THE HIGH COURT OF KERALA

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

Kochi -682031
Date: 21-10-2025

NOTICE

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 Module enables the State Law Enforcement Agencies, other than Police, to file crimes, occurrences, or complaints through 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. This feature is not intended for Police use, as FIR and Charge Sheet submissions for the Police are already integrated with DCMS via the iCOPS API. Once the API integration for State Law Enforcement Agencies is completed, this filing option will be discontinued.

The Standard Operating Procedure to be followed for Crime/Occurrence Filing in DCMS is enclosed herewith for information and necessary action.

All the District Judges are hereby requested to take steps to bring the content of this Notice and circulate the SOP, to all the stakeholders 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 12:36:29

Nixon M Joseph
REGISTRAR (DISTRICT JUDICIARY)

Encl:- As above
To:- All the District Judges,
All the State Law Enforcement Agencies
Copy To: All the Nodal Officers
All the SSOs