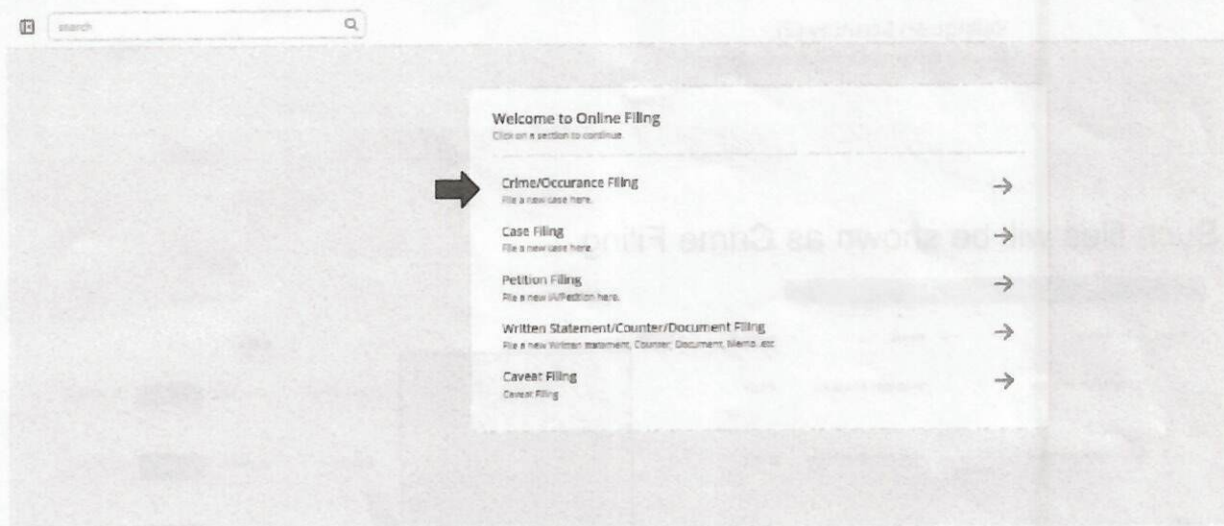


SOP for Crime / Occurrence Scrutiny in DCMS

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 **law enforcement agencies**.



When the State law enforcement agencies submit this to court, it will be available in the dashboard of CMO / JS or any court official having the Scrutiny menu in the Case File Scrutiny

Welcome to Scrutiny

Click on a section to continue.



Case File Scrutiny (31)

Scrutiny of online filed case applications.



Petition/IA Scrutiny (477)

Scrutiny of Petition/IA applications.



Document Scrutiny (251)

Scrutiny of document filed applications.



Vakalath Scrutiny (385)

Scrutiny of vakalath applications.



Caveat Scrutiny (1)

Scrutiny of caveat applications.



Relinquish Scrutiny (2)

Scrutiny of Relinquishment applications.



Such files will be shown as Crime Filing

Pending Scrutiny				Defective		Registered	
Sl. No.	e-File Number	Filed At	Case Type	Party	Status	Actions	
1	EF-DCK-2025-0075905	30-08-2025 4:24:08 PM	Cr.LMP		Pending Scrutiny	Details	Verify Timeline
2	EF-DCK-2025-0073838	29-08-2025 12:30:49 PM	Cr.LMP		Pending Scrutiny	Details	Verify Timeline
3	EF-DCK-2025-0063932	22-08-2025 3:03:39 PM	Cr.No(ERN-ERO-Mamala)		Pending Scrutiny	Details	Verify Timeline
4	EF-DCK-2025-0054995	17-08-2025 12:54:18 PM	Cr.No(ERN-ERO-Mamala)		Pending Scrutiny	Details	Verify Timeline
5	EF-DCK-2025-0048588	13-08-2025 11:10:07 AM	Cr.No(ERN-ERO-Mamala)		Pending Scrutiny	Details	Verify Timeline

These files can be forwarded to the Hon'ble Judge after choosing the court, entering the remarks and clicking on Send to Judge

e-File Number : EF-DCK-2025-0048588

Cr.No(EFN-ERO-Mamala)	Party	Respondents
Cr.No(EFN-ERO-Mamala) Filed On: 12/08/2025 11:16:27 AM REQUEST Petitioner(s) P1 - Ex-Inspector PRAYER Arrested/Committed Offence Under section 150 FILED BY A Ex-Inspector/Officer Mamala On	P1 - Ex-Inspector [Redacted] Case File	R1 - [Redacted]

SCRUTINY

Timeline Add Remarks

Court *

Remarks *

BACK TO LIST SEND TO JUDGE

Such files will be available in the Case File Scrutiny tab of Hon'ble Judge

Welcome to Scrutiny
Click on a section to continue.

Case File Scrutiny (31) Scrutiny of online filed case applications.	→
Petition/IA Scrutiny (477) Scrutiny of Petition/IA applications.	→
Document Scrutiny (251) Scrutiny of document filed applications.	→
Vakalath Scrutiny (385) Scrutiny of vakalath applications.	→
Caveat Scrutiny (1) Scrutiny of caveat applications.	→
Relinquish Scrutiny (2) Scrutiny of Relinquishment applications.	→

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.

The screenshot shows a web form titled "SCRUTINY". On the left, there is a "Timeline" section with a "Test CMO" button and a "Mark as Defect" button. The main form area contains the following fields:

- Mark as Defect:** A dropdown menu.
- Enter Defect:** A text input field.
- Crime Case Type:** A dropdown menu with options like "Crime Case Type", "Crime Case Type", and "Crime Case Type".
- Crime Number:** A text input field.
- Crime Year:** A text input field.
- Court:** A dropdown menu with options like "Court", "Court", and "Court".
- Purpose:** A dropdown menu with options like "Purpose", "Purpose", and "Purpose".
- Date of hearing:** A text input field.

