

2021

# HYBRID PHYSICAL HEARINGS IN SUPREME COURT OF INDIA, IN WAKE OF COVID-19 PANDEMIC

**User Guide for –  
e-Nomination of Counsel  
e-Nomination of Clerk  
e-Application for Spl. Hearing Pass  
e-Submission for Self-Declaration**

**SUPREME COURT OF INDIA**

PUBLISHED BY AUTHORITY



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## e-NOMINATION OF COUNSEL/CLERK FOR HYBRID HEARING

### 1. How to login

Visit Official website of Supreme Court of India and click **1** on link [https://registry.sci.gov.in/court/hearings/hybrid\\_physical\\_hearing/](https://registry.sci.gov.in/court/hearings/hybrid_physical_hearing/) whereupon login page **2** will open . Login page has two options **1. Nomination 2. Entry Pass**. On click on **e-Nomination** as shown in login page of hybrid physical hearing as shown in **3** will open.

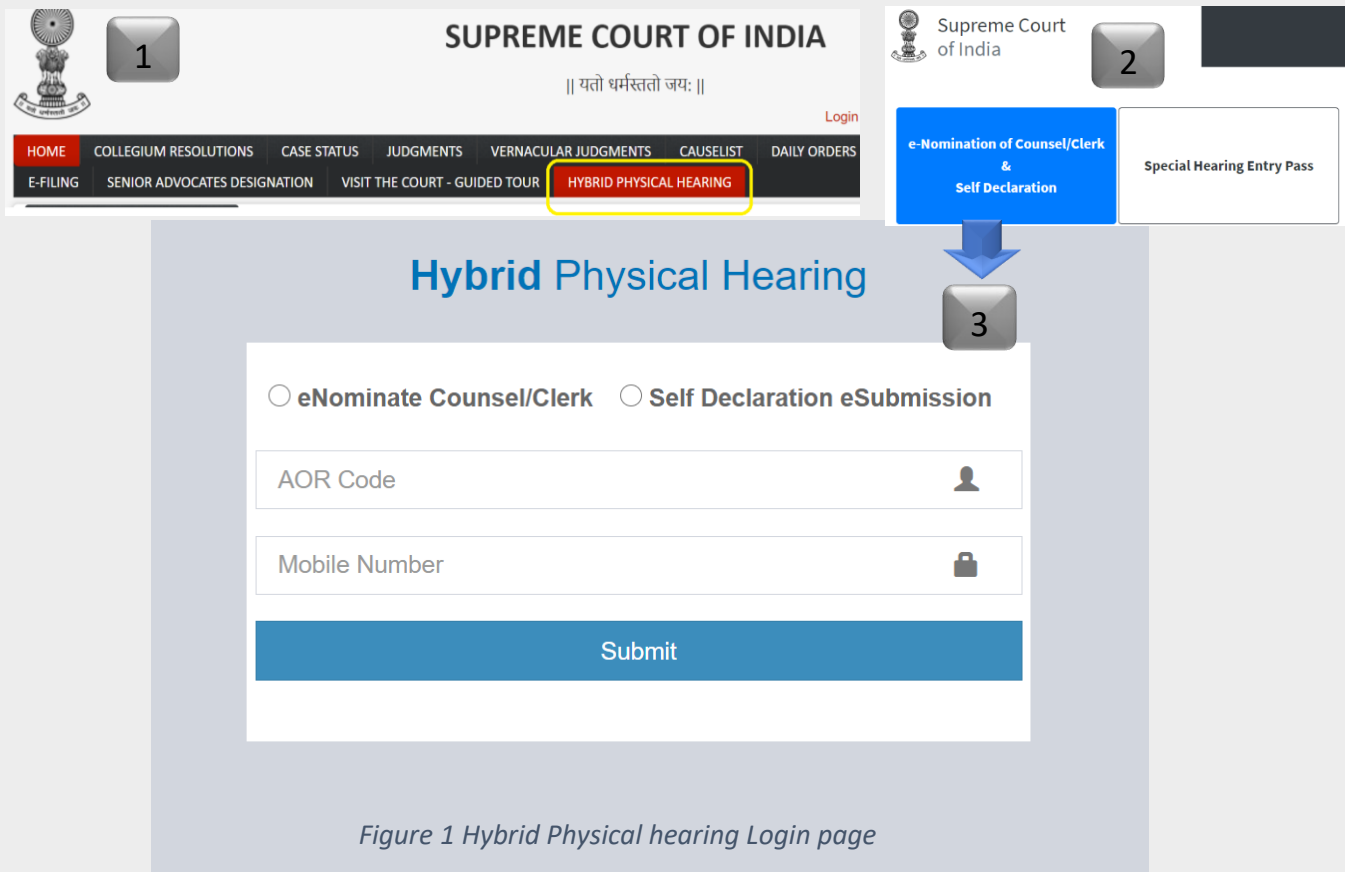


Figure 1 Hybrid Physical hearing Login page

Nomination link has two options

- Nominating counsel and/or registered clerks for hybrid physical hearing
- Signing self-declaration for the current day.

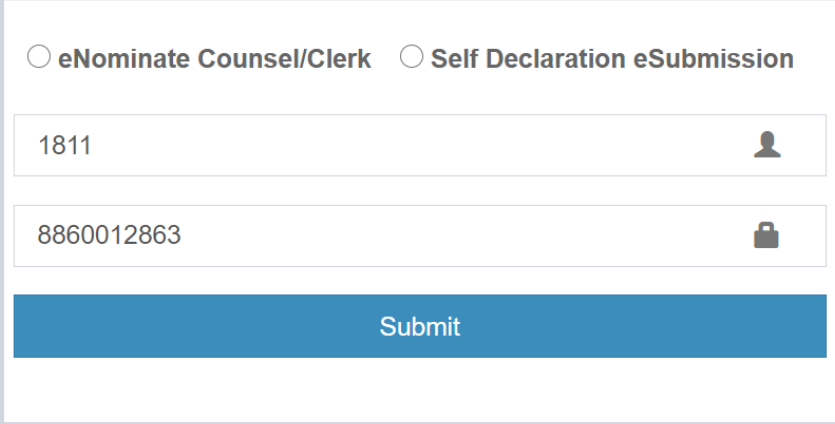
Appropriate option may be chosen as per requirement.

