

**THE HIGH COURT OF KERALA**

HCKL/10758/2025-IT-TC2-HC KERALA

Kochi : 682031

it.hckerala@gov.in

0484 256 2554

Date: #ApprovedDate#

OFFICIAL MEMORANDUM

Sub:- Mandatory Publication of VC link in DCMS - Directions - reg

Ref:- 1. High Court OM No: HCKL/386/2022-ECC3 dated 19-12-2023
2. High Court OM No: HCKL/214/2022-IT5 dated 19-08-2024

In continuation of the successful implementation of the District Court Case Management System (DCMS) in all the courts across the State of Kerala, the High Court of Kerala has decided to introduce the publication of VC Links in the DCMS Portal, so that the VC links will be visible to advocates on both the DCMS web portal and the mobile application.

Hence, all the District Judges are requested to take necessary steps to ensure that the VC links are published and periodically updated on the DCMS Portal, strictly in compliance with the guidelines as per the OMs referred to above. Further, it is directed that the DCMS VC link (https://filing.keralacourts.in/video_conference) be included and clearly displayed on all District Court websites.

However, the present practice of sharing the VC links to the Bar Associations shall continue until further orders in this regard.

The District Judges are requested to ensure that the above information is conveyed to all the Judicial Officers, the Staff, the Bar Associations, the Clerks' Associations, and other relevant stakeholders within their jurisdiction.

The SOP for managing the Video Conferencing Links in the DCMS Portal is enclosed herewith.

(By Order)

Signed by

Nixon M Joseph

Date: 18-11-2025 12:15:03

Nixon M Joseph
REGISTRAR (DISTRICT JUDICIARY)

Encl: As above

To:-

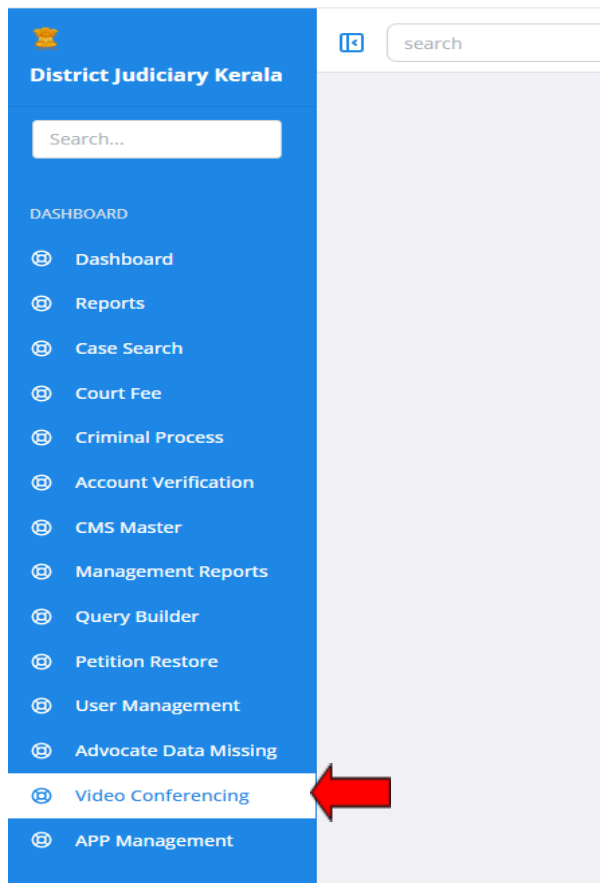
1. All the District Judges (District Judges are requested to bring the content of this OM to the notice of all the Judicial officers in their respective Districts)
2. All the Nodal Officers

