USER MANUAL OF DISTRICT COURT COPYING SECTION SOFTWARE

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

After login the following screen will appear.

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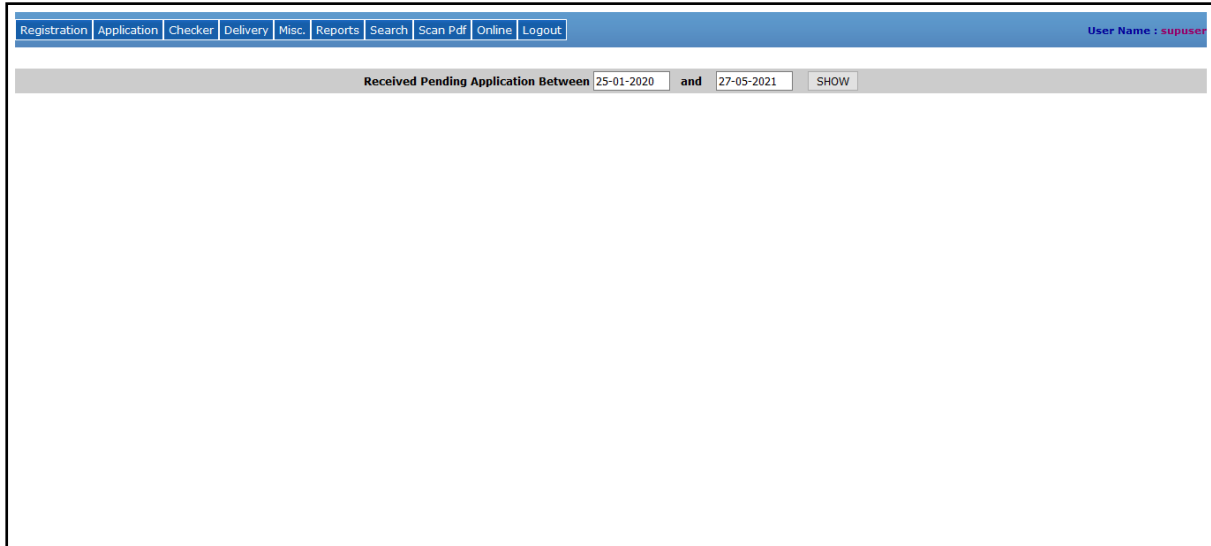
First enter the two dates in **dd-mm-yyyy** format in both the text boxes i.e. from date and to date, and then click on **SHOW** button.

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.

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.

