24.02.2021 Wednesday	DB-II	MSRJ & TVKJ	Physical
		SB	AKSJ	Physical
		SB	TAJ	Physical
4.	25.02.2021 Thursday	DB-II	MSRJ & TVKJ	Physical
		SB	AKSJ	Physical
		SB	TAJ	Physical
5.	26.02.2021 Friday	DB-III	ARRJ & SAJ	Physical
		SB	GSDJ	Physical
		SB	AARJ	Physical
	27.02.2021	<b>Saturday</b>		
	28.02.2021	<b>Sunday</b>		
6.	01.03.2021 Monday	DB-III	ARRJ & SAJ	Physical
		SB	GSDJ	Physical
		SB	AARJ	Physical
7.	02.03.2021 Tuesday	DB-I	HCJ & BVRJ	Physical
		SB	KLJ	Physical
		SB	PNRJ	Physical
8.	03.03.2021 Wednesday	DB-I	HCJ & BVRJ	Physical
		SB	KLJ	Physical
		SB	PNRJ	Physical
9.	04.03.2021 Thursday	DB-II	MSRJ & TVKJ	Physical
		SB	CKRJ	Physical
		SB	AKSJ	Physical
10.	05.03.2021 Friday	DB-II	MSRJ & TVKJ	Physical
		SB	CKRJ	Physical
		SB	AKSJ	Physical
	<b>06.03.2021</b>	<b>Saturday</b>		
	<b>07.03.2021</b>	<b>Sunday</b>		

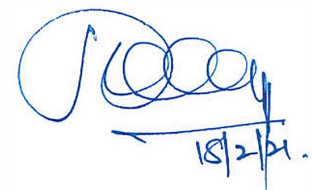
**\* Note: The Hon'ble Sri Justice P. Keshava Rao will hear the cases virtually. The other Hon'ble Division Benches and Single Benches will also hear cases virtually.**

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**Schedule of hearing of cases by the Hon'ble Division Benches & Single Benches physically and virtually from 8.3.2021 to 19.3.2021**

Sl. No.	Date	Bench	Hon'ble Judge/s	Mode of Hearing
11.	08.03.2021 Monday	DB-III	ARRJ & SAJ	Physical
		SB	TAJ	Physical
		SB	GSDJ	Physical
12.	09.03.2021 Tuesday	DB-III	ARRJ & SAJ	Physical
		SB	TAJ	Physical
		SB	GSDJ	Physical
13.	10.03.2021 Wednesday	DB-I	HCJ & BVRJ	Physical
		SB	AARJ	Physical
		SB	KLJ	Physical
	11.03.2021 Thursday	<b>Public Holiday {Mahasivaratri}</b>		
14.	12.03.2021 Friday	DB-I	HCJ & BVRJ	Physical
		SB	AARJ	Physical
		SB	KLJ	Physical
	13.03.2021	<b>Second Saturday</b>		
	14.03.2021	<b>Sunday</b>		
15.	15.03.2021 Monday	DB-II	MSRJ & TVKJ	Physical
		SB	PNRJ	Physical
		SB	CKRJ	Physical
16.	16.03.2021 Tuesday	DB-II	MSRJ & TVKJ	Physical
		SB	PNRJ	Physical
		SB	CKRJ	Physical
17.	17.03.2021 Wednesday	DB-III	ARRJ & SAJ	Physical
		SB	AKSJ	Physical
		SB	TAJ	Physical
18.	18.03.2021 Thursday	DB-III	ARRJ & SAJ	Physical
		SB	AKSJ	Physical
		SB	TAJ	Physical
19.	19.03.2021 Friday	DB-I	HCJ & BVRJ	Physical
		SB	GSDJ	Physical
		SB	PNRJ	Physical

**\* Note: The Hon'ble Sri Justice P. Keshava Rao will hear the cases virtually. The other Hon'ble Division Benches and Single Benches will also hear cases virtually.**

  
18/2/21.

# High Court for the State of Telangana

ROC No.394/SO/2020

Date : 19/02/2021

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*Sub: High Court for the State of Telangana –  
Advocates – Dispensing with wearing of  
Advocate Gowns while appearing physically in  
the Courts – Instructions issued – Reg.*

*Ref: Standard Operating Procedure for physical/virtual  
hearing of cases before the Hon'ble High Court  
dated 18-02-2021.*

\* \* \*

In continuation of the instructions in the Standard Operating Procedure (SOP) in the reference cited, as directed, the learned Advocates are informed that wearing of Advocate Gowns while appearing physically in the Courts is dispensed with for the time being. However, they shall wear Coat and Bands.

  
19/02/21  
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# High Court for the State of Telangana

ROC No.394/SO/2020

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Date : 18/02/2021

## Notification

Sub: Resumption of physical functioning of the Subordinate Courts in the State of Telangana – Functioning of Courts and Tribunals in Hyderabad Judicial District in Phase-II w.e.f. 01.03.2021 and continuing Phase-III of SOP in the Courts at L.B.Nagar, Malkajgiri, Kukatpally of Ranga Reddy District–Instructions - Issued.

Ref: 1. High Court's SOP in ROC No.394/SO/2020, dt.08.6.2020 as modified on 16.12.2020.  
2. High Court's Notification in Roc.No.394/SO/2020, dt.30.12.2020.

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The Hon'ble High Court had earlier issued guidelines/circulars/notifications regarding functioning of the Subordinate Courts in the State during COVID-19 Pandemic. Now, keeping in view of the present situation of constant decline in COVID-19 positive cases in the State, latest guidelines of Government of India and the State Government relaxing the COVID-19 restrictions and in supersession of all previous guidelines/circulars/notifications regarding working of the Subordinate Courts during COVID-19 pandemic, it is hereby ordered that all the Subordinate Courts in the State of Telangana, except the Courts in (a) the Hyderabad Judicial District (Units of City Civil Court, Metropolitan Sessions Courts, CBI Courts, City Small Causes Courts and Tribunals), and (b) the Courts in Ranga Reddy Headquarters at L.B.Nagar and the Courts at Malkajgiri and Kukatpally, shall start regular functioning w.e.f. 22.02.2021, as per the practice and procedure prior to COVID-19 Pandemic. The Prl. District and Sessions Judges of the concerned Judicial Districts shall ensure that all the latest guidelines/instructions regarding COVID-19 issued by the Central/State Governments and High Court from time to time, including maintaining physical distance, use of masks, sanitizers etc. shall be adhered to in letter and spirit.

The Courts in Hyderabad Judicial District namely City Civil Courts, Metropolitan Sessions Courts, CBI Courts, City Small Causes Courts and Tribunals shall start working as per Phase-II of modified SOP in the reference 1<sup>st</sup> cited, w.e.f. 01.03.2021.

The Courts in Ranga Reddy Headquarters at L.B.Nagar and the Courts at Malkajgiri and Kukatpally, which are now functioning as per Phase-III of modified SOP in the reference 1<sup>st</sup> cited, shall continue to work accordingly, till further orders.

  
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To

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- 1) All the Unit Heads in the State of Telangana. {with a request to communicate the same to all the Judicial Officers in your Unit}
- 2) All the Registrars, High Court for the State of Telangana.
- 3) All the Tribunals in the State of Telangana.
- 4) The Member Secretary, Telangana State Legal Services Authority, Hyderabad.
- 5) The Director, Mediation and Arbitration Centre, Hyderabad.
- 6) The Secretary, High Court Legal Services Committee, Hyderabad.
- 7) The Director, Telangana State Judicial Academy, Secunderabad.

18.02.21