

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE
NORTH-WEST & NORTH, ROHINI COURTS, DELHI

C I R C U L A R

Subject :- SOP for Thin Client System.

A Circular dated 04.04.2025 issued by the Ld. Officer In-Charge (Computers), Tis Hazari (Hqs), has been received in this office regarding the Standard Operating Procedure (SOP) for the Thin Client System installed in the Delhi District Courts, as received from the IT-Cell, Delhi District Courts, and made available on LAYERS.

All the Ld. Judicial Officers, including Family Courts and Court Staff posted within the jurisdiction of North-West and North District, are requested to visit to the "Circular Tab" in the LAYERS software (<https://10.199.37.5/layers>) to access the Standard Operating Procedure (SOP) for Thin Client System installed in the Delhi District Courts and to ensure compliance with the same.



(NEERAJ GAUR)

Judge, Family Court/
Officer In-Charge (Computers)
Rohini District Courts, Delhi.

10095-10183

Ref. No. _____/Circular/SOPThinClient/RHC

Dated : 07/04/25

Copy forwarded for information and necessary action to :-

1. All the Ld. Judicial Officers posted in North-West & North District, Rohini Courts, with the request to direct their respective courts Reader/official to ensure compliance with the directions outlined in the SOP regarding functioning of Thin Client System installed in the courts.
2. PS to the Ld. Principal District & Sessions Judge (North-West) for information.
3. PS to the Ld. Principal District & Sessions Judge (North) for information.
4. The Branch Incharge, Computer Branch, Rohini Courts, Delhi for technical support.
5. The Branch Incharge, Care Taking Branch, Rohini Courts, to ensure a stable electric power supply in the Thin Client Systems installed inside and outside the courtrooms with the assistance of A.E./J.E. (Electrical), PWD, Rohini Courts, Delhi.
6. Dealing Official, LAYERS, R&I with the directions to upload the SOP for Thin Client System on the LAYERS software under "Circular Tab".
7. Dealing Official, Website, with the directions to upload this Circular.



Judge, Family Court/
Officer In-Charge (Computers)
Rohini District Courts, Delhi.


OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE (HQs): DELHI

CIRCULAR

This is to inform you that the Standard Operating Procedure (SOP) for Thin Client System installed in the Delhi District Courts has been received from the IT Cell, Delhi District Courts and made available on the LAYERS.

All the Judicial Officers and Court Staff posted within the jurisdiction of Central and West District are requested to visit to the "Circular Tab" available in LAYERS software (<https://10.199.37.5/layers>) to access the Standard Operating Procedure (SOP) for Thin Client System installed in the Delhi District Courts and to ensure compliance to the same.

This issues with the approval of Ld. Principal District & Sessions Judge (HQs) & Ld. Principal District & Sessions Judge (West).

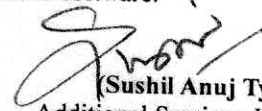

(Sushil Anuj Tyagi)
Additional Sessions Judge
Officer In-Charge (Computers)
Tis Hazari Courts Complex, Delhi

Ref. No. 11190 - 11690 /SR (181)/Comp.Br/THC/2025

Dated: 04 APR 2025

Copy forwarded to information and necessary action to:

1. Ld. Principal District & Sessions Judge of all districts/court complexes except Central & West District, Delhi / New Delhi with a request to circulate the above information to the Ld. Judicial Officers and Staff of respective district/court complex.
2. Ld. Judicial Officers posted with the Central & West District with a request to convey the above information to the staff posted in the respective court with a direction to comply with the directions contained in the Standard Operating Procedure (SOP) for Thin Client System installed in the Delhi District Courts.
3. Sh. Sunil Kumar Sharma, Ld. Chairman (IT & Digitization)/Centralized Computer Committee, Rouse Avenue Courts Complex, New Delhi.
4. In-Charge, IT-Cell/Computer Branch/Judicial Branch of all districts/court complexes, Delhi/New Delhi.
5. PS to the Ld. Principal District & Sessions Judge (HQs) with a request to place before Ld. Principal District & Sessions Judge (HQs).
6. PS to the Ld. Principal District & Sessions Judge (West) with a request to place before Ld. Principal District & Sessions Judge (West).
7. The Dealing Official (LAYERS, R&I, Central & West) with a request to upload the Standard Operating Procedure (SOP) for Thin Client System installed in the Delhi District Courts on the LAYERS software under "Circular Tab".
8. The Dealing Official (Website) to upload the same on official website software.
9. Office file.


(Sushil Anuj Tyagi)
Additional Sessions Judge
Officer In-Charge (Computers)
Tis Hazari Courts Complex, Delhi

Annexure "A"

STANDARD OPERATING PROCEDURE FOR DISPLAY BOARD (THIN CLIENT SYSTEM)

Pursuant to the directions issued by the Hon'ble e-Committee, Supreme Court of India, and to facilitate advocates, parties, and other stakeholders, the Thin Client System (display board) will be installed outside each courtroom to display the real-time hearing status of cases, such as "Called", "In Progress", or "Complete". To ensure smooth functioning and proper implementation, the following procedure will be followed in the Delhi District Courts:

1. Installation of Thin Client System:

- A Thin Client System consisting of two screens will be installed in each courtroom. One screen will be mounted inside the courtroom for the J.d. Judges and courtroom staff, while the other will be positioned outside the courtroom for public viewing and to keep advocates and parties informed of case hearing status updates.