After checking the document click on the **verify** button to verify the document.
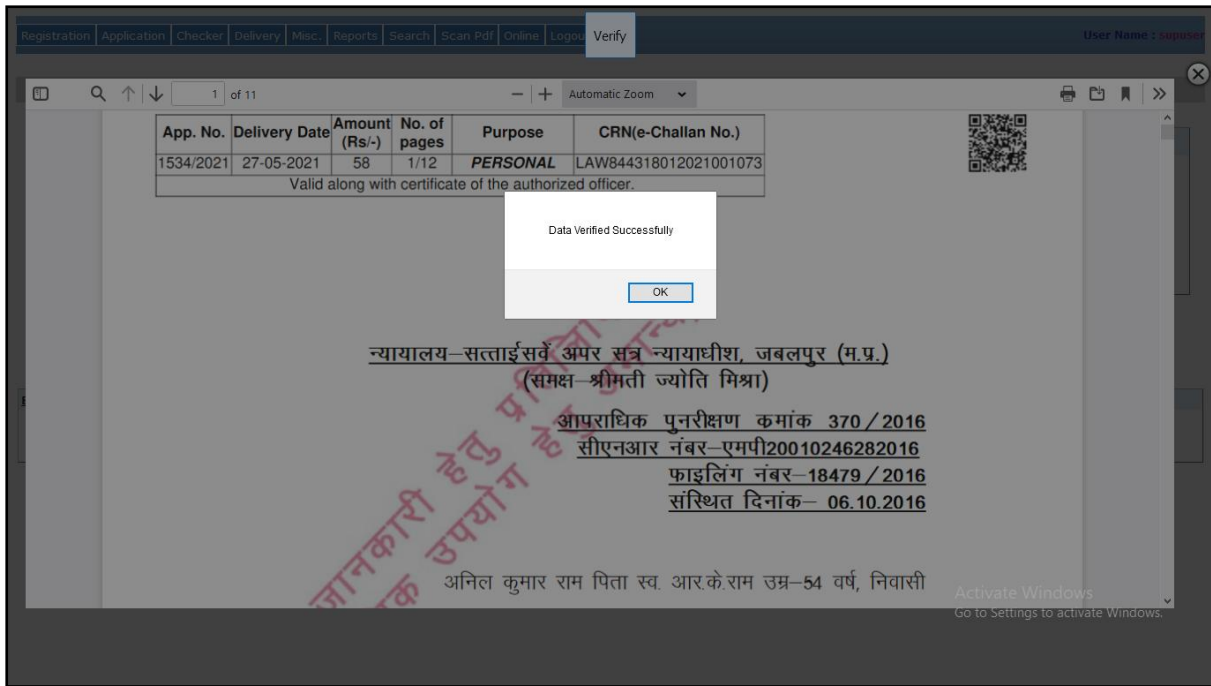
Once the document is verified then close this document and ready that application by choosing the **Completed** option which is highlighted in the below screenshot and click on **Save** button.
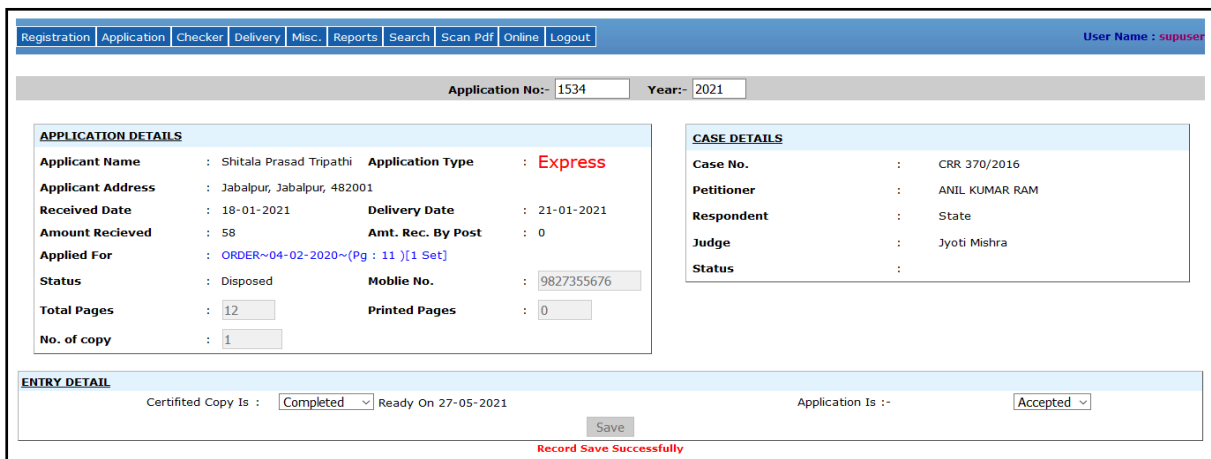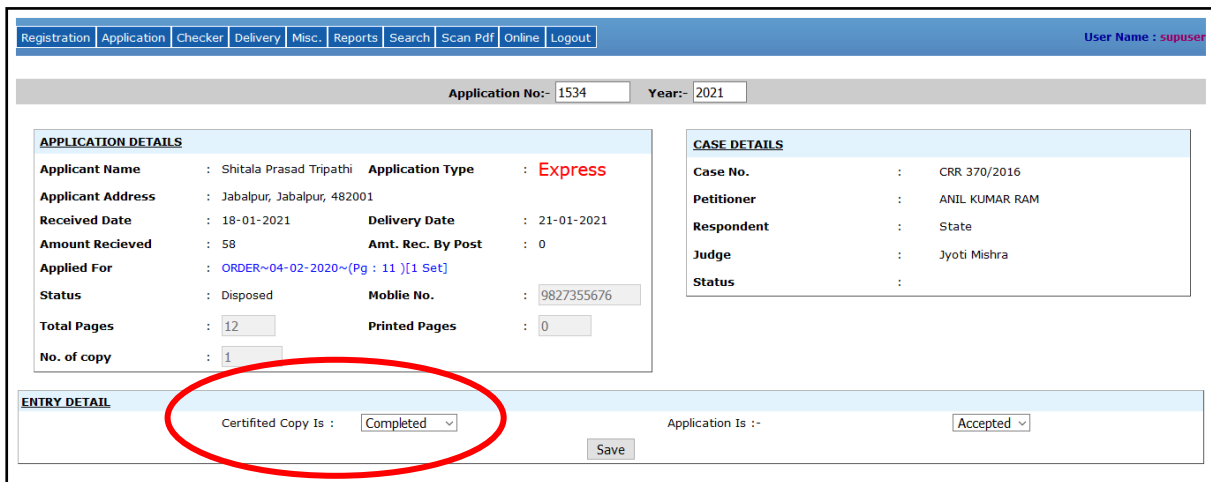
Now the application is ready. After that next process is to deliver the application.

