STANDARD OPERATING PROCEDURE (SOP) FOR IMPLEMENTATION OF UNIFIED CASE TYPE FRAMEWORK

This Standard Operating Procedure (SOP) is issued to ensure uniformity, standardisation, and procedural correctness in the classification, filing, registration, and management of the cases across all the courts in the District Judiciary by implementing a Unified Case Type Framework in the District Court Case Management System (DCMS). This SOP is applicable to **all fresh filings** as well as **all pending and legacy cases** with effect from 01.01.2026 in the Courts in the District Judiciary, unless specified otherwise. However, it does not extend to Special Tribunals and Quasi-Judicial bodies.

1. Purpose and Applicability

At present, different courts are following divergent case type nomenclatures and practices, resulting in dissimilarity across the judiciary. Further, certain matters such as Long Pending Cases, bail applications filed before Sessions Courts etc., which are not substantive cases, are presently being registered as regular cases, leading to data inconsistency and procedural anomalies.

With a view to ensure consistency, standardisation of data, and adherence to procedures, a Unified Case Type Framework in DCMS has been proposed and approved for implementation across all the courts in the District Judiciary. A comprehensive list of **approved Main Case Types, Appeal Types, Petition Types, and Filing Types** is enclosed with this SOP. This list was created by **removing or renaming certain existing case types** to eliminate duplication and to ensure consistent nomenclature. Certain new Main Case Types, Appeal Types, Petition Types, and Filing Types are **added** to bring clarity and to ensure rule compliance. Certain currently used Case Types are converted to Petition Types, considering its nature.

From 01.01.2026 onwards, **only the Main Case Types, Appeal Types, Petition Types, and Filing Types as per the approved list** shall be used in the Courts in the District Judiciary. These changes will apply to **all pending and legacy**

cases, except matters pending under Crl.MP and LP case types, with effect from 01.01.2026. The changes to the **matters pending under Crl.MP and LP case types** will take effect **only prospectively from 01.01.2026**. A separate Office Memorandum will be issued separately to cover the pending matters in LP category and no updation is currently required in respect of such matters. All other pending matters shall be processed, and necessary changes shall be carried out, in accordance with the approved Uniform Case Type / Petition Type / Appeal Type / Filing Type framework and this SOP.

In case of any inconsistency with any of the clauses of the prior SOPs and Practice Directions issued regarding e-filing, the clauses of this SOP will prevail.

2. Classification of Case Types

Under the unified framework, the proceedings filed in the Courts are classified into **the following four categories**:

(a) Main Case Type

Matters which **require formal registration as a main case after filing, but not an appeal.**

Eg: OS, OP, CC, ST, SC, CP etc.

(b) Appeal Type

Matters which **require registration as an appeal after filing**, arising from judgments or orders of the trial courts or other authorities.

Eg: AS, CMA, Crl.A, RCA etc.

(c) Petition Type

Matters which are **interlocutory, supplemental or ancillary in nature**, will be treated as petitions and **not to be registered as main cases**.

Eg: IA, EA, IA (Review), IA (Restoration), IA (FDA), Crl.MP etc.

(d) Filing Type

Matters for which **only a filing number is to be generated** and cannot be registered as a case at any stage. These filings are meant for tracking purposes only and shall remain as filings permanently.

Eg: LP, RC, UD, BA, Crl.MP (Complaint) etc.

3. Enabling e-filing in approved Case Types/Appeal Types/Petition Types/Filing Types

- The Senior System Officers (SSOs) shall mark the Case Types/Appeal Types/Petition Types/Filing Types, which are approved and which are required for e-filing in the respective court, as "Efiling Enabled" 'Yes' in the CMS Master of the Courts available in their profile. On such marking, the e-filers can e-file fresh matters under these categories. E-filing will be allowed only for case types that are so made active.
- The approved Case Types which are not required for e-filing, but required at the Court end for case registration like CC, ST, MC and CP in Magistrate Courts, shall be updated with the "Active" as 'Yes' and "E-filing Enabled" as 'No'. For such case types, the registration of cases will be possible only from court end.
- Eg: In Magistrate Courts, though CC, ST, MC and CP are approved Case Types, the complaints can be e-filed by e-filers to such Courts only as Crl.MP (Complaint) or Crl.MP (Protest Complaint). So Filing Types, Crl.MP (Complaint) and Crl.MP (Protest Complaint) shall be marked "E-filing Enabled" as 'Yes', but not for the Case Types CC, ST, MC and CP. The Case Types CC, ST, MC and CP shall be marked "Active" as 'Yes' and "E-filing Enabled" as 'No'.
- To enable e-filing of bail applications in crime cases, which are not registered in the system, the Filing Type, 'BA' shall be marked as "E-filing Enabled" in Sessions Courts and Magistrate Courts.

