



# **ELECTRONIC CASE MANAGEMENT TOOLS (ECMT) FOR ADVOCATES**



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**eCommittee, Supreme Court of India**



***Hon'ble Mr Justice Uday Umesh Lalit, Chief Justice of India released the Book ECMT tools for Advocates at Development of Young Bar & Bench, State Lawyer's conference, Solapur, Maharashtra -2022***

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# Electronic Case Management tools (ECMT) for Advocates

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## **Disclaimer**

*This reference material circulated by the eCommittee is meant solely for study and training purposes. References are indicative and may not be used for official or judicial reference.*

**JUSTICE R. C. CHAVAN**  
VICE CHAIRMAN,  
E-COMMITTEE,  
SUPREME COURT OF INDIA  
FORMER JUDGE, BOMBAY HIGH COURT



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## **FOREWORD**

The Bar Council of Maharashtra and Goa has always been in the forefront in initiating and encouraging changes for improved access to speedy justice.

When the e-Committee of the Supreme Court of India thought of preparing a manual for facilitating the use of electronic case management tools by advocates, the Bar Council requested that it may be permitted to print and distribute copies to advocates for ready reference, which the Chairperson of the e-Committee, Hon'ble Dr Justice D Y Chandrachud, Judge, Supreme Court of India, graciously granted.

This manual of "Electronic Case Management Tools for Advocates" has been painstakingly written and compiled by Ms R. Arulmozhi Selvi, Member (Human Resources), e-Committee. I am sure that the legal fraternity will find the manual handy and useful. It will push the use of electronic case management tools for injecting speed and efficiency in the system. It will strengthen access to justice and rule of law. The Bar Council of Maharashtra and Goa deserve compliments for this initiative. May this move of the Bar Council of Maharashtra and Goa inspire legal fraternity across the country.

R.C.Chavan

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# ELECTRONIC CASE MANAGEMENT TOOLS (ECMT) FOR ADVOCATES

## 1. Introduction:

*“Knowledge is not power; Only updated knowledge is power.”*

An advocate to transform into a next-generation tech-savvy advocate can take the aid of the primary electronic case management tools made available by the e-Courts Project. This handy booklet highlights the essential electronic case management tools for the Advocates by the e-Committee Supreme Court of India. Some of the vital ECMT tools are

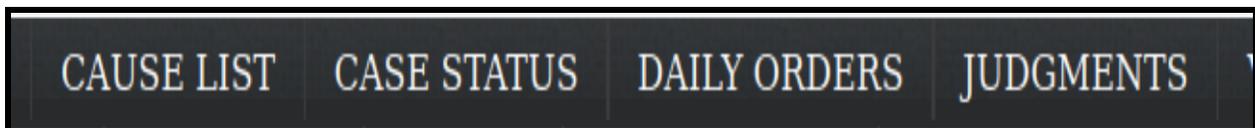
### 1.1. Key ECMT Tools for Advocates

- (i) to digitally track the case status 24\*7;
- (ii) To digitally get the cause list of the courts 24\*7;
- (iii) to digitally download the Court orders/ judgements 24\*7;
- (iv) to digitally search Judgements for citations;
- (v) to digitally access statutes, laws, and regulations ;
- (vi) to digitally access forms to be submitted to the court;
- (vii) to receive e-mail and SMS notifications of the case status ;
- (viii) to e- file briefs and documents with the court;
- (ix) to appear/argue and conduct cases through video conferencing.
- (x) to make online payment of fine/ court fees/ e-payments etc.

## 2. eServices of Supreme Court of India



To get the case status/cause list/daily orders/office note in connection with the cases pending in the Supreme Court of India, you must go to the Supreme Court of India Website, <https://main.sci.gov.in/>. Click the relevant tab of the cause list, case status, daily orders, office reports, and judgement, as shown in the screenshot herein.



One can find a variety of e-services on the supreme court website, which includes e-Filing, e-copying, Hybrid hearings, live streaming, Office report, vernacular judgements etc.

## 2.1. Get a Cause list from the Supreme Court of India

To get to the cause list of the Supreme court, just follow the steps given hereunder:

**Step i:** Go to the SCI webpage. <https://main.sci.gov.in/>.

**Step ii:** Click on to cause list tab.

CAUSE LIST

**Step iii:** Choose from the various search parameters to get the cause list like Court, judge, AOR, Party name etc.

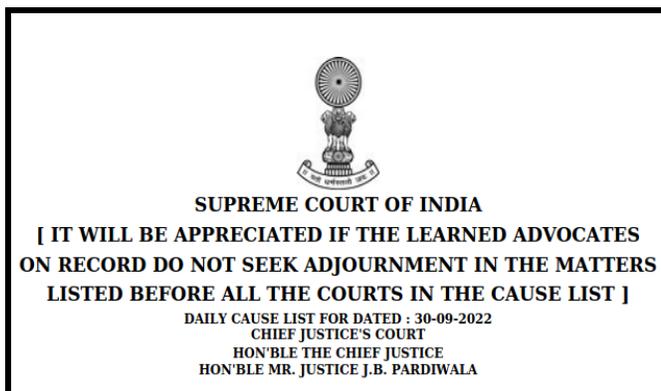
Court No.	Judge Wise	Index	AOR	Party Name	Advance
Advance Single Judge	Final Elimination	Chamber	Terminal	Weekly	Advance Elimination
Previous List			Vacation Advance		

**Step 4:** Fill up the captcha

2019



captcha\*



**Step 5:** Click on the needed options and get the cause list.

## 2.2. Get the Case status of the Supreme Court cases.

One can get to the case status of the cases pending before the Supreme Court using the following search options Diary Number; Case Number; Party Name, AOR, Court/Tribunal, and free text. The screenshot of the search parameter is appended herewith for ready reference.

Diary Number	Case Number	Party Name	AOR	Court / Tribunal	Free Text
--------------	-------------	------------	-----	------------------	-----------

One can use any search parameters and follow the steps to get to the case status.

**Step i:** Go to the SCI webpage. <https://main.sci.gov.in/>.

**CASE STATUS**

**Step ii:** Click on to case status tab.

**Step iii:** Choose any one of the search parameters ( Diary number, Case number, Party name, AOR, Court/tribunal, free text)



**Step iv:** Fill out the audio/visual captcha.

**Step v:** Based on the chosen search parameter, fill in the relevant boxes and click submit. You will get the complete case status details.

Diary No.	Year	Submit
34	2022	Submit
Diary No.- 34 - 2022		
Case Details		
Diary No.	34/2022 Filed on 03-01-2022 11:01 AM [SECTION: XVI-A]	DISPOSED
Case No.	SLP(C) No. 000416 - 000417 / 2022 Registered on 08-01-2022 (Verified On 24-01-2022)	
Present/Last Listed On	21-02-2022 [HON'BLE MR. JUSTICE L. NAGESWARA RAO and HON'BLE MR. JUSTICE B.R. GAVAI]	
Status/Stage	DISPOSED (Motion Hearing [FRESH (FOR ADMISSION) - CIVIL CASES]) Dismissed-Ord dt:21-02-2022 (Disposal Date: 21-02-2022, Month: 2, Year: 2022) JUDGES: HON'BLE MR. JUSTICE L. NAGESWARA RAO, HON'BLE MR. JUSTICE B.R. GAVAI	
Disp.Type	Dismissed	
Category	1805-Ordinary Civil Matters : Matters relating to specific performance of contract	
Act.		

### 2.3. Get the Judgements of the Supreme Court of India.

One can get the Judgement, daily orders, and official reports from the Supreme court of India Website 24\*7 and freely.

