

# **Case Management through CIS 2.0**

**(Case Information system 2.0)**



Circulated by

**eCommittee  
Supreme Court of India**



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e-committee  
Supreme Court of India**

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## **Disclaimer**

This reference material circulated by e-Committee is meant solely for the study and training purpose. References made are indicative and may not be used for any official or judicial reference.

**This ebook is created with the links of the youtube videos released by ecommittee on CIS and NJDG which is given on the appropriate places and if the ebook is opened in the computer/tab/ cell phone with internet connection and if the said link is clicked it will open up the videos and the user can see the live demo also.**



President Bill Clinton  
Vice  
Al Gore



Secretary of State  
Madeleine Albright  
Attorney General  
Janet Reno  
Chief Justice  
William Rehnquist

...the work of this year will be completed through 1998. The new  
Federal Reserve Board will also continue to work in cooperation with  
management through 1998 as the institution and others continue  
working to meet the needs of the citizens of the country.  
...preparing the Administration and hope the nation will be  
able to meet the needs of the citizens of the country.

Secretary of State  
Madeleine Albright



## *Preface*

All this started when CIS 2.0 the upgraded version was tested successfully in Tamil Nadu. After the initial successful testing another challenge faced was how to make the treasure house of CIS 2.0 acquainted and user friendly for staff. In this regard the Hon'ble High court of Madras issued a circular to train all staff in Tamil Nadu under CIS 2.0 and as a Ubuntu cum CIS 2.0 Master Trainer around 950 staff were trained under CIS 2.0. by me. Hon'ble Thiru. Justice N. Seshasayee who was then the Principal District Judge of Salem District under whom I was working then, encouraged me to write a book for easy understanding for the staff. The slide show presented by me in the day long training programme at the staff level was made as an ebook titled " Easy Guide on CIS 2.0". The Hon'ble Governing body of the Tamil Nadu State Judicial Academy and the Hon'ble ecommittee of Madras High court approved and directed the uploading of the ebook on "Easy guide for CIS 2.0" in Tamil Nadu state Judicial academy website for free download.

Hon'ble Mr. Justice Madan B. Lokur, Judge In-charge of the Honb'le ecommittee further encouraged and inspired me to update the said book with the latest developments of CIS and the ecourts projects and with his valuable suggestions and inspiration this ebook is in your hands. This ebook is created with the links of the youtube videos released by ecommittee on CIS and NJDG which is also given on the appropriate places and if the ebook is opened in the computer/tab/ cell phone with internet connection will open up the videos and the reader can see the live demo. This starter pack reference material is aimed at putting the basics of the treasure house of CIS 2.0 in a nutshell and written keeping in mind of the basic level users and first time users. Your valuable suggestions may be mailed to me at [r.amselvi@ajj.gov.in](mailto:r.amselvi@ajj.gov.in)

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# 1. Case Information System 2.0 (CIS 2.0)

## 1.1 Introduction

The Case Information System of our Indian District Judiciary has been upgraded from C.I.S.1.0 and migrated to C.I.S. 2.0 version. All staffs who were using CIS 1.0 version will now be handling CIS 2.0 which is nothing but an upgraded version of CIS 1.0 with a brand new outlook and working module with hundreds and hundreds of options waiting to be explored to put our judiciary into the computerised track. The manual for CIS 2.0 released by the e committee runs more than 1500 pages covering various aspects of the usage under CIS 2.0 is proof of the innumerable features upgraded under CIS 2.0. Hence, this starter pack reference material is created from out of the exhaustive e-committee's user manual keeping in mind of the basic level users and new users. This reference material is a starter pack to give an insight into the essentials under CIS 2.0 covering must know basic icons under CIS 2.0, Filing counter, Filing work flow, the top ten important daily work done through CIS 2.0, report generation and also to throw light into e courts web page, NJDG and ecourts mobile application. Once this daily work are done through CIS 2.0 there will not be any stumbling block in carrying forward the torch of CIS 2.0. Once the staffs become accustomed with this basic CIS 2.0 work they will automatically become equipped by themselves to explore all other options. Hence, this starter pack aims to throw light on the basics of C.I.S.2.0 under the following topics,

- Importance of CIS.
- ecourts web page & NJDG
- Must know basic icons in CIS 2.0.
- Filing work Flow (FORA) and Filing Counter.
- Daily usage under CIS 2.0.
- Report Generation.
- ecourts services – the mobile application



## 1.2 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 at district court level more transparent and more litigant friendly . The CIS now used are exclusively created for the District Judiciary. A separate CIS for the High courts are also in its way of implementation. This Case Information System Software for District Judiciary is created under the guidance of the e-committee, Supreme Court of India through the software team at National Informatics Center (NIC), Pune. The whole idea of CIS to put it in a nutshell is that the litigant should be able to view the daily status of his case, to view the orders of the case, hearing date of his case, the progress of the case on any particular date etc on-line from any part of the world. Now after migrating from CIS 1.0 to CIS 2.0 any paper coming into the court is entered in CIS 2.0 i.e even cases under per-registration are entered in the filing counter and the litigant will be given acknowledgement with an unique CNR Number. Any litigant who wants to file a case can directly go to the filing counter and file his case and will be given an acknowledgement with a CNR number and through the CNR number the litigant can track the case whether it is taken on file or whether it is returned and all the details can be got by him through SMS or On-line in the comfort of his home. This is a revolutionizing feature which will surely make Indian judiciary more litigant user friendly and more transparent.

## 1.3. CIS 1.0 and CIS 2.0

CIS 1.0 means Case Information System version 1.0. This 1.0 version was first introduced in all District Judiciary. Now the said Case Information System has been upgraded and the next version i.e CIS 2.0 has been introduced in all states. Now the migration from CIS 1.0 to CIS 2.0 has been successfully completed in a phased manner in many states of our country.

## 1.4. Core & Periphery Model

Like our Indian Constitution which gives separate powers for state and for central. CIS software created for the whole of India is based on the core and periphery model, which means standard features are created at the centralised level which cannot be modified and will remain uniform throughout our country for all states at District court level. And the states are given powers to develop periphery model according to the needs of the state.



CORE	PERIPHERY
<ul style="list-style-type: none"> <li>• Under Core concept standard features are made which cannot be changed and that will remain uniform throughout India in all states.</li> <li>• In order to ensure the uniformity and standardization in CIS across the country the eCommittee is the nodal center for approval of functionalities.</li> <li>• NIC Pune is the core center for software development for CIS and related applications</li> <li>• The unified features of core model in CIS should not be changed by the High courts.</li> <li>• If any change is required in the Core model by the High court then the same need to reconsidered at eCommittee for inclusion in CIS Core.</li> <li>• Example For core : The filing module and Report Generation module I.e all module inbuilt in CIS is standardized for whole of India</li> </ul>	<ul style="list-style-type: none"> <li>• The High Courts have major role in designing, developing the periphery part to suit the needs of their respective state. High courts to engage their own programmers for developing the periphery</li> <li>• The periphery developed by High court will be integrated with the unified CIS by the technical support of NIC Pune</li> <li>• Example for Periphery : In Karnataka an application called HC2LC* has been created as a periphery module whereby SMS is sent to the concerned Judicial officer when appeal is filed against their Judgment/orders, SMS is also send to the concerned Judicial Officer after disposal of the appeal</li> </ul> <p>Another interesting feature is whenever there is undated cases SMS is sent to the concerned Judicial officer.</p>

### 1.5. Advantages of CIS 2.0

Bilingual

CNR number - Unique case identification number for each case

Kiosk (Automated information provider)

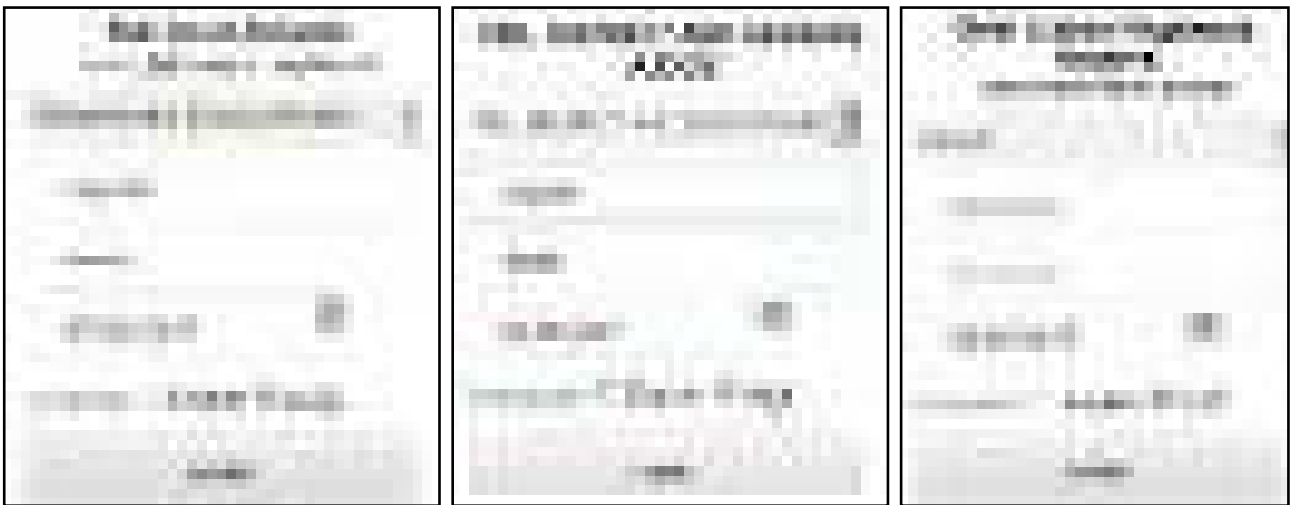
Automated report generation under various heads

Avoidance of repeated data entry (saves more time for staff)

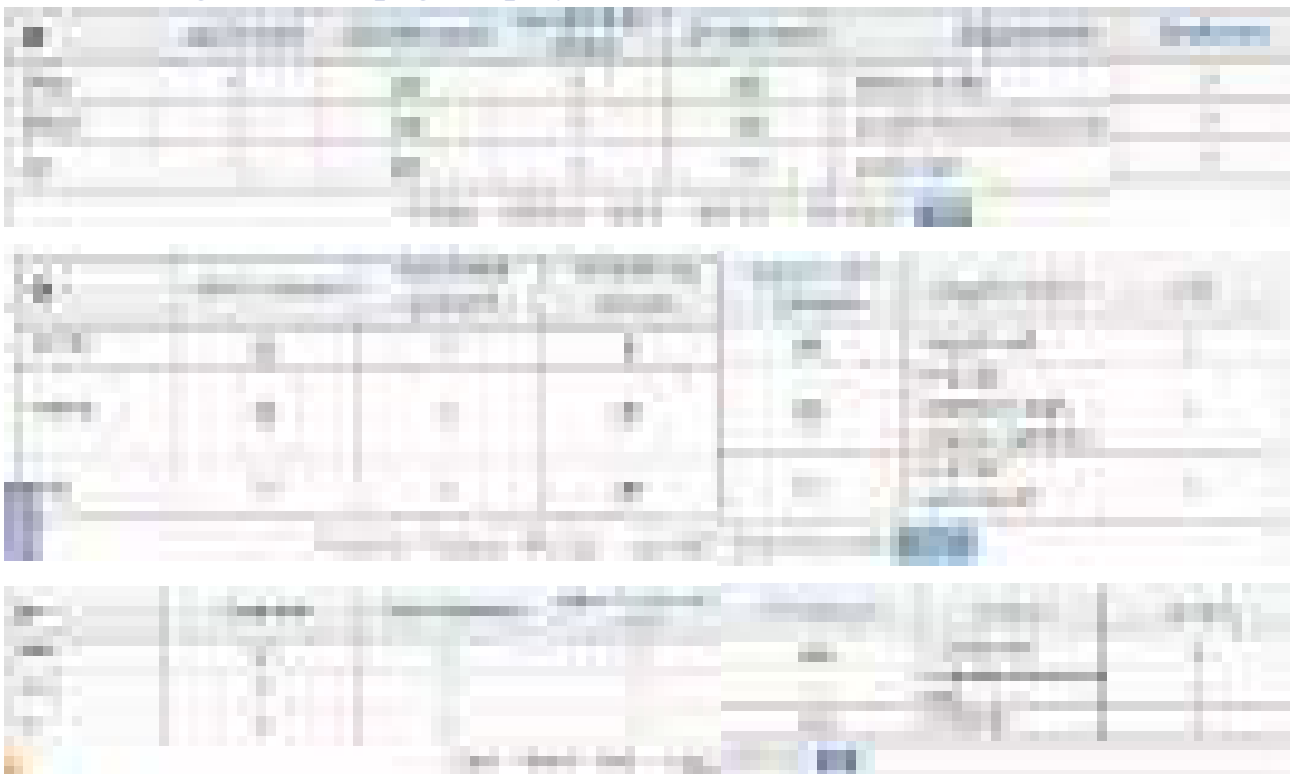
## 1.6. Bilingual option

CIS 2.0 the upgraded version is bilingual which means it comes in regional language too i.e Hindi, Marathi, Tamil etc. To put it simple it is just like in the Bank ATM which asks you to choose language English or regional Language. Like wise when you login you can choose English or the regional language. For example if the regional language Tamil is chosen the menus will be displayed in Tamil. If Marathi is chosen then the page will be displayed in Marathi. The screen shot in regional languages i.e Tamil. Marathi display are shown below.

### 1.6.1 Bi-Lingual Login page - in Tamil / Kannada / Marati



### 1.6.2 Bi-Lingual Home page displayed in Hindi / Tamil / Marati



### 1.6.3 Bi-Lingual Navigation pane menus displayed in Hindi / Tamil / Kannada



### 1.6.3 Bi-Lingual Monthly statement menu displayed in Kannada / Marati / Tamil



## 1.7 CNR (Case Number Record) number

CIS 2.0 comes with this unique feature of Case identity number called as CNR (Case Number record) number. Earlier if a litigant says OS 1/2016 or CC 1/2016 all the munsif court and all the criminal court will be having the same one such in each courts and it becomes difficult to easily identify it. Hence, code number was affixed for each courts under CIS 1.0. Now we have a more upgraded feature which is a real revolutionizing tool. Now under CNR number every case in District Judiciary will get a unique Identification number and the identification of the case becomes easy with this CNR number Creating a CNR number itself is a big task. Just imagine we have to create a number unique for all cases all over India and that number should not be repeated and we should continue the said number hereafter. So we need such a unique number. In CIS 2.0 the said challenge is well met by creating a 16 digit number which contains the State code - District code - Establishment code - Case filing - number - year of the case. Here the CNR number generated in various states in various district is shown below

CNR Number	<u>PB</u> JL01-01824-2015	MLSH04-000548-2017	TNSA06-000470-2017
State code (2 digits)	PB (Punjab)	ML (Megalaya )	TN (Tamil Nadu)
District Code (2 digits)	JL (Jalandar)	SH (East Khasi district)	SA (Salem district)
Establishment Code (2 digits)	01) (District and sessionscourt Establishment)	04 (Chief Judicial Magistrate Establishment)	05 (Principal District Munsif Establishment)
Case filing number (6 digits)	014824 (Case number)	000548 (Case Number)	000470 (Case Number)
Filing year (4 digits)	2015 (Filing Year)	2017 (Filing Year)	2017 (Filing Year)
Total (16digit) (State code) (District code) (Establishment code) (Case filing number) (Filing year)	(PB)(JL)(01) (014824)(2015) (Total 16 digits)	(ML)(SH)(04) (000548)(2017) (Total 16 digits)	(TN)(SA)(05) (000470)(2017) (Total 16 digits)

## 1.8 Avoiding undated cases - Tips

All data entered through CIS in the respective courts are stored in the server of the particular court from where it is replicated to main server and from where it is displayed through the e-court website [www.ecourts.gov.in](http://www.ecourts.gov.in) and from where any litigant from any part of the world can view this case details from the e-court website page. The data not entered in CIS on a particular date or entered after replication is shown as UNDATED CASES.

To avoid undated cases the best way is to start the daily proceedings' entry in the calling itself. At 10.30 A.M when the Judge comes to the dais the data entry staff can also come to the computer in the dais and make the daily proceeding entry as and when the case is called and adjourned. So immediately when the calling is over the cases adjourned would have been entered in CIS.

Further all data entry staffs to ensure that the daily proceedings of all the case in a given date is entered before 5 pm. Only then when the system officer who replicates the data in the district head quarters 6 P.M around there will not be any undated cases. The common mistake done in the courts are, the data entry work is done as the last work. When daily proceedings are posted after 6 pm by that time the system officer of the said district would have replicated the data. Hence, posting daily proceeding after the replication will only result in undated cases. Hence, to avoid undated cases the data entry staff should give priority for completing the daily proceeding entries before 5 pm.

## 1.9 Kiosk (Automated information provider)

KIOSK the automated information provider is an attractive feature in CIS 2.0. It is a breakthrough in making the Indian Judiciary more litigant user friendly and transparent. With this KIOSK at our court campus any person can get detail about the case status using CNR number; or case number or FIR number or Registration number or Party name. KIOSK is also enabled with search using Advocate name and the cause list can also be seen in the KIOSK. Kiosk operation is just like operating the ATM. KIOSK is also Bilingual and comes with regional language support. Hence like any person using ATM the KIOSK is very user friendly stored with all data and will become a welcome feature in all court campus. The screen shot of the KIOSK is enclosed for easy appreciation.

### 1.9.1 Welcome page of the KIOSK

In welcome page click case status or Advocate or cause list through which search is real to be made.



### 1.9.2 Search of Case status at Kiosk



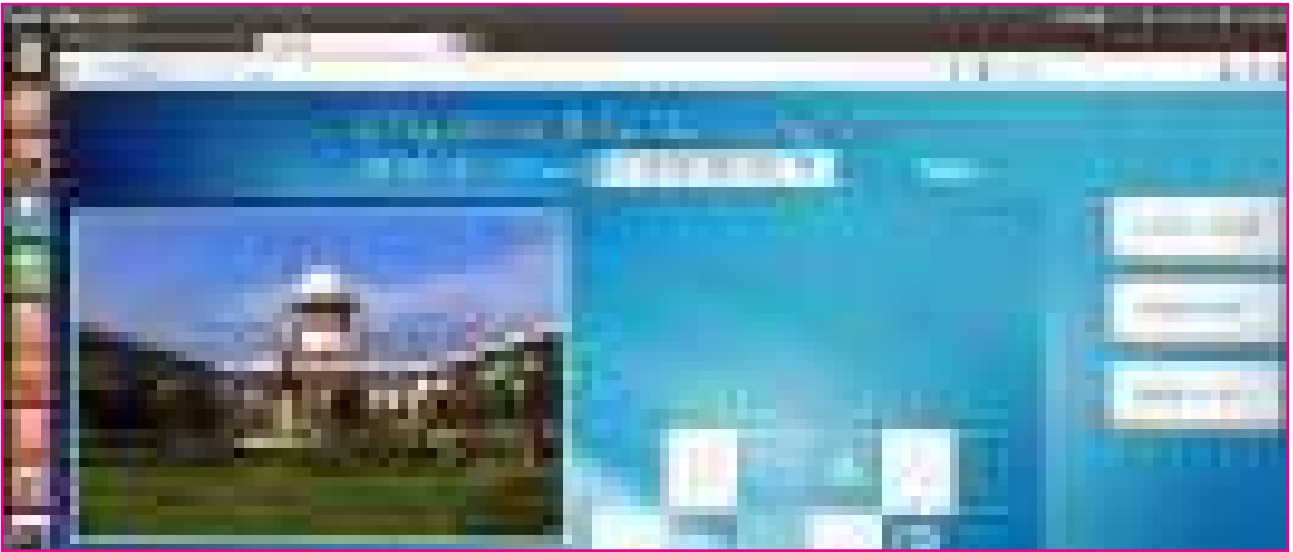
### 1.9.3 Search of case status with Advocates name at Kiosk



### 1.9.4 Search of cause list at KIOSK

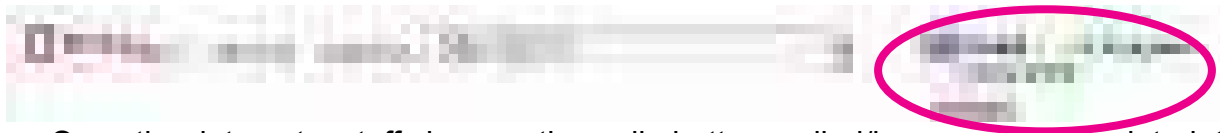


## 1.9.5 Kiosk in Bi-Lingual Language - Tamil

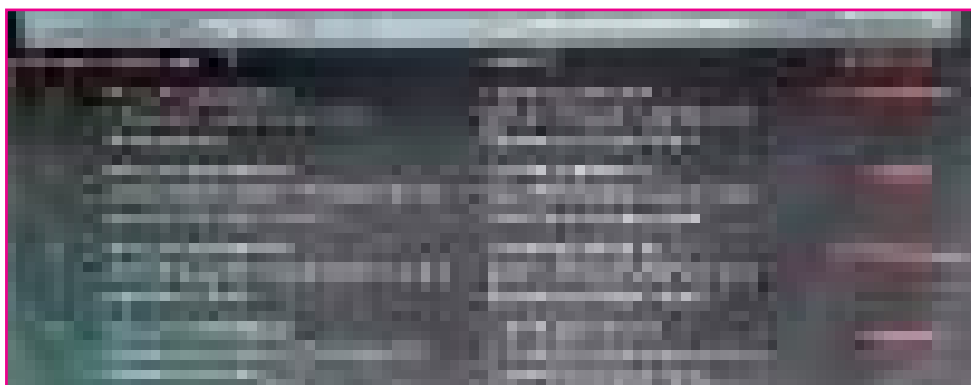


### 1.10 Display boards

Another attractive and useful litigant friendly option in CIS 2.0 is the display of the status of cases through Display boards..To put it in simple words it is like the big display boards we are used with in Railway station, airport etc. Likewise through the display boards proposed outside courthalls a litigant and the advocates will be able to view of the status of the case even while the cases are proceeded in the court halls.. While cases are entered in the case proceeding the data entry staff has to check the radio button regarding the options called/in progress/ completed as shown hereunder in the screen shot.



Once the data entry staff chooses the radio button called/in progress/ completed the litigant or an advocate will be able to view the same through the display boards outside court halls. And they can easily know whether the case has been called ,or in progress or if completed. The screen shot of the display board shown hereunder will speak for itself how litigant user friendly it is going to be!





## 1.11 Automated report generation under various heads:

CIS 2.0 is packed within various report generation under variety of heads all at the click of the mouse. It is so exhaustive and hence the same is dealt under a separate topic in Chapter 5. Report generation in this reference material.

## 1.12. Avoidance of repeated data entry under CIS 2.0

Under CIS 2.0 now the data entry can be made at one point and after which the said data can be accessed using the CNR number and the multiple entry of data at the suit level, appeal level, transferred court level all comes to an end which means lot of manual work time involved in repeated data entry at various stages of the courts is saved now.

## 1.13. Importance of Complete and accurate data entry

One important mantra every staff should remember is that, all the benefits and fruits under CIS 2.0 can be reaped only if complete and accurate data entry are made at every level in CIS 2.0. If incomplete data are entered we will not be able to get authenticated and full fledged reports. For eg. In filing there is a non mandatory column that Advocate registration number must be entered. If the same is not entered then in case of any complaint that the said advocate was not registered with the bar council cannot be traced. And the day is not far when the courts are able to access the live data from the Bar council and automatically reject the advocate who are not registered with bar council! One point to remember is that all mandatory field are compulsorily entered by the staffs and if it is not entered the software will not allow moving to the next step. But this common mistake of incomplete data is committed by the staffs in filing up the non mandatory fields which are very useful field in many other aspects. Hence, all staffs should ensure to enter all data in the CIS whether it is mandatory or non mandatory keeping in mind that the non mandatory fields are very useful in generating various reports. It reminds of the saying “**what you sow you reap**”.

**If you enter complete data we can get the complete fruits of our data!**

**If you enter incomplete data we can get only incomplete statistics!**

**----So with this intro let us login into CIS 2.0----**

## 2. www.ecourts.gov.in & NJDG

### 2.1 Introduction

To know the importance of CIS. Every staffs should first know where all the data entered through CIS goes and where it is viewed and who all can view it. To know that one have to go to the web page [www.ecourts.gov.in](http://www.ecourts.gov.in). From the ecourts webpage page under [www.ecourts.gov.in](http://www.ecourts.gov.in) and through ecourts mobile applications, anyone can now get the Case Status; Court orders; Cause list details on-line through computers or even through smart phone with Internet connection all at a mouse click and even in the comfort of home. So the data entered through CIS is the base for the ecourts, webpage including NJDG which is viewed worldwide!

### 2.2.The salient feature of the ecourt website:

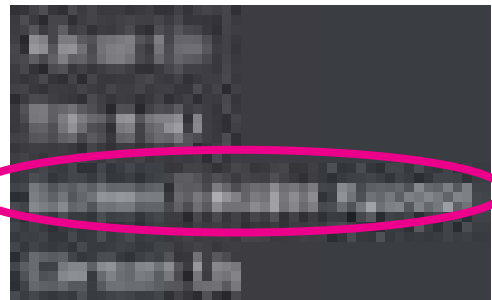
#### 2.2.1 Responsive design webpage :

The ecourt website is created with responsive design webpages with flexible layouts, flexible images and cascading style sheet. The responsive design webpage is build so as to detect the visitor's screen size and orientation and change the layout accordingly. To put it in simple words if the ecourts webpage is viewed through laptop then the webpage will change automatically to the laptop screensize and if viewed through tab the webpage will automatically adjust according to the the tab size and if viewed through mobile phone it will automatically adjust according to the mobile phone screen size.Its a technological marvel which you can enjoy by logging in through different devices ad see the difference that the content adjust itself to the viewer's screen size as shown hereunder.



### 2.2.2 Screen Reader Access for visually challenged person :

The e-courts webpage has been specially designed to enable people with visual impairments like blind to access the website using assistive technologies, such as screen readers. The screen reader will read the text on the screen in a computerised voice and it can be controlled by moving the cursor to the relevant area of text with a mouse or the arrows on your keyboard.

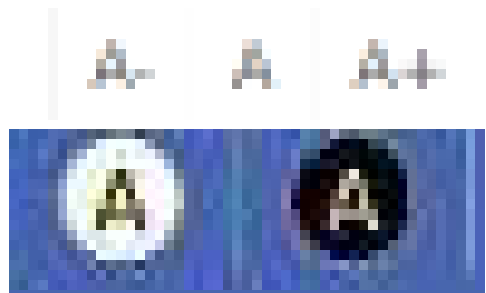


From screen reader Braille output can also be got if necessary hardware is connected. To access e-courts website with screen reader access one has to install any one screen reader software. The e-courts website has provided the links of few free and commercial screen readers for download. The list of screen readers including NVDA (NonVisual Desktop Access), JAWS, (Job Access With Speech) SAFA (screen reader for indian languages), Supernova (magnifier and screen reader for every visual impairment) and Window-Eyes( customizable screen reader) are made available in the e-courts webpage at the bottom of the webpage .



### 2.2.3 Flexible Font size/ contrast of the webpage:

The e-courts website is designed with flexible font size i.e the font size can be increased and decreased according to the viewer's need by clicking on the A+ (increase) or A- (decrease) or A (Normal) as shown herewith.



## 2.3 ecourts website Home page

Once you login into [www.ecourts.gov.in](http://www.ecourts.gov.in) a colourful home page as shown below welcomes you. The ecourt website services is an accumulation of all datas from High Courts, District and Taluk level courts all over India The ecourts webpage has been upgraded and it has taken a very attractive with abundant data display. The screen shot of the new ecourt website is hereunder and hope it is addictive enough to make you all login immediately into [www.ecourts.gov.in](http://www.ecourts.gov.in)



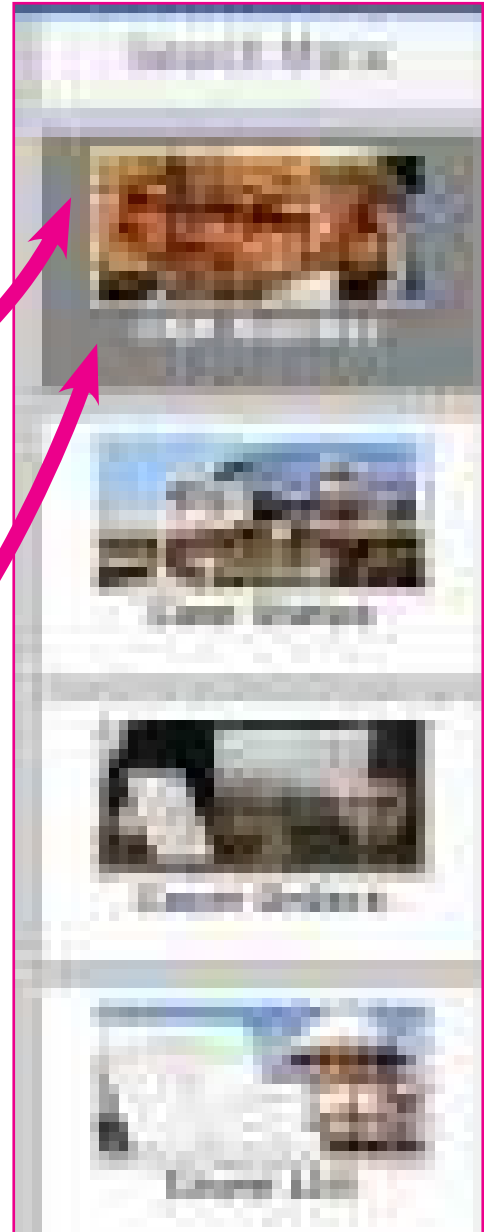
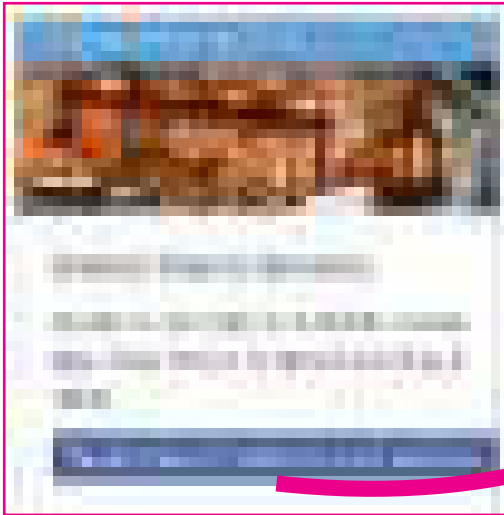
Watch video on **Welcome to ecourts** by clicking the link below :  
[www.youtube.com/watch?v=t4DhEOjSCKI&index=2&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8](http://www.youtube.com/watch?v=t4DhEOjSCKI&index=2&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8)

ecourts web page is divided under the following major head

<p>(i) District courts of India</p> 	<p>(ii) District court services.</p> 
<p>(iii) NJDG</p> 	<p>(iv) Latest news and events</p> 
<p>(v) Important shortcut links from home page.</p> 	
<p>(vi) One line Statistics of District/Taluk level court</p> 	

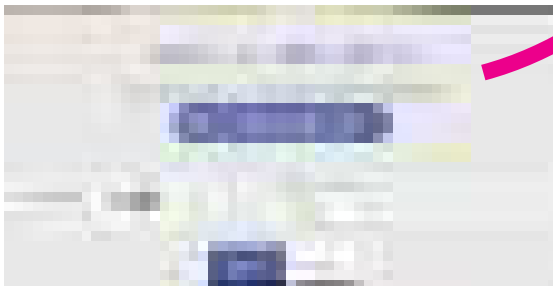
## 2.4. District court services

The eCourts webpage main attraction is the District court services offered under it. Through the District court services any one can now get the case status, court orders, cause list all using any one search criteria all at the click of a mouse even without going to the said courts and can be viewed worldwide through the eCourts webpage! The following services are offered under the District court services



### 2.4.1 Case search with CNR Number :

The district court services offers search of cases using CNR number. If the litigant knows the CNR number of his case then using CNR the unique identification number the case can be searched.



If the CNR number is not known then the search of the case is possible under various

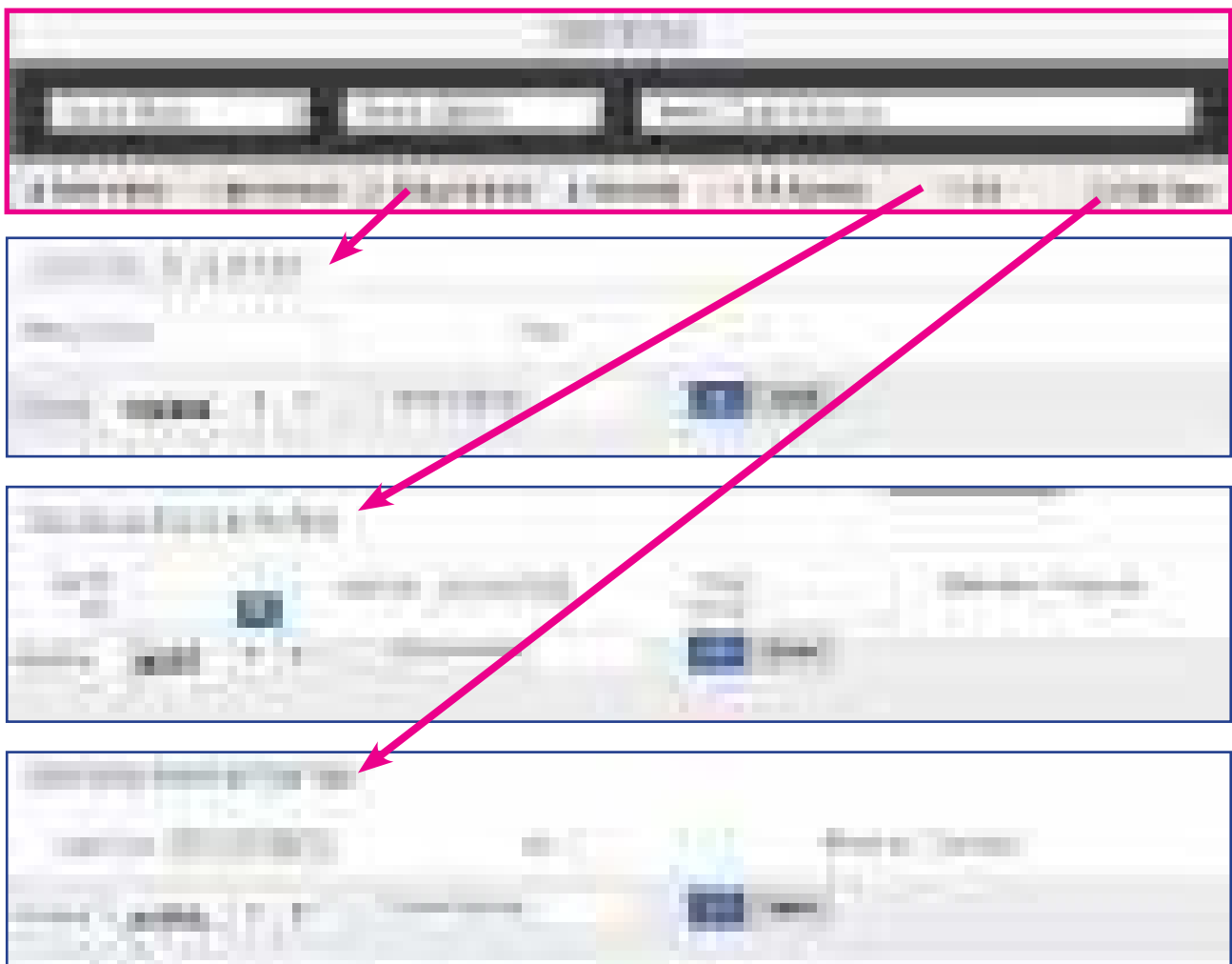
head which is listed hereunder The search includes for pending cases, disposed cases and for simultaneous search of both i.e pending and disposed by selecting the respective radio button.

