

# USER MANUAL OF DISTRICT COURT COPYING SECTION SOFTWARE

The users of District & Sessions Court Jabalpur can login through their respective login id and password.

LOGIN ID: PASSWORD: Login

Important Note For Court Reader -> To access the Copying Software Use CIS userid and Password Instead of 5050

After login the following screen will appear.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online LogoutUser Name : supuser

Registration(Case) No  Centralized Filing No  CNR

Hon.Judge : [SELECT JUDGE] Type : [ ]

No : [ ] Year : [ ]

CaseType : [ ] Filing No: [ ] Year: [ ]

CNR No : [ ] Year : [ ]

Application Type [Express] Purpose [Nothing] Rule: [Select Purpose,AppType,CaseType First]

**APPLICATION DETAILS**

Applicant Name : [ ]

Applicant Address : [Not Mention]

Mobile No. : [ ]

AFR/FOC :  AFR  FOC  None

No. of copy : [1]

Proposed Page(s) : [ ]

Amount Received : [ ] By Post:- [ ]

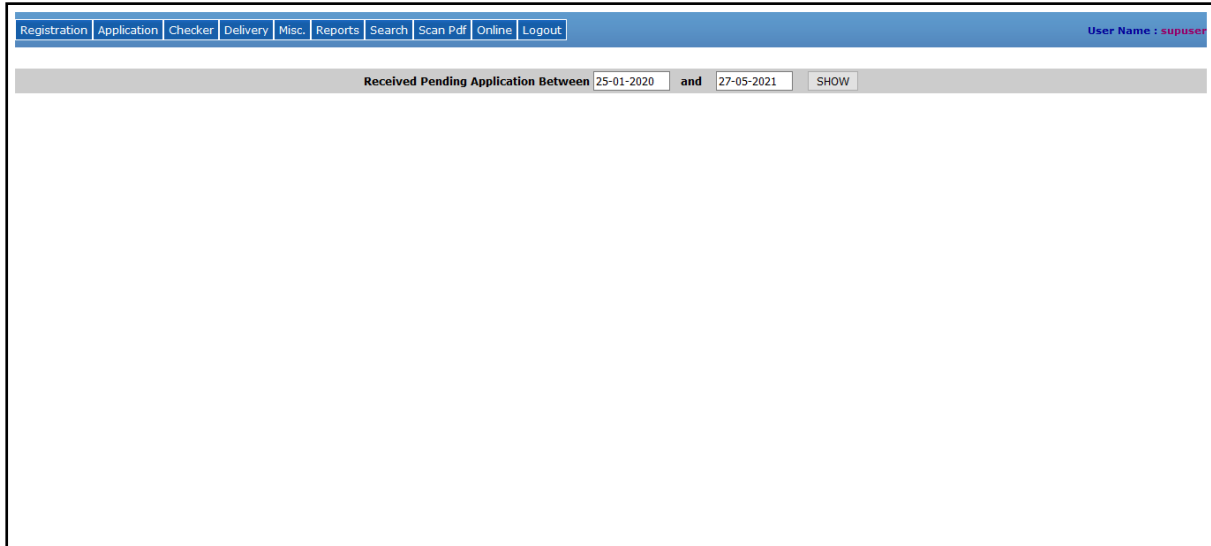
Received Date : [27-05-2021] Del.Date :- [ ]

Pet. [ ]

Res. [ ]

➤ **For Online Application –**

- a) **Received Application** – Go to the **Online -> Received Application**. In this module, it shows the list of pending applications which is applied online for delivery of certified copy.



First enter the two dates in **dd-mm-yyyy** format in both the text boxes i.e. from date and to date, and then click on **SHOW** button.

SN	Application	Applicant	CaseDetail	App. Type	Received Date	Expected Delivery Date	Rec. Amt	Mode	Applied For	View
1	1534 / 2021	Shitala Prasad Tripathi	CRR / 370 / 2016	Express	18-01-2021	21-01-2021	58	email	ORDER~04-02-2020~(Pg : 11 ),	<a href="#">View</a>
2	1686 / 2021	dfsdf sfdfsdfsf dsfsdfsf	SUM / 201 / 2019	Ordinary	20-01-2021	29-01-2021	9	email	JUDGEMENT~10-01-2019~(Pg : 1 ),	<a href="#">View</a>
3	9837 / 2021	Susheel Tripathi	RCS A / 500098 / 2015	Express	25-03-2021	31-03-2021	50	email	Copy of Judgment~17-11-2016~(Pg : 9 ),	<a href="#">View</a>
4	11152 / 2021	Prabhanshu Shukla	MACC / 600427 / 2013	Express	13-04-2021	19-04-2021	78	email	ORDER SHEET~19-09-2013~(Pg : ),ORDER~17-09-2019~(Pg : 9 ),	<a href="#">View</a>

The total pending online application applied up to till date will visible here. It shows the Application Number, Applicant Name, Case Number, Application type (Ordinary / Express), Application Received Date, Application Expected Delivery Date, Received Amount, Application Mode (Counter / Email / Post), Applied for required documents.

To view the details of the application and for further process click on **VIEW** or go to the **Online->Checker Online** menu and enter the application no. and year and press tab button then the following page will appear.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Application No:- 1534 Year:- 2021

APPLICATION DETAILS		CASE DETAILS	
Applicant Name	: Shitala Prasad Tripathi	Application Type	: Express
Applicant Address	: Jabalpur, Jabalpur, 482001	Case No.	: CRR 370/2016
Received Date	: 18-01-2021	Petitioner	: ANIL KUMAR RAM
Amount Recieved	: 58	Respondent	: State
Applied For	: ORDER~04-02-2020~(Pg : 11 ) [1 Set]	Judge	: Jyoti Mishra
Status	: Proposed	Status	:
Total Pages	: 12		
No. of copy	: 1		

ENTRY DETAIL

Certified Copy Is :  Application Is :-

Save

Now under the application details box, the requested orders shown in blue color. Then click on that requested document it will open in a window.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout Verify User Name : supuser

1 of 11 Automatic Zoom

App. No.	Delivery Date	Amount (Rs/-)	No. of pages	Purpose	CRN(e-Challan No.)
1534/2021	27-05-2021	58	1/12	PERSONAL	LAW844318012021001073

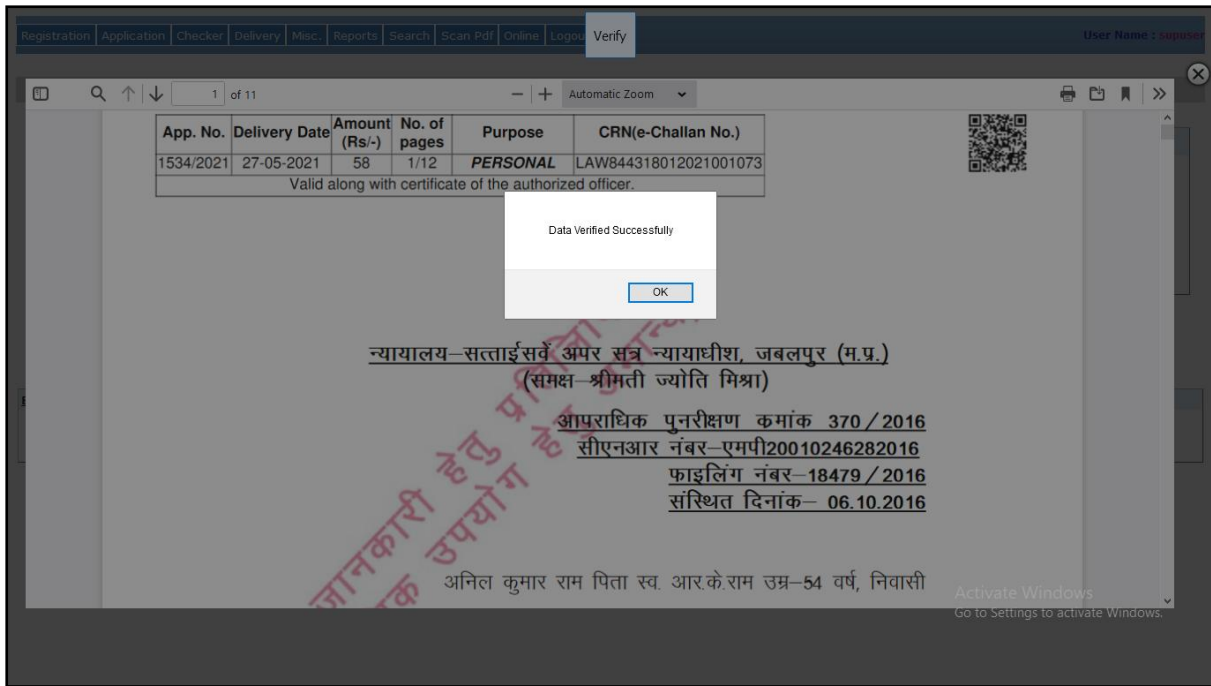
Valid along with certificate of the authorized officer.

न्यायालय-सत्ताईसर्वे अपर सत्र न्यायाधीश, जबलपुर (म.प्र.)  
 (समक्ष-श्रीमती ज्योति मिश्रा)  
 आपराधिक पुनरीक्षण कमांक 370/2016  
 सीएनआर नंबर-एमपी20010246282016  
 फाइलिंग नंबर-18479/2016  
 संस्थित दिनांक- 06.10.2016