**Step i:** Go to the SCI webpage. <https://main.sci.gov.in/>.

**Step ii:** Click on the daily orders/ Judgement

JUDGMENTS

**Step iii:** Choose any one of the search parameters ( Diary number, Case number, Party name, AOR, Court/tribunal, free text)

**Step iv:** Fill out the audio/visual captcha.

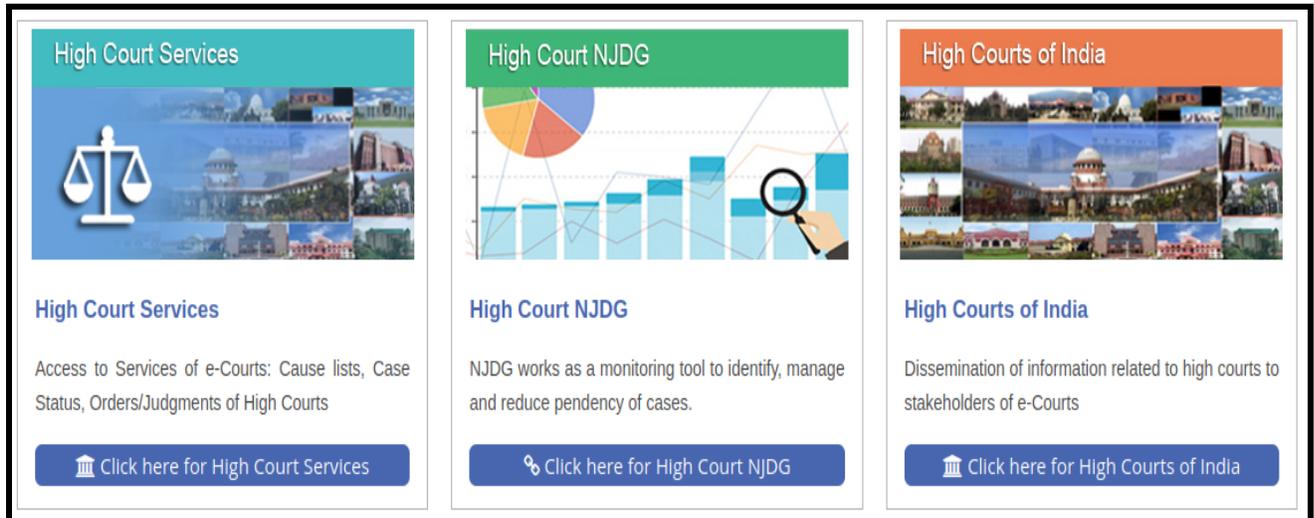


**Step v:** Fill in the relevant details and then click submit. The Judgement list will appear and can be downloaded freely by clicking on the date shown in the judgement column.

	Diary Number	14539 / 2019	Judgment
	Case Number	C.A. No.-004258-004258 / 2022	
	Petitioner Name	RAM KUMAR	
	Respondent Name	THE STATE OF UTTAR PRADESH	<a href="#">28-09-2022 (English)</a>
S.No. 1	Petitioner's Advocate	PARUL SHUKLA	
	Respondent's Advocate		

<b>REPORTABLE</b>	
<b>IN THE SUPREME COURT OF INDIA CIVIL APPELLATE JURISDICTION CIVIL APPEAL NO.4258 OF 2022</b>	
<b>RAM KUMAR</b>	<b>...APPELLANT(S)</b>
<b>VERSUS</b>	
<b>STATE OF UTTAR PRADESH AND ORS.</b>	<b>...RESPONDENT(S)</b>
<b>J U D G M E N T</b>	
<b><u>B.R. GAVAL, J.</u></b>	
<b>1. This appeal challenges the judgment and order of the High</b>	

### 3. e-Courts services for High courts



Under the e-Courts services website, exclusive e-services are provided for High courts under three categories (i) High court services, (ii) High court NJDG (iii) High courts of India. The screenshot is appended for ready reference. Under the High court services tab, one can freely get the case status/order/cause list of cases pending and disposed of at the High Courts. High court NJDG can be freely accessed for the database of the pending and disposed cases of High courts and its various details. Under the High courts of India tab, all the High courts throughout the country can be accessed through this page.

#### 3.1 Get case status/ Cause list / Courts orders from High courts :

**Step 1** Click the High court Services,  
**Step 2:** Choose from the various Search options available under CNR-based search, Case status search, Court order search, cause list search, and caveat search.



**Step 3:** Fill up the relevant details and get your Case status, court orders, and Cause list.

**For example**, to search the case status under a Bombay High court, you need to select the High court name from the drop-down, then select the bench. The user can get the case status by searching various parameters like party name, case number, filing number, Advocate name, FIR number, Act, and Case type. The various search tabs for searching case status are appended herewith for easy understanding.

Case Status

Bombay High Court ▼ Bench at Nagpur ▼

Party Name Case Number Filing Number Advocate Name FIR Number Act Case Type

Case Status : Search by Petitioners/Respondents Name

\*Petitioner / Respondent  Registration Year   Pending  Disposed  Both

Captcha dbk6fg  \*Enter Captcha  Go Reset

### 3.2. High courts e-Courts services link :

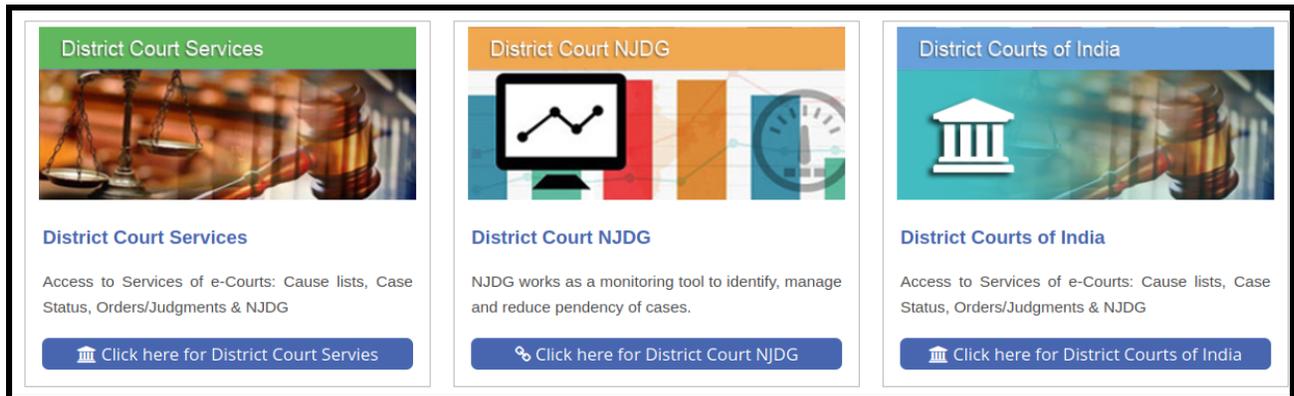
<https://hcservices.ecourts.gov.in/hcservices/main.php>

e-Courts services link [https://ecourts.gov.in/ecourts\\_home/index1.php](https://ecourts.gov.in/ecourts_home/index1.php)

### 3.3. Help video :

Click to watch the video tutorial from the e-Courts services website:[https://hcservices.ecourts.gov.in/hcservices/static\\_pages\\_for\\_HC/static/viewHelpVideo.php?caseSearchType=CSPartyNameHelp](https://hcservices.ecourts.gov.in/hcservices/static_pages_for_HC/static/viewHelpVideo.php?caseSearchType=CSPartyNameHelp)

## 4. e-Services of District and Taluk courts



The e-Courts services website provides three separate tabs for e-services related to District and Taluka courts, i.e. District court services, District court NJDG, and District courts of India. These e-services are similar to the High court e-services. Under the District Court services tab, one can freely get the case status/order/cause list of cases pending and disposed of at the District court. Through District court, NJDG, one can freely access the database of the pending and disposed of cases of District court and its various details. Under the District court tab, all the District courts throughout the country can be accessed through this page.

