Guidelines for Filing of Copy Application in DCMSfor Applicants (Advocates, litigants, prosecutors, Government Officials, Investigating Agencies)

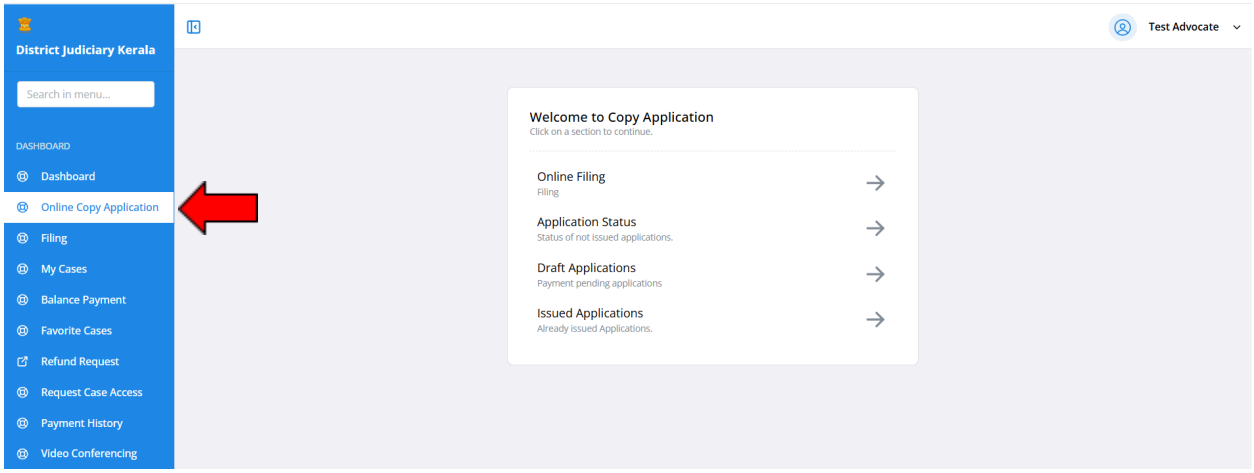
The **revamped Online Copy Application Module** in DCMS is designed to **eliminate the need for physical applications**, ensuring the entire process is managed exclusively through the online platform. Applicants can now access, download digital certified copies, or opt for physical delivery directly through their dashboard.

The copy application workflow in DCMS commences with the applicant submitting an online application via the Online Copy Application module. Upon submission, the application undergoes verification and processing by the designated court official. Once the application is approved, the applicant must pay the prescribed fees either online or offline. After successful payment, the court generates the certified copy, which may be delivered as a physical document or in digital format, based on the applicant's preference. Applicants can access and download the digital certified copy directly from their DCMS dashboard, or opt for physical delivery as required.

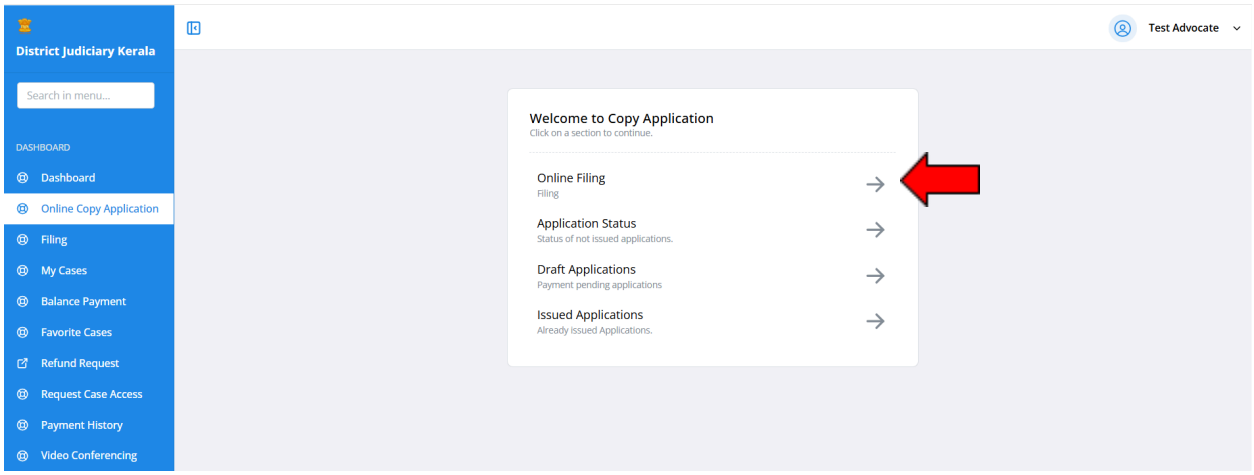
1. Step-by-Step Filing Instructions

1.1 Login and Case Identification

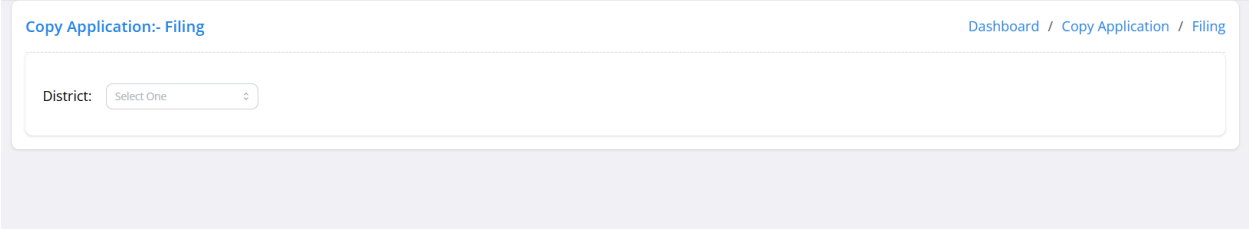
- Login to DCMS and select **Online Copy Application** from the dashboard.

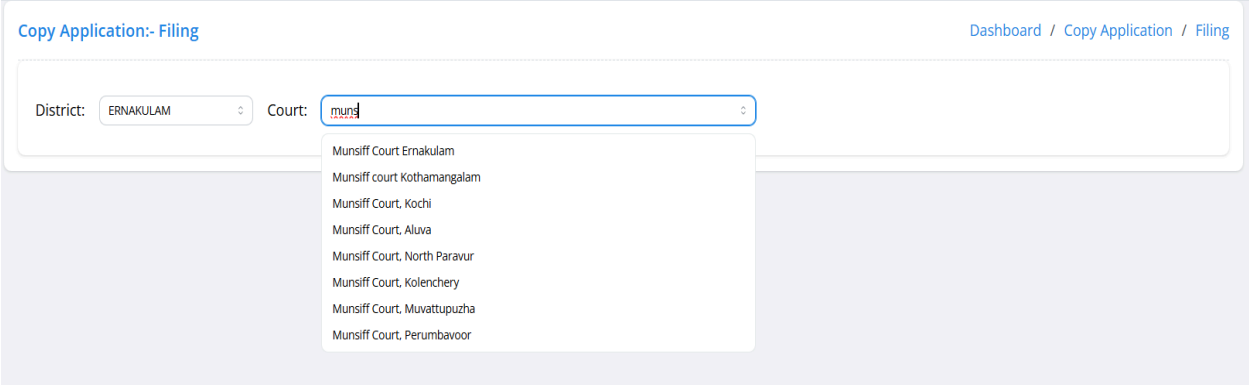


- To initiate a new copy application, click on **Online Filing**



- Select the relevant **District** and **Court**





Search Categories: Applications can be initiated using one of the following:

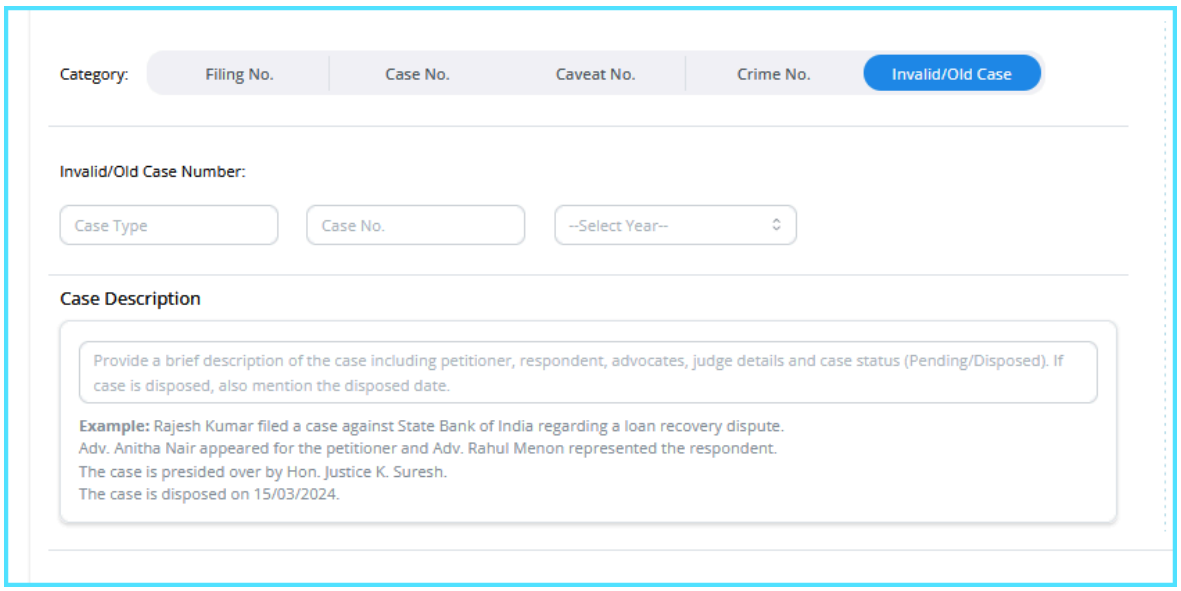
- **Filing Number** – Used to apply when the case is not registered yet and is identified by its official filing number.

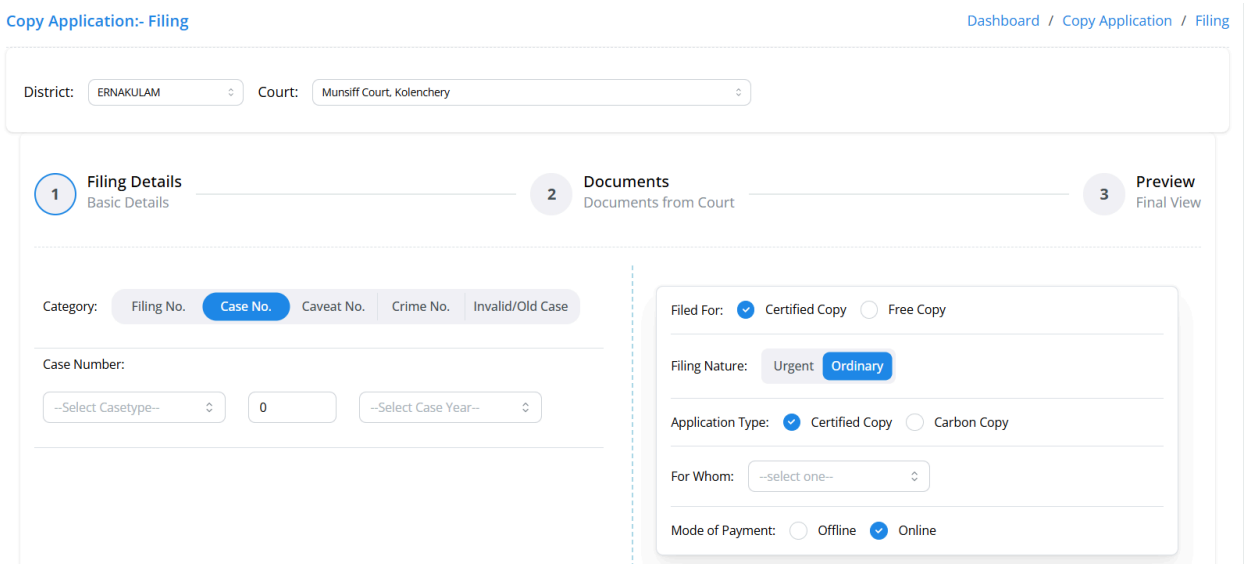
- **Case Number** – Used to apply on a registered case.

- **Caveat Number** – Used to apply where a caveat has been lodged, using its caveat number.

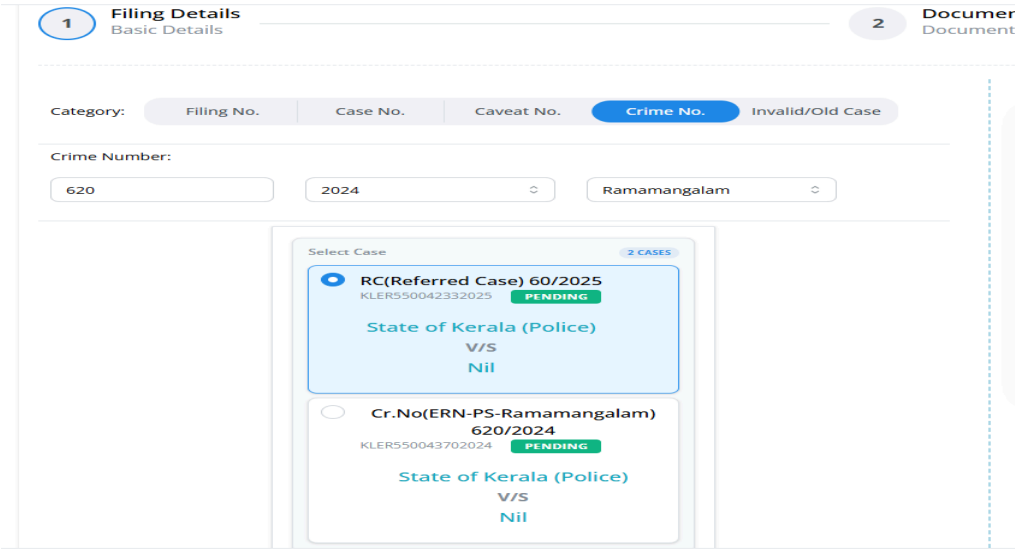
- **Crime Number** – Used to apply for cases registered with the police, excise using the FIR/crime number.