- Eg: In Magistrate Courts, if FIR is not verified and assigned with a Crime Number in DCMS, such cases will not be available for e-filer to file bail applications. In order to handle such situations, the Filing Type 'BA' shall be marked as "E-filing Enabled" in the Magistrate Courts. When such Crime Number is not be available in the Sessions Courts, the Filing Type 'BA' shall be marked as "E-filing Enabled" in Sessions Courts to manage filing of anticipatory and regular bail applications before the Sessions Courts.
- Since the e-filers can directly file before the Civil Courts, all approved civil case types shall be marked "E-filing Enabled" in Civil Courts, as required.
- The Case Types/Appeal Types/Petition Types/Filing Types, which are **newly introduced as per the approved list** will be added to the CMS Master of the Courts in DCMS by the High Court. The e-filing under these types shall be enabled by the SSOs as per the requirement in the Courts.

4. Management of the existing Case Types which are removed after unification

The following steps shall be followed by all SSOs to manage the matters under such case types in the Courts in their respective Districts.

- If a Court has a Case Type in its CMS Master, which is removed after the unification process, the SSO shall check whether there is any pending or disposed case under that Case Type. If there is no such case, SSO shall use the "Disable" button in Case Type Master to permanently disable that Case Type. This will make the Case Type inactive in that Court.
- If there is any pending or disposed case under such Case Types in a Court, the action to 'Disable' it will not be allowed by the system. SSO can mark that Case Type as "Active" 'No'. On such an update the said Case Type will no longer be available for filing or registration of cases. All such cases shall be converted to corresponding approved Case Type/Petition Type/Appeal Type/Filing Type, following the steps detailed in Clause 5 of this SOP dealing with Case Conversion.
- Eg: OP (HMA) which was available earlier as a Case Type shall cease to exist

as a Case Type after unification and all pending cases under the Case Type OP(HMA) shall be converted to OP as per Clause 5.

- When restoring a main case which is not a valid Case Type or Appeal Type after the unification, the same has to be converted either to a valid Case Type or Appeal Type or Petition Type as per guidelines before further process.
- Ensure that **no new case is registered** under any unapproved or legacy case type.

5. Handling the Case Types which will be modified after unification

- After the unification process, modifications to Case Types will reflect in three forms as (i) Renaming of existing Case Types, (ii) Conversion of a Main Case Type to another Main Case Type and (iii) Conversion of a Main Case Type to Petition Type.

(i) Renaming of existing Case Types

- **SSO** shall rename the appropriate Case Type/Petition Type/Filing Type/Appeal Type in CMS Master according to the approved list.

  Eg: SOP is renamed as OP (Succession), IOP as OP (Insolvency) etc.

(ii) Conversion of a Main Case Type to another Main Case Type

- After unification, where an existing Case Type is converted as another Main Case Type, **the Court Staff concerned** shall, after referring to the case file and allied records, convert the Case Type using **Case Type Conversion Tab, which is available** in the **Unification module**.
- If cases are registered under duplicates of the very same Case Type (eg: RCP, R.C.P etc.), the Court Staff concerned shall verify under which Case Type, there is a larger number of registered cases. Such Case Types with larger number of registered cases may be retained, so as to reduce the workload of Case Type conversion. If the Case Type so selected is not one included in the approved Case Type list, the same may be renamed to the corresponding approved

uniform Case Type. The cases registered under other Case Types with fewer numbers shall be converted to the approved Case Type, using the **Case Type Conversion Tab, which is available** in the **Unification module**.