Copy to:- All the SSOs

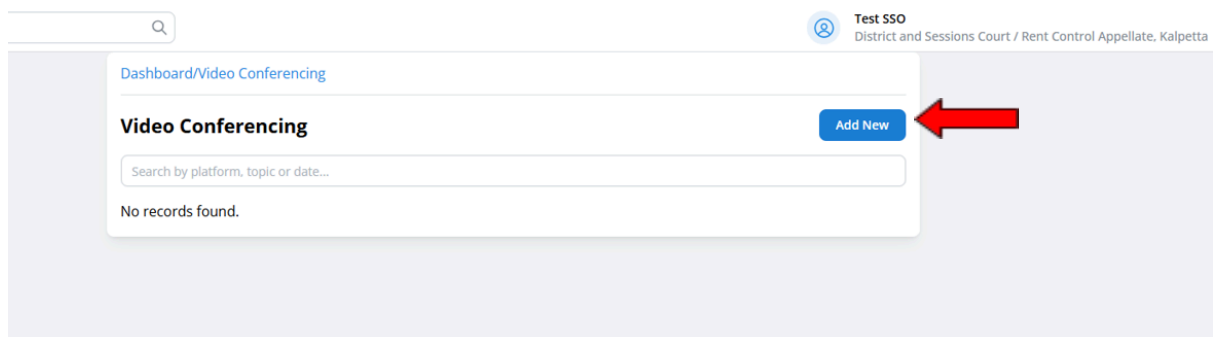
SOP of Managing Video Conferencing Links in DCMS

Follow the steps below to add and delete Video conferences:

Step 1: Click on “Video conferencing” from the sidebar menu.



Step 2: Click on “Add new button”.



Step 3: Input the conference details in the **form** that opens up.

Dashboard/Video

Video Confer

Court: DISTRICT AN

Search by platform

Sl No	Topic
1	12/11- test
2	12/11- test
3	12/11- test
4	12/11- test
5	test
6	TEST 2
7	TEST 2
8	TEST 2
9	TEST 2

Add Video Conference

Topic *

Enter the Topic

District

WAYANAD

Platform *

☒ Google ☐ Zoom ☐ VConsole

Google Meet Code *

VC Time

--:-- --

VC Schedule - Schedule #1

Court * Judge *

Select Court Select Judge

VC Link *

From Date * To Date *

+ Add Another VC

Platform

VConsole

Google

Google

Google

Google

Google

Google

Google

Google

Step 4: Enter the conference **topic** . The district field is auto-filled and unchangeable.

Step 5: Select the **mode of conference** (google meet, zoom or vconsole).

Then add corresponding details,as follows:-

Mode

Details to be entered

Google Meet	-	Google Meet Code
Zoom	-	Zoom meeting ID and Zoom password
Vconsole	-	Courtroom

Add Video Conference

Topic *

Today's Meeting

District

WAYANAD

Platform *

☒ Google
☐ Zoom
☐ VConsole

Google Meet Code *

Google meet code

VC Time

--:-- --

VC Schedule - Schedule #1

Court *

Select Court

Judge *

Select Judge

VC Link *

From Date *

To Date *

+ Add Another VC

Step 6: Select the court and the name of the Hon'ble Judge from the dropdown list. Then, enter the VC link, VC date, and conference time, along with the start and end dates during which the VC link will remain active for the selected period.

Add Video Conference

District

WAYANAD

Platform *

☒ Google
☐ Zoom
☐ VConsole

Google Meet Code *

Google meet code

VC Time

--:-- --

VC Schedule - Addl District Court, Mananthavady

Court *

Addl District Court, Mananthavady

Judge *

Select Judge

VC Link *

https://vclink.com

From Date *

November 14, 2025

To Date *

November 18, 2025

+ Add Another VC

Add

Step 7: Click “Add Another VC” to enter the video conference details for other courts.

Add Video Conference

VC Schedule – Addl District Court, Mananthavady

Court *

Addl District Court, Mananthavady X

Judge *

Select Judge

VC Link *

https://vclink.com

From Date *

November 14, 2025

To Date *

November 18, 2025

VC Schedule – Munsiff Magistrate Court / Rent Control Court, Kalpetta

Court *

Munsiff Magistrate Court / Rent X

Judge *

Select Judge

VC Link *

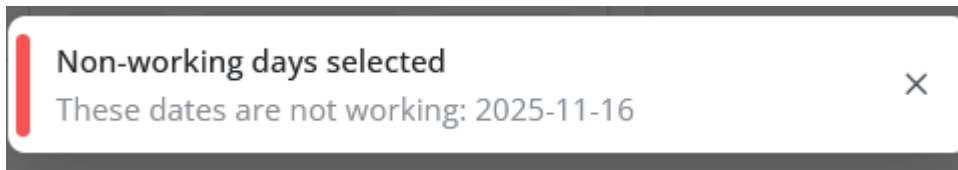
From Date *

To Date *

+ Add Another VC

Add

After entering all the VC schedule dates, a notification message will appear showing the non-working days within the selected period.