b) <u>Deliver Copy</u> - 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

APPLICATION DETAILS

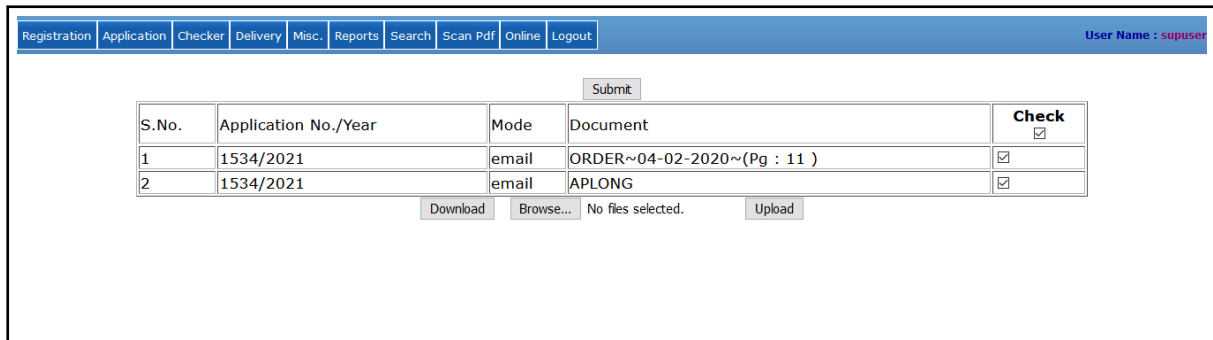|			
Applicant Name	: Shitala Prasad Tripathi	Application Type	: **Express**
Applicant Address	: Jabalpur, Jabalpur, 482001		
Received Date	: 18-01-2021	Delivery Date	: 21-01-2021
Amount Recieved	: 48	Amt. Rec. By Post	: 0
Status	: Disposed		
Applied For	: ORDER~04-02-2020~(Pg : 11),		

CASE DETAILS

Case No.	:	CRR 370/2016
Petitioner	:	
Respondent	:	
Judge	:	Jyoti Mishra
Status	:	

APPLICATION STATUS

No of copy : 1   Page : 12   Application is Ready.

