

## **OFFICE OF THE DISTRICT & SESSIONS JUDGE::NALBARI**

### **Standard Operating Procedure (SOP) for Resumption of Physical Hearing of cases**

Considering the recent spike of Pandemic COVID-19 in the district of Nalbari, the District & Sessions Judge, Nalbari is pleased to issue the following Standard Operating procedure to be adopted for resumption of physical hearing of cases.

#### **General Guidelines**

1. Wearing of mask by all is compulsory. Without mask no one will be allowed to enter into the court campus. At the time of placing submission advocate will not be allowed to remove/ lift the mask for the safety of next standing counsel.
2. Sanitizing hands before and at the time of entry into campus.
3. Strict adherence of strict social distancing should be followed and the guidelines issued by the Hon'ble High court and from Govt of India, Govt of Assam should be followed.
4. There should be proper sanitization of the court campus by the local bodies.

#### **Entry of Advocate/ Litigant/ Public in the Court campus**

5. The advocate whose case fixed for the day and name appear in the cause list and only one advocate in respect of new filing/ submitting copy petition will be allowed to enter in the court campus. No other advocates will be allowed to enter. Entry in the court room shall be allowed whose case has been called out and next case in turn as per time slot shown in the cause list and other advocates must wait in the designated area reserved for waiting room by following strict social distancing norms.
6. Designated senior advocate will be allowed entry to the court room with one junior advocate to assist him.
7. The display board should be functional and advocate must look into the board and enter into the court room.
8. Advocate must undergo Rapid Antigen Test (RAT) for Covid-19 disease while entering into the court room. If result is negative, then he will be allowed to enter into the court room. Persons having symptoms like fever, cough etc. shall not be allowed to enter into the court campus and have to undergo swab test (RT-PCR) and till receiving of the RT-PCR report he will not be allowed to enter into the court campus. On any case advocates cannot refuse to go for

30.9.2020



COVID-19 test.

9. Once the case matter is over, advocates concludes his submission, advocates shall immediately leave the court premises through the exit point.
10. Public, litigants are strictly prohibited to enter into the court campus. Entry of advocate clerk/ petition writer in the court campus is strictly prohibited.
11. Entry of advocate in the office room is strictly prohibited.
12. A Register should be maintained at the Entry point and must make an entry of all advocate who enters into the court campus.
13. The Advocates, staff and the litigants shall scrupulously maintain the norms of social distancing by always maintaining a minimum distance of six feet and shall follow the directions and guidelines issued by the Hon'ble High Court from time to time as well as the guidelines issued by the Government of India and Government of Assam from time to time.
14. Advocate will not que while passing through the staircase and everyone must maintain a gap of one staircase while passing. Staircase present by the side of the court of Civil Judge will be only for the purpose of going up and staircase by the side of FOC room will be used only for coming down and violator will be prohibited entry in the court campus.
15. Lift should be for the Specially disabled persons by maintaining social distancing.

#### **New Filing and other petitions**

16. All applications for filing, copy, receipt and other petitions must be submitted in the respective counter.
17. While filing applications for new filing, copy etc., the lawyers have to send the soft copy of the new case filing and other petitions with proper documents to the email meant for filing and other purpose and have to submit the hard copy in the designated counter/ court.

#### **Entry of vehicle in the court campus**

18. Only officers and staffs vehicles will be allowed to enter into the court campus.
19. Entry of vehicle of advocate and outsiders inside the campus is strictly prohibited. Advocate may park their self driven vehicle in parallel way on right side of the road outside the court campus. The driver driven vehicle should not be parked on the road outside the court campus.

4  
30.9.2020



**Case related matter**

20. There should be phase wise opening of physical court and staggered restricted court work may be started. In the first phase the cases at the stage of argument/ hearing (Crl Appeal, Crl Revision, T.A., T.S., Misc(j) Case and other cases); SD (where number of accused is one or two), Admission hearing, NI Act cases of first stage where only initial deposition in affidavit is required, domestic violence cases, UTP cases, Committal cases, cases at the stage of WS, amended WS, SBPH, written objection, hearing/ argument, charge and copy may be taken.
21. Gradually cases at the stage of evidence where number of accused is one or two can be taken up and the evidence of M/O and I/O can be taken up through video conferencing.
22. There should be minimum 1 meter distance between two chairs in the court room and has to follow Covid-19 protocol.

**For District Bar Association, Nalbari**

23. The learned members of the bar will maintain social distancing while sitting in the bar for the safety of all.
24. The learned bar members should maintain social distancing while dealing with their clients and must sanitize the bar association building.
25. There should be definite time for opening and closing of shop near the district bar and executive committee of the bar will ensure te same.
26. Bar Canteen should be closed and if opened then provision of take away shall be there and sitting should be stopped in the canteen.
27. The learned members of the bar will make their own arrangements with safety of all in respect of parking of driver driven vehicle.

**Aarogya Setu App**

28. As per the direction of the Hon'ble Gauhati High Court and Govt of India, all the officers and staffs and members of the bar must download the "Aarogya Setu" App from the Google Play Store.

  
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District & Sessions Judge  
Nalbari  
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