

**THE HIGH COURT OF KERALA**

A7-127/2020

Kochi : 682 031  
Dated : 17.05.2020

**NOTICE**

**Sub :** Reopening of the High Court after Mid Summer Vacation,  
2020- Instructions for online procedure for Filing and  
Video Conferencing -reg.

**Ref :-** High Court Notice of even No. dated 16.05.2020.

In continuation of the notice referred to above, the detailed instructions for online procedure for Filing and Video Conferencing are annexed herewith.

(By Order)

Sd/  
K. Haripal  
Registrar General

## HIGH COURT OF KERALA

### Online procedure for Filing and Video Conferencing

#### E-mail request for Physical Filing :

E-mail request for Physical Filing shall be send to the e-mail ID : [physicaltoken.hc-ker@kerala.gov.in](mailto:physicaltoken.hc-ker@kerala.gov.in) between 10:00 a.m and 4:00 p.m. on the previous working day.

#### General instructions for e-mail filing:

1. (a) Bail Application, W.Ps(C) and other admission matters before Single Judges shall be sent to the Registry in the manner prescribed hereafter with copy to the State Government or Central Government wherever applicable in the email address given below. All requirements as prescribed shall be strictly followed while sending the matter through email.

Sl No	Court	Roster	Case Filing email id	AG/GP/PP email	CGC email
1	S.V. BHATTI, J.	ADMN. O.Ps./W.Ps.(C):-UNIVERSITY MATTERS INCLUDING SERVICE, KERALA EDUCATION ACT & RULES INCLUDING SERVICE, SERVICE MATTERS RELATING TO TEACHING & NON TEACHING STAFF OF AIDED AND PRIVATE SCHOOLS AND COLLEGES, THE RIGHT OF CHILDREN TO FREE AND COMPULSORY EDUCATION ACT INCLUDING REVENUE RECOVERY IN THE ABOVE MATTERS. O.Ps/W.Ps.(C):- SERVICE MATTERS NOT MENTIONED ELSEWHERE INCLUDING REVENUE RECOVERY IN THE ABOVE MATTERS, O.P(ICA), E.P. (ICA) & SPECIFICALLY ORDERED CASES.	<a href="mailto:wpetition1.hc-ker@kerala.gov.in">wpetition1.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.writpetition1@gmail.com">ago.writpetition1@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajkumarkrkhc@gmail.com">rajkumarkrkhc@gmail.com</a>
2	ALEXANDER THOMAS, J.	ADMN. O.Ps/W.Ps(C):- PANCHAYAT RAJ ACT, MUNICIPALITY ACT, POLLUTION CONTROL BOARD MATTERS, MMDR ACT, PADDY AND WET LAND ACT, LAND UTILIZATION ORDER AND REVENUE RECOVERY IN THE ABOVE MATTERS, COMPANY CASES AVOIDED BY AKJN(J) & SPECIFICALLY ORDERED CASES.	<a href="mailto:wpetition2.hc-ker@kerala.gov.in">wpetition2.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.writpetition2@gmail.com">ago.writpetition2@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajkumarkrkhc@gmail.com">rajkumarkrkhc@gmail.com</a>
3	A.K. JAYASANKARAN NAMBIAR, J.	ADMN. O.Ps./W.Ps.(C):-DATE OF BIRTH CORRECTION (OTHER THAN SERVICE), PENSION (OTHER THAN SERVICE), ABKARI ACT, MOTOR VEHICLES ACT, K.S.R.T.C. MATTERS	<a href="mailto:wpetition3.hc-ker@kerala.gov.in">wpetition3.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.writpetition3@gmail.com">ago.writpetition3@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajkumarkrkhc@gmail.com">rajkumarkrkhc@gmail.com</a>

