**SCHEDULE II**

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| General guidelines   1. The video conferencing link shall be shared only to an Advocate, who is a member of the Bar Council of Assam, Nagaland, Mizoram and Arunachal Pradesh as well as registered with the Gauhati High Court Bar Association and/or Gauhati High Court Advocates’ Association. 2. The Learned Advocates shall request for video conferencing through email to the official email id of the concerned Hon’ble Court where the case is listed with a copy of the said e-mail to the official e-mail id of the Registrar (Judicial) at [ghcvideoconferencing@gmail.com](mailto:ghcvideoconferencing@gmail.com), at least 2 (two) days prior to the date of listing of the cases, during office hours by mentioning the details as mentioned below (**Information Form for VC**).   The subject of the email should be specifically in the following format  **Request for video Conferencing for Court No. \_\_\_\_\_\_**   1. The Hon’ble Court’s email-id will be published in the additional notice of the Cause list (Each Court will have a unique Email ID). 2. The concerned Court Master will then share the link and also admit the concerned Learned Advocates who have opted for the VC. 3. Participants with the correct information shall be allowed to participate in the Court Proceedings. |

**Information Form for Video Conference**

1. Cause Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. Court No. / Item No. /Case Number / CNR Number (if any) /: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. Petitioner (P)/Respondent (R)Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. Proposed date of conference (DD/MM/YYYY):­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Location of the Remote Point(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Name & Designation of the Participants at the Remote Point: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. Appearing for (Petitioner/Respondent) : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. Bar Enrolment No. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
9. Mobile No. And Email Id of the participant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_