

HIGH COURT OF JAMMU AND KASHMIR

CIRCULAR

No.: 19

Dated: 28.05.2020

I. Issuance of advance cause list, identification of urgent matters & notification thereof:

1. In the advance list, out of matters listed in the "For Admission" category, only urgent cases will be taken up for actual hearing.
2. Counsels/litigants shall submit to the office of the Registrar Judicial concerned, the details of the case requiring urgent hearing (*Item No., Case No., Cause title and date of its listing*) in advance by 3.30 P.M. of the Saturday preceding the week for which the cause list has been circulated.
3. The urgency memo shall be accompanied with a copy of the notice served upon the counsel for all the opposite parties and a certificate of service.
4. The Registrar Judicial shall scrutinize the urgency propounded and determine as to whether the case requires urgent hearing or not.
5. The list of urgent matters for hearing so identified in the above said manner, shall be notified for information of all concerned one day prior to the listed date before the end of the office hours.
6. In case a request for urgent hearing is rejected by the Registrar Judicial, the request for hearing may be mentioned before the Judge concerned by submitting a mentioning memo to the Registrar Judicial. The Registrar Judicial shall draw up a list of such memos which shall be taken up by the judge before commencing the hearings for the day.
7. In the event any Advocate has to cite any Book at the Bar, he shall digitally submit the list and copy thereof to the Registrar Judicial while exercising his/her above said option and the Registrar Judicial shall, in turn, entrust the same to the available staff member in the Court concerned.



II. Fresh matters / urgent nature

8. Fresh urgent matters shall be governed by the same instructions as already circulated and in vogue, subject to the norms herein contained. In the event of any conflict between the instructions, the instructions contained herein shall have precedence.

III. Option for appearance

9. Those of the Advocates who want to argue their cases through video conferencing / virtual appearance from their respective residence or offices shall at liberty to do so.

In such eventuality, they shall inform the Registrar Judicial one day in advance of the listing date to seek necessary facility from the Court

10. The concerned Advocate/Litigant shall ensure that the room from where he/she intends to appear before the Court through Video Call is free from all sorts of disturbances like external noises, poor lightening, improper acoustics etc.

IV. Entry of Advocates and litigants into the Court premises

11. Only those Advocates shall be allowed entry into the Court premises (from the outer gate) whose cases are listed in the 'Urgent List'.

12. In each case, only the arguing counsel shall be allowed entry into the court premises and no litigant accompanying his counsel be allowed entry.

13. In the event any litigant does not have an advocate appearing on his behalf or he wants to appear and argue his case personally, he alone should have the permission to enter into the court premises, subject to prior permission obtained by him from the Registrar Judicial concerned.

14. Court complex shall be accessible only to advocates/litigants in person with actual scheduled hearings.

15. In case, lawyers are unable to reach the courts, they would stand permitted to make their submissions from their residences/offices.

V. The Benches will sit in the following configuration:

Jammu Wing

Bench	Judge(s)	Advocates/litigant seating
First Division Bench	Conference Room	The advocate(s) concerned shall sit in Chief Justice Court.
Second Division Bench	Hon'ble Judges shall sit in Chamber No.202.	The advocate(s) concerned shall sit in Court No.2.
Third Division Bench	Hon'ble Judges shall sit in Chamber No.203.	The advocate(s) concerned shall sit in Court No.3.
Fourth Division Bench	Hon'ble Judges shall sit in Chamber No.204.	The advocate(s) concerned shall sit in Court No.4.
First Single Bench	Conference Room	The advocate(s) concerned shall sit in Chief Justice Court
Second Single Bench	Chamber No.202	The advocate(s) concerned shall sit in Court No.2
Third Single Bench	Chamber No.203	The advocate(s) concerned shall sit in Court No.3
Fourth Single Bench	Chamber No.204	The advocate(s) concerned shall sit in Court No.4
Fifth Single Bench	Chamber No.205	The advocate(s) concerned shall sit in Court No.5
Sixth Single Bench	Chamber No.206	The advocate(s) concerned shall sit in Court No.6
Seventh Single Bench	Chamber No. 207	The advocate(s) concerned shall sit in Court No.7
Eighth Single Bench	Chamber No. 208	The advocate(s) concerned shall sit in

Srinagar Wing

Bench	Judge(s)	Advocates/litigants seating
First Division Bench	Conference Room	The advocate(s) concerned shall sit in Chief Justice Court