Watch video on **CNR number** by clicking the below link  
<https://www.youtube.com/watch?v=ac6B2Pat4tl&index=7&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>

## 2.4.2 Case status Search

Case status Search can be made with the following criteria:

- using Party name ( Petitioner/Respondent)
- using case number
- using filing number
- using advocate name
- using FIR number
- using Act type
- using case type



Watch videos on **Case status searches** under District court services by clicking the links below :

**(i) District court Services- Case Status- party name Search –**

<https://www.youtube.com/watch?v=fyiOdRs4s6Q&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=6>

**(ii). District court Services- Case Status- Case Number Search – –**

<https://www.youtube.com/watch?v=zriUGseEmsg&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=8>

**(iii) District Court Services- Case status-. Filing Number Search –**

<https://www.youtube.com/watch?v=azaq9ngn8S8&index=9&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>

**.(iv)Advocate Cause List and Diary – District court services**

<https://www.youtube.com/watch?v=l8aUgJfidmc&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=15>

**(v) District court services- case status- FIR number search**

<https://www.youtube.com/watch?v=1tTGNxzlsXo&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=14>

**(vi)District court Services- Case Status--Act Based Search**

<https://www.youtube.com/watch?v=39sTfoNEUA4&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=11>

**(vii). District court Services- Case Status- Case Type search –**

<https://www.youtube.com/watch?v=wyTTDMvlzlg&index=16&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>



### 2.4.3 Court order search

One can find out the court orders with the following search criteria

- using Party Name
- using Case Number
- using Court Number
- using Order Date



A screenshot of a search interface. At the top, there is a search bar with three input fields. Below the search bar, there are four rows of search results. Each row contains a list of items on the left and a larger preview on the right. Four red arrows point from the search bar area to the first four rows of results, indicating the search process.

Watch videos on **Court order search** by clicking the links below :

**(i) Court Order – Party Name – Search – District Court Services**

<https://www.youtube.com/watch?v=JwCGflaA4kM&index=10&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>

**(ii) Court order by Case Number- District court services**

<https://www.youtube.com/watch?v=SEgUNcfKXdu&index=13&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>

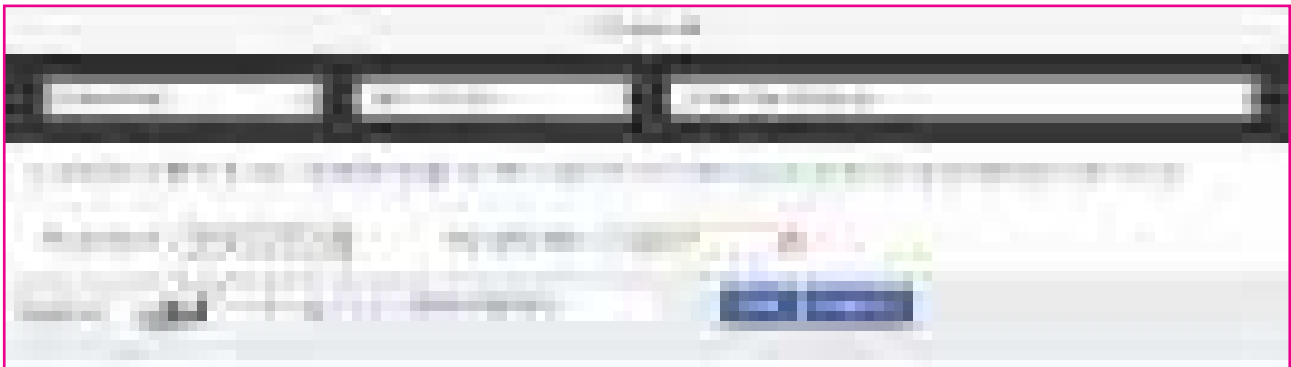
**(iii) Court Order – Search by order date – District Courts services**

[https://www.youtube.com/watch?v=IUjmZ4e\\_k3s&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=17](https://www.youtube.com/watch?v=IUjmZ4e_k3s&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=17)

## 2.4.4 Cause List search

Cause list can be got using

Court Name



Watch video on **Cause list searches** under District court services c by ctrl+clicking the links

<https://www.youtube.com/watch?v=drkMOAVwqB4&t=96s&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=5>

## 2.5 National Judicial Data Grid (NJDG)

National Judicial data grid (NJDG) is the data base where our entire judicial data is stored under the following heads

**(i) High Court NJDG**

**(ii) District Court NJDG**

Initially the public access portal of National Judicial Data grid was inaugurated for public access on 19.09.2015 by Hon'ble Mr. Justice Madan B. Lokur, Judge in-charge of e-committee Supreme Court of India. Within two years of launching the National Judicial Data Grid (NJDG) for District and Taluka Courts, the Supreme Court eCommittee has implemented the same initiative for high courts. Out of the 24 high courts so far 20 high courts have joined NJDG for High courts. NJDG the public access page is available at eCourts webpage [http://njdg.ecourts.gov.in/njdg\\_public/](http://njdg.ecourts.gov.in/njdg_public/).

NJDG gives the consolidated figures of pendency of cases in High courts and District Judiciary across the country. These statistics, are updated everyday by the respective Court Complexes which will show case the number of cases filed and also the number of cases pending. The pending cases statistics are further broken into Civil and Criminal Cases segregated into age-wise categories of 10 years old cases / between 5 to 10 years old cases

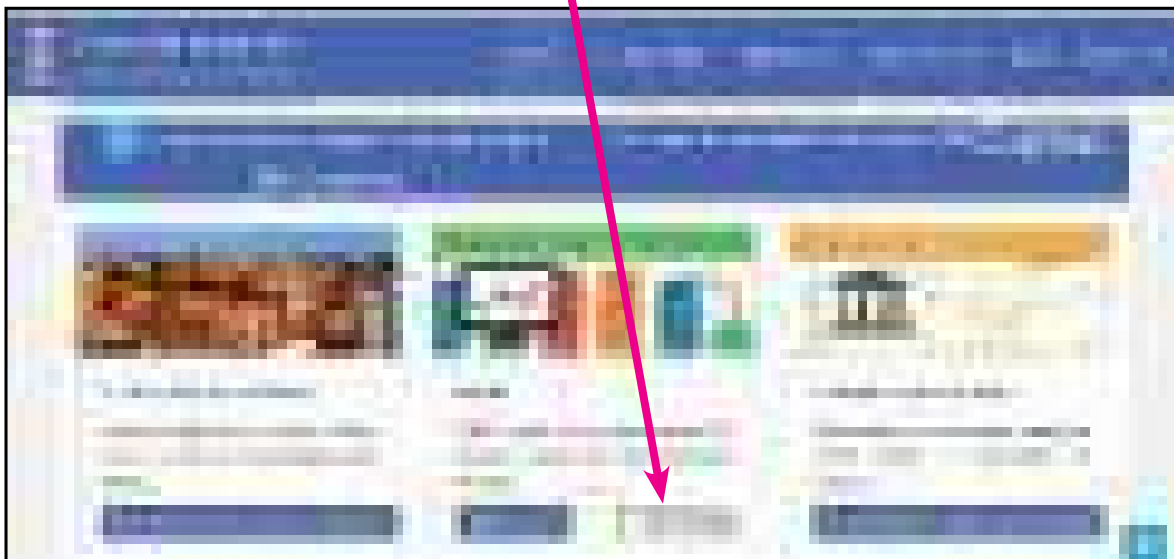
/ between 2 to 5 years old cases and up to 2 years. And now the National pendency of case figures at High Court level and District level are open to public and is just a mouse click to get the same. The importance of NJDG is raising day by day and this screen shot of the e-committee newsletter is another proof of it.



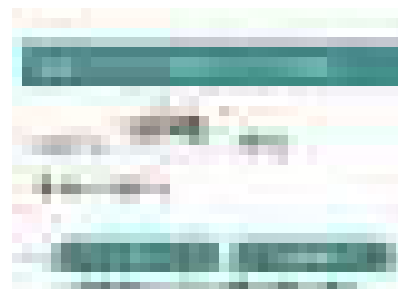
### 2.5.1 Login Page for District Courts NJDG:

Step 1: Go to ecourts webpage <http://ecourts.gov.in>

Step 2: Click District Court under **NJDG**



Step 3: The text box will open up as shown below .The District court NJDG will appear. Enter the captcha for logging into District court NJDG. If u are not able to understand the captcha you can also click the sound button which will read the captcha and it can be entered .The refresh button if clicked will give fresh captcha.



Step 4: Click Go after entering the Captcha it will take you to the District court NJDG Home page

## 2.5.2 Log in Page for HighCourt NJDG:

Step 1: Go to ecourts webpage <http://ecourts.gov.in>

Step 2: Click High court option in NJDG

Step 3: The text box will open up and the enter the Captcha and click Go. Then the High court NJDG Home page will open up



Step 4: To return to District Courts NJDG click the link “Click here to visit District Court NJDG”



**Watch video on NJDG Public Portal by clicking the link below :**

<https://www.youtube.com/watch?v=e6Dk4ibkbJk&index=4&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8>

## 2.6 High Court NJDG

Out of the 24 High Courts 20 High Courts have joined the Highcourt NJDG as on 31.08.2017 and the remaining four High Courts are also to join soon . The High Court NJDG gives the consolidated figures of Cases instituted ,cases disposed and the pendency of cases in all High courts across the country. Every one part of Judiciary should experience the amazing browsing experience of the NJDG web page. In the ecourts webpage click on NJDG and then click on the link shown as “ click here to visit High court NJDG “ and the home page welcomes you with all the Highcourt data consolidated as a nation wise data, and the data when clicked further unfolds into High Court wise data then into category wise cases and then it splits into year wise data and then into case wise particular. This unfolding of data is a wonderful and amazing experience no one should miss.!

## 2.6.1 High Court NJDG Home page

The High court NJDG home page contains summary reports with statistics on one side and the Graphical reports on the other side. Home page welcomes you with the consolidated data of all High Courts for the whole of India. Let us see in details what are all the data which can be got from Highcourt NJDG in the coming paras.



The image displays a screenshot of the High Court NJDG Home page. The page is divided into two main sections: summary reports and graphical reports. The summary reports section on the left contains a table with columns for various metrics, and the graphical reports section on the right features a donut chart and a bar chart. A callout box with a pink border and arrows points to a specific number in the table, providing instructions on how to interact with it.

Click on the number it will open up the entire list of cases, which will further unfold into case details.

## 2.6.2 National Data of Highcourts under High Courts NJDG

The Home page of High Court NJDG welcomes you with the consolidated figures of all High Courts at National level which includes the Total number of cases instituted ( monthly), Total cases disposed ( monthly), Total pendency ( monthly), Total senior citizen & woman cases, cases listed Today, No of Judges along with the the pie chart and data chart . Let us see the data one by one

The summary report in the Home page of the Highcourt NJDG gives the following data


### 2.6.2.1 Cases filed and Disposed (monthly) in the HighCourts

The summary report displays the cases filed in the last month and that too Category wise as civil/criminal/writ Petitions. The screen shot hereunder shows the summary report as on 02/09/2017. Another important data available in the home page is the total number of cases disposed by the High courts on the last month. And the added feature is that it shows more than 10 years old cases disposed by the High courts. The figures if clicked will open up the further list



The screenshot displays a table with multiple columns and rows. The columns likely represent different categories of cases (e.g., Civil, Criminal, Writ) and metrics (e.g., Filed, Disposed, Pendency). The rows represent different High Courts. The data is presented in a grid format with alternating light and dark background colors for readability.

### 2.6.2.2 Pending cases in Highcourts



The screenshot shows a table with several rows and columns. The rows are color-coded: red, yellow, green, and blue. Two columns at the bottom of the table are circled in pink, indicating specific data points or metrics related to pending cases.



### 2.6.2.3 Senior citizen & women cases pending in High Courts

A screenshot of a software interface displaying a table with columns for 'Senior Citizen Cases', 'Women Cases', and 'Total Cases'. The table contains numerical data for various High Courts, with some cells highlighted in yellow.

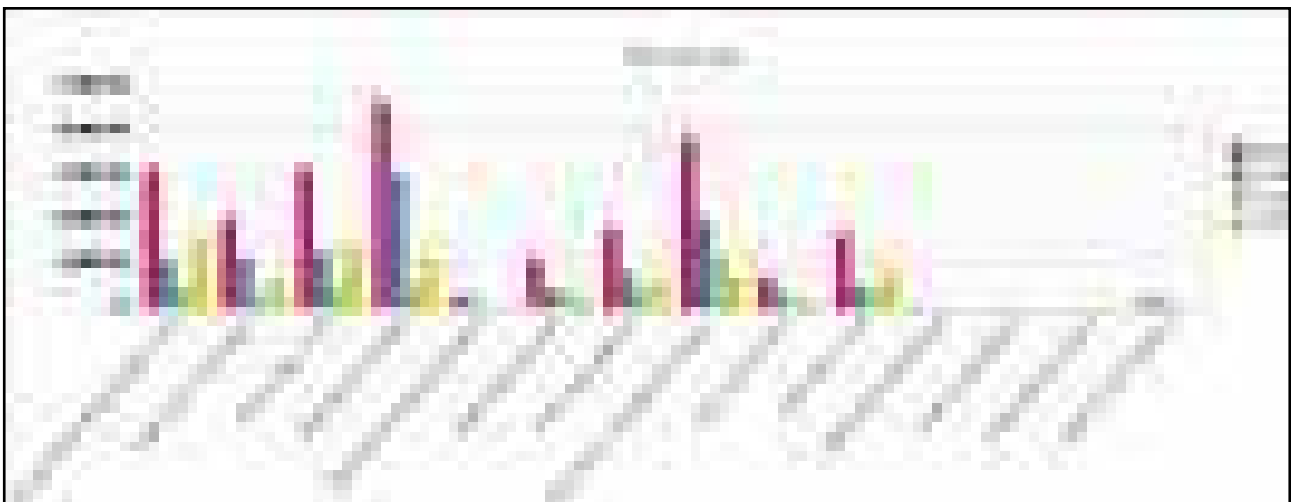
### 2.6.2.4 Listed cases / Number of Judges in High Courts

A screenshot of a software interface displaying a table with columns for 'Listed Cases', 'Number of Judges', and 'Ratio'. The table contains numerical data for various High Courts, with some cells highlighted in yellow.

### 2.6.2.5 Pendency Pie Chart of High Courts



### 2.6.2.6 Pendency Data Chart of High Courts





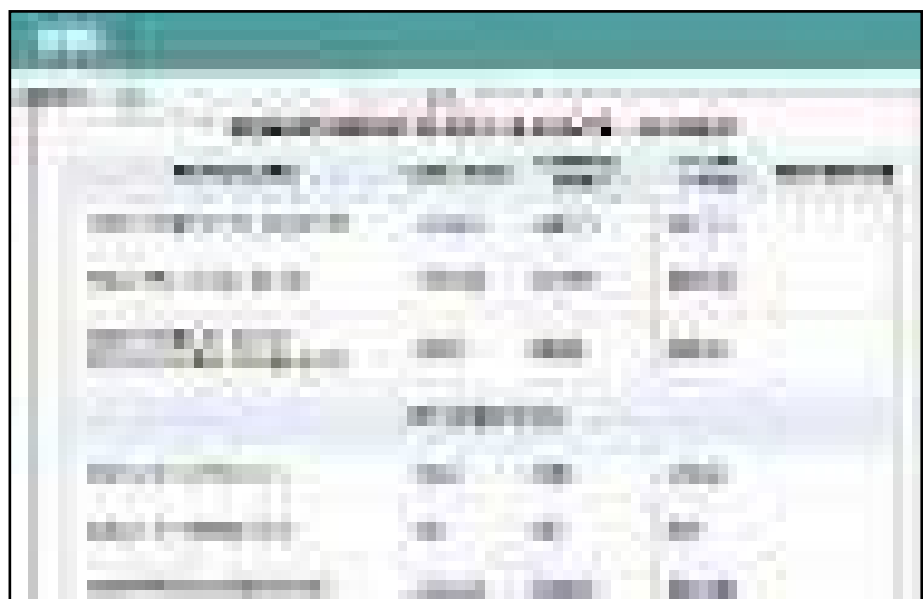
## 2.7 District Court NJDG

The under shown is the District Court NJDG home page which contains summary reports on one side and the Graphical reports on the other side. Home page welcomes you with the data for the whole of India. Let us see in details what are all the data which can be got from NJDG in the coming paras.



### 2.7.1 National Data under District Court NJDG

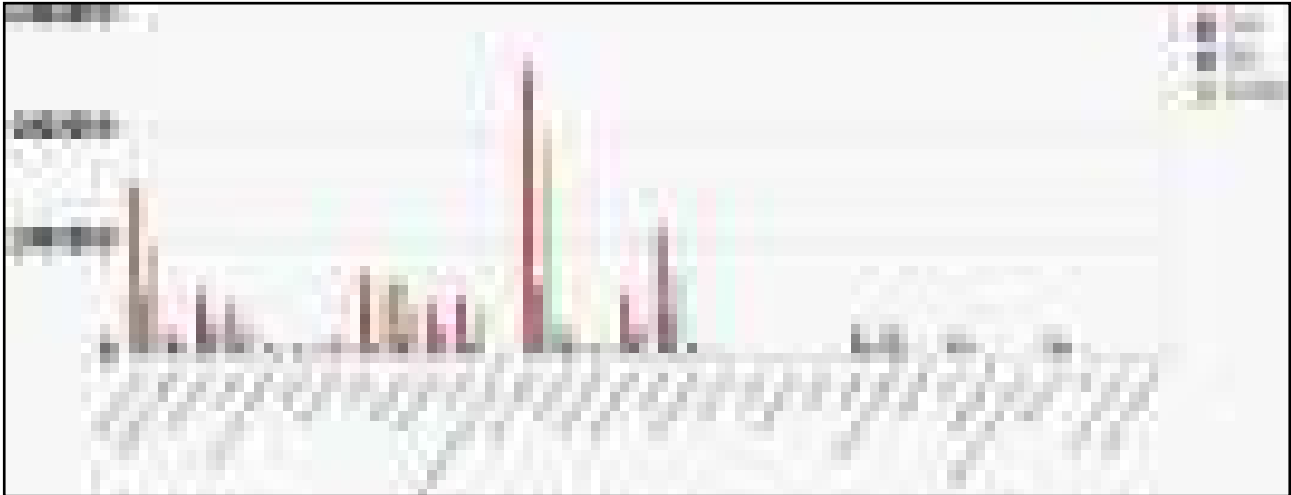
The District Court NJDG summary report as shown below can be viewed by anyone from any part of the world. More over the beauty of the said statistics it that when you click on the number it further provides the entire list of cases. For example the total pending as





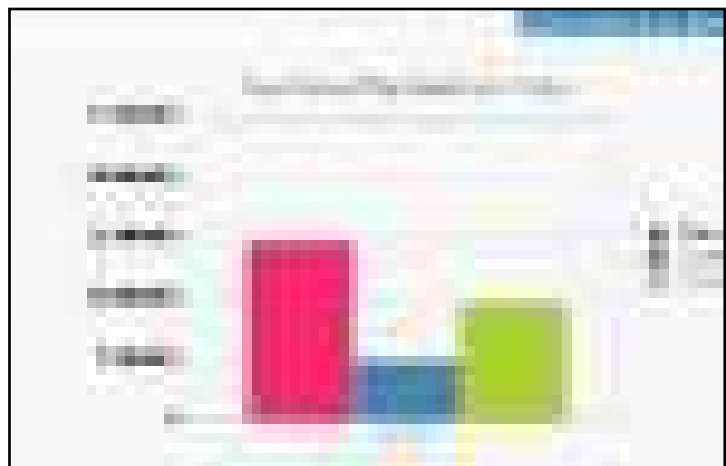
### 2.7.3 Indian state wise Data Chart under District Court NJDG

NJDG graphical chart as shown below is another attractive feature. The chart shows the pending cases category wise i.e civil;criminal and total. By seeing the chart one can easily see which state has the highest pendency. In the under given chart it shows Uttar Pradesh tops the pendency list followed by Maharashtra and Gujarat. Its amazing because all these data are now at a mouse click.



### 2.7.4 Case Nature Wise Data chart under District Court NJDG

From this chart one can easily say that among the total cases pending Criminal cases are more than the Civil cases in India as on 01/06/2017.



### 2.7.5 Pendency chart & report under District Court NJDG

NJDG home page gives detailed report about pending cases based on age of the case. Cases Pending over 10 years; between 5 to 10 years; between 2 to 5 years; less than 2 years. This figures are also generated through a chart which is also very useful.



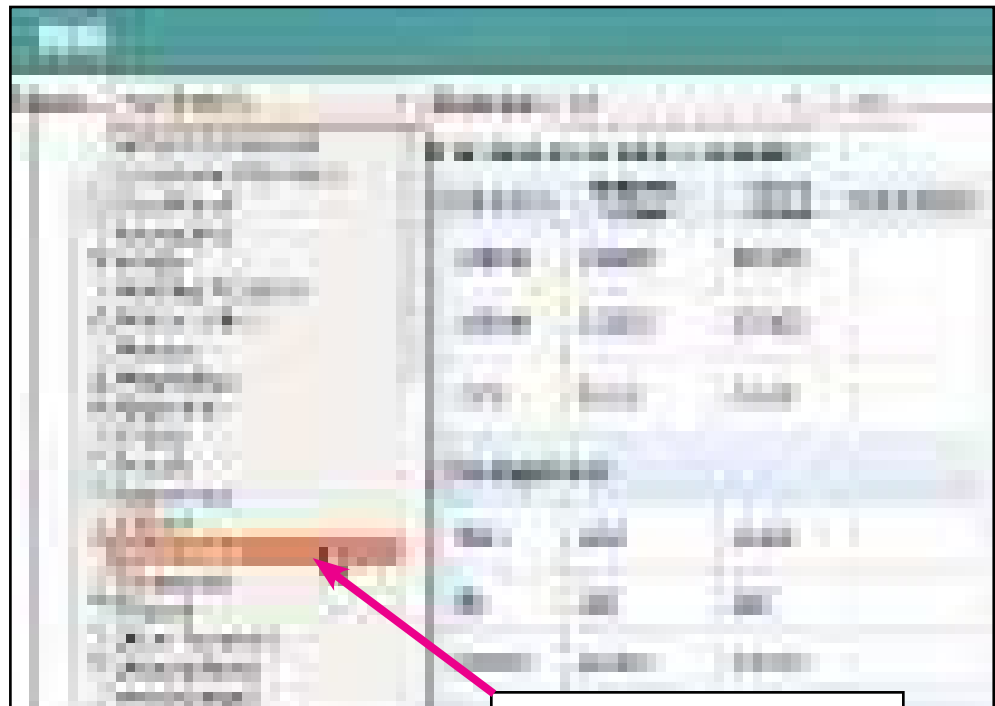
Case Category	Case Count	Case Status	Case Date	Case Location
Senior Citizen	100	50	2023-10-01	Tamil Nadu
Women	150	75	2023-10-01	Tamil Nadu
Other	200	100	2023-10-01	Tamil Nadu
Case Category	Case Count	Case Status	Case Date	Case Location

### 2.7.6 Senior citizen & Women cases under District Court NJDG

Case Category	Case Count	Case Status	Case Date	Case Location
Senior Citizen	100	50	2023-10-01	Tamil Nadu
Women	150	75	2023-10-01	Tamil Nadu
Other	200	100	2023-10-01	Tamil Nadu

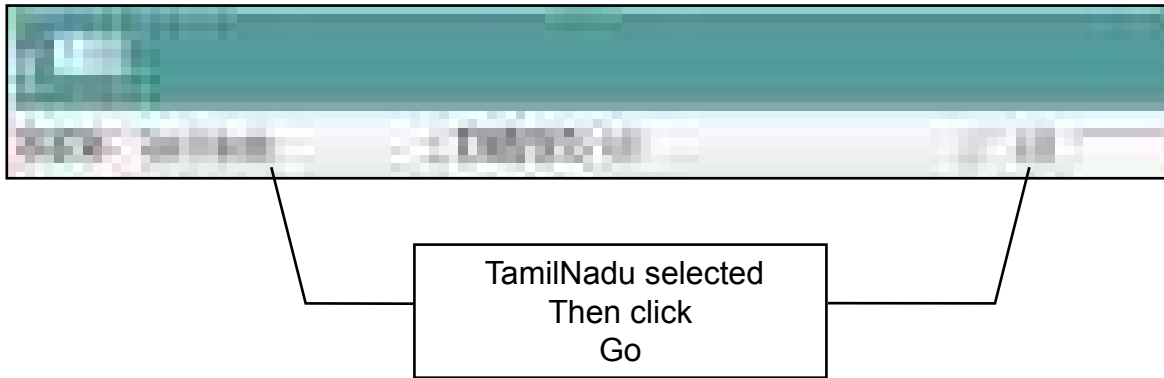
### 2.8 Particular State wise Data under District Court NJDG

The Data for any State can be generated from NJDG. To get the State particulars select the State from the drop list as shown below. The selected State's data will be displayed. In the screen shot hereunder the State Tamil Nadu is selected which will show the details of Tamil Nadu.



Select the State name From the above list. Eg. Tamilnadu is selected.

The screen shot of selecting of Tamil Nadu is shown hereunder :



### 2.8.1 Tamilnadu District court data under District Court NJDG

Tamilnadu  
Disposed cases  
Filed cases  
10 yrs old disposal

Tamilnadu Yearwise  
pendency chart

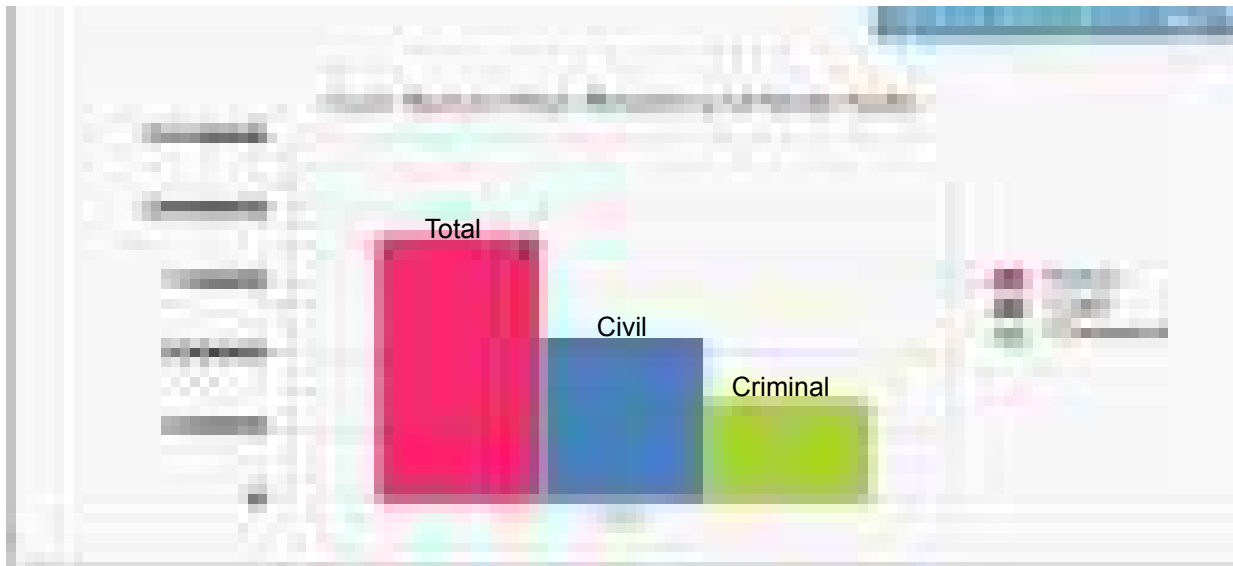
TamilNadu Yearwise pendency  
details Over 10 years old  
5-10 years old cases  
2-5 years old cases less than  
2 years old cases

Tamilnadu Categorywise  
Pending cases  
Senior citizen cases  
Filed by women cases

Tamilnadu  
Civil/criminal  
Pendency  
chart



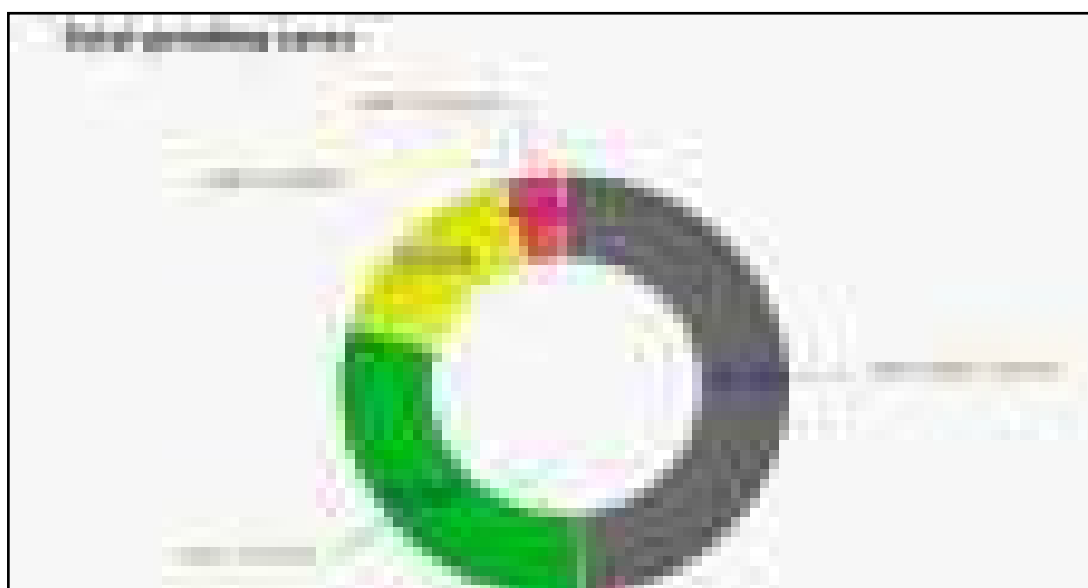
### 2.8.4 Tamilnadu Case Nature wise Data Chart under District court NJDG



### 2.8.5 Tamilnadu District Courts Pendency reports chart under District court NJDG

A table titled "Pendency Reports" with 5 columns. The rows represent different court types and their corresponding pendency counts.

Court Type	Category 1	Category 2	Category 3	Category 4
District Courts	1200	1500	1800	2000
Subordinate Courts	800	1000	1200	1400
Other Courts	600	700	800	900
Total Pendency	2600	3200	3800	4300

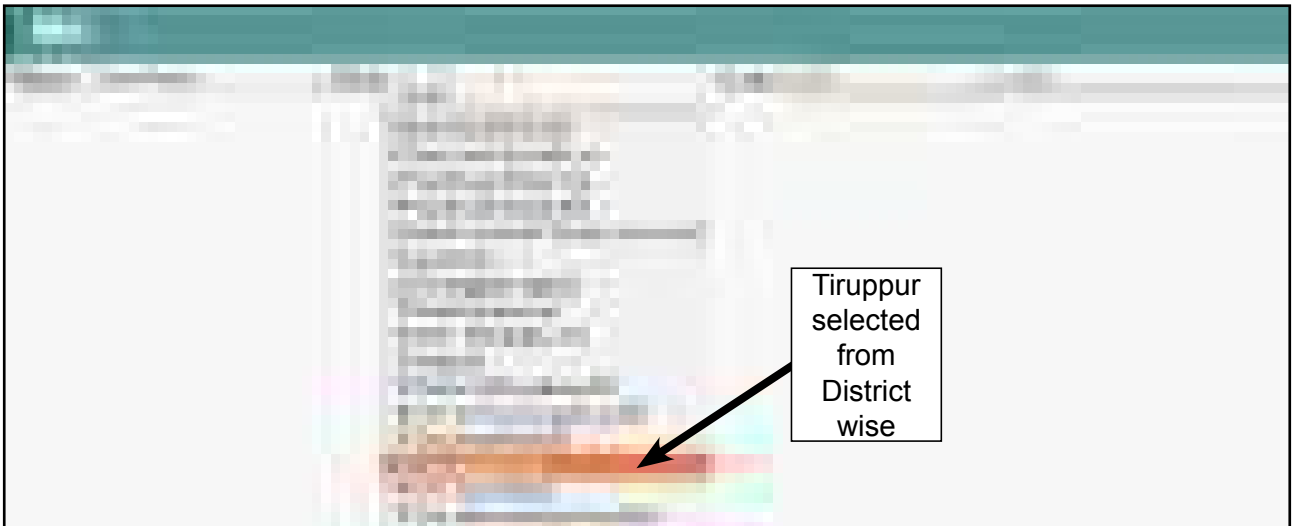


## 2.8.6 Tamilnadu Senior citizen & Women cases under District court NJDG



Case No.	Date	Status	Other Details
...	...	...	...
...	...	...	...
...	...	...	...

## 2.9 Particular District wise data under District court NJDG



Tiruppur selected from District wise

District	Case No.	Date	Status	Other Details
Tiruppur	...	...	...	...
...	...	...	...	...

## 2.9.1 Establishment wise Data under District court NJDG



Establishment	Case No.	Date	Status	Other Details
...	...	...	...	...
...	...	...	...	...
...	...	...	...	...

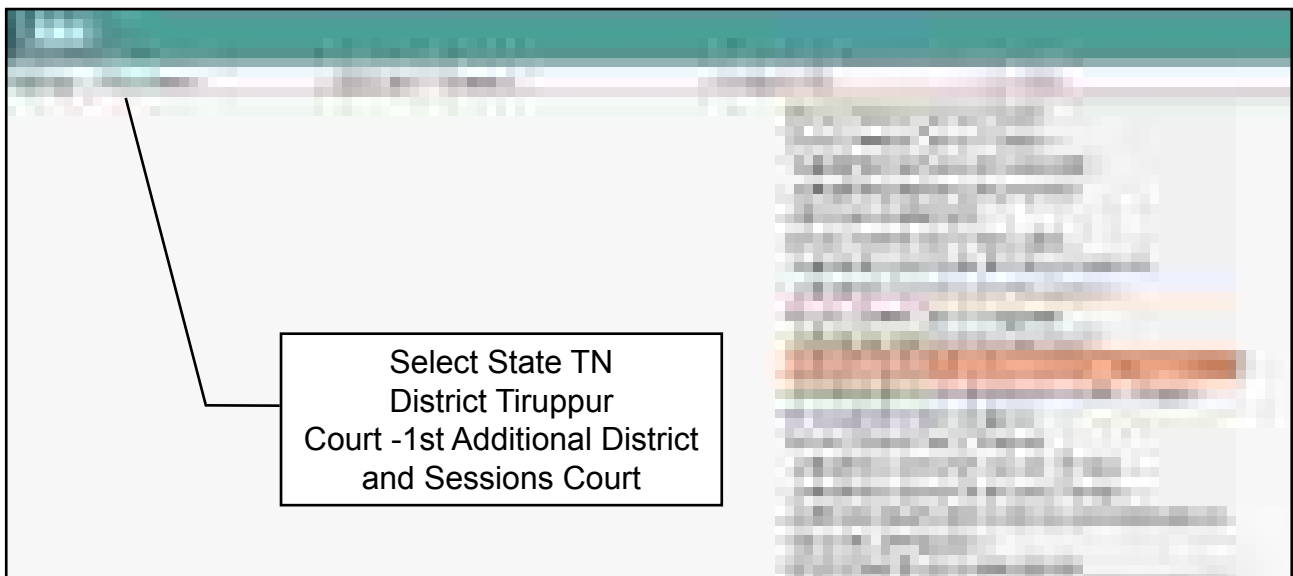


## 2.9.2 District level Establishment wise pendency chart under District court NJDG



## 2.10 Court wise Data under District court NJDG

Select the establishment from the drop list. In the given example hereunder the Additional District and sessions court is selected

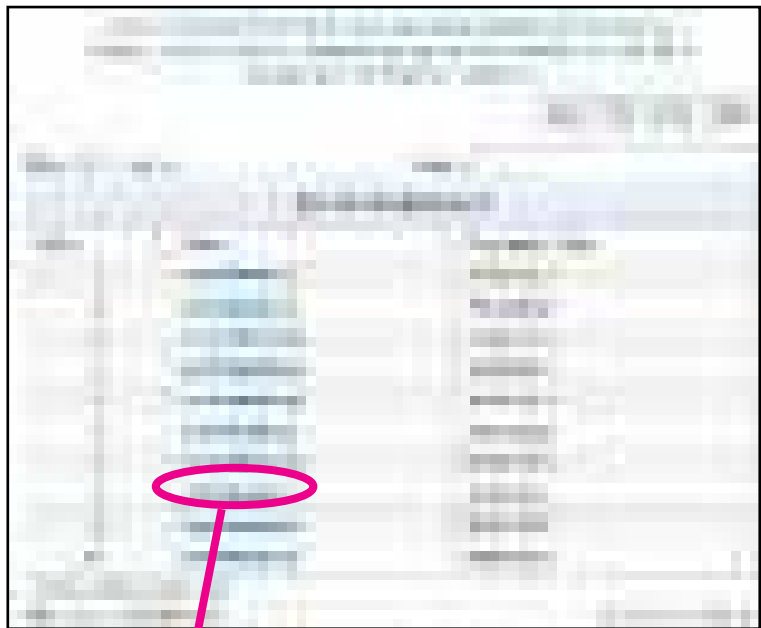


## 2.11 Judge wise Data under District court NJDG



## 2.12 Case list under District court NJDG

In the screen shot the pending cases 83 is shown. If it is clicked it will open up the entire list of 83 cases and the first 10 cases from the list generated is shown.



