



**Joining Video
Conference through
Zoom
A Guide for Advocates
and In-Person
Litigants**

PUNJAB & HARYANA HIGH COURT

HYBRID HEARING is a new



**A Seamless Systematic
Secure system**

Easy Management of
V.C. related queries

Accessible and easy to
Adapt System
to achieve the goal of
Hybrid hearing.

Reliable,
Remote Areas are now
accessible

**A Time-Saving
Technology**

way

Essential Computer specification for Video Conference

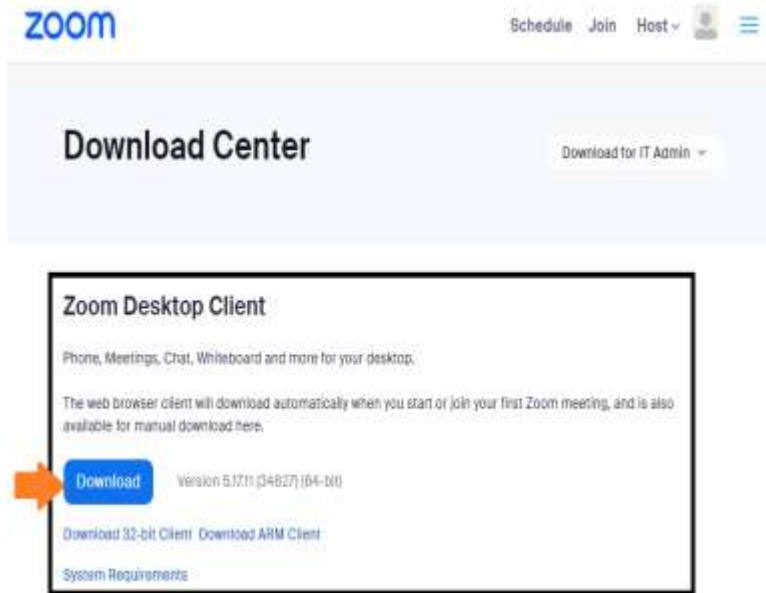
#	Component	Description
1	Optimum-Resolution Webcam	A high-resolution webcam will provide clear, high-quality footage.
2	Quality Audio Equipment	A good quality microphone or a headset with a built-in microphone would ensure an effective communication during the conference.
3	Fast Computer Processor	Smooth video streaming and processing are ensured by a powerful processor with enough of RAM.
4	Reliable Internet Connection	Check your internet connection speed. A stable connection (wired or strong Wi-Fi signal) prevents disruption during the meeting.
5	Updated Software and Browser	To utilize the most recent updates and new features, make sure your Zoom application is up to date. For best results, use an updated and compatible web browser (such Chrome, Firefox or Safari).