- **Invalid / Old Case** – Used when the case details are not available in the current system. Additional details if known can be furnished for speedier processing of the copy application.



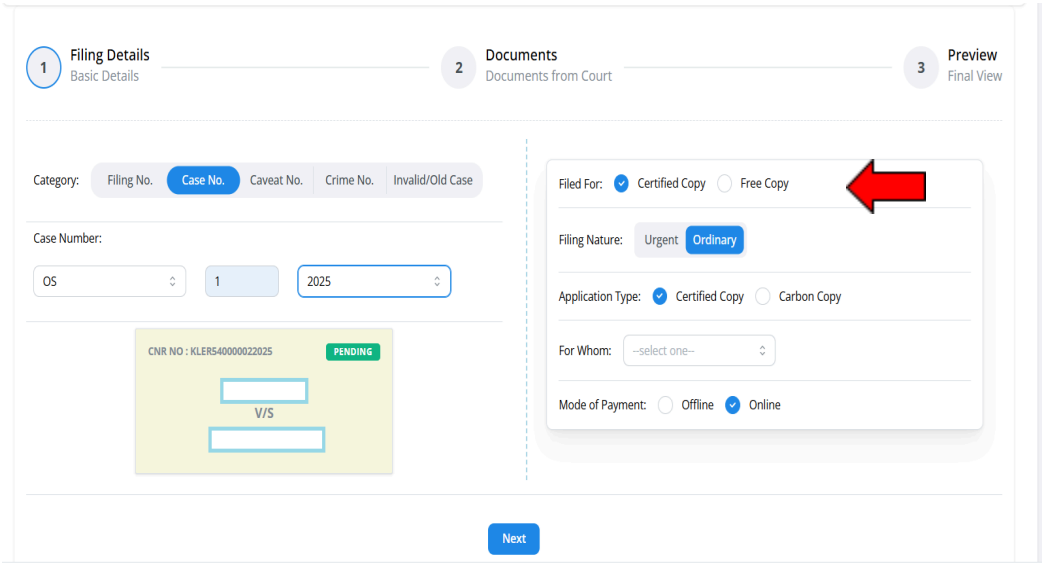


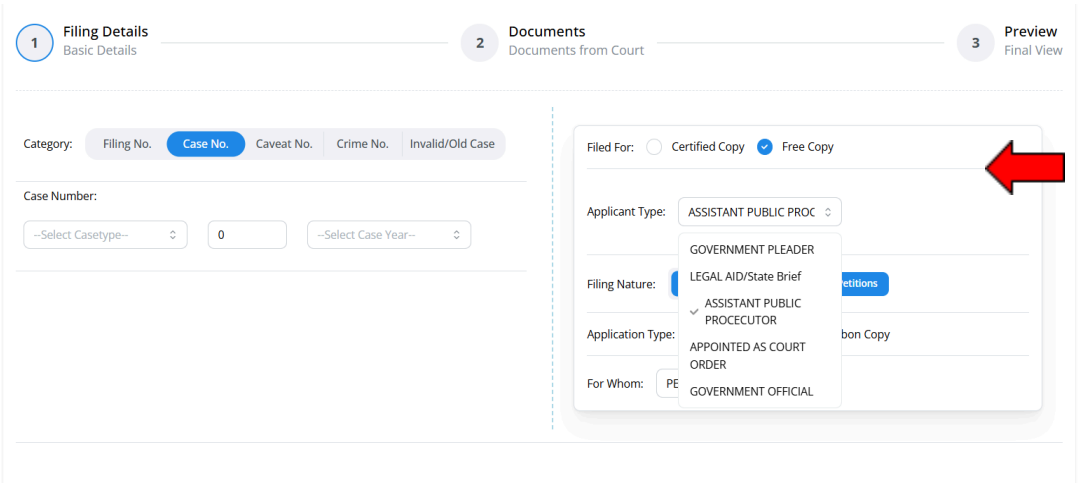
If multiple cases are related for the same crime number, these cases will be displayed and the applicant can select the case in which they wish to file the application.



1.2 Selecting Copy Type

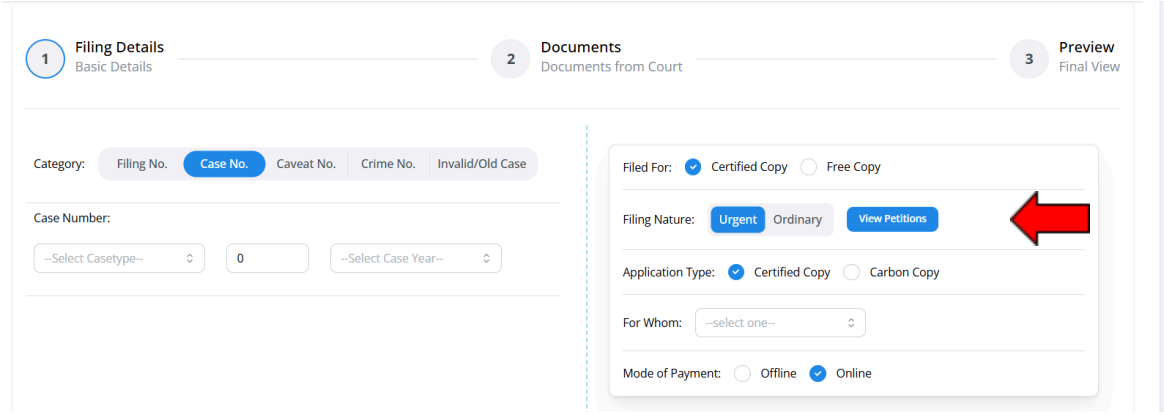
- **Copy Types:**
    - **Certified Copy:** An authenticated document for legal use; which requires payment of fee.
    - **Free Copy:** Available only to **Government authorities, Public Prosecutors, or Government Pleaders** for official purposes. On selecting free copy, choose the relevant Applicant type.





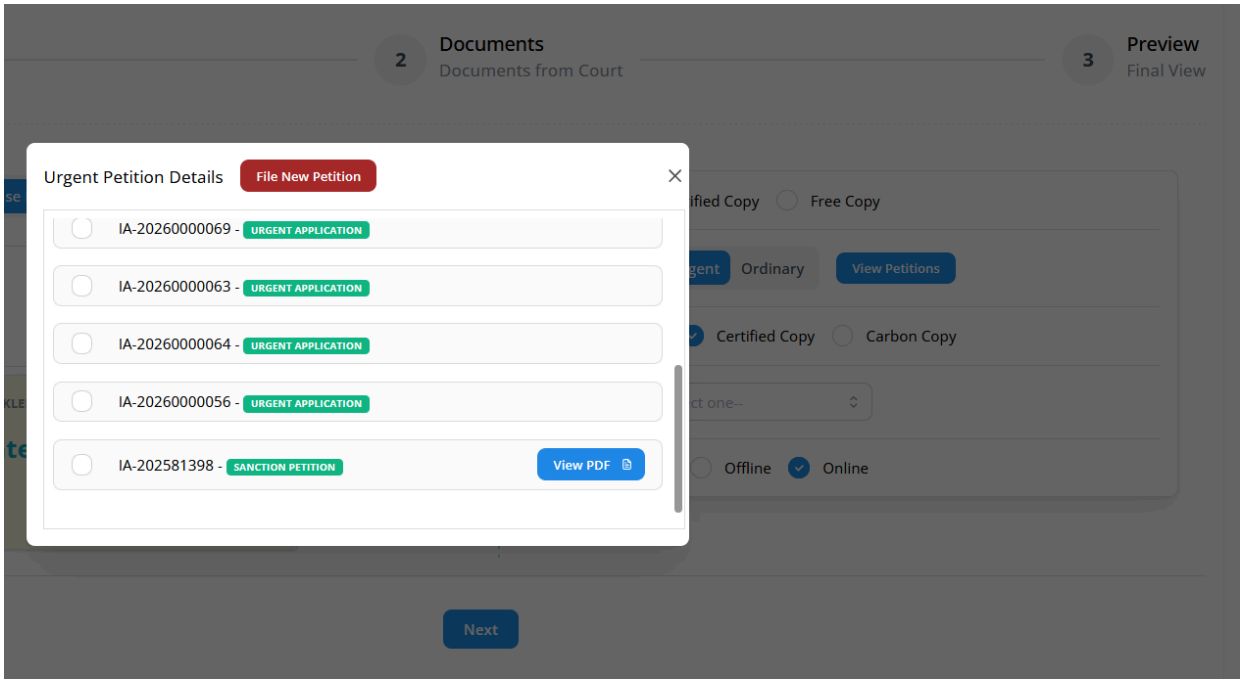
2. Urgent Applications and Special Petitions

- **Filing Nature:**
    - **Ordinary:** Prepared according to regular timelines.
    - **Urgent:** For early preparation due to necessity (e.g., bail or appeal). This **requires an accompanying urgent application petition, which** is already filed by the applicant using Petition Filing Module or filed along with the current application.
    - **Carbon Copy:** Applicants seeking **Carbon Copy** also shall file a petition for getting urgent copies as per R. 239(3) read with R. 248 of the Civil Rules of Practice.