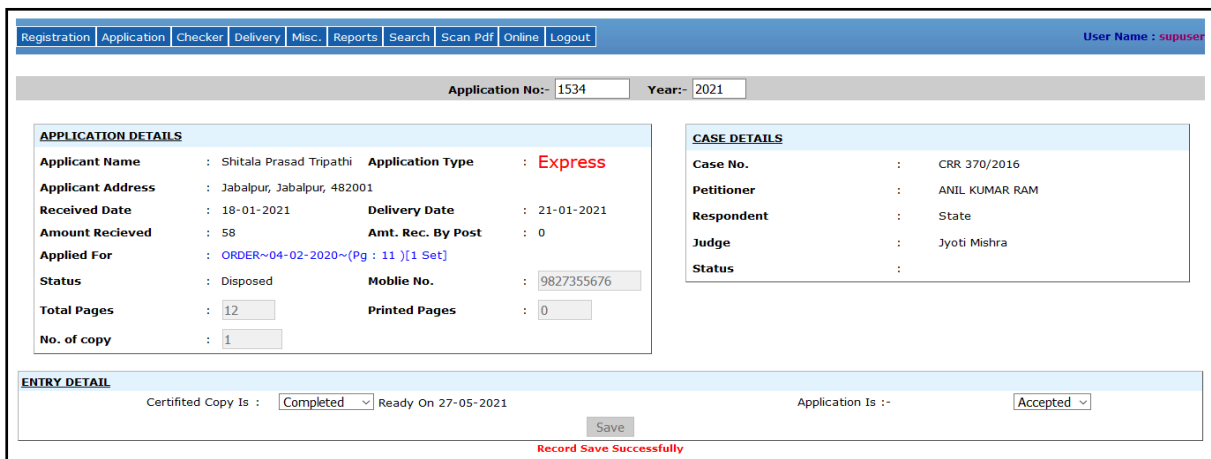
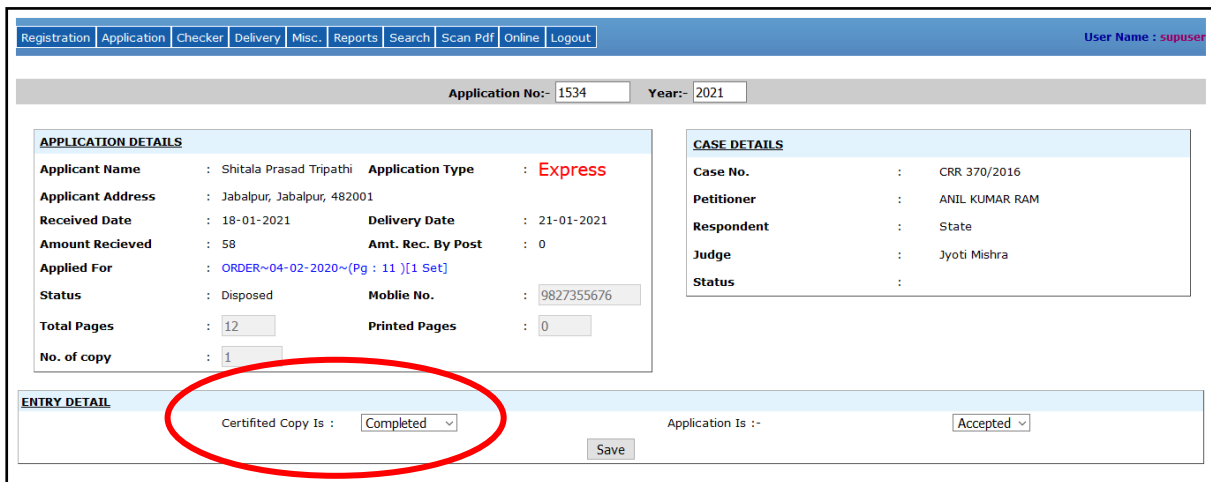
अनिल कुमार राम पिता स्व. आर.के.राम उम्र-54 वर्ष, निवासी

Activate Windows  
Go to Settings to activate Windows.

After checking the document click on the **verify** button to verify the document.



Once the document is verified then close this document and ready that application by choosing the **Completed** option which is highlighted in the below screenshot and click on **Save** button.



Now the application is ready. After that next process is to deliver the application.

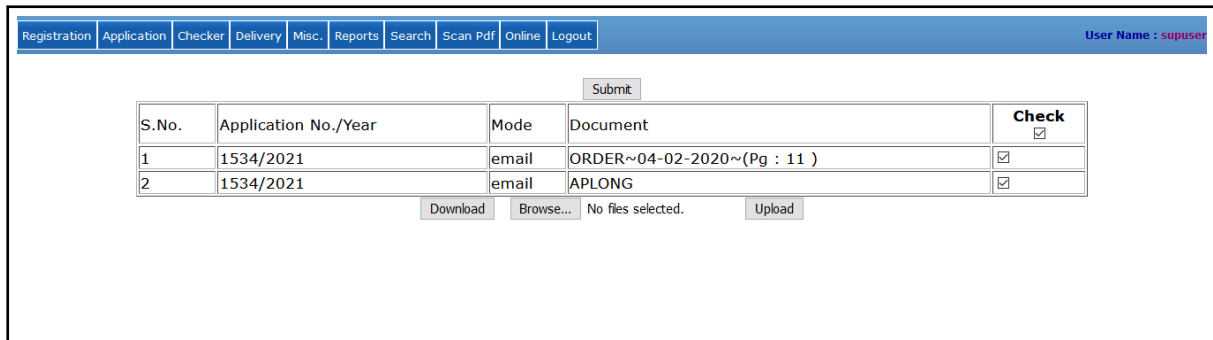
b) **Deliver Copy** - Go to the **Online** ->**Deliver Copy**. In this module enter the application no. and year and press tab button, and then the following screen will appear containing the details of application.

Registration   Application   Checker   Delivery   Misc.   Reports   Search   Scan Pdf   Online   Logout												User Name : supuser	
Application No:- 1534												Year:- 2021	
<b>APPLICATION DETAILS</b>						<b>CASE DETAILS</b>							
Applicant Name : Shitala Prasad Tripathi			Application Type : Express			Case No. : CRR 370/2016			Petitioner :				
Applicant Address : Jabalpur, Jabalpur, 482001			Received Date : 18-01-2021			Delivery Date : 21-01-2021			Respondent :				
Amount Received : 48			Status : Disposed			Amt. Rec. By Post : 0			Judge : Jyoti Mishra				
Applied For : ORDER~04-02-2020~(Pg : 11 ),						Status :							
<b>APPLICATION STATUS</b>													
No of copy : 1 Page : 12 Application is Ready.													
<b>ACCOUNT DETAIL</b>													
Receipt (A)				Total (B)	Expenditure (C)						Total (D)	Due Amt.	
Received Amt.	Rec. Amt. Thru Post	Further Amt.	Further Amt. By Post	(1+2+3+4)	Preparation charge	Court Fee Charge	Total Charge	Refund Amt./ MO	Postage & Registration Amt.	MOC	(7+8+9+10)	(D-B)	
(1)	(2)	(3)	(4)		(5)	(6)	(5+6)* no. of copy=(7)	(8)	(9)	(10)			
48	0	0	0	48	4 per page	0 for whole record	[(12* 4) + 0]*1=48	Nil	0	0	48	Nil	
Deliver Copy Delivered Date : 27-05-2021													

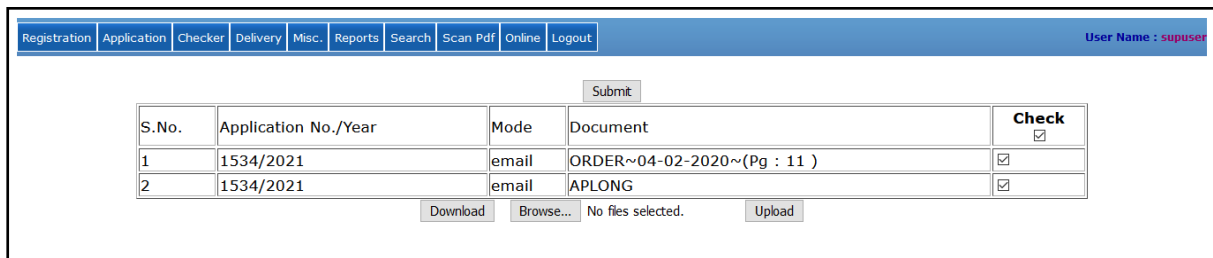
Then click on **Deliver Copy** button at the bottom of the screen. Then the **Aplong** will appear.

Registration   Application   Checker   Delivery   Misc.   Reports   Search   Scan Pdf   Online   Logout												User Name : supuser			
Application No:- 1534												Year:- 2021			
<b>Application No.1534 / 2021 Is Delivered</b>															
<b>Application No. 1534 / 2021</b>															
Certified Copy of : ORDER~04-02-2020~(Pg : 11 ),				Judge Shri/Smt./Ms. : Jyoti Mishra				Designation : XXVII Additional District and Session Judge				Copying Application No. : 1534/2021		Case No : CRR / 370 / 2016	
												Hearing / Next Date : 04-02-2020		Purpose : Personal	
<b>PARTY DETAILS</b>															
ANIL KUMAR RAM Nand Nagar, Manegaon, Ps Ranjhi Jabalpur ----- Prosecution/Applicant/Pettioner															
Vs															
1)State Address Ps Ranjhi Jabalpur ----- Accused/Respondent/Non Applicant															
<b>ADVOCATE DETAILS</b>															
Petitioner's Advocate :															
Respondent's Advocate :															
<b>ACT SECTION</b>															
Act Info :															
GCPB-1982-DCGPB-18-3-05-1,00,000															
II-10 C.J.															
Application received on	Applicant told to appear on	Applicant appeared on	Application ( with or without further /correct particulars ) sent to Record Keeper / Dealing Assistant on	Application (with record or without record, and for further or correct particulars, if any required) received from the Record Keeper / Dealing Assistant on	Applicant given notice for further or correct particulars on	Applicant given notice for further funds on	Notice in Sr.No. (6) or (7) complied with on	Copy ready on	Copy delivered on	Court-fee realized					
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.					
18-01-2021	21-01-2021	27-05-2021	18-01-2021					27-05-2021	27-05-2021	48					

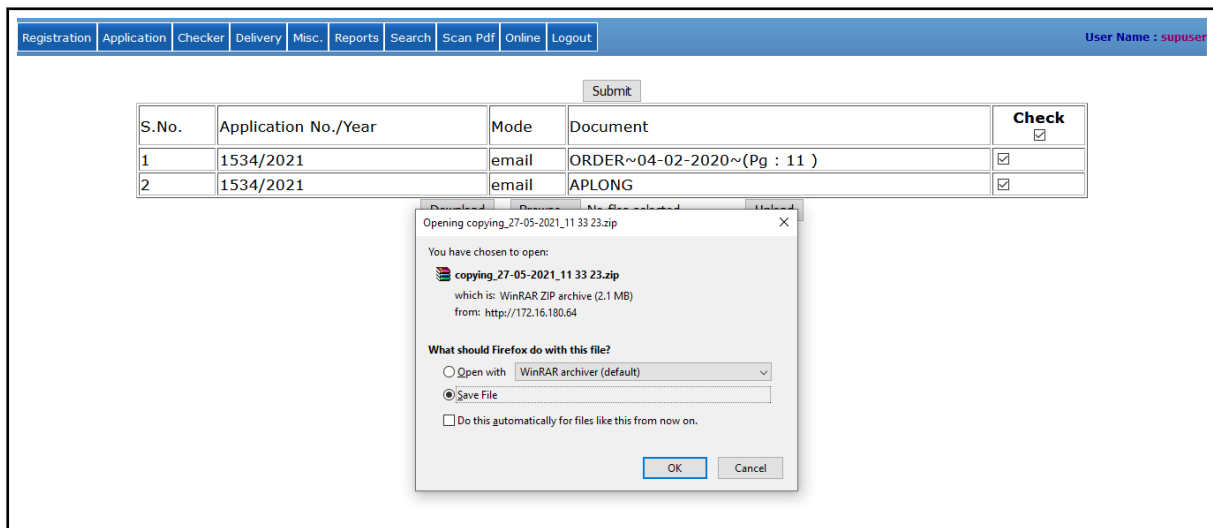




Now you have to select the verified documents appeared in the list along with the **“APLONG”** which is necessary document delivered with the applied documents. You can select the applied listed documents using the check box provided in the right side of the table as shown below:



After selection, click on the **“Download”** button as shown above to download the previously selected verified documents from the list along with **“APLONG”**, then you get the below screen:



After downloading the applied document should be digitally signed before delivery. Please refer **“DIGITAL SIGNATURE OF ONLINE CERTIFIED COPYING DOCUMENTS (DISTRICT COURT)”** user manual to sign those document digitally.

