

Standard Operating Procedure (SOP)

for e-True Copy Module

APPLICANT:

1. For logging in, the applicant shall visit the official website of the Rajasthan High Court at **www.hcraj.nic.in** and select the Apply option under the e-True Copy menu. On the official websites of the District Courts, the e-True Copy option shall be available under **Quick Links**.
2. If the applicant is not previously registered on the portal, registration shall be completed by using the User Registration button provided below the login window.
 - Advocates shall complete registration using their **Bar Enrollment Number**.
 - Litigants shall complete registration using their **registered mobile number**.These details shall serve as the **User ID** of the applicant.
3. Registration is subject to the prerequisite that the applicant's Bar Enrollment Number (in case of an advocate) or mobile number (in case of a litigant) is recorded in the CIS entry of at least one case. If such entry is not available, the applicant shall first submit an application to update the CIS entries:
 - before the **Registrar (Judicial)** in case of the High Court, and
 - before the **Presiding Officer of the concerned Court** in case of District Courts,
4. The information provided during registration shall be verified through an OTP sent to the registered mobile number. During registration, the applicant shall set a password as per the prescribed policy.
5. Advocates or litigants who are already registered on the Rajasthan High Court website shall not be required to register again.
6. The applicant may log in using the User ID (Enrollment Number or Mobile Number, as applicable) and the password set during registration.
7. After login, the Home Dashboard shall display the list and current status of the applicant's copying applications.
8. The applicant may apply for both e-True Copy and Physical Certified Copy through the portal.
9. For submitting a copying application, the applicant shall first select the concerned Court.
10. In case of selection of the High Court, all cases related to the applicant's Enrollment Number / registered mobile number available in CIS shall be displayed.

11. The applicant may apply for only one case at a time. For this purpose, the Apply for Copy button available in the action column of the concerned case shall be used.
12. If any document in the concerned case has been authenticated by the Court and uploaded in DRMS, such document shall be separately available for e-True Copy.
13. Upon selection of the required documents and number of copies, the applicable prescribed fee shall be displayed.
14. After accepting the terms and clicking the Payment button, the applicant shall be redirected to the e-GRAS portal for online payment and, upon successful payment, redirected back to the e-True Copy portal.
15. Upon confirmation of payment, the applicant shall receive:
 - Application Acknowledgment
 - Authentication Certificate
 - e-True Copy
16. If any document is not available for e-True Copy, the applicant may submit an application for physically certified copy by selecting the nature of the application (Ordinary or Urgent) and specifying the documents and number of copies. Payment of application court fee shall be made online in the same manner.
17. For physically certified copies, the existing rules and procedures shall continue to apply. However, information regarding objections, copying fees, and readiness of copies shall be communicated to the applicant through the portal and SMS notifications. The applicant may also track the application through the portal.
18. Failure to remove objections or deposit the prescribed fee within the stipulated time may result in rejection of the application by the Copying Branch. The applicant shall therefore take timely action as per portal and mobile notifications.
19. In case of Physical Copy, for removal of objections, payment of copy fees, and receipt of certified copies, the applicant shall personally visit the concerned Copying Branch along with the application receipt.
20. The applicant may, if desired, submit an application physically in the Copying Branch as per the existing procedure. In such cases, the Copying Branch shall enter the application details on the portal and issue an immediate receipt. Physical certified copies shall be supplied on the basis of this receipt as per rules.
21. An applicant shall be entitled to obtain e-True Copy only in his/her own case. For obtaining certified copies in other cases as per rules, application shall be made physically before the Copying Branch.

22. Each e-True Copy shall be accompanied by an Authentication Certificate, containing application details, e-True Copy details, a system-generated **UDRN** (Unique Document Reference Number), and Hash Value. In case multiple e-True Copies are issued, each copy shall have a separate UDRN.
23. The same Authentication Certificate may be used for multiple e-True Copies; however, once a UDRN is defaced, the same UDRN shall not be reused.
24. Any e-True Copy without an Authentication Certificate shall be treated as invalid. The e-True Copy shall be submitted along with the Authentication Certificate only after the declaration contained therein, certifying that the e-True Copy has not been tampered with in any manner, is duly signed.
25. Any Court or institution before which the e-True Copy is produced shall verify its authenticity on the basis of the UDRN and Hash Value and shall accept it as a certified copy only upon verification.
26. Courts shall have the facility to verify e-True Copies directly through the RHC e-Portal.
27. Other institutions shall visit the official website of the Rajasthan High Court, go to the Authenticate option under the e-True Copy menu, enter the UDRN, and thereafter enter the OTP received on the registered mobile number of the applicant to verify authenticity.
28. Authenticity of e-True Copy may be verified either:
 - by manual comparison of the hard copy with the original e-True Copy, or
 - by auto comparison of the Hash Value of the uploaded soft copy with the original e-True Copy.
29. A Court or institution may direct the applicant to present the e-True Copy in hard copy or soft copy, as required, for verification.
30. Once an e-True Copy is verified using its UDRN, the UDRN shall automatically stand cancelled/defaced.
31. Any subsequent attempt to verify an e-True Copy using a cancelled/defaced UDRN shall be rejected by the portal. Therefore, the same e-True Copy with the same UDRN cannot be presented at multiple places. Applicants shall take due note of this fact.
32. For detailed information, the Help Manual is also available under the **“Download”** tab of the e-True Copy Portal.

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COPYING BRANCH:

1. Copying Branches shall use the e-True Copy portal through the **RHC e-Portal**.
2. e-True Copies shall be issued automatically through the portal, and details of such applications shall be available in the respective Copying Branch accounts.
3. For physically certified copies, two situations may arise:
 - Online application submitted by the applicant through the portal; or
 - Physical application submitted by the applicant.
4. In the first case, online applications shall appear in the **Pending Applications** section of the Copying Branch dashboard.
5. In the second case, the Copying Branch shall mandatory enter the details of the physical application on the portal and issue the portal-generated receipt to the applicant.
6. Upon receipt of an application, the Copying Branch shall first determine whether the case record is available. With regular use of the portal, availability of records shall be automatically indicated.
7. **Where case record is available:**
 - The Copying Branch shall verify the eligibility of the applicant.
 - If objections exist, the same shall be entered on the portal and the applicant shall be directed to remove them within the prescribed time.
 - On failure to comply, the application may be rejected.
 - After removal of objections or situation of no objection, details of documents and copy fees shall be entered.
 - On payment of fees, certified copies shall be prepared immediately and the date of readiness shall be recorded on the portal.
 - Certified copies shall be delivered upon production of the receipt and status of the application shall be updated on the portal.
8. **Where case record is not available:**
 - The application shall be forwarded online to the concerned Court or Section.
 - Upon receipt of the record, certified copies shall be prepared as per the above procedure.
 - If the record has been deposited in the Record Branch, the application shall be forwarded accordingly by the Court/Section.

- If the record has been transferred to another Court, detailed remarks shall be entered and the application returned by the Court.
 - If the transferred Court falls under the establishment of the Copying Branch, the application shall be sent to the transferred Court and the same procedure shall apply.
 - If the transferred Court does not fall under the establishment of the Copying Branch, the application shall be rejected.
9. For detailed information, the Help Manual is also available under the “**Download**” tab of the e-True Copy Portal.