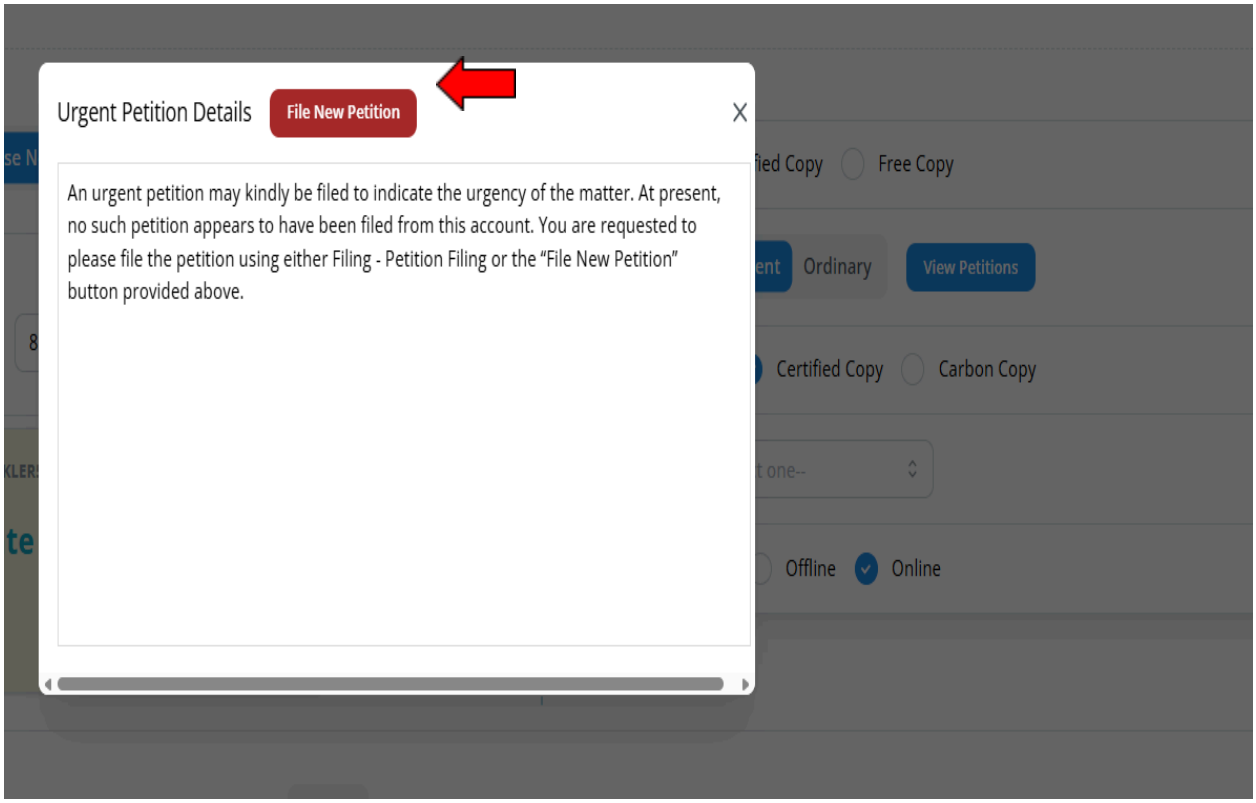
2.1 Tagging and Filing New Petitions

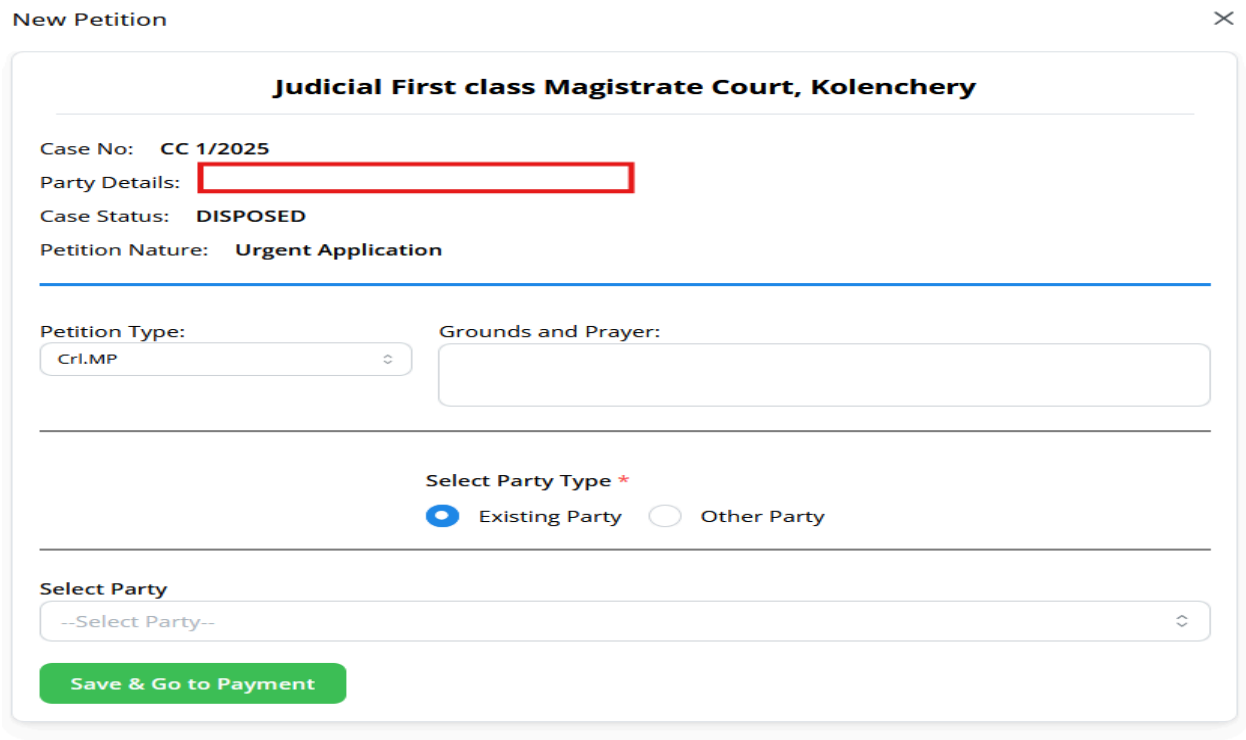
If an urgent petition is already filed via the **Petition Filing Module**, it can be tagged to the copy application.



2.2 Filing New Petition

If the applicant has not filed a petition using Petition Filing Module, a new petition can be filed by clicking **File New Petition** and providing "Grounds and Prayer," and saving it.

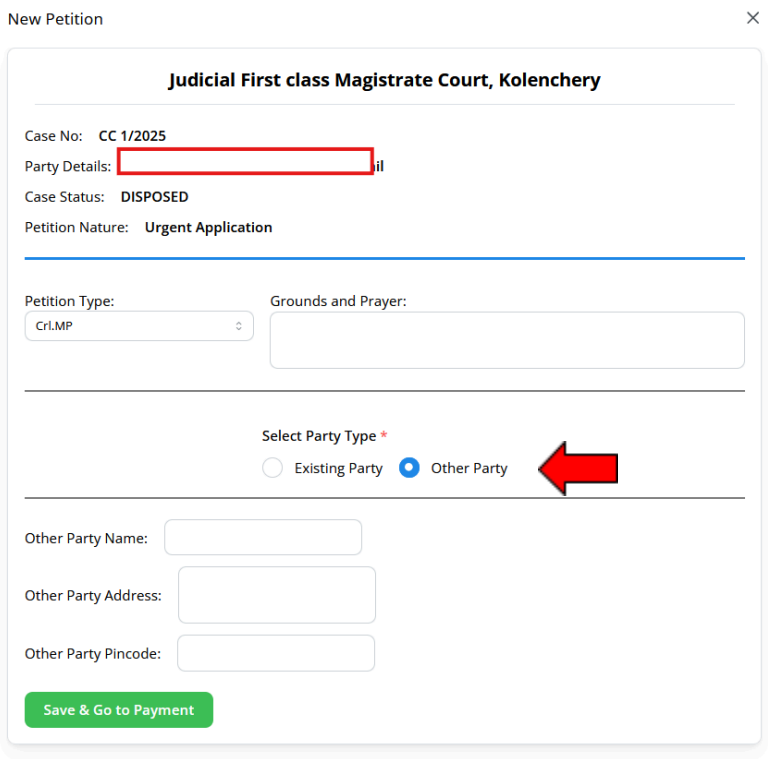




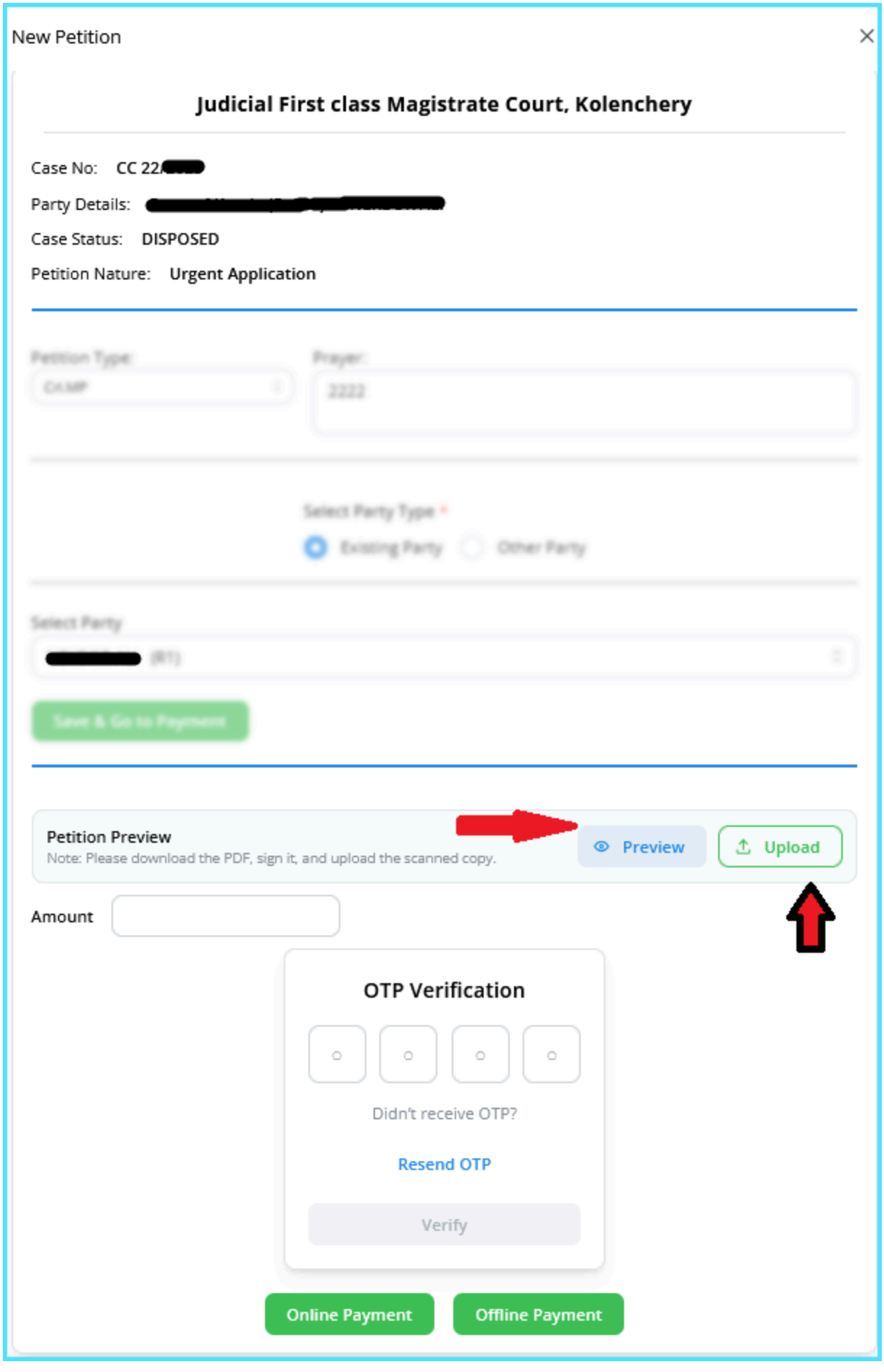
The system auto-generates a petition, which may be **downloaded, signed, scanned, and uploaded**.

2.3 Third-Parties applying for Urgent Copies

- Third Parties applying for urgent copies must choose **"Other Party"** and furnish their details.

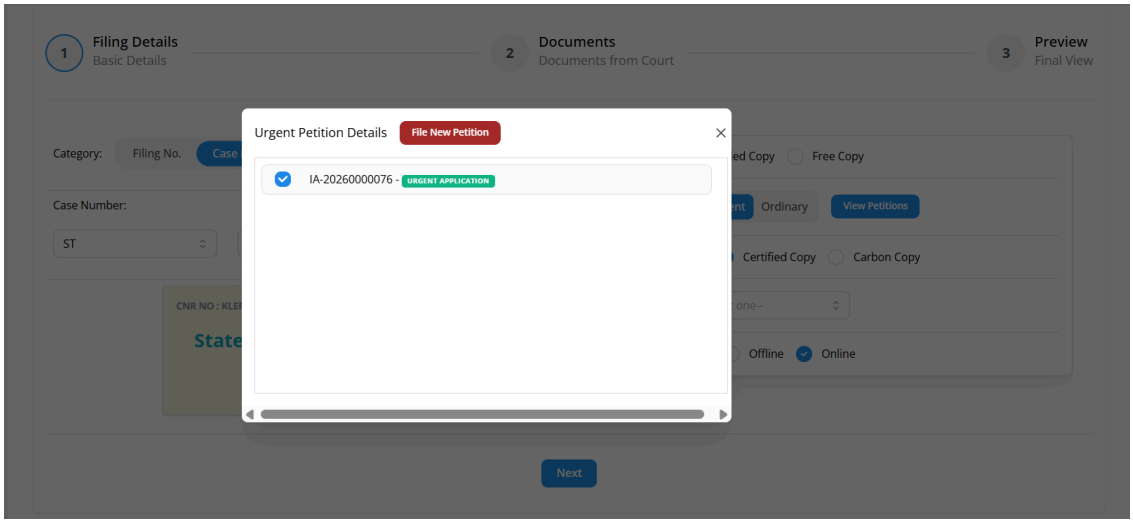


- A petition will be auto-generated, which can be downloaded and printed for affixing signature.
- A scanned copy bearing the signature of the applicant shall be uploaded.
- The payment mode of the petition can also be selected.

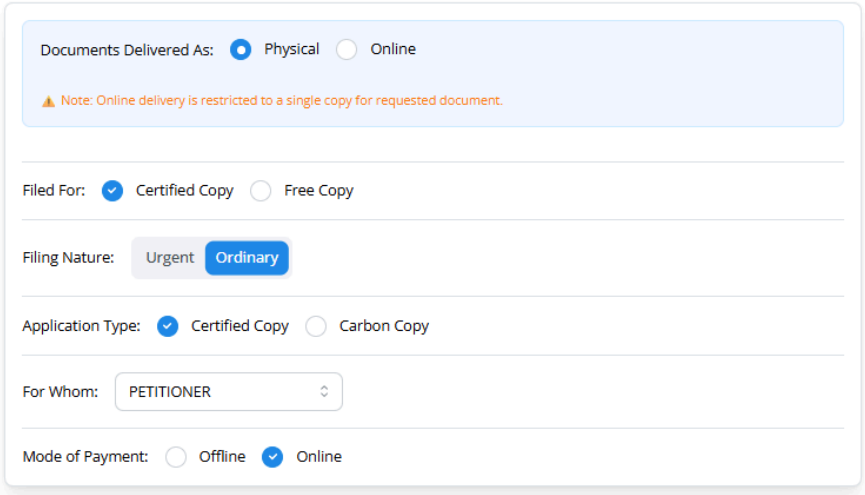

New Petition
Judicial First class Magistrate Court, Kolenchery
Case No: CC 22[redacted]
Party Details: [redacted]
Case Status: DISPOSED
Petition Nature: Urgent Application
Petition Type
CKMP
Prayer
2222
Select Party Type *
Existing Party
Other Party
Select Party
[redacted] (R1)
Save & Go to Payment
Petition Preview
Note: Please download the PDF, sign it, and upload the scanned copy.
Preview
Upload
Amount
OTP Verification
Didn't receive OTP?
Resend OTP
Verify
Online Payment
Offline Payment

2.4 Submission of Petitions

- Once the payment is completed, the application shall be submitted using OTP verification. After such successful submission, the petition will be available as tagged to the copy application.

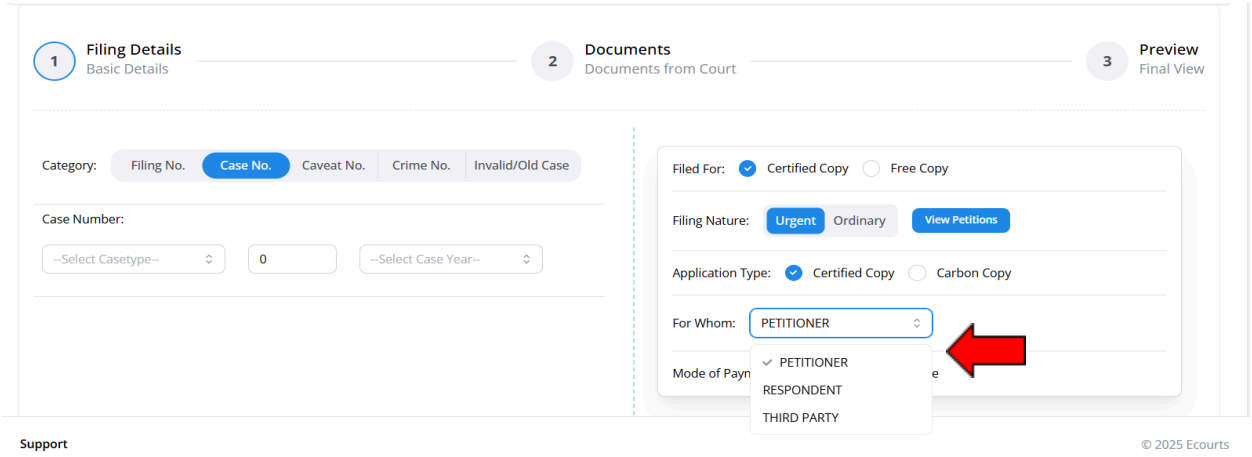


- Applicants can mark their preferred mode of document delivery.