### 4.1. Get the Case status of District/ Taluk courts

The screenshot shows the 'Case Status' search interface. It features three dropdown menus for 'Select state', 'Select district', and 'Select court complex'. Below these are seven search criteria buttons: 'Party Name' (with a group of people icon), 'Case Number' (with an 'i' icon), 'Filing Number' (with a document icon), 'Advocate' (with a person icon), 'FIR Number' (with a document icon), 'Act' (with a hand icon), and 'Case Type' (with a document icon).

Any person who wants to get the case status 24\*7 can login into the e-Courts Services website and get the case status of any case by using the search parameters like Party name, Case number, filing number, Advocate Name, FIR No. Act and case type. You can find the case status if you know the parameters for your case. You must select your state, your District and Court Complex, fill in the parameters, and get the case status.

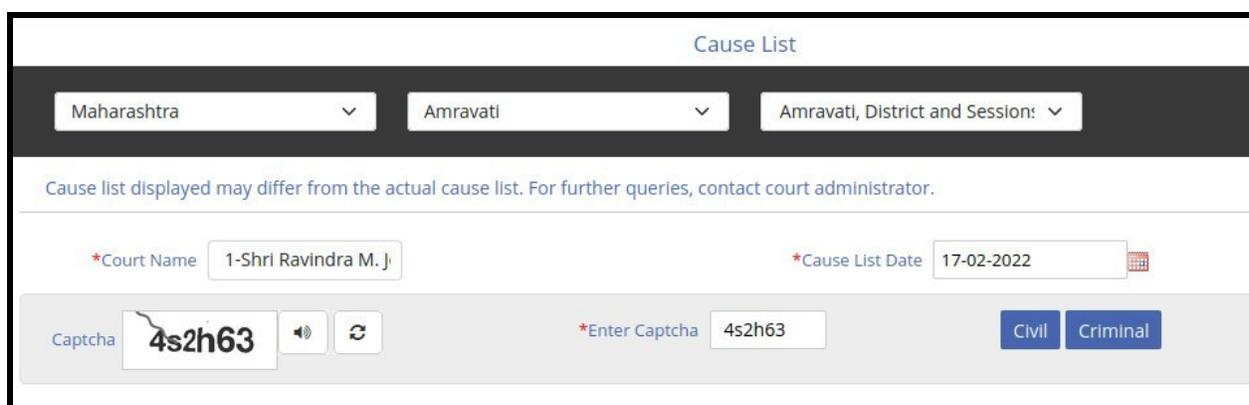
#### 4.1.1. Help video on how to get Case status for the District /Taluk courts

[https://services.e-Courts.gov.in/ecourtindia\\_v6/static/viewHelpVideo.php?caseSearchType=CSPartyNameHelp](https://services.e-Courts.gov.in/ecourtindia_v6/static/viewHelpVideo.php?caseSearchType=CSPartyNameHelp)

#### 4.1.2. e-Court services case status link:

Click the link for the e-Court services case status  
[https://services.e-Courts.gov.in/ecourtindia\\_v6/](https://services.e-Courts.gov.in/ecourtindia_v6/)

#### 4.2. Get Cause List of District/ Taluk courts



The screenshot shows the 'Cause List' interface. At the top, there are three dropdown menus: 'Maharashtra', 'Amravati', and 'Amravati, District and Session:'. Below these is a disclaimer: 'Cause list displayed may differ from the actual cause list. For further queries, contact court administrator.' The form includes fields for '\*Court Name' (1-Shri Ravindra M. J.) and '\*Cause List Date' (17-02-2022). There is a captcha field with the text '4s2h63' and a button to 'Enter Captcha'. At the bottom, there are two buttons: 'Civil' and 'Criminal'.

If you want to know whether your case is listed in a particular court, you can get it through the cause list facility, which is made available in the e-Court Services. To get a cause list, you have to select the state, then select District, then select Court Complex from where you can generate the Cause list, the help video on how to generate the cause list is also made available.

Select State—Select District—→Select Court Complex— Select Court Name—>Select Causelist date—> enter captcha—click Civil/Criminal.

#### 4.2.1. Help video on how to get the cause list of the District/ Taluk courts :

[https://services.ecourts.gov.in/ecourtindia\\_v6/static/viewHelpVideo.php?caseSearchType=CauseListHelp](https://services.ecourts.gov.in/ecourtindia_v6/static/viewHelpVideo.php?caseSearchType=CauseListHelp)

### 4.3 Get Court Orders from District/ Taluk courts.

The screenshot shows the 'Court Orders' search interface. At the top, there are three dropdown menus for location selection: 'Delhi', 'New Delhi', and 'Patiala House Court Complex'. Below these are four tabs: 'Party Name', 'Case Number', 'Court Number', and 'Order Date'. The 'Party Name' tab is selected. The search area is titled 'Court Orders: Search by Party Name'. It contains a text input for '\*Petitioner / Respondent', a text input for '\*Year', and three radio buttons: 'Interim Orders', 'Final Orders', and 'Both' (which is selected). At the bottom, there is a captcha image showing 'r5hm7w', a text input for '\*Enter Captcha', and two buttons: 'Go' and 'Reset'.

Through the e-court services website, one can get court orders 24 x 7 free of cost. To search court orders using party name, case no., the court no., and order date, one needs to select the state, district and the court complex in dropdown to get the court orders. For example, to search the court orders based on the order date, just enter the date and select whether it is final orders, interim orders or both, then enter the captcha and click the go to button and get the court orders. The help video on how to get the court orders using date and court number is also provided hereunder for easy understanding. Similarly, using party names also, court orders can be searched.

#### 4.3.1. Help video on how to get Court orders from the District /Taluk courts

Click the link for the help video on how to get the Court order through case number search  
[https://services.ecourts.gov.in/ecourtindia\\_v6/static/viewHelpVideo.php?caseSearchType=COCaseNumberHelp](https://services.ecourts.gov.in/ecourtindia_v6/static/viewHelpVideo.php?caseSearchType=COCaseNumberHelp)

### 4.3.2. e-Court Services court order search link:

Click the link and get the court orders free of cost 24 x 7.

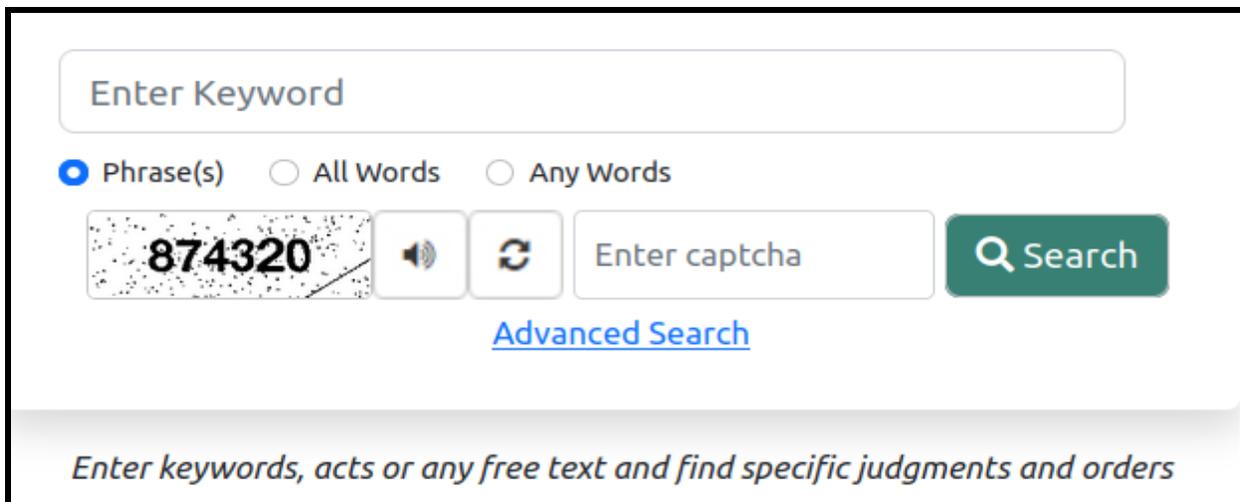
[https://services.ecourts.gov.in/ecourtindia\\_v6/](https://services.ecourts.gov.in/ecourtindia_v6/)



## 5. Judgements Search Portal

To provide a one-stop authenticated Judgement search for all High court judgements e-Committee has rolled out a judgement search portal containing all High Court Judgements. The judgement search portal also has accessible features with a free text search engine, an audio captcha along with the text captcha, and accessible combo boxes making it easier for the visually disabled to navigate the website.

