

**THE HIGH COURT OF KERALA**

Kochi: 682031
Email: it.hckerala@gov.in
Phone: 0484 256 2554

HCKL/6035/2024-IT-TC2-HC KERALA

Date: 21-10-2025

OFFICIAL MEMORANDUM

Sub:- Mandatory Recording of Witness Depositions using Adalat.AI tool-DCMS-SOP-Reg.

- Ref:- 1. High Court OM dated 27.09.2025
2. High Court Circular No.1/2016 dated 04.04.2016.
3. High Court Circular No.3/2017 dated 07.08.2017.
4. High Court O.M. of even number dated 30.01.2025.

In continuation of the Office Memorandum referred to above, it is hereby informed that the use of the 'Adalat.AI' speech-to-text transcription tool as a primary tool for recording witness depositions shall be made mandatory for all Courts in the State with effect from 01.11.2025. The witness depositions recorded by the Trial Courts shall be uploaded on the DCMS portal as per the prescribed Standard Operating Procedure (SOP). Documents, including the Amin's report (kaicheet), Bail Bond, Chemical Analysis Report, Committal Warrant, Conviction Warrant, Court Charge, Death Certificate, Documents produced by witness, the record of the examination of the accused, Police Kaicheet, Release memo, etc., can also be uploaded. The SOP in this regard is attached herewith.

The District & Sessions Judges of all the Districts are requested to take steps to convey the same to the office bearers of all the Bar Associations/Clerk Associations and other stakeholders, including Judicial Officers/Staff of the Courts concerned.

(By Order)

Signed by

Joseph Rajesh K A

Date: 21-10-2025 18:29:01

JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Encl: The Standard Operational Procedure-Witness Deposition and Court Document
Upload in DCMS

To:- All the District Judges. (They shall communicate the O.M. to all the
Judicial Officers under their respective jurisdiction)
All the Nodal Officers.
All District Courts
All SSOs

Copy to:- The D1 Section, High Court.
The Secretary, Rule Committee.
The Confidential Assistant to the Registrar (District Judiciary).
Sri. Utkarsh Saxena, CEO, Adalat AI.
CA to The Registrar(District Judiciary) &
CA to The Director(IT)

Standard Operating Procedure (SOP)

Witness Deposition and Court Document Upload in DCMS

The Witness Deposition and Court Document Upload feature in DCMS allows authorized court staff to upload documents such as witness depositions, victim statements, court orders, reports, and exhibits, etc. It can be used to upload documents on behalf of the Party. This ensures all case-related documents are securely stored and easily accessible within the system.

Only authorized users like the Bench Clerk can upload documents using this feature. External users, including advocates and police officers, are not permitted to upload through this option.

Documents should be uploaded immediately after recording witness depositions, when the court directs that a document be added to the record, or when any official court document needs to be stored digitally. The option is available in the Court Dashboard under “Witness Depo/Court Doc Upload.”

To upload a document, the user must open the **Witness Depo/Court Doc Upload module**, enter the case number or filing number, and search for the case. After selecting/entering the document type, title, and description, the user should choose on whose behalf the document is uploaded—Party, Witness, Victim, or Court—and then select the relevant file. Once all fields are filled, the Upload button becomes active. Uploaded files will appear in a list where they can be viewed or deleted.

Uploaded documents cannot be edited, but if a wrong file is added, it may be deleted and re-uploaded. After uploading, the file name and details will be visible for verification.

All uploaded documents can be viewed by the Judicial Officer, Bench Clerk, and other authorized users as per access permissions. Users must ensure all uploads are done securely, maintaining confidentiality and data integrity.

