सत्यमेव जयते

High Court of Bombay

मुंबई उच्च न्यायालय

User Guide for Advocates

Vconsol Court – Bombay

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Introduction

This user guide will be handy to familiarise Vconsol Court video conferencing software. It provides a simple explanation of what and how it works.

1. Registration

If you are a new user, you must first register with the VConsol court.

To register, when you click the **Register** button, it will redirect you to the registration page.

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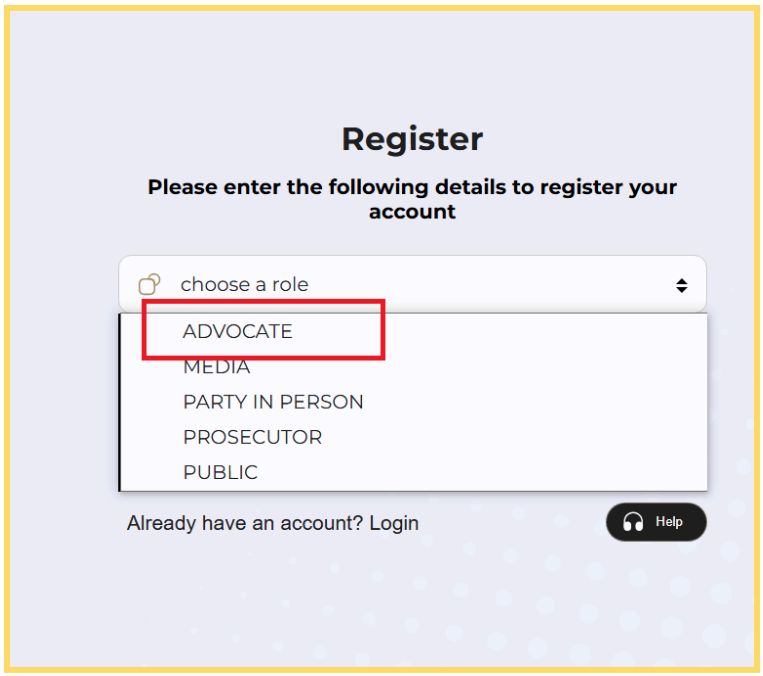
1.1 Choose Role

You can select your role from the list and fill up all required fields



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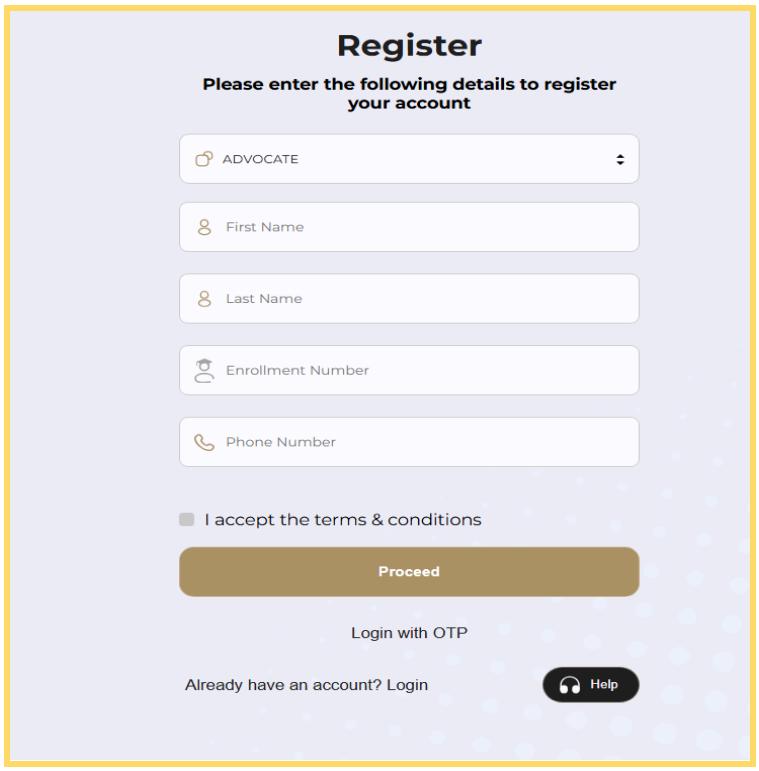

2. Login

You can log in with two methods. **Login with Password** and **Login with OTP.** The first method is to log in with your password, where you enter your registered password along with your mobile number. The second method is to log in with OTP, which will be sent to your registered mobile number for verification.

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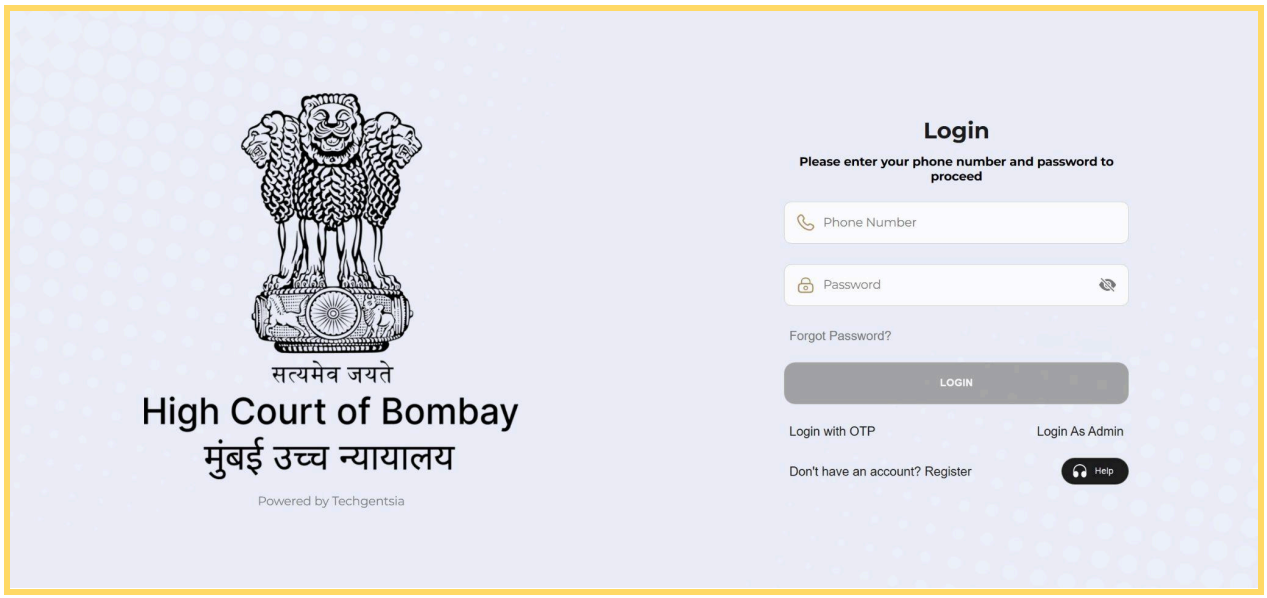