## 2.13 Particular Case Data under District Court NJDG



In the above list S.No. 8 is SC 126/2017 if clicked opens the above case details.

## 2.14 Daily Status under District court NJDG

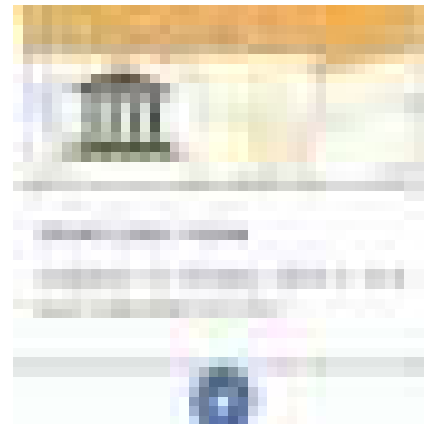
In the above screen shot the last hearing date is shown as 19-06-2017. What is the status of case as on 19-06-2017 can be seen from the comfort of home by clicking on 19-06-2017 which opens up the Daily status with A diary of the said case as shown here with.



So we need to remember that the data entered through CIS is the basis for all the above data shown in ecourts and NJDG web page and that the same is viewed worldwide !

## 2.15 District courts of India web page

In the ecourt webpage the District court of India is the store house of entire case data of the district and Taluk level courts .when u click at District courts of India as shown herein then u will be taken to the India map from where the state can be selected and the respective district can be selected and from where the court can be selected and the case status can be got. The same can be got by directly typing the state in the drop box “ Please select your state” which is also available on the ecourts web page



1. Click the arrow in the District Court Services, it will open up the India map
2. Click any State in the India Map or Select the State from the Drop Box
3. Select the District from the District Map or from the Drop Box
4. Official Web site of the District will open up with ecourt Services
5. In the ecourt Service Case Status, Court Order and Cause List can be got.



**Watch video on Introduction to District court website by clicking the link below :**  
<https://www.youtube.com/watch?tEMUB9DnIT4&list=PLEPhpCrSmo94X7WCQt1KMKK8UNYSAEbO8&index=3>

## 2.15.1 Important information available under district court webpage

The importance of district court websites are increasing day by day. Each state is putting the district court website to effective and multifaceted usages. One can get variety of information pertaining to District court which includes List of Judicial officers working in a District; List of Judges who are on leave, important recruitment announcements, Important circulars,, jurisdiction of courts and police station. All these information are available in this web page in addition to the District court services like Case status; Court order, cause list which is also available here in this web page.



## 2.15.2 Viewing Case Status on-line through under District court NJDG

The case status of any case in the District court level can be viewed through eCourts web page under the following headings

- (i) District court of India
- (ii) District court services
- (iii) NJDG ( National Judicial Data Grid)

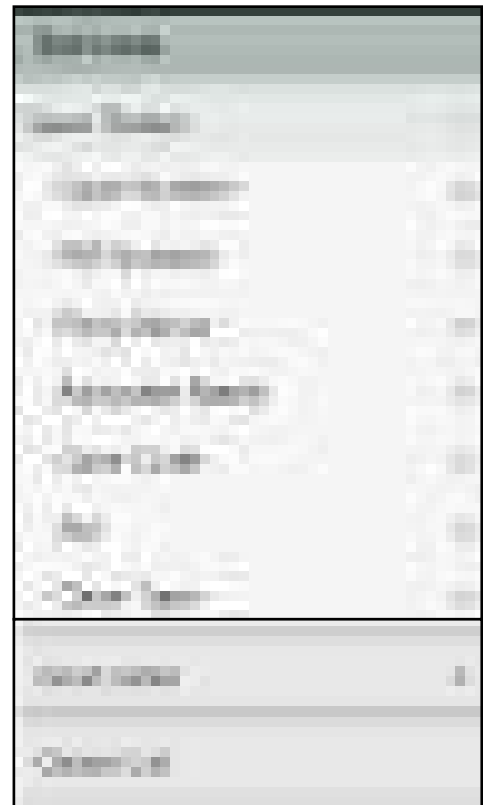
Let us see one by one how to get the status of the cases under the services available under District Court Web Page.

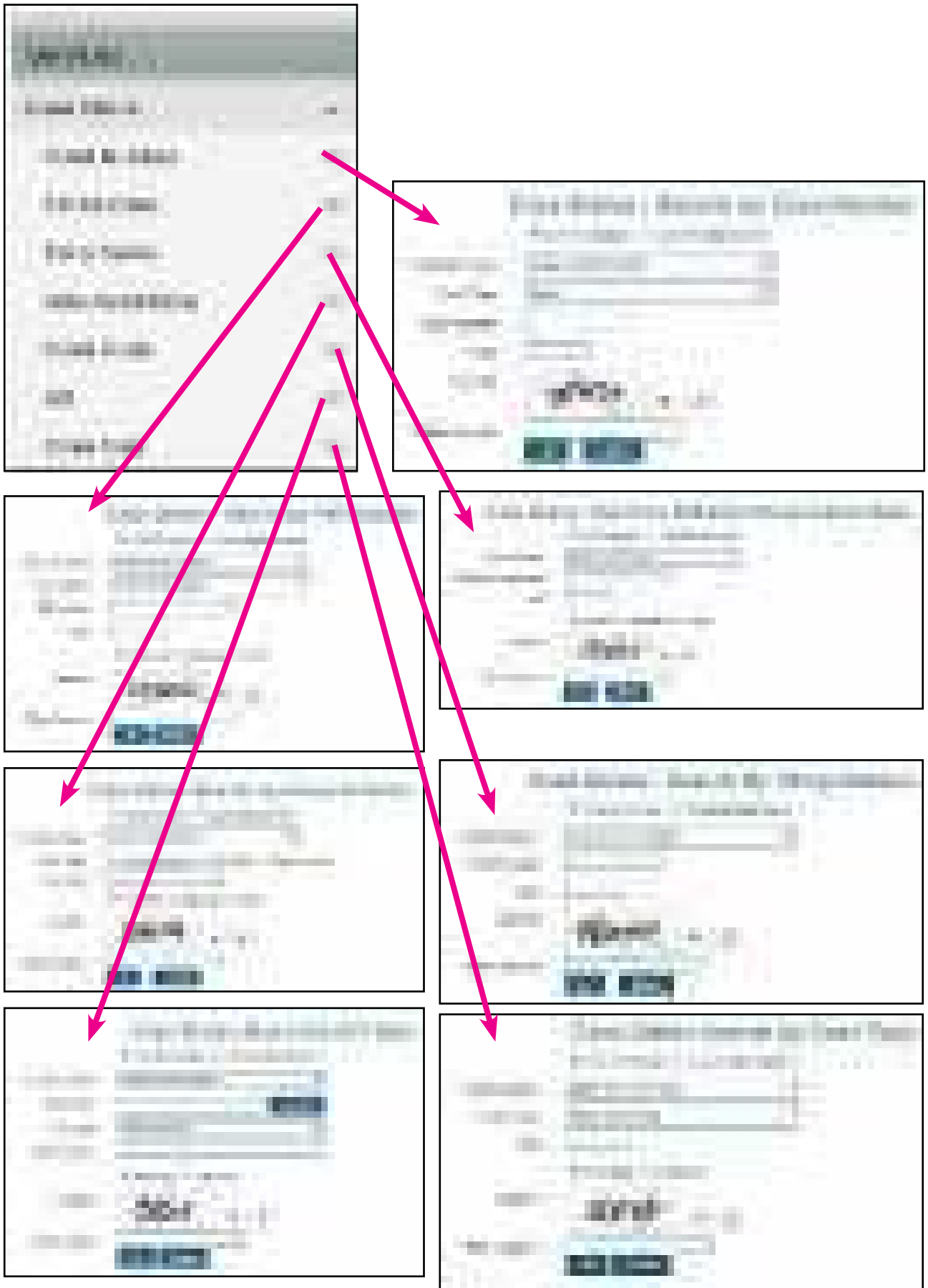
- select State
- Then select District
- click case status

Then using any one data

- (i.e) case number
- (or) FIR number
- (or) Party Name
- (or) Advocate Name
- (or) Filing Number
- (or) Act
- (or) case type

the details can be searched as shown in detail in the next page → → → → →





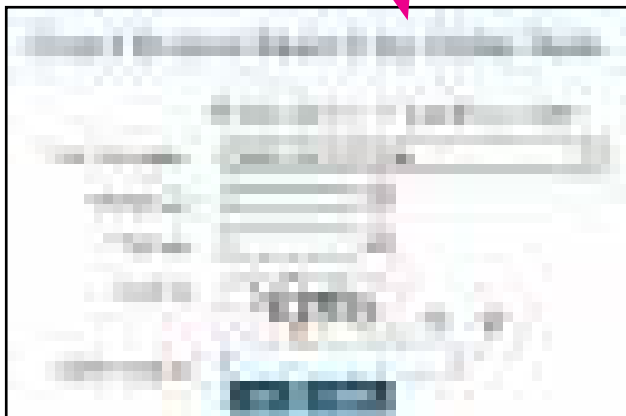
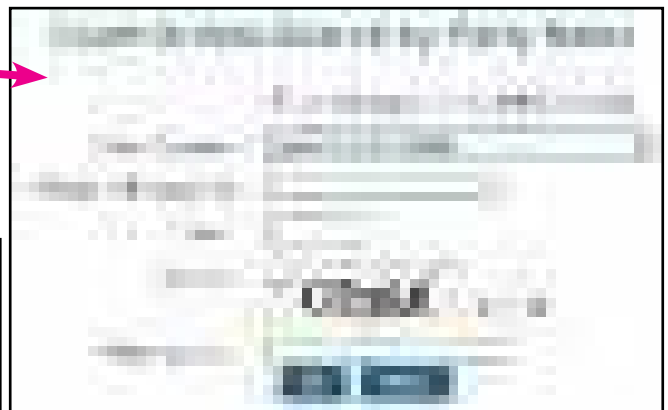
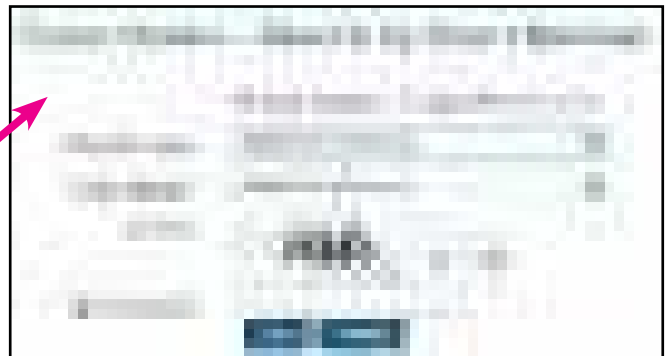
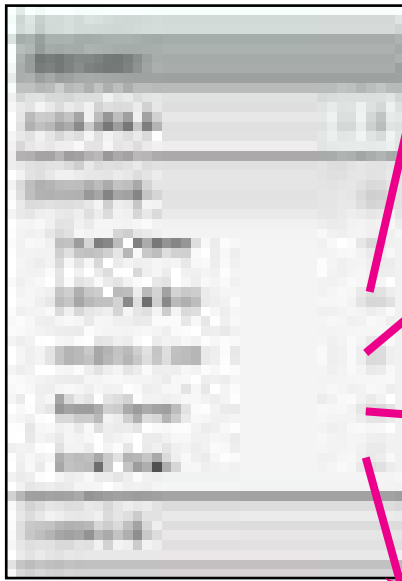
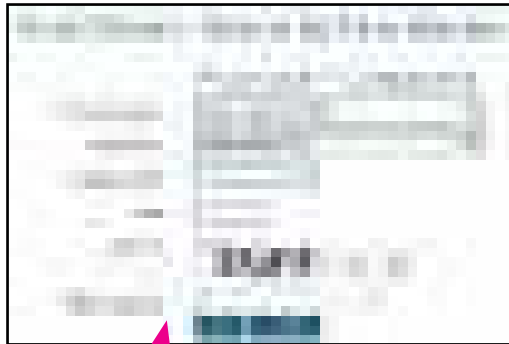
### 2.15.3 Viewing court orders on-line through under District court NJDG

Similarly, Court order can also be searched on-line in the e-court website using

(or) Court Number

(or) Party Name;

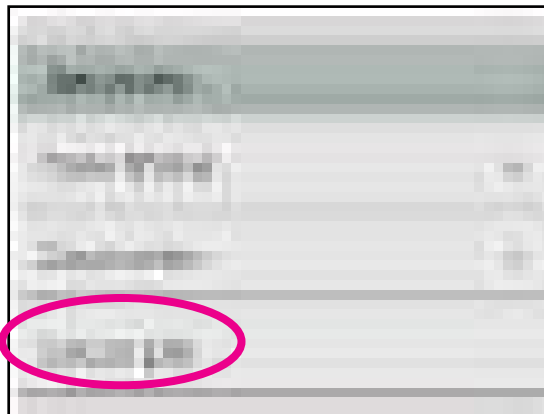
(or) Order Date (as shown here) → → → → →



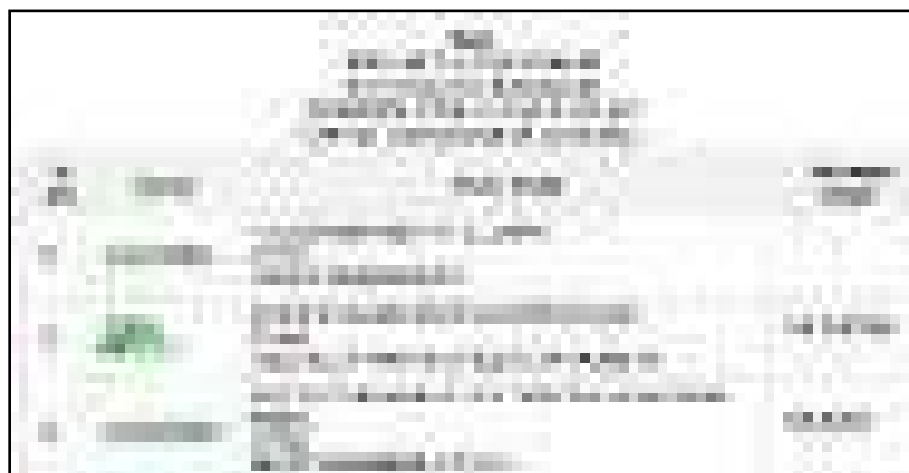
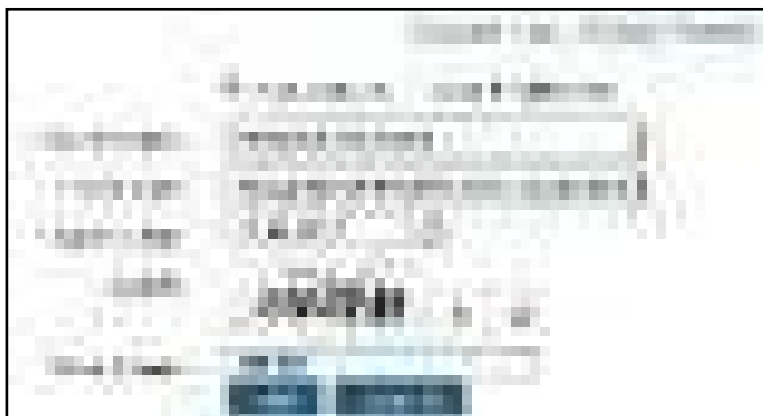


## 2.15.4 Viewing cause list on-line through under District court NJDG

The cause list is nothing but the hearing book. The cause list of any court can be also viewed from the court website. This cause list search is an equally useful feature for Judicial Officers, staffs other than the litigant public. Through cause list a judicial Officer can login from his home and know the cases posted on any date and can plan for his work. For example the Judicial officers can have it as a habit to view everyday workload through



Cause list search and can plan the work for the day. Through cause list the Judicial officer and the staff can now very well find out which is the heavy work load day and which day has lighter work on any given week or month. The litigant public and advocate can now confirm when the case is coming up for hearing using the on-line cause list.



Watch video on View Cases Listed Today & Generate Cause List by clicking the link below :

<https://www.youtube.com/watch?v=NU1a-DjRktk>

..... get any details of District level cases at a mouse click in [www.ecourt.gov.in](http://www.ecourt.gov.in) .....

## 3. Must know basic options in CIS 2.0

### 3.1 Introduction

In CIS 2.0 many new options are introduced. It may take quite sometime for anyone to get acquainted with all the options. But to start working with the new CIS 2.0 it is a must that one should know certain basic options. And by regular usage of CIS 2.0 one can get acquainted with hundreds of options in it. As a starter pack to help the staffs to start to working with CIS 2.0 few basic icons are short listed hereunder

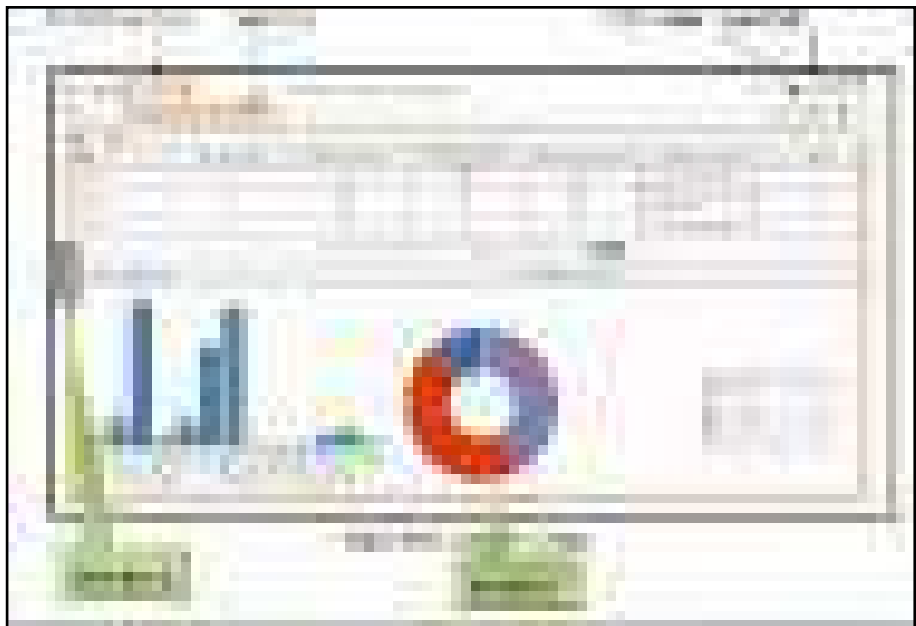
- New Home Page under CIS 2.0
- Show menu
- Navigation pane
- Menu bar icons
- The Search Box
- Alert menu
- Calendar
- ecourtIS link
- Establishment select box
- Modification Menu
- Logout menu

### 3.2 New Home Page under CIS 2.0

Once you enter into the CIS 2.0 the home page welcomes you. Let us see what are all the options available in the new home page. The picture shown here is the image of the new Home page.

### 3.3 Show menu

In CIS 2.0 the show menu is given on the left hand side which if



clicked will open up the navigation pane. Earlier in CIS 1.0 the navigation pane was displayed as a constant, whereas now in CIS 2.0 it is dynamic i.e it will appear only when clicked for requirement Show menu if clicked will open up the navigation pane as shown below



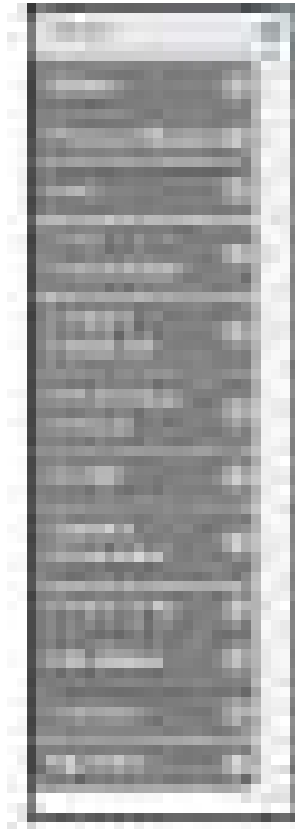
**Watch Video on Show Menu Tab In CIS by clicking the links below :**

[https://www.youtube.com/watch?v=1bXmTbsrHHM&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=2](https://www.youtube.com/watch?v=1bXmTbsrHHM&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=2)

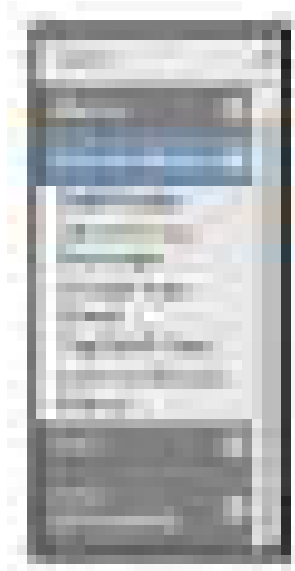
### 3.4 Navigation pane:



### 3.5 Sub menus inside navigation pane :

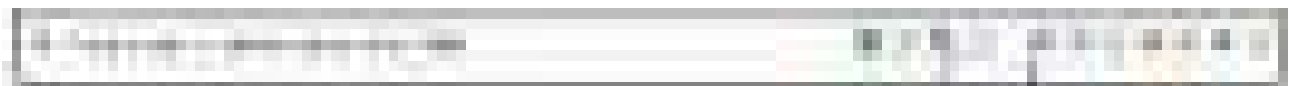


### 3.6 Menu bar icons:



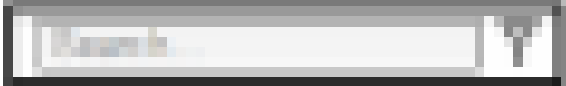
Menu bar icons are situated on the top of the screen which is shown in the image below

### 3.7 Description of Menu bar Icons



1		Home	Go to the home page of the system.
2		Search	Search for a specific case or document.
3		Add	Add a new case or document to the system.
4		Edit	Edit an existing case or document.
5		Delete	Delete a case or document from the system.
6		Filter	Filter the results of a search or list.
7		Sort	Sort the results of a search or list.
8		Refresh	Refresh the content of the page.
9		Print	Print the current page.
10		Help	Access the help documentation.
11		Logout	Logout of the system.
12		Settings	Access the system settings.
13		Feedback	Provide feedback on the system.

### 3.8 The search box



This search box is on the left top of the home page. It can be called as the Google in CIS 2.0. This is an important and a very useful icon. It can be used like a Google to search

any option in CIS 2.0. If any option is typed it will immediately display it. There is no need to go to Navigation pane or to memorise where each and everyone of the option is .

**Watch video on Quick Search Facility In CIS by clicking the link below**

[https://www.youtube.com/watch?v=msg8H9PJTbU&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=3](https://www.youtube.com/watch?v=msg8H9PJTbU&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=3)

### 3.9 Alert menu

Alert menu is another important icon which every staff involved should check out daily.

- Alert menu displays the alerts concerning the cases that have been Transferred Out, Transferred In, and Allocated cases as shown above



### 3.10 Alert menu - Today's Cases Civil / Criminal

- Alert menu displays the Today's Cases (Civil) which is the List of Today's Civil Cases. (When today's civil case is clicked it will open up the today's civil case list from where daily proceeding can be updated. This option is much easier than the earlier CIS 1.0).

Similarly in alert menu there is Today's Cases (Criminal). If clicked it will display the List of Today's Criminal Cases that are displayed on the board. And from where going to daily proceeding for today's Criminal case becomes much easier.





### 3.11 Calendar

Calendar is an important and a very much useful option alert. Calendar option works like a hearing book .This is an important option very useful for the Judge to plan his /her courts work for all the days and with the help of the calendar the judge can see uniform spreading of work on all working days.



**Watch video on Mangement tools like Calender, Todays Cases, Alerts in CIS by clicking the link below :**

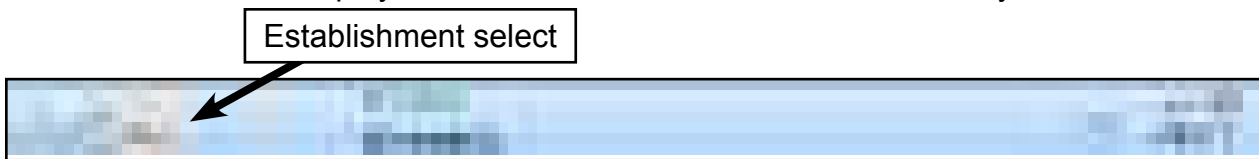
[https://www.youtube.com/watch?v=PruKGGd9vIw&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=4](https://www.youtube.com/watch?v=PruKGGd9vIw&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=4)

### 3.12 ecourtIS link

This ecourtis link is a shortcut link which will take you back to the Home Page from any place you are. For example, if you are on the Bailiff (Add) screen and you want to view the Home Page for any reason, click ecourtIS the above shown icon which is on the upper right hand corner of the screen. Then you can reach the home page .

### 3.13 Establishment select box

The Establishment select box is situated on the left side top of the home page as shown below. It will display all the establishments. You can select your establishment



from the drop down box .

### 3.14 Modification Menu

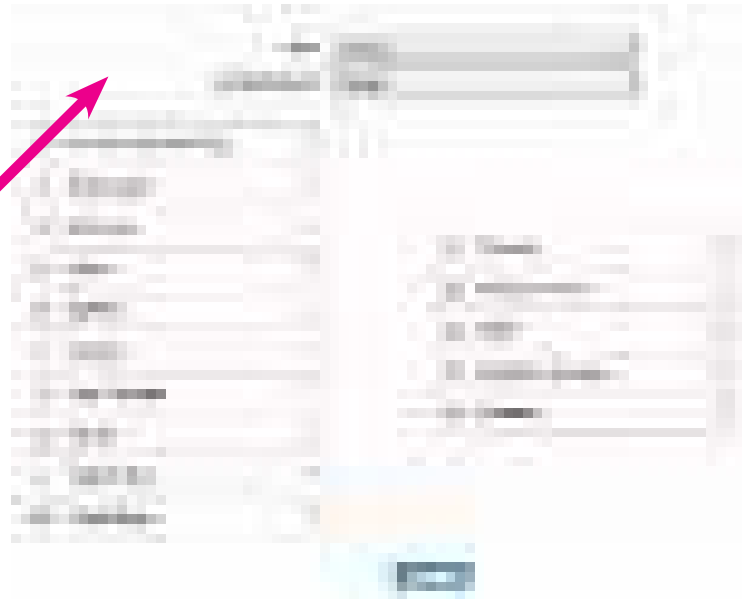
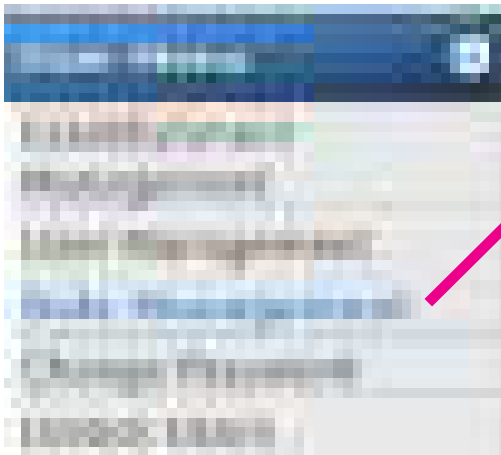
The modification menu is necessary to correct the errors that is wrongly entered and saved in the system. Three types of Modification menus are available under admin menu. The said menus can also be directly searched through the search box.

- (i) Modify Business
- (ii) Modify Next Date and Purpose
- (iii) Modify Case Details

#### 3.14.1 Security check through Role management

The above mentioned three modification option should be sparingly used as we have live datas based on lot of live reports are auto generated through NJDG, ecourts services. The staffs should be sensitised with the importance of data handled by them and the changes should be strictly made in the data only with the prior approval of the concerned Judge or the concerned Head of office. CIS also has an inbuilt security check to define the role of the staffs handling CIS data. Various level of staffs will be logged in for various work under CIS and not all staffs can be given access to all datas . The Role mangement option is available in the User menu where in the role of the staffs can be pre-defined and the access of the data by the staffs can be checked and controlled.





### 3.14.2 Modify Business

This modification menu is used to modify the Business, which has been wrongly entered during the Case Proceedings. First the case must be selected for which the business is to be modified. The next dates (Proceeding Dates) are displayed automatically. The date for which the business is to be corrected is selected and the Business can be corrected or modified. After which if we Click on the submit button to save the case, the system will display the message, "Modification Successful"



### 3.14.3 Modify Next Date and Purpose

This modification option is used to modify the next date and purpose when there is mistake in the entry of Date and purpose. This option is used to change the Stage and Next Date, which has been wrongly entered. However, this option cannot be used to correct the backdated entries. It can be applied only to rectify the future Next Dates and Stages.

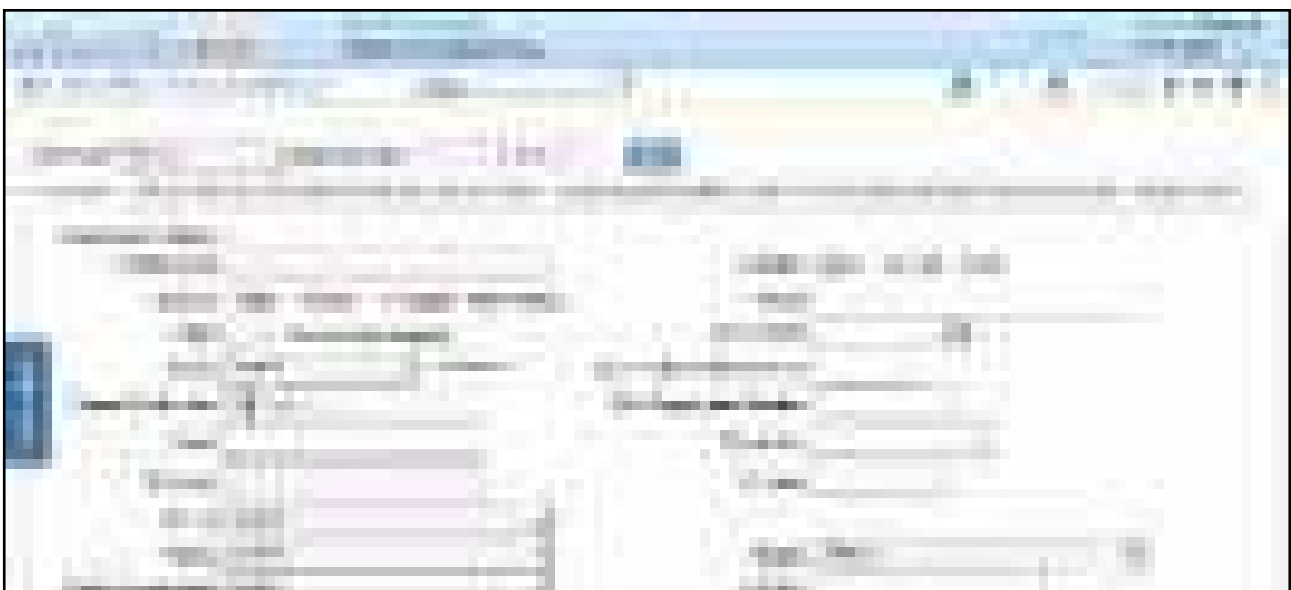


**Watch video on Modify Business, Next Date & Purpose of a Case in CIS by clicking the link**

[https://www.youtube.com/watch?v=p1eaFpHpnDE&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=11](https://www.youtube.com/watch?v=p1eaFpHpnDE&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=11)

### 3.14.4 Modify Case Details

This option provides the facility to modify the details which are wrongly entered during Case Registration. With Modify Case Details menu the registration details alone can



be modified but the details regarding Court Number, Filing Number and Registration Number cannot be modified through this option.

**Watch video on Modification of Case Details In CIS by clicking the link below**

[https://www.youtube.com/watch?v=EleWyr1Sw3I&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=12](https://www.youtube.com/watch?v=EleWyr1Sw3I&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=12)

### **3.15 Logout menu**

Using the Logout icon situated on the right side top of the screen you can log out from the current session of CIS 2.0.



*.... This is only a starter, keep exploring CIS 2.0 ....*

## 4. Filing Counter & FORA

### 4.1 Filing counter

The Centralised Filing counter in the court complexes and the concept of FORA is one sure feature which is going to revolutionize the filing system in the entire District Judiciary. The major break through under these proposed filing counter is that any paper which is filed in the court can be tracked through CIS 2.0. To put it in simple words earlier under CIS 1.0 the cases which were taken on file alone who entered but the cases filed in the court and which are not taken on file( pre registered cases) was not under CIS 1.0. But this shortcoming has been removed by CIS 2.0 filing counter. Under CIS 2.0 any person who wants to file the case can come to the filing counter and file his case. During filing all the details will be entered in the formate prescribed and the entries will be made. After making entries filing number and CNR number (unique case identity number) will be generated and filing acknowledgement will be given to the litigant who can then track his case status on line whether his case is taken on file or whether any objections have been noted or whether it is returned or rejected or registered. So with this filing counter and CNR number the tracking of unnumbered cases is also possible which will be a great breakthrough on the litigant point of view which will result in greater transparency in District Judiciary.

