THE HIGH COURT OF KERALA

HCKL/1728/2024-IT-TC2

Kochi -682031
Date: 04-04-2026

NOTICE

Sub: Implementation of Online Certified Copy Mechanism through DCMS – Reg.

The Online Copy Application Module in District Court Case Management System (DCMS) is revamped to eliminate the need for submitting physical copy applications, ensuring that the entire process is managed exclusively through the DCMS online platform. **Accordingly, the process for filing certified copies in the Courts in the District Judiciary has been fully transitioned to an online mode with effect from 06.04.2026.** The same shall apply to all Courts and Tribunals where DCMS is in operation.

Advocates are requested to take note of the following:

- All copy applications shall be filed exclusively through the DCMS online platform.
- No physical applications or printouts shall be accepted at any stage.
- The entire process, including filing, scrutiny, processing, and issuance, shall be through DCMS.
- Payment of prescribed fees shall be made only through the e-payment facility provided in DCMS.
- Certified copies will be issued based on the online application without requiring any physical submission or verification of documents
- If any application is not e-filed due to technical reasons or is physically filed as permitted under Rule 10 of the Electronic Filing Rules for Courts (Kerala), 2021, it shall be mandatory that all such applications, once physically filed, are e-filed through the e-filing system immediately after the system becomes operational. The resubmission shall be done at the earliest possible time and shall not be delayed beyond the same working day once the system is restored.

- **The certified copies will be issued either electronically or in the physical form, as applied for by the applicant.**

The Guidelines for Filing and Processing of Copy Applications in DCMS are enclosed herewith for reference.

All District Judges are requested to circulate this notice among Bar Associations, Clerk Associations, Judicial Officers, staff, and other stakeholders, and to upload the same on the District Court website as well as display it on the Notice Boards of all Courts under their jurisdiction.

(By Order)
Digitally signed by
Joseph Rajesh K A
Date: 04-04-2026
13:10:44

JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

Encl:- Guidelines for Filing and Processing of Copy Applications in DCMS
To:- All District Courts.
All District Judges.
All Nodal Officer.
All SSOs
The File/Stock File

Guidelines for Filing of Copy Application in DCMSfor Applicants (Advocates, litigants, prosecutors, Government Officials, Investigating Agencies)

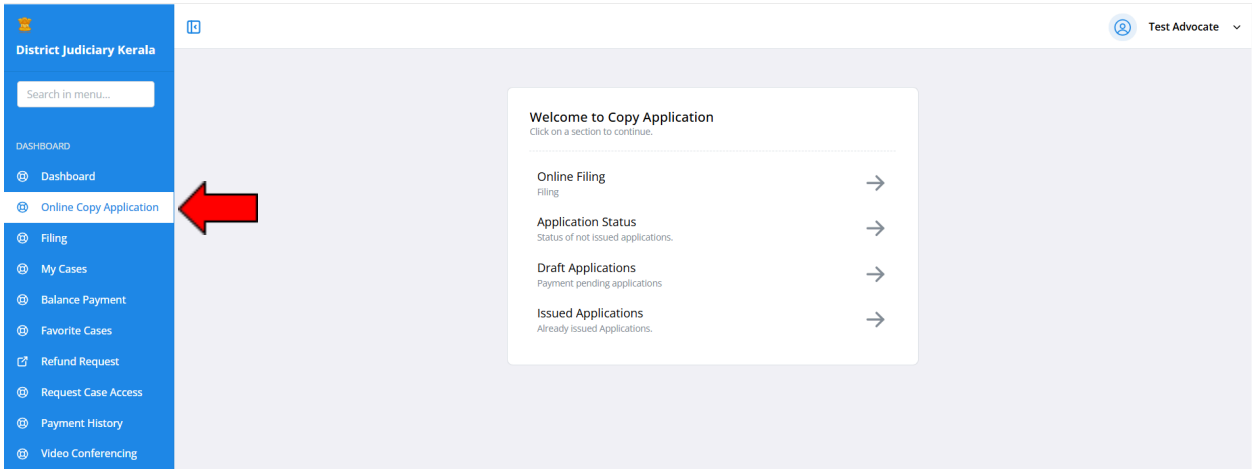
The **revamped Online Copy Application Module** in DCMS is designed to **eliminate the need for physical applications**, ensuring the entire process is managed exclusively through the online platform. Applicants can now access, download digital certified copies, or opt for physical delivery directly through their dashboard.

The copy application workflow in DCMS commences with the applicant submitting an online application via the Online Copy Application module. Upon submission, the application undergoes verification and processing by the designated court official. Once the application is approved, the applicant must pay the prescribed fees either online or offline. After successful payment, the court generates the certified copy, which may be delivered as a physical document or in digital format, based on the applicant's preference. Applicants can access and download the digital certified copy directly from their DCMS dashboard, or opt for physical delivery as required.

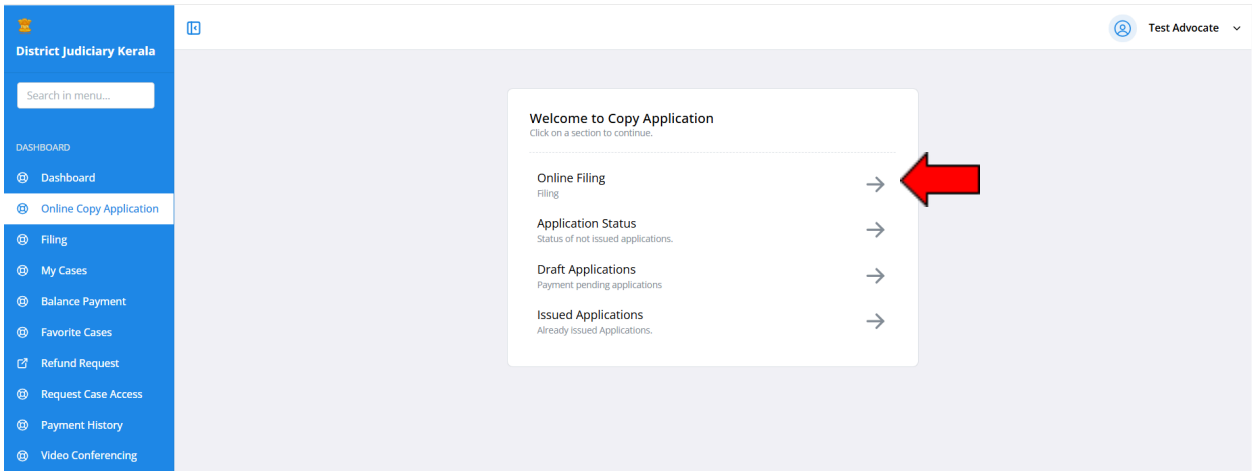
1. Step-by-Step Filing Instructions

1.1 Login and Case Identification

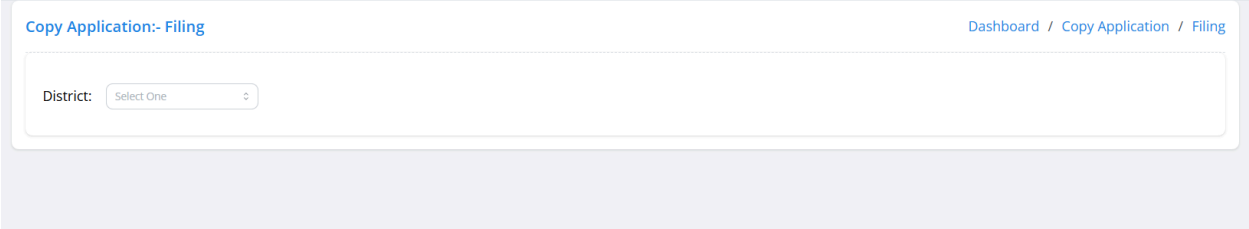
- Login to DCMS and select **Online Copy Application** from the dashboard.

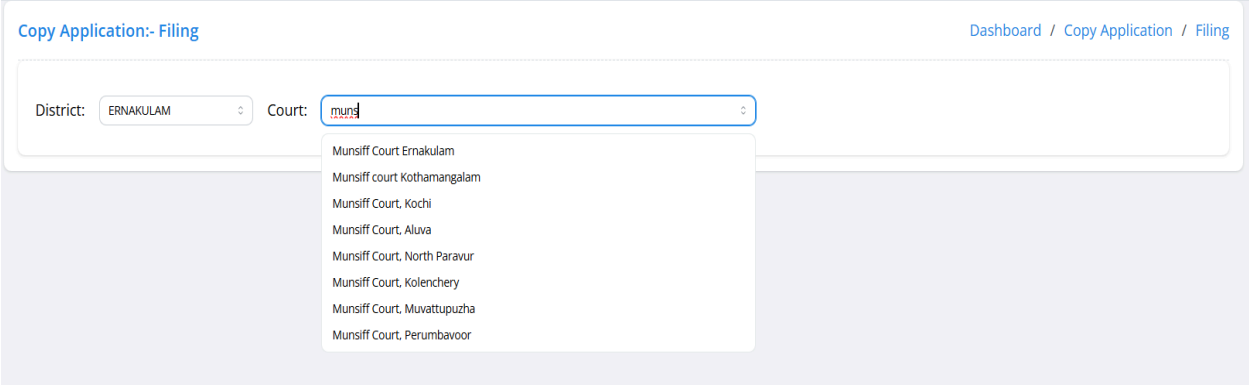


- To initiate a new copy application, click on **Online Filing**



- Select the relevant **District** and **Court**





Search Categories: Applications can be initiated using one of the following:

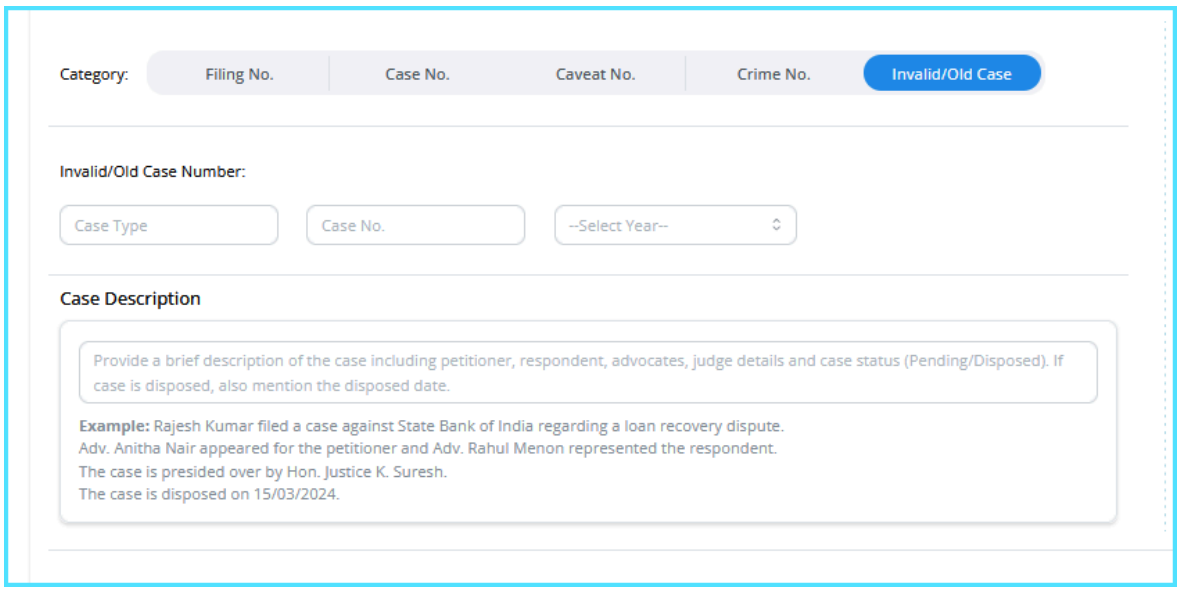
- **Filing Number** – Used to apply when the case is not registered yet and is identified by its official filing number.

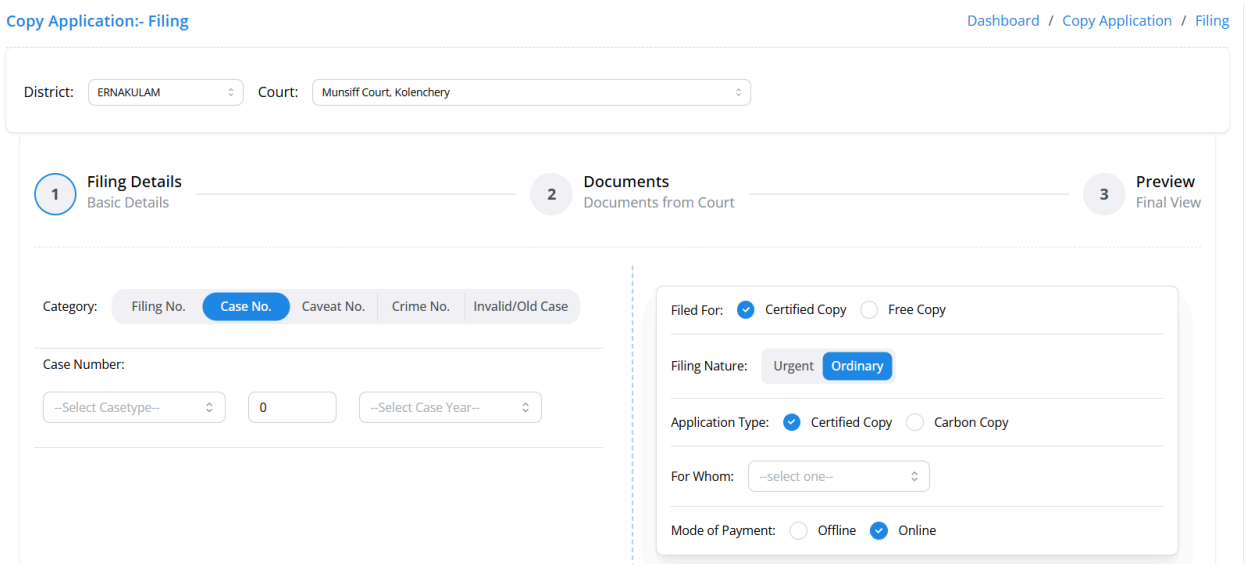
- **Case Number** – Used to apply on a registered case.

- **Caveat Number** – Used to apply where a caveat has been lodged, using its caveat number.

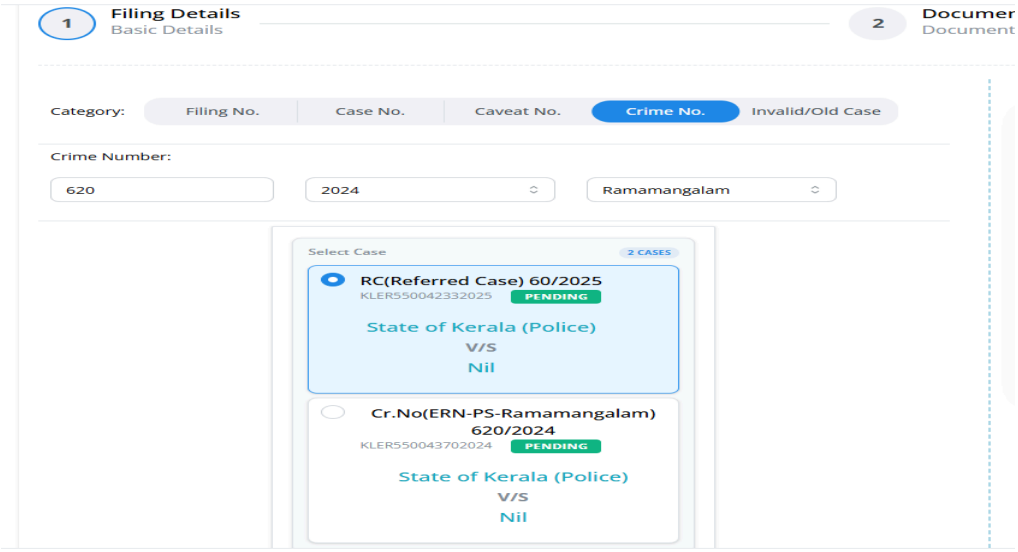
- **Crime Number** – Used to apply for cases registered with the police, excise using the FIR/crime number.

- **Invalid / Old Case** – Used when the case details are not available in the current system. Additional details if known can be furnished for speedier processing of the copy application.



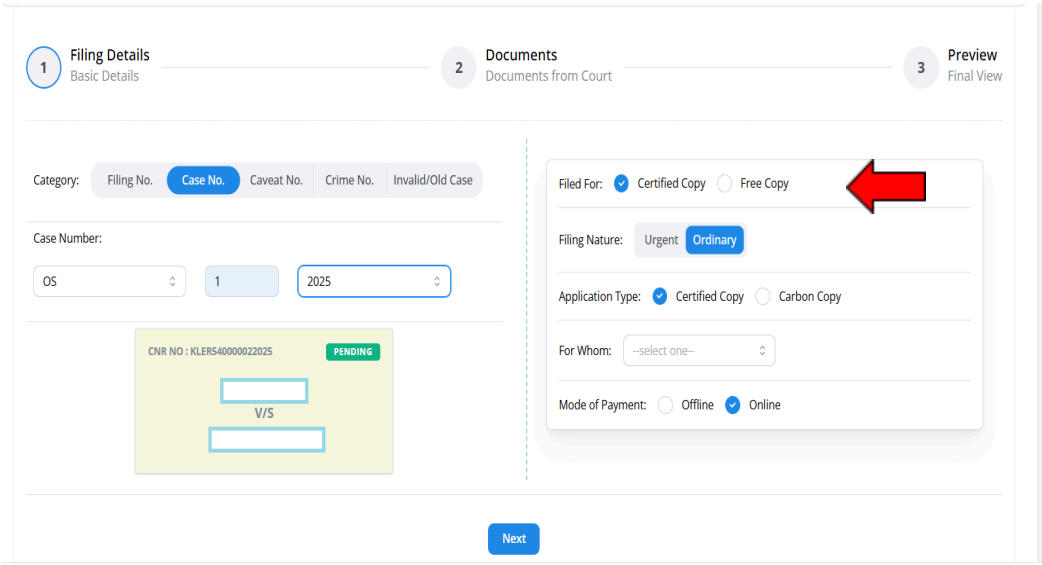


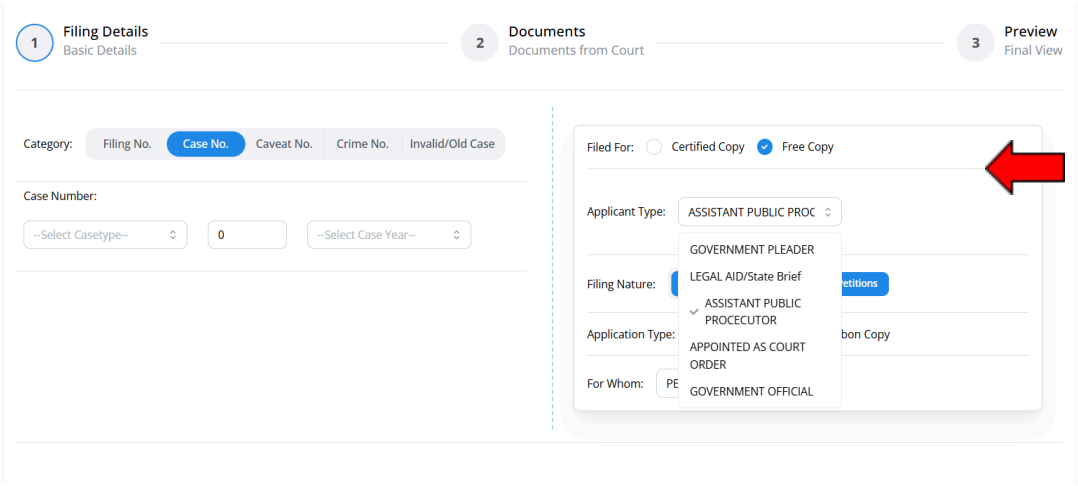
If multiple cases are related for the same crime number, these cases will be displayed and the applicant can select the case in which they wish to file the application.



1.2 Selecting Copy Type

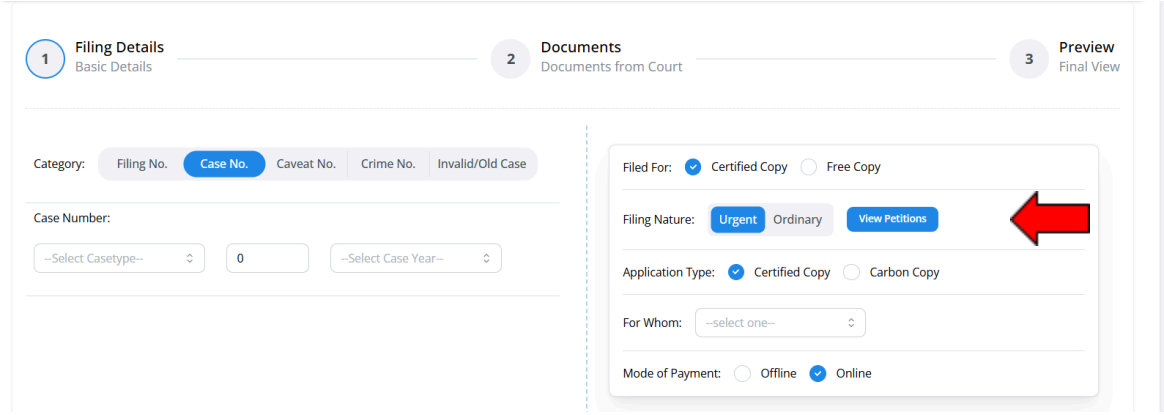
- **Copy Types:**
    - **Certified Copy:** An authenticated document for legal use; which requires payment of fee.
    - **Free Copy:** Available only to **Government authorities, Public Prosecutors, or Government Pleaders** for official purposes. On selecting free copy, choose the relevant Applicant type.





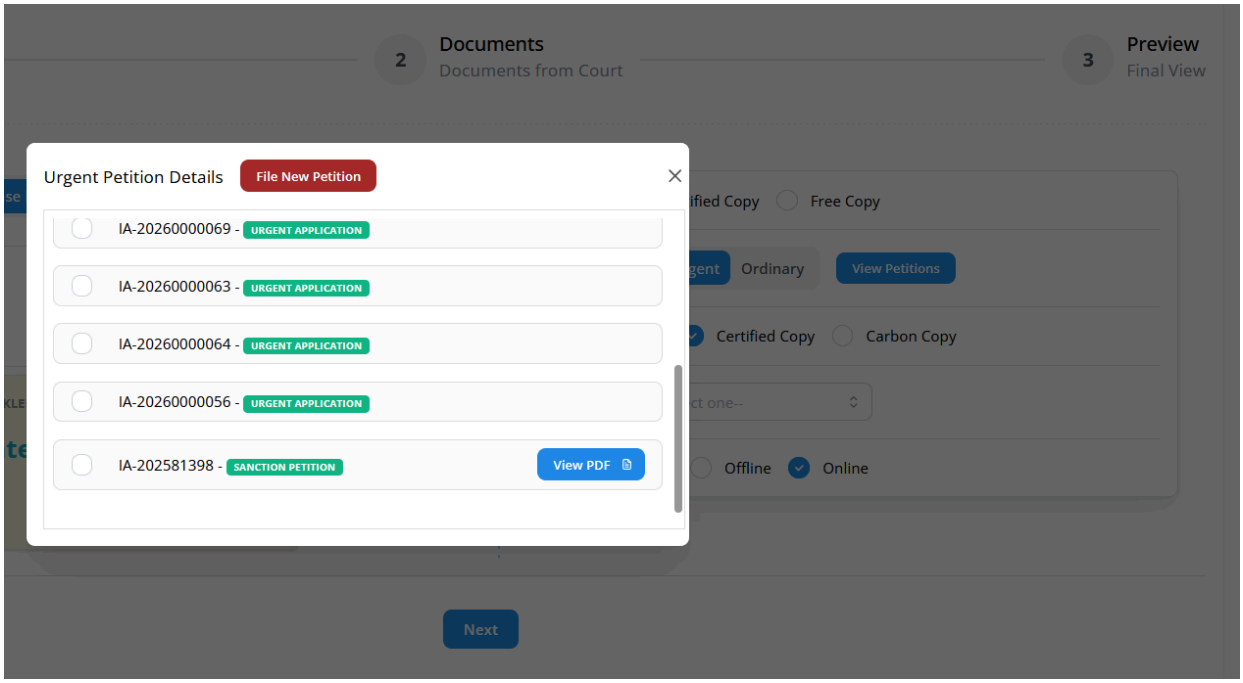
2. Urgent Applications and Special Petitions

- **Filing Nature:**
    - **Ordinary:** Prepared according to regular timelines.
    - **Urgent:** For early preparation due to necessity (e.g., bail or appeal). This **requires an accompanying urgent application petition, which** is already filed by the applicant using Petition Filing Module or filed along with the current application.
    - **Carbon Copy:** Applicants seeking **Carbon Copy** also shall file a petition for getting urgent copies as per R. 239(3) read with R. 248 of the Civil Rules of Practice.