2. Operational Hours:

- The Thin Client System will remain operational throughout court hours to ensure that case hearing status is continually updated in real-time.

3. URL for Displaying Case hearing status:

- The Computer Branch of the respective District will share the URL meant for Thin Client System with reader/court staff.

4. Court Reader's (Nominated staff) Responsibilities:

- The **court reader or Nominated staff** will be responsible for ensuring the proper functioning of the Thin Client System. This includes regular checks to ensure connectivity and display accuracy.
- The **court reader (Nominated staff)** will also be tasked with updating the hearing status of each case in real-time to reflect the accurate progress, such as marking the case as "Called", "In Progress", or "Complete". Any changes to case hearing status must be promptly updated on the system.

The **court reader (Nominated Staff)** will verify that all system functions are operational before court proceedings begin each day.

5. Shut Down Protocol:

- Before leaving the courtroom, the **court reader** will ensure that the Thin Client System is properly shut down to maintain security and avoid the system running unnecessarily after court hours.

6. Maintenance and Troubleshooting:

- Regular maintenance checks will be conducted to ensure the Thin Client System remains functional and free from technical issues. In case of technical malfunctions or errors, the court reader will immediately inform the respective Computer Branch for troubleshooting and resolution.

7. Training for Court Staff:

- Training sessions will be conducted for all court staff, including the court reader by the Computer Branch of respective District. This will ensure smooth handling of the system and minimize disruptions during court proceedings.

This procedure is designed to streamline case hearing status updates and increase transparency in the judicial process, benefiting advocates, parties, and the public alike.

This is issued with the prior approval of Ld. Principal District & Sessions Judge (HQs).

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Annexure "B"

ADVANTAGES OF DISPLAY BOARD (THIN CLIENT)

Under the e-Courts Project Phase II - Policy & Action Plan of the Hon'ble e-Committee, Supreme Court of India, it has been emphasized to make the Indian judiciary ICT enabled and implementing ICT initiatives in the Indian Judiciary. Please refer to Chapter 4, "Infrastructure Model," of Policy and Action Plan document Phase II of the e-Courts Project which highlights transparency and providing the hearing status of listed cases of the court concerned. The same is being reproduced verbatim:

Point 4. Display monitors outside every Court Room and in the Bar Rooms as Display Board for litigants and lawyers are also provided for.

In line with this directive, 427 thin client systems were provided by the Hon'ble e-Committee, Supreme Court of India, to the Delhi District Courts in 2017. These systems were installed in each courtroom to display the hearing status of cases listed before the respective courts. The thin client system offers a clear view of the hearing status, allowing parties to ensure their appearance on time.

Advantages for Lawyers and Litigants:

1. **Efficiency in Time Management:** Lawyers can monitor the status of hearings without needing to continuously check with court staff or interrupt proceedings inside the courtroom.
2. **Real-Time Updates:** Lawyers receive live updates on hearing delays, changes in courtroom assignments, or scheduling updates, helping them stay informed in real-time.
3. **Reduced Stress:** It alleviates the need for lawyers to constantly rush in and out of courtrooms or rely on uncertain verbal communication from clerks or staff about case statuses.

Overall Shortcomings:

1. The hearing status of cases reflects with its own (auto generated) generated serial number and not by the serial number of the Causlist. For example, if 40 cases are listed in a court and case number 35 number of causelist is called first followed by other numbers of the causelist, the said case number 35 will be displayed on thin client system with serial number 1 followed by subsequent serial number 2, 3 and so on. This creates ambiguity/confusion among Advocates/litigants

Suggestion: A request may be sent to Hon'ble eCommittee, Supreme Court of India that case should be reflected on thin client system with its respective causelist serial number, rather than automatic serial number. This will give a fair view of the cases to the Advocate and Litigants.

2. It has been observed that reflection of the number of cases on the thin client system depends upon the character length of the parties' names and the name of the presiding officer. It is to mention here that maximum 10 case can be list at a time on screen. When the number of case listings exceeds the screen capacity, the hearing status begins to rotate to accommodate all the entries (hearing status).

4. **More Focused Preparation:** Lawyers can better organize their schedules, knowing exactly when their case will be heard, reducing the chances of missing the call for their case.
5. **Increased Professionalism:** The monitor provides a more modern, efficient way of managing case hearings, which can reflect well on the legal profession and create a positive impression on clients and other parties.
6. **Better Coordination with Team Members:** If a law firm has multiple lawyers or support staff involved in the same case, the monitor ensures everyone is on the same page about the timing of hearings and any changes.
7. **Transparency and Clarity:** Litigants can directly see the status of their case, including whether it is delayed, postponed, or on schedule, which reduces uncertainty.
8. **Improved Waiting Experience:** Instead of waiting in the dark, litigants can see real-time updates and know when their case will be called, reducing anxiety and frustration.
9. **Reduced Disruption:** Litigants do not have to repeatedly approach court staff for updates, which can be both time-consuming and uncomfortable. They can track the status from a distance.
10. **Better Time Management:** Knowing the expected time of the hearing helps litigants plan their day and avoid unnecessary waiting, enhancing their overall experience.
11. **Minimized Confusion:** If there are multiple cases or courtrooms involved, the monitor clearly identifies the status of the litigant's specific case, reducing the likelihood of confusion or missing the hearing.
12. **Enhanced Fairness:** The display helps ensure that all parties, including litigants, have equal access to information about case hearings and updates, promoting fairness in the legal process.