Case Management through CIS 3.0

(Case Information system 3.0)

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eCommittee

Supreme Court of India

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Disclaimer

This referance material circulated by e-Committee is meant solely for the study and training purpose. References made are indicative and may not be used for any official or judicial reference.

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August 10, 2018

FOREWORD

Ms. R. Arulmozhi Selvi has single handedly and with great passion prepared this Case Management Manual based on the CIS 3.0 application software for all the District and Taluka Courts of the country. Earlier, she had prepared a Manual based on the CIS 2.0 application software which was extensively used by Judicial Officers.

I am confident that with the present Manual and the vastly improved CIS 3.0 application software, Case Management will become a far easier task that will benefit the judiciary, if taken seriously. The Judicial Academies have an extremely important role to play in Case Management and imparting education on this topic to all the Judicial Officers.

All of us are quite concerned with the large number of cases that have clogged the Courts. To remedy the problem Case Management is a subject that has been spoken about for several years but with very little encouraging results. Now, with the computerization of all the District Courts and some efforts that should be made

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by the stakeholders particularly the Judicial Academies and the Judiciary, Case Management can become a reality. The contribution of Ms. R. Arulmozhi Selvi in this regard is significant and is a very important step in integrating technology and Case Management.

I strongly recommend all Judicial Academies and Judicial Officers to spend some time in studying the Case Management Manual for the overall benefit of litigation management.

Madan Lokur

(Madan B. Lokur)

PREFACE

I am doubly delighted to again come up with this manual on Case information system. 3.0. The earlier manual titled “Case management through CIS 2.0” circulated by the Hon'ble e-committee of Supreme Court of India, has touched each and every court of our Nation, and I am Overwhelmed by the response for the said book from various parts of the country. Shouldering such a great responsibility, I started testings CIS 3.0 as a Master Trainer with the testing link circulated to all master trainers of our country by the Hon'ble e-committee of Supreme Court of India.

This manual on CIS 3.0 is complied with the new enhanced features of CIS 3.0 under 10 chapters. The features of CIS 2.0 retained under CIS 3.0. is also dealt in this manual to give a complete picture of CIS 3.0 for the basic and first time users of CIS 3.0. Three new chapters efiling, Digital registers, Templates have been added in this manual. I was really fascinated with the new world of efiling, Digital registers, and templates. Hope it will fascinate all the regular users of CIS and there is no iota of doubt that CIS 3.0 has further widened the technological doors to our District Judiciary paving way for the Digitized District Judiciary.

At this juncture I want to record my heartfelt and sincere gratitude to the visionary father of the e-Courts project, **Hon'ble Mr. Justice Madan B Lokur**, Judge, Supreme Court of India for igniting in me the passion for eCourts project and for the endless inspiration and encouragement showered on me. But for his untainted support and encouragement this book would not have reached your hands.

I also record my sincere thanks to **Hon’ble Kumari. Justice Indira Banerjee**, the then Chief Justice of Madras High court and now the Judge of Supreme court of India for her inspiration and for all the moral support. I also record my heartfelt gratitude to **Hon’ble Thiru. Justice T.S.Sivagnanam,** Chairman, Computer committee, Madras High Court, for constantly motivating and encouraging me .

I want to record my heart felt thanks to Mr.C.Kumarappan, Central Project Coordinator of Madras High Court and his technical team for all support and assistance given to me for testing CIS 3.0 in my court.

I also want to record my sincere thanks in particular to Dr. Parvinder Singh Arora, Central Project coordinator of Himachal Pradesh High court and his technical team for

helping me patiently in clearing my doubts while testing CIS 3.0 and in particular helping me test and understand the efiling module.

I am also specially grateful to each one of the reader of my earlier manual from across the country and it is their tireless enthusiasm, support and encouragement which was also the driving force for me to again write this updated manual.

From the days of CIS 1.0 then to CIS 2.0 and now CIS 3.0 the stage of the digitization of the Indian Judiciary has been firmly laid. The Case information system (CIS) the brain child of the eCommittee has wide opened the Indian Judicial system to the technological transition with more litigant user friendly Indian Judicial system where the litigants are having the case information literally in their hand(set) and that too 24 X7. The ever increasing transactions under eCourts are loud standing examples of success of the eCourts project. We all can be proud at this juncture of entering into the updated version of CIS 3.0 of having contributed to our Nation's world bank ranking forward in the international scenario and back home of having helped crores of litigants through the crores of clicks recorded in the eCourts website which speaks for itself the success of Case Information system (CIS).

Your valuable suggestions may be mailed to me at r.amselvi@aij.gov.in

R. Arulmozhiselvi

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07.08.2018

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New Features in Case Information System 3.0 (CIS 3.0)

1.1.Introduction :

CIS 3.0 is the improvised version of CIS 2.0 with technological improvements and added functionalities retaining the key features of CIS 2.0 inherited in it. Hence, the much awaited CIS 3.0 has been rolled out for the District Judiciary. The Case information system of the e courts project moving to the 3rd version itself shows the indispensable place it has taken in the District Judiciary and in taking the case details 24X7 to all stakeholders in the administration of Justice. CIS 3.0 further opens the doors of district judiciary digitilization towards the much awaited e filing, e-payments, & e process.

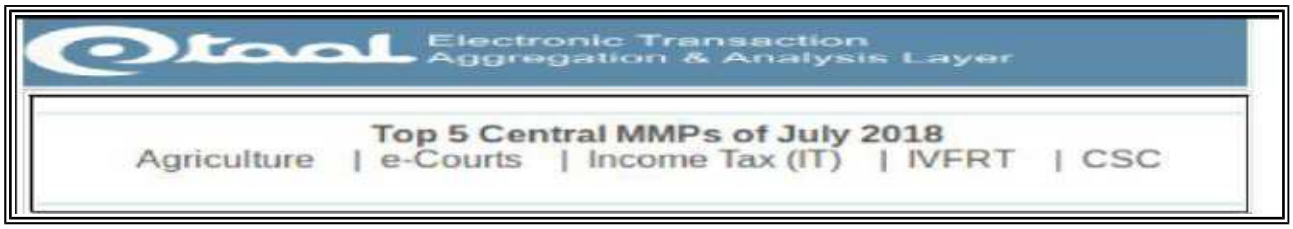
1.2.Milestones of CIS 2.0 :

Before going into the new CIS 3.0 let us take time to ponder over the milestones of CIS 2.0. Which all of us can be proud of.

- Case details/court orders available 24 X 7 mobile app / web
- Unique CNR number for all the cases
- QR code can be generated for each and every cases under eCourts .
- eCourtsTransaction raises from 2 crores in 2014 to 42 croresin 2017
- NJDG houses 7 crore case details and 4 crore Orders/Judgments
- e-courts mobile app installation upto 5 lakhs as on Oct 2017 as per google play store data
- Number of court orders accessed increased from 64 in 2014 to 3.56 croresin 2017
- Case details through SMS - r
- Getting case status through e-courts automated email services

1.3.eCourts one of the top 5 most accessed services

As per etaal the electronic transaction analyzer of the Government of India, Ministry of Electronics & information Technology's statistics for the July 2018 E courts remains within the top 5 service portals which attracts the highest e-transactions in our country that too offering nearly 12 citizen services Interestingly eCourts e-transaction has surpassed even the railway reservation e transactions! .



Sl #	Service Name	No. of e-Transactions	Last Updated On
1	Case Status Accessed	20,31,92,783	20 May 2018
2	No. of Orders Accessed	4,26,65,780	20 May 2018
3	Case Status Accessed (Mobile App)	3,73,72,697	20 May 2018
4	No of emails sent to Parties Advocates and Police Station	1,33,32,082	20 May 2018
5	Causelist Accessed (Mobile App)	95,66,489	20 May 2018
6	No. of Orders Accessed (Mobile APP)	66,20,444	20 May 2018
7	Causelist Accessed	43,38,996	20 May 2018
8	Updating Current Status (Mobile App)	35,25,164	20 May 2018
9	SMS sent to Advocates and Litigants	22,74,568	20 May 2018
10	No. of Cases Filed	21,72,129	20 May 2018
11	No. of Cases Registered	20,67,409	20 May 2018
12	No. of Cases Decided	16,75,042	20 May 2018
	Total e-Transactions	32,88,03,583	

From* 01-01-2018 Display Type Tabular Data

1.4.World bank Stamp on NJDG

Further world bank has placed its stamp on NJDG by taking note of the eCourts project and its transparency and India moved 20 ranks forward in the world bank doing business ranking countries. We can be proud that our NJDG has contributed immensely in moving our nation's image worldwide!

1.5 What is CIS ?

CIS means Case Information System. The Case Information System software is a giant move under the initiative of the e committee to make the Indian Judiciary more transparent and more litigant friendly. The CIS versions are available for District Judiciary and High court exclusively. This Case Information System Software for District Judiciary is created under the guidance of the e-committee, Supreme Court of India through the software team at National Informatics Center (NIC), Pune. The whole idea of CIS to put it in a nutshell is that the litigant should be able to view the daily status of his case, to view the orders of the case, hearing date of his case, the progress of the case on any particular date etc on-line from any part of the world. Earlier after migrating from CIS 1.0 to CIS 2.0 any paper coming into the court is entered in CIS 2.0 i.e even cases under per-registration are entered in the filing counter and the litigant will be given acknowledgment with an unique CNR Number. Any litigant who wants to file a case can directly go to the filing counter and file his case and will be given an acknowledgment with a CNR number and through the CNR number the litigant can track the case whether it is taken on file or whether it is returned and all the details can be got by him through SMS or On-line in the comfort of his home. This revolutionizing feature has made Indian judiciary more litigant user friendly and more transparent as all these data are available 24X7 to the litigants and the daily hits of eCourts website per day will speak for itself the success of CIS

1.6. CIS 1.0 to CIS 3.0.

CIS 1.0 means Case Information System version 1.0. The CIS 1.0 version was first Introduced in all District Judiciary and it was upgraded as CIS 2.0 and all the District Judiciary state wise in our country were successfully using CIS 2.0. Now the said Case Information System 2.0 has been technologically enhanced and new functionalities have been added and rolled out as CIS 3.0. There is lot of apprehension in the minds of the basic users that whether CIS 2.0 has been completely removed and CIS 3.0 has been introduced and whether one should start learning afresh for CIS 3.0.?! It is not so the concept of CIS has remained the same and CIS 2.0 has been upgraded as CIS 3.0

retaining the basic options which were available in CIS 2.0 and it has been upgraded with lot more functionalities and options under CIS 3.0.and the next version i.e CIS 2.0 has been introduced in all states. Hence, all the judicial officer and staffs who are trained in using CIS 2.0 can take CIS 3.0 also with much ease.

1.7 Why CIS 3.0

CIS 3.0 has also been developed by NIC Pune

- to further opens the doors of district judiciary digitilization towards the much awaited e filing, e-payments, & e process
- To enhance the existing CIS 2.0 based on the suggestions received for CIS 2.0 from all over the country through all the High courts.
- To move a step forward towards the ICJ visionary project of integrating the court, police station, prison
- In CIS 3.0 there are two types of enhancement made by the NIC Pune.

(i)Tehnological enhancement (ii)Functionalities enhancement .

CIS 3.0 has been technologically enhanced with a better speed than CIS 2.0. The other technological enhancement made in CIS 3.0 may not be apparent for a basic user.But the functionalities enhancement are apparent and user friendly.

1.8.New ecourt logo

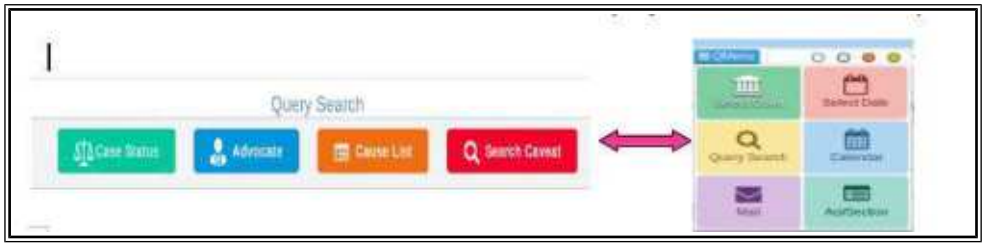
CIS 3.0 now comes with a brand new ecourt's logo. With increasing number of e courts transaction and increasing number of services flowing from e courts it has become necessary to have an authenticated identity logo which has given rise to the new e courts logo which has been introduced in CIS 3.0. The said e courts logo will appear in the e courts Mobile app; e courts website, QR code, CNR number, Acknowledgments and it be part of every e courts services. So don't forget to look out for the new e courts logo in all e court services.

1.9 Bilingual toggling within system.

Earlier under CIS 2.0 if one wants to switch to bilingual language setting one has to logout of the CIS 2.0 and then have to come to the login page to choose the bilingual radio button But now under CIS 3.0 the said bilingual feature is readily available on the screen itself so that the user can very well switch over to the bilingual language without logging out .Thus, this enhancement in CIS 3.0 has made the bilingual option more user friendly and time saving.

1.10 Improvised Query-options under CIS 3.0

An enhanced query builder option is made available on the dash home through a colourful Q menu which has shortcut links to select court/date/ query search, calendar, mail option and ac/section.

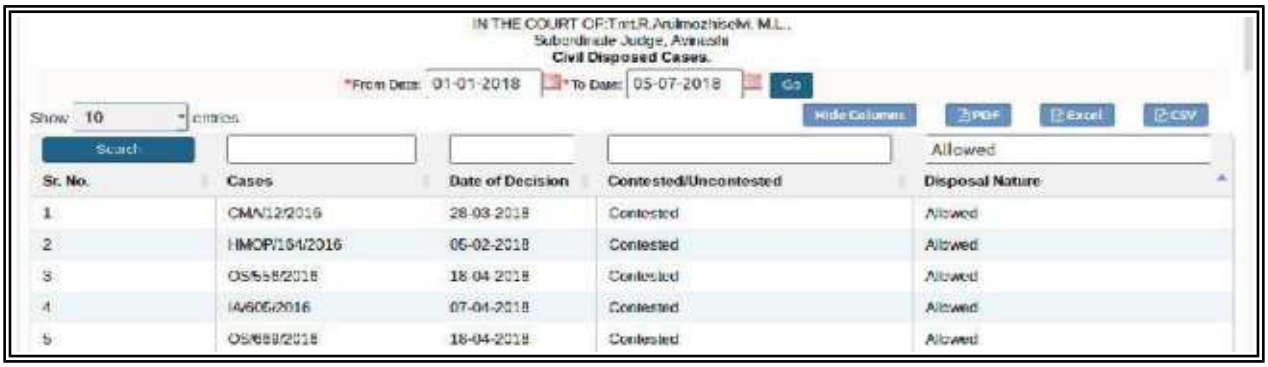


1.11 Delay on same stage status details:

On same Stage since
23 days
1 month 29 days
1 year 1 month 21 days
7 months 25 days
1 year 1 month 26 days
1 year 1 month 26 days
2 months 3 days
6 months 21 days
4 months 29 days
4 months 1 day

Under CIS 3.0 every delay for the case to be entered. This delay reason will be tagged with the cases and it will be reflected in NJDG. For example if a sessions case is pending for the reason accused absconding, now under this delay status details one has to make entry of the said reasons and it will be immediately tagged and will be available in NJDG and in all other reports. Similarly, if a case is pending for the reason it is stayed by High court then that reason by entering in delay status details option becomes tagged and will be available for scrutinizing the reason for the delay. By this exercise the data regarding the reasons for the delay will become available and which can be effectively utilized and scrutinized to sort out the delay in cases. This is definitely a path breaking case/court management tool.

1.12 Report generation -Hide column/ PDF/ Excel/ CSV



Under CIS 3.0 the most enhanced welcome feature is creating the reports with various formats and also options for customizing the report columns. With this enhanced report generation one can get reports in PDF, Excel, CSV formats. And the Hide column option added under CIS 3.0 while report generation will give the users to customs the reports according to the individual need of the courts. This is dealt in elaborate under the chapter Report generation.

- ***Pdf (Portable document format)PDF format*** the uneditable report format can be downloaded.
- ***Excel sheet format*** Excel sheet format for further editing which will help the user make any desirable report from it.
- ***CSV format(comma-separated values)***.Can also be generated. CSV is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc.
- **Customisable format-With Hide Columns option:** Customized reports can be generated with the Hide column option which helps to customize the reports according to the needs. This is also an excellent enhancement which most of them will put to more use.

1.12.Search within search/ sorting option in Reports

Another added attractive feature under the Report generation is the search within the search option. For example the search boxes provided on the top of each column gives a search within search. For example among the disposal. Nature one can choose “Allowed” cases alone. More over the toggling button on the top also gives sorting option of each columns like

ascending descending order of the reports and then the same can be generated in the needed format

1.13 Kiosk (Automated information provider)

KIOSK the automated information provider is an attractive feature .which has been retained in CIS 3.0.It is a breakthrough in making the Indian Judiciary more litigant user friendly and transparent. With this KIOSK at our court campus any person can get detail about the case status using CNR number; or case number or FIR number or Registration number or Party name. KIOSK is also enabled with search using Advocate name and the cause list can also be seen in the KIOSK. Kiosk operation is just like operating the ATM. KIOSK is also Bilingual and comes with regional language support. Hence like any person

using ATM the KIOSK is very user friendly stored with all data and will become a welcome feature in all court campus. The screen shot of the KIOSK is enclosed for easy appreciation.

1.14.Archival of the Disposed cases

From 2013 to 2018 the Data dealt under CIS has increased multi fold. And

now the management of the huge data has become significant. And now under CIS 3.0 a enhanced technological feature has been added which will archive the disposed cases. This new improvements has lead to big data analysis and data analytical and it is the answer of Case information system towards the emerging BIG Data concept sweeping the digital world!

1.15.Key Board Shortcuts

- **Ctrl+m= Shortcut to open Menu.**

With CIS handling lakhs of cases per day the data entry assumes significance. Hence there is significant need for easy and efficient entry of data. To counter that CIS 3.0 has come up with Keyboard shortcuts which will be of tremendous help and time saving for the data entry staffs .

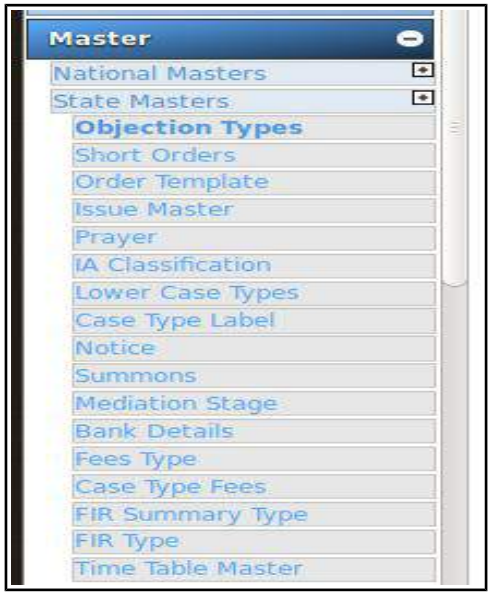
1.16.CIS 3.0 Core & Periphery Modules

Like our Indian Constitution which gives separate powers for state and for central. CIS software created for the whole of India is based on the core and periphery model, which means standard features are created at the centralized level which cannot be modified and will remain uniform throughout our country for all states at District court level. And the states are given powers to develop periphery model according to the needs of the state.In CIS 3.0 Master module has been modified and it has been classified in a more meaningful classification And now under CIS 3.0 more meaningful master modules are provided at National ,state,Local,periphery level which will result in more customization according to the needs of the state and district but at the same time maintaining the standardized features nationwide.

1.16.1 National master:

National masters are standardized feature which cannot be changed and it will remain uniform throughout the country and the National code assigned for each features to be followed under National Masters.

1.16.2 State master:



These master has been created for the states to add according the needs of the particular state. Hence the state is authorized to add master in CIS 3.0 under the state masters

1.16.3 Local master

1.16.4 Periphery master

This periphery master option is provided under

This local masters has been created for usage of the local courts where the courts can add Judge name, Judge priority ,local holidays when need arises.	CIS 3.0 where one can add the periphery data like unit type , admin work,accounts,registers, according to the needs of the each High courts. For example the Karnataka High court has created a periphery software for Accounting and Copyist section which can be added in the periphery master.

1.17 CNR (Case Number Record) number :

All cases under CIS now comes with the unique feature of Case identity number called as CNR (Case Number record) number. Earlier if a litigant says OS 1/2016 or CC 1/2016 all the munsif court and all the criminal court will be having the same one such in each courts and it becomes difficult to easily identify it. Hence, unique case identification number was assignedto all cases which is a real revolutionizing tool. Now under CNR number every case in District Judiciary will get a unique Identification number and the identification of the case becomes easy with this CNR number Creating a CNR number itself is a big task. Just imagine we have to create a number unique for all cases all over India and that number should not be repeated and we should continue the said number hereafter. So we need such a unique number. In CIS 2.0 the said challenge is well met by creating a 16 digit number which contains the State code - District code - Establishment code - Case filing - number - year of the case. Here the CNR number generated in various states in various district is shown below

CNR Number	PBJL01-015294-2016	MLSH04-000548-2017	TNSA06-000398-2017
State code (2 digits)	PB (Punjab)	ML (Megalaya)	TN (Tamil Nadu)
District Code (2 digits)	JL (Jalandar)	SH (East Khasi district)	SA (Salem district)
Establishment Code (2 digits)	(01) (District and sessionscourt Establishment)	04 (Chief Judicial Magistrate Establishment)	05 (Principal District Munsif Establishment)
Case filing number (6 digits)	014824 (Case number)	000548 (Case Number)	000470 (Case Number)
Filing year (4 digits)	2015 (Filing Year)	2017 (Filing Year)	2017 (Filing Year)
Total (16digit) (State code) (District code) (Establishment code) (Case filing number) (Filing year)	(PB)(JL)(01) (014824)(2015) (Total 16 digits)	(ML)(SH)(04) (000548)(2017) (Total 16 digits)	(TN)(SA)(05) (000470)(2017) (Total 16 digits)

1.18.View QR code/ Scan QR code :

For every cases one can get the QR code from the www.eCourts.gov.in website as shown below.

The QR code option can be utilized equally by the courts, advocates, the litigants. The print out of the QR code generated from the ecourt website may be pasted in the case docket by the courts and the advocates and with the scan QR code option available in the e courts mobile app or using any other scan QR code app one can scan the QR code and get the details of the case in one scan which will free the user from manually typing the 16 digit CNR number or by entering the other details while searching . If one starts using this Qr code option it becomes addictive for the user .Just try the option and enjoy its speed and accuracy of getting the case details.

1.19 Avoiding undated cases – Tips

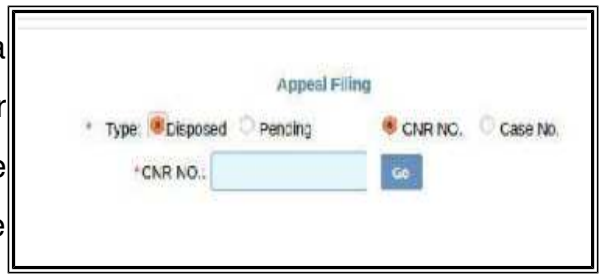
All data entered through CIS in the respective courts are displayed through the ecourt website www.eCourts.gov.in and from where any litigant from any part of the world can view this case details from the ecourt website page. The data not entered in CIS on a particular date or entered after replication is shown as UNDATED CASES. To avoid undated cases the best way is to start the daily proceedings' entry in the calling itself. At 10.30 A.M when the Judge comes to the dais the data entry staff can also come to the computer in the dais and make the daily proceeding entry as and when the case is called and adjourned. The common mistake done in the courts are, the data entry work is done as the last work. When daily proceedings are posted after 6 pm by that time the system officer of the said district would have replicated the data. Hence, posting daily proceeding after the replication will only result in undated cases. Hence, to avoid undated cases the data entry staff should give priority for completing the daily proceeding entries before 5 pm.

1.20. Importance of Complete and accurate data entry

One important mantra every staff should remember is that, all the benefits and fruits under CIS can be reaped only if complete and accurate data entry are made at every level in CIS . If incomplete data are entered we will not be able to get authenticated and full fledged reports. For eg. In filing there is a non mandatory column that Advocate registration number must be entered. If the same is not entered then in case of any complaint that the said advocate was not registered with the bar council cannot be traced. One point to remember is that all mandatory field are compulsorily entered by the staffs and if it is not entered the software will not allow moving to the next step. But this common mistake of incomplete data is committed by the staffs in filing up the non mandatory fields which are very useful field in many other aspects. Hence, all staffs should ensure to enter all data in the CIS whether it is mandatory or non mandatory keeping in mind that the non mandatory fields are very useful in generating various reports. It reminds of the saying

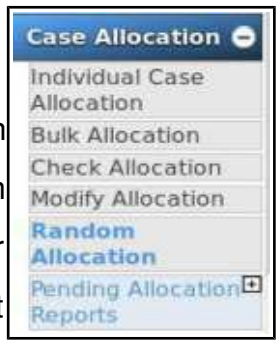
"what you sow you reap". If you enter complete data we can get the complete reports of our data! If you enter incomplete data we can get only incomplete reports !

1.21 Fetching Trial court data while Appeal filing:



When appeal is filed in an appellate court , the data regarding the Trial court can now be fetched under CIS 3.0 by the appellate court. By this option the second time data entry of the same case in the appellate court comes to an end. This is a sure welcome option for all the data entry staffs .

1.22 Random case allocation option:



For allotment of cases to various courts the random allocation option have been provided under CIS 3.0.By this random allocation cases can be allotted to the court which will be unpredictable. For eg if Motor accident cases are dealt by Court no 3,7, 9 then it can be assigned that MCOP cases to be randomly allotted to the courts 3,7,9.

1.23 Pre Trial options for Remand/ Bail/application

In Criminal cases where charge sheets are not filed there are lot of pre trail stages like remand, bail which arise and are dealt by the courts The pre-trial module has been enhanced and when an accused is remanded it can now be added in the pretrial module

from where the log of the remanded person can be maintained. And with it one can easily get the date of remand, days in police custody, judicial custody. Similarly, the bail orders has to be generated from CIS 3.0. The day is not far when Fir is lodged and a person arrested and entries are made in police station it will be automatically fetched by the court and once the court remands the accused to judicial custody then it will be automatically fetched by the prison authorities. This option under CIS 3.0 is a real visionary option whereby the vision of ICJS integrating court, police station, prison becomes a reality.

1.24.Digital Record Room/copy section/nasarat:

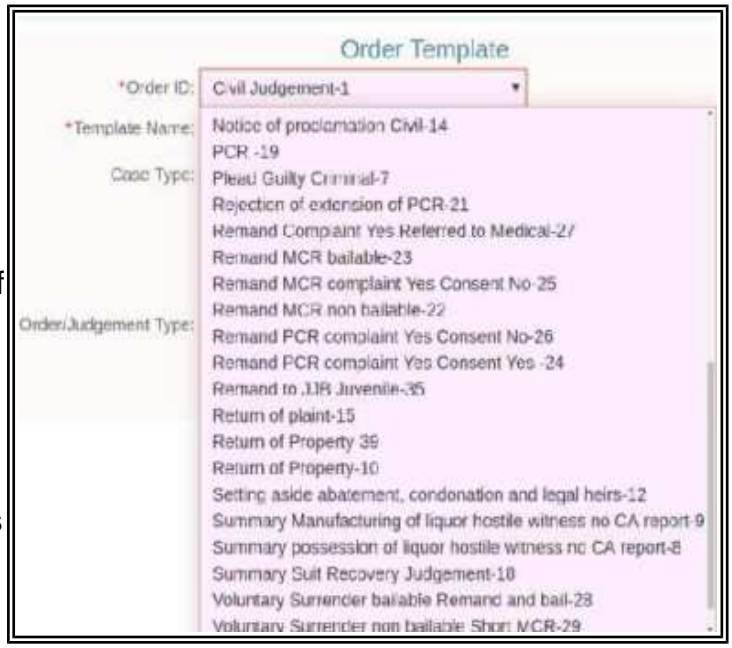
Under CIS 3.0 new branch wise options like Record Room ,nazarat , copying section which can be customized to the needs of the states are also added. These modules will surely pave way for perfect digitilization of various branches of the court making digital record room ,digital process monitoring, digital copying section ,digital property room a dream come true for the District Judiciary.

1.25 Digital Registers

The Dream of process re engineering of having digital registers for the manual regsiters has been met with under the new C 3.0 .The following list of registers are now inbuilt under CIS 3.0. The most welcome option is that it can be customised according to the needs of the High court through Periphery master option. The digital register is dealt in detail in a seperate Chapter " Digital Register"

1.26 Templates

Under Regular courts lot of formats are used in day to day usage for example simple abatment orders, notice forms, issues /charge framing and now the skeleton formats with the option of customisng to the needs of the courts are inbuilt in CIS 3.0 under the option Template. It is a sure time saving and effective court management tool made available for the courts

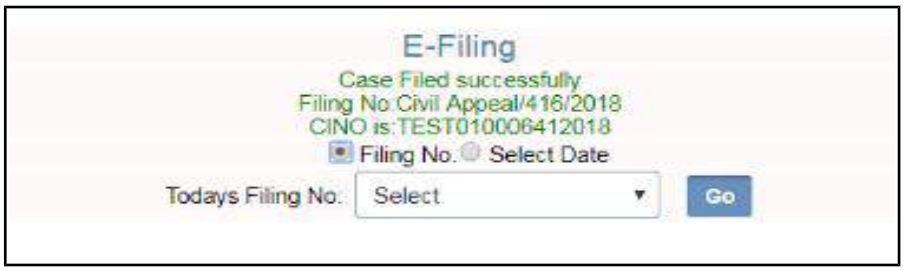


1.27 eFiling module:

The much awaited e-filing model has been rolled out for the district judiciary of our country. The e-filing will consist of two major stages

- Registered users i.e. advocate/ party in person filing their digital case content through the e-filing web portal
- And after the digital case content is scrutinized with option for return,resubmitt and accepted
- The digital case content on being accepted now becomes ready for consuming under CIS 3.0 option as shown in the screenshot.
- When the e filed cases is consumed through CIS 3.0 it is verified then rejected or accepted .
- Once it is accepted the filing number is generated successfully under CIS 3.0 as shown in the screenshot .
- After generating eFiling number it goes through the usual procedure of objection, rejection, scrutiny, and registration of FORA as in built in CIS 3.0.

- With CIS 3.0 the district judiciary of our country moves to the much awaited digital world of e-filing



–------With this intro one will surely feel

CIS 3.0 is a next generation case management system-----

2. Important Menus Under CIS 3.0

2.1 Introduction

CIS 3.0 now comes with certain enhanced options which were available under CIS 2.0. The question which immediately comes into one's mind on seeing CIS 3.0 is whether the basic options available under CIS 2.0 has been removed and new CIS 3.0 has been introduced? The answer is NO. What has been done in CIS 3.0 is that the basic features already available in CIS 2.0 has been enhanced and certain new features has been introduced, certain unwanted features have been removed so the judicial officer or the staff who are using CIS 2.0 can take up CIS 3.0 also with an ease.

2.2 Enhanced Basic options under CIS 3.0 :

Under CIS 3.0 regarding the basic options the already existed Home page has been enhanced , a new colourful attractive Q menu introduced, the show menu has been changed and it has been made static, the alert menu has been removed, the calender option has been enhanced, and in modification menu new IA modification has been introduced and the bilingual toggling is inbuit on the home page, the dash home comes with enhanced case type search, new pie chart etc. Let us see the following enhanced basic options one by one hereunder for better understanding.

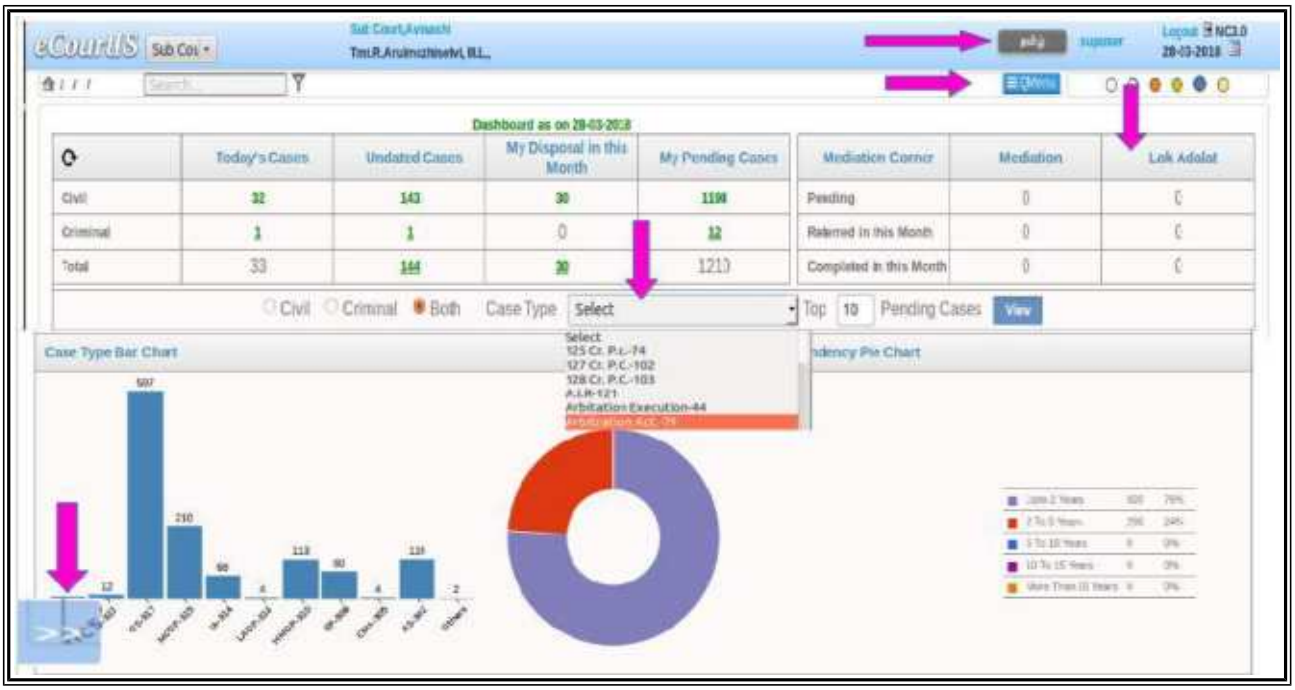
- **CIS 3.0 Dash Home Page**
- **Navigation Pane**
- **Q Menu**
- **ecourtIS Link**
- **Modification**
- **Security Check through Role Management**
- **Unification & National Mapping**

Enhanced show menu
Sub Menu
Search Box
Establishment select Box
Proceedings corrections
Year end initialization
Logout

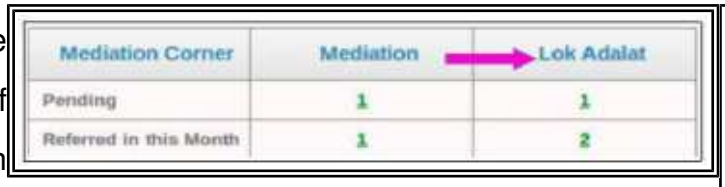
2.3 Improvised Dash Home in CIS 3.0:

The dash home in CIS 3.0 has been enhanced keeping in mind that a Judicial officer or a staff who comes to dash Home must be able to get the complete details and statistics

about the concerned court without again further going into the reports menu or statistics. The dash home have been added with the features like the bi lingual toggle , Lok Adalat menu, Enhanced Bar/Pie Chart, Enhanced Top 10 cases with case type options, Q menu a compilation of shortcut menus, new static navigation pane. The alert menu which was available in the dash home has been removed.

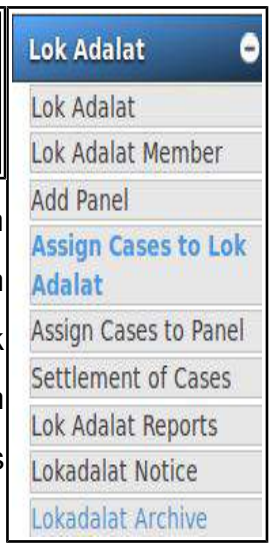


2.3.1 Lok Adalat menu in Dash Home:

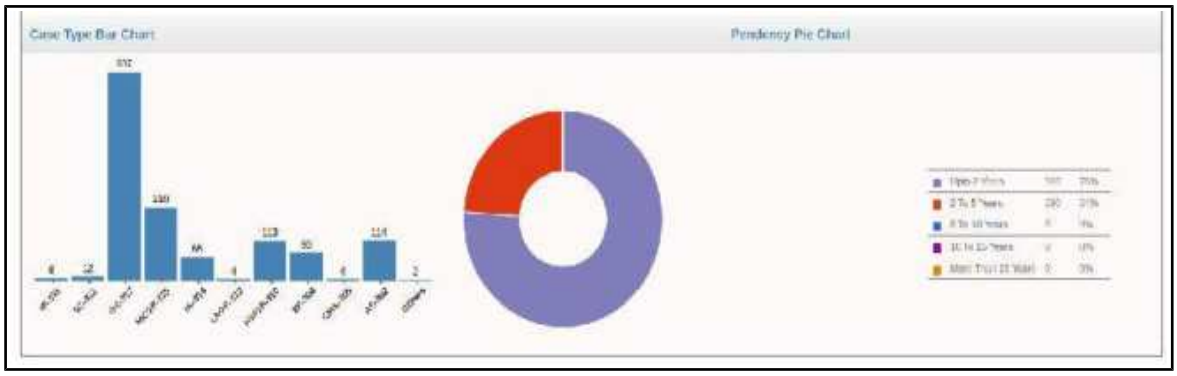


Mediation Corner	Mediation	Lok Adalat
Pending	1	1
Referred in this Month	1	2

In CIS 3.0 the addition of Lokadalth option in the Dash Home is a much awaited enhancement. Now we can get the details of the cases referred to Lok Adalat, settled in LokAdalat and lok Adalat reports ,Lok Adalat notices . A new lok Adalat menu has also been added in the navigation pane which has an exhaustive list of options as shown in the screen shot is added



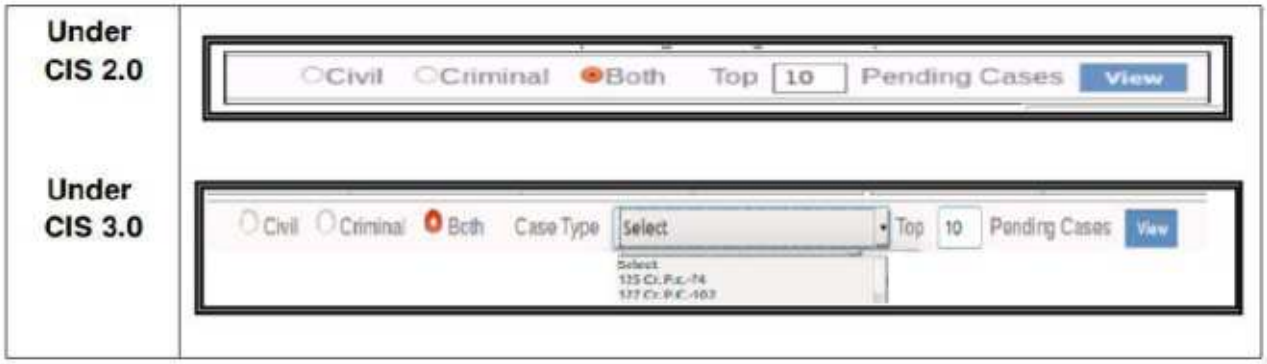
2.3.2 Enhanced Case type Bar Chart .



Bar chart and Pie chart has been enhanced. It will display only top 10 cases. Earlier the bar chart/pie chart was appearing crowded with numerous list but now it has been given a a neat look with the top 10 cases showcasing under enhanced bar / pie chart.

2.3.3 New Case Type search in Dash Home:

Under dash Home earlier one can view the required number of case list based on Civil; Criminal option. Under CIS 2.0 option one can get the list of any number of top cases only under the broad option Civil ; Criminal. How to get the top 10 sessions cases or any other case type top 10 cases. The answer is now provided under CIS 3.0 which has enhanced this search with case types and also the generation of reports under various formats in dash home based on case type. The screen shot from CIS 2.0 and CIS 3.0 is provided hereunder to have a clear understanding.



2.4 New Show menu icon

In CIS 2.0 the show menu was given on the left hand side which if clicked will open a Navigation Pane. Now in CIS 3.0 the show menu is made as image 3 If this is clicked it will open up into the Naviagtion Pane.This new standard show menu option will be a real welcome feature among basic user of CIS 2.0 who were finding it difficult to catch up with the earlier dynamic moving menu bar

2.5 Navigation Pane

Similarly earlier the Navigation Pane under CIS 2.0 was dynamic as only when show menu was clicked, the navigation pane will appear and for some basic users this moving navigation menu was practically difficult. Now this has been enhanced with a standard Navigation pane with added options which is user friendly as shown in the screen shot.The new navigation pane has been re arranged and new options have been added. Under CIS 2.0 there were total 20 options under the navigation pane whichhas been enhanced to 26 options under CIS 3.0 Navigation pane

New options in CIS 3.0 Navigation pane

- Configure establishmnent
- Unification
- Proceeding corrections
- Appeal filing
- I court fees
- Lok Adalat
- E-filing
- Record room
- copying Branch
- Nazarat

In Navigation pane
CIS 2.0 -20- options
CIS 3.0- 26-options

2.6 Sub menus:

When the + sign on the Navigation pane is clicked. The following sub menus open up with further options

2.7 Qmenu

What is a Qmenu? In CIS 3.0 on the dash board a new option of Qmenu has been introduced. The Q menu is nothing but shortcuts created on the dash board for easy usage and it comprise of the following shortcut options (i) Select court; (ii)select date; (iii) Query search; (iv) Calendar (v) Mail; (vi) Acts/section options . Hence using Q menu one can easily go to the above six options in built in it.

2.7.1 Select court

One can select the court name by way of short cut in the dash home itself using Qmenu select court option

2.7.2 Select Date option

One can select the date by way of short cut in the dash home itself using Qmenu select date option

2.7.3 Query search

Under query search there are five main short cut searches provided as shown hereunder

Let us see the query searches one by one . Under each query search different search options are available and the same can be used by giving the necessary search option data available under each search options. .Do try filling up the colourful options!

2.7.3.1 Case status:

One can seach case status using the following options

(i) CNR number

(ii) Filing number

(iii)Registration Number

(iv) FIR Number

(v)Party Name

(vi)Subordinate court

2.7.3.2 Advocate

One can seach Advocate details

using the following options (i) Search By Advocate Name;(ii) Search by Bar code(iii) Today's Case list

2.7.3.3 Cause List

One can seach cause list using the following options (i) Civil; (ii) Criminal

2.7.3.4 Search caveat

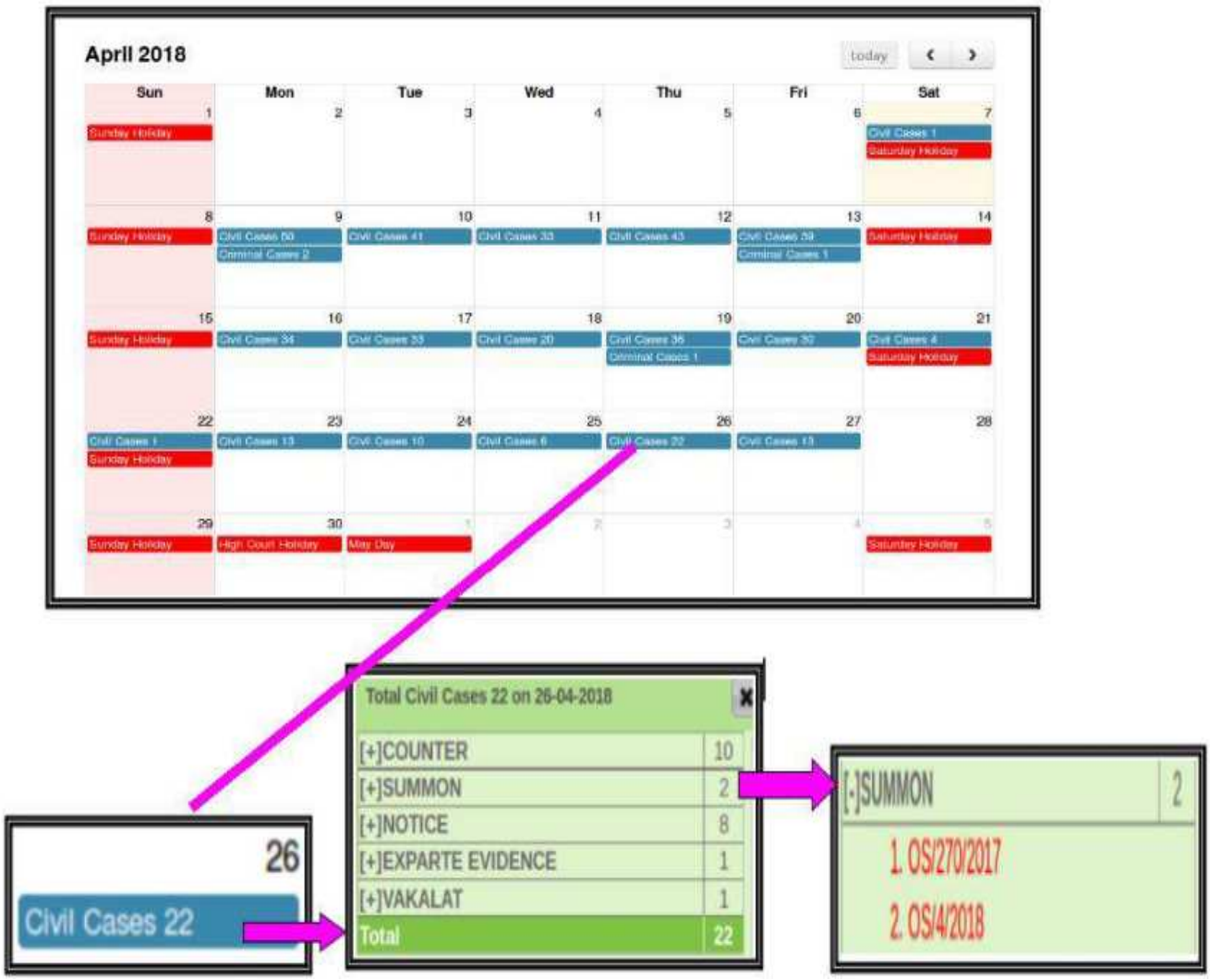
One can seach caveat using the following options i)Anywhere; (ii) Starting with(iii) Soundex (iv)Subordinate court,(v)Caveat No

2.7.3.5 Pre trial application

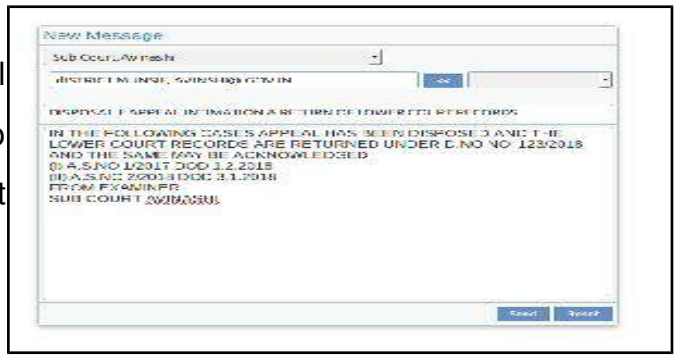
One can seach pre trial application using the following options (i) Bail (ii)Remand (iii) Application

2.7.4 Enhanced Calendar features:

The Calendar feature which existed under CIS 2.0 has been enhanced now under CIS 3.0. Earlier under CIS 2.0 one can get the Calender with the number of civil and criminal cases on a particular date. Now under CIS 3.0 the number of civil and criminal cases if clicked will show the breakup of cases stage wise. For example now from the calendar option a presiding officer can see the stage wise case details I.e how many cases in argument stage, how many for trial etc and can plan accordingly And the stage wise case will further break up into the case numbers as shown hereunder in the screen shot. This will be very useful for a presiding officer to handle the posting of the cases more efficiently..



2.7.5 Mail option

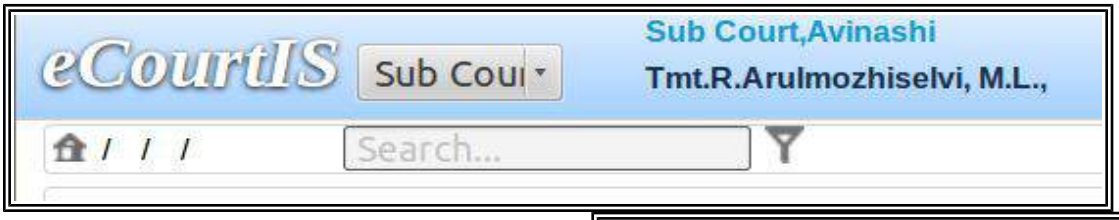


Under Q menu an important shortcut of mail option has been added. This is a great step towards moving paperless and fastest communication between courts.

2.7.6 Act/Section

Under Q menu the option of adding act and section short cut has been provided

2.8 Search box:



This search box is on the left top of the home page. It can be called as the Google search engine of CIS . If the staff or the Judicial officer knows this option alone then they can use all features of CIS by typing the name of the option in the search box. One need not worry of keeping in mind where the options are nor what are the options available. There is no need to go to Navigation pane or to memorise where each and everyone of the option is . Any option under CIS can just be typed and found out through search box. If any option is typed it will immediately display it. For example if one want to know the modification menu under CIS just type “modification” in the search box it will show all the modification menu as shown in the screen shot

2.9 ecourtIS link

This ecourtISlink is like a light house under CIS to go to the Home page. It is a shortcut link which will take you back to the Home Page from any place you are. For example, if you are on the Bailiff screen and you want to view the Home Page for any reason, click the ecourtISicon which is on the upper right hand corner of the screen,then you can reach the home page .

2.10 Establishment select box

The Establishment select box is situated on the left side top of the home page as

shown in the screen shot. It will display all the establishments. You can select the needed establishment .

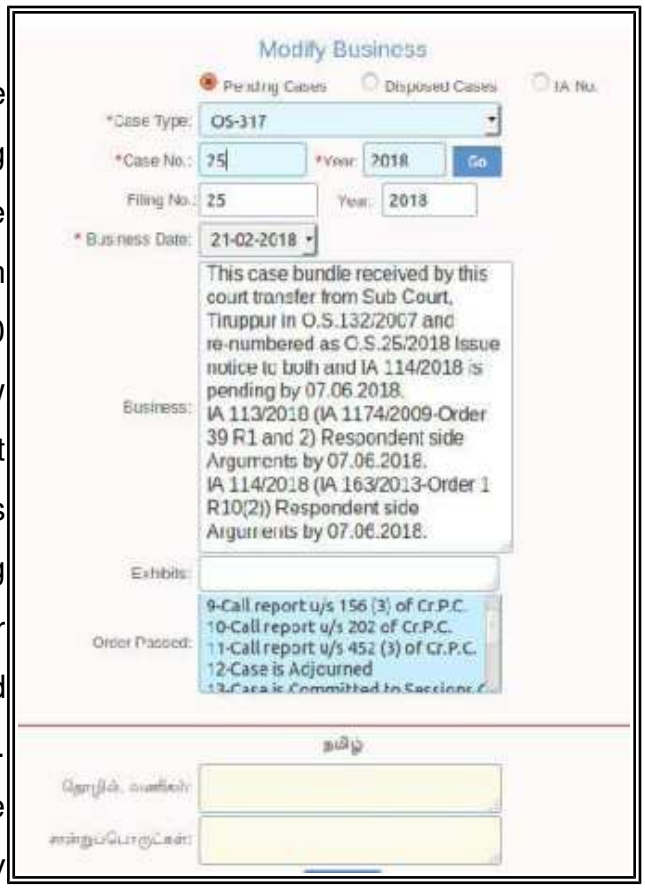
2.11 Modification Menu

Under CIS 3.0
Under modify business
IA option newly added

The modification menu is necessary to correct the errors that is wrongly entered and saved in the system. Three types of Modification menus are available under admin menu.

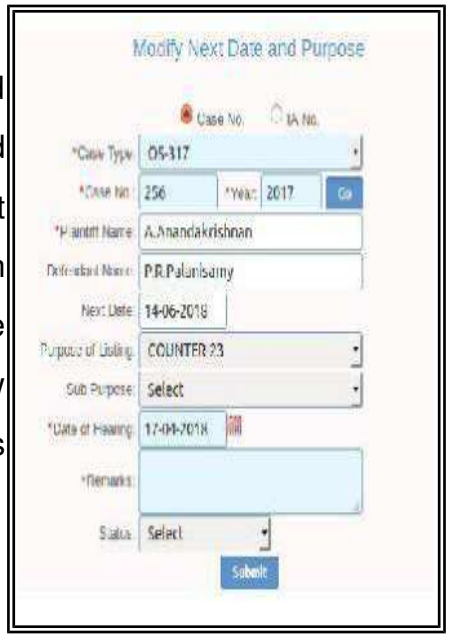
The said menus can also be directly searched through the search box.(i) Modify Business (ii) Modify Next Date and Purpose;(iii)Modify Case Details (iv)Modify IA detailsThe above mentioned modification option should be sparingly used as we have live data and based on it lot of live reports are auto generated through NJDG, eCourts services.

2.11.1 Modify Business



This modification menu is used to modify the Business, which has been wrongly entered during the Case Proceedings. Earlier under CIS 2.0 the modify business option was available only with pending and disposed cases, now under CIS 3.0 the additional option of IA no is added . Let us now see how to use the modify business option. First the case must be selected for which the business is to be modified. The next dates (Proceeding Dates) are displayed automatically. The date for which the business is to be corrected is selected and the Business can be corrected or modified. After which if we Click on the submit button to save the case,the system message, will display "Modification Successful"

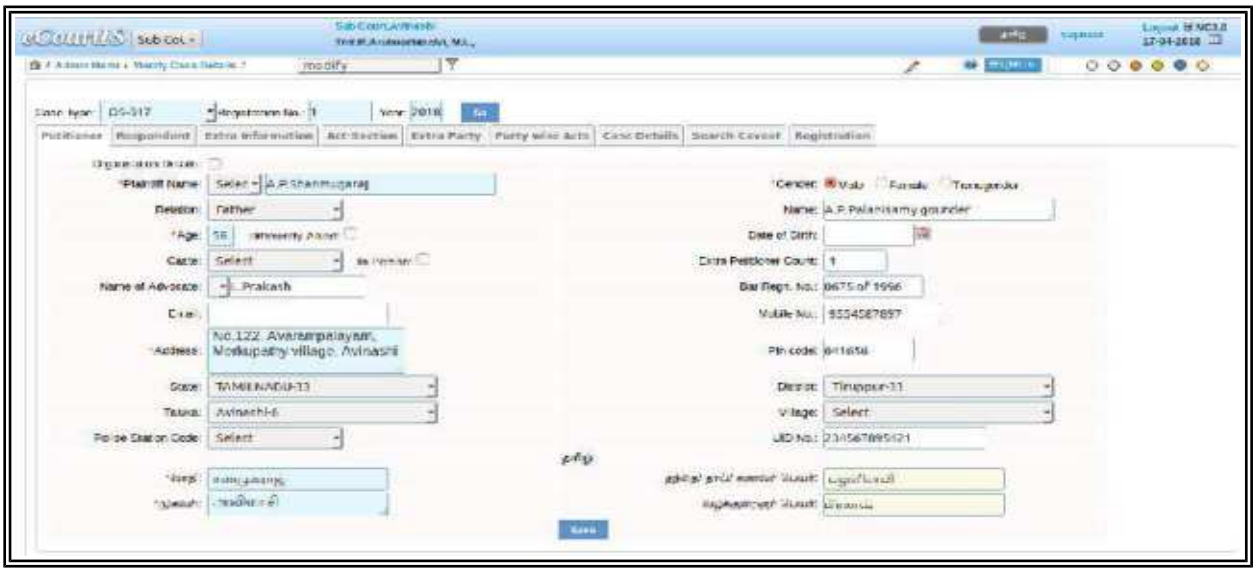
2.11.2 Modify Next Date and Purpose



This modification option is used to modify the next date and purpose when there is mistake in the entry of Date and purpose. This option is used to change the Stage and Next Date, which has been wrongly entered. However, this option cannot be used to correct the backdated entries. It can be applied only to rectify the future Next Dates and Stages. Now under CIS 3.0 the modification of date and purpose of IA is newly added as shown in the screen shot .

2.11.3 Modify Case Details

This option provides the facility to modify the details which are wrongly entered during



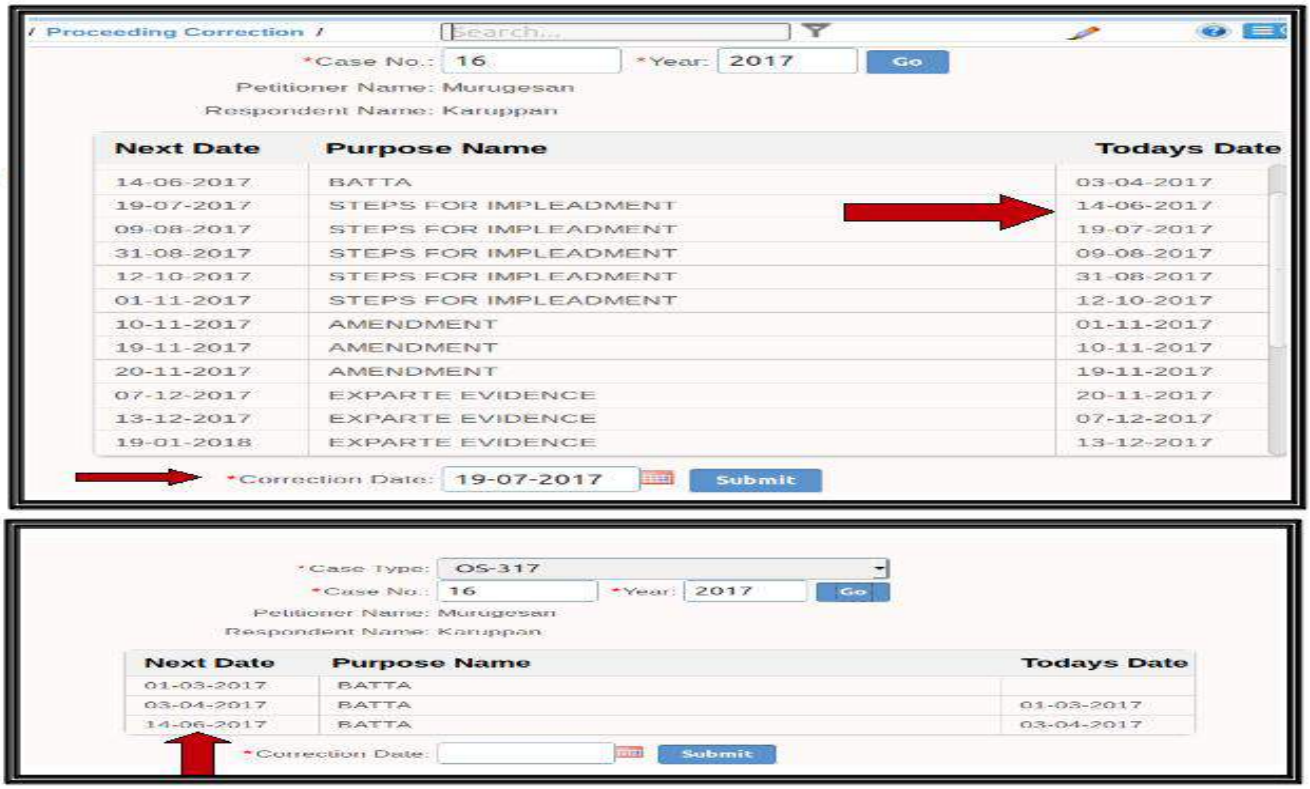
Case Registration. Now under CIS 3.0 the modify case details form comes with the additional feature of Party wise act .With Modify Case Details menu the registration details alone can be modified but the details regarding Court Number, Filing Number and Registration Number cannot be modified through this option.

2.11.4 Modify IABusiness:

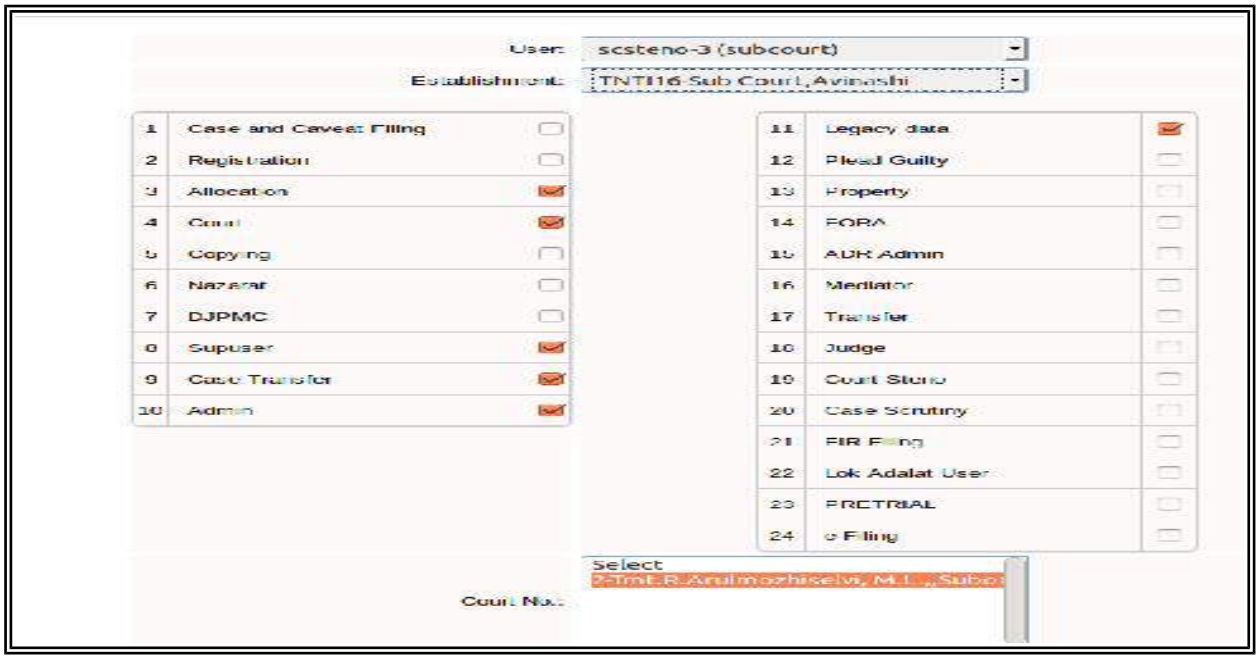
Under CIS 3.0 the option to modify the details of IA business has been provided .The IA modification screen shot is shown herewith

2.12 Proceeding correction:

Another new feature in CIS 3.0 is the proceeding correction. For example if the proceedings have been entered wrongly from one particular date by using this option one can choose the date from which the proceedings need to be corrected. Once the said date is chosen then the proceedings from that date is deleted. For eg in the screen shot 19-07-2017 date is chosen for correction and hence the proceedings till the previous date 14-06-2017 has been corrected .This saves the user from going and correcting each date's proceedings. But before making such correction the judicial officers can ensure that the concerned staff gets the necessary order from the concerned judge before making correction .



