

THE HIGH COURT OF MANIPUR

Checkpoints regarding email filing & Court proceeding through Video Conferencing

1. An urgent request for hearing, stating nature of urgency in brief, not exceeding one page can be made by Counsel/Party-in-person to the Registry by email to hcmefiling@gmail.com (WhatsApp No. 9612487187). The application is to be addressed to the Registrar Judicial, High Court of Manipur. After sending the email, the same may be intimated to phone/WhatsApp No. 9612487187.
2. The request will be put up before the senior most Judge available. If approved, the same will be intimated to the Counsel/Party-in-person through email or phone mentioned in the urgent application.
3. The Counsel/Party-in-person should then furnish the petition/application/suit, etc. not exceeding 15 pages as far as practicable to the email hcmefiling@gmail.com.
4. Court Fees are to be paid later on after normal court works resume. However, the counsel/Party-in-person should make an undertaking in this regard.
5. The counsel/Party-in-person also should reflect in the application that in the event of filing any caveat, a copy thereof should be served to the other party through email/WhatsApp or any other available means prior to filing the application/petition/suit etc. before the High Court after getting permission.
6. Proof of service to the Government Counsel and Caveator, if any, shall be filed along with the application/petition etc. submitted by email mentioned in the urgent application.
7. The date and time for the conduct of Court proceeding through Video Conferencing will be intimated to the concerned Counsel/Party-in-person through email or phone.
8. An URL/Link will be shared by email/sms/WhatsApp to the concern parties prior to the date of court sitting from the Court end.
9. Open the URL/Link through any browser such as Chrome, Firefox, etc. The prerequisite is that the device should have VidyoDesktop/VidyoMobile application installed on it. Username and Password are not required for joining the Video Conferencing through URL/Link.
10. Please join the court proceeding held by video conferencing in formal attire, keeping in mind that through video one is appearing in a court.
11. Please join the court video conferencing only from a silent room so as to avoid any disturbance.
12. No third party shall intervene in the proceedings. If necessity arises, a party may intervene with the permission of the court.
13. Once connected to the video conferencing proceedings, you can see a Mute Option when you tap the screen. Remember to click on the mute button when you are not speaking but hearing. When you want to speak, just click the button un-mute.
14. Adequate distance should be maintained between two connected devices to avoid echo of sounds.
15. For any technical assistance kindly contact Shri Th. Shantikumar Singh, System Analyst, High Court of Manipur, [Mobile: 8258909621 email: sa.hcmimphal@gov.in].

Imphal
Dated: 9th April, 2020

W. Tonu Meitei 9.4.2020
Registrar Judicial
High Court of Manipur