CASE INFORMATION SYSTEM (CIS) 4.0

Case Management through CIS 4.0

॥ यतो धर्मस्ततो जयः ॥

eCourts India

Circulated by
eCommittee, Supreme Court of India

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CHIEF JUSTICE OF INDIA

Foreword

The journey of CIS has been one of persistent innovation and adaptation, from the foundational CIS 1.0, which introduced basic computerisation of court processes, to CIS 2.0 that unified court software across the nation, and CIS 3.0, which brought user-friendly improvements and deeper integration, each upgrade is built upon the strengths of its predecessor. With CIS 4.0, we are embracing a cloud-native architecture, multilingual access, robust analytics, and seamless integration with national platforms like ICJS, e-Prisons, and land records, marking a transformative shift in how courts operate at the district and taluka levels.

CIS 4.0 brings new and refined features, including intuitive user interfaces, comprehensive dashboards, and improved case and process management tools, making it an indispensable resource for judicial officers and court staff nationwide.This is a significant step towards transforming the judiciary digitally. I am really happy to see this user guide on the Case Information System (CIS) 4.0 prepared for easy reference and usage.

I take this opportunity to commend the author Ms. R. Arulmozhiselvi, Member (Human resources) eCommittee for her steadfast commitment and unwavering dedication in creating this user guide on CIS 4.0. I also congratulate her team Utkarsh Pandit, Arun Karthick, the Law Clerks cum Research Associate, Supreme Court of India, Arti (design team) for contributing in bringing out this handbook. I urge all judicial officers, court staff, and stakeholders to adopt CIS 4.0 and invest time understanding its features wholeheartedly. Its successful implementation will ease administrative burdens and strengthen the foundation of a more responsive and modern judicial system.

(Sanjiv Khanna)

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May 13, 2025.

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Vice - Chairperson, e-Committee,
Supreme Court of India

12th May, 2025

Foreword

The **Case Information System (CIS) Project**, led by the *e-Committee* of the Supreme Court of India under the Hon'ble Chief Justice of India, is a transformative initiative aimed at making the administration of justice more transparent, accessible, and efficient. The CIS Project began with **CIS 1.0**, which introduced the basic computerisation of court processes. It progressed to **CIS 2.0**, bringing national uniformity to court software, ensuring consistent functionality across courts. The introduction of **CIS 3.0** marked a significant advancement, integrating user-friendly features and deeper functionality. Each iteration has thoughtfully built on the strengths of its predecessor, seamlessly integrating new innovations to meet the growing demands of the modern legal landscape.

Now, with **CIS 4.0**, we mark a transformative milestone in this journey. Anchored in a **cloud-native architecture**, it brings **multilingual access, robust data analytics**, and **seamless integration** with national platforms like **ICJS, e-Prisons, and land records**. These advancements are not merely technological—they represent a fundamental shift in how justice is administered at the **district and taluka levels** across the country.

CIS 4.0 offers a host of new **and refined features**, including **intuitive interfaces, comprehensive dashboards**, and **enhanced case and process management tools**. These features are designed to **empower judicial officers, court staff, and justice sector stakeholders**, making CIS 4.0 not just a tool, but an indispensable ally in the efficient delivery of justice.

CIS 4.0 is more than a technological upgrade—it is a **vital enabler of judicial reform**. Thoughtfully designed to reduce administrative burden, secure sensitive data, and streamline judicial workflows, it **responds to the growing demand for swift, transparent, and accountable justice.**

To meet the **diverse needs of its users**, this manual has been created as a **visually rich and highly accessible guide**. It includes step-by-step instructions, annotated screenshots, infographics, flowcharts, and data visualisations to help users easily understand and apply the system's features. These visual aids cater to varying levels of digital literacy, ensuring that even **first-time users can confidently navigate CIS 4.0**. Serving as a bridge between innovation and implementation, this manual is an essential companion in unlocking the full potential of this transformative system.

I am pleased to note the publication of this **user guide on CIS 4.0**, created as a practical and accessible resource for all users. I take this opportunity to appreciate Ms. R. Arulmozhiselvi, Member (Human Resources), e-Committee, for her dedicated leadership and steadfast commitment in the development of this guide. I also extend my congratulations to her team—Mr. Utkarsh Pandit, Mr. Arun Karthick, the Law Clerks-cum-Research Associates at the Supreme Court of India, and Ms. Arti Ruwali (Designer, e-Committee)—for their dedicated contribution in bringing this handbook to fruition.

Let this guide serve as a bridge between innovation and implementation, ensuring that the full potential of CIS 4.0 is realised in every courtroom and office it reaches.

12.05.25

[K.V. VISWANATHAN]

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Preface

It is my pleasure and privilege as a Member (Human Resources) of the e-Committee to contribute to the digital transformation journey of our judiciary with the new manual on the Case Information System (CIS) 4.0. This user guide is tailored to support the Judicial Officers, Court Staff, System Administrators and other stakeholders, enabling them to embrace the next phase of digital case management through CIS 4.0 under the e-Courts Mission Mode Project. This user guide aims to help all the stakeholders confidently upskill, operate, and adapt to CIS 4.0, ensuring a seamless transition from the previous version of CIS.

This manual has been developed under the visionary leadership of Hon'ble Mr Justice Sanjiv Khanna, Chief Justice of India and Chairperson, e-Committee, and the kind guidance and motivation of Hon'ble Mr Justice K. V. Viswanathan, Judge, Supreme Court of India and the Vice-Chairperson, e-Committee. Their vision to strengthen the digital foundations of the Indian Judicial system has profoundly influenced my efforts to update the CIS Manuals continuously.

The Case Information System (CIS) is the cornerstone software of the District Judiciary throughout India, effectively integrating and managing case and court data in real-time. This system software is regularly updated in real-time across the country by the court staff, which is the foundation for all our citizen-centric services on the website and mobile app. The launch of CIS 4.0 signifies a significant milestone in the digital transformation of the judiciary, building on the legacy of CIS versions 1.0, 2.0, and 3.0. This manual is intended to facilitate a seamless adoption and informed transition for court staff, technical staff and judicial officers across the country as they move from earlier versions to CIS 4.0.

CIS 4.0 brings functional and technological enhancements, many of which have been based on the suggestions and feedback from various High Courts nationwide. Noteworthy improvements in CIS 4.0 include a newly interactive dashboard, improved navigability, and enhanced data security, all aimed at elevating the daily experience of the stakeholders involved at every level of the judicial process. I take this opportunity to thank the entire NIC team at CQEE Pune, led by Mr.Asish Shiradhonkar, the Member (Systems), who has crafted the upgraded version of CIS 4.0.

I am also especially grateful to each one of the readers from across the country, from whom I received feedback ,for my earlier manual on CIS 3.0. Their tireless enthusiasm, support, and encouragement have been the driving force behind indulging in yet another digital dive into the latest version of CIS 4.0 to prepare this updated manual. From the days of CIS 1.0 to CIS 2.0 and CIS 3.0, the digital journey of the Indian judiciary has been laid on firm foundations. The Case Information System (CIS) has brought technology closer to access to justice, making case information accessible in the litigant's hands 24/7.

I also want to acknowledge the assistance rendered in the preparation of this manual by Mr Utkarsh Pandit and Mr Arun Karthick V.A., Law Clerks-cum-Research Associates, Supreme Court of India, whose research support and proofreading have enriched the content with clarity and precision. I also wish to acknowledge the live demonstrations, screenshots, and video walkthroughs provided by Mr Kamlesh, System Officer, High Court of Rajasthan and Mr John, System Officer, Kanyakumari District, Madras High Court, which contributed essential visual support to this technical content.

It has been a proud privilege to be part of the eCourts mission mode project, watching with awe-struck the digital transformation journey of the Indian Judiciary under e-Courts. The ever-increasing usage of the eCourts portal is a testimony to the progress made under the e-Courts mission-mode project. As per the e-Taal portal, the eCourts platform has recently crossed the remarkable milestone of 2000 crore transactions, reinforcing its position as one of the country's most successful Mission Mode Projects. This progress is not a mere statistical achievement, but it reflects the growing engagement of the judicial stakeholders, including Advocates, Litigants, and common citizens using the eCourts citizen-centric services at the click of a button. This success is borne from the dedicated daily data entry and updates through CIS by the countless court staff/technical staff who are the silent soldiers of the Indian judiciary working tirelessly at every taluk and district-level court throughout the country. I hope that with the easy adoption of CIS 4.0, we all will continue to contribute to this digitisation journey of the Indian legal system under the eCourts project, where technology will make access to justice easier and user-friendly to all stakeholders, including the common citizens of our country.

R. Arulmozhiselvi
09/5/25

New Delhi
09.05.2025

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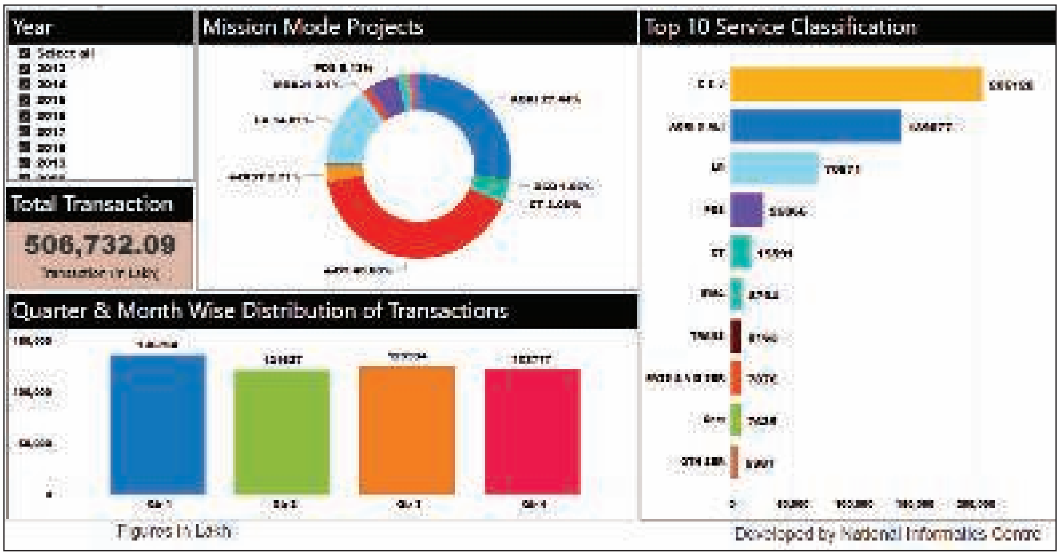
CASE INFORMATION SYSTEM 4.0 (CIS 4.0)

I. INTRODUCTION

Building upon the success of Case Information Software (CIS), the Indian judiciary's lifeline software, the CIS 4.0 version is all set to launch. This marks a significant step in enhancing the District Judiciary's nationwide ICT software.

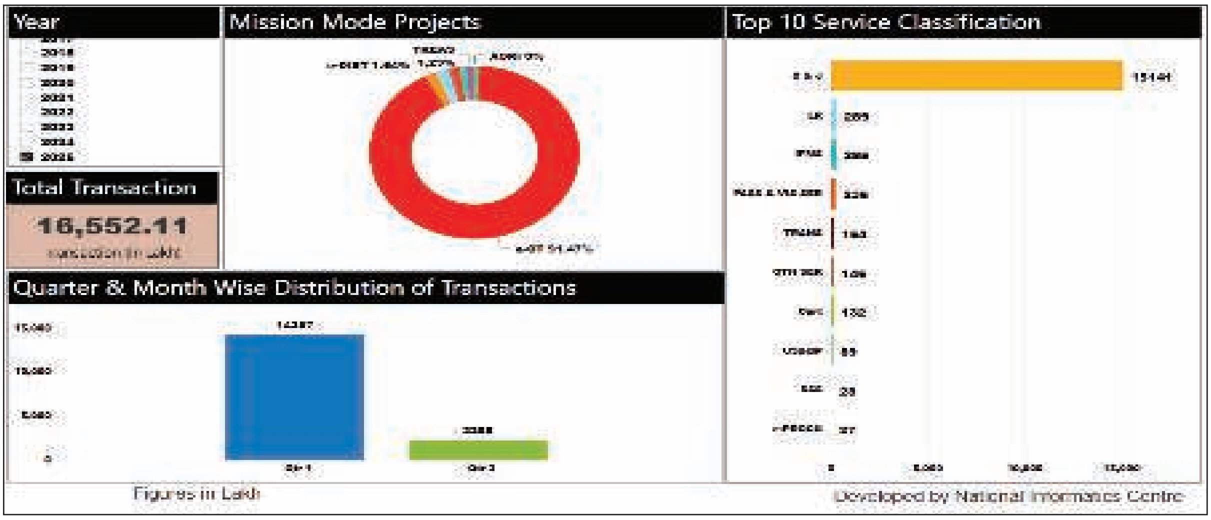
With the strong foundations laid by the previous versions of CIS, from CIS 1.0 to CIS 3.0, CIS 4.0 has enhanced functional and technological enhancements, with added privacy enhancement features. It is significant to note that the inputs, suggestions, and enhancement requirements collected from various High Courts have been accommodated in this latest version. CIS 4.0 has been upgraded with a new interactive and functional dashboard to improve efficiency and facilitate a smooth user experience.

eCourts: A Leader in MMP Projects



eCourts topping the MMP Transaction Volume (Source: NIC - eTaal Analyser, 15th April 2025) [https://bi.etaal.nic.in/Reports/powerbi/etaal/MMP%20Analysis?rs:Embed=true]

Before delving into the specifics of CIS 4.0, it's essential to acknowledge the remarkable achievements of eCourts in the realm of Mission Mode Projects (MMP). An analysis of the aggregation of the past ten years of electronic transactions by the eTaal analyser (eTaal- Electronic Transaction Aggregation and Analysis Layer) reveals that eCourts consistently hold the top position among all MMP projects in India. This dominance extends to the present year, with eCourts maintaining the number one spot in e-transactions as of April 2025. ECourts hold a clear-cut majority, accounting for 91.21% of all MMP project transactions nationwide. These figures stamp the critical role that eCourts play in India's digital transformation journey.



MMP Projects Transaction Volume (Source: NIC - eTaal Analyser, 15th April 2025)
[https://bi.etaal.nic.in/Reports/powerbi/etaal/MMP%20Analysis?rs:Embed=true]

II. WHAT IS CIS?

CIS means Case Information System. The Case Information System software is a giant move under the initiative of the e-Committee to make the Indian Judiciary more transparent and litigant-friendly. The CIS versions are available exclusively for the district judiciary and the high court. This Case Information System Software for the District Judiciary is created under the guidance of the e-Committee, Supreme Court of India, through the software team at the National Informatics Centre (NIC), Pune. In a nutshell, CIS aims to revolutionise the Indian Judiciary by digitising the entire Court system and offering citizen-centric e-services at the click of the mouse 24*7. CIS aids a paperless system with features like e-filing, e-payments, and improved communication between all stakeholders in the legal system, ultimately leading to a more efficient and accessible judiciary from any part of the country. This revolutionary feature has made the Indian judiciary more user-friendly and transparent as all this data is available 24/7 free of cost to all the stakeholders, and the dominance of the eCourts services topping the e-transactions over the past decade, as discussed in the succeeding para, will speak for itself the success of CIS.

Milestones till CIS 3.0

CIS forms the basis and lifeline for all citizen-centric service delivery platforms under eCourts.The data entry in CIS at every District and Taluk level court forms the basis for citizen-centric services offered through the eCourts website, eCourts mobile app, and other citizen-centric service delivery platforms. As per the Phase II document, nearly 122 services are provided through various service delivery channels, and the respective High Courts provide peripheral services.[1]

- **Mobile App Downloads Cross 1Cr:** Over one crore downloads of the eCourts Mobile App on the Google Play Store and secured a commendable 43rd position in the Utility Apps category on the Apple App Store.
- **Transaction Volume Growth:** eCourt transactions have witnessed significant growth, rising from 2.4 crores in 2014 to a staggering 361.13 crores in 2024 (*as of 31 December 2024)*.

These milestones highlight the remarkable progress of eCourts in digitising the Indian judicial system, making it more accessible, efficient, and user-friendly for all stakeholders of the Judicial Administrative System.

Milestones of CIS 3.2

Delay Management Module Introduced

CIS 3.2 introduced a pivotal feature to address case pendency by allowing courts to record reasons for delays in cases pending beyond two years. This information enables High Courts and the Supreme Court to analyse trends and frame informed policy decisions. The Delay Management module includes case-wise delay entry, delay status monitoring, and a comprehensive delay dashboard. These tools empower users to categorise, monitor, and address delays systematically.

1 https://www.nja.gov.in/Concluded_Programmes/2022-23/P-1300_PPTs/1.eCourts.pdf.

Enhanced Reporting with Delay Dashboard

The Delay Dashboard visually overviews pending cases, segregating them into civil and criminal categories and identifying those delayed for over two years. It also tracks cases where delay reasons have been marked, fostering accountability and paving the way for prompt corrective measures by judicial authorities. These advancements highlight CIS 3.2's commitment to making the Indian judicial process more transparent, efficient, and responsive.

III. WHY CIS 4.0?

Like the transition from CIS 1.0 to CIS 3.2, CIS 4.0 builds upon the core functionalities and user interface established in the previous version. This ensures smooth learning for existing users while introducing them to the exciting new features of CIS 4.0 and the unwavering commitment to continuous upgradation for the District Judiciary. This upgrade paves the way for a more secure, efficient, and user-friendly judicial system, benefiting all stakeholders at the grassroots level.

CIS 4.0 - Enhanced Key features

- Cloud-enabled & secure: It is Cloud-enabled and security-compliant with two-factor authentication.
- Built on the latest technology, PHP version 7.4.15 and Postgresql 13.3, for scalability and efficient management
- **Enhanced Privacy:** CIS 4.0 includes data encryption to protect sensitive data, and the functional workflow has been streamlined with Role-based, strict access to encrypted data. '
- **Enhanced security features:** The latest CIS 4.0 maintains the last user login IP and time stamp. OTP authentication is mandatory whenever a new IP is detected. If the mobile number is not registered with CIS, one may get the message "Please contact the system administrator to update the mobile number. " Other security features include maintaining login details and password change log details.
- **Improved Functionality:** These functionalities encompass many areas, including a functional and informative dashboard providing a centralised and aggregated view of relevant court case information. This feature enhanced communication/ interaction between court personnel and CIS. The dashboard showcases a variety of parameters, including:

1. Today’s cases.
2. Undated cases.
3. Institutions/Received transfer in this month.
4. My disposal this month.
5. My pending cases.
6. Dormant/SineDie cases.
7. E-Chargesheet this month.
8. Under trial.
9. eFiled in this month.
10. Judgment not uploaded.
11. Pending process.
12. Mediation.
13. Lok Adalat.
14. Prisoner ID not updated
15. Cause List
16. Pending
17. Disposal
18. Delay reason,
19. Calendar

- **Orders and Judgements:** Easier access to and management of court orders and Judgements, including under the court proceedings tab, where the user can access the bulk order uploading option by choosing between civil and criminal cases.

- **Processes:** Improved functionalities for various judicial processes, including Registration, Proceedings, Filing (including Appeal Filing), Pre-Trial, Under Trial and Conviction.

- **Administrative Functions:** Enhanced features for managing Establishment Transfer and Leave In-Charge features for Judges. Also integrates CIS facilities with ePrisons, Land Records, MCA, ICJS (Inter-operable Criminal Justice System), NSTEP (National Service and Tracking of Electronic Processes), eFiling and Virtual Courts.

- **Legal Aid:** Streamlined processes for accessing and managing legal aid resources, like applications for legal aid and making requests to change Advocates, etc.

- **Advocate Management:** Improved functionalities over the details of Advocates concerned with registered cases of the Court.

- Other Features:

  - The notification column on the login page will be displayed for all users.

  - Masking sensitive information will be stored in a separate folder.

  - Causelist showcases links to view details of the e-filed cases.

  - Links are provided for the Appellate Court to see the required case details and status at the Lower Courts.

  - Multiple next-hearing days can be added for a case.

- The prisoner's case history and convictions can be accessed.
- Customised reports can be imported or generated.
- Warning message before publication of Orders/Judgements.

IV. CIS 4.0 ENHANCEMENTS

1. LOGIN PAGE WITH LATEST UPDATES

1.1 Login

The CIS 4.0 Login Page features a facility to showcase notifications and updates. However, the login page remains the same as in the previous version.

Upon selecting the forum and entering the username and password, the user gets logged in to CIS 4.0.

The following is the step-by-step process to log in to CIS 4.0

Step 1: Enter the Login screen.

Step 2: Click on the drop-down menu and select the court name.

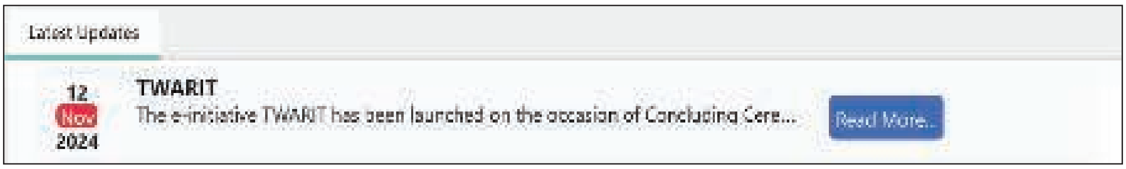
Step 3: Enter your **Username and Password** to log into CIS 4.0 after selecting the court name.

1.2 Preferred language selection

The user also has the option to choose between **English and the regional language at the login page**. Moreover, after logging in, the user can select the language by clicking the desired language in the top right corner.

Language option at the Login page. *Language option after logging in.*

1.3 Facility for Notification/ Latest updates



The login page also has an additional feature that displays the latest updates from the CIS System Admin. This helpful feature allows the admin heads to notify essential or urgent messages digitally and in a paperless manner.

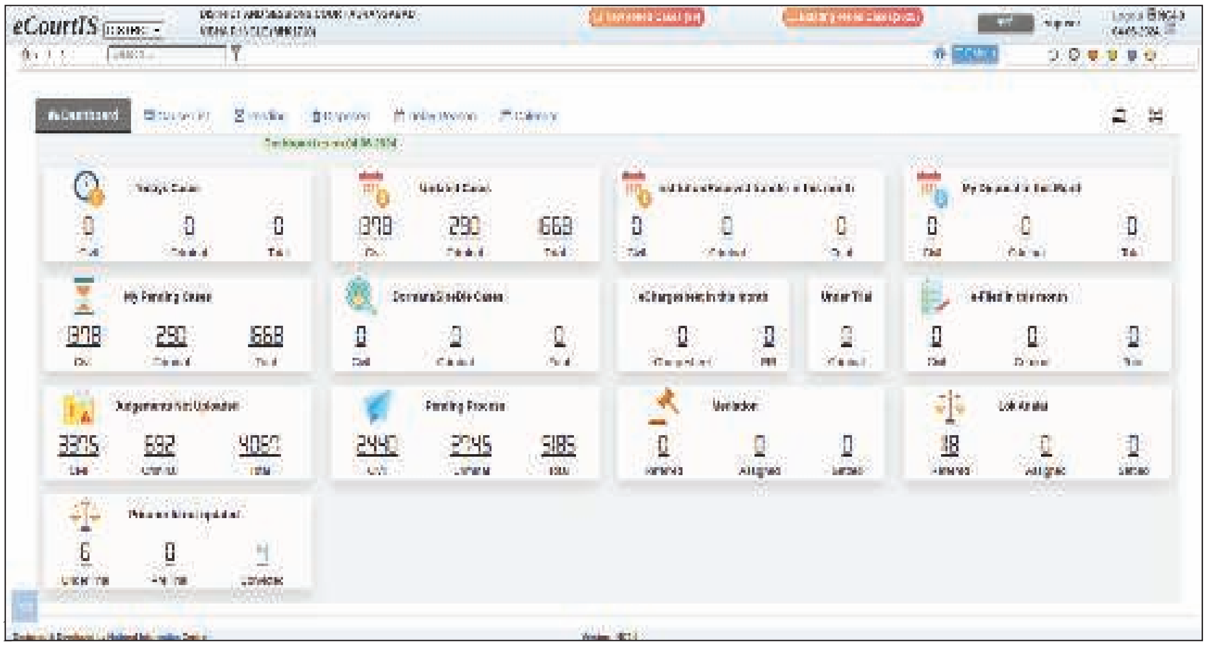
2. UPDATED FUNCTIONAL HOME PAGE TABS

The enhanced CIS 4.0 has an updated functional home page, which is framed herein under:

1. Dashboard
2. Cause list
3. Pending tab.
4. Disposed Tab.
5. Delay tab
6. Calendar.
7. Other Features.

Let us examine in detail, one by one, the detailed menus built under each of the tabs.