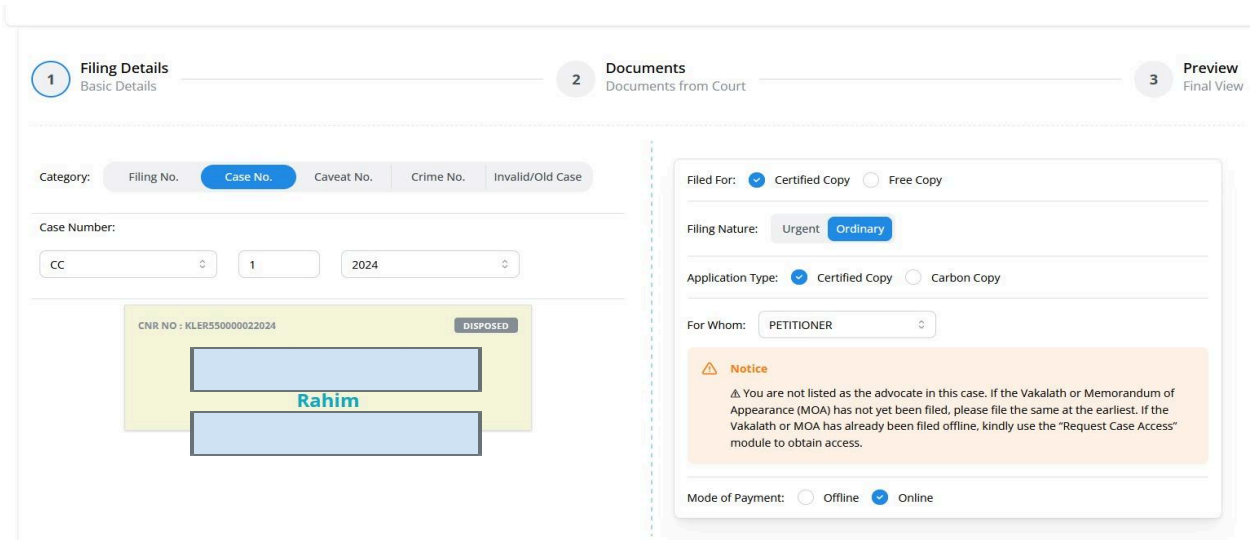
3. Applicant Roles

- Applicants must specify whether they are filing for the **Petitioner**, **Respondent**, or a **Third Party**.



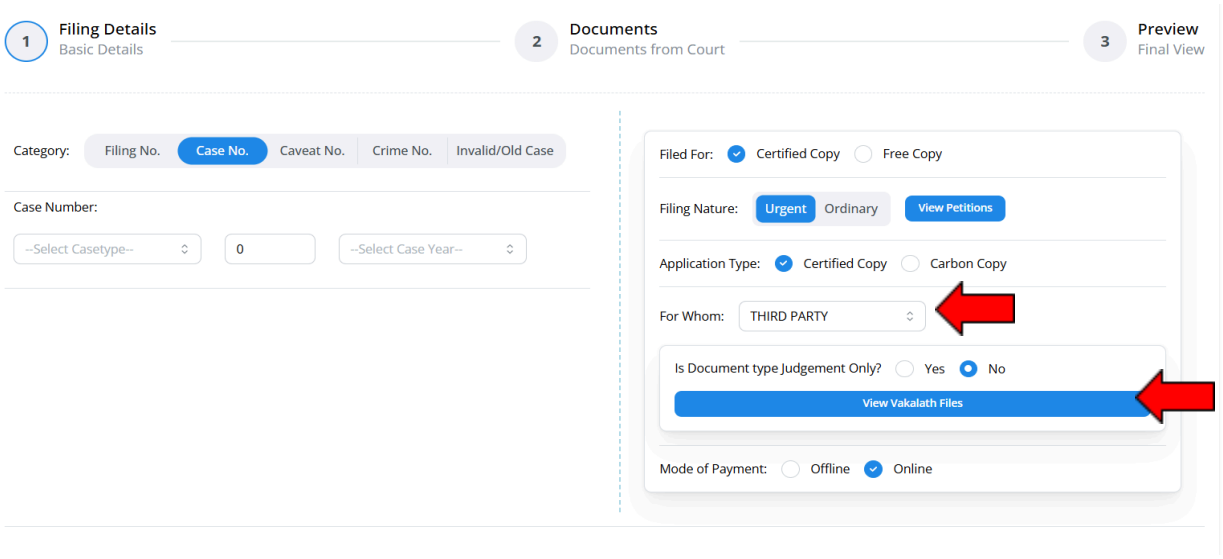
3.1 Advocate Verification

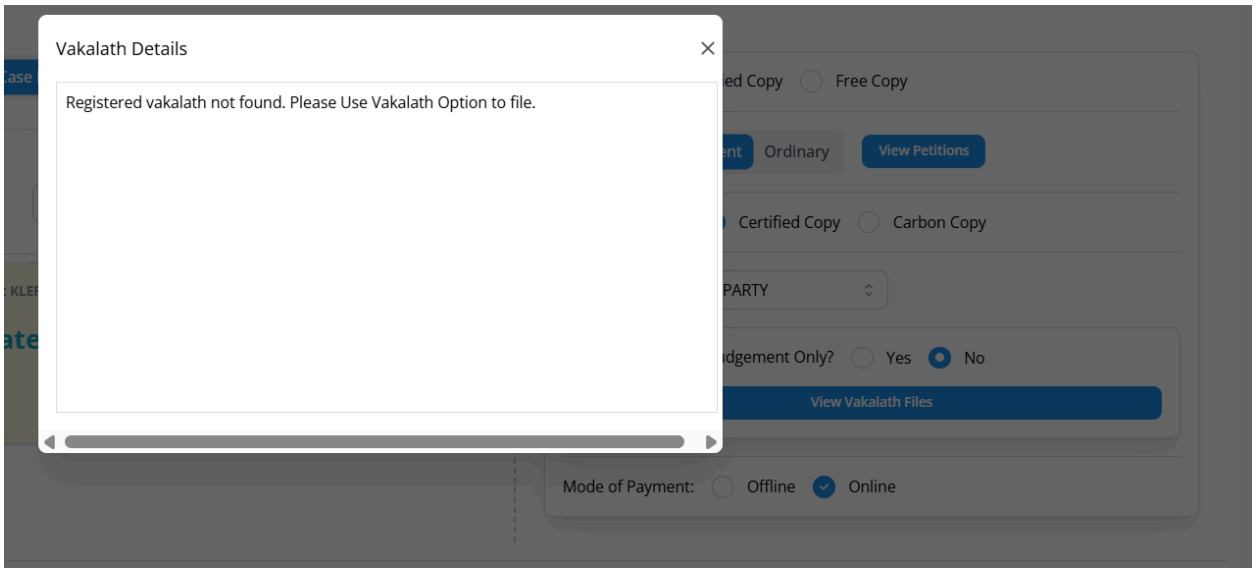
- The system verifies if the advocate is listed in the case. If details are missing, the advocate must use the **Vakalath Filing Module** to file vakalath or **Request Case Access** (for offline-filed vakalaths).



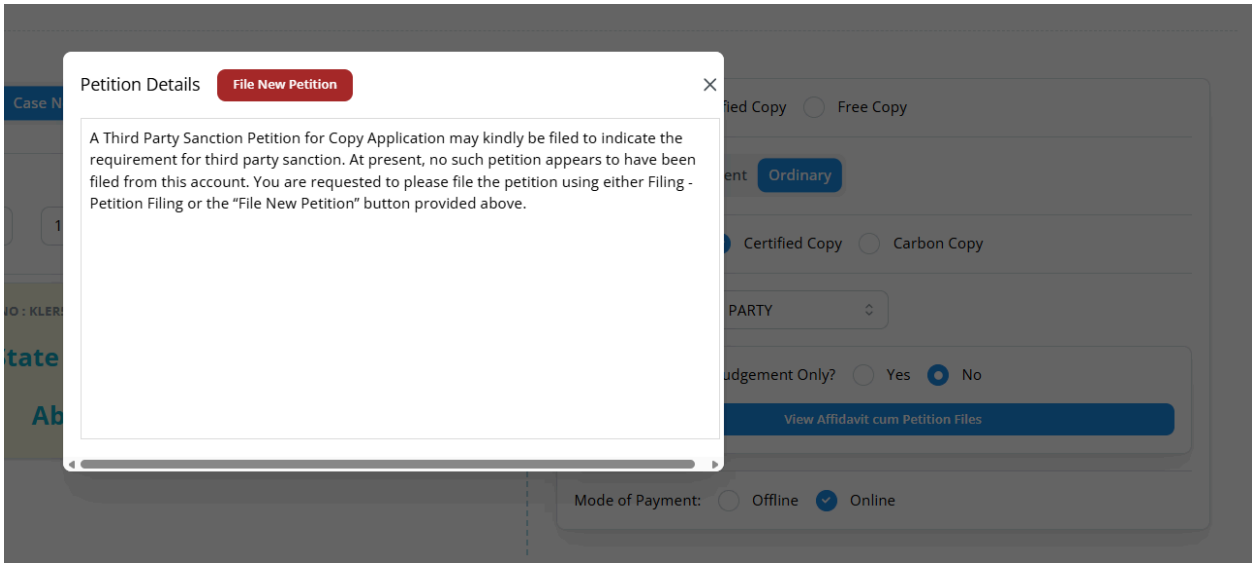
3.2 Third-Parties applying for Copies

- When such an application is filed by an advocate, the vakalath for the third party must be submitted using Vakalath Module and tagged to the copy application.

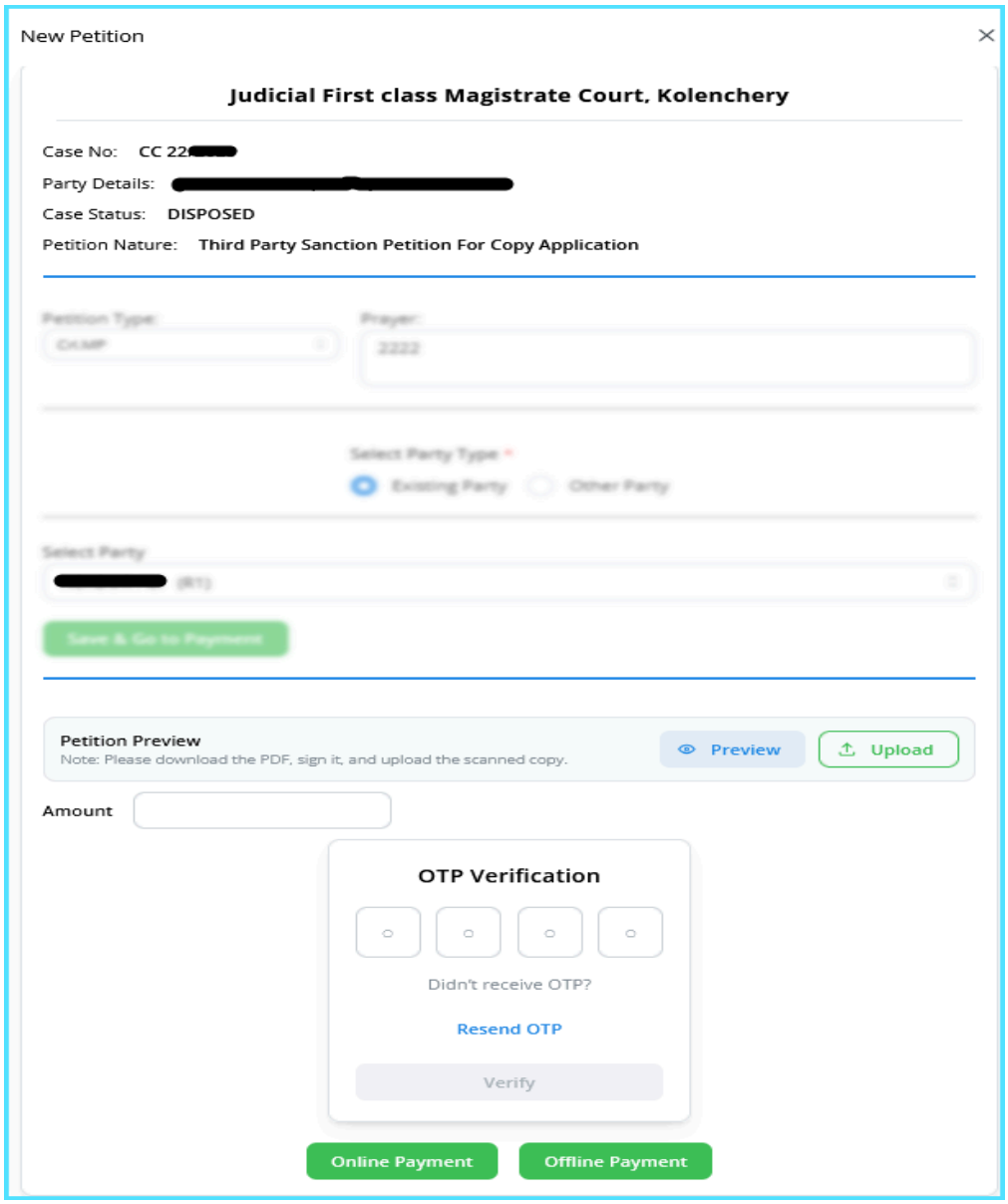




- **Sanction Petition:** If the document of which copy is applied for is not a judgment, a sanction petition shall be filed as per Rules.
- If the applicant has not filed a petition using Petition Filing Module, a new petition can be filed by clicking **File New Petition** and providing "Grounds and Prayer," and saving it.