2.13 Security check through Role management :



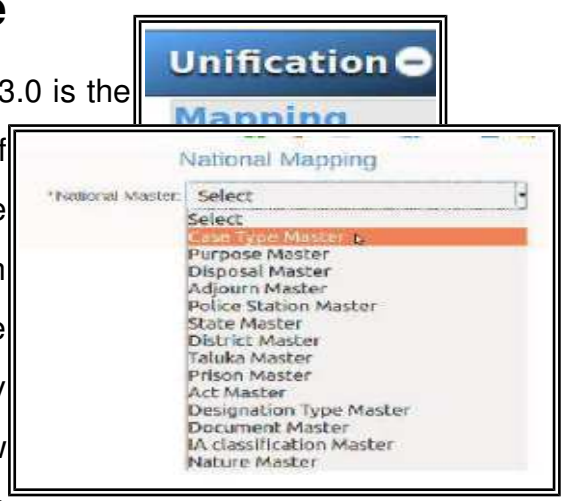
Under CIS lot of live data are handled by various staffs at various stages in different courts

and not all staffs can be given access to all data. CIS also has an inbuilt security check to define the role of the staffs handling CIS data. The Role management option is available in the User menu where in the role of handling data by the staffs can be per-defined and the access of the data by the staffs can be checked and controlled. Earlier under CIS 2.0 this option was available and now Now under CIS 3.0 the role management options has been expanded to control nearly 24 types of data entry roles under CIS 3.0. The Judges who are in control of administration should pre define the staff roles and ear mark what data alone they can enter in CIS. This option should be effectively implemented and defined for data security under CIS 3.0. and to prevent the mishandling of data by the staffs

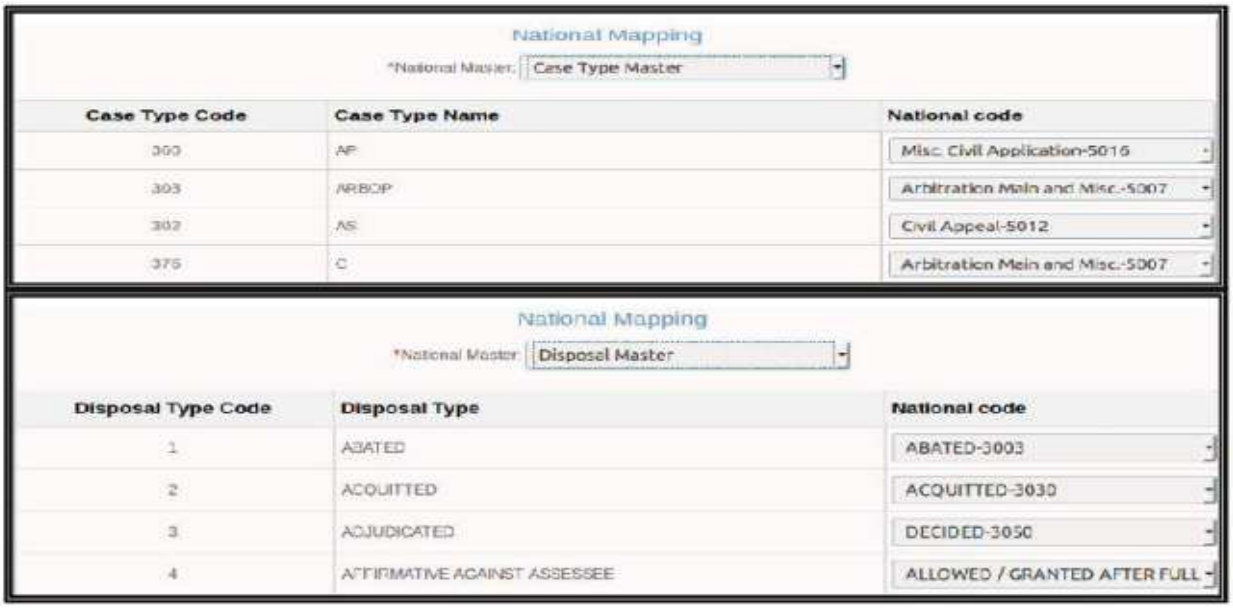
2.14 Year end initialization:

Year End Initialization is a new option under CIS 3.0 whereby the option is provided to start new numbering on 1st January of every calendar year because the filing number are given based on the year for eg 1/2018 when the year 2018 started. When the new year 2019 starts one has to start the new numbering i.e 1/2019 which can be done by using this year end initialization which will wind up the previous year number i.e by entering the last filing number of 2018.Year end initialization need to be done not only for filing number but option is provided for year end initialization of Registration number; fees, appellate number,PTN no. Wait for the new year 2019 to try this new feature !

2.15 Unification and National Code



One significant breakthrough brought about under CIS 3.0 is the standardization at the National level. Various aspects of the cases has been standardized using National code and the same has been unified under the unification option. Due to standardization one can get the accurate statistics at the national level due to the uniformity adopted by this unification option. If one wants to know about the list of the national code one can click the options like case Type master and get the case type National code as shown hereunder .



2.16 Logout menu

Using the Logout icon situated on the right side top of the screen you can log out from the current session of CIS 3.0.

.... This is a starter pack of important menus of CIS 3.0,-------

3. Daily usages

3.1 Introduction

Considering the daily users of CIS this chapter has been framed as a starter pack for CIS 3.0 .The daily users of CIS can take with confidence CIS 3.0 having in their mind that CIS 3.0 is nothing but an upgradation of features of CIS 2.0 . Once this daily work are done through CIS 3.0 there will not be any stumbling block in carrying forward the torch of CIS 3.0. Once the staffs become accustomed with this basic usage of CIS 3.0 work and they become equipped by themselves to explore all other options. Hence this starter pack aims to cover the following basic options which are used daily in every courts:

Daily proceeding	**Bulk proceeding**
A diary, B diary	**Status of Case**
Taken on Board	**Recall of a case**
Restoration of the case	**Refile cases**
Transfer of Case	**Lok Adalat**
Mediation	**Order uploading**
Litigant Updation	**Proceeding Modification**

3.2 Daily proceedings

Daily proceeding under CIS 3.0 has been improvised with many features like VC (Video Conference) proceeding, Convicted particulars, Purpose wise view, Time Table, Exhibits, Keep Dormant/sine die,. Posting the daily proceeding is one of the most important work in CIS. Because only when daily proceedings are posted we can generate A diary and from A diary any litigant can know the status and the progress of the case on the hearing date. And this daily proceeding goes online though our eCourtswebsite making it accessible to any one and visible to everyone. Only when

daily proceeding is posted the litigant from any nook and corner of the world can see the status of the case online. So we must attach utmost importance while posting daily proceeding and should avoid any error while posting, considering its reach through Internet, its accessibility by anyone and visibility by everyone worldwide! .If daily proceedings are not updated then that cases becomes undated cases. To avoid undated cases a system may be formulated wherein the data entry staff who is posting the entries in CIS can come to the court hall at 10.30 am when the court commences and post the daily proceeding immediately after the case is adjourned .By this we can avoid undated cases.Now let us see how to post the daily proceedings under CIS 3.0 .It is the same as done earlier under CIS 2.0 .Go to navigation pane as shown in the picture herewith and then select case proceeding and from which the daily proceeding has to be selected.

Go to Navigation tab--> click case proceeding --> select daily proceeding

Once you click Daily proceeding it will open up the daily proceeding window as shown in thepicture hereunder. You have to first select Civil/Criminal option through the radio button and only then the cases will appear in the drop box and then the case number has to be selected for posting the business

<u>Step No 1</u> : Select Radio button civil/criminal	

Step No 2: Select case number (the cases listed on the particular day alone will appear in the list)	*Case No.: MCOP/142/2017
Step No 3: Once the case number is selected from the drop down box the party name will automatically appear	Sivamani Vs Sait
Step No.4 : Once the case number is selected along with party name Today's purpose also appears which shows the stage of the case with the number of times on the same stage along with clour coding below (3) with green, more than three at amber colour and more than 6 times it comes with red colour indicating danger level!	IA PENDING (1) Today's Purpose: COUNTER (4) Awaiting R and P (17)
Step No 5: The proceeding window also auto generates pending duration like since how many months and days. All the auto generated data for the Judicial officer to take note before making granting the adjournment.	**Pending Since:** 4 Month 5 Days
Step No 5: Make entry of the day's happening in the business box	Proceedings Presence Business / No Business On VC Fresh Notice to R1. Counter of R2. Bata paid . Issue for 29.06.2018. Counter of R2 by 29.06.2018.
Step No 6: select the reason for adjournments.	Adjournment: Select Accused not present-47 Accused not produced by Jail Authority-20 Additional / Supplementary charge-sheet not filed-43 Adjournment by consent-38

Step No 7: And then select the next date of hearing by typing the date or by choosing from the calender	Adjournment: Select *Next Date: 09-07-2018 Check
Step No 8: Also select the purpose of listing. This data entry is a useful statistics which will generate the satge wise case details.	Purpose of Listing: Hearing-4
Step No 9: Purposewise view is a new feature added under CIS 3.0 .Hence select the purposewise view .This is a time management tool whereby the Judicial officer can post cases effectively considering how many cases are pending on the same satge. For example to adjoun the case which is pending at the stage of arguments the Judicial officer can take note how many cases are already posted for arguments on the same date .	Purposewise view: Purpose | Hearing | 3 Charge | 1 Awaiting R and P | 3 Preparation of Paper Book | 1 Appearance | 1 Argument on Exh. Ready | 1
Step No : 10 To dispose a case Select the disposal button ;Select the Date of decision; contested /uncontested and the nature of disposal only then we can get the accurate statistical report on disposal from CIS .	Dispose the Case

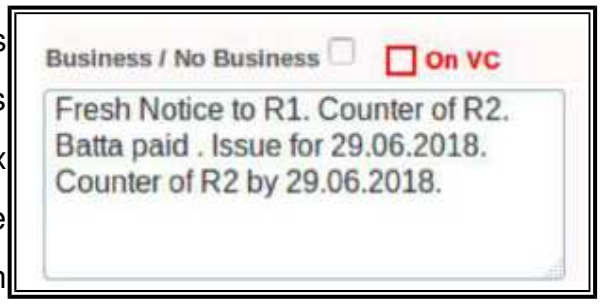
3.3 Case Proceedings

The case proceeding under Daily proceeding is referred in CIS as Business. And the daily proceeding has to be typed in the Box which is named as" Business" And if there is No business then that option can be clicked ..The following options need to be filled up in daily

proceeding

• Proceedings	• Presentee	• Conviction(in case of disposal)

3.4 Business/ No business option



First under proceeding the daily proceeding has to be entered in the Rectangular box named as Business In the picture herewith at Business box the daily proceeding is posted as" Fresh Notice to R1 –----29.06.2018" If there is no business on that day then check the box "No business". When no business option is selected it mandates that the adjournment reason must be compulsorily entered That doesnt mean that for the cases in which business are entered there is no need to give the reason for adjounment. For all cases the reason for adjounmeent should be entered.

3.5 Proceeding through Video conferencing :

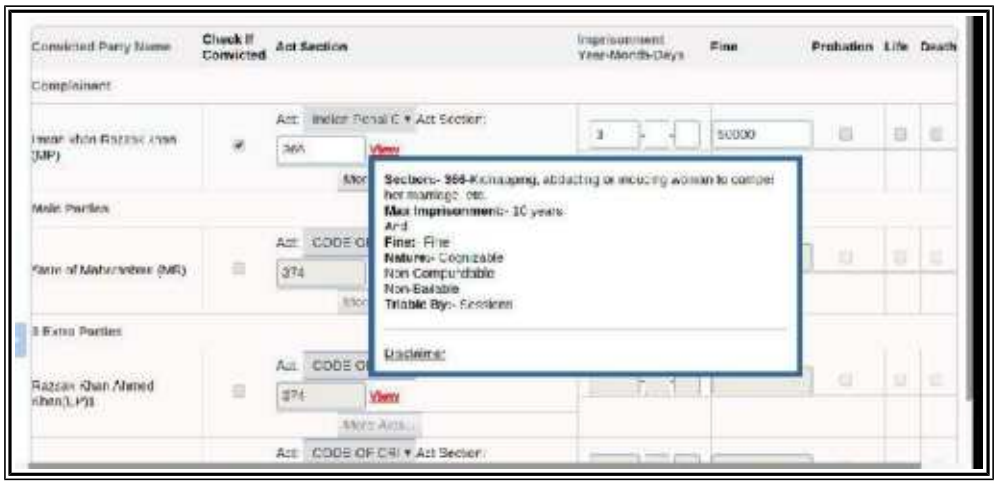
Nowadays lot of trials include proceedings through Video conferencing CIS 3.0 comes with the option to enter the proceedings under Video conferencing for which check the box " on VC" and then enter the business as shown in the screen shot .

3.6 Presentees:

The presentee option available under CIS 2.0 is also made available under CIS 3.0 through which who were present on the date of hearing is updated. You can check the box to mark the presence of the parties as shown below.

3.7 Conviction :

In case of a criminal case where conviction has been passed CIS 3.0 now comes with the option to record the conviction details which is yet another useful enhanced feature under CIS 3.0.The conviction tab as shown above will appear only after the case is disposed and the" dispose the case "check box is clicked.



3.8 Kept as Dormant / Sine Die cases

In the case proceeding page just beneath Short Order box there is a red colour option named Kept as Dormant / Sine Die. This option is used for cases for which date of adjournment cannot be given. For example in criminal cases where the presence of accused could not be secured after adopting all the remedies under the Code of Criminal Procedure, the Court can keep the case at a dormant stage. Similarly, whenever any Court has too many civil cases which are not ready for hearing and it is not possible to accommodate any more cases on the cause list, in such situation the Court has power to

adjourn the case sine die. When you check th box of Kept as dormant or Sine die, then automatically 3 months date is given in the calendar and you have to choose whether the case is dormant or whether it is adjourned sine die. Then Click Next and submit.Then the

case becomes Dormant *sine die .It can be updated and restored using the "Update Dormant*/sine die" option available under court proceeding option.

3.9 Bulk proceedings :

Bulk proceeding option which was in CIS 2.0 now comes in CIS 3.0 with enhanced option of " Apply date to all cases" to cater the need of the bulk posting for numerous cases. For example if declared holiday then the staff need not go and

type the same diary "Declared Holiday Hence reposted to " .and similarly when there are

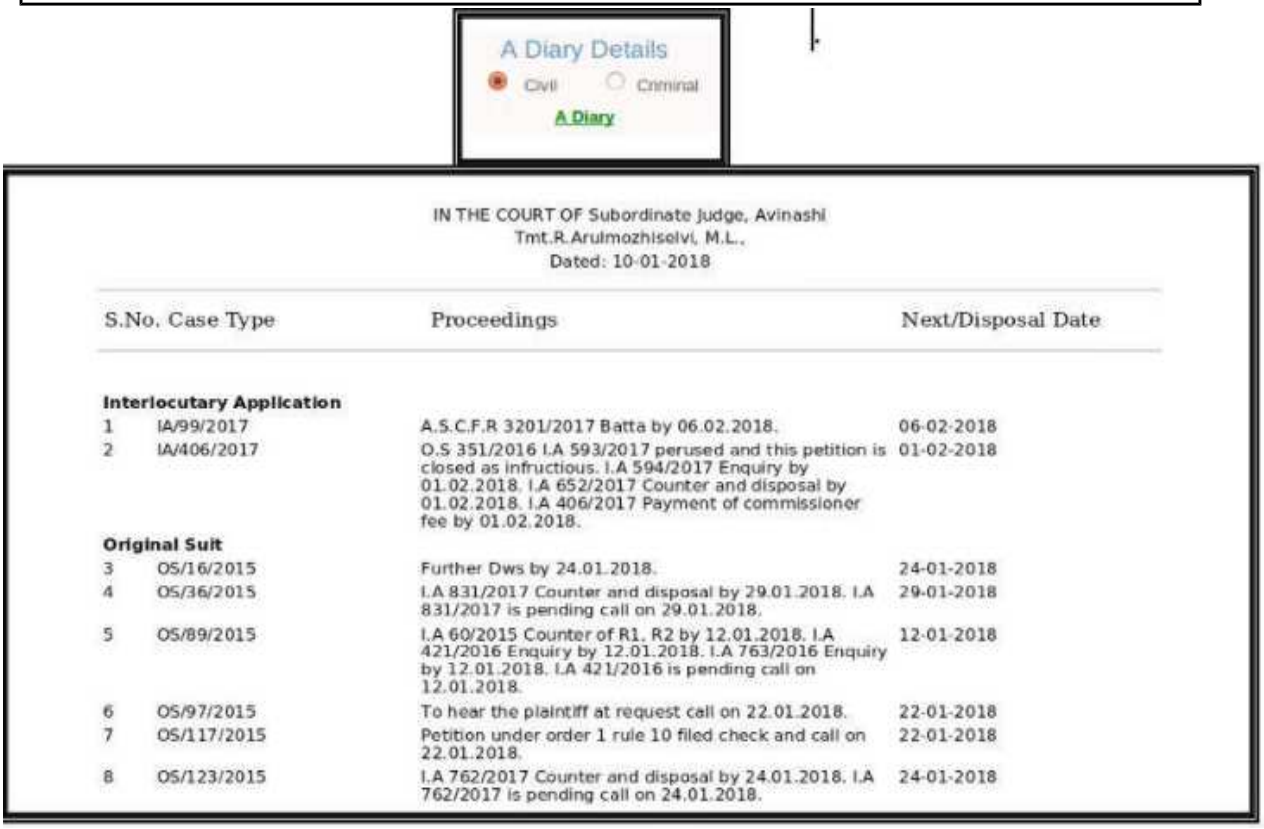
numerous cases with the same proceeding for example in batch cases or bulk transfer this option is very much useful. Apply date to all cases will give date to all cases . This must be used sparingly by the staff. This option is sometimes misused for posting cases to avoid undated cases which must be avoided by the staffs.

3.10 A Diary

In CIS 3.0
the word ROZNAMA
Replaced as A DIARY

In CIS 3.0 for A diary the word Roznama has been removed And it is mentioned simply as A diary which now becomes easy for common users to understand.Steps to generate A diary you can follow the following steps

On the Navigation pane ----->, click the court Proceeding menu---->click A diary



3.11 B Diary

B diary is a new option available under CIS 3.0 .It gives the entire diary for all the hearing dates in the case .To put it simply A diary gives the business or diary for a particular date but B diary gives the consolidation of the A diary for all dates. One can view the entire case dairy of all hearing dates of any case through B diary For example in the screen shot the B diary shows the case diary from 7 .04.2017 starting from trial because that bundle was received by Transfer at the stage of Trial and the Trial was commenced

for the said case from 07.04.2017.

Sub Court,Avinashi
IN THE COURT OF : Tmt.R.Arulmozhiselvi, M.L.,
Case No. : OS/0000047/2017

S.No.	Case No./IA No.	Date	Proceedings
1	OS/47/2017	07-04-2017	Defendant council present Trial by 06.06.2017.
2	OS/47/2017	06-06-2017	Trial.Plaintiff must appear with proof affidavit on 16.06.2017
3	OS/47/2017	16-06-2017	Plaintiff must appear with proof affidavit by 27.07.2017.
4	OS/47/2017	27-07-2017	Plaintiff present at request of proof affidavit 11.08.17 failing which suit will be dismissed for default.
5	OS/47/2017	11-08-2017	Plaintiff present. Proof affidavit on 18.08.17 failing which this suit will be dismissed.
6	OS/47/2017	18-08-2017	PW1 present and proof affidavit filed Exibit A1 to A14 marked for cross by 05.09.2017
7	OS/47/2017	05-09-2017	For cross. PW1 present 13.09.17.
8	OS/47/2017	13-09-2017	PW1 present and PW1 cross examined in full. For further PWs by 20.09.17.
9	OS/47/2017	20-09-2017	For further PWs NFT 10.10.17.
10	OS/47/2017	10-10-2017	Further Pws (NFT) by 25.10.2017. failing which further order will be passed.
11	OS/47/2017	25-10-2017	Further Pws not let in inspite of sufficient time given. Hence plaintiff side evidence closed for defendant side evidence by 06.11.2017
12	OS/47/2017	06-11-2017	No Representation for defendant. Defendant side evidence (NFT) 10.11.2017

3.12 Status of case Called / In progress/ completed

With display boards and Kiosk coming up in the courts the status of the cases are to be displayed outside court and it will show whether in calling or whether in progress or whether completed In this feature, the system will display the number of Called Cases. To view the numbers of called cases select the Called check box. (Shown in the above figure which shows 1 Called case) and also shows the options In Progress/completed .With these

option one can mark the case as In Progress or completed.

3.13 Taken on Board (Advance hearing of a case)

When advance hearing petition is filed this taken on board option is used to advance hearing of the case to the current date .

Step No 1:Go to navigation pane---> then select admin menu ---> Select Taken on board

Step 2. On Clicking " Taken on board" ---> case type option will open up (as shown below) ---> select case type --> fill up case number, year .and case details as shown herewith * Important point to remember is to fill up the date of hearing as the current date.The next date of the selected case will be replaced by the current date. The case can then be viewed on the Daily Board/Cause list .Further proceedings in the court can be then filled up as usual

Step 3. Click Submit to save the data into the system. The system will display the message, "Taken on Board Successfully"

3.14 Recall of a case

Recall of a case can be used to recall a case for which daily proceedings has been posted but which need to be taken again on the same date .This option is used to modify or update the information of cases if you want to recall a case on the same day. In Daily Proceedings the modification facility is not provided. However, you can recall the case, on the same day, if the reasons provided are accepted by the court. For example, The Litigant appears in the court, but the advocate is not able to reach the court in time and hence the matter is adjourned. The Advocate can then request the court to recall the matter and open the proceedings again. The request

may be accepted by the court and the matter may be recalled. The Recall option is used to modify or edit the information of such cases. (Recall option check box is shown in the figure)

Select the check box of Recall.-->Select the radio button for Civil / Criminal case/Case No.--> Today's Purpose displayed automatically --> The business can be modified and entered

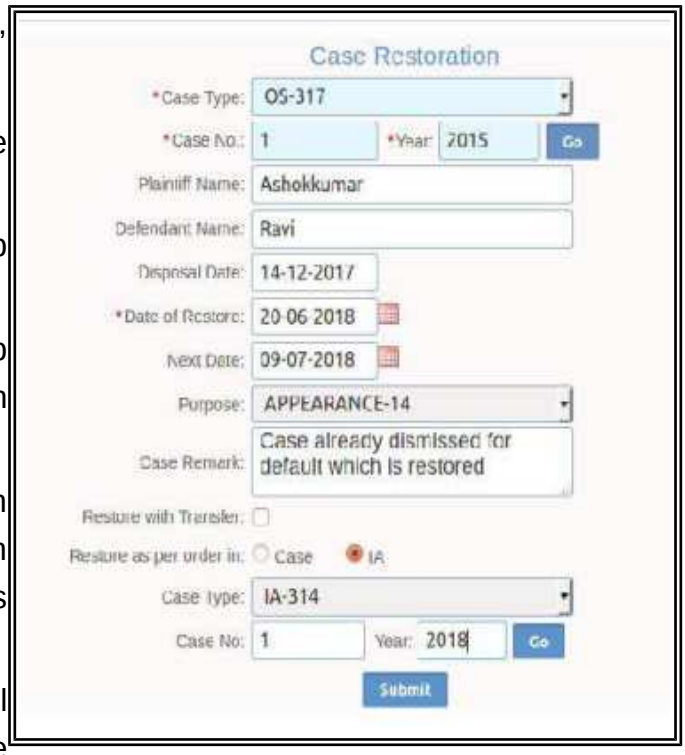
3.14.1 Difference between recall and Taken on Board

Recall of case is used to recall the case posted on the same date it cannot be used to recall a case posted on some other date.But taken on board is used to advance the case posted on some other date. Taken on board comes into help when a case posted on some other date need to be advanced to a current date.

3.15 Restoration of the case

Go to navigation pane ---> then admin menu -----> restore case

To access the Case Restoration screen, follow the steps given below:



- On the Navigation pane, click the Admin menu.
- Then, click the Restore Case sub menu.
- When you click Restore Case sub menu, the Case Restoration screen is displayed.
- Fill up the details (There is option to restore by transfer which can also be exercised under this option)
- Click submit.The system will display the message, "Case Restored Successfully"

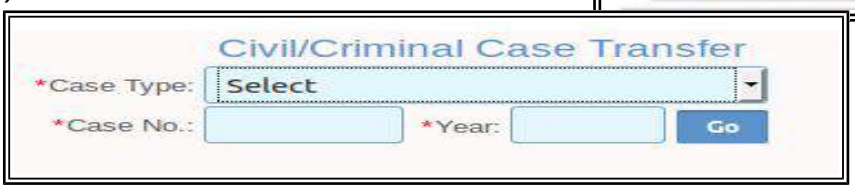
3.16 Refile Case

Refile Case' option is used to refile the cases that are rejected during scrutiny.Select the Case Type and enter the Filling Number and Year of the case to be refiled. On clicking the “Go” button, the details of the case are displayed. Select the “Date of Refile” from the calendar. The rejected case resumes on refile with the same filing number. It is to be remembered that this option is available only to admin user and not to the ordinary users

3.17 Transfer of cases

Go to navigation pane--> select admin menu --> select transfer of cases

This option is used to transfer the case from one court to another, within the same establishment and out side establishment. This feature includes the options given below:(i) Individual Case Transfer; (ii) Bulk Transfer; (iii) Establishment Transfer

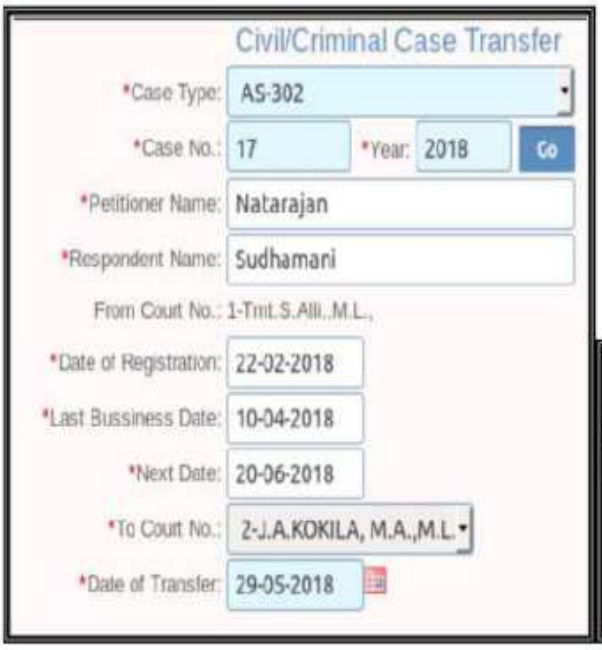


3.17.1 Individual case transfer

This option provides the facility to transfer an Individual case from one court to another court. To access the Civil/Criminal Individual Case Transfer , follow the steps given below:

On the Navigation pane, click the Admin menu-->.click the Transfer of Case --> click

Individual Case sub menu, the Civil/Criminal Case Transfer screen is displayed--.--> Select case Type,Enter the Case Number& year ---> click Go--->Enter further details as shown in the screen --->Click Submit to save the data into the system.--> The system will display the message, “Case Transferred Successfully”



Example No 1: Individual case transfer successfully made from Court No 1: Tmt.S.Alli, Principal District court, Tiruppur to the Court No 2 Tmt.J,A,AKokila,1st Additional district court, Tiruppur as shown in the screen shot.

3.17.2 Bulk Transfer

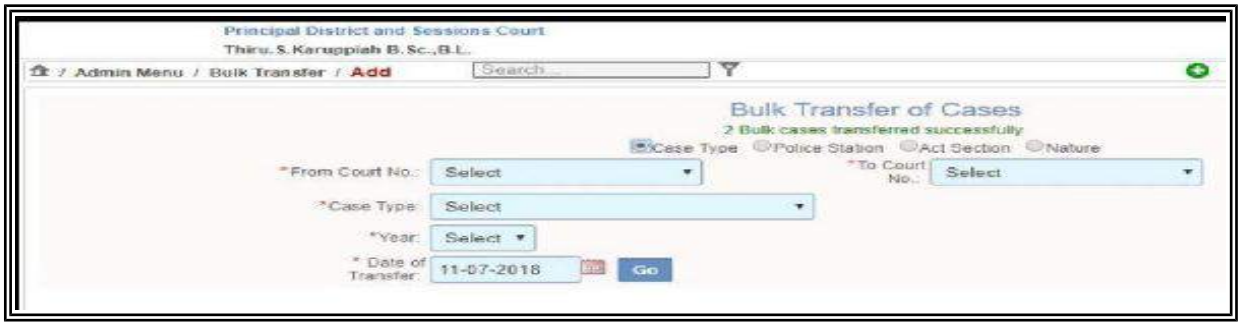
Bulk Transfer option are used to transfer Bulk cases from one court to another court. This Bulk transfer necessity arises in many occasion title When new courts are formed. For example a Special Court to try Motor Accident Cases or 138 Negotiable Instrument Act (Cheque cases) are formed, then the said Motor Accident Cases or 138 cases has tobe transferred in Bulk to new court. CIS.3.0 provides Bulk transfer option under the following four options

Example: Bulk Transfer of from court No 1 Mr.S.Karuppiah to Court No 2 Mr.A.Abdul Kadar based on case type(CC case):

Step No 1: Select from the Four options under Bulk Transfer (i) Case Type (ii) PoliceStation (iii) Act / Section;(iv) Nature

Step No 2: Select case Type to Transfer of 2 cases of CC Type and fill details Go

Step No 3 "2 Bulk Cases transferred successfully" message displayed

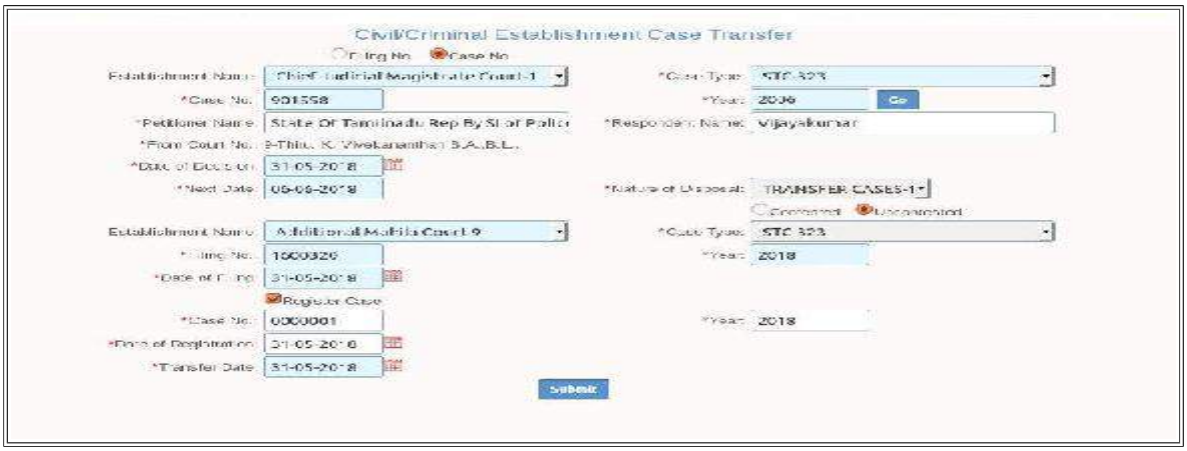


3.17.3 Establishment Transfer :

Transfer of cases done between establishments is dealt under this topic to test this Establishment transfer option a case was transferred from the Chief Judicial Magistrate Court with case number (STC.No.901558/2006) to the Additional Mahila Court as (STC.No.1/2018) After the case was transferred from Chief Judicial Magistrate Court the case status was shown "as case not allocated" and only after allocation the case is shown in the case proceeding of the Additional Mahila Court. The transfer was verified in

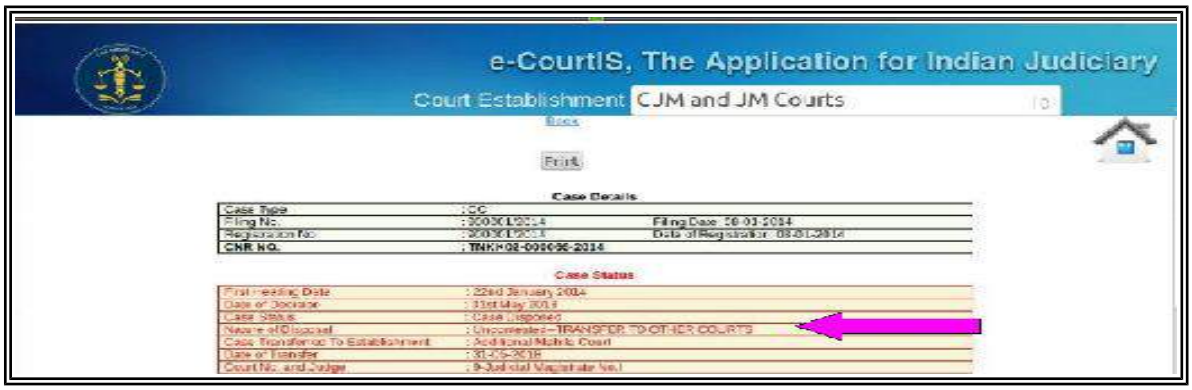
the.Disposal report of Chief Judicial Magistrate Court and the institution report of Additional Mahila Court the same was successfully reflected. The steps involved in Establishment Transfer of case is shown hereunder

Step-I:- Transfer from (Court No.9) Chief Judicial Magistrate's Case No.901558/2006 to Additional Mahila Court as STC No. 1600320/2018 where by. enabling the the Register case option that case was numbered "2018" as case No.1/2018 and then give submit

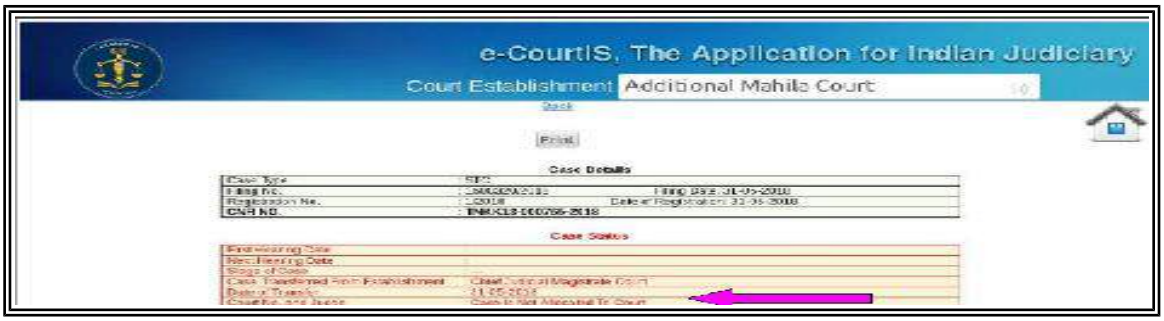


Step-2: After giving submit "Case transferred successfully" message received the case transferred from Chief Judicial Magistrate Court.

Step-3 : Verify in Kiosk case states of the case No.901558/2008 of Chief Judicial Magistrate court. It shows **"Transferred to other court".**

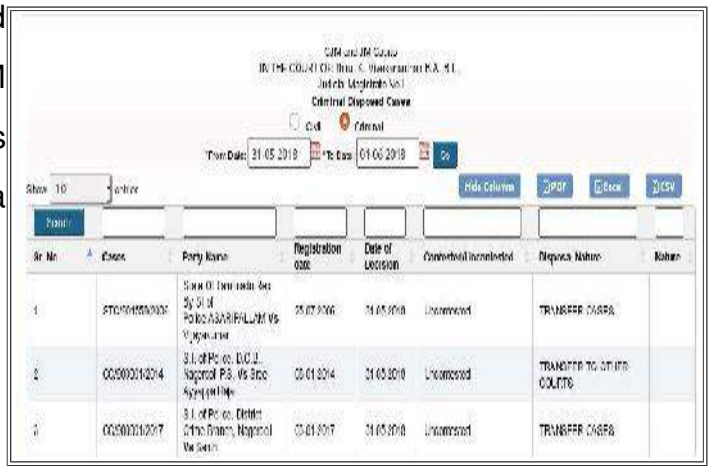


Step-4: Verify the cash status in the Additional Mahila Court it showed **"Case not allocated "**



Step-5 : Allocation of case to Additional Mahila Court. The Additional Mahila Court which was allocated the case reflects the case in the case proceedings from where the case can be continued as usual under CIS.

Step-6: The Transfer status verified from the disposal register of the CJM Court from where the case was transferred to the Additional Mahila Court.



Step-7 :The Transfer status verified from the Institution Register of the Additional Mahil Court to which the case was transferred The screen shot showing the Institution entry of

the transferred case is enclosed herewith.

Additional Mahila Court
Institution Register-From Date:-31-05-2018 To Date:-01-06-2018
IN THE COURT OF:TMT.RAJA S RAMYA B.A.,M.L

S.No.	Case Type	Case No.	Date of Registration	Party Name	Address	Under Section	Name of Advocate	Prayer
1	STC	1/2018	31-05-2018	State Of Tamilnadu Rep By SI of Police ASARIPALLAM Vs Vijayakumar	ASARIPALLAM P.S Vs Pitharachi		APP JMI NAGERCOIL	

Step-8 :The criminal cause list of the court to which the case was transferred also shown here.

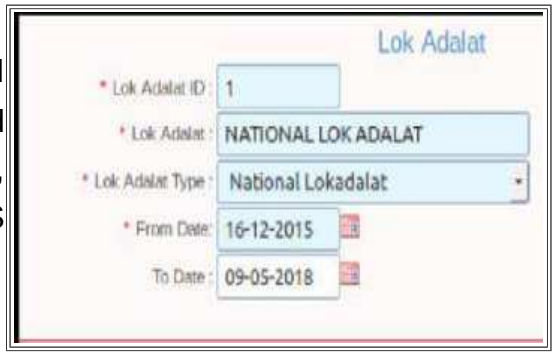
Additional Mahila Court
IN THE COURT OF: TMT.RAJA S RAMYA B.A., M.L
Judicial Magistrate No II
Criminal Cause List As on Date:01-06-2018

S.No.	Case Type	Case No.	Party Name	Name of Advocate
TRIAL				
1	CC	1600327/2018	Sub Inspector Of Police AW P.S Kanniyakumari Ravi Kumar and 4 Ors	PPP
ENQUIRY				
2	STC	1/2018	State Of Tamilnadu Rep By SI of Police ASARIPALLAM Vijayakumar	APP JMI NAGERCOIL Adv.A Chandrekar

3.18 Lok Adalat

Under CIS 3.0 the Lok Adalat option has been enhanced with many key features considering the importance of Alternate Dispute Resolution mechanism in the Indian Judiciary. Lok Adalat option comes with option for adding ID for Lok Adalat, ID for Lok Adalat member, ID for Lok Adalat panel. CIS 3.0 has also enhanced Lok Adalat with features of assigning cases to Lok Adalat, panel and generation of Reports. The Lok Adalat option are captured in the screen shot shown herewith.

3.18.1 Lok Adalat ID



Varieties of Lok Adalat are held in courts and under this Lok Adalat option ID can be created separately for National Lok Adalat,State Lok Adalat, District Lok Adalat,Taluk level lok adalats under CIS 3.0 which is shown hereunder.

3.18.2 Lok Adalat Member

Similarly Lok adalat member can be created under four types 1) Advocate 2) Judge 3) Retired Judicial Officer and 4) others.Once this Lok Adalat list of members is updated under CIS 3.0 the cases can be referred to the particular member type. The lok adalat member screen shot is shown herewith.

3.18.3 Lok Adalat panel:

For every Lok Adalat different panels can be created under CIS 3.0 with panel ID and with specified Panel members

3.18.4.Assign cases to Lok Adalat

Under this option the user must choose the lok adalat ID and the case which is to be referred. To assign the check the box as shown herewith.If Lok adalat ID is not created this option may not work The list of assigned cases can also be generated under CIS 3.0 as shown in the screen shot herewith

3.19 Mediation

With ADR gaining big momentum in our Indian Judiciary ,CIS 3.0 comes with more detailed options to face the every increasing Alternate Dispute Mechanism,(ADR) . Now under Mediation option one can update Mediation members list, Refer to mediation, allocation of cases to mediation, Mediation reports .

Go to the Navigation pane----> click the Mediation menu

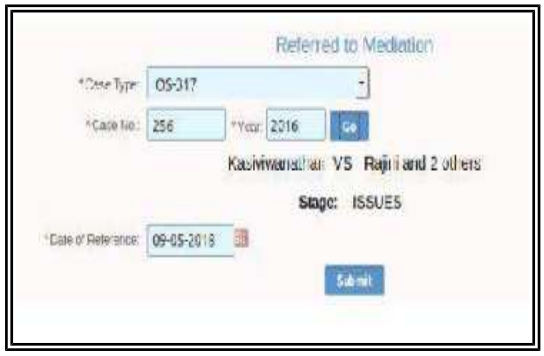
3.19.1 Mediation Member

By using this option under CIS 3.0 one can add the panel Member name. The Mediation member option provides for member types which includes Advocate, Judicial Officer, Retired Judicial Officer,Marriage councillors and others. Each of the mediation member will have details of the field of expertise under CIS 3.0 whereby while referring to mediation the Judicial officer can refer the cases to the expert mediation members.

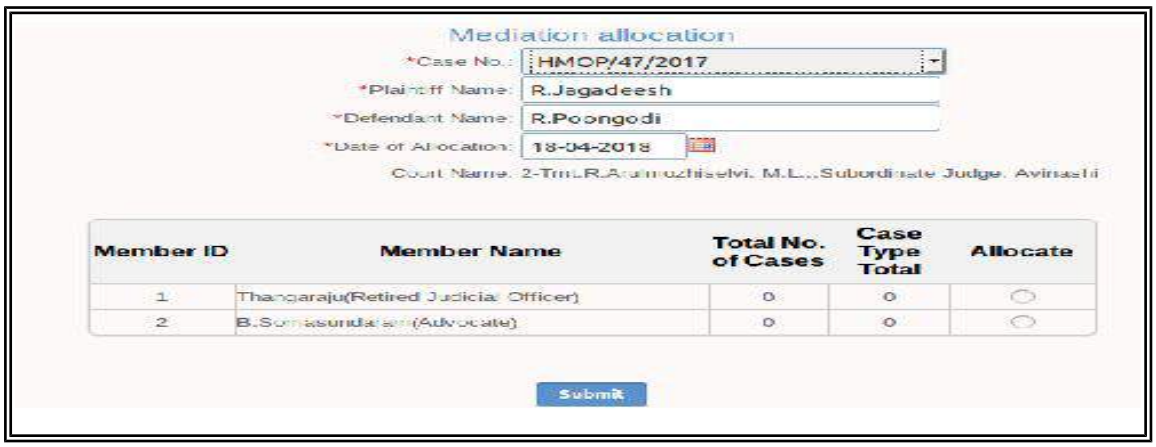
Go to the Navigation pane----> click the Mediation menu----->Click Mediation member cases and can be referred to the.particulars mediation member

3.19.2 Refer to Mediation

To refer the case for Mediation this option of refer to mediation is used

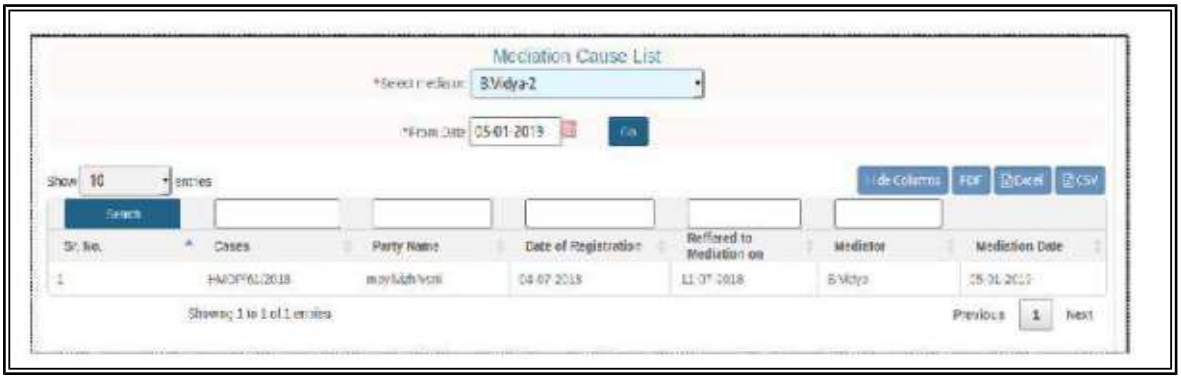


3.19.3 Mediation allocation



When a case is referred to mediation the next question which arises is who are the mediators? To decide the mediators the mediation allocation option is used and cases are allocated to the selected mediation members

3.19.4 Mediation cause list



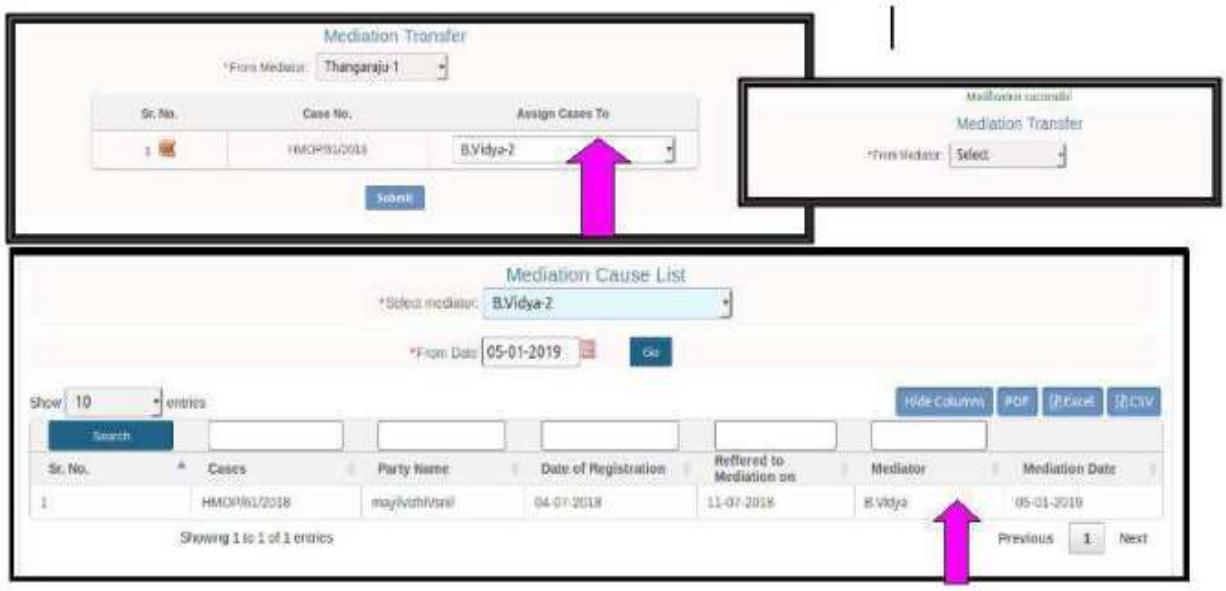
3.19.5 Mediation proceedings Once case is referred for mediation and after the said reference, the mediation proceedings takes place. When the referred case is adjourned then it is recorded in the Next date option under this option. There is also an option for returning the case to the mediation cell or Recall the case for further proceedings.

3.19.7 Mediation Report:

Mediation Report is an important option whereby the details of the list of cases referred and with the status of referred cases can be generated as shown herewith.

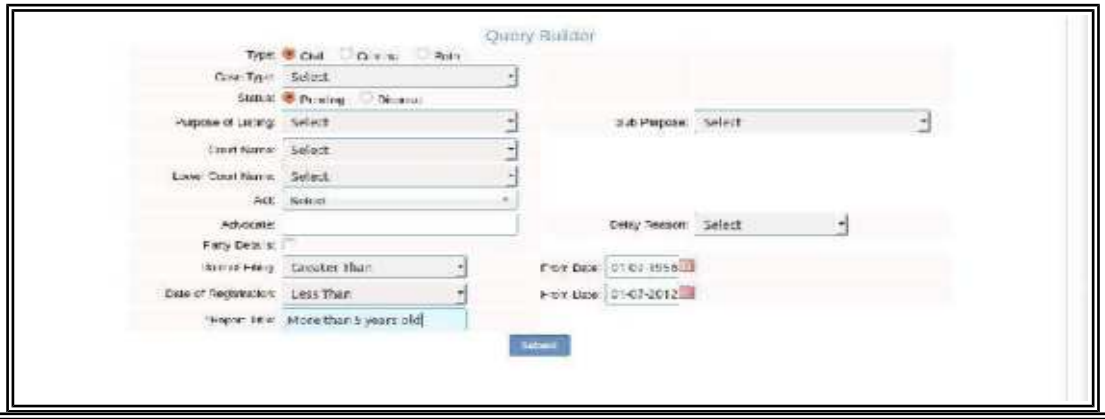
3.19.7 Mediation Transfer:

Mediation transfer is an important option whereby the cases referred for mediation can be transferred within the mediators. Once the mediation case is transferred from one mediator to another it can be checked through the mediation cause list which shows the current status of the mediation case.



3.20 Query builder

The Query Builder is used to generate queries on filling up the given fields and generating reports dynamically .In Query Builder, you can build a Reports within seconds for Civil cases, Criminal cases, or a single Query for Both the case types. You can get the reports instantly by dynamically specifying the parameters. It is useful to create exclusive reports according to the needs by specifying field and to get reports other than the standard reports available inbuilt in CIS. It is a real akshayapatra where innumerable reports on various probabilities can be created.



3.21. Caveat search option

In civil courts searching caveats is an important work . Now the said caveat search can be done with four options (I)

anywhere, (ii) Starting with, (iii) subordinate court,(iv) caveat no. The example screenshot shows the caveat search using caveat number 1/2018 which shows the search result

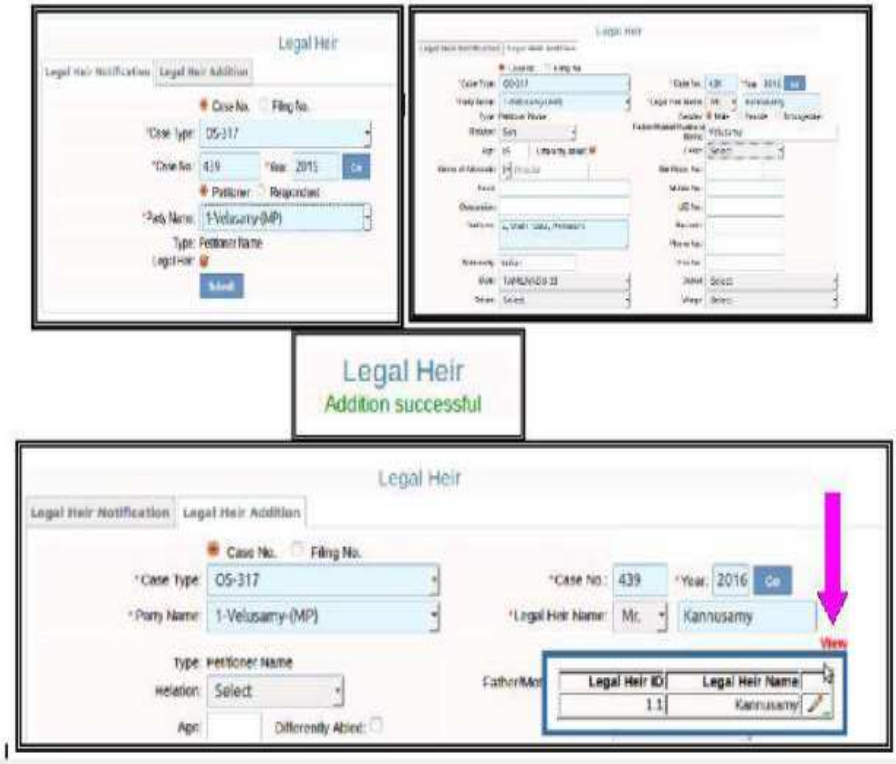
3.22 Litigant status

Go to Navigation Pane -->Select Litigant Updation---> select Litigant status

Now under CIS 3.0 comes with updating the litigant status. For example if a plaintiff in a case dies, now there is option to update the litigant status as dead , Absconding ,Abated, Quashed etc

3.23 Legal heir addition

Go to Navigation Pane -->Select Litigant Updation---> select Legalheir addition

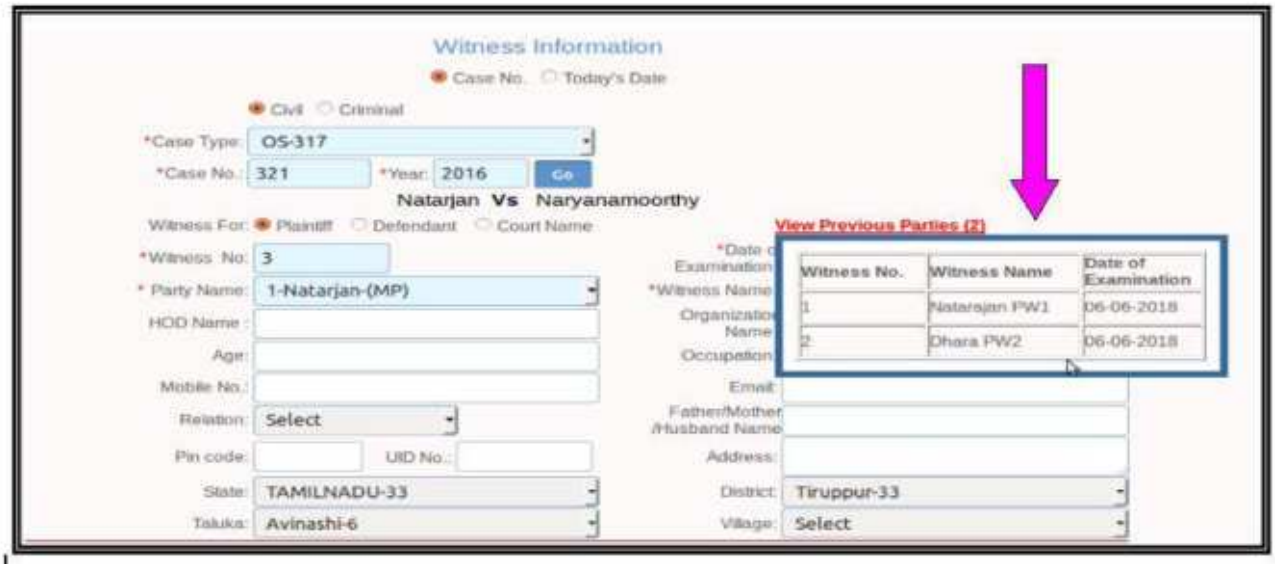


Under Litigant updation the most important feature is the addition of legal heir.Once the litigant status is updated as dead then the next question which arises is that how to add the legal heirs.The answer is provided under CIS 3.0 through legal heir addition. First under Legal heir notification option one need to file up the details of the case and the party for whom legal heir to be added and then click submit; then under legal heir addition the details of the heirs to be filed up and the legal heirs details can be added successfully.

3.24 Witness Information

Go to Navigation Pane -->Select Litigant Updation---> select Witness information

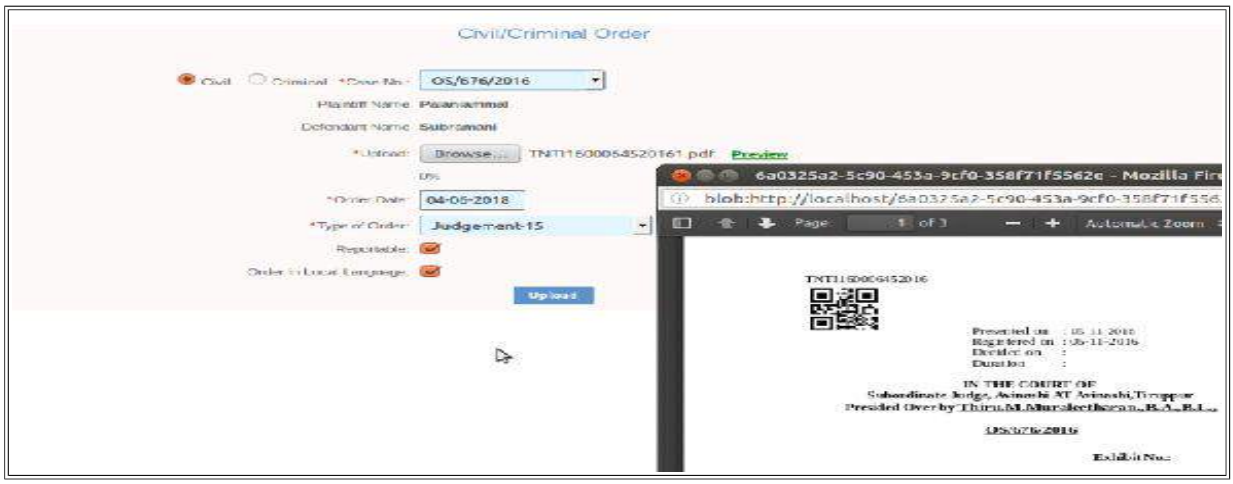
Under CIS 3.0 we can now keep track of the list of witnesses examined in a case. To use this option go to Naviation pane---> then select the Litigant updation-----> then choose witness information option and fill up the details of the witness then we can get the list of witnesses as shown in the screen shot

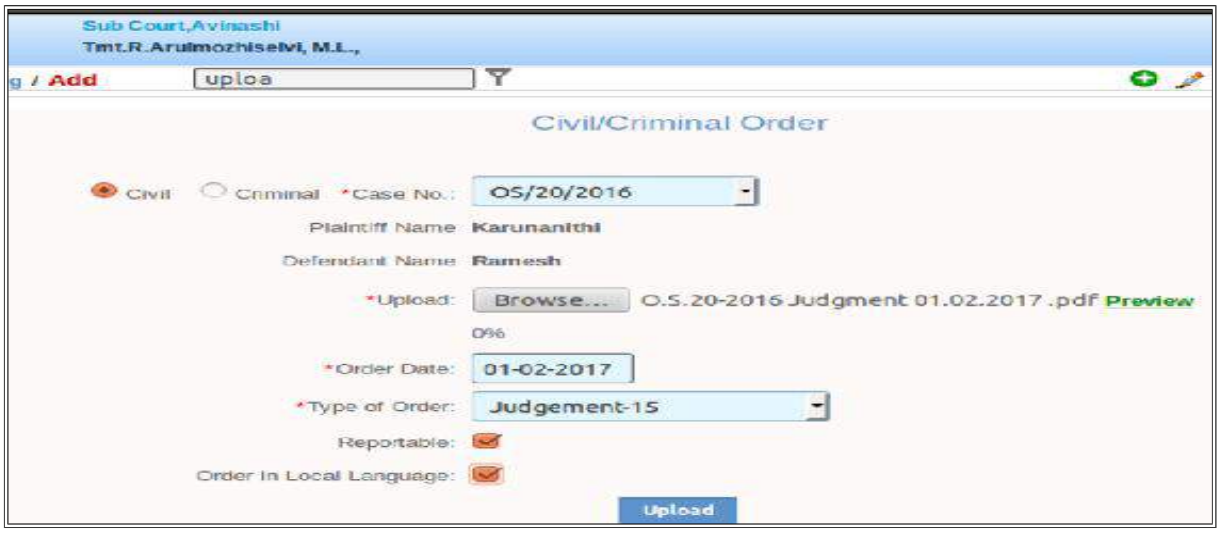


3.25 ORDER/JUDGMENT UPLOADING

The order Judgment uploading under CIS 3.0 comes with an upgraded option of preview feature and reportable option as shown in the screen short below

3. Go to Navigation pane select court proceedings-Select order Judgment uploading then fill up the cases in the dialogue box shown – select the click browse -select PDF formatted Judgment / order from the computer – after PDF document is attached – verify in the preview option and then select the options under reportable and order in local language and click upload


Civil/Criminal Order
Civil
Criminal
*Case No.:
05/676/2016
Plaintiff Name
Defendant Name
Subramani
*Upload:
Browse...
TNT116000548520161.pdf
Preview
*Order Date:
04-05-2018
*Type of Order:
Judgement-15
Reportable:
Order in Local Language:
Upload
6a0325a2-5c90-453a-9cf0-358f71f5562e - Mozilla Fir
blob:http://localhost/6a0325a2-5c90-453a-9cf0-358f71f556
Page
of 3
Automatic Zoom
IN THE COURT OF
Exhibit No.:

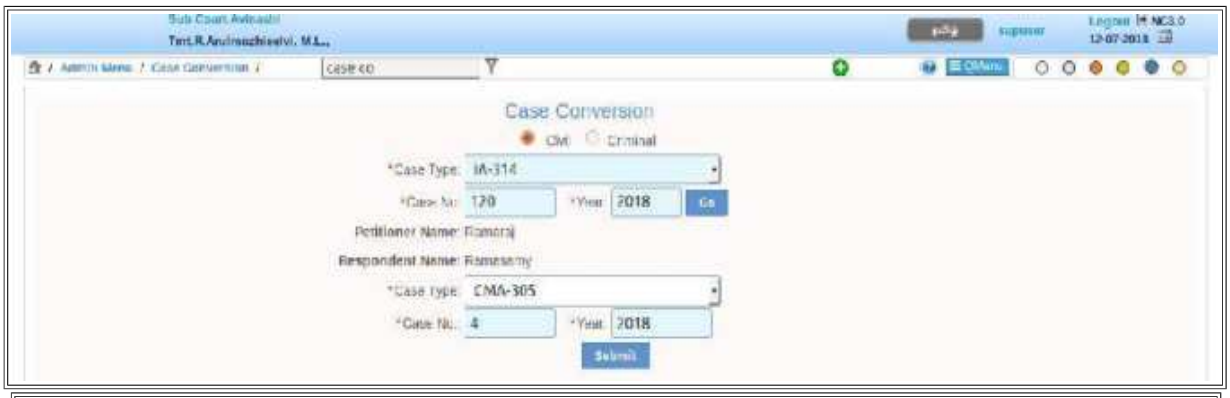

Sub Court,Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
g / Add
uploa
Civil/Criminal Order
Civil
Criminal
*Case No.:
05/20/2016
Plaintiff Name
Karunanithi
Defendant Name
Ramesh
*Upload:
Browse...
O.S.20-2016 Judgment 01.02.2017 .pdf
Preview
0%
*Order Date:
01-02-2017
*Type of Order:
Judgement-15
Reportable:
Order in Local Language:
Upload

Civil/Criminal Order
Addition successful
Civil
Criminal
*Case No.:
Select
*Upload:
Browse...
No file selected.
100%
Files uploaded successfully
*Order Date:
01-02-2017
*Type of Order:
Select
Reportable:
Order in Local Language:
Upload

3.26 Case conversion

Go to Navigation Pane--> click Admin menu -->Select proceeding modification-> select case conversion (or) Type case conversion in the search box directly

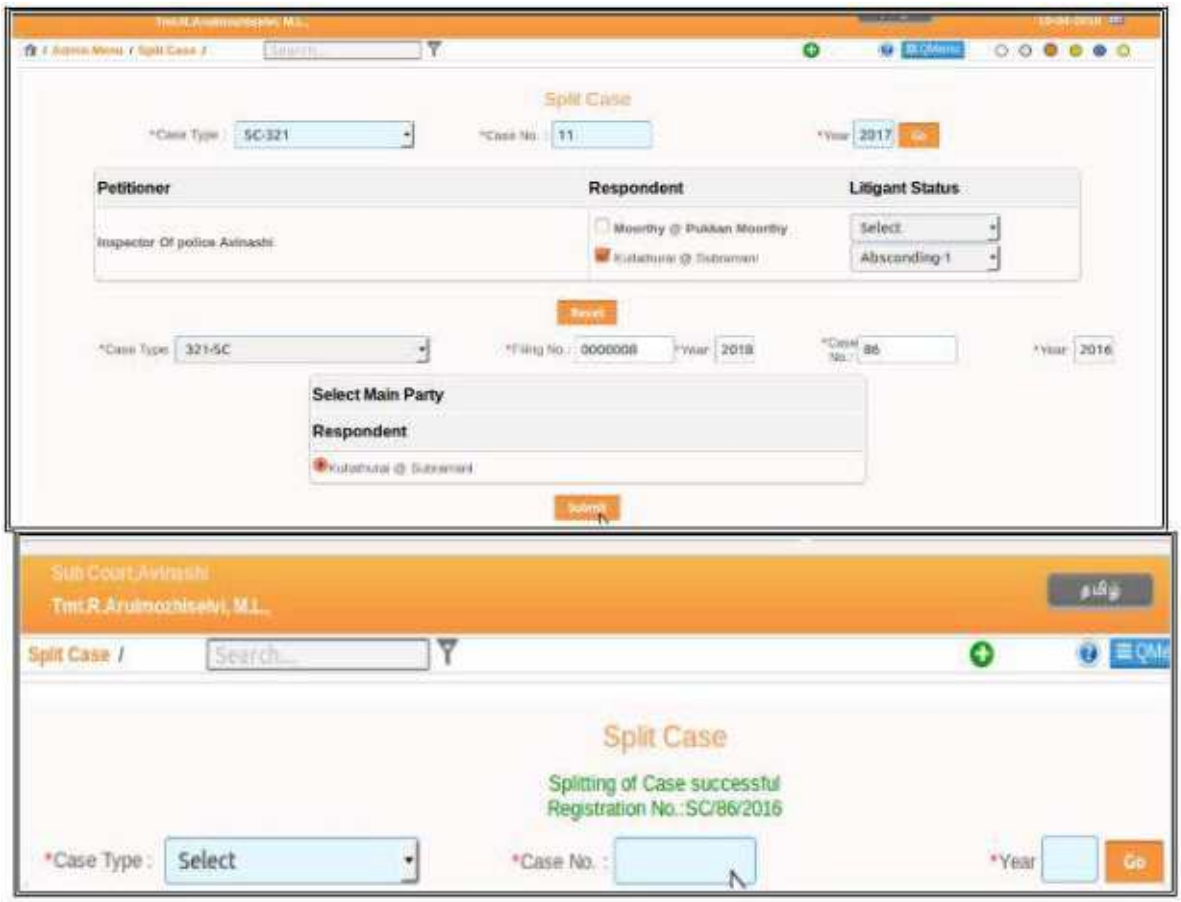
When the type of case is wrongly entered and if the type of case need to be changed then case conversion option under CIS 3.0 can be utilized for example if a case as EP has been wrongly entered as OS then using this option it can be converted in to the current case type using this option



3.27.Split cases.