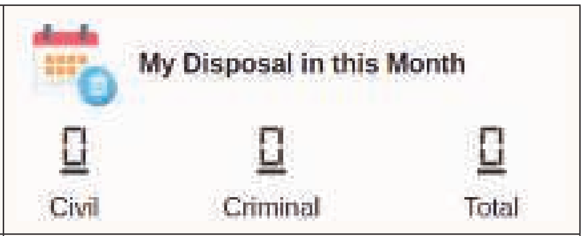
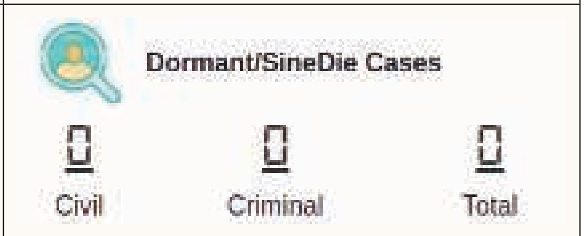
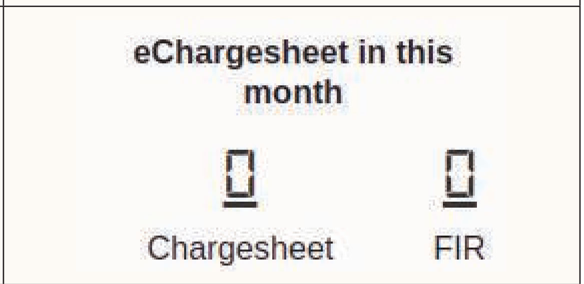
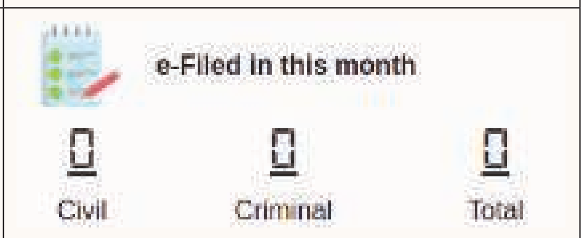
2.1 Dashboard



The dashboard has been completely revamped. Many features have been added to it based on requests from the High Courts. The screenshot shows the Dashboard displaying various parameters for both civil and criminal cases.

The dashboard displays the following tabs :

• Today's case	
• Undated Cases	
• Institution/ Received transfer this month	

• My disposal this month.	
• Pending Cases	
• Dormant/ Sine Die Cases	
• e-Chargesheet for this month	
• Under Trail	
• e-Filed this month.	
• Judgements not uploaded	

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- Pending Process

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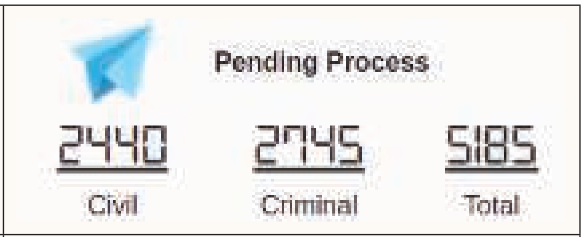

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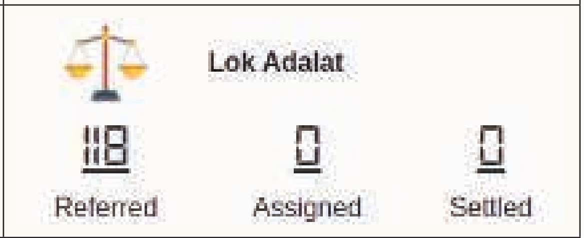
<tr><td>

- Mediation

</td><td>

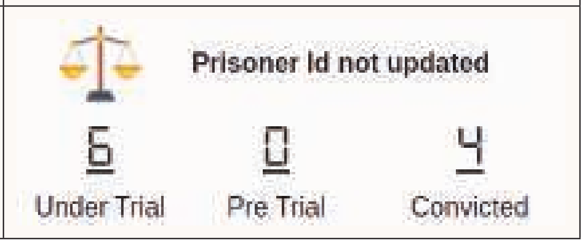

</td></tr>
<tr><td>

- Lok Adalat.

</td><td>


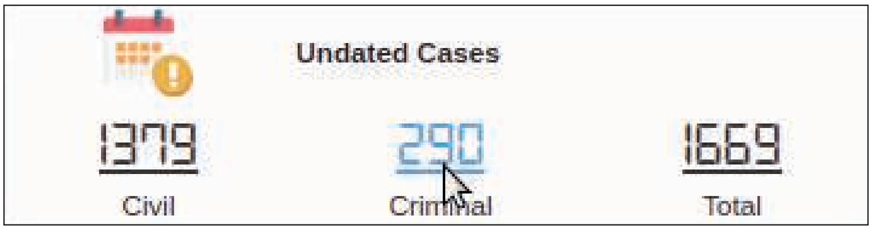
</td></tr>
<tr><td>

- Prisoner ID not updated.

</td><td>


</td></tr>
</table>

Drill-down Option: As shown in the screenshot, all the figures above can be further drilled to create a more detailed list.



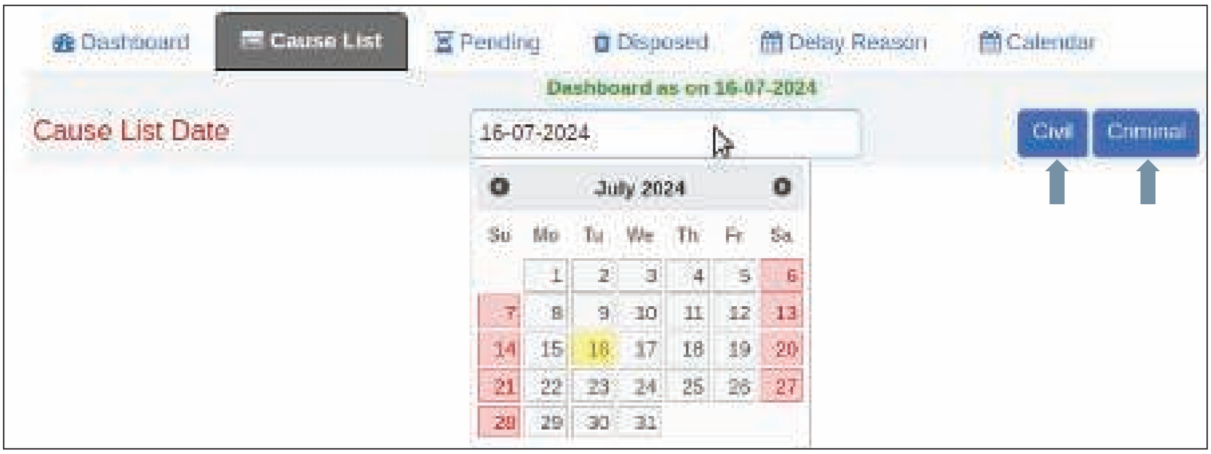
As shown in the above picture, the user can directly select the details under each heading to get a detailed list of information.

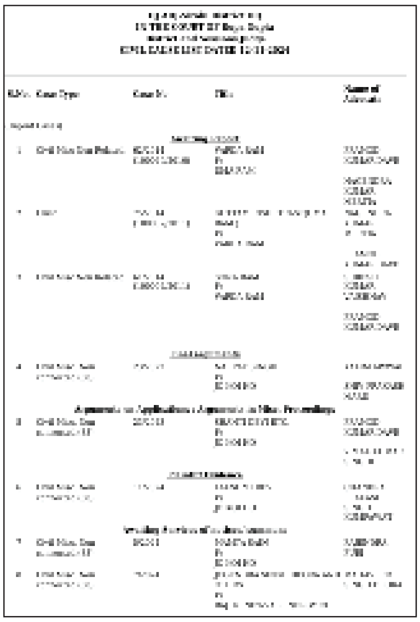
2.2 Cause List:

The Cause List tab is available alongside the Dashboard. Upon entering the Cause List tab, one can access the Cause List for Civil and Criminal cases based on the date the user selects. To get the Cause List, the user must enter the date and choose civil or criminal.

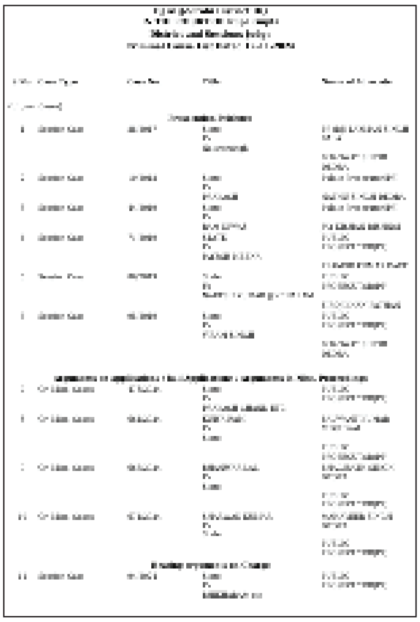
Step 1: One has to enter the date.

Step 2: Select Civil/Criminal to get the cause list displayed. A Cause List of any date can be generated with separate options to generate Civil & Criminal Cause Lists.





The Civil Cause List Generated.



The Criminal Cause list was generated

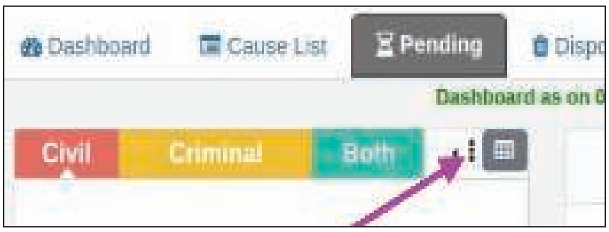
2.3 Pending Tab

If the Judge of a particular court, the admin head of the specific unit, a principal district Judge, or any admin judges wanted to make an action plan for the pending cases and needed real-time statistics of all the instances or wanted to know the category-wise pendency of cases, reasons for pendency, year-wise data of the pending cases, stage of the case, etc.. This pending tab would come in handy.

Under the Pending Cases tab, the user is provided with all the statistics regarding the Pending Cases. The statistics include the pendency chart, Year-wise pendency chart, and stage-wise pendency.

Pending Civil/Criminal/Both

A column on the left side of the screen lets the user choose between Civil, Criminal, or both types of cases, ensuring the data is available at their fingertips. Under the pendency tab, the reasons for pendency, year-wise data of the pending cases, stage of the case, etc., are displayed through various bar charts and graphical charts, which can aid Judges and court staff admins as an effective court management tool.



Further, by clicking on the three dots next to the tabs for civil, criminal, and both, one can see the case category, such as whether the case is in the execution stage, appeal, or application.

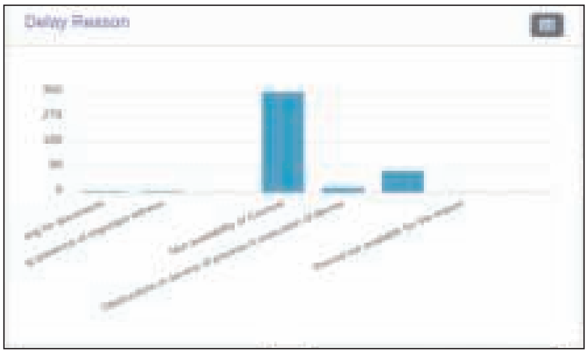
The screenshot on the left displays the case categorisation after the user clicks on the three dots available on the left side of the screen.

2.3.1 Pendency Chart

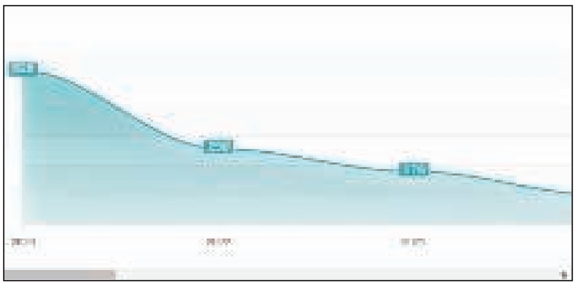
The Pendency Chart is an essential statistical tool that provides the reasons for pendency. Users can understand the reasons for pendency with the help of easy-to-understand bar graphs. Some reasons for pendency mentioned in the diagram below include awaiting documents, difficulty securing the presence of essential witnesses, frequent challenge to interim/interlocutory orders, etc. To access the pendency chart, the user must click the ‘Pending Tab’ available at the top navigation bar.

Pendency Charts

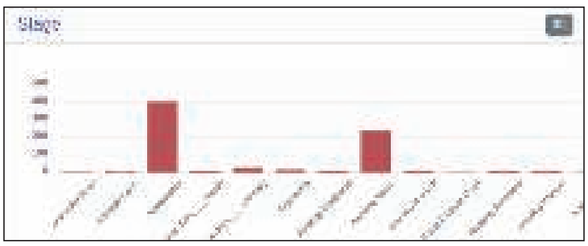
Delay Reason



Year-wise Pendency



Stage-wise Pendency



2.4 Disposal Tab

The Disposal Tab under the dashboard provides the user with all the statistics related to the disposed cases. The disposed data is available at the click of the mouse. The user also has the option to filter the data based on the timeline selected. The disposed information can be generated separately for civil, criminal, or even for both from the column available on the left side of the screen.

The Disposed Tab provides statistics regarding age-wise pendency, time to Disposition, Stage, and Nature of Disposal. These statistics help the user understand the time for which cases were kept pending before disposition and the nature of disposal.

2.5 Delay Reasons Tab

Under this tab, the user can look for the reason for the delay in their cases. The delay reasons tab provides 15 categories of reasons for delay, as listed below. Knowing the reason for the delay of the Cases by the stakeholders using CIS can help them utilise it as an excellent case and court management tool. Only when one knows the reason for the delay can one find an effective solution to tackle it. Further, the delay reason tab aids the users of CIS in understanding the reason for the delay.

The Delay Reasons are classified under 15 heads:

Stayed for other reasons.	Stayed for other reasons Civil 70% Criminal 30%
Number of witnesses is more than 20.	Number of witness is more than 20 Civil 10% Criminal 20%
Awaiting for documents.	Awaiting for documents Civil 20% Criminal 80%
Record not available for the reason.	Record not available for the reason Civil 60% Criminal 40%
Difficulty in securing presence of important witness.	Difficulty in securing presence of important witness Civil 10% Criminal 90%
One or more accused absconding/not appearing.	One or more accused absconding/not appearing Civil 0% Criminal 100%
Stayed by the Supreme Court.	Stayed by Supreme Court Civil 0% Criminal 20%
Stayed by the High Court.	Stayed by High Court Civil 100% Criminal 0%
Stayed by a court other than the Supreme Court or the High Court (District Court/ Other Court)	Stayed by Court other than Supreme Court or High Court (District Court/Other Court) Civil 0% Criminal 0%
Miscellaneous application delaying the process of the main case.	Miscellaneous application delaying the process of the main case Civil 30% Criminal 70%
Obstruction in the service of process in the execution of the decree.	Obstructions in service of process in execution of decree Civil 100% Criminal 0%
Frequent challenge to intern/ interlocutory orders.	Frequent challenge to interim/interlocutory orders Civil 70% Criminal 30%
Non-availability of Counsel.	Non availability of Counsel Civil 20% Criminal 80%
Party not interested - Infructuous litigation.	Parties not interested - Infructuous litigation Civil 70% Criminal 30%
Legal Representatives (LRS) or new parties could not be brought on record.	LRs or new parties could not be brought on record Civil 100% Criminal 0%

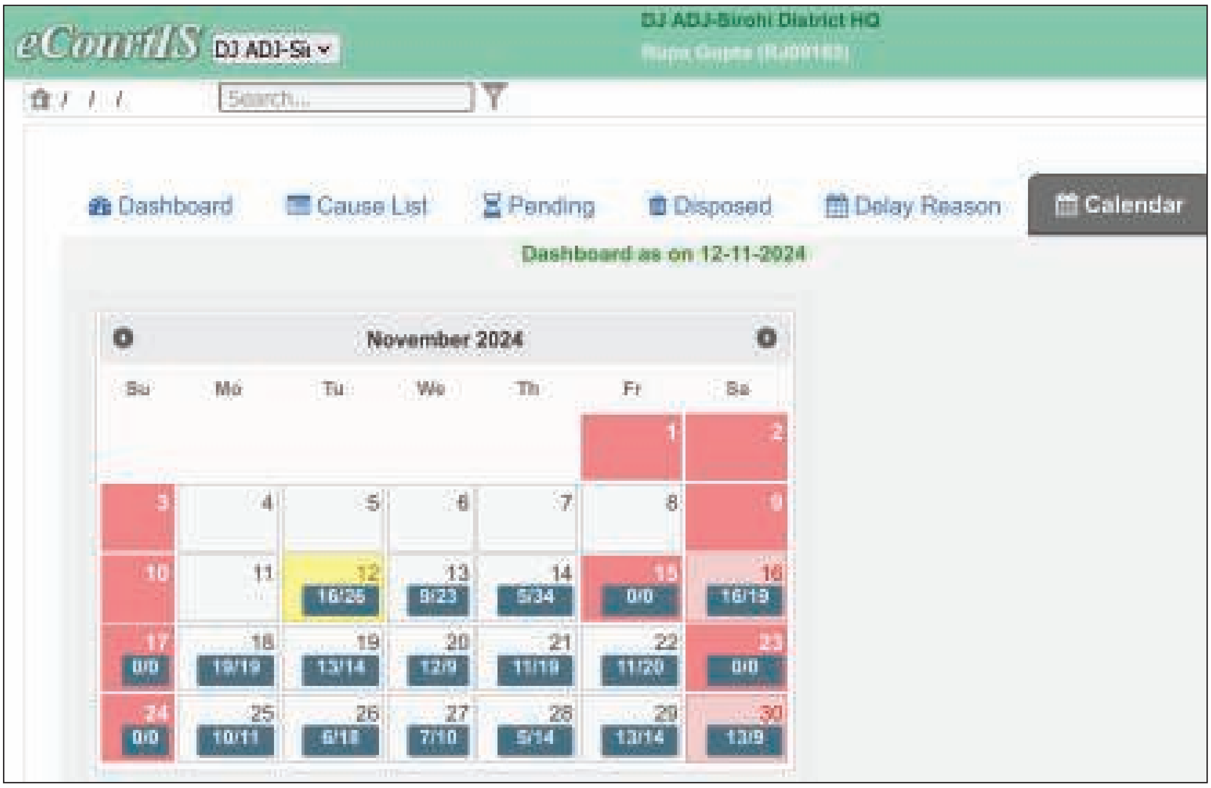
Illustration:

The administrative head of the district can very well find out how many cases are pending due to the stay by the Supreme Court/ High Court, and District Court and verify whether or not the stay has been extended. Similarly, in how many cases are documents awaited, the administration can push to bring them down. Thus, the delay reasons tab, providing the reasons for the delay, is a useful administrative management tool.

2.6 Calendar

The Calendar option under the CIS is a wonderful workflow management tool for Judges and other stakeholders. A glance at the calendar shows the workload on a particular day. This feature can be used by judges when an advocate seeks adjournment to a particular date. In this way, the judges can verify the workload on that particular date and adjourn to that date if it is convenient. Under Calendar, one can learn the stage of the posted cases.

Under this tab, the user can see the calendar of a particular court, which provides information related to the court's working status on a specific day. The user can know the details based on civil or criminal cases. Further, the user has the option to see the purpose, like admission/ denials, compliance, written statements, etc. A [+] option is available before the 'purpose', clicking which gives the user access to the exact case name.



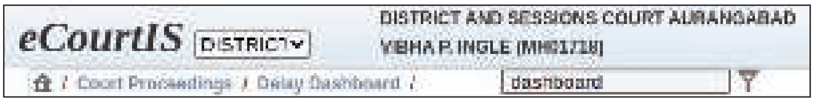
The calendar displays the number of civil cases/criminal cases in order, respectively, listed each day.

2.7 Other features

2.7.1 Navigation Button

The Navigation Button provides the complete list of features available on the CIS. It can be accessed through the ‘Arrow Button’ available at the bottom left of the screen. Further, the navigation of any feature can be seen at the top left corner of the CIS.

The navigation button is placed at the bottom left of CIS.
After clicking the navigation button, the menu bar will be displayed as above.

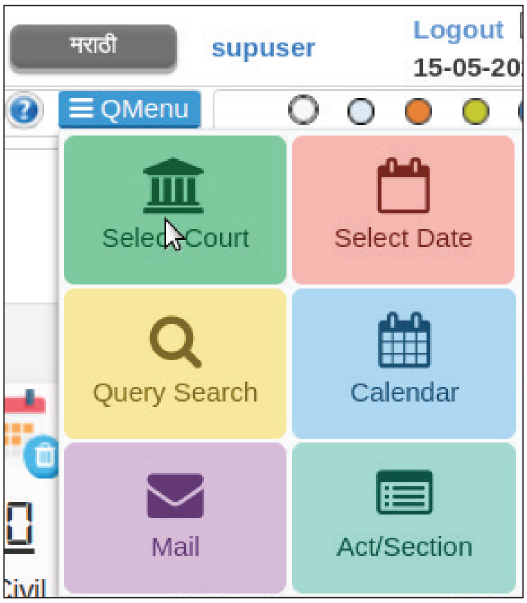


As highlighted above, the location/navigation of any feature will be displayed at the top left corner of CIS when we use it. The same features can also be easily found using the search option placed at the top centre of CIS.

2.7.2 Search Option Box

Another way to navigate the CIS is through the Search Option Box. This feature allows users to search for a keyword to reach a particular destination.

2.7.3 Q Menu Option



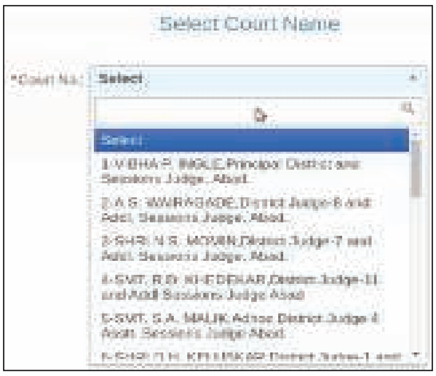
The Query Builder Menu, introduced under CIS 3.0, is retained, and additional features are added in its sub-menu, like Lok Adalat, Report, etc. The Q Menu option is available on the CIS's Home Page. The menus under the Q Menu Option are colour-curated, i.e., Select Court, Select date, Query Search, Calendar, Mail, and Act/Section.

Six options are listed under the 'Menu' as shown in the image below. Now, let us see these one by one in detail:

Menu options are placed at the top right of the CIS dashboard.

2.7.3.1 Select Court Option:

This option is a shortcut which is made available for access in the dashboard. This select court option can be used to choose/change between courts under a single establishment.



2.7.3.2 Select Date Option

This is another shortcut option available in the dashboard. Using this option, one can choose the required date from the calendar and view the status of that date.

2.7.3.3 Query Search Option

The Query Search option is one such shortcut available in the dashboard, wherein the user can directly access different queries about Case Status, Advocate, Cause List, Lokadalat Report and Search Caveat.

2.7.3.3.1 Query Search -Case Status

Users can directly access their case status using the shortcut for Case Status, which is available in the Query Search Option.

Step 1: The user can obtain the case status by first clicking on the green tab named "Case Status."

Step 2: The user must then fill in the CNR Number for their case.

Step 3: Finally, the user needs to click on the blue coloured 'Go Button' to access the Case Status for their case.

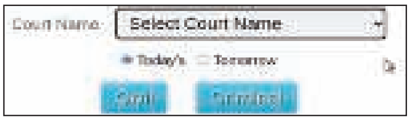
Note: *Case status can be obtained using any identity of the case, such as the CNR Number, Filing Number, Registration Number, FIR Number, Party Name, and details of the case in the Subordinate Court.*

2.7.3.3.2 Query Search - Advocate

The Advocate option under the Query Search Menu allows users to search the cases listed under an advocate. This information can be accessed through the Advocate's name, Bar code, or Today's case list.

2.7.3.3.3 Query Search - Cause List

Today's and Tomorrow's Cause List of Civil and Criminal matters can be generated from the Query Search Menu.



2.7.3.3.4 Query Search - Lokadalat Report

Report of Active and Completed Lok Adalats can be accessed by Lok Adalat's Date and panel-wise.

