

HIGH COURT OF JUDICATURE AT ALLAHABAD

Dated : 13 January 2022

Standard Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing.

All concerned may kindly note, the Allahabad High Court (At Allahabad) is migrating from JITS Meet platform to WebEx Webinar (formerly Events) platform in a phased manner to conduct its Virtual Court Proceedings. The Courts which will commence functioning on the new platform with effect from Monday i.e. 5 July 2021 are Court nos. 2, 3, 34, 35, 38 and 45.

- (i) Under the WebEx Webinar platform, each of the above Courts would be assigned a unique URL which alone may be accessed for participating in the virtual court proceedings. Please note that no separate links via e mail or SMS would be sent. **The unique URL would be displayed on the official website of the Court.**
- (ii) Lawyers/Litigants-in-person desirous of participating in Virtual Court proceedings are expected to ensure broadband connection of minimum 2 mbps/dedicated 4G data connection.
- (iii) They may also ensure that other than their own, **NO OTHER DEVICE** is connected through that data connection during the Virtual Court proceedings.
- (iv) The following **Standard Operating Procedure** may be followed for use of desktop/laptop, mobile phone/ tablet or iPad or tele-conferencing, for optimal use and convenience.

OPTION A

Joining by Desktop, Laptop

STEP 1:

Visit the official website of the Court www.allahabadhighcourt.in

The following web page will show up on your screen:

HIGH COURT OF JUDICATURE AT ALLAHABAD

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15 YEARS OF CELEBRATING THE MANATUS

Search Search eFiling | Video Conferencing | Android App | Webmail | Web Diary

> Judges

> Cause List

> Display Board

> Status Reports

> Judgments/Orders

> Full Bench Decisions

> Indian Law Reports

> Roster/Constitution

Judgement Headlines RSS

Exclusivity of rule making powers-Sec. 110/111 MV Act-Matters being delineated and demarcated, a construction leading to overlapping, must be eschewed....

Habeas Corpus & Jurisdictional fact as to whether

Other Headlines RSS

Nomination of cases by Hon. Senior Judge at Lucknow Bench dated 23-06-2021[23-06-2021] PDF

Notice regarding arrangement of cases listed on 25-06-2021 at Lucknow Bench.[25-06-2021] PDF

In view of COVID-19 pandemic, the sitting order of only 27 Benches from 21st to 25th of June, 2021, at Allahabad[15-06-2021] PDF

- Farewell Ovation on Eve of demitting the Office by our Chief Justice Hon. Shri Justice Sanjay YadavNEW
- Advance Notice to the State or any Government BodyNEW
- Order dated 31.05.2021 passed in Public Interest Litigation No. 564 of 2020 by Hon'ble Division Bench of this Hon'ble CourtNEW
- Order dated 26.05.2021 passed in Crl. Misc. WP No. 3827 of 2021 by Hon'ble Division Bench of this Hon'ble Court regarding service of notices for E-Court Cases to State by email.NEW
- Notice regarding secondary link of eCourt Fee
- Notice regarding Summer Vacation in the High Court of Judicature at Allahabad as well as its Lucknow Bench and its Subordinate Courts
- Notice regarding Instructions for Electronic Filing (e-Filing) dated 29.04.2021
- Notice dated 26.04.2021 regarding filing of cases from 27.04.2021 at Allahabad
- Guidelines for functioning of District Courts/ Tribunals in view of Covid-19 dated 26.04.2021
- Teams for providing assistance/information regarding COVID-19 Test, COVID-19 Test Reports, COVID-19 Vaccination, Hospital Admission and Ambulance to Hon'ble Judges, Officers, Officials and Staff
- Digital Courts Vision & Roadmap (Draft) Phase III of the eCourts Project
- Functioning of High Court - SUPPLEMENTARY MODALITIES & ARRANGEMENT dated 07.04.2021
- Functioning of High Court - MODALITIES & ARRANGEMENT dated 02.04.2021
- All Orders passed in Public Interest Litigation No. 564 of 2020 by Hon'ble Division Bench of this Hon'ble Court

Help Desk Number | eGate Pass | About Us | District Courts | Commercial Court/Division | e-Services for Judicial Officers | Judicial Officers in Registry | Library | Mediation | MIG Legal Aid Society | Public Grievances & Suggestions | Publications | Recruitment | Roll of Advocates | RTI | SC Legal Services | HC Legal Services | Web Links | Administration | Calendar | Notification/Order | Vacancy Position | Screen Reading | Disclaimer | Contact Us

STEP 2:

Click on 'Video-Conferencing' - marked with a red arrow (in the image above), appearing in the NAVIGATION BAR.

The following page would appear disclosing the individual **Virtual Court Link**, against each Court Room No.

HIGH COURT OF JUDICATURE AT ALLAHABAD

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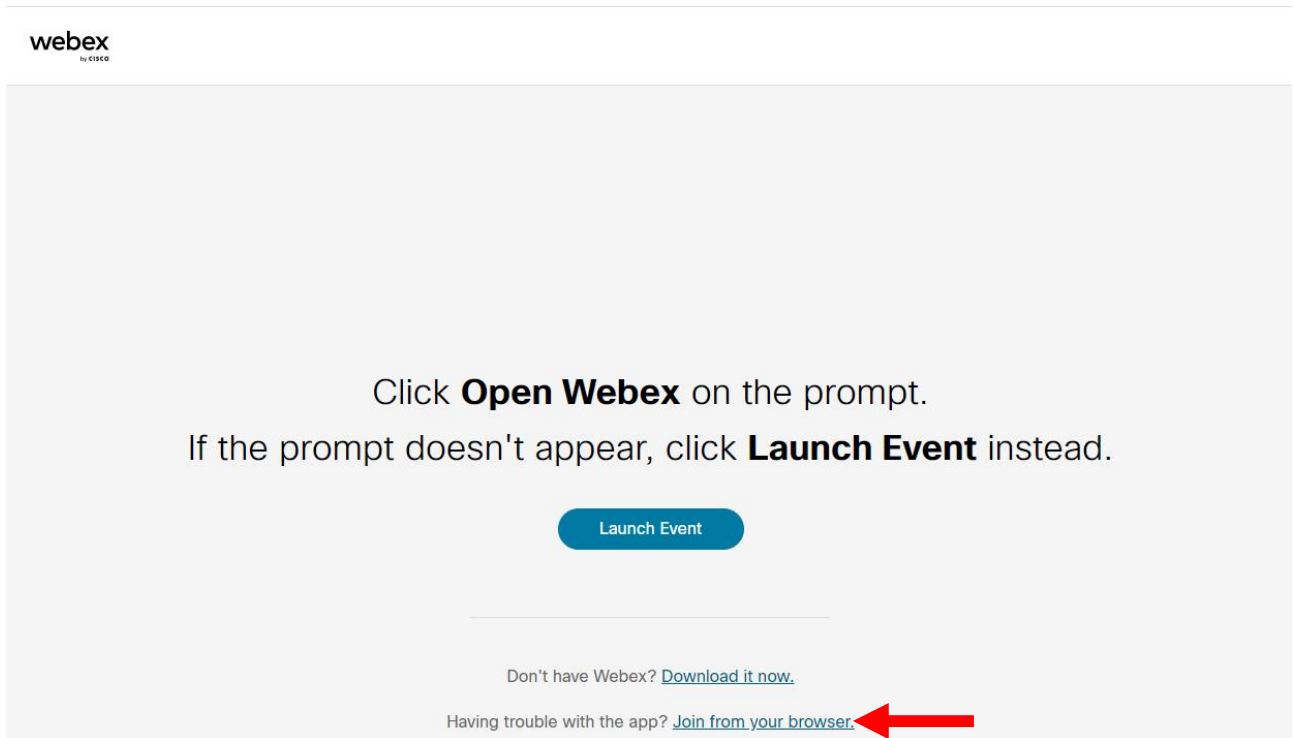
Standard Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing (through Webex Event)

Webex Links for Court Proceedings for 09-07-2021

Court No 1	VC Link Event number: 184 893 9708 Password: 123456
Court No 2	VC Link Event number: 184 514 1466 Password: 123456
Court No 3	VC Link Event number: 184 410 9829 Password: 123456
Court No 29	VC Link Event number: 184 467 4985 Password: 123456
Court No 32	VC Link Event number: 184 414 3733 Password: 123456
Court No 34	VC Link Event number: 184 631 2657 Password: 123456
Court No 35	VC Link Event number: 184 291 9988 Password: 123456
Court No 36	VC Link Event number: 184 489 5072 Password: 123456
Court No 37	VC Link Event number: 184 316 0436 Password: 123456
Court No 38	VC Link Event number: 184 609 1104 Password: 123456
Court No 39	VC Link Event number: 184 455 8966 Password: 123456
Court No 40	VC Link Event number: 184 790 7064 Password: 123456
Court No 45	VC Link Event number: 184 783 9900 Password: 123456

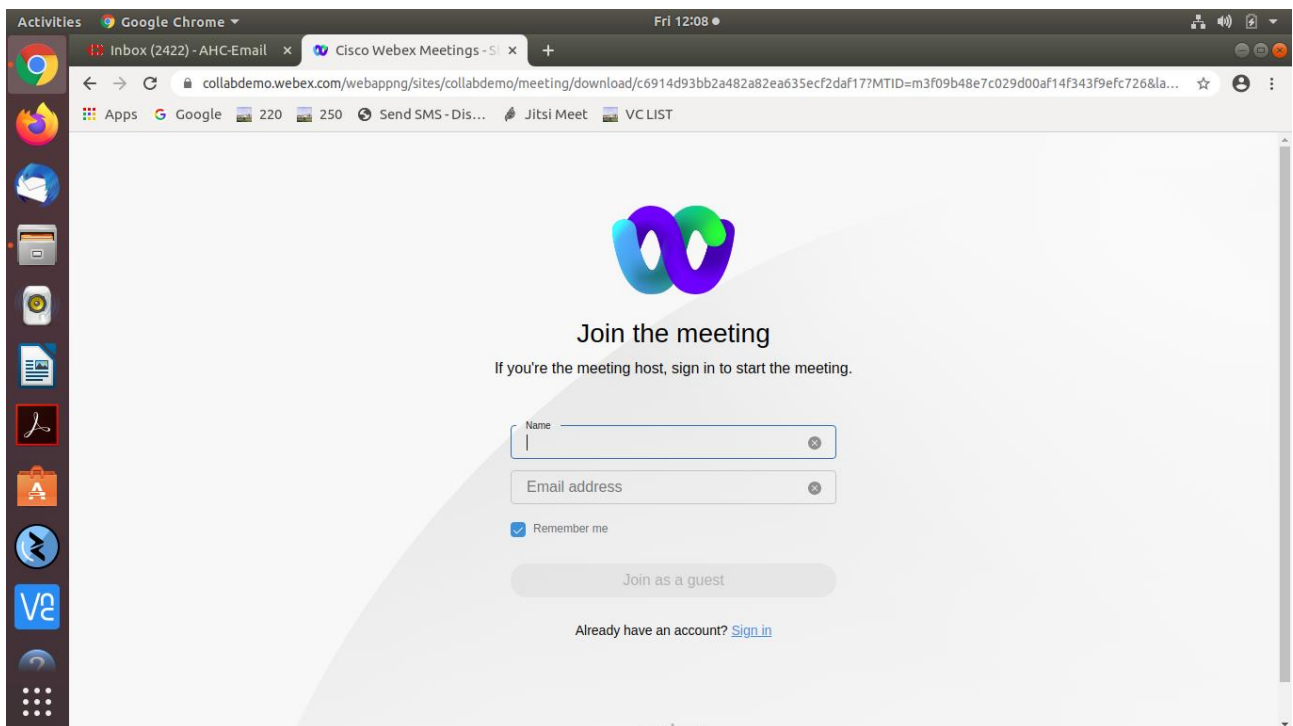
STEP 3:

You may now Select/Click the appropriate Virtual Court Link of the Court Room No. (in the 2nd Column), you would like to visit.
Upon selecting that Link, the following page would open on your screen:



STEP 4:

Upon selecting the “Join from your browser”, a display window as below shall open.



STEP 5:

Fill up your (a) Name (as instructed below) and (b) your registered email id **CORRECTLY**.

Both fields are mandatory.

These entries being made by you create your **UNIQUE IDENTITY** in the Virtual Court proceedings. The Co-host/Bench Secretary will be able to induct you into the Virtual Court **ONLY** if you have submitted these entries, correctly.

Hence, kindly mention your name in the following format ONLY:

- (i) Enter the **CORRECT SERIAL NO.** (numeral) of your case, as appearing in the combined cause list i.e. 1-999.
- (ii) In continuation, type (/) followed by your name as appearing in the Roll of Advocates.