### 5.1. Simple search parameters:



The screenshot shows a search interface with a text input field labeled "Enter Keyword". Below it are three radio buttons: "Phrase(s)" (selected), "All Words", and "Any Words". There is a captcha image showing the number "874320" with a speaker icon for audio and a refresh icon. To the right is a text input field labeled "Enter captcha" and a green "Search" button with a magnifying glass icon. Below the search area is a link for "Advanced Search". At the bottom of the interface, there is a grey banner with the text: "Enter keywords, acts or any free text and find specific judgments and orders".

The judgement search portal has a free text search option wherein users can search using Phrases, all words, or any words. Enter keyword and captcha and search your required citations from the High Courts.

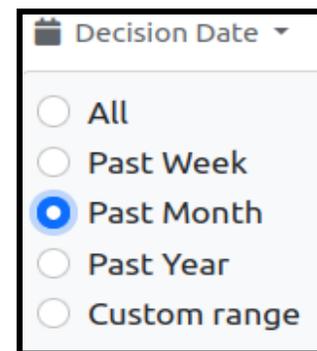
## 5.2. Filtering by Court/Judge/ Act/ Date

An advanced search facility is also available wherein anyone can search within the search with an advanced option based on court, Judge, Act/section/decision date. And each search option, in turn, further provides subcategories. E.g. under decision date, one can further get it based on all, past week, past month, past year, and custom range as shown in the screenshot hereunder.



maximum of 5 text searches can be applied at one time, and the result shows with the highlighted text search.

The judgement search portal also provides for searching the cases by using Judges name. One can select the respective Judge's name and the division bench by adding the Judge's name using plus sign.



The search results obtained through the judgement search portal include a small paragraph including the search texts, case no. and cause title, the CNR no., the registration date, and the nature of disposal. It carries the list of Judges who delivered judgement along with the year and date of the decision.

## 5.3. Link to the Judgement search portal

Click the link to access the Judgement search portal <https://judgments.ecourts.gov.in>.

**Judgements and Orders**  
High Courts of India   Phrase(s)  All Words  Any Words

Court ▾ Judge ▾ Act/Section ▾ Decision Date ▾

About 149509 results (3 seconds)

Show  entries

1 [FMA/764/2022 of SEKH ABDUL MAJED Vs STATE OF WEST BENGAL AND ORS.](#)  
**Judge Name:** HONBLE JUSTICE CHITTA RANJAN DASH, HON'BLE JUSTICE ANIRUDDHA ROY  
 Order, 2001' for short) for regulating, controlling and monitoring Public Distribution System ('PDS' for short) in all over India. While skipping the history, it is relevant here that State of West Bengal framed West Bengal Public Distribution (**maintenance** and Control) Order, 2013', State of West Bengal issued West Bengal Urban Public Distribution System (**maintenance** and Control) Order, 2013 ('Urban Control Order, 2013' for short). In 'Central Control Order, 2001', 'Rural Control Order, 2013' and 'Urban Control Order 2013' there are four types of ration card holders (i  
**CNR : WBCHCA0013292022 | Date of registration : 13-01-2022 | Date of decision : 28-09-2022 | Disposal Nature : DISPOSED**

**Related Topics**

**Court**

- High Court of Gujarat 24814
- Bombay High Court 21214
- Madras High Court 19770
- High Court of Kerala 16642
- Patna High Court 14263

**Judges**

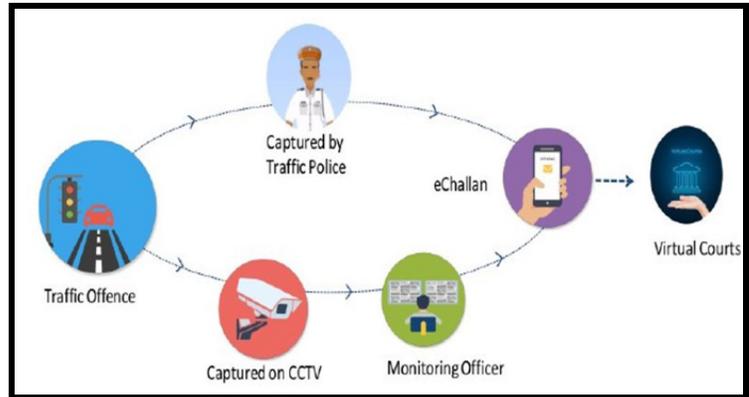
## 6. Virtual Courts for traffic challans



The online traffic Virtual Courts for Traffic Challans is a complete online adjudication process which is 100% process re-engineered paperless, contactless digital innovation under the e-Courts project of e-Committee Supreme Court of India & Department of Justice. Using the Virtual Courts, any litigant charged with petty Traffic offences like driving without a driving license, Vehicle Insurance, violating Traffic Lights, etc., can now log into the Virtual court portal and pay the fine immediately or choose to contest.

## 6.1. Workflow of Virtual court:

The virtual court's workflow is graphically depicted herein for easy understanding.



## 6.2. Three options for Virtual traffic courts:

Any person who logs in to the virtual courts has three options to choose from, i.e. admitting the traffic offence and paying the fine, not admitting the offence and proposing to contest the case, to inform that there needs

★ Choose one of the following options

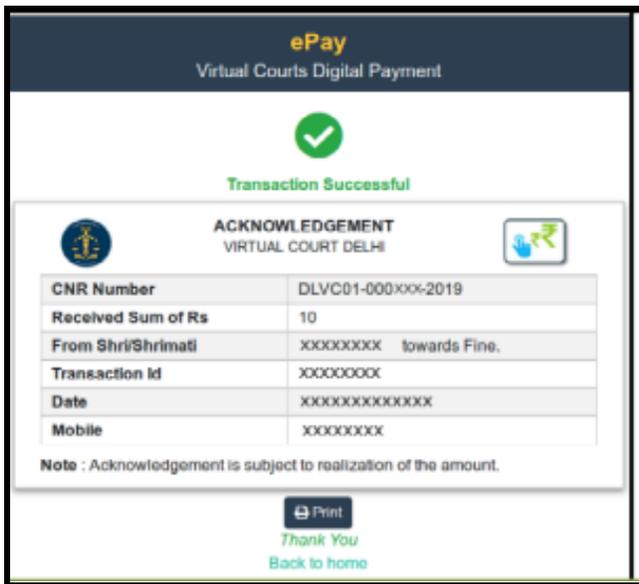
I wish to pay the proposed fine.  
 I wish to contest the case.  
 My name or mobile number is incorrect. I wish to pay the fine by verifying Engine No and Chasis No.

Mobile Number

OTP

verification of engine no. and chassis no. All these three options can be exercised by choosing the relevant check boxes from the options available. (i) I wish to pay the proposed fine;(ii) I wish to contest the case;(iii) My name or mobile no. is incorrect. I wish to pay the fine by verifying engine no. and chassis no.

### 6.3. Digital payment acknowledgement:



When one makes the fine through the online portal, digital payment acknowledgement is generated on payment of the fine.

21 Virtual Courts were set up in 17 States/UTs to try traffic challan cases which have heard more than 1.79 Cr cases and realised more than Rs. 284.88 Cr in fines till 31.07.2022 And for this initiative, the e-Committee bagged the National E-governance Award, 2021.