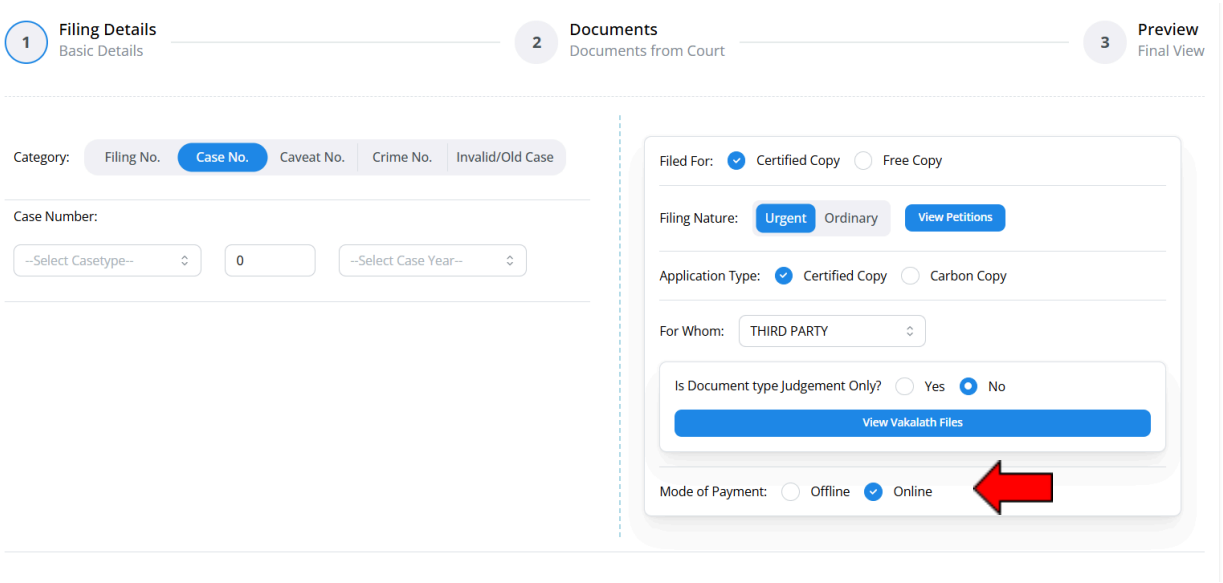


- The system auto-generates a petition, which may be **downloaded, signed, scanned, and uploaded**.

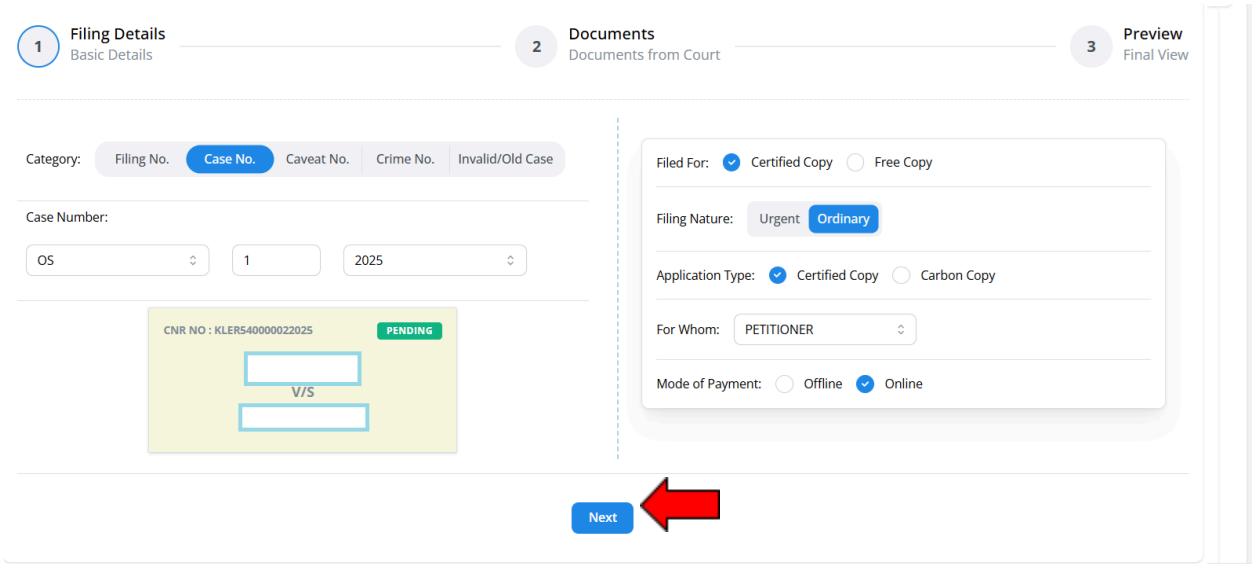


3.3 Mode of Payment

- Mode of payment can be selected as online / offline.

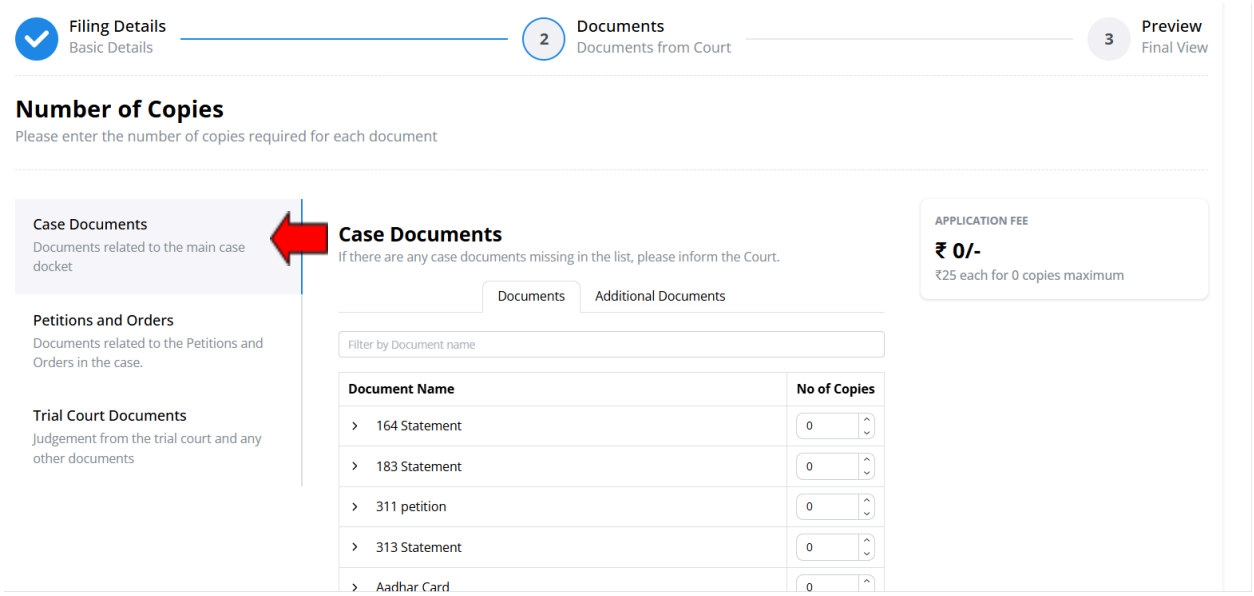


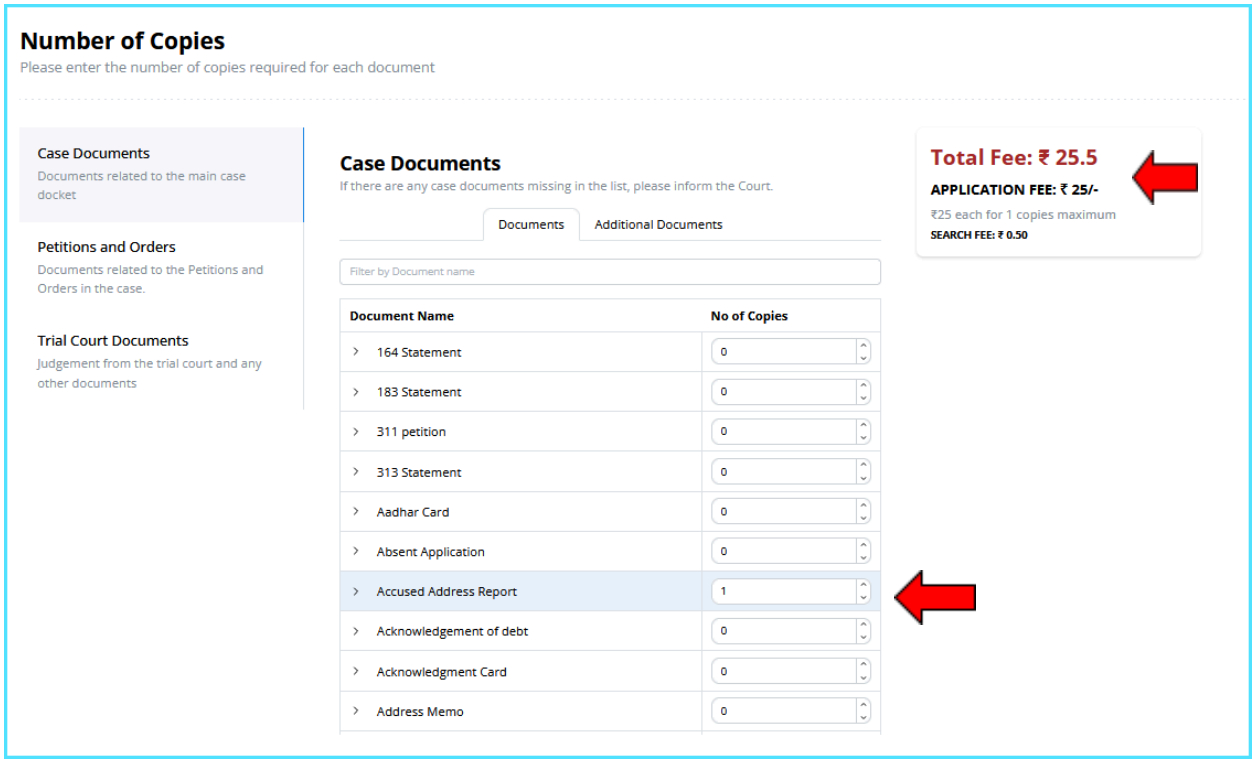
- After filling all the relevant details click on Next



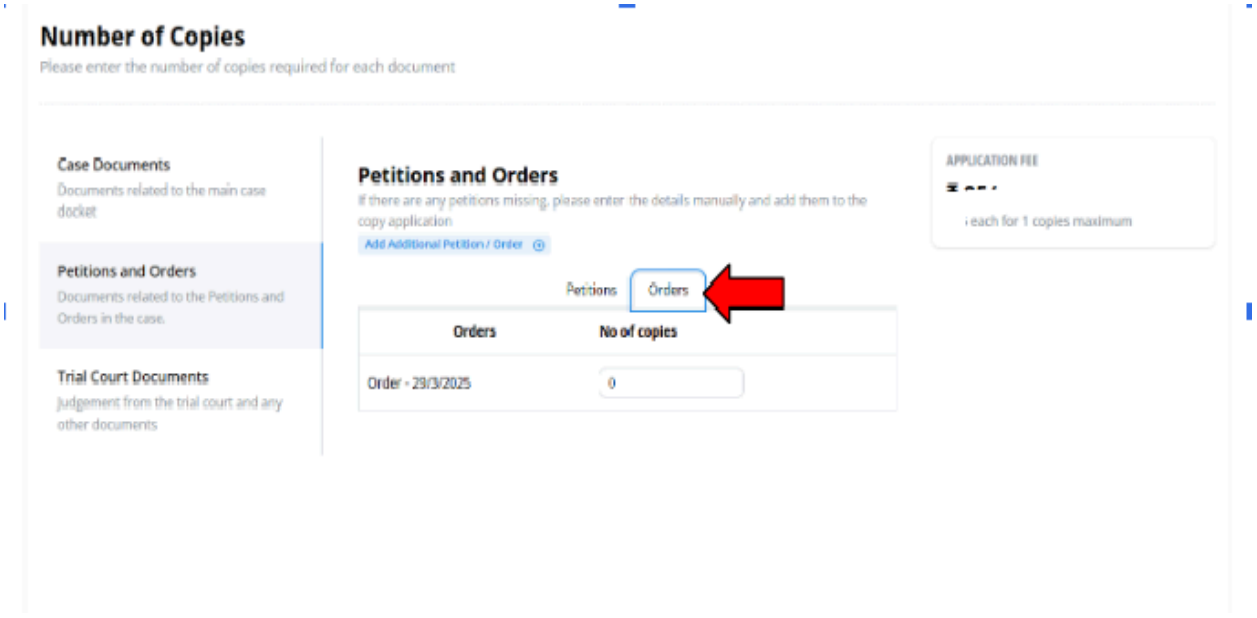
4. Document Selection

- **Selection:** Applicants can choose the specific documents and the **number of copies** required.

