

HIGH COURT OF MANIPUR
AT IMPHAL

NOTIFICATION

Imphal, the 5th August, 2026

No.HCM/Estt./Internship/2026/ **16937** In exercise of the administrative powers of the High Court of Manipur under Article 225 of the Constitution of India, Hon'ble the Chief Justice is pleased to notify the following Standard Operating Procedure (SOP) for internship practice in High Court of Manipur with immediate effect *vis-a-vis* the entry of Law Interns into the High Court premises, ensuring security, maintaining decorum of the Court and facilitating structured judicial internships.

STANDARD OPERATING PROCEDURE (SOP) FOR INTERNSHIP PRACTICE IN THE HIGH COURT OF MANIPUR

1. Short Title

This SOP may be called the Standard Operating Procedure for Internship Practice in the High Court of Manipur, 2026.

2. Objective

To regulate and streamline the internship practice in the High Court of Manipur with respect to entry of law interns into the High Court premises while ensuring institutional security, orderly functioning of Court proceedings and meaningful academic exposure.

3. Applicability

This SOP shall apply to Law interns under Hon'ble the Chief Justice and Hon'ble Judges.

4. Eligibility

Applicants must be pursuing a recognised 3-year LL.B., 5-year Integrated LL.B. or LL.M. course; possess approval from the Supervising/Competent Authority; and hold a valid Institutional Identity Card.

5. Entry Pass

Entry shall be only through an Entry Pass issued by the High Court Registry. The pass shall be valid only for the approved internship period and shall be non-transferable.

6. Application Procedure

Applications shall be submitted in the prescribed format in **Annexure-I** with the Institutional Identity Card, recommendation/consent letter of the Supervising/Competent Authority and internship schedule, ordinarily fifteen days before commencement.

7. Entry into High Court

Entry and exit shall be through the gate notified by the Registry. Interns shall carry the Entry Pass and Institutional Identity Card at all times.

8. Court Hall Access

Interns shall occupy only earmarked seats. The Registry may prescribe the maximum number of interns in each Court Hall.

9. Dress Code

Male interns shall wear black coat, white shirt, black trousers, black tie and black shoes. Female interns shall wear black coat with professional court attire.

10. Code of Conduct

Interns shall maintain discipline, confidentiality, avoid photography/recording, refrain from using mobile phones in Court Halls except where permitted and shall not enter Judges' Chambers without permission from the Registrar General, High Court of Manipur.

Interns shall not:

- i. make reels or videos inside Court premises, chambers or law offices unless they are subject to applicable court rules and in the absence of court rules, with written approval of the Court/Registrar General and are as per the guidelines of this circular;
- ii. record hearings, virtual proceedings, client conferences, chamber discussions or professional interactions;
- iii. disclose names of clients, case details, pleadings, briefs, chamber strategy, research assignments or confidential work;
- iv. publish 'day in Court', 'day in chamber', 'internship reveal', 'case file', 'courtroom drama', 'lawyer life' or similar content which trivializes Court work or professional confidentiality;
- v. use internship under Hon'ble Judges for social media projection;
- vi. post photographs or videos in robes, corridors, Court buildings or chambers in any manner contrary to professional decorum.

11. Library

Library and research facilities may be used only with prior permission from the Registrar General, High Court of Manipur and for academic or official purposes.

12. Cancellation

The Registry may suspend or cancel an Entry Pass for misconduct, breach of discipline, violation of this SOP or security concerns.

13. Power of Relaxation

Hon'ble the Chief Justice may relax any provision of this SOP.

14. Interpretation

Any question regarding interpretation shall be decided by Hon'ble the Chief Justice whose decision shall be final.


(OJESH MUTUM)
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

HIGH COURT OF MANIPUR MANTRIPUKHRI, IMPHAL-795002

Affix a recent
passport size
photograph

APPLICATION FORM FOR INTERNSHIP PROGRAMME

(To be submitted through College/University/Institution Authority)

1. PERSONAL DETAILS

Full Name (in Block Letters):

Father's/Mother's/Guardian's Name:

Date of Birth (DD/MM/YYYY):

Gender: Male [] / Female []

Permanent Address:

Address for Correspondence:

Contact Number (Mobile):

Email Address:

2. ACADEMIC QUALIFICATIONS

Current Course Details:

Name of College / University / Institute:

Degree:

Year/Semester:

Cumulative Percentage / CGPA
(up to last semester):

3. INTERNSHIP PERIOD

Preferred Duration / Period of Internship:

From: _____ To: _____ (Total
Days: _____)

3.4 Brief Statement of Purpose (Why you wish to intern at High Court of Manipur):

[Write briefly in 50-60 words regarding your motivation and objectives for this judicial internship.]

4. DECLARATION BY THE APPLICANT

I hereby declare that all the information furnished above is true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any information being found false or incorrect at any stage, my application/internship is liable to be cancelled/terminated immediately.

I further undertake to maintain strict confidentiality, decorum, discipline, and abide by all rules, regulations, and guidelines prescribed by the High Court of Manipur during the period of my internship.

Date: _____

Place: _____

Signature of Applicant

(Name: _____)

5. RECOMMENDATION / NO OBJECTION CERTIFICATE (NOC) BY COLLEGE / INSTITUTION

This is to certify that Mr./Ms. _____
is a bonafide student of _____
_____ pursuing
_____ Semester/Year in _____ Course.

The Institution/Department has NO OBJECTION to his/her undergoing internship at the High Court of Manipur for the period from _____ to _____. During his/her tenure, he/she has maintained good moral character and conduct.

Date: _____

Official Seal / Stamp

Signature of Dean / Principal / HOD

Designation: _____

Institution: _____

6. MANDATORY ENCLOSURES

- ☐ Self-attested copy of Marks Sheet / Transcript of latest completed Semester/Year
☐ Self-attested copy of College ID Card & Government Photo Identity Proof (Aadhaar / Voter ID / Passport)

FOR OFFICE USE ONLY

Application No.: _____ Date Received: _____

Status of Application: ☐ Accepted / Approved ☐ Rejected / Deferred

Period Approved: From _____ To _____

Assigned Hon'ble Judge / Wing / Officer:

Remarks / Orders:

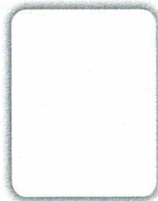
Registrar General / Authorized Signatory

High Court of Manipur, Imphal

HIGH COURT OF MANIPUR
IMPHAL - 795002

TEMPORARY PASS / LAW INTERN

ID No.
INT001



Name: _____

Institution: _____

Course: _____ Semester _____

Valid from: _____ upto _____

Issuing Authority