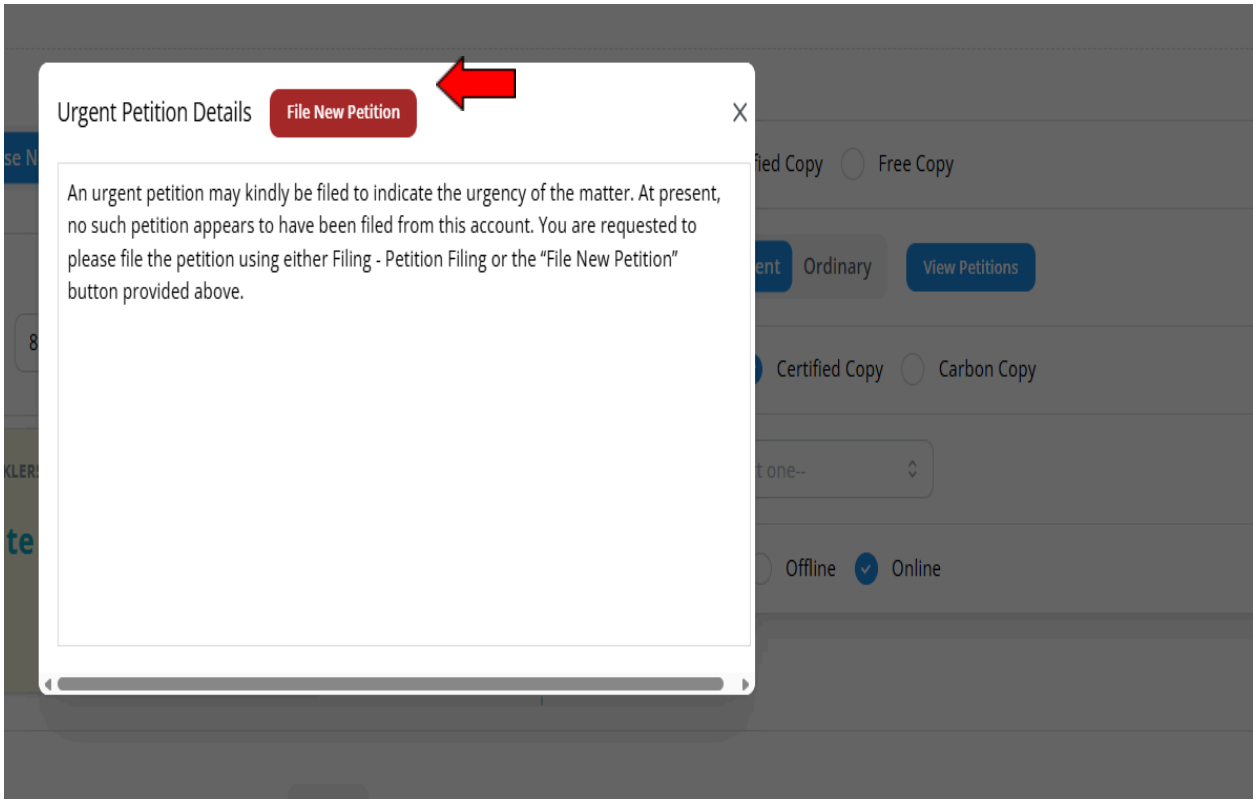
2.1 Tagging and Filing New Petitions

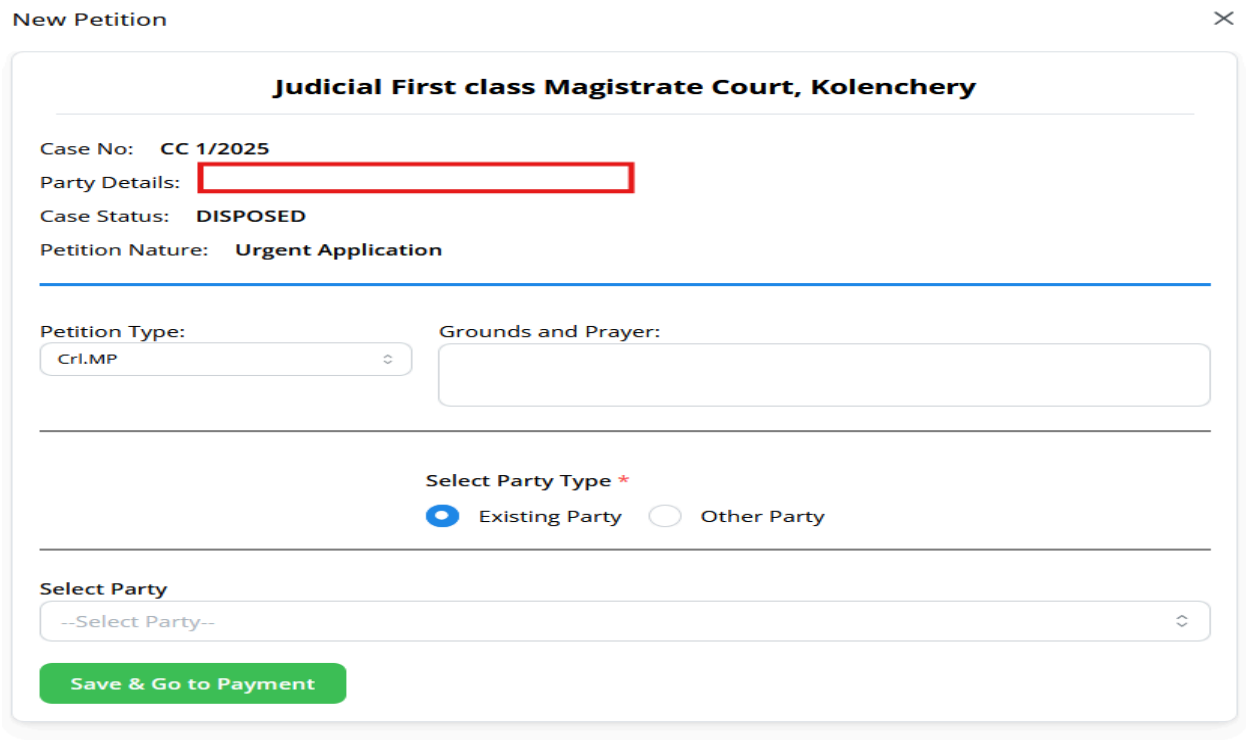
If an urgent petition is already filed via the **Petition Filing Module**, it can be tagged to the copy application.



2.2 Filing New Petition

If the applicant has not filed a petition using Petition Filing Module, a new petition can be filed by clicking **File New Petition** and providing "Grounds and Prayer," and saving it.

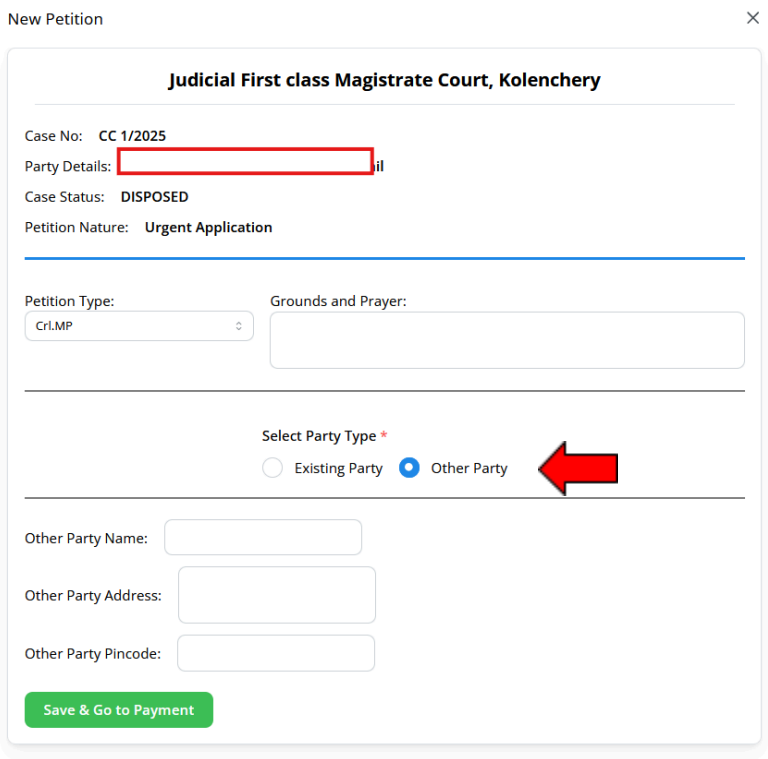




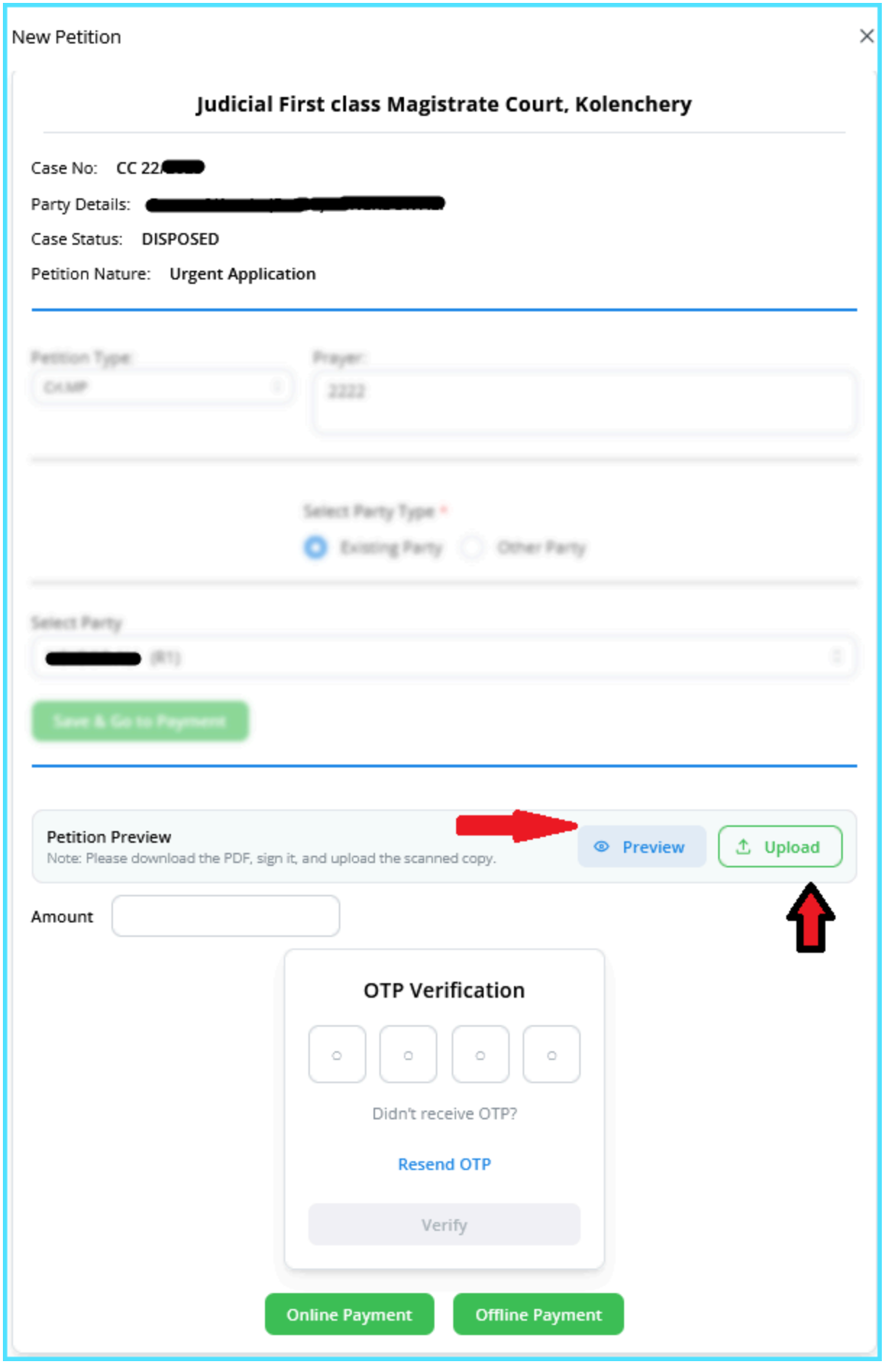
The system auto-generates a petition, which may be **downloaded, signed, scanned, and uploaded**.

2.3 Third-Parties applying for Urgent Copies

- Third Parties applying for urgent copies must choose **"Other Party"** and furnish their details.

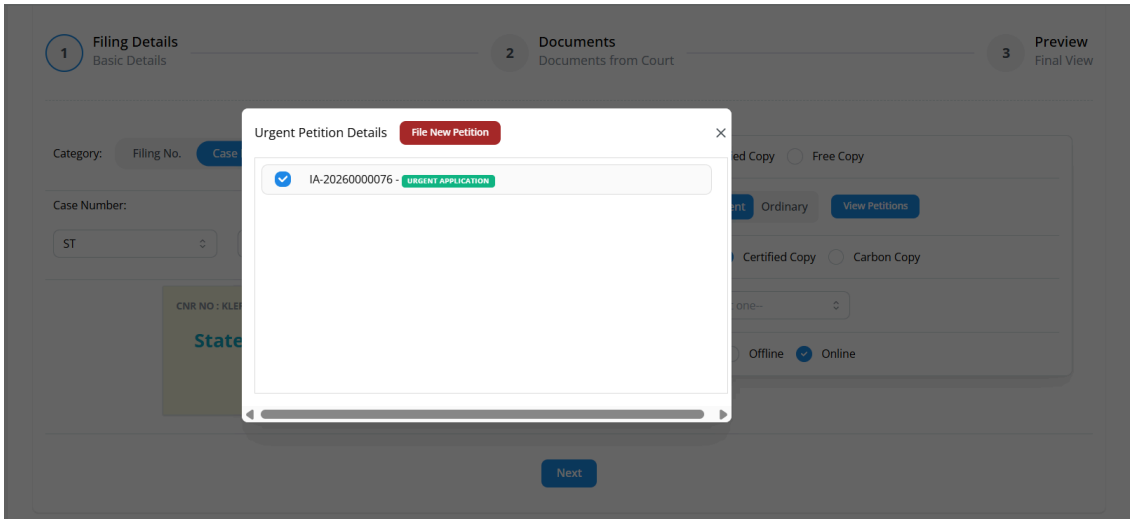


- A petition will be auto-generated, which can be downloaded and printed for affixing signature.
- A scanned copy bearing the signature of the applicant shall be uploaded.
- The payment mode of the petition can also be selected.

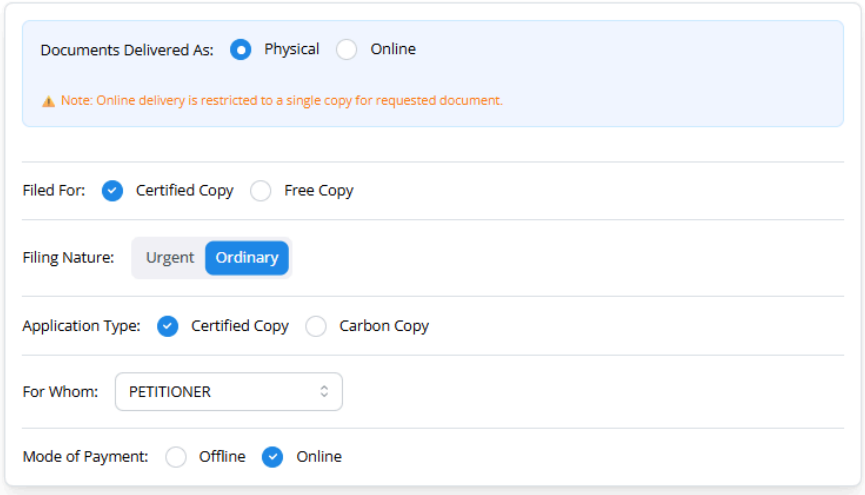

New Petition
Judicial First class Magistrate Court, Kolenchery
Case No: CC 22[redacted]
Party Details: [redacted]
Case Status: DISPOSED
Petition Nature: Urgent Application
Petition Type
CKMP
Prayer
2222
Select Party Type *
Existing Party
Other Party
Select Party
[redacted] (R1)
Save & Go to Payment
Petition Preview
Note: Please download the PDF, sign it, and upload the scanned copy.
Preview
Upload
Amount
OTP Verification
Didn't receive OTP?
Resend OTP
Verify
Online Payment
Offline Payment

2.4 Submission of Petitions

- Once the payment is completed, the application shall be submitted using OTP verification. After such successful submission, the petition will be available as tagged to the copy application.

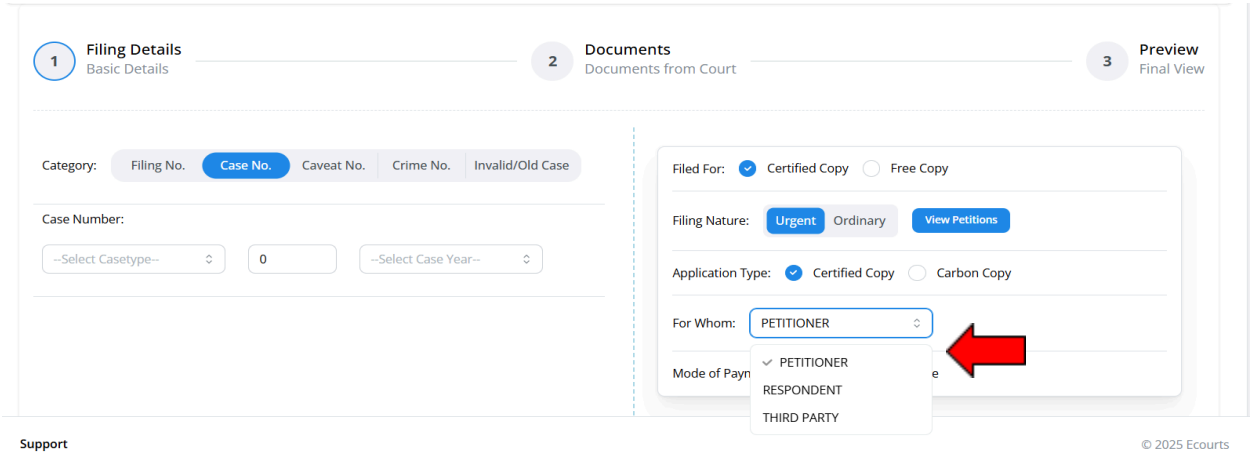


- Applicants can mark their preferred mode of document delivery.



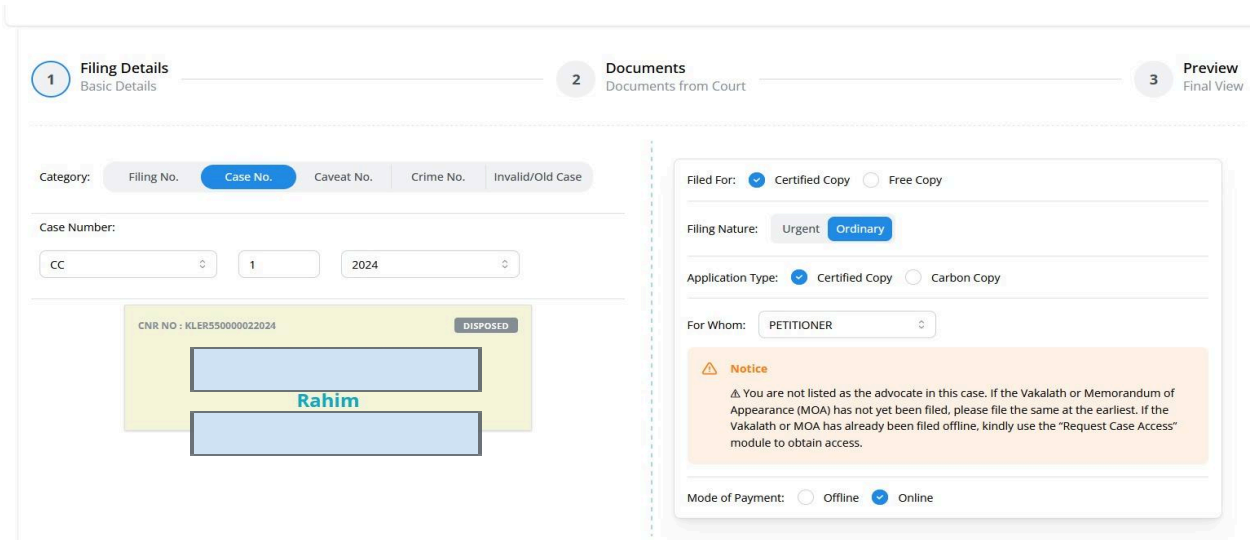
3. Applicant Roles

- Applicants must specify whether they are filing for the **Petitioner**, **Respondent**, or a **Third Party**.



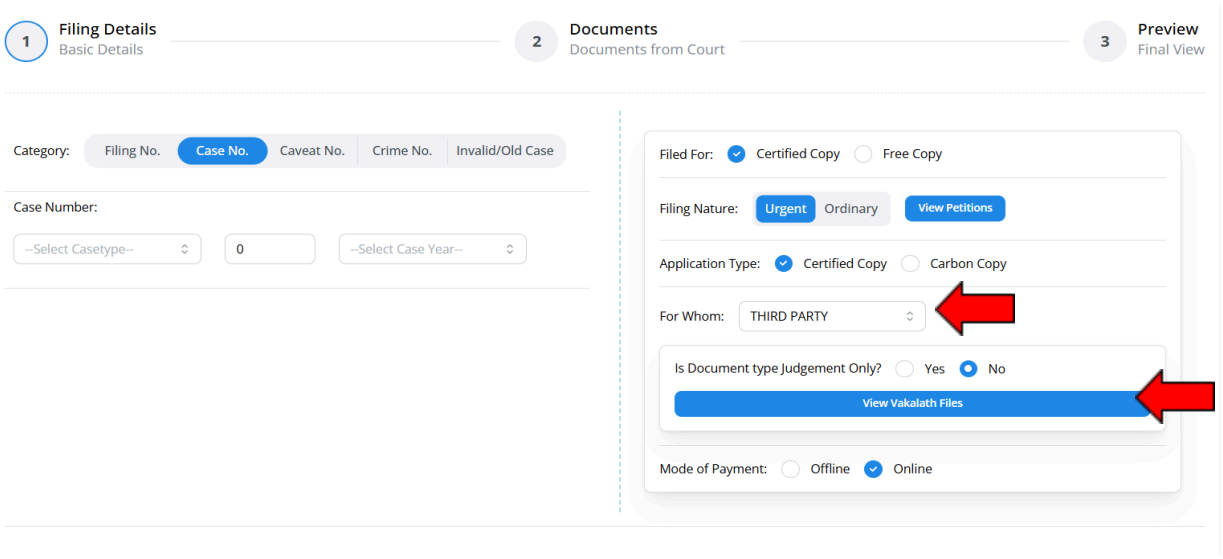
3.1 Advocate Verification

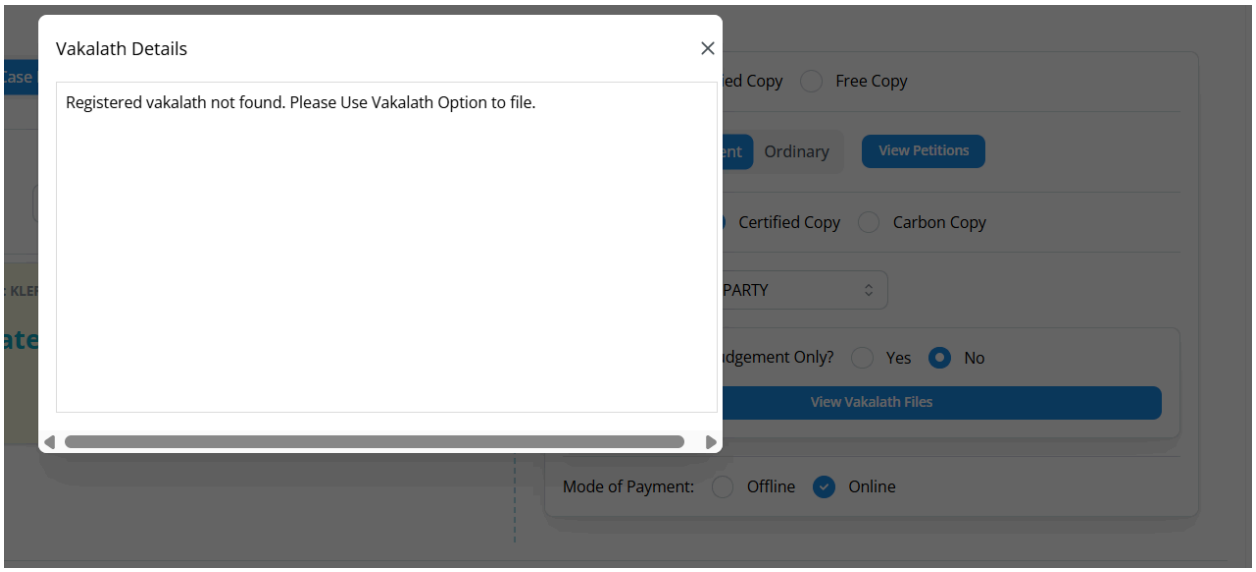
- The system verifies if the advocate is listed in the case. If details are missing, the advocate must use the **Vakalath Filing Module** to file vakalath or **Request Case Access** (for offline-filed vakalaths).



