

HIGH COURT OF JUDICATURE AT ALLAHABAD

INSTRUCTIONS FOR TAKING UP URGENT MATTERS IN ALLAHABAD HIGH COURT DURING COVID-19 PANDEMIC/LOCKDOWN

1. Learned Advocate/Litigant-in-person in cases of extreme urgency may send the request/application for urgent listing of the fresh matter/ pending matters with details/nature of urgency on urgentlisting_allahabad@allahabadhighcourt.in for Allahabad and on urgentlisting_lucknow@allahabadhighcourt.in for Lucknow for urgent listing only.
2. The application shall specify the option regarding appearance in the case either by:
 - a) Physical presence in a designated Room from where he will address the Hon'ble Judge over a video-link,

OR

 - b) Cloud based Video Conferencing where submissions can be made from residence using a mobile phone, laptop, etc.
3. When application for urgent listing of the pending case is permitted by the Hon'ble Court and the matter is listed to be heard as per clause 2 (a) above, the entry of the Learned Advocate/Litigant-in-person in the High Court premises shall be strictly through an e-gate pass, (<http://www.allahabadhighcourt.in/apps/gatepass>) only.

Standard Operating Procedure For E-Filing Of Fresh Urgent Matters

1. In fresh matters, when an application for urgent listing is allowed, a unique Code will be sent by return mail/sms to the concerned Learned Advocate/Litigant-in-person to enable him to e-file his petition.
2. The Learned Advocate/Litigant-in-person may e-file such case/petition by clicking on the e-filing link (named e-filing portal) on the official website of Allahabad High Court (<http://www.allahabadhighcourt.in>) after entering the above unique code, over the internet.
3. The comprehensive e-filing guidelines are available on the official website of Allahabad High Court (<http://www.allahabadhighcourt.in/allnotifications-ecourt.html>). However, some extremely relevant portion thereof is extracted below for ready reference.

"4. Manner of swearing of e-Affidavit

- i. Some oath commissioners have been identified who have been provided finger print scanners for taking thumb impressions of deponents and affixing them on the e-affidavit, similar to the procedure used in normal affidavits. The oath commissioner may also obtain and retain the actual thumb impression of the deponent, obtained manually, for his record.*
 - ii. The Oath Commissioner shall mention the serial number of the Oath Commissioners Stamp / Ticket along with his name and other necessary details and shall append his electronic signature of the affidavit. He shall however affix the actual stamp / ticket on this register and furnish the same to the High Court fortnightly, or at such intervals, as may be specified."*
4. Oath commissioners wanting to get sworn, e-affidavits, and who have finger print scanners and computers at their disposal, will have to download the e-

affidavit App available from the Official website of Allahabad High Court (<http://www.allahabadhighcourt.in>).

