OFFICE OF THE DISTRICT & SESSIONS JUDGE, SHILLONG

NOTIFICATION

Dated, Shillong the 5th May, 2026

No.DSJ III/Estt/Computer/2026/705 It is hereby notified for the information of all Ld. Advocates, Litigants and General Public that the eCourts Services Mobile Application version 4.0 has been launched by the eCommittee, Hon'ble Supreme Court of India during National Conference on Judicial Re-engineering and Digital Transformation held on 11th and 12th April, 2026.

It is to inform that before transitioning/migrating to the new version of the application, it is essential for Ld. Advocates/Litigants to safeguard their user data of saved cases, by taking a backup. This can be done by using the "Export" feature in the current version of the application. Once this has been done, the users can safely transition/migrate to the new version of the application.

A copy of the detailed user manual of the eCourts Services Mobile Application 4.0 has been published on the website of the undersigned.

Smti.D.R.Kharbteng
District & Sessions Judge,
Shillong.

Memo No.DSJ III/Estt/Computer/2026/705 **Dated Shillong, the 5th May,2026**

Copy to:-

1. The President/Secretary, Shillong Bar Association for information.
2. Office File.

O/C

5/5/2026

Smti.D.R.Kharbteng
District & Sessions Judge,
Shillong.

ECOURTS SERVICES MOBILE APP 4.0



User Manual

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1 Introduction

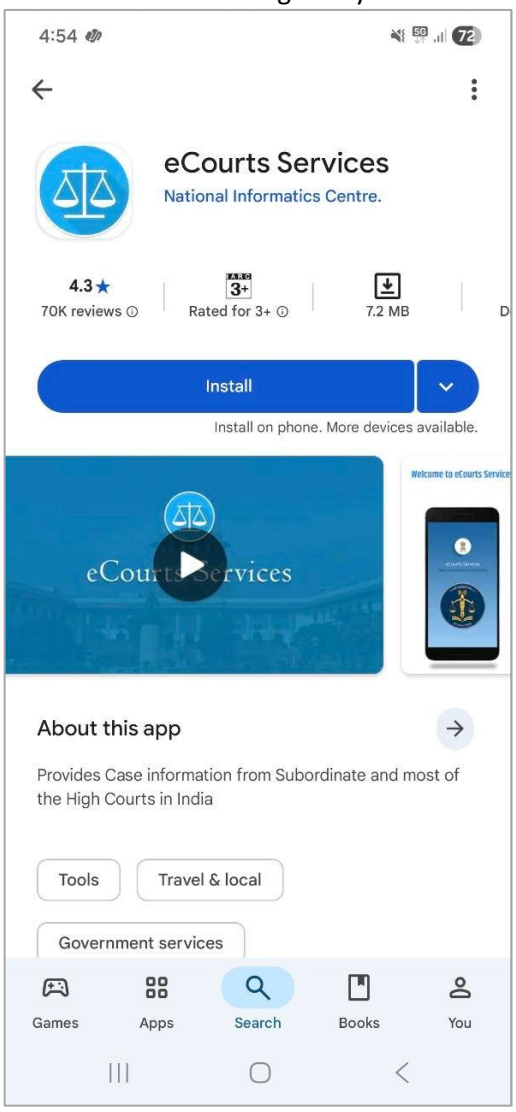
The eCourts Services Mobile App is developed under the eCourts Project to provide users with convenient access to judicial services and case-related information. The application enables citizens, litigants, advocates, and other stakeholders to retrieve case details, cause lists, court orders, and judgments from High Courts and District Courts across India through handheld devices.

The mobile application is available on Android and iOS platforms and is designed to ensure transparency, accessibility, and ease of use, while reducing dependence on physical visits to courts.

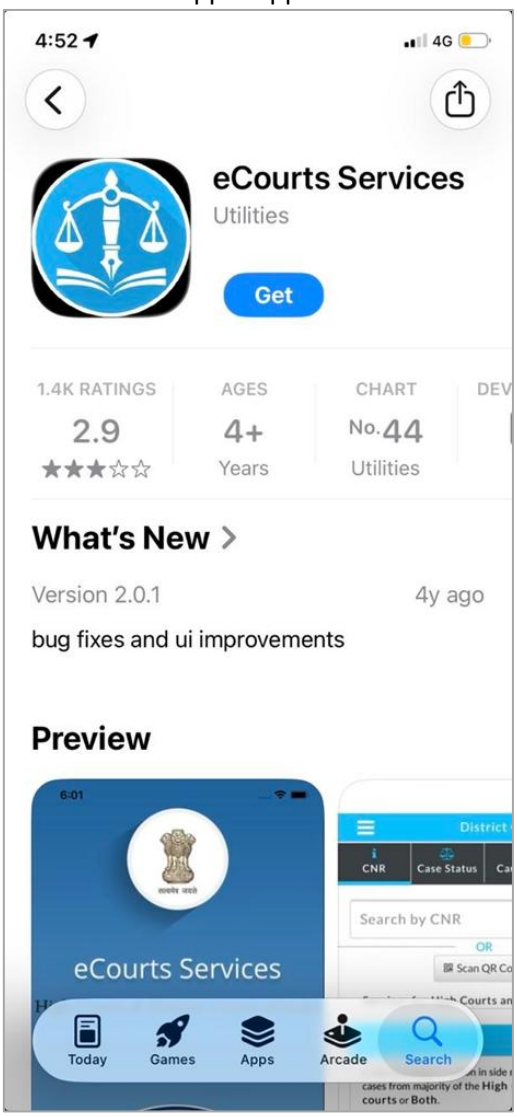
2 Installation Options

Users can install the application through official app stores.

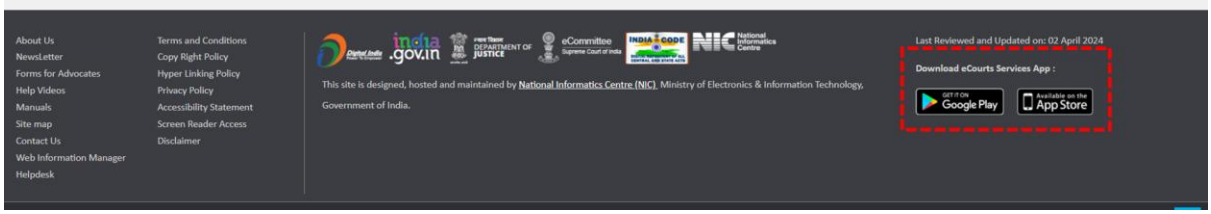
Install from Google Play Store (Android)
Users can search ‘eCourts Services’ and install android version from Google Play Store.



Install from Apple App Store (iOS)
Users can search ‘eCourts Services’ and install iOS version from Apple App Store.



Official app stores links for eCourts Services Mobile App are available in eCourts website (**https://ecourts.gov.in**)

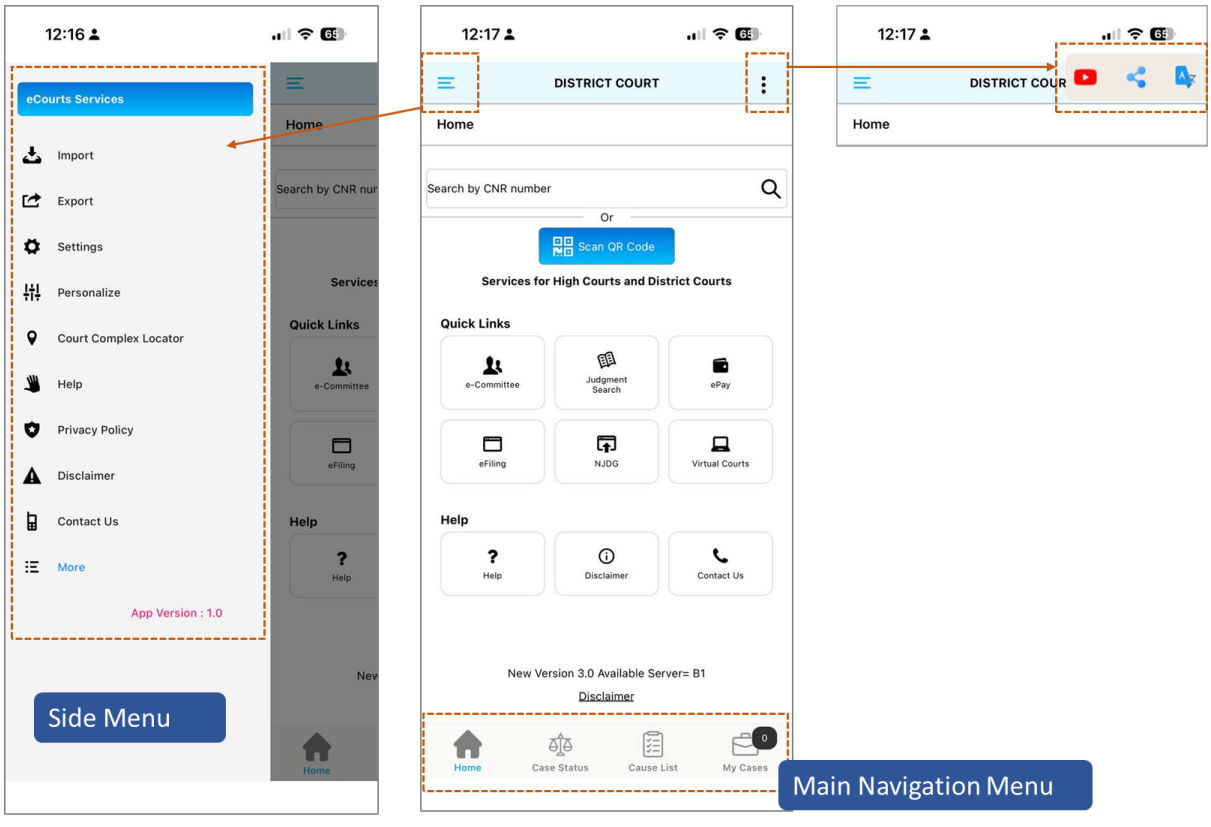


as well as on the e-Committee website (**https://ecommitteesci.gov.in**).



3 Home Page

The **Home screen** provides easy access to **CNR** and **QR code searches**, with a bottom navigation bar for switching between **Case Status, Cause List** and **My Cases**. Additionally, user can find **Quick Links** to other eCourts applications and reach **Help & Support** directly from this screen.

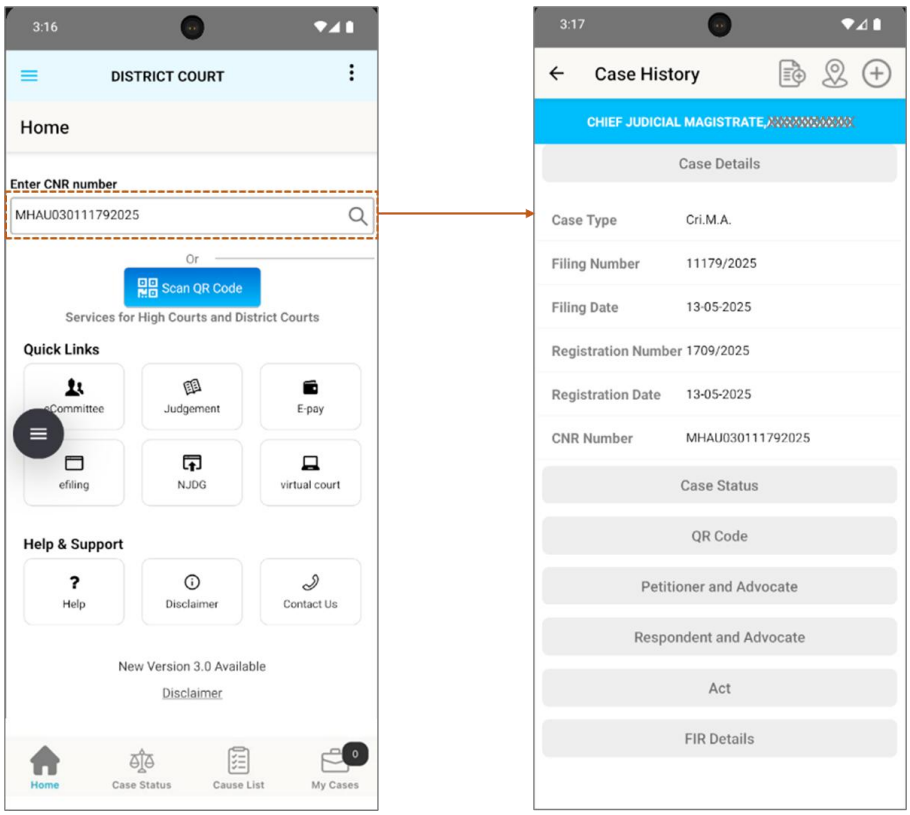


3.1 Search by CNR Number

The CNR Search option enables users to quickly retrieve complete case details by entering the CNR number.

Searching by CNR Number:

- Input your CNR number on the Home tab and tap Search.
- The app will display the full Case History.
- Tap any category (e.g., Hearing History or Orders) in Case History to expand the detailed records.



The following information is available in Case History:

- Case Details
- Case Status
- QR Code
- Petitioner and Advocate
- Respondent and Advocate
- Act
- IA Status
- FIR Details
- Subordinate Court Information
- Case History
- Case Transfer Details
- Interim Orders
- Processes

Details under the Case History section are given below

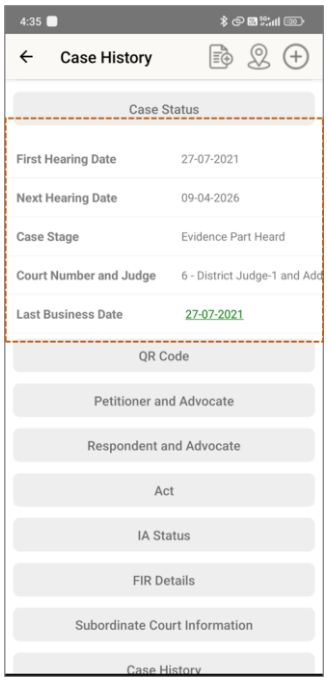
Case Details

This section displays essential case identification information such as filing and registration details and the unique CNR number for accurate case tracking.



Case Status

This section provides latest case status, including first and next hearing dates, current case stage, court number with presiding judge, and the last business date.