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COURT / SECTION:

1. Courts/Sections shall use the e-True Copy portal through the **RHC e-Portal**.
2. e-True Copies shall be issued automatically, while details shall remain available in the Court account.
3. For availability of documents on **DRMS**, all Courts/Sections shall follow this process:
 - All computer-typed or system-generated documents (orders, judgments, order sheets, etc.) shall be typed in **Unicode font** and affixed with the **CIS-generated QR code**.
 - Prior to upload, documents shall be verified with the original, and a footnote stating “**Authenticated Document**” shall be typed on each page.
 - After conversion to PDF, the concerned clerk or stenographer shall digitally sign using **DSC**. The procedure for digitally signing a PDF is annexed as **Annexure A** and **Annexure B**.
 - Documents shall be uploaded to CIS only after completion of this process.
4. For physical certified copy applications, Courts shall verify record availability and forward the case record to the Copying Branch or Record Branch as applicable.
5. For verification of e-True Copies produced before the Court:
 - No e-True Copy shall be accepted without an Authentication Certificate; however, if the Court deems it fit, it may proceed further upon mere production of the UDRN of the e-True Copy.
 - The Court may also direct the applicant to present the e-True Copy in hard copy or soft copy, or both, as required.
 - The Court may verify authenticity using UDRN, hard copy comparison, or Hash Value verification of the soft copy.
 - Only after verification shall the e-True Copy be taken on record as Certified Copy and acted upon.
6. For detailed information, the Help Manual is also available under the “**Download**” tab of the e-True Copy Portal.

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RECORD BRANCH:

1. Record Branches shall use the e-True Copy portal through the **RHC e-Portal**.
2. Where case records are deposited in the Record Branch and copy applications are received, the concerned Court shall forward such applications to the Record Branch.
3. Applications shall appear on the Record Branch dashboard.
4. The Record Branch shall physically send the case record to the Copying Branch for preparation of certified copies and update the portal accordingly.
5. If the case record is not available, appropriate remarks shall be entered and the application shall be returned to the Copying Branch.
6. For detailed information, the Help Manual is also available under the “**Download**” tab of the e-True Copy Portal.

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HOW TO SIGN PDF FILE USING DIGITAL SIGNER TOOL (Annexure-A)

STEP 1

OPEN DIGITAL SIGNER TOOL



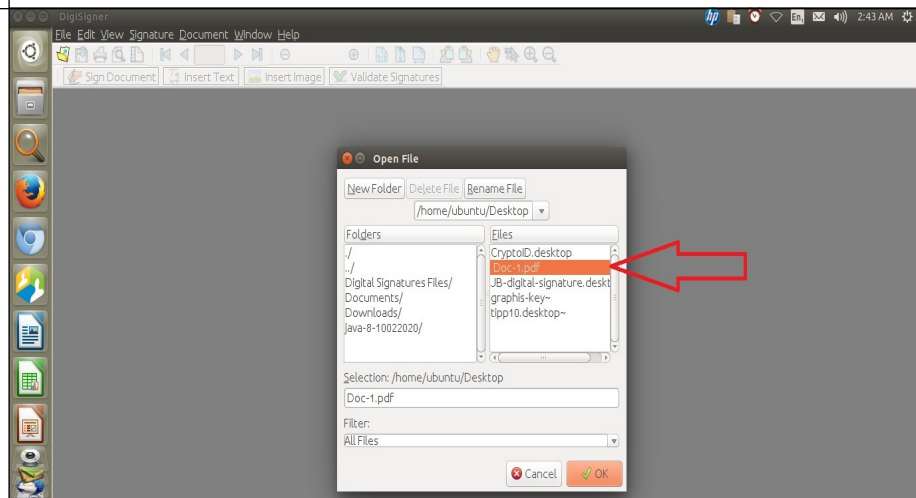
STEP 2

**SELECT FILE >>
OPEN >> FILE**



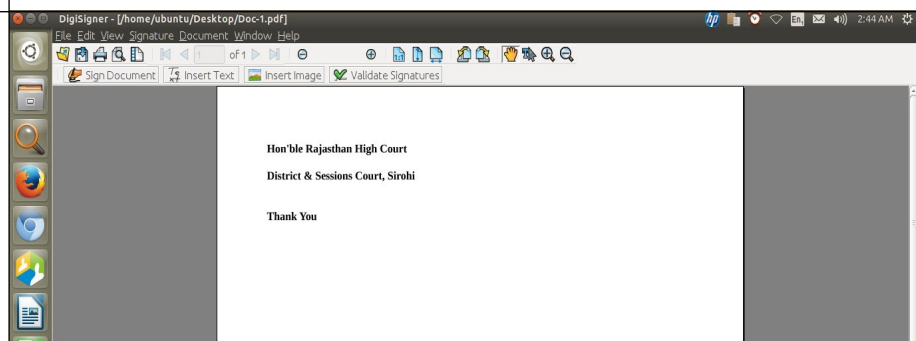
STEP 3

**FIND YOUR PDF
FILE**



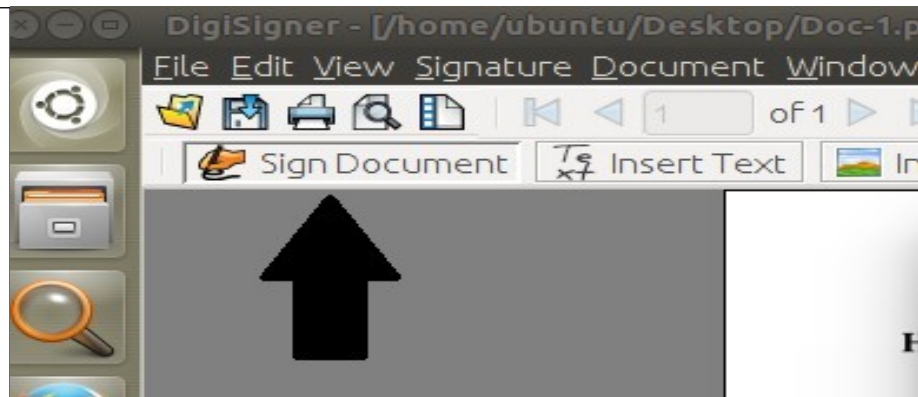
STEP 4

**OPEN THE PDF
FILE**



STEP 5

CLICK ON "SIGN DOCUMENT" TO SIGN THE PDF FILE

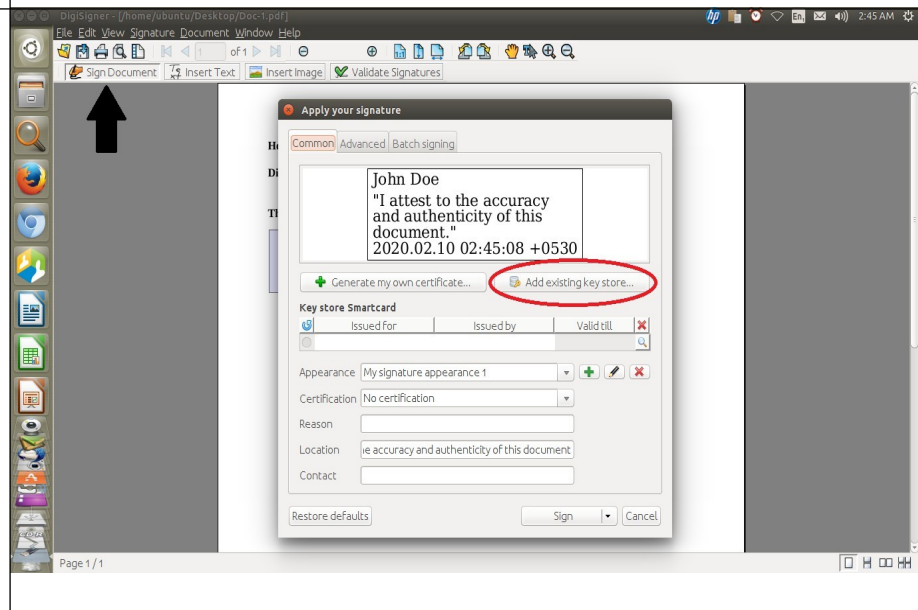


DRAW CURSOR IN AREA WHERE YOU WANT TO PLACE YOUR SIGNATURE



STEP 6

CLICK ON "ADD EXISTING KEY STORE"