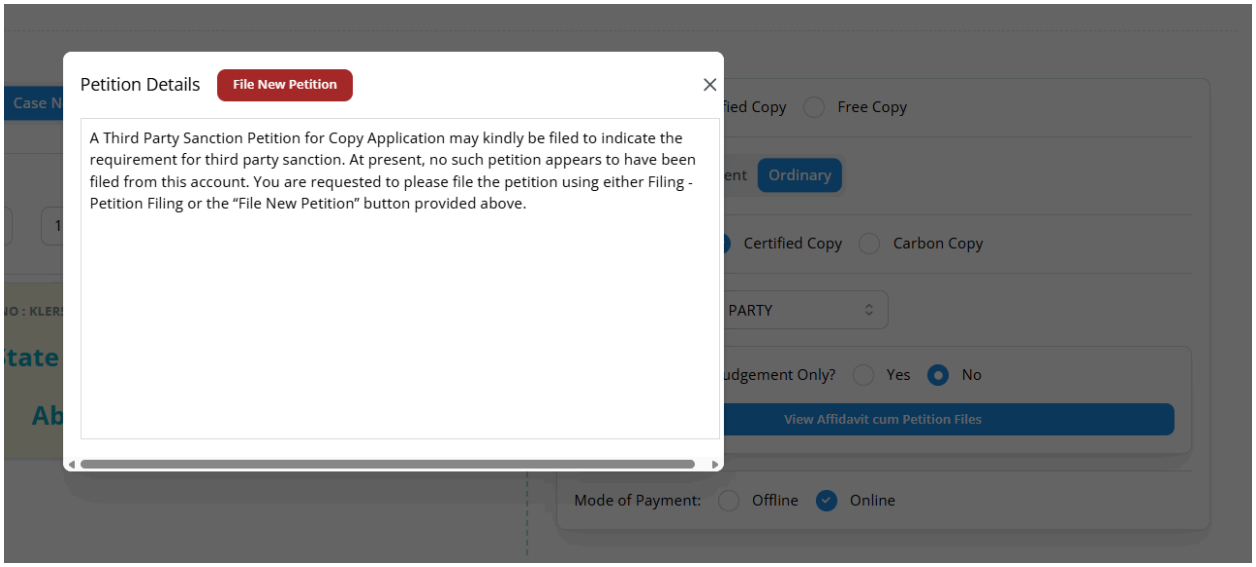
3.2 Third-Parties applying for Copies

- When such an application is filed by an advocate, the vakalath for the third party must be submitted using Vakalath Module and tagged to the copy application.

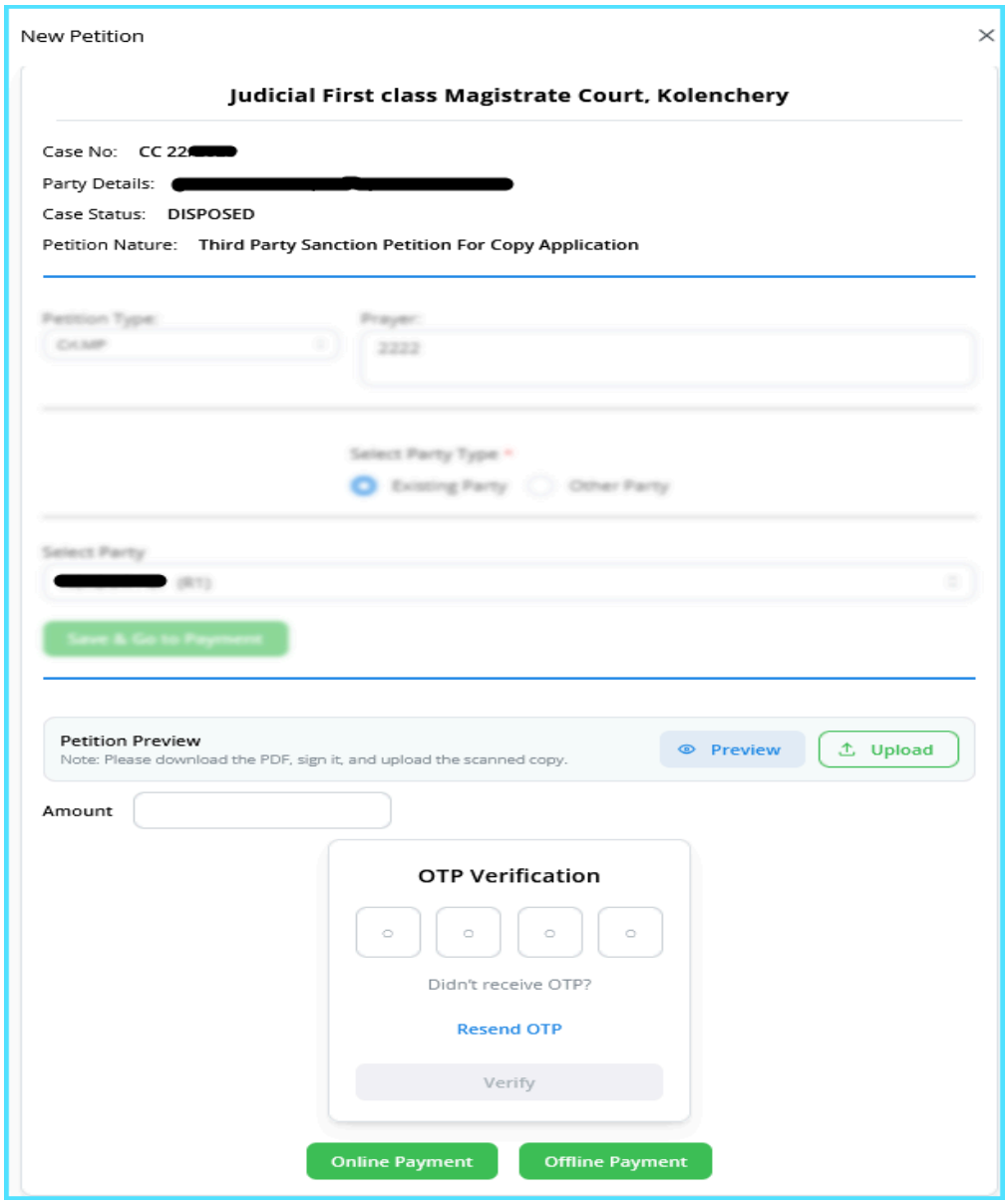




- **Sanction Petition:** If the document of which copy is applied for is not a judgment, a sanction petition shall be filed as per Rules.
- If the applicant has not filed a petition using Petition Filing Module, a new petition can be filed by clicking **File New Petition** and providing "Grounds and Prayer," and saving it.

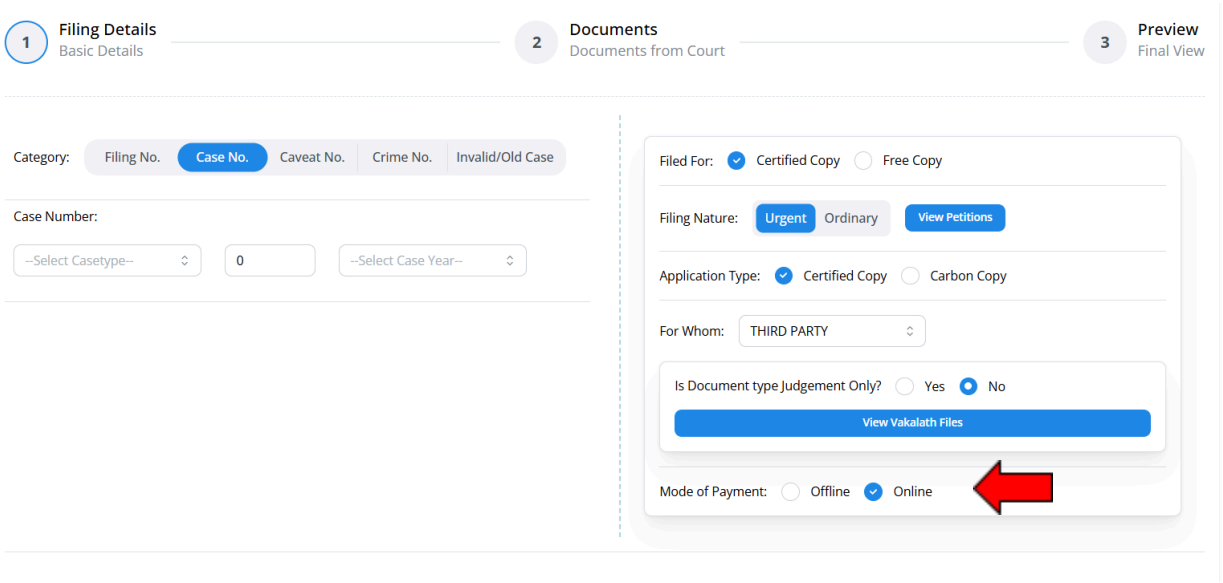


- The system auto-generates a petition, which may be **downloaded, signed, scanned, and uploaded**.

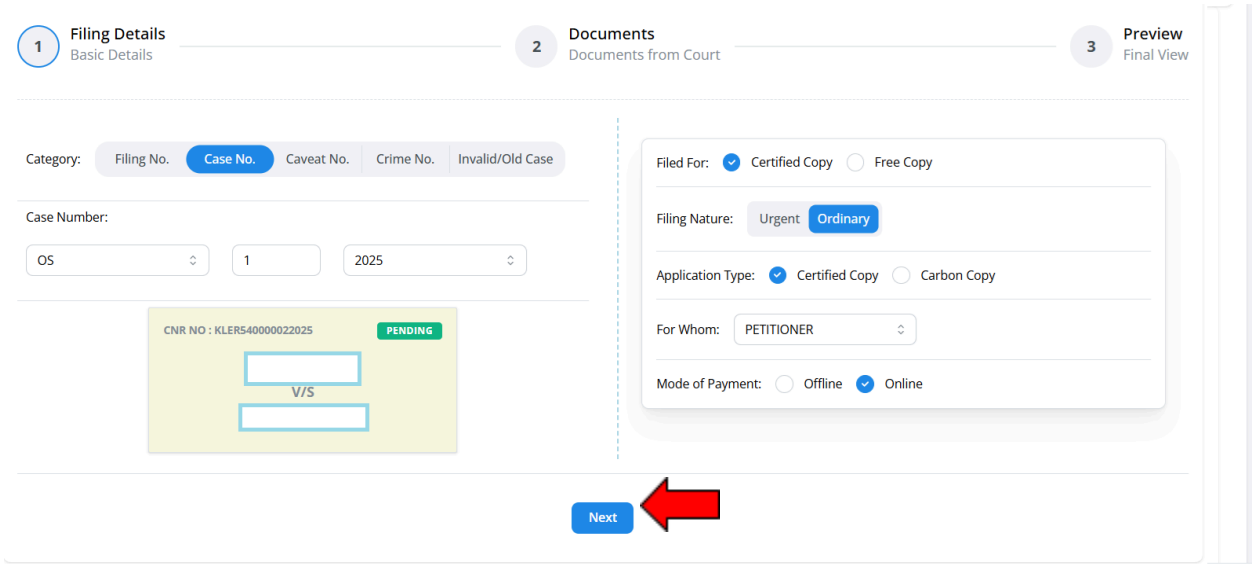


3.3 Mode of Payment

- Mode of payment can be selected as online / offline.

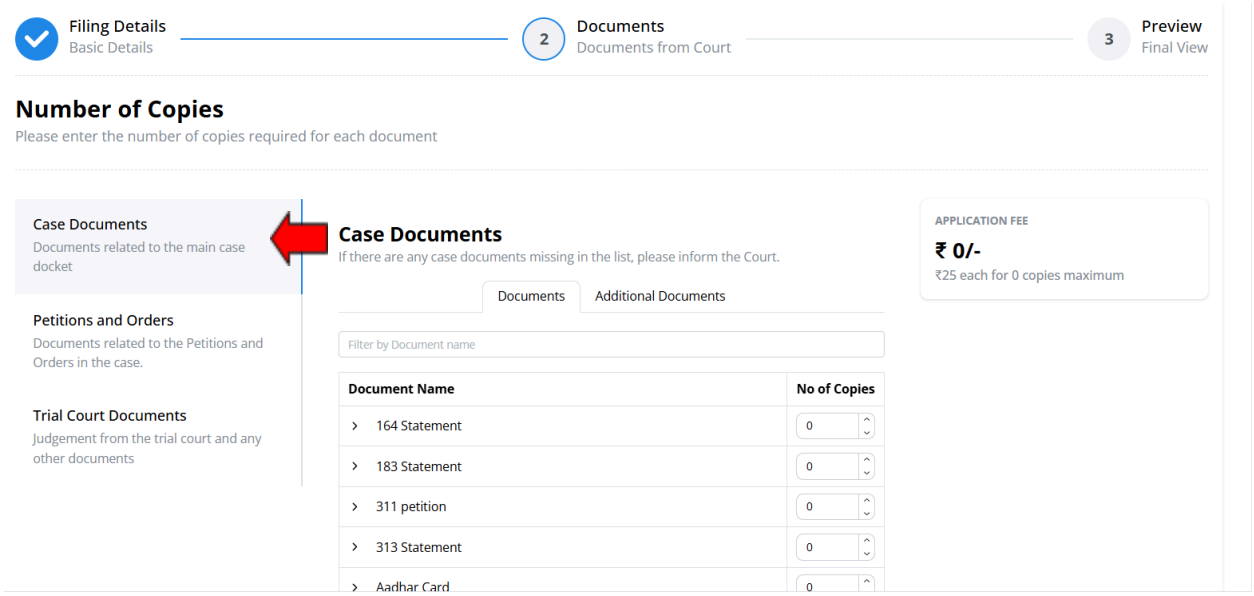


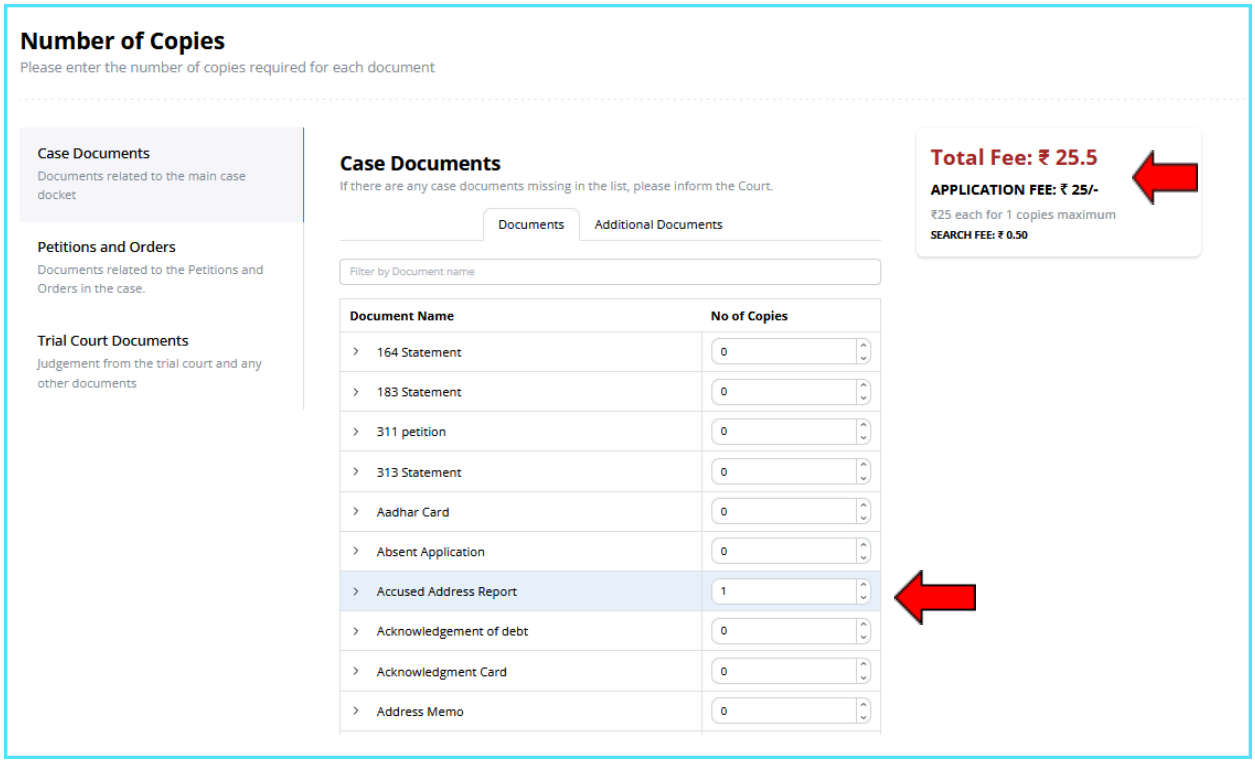
- After filling all the relevant details click on Next



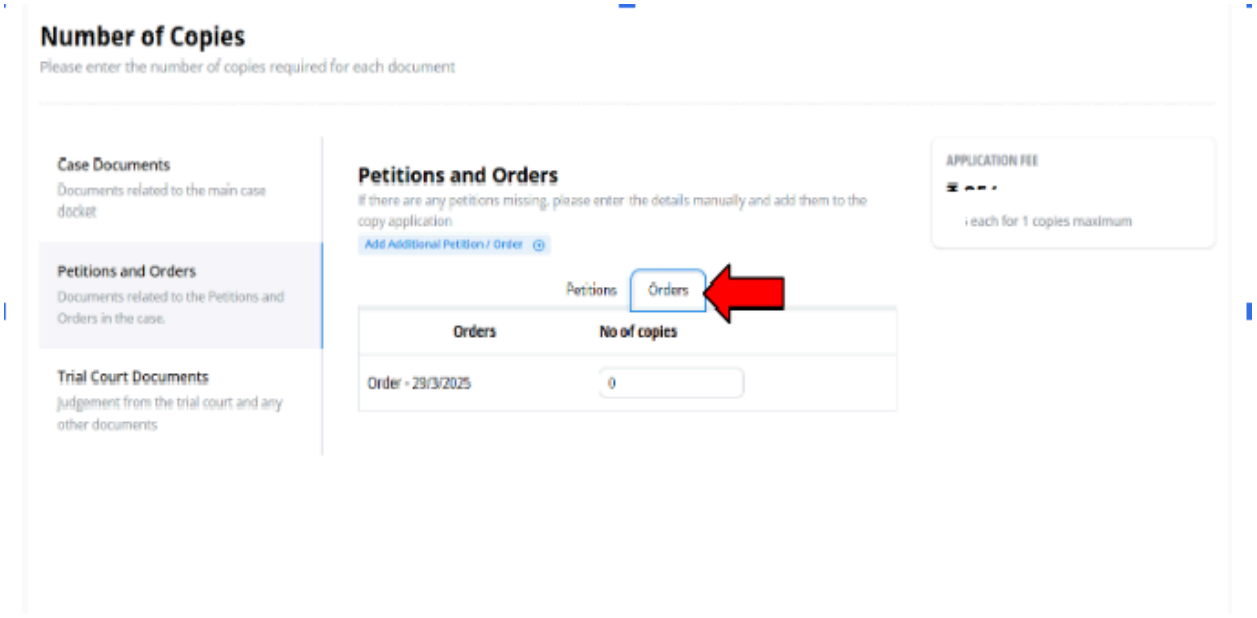
4. Document Selection

- **Selection:** Applicants can choose the specific documents and the **number of copies** required.