Now after digitally signed, the document has to be uploaded from the following screen attached below.

The screenshot shows a web application interface with a navigation menu at the top: Registration, Application, Checker, Delivery, Misc., Reports, Search, Scan Pdf, Online, Logout. The user name is 'supuser'. Below the menu is a 'Submit' button. A table displays application details:

S.No.	Application No./Year	Mode	Document	Check
1	1534/2021	email	ORDER~04-02-2020~(Pg : 11 )	<input checked="" type="checkbox"/>
2	1534/2021	email	APLONG	<input checked="" type="checkbox"/>

Below the table are buttons for 'Download', 'Browse...' (with 'No files selected.'), and 'Upload'. A status bar at the bottom indicates 'No files selected.'

Click on **Browse** button to select the files for uploading.

The screenshot shows a 'File Upload' dialog box open over the application interface. The dialog box displays the file explorer view for 'This PC > Downloads > copying\_27-05-2021\_11 35 15'. Two files are selected:

Name	Date modified	Type	Size
signed_20_1534_2021_220200003702016_1...	5/27/2021 11:16 AM	Adobe Acrobat D...	2,261 KB
signed_20_1534_2021_aplong.pdf	5/27/2021 11:30 AM	Adobe Acrobat D...	29 KB

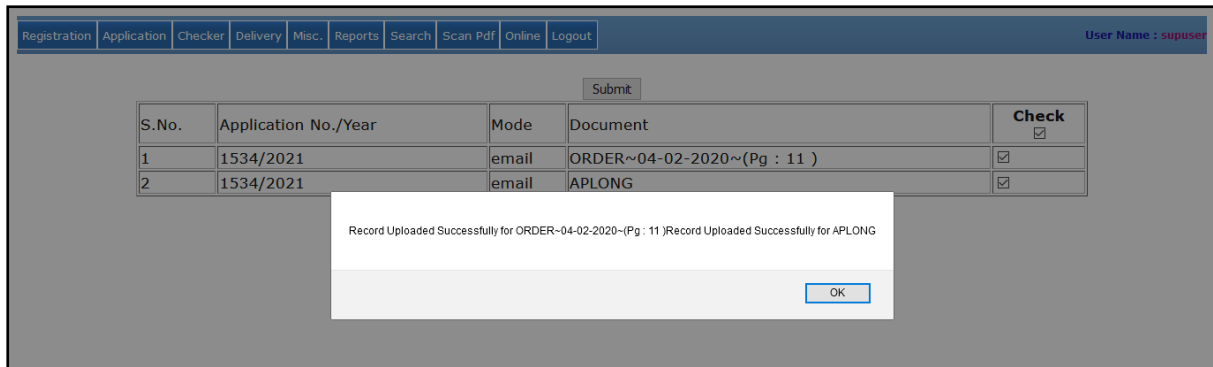
The 'File name' field contains the selected files. The 'Open' button is highlighted. The background application interface shows the 'Upload' button and the 'Check' column of the table.

Now select those digitally signed file from the File Upload Window and click on Open Button. After this the following screen will appear. In this screen "2 files selected" message is shown

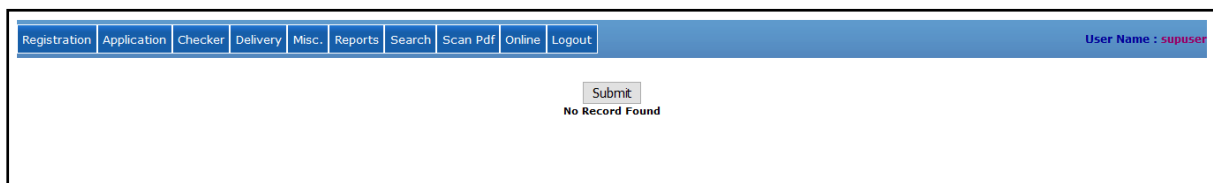
The screenshot shows the application interface after the file upload process. The 'Browse...' button is circled in red, and the status bar below it displays '2 files selected.' The 'Upload' button is also visible.

Then click on **Upload** button to upload those files which are selected from Browse.



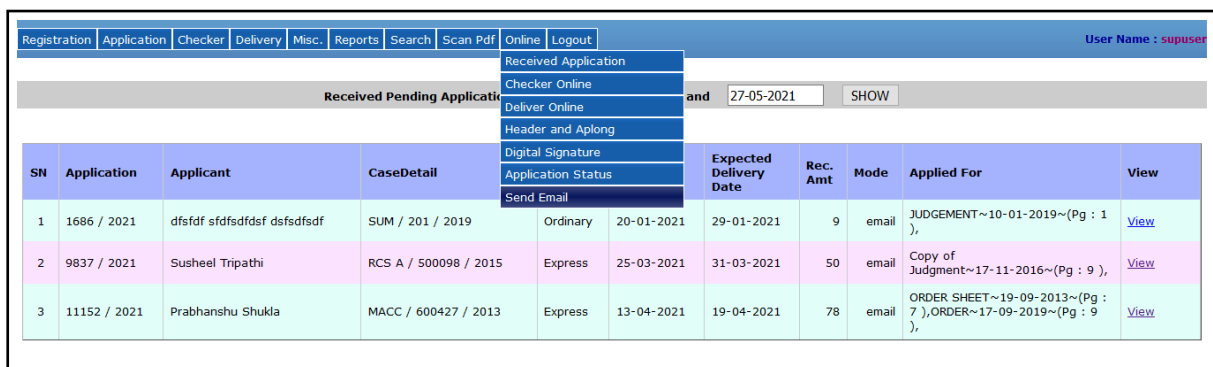


The “**Record Uploaded Successfully**” message will be appear in the alert box. Once the documents are successfully uploaded then they are remove automatically from the **Digital Signature** page as shown in below screen.



Once the copy is ready and delivered and the documents uploaded are digitally signed, then the copy will be sent to the applicant in their respective Email Id which was filled while applying the certified copy.

- d) **Send Email** – For sending the email of the copy to the applicants click on the **Online** menu and the **Send Email** as shown below



After click on it, the entire ready, delivered and digitally signed uploaded applications will send through email to the applicants as shown below.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Dear Shitala Prasad Tripathi,

Please download digital document requested in application No. 1534/2021 applied in District & Session Court : Jabalpur  
[Download Here](#)

You have only 2 attempts to download this digital document.

**Thanks & Regards**  
 District & Session Court , Jabalpur

Message successfully sent!

e) **Application Status** – To check the daily report of **delivered application, not delivered, copy ready but not delivered** and **delivered but mail not sent**, click on **Online -> Application Status** as shown in screenshot below.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Registration(Case) No 
  Centralized Filing No 
  CNR

Hon.Judge : [SELECT JUDGE] Type : [ ]

No : [ ] Year : [ ]

CaseType : [ ] Filing No: [ ] Year: [ ]

CNR No : [ ] Year : [ ]

Application Type [Express] Purpose [Nothing] Rule: [Select Purpose,AppType,CaseType First]

Received Application  
 Checker Online  
 Deliver Online  
 Header and Aplong  
 Digital Signature  
**Application Status**  
 Send Email

Pet. [ ]

Res. [ ]

**APPLICATION DETAILS**

Applicant Name : [ ]

Applicant Address : [Not Mention]

Mobile No. : [ ]

AFR/FOC :  AFR  FOC  None

No. of copy : [1]

Proposed Page(s) : [ ]

Amount Received : [ ] By Post:- [ ]

Received Date : [27-05-2021] Del.Date :- [ ]

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Application is : [ALL] between dates [27-05-2021] and [27-05-2021] SHOW

ALL  
 DELIVERED  
 NOT DELIVERED  
 READY BUT NOT DELIVERED  
 DELIVERED BUT MAIL NOT SENT

- i. **All** – It shows the status of all application whether it is delivered or not in between two selected dates.

Report Shows All Application												
S.N.	Application No.	Applicant	Case Detail	Application Type	Received Date	Tent. Delivery Date	App. Charges	Rec. Amt	App. Mode	Applied For	Ready	Deliver
1	304 / 2021	Nitin Singh Thakur	BA / 2229 / 2020	Ordinary	04-01-2021	11-01-2021	5	12	email	ORDER~13-08-2020~(Pg : 5 ),	Ready on 05-01-2021	Delivered on 05-01-2021 Mail Sent
2	1274 / 2021	abhinav dubey	BA / 156 / 2021	Express	14-01-2021	19-01-2021	10	16	email	ORDER~14-01-2021~(Pg : 3 ),	Ready on 18-01-2021	Delivered on 18-01-2021 Mail Sent
3	1534 / 2021	Shitala Prasad Tripathi	CRR / 370 / 2016	Express	18-01-2021	21-01-2021	10	48	email	ORDER~04-02-2020~(Pg : 11 ),	Not Ready	Not Delivered
4	1686 / 2021	dfsfdf sdfsfdfsf dsfsdfsfdf	SUM / 201 / 2019	Ordinary	20-01-2021	29-01-2021	5	4	email	JUDGEMENT~10-01-2019~(Pg : 1 ),	Not Ready	Not Delivered
5	2167 / 2021	Nikesh Vishwakarma	BA / 256 / 2021	Express	25-01-2021	29-01-2021	10	16	email	ORDER~21-01-2021~(Pg : 3 ),	Ready on 25-01-2021	Delivered on 25-01-2021 Mail Sent
6	2174 / 2021	Nikesh Vishwakarma	BA / 257 / 2021	Express	25-01-2021	29-01-2021	10	16	email	ORDER~21-01-2021~(Pg : 3 ),	Ready on 25-01-2021	Delivered on 25-01-2021 Mail Sent
7	3421 / 2021	Susheel Kumar Tripathi	RCT / 3304895 / 2014	Express	04-02-2021	08-02-2021	10	36	email	Copy of Judgment~03-02-2021~(Pg : 8 ),	Ready on 08-02-2021	Delivered on 08-02-2021 Mail Sent
8	5193 / 2021	Susheel Tripathi	RCA / 10 / 2012	Express	18-02-2021	23-02-2021	10	48	email	Copy of Judgment~15-02-2021~(Pg : 11 ),	Ready on 23-02-2021	Delivered on 23-02-2021 Mail Sent

- ii. **Delivered** – It shows only the delivered application in between two selected dates.

