

2020

# LIMITED 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



## Table of Contents

### **e-NOMINATION OF COUNSEL/CLERK FOR PHYSICAL HEARING**

1. How to login.....	2
2. Nominating of counsel / clerk for limited physical hearing .....	3
__Enter credentials of Advocate-on-Record (AOR).....	3
__Enter OTP received on AOR Mobile .....	4
Home Page of Limited Physical Hearing Module.....	5
Nominating Counsel or person for hearing .....	6
Generating report of nominated attendees .....	8

### **e-APPLICATION FOR SPECIAL HEARING ENTRY PASS**

1. How to Generate pass step by step process using mobile .....	9
__Click on Special Hearing Entry Pass, enter your mobile No. & OTP .....	9

### **e-SUBMISSION OF SLEF-DECLARATION FORM**

1. How to sign Self-Declaration Form .....	16
--	----

## e-NOMINATION OF COUNSEL/CLERK FOR PHYSICAL 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/limited\\_physical\\_hearing/](https://registry.sci.gov.in/court/hearings/limited_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 **2** login page of Limited physical hearing as shown in **3** will open.

The image shows a sequence of three screenshots illustrating the login process for Limited Physical Hearing on the Supreme Court of India website.

- Screenshot 1:** The main website header of the Supreme Court of India. A yellow box highlights the 'LIMITED PHYSICAL HEARING' link in the navigation menu.
- Screenshot 2:** The 'Limited Physical Hearing' login page. It features two main options: 'e-Nomination of Counsel/Clerk & Self Declaration' (highlighted in blue) and 'Special Hearing Entry Pass'.
- Screenshot 3:** A detailed view of the 'e-Nomination of Counsel/Clerk & Self Declaration' form. It includes radio buttons for 'eNominate Counsel/Clerk' and 'Self Declaration eSubmission'. Below these are input fields for 'AOR Code' and 'Mobile Number', and a 'Submit' button.

Figure 1 Limited Physical hearing Login page

Nomination link has two options

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

Appropriate option may be chosen as per requirement.

## 2. Nominating of counsel / clerk for limited physical hearing

### Step 1

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

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



**Limited Physical Hearing**



☒ eNominate Counsel/Clerk    ☐ Self Declaration eSubmission

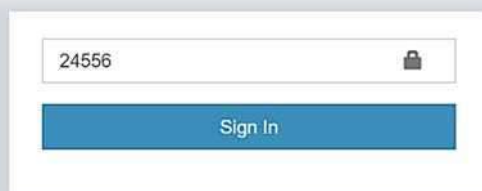
1227 

8860012863 

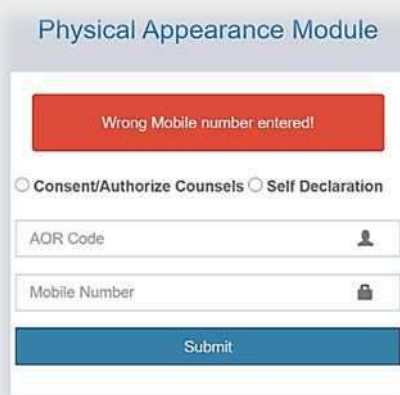
**Submit**

*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 matches 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.

Hearing
Nominate Counsels
Self Declaration
Reports
Logout

Home / Case List

All the listed cases of AOR will be displayed by default. However, if AOR wishes to see cases listed on particular date, desired date can be selected from calendar.

Select Listing date

mm/dd/yyyy
Go!

#	Listing Date	Court/Item Number	Case Number	CauseTitle	Action
1	03-02-2020	7/40	C.A. No. 979/2020 @ 47691/2018	HEMIBEN LADHABHAI BHANDERI Vs. SAURASHTRA GRAMIN BANK	Add

Click "Add" to authorize counsel and reg. clerks

Figure 5 main page of physical hearing showing all listed cases.

Once AOR successfully logs in, all the cases listed before the Court will be displayed on the screen. AOR has a choice to select date from the calendar and cases listed on the selected date will be displayed on the screen.

As indicated in the Figure No. 5 AOR needs to click [add](#) button to nominate counsel or registered clerk. This [add](#) button link is given for each case shown on the screen.