## 2. Nominating counsel / clerk for hybrid physical hearing

### Step 1


#### Enter credentials of Advocate-on-Record (AOR)


First select e-Nominate Counsel/Clerk radio button before beginning to enter credentials.



**Hybrid Physical Hearing**



eNominate Counsel/Clerk     Self Declaration eSubmission

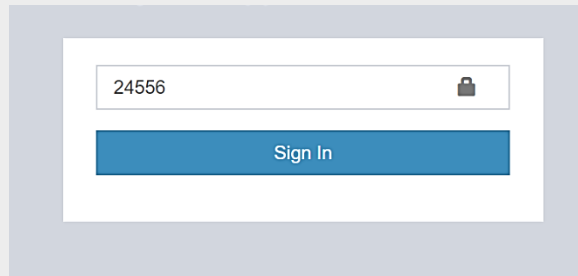
1811 

8860012863 

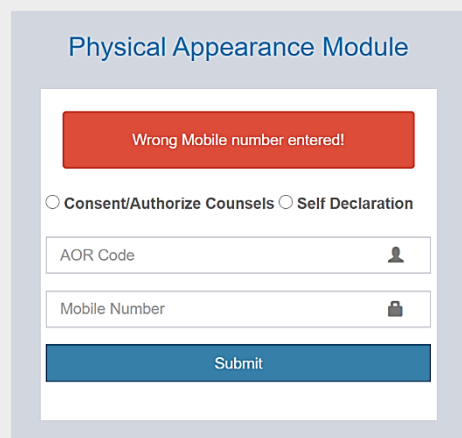
Submit

*Figure 2 Login page of Physical Hearing Module*

Enter AOR Code where  this symbol is shown and Enter registered mobile number associated the entered AOR Code where  this symbol is used. For quick assistance field names are mentioned where data entry is required to be made. Once AOR Code and Registered mobile number associated with AOR code match with the database maintained in the Supreme Court Registry, OTP will be sent on the registered mobile number of AOR.

**Step 2****Enter OTP received on AOR Mobile**

*Figure 3 OTP on AOR mobile to be entered.*



*Figure 4 When mobile number is incorrect*

When incorrect mobile number or any other mobile number which is not associated with AOR code is entered, system will display error message as shown above. In such event if you are not already registered, fill in and sign the form for AOR registration and submit the same on [recordroom@sci.nic.in](mailto:recordroom@sci.nic.in). The same exercise needs to be followed for change in AOR mobile number and you may have to undergo verification of identity.

In event of correct entry of mobile number, system will verify and send OTP on registered mobile number of AOR. The OTP needs to be entered whereafter you will be given access to give e-Nomination or Self declaration e-Submission.

Hybrid Hearing **Choose Mode of Hearing** Nominate Counsels Self Declaration Reports

Welcome : Mr. KUNAL CHATTERJI Logout

Home / Choose mode of Hearing **The cases listed for hybrid hearing will be shown here. One can see "All" or select desired Court No.**

All

13 Mar, 2021

**List awaiting for Court Numbers : 1, 2, 3, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17**

If you opt for physical hearing then kindly proceed to nominate counsels.

#	Registration Number	Court#	CauseTitle	Choice for mode of hearing
1	SLP(C) No. 25047/2018 @ 34009/2018	5	ASSOCIATION FOR PROTECTION OF DEMOCRATIC RIGHTS Vs. THE STATE OF WEST BENGAL	<input type="button" value="Physical"/> <input checked="" type="button" value="Virtual"/>

**UPDATE CHOICE** **Green colour Indicates Choice**

Figure 5 main page of physical hearing showing all <sup>↑</sup>listed cases.  
**update your choice by click of this button**

Once AOR successfully logs in, all the cases eligible for hybrid physical hearing for the current week before the selected Court/s will be displayed on the screen. AOR has a choice to select desired mode of hearing. Default mode of hearing will be (virtual) video/tele conferencing. As indicated in the Figure No. 5 AOR first needs to opt for mode of physical hearing by clicking **physical** button and then AOR needs to click **UPDATE CHOICE** button. When option of physical mode of hearing is updated successfully, AOR will be able to nominate Senior Counsel or Advocates clerk, as may be the case, through **Nominate Counsel** tab. Mode of hearing of Senior Counsel shall be same as that of the nominating AOR.

The Advocate(s)-on-Record may submit their preferences for appearing before the Hon'ble Court either physically or through video/tele-conferencing mode within 24 hours/1:00 PM next day after the publication of the Weekly List of Final Hearing/Regular matters. If the Ld. Advocate-on-Record for a party does not opt

for either mode i.e., physical or video/tele-conferencing mode, it shall be presumed that Counsels for the party seek to appear through video/tele conferencing mode and will be facilitated accordingly;

Step 4

## Nominating Counsel or person for hearing

Home / Party/Advocate

SLP(C) No. 25047/2018 @ 34009/2018

ASSOCIATION FOR PROTECTION OF DEMOCRATIC RIGHTS Vs. THE STATE OF WEST BENGAL

Total AOR(s) in this case: 5      Limit per AOR (Including Self) : 4

**select type of Attendee**  
You can add/remove attendee upto 8 AM on the day of hearing.


Attendee Type: Select Attendee Type



Name: Name

Email ID: Email ID      Mobile: Mobile

Add Attendees

Attendees

\* You can replace yourself with counsel by clicking on  button

#	Attendee Type	Name	Email	Mobile	
1	Self	Mr. KUNAL CHATTERJI	officeofkunalchatterji@gmail.com	9818776321	
2	Sr. Counsel	Mohit Jain	niitgineer@gmail.com	9891713636	

*Figure 6 Select type of attendee to be nominated for hearing.*

As explained in figure 5 above AOR can nominate counsel or clerk for physical hearing only when his own choice of physical hearing is successfully updated. On click of **Nominate Counsel** button shown against a given case number, screen shown in figure 6 will be displayed. AOR first will have to choose from the type of attendees. Following types of attendees can be nominated.