Report Shows Delivered Application Between Date 27-12-2020 And 27-05-2021												
S.N.	Application No.	Applicant	Case Detail	Application Type	Received Date	Tent. Delivery Date	App. Charges	Rec. Amt	App. Mode	Applied For	Ready	Deliver
1	304 / 2021	Nitin Singh Thakur	BA / 2229 / 2020	Ordinary	04-01-2021	11-01-2021	5	12	email	ORDER~13-08-2020~(Pg : 5 ),	Ready on 05-01-2021	Delivered on 05-01-2021 Mail Sent
2	1274 / 2021	abhinav dubey	BA / 156 / 2021	Express	14-01-2021	19-01-2021	10	16	email	ORDER~14-01-2021~(Pg : 3 ),	Ready on 18-01-2021	Delivered on 18-01-2021 Mail Sent
3	2167 / 2021	Nikesh Vishwakarma	BA / 256 / 2021	Express	25-01-2021	29-01-2021	10	16	email	ORDER~21-01-2021~(Pg : 3 ),	Ready on 25-01-2021	Delivered on 25-01-2021 Mail Sent
4	2174 / 2021	Nikesh Vishwakarma	BA / 257 / 2021	Express	25-01-2021	29-01-2021	10	16	email	ORDER~21-01-2021~(Pg : 3 ),	Ready on 25-01-2021	Delivered on 25-01-2021 Mail Sent
5	3421 / 2021	Susheel Kumar Tripathi	RCT / 3304895 / 2014	Express	04-02-2021	08-02-2021	10	36	email	Copy of Judgment~03-02-2021~(Pg : 8 ),	Ready on 08-02-2021	Delivered on 08-02-2021 Mail Sent
6	5193 / 2021	Susheel Tripathi	RCA / 10 / 2012	Express	18-02-2021	23-02-2021	10	48	email	Copy of Judgment~15-02-2021~(Pg : 11 ),	Ready on 23-02-2021	Delivered on 23-02-2021 Mail Sent
7	5292 / 2021	Ankur	MACC / 1300001 / 2012	Express	19-02-2021	24-02-2021	10	72	email	ORDER SHEET~20-12-2012~(Pg : 17 ),	Ready on 22-02-2021	Delivered on 22-02-2021 Mail Sent
8	5357 / 2021	Pankaj	BA / 216 / 2021	Express	19-02-2021	24-02-2021	10	8	email	ORDER~22-01-2021~(Pg : 1 ),	Ready on 23-02-2021	Delivered on 23-02-2021 Mail Sent
	6156 /	Adv. B. B.	MIC SUC / 67								Ready on	Delivered on

- iii. **Not Delivered** – It shows those application which were not delivered in between two selected dates.

Registration   Application   Checker   Delivery   Misc.   Reports   Search   Scan Pdf   Online   Logout												User Name : supuser				
Application is : NOT DELIVERED												between dates	27-12-2020	and	27-05-2021	SHOW
Report Shows Not Delivered Application Between Date 27-12-2020 And 27-05-2021																
S.N.	Application No.	Applicant	Case Detail	Application Type	Received Date	Tent. Delivery Date	App. Charges	Rec. Amt	App. Mode	Applied For	Ready	Deliver				
1	1534 / 2021	Shitala Prasad Tripathi	CRR / 370 / 2016	Express	18-01-2021	21-01-2021	10	48	email	ORDER~04-02-2020~(Pg : 11 ),	Not Ready	Not Delivered				
2	1686 / 2021	dfsfd fsdfsdfsdf	SUM / 201 / 2019	Ordinary	20-01-2021	29-01-2021	5	4	email	JUDGEMENT~10-01-2019~(Pg : 1 ),	Not Ready	Not Delivered				
3	9837 / 2021	Susheel Tripathi	RCS A / 500098 / 2015	Express	25-03-2021	31-03-2021	10	40	email	Copy of Judgment~17-11-2016~(Pg : 9 ),	Not Ready	Not Delivered				
4	11152 / 2021	Prabhanshu Shukla	MACC / 600427 / 2013	Express	13-04-2021	19-04-2021	10	68	email	ORDER SHEET~19-09-2013~(Pg : 7 ),ORDER~17-09-2019~(Pg : 9 ),	Not Ready	Not Delivered				
TOTAL							35	160								

- iv. **Ready But Not Delivered** – It shows those application where were ready but not delivered in between two selected dates.

Registration   Application   Checker   Delivery   Misc.   Reports   Search   Scan Pdf   Online   Logout												User Name : supuser				
Application is : READY BUT NOT DELIVERED												between dates	27-12-2020	and	27-05-2021	SHOW
Record Not Found																

- v. **Delivered but mail not sent** – It shows those application which were ready and delivered but still the mail has not been sent to the applicant in between two selected dates.

Registration   Application   Checker   Delivery   Misc.   Reports   Search   Scan Pdf   Online   Logout												User Name : supuser				
Application is : DELIVERED BUT MAIL NOT SENT												between dates	27-12-2020	and	27-05-2021	SHOW
Record Not Found																

➤ **For Offline Application –**  
**1. Registration of Applicant**

The offline certified copy application file through the counter of the Copying Section. For applying the certified copy the following screen will be appear.

The screenshot shows a web application interface with a navigation bar at the top containing 'Registration', 'Application', 'Checker', 'Delivery', 'Misc.', 'Reports', 'Search', 'Scan Pdf', 'Online', and 'Logout'. The user name 'supuser' is displayed in the top right corner. Below the navigation bar, there are three radio button options: 'Registration (Case) No' (selected), 'Centralized Filing No', and 'CNR'. Below these are several input fields: 'Hon. Judge' with a dropdown menu showing '[SELECT JUDGE]', 'Type' with a dropdown menu, 'No.' with a text input and 'Year' with a dropdown menu, 'Case Type' with a dropdown menu, 'Filing No.' with a text input and 'Year' with a dropdown menu, and 'CNR No.' with a text input and 'Year' with a dropdown menu. There are also dropdown menus for 'Application Type' (set to 'Express'), 'Purpose' (set to 'Nothing'), and 'Rule' (set to '[Select Purpose, AppType, CaseType First]'). Below these is a section titled 'APPLICATION DETAILS' with fields for 'Applicant Name', 'Applicant Address' (set to 'Not Mention'), 'Mobile No.', 'AFR/FOC' (radio buttons for 'AFR', 'FOC', and 'None', with 'None' selected), 'No. of copy' (set to '1'), 'Proposed Page(s)', 'Amount Received', 'By Post:-', 'Received Date' (set to '27-05-2021'), and 'Del.Date :-'. There are 'SAVE' and 'Print Receipt' buttons at the bottom of this section. To the right of the 'APPLICATION DETAILS' section, there are two input fields labeled 'Pet.' and 'Res.'.

For applying the certified copy, the case details can be searched by different criteria i.e. **By Registration (Case) No. / By Filing No. / By CNR** as shown in above screen.

The screenshot shows the same web application interface as the previous one, but with specific data entered. The radio button 'Registration (Case) No' is still selected. The 'Hon. Judge' dropdown now shows 'Naveen Kumar Saxer' and the 'Type' dropdown shows 'CRA - REGULAR CRIM'. The 'No.' field contains '58' and the 'Year' dropdown shows '2021'. The 'Case Type' dropdown shows 'CRA - REGULAR CRIM', the 'Filing No.' field contains '0008490', and the 'Year' dropdown shows '2021'. The 'CNR No.' field contains '011855' and the 'Year' dropdown shows '2021'. The 'Application Type' dropdown is now empty, 'Purpose' is 'Nothing', and 'Rule' is '[SELECT]'. The 'APPLICATION DETAILS' section is filled with: 'Applicant Name', 'Applicant Address' (set to 'Not Mention'), 'Mobile No.', 'AFR/FOC' (radio buttons for 'AFR', 'FOC', and 'None', with 'None' selected), 'No. of copy' (set to '1'), 'Proposed Page(s)', 'Amount Received', 'By Post:-', 'Received Date' (set to '28-05-2021'), and 'Del.Date :-' (set to '31-05-2021'). There are 'SAVE' and 'Print Receipt' buttons at the bottom of this section. To the right of the 'APPLICATION DETAILS' section, the 'Pet.' field contains 'नरेश' and the 'Res.' field contains 'शासन'. Below these fields, the text 'Scanned Copy Not Available' is displayed in red. At the bottom right of the page, there is a watermark for 'Activate Windows'.

After entering the case number the party details highlighted in red color, CNR number, Filing number are displayed on the above screen.

Then select the application type (Express/Ordinary), and then select Purpose as shown below.

Registration | Application | Checker | Delivery | Misc. | Reports | Search | Scan Pdf | Online | Logout User Name : supuser

Registration(Case) No  Centralized Filing No  CNR  
 Hon.Judge : Naveen Kumar Saxer Type : CRA - REGULAR CRIM  
 No : 58 Year : 2021  
 CaseType : CRA - REGULAR CRIM Filing No : 0008490 Year : 2021  
 CNR No : 011855 Year : 2021

Application Type Express Purpose Personal Rule: [SELECT]

APPLICATION DETAILS  
 Applicant Name :  
 Applicant Address : Not Mention  
 Mobile No. :  
 AFR/FOC :  AFR  FOC  None  
 No. of copy : 1  
 Proposed Page(s) :  
 Amount Received : By Post:-  
 Received Date : 28-05-2021 Del.Date :- 31-05-2021  
 SAVE Print Receipt

Pet. नरेश  
 Vs  
 Res. शासन  
 Scanned Copy Not Available

Activate Windows

After selecting the purpose, select the **Rule** which is highlighted in below screen.