FOR EXAMPLE:

- (a) If you are appearing in the matter listed at **Serial No. 1** of the **COMBINED CAUSE LIST**, and your name is **Santosh Kumar**, you may enter your name in the following manner:-

1/Santosh Kumar

- (b) If you are appearing in the matter listed at **Serial No. 5** of the **TRANSFERRED COMBINED CAUSE LIST**, and your name is **Arvind Sethi**, you may enter your name in the following manner:-

T5/Arvind Sethi

- (c) The counsel for the Union of India and the State may, before typing their name (as above), prefix their abbreviated designation, then add another right slash (/). Thus, if 'Santosh Kumar' in (a) above is a Standing Counsel appearing in the case listed at Serial no. 1 of the Combined Cause List, he may submit:-

1/SC/Santosh Kumar

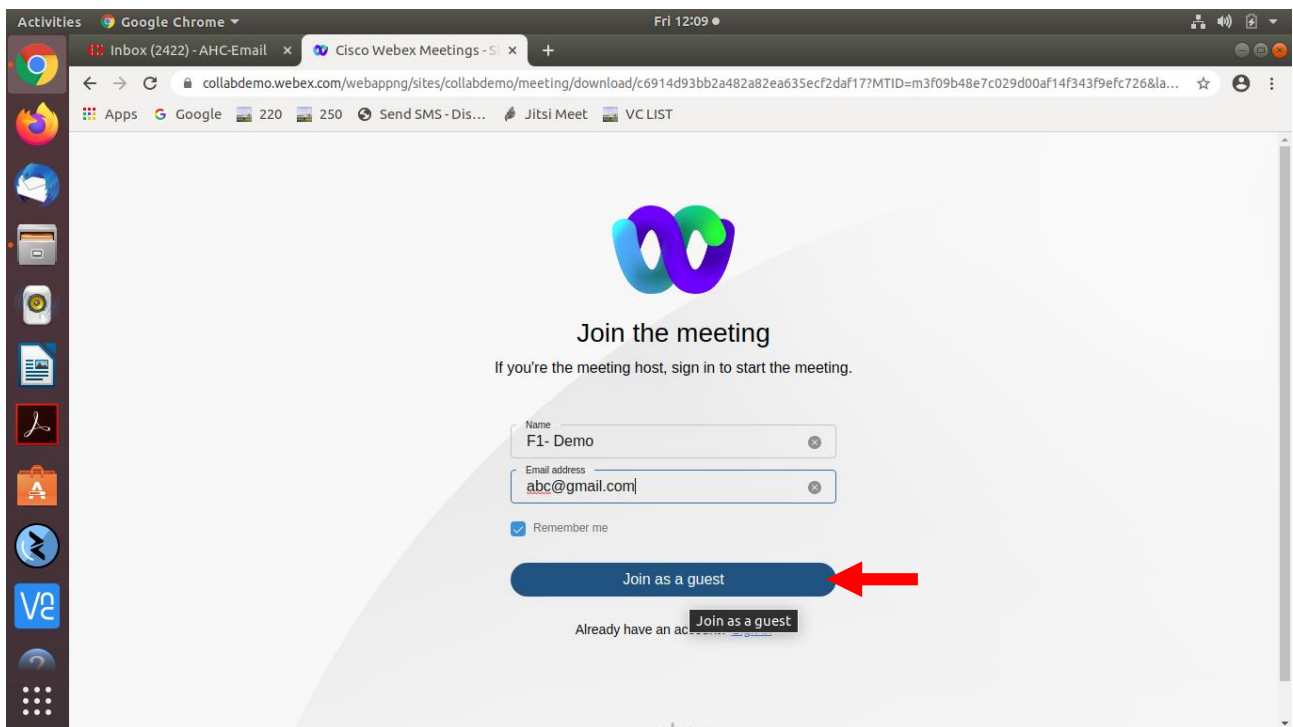
- (d) Counsel appearing in more than one matter before a particular court may indicate all such case numbers starting with the first matter (in the List) in order followed by the others separating each number with a comma (,). For instance lawyer "Arvind Gupta" appearing in Serial Nos. 1, 155 and 805 of the list of an Hon'ble Court may enter the following particulars:-

1,155,805/Arvind Gupta

After correctly filling in your name and email id, as above, submit those details thus:

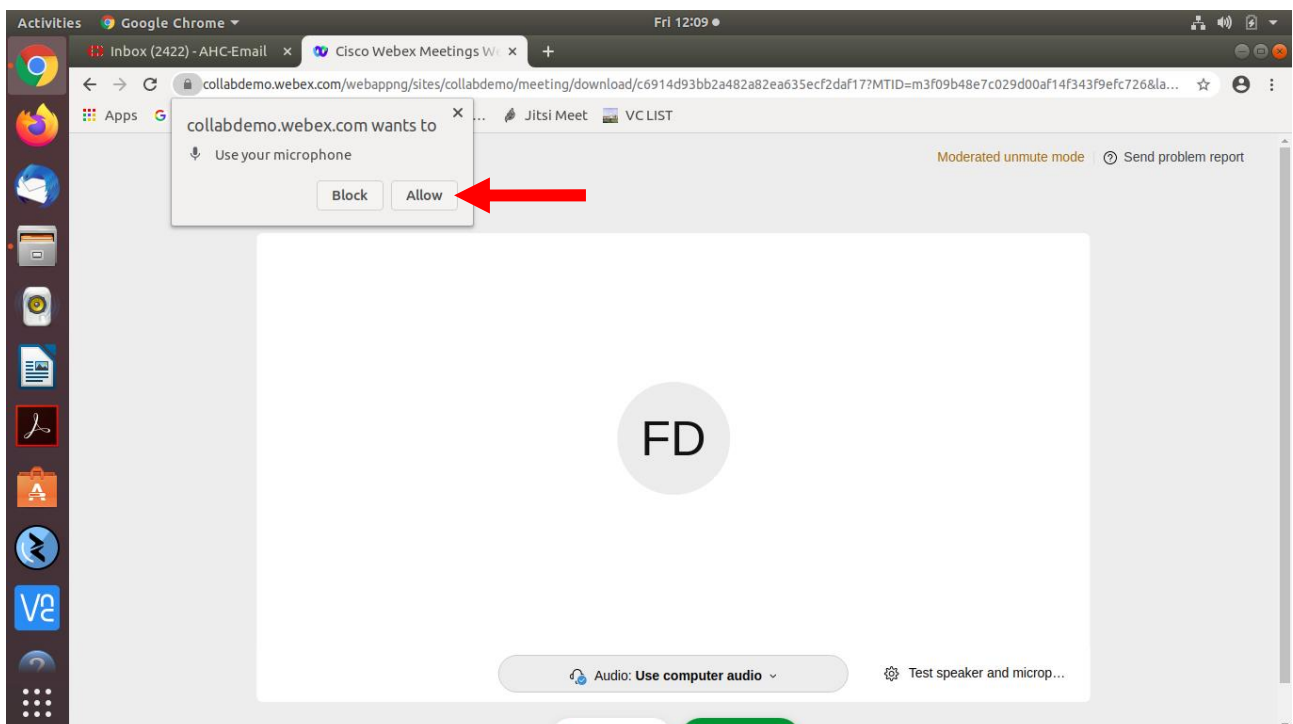
Please do not select/check/tick the "Remember me" box after filling your name and email details.

CLICK “JOIN AS A GUEST” (BLUE BUTTON) ON YOUR SCREEN.

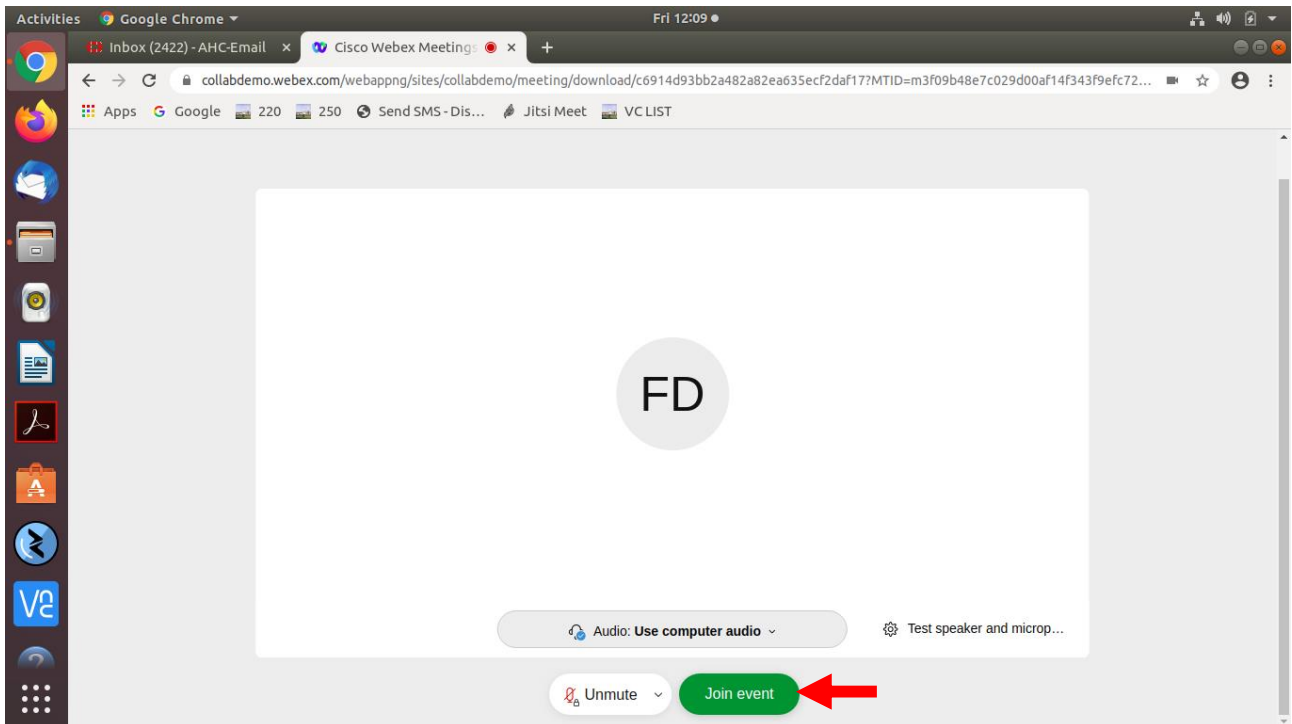


STEP 6:

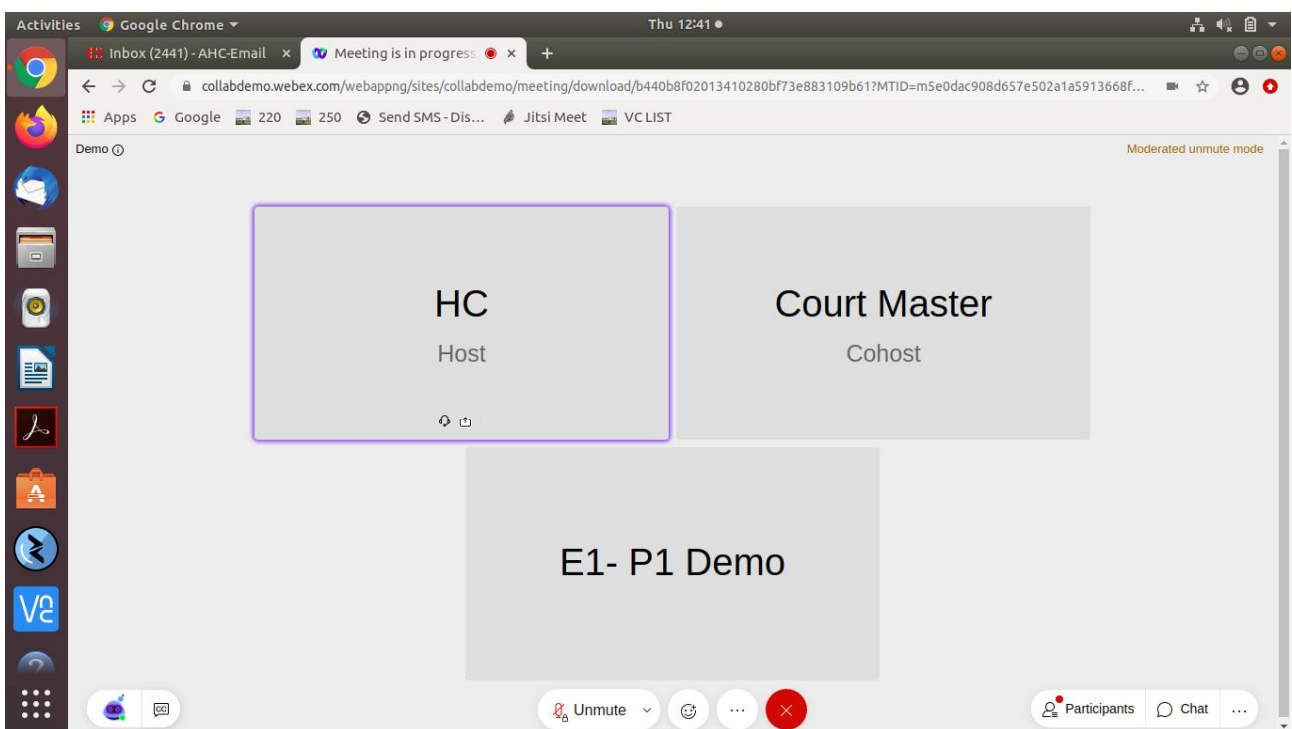
Upon clicking the “Join as a guest”/BLUE BUTTON, the WebEx Webinar will prompt you to allow use the microphone of your laptop. The following window will appear:



Click on the “Allow” button appearing in the small (new) window on the top left hand side of your screen. The following screen will appear.



STEP 7: Click on the “Join event”/GREEN BUTTON. Then the below given screen will appear.



You have now become an “**Attendee**” to the Virtual Court proceedings. For convenience, you have been placed in the “**Attendee Gallery/Waiting Area**” of the Virtual Court Room. From here you may watch, hear and follow the case hearing in progress, however, you cannot be heard or be visible to the Bench. Your microphone and camera would remain in **Off** mode by WebEx Webinar (automatically/default setting).