- Eg: In a Court if 100 cases are registered under the Case Type R.C.P. and 50 cases are registered under the Case Type RCP, the Case Type R.C.P. may be selected as the Case Type to be retained. However, as R.C.P. is not an approved Case Type, after unification, the same may be renamed as RCP. Now 100 R.C.P. cases will be registered in the system under the approved Case Type of RCP. However, in order to bring the existing 50 'RCP' cases also to the selected category, the said 50 cases may be converted to the selected Case Type of 'RCP' using the Case Type Conversion Tab, which is available in the Unification module.
- After unification, the Case Types like OP(H&M), GOP, etc. will not be available and all such cases shall be converted to the **Case Type: OP.** Accordingly, while converting and mapping all pending cases, it shall be ensured that the **appropriate subject is mandatorily entered** to clearly identify the nature of the OP, to ensure proper identification, classification, and reporting.

(iii) Conversion of a Main Case Type to Petition Type.

- Under the Unification process, where a matter is currently registered as a **main case**, but is in substance a **petition**, the same shall be converted to the corresponding **Petition Type** using the **Main Case to Petition Conversion module** by the **Court Staff concerned** after verifying the case file and allied records.

  Eg: The cases which are currently pending under the case types like FDA, RP, Rest.Petn. etc. shall be converted to corresponding Petition Types like IA (FDA), IA (Review), IA (Restoration Petition), IA (Set aside Ex parte decree) etc.

- If the Main Case to which the converted Petition has to be registered is not available in the system, the Court Staff shall first register the said Main Case using **Legacy Filing in the Offline Filing module** and then proceed to convert and register the Petition under it. **The disposal status of the Main Case shall be properly entered in the system using Legacy Disposal Menu.**

  Eg: The OS in which an existing FDA was filed is not available in the DCMS, the Court Staff shall first register the OS using Legacy Filing in the Offline Filing module. The disposal status of the OS shall be correctly updated in the system using Legacy Disposal Menu. Then the FDA shall be converted to the Petition Type IA (FDA) using the Main Case to Petition Conversion module and register it under the OS.

- Once a case is converted as petition, **there is no provision to revert the case to the earlier Main Case Type**, including from the backend or through any administrative intervention. Each conversion shall be done with due verification and responsibility.

6. Management of Filing Types

- The cases registered as crime cases during the pendency of investigation by the Law Enforcement Agencies shall be entered in the system with the filing number only. Similarly, all LP, RC, Crl.MP (Complaint), Crl.MP (Protest Complaint) and UD cases shall also be entered with the filing number.
- In matters initiated on the basis of a Crime Number, once the FIRs are registered, they shall be consumed and filed into the system. The Court shall classify the matter as a filing type under the category “Crime.” All such matters will remain as filing types only, and no case registration shall be undertaken at this stage. On the receipt of a positive Final Report/Complaint, the matter shall be registered under the appropriate Case Type like ST, CC, CP, SC etc. If the Final Report is in the form of a Refer Charge or Undetected Case, the same shall be handled as per O.M. No. HCKL/10434/2025-IT-TC2-HC KERALA

7. Training and Awareness

- **Detailed training sessions** on the unified case type framework and conversion procedures have already been conducted for the concerned SSOs.
- SSOs shall extend necessary technical support to court officials wherever required to ensure smooth implementation.

8. Registration of Bail Applications – Standard Procedure

Filing of Bail Application when Crime Number is *not consumed* in the Court

- In Magistrate Courts, if FIR is not verified and assigned with a Crime Number in DCMS, such cases will not be available for e-filer to file bail applications. In order to handle such situations, the Filing Type 'BA' will be available for the e-filer to file the Bail Application under Case Filing Tab. Similarly, when such Crime Number is not available in the Sessions Courts, the Filing Type 'BA' will be available for the e-filer to file the Bail Application under Case Filing Tab in Sessions Courts.
- The matter shall be registered strictly as a Filing Type and it shall not be registered as a Main Case.