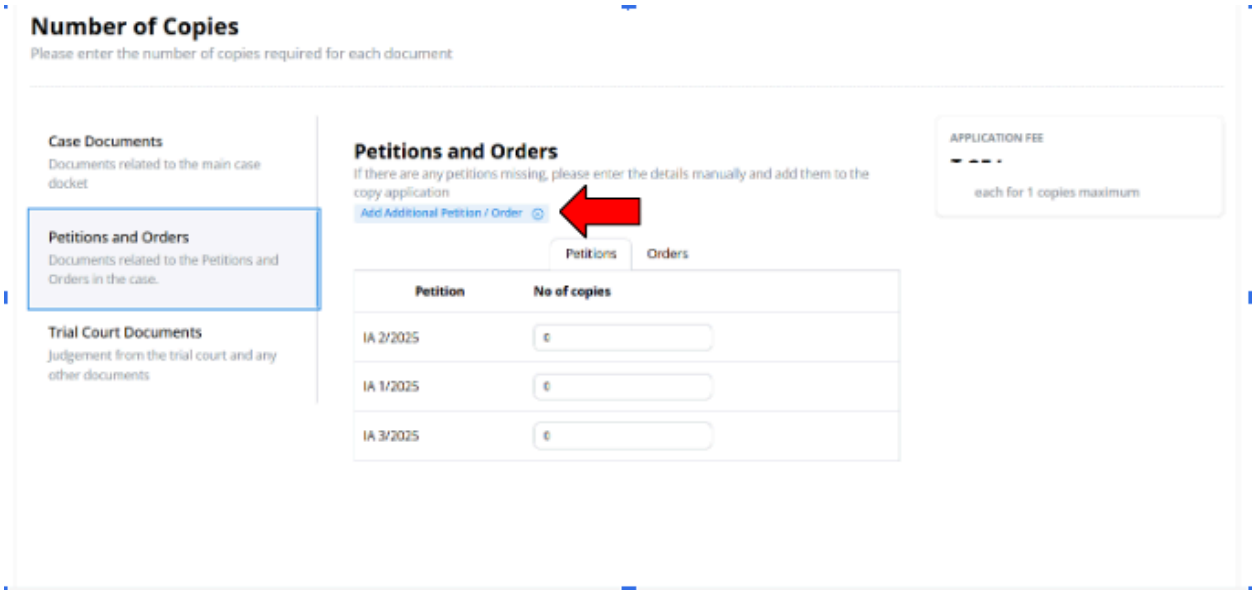


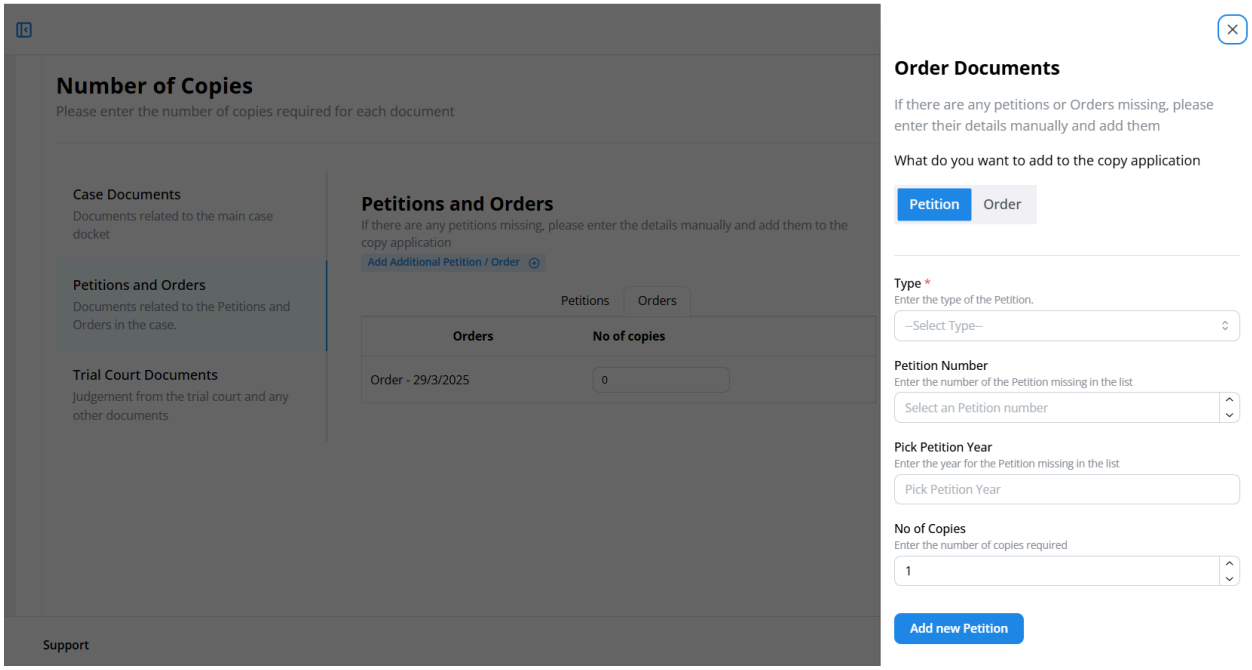


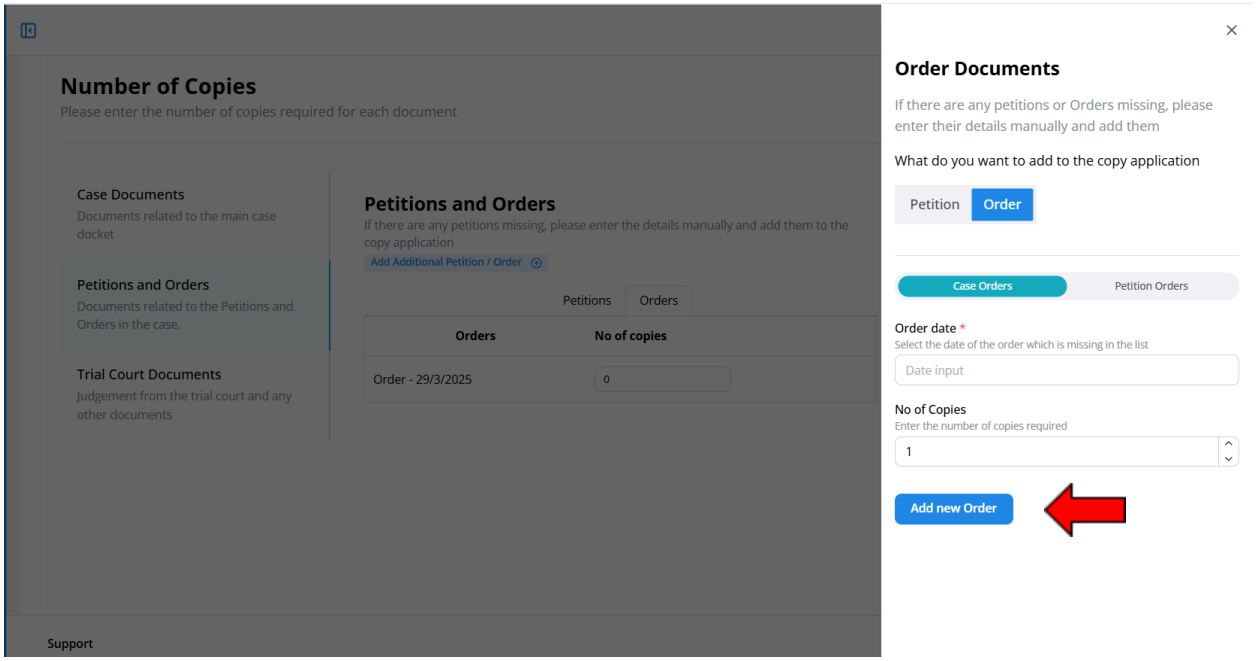

Number of Copies
Please enter the number of copies required for each document
Case Documents
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Petition
No of copies
IA 2/2025
IA 1/2025
IA 3/2025
APPLICATION FEE


Number of Copies
Please enter the number of copies required for each document
Case Documents
Documents related to the main case docket
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Orders
No of copies
Order - 29/3/2025
APPLICATION FEE

- **Missing Documents:** If a petition or order is not listed, use the **Add Additional Petition/Order** feature.

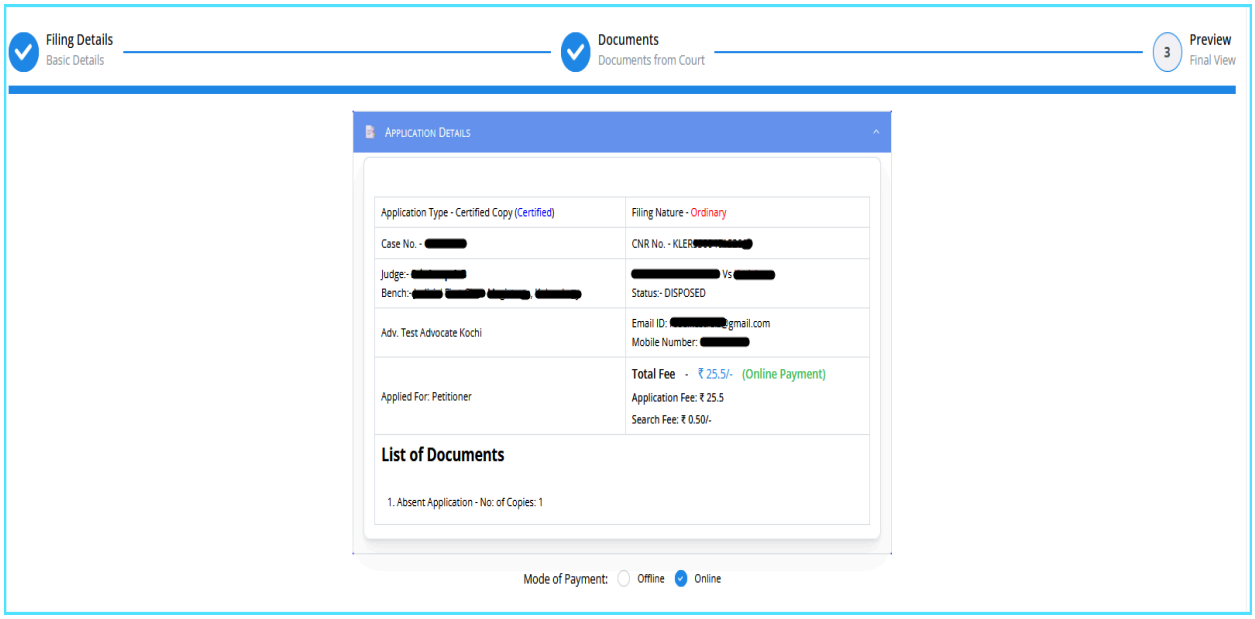





Number of Copies
Please enter the number of copies required for each document
Case Documents
Documents related to the main case docket
Petitions and Orders
Documents related to the Petitions and Orders in the case.
Trial Court Documents
Judgement from the trial court and any other documents
Petitions and Orders
If there are any petitions missing, please enter the details manually and add them to the copy application
Add Additional Petition / Order
Petitions
Orders
Orders
No of copies
Order - 29/3/2025
0
Support
Order Documents
If there are any petitions or Orders missing, please enter their details manually and add them
What do you want to add to the copy application
Petition
Order
Case Orders
Petition Orders
Order date *
Select the date of the order which is missing in the list
Date input
No of Copies
Enter the number of copies required
1
Add new Order

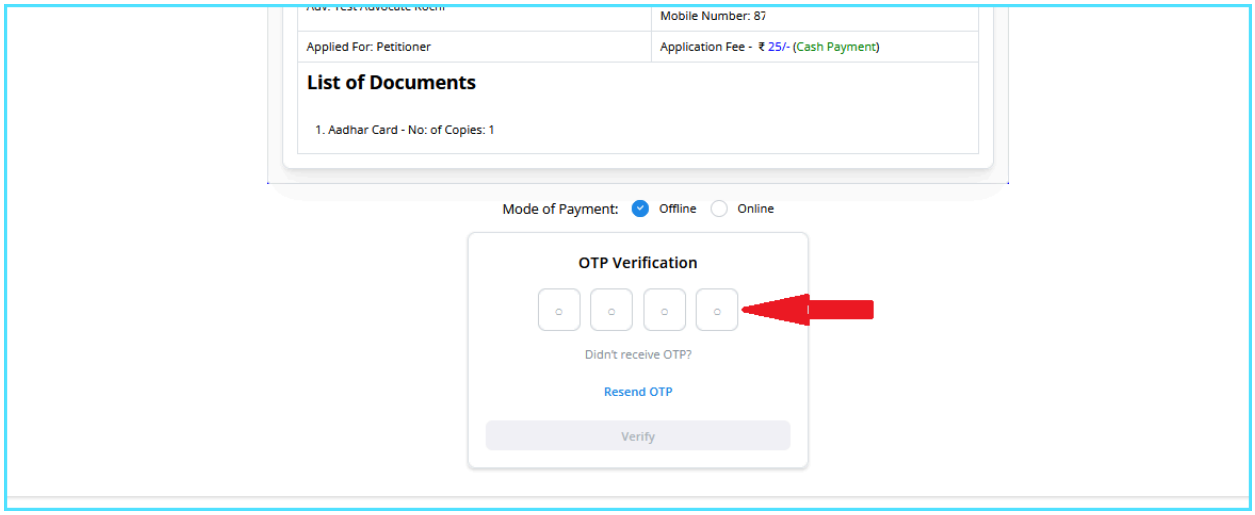
5. Fee Calculation and Submission of Copy Application

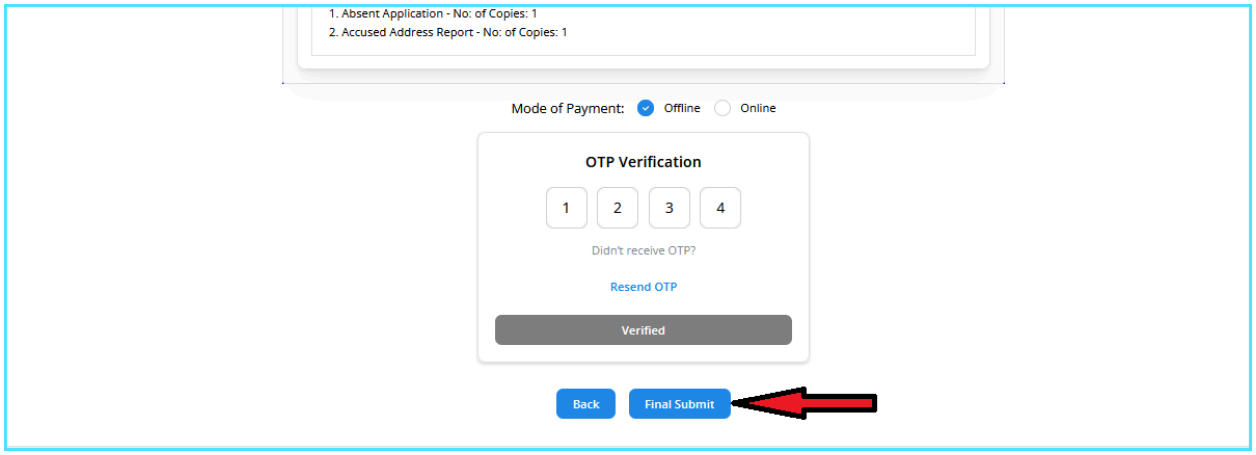
- **Fees:** Application and search fees are **automatically calculated** by the system as of 06.04.2026.

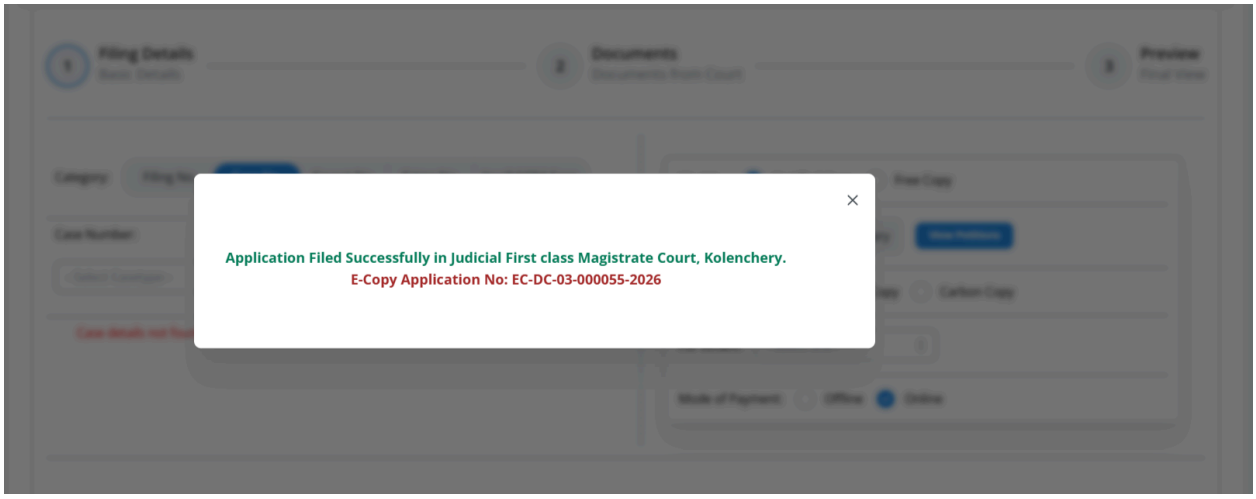


- **Payment Modes:** Available as **Online** or **Offline**.
- If online payment mode was chosen, the applicant will be taken to the corresponding payment portal.
- If offline payment mode was chosen, the final **submit button** shall be clicked.

- **Submission:** Final submission is completed via **OTP verification**. Online payments forward the user to a payment portal, while offline payments require clicking the final submit button after OTP verification.



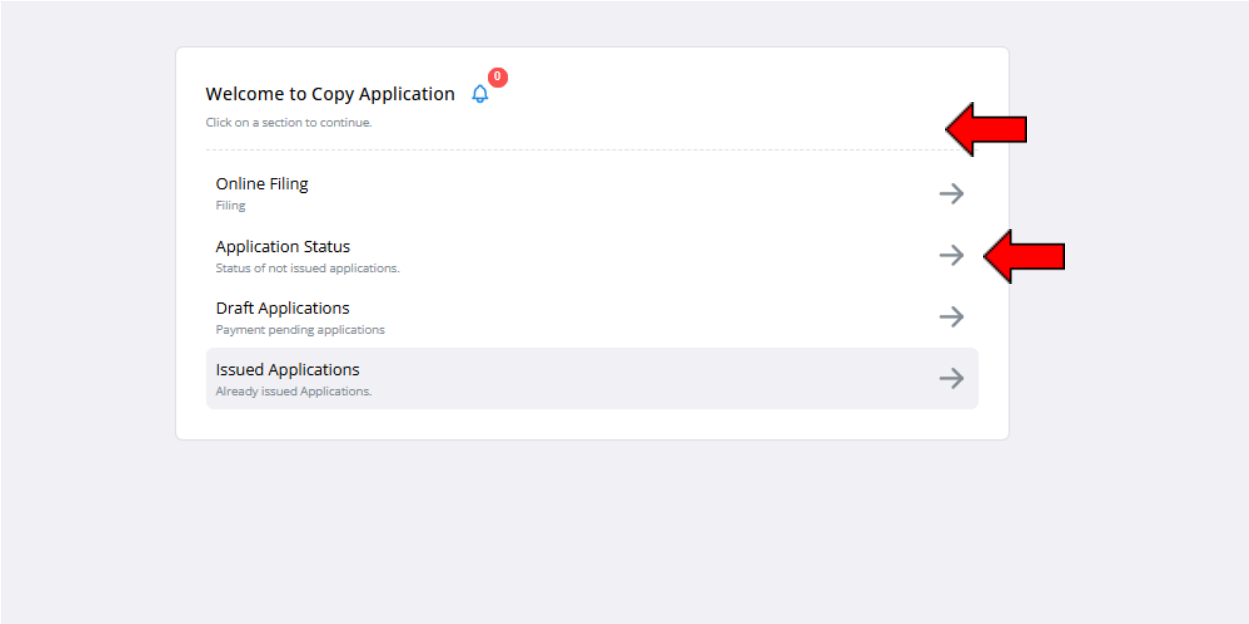



Application Filed Successfully in Judicial First class Magistrate Court, Kolenchery.
E-Copy Application No: EC-DC-03-000055-2026

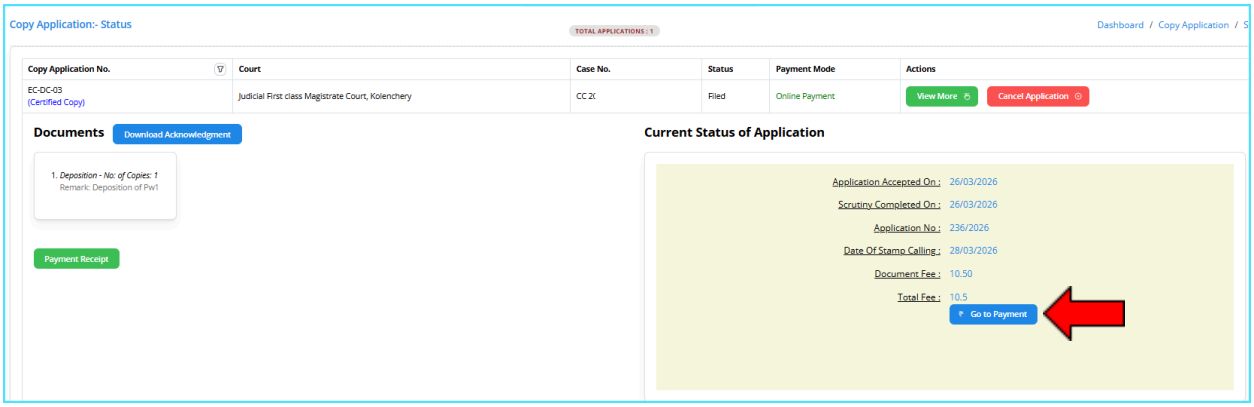
6. Application Management

6.1 Tracking Status

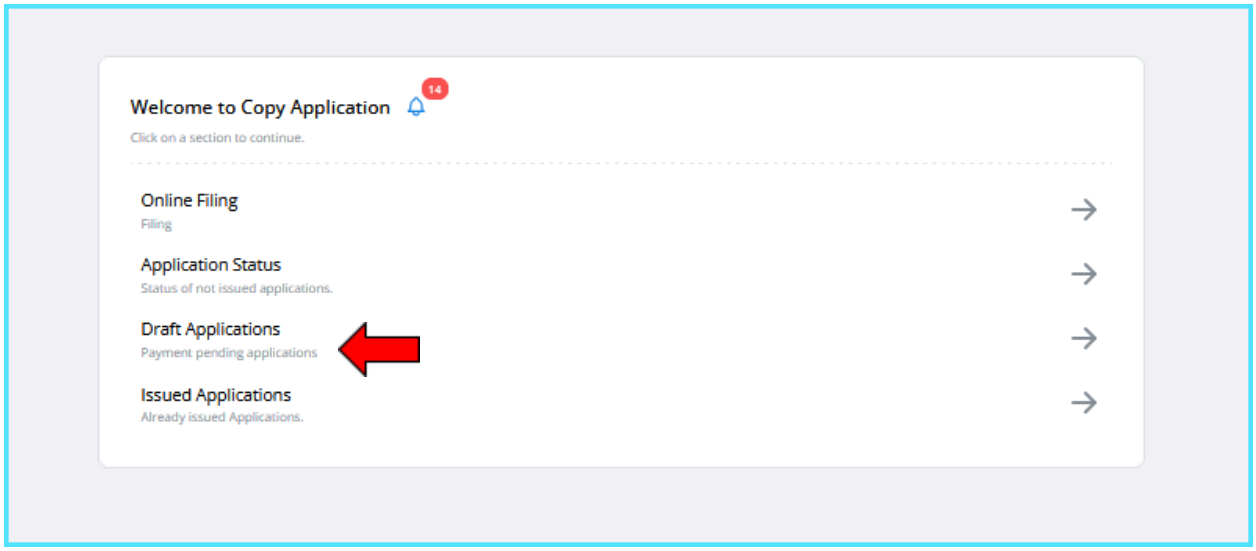
- **Real-time Updates:** Status can be tracked via the **Application Status** tab.
- Notification related to defects and additional payment will be intimated.



- Additional payment can be initiated from here.



- **Draft Applications** section lists submissions where payment is still pending.



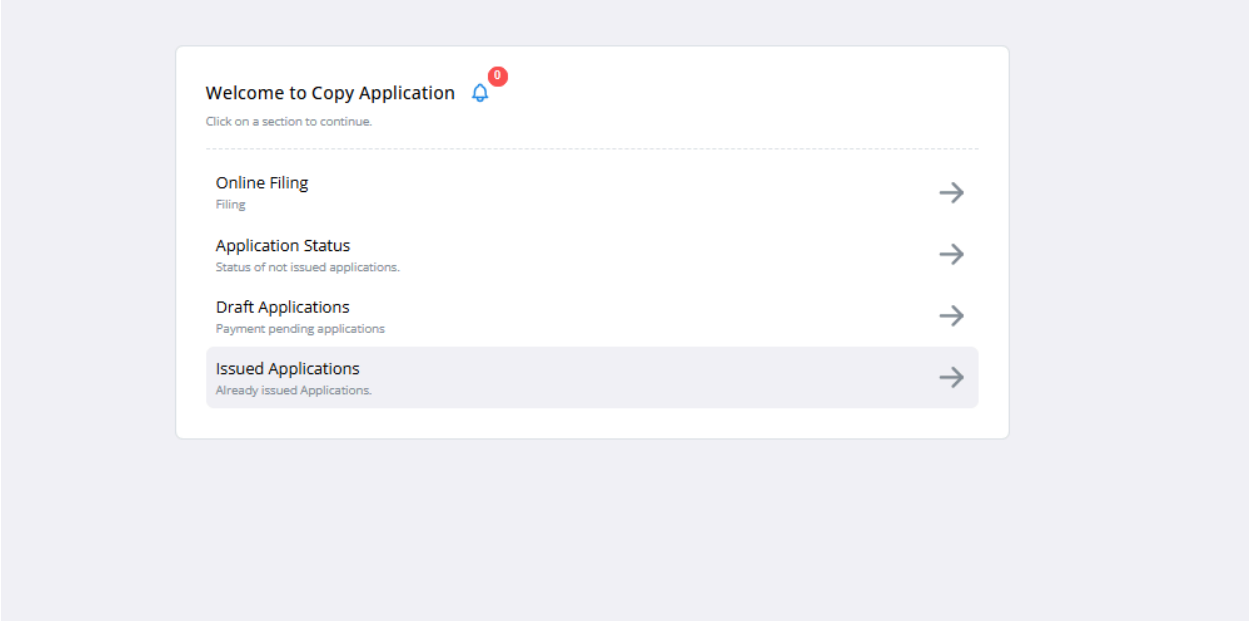
Users may proceed by selecting either of the following options:

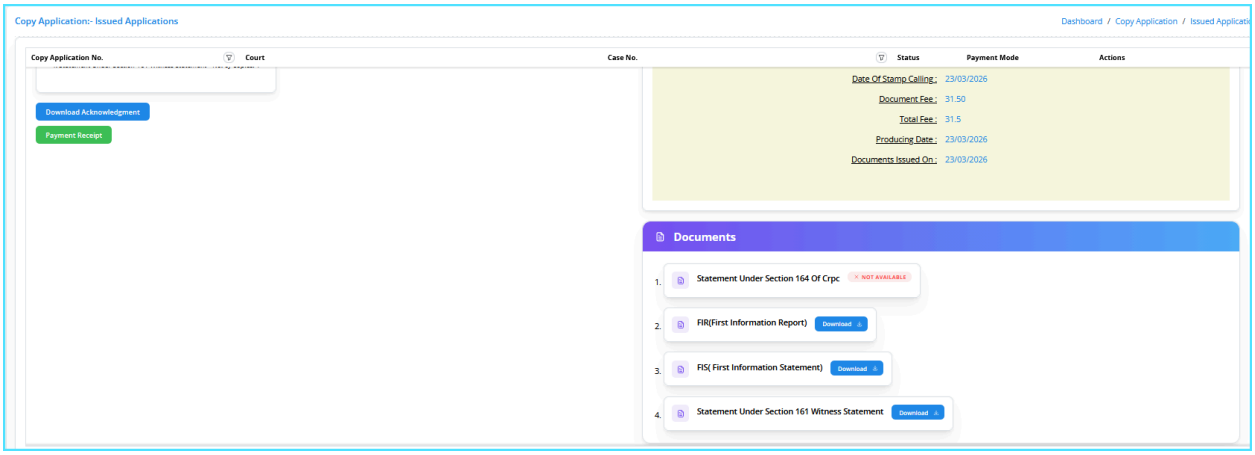
- **Verify Payment**, to confirm the payment status, or
- **Go to Payment**, to complete the pending payment process.