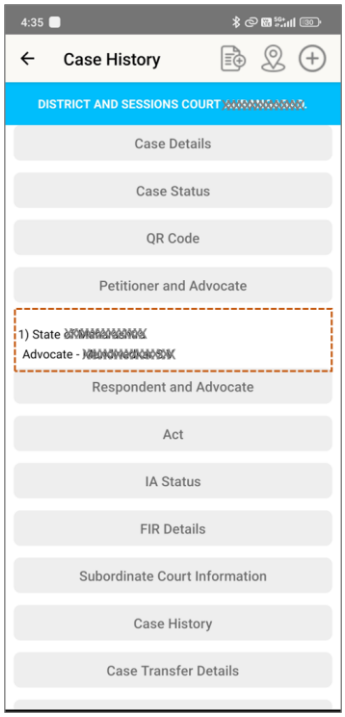
QR Code

This section displays a QR code linked to the selected case, enabling users and court officials to quickly access case details through digital scanning.



Petitioner and Advocate

This section identifies the **petitioner(s)** and their **representing advocate** for the case.



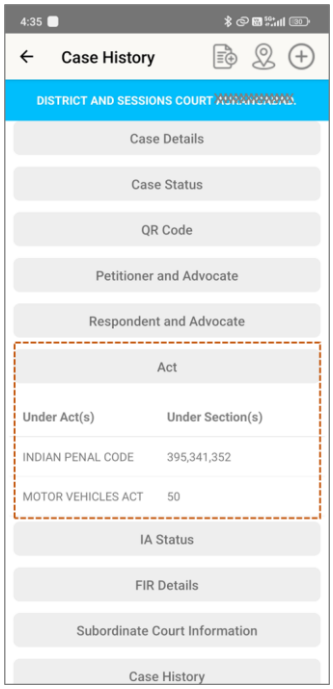
Respondent and Advocate

This section presents the list of respondent(s) involved in the case along with the details of their respective advocate(s).



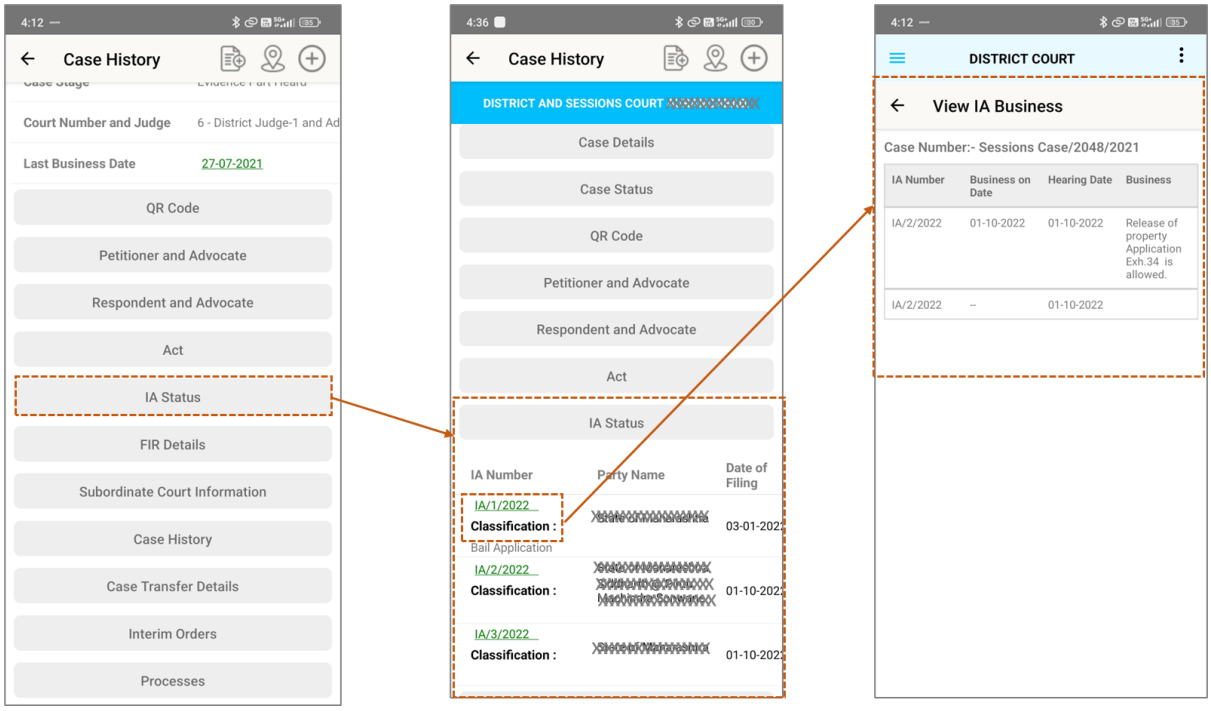
Act

View the **Acts and Sections** involved in the case to understand the specific legal charges or provisions relevant to the litigation.



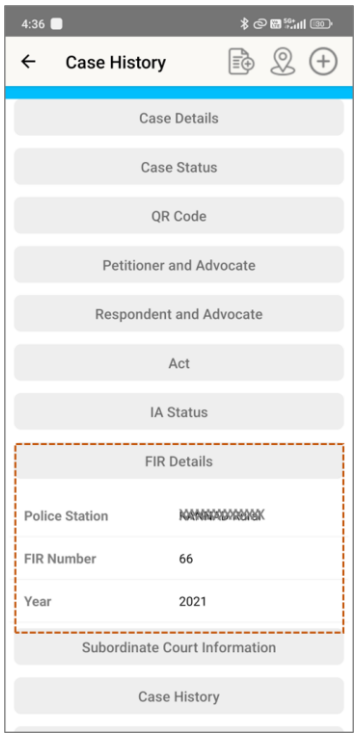
IA Status

This section provides details of Interlocutory Applications (IAs) filed in the case, including IA number, classification, party name, and date of filing. Tap the IA number to view IA-wise business details such as hearing dates, orders passed, and current status, ensuring transparent tracking of interim proceedings.



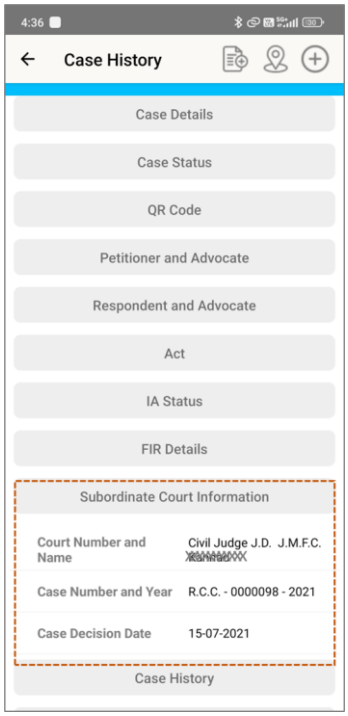
FIR Details

This section displays the First Information Report (FIR) details related to the case, including the police station name, FIR number, and year.



Subordinate Court Information

This section provides details of the lower (subordinate) court from which the case originated, including the court name and number, case number and year, and the date of decision.



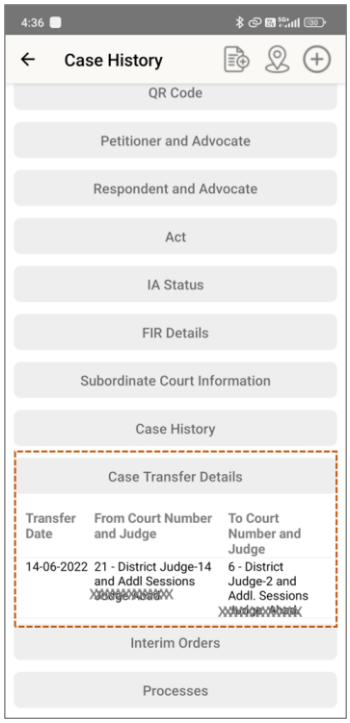
Case History

This section presents a record of the case proceedings, displaying past business dates, next hearing dates, presiding judge details, and the purpose of hearings.



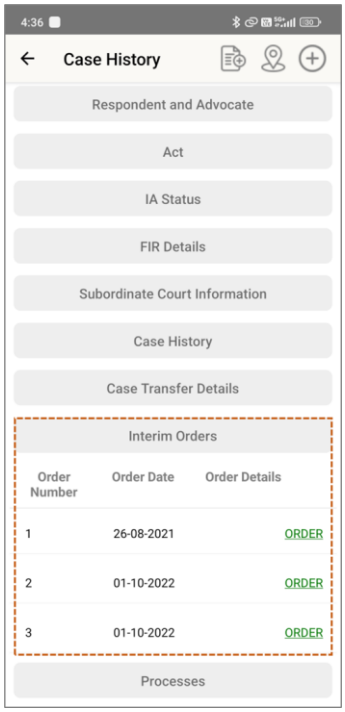
Case Transfer Details

This section displays case transfer history, including the transfer date and the specific court and judge details for both the originating and receiving courts.



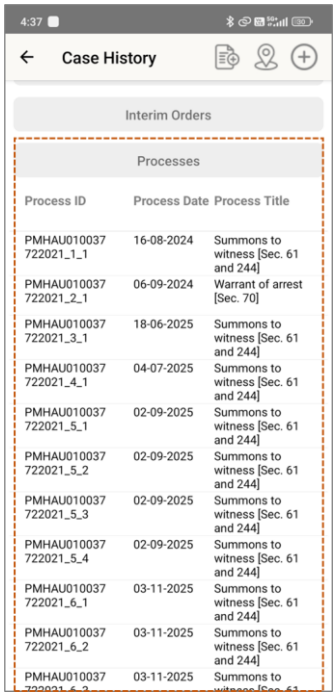
Interim Orders

This section displays the list of interim orders passed in the case, showing the order number and order date. Tap on the “ORDER” link to view the interim order PDF.



Processes

This section displays the details of processes issued in the case, including the process ID, process date, and process title (such as summons or warrants).

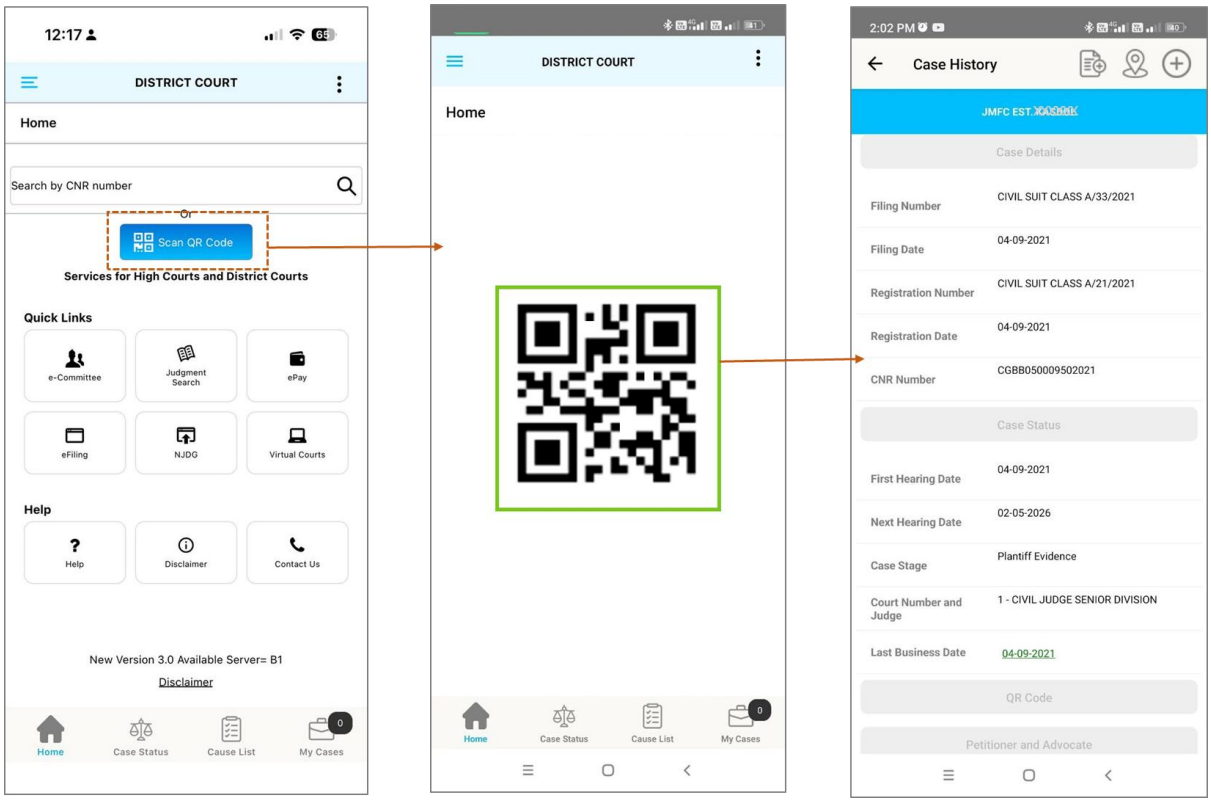


3.2 Search by QR Code

Case details can also be viewed by scanning the case QR code.

To scan QR code,

- Tap on the ‘Scan QR Code’ button
- Point your camera at the **case QR code**, Case History will be displayed.

