

**HIGH COURT OF KARNATAKA
BENGALURU**

Dated 14th June, 2020

**NEW STANDARD OPERATING PROCEDURE - SOP
FOR HIGH COURT
(IN SUPERSESSION OF EARLIER SOP, ADDENDUM,
CIRCULAR AND NOTICES)**

**1. MEASURES ADOPTED FOR ENTRY TO THE HIGH
COURT PREMISES:**

(a) Advocates shall be accompanied by only one colleague, and an authorized clerks in person with proper proof of identity would be permitted to enter the court premises at the designated entry point i.e., Gate No.5 (beside the Food Court at Bengaluru Bench), which will be exit point also, and the designated Gate at Dharwad and Kalaburagi Benches.

(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 (Post Office Gate at Bengaluru Bench). Insofar as Dharwad and Kalaburagi Benches, the entry and exit for staff and police personnel would be as notified.

(c) Every person entering the Court premises shall mandatorily wear face mask all the time; staff of the court shall wear hand gloves all the time and shall use sanitiser as indicated in the health advisories already issued and webhosted 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 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 and an inquiry shall be made through health workers to ascertain 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. The aforesaid instructions are also applicable to the Advocates/Advocates' clerks /parties-in-person visiting the Courts for the purpose of payment of Court fees or payment of process fees.

(e) It is advisable to download "*Arogya Setu App*" by all such persons who would enter the court premises

https://play.google.com/store/apps/details?id=nic.goi.aarogyasetu&hl=en_IN

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

(g) Entry to general public and litigant public is strictly prohibited except ordered by the Court.

(h) Production of Identity cards by Advocates and Clerks at the prescribed entry point is mandatory and only on production of the same, security personnel will permit their entry in to the court precincts.

(i) Registrar (Administration) or Additional Registrar General, as the case may be, shall issue entry pass to the litigants or officers or such persons who have been specifically directed by the Court order to be personally present and only pass holders shall be permitted entry into Court building or premises as the case may be. Passes will be issued by mail on receipt of request made by the applicants by sending requests through email at the following ids.

Principal Bench- Bengaluru - regadmin@hck.gov.in

Dharwad Bench - argdwd-hc-ka@nic.in

Kalaburagi Bench - arg.hckkalaburagi@karnataka.gov.in

(j) The soft copy or printed copy of the mail shall be tendered at the entry point of court premises

2. FILING COUNTERS:

Filing of cases is permitted by two (2) modes, i.e., e-filing and physical filing.

E-FILING

(a) 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 to the following mail ids:

- 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 hckdwd-filing@hck.gov.in 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 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 sppoffice2016@gmail.com (for criminal matters) 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). Soft copies may also be forwarded to the concerned authorities namely instrumentalities of State, if they are parties.

(b) All pages of the petition would be signed by the petitioner / authorized agent and also by the lawyer before being scanned. Annexures 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) The reply, interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for e-filing of petition.

(d) 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>.

(e) In case of urgency, Advocates or Party in person shall forward a memo to the email ID as indicated herein below:

- 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 hckdwd-filing@hck.gov.in 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:

with a brief note explaining the extreme urgency. The memo must accurately state the contact email id and cell phone number of the person filing memo. All details shall be set out in the memo and if the memo doesn't contain the requisite details, the prayer for listing and/or e-filing is likely to be rejected. Filing of memos for posting in any other form or manner will not be entertained.

(f) Some Advocates and parties-in-person are forwarding drafts of the proposed petitions/appeals/IAs along with memo seeking permission for e-filing. Forwarding such drafts will not be recognized as e-filing and only after receiving communication of permitting e-filing, the advocate or the parties-in-person shall make e-filing by following the prescribed procedure.

