



**THE HIGH COURT OF KERALA**

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**HCKL/1104/2022-ECC4**

Date: 31-07-2023

**OFFICIAL MEMORANDUM**

Sub:- Implementation of mandatory e-filing of all case types except criminal cases instituted on Final Reports by Police/other Investigating Agencies in all the Courts in the District Judiciary- FAQs with respect to the e-Filing module and CIS related modules and functionalities -Reg.

Ref:- This Office OM of Even No. dated 05.07.2023

As a part of implementation of mandatory eFiling of all case types except criminal cases instituted on Final Reports by Police/other Investigating Agencies in all the Courts in the District Judiciary with effect from 01.08.2023 vide OM referred to above, FAQs with respect to the e-filing module and CIS related modules and functionalities, based on inputs from the Advocates, Advocate Clerks, meetings with Bar Associations by the Hon'ble Computerisation Committee and Staff of the Courts in the District Judiciary is prepared and enclosed herewith.

All the District Judges are hereby requested to take steps to share the FAQs to the Office Bearers of all the Bar Associations and Clerk Associations and other Stakeholders including Judicial Officers and Staff in all the Courts under their respective Jurisdiction for information and necessary action.

The District Judges are also requested to take steps to upload the FAQs in the website of the District Courts and to publish the same in the Notice Board of all the Courts under their respective Jurisdiction.

(By Order)

**Signed by Gopakumar G**  
**Date: 31-07-2023 15:31:46**

Gopakumar G  
REGISTRAR(COMPUTERISATION)-  
CUM-DIRECTOR(IT)

Encl: As above

To:- All the District Judges (District Judges are requested to bring the content of the OM to all the Judicial Officers in their respective jurisdiction as well as to share the FAQ with them).

Copy to:-  
1.All the courts  
2.All the Nodal Officers and Judicial officers of the e-cell.  
3. All the DSAs & ZOs