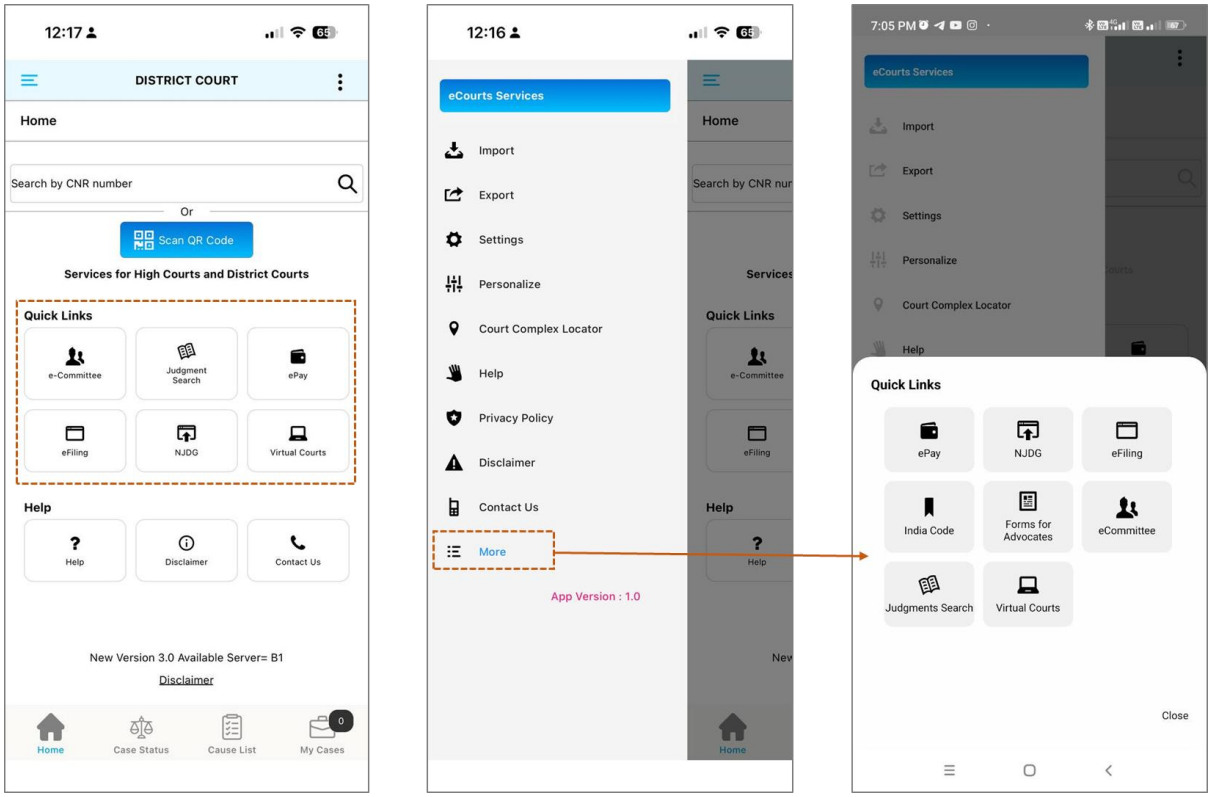


3.3 Quick Links

The **Quick Links** section serves as a unified gateway to eCourts and related judicial services. From here, users can seamlessly access essential tools such as

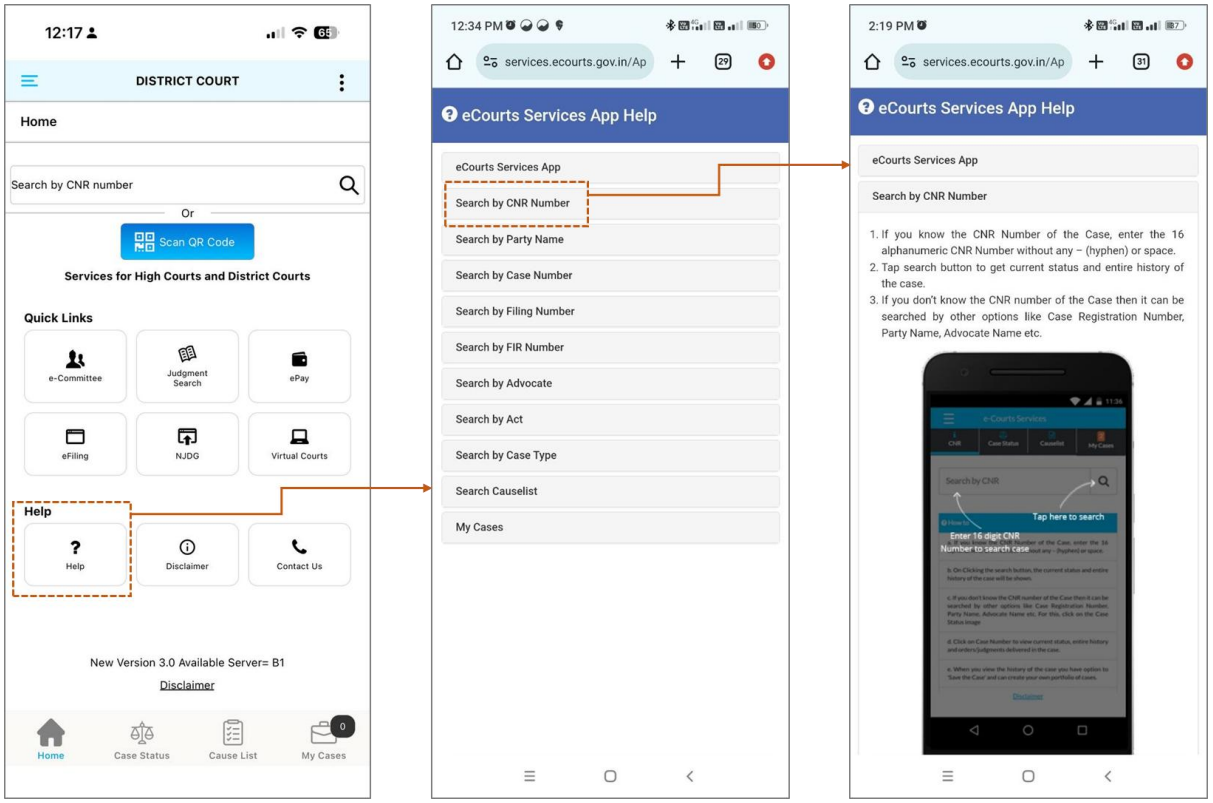
- **ePay**
- **NJDG**
- **e-Filing**
- **India Code**
- **Forms for Advocates**
- **e-Committee**
- **Judgment Search**
- **Virtual Courts**.

Key **Quick Links** are featured on the home page for immediate access. The complete list of links can be found by navigating to the **Side Menu** and selecting the **'More'** option.



3.4 Help

Context-sensitive help is available for various features to assist user through each step.



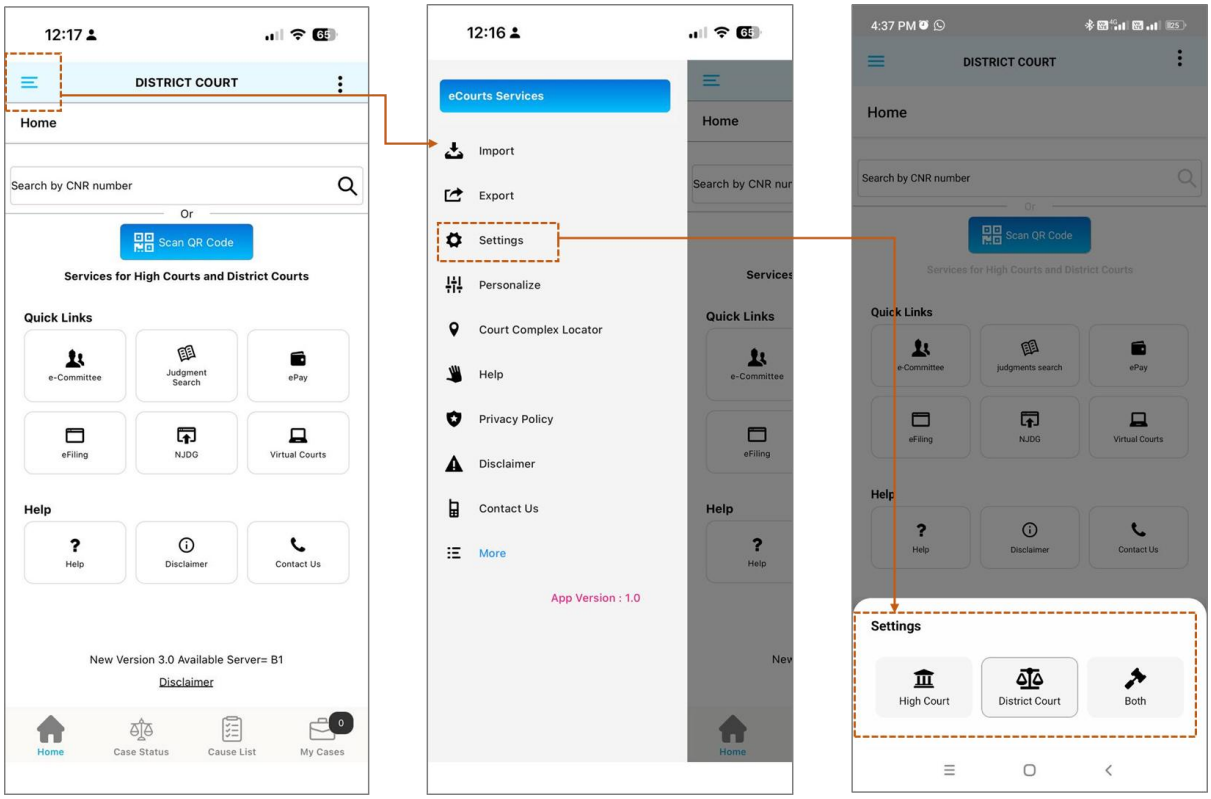
4 Configuring Application

Users can personalize their experience by configuring court preferences, selecting their preferred language, and adjusting interface settings to suit their needs.

4.1 Settings (Court Selection)

The eCourts Services Mobile App offers flexible access to judicial data through three distinct service categories: High Court, District Court, or a consolidated view of both, tailored to individual user requirements.

- Select 'Settings' from Side Menu
- Choose the required option (The **District Courts** option is set as default):
  - High Court – for High Court services
  - District Court – for District Court services
  - Both – for access to both High Court and District Court services

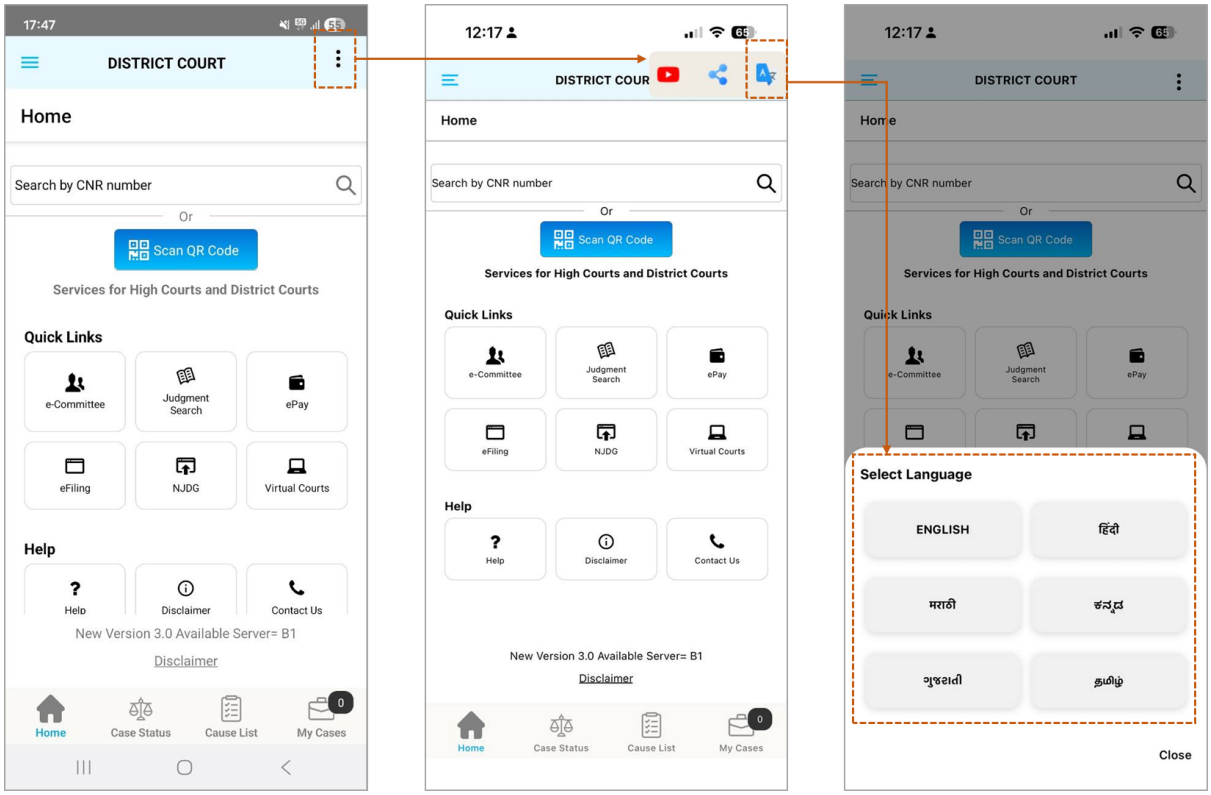


Upon selection, the application displays services and search options corresponding to the chosen court category. The configuration may be changed at any time using the Settings option.

4.2 Change Language

The eCourts Services Mobile App supports English and selected Indian regional languages, including Hindi, Marathi, Tamil, Kannada, and Gujarati.

Users can change the application language through the More Options (three-dot) menu by selecting the Translate option and choosing the preferred language.

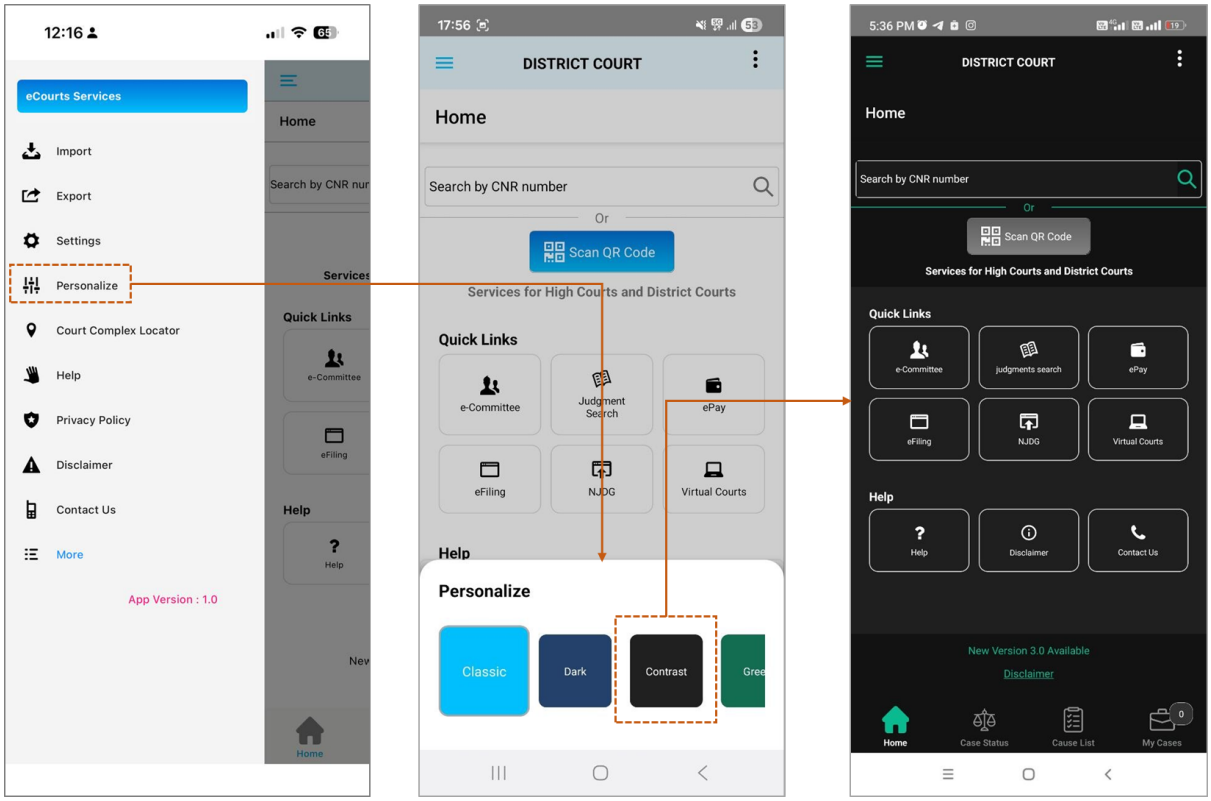


4.3 Personalize

The Personalize option allows users to customize the visual theme of the eCourts Services Mobile App. Users can select a preferred theme to change the appearance of the application interface.