Filing of Bail Application when Crime Number is *consumed* in the Court

- Where the Crime Number is consumed by the Court, the e-filer shall file the Bail Application as a **Petition by selecting the Petition Type "Crl.MP" by choosing the existing Crime Number by choosing it under Filing Number.**
- The matter shall be registered strictly as a Petition Type and it shall not be registered as a Main Case/Filing Type.

Filing of Bail Application when the Main Case is registered in the Court

- Where the Main Case is registered by the Court after taking cognizance on the Final Report or Complaint, the e-filer shall file the Bail Application as a **Petition by selecting the Petition Type "Crl.MP" by choosing the Main Case,** (CC /

ST / CP / SC as the case may be**).**

- The matter shall be registered strictly as a Petition Type and it shall not be registered as a Main Case/Filing Type.

9. Case Numbering Pattern

All Case numbers except for Sessions Cases from 01.01.2026 will be **Auto Generated** by the system. **Manual numbering options will not be available for case registration** except for Sessions Cases and Sessions Case (PMLA). If due to any Establishment Unification issue, Manual Numbering is required in any Court, the SSO concerned shall report it to the Development Team at the earliest to enable it.

Main Case Numbering Pattern

Each **Main Case Type** shall follow an **independent, continuous, year-wise numbering series**.

- Numbering shall commence from **1** at the beginning of every calendar year.
- Numbering of one Main Case Type shall **not be combined with or linked to** any other Main Case Type/Petition Type.
- To identify the subject matter of the cases, the Subjects shall be correctly updated.

Example:
OP/1/2026, OP/2/2026, OP/3/2026
OP (Insolvency)/1/2026, OP (Insolvency)/2/2026

Appeal Type Numbering Pattern

Each **Appeal Type** shall follow a **numbering pattern identical to Main Case Types**, with an **independent, continuous, year-wise serial number**.

- Numbering shall reset at the beginning of each calendar year.
- Each Appeal Type shall have its **own exclusive numbering series**.
- Appeal numbering shall **not be linked to or merged with** Main Case, Petition,

or Filing numbering.

- To identify the subject matter of the cases, the Subjects shall be correctly updated.

Example:
CMA/1/2026, CMA/2/2026, CMA/3/2026
CMA/1/2027, CMA/2/2027

Petition Type Numbering Pattern

Petition Types such as IA, EA, IA(Restor), and Crl.MP shall follow a **case-linked, sequential numbering system based on the year and petition type**.

- Numbering shall be sequential **within the concerned Main Case**.
- Petition numbering shall **reset every calendar year** for each Main Case.
- Petition numbers shall be **independent of Main Case numbers** and used only for intra-case reference.

Example:
IA 1/2026, IA 2/2026, IA 3/2026, IA 1/2027….
Crl.MP 1/2026, Crl.MP 2/2026, Crl.MP 1/2027…

Filing Type Numbering Pattern

Filing Types shall follow a **separate filing-number series**, distinct from case or petition numbering.

In cases where the **Crime Number is not registered or not available in Court**, Bail Applications (BA) shall be:

- Registered **with Filing Number only**
- Assigned a **continuous, year-wise filing number**

- Will not be treated as registered cases and will be excluded from filing, pendency, and disposal statistics

Example:

BA 1/2026 *(Filing Number)*

BA 2/2026 *(Filing Number)*

BA 1/2027 *(Filing Number)*

Numbering pattern when converting a Main Case to another Main Case type

When a Main case is converted from one Case Type to another Main Case Type that follows a continuous numbering pattern, Court Officials shall select 'Yes'. If **'Yes'** is selected, the system will identify the receiving Case Type and the year of conversion, then assign the same case number, provided that no case is already registered with that number. If another case is registered in the same number under the same Case Type, the conversion to that number is not allowed and an appropriate message is displayed.

Eg OP (HMA) 1/2023 is converted to ORIGINAL PETITION then it will become ORIGINAL PETITION 1/2023

If '**No'** is selected, the system will identify the receiving Main Case Type and the year of conversion, then check the highest number already registered for that case type in that year and assign the next consecutive number.

For example, if the last registered case in CC for 2023 is CC 239/2023, the converted case will be numbered CC 240/2023.