(g) In case of bail applications and anticipatory bail applications, the details of the offences alleged shall be briefly stated with reference to particular sections of statutes. The memo must state the date of arrest and the date on which application for grant of bail or anticipatory bail, as the case may be, is rejected by the Sessions Court. The memo must also state whether any earlier application for the same relief was made in the High Court. If earlier bail application has been made by the petitioner, the date of the order passed by High Court shall be stated and the petitioner must state whether the application was rejected on merits or was

withdrawn. In Criminal Appeals, all details such as offences alleged, date of the impugned order, nature of the order shall be set out. In Criminal Revision Petitions and Writ Petitions, apart from all details, the nature of reliefs sought must be disclosed. Any other factual details to make out a case of urgency shall also be stated in the memo.

(h) In case of Civil matters, the nature of the relief sought in the case shall be set out. If the case has been admitted for final hearing, it must be specified in the memo. If the case is pending for preliminary hearing, the memo must record that the case is pending for preliminary hearing. All factual details making out a case of urgency shall be stated in the memo.

(i) All Emails received up to 10.30 am will be scrutinized by 4.00 pm. If extreme urgency is considered favorably by the Hon'ble Chief Justice, necessary intimation of e-filing and date of hearing and time will be informed to the concerned advocate/Party in person. Once the case is permitted to be e-filed, the matter will be heard by the concerned Bench nominated by the Hon'ble Chief Justice. Date and time of hearing of the matter through video-conference will be shared to the registered e-mail ids of the Advocate/Party in person.

(j) In the event, a request for posting the matter which is already filed is accepted, the Advocates and or parties-in-person at whose instance the date is fixed shall serve notice of the date fixed by e-mail or by way of message on cell phone to all the Advocates

and parties-in-person who have already caused appearance in the case.

(k) In case I.A is filed in a pending case, after receiving intimation of the date fixed, the Advocates or parties-in-person shall serve copy of I.A by e-mail to the Advocates or parties-in-person who have already caused appearance in the case.

(l) In case of new matters, where the State Government or officers of the State Government are parties in official capacity, a soft copy of the petition shall be served by the Advocate for petitioner/party-in-person to the office of the Government Advocate/Prosecutor via e-mail and even the date fixed shall also be conveyed. In a case where Central Government or its officers are parties in official capacity, the service shall be made to Central Government standing counsel in a similar manner. In the newly cases, if local authorities such as Municipal Corporations/ Municipalities, Development Authorities, statutory authorities etc are parties, after e-filing is made, the Advocates or parties-in-person to whom permission is granted for e-filing, will serve a copy of the petition/I.A along with intimation of the date fixed by e-mail to official e-mail id of the aforesaid authorities and on the-mail id of the standing counsel, if any, of the concerned authorities. Immediately after the cause list is published, a fresh intimation containing the registration number assigned to the matter and the name of Bench before which it will appear shall be communicated by e-mail notice by the concerned Advocate or party in person in the same manner as stated above.

(m) The Advocates or parties-in-person shall not make multiple requests in the same case by sending e-mail to the Registrars. The processing of the requests received through e-mail will take approximate period of 48 hours as stated earlier. Before completion of 48 hours, no reminder shall be issued by the Advocate or a parties-in-person.

(n) The Advocates or parties-in-person shall maintain decorum and shall not use inappropriate language while sending e-mails to the Registrars considering the fact that the Registrars are District Judges.

(o) At the time of Video Conferencing hearing, under no circumstances parties-in-person or Advocates shall be permitted to remain present in the Court Halls. Only exception will be in case of the Advocate General and Additional Advocate General, Additional Solicitor General of India and Prosecutors.

(p) Filing of affidavit by petitioner, as of now, are optional but the same will have to be furnished once the normal working of the High Court is restored, subject to the orders of the Court.

PHYSICAL FILING:

(a) For the convenience of the Advocates/parties-in-person/Advocates' Clerks, special filing counters have been opened on the Northern wing of Attara Kacheri (ground floor facing Vidhana Soudha) of the High Court of Karnataka, at Principal

bench Bengaluru. Likewise filing counters have been opened in the basement area (Parking bay) at Dharwad and Kalaburagi benches.