For criminal cases sometimes in case of number of accused and if NBW is pending for one person Judicial orders are passed for spliting the case for proceeding with the accused who are present in the case and to separate the case against whom NBW is pending. In such case split case option is useful and it is a new feature under CIS 3.0 Eg:- In SC.11/2017 there are two accused and one accused is absconding. Hence case against the absconding accused is spliut separately as SC.86/16

Go to Navigation pane – select admin menu select proceeding modification select split case option (or) directly type split case in the search box which will show the split case option.

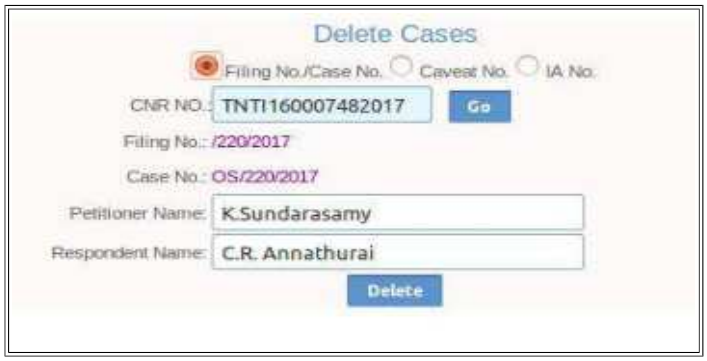


3.28 Delete case

Go to Navigation Pane--> click Admin menu -->Select proceeding modification-> select Delete case (or) Type Delete case in the search box directly

Under CIS.3.0 under admin menu the delete case option is provided. Cases can be deleted using three options based on the filing number, Caveat Number, IA No. This delete case option must be used with caution and hence

it is assigned under the admin function The Judicial Officer can ensure to fix the responsibility on specific person to do this admin function only after getting Judicial order or office note order from the concerned Judge. Because lot of live statistics are created based on the entries made in the court Hence any case deleted will have an impact on the said statistics Hence this option need to be utilized with caution.



-------Continue to explore other interesting Daily usage options under CIS 3.0----

4. e Filing

4.1 Introduction:-

The dream of E filing for the District Judiciary has come true with CIS 3.0. The concept of E filing under CIS 3.0 to put it in simple words is that the digital filing by an advocate or party in person is filed through a separate eFiling portal from where after verification and preliminary scrutiny it is transferred to CIS and the said efiled data is consumed under CIS 3.0 .So as far as CIS 3.0 is concerned the work under CIS 3.0 starts only when the efiled case data is consumed under CIS and then the usual procedure of scrutiny by raising objection, Rejection,Registration, allocation is done. In this chapter the stages of e filing cases where it is done and how the digital case content is consumed under CIS 3.0 is dealt herewith

4.2 Two stages of eFiling

(I) eFiling cases through Online portal (www.eFiling.eCourts.gov.in)

(ii) Consuming data by CIS 3.0 from the on- line eFiling portal

4.3 eFiling option under CIS 3.0

CIS 3.0 comes with the new eFiling option.There is no direct eFiling of case into CIS3.0 .But cases are filed in an online portal from where under the consume data option the efiled content will be consumed by CIS 3.0 and then it will be scrutinized like any other cases going through the stage of FORA. The other visionary options like e witness, victim,e plead guilty and e fir are also inbuilt under CIS 3.0 .

4.4 . Consume Data option under CIS 3.0

The consume data option under eFiling is provided under the CIS 3.0 for consuming the efiled cases from the online portal. There is no direct eFiling of cases into the CIS ,because if the registered users are allowed to make direct filing into CIS software it may affect the security and the speed of the software. Hence at present a seperate eFiling portal is allocated whereby registered user make the eFiling and it is consumed into CIS

under this consume data -eFiling option Under CIS 3.0 Consume data option is provided

which is a visionary option proposed for consuming datas under six heads.

4.4.1. Consume Data -E filing

Under the first option of consume data i.e eFiling option the cases filed in the efiled portal will be consumed under CIS 3.0.

4.4.2 E filing view Document option

There is another option e filing view document option under the consume data option in CIS 3.0. Under this optionthe great move of integrating the court datas has been proposed. For example if an appellate court wants to view the trial court data then it can use the option of eFiling view document option. This option enables the much needed vertical and horizantal integration of court datas under CIS 3.0

4.4.3 PDE (Public Data Entry) – Consume Data

Under this visionary option it is proposed that the litigants will be able to make Public case data entry from their home and which will be consumed through CIS and through the consume data option through CIs 3.0 it will reach the respective courts.

4.4.4 Plead guilty- Consume Data

Under this plead guilty option under consume data option in CIS 3.0 one will be able to plead guilty and deposit fine online and the said data will be consumed through CIS 3.0. This is already tested successfully in Karnataka

4.4.5 FIR data- Consume Data

Under FIR Data consume data option, the day is not far when the FIR registered in the Police Station will be consumed immediately by the courts and reflected in the court data through this option.

4.4.6 N-STEP – (National Service and Tracking of Electronic Processes) eSummons Portal:

The N-STEP application will track the status of process of the Courts. Court Process can be served through smart phones. The NIC Pune team has prepared the eSummons software application for use through smart phones. This is a most welcome feature which is surely going to curb all the delays involved in the process service. By using this option, courts will be able to digitally track the service of electronic process which is generated and published through CIS 3.0: The web portal is being launched for monitoring the status of processes at www.nstep.eCourts.gov.in

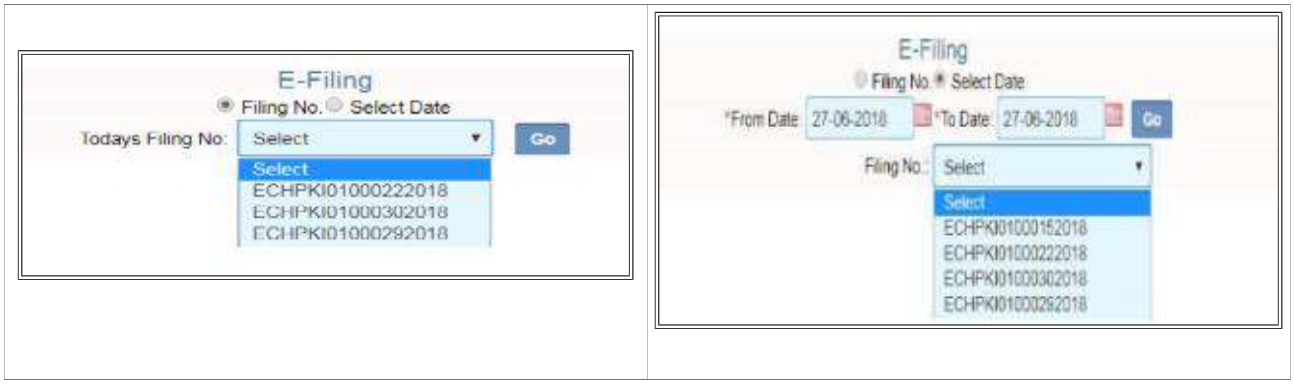
4.4.7 RTO- Consume Data

Just imagine, if the vehicle number is typed the data of driving license, vehicle number, insurance all are fetched in the court. With that vision this RTO option included under Consume data option. This is a sure time saving tool for the courts.

4.5 Extracting e-filed cases :

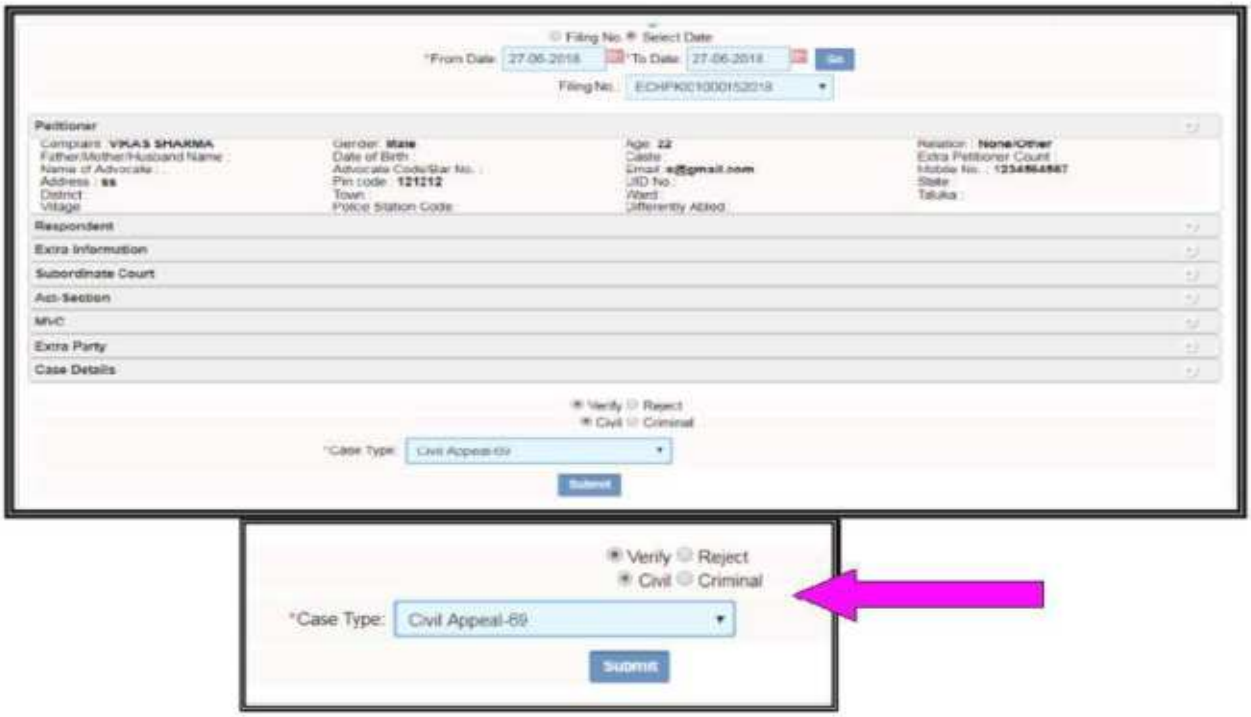
As already stated above the e filed cases from the online portal is consumed through CIS 3.0 under this option of "e-filing" Under this option two options are available for extracting the e filed cases from the e filed web portal.

(i) Filing number (ii) Select data .The screen shot herewith shows the choosing of both the options . By selecting filing number option and from date to date option. The efiled case is extracted into CIS 3.0.



4.6 Verification / Rejection of e filed cases under CIS 3.0

Once the e filed case in extracted under CIS 3.0 using the e filing number then the e filed case goes through the stage of verification and if it is in order then " Submit" option is choosen or else the Reject option to be chosen.



Once it is verified then the CIS staff must choose Civil/Criminal and also the Case Type as shown in the screenshot herewith.

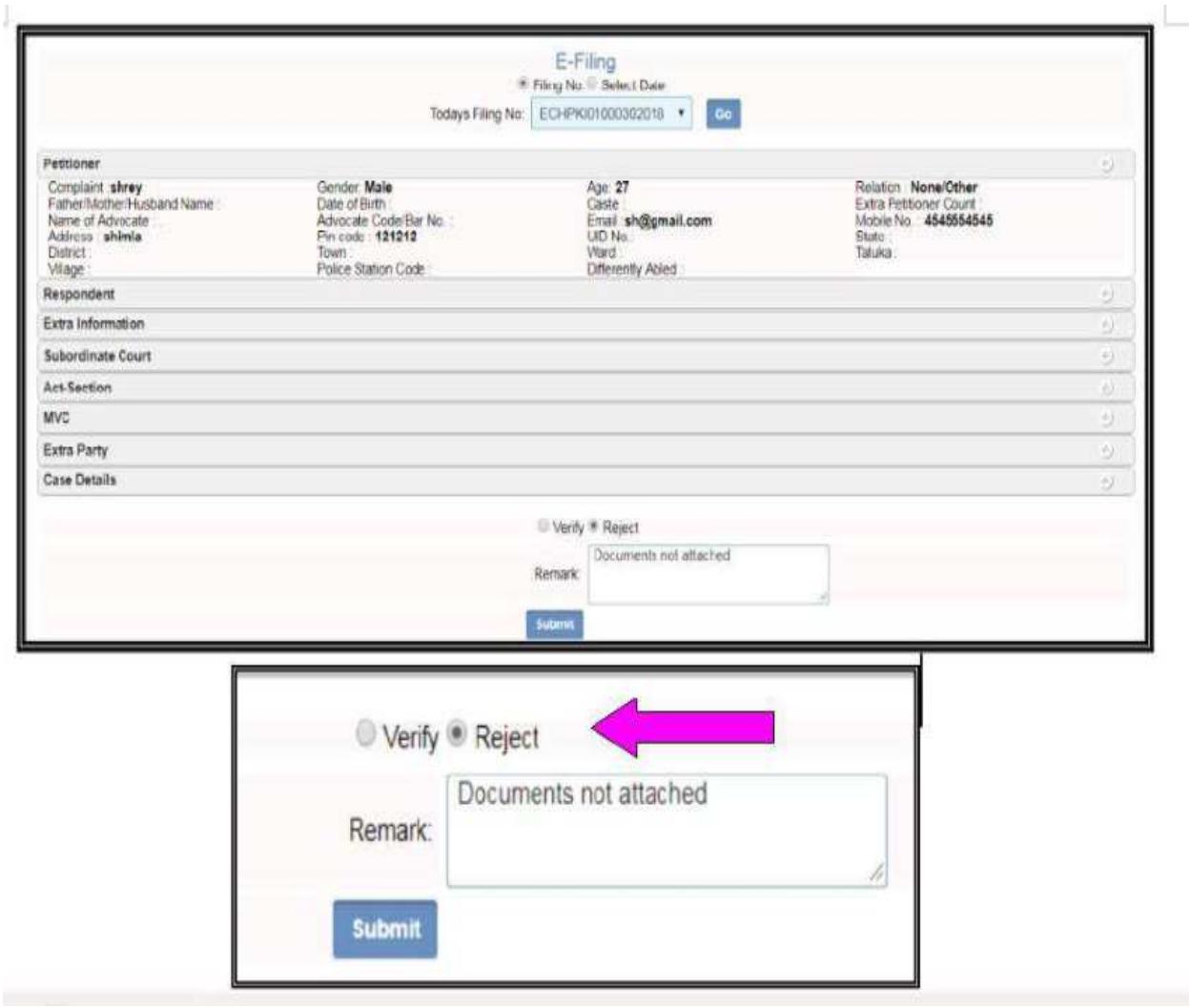
4.7 Filing number generated under CIS 3.0

Once the e-filed case is verified and the case nature assigned then the filing number is generated as shown in the screenshot " **Filing No: Civil Appeal/416/2018"**

Thus the e filed case content is consumed under the CIS 3.0 and it is given a separate filing number under CIS 3.0.

4.8 Rejection of e filed case under CIS 3.0

If during verification under CIS 3.0 if the e- filed case is not in order then the rejected option is chosen and Rejection remarks are made in the box and the e filed case is rejected under CIS 3.0



4.9 Online eFiling portal (www.efiling.eCourts.gov.in):

After reading about the process of consuming data of efiled cases under CIS 3.0 one will surely become curious to know where the eFiling is done and how it works. To satisfy the curiosity of the readers the various options available under eFiling portal is discussed in brief. To put it simple for making eFiling an online portal has been created wherein registered users can login and make their eFiling at www.efiling.eCourts.gov.in

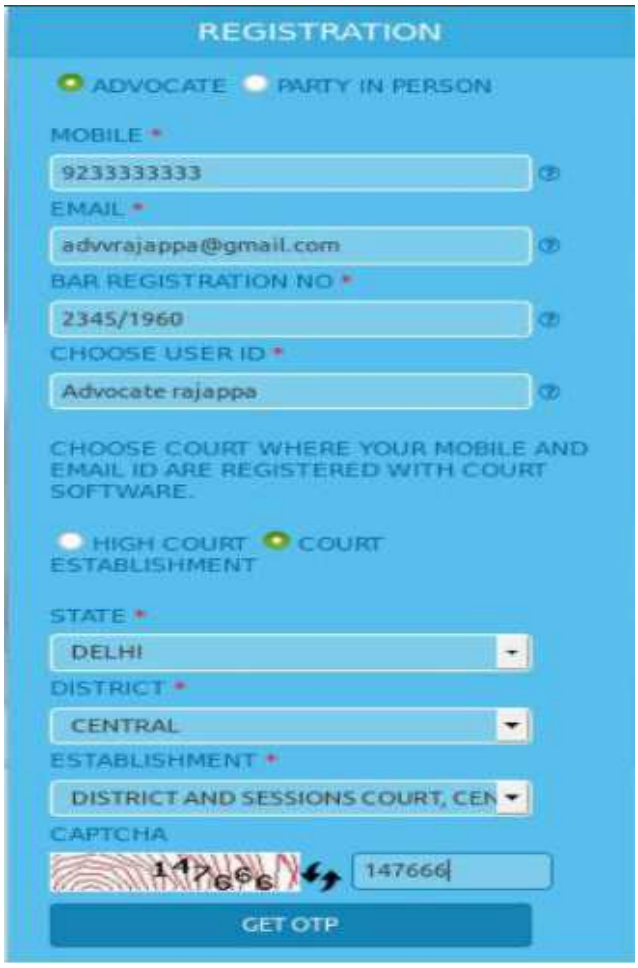
4.9.1 Login page of E filing portal

Under the online E filing portal only a register user can make E filing. The Register user can be an Advocate or party in person. The advocate or party in person who becomes the registered user alone can login using their user ID and efile the case .The screen shot of the login page is shown herewith.

4.9.2 Registered user

The advocate and the party in person have to register an account under the eFiling portal to become a registered user.

4.9.2.1 Registration of An Advocate



4.9.2.2 Registration of party in person

4.9.3 Dash Board of e filing login

Once a registered user login the dash board welcomes the user which

has the following option. Home,New Case,Documents,Deficit court fee,Report

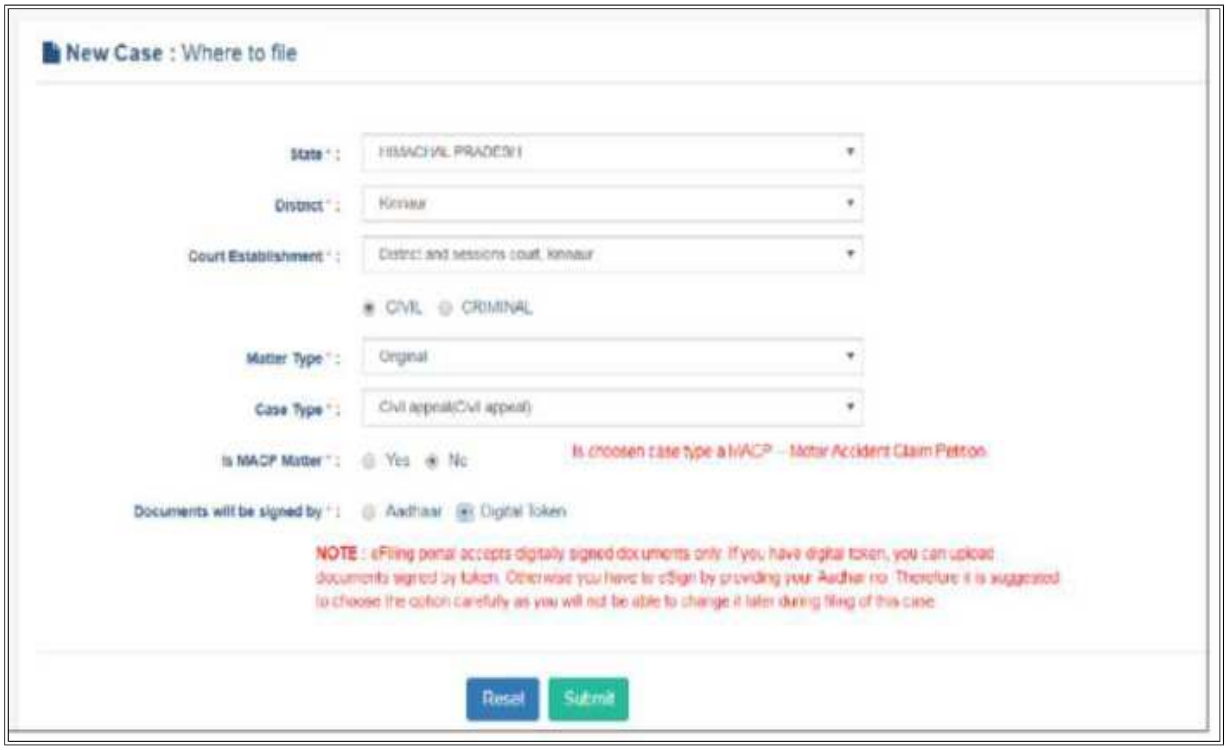
Contacts,Help.

4.9.4 E filing a New case under the online portal

Step1 Become registered user Advocate / party in person

Step 2 Login with a registered user ID

Step 3 Choose New case option under dash board for filing a new case. And fill up the datas regarding for which court case is efiled.



Step 4 Once new case option is choosen its opens up 6 digital forms which need to be filled up.

(i) Petitioner form ;

(ii) Respondnet form

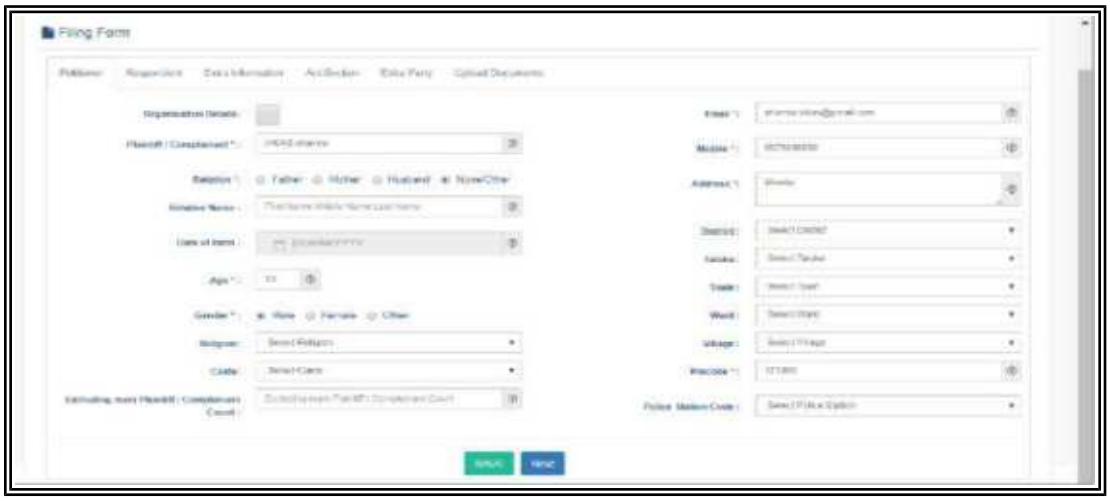
(iii) Extra Information

(iv) Act/section

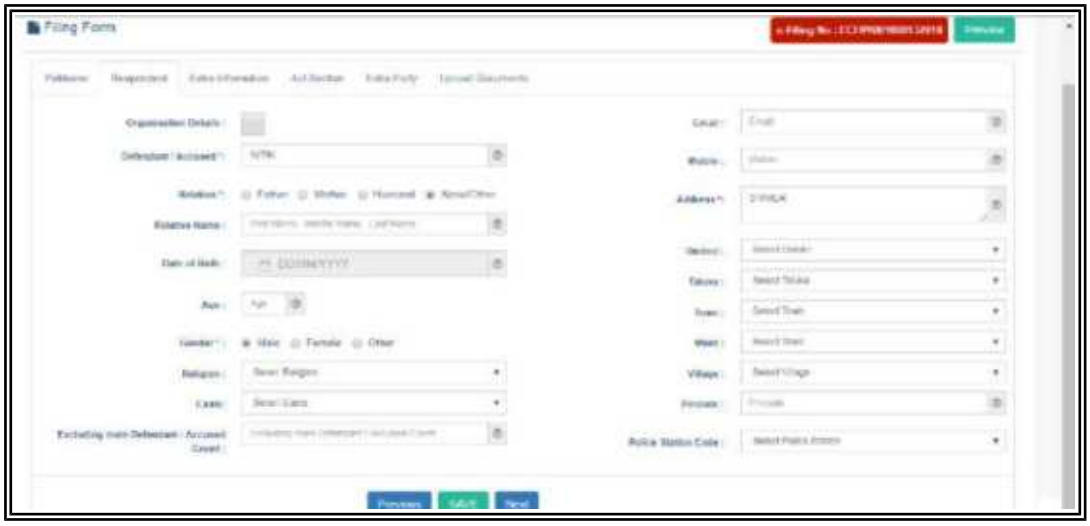
(v) Extra Party

(vi) Upload document

Step 4.1 Digitally Fill up Petitioner form



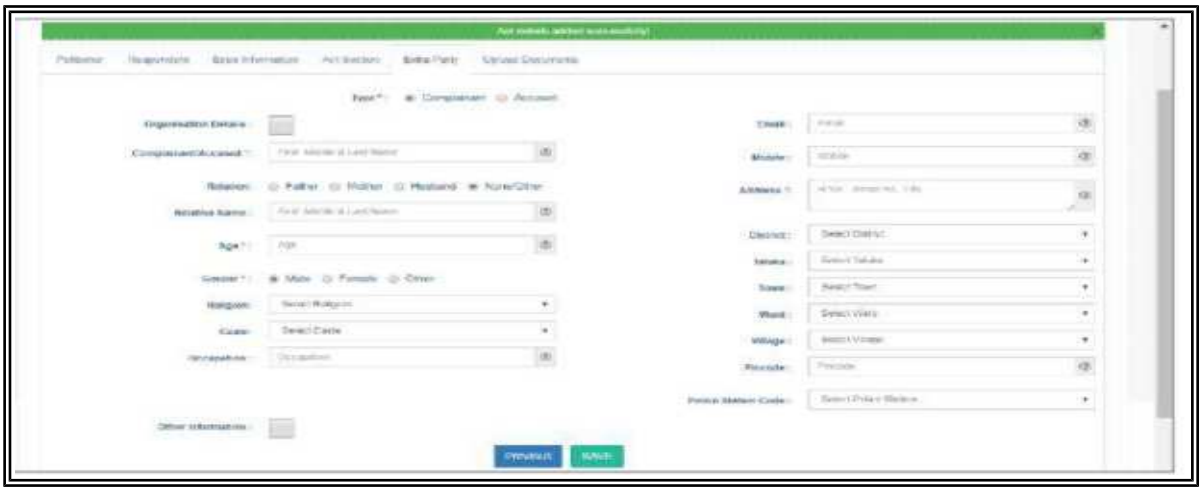
Step 4.2 Digitally Fill up Respondent form



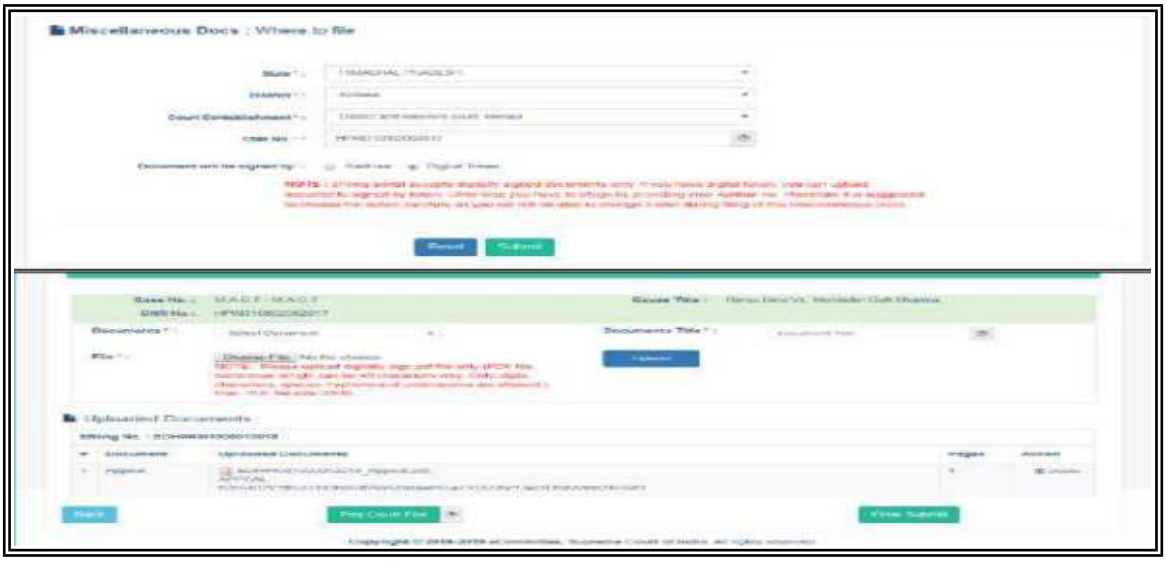
Step 4.3 Digitally Fill up Extra information form

Step 4.4 Digitally Fill up Act / Section form

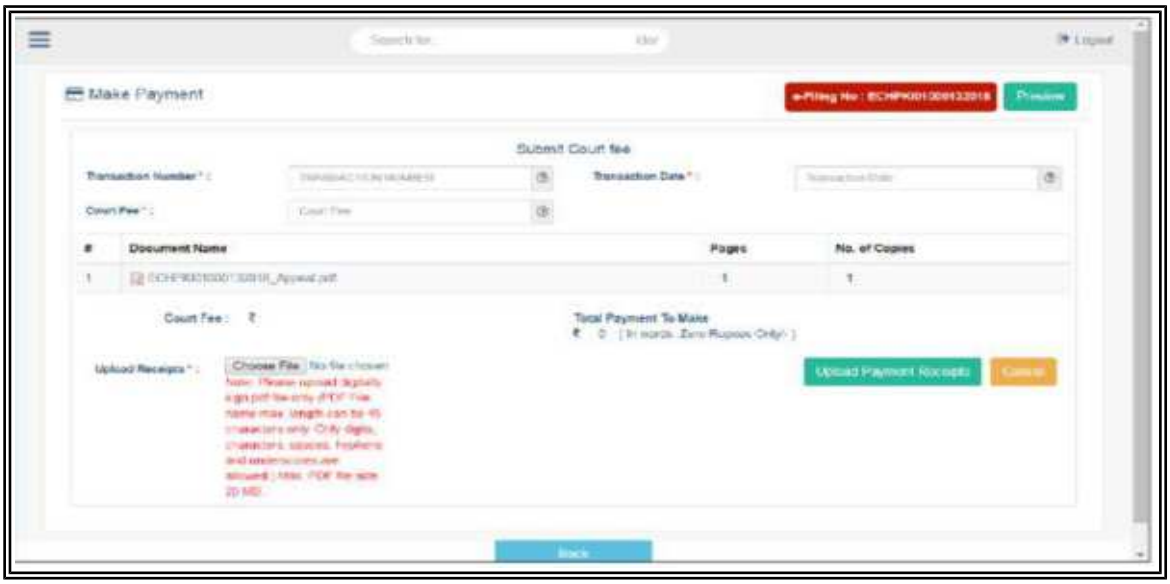
Step 4.5 Digitally Fill up Extra party form



Step 4.6 Digitally upload documents only as PDF



Step 4.5 Court fee payment



Step 4.6 Upload digitally signed litigant affirmation

Step 4.7 Upload digitally signed Advocate Identification and Verification

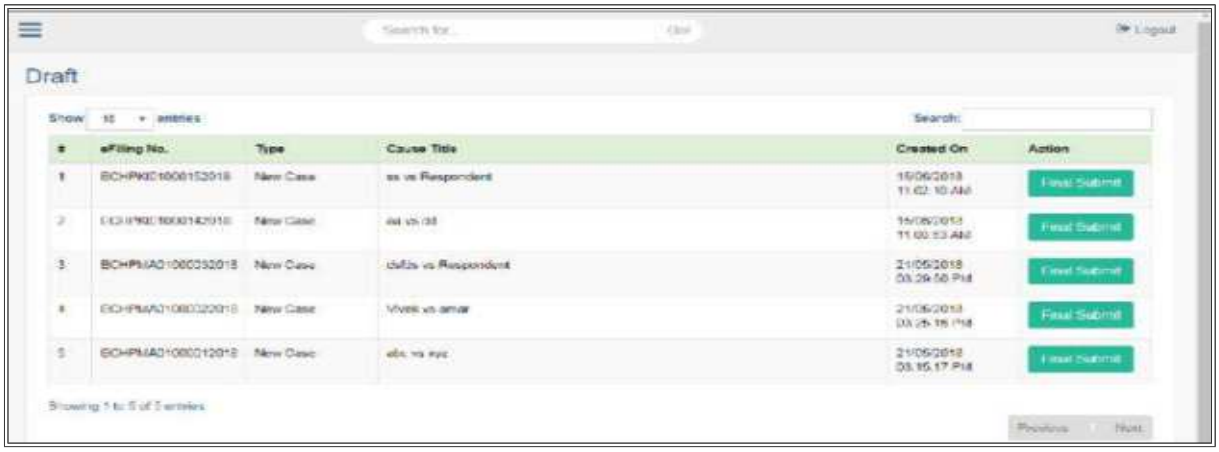
4.9.5 Other option for Registered user

Under the Dash board few other options are also available like preview, digital draft, Viewing pending acceptance Viewing Pending scrutiny , Resubmit option, Miscellaneous document upload, deficit court fee options as shown in the screen shots hereunder

4.9.5.1.New case Preview

4.9.5..2. Digital draft

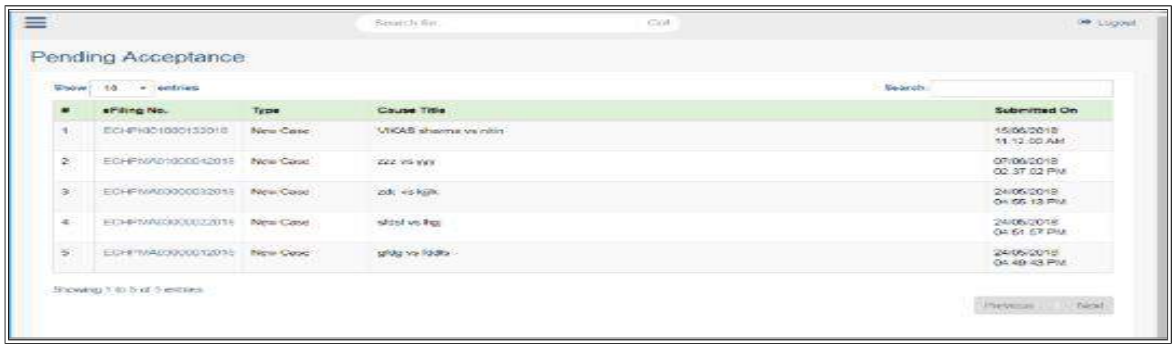
The Registered user can use the draft option to store their digital case content before making final submission. Under this option “final submit” can be clicked for making the final submission of the draft.



4.9.5.3 Viewing Pending Acceptance e filed cases

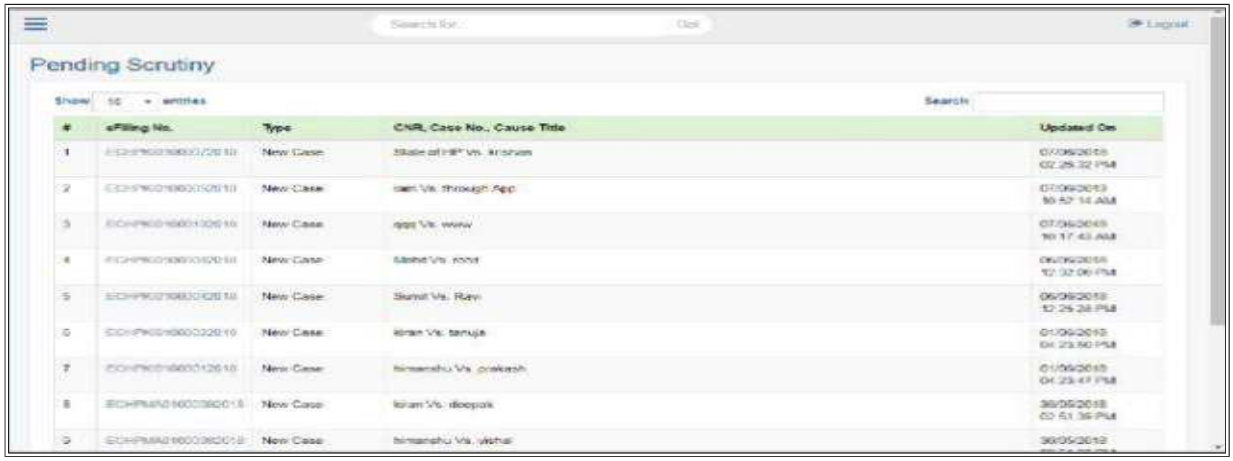
The registered user can see the cases which are pending for acceptance. This feature shows the E filing number along with the date of

submission and time of submission. This will be a useful reference column for the registered user to know the status of the E filed cases.



4.9.5.4. Viewing Pending scrutiny e filed cases

This option shows the status pending scrutiny which shows the updated regarding the scrutiny date and time.

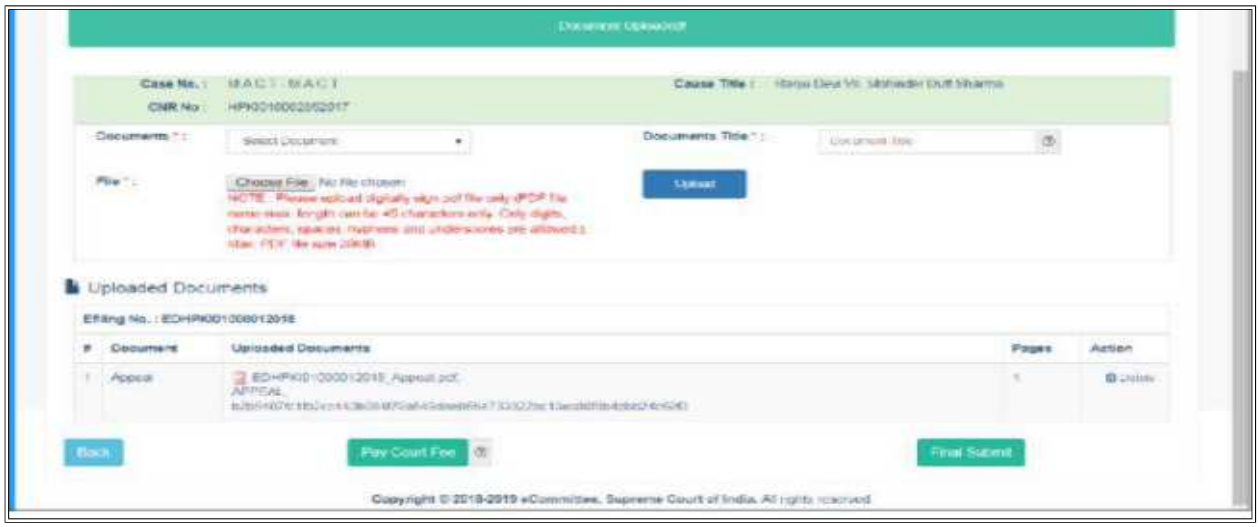


4.9.5.5 Re submit option

This option provides the options for re submission of the cases which has been not accepted or rejected.

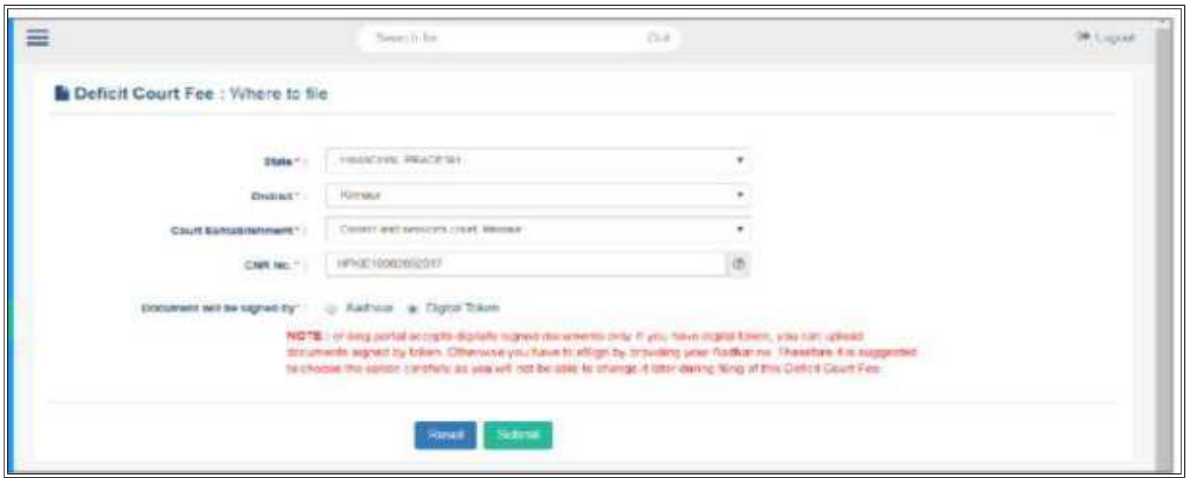
4.9.5.6. Miscellaneous Document

The registered user can digitally file all connected case documents by digitally signing it with the digital token or using Aadhar.



4.9.5.7. Deficit CF payment

The Registered user can also make deficit court fee payment using this option when the cases are returned for payment of deficit court fee.



4.10Admin options under e filing portal

After the registered user makes E filing the digital content comes to the scrutiny by the registered admins. The registered admins from the court will have registered user ID and profile and the admin starts scrutiny by login with his ID.

4.10.1 Admin login

4.10.2. Admin Dash Board

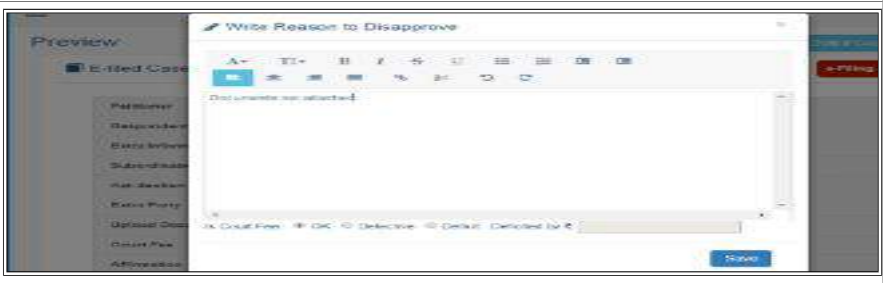
The Authorized Admin who login with the ID under E filing portal is welcomed with the separate dash home containing admin functions like transfer to section filing section status E filing status etc. The screen shot of the said dash home is provided herewith for clear understanding.

4.10.3 Admin Action on e filed cases

The authorised court admin scrutiny the e filed cased using new filing option and if it is approved orders transfer to section and if it is not accepted this approves with the reason.

4.10.3.1. Approver

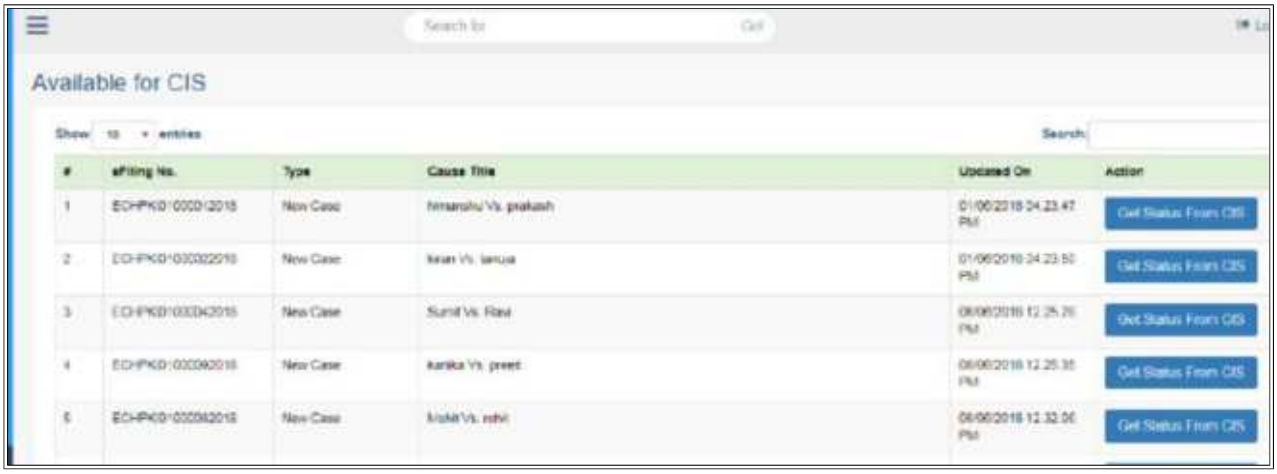
4.10.3.2. Disapprove



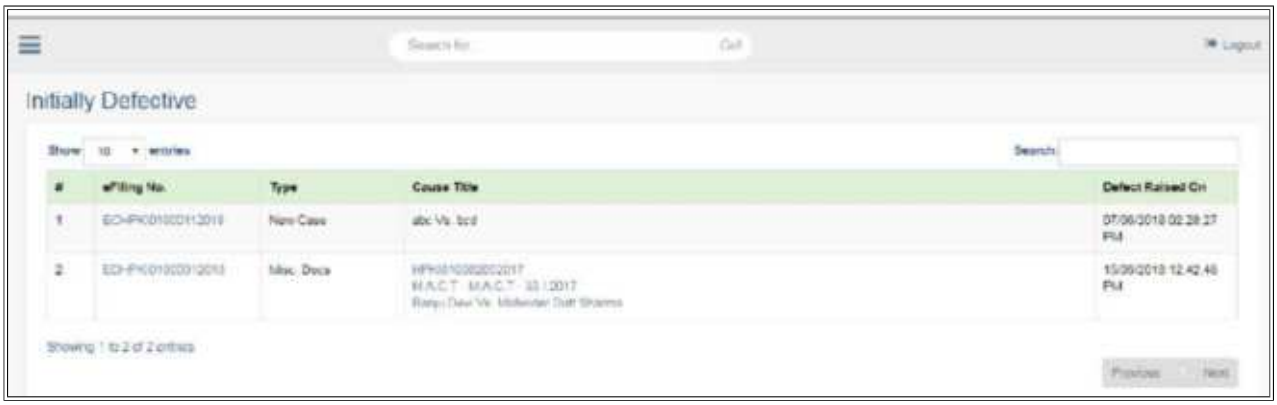
4.10.3.3. Deficit CF

4.10.3.4. Transfer to filing section

4.10.3.5. Available for CIS



4.10.3.6.4 Not Accepted



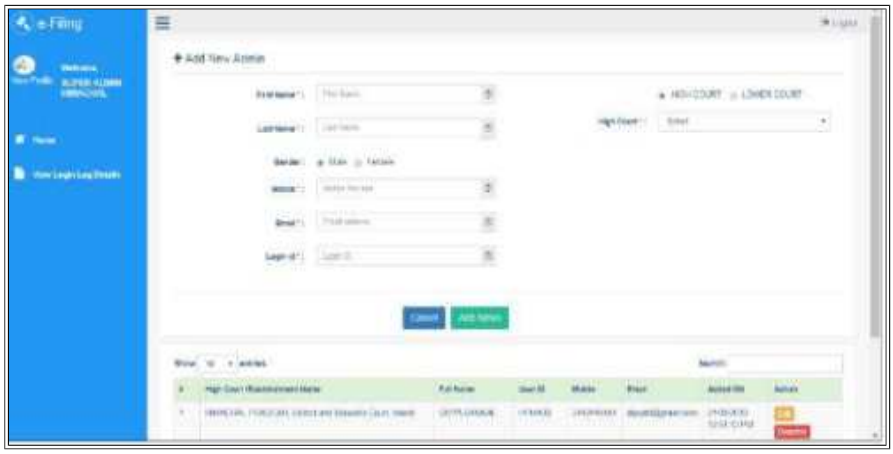
4.11. Super Admin – controlling authority

Super Admin under the E filing will have the power to create new admins and also to change case status and to view the login details of the admins under E filing.

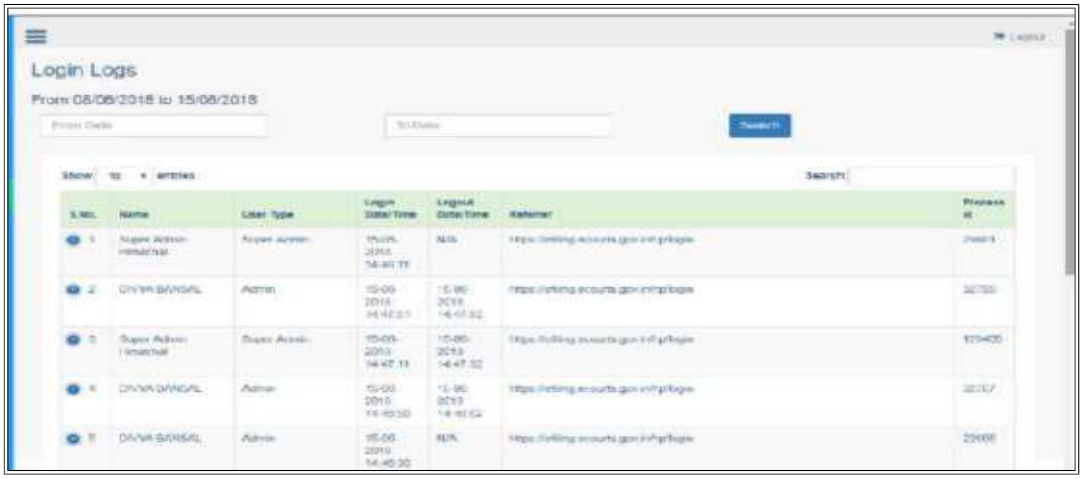
4.11.1 Super admin

Dash Board

4.11.2 Add new admin



4.11.3 Viewing log report .



Thus eFiling starts from the filing of case through the seperate online portal and preliminary verification is made in the online portal and then it is consumed through CIS 3.0 and scruitinised and filing number is given under CIS 3.0 . And now the technological dooors are wide open for District Judiciary with this eFiling option.

------welcome to the new world of eFiling---

5.Filing & Registration

5.1 Filing counter

The Centralised Filing counter and the concept of FORA the revolutionary feature of the District Judiciary has been retained under CIS 3.0. Some High courts are using different workflow. Under CIS 3.0 two types of filing are now available one regular maual filing in the filing counter and the other online eFiling. We are seen in the preceeding chapter how eFiling is done and how it is consumed into CIS 3.0 . Under CIS 3.0 any person who wants to maually file the case can come to the filing counter and file his case. During filing all the details will be entered in the format prescribed and the entries will be made. After making entries filing number and CNR number (unique case identity number) will be generated and filing acknowledgement will be given to the litigant who can then track his case status on line whether his case is taken on file or whether any objections have been noted or whether it is returned or rejected or registered. So with this filing counter and CNR number the tracking of unnumbered cases is also possible which is great breakthrough on the litigant point of view resulting in greater transparency in District Judiciary.

5.2 FORA- Filing work Flow

What is FORA ?FORA is nothing but the abbreviation of the stages of the case through which any case passes through once filed into the filing counter. The stage has been classified as

FORA = Filing Objections Registration Allocation

eFiling	**Filed through on line portal www.efiling.eCourts.gov.in**	**After preliminary verification transfered to CIS**	**Consumed under CIS**	**Then the regular FORA stages followed**
Manual filing	**Filed through the court complex Filing counter**	**FORA = Filing Objections Registration Allocation Stages takes place**		

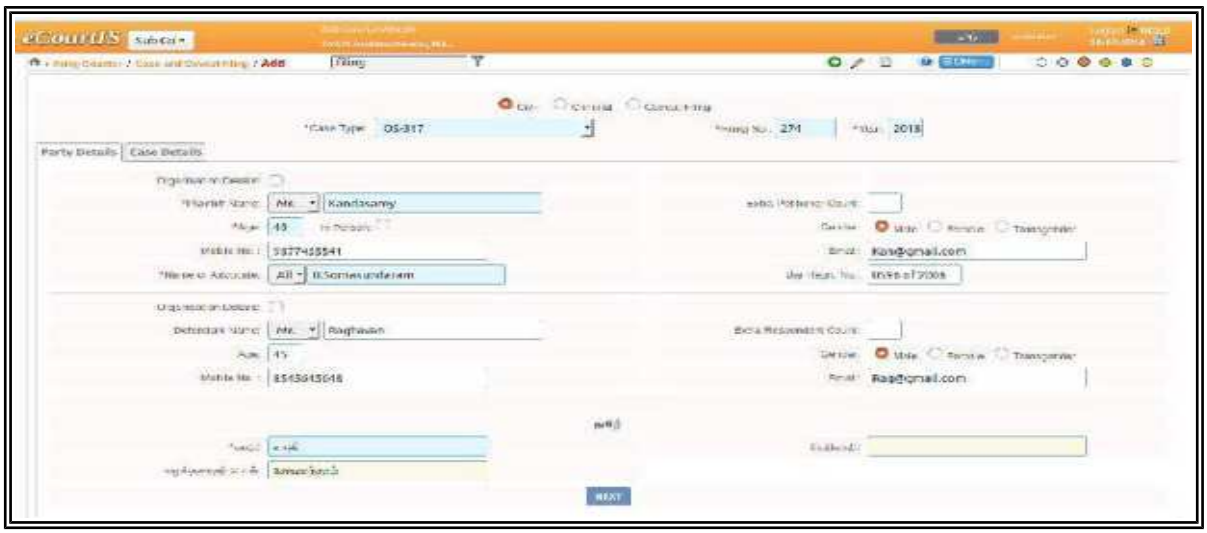
5.3.Filing

Under CIS 3.0 any case filed in the filing counter will enter the First step which is termed as Filing. Under the first step of filing any case which is filed will be entered in the prescribed form in the filing counter. After making preliminary entries filing number and a CNR number is generated and a printed acknowledgement is given to the litigant in the filing counter.

5.3.1 Filing Counter Menu

Under CIS 3.0 to enter details of a filed case go to the filing counter menu which is in the navigation pane and then select the Case and caveat filing. Under Case you can select either civil or criminal and for caveat filing you can click Caveat filing which is shown hereunder.

Go to Navigation Pane Filing counter Case and Caveat filing



5.3.2 Types of filing provided under CIS 3.0

5.3.3.Filing-Procedure Civil/Criminal

For Civil or Criminal Case Filing follow the steps given below:

• By default in CIS 3.0 you will get civil filing and you can choose criminal filing or caveat filing through the radio button as shown hereunder

• And then select case type when the filing number is auto generated.

5.3.4 Adding details

At the filing counter Civil /Criminal Case and Caveat filing process involves filling up of various details as listed below:

• Plaintiff, Defendant, Other details for Civil case types.

• Complainant Details, Accused Details, Other Details for Criminal case types

• Caveator and Caveatee details for Caveat filing

• Adding the details in bilingual languages also

5.3.5 Auto Generated Date and Time of filing.

A salient feature of the filing counter is that the Date of filing and the time of filing is recorded for each cases.

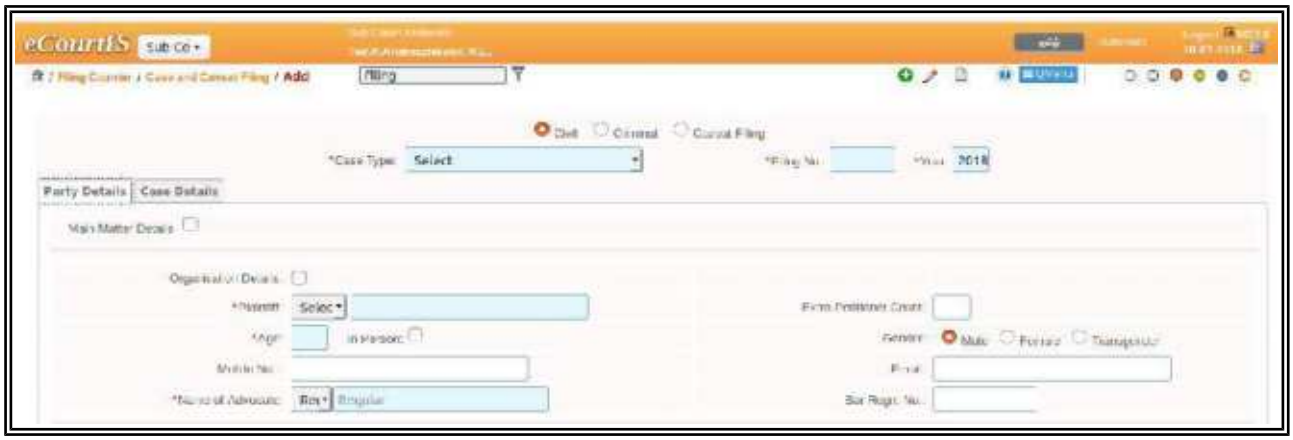
There is also an option for Changing filing date because there may be cases which may be returned and represented or cases which would have been dismissed for default and restoration petition would be filed. In such cases the actually filing date will be an earlier date and to accommodate the said type of cases where the filing date is not its actual filing date, “Changing filing date” option is also included which comes with the separate box by name “Reason for changing filing date” where the reason must be recorded why the filing date is changed. The screen shot of the Changing file date is enclosed in the next para for better understanding.

5.3.6 Changing filing date

By default, the current date is displayed in the Date of Filing field. If you want to change the date of filing then select the Change Filing Date check box. When you select the Change Filing Date check box, the system will display the calendar control (to change the date) and Reason for Change Filing Date field. We can Change the Date of Filing using calendar control and enter the reason for changing the date in the Reason for Changing Filing Date field.

5.3.7 Adding Plaintiff details with Transgender/Differently abled/ Party in person details.

For adding the plaintiff's details follow the following steps. Since this entry is done in the filing counter the staffs entering the details should ensure complete entry of all details asked in CIS 3.0 whether it is mandatory fields (marked with red star) or non mandatory fields.



- Enter name of the Plaintiff in the Plaintiff field. (in bilingual language).
- If the plaintiff is an Organization click Organization details and select Organization name

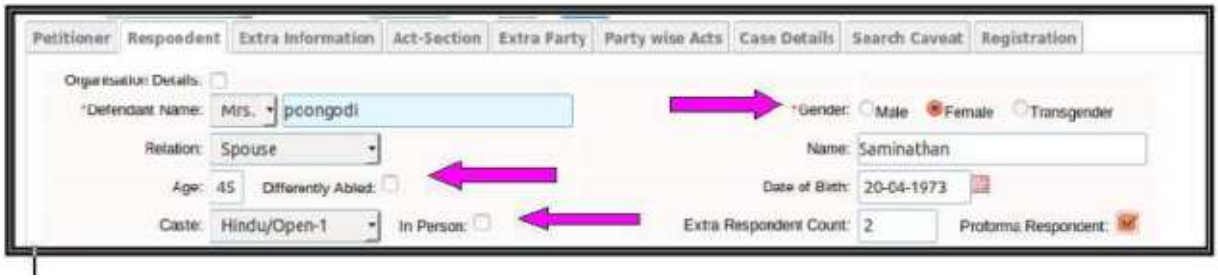
- Choose the new option of Differently abled ,Party in person added in Plaintiff details
- Choose the Gender of the Plaintiff .Under CIS 3.0 the new option of transgender added,Hence select the respective radio buttons.
- Enter Age of the Plaintiff in the Age field.
- Enter extra party petitioner count in the Extra Party Petitioner Count field. (in bilingual language)

5.3.8 Adding Plaintiff's Mobile Number, email ID

- This is the great breakthrough feature of CIS 3.0. Now the litigant will get direct update from the court in his mobile and through email id whether case Registered or Returned or Rejected.
- Enter mobile number in the Mobile Number
- Enter email address in the Email field.

5.3.9 Adding Defendants details

Similarly, Defendants Details need to be filed up in the filing counter.



- If defendant is an Organization click Organization details and select Organization
- Enter name of the Defendants in the Defendants field. (in bilingual language).
- Choose the new option of Differently abled ,Party in person added in Defendant details
- Choose the Gender of the Defendant .Under CIS 3.0 the new option of

transgender added,Hence select the respective radio buttons.

- Enter Age of the Defendants in the Age field.
- Enter advocates name in the Name of the Advocate field. (in bilingual language)
- Enter extra party respondent count in the Extra Party respondent Count field. (in bilingual language)

5.3.10 Adding Advocate Name & Registration Number

- Enter advocates name in the Name of the Advocate field.
- Enter Bar Registration Number of the Advocate in the Bar Registration Number field.

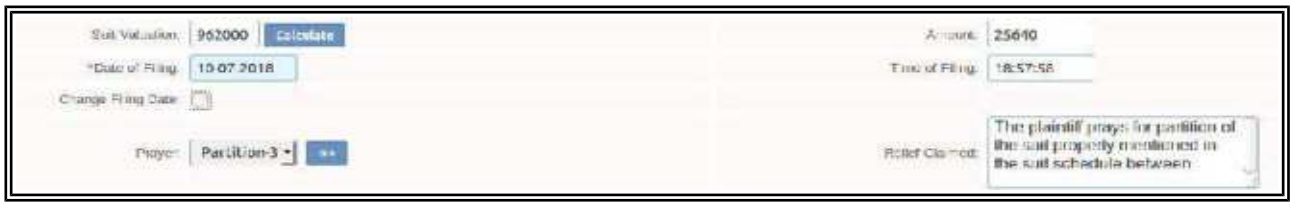
5.3.11 Adding Organization details

If the Plaintiff or the Complainant is an Organization, then follow the steps given below:

- Select the check box for Organization Details.
- When you select the Organization Details check box, the system will display the Organization Name select box.
- Select the Organization Name from the select box.

5.3.12 Suit Valuation

Enter the suit valuation value in the Suit Valuation field. Click the Calculate button which calculate the Amount to be levied, based on the -Jurisdiction value.



5.3.13 Adding Prayer

Select the Prayer from the Prayer select box and click then select from the Relief Claimed The relief will be displayed

5.3.14 Adding cause of action

Enter the cause of action in the Cause of Action field.Select the date for the cause of action from the Date of Cause of Action calendar control.