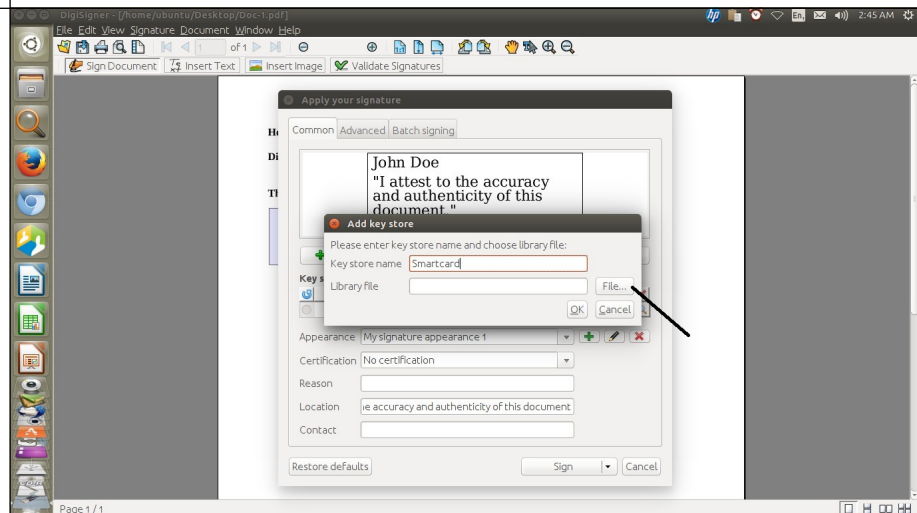
STEP 7

CLICK ON
"SMART CARD or
USB KEY STORE
(PKCS#11)"



STEP 8

CLICK ON "FILE"
TO FIND PKCS
TOKEN LIBRARY
FILE



STEP 9

SELECT FILE

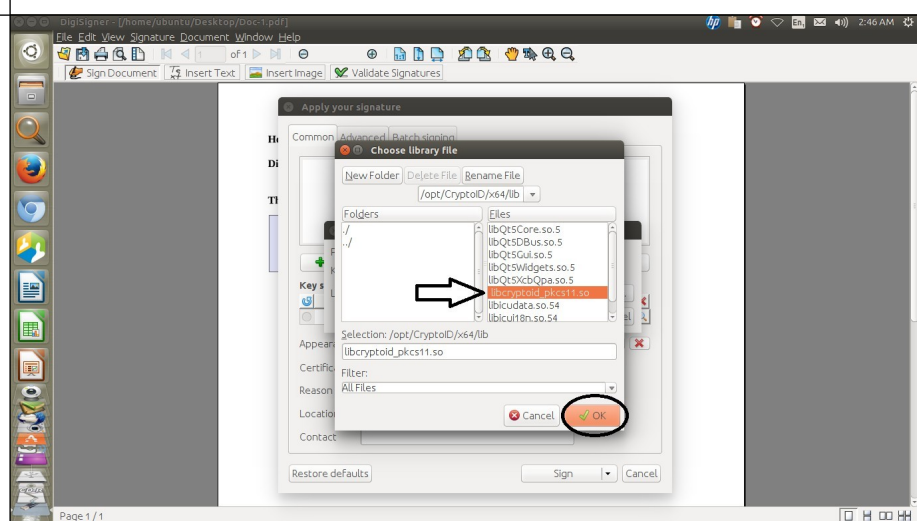
FOR MTOKEN:

/opt/CryptoID>>

x64>> lib>>

libcryptoID_pkcs11.

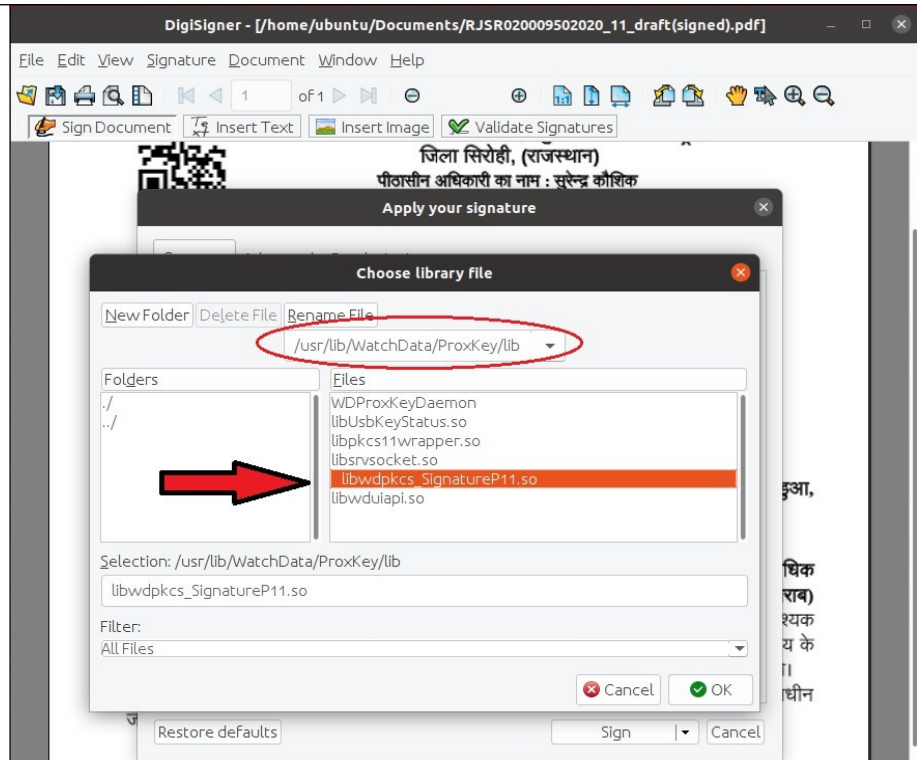
so



SELECT FILE

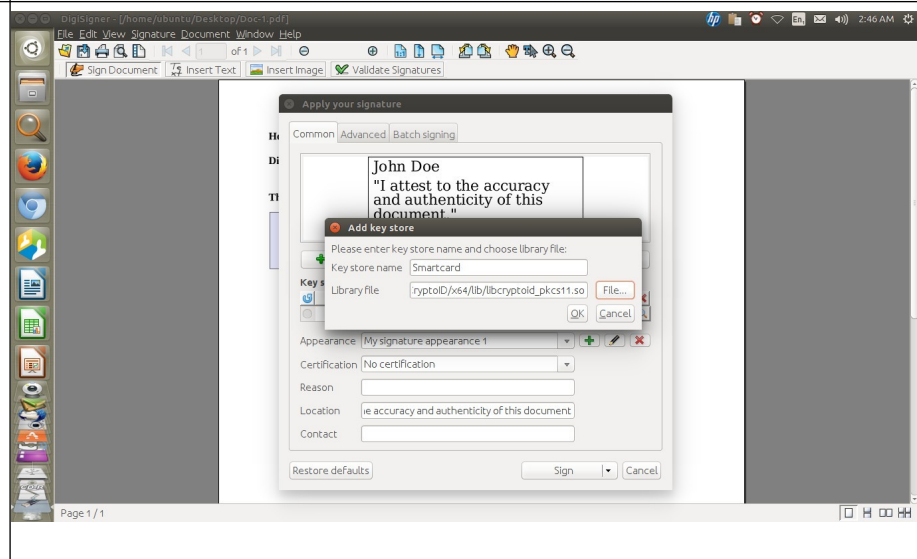
FOR PROXKEY:

`/usr/lib/WatchData/
ProxKey/lib>>
libwdpkcs_Signatur
eP11.so`



STEP 10

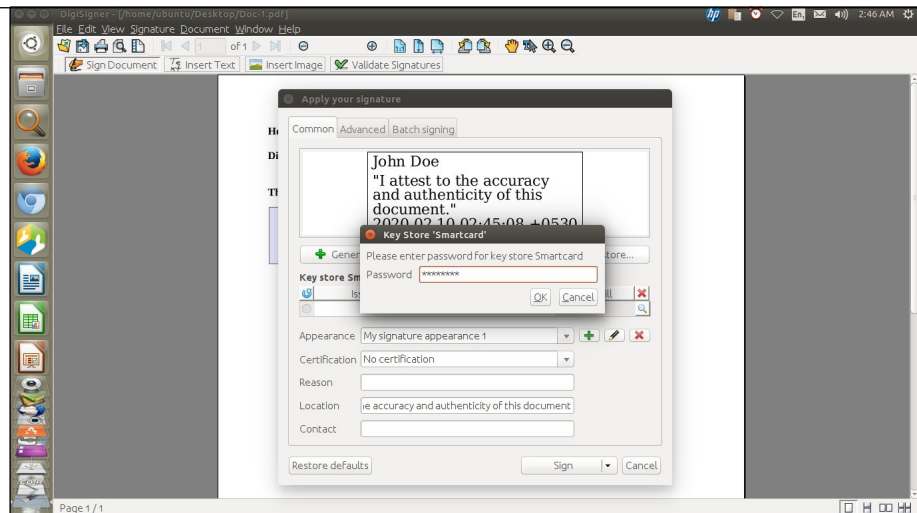
CLICK ON OK



STEP 11

**ENTER TOKEN
PASSWORD**

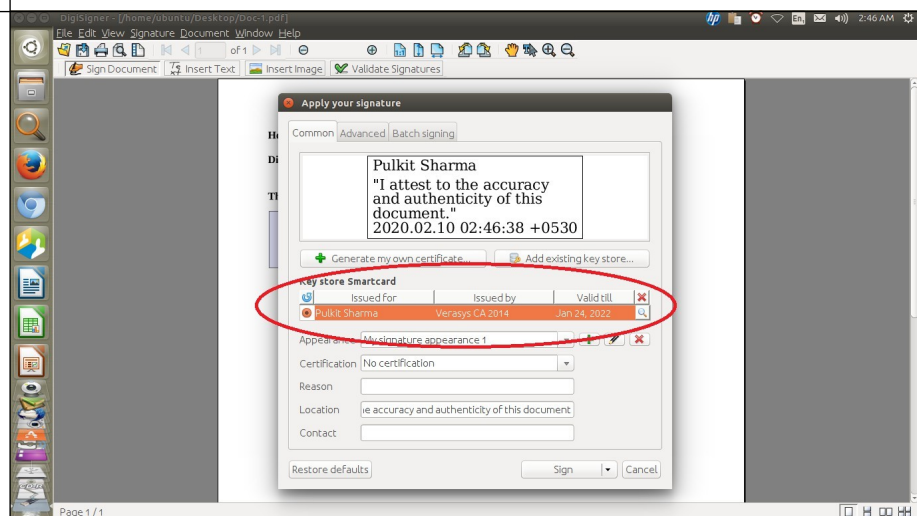
**[DEFAULT
PASSWORD:-
12345678]**



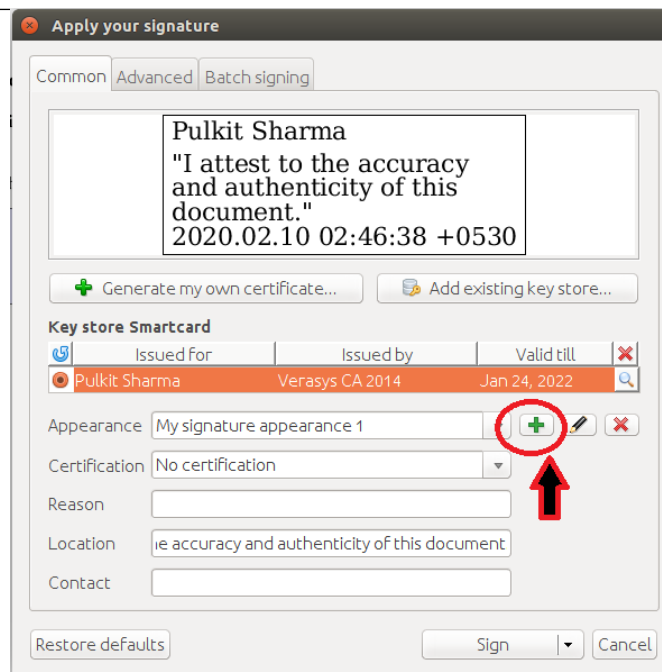
STEP 12

**SIGNATURE
VISIBLE IN KEY
STORE
SMARTCARD**

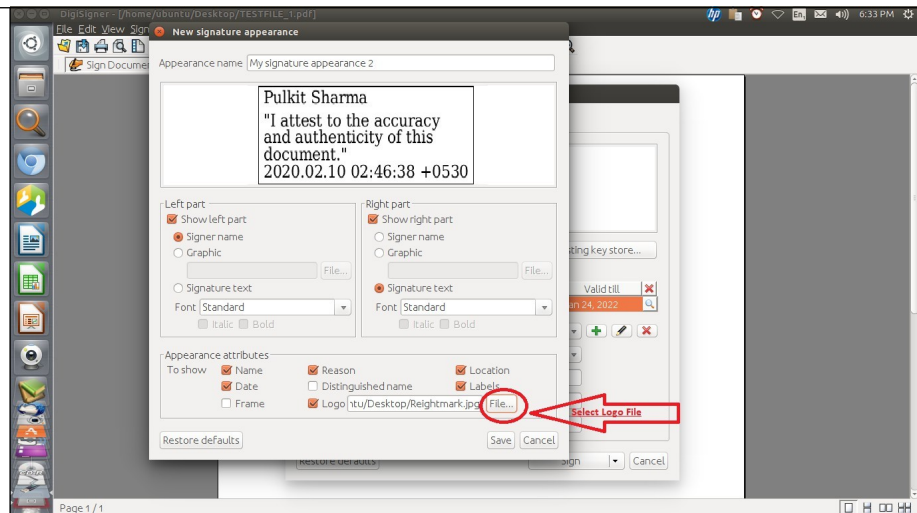
**CLICK ON SIGN
BUTTON TO SIGN
THE PDF**



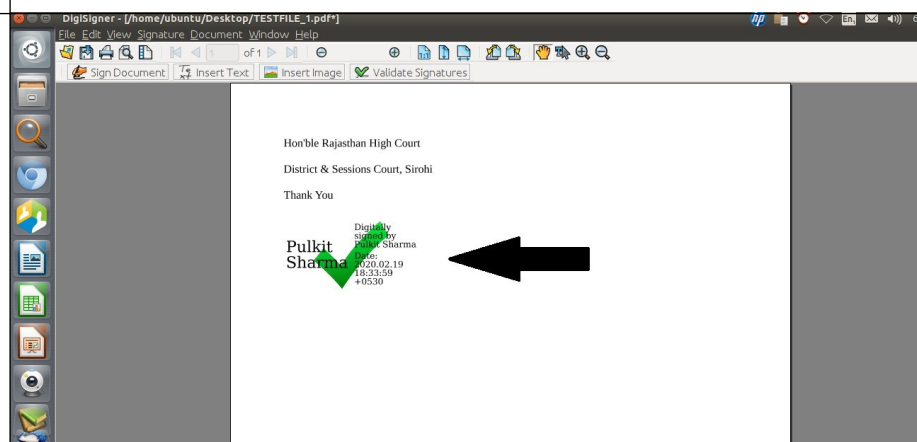
**EDIT SIGNATURE
OR ADD EXTRA
DETAILS (ONE
TIME JOB):
USE (+) ADD
BUTTON OR EDIT
BUTTON ON
APPEARANCE**