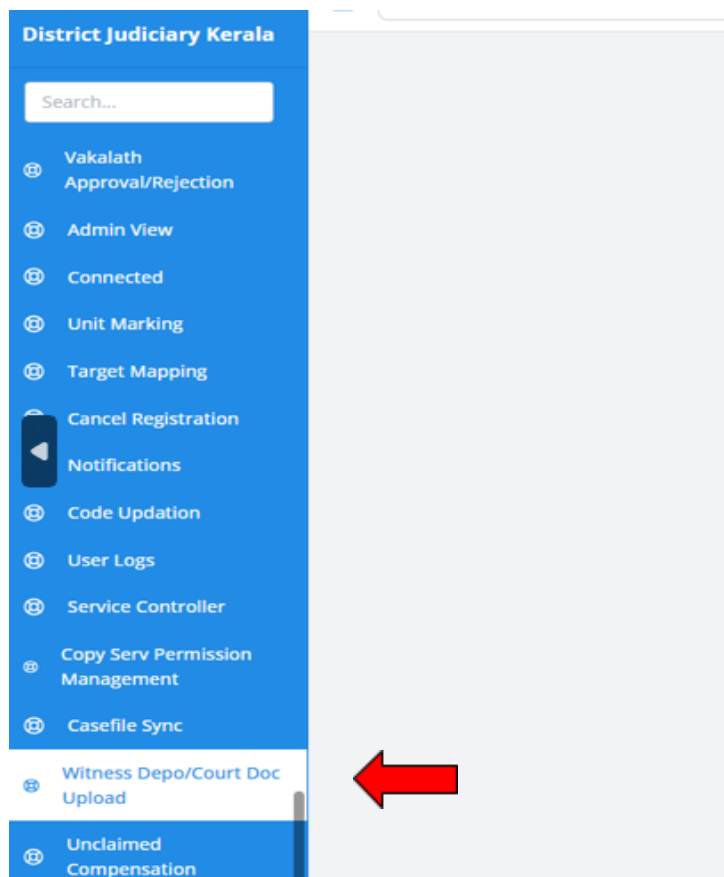
Note: The court document upload feature is currently designed to accept only non-confidential or non-sensitive court documents. Confidential or sensitive matters should not be uploaded.

Since the witness document type is available in this option and accessible to all parties and counsels, you are requested to take utmost care while using this feature.

Follow the steps below to upload **Witness deposition** in DCMS:

Step 1:

Click on “**Witness Depo/Court Doc Upload**” from the sidebar menu.



Step 2:

Enter the **Case Number** or **Filing Number** and click **Search**.

A screenshot of the 'Witness Deposition / Court Document Upload' search interface. The interface has a title bar 'Witness Deposition / Court Document Upload'. Below it is a search bar with a magnifying glass icon and the text 'Case Search'. The search bar has two input fields: 'Reg No.' and 'Filing No.'. Below the search bar are three input fields: 'Case Type' (a dropdown menu), 'Case Number' (with placeholder text 'Enter case number'), and 'Year' (with placeholder text 'Enter year'). To the right of these fields is a blue 'Search' button with a magnifying glass icon. A red arrow points to the 'Search' button. Below the search bar, there is a message: 'No results to display. Please search above.'

Step 3:

Select the **Witness Deposition** from the Document Type dropdown list, and enter the **Document Title** and **Document Description**.

Witness Deposition / Court Document Upload

Q Case Search

Reg No.

Filing No.

Case Type

Case Number

Year

OS

2025

Search

Clear

Case Details

Case Status: PENDING ONLINE

Case Type:

Case No:

Filing No:

Registration Date:

Filing Date

CNR No:

E-File No:

Disposed Date: -

Upload Document

Document Type *

Witness Depositions

Document Title *

Enter document title

Document Description

Enter document description

Step 4:

Select **on whose behalf** the document is uploaded — *Witness*

- For Witness, choose the relevant name from the list.
- If no entries are available, a message will appear stating that no records are found.

Upload on behalf of *

☐ Party ☒ Witness ☐ Victim ☐ Court



Witness Details

Name	Role	Address
☐	WITNESS	1 J
☐	WITNESS	1 J

Upload on behalf of *

☐ Party ☒ Witness ☐ Victim ☐ Court

Witness Details

No records found

No records for "witness". Please add the witness using Case Modification facility.



Step 5:

Record the Witness deposition using Adalat.ai.

Convert the Signed deposition to pdf.

Click the **"Document File"** field and browse to select the **Signed deposition** to be uploaded.

Document File

 Select file



Step 6:

Once all required fields are filled, the **Upload** button will be enabled. Click **Upload** to proceed.

