



HIGH COURT OF GUJARAT

C I R C U L A R No. ITC/667/2026

Date:17/03/2026

**STRICT COMPLIANCE WITH CLAUSE 3 AND 4 OF THE REVISED STANDARD
OPERATING PROCEDURE (CIRCULAR NO. ITC/417/2026, DATED 23/02/2026)
FOR VIRTUAL / HYBRID HEARING.**

In continuation of the Revised Standard Operating Procedure (SOP) issued vide the above-referenced Circular, it has come to the notice of the High Court that despite clear instructions, some of the Ld. Advocates are not following the guidelines in its letter and spirit. It is specifically observed that many Ld. Advocates do not display their names and the mandatory Serial Number of their case/matter in their virtual profile which results in: (i) the Court Masters' inability to decipher the identity of the Ld. Advocate/Counsel waiting in the virtual room, making it difficult to admit the correct Ld. Advocate/Counsel for the matter on hand; (ii) difficulties and delays faced by the concerned Ld. Advocates/Counsels themselves in joining the proceedings as the Court Masters cannot identify them without the requisite prefixes; and (iii) hampering the smooth transition between matters, affecting the overall decorum and efficiency of the Hybrid Court proceedings.

Therefore, it is hereby reiterated that:

1. All Ld. Advocates/Counsels must scrupulously follow the display name format as prescribed in Clause 3 of the SOP (prefixing the Serial Number followed by the exact name).
2. As per Clause 4, failing to provide a proper display name will result in the Ld. Advocates/Counsels not being admitted to the Virtual / Hybrid hearing.

All the Ld. Advocates/Counsels are requested to cooperate and ensure strict adherence to these instructions so that the Court proceedings can be conducted smoothly and no inconvenience is caused to any one.

SD/-

REGISTRAR GENERAL