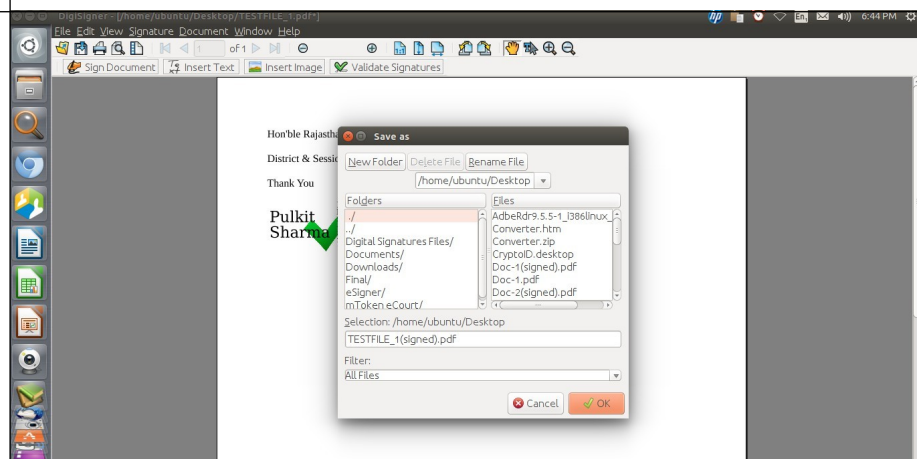
NAME, REASON, LOCATION, DATE, LABELS, FRAME AND LOGO CAN BE CHOSEN BY USING THIS OPTION.



NOW SIGNATURE VISIBLE IN PDF FILE



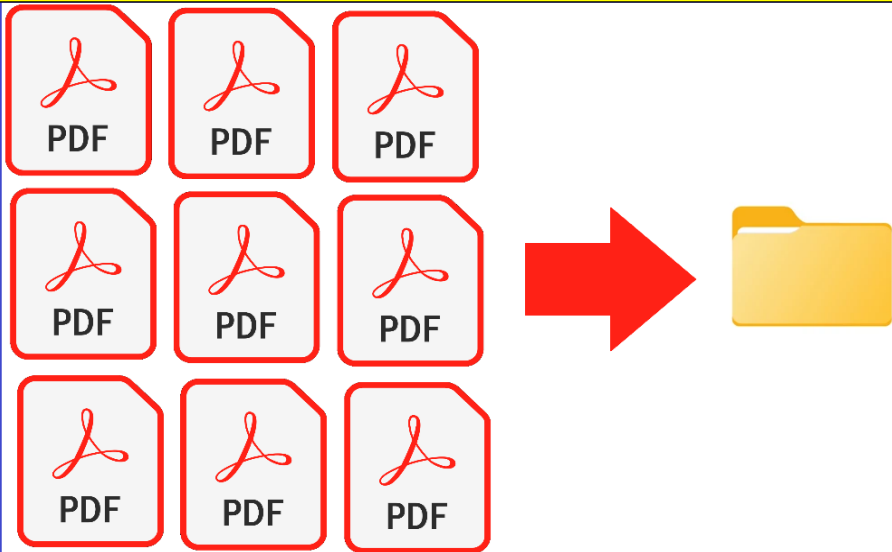
STEP 13
SAVE FILE
FILE >> SAVE AS
SELECT LOCATION AND
CLICK OK
BUTTON



PROCEDURE TO APPLY BULK DIGITAL SIGNATURE

STEP 1

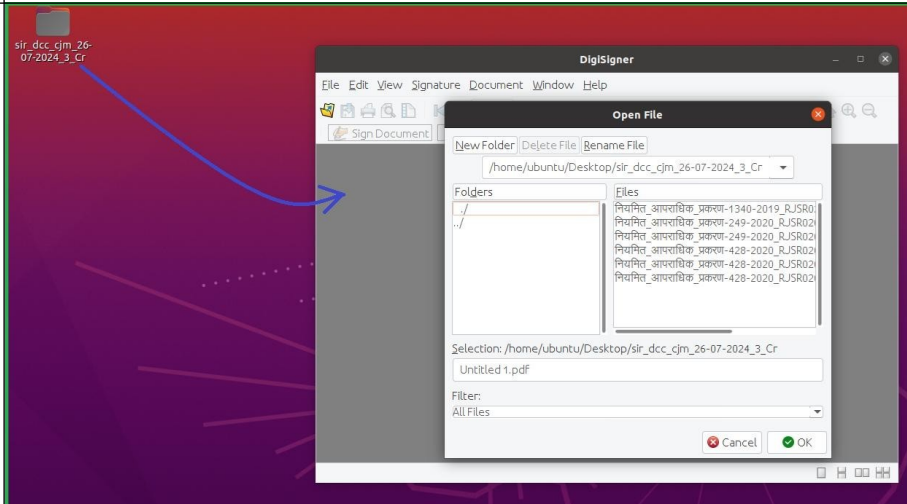
YOU CAN SIGN MULTIPLE PDF FILES SAVE IN A FOLDER BY USING BULK DIGITAL SIGNATURE FACILITY



