

HIGH COURT OF MADHYA PRADESH, JABALPUR

STANDARD OPERATING PROCEDURE (S.O.P.)

(FOR VIRTUAL HEARING OF THE CASES)

FOR

HIGH COURT OF MADHYA PRADESH

No. 86 /PR(J)/ 2022

Jabalpur, Dated 07/01/2022

In pursuance of the resolutions of Hon'ble the Special Committee of this High Court, following Standard Operating Procedure (S.O.P.) is issued, in supersession of the earlier Standard Operating Procedure (S.O.P.) dated 23/10/2021; and will come into force **w.e.f. 10/01/2022 (Monday)** till further orders:-

- (1) All the cases shall be heard only through Virtual mode at Principal Seat Jabalpur and Benches at Indore & Gwalior and no physical hearing shall be conducted. All the Advocates / Parties-in-person can generate the link of the cases, for virtual hearing, from the tab "VC Links" available on the website "www.mphc.gov.in" of the High Court of Madhya Pradesh.
- (2) Office of the Advocate General shall ensure smooth functioning of hearing of the Cases through virtual mode by deputing adequate number of government advocates/panel lawyers.
- (3) The facility of category-wise Drop Boxes has been provided near the Presentation Centers at Principal Seat, Jabalpur and Benches at Indore and Gwalior. Learned Advocates/Parties-in-person/Registered Clerks may file cases / applications / documents, etc. in physical form by placing / dropping the same into the Drop Boxes. No case files / applications / documents shall be accepted through Filing Counters of Presentation Centers.



- (4) Cases / applications / documents, etc. may also be filed through e-filing mode.
- (5) It shall be necessary to file application for urgent hearing in pending cases. However, no application for urgent hearing will be necessary in freshly filed cases.
- (6) Learned Advocates / Parties-in-person may place / drop Mention Memos in physical form in the Drop Box installed for the same purpose near the Presentation Centers at Principal Seat Jabalpur and at Benches at Indore & Gwalior. Learned Advocates / Parties-in-person may drop such Memos from 10:15 AM to 11:15 AM in the Drop Boxes.
- (7) It has been observed that Mention Memos, for early listing, are being filed also in those cases, which are not urgent. Several Mention Memos are being filed without assigning any reason, whatsoever, for urgency. Therefore, Learned Advocates / Parties-in-person are requested to submit Mention Memos only in those cases, which are genuinely urgent. All the Mention Memos should be filed by assigning brief, specific & pointed reasons, which highlight extreme and genuine urgency. Henceforth, only those Mention Memos shall be entertained, which contain the reasons of pressing urgency, in absence of which, the same shall not be entertained.
- (8) Facility of removal of defaults physically at Principal Seat Jabalpur will continue from the appearance counters, situated in the Administrative Block. Learned Advocates / Parties-in-person and registered clerks may rectify / remove the defaults of their cases physically at the appearance counters.



- (9) For Benches at Indore and Gwalior, facility of removal of defaults physically from the counters of presentation Centre or any other suitable place, may be notified separately as per the orders of Hon'ble the Administrative Judge of the Bench.
- (10) Defaults in fresh case(s) (which are not even listed once before the Hon'ble Court) can be removed physically at the appearance counters / defaults counters or through E-filing software, within the time limit prescribed in the rules. If the defaults are not removed within the prescribed time limit, fresh case(s) will be listed on common order / order caption, as the case may be, before the Hon'ble Courts.
- (11) Defaults in pending case(s) (which are listed once before the Hon'ble Court under any head such as Common Order / Common Conditional Order / Order caption on default etc.), can be removed within the time limit prescribed by the Hon'ble Court physically at the appearance counters/defaults counters or through 'e-filing' mode.
- (12) Application for adjustment, as to listing of cases, may be filed as per rules, physically in the Drop Box.
- (13) No person shall approach Presentation Center, Copying Section and other sections or offices of the High Court. Certified copies of the orders / documents can only be obtained through online mode.
- (14) Office/Halls of the Bar Associations shall remain closed. Canteens shall also remain closed.
- (15) There shall be a common entry for the Advocates / Parties-in-person / Registered Clerks, from specified gates for the purpose of filing the cases/removing the defaults. Specified entry and exit gates will be notified separately for Principal Seat Jabalpur and Benches at Indore and Gwalior. Ordinarily, entry of Vehicles shall not be permitted inside the High Court Premises.



- (16) No person / litigant will be permitted to enter the High Court Premises unless there is a specific direction by the Hon'ble Court. In case, the presence of a litigant is directed by the Hon'ble Court, then such litigant will produce copy of the order directing his / her presence along with an ID proof at the entry gate of the High Court. Entry of unauthorized persons in the High Court premises is prohibited. Bar Associations shall render due assistance in this regard.
- (17) Adherence to all the Guidelines/Instructions, such as maintaining social distancing, wearing of mask, proper sanitization etc., issued time to time by the Central Government /State Government and High Court of M.P., regarding prevention from Corona virus (Covid-19), will be strictly followed by all concerned.

**BY ORDER OF
HON'BLE THE CHIEF JUSTICE**


**(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL**