(b) The Advocates/parties-in-person/Advocates' clerks who wish to file the matters by physical filing, will have to apply seeking appointment of the date and time for such physical filing of the matters by specifying the matters to be filed by them in the respective Benches.

(c) The applications/request for appointment for physical filings before the respective benches shall be made on the e-mail ID as indicated herein below:

- Principal Bench - Bengaluru- hck-filing@hck.gov.in.
- Dharwad Bench - hckdwd-filing@hck.gov.in
- Kalaburagi Bench - hckklb-filing@hck.gov.in

(d) The Advocates/parties-in-person/ Advocates' clerks will be communicated the date, time and counter number by sending a reply for filing of the matters on the same e-mail ID from which requests are received.

(e) The entry will be given to the High Court precincts at all the Benches to the specified area, provided the Advocates/ parties-in-person/Advocates' clerks show a printed copy of e-mail received

fixing the date of appointment or a soft copy thereof is shown to the security personnel.

(f) The Advocates/parties-in-person/Advocates' clerks are requested to reach the High Court precincts ten minutes before the scheduled time of appointment.

(g) For approaching the filing counters, Advocates/parties-in-person/Advocates' clerks will have to stand in queue in the specified areas only. Social distancing shall be maintained while standing in the queue. Needless to add that no person will be allowed to enter in the High Court precincts without wearing a mask.

(h) A separate Counter is created in the same venue for serving the advance copy to the office of the Advocate General and State Public Prosecutor. Oath Commissioners are available in the parking lot at Bengaluru Bench.

(i) On the presentation form in duplicate Advocates/parties-in-person/ Advocates' clerks shall mention his/her correct e-mail address and cell phone number. On accepting the filing, acknowledgement will be issued on the office copy of presentation form filed in duplicate. FR number and further steps to be taken for rectification of objection etc shall be communicated at the e-mail address/cell phone number mentioned on the presentation form and will also be webhosted in the official website of the High Court. At a time Advocates/parties-in-person/Advocates' clerks can file 5 matters.

(j) The Advocates/parties-in-person/Advocates' clerks who are allowed entry in the precincts of the High Court shall strictly follow the norms of safety such as maintaining social distancing, wearing masks etc. After filing is completed, Advocates/parties-in-person/Advocates' clerks are requested immediately leave the Court precincts and they will not be allowed to enter the Court building. It is made clear that no Advocates/parties-in-person/Advocates' clerks shall be allowed entry for the purpose of physical filing of the matters without showing a print out or a soft copy of appointment for filing.

3. GENERAL INSTRUCTIONS TO ADVOCATES

(a) The physical filing is permitted only if there is an appointment and the learned Advocates attending the Courts for hearing of listed matters would not be entitled to use the benefit of entry to avail physical filing without getting regular appointment through e-mail as already notified.

(b) The Advocates Association shall ensure that, before the Bar Members/Advocates Clerks entering the premises, would furnish a written declaration as a one-time measure, undertaking that in the recent past, they have not travelled to any other Country, other State or to any other District/s in the Karnataka State, which is notified as Red Zone. The declaration should also indicate or state that, the learned Advocates/Advocates' clerks have not visited any of the containment areas in the recent past. The Karnataka State

Bar Council/the Advocates' Association shall provide the Form of such declaration.

(c) The dress code of the Advocates who are appearing for the Video Conference and Physical hearing before the benches constituted for the time being as directed by the Hon'ble Chief Justice will be in terms of the Circular dated 13.05.2020 issued by the Hon'ble Supreme Court of India, which reads thus,

“It is notified for the information of all concerned that considering the medical advice, as a precautionary measure to contain spread of Coronavirus (COVID-19) infection under the prevailing conditions, the Competent Authority has been pleased to direct that the Advocates may wear “plain white-shirt/white-salwar-kameez/white saree, with a plain white neck band” during the hearings before the Supreme Court of India through Virtual Court System till medical exigencies exist or until further orders.”

