

HIGH COURT OF KARNATAKA BENGALURU

DATED: 29TH OCTOBER, 2021

NEW STANDARD OPERATING PROCEDURE – SOP FOR PRINCIPAL BENCH AT BENGALURU, BENCHES AT DHARWAD AND KALABURAGI WITH EFFECT FROM 08TH NOVEMBER 2021 TILL FURTHER ORDERS

1. HEARING OF CASES:

All benches shall hear all the cases by hybrid mode of both physical and online in both sessions. The members of the Bar are requested to prefer online mode.

2. MEASURES ADOPTED FOR ENTRY TO THE HIGH COURT PREMISES:

(a) The entry and exit for Court staff and police personnel and all official vehicles entering the Court premises shall be by Gate No.2 (Old Post Office Gate) at Principal Bench at Bengaluru. The entry and exit for Court staff and police personnel and all official vehicles entering the Court premises at the Benches shall be through designated entry points.

(b) Every person entering the court premises including advocates, parties-in-person, staff members and litigants shall preferably wear proper double face mask including one N95 face mask; staff of the High Court shall wear hand gloves all the time and shall use sanitizer as indicated in the health advisories already issued and web-hosted on the website (<https://karnatakajudiciary.kar.nic.in>). While in the Court, all persons shall strictly follow the rule of maintaining social distancing.

(c) Every person entering the Court precincts including the Advocates, parties-in-person, litigants, Police, Security Staff, members of the Court staff including drivers and PSOs of the Hon'ble Judges, shall be scanned at the entry point by using temperature scanners/thermal scanners by the health workers of the State Government or High Court staff or Para legal volunteers and an inquiry will be made through health workers to ascertain whether any of them are having known symptoms of Covid-19. If it is found that temperature is not normal or any of them are found to have symptoms, their entry in the Court precincts shall not be permitted. The names and cell phone numbers of the persons entering the Court precincts shall be recorded. No one would be allowed to enter the Court precincts without wearing a proper mask.

(d) At the entry/exit point, persons entering the Court premises shall strictly follow social distancing and cooperate with the medical screening team.

3. FILING COUNTERS:

Filing of cases is permitted by two (2) modes, i.e., e-filing and physical filing. It is hereby informed that the facility for receiving new filing of cases Interlocutory Applications (IAs), extra documents, Memos and Demand Drafts/Cheques, is also made available at the Filing Counter set up near Gate No 5, without fixing any prior appointment.

The filing counter shall be opened from 10.00 am to 1.30 pm and 2.30 pm to 4.30 pm on all working days from Monday to Friday and from 10.00 am to 12.30 pm on all working Saturdays. However, if adequate staff members are not available, the number of counters will be reduced or even time may be curtailed. Queue shall be maintained in front of each counter and congregation shall

be avoided. While standing in the queue, every one shall wear proper face masks (preferably N95) and shall maintain distance of 6 feet. If this discipline is not followed, the Court administration reserves right to suspend the operation of the counters. If the person approaching the counter is not wearing face mask, the staff member shall not accept any documents from the person.

E-FILING (E-EMAIL)

(a) In case of urgency, the Advocates/parties-in-person are entitled to file the matters by forwarding the complete petition/appeal in soft copy (scanned PDF format) by forwarding from their e-mail address

- In case of Principal bench to mail id regjudicial@hck.gov.in, of the Registrar (Judicial), High Court of Karnataka, Bengaluru;
- In case of bench at Dharwad to the email id arj.hckdb@gmail.com of Additional Registrar General Dharwad;
- In case of bench at Kalaburagi to the email id hckklb-filing@hck.gov.in of Additional Registrar General Kalaburagi:

Further the soft copies of the same may be sent to the Government Advocates/Public Prosecutors office at Principal Bench at Bengaluru to advgenefiling@gmail.com (for civil matters) and sppofficeefiling@gmail.com (for criminal matters). The soft copies of the same may be sent to the Government Advocates/Public Prosecutors office at Dharwad Bench to agkardharwad@gmail.com (for civil and criminal matters) and at Kalaburagi Bench to agkarkalaburagi@gmail.com (for civil and criminal matters)

(b) All pages of the petition shall be signed by the petitioner / authorized agent and also by the lawyer before being scanned. Annexure to the petition shall also be scanned in PDF format and sent along with the petition. However, upon restoration of normal functioning of the High Court, hard copies of the complete petition as required under the rules shall be supplied. In cases where affidavit has not been filed with the soft copy, the affidavit which may be subsequently be sworn, would contain recital to the effect that the petition was filed during the crisis period but its contents are being verified now. Even for the matters filed through e-filing during this crisis period and disposed of during this period, the petitioner and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the High Court.