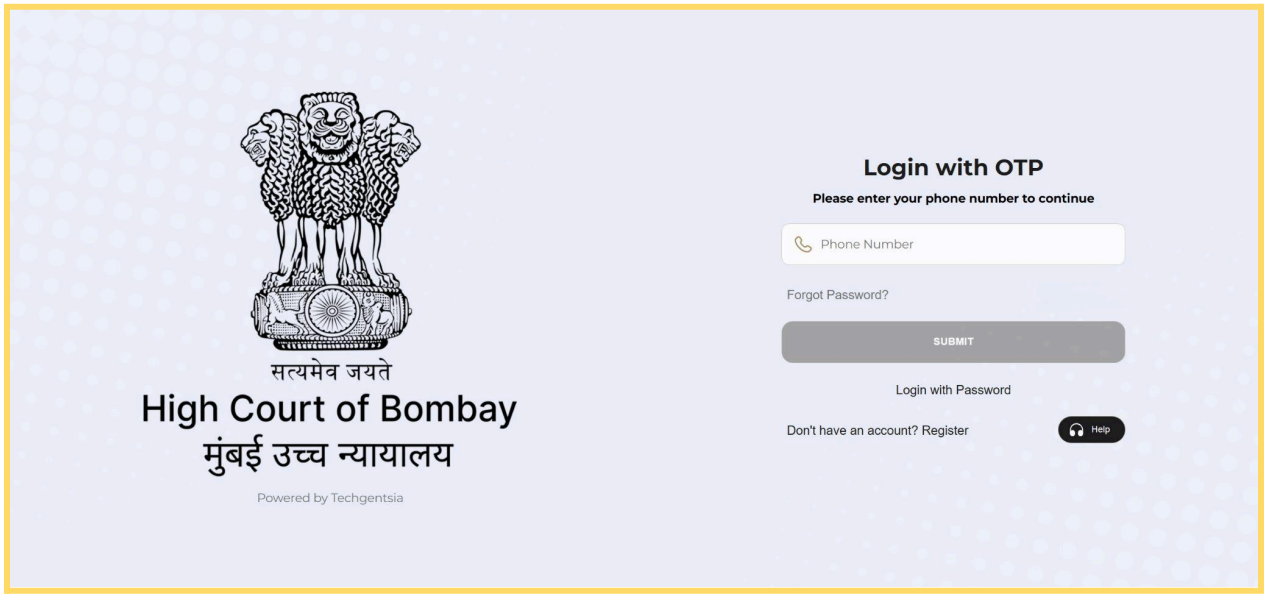

3. Court List

After logging in, the advocate will be directed to the court list, where the court names added from the admin panel will be listed.

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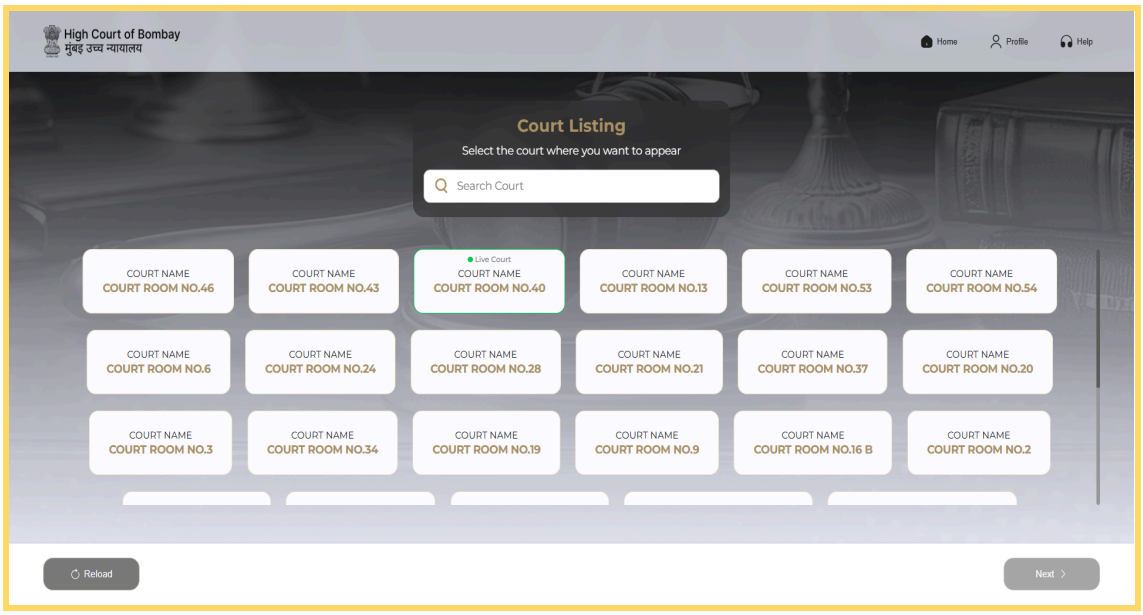

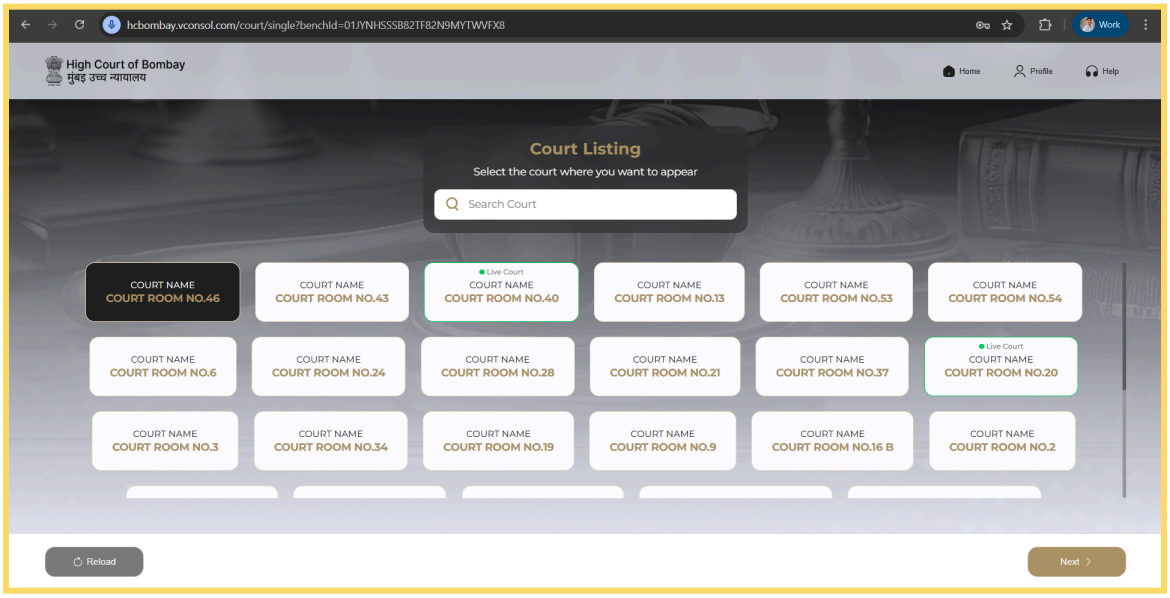

i.Tap on the court to be selected from the court list

ii. Click the check box for confirmation

iii. Tap **NEXT** to redirect the user to the Case List window

iv. Tap on the **REFRESH button** to get updated court Lists.

