



THE HIGH COURT OF KERALA

Kochi : 682031
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0484 2562554
Date: 21-10-2025

HCKL/10201/2025-IT-TC2-HC KERALA

OFFICIAL MEMORANDUM

Sub:- Introducing mandatory Crime/Occurrence Filing in DCMS with effect from 01.11.2025 - reg

In connection with the implementation of DCMS, High Court has decided to introduce mandatory filing of Crime/Occurrence Reports and Final Reports for State Law Enforcement Agencies (other than the Police) in the District Court Case Management System (DCMS) with effect from 01.11.2025.

The Crime/Occurrence Filing enables state law enforcement agencies, other than police, to officially record crimes, occurrences, or complaints in DCMS. When state law enforcement agencies file a Crime/Occurrence with the court, it will be accessible in the dashboard of the CMO/JS or any court official with access to the "Scrutiny" menu in Case File Scrutiny.

The Standard Operating Procedure to be followed for **Crime/Occurrence Scrutiny in DCMS for the Court side** is enclosed herewith for information and necessary action.

All the District Judges are hereby requested to take steps to bring the content of this OM and circulate the SOP, to all the Judicial Officers and staff in all the Courts under their respective jurisdiction, and to publish the same in the District Court website.

(By Order)

Signed by

Nixon M Joseph

Date: 21-10-2025 12:36:01

Nixon M Joseph

#ApprovedByDesignation#

Encl: SOP for Crime / Occurrence Scrutiny in DCMS

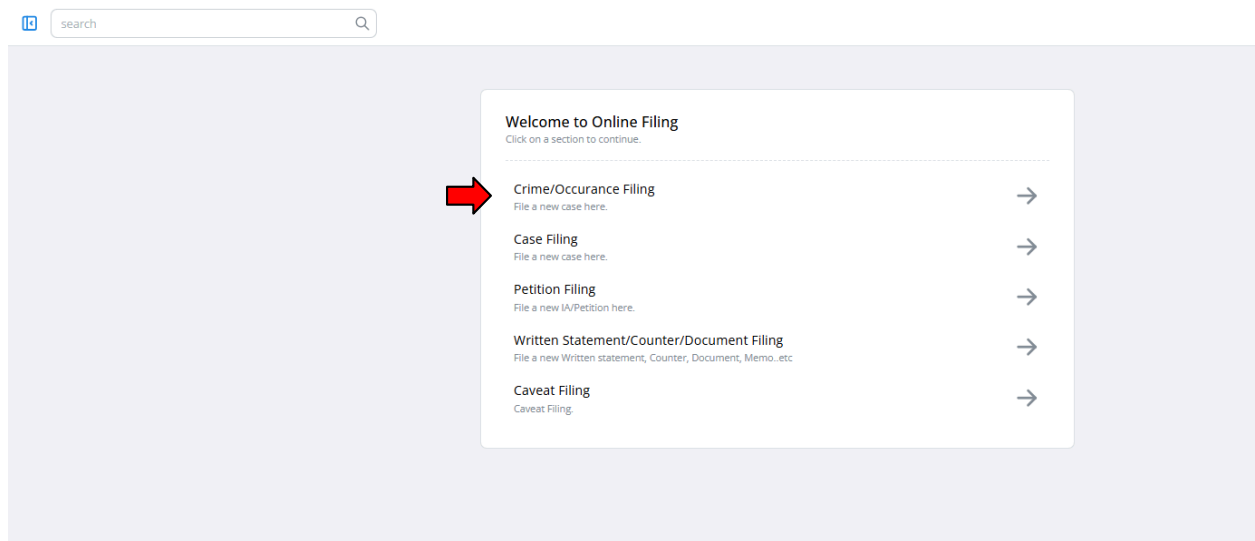
To:- All District Judges