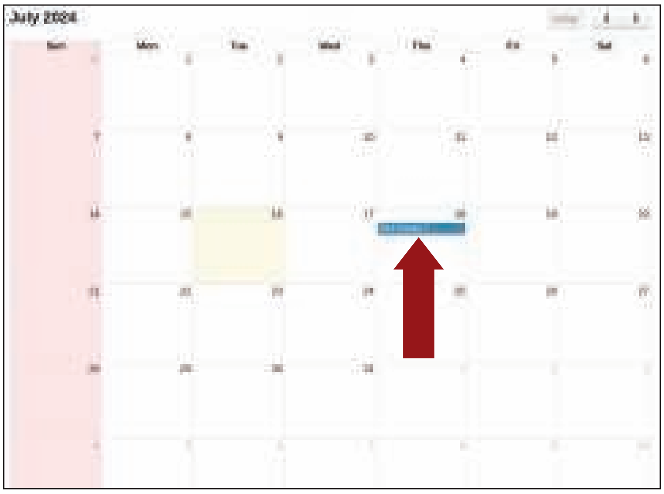
2.7.3.3.5 Query Search -Search Caveat

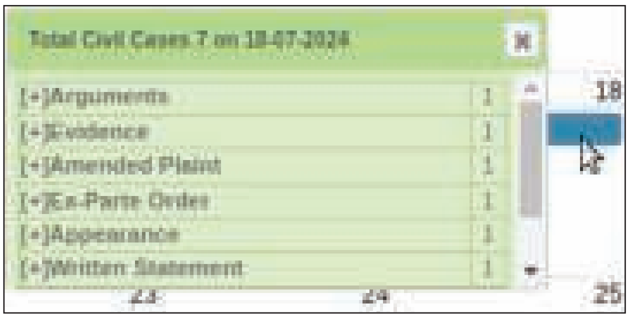
The Query Search Menu also includes a Search Caveat option where Caveat information can be accessed either through Caveator Name or Caveatee Name, with filter options like Anywhere', 'Starting With', 'Subordinate Court' or 'Caveat No.

2.7.3.4 Calendar

The calendar shows the number of Civil and Criminal cases on each date.

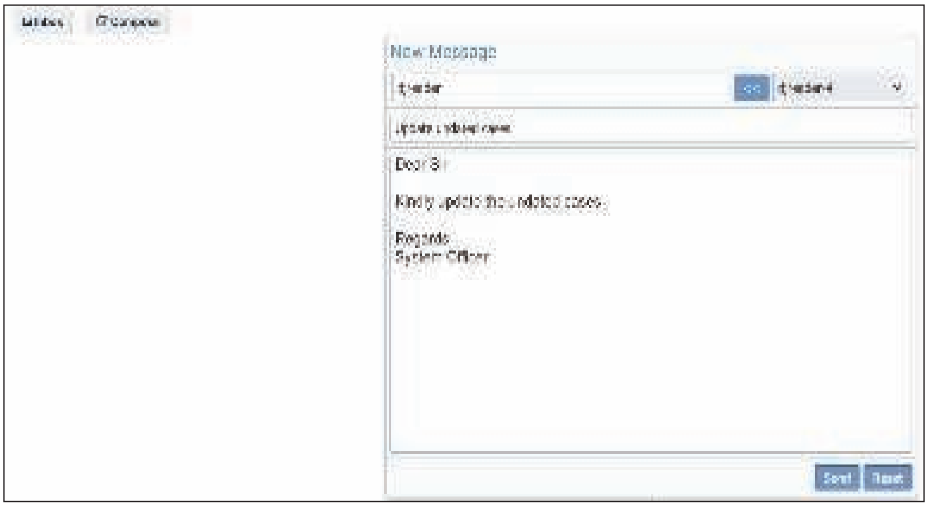
A tab on types of cases and their stages is displayed when clicking on any date in the calendar.



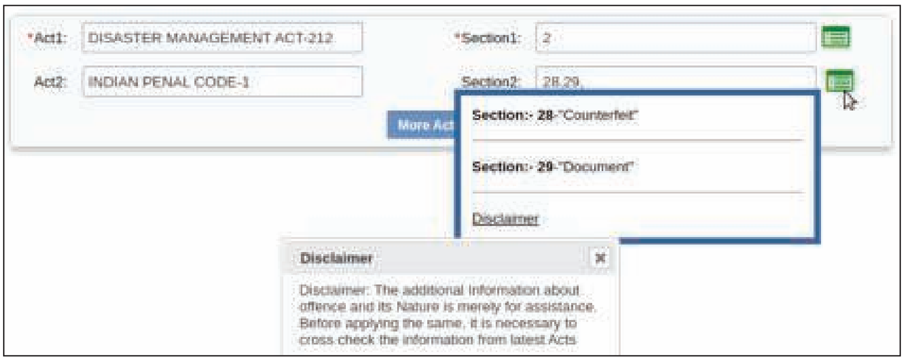


2.7.3.5 Mail

The users of CIS can access the mail facility by clicking on the Menu Option available in the top right corner of the screen. The Mail menu facilitates paperless communication among the users.



2.7.3.6 Act/Section



Under the Act/Section option, users can view multiple Acts/Sections with a single click.

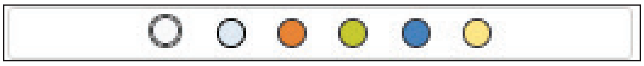
2.7.4 Help Option

This Help Option continues to exist in most CIS pages, explaining the basic features and interface of that particular page.

2.7.5 Calendar (A time-travelling feature):

The Calendar option here takes the users to the CIS Status and data as on any date, located at the top right of the CIS.

2.7.6 Colour Themes Option



CIS can be used in six different themes of colours as shown above.

Glimpse of all six coloured themes of CIS.

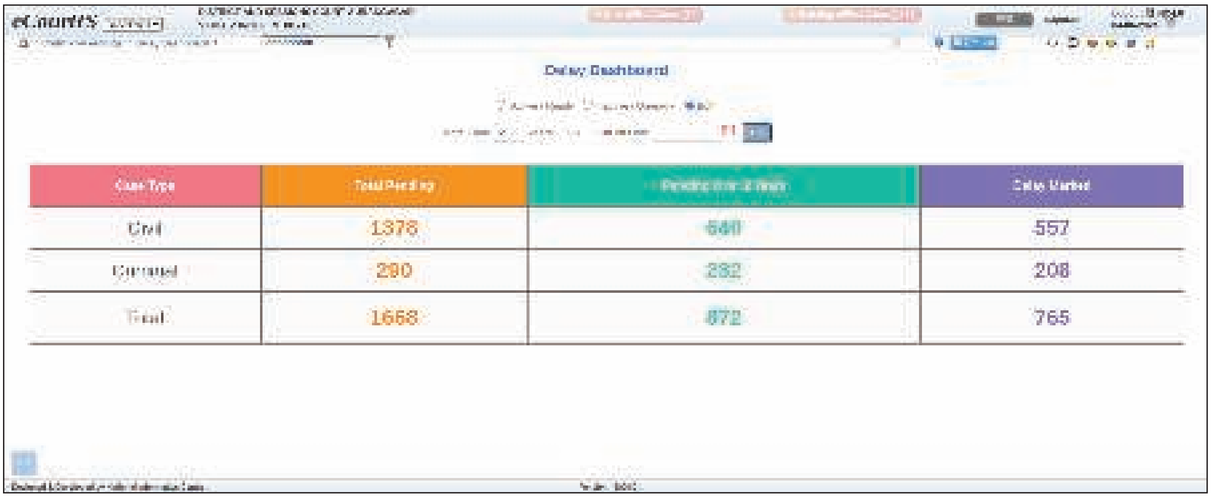
Dashboards

Delay Dashboard

How to reach the delay dashboard?

'Navigation Button → Court Proceedings → Delay Dashboard' or search as 'Delay Dashboard' in the search option.

Under this tab, the user can see the number of civil/criminal cases pending in a particular court and search for cases that have been pending for a particular period of time, as shown in the picture below.

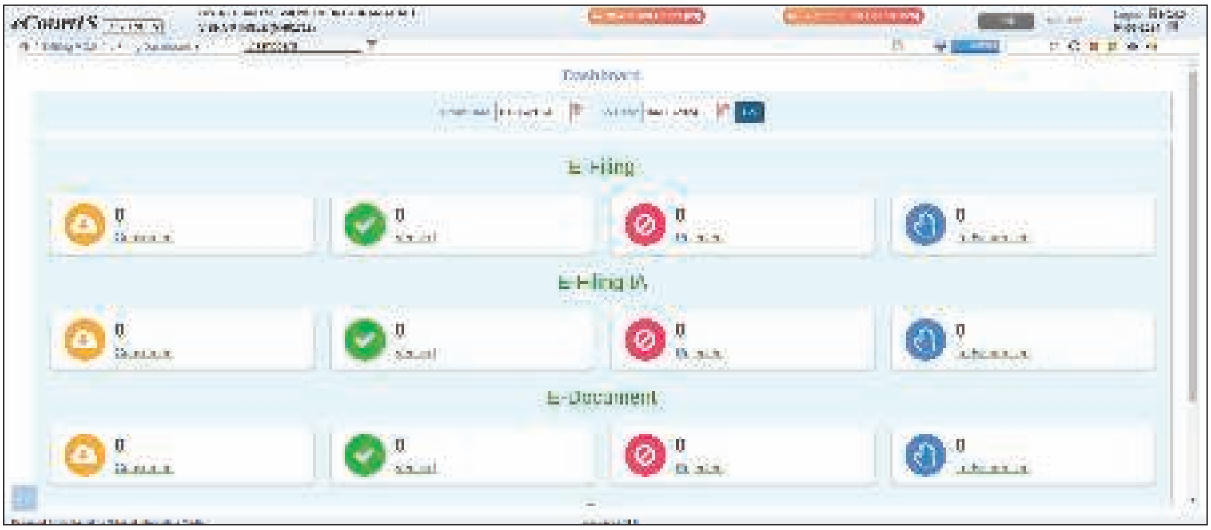


E-filing Dashboard

'Navigation Button → E-filing V 3.0 → e-Filing Dashboard' or search as 'e-Filing Dashboard' in the search option.

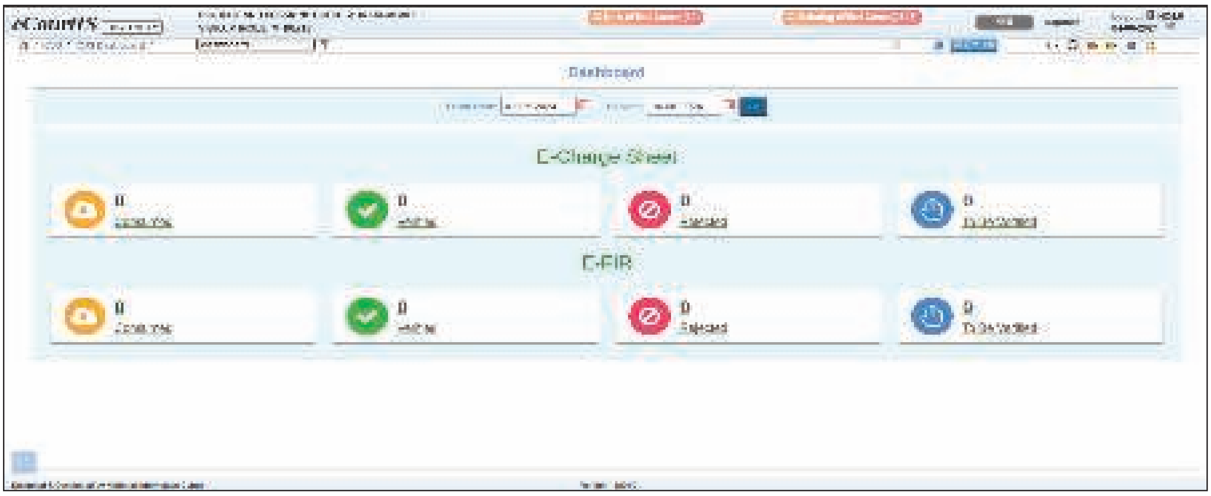
The e-filing Dashboard Tab is available on the Home Page for easy access. Clicking on it allows one to access the e-filing dashboard, which is very useful as it saves advocates and their clients time, money, and travel. One can easily see how many e-filed cases are listed by clicking on the e-filing Dashboard on the Home Page.

Under the e-Filing Dashboard tab, the user can see the filing's status: whether it is consumed, verified, rejected, or yet to be verified. Further, the user can locate the file uploaded through the calendar.



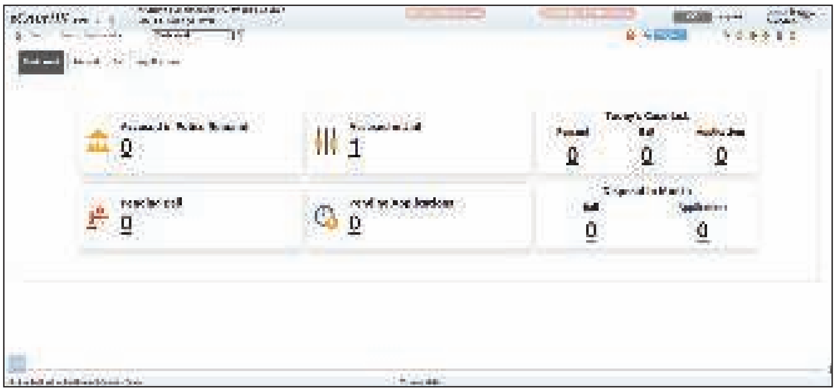
ICJS Dashboard

Under the ICJS Dashboard tab, the user can know the status of the documents, like e-Chargesheet and e-FIR, that have been uploaded. The user also has the option to locate the documents by providing the dates between which the particular document might be uploaded. The user has to offer a range of dates, which includes the 'From Date' and the 'To Date'. Finally, the user can click on the 'Go Button' to get the data and status of e-Charge Sheet and e-FIR, consumed, verified, rejected and yet to be verified.



Pretrial Dashboard

Under the Pretrial Dashboard tab, the user can access an overview of the complete details, such as pending bail and pending applications.



Virtual Court Dashboard

The virtual court tab details cases consumed, verified, rejected, or yet to be verified. Moreover, the user can filter the data based on the dates selected through the calendar.

3. ORDERS AND JUDGMENTS

The user can access the Orders and Judgments section from the sidebar available on the left side of the screen. Under the head Order and Judgement, the user has access to the following:

- Order and Judgement Template
- Order Judgement Uploading
- Judgment/ Final Order not uploaded report
- Uploaded and not uploaded count
- Bulk order uploading
- Bulk Templates

3.1 Order and Judgement Template

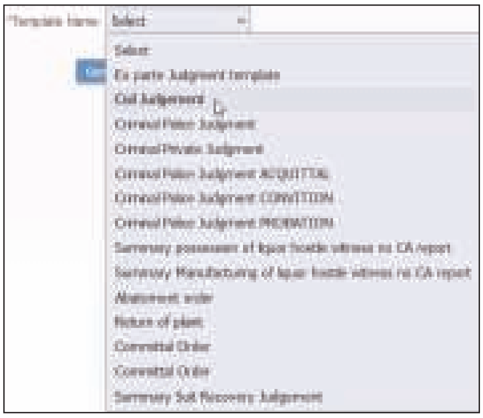
The order and judgment template is a time-saving tool for drafting. The cause title, Advocates of the parties, date of filing, duration, and the judge's name with designation can all be auto-generated through this template for a particular case in an editable format. The editable template generated can be customised by adding the necessary information, and the final order/judgement can be drafted. This should not be mistaken for authorised forms of orders. It is only a skeleton form which must be edited and filled out according to the individual cases. Let us see the key templates.

Follow the steps to access the order and Judgement template:

Step 1: Choose any of the options between selecting a case number or entering a case number.

Step 2: Choose between civil or criminal and enter or select the case number to get the desired results

Step 3: The user must choose the template name from the available options. Under the Template Name, a variety of Templates are available, including an exparte Judgement template, civil Judgement, Criminal Police Judgment, Abatement order, return of complaint, and committal order. A screenshot captures a few of them.



Step 4: After selecting the template name from the options available, the user must click the 'Generate template' button.

Step 5: The model-generated template is shown in the screenshot for ready reference.

How to get the Civil Judgement Template

Go to navigation pane → Choose Order and Judgement option → Click Order→ → Judgment template > Select the case number → choose the template name "Civil Judgment" from the drop box (this option will appear in the drop box only if added through state master) >click Generate template option, click Civil Judgement shown in green→ colour It generates the order >it can be further edited and customised

3.2 Order Judgement Uploading

For order Judgement uploading, the following steps need to be followed:

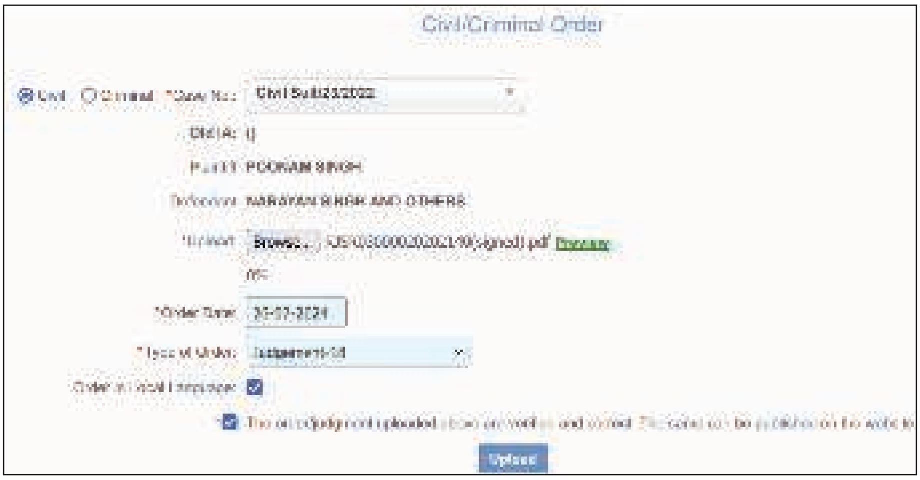
Step 1: Select between civil or criminal and enter the case number.

Step 2: The user must upload the documents by clicking the browse button. The user also has the option to preview the document uploaded.

Step 3: The user then needs to select the order date and the order type.

Step 4: Before uploading, the user needs to click the tab and verify that the order/ Judgement uploaded above is verified and correct. The same can be published on the website.

Step 5: Finally, the user can click the 'Upload' button to upload the document.



3.3 Judgement/ Final Order not uploaded report

To get the Judgement/ final order not uploaded report, the user needs to follow the below-mentioned steps:

Step 1: The user must select between an order that has not been uploaded and an order that has been uploaded.

Step 2: Select the Court Number

Step 3: Then select the ‘from date’ and ‘to date’

Step 4: Click the ‘Go’ button to get the desired result.

3.4 Uploaded and Not Uploaded count

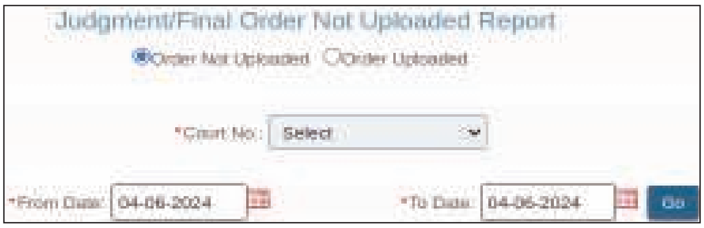
The user can access the Uploaded and Not Uploaded count by clicking on the ‘Case Proceedings’ tab in the CIS’s sidebar. Under the Case Proceedings tab, the user clicks on the Uploaded and Not Uploaded count to access that data.

3.5 Bulk order uploading

Step 1: Under the court proceedings tab, the user can access the bulk order uploading option by choosing between civil or criminal cases.

Step-2: The user must select the check-box for confirmation - “The order/judgment uploaded above is verified and correct. The same can be published on the website”

Furthermore, the user can access the Judgement / Final Order not uploaded report under the court proceedings tab. The user must also choose the court number and the dates to access the Judgement.

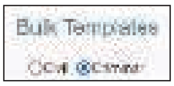


The user also has the option to access the deposits and payments for fines or penalties.

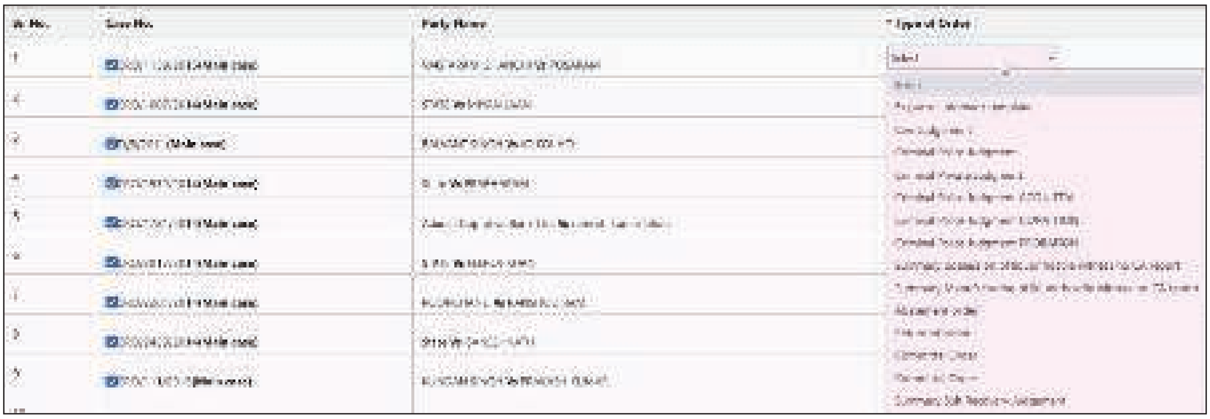
3.6 Bulk Templates

To access the bulk templates, the user has to follow the steps:

Step 1: Choose between civil or criminal options.



Step 2: The next step is to select the Judgment name.



Step 3: To get the desired results, the user must click the ‘generate template’ tab.

4. PROCESS

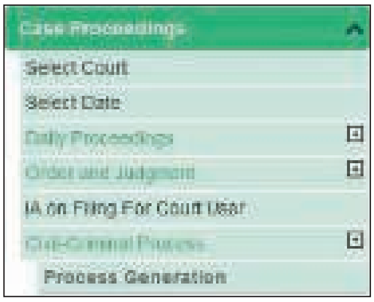
In the district judiciary, the issuance of the process is an essential and critical stage in every case. Hence, this option gains more significance. By optimum utilisation of this option, one can minimise the delay involved in the issuance of the process. Various options are made available in connection with the issuance of the process.

4.1 Process Generation

The first option is how to generate the process through CIS.

Step 1: From the sidebar on the left side of the screen, click on the ‘Case Proceedings’ option. Then, click the ‘Civil-Criminal Process’ option and select ‘Process Generation’.

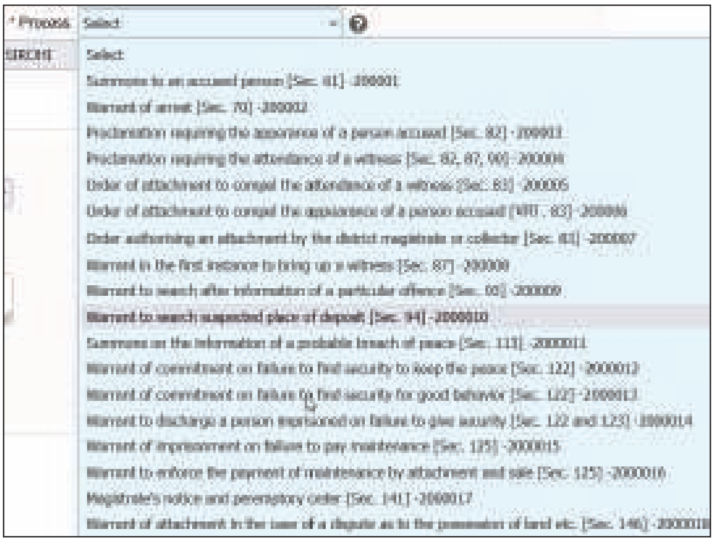
Case Proceedings → Civil-Criminal Process → Process Generation



Step 2: Select the type of process that needs to be generated: civil, criminal, or plead guilty.

Step 3: Fill in the case Number.

Step 5: Select the type of process from the available options.

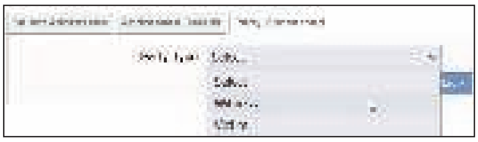


Step 6: Under the Select Addressee tab, click on the fee type, whether paid/free on court motion.

Step 7: Choose the Addressee type and click on Save.

