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 on link https://registry.sci.gov.in/court/hearings/hybrid_physical_hearing/ whereupon login page 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 will open.

Nomination link has two options

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

Appropriate option may be chosen as per requirement.
2. Nominating counsel / clerk for hybrid physical hearing

Enter credentials of Advocate-on-Record (AOR)

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

![Login page of Physical Hearing Module](image)

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.
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. 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.
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/teleconferencing. 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;

Nominating Counsel or person 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.

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

Generating report of nominated attendees

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.

Figure 9 Special hearing Entry Pass login screen on Desktop PC
Figure 10 Special Hearing Entry Pass login screen on mobile
Step 1

Enter No. & photo of ID Proof

Step 2

Name: Sureshan P.

ID Proof No.

Please carry this ID Proof in original, when visiting Supreme Court of India. It will be physically verified.

Steps in Mobile Mode
Step 3

Registration Incomplete! Aforementioned tasks are pending in this application: Demographic Details, Selfie.

Just a few more things...
Click Selfie / upload photo

Click above to take a SELFIE WITHOUT MASK

Hello, Sureshan P.

8766204486

Gender ?  Age

's Name

Full Address (as on ID proof)

GO BACK  ✔ FINISH

Step 4

Registration Incomplete! Aforementioned tasks are pending in this application: Demographic Details, Selfie.

Just a few more things...

Gender, Age and Address

Click above to take a SELFIE WITHOUT MASK

Hello, Sureshan P.

8766204486

Male  44

Fahey or spouse

Full address

GO BACK  ✔ FINISH
End of One-time registration

Steps in Tablet Mode

Hybrid Physical Hearing Entry Pass

Step 1

Hybrid Physical Hearing Entry Pass

Step 2

Generated Pass will be sent on given mail address

Special Hearing Pass
Supreme Court of India

Visitor Details
NAME: Partha Sil c/o Test (Male / 24)
MOBILE: 8766204486

Court Visit Details
RECOMMENDING PERSON: PARTHA SIL (AOR Code-1682) (M/98999779736)
RECOMMENDING AUTHORITY: Advocate on Record

VIRTUAL COURT 1 / ITEM 1
VALIDITY: 12-03-2021 to 12-03-2021
PRINTED ON: 13-03-2021
21:06:51

C | 12 Mar 2021

Part Code: 900150
Visitor Code: 2900150
Step 3

Enter No. & photo of ID Proof

Step 4

Click Selfie / upload photo

Gender, Age and Address

Hello, Sureshan P.

*Gender ?

Just a few more things...

8766204486

*Age

Step 5

Step 6
Hybrid Physical Hearing

End of One-time registration

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.

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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(e) whom you have met recently displayed aforesaid symptoms recently.? YES ☐ NO ☐

4. Wheel Chair Required? YES ☐ NO ☐

Name: 
Address:

Category:
Select Category
Mobile:

Submit

***************