Registration | Application | Checker | Delivery | Misc. | Reports | Search | Scan Pdf | Online | Logout User Name : supuser

Registration(Case) No  Centralized Filing No  CNR  
 Hon.Judge : Naveen Kumar Saxer Type : CRA - REGULAR CRIM  
 No : 58 Year : 2021  
 CaseType : CRA - REGULAR CRIM Filing No : 0008490 Year : 2021  
 CNR No : 011855 Year : 2021

Application Type Express Purpose Official Rule: [SELECT]

APPLICATION DETAILS  
 Applicant Name :  
 Applicant Address : Not Mention  
 Mobile No. :  
 AFR/FOC :  AFR  FOC  None  
 No. of copy : 1  
 Proposed Page(s) :  
 Amount Received : By Post:-  
 Received Date : 28-05-2021 Del.Date :- 31-05-2021  
 SAVE Print Receipt

Pet. नरेश  
 Vs  
 Res. शासन  
 Scanned Copy Not Available

Activate Windows

After selecting the rule, the Application Charges, Preparation Charge and Court Fee is display which is highlighted in below screen.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Registration(Case) No 
  Centralized Filing No 
  CNR

Hon.Judge : Naveen Kumar Saxer Type : CRA - REGULAR CRIM  
 No : 58 Year : 2021  
 CaseType : CRA - REGULAR CRIM Filing No : 0008490 Year : 2021  
 CNR No : 011855 Year : 2021

Application Type Express Purpose Official Rule: For Judicial Purpose

**APPLICATION DETAILS**

Applicant Name :

Applicant Address : Not Mention

Mobile No. :

AFR/FOC :  AFR  FOC  None

No. of copy :

Proposed Page(s) :

Amount Received :  By Post:-

Received Date : 28-05-2021 Del.Date :- 31-05-2021

SAVE Print Receipt

Pet. नरेश

Vs

Res. शासन

Scanned Copy Not Available

Application Charge : 10  
Preparation Charge : 0 Per Page  
Court Fee : 5 for Whole records

Activate Windows

After filling the applicant details click on the **SAVE** button at the bottom of the application details form. The application number will be generated and shown as highlighted in the below screen and SMS will be delivered to the concern applicant.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Registration(Case) No 
  Centralized Filing No 
  CNR

Hon.Judge : Naveen Kumar Saxer Type : CRA - REGULAR CRIM  
 No : 58 Year : 2021  
 CaseType : CRA - REGULAR CRIM Filing No : 0008490 Year : 2021  
 CNR No : 011855 Year : 2021

Application Type Express Purpose Official Rule: For Judicial Purpose

**APPLICATION DETAILS**

Applicant Name :

Applicant Address : Not Mention

Mobile No. :

AFR/FOC :  AFR  FOC  None

No. of copy :

Proposed Page(s) :

Amount Received : 50 By Post:-

Received Date : 28-05-2021 Del.Date :- 31-05-2021

SAVE Print Receipt

Pet. नरेश

Vs

Res. शासन

Scanned Copy Not Available

Application Charge : 10  
Preparation Charge : 0 Per Page  
Court Fee : 5 for Whole records

Application No. 6699 / 2021 Generated

Activate Windows  
Go to Settings to activate Windows.

## 2. Modify Applicant Details

To modify the applicant details of the registered application, click on the **Registration -> Modify** as shown in the below screen.

Registration | Application | Checker | Delivery | Misc. | Reports | Search | Scan Pdf | Online | Logout User Name : supuser

Add  
 Modify  Centralized Filing No  CNR

Further Amount [JUDGE] Type: [ ]

No: [ ] Year: [ ]

CaseType: [ ] Filing No: [ ] Year: [ ]

CNR No: [ ] Year: [ ]

Application Type [Express] Purpose [Nothing] Rule: [Select Purpose, AppType, CaseType First]

**APPLICATION DETAILS**

Applicant Name: [ ]

Applicant Address: [Not Mention]

Mobile No.: [ ]

AFR/FOC:  AFR  FOC  None

No. of copy: [1]

Proposed Page(s): [ ]

Amount Received: [ ] By Post: [ ]

Received Date: [28-05-2021] Del.Date: [ ]

SAVE Print Receipt

Pet. [ ]  
 Res. [ ]

Activate Windows

The following screen will appear. Then enter the application number and year and click on **GET DETAILS** button. The details are shown below.

Registration | Application | Checker | Delivery | Misc. | Reports | Search | Scan Pdf | Online | Logout User Name : supuser

Application No:- 125 Year:- 2021 [Get Details](#)

Registration(Case) No  Centralized Filing No  CNR

**APPLICATION DETAILS**

Hon.Judge: [Harish Vanwanshi / X]

Type:- [RCT - REGULAR CRIM] No:- [0004686] Year:- [2020]

CaseType [RCT - REGULAR CRIM] Filing No [0018950] Year: [2020]

CNR No: [2020] Year: [ ]

Application Type: [Ordinary] Purpose [Personal]

Under Section: [Nothing]

Applicant Name: [VINAY SHIVHAREY]

Applicant Address: [JBP]

Mobile No.: [9424707688]

AFR/FOC:  AFR  FOC  None

No. of copy: [1]

Proposed Page(s): [25]

Amount Received: [50] By Post: [ ]

Received Date: [04-01-2021] Delivery Date: [11-01-2021]

update Print Receipt

Pet. [शासन] Vs [ ]  
 Res. [मौ. जमील]

Application Charge : 5  
 Preparation Charge : 2 Per Page  
 Court Fee : 0 for Whole records

II- 68 C.J.

Duplicate Receipt Book.		Application Delivery In
Application No : 125 / 2021	Date for applicant's appearance	Application No : 125 / 2021
Case No : REGULAR CRIMINAL TRIAL/ 0004686/ 2020		Case No : REGULAR CRIM 0004686/ 2020
Applicant Name : VINAY SHIVHAREY		Refund Amount :
Applicant Address : JBP		Delivered Date :
Mobile No. : 9424707688		
Application Type : Ordinary		
Received Amount : Rs. 50 /-		
Party : शासन Vs मौ. जमील		
Purpose : personal		
Under Section : Nothing		

Activate Windows  
Go to Settings to activate Windows.



Edit the details which user wants to update and click on **Update** Button. The details will be updated. If user wants to print the receipt then click on the **Print Receipt** Button.

Mozilla Firefox  
172.16.180.64/copying/update\_sh.php

II- 68 C.J.

Duplicate Receipt Book.		Application Delivery Information	
Application No	: 125 / 2021	Application No	: 125 / 2021
Case No	: REGULAR CRIMINAL TRIAL/ 0004686/ 2020	Case No	: REGULAR CRIMINAL TRIAL/ 0004686/ 2020
Applicant Name	: VINAY SHIVHAREY	Refund Amount	:
Applicant Address	: JBP	Delivered Date	:
Mobile No.	: 9424707688		
Application Type	: Ordinary		
Received Amount	: Rs. 50 /-		
Party	: शासन Vs मो. जमील		
Purpose	: personal		
Under Section	: Nothing		
Received Date	: 04-01-2021		
Delivery Date	: 11-01-2021		

Date for applicant's appearance

Mobile No. : 9424707688

AFR/FOC :  AFR  FOC  None

No. of copy : 1

Proposed Page(s) : 25

Amount Received :  By Post:-

Received Date : 04-01-2021 Delivery Date :-

update **Print Receipt**

User Name : supuser

Application Charge : 5  
Preparation Charge : 2 Per Page  
Court Fee : 0 for Whole records

Activate Windows  
Go to Settings to activate Windows.

### 3. To ready the copy

To ready or complete the copy click on **Checker -> Checker – Add/Modify** as shown in the screen below.

Then enter the application number and year and press the tab button then the following screen will appear.

Then ready that application by choosing the **Completed** option which is highlighted in the below screenshot and click on **Save** button. Now the application is ready.

#### 4. To deliver the copy:

To deliver the copy click on **Delivery** as shown in the screen below:

Then enter the application number and year and press the tab button then the following screen will appear.

Receipt (A)				Total (B)	Expenditure (C)						Total (D)	Due Amt.
Received Amt.	Rec. Amt. Thru Post	Further Amt.	Further Amt. By Post	(1+2+3+4)	Preparation charge	Court Fee Charge	Total Charge	Refund Amt./ MO	Postage & Registration Amt.	MOC	(7+8+9+10)	(D-B)
(1)	(2)	(3)	(4)		(5)	(6)	(5+6)* no. of copy=(7)	(8)	(9)	(10)		
48	0	0	0	48	4 per page	0 for whole record	[(12* 4) + 0]*1=48	Nil	0	0	48	Nil

In the above screen, the amount details are shown in the **Account Details** which is highlighted in the above screen. Then click on **Deliver Copy** button at the bottom of the screen.

Now the copy is delivered and the deliver form will appear mentioned in the below screen. The user will take printout of that form and deliver it with the certified copy to the applicant.

Application received on	Applicant told to appear on	Applicant appeared on	Application ( with or without further / correct particulars ) sent to Record Keeper / Dealing Assistant on	Application (with record or without record, and for further or correct particulars, if any required) received from the Record Keeper / Dealing Assistant on	Applicant given notice for further or correct particulars on	Applicant given notice for further funds on	Notice in Sr.No. (6) or (7) complied with on	Copy ready on	Copy delivered on	Court-fee realized
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.
18-01-2021	21-01-2021	31-05-2021	18-01-2021					31-05-2021	31-05-2021	48

Application No.1534 / 2021 Is Delivered  
Application No. 1534 / 2021

GCPB-1982-DCGPB-18-3-05-1,00,000

11-10 C.J.

Copyist Head Copyist

5. To withdraw the application: Click on **Misc. -> Withdrawn** to withdraw the application which is mentioned below.

Registration	Application	Checker	Delivery	Misc.	Reports	Search	Scan Pdf	Online	Logout																						
User Name : supuser																															
Application No:- 1534      Year:- 2021																															
<b>Application No.1534 / 2021 Is Delivered</b> <b>Application No. 1534 / 2021</b>																															
<div style="display: flex; justify-content: space-between;"> <span>GCPB-1982-DCGPB-18-3-05-1,00,000</span> <span>11-10 C.J.</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>1.</th> <th>2.</th> <th>3.</th> <th>4.</th> <th>5.</th> <th>6.</th> <th>7.</th> <th>8.</th> <th>9.</th> <th>10.</th> <th>11.</th> </tr> </thead> <tbody> <tr> <td>18-01-2021</td> <td>21-01-2021</td> <td>31-05-2021</td> <td>18-01-2021</td> <td></td> <td></td> <td></td> <td></td> <td>31-05-2021</td> <td>31-05-2021</td> <td>48</td> </tr> </tbody> </table> <p>Copyist <span style="float: right;">Head Copyist</span></p> <p style="text-align: center;"><input type="button" value="Print"/></p>										1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.	18-01-2021	21-01-2021	31-05-2021	18-01-2021					31-05-2021	31-05-2021	48
1.	2.	3.	4.	5.	6.	7.	8.	9.	10.	11.																					
18-01-2021	21-01-2021	31-05-2021	18-01-2021					31-05-2021	31-05-2021	48																					

Then the following screen will appear in which enter the application number and year then the details are shown. Click on the **Withdraw** button to withdraw the application.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Application No:- 9837      Year:- 2021

**APPLICATION DETAILS**

Applicant Name	: Susheel Tripathi	Application Type	: Express
Applicant Address	: jabalpur, jabalpur, 482001	Delivery Date	: 31-03-2021
Received Date	: 25-03-2021	Amt. Rec. By Post	: 0
Amount Recieved	: 40		
Withdrawn Date	: <input type="text" value="31-05-2021"/>		

6. **Recall Application:** To recall the application after ready or deliver then click on the Misc. -> Recall Application as shown in the below screen.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Registration(Case) No     Centralized  
 Hon. Judge : [SELECT JUDGE]    Type :  
 No :    Year :  
 CaseType :    Filing No :  
 CNR No :    Year :  
 Application Type | Express    Purpose | Not

**APPLICATION DETAILS**

Applicant Name	: <input type="text"/>	Application Type	: Express
Applicant Address	: Not M	Delivery Date	: 21-01-2021
Mobile No.	: <input type="text"/>	Amt. Rec. By Post	: 0
AFR/FOC	: <input type="radio"/> AFR <input type="radio"/> FOC <input checked="" type="radio"/> None		
No. of copy	: <input type="text" value="1"/>		
Proposed Page(s)	: <input type="text"/>		
Amount Received	: <input type="text"/> By Post:- <input type="text"/>		
Received Date	: <input type="text" value="31-05-2021"/> Del.Date :- <input type="text"/>		

Pet.   
Res.