4. HEARING AND SITTING ARRANGEMENTS:

(a) On each working day from 15th June 2020 Courts would function as under:

PRINCIPAL BENCH:

(i) Four Division Benches i.e., civil/criminal and/or any other Division Bench matters.

- (ii) Seven Single Benches (forenoon session)
- (iii) Seven Single Benches (afternoon session)

DHARWAD BENCH:

- (i) Three Division Benches i.e., civil/criminal and/or any other Division Bench matters.
- (ii) Three Single Benches (forenoon session)
- (iii) Three Single Benches (afternoon session)

KALABURAGI BENCH:

- (i) Two Division Benches i.e., civil/criminal and/or any other Division Bench matters.
- (ii) Two Single Benches (forenoon session)
- (iii) Two Single Benches (afternoon session)

(b) The forenoon and afternoon sessions of Hon'ble Judges shall be as per the roster fixed by the Hon'ble Chief Justice.

(c) The Court sessions shall be as under:

FORENOON SESSION:

- I Session from 10.30 am to 11.30 am;
- II Session from 11.40 am to 12.40 pm;
- III Session from 12.45 pm to 1.30 pm;

AFTERNOON SESSION:

IV Session from 2.30 pm to 3.30 pm;

V Session from 3.45 pm to 4.45 pm;

(d) In forenoon session, the Registry shall post urgent matters for hearing on Interlocutory Applications, Preliminary Hearing and Admission matters, as may be directed by the Hon'ble Chief Justice.

(e) The forenoon session hearing will only be by Virtual Courts (Video conference).

(f) In the afternoon session Preliminary Hearing Matters and Final Hearing Matters shall be posted as directed by the Hon'ble Chief Justice and in the afternoon session, the Hearing of the Matters will be by the physical Courts (regular hearing) with an option for Video Conference.

(g) The Virtual Court's sittings will be held in Court Halls.

(h) The Procedure of Video Conferencing is given below:

(i) On receipt of the email and on clicking on Video Meeting link / or any other mode, any device will be able to connect to the Video Meeting/Call initiated from the Court for that matter. As the link will be sent to only the advocates representing the parties in the matter or parties in case appearing in person, it is

expected that only the advocates/party-in-person will join the meeting/call to participate in the hearing of the matter. If such a link is forwarded to another advocate (Senior Counsel etc.), the meeting can be joined by him/her also. The advocate / party-in-person will ensure that the link is not forwarded to any other advocate/person not connected with the matter.

(ii) In the above said video call platform, there is a facility of initiating a New Call/Meeting simultaneously generating a link of that particular Call/Meeting. The Computer Branch has already developed the mechanism of transmitting an e-Mail message to the e-Mail id of the advocates appearing in the matter, wherein the said link can be sent for the matter to be taken up along with hearing schedule.

(iii) There would not be any requirement of any further user details being sought from the advocates/parties for ensuring the Video Conference Calls accessed by them.

(i) The Video Conferencing Rules – 2020 which has been web hosted shall be followed.

(j) The Court Hall sitting is arranged ensuring in-between two Court Halls, there will be one Court Hall vacant. For instance, it can be 2,4,6,8 and subsequent day it can be 3,5,7,9

(k) During physical hearing, seating arrangements made inside Court Halls shall not be disturbed and learned Advocates shall ensure same is followed without any infraction.

(l) Aforesaid arrangement is subject to such changes or modification as may be ordered by the Hon'ble Chief Justice.

5. LISTING OF MATTERS:

(a) For Sessions 1 to 3 not exceeding 30 matters or as may be ordered by the Hon'ble Chief Justice shall be posted, which shall be split into 10 cases for each session or equally split into three sessions as the case may be.