**Step 4****Nominating Counsel or person for hearing**

C.A. No. 979/2020 @ 47691/2018 (47691/2018)

HEMIBEN LADHABHAI BHANDERI Vs. SAURASHTRA GRAMIN BANK

Court No : 7

Listing Date : 03-02-2020

Item No : 40




Total AOR(s) : 3

Working Capacity : 16

Limit per AOR (Including Self) : 5

Attendee Type	Select Attendee Type	Name	Name
Email ID	Email ID	Mobile	Mobile
<b>Add Attendees</b>			

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

#	Attendee Type	Name	Email	Mobile	
1	Self	Mr.PRAVEEN SWARUP	swaruppraveen@gmail.com	8860012863	
2	Sr. Counsel	icsuser	mohit@sdsd	1234567890	
3	Advocate Clerk	TEST ADV CLERK	test@gmail.com	9874512365	
4	Appearing Counsel	Garvit	test23@gmail.com	9485612856	
5	Advocate on Record	test advocate	test2@gmail.com	9458641256	
6	Appearing Counsel	test counsel	test@gmail.com	9717523654	

*Figure 6 Select type person to be nominated for hearing.*

As explained in figure 5 on click **add** button 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. Party to the case represented by concerned AOR
5. 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. The working capacity of the Court Room as per standard social

distancing norms would also be on display. Limit per AOR is Calculated as per total number of AOR in a given case qua the working capacity of given Court Room. If Limit per AOR is 0 in that case AOR can replace himself/herself with Senior Counsel or Appearing Counsel or Another AOR, as may be the case. If Limit per AOR is 0 in that case AOR can replace himself/herself with Senior Counsel or Appearing Counsel or Another AOR, as may be the case. If Limit per AOR is 2 in such case besides such AOR he or she can permit any two or combination of Senior Counsel or Appearing Counsel or Another AORs.

Entry of registered clerks is permitted to assist AOR or counsel for supplying physical material, as may be required, to argue a case. However, registered clerks are not permitted to enter inside the Court Room. Therefore, registered clerks are not counted as attendee inside the Court Room however his entry is permitted up to the Court Room. Therefore, Registered Clerk is not counted in the Limit of persons to be nominated by AOR in a given case.

If in a given case only AOR is permitted and such AOR replaces and nominates counsel in his place, in such event AOR will not be permitted inside the Court Room for that item number listed before the Court. In the Figure 6 name of AOR shall be at serial No. 1 by default. When AOR desires to replace himself/ herself, he or she can delete his/her entry and make fresh entry with appropriate replacement.

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

On the day a given case is listed before the Court, nominated entries can be edited or changed till 09.00 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.

**Total No. of AORs in a case** C.A. No. 979/2020 @ 47691/2018 (47691/2018)

HEMIBEN LADHABHAI BHANDERI Vs. SAURASHTRA GRAMIN BANK

Court No : 7 Listing Date : 03-02-2020 Item No : 40

Total AOR(s) : 3 Working Capacity : 16 Limit per AOR (Including Self) : 5

**Working capacity of Court** **How many persons can be allowed excluding clerk**

Attendee Type: Select Attendee Type Name: Name Email ID: Email ID Mobile: mobile number is mandatory

**Add Attendees** **Click here to add persons to nominate**

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

#	Attendee Type	Name	Email	Mobile
1	Self <b>AOR himself</b>	Mr.PRAVEEN SWARUP	swaruppraveen@gmail.com	8860012863
2	Sr. Counsel	icsuser	mohit@sdsd	1234567890
3	Advocate Clerk <b>Clerk</b>	TEST ADV CLERK	test@gmail.com	9874512365
4	Appearing Counsel	Garvit	test23@gmail.com	9485612856
5	Advocate on Record	test advocate	test2@gmail.com	9458641256
6	Appearing Counsel	test counsel	test@gmail.com	9717523654

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 Search Col Search by Search by C

« August 2020 »

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

Showing 1 to 1 of 1 entries Previous 1 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

### Register

What's your mobile no. ?