STEP 8:

Upon conclusion of the case appearing just before your case, the Co-host/Court Master (Bench Secretary) will induct you and other lawyers appearing in your case into the VIRTUAL COURT ROOM. **STILL, YOUR MICROPHONE AND CAMERA WILL REMAIN MUTED/ SWITCHED OFF.**

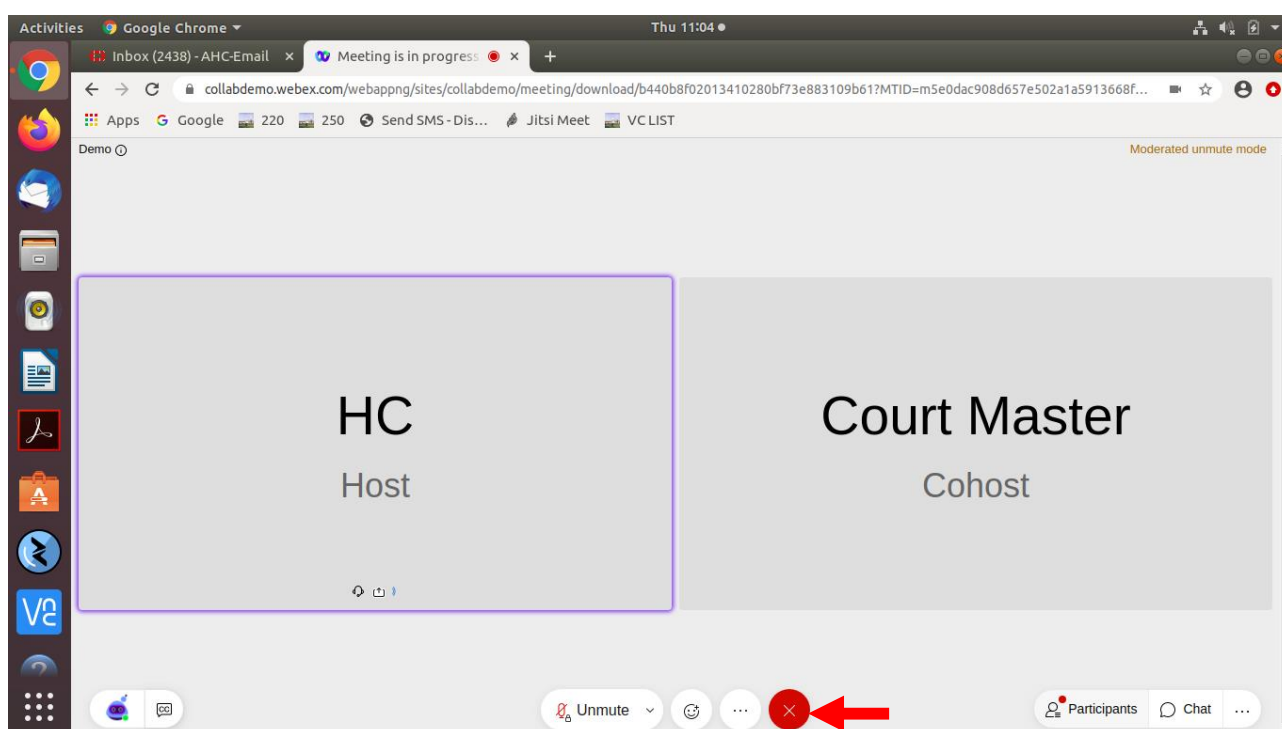
Upon your case being called out (as in Physical Court Room), the arguing counsel **MUST SWITCH ON THEIR MICROPHONE AND CAMERA.** They shall then introduce themselves to the Court and proceed accordingly.

On being called upon, the Learned Counsel/ Litigant-in-person may advance oral submissions. Upon completion, he may kindly **“Mute”** his **MICROPHONE.** If the Court requires any party to make further submission(s), the party may then **‘Unmute’** his **MICROPHONE.**

During hearing through video conferencing, the parties may kindly keep in mind that they are participating in **COURT PROCEEDINGS**, and therefore, it is expected that parties would not resort to any indecorous conduct or dress or comment. Further, parties are required to ensure that the proceedings by video-conferencing are neither **recorded/stored nor shared nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before Hon’ble Court are expressly prohibited.**

STEP 9:

Parties are required to stay online till the Court concludes the hearing of their matter, whereafter the Court Master may move them to **“Attendee Gallery/Waiting Area”** or the parties may disconnect from the video conference by clicking on **“X”/RED** button.

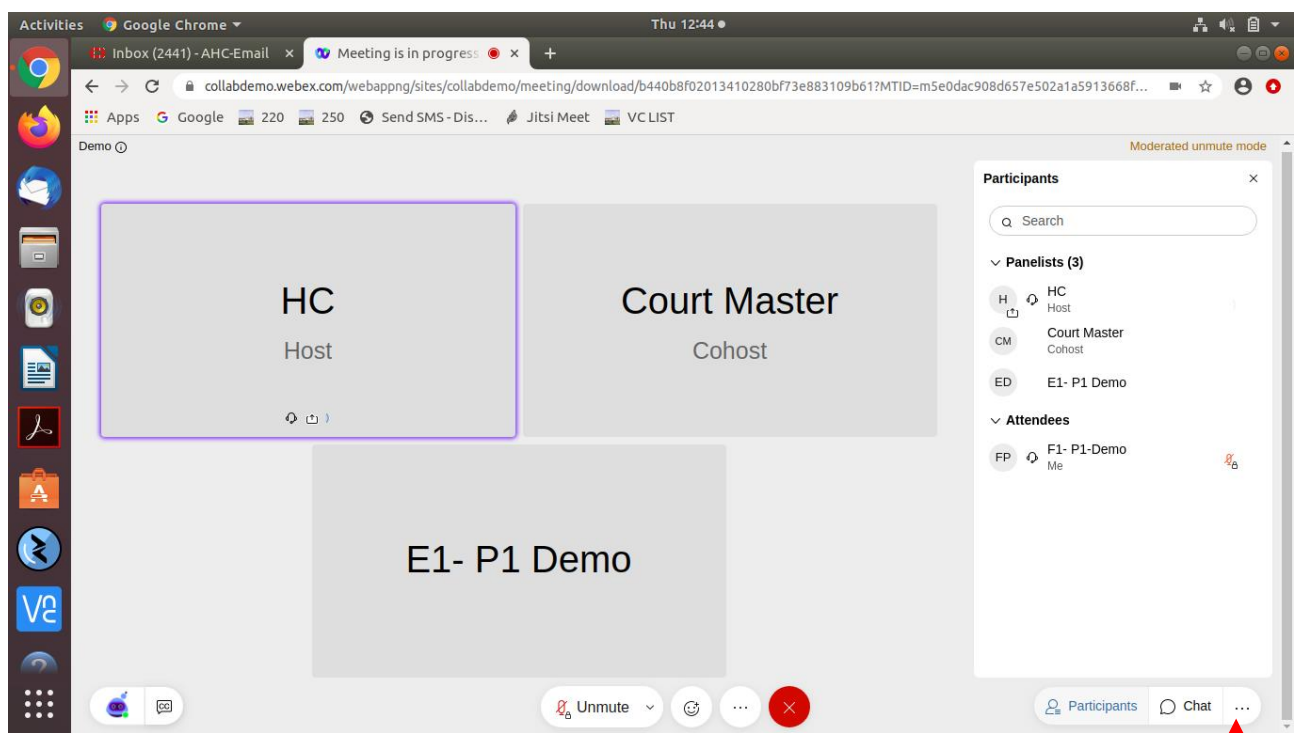


IMPORTANT: In case you wish to wait for hearing of another case in the same Virtual Court Room you may inform and request the Court for being transferred from panelist(s) to the list of attendee(s) or may inform the Court Master under Q&A section who will transfer you from panelist(s) in the list of attendee. Otherwise, you will be required to sign-in, afresh (as above) to appear in the next/other case before the same Court.

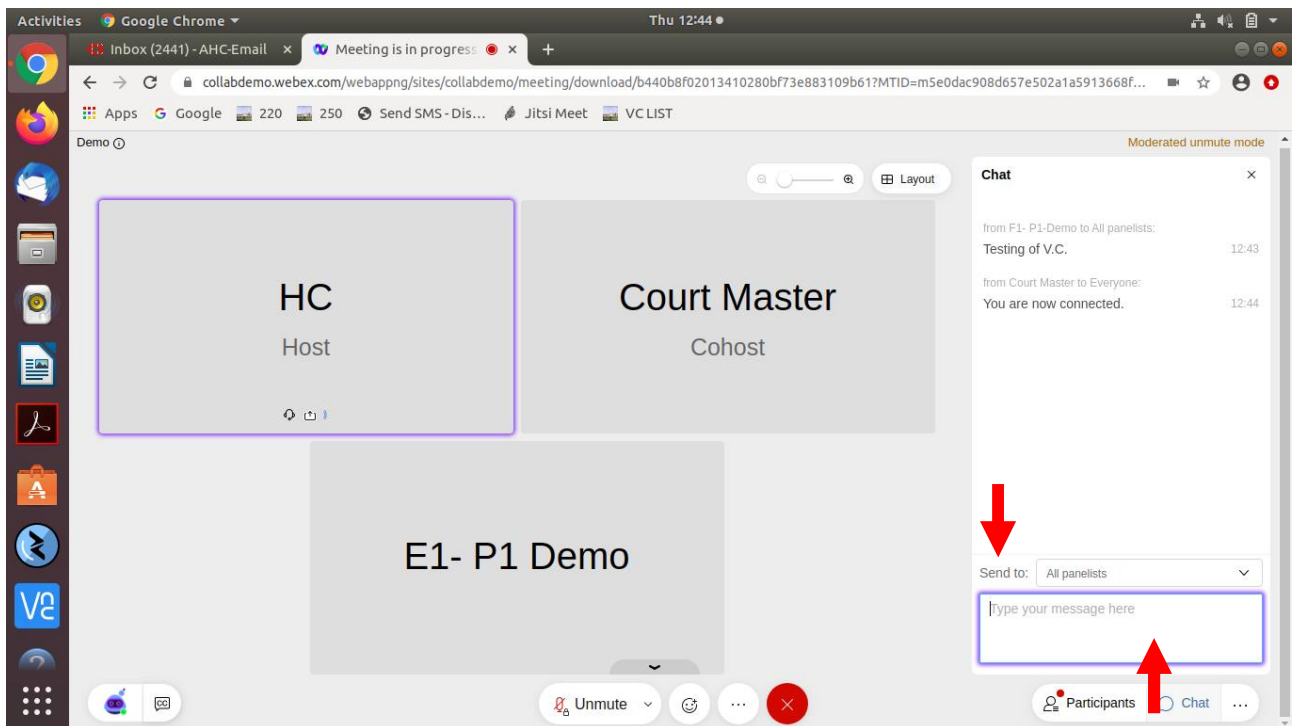
FURTHER NOTE FOR ASSISTANCE

Please note:

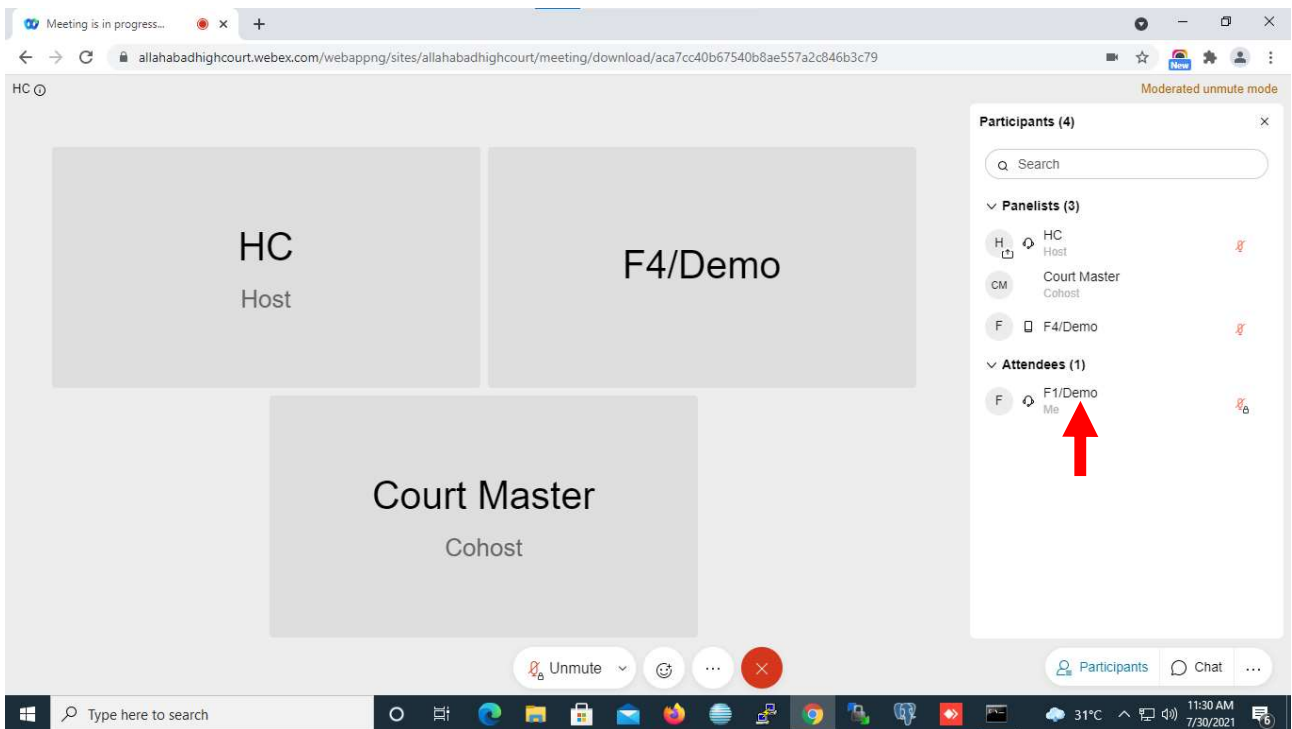
1. While waiting in the Attendee Gallery/Waiting Room, lawyers, litigants and others can keep track of proceedings by:
 - (a) By accessing the Court View system
 - (b) By addressing a message to the Court Master
 - (c) In addition to the above the Co-Host/Court Master shall from time to time during the court proceedings broadcast a message to all the “Attendees” in the “Attendee Gallery”/Waiting Room, apprising them of the current stage of the proceedings. Please check your inbox for messages periodically while in the Attendee Gallery/Waiting Room.
2. You will be shown in the list of “Attendees” together with the LIST TYPE and Serial No. of the case you are appearing in (as indicated by you while signing in).
Select/Click on “...” (marked with red arrow below) option of “Q&A” box will appear.