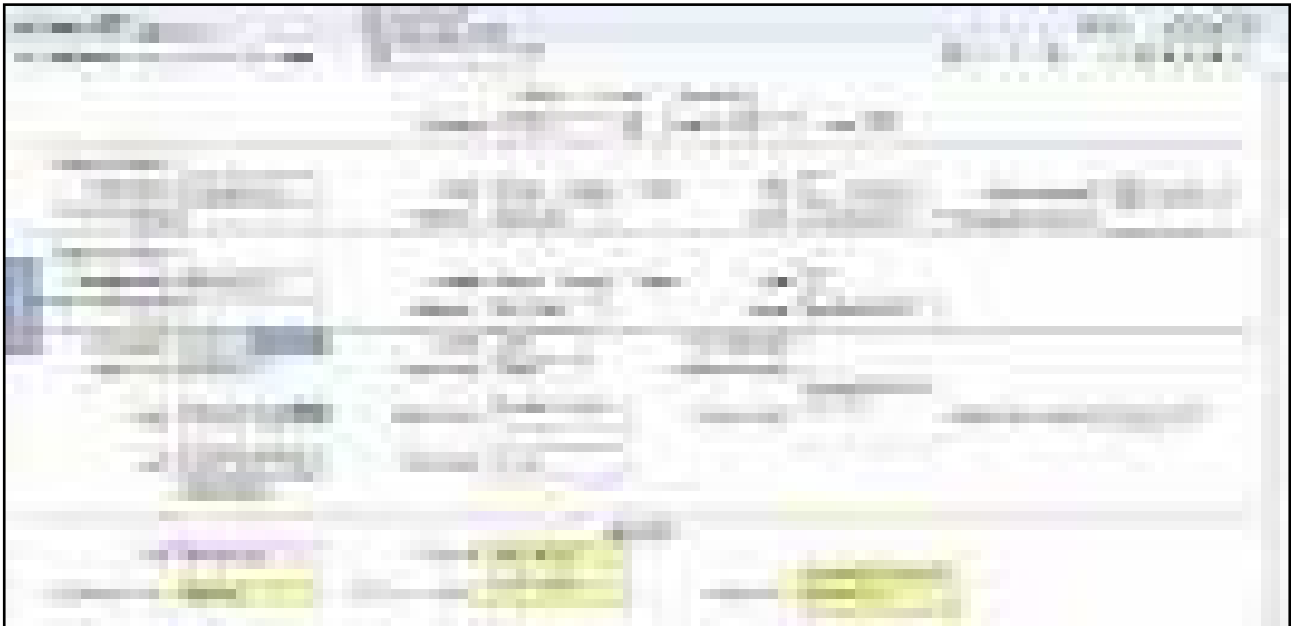
### 4.2 FORA- Filing work Flow

What is FORA ?FORA is nothing but the abbreviation of the stages of the case through which any case passes through once filed into the filing counter. The stage has been classified as

FORA = Filing → Objections → Registration → Allocation

### 4.3.Filing

Under CIS 2.0 any case filed in the filing counter will enter the First step which is termed as Filing. Under the first step of filing any case which is filed will be entered in the prescribed form in the filing counter. After making preliminary entries filing number and a CNR number is generated and a printed acknowledgement is given to the litigant in the filing counter. The Filing form which opens up is shown hereunder.



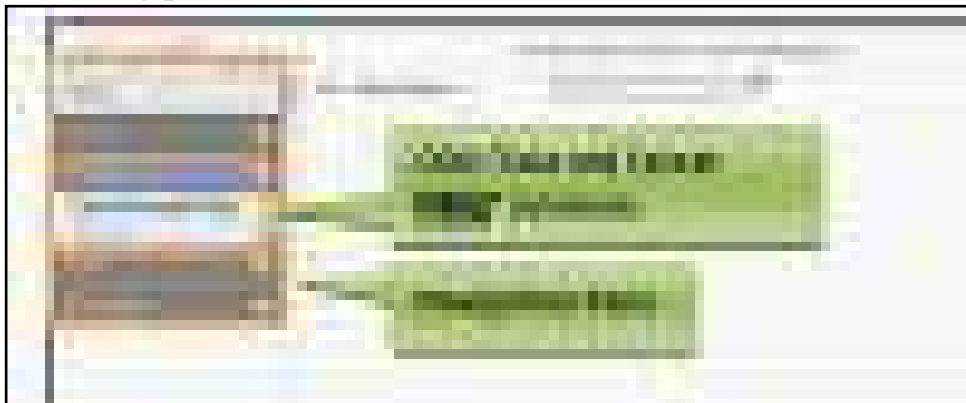
### 4.3.1 Filing Counter Menu

Under CIS 2.0 to enter details of a filed case go to the filing counter menu which is in the navigation pane and then select the Case and caveat filing. Under Case you can select either civil or criminal and for caveat filing you can click Caveat filing which is shown hereunder.

Go to Navigation Pane → Filing counter → Case and Caveat filing

CIS 2.0 also provides the Filing Check List (Kaccha Register) of a particular date with the Reports menu will give the entire list of case filed on a particular day.

### 4.3.2 Types of filing provided under CIS 2.0



- Civil filing
- Criminal Filing
- Caveat Filing
- IA filing
- Petty case /Plead guilty case filing

### 4.3.3. Filing-Procedure Civil/Criminal

For Civil or Criminal Case Filing follow the steps given below:

- By default in CIS 2.0 you will get civil filing and you can choose criminal filing or caveat filing through the radio button as shown hereunder
- And then select case type when the filing number is auto generated.

**Watch video on by Filing civil case by clicking the link below :**

[https://www.youtube.com/watch?v=c9vP3rYe0pk&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=8](https://www.youtube.com/watch?v=c9vP3rYe0pk&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=8)

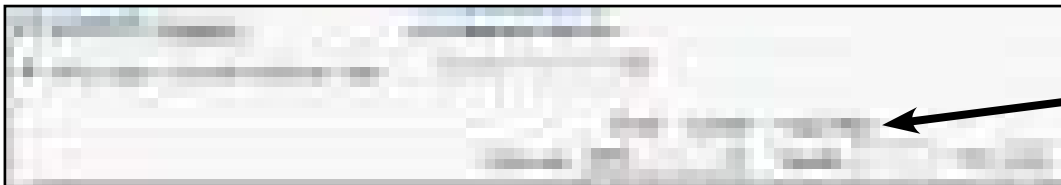
**Watch video on Filing criminal case by clicking the link below :**

[https://www.youtube.com/watch?v=AThVifeeHzg&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=9](https://www.youtube.com/watch?v=AThVifeeHzg&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=9)

### 4.3.4 Adding details

At the filing counter Civil /Criminal Case and Caveat filing process involves filling up of various details as listed below:

- Plaintiff, Defendant, Other details for Civil case types.
- Complainant Details, Accused Details, Other Details for Criminal case types
- Caveator and Caveatee details for Caveat filing
- Adding the details in bilingual languages also



Choose Civil / Criminal Caveat Case type

### 4.3.5 Auto Generated Date and Time of filing.

A salient feature of the filing counter is that the Date of filing and the time of filing is

recorded for each cases. There is also an option for Changing filing date because there may be cases which may be returned and represented or cases which would have been dismissed for default and restoration petition would be filed. In such cases the actually filing date will be an earlier date and to accommodate the said type of cases where the filing date is not its actual filing date, “Changing filing date” option is also included which comes with the separate box by name “Reason for changing filing date” where the reason must be recorded why the filing date is changed. The screen shot of the Changing file date is enclosed in the next para for better understanding.

### 4.3.6 Changing filing date

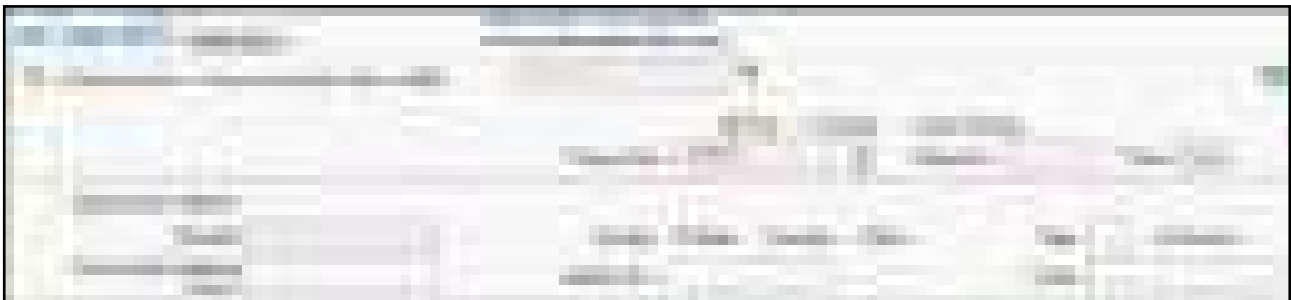
By default, the current date is displayed in the Date of Filing field. If you want to change the date of filing then select the Change Filing Date check box. When you select the Change Filing Date check box, the system will display the calendar control (to change



the date) and Reason for Change Filing Date field. We can Change the Date of Filing using calendar control and enter the reason for changing the date in the Reason for Changing Filing Date field.

#### 4.3.7 Adding Plaintiff details

For adding the plaintiff's details follow the following steps. Since this entry is done in the filing counter the staffs entering the details should ensure complete entry of all details asked in CIS 2.0 whether it is mandatory (marked with red star) or non mandatory fields.



- Enter name of the Plaintiff in the Plaintiff field. (in bilingual language).
- If the plaintiff is an Organization click Organization details and select Organization name
- Choose the Gender of the Plaintiff by selecting the respective radio buttons.
- Enter Age of the Plaintiff in the Age field.
- Enter extra party petitioner count in the Extra Party Petitioner Count field. (in bilingual language)

#### 4.3.8 Adding Plaintiff's mobile number, email ID



- This is the great breakthrough feature of CIS 2.0. Now the litigant will get direct update from the court in his mobile and through email id whether case Registered or Returned or Rejected.
- Enter mobile number in the Mobile Number
- Enter email address in the Email field.

### 4.3.9 Adding Defendants details

Similarly, Defendants Details need to be filed up in the filing counter.



- If defendant is an Organization click Organization details and select Organization
- Enter name of the Defendants in the Defendants field. (in bilingual language).
- Choose the Gender of the Defendants by selecting the respective radio buttons.
- Enter Age of the Defendants in the Age field.
- Enter advocates name in the Name of the Advocate field. (in bilingual language)
- Enter extra party respondent count in the Extra Party respondent Count field. (in bilingual language)

### 4.3.10 Adding Advocate name & registration number



- Enter advocates name in the Name of the Advocate field.
- Enter Bar Registration Number of the Advocate in the Bar Registration Number field.

### 4.3.11 Adding Organization details

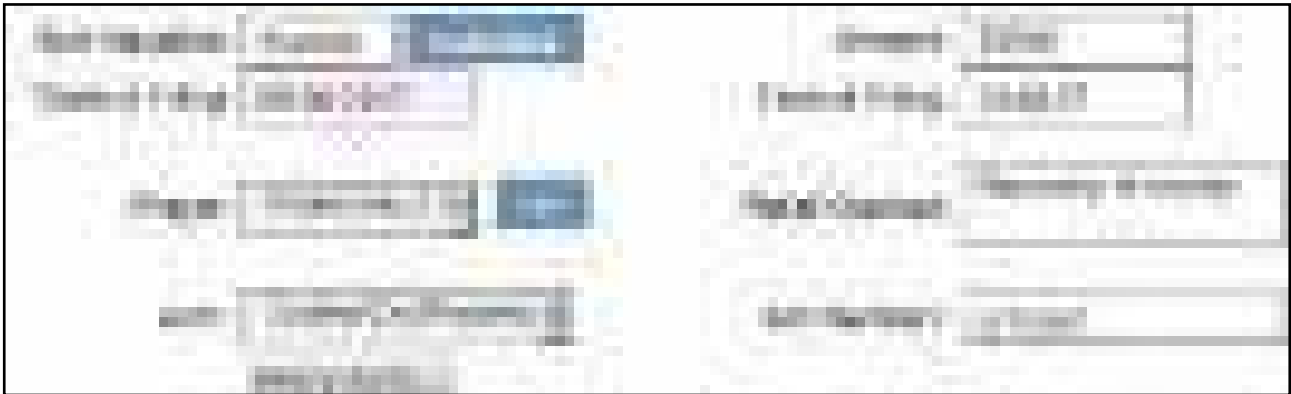
If the Plaintiff or the Complainant is an Organization, then follow the steps given below:



- Select the check box for Organization Details.
- When you select the Organization Details check box, the system will display the Organization Name select box.
- Select the Organization Name from the select box.




### 4.3.12 Suit Valuation

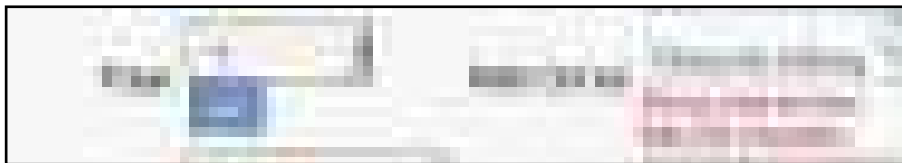


Enter the suit valuation value in the Suit Valuation field.

Click the Calculate button which calculate the Amount to be levied, based on the -Jurisdiction value.

### 4.3.13 Adding Prayer

Select the Prayer from the Prayer select box and click  then select from the Relief Claimed The relief will be displayed



### 4.3.14 Adding cause of action

Enter the cause of action in the Cause of Action field.

Select the date for the cause of action from the Date of Cause of Action calendar control.

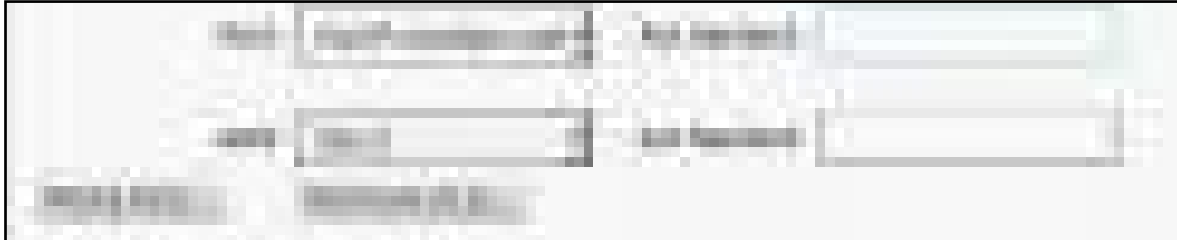


Only one box is provided for cause of action and the date of cause of action. In certain cases there may be multiple reliefs claimed based on different cause of action where we will need additional box to include multiple cause of action and multiple dates of cause of action. This has been brought to the knowledge of the Computer committee who will address the concerned person for such addition. Till then add the cause of action date based on which limitation is calculated. That date may be entered as of now in the single box !

### 4.3.15 Add & Remove Acts

Select the acts from the Act 1 select box and enter the section in the Act Section1 field.

To add more Acts, click More Acts button.



When you click More Acts button, the system will display the Act2 select box and the Act Section2 field. Similarly, you can add more Acts for the selected case type.

To remove any of the added Acts and Act Section, click Remove Acts button

For example if you want to add MV act (select Motor Vehicle act) as shown in the screen shot

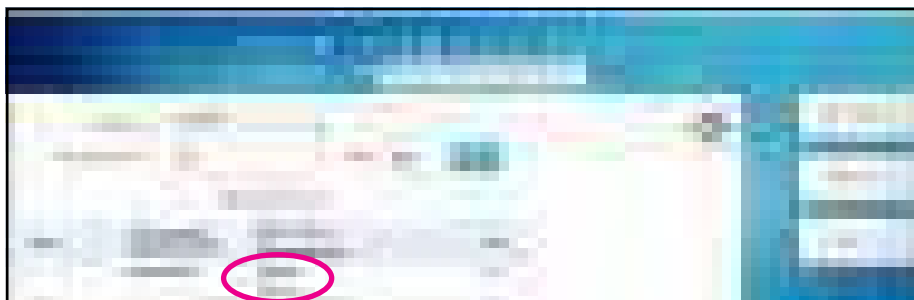


### 4.3.16 Hide party name

This option of Hide party name is a crystal clear example to show with how much care and concern the CIS is created. The basic idea being CIS is to display all case details to every litigant public. Hence the Cause Lists, Kiosks, Website etc. display all the party names that are entered for a case. But in certain cases like POSCO(prevention of sexual abuse against children), Juvenile cases, matrimonial cases It may be statutorily essential to hide the party names. This Hide party name is inbuilt at Filing stage At filing stage to invoke hide party details you have to check the box by the side of Hide party name as shown in the screen shot



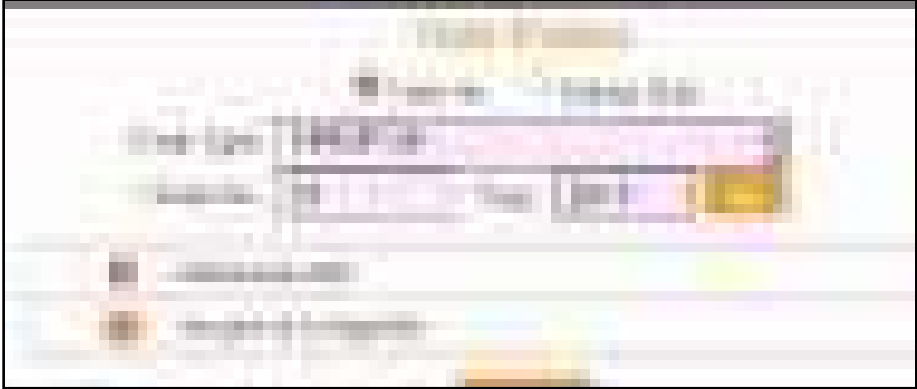
When you mark to hide a party name then the party names are shown as masked "xxxxxxx" on the citizen interface like Cause list, Kiosks, website.



### 4.3.16.1 Hide party name for registered cases

This hide party name is also available for registered cases. The same can be invoked by using the path shown below.

Go to Navigation pane → Select Case proceeding → click Hide party names



The hide party name for the registered cases can be used under three options i.e

- Hide Parties using Case Number option.
- Hide Parties using Today's Date option.
- Hide parties using parties name.
- Hide entire Establishment (Like Family Court or Juvenile Justice Board)

When establishment like Juvenile Justice board, family court are selected then the system by default will hide all the Party Names in all the cases filed in that establishment. The hidden party names shown as xxxx in the screen shot.



### 4.3.17 Addition successful

After entering all details in the filing counter click SUBMIT, “Addition successful” message appears Then the following three messages regarding Filing, CNR, Print acknowledgement appears



### 4.3.18 Print acknowledgement

On receipt of the case at the filing counter after the filing process is over the litigant will be given a printed acknowledgement Containing filing number, CNR number. Using the CNR number and the filing number printed in the acknowledgement the litigant can track the filing stages i.e. whether it is



returned with objections or whether it is registered or whether it is rejected and all these at the comfort of his home with a mouse click ! This is really a welcome and a breakthrough feature which will surely pour in lot of transparency on the filing system and make the filing system more litigant - user friendly.

### 4.4 Case scrutiny :

After the filing of the case is over Then the stage of case scrutiny begins. Case scrutiny is done and three types of scrutiny is available.

- Case Objection
- Case Rejection
- Case registration



Under case objections if there are any objections (reasons for return) then it is noted under objection column and the case is ordered to be returned Under case rejection if there are grounds for rejection then it is placed before the concerned Judge for hearing the objections and the cases under which order for rejection is passed are entered. For eg. Rejection of plaint orders. Under case registration if there is no objection then the case is ordered to be registered (taken on file). The case scrutiny menu can be reached through the following path

Go to Navigation pane → click registration section → case scrutiny → case objection / case rejection/ case registration (menu bar screen shot shown herewith

**Watch video on Case Scrutiny and Objections of civil case by clicking the link below :**

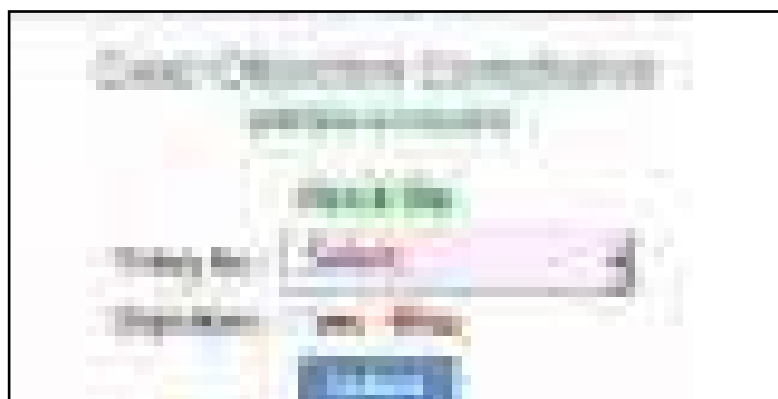
[https://www.youtube.com/watch?v=uEnKE1tyTnI&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=16](https://www.youtube.com/watch?v=uEnKE1tyTnI&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=16)

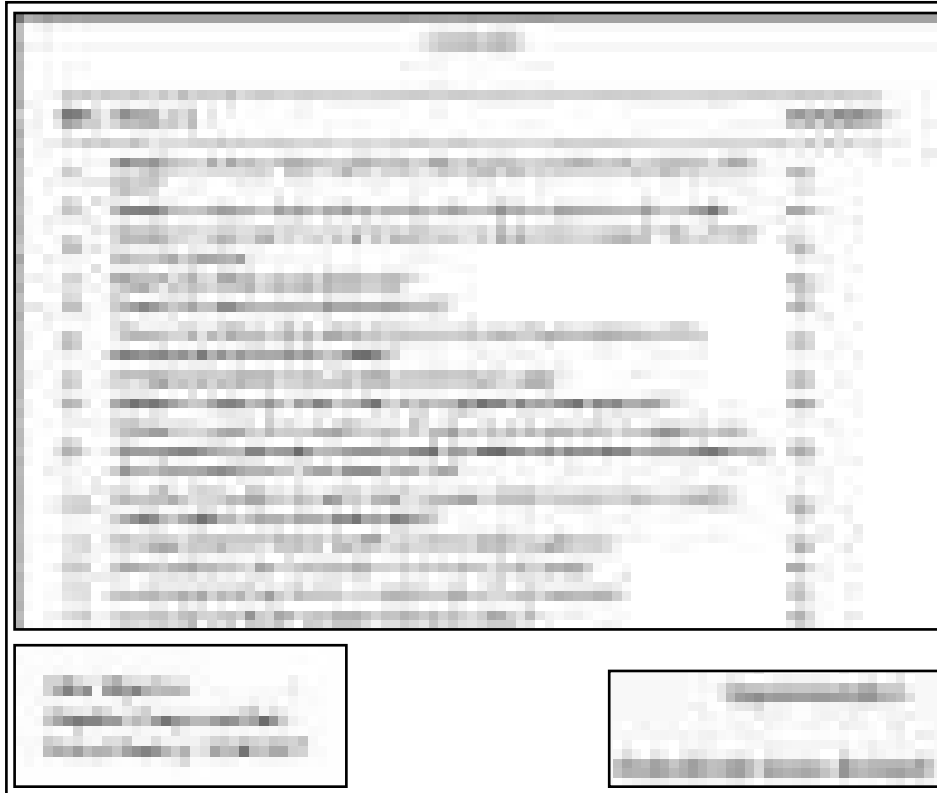
## 4.5. Objections

It is pertinent to point out that the objections for taking on file and the reason for return of the case is also entered in CIS 2.0 under objection column which can be tracked by the litigant using his CNR number. This is again a great break through in the filing system because a litigant or an advocate will be able to know the reason for return of the case bundle from the comfort of his home. Hence, now it becomes possible that the litigant/advocate need not personally come to the court to know whether the case is taken on file or returned. The screen shot of the case objection is shown below for clarity. The standard objections as to jurisdiction is listed which can be selected through the radio button yes/no. For other probable returns a big check list is generated from where other objections can be noted.



The check slip generated with standard returns is of much help and time saving for the filing staff. To get the check list click “Check Slip” as shown in the screen shot hereunder then the check slip will be generated



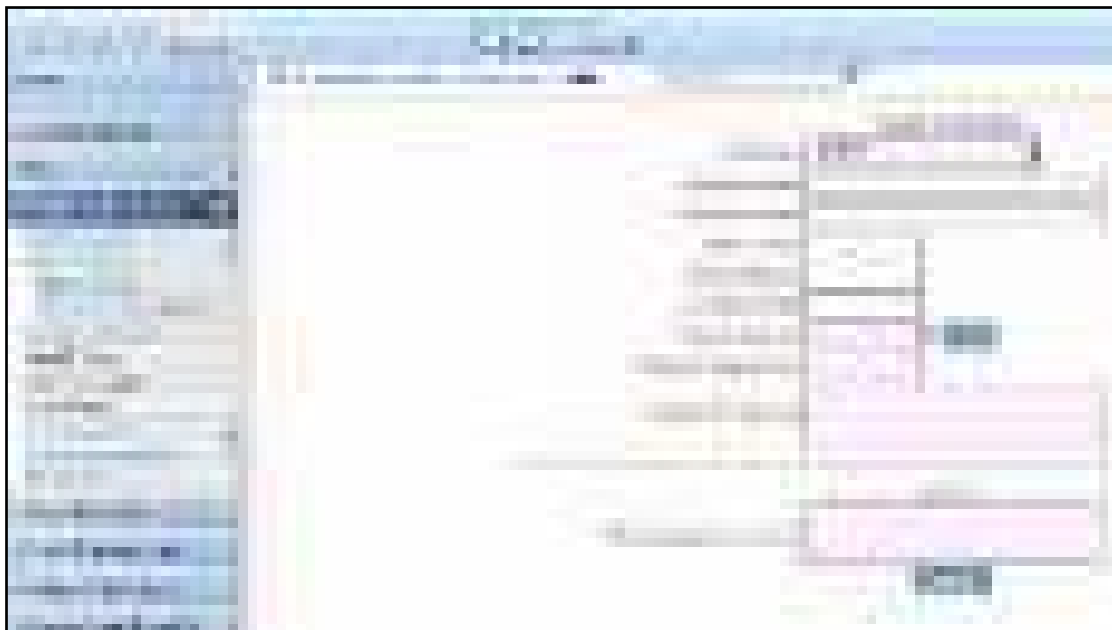


Watch video on Case Scrutiny and Objections of Criminal Case by clicking the link below

[https://www.youtube.com/watch?v=HUS838PnO\\_U&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=17](https://www.youtube.com/watch?v=HUS838PnO_U&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=17)

#### 4.6 Case rejection :

During case scrutiny the cases can be either returned or it can be rejected. In some cases the plaint may be liable to be rejected under Order 7 rule 11 CPC then it is posted under rejection head as shown below.



## 4.7 Registration :

If there are no objections then the case is ordered to be registered. On registration further additional details are entered. And at this stage a registration number is generated. Registration number is nothing but the case number



Under registration one have to fill up 8 forms as detailed under



- (i) Petitioner details    (ii) Respondent details
- (iii) Extra information (about parties) (iv) Act/ section details
- (v) Extra party details (vi) case details
- (vii) Search caveat    (viii) registration

### 4.7.1 Petitioner form to be filled up:

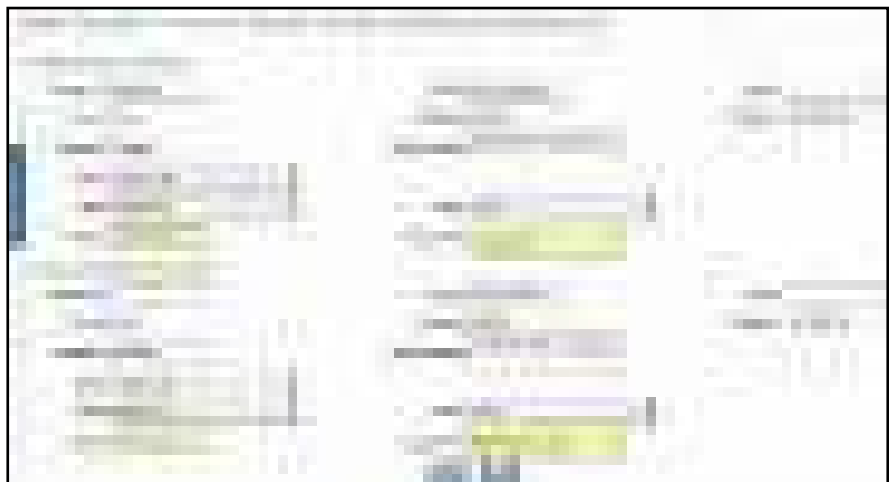


#### 4.7.2 Respondent form to be filled up:

A screenshot of a web-based form for a respondent. The form contains several sections with labels and input fields. A yellow rectangular box highlights a specific area in the lower right portion of the form.

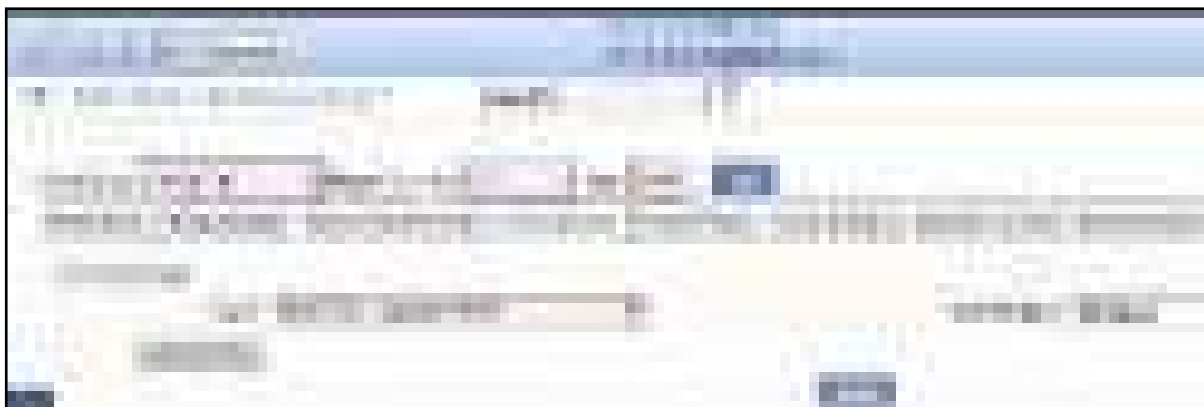
#### 4.7.3 Extra information

Extra information about the parties including Pan number UID (unique Identity number) to be added. This entry of details will be useful to group up the cases of a single individual in various courts.

A screenshot of a form, likely the 'Extra information' section mentioned in the text. It shows a table or list of fields with a yellow highlight on one of the rows.

#### 4.7.4 Act-Section

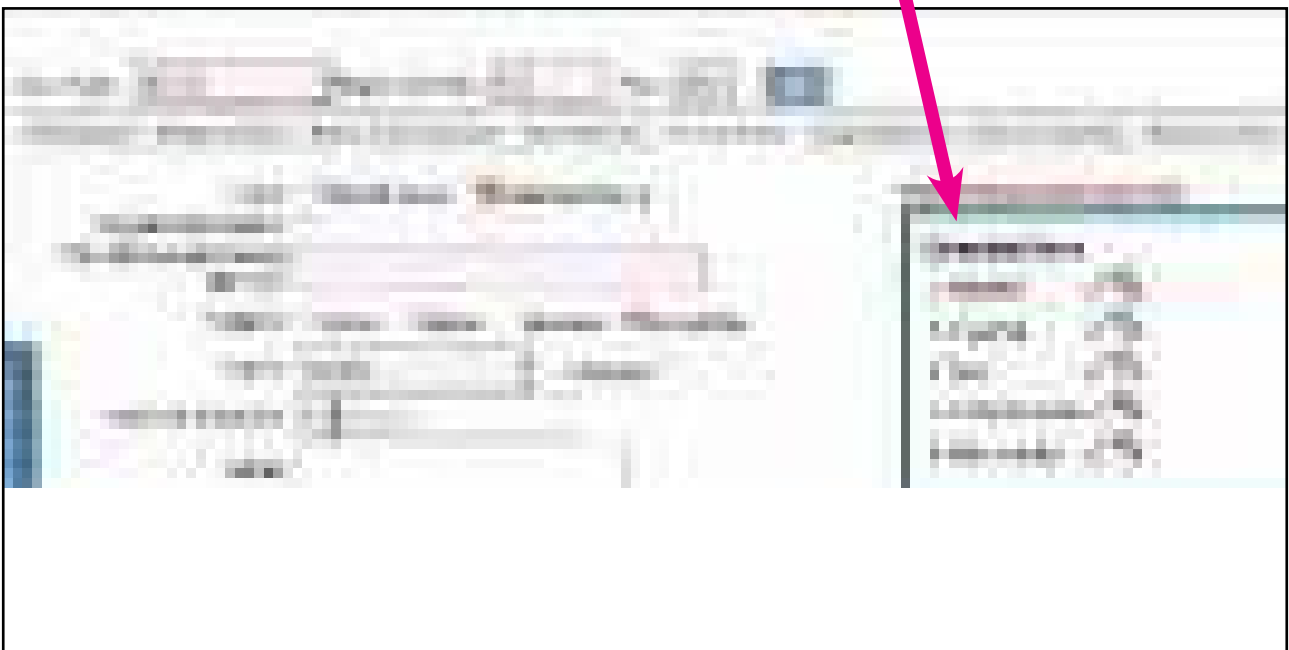
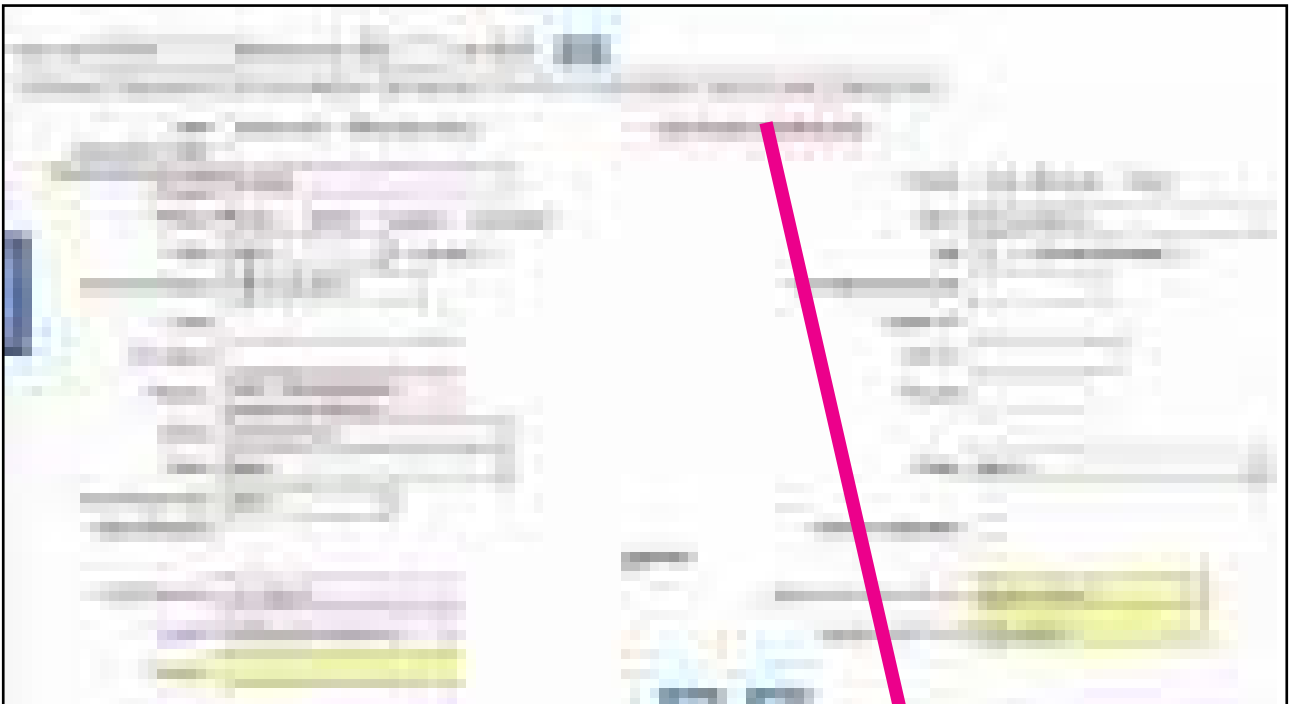
Act-Section details to be filled up. While filing up section it need to be filled up without any space. If any space is given then error occurs !

A screenshot of a form, likely the 'Act-Section' mentioned in the text. It shows a table or list of fields with a yellow highlight on one of the rows.