This feature is intended to help users efficiently track and complete application payments.



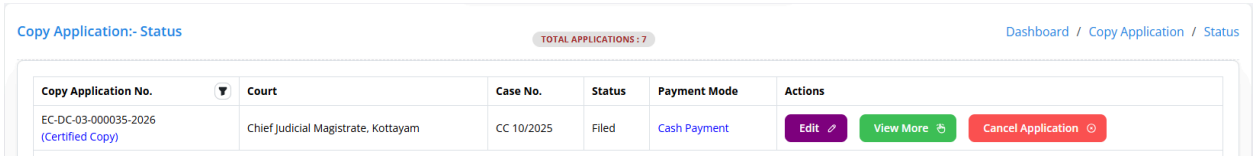
- **Issued Applications**: Issued copies are available for download under **Issued Applications**.

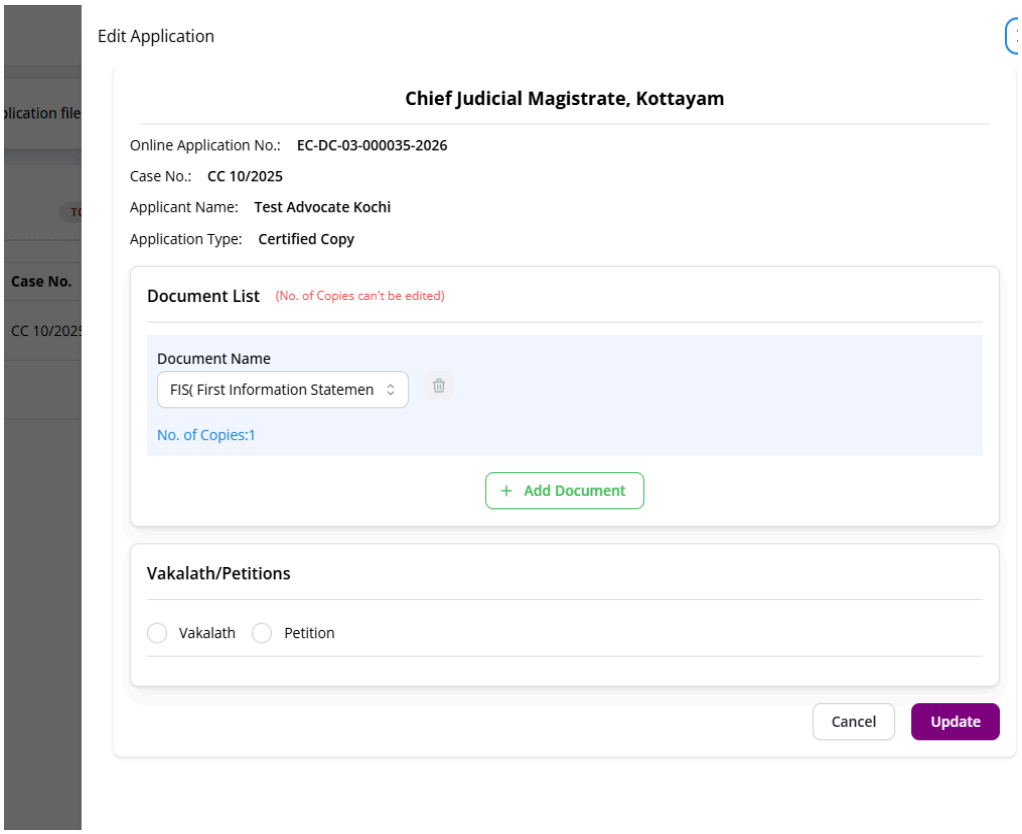


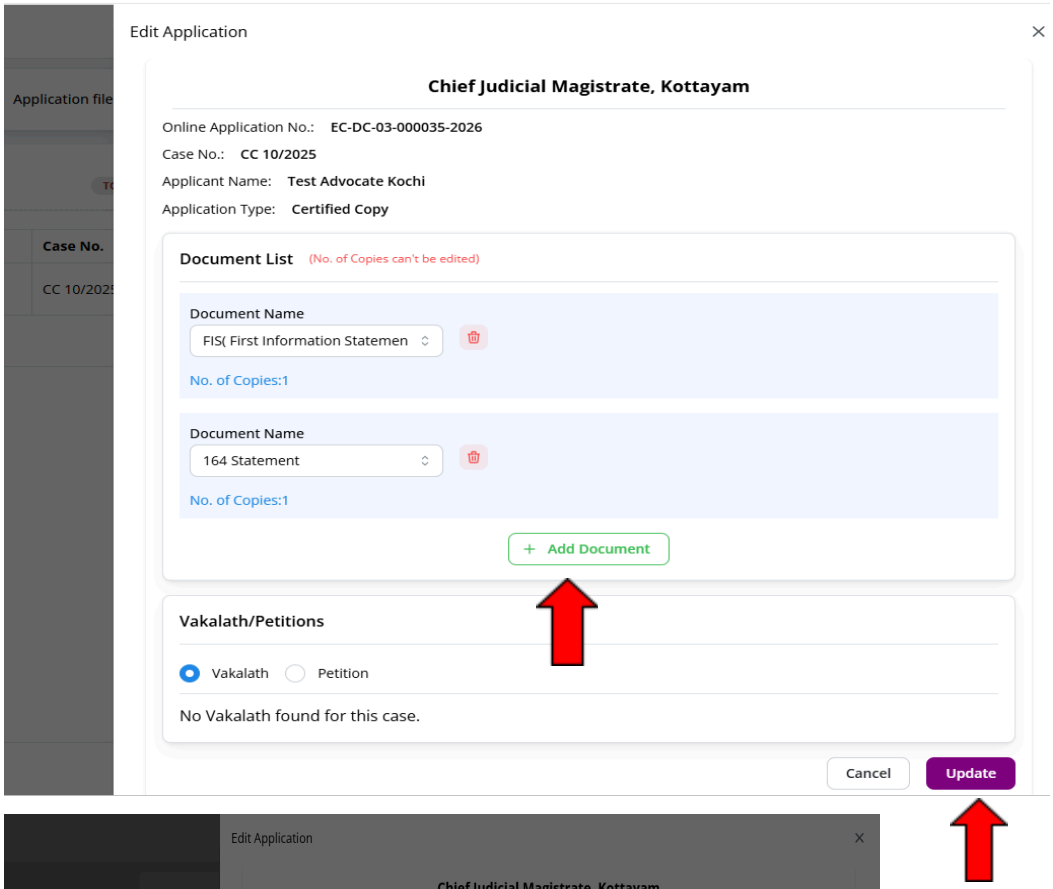


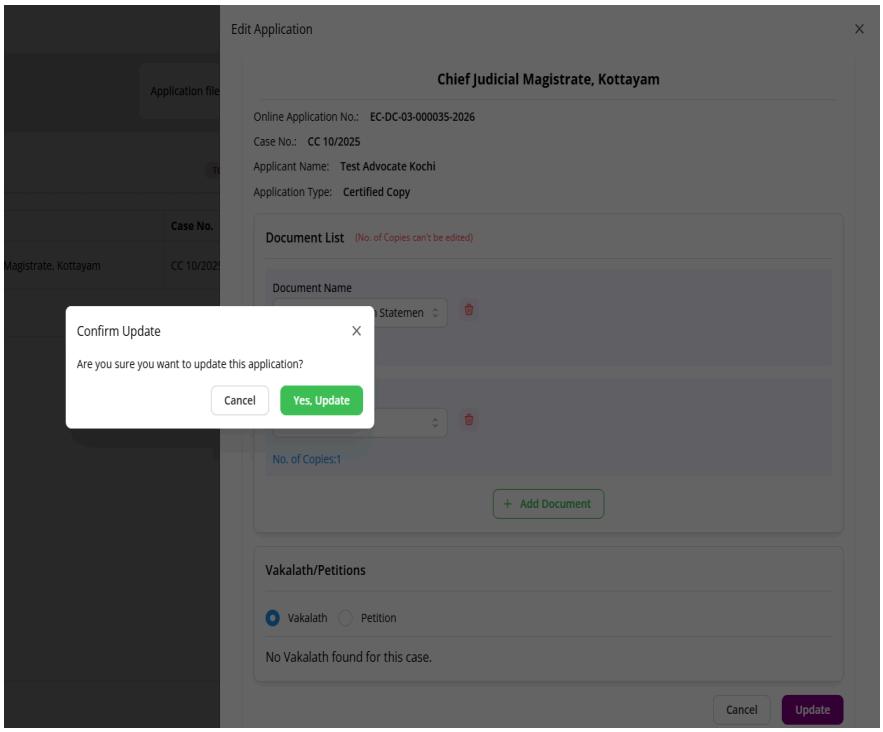
6.2 Editing and Resubmission of Defective Applications

- **Editing:** Applicants can edit documents or add petitions **until the court accepts the application**.
- The applicant can either add or remove documents or add petitions or vakalath.
- **However the number of copies cannot be edited.**



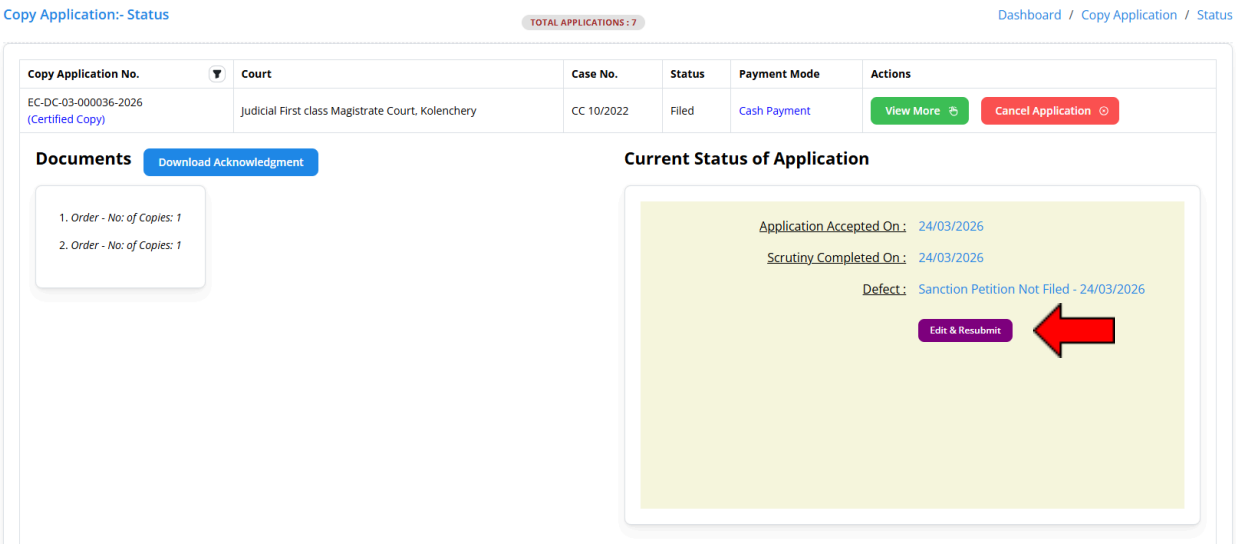






- **Defect Correction:** If an application is marked with any of the following defects, the applicant can edit and resubmit the application.

- "No Vakalath"
- "Sanction Petition Not Filed"
- "Section8 Petition Not Filed"
- " Incorrect Sanction Petition Format"
- "Incorrect Section8 Petition Format"
- "Incorrect Affidavit"
- "Affidavit Not filed"
- "Incorrect restoration petition"
- "Invalid order date"
- "Invalid IA No"
- "Invalid Order Date"
- "Date of Order/Judgement Not Mentioned"
- "Third Party Petition not filed"



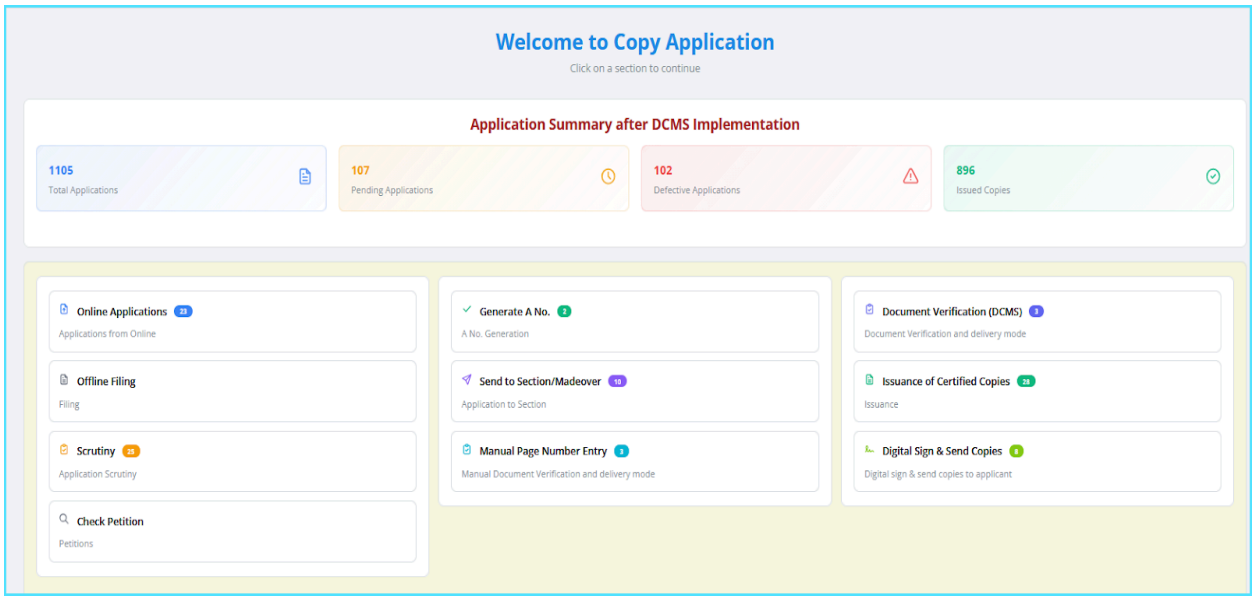
7. Special Provisions for Law Enforcement and APPs

- **Free Copies:** Applications submitted by law enforcement are visible in the **Assistant Public Prosecutor (APP)** dashboard, with the real time status.
- **S. 164/S. 183 Statements:** The applications for the copies of such documents are routed to the designated APP's dashboard for scrutiny. The law enforcement agency can upload the affidavit signed by APP from the application status page. There will be an option to upload an affidavit PDF in the APP dashboard also. The applications have to be forwarded from APP to the court for further scrutiny and processing. The affidavit will be available for the court staff during scrutiny of the copy application.

2. Guidelines for Court Officials

The revamped Online Copy Application Module in DCMS is designed to eliminate the need for submitting physical copy applications, ensuring that the entire process is managed exclusively through the DCMS online platform. These are the guidelines for court staff to make use of the revamped module.

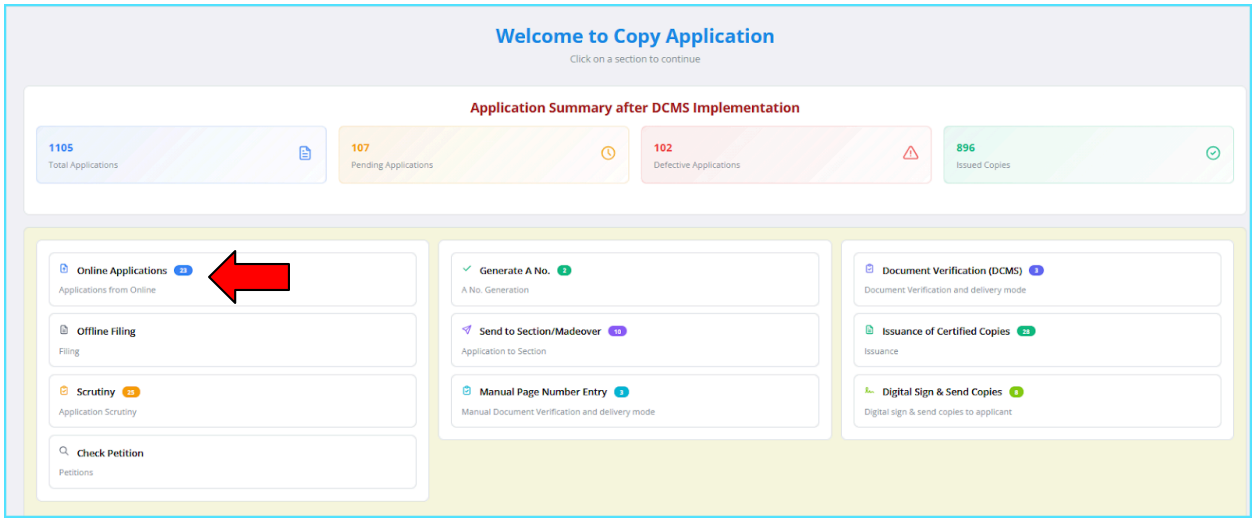
Dashboard for the "Copy Application" module has been **enhanced** as seen in the following :

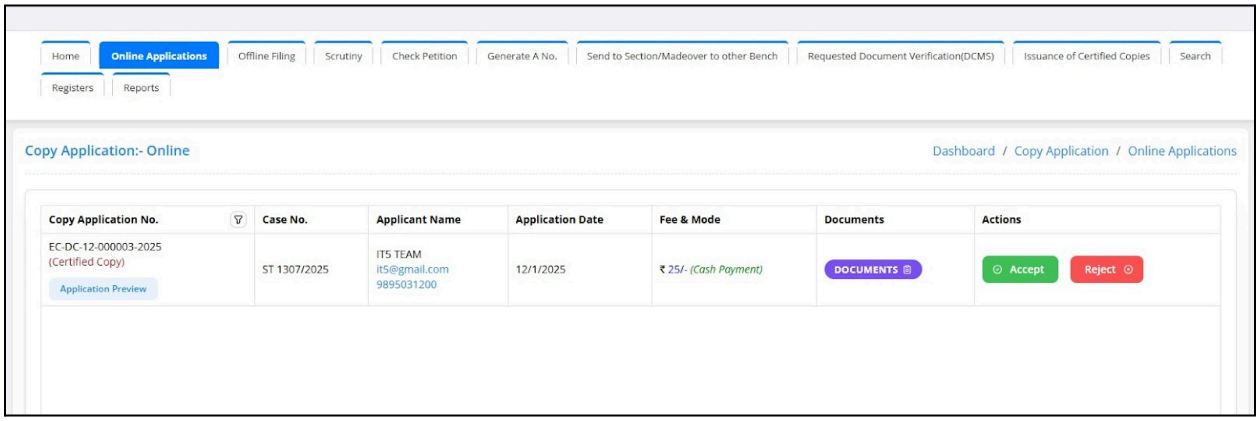


1. Online Application Handling

1.1 Viewing Online Applications

- Court officials can log in to DCMS and navigate to the Copy Application Module. Applications submitted by **Advocates, Litigants, Prosecutors, or Government Officials** will be displayed in the Online Application section.

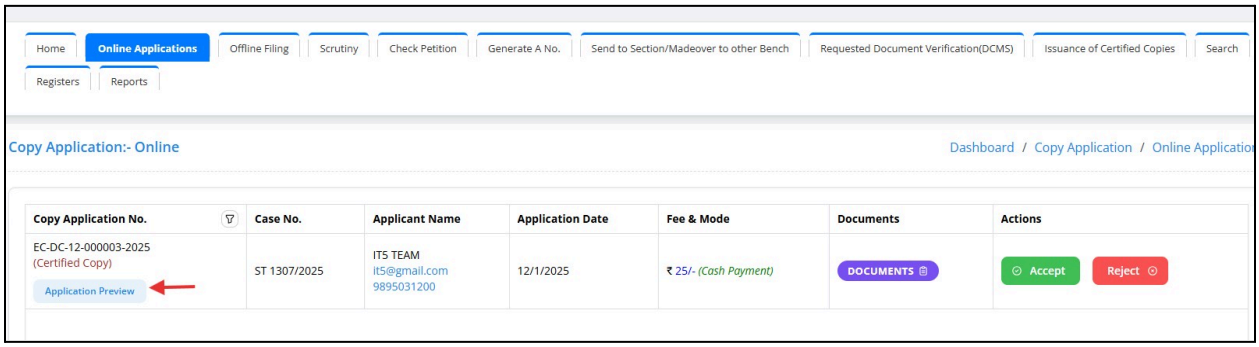


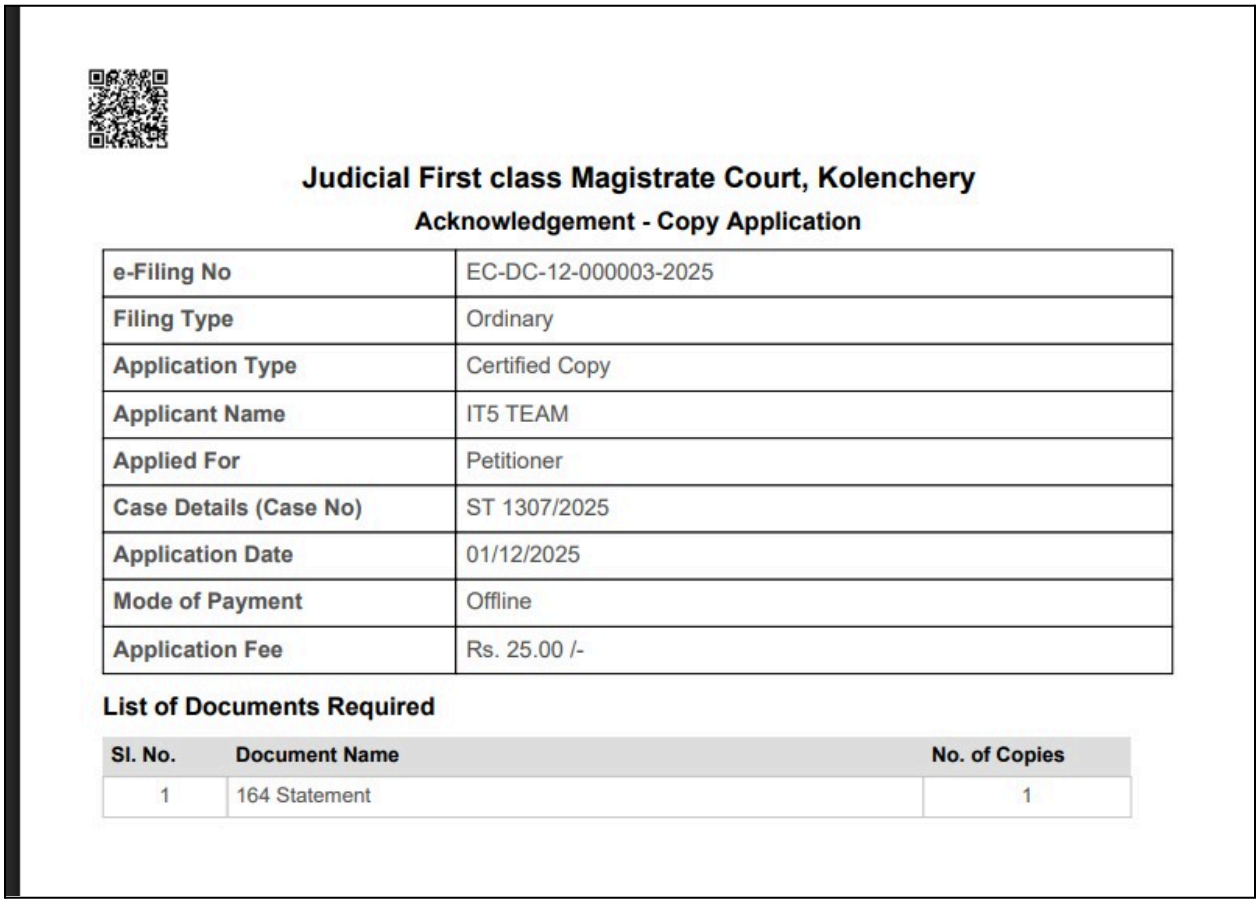


- For each application, the following details are visible:
    - **Application Number**
    - **Case Number**
    - **Applicant Name**
    - **Application Fee**
    - **Mode of Payment**

1.2 Viewing Requested Documents

- Open the application to view the **list of requested documents**.
- Verify the correctness of case details and document requests.