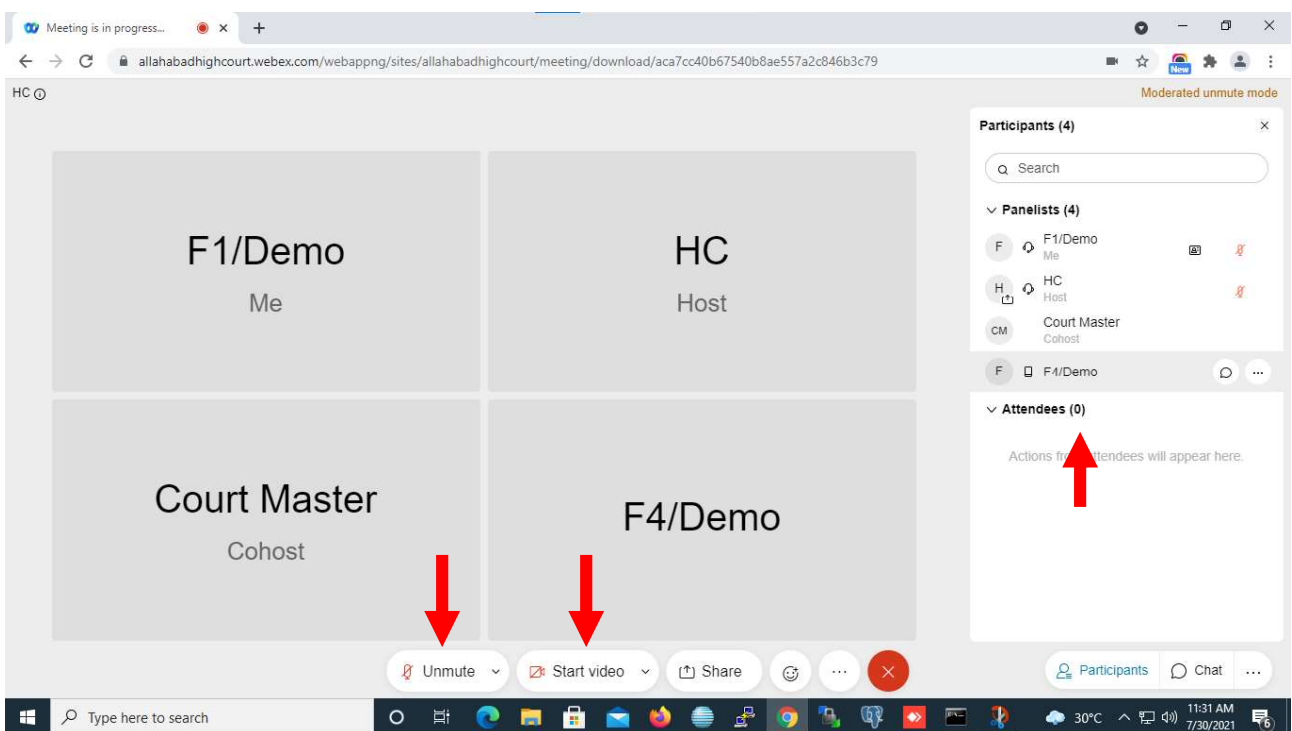
Please type your query in the now open Dialog Box and send it to the Court Master after selecting from the drop-down box (Marked with two red arrows below).



Query made by an **“ATTENDEE”/Learned Counsel** will be prompted on the screen of the **CO-HOST/Court Master** who will reply appropriately. PLEASE WAIT PATIENTLY FOR THE REPLY.



Please Note: After joining, **“ATTENDEE”/Learned Counsel** will be shown in the list of **“Attendees”** on their screen as mentioned in above picture.

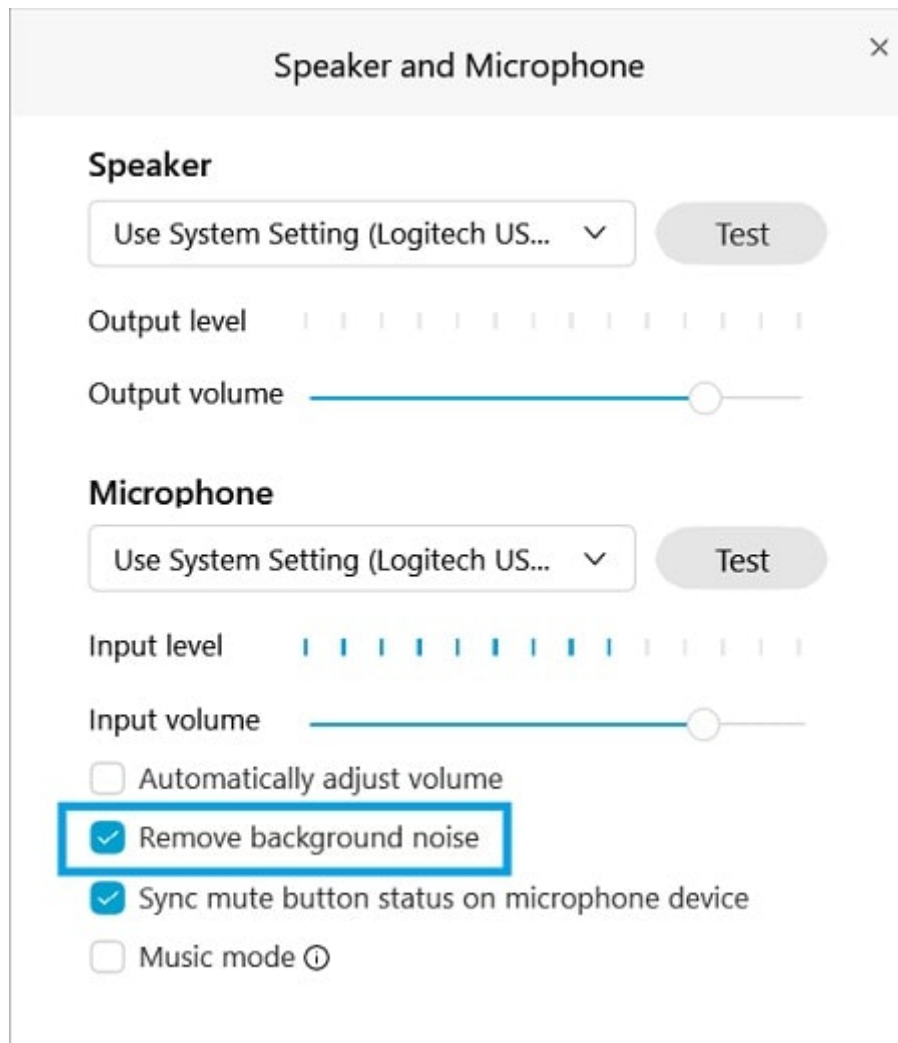
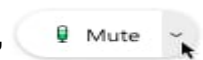


When **Court Master** will transfer **“ATTENDEE”/Learned Counsel** from the list of **Attendees** to **Panelists**, the Attendees list should be shown as mentioned in above picture and button of **‘Start video’** will be enabled. Now Learned Counsel may unmute them and also start their video.

Remove background noise

(Feature of “**Remove background noise**” is only available in desktop app of Webex).

While you start or join a meeting, or anytime during the meeting, click “**Audio options**”
, click **Settings**, and check **Remove background noise**.



The **Remove background noise** option is available when Music mode is turned off. If you want to remove background noise, uncheck **Music mode**.

OPTION B

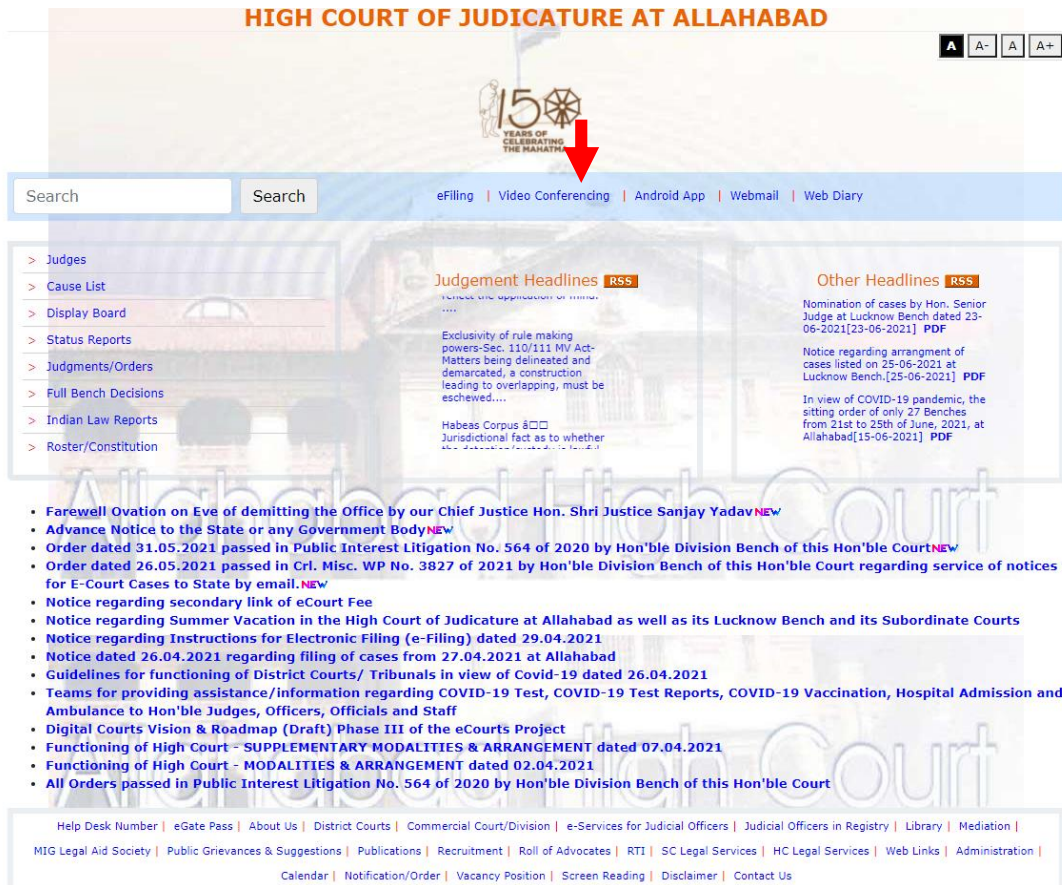
Joining by Mobile, iPad

If Webex App is not installed on your mobile/ iPad, please begin from STEP 1. Else, skip to STEP 11.

STEP 1:

Visit the official website of the Court www.allahabadhighcourt.in

The following web page will show up on your screen:



STEP 2:

Click on 'Video-Conferencing' - marked with a red arrow (in the image above), appearing in the NAVIGATION BAR:

HIGH COURT OF JUDICATURE AT ALLAHABAD

A A- A A+

Standard Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing (through Webex Event)

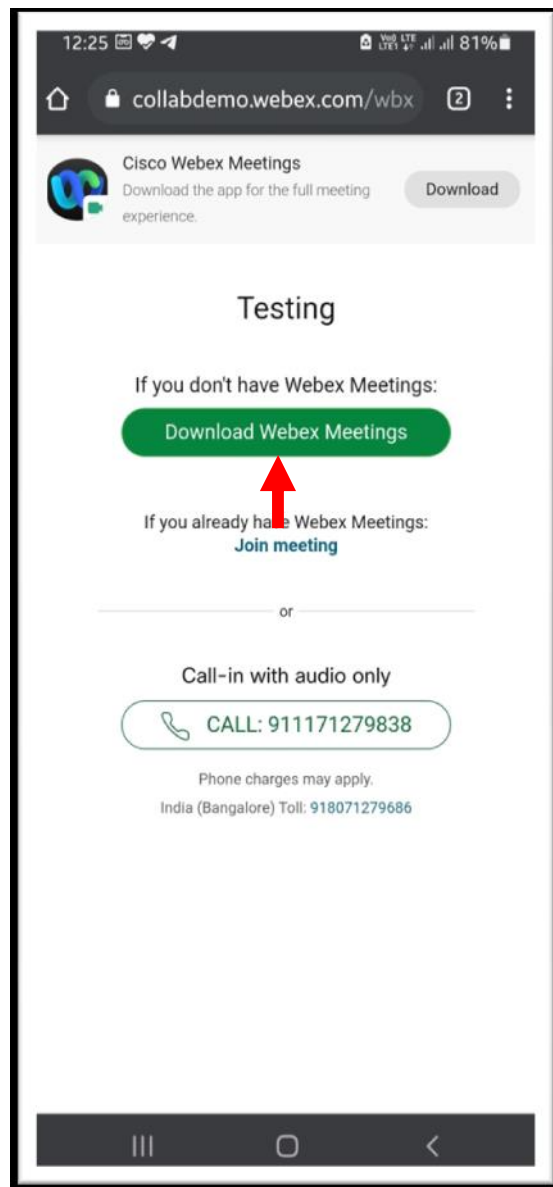
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Court No 40	VC Link Event number: 184 790 7064 Password: 123456
Court No 45	VC Link Event number: 184 783 9900 Password: 123456

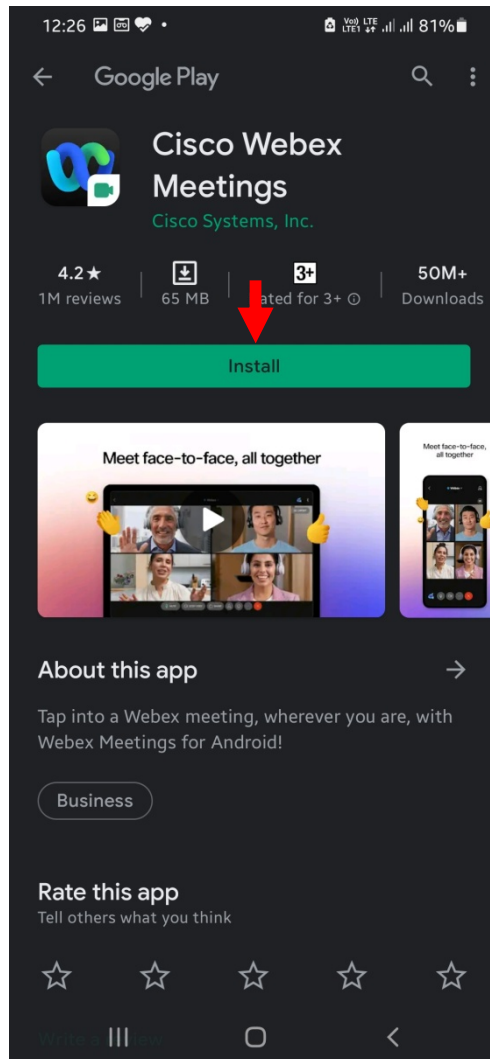
STEP 3:

You may now Select/Click the appropriate Virtual Court Link of the Court Room No. (in the 2nd Column), you would like to visit.

Upon selecting that Link, the following page would open on your screen:



On clicking on “Download Webex Meeting”, phone will automatically move to Google Play Store App Store as the case may be.



