

# HIGH COURT OF KARNATAKA BENGALURU

DATED: 04<sup>th</sup> January 2022

## **NEW STANDARD OPERATING PROCEDURE – SOP FOR PRINCIPAL BENCH AT BENGALURU, BENCHES AT DHARWAD AND KALABURAGI WITH EFFECT FROM 05<sup>th</sup> JANUARY 2022 TILL 14<sup>TH</sup> JANUARY 2022**

### **1. HEARING OF CASES:**

**(a)** In the Principal Bench at Bengaluru, all the cases shall be heard through Virtual Mode in both sessions. In the Benches at Dharwad and Kalaburagi, all the cases shall be heard by hybrid mode of both physical and online in both sessions. In the Benches at Dharwad and Kalaburagi, parties-in-person shall appear only through online mode and their physical appearance is not permitted.

**(b)** The link for the virtual mode shall be provided in the cause list of the respective Courts and the same shall also be web-hosted.

### **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 litigants are not allowed to enter the Court complex unless there is a specific order of the Court to that effect and unless a soft or hard copy of the order is shown to the security personal at the entry point.

**(b)** At the Principal Bench at Bengaluru, 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.

(f) In the Principal Bench at Bengaluru, the Registrar (Administration) and in the Benches at Dharwad and Kalaburagi, the Additional Registrar General shall issue entry passes to the litigants or parties-in-person who have been specifically directed or permitted under the orders of the Court to personally remain present. Passes will be issued by e-mail on receipt of requests made by the applicants by sending e-mail at [regadmin@hck.gov.in](mailto:regadmin@hck.gov.in) with respect to the matters pertaining to the Principal Bench at Bengaluru and by sending e-mails at [arj.hckdb@gmail.com](mailto:arj.hckdb@gmail.com) with respect to the matters pertaining to the Bench at Dharwad and by sending e-mails at [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) with respect to the matters pertaining to the Bench at Kalaburagi. A soft copy of the order of the Court shall be forwarded along with the request. The soft copy or printed copy of the pass sent through mail shall be tendered at the entry point of court premises.

### **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 1.30 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. 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](mailto: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](mailto:arj.hckdb@gmail.com) of Additional Registrar General Dharwad;
- In case of bench at Kalaburagi to the email id [hckklb-filing@hck.gov.in](mailto: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](mailto:advgenefiling@gmail.com) (for civil matters) and [sppofficeefiling@gmail.com](mailto: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](mailto:agkardharwad@gmail.com) (for civil and criminal matters) and at Kalaburagi Bench to [agkarkalaburagi@gmail.com](mailto: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 3(a) to 3(c)]**

**(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](http://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](mailto:regjudicial@hck.gov.in)** of the Registrar (Judicial) by stating the e-filing number.

**(c)** 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>.

### **MEMO FOR POSTING**

In all pending matters where the Advocates/Party in persons intend to get the matter listed in view of urgency, an application narrating the urgency shall be filed in the counter. The said application shall be posted before the respective Benches on the third day from the date of filing. Further, in all pending matters, if an urgent interim order has to be obtained, the Advocates/Party-in-persons may get the matter posted by sending a memo in the prescribed format attached herewith narrating the urgency through e-mail to the Registrar (Judicial), High Court of Karnataka, Bengaluru, at [regjudicial@hck.gov.in](mailto:regjudicial@hck.gov.in), and [arj.hckdb@gmail.com](mailto:arj.hckdb@gmail.com) of Additional Registrar General, Dharwad and [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) of the Additional Registrar General, Kalaburagi. The said memo shall be posted before the respective Benches.

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

- 1. Criminal Petitions U/s 439 of Cr.P.C – 3<sup>rd</sup> day from the date of filing.**
- 2. Criminal Petitions U/s 438 of Cr.P.C, Criminal Petitions U/s 482 of Cr.P.C and Writ Petitions under Article 226 r/w Sec. 482 of Cr.P.C and Criminal Revision Petitions – 4<sup>th</sup> day from the date of filing.**
- 3. Criminal Appeals – 4<sup>th</sup> day from the date of filing.**
- 4. All Writ Petitions & Writ Appeals – 5<sup>th</sup> day from the date of filing.**
- 5. All Civil matters – 5<sup>th</sup> 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 sent through e-mail to the Registrar (Judicial), High Court of Karnataka, Bengaluru, at [regjudicial@hck.gov.in](mailto:regjudicial@hck.gov.in), and [arj.hckdb@gmail.com](mailto:arj.hckdb@gmail.com) of Additional Registrar General, Dharwad and [hckklb-filing@hck.gov.in](mailto:hckklb-filing@hck.gov.in) of the Additional Registrar General, Kalaburagi as per the memo for posting appended hereto with a brief note explaining the extreme urgency. The said memo shall be posted before the respective Benches.

**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 1<sup>st</sup> floor of Food Court building at the Principal Bench at Bengaluru, and at Benches at Dharwad and Kalaburagi the designated places fixed by Additional Registrar Generals during the followings hours:

Monday to Friday between 11:00 a.m. to 1:30 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 designated entry and exit points at Benches at Dharwad and Kalaburagi.

(b) The staff shall be subjected to the checks as per COVID protocol.

(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 branches 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)** 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.

**(e)** The canteen shall be closed in the Principal Bench at Bengaluru and the Benches at Dharwad and Kalaburagi.

**(f)** The Advocate Association shall not be used by the Advocates in the Principal Bench at Bengaluru and the Benches at Dharwad and Kalaburagi.

**(g)** The Government Advocates in the Principal Bench at Bengaluru are required to appear through virtual mode. Whenever required, they are permitted to appear physically.

**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