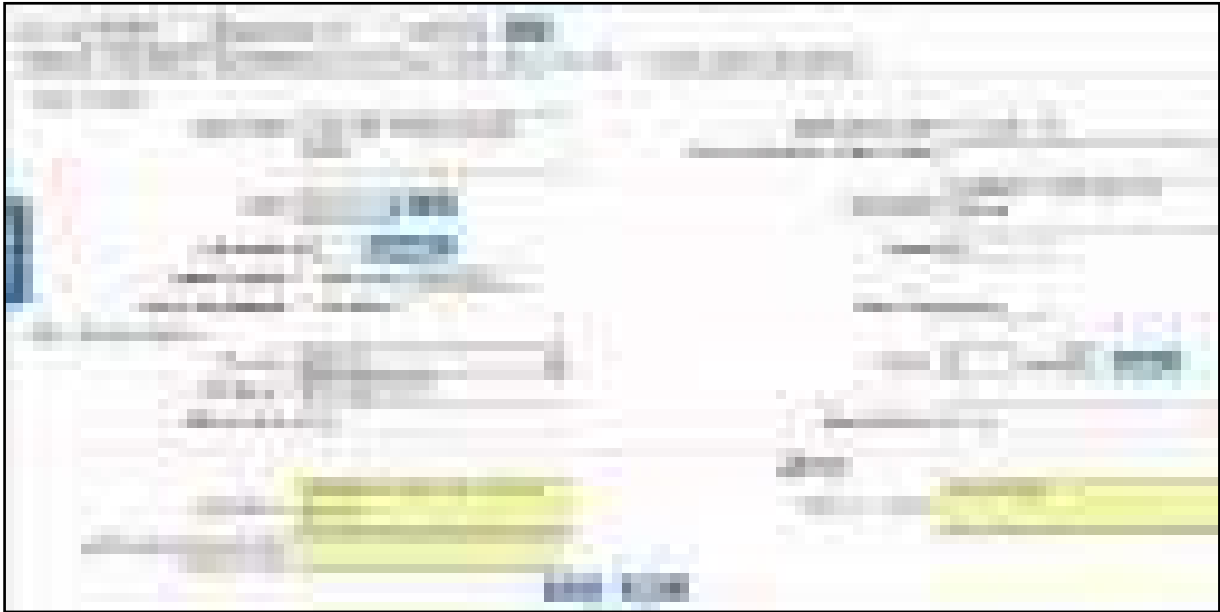


#### 4.7.5 Extra party form :

Screen shot below showing list of 6 defendants. The edit /delete icons nearby each name enables to edit or delete the said extra parties. To add extra party add the details of extra parties one by one after entering the one extra party save it and then add the next extra party. Likewise the extra parties can be added .The list of extra parties will be displayed under view previous party as shown in the screen shot below.



#### 4.7.6 Case details form :



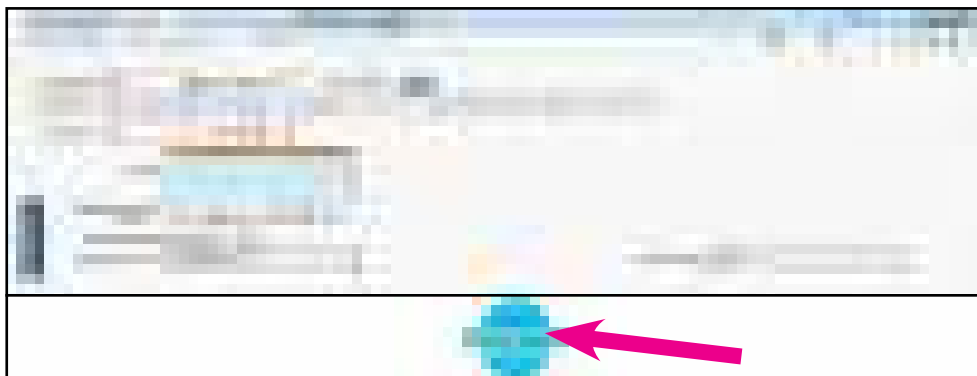
#### 4.7.7 Search Caveat option.

Search Caveat option. Any staff with registration will be armed with this revolutionary tool. Because earlier manual search of caveat is made by the registration section which is very laborious and not a fool proof method. But now with this option any caveat relating to the case details will be searched automatically by the click of the mouse under various search options i.e Anywhere ; starting with ; subordinate court; date of decision



#### 4.7.8 Registration

After entering all details click register case and the case is registered.

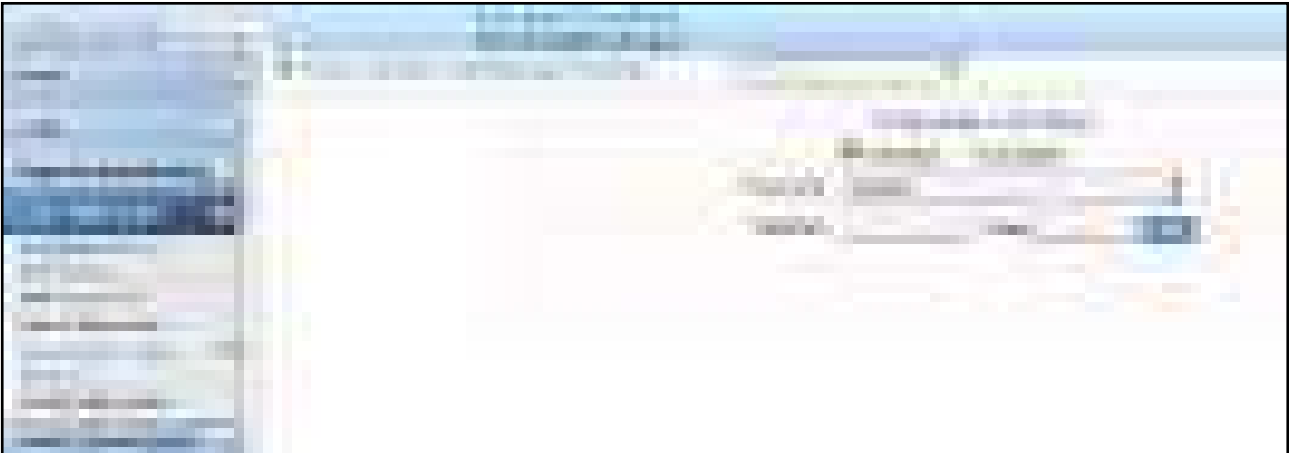


**Watch video on Registration of Case by clicking the link below :**

[https://www.youtube.com/watch?v=476btT2evVk&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=25](https://www.youtube.com/watch?v=476btT2evVk&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=25)

## 4.8 Allocation

After registration the case is allotted to various court which is called the allocation stage. As all the cases are filed in the centralized filing counter it becomes necessary to allot the cases to the concerned courts which is done under allocation. Once the case is numbered (registered) then it is allotted to the concerned court, then the concerned court gets the alert message




**Watch video on Allocation of Cases by clicking the link below :**

<https://www.youtube.com/watch?v=Ax9J53jxkec&list=PLFKAb8oeMBuCdZ09Pa25wXkEFAfouLQK&index=13>

## 4.9 Filing Modification

To modify or update any information follow the steps given below:

- Click the Edit  icon that is located at the upper right corner on the menu bar
- select Civil/criminal /caveat & case type
- Enter the filing number and year of the selected case then click go
- All information displayed on the screen.
- now modify or update the required information. -Click Submit to save the information into the system. "Modification Successful" message appears.

## 4.10 Filing Register (auto generated)

The list of cases filed on a particular date can be generated under Filing register option under filing counter.





### 4.11 Fees collection

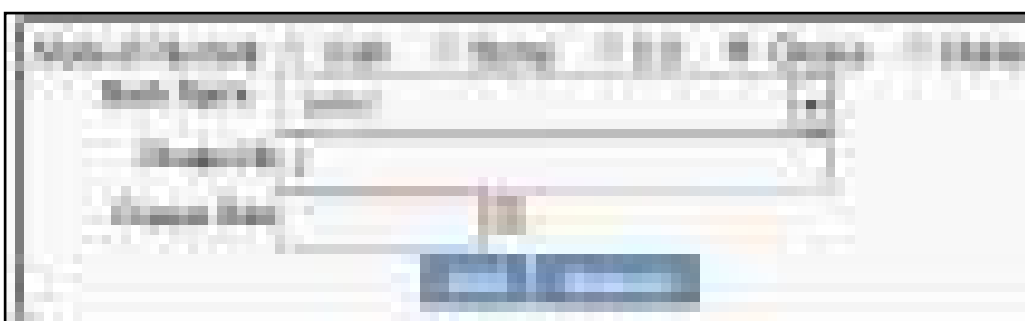
In the filing counter the payment of fee i.e court fees, process fees, search fees receipt fees under CIS 2.0 is made possible under various modes.

- Through cash payment
- Through stamp payment
- Through demand draft (DD)
- Through Cheque
- Through Challan

Mode of payment through DD



Mode of payment through cheque



This option of payment of court fee through cheque is also provided under CIS 2.0. Once the case comes to the filing counter and when the payment is offered to be paid through cheque the said details of cheque can be entered in the column as shown supra. And then the case can be processed. The cheque received can be send for collection and until the cheque is cleared the case will not be taken on file. If the cheque is returned, then the said return can be noted in the objection's column that cheque returned and court fee not paid hence the case is returned. Then the litigant may receive back his bundle and re- present it with the court fee. So now the litigant and the advocate will have variety of options for payment of court fee a step forward from the earlier method of paying court fee only through stamps. At this juncture it would be pertinent to point out that Madras High Court, Delhi High Court and Bilaspur High court have already implemented e court fee system.

#### 4.11.1 Fees receipt

After the fee is entered then Addition successful message appears with the receipt number as shown

here. Then click Print the receipt will be printed

On payment of court fees the fee receipt is generated which can be printed out and given to the litigant. I personally think this is a most welcome feature



on the point of litigant. Now a litigant can have first hand knowledge of how much court fees is paid in the court by the advocate .

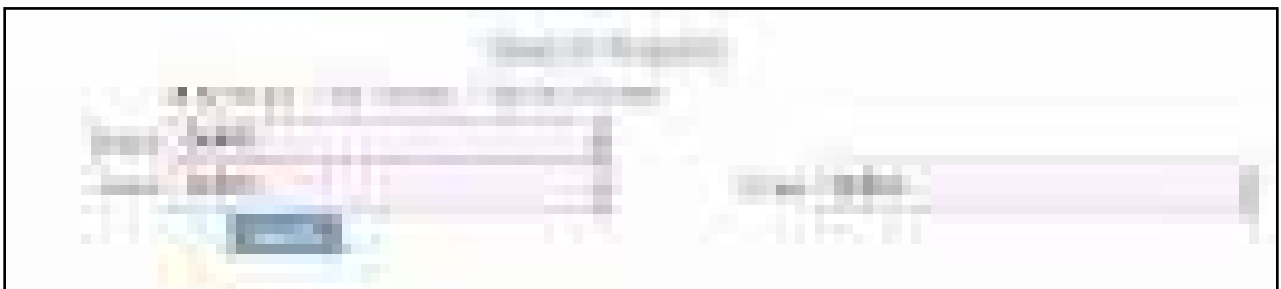
#### 4.12. Adding Immovable/Movable suit schedule

Under registration of cases option is provided for adding details of immovable and movable properties . And there is yet another important feature of searching cases using property.



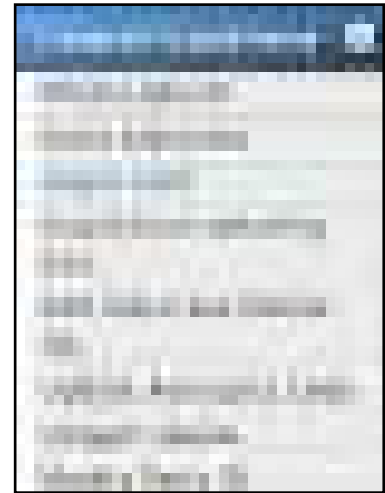
#### 4.12.1. Searching property

The search option is there for property by village name , by case number etc



### 4.13.Adding Litigant updation:

Litigant updation is an option available through which the details entered at the time of registration regarding a litigant can be updated. During the pendency of the case need may arise legally for adding additional parties, include Legal Heirs, change of the advocates of the parties involved or engaging new advocates, change the address of parties etc. This Litigant updation option provides the facility to make such changes,.



**Watch video on Litigant Updation by clicking the link below**

[https://www.youtube.com/watch?v=deKDyHugPuM&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=15](https://www.youtube.com/watch?v=deKDyHugPuM&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=15)

#### 4.13.1.Adding legal Heirs:

The one of the important litigant updation provided in CIS is the addition of legal heirs. Whenever legal heirs are added in the case by the court order the same can be updated through this option as shown below

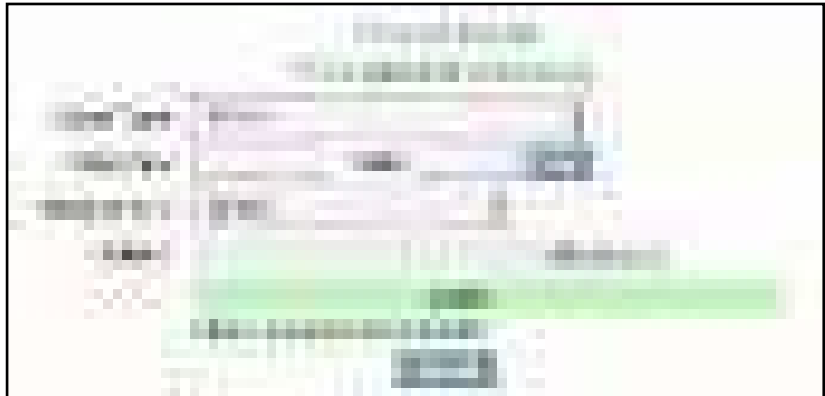


**Watch video on Adding Legal Heir by clicking the link below :**

[https://www.youtube.com/watch?v=06H8K7MN\\_VQ&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=18](https://www.youtube.com/watch?v=06H8K7MN_VQ&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=18)

#### 4.13.2.Photo upload of party :

This option of uploading photo of the litigant is an important and a very useful feature in CIS. The day is not far when every litigant who comes to the filing counter will be photographed in the photo booth and which will put an end to all identity issues arising practically!



*..... Its filing menu packed in a nutshell log on to filing module for more .....*



# 5. Daily usages

## 5.1 Introduction

This reference material is a starter which aims at throwing light into top 10 basic usage options under CIS 2.0 which are used daily and the aim of this reference material is to give an insight into the important daily work done through CIS 2.0. Once this daily work are done through CIS 2.0 there will not be any stumbling block in carrying forward the torch of CIS 2.0. Once the staffs become accustomed with this basic usage of CIS 2.0 work and they become equipped by themselves to explore all other options. Hence this starter pack will cover the following top 10 basic options which are used daily in every courts:

- Daily proceeding
- Bulk proceeding
- A diary
- Status of calling case Called/ In progress/ completed
- Taken on Board ( Advance hearing of a case)
- Recall of a case
- Difference between Recall & Taken on Board
- Restoration of the case
- Referred to mediation cases
- Order uploading
- Linked cases / grouping of cases
- Query builder

## 5.2 Daily proceedings

Posting the daily proceeding is one of the most important work in CIS. Because only when daily proceedings are posted we can generate A diary and from A diary any litigant can know the status and the progress of the case on the hearing date. And this daily proceeding goes online through our e-court website making it accessible to any one and visible to everyone. Only when daily proceeding is posted the litigant from any nook and corner of the world can see the status of the case online. So we must attach utmost importance while posting daily proceeding and should avoid any error while posting considering its reach through Internet, its accessibility by anyone and visibility by everyone worldwide! .

If daily proceedings are not updated then that cases becomes undated cases. To avoid undated cases a system may be formulated wherein the data entry staff who is posting the entries in CIS can come to the court hall at 10.30 am when the court commences and post the daily proceeding immediately after the case is adjourned .By this we can avoid undated cases.

Now let us see how to post the daily proceedings .Go to navigation pane as shown in the picture below and then select case proceeding and from which the daily proceeding has to be selected.

Go to Navigation tab--> click case proceeding --> select daily proceeding

Once you click Daily proceeding it will open up the daily proceeding window as shown in the picture hereunder .Daily proceeding is now referred in CIS 2.0 as Business. And the



daily proceeding has to be typed in the Box which is named as” Business”.Two options need to be filled up in daily proceeding

- Proceedings
- Presentee

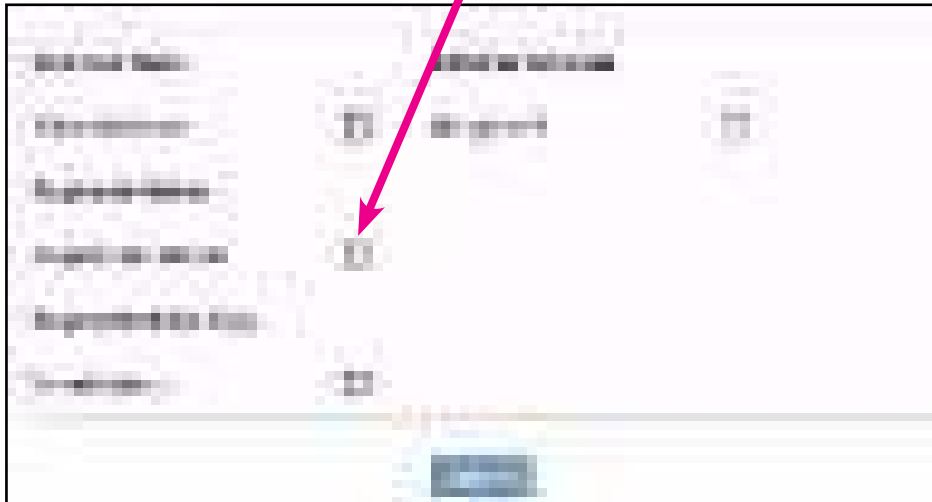
### 5.2.1 Proceedings :

First under proceeding the daily proceeding has to be entered in the Rectangular box named as Business/No business. In the picture below at Business box the daily proceeding is posted as” Await notice of R1”



### 5.2.2 Presentees:

This is a new option under CIS 2.0 through which who were present on the date of hearing is updated. You can check the box to mark the presence of the parties as shown below.



### 5.3 Bulk proceedings :

Bulk proceeding option is made available in CIS 2.0 to cater the need of the bulk posting for numerous cases. For example if declared holiday then the staff need not go and type the same diary "Declared Holiday Hence reposted to " .and similarly when there are numerous cases with the same proceeding for example in batch cases this option is very much useful. This option is sometimes misused for posting cases to avoid undated cases which must be avoided by the staffs.



## 5.4 A Diary = Roznama

A diary is mentioned as roznama in CIS 2.0 .It is causing much confusion among the staffs of our state.In many places where we initially tested everybody were worried that there is no A diary .But the said A diary is in the terminology called Roznama.

Steps to generate A diary you can follow the following steps

On the Navigation pane ---->, click the court Proceeding menu---->click the Roznama

You will get the following screen shown here under.



**Watch video on Write Business or Roznama In CIS by clicking the link below**

[https://www.youtube.com/watch?v=apzUYQiqeZw&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=23](https://www.youtube.com/watch?v=apzUYQiqeZw&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=23)

### 5.4.1 Status of calling case Called / In progress/ completed



An improved addition in CIS 2.0 is that even during calling, the status of the cases are to be displayed outside court and it will show whether in calling or whether in progress or whether completed In this feature, the system will display the number of Called Cases. To view the numbers of called cases select the Called check box. (Shown in the above figure which shows 1 Called case) and also shows the options In Progress/ completed .With these option one can mark the case as In Progress or completed. All these cases are to made visible on the proposed Display Board.



### 5.5 Taken on Board ( Advance hearing of a case)

When advance hearing petition is filed this taken on board option is used to advance hearing of the case to the current date.



#### Step No 1

Go to navigation pane---> then select admin menu ---> Select Taken on board

**Step 2.** On Clicking “ Taken on board” ---> case type option will open up (as shown below) ---> select case type --> fill up case number, year .

**Step 3.** Fill up the details of the



case as shown below

\* Important point to remember is to fill up the date of hearing as the current date

The next date of the selected case will be replaced by the current date. The case can then be viewed on the Daily Board/Cause list .Further proceedings in the court can be then filled up as usual.

**Step 4.** Click Submit to save the data into the system. The system will display the message, “Taken on Board Successfully”



**Watch video on Taking Case On Today's Board In CIS by clicking on the link below :**

[https://www.youtube.com/watch?v=x1Ffjc4fP34&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=27](https://www.youtube.com/watch?v=x1Ffjc4fP34&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=27)

## 5.6 Recall of a case

Recall of a case can be used to recall a case for which daily proceedings has been posted but which need to be taken again on the same date .This option is used to modify or update the information of cases if you want to recall a case on the same day. In Daily Proceedings the modification facility is not provided. However, you can recall the case, on the same day, if the reasons provided are accepted by the court. For example, The Litigant appears in the court, but the advocate is not able to reach the court in time and hence the matter is adjourned. The Advocate can then request the court to recall the matter and open the proceedings again. The request may be accepted by the court and the matter may be recalled. The Recall option is used to modify or edit the information of such cases. (Recall option check box is shown in the figure below)



### **5.6.1 Steps to recall a case**

1. Select the check box of Recall.
2. Select the radio button for Civil or Criminal case.
3. Select the Case Number from the Case No. select box.
4. The system will display Today's Purpose automatically for every case.
5. The system will display Business, Exhibits, Stage and Next Date which have been entered using the Daily Proceedings automatically.
6. Information about the Business, Exhibits, Stage and Next Date can be modified.
7. Click "Next" to move to the Presentee tab.

### **5.6.2 Difference between recall and Taken on Board**

Recall of case is used to recall the case posted on the same date it cannot be used to recall a case posted on some other date.

But taken on board is used to advance the case posted on some other date. Taken on board comes into help when a case posted on some other date need to be advanced to a current date.

## 5.7 Restoration of the case

Go to navigation pane ---> then admin menu -----> restore case

To access the Case Restoration screen, follow the steps given below:

1. On the Navigation pane, click the Admin menu.
2. Then, click the Restore Case sub menu.
3. When you click Restore Case sub menu, the Case Restoration screen is displayed.



4. Select the case that you want to restore from the Case Type select box.
5. Enter the Case Number in the Case No. field.
6. Enter the Year in the Year field.
7. Click Go. The details like Petitioner Name, Respondent Name, and Disposal Date are displayed.
8. Select the Date of Restore and Next Date from the calendar control.
9. Select the Purpose from the Purpose select box.
10. Select the Restore with Transfer check box.
11. Click Submit to save the data into the system. The system will display the message, "Case Restored Successfully"
12. All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.

## 5.8 Transfer of cases

Go to navigation pane--> select admin menu --> select transfer of cases

This option is used to transfer the case from one court to another, within the same establishment and out side establishment. This feature includes the options given below:

1. Individual Case Transfer
2. Bulk Transfer
3. Establishment Transfer



This option provides the facility to transfer an Individual case from one court to another court. To access the Civil/Criminal Individual Case Transfer , follow the steps given below:

1. On the Navigation pane, click the Admin menu.
2. Then, click the Transfer of Case followed by Individual Case sub menu.



3. When you click Individual Case sub menu, the Civil/Criminal Case Transfer screen is displayed.



4. Select the Case Type from the Case Type select box.
5. Enter the Case Number in the Case Number field.
6. Enter the Year in the Year field.
7. Click Go. The system will display the details like Petitioner Name, Respondent Name, From Court Number (Current Court Number), Date of Registration, and Next Date.
8. The date of last business transaction will be displayed in the Last Business Date field.
9. Select the Court Number to which you want to transfer the selected Case Type from To Court No. select box.
10. Select the Date of Transfer from the calendar control.
11. Click Submit to save the data into the system. The system will display the message, "Case Transferred Successfully"

12. All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.

**Watch video on Transfer Cases by clicking the link below :**

[https://www.youtube.com/watch?v=cjcmZHTEdI0&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=22](https://www.youtube.com/watch?v=cjcmZHTEdI0&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=22)

## 5.9 Referred to mediation cases

Using this option cases referred to mediation can be updated



1. Go to the Navigation pane----> click the Mediation menu

2. Then, click Refer to Mediation sub menu.

3. When you click Refer to Mediation sub menu, the “Referred to Mediation” screen is displayed.

4. Select the case type for which you want to refer for Mediation from the Case Type select box.



5. Enter the Case number of the selected case type in the Case Number field.

6. Enter the year of registration in the Year field. Click Go. The name of the Petitioner, Respondent, and the Stage is displayed.

7. Select the Date of Reference from the calendar control.

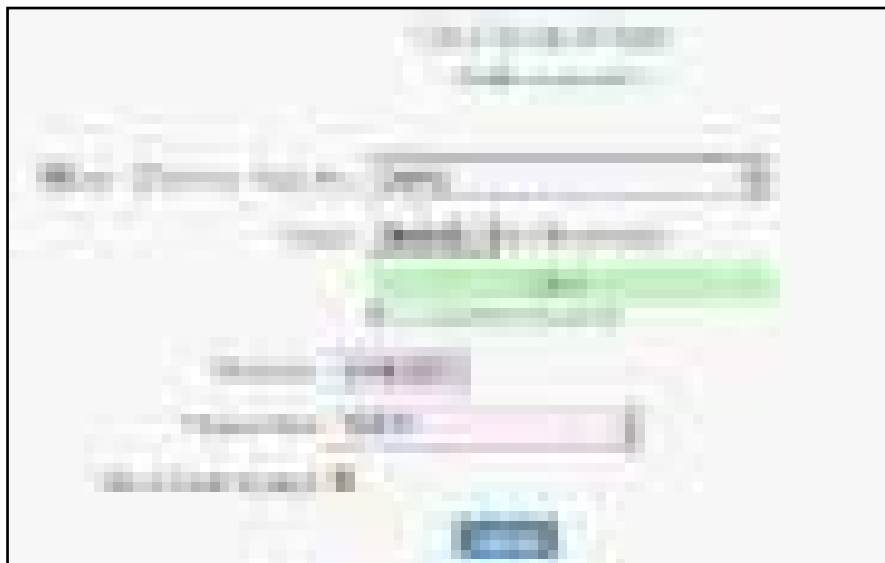
8. Click Submit to save the data into the system. The system will display the message, “Addition Successful”

9. The mandatory field is marked with an asterix (\*). Please fill the mandatory details.

## 5.10. Order uploading

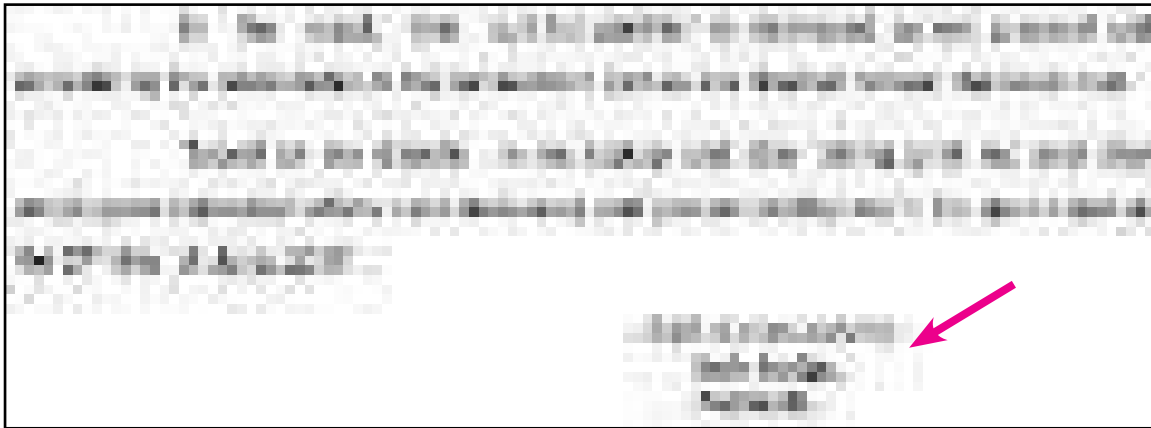
For uploading orders and judgement

Go to navigation pane → select case proceeding → select orders judgement → click order uploading → select details → click browse → select PDF formatted judgement / order from the computer → after the PDF document is attached → click upload

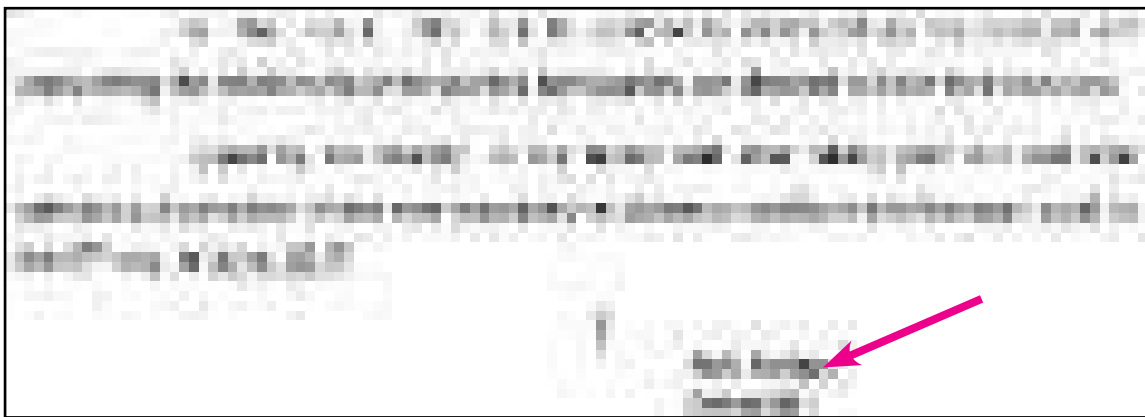


### 5.10.1 Order Uploading Tips

- (i) Before uploading, the judgment need to be converted into PDF.
- (ii) Before converting to PDF( - sd. (name of officer) to be mentioned) or else the judgement will be displayed as an unsigned judgement



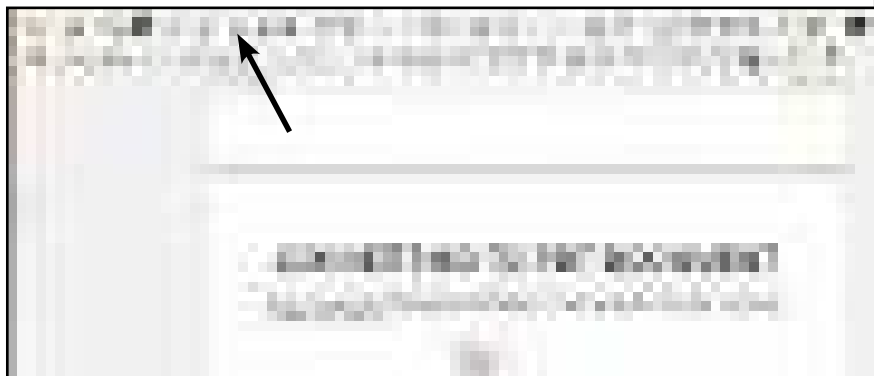
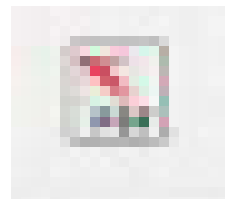
• Before converting to PDF( - sd. (name of officer) to be typed if not mentioned then it will be displayed as an unsigned judgement as shown below. This need to be avoided.



**Watch video on Upload Judgements, Orders And Generate Detailed Report by clicking the link below :**  
[https://www.youtube.com/watch?v=a96UWz1Tf9Q&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=24](https://www.youtube.com/watch?v=a96UWz1Tf9Q&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=24)

### 5.10.2 Converting to PDF document

(i) For Converting to PDF open the document which needs to be converted in to PDF and just click the PDF button in the standard toolbar and save as PDF document



### 5.10.3 Importance of Unicode fonts

Ever wondered when we are able to read regional language newspapers from any computer with any font but our judgement typed in one court computer not displayed in another. The reason is that the usage of unicode fonts. Unicode fonts are used for regional language dailies which means it can be viewed universally in any computer. And Ubuntu 14.04 provides unicode font series customised for all regional languages in Lohit series as shown herewith .



The non usage of unicode fonts causes much hardship. When our court staffs are using fonts which are not Unicode which means it can be opened only in the computer which has that font type. This problem is faced when we get transferred from one court to another. It is a normal practice we get a new pen drive give it to the steno and ask him/her to copy all our judgements but when we open it in our new station our judgement will not open in the new computer. And the steno in that station will be using another font To avoid this all of us have to ensure that our judgments in regional language are typed through Unicode font only . The Unicode font issue is a serious problem faced by most of the courts . The screen shot of typing Judgments in Tamil with unicode font and without unicode font will speak for itself

(I) Evidence typed in Tamil without Unicode font is displayed as shown hereunder



(II) Evidence typed in Tamil in Unicode font is displayed as shown hereunder



So whenever regional language is used the unicode fonts must be used and preferably the inbuilt Lohit unicode series in Libre office.

## 5.11 Linked cases / Grouping of cases

This is a very useful option for clubbing and grouping similar cases for a common hearing or disposal etc. For example, Cases having the same Party, same Accident Date etc. need to be clubbed together for a common hearing, disposal etc. The advantage of linked cases is that when one case is transferred then all the connected (linked cases ) can be transferred) and similarly common disposal can be made for the linked cases. Another interesting advantage of linked cases is that when If one of the cases is given a particular Next Date then, all the cases linked with that case are given the same Next Date.



## 5.12 Query builder

The Query Builder is used to generate reports according to our needs in addition to the standard reports . In Query Builder, you can build any Reports within seconds for Civil cases, Criminal cases, with a single Query or with multiple queries for Both the case types. One can get the reports instantly by dynamically specifying the parameters. And the query builder is capable of generating thousands and thousands of probabilities of reports. Another interesting option in query builder is that under detailed view the report fields can also be chosen .



### 5.12.1 List of pending male senior citizen cases

For example if you want to generate the list of pending male senior citizen cases we need three parameters (i) pending cases (ii) male (iii) senior citizen (aged more than 60) then the said parameters must be selected and the report will be generated as shown below



The screenshot shows a software interface with a table. A pink oval highlights a cell in the top row of the table. The table has several columns, but the text is too blurry to read. The highlighted cell appears to be in the second or third column.

### 5.12.2 List of pending more than five years cases at the stage of arguments

Similarly list of pending more than 5 years cases at the stage of argument is generated using the parameters (1) pending (2) arguments (3) greater than 31.12.2012. Using the said parameters the following report is generated.

The screenshot shows a software interface with a table. Three pink ovals highlight specific cells in the table. The first oval is in the top row, the second is in the bottom row, and the third is in the middle row. The table has several columns, but the text is too blurry to read. The highlighted cells appear to be in the second or third column.



Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Officer	Case Agency	Case Category	Case Sub-Category	Case Priority	Case Severity	Case Impact	Case Risk	Case Mitigation	Case Resolution	Case Closure	Case Feedback	Case Rating	Case Comments
1	John Doe	Accusation	Open	2016-07-15	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-01	Positive	5.0	Case resolved successfully.
2	Jane Doe	Accusation	Open	2016-07-16	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-02	Positive	4.5	Case resolved successfully.
3	John Doe	Accusation	Open	2016-07-17	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-03	Positive	5.0	Case resolved successfully.
4	Jane Doe	Accusation	Open	2016-07-18	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-04	Positive	4.5	Case resolved successfully.

### 5.12.3 List of Acquittal Cases for the Accused Aged below 40 years

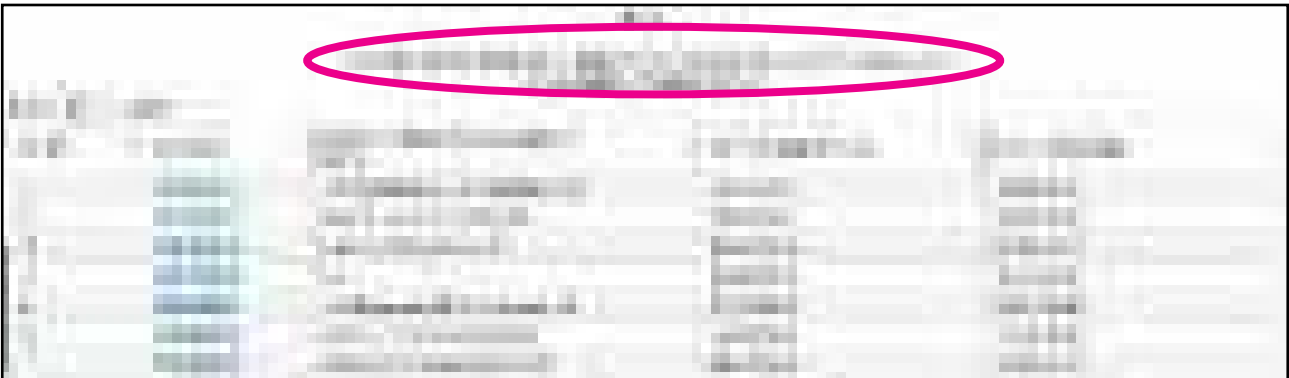
The screen shots of various reports generated with various parameters are enclosed hereunder.

Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Officer	Case Agency	Case Category	Case Sub-Category	Case Priority	Case Severity	Case Impact	Case Risk	Case Mitigation	Case Resolution	Case Closure	Case Feedback	Case Rating	Case Comments
1	John Doe	Accusation	Open	2016-07-15	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-01	Positive	5.0	Case resolved successfully.
2	Jane Doe	Accusation	Open	2016-07-16	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-02	Positive	4.5	Case resolved successfully.
3	John Doe	Accusation	Open	2016-07-17	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-03	Positive	5.0	Case resolved successfully.
4	Jane Doe	Accusation	Open	2016-07-18	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-04	Positive	4.5	Case resolved successfully.

### 5.12.4 List of Women Committal Cases after 14.07.2016

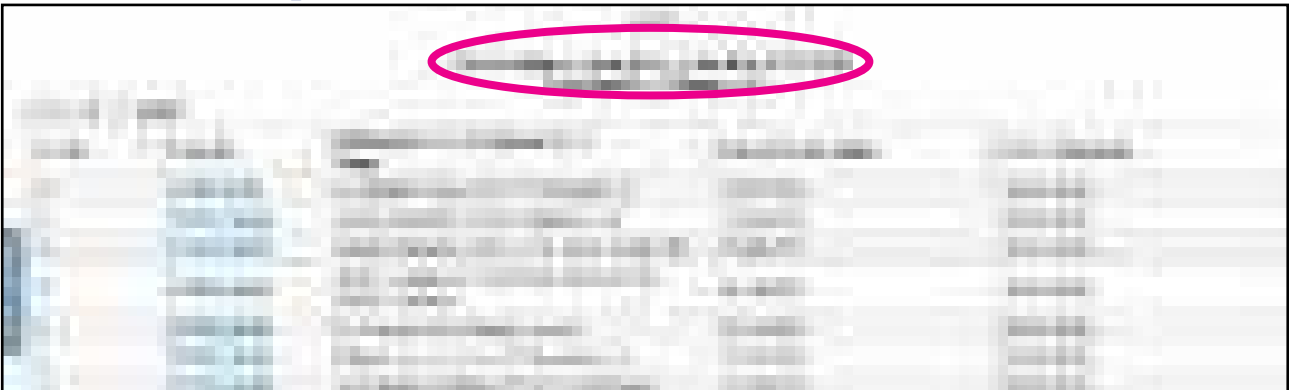
Case No.	Case Name	Case Type	Case Status	Case Date	Case Location	Case Officer	Case Agency	Case Category	Case Sub-Category	Case Priority	Case Severity	Case Impact	Case Risk	Case Mitigation	Case Resolution	Case Closure	Case Feedback	Case Rating	Case Comments
1	John Doe	Accusation	Open	2016-07-15	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-01	Positive	5.0	Case resolved successfully.
2	Jane Doe	Accusation	Open	2016-07-16	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-02	Positive	4.5	Case resolved successfully.
3	John Doe	Accusation	Open	2016-07-17	New York	John Smith	Police	Domestic Violence	Physical Abuse	High	Critical	Severe	High	Immediate	Resolution	2016-08-03	Positive	5.0	Case resolved successfully.
4	Jane Doe	Accusation	Open	2016-07-18	New York	Jane Smith	Police	Domestic Violence	Emotional Abuse	Medium	Medium	Medium	Medium	Standard	Resolution	2016-08-04	Positive	4.5	Case resolved successfully.

### 5.12.5 List of Maintenance cases(MC) disposed during the past two years



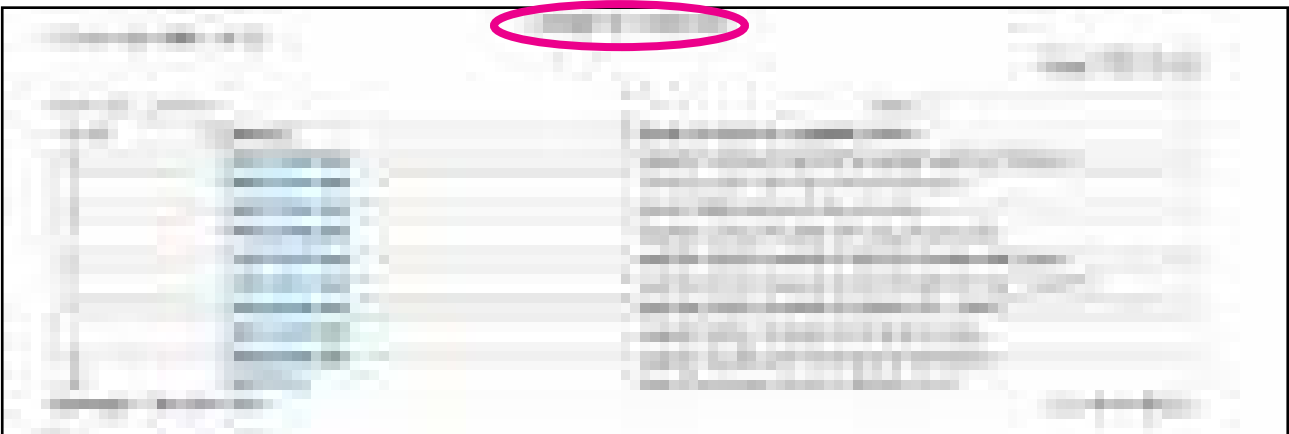
Case No.	Case Description	Case Status	Case Date
12345	Maintenance Case	Disposed	2015-07-14
67890	Maintenance Case	Disposed	2015-07-14

### 5.12.6 List of Cheque Cases Transferred after 14.07.2015



Case No.	Case Description	Case Status	Case Date
12345	Cheque Case	Transferred	2015-07-14
67890	Cheque Case	Transferred	2015-07-14

### 5.12.7 List of Pending Committal Cases(PRC) at NBW cases



Case No.	Case Description	Case Status	Case Date
12345	Pending Committal Case	Pending	2015-07-14
67890	Pending Committal Case	Pending	2015-07-14

Query Builder is a interesting option which you can explore and create any number of reports. To put it in short query builder is an **“Akshayapatra”** which gives endless number of reports according to our specific need.

-----This is only an intro Continue to explore other interesting options-----

## 6. Report Generation

CIS 2.0 is a gold mine with variety of Report generation and it is the most attractive feature for any staff under CIS 2.0.. The various variety of reports are stored under various heads and the major heads are proceedings DJPMC and reports. Other than DJPMC and proceeding reports; various reports are stored in almost all other menus like appeals; plead guilty cases; mediation etc. From DJPMC pending disposal cases, five years, ten years old cases, senior citizen cases can be generated by the click of the mouse. The monthly statement, Quarterly statement and all types of periodical statements also can be created by the click of the mouse. It will surely reduce the volume of time spend by the staffs for manual search in creating the statistical reports. The day is not far when our High Court may call for reports only generated through CIS 2.0. This will result in more authenticity in the statistical reports. This chapter will cover basic important reports generated through CIS 2.0.

### 6.1 Store house of reports

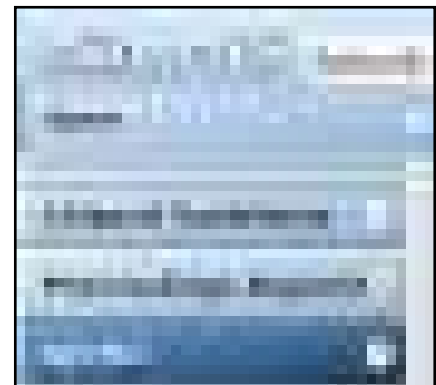
The major head under which the reports are available is

- DJPMC
- Proceedings reports

### 6.2 DJPMC - District Judge Project Management Centre

What is DJPMC District Judicial Planning & Management Centre. Various reports suggested by the said District Judicial Planning & Management Centre has been incorporated under DJPMC. To put it in short DJPMC is a store house of variety of reports made available under CIS.

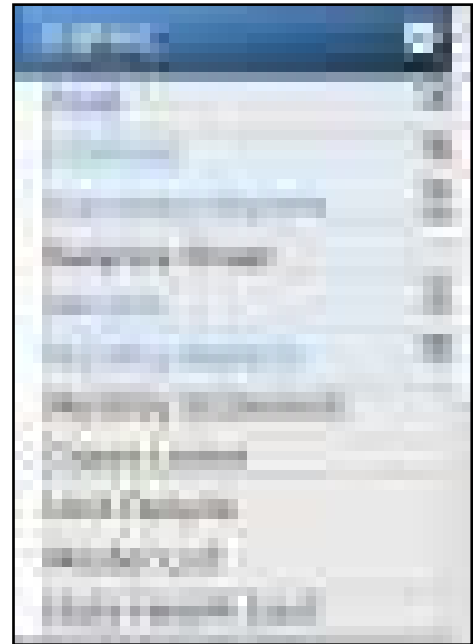
#### 6.2.1. DJPMC option in Navigation Bar →





## 6.2.2 Reports under DJPMC

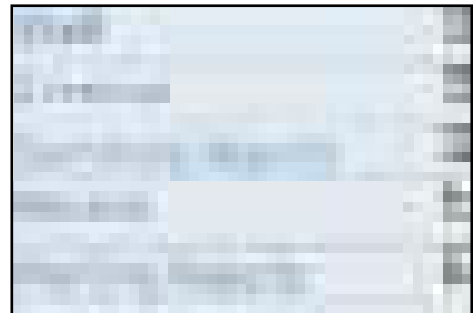
Under DJPMC variety of reports are available under 11 headings as shown in the screen shot -->(I.e)

- Civil;
- Criminal;
- Summary Reports;
- Balance sheet;
- Returns;
- Pending Reports,
- Monthly statement ;
- Cases Listed ;
- Unit details ;
- Moster list ;
- Data health card.



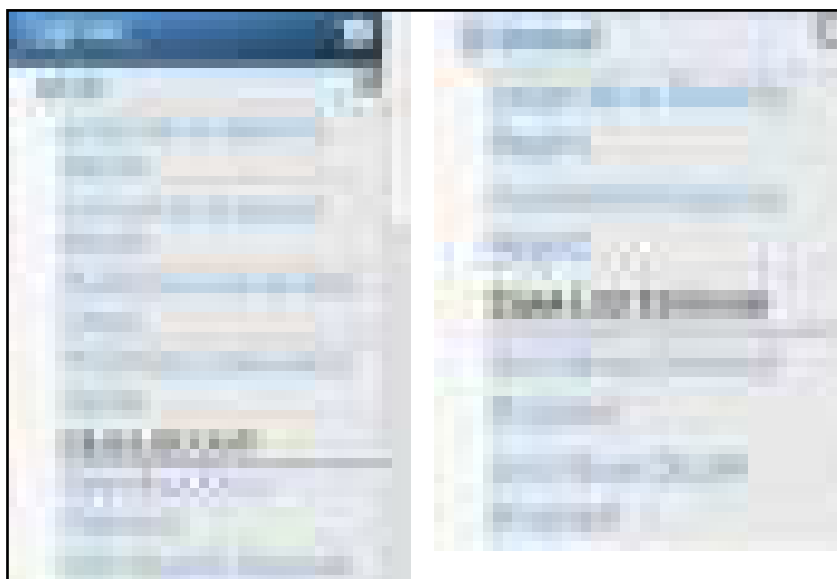
## 6.2.3 in DJPMC

The above shown civil ; criminal; summary reports; Returns; pending reports have  sign which again opens up into a variety of reports .For eg. if you click the  sign on the side of civil/ criminal/ summary reports/ returns/pending report then extended list of reports as

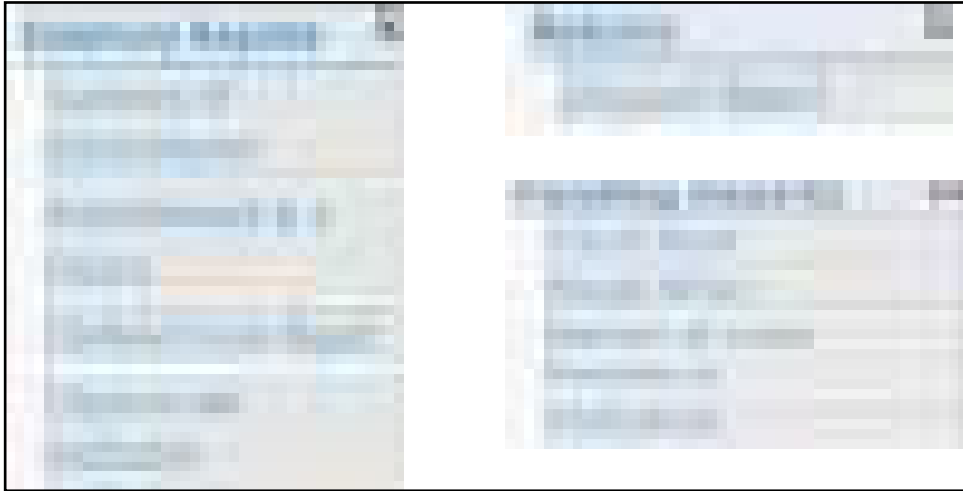


shown in the screen shots hereunder will appear. and the screen shots of the same enclosed hereunder will throw more light over it

## 6.2.4 Extended list of reports under the heads Civil/ Criminal



## 6.2.5 Extended list of reports under Summary Reports/ Returns/ Pending Reports



## 6.2.6 Balance Sheet

Balance sheet is another very useful report. The balance sheet generates the summary report along with the detailed report.

To get balance sheet → : Go to Navigation bar → select DJPMC → then click Balance sheet → select civil/criminal/court no then click Go as shown in the screen shot hereunder

After you click go then the balance sheet is generated and “view” message appears as shown here

When the “view” message is clicked then the balance sheet as appended hereunder is generated

The balance sheet is generated with the details of the cases i.e category wise along with its case number and it also generates a summary at the end of the report. The model Balance sheet generated is appended herewith which will throw more light into its utility. First let us see the summary generated in the balance sheet : The summary balance sheet shows the total number of cases category wise Appeal(6) HMOP (16) Original suits(Money) (4) ; Original Suit Title (11) and also shows year wise numbers. From this we can take more than 2 years /more than 5 yrs /7 yrs /10 years etc.





**Case Management Dashboard**

Dashboard Overview

**Case Management Dashboard** ←

Case Management Dashboard

Case ID	Case Name	Status	Priority	Assigned To	Created At	Last Updated
1001	Case 1	Open	High	John Doe	2023-10-26	2023-10-26
1002	Case 2	In Progress	Medium	Jane Smith	2023-10-25	2023-10-26
1003	Case 3	Completed	Low	John Doe	2023-10-24	2023-10-25
1004	Case 4	Open	High	Jane Smith	2023-10-26	2023-10-26
1005	Case 5	In Progress	Medium	John Doe	2023-10-25	2023-10-26

Case Management Dashboard

Case Management Dashboard

Case ID	Case Name	Status	Priority	Assigned To	Created At	Last Updated
1001	Case 1	Open	High	John Doe	2023-10-26	2023-10-26
1002	Case 2	In Progress	Medium	Jane Smith	2023-10-25	2023-10-26
1003	Case 3	Completed	Low	John Doe	2023-10-24	2023-10-25
1004	Case 4	Open	High	Jane Smith	2023-10-26	2023-10-26
1005	Case 5	In Progress	Medium	John Doe	2023-10-25	2023-10-26

Case Management Dashboard

Case Management Dashboard

Case ID	Case Name	Status	Priority	Assigned To	Created At	Last Updated
1001	Case 1	Open	High	John Doe	2023-10-26	2023-10-26
1002	Case 2	In Progress	Medium	Jane Smith	2023-10-25	2023-10-26
1003	Case 3	Completed	Low	John Doe	2023-10-24	2023-10-25
1004	Case 4	Open	High	Jane Smith	2023-10-26	2023-10-26
1005	Case 5	In Progress	Medium	John Doe	2023-10-25	2023-10-26

## 6.2.7 Unit details Report

This report is an useful one for both the Judicial officers and the staffs. The Judicial officer can keep track of the units reached by him/her and can plan the month's work accordingly. As the unit system differs from state to state the respective states have to upload and synchronize CIS 2.0 with their own unit details. At present in certain states the unit system is uploaded into CIS 2.0 and the report generated shows the unit norms. In certain states the unit system is not uploaded and hence the units shows as 0.00 . When the unit system is uploaded we will get a full fledged report with units calculation.

To get unit reports → Go to Navigation bar → select DJPMC → then click unit details → select court no → Select → From date /to date →then click Go (as shown in the screen shot hereunder).



**Watch video on Units or Norms Detailed Report by clicking the link below :**

[https://www.youtube.com/watch?v=DQKq-HEkNQQ&index=29&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK](https://www.youtube.com/watch?v=DQKq-HEkNQQ&index=29&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK)

## 6.2.8 Moster list

Moster list is yet another useful report for the courts. It generates the details of the disposed cases. And the day is not far when this digital moster list will substitute the manual disposal registers



Go to Navigation bar → select DJPMC → then click Moster list → select civil/criminal/  
→ select from date/ to date → then click Go ( as shown in the screen shot hereunder)



The moster list generated shows the date of disposal of the case with the date of filing. This one is a useful feature for the Bench clerks who calculate the duration of the case when the case is disposed. The moster list also shows the result of the case with the number of exhibits filed

A screenshot of a web application displaying a 'Moster list' report. The report is presented as a table with multiple columns. The columns include 'Case No.', 'Filing Date', 'Disposal Date', 'Status', 'Result', and 'Exhibits Filed'. The table contains several rows of data, each representing a case. The text is somewhat blurry, but the structure of the table is clear.

### 6.2.9 Cases Listed

The report under cases listed is a “daily planner i.e effective time management tool”. The report gives the types of cases listed on any particular day. To get the cases listed

Go to Navigation bar → select DJPMC → then click Cases listed → select court no →  
select date → then click Go ( as shown in the screen shot hereunder)

The cases listed report is generated when you click GO .The said report is a smart time management working tool for a Judicial officer .From the said report the Judicial Officer or the staff can have the summary of the type of cases listed on any particular day and with it



the days work can be planned..For eg from the report we find Argument (2) cases Trial (1) case From the said report the Judicial officer can effectively plan and manage the courts work on any particular day .

### 6.2.10 Data health card

Data health card is an “MRI scan” of our data entry in CIS !! Its an important and an interesting feature to monitor the data entry in CIS. The data entry in CIS is an important work based on which all our statistics in CIS ; e-courts; and NJDG all depends. So we have to ensure correct complete data entry. To monitor the said complete data entry this data health card is very useful. Through data health card we can monitor if all data are properly entered are not. Data health card scans our data entry and show the data not entered or omitted to be entered. Its an important and an useful tool to monitor the Data entry into CIS.

Go to Navigation bar → select DJPMC → then click Data health card → select court no → select civil/criminal/ all records/ inconsistent → then click Go ( as shown in the screen shot hereunder)



In the under shown Data health card it shows the number of data entered under each head like no of parties; address; section etc. Under Advocate column the figures are shown in red in colour which means the advocate particulars has not been entered. For eg under the S.No 2 AS/26/2015 -1-(advocate column) is shown which means one advocate name has not been entered. Similarly we can monitor the data not entered and ensure that complete data are entered by which the health of the data in CIS can be maintained. At the risk of repetition it is reminded again here of the saying

***“what you sow you reap”.***

***If you enter complete data we can get the complete fruits of our data!***

***If you enter incomplete data we can get only incomplete statistics!***

**Watch video on Data health card by clicking the link below :**

[https://www.youtube.com/watch?v=DPI8tvrzRxY&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=32](https://www.youtube.com/watch?v=DPI8tvrzRxY&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=32)

### 6.3 The simplest method to generate reports-Dash home

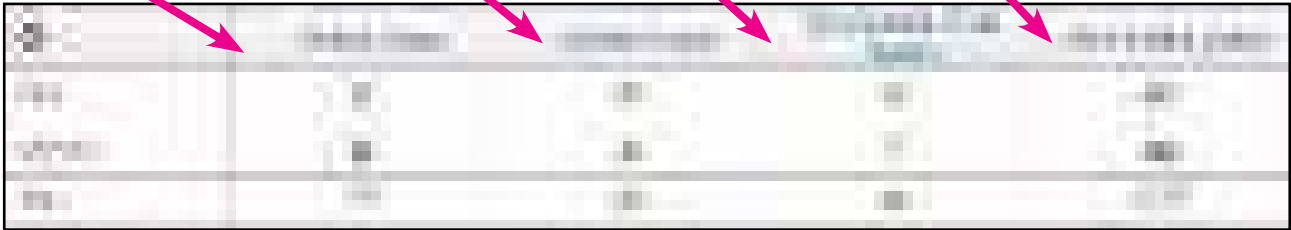
The dash board which welcomes you once you login is packed with almost all important data. Its the simplest way yet most useful and attractive which also displays reports using graphical elements such as Pie charts and Bar charts. The list of reports generated from dash home is given below:

#### 6.3.1 List of Today's Cases List

#### 6.3.2 List of Undated Cases

#### 6.3.3 List of My Disposal in this Month

#### 6.3.4 List of My Pending Cases



#### 6.3.5 List of Top 10 pending cases

( you can enter any number in the box to get the top pending cases.if no number is entered in the box then the entire pending list is generated)



#### 6.3.6 Mediation reports

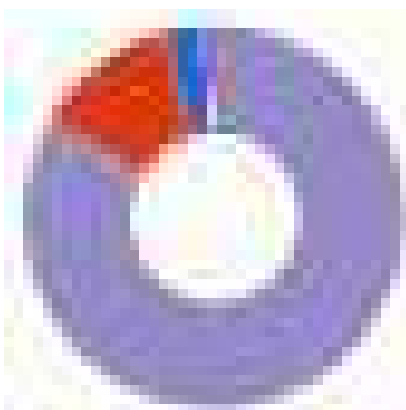
- i. Pending in mediation reports
- ii. Referred to mediation report.
- iii. Completed in mediation report



**Watch video on Dash Board by clicking the link below :**

[https://www.youtube.com/watch?v=i3q27Fa\\_gEg&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=1](https://www.youtube.com/watch?v=i3q27Fa_gEg&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=1)

#### 6.3.7 Pendency pie chart

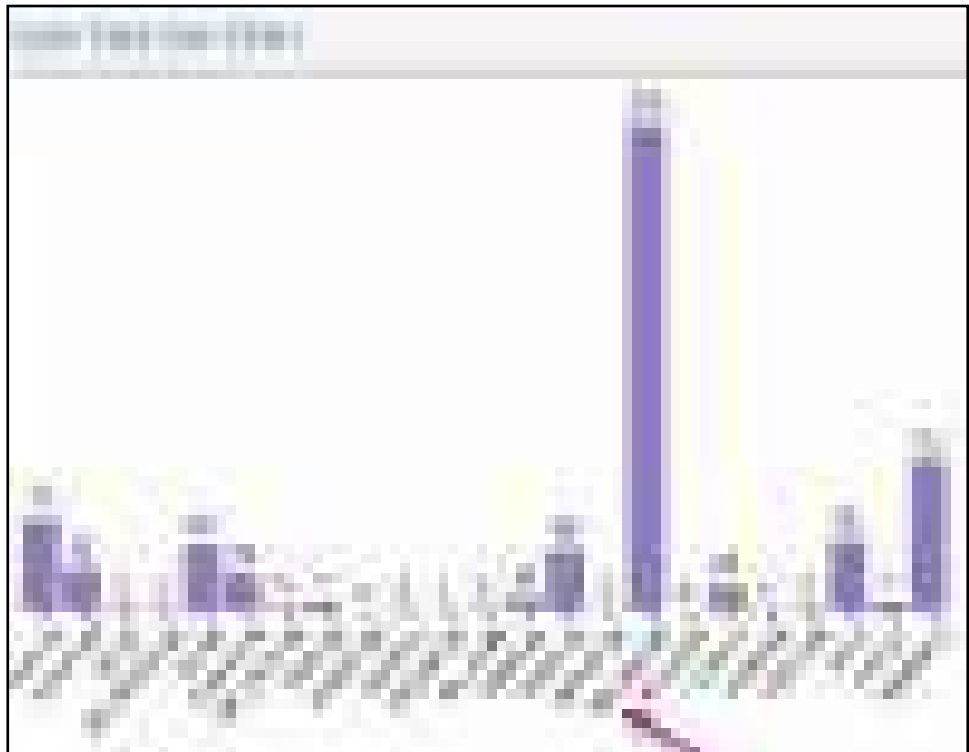


- i. Upto 2 years cases
- ii. 2 to 5 years cases
- iii. 5 to 10 years cases
- iv. 10 to 15 years
- v. more than 15 years

### 6.3.8 Case type bar chart

The case type bar chart and pendency pie chart shown above are interlinked .hence this bar chart shows the break up with the classification of cases of the pie chart

For eg. Upto 2 years 841 cases are shown in the above pie chart. What are all the categories which constitute 841 cases the break up figure in the bar chart above we can easily



say that EP aop -376 cases is the highest pending category below 2 years .

### 6.3.9 How to get reports from dash home



To get My pending case click the number shown below the heading My pending case. it will open up into the list. (as shown below)

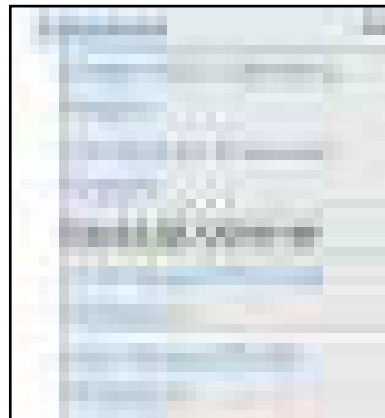
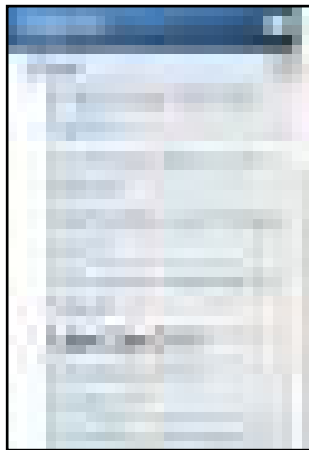
**Watch video on Undated cases - Assign Dates by clicking the link below :**  
[https://www.youtube.com/watch?v=J\\_AZjMafglo&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=7](https://www.youtube.com/watch?v=J_AZjMafglo&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=7)

## 6.4 Generating Pending statement

Pending statements can be generated from three heads one simple method from the dash home as already discussed supra and from two other heads in DJPMC as shown below. To generate pending statement from DJPMC follow the following steps:

Go to navigation bar. →Then click DJPMC. →(Pending reports are available two heads). (i)CASE LIST CIVIL /CRIMINAL (ii) PENDING REPORT

**1st method :** Under DJPMC- CASE LIST CIVIL /CRIMINAL



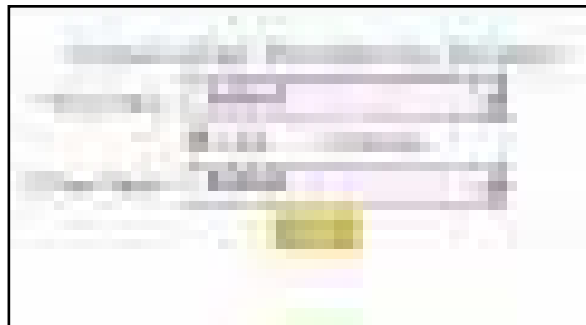
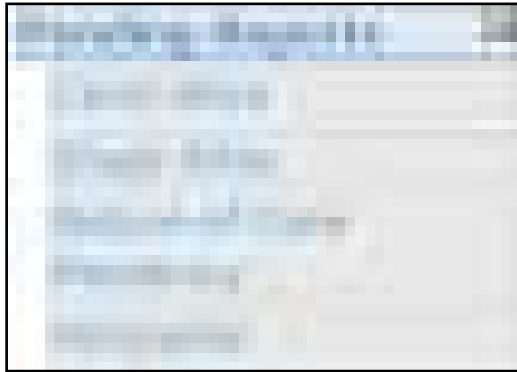
Pending report generated under 1st method

Sl. No.	Case No.	Case Name	Case Type	Case Status
1	1234	ABC	CRIMINAL	PENDING
2	1235	DEF	CIVIL	PENDING
3	1236	GHI	CRIMINAL	PENDING
4	1237	JKL	CIVIL	PENDING
5	1238	MNO	CRIMINAL	PENDING
6	1239	PQR	CIVIL	PENDING
7	1240	STU	CRIMINAL	PENDING
8	1241	VWX	CIVIL	PENDING
9	1242	YZA	CRIMINAL	PENDING
10	1243	BCD	CIVIL	PENDING

**2nd method** : Under PENDING REPORTS as shown below

To generate pending statement from DJPMC – pending reports follow the following steps:

Go to navigation bar. →Then click DJPMC. →click PENDING REPORT → click courtwise→select court no /civil / criminal/ casetype→click Go ( report is generated)



Sl. No.	Court No.	Court Name	Applying Party	Applicant Party Name	Number of Applications
1	10000001	10000001	10000001	10000001	10000001
2	10000002	10000002	10000002	10000002	10000002
3	10000003	10000003	10000003	10000003	10000003
4	10000004	10000004	10000004	10000004	10000004
5	10000005	10000005	10000005	10000005	10000005
6	10000006	10000006	10000006	10000006	10000006
7	10000007	10000007	10000007	10000007	10000007
8	10000008	10000008	10000008	10000008	10000008

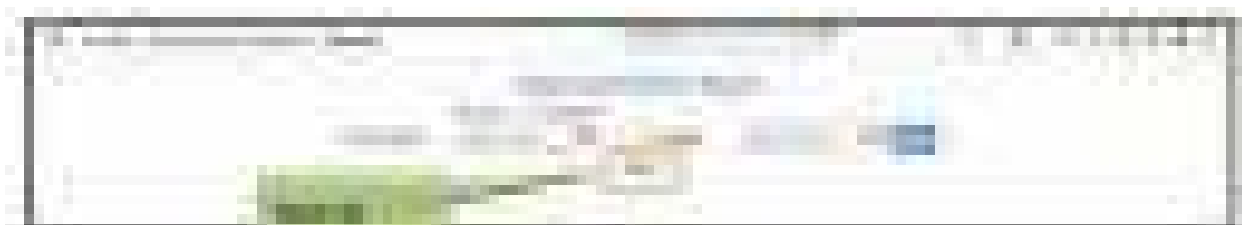
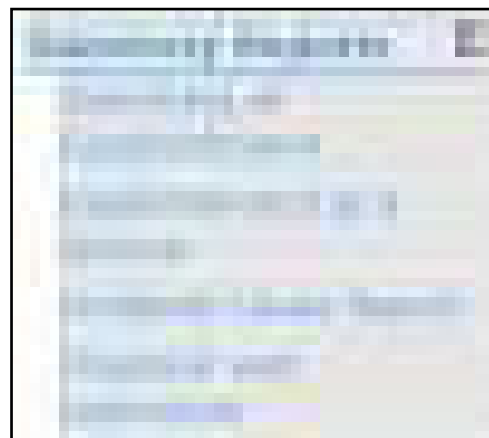
Hence the pending report generated under method 1 and 2 we get variety of features which is tabulated hereunder .Hence according to the need of the hour we can generate the needed pending list.

Pending report under Method 1	Pending report under Method 2
S.No	S.No
Case Type	Case number
Case number	Date of filing
Next date of hearing	Party names
Pupose ( stage of the case)	Name of the advocate

### 6.5 Generating Institution and Disposal statement

To generate the Disposal/Institution Report follow the steps given below:

- Go to Navigation bar
- select DJPMC
- then click Summary Report
- click Disposal and Institution
- select civil/criminal/from date/to date
- click Go→ view message appears
- click view for the report
- ( as shown in the screen shot hereunder)



Click the View link, the Disposal /Institution Report for the selected period is displayed.





**Watch video on Dispose off A Case by clicking the link below :**  
[https://www.youtube.com/watch?v=yQUosLw-6vo&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=26](https://www.youtube.com/watch?v=yQUosLw-6vo&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=26)

**6.6 Generating list of Five years/ ten years old cases**

It can be generated from three places. i) Agewise pending list from dash home  
 ii) Total number from summary report iii) Graphical report of 10 years/5 years from dash home

**6.6.1 Ist method agewise pending list from dash home**

Go to dash home and enter the number of cases in the box



You can enter any number in the box to get the pending cases list with age of the case. If the probable total number of pending case is entered in the box then the entire pending list is generated with age as shown below from where the case more than 10 yrs 7 years 5 years all can be got

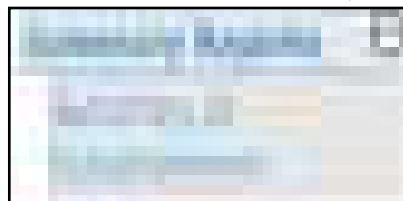
Screen shot of list of More than 10 years old cases

Sl. No.	Case No.	Case Description	Case Status	Case Age
1	123456	Case description 1	Pending	10 yrs
2	123457	Case description 2	Pending	7 yrs
3	123458	Case description 3	Pending	5 yrs
4	123459	Case description 4	Pending	10 yrs
5	123460	Case description 5	Pending	7 yrs
6	123461	Case description 6	Pending	5 yrs
7	123462	Case description 7	Pending	10 yrs
8	123463	Case description 8	Pending	7 yrs
9	123464	Case description 9	Pending	5 yrs
10	123465	Case description 10	Pending	10 yrs

Screen shot of list of more than 5 years old cases

**6.6.2 IInd method : Generating 5 yrs /10 yrs case list from Summary report**

Go to DJPMC → then summary report →select summary report of establishment



Then the following summary report is generated which shows the total number of Over 10 years /over 5 years /over 2 years cases

### 6.6.3 IIIrd method Graphical report of 5 years /10 years

The easiest way to get the five years and ten years old cases is from the Dash home page as discussed supra. In the home page the five years, ten years cases are shown through graphical

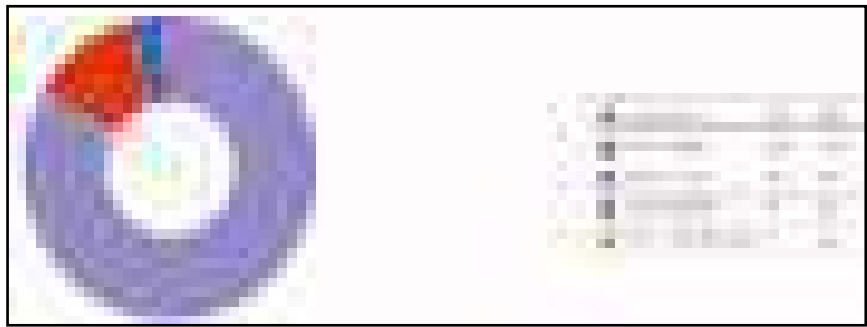
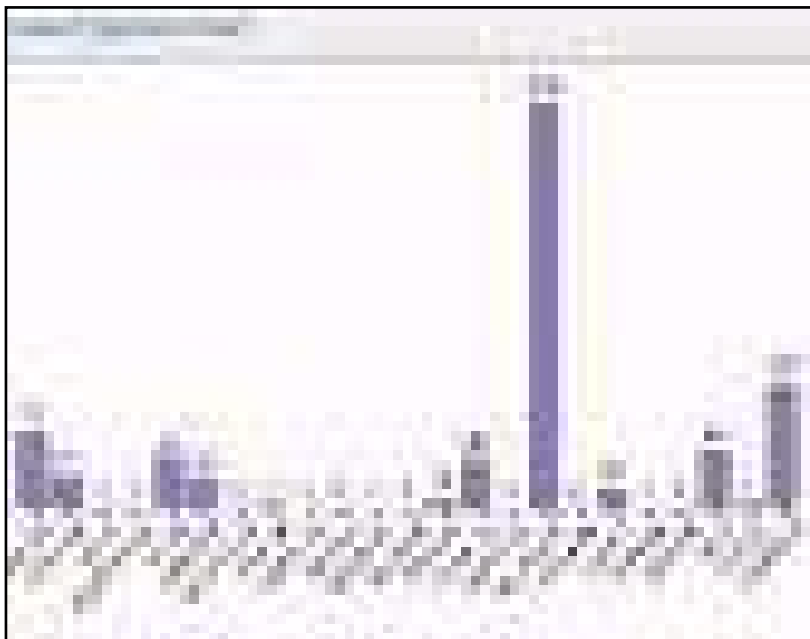


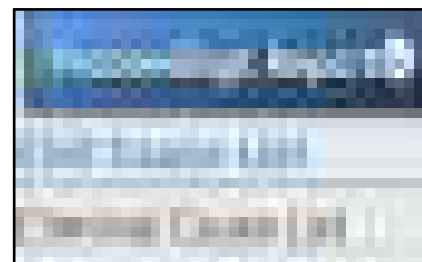
chart and more over the charts are interlinked which gives further breakup figures.