Step 8: Click the “Add” Button to submit the details.

The image shows a modal window titled "Add Video Conference" with a close button (X) in the top right. Inside the modal, there is a date input field at the top showing "--:-- --". Below this, there are two sections for adding video conference schedules. The first section is titled "VC Schedule - Addl District Court, Mananthavady". It contains fields for "Court *" (with a dropdown menu showing "Addl District Court, Mananthavady" and a close button), "Judge *" (with a dropdown menu showing "Select Judge" and a refresh icon), "VC Link *" (with a text input field containing "https://vclink.com"), "From Date *" (with a date input field showing "November 14, 2025"), and "To Date *" (with a date input field showing "November 18, 2025"). The second section is titled "VC Schedule - Munsiff Magistrate Court / Rent Control Court, Kalpetta". It contains similar fields for "Court *" (dropdown showing "Munsiff Magistrate Court / Rent" and a close button), "Judge *" (dropdown showing "Select Judge" and a refresh icon), "VC Link *" (empty text input field), "From Date *" (empty date input field), and "To Date *" (empty date input field). At the bottom of the modal, there is a light blue button labeled "+ Add Another VC". At the very bottom right, outside the modal, there is a red arrow pointing to a blue button labeled "Add".

A success message will confirm the VC entry, and a notification will show any skipped dates.

Skipped Non-Working Days

Skipped dates: 2025-11-30

Success

VC saved successfully

Step 9: The **details of added entries** are visible in a table.

Dashboard/Video Conferencing

Video Conferencing

Add New

Court: GRAM NYAYALAYA, KALPETTA

Search by platform, court name, topic or date...

Sl No	Topic	Court	VC Date	VC Time	Platform	Actions
1	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	14-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
2	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	15-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
3	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	17-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
4	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	18-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
5	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	19-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
6	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	20-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
7	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	21-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete

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Step 10: To edit a conference scheduled for the same date or an upcoming date, click “**Edit**” button.

To update only the VC link, click “**Edit VC Link.**”

Dashboard/Video Conferencing

Video Conferencing

Court: GRAM NYAYALAYA, KALPETTA

Search by platform, court name, topic or date...

Sl No	Topic	Court	VC Date	VC Time	Platform	Actions
1	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	14-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
2	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	15-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
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5	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	19-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
6	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	20-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
7	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	21-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete

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Step 11: To delete a conference entry, click the “**Delete**” button.