4. How to appear for a Serial Number in a court by an Advocate

After logging in, the user will be redirected to the court list page

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Select the court and click on the next button

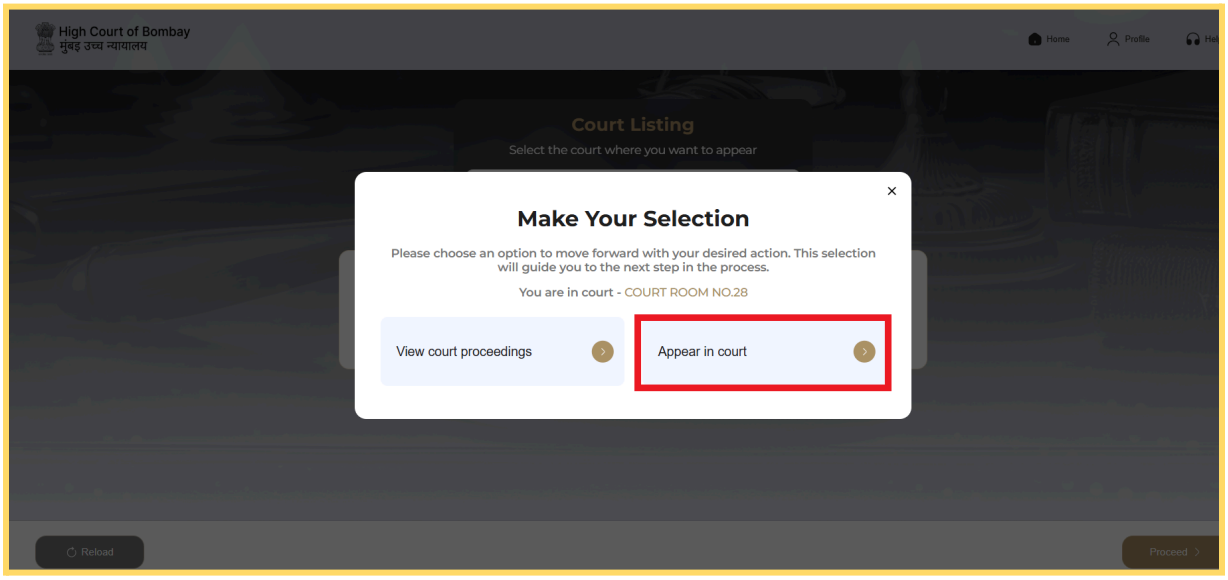
An advocate has the option to choose the active courts where they can appear for a case. The number under the Court name denotes the Serial numbers which are called in that court.

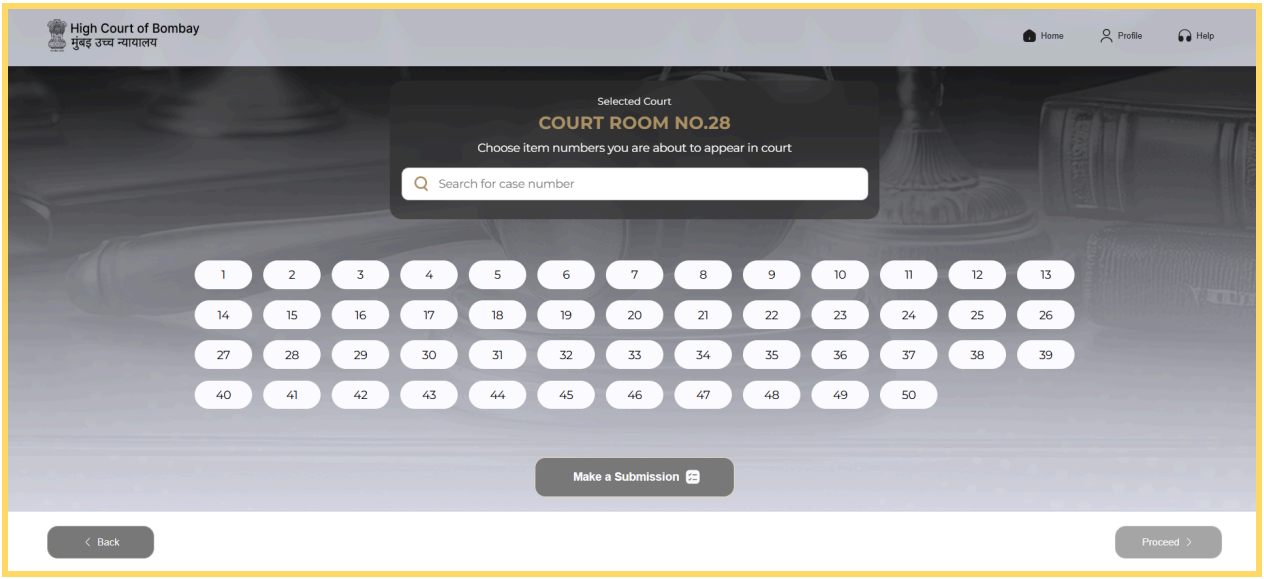
E.g.: An Advocate wish to enter Court COURT ROOM NO.46

First, select the court and confirm that the selected court is correct by clicking the checkbox**.**

After clicking the checkbox, the "**NEXT"** button gets active then click on it.

Select the option **"Appear in Court"**; it will redirect you to the **Case Listing** page.