Uploaded Documents

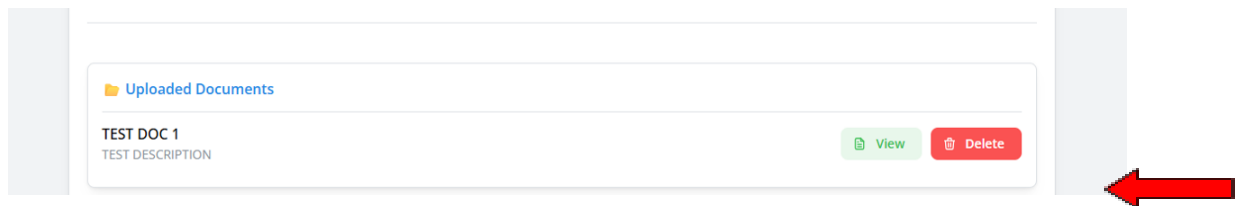
No documents uploaded yet.

Upload



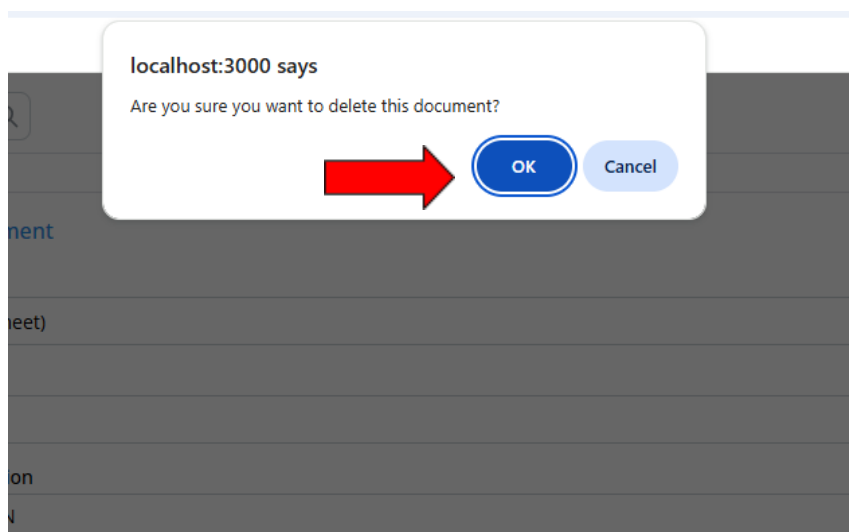
Step 7:

Uploaded depositions will appear in a list where they can be **viewed** or **deleted**.



Step 8:

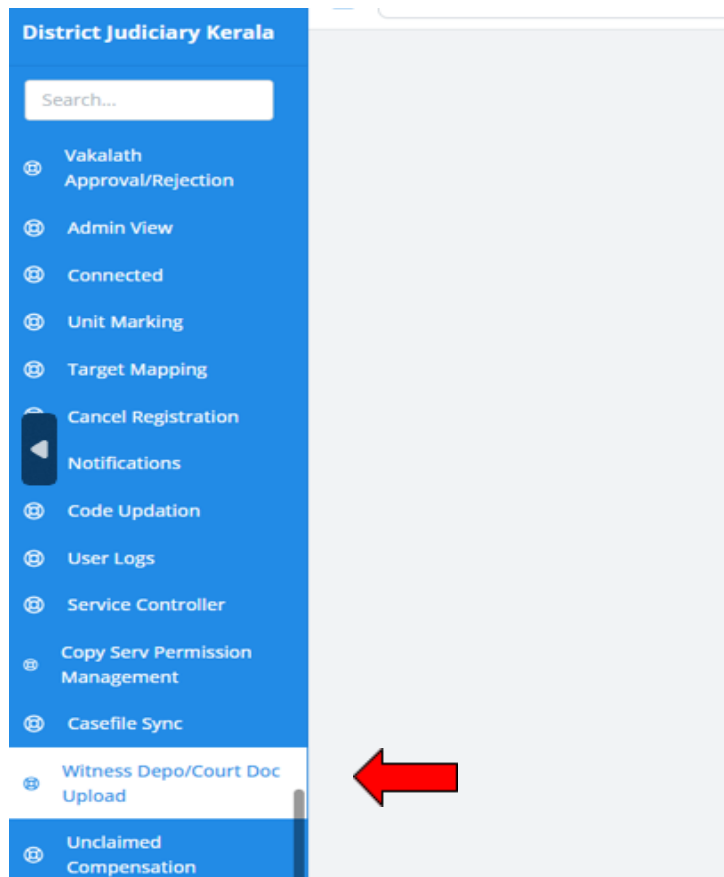
If you click **Delete**, a confirmation message will appear. Upon confirming, the selected deposition will be permanently removed.