1. Senior Counsel
2. Advocate-on-record (Other than the user)
3. Appearing counsel (Any other advocate otherwise eligible)
4. Registered Clerk of the concerned AOR or nominee.

Total number of AORs appearing in the selected case will be displayed on the top of screen. If in a matter listed for hybrid hearing, the number of parties is more, then one AOR and one Arguing Counsel per party will be allowed entry; one registered Clerk per party, as may be chosen by the AOR, shall be allowed entry to carry paper-books/journals etc. of the Counsels upto the Court-rooms. However, registered clerks are not permitted to enter inside the Court Room. Therefore, Registered Clerk is not counted in the Limit of persons to be nominated by AOR in a given case.

**Mobile Number and email address** are mandatory fields for nominating any person for physical hearing. On the basis of mobile number and email address entry pass mechanism is designed, therefore, ensure that correct mobile number and email address of attendee is entered, and it is verified before finally submitting nomination.

On the day a given case is listed before the Court, nominated entries can be edited or changed till 08.00 am. Already nominated counsel or persons can be viewed as shown in Figure 5 and 6. In case AOR has to change the counsel for any reason he



or she can do the same by deleting the existing counsel entry. AOR can add new counsel provided such strength is permitted in that case.

Home / Party/Advocate

SLP(C) No. 25047/2018 @ 34009/2018

ASSOCIATION FOR PROTECTION OF DEMOCRATIC RIGHTS Vs. THE STATE OF WEST BENGAL

Total AOR(s) in this case: 5 Limit per AOR (Including Self) : 4

**select type of Attendee**  
 You can add/remove attendee upto 8 AM on the day of hearing. **In a given case limit of attendees per AOR is this.**

Attendee Type: Select Attendee Type

**Add Attendees** **click Add after entering details**

Attendees \* You can replace yourself with counsel by clicking on button

#	Attendee Type	Name	Email	Mobile	
1	Self	Mr. KUNAL CHATTERJI	officeofkunalchatterji@gmail.com	9818776321	
2	Sr. Counsel	Mohit Jain	niitgineer@gmail.com	9891713636	

Figure 7 Giving or changing nomination as per working capacity of Court Room

**Step 5** Generating report of nominated attendees

Physical Hearing | **Nominate Counsels** | Self Declaration | Reports Logout

Listing Date: 29-08-2020 **Get Data**

Print

#	Court No	Item No	Attendee Name	Attendee Type	Mobile	Email
1	33	2	W.P.(C) No. 1985	icsuser	Sr. Counsel	8882463034 niitgineer@gmail.com

Showing 1 to 1 of 1 entries Previous  Next

Figure 8 Generating report of nominated person for the selected date.

AOR can generate report of nominated attendees for given date.

# e-APPLICATION FOR SPECIAL HEARING ENTRY PASS

## 1. How to generate pass step by step process using mobile

Click on Special Hearing Entry Pass, enter your mobile No. & OTP

On the official website of the Supreme Court one can easily find link named "Special Hearing Entry Pass". Entry pass link permits use of mobile devices like smart phones and tablets besides use of regular desktop PCs. AOR, arguing counsel or Registered clerk may, therefore, use mobile devices to generate Special Hearing Entry Pass. Mobile devices are equipped with facility to take snaps through camera on selfie mode whereas, on desktop PCs image needs to *be selected and uploaded.*

Desktop PC Mode

Supreme Court of India

### Hybrid Physical Hearing Entry Pass

Petitioner-in-Person is advised to apply for Hybrid Physical Hearing Pass at visitor's pass reception counter in Supreme Court of India's premises.

What's your mobile no. ?

We will send you an OTP (One Time Password) on your mobile to get you verified.