Then enter the application number and year and press the tab, then the application details are shown below. To recall the application click on **Recall Application** button as shown highlighted in the below screen.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Application No:- 1534      Year:- 2021      Application already Delivered on 31-05-2021

**APPLICATION DETAILS**

Applicant Name	: Shitala Prasad Tripathi	Application Type	: Express
Applicant Address	: Jabalpur, Jabalpur, 482001	Delivery Date	: 21-01-2021
Received Date	: 18-01-2021	Amt. Rec. By Post	: 0
Amount Recieved	: 48		

7. **Statement** : It shows the Statement Showing Pendency of Copying Application on particular date. To see the statement click on **Misc. -> New Statement** as shown in the below screen.

The screenshot shows a web application interface with a navigation menu at the top. The 'Misc.' menu is open, and 'Statement' is selected. Below the menu, there are several input fields and buttons for registration details. The 'Statement' option is highlighted in blue in the menu.

Then enter the **From Date** and **To Date** and click on **SHOW** button.

The screenshot shows the 'Statement Between Dates' section of the web application. The 'From' date is set to 31-05-2021 and the 'To' date is also set to 31-05-2021. A 'SHOW' button is visible next to the date fields.

The result will appear which shows the pendency of the selected date, total application which is ready but not delivered, total application which is not ready, total default application, and the actual pendency.

Statement Showing Pendency of Copying Application in Copying Section on date 31-05-2021				
Opening Balance on 31-05-2021	Received Application on date 31-05-2021	Total Pendency	Delivered Application on date 31-05-2021	Balance
2180	0	2180	0	2180
Application Ready but Not Deliverd				1166
Application Not Ready				1014
Default Application ( Including Incomplete Application)				251 + 45 = 296
Actual Pendency = Application Not Ready - Default Application				1014 - 296 = 718

8. **Actual Pendency** : Click on **Misc. -> Actual Pendency** to see the total pendency of application which is not yet ready and delivered.

Then click on **SHOW** button to see the pendency on selected till date

9	11166/21	MJC AV/187/16			
<b>Judge Shri/Smt./Ms. Naveen Kumar Saxena</b>					
10	10281/21	RCA/82/20	01-04-2021		
11	10300/21	RCA/146/17	03-04-2021		
12	10320/21	RCA/181002/20	03-04-2021		
13	10382/21	RCA/100082/20	05-04-2021		
14	10433/21	RCA/146/17	05-04-2021		
15	10498/21	RCA/1/21	05-04-2021		
16	10666/21	RCA/155/19	06-04-2021		
17	10744/21	RCA/218/16	07-04-2021		
18	10838/21	MCA/24/16	07-04-2021	Record dispatch to copying Section 08-04-2021	08-04-2021
19	10917/21	ST/460/17	08-04-2021		
20	10928/21	RCA/1/21	08-04-2021		
21	11037/21	ST/439/20	09-04-2021		
22	11055/21	RCA/100091/21	09-04-2021		
23	11105/21	RCA/13/19	09-04-2021		
<b>Judge Shri/Smt./Ms. Uday Singh Maravi</b>					
24	10896/21	CRA/12/21	08-04-2021		09-04-2021
25	10897/21	CRA/13/21	08-04-2021		09-04-2021
26	11008/21	BA/1489/21	09-04-2021		
<b>Judge Shri/Smt./Ms. Neelima Deo Dutt</b>					
27	34382/19	MJC R/1043/17	11-12-2020	08-12-2020	
28	6333/21	SC NIA/2190/19	01-03-2021		
29	7858/21	UN CR/1917/20	10-03-2021		
30	8662/21	SC NIA/899/15	18-03-2021		08-04-2021

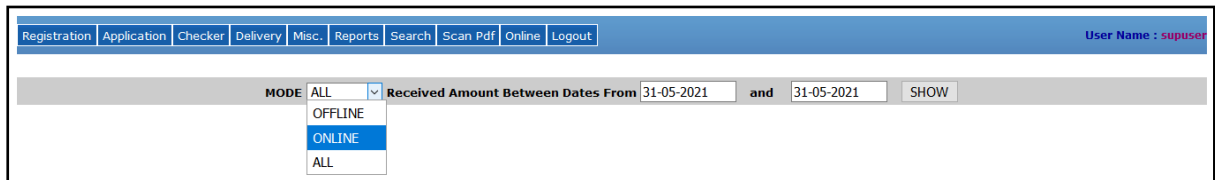
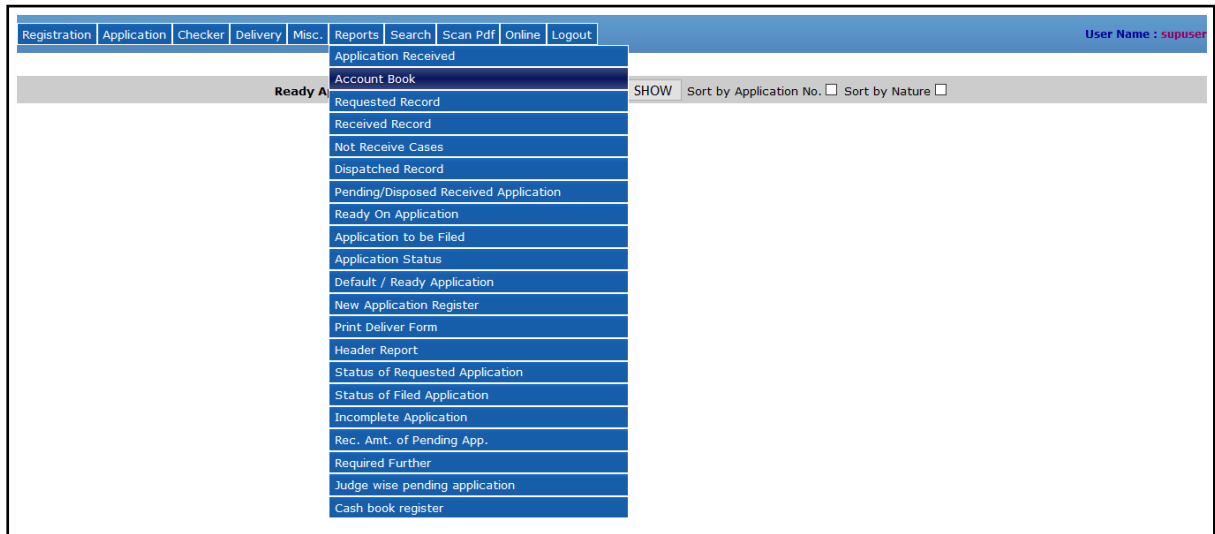
**9. Ready (not deliver) :** To see the report of those application which is ready but not delivered click on **Misc. -> Ready (not deliver)**

Enter the **date** then click on **SHOW** button to see those applications which are ready but not delivered yet till the selected date.

Application Ready but Not Deliver on 31-05-2021							
Sr.No.	Application	Applicant	CaseDetail	Sr.No.	Application	Applicant	CaseDetail
1	20641 / 2017	SUYASH THAKUR	CIVIL SUIT CLASS-A / 7100039 / 2015	51	17953 / 2019	R.P. BARMEN	CIVIL SUIT CLASS-A / BB00006 / 1990
2	1431 / 2018	ANURAG TIWARI	MISCELLANEOUS CIVIL APPEAL / BB0003A / 2009	52	18409 / 2019	AJAY KUMAR RAIK	BAIL APPLICATION / 2142 / 2019
3	4099 / 2018	SANTOSH DUBEY	MOTOR ACCIDENT CLAIM CASES / 200060 / 2012	53	18777 / 2019	BALKISHAN CHAUDHARY	CRIMINAL REVISION / 1800119 / 2017
4	4124 / 2018	RAJESH CHAUDHARY	MISCELLANEOUS CIVIL APPEAL / BB0114A / 1995	54	19783 / 2019	KOUSHLESH PANDEY	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 3700315 / 2018
5	7584 / 2018	I.S. YADAV	REGULAR CIVIL SUIT (HINDU MARRIGE ACT) / 97 / 2016	55	21723 / 2019	A.K. SHRIVASTAV	MJC SUCCESSION MATTERS / 5000033 / 2012
6	7875 / 2018	S.B. AGNIHOTRI	CIVIL SUIT CLASS-A / 600002 / 2013	56	21841 / 2019	ASHOK KUMAR PANDEY	REGULAR CRIMINAL TRIAL / 9025057 / 2018
7	9166 / 2018	SHIRISH CHOUBEY	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 3500134 / 2014	57	22501 / 2019	ATUL TAMRAKAR	SPECIAL CASE N.I. ACT / 4007604 / 2016
8	9964 / 2018	SANJAY USRETE	CIVIL SUIT CLASS-A / BB00082 / 2001	58	23016 / 2019	H.S. RAJPUT	MISCELLANEOUS JUDICIAL CASES (CIVIL) / 154 / 2017
9	10997 / 2018	POORANLAL PATEL	EXECUTION CLASS-A / 1500074 / 2010	59	23395 / 2019	RAJESH KANOJIYA	MISCELLANEOUS JUDICIAL CASES (CIVIL) / 3300511 / 2016
10	13190 / 2018	SARDAR AVTAR SINGH	MOTOR ACCIDENT CLAIM CASES / BB00141 / 2003	60	23803 / 2019	MANOJ CHATURVEDI	Unregistered-Criminal / 2 / 2017
11	13883 / 2018	SUDHA JAIN	MISCELLANEOUS JUDICIAL CASES (CIVIL) / 1100031 / 2011	61	26741 / 2019	VIVEK CHOUDHARY	SUMMARY TRIAL / 2496 / 2019
12	14743 / 2018	SMT. PUNAM DUBEY	CIVIL SUIT CLASS-A / 493 / 2018	62	28688 / 2019	D.K. PATEL	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 793 / 2017
13	14925 / 2018	PRAMOD KUMAR DWIVEDI	SESSIONS TRIAL / 7100165 / 2014	63	28911 / 2019	KEDAR DIXIT	CIVIL SUIT CLASS-A / 1800030 / 2014
14	20098 / 2018	ASHISH JAIN	MISCELLANEOUS CIVIL APPEAL / BB00012 / 2000	64	29023 / 2019	AVESH PATEL	REGULAR CIVIL APPEAL / 800022 / 2015
15	22230 / 2018	KAMLESH BAVARIYA	CIVIL SUIT CLASS-A / 700072 / 2013	65	29107 / 2019	SATISH SHARMA	SPECIAL CASES (ATROCITY) / 139 / 2018
16	23035 / 2018	RAVINDRA KUMAR VISHWKARMA	REGULAR CRIMINAL APPEAL / BB00177 / 2009	66	29514 / 2019	BHAGVAN UIKEY	REGULAR CRIMINAL TRIAL / 4221258 / 2006
17	23453 / 2018	RAJENDRA NAMDEO	CIVIL SUIT CLASS-A / BB00046 / 2004	67	29710 / 2019	SWAPNIL NAYAK	CIVIL SUIT CLASS-A / 113 / 2011
18	24616 / 2018	AVESH PATEL	CIVIL SUIT CLASS-A / 5400197 / 2015	68	30155 / 2019	PREM LATA LOKHANDE	SESSIONS TRIAL / 700647 / 2013
19	24644 / 2018	S.S. THAKUR	CIVIL SUIT CLASS-A / BB00261 / 1992	69	30164 / 2019	SUBHAM SAHU	REGULAR CRIMINAL TRIAL / 2510627 / 2012
20	26692 / 2018	SHYAM VISHWKARMA	REGULAR CRIMINAL TRIAL / 6562 / 2016	70	31778 / 2019	ANAND PATEL	MOTOR ACCIDENT CLAIM CASES / 1300236 / 2012 Go to Settings to activate Windows.
21	27526 / 2018	AJAY DHAGAT	MOTOR ACCIDENT CLAIM CASES / 979 / 2017	71	32054 / 2019	S.U. SHAH	CIVIL SUIT CLASS-A / 3400169 / 2014
				72	32320 / 2019	MANISH PATHAK	SPECIAL CASE N.I. ACT / 4913417 / 2013
							MISCELLANEOUS JUDICIAL CASES (CIVIL) /



