

HIGH COURT OF MADHYA PRADESH, JABALPUR

// STANDARD OPERATING PROCEDURE (S.O.P.) FOR HIGH COURT OF
MADHYA PRADESH //

(FOR VIRTUAL HEARING OF THE CASES)

No. 42 /PR(J)/2021

Jabalpur, Dated 24/04/2021

Keeping in view the present situation of the Covid-19 Pandemic in the State of Madhya Pradesh, Hon'ble the Chief Justice, High Court of Madhya Pradesh, has been pleased to issue this **Standard Operating Procedure (S.O.P.)** for the High Court of Madhya Pradesh at Principal Seat Jabalpur and its Benches at Indore & Gwalior.

This S.O.P. will be in supersession of earlier S.O.P. dated 11/02/2021, Additional S.O.P. dated 03/04/2021 and Notice dated 07/04/2021. This S.O.P. will come into force w.e.f. 26/04/2021 (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. Link of virtual hearing of all listed cases will be made available to all Learned Advocates/Litigants through SMS / dashboard of e-cause list.
- (2) No case files shall be accepted physically through Filing Counters of Presentation Centers at Principal Seat Jabalpur and Benches at Indore & Gwalior. In addition to e-filing, the facility of category-wise Drop Boxes has been provided near the Presentation Centers, hence, learned Advocates / Registered Clerks / Litigants who desire to physically file the petitions / cases / loose documents (Interlocutory Application, Return, Reply, Rejoinder, Caveat, Affidavit, Covering Memo, Power etc.), may do so by placing / dropping the same into the Drop Boxes. Entry inside the Presentation Centre or any other Office/Section is strictly prohibited.



- (3) E-mentioning for urgent listing of matters will continue via chat box of 'Jitsi Video Conferencing Platform'. Learned counsel may submit the request for mentioning in the prescribed format (provided in the "e-mention" tab available on the website of M.P. High Court). Only such Mention requests, made between 10:30 AM to 11:30 AM, shall be entertained, in which specific reasons of extreme and genuine urgency, in brief, are given. Advocates / Litigants are requested to submit accurate, specific & correct particulars in the chat box while applying for e-Mentioning.
- (4) It has been observed that the Mention Memos are being filed for urgent listing of cases without assigning any specific reasons for extreme / genuine urgency. Therefore, Advocates / Litigants are requested to file Mention Memos only by assigning specific, correct & detailed reasons in only those cases, which involve extreme and genuine urgency. Henceforth, only such Mention Memos shall be entertained which mention the reasons of pressing urgency.
- (5) Learned counsel/Litigants may submit request for mention only in the fresh matters and fresh not reached matters. Mentioning request filed for cases not falling under above mentioned categories shall not be entertained. Bail applications are deemed to be urgent, therefore learned counsels need not file mention memo for the same.
- (6) In addition to e-Mentioning via 'Jitsi Video Conferencing Platform', Advocates / Litigants may submit Mention Memo in physical form in the Drop Box installed for the same purpose at Principal Seat Jabalpur and at Benches at Indore & Gwalior. Advocates/Litigants are requested to submit such Memos from 10:30 AM to 11:00 AM only in the cases having extreme and genuine urgency, in absence of which, no request shall be entertained.



- (7) Facility of removal of defaults, from the counters of presentation centres, will not be available till further orders. Advocates and their registered clerks may rectify/remove the defaults of their cases physically at the appearance counters, situated in the Administrative Block of the High Court of M.P., Principal Seat Jabalpur.
- (8) For Benches at Indore and Gwalior, facility of removal of defaults from any suitable place, other than the counters of presentation centre, may be notified separately as per the orders of Hon'ble the Administrative Judge of the Bench.
- (9) Defaults in fresh case (case which is 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 seven Registry working days,. If the defaults are not removed within seven Registry working days, fresh case(s) will be listed on common order/order caption, as the case may be, before the Hon'ble Courts.
- (10) Defaults in pending case (case which is listed once on common order /common conditional order/order caption on default 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 by the Hon'ble Court.
- (11) Defaults can be removed at appearance counters/defaults counters during the working hours of Registry working days. Approaching any official or any section(s) for removal of default or any other work is strictly prohibited.
- (12) No person shall approach Presentation Center, Copying Section and/or other sections or offices of the High Court.



- (13) 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.
- (14) All the Guidelines/Instructions, such as undergoing thermal screening, maintaining social distance, wearing of mask, proper sanitization etc., issued from time to time by the Central Government/State Government and High Court of Madhya Pradesh for prevention of Coronavirus (Covid-19), will be strictly followed and adhered to by all concerned.

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



**(RAJENDRA KUMAR VANI)
REGISTRAR GENERAL**