Click on “Install” button. Installation of Cisco Webex Meetings App is one time exercise.

After installation is complete, please open the Webex App. Please note that the above mentioned screens will appear only if the Webex App is not installed on your mobile/iPad.

STEP 5:

Fill up your (a) Name (as instructed below) and (b) your registered email id **CORRECTLY**.

Both fields are mandatory.

These entries being made by you create your **UNIQUE IDENTITY** in the Virtual Court proceedings.

The CO-HOST/BENCH SECRETARY will be able to induct you into the Virtual Court **ONLY** if you have submitted these entries, correctly.

Hence, kindly mention your name in the following format ONLY:

- (i) Enter the **CORRECT SERIAL NO.** (numeral) of your case, as appearing in the combined cause list i.e. 1-999.
- (ii) In continuation, type (/) followed by your name as appearing in the Roll of Advocates.

FOR EXAMPLE:

- (a) If you are appearing in the matter listed at Serial No. 1 of the COMBINED CAUSE LIST, and your name is Santosh Kumar, you may enter your name in the following manner:-

1/Santosh Kumar

- (b) If you are appearing in the matter listed at **Serial No. 5** of the **TRANSFERRED COMBINED CAUSE LIST**, and your name is **Arvind Sethi**, you may enter your name in the following manner:-

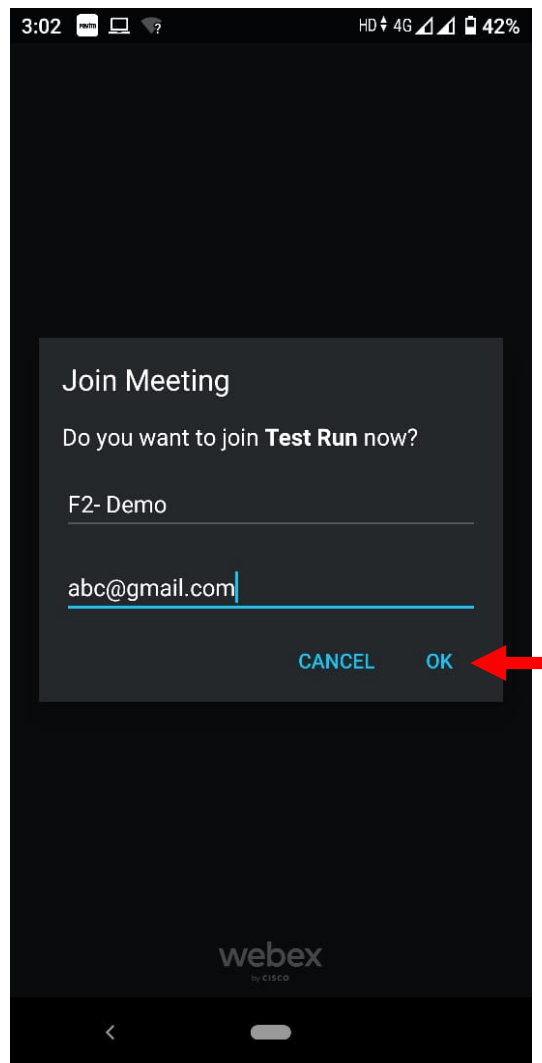
T5/Arvind Sethi

- (c) The counsel for the Union of India and the State may, before typing their name (as above), prefix their abbreviated designation, then add another right slash (/). Thus, if 'Santosh Kumar' in (a) above is a Standing Counsel appearing in the case listed at Serial no. 1 of the Combined Cause List, he may submit:-

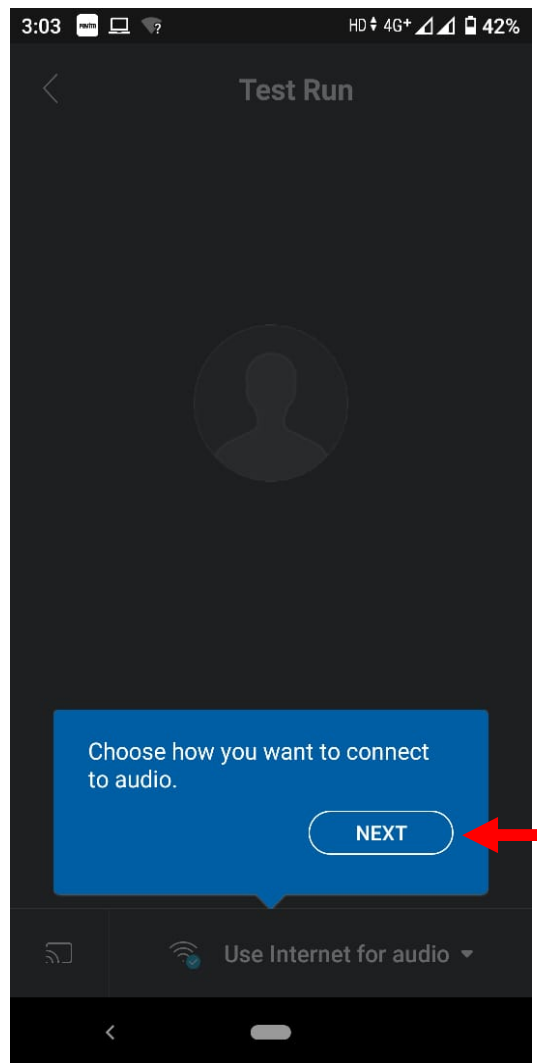
1/SC/Santosh Kumar

- (d) Counsel appearing in more than one matter before a particular court may indicate all such case numbers starting with the first matter (in the List) in order followed by the others separating each number with a comma (,). For instance lawyer "Arvind Gupta" appearing in Serial Nos. 1, 155 and 805 of the list of an Hon'ble Court may enter the following particulars:-

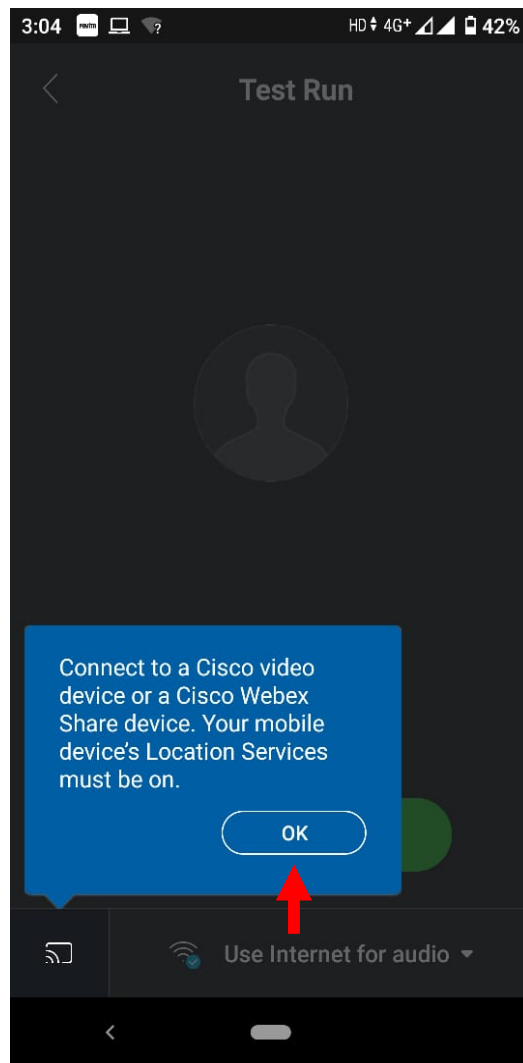
1,155,805/Arvind Gupta



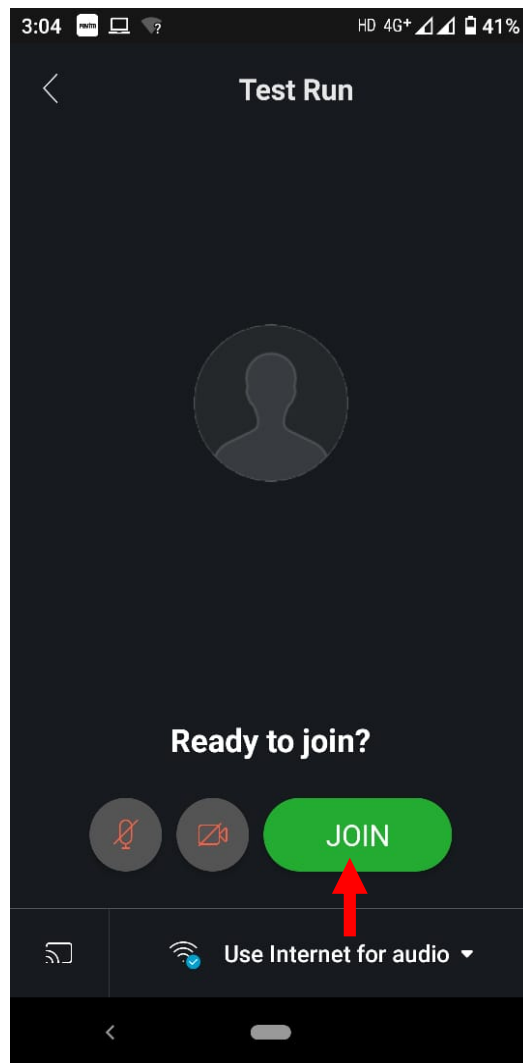
After correctly filling in your name and email id, as above, click on the Ok button



Please click on “Next” button.

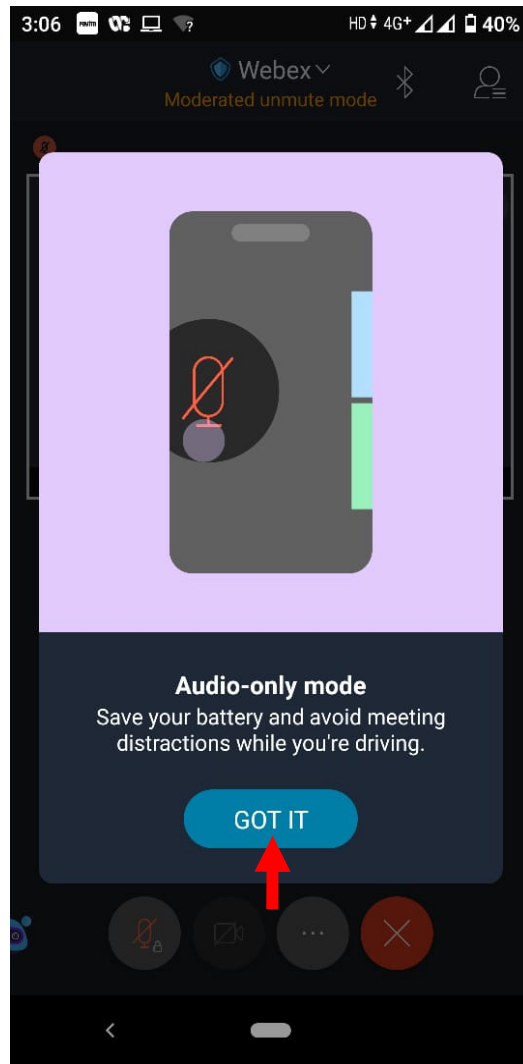


Please click on the 'Ok' button.



STEP 6:

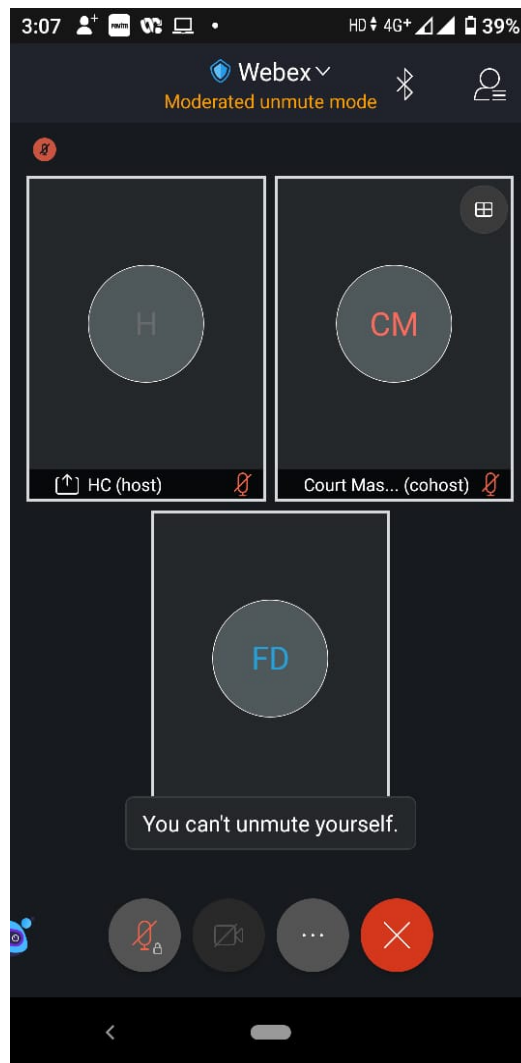
After selecting **"Join"/ GREEN BUTTON**, the following screen will appear.



Click on “GOT IT” button to save your battery and meeting distractions.

STEP 7:

The following window will appear:



You have now become an **“Attendee”** to the Virtual Court proceedings. For convenience, you have been placed in the **“Attendee Gallery/Waiting Area”** of the Virtual Court Room. From here you may watch, hear and follow the case hearing in progress, however, you cannot be heard or be visible to the Bench. Your microphone and camera would remain in **Off** mode by WebEx Webinar (automatically/default setting).

STEP 9:

Upon conclusion of the case appearing just before your case, the Co-host/ Court Master (Bench Secretary) will induct you and other lawyers appearing in your case into the VIRTUAL COURT ROOM. **STILL, YOUR MICROPHONE AND CAMERA WILL REMAIN MUTED/SWITCHED OFF.**

Upon your case being called out (as in Physical Court Room), the arguing counsel **MUST SWITCH ON THEIR MICROPHONE AND CAMERA.** They shall then introduce themselves to the Court and proceed accordingly.