### 6.4. Link of the virtual Traffic courts :

Click the link to access virtual traffic courts to pay fines/contest petty traffic offences <https://vcourts.gov.in/virtualcourt/>

## 7. E-filing

The e-Committee has provided an e-Filing system, a complete end-to-end solution for online filing of complaints, written statements, replies, and various applications related to cases. Both civil and criminal cases can be filed before any country's high court or district court. It is designed in bilingual (English and local language) to reach a wider group covering advocates and litigants. As of Aug 2022, 295114 e-filings were done in High Court and 441275 e-filings done in the District Courts across the country. Short training videos for each & every functionality, along with Frequently Asked Questions, are also made available in the portal. The salient features of the latest e-Filing 3.0 are

- ❖ the Online submission of Vakalat.
- ❖ Readymade templates
- ❖ E-signing facility
- ❖ Online video recording of oath
- ❖ Online payments
- ❖ Filing of multiple IAs/Application
- ❖ Portfolio management
- ❖ Bilingual Mode



## 7.1. e-Filing rules:

The model e-Filing rules prepared by the e-Committee and circulated to the High Courts and High Courts have implemented the e-Filing rules. Kindly check your respective High court e-filing rules for a clear understanding.

## 7.2. Link for model e-filing rules:

Click the link for the model e-filing rules

<https://cdnbbsr.s3waas.gov.in/s388ef51f0bf911e452e8dbb1d807a81ab/uploads/2020/08/2020082629-1.pdf>

## 7.3.Link of e-filing:

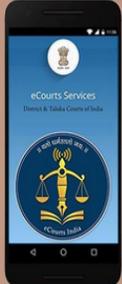
Click the link to access the model e-filing rules <https://filing.e-Courts.gov.in>

## 7.4. Link to the e-filing tutorial

Click the link to access tutorials uploaded on the e-Courts services youtube channel [https://www.youtube.com/channel/UCPMHFB1lou-P\\_YtErFFYjgw](https://www.youtube.com/channel/UCPMHFB1lou-P_YtErFFYjgw)

## 8. E-courts Services Mobile App

Now get the details of your court case on your mobile phone



Download

↓

eCourt Mobile App

Available on:




Or visit: [www.ecourts.gov.in](http://www.ecourts.gov.in)

Case Details

Case Status

QR Code

Petitioner and Advocate

Respondent and Advocate

Acts

History of Case Hearing

Final Orders/Judgements

eCourts Services
Saved Case

Case History

Sub Court, Avinashi

Case Details	
Case Type	OS
Filing Number	50/2017
Filing Date	24-06-2009
Registration Number	50/2017
Registration Date	24-06-2009
CNR Number	TNT1160001902017

Case Status	
First Hearing Date	10-04-2017
Decision Date	05-02-2019
Case status	CASE DISPOSED
Nature of Disposal	Contested--Dismissed
Court No and Judge	2-Subordinate Judge, Avinashi

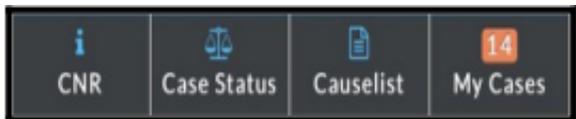
16

The e-Committee, Supreme Court of India, has released a mobile application under the name "e-Courts Services" for the benefit of the Litigants, Lawyers, law firms, Police, Government Agencies and other Institutional Litigants. Through the e-Courts services mobile App, anyone can access the case status, court orders, and cause list through their mobile phone without physically going to the concerned court complex.

### **8.1. Download the link to the e-Courts service mobile app :**

You can download it from the Google play store like any other app for android phones and the Apple app store for iPhone and iPad devices. The download link is provided on the official e-Committee website. Click the link to download the app: <https://ecommitteesci.gov.in/service/ecourts-services-mobile-application/>.

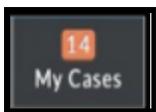
### **8.2.Mobile app search option:**



The mobile application has options like searching cases with CNR numbers, case statuses using case numbers, Filing numbers, Party Names, FIR numbers,

Advocate details, Acts, and case type. You can also view the Case History, Diary of a case, Cause list, transfer details of the case, and Order and Judgment, all free of cost through the e-Courts mobile App.

### **8.3.My cases option:**



The added advantage of the e-Courts mobile App is the My cases option, which is equivalent to a digital diary for an advocate/ litigant.

One can add personal case numbers and get automatic updates using 'My Cases'. It is also helpful for litigants, firms, companies or organisations having multiple cases in different Courts at different places. In 'My Cases', one can add his personalised list of cases and get all updates through the e-Courts mobile application. The e-Courts Services mobile App is no doubt your personalised digital case diary with all the case details available in your hands (set).

## 8.4. Getting case status using QR Code:

Another easy way to get the case details is using the QR code scan option in the e-Courts mobile.

**Step 1-** Search the case status under the e-Courts website [https://ecourts.gov.in/e-Courts\\_home/](https://ecourts.gov.in/e-Courts_home/). Under the case history, you can get the



QR code for your case

**Step 2-** Take a printout of the QR code and Paste it into the case Docket: One can take the printout of the QR code and paste it into the case files.

**Step 3 Using** the "Scan QR code" option inbuilt in the e-Courts mobile

app, one can scan the QR code pasted on the case docket, immediately showing the case status. This QR Code scanning can benefit advocate offices and companies/government institutions having many cases.

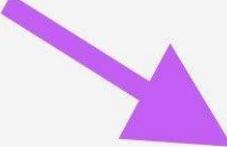
## 8.5. Get a QR code for your case from the e-Courts webpage :

District and Sessions Court, Aurangabad			
Case Details			
Case Type	CIVIL SUIT		
Filing Number	4230/2019	Filing Date	05-12-2019
Registration Number	1/2020	Registration Date	
CNR Number	MHAU010095012019 (Note the CNR number for future reference)		<a href="#">View QR Code / Cause Tit</a>

The QR code scan is the easiest way to get your case status. The QR code is a unique identification code generated for every case and is available on the e-Courts website. The QR code can be printed and stored digitally for further search and tracking of the case status. To get the QR code; follow the steps given below

Go to [www.ecourts.gov.in](http://www.ecourts.gov.in)-->Go to e-Courts services -->Click Case Status-->fill in details of the case needed --> the case status is generated--> View QR code option appears - Click on it, and it will open up the QR code for your case. You can download and print the QR code, also.

DISTRICT AND SESSIONS COURT AURANGABAD.			
	CNR Number	: MHAU010095012019	
	Filing Number	: Civil Suit/4230/2019	Date of Filing : 05-12-2019
	Case Registration Number	: Civil Suit/1/2020	Date of Registration : 10-01-2020
	Plaintiff		Defendent : Manager, Power Grid Corporation of India Ltd.
	Petitioner Advocate		Advocate :

