

**STANDARD OPERATING PROCEDURE (SOP)**  
**FOR PHYSICAL FUNCTIONING OF THE COURTS**  
**(w.e.f. 21<sup>st</sup> February, 2022)**

**General Instructions**

1. The Courts shall function **in the physical mode four days** in a week, and one day in **Virtual mode**.
2. **Gate No.1** shall be kept open exclusively for entry and exit of Hon'ble Judges. **Gate No. 3** shall be used for vehicular and pedestrian entry and exit of Registry Officials, Court staff, lawyers and other permitted persons. **Gate No. 4** shall remain open for pedestrians only.
3. Entry in the Court premises will be allowed through **Gate No. 3** and exit shall be facilitated through **Gate No. 3A** near Court Officer' s residence.
4. The Vehicles will pass through the UVSS installed at **Gate No. 3** and the pedestrians will pass through the cabin equipped with DFMD and baggage scanner cabin for their screening along with their belongings, if any.
5. Advocates, having e-pass for the day and self driving their vehicles, will be allowed to enter the Court Premises through **Gate No. 2** along with their registered clerk subject to strict compliance of standard protocol and screening.
6. In order to avoid congregation, ensure observance of social distancing norms and ensure free-flow of vehicles at **Gate No. 2**, the learned advocates coming to Court in self driven vehicle will drop the occupants of the vehicle at the entry point for the screening and thereafter are expected to immediately, after screening, proceed for parking as per direction of the Traffic Constable's regulating entry and parking.
7. Entry to the A.G Office shall be opened with access for the Id. A.G. only.
8. All vehicles of Court staff, lawyers and other permitted persons shall be diverted to the parking area, after entry from **Gate No.3**.
9. Provision for **mandatory thermal check** and sanitization shall be

made at the entry point into the Court premises Gate No.3. This shall be the only point for entry and exit into the Court premises for lawyers and other permitted persons. The thermal checking will be done by the personnel provided by the State Government through the office of the Civil Surgeon. The number of health workers manning the thermal check post will be subject to the number of footfall in the High Court Premises.

10. The Ld. arguing counsel/ assistant Lawyer/registered clerk/parties, who have been issued E-passes, shall be permitted to enter the Court premises through the designated gates, after subjecting themselves to the thermal scan and such other scanning devices as may be installed for detecting body temperature, infection status, etc. as also after verification of their **ID Cards** and **Vaccination Certificate**.
11. Persons displaying symptoms of flu, fever, cough etc. shall not be permitted entry inside the Court premises.
12. **Wearing of Face Masks** in the proper manner, frequent use of hand sanitizer and maintaining physical distancing norms is mandatory for all entrants into the High Court premises, including the Court rooms. Once inside the premises, nobody will be allowed to remove the Face Mask and it will be mandatory to wear the Mask till they remain in the High Court premises.
13. Entry into the Court premises, till further orders, of the Ld. Counsels/parties or other stakeholders, for hearing through fully physical mode will be through daily "**E-passes**".
14. **E-passes** shall be generated only for such of those **cases which shall be listed for the day**.
15. **E-pass** will be generated to the Learned Advocates who have to appear in the Court for hearing, from the website of Patna High Court by providing details of the case.
16. E-Pass will be valid only for the particular day and time slot for which it is issued and entry in the High Court premises shall be allowed only on the basis of the E-Pass.
17. A team of ten Lawyers from each of the three Bar Associations shall also be there to ensure proper compliances with the SOPs.
18. A designated Court-staff shall be stationed near the entry point who shall

note the name and mobile number of the concerned Advocate/litigant/Registered Clerk against the relevant item number(s) of the cause list.

19. Only one arguing counsel along with one assistant Lawyer and one registered clerk, per party, shall be allowed to enter inside the premises and Court-rooms, whose cases are listed for the day. Entry of the advocate clerks (limited to one advocate clerk per set of petitioners/respondents/ lawyer) shall be permitted on the basis of their identification by the concerned advocate and display of their I-Cards.
20. Once entry is permitted to any arguing counsel/ assistant Lawyer/registered clerk, as aforesaid, for any such case listed for the day, no other person, for the same case and for the same party, shall be permitted to enter inside the Court premises.
21. On entering the Court premises, the Ld. arguing counsel/ assistant lawyer/registered clerk/parties shall proceed to the Court room where their case is listed and wait for their turn to enter respective Court rooms where the hearing of their respective cases is scheduled.
22. The lounge for Advocates in the Centenary (new) building shall remain open only for the time till the Courts are in session.
23. Seats in each Court room shall be limited to bare minimum, or the number may be specified, and entry in the Court shall be permitted to such advocates/party-in-person whose matter is called out for hearing and also to such advocates, whose item is immediate next, subject to availability of space. The remaining advocates shall wait in the Bar Office premises for their turn maintaining social distance however, there shall be no access to the court corridors from bar associations and all such existing doors shall remain locked.
24. It shall be incumbent upon the Advocates along with their respective registered clerks/Party-in-person to maintain minimum prescribed physical distancing norms between each other.
25. Litigants and parties concerned, who are represented by any Advocate, shall only be allowed to enter inside the Court premises where their personal appearance is required by virtue of Court order.
26. **Special Pass** shall be issued to the persons directed to appear/ litigants / parties concerned, on an application made by them or their Advocate along with the copy of the Court's order directing them to appear in

person. Such application shall be made online prior to the date of hearing to the learned Registrar General. Party shall then produce the Pass along with valid ID proof at the entry gate.

27. The Advocates, Party-in-person and registered clerks shall move out of the High Court premises immediately after the hearing of their case is over.
28. In the lifts, entry of maximum three persons including the lift-man shall be allowed at one time.
29. Special Passes for fifteen (15) days will be issued to the office bearers of Association's in advance effective from the date of commencing physical functioning of the High Court. These passes shall be renewed from time to time by a common order of the Registrar General.
30. There shall be strict adherence to Social Distancing norms and directions/ guidelines/ SOPs/ advisories issued by the Government of India and the Government of Bihar from time to time, in respect of the Covid-19 pandemic.