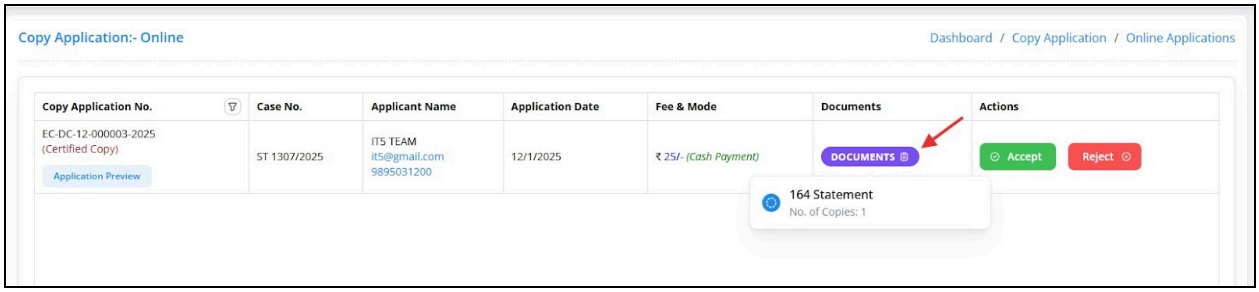
Judicial First class Magistrate Court, Kolenchery

Acknowledgement - Copy Application

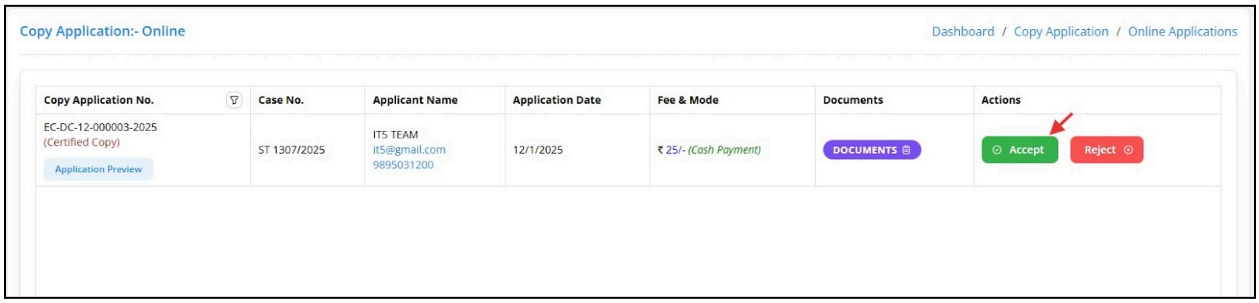
e-Filing No	EC-DC-12-000003-2025
Filing Type	Ordinary
Application Type	Certified Copy
Applicant Name	IT5 TEAM
Applied For	Petitioner
Case Details (Case No)	ST 1307/2025
Application Date	01/12/2025
Mode of Payment	Offline
Application Fee	Rs. 25.00 /-

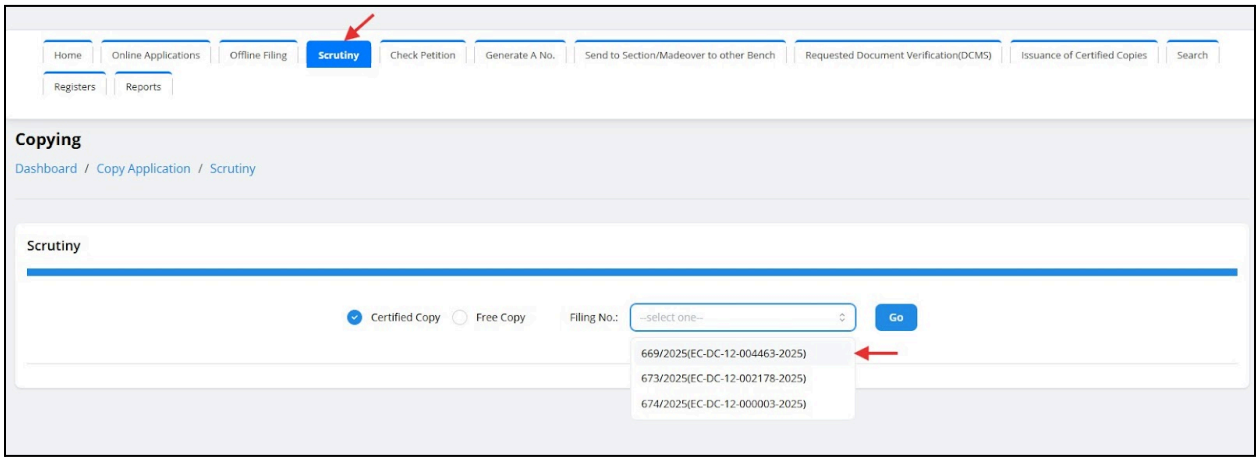
List of Documents Required

Sl. No.	Document Name	No. of Copies
1	164 Statement	1

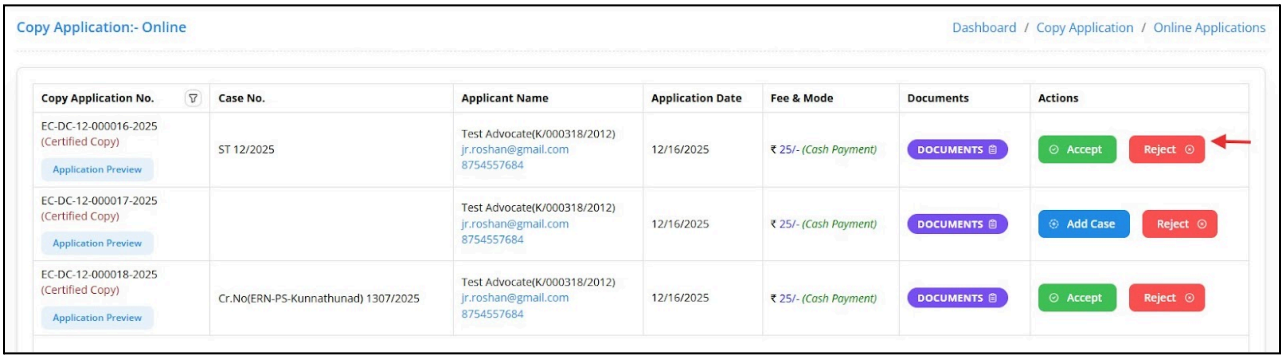


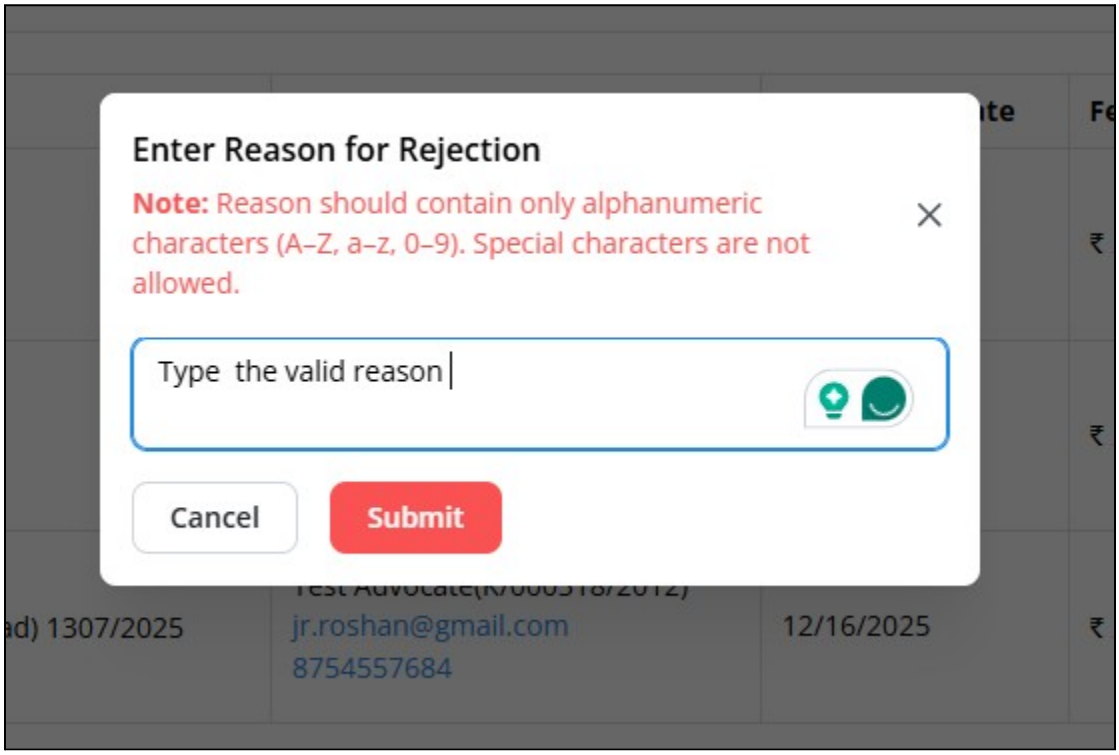
1.3 Accepting or Rejecting Applications





- **Accept Application**:
    - Click **Accept** if all details are correct.
    - Acceptance automatically generates a **Filing Number**.

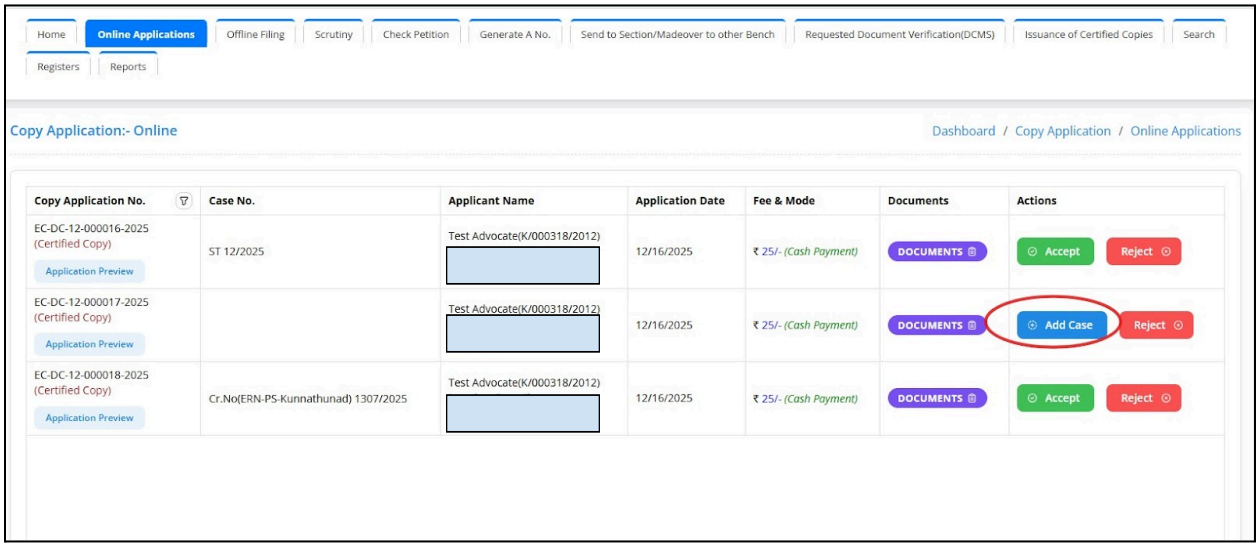




- **Reject Application**:
    - Click **Reject** if errors or discrepancies are found.

- The application is returned to the applicant. Once an application is rejected the applicant cannot resubmit the application.

1.4 Handling Legacy Cases ("Add Case" Scenario)



- In some applications (typically **old / legacy cases not yet available in DCMS**), the **"Accept"** button is replaced with **"Add Case"**.

- In such cases, perform the following steps:

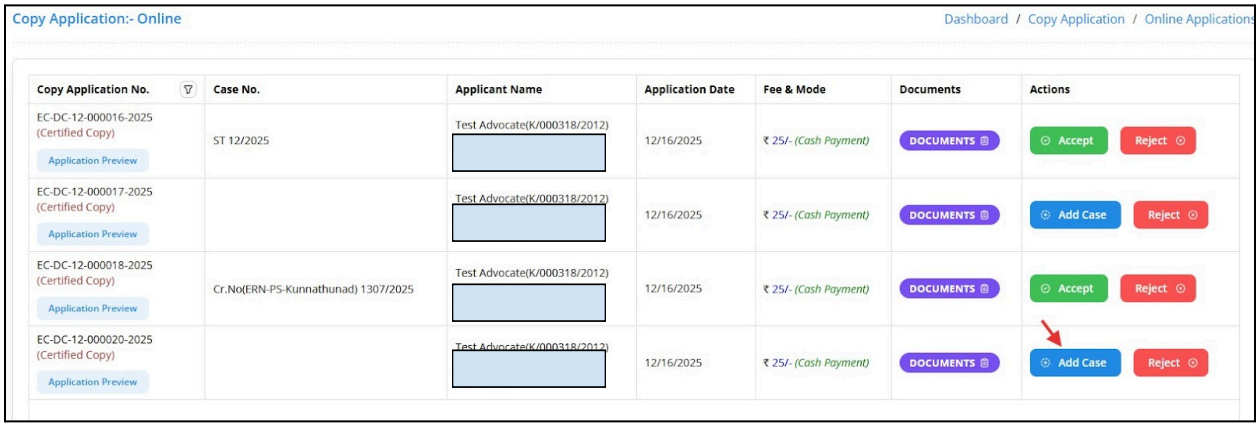
Step 1: Legacy Filing

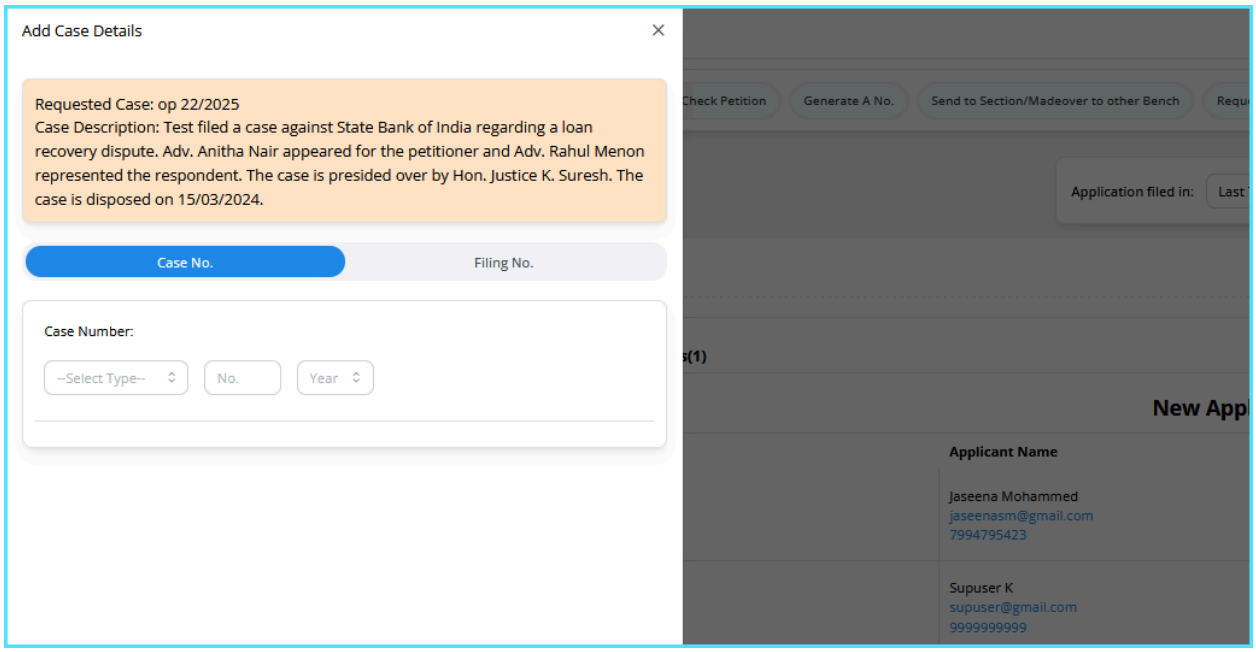
- Complete **Legacy Filing** to add the missing case into DCMS.

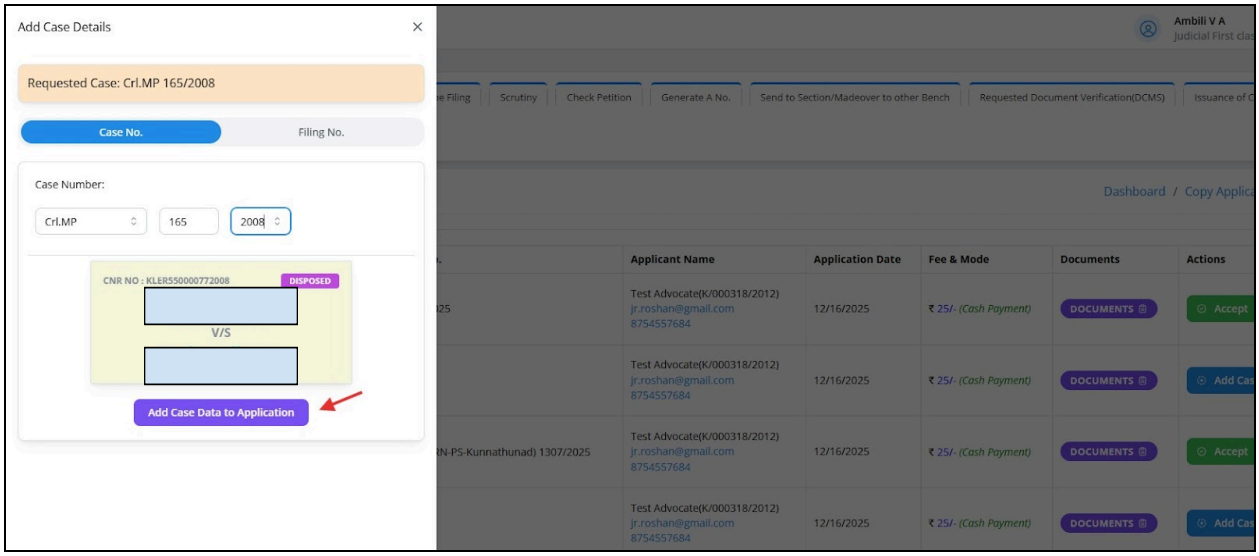
Step 2: Legacy Disposal (if applicable)

- If the case is already disposed, perform **Legacy Disposal** with accurate disposal details.

Step 3: Add Case to Application









- Click **Add Case**.
- Enter the following details:
    - **Case Type**
    - **Case Number**
    - **Year**
- Save the details to link the newly created case data to the copy application.

2. Offline Filing Procedure

2.1 Accessing Offline Filing

- Court officials can make use of the **Offline Filing** tab when online filing is not possible due to technical issues.This option ensures that filing activities can continue without interruption until the system is restored.

2.2 Case Verification

- Enter the **Case Number**.
- If case details appear, proceed with filing.
- If case details do **not** appear:
    - Perform **Legacy Filing** before proceeding.

2.3 Entering Application Details

- Fill in all required application details.

2.4 Document Entry

- Navigate to the **Documents** tab.
- Enter the **number of required documents**.
- If a document name is not available in the dropdown list:
    - Enter the document name **manually**.

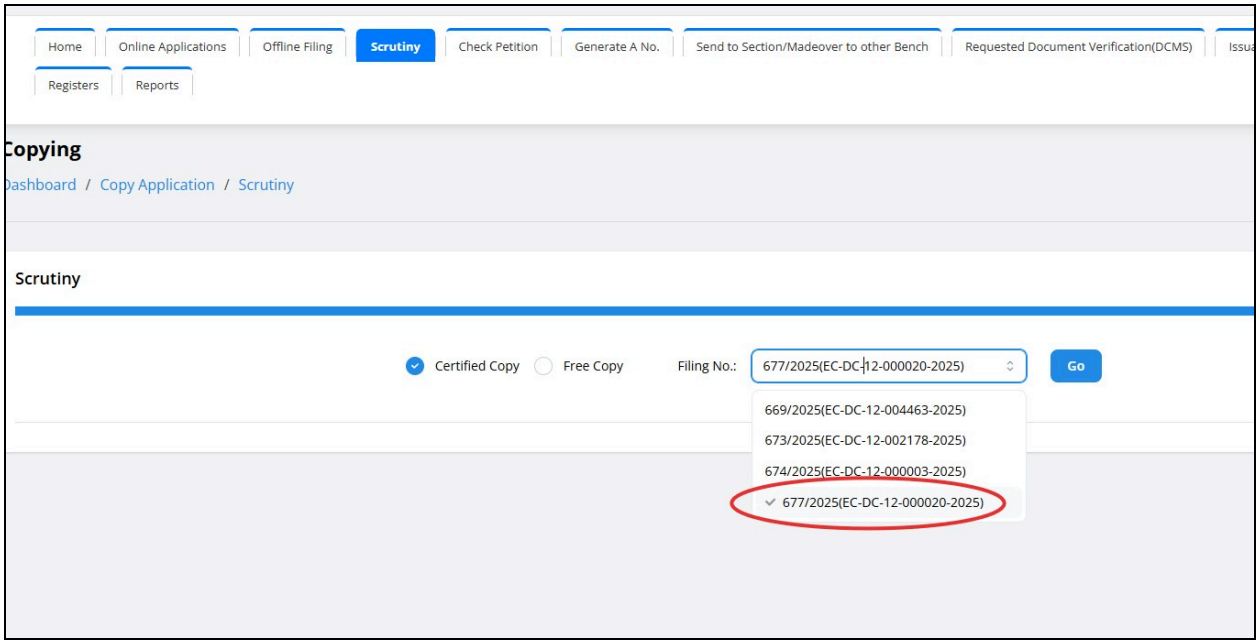
2.5 IA / Orders and Trial Court Documents

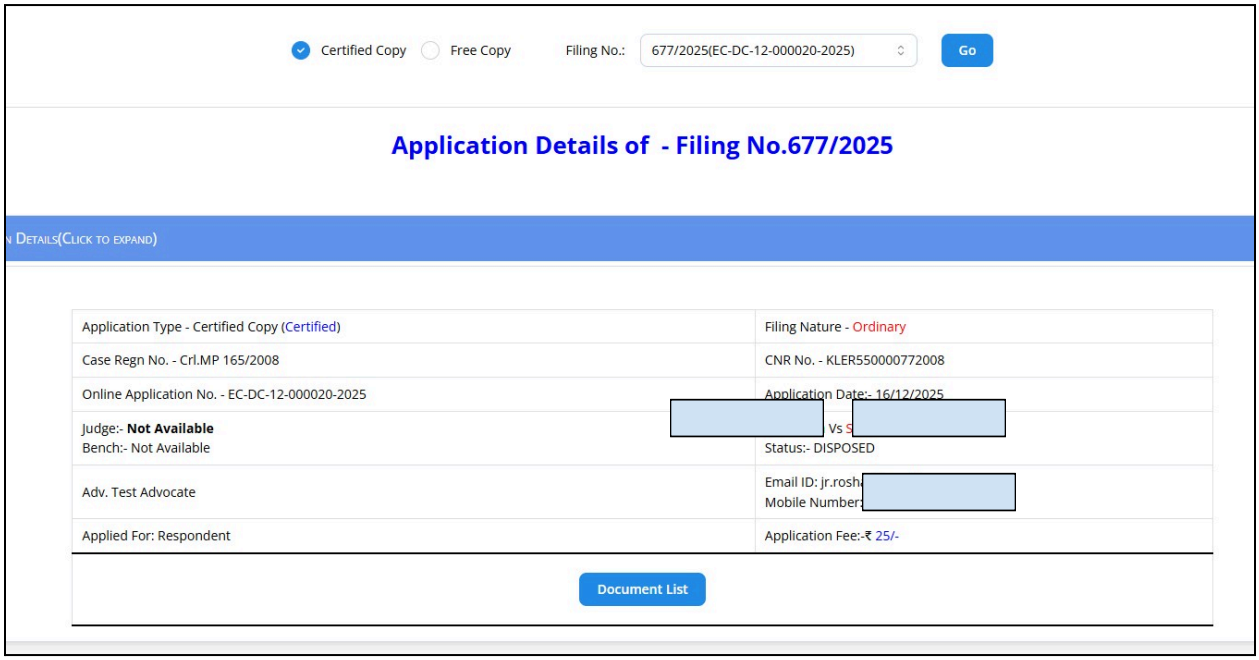
- Enter details of:
    - **Interlocutory Applications (IA) / Orders**
    - **Trial Court Documents**, where applicable.