Only one box is provided for cause of action and the date of cause of action. In certain cases there may be multiple reliefs claimed based on different cause of action where we will need additional box to include multiple cause of action and multiple dates of cause of action. This has been brought to the knowledge of the Computer committee who will address the concerned person for such addition. Till then add the cause of action date based on which limitation is calculated. That date may be entered as of now in the single box !

5.3.15 Add & Remove Acts

Select the acts from the Act 1 select box and enter the section in the Act Section1 field.

To add more Acts, click More Acts button.

When you click More Acts button, the system will display the Act2 select box and the Act Section2 field. Similarly, you can add more Acts for the selected case type.

To remove any of the added Acts and Act Section, click Remove Acts button

For example if you want to add MV act (select Motor Vehicle act) as shown in the screen shot

5.3.16 Hide party name

This option of Hide party name is a crystal clear example to show with how much care and concern the CIS is created. The basic idea being CIS is to display all case details to every litigant public. Hence the Cause Lists, Kiosks, Website etc. display all the party names that are entered for a case. But in certain cases like POSCO(prevention of sexual abuse against children), Juvenile cases, matrimonial cases It may be statutorily essential to hide the party names. This Hide party name is inbuilt at Filing stage At filing stage to invoke hide party details you have to check the box

by the side of Hide party name as shown in the screen shot

When you mark to hide a party name then the party names are shown as masked "xxxxxxx" on the citizen interface like Cause list, Kiosks, website.

5.3.16.1 Hide party name for registered cases

This hide party name is also available for registered cases. The same can be invoked by using the path shown below

Go to Navigation pane Select Case proceeding click Hide party names

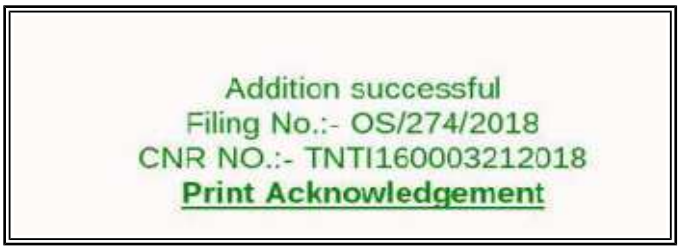
The hide party name for the registered cases can be used under three options i.e

- Hide Parties using Case Number option.
- Hide Parties using Today's Date option.
- Hide parties using parties name.
- Hide entire Establishment (Like Family Court or Juvenile Justice Board)

When establishment like Juvenile Justice board, family court are selected then the system by default will hide all the Party Names in all the cases filed in that establishment. The hidden party names shown as xxxx in the screen shot.

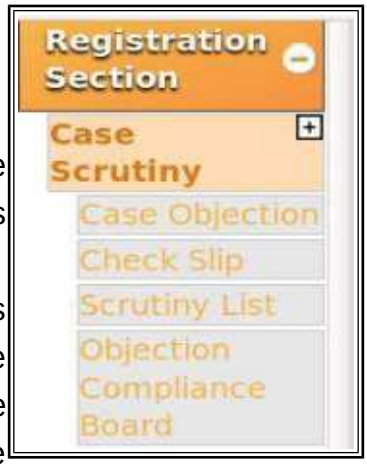
5.3.17 Addition successful

After entering all details in the filing counter click SUBMIT, "Addition successful" message appears Then the following three messages regarding Filing, CNR, Print acknowledgement appears



5.3.18 Print acknowledgement with QR code

On receipt of the case at the filing counter after the filing process is over the litigant will be given a printed acknowledgement Containing filing number, CNR number and now under CIS 3.0 with the QR code. Using the CNR number and the filing number and by scanning the QR code printed in the acknowledgement the litigant can track the filing stages i.e. whether it is returned with objections or whether it is registered or whether it is rejected and all these at the comfort of his home with a mouse click ! This is really a welcome and a breakthrough feature which will surely pour in lot of transparency on the filing system and make the filing system more litigant - user friendly.



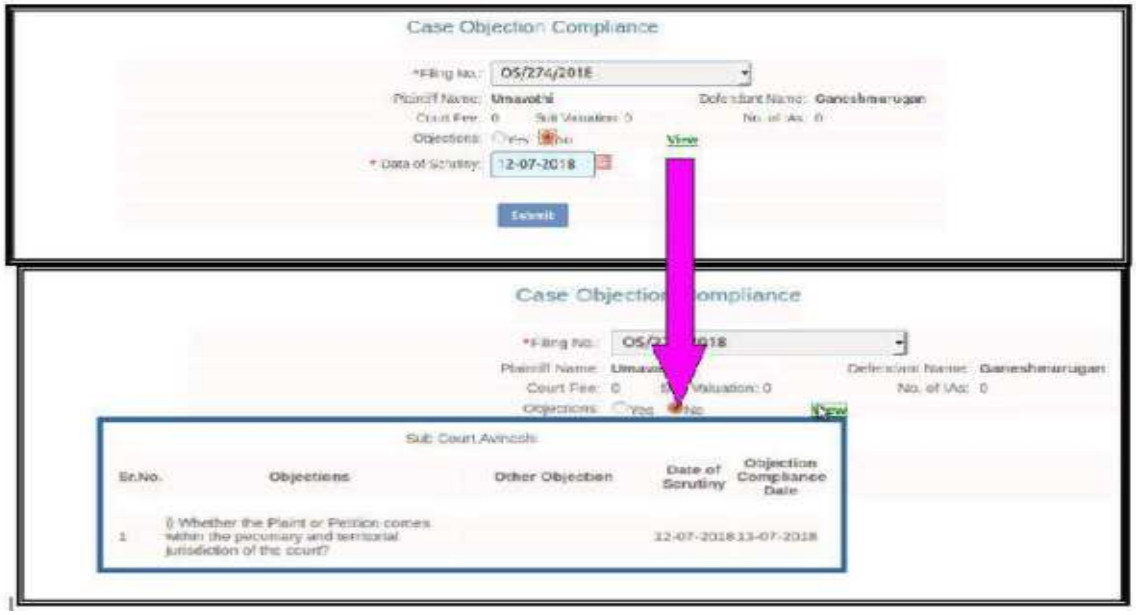
5.4 Case scrutiny :

After the filing of the case is over, then the stage of case scrutiny begins. Case scrutiny is done and three types of scrutiny is available.(i) Case Objection; •(ii)Case Rejection (iii) Case registration. Under case objections if there are any objections (reasons for return) then it is noted under objection column and the case is ordered to be returned Under case rejection if there are grounds for rejection then it is placed before the concerned Judge for hearing the objections and the cases under which order for rejection is passed are entered. For eg. Rejection of plaint orders. Under case registration if there is no objection then the case is ordered to be registered (taken on file). The case scrutiny menu can be reached through the following path

Go to Navigation pane click registration section case scrutiny case objection / case rejection/ case registration (menu bar screen shot shown herewith

5.5. Objections

It is pertinent to point out that the objections for taking on file and the reason for return of the case is also entered in CIS 3.0 under objection column which can be tracked by the litigant using his CNR number. This is again a great break through in the filing system because a litigant or an advocate will be able to known the reason for return of the case bundle from the comfort of his home. Hence, now it becomes possible that the litigant/advocate need not personally come to the court to know whether the case is taken on file or returned. The screen shot of the case objection is shown below for clarity. The



standard objections as to jurisdiction is listed which can be selected through the radio button yes/no. For other probable returns a big check list is generated from where other objections can be noted.The check slip generated with standard returns is of much help

and time saving for the filing staff. To get the check list click “Check Slip” as shown in the screen shot hereunder then the check slip will be generated

Check Slip

S.No.	Objections	Compliance
1)	Whether the Plaint or Petition comes within the pecuniary and territorial jurisdiction of the court?	Yes
2)	Whether the cause of action or any part of it arises within the jurisdiction of the court?	No
3)	Whether the valuation for purpose of Court Fee and Jurisdiction is correct? If Not, what is the office objection	No
4)	Prima-facie is there any bar of limitation?	No
5)	Prime-facie is there any bar of limitation? law?	No
6)	The number of Interlocutory applications accompanying the plaint/petition and the provisions invoked in aid of the same ?	No
7)	Number of documents encloased and their condition or state?	No
8)	Whether the copies of suit documents, duly compared have been produced?	No
9)	Whether the copies of the pleading, in sufficient number for service on the opposite side, accompanied by necessary process fee and duly addressed envelopes, with postage and acknowledgement forms, have been produced?	No
10)	Does the party or Advocate, presenting the papers, desire the case to be immediately called in court for urgent interlocutory order?	No
11)	Has any caveat been filed in respect of the same matter by any one?	No
12)	Are all certified copies and other documents sufficently stamped?	No
13)	Is leave/Special leave of the Court sought for any particular purposes?	No
14)	Is there any other bar for registration of the suit or petition?	No
15)	Signature of Checking Officer	No
16)	Orders of the Presiding Officer or the Chief Ministerial Officer relating to admission of the plaint(or petition) or granting time for rectification of office objection.	No

Other Objection :
Objection Compliance Date : 13-07-2018
Date of Scrutiny : 12-07-2018

Superintendent

Sub Court,Avinashi

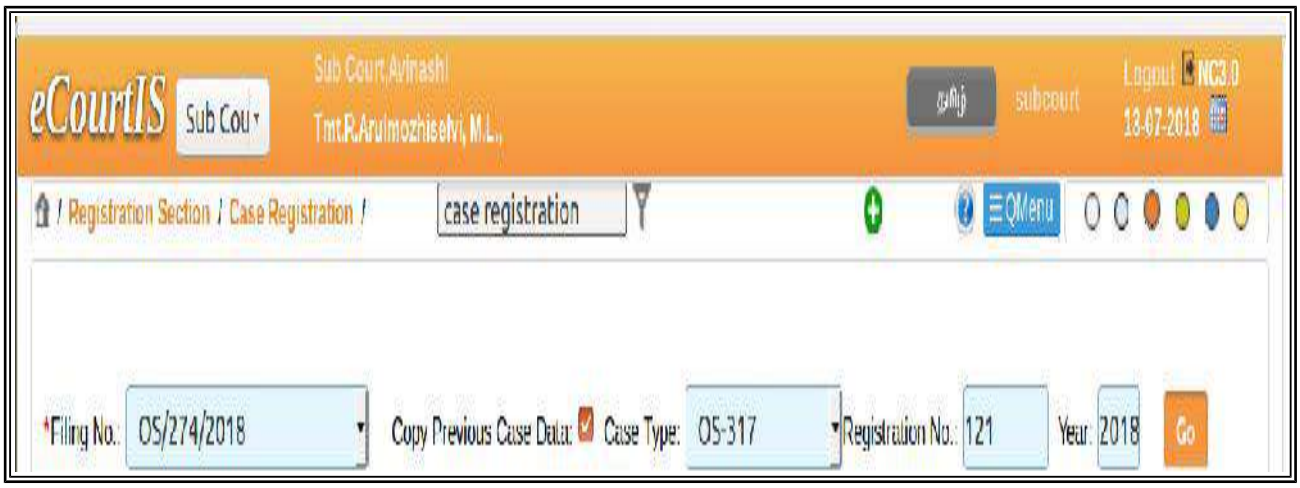
Print

5.6 Case rejection :

During case scrutiny the cases can be either returned or it can be rejected In some cases the plaint may liable to be rejected under Order 7 rule 11 CPC then it is posted under rejection head as shown below.

5.7 Registration :

If there are no objections then the case is ordered to be registered. On registration further additional details are entered. And at this stage a registration number is generated Registration number is nothing but the case number.During registrartion using copy previous case data Returned cases when repreented their data can be copied.It is a real time saver tool for data entry staff.



Under registration one have to fill up 11 forms as detailed under

(i) Petitioner details

(ii) Respondent details

(iii) Extra information(about parties)

(iv)Act/ section details

(v) Police station details

vi)MVC

(vii) Extra Party

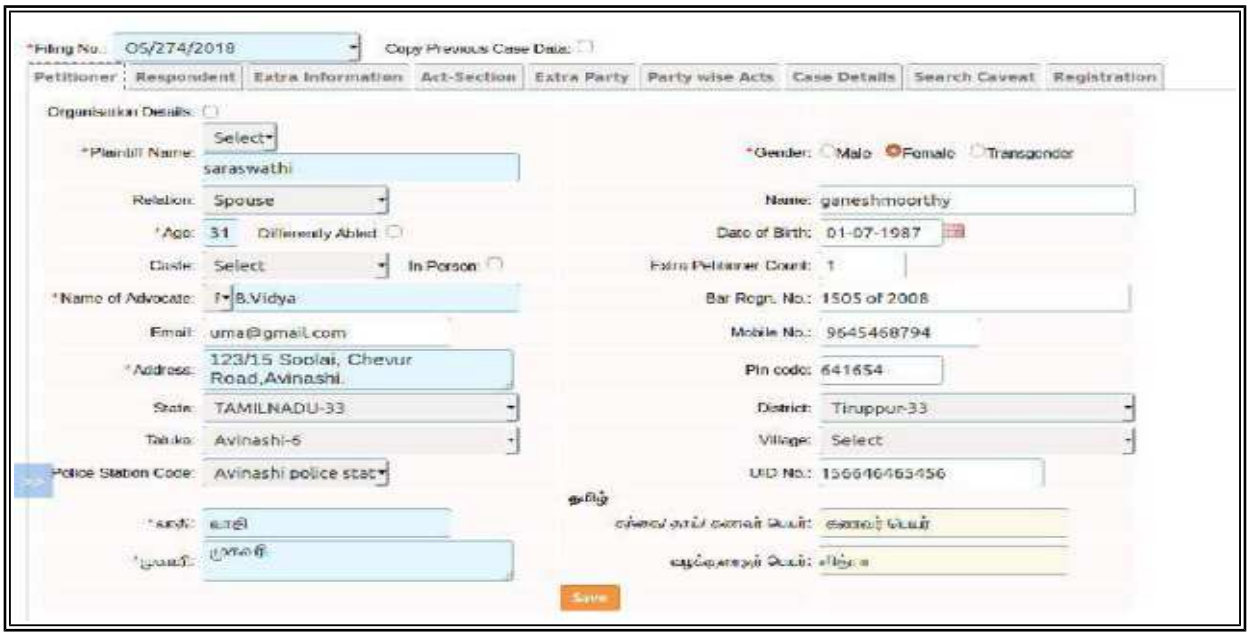
(viii) Party wise Acts

(ix) case Details

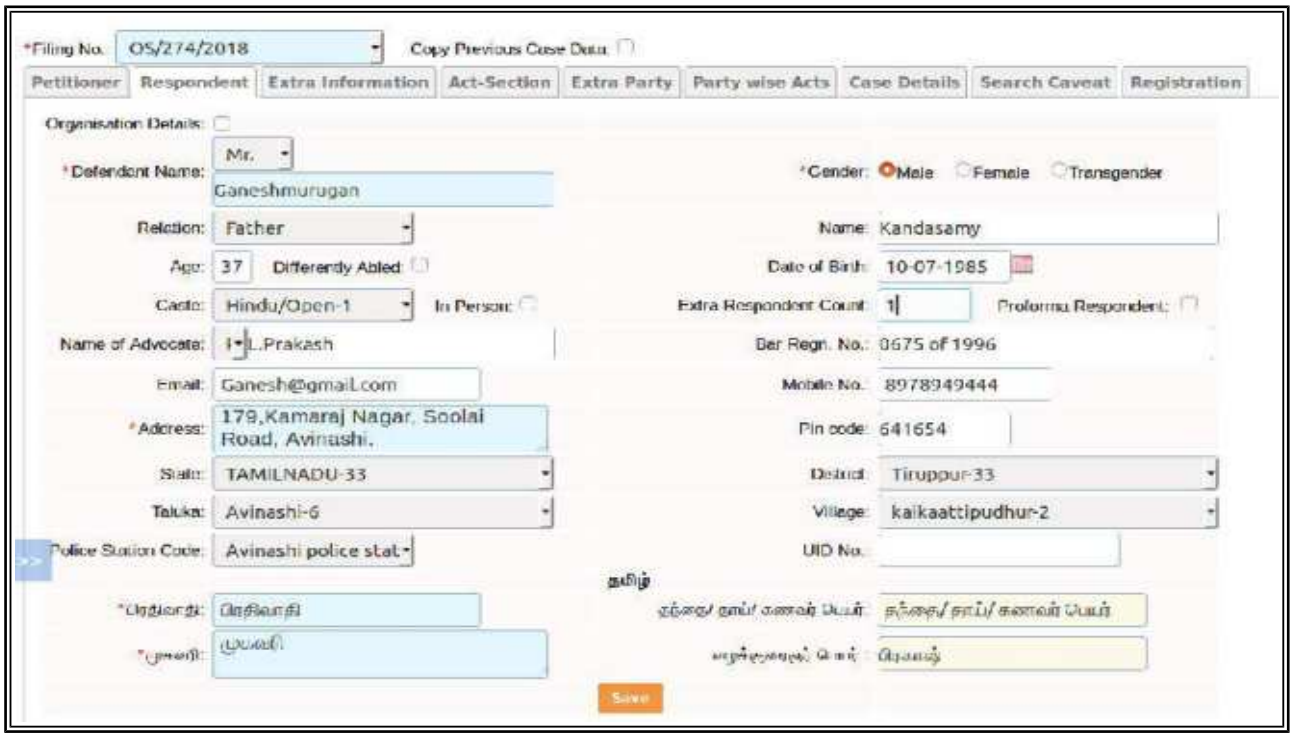
(x) search Caveat

(xi) Registration .

5.7.1 Petitioner form to be filled up:



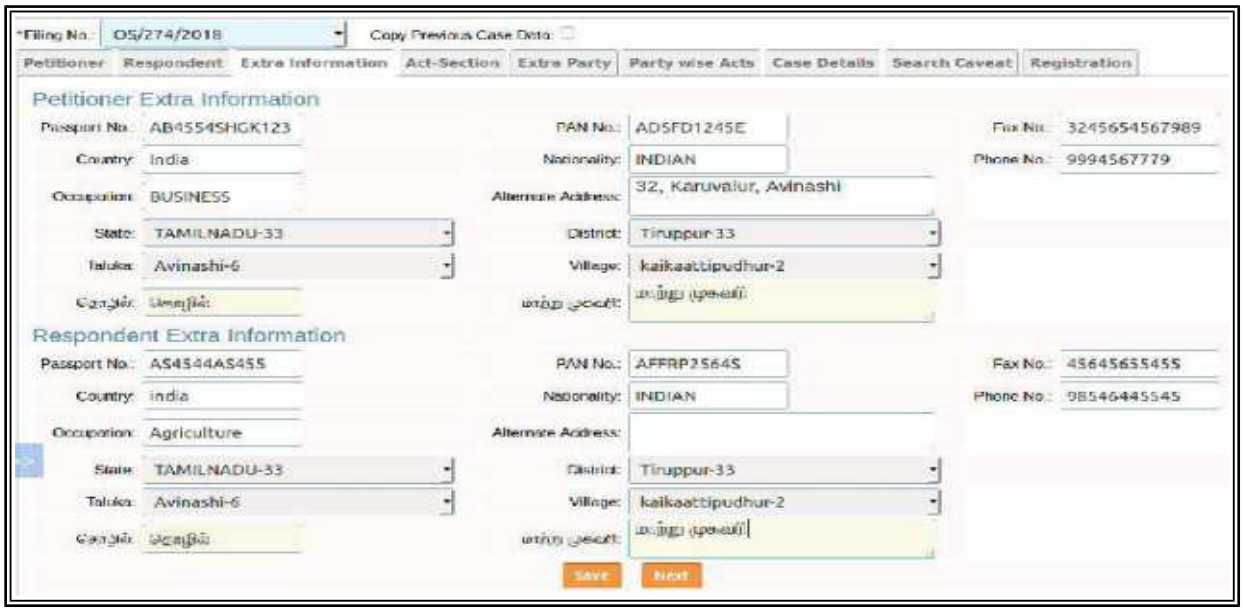
5.7.2.Respondent form to be filled up:



5.7.3 Extra information

Extra information about the parties including Pan number to be added. The UID number (unique identity number) is filed up already during th epetitioner , respondent form

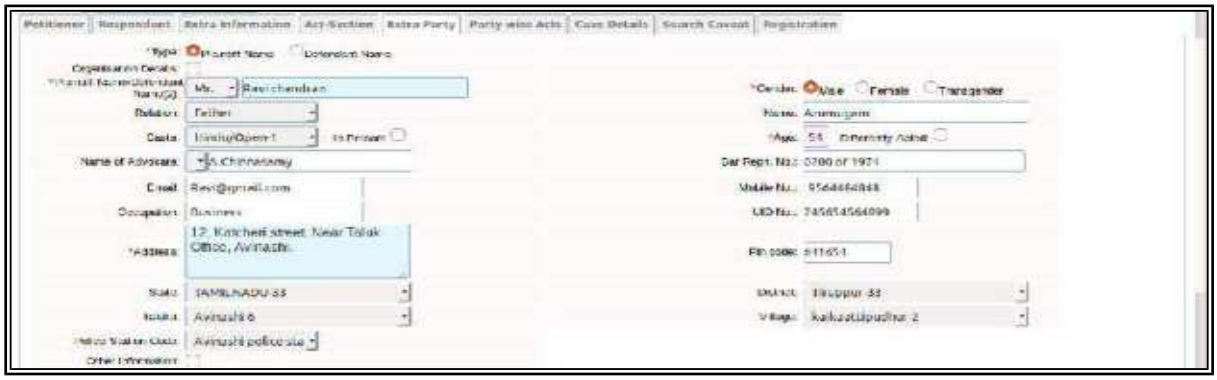
fillingThis entry of details will be useful to group up the cases of a single individual in various courts.



5.7.4 Act- Section

details to be filled up. While filing up section it need to be filed up without any space. If any space is given then error occurs !

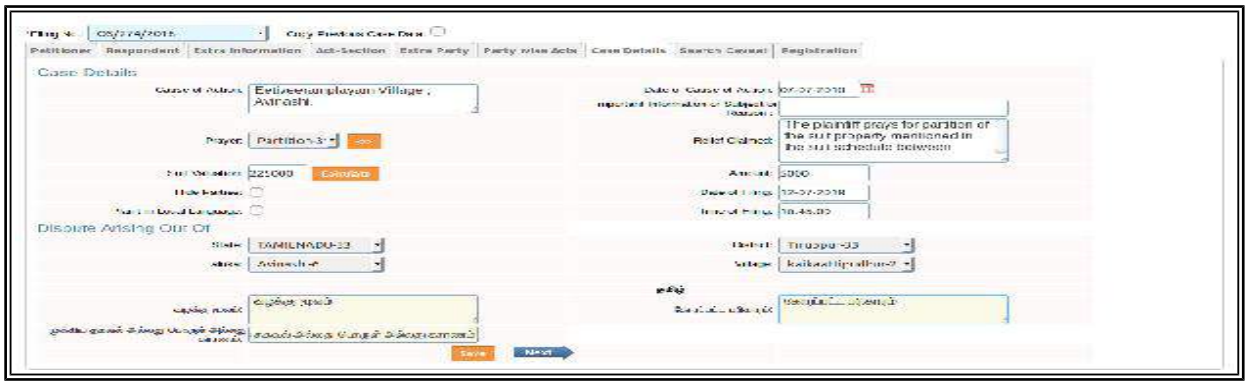
5.7.5 Extra party form :



5.7.6 Party wise Details

Under Party wise details one can add the act as shown in the screen shot below.

5.7.7 Case Details form:



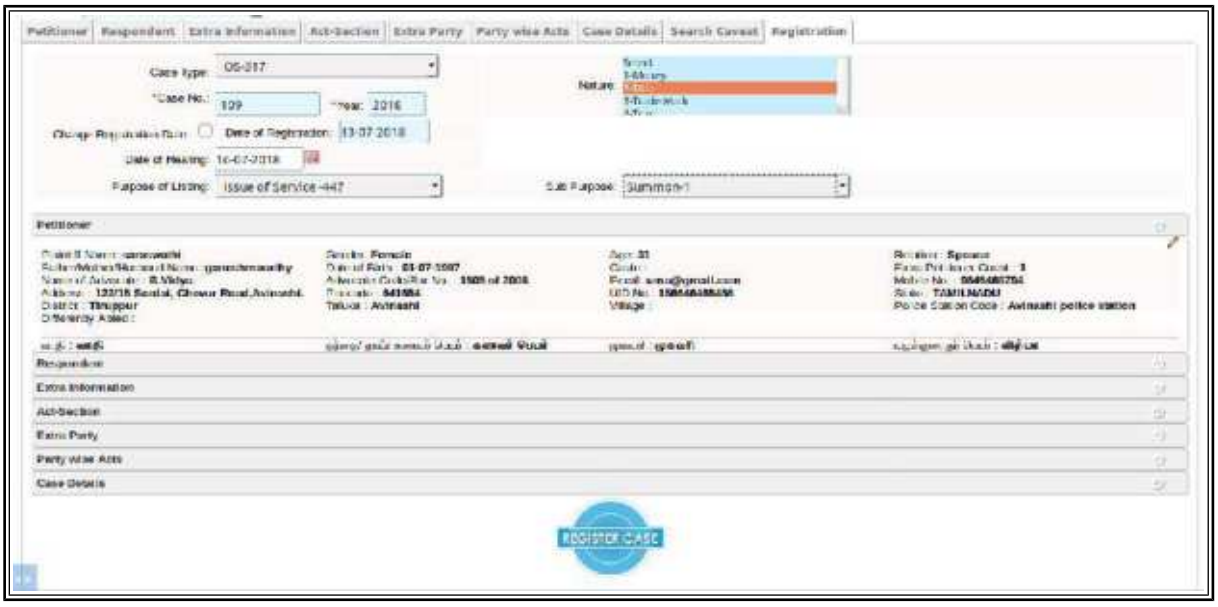
5.7.8 Search Caveat option.

Any staff with registration will be armed with this revolutionary tool. Because earlier manual search of caveat is made by the registration section which is very laborious and

not a fool proof method. But now with this option any caveat relating to the case details will be searched automatically by the click of the mouse under various search options i.e Anywhere ; starting with ; subordinate court; date of decision

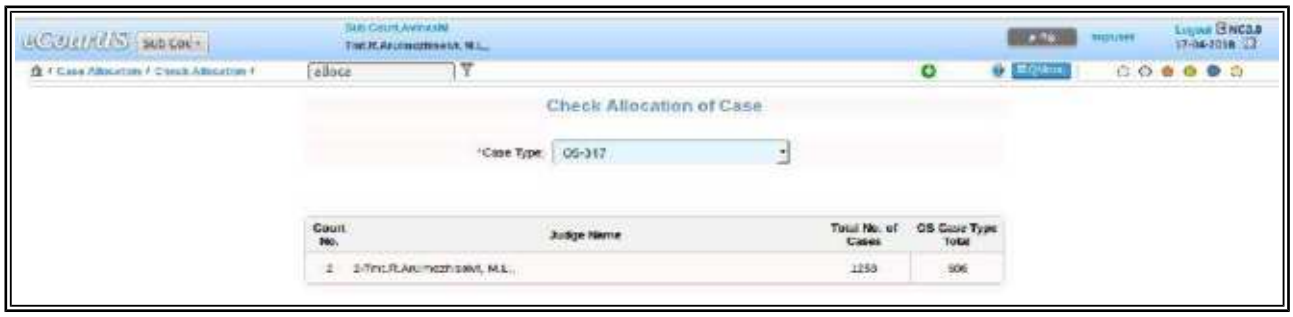
5.8 Registration :

After entering all details click register case and the case is registered.



5.9 Allocation

After registration the case is alloted to various court which is called the allocation stage. As all the cases are filed in the centralized filing counter it becomes necessary to allot the cases to the concerned courts which is done under allocation. Once the case is numbered (registered) then it is alloted to the concerned court, then the concerned court gets the alert message



Sub Court,Avinashi

List of total no. of cases filed from 01-01-2018 To 17-04-2018 On case type wise Alloted to court

S.No.	Court Name	Court No.	Case Type	Case Count
1	Subordinate Judge, Avinashi	2	OS	54

Daily Filing Allocation Report
IN THE COURT OF Sub Court,Avinashi
From Date 01-01-2018 To Date 17-04-2018

S.No.	Case No.	Petitioner Name	Respondent Name	Name of Advocate	Court Name
1	MCOP/3/2018	shanmugasundaram	Devaraj	K.R.Duraikannan	Subordinate Judge, Avinashi
2	EP/7/2018	Lathamani	K.ARUMUGHAM	A.KALEESVER	Subordinate Judge, Avinashi
3	OS/12/2018	P.Loganathan	A. Selvam @ Ramasamy	S.Dharmaraj	Subordinate Judge, Avinashi
4	CMA/1/2018	K.C.Ponnusamy	P.Gandhimathi	V.Sundaraju	Subordinate Judge, Avinashi
5	OS/35/2018	S.Palanisamy	M.Sindhu Vadivukkarasi	S.Karthick	Subordinate Judge, Avinashi
6	OS/5/2018	K.P.Subramaniyam	R.Gandhi	C.Raja Ragavan	Subordinate Judge, Avinashi

5.10 FILING MODIFICATION

To modify or update any information follow the steps given below:

- Click the Edit icon that is located at the upper right corner on the menu bar
- select Civil/criminal /caveat & case type

- Enter the filing number and year of the selected case then click go
- All information displayed on the screen.
- now modify or update the required information. -Click Submit to save the information into the system. “Modification Successful” message appears.

5.11 Filing Register (auto generated)

The list of cases filed on a particular date can be generated under Filing register option under filing counter.

Sub Court,Avinashi
Filing Check List (Kaccha Register) of Date
From Date 02-01-2018 - To Date 10-07-2018

S.No.	Case Type	Filing No.	Party Name	Name of Advocate	Court No.	Case No.	Fees
1	AS	1/2018	B.P.Sakthi@Sathish Vs shanmugam	A.Chinnasamy	2	1/2018	0
2	HMOP	1/2018	kalieeswaran Vs janaki and 1 Others	V.S.Subramanian	2	1/2018	0
3	MCOP	1/2018	Avinashiyappan and 1 Others Vs Umar Farook and 2 Others	P.Karthikeyan	2	1/2018	0
4	CMA	1/2018	K.C.Ponnusamy Vs P.Gandhimathi	V.Sundaraju	2	1/2018	0
5	LAOP	1/2018	Petitioner Name Respondent Name		2	1/2018	0
6	OP	1/2018	Sankara Narayana Menon and 3 Others Vs C.Kunji Lakshmi and 1 Others	M.Sathianarayanan	2	1/2018	0
7		2/2018	palanisamy Vs p.vijaya and 3 Others	E.p.Elavarasu	2	2/2018	0

5.12 Fees collection

In the filing counter the payment of fee i.e court fees, process fees, search fees receipt fees under CIS 3.0 is made possible under various modes.

- Through cash payment
- Through demand draft (DD)
- Through Challan
- Through stamp payment
- Through Cheque

Through e challan

5.12.1 Mode of payment through cheque

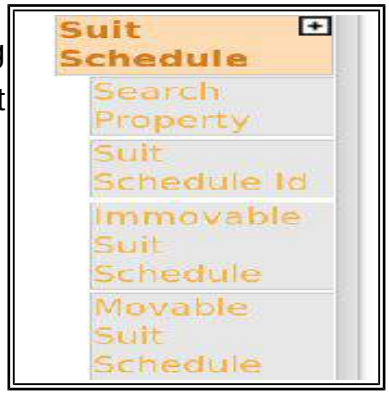
This option of payment of court fee through cheque is provided under CIS 3.0.Once the case comes to the filing counter and when the payment is offered to be paid through cheque the said details of cheque can be entered in the column as shown supra. And then the case can be processed. The cheque received can be send for collection and until the cheque is cleared the case will not be taken on file. If the cheque is returned, then the said return can be noted in the objection's column that cheque returned and court fee not paid hence the case is returned. Then the litigant may receive back his bundle and re- present it with the court fee. So now the litigant and the advocate will have variety of options for payment of court fee a step forward from the earlier method of paying court fee only through stamps. At this juncture it would be pertinent to point out that Madras High Court, Delhi High Court and Bilaspur High court have already implemented e court fee system.

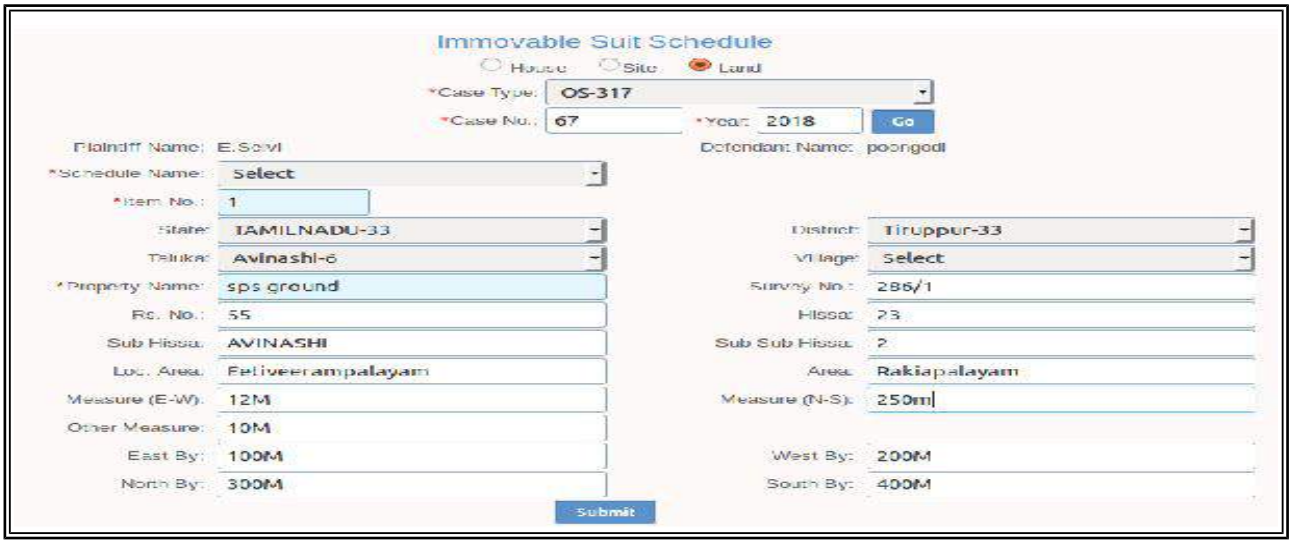
5.12.2 Fees receipt

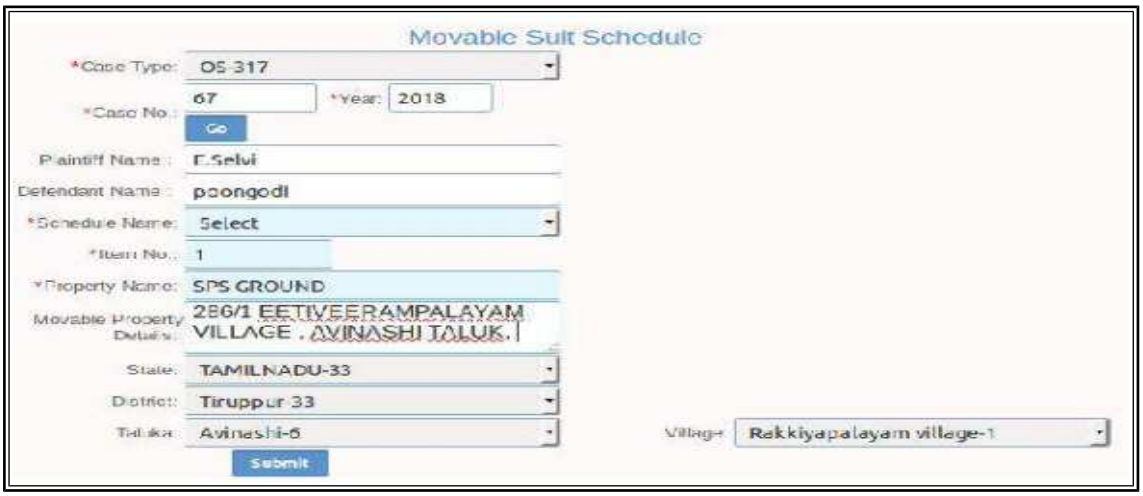
After the fee is entered then Addition successful message appears with the receipt number as shown here. Then click Print the receipt will be printed.On payment of court fees the fee receipt is generated which can be printed out and given to the litigant. I personally think this is a most welcome feature on the point of litigant. Now a litigant can have first hand knowledge of how much court fees is paid in the court.

5.13.Adding Immovable/Movable suit schedule

Under registration of cases option is provided for adding details of immovable and movable properties . And there is yet another important feature of searching cases using property

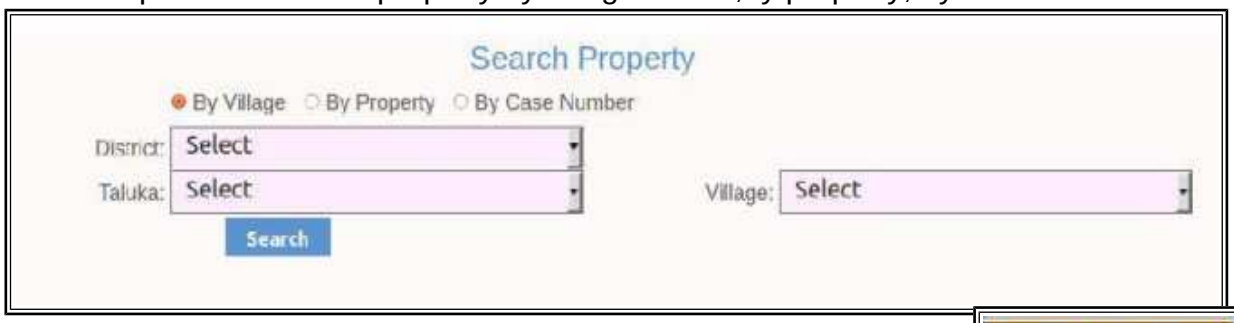






5.13.1.Searching property

The search option is there for property by village name ,by property, by case number etc

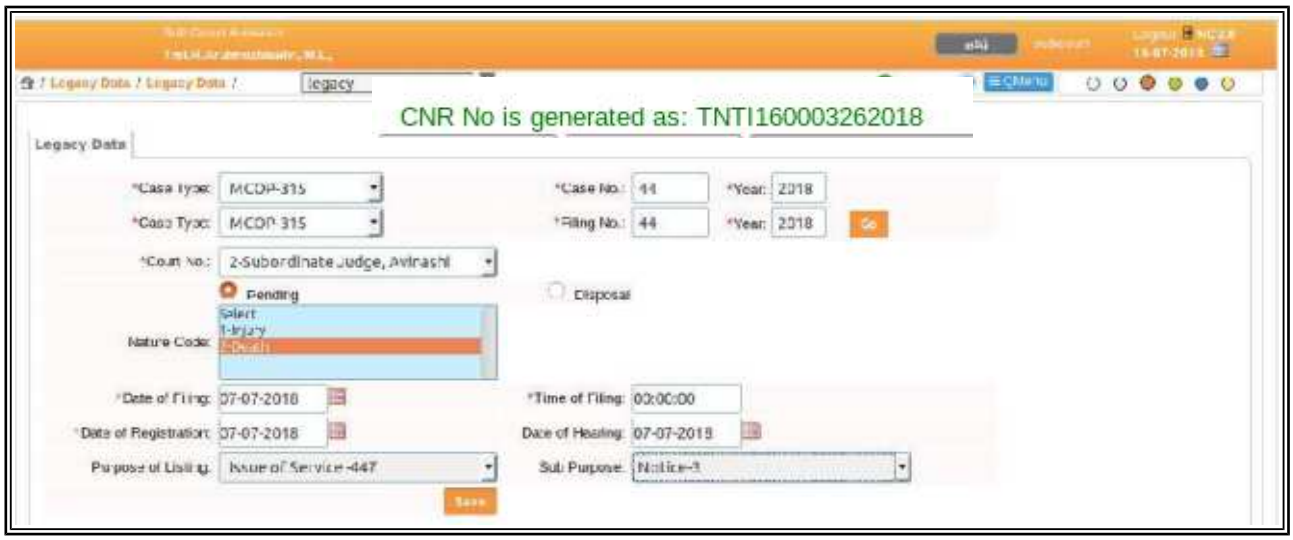


5.14.Photo upload of party :

This option of uploading photo of the litigant is an important and a very useful feature in CIS. The day is not far when every litigant who comes to the filing counter will be photographed in the photo booth and which will put an end to all identity issues arising practically

5.15 Legacy Data

Legacy data is the option under CIS 3.0 whereby the registered case can be directly entered into CIS 3.0. Under Legacy data the case doesnot go through Filing,Objection, stage.It is directly entered after registration and it generates the CNR number.



Thus under CIS 3.0 the key features of FORA already available under CIS 2.0 has been retained with new field like Transgender,Differently abled,party in person. Another significant move under filing is that the efiled cases are consumed under CIS 3.0 which goes through the stages of FORA thus providing the much needed digital filing and maual filing.

---- Make filing in Centralised filing counter and also through online portal--**----**

6. Report Generation

6.1 Introduction

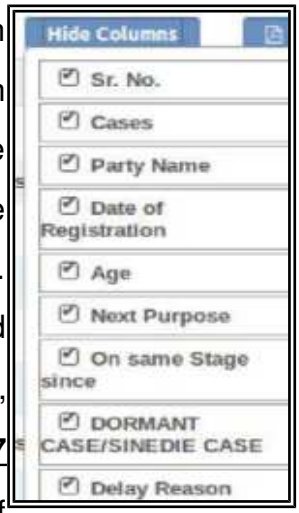
The report generation is a major enhanced option made under CIS 3.0. Under CIS 3.0 the most enhanced welcome feature is creating the reports with various customizable formats like PDF, Excel, CSV formats and Hide column options . The various variety of reports are stored under various heads and the major heads are Proceedings reports and DJPMC. Other than DJPMC and proceeding reports ; various reports are stored in almost all other menus like appeals ;plead guilty cases ;mediation etc. From DJPMC pending disposal cases, five years, ten years old cases, senior citizen cases ,the monthly statement, Quarterly statement and all types of periodical statements also can be created by the click of the mouse. It will surely reduce the volume of time spend by the staffs for manual search in creating the statistical reports . The day is not far when all the High Court may call for reports only generated through CIS This will result in more authenticity in the statistical reports. In this chapter the basic reports are covered.

6.2. New features of Report generation -Hide column/ PDF/ Excel/ CSV

One can get the customizable report by clicking on any one of the options like Hide column, PDF, Excel ,CSV option and get the reports generated and customized according

to the needs of the user.

6.3 Customisable format-With Hide Columns option:



Customised reports can be generated with the Hide column option which helps to customise the reports according to the needs. This is an excellent enhancement which most of them will put to maximun use.There are nine column options avaialable in each reports the user can chose any of the 9 columns and customise the report according to their needs. Using this Hide option different combination of reports can be created which is shown hereunder. Eg: **<u>Ist report with 5 column</u>** S.No; Cases, Party name,Next purpose, On same stage since; **<u>2nd report with 7 columns</u>** i.e with additional two column of the 1st report Date of registration, and Dormant case/sine die along with S.No; Cases, Party name,Next purpose, On same stage since column.

6.3.1 Same report with two different combination of columns generated through Hide Column option

Particulars of Offence.

Sr. No.	Cases	Party Name	Next Purpose	On same Stage since
1	CMA/12/2016	Palanisamy Vs Subbathal	APPEARANCE	10 days
2	CMA/6/2017	Palanisamy Vs Rukkumani	IA PENDING	4 months 8 days
3	CMA/3/2017	Thriumoorthy Vs Syed Manavu	AWAIT RECORDS	6 months 25 days
4	CMA/1/2018	K.C.Ponnusamy Vs P.Gandhimathi	NOTICE	10 days

Particulars of Offence.

Sr. No	Cases	Party Name	Date of Registration	Age	Next Purpose	On same Stage since	DORMANT CASE/ SINEDIE CASE
1	CMA/12/2016	Palanisamy Vs Subbethal	07-10-2016	1 year 6 months	APPEARANCE	10 days	N
2	CMA/6/2017	Palanisamy Vs Rukkumani	19-04-2017	11 months 18 days	IA PENDING	4 months 8 days	N
3	CMA/3/2017	Thriumoorthy Vs Syed Manavu	19-04-2017	11 months 18 days	AWAIT RECORDS	6 months 25 days	N
4	CMA/1/2018	K.C.Ponnusamy Vs P.Gandhimathi	23-02-2018	1 month 12 days	NOTICE	10 days	N

6.4 Pdf (Portable document format) format

This PDF format generation was already available under CIS 2.0 and now under Cis 3.0 also using this PDF format the reports can be generated in an uneditable report format .

Particulars of Offence.

Sr. No.	Cases	Party Name	Next Purpose	On same Stage since
1	CMA/12/2016	Palanisamy Vs Subbathal	APPEARANCE	10 days
2	CMA/6/2017	Palanisamy Vs Rukkumani	IA PENDING	4 months 8 days
3	CMA/3/2017	Thriumoorthy Vs Syed Manavu	AWAIT RECORDS	6 months 25 days
4	CMA/1/2018	K.C.Ponnusamy Vs P.Gandhimathi	NOTICE	10 days

6.5 Excel sheet format

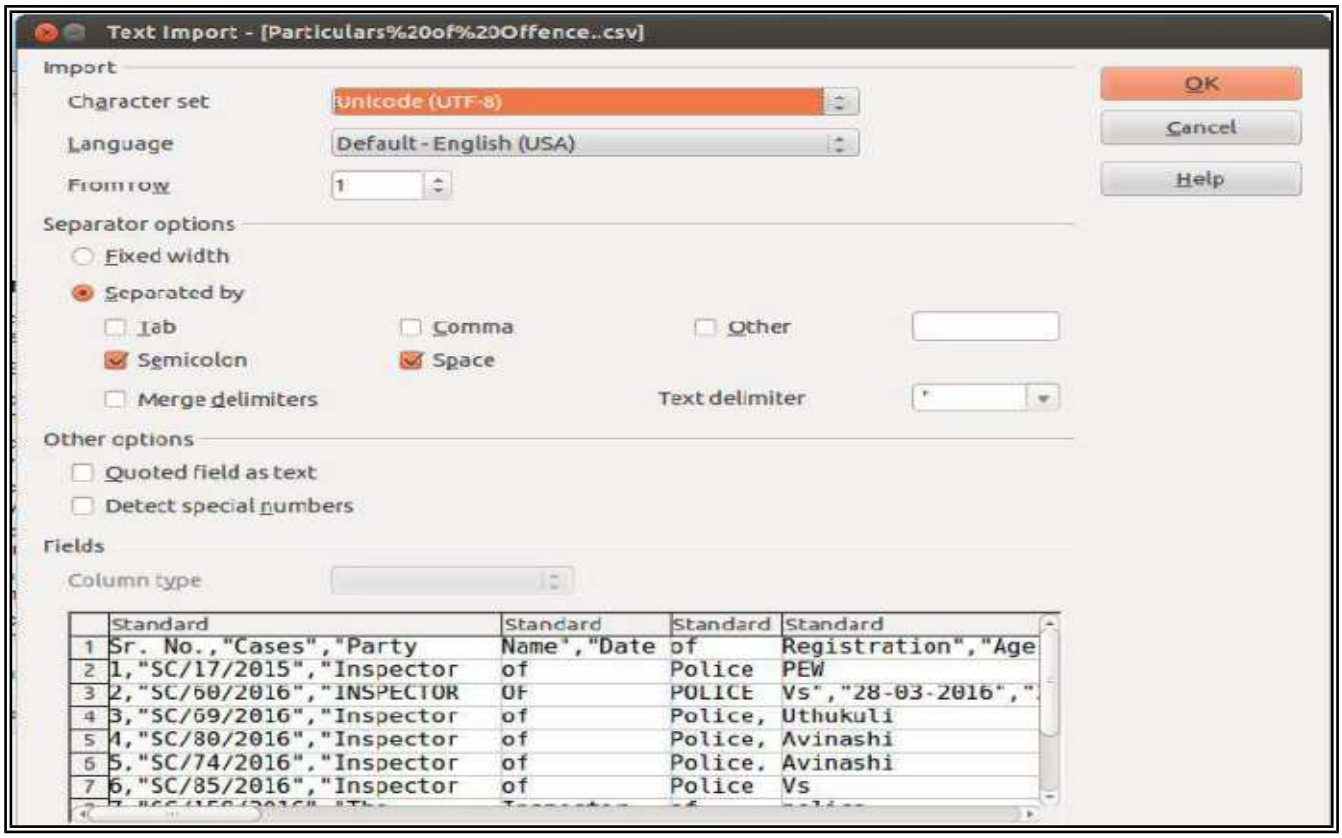
When you need reprots under excel sheet for further calculation or customisation the user can opt for Excel sheet format for further editing which will help the user make any desirable report from it.

A1 | f(x) Σ = Particulars of Offence.

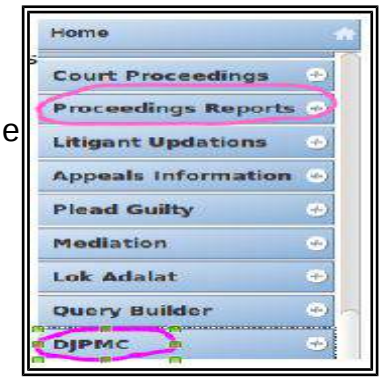
	B	C	D	E	F	G	H
1				Particulars of Offence.			
2	Cases	Party Name	Date of Registration	Age	Next Purpose	On same Stage since	DORMANT
3	SC/17/2015	Inspector of Police PEW Avinashi Vs	28-03-2016	2 years	CHARGES	23 days	N
4	SC/60/2016	INSPECTOR OF POLICE Vs	28-03-2016	2 years	DWS	1 month 29 days	N
5	SC/69/2016	Inspector of Police, Uthukuli Ps Vs S	07-04-2016	1 year 11 months 21 days	EVIDENCE	1 year 1 month 21 days	N
6	SC/80/2016	Inspector of Police, Avinashi Ps Vs V	13-04-2016	1 year 11 months 15 days	CROSS EXAMINATI	7 months 25 days	N
7	SC/74/2016	Inspector of Police, Avinashi P.s Vs N	13-04-2016	1 year 11 months 15 days	TRIAL	1 year 1 month 26 days	N
8	SC/85/2016	Inspector of Police Vs Anvar Raja an	22-04-2016	1 year 11 months 6 days	NBW PENDING	1 year 1 month 26 days	N
9	SC/159/2016	The Inspector of police, Cheyur poli	05-10-2016	1 year 5 months 23 days	WITNESS WARRAN	2 months 3 days	N
10	SC/11/2017	Inspector Of police Avinashi Vs Moo	07-02-2017	1 year 1 month 21 days	NON BAILABLE WA	6 months 21 days	N
11	SC/137/2017	The Inspector of police Vs Ajithkuma	24-10-2017	5 months 4 days	CHARGES	4 months 29 days	N
12	SC/136/2017	Inspector of police Vs Selvaraj	24-10-2017	5 months 4 days	CHARGES	4 months 1 day	N

6.6 CSV format(comma-separated values).

Can also be generated. CSV is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc.



6.7 Store house of reports



The major heads under which the reports are available are as follows

- DJPMC
- Proceedings reports

6.8 DJPMC (District Judge Project Management committee)

What is DJPMC ? It means " District Judges project management committee". A committee consisting of District Judges were formed and the various types of reports to

suggested by the said committee is included in CIS. And the report options have been placed in the navigation pane under the name of the said committee i.e DJPMC.

6.8.1 DJPMC option in Navigation Bar

6.8.2 DJPMC =Management reports in Maharastra

In some state the name of DJPMC is customised according to their state need and it is named as Management Reports.

6.8.3 Reports under DJPMC

Earlier under CIS. 2.0 , under DJPMC variety of reports were available under 11 headings but now under CIS 3.0 two more report option under (I) Pending monitoring(ii) Disposal monitoring has been added to the already existing 11 reports and now 13 categories of reports are available under DJPMC as shown in the screen shot

6.8.4 " + " sign in DJPMC

The above shown civil ; criminal; summary reports; Returns; pending reports have + sign which again opens up into a variety of reports .For eg. if you click the + sign on the side of civil/ criminal/ summary reports/returns/pending report then extended list of reports as shown in the screen shots hereunder will appear. and the screen shots of the same enclosed hereunder will throw more light over it

6.9 New Pending Monitoring report under CIS 3.0

Go to Navigation Panel--> click DJPMC---> Click Pending monitoring option--> the following report "Civil Pending cases "Generated

6.10 New Disposal Monitoring report under CIS 3.0

Go to Navigation Panel--> click DJPMC---> Click Disposal monitoring option--> the following report " Civil Diposed cases" Generated

6.11 Balance Sheet

Balance sheet is another very useful report. The balance sheet generates the summary report along with the detailed report.

To get balance sheet → : Go to Navigation bar → select DJPMC → then click Balance sheet → select civil/criminal/court no then click Go as shown in the screen shot hereunder

After you click go the “view” message appears as shown here When the “view” message is clicked then the balance sheet as appended hereunder is generated The balance sheet is generated with the details of the cases i.e category wise along with its case number and it also generates a summary at the end of the report. The model Balance sheet generated is appended herewith which will throw more light into its utility. First let us see the summary generated in the balance sheet : The summary balance sheet shows the total number of cases category wise Appeal(6) HMOP (16) Original suits(Money) (4) ; Original Suit Title (11) and also shows year wise numbers. From this we can take more than 2 years /more than 5 yrs /7 yrs /10 years etc. The balance sheet also shows the split up case number details for the summary i.e it shows the details of the case with case number. For eg Civil Miscellaneous Appeal (5) shown in

Sub Court,Avinashi
IN THE COURT OF : Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
CIVIL BALANCE SHEET OF DATE : 19-04-2018

Summary of Balance Sheet

Case Type	Year	Ready	Unready	Stayed	Total
Appeal Suit (114)					
Title	2018	2	0	0	2
Appeal SuitOther	2015	24	0	0	24
	2016	32	0	0	32
	2017	50	0	0	50
	2018	6	0	0	6
	Total	**114**	**0**	**0**	**114**
Civil Miscellaneous Appeal (5)					
Civil Miscellaneous AppealOthe	2017	2	0	0	2
	2018	3	0	0	3
	Total	**5**	**0**	**0**	**5**
Execution Petition (92)					
MCOP	2018	1	0	0	1
CS	2018	10	0	0	10
Ar.OP	2018	4	0	0	4
Ch t Case	2018	1	0	0	1
Execution PetitionOther	2016	1	0	0	1
	2017	70	0	0	70
	2018	5	0	0	5
	Total	**92**	**0**	**0**	**92**

the balance sheet the details of the case number for the said 5 Civil Miscellaneous appeal cases yearwise I.e there are 2 appeals of the year 2017 and 3 appeals of the year 2018 also shown in the balance sheet as shown herewith Similarly the details of the all categories are shown in the balance sheet i.e Hindu marriage original petition; original money suit; case number of the original Title suit

Civil Miscellaneous Appeal(5)

(Civil Miscellaneous AppealOther)

2017(2)

R (2)	3	6	

2018(3)

R (3)	1	2	3

Hindu Marriage Original Peitition(116)

2015(7)

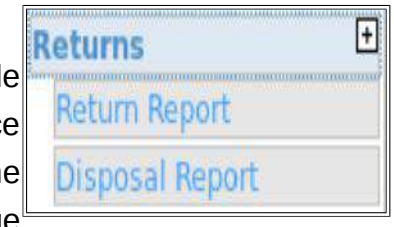
R (6)	3	6	32	34	24/2016	97/2016
L (1)	15					

2016(25)

R (20)	49/2015	13	19	34	35	53
	59	71	103	110	122	124
	141	148	151	156	157	158
	169	171				
L (5)	20	33	164	154	167	

2017(61)

.6.12 Return reports



CIS 3.0 has retained the return reports which were available under CIS 2.0 .The return report is nothing but a net performance report of the judicial officer which captures particulars about the number of days worked, number of leave, units got by in charge work ,units lost on absence and the net performance report . Return disposal report gives the particulars about the disposal with particulars of contested, unconstested, transfer details.

Sub Court,Avinashi
IN THE COURT OF : Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Return Report From: 02-01-2018 To:31-01-2018

Total No. of Days:	30
Total Holidays:	11
Total Leave:	0
Not Presided:	0
Total Working Days:	19
Units:	0
Units lost on Absence:	0
Units gained as Incharge:	0
Total Units:	0

Note: Fields shown in () are Restored cases

Weight for Administrative work,if any :
Extra Weightage for judicial work done in additional charge of other courts:
Total weightage for administrative and judical working:
Total working days during the period:
No. of days when judge was on leave or otherwise absent from judicial work: Effective working days :
Net performance during the period:_____% Remark:

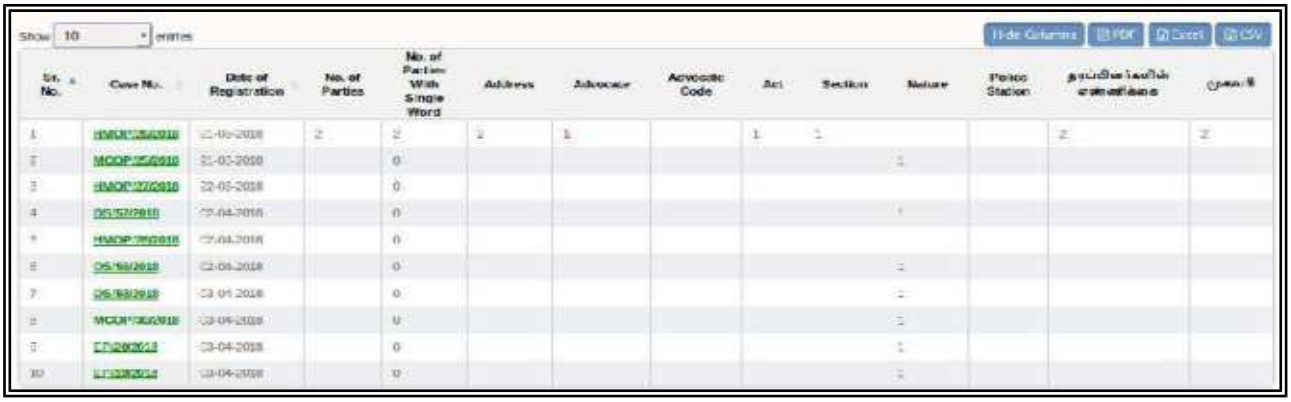
Sub Court,Avinashi
IN THE COURT OF : Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Return Report From: 02-01-2018 To:31-01-2018

S.No.	Particulars	Opening	Receipt		Disposal			Closing	Interlocutory	Total
			Institution	Transfer	Contested	Uncontested	Transfer	Balance	Disposed	Weightage
1	AS									
	Other	108	3 (1)	0	0	0	0	111	0	0
2	CMA									
	Other	3	0	0	0	0	0	3	0	0
3	EP									
	Other	82	2	0	0	2	0	82	0	0
4	HMOP	116	11	0	1	5	0	121	0	0
5	LAOP	5	0	0	0	0	0	5	0	0
6	IA	61	6 (1)	0	1	3	0	63	0	0
7	MCOP									
	Other	212	0	0	0	2	0	210	0	0
8	OP									
	Other	2	0	0	0	0	0	2	0	0
	Succession	1	0	0	0	0	0	1	0	0
9	OS									
	Other	531	18 (1)	0	1	10	0	568	0	0
10	IP	5	0	0	0	0	0	6	0	0
	Total	**1177**	**40**	**0**	**3**	**22**	**0**	**1192**	**0**	**0**

6.13 Data health card

Data health card is an “MRI scan” of our data entry in CIS !! Its an important and an interesting feature to monitor the data entry in CIS. The data entry in CIS is an important work based on which all our statistics in CIS ; e-courts; and NJDG all depends. So we have to ensure correct complete data entry. To monitor the said complete data entry this data health card is very useful. Through data health card we can monitor if all data are properly entered are not. Data health card scans our data entry and show the data not entered or omitted to be entered. Its an important and an useful tool to monitor the Data entry into CIS.

Go to Navigation bar → select DJPMC → then click Data health card → select court no → select civil/criminal/ all records/ inconsistent → then click Submit ->Data Health card Report generated (as shown in the screen shot hereunder)

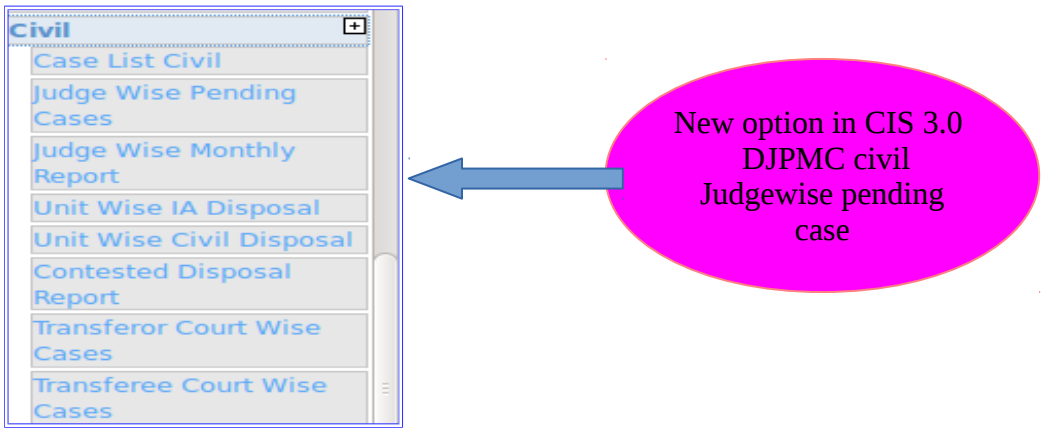


In the Data health card shown herewith it shows the number of data entered under each head like no of parties; address; section etc. Under Advocate column the figures are shown in red in colour which means the advocate particulars has not been entered. For eg under the S.No 2 AS/26/2015 -1-(advocate column) is shown which means one advocate name has not been entered. Similarly we can monitor the data not entered and ensure that complete data are entered by which the health of the data in CIS can be maintained. At the risk of repetition it is reminded again here of the saying

"what you sow you reap".
If you enter complete data we can get the complete fruits of our data!
If you enter incomplete data we can get only incomplete statistics!

6.14 Reports under the head "Civil"

Under CIS 3.0 under the reports option Civil one new option of Judge wise pending cases has been added to the exisiting reports under CIS 2.0 .