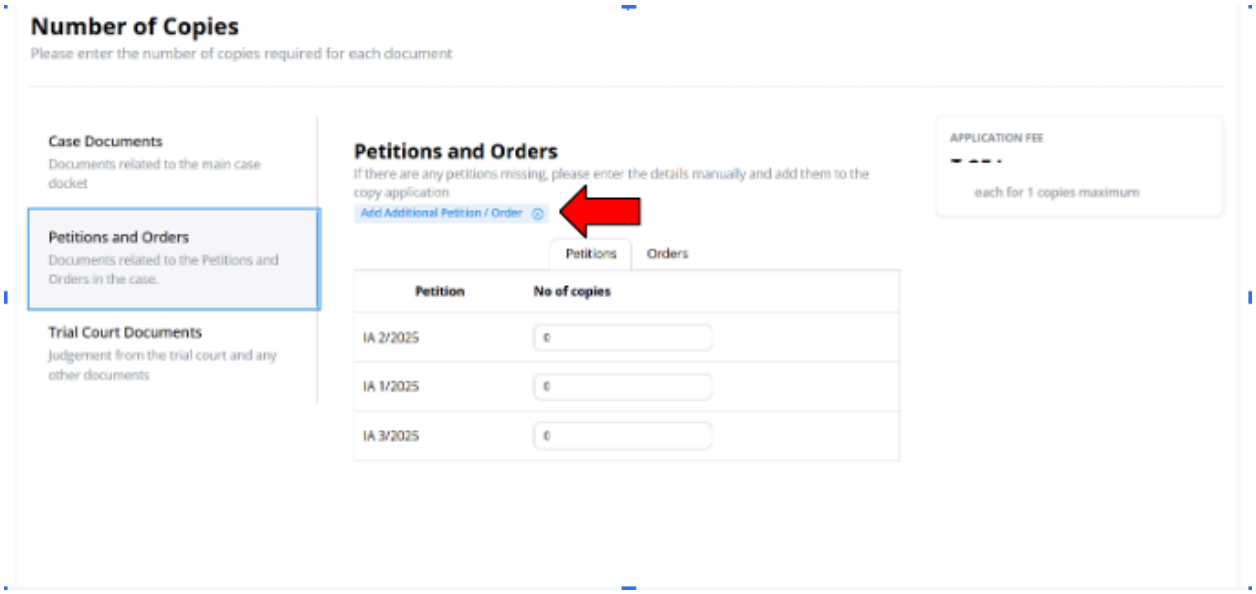


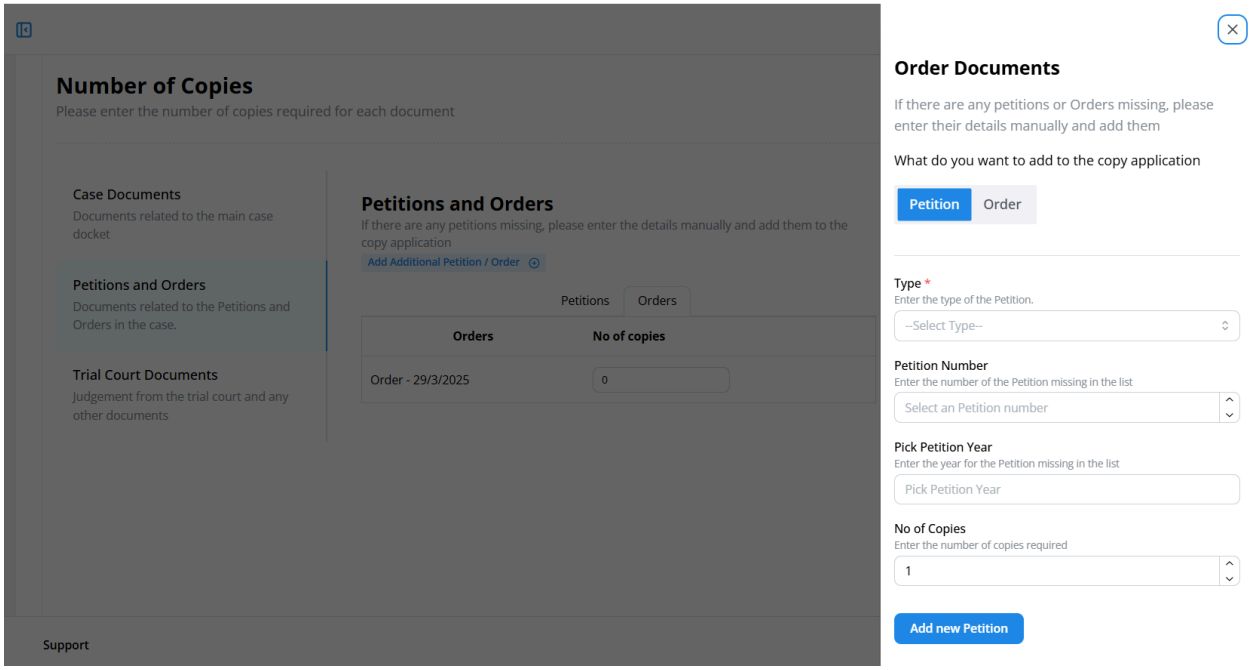


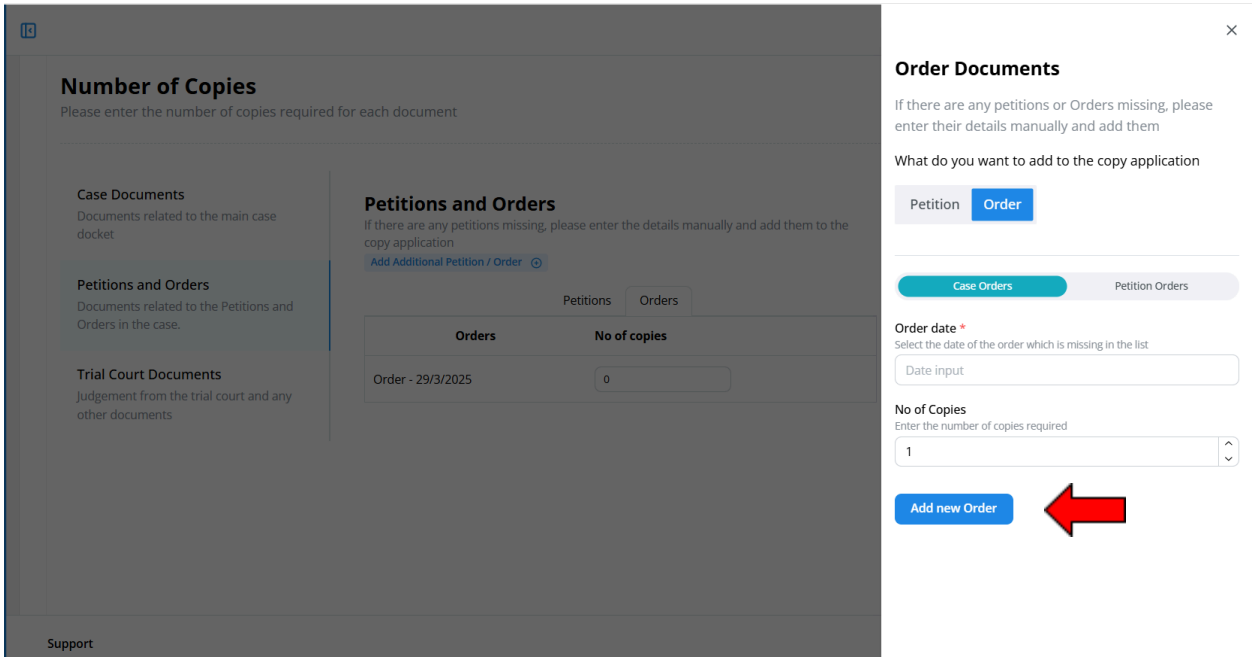

Number of Copies
Please enter the number of copies required for each document
Case Documents
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Petition
No of copies
IA 2/2025
IA 1/2025
IA 3/2025
APPLICATION FEE


Number of Copies
Please enter the number of copies required for each document
Case Documents
Documents related to the main case docket
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Orders
No of copies
Order - 29/3/2025
APPLICATION FEE

- **Missing Documents:** If a petition or order is not listed, use the **Add Additional Petition/Order** feature.

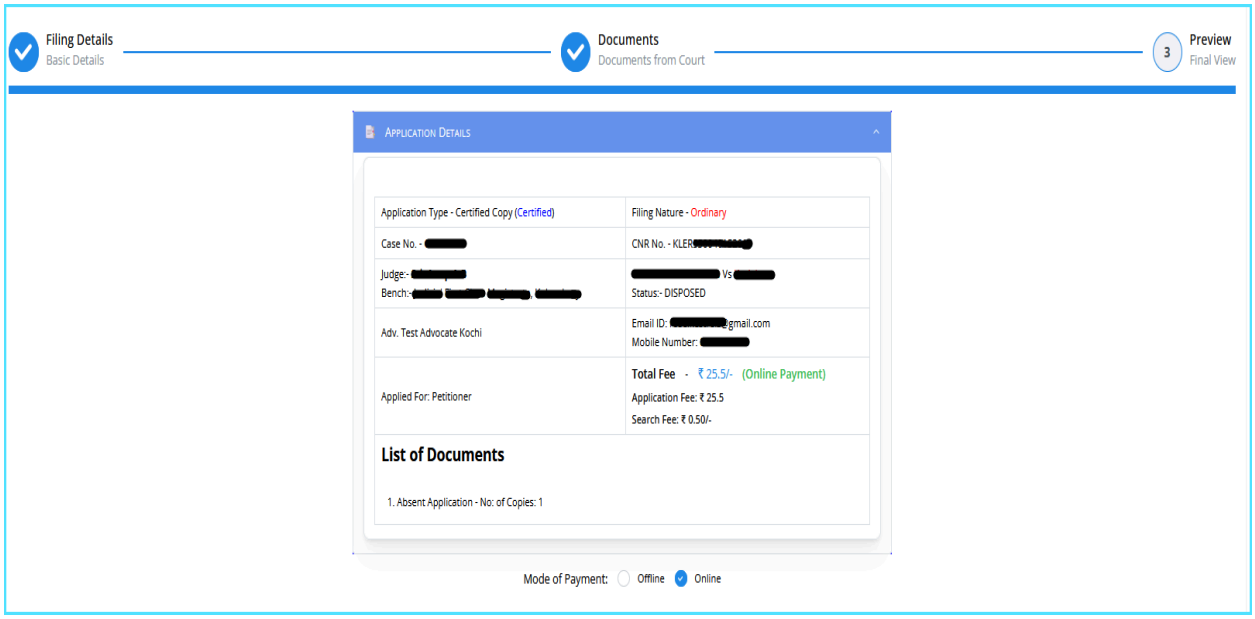





Number of Copies
Please enter the number of copies required for each document
Case Documents
Documents related to the main case docket
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Orders
No of copies
Order - 29/3/2025
0
Support
Order Documents
If there are any petitions or Orders missing, please enter their details manually and add them
What do you want to add to the copy application
Petition
Order
Case Orders
Petition Orders
Order date *
Select the date of the order which is missing in the list
Date input
No of Copies
Enter the number of copies required
1
Add new Order

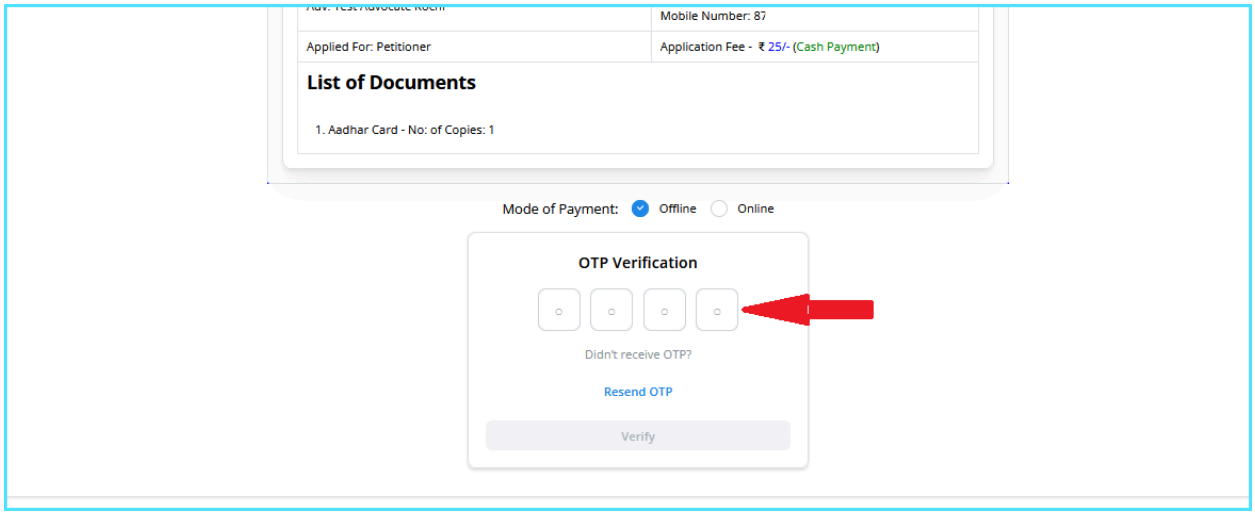
5. Fee Calculation and Submission of Copy Application

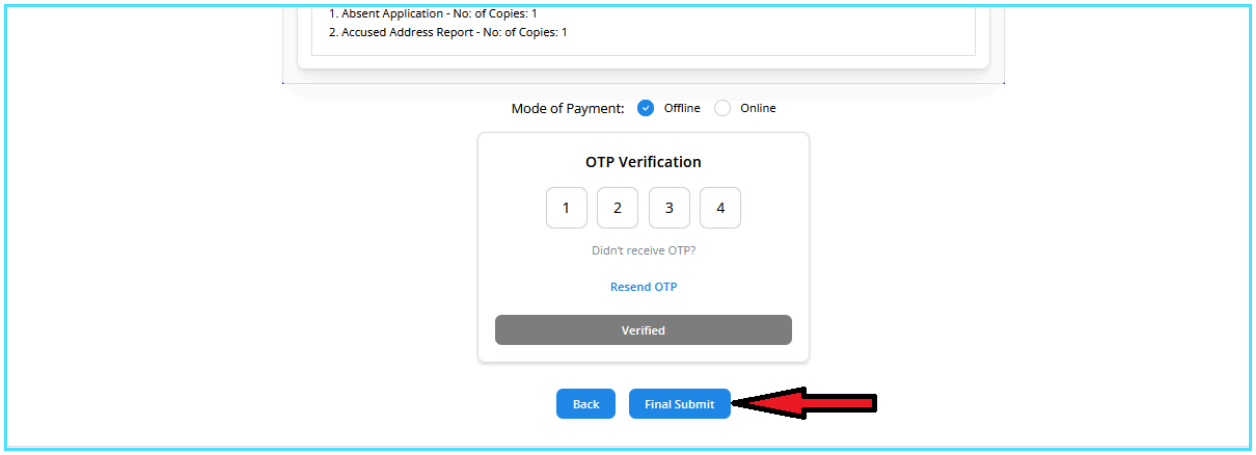
- **Fees:** Application and search fees are **automatically calculated** by the system as of 06.04.2026.