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

Mobile Number

Send OTP

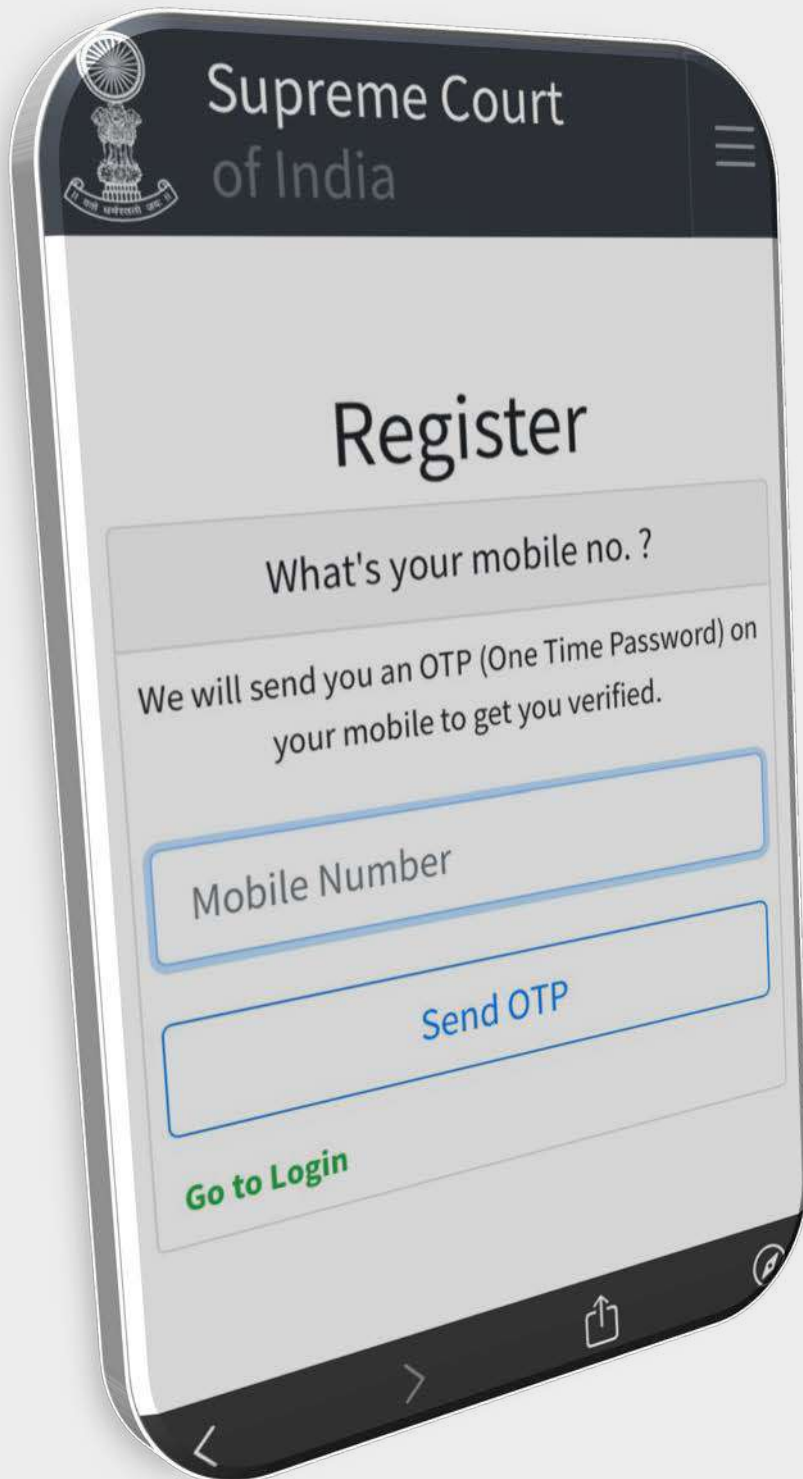
[Go to Login](#)

Developed By IT Cell, Supreme Court of India

[Back to top](#)

Figure 9 Special hearing Entry Pass login screen on Desktop PC

Mobile Mode



The image shows a mobile application interface for the Supreme Court of India. At the top, there is a green button labeled "Mobile Mode". Below it, the app header features the Supreme Court of India logo and the text "Supreme Court of India". The main heading is "Register". The form asks for a mobile number and explains that an OTP will be sent for verification. It includes input fields for the mobile number and a "Send OTP" button, along with a "Go to Login" link. The bottom of the screen shows standard mobile navigation icons.

