

HIGH COURT OF KARNATAKA BENGALURU

DATED: 03RD FEBRUARY, 2022

NEW STANDARD OPERATING PROCEDURE – SOP FOR PRINCIPAL BENCH AT BENGALURU, BENCHES AT DHARWAD AND KALABURAGI WITH EFFECT FROM 07TH FEBRUARY 2022 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.

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

(a) In the Principal Bench at Bengaluru and Benches at Dharwad and Kalaburagi, the parties-in-person and Advocates whose cases are listed are allowed to enter the Court complex by strictly complying with the COVID norms. The Advocates may download the “**Telegram**” application through the link <https://t.me/karnatakahighcourt> and download the cause list of the concerned Court and seek entry to the Court Complex.

Entry to the Parties-in-person to the Court Complex would be on the basis of showing the details of the case listed through Hard copy or on the mobile at the entry point.

The litigants who have been specifically directed or permitted under the orders of the Court to personally remain present shall be allowed to enter the Court Complex by strictly complying the COVID norms. The order of the Court shall be shown at the entry point.

(b) 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.

(c) 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.

(d) 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.

(e) 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:

(a) 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 at Principal Bench at Bengaluru. In case of Benches at Dharwad and Kalaburagi, new filing of cases, Interlocutory Applications (IAs), extra documents, Memos and Demand Drafts/Cheques, shall be received at the Filing Counters without fixing any prior appointment.

(b) The filing counter shall be opened from 10.00 am to 1.00 pm and 1:30 pm to 3:00 pm on all working days from Monday to Friday and from 10.00 am to 12.30 pm on all working Saturdays. Two urgent counters shall continue to remain open till 4:30 p.m. on all working days from Monday to Friday to receive Interlocutory Applications (IAs), Memos and documents only. The memo and documents can be filed in the urgent counters in all those cases which are listed before the court on that day itself. 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

In all pending matters where the Advocates/Parties-in-person intend to get the matter listed in view of urgency, an 'application for listing' narrating the urgency shall be filed in the counter which will be numbered as IA. The said application shall be posted before the respective Benches on the third day from the date of filing. Further, in all pending matters where there is extreme urgency and urgent interim orders are to be obtained, the Advocates/Parties-in-person may move a memo before the respective Benches in the prescribed format attached herewith narrating the urgency before the respective Benches.

All fresh matters shall be automatically listed on the days notified below:

1. Criminal Petitions U/s 438, 439 and 482 of Cr.P.C., Writ Petitions under Article 226 r/w Sec. 482 of Cr.P.C, Criminal Revision Petitions and Criminal Appeals – 4th day from the date of filing.
2. All Writ Petitions and Writ Appeals – 5th day from the date of filing.
3. All Civil matters – 5th day from the date of filing.

(The General Holidays shall be excluded for counting the days).

In case of fresh matters if the Advocates/Parties-in-person intend to get the matter posted prior to the day's notified above, memo in the prescribed format attached herewith narrating the urgency may be moved before the respective Benches and consent of the Court may be obtained.

All fresh cases where a memo for posting is filed and all the cases which are ordered to be auto-listed shall be posted before the concerned Bench along with the office objections raised by the Registry.

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 operate only from such places as may be designated by the Additional Registrar Generals as per the decision of the Senior most Judge at the respective Benches.

(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 10:30 a.m. to 1:30 p.m.
and 2:30 p.m. to 4:30 p.m.

Working Saturday between 10:30 a.m. to 01.30 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 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) Use of elevators/lifts shall be restricted to 50% of the capacity excluding the lift operator.

(e) 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.

(f) The Court premises shall be sanitized once or twice a week.

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

(h) 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

**IN THE HIGH COURT OF KARNATAKA AT
BENGALURU/DHARWAD/KALABURAGI**

MEMO FOR POSTING

FR No.	:	
Case No.	:	
Classification	:	
Petitioner/Appellant	:	
Respondent	:	
Single Bench/ Division Bench	:	
Roster Judge/s	:	
Fresh or Old	:	
Date of filing	:	
Category	:	Orders/I.A./Prl. Hearing/ B-Group
Date of the impugned order	:	
Memo if any filed earlier. If yes, mention the date and state whether it was rejected	:	Yes/No
Urgency (To be explained in not more than 5 lines)	:	
Requested Date for listing	:	
Place:		
Date:		Advocate for _____ Party-in-person