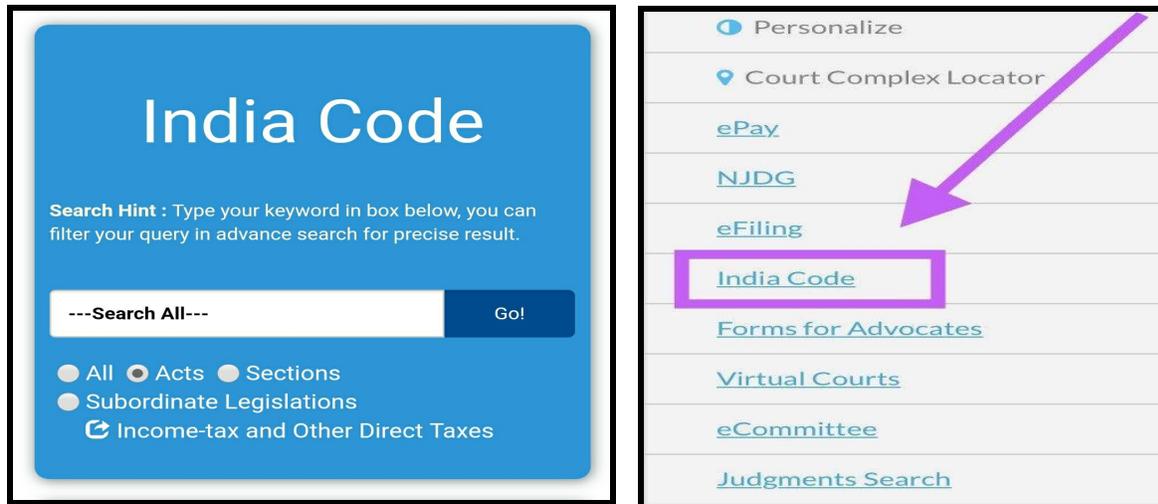


### 8.6. Manual on e-court services mobile app manual

Click the link for Manual in English & 14 regional languages

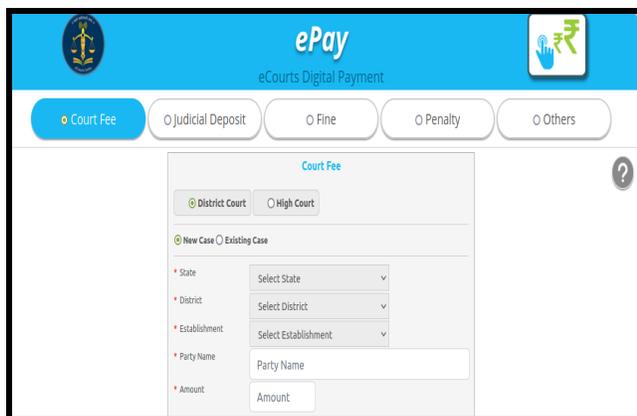
<https://ecommitteesci.gov.in/publication/ecourts-services-mobile-application-manual/>.

## 9. Search Acts/ sections under India code:



Using India Code, Anyone Can Get All The Statutes, Regulations, Notifications, etc. Acts. It is a great ready reckoner of all the bare Acts inbuilt in the e-Courts mobile app. For example, if you want to refer to any Section in CPC, it can be easily accessed from the e-Courts mobile app link or its website: <https://www.indiacode.nic.in/> as shown in the screenshot herein.

## 10. E-Payment

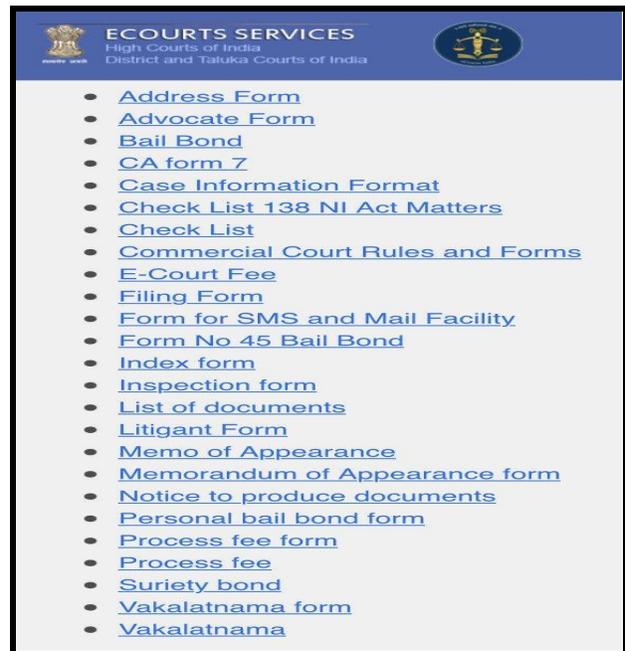


The e-Payment portal provides Online payment of court fees and fines. Citizens can now make payments online, eliminating stamps, cheques, and cash. Receipt of E-Payments has been enabled at 17 High Courts.

### 10.1. e-Pay portal link:

Click the link to make an e-payment: <https://pay.ecourts.gov.in/epay/>.

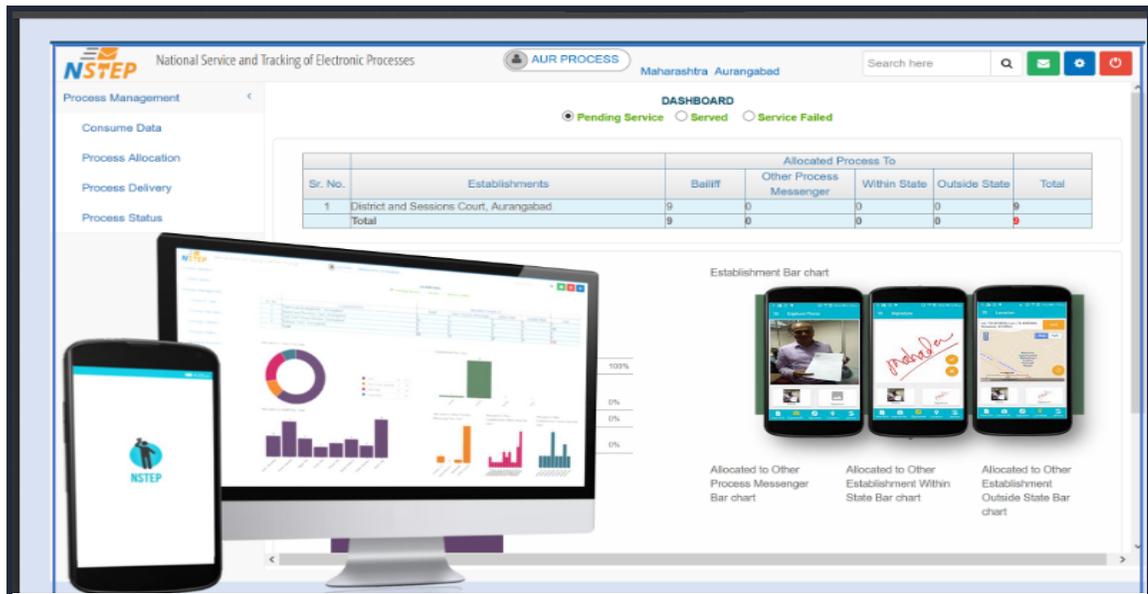
## 11. Forms for advocates:



The e-Courts mobile app has also provided templates for easy usage for the Advocates. It consists of regularly used forms which can be freely downloaded. For e.g., one can get the forms for Vakalathnama, Bail, Mediation application, Form for mail and SMS facility, memo of documents, Inspection form etc.

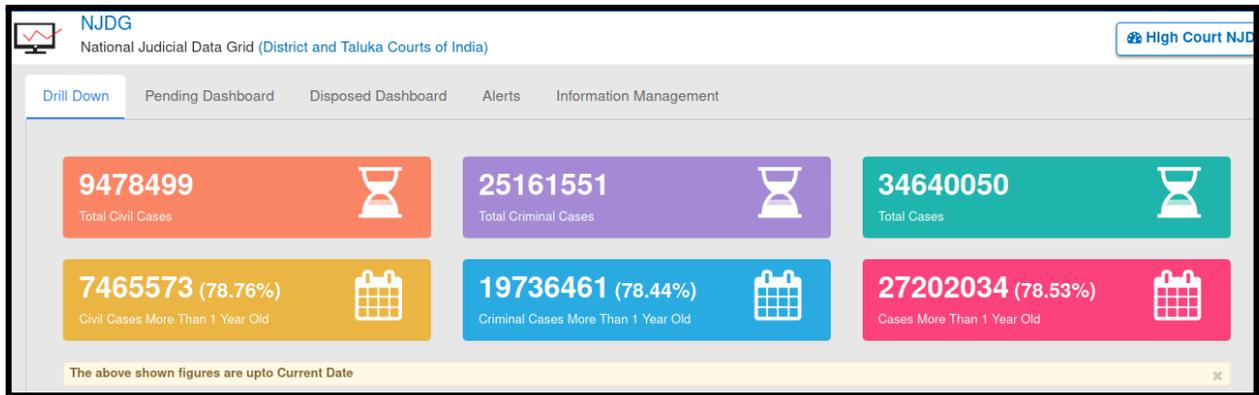
A screenshot of the eCourts.gov.in website. The header shows the URL "ecourts.gov.in" and a refresh icon. The main content is titled "SCHEDULE I FORM 1: MEDIATION APPLICATION FORM [See rule 3(1)] Name of the Authority and address". The form is divided into several sections: "DETAILS OF PARTIES:", "DETAILS OF DISPUTE:", and "DETAILS OF FEE PAID:". The "DETAILS OF PARTIES" section includes fields for the applicant's name, address, telephone number, mobile number, and email ID, as well as the same information for the opposite party. The "DETAILS OF DISPUTE" section includes fields for the nature of the dispute, territorial jurisdiction, and a brief synopsis of the dispute. The "DETAILS OF FEE PAID" section includes fields for the fee paid by DD, online, or other means, and the date.

