

THE HIGH COURT OF KERALA**HCKL/1728/2024-IT-TC2**Kochi -682031
Date: 04-04-2026**NOTICE****Sub: Implementation of Online Certified Copy Mechanism through DCMS – Reg.**

The Online Copy Application Module in District Court Case Management System (DCMS) is revamped to eliminate the need for submitting physical copy applications, ensuring that the entire process is managed exclusively through the DCMS online platform. **Accordingly, the process for filing certified copies in the Courts in the District Judiciary has been fully transitioned to an online mode with effect from 06.04.2026.** The same shall apply to all Courts and Tribunals where DCMS is in operation.

Advocates are requested to take note of the following:

- All copy applications shall be filed exclusively through the DCMS online platform.
- No physical applications or printouts shall be accepted at any stage.
- The entire process, including filing, scrutiny, processing, and issuance, shall be through DCMS.
- Payment of prescribed fees shall be made only through the e-payment facility provided in DCMS.
- Certified copies will be issued based on the online application without requiring any physical submission or verification of documents
- If any application is not e-filed due to technical reasons or is physically filed as permitted under Rule 10 of the Electronic Filing Rules for Courts (Kerala), 2021, it shall be mandatory that all such applications, once physically filed, are e-filed through the e-filing system immediately after the system becomes operational. The resubmission shall be done at the earliest possible time and shall not be delayed beyond the same working day once the system is restored.

- **The certified copies will be issued either electronically or in the physical form, as applied for by the applicant.**

The Guidelines for Filing and Processing of Copy Applications in DCMS are enclosed herewith for reference.

All District Judges are requested to circulate this notice among Bar Associations, Clerk Associations, Judicial Officers, staff, and other stakeholders, and to upload the same on the District Court website as well as display it on the Notice Boards of all Courts under their jurisdiction.

(By Order)
Digitally signed by
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Date: 04-04-2026
13:10:44

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REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Encl:- Guidelines for Filing and Processing of Copy Applications in DCMS

To:- All District Courts.
All District Judges.
All Nodal Officer.
All SSOs
The File/Stock File