ACCOUNT DETAIL

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

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

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

PARTY DETAILS

ANIL KUMAR RAM Nand Nagar, Manegaon, Ps Ranjhi Jabalpur ------ **Prosecution/Applicant/Pettioner**
Vs
1)State **Address** Ps Ranjhi Jabalpur   ----- **Accused/Respondent/Non Applicant**

ADVOCATE DETAILS
Petitioner's Advocate :
Respondent's Advocate :

ACT SECTION
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 corret 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

CERTIFICATE:

1 that I **Ajay Shrivastava** (name) am employed as District & Session Court, Jabalpur.

2 that the District & Session Court, Jabalpur is engaged in dispensation of Justice and various activities connected there to.

3 that by virtue of my employment as Head Copyist, I am authorized to use the computer system in District & Session Court, Jabalpur.

4 that the computer terminals of the system used by me were functioning regularly to store or process information at all times.

5 that the contents of the certified copy are retrieved from my computer stored in District & Session Court, Jabalpur Server which was scanned through original records verified and digitally signed by the competent authority and certified by me.

6 that the above certificate, therefore, in the facts and circustances of the case, is sufficient compliance of **Section 65B of the Evidence Act**. The above certified copies/ print outs as taken out from the computer, therefore, can be treated as certified copy.

7 Accordingly, I certify that the certifed copy of the desired document annexed hereto is/are reproduced or is derived from the electronic record which was regularly fed into/transmitted through my computer termianl in District & Session Court, Jabalpur, in the ordinary course of activites. During the activity the computer system utilized by me were operating properly and there is no distortion in the accuracy of the contents of the certified copy of the desired document.

Copyist

Head Copyist

Print Verify

Now verify that **Aplong** by clicking on Verify Button. The message "**Data Verified Successfully**" appeared in alert box.

c) **Digital Signature** – Now for applying digital signature on the **Document** or **Order** along with **Aplong,** go to the **Online -> Digital Signature** menu, the following screen will appear.

Click on the "Submit" button to show the documents that are ready to apply digital signature as shown below:-

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:
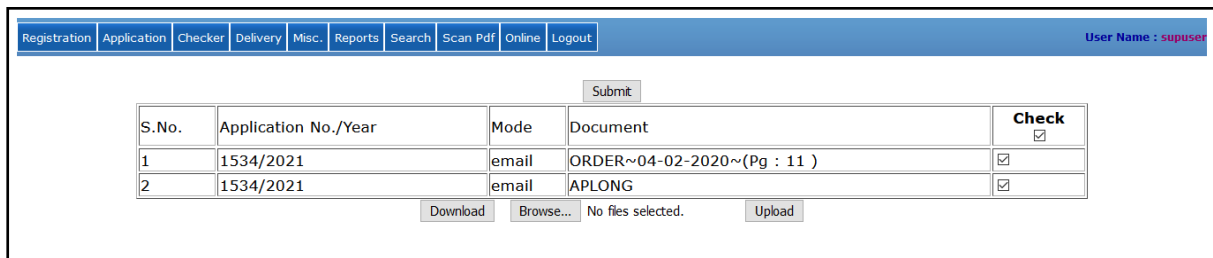
After selection, click on the "**Download**" button as shown above to download the previously selected verified documents from the list along with "**APLONG**", then you get the below screen:
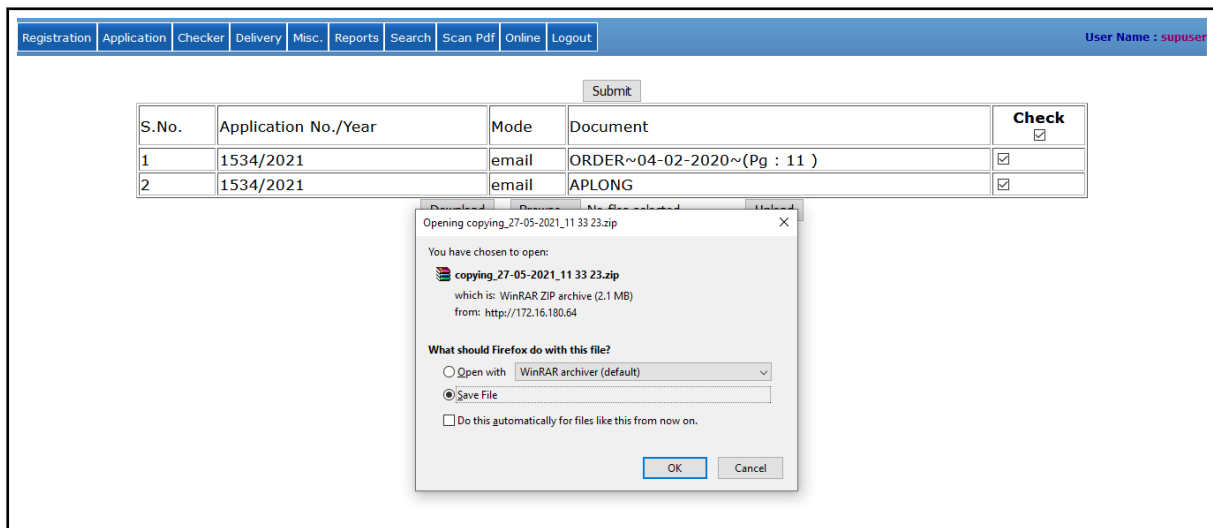
After downloading the applied document should be digitally signed before delivery. Please refer "**DIGITAL SIGNATURE OF ONLINE CERTIFIED COPYING DOCUMENTS (DISTRICT COURT)**" user manual to sign those document digitally.