6.14.1 Judge wise monthly report

Go to Navigation Panel--> click DJPMC---> Click Civil option--> then Choose Judge wise pending report---> The Report " Judge wise Pendency and Disposal Report " Generated

Sub Court,Avinashi
IN THE COURT OF: Subordinate Judge, Avinashi
Judge wise Pendency and Disposed Report From Date: 01-04-2018 To Date 30-04-2018

S.No.	Nature of Case	Last Bal.	Institution Newly Filed	Disposal		Units	Pending
				Contested	Uncontested		
1	AS	114	0	0	0	0	114
2	CMA	5	0	0	0	0	5
3	EA	0	0	0	0	0	0
4	EP	92	0	0	0	0	92
5	HMOP	119	0	0	1	0	119
6	LAOP	4	0	0	0	0	4
7	IA	73	0	1	1	0	72
8	MCOP	229	0	0	1	0	229
9	OP	2	0	0	0	0	2
10	OS	610	1	0	3	0	611
11	IP	6	0	0	0	0	6

6.14.2 Unit wise IA disposal reports

Go to Navigation Panel--> click DJPMC---> Click Civil option--> then Choose "Unit wise IA disposal option---> The Report " Civil Unitwise Disposed IA disposal Judge wise " Generated * Units details has to be customised by the concerned High courts Hence Units shown 0.00¶

Sub Court,Avinashi
Civil Unit wise Disposed IA's for: Tmt.R.Arulmozhiselvi, M.L.,
From:03-01-2018 To: 20-04-2018

S.No.	Case Type/Case No.	IA No.	Date of Registration	Date of Disposal	Units
1	OS/316/2016	2/2017	08-12-2017	04-01-2018	0.00
2	OS/316/2016	1/2017	08-12-2017	04-01-2018	0.00
				Total Cases of Unit:	0

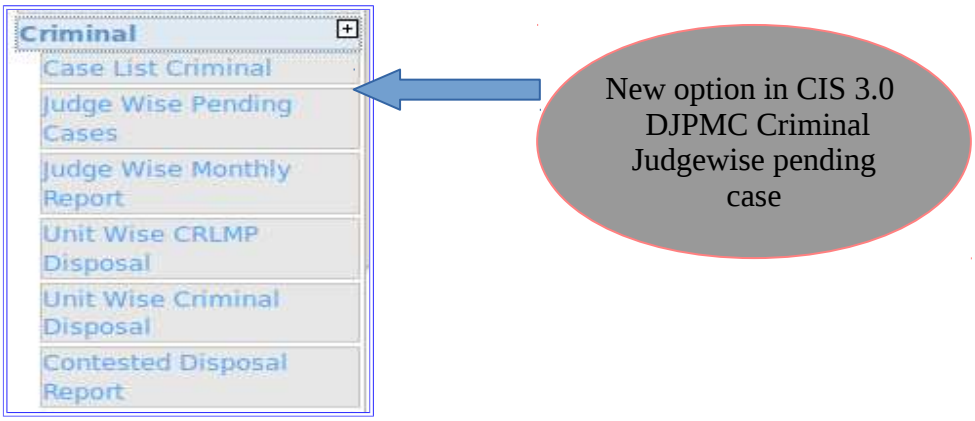
6.14.3 Unit wise civil disposal

Go to Navigation Panel--> click DJPMC---> Click Civil option--> then Choose "Unit wise Civil disposal option---> The Report " Civil Unitwise Disposed Judge wise " Generated * Units details has to be customised by the concerned Highcourts Hence Units shown 0.00

Sub Court,Avinashi
Civil Unit wise Disposed Cases for:2-Tmt.R.Arulmozhiselvi, M.L.,
From:-02-01-2018 To:20-04-2018

S.No.	Case Type/Case No.	Date of Registration	Date of Disposal	Units
1	AS/23/2015	22-01-2016	03-02-2018	0.00
2	AS/23/2016	15-11-2016	23-02-2018	0.00
3	AS/28/2017	14-06-2017	01-02-2018	0.00
4	CMA/12/2016	07-10-2016	28-03-2018	0.00
5	EP/1/2018	24-01-2018	07-03-2018	0.00
6	EP/5/2017	01-02-2017	27-03-2018	0.00
7	EP/7/2017	01-02-2017	27-03-2018	0.00
8	EP/9/2017	01-02-2017	27-03-2018	0.00
9	EP/25/2017	28-03-2017	13-03-2018	0.00
10	EP/26/2017	28-03-2017	22-01-2018	0.00
11	EP/27/2017	28-03-2017	08-02-2018	0.00
12	EP/53/2017	20-07-2017	12-03-2018	0.00
13	EP/57/2017	18-09-2017	22-02-2018	0.00
14	EP/64/2017	21-09-2017	10-02-2018	0.00
15	EP/66/2017	05-10-2017	04-01-2018	0.00

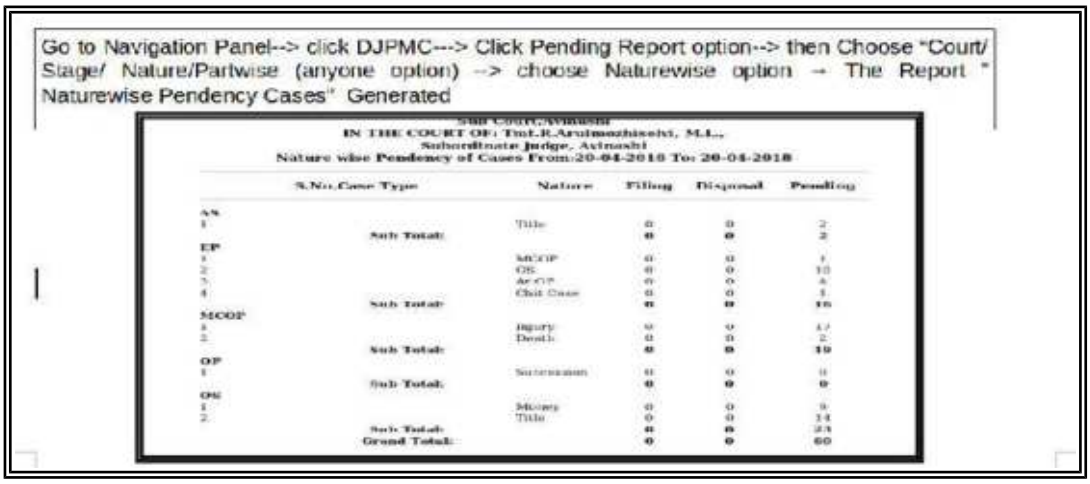
6.15 Reports under the heads Criminal



Under the heading criminal Judge wise pending cases the new option under CIS 3.0. all the report options avaialable under civil option is available in criminal except the transferor court wise; Transferee court wise report. These reports may also be added seperately and exclusively under Criminal head also because lot of criminal cases are also involved in transfer procedure.

6.16 Pending Reports

Under CIS 3.0 the summary reports, pending reports and returns have retained all the options which were earlier available in CIS 2.0 . Now let us see the options under Pending reports.The pending reports for the court can be generated Courtwise, Stage wise, Nature of case wise and party wise pendency .The nature wise case pendency generated report is shown herewith which shows the nature of the cases like money,title,MCOP, Chit Cases, Succession etc .



6.17 Summary Reports

Summary reports are great administartive tool by which one can have a first hand knowledge about any establishment through the reports like (I) establishment at a glance ;(ii) summary of Establishment;(iii) undated cases report (iv) Disposal and institution reports. A judicial officer going to a new establishment on transfer can very well utilise the summary reports to know about the types of cases in said establishment and make comparative study of the establishment.

6.17.1 Establishment at a glance report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Establishment at a Glance option---> Slect The Month,Year and Click GO -->The Report ”Court Establishment at a Glance for the particular Date is Generated as shown in the screenshot hereunder

Sub Court,Avinashi

Court Establishment at a Glance As on Date:23-04-2018

	Previously Filed	Current Month
Total Cases Filed	1851	25
Total Cases Registered	1849	25
Total Cases Disposed	608	7
Total Cases of Senior Citizen	190	0
Total Cases of Open Category	11	1
Total Cases of SC Category	0	0
Total Cases of ST Category	0	0
Total Cases of OBC Category	0	0
Total Cases of NT Category	0	0
Total Cases of Other Category	0	0
Total Cases Filed by Male	741	0
Total Cases Filed by Female	352	1

6.17.2 Summary of Establishment report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Summary of Establishment option---> Click View -->The Report "Summary Report of District Court" for the particular Date is Generated as shown in the screenshot hereunder.

Sub Court,Avinashi

Summary Report of District Court:11-07-2018

Particulars	Total Cases
Total Cases Under Objection	0
Total Cases Under Rejection	0
Total Un-Registered Cases	3
Total Un-Allocated Cases	0
Total Undated cases	1192
Total Unready Copies	0
Total Undelivered Copies	0
Total Excessive Dated Cases (More Than 3 Months)	1
Total Pending Cases (Registered) Over 10 Years	0
Total Pending Cases (Registered) Over 5 Years	0
Total Pending Cases (Registered) Over 2 Years	404
Total Pending Cases (Registered)	1210
Total Judges (Including Vacant Courts)	1
Total Cases of Senior Citizen	275
Category	11
Total Cases of SC Category	0
Total Cases of ST Category	0
Total Cases of OBC Category	0
Total Cases of NT Category	0
Total Cases of Other Category	0
Total Cases Filed by Male	732
Total Cases Filed by Female	346

Disclaimer :- Please note that the above figures are on the basis of available Data..Report printed as on: 11-07-2018 Time :10:15:39

6.17.3 Senior citizen cases & cases filed by women

Go to DJPMC → click summary report
→ select summary report of establishment
→ the following summary report is generated →
with the senior citizen cases / cases filed by women

Sub Court,Avinashi

Summary Report of District Court:10-04-2018

Particulars	Total Cases
Total Judges (Including Vacant Courts)	1
Total Cases of Senior Citizen	277
Category	12
Total Cases of SC Category	0
Total Cases of ST Category	0
Total Cases of OBC Category	0
Total Cases of NT Category	0
Total Cases of Other Category	0
Total Cases Filed by Male	742
Total Cases Filed by Female	353

6.17.4 Undated cases report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Undated Cases report option---> Click View -->The Report ”Undated Case List for the particular Date is Generated as shown in the screenshot hereunder.

Sub Court,Avinashi

Undated Case List of:

Subordinate Judge, Avinashi

Tmt.R.Arulmozhiselvi, M.L.,

As on Date:23-04-2018

S.No.	Case No.	Party Name	Next Date
1)	HMOP/47/2017	R.Jagadeesh Vs R.Poongodi	23-06-2017
2)	HMOP/37/2017	Uma Maheswari Vs Maheswaran	08-12-2017
3)	IA/51/2018	Vs	11-04-2018
4)	OS/134/2017	P.Subramaniam Vs Aachiammal	11-04-2018
5)	EP/71/2017	S.R.Ravichandran Vs natrayan	11-04-2018
6)	HMOP/89/2017	S.Sivamadhan Vs Sivarani	11-04-2018
7)	IA/18/2017	Vs	11-04-2018
8)	OS/293/2016	Sakthivel Vs Velumani	11-04-2018
9)	OS/3/2018	Allimuthu Vs velusamy	11-04-2018
10)	OS/554/2016	Kannammal Vs Chellammal	11-04-2018
11)	IA/722/2017	murugasamy Vs C.Ramasamy	11-04-2018
12)	OS/120/2015	M.Karuppusamy Vs E.Francis	11-04-2018
13)	OS/39/2017	Bank of Baroda Vs Jensi Rani	11-04-2018

6.17.5 Disposal and institution report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Disposal and institution option---> Click View -->The ”Disposal and Insitution Report for the given period with yearwise particulars of the cases is Generated as shown in the screenshot hereunder.

List of Case Types

S.No.	Cases	Pending at the Beginning of Half Period	Instituted during the Period	Disposed off during the Period	Less than 6 Months Old	6 to 12 Months Old	1 to 3 Years	3 to 10 Years Old	Over 10 Years Old	Total
1	AS	0	13	3	10	0	0	0	0	26
2	ARBOP	0	0	0	0	0	0	0	0	0
3	CMA	0	3	1	6	0	0	0	0	10
4	EA	0	0	0	1	0	0	0	0	1
5	EP	0	38	12	10	0	0	0	0	60
6	HMOP	0	37	27	40	0	2	0	0	106
7	LAOP	0	0	1	1	0	0	0	0	2
8	MC	0	0	0	0	0	0	0	0	0
9	IA	0	30	16	39	0	0	0	0	85
10	MCOP	0	32	15	21	0	0	0	0	68
11	OP	0	0	1	1	0	0	0	0	2
12	OS	0	68	39	143	0	0	0	0	250

6.18 Cases Listed Report

Cases listed report is another effective time management tool and a daily planner for court management for the Judicial officer and the staffs. By this report a judicial officer can very well plan his day's work seeing at what stage how many cases are listed as the report gives the types of cases listed on any particular day. For eg from the report we can find cross examination (2) enquiry (2) Argument (3) cases From the said report the Judicial officer can effectively plan and manage the courts work on any particular day .To get the cases listed

Go to Navigation bar → select DJPMC → then click Cases listed → select court no → select date → then click Go (as shown in the screen shot hereunder)

Subordinate Judge, Avinashi
Cases Listed As on Date 20-04-2018

Case Type	Stage	No. of Cases
Civil	IA PENDING	4
	SUMMON	4
	NOTICE	10
	HEARING	6
	COUNTER	7
	WRITTEN STATEMENT	1
	AMENDMENT	1
	ISSUES	4
	CROSS EXAMINATION	2
	EXPARTE EVIDENCE	2
	ENQUIRY	2
	ARGUMENTS	3
	CLARIFICATION	1
	EA PENDING	1
	FRESH SUMMON	1
	BATTA	1
	SALE	1
	Civil Total	51
	Grand Total	51

6.19

Unit details Report

This report is an useful one for both the Judicial officers and the staffs. The Judicial officer can keep track of the units reached by him/her and can plan the month's work accordingly. As the unit system differs from state to state the respective states have to upload and synchronize CIS 3.0 with their own unit details. At present in Tamilnadu the unit system periphery work is going on. When the unit system is uploaded we will get a full fledged report with automated units calculation

To get unit reports → Go to Navigation bar → select DJPMC → then click unit details → select court no → Select → From date /to date →then click Go (as shown in the screen shot hereunder).

Sub Court,Avinashi
Unit Details Report
IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
From Date 02-01-2018 To Date 31-01-2018

S.No.	Case No.	Party Name	Date of Disposal	Units	Total
1	OS/229/2017	shanmugaprakash Vs chinnammal	04-01-2018		0.00
				Total	0.00
				SETTLED OUT OF COURT	
				Uncontested	
2	EP/66/2017	Vs	04-01-2018		0.00
				Total	0.00
				TRANSFER CASES	
				Uncontested	
3	HMOP/90/2017	K.Dinesh Vs K.Durkadevi	04-01-2018		0.00
				Total	0.00
				ALLOWED WITHOUT COSTS	
				Contested	

6.20 Moster list

Moster list is yet another useful report for the courts. It generates the details of the disposed cases. And the day is not far when this digital moster list will substitute the manual disposal registers The moster list generated shows the date of disposal of the case with the date of filing. This one is a useful feature for the Bench clerks who calculate the duration of the case when the case is disposed. The moster list also shows the result of the case with the number of exhibits filed Moster list also shows category wise cases MCOP, EP, IA, etc.,

Go to Navigation bar → select DJPMC → then click Moster list → select civil/criminal/ → select from date/ to date → then click Go (as shown in the screen shot hereunder)

6.20.1 Moster List Category MCOP

Sub Court,Avinashi
IN THE COURT OF:Subordinate Judge, Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
Moster List From Date: 02-01-2018To Date:31-01-2018
Category:MCOP

S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Total Exhibits	Total Pages
13	MCOP	66/2017	Kevin Kishore Vs Alagu	03-04-2017	11-01-2018			
14	MCOP	27/2017	Easwaramoorthy Vs Manikandan	22-02-2017	11-01-2018			

CERTIFICATE

This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

6.20.2 Moster List Category IA

Sub Court,Avinashi
IN THE COURT OF:Subordinate Judge, Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
Moster List From Date: 02-01-2018To Date:31-01-2018
Category:IA

S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Total Exhibits	Total Pages
9	IA	101/2017	Santhamani Vs Karuppathal	24-08-2017	10-01-2018			
10	IA	751/2017	M.Sivasamy Vs Selvarasu	13-11-2017	12-01-2018			
11	IA	52/2018	K.Devarasu Vs valliammal	24-01-2018	24-01-2018			
12	IA	137/2017	Priya power of attoney K.Natarajan Vs Arumugam	20-11-2017	29-01-2018			

CERTIFICATE

This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

6.21 Generating Monthly Statement

Generating Monthly Statement is very useful for not only generating statement of the particular month but it can be used for statement pertaining to any particular period. Eg weekly work done;fortnight work done statements etc ; Further a work done statement for a judicial Officer who has worked in charge for a particular period can be easily generated through this option, if we select the period for the Officer the monthly statement for the said period is automatically generated by the click of the mouse. The process re engineering work is going on and the day is not far when all the courts will be asked to submit only the auto generated CIS monthly statement. To generate monthly statement follow the following steps.

Go to Navigation bar → select DJPMC → click Monthly Statement →Select Court no/ civil/criminal → select from data /to data → then click Go→ View button appears →if clicked the monthly statement for the given period is generated (as shown in the screen shot hereunder)

Monthly statement generated for January 2018

Monthly Statement

Statement showing the Institution, Disposal and Pendency of all kinds of cases pending before Tmt.R.Arulmozhiselvi, M.L., Subordinate Judge, Avinashi

From Date: 02-01-2018 To Date:31-01-2018

S.No.	Case Type	Pending at the Beginning of the Month	Institution during the Month	Transfer In	Total for Disposal	Disposed off during the Month (CJ/Orders pronounced)	Transfer Out	Pending at the End of Month	Prior to2009	2009	2010	2011	2012	2013	2014	2015	2016	2017	2018
1	AS	109	2 (1)	0	111	0(0)	0	111	0	0	0	0	0	0	0	24	32	50	2
2	CMA	3	0	0	3	0(0)	0	3	0	0	0	0	0	0	0	0	0	2	0
3	EP	82	1	0	83	2(0)	0	81	0	0	0	0	0	0	0	0	1	70	1
4	HMOP	117	11	0	128	6(1)	0	122	0	0	0	0	0	0	0	7	25	61	9
5	LAOP	5	0	0	5	0(0)	0	5	0	0	0	0	0	0	0	0	0	4	0
6	IA	61	5 (1)	0	66	4(1)	0	62	0	0	0	0	0	0	0	0	6	41	4
7	MCOP	212	0	0	212	2(0)	0	210	0	0	0	0	0	0	0	0	20	177	0
8	OP	3	0	0	3	0(0)	0	3	0	0	0	0	0	0	0	0	1	1	0
9	OS	585	17 (1)	0	602	11(1)	0	591	0	0	0	0	0	0	0	62	323	167	15
10	IP	6	0	0	6	0(0)	0	6	0	0	0	0	0	0	0	0	3	3	0
	Total	**1183**	**36**	**0**	**1219**	**25**	**0**	**1194**	**0**	**0**	**0**	**0**	**0**	**0**	**0**	**93**	**411**	**576**	**31**

6.22 Proceedings report enhanced under CIS 3.0

Old CIS.2.0 Proceedings Report List	New CIS.3.0.Proceedings Report List

In navigation pane the “proceedings report” is another store house of variety of reports as shown in the screen shot Under CIS 3.0 six new reports have been added under Proceedings report they are Civil Cause list; Criminal Cause list; Daily fee receipts; Payment Mode wise Report ;Pending court fee

6.22.1 Civil Cause list

To generate the Cause list follow the steps given below:

Go to Navigation bar → select Proceedings report → click Civil cause list/criminal cause list → select date for which the cause list is need → click Go→ Cause list of the given date is generated (as shown in the screen shot hereunder)

IN THE COURT OF: Thiru.M.Muraleetharan ,B.A.,B.L.,
Subordinate Judge, Avinashi
Civil Cause List As on Date:11-06-2018

S.No.	Case Type	Case No.	Party Name	Name of Advocate
IA PENDING				
1	OS	59/2015	Saraswathi Ramathal	S.Devarajan
2	OS	89/2015	K.Rasammal K.Rajendran @ Stanliraj	S.Dharamaraj
3	OS	195/2016	Govindammal Natarajan	swaminathan
(OS/0000195/2016) : OS/0000195/2016				
4	OS	417/2016	Jayalakshmi Ganapathisamy	R.Ragupathy
(OS/0000417/2016) : OS/0000417/2016				
5	AS	40/2017	Krishnamoorthy Balan	V.K.Subramanian
(AS/0000040/2017) : AS/0000040/2017				

6.22.2 Criminal Cause List

Go to Navigation bar → select Proceedings report → click Criminal cause list → select date for which the cause list is need → click Go→ Cause list of the given date is generated (as shown in the screen shot hereunder)

Additional Mahila Court
IN THE COURT OF: TMT.RAJA S RAMYA B.A.,M.L
Judicial Magistrate No.II
Criminal Cause List As on Date:01-06-2018

S.No.	Case Type	Case No.	Party Name	Name of Advocate
TRIAL				
1	CC	1600327/2018	Sup Inspector Of Police AW P.S Kanniyakumari Ravi Kumar and 4 Ors	PPP
ENQUIRY				
2	STC	1/2018	State Of Tamilnadu Rep By SI of Police,ASARIPALLAM Vijayakumar	APP JMI NAGERCOIL Adv.A.Gnansekar

6.22.3 Disposal Report

Go to Navigation bar → select Proceedings report → click Disposal Report → select the dates date for report is needed → click Go→ Disposal report for the choosen period is generated (as shown in the screen shot hereunder)

Sub Court,Avinashi
IN THE COURT OFSubordinate Judge, Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
Disposal Register From Date:09-01-2017 To Date:29-06-2018

S.No.	Case Type	Reg. No./Year	Date of Filing	Disposal Date	Disposal Type	Duration Y M D	Judgment	Judge Name
Disposal Nature:Contensted								
1	OS	613/2016	31-08-2016	09-01-2017	JUDGEMENT AND DECREE	00 04 11		Tmt.R.Arulmozhiselvi, M.L.,
2	AS	18/2015	18-12-2015	09-01-2017	DISMISSED	01 00 23		Tmt.R.Arulmozhiselvi, M.L.,
3	OS	685/2016	23-11-2016	10-01-2017	SETTLED BEFORE THE LOK-ADALATS	00 01 18		Tmt.R.Arulmozhiselvi, M.L.,
4	OS	687/2016	28-11-2016	10-01-2017	SETTLED BEFORE THE LOK-ADALATS	00 01 13		Tmt.R.Arulmozhiselvi, M.L.,
5	OS	123/2016	28-01-2016	10-01-2017	SETTLED BEFORE THE LOK-ADALATS	00 11 18		Tmt.R.Arulmozhiselvi, M.L.,
6	OS	442/2016	25-04-2016	11-01-2017	DECREED	00 08 21		Tmt.R.Arulmozhiselvi, M.L.,
7	AS	1/2015	15-12-2015	11-01-2017	DISMISSED	01 00 28	1-Appeal is Dismissed	Tmt.R.Arulmozhiselvi, M.L.,

6.22.4 Peshi register

Peshi register under Proceedings report gives the list of cases party name wise as shown hereunder

Go to Navigation bar → select Proceedings report → then click Peshi register

Sub Court,Avinashi
Peshi Register
IN THE COURT OF: Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
As on Date :28-05-2018

Last Date	Case Type	Case No.	Party Name	Previous Purpose
23-04-2018	OS	391/2016	Muthusamy Vs Laskhmi	CROSS EXAMINATION
23-04-2018	OS	392/2016	Laskhmi Vs muthusamy	CROSS EXAMINATION
18-04-2018	OS	47/2017	Shanmugamsundaram Vs Shanthi	CROSS EXAMINATION

6.23 Enhanced generation of pending report from Dash home

The dash board which welcomes you once you login is packed with almost all important data. Its the simplest way yet most useful and attractive which also displays reports using graphical elements such as Pie charts and Bar charts. Under CIS 3.0 the Dash home itself has been enhanced to generate pending cases list with case type. Earlier in CIS 2.0 we were able to generate pending cases under civil , criminal and both but now it has been enhanced to give case type wise pending reprot from dash home The list of reports generated from dash home is given below:

Dashboard as on 23-04-2018

	Today's Cases	Undated Cases	My Disposal in this Month	My Pending Cases
Civil	33	459	7	1247
Criminal	0	7	0	13
Total	33	466	7	1260

List of Today's Cases List

List of Undated Cases

List of My Disposal in this Month

List of My Pending Cases

Dash homein CIS 3.0 comes with Case type search

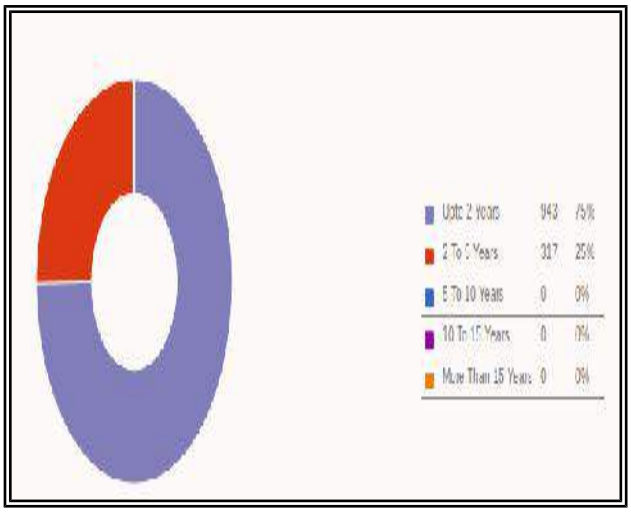
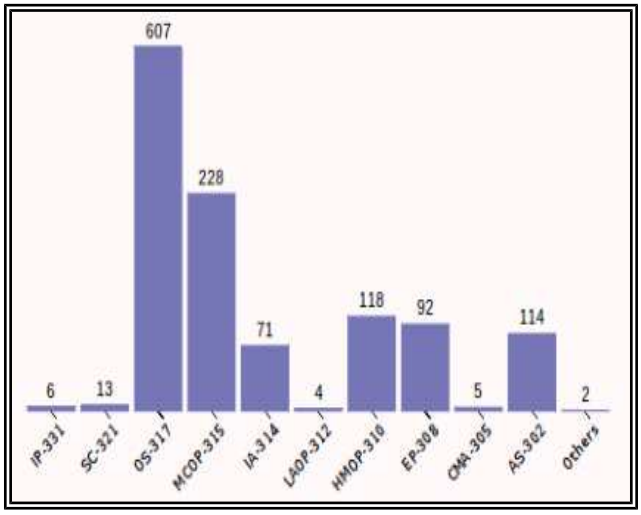
6.23.1 List of case type wise Top 10 pending cases

(you can enter any number in the box to get the top pending cases.if no number is entered in the box then the entire pending list is generated and now it comes with the enhanced features of Case type)

Civil Criminal Both Case Type OS-317 Top 10 Pending Cases View

6.23.2 Pendency pie chart / Case type bar chart

The case type bar chart and pendency pie chat shown above are interlinked .hence this bar chart shows the break up with the classification of cases of the pie chartThe bar chart under CIS 3.0 shows the top ten pending cases

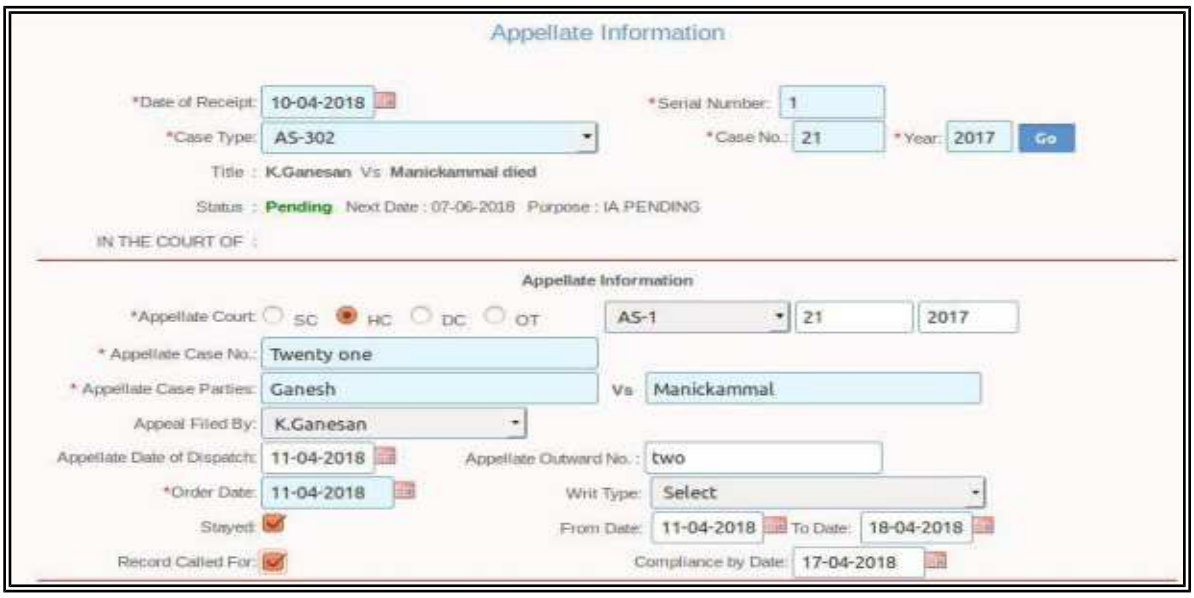
Pie Chart	Bar Chart
	

6.24 Appeal information reports

Under CIS 3.0 under appeal information one additional report of compliance has been added to the existing four reports and taking the total appeal information reports to five (i)Appellate Case Info;(ii) Appellate Cases Report;(iii) compliance (iv) Compliance Report for Today (v) Register of Stayed Matters

6.24.1 Appellate Case Information :

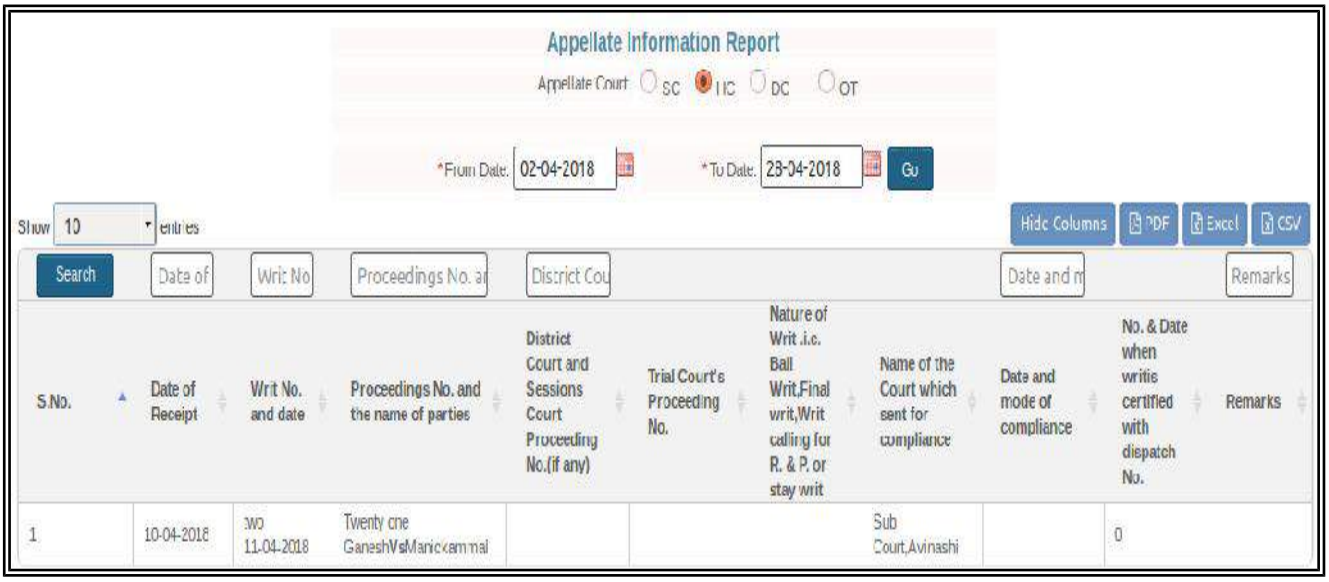
To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Appellate Case Info/ the report is generated as shown hereunder



6.24.2 Appellate Cases Report

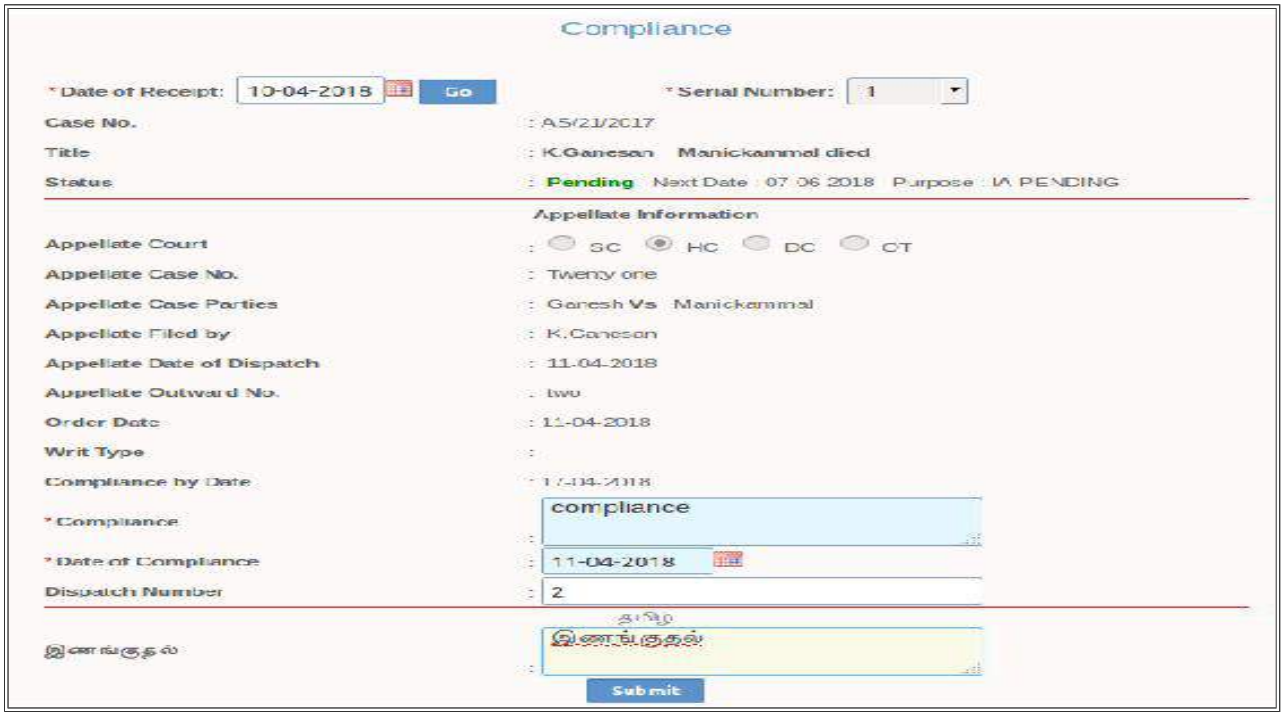
Through this appeal information report one can get the details of the appeals pending with Supreme court, High Court, District Court or other court.

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Appellate Cases Report -> the report is generated as shown hereunder



6.24.3 Appeal Compliance

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option compliance / Compliance Report for Today -> the report is generated as shown hereunder



6.24.4 Register of stayed matter

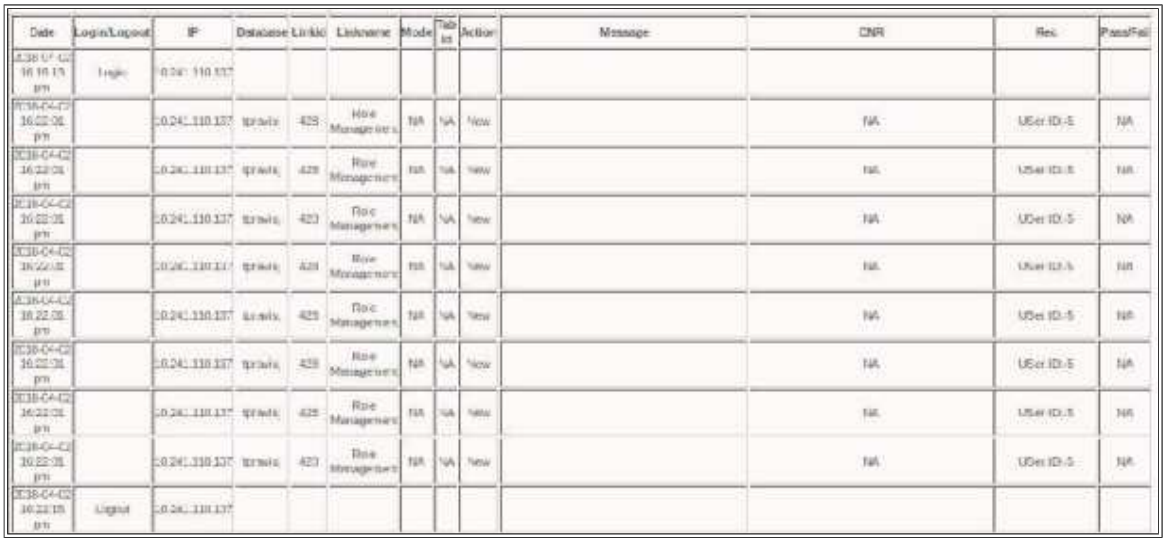
To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Register of Stayed Matters -> the report is generated as shown hereunder

6.24.5 Compliance report for Today

6.25 User log report

Under CIS 3.0 the User log report can be generated under four options (I) user name (ii) CNR No (iii) Case No (iv) Linkwise .This is a very useful security based report. The user log report gives the details of all persons who logged into the CIS software with the time and the work done by them. By this we can check who has made the entries at what time etc.

Go to Navigation Pane --->click Admin Menu ---> than click user log



Conclusion

Through the above elaboration on the topic report generation,every user of CIS 3.0 will feel the major enhanced feature brought about in the report generation and hope this report generation is used a s an effective time management and court mangement tool by the judicial officers and the staffs equally.

---------- Start exploring the enhanced treasure house of reports under CIS 3.0 ----------

7. TEMPLATES

7.1 Introduction

One interesting enhancement under CIS 3.0 is the digital Templates which comes with auto generated forms which can be further customised according to the needs of the court. This can be added in Master and can be generated in a skeleton formats. This should not be mistaken for authorized forms of orders. It is only a skeleton form which must be edited and filled up according to the individual cases. Let us see the key templates under this chapter under the following headings:

- **Issue / Charge Framing Templates**
- **Summons auto generation Templates**
- **Warrant auto generation Templates**
- **Order / judgment Templates**

7.2 Issue / Charge Framing Templates

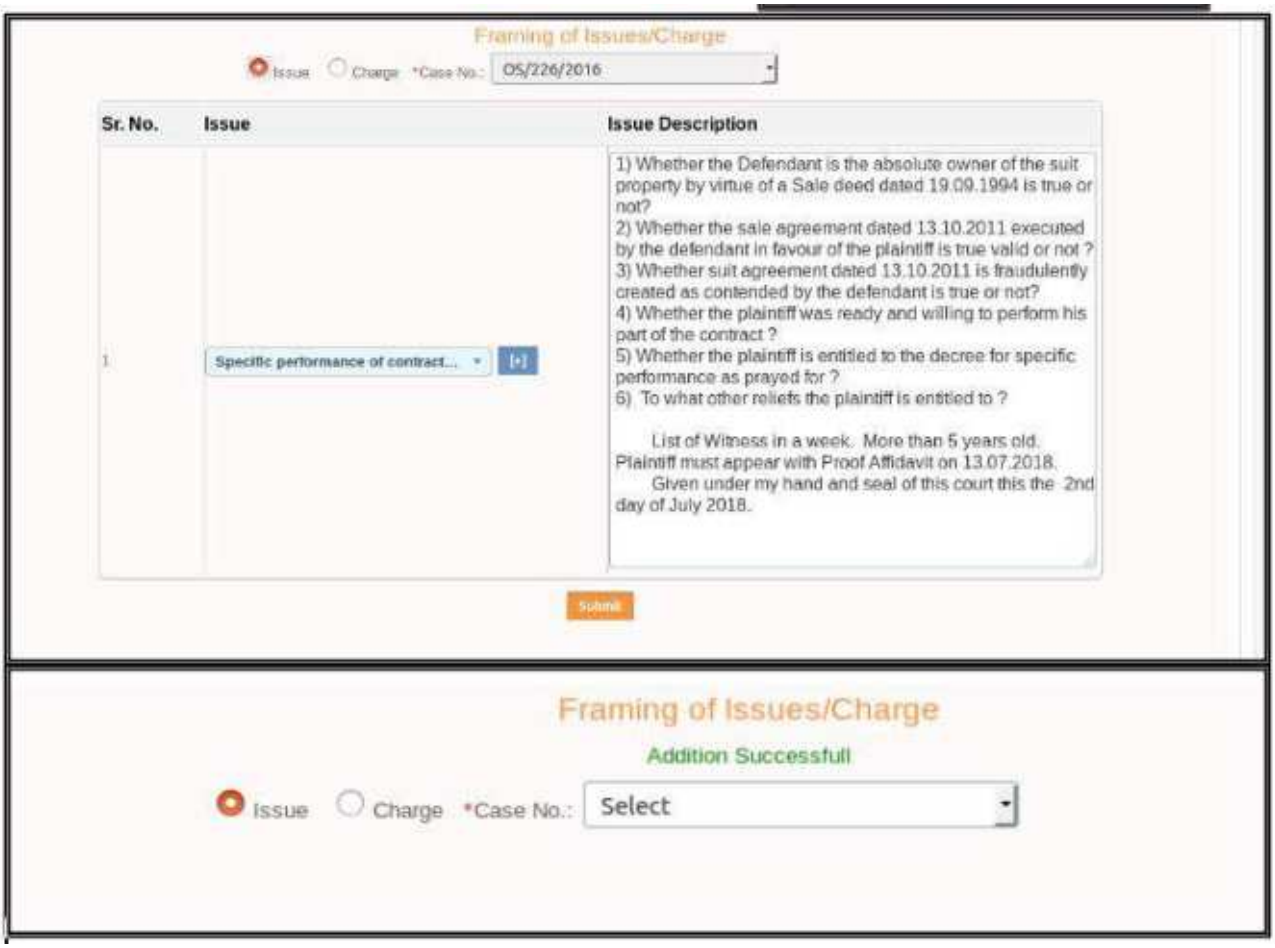
This option of framing of issues is available under court proceedings. Using this option the formatd issues can be chosen which are made available under CIS 3.0 and it can be customised according to the needs of the user.

7.2.1 Customizable Issue Master under State Master

CIS 3.0 comes with the state master whereby according to the needs and style of format in use in the particular state,the Issues master can be created. This option gives the freedom for the High Courts to create and generate issues and charges model as prevalent in accordance with the state laws..

7.2.2. Framing of Issue Menu

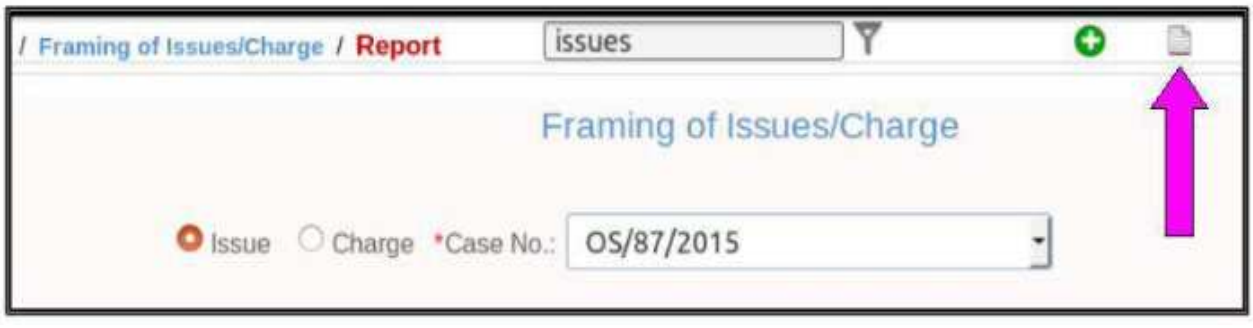
This option is available under the court proceedings whereby one can chose the issue or charge framing for the particular case. While choosing the option it should be ensured that the issues can be framed only when the case is posted on the same date. And after choosing the issues or editing the issues click submit and we will get the message addition successful.

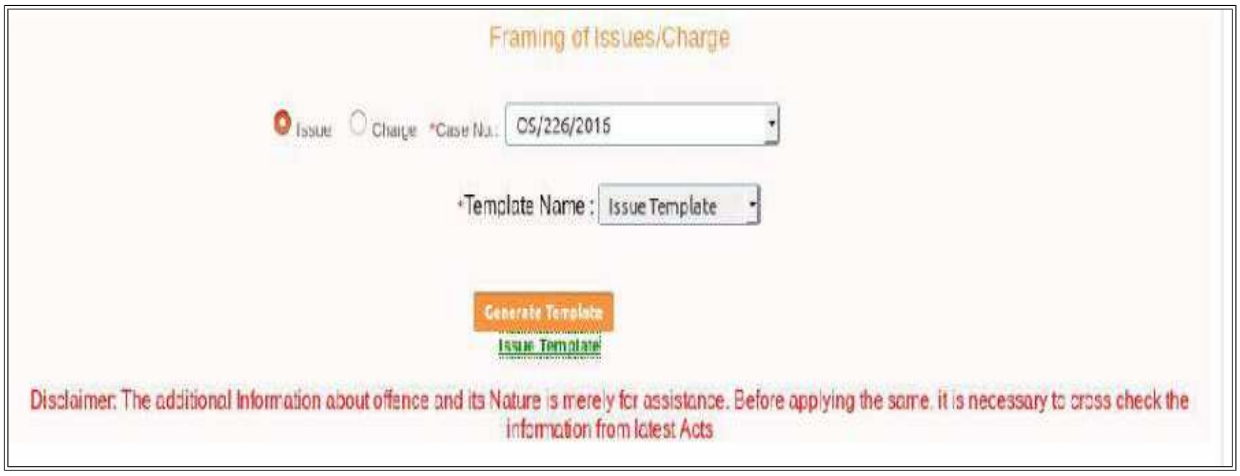


7.2.3 Generating the Issue Format

After getting the message as addition successful click the report option which is available on the top right hand side of the screen as shown in the screen shot. Only when the report option is clicked it will generate templates. Once the generate template option appears click the same then issue template is generated.

Go to Navigation panel – click court proceedings – select framing of issues – click submit - Addition successful message appears – click report icon – click generate template – click issue template – the draft of issues is generated which can be edited .





OS/226/2016
R.Rangasamy Vs. N.Govindammal

ISSUES

46. 1) Whether the Defendant is the absolute owner of the suit property by virtue of a Sale deed dated 19.09.1994 is true or not?
2) Whether the sale agreement dated 13.10.2011 executed by the defendant in favour of the plaintiff is true valid or not ?
3) Whether suit agreement dated 13.10.2011 is fraudulently created as contended by the defendant is true or not?
4) Whether the plaintiff was ready and willing to perform his part of the contract ?
5) Whether the plaintiff is entitled to the decree for specific performance as prayed for ?
6) To what other reliefs the plaintiff is entitled to ?

List of Witness in a week. More than 5 years old. Plaintiff must appear with Proof Affidavit on 13.07.2018.
Given under my hand and seal of this court this the 2nd day of July 2018.

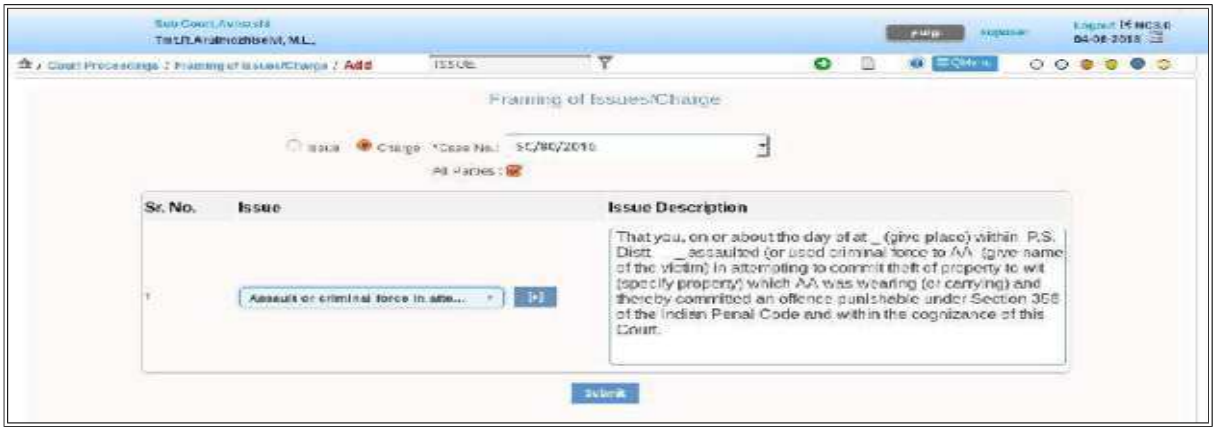
What Order and Decree?

Date : 09-07-2018

Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi

7.2.4 Charge Framing Templates

Similar to the issue framing steps as dealt above the charges can be framed using same option of Framing issue/charge menu .



7.3 Process generation Template

The option of generating summons and warrants are available under process generation.

- **Summons auto generation Templates**
- **Warrant auto generation Templates**

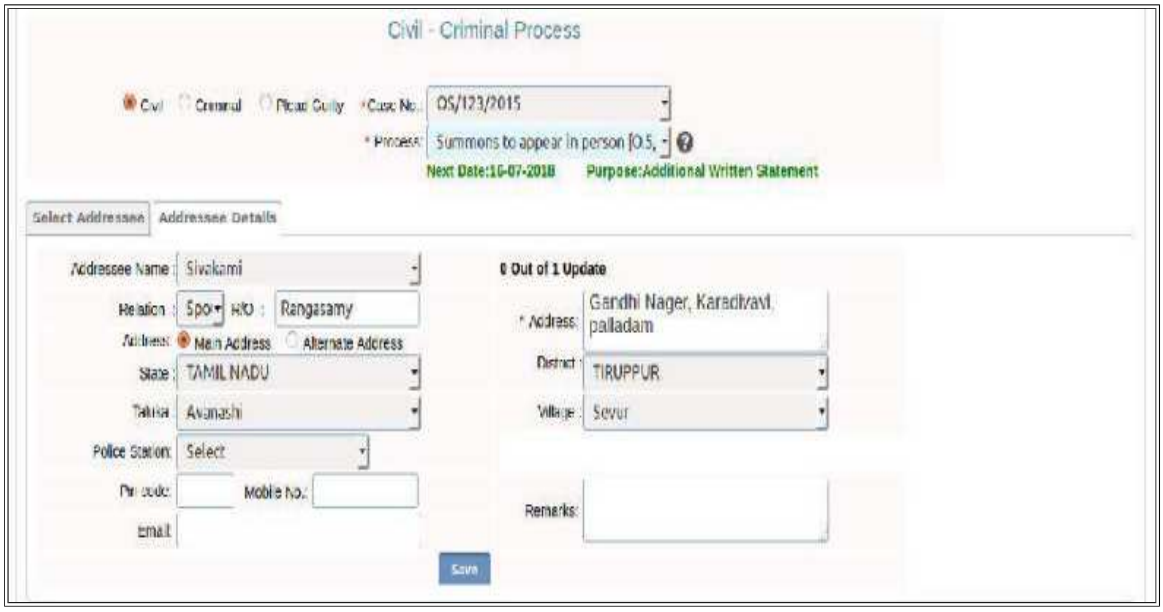
7.4 Summons auto generation Templates :

This enhanced feature of auto generation of summons is a path breaking option available under CIS 3.0. Once the summons are auto generated they are uploaded and published through CIS and the draft of the process is generated. With this digital generation of process the next stage of tracking the service of summons becomes possible and already steps are underway with the E-committee of Supreme Court of India to give GPS enabled instruments to the process servers who are serving in person to the litigants. This is a sure revolutionary tool for the District judiciary. Let us now see how to generate summons through this CIS 3.0

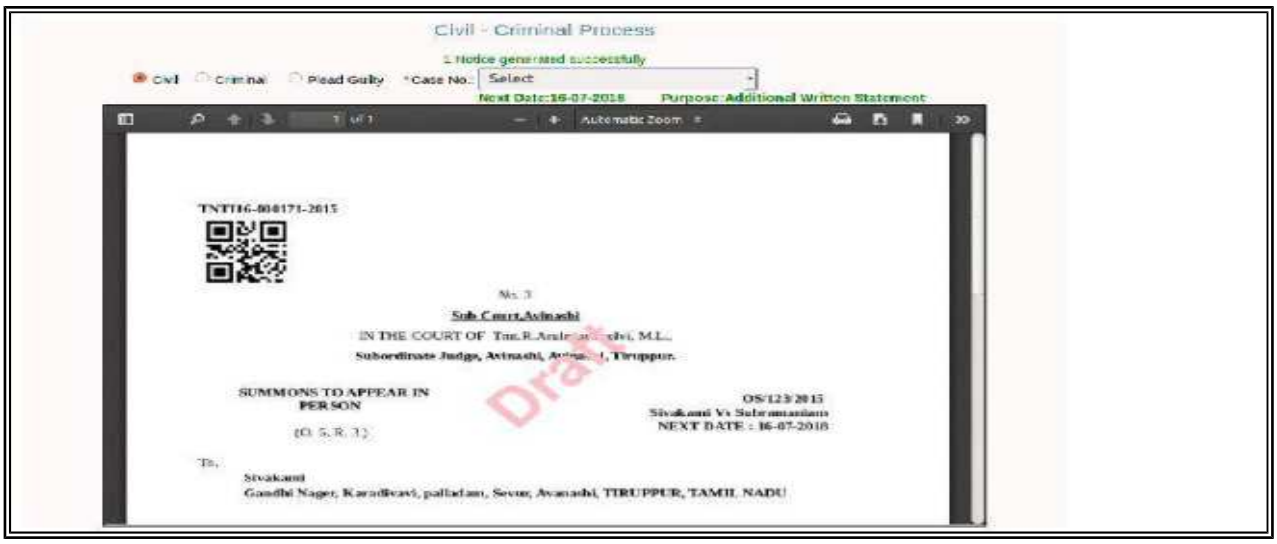
7.4.1 Generating summons to appear in person -Steps

Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type, and select the address needed as shown in the screen shot herewith.

Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with addressee details appears which need to be filled up as shown in the screen shot

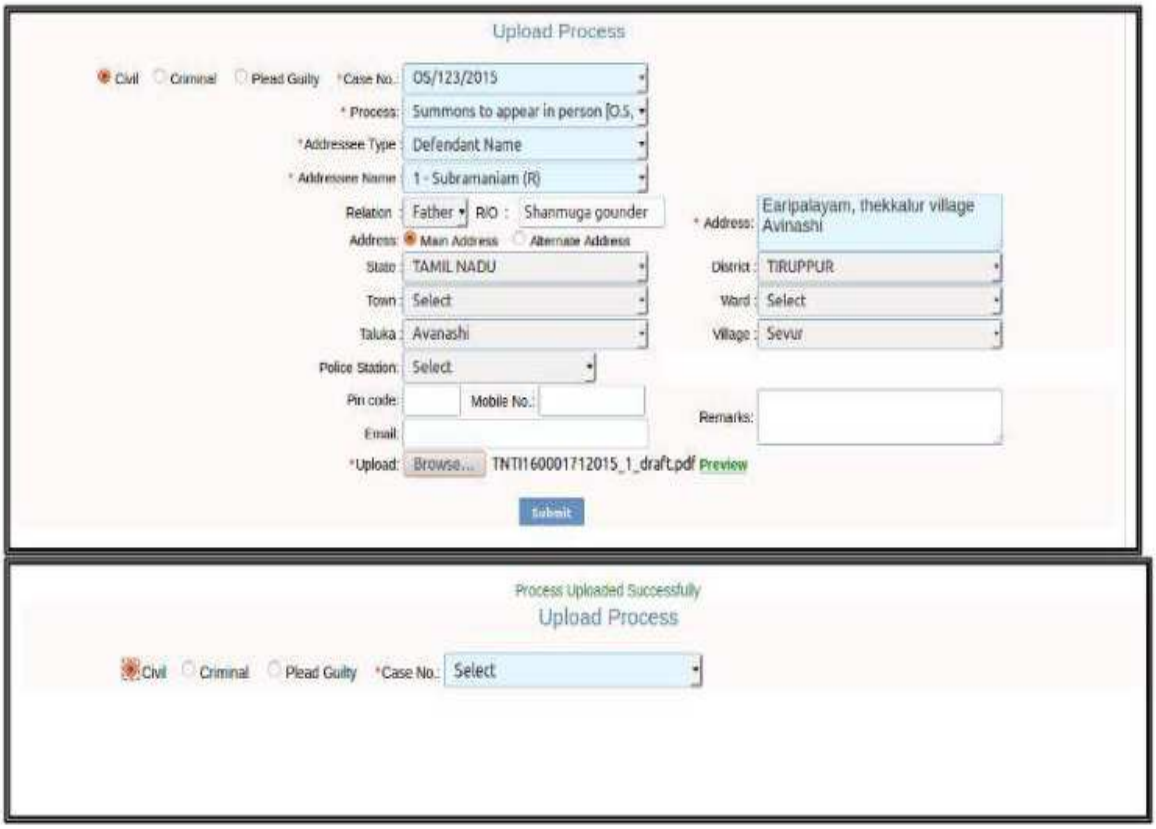


Step 3: After filling the address details and if the save option is clicked it will open up the option of generate draft and by clicking it ***'1 Notice Generated successfully'*** message appears and the draft is generated as shown in the screen shot



7.4.2.Upload process option:

Step 4: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit.The option of Publish appears and if it is clicked It will give **"Process uploaded successfully "**message on the screen.



7.4.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option which clicked will give **"Notices Published successfully** "message on the screen. After this the notices can be printed with acknowledgment

7.4.4 Summon Print and Acknowledgement print

Step 6: After **"Notices Published successfully** "message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.

PTNT116000171 2015_1

TNTI16-000171-2015

No. 3

Sub Court,Avinashi

IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,

Subordinate Judge, Avinashi, Avinashi, Tiruppur.

SUMMONS TO APPEAR IN PERSON

(O. 5, R. 3.)

OS/123/2015
Sivakami Vs Subramaniam
NEXT DATE : 16-07-2018

To,

Whereas **Sivakami** has instituted a suit against you for **Title** you are hereby summoned to appear in this Court in person on the **16-07-2018 at 11:00 o'clock in the forenoon,** to answer the claim; and you are directed to produce on that day all the documents upon which you intend to rely in support of your defence.

ACKNOWLEDGMENT

The undersigned acknowledge receipt of this process in the above mentioned case **OS/123/2015** .

S.N. Name and Address of the party	Service Date	Personal or through	Signature or T.I.
1. Sivakami, Gandhi Nager, Karadivavi, palladam, TAMIL NADU, TIRUPPUR, Avanashi, Sevur (PTNT116000171 2015_1_1)			

Visit **ecourts.gov.in** for updates or download mobile app **"eCourts Services"** from Android or iOS

7.4.5 List of Process :

In case where numerous process are generated the same can be viewed from the published process option available under upload process option as shown hereunder

7.4.6 Process status monitoring

The status of the process can be monitored using the process status option

7.5 Warrant auto generation Templates

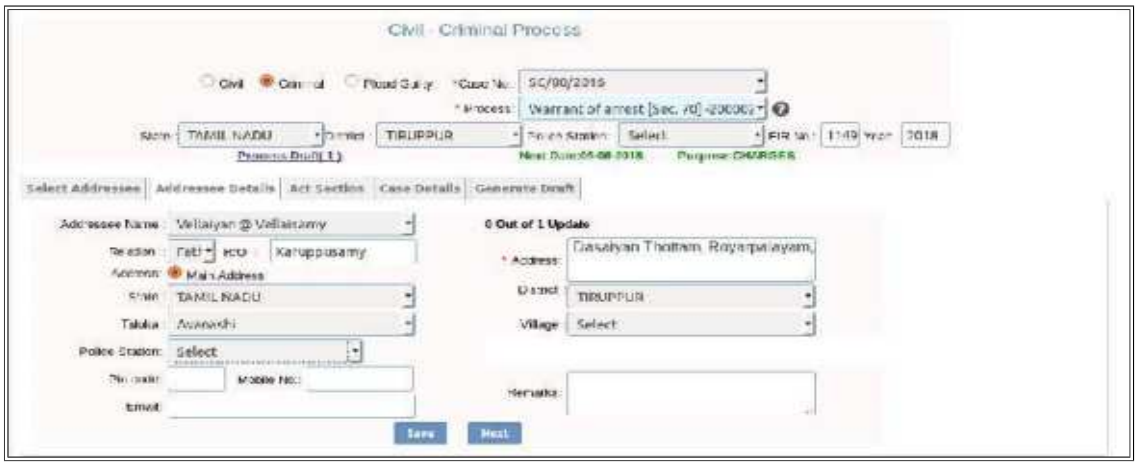
Let us now see how to generate as Warrant through this CIS 3.0

Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type (Warrant) - select State / District / Police Station / FIR Number - select the addressee and fill up as shown in the screen shot herewith.

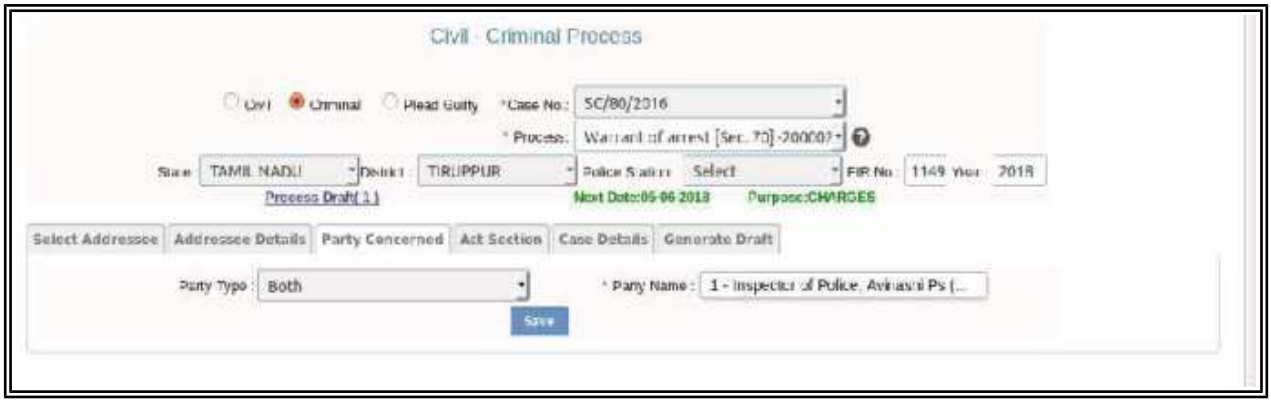
7.5.1 Generating warrant of Arrest -Steps

Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the **criminal case type** and the process type as **Warrant of arrest** , and s**elect the address** needed as shown in the screen shot herewith.

