

**Supreme Court of Bangladesh  
Dhaka**



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Notification no- 213

A.

Date 27 Boishakh 2020  
10 May 2020

**Subject: Practice Directions for Virtual Court(s) for the High Court Division of the Supreme Court of Bangladesh**


In exercise of power as provided by section 5 of Ordinance No.01 of 2020 the Hon'ble Chief Justice of Bangladesh with the approval of the High Court Division of the Supreme Court of Bangladesh hereby issues the following Practice Directions to be followed by the High Court Division while conducting court proceedings remotely through video conferencing.

1. Any lawyer wishing to file an application/petition is to file such application/petition via email address of the Bench Officer of the concerned Court along with an application requesting virtual hearing giving reason for urgency within 1 (one) page; the email address of the concerned Bench Officer shall be published in the Supreme Court website.
2. The application/petition in soft copy is to be typed on Legal size paper giving double spacing, 2 inch margin and using size 14 Times New Roman font. Alternatively, any application/petition typed on blue paper may be scanned and uploaded electronically and sent via email to the concerned Bench Officer.
3. Scanned copy of any documentary evidence produced in support of the application/petition must be in PDF format and authenticated and certified by the filing lawyer.
4. Wakalatnama containing the name, mobile phone number, email address and Bar Association membership number of the filing lawyer is to be uploaded by the concerned lawyer by scanning the same and sending it via email in PDF format.
5. Court fees and costs to be assessed by the relevant Section shall be paid by the party concerned within 72 hours of opening of regular court.
6. The filing lawyer will give undertaking as to the truth of the statements made in the application/petition and the genuineness of any document annexed. If, later on, it is

found that any false statement was made or false or forged document was produced, then the person responsible shall be dealt with in accordance with law.

7. On receipt of the application, a case number consisting of the concerned Court number followed by the serial number, prefixed with the letters 'VC' will be given by the concerned Bench Officer, which shall be communicated to the filing lawyer by SMS and email and used until opening of the regular court when the appropriate Section will allocate a regular case number.
8. On receipt of the application/petition the concerned Bench Officer will print out the soft copy and create a hard copy record;
9. Soft copy of the application/petition with supported documents, if any, shall be forwarded to the concerned Judge through email;
10. On receipt thereof the concerned Judge shall, upon considering the urgency of the matter, fix a date and time of hearing and accordingly inform the Bench Officer concerned.
11. The Bench Officer upon receipt of the date of hearing of the matter shall post the matter in the online cause list and at the same time send an email/SMS to the filing lawyer, the opponent's lawyer, if any, and the office of the Attorney General informing them of the date and time of hearing, upon supplying them with a soft copy of the application/petition and supporting documents, if any, and also intimating that the hearing will be held by virtual means using Microsoft Teams Application or any other video conferencing application to be notified, and may advise the Advocates concerned, if necessary, to download the application and be ready to join the virtual hearing 15 minutes before the time fixed for hearing.
12. The concerned Judge and the concerned Advocates shall be properly dressed in court dress without gown and maintain decorum in the virtual hearing.
13. After conclusion of hearing, order of the court shall be pronounced and the written order signed by the Judge shall be scanned, uploaded and communicated by the concerned Bench Officer via email to the Advocate of the concerned party/parties, the office of the Attorney General and the concerned court below, as the case may be.

14. If during the hearing the video connectivity is lost then hearing will continue upon reconnection, if it is not possible to conclude the hearing for any reason then the Judge shall fix another date and time for virtual hearing.
15. In the course of virtual hearing if any difficulty arises, then the concerned Judge may resort to such measures as maybe necessary for the smooth virtual hearing of the case.

  
10.05.2020

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Copy to;

1. Attorney-General for Bangladesh
2. President/Secretary of the Supreme Court Bar Association
3. PO to Honourable Justice.....(all)