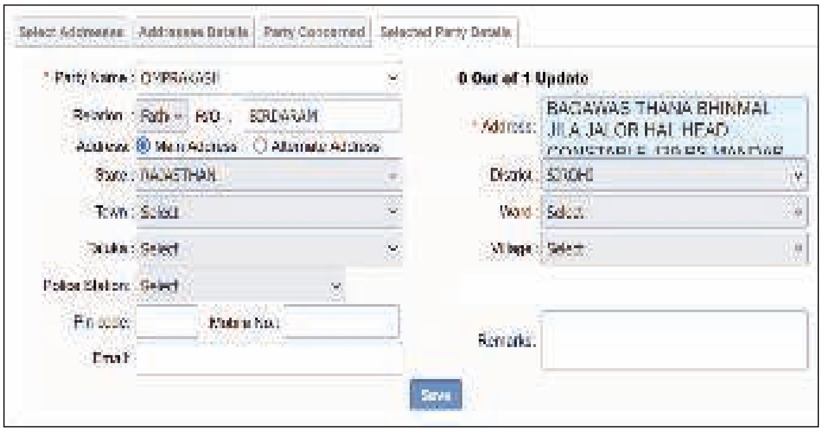
Step 8: Next, go to the Addressee Details tab, fill in the Email ID and remarks, and click the save button.

Step 9: Under the party concerned tab, select the party type and provide the party name. Under the 'Party Type', it can be chosen if it is a witness or a victim. Then, click on 'Save'.



Step 10: Under the 'Selected Party Details', the user needs to fill in the following details and click on save:

- Party Name
- Address
- District
- Ward
- Village
- Town
- Police Station
- Taluka

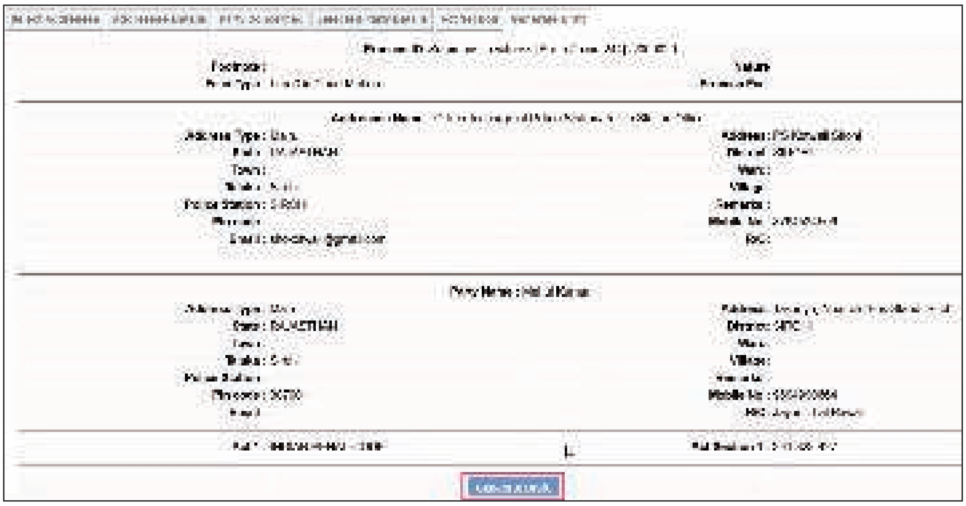


Step 11: Under the 'Act Section' tab, the user needs to provide the Act Name and the relevant provisions. The user then needs to click on the save option.

Step 12: Under the 'Extra Label' Tab, the following details are required to be filled:

- Common name of offence, viz. Theft, Robbery, murder, etc.
- Own personal bond
- A security of Rs
- Attached required documents

Step 13: Under the ‘Generate Draft’ Tab, click the ‘Generate Draft’ button at the end.



4.2 Publish Process

Case Proceedings —-> Publish Process

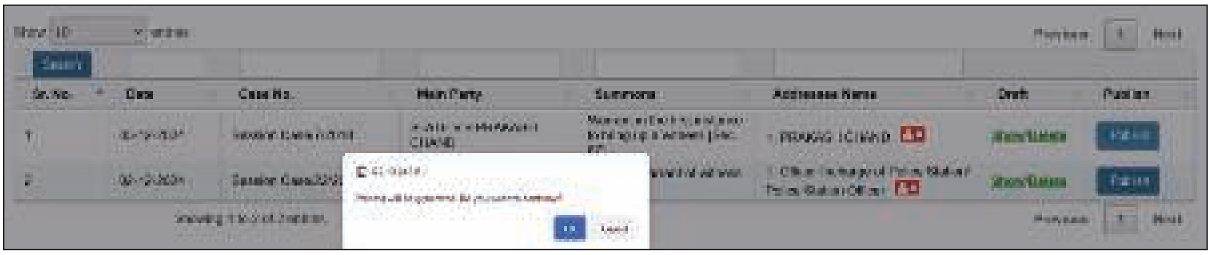
Step 1: To publish the process, the user must click on Case Proceedings and then Publish Process.

Step 1: Select from civil or criminal case options.

Step 2: Select the ‘From Date’ and ‘To Date’ and then click the ‘Go’ button.

Step 3: After checking the details, the user can click the ‘Publish’ button.

Step 4: A dialogue box will appear, mentioning that the Process will be generated. Do you want to continue?’ The user can then click on the ‘OK’ button to continue.



4.3 Process Acknowledgement/ Print

Case Proceedings ——> Process Acknowledgement/ Print

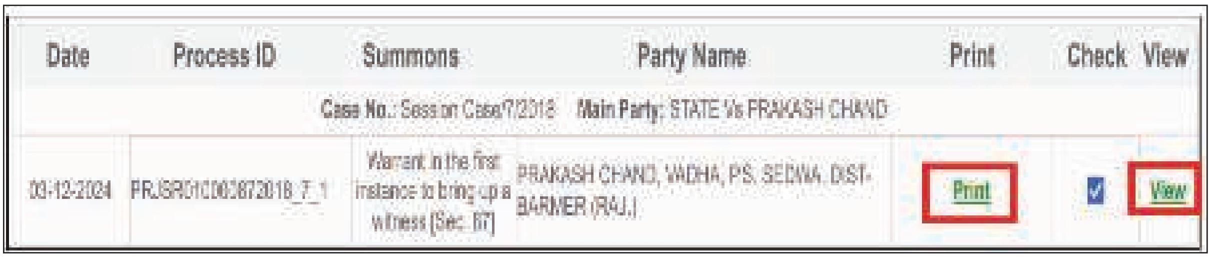
To view the process acknowledgement, the user needs to follow the steps below:

Step 1: The user can access the process acknowledgement/ print option by clicking the ‘Case Proceedings’ option from the sidebar and then clicking on ‘Process Acknowledgement/Print’.

Step 2: The user needs to choose between civil/criminal cases.

Step 3: The user must choose the ‘From Date’ and ‘To Date’ and then click the ‘Go’ button.

Step 4: To get the desired results, the user can click the ‘Print’ or ‘View’ buttons.



5. REGISTRATION

If there are no objections, the case must be registered. On registration, further details are entered. At this stage, a registration number is generated. The registration number is nothing but the case number. During registration, their data can be copied using copy, previous case data, and returned cases when represented. It is a real time-saver tool for data entry staff.

Once the courts receive the files, the important step starts: scrutinising the case records to determine if they can be taken on file. Hence, under case scrutiny, the concerned court staff finds out if there are any objections in the file received and then recommends registration.

5.1. Case Scrutiny

Now, let us see the case scrutiny option first.

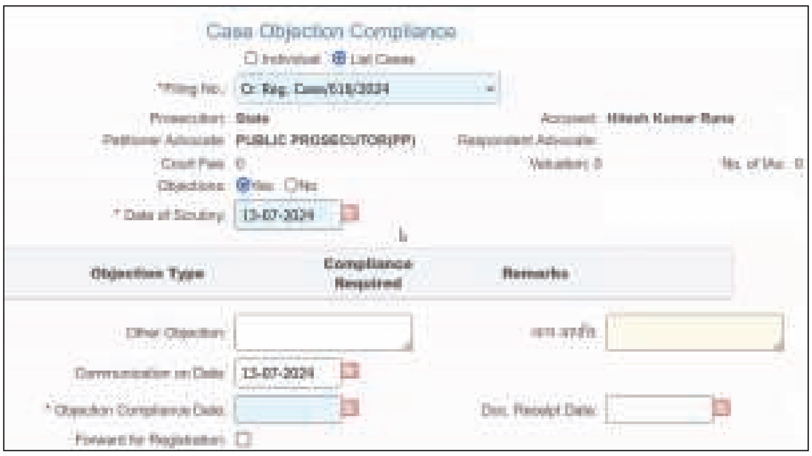
Step 1: Open the left navigation and click on 'Registration Section' and then the 'case objection' option provided under the 'Case Scrutiny' tab.

Registration Section —---> Case Scrutiny —--> Case Objection

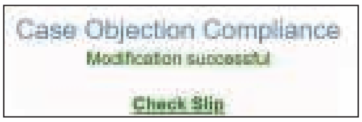
Step 2: Click on the individual or list cases under the 'Case Objection' tab.

Step 3: If the List of cases is selected, the filing number and the date of scrutiny must be filled in.

Step 4: If there are objections, click on the yes button. A few more options will pop up for the user to fill in, such as the Objection Compliance date, the Communication on date, etc.



Step 5: In case there are no objections, click on the 'no' button and then click on the submit button to generate the 'Check Slip'



Step 5: To generate it, the user must click the 'Check Slip' option.

Check Slip Generated

5.2. Case Registration

Once the Case is scrutinised and all the objections are complied with, the case becomes ripe for registration. Registration of the case is an essential step under CIS because it is where the primary data regarding the case is captured. The staff handling the registration or the court staff making data entry should ensure that all the particulars regarding the case are entered in the respective tabs. Don't leave the tabs blank. All the data tabs are gold mines used for data analysis, which can generate the correct and accurate reports from the CIS.

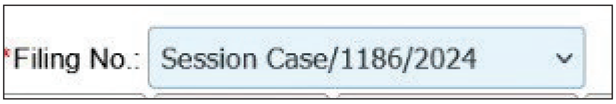
Case registration is a step-by-step process that begins with filling in the petitioner's details.

Petitioner

Step 1: Open the left navigation and click on 'Registration Section' and then the 'Case Registration' option.

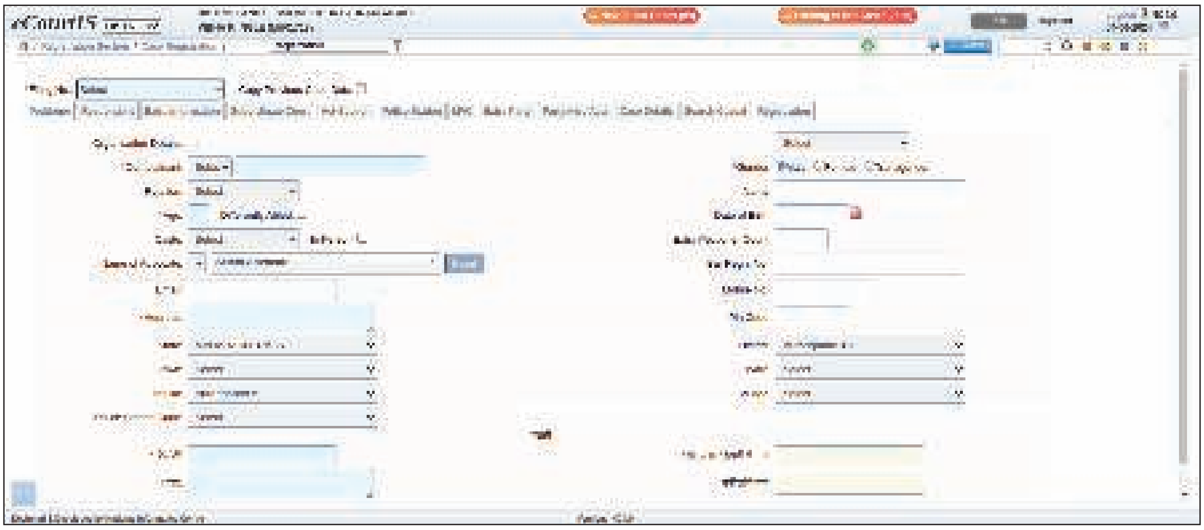
Registration Section ——-->Case Registration

Step 2: The user must fill in the filing number.



Step 2: Further, the user is required to fill in the following details under the head of Petitioner:

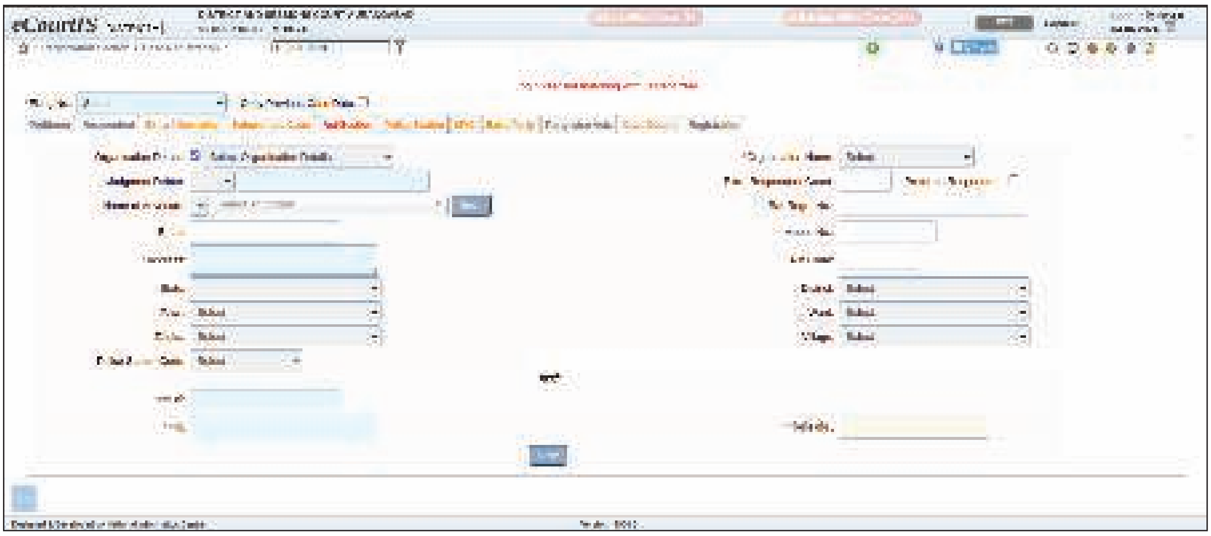
- Address
- Email ID.
- State
- District
- Town
- Taluka
- Village
- Police Station Code



Respondent

The next step after filing the petitioner's details is to fill in the respondent's details, including the following:

- Judgment Debtor's name
- Email,
- Address,
- Name of advocate
- Mobile Number
- Town
- Taluka
- District
- Village
- Police Station Code

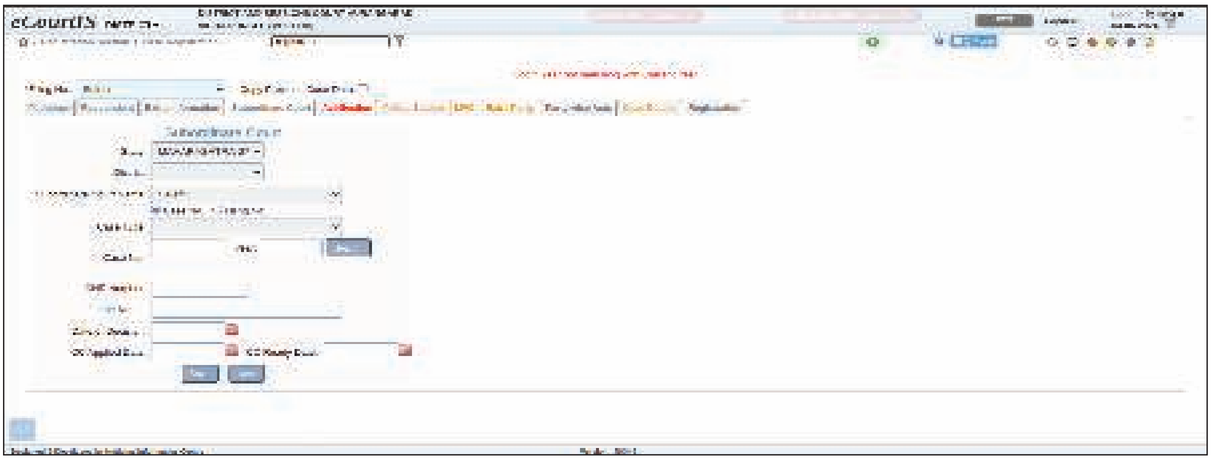


Extra Information

After the petition and respondent details have been completed, some extra information must be filled out. These include fax number, country, occupation, etc. After the extra information has been filled out, the user must click the 'Next' button to move forward.

Subordinate Court

The next step is to fill out the details of the subordinate court, including the state, district, and subordinate court name.



Case Registration - Act Section

The user must then fill in the details of the applicable act and the relevant section and click the ‘Save’ button.

Police Station

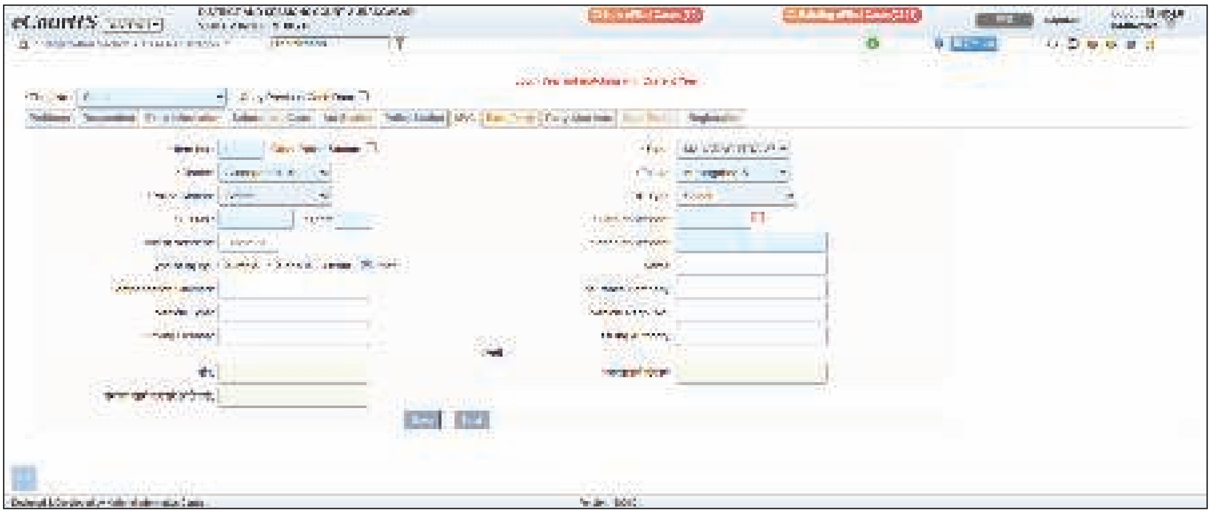
The next step is to fill in the details of the police station, including the following:

- District
- Date of Offence
- FIR Type
- Investigating agency, etc.

Finally, the user is required to click on the ‘Next’ Button.

MVC

The next tab is for MVC and requires filling out the details, including the district, police station, CR No., year, etc.



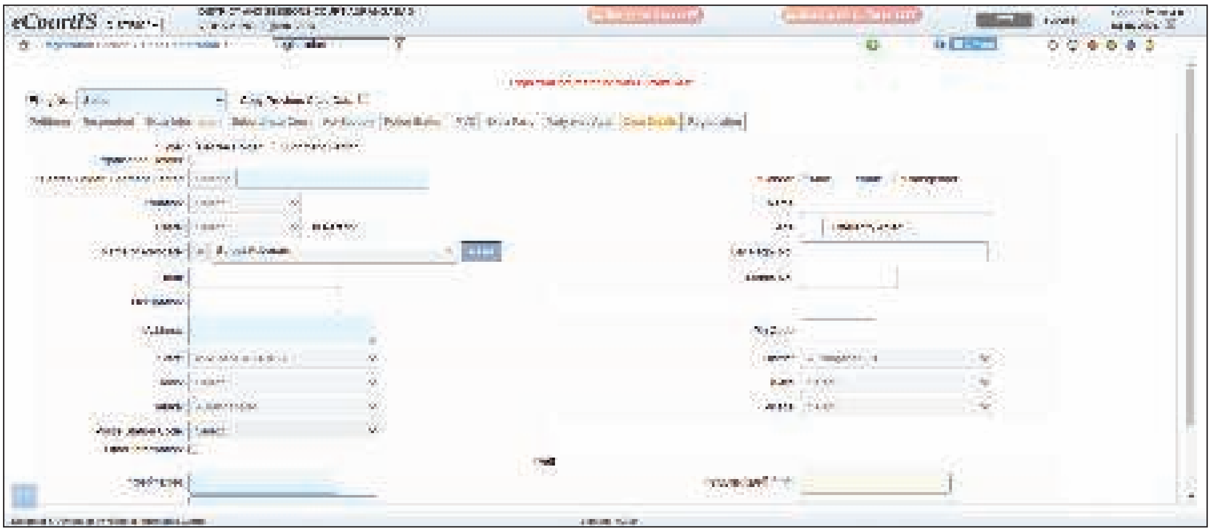
Extra Party

Step 1: The user must first select whether it is for prosecution or an accused.

Step 2: The user then needs to select and fill in the following information:

- Gender
- Decree holder/ Judgement debtor, etc.
- Prosecution Accused
- Address
- Pin Code
- State
- District
- Taluka
- Village
- Age

Step 3: Finally, the user must click the 'Save' button to proceed.



Party-wise Acts

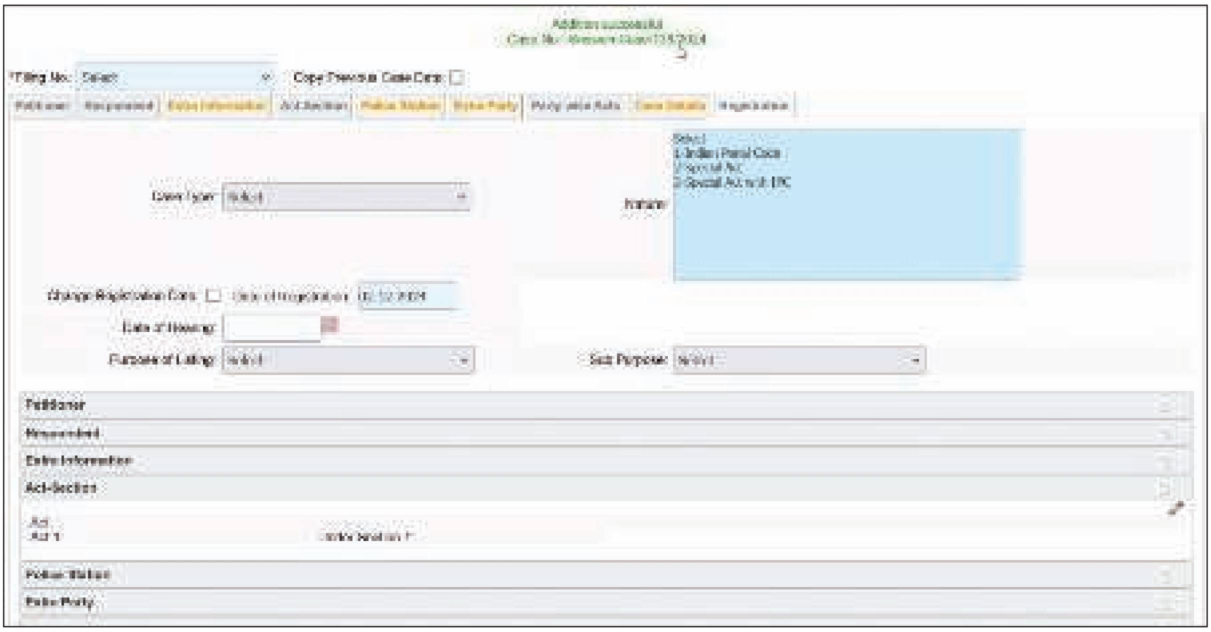
The next label for party-wise acts requires filling in the acts of the petitioner or respondent.

Case Details

The next step involves filling in the essential case details and valuation, and mentioning the state, district, and taluka where the dispute has arisen. The user must then click on the 'Next' button to proceed with the registration.

Registration

The next step is registration, which involves selecting the purpose and sub-purpose of listing, among other things.



Pending Registration List Report

Once the user has registered the case, the pending registration status can be seen by choosing the From Date and the To Date. Once the dates are selected, the user must click the 'Go' Button to view the list.