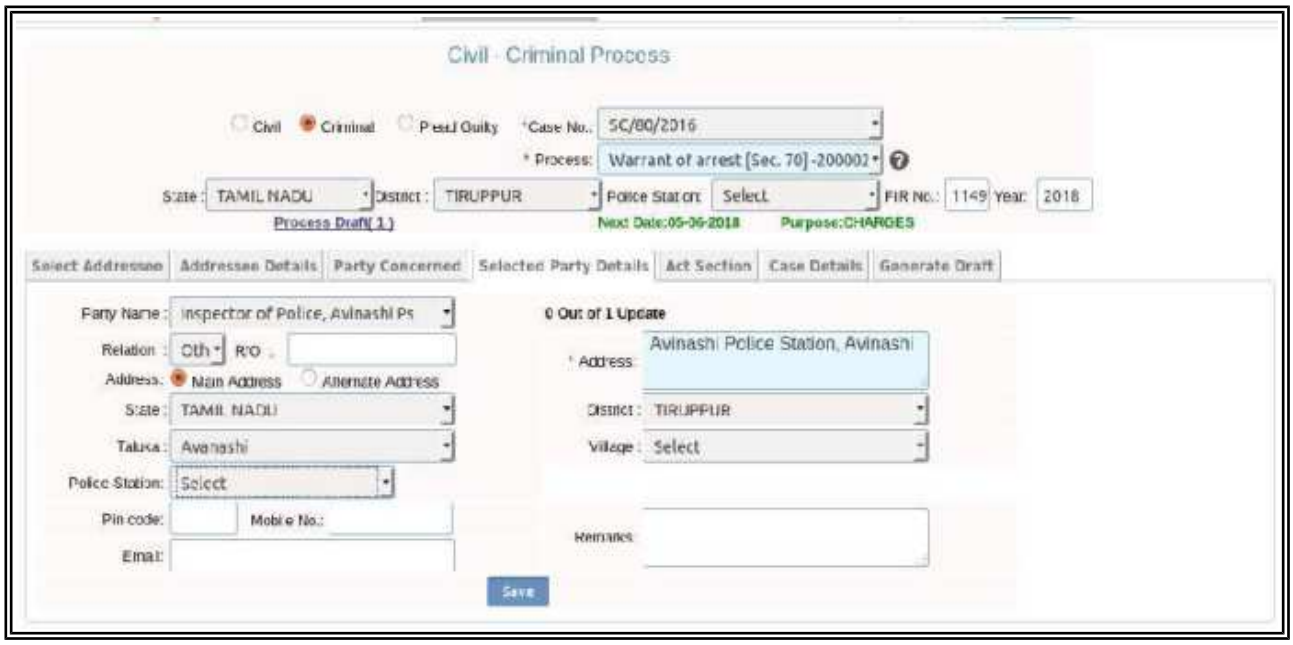
Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with **addressee details** appears which need to be filled up as shown in the screen shot



Step 3: After filling the address details and if the save option is clicked it will open up the next tab of **Part Concerned** which has to be filed up and **click next** it will as shown in the screen shot

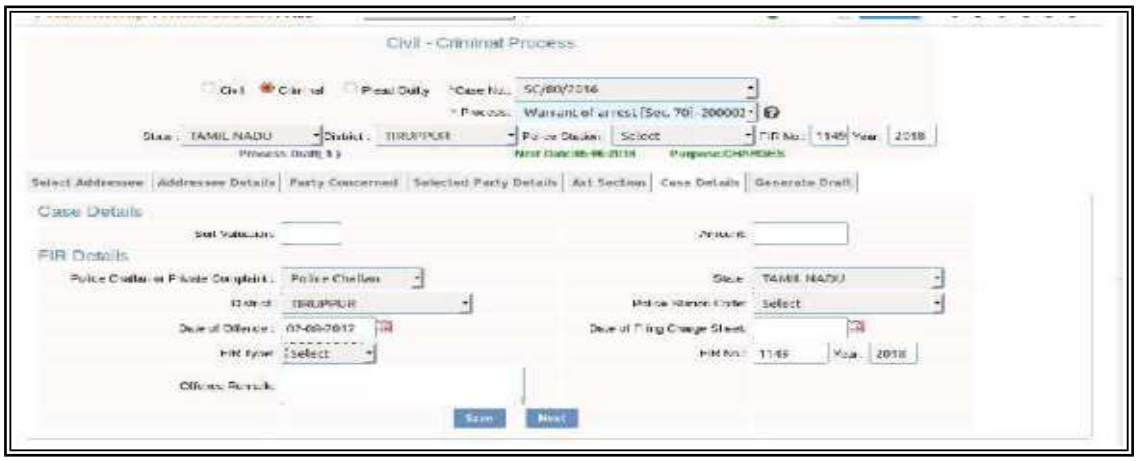


Step 4: After filling theParty concerned details and if the save option is clicked it will open up the next tab of **Selected Party details** which has to be filed up and **click next** it will as shown in the screen shot

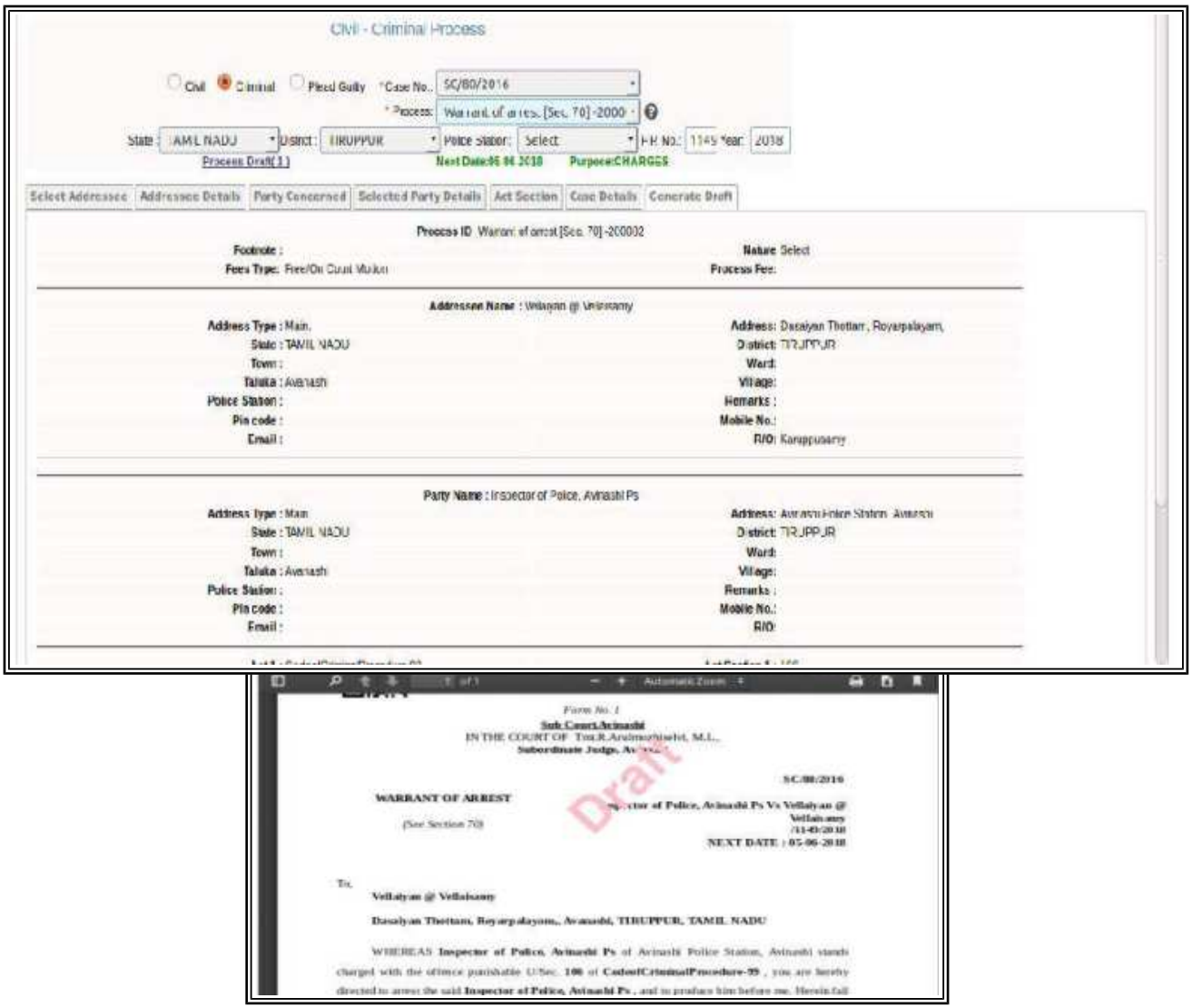


Step 5: After filling the selected Party details and if the save option is clicked it will open up the next tab of **Act/section details** which has to be filed up and **click next** as shown in the screen shot

Step 6: After filling the act/section details and if the next option is clicked it will open up the **Case details option** which has to be filed up and click next as shown in the screen shot

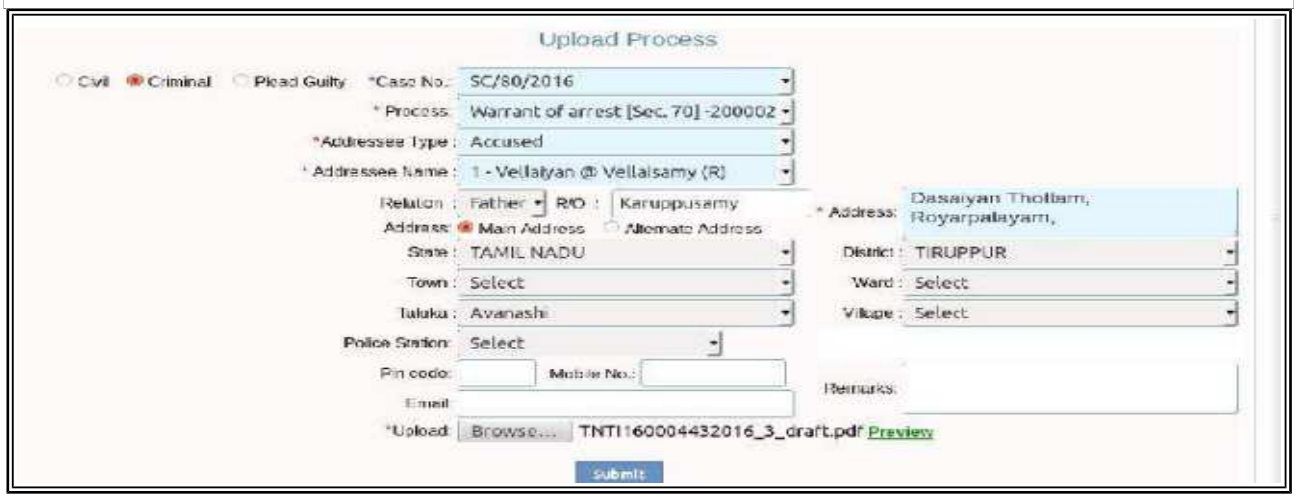


Step 7: After filling the case details and if the next option is clicked it will open up the option of generate draft and by clicking it ***'1 Notice Generated successfully'*** message appears and the draft is generated as shown in the screen shot



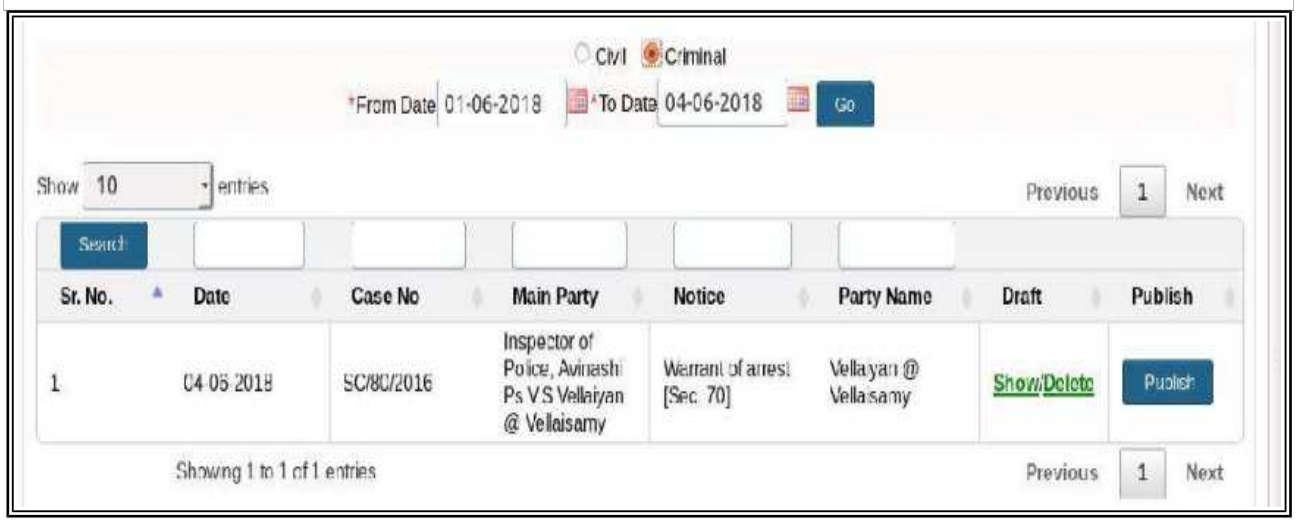
7.5.2 Upload process option:

Step 6: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit.It will also give the preview option



7.5.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option from the navigation pane and which clicked will give **"Notices Published successfully** "message on the screen. After this the notices can be printed with acknowledgment



7.5.4 Warrant Print and Acknowledgement print

Step 6: After **"Notices Published successfully** "message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.

Print/Acknowledgement

Civil Criminal

*From Date 04-06-2018 *To Date 04-06-2018 Go

Process Date	Process ID	Summons	Party Name	Print	Check For	Acknowledgeme
Case No.: SC/80/2016 Main Party: Inspector of Police, Avinashi Ps Vs Vellaiyan @ Vellaisamy						
04-06-2018	PTNTI160004432016_3_2	Warrant of arrest [Sec. 70]	Vellayan @ Vellaisamy, Dasaiyan Thottam, Royarpalayam,	Print		Acknowledgeme

PTNTI160004432016_3_2

TNTI16-000443-2016

Form No. 1

Sub Court,Avinashi

IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,

Subordinate Judge, Avinashi

SC/80/2016

WARRANT OF ARREST

(See Section 70)

Inspector of Police, Avinashi Ps Vs Vellaiyan @ Vellaisamy

/1149/2018

NEXT DATE : 05-06-2018

To,

Vellaiyan @ Vellaisamy

{ADDRESSEE_POLICE_STATION}

Dasaiyan Thottam, Royarpalayam,, Avanashi, TIRUPPUR, TAMIL NADU

WHEREAS **Inspector of Police, Avinashi Ps** of Avinashi Police Station, Avinashi stands

7.5.5 Warrant status monitoring

The status of the warrant can be monitored using the process status option

Process Status

Civil Criminal

*Case Type: SC-321

*Case No.: 80 *Year: 2016 Go

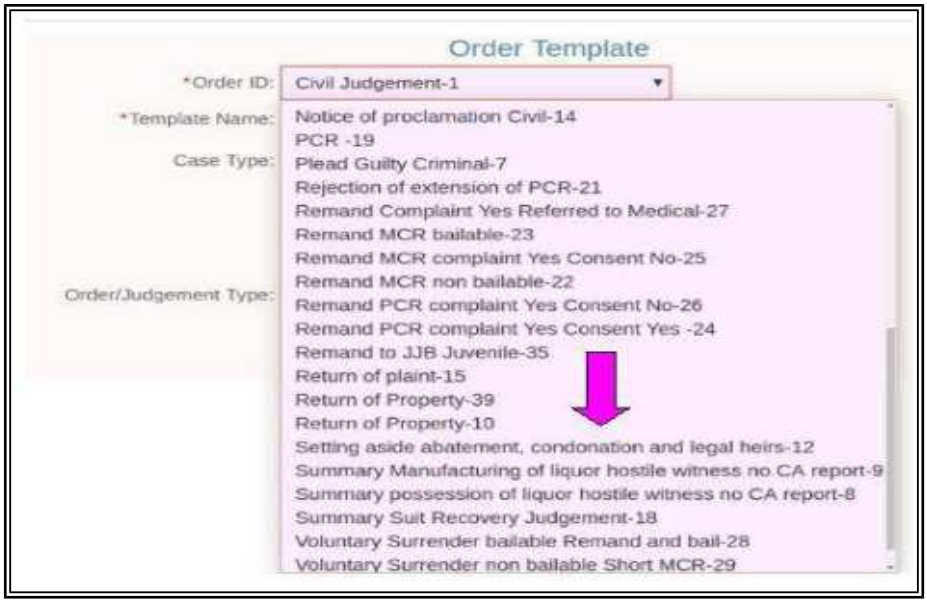
Process ID	Summons Title	Party Name	Draft Date	Process Date	Establishment Name	Bailiff	Process Messenger	Delivery On Date
PTNTI160004432016_3_2	Warrant of arrest [Sec. 70]	Vellaiyan @ Vellaisamy	04-06-2018	04-06-2018				

7.6 Order judgment Template :

This template is available under the option of order judgment using this the skeleton format of the orders can be generated.

7.6.1 **Customizable order template option under the Masters**

Using this order template the type of orders and its format can also be customized according to the needs of the High Courts. Using the Order template option available under the Masters Only when the orders are added in the masters it will be shown in the drop box of the order templates as shown in the screen shot hereunder

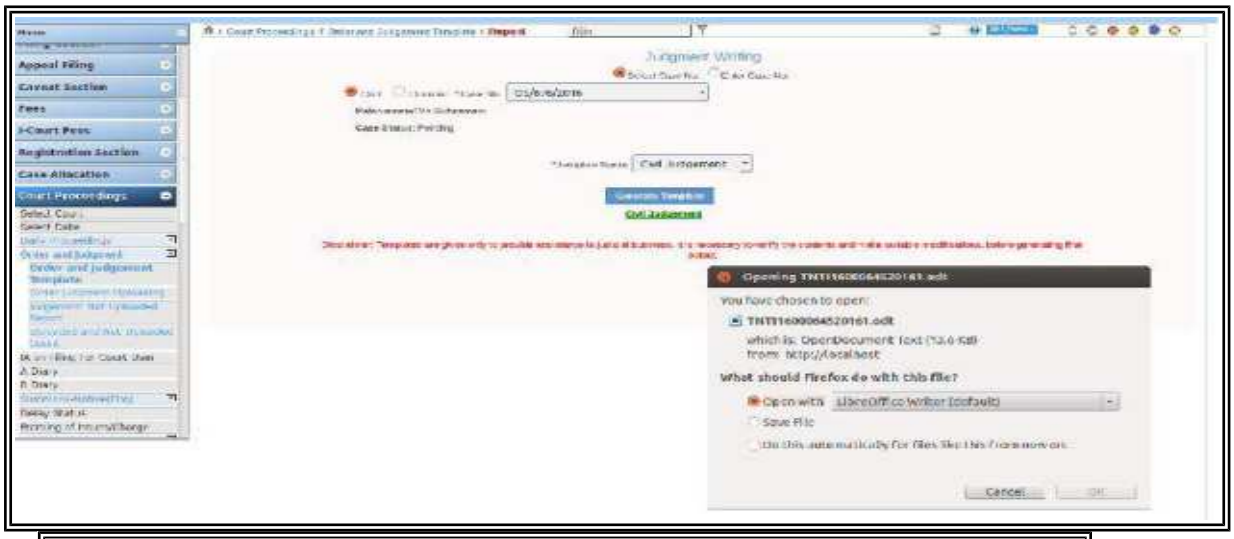


Few orders

which has been generated is shown herewith for better understanding

7.6..2 Civil Judgement Template

Step Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select the case number and choose the template name “Civil Judgement” from the drop box (this option will appear in drop box only if added through state master) -->click Generate template option → click Civil Judgement shown in green colour → It generates the order -->it can be further edited and customised



TNTI160000302015

Presented on : 17-12-2015
Registered on : 17-12-2015
Decided on : —
Duration :

IN THE COURT OF
Subordinate Judge, Avinashi A1 Avinashi,Tiruppur
Presided Over by Tmt.R.Anilmozhiselvi, M.L.,

OS/16/2015

Exhibit No.:

Plaintiff Name:
Naga Naicker
Age: 62
Occupation :
Address: 103 Padasalai Street, Eachanari

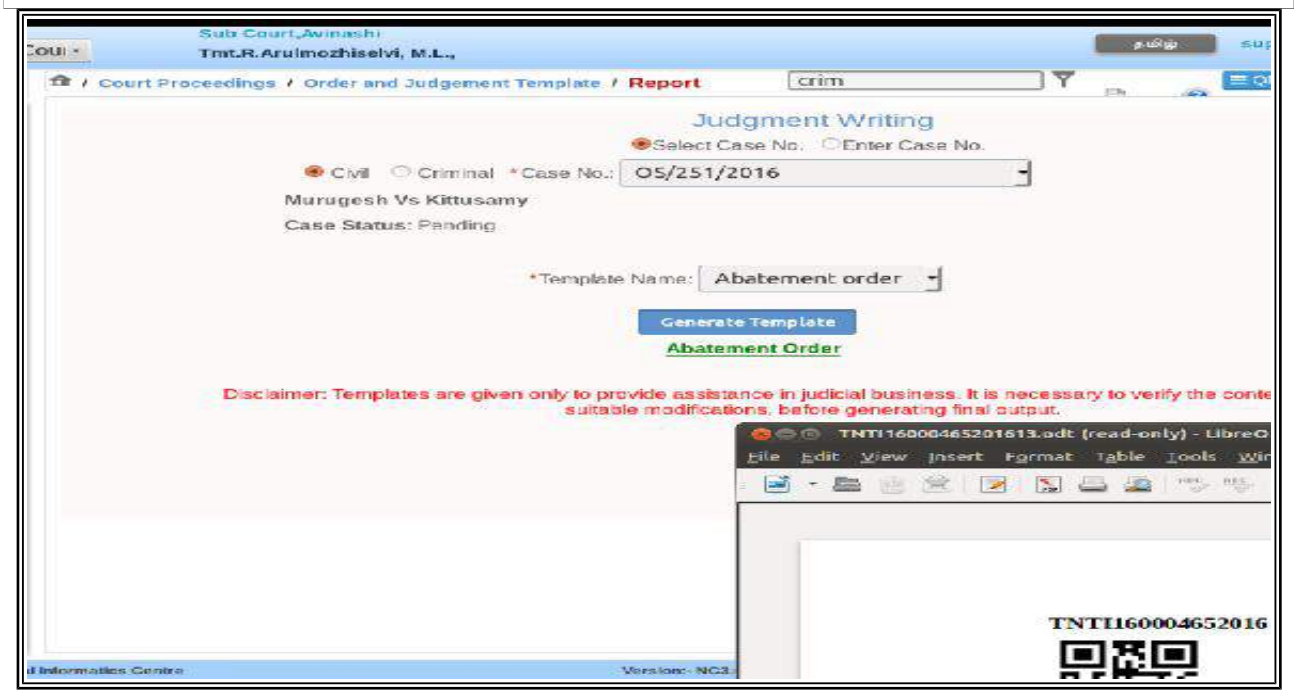
VERSUS

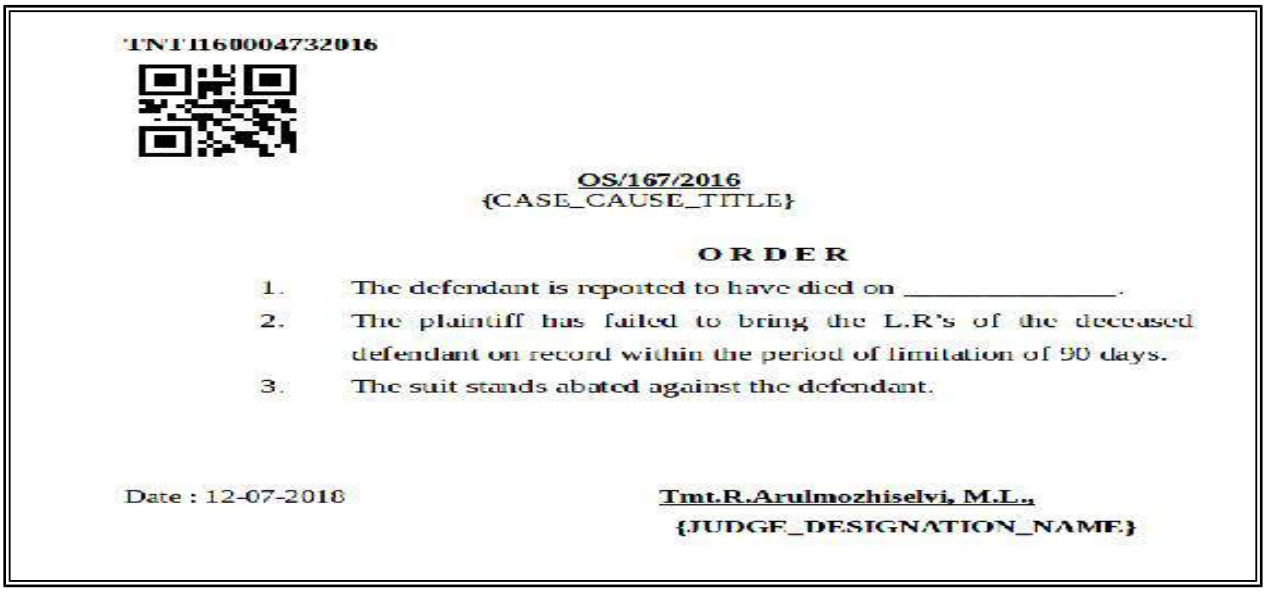
Defendant Name:
Palanisamy
Age: 0
Occupation :
Address: Mettukadai Perundurai

Advocate for Plaintiff Name: S.Devarajan
Advocate for Defendant Name: appearing for Palanisamy: Advocate appearing for respectively.

7.6.3 Abatment order Template

Step: Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select case number _>Select template name as 'Abatment order" (this option will appear in drop box only if added through state master) -->Click Generate Template → click "Abatment order which appears in green colour--> Abatment order with QR code generated





TNTI160004732016

OS/167/2016
{CASE_CAUSE_TITLE}

ORDER

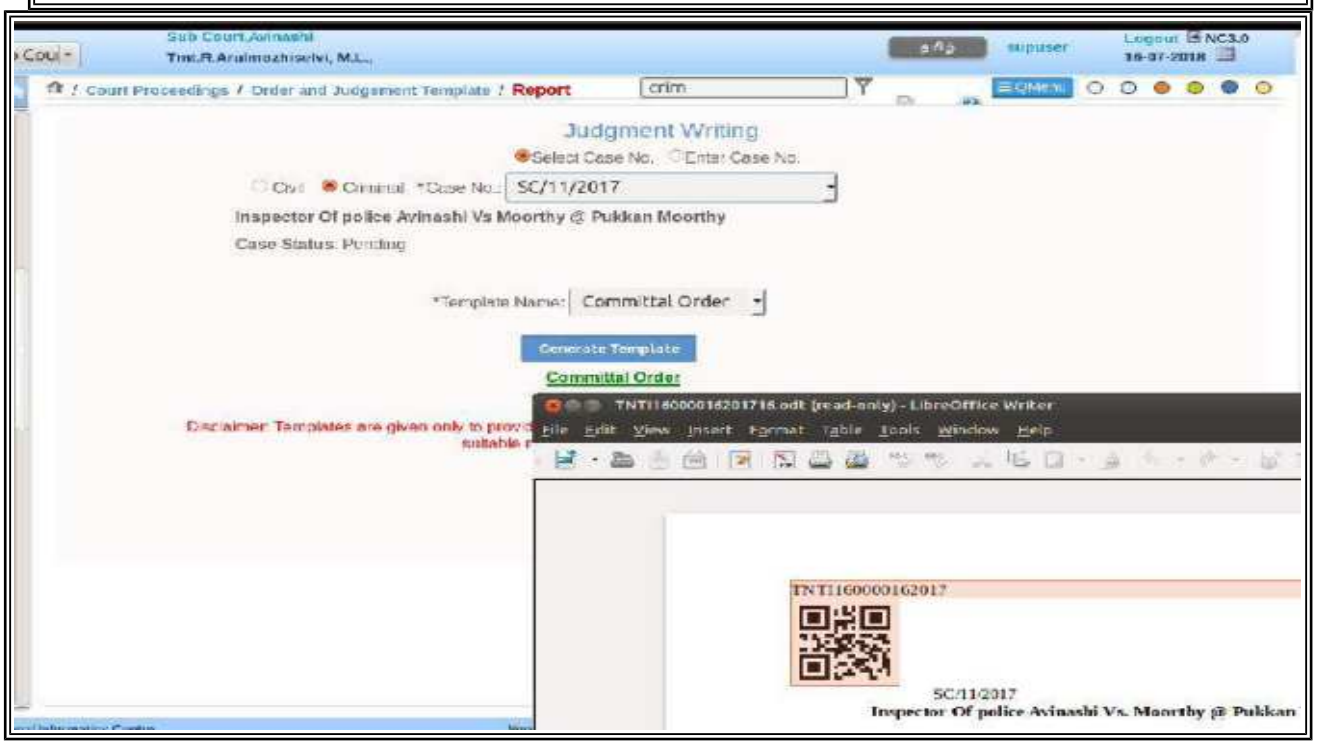
1. The defendant is reported to have died on _____.
2. The plaintiff has failed to bring the L.R's of the deceased defendant on record within the period of limitation of 90 days.
3. The suit stands abated against the defendant.

Date : 12-07-2018

Tmt.R.Arulmozhiselvi, M.L.,
{JUDGE_DESIGNATION_NAME}

7.6.4 Committal Template

Step: Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select case number _>Select template name as 'Committal order" (this option will appear in drop box only if added through state master) -->Click Generate Template → click "Committal order which appears in green colour--> Abatment order with QR code generated



CNR number :	TNTI160000162017
QR CODE :	

*IN THE COURT OF THE JUDICIAL MAGISTRATE NO 3,COMBATORE
PRESENT .A.RAMESH BABU,M.C.A,LLM.,
CC/11/2017
DATED 11th JUNE.2018

Inspector Of police, Race course police station, Coimbatore
Vs.
Moorthy

(* the names used are imaginary for training purpose)

COMMITTAL ORDER
(If the accused is in jail)

The accused is present. He is charged with the offence punishable under 394 of CodeofCriminalProcedure, Crime no 1/2017 of Race course Police station,Coimbatore which is exclusively triable by the Court of Session. The copies of police report and other documents as specified in section 207 (or section 208) of the Code of Criminal Procedure have been supplied to the accused. The case will have to be committed to the Court of Session. Hence the order:-

1. The case be committed to the Court of Session.
2. The accused is directed to appear before the Court of Session on 25-06-2018
3. The record of the case, the documents and articles, which are to be produced in evidence, shall be sent to the Court of Session.
4. The police Station Officer, be directed to produce muddemal property in the Court of Session on or before .25-06-2018.
5. The Public Prosecutor shall be notified of the commitment of the case to the Court of Session.

Date : 11-06-2018

(A.RAMESHBABU)
Judicial magistrate,no 3, coimbatore.

Visit **ecourts.gov.in** for updates or download mobile app "**eCourts Services**" from Android or iOS

7.7 Editable option under templates

The templates when generated and if downloaded it becomes editable format in odt format which can be edited according to the format required.The edited template using track changes option is shown for clear understanding

TNTI160004652016¶

IN·THE·COURT·OF·SUB·JUDGE,AVINASHI

OS/251/2016¶

¶

Murugesh·Vs.·Kittusamy¶

¶

~~ORDER·FOR·SERVICE·OF·SUMMONS·BY·PROCLAMATION¶~~

RETURN·OF·PLAINT·ORDER¶

1. Perused·the·plaint·presented·by·the·plaintiff.¶

2. Prima·facie·there·is·every·reason·to·believe·that·this·Court·does not·have·jurisdiction·to·entertain·the·suit,·in·the·nature·filed·by·the·plaintiff.¶

3. There·is·reason·to·beleive·that·the·suit·can·be·entertained·by·the ...SUB·COURT·,DHARAPURAM..... Court. ·~~The·parties·will·have·to·directed·to·appear·before·the·Court·of competent·Jurisdiction~~.·Hence·the·Order.·¶

ORDER·¶

¶

A)·The·plaint·be·returned·to·the·plaintiff·for·being·presented·to·the SUB·COURT·,DHARAPURAM·ON·OR·BEFORE·07.08.2018 ~~Court~~·in·which·the·suit·should·have·been·instituted.·¶

¶

·····¶

Date·:·~~16·07·2018~~ ·····Tmt.R.Arulmozhiselvi,·M.L.,¶

··Subordinate·Judge,·Avinashi¶

With this use of templates the users of CIS .3.0 can feel the next generation features inbuilt in CIS .3.0 Explore the auto generated templates and make digitalized District Judicaryl

----------Welcome to the new world of digital templates under CIS 3.0----------

8. Digital Registers.

8.1 Introduction

Moving forward towards the dream of process re engineering vision. CIS.3.0 comes with more Digital Register types unbuilt in it. The said Register module can be customised according to the needs of the states paving the way for complete package of digital Register.

8.2 Variety of Digital Registers under CIS 3.0

A simple search in the search box of CIS 3.0 shown the following digital registers.Keep exploring !

- Master
  - Periphery Masters
    - Deposit and Pay Register
    - Register
- Caveat Section
  - Caveat Register
- Fees
  - Fees Register Print
- Registration Section
  - Registration Reports
    - Registered Cases
    - Suit Register Report
- Case Allocation
  - Pending Allocation Reports
    - Institution Register
- Court Proceedings
  - Index Register
    - Index Register
    - Index Register Report
- Proceedings Reports
  - Civil Fees Register
  - Register of Fee
  - Fees Register Print
  - Execution Register
  - Criminal Fees Register
  - Peshi Register
  - Disposal Register List
- Appeals Information
  - Register of Stayed Matters
- FIR Details
  - Register of FIR
- Copying Branch
  - Reports
    - Register of Court Fee

8.2.1. Shortcut to find out Registers:

For readers who feel that they cannot remember the name of each and every registers can use the shortcut way of searching through search box. Just type the name of the register in the search box. For example if you want FIR register, just type FIR register in the search box and and CIS gives the search options for FIR. Then click the FIR register from the list as shown herewith.

8.3 FIR Register

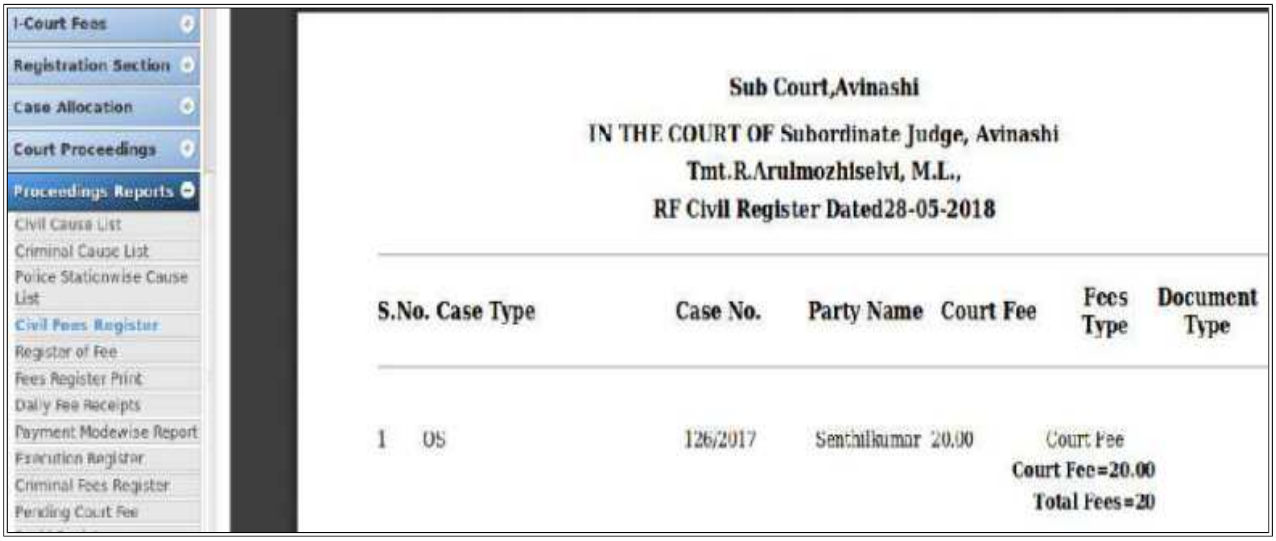
Go to Navigation pane – click FIR detail option – click register of FIR – select options of Police Station, from date option – click Go The register of FIR Generated

8.4. Fee Register

Under CIS 3.0 one can get Civil Fee Register;Criminal fee Register ; Fee Register showing type of fee paymentmade and Fee Query Report.Let us see one by one hereunder .

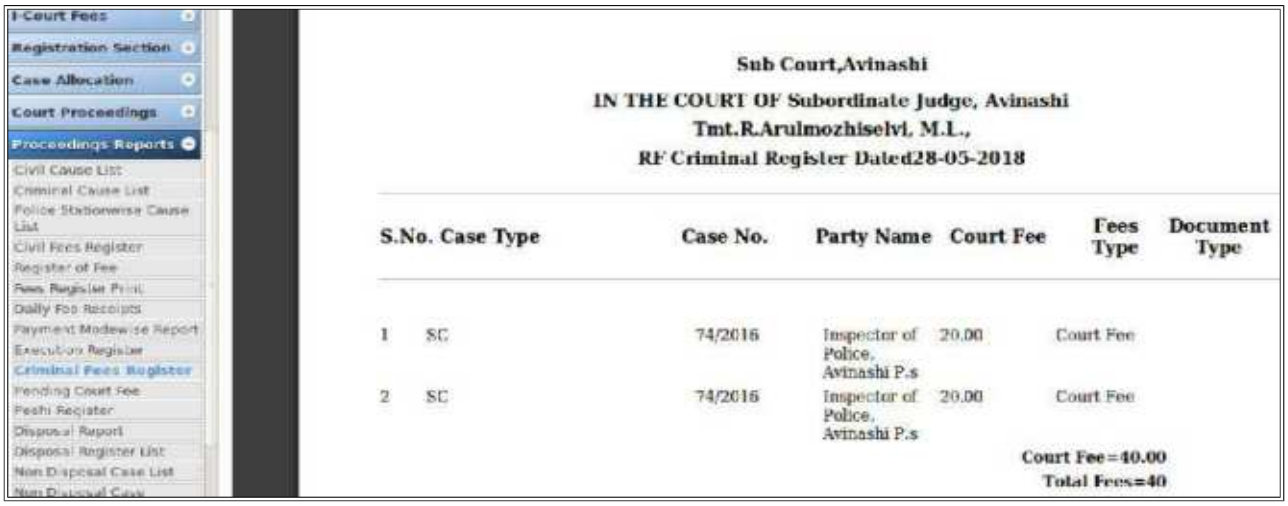
8.4.1 Civil fees Register

Go to Navigation pane – select Proceeding Reports – select Civil Fees Register



8.4.2 Criminal fee Register

Go to Navigation pane – select Proceeding Reports – select Criminal Fees Register



8.4.3 Fee Register print

Go to Navigation pane – select fees – select fees register print

Sub Court,Avinashi
IN THE COURT OF: Subordinate Judge, Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
RF Register Dated:15-12-2015 TO 06-07-2018

S.No.	Case Type/Case No./Year	Party Name	Court Fee	Fees Type	Fees Date	Document Type
1	HMOP/55/2017	kumar	50.00	Court Fee	01-06-2017	

Court Fee: 50.00

8.4.4 Fees Query

Under CIS 3.0 the fees paid in a cash can be searched using three options (i) Case No; (ii) Filing No (iii) Caveat No under Query option in built in fees options.

Query

Case No. Filing No. Caveat No.

*Case Type: 05-317

*Case No.: 126 *Year: 2017 Go

Petitioner/Respondent	Fees Type	Receipt No.	Date	Amount
Senthilkumar	Search Fees	3	24-05-2018	20.00
			Sub Total	20.00
			Total	20.00

8.5. Fine Register

Go to Navigation pane – select fine Register --> seletc the fields

Fine Register
Sub Court,Avinashi
From Date 06-07-2018 To Date 06-07-2018

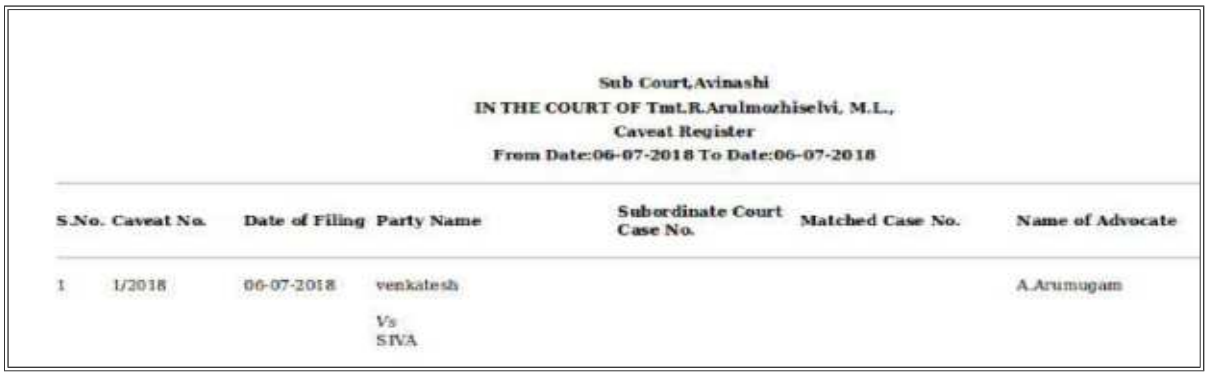
Sr. No.	Case No.	Party Name	Address	Date of Receipt	Q No.	Purpose	Fine Register	Amount

No Record Present

8.6. Caveat Register

Caveat Register can be generated only when entries regarding caveat and entered under the caveat registration section

Go to Navigation pane – select caveat section – click caveat register (or) type caveat register in the search Box



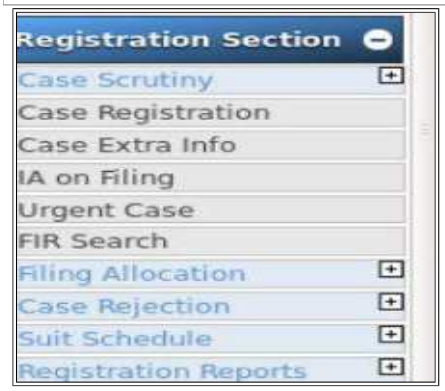
Sub Court,Avinashi
IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,
Caveat Register
From Date:06-07-2018 To Date:06-07-2018

S.No.	Caveat No.	Date of Filing	Party Name	Subordinate Court Case No.	Matched Case No.	Name of Advocate
1	1/2018	06-07-2018	venkatesh Vs SIVA			A.Arumugam

8.7. Suit Register

Suit Register is a Backbone of any civil court and it is a permanent record available in the courts. Now the suit Register details can be auto generated. In many courts manually writing the suit register particulars is a great challenge and if the hand writing is not legible then it becomes a big challenge reading the suit register. This detailed Register which is the new of the suit is now captured digitally under CIS 3.0

Go to Navigation pane – select Registration section – select Registration Report



Suit Register Report

IN THE COURT OF:Subordinate Judge, Avinashi

Sub Court,Avinashi

Tiruppur

Case No.:OS/67/2018

Date of Registration:06-04-2018

Plaintiff Name

1)E.Selvi Daughter of Eswaramoorthy

Address:1/200, M.P.R Street, Madathupalayam road, Avinashi town , Age:35

Defendant Name

1)poongodi Daughter of Saminathan

Address:186, Mahalakshmi Nagar, Rakkiyapalayam village, Avinashi Taluk, Tiruppur District. Age:45

Date of Hearing:08-06-2018

Nature Description: Title

Provision of Law: CodeofCivilProcedure or7rule1

Suit Valuation:

Date of Cause of Action:

Particular of Claim :

Plaintiff Name Name of Advocate: Kalanathi

Defendant Name Name of Advocate:

IA Details

Judgment:

Final Order with Date :

Particulars of any Order any Appeal or any Revision:

Vehicle/s Involved in Accident:

In the Jurisdiction of -Police Station

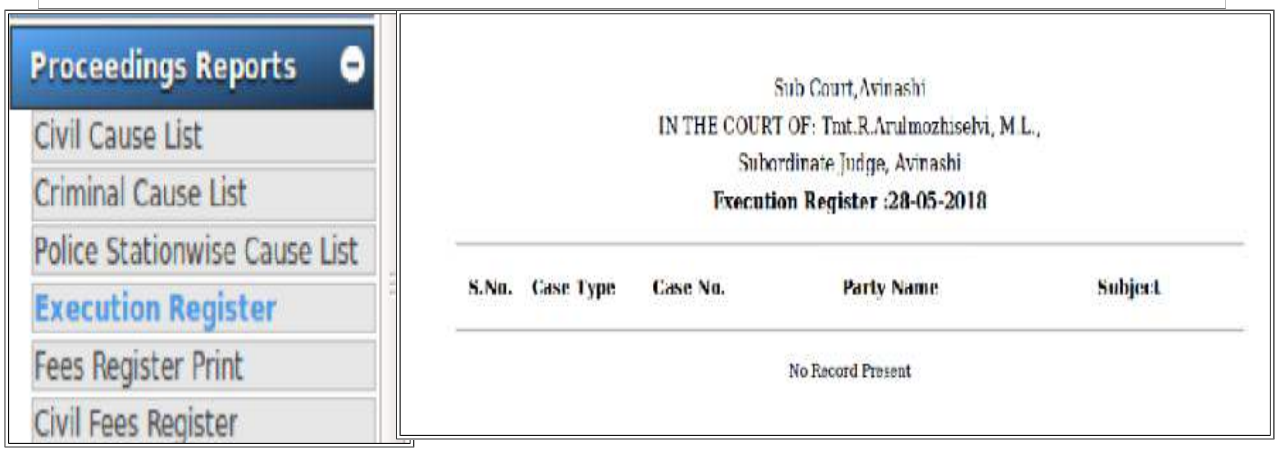
Suit Schedule Details:

1 - property schedule					
Property Name	**Movable PropertyDetails:**				
SPS GROUND	286/1 EETIVEERAMPALAYAM VILLAGE , AVINASHI TALUK,				
Property Name	**Survey No.**	**East By**	**West By**	**North By**	**South By**
SPS GROUND	286/1	100M	200M	300M	400M

8.8. Execution Register

The details of the Execution of the fruits of the decree in recorded under Execution Register. The said Execution Register can be digitally generated.

Go to Navigation pane – select proceedings reports - select Execution Register



8.9. Peshi Register

If one wants to know the list of cases pending with the purpose wise then Peshi Register comes into help

Go to Navigation pane – select proceedings reports - select Peshi Register

Sub Court,Avinashi
Peshi Register
IN THE COURT OF: Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
As on Date :28-05-2018

Last Date	Case Type	Case No.	Party Name	Previous Purpose
23-04-2018	OS	391/2016	Muthusamy Vs Laskhmi	CROSS EXAMINATION
23-04-2018	OS	392/2016	Laskhmi Vs muthusamy	CROSS EXAMINATION
18-04-2018	OS	47/2017	Shanmugamsundaram Vs Shanthi	CROSS EXAMINATION

8.10. Institution Register

Another important life line Register maintained in court is the institution Register,whereby all the cases instituted are recorded. This important Register can also be generated digitally under Institution Register option available under case allocation menu.

Go to Navigation pane – select registration section ---> select Case allocation --> Select institutuion register (or) **Easy method** type institution register in the search box which will show the shortcut

Sub Court,Avinashi

Institution Register--From Date:-01-01-2018 To Date:-06-07-2018

IN THE COURT OF:Tmt.R.Arulmozhiselvi, M.L.,

S.No.	Case Type	Case No.	Date of Registration	Party Name	Address	Under Section	Name of Advocate	Prayer
1	OS	27/2018	21-02-2018	Vs	Vs			
2	MCOP	4/2018	02-02-2018	S.Sivakamasundari &2others Vs Tamilselvan &1others	13/128,Thomas puram street,Cheyur road, Avinashi, Tiruppur Vs Thullukuttinayakanur, madurai district	MotorVehiclesAct:166	K.R.Duraikannan	
3	HMOP	50/2018	12-06-2018	Sureshkumar Vs Kalpana	10-130,Bharathi nager, tirumurugan poondi,Avinashi Vs 4-100, S.Vallakovundapuram, Ammapatti(Po), Udumalapettai	HinduMarriageAct:13(1)	A.Chinnasamy	
4	OS	71/2018	09-04-2018	Vs	Vs			
5	OS	110/2018	19-06-2018	R.Govindasamy Vs Sivamani	D.No.1/342A, Kasigoundenpudur, Velayuthampalayam village, Avinashi Vs D.No.160, Sabari nager, Kaniyampoondi street, Rakkiyapalayam village, Avinashi	CodeofCivilProcedure:1	M.Selvaraj	

8.11. Disposal Register

Proceeding report option under CIS 3.0 has with it the important Disposal Register in built in it.Using this option it can be generated for any given period. This will be useful to find out the disposal cases for any given in charge period of any Judge. For example the disposal of a particular judge for the particular incharge period like 1.04.2018 to 28.05.2018.Select the dates and clcik view for the disposal register

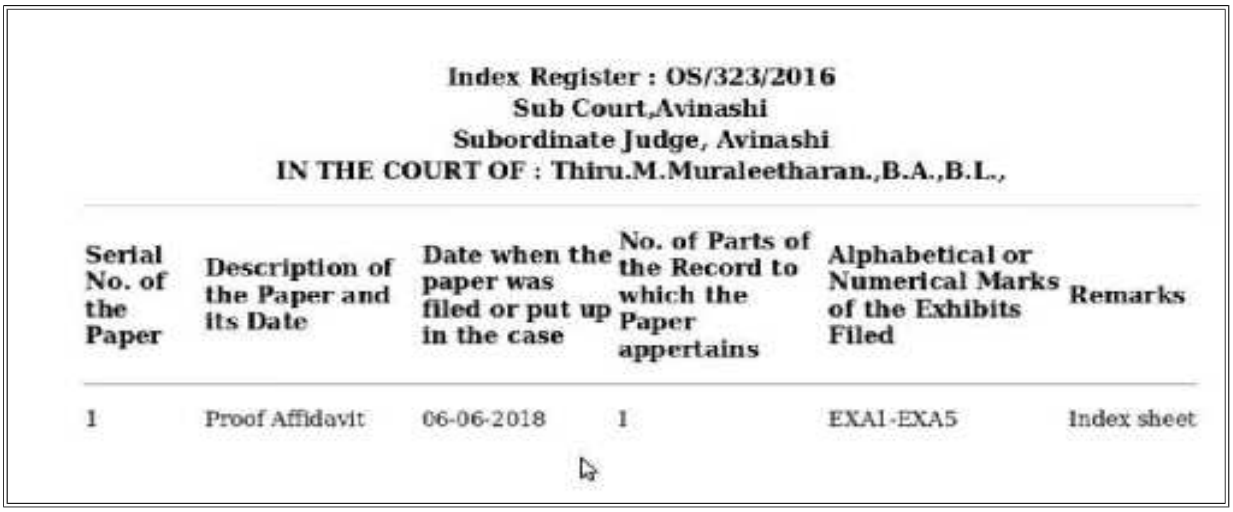
Sub Court,Avinashi
IN THE COURT OF:Subordinate Judge, Avinashi
Tmt.R.Arulmozhiselvi, M.L.,
Disposal Register As on Date:01-04-2018 To Date:28-05-2018

S.No.	Case Type	Case No.	Party Name	Date of Decision	Result	Judge Name
1	EP	3/2017	L and T Finance Ltd Vs Vignesh	23-04-2018	TERMINATED	Tmt.R.Arulmozhiselvi, M.L.,
2	EP	23/2017	ShriRam Transport Finance Corpn Limited Vs Indirani	19-04-2018	DISMISSED FOR DEFAULT	Tmt.R.Arulmozhiselvi, M.L.,
3	EP	71/2017	S.R.Ravichandran Vs natrayan	11-04-2018	CLOSED	Tmt.R.Arulmozhiselvi, M.L.,
4	EP	75/2017	hdb financial services ltd Mr.Madhukumar Vs prakash	18-04-2018	DISMISSED AS NOT PRESSED	Tmt.R.Arulmozhiselvi, M.L.,

8.12. Index Register

Keeping the case records indexed is really an art and challenge.Only from a indexed case records any record can be easily taken out and it is a real time saving tool. This important part of the case management is captured in CIS 3.0 under Index Register option.

Go to Navigation pane – select court proceeding – select Index register



Index Register : OS/323/2016
Sub Court,Avinashi
Subordinate Judge, Avinashi
IN THE COURT OF : Thiru.M.Muraleetharan.,B.A.,B.L.,

Serial No. of the Paper	Description of the Paper and its Date	Date when the paper was filed or put up in the case	No. of Parts of the Record to which the Paper appertains	Alphabetical or Numerical Marks of the Exhibits Filed	Remarks
1	Proof Affidavit	06-06-2018	1	EXA1-EXA5	Index sheet

8.13. Register of stayed matter

The option to generate the Register of stayed matter is available under appeal information option

Go to Navigation pane – select Appeal information – select Register of stayed matter – select the date -------

8.14. Plead Guilty Register

This digital Register of plead guilty will save time for Magistrates from manually writing the Admission Cases / Plead guilty cases register. This can be customised according to the formats existing under each states.

8.15. Nazarat Register

The branches for which the one most enhanced options are made available under CIS 3.0 is Nazarat. It comes inbuilt with many vital forms, reports and digital Register, like payment Register, Fine / Penalty Register, B Register, Deposit Register, Register of Lapsed Deposits, D Register, K Register and shown in the options below.

Go to Navigation pane – click Nazarat – click report – select the (needs and Register from the list

REGISTER - 'D' (Rule 26)

Register of Receipts of Subsistence money of Civil Court Prisoners, Expenses of Witnesses and Miscellaneous petty items required for immediate disbursements.

IN THE COURT OF Subordinate Judge, Avinashi For The Year

Receipt

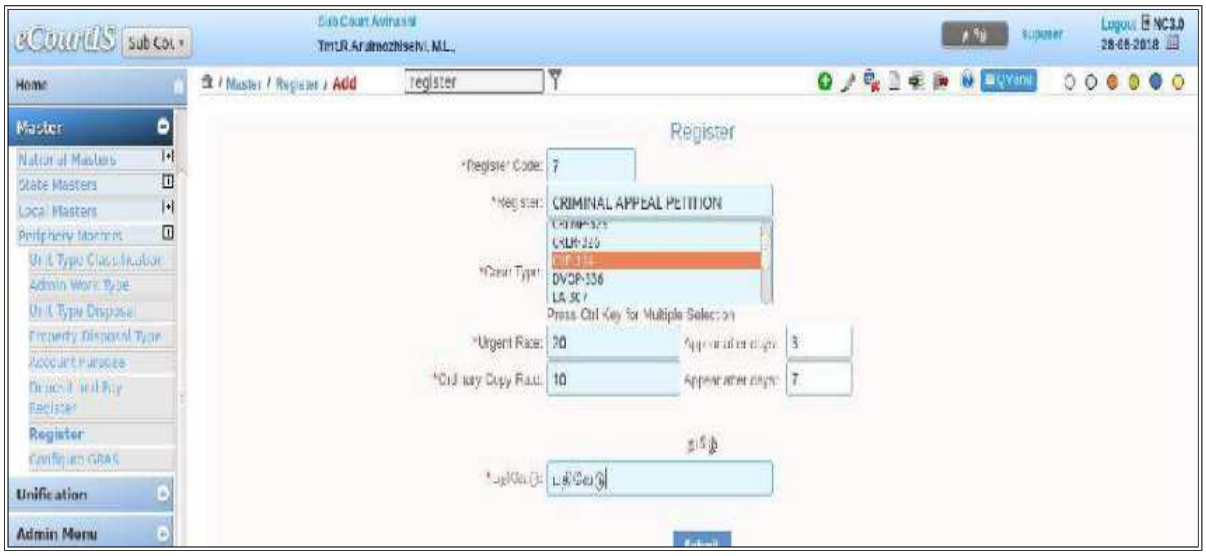
Date	Consecutive No.	Case No.	Party Name	Purpose	Amount	Signature of the Person Making Payment with the Amount Paid
No Record Present						

Sub Court,Avinashi
Date:06-07-2010
K Register

S.No.	RO No.	R No.	Party Name	Purpose	Case No.	Amount	Mode of Payment	Cheque No.
1	0		Rangasamy		OS/0000126/2015	20.00	Cash	
2	0		Rangasamy		OS/0000126/2015	20.00	Cash	

8.16 Customization option for High Courts

UnderCIS 3.0 the periphery master option provides the customisation of register options for all high courts.The registers can be added by High courts by creating IDs in the periphery master option as shown herewith. Register no 7 has been added for example as shown in the screen shot herewith And any number of registers can be put to use by the respective High courts for their District Judiciary.



The exhaustive list of digital register is surely a giant step towards realizing the dream of process re engineerings all court registers. The list of digital register available under CIS 3.0 comes with the option of customizing according to the needs of each High Court under Periphery Master and the day is not far with all Register of the District Judiciary being digitally generated through CIS 3.0.

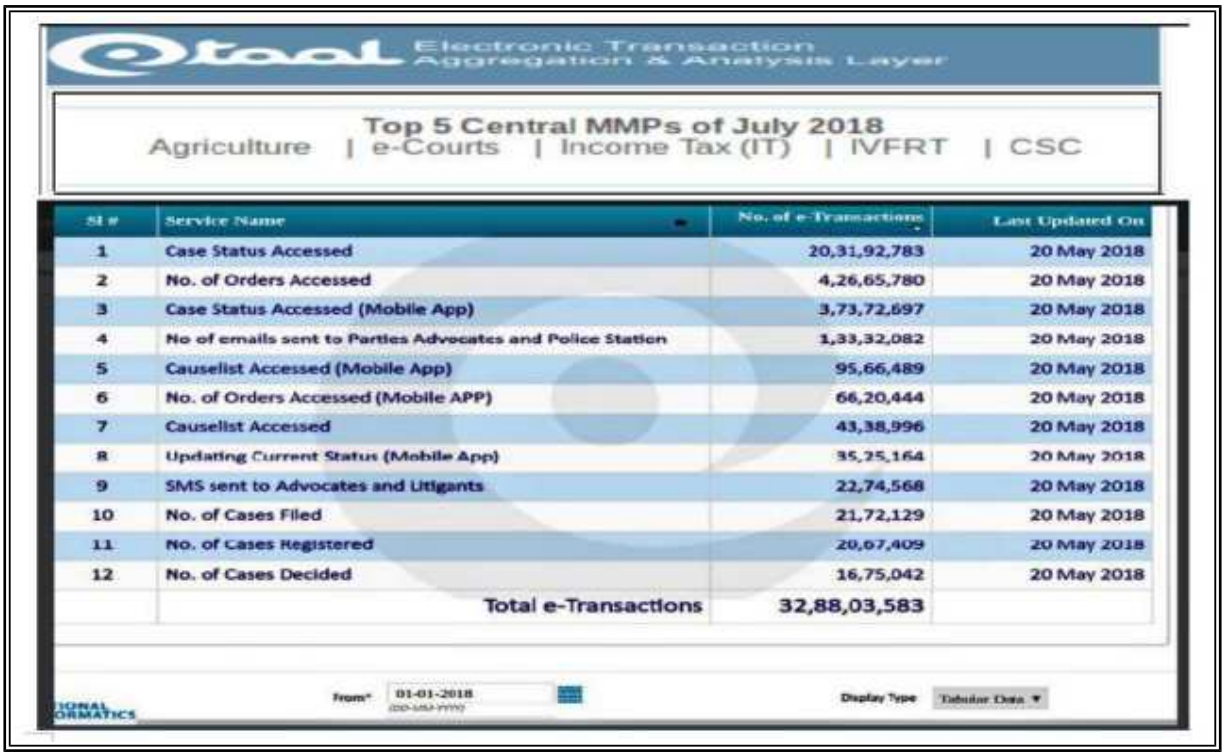
------Under CIS 3.0 Generate Digital registers for the District Judiciary ---------

9.eCourts Website & NJDG

9.1 Introduction

eCourts website has moved to the 2nd most accessed website of our nation and NJDG has contributed in moving our nation forward in the ranking of the World Bank. With this roaring success of ecourt website and NJDG, Every staffs should remember that CIS data entered from each and every courts of our country are the life line of the web page www.eCourts.gov.in. From the eCourts webpage under www.eCourts.gov.in and through eCourts mobile applications, anyone can now get the Case Status; Court orders; Cause list details on-line through computers or even through smart phone with Internet connection all at a mouse click and that too in the comfort of the home. How to use eCourts web page, NJDG, and ecourt mobile application is dealt in detail under this Chapter. The data entered through CIS is the base for the eCourts,website including NJDG which is viewed worldwide!

9. 2 Milestones of eCourts webpage and NJDG



Electronic Transaction Aggregation & Analysis Layer

Top 5 Central MMPs of July 2018

Agriculture | e-Courts | Income Tax (IT) | IVFRT | CSC

Sl #	Service Name	No. of e-Transactions	Last Updated On
1	Case Status Accessed	20,31,92,783	20 May 2018
2	No. of Orders Accessed	4,26,65,780	20 May 2018
3	Case Status Accessed (Mobile App)	3,73,72,697	20 May 2018
4	No of emails sent to Parties Advocates and Police Station	1,33,32,082	20 May 2018
5	Causelist Accessed (Mobile App)	95,66,489	20 May 2018
6	No. of Orders Accessed (Mobile APP)	66,20,444	20 May 2018
7	Causelist Accessed	43,38,996	20 May 2018
8	Updating Current Status (Mobile App)	35,25,164	20 May 2018
9	SMS sent to Advocates and Litigants	22,74,568	20 May 2018
10	No. of Cases Filed	21,72,129	20 May 2018
11	No. of Cases Registered	20,67,409	20 May 2018
12	No. of Cases Decided	16,75,042	20 May 2018
	Total e-Transactions	32,88,03,583	

From* 01-01-2018 (DD-MM-YYYY) Display Type Tabular Data

Last year has seen tremendous progress in the usage of eCourts and NJDG by the public. The screen shot of crores of e transaction will speak for itself the success of eCourts . NJDG moved our nation move forward in the world bank ranking which is recorded in the report of the world bank website. All of us, part of the Indian Judiciary eCourts project under the ecommittee of supreme court of India can feel proud of milestones of the eCourts website and NJDG.

World Bank Lauds National Judicial Data Grid In Ease Of Doing Business Report

THE WORLD BANK

PRESS RELEASE | October 31, 2017

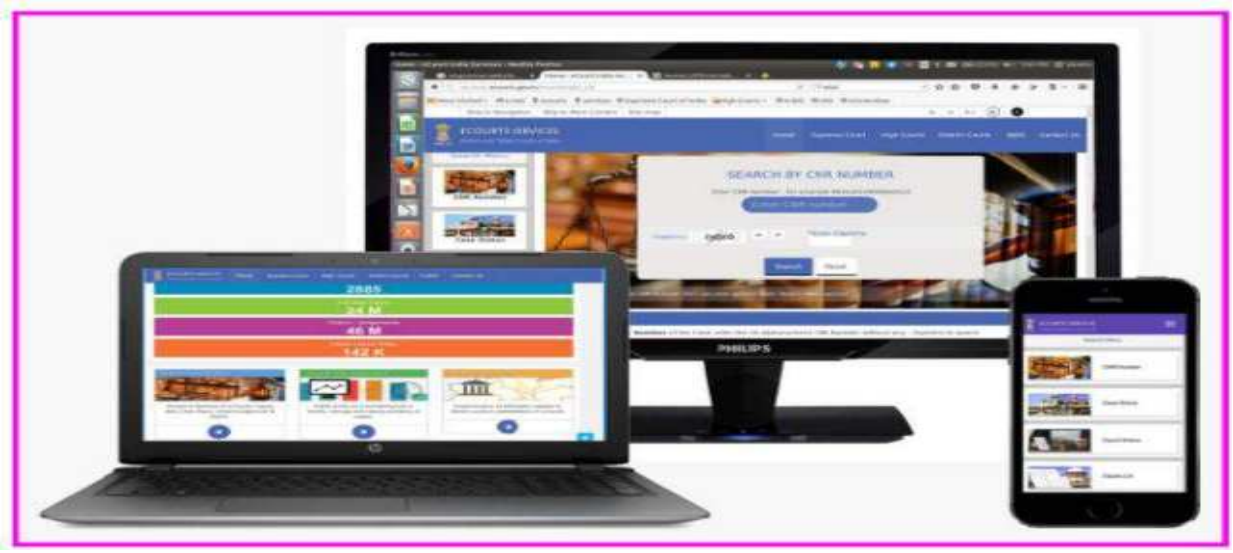
India Jumps Doing Business Rankings with Sustained Reform Focus

Enforcing contracts: In both Delhi and Mumbai, the introduction of the National Judicial Data Grid made it possible to generate case management reports on local courts, thereby making it easier to enforce contracts

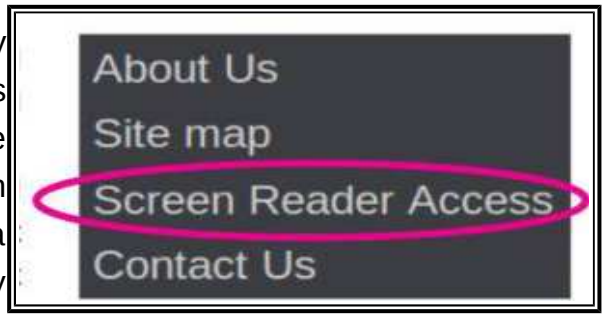
9.3.The salient feature of the ecourt website:

9.3.1 Responsive webdesign webpage :

The ecourt website is created with responsive design webpages with flexible layouts, flexible images and cascading style sheet. The responsive design webpage is build so as to detect the visitor's screen size and orientation and change the layout accordingly. To put it in simple words if the eCourts webpage is viewed through laptop then the webpage will change automatically to the laptop screensize and if viewed through tab the webpage will automatically adjust according to the the tab size and if viewed through mobile phone it will automatically adjust according to the mobile phone screen size.Its a technological marvel which you can enjoy by logging in through different devices ad see the difference.that the content adjusts itself to the viewer's screen size as shown hereunder



9.3.2 Screen Reader Access for visually challenged person :



The eCourts webpage has been specially designed to enable people with visual impairments like blind to access the website using assistive technologies, such as screen readers.The screen reader will read the text on the screen in a computerised voice and it can be controlled by moving the cursor to the relevant area of text with a mouse or the arrows on your keyboard. From screen reader Braille output can also be got if necessary hardware is connected.To access eCourts website with screen reader access one has to install any one screen reader software. The ecourt website has provided the links of few free and commercial screen readers for download. The list of screen readers including NVDA (NonVisual Desktop Access), JAWS, (Job Access With Speech) SAFA (screen reader for Indian languages), Supernova (magnifier and screen reader for every visual impairment) and Window-Eyes(customizable screen reader) are made available in the eCourts webpage at the bottom of the webpage .