The available theme options are Classic, Dark, Contrast, Green and Red

Once a theme is selected, the application interface is updated accordingly to reflect the chosen appearance. This feature enhances visual comfort and usability based on user preference.



5 Case Status

The Case Status option enables users to search and view case details using multiple search parameters. This facility is useful when the CNR number is not available.

Users can search for case status using the following options:

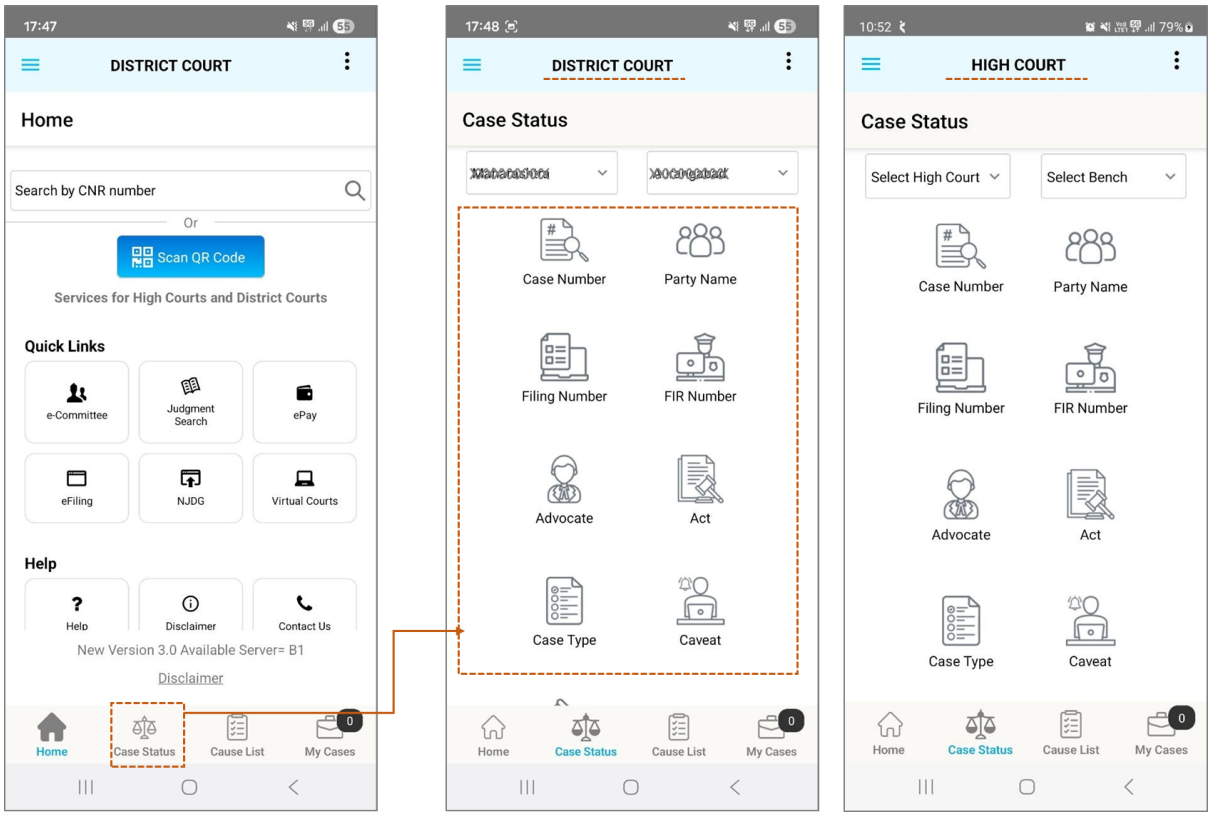
- Case Number
- Filing Number
- Advocate
- Case Type
- Party Name
- FIR Number
- Act
- Pre-Trial Application
- Caveat

To search case status:

1. Select Case Status from the main navigation
2. Select the State and District (for District Courts) or Bench (for High Court)
3. Select the required search option
4. Enter the necessary details and proceed

Based on the selected criteria, a list of matching cases is displayed. Tapping a specific case number opens the **Case History**, allowing user to explore detailed information organized under various

section headings.



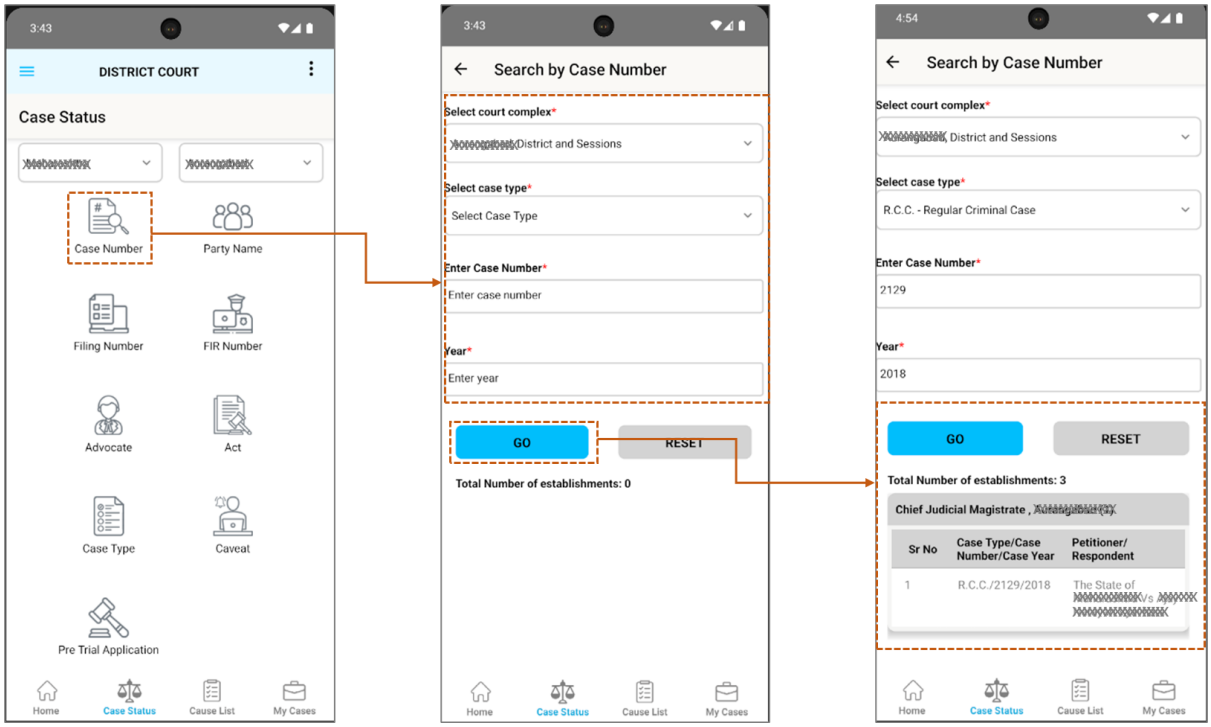
5.1 Search by Case Number

The Case Number option enables users to search and view case details using the registered case number.

To search a case using the Case Number option:

1. Select the **Case Number** option
2. Enter the required details:
   - Court Complex
   - Case Type
   - Case Number
   - Year
3. Select the Go option to proceed

Based on the entered details, a list of matching cases is displayed. Upon selecting a case from the list, the Case History is opened, allowing users to view detailed information related to the case.



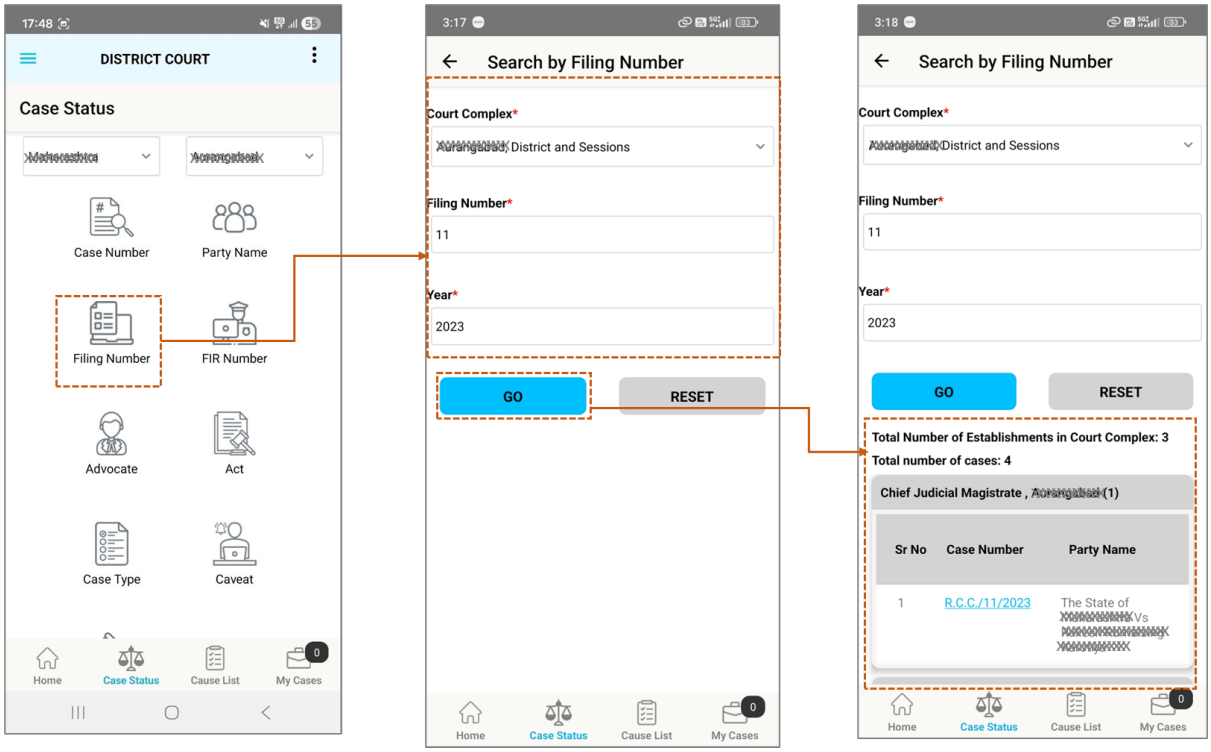
5.2 Search by Filing Number

The Filing Number option under Case Status enables users to search and view case details using the filing number assigned at the time of case institution.

To search a case using the Filing Number option:

1. Select the Filing Number option
2. Select the Court Complex from the list
3. Enter the Filing Number and Year
4. Select the Go option to proceed

Based on the entered details, the total number of matching cases is displayed establishment-wise. Users may tap on the case number to open the Case History.



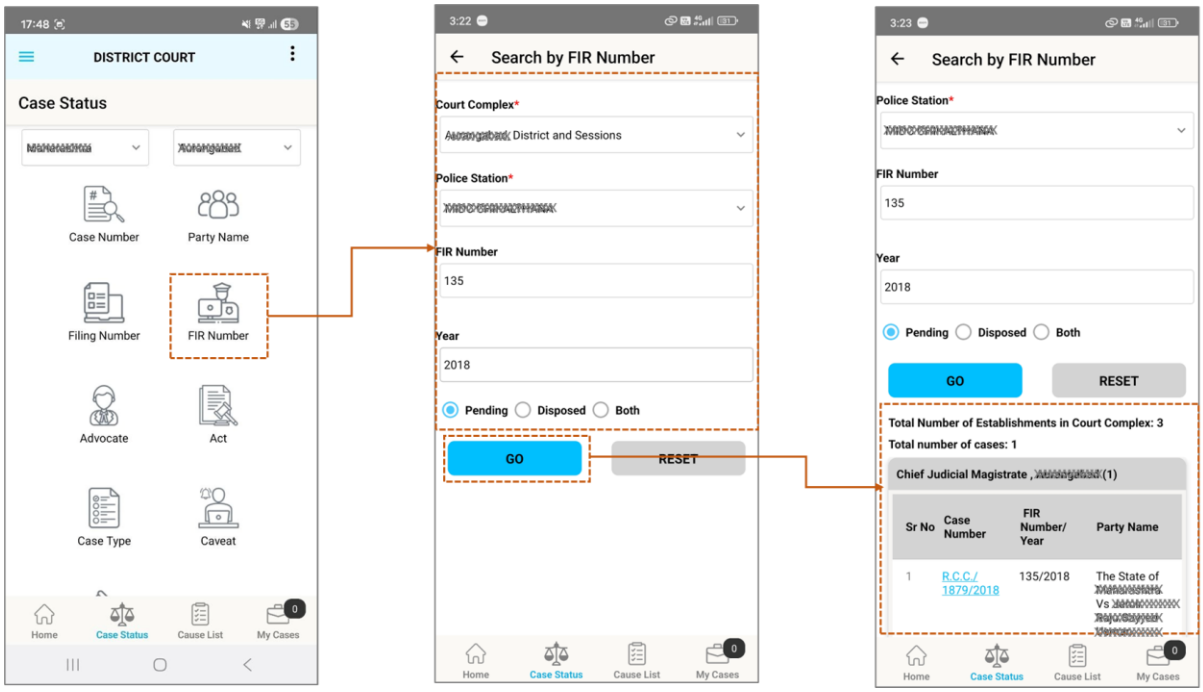
5.3 Search by FIR Number

The FIR Number option under Case Status enables users to search and view case details using the FIR number registered at the police station.

To search a case using the FIR Number option:

1. Select the FIR Number option
2. Select the Court Complex
3. Select the Police Station
4. Enter the FIR Number and Year
5. Select the case status option (Pending, Disposed, or Both)
6. Select the Go option to proceed

Based on the entered details, the total number of matching cases is displayed establishment-wise. Users may tap on case number to view the Case History.



5.4 Search by Advocate

The Advocate search option under Case Status enables advocates to view and track cases associated with their name across courts. This facility allows users to access case details, listings, and current status from a single location.