How to install Zoom in your PC/Laptop/Mobile

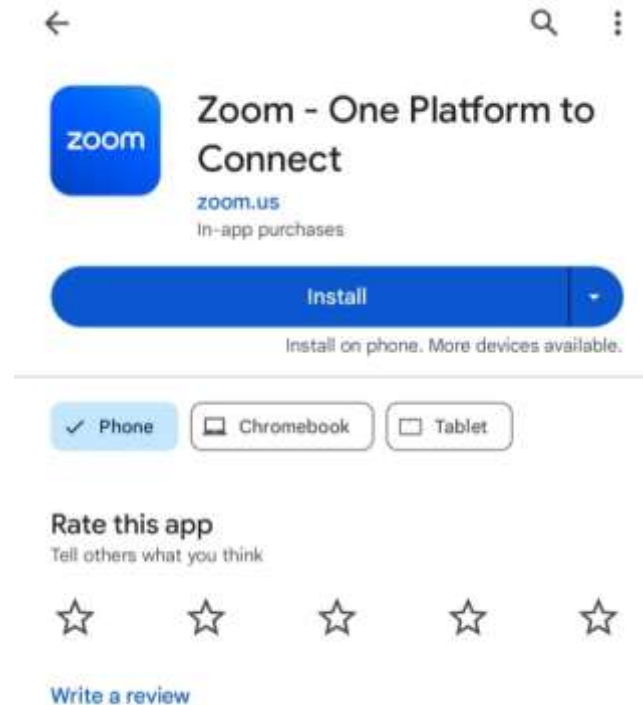
Zoom Installation

- 1** If you haven't yet installed Zoom application on your computer or mobile device, you can follow the installation steps outlined below. Alternatively, you can also join the video conference through a web browser
- 2** If you wish to install the Zoom application on your PC or laptop, you can download the application by visiting the following link: <https://zoom.us/support/download>
- 3** Once Download is complete, install the application on your PC.
- 4** If you are using android mobile phone, you can install the 'Zoom' app from the Play Store.
https://play.google.com/store/apps/details?id=us.zoom.videomeetings&hl=en_IN&gl=US
- 5** If you are using Apple mobile phone, you can install the 'Zoom Meeting' app from the App Store. <https://apps.apple.com/us/app/zoom-one-platform-to-connect/id546505307>

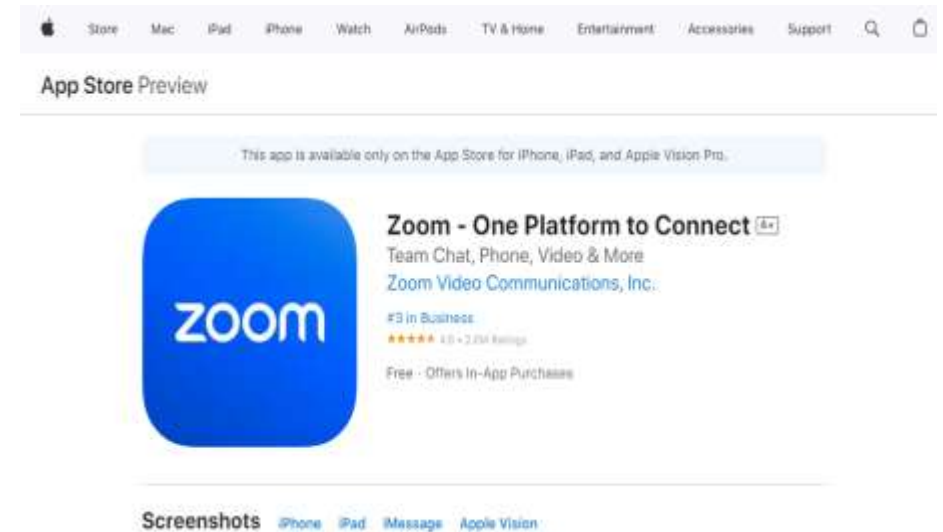
How to install Zoom in your PC/Laptop/Mobile



Download on PC/Laptop



Download on Android Device



Download on Apple Device

Hybrid hearing

- Hybrid VC Hearing is available in all the courts. Dedicated video conferencing link has been provided to each Hon'ble Court.
- Ld. Advocates or Party-in-Person is required to verify his/her mobile number with OTP verification. After verifying case details, such as listed matters before the selected bench, court, cause list date and mobile number. VC link will be sent to their mobile number through SMS.
- Intimation will also be sent to respective Court Co-ordinators on VC Module.VC listed matters are taken up as per daily cause list serial order by the Hon'ble bench.

Intimation Process

(for Video Conferencing)



Step - 1

- Request page is available on sidebar menu in the <https://phhc.gov.in/> portal or you can visit the link given below:

https://phhc.gov.in/home.php?search_param=vc_final

For Party-in-Person



Step - 2 (Party-in-Person)

If applicant selects Appearing as “Party-in-Person” then the module will ask for the registered Mobile Number in order to verify the same in our existing record for listed case.

ONLINE VIDEO CONFERENCE MODULE

***Appearing as** Counsel Party-in-person

***Enter your registered 10-digit mobile number**

Cause List Date:*

Step - 3

The module will show the list of cases for the selected cause list. User can select VC checkbox and fill the fields of Appearing for and the name of Party-in-Person. Now enter the received OTP and submit.

ONLINE VIDEO CONFERENCE MODULE

*Appearing as Counsel Party-in-person

*Enter your registered 10-digit mobile number

Cause List Date: * 21-MAR-24

List Type	Sr.No.	Court	Case Details	Party Details	Advocate Name	Hearing Mode	Appearing for	Party-in-person Name
0	318	31	CR-5484-2023	M/S OMAXE CONSTRUCTION LTD COMPANY AND OTHERS V/S KALI RAM AND ANOTHER	ARJUN SHARMA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER	

Enter OTP :

Enter received OTP

Step - 4

The module will ask for OTP sent on the registered mobile number.

