



# District & Sessions Court

District Court Campus, Surendranagar

e-Committee Special Drive Training and Outreach Programme  
ECT-7-2022 - Advocate / Advocate Clerk e-courts programme

**Date: 24-09-2023 (Sunday)**

09:30 to 09:50	<b>Registration</b>	
09:50 to 10:00	<b>Prayer</b>	
<b>Session No.1</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 10.00 a.m. - 10.20 a.m.</b>
<b>Main Topic</b>	<b>• Sub Topics</b>	
<b>Orientation</b>	<ul style="list-style-type: none"> <li>• Introduction of trainers</li> <li>• Focus of training</li> <li>• Change Management               <ul style="list-style-type: none"> <li>o Concept and need for change management</li> <li>o Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment.</li> <li>o Change management through training</li> </ul> </li> <li>• Role of advocates &amp; advocate clerks in the e initiatives               <ul style="list-style-type: none"> <li>o Advocate as a game changer</li> <li>o Role of Advocate clerk in the advancement of ICT in Judicial System</li> </ul> </li> <li>• Training methodology</li> </ul>	
<b>Session No.2</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 10.20 a.m. - 10.40 a.m.</b>
<b>Introduction to ecommittee and ecourts project</b>	<ul style="list-style-type: none"> <li>• Brief history of ICT in judiciary</li> <li>• National e-governance Programme (NeGP)</li> <li>• Ecommittee               <ul style="list-style-type: none"> <li>o Constitution</li> <li>o Hierarchy</li> </ul> </li> <li>• E-courts project</li> <li>• Aim of ecourts</li> <li>• Phases of ecourts project—Phase I, II &amp; III</li> <li>• Thrust of phase II &amp; III               <ul style="list-style-type: none"> <li>o eCourts project getting Digital India Award 2020</li> </ul> </li> <li>• Stakeholder of ecourts project</li> <li>• E-courts services available to advocate</li> </ul>	
<b>Session No.3</b>	<b>Time: (minutes):35</b>	<b>Tentative time table: 10.40 a.m. - 11.15 a.m.</b>
<b>Importance of document scanning</b>	<ul style="list-style-type: none"> <li>• Scanning equipment and Other devices</li> <li>• Different types of Scanners-               <ul style="list-style-type: none"> <li>o Hardware</li> <li>o Mobile Apps                   <ul style="list-style-type: none"> <li>• Free</li> <li>• Paid</li> </ul> </li> </ul> </li> </ul>	
<b>Tea Break</b>		
<b>Session No.3 (Contin...)</b>	<b>Time: (minutes):60</b>	<b>Tentative time table: 11.45 a.m. - 12.45 p.m.</b>
	<ul style="list-style-type: none"> <li>• Making Accessible PDFs               <ul style="list-style-type: none"> <li>o Scanning to PDF &amp; JPEG-difference</li> <li>o Scanning and combining documents</li> <li>o Ensuring legibility and visibility of the scanned documents</li> </ul> </li> </ul>	

	<ul style="list-style-type: none"> <li>○ Optimum size of scanned document and managing size of document</li> <li>• Uploading documents</li> </ul>	
<b>Session No.4</b>	<b>Time: (minutes):15</b>	<b>Tentative time table: 12.45 p.m. - 01.00 p.m.</b>
<b>E-filing Introduction</b>	<ul style="list-style-type: none"> <li>• E-filing Versions</li> <li>• Importance of e-filing</li> <li>• Advantages of e-filing cases <ul style="list-style-type: none"> <li>▪ e-filing website</li> <li>▪ How to access</li> </ul> </li> <li>• Features of the website</li> <li>• Data consumption of e-filing to CIS</li> </ul>	
<b>Session No.5</b>	<b>Time: (minutes):10</b>	<b>Tentative time table: 1.00 p.m. - 01.10 p.m.</b>
<b>Features of E filing portal- State-specific</b>	<ul style="list-style-type: none"> <li>• Advocate profile</li> <li>• Dashboard</li> <li>• Case filing</li> <li>• Vakalath</li> <li>• Pleadings</li> <li>• E-Payment</li> <li>• Applications</li> <li>• Portfolio</li> </ul>	
<b>Lunch Break</b>		
<b>Session No.6</b>	<b>Time: (minutes):15</b>	<b>Tentative time table: 2.00 p.m. - 2.15 p.m.</b>
<b>E-filing- Registration &amp; Case filing- State-Specific</b>	<ul style="list-style-type: none"> <li>• Registration of advocates on e-filing portal</li> <li>• Registration process of others in e-filing portal</li> <li>• Steps of e-file a case</li> <li>• Case Management</li> </ul>	
<b>Session No.7</b>	<b>Time: (minutes):75</b>	<b>Tentative time table: 2.15 p.m. - 3.30 p.m.</b>
<b>Video Conferencing</b>	<ul style="list-style-type: none"> <li>• Introduction and advantages of Video Conferencing</li> <li>• VC Hardware and Software - Basic Requirements</li> <li>• VC Connectivity-Basic Requirements</li> <li>• Video Conferencing Etiquette</li> <li>• Video Conferencing rules</li> </ul>	
<b>Tea Break</b>		
<b>Session No.8</b>	<b>Time: (minutes):40</b>	<b>Tentative time table: 4:00 p.m. - 4:40 p.m.</b>
<b>Other Electronic case management services &amp; tools for advocates</b>	<ul style="list-style-type: none"> <li>• Outline of Citizen centric services provided under eCourts Project.</li> <li>• Brief outline of e-Courts Management tools for advocates <ul style="list-style-type: none"> <li>○ Web portal <ul style="list-style-type: none"> <li>▪ eCourts Services webportal</li> <li>▪ District Court Web Portal</li> </ul> </li> <li>○ eCourts Services Mobile Application. <ul style="list-style-type: none"> <li>▪ Obtaining case related information</li> </ul> </li> <li>○ KIOSK Services <ul style="list-style-type: none"> <li>▪ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK</li> </ul> </li> </ul> </li> <li>• New services introduced on a nationwide basis till the date of the</li> </ul>	
<b>Session No.9</b>	<b>Time: (minutes):20</b>	<b>Tentative time table: 4:40 p.m. - 5:00 p.m.</b>
<b>Discussion &amp; doubts</b>		

***"Learning has no end"***