On being called upon, the Learned Counsel/ Litigant-in-person may advance oral submissions. Upon completion, he may kindly again **“Mute”** his **MICROPHONE.** If the Court requires the party to make further submission(s), the party may then **‘unmute’** his **MICROPHONE.**

During hearing through video conferencing, the parties may kindly keep in mind that they are

participating in **COURT PROCEEDINGS**, and therefore, it is expected that parties would not resort to any indecorous conduct or dress or comment. Further, parties are required to ensure that the proceedings by video-conferencing are neither **recorded/stored nor shared nor broadcast, in any manner whatsoever, as recording/copying/storing and/or broadcasting, by any means, of the hearings and proceedings before Hon'ble Court are expressly prohibited.**

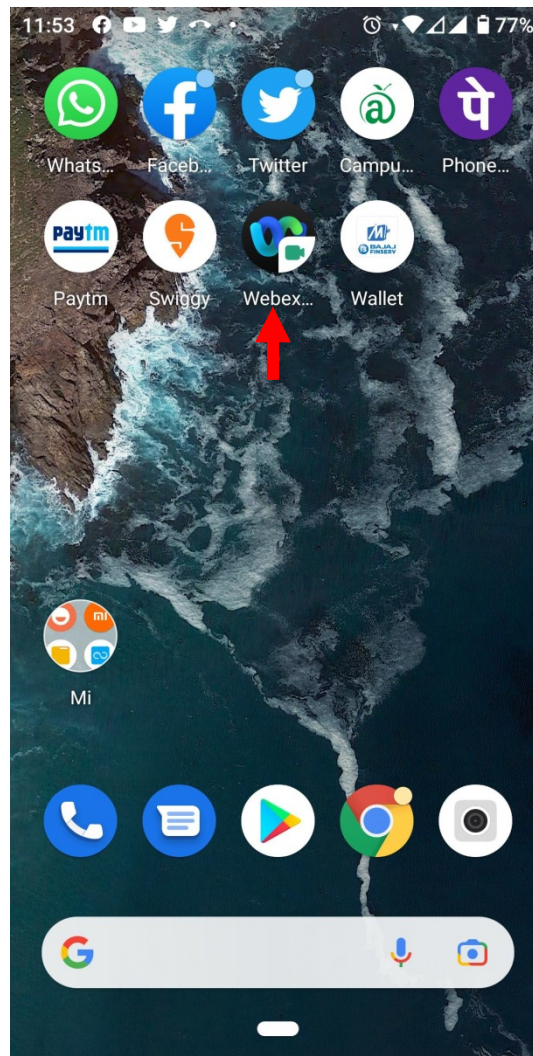
STEP 10:

Parties are required to stay online till the Court concludes the hearing of their matter, whereafter the Court Master may move them to **"Attendee Gallery/Waiting Area"** or the parties may disconnect from the video conference by clicking on **"X"/RED** button.

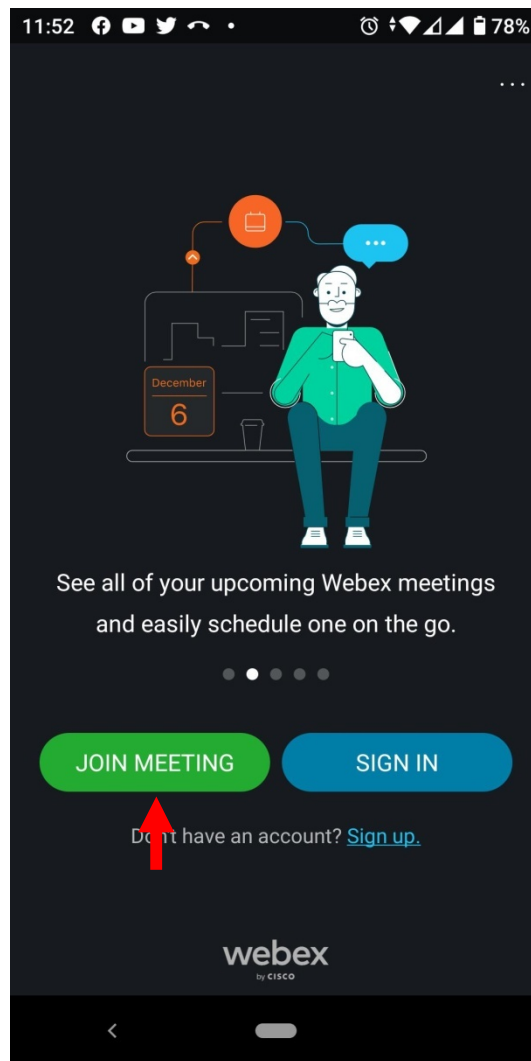
STEP 11:

If **Webex App** is already installed on your mobile/iPad, then

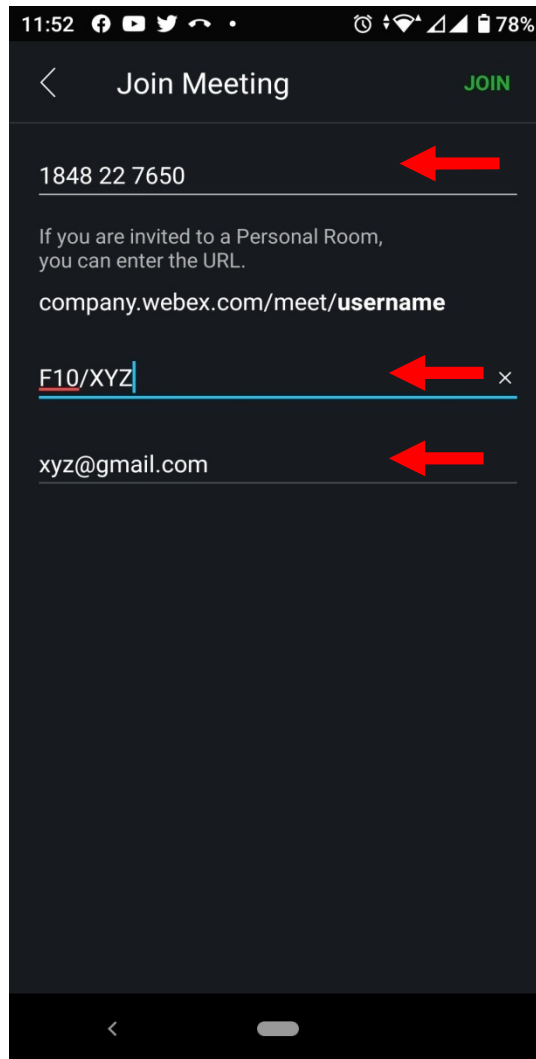
(a) Open the **Webex App** by clicking on its icon.



(b) Click on the **JOIN MEETING** button.

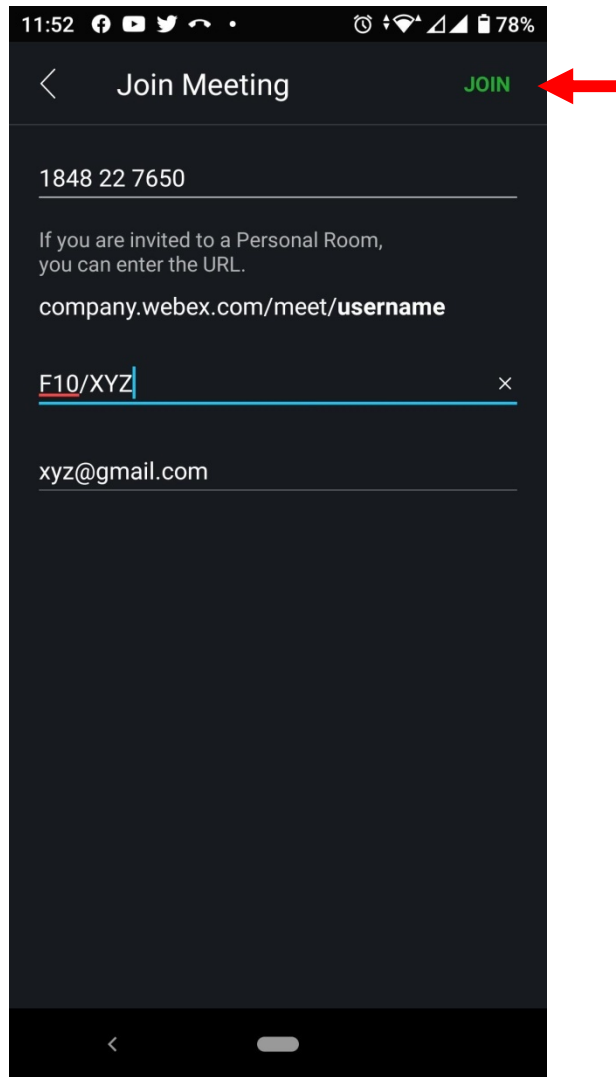


(c) Enter the **Event number** of the respective Court you want to join as displayed in the Video Conferencing button of the website.

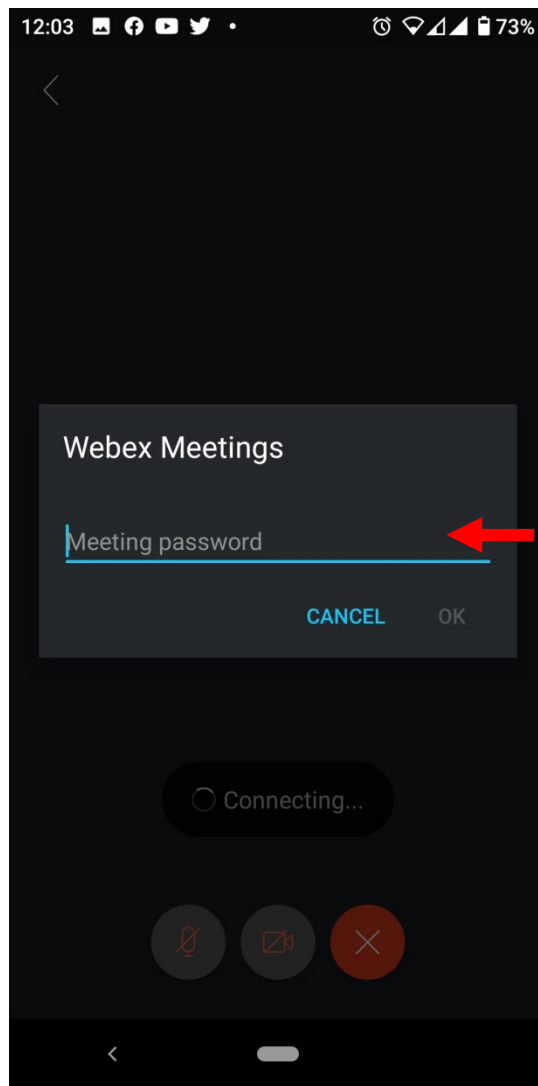


(d) Now, follow the instructions given in **STEP 5** above for mentioning your name and email id.

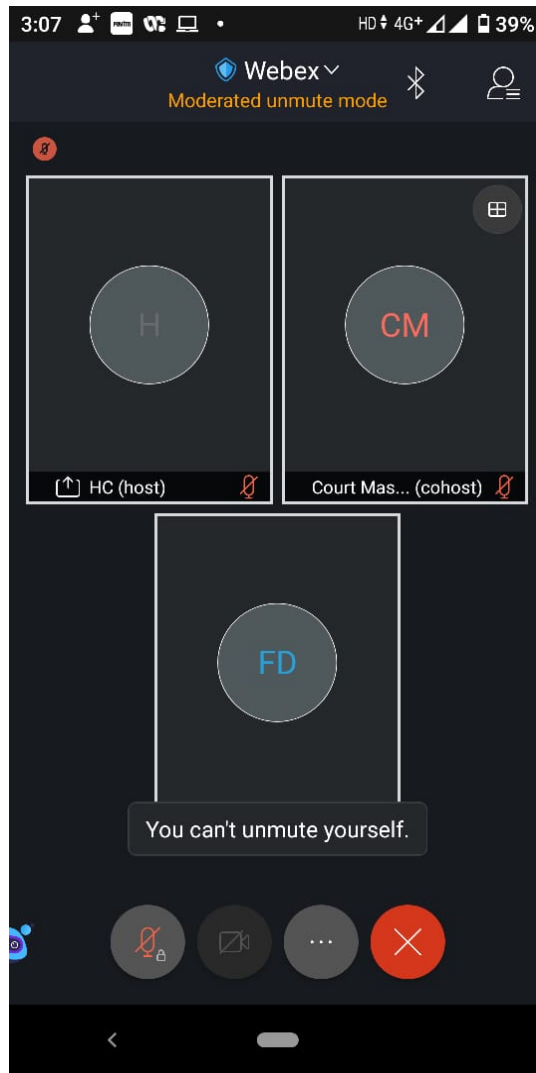
(e) Click on the **JOIN** button on the top right corner.



(f) Enter the **Event Password** of the Event number as displayed in the Video Conferencing button of the website and thereafter, click on '**OK**'.



(g) The following window will appear:



IMPORTANT: In case you wish to wait for hearing of another case in the same Virtual Court Room you may inform and request the Court for being transferred from panelist(s) to the list of attendee(s) or may inform the Court Master under Q&A section who will transfer you from panelist(s) in the list of attendee.