OTP for Hybrid Hearing option is [872249](#). Punjab And Haryana High Court

OTP will be sent on your registered mobile number

For Counsel



Step - 2 (for Counsel)

Step1: After clicking on web link by the registered Ld. Advocate, a webpage to intimate for the listed matters well in advance to the court coordinators in the next-day cause list will be opened. The module will ask for the status of the applicant/visitor i.e. Counsel or Party-in-Person.

ONLINE VIDEO CONFERENCE MODULE

*Appearing as Counsel Party-in-person

ONLINE VIDEO CONFERENCE MODULE

*Appearing as Counsel Party-in-person

Counsel Enrollment No.* (XX-XXXX-YYYY):

Step - 3

If applicant selects Appearing as “Counsel” then the module will ask for the Counsel Enrollment No. in order to verify the same in our existing directory.

The screenshot shows a web form titled "ONLINE VIDEO CONFERENCE MODULE". Below the title, there is a section for "Appearing as" with two radio button options: "Counsel" (which is selected) and "Party-in-person". Below this, there is a text input field labeled "Counsel Enrollment No.* (XX-XXXX-YYYY):". At the bottom of the form is a "SUBMIT" button.

Step - 4

The module will ask for OTP sent on the registered mobile number of the counsel.

OTP for Hybrid Hearing option is [872249](#). Punjab And Haryana High Court

OTP will be sent on your registered mobile number

The screenshot shows a web form titled "ONLINE VIDEO CONFERENCE MODULE". Below the title, there is a text input field with the message: "One time password has been sent to your registered mobile number ending with xxxxxxxx520". Below the input field is a "VERIFY OTP" button.

Enter received OTP

Step - 5

The Module will ask for the Cause List Date for which the counsel is desired to appear virtually before the Hon'ble bench.

The screenshot displays the 'ONLINE VIDEO CONFERENCE MODULE' interface. It features a dark blue header with the module name in white. Below the header, there is a light gray form area. On the left, the text 'Cause List Date: *' is followed by a dropdown menu with the placeholder text 'Please Select Cause List Date'. To the right of the dropdown is a button labeled 'GET CASE LIST'. Two yellow callout boxes with black borders provide instructions: one points to the dropdown menu with the text 'Select cause list date', and the other points to the 'GET CASE LIST' button with the text 'Click here to get list of cases'. The bottom of the image has a decorative blue and light blue arrow pattern.

ONLINE VIDEO CONFERENCE MODULE

Cause List Date: * Please Select Cause List Date ▼ GET CASE LIST

Select cause list date

Click here to get list of cases

Step - 6

After performing above steps successfully, the module will show a list of matters related to the counsel listed before all the Hon'ble benches of this court

ONLINE VIDEO CONFERENCE MODULE										
Cause List Date:*				15-MAR-24			GET CASE LIST			
List Type	Sr.No.	Court	Case Details	Party Details	Advocate Name	Hearing Mode	Appearing for	Appearing Counsel Name (optional)	Sr. Advocate	
0	227	23	CWP-3004-2020	S. K. NAIN V/S DAKSHIN HARYANA BIJLI VITRAN NIGAM AND OTHERS	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER			
0	207	67	CRM-23257-2023	HARBANS LAL AND OTHERS V/S STATE OF HARYANA	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER			
<input type="checkbox"/> Check if any other case listed for the above selected cause list date: 15-MAR-24										
FINAL SUBMIT										

List of the cases as per
cause list in all the courts
on selected date

Check here for VC for the corresponding case

VC

If appearing counsel is different (fill here Name of the appearing counsel)

ONLINE VIDEO CONFERENCE MODULE

Cause List Date: 15-MAR-24 GET CASE LIST

List Type	Sr.No.	Court	Case Details	Party Details	Advocate Name	Hearing Mode	Appearing for	Appearing Counsel Name (optional)	Sr. Advocate
0	227	23	CWP-3004-2020	S. K. NAIN V/S DAKSHIN HARYANA BIJLI VITRAN NIGAM AND OTHERS	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER		
0	207	67	CRM-23257-2023	HARBANS LAL AND OTHERS V/S STATE OF HARYANA	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER		

Check if any other case listed for the above selected cause list date: 15-MAR-24

FINAL SUBMIT

Check here if appearing counsel is Senior Advocate

Select party for whom counsel is appearing.

