

THE HIGH COURT OF KERALA

A7- 127/2020

**Kochi : 682 031
Dated : 16.05.2020**

NOTICE

Sub:- Reopening of the High Court after Mid Summer vacation 2020-
arrangements for the proceedings in Court and work in the Sections-reg

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The High Court will reopen on 18.05.2020 after Mid Summer vacation 2020 as already notified. As the restrictions / rules / guidelines in the light of the COVID -19 pandemic issued by the Central and State Governments are in vogue, the arrangements for the proceedings in Courts and work in the Sections will be as per the guidelines annexed herewith, until further orders.

(By Order)

Sd/-

K.Haripal
Registrar General

Encl :- as above

To

The Advocate-General, Ernakulam.
The Director General of Prosecutions & State Public Prosecutor, Ernakulam.
The Additional Advocate-General, Ernakulam (2)
The Additional Director General of Prosecutions, Ernakulam
The President, Kerala High Court Advocates' Association, Ernakulam
The Vice-Presidents, Kerala High Court Advocates' Association, Ernakulam (2).
The State Attorney, Advocate-General's Office, Ernakulam.
The Secretary, Kerala High Court Advocates' Association, Ernakulam.
The General Secretary, Kerala High Court Senior Advocates' Association, Ernakulam.
The Secretary, Indian Law Institute, Kerala, Ernakulam
The Senior Standing Counsel, Government of India (Taxes), Ernakulam.
The Assistant Solicitor General of India, Ernakulam.
The Chairman, Bar Council, Ernakulam.
The President, Kerala Federation of Women Lawyers, Ernakulam.
The President, Kerala High Court Advocates' Clerks' Association, Ernakulam.
The Director of the Kerala Judicial Academy, Athani. (He shall bring
the matter to the attention of the Chairperson, KJA).
The Member Secretary, Kerala State Legal Services Authority, Ernakulam
The Director, Kerala State Mediation and Conciliation Centre, Ernakulam
The Registrar (Judicial), High Court.
All officers and Sections, High Court.
The Secretary, High Court Legal Services Committee, Ernakulam.
The Private Secretary to the Chief Justice, High Court.
The Protocol Officer, High Court.
The Public Relations Officer, High Court.
The Private Secretaries to Judges, High Court.
The IT Section, High Court (they shall publish the notice in the High Court Website.)
The Court keepers, High Court
The Admn. Records Section, High Court
The Notice Board, High Court
The File/Stock File

**Copy submitted to :- The Honourable the Chief Justice
&
The Honourable Judges**

**GUIDELINES FOR THE COMMENCEMENT OF PROCEEDINGS IN COURTS
AND WORK IN THE SECTIONS, ON REOPENING
AFTER THE MID SUMMER VACATION - 2020**

Sitting arrangements:

i) Sitting Through Video Conferencing

- There will be 5 Admission Courts for Writ Petitions, 2 Courts for Bail Applications and one admission Court for Civil/Criminal Miscellaneous matters which will hold sittings through Video Conferencing. Further hearing will be subject to the discretion of the Judge concerned.
- Detailed instructions for online procedure will be issued.

ii) Sitting in Court Halls

- All Division Benches and Single Judges (other than Video Conferencing) hearing Petitions and final hearing matters will hold physical sittings in Court halls.
- Separate lists for the forenoon and afternoon sessions will be published.
- Number of cases to be included in the hearing list will be decided by the Judge/s concerned.
- Only six Advocates will be allowed at a time inside the Court hall excluding the Government Pleaders/Public Prosecutors.
- Only 10 seats will be provided inside each Court hall and the rest of the seats will be arranged in the veranda outside the Court halls ensuring social distancing.
- Matters ordered to be posted for hearing by the Admission Courts shall be posted before the Courts hearing petitions and final hearing matters.
- Petitions and final hearing matters will be taken up on both parties being present in Court.
- Those who have admission matters and engaged in Video Conferencing can, with notice to the other side, specify a convenient time to the Court Officer concerned and maximum accommodation will be granted.
- Even if the Court retires, if all the contesting party in a case turn up ready, they can inform the Court Officer to enable the Court to reassemble at the discretion of the Judge concerned.

Filing:**i) Physical Filing**

- Cases shall be filed in physical form except in the case of Bail Applications/W.Ps(C) and other admission matters before Single Judges.
- Advocates/Parties desirous of filing cases shall make a request in that regard on the previous day through e-mail.
- The Registry shall intimate the allotted time for filing to the applicant by e-mail.
- Filing time will be from 10:00.a.m to 01:00 p.m.
- Those who are allotted time to file case/s shall put the case file/s in the separate boxes placed in the atrium on the ground floor, where sufficient officials of the Filing Section will be deployed.
- The Advocate/Clerk/Party after filing, shall immediately leave the Court premises and shall not await for scrutiny to be completed.
- No work relating to preparation of the case files including affixture of stamps, stitching etc. shall be permitted in the atrium.
- Separate entry and exit will be provided in the atrium.
- Filing shall be regulated by virtual queue system.
- Filing can be made by the Advocate/Clerk/Party on showing the printout or soft copy of the intimation.
- The virtual queue shall strictly be implemented by deploying security personnel at the entry point.
- On scrutiny, if there is any defect found, the file shall be returned only between 4:30 p.m. to 5:15 p.m. on the same day and for taking the files from Court. It shall be allowed to be re-presented only on the next day. Permission for the above to be obtained by following the same procedure as done for fresh filing.
- Filing of cases, taking back of defect cases and re-presentation of the cases will be within the time slots allotted.
- Urgent memos to bring up cases in the petition list shall be filed only in emergent matters after serving copy on the other side.

ii) **Filing through e-mail**

- Bail Application, W.Ps(C) and other admission matters before Single Judges shall be received only through e-mail.
- Physical filing of the cases filed through e-mail should be done within 3 working days. Prior information be given to the Registry.
- Detailed instructions for filing will be issued.

Entry to High Court:

- Entry of public to the High Court shall be restricted.
- Entry will be only through the three entrances at the front of the High Court building.
- Not more than two Advocates for a party having their matter listed in any Court will be allowed entry to the High Court.
- Advocates are requested to furnish the details of case listed in the Court and should carry their identity cards.
- Security personnel at the main entry, before allowing entry to the Advocates' Clerks and clients having pass, shall ensure by verifying the cause list that their case is posted during the particular session (forenoon and afternoon).
- Registered Advocates' Clerks with ID Cards shall be allowed to bring in case bundles to Court hall from 09.00 a.m to 10.00 a.m and to take back the bundles from 04.30 p.m to 05.15. p.m.
- Advocates' Clerks shall not remain in Court premises unnecessarily and shall leave the Court premises immediately after their work is over.

Security and Hygiene :

- All persons entering the High Court building shall compulsorily wear face mask. Mobile hand wash dispenser will be provided at the respective entry points.
- Apart from providing sanitizer at the points of entry of the building, sanitizer will be provided at the entrance of each Court hall.
- Only after sanitizing the hands, Advocates, staff and clerks shall enter into the Court hall.

- No room occupied by the Kerala High Court Advocates' Association except the Association office room and Library will be opened for the time being. Not more than three office staff per day will be allowed in the Association Office room.
- Rooms occupied by the Kerala High Court Advocates' Clerks Association will not be allowed to be opened for the time being.
- General instructions issued by the Government from time to time will be followed.

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