A screenshot of the pending registration List is shown below:

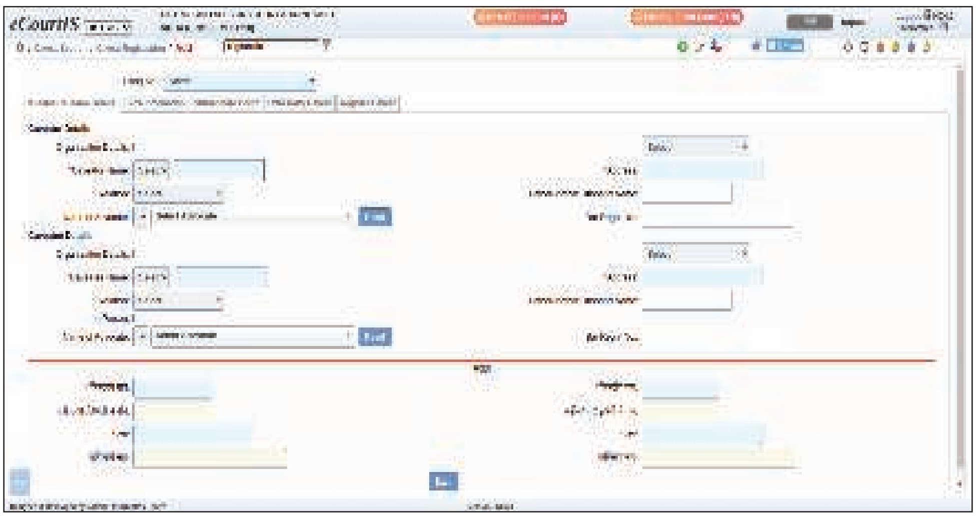
DISTRICT AND SESSIONS COURT AURANGABAD - 2

From Date 01-04-2024 To Date 16-04-2025

S.No.	Case Type	Filing No.	Date of Filing	Party Name	Name of Advocate
1	Civil Suit	1/2024	12-06-2024	Bank of Maharashtra Vs Ranjit	Shinde Sandeshkumar D.
2	Arbitration Case	3/2024	22-07-2024	Suresh Ramrao Kale Vs Deepak Maroti Suryawanshi	[illegible]MANE MORESHWAR BALKRISHNA

5.3. Caveat Section - Caveat Registration

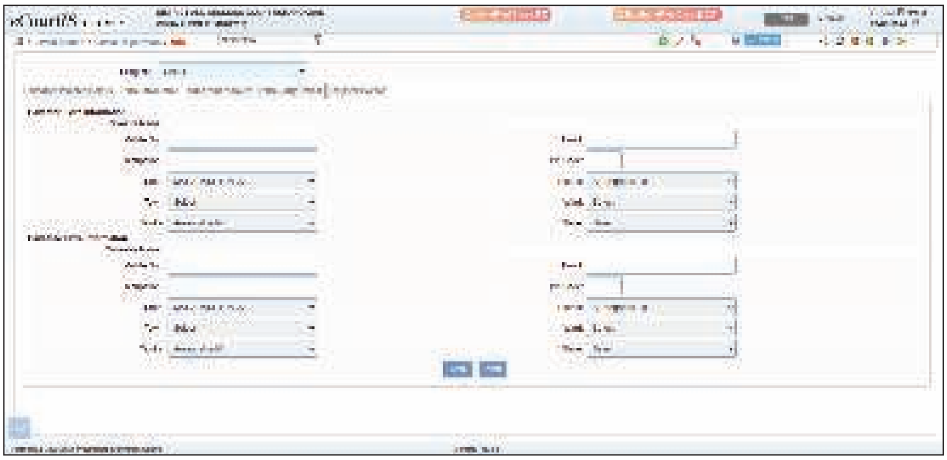
The user must fill in the details under the caveat/ caveatee details tab to register the caveat. The details to be filled include the caveator's name, address, relation, name of advocate, etc. Finally, the user needs to click on the 'Save button' to move forward with the next tab of 'Extra Information'



Extra Information

Under the ‘Extra Information’ Tab, the user is required to fill in the following details of the Caveator:

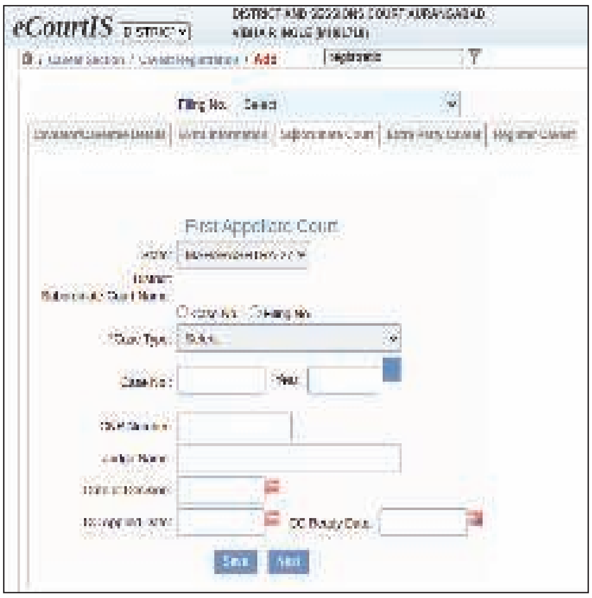
- Mobile Number
- Email
- Occupation
- Pin Code
- State
- District
- Town
- Ward
- Taluka
- Village



Similar information is to be filled for the Caveatee.

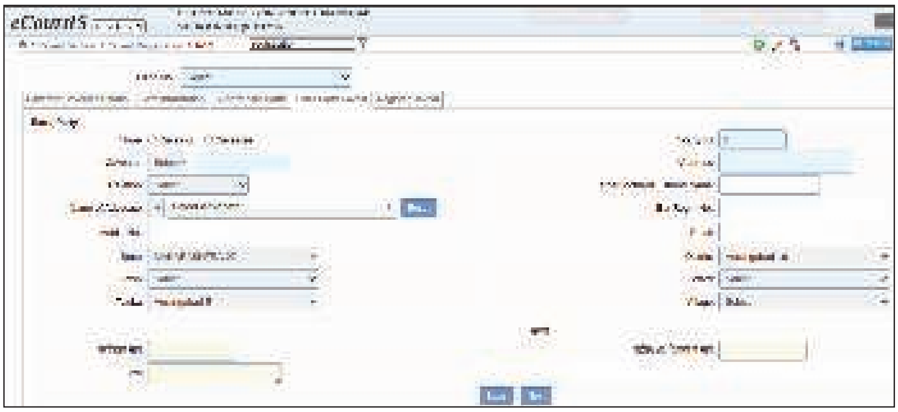
Subordinate Court

The next step is to fill in the details of the subordinate court, including more information such as the District Subordinate Court Name, Case Type, Case Number, etc.



Extra Party Caveat

The next step is to fill in the details under the label subordinate court, including more information such as the District Subordinate Court Name, Case Type, Case Number, etc.



Register Caveat

Once the information under the tabs, such as Caveator/ Cavatee details, extra information, subordinate court, and extra party caveat, is filled in, the caveat can be registered under the Register Caveat tab. The user must fill in the Caveat No, Year, and Date of Registration to successfully register the caveat.

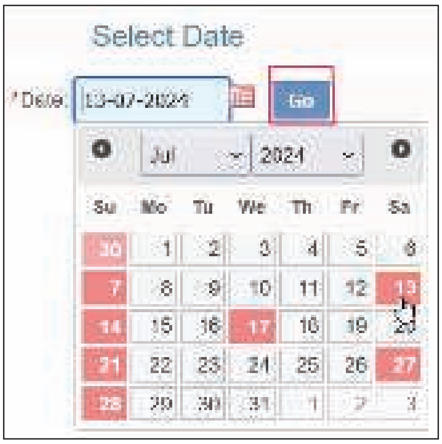
6. PROCEEDINGS

Entering Proceedings under CIS is the spine activity of every court in India because these proceedings are updated from each court and are reflected in all the citizen-centric platforms like the e-Courts website and mobile application, where crores of advocates and litigants get the case status directly from the courts on a real-time basis, that too free of cost, all the court staff making entries in the proceedings under CIS must be doubly vigilant and enter correct, complete, and accurate data.

6.1. Date selection

To start the entry of the proceedings, the user needs to select the date from the top right corner of the dashboard.

Once the date is selected from the calendar, the user must click the ‘Go’ button.

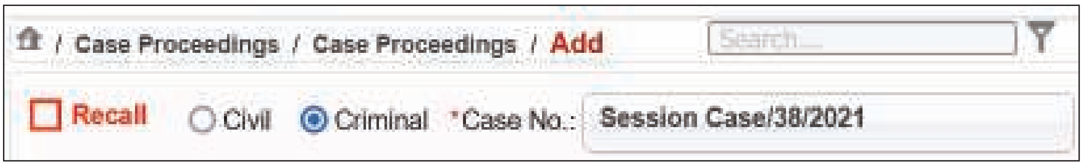


6.2. Case Type/Case Number Selection

Step 1: Next, the user must select the ‘Case Proceedings’ option under ‘Daily Proceedings’ under the ‘Case Proceedings’ tab. These options are available in the navigation tab on the left side.

Case Proceedings —-> Case Proceedings —-> Daily Proceedings

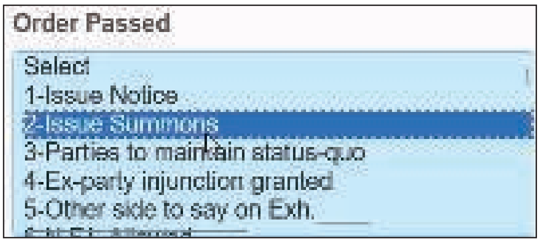
The user must then select the case number and click any available options: civil, criminal, or both.



Proceedings: Under the daily proceeding, there are two important tabs that the data entry staff must complete without fail.

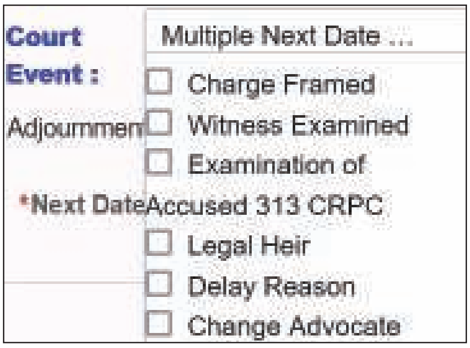
Step 2: Under this, the user can see the delay and for the delay, the acts involved in a particular case, such as IPC, POCSO, etc., by clicking on the options available on the right side of the screen.

Step 3: **Order Passed:** The user must select the order type passed under the' Order Passed' tab. Some of the orders passed include issue notice, issue summons, parties to maintain status quo, ex-parte injunction granted, etc.



Step 4: **Business/ No Business:** The user must then move to the proceedings tab and fill in the details under the Business/ No Business Head. For Example, if summons are to be issued, the user must write 'Issue Summons' under Business/ No Business.

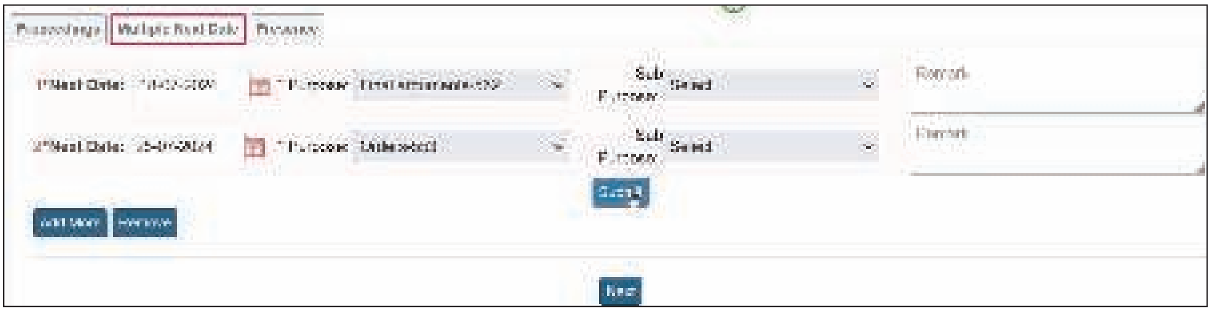
Step 5: **Court Event:** The user has to select the court event, which means recording the court proceeding on a particular date. The user has to choose events such as Charge Framed, Witness Examined, Examination of Accused 313 Crpc, Change Advocate, etc.



Step 6: **Next Date:** Before moving to the next tab, the user must select the hearing's Next Date from the calendar.

Step 7: The user must then click on the ‘Next Button’ at the bottom of the page to proceed to the ‘Multiple Next Dates’ Tab.

Step 8: **Multiple Next Dates Tab:** If there are multiple following dates, the user needs to click the ‘Multiple Next Dates’ tab. Click the’ Add More’ button to fill in the second or third date. Then, the user needs to select the purpose for each of the following dates. Finally, the user can successfully click the ‘Submit’ button to add the following dates. Click the ‘Next’ tab to move to the ‘Presence’ tab.

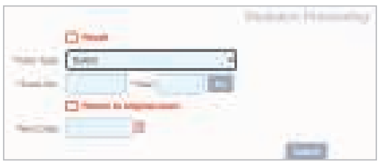


Step 9: **Presence Tab:** Under the Presence Tab, kindly select prosecution, accused, accused other parties or select all and then click on the ‘Submit’ button. Once the submit button is clicked, a dialogue box will appear stating ‘Case Proceedings successful’.

6.4. Mediation Proceedings

Mediation —-> Mediation Proceedings

The option for Mediation Proceedings is available under the Mediation tab on the left side of the navigation. The user then needs to fill in the details such as Case Type, Case No., Next Date, etc., to get the desired results.



6.5. Plead Guilty Proceedings

Plead Guilty -> Plead Guilty Proceedings

The ‘Plead Guilty Proceedings’ option is available under the heading ‘Plead Guilty’, on the left side of the CIS navigation. The user must fill in the Case No to get the desired results.

6.6. Bulk Plead Guilty Proceedings

Plead Guilty -> Bulk Plead Guilty Proceedings.

The option for ‘Bulk Plead Guilty Proceedings’ is available under the heading ‘Plead Guilty’ in the left-hand navigation of the CIS. To get the desired results, the user must fill in the details under the headings Business/ No Business, Adjournment, and Time Slot.

6.7. Proceeding Correction

Proceeding Correction -> Proceeding Correction

The ‘Proceeding Correction’ option is available under the heading ‘Proceeding Correction’ in the left-hand navigation of the CIS. To get the desired results, the user must fill in the Case No, Case Type, and Year.

6.8. Bulk Proceedings

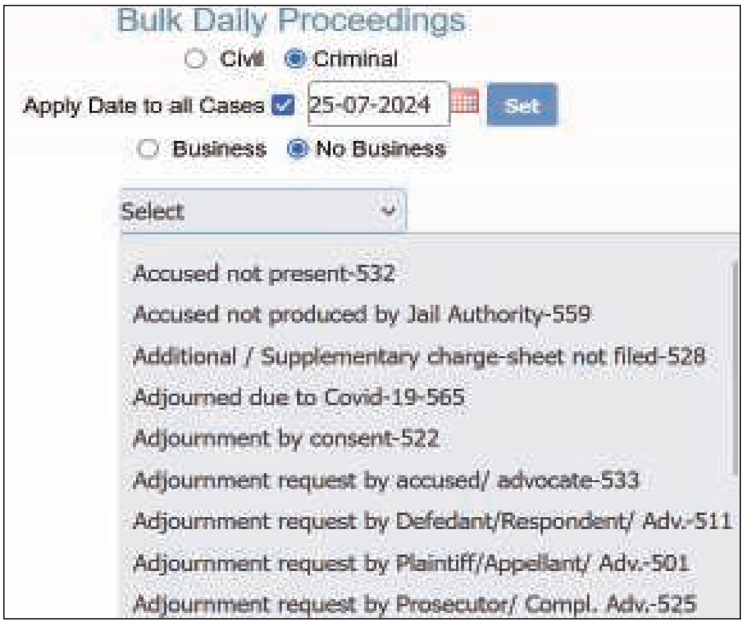
Case Proceedings ——> Daily Proceedings ——> Bulk Proceedings

The user can reach the 'Bulk Proceedings' option under the 'Daily Proceedings' option provided under the 'Case Proceedings' Tab. The user then needs to choose between civil or criminal, depending on the type of case. The user can apply a date to all cases by clicking on the box beside it.

This option is helpful when the user wishes to simultaneously apply business or no business to the cases. If the user wishes to allocate business to the cases in bulk, a remark for the business has to be marked, such as 'On hearing'.

Suppose no business is available on the selected date for the scheduled cases. In that case, no company can be chosen, and a proper reason for the adjournment should be provided, such as the accused not being present, the accused not being produced by the jail authority, adjournment by consent, etc.

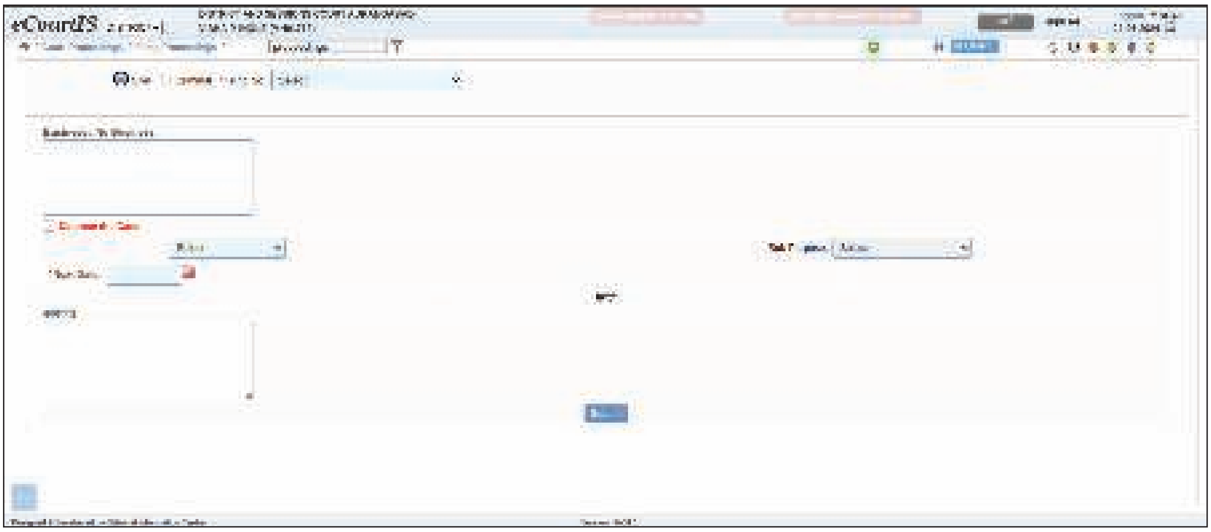
Further, the user can select the next date for various cases and click the 'Submit' button. Once the 'Submit' button is selected, a dialogue box will appear stating that the case is proceeding successfully.



6.9. Filing Proceedings

Case Proceedings ——> Daily Proceedings ——> Filing Proceedings

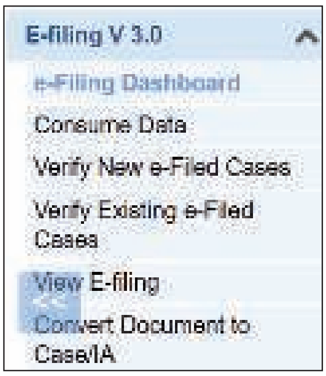
The user can reach the Filing Proceedings section by moving to the left-side navigation and clicking on the Case Proceedings tab. The user then has to select the Daily Proceedings tab, which is available under the drop-down from Case Proceedings. Finally, the user can get the option of Filing Proceedings under the tab of Daily Proceedings. The user must then choose between civil and criminal options and fill in the filing Number, Next date, etc.



7. FILING

7.1. E-Filing Dashboard

E-filing V 3.0 ——> e-Filing Dashboard



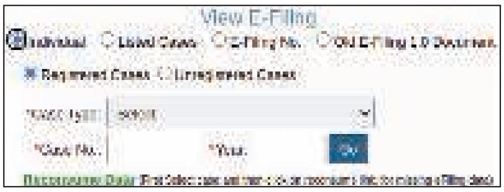
The e-filing dashboard is an important monitoring tool for the staff concerned with e-filing, which can very well show u at a glance the number of e-filed cases consumed, verified, rejected and the cases that are yet to be verified. Using this, the administrative staff can access the pending workload and make plans for effectively handling all the e-filed cases.

To access the filing details, the user must go to the navigation bar on the left side of the screen. The user must select the E-filing V 3.0 tab and click 'e-Filing Dashboard' from the drop-down menu. The user has the option to filter the data shown based on a given timeline and know the data and status under the following heads:

- Consumed
- Verified
- Rejected
- To be verified

7.2. View E-filing

E-Filing V 3.0 ——> View E-filing

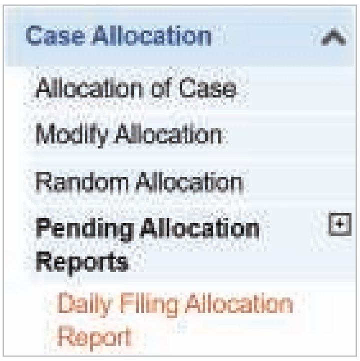


Another effective monitoring tool for e-filing is the View e-filing option. One can search the e-filed cases under various options: Individual, listed, and efiling. To view the e-filing, the user must go to the left side. Next, the user must select the 'View E-filing' tab under the 'E-filing V 3.0' heading. The user is then required to fill in the details of the E-file, such as choosing between registered or unregistered cases, case type, case number, etc., to get the desired results.

Reconsume Data: If e-filing data is missing, the user needs first to select the case and then click on the resume link.

7.4. Daily Filing Allocation Report

Case Allocation —--> Pending Allocation Reports —->
Daily Filing Allocation Report



To access the daily filing allocation report, the user must move to the left-side navigation and first click on Case Allocation. Next, the user must click 'Pending Allocation Reports,' after which the dropdown will open. Finally, the user can click on 'Daily Filing Allocation Report.' The user must then choose between civil or criminal cases and filter the results based on the calendar.

7.5. Filing Checklist

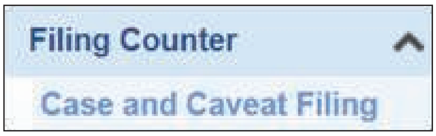
Filing Counter —--> Reports —-> Filing Check List

To access the filing checklist, the user must first go to the left side navigation and click on the tab 'Filing Counter'. Then, the user must select Reports, after which a drop-down will appear. Finally, the user can click on the 'Filing Check List' tab. The user is then required to choose between civil or criminal cases and can filter the results based on the chosen category.

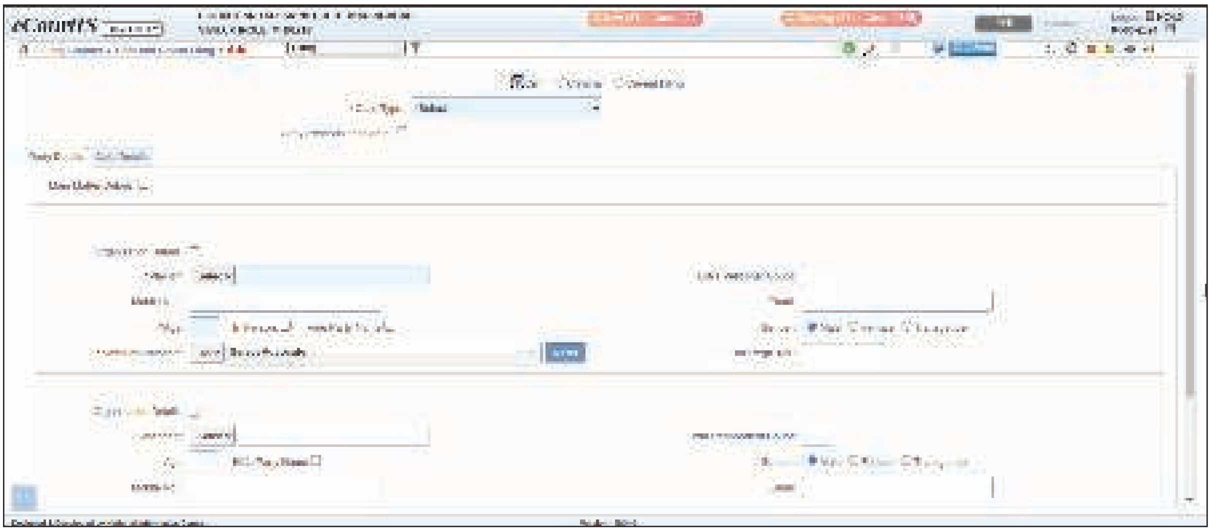
7.6. Case & Caveat Filing

Filing Counter ——> Case and Caveat Filing

To access the case and caveat filing, the user must select the 'Filing Counter' option from the sidebar navigation and click the 'Case and Caveat Filing' option. The user must then choose between civil, criminal or caveat filing. Further, the user is required to fill in the case type.