Numbering pattern when converting a Main Case to Main Case which had continuous number earlier

When a Main case is converted from one Case Type to another Main Case Type that follows a continuous numbering pattern , the system will identify the

receiving Case Type and the year of conversion, then assign the same number.

Eg OP (HMA) 1/2023 is converted to ORIGINAL PETITION then it will become ORIGINAL PETITION 1/2023

Numbering pattern when Converting Main Case into a petition under another main case

When a main case is converted to a petition, system will first verify the receiving main case and the petition type, then check whether any petition of the same type already exists under that receiving case; if such petition of the same type exists, the next sequential petition number will be assigned, and if no petition of that type exists, the numbering will start from 1 for that year.

For example, if a case FDA 1/2021 is converted into an IA(FDA) under OS 1/ 2021 and since no IA (FDA) is already registered under that case, the assigned number will be IA (FDA) 1/2021.

Numbering pattern when converting Main Case already having petitions into a petition under another main case

In the main case to petition conversion process, when a petition was filed as a main case type and contained multiple petitions, all such petitions will be added to the target main case as individual petitions. The system will first verify the receiving main case and the petition type. It will then check whether any petition of the same type already exists under the receiving case. If a petition of the same type exists, the next sequential petition number will be assigned. If no petition of that type exists, the numbering will start from 1 for that year. Each petition will be numbered based on its petition type and the last available petition number for the corresponding year in the receiving main case.

For example if an FDA 1/2021 contains:

IA 1/2021

IA 2/2021

And this FDA is converted as a petition IA (FDA) in the main case OS 10/2020,

which already contained petitions:

IA 1/2020

IA 2/2021

IA 3/2022

After conversion, the numbering in OS 10/2020 will be

IA 1/2020.

IA (FDA) 1/2021 (main case FDA converted to petition)

IA 2/2021

IA 3/2021. (Newly added from petition of old FDA)

IA 3/2022

10. Addition/Modification of Case Types

If any Many Case Type/Petition Type/Appeal Type/Filing Type is required to be added or modified, the same may be communicated to the High Court via email it.hckerala@gov.in, by detailing reasons in support thereof and citing the relevant statutory provisions.

REVISED UNIFIED

CASE TYPE/ PETITON TYPE/ FILING TYPS AND APPEAL TYPE

TO BE IMPLEMENTED AT

ALL THE TRIAL COURTS OF

THE DISTRICT JUDICIARY

IN THE STATE OF KERALA

INDEX

SERIAL NUMBER	DISCRIPTION	PAGE NUMBER
1	CASE TYPE (ANNEXURE -I)	3 - 4
2	PETITION TYPE (ANNEXURE -II)	5
3	APPEAL TYPE (ANNEXURE -III)	6
4	FILING TYPE (ANNEXURE -IV)	7

CASE TYPE (ANNEXURE -I)

CC	CALENDAR CASE	Criminal
Crl.RP (Calendar)	CALENDAR REVISION PETITION	Criminal
CP	COMMITTAL PROCEEDINGS	Criminal
Crl.MP(Exe)	CRIMINAL MISCELLANEOUS PETITION (EXECUTION)	Criminal
Crl.MP(TP)	CRIMINAL TRANSFER PETITION	Criminal
Crl.RP	REVISION PETITION (CRIMINAL)	Criminal
CS	COMMERCIAL SUIT	Civil
Ele.Pet(Mun)	ELECTION PETITION (MUNICIPAL)	Civil
Ele.Pet(Pan)	ELECTION PETITION (PANCHAYAT)	Civil
EP	EXECUTION PETITION	Civil
EP(Com)	EXECUTION PETITION (COMMERCIAL)	Civil
OP(Indigent)	ORIGINAL PETITION (INDIGENT)	Civil
LAR	LAND ACQUISITION REFERENCE	Civil
LAR(NHA)	LAND ACQUISITION REFERENCE (NHA)	Civil
MA(Arb)	MISCELLANEOUS APPLICATION (ARBITRATION)	Civil
MC	MISCELLANEOUS CASE	Criminal
Rev. Pet.(MV)	REVISION PETITION (MOTOR VEHICLES ACT)	Civil
OA(EFL)	ORIGINAL APPLICAITION (EFL)	Civil
OA(V&A)	ORIGINAL APPLICATION (VESTING AND ASSIGNMENT)	Civil
OP	ORIGINAL PETITION	Civil
OP (Cooperative)	ORIGINAL PETITION (CO SCTY)	Civil
OP(Arb)	ORIGINAL PETITION (ARBITRATION)	Civil
OP(Insolvency)	ORIGINAL PETITION (INSOLVENCY)	Civil
OP(MV)	ORIGINAL PETITION (MOTOR VEHICLES)	Civil
OP(TP)	ORIGINAL PETITION (TRANSFER)	Civil