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

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

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

Then click on **Upload** button to upload those files which are selected from Browse.
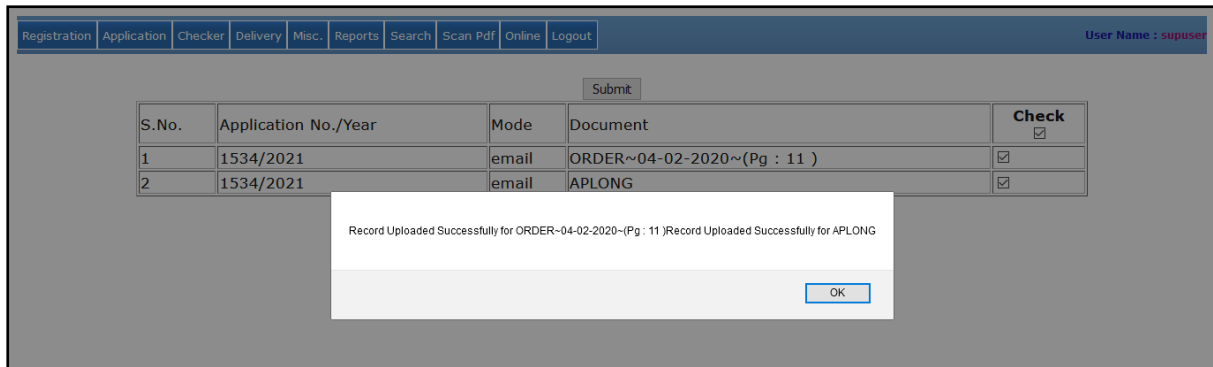
The "**Record Uploaded Successfully**" message will be appear in the alert box. Once the documents are successfully uploaded then they are remove automatically from the **Digital Signature** page as shown in below screen.
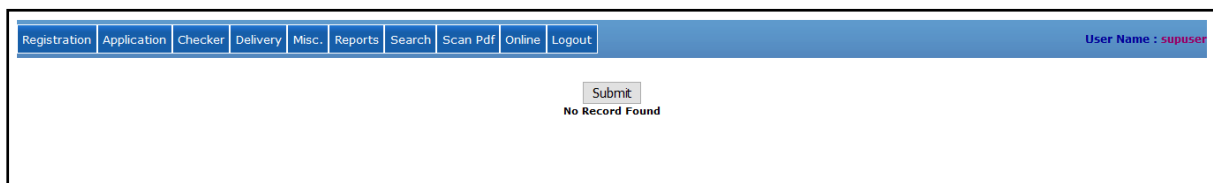
Once the copy is ready and delivered and the documents uploaded are digitally signed, then the copy will be sent to the applicant in their respective Email Id which was filled while applying the certified copy.