Supreme Court  
of India

## Register

What's your mobile no. ?

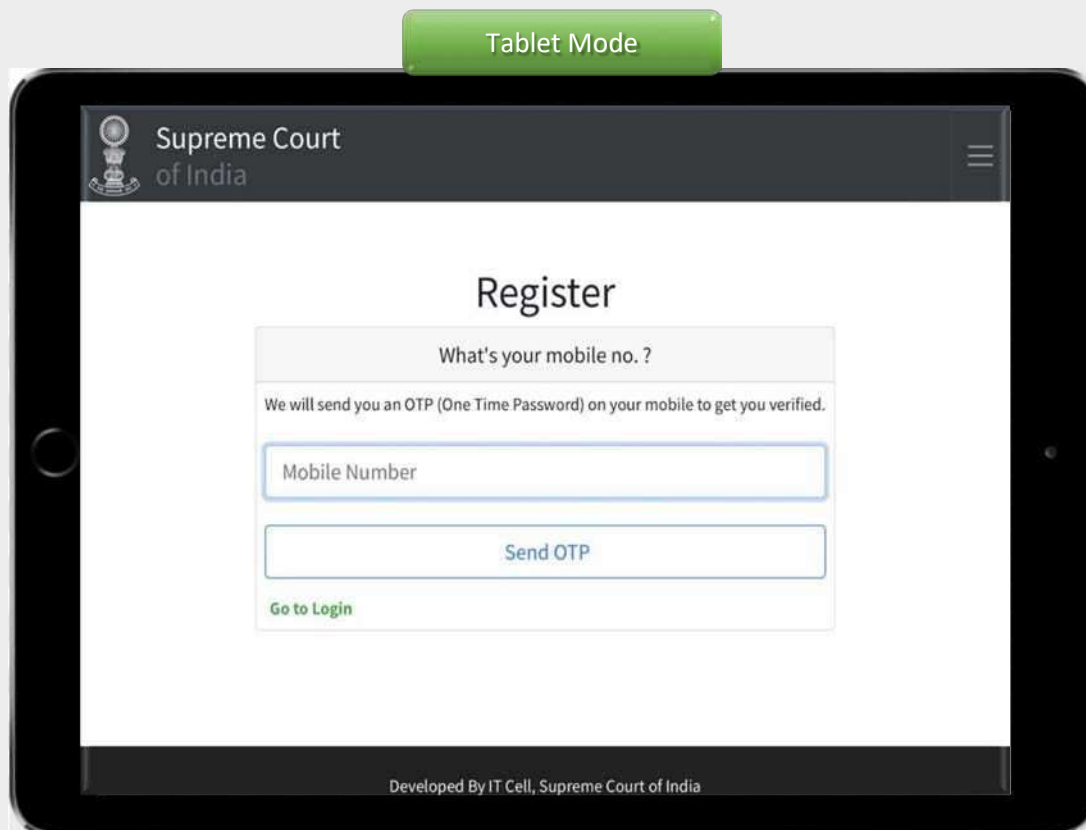
We will send you an OTP (One Time Password) on  
your mobile to get you verified.