**10. Account Book :** To see the account book, click on **Reports -> Account Book** as shown in the below screen.



Select the **application mode** (Offline / Online / All) then enter the **from date** and **to date** then click on **SHOW** button to see the account book details in between two dates.

Print Receive Amount Report    Print Further Amount Report    Print Delivery Report    Print Court Fee Report

In the Court of .....

**DETAILED ACCOUNT BOOK TO BE KEPT BY THE HEAD COPYIST  
(For Judicial and Executive Department)**

S.N.	Date	Serial No. application in Register of Application	RECEIPT			EXPENDITURE					
			Advances received from parties	Advances and other amount received by post	Amount refunded to applicants	Incidental Postage and charges e.g. registration Money order commission and court fee on application for copies	Amt. Paid for CF label affixed to copies				
1.	2.	3.	4.	5.	6.	MOC	Postage & registration	Preparation Fee (A)	Court Fee (B)	No of copy (C)	Total (A+B)*(C)
1	27-05-2021	11166 / 21	68							1	
<b>TOTAL</b>			<b>68</b>								
GRAND TOTAL			68								

Print Receive Amount Report

In the Court of .....

**DETAILED ACCOUNT BOOK TO BE KEPT BY THE HEAD COPYIST  
(For Judicial and Executive Department)**

S.N.	Date	Serial No. application in Register of Application	RECEIPT			EXPENDITURE						
			Advances received from parties	Advances and other amount received by post	Amount refunded to applicants	Incidental Postage and charges e.g. registration Money order commission and court fee on application for copies	MOC	Postage & registration	Preparation Fee =page*charge (A)	Court Fee (B)	No of copy (C)	Earlier CF affixed (D)
1.	2.	3.	4.	5.	6.	7.		8.				
1	17-05-2021	11165 / 21						3 * 4=12		1		12
<b>Total</b>								<b>12</b>				<b>12</b>
GRAND TOTAL								12				12

Print Delivery Report

RECORD NOT FOUND FOR COURT FEE AMOUNT

Activate Windows  
Go to Settings to activate Windows.

RECORD NOT FOUND FOR FURTHER AMOUNT

Print Receive Amount Report    Print Further Amount Report    Print Delivery Report    Print Court Fee Report

## 11. Search Application

- a. **By Application No.:** To search the application details by the application number then click on **Search -> Search by Application Number** as shown in the below screen.

The screenshot shows the application search interface. At the top, there is a navigation menu with options: Registration, Application, Checker, Delivery, Misc., Reports, Search, Scan Pdf, Online, Logout. The user is logged in as 'supuser'. Below the menu, there are search options: Search by Application No., Search by Applicant Name, and Search by Case No. The 'Registration(Case) No' option is selected. There are input fields for Hon. Judge, Type, No., Year, Case Type, Filing No., and Year. There are also dropdown menus for Application Type (Express), Purpose (Nothing), and Rule (Select Purpose, AppType, CaseType First). Below these are the 'APPLICATION DETAILS' fields: Applicant Name, Applicant Address (Not Mention), Mobile No., AFR/FOC (None selected), No. of copy (1), Proposed Page(s), Amount Received, By Post, Received Date (01-06-2021), and Del. Date. There are 'SAVE' and 'Print Receipt' buttons. On the right, there are fields for Pet. and Res. At the bottom right, there is a watermark 'Activate Windows'.

The screenshot shows the application search interface with the search criteria form filled out. The 'Application No.' is 123 and the 'Application Year' is 2021. There is a 'SHOW' button next to the year field. The rest of the interface is the same as the previous screenshot.

Enter the application number and year click on **SHOW** button to see the application details as mentioned below.

The screenshot shows the application search interface with the search criteria form filled out and the application details table displayed. The 'Application No.' is 123 and the 'Application Year' is 2021. There is a 'SHOW' button next to the year field. Below the search criteria, there is a table with the following data:

Application Detail								
Application No.	Applicant Name	Party Name	Case Detail	Application Type	Date of Receipt of Application	Proposed Date of Delivery of Copy	Amount Received With Application	Applied For
123 / 21	GOPAL CHOUHDHARY	शासन Vs तोप बहादुर राजपूत ठाकुर	REGULAR CRIMINAL TRIAL / 4312 / 2020 Judge Shri/Smt./Ms. Nutan Rawte	Ordinary	04-01-2021	11-01-2021	78	copy of all chalaan.,

Application Movement												
Application Receipt Date	Record Requisitioning Date	Request Forwarded By Judge Shri/Smt./Ms.	Request Sent To Judge Shri/Smt./Ms.	Date of Making of Default/ Forwarding of Record to Copying Section	Reason For Default/ Court Message	Date of Default Removal of Record	Date of Receipt of Record in Copying Section	Copy is Ready On	Copy is Delivered On	Copy is Withdrawn On	Copy is Filed On	Filed app. Restored On
04-01-2021	04-01-2021 12:26:24	Copying	Nutan Rawte				06-01-2021	07-01-2021	12-01-2021	Not Withdrawn	Not Filed	-

ACCOUNT DETAIL												
Receipt (A)				Total (B)	Expenditure (C)						Total (D)	Due Amt.
Received Amt.	Received Amt. by Post	Further Amt.	Further Amt. by Post	(1+2+3+4)	Preparation charge	Court Fee Charge	Total Charge	Refund Amt./ MO	Postage & Registration Amt.	MOC	(7+8+9+10)	(D-B)
(1)	(2)	(3)	(4)		(5)	(6)	(5+6)* no. of copy=(7)	(8)	(9)	(10)		
50	0	28	0	78	39 * 2 = 78	0	(78 + 0) * 1 = 78	Nil	0	0	78	Nil

- b. **By Applicant Name:** To search the application details by the applicant name then click on **Search -> Search by Applicant Name** as shown in the below screen.

The screenshot shows the application search interface. At the top, there is a navigation bar with tabs: Registration, Application, Checker, Delivery, Misc., Reports, Search, Scan Pdf, Online, Logout. The user name is displayed as 'supuser'. Below the navigation bar, there are search options: Search by Application No., Search by Applicant Name (selected), and Search by Case No. The search criteria form includes fields for Hon. Judge (SELECT JUDGE), Type, No., Year, Case Type, Filing No., Year, CNR No., Application Type (Express), Purpose (Nothing), and Rule (Select Purpose, App Type, Case Type First). The 'APPLICATION DETAILS' section contains fields for Applicant Name, Applicant Address (Not Mention), Mobile No., AFR/FOC (None selected), No. of copy (1), Proposed Page(s), Amount Received, By Post, Received Date (01-06-2021), and Del. Date. There are 'SAVE' and 'Print Receipt' buttons at the bottom of the form.

This screenshot shows the search criteria form with the 'Applicant Name' field filled with 'sandeep'. The 'Search Exactly' radio button is selected, and the 'SHOW' button is visible.

Enter the applicant name and select search exactly or search like and click on **SHOW** button to see the application details as mentioned below.

The screenshot shows the search results table. The search criteria are 'Applicant Name: sandeep' and 'Search Exactly: Search Like'. The table displays 13 rows of application details.