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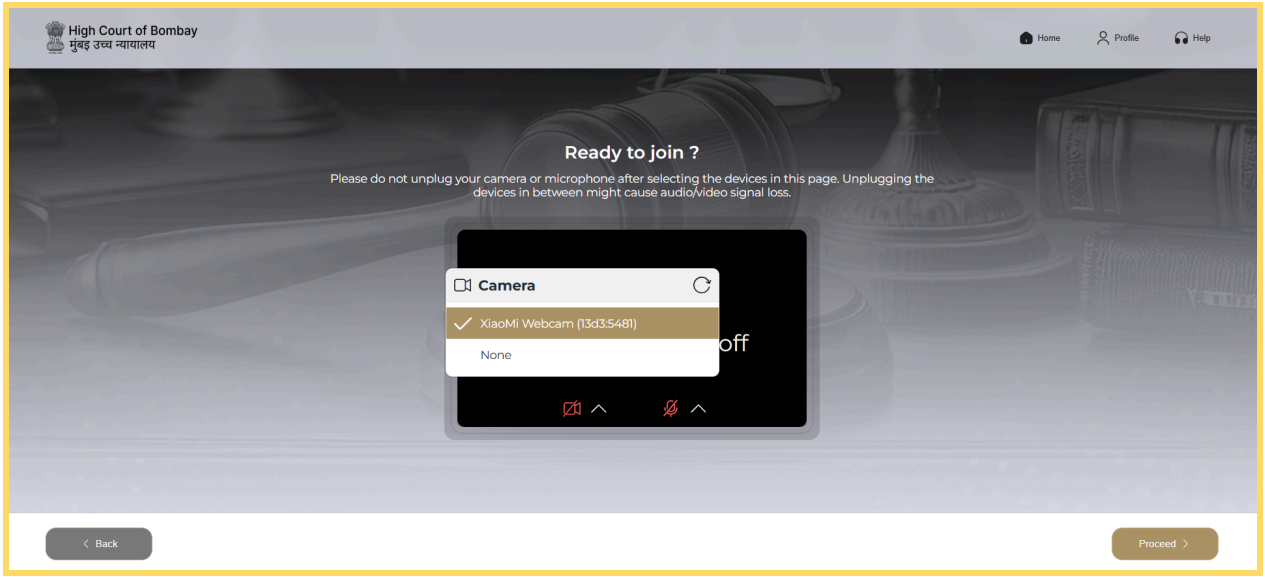
On this page, an Advocate has the option to select the **Serial Numbers** from the lists in which they wish to appear. If you have a **Memo/Mentioning**, the Advocate can select that as well.
On clicking the **PROCEED** button, you are redirected to the Audio/Video input Settings Page.
where you can select your audio/video devices connected to the Computer/Laptop.

4.1 Audio/Video input Settings selection page

It provides an option to select the proper audio input devices, like Microphones, audio output devices such as Headphones and video input such as Cameras.

A user can enter the meeting page only after selecting the input/output devices properly.
After selecting audio/video, clicking the **Proceed** button will redirect you to the **Meeting** page.



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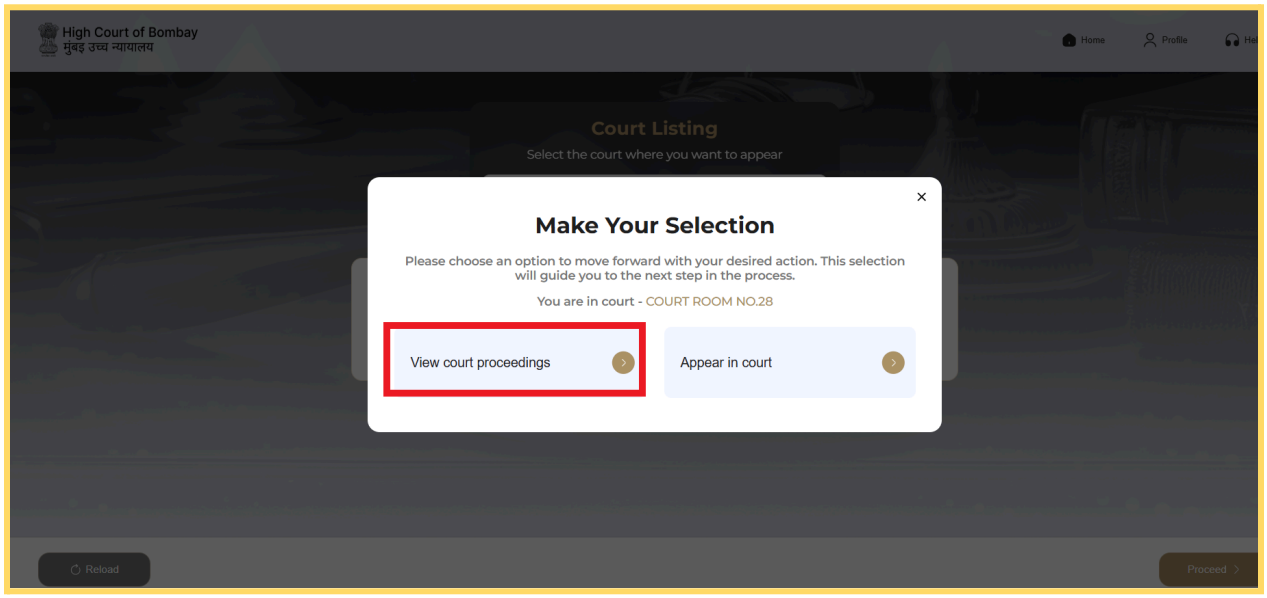
5. How to View the Court Proceedings as a Passive User

An advocate also has the option to view court proceedings without interfering with the court. To do this, they must select the appropriate court, click the **Proceed** button, and then choose the **View Court Proceedings** option from the **You Are Here For** page. After making this selection, they will be redirected to the **Audio/Video Input Settings** page. Once audio and video are selected, clicking the **Proceed** button will redirect them to the **Meeting** page.

Note: If the advocate submits a hand raise request and the Master accepts it based on the judge's instruction, the passive advocate will be converted to an active participant in the court.