Mobile Number

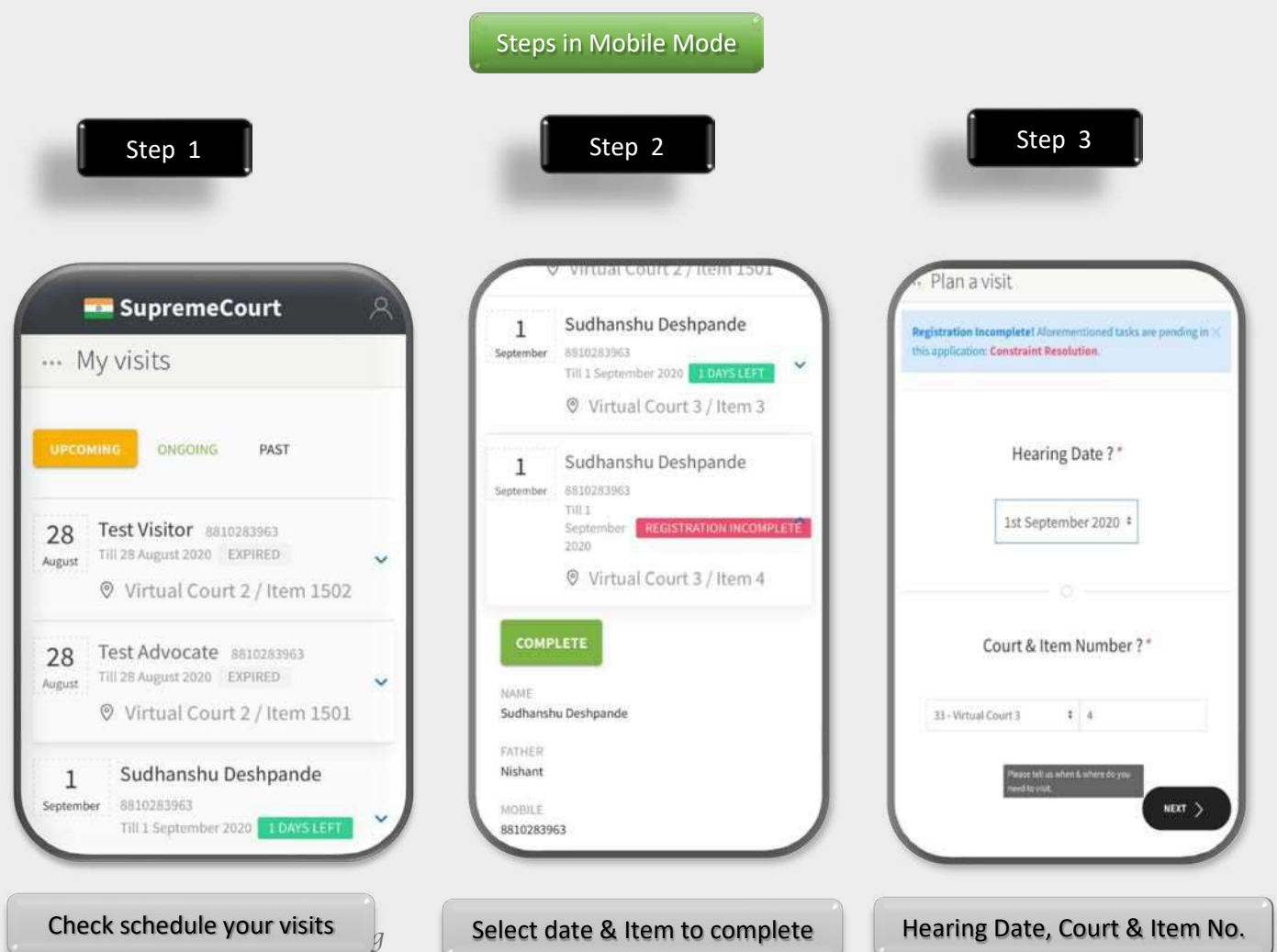
Send OTP

[Go to Login](#)

Figure 10 Special Hearing Entry Pass login screen on mobile



*Figure 11 Special Hearing Entry Pass login screen on Tablet (iPad)*



### Step 4

Details of ID and upload photo ID

### Step 5

Click Selfie & personal info

### Step 6

Generate & Print Pass

### Step 7

Remember Entry Code

Limited Physical Hearing

### Step 8

Generated Pass on mobile



## Steps in Tablet Mode

**SupremeCourt**

My visits

**Step 1**

UPCOMING	ONGOING	PAST
28 August	Test Visitor 8810283963	Till 28 August 2020 EXPIRED
28 August	Test Advocate 8810283963	Till 28 August 2020 EXPIRED
1 September	Sudhanshu Deshpande 8810283963	Till 1 September 2020 3 DAYS LEFT
1 September	Sudhanshu Deshpande 9689969518	Till 1 September 2020 REGISTRATION INCOMPLETE
31 August	Test 8810283963	Till 31 August 2020 3 DAYS LEFT
31 August	Test 8810283963	Till 31 August 2020 3 DAYS LEFT
31 August	Test 8810283963	Till 31 August 2020 REGISTRATION INCOMPLETE

Check schedule your visits

**SupremeCourt**

Plan a visit

**Step 2**

Registration incomplete! More information: Identity & Demographic Details Verification.