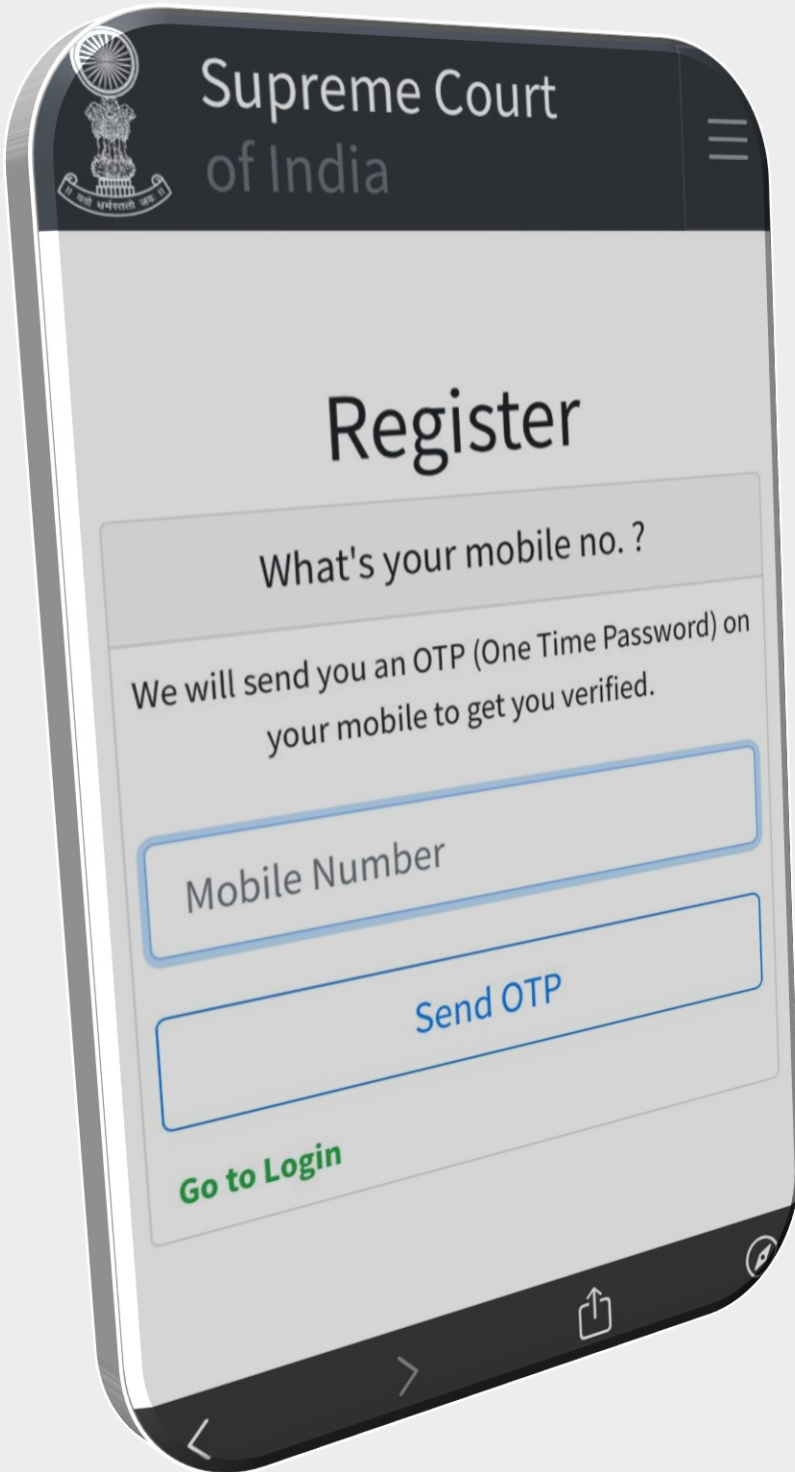
  

Developed By IT Cell, Supreme Court of India

[Back to top](#)

