

**THE HIGH COURT OF KERALA**

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Date: 23-08-2025

HCKL/1728/2024-IT-TC2-HC KERALA-Part(1)

OFFICIAL MEMORANDUM

Sub:- Functioning of Vacation Court in District Courts through DCMS Portal -
Standard Operating Procedure Forwarding - Reg

As Court vacations are approaching, it is imperative to ensure the continuity of judicial functions through the DCMS platform, particularly with respect to **the e-filing of cases, during all upcoming vacations**. To facilitate seamless e-filing and access to the DCMS, a Standard Operating Procedure is laid down.

The Standard Operating Procedure (SOP) is enclosed herewith, and the filing procedure outlined therein shall be followed during the vacation period.

All the District Judges are requested to follow the SOP and issue proper directions and notice/s in this regard and to communicate the same to all the Bar Associations, Judicial Officers, Court Staff, Advocates, Advocates' Clerks, and Other Stakeholders in the respective District, at the earliest.

For further inquiries, please contact the Nodal Officer for DCMS in District Judiciary, Smt. Jaseena Mohammed, Technical Project Manager (IT), High Court of Kerala. Contact No: 0484 256 2527

(By Order)
Signed by
Joseph Rajesh K A
Date: 23-08-2025 17:10:47
JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Encl: SOP on the Functioning of a Vacation Court in the District Court on the DCMS Portal
To:- All the District Judges
Copy All the Nodal Officers
to:- All the SSOs
C.A to the Registrar (District Judiciary)

C.A to the Registrar (Computerisation)-Cum- Director(IT)

Standard Operating Procedure (SOP)

Functioning of Vacation Court in District Courts through DCMS Portal (<https://filing.keralacourts.in>)

Purpose:

This SOP outlines the functioning of Vacation Courts in District Courts through the DCMS portal. It serves as a guide for advocates, litigants, and court staff to understand the procedures clearly during court vacation periods.

1. Filing During Vacation Period **For Advocates and Litigants:**

New Cases or Petitions:

- Only cases/petitions seeking urgent relief that need to be considered by the Vacation Court shall be filed during the vacation period.
- The cause title of the cases/petitions to be considered by the Vacation Court shall be shown:
“Before the Vacation Court, (Place of Court),
(To be instituted before (Name of the Regular Court))
- The online filing of cases shall be through the DCMS portal(<https://filing.keralacourts.in>) by selecting the **Regular Court concerned**.
- All such cases will be automatically sent the case to the Vacation Court and there is no need to select the Vacation Court by the e-filer.

Petitions in Pending Cases:

- To file an Interim Application(I.A) in a pending case, and to be considered by the Vacation Court, the pending case may be selected as in the normal course. The I.A./petitions so filed will be sent automatically from the

Regular Court to the Vacation Court along with the main case.

Caveats:

- Caveats before the Vacation Court **shall be filed through the DCMS portal (<https://filing.keralacourts.in>)** by selecting the court name as '**Vacation Court, (Place of Court)**' using the '**Caveat Filing**' module.
- The validity of all the caveats filed before the Vacation Court will expire once the vacation period is over.

2. Actions by the CMO of the Vacation Court:

- The CMO of the Vacation Court shall scrutinise and mark defects, if any, and, after curing such defects by the e-filer, register new cases/petitions. The cases/I.As will be numbered continuously, of the regular courts concerned.
- After registration, case files will be available in the 'Case Allocation' option, and the Vacation Judge will deal with them and pass orders accepting/rejecting them.
- Once accepted and allocated to a date, the same be listed before the Court on such day, as fixed by the Vacation Judge.
- There shall be a separate cause list for the Vacation Court which will be available in the DCMS Portal.
- Once daily proceedings are entered in DCMS, it will be available on the case status and A Diary of the **Vacation Court** in the DCMS portal.
- Once the judgment/order is uploaded, it will also be available on the case status page of the DCMS portal.

3. At the close of Vacation:

- All cases and petitions handled by the Vacation Court will be automatically returned to the respective Regular Courts.
- All proceedings of the Vacation Court during the vacation period will be available in the case status of the Regular Court.

General Notes

- Advocates and litigants may follow regular filing steps and the system will handle the routing automatically.
- The advocates and litigants can view case files and case details using the interface of the Regular Court.
- No separate application is needed for transferring cases between the Regular Courts and the Vacation Court.
- All orders passed by the Vacation Court will be part of the original case file and will be visible to advocates/litigants using 'Case Status'.