FURTHER NOTE FOR ASSISTANCE

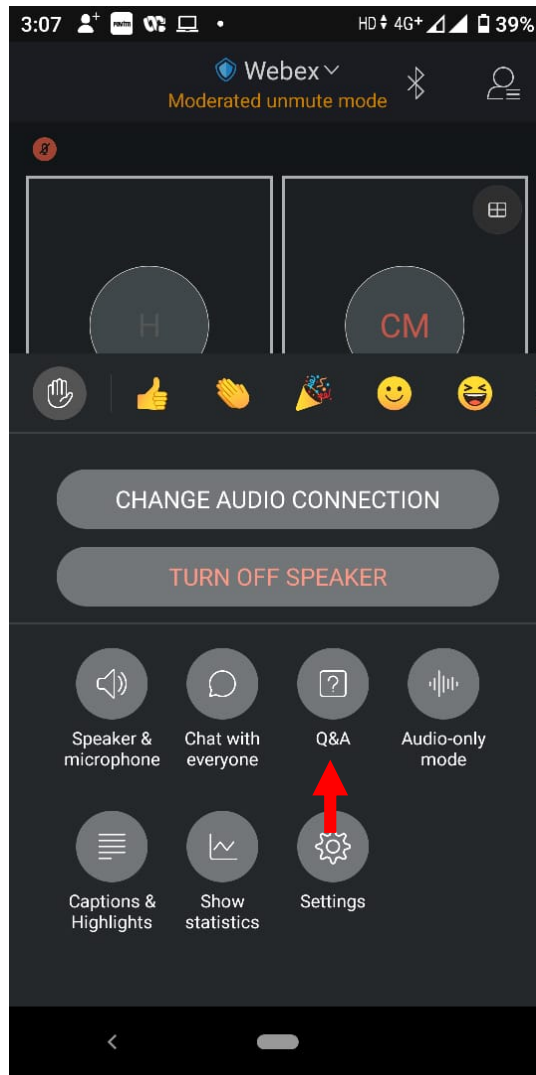
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 - (c) In addition to the above the Co-Host/Court Master shall from time to time during the court proceedings broadcast a message to all the “Attendees” in the “Attendee Gallery”/Waiting Room, apprising them of the current stage of the proceedings. Please check your inbox for messages periodically while in the Attendee Gallery/Waiting Room.
2. You will be shown in the list of “Attendees” together with the LIST TYPE and Serial No. of

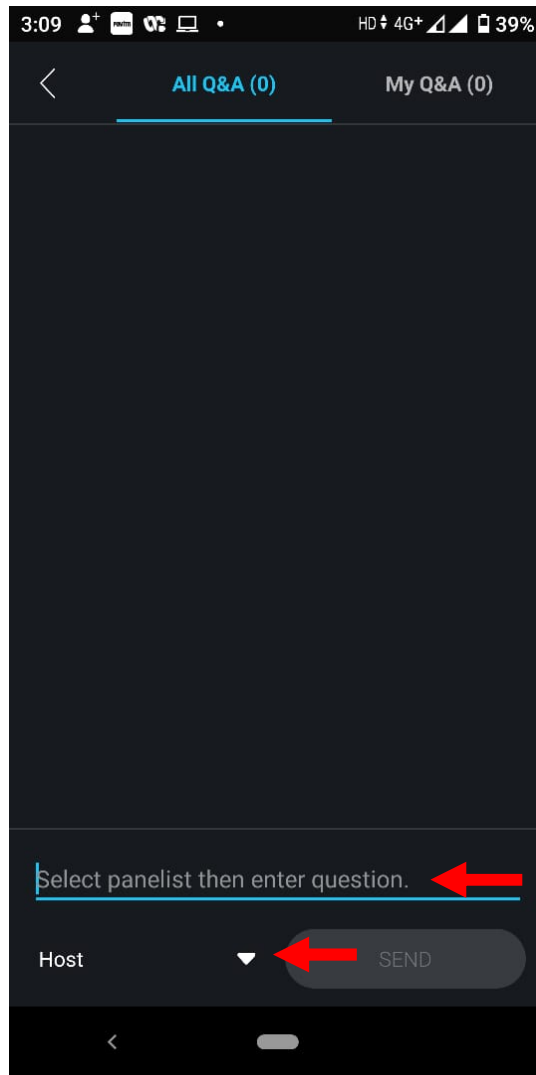
the case you are appearing in (as indicated by you while signing in).
Select/Click on “...” (marked with red arrow).



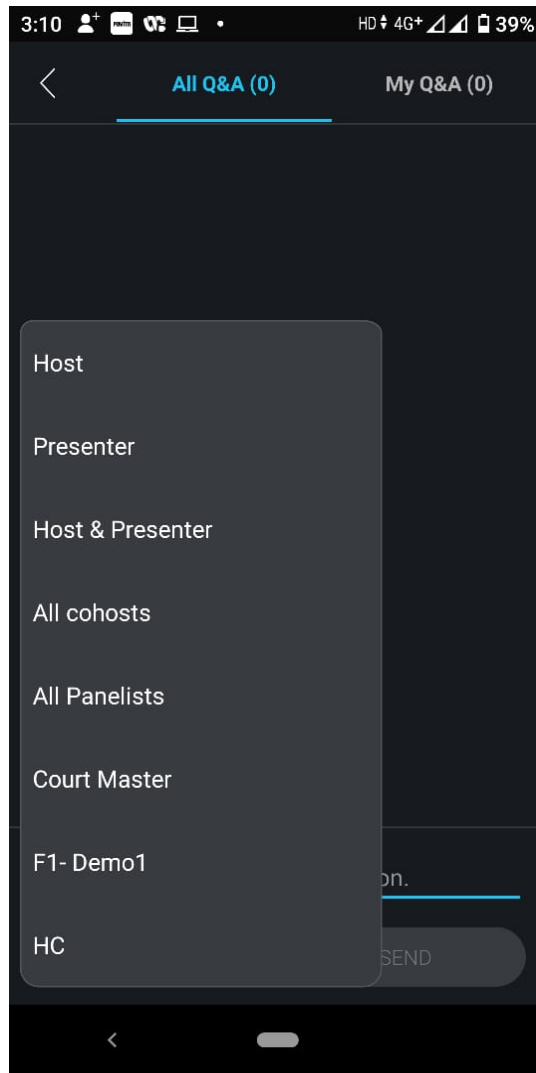
The following screen will appear:



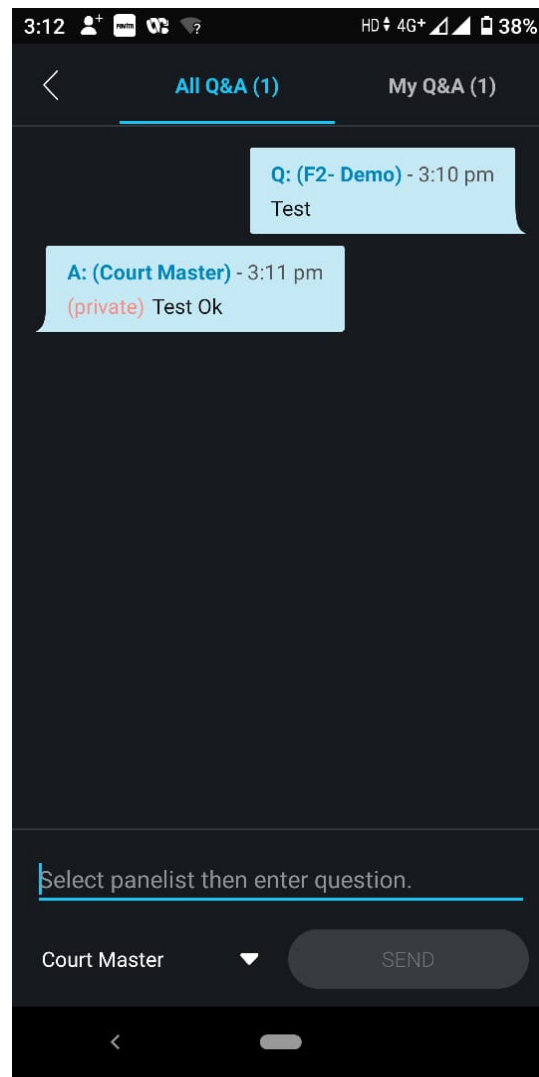
Then click on “Q&A” button, option of “Q&A” box will appear:



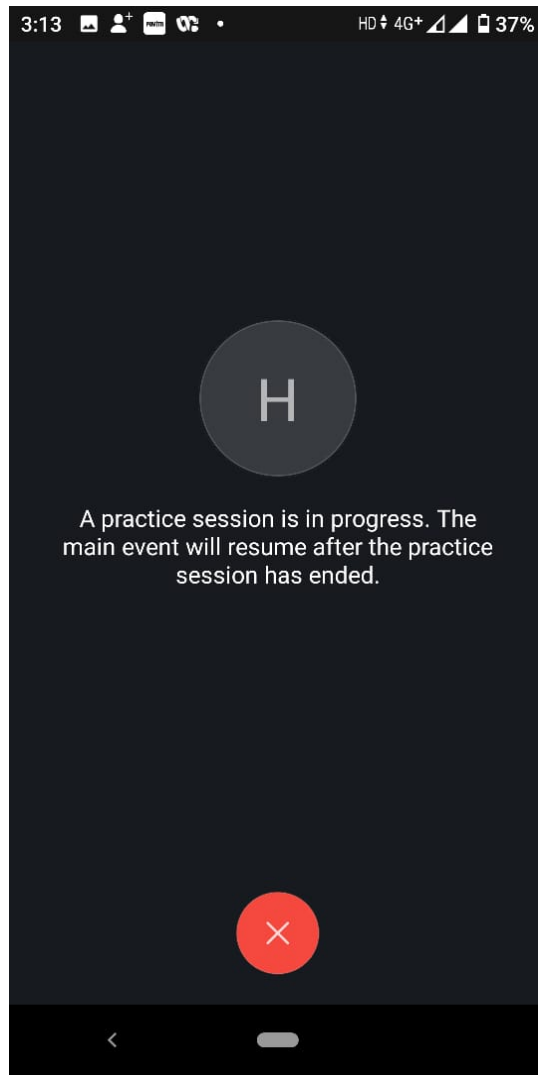
Please type your query in the now open Dialog Box and send it to the “Co-Host/Court Master” after selecting the “Co-Host/Court Master” from the drop-down box (marked with two red arrows).



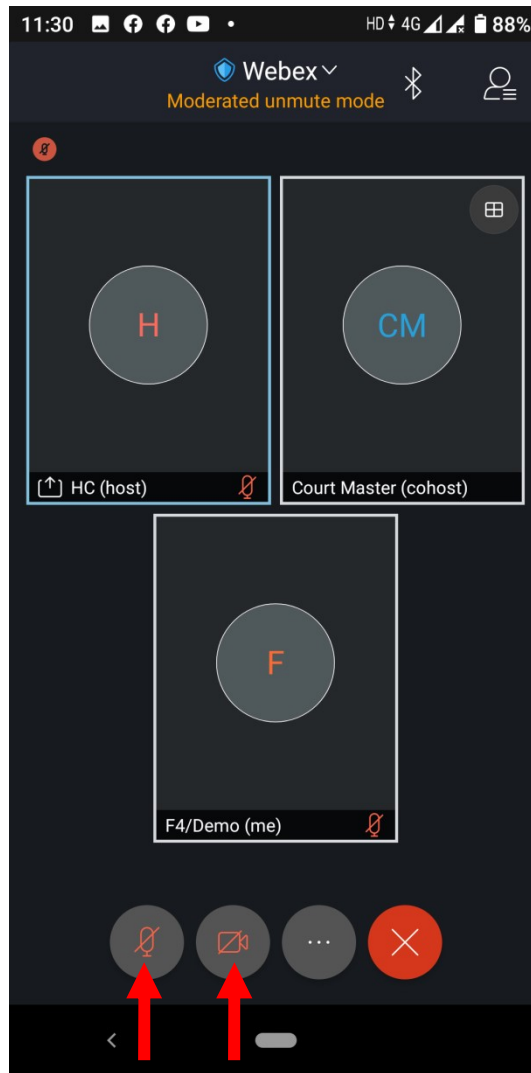
Query made by an **“ATTENDEE”/Learned Counsel** will be prompted on the screen of the **CO-HOST/Court Master** who will reply appropriately. PLEASE WAIT PATIENTLY FOR THE REPLY.



The Court Master will reply as shown above.



During the discussion of Hon'ble Judges, the above screen will be shown.

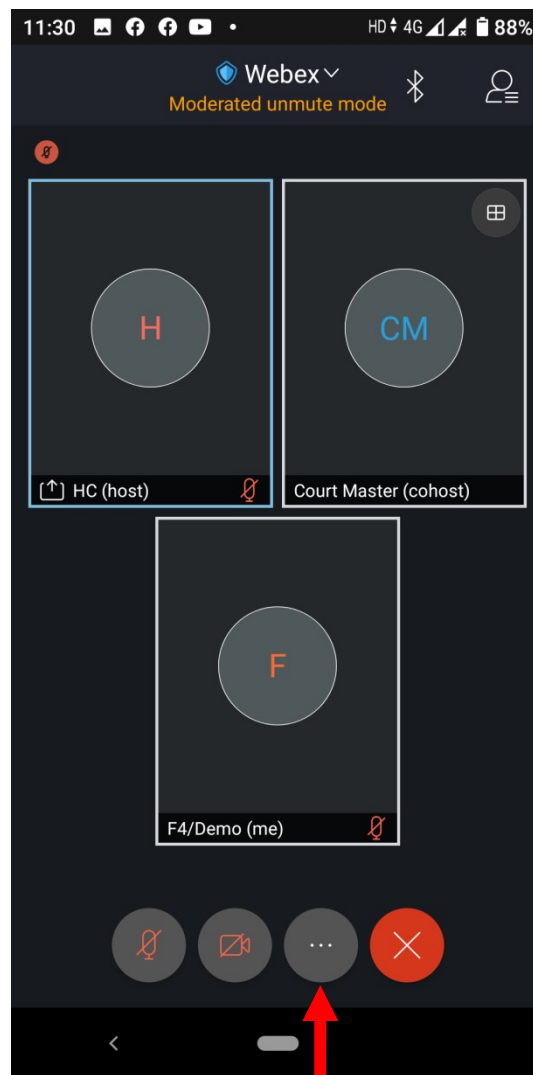


When **Court Master** will transfer the “**ATTENDEE**”/**Learned Counsel** from the list of **Attendees** to **Panelists**, the Attendees list should be shown as mentioned in above picture and button of ‘**Start video**’ will be enabled. Now Learned Counsel may unmute them and also start their video.

