

High Court for the State of Telangana

ROC.No. 394/SO/2020

Dated: 27-03-2020

Guidelines for online Filing and Video Conferencing


1. The Advocates/party-in persons shall file only extreme urgent matters along with all the relevant documents including the proof of payment of Court fee duly scanned in PDF format to the e-mail id of Registrar General i.e. **reg.gen-tshc@aij.gov.in** along with the gist of case and the reasons for taking up the matter urgently.
2. The advocates filing the cases shall necessarily submit the advocate code, Registered Mobile Number and eMail ID along with the material papers.
3. All pages of the Petition would be signed by the party/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 Court, hard copies of the complete Petition as required under the Rules shall be supplied. Even for the matters filed through online filing during this crisis period and disposed of during this period, the party and his/her lawyer would supply the hard copy complete in all respects, upon restoration of normal functioning of the Court.
4. The reply/interlocutory application, if any, to be filed during this period, shall also be filed as per the method given for online filing.
5. The Registrar General, after scrutinizing, will place the matters before the Hon'ble the Chief Justice for His Lordship's consideration. After satisfying with the nature and urgency of the matter, the Hon'ble the Chief Justice will direct the Registry to list the same before the concerned Bench. Once the matter is considered for hearing, the Advocate/Parties-in-person will be intimated through SMS about the details of the date and time slot allocated for hearing their matter.

6. The Advocates/Parties-in-person are requested to present their arguments through video conferencing from their respective offices/residences only. However, in case the Advocates/Parties-in-persons are unable to present their submissions through video conference from their respective home offices/homes, they can present their arguments from the control Room located at Quarter No.3, beside CM's camp office, Begumpet, Hyderabad.
7. The Advocates/Party-in-Persons who are filing the urgent matters shall necessarily download the "zoom cloud meetings app" in their mobile/tab/laptop/personal computer with web camera and mic facility which is available on play store/ apple store and even on the website <https://zoom.us/download>.
8. At the beginning of the Session, the Advocates will be provided with a link to join the Virtual Court Room, and by clicking on the link sent through SMS/email, they can join the virtual court through which they can submit their arguments before the Hon'ble Judges, who can be accessed through the virtual Court. The said link shall not be shared with others.
9. The Advocates/Parties-in-person are requested to keep their Microphones (Mics) on mute mode during the hearing of other matters, if they join the virtual court room prior to their turn and only to turn on their Microphones when their matter comes up for hearing.
10. After hearing the matters, if an order is to be issued, the Hon'ble Judge will dictate the same to the Court Masters posted at the Control Room, the Court Masters will get the orders signed.
11. The orders, duly signed by the Registrar (Judicial-I) will be uploaded on the official website of the High Court for the State of Telangana. The print out of such order uploaded on the official website is deemed to be true copy of the original order for the purpose mentioned in the order.

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12. All the Advocates are requested to follow these instructions while filing extremely urgent matters in these difficult times until normalcy is restored. If the Advocates/Parties-in-Person encounter any technical issue while filing and in respect of video conferencing, they may contact the Registrar (IT) on 9490156554 or through mail Id: cpc-tshc@aij.gov.in.

//By order//


Registrar General
27/03/2022