STEP 2

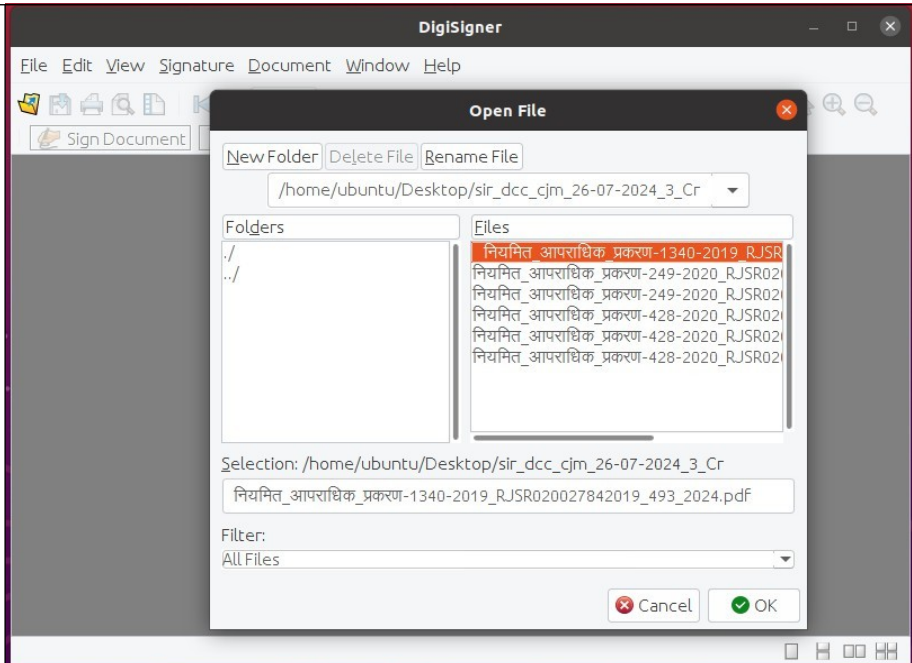
OPEN THE FOLDER

FILE>> OPEN



STEP 3

SELECT THE FOLDER AND OPEN ANY PDF FILE

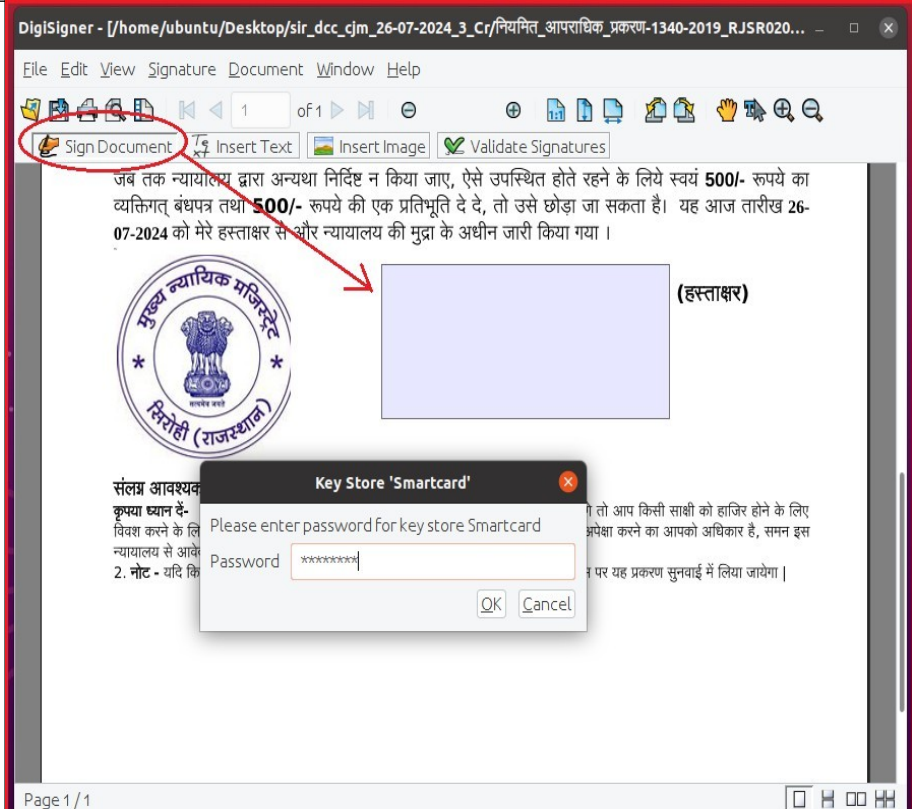


STEP 4

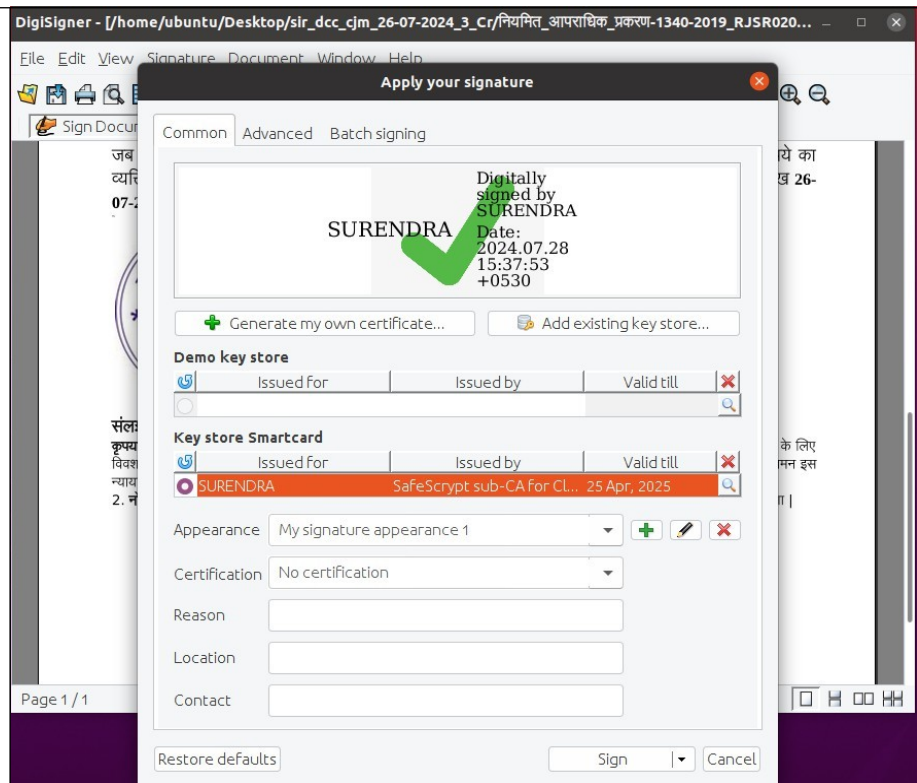
CLICK ON "SIGN DOCUMENT" TO SIGN PDF FILE.