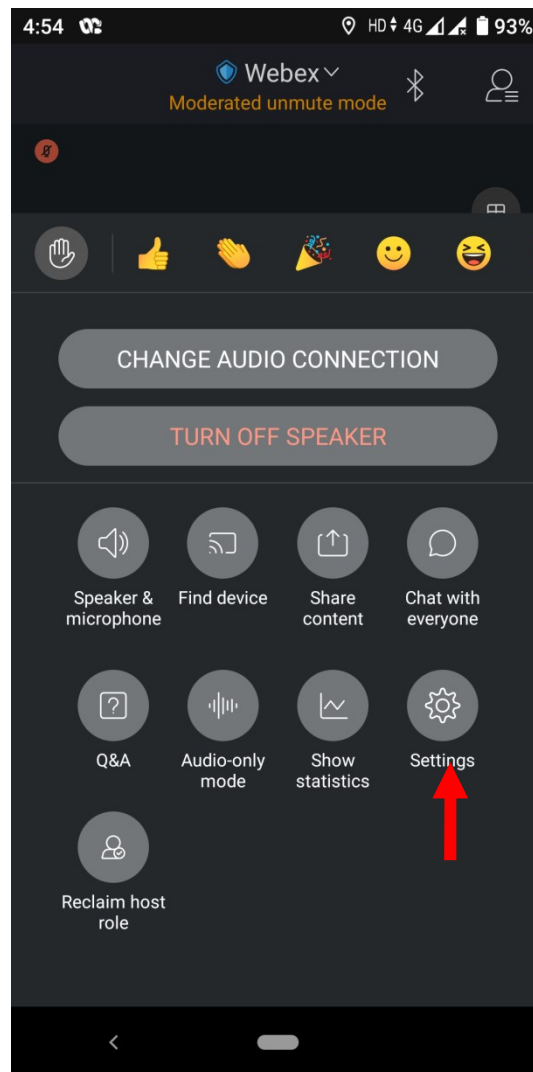
Remove background noise:

This feature removes background noise when you **Use Internet for audio** only.

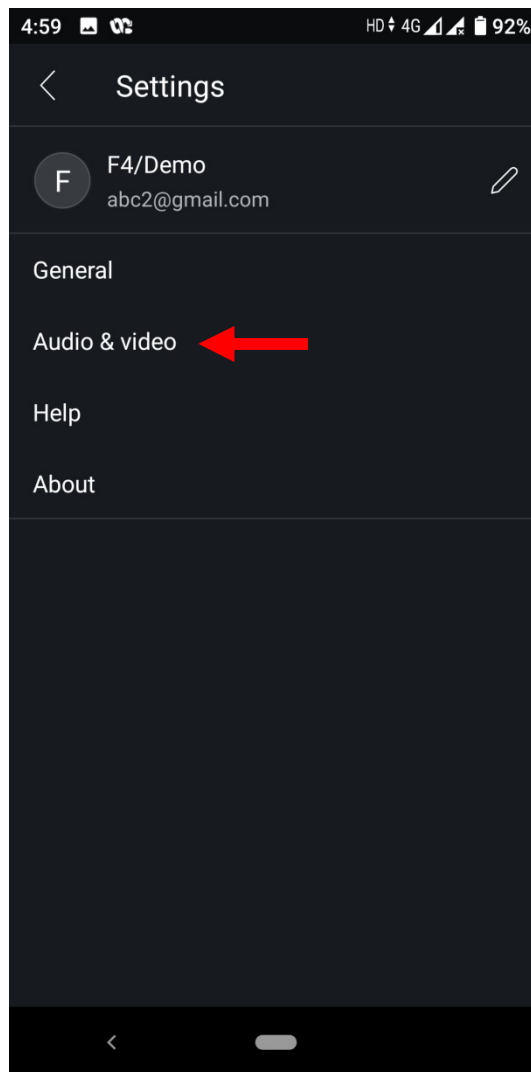
You can turn **Remove Background Noise** off or on at any time before or during a meeting.



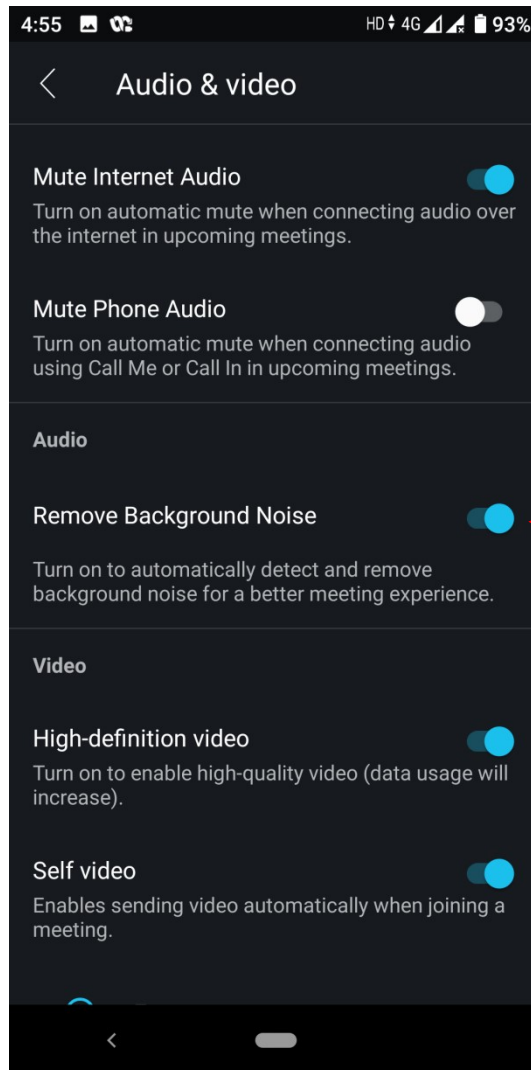
To remove background noise during a meeting, tap More “...” setting.



Then click on **“Settings”**.



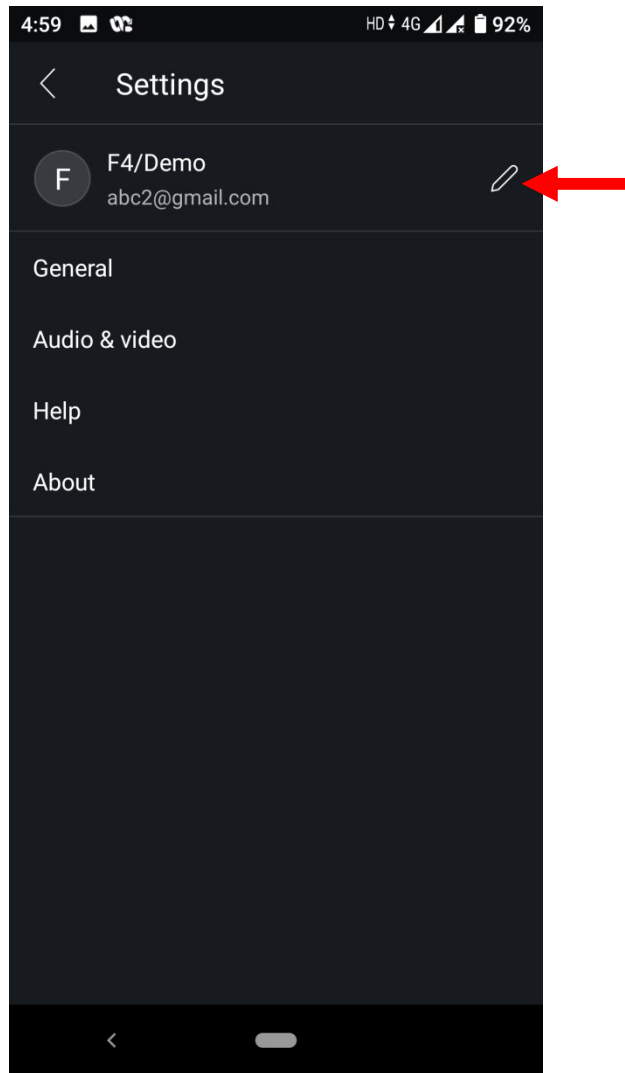
Then click on **“Audio & video”**.



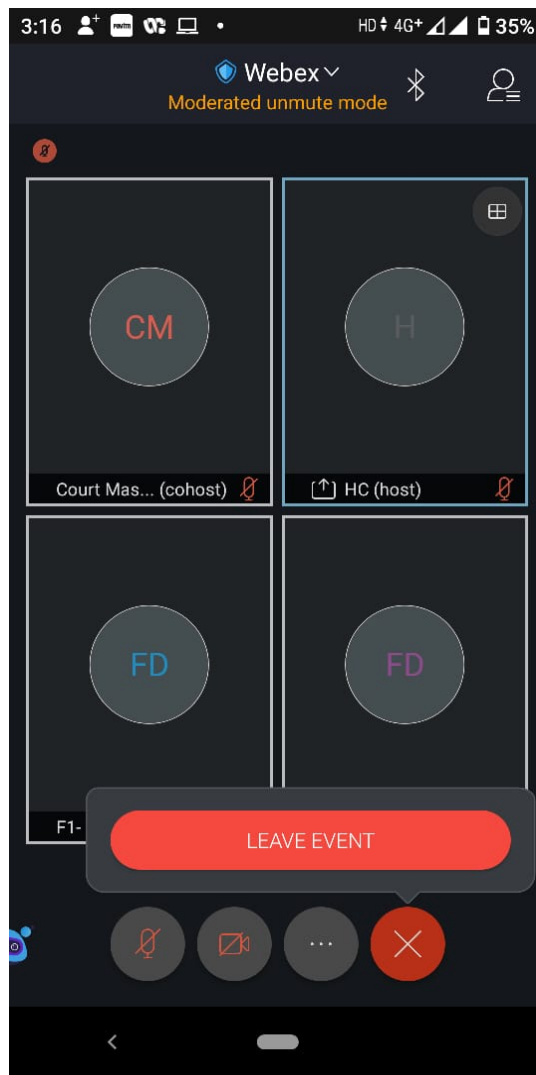
Please scroll down your screen and turn on to **“Remove Background Noise”**.

Change Serial No in Name:

To change serial no of your case in your name, tap More “...”. Then click on **“Settings” OR “Settings > Advance** as the case may be.



Then click on the Edit button as shown above. Now you may edit the serial number or your name as per requirements and then rejoin the Event after leaving Current Event.



Attendee may leave the Court Room by clicking on "X" / RED button.

OPTION C

Joining by teleconferencing through landline/mobile phone

In case of non-availability/technical issue in connection the video conferencing for hearing, the parties may be joined through tele-conferencing by landline/mobile phone provided on the video conferencing links page.

Standard Operating Procedure for Ld. Advocate/Party-in-person for hearing through Video Conferencing (through Webex Event)

Webex Links for Court Proceedings	
Court No. 1	VC Link Event number: 184 645 1259 Password: 123456
Court No. 2	VC Link Event number: 184 677 2354 Password: 123456
Court No. 3	VC Link Event number: 184 229 8131 Password: 123456
Court No. 29	VC Link Event number: 184 413 4946 Password: 123456
Court No. 32	VC Link Event number: 184 375 7791 Password: 123456
Court No. 33	VC Link Event number: 184 776 0658 Password: 123456
Court No. 34	VC Link Event number: 184 511 0115 Password: 123456
Court No. 35	VC Link Event number: 184 244 0099 Password: 123456
Court No. 36	VC Link Event number: 184 604 2463 Password: 123456
Court No. 37	VC Link Event number: 184 297 0922 Password: 123456
Court No. 38	VC Link Event number: 184 723 1070 Password: 123456
Court No. 39	VC Link Event number: 184 021 5393 Password: 123456
Court No. 40	VC Link Event number: 184 723 9180 Password: 123456
Court No. 45	VC Link Event number: 184 540 3299 Password: 123456

Join by phone (Dial-in numbers):
011-71279838 India (Delhi) Toll
011-64800114 India (Delhi) Toll
+91-8071279686 India (Bangalore) Toll
+91-8064800114 India (Bangalore) Toll

The Dial-In numbers are as mentioned below:

011-71279838 India (Delhi) Toll

011-64800114 India (Delhi) Toll

+91-8071279686 India (Bangalore) Toll

+91-8064800114 India (Bangalore) Toll

The person has to first dial the number provided with the video conferencing link on the website. Thereafter he has to type the meeting number followed by # and password followed by # as shown with the video conferencing link.



Wi-Fi calls SIM1

011 7127 9838

 00:30

×

1841192658#

1

∞

2

ABC

3

DEF

4

GHI

5

JKL

6

MNO

7

PQRS

8

TUV

9

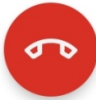
WXYZ


*

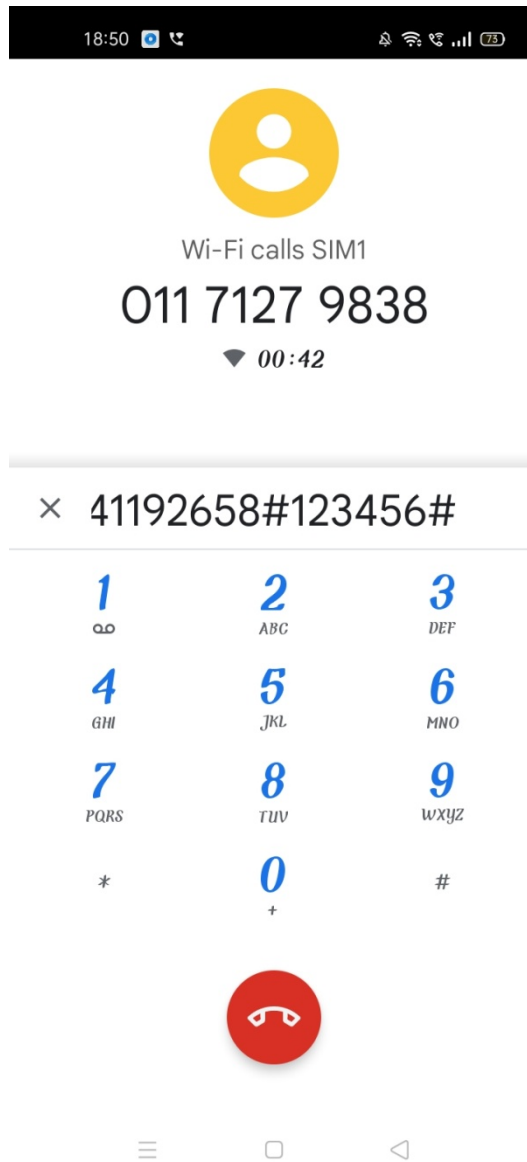
0

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#







Now the person has joined the virtual court as an attendee through tele-conferencing.

For technical assistance regarding video conferencing (Webex): 0532-2421744

Thank you.