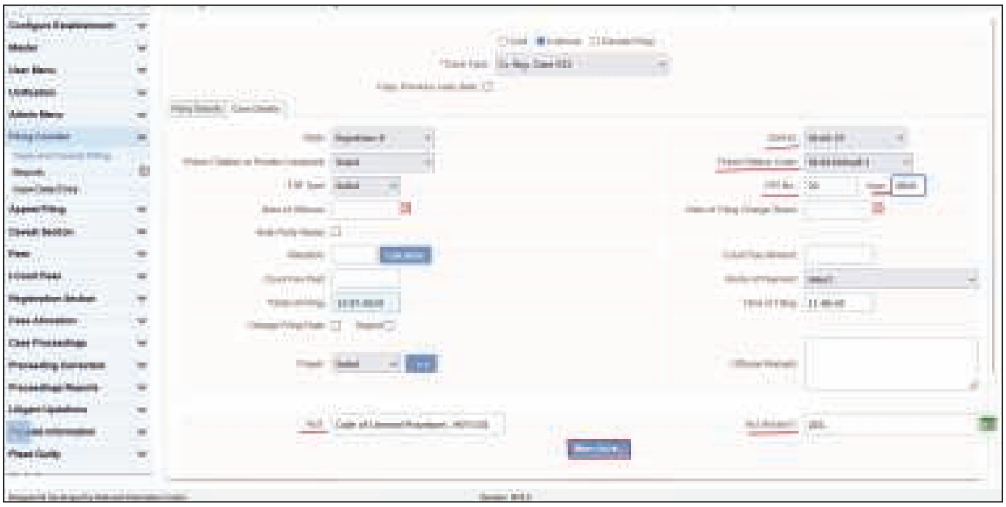


Under the Party details, the user must fill out the Organisation Details, Organisation Name, prosecution, advocate, accused, mobile Number, and email. Finally, the user must click the 'Next' button to move to the Case Details tab.



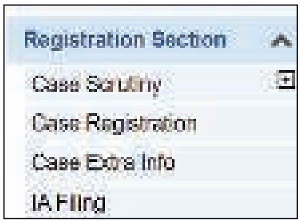
Under the Case Details Tab, the user needs to fill in the police station code, FIR No., Year, name of the Act, and section number. The user can then click on the 'More Acts' option to proceed and click on the 'Submit' button.

Once submitted, a confirmation regarding 'Addition Successful' appears at the top of the screen. Further, a print acknowledgement can be received by clicking on the option below 'Add Successful'.



7.7. IA Filing

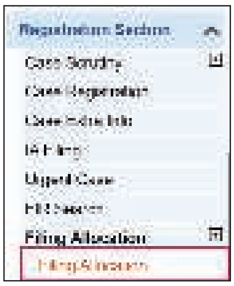
Registration Section —–> IA Filing



To access the IA filing, the user must first go to the left side of the navigation. Next, the user must select the 'IA Filing' tab under the "Registration Section' tab. The user is then required to choose between civil or criminal type cases. Then, the user must select whether the IA is filed in a registered/unregistered case. The user can file the IA after selecting the Case Type, Case Number and Year.

7.8. Filing Board

Registration Section —> Filing Allocation —> Filing Board

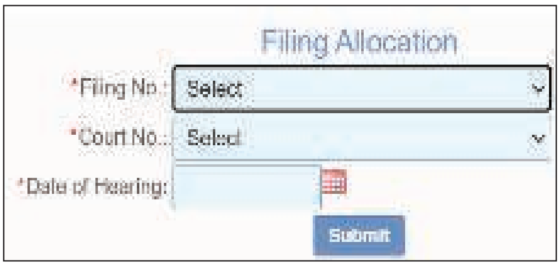


To access the Filing Board, the user must go to the left side navigation and select the 'Registration Section' Tab. Then, the user needs to select the 'Filing Allocation' tab, after which a drop-down will appear, and the user can finally select the Filing Board option. Further, the user must provide the court number and select the hearing date to get the desired results.

7.9. Filing Allocation

Registration Section ——> Filing Allocation ——> Filing Allocation

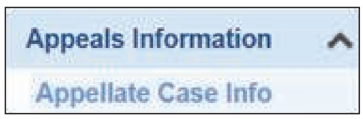
To access the Filing Allocation tab, the user must go to the left side of the navigation and select the ‘Registration Section’ tab. Then, the user needs to select the ‘Filing Allocation’ Tab. Next, the user needs to select the ‘Filing Allocation’ tab available under the “Filing Allocation’ tab. Further, the user must provide the filing number, court number, and the hearing date to get the desired results.



8. APPEAL FILING

8.1. Appellate Case Info

Appeals Information ——> Appellate Case Info



To view the appeal case info, the user must go to the left-side navigation and click the ‘Appeals Information’ Tab. Next, the user must select the ‘Appellate Case Info’ tab under the ‘Appeals Information’ tab. Further, the user must provide the date of receipt, serial number, case type, case number, year, etc., to get the appellate case information.

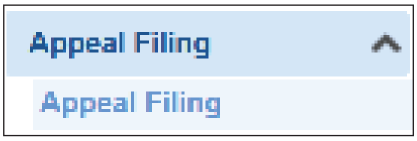
8.2. Appellate Cases Report

Appeals Information —-> Appellate Cases Report

To view the appeal case info, the user must go to the left-side navigation and click the ‘Appeals Information’ Tab. Next, the user must select the ‘Appellate Cases Report’ tab under the ‘Appeals Information’ tab. Further, the user must choose the appellate court and the timeline to get the report for the desired period.

8.3. Appeal Filing

Appeal Filing —-> Appeal Filing



To view the appeal filing, the user must first go to the left-side navigation on the screen. Next, the user needs to click on the Appeal Filing Tab, Which Is available under the tab ‘Appeal Filing’. Further, the user must choose the case status and provide the CNR or Case number to file the appeal.

The user can get the results if CNR is selected by directly providing the CNR Number. However, if Case Number is selected, the user can get the results by entering the district name, establishment name, case type, case number, and year to move forward with filing the appeal.

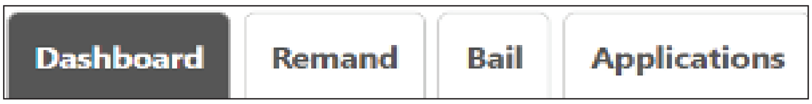
The user then needs to fill in the parties' names on behalf of the petitioners and respondents and provide the names of the respective advocates. Further, the user must select the case type and click the 'Submit' button.

Once the submit button is clicked, a text message confirms the addition as successful.

9. PRE-TRIAL

Pre-trial is a stage in criminal cases when the chargesheet has not been filed. Pretrial stages include remand and bail. If an accused is remanded, the details can be added in the pre-trial module. Through the Pre-Trial Module, one can get the remand date, days in police custody, and judicial custody.

Under the pretrial option, four primary tabs are covered: Dashboard, remand, bail, and other applications filed during the pre-trial stage. Each tab loads useful details for the pre-trial stage, which are explained in detail under separate heads.



9.1. Dashboard

Pretrail ——> Pretrail Dashboard

The user can access the dashboard by following the steps below:

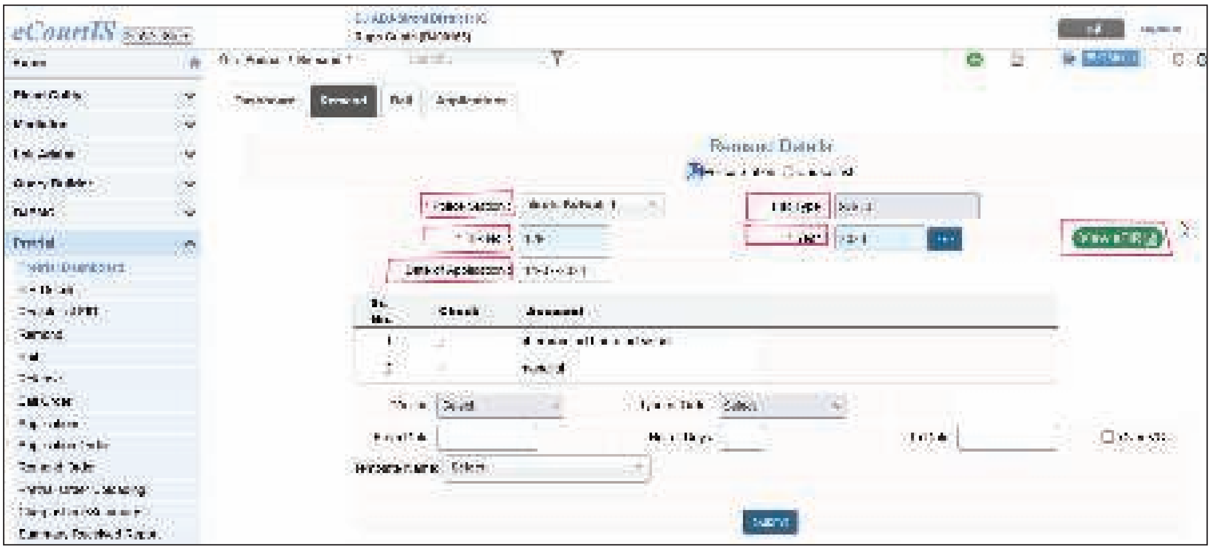
Step 1: Open the sidebar from the bottom left option given on the screen.

Step 2: The user needs to select the Pretrial Dashboard option under the 'Pretrial' tab to access various details related to the trial, as listed below.

- Accused in Police Remand
- Accused in Jail
- Today's Case List
- Pending Bail
- Pending Applications
- Disposal in a Month.

9.2. Remand

The Remand tab is one of the essential tabs under pretrial, which is very useful for criminal courts. It can give all the remand details, like which police station the remand is connected with, which FIR, the duration of the remand, the option to view the eFIR, and whether the accused is produced physically or through VC.



Step 1: The user can select the 'Remand' tab next to the dashboard.

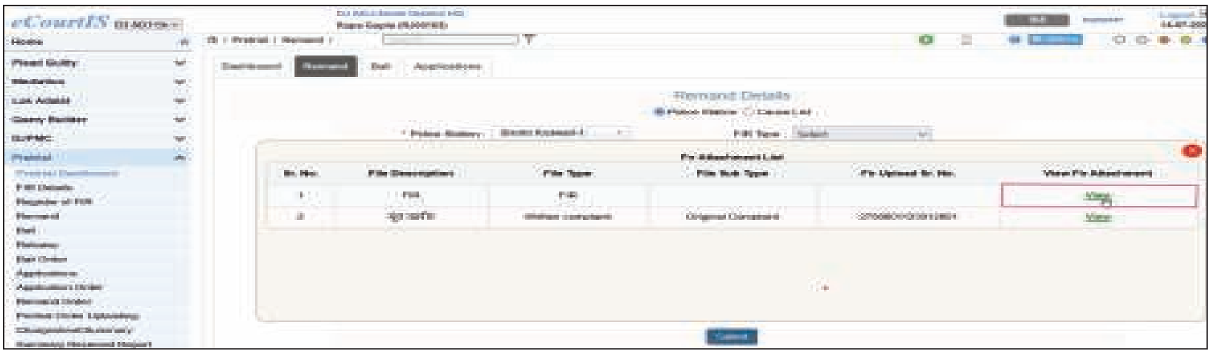
Step-2: Under the 'Remand' tab details, the user has the option to get the remand details according to the police station or according to the cause list. So, the user needs to choose from any of the given options.

Step 3: If the Police Station option is chosen, the user needs to fill in the details below:

- Police Station Name
- FIR Type
- FIR No.
- Year
- Date of Application

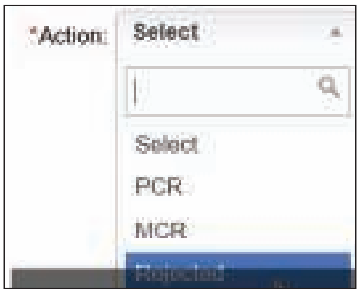
Step 4: **View eFIR option:** The user also has the option to view eFIR through the green colour tab on the right side of the screen. Just after the user clicks the 'Go' button.

Step 5: The user gets the following dashboard once the view eFIR button is clicked.



Step 6: The following details are also to be filled in before clicking on the 'Submit' button to get the remand details:

1. **Action:** The user has to choose the particular type of action, PCR, MCR, or rejected.

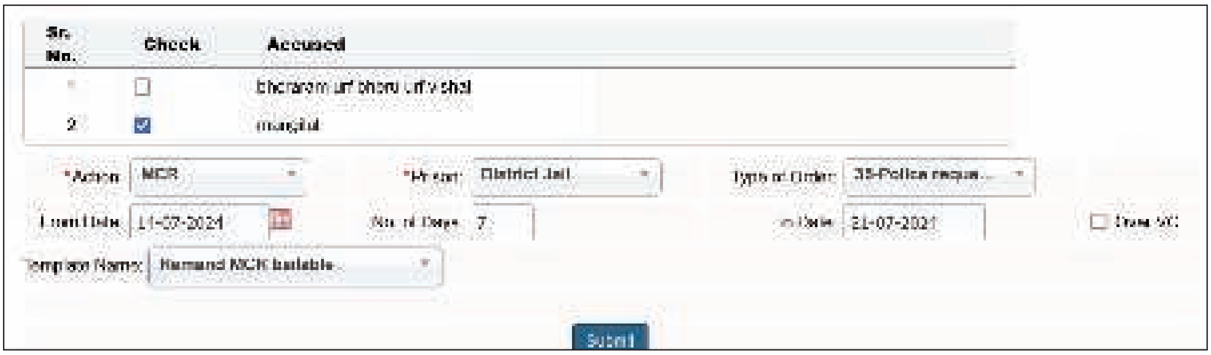


2. **Prison Tab:** The user then has to choose the Prison.

3. **Type of Order:** The user can choose the Type of Order from the available options, such as MCR being extended for the next 14 days, the Police requesting MCR to be granted, etc.

4. **Template Name:** The user can select the type of Template Name from the available options, such as PCR, extension of PCR, Rejection of extension of PCR, remand MCR bailable, etc.

Step-7: Once the submit button is clicked, the user is shown a dialogue box regarding the template, such as the 'Remand MCR bailable'. The user can access the template by clicking on the hyperlink.



9.2.1. Remand through VC

Indian courts are at the top in VC hearings, and videoconferencing is crucial for remand. The under-trial prisoners and the accused are now produced before the courts across the country through VC, which is beneficial in terms of fuel savings, security, and travel time. Now, the latest CIS 4.0 allows capturing the remand through VC.

9.3. Bail

Pretrial ——-> Bail

The Bail tab is next to the Remand Tab.

To get the bail details, the following is to be done:

Step 1: The user can get the bail details through the police station or the cause list.

Step 2: In case the police station is selected, the following details are to be filled in to get the desired results:

- Police Station
- FIR Type
- FIR No.
- Year
- View E-FIR

Step 3: The user can click the ‘Go’ button to proceed.

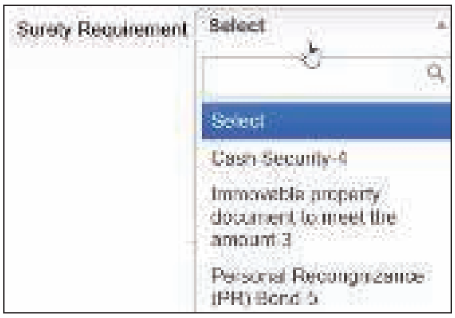
Step 4: Next, the user needs to fill in the following details:

- First, select any of the following options: Next Date or Dispose
- If the “Dispose” option is selected, the following details are to be filled:

1. **Action-** whether granted or rejected.

2. **Order Passed**—Various options are available for the type of order passed, such as the offence being bailable, the accused being released on bail on PR and SB of Rs 5000, or the offence being petty, the accused being released on PR Bond, etc.

3. **Surety Requirement**—The user can select the surety requirement, such as cash security, an immovable property document to meet the amount, a Personal Recognisance Bond, etc.



4. **Date of Bail:** The user must select the bail date or the decision date from the calendar.

5. **Template Name:** The user can choose the Template Name, Return of Property.

- Finally, the user must click the submit button to get the bail details.

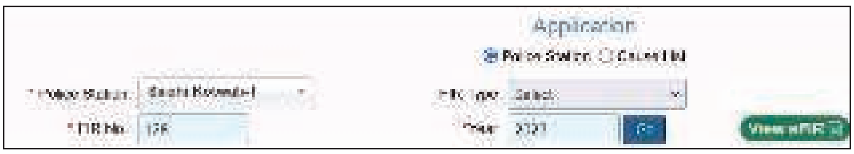
9.4. Applications

The Applications tab is next to the 'Bail' tab. The following details are to be filled in to get the desired results:

Step 1: The user must select between the police station and the caselist.

Step 2: In case the police station option is chosen, the following details are required to be filled:

- Police Station
- FIR Type
- FIR No.
- Year

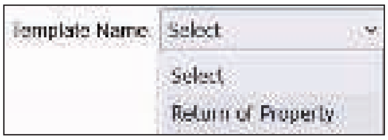


Step 3: Finally, the user must click the 'GO' button.

Step 4: Once the Go button is clicked, the user then needs to fill in the following details:

- Action
- Decision Date
- Surety Requirement

- Template Name: Return of Property



Step 5: Finally, the user must click the 'Submit' button to get the desired results.

Step 6: Once the 'Submit' button is clicked, the user gets a dialogue box that mentions 'Return of Property'. By clicking on 'Return of Property,' the user can download the application template.

9.5. Register of FIR

Pretrial ——> Register of FIR

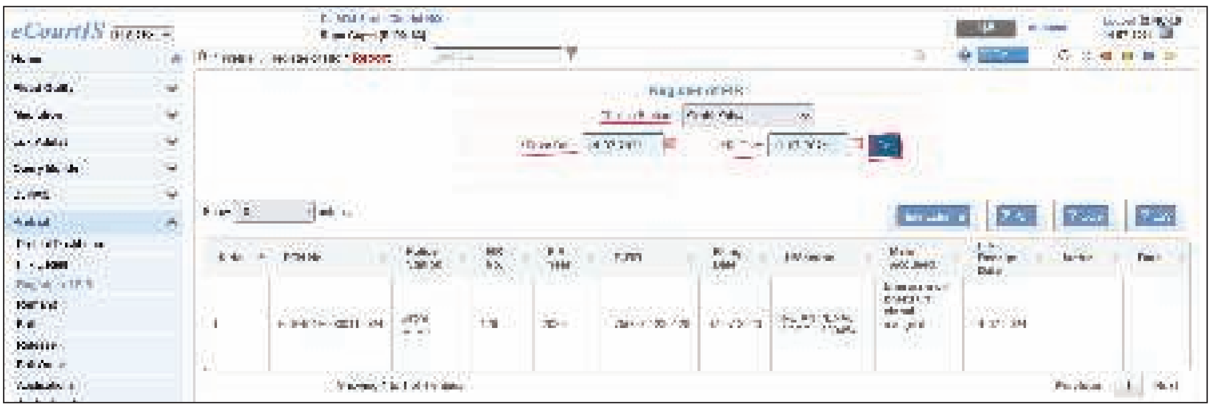
To reach the register of FIR, the user needs to move to the sidebar and click on Pretrial. Then, under pretrial, the user needs to select the tab for 'Register of FIR'

To get the register of FIR details, one needs to follow the steps below:

Step 1: Kindly fill in the 'Police Station' Name.

Step 2: Fill in the 'From Date' and 'To Date'.

Step 3: Click the 'Go' option for the desired results.



9.6. Release Details

Pretrial ——> Release

To get the release details, the following steps are to be followed:

Step 1: The user must first open the sidebar through the button on the bottom left of the screen.

Step 2: The user must click the 'release' option under the Pretrial option.

Step 3: Under the Release tab, the user must select between police station or pending release.

Step 4: In case the police station is selected, the following details are to be filled:

- Police Station Name
- FIR Type
- FIR Number
- Year

Step 5: Finally, the user must click the 'Go' option to get the release details.

9.7. Bail Order

To reach the 'Bail Order' tab, the following steps need to be followed:

Step 1: Click on the button at the bottom left to open the navigation.

Step 2: Click on the bail order option under the Pretrial tab.

Step 3: Under the Bail Order tab, the user needs to fill in the following details:

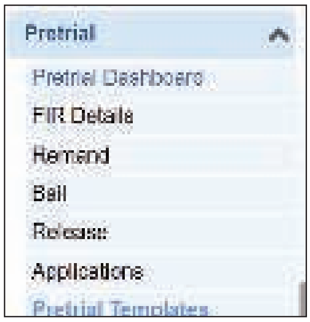
- Police station
- FIR Type
- FIR Number
- Year

Step 4: Finally, the user must click the ‘Go’ option to get the desired results.

9.8. Pretrial Templates

Pretrail —–> Pretrail Templates

To access the pretrial templates, the user needs to follow the steps below:



Step 1: First, the user must move to the screen’s sidebar.

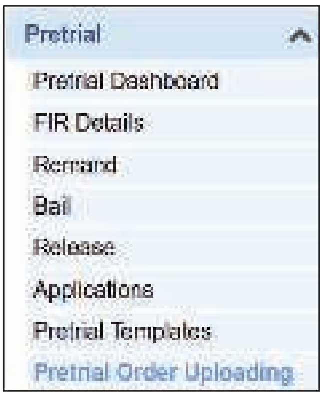
Step 2: Next, the user needs to select the ‘Pretrial Templates’ option given under the ‘Pretrial’ tab.

Step 3: The user can choose from a remand, bail, or application order and fill in the requisite details to get the pretrial templates.

9.9. Pretrial Order Uploading

Pretrial —–> Pretrial Order Uploading

To upload the pretrial order, the user needs to follow the steps below:



Step 1: First, the user must move to the screen’s sidebar.

Step 2: Next, the user needs to select the ‘Pretrial Order Uploading’ option given under the ‘Pretrial’ tab.

Step 3: The user can fill in the requisite details, such as Police Station, FIR No., Order Date, Type of Order, Year, etc., to get the desired results.

10. UNDER TRIAL

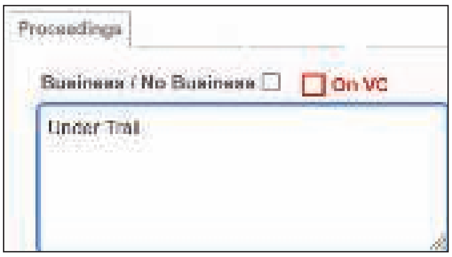
10.1. Under Trial Prisoner Details

To get the under-trial prisoner details, the user needs to follow the steps below:

Step 1: Initially, the user must move to the sidebar option at the bottom left of the screen.

Step 2: Next, the user needs to select the Case Proceedings' Tab option given under the 'Daily Proceedings' tab.

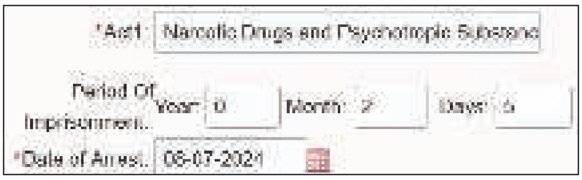
Step 3: Under the proceedings tab, the user must select the court event as 'Under Trial' and fill in 'Under Trial' in the box below Business/ No Business.



Step 4: To proceed further, the user must click the 'Next' button.

Step-5: Now, under the 'Under Trial' tab, the user needs to select the custody type and choose between 'Judicial' or 'Police'

Step 6: The user must select the Act, the Act Section, the period of imprisonment, and the Date of Arrest.



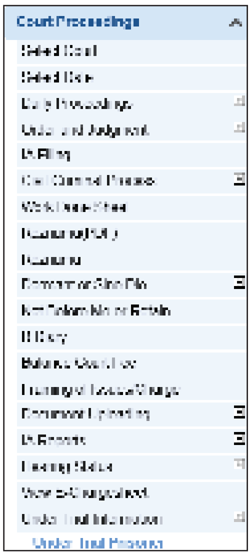
Step 7: Finally, the user must click the 'Submit' button.

Step 8: Next, under the 'Presence' tab, the user needs to select the accused, plaintiff, and advocate's names.

Step 9: Finally, the user must click the Submit button to ensure the Case Proceedings are successful.

10.2. Under Trial Prisoner

Step 1: The user first needs to open the sidebar available on the bottom left side of the screen.