(c) In case of urgency, statement of objections, reply, affidavits and memo can be filed during this period, shall also be filed as per the method given for e-filing of petition.

ON-LINE E-FILING (SOFTWARE) [In addition to Clauses 2(a) to 2(d)]

(a) The Advocates or parties in person can file the matters by on-line. For details of on-line filing they may visit the website the High Court of e-filing portal (efiling.ecourts.gov.in)

(b) In the event of filing the matter through online filing and if there is any urgency in the matter, a memo shall be sent to mail id regjudicial@hck.gov.in of the Registrar (Judicial) by stating the e-filing number.

MEMO FOR POSTING

The Advocates/party-in-persons shall move the memo for posting before the respective Benches.

PAYMENT OF COURT FEES

Payment of Court fees shall be made through online on the “*Online Copy Application/Court Fee Payment*” – portal of High Court of Karnataka. Apart from online payment the court fees can also be paid through Khajane II interface using the URL <https://k2.karnataka.gov.in>.

4. SPACE FOR THE NOTARIES, OATH COMMISSIONERS & COMPLIANCE OF OFFICE OBJECTIONS:

(a) Notaries and Oath commissioners would be permitted to occupy the available parking open space in between Food Court & Old KGID Building at the Principal Bench at Bengaluru.

(b) Notaries and Oath Commissioners at Dharwad and Kalaburagi Benches will have to make their own arrangements to operate from outside the premises of the High Court.

(c) The office objections can be complied/rectified at the Reception Hall situated in the Ground Floor at the Principal Bench at Bengaluru, and at the designated point fixed by Additional Registrar Generals at the benches during the followings hours:

Monday to Friday between 11:00 a.m. to 1:00 p.m.

Working Saturday between 11:00 a.m. to 12.30 p.m.

The members of the Bar / parties-in-person shall note that it may take 15 to 30 minutes time to procure the file.

5. STEPS TO BE TAKEN BY THE STAFF

(a) The staff shall have ingress and egress through Gate No.2 (Post Office Gate) at Principal Bench at Bengaluru and at

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designated entry and exit points at Benches at Dharwad and Kalaburagi.

(b) The staff shall be subjected to the checks as already indicated in the advisories issued hitherto.

(c) Whenever members of the staff are called upon to attend the home office of the Hon'ble Judges for work, they shall always wear proper masks and wash their hands with soap or hand Sanitizer before commencing their work. Social Distancing shall be maintained by them at all times.

(d) The staff of High Court shall ensure that learned Advocates, Advocate Clerks, Parties-in-person and litigants do not visit any branch in the High Court.

(e) Group C & D employees shall not congregate at one place or sit in groups.

6. GENERAL

(a) The persons who have provided swab samples for COVID testing may be infectious. Hence, as a matter of abundant caution, all such persons are advised to remain in strict isolation/quarantine at home till their test results are communicated (All persons should compulsorily disclose the date on which swab came to be collected).

Above advisory is to be followed by all Court Officials, Advocates, Staff Members, Law clerks, Litigants, Police personnel and all person/s visiting the High Court Complex.

(b) The learned Advocates/ parties-in-person/ Advocates' clerks/ litigants are requested to co-operate with the High Court Administration.

(c) The Entry to the Court precincts has been restricted through prescribed entry points/ gates in the light of pandemic situation.

(d) Entry of vehicles of the advocates from Gate No.3 and vehicle parking of vehicles of the advocates on the eastern side of the building at the Principal Bench at Bengaluru is prohibited for the time being. Entry of vehicles of only the high court staff shall be allowed from Gate No.3.

(e) The entry/access shall be provided to the Advocates at the Principal Bench at Bengaluru through the Gates situated at Court Hall Nos.22 and 39, for the time being.

(f) The practice of dividing the cause list into 5 sessions is discontinued. Single Cause List shall be issued showing the commencement of the Court Session as 10:30 a.m.

(g) Use of elevators/lifts shall be restricted to 50% of the capacity excluding the lift operator.

(h) Wearing of masks is compulsory in the Court halls, Bar Association Premises, offices as well as in the Court compound. Anybody found not wearing mask shall be immediately required to leave the premises.

(i) The canteen is permitted to be kept open subject to the staff working in the canteen complying with the COVID norms and vaccination.

(j) The Advocate Association shall be kept open for the use of advocates. However, the advocates shall make use of the association with 50% seating capacity.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Sd/-
(T.G. SHIVASHANKARE GOWDA)
REGISTRAR GENERAL