If party number is not in the list fill the party number here i.e. PETITIONER-10

Select Appearing for

Note-

If the desired matter for VC is not in the shown list, then user can check on the following checkbox for the manual entry of the desired case.

Check if any other case listed for the above selected cause list date: 15-MAR-24

If party is not in list fill the particular of the parties here

->After checking the checkbox, the module will ask you to enter the details of the desired case in the selected cause list for the VC. After entering the details, applicant will click on “Verify & Add Case”. If the case exists in the selected cause list, **module will show a confirm box regarding confirmation of the added case.**

Check if any other case listed for the above selected cause list date: 15-MAR-24

Case Type	Case Number	Case Year	Action
<input type="text"/>	<input type="text"/>	<input type="text"/>	Verify & Add Case

FINAL SUBMIT

phhc.gov.in says

By clicking confirm, you acknowledge that this case is related to you and accept the associated responsibilities. Do you want to proceed ?

OK

Cancel

Note-

After confirming by clicking on OK button, the entered case will be added in the above list and ready to be selected for VC.

ONLINE VIDEO CONFERENCE MODULE									
Cause List Date: *		15-MAR-24			GET CASE LIST				
List Type	Sr.No.	Court	Case Details	Party Details	Advocate Name	Hearing Mode	Appearing for	Appearing Counsel Name (optional)	Sr. Advocate
<input type="radio"/>	227	23	CWP-3004-2020	S. K. NAIN V/S DAKSHIN HARYANA BIJLI VITRAN NIGAM AND OTHERS	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER		
<input type="radio"/>	207	67	CRM-23257-2023	HARBANS LAL AND OTHERS V/S STATE OF HARYANA	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER		
<input type="radio"/>	214	15	CWP-15464-2019	RAJBIR SINGH V/S STATE OF HARYANA AND ORS.	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER		

Check if any other case listed for the above selected cause list date: 15-MAR-24

FINAL SUBMIT

Step - 7

After completing above steps successfully, Click on 'Final Submit' to submit your intimation.

ONLINE VIDEO CONFERENCE MODULE										
Cause List Date:*				15-MAR-24						GET CASE LIST
List Type	Sr.No.	Court	Case Details	Party Details	Advocate Name	Hearing Mode	Appearing for	Appearing Counsel Name (optional)	Sr. Advocate	
0	227	23	CWP-3004-2020	S. K. NAIN V/S DAKSHIN HARYANA BIJLI VITRAN NIGAM AND OTHERS	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER			
0	207	67	CRM-23257-2023	HARBANS LAL AND OTHERS V/S STATE OF HARYANA	SUNIL KUMAR NEHRA SIRSA	<input type="checkbox"/> VC	Select Appearing for IF ANY OTHER			
0	214	15	CWP-15464-2019	RAJBIR SINGH V/S STATE OF HARYANA AND ORS.	SUNIL KUMAR NEHRA SIRSA	<input checked="" type="checkbox"/> VC	PETITIONER-1 Please select here IF ANY OTHER			

Check if any other case listed for the above selected cause list date: 15-MAR-24

FINAL SUBMIT

Final Submit Button

Step - 8

After successful submission, a message box will appear on the browser window. A zoom meeting link is sent to the registered mobile number.

phhc.gov.in says

A video conferencing link has been sent to your registered mobile number. The court coordinator is informed accordingly.

OK

VC Link for matters listed on 21-MAR-24 in the court No. 31 is <https://zoom.us/my/vcphhc31>.
Punjab and Haryana High Court

After Intimation Process



How to Join Video Conference through Zoom Meeting

There are two ways

1. Join VC using meeting link sent on your mobile through SMS. Sample VC link appears as below:

<https://zoom.us/my/vcphhc05>

2. Join using VC Meeting ID.

These Meeting Links or VC Ids would be received through message on the registered mobile or displayed in the daily Cause List.