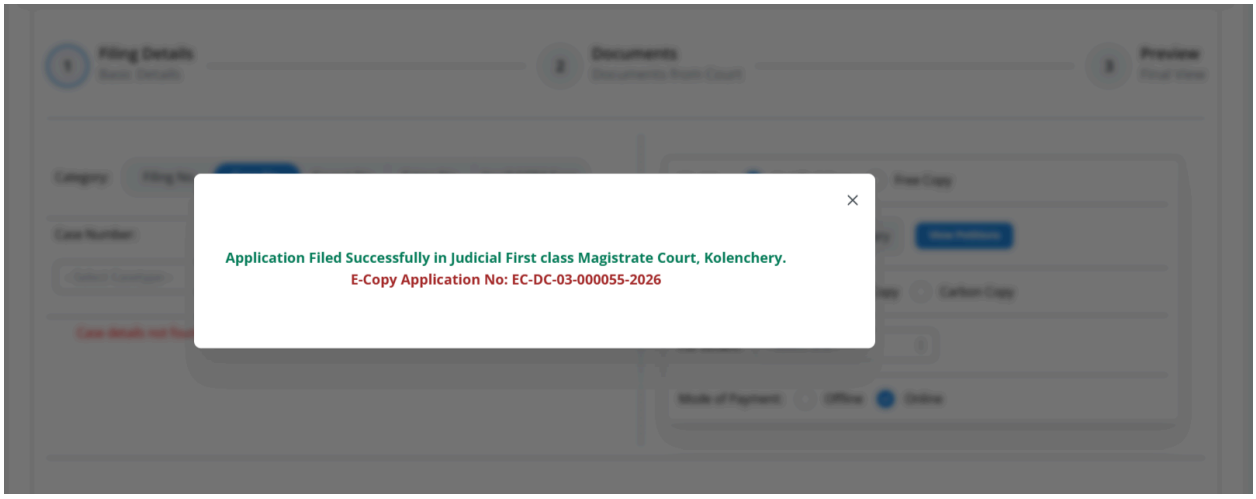


- **Payment Modes:** Available as **Online** or **Offline**.
- If online payment mode was chosen, the applicant will be taken to the corresponding payment portal.
- If offline payment mode was chosen, the final **submit button** shall be clicked.

- **Submission:** Final submission is completed via **OTP verification**. Online payments forward the user to a payment portal, while offline payments require clicking the final submit button after OTP verification.



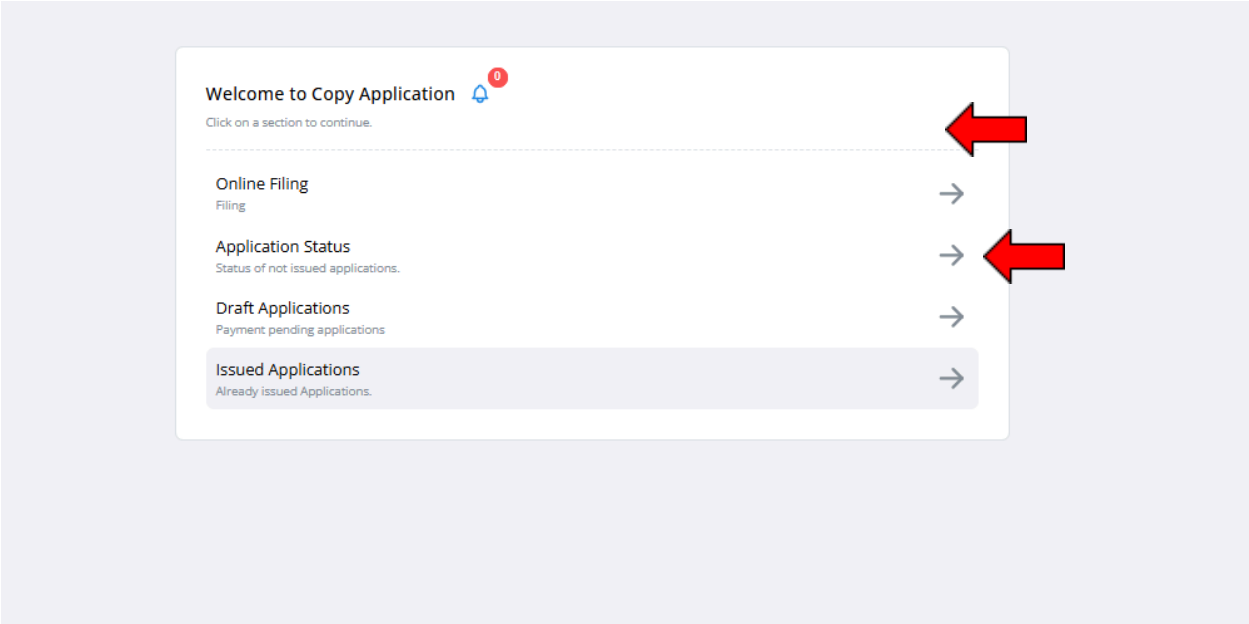



Application Filed Successfully in Judicial First class Magistrate Court, Kolenchery.
E-Copy Application No: EC-DC-03-000055-2026

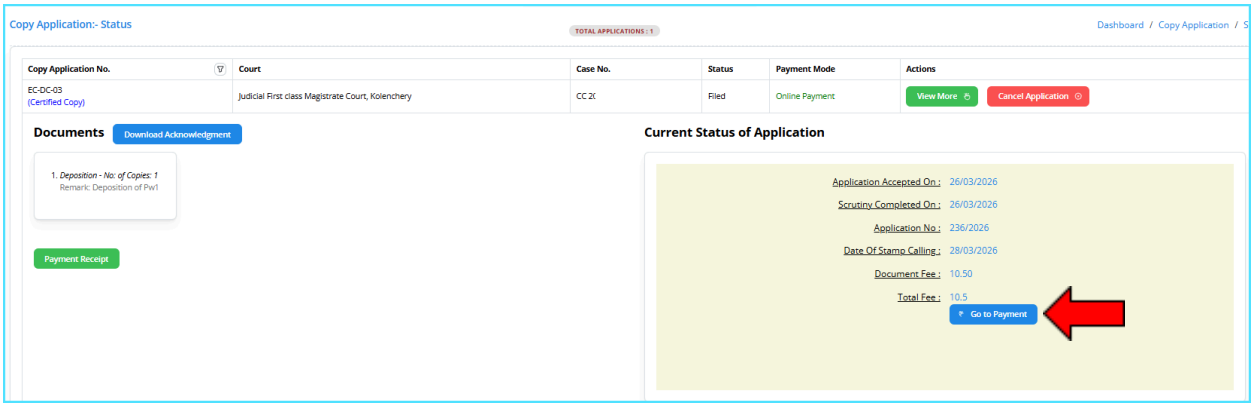
6. Application Management

6.1 Tracking Status

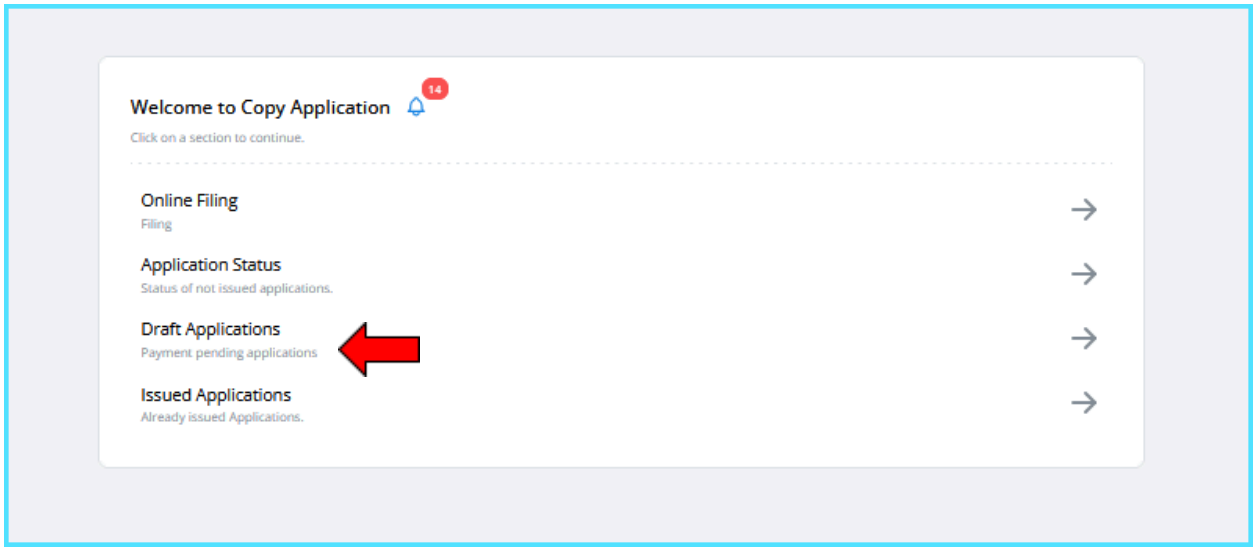
- **Real-time Updates:** Status can be tracked via the **Application Status** tab.
- Notification related to defects and additional payment will be intimated.



- Additional payment can be initiated from here.



- **Draft Applications** section lists submissions where payment is still pending.



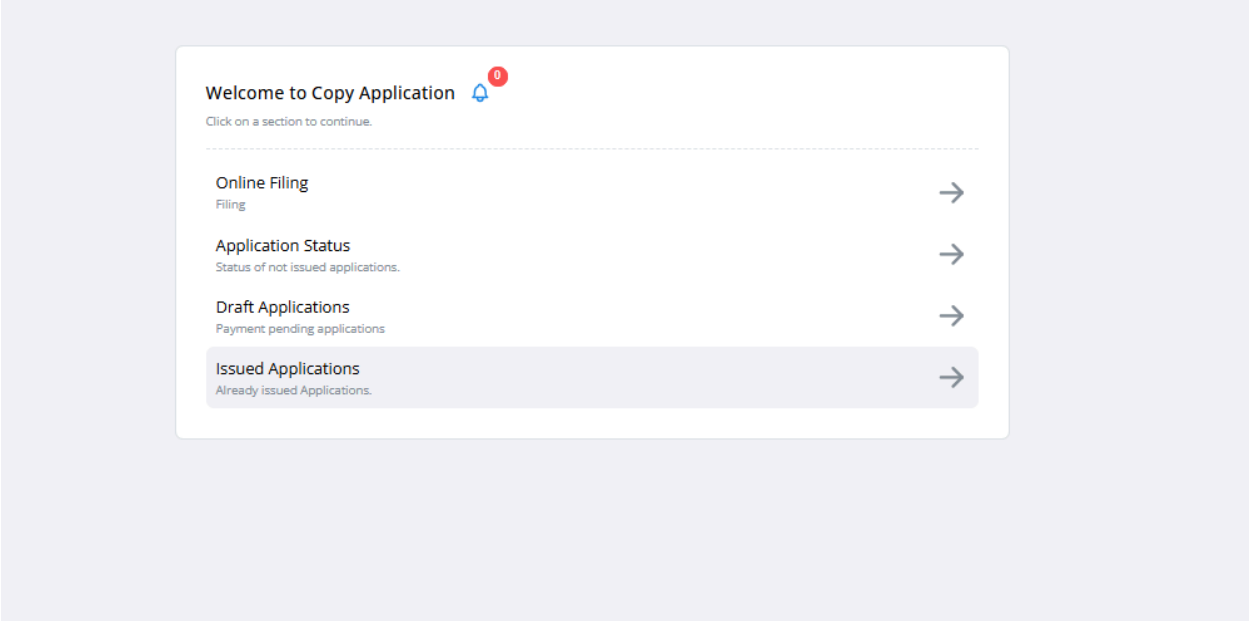
Users may proceed by selecting either of the following options:

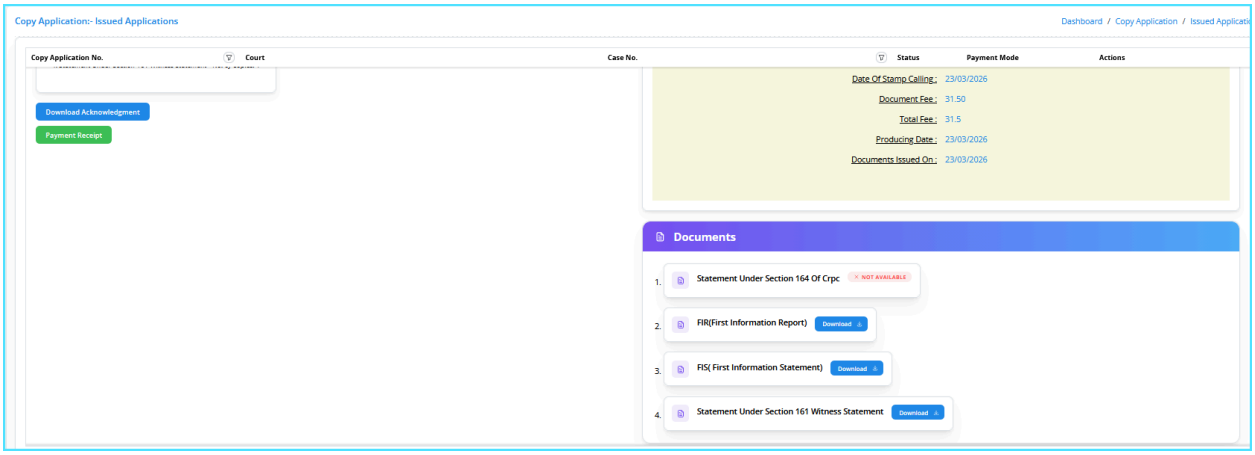
- **Verify Payment**, to confirm the payment status, or
- **Go to Payment**, to complete the pending payment process.