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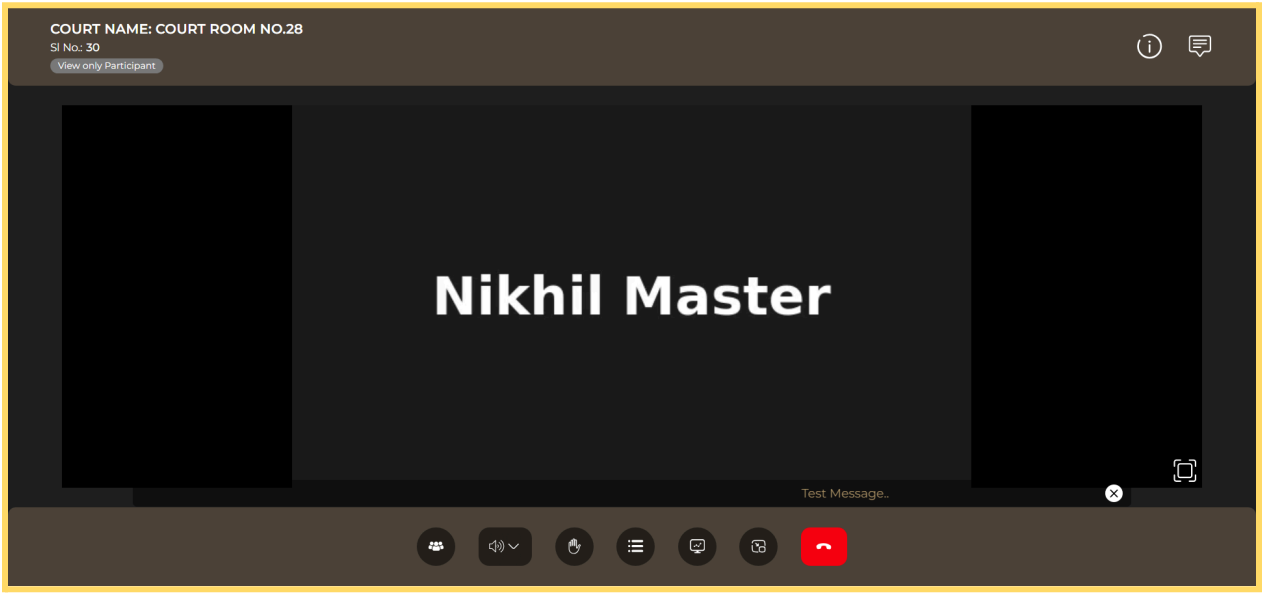
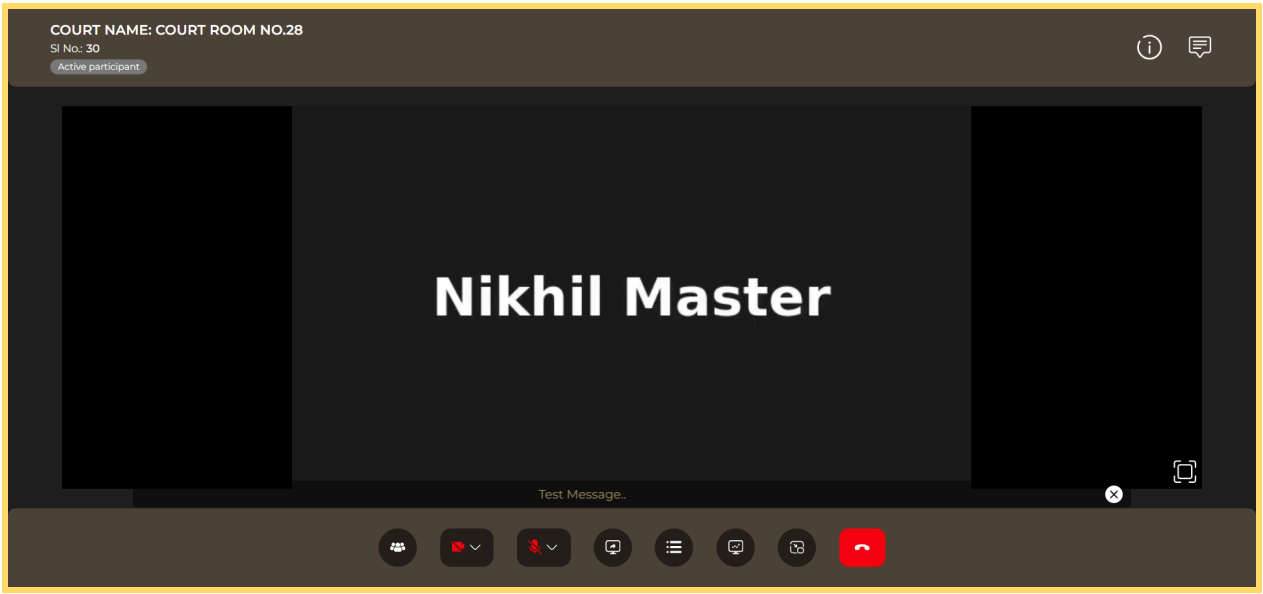
6. Meeting page controls of Advocates

6.1 Passive Advocate Meeting page



6.2 Active Advocate Meeting page



When the court Officer calls the Serial numbers selected by the advocates, they are automatically active in that particular case and appear in the court with their audio and

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video. When the Court officer calls the open session, all appearing advocates will join as active participants. When the Court officer calls the closed session, they will switch to passive participants.

The meeting room options available for active users are:

- **Raise hand button (For passive users)**
  It helps to notify the Court Officer to make the advocate/Party in Person/Public an Active participant. Once the Court master accepts the request, the advocate will get an option to say something in that court.

- **Exit Court button**
  It will help to exit all the courts.

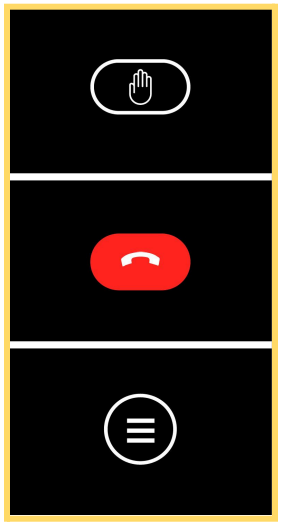
- **Menu button**
  It helps the advocate to see all the courts active at present. An advocate can switch to other courts easily and view the proceedings happening in each court.

- **Screen share option (For active users only)**

By clicking this button, a request is sent to the court officer's side. After approving the request, the user can share their screen.

- **Participant List**
  This button provides an option to see the active and passive participants.

- **Flash messages**
  By clicking this button, we can see the Flash messages from the Court officer and admin.



→ **Hand raise request button to notify a Court master**

→ **Exit Court button**

→ **Menu button to view the Active/Live Court list.**

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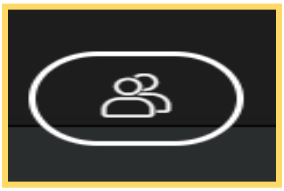
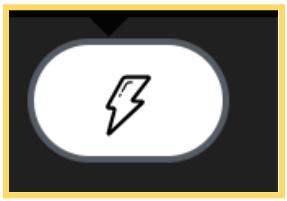
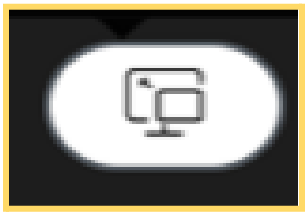
→ **Screen share button**

 → **Participant List button**

 → **Flash messages**

→ **Meeting Statistics**

 → **Picture-in-Picture**

7. Meeting Page menu

It helps the advocate to see all the courts active at present. An advocate can switch to other courts easily.