DRAG CURSOR IN AREA WHERE YOU WANT TO PLACE YOUR SIGNATURE

**ENTER TOKEN PASSWORD
[DEFAULT
PASSWORD:-
12345678]**

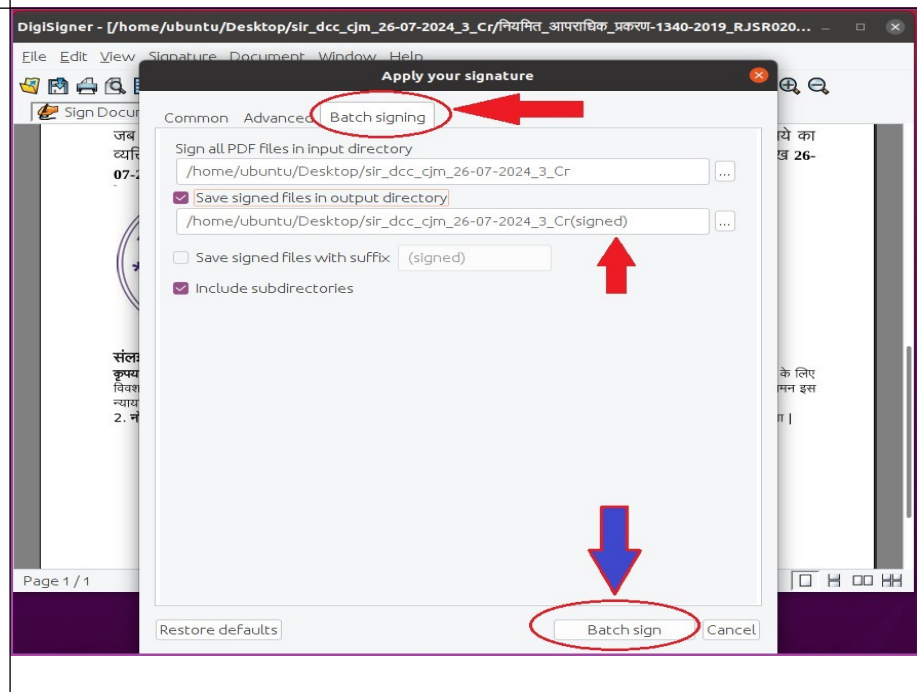


**SIGNATURE
VISIBLE IN KEY
STORE
SMARTCARD**

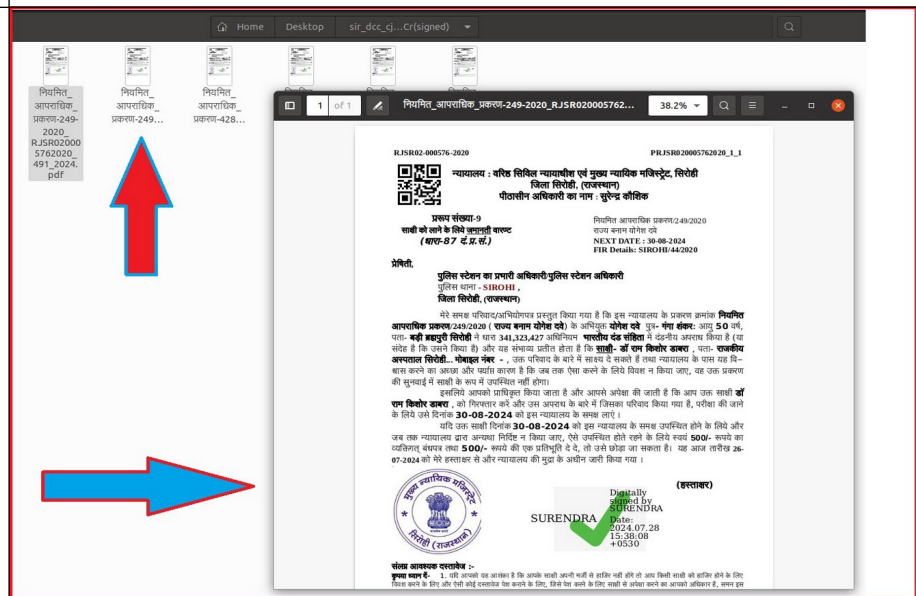


**STEP 5
SELECT BATCH
SIGNING TAB**

**IF YOU WANT
SELECT OTHER
LOCATION FOR
OUTPUT
DIRECTORY
THEN CLICK ON
THREE DOT (...) AND SELECT
DIRECTORY.**



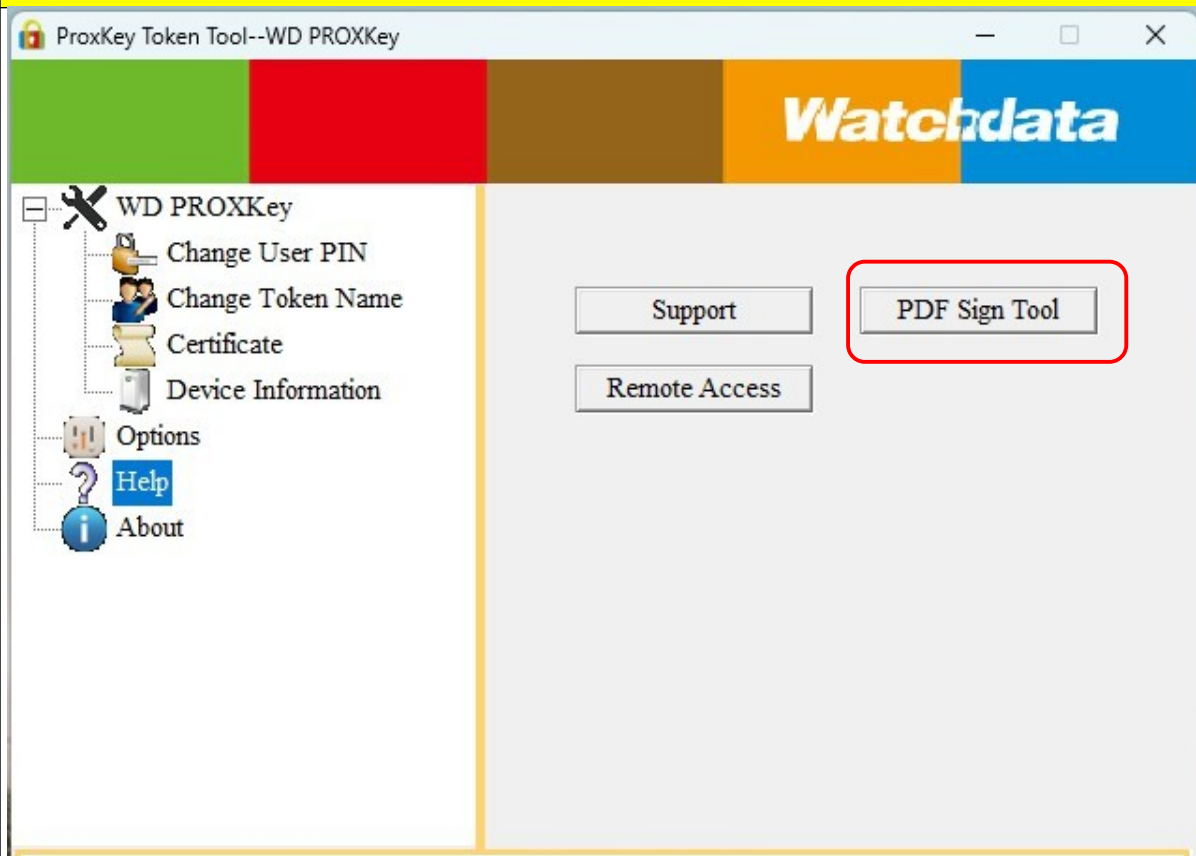
**CLICK ON BATCH
SIGN THEN IT
WILL SHOW
"SUCCESSFULLY
SIGNED FILES"**



(Annexure-B)

DIGITAL SIGNATURE PROXKEY PDF SIGN TOOL IN WINDOWS

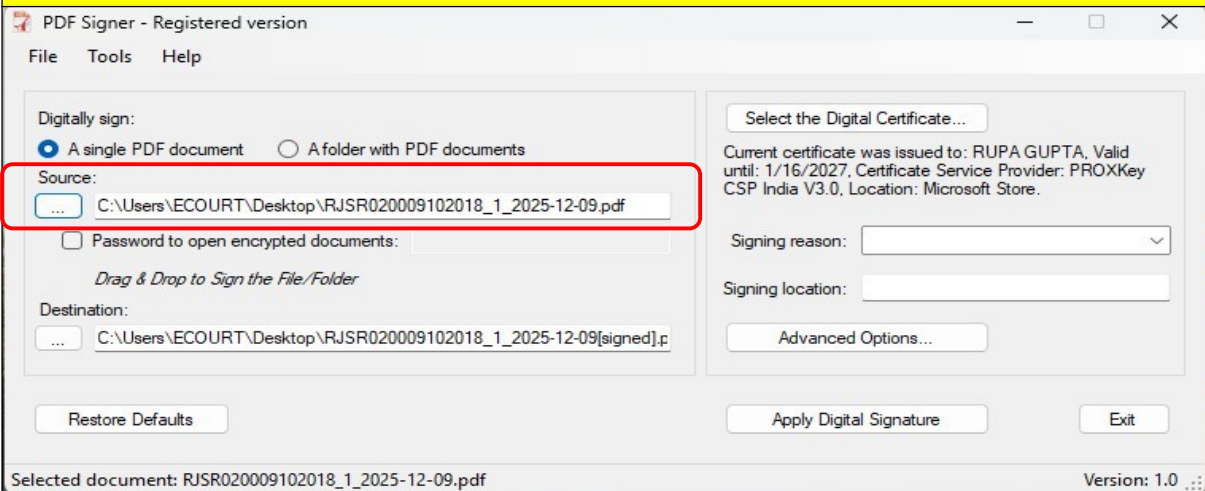
Step (1) Open the WD Proxkey Key Software and Click on Help option.