Copy to:- All Nodal Officer
All SSOs

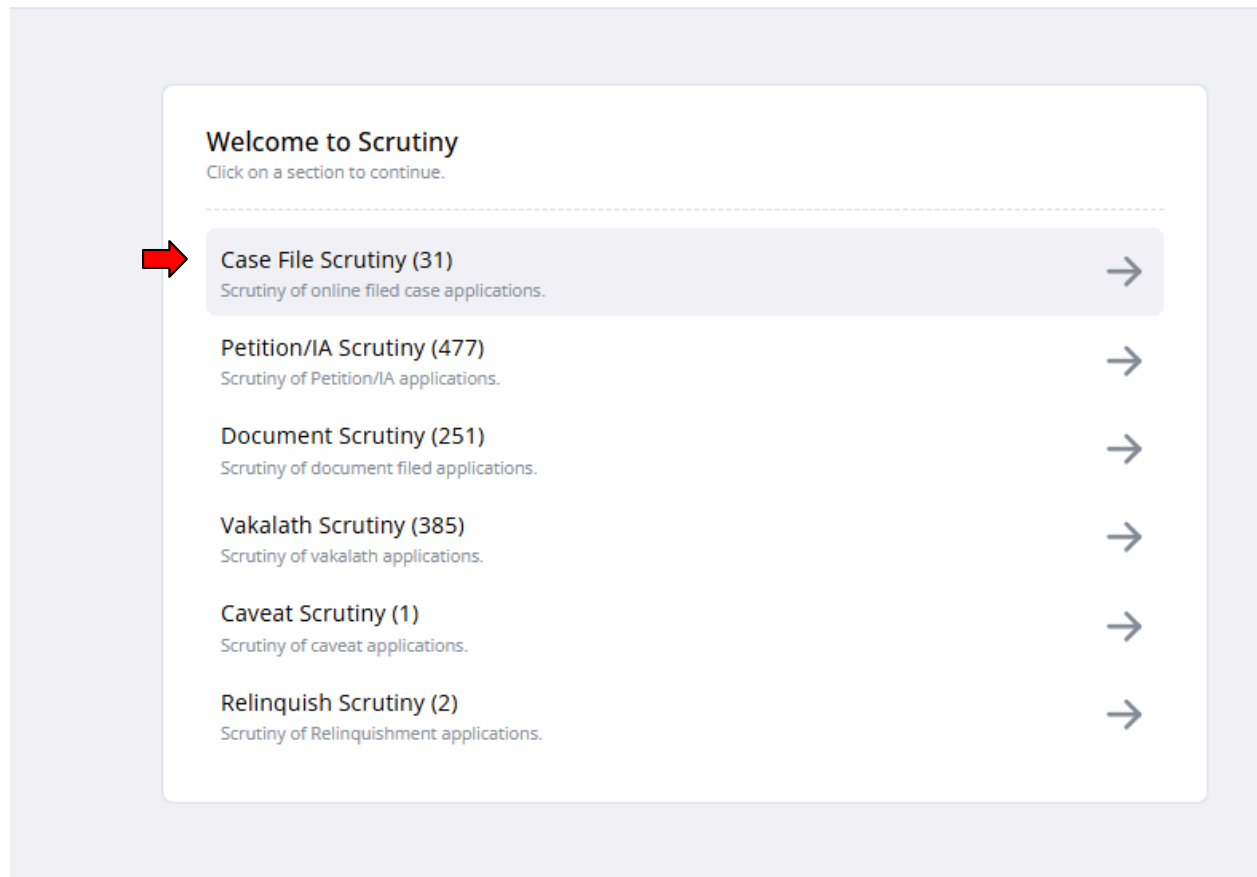
SOP for Crime / Occurrence Scrutiny in DCMS

Crime/Occurrence Filing enables state law enforcement agencies, **other than the police**, to officially record crimes, occurrences, or complaints in DCMS. It captures key details such as date, time, location, nature of the crime, and information about the petitioner, accused, witnesses, and victims. This filing serves as the first formal step for registering a crime or occurrence in courts. **The feature is not intended for police, as FIR and chargesheet filing for Police is already integrated with DCMS through iCOPS API.**

Crime/Occurrence filing is enabled in the dashboard of **law enforcement agencies**.



When the State law enforcement agencies submit this to court, it will be available in the dashboard of CMO / JS or any court official having the Scrutiny menu in the Case File Scrutiny



Such files will be shown as Crime Filing

Pending Scrutiny			Defective			Registered		
Sl. No.	e-File Number	Filed At	Case Type	Party	Status	Actions		
1	EF-DCK-2025-0075905	30-08-2025 4:24:08 PM	CrI.MP		PENDING SCRUTINY	Details	Verify	Timeline
2	EF-DCK-2025-0073838	29-08-2025 12:30:49 PM	CrI.MP		PENDING SCRUTINY	Details	Verify	Timeline
3	EF-DCK-2025-0063932	22-08-2025 3:03:39 PM	Cr.No(ERN-ERO-Mamala)		VERIFIED BY JUDGE	Details	Verify	Timeline
4	EF-DCK-2025-0054095	17-08-2025 12:54:18 PM	Cr.No(ERN-ERO-Mamala)		PENDING SCRUTINY	Details	Verify	Timeline
5	EF-DCK-2025-0048588	13-08-2025 11:10:07 AM	Cr.No(ERN-ERO-Mamala)		PENDING SCRUTINY	Details	Verify	Timeline