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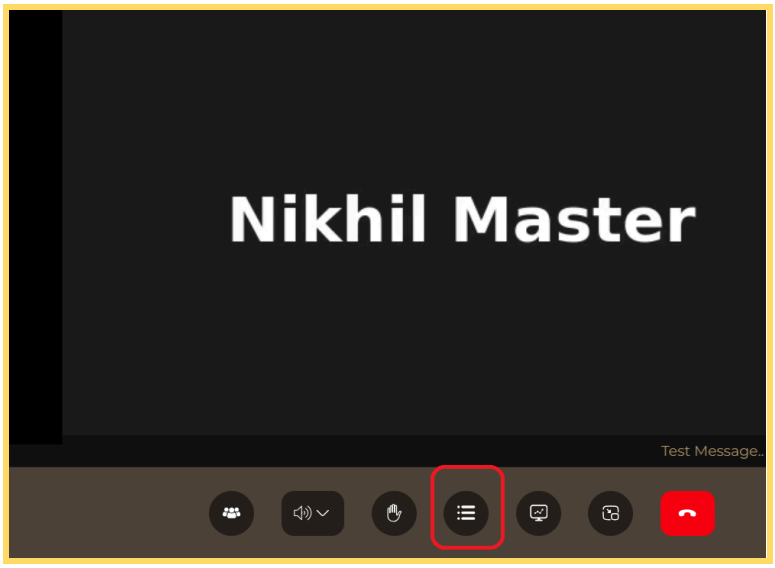

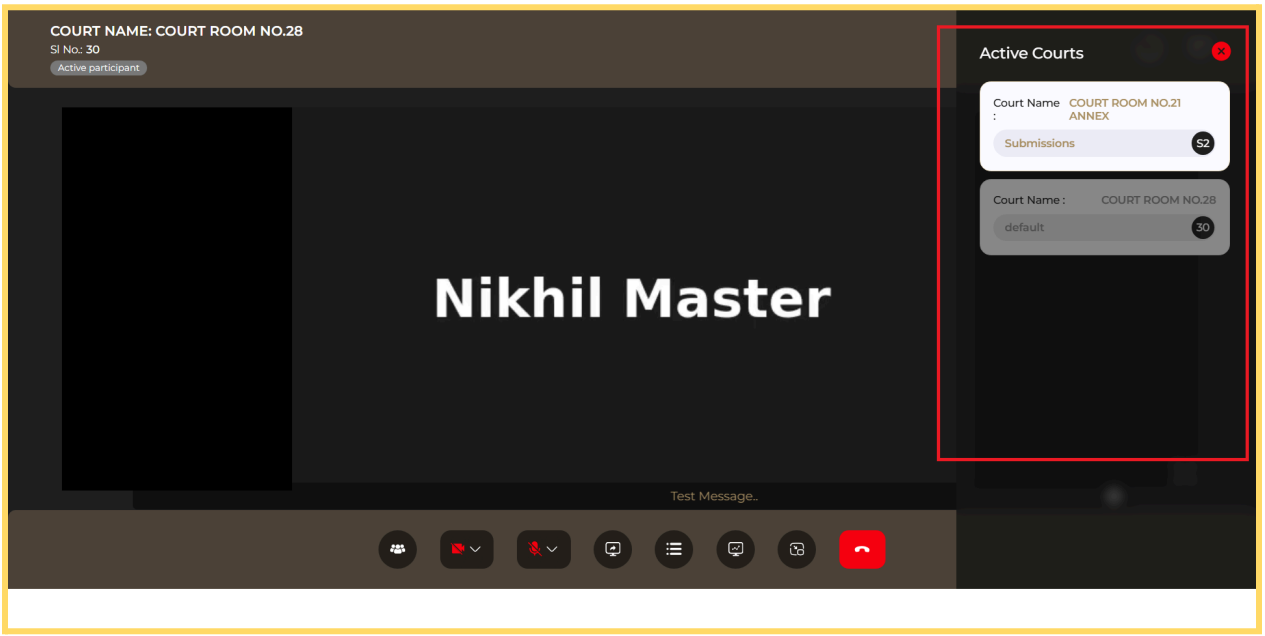

An advocate will easily switch to other courts by clicking the active courts listed here.

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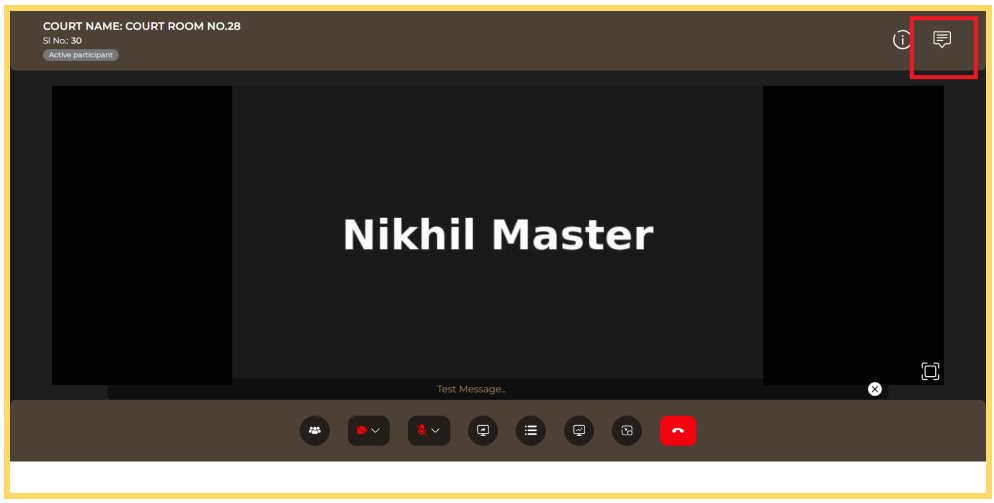
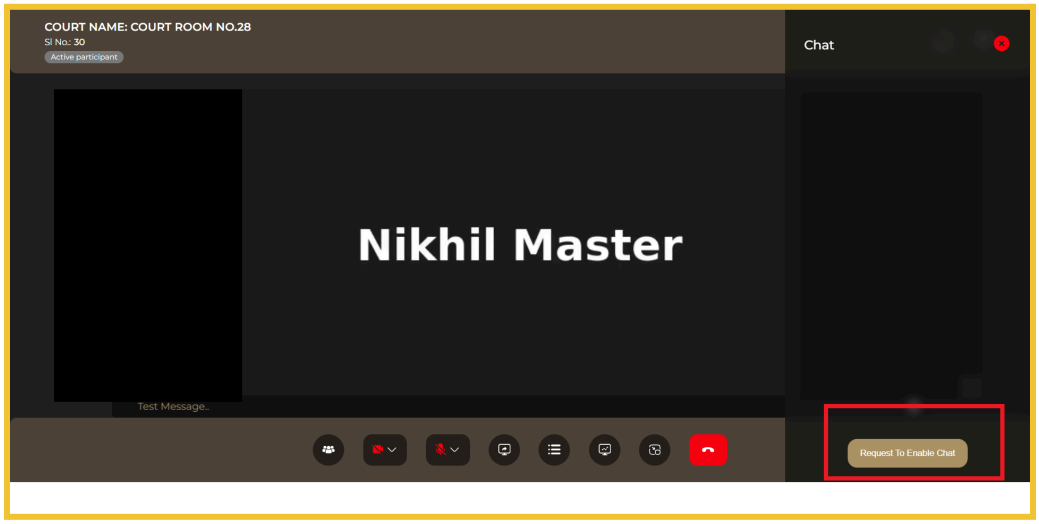


The chat option is available for sending and receiving messages as well as documents.