At the bottom right, there are two buttons: "BACK TO SCRUTINY" and "REGISTER".

Further chargesheet can be filed by state law enforcement agency 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.**

After the registration of the chargesheet using the document filing module, the Crime / Occurrence case can be registered by using the Filing Offline menu

The screenshot shows a web dashboard titled "Case Filing, Scrutiny and Registration". On the left, there is a sidebar menu with the following items:

- off
- Document Filing Offline
- Filing Offline
- Caseat Offline Filing
- Feature Filing Offline

An arrow points to the "Filing Offline" item. The main dashboard area has a header "Dashboard / Registration" and a navigation bar with "FILING", "SCRUTINY", and "REGISTRATION" tabs. Below the navigation bar, there is a "Filing Number" field and a "Copy previous case data" button. At the bottom, there are "Search" and "Clear" buttons.

Clear objections if any from the scrutiny tab

FILING

REGISTRATION

Filing Number: [REDACTED]

[SEARCH] [CLEAR]

Filing No: Cr.No(ERN-ERO-Mamalak) 40/2025
Filed on: 15/10/2025 15:18:37 **CNR No:** KLER050015662925

excise officer vs. test respondent [REDACTED] View Case Details

FILING NO.	FILING DATE	CNR No
Cr.No(FRII-ERO-Mamalak) 40/2025	15/10/2025	KLER050015662925

PARTY DETAILS

CA'S DETAILS

Proceed with the registration

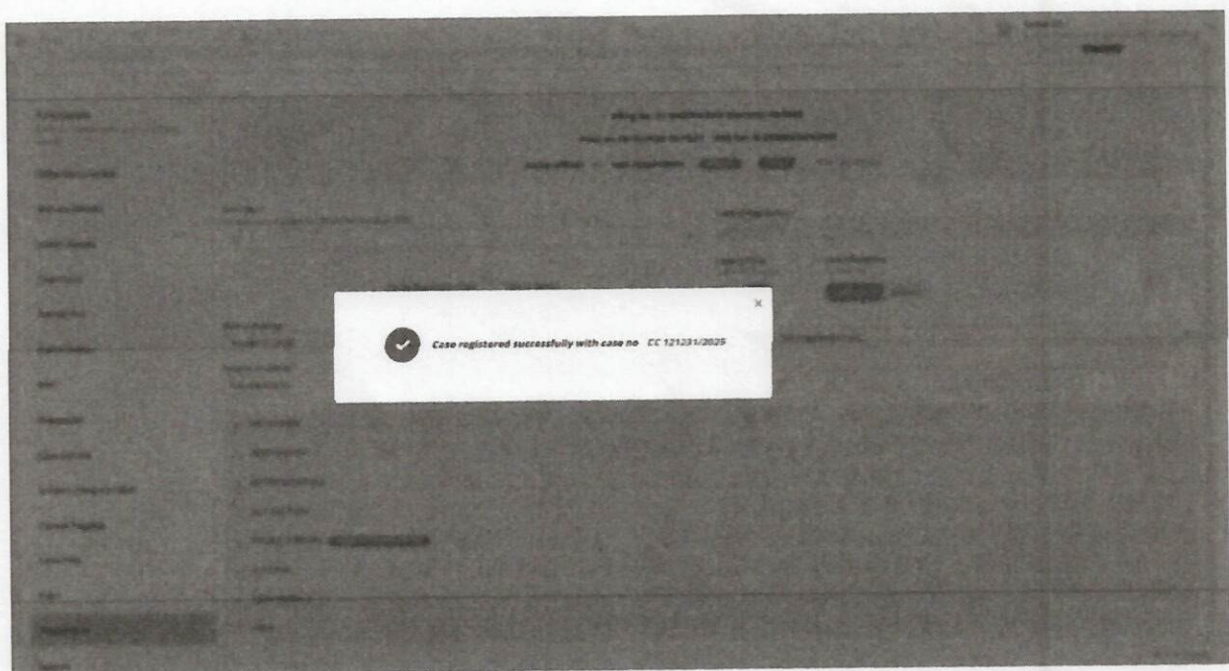
[illegible]

Select Case type and other required fields and click on Register case

The screenshot shows a web application for case registration. On the left is a sidebar menu with options: Party Details, Other Party Details, Witness Details, Victim Details, Trial Court, Act Section, Police Station, MVC, Position, Case Details, Subject Category, Case Tagging, Case File, Fees, and Registration (which is highlighted). The main form area contains several sections:

- Case Type:** A dropdown menu with '14' selected. Below it are radio buttons for 'Charge Registration Date' and 'Inmate Appeal'.
- Date of Filing:** A date field showing '09/07/2025'.
- Purpose of Filing:** A dropdown menu with '1' selected.
- Case Details:** A large section with expandable categories: PERFORMER, RESPONDENT, WITNESS DETAILS, ACT SECTION, POLICE STATION (with a value '09/07/2025'), IN FILING, CASE DETAILS, and FEES.
- Case Registration:** A section with 'Legal Filing' and 'Case Monitoring' sub-sections, each containing a 'Register' button.
- Sub-Program:** A dropdown menu with '1' selected.

 At the bottom right of the form, there is a red arrow pointing to a button labeled 'Register Case'.



Thus, the case will be registered