

**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

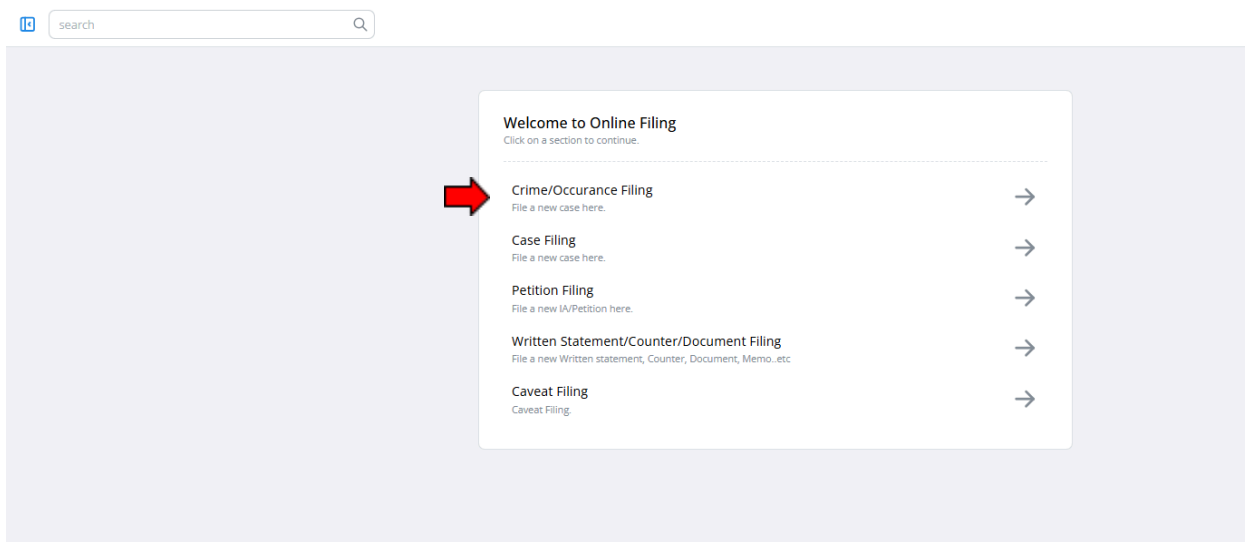


# SOP for Crime / Occurrence Filing in DCMS

This document explains the process of Crime/Occurrence Filing for state law enforcement agencies (other than the Police) in the District Case Management System (DCMS). It provides clarity on what it is, who can file, why and when to file, and the process to be followed.

Crime/Occurrence Filing enables state law enforcement agencies, **other than the police**, to officially record crimes, occurrences, or complaints in 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. **The feature is not intended for police, as FIR and chargesheet filing for Police is already integrated with DCMS through iCOPS API**

Crime/Occurrence filing is enabled in the dashboard of state law enforcement agencies.



## CRIME FILING

Dashboard / Filing / Crime Filing



Start New Draft Efiling

See the details of the E-filed cases.

Search...

| Draft Efiling       |                                                   | Pending Scrutiny |                 | Defect Marked   |                | Registered |                                                                     |
|---------------------|---------------------------------------------------|------------------|-----------------|-----------------|----------------|------------|---------------------------------------------------------------------|
| Efiling No          | Court                                             | Main Petitioner  |                 | Main Respondent |                | Status     | Actions                                                             |
| EF-DCK-2025-0076662 | Judicial First class Magistrate Court, Kolenchery | TO               | test one        | TE              | testrespondent | DRAFT      | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| EF-DCK-2025-0076661 | Judicial First class Magistrate Court, Kolenchery | TP               | test petitioner | TR              | test resp      | DRAFT      | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |

Enter details of district , court and case type

### Start Efiling



#### District \*

Choose the district you want to efile into

ERNAKULAM



#### Court \*

Choose the court you want to efile into

Judicial First class Magistrate Court, Kolenchery



#### Case Type \*

Choose your case type

OR.No(ERN-FRO-Kodanad) - Forest Range Office Kodanad-FRO Kodanad



#### With/Without Charge sheet \*

Indicate whether a charge sheet has been submitted

Yes

No

Submit

### Pending Scrutiny

#### Main Petitioner

Kolenchery

TO

test one

Kolenchery

TP

test petitioner

Kolenchery

Main Respondent

Whether filing with the Chargesheet or not.

Start Efilling

District \*

Choose the district you want to efile into

Choose a district to efile

Court \*

Choose the court you want to efile into

Choose a court to efile

Case Type \*

Choose your case type

Choose a case type

With/Without Charge sheet \*

Indicate whether a charge sheet has been submitted

Yes

No

Submit

MANANTHAVADY, POLICE STATION

Test Court

Start New Draft Efilling

Pending Scrutiny

Defect Marked

Registered

|            | Main Petitioner    | Main Respondent   | Status | Actions                                                             |
|------------|--------------------|-------------------|--------|---------------------------------------------------------------------|
| Kolenchery | TO test one        | TE testrespondent | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | TP test petitioner | TR test resp      | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | No name entered    | No name entered   | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | No name entered    | No name entered   | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | No name entered    | No name entered   | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | PT PET TEST DB     | RT Res Test DB    | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |
| Kolenchery | TP test petitioner | NU                | DRAFT  | <a href="#">Details</a> <a href="#">Edit</a> <a href="#">Delete</a> |

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Enter petitioner details, accused details, witness details, victim details etc

EF-DCK-2025-0076675

Enter the details for the new efilling below.

Basic Details

Case status, details of the case and category

Party Details

Details of the Petitioners and Respondents

Crime Details

Details of the crime

Witness and Victim

Enter the Witness and Victim Details

Act & Section

Act Section Details

Upload Files

Upload Case Files

Final Submit

Verify and submit

Basic Details

Enter the details for the new efilling below.

Case Type \*

Choose your case type

OR.No(ERN-FRO-Kodanad) - Forest Range Office Kodanad-FF

Submit

## Upload relevant files as PDF. Enter OTP and Submit to court

**EF-DCK-2025-0076675**  
Enter the details for the new e-filing below.

**Basic Details**  
Case status, details of the case and category

**Party Details**  
Details of the Petitioners and Respondents

**Crime Details**  
Details of the crime

**Witness and Victim**  
Enter the Witness and Victim Details

**Act & Section**  
Act Section Details

**Upload Files**  
Upload Case Files

**Final Submit**  
Verify and submit

**Final Submit**  
Verify the details entered then submit using OTP

Get OTP & File the case.

Please preview your case file before submitting. Make sure all details are accurate.

[View e-File](#)

☐ I declare that the physical copies being produced will contain the verified watermark and shall be the replica/exact copy of the pleadings, documents, annexure etc, submitted online. If the physical file produced is not as above, I shall be liable and responsible.

**GET OTP**

Enter the OTP sent to your registered mobile number

Based on the availability of chargesheet in the filing **the crime can be registered as CC or ST or any other case type as ordered by the Hon'ble Judge**. If the chargesheet is not available, the same can be registered as an unnumbered type having only crime / occurrence details.

Further chargesheet can be filed using document filing module. Once a crime / occurrence is filed and registered at court, **the chargesheet of the same crime / occurrence should not be filed as a separate crime / occurrence**.

**Once API integration with DCMS is completed, this option need not be used.**