Click on the VC link : Join using web browser

zoom

Support English ▾

Once you install Zoom Client, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting

Don't have Zoom Client installed? [Download Now](#)

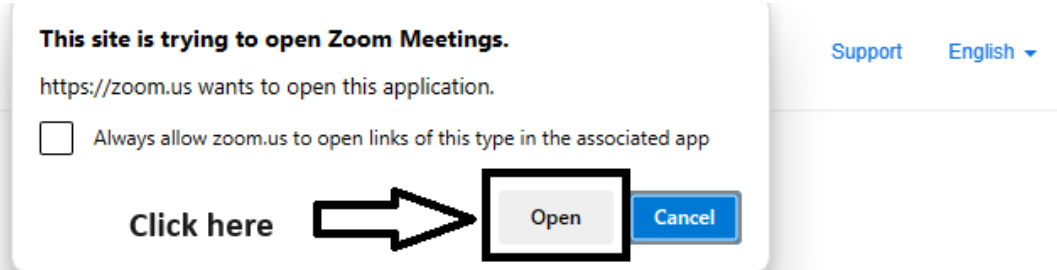
Having issues with Zoom Client? [Join from Your Browser](#)



**Click here to join from
Browser**

Click on the VC link : Join using Zoom Application

zoom

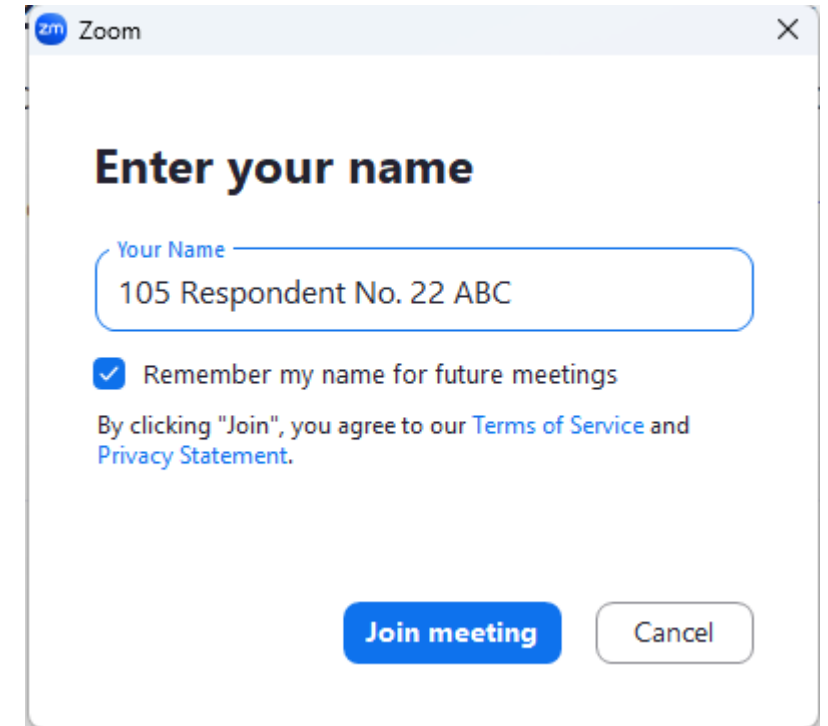
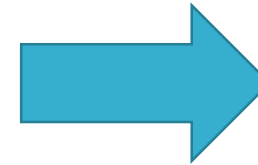


Click **Open Zoom Meetings** on the dialog shown by your browser

If you don't see a dialog, click **Launch Meeting** below

By joining a meeting, you agree to our [Terms of Service](#) and [Privacy Statement](#)

