

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. Only those who have submitted proper requests and complete information will be admitted to the Court proceedings via video conferencing.
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. Location of Court Point(s): _____
7. Name & Designation of the Participants at the Remote Point: _____
8. Appearing for (Petitioner/Respondent) : _____
9. Bar Enrolment No. : _____
10. Mobile No. And Email Id of the participant: _____