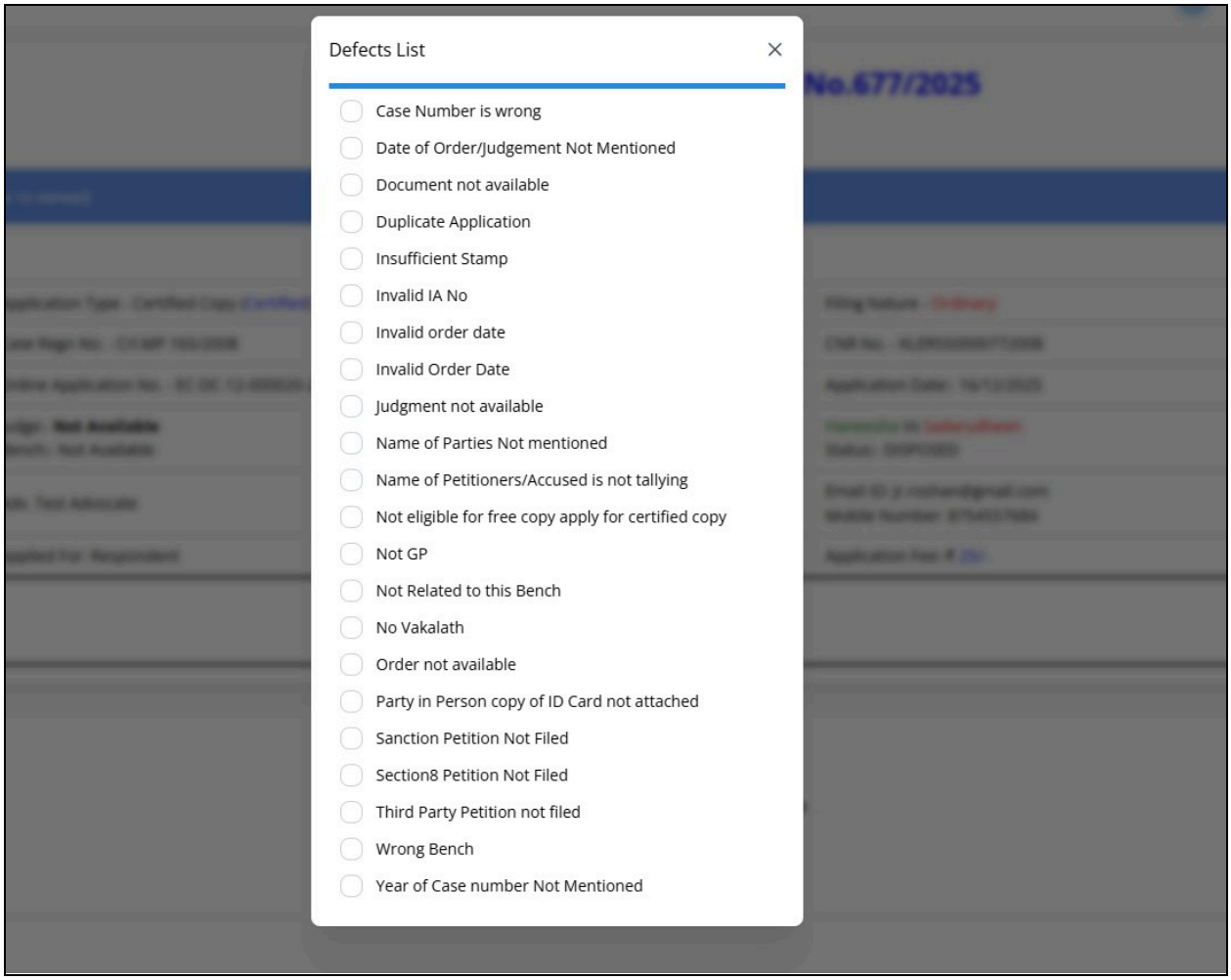
2.6 Preview and Confirmation

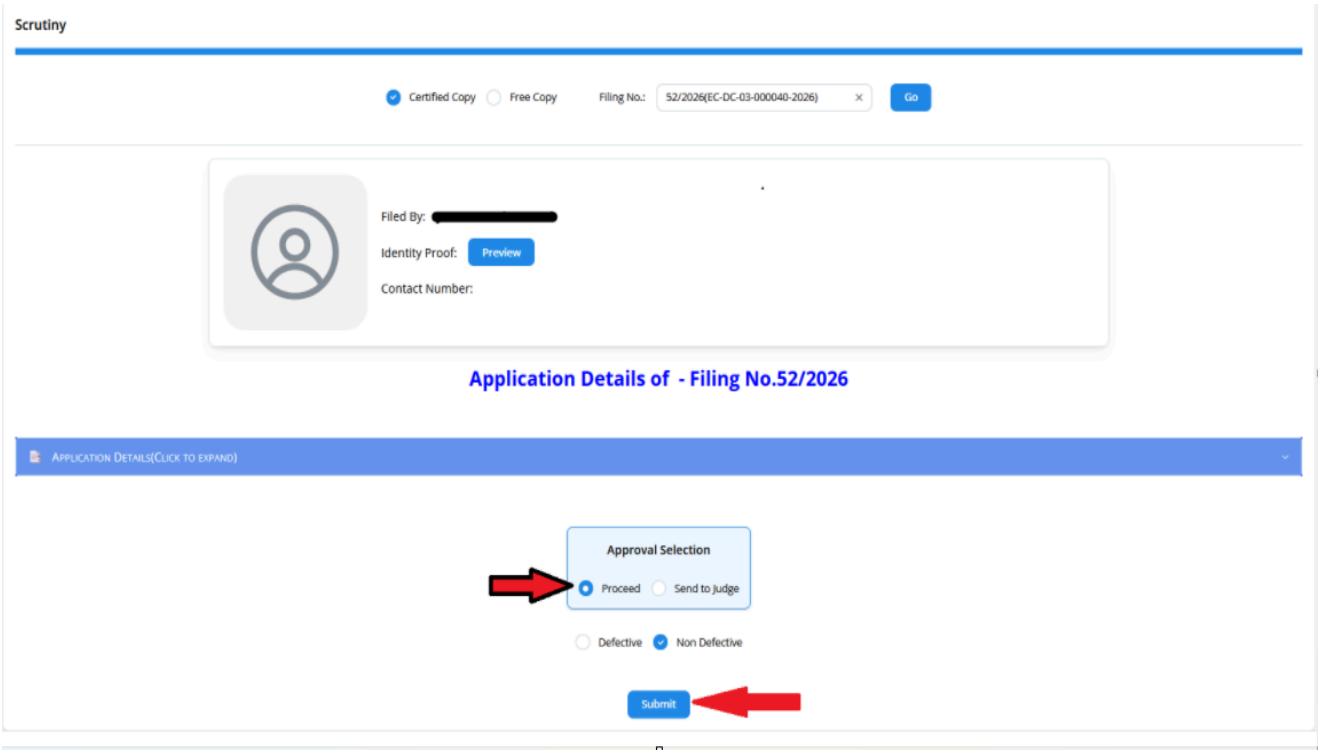
- Go to the **Preview** tab and verify all entered details.
- Available actions:
    - **Verify** – to confirm correctness.
    - **Back** – to edit details.
    - **Confirm** – to finalize filing.
- On confirmation:
    - A **Filing Number** is generated (**not an A Number**).
    - Select whether the copy requested is:
        - **Certified Copy**, or
        - **Free Copy**

3. Scrutiny and Validation


Home
Online Applications
Offline Filing
Scrutiny
Check Petition
Generate A No.
Send to Section/Madeover to other Bench
Requested Document Verification(DCMS)
Registers
Reports
Copying
Dashboard / Copy Application / Scrutiny
Scrutiny
Certified Copy
Free Copy
Filing No.:
677/2025(EC-DC-12-000020-2025)
Go
669/2025(EC-DC-12-004463-2025)
673/2025(EC-DC-12-002178-2025)
674/2025(EC-DC-12-000003-2025)
677/2025(EC-DC-12-000020-2025)


Certified Copy
Free Copy
Filing No.:
677/2025(EC-DC-12-000020-2025)
Go
Application Details of - Filing No.677/2025
Details(Click to expand)
Application Type - Certified Copy (Certified)
Filing Nature - Ordinary
Case Regn No. - Crl.MP 165/2008
CNR No. - KLER550000772008
Online Application No. - EC-DC-12-000020-2025
Application Date:- 16/12/2025
Judge:- Not Available
Bench:- Not Available
Status:- DISPOSED
Adv. Test Advocate
Email ID: jr.rosh
Mobile Number:
Applied For: Respondent
Application Fee:-₹ 25/-
Document List


Defects List
Case Number is wrong
Date of Order/Judgement Not Mentioned
Document not available
Duplicate Application
Insufficient Stamp
Invalid IA No
Invalid order date
Invalid Order Date
Judgment not available
Name of Parties Not mentioned
Name of Petitioners/Accused is not tallying
Not eligible for free copy apply for certified copy
Not GP
Not Related to this Bench
No Vakalath
Order not available
Party in Person copy of ID Card not attached
Sanction Petition Not Filed
Section8 Petition Not Filed
Third Party Petition not filed
Wrong Bench
Year of Case number Not Mentioned



3.1 Purpose of Scrutiny

- The **Scrutiny** tab is used to verify the applications that already have a **Filing Number**.

3.2 Scrutiny Process

- Select whether the application is for:
    - **Certified Copy**, or
    - **Free Copy**
- Enter the **Filing Number**.
- Examine the application and mark it as:

- **Non-Defective**, or
- **Defective**

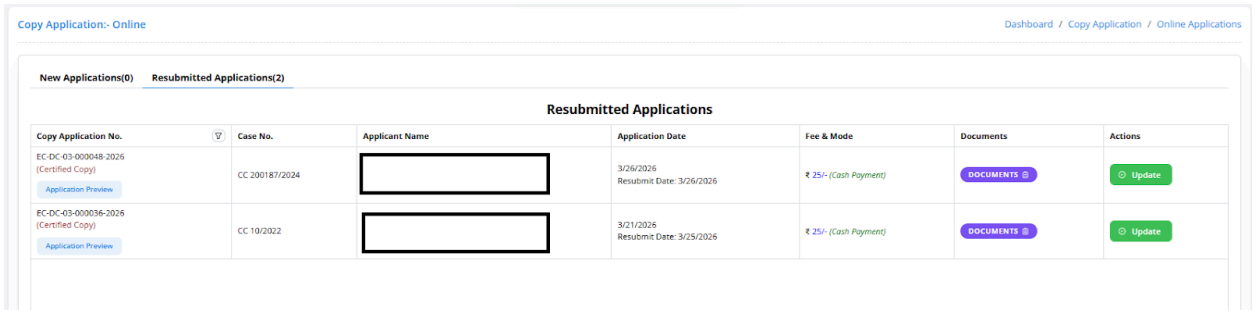
3.3 Defective Applications

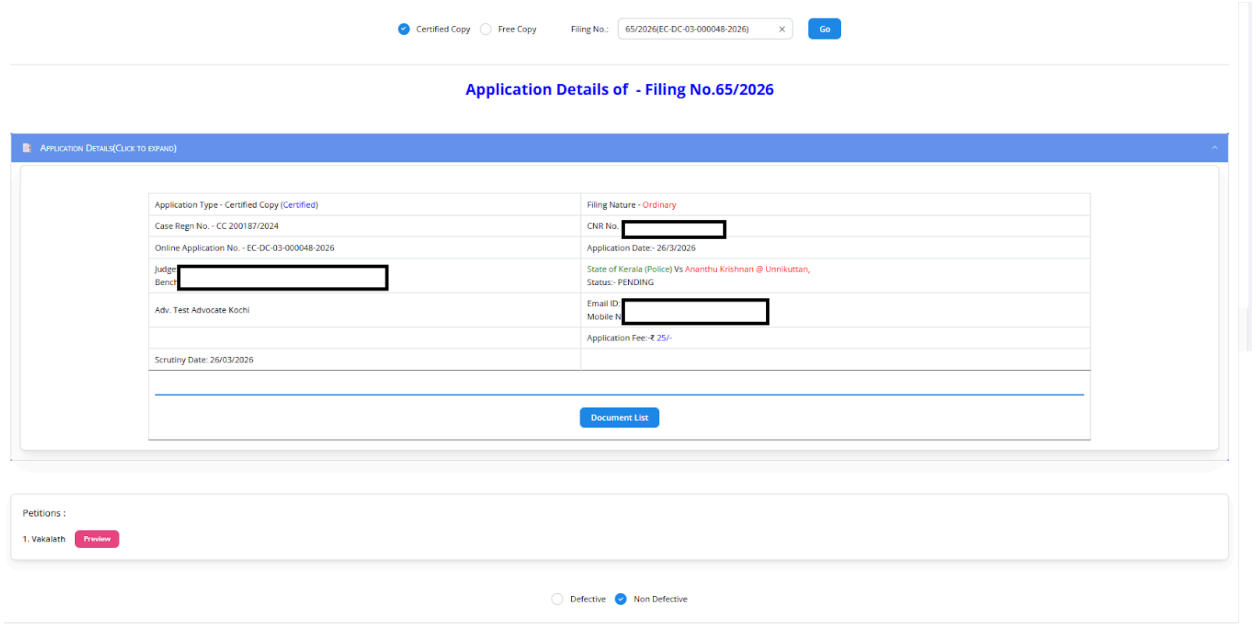
- If marked **Defective**:
  - Select the appropriate **Defect Type** from the available options.

When a copy application request is scrutinised from court and any of the following defect is marked from court side, the applicant can edit and resubmit the application.

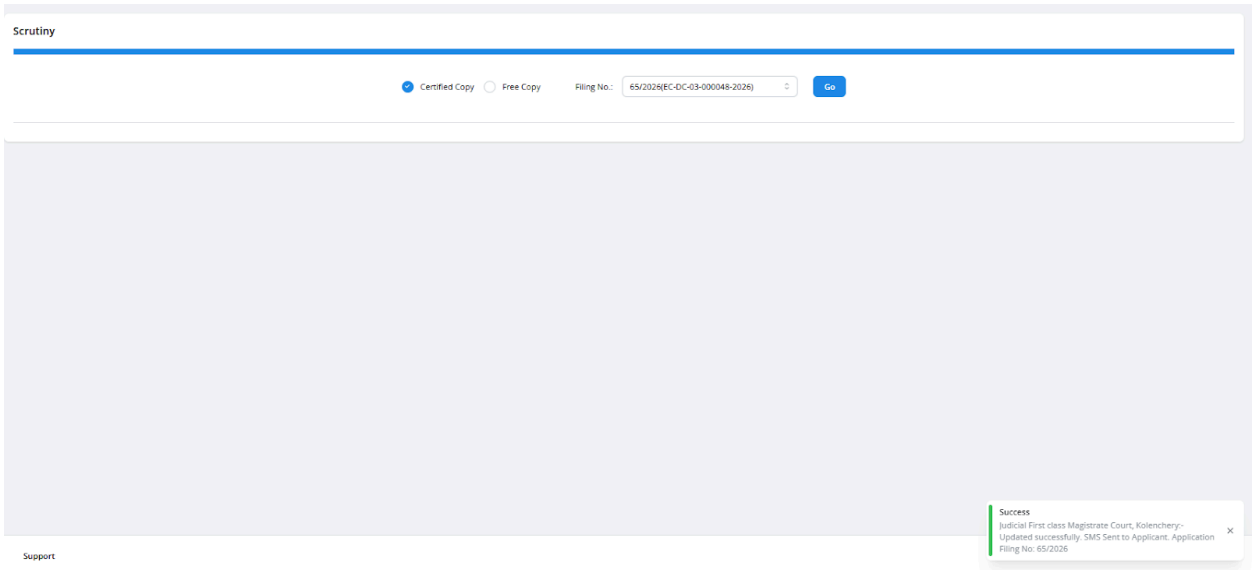
1. No Vakalath
2. Sanction Petition Not Filed
3. Section8 Petition Not Filed
4. Incorrect Sanction Petition Format
5. Incorrect Section8 Petition Format
6. Incorrect Affidavit
7. Affidavit Not filed
8. Incorrect restoration petition
9. Invalid order date
10. Invalid IA No
11. Invalid Order Date
12. Date of Order/Judgement Not Mentioned
13. Third Party Petition not filed

Once the defect is cured, the application will be available in the resubmitted applications. Court staff can mark the action as “Update.” Once it is marked as “Update,” the application will be available for scrutiny.





If the defect is cured, the same can be forwarded to the next stage by marking as Non Defective.



3.4 Status Display

- After scrutiny, the **right-bottom section of the screen** displays the updated application status.

3.5 Check Petition

- Perform the **Check Petition** step if applicable.
- This step may be **skipped** if no petition is required.

4. A Number Generation and Routing

4.1 Generating A Number

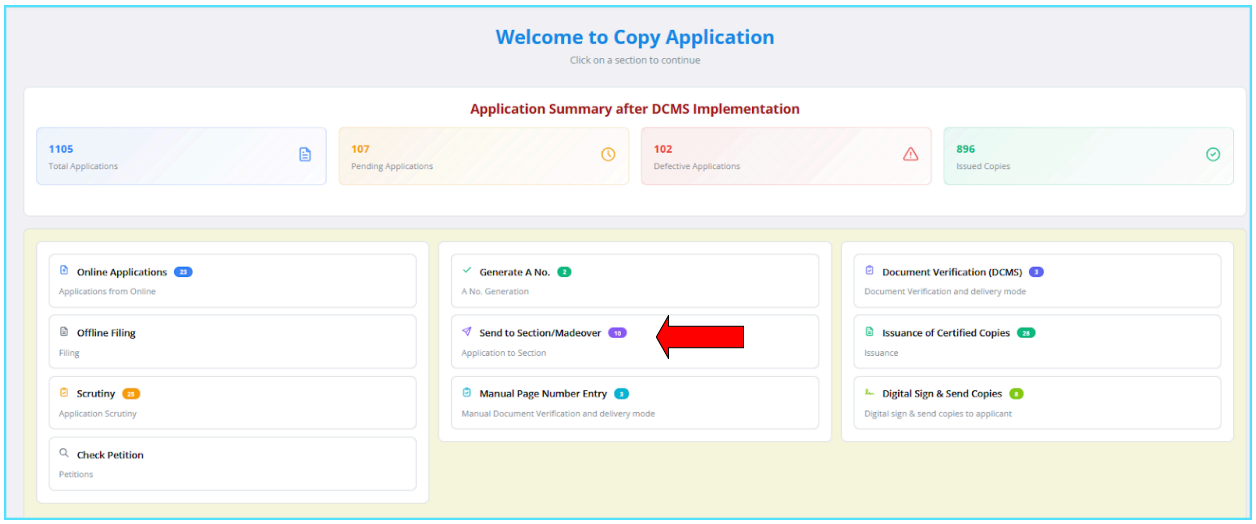
- Use the **Generate A No.** option.
- Enter the **Filing Number** to generate the **Application Number (A No.)**.
- **A Number generation is irreversible**. Once generated it can only be **deleted**, not modified.

4.2 Sending to Section / Bench

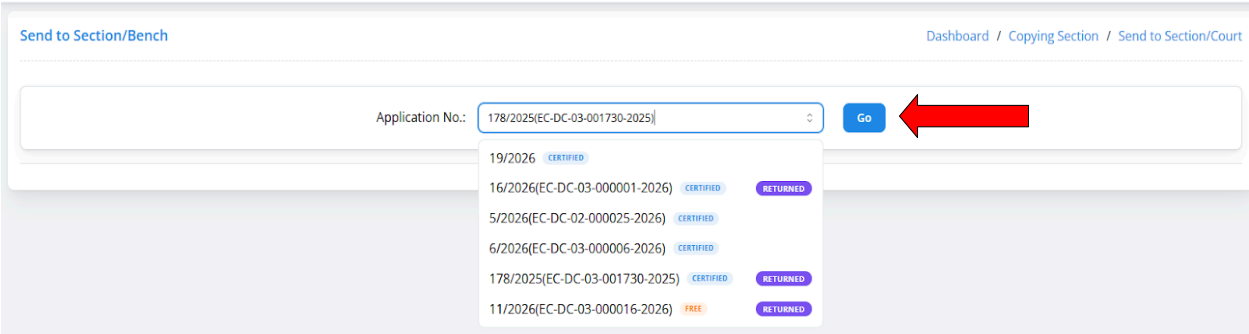
- After A Number generation:
    - Use the **Send to Section** / **Madeover button**.
- Select the appropriate destination:
    - **Section**
    - **Bench**

The option to send applications back and send to another section has been implemented.