Launch Meeting



Join a meeting : Enter Meeting number or link to join meeting

Zoom ×

Join meeting

Meeting ID or Personal Link Name

450 536 0549

105 Respondent No. 22 ABC

Remember my name for future meetings

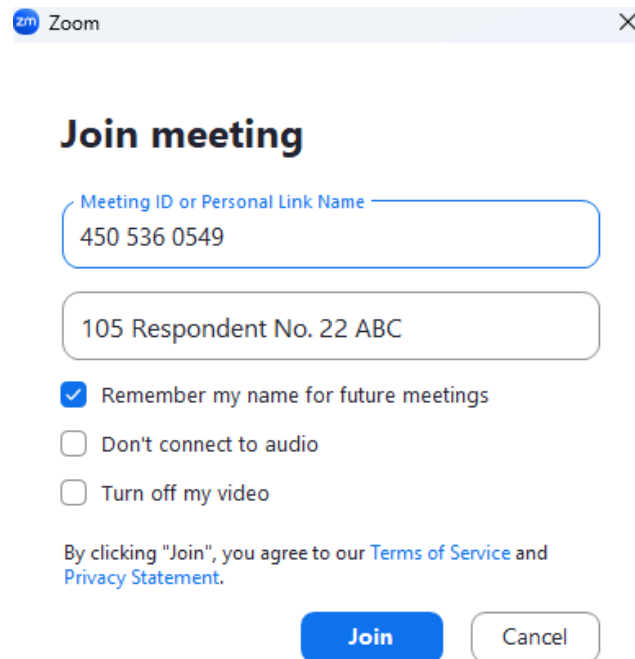
Don't connect to audio

Turn off my video

By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join Cancel

Enter your name as "115-Respondent No.22-ABC" (in this instance, 115 represents the item number mentioned in the cause list on that date, and Respondent No.22 denotes the party's status as stated in the memo of parties and ABC the Advocate's name).



Zoom

Join meeting

Meeting ID or Personal Link Name

450 536 0549

105 Respondent No. 22 ABC

Remember my name for future meetings

Don't connect to audio

Turn off my video

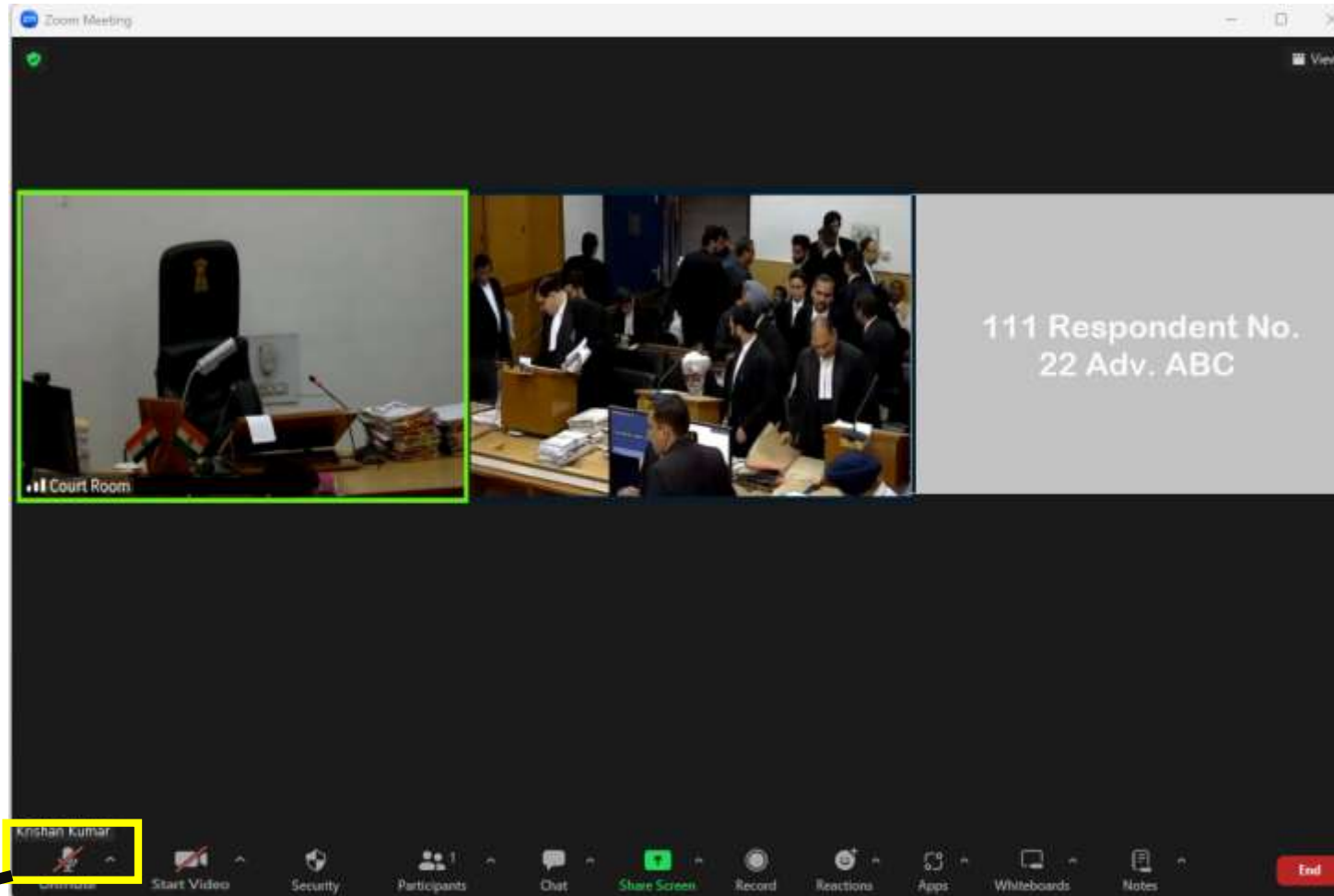
By clicking "Join", you agree to our [Terms of Service](#) and [Privacy Statement](#).