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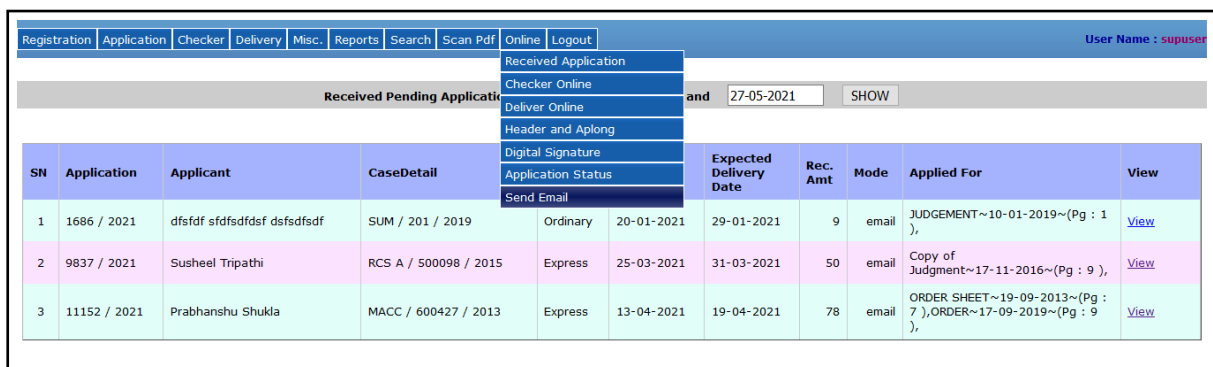
After click on it, the entire ready, delivered and digitally signed uploaded applications will send through email to the applicants as shown below.

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.

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

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

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

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	dfsfdf sfdfsdfdsf dsfsdfsdf	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.

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.

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.

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.

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

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

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

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

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.

2. Modify Applicant Details

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

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

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.

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.

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.

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

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.

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

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.

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.

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

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.

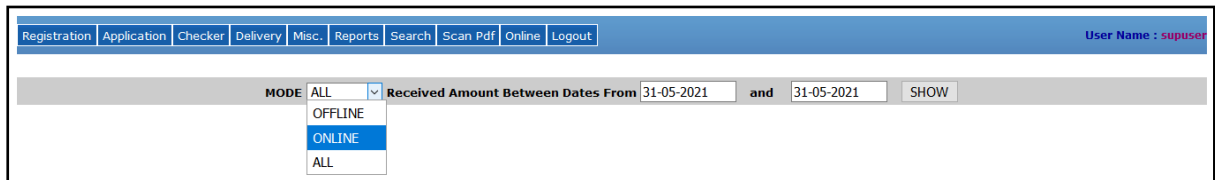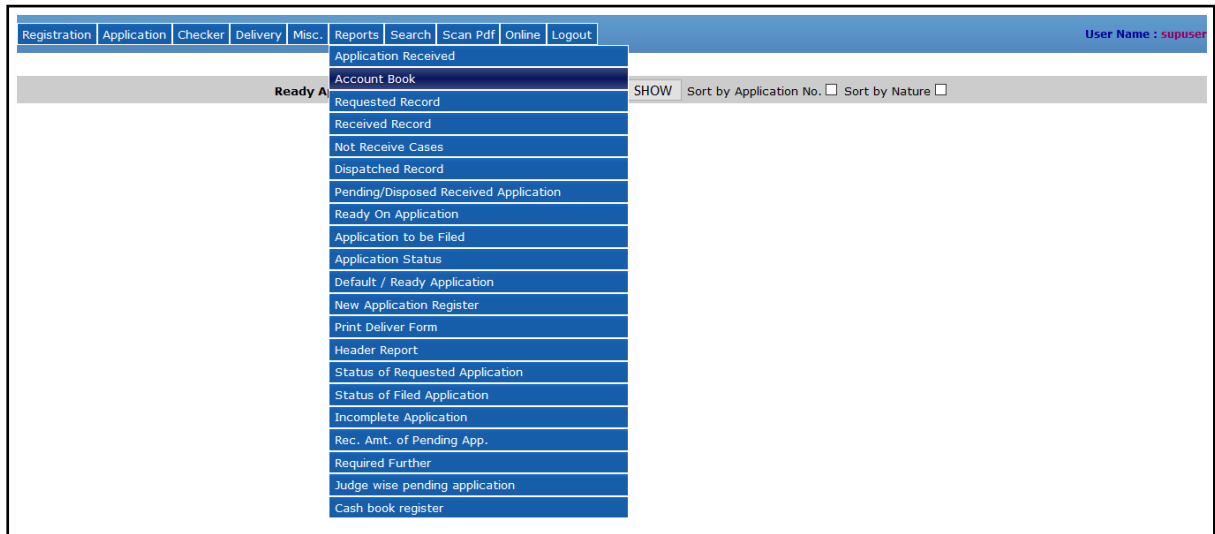Then click on **SHOW** button to see the pendency on selected till date