Screen Reader Information

A- A A+

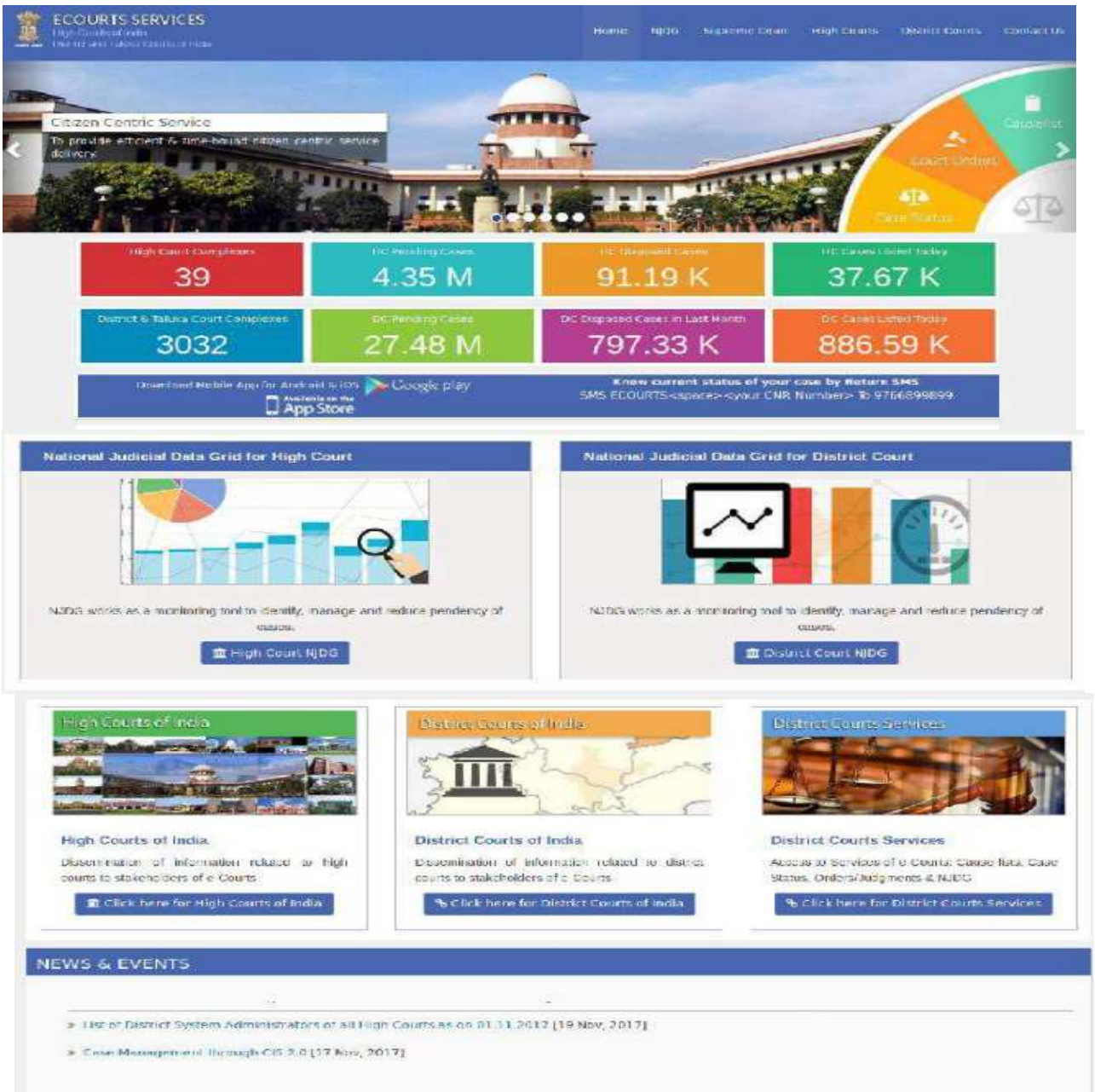
Sr. No.	Screen Reader	Website	
1	Non Visual Desktop Access (NVDA)	http://www.nvda-project.org/	Free
2	System Access To Go	http://www.satogo.com/	Free
3	Thunder	http://www.screenreader.net/index.php?pageid=11	Free
4	WebAnywhere	http://webanywhere.cs.washington.edu/wa.php	Free
5	Hal	http://www.yourdolphin.co.uk/productdetail.asp?id=5	Commercial
6	JAWS	http://www.freedomscientific.com/	Commercial
7	Supernova	http://www.yourdolphin.co.uk/productdetail.asp?id=1	Commercial
8	Window-Eyes	http://www.gwmicro.com/Window-Eyes/	Commercial

9.3.3 Flexible Font size/ contrast of the webpage:

The eCourts website is designed with flexible font size i.e the font size can be increased and decreased according to the viewer'e need by clicking on the **A +**(increase) or **A-** (decrease) or **A** (normal) as shown herewith

9.4 eCourts Home page and its new features

Once you logininto www.eCourts.gov.in a colourful home page as shown below welcomes you. The ecourt website services is an accumulation of all datas from District and Taluk level courts all over India The eCourts webpage has been upgraded and it has taken a very attractive with abundant data display.The screen shot of the new ecourt website is hereunder and hope it is addictive enough to make you all login immediately into www.eCourts.gov.in

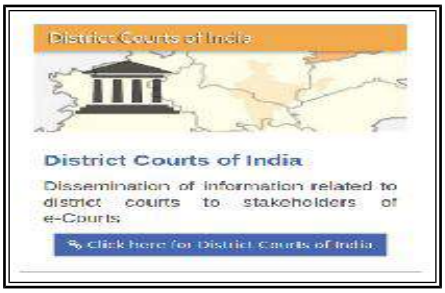


High Court NJDG

High courts of India

District Court NJDG

District Courts of India



District court services

News and events

Download mobile app link

Know your case status

Know current status of your case by Return SMS
SMS ECOURTS<space><your CNR Number> To 9766899899

One line statistics of Highcourt/District court

High Court Complexes	HC Pending Cases	HC Disposed Cases	HC Cases Listed Today
39	4.35 M	93.25 K	37 K

District & Taluka Court Complexes	DC Pending Cases	DC Disposed Cases in Last Month	DC Cases Listed Today
3030	27.53 M	786.44 K	833.73 K

Various webpage shortcut links from home page.

ECOURTS SERVICES
High Courts of India
District and Taluka Courts of India

Home | NJDG | Supreme Court | High Courts | District Courts | Contact Us

Help instructions with help videos

How to

a. Click here to view help video.

b. If you know the **CNR Number** of the Case, enter the 16 alphanumeric CNR Number without any – (hyphen) or space.

c. On Clicking the **search** button, the current status and entire history of the case will be shown.

d. If you don't know the **CNR** number of the Case then it can be searched by other options like **Case Registration Number, Party Name, Advocate Name** etc. For this, click on the **Case Status** image, which is shown on the left hand side menu.

Get CNR number from the eCourts services webpage

Sub Court,Avinashi

Case Details

Case Type	OS - Original Suit		
Filing Number	11/2017	Filing Date	25-01-2017
Registration Number	11/2017	Registration Date	25-01-2017
CNR Number	TNTI160000582017 *(Note the CNR number for future reference)*		*View QR Code / Cause Title*

Get QR code from eCourts services webpage

View QR Code / Cause Title

Print QR Code

https://services.ecourts.gov.in/ecourtindia_v5

Sub Court,Avinashi

CINO	: TNTI160000582017		
Filling No	: /11/2017	Date of Filing	: 25-01-2017
Case RegNo.	: OS/11/2017	Date of Registration	: 25-01-2017
Plaintiff Name	: Mohan	Defendant Name	: Bagavathiammal
Petitioner Advocate	: B.Kalanithi	Respondent Advocate	:

9.5 National Judicial Data Grid (NJDG)

National Judicial data grid (NJDJ) is the data base were our entire judicial case datas are stored under the following heads **(i) High Court NJDG (ii) District Court NJDG**

Initially the public access portal of National Judicial Data grid was inaugurated for public access on 19.09.2015 by Hon'ble Mr. Justice Madan B. Lokur, Judge in-charge of e-committee Supreme Court of India.Within two years of launching the National Judicial Data Grid (NJDG) for District and Taluka Courts, the Supreme Court eCommittee has implemented the same initiative for high courts.All the 24 high courts have joined High court NJDG. High court/District court NJDG gives the consolidated figures of pendency of cases in High courts and District Judiciary across the country. These statistics, are updated everyday by the respective Court Complexes which will show case the number of cases filed and also the number of cases pending .The pending cases statistics are further broken into Civil and Criminal Cases segregated into age-wise categories of 10years old cases / between 5 to 10 years old cases

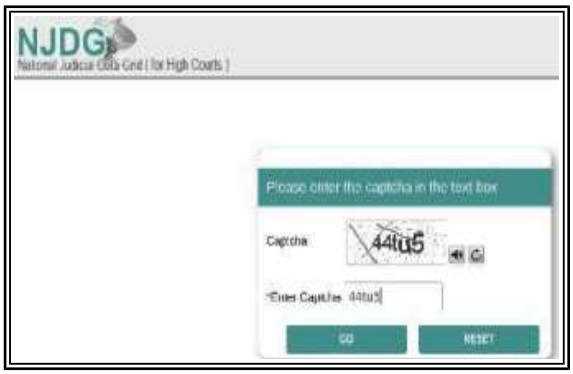
Browsing experience of NJDG web page-->Login into NJDG --->Then to Homepage with Nationwide data--->Then to State wise data of our nation ---> then to District wise data of the particular state --->Then to Establishment wise data of the particular District---> Then to court wise data of the particular establishment ---> Then to case wise data of the particular court---> and will end with the Daily /Disposal status of the said particular case.

And now the National pendency of case figures at High Court level and District level are open to public under NJDG and is just a mouse click to get the same. The importance of NJDG is raising day by day and the latest world bank lauding NJDG is is another proof of it.

9.6 High Court NJDG

All the 24 High Courts data are now available at the Highcourt NJDG . The High Court NJDG gives the consolidated figures of Cases instituted ,cases disposed and the pendency of cases in all High courts across the country.

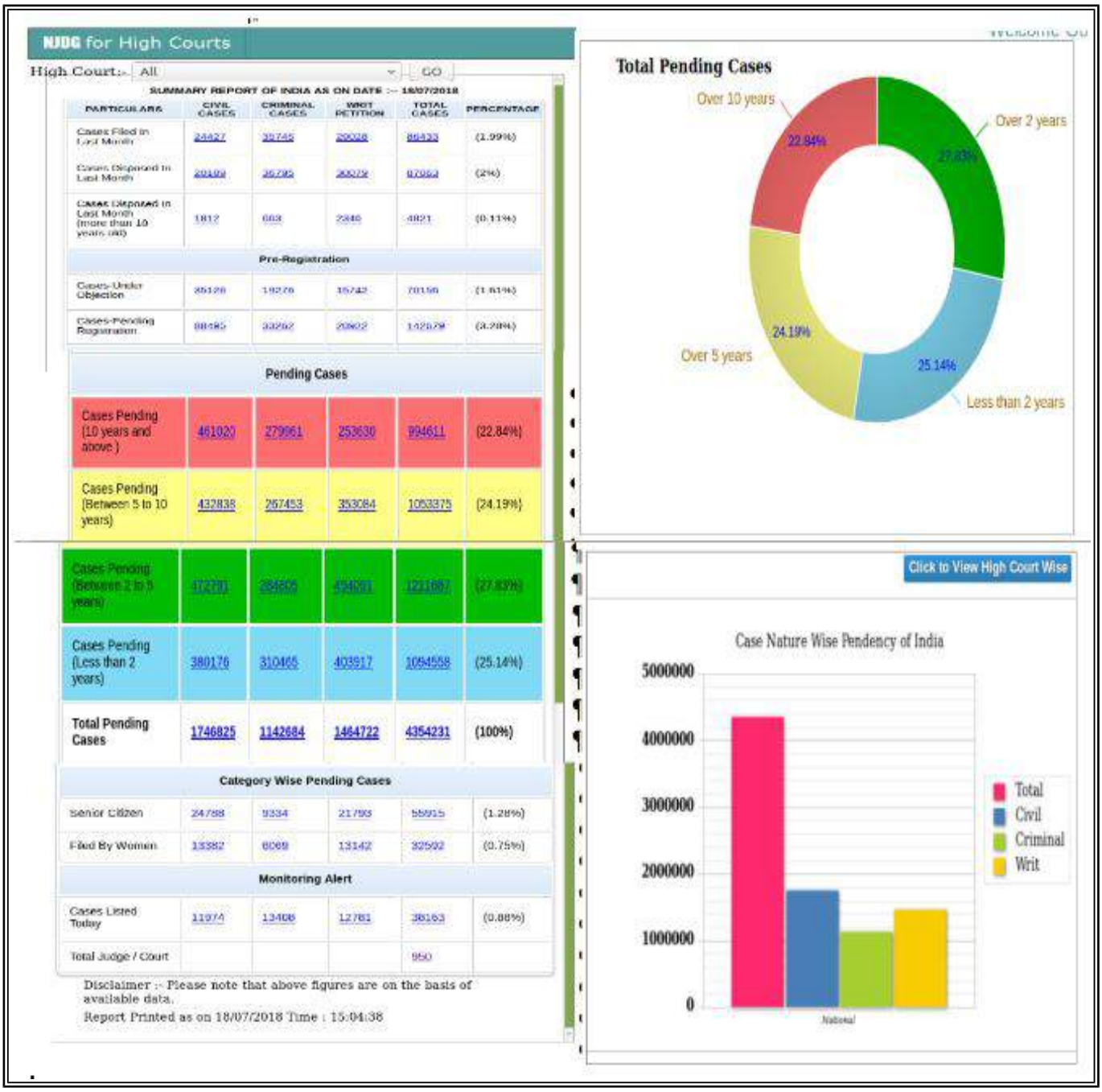
9.6.1 Login of High court NJDG



In the eCourts webpage click on Highcourt NJDG and enter captacha and the home page welcomes you with all the Highcourt data consolidated as a nation wise data,and the data when clicked further unfolds into High Court wise data.This unfolding of data is a wonderful and amazing experience no one should miss.!

9.6.2 High Court NJDG Home page

The High court NJDG home page contains summary reports with statistics on one side and the Graphical reports on the other side. Home page welcomes you with the consolidated data of all High Courts for the whole of India.The Home page of High Court NJDG welcomes you with the consolidated figures of all High Courts at National level which includes the Total number of cases instituted (monthly),Total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed Today, No of Judges along with the the pie chart and data chart . Let us see the data one by one



9.6.2.1 Summary report of High Court's -Cases filed/ Disposed (monthly) in the HighCourt NJDG

The summary report displays the cases filed in the last month and that too Category wise as civil/criminal/writ Petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by all the High courts along with more than 10 years old disposal by the High court during the last month . The figures if clicked will open up the

further list. The screen shot of the summary report in the Home page of the Highcourt NJDG is enclosed herewith for ready reference.

SUMMARY REPORT OF INDIA AS ON DATE :-- 18/07/2018

PARTICULARS	CIVIL CASES	CRIMINAL CASES	WRIT PETITION	TOTAL CASES	PERCENTAGE
Cases Filed In Last Month	24427	35745	29028	86433	(1.99%)
Cases Disposed In Last Month	20189	36795	30079	87063	(2%)
Cases Disposed In Last Month (more than 10 years old)	1812	663	2346	4821	(0.11%)

9.6.2.2 Pre registered cases of High Court's under High Court NJDG

Under Pre registration the cases which has been filed and pending registration and the case list where objection regarding filing has been raised is listed.

Pre-Registration

Cases-Under Objection	35126	19276	15742	70156	(1.61%)
Cases-Pending Registration	88495	33262	20922	142679	(3.28%)

9.6.2.3 Pending cases of High court's (more than 10 yrs/5-10yrs/2-5 yrs/below 2yrs) under High Court NJDG

Pending Cases

Cases Pending (10 years and above)	461020	279961	253630	994611	(22.84%)
Cases Pending (Between 5 to 10 years)	432838	267453	353084	1053375	(24.19%)
Cases Pending (Between 2 to 5 years)	472791	287805	461051	1221647	(27.83%)
Cases Pending (Less than 2 years)	380176	310465	403917	1094558	(25.14%)
Total Pending Cases	1746825	1145684	1464722	4354231	(100%)

The Pending cases column in the High court NJDG is not only the most colourful and attractive statistic but also the most important crucial statisticswhich gives detailed details about pending cases before High courts and that too yearwise(i) more than ten years old; (ii) between 5 to 10 years ;(iii) Between 2 to 5 years (iv) Less than 2 years old, along with the Total pending cases . In the screenshot shown herewith the total pending cases

before all High courts as on 18.07.2018 is 4354231 and the beauty and importance of NJDG is that if 4354231 is clicked it will open up the list of the 4354231 cases High court wise

9.6.2.4 Senior citizen & women cases as per High Court NJDG

Category Wise Pending Cases					
Senior Citizen	24788	9334	21793	55915	(1.28%)
Filed By Women	13382	6069	13142	32592	(0.75%)

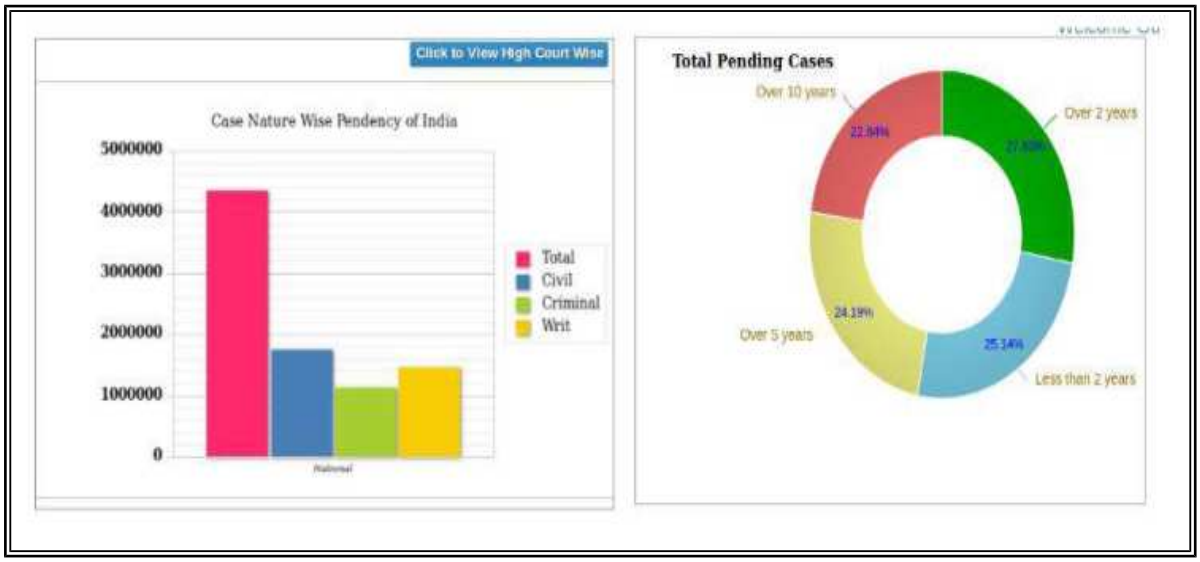
9.6.2.5 Listed cases / Number of Judges under High Court's NJDG

Monitoring Alert					
Cases Listed Today	11974	13408	12781	38163	(0.88%)
Total Judge / Court				950	

Disclaimer :- Please note that above figures are on the basis of available data.

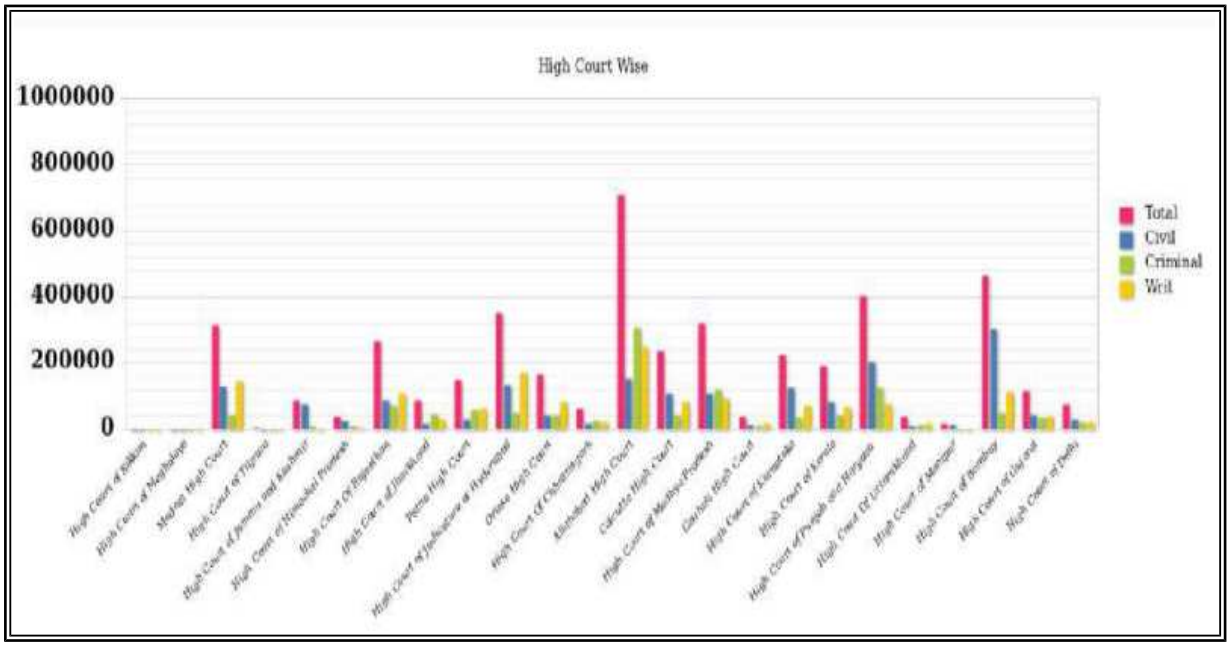
Report Printed as on 18/07/2018 Time : 15:08:04

9.6.2.6 Pendency Bar chart /Pie Chart under High Court's NJDG



9.6.2.7 Pendency Data Chart under High Court's NJDG

By just seeing this comparative data chart one can very well say which High court has the highest pendency and which has the lowest



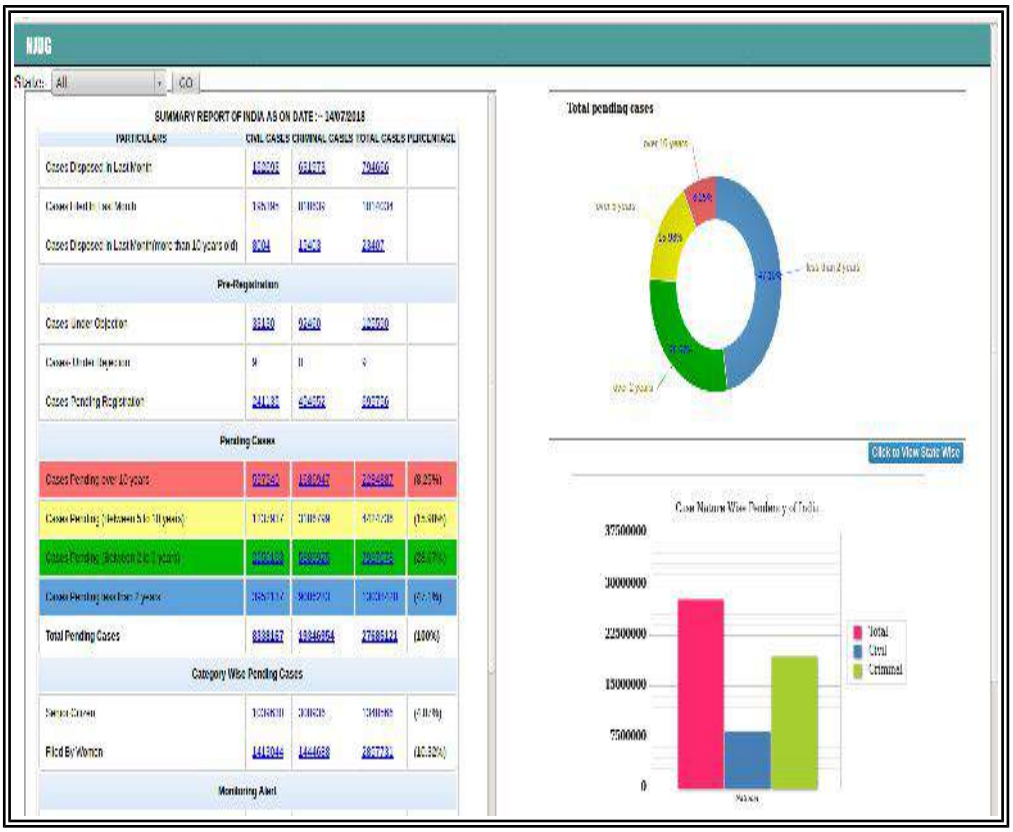
9.7. District Court NJDG.

The District Court NJDG is the statistics Bundle of cases of the District Judiciary under each High Courts.Let us see the features one by one

9.7.1 District Court NJDG Login Page:

9.7.2.District Court NJDG Home page

The screenshot shown is the District court NJDG home page which contains summary reports on one side and the Graphical reports on the other side. Home page welcomes you with the data for the whole of India's District Judiciary.The Home page of District Court NJDG welcomes you with the consolidated figures of all.District Courts at National level which includes the Total number of cases instituted (monthly), Total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed today, No of Judges along with the the pie chart and data chart . Let us see the data one by one



9.7.3 Summary report -Cases filed/ Disposed 10 years old disposal/under District Court NJDG

The summary report displays the cases filed in the last month and that too

SUMMARY REPORT OF INDIA AS ON DATE :- 14/07/2018

PARTICULARS	CIVIL CASES	CRIMINAL CASES	TOTAL CASES	PERCENTAGE
Cases Disposed In Last Month	162693	631973	794666	
Cases Filed In Last Month	195395	818639	1014034	
Cases Disposed In Last Month(more than 10 years old)	8004	15403	23407	

Categorywise as civil/criminal/writ Petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by the district courts along with more than 10 years old disposal by the district court during the last month . The figures if clicked will open up the further list The screen shot of the summary report in the Home page of the District court NJDG is enclosed herewith for ready reference.

9.7.4 Pending cases(more than 10 yrs/5-10yrs/2-5 yrs/below 2yrs) in Districtcourts NJDG

Pending Cases				
Cases Pending over 10 years	597940	1686947	2284887	(8.25%)
Cases Pending (Between 5 to 10 years)	1237937	3186799	4424736	(15.98%)
Cases Pending (Between 2 to 5 years)	2550153	5386925	7937078	(28.67%)
Cases Pending less than 2 years	3952137	9086283	13038420	(47.1%)
Total Pending Cases	**8338167**	**19346954**	**27685121**	**(100%)**

The Pending cases column in the District court NJDG is not only the most colourful and attractive statistics but also the most important crucial statistics which gives detailed details about pending cases before District courts and that too yearwise(i) more than ten years old;(ii) between 5 to 10 years ;(iii) Between 2 to 5 years (iv) Less than 2 years old .Along with the Total pending cases . In the screenshot shown herewith the total pending cases before all District courts as on 14/07/2018 is shown as 27685121. By click with the mouse on the said number it opens up into the further details of the said 24265284.

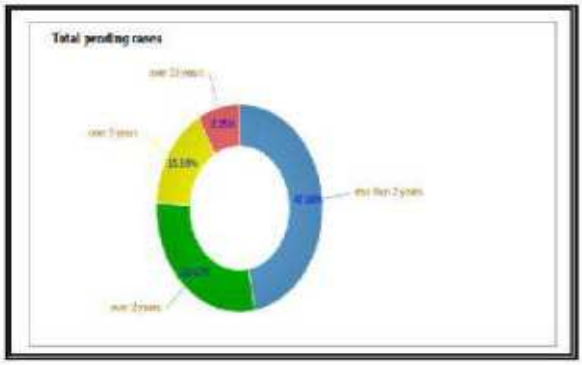
9.7.5 Senior citizen & women cases pending in District Courts

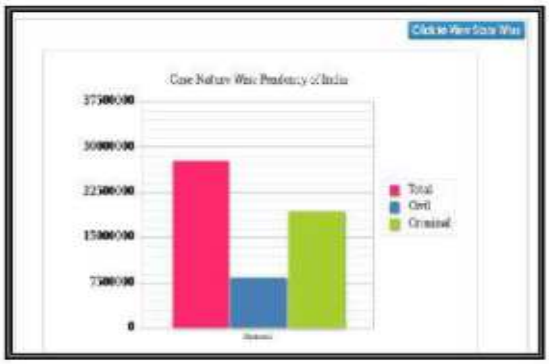
Category Wise Pending Cases				
Senior Citizen	1039630	308936	1348566	(4.87%)
Filed By Women	1413044	1444688	2857731	(10.32%)

9.7.6 Monitoring Alert-Listed cases Undated cases/Excessive dated/ Total Number of Judges/court under District Court NJDG

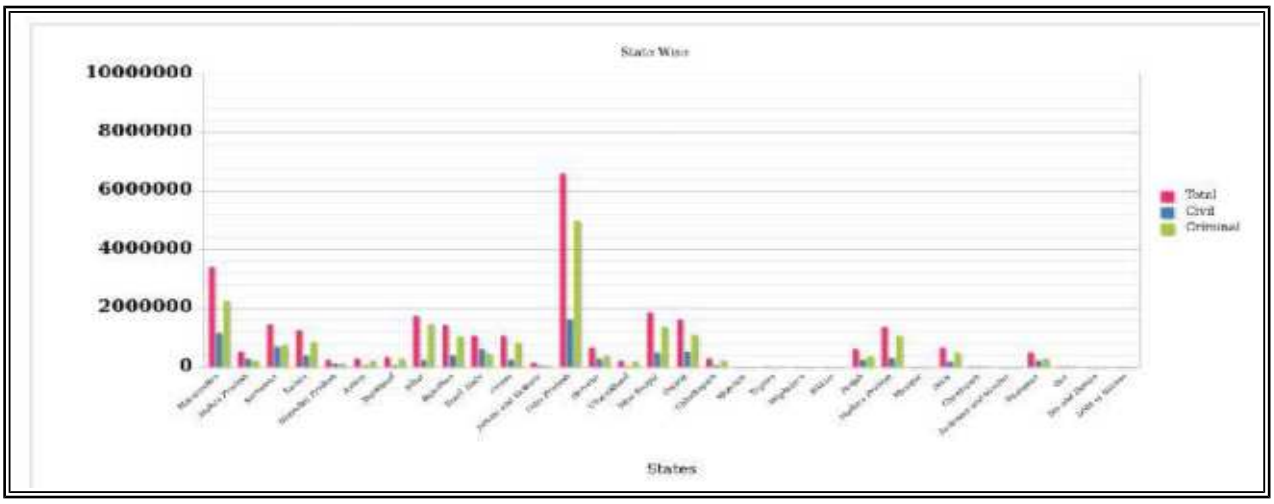
Monitoring Alert				
Cases Listed Today	331750	489897	821647	(2.99%)
Undated cases	346698	786977	1133675	(4.12%)
Excessive Dated Cases (More than 3 Months)	344848	2191085	2535933	(9.21%)
Total Judge / Court			18915	

9.7.7 Pendency Bar chart /Pie Chart of District Courts NJDG



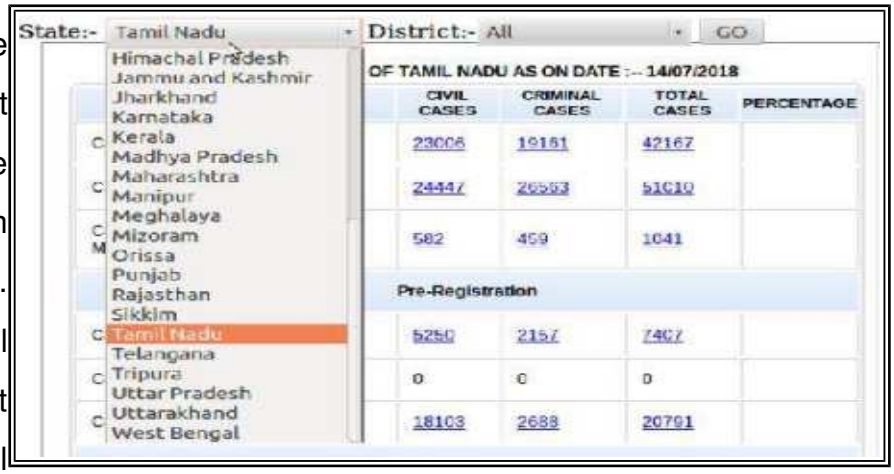


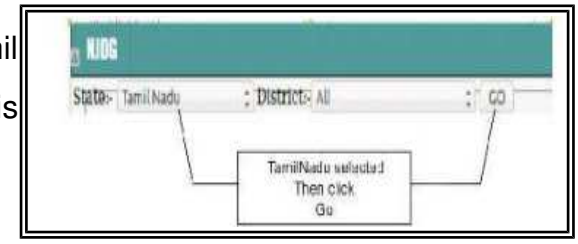
9.7.8 Pendency Data Chart of District Courts NJDG



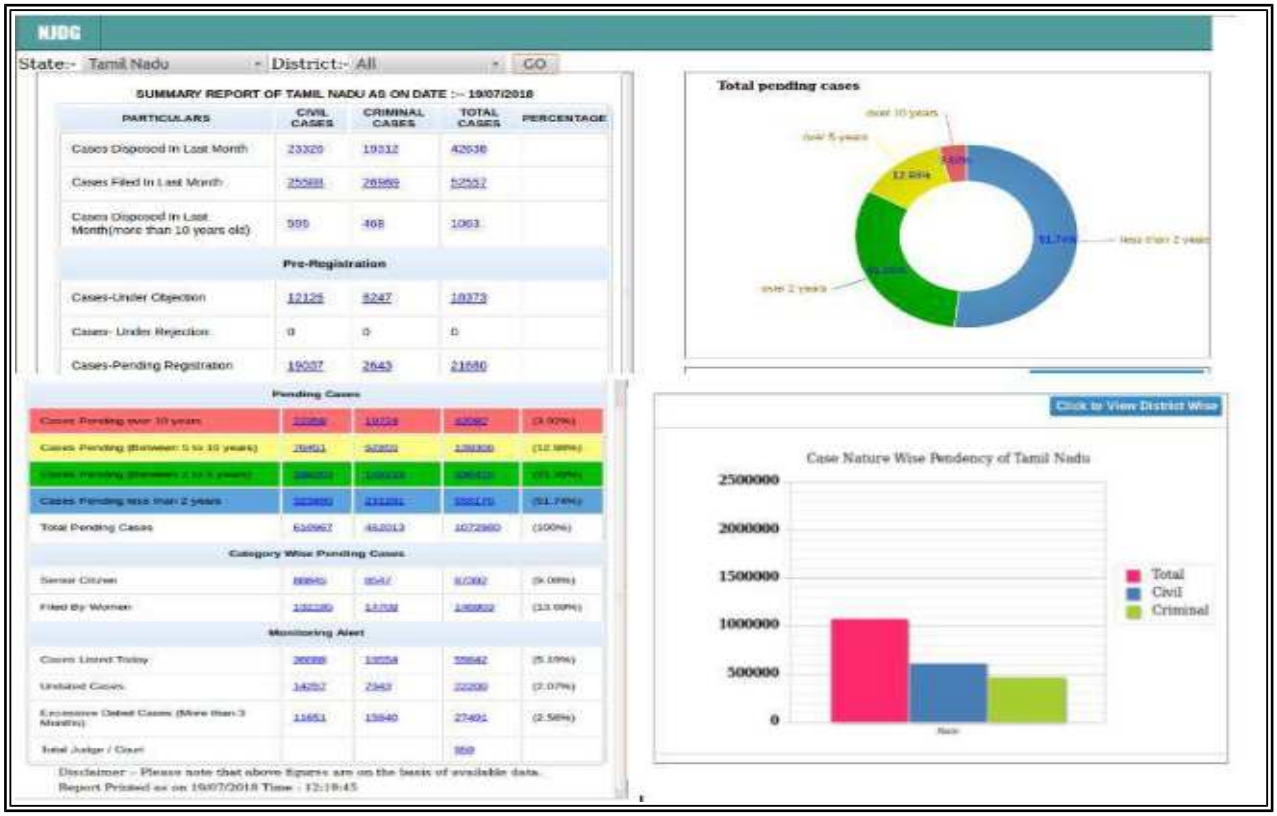
9.8 State wise – District Judiciary data

The district court wise Data for any State can be generated from District court NJDG. To get the State particulars select the State from the drop list as shown below. The selected State's data will be displayed. In the screen shot hereunder the State Tamil Nadu is selected which will show the details of Tamil Nadu.The screen shot of selecting of Tamil Nadu is shown hereunder:





9.8.1 State wise (TN) District Data Homepage under District Court NJDG



The Home page of State wise Data under District court NJDG welcomes you with

the consolidated figures of all District Courts at State level here for eg consolidated data of District court of Tamil nadu as Tamil Nadu is choosen which includes the total number of cases instituted (monthly), total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed Today, No. of Judges along with the pie chart and data chart. Let us see the data one by one.

9.8.2 Summary report – State wise (Tamil Nadu) cases filed / 10 years old disposal years disposal in the District Court NJDG

SUMMARY REPORT OF TAMIL NADU AS ON DATE :-- 19/07/2018

PARTICULARS	CIVIL CASES	CRIMINAL CASES	TOTAL CASES	PERCENTAGE
Cases Disposed In Last Month	23326	19312	42638	
Cases Filed In Last Month	25588	26969	52557	
Cases Disposed In Last Month(more than 10 years old)	595	468	1063	

The summary report displays the cases filed in the last month and that too Category wise as civil / criminal / writ petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by the district courts along with more than 10 years old disposal by the district court during the last month. The figures if clicked will open up the further list. The screen shot of the summary report in the Home page of the District court NJDG is enclosed herewith for ready reference.

9.8.3 Pre registration cases of Tamilnadu under District court NJDG

Pre-Registration

Cases-Under Objection	12126	6247	18373	
Cases- Under Rejection	0	0	0	
Cases-Pending Registration	19037	2643	21680	

9.8.4 (TN) Pending cases (more than 10 yrs/5-10 yrs/2-5 yrs/below 2 yrs) in District Courts NJDG

The pending cases column in the District Court NJDG is not only the most colourful and attractive statistics but also the most important crucial statistics which gives detailed details about pending cases before District Courts and that too year wise(i) more than ten years old; (ii) between 5 to 10 years; (iii) Between 2 to 5 years (iv) Less than 2 years old Along with the Total pending cases. In the screen shot

Pending Cases				
Cases Pending over 10 years	22358	19724	42082	(3.92%)
Cases Pending (Between 5 to 10 years)	76451	62855	139306	(12.98%)
Cases Pending (Between 2 to 5 years)	188263	148153	336416	(31.35%)
Cases Pending less than 2 years	323895	231281	555176	(51.74%)
Total Pending Cases	610967	462013	1072980	(100%)

shown herewith the total pending cases before all District Courts of Tamil Nadu as on 14/07/2018 is shown as 27685121. By clicking with the mouse on the said number it opens up into the further details of the said 24265284.

9.8.5.(TN) Senior citizen & Women cases pending in District.

Category Wise Pending Cases				
Senior Citizen	88845	8547	97392	(9.08%)
Filed By Women	132195	14708	146903	(13.69%)

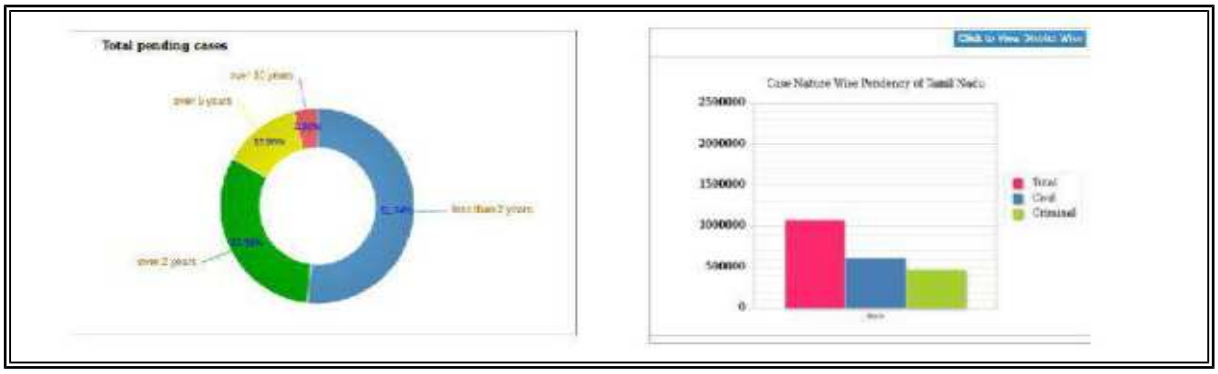
9.8.6.(TN) Monitoring Alert-Listed cases Undated cases/Excessive dated/Total Number of Judges /Court in District Courts

Monitoring Alert				
Cases Listed Today	36088	19554	55642	(5.19%)
Undated Cases	14257	7943	22200	(2.07%)
Excessive Dated Cases (More than 3 Months)	11651	15840	27491	(2.56%)
Total Judge / Court			959	

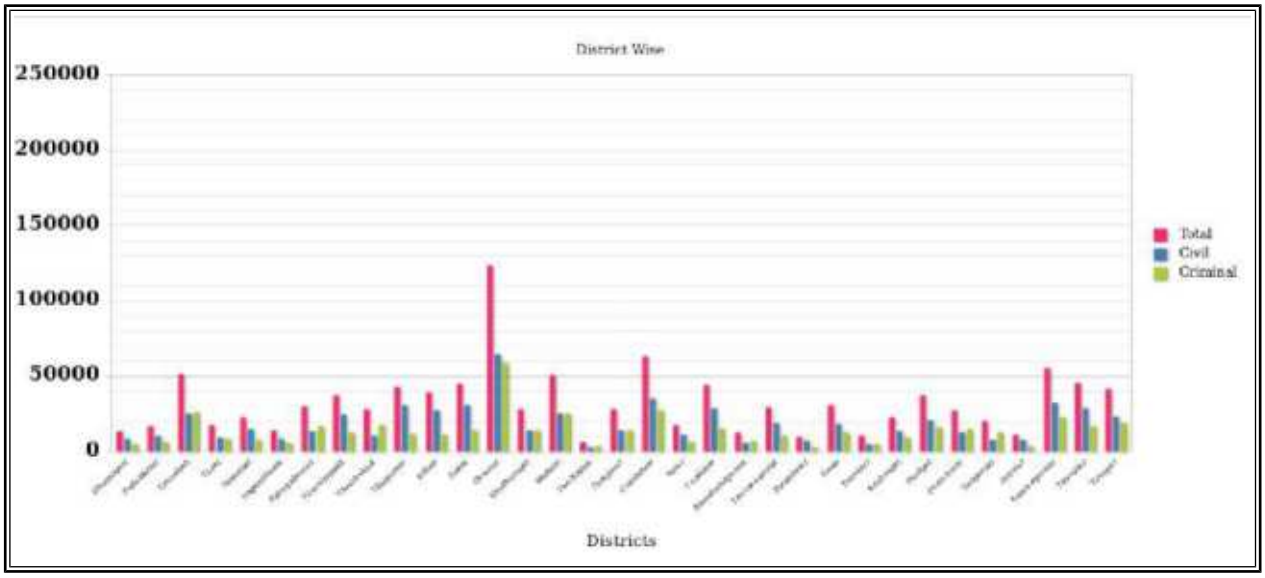
Disclaimer :- Please note that above figures are on the basis of available data.

Report Printed as on 19/07/2018 Time : 12:19:45

9.8.7.TN Pendency Bar chart / pie chart of District Courts



9.8.8 (TN) Pendency Data Chart of District Courts NJDG



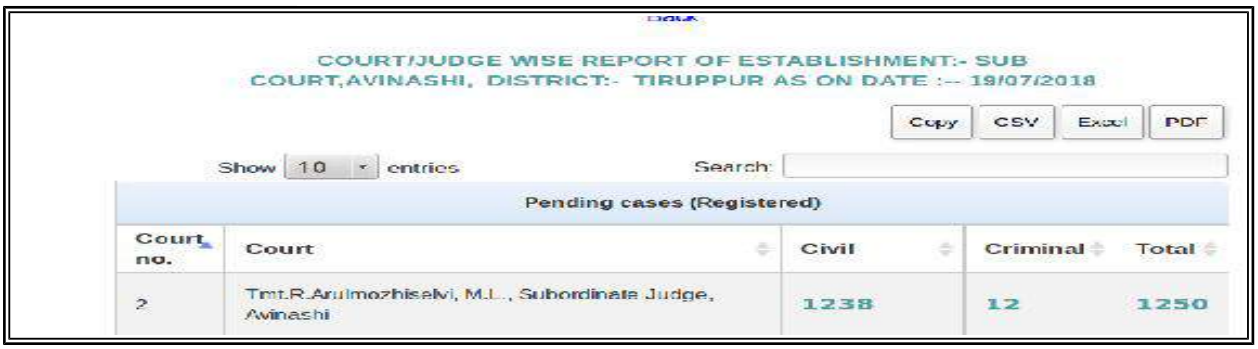
9.8.9 Establishment wise Data under District court NJDG

When the total pending list is clicked it will show the pending cases establishment wise pending as shown hereunder. It is an important administrative tool for the administrative Judges to make decision which court needs bifurcation, which court needs urgent judges,which is the lowest pending courts in the district etc.

Principal District Court, Tiruppur	2917	295	3212
Principal Sub Court, Tiruppur	5865	83	5948
Sub Court, Dharapuram	1443	15	1458
Sub Court, Kangeyam	1610	8	1618
Sub Court, Udumalpet	1716	28	1744
Sub Court,Avinashi	1237	12	1249
Total Pending Cases(Registered)	22850	18613	41463

9.8.10 Court /Judge wise Data under NJDG

If one needs to find the data of a particular court then Select the individual establishment from the drop list. In the given example hereunder the Sub court Avianshi is selected



Court no.	Court	Civil	Criminal	Total
2	Tmt.R.Arulmozhiselvi, M.L., Subordinate Judge, Avinashi	1238	12	1250

9.8.11 Pending Case list under District court NJDG

In the above screen shot the sub court avinashi shows the pending cases as 1250. If it is clicked it will open up the entire list of 1250 cases, and the first 10 cases from the list generated is shown hereunder.

CASE LIST IN THE COURT OF TMT.R.ARULMOZHISELVI, M.L., SUBORDINATE JUDGE, AVINASHI, ESTABLISHMENT:- SUB COURT,AVINASHI, DISTRICT:- TIRUPPUR AS ON DATE :-- 19/07/2018

Copy | CSV | Excel | PDF

Show 100 entries Search:

Pending Cases(Registered)

Sr No.	Cases	Registration Date
1.	MCOP/4/2018	02-02-2018
2.	MCOP/177/2017	24-10-2017
3.	LAOP/1/2018	17-04-2018
4.	AS/4/2018	09-02-2018
5.	MCOP/166/2017	23-10-2017
6.	OS/411/2016	31-03-2016
7.	AS/29/2015	05-01-2016
8.	OS/2/2016	04-01-2016
9.	HMOP/40/2015	08-01-2016
10.	HMOP/34/2015	04-02-2016

9.8.12. Particular Case Data under NJDG

If any particular case in the pending list is clicked it will further open up the entire case history as shown below

Case Details

Case Type	: CMA	
Filing No.	: 1/2016	Filing Date: 01-06-2016
Registration No.	: 1/2016	Date of Registration: 01-06-2016
CNR NO.	**: TNTI16-000320-2016**	

Case Status

First Hearing Date	: 10th January 2017
Date of Decision	: 13th February 2017
Case Status	: Case Disposed
Nature of Disposal	: Contested--Dismissed
Court No. and Judge	: 2-Subordinate Judge, Avinashi

Petitioner and Advocate

1) Kulanthaivel
Address - killakala thottam, Semmampalayam, Pothampalayam Post, Avinashi taluk, TPR District
Advocate- K.A.Shanmuga sundaram

Respondent and Advocate

1) Ramasamy
Address - 4/24, Karadikovil, Thandukaran thottam, Pulipar post, Savakattupalayam, Avinashi taluk

Acts

Under Act(s)	Under Section(s)
CodeofCivilProcedure	140

Main Matters

Main Case No. :	CMA/0000001/2016

Sub Matters

Case Number :	CMA/1/2016

History of Case Hearing

Registration No.	Judge	Business on Date	Hearing Date	Purpo
1/2016	Subordinate Judge, Avinashi	10-01-2017	24-01-2017	Hearing
1/2016	Subordinate Judge, Avinashi	24-01-2017	13-02-2017	Hearing
1/2016	Subordinate Judge, Avinashi	13-02-2017		Disposed

Orders

Order No.	Date of Order	Order Details
1	13-02-2017	Judgement

9.8.13.Daily Status

In the screen shot under 9.8.11 the last hearing date is shown as 13.2.2017.What is the status of case as on 13.02.2017 can be seen from the comfort of home by clicking on 13.02.2017 which opens up the Daily status with A diary of the said case as shown here with.

Daily Status
IN THE COURT OF :Subordinate Judge, Avinashi
Case No. :CMA/0000001/2016
Kulanthaivel **Vs** Ramasamy
Date : 13-02-2017

Business	: In the result, this Civil Miscellaneous Appeal is dismissed and the order of the Trial court passed in I.A.No.1574/2010 dated 21.10.2011 is hereby confirmed. Considering that the suit is more than 5 years old, the Trial court is directed to complete the trial within two months from the date of receipt of this bundle. Both parties are directed to appear before the trial court on 01.03.2017. Index the bundle and send it immediately on or before 01.03.2017. Considering the facts of the appeal both parties are directed to bear their own cost.
Nature of Disposal	: Dismissed
Disposal Date	: 13-02-2017

Subordinate Judge, Avinashi

9.8.14.Getting order/judgement from eCourts website

In the screenshot shown herewith on clicking the Judgement one can get the judgement copy from the comfort of the home.

Sub Matters

Case Number :	CMA/1/2016

History of Case Hearing

Registration No.	Judge	Business on Date	Hearing Date	Purpo
1/2016	Subordinate Judge, Avinashi	10-01-2017	24-01-2017	Hearing
1/2016	Subordinate Judge, Avinashi	24-01-2017	13-02-2017	Hearing
1/2016	Subordinate Judge, Avinashi	13-02-2017		Disposed

Orders

Order No.	Date of Order	Order Details
1	13-02-2017	Judgement

1 of 8 Automatic Zo

1

In the Court of the Subordinate Judge of Avinashi

Present: Tmt. R.Arulmozhiselvi, M.L.,

Sub Judge , Avinashi

Monday this the 13th day of February 2017

CMA. No.01/2016

CMA No.04/2012 (Sub Court, Tirupur)

Sri Kulandaivel ... Appellant

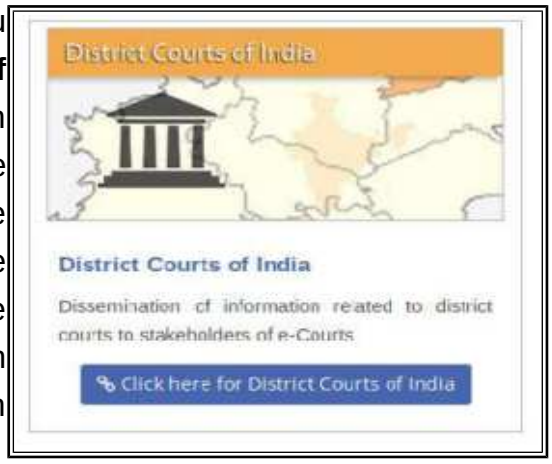
/Vs/

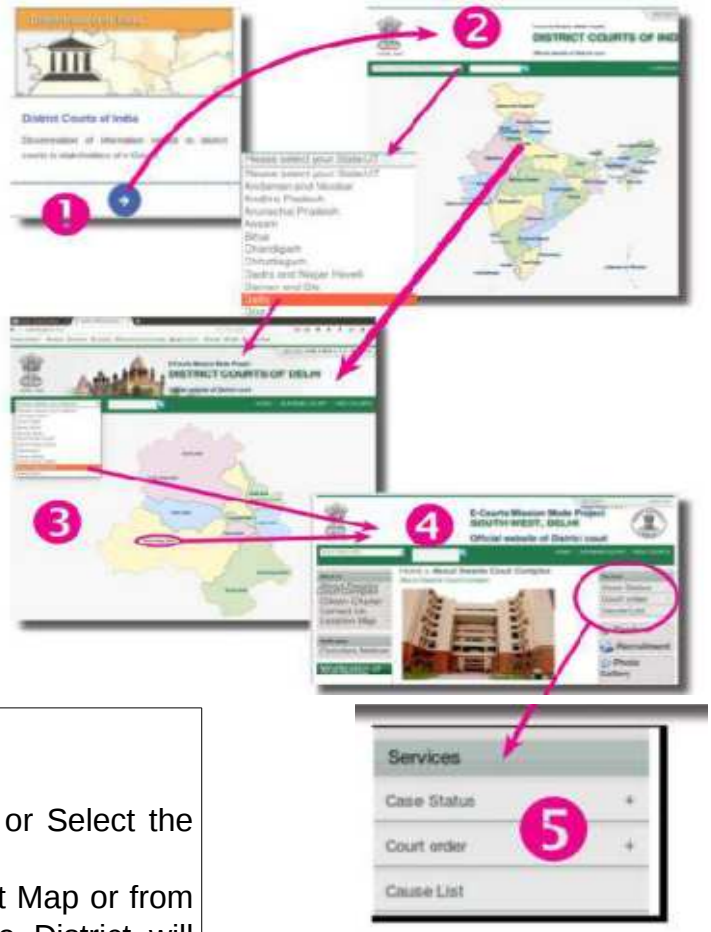
Sri Ramasamy ... Respondent

(On appeal against the Decree and Judgment passed in I.A.No.1574/2010 in O.S.No.364/2010 dated 21.10.2011 on the file of the District Munsif, Avinashi)

9.9 District courts of India web page

In the ecourt webpage the District court of India is the store house of entire case data of the dirtict and Taluk level courts .when you click at **"Click here for District courts of India"** as shown herein then you will be taken to the India map from where the state can be selected and the respective district can be selected and from where the court can be selected and the case status can be got. The same can be got by directly typing the state in the drop box " Please select your state" which is also available on the eCourts web page

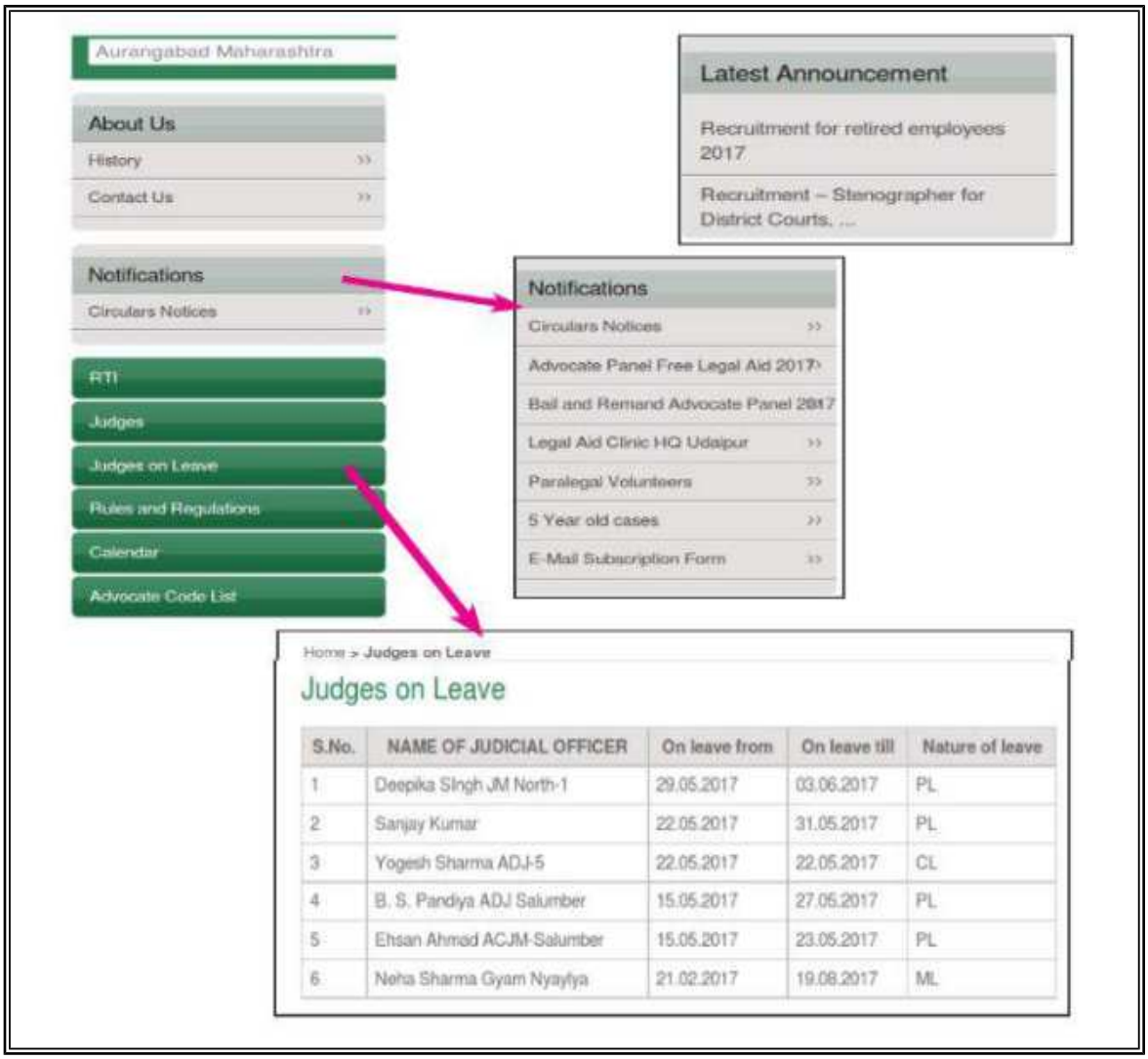




(1)Click the District Court Services,
(2)it will open up the India map
(3) Click any State in the India Map or Select the State from the Drop Box
(4) Select the District from the District Map or from the Drop BoxOfficial Web site of the District will open up with ecourt Services
(5) In the ecourt Service Case Status, Court Order and Cause List can be got.

9.9.1 Important information available under district court webpage

The importance of district court websites are increasing day by day.Each state is putting the district court website to effectivet and multifaceted usages. One can get varietyof information pertaining to District court which includes List of Judicial officers working in a District; List of Judges who are on leave, important recruitment announcements, Important circulars,, jurisdiction of courts and police station.All these information are available in this web page in addition to the District court services like Case status; Court order, cause listwhich is also available here in this web page.



9.9.2 Viewing Case Status on-line through under District court NJDG

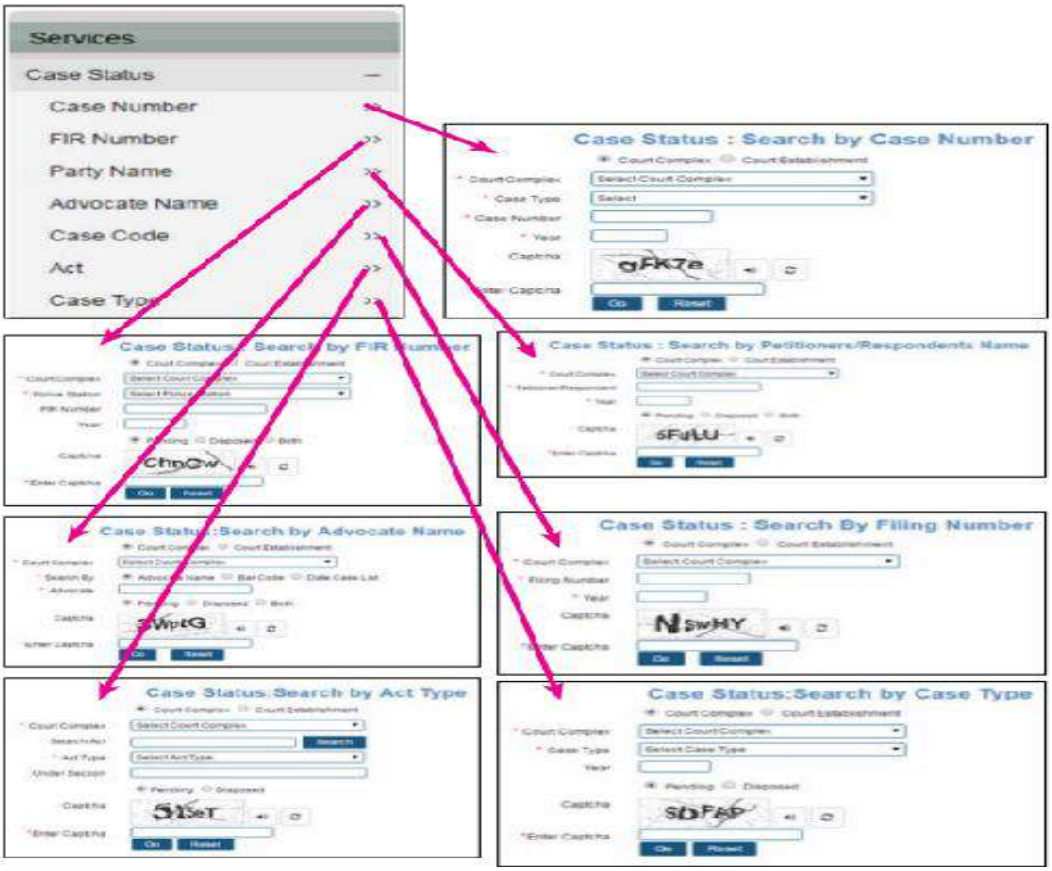
The case status of any case in the District court level can be viewed through eCourts web page under the following headings (i) District court of India (ii) District court services(iii) NJDG (National Judicial Data Grid) Let us see one by one how to get the status of the cases under the services available under District Court Web Page.