OS	ORIGINAL SUIT	Civil
RCP	RENT CONTROL PETITION	Civil
Rev. Pet.(Rent Control)	REVISION PETITION (RENT CONTROL)	Civil
SC	SESSIONS CASE	Criminal
SC(PMLA)	SESSIONS CASE (PMLA)	Criminal
OP(Succession)	ORIGINAL PETITION (SUCCESSION)	Civil
ST	SUMMARY TRIAL	Criminal
OS (Summary)	SUMMARY SUIT	Civil
EP(Arb)	EXECUTION PETITION(ARBITRATION)	Civil

PETITION TYPE (ANNEXURE -II)

Petition Type	Description	Nature
IA	INTERLOCUTORY APPLICATION	Civil
EA	EXECUTION APPLICATION	Civil
IA(Review)	INTERLOCUTORY APPLICATION (REVIEW)	Civil
IA(Restoration)	INTERLOCUTORY APPLICATION (RESTORATION)	Civil
EA(Misc)	EXECUTION APPLICATION (MISCELLANEOUS)	Civil
Crl.MP	CRIMINAL MISCELLANEOUS PETITION	Criminal
IA(FDA)	INTERLOCUTORY APPLICATION (FINAL DECREE APPLICATION)	Civil
IA (Set aside Ex parte Decree)	INTERLOCUTORY APPLICATION (SET ASIDE DECREE)	Civil
Crl.MP(Ab)	CRIMINAL MISCELLANEOUS PETITION (ABSENT PETITION)	Criminal
MP	MISCELLANEOUS PETITION	Civil
CMApn.(Arb)	CIVIL MISCELLANEOUS APPLICATION((ARBITRATION))	Civil

APPEAL TYPE- GENERAL LIST - (ANNEXURE -III)

Appeal Type	Description	Nature
AS(Election)	CIVIL APPEAL (ELECTION)	Civil
Crl.A	CRIMINAL APPEAL	Criminal
AS	CIVIL APPEAL	Civil
CA	COMMERCIAL APPEAL	Civil
Appeal(MT)	APPEAL (MEDICAL TRIBUNAL)	Civil
Crl.A(UAPA)	CRIMINAL APPEAL (UNLAWFUL ACTIVITIES (PREVENTION) ACT)	Criminal
CMA(UV)	CIVIL MISCELLANEOUS APPEAL(UNDERVALUATION)	Civil
CMA(Arb)	CIVIL MISCELLANEOUS APPEAL (ARBITRATION)	Civil
CMA	CIVIL MISCELLANEOUS APPEAL	Civil
RCA	CIVIL APPEAL (RENT CONTROL)	Civil
AS(Indigent)	CIVIL APPEAL (INDIGENT)	Civil
MVAA	MOTOR VEHICLES ACT APPEAL	Civil

FILING TYPE- GENERAL LIST - (ANNEXURE -IV)

Filing Type(Such cases shall not register in any circumstances)	**Description**	**Nature**
RC	REFERRED CASE	Criminal
UD	UNDETECTED CASE	Criminal
LP	LONG PENDING CASE	Criminal
BA	BAIL APPLICATION	Criminal
Crl. MP(Complaint)	CRIMINAL MISCELLANEOUS PETITION (COMPLAINT)	Criminal
Crl. MP(Protest Complaint)	CRIMINAL MISCELLANEOUS PETITION (PROTEST COMPLAINT)	Criminal
Crime Number as per the Law enforcement Agency Name		Criminal