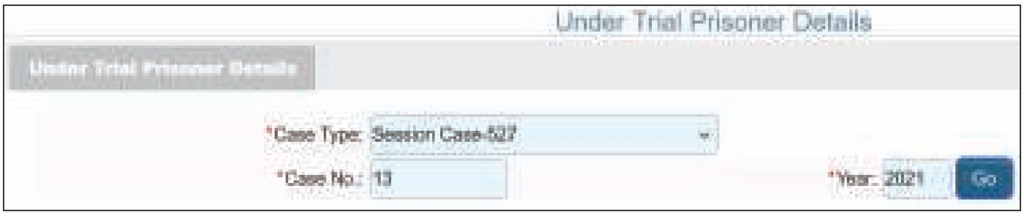


Step 2: The user must select the 'Court Proceedings' Tab. Under the 'Under Trial Information', the user needs to select 'Under Trial Prisoner'

Step 3: The user then needs to fill in the Under Trial Prisoner Details as follows:

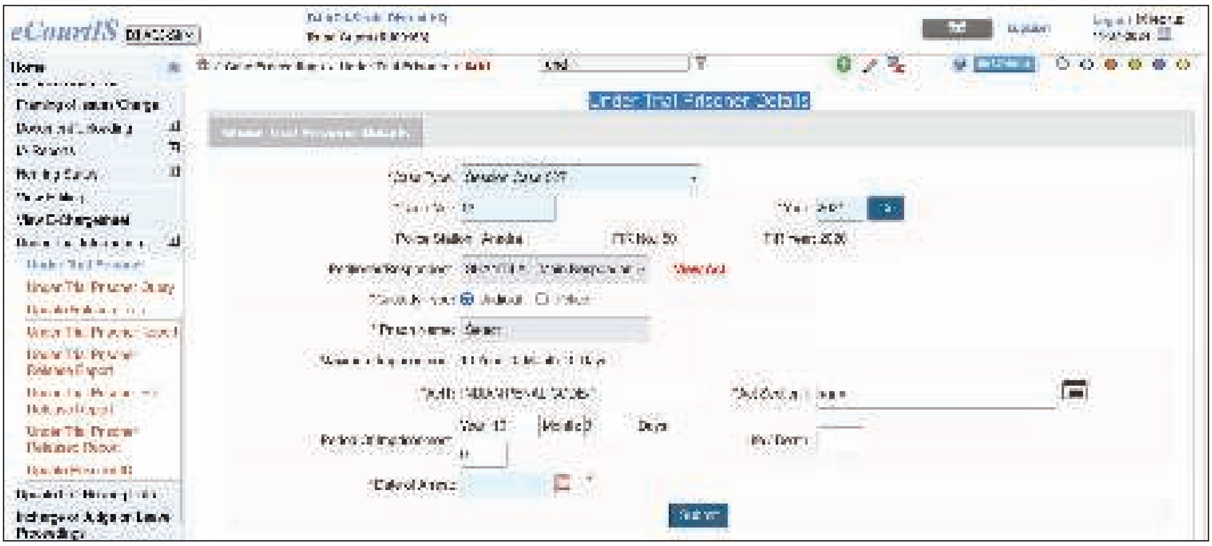
- Case Type
- Case No.
- Year

Step 4: The user then needs to click on the 'GO' button, after which a series of options are opened, such as Petitioner/Respondent Details, Prison Name, Custody



- Petitioner/Respondent Details
- Prison Name
- Custody Type
- Act
- Section

Step 4: Finally, the user must click the ‘Submit’ button to get the desired results.



10.3. Update Release Date

Under Trial Information——> Update Release Date

Step 1: The update release date is in the left sidebar under the ‘Under Trial Information’.

Step 2: Under the update release tab, the user needs to select the ‘From Date’ and the ‘To Date’.

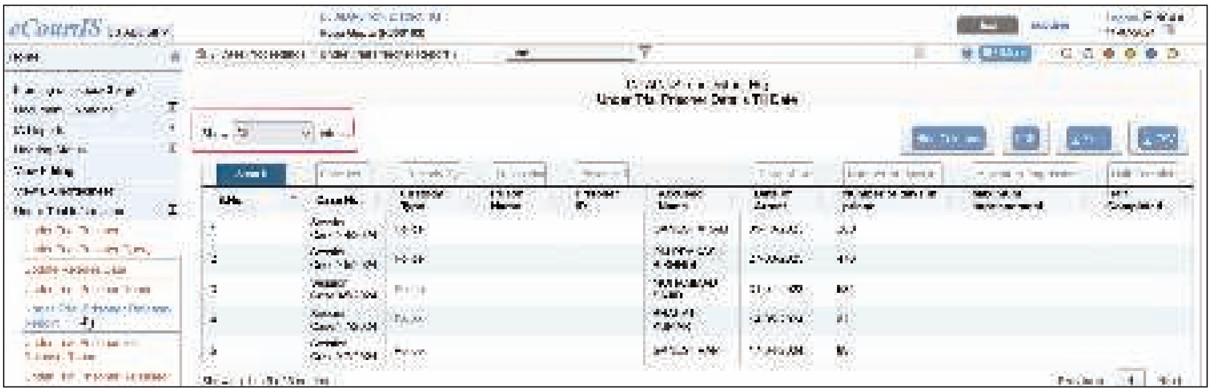
Step 3: Finally, the user must click the ‘Go’ button to get the desired results.

10.4. Undertrial Prisoner Report

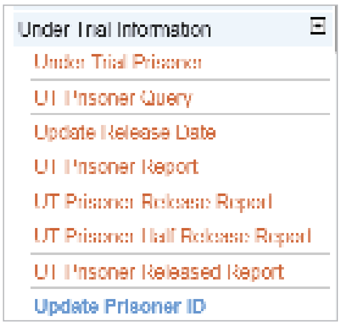
Under Trial Information—-> UT Prisoner Report

Step 1: The undertrial prisoner report can be reached by opening the sidebar from the button in the bottom left of the screen, clicking the ‘Under Trial Information’, and then the UT Prisoner Report Tab.

Step 2: The user can filter the report by clicking on the ‘All’ entries option.



10.5. Update Prisoner ID



Step 1: To access the Update Prisoner ID, the user needs to click on the sidebar and then 'Update Prisoner ID', available under the Trial Information.

Step 2: The user can choose the type of prisoner, from undertrial to pretrial or convicted.

The user then needs to fill in the following information:

- Case Type
- Case No.
- Year

Step 3: Finally, the user must click the 'Go' button to update the Prisoner ID.

10.6. Under Trial Prisoner Release Report

Step 1: To access the Under Trial Prisoner Release Report, the user must go to the Court Proceedings from the left-hand navigation. Then, the user must click the Under Trial Prisoner Release Report, available under the 'Under Trial Information' Tab.

Step 2: To get the Release Report of the Under-Trial Prisoner, the user needs the Date of Bail, i.e., the from date and to date.

Step 3: Finally, the user can click the 'Go' button to get the desired report.

11. CONVICTED

To know the convicted data, the user needs to follow the steps below:

Step 1: Click on the button available in the bottom left to open the sidebar. Then, click on the Case Proceedings option. Under Case Proceedings, click the 'Case Proceedings' option below the 'Daily Proceedings' option.

Step 2: Next, the user must select between the available civil or criminal options and fill in the case number.

Step 3: After the user has filled in the case number, the user has various options to choose from under ‘Proceedings’

11.1. On VC

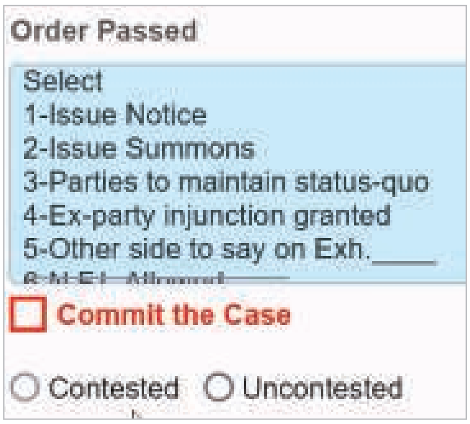
Under ‘Today’s Purpose’, if the proceedings were undertaken through the Video Conferencing Mode, then the user has the option to select the tab for ‘On VC’

11.2. Dispose of the Case

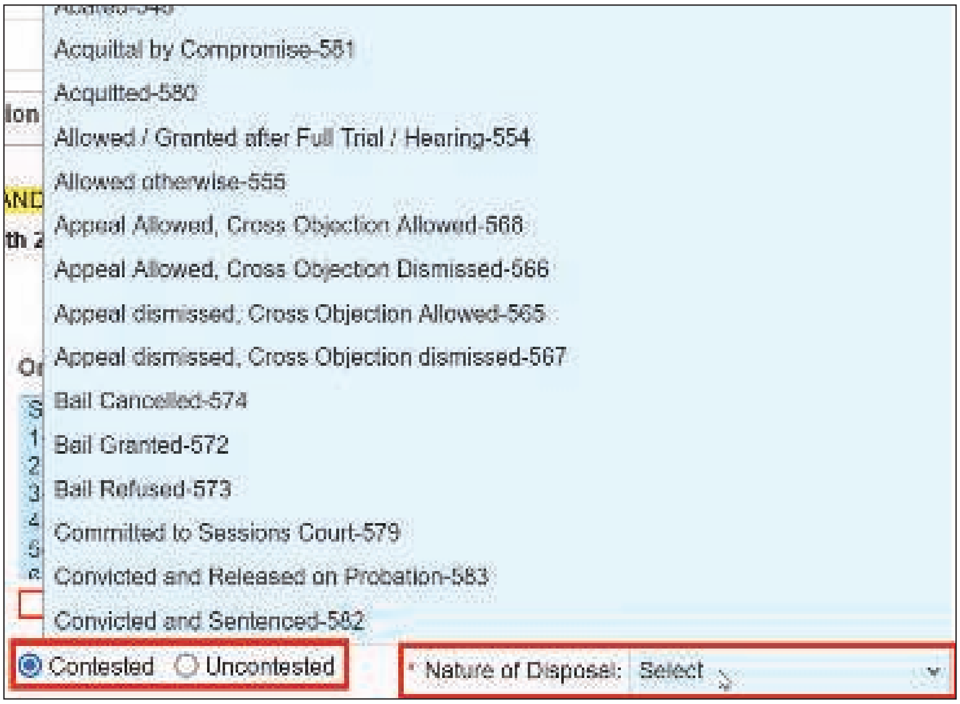
Before an accused is convicted, the user must click on the ‘Dismiss the Case’ option to close it. The user can also select the ‘Date of decision, ‘ provided below the option for ‘Dispose of the Case. ‘ To add details of the convict of the accused, the user must also leave a remark for ‘Convicted’ before selecting the option to ‘ Dispose of the Case’.

11.3. Commit the Case

If the case needs to be committed to the Court of Sessions when the offence is exclusively triable, then the user can select to commit the case. The user can also choose if the case is contested or uncontested.



11.4. Convicted



Step 1: To convict an accused, the user has to choose whether the case was contested.

Step 2: The user then has to select the box for ‘Convicted’, which is available above the tab for ‘Nature of disposal of the case’

Step 3: The user must select the nature of the case’s disposal.

Step 4: Finally, the user needs to select the ‘Next’ Button to proceed.

Step 5: After clicking the Next button under the ‘Proceedings’ tab, the user will move to the ‘Convicted’ tab.

Step 6: Then, the name of the Convicted Party will have to be selected.

Step 7: The user will then need to select the act under which the accused person is convicted, along with the relevant provisions under the act, the year, month, and days of imprisonment and fine (if any). Further, the user must select whether the imprisonment is on Probation, for life or death.

Step 8: Finally, the user must select the convicted person's prison and click the 'Submit' Button. After clicking on the 'Submit' Button, the user will be asked to confirm the term for which the person is convicted.

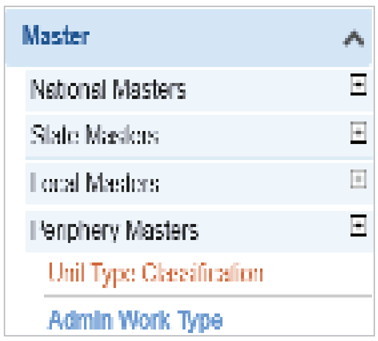
Step 9: Under the 'Presence' tab, users can select All or individually from the prosecution, Accused, and Accused Extra Parties. Finally, the user must click the 'Submit' button to mark the parties' presence.

Step 10: Once the 'Submit' button is clicked, the user is shown a dialogue box stating that the 'Case Disposed successfully'.

12. ADMIN ESTABLISHMENT TRANSFER

12.1. Admin Work Type

Master —> Periphery Masters —> Admin Work Type



To know the Admin Work type, the user needs to follow the steps below:

Step 1: The user must first move to the left-side navigation tab and click on the 'Master' Tab. Under the Master tab, the user will see the Periphery Masters option. Once the 'Periphery Masters' Tab is clicked, the user will see a dropdown and can click on the 'Admin Work Type' Tab.

Step 3: Finally, the user must fill out the details under Admin Work Type Code and Admin Work Type Name to access the 'Admin Work Type'.

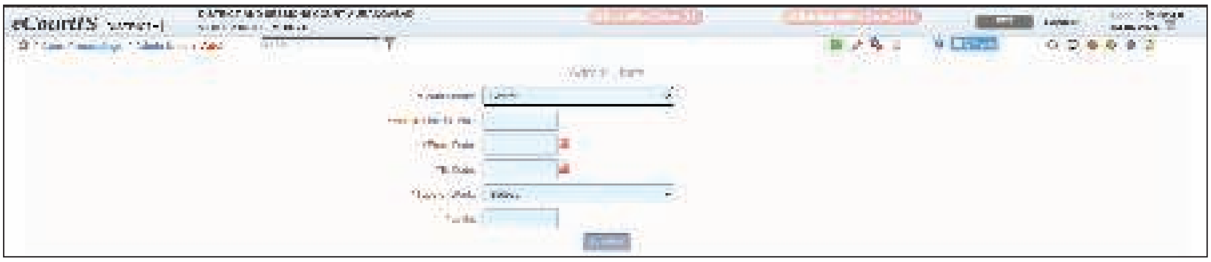
12.2. Admin Units

Court Proceedings —> Admin Units

To get the Admin Units, the user needs to follow the steps below:

Step 1: The user needs to open the left side navigation. Then, the user needs to select the 'Admin Units' option given under the 'Court Proceedings' tab.

Step 2: Finally, the user needs to fill in the details such as Court Name, Admin Unit Sr. No., Type of Work, Units, etc., to get the desired results.



12.3. Civil/Criminal Establishment Case Transfer

Transfer of Case—> Establishment Transfer

Step 1: The user must first open the sidebar from the bottom left of the screen and click on the Establishment Transfer option under the Transfer of Case option.

Step 2: Under the Civil/Criminal Establishment Case Transfer,

the user needs to fill in the following details:

- Case No.
- Case Type
- Year

Then, the user needs to click on the 'Go' button.

Step 3: Once the 'Go' button is clicked, the following details are to be filled:

- Petitioner Name
- Respondent Name
- Date of Decision
- Nature of Disposal
- State
- Transfer to Establishment

Finally, the user must click the 'Submit' button, and a dialogue box will appear indicating that the case has been transferred successfully.

12.4. Receive from Establishment

Admin Menu —> Transfer of Case —> Receive from Establishment

Step 1: From the sidebar, the user first needs to select the Admin Menu, then under the Admin Menu, select 'Transfer of Case' and then click on the Receive from Establishment option.

Step 2: The user must choose between CNR and Case No. The user can directly fill out the CNR. However, if Case No. The user must fill out the Case Type, Case Number, and Year if selected. Finally, click on the ‘Go’ Button.

Step 3: Then the user needs to fill in the following details:

- State
- District
- The establishment to which the case is to be transferred

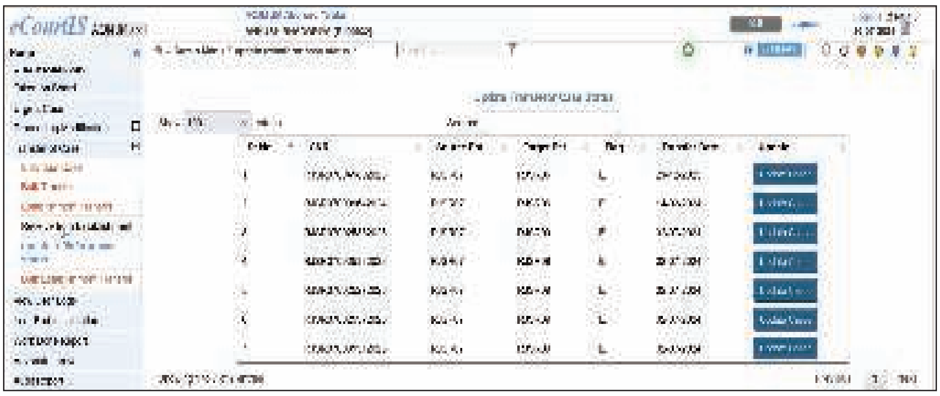
Step 5: Finally, the user must click the ‘Submit’ button, and the case will be successfully transferred.

12.5: Update Transfer Case Status

Admin Menu——> Transfer of Case ——> Update transferor case status

Step 1: Open the left sidebar from the icon in the bottom left of the screen.

Step 2: Click on the ‘Update transfer case status’ option available under the ‘Transfer of Case’ option, and the user can easily update the transfer case status.



13. LEAVE IN-CHARGE

13.1. Advocate Leave

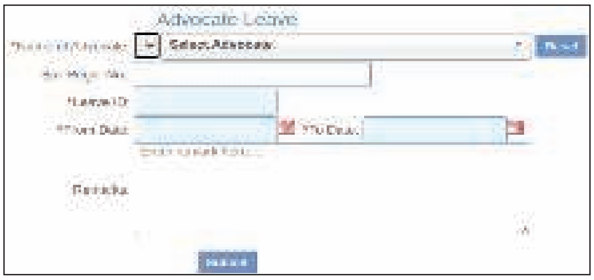
Admin Menu —> Advocate Leave

To submit an advocate leave, the user needs to follow the steps below:

Step 1: Open the left sidebar from the icon in the bottom left of the screen.

Step 2: Next, the user needs to select the 'Advocate Leave' option given under the 'Admin Menu' tab.

Step 3: Finally, to submit the Advocate Leave, the user must fill out the details under various heads, such as the Advocate's name, the Leave ID, etc.



13.2. Judge In Charge Leave Proceeding

Court Proceedings —> Incharge Judge on Leave Proceedings

To submit the judge in charge leave proceeding, the user needs to follow the following steps:

Step 1: Move to the sidebar, and click on the In charge or Judge on Leave Proceedings.

Step 2: Next, the user needs to select the following options and fill in the details below:

- Judge Leave
- Civil or criminal

- Case Number
- Petitioner Name or Respondent Name
- Judge In Charge

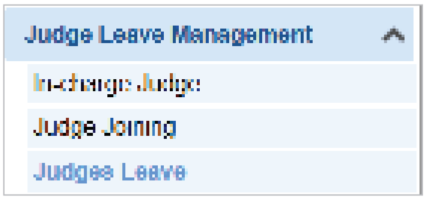
Step 3: Finally, the user must click the 'Submit' button to make the modification successful.

13.3 Judge Leave

Judge Leave Management —> Judges Leave

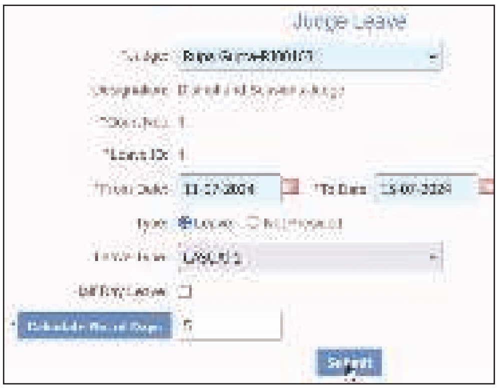
To submit the Judge Leave, the user needs to follow the steps:

Step 1: The user must open the sidebar and click the 'Judge Leave' option under the Judge Management Option.



Step 2: Next, the user needs to choose the appropriate options and fill in the details such as:

- Judge
- Court No.
- Leave id
- From Date
- To Date
- Leave Typpe
- Calculate the number of days



Step 3: Finally, the user must click the 'Submit' button to add the details. After that, a dialogue box appears mentioning that the addition was successful.

13.4. In-Charge Judge

Judge Leave Management —> Incharge Judge

Step 1: The user can access the In-Charge Judge option from the sidebar under the Judge Leave Management option.

Step 2: Under the 'In-charge Judge' tab, the following details are to be filled:

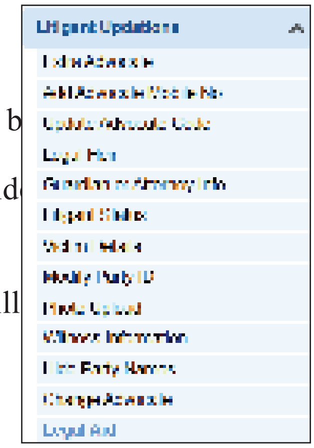
- Judge on Leave Name

- Select the active Judge Name
- Select the from date and to date

Step 3: Click the 'Submit' button for the desired results. A dialogue box will appear stating that the addition was successful.

14. LEGAL AID

Litigant Updations——> Legal Aid



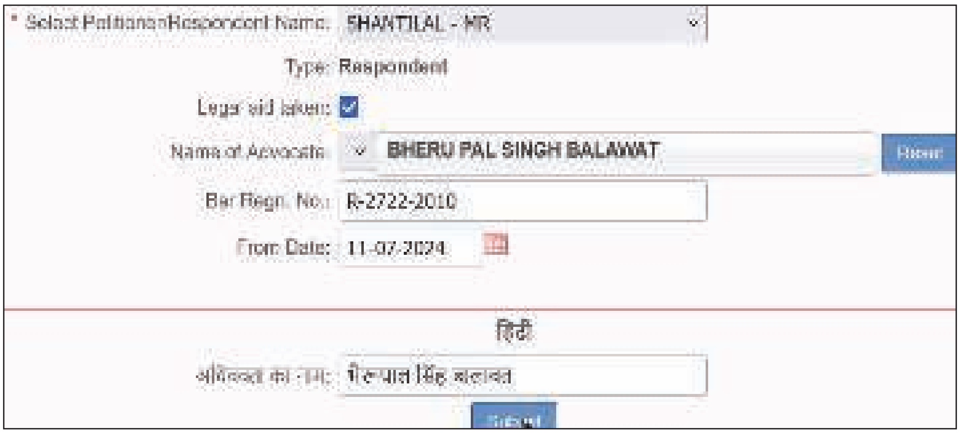
To get the legal aid details, the user is required to follow the steps b

Step 1: To reach the legal aid option, the user must open the sid 'Legal Aid' option under the 'Litigant Updations'.

Step 2: Next, the user must choose the appropriate options and fill the Case Number and year to get the desired results.

Step 3: Then, the user is required to click on the 'Go' button

Step 4: Once the 'Go' button is selected, the user is required to choose the petitioner/ respondent name, tick-mark on the legal aid taken, name of the Advocate, from date, and finally click on the 'submit' button to get the modification successful.



15. ADVOCATE

15.1 Advocate

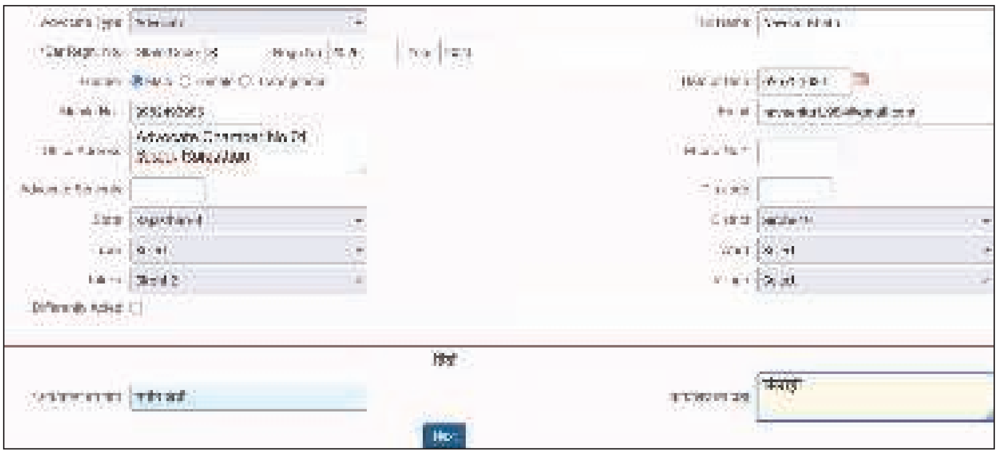
Master —> Local Masters —> Advocate

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘advocate’ option under the ‘Local Masters’ label, which is given under the ‘Master’ option.

Step 3: Fill in the details under the ‘Advocate’ Tab. The below-mentioned information is required to be filled mandatorily:

- Name of Advocate
- Bar Regn. No.