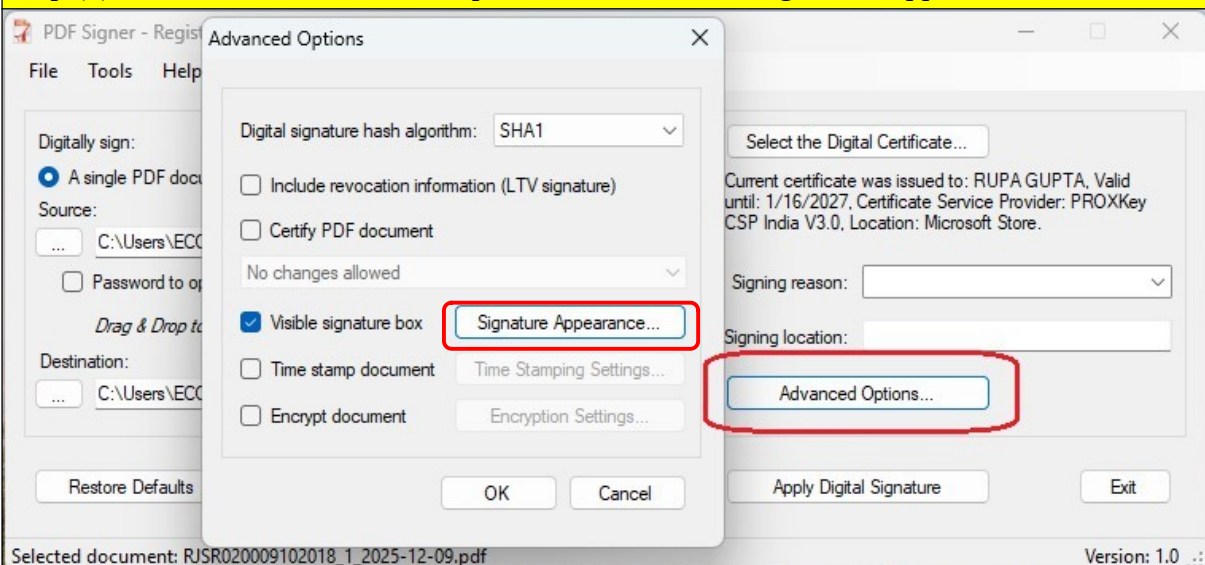
Step (2) Then click on PDF Sign Tool. When the ProxKey Signer appears, click on PDF Signer.



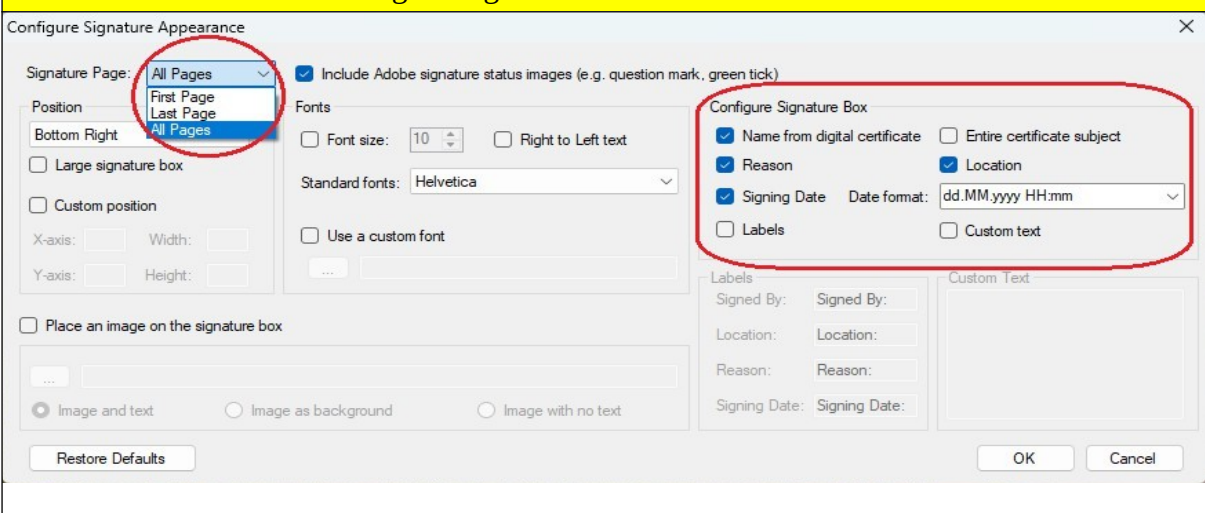
Step (3) Then select the source PDF which is required to be digitally signed page-wise.



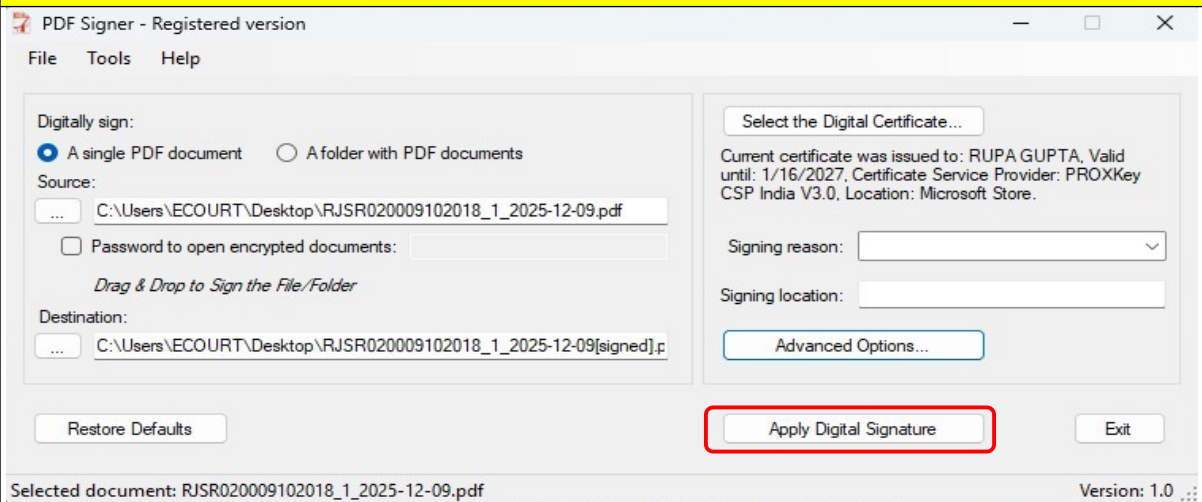
Step (4) Then Click on Advanced Option & then click on Signature Appearance.



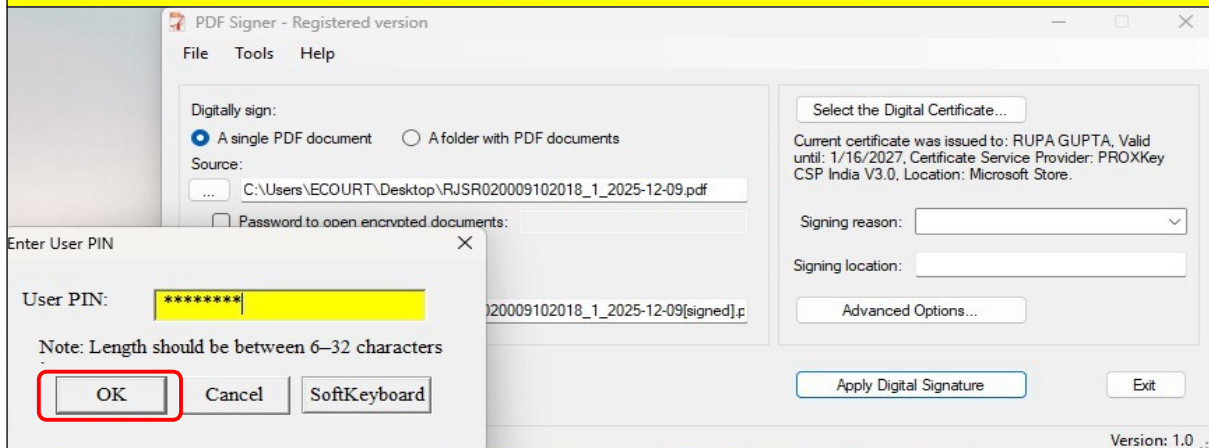
Step (5) Select All Pages from the Signature Page drop-down and check the options mentioned below in the Configure Signature box.



Step (6) Then Click on Apply Digital Signature.



Step (7) Then enter the DSC Key PIN & Click on OK button.



Step (8) Then showing digitally signed successfully. After that, the signed PDF will be stored at the target path with all pages digitally signed. The signed PDF is shown below.