(b) For Sessions 4 & 5, final hearing matters or such of those matters which are agreed to be taken by consent of learned advocates, for being disposed of finally, shall be listed, which shall not exceed 10 or 15 matters or as may be fixed by the Hon'ble Chief Justice.

(c) Learned Advocates shall be dissuaded from making any request for a pass over, except during the specified session. In case of such request is not being granted, the matter would be adjourned to the next week or the date as fixed by the Court.

(d) Advocates and parties appearing in person are requested not to insist for physical hearing in urgent preliminary/admission matters.

6. SEATING ARRANGEMENTS IN THE COURT HALL:

- (a)** Only learned Advocates would be allowed inside the Court Hall.
- (b)** One learned Advocate or in case of Senior engagement, two learned advocates at a time will be permitted inside the Court hall.
- (c)** No other para legal staff like, Advocates Clerks, Interns would be allowed into the Court Hall to carry file, books, bags etc.
- (d)** The Advocates clerks should keep the bags of the learned Advocates outside the Court Halls in the designated racks/shelves provided for the said purpose.
- (e)** The seating arrangements is made inside the Court Halls for the benefit learned Advocates keeping in mind the prescribed social distancing norms and same shall not be disturbed and it shall be followed without any infraction.
- (f)** BBMP or Municipal Corporation as the case may be, should be requested to dis-infect the Court Halls, at least once in a day or every alternate day on conclusion of proceedings for the day.
- (g)** The Registry shall ensure that all Courts would function with fans only.
- (h)** To permit usage of laptops/Tablets (in silent mode) inside the Court Hall so as to reduce the volume of paper.

(i) The Registry shall ensure that all windows and Doors of Court Halls being kept open for facilitating flow of fresh air. Learned Advocates can be requested to make their submissions/arguments within time schedule of 15/20 minutes and time slot can be allotted during the designated sessions.

(j) Learned Advocates should ensure that no congregation would take place on the corridors of the Court.

(k) Advocates' Clerks are strictly prohibited from entering the Court Halls.

(l) Before entering the Court Halls, learned Advocates shall make use of the sanitiser. Wearing of face masks while entering the Court Hall and during the course of hearing is compulsory.

(m) The learned Advocates are requested to enter the Court Hall only during assigned designated hours and at no point of time total number of learned advocates inside the Court Hall shall exceed 20.

(n) The learned Advocates can occupy the immediate vacant Court Hall during the waiting period by maintaining the social distancing and occupying the seats without disturbing the arrangements made thereof.

(o) The learned Advocates are requested to leave Court premises immediately on completion of their matters.

**7. PROPER SEATING ARRANGEMENTS
FOR ADVOCATES AND CLERKS.**

(a) Karnataka State Bar Council shall intimate the learned Members of the Bar to maintain social distancing and follow all the advisories issued by the High Court of Karnataka, Government of India and Government of Karnataka.

(b) Respective Bar Associations at Bengaluru, Dharwad and Kalaburagi shall also intimate the learned Members of the Bar with regard to the advisories, circulars, notifications etc. issued by High Court of Karnataka, Government of India and Government of Karnataka shall be followed strictly.

**8. STEPS TO BE TAKEN BY HON'BLE JUDGES
WHILE SITTING ON DIAS:**

(a) Hon'ble Judges would ensure that the guidelines issued to the advocates are properly adhered to by the learned advocates.

(b) Hon'ble Judges are requested to constantly use sanitiser and if thought fit may use the hand gloves.

(c) Hon'ble Judges are requested to wear face masks during their presence in the Court premises, including Court Halls.

9. DELIVERY OF CERTIFIED COPIES:

- (a)** The list of certified copies, which are ready for delivery would webhosted to enable the concerned to receive the same on the specified date and time.

- (b)** The certified copies are delivered at the special counter set up near Gate no 5 at Principal Bench and at Dharwad and Kalaburagi Benches in the basement/ parking area.