These files can be forwarded to the Hon'ble Judge after choosing the court ,entering the remarks and clicking on Send to Judge

e-File Number : EF-DCK-2025-0048588

Cr.No(ERN-ERO-Mamala) CRIME REGISTERED WITHOUT CHARGESHEET Filed On : 13-08-2025 11:10:07 AM SUBJECT PRIVATE COMPLAINT PRAYER Accused Committed Offence Under section 15C E-FILED BY Excise Ranger Office, Mamala	Party Petitioners P1 - Excise Inspector Case Files Respondents R1 - Age: Adm: Villag: Dist: Pin: Eme:
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SCRUTINY

Timeline

Add Remarks

Court *
Choose your court

Remarks *
Enter remarks

BACK TO SE

SEND TO JUDGE

Such files will be available in the Case File Scrutiny tab of Hon'ble Judge

Welcome to Scrutiny
Click on a section to continue.

Case File Scrutiny (31)
Scrutiny of online filed case applications.

Petition/IA Scrutiny (477)
Scrutiny of Petition/IA applications.

Document Scrutiny (251)
Scrutiny of document filed applications.

Vakalath Scrutiny (385)
Scrutiny of vakalath applications.

Caveat Scrutiny (1)
Scrutiny of caveat applications.

Relinquish Scrutiny (2)
Scrutiny of Relinquishment applications.

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Pending Scrutiny			Defective		Registered		
Sl. No.	e-File Number	Filed At	Case Type	Party	Status	Actions	
1	EF-DCK-2025-0048588 CRIME FILING	13-08-2025 11:10:07 AM	Cr.No(ERN-ERO-Mamala)		SENT TO JUDGE	Details	Verify Timeline
1 - 1 / 1					Records per page 10 1		

The Hon'ble Judge can mark orders and return the same to CMO/JS for registration or defect marking by clicking the Return button

Pending Scrutiny

Defective

Registered

Cr.No(ERN-ERO-Mamala) CRIME REGISTERED

WITHOUT CHARGESHEET

Filed On : 13-08-2025 11:10:07 AM

SUBJECT

PRIVATE COMPLAINT

PRAYER

Accused Committed Offence Under section 15C

E-FILED BY

Party

Petitioners

Id: N/A

Se: KERALA

File: 0

Respondents

R1 - Madhu K R

Case Files

SCRUTINY

Timeline

Test CMO

Remark: For orders

10/4/2025, 11:46:56 AM

Add Remarks

Remarks *

Enter remarks

BACK TO SIG

RETURN

Based on the availability of chargesheet in the filing **the crime can be registered as CC or ST or any other case type as ordered by the Hon'ble Judge.** If the chargesheet is not available , the same can be registered as an unnumbered type having only crime / occurrence details.

SCRUTINY

Timeline

Mark New Defects

Test CMO

Remark: for orders

10/9/2025, 2:52:40 PM

Remark: AFB

10/9/2025, 2:54:01 PM

Mark as Defect

Enter Defect

Enter defects

Un-numbered

Case will be registered with Filing Number

Crime Case Type *

Choose your crime type

Choose a crime type

Crime Number *

Enter crime number

Enter crime number

Crime Year *

Enter crime year

Enter crime year

Court *

Choose your court

Choose a court

Purpose *

Choose purpose

Choose a purpose

Date of hearing

Choose date

Date of hearing

BACK TO SCRUTINY

REGISTER

Further chargesheet can be filed by state law enforcement agency using document filing module. Once a crime / occurrence is filed and registered at court, **the chargesheet of the same crime / occurrence should not be filed as a separate crime / occurrence.**