Figure 9 Special hearing Entry Pass login screen on Desktop PC

Mobile Mode



Enter Mobile No. & OTP

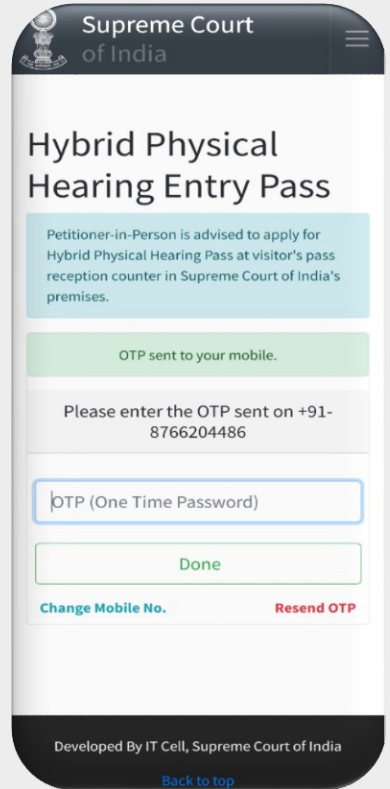
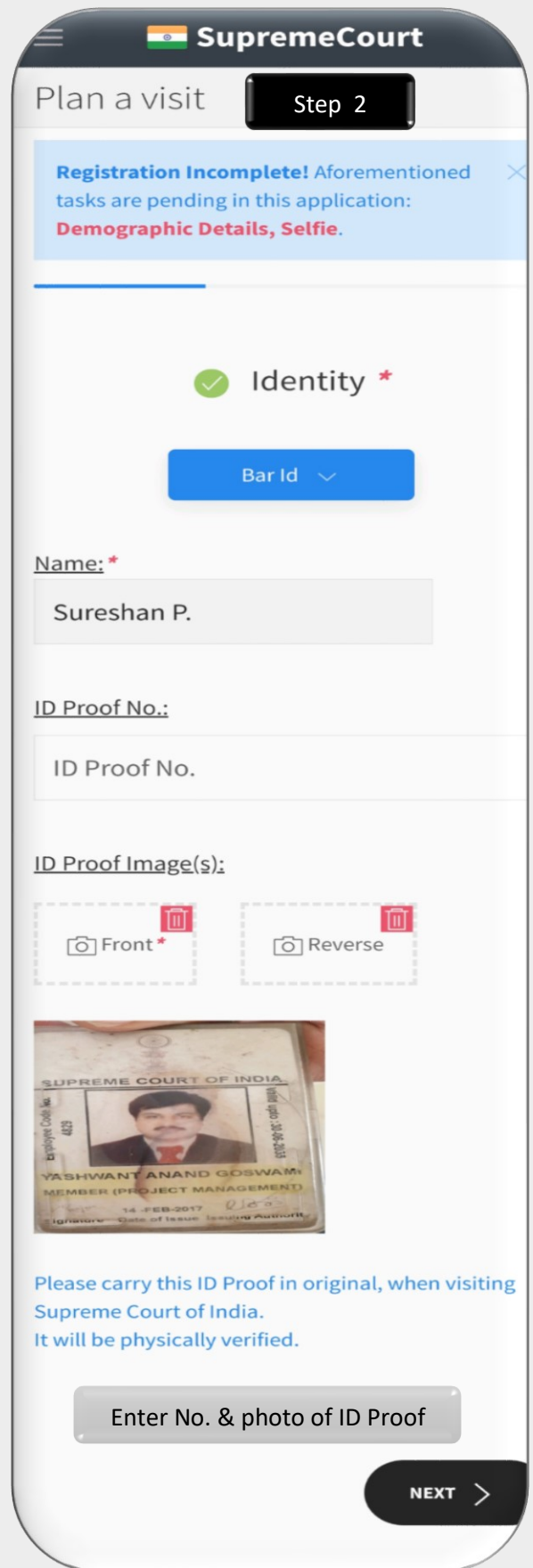
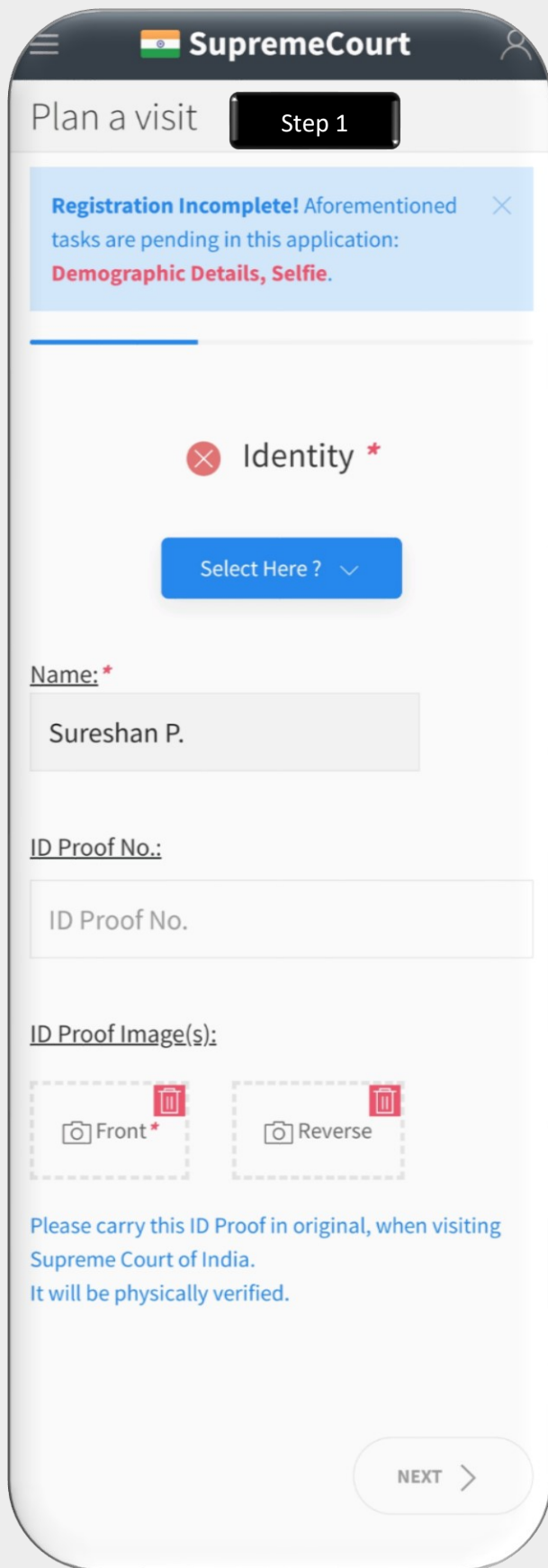
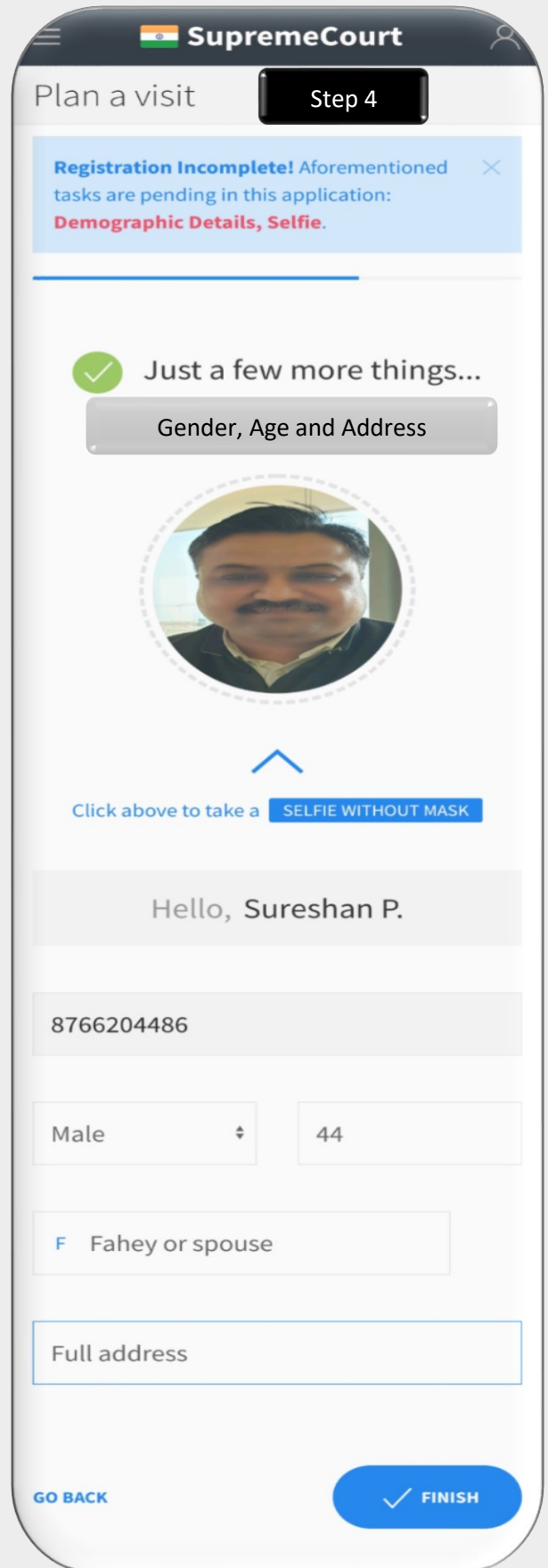
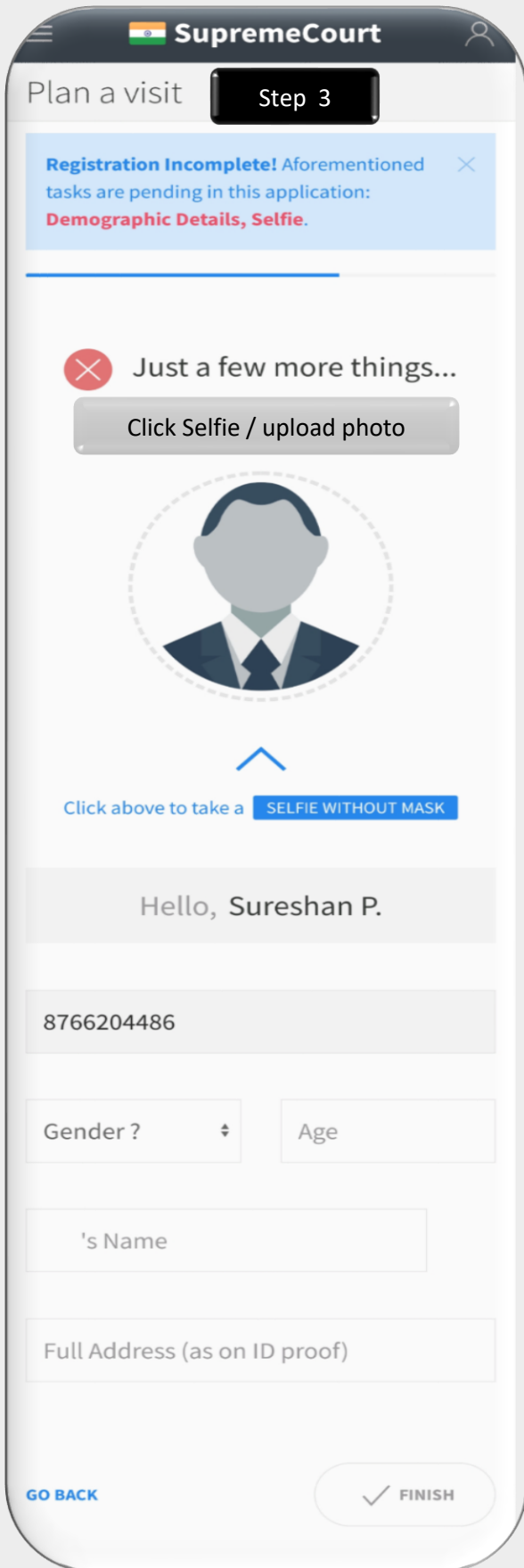
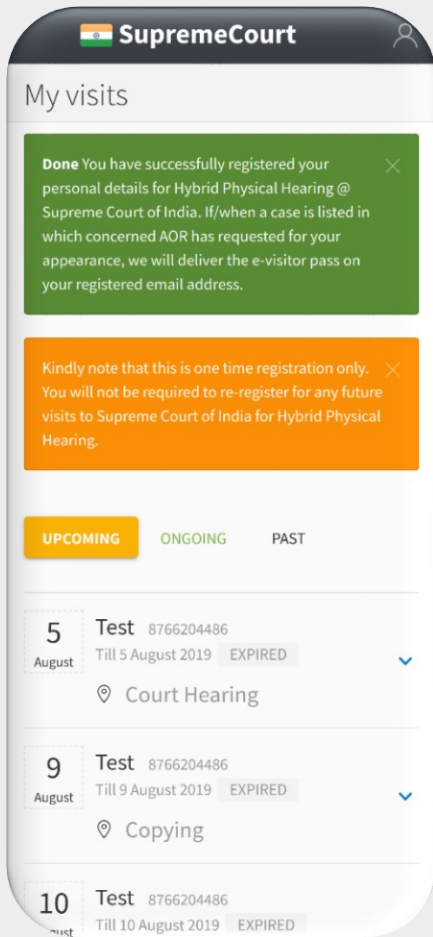