Dashboard/Video Conferencing

Video Conferencing

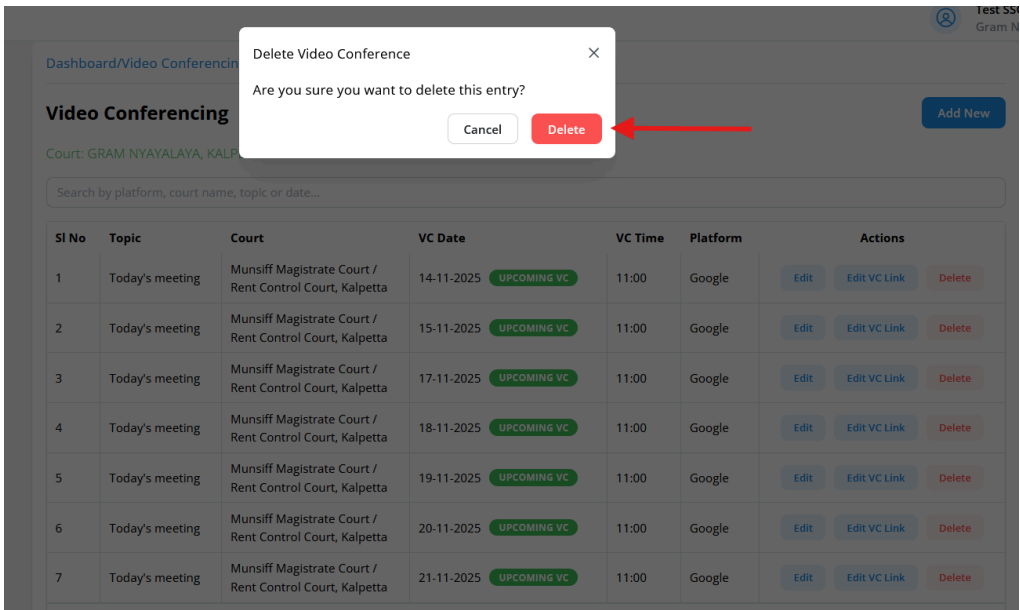
Court: GRAM NYAYALAYA, KALPETTA

Search by platform, court name, topic or date...

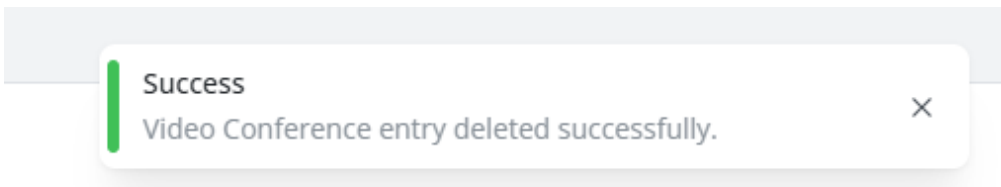
Sl No	Topic	Court	VC Date	VC Time	Platform	Actions
1	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	14-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
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5	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	19-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete
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7	Today's meeting	Munsiff Magistrate Court / Rent Control Court, Kalpetta	21-11-2025 UPCOMING VC	11:00	Google	Edit Edit VC Link Delete

1 - 7 / 7

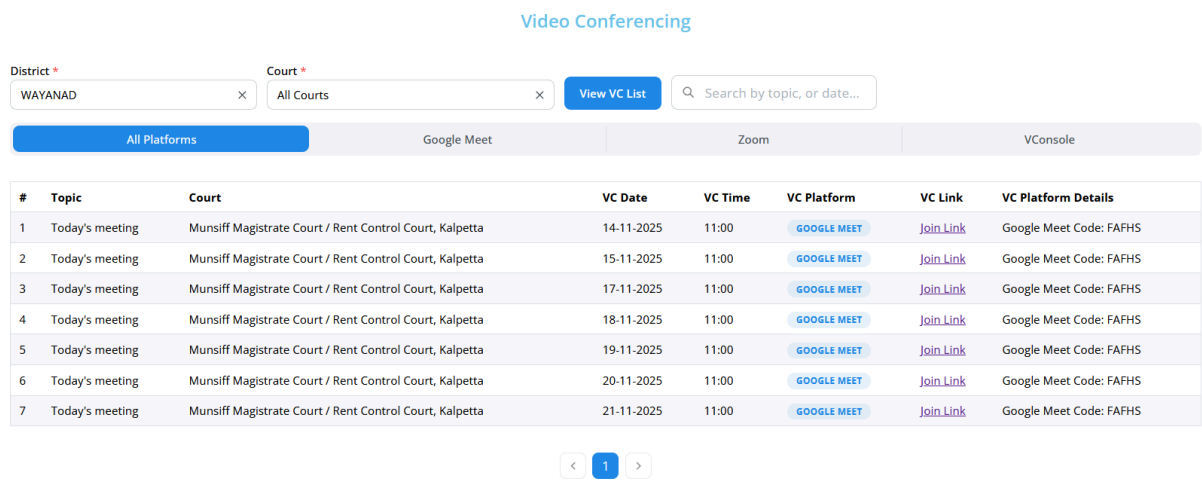
A **confirmation** will be asked for the same.



On confirming, the **entry is deleted** and a **success message** indicating the same is displayed. This entry will be removed from the table,



Additionally, the **advocates can view the entries** of Video Conference by clicking “**Video Conferencing**” from the left tab and selecting the District and a specific Court/All courts in that district.