Using this option, advocates can search cases through the following methods:

- Advocate Name
- Bar Registration Number
- Date-wise Case List for cases listed on a specific date

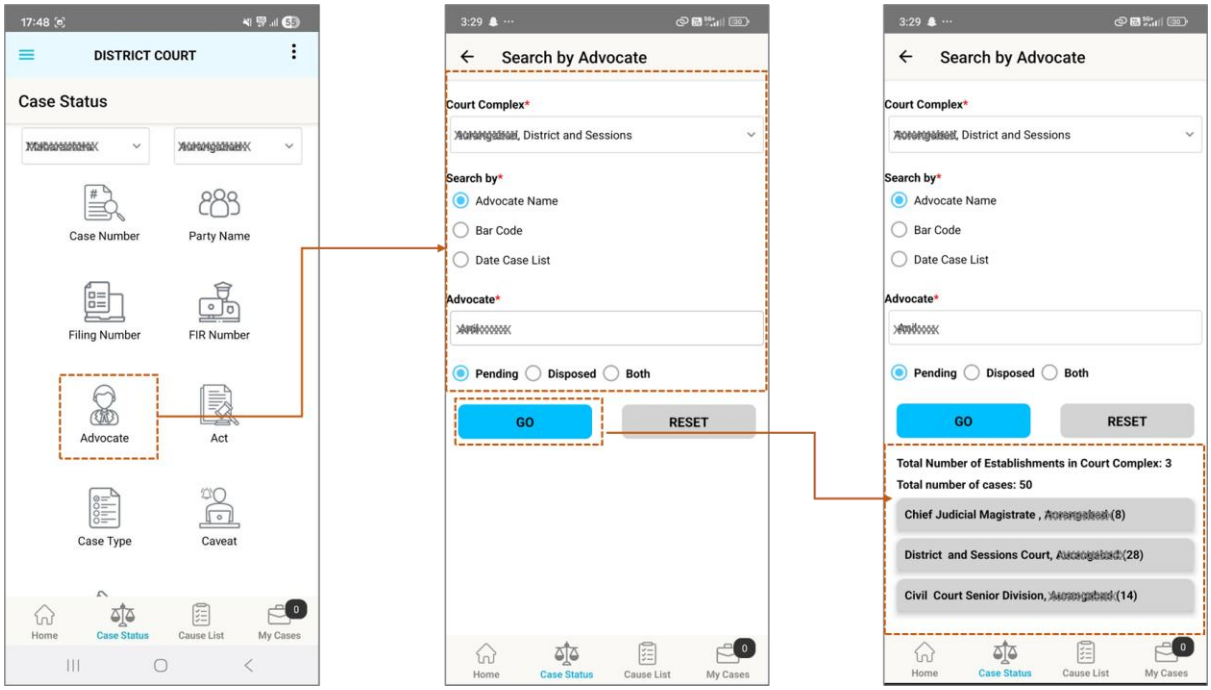
5.4.1 Search by Advocate Name

The Advocate Name option under Case Status allows users to search and view cases associated with a specific advocate across courts.

To search cases using the Advocate Name option:

1. Select the Advocate search option
2. Choose Advocate Name
3. Enter the Advocate Name in the provided field
4. Select the Go option to proceed

Based on the entered details, a list of cases associated with the selected advocate is displayed. Users may select a case number from the list to view the Case History and access detailed case information.

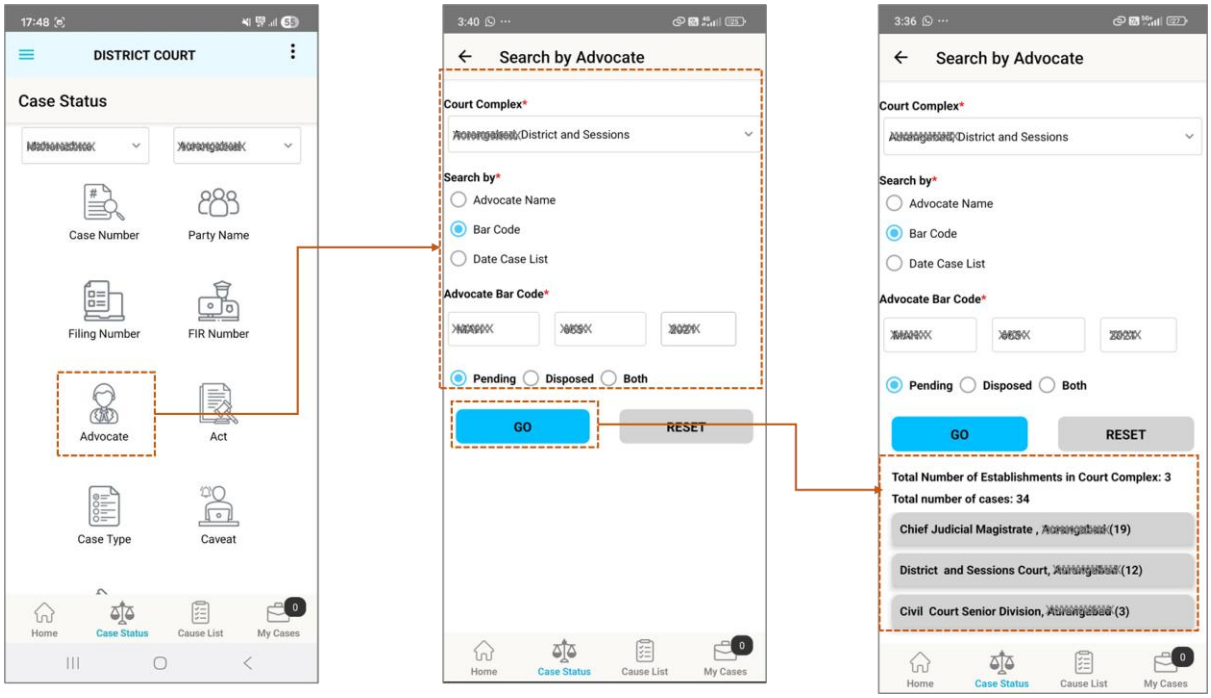


5.4.2 Search Using Bar Registration Number

The Bar Registration Number option under Advocate search enables users to retrieve cases associated with a specific advocate using the advocate's registered bar number.

1. Select the Advocate search option
2. Choose Bar Code
3. Enter the Bar Registration Number in the provided field
4. Select the Go option to proceed

Based on the entered bar registration number, a list of cases associated with the advocate is displayed. Users may select a case number from the list to view the Case History, which provides detailed case information.



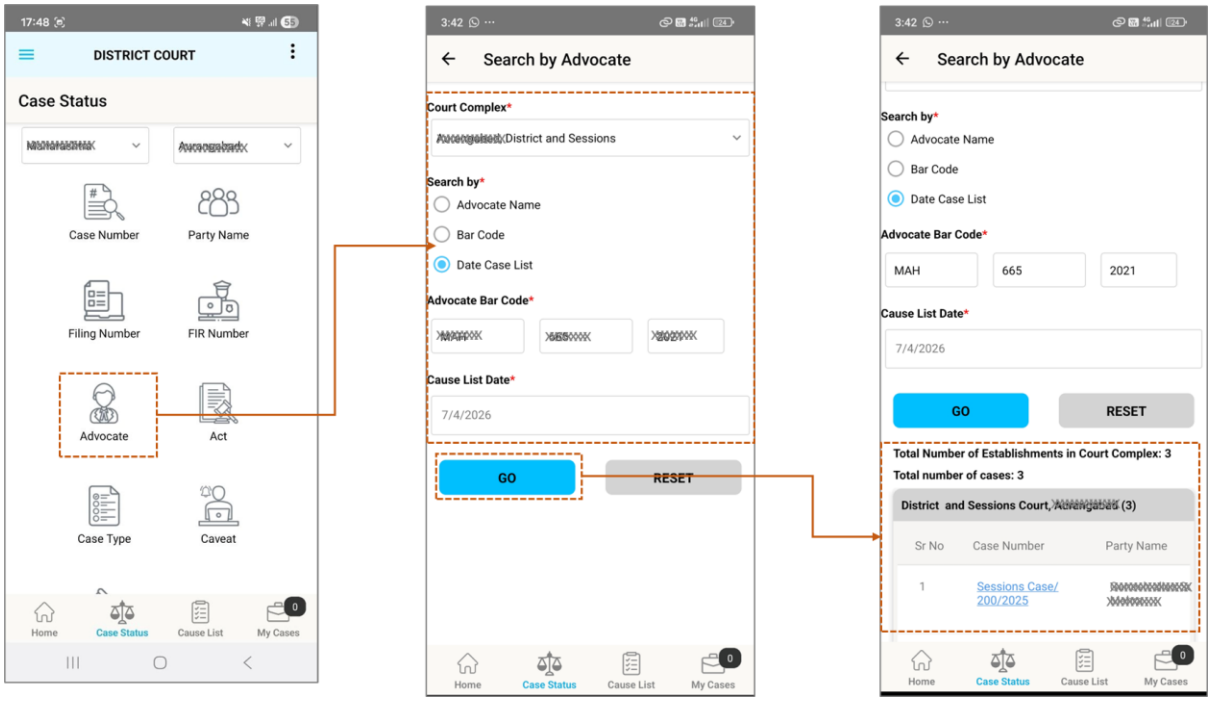
5.4.3 Date-wise Advocate Case List

The Date-wise Advocate Case List option under Advocate search enables advocates to view cases listed in their name for a specific date in various establishments. This facility helps advocates track daily listings and scheduled hearings across courts.

To view the date-wise advocate case list:

1. Select the Advocate search option
2. Choose Date-wise Case List
3. Enter the Bar Registration Number
4. Select the required Date
5. Select the Go option to proceed

Based on the entered details, the cases listed for different establishments are displayed. Upon selecting a case number, the Case History is displayed with detailed case information.



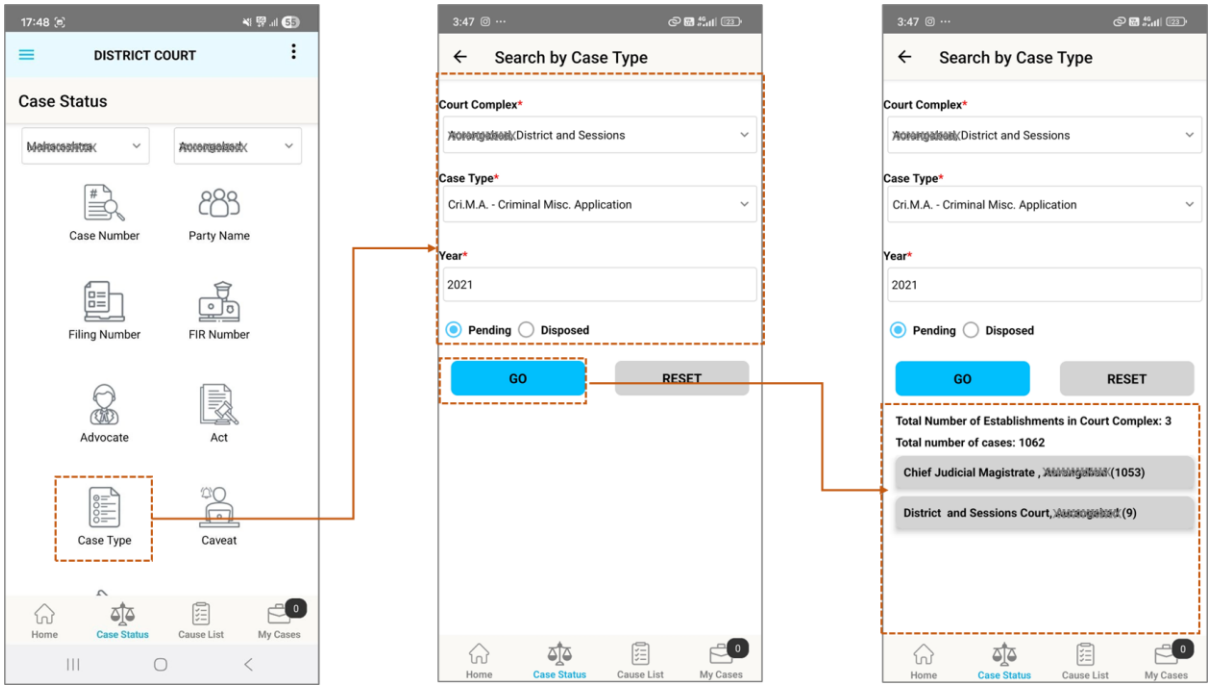
5.5 Search by Case Type

The Case Type option under Case Status enables users to search and view cases based on a specific case type within a selected court.

To search cases using the Case Type option:

1. Select the Case Type option
2. Select the Court Complex
3. Select the required Case Type
4. Enter the Year
5. Select the case status option (Pending, Disposed, or Both)
6. Select the Go option to proceed

Based on the selected criteria, the total number of matching cases is displayed establishment-wise. Users may select the required establishment and case number to view the Case History and detailed case information.

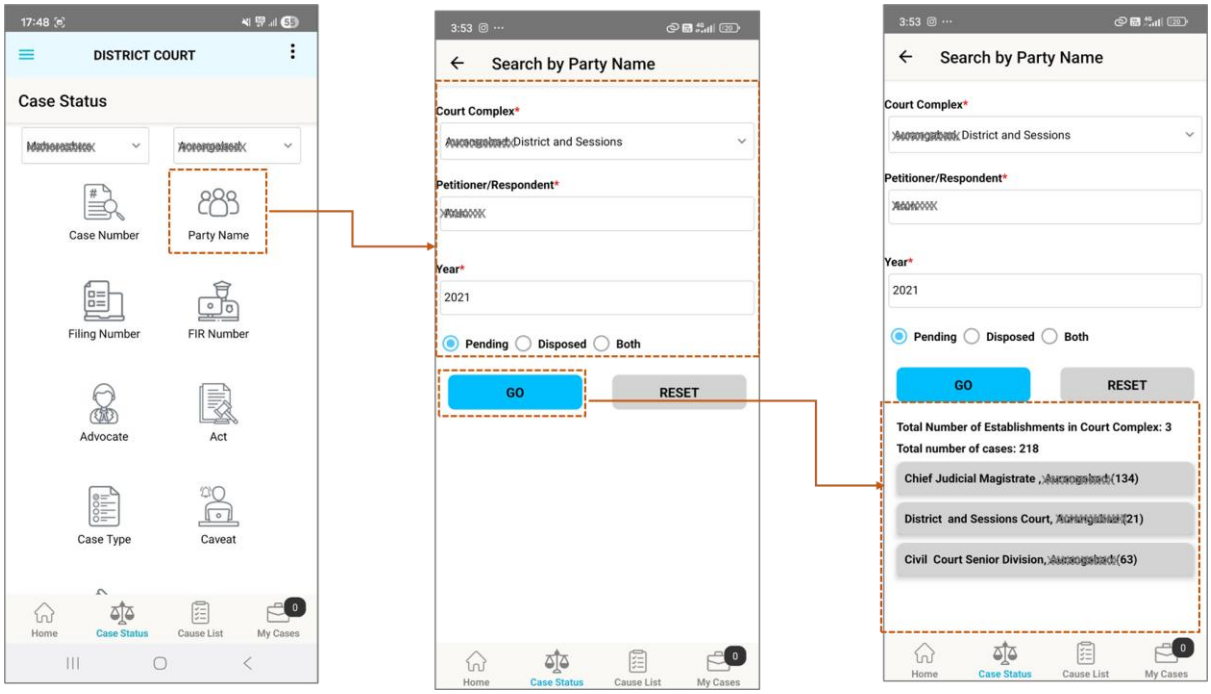


5.6 Search by Party Name

The Party Name option under Case Status enables users to search and view cases based on the name of the petitioner or respondent.

