



HIGH COURT OF GUJARAT

Date: 07/08/2025

C I R C U L A R

No. ITC/917/2025

**REVISED STANDARD OPERATING PROCEDURE FOR VIRTUAL /
HYBRID HEARING OF CASES IN THE HIGH COURT OF GUJARAT**

AND

ENABLING THE WAITING ROOM OF THE VC APPLICATION

AND

**MODALITIES FOR ADMITTING THE PARTICIPANTS FROM THE
WAITING ROOM OF THE VC APPLICATION**

The High Court of Gujarat started the hybrid mode of hearing w.e.f. 13/06/2023, based on the Standard Operating Procedure issued vide Circular No. ITC/98/2023, dated 13/06/2023. Initially, the High Court started Hybrid Hearing on pilot basis for the designated Courts only and thereafter, based on successful implementation of the pilot project of the Hybrid Hearing in the designated Courts, the Hybrid Hearing was implemented on regular basis for all the remaining Division Benches, Single Judge Benches (and also Larger Benches constituted from time to time) of the High Court of Gujarat for all days starting with the causelists from 29th September, 2023 onwards, vide Circular No. ITC/194/2023, dated 27/09/2023.

Now, as per the directions issued by the Hon'ble Court vide an oral order dated 30/06/2025 passed in Criminal Miscellaneous Application (for Contempt) No. 12821 of 2025 (Suo Motu), and as approved by Hon'ble the Chief Justice in view of the decision taken by the Hon'ble Full Court of the High Court of Gujarat and in supersession of the earlier revised Standard Operating Procedure for Virtual / Hybrid Hearing of cases in the High Court of Gujarat issued vide Circular No. ITC/234/2024, dated 20/02/2024, the following Revised Standard Operating Procedure for Virtual / Hybrid Hearing of Cases in the High Court of Gujarat, are issued:

1. Virtual / Hybrid joining link shall be published in the Causelists published for the particular day which is to be made available on the High Court Case Status website, High Court Official Telegram Channel, Causelist Emails sent to the Ld. Advocate(s) and Party-in-person(s). By clicking the joining link the participant(s) will

be directed to the waiting room of the Virtual / Hybrid hearing of Hon'ble Court.

2. Waiting Room of VC application will be enabled for all the participant(s) who intend to join Court Proceedings through the Virtual / Hybrid hearing.
3. Display Name of the Learned Advocate(s) / Party-in-Person(s) / Litigant(s) joining in the Virtual / Hybrid hearing shall be properly set by the participant(s) with prefix of Serial No. followed by exact and actual name of the Learned Advocate(s) / Party-in-Person(s) / Litigant(s) so that the Court Master knows beforehand whom to be admitted in the particular matter on hand. If appearing in more than one matter, Sr. Nos of all such matters shall have to be prefixed.
4. The Court Master shall verify the display name of the Learned Advocate(s) / Party-in-Person(s), as printed in the cause list and after verification, the Court Master shall promptly admit the Learned Advocate(s)/ Party-in-person(s), to the Virtual / Hybrid hearing of the Hon'ble Court. During the hearing, if the presence of the litigant(s) or any other Person(s) is required by the Hon'ble Court, the Court Master may admit the Litigant(s) or any other Person(s) as per the instruction of the Hon'ble Court.
5. Without proper display name as mentioned hereinabove, no participant(s) will be admitted to Virtual / Hybrid hearing of the Hon'ble Court.
6. For the mentioning session, the Court master shall admit all the persons available in the waiting room and after mentioning is over, they shall leave the Virtual / Hybrid platform of the Hon'ble Court. If any of them do not leave, the Court Master shall put them into the Waiting Room. However, the Learned Advocate(s) / Party-in-Person(s) who are present in the waiting room shall be admitted when their individual cases are called out for hearing.
7. The Advocate(s) must be dressed in professional attire. If the advocate(s) is not dressed in professional attire, the right of audience may be withdrawn by the Court. Similarly, a Party-in-person(s) / Litigant(s) must be appropriately dressed.
8. Court proceedings conducted in Virtual / Hybrid mode are judicial proceedings for all purposes, and all protocols applicable to physical Courts shall apply to Virtual / Hybrid proceedings.
9. Cell phones (other than used for Virtual/ Hybrid Hearing) shall be switched off or kept in airplane mode during the proceedings.
10. Participant(s) shall avoid using multiple devices at the remote location to eliminate the chance of echo / disturbance.

11. The participant(s) may log in from his office, residence, conference room, etc., but not from a vehicle like a car etc. The remote location should be quiet and have sufficient internet coverage. The participant(s) should have the camera switched on during Court proceedings. All participant(s) should endeavour to look into the camera, remain attentive and not engage in any other activity during the proceedings.
12. Only the Advocate(s)/duly authorized person(s) in the matter would be entitled to address the Court. The Court Master concerned may mute/unmute any other participant(s).
13. Participant(s) shall regulate their microphones to avoid disturbing the Court proceedings. At the time of joining, the microphone should be kept muted. The microphone may be unmuted only when the matter is called out. The Court may direct the Court Master to mute the microphone of participant(s) if there is a disturbance in the Court proceedings.
14. Subject to "The Gujarat High Court (Live Streaming of Court Proceedings) Rules, 2021", no recording of the Court Proceedings is allowed.
15. If the number of participant(s) who have joined the virtual / hybrid proceedings exceeds or is likely to exceed the maximum log-ins permitted by the software, the Court Master concerned, in the first instance, may remove viewers not participating in the Court proceedings. The participant(s) appearing in later items may also be requested to log out.
16. In cases where proceedings are required to be held *in-camera*, virtual / hybrid hearing may be restricted to the parties and/or their advocate(s).
17. The present Standard Operating Procedure shall be in addition to "The Gujarat High Court Rules for Video Conferencing for Courts (High Court and Subordinate Courts), 2021", and "The Gujarat High Court (Live Streaming of Court Proceedings) Rules, 2021" notified by the High Court and not in derogation thereof.
18. The Court Masters shall remove the participant(s) immediately, when any Advocate(s) / Litigant(s) / Party-in-person(s) / Individual(s) participating in the Virtual / Hybrid session behave indecently or do not conduct themselves befitting the decorum of the Court, from the Virtual / Hybrid session using the 'Remove' facility available in the VC Application and action as directed by the Court shall be taken in the matter. The Court Master shall scrupulously continue to follow the instructions issued under High Court Circular No. ITC/738/2025, dated 01/07/2025.

19.

(i) The Participant(s) who intend to join, in Virtual / Hybrid hearing shall:

- a.** present themselves in a manner befitting the majesty and decorum of the Court and they shall exhibit disciplined behavior in virtual hearing.
- b.** present themselves from a place having decent ambiance, which shall not impinge the dignity and decorum of the Court, and in case they join the live proceedings through mobiles, they shall not leave such place and wander/roam with the instrument/device during the virtual hearing.
- c.** maintain utmost discipline and decorum for upholding the dignity and majesty of the Court, as mentioned in Clause (j) of Rule (5) of the Gujarat High Court Live Streaming of Court Proceeding Rules, 2021.

(ii) The learned Advocate(s) shall intimate their Client(s) / Litigant(s) who intends to join, in Virtual / Hybrid hearing, to scrupulously follow the aforesaid instructions mentioned in Point No. 19.

20. Failure to comply with the above directions, shall invite contempt of Court proceedings.



REGISTRAR GENERAL