Follow the steps below to **upload documents** in DCMS:

Step 1:

Click on “**Witness Depo/Court Doc Upload**” from the sidebar menu.



Step 2:

Enter the **Case Number** or **Filing Number** and click **Search**.

A screenshot of the 'Witness Deposition / Court Document Upload' search form. The form has a title bar and a search bar. Below the search bar, there are input fields for 'Reg No.', 'Filing No.', 'Case Type', 'Case Number', and 'Year'. A red arrow points to the 'Search' button. The form also includes a message at the bottom: 'No results to display. Please search above.'

Step 3:

Select the **Document Type** from the dropdown list, and enter the **Document Title** and **Document Description**.

search

Supuser
Judicial First class Magistrate Court, Kolenchery

Case Type
AOP

Case Number
1

Year
2025

Search

Clear

Case Details

Case Status: PENDING OFFLINE

Case No: AOP 1/2025

Registration Date: 06-08-2025

CNR No: KLER550018612025

Disposed Date: -

Case Type: AOP

Filing No: UD(Undetected Case) 7/2025

Filing Date: 30-07-2025

E-File No: -

Upload Document

Document Type *
Select document type

Document Title *
Enter document title

Document Description
Enter document description

Upload Document

Document Type *

Select document type

Amin report (kaicheet)

Bail Bond

Examination of accused

Production warrant

Remand warrant

Search Warrant

Chemical Analysis Report

Disposed Date: -

Upload Document

Document Type *

Bail Bond

Document Title *

TEST DOC 1

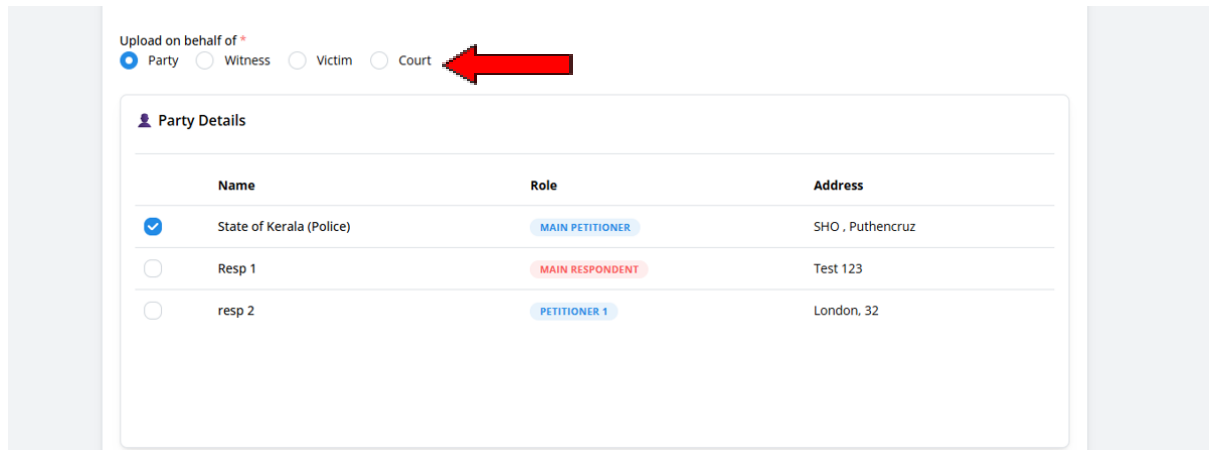
Document Description

TEST DESCRIPTION

Step 4:

Select **on whose behalf** the document is uploaded — *Party, Witness, Victim, or Court*.

- For Party/Witness/Victim, choose the relevant name from the list.
- If no entries are available, a message will appear stating that no records are found.