To search cases using the Party Name option:

1. Select the Party Name option
2. Select the Court Complex
3. Enter the Petitioner or Respondent Name
4. Enter the Year
5. Select the case status option (Pending, Disposed, or Both)
6. Select the Go option to proceed
7. Based on the entered details, the total number of matching cases is displayed establishment-wise. Users may select the required establishment and case number to view the Case History and detailed information related to the case.



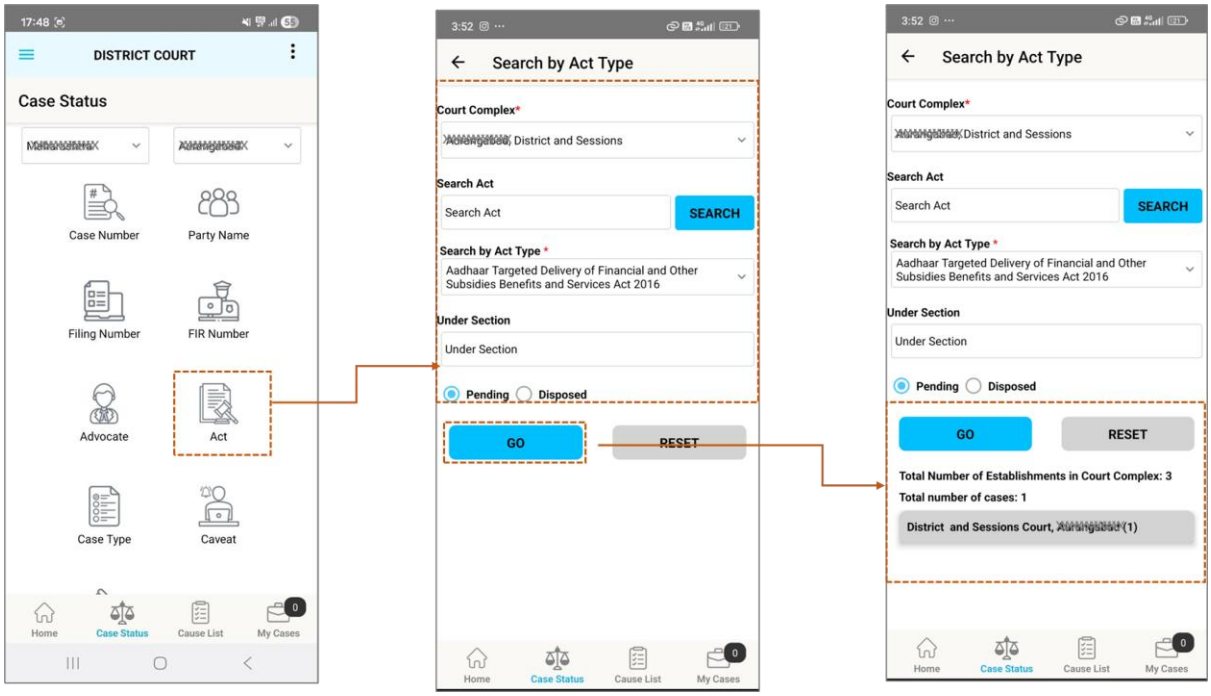
5.7 Search by Act

The Act option under Case Status enables users to search and view cases based on a specific Act and Section under which the case has been registered.

To search cases using the Act option:

1. Select the Act option
2. Select the Court Complex
3. Enter or select the relevant Act
4. Enter the Section (if applicable)
5. Select the case status option (Pending, Disposed, or Both)
6. Select the Go option to proceed

Based on the entered details, the total number of matching cases is displayed establishment-wise. Users may select the required establishment and case number to view the Case History and detailed case information.



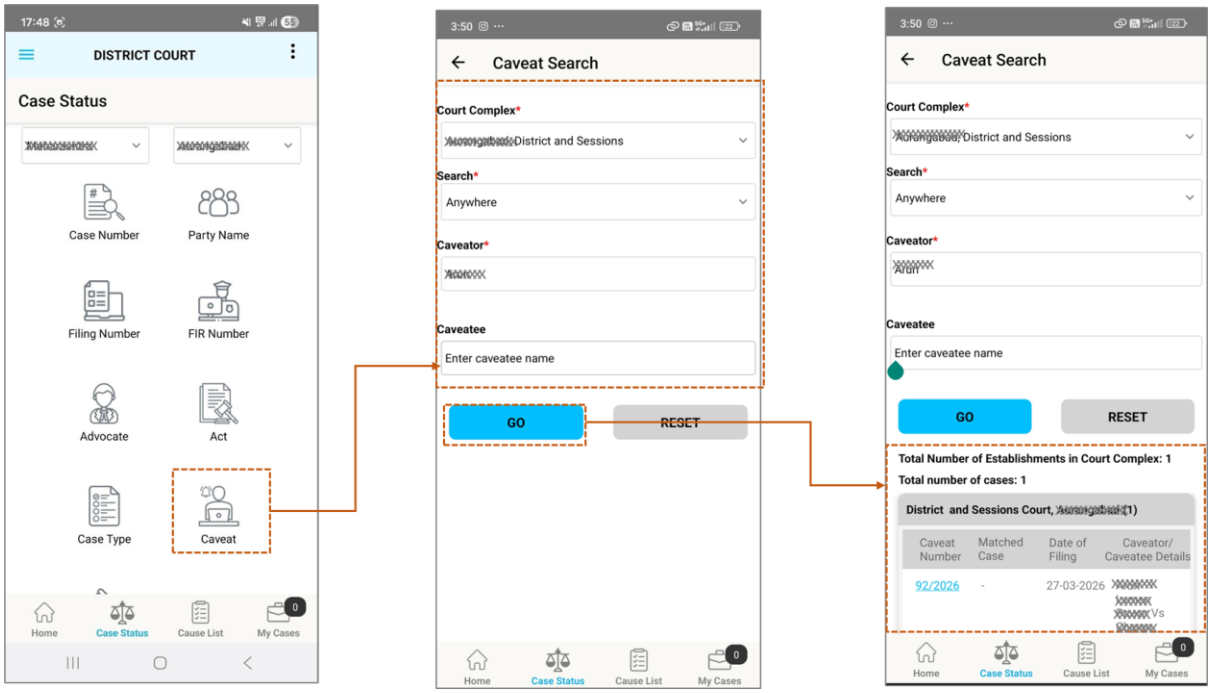
5.8 Caveat Search

The Caveat option under Case Status enables users to check whether a caveat has been filed in a particular court. This facility allows parties to verify the existence of any caveat related to a person or property.

To search using the Caveat option:

1. Select the Caveat option
2. Select the Court Complex
3. Select the Search Type
4. Enter the required Caveator Name and Caveatee Name
5. Select the Go option to proceed

Based on the entered details, the caveat search results are displayed. Users may select an entry to view detailed information related to the caveat.



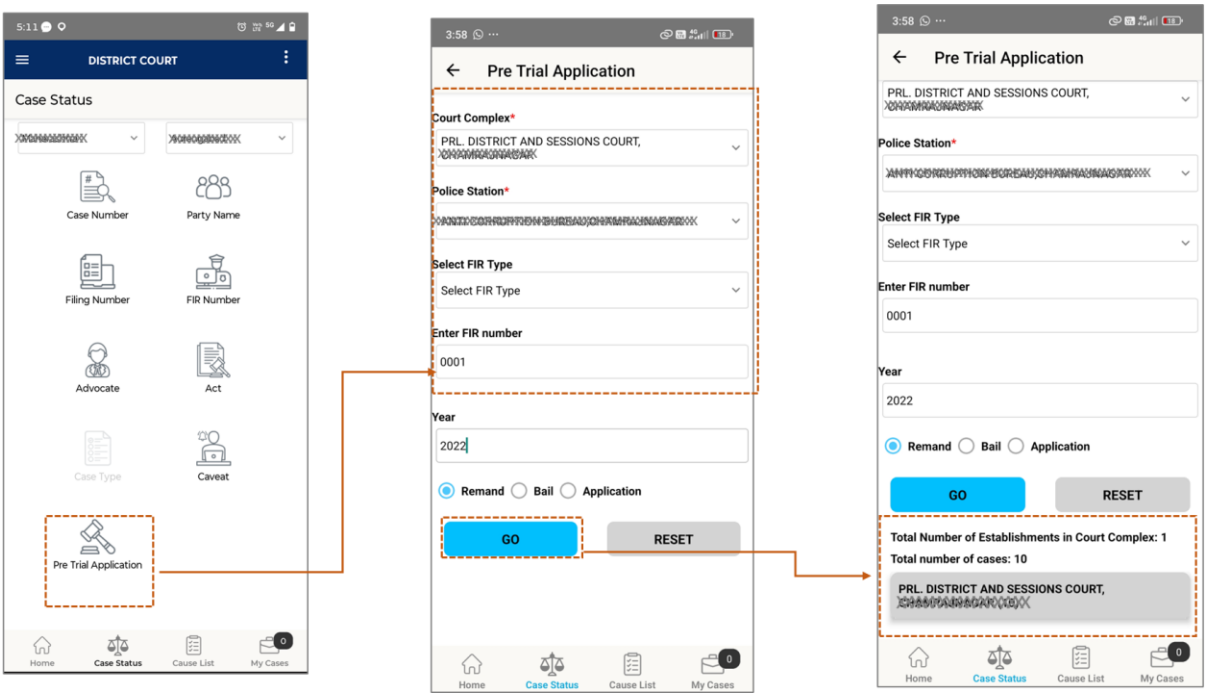
5.9 Pre-Trial Application

The Pre-Trial Application option under Case Status enables users to search and view the status of pre-trial applications such as Bail, Remand, and other applications filed prior to trial.

To search using the Pre-Trial Application option:

1. Select the Pre-Trial Application option
2. Select the Court Complex
3. Select the Police Station
4. Enter the FIR Number and Year
5. Select the required application type (e.g., Bail, Remand, or Application)
6. Select the Go option to proceed

Based on the entered details, the pre-trial application details are displayed. Users may select the applicable case entry to view detailed information related to the application.



6 Cause Lists

The Cause Lists option in the eCourts Services Mobile App enables users to view daily cause lists of courts. This facility allows litigants, advocates, and other users to verify whether a case is listed on a particular date and to view court-wise listings in advance.

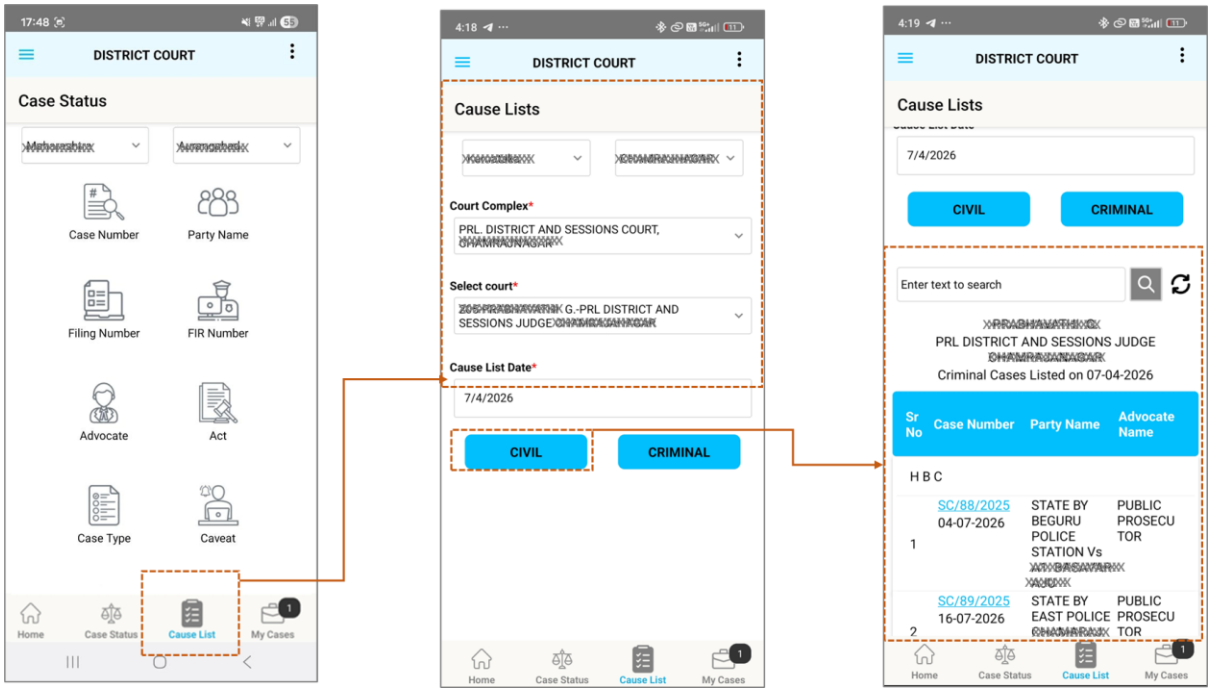
The application provides access to:

- Civil Cause Lists
- Criminal Cause Lists

To view the cause list:

1. Select the State and District (for District Courts) or Bench (for High Court)
2. Select the Court Complex
3. Select the Court Name
4. Select the Cause List Date
5. Choose Civil or Criminal cause list, as applicable

Based on the selected criteria, the cause list for the chosen date is displayed. Users may scroll through the list and use the search function, where available, to locate specific cases within the cause list.



7 Managing Case Portfolio- My Cases

The My Cases feature in the eCourts Services Mobile App enables users to maintain a personal list of selected cases for quick and convenient access. This facility helps litigants and advocates track case status, hearing dates, related details and add notes.

