

HIGH COURT FOR THE STATE OF TELANGANA

STANDARD OPERATING PROCEDURE (SOP)

FOR CONDUCT OF VIRTUAL / HYBRID HEARINGS THROUGH VIDEO CONFERENCING

1. Preamble

In order to regulate participation in Court proceedings conducted through Video Conferencing (VC), the following Standard Operating Procedure is issued.

This SOP is in addition to:

- The applicable High Court Rules,
- The Video Conferencing Rules notified by the High Court,
- Directions issued by the Hon'ble Bench from time to time.

2. Applicability

This SOP shall apply to:

1. All the Courts of the High Court.
2. Registrar Courts.
3. Tribunals/Authorities functioning under the administrative control of the High Court, wherever applicable.
4. Advocates, Parties-in-Person, Government Pleaders, Public Prosecutors, Police Officers, Court Staff, and all other participants.

3. Mode of Hearing

1. Matters may be heard:
 - Fully Virtual,
 - Fully Physical,
 - Hybrid (Physical + Virtual).
2. The mode of hearing shall be as notified in the Cause List or as directed by the Hon'ble Bench.

3. The decision of the Hon'ble Bench regarding the mode of hearing shall be final.

4. Publication of VC Links

1. Video Conferencing link shall be published:
 - On the official website of the High Court,
 - Along with or accessible through the daily Cause List.
2. A clear note shall be displayed:

5. Eligibility to Join VC Proceedings

1. The following persons may join the VC proceedings:
 - Advocates whose matters are listed,
 - Parties-in-Person,
 - Authorized Officers (Government/Police/Departmental Representatives),
 - Any other person permitted by the Court.
2. Participation of litigants or other persons may be regulated as per Rules or specific judicial directions.
3. The Court Officer shall have authority to admit/remove participants as per directions of the Bench.

6. Dress Code

1. **Advocates** shall wear professional attire prescribed under the Advocates Act, 1961 and Bar Council Rules, while arguing in virtual mode.
2. **Senior Advocates** shall appear in prescribed dress.
3. **Police/Uniformed Officers** shall appear in official uniform.
4. **Judicial Officers/Court Staff** shall adhere to prescribed dress rules.
5. **Parties-in-Person and other participants** shall wear sober attire consistent with the dignity of Court proceedings.
6. The decision of the Presiding Judge regarding dress code shall be final.

7. Decorum and Court Etiquette

1. All participants shall follow the same courtesies applicable in physical Courts.
2. Judges shall be addressed as "Your Lordships", "Your Honour", "Sir/Madam" as per established practice.

3. Only one person shall speak at a time.
4. Participants shall:
 - Keep camera ON during proceedings,
 - Remain attentive,
 - Look towards the camera while addressing the Court,
 - Avoid multitasking or engaging in other activities.
 - Advocates and Parties-in-Person can sit and argue during virtual hearing.

8. Technical Requirements

1. Participants shall:
 - Use a stable internet connection,
 - Avoid use of multiple devices at the same location (to prevent echo),
 - Ensure adequate lighting and clear audio, use a light coloured plain background,
 - Join from a room with quiet and disturbance-free environment.
2. Joining from vehicles or public places is strictly prohibited.
3. Devices must be:
 - Free from malware,
 - Properly secured.

9. Microphone Protocol

1. Microphones shall remain muted at the time of joining.
2. Microphones shall be unmuted only when:
 - The matter is called,
 - The participant is permitted to address the Court.
3. The Court Officer may mute any participant causing disturbance.
4. The Bench may direct removal of a participant causing disruption, to the court proceedings.

10. Control of VC Proceedings

1. The Court Officer/System Assistant shall:
 - Monitor participant list,
 - Control admission,
 - Mute/unmute participants,
 - Remove unauthorized users,
 - Report technical issues immediately.

2. If participant capacity exceeds platform limits:
 - Non-participating viewers may be removed,
 - Advocates in later items may be requested to log out and rejoin when their matter is near.

11. Misconduct and Violations

If any participant:

- Uses inappropriate language,
- Disrupts proceedings,
- Appears improperly dressed,
- Records proceedings,
- Allows unauthorized persons to access the VC,

The Court may:

- Remove the participant,
- Debar future virtual appearance,
- Initiate Contempt or disciplinary proceedings,
- Pass any other appropriate orders.

12. Saving Clause

The Hon'ble Bench may:

- Relax or modify any condition of this SOP,
- Issue additional directions in the interest of justice.

13. Effective Date

This SOP shall come into force with immediate effect and shall remain in force until further orders.

SD/-

**Registrar (I.T)- cum-
Central Project Coordinator**

**Date:08.07.2026
Hyderabad.**