Second Division Bench	Chamber No. 202	The advocate(s) concerned shall sit in Court No.2.
Third Division Bench	Chamber No. 203	The advocate(s) concerned shall sit in Court No.3.
Fourth Division Bench	Chamber No. 204	The advocate(s) concerned shall sit in Court No.4.
First Single Bench	Conference Room	The advocate(s) concerned shall sit in Chief Justice Court.
Second Single Bench	Chamber No.202	The advocate(s) concerned shall sit in Court No.2
Third Single Bench	Chamber No.203	The advocate(s) concerned shall sit in Court No.3
Fourth Single Bench	Chamber No.204	The advocate(s) concerned shall sit in Court No.4
Fifth Single Bench	Chamber No.205	The advocate(s) concerned shall sit in Court No.5
Sixth Single Bench	Chamber No.206	The advocate(s) concerned shall sit in Court No.6
Seventh Single Bench	Chamber No.207	The advocate(s) concerned shall sit in Court No.7
Eighth Single Bench	Chamber No.208	The advocate(s) concerned shall sit in Court No.8
Ninth Single Bench	Chamber No.209	The advocate(s) concerned shall sit in Court No.9

VI. Precautions and protocol to be adhered to by appearing counsel / appearing litigants:

18. It is essential that to follow all SOPs issued by the authorities regarding the new social norms on account of Covid-19. All advocates and litigants shall cooperate with the Registry of the court, health experts and the security officials in strictly observing all SOPs and directions.

19. Such advocates / litigants whose cases appear in the urgent list of cases to be taken up and heard by the respective Benches and as are allowed entry into the court premises in terms of the above norms, shall wait for their cases in places assigned by Registrar Judicial, maintaining

appropriate social distancing. This shall be strictly monitored by the Registrars Judicial.

20. Counsels or the litigants, as the case may be, appearing in a case shall be allowed entry into the Court Rooms only when their case appears on the Display Board. No other advocate or litigant shall be allowed entry into any Court room.

21. While entering into the Court Building or a Court room, the counsels / litigants concerned, as the case may be, shall, maintain, at least, two meters distance apart from each other. This shall be strictly monitored and got implemented by the Registrar Judicial through the security officials on duty.

22. *Every member of Bar shall provide mobile numbers/landline phone number and emails to the office of the Registrar Judicial concerned within day of issuance of this Circular. These shall be displayed on the court website.*

23. *The Bar Associations and their members may also explore any alternative possible methodologies and inform the same in writing to the Registrar Judicial. The suggestion received which would be considered for implementation, if deemed appropriate. The guiding principle shall be to maximise expeditious justice dispensation while ensuring health and safety of all concerned and compliance with the prescribed Government Guidelines on COVID-19 issues and SOPs.*

V. **Basic preventive measures to be followed by all at all times:**

24. Physical distancing of at least two meters to be followed at all times.

25. Use of face covers/masks shall be mandatory.

26. Frequent hand washing (for at least 40-60 seconds) should be practiced even when hands are not visibly dirty and use of alcohol-based hand sanitizers (for at least 20 seconds).

27. Respiratory etiquettes to be strictly followed. This involves the strict practice of covering one's mouth and nose while coughing/sneezing with a tissue/handkerchief/flexed elbow and disposing of used tissues properly.

28. Spitting in open shall be strictly prohibited.

29. Disposal of used mask(s), gloves tissues etc shall be in covered bins specially provided for the purpose.
30. Self-monitoring of health by all and reporting any illness at the earliest.

VI. Alteration / modification/addition:

31. *These instructions shall take effect from 1st June 2020 conditional upon removal of restrictions on movement by the Government and be subject to alteration/modification/addition as the situation may demand from time to time.*

32. *Directions made in all prior Circulars, to the extent that they are not contrary to anything contained herein, shall continue to be strictly applied.*

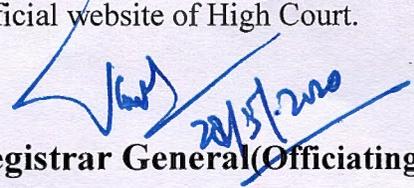
Sd/-
(GITA MITTAL)
CHIEF JUSTICE

No.: 45228-238/RG

Dated : 28.05.2020

Copy of the above forwarded to the:-

1. Principal Secretary to Hon'ble the Chief Justice, High Court of J&K, Jammu;
2. Secretary to Hon'ble Mr./Mrs. Justice _____
.....for information of their Lordships.
3. Registrar Vigilance, High Court of J&K, Jammu;
4. Registrar Rules, High Court of J&K, Jammu;
5. Registrar Computers, High Court of J&K, Jammu;
6. Registrar Judicial, High Court of J&K, Jammu/Srinagar;
.....for information.
7. All Principal District Judges of the Union Territories of Jammu & Kashmir and Ladakh with the request to circulate the same among the Judicial Officers under their jurisdiction.
8. Secretary, Jammu and Kashmir High Court Bar Association, Jammu/Srinagar for information.
9. Secretaries of all District Bar Associations of Union Territories of Jammu & Kashmir and Ladakh.
10. Director Information, Government of Union Territories of Jammu & Kashmir with request to give wide publicity to the Circular in print and electronic media.
11. Incharge NIC for uploading the same on the official website of High Court.


Registrar General(Officiating)