This feature is intended to help users efficiently track and complete application payments.



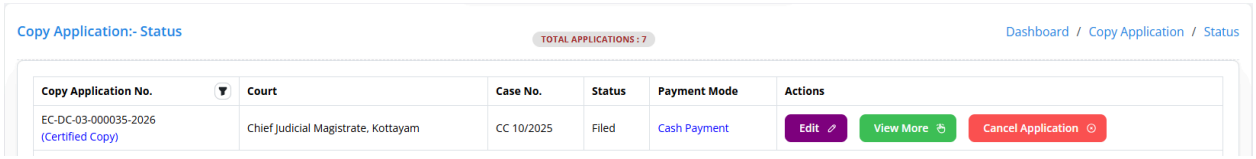
- **Issued Applications**: Issued copies are available for download under **Issued Applications**.

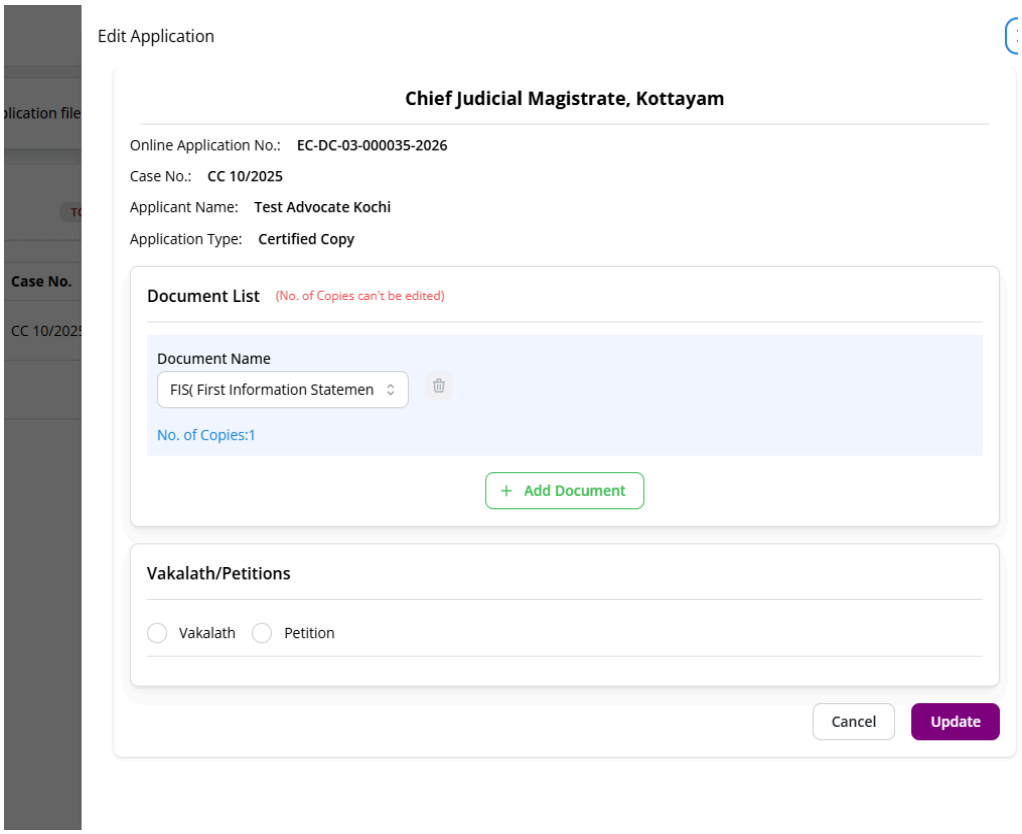


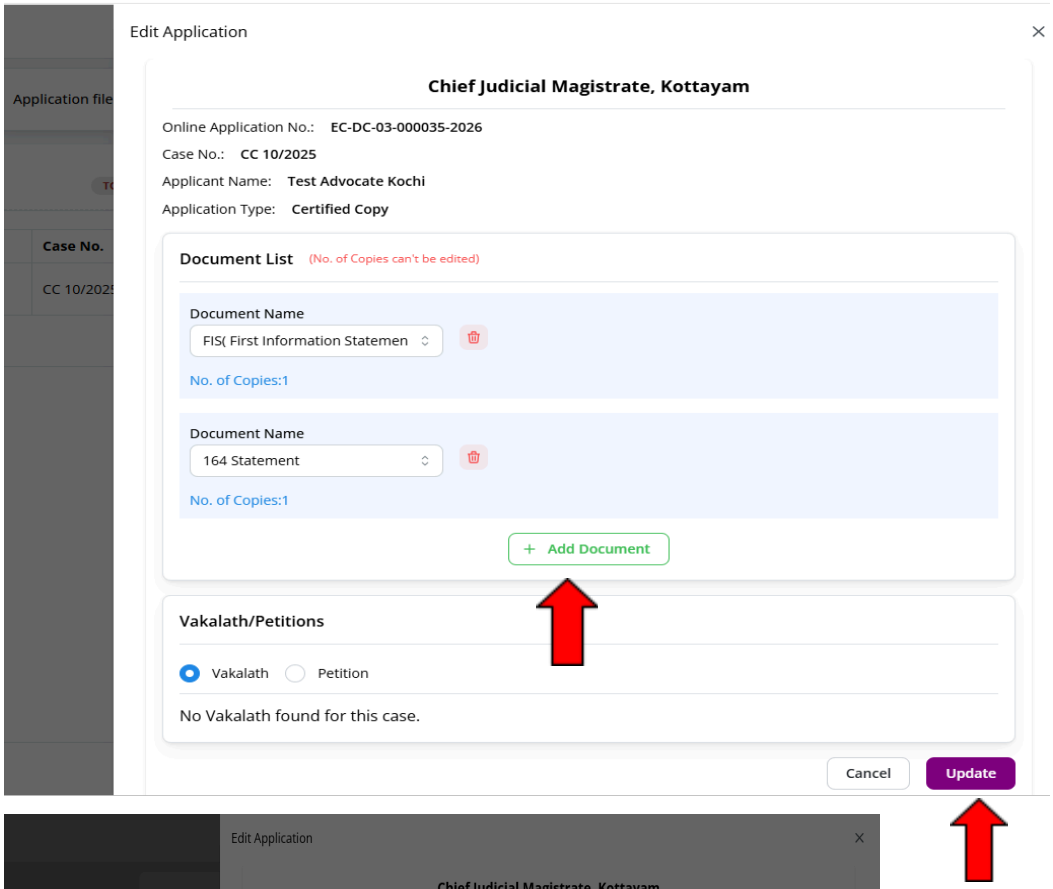


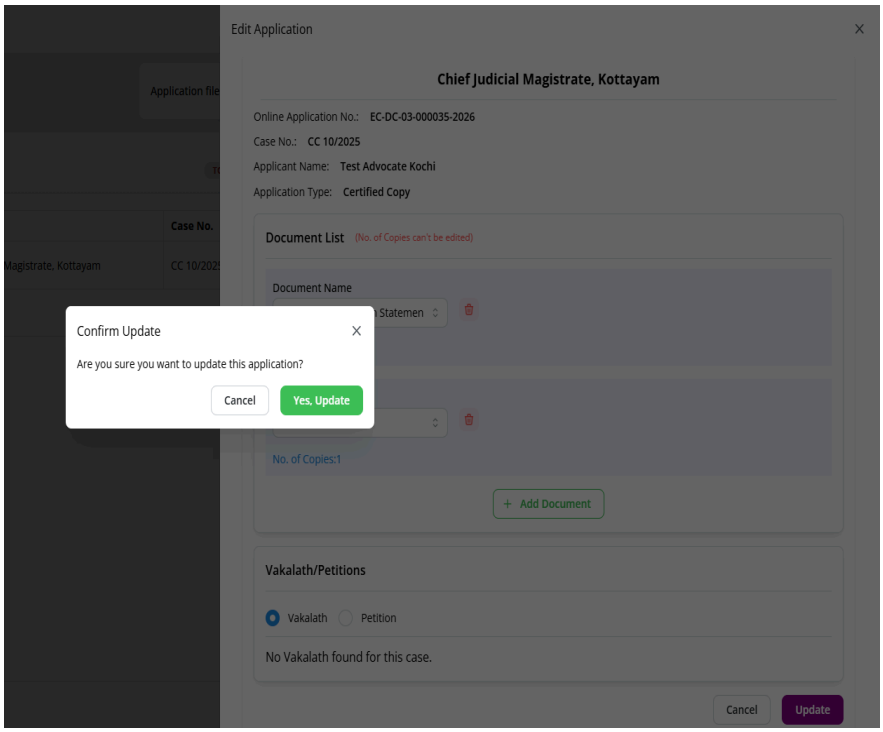
6.2 Editing and Resubmission of Defective Applications

- **Editing:** Applicants can edit documents or add petitions **until the court accepts the application**.
- The applicant can either add or remove documents or add petitions or vakalath.
- **However the number of copies cannot be edited.**



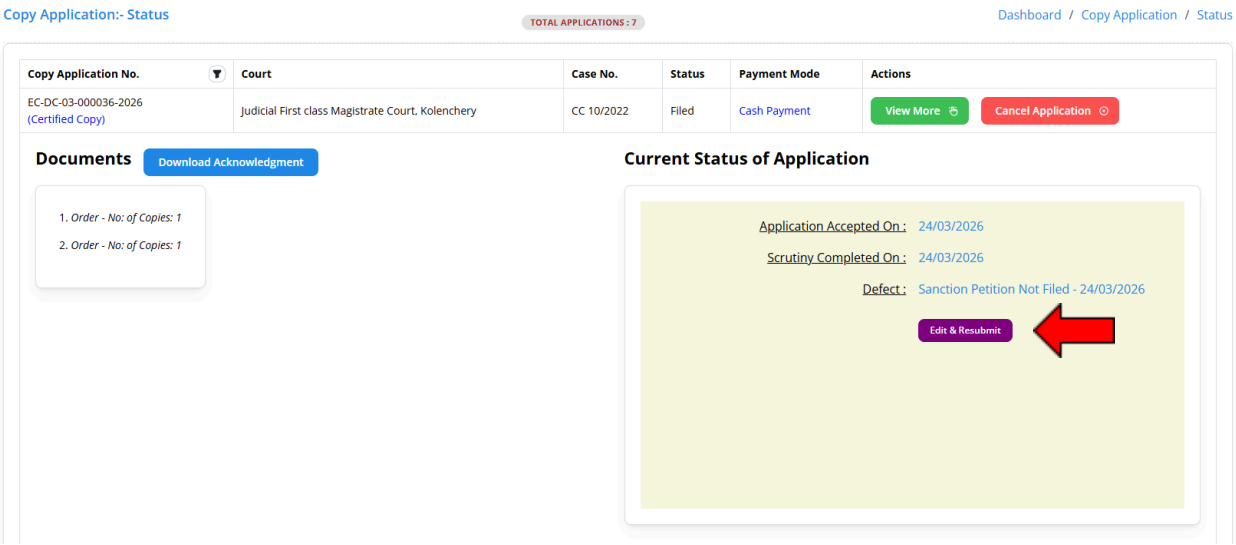






- **Defect Correction:** If an application is marked with any of the following defects, the applicant can edit and resubmit the application.

- "No Vakalath"
- "Sanction Petition Not Filed"
- "Section8 Petition Not Filed"
- " Incorrect Sanction Petition Format"
- "Incorrect Section8 Petition Format"
- "Incorrect Affidavit"
- "Affidavit Not filed"
- "Incorrect restoration petition"
- "Invalid order date"
- "Invalid IA No"
- "Invalid Order Date"
- "Date of Order/Judgement Not Mentioned"
- "Third Party Petition not filed"



7. Special Provisions for Law Enforcement and APPs

- **Free Copies:** Applications submitted by law enforcement are visible in the **Assistant Public Prosecutor (APP)** dashboard, with the real time status.
- **S. 164/S. 183 Statements:** The applications for the copies of such documents are routed to the designated APP's dashboard for scrutiny. The law enforcement agency can upload the affidavit signed by APP from the application status page. There will be an option to upload an affidavit PDF in the APP dashboard also. The applications have to be forwarded from APP to the court for further scrutiny and processing. The affidavit will be available for the court staff during scrutiny of the copy application.