- select State
- Then select District
- click case status

Then using any one data

- (i.e) case number
- (or) FIR number
- (or) Party Name
- (or) Advocate Name
- (or) Filing Number
- (or) Act
- (or) case type

the details can be searched as shown in detail in the screenshot



Similarly, Court order can also be searched on-line in the e-court website using

(or) Court Number

(or) Party Name;

(or) Order Date (as shown here) → → → → →

9.9.3.Viewing court orders on-line through under District court NJDG

Court Orders : Search by Case Number

Court Complex Court Establishment

* Court Complex: Sub Court, Avinashi
* Case Type: AS
* Case Number: 36
* Year: 2017
Captcha: hKZ9s
*Enter Captcha:
Go Reset

Total Number of Establishments in Court Complex : 1 / Total Number of Cases : 1
Sub Court,Avinashi : 1

Sr No	Case Type/Case Number/Case Year	Order Date	Order Number
Sub Court,Avinashi			
1	AS/36/2017	05-07-2018	Judgement

In the Court of the Sub Judge of Avinashi

Present: Tm. R. Arulmozhiselvi, M.L.,
Sub Judge , Avinashi

Thursday, this the 5th day of July 2018

A.S. No.36/2017 (Sub Court, Avinashi)

A.Jeyaraj ... Appellant / Plaintiff

/Vs/

K.Velusamy ... Defendant /Respondent

(On appeal against the Decree and Judgment passed in OS.No. 283/2015 dated 24.07.2017 passed by the District Munsif of Avinashi)

Between

P. Jeyaraj .....Plaintiff

/Vs/

K.Velusamy ..Defendant

This appeal was taken on file by the Sub Court, Avinashi on 21.08.2017 in A.S.No.36/2017 and this appeal coming on 12.02.2018 for final hearing before me in the presence of Thiru.A.Guruswamy, Advocate for the appellant, and Thiru.P.Muthukumar, Advocate for the respondent and on hearing both side arguments and upon perusing the documents and having stood over till this day for consideration this court delivered the following:

JUDGMENT

The appeal has been preferred as against the decree and judgment in O.S.No.283/2015 dated 24.07.2017 on the file of the District Munsif, Avinashi. The unsuccessful plaintiff in the suit is the appellant in the appeal herein.

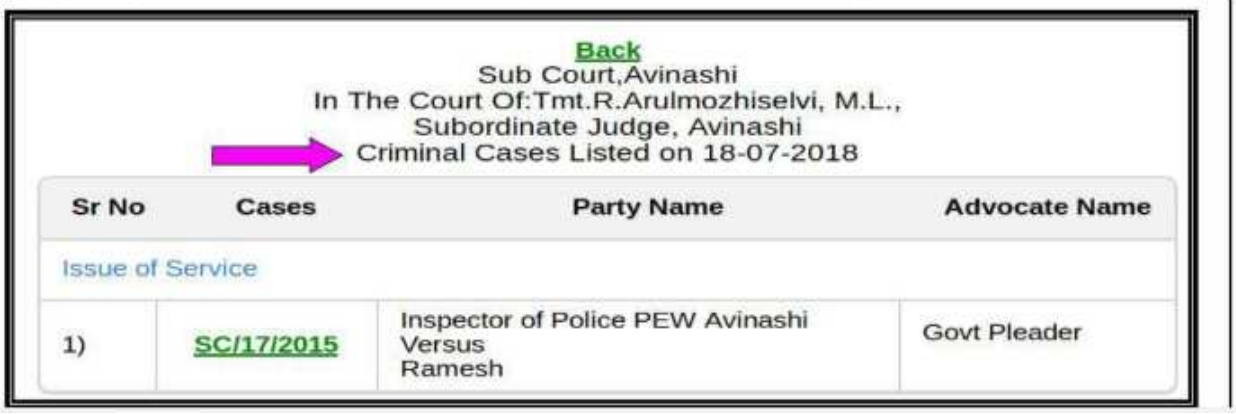
Page 1 of 14 Sub Court, Avinashi AS.36/2017

9.9.4 Viewing cause list on-line under District court NJDG

The cause list is nothing but the hearing book.The cause list of any court can be also viewed from the court website. This cause list search is anequally useful feature for Judicial Officers, staffsother than the litigant public. Through cause list a judicial Officer can login from his home and knowthe cases posted on any date and can plan for hiswork. For example the Judicial officers can have it as a habit to view everyday workload through Cause list search and can plan the work for the day. Through cause list the Judicial officerand the staff can now very well find out which is the heavy work load day and which day has lighter work on any given week or month. The litigant public and advocate can now confirm when the case is coming up for hearing using the on-line cause list.

Back
Sub Court,Avinashi
In The Court Of:Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Civil Cases Listed on 18-07-2018

Sr No	Cases	Party Name	Advocate Name
Issue of Service			
1)	OS/408/2016	Saraswathi Versus Gunasekeran	R.mahimairaj
2)	EP/17/2017	Periyakaruppan Versus K.Baskaran	



Back
Sub Court,Avinashi
In The Court Of:Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Criminal Cases Listed on 18-07-2018

Sr No	Cases	Party Name	Advocate Name
Issue of Service			
1)	SC/17/2015	Inspector of Police PEW Avinashi Versus Ramesh	Govt Pleader

9.10. District court services

With daily hits crossing lakhs District court services is the most sought after utility under eCourts page The eCourts webpage main attraction is the District court services offered under it . Through the District court services any one can now get the case status, court orders, cause list all using any one search criteria all at the click of a mouse even without going to the said courts and can be viewed worldwide through the eCourts webpage ! The following services are offered under the District court services

9.10.1 Searching cases :

The district court services offers search of cases using CNR number. If the litigant knows the CNR number of his case then using CNR the unique identification number the case can be searched.If the CNR number is not known then the search of the case is possible under various head which is listed hereunder The search includes for pending cases, disposed cases and for simultaneous search of both i.e pending and disposed. One can select the respective radio button as shown hereunder

9.10.2 Case status Search .

Search can be made with the following criteria:(i) using Party name (Petitioner/Respondent) (ii)using case number; (iii)using filing number; (iv) using advocate name using FIR number;(v) using Act type; (vi) using case type

Tamil Nadu | Tiruppur | Sub Court, Avinashi

Party Name | Case Number | Filing Number | Advocate Name | FIR Number | Act | Case Type

Case Status : Search by Petitioners/Respondents Name

*Petitioner / Respondent Ramasamy *Registration Year 2018 Pending Disposed Both

Captcha 2f38l *Enter Captcha Go Reset

Total Number of Establishments in Court Complex : 1 / Total Number of Cases : 6

Sub Court,Avinashi : 6

Sr No	Case Type / Case Number / Case Year	Petitioner Name Versus Respondent Name	View
Sub Court,Avinashi			
1	AS/7/2018	Subbulakshmi @ Subbathal Versus C.Ramasamy	View
2	AS/4/2018	V.K.Ramasamy Versus R.Muthusamy	View

Back

Sub Court,Avinashi

Case Details

Case Type	AS - Appeal Suit		
Filing Number	7/2018	Filing Date	13-03-2018
Registration Number	7/2018	Registration Date	13-03-2018
CNR Number	TNTI160001102018 (Note the CNR number for future reference)		View QR Code / Cause Title

Case Status

First Hearing Date	13th March 2018
Next Hearing Date	26th July 2018
Stage of Case	Await Records
Court Number and Judge	2-Subordinate judge, Avinashi

Petitioner and Advocate

1) Subbulakshmi @ Subbathal
Advocate- A.Chinnasamy
2) Palsnisamy
Chinnapudhur, Kangalam village, tiruppur

Respondent and Advocate

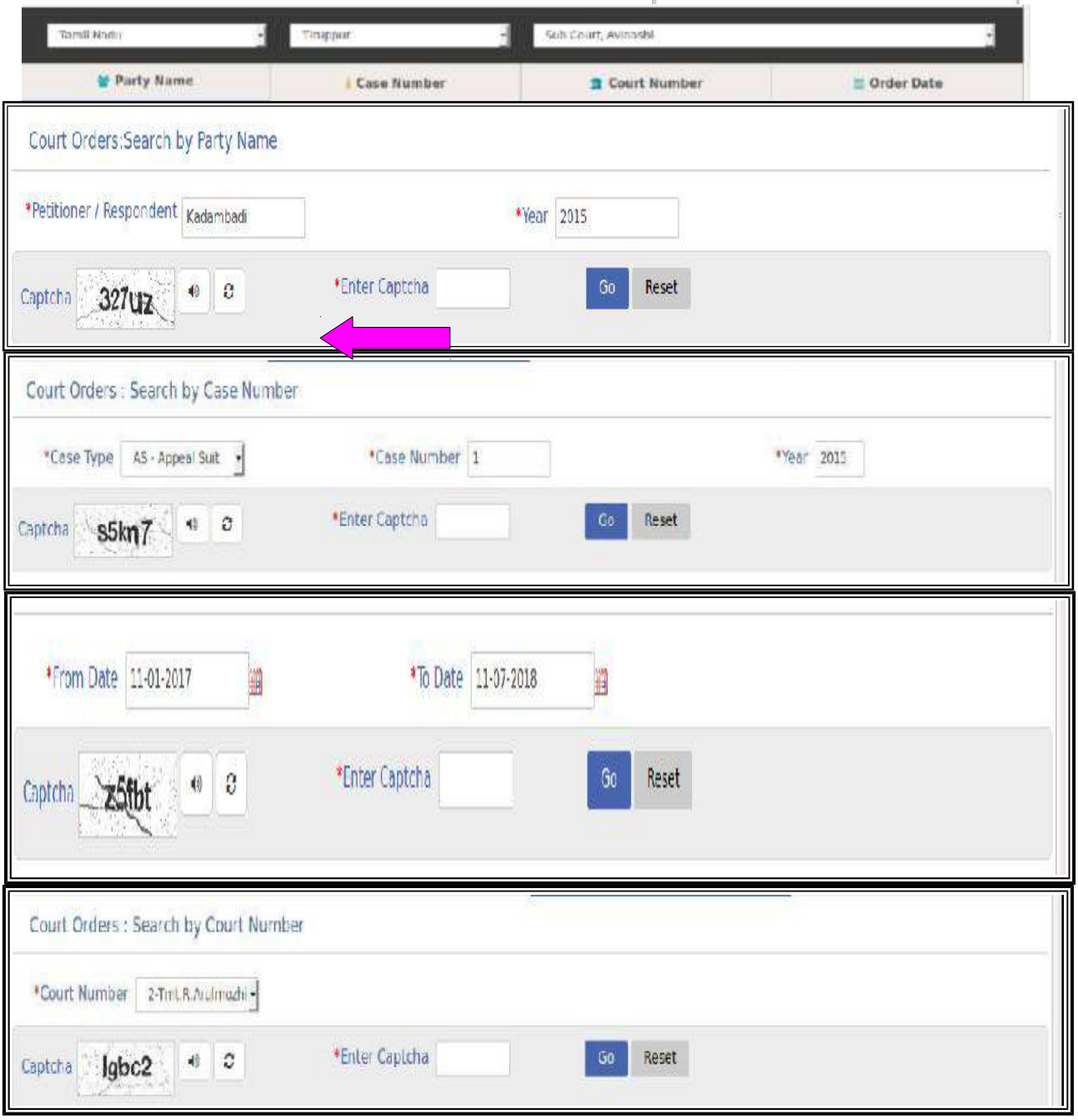
1) C.Ramasamy
2) Muthukumarasamy
Rakkiyapalayam village, Avinashi
Advocate-A.Arumugam

9.10.3 Court order search

One can find out the court orders with the following search criteria

using Party Name using Case Number

using Court Number using Order Date



9.10.3.1 Example court order search with case number

Court Orders : Search by Case Number

*Case Type AS - Appeal *Case Number 1 *Year 2015

Captcha 32by5 *Enter Captcha Go Reset

Total Number of Establishments in Court Complex : 1 / Total Number of Cases : 1

Sub Court,Avinashi : 1

Sr No	Case Type / Case Number / Case Year	Order Date	Orders
Sub Court,Avinashi			
1	AS/1/2015	11-01-2017	Judgement

of 36 Automatic Zoom

In the Court of the Sub Judge, Avinashi

Present: Tmt. R.Arulmozhiselvi, M.L.,

Sub Judge , Avinashi

Wednesday the 11th day of January 2017

Thiruvalluvar Andu 2048, Sri Durmuki Year, the 27th day of Markazhi

A.S. No.01/2015

(Old number)A.S.28/2009 (Sub Court, Tirupur)

Kadambadi Inoothy Vagai Kongu Chettiar Dharmaparibalana Sabai,

Represented by its president .....Appellant

/Vs/

1.The District Collector, Tiruppur *

2.The Revenue Authority and Additional Collector, Tirupur *

3. The Revenue Divisional Officer, Tirupur

4.The Thasildar, Avinashi

5.Sri Avinashilingeswarar Temple,

Represented by its Executive Officer, Avinashi ..... Respondents

*(Amended as per order in I.A.47/2016 dated 7.12.16)

(On Appeal against the Decree and Judgment passed in O.S.No.311/2005 dated 27.04.2009 by the District Munsif, Avinashi)

WEB COPY

9.10.4 Cause List

Cause list can be got

Select-->State;District,Court Name,fill up date and captcha--> select Civil or criminal cause list → the cause list is generated

Sub Court,Avinashi
In The Court Of:Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Civil Cases Listed on 20-07-2018

Sr No	Cases	Party Name	Advocate Name
Issue of Service			
1)	OS/554/2016	Kannammal Versus Chellammal	P.C.Palanisamy
2)	HMOP/5/2018	XXXXXXX Versus XXXXXXX	S.Devarajan

9.11 Know the CNR number of the case from eCourts webpage

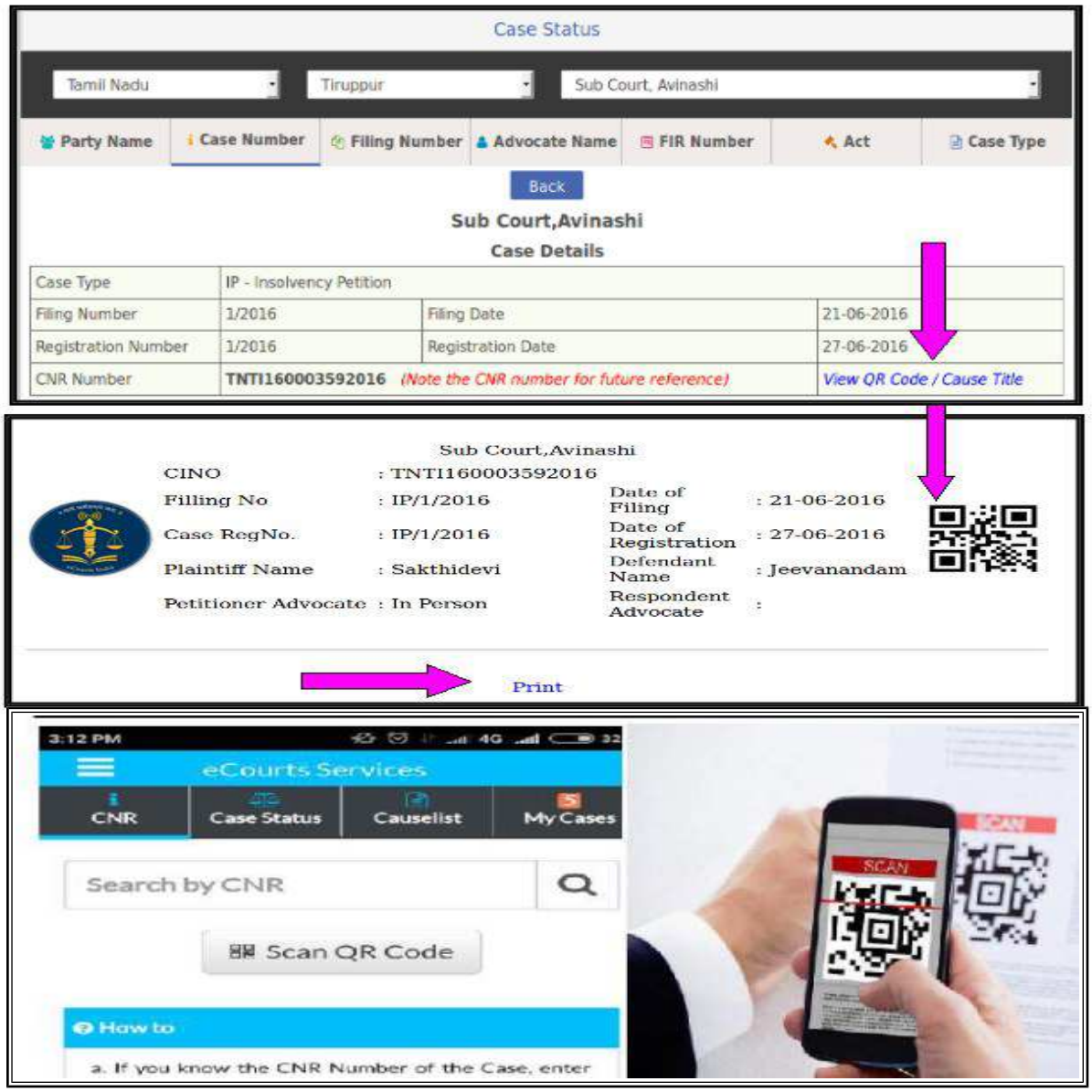
Go to www.eCourts.gov.in-->Go to eCourts services -->Click Case Status-->fill details of the case needed --> the case status is generated--> CNR number is shown --> Note it for all further reference or to search detals in the eCourts website and through ecourt services mobile app

Sub Court,Avinashi

Case Details

Case Type	AS - Appeal Suit		
Filing Number	1/2015	Filing Date	15-12-2015
Registration Number	1/2015	Registration Date	15-12-2015
CNR Number	**TNTI160000602015**	*(Note the CNR number for future reference)*	*View QR Code / Cause Title*

9.12 Getting QR Code code printed from eCourts webpage



Go to www.eCourts.gov.in-->Go to eCourts services -->Click Case Status-->fill details of the case needed --> the case status is generated--> Click View QR code option -->QR code with the case detail label is generated --> Click print option shown in the label --> printed QR code Label can be pasted in the case diary -->Now use the mobile with the eCourts services mobile app--> scan QR code is available on the home page of the mobile app--> scan the Qr code pasted in the case diary --> it will show the case update .***Try this technological magic of QR code scan and you are sure to get addicted to it!***

---Explore www.eCourts.gov.in which is getting lakhs & lakhs of hit per day----

10.“eCourts services” the Mobile application

Now its age of smartphones. To keep in phase with the technological boon through mobile phones, ecommitee has also devised a mobile application in the name “ecourt services”. eCourts Services App is useful to the Litigants, Lawyers, Police, Government Agencies and other Institutional Litigants. It can be downloaded from google play store like any app for android phones and from apple app store for iPhone, iPad devices. The mobile application comes with search of case with CNR number, searching case status using case number, Filing number, Party Names, FIR number, Advocate details, Acts, case type. The cause list can also be got through the eCourts mobile app. All the services are similar to the services available through eCourts web page. But one added advantage in the eCourts mobile app is that it can be customised using My cases option available in it. Using My cases one can add the personal case number and can get updates.It is also useful for litignats ,companies or organisation having multiple cases in different courts in different places. In that case all the case number can be entered and all updates can be got through the eCourts mobile application. It is no doubt that through eCourts mobile app all court details are literally available in your hands(set)!!

10.1 How To Install eCourts Services Mobile App:

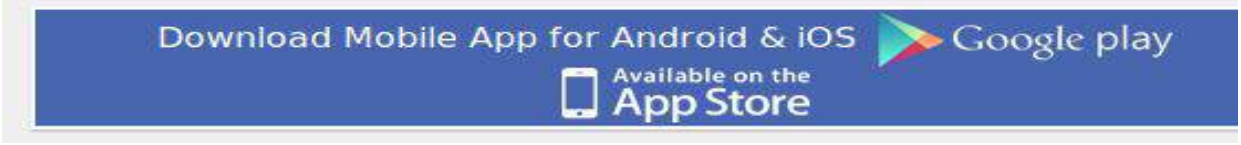
10.1.1.Download directly from the ecourt website shortcut links

10.1.2.Download directly from the Google Store / apple store

10.1.1 Download directly from eCourts web page shortcut link

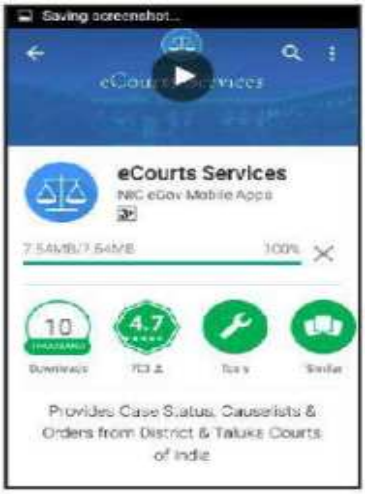
The newly launched eCourts services mobile app can be downloaded in the smart phones from google play store/ apple itunes stores. The eCourts website provides the shortcut link to download ecourt services mobile app from the google playstore/ apple itunes and the said sort cut links can be clicked which will direct to the respective playstore from where it can be downloaded.The eCourts webpage shotcut link screen shot is shown below. when installation is complete you get 100% symbol and then click “open” the app will open up as shown below and the welcome screen of the eCourts apps appears which is shown in the next page.

ECOURTS SERVICES
Home
NJDG
Supreme Court
High Courts
District Courts
Citizen Centric Service
To provide efficient & time-bound citizen centric service delivery
Court Orders
Case Status
39
4.35 M
91.19 K
37.67 K
3032
27.48 M
797.33 K
886.59 K
Download Mobile App for Android & iOS
Google play
App Store
Know current status of your case by Return SMS
SMS ECOURTS<space><your CNR Number> to 9766899899

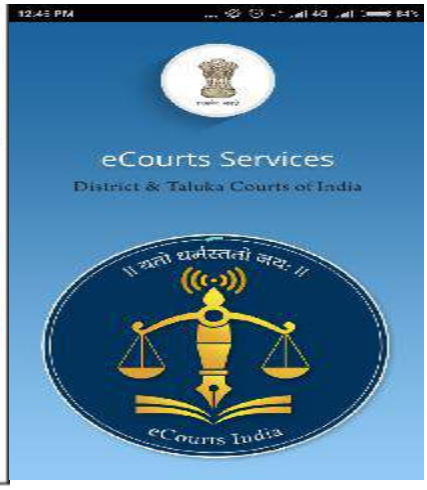

Download Mobile App for Android & iOS
Google play
Available on the
App Store

Google Play
eCourts Services

iTunes Preview
eCourts Services
Description


Saving screenshot...
eCourts Services
NIC eGov Mobile Apps
Provides Case Status, Causelists & Orders from District & Taluka Courts of India

eCourts Services
NIC eGov Mobile Apps
UNINSTALL
OPEN
Provides Case Status, Causelists & Orders from District & Taluka Courts of India


eCourts Services
District & Taluka Courts of India
eCourts India

10.1.2.Download directly from the Google Store / apple store

10.2 eCourts services available under mobile app

The mobile app provides four main services under the following heads as shown below

10.2.1 Searching case using **CNR number**	
10.2.2 Getting Case Status, using 7 other options **(i) Case Number** **(ii) Filing number** **(iii)Advocate** **(iv) Case Type** **(v)Party Name** **(vi) FIR number** **(vii) Act**	
10.2.3 Getting the **Cause List** of any court	
10.2.4 Personalised list of **"My Cases"**	
10.2.5 New search option under My cases	

10.3 Search Cases Using CNR Number

Search by CNR number is the quickest way to get case details in your phone using the mobile app.CNR is an unique number assigned to each case filed in District and Taluka Courts in the Country, through Case Information System.

10.3.1 What is CNR number :

The CNR number is an unique 16 digit number given to all cases.Its just like the PNR number used in train tickets.With CNR number the unique 16 digit ID any case in India at the District level can be traced .

CNR (16 digits) contains (State code) (District code) (Establishment code) (Case filing number)(Filing year)=	**(JK) (AN) (01) (000638) (2017)**

The example of CNR number from various states(Punjab, Megalaya, Tamil Nadu) are given hereunder for clear understanding

CNR Number	PBJL01-015294-2016	MLSH04-000548-2017	TNSA06-000398-2017
State code (2 digits)	PB (Punjab)	ML (Megalaya)	TN (Tamil Nadu)
District Code (2 digits)	JL (Jalandar)	SH (East Khasi district)	SA (Salem district)
Establishment Code (2 digits)	(01) (District and sessionscourt Establishment)	04 (Chief Judicial Magistrate Establishment)	05 (Principal District Munsif Establishment)
Case filing number (6 digits)	014824 (Case number)	000548 (Case Number)	000470 (Case Number)
Filing year (4 digits)	2015 (Filing Year)	2017 (Filing Year)	2017 (Filing Year)
Total (16digit) (State code) (District code) (Establishment code) (Case filing number) (Filing year)	(PB)(JL)(01) (014824)(2015) (Total 16 digits)	(ML)(SH)(04) (000548)(2017) (Total 16 digits)	(TN)(SA)(05) (000470)(2017) (Total 16 digits)

10.3.2. How to know Your CNR number

The said CNR for every case can be seen in the eCourts webpages in the case details. One can browse the eCourts web page and through case status option the case details can be generated which will display the CNR number which can be noted for getting details of the cases

Sub Court,Avinashi

Case Details

Case Type	AS - Appeal Suit		
Filing Number	1/2015	Filing Date	15-12-2015
Registration Number	1/2015	Registration Date	15-12-2015
CNR Number	**TNTI160000602015**	*(Note the CNR number for future reference)*	*View QR Code / Cause Title*

10.3.3. How to search using CNR number

Now let us see how to get case status using CNR number

Click CNR on the mobile app--> enter CNR number--> Click the search button --> Case history will open up --> click on the heading which will further open up the details

Step 1: Click CNR on the mobile app;

Step 2: Enter CNR number

Step 3: Click the search button

Step 4: CASE HISTORY is displayed with

- Case Details
- Case Status
- Petitioner & Advocate details
- Respondent and Advocate details
- Acts details
- FIR details
- History of case hearing

Step 5: Click on the heading which will open up further details as shown hereunder

Petitioner and Advocate
1) State Address - P/S Bijbhera Advocate - APP

Acts	
Under Act(s)	Under Section(s)
RPC	307,341,323,325

History of Case Hearing			
Judge	Business On Date	Hearing Date	Purpose of hearing
Principal District And Sessions Judge Anantnag	10-08-2017	12-09-2017	Criminal Evidence

Click on Business Date to get the Case Status

10.4 Search Case Status, Using Various Options.

This case status search can be done with seven known options (i) Case Number (ii) Filing number (iii) Advocate (vi) FIR number (v)Party Name(iv) Case Type(vii) Act (iv) Case Type.If a person doesnot know the CNR number then the search can be done using any one of the seven options Now let us see the first option under Case status i.e using case number option.

Click CASE STATUS on the mobile app--> Select State, District --> Click on any one of the Seven options--> Respective form will open up --> Fill up the particulars -->the list of cases will be displayed --> If the case number is clicked it will further expand into Case history --> click on the headings which will further open up the details.

Step 1: select Case status

Step 2: Select the State, and then the District from the drop list.

Eg : If Andhra Pradesh the state is selected then the corresponding Districts of Andhra Pradesh will appear in the "Select district " column where the District can be selected

Step 3: Select any one option to view the case status.

(i) Case Number

(ii) Filing number

(iii)Advocate

(iv) Case Type

(v)Party Name

(vi) FIR number

(vii) Act

*** Every time while using the case status option ensure that the State ,District is selected**

10.4.1 Viewing case status using Case number option

Now let us see the first option under case status i.e using case number option

Click case status option –> select State, District –> click on the Case number option --> Select the court complex from the drop box--> select the Case Type from the drop box ->fill up the case Number and Year---> Click Go--> The total number of cases will be displayed--> click on the case number --> The case History will open up --> on clicking the headings it will further open up the details under each heading

Step 1: click case status from the ecourts menu

Step 2 : select the state and District

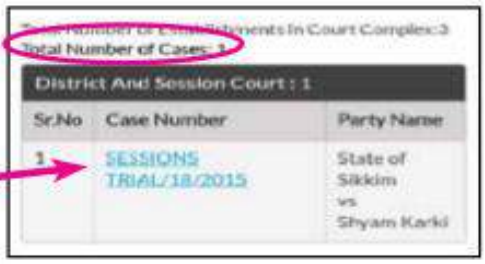
Step 3 : Click the case number option

Step 4 when the case number option is clicked it will open up the form as shown here and fill up the details

- Court complex
- Case Type
- Case number
- Year

Step 5 Click **Go** after filling the details

Step 6 The Total number of cases will be displayed



Step 7

(Shown in the next page)

If we click on the case number it will further open up the menu with

(i) Case Detail

(ii) Case Status

(iii) Petitioner and Advocate

(iv) Respondent and Advocate

(v) Acts

(vi) FIR Details

(vii) Subordinate court information

(viii) History of case hearing

(ix) Interim Orders

(x) Final Orders / Judgement

10.4.2 Viewing case status using Filing number option

The second option available in case status is using filing number option.

Click case status option --> select State, District --> click on the filing number option -->Select the court complex from the drop box--> fill up the Filing Number and Year---> Click Go The case History will open up --> on clicking the headings it will further open up the details.

Case Status : Search by Filing Number
Court Complex*
District & Sessions Court Complex, East & Nort
Filing Number*
336
Year*
2015
Go
Reset
Total Number of Establishments in Court Complex:3
Total Number of Courts: 3
District And Session Court : 2
Chief Judicial Magistrate : 1

Sr.No	Case Number	Party Name
1	Final Report/336/2015	State of Sikkim vs Unknown person

Case History
Chief Judicial Magistrate

Case Details	
Case Type	Final Report
Filing Number	336/2015
Filing Date	06-04-2015
Registration Number	48/2015
Registration Date	07-04-2015
CNR Number	SKGT020003272015

Case Status	
First Hearing Date	07-04-2015
Decision Date	27-07-2015
Case status	CASE DISPOSED
Nature of Disposal	Uncontested -Final report accepted
Court No and Judge	5-Chief Judicial Magistrate-cum-Civil Judge

Case Details
Case Status
Petitioner and Advocate
Respondent and Advocate
Acts
FIR Details
History of Case Hearing
Final Orders/Judgements

Final Orders/Judgements

Order No.	Order Date	Order Details...
1	27-07-2015	ORDER SHEET

FRT No. 48 of 2015
Order date 27/07/2015

Ld. APP Ms. Doma L. Bhutia present for the State.

Informant present and submits that he has no objection to the final report submitted by the prosecution.

Same is recorded.

In view of the above this final report is accepted.

Matter is closed.

(Suraj Chettri)
Chief Judicial Magistrate,
East & North Sikkim,Gangtok

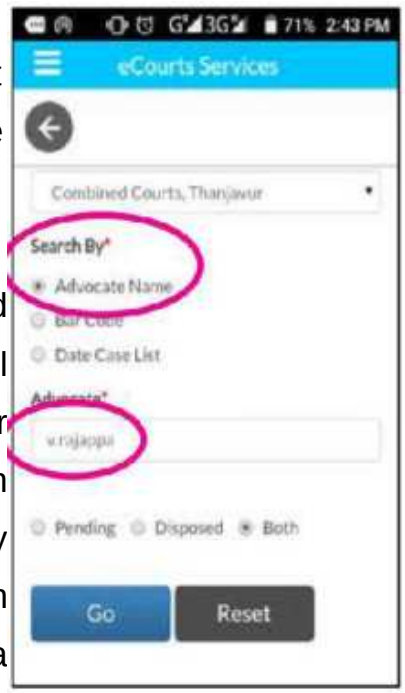
10.4.3 Viewing case status using Advocate option

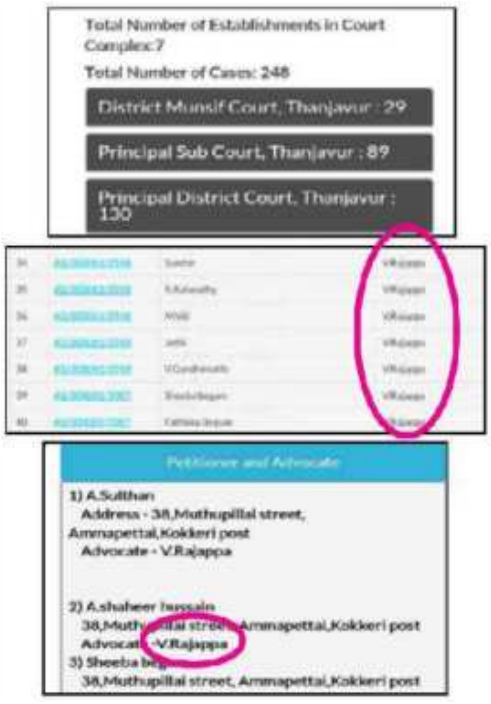
This search option is the most attractive option for an advocate. Using this option an advocate can feel that CIS is their digital clerk who will show how manycases pending in all courts in the advocate name; and how many cases are listed on any particular date; and what is the stage of the cases all at in their handsets 24*7.

Search by advocate option (i) Search using Advocate name (ii) Search using Bar code number (iii) Search cases of a particular advocate listed on a particular day using Date case list	Click Case Status--> Selectstate, District- ->click Advocate option--> select the radio button advocate name/bar code/ Date -->click go --> then the cases with advocate name is displayed--> click on the case number it will open up the case history

10.4.3.1 Search by Advocate name :

By using this option one can get all the cases in the name of the advocate which is pending and disposed in all courts . For example one can find out how many cases pending in the name of a particular





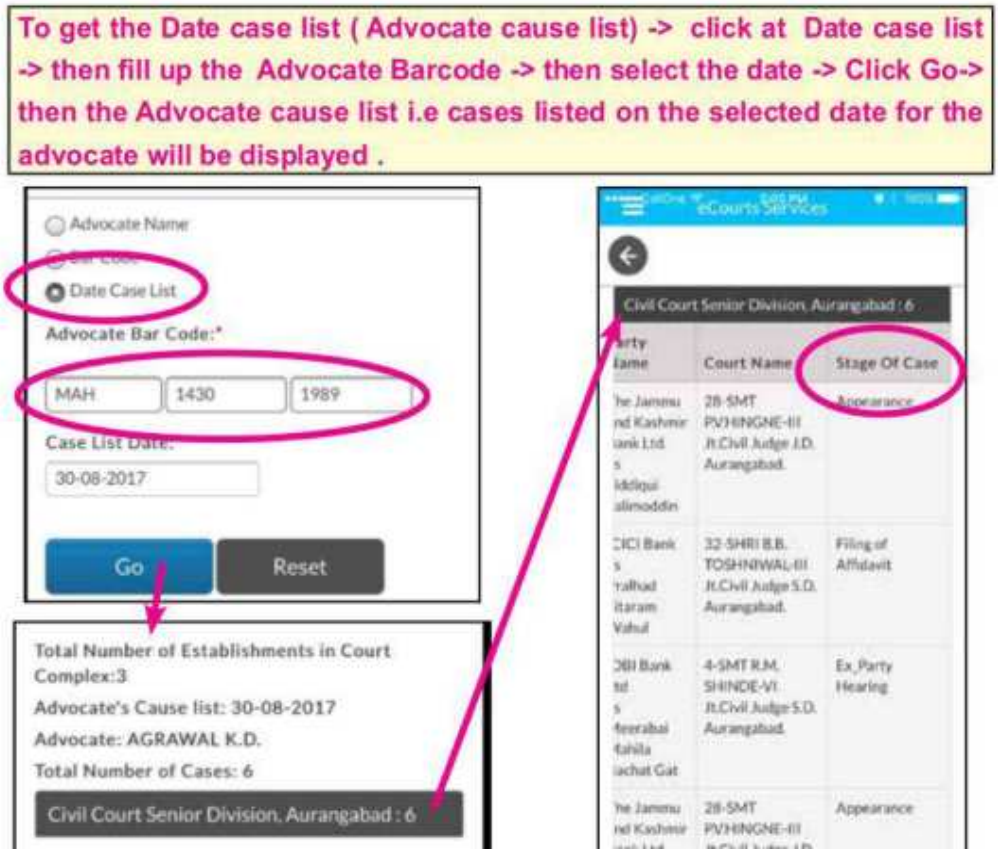
advocate in all courts which are under CIS .In the screen shot shown hereunder search has been made for the advocate name"Rajappa" which shows 248 cases in

Thanjavur, Tamil Nadu and it also shows court wise how many cases is pending and if the number is clicked it will show up the entire list which is expandable with case history .

10.4.3.2 Search using Barcode:

10.4.3.3 Search using Date case list (Advocate Cause list)

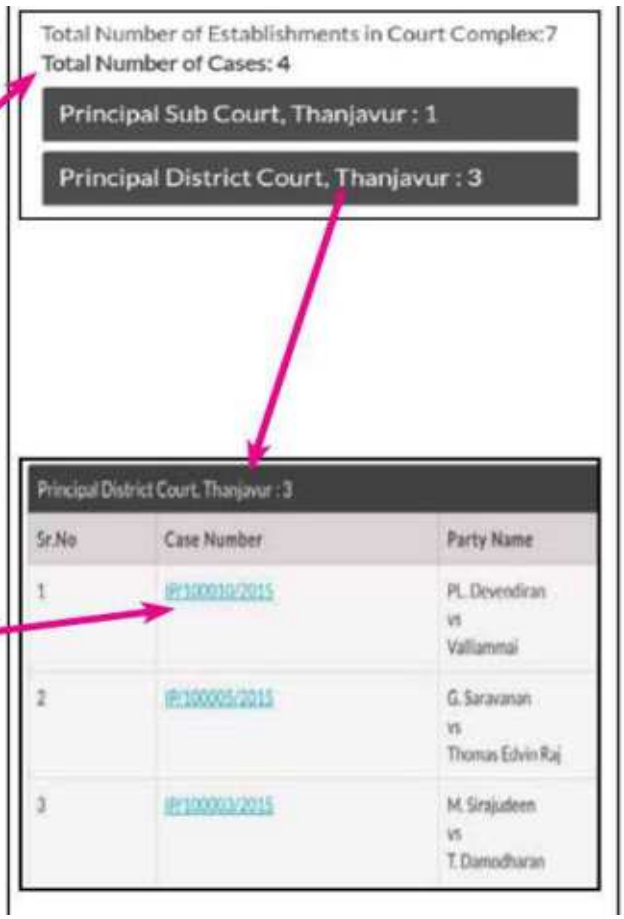
If an advocate wants to know how many cases are coming up in the courts on any



particular date then this Date case list option can be used and Advocate cause list

can be generated .The advantage in the advocate cause list is that it will show the listed cases on a particular date along with the stage of the case.

10.4.4 Viewing case status using Case Type option	Click Case Status--> Select state,District-->click case type option--> select court complex-> Select Case Type--> Fill up year -->Select the radio button for pending/ Disposal->click go --> then the cases with chosen case type is displayed--> click on the case number it will further open up case history--> if we click on the headings it will further expand into details



If u click on the case number it will open up case history

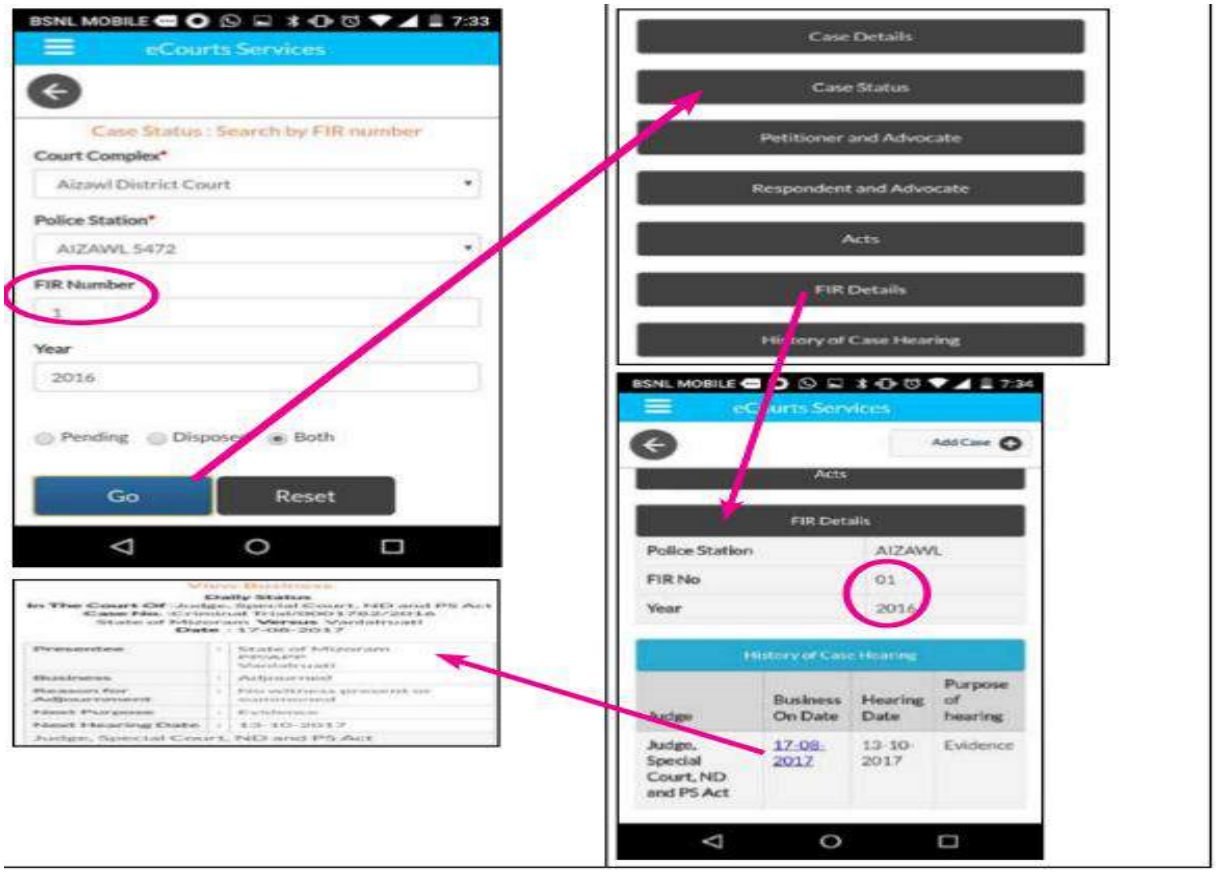
10.4.5 Viewing case status using Party option

Search by party

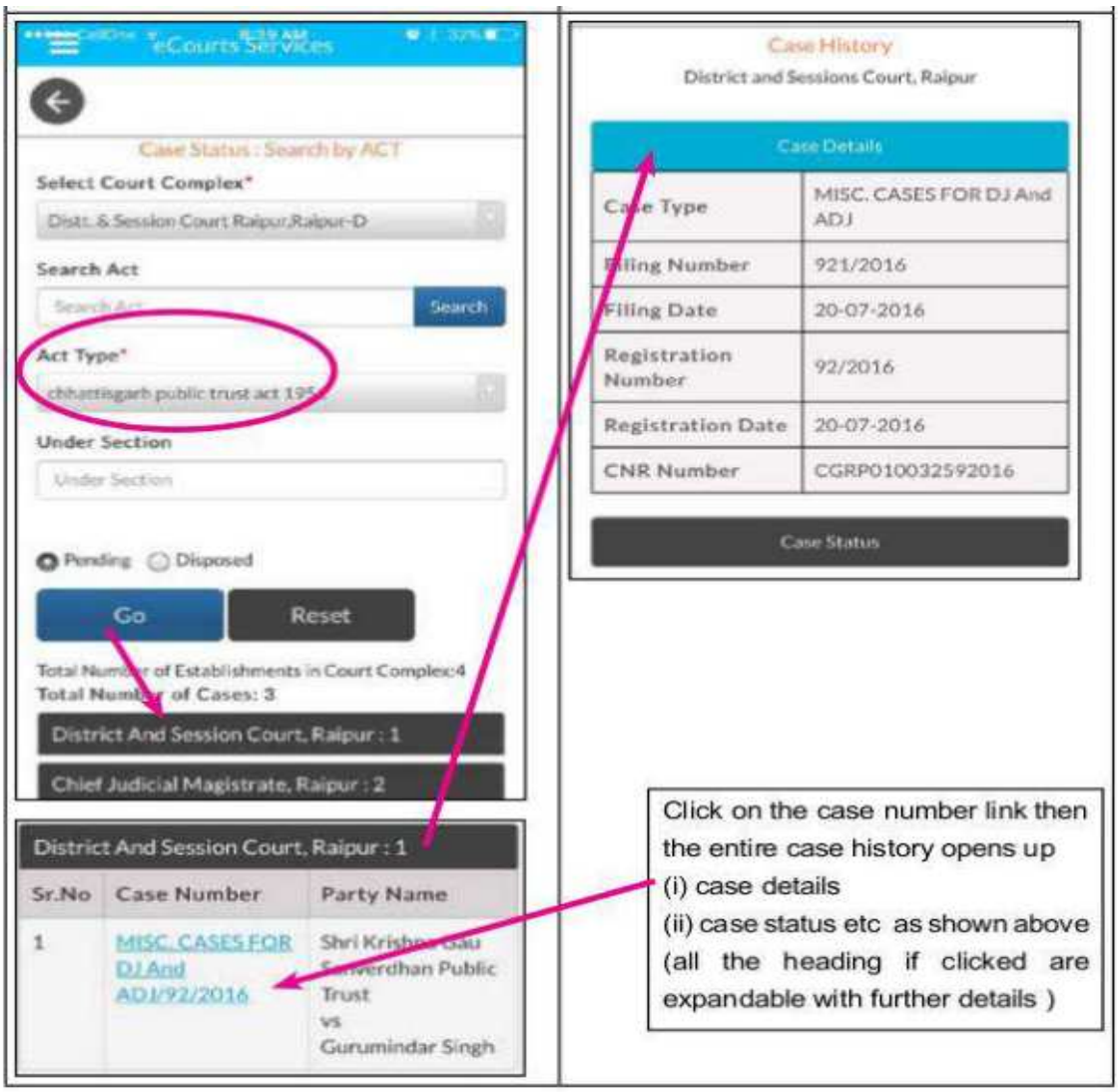
In the undershown screen shot the name “Palanisamy” is used for searching cases wiht party name. And the result shows 379 cases as it is a common name in Coimbatore District, Tamilnadu.

Click Case Status--> Select state,District- ->click Party option--> select court complex-> Select Petitioner/ Respondent name--> Fill up year -->Select the radio button for pending/Disposal/both->click go --> then the number of cases with the Party name is displayed--> click on the case number it will further open up case history

10.4.6 Search using FIR number 	Click Case Status--> Select state,District- ->click FIR number option--> select court complex-> Select Police Station -->Enter FIR number& year -->Select the radio button for pending/Disposal/Both ->click go --> then the case with FIR number is displayed--> click on the case number it will further open up case history



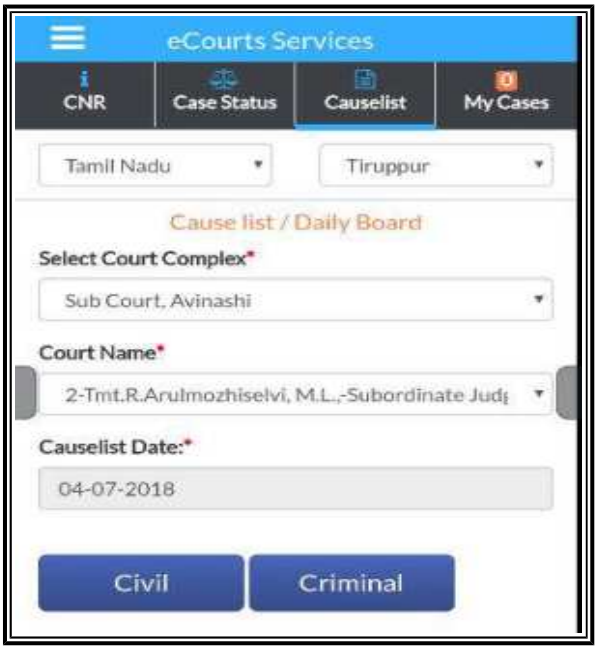
10.4.7 Search by act 	Click Case Status--> Select state,District-->click ACT option--> select court complex-> Search Act /Select Act-->Enter Section -->Select the radio button for pending/Disposal ->click go --> then the case with ACT TYPE is displayed--> click on the case number it will further open up case history

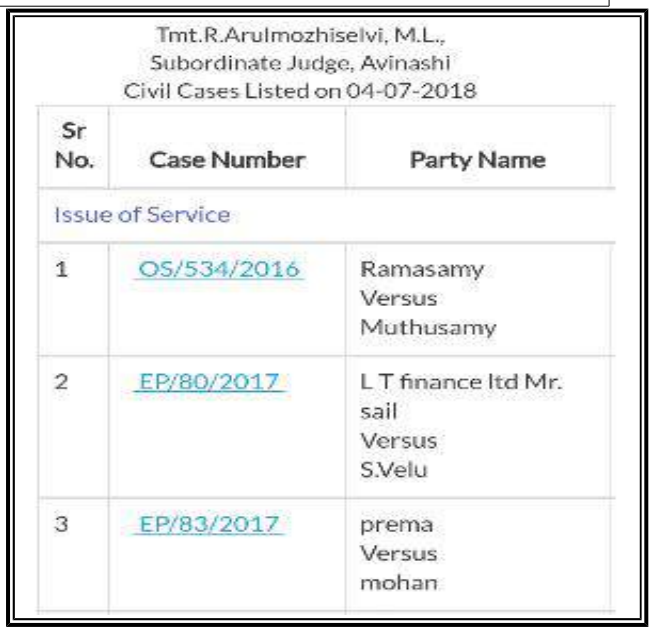


10.5 Getting cause list through mobile App

This option is the most useful option equally for the advocates, Litigants and Judges. Under eCourts app three types of cause list can be got (i) Civil Cause list of any court (ii) Criminal cause list of any court (iii) Advocate wise cause list.The civil cause list and the criminal cause list can be got under this “cause list” option .The Advocate wise cause list can be got through the Advocate option available under the Case status search which is explained under the topic “Search using Case status option “ .By using the cause list option one can confirm whether his case is posted on a particular day or not.It is an useful time mamnagement tool for Judges,staffs through which one can find out how may cases is listed on any particular day and the days work can be planned and this data can now be got in the mobile app through the handsets.

Click Cause list --> Select state,District--> select court complex-> Select court name -->Select Cause list Date from the Calendar -->Click Civil/ Criminal -> then the Cause list civil/criminal is displayed--> click on the case number it will further open up case history





Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi
Civil Cases Listed on 04-07-2018

Sr No.	Case Number	Party Name
Issue of Service		
1	OS/534/2016	Ramasamy Versus Muthusamy
2	EP/80/2017	L T finance ltd Mr. sail Versus S.Velu
3	EP/83/2017	prema Versus mohan

10.6 My cases option under mobile App

My cases option is an exclusive feature available only in the eCourts app. It is one of the most attractive and useful option for the Advcates/Litigants because it acts as a Digital personal case diary .With this option the Litigant or Lawyer can save all his cases under My Cases .and the details of the cases will be displayed .

10.6.1 New feature of search option in My cases

The updated version of eCourts moble app comes with the search option among My cases

10.6.3 How to add cases to My cases

when case are searched using the ecourt app and when the case details/ history is displayed then a button " add cases" will be displayed on the top which can be clicked to add the cases to my cases Once it is added then it will be listed in My cases .

10.6.4 How to remove cases from My cases

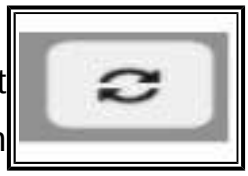
Once the case is added in the my cases whenever the details are opened through My cases then that case will display the option of remove cases and if the said case is not needed in the my cases list the same can be removed using the remove case option .

10.6.5 Today's case

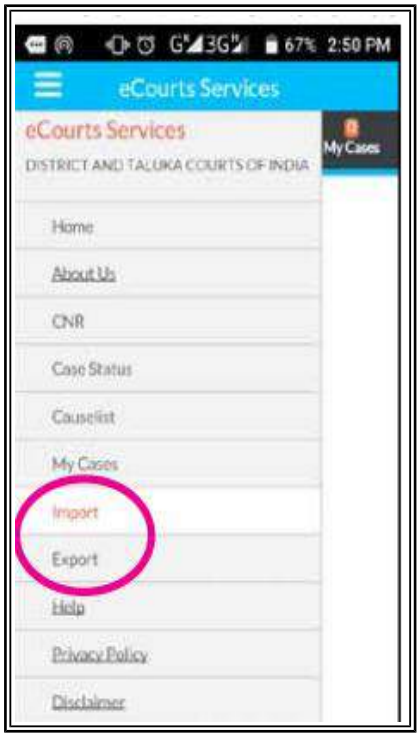
By Under Today's cases option the case in the My cases list will be displayed in Today's case on the hearing date which is a very useful feature for the advocates and the litigants having multiple cases. In the screen shot shown here one case is shown as Today's case and if

you click on the case the details of the case will expand

10.6.6 Refresh button



The refresh button is given adjacent to Today's Cases to update the information saved under My Cases.•When the refresh button is clicked it will update the My cases If any case is not updated or refreshed because of connection issue, App will show this information as "connection error".



10.6.5 Backup facility

The eCourts mobile provides backup facility which is also an attractive feature in the eCourts app. Backup facility is provided to take backup of saved cases on mobile Device under export and import option.This option can be accessed by clicking the button near the eCourts services When the said button is clicked it will show up the list including the Export/import option

10.6.6 Export option

By using Export option backup can be taken in text file format on the mobile device . When the export option is clicked it will save the my cases in Text file format in the mobile and an alert message will appear .The said text file can be extracted from the mobile storage

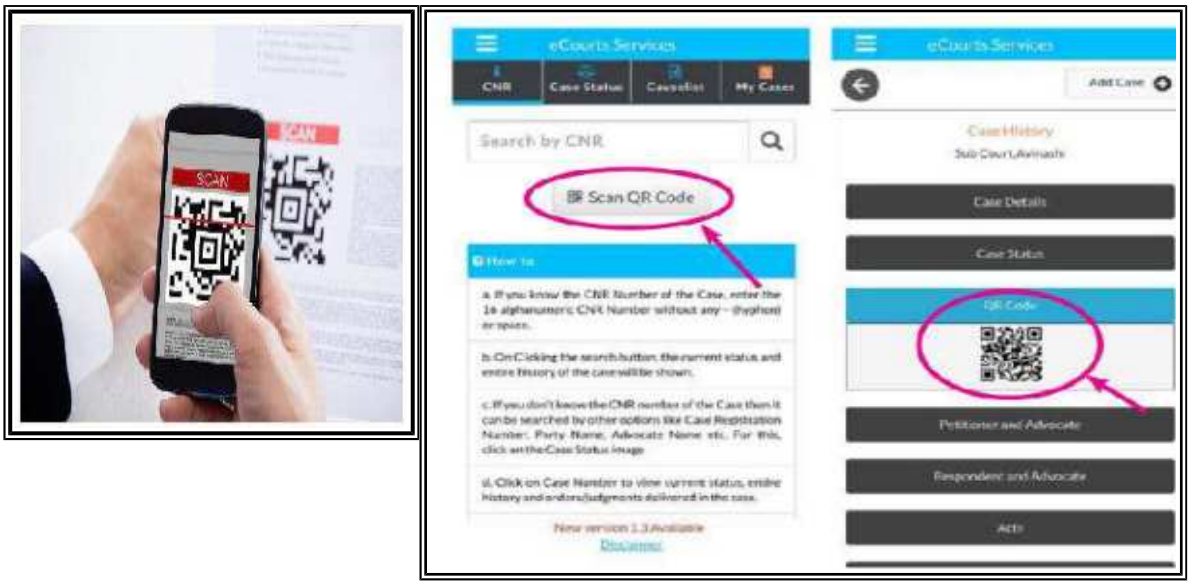
10.6.7 Import option

Import option is also a very useful option.If the cases listed under my cases is deleted by mistake the same can be retored using the import option.When one case or all cases are removed from my cases then if the import option is clicked then the removed cases are restored in My cases tab.

10.7 Getting case status through SMS :

How to get case status when you don't have internet connection. Then One can get the case status by sending SMS eCourts<SPACE>< YOUR CNR NUMBER> to 9766899899.

10.8 Getting case status using QR Code



some may find difficult typing the Case Number Record (CNR) number every time for getting the case status. The eCourts services mobile applications has been updated with QR code feature. The QR Code of all cases can be obtained from eCourts.gov.in website and in the eCourts services mobile app which is shown hereunder .One can take the print out of the QR code and paste it in the case files .

And one should have QR Code scanning app in his mobile through which the QR code can be scanned which will immediately show the case status. Does it sound difficult? exactly not if you use it. This QR Code scanning can be very useful for advocate office and companies/ govt institution having large number of cases. They can take print out of the QR Code and paste it in their case files which can be scanned with their mobile and can get the case status instantly.

10.9 Getting case status through eCourts Automated email services

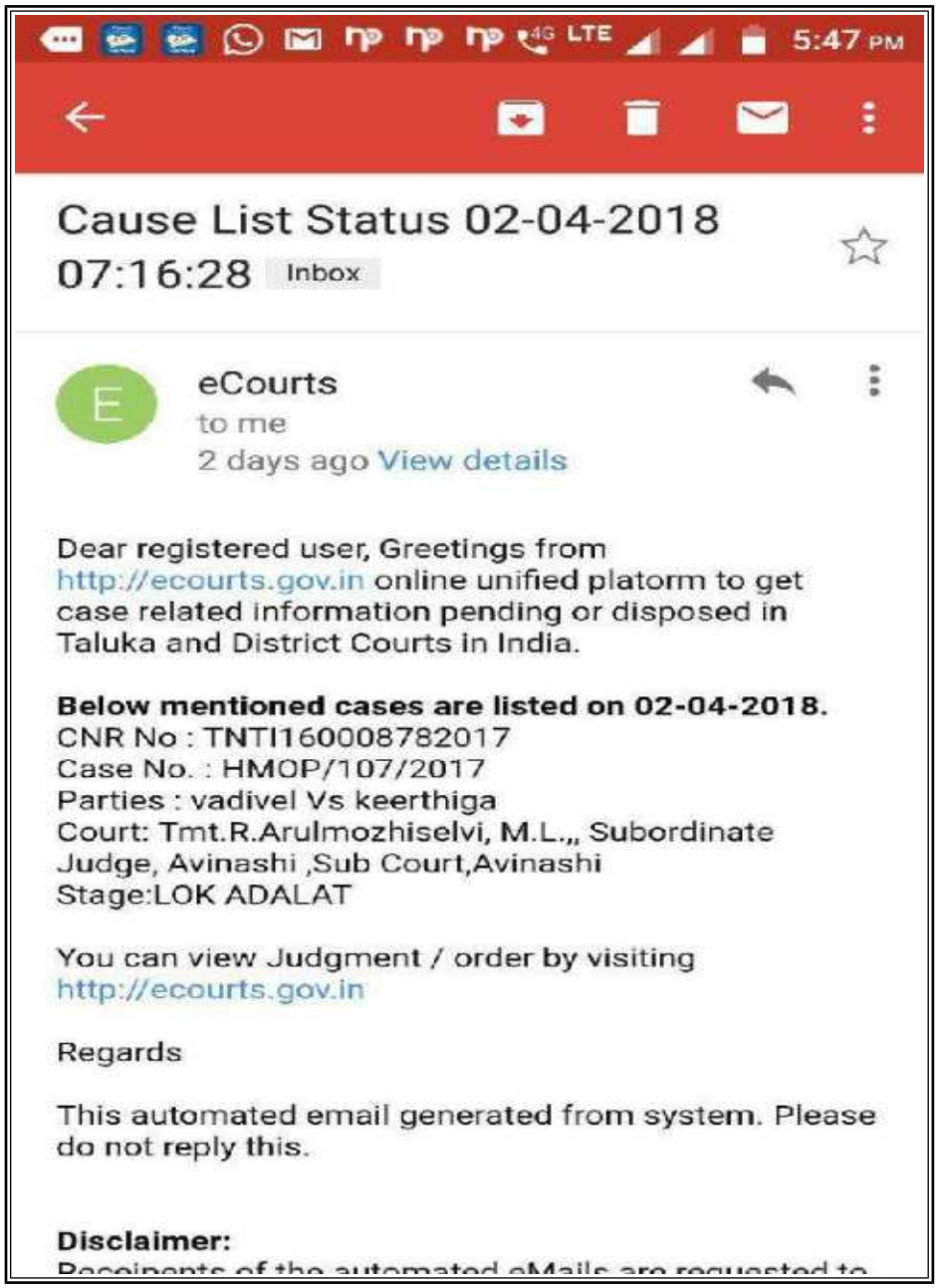
eCourts project has started to send emails to the litigants and Advocates through recently launched Automated email services. The registered users will get case updates, next hearing dates, copies of orders and Judgments and Causelist. To activate this attractive automated email service the litigants and the advocates have to get their email registered in the concerned court. A day is not far where one can get all the certified copies from the court at the comfort of the home.Getting case status through eCcourts Aautomated email serviceseCourts project has started to send emails to the litigants and Advocates through recently launched Automated email services. The registered users will get case updates, next hearing

dates, copies of orders and Judgments and Causelist. To activate this attractive

automated email service the litigants and the advocates have to get their email registered in the concerned court.

10.9.1 eCourts Automated email send from Avinashi sub court :

An advocate practising in Avinashi sub court came one day and happyly shared her excitement and surprise of receiving automated email regarding the listing of the case It is shared herewith for the readers. A day is not far where one can get all the certified copies from the court at the comfort of the home.



Cause List Status 02-04-2018 07:16:28 Inbox

eCourts
to me
2 days ago View details

Dear registered user, Greetings from http://ecourts.gov.in online unified platorm to get case related information pending or disposed in Taluka and District Courts in India.

Below mentioned cases are listed on 02-04-2018.
CNR No : TNTI160008782017
Case No. : HMOP/107/2017
Parties : vadivel Vs keerthiga
Court: Tmt.R.Arulmozhiselvi, M.L.,, Subordinate Judge, Avinashi ,Sub Court,Avinashi
Stage:LOK ADALAT

You can view Judgment / order by visiting http://ecourts.gov.in

Regards

This automated email generated from system. Please do not reply this.

Disclaimer:

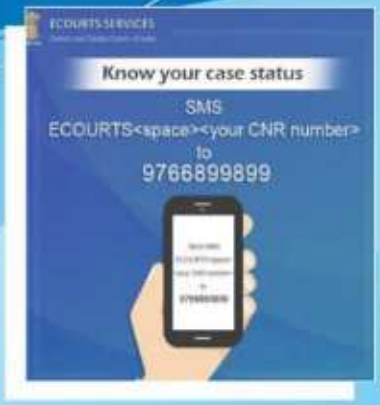
10.10.Conclusion :

From the days of CIS 1.0 then to CIS 2.0 and now CIS 3.0 the stage of the digitalization of the Indian Judiciary has been firmly laid . The ever increasing e-transaction through eCourts running to crores speak aloud the increasing dependability reliability towards the eCourts website by the litigants all over the country.With eCourts project the dream of pouring more transparency and accountability into Indian Judiciary is true now. The Case information system CIS the brain child of the ecommittee has wide opened the Indian Judicial system to the technological transition with more litigant user friendly Indian Judicial system where the litigants are having the case information literally in their hand(set) and that too 24* 7. The ever increasing etransactions under eCourts are loud standing examples of success of the eCourts project. We all can be proud at this juncture of entering into the updated version of CIS 3.0 of having contributed to our Nation's ranking forward in the international scenario and back home of having helped our litigants through the 87 crores e courts clicks during the period 1.1.2017 to 21.07.2018 which speaks aloud about the success of CIS .

---Explore the new updated Case management system 3.0 which is touching crores of litigants -----

High Court Complexes	HC Pending Cases	HC Disposed Cases	HC Cases Listed Today
39	4.35 M	91.93 K	21.34 K

District & Taluka Court Complexes	DC Pending Cases	DC Disposed Cases in Last Month	DC Cases Listed Today
3035	27.69 M	794.67 K	721.02 K



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