Figure 10 Special Hearing Entry Pass login screen on mobile



Steps in Mobile Mode



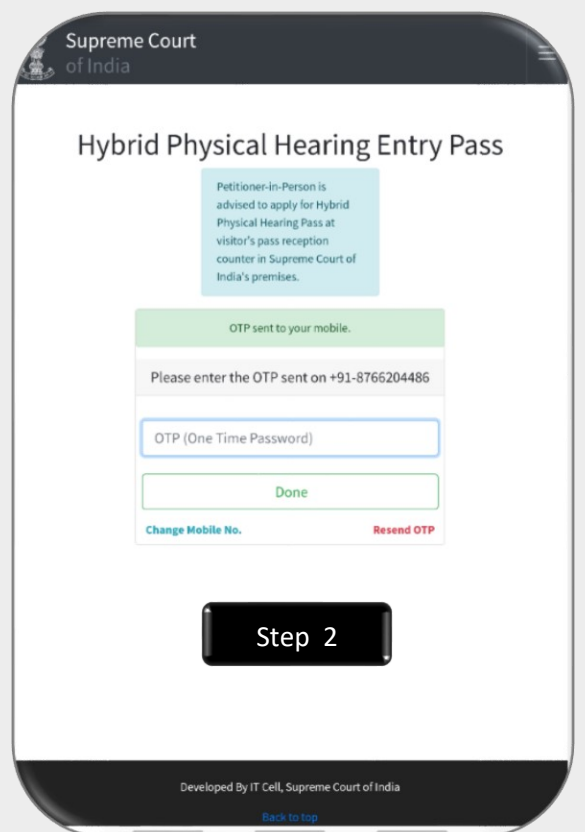
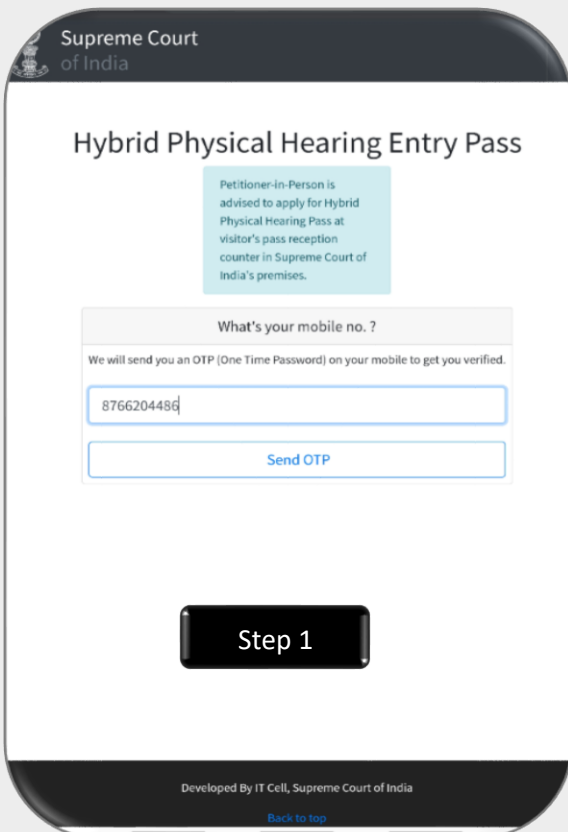