Advocates can send chat messages only after they receive approval from the master. Once the master grants permission, Advocates will be able to communicate through the chat feature to share messages or documents as needed.



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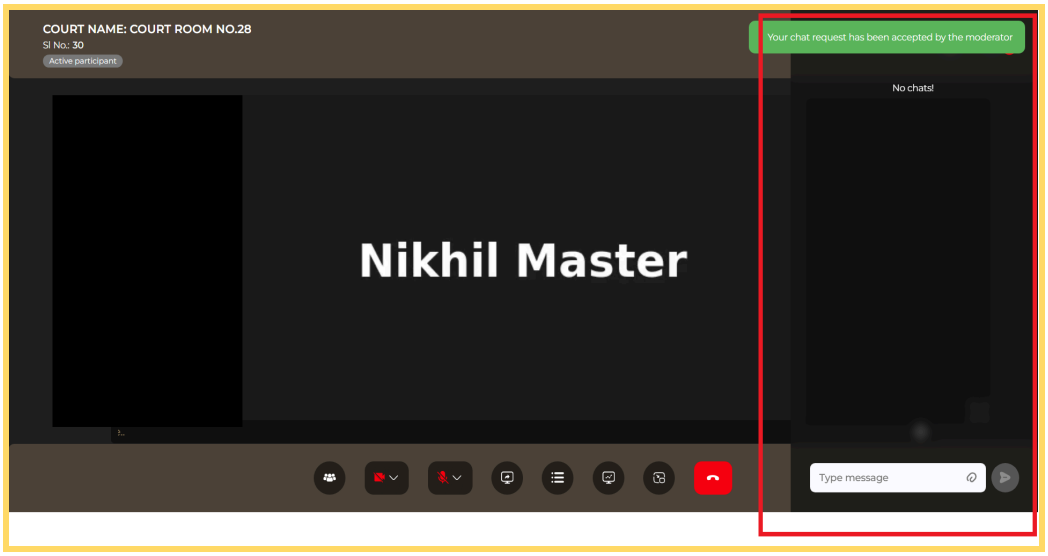

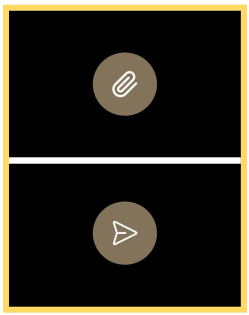

→ The attach file button helps to upload images, PDF files, etc., up to a file size of 10 Mb.

→ Chat Send Button

8. How to change/reset the password of an Advocate/Party In Person/Public

1 . Click on the forgot password link (https://hcbombay.vconsol.com/auth/forgot-password)

2. Enter your registered phone number

3. Enter the OTP and new password, then click the Submit button.

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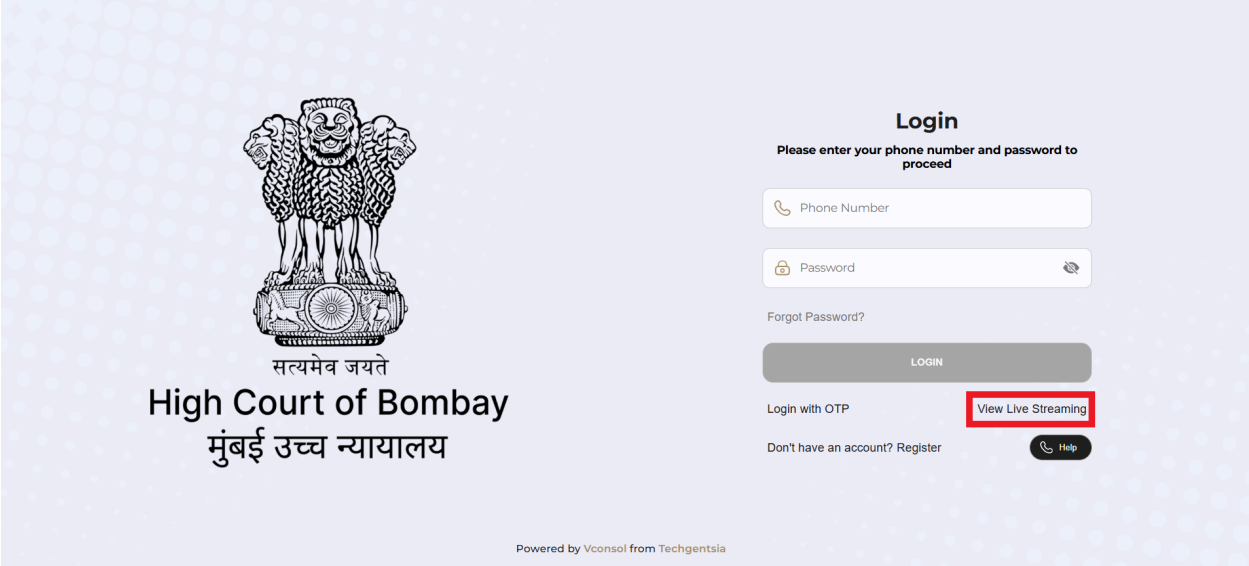
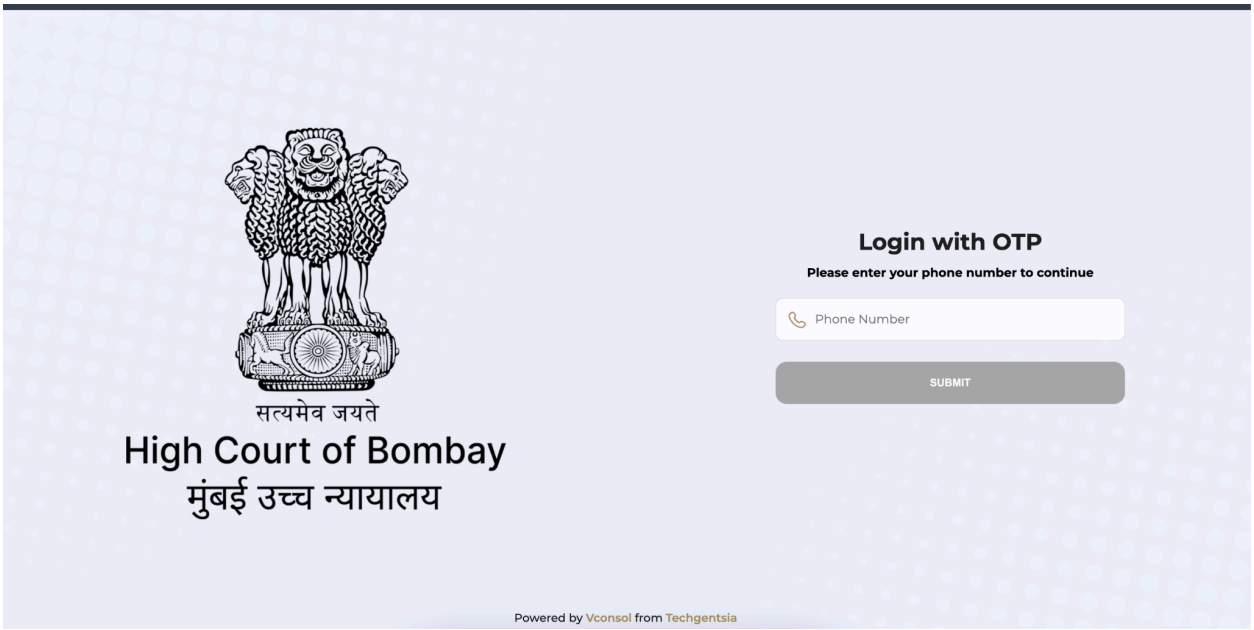
9. Live Streaming