- (c)** On production of the fee-receipt, entry of the applicant into the Court premises would be permitted at Dharwad and Kalaburagi Benches subject to all exceptions.

- (d)** No refund vouchers would be issued for the present and same can be collected only after resumption of normal functioning of the Courts.

- (e)** Fresh copy applications can be filed online including payment.

- (f)** In the event of phone numbers of the applicant having been furnished in the copy application, a message would be forwarded indicating the date and time on which certified copy would be delivered.

**10. SPACE FOR THE NOTARIES AND OATH
COMMISSIONERS, OUTSIDE THE COURT COMPLEXES:**

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

**11. AREA EARMARKED FOR RECTIFICATION
OF OFFICE OBJECTIONS:**

(a) The learned Advocates/Party in Person/Advocate's Clerks who intend to comply with the objections shall forward a request to the following email id seeking appointment:

- Principal Bench - Bengaluru- hck-filing@hck.gov.in.
- Dharwad Bench - hckdwd-filing@hck.gov.in
- Kalaburagi Bench - hckklb-filing@hck.gov.in

(b) The soft or printed copy of the mail shall be tendered at the entry point of the Court premises.

(c) The learned Advocates would be permitted to comply the office objections raised on the case papers on specified date and time.

(d) The learned Advocates or their Clerks shall arrive at the designated place 10 minutes prior to the prescribed/allotted time.

(e) The office objections can be compiled at the following places for which for separate arrangements have been made:

- Principal Bench Bengaluru - Food Court complex, First floor.
- Dharwad Bench – Basement area adjacent to Judges
Vehicle Parking.
- Kalaburagi Bench – Basement area i.e., Parking area –
towards Flag Post.

12. STEPS TO BE TAKEN BY THE STAFF

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

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

(c) Whenever members of the staff are called upon the court for urgent work or to attend the home office of the Hon'ble Judges, it should be ensure that all to them are wearing 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 advisory dated 10.06.2020 shall be followed without any infraction thereof.

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

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

(g) The attendance for Officers/Officials for Group 'A', 'B' and 'D' of the High Court of Karnataka is mandatory. However, as regards the Group 'C' officials, the attendance may be restricted to 50% on rotation basis. However, in the exigencies that may arise, the other Group 'C' officials will be directed to attend the Court or Court proceedings and their attendance can also be made compulsory in the event of there being increase in the Video Conference Benches, depending upon their requirement. However, as regards the personal staff of Hon'ble Judges, this rule is not applicable and the Hon'ble Judge shall regulate the attendance of the personal staff and Court staff as per requirement.

13. CREATING AWARENESS AMONGST STAKEHOLDERS:

(a) The Para Legal Volunteers (PLVs) shall be requested to remain at the entry/exit points and near the filing counters to create awareness of steps being taken to prevent the spread of Covid-19.

(b) The PLVs shall ensure that all such persons including the staff entering the Court premises are enlightened about the preventive measures to be taken.

(c) There shall be total closure of Advocates Association, Canteen, Eateries and the like at Bengaluru, Dharwad and Kalaburagi Benches in order to avoid congregation and for maintaining social distance.

14. PAYMENT OF COURT FEE:

(a) The learned Advocates/Parties in person/Advocates Clerks can login to “**Online Copy Application/Court Fee Payment**” Portal in the High Court official Website for payment of court fee/copying fee. Payment can also be paid through Khajane II interface using the URL <https://k2.karnataka.gov.in>.

(b) The learned Advocates/Parties in person/Advocates Clerks can also make payment of Copying Fee at the designated counter by use of POS machines available at the payment counter with effect from 15.06.2020.

15. PARKING OF VEHICLES.

At Principal Bench- Bengaluru:

The vehicles belonging to Advocates permitted to be parked in the parking area between High Court building and KGID building will continue until further orders and vehicles belonging to Advocates shall not be allowed inside the Court premises as a temporary measure.