Hearing Date ? \*

1st September 2020

Court & Item Number ? \*

33 - Virtual Court 3 : 4

Please tell us when & where do you need to visit

NEXT >

Hearing Date, Court & Item No.

**SupremeCourt**

Plan a visit

Registration incomplete! More information: Identity & Demographic Details Verification.

**Step 3**

Identity \*

Govt. Id

Name \*

Sudhanshu Deshpande

ID Proof No. \*

DL/12/2019

ID Proof Image(s) \*

Details of ID and upload photo ID

**SupremeCourt**

Plan a visit

Registration incomplete! More information: Identity & Demographic Details Verification.

**Step 4**

Just a few more things...

Click above to take a SELFIE WITHOUT MASK

Hello, Sudhanshu Deshpande

9689969518 Male 45

Nishant Adalat Road

GO BACK Click Selfie & personal info FINISH

FINAL VERSION OF SPECIAL HEARING ENTRY PASS

12:24 PM Mon 31 Aug
10:25:78.69
37%

QR PASS
PRINT

Step 5

Special Hearing Entry Pass  
Supreme Court of India

C | 01 Sep 2020

**Visitor Details**  
NAME: Sudhanshu Deshpande c/o Nishant (Male / 45)  
MOBILE: 8810283963  
ADDRESS: Adalat Road  
OCCUPATION: Other  
IDENTITY: Govt. Id: DL/12/2019

**Court Visit Details**  
RECOMMENDING PERSON: Yashwant Anand Goswami (Emp Code-4829) {Addl. Registrar @ OTHERS} (M:9689969618)  
LOCATIONS: **Virtual Court 3 / Item 4**  
VALIDITY: 01-09-2020 to 01-09-2020  
RECOMMENDING AUTHORITY: Registry Officer  
REGISTERED ON: 31-08-2020 12:24:27  
PRINTED ON: 31-08-2020 12:24:28

SUDHANSHU DESHPANDE  
Entry Code- A35C66  
Visitor Code- 9A36005

Special Hearing pass generated on Tab.

Special Hearing Entry Pass  
Supreme Court of India

C | 01 Sep 2020

**Who**  
NAME: Yashwant A Goswami c/o Sh A Goswami (Male / 41)  
MOBILE: 9689969618  
ADDRESS: MAHARASHTRA SADAN KASTURBA GANDHI MARG NEW DELHI  
OCCUPATION: Govt. Service  
IDENTITY: Govt. Id: DL/12/2019

**When & Where**  
RECOMMENDING PERSON: Yashwant Anand Goswami (Emp Code-4829) {Addl. Registrar @ OTHERS} (M:9689969618)  
LOCATIONS: **Virtual Court 3 / Item 4**  
VALIDITY: 01-09-2020 to 01-09-2020  
REMARKS: Authorised by AOR 1227  
RECOMMENDING AUTHORITY: Registry Officer  
REGISTERED ON: 29-08-2020 19:40:14  
PRINTED ON: 29-08-2020 19:40:15

YASHWANT A GOSWAMI  
Entry Code- 74CE75  
Visitor Code- C74CF6D

Special Hearing pass print version

1. 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.
2. 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.
3. Photo ID uploaded while generating entry pass will be physically verified while permitting entry Photo ID is required for identification of the nominated person as Advocate or registered Clerk, as may be the case.
4. 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, one has to check schedule for the day and generate all passes listed for that day before the various Courts.
5. Before physically entering/ visiting the Supreme Court premises, the entrants have to mandatorily sign self-declaration form about fitness and good health ruling out possibility of self-infection.



# 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.

[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:**

**Category:**

**Address:**

**Mobile:**

\*\*\*\*\*