		(INCLUDING SERVICE), CO-OPERATIVE SOCIETIES MATTERS (INCLUDING SERVICE), STREET VENDORS (PROTECTION OF LIVELIHOOD AND REGULATION OF STREET VENDING) ACT-2014, MAINTENANCE AND WELFARE OF PARENTS AND SENIOR CITIZENS ACT-2007, RTI ACT INCLUDING REVENUE RECOVERY IN THE ABOVE MATTERS. O.Ps./W.Ps.(C):- POLICE PROTECTION & POLICE HARASSMENT, LAND LAWS NOT MENTIONED ELSEWHERE, STAMP ACT, REGISTRATION ACT, TRANSFER OF REGISTRY RULES, SURVEY AND BOUNDARIES ACT INCLUDING REVENUE RECOVERY IN THE ABOVE MATTERS, COMPANY CASES & SPECIFICALLY ORDERED CASES.			
4	AMIT RAWAL, J.	ADMN. O.Ps./W.Ps(C):- TAX MATTERS INCLUDING REVENUE RECOVERY, ELECTRICITY MATTERS, LABOUR, BIFR, PASSPORT ACT, DEBT RECOVERY TRIBUNAL, SARFAESI & RDBI ACT MATTERS INCLUDING REVENUE RECOVERY IN THE ABOVE MATTERS, ARBITRATION REQUESTS & SPECIFICALLY ORDERED CASES.	<a href="mailto:wpetition4.hc-ker@kerala.gov.in">wpetition4.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.writpetition4@gmail.com">ago.writpetition4@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajcumarkrkhc@gmail.com">rajcumarkrkhc@gmail.com</a>
5	ANU SIVARAMAN, J.	ADMN. O.Ps/W.Ps(C):- MISCELLANEOUS MATTERS NOT MENTIONED ELSEWHERE, ARBITRATION REQUESTS AVOIDED BY AR(J) & SPECIFICALLY ORDERED CASES.	<a href="mailto:wpetition5.hc-ker@kerala.gov.in">wpetition5.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.writpetition5@gmail.com">ago.writpetition5@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajcumarkrkhc@gmail.com">rajcumarkrkhc@gmail.com</a>
6	RAJA VIJAYARAGHAVAN V., J.	ADMN. BAIL APPLICATIONS IN MATTERS INVOLVING OFFENCES AGAINST WOMEN AND CHILDREN, P.C. ACT AND SPECIFICALLY ORDERED CASES.	<a href="mailto:bailfile1.hc-ker@kerala.gov.in">bailfile1.hc-ker@kerala.gov.in</a>	<a href="mailto:agokerala.bail1@gmail.com">agokerala.bail1@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajcumarkrkhc@gmail.com">rajcumarkrkhc@gmail.com</a>
7	SHIRCY V., J.	ADMN. SB CIVIL AND CRIMINAL MATTERS INCLUDING O.Ps/W.Ps(C) UNDER ART.226/227 IN PENDING CRIMINAL/LOWER COURT CIVIL/TRIBUNAL MATTERS EXCEPT BAIL APPLICATIONS AND SPECIFICALLY ORDERED CASES.	<a href="mailto:civilcriminal.hc-ker@kerala.gov.in">civilcriminal.hc-ker@kerala.gov.in</a>	<a href="mailto:ago.civilcriminal@gmail.com">ago.civilcriminal@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajcumarkrkhc@gmail.com">rajcumarkrkhc@gmail.com</a>
8	ASHOK MENON, J.	ADMN. BAIL APPLICATIONS EXCLUDING MATTERS INVOLVING OFFENCES AGAINST WOMEN AND CHILDREN AND P.C ACT & SPECIFICALLY ORDERED CASES.	<a href="mailto:bailfile2.hc-ker@kerala.gov.in">bailfile2.hc-ker@kerala.gov.in</a>	<a href="mailto:agokerala.bail2@gmail.com">agokerala.bail2@gmail.com</a>	<a href="mailto:jaishankar.cg@gmail.com">jaishankar.cg@gmail.com</a> & <a href="mailto:rajcumarkrkhc@gmail.com">rajcumarkrkhc@gmail.com</a>

(b) Copy to be furnished to the concerned Standing Counsel if any, after obtaining the e-mail ID from the concerned advocate.

(c) The email as above shall be sent after 10 A.M and before 1.00 PM on all working days from Monday to Friday. Any case filed before 10 A.M and after 1.00 PM on working days will not be entertained by the Registry and for all practical purposes it would stand discarded.

4. While sending the matter as above, the procedure indicated below shall be followed, failing which the Registry will treat the case as defective.

(a) An undertaking shall be given by the Counsel to the effect that he will produce the physical copies of the documents, along with necessary fees and charges applicable, within 3 working days. The registry will send the time slot of submitting physical copies.

(b) All petitions and annexure/exhibits shall be sent as a single PDF document. Additionally, the head note in the format given below, shall be separately sent as a Word document. The PDF document containing the entire pleadings, and the word document containing the cause title, shall be sent in a single email. Multiple e-mails for a single case will not be accepted.