### 6.7 Generating Cause list

To generate the Cause list follow the steps given below:

Go to Navigation bar → select Proceedings report  
→ click Civil cause list/criminal cause list  
→ select date for which the cause list is need  
→ click Go → Cause list of the given date is generated  
( as shown in the screen shot hereunder)



The cause list is generated with cases listed stage wise. The cause list can be used for arranging the bundles for calling. If the cases are called based on the cause list order then it will be very useful for the litigant and the advocate to know when their case will be called. The judicial officer can also have the cause list on hand and tick when the case is called and ensure that all cases listed for the day has been called or not. As this cause list

is also available online in e-courts page an advocate can very well plan to which court he must go first. And the litigant can also plan the probable time to be at the particular court. In Tamilnadu in District judiciary though now all cases are called in the chronological order( year wise order) (Except in few civil court where stage wise calling is done) if we shift to the calling order of cases based on cause list there are many benefits to reap out!

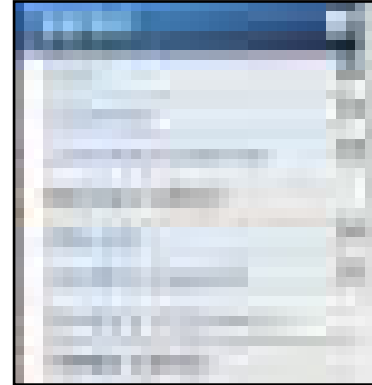
Sl. No.	Case No.	Case Name	Case Type	Case Status
1	12345	ABC vs DEF	Civil	Open
2	67890	GHI vs JKL	Civil	Open
3	11111	MNO vs PQR	Civil	Open
4	22222	STU vs VWX	Civil	Open
5	33333	YZA vs BCD	Civil	Open

Sl. No.	Case No.	Case Name	Case Type	Case Status
1	44444	DEF vs ABC	Criminal	Open
2	55555	HIJ vs KLM	Criminal	Open
3	66666	NOP vs QRS	Criminal	Open
4	77777	TUV vs WXY	Criminal	Open
5	88888	ZAB vs CDE	Criminal	Open

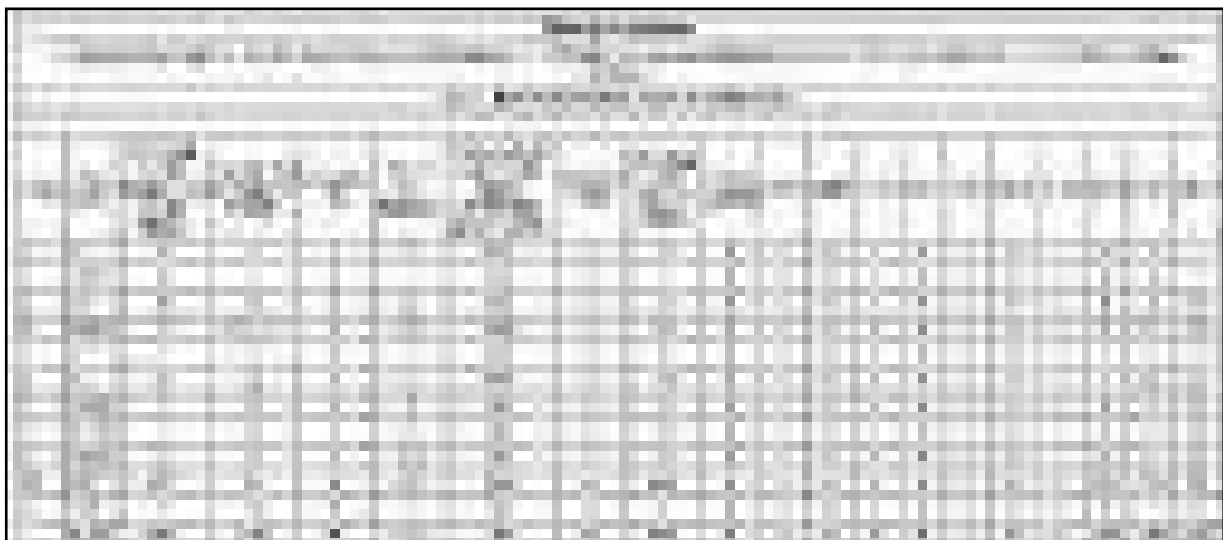
## 6.8 Generating Monthly Statement

Generating Monthly Statement is very useful for not only generating statement of the particular month but it can be used for statement pertaining to any particular period. Eg weekly work done; fortnight work done statements etc ; Further if a work done statement for a judicial Officer who has worked in charge for a particular period can be easily generated through this option, if we select the period for the Officer the monthly statement for the said period is automatically generated by the click of the mouse. To generate monthly statement follow the following steps.

Go to Navigation bar → select DJPMC  
→ click Monthly Statement  
→ Select Court no/ civil/criminal  
→ select from data /to data  
→ then click Go → View button appears  
→ if clicked the monthly statement for the given period is generated ( as shown in the screen shot hereunder)



**Monthly statement generated for March 2017**



Sl. No.	Case No.	Case Name	Case Type	Case Status	Case Date	Case Amount	Case Fee	Case Cost	Case Total
1	12345	ABC	Civil	Open	2017-03-01	1000	500	2000	3500
2	67890	DEF	Criminal	Open	2017-03-05	2000	1000	4000	7000
3	11111	GHI	Civil	Open	2017-03-10	500	250	1000	1750
4	22222	JKL	Criminal	Open	2017-03-15	3000	1500	6000	10500
5	33333	MNO	Civil	Open	2017-03-20	800	400	1600	2800
6	44444	PQR	Criminal	Open	2017-03-25	1500	750	3000	5250
7	55555	STU	Civil	Open	2017-03-30	600	300	1200	2100
8	66666	VWX	Criminal	Open	2017-03-31	2500	1250	5000	8750

**Watch video on Monthly statement by clicking the link below :**

[https://www.youtube.com/watch?v=Ox4POJtLLHY&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=30](https://www.youtube.com/watch?v=Ox4POJtLLHY&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=30)



## 6.10 Senior citizen cases & cases filed by women

Go to DJPMC → click summary report  
→ select summary report of establishment  
→ the following summary report is generated →  
with the senior citizen cases / cases filed by women



The screenshot shows a detailed summary report with a table of data. Two red arrows point from a text box to specific rows in the table. The text box contains the following text:

Senior Citizen Cases
Cases filed by Women

The table in the background has several rows, with the two rows indicated by the arrows being the ones corresponding to the text in the box.

## 6.11 Proceedings report :

In navigation panel another menu under

the name “proceedings report” is also a store house of variety of reports as shown in the screens hot--->

.It has an exhaustive list and a few important one to mention are as follows

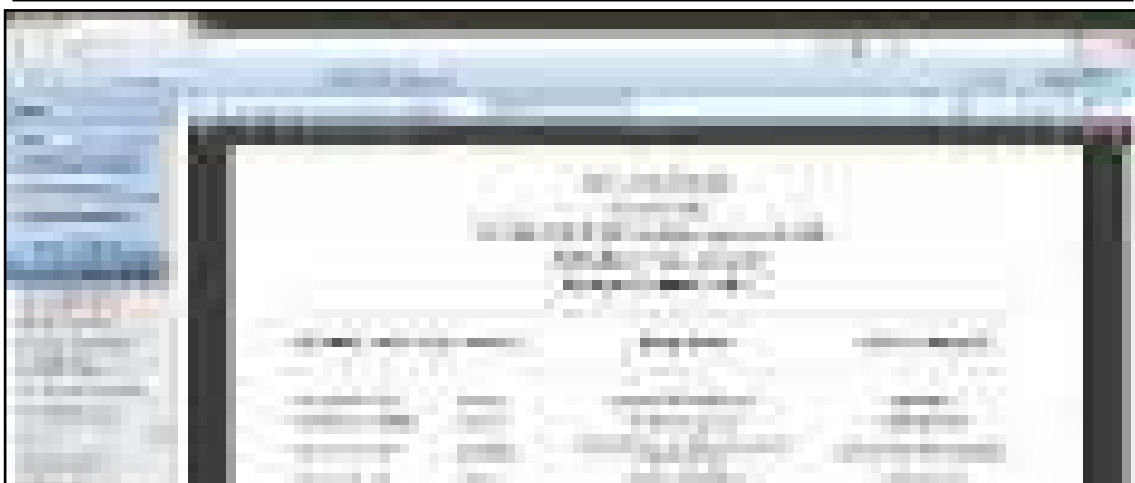
- Execution register;
  - Civil/Criminal fees register;
  - Pending court fee register
  - Disposal register
  - Payment modewise register
  - Peshi register
  - Civil cause list
  - Criminal cause list
  - Police station wise cause list
- etc.



## 6.12 Peshi register

Peshi register under Proceedings report gives the list of cases party name wise as shown hereunder

Go to Navigation bar → select Proceedings report → then click Peshi register





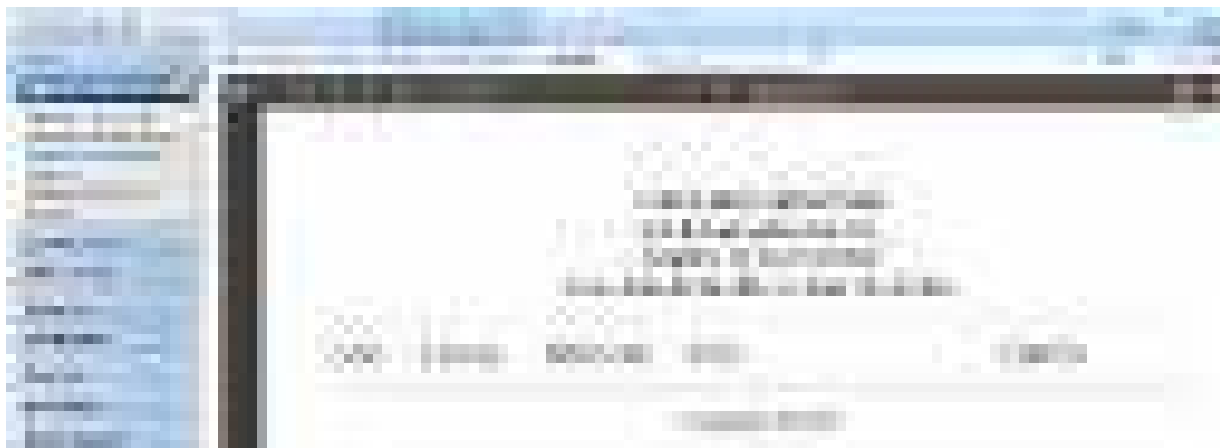
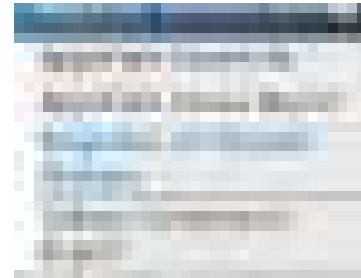
### 6.13 Reports of Stayed Matters

Under appeal information many reports relating to appeals are available like Appellate Case Info; Appellate Cases Report;

Register of Stayed Matters Today's compliance report

To get the stayed matters list follow the following step

- Go to Navigation Pane
- click Appeals information
- click Register of stayed matters
- the report is generated as shown hereunder



### 6.14 User log report

This is a very useful security based report. The user log report gives the details of all persons who logged into the CIS software with the time and the work done by them. By this we can check who has made the entries at what time etc.



## 6.15 Under Trial Prisoner details

Under Trial information inbuilt in CIS is one of the best proof to show that with how much care CIS has been designed. This option is available under court proceedings. Lot of information about under trial prisoner is available under CIS which includes Details of under trial prisoner, Date of arrest, nature of custody, date of release, sureties details

### 6.15.1 Under trial prisoner details

For under trial prisoners the details of the prisoner along with the details of two sureties are available in CIS. The under trial prisoners details include the date of arrest, the nature of custody, along with the offence and the date of bail order. The screen shot of the detailed form of the under trial prisoner is shown herewith



### 6.15.2 Updating release date:

The date of bail order can be entered in the under trial prisoner details and the date of updating the release date is also available. This is an useful option which gives automated total number of days in prison



### 6.15.3 Under trial prisoner Query

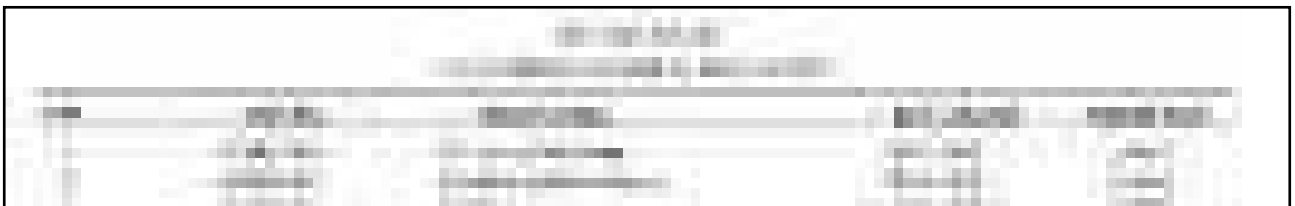
The query of under trial prisoner gives any details of the prisoner which includes the date of arrest, date of bail order release date and even the total number of days in prison



### 6.15.4 Under trial prisoner Release report :



### 6.15.5 Under trial prisoner report :



### 6.15.6 Surety details of under trail prisoner



## 6.15.7 Under trial prisoner half release report

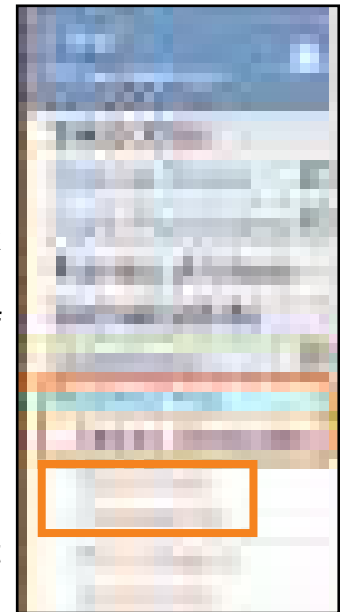
**Watch video on Under Trial Prisoner by clicking the link below :**

[https://www.youtube.com/watch?v=f6HfoXJRrz0&t=4s&list=PLFKAb8oeMBuC\\_dZ09Pa25wXkEFAfouLQK&index=19](https://www.youtube.com/watch?v=f6HfoXJRrz0&t=4s&list=PLFKAb8oeMBuC_dZ09Pa25wXkEFAfouLQK&index=19)

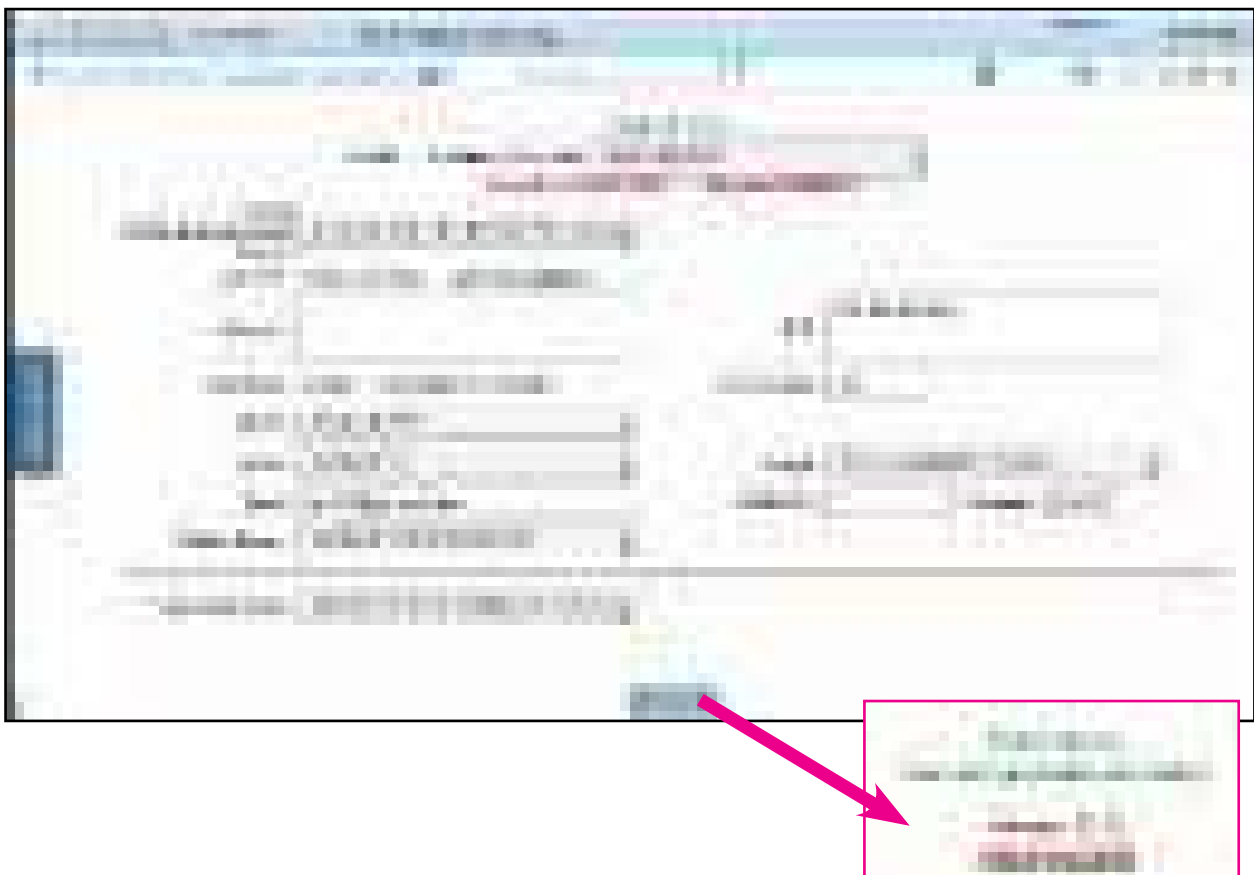
## 6.16 Generation of Notices

Automated notice generation option is available in the Navigation pane under case proceeding. This option is used to generate a Notice to the party or the witness, as per the directions of the court. Depending on the type of the Notice, the Notice is generated automatically from the predefined format when you click the "Submit" button. It can be printed in the court or in the "Process Section". This option is used only after the Next Date of Hearing is given to the case using the Daily Proceedings option.. It is also useful in generating bulk summons. Some mismatch in notice generation is there which can be corrected by informing the concerned authority..

Go to navigation pane--> select Case proceeding --->select summons/notice



## 6.17 Generation of Summons



## 6.18 Case History

The case history is another wonderful feature giving all details of the case from filing till disposal. A case history report generated and appended herewith will speak for itself !

The image shows a screenshot of a case history report, which is a complex table with multiple columns and rows. The text is heavily blurred, but the structure appears to be a detailed log of case activities over time. The report is divided into three main sections, each with a distinct background color: a light blue header section, a light purple section, and a light green section. The table contains various columns, likely representing dates, case status, and specific actions or events. The overall layout is dense and organized, typical of a professional case management software output.

## 6.19. Suit Register report :

Case No.	Case Name	Status	Action
1	...	...	...
2	...	...	...
3	...	...	...
4	...	...	...

**Case Details**

**Case No.:** 123456789  
**Case Name:** ABC Corporation vs. XYZ Company  
**Status:** Pending  
**Created Date:** 2023-10-27  
**Last Modified:** 2023-10-27  
**Assigned To:** John Doe  
**Priority:** High  
**Category:** Contract Dispute  
**Sub-category:** Breach of Contract  
**Client Name:** ABC Corporation  
**Client Address:** 123 Main St, New York, NY 10001  
**Client Contact:** Jane Smith  
**Client Phone:** (212) 555-1234  
**Client Email:** jane.smith@abc.com  
**Opponent Name:** XYZ Company  
**Opponent Address:** 456 Park Ave, New York, NY 10022  
**Opponent Contact:** Bob Johnson  
**Opponent Phone:** (212) 555-5678  
**Opponent Email:** bob.johnson@xyz.com  
**Case Description:** ABC Corporation is suing XYZ Company for breach of contract. The contract was signed on 2023-09-15 and XYZ Company failed to deliver the goods as specified in the contract.  
**Case History:**  
 - 2023-10-27: Case created.  
 - 2023-10-27: Case assigned to John Doe.  
 - 2023-10-27: Case priority set to High.  
**Case Documents:**  
 - Contract Agreement (2023-09-15).pdf  
 - Discovery Request (2023-10-20).pdf  
 - Discovery Responses (2023-10-25).pdf  
**Case Notes:**  
 - 2023-10-27: Initial case review completed. All documents are in order.  
 - 2023-10-27: Client meeting scheduled for 2023-10-30.  
**Case Actions:**  
 - View Case Details  
 - Edit Case Details  
 - Assign Case  
 - Change Priority  
 - Change Category  
 - Add Document  
 - Add Note  
 - Close Case

---- Start exploring the treasure house under CIS 2.0 ----

## 7. “ecourts services” the Mobile application

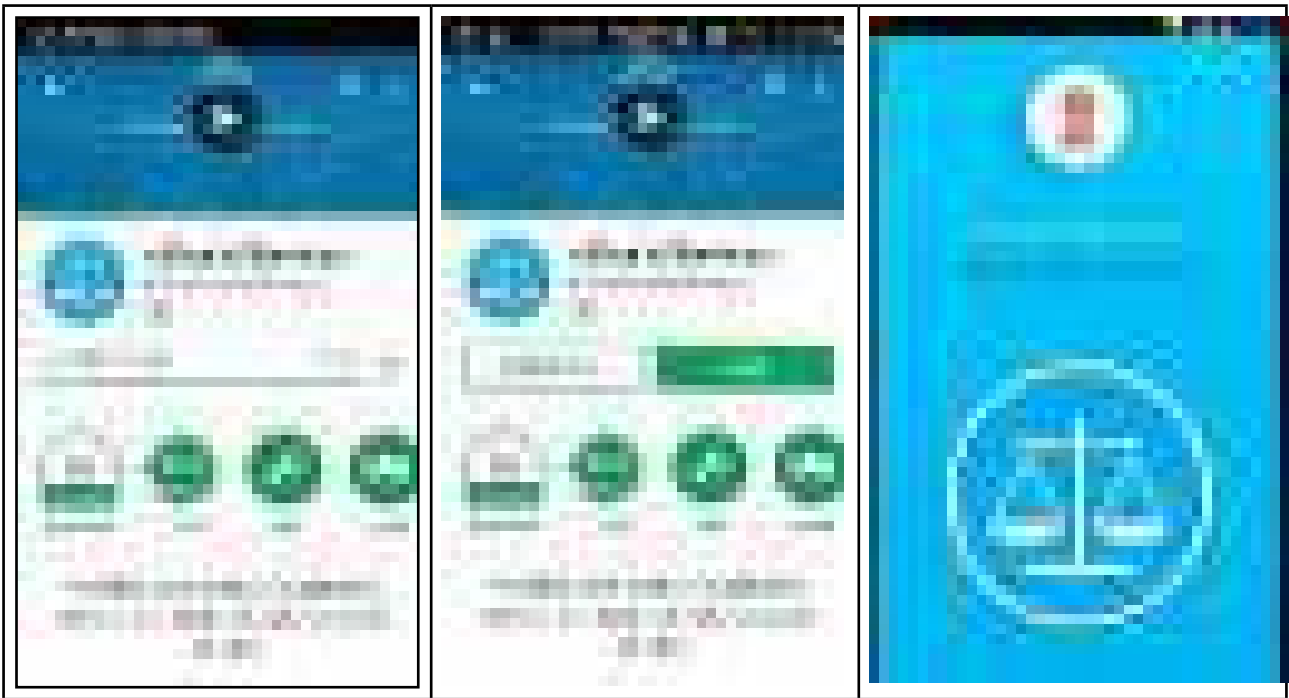
Now its age of smartphones. To keep in phase with the technological boon through mobile phones, ecommitee has also devised a mobile application in the name “ecourt services”. eCourts Services App is useful to the Litigants, Lawyers, Police, Government Agencies and other Institutional Litigants. It can be downloaded from google play store like any app for android phones and from apple app store for iPhone, iPad devices. The mobile application comes with search of case with CNR number, searching case status using case number, Filing number, Party Names, FIR number, Advocate details, Acts, case type. The cause list can also be got through the ecourts mobile app. All the services are similar to the services available through ecourts web page. But one added advantage in the ecourts mobile app is that it can be customised using My cases option available in it. Using My cases one can add the personal case number and can get updates. It is also useful for litignats ,companies or organisation having multiple cases in different courts in different places. In that case all the case number can be entered and all updates can be got through the ecourts mobile application. It is no doubt that through ecourts mobile app all court details are literally available in your hands(set)!!

### 7.1 How To Install Ecourts Services Mobile App:

#### 7.1.1. Download directly from the Google Store / apple store

	<p>(i) For android mobile phone/android ipads download from Google playstore</p>  <p><a href="https://play.google.com/store/apps/details?id=in.gov.ecourts.eCourtsServices">https://play.google.com/store/apps/details?id=in.gov.ecourts.eCourtsServices</a></p> <p>(ii) For apple iphones/ipads download from the itunes</p>  <p><a href="https://appsto.re/in/yv-jlb.i">https://appsto.re/in/yv-jlb.i</a></p>
<p>When installation is complete you get 100% symbol and then click “open” the app will open up as shown below and the welcome screen of the ecourts apps appears which is shown in the next page.</p>	





### 7.2.2 Download directly from eCourts web page shortcut link

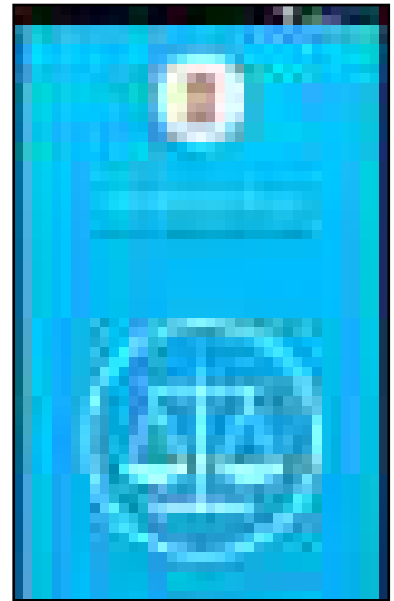
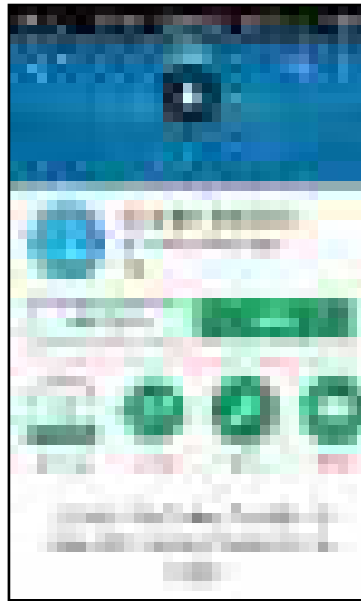
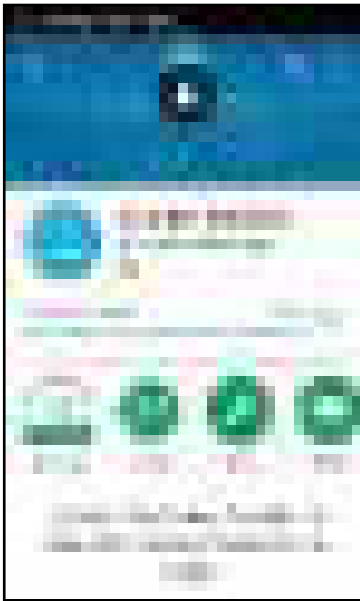
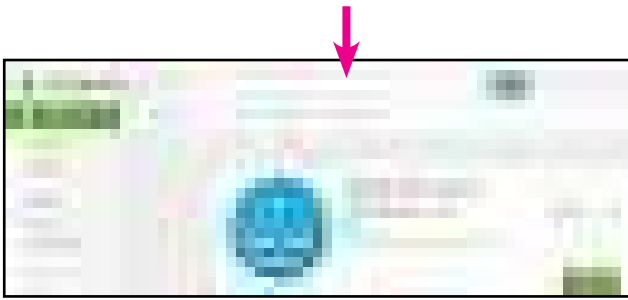
The newly launched eCourts services mobile app can be downloaded in the smart phones from google play store/ apple itunes stores. The eCourts website provides the shortcut link to download eCourt services mobile app from the google playstore/ apple itunes and the said sort cut links can be clicked which will direct to the respective playstore from where it can be downloaded. The eCourts webpage shotcut link screen shot is shown below



For android phones/tabs click at google play

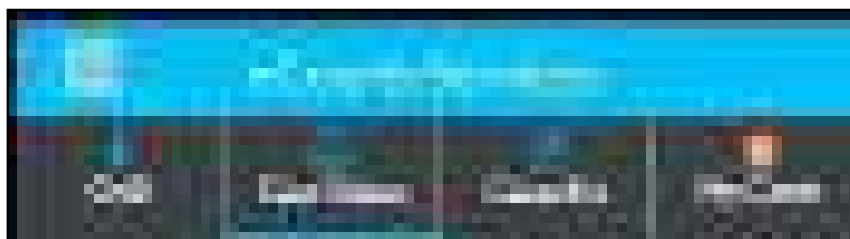
For apple iphone/ipad click at apple store








## 7.2 ecourts services available under mobile app

The mobile app provides four main services under the following heads as shown below



### 7.2.1 Searching case using CNR number




<p><b>7.2.2 Getting Case Status, using 7 other options</b></p> <ul style="list-style-type: none"> <li>(i) Case Number</li> <li>(ii) Filing number</li> <li>(iii) Advocate</li> <li>(iv) Case Type</li> <li>(v) Party Name</li> <li>(vi) FIR number</li> <li>(vii) Act</li> </ul>	
<p><b>7.2.3 Getting the Cause List of any court</b></p>	
<p><b>7.2.4 Personalised list of “My Cases”</b></p>	

## 7.3 Search Cases Using CNR Number

Search by CNR number is the quickest way to get case details in your phone using the mobile app. CNR is a unique number assigned to each case filed in District and Taluka Courts in the Country, through Case Information System.

### 7.3.1 What is CNR number :

The CNR number is a unique 16 digit number given to all cases. It's just like the PNR number used in train tickets. With CNR number the unique 16 digit ID any case in India at the District level can be traced.

<p>CNR (16 digits) contains (State code) (District code) (Establishment code) (Case filing number)(Filing year)=</p>	
--	--

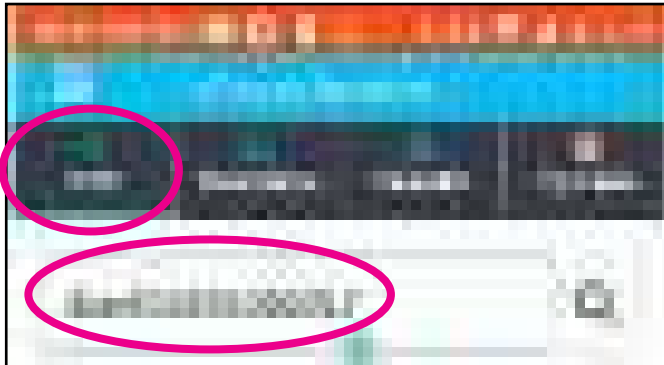
### 7.3.2. How to know Your CNR number

The said CNR for every case can be seen in the eCourts webpages in the case details. One can browse the web page and note the CNR number which can be useful for getting details of the cases.

### 7.3.3. How to search using CNR number

Now let us see how to get case status using CNR number

Click CNR on the mobile app--> enter CNR number--> Click the search button --> Case history will open up --> click on the heading which will further open up the details



**Step 1:** Click CNR on the mobile app;

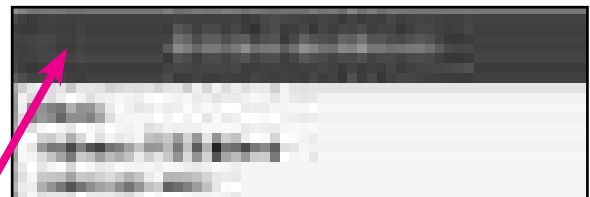
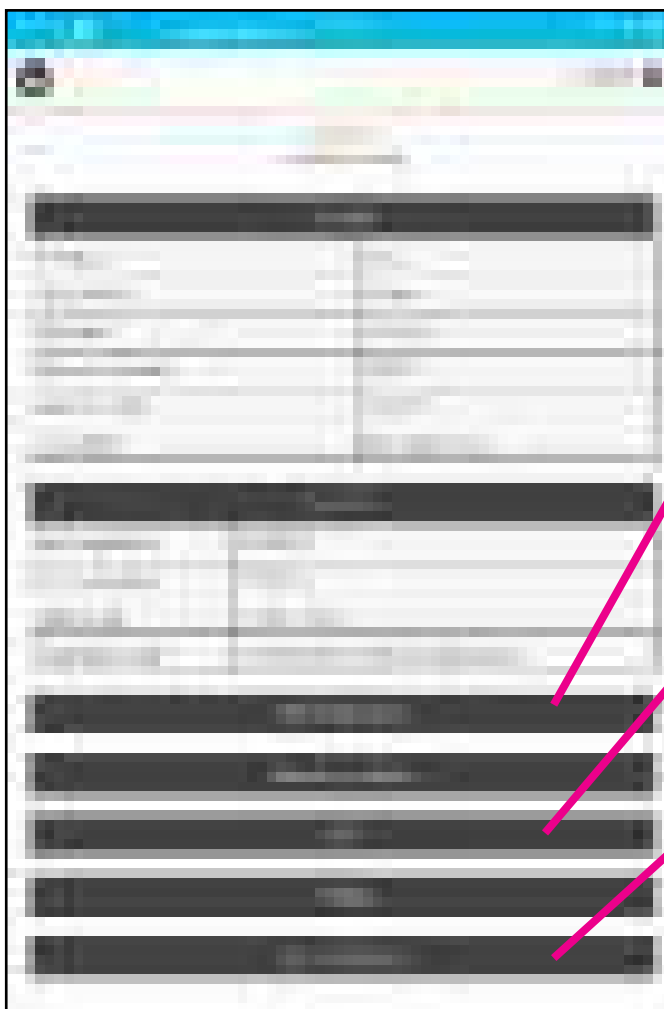
**Step 2:** Enter CNR number

**Step 3:** Click the search button

**Step 4:** CASE HISTORY is displayed with

- Case Details
- Case Status
- Petitioner & Advocate details
- Respondent and Advocate details
- Acts details
- FIR details
- History of case hearing

**Step 5:** Click on the heading which will open up further details as shown hereunder

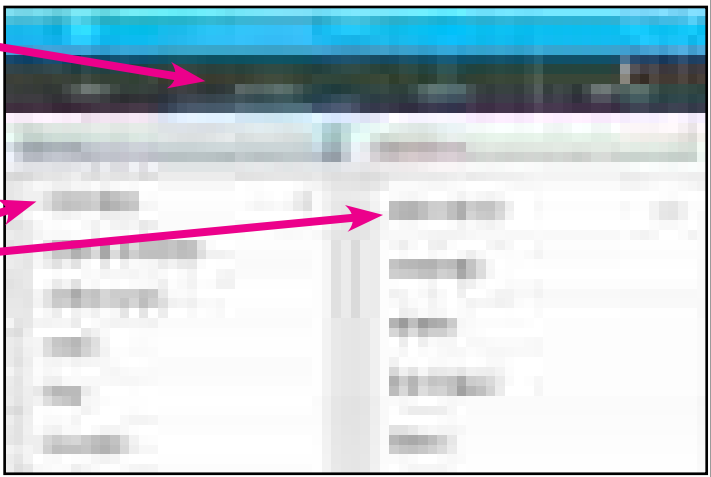



Click on  
Business Date  
to get the Case  
Status

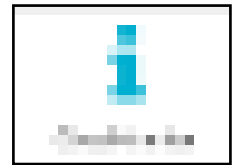
## 7.4 Search Case Status, Using Various Options.