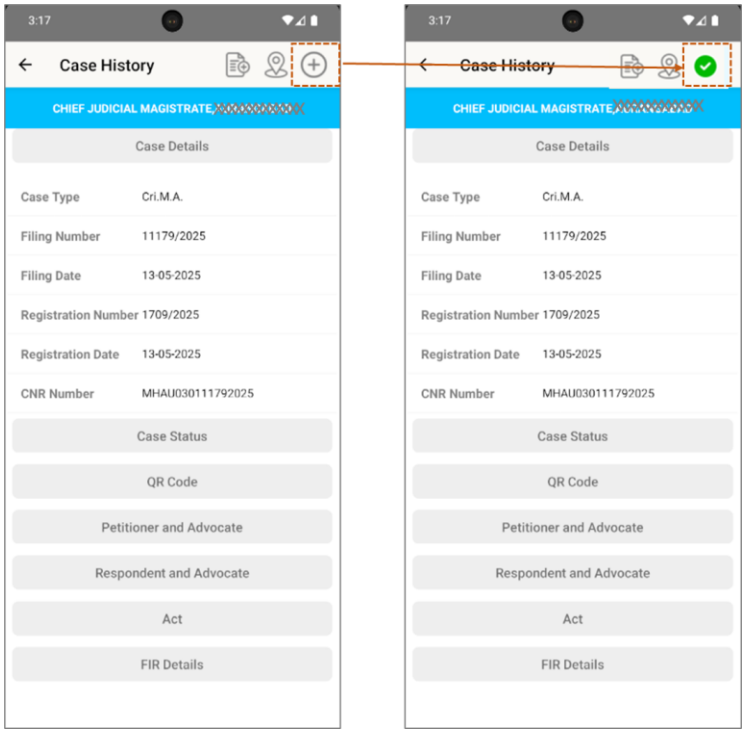
7.1 Adding Cases to My Cases

Cases can be added to My Cases from the Case History page.

To add a case:

1. Search and open the required case using CNR Search or Case Status
2. From the Case History, select the Add to My Cases option

Once added, the case appears in the user's My Cases list.



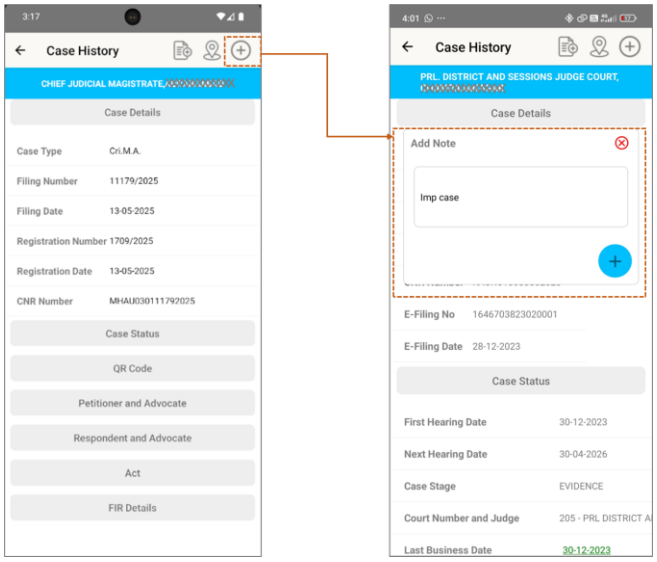
7.2 Add Notes to Cases

The Add Note feature allows users to add notes for a case from the Case History page.

To add a note:

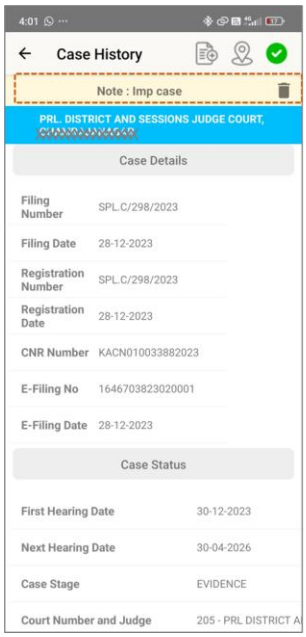
1. Open the case history page of the required case (History Page case be opened by tapping on case number link appearing in search result or view my cases)
2. Select the Add Note option
3. Enter the note text in the provided field
4. Save the note using the Add (+) option

The note is saved against the selected case and is available for future reference.



View Note

Notes can be viewed either at the top of the Case History page or by tapping note icon in the view my cases.



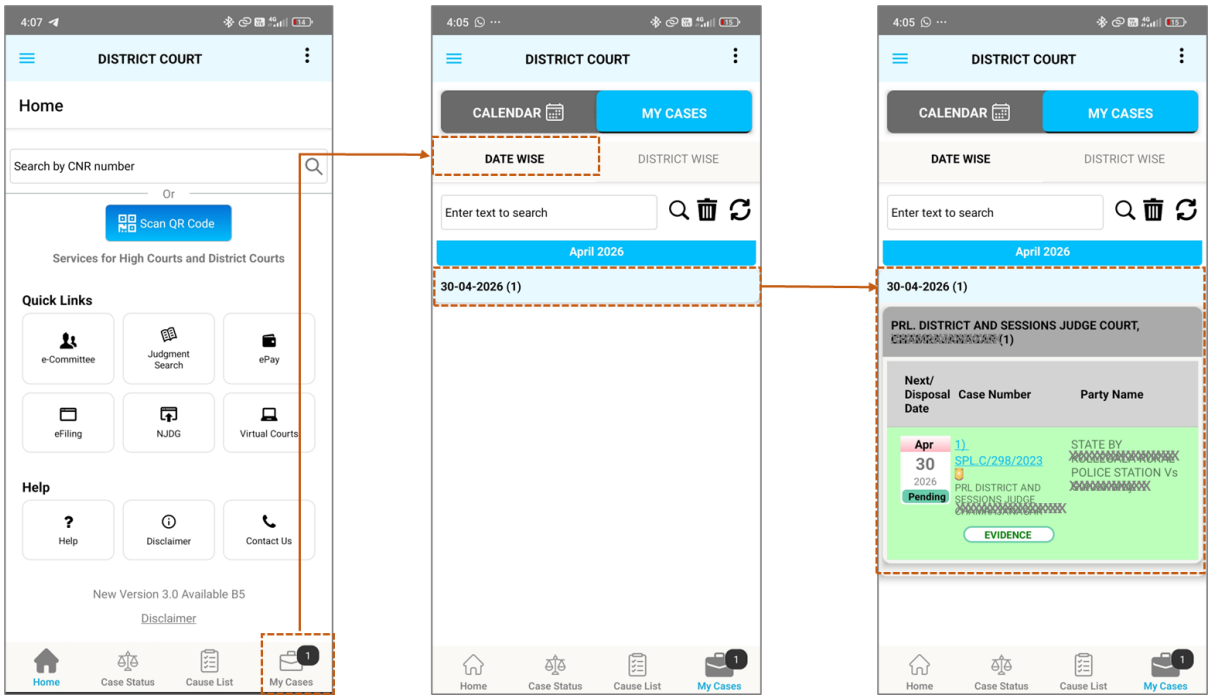


7.3 Viewing My Cases

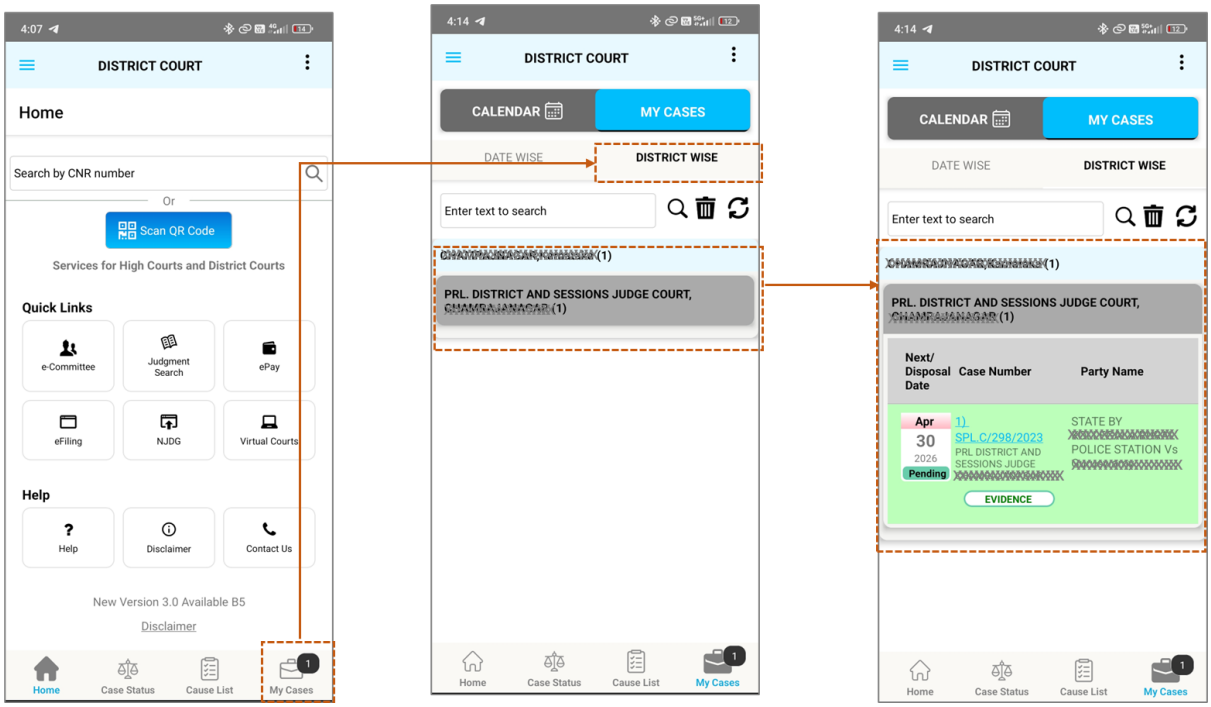
The My Cases section displays all saved cases along with essential details such as next hearing date and case status.

Cases can be viewed **Date-wise** or **District-wise**
Selecting a case opens the Case History, allowing users to access detailed information.

Date-wise view



District-wise view



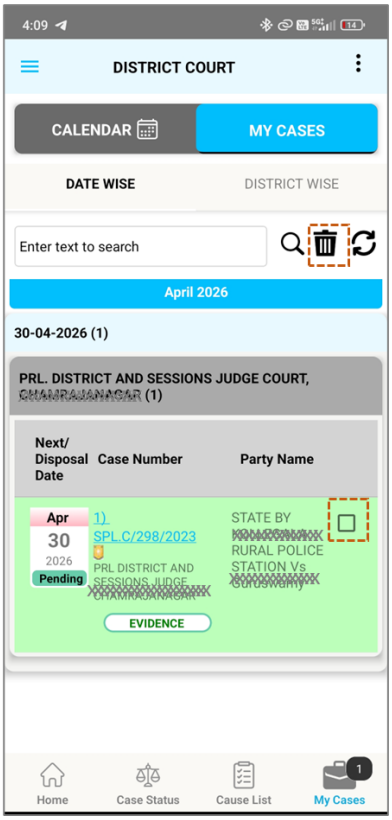
7.4 Removing Cases from My Cases

Users may remove a case from My Cases when it is no longer required.

To remove a case:

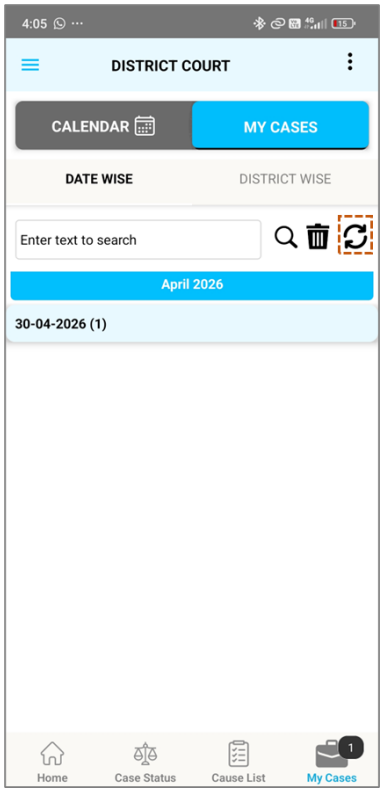
1. Open the case from the My Cases list

2. Tap on Delete Icon
3. Select the case/s to be removed by selecting the respective checkboxes
4. Tap on Delete icon to remove the case/s from the My Cases list



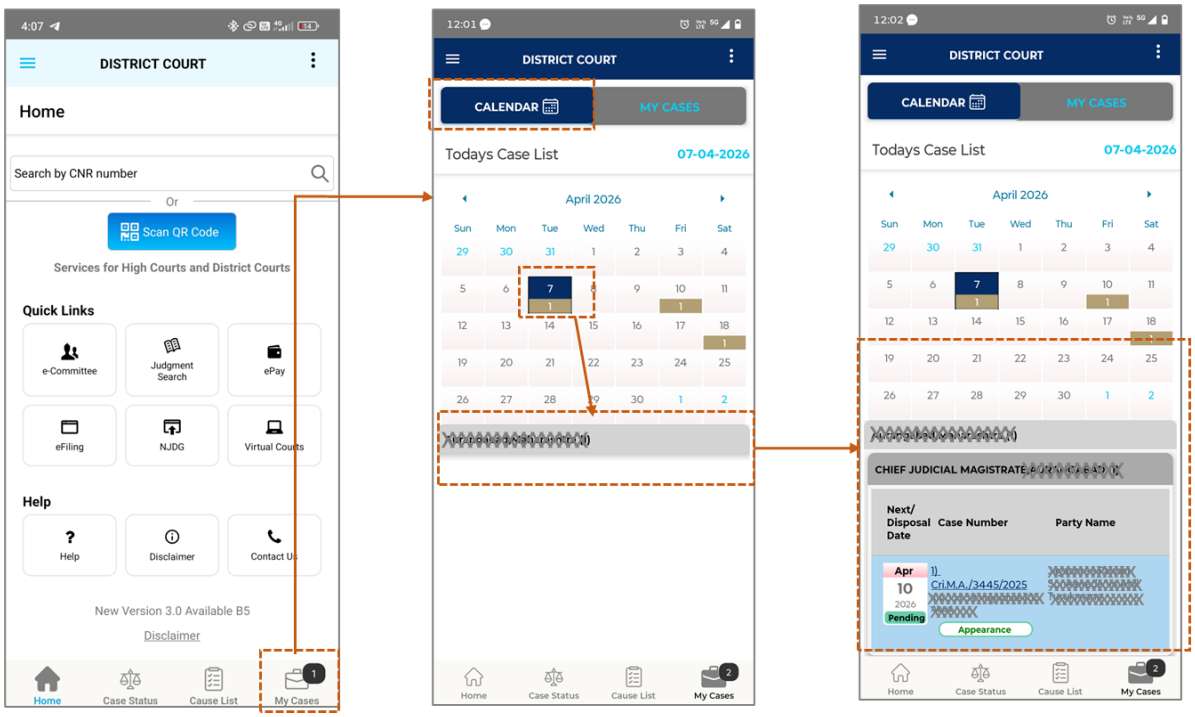
7.5 Refreshing My Cases

The Refresh option allows users to update the My Cases list and retrieve the latest case information from the system.