#### **(c). PROCEDURES IN REGARD TO DEFECT MATTERS**

**The Lawyers will be informed about the defects and the nature of defects from the official ID of the Filing Scrutiny Officer (FSO). Once the defects are intimated, the defect cured case files shall be sent to the Officer who had intimated the defects to the Email ID from where such intimation was given. It is to be noted that the original Email ID for sending the case files and the Email ID intimating the defects are different. Therefore, all matters after curing defects shall be sent to the Email ID of the FSO.**

**Kindly follow the above instructions scrupulously to avoid duplication.**

**The time to resubmit the cured matters is up to 2.00 pm. on the previous day of the scheduled hearing.**

(Note: Kindly note that, in case of defect cured mail/re sending mails, request you to send the entire documents concerned.)

(d) The Counsel shall fill up the cause title details of the individual case in the format given below in soft copy (A4 size paper) and forward the same to the Registry in word/ open-office/rich text format.

(e) Any Advocate/Advocate Clerk/Party-in-Person who has been allotted different time slots for different requests such as urgent filing, re-presentation of defect files etc. on a particular day can carry out the same simultaneously.

5. Advocate desirous of moving pending non admitted matters which have to be moved before the VC Court , will have to move the registry in the email address shown for respective courts.The copies of original matters along with exhibits/ documents and case number should reach the registry in the same manner indicated for filing the fresh matters.

**FORMAT**

**For Bail Application:**

B.A. No. .... OF 2020  
(CRIME NO.....OF 2020 OF .....POLICE STATION, .....DISTRICT)

Petitioners/Accused Nos.....

- 1. (Name and address)
- 2. (Name and address)
- 3. (Name and address)

By Adv. Sri.....

Respondents/complainants:

- 1. State of Kerala, Represented by the Public Prosecutor,  
High Court of Kerala, Ernakulam, Kochi-682 031.
- 2. The Sub Inspector of Police, xxxxxxxxxxxx

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**For Writ Petition:**

W.P(C) No. .... OF 2020

Petitioner/ Petitioners Nos.....

- 1. (Name and address)
- 2. (Name and address)
- 3. (Name and address)

By Adv. Sri.....

Respondent/Respondents:

1. State of Kerala, Represented by the Government Pleader,  
High Court of Kerala, Ernakulam, Kochi-682 031.
2. xxxxxxxxxxxx

#### APPENDIX

Exts.1:

Exts.2:

#### **GENERAL INSTRUCTIONS FOR VIDEO-CONFERENCING**

- Participants at the Video Conference would need to download the required app, on to the device that they plan to use for video conferencing.
- Inasmuch as these are court proceedings, the participants would also have to adhere to the prescribed dress code while attending the Video Conference. The participants shall also refrain from using any recording device to record the proceedings during the Video Conference
- As the Video Conference hearing is an alternative to the regular court hearing, participants should ensure that the same decorum is maintained in the virtual courtroom as well.
- The participants must be appropriately dressed, and where there is a prescribed dress code, it must be scrupulously adhered to.
- Before logging into the virtual court, test the microphone and the webcam that is going to be used for the virtual hearing. Testing these gadgets during the hearing can cause a disturbance to others in the court hall.
- While logging into the virtual court hall, the microphone must be muted so as to filter out any unwanted sounds from the participants' surroundings. The microphone shall also be put on mute whenever the participant does not need to speak at the hearing.
- The participant shall ensure that he is in a room that is free from disturbance caused by sound or from people passing by. The background of the room must also be plain/sober so as to ensure visual clarity at the time of the virtual hearing.
- Participants shall also refrain from tinkering with the mouse or keyboard of a computer that is used for the Video Conference, and also avoid keeping a cell phone in close proximity to the computer.
- No person is allowed to record Court proceedings or take photographs of the proceedings. Strict action would be taken if any Court proceedings published or shared without the written permission from the registry.
- The participants are requested to enter the video conference before the commencement of the court proceedings to avoid technical interference with the proceeding. Once Session of the participant is over, he or she shall mute the mike and stop the broadcasting of his or her video. The participants also ensure adequate power supply maintained for their devices throughout the proceedings.

- **Adjournment requests in VC proceedings.**

The Lawyer who is held up in a Court in a VC and is unable to attend the VC of another court ,can send SMS to the following number between 10:15 a.m. and 4:30 p.m either requesting for a pass over or adjournment .This will be considered by the Court concerned depending up on the exigencies and expediencies of the work of the Court.

Mob No: 98958 10431

## **Grievance Cell:**

Dedicated helpline Nos. will be available for responding to any grievance, from 10 A.M. To 4 P.M. on all working days.

For filing related calls : 0484 256 2141

For technical related calls: 0484 256 2527

Grievance Email: [urgenthearinghck@gmail.com](mailto:urgenthearinghck@gmail.com)

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