## 12. National Service and Tracking of the Electronic Process (NSTEP)



One of the identified stages of delay for the cases is in service of summons. And to curb the delay in the service of the summons and to fast-track the service of summons, the e-Committee has digitised the delivery of processes through the National service and tracking of the electronic process (NSTEP). It consists of a centralised process service tracking application and a mobile app for bailiffs/process servers. The courts issue the summons generated through CIS software, which is sent to the process server's handheld devices. The process server who goes to serve the summons is enabled with GPRS, and the process serving can be tracked through GPRS. NSTEP has been implemented in 26 States/UTs. Until now, process serving has been completed through NSTEP for 1014086 processes, among which 6,65,719 were served, and 3,48,367 were unserved.

## 13. National Judicial Data Grid - (NJDG)

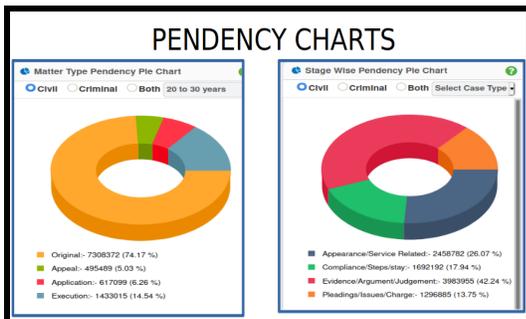


NJDG provides pendency and disposed of cases on various parameters to the citizens, providing more transparency to the judicial system.

The important tabs available under NJDG are



Data from all high courts and district courts is available on NJDG. To date, data of more than 20.86 Crore cases (Pending + Disposed) and more than 18.02 Crore



Orders & Judgments are available on

NJDG. A variety of Graphical Information

Charts are available like Matter type

pendency pie chart, Original case type wise

disposal chart, pendency pie chart, line

chart, Stage wise pendency pie chart,

Evidence/ Argument/ Judgement Wise

Pendency, Institution vs Disposal, Delay reason pendency pie chart, Securing presence-Delay reason pendency line chart.

### 13.1. Link for National Judicial Data Grid:

Click the link to access NJDG <https://njdg.ecourts.gov.in/njdgnew/index.php>.

## 14. Know your case CNR number

Under the e-Courts project, a unique identification number is assigned to all cases through the Case management software. For the Advocates, litigants, police department, and other stakeholders, it would be helpful to track their

CNR Number	PBJL01-015294-2016	MLSH04-000548-2017	TNSA06-000398-2017
State code (2 digits)	PB (Punjab)	ML (Meghalaya )	TN (Tamil Nadu)
District Code (2 digits)	JL (Jalandar)	SH (East Khasi district)	SA (Salem district)
Establishment Code (2 digits)	(01) (District and sessionscourt Establishment)	04 (Chief Judicial Magistrate Establishment)	05 (Principal District Munsif Establishment)
Case filing number (6 digits)	014824 (Case number)	000548 (Case Number)	000470 (Case Number)
Filing year (4 digits)	2015 (Filing Year)	2017 (Filing Year)	2017 (Filing Year)
Total (16digit) (State code) (District code) (Establishment code) (Case filing number) (Filing year)	(PB)(JL)(01) (014824)(2015) (Total 16 digits)	(ML)(SH)(04) (000548)(2017) (Total 16 digits)	(TN)(SA)(05) (000470)(2017) (Total 16 digits)

cases using this unique CNR number. The CNR number is a 16-digit unique case identification number containing the State code, District code, establishment code, Case filing number and year. E.g. of, CNR number PBJLO10148242015.

### 14.1 Get the CNR number from the e-Courts services webpage:

Readers may ponder where to get the CNR number. It can be obtained from the e-Courts webpage. Follow the steps to get your CNR number.

Go to [www.ecourts.gov.in](http://www.ecourts.gov.in)-->Go to e-Courts services -->Click Case Status-->fill in details of the case needed --> the case status is generated--> CNR number is shown --> Note it for all further reference or to search details in the e-Courts website and through the e-Court services mobile app.

District and Sessions Court, Aurangabad			
Case Details			
Case Type	CIVIL SUIT		
Filing Number	4230/2019	Filing Date	05-12-2019
Registration Number	1/2020	Registration Date	10-01-2020
CNR Number	MHAU010095012019 (Note the CNR number for future reference)		<a href="#">View QR Code / Cause Title</a>

## 15. Citizen-centric services webpage

The screenshot displays the 'Citizen Centric Services' webpage, which features a grid of 12 service cards. Each card includes a representative image, a title, a brief description, and a 'Details' button with social media icons. The services highlighted are:

- VIRTUAL COURTS:** Virtual Courts is a concept, aimed at eliminating the presence...
- ECOURTS FEE PAYMENT:** Service enabling online payment of court fee, fine, penalty and...
- NATIONAL JUDICIAL DATA GRID:** NJDG, a flagship project implemented under the aegis of the...
- HIGH COURT SERVICES:** Access to Services of e-Courts: Cause lists, Case HIGH COURT SERVICES A central repository of information and data pertaining to High...
- ECOURTS SERVICES PORTAL:** A centralised gateway providing links to several initiatives and services...
- ECOURTS SERVICES MOBILE APP:** eCourts services mobile application received the Digital India award as...
- ECOURTS PORTAL:** A centralised gateway providing links to all the e-Courts services...
- TOUCH SCREEN KIOSKS:** Touch screen kiosks are installed at various court complexes across...
- AUTOMATED EMAIL:** The CIS software is designed to automatically send emails to...
- SMS PULL:** For litigants who do not have internet connectivity case details...
- DISTRICT COURTS PORTAL:** A centralised portal leading a user to the individual District...
- e-SEVA KENDRA:** e- Seva Kendras have been created in the High Courts and...
- SMS PUSH:** Case status is being sent automatically to registered Advocates and...
- E-FILING:** e-Filing system enables electronic filing of legal papers. Using e-filing,...

All the Citizen-centric services made available under the e-Courts project are captured in the e-Committee website under the tab Citizen-centric services. On the web page, one can check virtual Courts e-Payment e-Court Services Mobile App, e-Court Service Portal, Kiosk, SMS Pull and Push facility and e-Seva Kendra. The e-Committee website also carries its monthly newsletter giving updates on the e-initiatives, which are taking place all over the country.

### 15.1. Link of the Citizen-centric services:

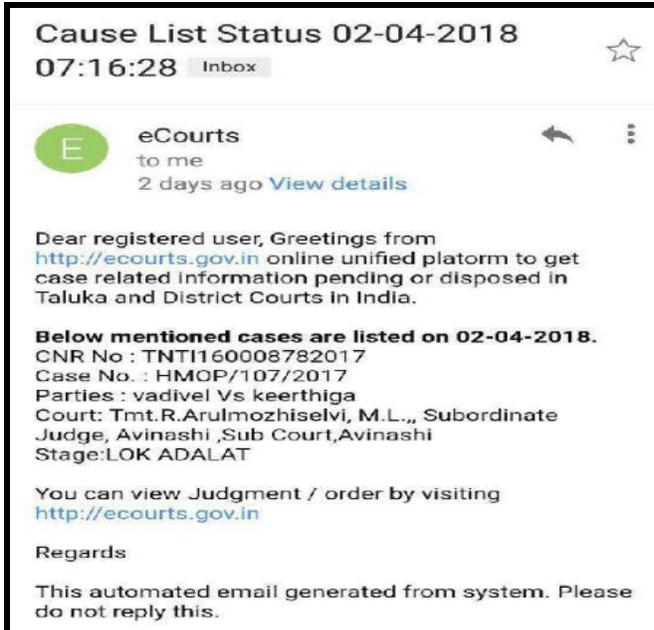
Click the link to check the citizen-centric page of the e-Committee website <https://ecommitteesci.gov.in/services/>.