Join Cancel

Before actually joining VC Meeting, click on Test link for testing Speaker, Microphone, adjust Output Volume, adjust Input volume of the device. Option for Automatically adjust volume and Noise removal is also available.

Component	Instruction
Camera	If it's a separate camera, put it near your screen at your eye level, so it looks like you're talking directly to the person on the screen. Make sure your camera is in a good spot where it can see you clearly. Not too far or too close
Source of Light and Arrangement	Ensure adequate lighting to illuminate your face evenly without harsh shadows. Natural light or diffused artificial light works well. Avoid positioning yourself with bright lights or windows directly behind you, which can cause silhouetting
Background and Surrounding Noise	Maintain a clean and professional background to minimize distractions. Consider using a plain or non-distracting backdrop. Minimize background noise by choosing a quiet environment and using noise-cancelling microphones if possible.
Tidiness and Virtual Backgrounds	Keep your surroundings tidy and organized to present a professional image. Consider using virtual backgrounds if your physical environment isn't ideal or if you want to maintain privacy.
Proper Dressing and Appearance	Dress-up properly and ensure professional appearance suitable for the context of the video conference.

After joining meeting, kindly mute your microphone and only unmute it when your case comes or the lordship desires.



Button for Mute/Unmute

Important things to know and follow for seamless Video Conference

Component	Instruction
Camera	<p>If it's a separate camera, put it near your screen at your eye level, so it looks like you're talking directly to the person on the screen.</p> <p>Make sure your camera is in a good spot where it can see you clearly. Not too far or too close</p>
Source of Light and Arrangement	<p>Ensure adequate lighting to illuminate your face evenly without harsh shadows. Natural light or diffused artificial light works well.</p> <p>Avoid positioning yourself with bright lights or windows directly behind you, which can cause silhouetting.</p>
Background and Surrounding Noise	<p>Maintain a clean and professional background to minimize distractions. Consider using a plain or non-distracting backdrop.</p> <p>Minimize background noise by choosing a quiet environment and using noise-cancelling microphones if possible.</p>
Tidiness and Virtual Backgrounds	<p>Keep your surroundings tidy and organized to present a professional image.</p> <p>Consider using virtual backgrounds if your physical environment isn't ideal or if you want to maintain privacy.</p>
Proper Dressing and Appearance	<p>Dress-up properly and ensure professional appearance suitable for the context of the video conference.</p>

Some Basic Do's and Dont's

Do's

Mute your microphone whenever you're not speaking, even if you're alone in the room. Background noise can be an annoying distraction and stifle any meeting's flow.

Test your microphone before you video call, especially if you have to argue a case, through video conferencing, which is listed before the Court. You can always test video conferencing before the virtually entering in Court Room.

When you're talking, look into the camera instead of looking at yourself talking on the computer screen. It will help others on the call.

Remain connected until turn of your case comes.

Dont's

Do not open other applications in which either camera or microphone is involved, when you have logged in Video conferencing. During ongoing video call, do not open other application which will apportion processing ability of device to transmit audio and video data packets while on the video call.

Thank You