At Dharwad Bench: (with effect from 17.06.2020)

(a) Vehicles of the Advocates with vehicle-passes can be parked in the covered Parking Area located adjacent to Tata Motors and no vehicle/s will be allowed to be parked in the Basement or any other place within the premises of High Court.

(b) Advocates who intend to bring their vehicle/s (**only self driven**) to the High Court shall furnish details of the vehicles along with Name and Roll Number to Advocates' Association and in turn, Advocates' Association at the first instance, shall furnish on or before 15.06.2020 the list to the Additional Registrar General, Dharwad for issuance of Vehicle Pass and Additional Registrar General will handover the Vehicle Pass to the Secretary of the Advocates' Association by 5.00 p.m. on 16.06.2020. Said process shall continue for the succeeding days if needed. The format of Vehicle Pass shall be prepared by the Additional Registrar General with the approval of Senior Most Judge of the Bench.

(c) Only such vehicles having Vehicle Pass issued by the Additional Registrar General, Dharwad shall be permitted to enter the Court premises. Occupants of the vehicle shall mandatorily undergo Thermal check at entry point by alighting from the vehicle and only persons found to be asymptomatic will be permitted to enter the Court premises.

(d) Additional Registrar General, Dharwad shall issue Vehicle Pass for the staff of the High Court and only on production of such Pass, Police personnel shall permit the vehicle to enter the Court Campus.

(e) Staff of the High Court residing in the quarters inside the Court Campus shall avoid bringing their vehicles to the Court premises or parking their vehicles in the Court premises. However,

they would be entitled to park their vehicles in the area where residential quarters are located.

At Kalaburagi Bench: (with effect from 17.06.2020)

(a) Vehicles of the Advocates with vehicle-passes can be parked in front of High Court building i.e., near Flag Post area and no vehicle/s will be allowed to be parked in the Basement or any other place in the premises of High Court.

(b) Advocates who intend to bring their vehicle/s (**only self driven**) to the High Court shall furnish details of the vehicles along with Name and Roll Number to Advocates' Association and in turn, Advocates' Association at the first instance, shall furnish on or before 15.06.2020 the list to the Additional Registrar General, Kalaburagi for issuance of Vehicle Pass and Additional Registrar General will handover the Vehicle Pass to the Secretary of the Advocates' Association by 5.00 p.m. on 16.06.2020. Said process shall continue for the succeeding days if needed. The format of Vehicle Pass shall be prepared by the Additional Registrar General with the approval of Senior Most Judge of the Bench.

(c) Only such vehicles having Vehicle Pass issued by the Additional Registrar General, Kalaburagi shall be permitted to enter the Court premises. Occupants of the vehicle shall mandatorily undergo Thermal check at entry point by alighting from the vehicle and only persons found to be asymptomatic will be permitted to enter the Court premises.

(d) Additional Registrar General, Kalaburagi shall issue Vehicle Pass for the staff of the High Court and only on production of such Pass, Police Personnel shall permit the vehicle to enter the Court Campus.

(e) Staff of the High Court residing in the quarters inside the Court Campus shall avoid bringing their vehicle to the Court premises or parking their vehicles in the Court premises. However, they would be entitled to park their vehicles in the area where residential quarters are located.

16. GENERAL

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

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

(c) This SOP is made on account of the prevalent situation and as a temporary measure. In the event of Advocates/ parties-in-person/ Advocates' clerks are found not following the safety norms of wearing masks and maintaining social distancing, the arrangement made under this SOP is liable to be cancelled.

(d) The advisories issued by the Government of India, Government of Karnataka and Municipal Administration which have been webhosted on the Official Website of the High Court of Karnataka shall form part of this SOP.

BY ORDER OF HON'BLE THE CHIEF JUSTICE

Sd/-

(Rajendra Badamkar)
Registrar General