9. **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 RAJAK	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
				67	29710 / 2019	SWAPNIL NAYAK	CIVIL SUIT CLASS-A / 113 / 2011
17	23453 / 2018	RAJENDRA NAMDEO	CIVIL SUIT CLASS-A / BB00046 / 2004	68	30155 / 2019	PREM LATA LOKHANDE	SESSIONS TRIAL / 700647 / 2013
18	24616 / 2018	AVESH PATEL.	CIVIL SUIT CLASS-A / 5400197 / 2015	69	30164 / 2019	SUBHAM SAHU	REGULAR CRIMINAL TRIAL / 2510627 / 2012
19	24644 / 2018	S.S. THAKUR	CIVIL SUIT CLASS-A / BB00261 / 1992	70	31778 / 2019	ANAND PATEL	MOTOR ACCIDENT CLAIM CASES / 1300236 / 2012
20	26692 / 2018	SHYAM VISHWKARMA	REGULAR CRIMINAL TRIAL / 6562 / 2016	71	32054 / 2019	S.U. SHAH	CIVIL SUIT CLASS-A / 3400169 / 2014
21	27526 / 2018	AJAY DHAGAT	MOTOR ACCIDENT CLAIM CASES / 979 / 2017	72	32320 / 2019	MANISH PATHAK	SPECIAL CASE N.I. ACT / 4913417 / 2013
							MISCELLANEOUS JUDICIAL CASES (CIVIL) /

10. Accout 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 Charges e.g. Postage and registration charges Money order commission and court fee on application for copies		Amt. Paid for CF label affixed to copies			
						MOC	Postage & registration	Preparation Fee (A)	Court Fee (B)	No of copy (C)	Total (A+B)*(C)
1.	2.	3.	4.	5.	6.	7.				8.	
1	27-05-2021	11166 / 21	68							1	
	TOTAL		**68**								
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 Charges e.g. Postage and registration charges Money order commission and court fee on application for copies		Amt. Paid for CF label affixed to copies				
						MOC	Postage & registration	Preparation Fee =page*charge (A)	Court Fee (B)	No of copy (C)	Earlier CF affixed (D)	Total [(A+B)*(C)]-(D)
1.	2.	3.	4.	5.	6.	7.				8.		
1	17-05-2021	11165 / 21						3 * 4=12		1		12
	Total							**12**				**12**
GRAND TOTAL								**12**				**12**

| Print Delivery Report |

RECORD NOT FOUND FOR COURT FEE AMOUNT

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.

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

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 CHOUDHARY	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.

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

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 KOSHTA	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.

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.

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

> **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:

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

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