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Standard Operating Procedure (SOP)

Regarding implementation of certain austerity measures in light of email dated 15.05.2026 received from Hon'ble Supreme Court of India through Letter dated 15.05.2026 from Hon'ble the Chief Justice, Supreme Court of India to Hon'ble the Chief Justice, Patna High Court (Reference: Circular of Hon'ble Supreme Court of India, F.No. 183/22/2026-SG, New Delhi, 15th May, 2026 issued in view of Office Memorandum bearing F.No. 1-04/2022-CBC (E3203466) dated 12.05.2026 issued by Government of India, Dept. of Personnel and Training)

1. **The matters listed from Monday, i.e., 18.05.2026 to 4.06.2026 (Working Days) shall be heard only by Video Conferencing.** Ld. Joint Registrar List, Ld. Registrar (IT) and Ld. Registrar (Establishment) shall co-ordinate with each other to take necessary steps in this regard.
2. Ld. Advocate would be entitled to appear without restriction before the High Court through a Video Conferencing facility. However, the Patna High Court may regulate the participation of a litigant [or any other person] as per its Rules or Practice Directions issued time to time.
3. The links for each Court shall be provided in the daily Cause List, which shall be published on the website of the Patna High Court.
4. All the cases must be e-filed as per the E-filing Rules.
5. **Ld. Advocates and Advocate Clerks are requested to keep their footfalls in the High Court premises to minimum.**
6. If the Stamp reporter finds a case defective, the same shall be notified and communicated to the Ld. Advocate through email. Ld. Advocates are requested to remove defects in such a manner that the physical footfall at Hon'ble Patna High Court is kept to a minimum.
7. While accessing the virtual platform, Ld. Advocate shall be required to enter details like name, item number, party for which she/he/they are appearing, or such other information as required by the High Court. If appearing in more than one matter, case numbers of all matters shall be provided.
8. Participants should avoid using multiple devices at remote location to eliminate the chance of echo/ disturbance.
9. The Ld. Advocate must be dressed in professional attire. If the Ld. Advocate is not dressed in professional attire, in case of non-compliance, the right of audience may be withdrawn by the Court. Similarly, a party in person must be appropriately dressed.

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10. Court proceedings conducted through video conferencing are judicial proceedings for all purposes, and all protocols applicable to physical courts shall apply to virtual proceedings.
11. Mobile phones of all participants shall be switched off or kept in aeroplane mode during the proceedings.
12. Ld. Advocate/parties in person may log in from their office, residence, conference room, etc., but not from a vehicle such as car. The remote location should be quiet and have sufficient internet connectivity. The camera must remain switched on during the Court proceedings. All participants should endeavour to look into the camera, remain attentive and refrain from engaging in any other activity during the proceedings.
13. Only the Ld. Advocate or duly authorized person in the matter would be entitled to address the Court. The Court coordinator may mute or unmute any other participant(s).
14. Ld. Advocates/ participants shall regulate their microphones to avoid disturbing the court proceedings. At the time of joining, the microphone should be kept muted. The microphone may be unmuted only when the matter is called out. The Court may direct the court coordinator to mute microphone in case of disturbance.
15. If any participant indulges in conduct considering inappropriate, they may be excluded from the VC proceedings, and action as directed by the Court may be taken.
16. No recording of the court proceedings is permitted, except with prior leave granted by the Court.
17. Ld. Advocates/participants may seek assistance through the chat facility, wherever available. The facility shall be used only for technical assistance or for inquiring about the item number of the case being heard. The Court coordinator shall respond on a best-effort basis.
18. Ld. Advocates may submit a memo of appearance in the manner notified by the concerned Court.
19. **Ld. Advocates may mention their case(s) via Video Conference before the concerned Hon'ble Motion Bench. Upon mentioning, the Hon'ble Court may assign appropriate time for virtual hearing. Ld. Counsels may join proceeding through the link available on the Patna High Court Website.**
20. If the number of participants exceeds or is likely to exceed the permitted limit, the Court Co-ordinator may remove viewers not participating in the Court proceedings. Ld. Advocates/litigants appearing in later items may also be requested to log out.
21. In case of in-camera proceedings, virtual hearings may be restricted to the parties and/or their Ld. Advocates.

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22. Court Masters should specifically mark in CIS the cases heard through virtual mode for future reference.
23. All the Technical Assistants of the respective Courts shall create the permanent VC links and post it on the website through their designated login. They shall ensure that the hybrid system remains operational in Court rooms on every working day before 8 A.M. without fail.
24. The respective Court Master shall ensure compliance with points 19 and 20 above. The Court Master Section In-Charge shall oversee the entire operation and act as Nodal Person disseminating directions relating to the VC hearings in this regard to avoid any inconvenience to Hon'ble Court.
25. The present SOP shall be in addition to the Video Conferencing Rules notified by the High Court and not in derogation thereof.


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