S.No.	Application No.	Applicant Name	Case Detail	Application Type	Received Date	Delivered Date	Rec. Amt	Applied For
1	79 / 2020	SANDEEP GOLACHHA	CIVIL SUIT CLASS-A / BB00359 / 2003	Express	02-01-2020	06-01-2020	100	Decree
2	80 / 2020	SANDEEP GOLACHHA	CIVIL SUIT CLASS-A / BB00360 / 2003	Express	02-01-2020	06-01-2020	100	Decree
3	84 / 2016	SANDEEP PATEL	REGULAR CRIMINAL TRIAL / 2612513 / 1201	Ordinary	04-01-2016	12-01-2016	50	
4	129 / 2018	SANDEEP DUBEY	EXECUTION MOTOR ACCIDENT CLAIM CASES / 100059 / 2011	Ordinary	03-01-2018	10-01-2018	10	
5	147 / 2016	SANDEEP SAHU	CIVIL SUIT CLASS-A / 4300009 / 2015	Express	05-01-2016	08-01-2016	100	
6	203 / 2018	SANDEEP JAIN	REGULAR CRIMINAL TRIAL / 3502719 / 2007	Ordinary	03-01-2018	10-01-2018	0	
7	205 / 2018	SANDEEP JAIN	REGULAR CRIMINAL TRIAL / 3517742 / 2007	Ordinary	03-01-2018	10-01-2018	0	
8	244 / 2018	SANDEEP KOSHITA	CIVIL SUIT CLASS-A / 96 / 2014	Ordinary	04-01-2018	11-01-2018	20	
9	264 / 2015	SANDEEP SHUKLA	REGULAR CRIMINAL TRIAL / 2604581 / 2014	Ordinary	06-01-2015	14-01-2015	20	
10	268 / 2015	SANDEEP SHUKLA	REGULAR CRIMINAL TRIAL / 2917905 / 2014	Ordinary	06-01-2015	14-01-2015	20	
11	269 / 2015	SANDEEP SHUKLA	REGULAR CRIMINAL TRIAL / 3218339 / 2014	Ordinary	06-01-2015	14-01-2015	20	
12	285 / 2019	SANDEEP	REGULAR CRIMINAL TRIAL / 6872 / 2018	Ordinary	03-01-2019	10-01-2019	50	
13	304 / 2014	SANDEEP AWASTHI	CIVIL SUIT CLASS-A / 9800243 / 2013	Express	06-01-2014	09-01-2014	40	Decree

- c. **By Case Number:** To search the application details by the case number then click on **Search -> Search by Case No.** as shown in the below screen.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Registration(Case) No 
  Centralized Filing No 
  CI

Search by Application No.  
 Search by Applicant Name  
 Search by Case No.

Hon.Judge : [SELECT JUDGE] Type : [ ]

No : [ ] Year : [ ]

CaseType : [ ] Filing No : [ ] Year : [ ]

CNR No : [ ] Year : [ ]

Application Type [Express] Purpose [Nothing] Rule: [Select Purpose,AppType,CaseType First]

**APPLICATION DETAILS**

Applicant Name : [ ]

Applicant Address : [Not Mention]

Mobile No. : [ ]

AFR/FOC :  AFR  FOC  None

No. of copy : [1]

Proposed Page(s) : [ ]

Amount Received : [ ] By Post:- [ ]

Received Date : [01-06-2021] Del.Date :- [ ]

[SAVE] [Print Receipt]

Pet. [ ]

Res. [ ]

Activate Windows  
Go to Settings to activate Windows.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Search Application Where

1. Hon.Judge [ ]

2. (And) Type:- [CIVIL SUIT CLASS-A]

3. (And) No:- [96]

4. (And) Year:- [2014]

Application is : [ ] [SHOW]

In this criteria, application details can be searched by following ways:

- **Hon. Judge** – Select the Hon. Judge from the drop down list which is shown as below screen.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

Search Application Where

1. Hon.Judge [ ]

2. (And) Type:- [ ]

3. (And) No:- [ ]

4. (And) Year:- [ ]

Application is : [ ]

[OTHER]

Aditi Shukla / VI Additional Judge To I Civil Judge Class-II / CNo. -87

Ajay Kumar Singh / I Additional District and Session Judge / CNo. -4

Amandeep Singh Chhabra / II Civil Judge Class-I / CNo. -50

Amit Singh Sisodia / XXVIII Additional District & Session Judge / CNo. -110

Anil Kumar Pathak / VIII Additional District and Session Judge / CNo. -11

Anjali Shah / XVII Civil Judge Class-II / CNo. -102

Ankita Agrawal / VIII Civil Judge Class-II / CNo. -39

Ankita Gupta / II Civil Judge Class-II / CNo. -34

Archana Yadav / VII Additional Judge To I Civil Judge Class-II / CNo. -105

Arjit Dubey / XII Civil Judge Class-II / CNo. -70

Arvind Singh / XIV Civil Judge Class-I / CNo. -61

Ashish Tamrakar / VIII Civil Judge Class-I and Additional Chief Judicial Magistrate / CNo. -29

Ashutosh Agnihotri / XV Civil Judge Class-II / CNo. -115

Ayaz Mohd. / XVIII Additional District Session Judge / CNo. -18

Deepak Kumar Pandey / IX Additional District and Session Judge / CNo. -12

Devdutt / IX Civil Judge Class-I / CNo. -30

Devinder Singh Pal / XXIII Additional District and Session Judge / CNo. -93

Diksha Taneja / VII Civil Judge Class-II / CNo. -38

Activate Windows  
Go to Settings to activate Windows.

Select any Hon. Judge name and click on **SHOW** button to see the application details as mentioned below.

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

**Search Application Where**

1. Hon.Judge: Arvind Singh / VII Civ

2. (And) Type:-

3. (And) No:-

4. (And) Year:-

Application is :  SHOW

S.No.	Application No.	Applicant Name	Case Detail	Application Type	Received Date	Expected Delivered Date	Rec. Amt	Applied For
1	27 / 2021	A.K.SHRIVASTAV	MJC SUCCESSION MATTERS / 61 / 2020 Arvind Singh	Express	02-01-2021	06-01-2021	20	
2	28 / 2021	P.S. DIXIT	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 4822 / 2020 Arvind Singh	Ordinary	02-01-2021	09-01-2021	10	
3	29 / 2021	P.S.DIXIT	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 4811 / 2020 Arvind Singh	Ordinary	02-01-2021	09-01-2021	10	
4	30 / 2021	P.S.DIXIT	MISCELLANEOUS JUDICIAL CASES (CRIMINAL) / 4840 / 2020 Arvind Singh	Ordinary	02-01-2021	09-01-2021	10	
5	38 / 2020	ANKIT JAGID	CIVIL SUIT CLASS-A / 907 / 2017 Arvind Singh	Ordinary	02-01-2020	09-01-2020	150	
6	42 / 2020	SUNIL PANDEY	REGULAR CRIMINAL TRIAL / 5042 / 2019 Arvind Singh	Express	02-01-2020	06-01-2020	40	
7	50 / 2021	MAHEENRA SINGH KAURAVA	CIVIL SUIT CLASS-A / 6000309 / 2015 Arvind Singh	Ordinary	02-01-2021	09-01-2021	20	

172.16.180.64

➤ **By Case, No and Year** - Select the case type and enter the case number and year and press **SHOW** button to see the application details of particular case as shown below:

Registration Application Checker Delivery Misc. Reports Search Scan Pdf Online Logout User Name : supuser

**Search Application Where**

1. Hon.Judge:

2. (And) Type:- CIVIL SUIT CLASS-A

3. (And) No:- 96

4. (And) Year:- 2014

Application is :  SHOW

S.No.	Application No.	Applicant Name	Case Detail	Application Type	Received Date	Expected Delivered Date	Rec. Amt	Applied For
1	244 / 2018	SANDEEP KOSHITA	CIVIL SUIT CLASS-A / 96 / 2014 Ayaz Mohd.	Ordinary	04-01-2018	11-01-2018	20	
2	4178 / 2014	RAJKUMAR SONI	CIVIL SUIT CLASS-A / 9800096 / 2014 R.K.JOSHI- PRINCIPAL JUDGE FAMILY COURT	Ordinary	12-02-2014	18-02-2014	20	
3	4344 / 2017	S.B. PATEL	CIVIL SUIT CLASS-A / 3400096 / 2014 Tabassum Khan	Ordinary	09-02-2017	17-02-2017	50	
4	7650 / 2014	RAVI KUMAR SINGH	CIVIL SUIT CLASS-A / 3300096 / 2014 ABDULLAH AHMAD	Ordinary	24-03-2014	01-04-2014	20	
5	8605 / 2014	AVESH PATEL	CIVIL SUIT CLASS-A / 3300096 / 2014 ABDULLAH AHMAD	Ordinary	04-04-2014	15-04-2014	10	
6	9693 / 2014	MANOJ PATEL	CIVIL SUIT CLASS-A / 3300096 / 2014 ABDULLAH AHMAD	Ordinary	22-04-2014	29-04-2014	10	
7	10564 / 2014	G.L.PATEL	CIVIL SUIT CLASS-A / 2500096 / 2014 Kamlesh Sanodiya	Ordinary	01-05-2014	08-05-2014	20	
			CIVIL SUIT CLASS-A /					

172.16.180.64

- **Application Is** - Select the status of the application to find the details of application as shown in below screen:

The screenshot shows a web application interface with a navigation bar at the top containing links: Registration, Application, Checker, Delivery, Misc., Reports, Search, Scan Pdf, Online, Logout. The user name 'supuser' is displayed in the top right corner. Below the navigation bar is a search form titled 'Search Application Where'. The form contains four input fields: '1. Hon.Judge', '2. (And) Type:-', '3. (And) No:-', and '4. (And) Year:-'. Below these fields is a dropdown menu labeled 'Application is :'. The dropdown menu is open, showing the following options: DELIVERED, WITHDRAW, FILED, PENDING, and TOTAL CASES. To the right of the dropdown menu is a 'SHOW' button.

Select the status like “PENDING” and then click on SHOW button. It displays the list of all pending applications which is not delivered yet.

The screenshot shows the same web application interface as above, but now the 'Application is' dropdown is set to 'PENDING' and the 'SHOW' button is clicked. Below the search form, a table displays the results of the search. The table has the following columns: S.No., Application No., Applicant Name, Case Detail, Application Type, Received Date, Expected Delivered Date, Rec. Amt, and Applied For. The table contains 7 rows of data.

S.No.	Application No.	Applicant Name	Case Detail	Application Type	Received Date	Expected Delivered Date	Rec. Amt	Applied For
1	68 / 2021	ANAND CHAWLA	BAIL APPLICATION / 2104412 / 2020 Manish Singh Thakur	Express	02-01-2021	06-01-2021	70	
2	107 / 2021	SHIV KUMAR CHOUDHARY	SPECIAL CASES (ATROCITY) / 289 / 2020 Satish Chandra Rai	Ordinary	02-01-2021	09-01-2021	50	Police Challan
3	118 / 2021	MAHENDRA NATH BAJPAYEE	DEPARTMENTAL ENQUIRY / 800039 / 2011 Suresh Choubey (sr.)	Ordinary	02-01-2021	09-01-2021	40	
4	192 / 2021	KAMLESH BAVARIYA	REGULAR CRIMINAL TRIAL / 1614 / 2020 Amandeep Singh Chhabra	Ordinary	04-01-2021	11-01-2021	100	
5	296 / 2021	AMARDEEP SAGGU	REGULAR CRIMINAL TRIAL / 6283 / 2019 Diksha Taneja	Ordinary	04-01-2021	11-01-2021	20	
6	344 / 2019	VIPIN KUMAR SAMAIYA	SPECIAL CASE N.I. ACT / 3201270 / 2010 Rajesh Kumar Yadav	Express	04-01-2019	08-01-2019	100	
7	407 / 2021	MEENU KHANDELWAL	REGULAR CRIMINAL TRIAL / 4666 / 2020 Varun Punashe	Ordinary	05-01-2021	12-01-2021	100	