- State Code
- Regional No.
- Year
- Gender
- Date of Birth
- Mobile No.
- Email Id
- Office Address
- District
- Taluka

Step 4: Once the above details are filled in, the user must click the ‘Next’ button at the bottom of the page.

Step 5: Further, the user needs to fill in the details available under the head ‘Extra Information’, such as:

- Address of Residence
- State
- District
- Taluka

Once the extra information is filled, click the ‘Submit’ button at the bottom.

15.2. Advocate Designation

Master —> Local Masters —> Advocate Designation

To know the designation of an advocate, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘advocate designation’ option given under the ‘Master’ label.

Step 3: The below-mentioned information is required to be filled out to get the desired results:

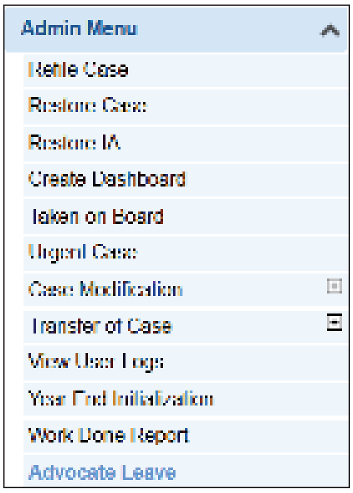
- Name of Advocate

- Bar Regn. No.
- Government Pleader Designation

Step 4: Once the above-mentioned information is filled out, the user needs to click on the 'Search' tab to get the desired results.

15.3. Advocate Leave

Admin —> Advocate Leave



To submit the advocate leave, the user needs to follow the steps mentioned below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'advocate leave' option given under the 'Admin Menu' label.

Step 3: The below-mentioned information is required to be filled out to get the desired results:

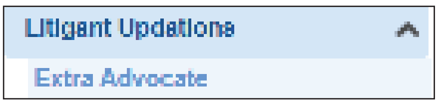
- Name of Advocate
- Leave ID
- From Date

Step 4: Once the information mentioned above is filled out, the user needs to click on the 'Submit' button to get the desired results.

15.4 Extra Advocate

Litigant Updations —> Extra Advocate

To get the Extra Advocate details, the user needs to follow the steps below:



Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Extra Advocate’ option given under the ‘Litigant Updations’ label.

Step 3: The user has the option to search from the following:

- Case No.
- Application on case No.
- Application on Filing No.
- Caveat No.
- Filing No.

Step 4: If Case No. If selected, the user has to fill in the following details:

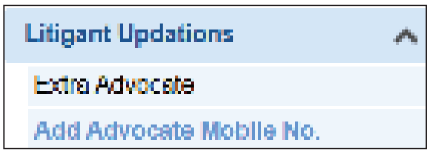
- Case Type
- Case No.
- Year

15.5. Advocate Mobile No.

Litigant Updations —> Add Advocate Mobile Number

To submit the advocate’s mobile number, the user is required to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.



Step 2: Click on the ‘Add Advocate Mobile Number’ option given under the ‘Litigant Updations’ label.

Step 3: The user then has the option to choose between civil or criminal

Step 4: The user then has to fill in the following information:

- Case No.
- Name of Advocate
- Mobile Number

Step 5: The user must finally click the ‘Submit’ button to add the advocate’s mobile number.

15.6. Update Advocate Code

Litigant Updations —> Update Advocate Code

To update the advocate code, the following steps are to be completed:

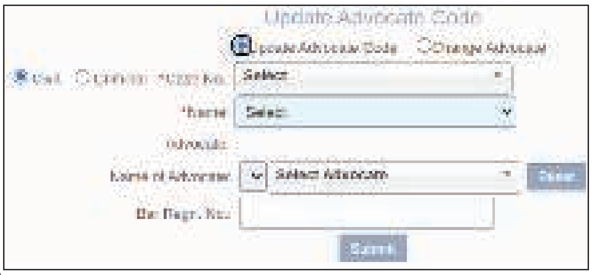
Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Update Advocate Code' option given under the 'Litigant Updations' label.

Step 3: The user can choose between Update Advocate Code or Change Advocate, and civil or criminal.

Step 4: The user then has to fill in the below-mentioned information to get the desired results:

- Case No.
- Name
- Name of Advocate
- Bar Regn. No.



Step 5: The user can click the 'Submit' button to get the desired results.

15.7. Change Advocate

Litigant Updations —> Change Advocate

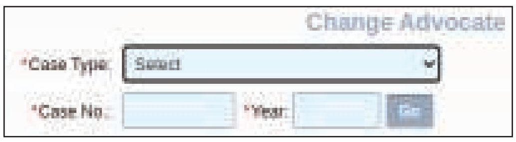
To change the advocate, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Change Advocate' option given under the 'Litigant Updations' label.

Step 3: The user then has to fill in the following details:

- Case Type
- Case No.
- Year



Step 4: Finally, the user must click on the 'Go' Label to access the Change Advocate.

16. OTHER REQUIREMENTS ADDRESSED IN CIS 4.0

16.1. Civil Cause List

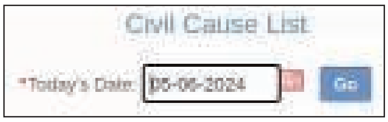
Proceedings Reports —> Civil Cause List (A4)

To get the civil cause list, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Civil Cause List (A4)’ option given under the ‘Proceedings Reports’ label.

Step 3: The user must select the date for which the cause list is required.



Step 4: Finally, the user must click the ‘Go’ button to get the civil cause list.

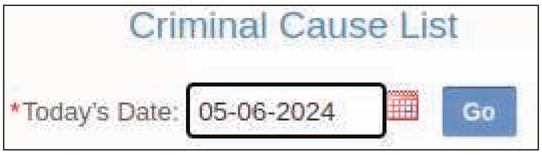
16.2. Criminal Cause List

Proceedings Reports —> Criminal Cause List (A4)

To get the criminal cause list, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Criminal Cause List (A4)’ option given under the ‘Proceedings Reports’ label.



Step 3: The user must select the date for which the cause list is required.

Step 4: Finally, the user must click on the ‘Go’ button to access the criminal cause list.

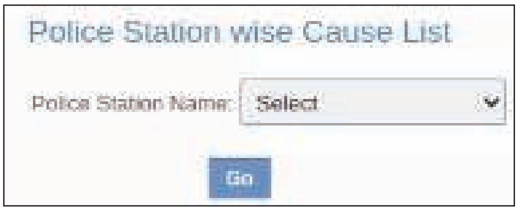
16.3. Police Station-wise Cause List

Proceedings Reports —> Police Stationwise Cause List

To get the Police Station-wise cause list, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Police Stationwise Cause List’ option given under the ‘Proceedings Reports’ label.



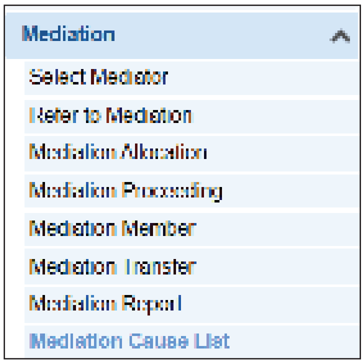
Step 3: The user must select the ‘Police Station Name’ for which the cause list is required.

Step 4: Finally, the user must click the ‘Go’ button to get the police station-wise cause list.

16.4. Mediation Cause List

Mediation —> Mediation Cause List

To get the mediation cause list, the following steps need to be followed:



Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Mediation Cause List’ option given under the ‘Mediation’ label.

Step 3: The user must select the mediator and the date for which the cause list is required.

Step 4: Finally, the user must click the ‘Go’ button to get the mediation cause list.

16.5. Caveat Auto Deletion

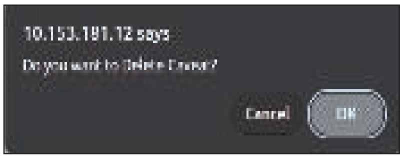
Caveat Section —> Caveat Auto Deletion

To delete the caveat, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Caveat Auto Deletion’ option given under the ‘Caveat Section’ label.

Step 3: A dialogue box asks, " Do you want to delete Caveat?"



Step 4: Once 'OK' is clicked, the text will confirm that the Caveat was Deleted Successfully -Caveats registered before 90 days have been deleted.

16.6. Data Health Card

To get the data health card, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Data Health Card' option given under the 'Management Reports' label.

Step 3: The user then has to provide the Court No.

Step 4: Finally, the user must click the 'Submit' button to get the data health card.

16.8. Delete Case Option

Admin Menu ——> Case Modifiaction ——> Delete Cases

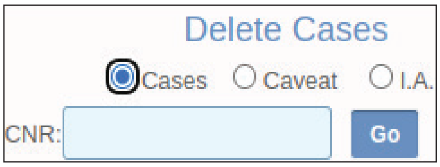
To delete cases, the following steps need to be followed:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Case Modification' label under the 'Admin Menu' and then click on the 'Delete Cases' option.

Step 3: The user then has to select from the following:

- Cases
- Caveat
- IA



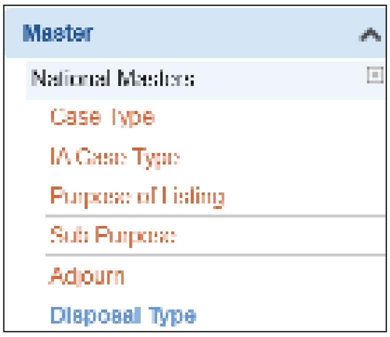
Step 4: The user then has to provide the CNR.

Step 5: Finally, the user must click the 'Go' button to delete the cases.

16.9. Disposal Type

Master —> National Masters —> Disposal Type

To submit the disposal type, the user needs to follow the steps below:



Step 1: Open the sidebar using the button on the bottom left of the screen.

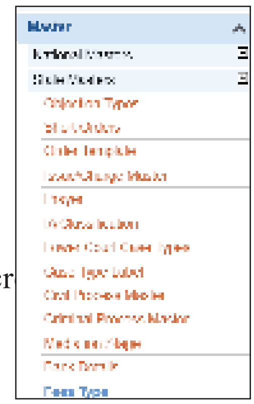
Step 2: Click on the 'Disposal Type' option given under the 'Master' label.

Step 3: The user then has to fill in the following details:

- Disposal Type Code
- Disposal Type
- National Code
- Contested/ Uncontested

Step 5: Finally, the user must click the 'Submit' button to add the disposal type.

16.10. Fees Type



Master —> State Masters —> Fees Type

To add the fees type, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the scr

Step 2: Click the 'Fees Type' option under the 'Master' label.

Step 3: The user then has to select from the following:

- Fees Type Id
- Fees Type

Step 4: The user then has to choose the type of fee, such as:

- Court Fee
- Process Fee
- Search Fee
- Other Fees

Step 5: Finally, the user must click the ‘Submit’ button to add the fee type.

16.11. Holiday

Master —> Local Masters —> Holiday

To add ‘holiday’, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click the ‘Holiday’ option under the ‘Master’ label.

Step 3: The user then has to fill in the following details:

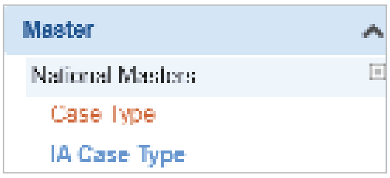
- Holiday Id
- From Date
- To Date
- Holiday Name

Step 5: Finally, the user must click the ‘Submit’ button to add the holiday.

16.12. IA Case Type

Master —> National Masters —> IA Case Type

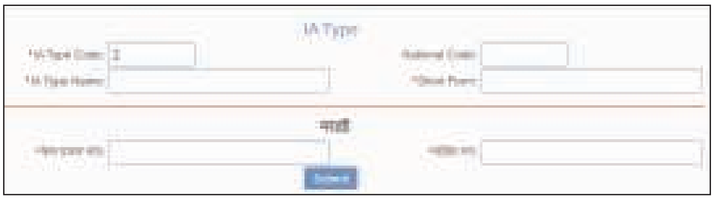
To add IA Type, the user needs to follow the steps below:



Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'IA Case Type' option given under the 'Master' label.

Step 3: The user then has to fill in the following:



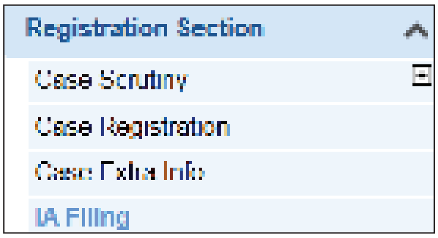
- IA Type Code
- IA Type Name
- Short Form

Step 5: Finally, the user must click the 'Submit' button to add the IA Case Type.

16.13. IA Filing

Registration Section —> IA Filing

To add an IA filing, the user needs to follow the steps below:



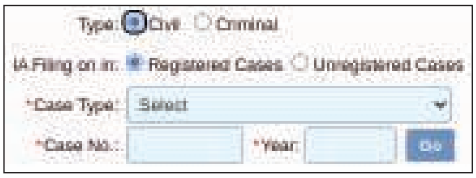
Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'IA Filing' option given under the 'Registration' Section.

Step 3: The user must select between the civil or criminal type of case.

Step 4: The user must select whether the IA Filing is on registered or unregistered cases.

Step 5: The user then has to fill in the following details:



- Case Type
- Case Number
- Year

Step 5: Finally, the user must click the 'Go' button to add the IA Filing.

16.14. Legacy Data

Legacy Data ——> Legacy Data

To get the Legacy Data, the user needs to follow the steps below:

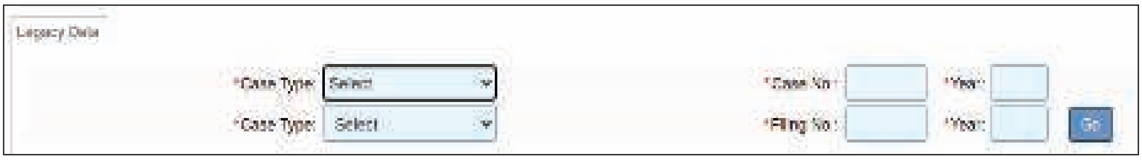
Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Legacy Data’ option given under the ‘Legacy Data’ label.

Step 3: The user then has to fill in the following details:

- Case Type
- Case No.
- Filing No.
- Year

Step 5: Finally, the user must click the ‘Go’ button to access the Legacy Data.



16.15. Legal Hier

Litigation Updations —> Legal Heir

To add Legal Heir, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Legal Heir’ option given under the ‘Litigant Updations’ label.

Step 3: Then, the user can add the legal heir details through the case or filing numbers.

Step 4: If the case number. If selected, the user has to fill in the following details:

- Case Type
- Case No.
- Year
- Party Name

Step 5: Finally, the user must click the 'Submit' button to add the Legal Heir.

16.16. Monthly Statement

Management Reports——> Monthly Statement

To get the report of the Monthly Statement, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Monthly Statement' option given under the 'Management Reports' label.

Step 3: The user then has to fill in the following:

- Court No.
- From Date
- To Date

Step 4: The user then has to choose between civil or criminal.

Step 5: Finally, the user must click the 'Go' button to access the Monthly Statement Report.

16.17. Peshi Register

Proceedings Reports —> Peshi Register

To get the Peshi register Report, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Peshi Register' option given under the 'Proceedings Reports' label.

Step 3: Finally, the user must click the 'View' button to access the Peshi Register Report.

16.18. Query Builder

Query Builder—> Query Builder

To submit the Query Builder, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the 'Query Builder' option given under the 'Query Builder' label.

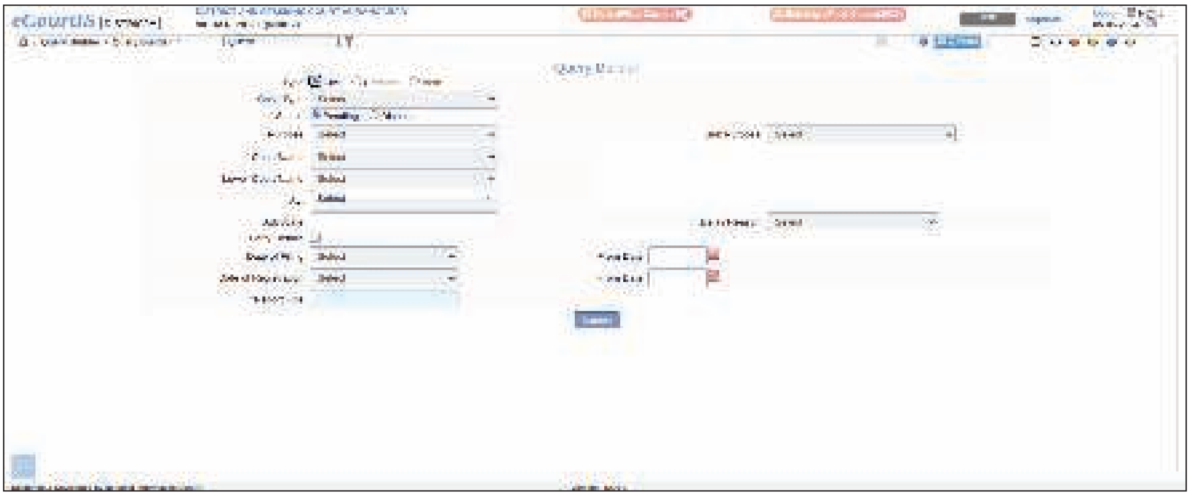
Step 3: The user must choose between civil and criminal cases.

Step 4: The user must choose the case status between pending and disposal.

Step 5: The user is then required to fill in the other details, such as:

- Purpose
- Court Name
- Lower Court Name
- Act
- Date of Filing
- Date of Registration
- Delay Reason
- Report Title

Step 6: Finally, the user must click the 'Submit' button to submit the Query.



16.19. Work Done Report

Admin Menu—--> Work Done Report

To access the Work Done report, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

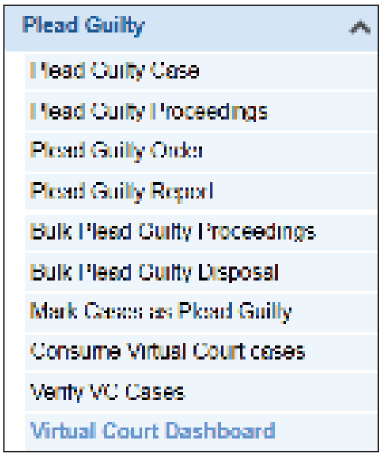
Step 2: Click on the 'Work Done Report' option given under the 'Admin Menu' label.

Step 3: The user must select civil and criminal for the desired results.

16.20. Virtual Court Dashboard

Plead Guilty —> Virtual Court Dashboard

To access the Virtual Court Dashboard, the user needs to follow the steps below:



Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click on the ‘Virtual Court Dashboard’ option given under the ‘Plead Guilty’ label.

Step 3: The user must select the ‘From date’ and the ‘To date’.

Step 4: Finally, the user must click the ‘Go’ button to get the desired results.

16.21. Witness Information

To add the Witness Information, the user needs to follow the steps below:

Step 1: Open the sidebar using the button on the bottom left of the screen.

Step 2: Click the ‘Witness Information’ option under the ‘Litigant Updations’ label.

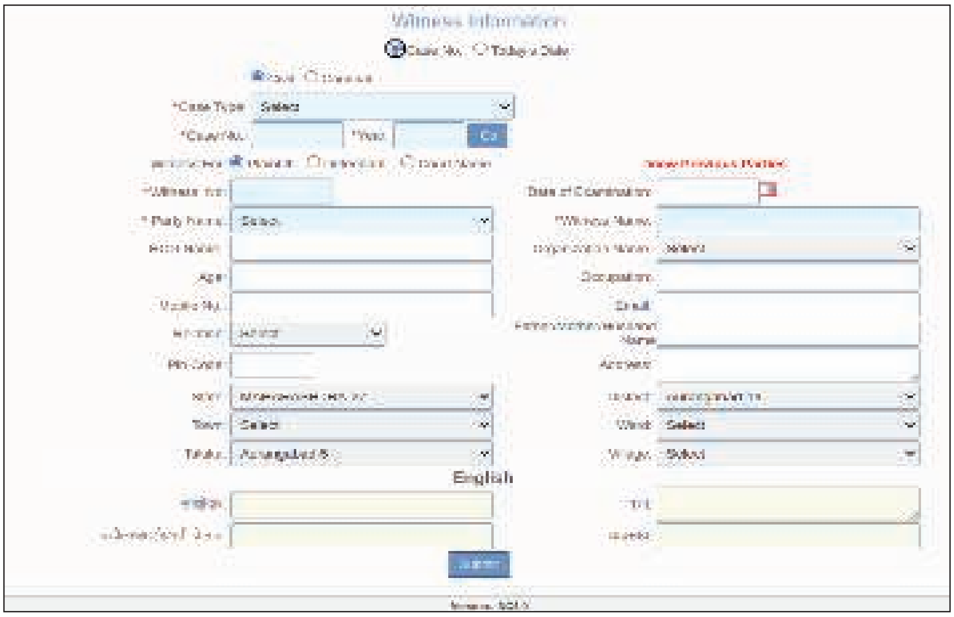
Step 3: The user must choose between the civil and criminal cases.

Step 4: Then the user has to fill in the following details:

- Case Type
- Case No.
- Year

- Witness No.
- Party Name
- Witness Name, etc.

Step 5: Finally, the user must click the ‘Submit’ button to add the Witness Information.



17. PRIVACY ENHANCEMENTS IN CIS 4.0

Enhanced Privacy: CIS 4.0 includes data encryption to protect sensitive data, and the functional workflow has been streamlined with ‘Role-based strict access to encrypted data’.

17.1 Enhanced security features: The latest CIS 4.0 maintains the last user login IP and time stamp. OTP authentication is mandatory whenever a new IP is detected. If the mobile number is not registered with CIS, one may get the message “Please contact the system administrator to update the mobile number. “ Other security features include maintaining login details and password change log details.

17.2 Functional Enhancements

- Facility for masking case information on public interfaces is retained in the following. ing categories

  a. Individual Case

  b. All cases in the case type

  c. All cases in the establishment

- Once masking is enabled, the following information will not be visible on public interfaces.

    a. Name of the parties,

    b. Address/Gender/Age/Email of the parties

    c. Business on date

    d. Orders/Judgments

- Caveat details shall automatically be masked when the establishment is masked.

17.3 Encryption Enhancements

- Details of victims, such as name, local name, address, local address, father's name, and local father's name, are always encrypted.

- Details of witnesses, such as name, language, father's name, local father's name, address, and local address, are always encrypted.

- Business details are encrypted (always)

18. CONCLUSION

From the initial strides made through CIS 1.0, followed by the enhancements in CIS 2.0 and CIS 3.0, the journey of digitizing the Indian Judiciary has been marked by continuous innovation and growing trust from stakeholders across the country. With the launch of CIS 4.0, we now enter a new era that brings together refined usability, enhanced modules, privacy safeguards, and deeper integration with national platforms like NJDG, e-Filing, FASTER, Virtual Courts, and ICJS.

The Case Information System, as the backbone of the eCourts ecosystem, continues to stand as a symbol of judicial innovation, transparency and accountability. Its evolution from 1.0 to 4.0 has not only streamlined internal court functioning but has also played a significant role in improving our nation's global rankings in digital governance and ease of doing business and more importantly the citizen centric services enhancing the gateway of free and easy access to justice through digital eCourts platform .

The ever growing number of e-transactions of e-Courts is now exceeding 2,000 crores as reflected on the e-TAAL platform is a testament to the scale and impact of the eCourts project and showcases the ever increasing number of beneficial stakeholders . In the year 2024 alone, eCourts recorded over 361 crore digital transactions, while maintaining its position as the top Mission Mode Project (MMP) in India, with a staggering 84.02% share of total

MMP e-transactions. These milestones once again validate the dependability of CIS and the success of its continuous evolution. Citizens and litigants are now accessing real-time case information from their handsets, 24x7, making justice visibly closer and measurably more efficient.

From data entry at Taluk and District courts to delivery of services on the eCourts website, eCourts mobile app, and other digital platforms, CIS forms the core digital layer of citizen-facing services. More than 1 crore downloads of the mobile app and its high ranking on the iOS and Android platforms reaffirm the utility and reach of these services.

At this juncture, we can take pride in having contributed to a system that touches crores of lives each day, offering seamless access to case updates, hearing schedules, orders, judgments, and more, all these are now born and delivered digitally. CIS 4.0 is not merely an upgrade in a mere portal, rather it is a reaffirmation of our constitutional commitment to deliver timely, transparent, and accessible justice to all.

Let us continue this journey with shared commitment, guided by innovation, grounded in service, and driven by the vision of a technology enabled judiciary for every citizen of our nation.

CASE INFORMATION SYSTEM (CIS) 4.0

Case Management through CIS 4.0