After the registration of the chargesheet using the document filing module, the Crime / Occurrence case can be registered by using the Filing Offline menu

off

DASHBOARD

Document Filing Offline

Filing Offline

Caveat Offline Filing

Petition Filing Offline

Case Filing, Scrutiny and Registration

Dashboard / Registration

FILING

SCRUTINY

REGISTRATION

Filing Number

select Filing Type

Enter Number

Select Filing Year

Copy previous case data

Search

Clear

Clear objections if any from the scrutiny tab

FILING

SCRUTINY

REGISTRATION

List

Search

Filing Number

Cr.No(ERN-ERO-Mamala)

40

2025

Search

Clear

Filing No: Cr.No(ERN-ERO-Mamala) 40/2025

Filed on 15/10/2025 15:18:37 CNR No: KLER550035862025

excise officer

 vs.

test respondent

ONLINE

View Case Details

> FILING DETAILS

FILING NO.	FILING DATE	CNR No
Cr.No(ERN-ERO-Mamala) 40/2025	15/10/2025	KLER550035862025

▼ PARTY DETAILS

▼ CASE DETAILS

Proceed with the registration

FILING

SCRUTINY

REGISTRATION

List

Search

Filing Number

Cr.No(ERN-ERO-Mamala)

40

2025

Copy previous case data

Search

Clear

Party Details

Petitioner, Respondent and Extra Party Details

Other Party Details

Witness Details

Victim Details

Trial Court

Act/Section

Police Station

MVC

Petition/IA

Case Details

Subject Category/Label

Case Tagging

Case Files

Filing No: Cr.No(ERN-ERO-Mamala) 40/2025

Filed on 15/10/2025 15:18:37 CNR No: KLER550035862025

excise officer

 vs.

test respondent

PENDING

ONLINE

View Case Details

Party Details

Add Party

Petitioner

excise officer

Petitioner 1

Advocates

Record

Save

Respondent

test respondent

Respondent 1

Advocates

Record

Save

Next step

Support

© 2025 E Courts

Select Case type and other required fields and click on Register case

Party Details
Petitioner, Respondent and Extra Party Details

Other Party Details

Witness Details

Victim Details

Trial Court

Act-Section

Police Station

MVC

Petitioner/IA

Case Details

Subject Category/Label

Case Tagging

Case Files

Fees

Registration

Filing No: Cr.No(ERN-ERO-Mamala) 40/2025
Filed on 15/10/2025 15:18:37 CNR No: KLER50035862025
excise officer vs. test respondent **PENDING** **ONLINE** [View Case Details](#)

Case Type *
The last case number is 121230 for the year 2025
CC

Date of Registration *
October 17, 2025

Legacy Filing
Legacy Filing or not
YES NO

Case Numbering
Auto/Manual
AUTOMATIC MANUAL

Change Registration Date Second Appeal

Date of Hearing
October 17, 2025

Purpose of Listing *
select Purpose of Listing

For Bench *
select For Bench

Sub Purpose
Select Sub Purpose

- ✓ PETITIONER
- ✓ RESPONDENT
- ✓ WITNESS DETAILS
- ✓ ACT-SECTION
- ✓ POLICE STATION **CHOOSE EXISTING NAME 40/2025**
- ✓ IA FILING
- ✓ CASE DETAILS
- ✓ FEES

 **REGISTER CASE**

Party Details
Petitioner, Respondent and Extra Party Details

Other Party Details

Witness Details

Victim Details

Trial Court

Act-Section

Police Station

MVC

Petitioner/IA

Case Details

Subject Category/Label

Case Tagging

Case Files

Fees

Registration

Filing No: Cr.No(ERN-ERO-Mamala) 40/2025
Filed on 15/10/2025 15:18:37 CNR No: KLER50035862025
excise officer vs. test respondent **PENDING** **ONLINE** [View Case Details](#)

Case Type *
The last case number is 121230 for the year 2025
CC

Date of Registration *
October 17, 2025

Legacy Filing
Legacy Filing or not
YES NO

Case Numbering
Auto/Manual
AUTOMATIC MANUAL

Change Registration Date Second Appeal

Date of Hearing
October 17, 2025

Purpose of Listing *
select Purpose of Listing

For Bench *
select For Bench

Sub Purpose
Select Sub Purpose

- ✓ PETITIONER
- ✓ RESPONDENT
- ✓ WITNESS DETAILS
- ✓ ACT-SECTION
- ✓ POLICE STATION **CHOOSE EXISTING NAME 40/2025**
- ✓ IA FILING
- ✓ CASE DETAILS
- ✓ FEES

Case registered successfully with case no CC 121231/2025

Thus, the case will be registered