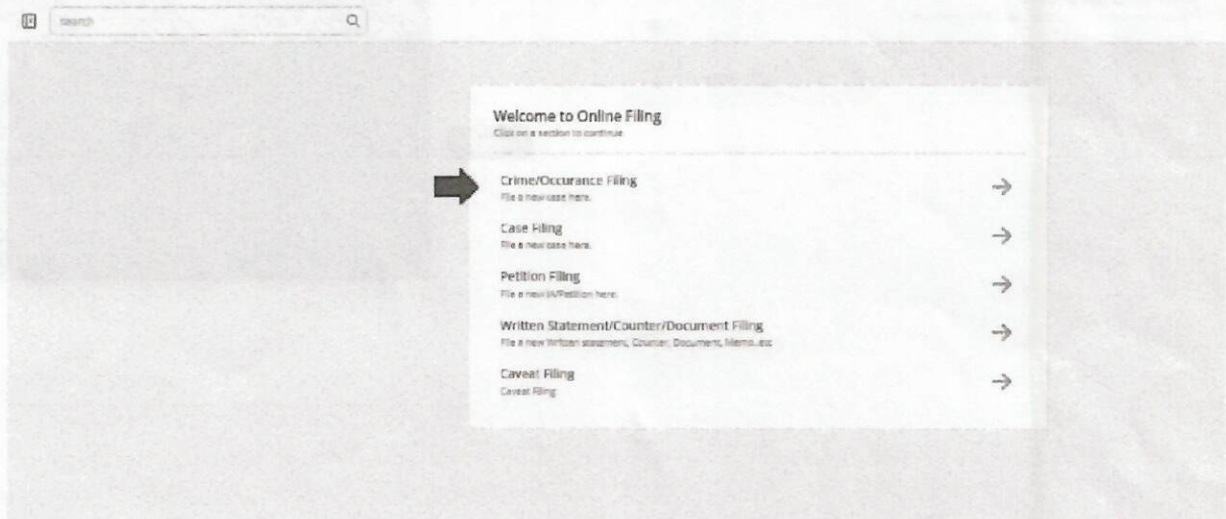


SOP for Crime / Occurrence Filing in DCMS

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

Crime/Occurrence Filing enables state law enforcement agencies, **other than the police**, to officially record crimes, occurrences, or complaints in DCMS. It captures key details such as date, time, location, nature of the crime, and information about the petitioner, accused, witnesses, and victims. This filing serves as the first formal step for registering a crime or occurrence in courts. **The feature is not intended for police, as FIR and chargesheet filing for Police is already integrated with DCMS through iCOPS API**

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



CRIME FILING

Dashboard / Filing / Crime Filing

Start New Draft Filing

See the details of the E-Filed cases.

Draft Filing		Pending Scrutiny		Defect Marked		Registered	
Efiling No	Court	Main Petitioner	Main Respondent	Status	Actions		
EF-DCK-2025-0076662	Judicial First class Magistrate Court, Kolenchery	TO test one	TS testrespondent	DRAFT	Details Edit X		
EF-DCK-2025-0076661	Judicial First class Magistrate Court, Kolenchery	TP test petitioner	TR test resp	DRAFT	Details Edit X		

Enter details of district , court and case type

Start E-filing

District *

Choose the district you want to efile into

ERNAKULAM

Court *

Choose the court you want to efile into

Judicial First class Magistrate Court, Kolenchery

Case Type *

Choose your case type

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

With/Without Charge sheet *

Indicate whether a charge sheet has been submitted

Yes No

Submit

Pending Scrutiny

Main Petitioner

Kolenchery

TO test one

Kolenchery

TP test petitioner

Whether filing with the Chargesheet or not.

The image shows a 'Start Filing' form on the left and a table of 'Pending Charges' on the right.

Start Filing Form:

- District ***: Choose a District to file in.
- Court ***: Choose the court you want to file in.
- Case Type ***: Choose your case type.
- With/Without Charge sheet ***: Indicate whether a charge sheet has been submitted.
Yes No

Pending Charges Table:

	Pending Charges	Defect Marked	Status	Actions
Subpoena	10. Subpoena	10. Subpoena	10. Subpoena	10. Subpoena
Witness	11. Subpoena	11. Subpoena	11. Subpoena	11. Subpoena
Witness	12. Subpoena	12. Subpoena	12. Subpoena	12. Subpoena
Witness	13. Subpoena	13. Subpoena	13. Subpoena	13. Subpoena
Witness	14. Subpoena	14. Subpoena	14. Subpoena	14. Subpoena
Witness	15. Subpoena	15. Subpoena	15. Subpoena	15. Subpoena
Witness	16. Subpoena	16. Subpoena	16. Subpoena	16. Subpoena
Witness	17. Subpoena	17. Subpoena	17. Subpoena	17. Subpoena
Witness	18. Subpoena	18. Subpoena	18. Subpoena	18. Subpoena
Witness	19. Subpoena	19. Subpoena	19. Subpoena	19. Subpoena
Witness	20. Subpoena	20. Subpoena	20. Subpoena	20. Subpoena

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

The image shows a form titled 'EF-DCK-2025-0076675' with the following sections:

- Basic Details**: Enter the details for the new filing below.
- Party Details**: Details of the Petitioner and Respondents.
- Crime Details**: Details of the crime.
- Witness and Victim**: Enter the witness and victim details.
- Act & Section**: Act/Section Details.
- Upload Files**: Upload Case File.
- Final Submit**: Verify and submit.

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

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

Basic Details
Case status, details of the case and category

Party Details
Details of the Petitioners and Respondents

Crime Details
Details of the crime

Witness and Victim
Enter the Witness and Victim Details

Act & Section
Act/Section Details

Upload Files
Upload Case Files

Final Submit
Verify and submit

Final Submit
Verify the details entered then submit using OTP

Get OTP & File the case.

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

[View e-file](#)

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

[Get OTP](#)

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

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

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