

SCHEDULE II

General guidelines

1. The Learned Advocates shall request for video conferencing through email to the official email id of the IT section at itanagarbenchitsection@gmail.com with a copy to the said email to the official email-id of the Deputy Registrar (Judicial) at itanagarbenchjudicialsection@gmail.com , at least 1 (one) day prior to the date of the cases, 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. _____
2. Participants with the correct information shall be allowed to participate in the Court Proceedings.
3. The video conferencing link of each court is available in the cause-list and the website

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: _____