

1. Introduction

A new provision has been introduced in the **Judgment / Order Upload Module** to enable courts to upload **Bail Orders, Bail Bonds, and Release Memo** separately. Once uploaded and submitted, these documents are automatically transmitted to the **ePrison application** for further processing.

2. Uploading Bail Orders, Bail Bonds, and Release Memos

2.1 Accessing the Upload Module

1. Navigate to the **Judgment / Order Upload** section.
2. Search for the case by selecting:
 - Case Type
 - Case Number
 - Year
3. Click **Search** to load the case.

The screenshot displays the 'Judgment / Order Upload' interface. At the top, there are three search filters: 'Case Type' with a dropdown menu showing 'ST', 'Case Number' with an empty input field, and 'Year' with a dropdown menu showing '202'. A blue 'Search' button with a magnifying glass icon is positioned to the right of these filters. Below the search filters, a light blue banner displays the search results: 'ST / 202' on the left, 'State of Kerala (Police) V/S' in the center, and a red 'DISPOSED' button on the right. Below the banner, there are four more filters: 'Type Of Order' with a dropdown menu showing 'Type Of Order', 'Hearing Dates' with a dropdown menu showing 'Select an option', 'Is it a Bail Order/Bail Bond/Release Memo?' with a dropdown menu showing 'No', and 'Document File' with a text input field containing 'Select file to be uploaded'. At the bottom, there are two buttons: a blue 'Direct Upload' button and a green 'Send For Digital Signature' button.

2.2 Selecting the Order Type

Two new order types have been added to the module:

- Type Of Order

Interim Order

Final Decree

Remand Order

Police Custody

Award

Cost List

Bail Bond

Release memo

Preview

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Dummy PDF file

“Is it a Bail Order / Bail Bond / Release Memo?”
Select **Yes**.

Type Of Order

Type Of Order

Hearing Dates

Select an option

Is it a Bail Order/Bail Bond/Release Memo?

Yes

Document File

Select the document you want to upload

Select file to be uploaded

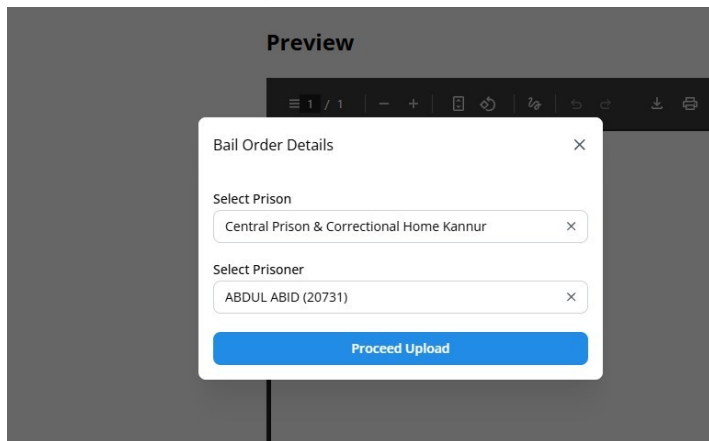
Direct Upload

Send For Digital Signature

If *Yes* is selected:

1. Upload the corresponding Bail Order / Bail Bond / Release Memo document.

2. A pop-up window titled **Bail Order Details** will open.
3. Choose the **Prison** from the dropdown.
4. Select the **Prisoner**.
5. Click **Proceed Upload** to finalize the upload.



3. Auto-Transfer to ePrison

Once the upload is completed, the system automatically sends the **Bail Order / Bail Bond / Release Memo** to the **ePrison application** for necessary action.

Note: All courts are directed to mandatorily upload the bail order immediately once it is ready and forward the same to the prison without delay. After the bail bond is executed, the release memo/order and the bail bond shall also be uploaded using this module.