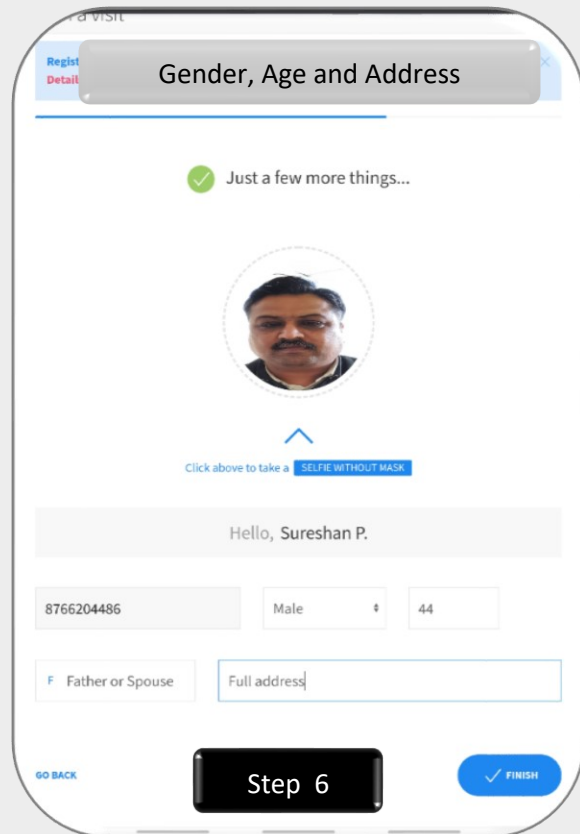
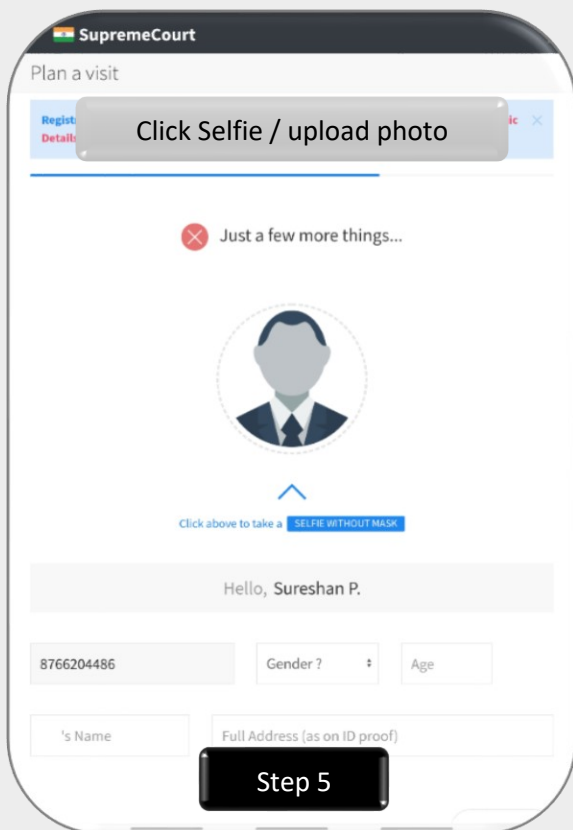
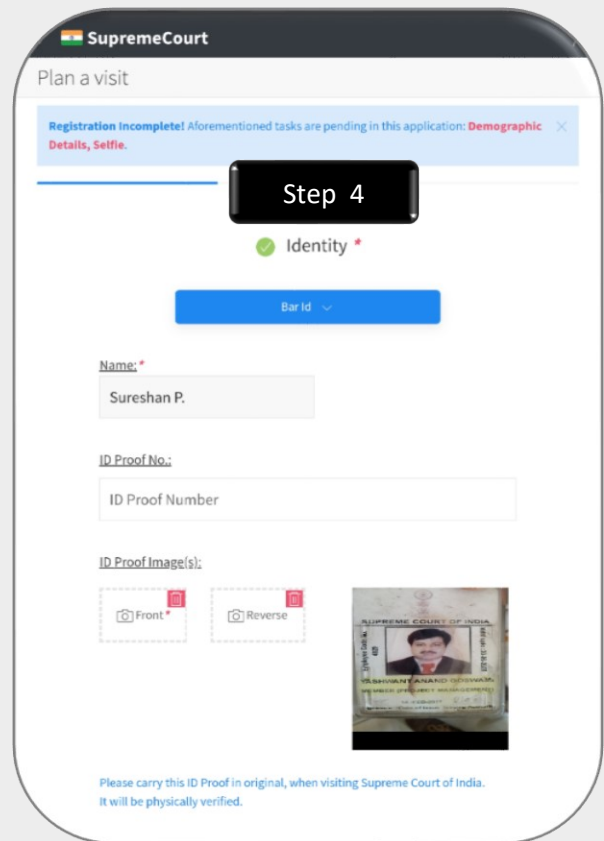
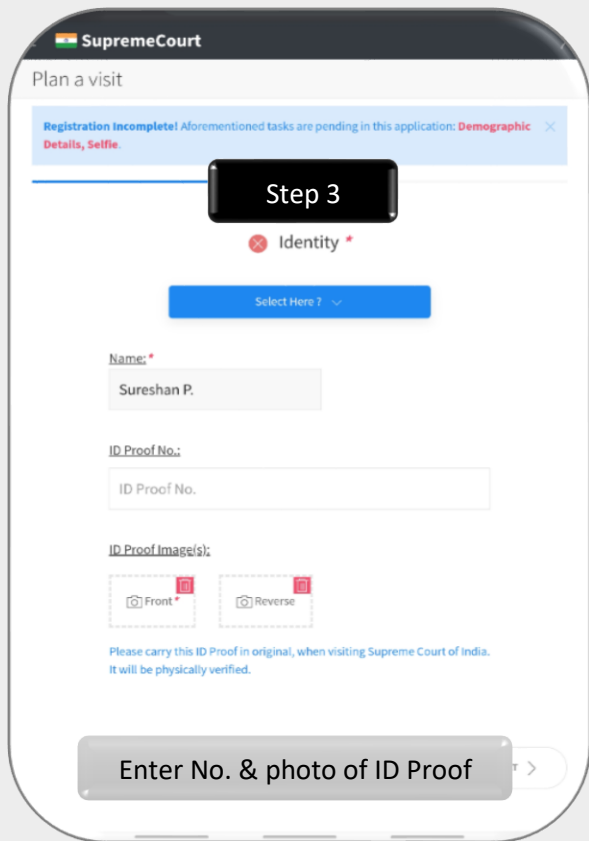
End of One-time registration