7.6 Calendar View

Cases added to My Cases are also available in Calendar View, where upcoming hearing dates are displayed date-wise. Selecting a date shows all cases listed on that date.



8 Backup Facility

To prevent data loss and support device migration, the eCourts Services App provides a backup facility for exporting and importing records stored within the My Cases module.

To use the backup facility:

- Export the saved case data to create a backup file
- Import the previously exported backup file to restore saved cases when required

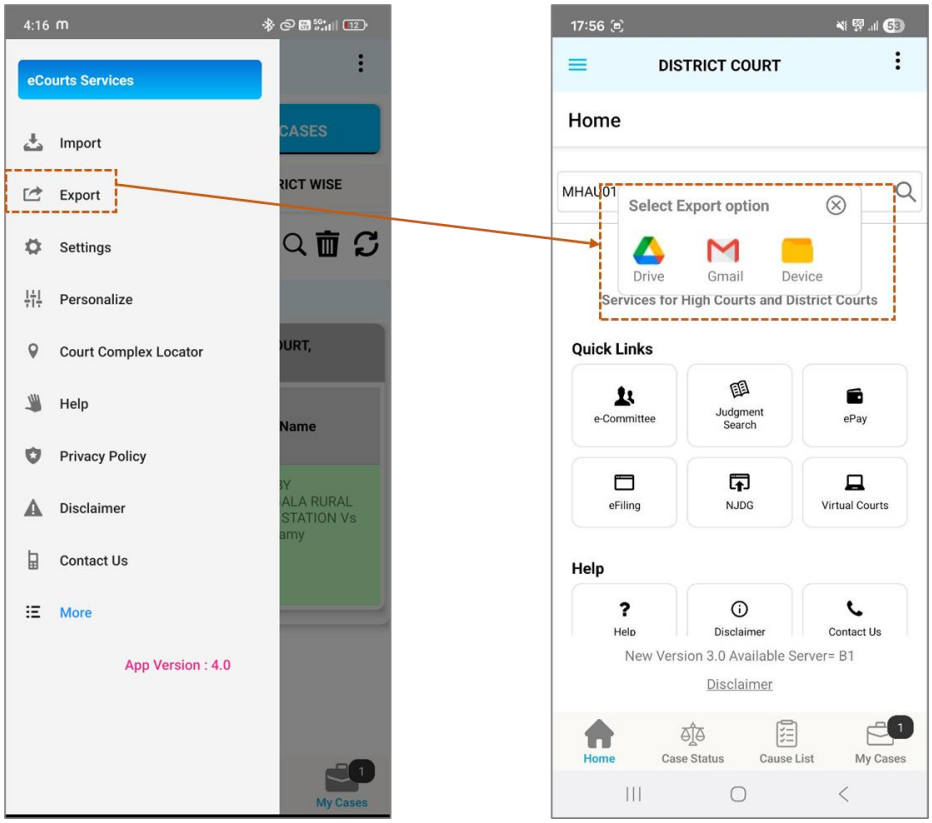
8.1 Export Option

The Export option is available in the Side menu and enables users to create a backup of cases saved under My Cases.

To export saved case data:

1. Open the Side menu and select Export
2. Choose the preferred export location from the available options:
   - Email
   - Google Drive
   - Device Storage

The case data is exported in text file format. When exporting to Google Drive, device-specific permission prompts may be displayed and must be accepted to proceed. Once the export process is completed, a confirmation message indicating successful export is displayed.



8.2 Import Option

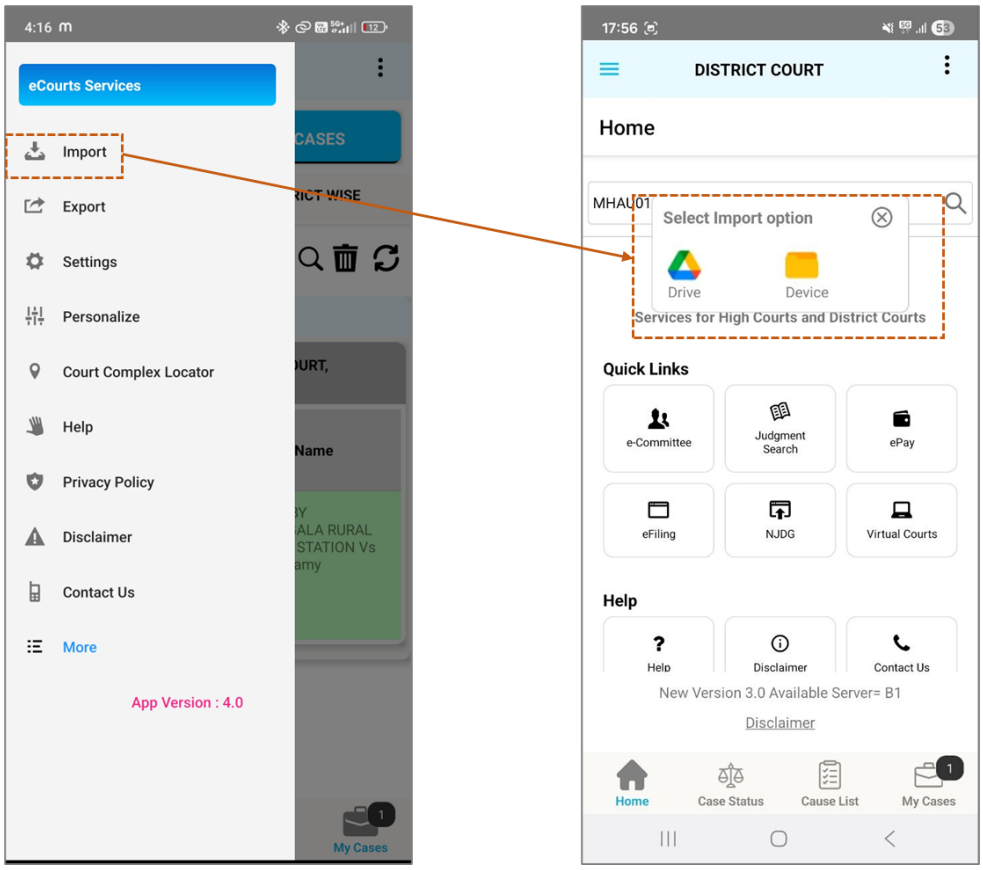
The Import option enables users to restore previously exported case data into the eCourts Services Mobile App. This facility is useful when users change devices or in the event of accidental data loss.

To import saved case data:

1. Open the application menu and select Import
2. Choose one of the following import options:
   - Import from Google Drive
   - Import from Device Storage

Users must select a previously exported backup file to restore the saved cases. Upon successful import, the restored cases become available under the My Cases section of the application.

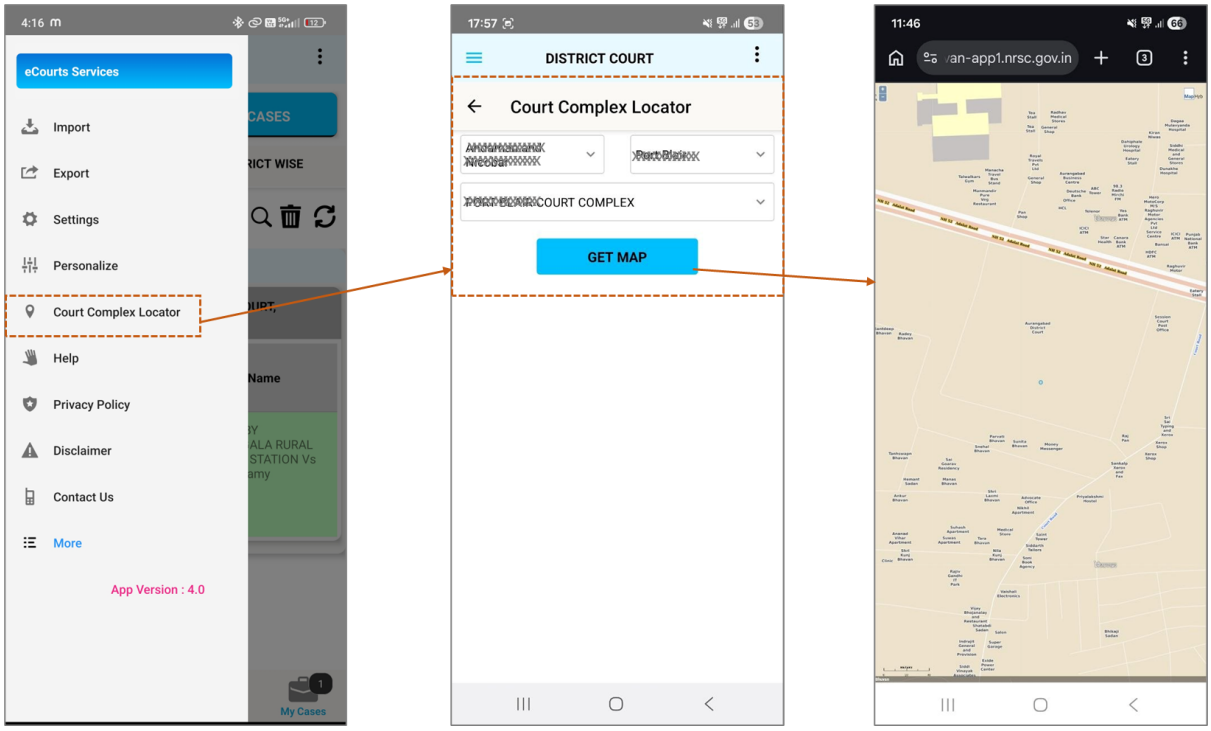
Note: Import of data is possible only if a backup file has been created earlier using the Export option.



9 Court Complex Locator

The Court Complex Locator feature in the eCourts Services Mobile App enables users to identify the location of court complexes. This facility is particularly useful for litigants who are required to appear before a court and are unfamiliar with the court's geographical location.

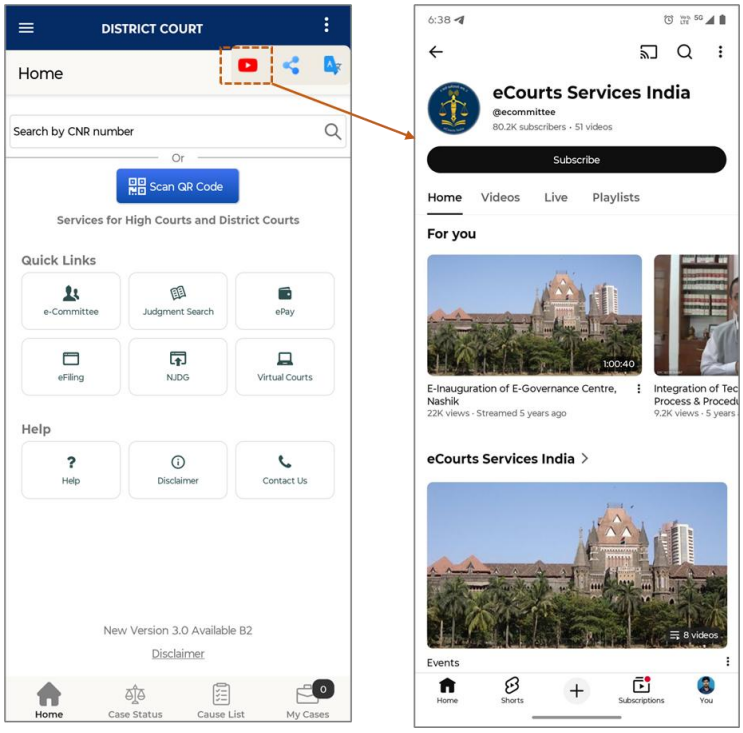
Using this option, users can view the court location on the map and navigate to the court premises. The Court Complex Locator is integrated with the BHUVAN mapping platform for accurate location services.



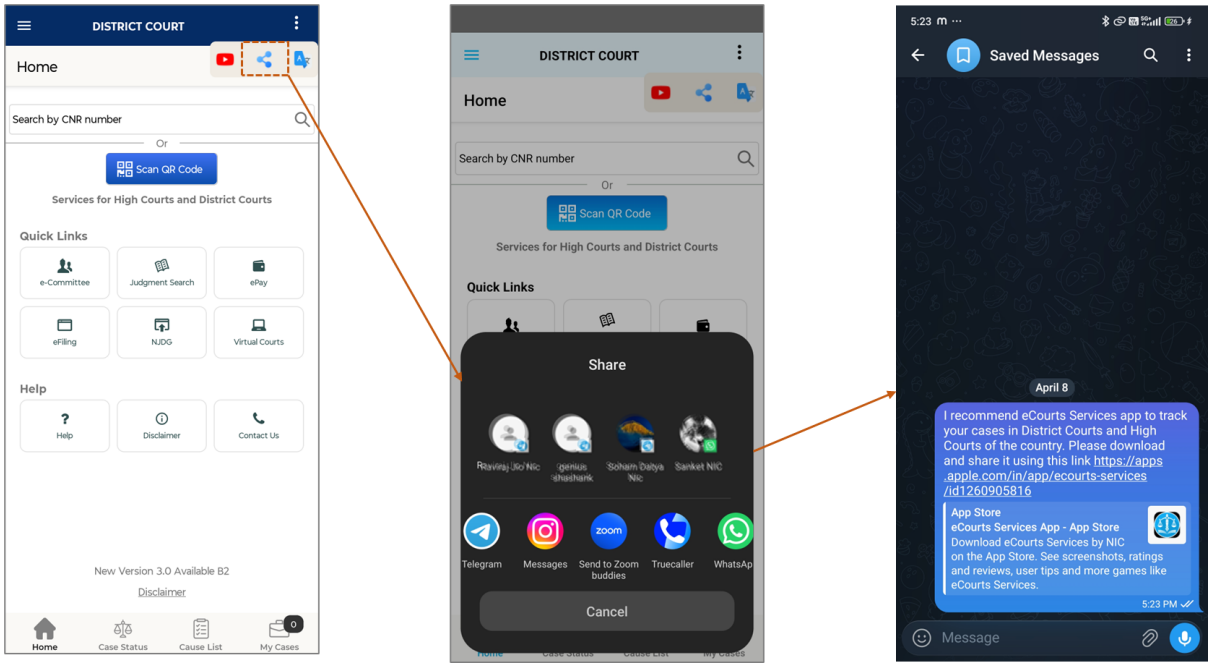
10 Top Right Menu

The top-right section of the screen provides quick utility options.

The YouTube icon redirects users to the official eCourts Services India YouTube channel for accessing informational videos.



The Share icon enables users to share the download link of the eCourts Services Mobile App allowing others to easily access and install the app from the official app store.



The Language icon enables users to change the application language, as described in Section 4.2 of this manual.