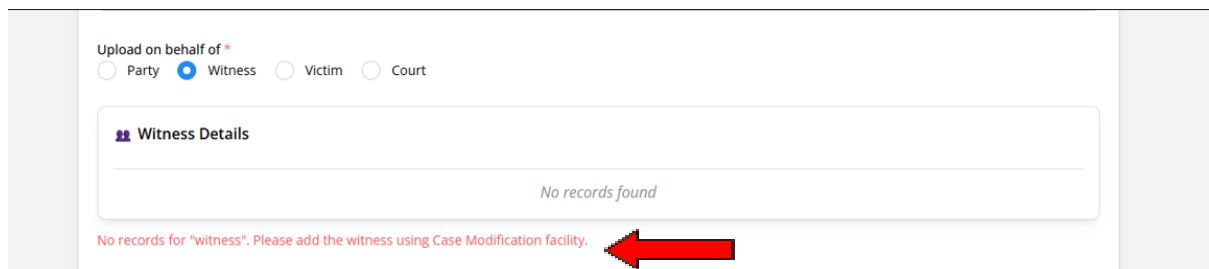


Upload on behalf of *

☒ Party ☐ Witness ☐ Victim ☐ Court

Party Details

	Name	Role	Address
☒	State of Kerala (Police)	MAIN PETITIONER	SHO , Puthencruz
☐	Resp 1	MAIN RESPONDENT	Test 123
☐	resp 2	PETITIONER 1	London, 32



Upload on behalf of *

☐ Party ☒ Witness ☐ Victim ☐ Court

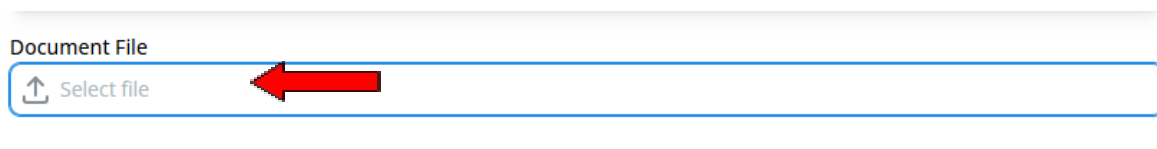
Witness Details

No records found

No records for "witness". Please add the witness using Case Modification facility.

Step 5:

Click the **“Document File”** field and browse to select the file to be uploaded.

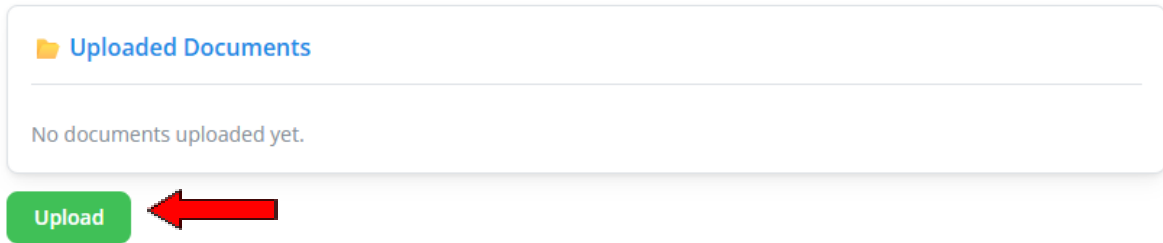


Document File

 Select file

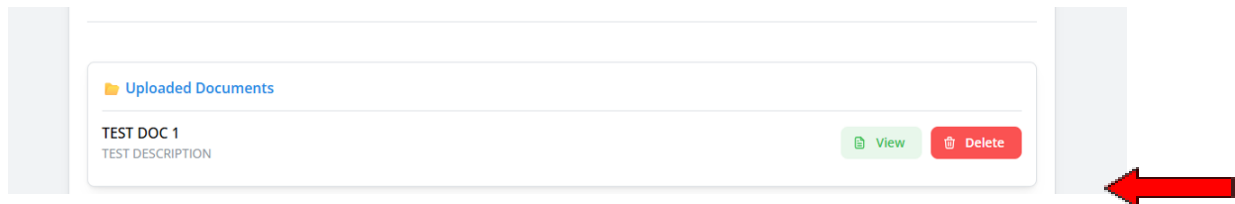
Step 6:

Once all required fields are filled, the **Upload** button will be enabled. Click **Upload** to proceed.



Step 7:

Uploaded documents will appear in a list where they can be **viewed** or **deleted**.



Step 8:

If you click **Delete**, a confirmation message will appear. Upon confirming, the selected document will be permanently removed.

