

**STANDARD OPERATING PROCEDURE (SOP) FOR VIDEO CONFERENCING IN
PUNJAB AND HARYANA HIGH COURT**

Moving of request	The request for video conferencing shall be made by the party to the proceeding or witness or their authorized representatives by moving an application as per 'Schedule II' appended to 'Rules for Video Conferencing for Courts' before the Court Coordinator physically, through e-mail or in any other manner as may be prescribed from time to time. (Rule 6.1).
Court Coordinator	The Court Coordinator(s) shall be the official(s) of the concerned Court as nominated by the Hon'ble Judge. The list of the court coordinator(s), their official E-mail ID and contact number as received from the Courts shall be published on the official website of this Court. Contact number of the Coordinator is to be shared with the participant before commencement of virtual hearing.
Procedure for Court Coordinator	<ul style="list-style-type: none"> • On receipt of the request, the Court Coordinator shall put up the same before the Hon'ble Judge and thereafter, intimate the parties, witness or their authorized representative(s) of the schedule for convening video conferencing, if permitted and at the same time share the VC link with the applicant. • Before commencement of proceedings through video conferencing, the Court Coordinator may conduct a test between court point and remote point, well in advance to resolve any technical problem so that, the proceedings are conducted smoothly and without interruption. • Proceedings shall be conducted at the appointed date and time. Punctuality shall be scrupulously observed. • The Court Coordinator shall ensure that the person at the remote point is available and ready for video conference atleast 30 minutes before the scheduled time. • The person at remote point shall ensure to join the Video Conferencing with following name:-

	<p>Item number-party number (as mentioned in memo of parties).</p> <p>e.g. 115-respondent No.22 (in this example 115 is item no. as mentioned in cause list of that date and respondent no.22 is status of the party as mentioned in memo of parties).</p> <ul style="list-style-type: none"> • The participants, after joining the hearing shall remain in the virtual lobby if available, until they are admitted to virtual hearing by the Coordinator at the Court point. • At the scheduled time, the Coordinator at the Court point shall connect the remote user to the Court. • The recording of proceedings conducted through video conferencing is not permitted and no unauthorized recording device shall be used. • The VC link shared by the Court Coordinator shall not be shared further with any other person and no unauthorized person shall enter the video conference room when the video conference is in progress. • Video conferencing shall ordinarily take place during Court hours. • The coordinator shall ensure that video conferencing is conducted only through a designated video conferencing software. However, in the event of a technical glitch during a given proceeding, the concerned Court may permit use of any other software for the same.
Applicability of Video Conferencing Rules	<ul style="list-style-type: none"> • The Video Conferencing Rules as contained in Volume-V Chapter-I Part-H shall be applicable for the use of video conferencing in Courts.