On the login page, you will find a link labelled "View Live Streaming." Click on this link to be redirected to the official live-streaming portal.



Enter a valid mobile number to receive an OTP. After entering the OTP, you will be granted access to the list of available live streams. From this list, select the desired court to start watching the proceedings live.



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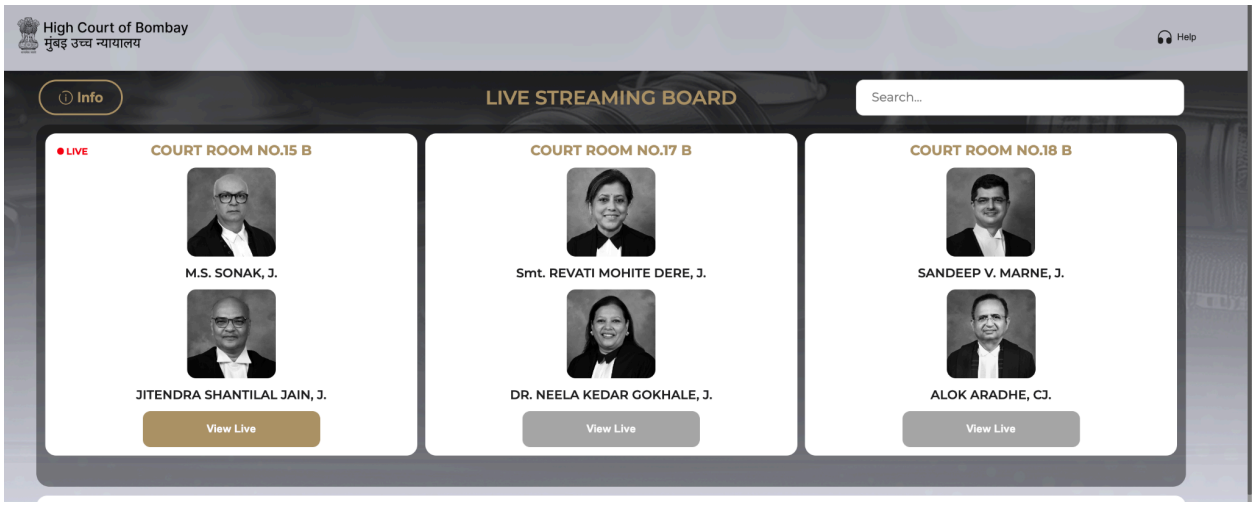
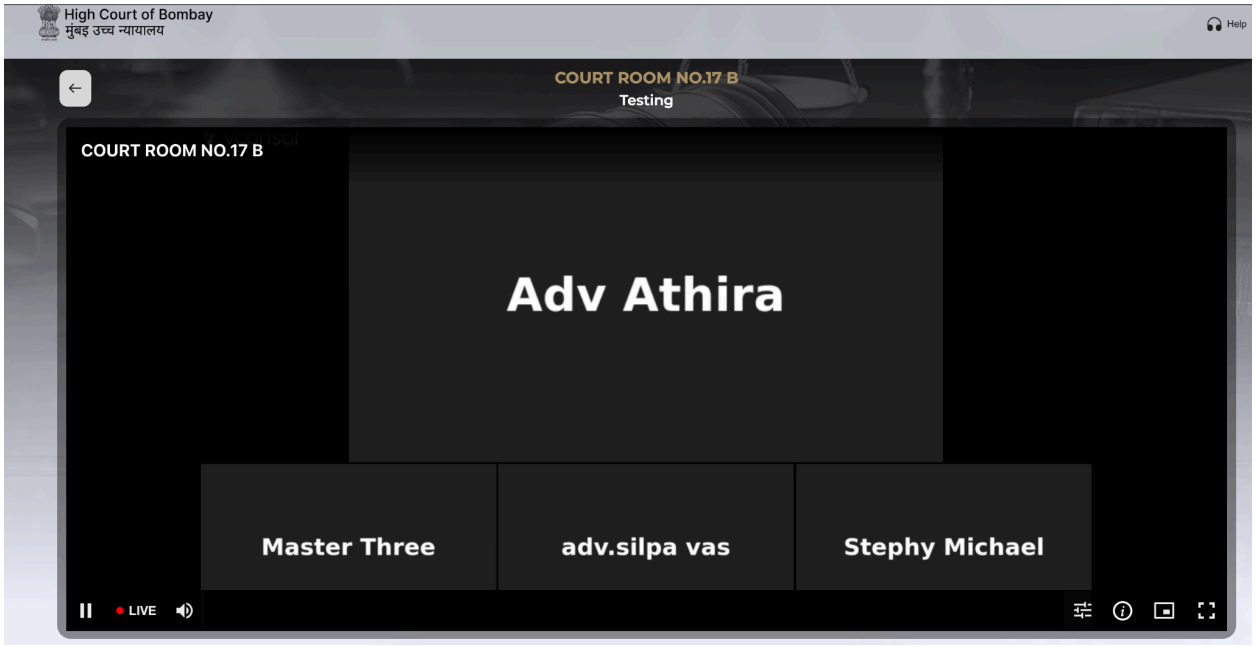


The image below illustrates the appearance of the live streaming interface.



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