## 16. Get your case status without internet:



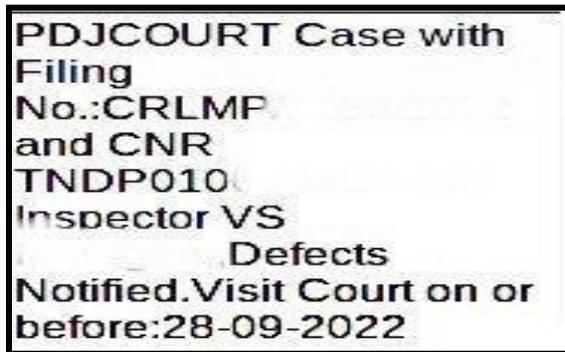
The e-Committee has provided the SMS pull facility to address the digital divide. Under the SMS PULL facility, the litigants with no internet connection can obtain the case details through the SMS Pull application by sending the CNR number to 9766899899. An SMS with the case details will be sent automatically to the user's mobile.

## 17. Automated email facility:



The CIS software will automatically send emails to advocates and litigants with the status of their case, next hearing date, cause list and judgment/orders if the user email is registered with the CIS software. In 2022 (up to 28 July 2022), 7,94,29,924 (7.94 Cr.) automated emails were sent to the registered users (Average per day 380047). To utilise this automated email service, register your email id with the concerned court where your case is pending.

## 18. SMS Push facility



PDJCOURT Case with  
Filing  
No.:CRLMP  
and CNR  
TNDP010  
Inspector VS  
Defects  
Notified.Visit Court on or  
before:28-09-2022



PDJCOURT: AS/ /2022  
V.R. Vs  
, Listed on  
18-11-2022, Court:  
Principal District Judge

Under e-Courts services, the Case status is sent automatically to the registered advocates and litigants through SMS by the CIS 3.0 software using the SMS push facility. In 2022 (up to 28 July 2022), 7,34,63,897 (7.34 Cr.) SMS sent to the registered users (Average per day 351501). Get the SMS facility by registering your mobile number with the court's CIS software where your case is pending. The screenshots of SMS sent by courts notifying defects and listing of the case are appended herewith for ready reference.

## 19. e-Services Websites

- Supreme Court of India website-  
<https://main.sci.gov.in/>
- E-committee website  
<https://ecommitteesci.gov.in/>
- E-court services website-  
[https://services.ecourts.gov.in/ecourtindia\\_v6/main.php](https://services.ecourts.gov.in/ecourtindia_v6/main.php)
- High Court websites  
[https://services.ecourts.gov.in/ecourtindia\\_v6/static/highcourts.php](https://services.ecourts.gov.in/ecourtindia_v6/static/highcourts.php)
- District court Websites  
<https://districts.ecourts.gov.in/>

## 20. E-Seva Kendras at Court complex:



E-Seva Kendra provides the bridge between the Judiciary and litigants/advocates who do not have digital access/ IT tools and provides the one-stop solution for e-services. The mission is to overcome the digital divide in accessing services of the e-Committee.



The Facilities provided in e-Sewa Kendras include Handling inquiries about case status, hearing date/ cause list details, Assisting in downloading the Mobile App of e-Courts for Android / IOS; Providing a soft copy of judicial orders/judgments via email etc.; Facilitating e-Filing of petitions, including the scanning of hardcopy petitions; CIS-related enquiries; Assisting in online purchase of e-Stamp papers/e-Payments; Assisting in video conference court hearing; Facilitating online

application for certificate copies; Guiding people on availing free legal services from DLSA, High Court Legal Service Committee and Supreme Court Legal Service Committee. E-Seva Kendra is functional in 23 High Courts and 608 District Courts.

## 21. Video Conferencing hearings.



During the pandemic from 25 March 2020 till 31 July 2022, 2,23,05,962 cases (High Courts – 75,15,714 and District Courts – 1,47,90,248) were heard by courts through video conferencing using the digital infrastructure provided by the e-Courts Project making India a global leader in conducting cases through video conferencing. This was made possible due to the robust digital infrastructure created during Phase I and II of the e-Courts Project.

### 21.1. Model rules on Video conferencing

The model rules of video conferencing for courts were framed by the e-Committee and circulated to High Courts for their adoption in April 2021. Kindly check your concerned High court notified video conferencing rules. Based on the model video conferencing rules, basic provisions are retracted herewith for ready reference.

<https://ecommitteesci.gov.in/document/model-rules-for-video-conferencing-for-courts-2/>

## 21.2 Suggestive requirements for video conferencing

- (i) Desktop, Laptop with internet connectivity (minimum 10 Mbps, preferably with optical fibre connection) and printer;
- (ii) Device ensuring uninterrupted power supply;
- (iii) Camera;
- (iv) Microphones and speakers;
- (v) Display unit;
- (vi) Document visualiser;
- (vii) Provision of a firewall;
- (viii) Adequate seating arrangements ensuring privacy;
- (ix) Adequate lighting; and
- (x) Availability of a quiet and secure space

## 21.3 Conduct during the Virtual Hearing

- **Court Dress and Etiquette:** The advocate shall be appropriately dressed in professional attire prescribed under the “Advocate Act 1961”.
- Police officials shall appear in the uniform prescribed for Police Officials under the relevant statute or orders.
- The Attire for Judicial Officers and Court Staffs will be as specified in the relevant rules prescribed in that behalf by the High Court.
- The decision of the Judge or Presiding officer as to the dress code will be final.
- Punctuality shall be scrupulously observed.
- Every participant shall adhere to the courtesies and protocol that apply to a physical court.
- All participants' cell phones shall remain switched off or in aeroplane mode during the proceedings.
- All participants should endeavour to look into the camera, remain attentive and not engage in any other activity during the course of the proceedings.

## 21.4 Tips and best practices for virtual hearings

- Ensure your device has a suitable internet connection to avoid any issues with latency, such as screen freezing and poor audio quality.
- Be mindful that sensitive microphones will pick up sounds of keyboard tapping, paper shuffling, sneezing and coughing. These sounds can easily distract other participants.
- Reduce environmental (background) noises – close windows and doors and mute your phone.
- For best results, consider investing in a headset with a microphone instead of the inbuilt microphone and speakers in your device (this will help reduce background noise and unnecessary feedback).
- Mute the microphone when not speaking to avoid distracting other participants.
- DO NOT TALK OVER OR INTERRUPT WHEN ANOTHER PARTICIPANT IS SPEAKING. Instead, use the “raise your hand” feature when you want to speak, and this will prevent participants from speaking over one another and the need to repeat questions and assist with transcribing.
- Test your technology and layout ahead of time (viewing, speaking and hearing) – to help participants check their technology is working correctly, the Court will endeavour to start the virtual hearing 10–15 minutes before the start time. This will ensure everything runs smoothly during the hearing.
- Make sure you try to position the camera so it sits at eye level and in a way that feels natural and allows you to look directly at the camera when speaking.
- Adjust the lighting – make sure you have suitable lighting in your room/area – close your blinds to reduce glare and doors to reduce noise.
- Ensure you have a clean neutral background – consider applying one of the offered virtual backgrounds.

-----Use ECMT tools and become next-generation lawyers-----