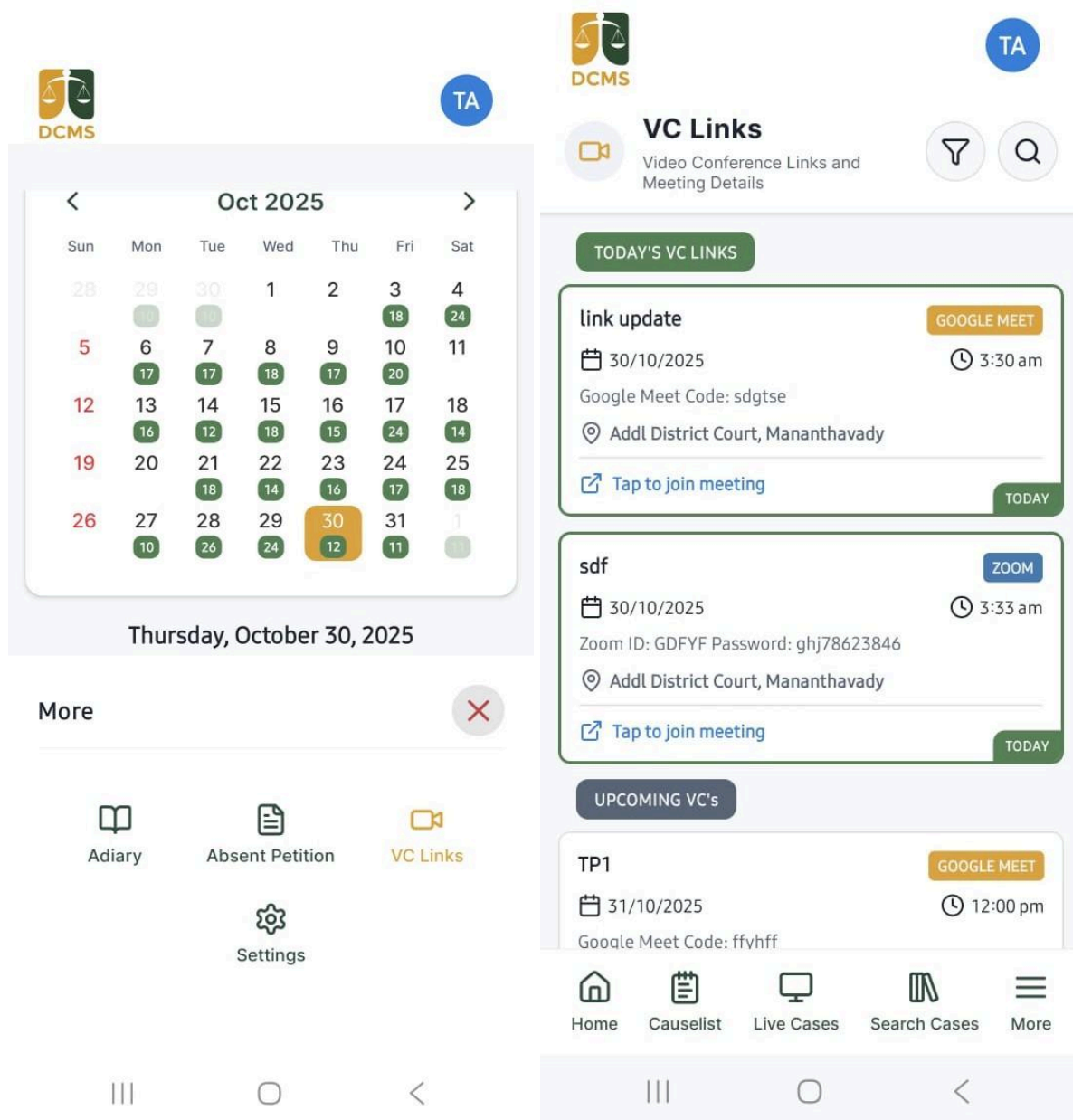


(Web app view)

The list of today's and upcoming VCs is also accessible to advocates through the DCMS mobile application.

To access this, Click the **"More"** button from the bottom panel, and select **"VC Links"** option.

(Mobile app views)



Please find attached the SOP for managing Video Conferencing links in the DCMS Web Application and DCMS Mobile App.

The VC links are created by the court staff and uploaded within the application.

Once admitted by the court, the concerned advocates, parties to the case, and court officials can join the case hearing through their respective VC links.

To view VC details: A button is provided on the DCMS landing page to view VC details district-wise and court-wise.