This case status search can be done with seven known options (i) Case Number (ii) Filing number (iii) Advocate (vi) FIR number (v)Party Name(iv) Case Type(vii) Act (iv) Case Type.If a person doesnot know the CNR number then the search can be done using any one of the seven options Now let us see the first option under Case status i.e using case number option.

**Click CASE STATUS on the mobile app--> Select State, District --> Click on any one of the Seven options--> Respective form will open up --> Fill up the particulars -->the list of cases will be displayed --> If the case number is clicked it will further expand into Case history --> click on the headings which will further open up the details.**

<p><b>Step 1:</b> select Case status</p> <p><b>Step 2:</b> Select the State, and then the District from the drop list. Eg : If Andhra Pradesh the state is selected then the corresponding Districts of Andhra Pradesh will appear in the "Select district " column where the District can be selected</p>	
<p><b>Step 3:</b> Select any one option to view the case status.</p> <ul style="list-style-type: none"> <li>(i) Case Number</li> <li>(ii) Filing number</li> <li>(iii)Advocate</li> <li>(iv) Case Type</li> <li>(v)Party Name</li> <li>(vi) FIR number</li> <li>(vii) Act</li> </ul> <p><b>* Every time while using the case status option ensure that the State ,District is selected</b></p>	

### 7.4.1 Viewing case status using Case number option



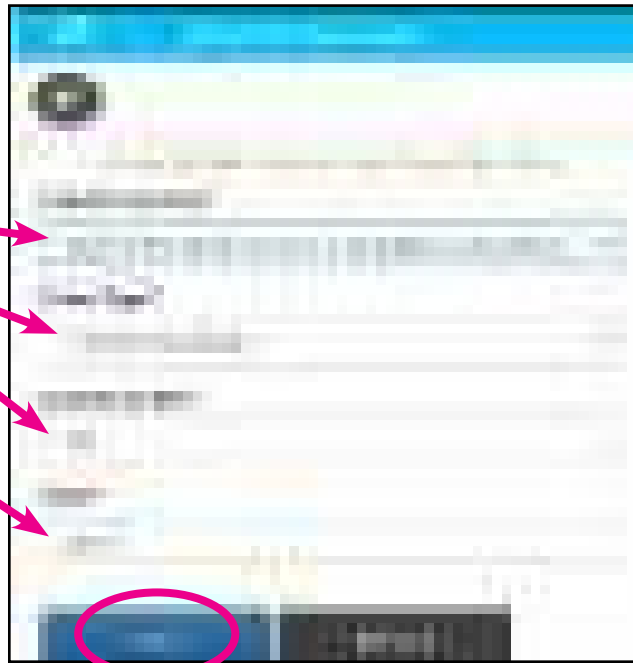
Now let us see the first option under case status i.e using case number option

**Click case status option --> select State, District --> click on the Case number option --> Select the court complex from the drop box--> select the Case Type from the drop box ->fill up the case Number and Year---> Click Go--> The total number of cases will be displayed--> click on the case number --> The case History will open up --> on clicking the headings it will further open up the details under each heading**

<p><b>Step 1:</b> click case status from the ecourts menu</p> <p><b>Step 2 :</b> select the state and District</p>	
<p><b>Step 3 :</b> Click the case number option</p>	

**Step 4** when the case number option is clicked it will open up the form as shown here and fill up the details

- Court complex
- Case Type
- Case number
- Year



**Step 5** Click **Go** after filling the details

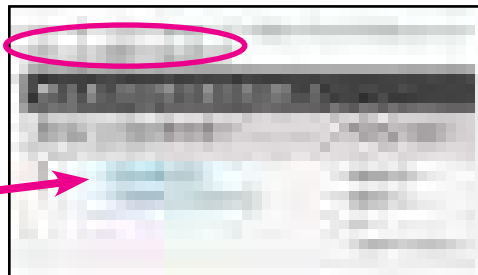
**Step 6** The Total number of cases will be displayed

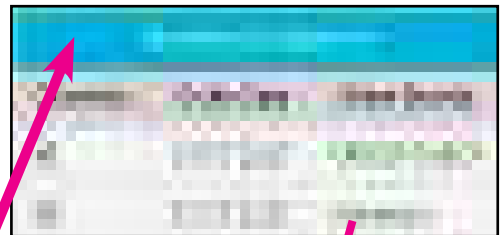
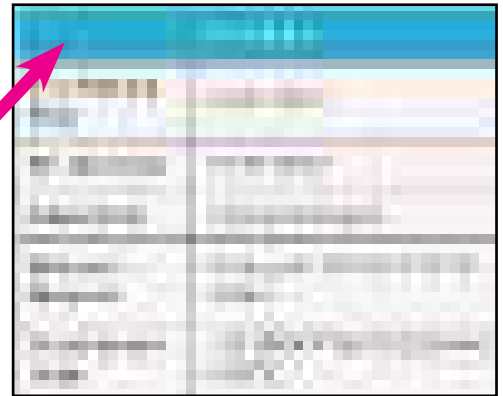
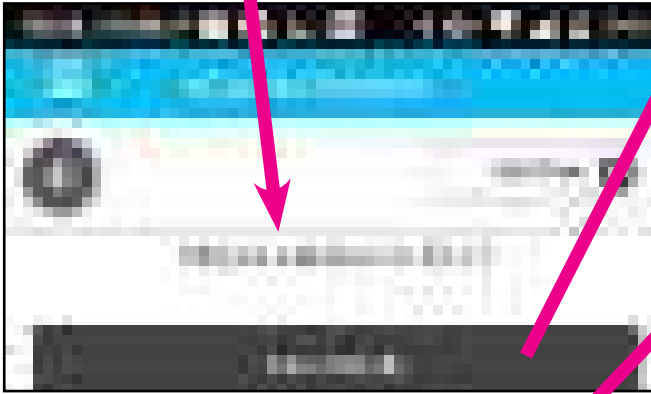
**Step 7**

(Shown in the next page)

If we click on the case number it will further open up the menu with

- Case Detail
- Case Status
- Petitioner and Advocate
- Respondent and Advocate
- Acts
- FIR Details
- Subordinate court information
- History of case hearing
- Interim Orders
- Final Orders / Judgement







## 7.4.2 Viewing case status using Filing number option

The second option available in case status is using filing number option.



Click case status option --> select State, District --> click on the filing number option --> Select the court complex from the drop box--> fill up the Filing Number and Year---> Click Go  
The case History will open up --> on clicking the headings it will further open up the details.



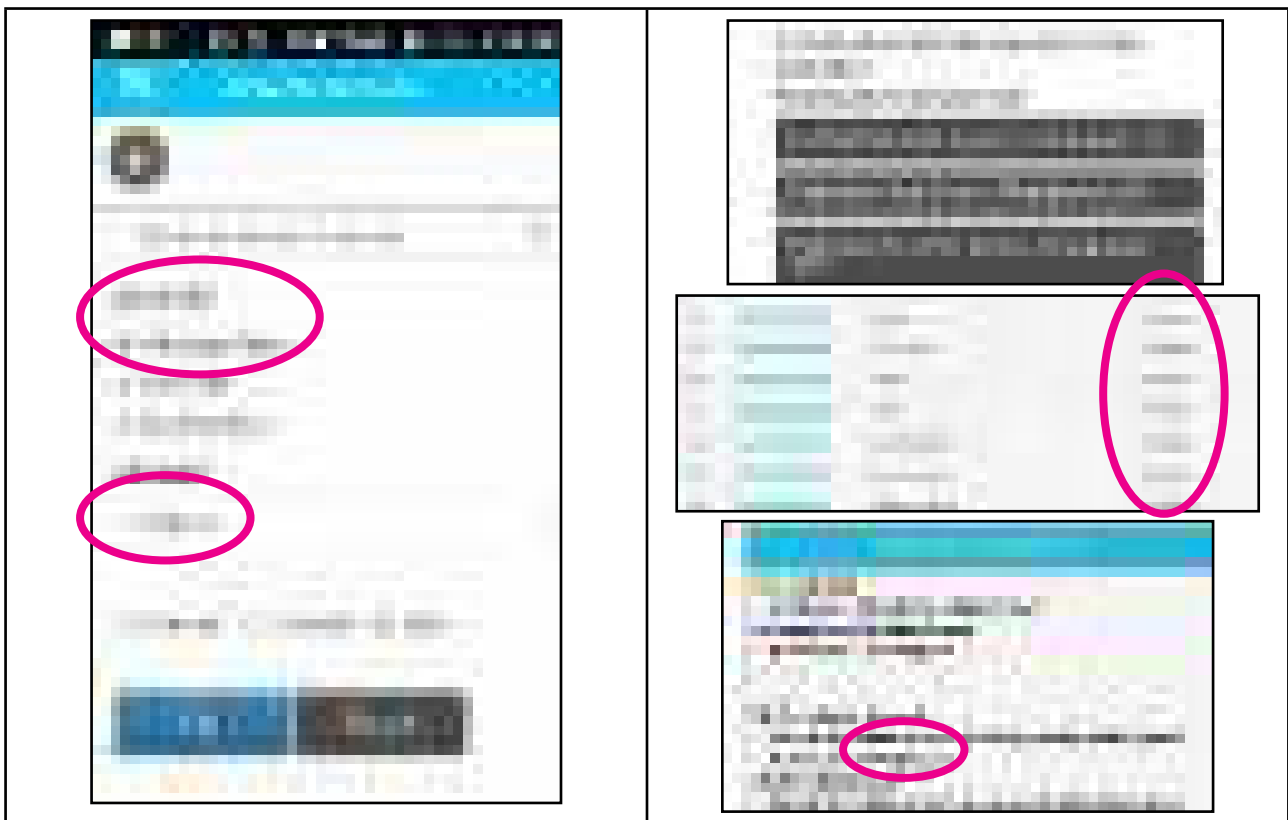
### 7.4.3 Viewing case status using Advocate option

This search option is the most attractive option for an advocate. Using this option an advocate can feel that CIS is their digital clerk who will show how many cases pending in all courts in the advocate name; and how many cases are listed on any particular date; and what is the stage of the cases all at in their handsets 24\*7.

<p>Search by advocate option</p> <p>(i) Search using Advocate name</p> <p>(ii) Search using Bar code number</p> <p>(iii) Search cases of a particular advocate listed on a particular day using Date case list</p> 	<p><b>Click Case Status--&gt; Select state, District--&gt;click Advocate option--&gt; select the radio button advocate name/bar code/ Date --&gt;click go --&gt; then the cases with advocate name is displayed--&gt; click on the case number it will open up the case history</b></p>
--	---

#### 7.4.3.1 Search by Advocate name :

By using this option one can get all the cases in the name of the advocate which is pending and disposed in all courts . For example one can find out how many cases pending in the name of a particular advocate in all courts which are under CIS .In the screen shot shown hereunder search has been made for the advocate name”Rajappa” which shows 248 cases in Thanjavur, Tamil Nadu and it also shows court wise how many cases is pending and if the number is clicked it will show up the entire list which is expandable with case history .



### 7.4.3.2 Search using Barcode:

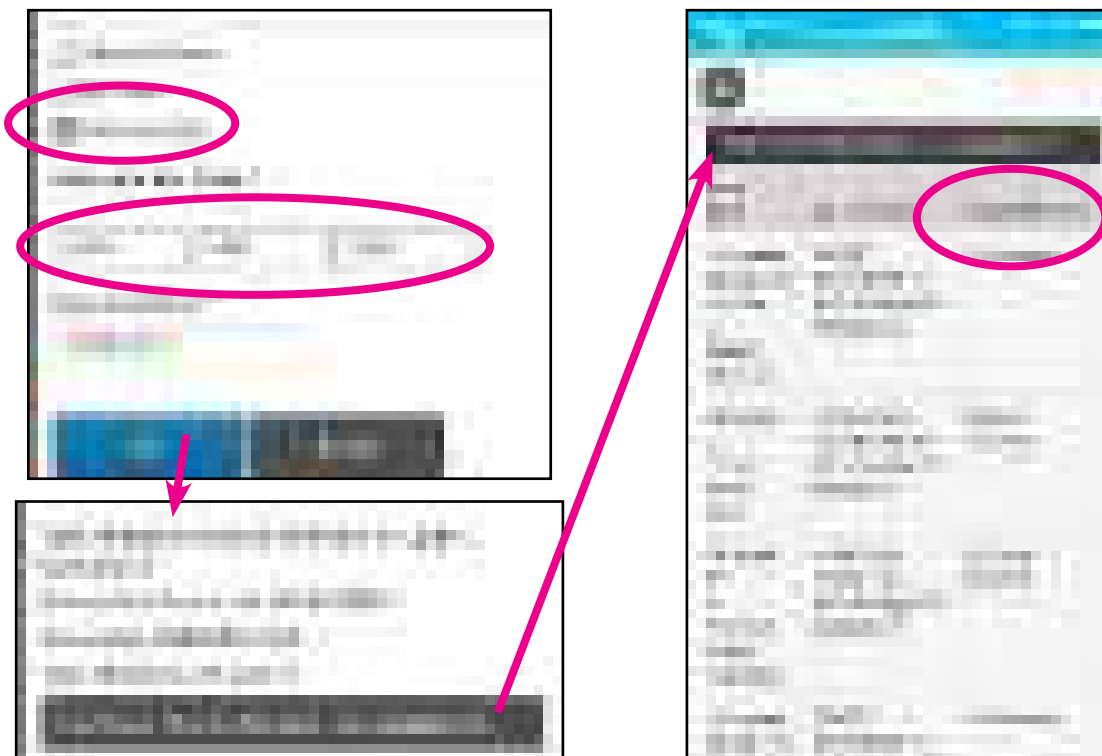
The list of cases can be searched using advocate barcode



### 7.4.3.3 Search using Date case list ( Advocate Cause list )

In the above example it shows that 462 cases in the name of an advocate Agarwal . If the said advocate wants to know how many cases are coming up in the courts on any particular date then this Date case list option can be used and Advocate cause list can be generated .The advantage in the advocate cause list is that it will show the listed cases on a particular date along with the stage of the case.

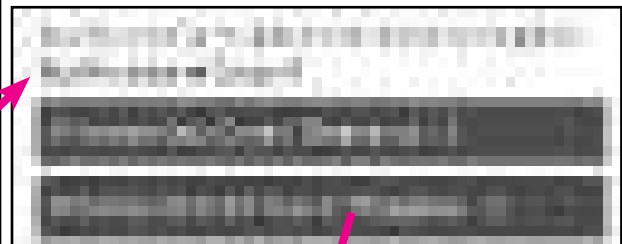
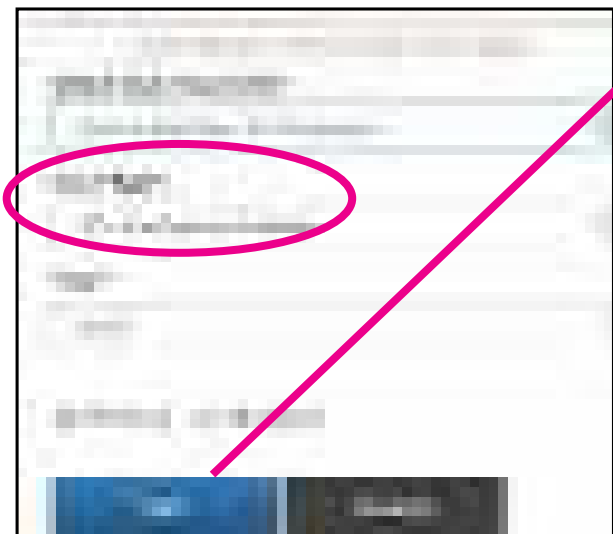
**To get the Date case list ( Advocate cause list) -> click at Date case list -> then fill up the Advocate Barcode -> then select the date -> Click Go-> then the Advocate cause list i.e cases listed on the selected date for the advocate will be displayed .**



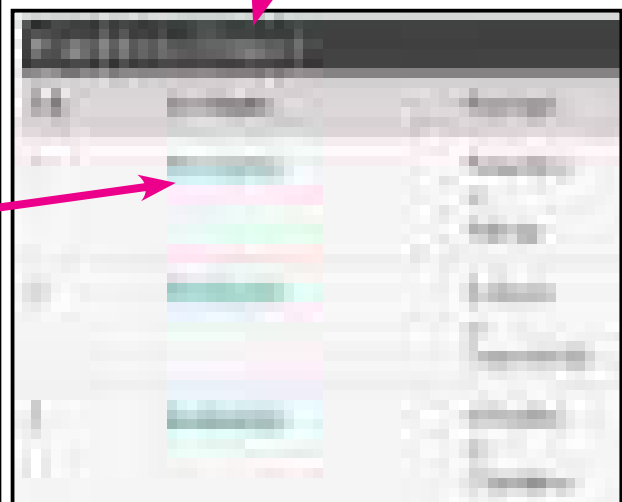
#### 7.4.4 Viewing case status using Case Type option




Click Case Status--> Select state, District-->click case type option--> select court complex-> Select Case Type--> Fill up year -->Select the radio button for pending/ Disposal->click go --> then the cases with chosen case type is displayed--> click on the case number it will further open up case history--> if we click on the headings it will further expand into details



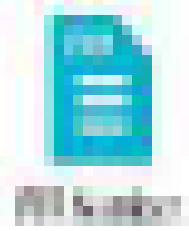
If u click on the case number it will open up case history



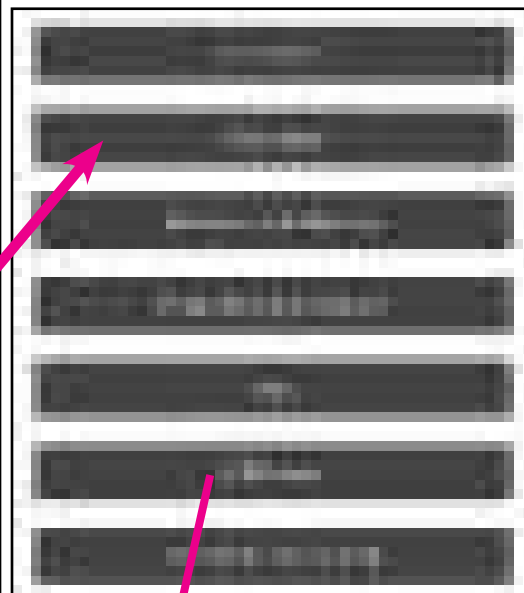
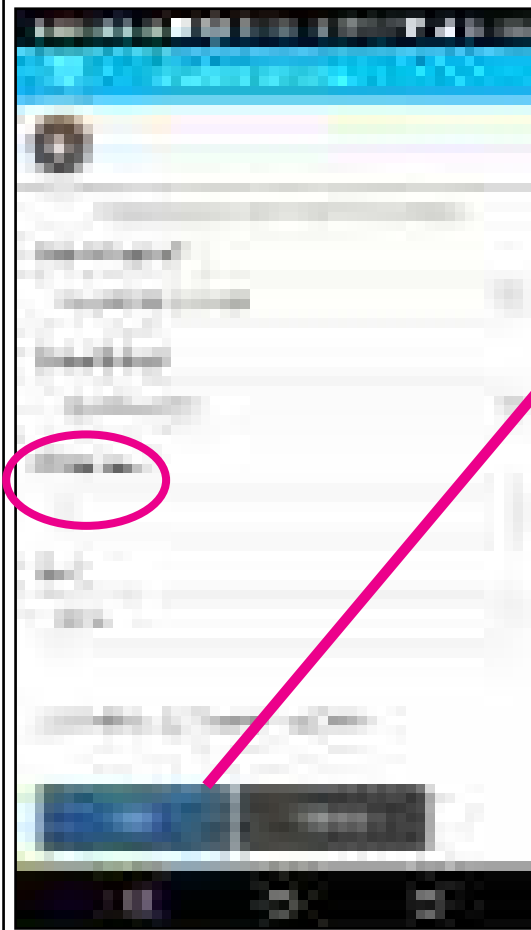
### 7.4.5 Viewing case status using Party option

<p>Search by party </p> <p>In the undershown screen shot the name “Palanisamy” is used for searching cases with party name. And the result shows 379 cases as it is a common name in Coimbatore District, Tamilnadu.</p>	<p><b>Click Case Status--&gt; Select state, District--&gt;click Party option--&gt; select court complex-&gt; Select Petitioner/ Respondent name--&gt; Fill up year --&gt;Select the radio button for pending/Disposal/both-&gt;click go --&gt; then the number of cases with the Party name is displayed--&gt; click on the case number it will further open up case history</b></p>
	

### 7.4.6 Search using FIR number



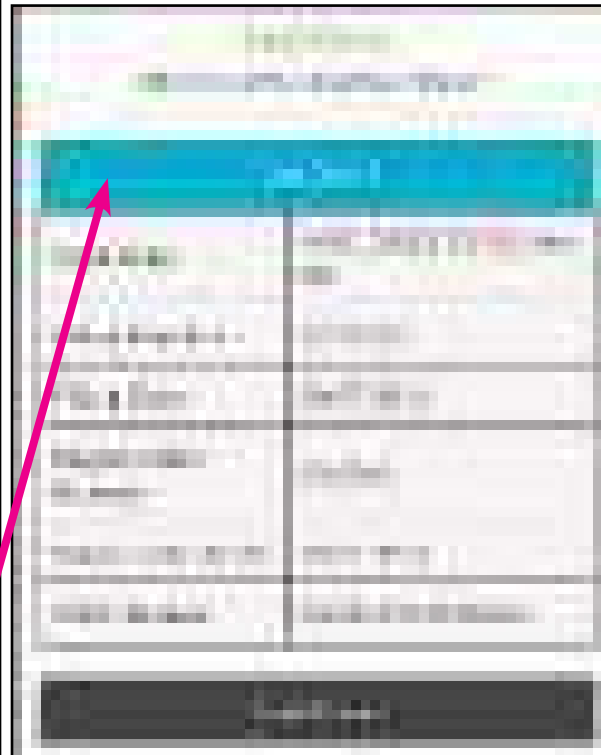
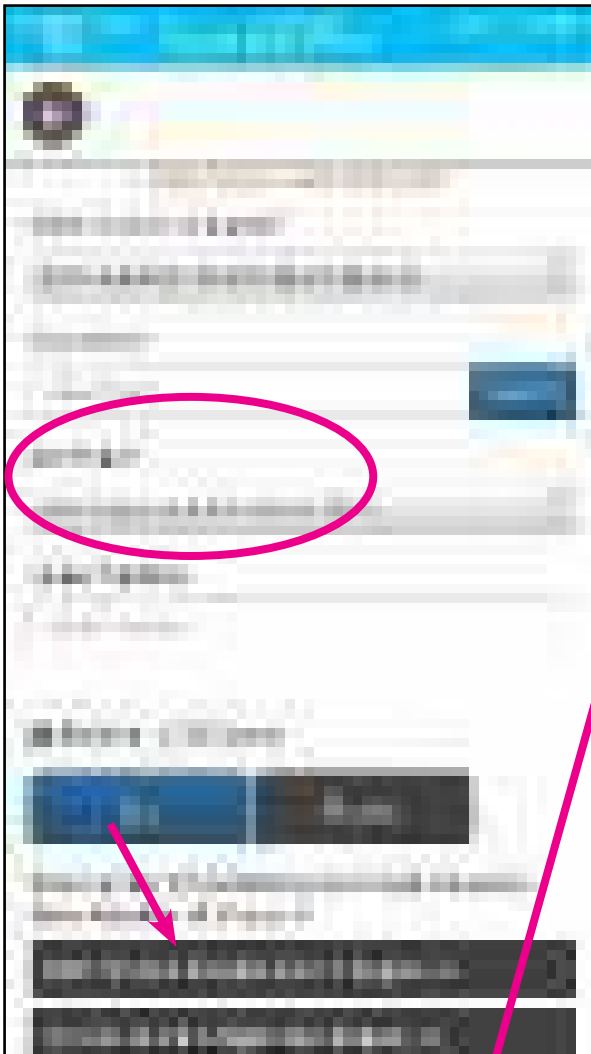
Click Case Status--> Select state, District-->click FIR number option--> select court complex-> Select Police Station -->Enter FIR number& year -->Select the radio button for pending/Disposal/Both ->click go --> then the case with FIR number is displayed--> click on the case number it will further open up case history



### 7.4.7 Search by act



Click Case Status--> Select state, District-->click ACT option--> select court complex-> Search Act /Select Act-->Enter Section -->Select the radio button for pending/Disposal ->click go --> then the case with ACT TYPE is displayed--> click on the case number it will further open up case history



Click on the case number link then the entire case history opens up  
(i) case details  
(ii) case status etc as shown above  
(all the heading if clicked are expandable with further details )

## 7.5 Getting cause list through mobile App

This option is the most useful option equally for the advocates, Litigants and Judges. Under eCourts app three types of cause list can be got (i) Civil Cause list of any court (ii) Criminal cause list of any court (iii) Advocate wise cause list. The civil cause list and the criminal cause list can be got under this “cause list” option. The Advocate wise cause list can be got through the Advocate option available under the Case status search which is explained under the topic “Search using Case status option”. By using the cause list option one can confirm whether his case is posted on a particular day or not. It is an useful time management tool for Judges, staffs through which one can find out how many cases are listed on any particular day and the days work can be planned and this data can now be got in the mobile app through the handsets.

**Click Cause list --> Select state, District --> select court complex --> Select court name --> Select Cause list Date from the Calendar --> Click Civil/ Criminal -> then the Cause list civil/criminal is displayed --> click on the case number it will further open up case history**





## 7.6 My cases option under mobile App

My cases option is an exclusive feature available only in the courts app. It is one of the most attractive and useful option for the Advocates/Litigants because it acts as a Digital personal case diary .With this option the Litigant or Lawyer can save all his cases under My Cases .and the details of the cases will be displayed .



Click on the case details, it will further open up the History of the case.

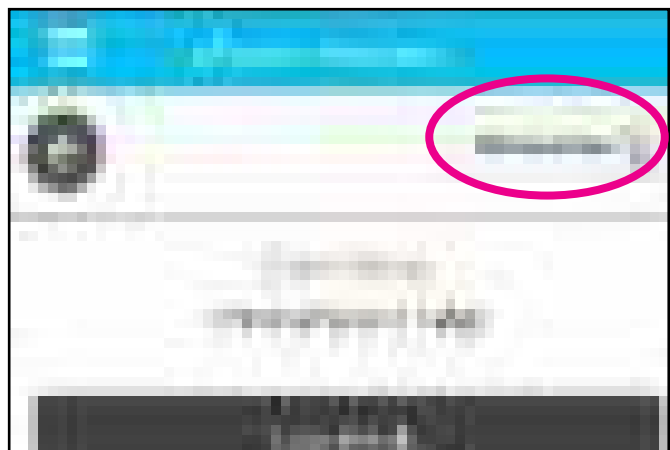
### 7.6.1 How to add cases to My cases

when case are searched using the court app and when the case details/history is displayed then a button “ add cases” will be displayed on the top which can be clicked to add the cases to my cases Once it is added then it will be listed in My cases .



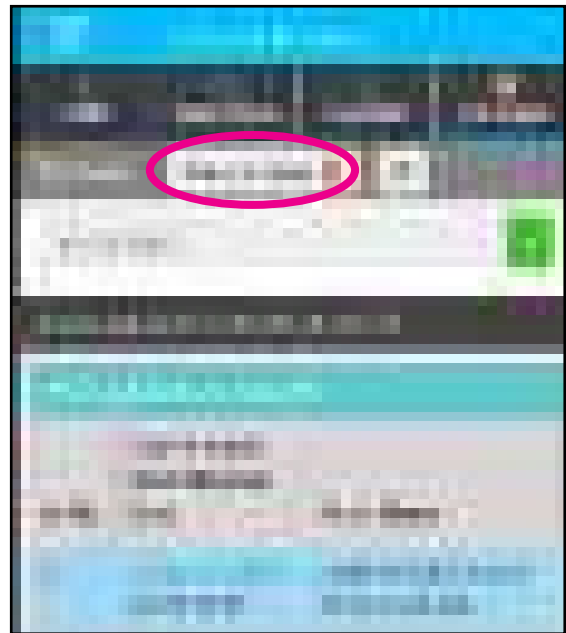
### 7.6.2 How to remove cases from My cases

Once the case is added in the my cases whenever the details are opened through My cases then that case will display the option of remove cases and if the said case is not needed in the my cases list the same can be removed using the remove case option .



### 7.6.3 Today's case

By Under Today's cases option the case in the My cases list will be displayed in Today's case on the hearing date which is a very useful feature for the advocates and the litigants having multiple cases. In the screen shot shown here one case is shown as Today's case and if you click on the case the details of the case will expand




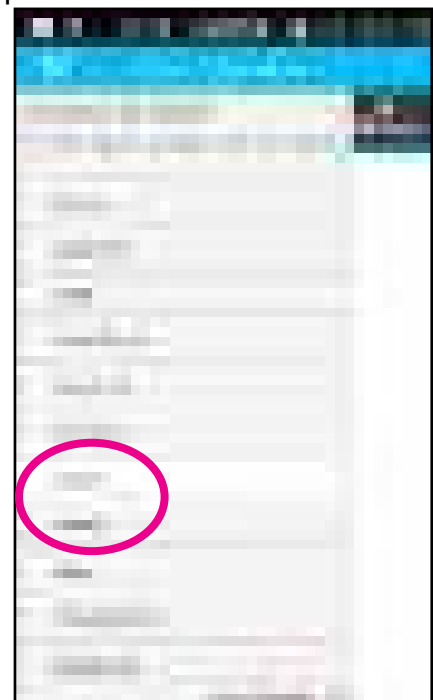
### 7.6.4 Refresh button



The refresh button is given adjacent to Today's Cases to update the information saved under My Cases. When the refresh button is clicked it will update the My cases. If any case is not updated or refreshed because of connection issue, App will show this information as "connection error".

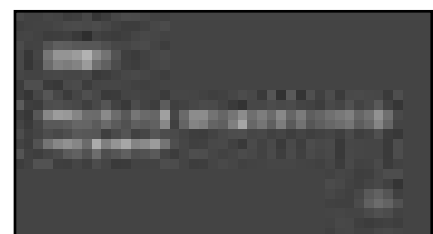
### 7.6.5 Backup facility

The eCourts mobile provides backup facility which is also an attractive feature in the eCourts app. Backup facility is provided to take backup of saved cases on mobile Device under export and import option. This option can be accessed by clicking the button  near the eCourts services. When the said button is clicked it will show up the list including the Export/import option



### 7.6.6 Export option

By using Export option backup can be taken in text file format on the mobile device. When the export option is clicked it will save the my cases in Text file format in the mobile and an alert message will appear. The said text file can be extracted from the mobile storage



### 7.6.7 Import option

Import option is also a very useful option. If the cases listed under my cases is deleted by mistake the same can be restored using the import option. When one case or all cases are removed from my cases then if the import option is clicked then the removed cases are restored in My cases tab.

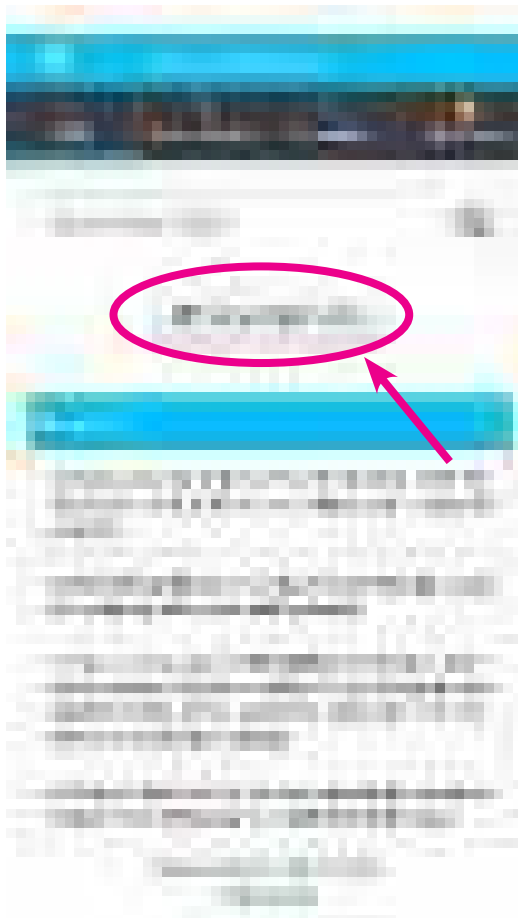
## 7.7 Getting case status through SMS :

How to get case status when you don't have internet connection. Then One can get the case status by sending SMS ECOURTS<SPACE>< YOUR CNR NUMBER> to 9766899899.



## 7.8 Getting case status using QR Code

some may find difficult typing the Case Number Record (CNR) number every time for getting the case status. The eCourts services mobile applications has been updated with QR code feature. The QR Code of all cases can be obtained from [ecourts.gov.in](http://ecourts.gov.in) website and in the eCourts services mobile app which is shown hereunder



One can take the print out of the QR code and paste it in the case files . And one should have QR Code scanning app in his mobile through which the QR code can be scanned which will immediately show the case status. Does it sound difficult? exactly not if you use it.



This QR Code scanning can be very useful for advocate office and companies/ govt institution having large number of cases. They can take print out of the QR Code and paste it in their case files which can be scanned with their mobile and can get the case status instantly.

### 7.9 Getting case status through eCourts Automated email services

eCourts project has started to send emails to the litigants and Advocates through recently launched Automated email services. The registered users will get case updates, next hearing dates, copies of orders and Judgments and Causelist. To activate this attractive automated email service the litigants and the advocates have to get their email registered in the concerned court. A day is not far where one can get all the certified copies from the court at the comfort of the home.



## 7.10 Conclusion

This e-court mobile app which from the date of launching has crossed more than 1,00,000 downloads and the increasing thousands of hits per day is proof of its utility to the Public without an iota of doubt. The case information system is the base for the e-courts website, NJDG and the e-court mobile application. Hence it is no doubt CIS the case information system the brain child of the e-committee has given the Indian Judicial system the most awaited technological transition and has moved it to the modern age Judicial system with more transparency, more litigant user friendly Indian Judicial system where the litigants are having the case information literally in their hand(set) and that too 24\* 7. Through this reference material an attempt is made to put the basics of CIS 2.0 in a nutshell. By effective usage of CIS 2.0 it is no doubt that everyone of us can contribute to fulfill the vision and mission of the e-committee to put the Indian Judicial system on the technological track resulting in more litigant user friendly and transparent e-court system. And each one of us can feel proud of being part of this transition era from manual to digital Indian Judicial System. !!

***--- Start exploring the treasure house under CIS 2.0 ---***



# Colombian Services

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 to providing high-quality  
 care to all of our patients.

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