5. At the moment a limited number of oath commissioners are available at reception counter of Centre for Information Technology Building from 10.00 am to 2.30 pm.
6. Any petition(inclusive of affidavit annexures etc.) in .doc, .docx, .odt etc. can be used as such for preparation of e-affidavit. The entire document including the petition, applications, annexures, Vakalatnama and e-affidavit can then be saved in pdf format. The pdf file generated must thereafter be digitally signed. This digitally signed pdf should be loaded through the e-portal. This procedure obviates the requirement of a hard copy. The Counsel can, however, print a hard copy for his personal use.
7. Presently, the filing of matters filed before the ecourt is facilitated by the High Court and attendant/staff of Stock Holding Corporation by acceptance of hard copies of petitions. While this facility would continue, counsels/litigants are advised to follow the system setout in the preceeding paragraphs in order to save time expended in e-filing as also to minimise the expenses likely to be incurred. It may be noted that a pdf file generated after scanning is much larger in size and therefore harder to upload over the internet.
8. Where advance notice is liable to be given to the State or any Government body/Local body, the digital file can be emailed to the concerned Authority/Counsel. A Comprehensive list of such email addresses has also been published on the High Court website.
9. The e-filed petitions which totally comply with the above guidelines do not require a hard copy to accompany them. Hard copies of such cases may be called for by the Court at a later date after the lockdown is lifted.
10. Court fee has to be paid by purchase of electronic court fee from the online facility provided by the Stock Holding Corporation of India Limited (<http://www.shcilestamp.com/>). The payment, e-receipt or receipts provided by the Stock Holding Corporation of India Limited may be the attached with the e-file. Court fee may also be purchased at the counters provided for the purpose between 10 am to 12:30 PM at Kiosk Counter near Gate No.3-A, High Court, Allahabad. The 16 digit number printed on the court fees receipt or receipts, if more than one, shall have to be correctly and accurately fed in at the time of uploading of the efile.
11. Scanning of files and purchase of ecourt fees, the services being provided by the Stock Holding Corporation of India Limited at the e-filing counters earlier, shall be available between 10 AM to 12:30 PM at Kiosk Counter near Gate No. 3-A. Sri Aakash Chaurasiya, Executive, Stock Holding Corporation of India Limited may be contacted on Mob. No. 8052113888, for convenience. Systems for uploading the e file are also available at this location.
12. Matter such as defects (if any), in e-filed petitions, their listing date, time slot and the mode of attending the proceedings will be sent to the concerned Advocate/Litigant-in-person through SMS/email, at all necessary stages.
13. The Learned Advocates/Litigant-in-person are required to be in proper dress (Gown is not required) during the hearing through Video Conferencing.
14. Learned Advocates/Litigant-in-person appearing through Video-Conferencing shall maintain decorum identical to standards maintained while addressing in open court proceedings.
15. Recording, processing and/or publishing of the Court proceedings held through Video-Conferencing is strictly prohibited.

16. Learned Advocate/Litigant-in-person shall keep their Mobile and other Hardware in readiness on the day and from 10 minutes prior to the time slot allotted for their cases.
17. If the Learned Advocate or Litigant-in-person does not appear through video-conferencing on the date and time slot fixed for him, the Court may proceed to decide the matter on merits, ex parte. No request for a direction that no adverse order be passed in such a situation will be entertained.
18. Requirement of affixing verification photographs on affidavit is dispensed with.

Standard Operating Procedure for Ld. Advocate/Litigant-In-Person For Participating The Urgent Hearing Of A Matter Through Video Conferencing.

1. Jitsi Meet software shall be used for Video Conferencing.
2. Learned Advocate or Litigant-in-person shall be sent a link mentioning the time slot for their hearing on their registered email id and/or SMS on registered mobile phone. Clicking this link will connect them to the video conference.
3. For first time users, clicking the link received through the email id or SMS will prompt the user for downloading the Application Software (Android/iphone). Once the software is downloaded which normally takes few seconds, the concerned will be connected to the video conference.
4. The Learned Advocate or Litigant-in-person shall be required to join the Video Conferencing Session/Room, 5 minutes prior to the allotted time.
5. The link sent through email/sms can also be pasted or typed in a web browser of Laptop/Computer, to connect to the video conference.

Hardware required: Android or Apple Phone, Tablet, Ipad, PC/ Laptop with webcam (external/in-built)., and audio capability/speakers.

By order of the Court,
Sd/-

Registrar General
11.04.2020

Copy forwarded for information and necessary action to –

1. The Advocate General, U.P., Allahabad
2. The President, High Court Bar Association, High Court, Allahabad
3. The Secretary, High Court Bar Association, High Court, Allahabad
4. The President, Advocate Association, High Court, Allahabad
5. The Secretary, Advocate Association, High Court, Allahabad
6. The President, Oudh Bar Association, High Court, Lucknow Bench, Lucknow
7. The Secretary, Oudh Bar Association, High Court, Lucknow Bench, Lucknow
8. The Senior Registrar, High Court, Lucknow Bench, Lucknow
9. The Registrar (J) (Listing), High Court, Allahabad
10. The Accountant General, A.G. U.P., Allahabad
11. The System Manager, Computer Center, High Court, Allahabad with the request to upload the notice on official website of High Court, Allahabad.

By order of the Court,
Sd/-

Joint Registrar (J) (Computer)
11.04.2020