Generated Pass will be sent on given mail address

Steps in Tablet Mode





## My visits

**Done** You have successfully registered your personal details for Hybrid Physical Hearing @ Supreme Court of India. If/when a case is listed in which concerned AOR has requested for your appearance, we will deliver the e-visitor pass on your registered email address. ✕

Kindly note that this is one time registration only. You will not be required to re-register for any future visits to Supreme Court of India for Hybrid Physical Hearing. ✕

UPCOMING ONGOING PAST

5 August	Test 8766204486 Court Hearing	Till 5 August 2019	EXPIRED
9 August	Test 8766204486 Copying	Till 9 August 2019	EXPIRED
10 August	Test 8766204486 Departmental Canteen	Till 10 August 2019	EXPIRED
17 August	Test 8888888888 Creche	Till 17 August 2019	EXPIRED
19 August	Test 8888888888 CGHS	Till 19 August 2019	EXPIRED
28 August	Sadasdasd 8766204486 Admin-G	Till 28 August 2020	EXPIRED

End of One-time registration

### Special Hearing Pass Supreme Court of India

C | 12 Mar 2021

#### Visitor Details

NAME: Partha Sil c/o Test (Male / 24)

MOBILE: 8766204486

ADDRESS: test

OCCUPATION: Govt. Service

IDENTITY: College Id:

#### Court Visit Details

RECOMMENDING PERSON: PARTHA SIL (AOR Code-1682) (M:9899779736)

LOCATIONS: **Virtual Court 1 / Item 1**

VALIDITY: 12-03-2021 to 12-03-2021

RECOMMENDING AUTHORITY:

Advocate on Record

REGISTERED ON: 12-03-2021

16:44:48

PRINTED ON: 13-03-2021

21:26:51

PARTHA SIL



Entry Code- 90D080

Visitor Code- 290D1DB



Generated Pass will be sent on given mail address



AOR or Appearing Counsel or Arguing Counsel or Registered Clerk shall click on Special hearing entry pass link available on the official website Supreme Court of India.

1. Person nominated for special hearing and physical appearance before the Supreme Court of India shall enter his mobile number. If his number is registered by concerned AOR he shall receive OTP. If OTP is not received the concerned may contact respective AOR.
2. Photo ID uploaded while generating entry pass will be physically verified while facilitating entry. Photo ID is required for identification of the nominated attendee as an Advocate or a registered Clerk, as may be the case.
3. If on a particular day, appearance is to be marked in more than one case, multiple passes are required to be generated for that day. For each item number listed before the Court, a separate pass is required. Accordingly, AOR / Senior Counsel may have to check schedule for the day and generate all passes listed for that day before the various Courts.

Stakeholders to appear inside Courtroom for hybrid hearing will be through daily "Special hearing passes" which will be issued by the Registry, on the basis of authorization by the concerned Advocate on Record;

# e-SUBMISSION OF SELF-DECLARATION FORM

## 1. How to sign Self-Declaration Form

Any person or Advocate seeking to enter / visit the premises of the Supreme Court by generating **Special Hearing Entry Pass**, is mandatorily required to Sign in Self-declaration form. Self-declaration is to be signed in by entering OTP sent on registered mobile number only on the day of visit. Self-declaration link is available under Nomination as described above in the beginning of this document.

Enter your mobile number, if your mobile number is registered for the current day, the link for Self-declaration will open. In any case, provision has been made for physical filling of Self-declaration form in queue at the visitor counter.

Before physically entering/ visiting the Supreme Court premises, the entrants / attendees have to mandatorily sign self-declaration form (online) or offline at visiting counter of Supreme Court premises.

Nominate Counsels   Self Declaration   Reports

### Supreme Court Of India Self Declaration Form (For Entrants In the High Security Zone)

1. Have you travelled to a foreign country or to a notified area affected by COVID-19 the last 15 days. YES  NO
2. Are you suffering from Fever,Cough and Cold or similar symptoms.? YES  NO
3. Has any your Family Member or Persons(s) whom you have met recently displayed aforesaid symptoms recently.? YES  NO
4. Wheel Chair Required? YES  NO

Name:	<input type="text"/>	Category:	<input type="text" value="Select Category"/>
Address:	<input type="text" value="Address"/>	Mobile:	<input type="text" value="Mobile"/>
<input type="button" value="Submit"/>			

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