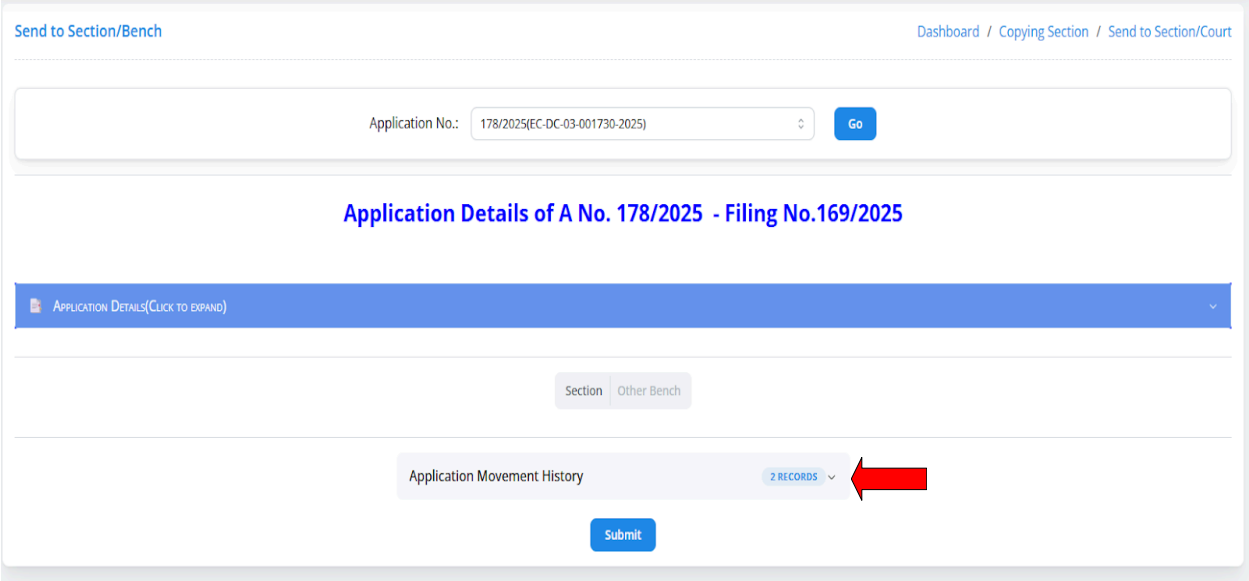
Click the **"Send to Section/Madeover"** button

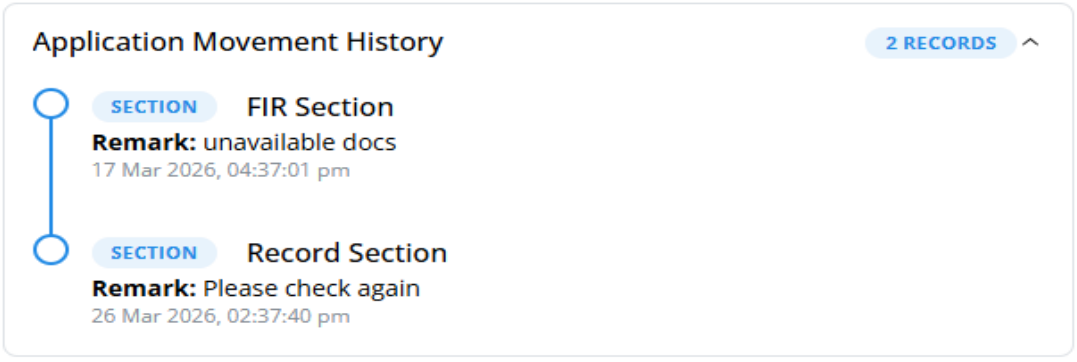


Select the application from the dropdown menu, the applications which were returned from the section/s will be indicated with a badge. After selecting the application, click the **Go** Button.

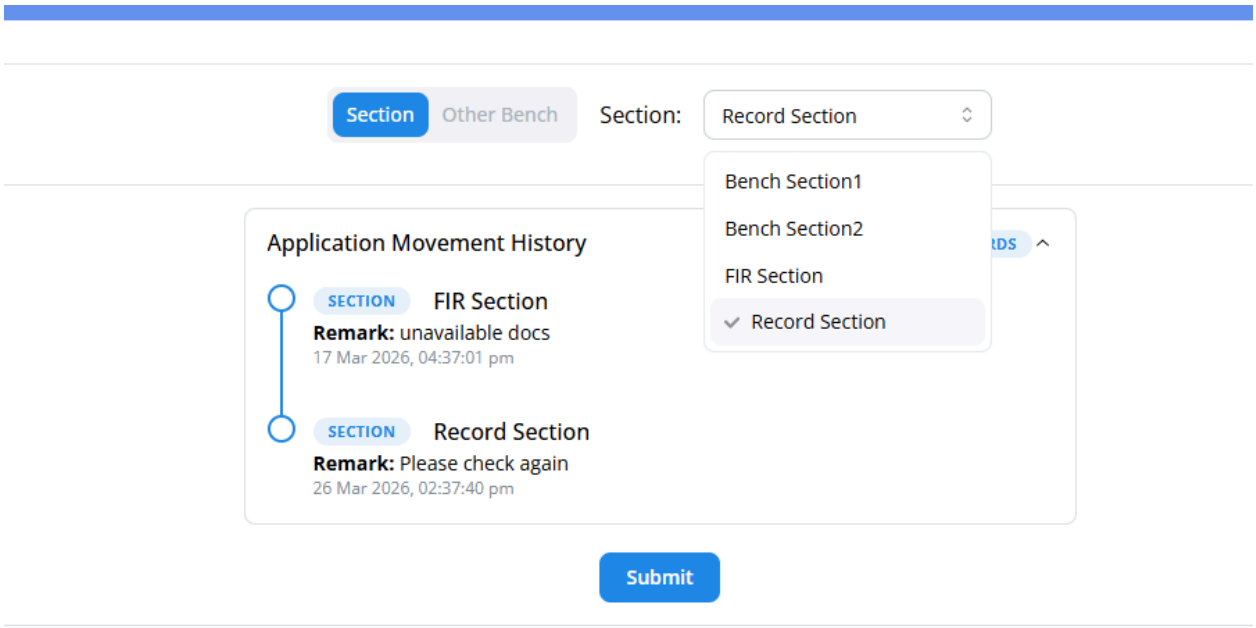


History of movement can be seen by clicking the **"Application movement history".**

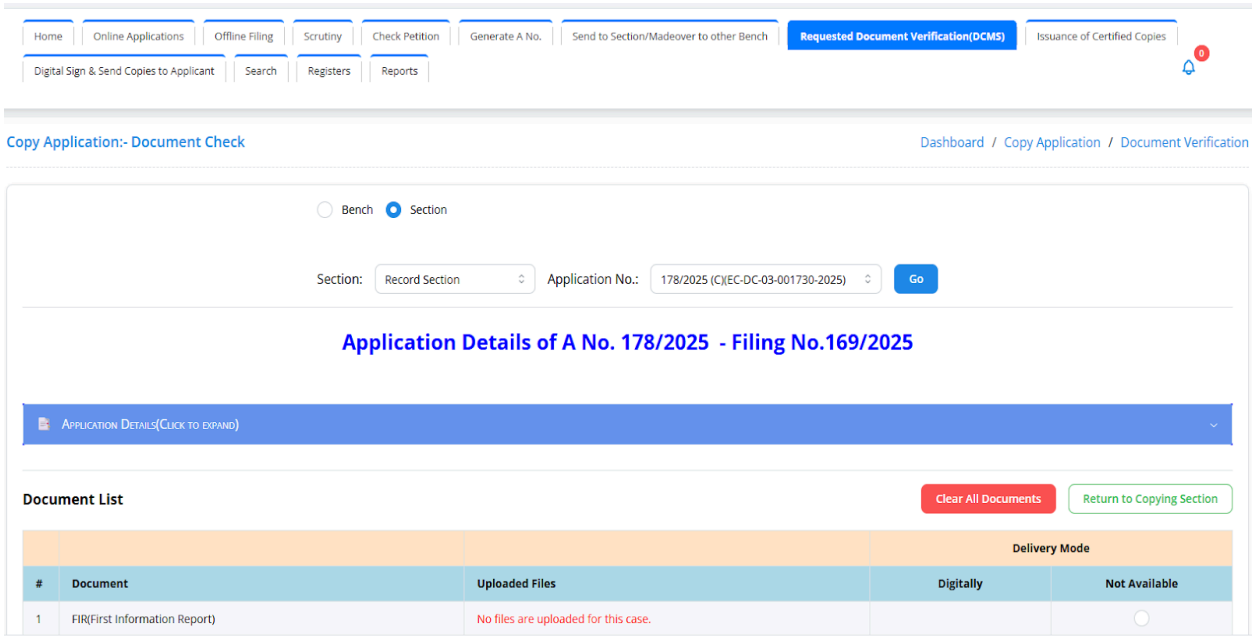




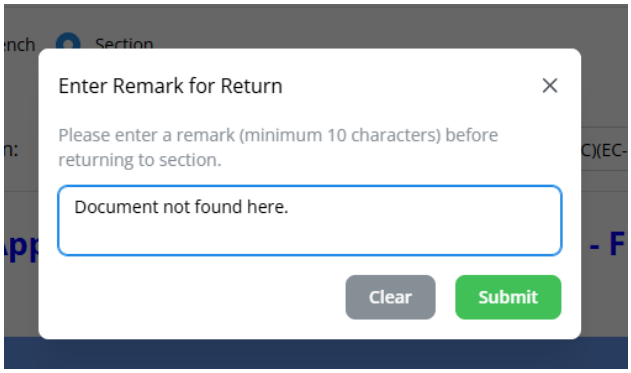
The application can be sent to another section by selecting "**Section**" and selecting the appropriate section from the dropdown menu, and then clicking the **Submit** button.



The applications sent to the section can be seen by navigating to the "**Requested document verification (DCMS)**" section, and then selecting the section and application number. This application can be returned to the copying section by clicking the **"Return to Copying Section"** button.

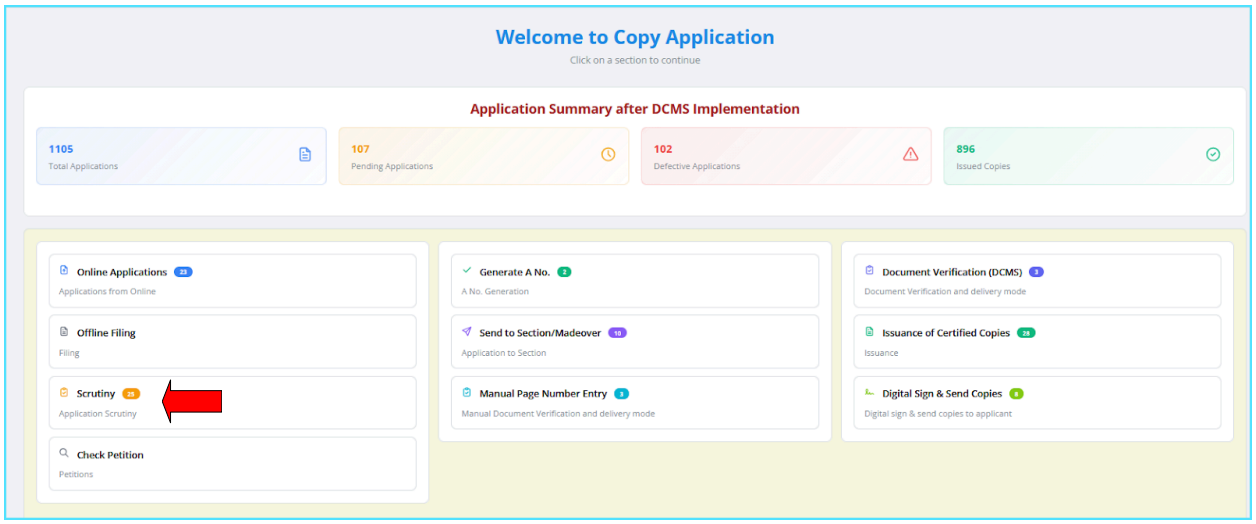


A remark should be entered for returning before clicking the **Submit** button.

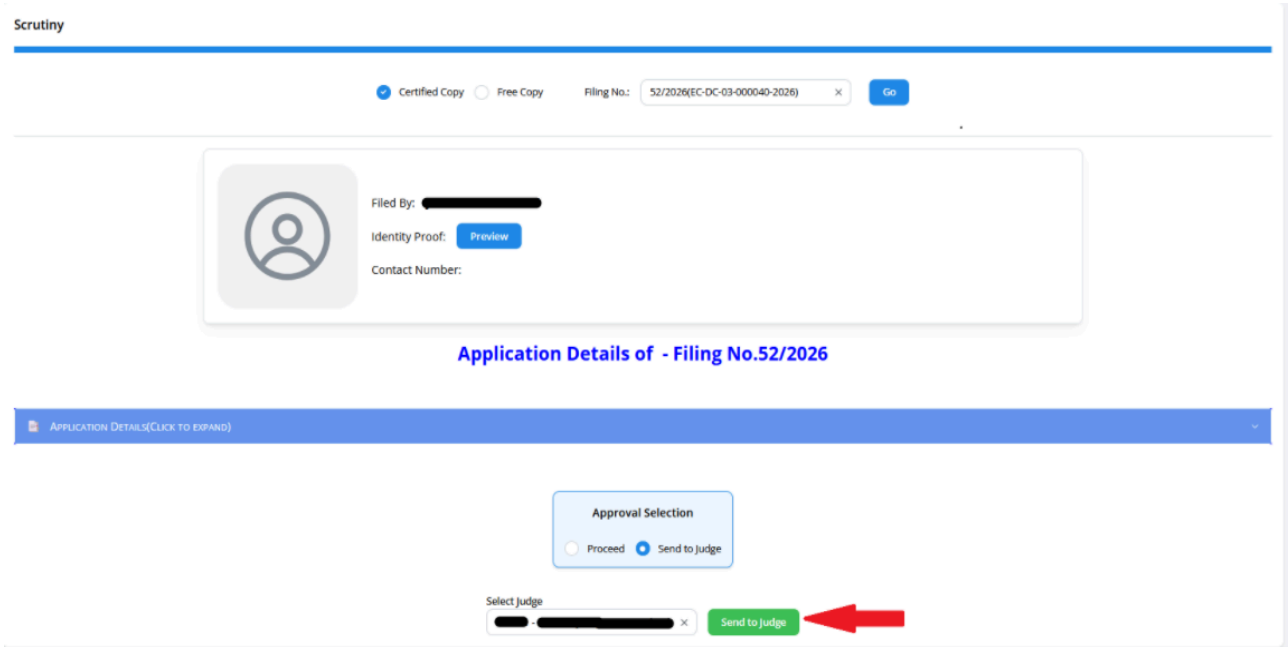


4.3 Sending to Judge

A feature has been implemented for Criminal Courts to enable the Judicial officer to scrutinise the applications.

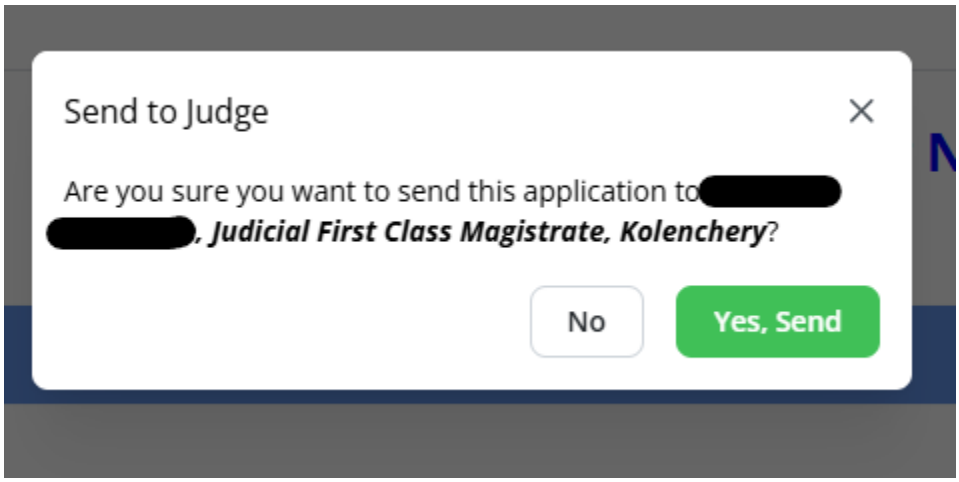


Select an application and the corresponding Judicial officer. Then Click **"Send to Judge"** button

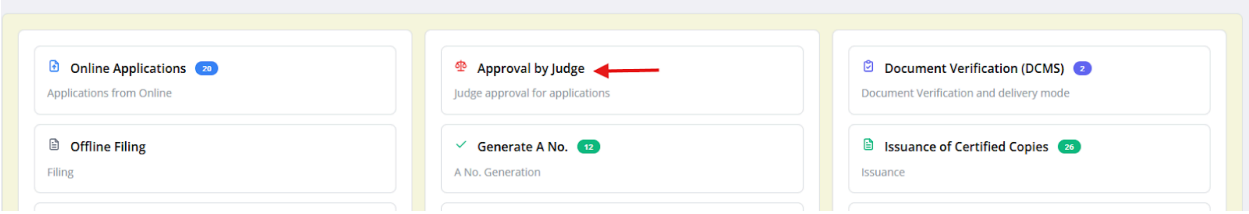


A confirmation message will be displayed. On confirming this, the application will be sent to the Judge.

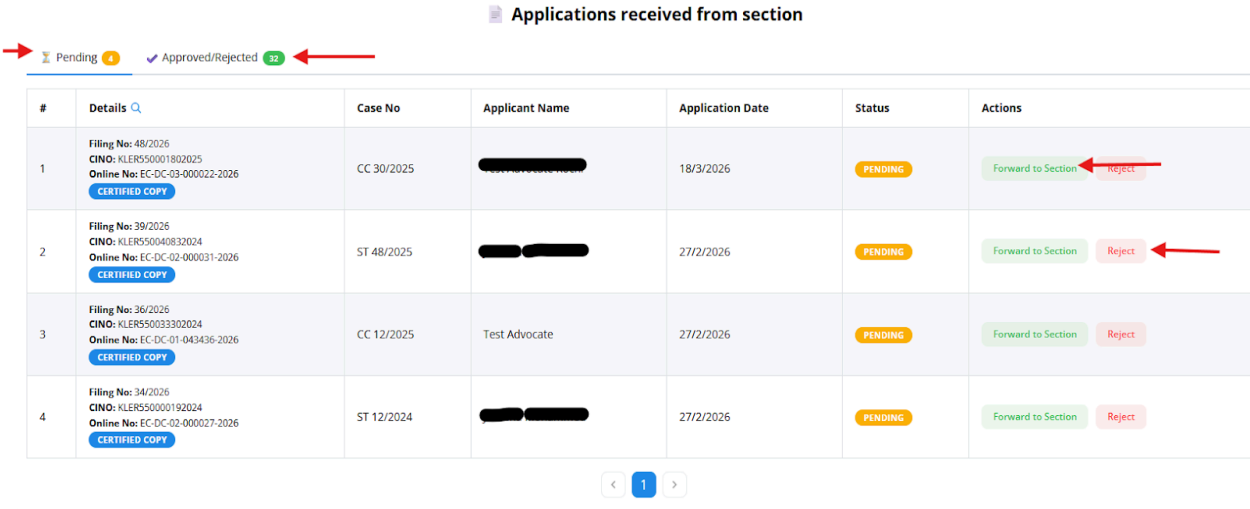
NOTE-
Once the application is sent to the Judge, it cannot be reverted.Application will be processed only after the approval of the Judge.



The applications thus sent will be available for Judges in the “Approval by Judge” section.

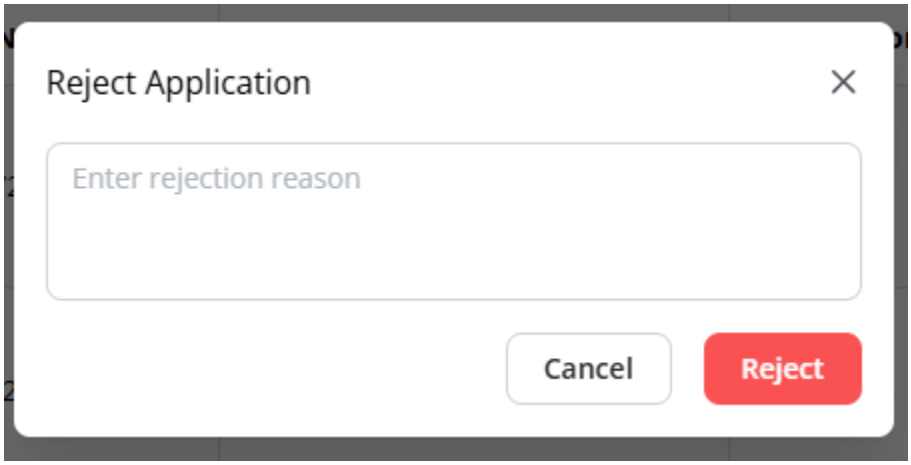


The Judge can Forward the applications to the Section or Reject them.



On clicking the ‘Forward to Section’ button, the application shall be forwarded to the Copying Section for further processing.”

On clicking the **"Reject"** button , a text box for entering the reason of rejection will be displayed.

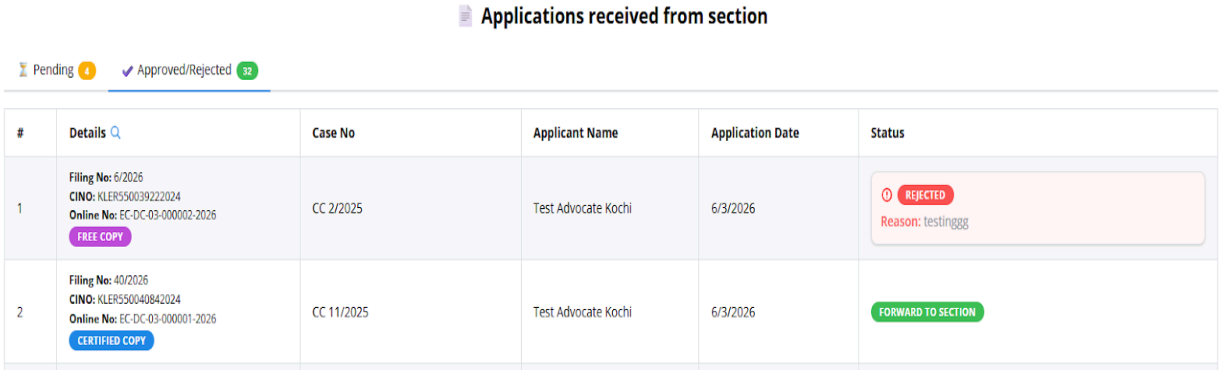


NOTE-

Once the application is rejected by the Judge, the application will be completely rejected and sent to the e-filer.

The same application cannot be processed again.

The applications which were approved or rejected can be seen in the **"Approved/Rejected"** tab.



5. Document Verification

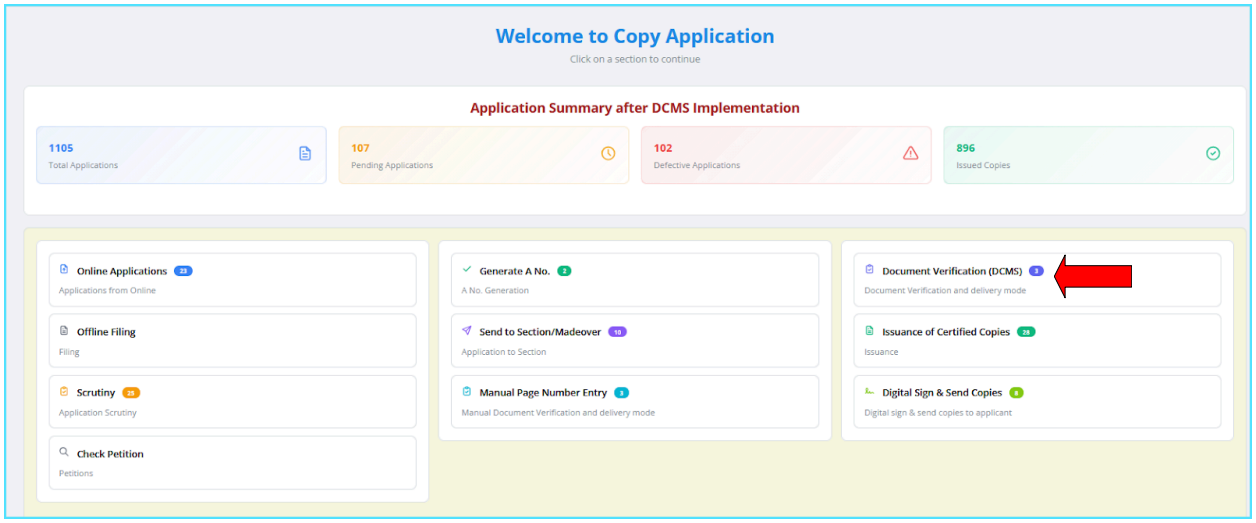
5.1 Manual Page Number Entry

- For each document, which is undigitized:
    - Manually enter the **number of pages**, or
    - Mark the document as **“Not Available”**.

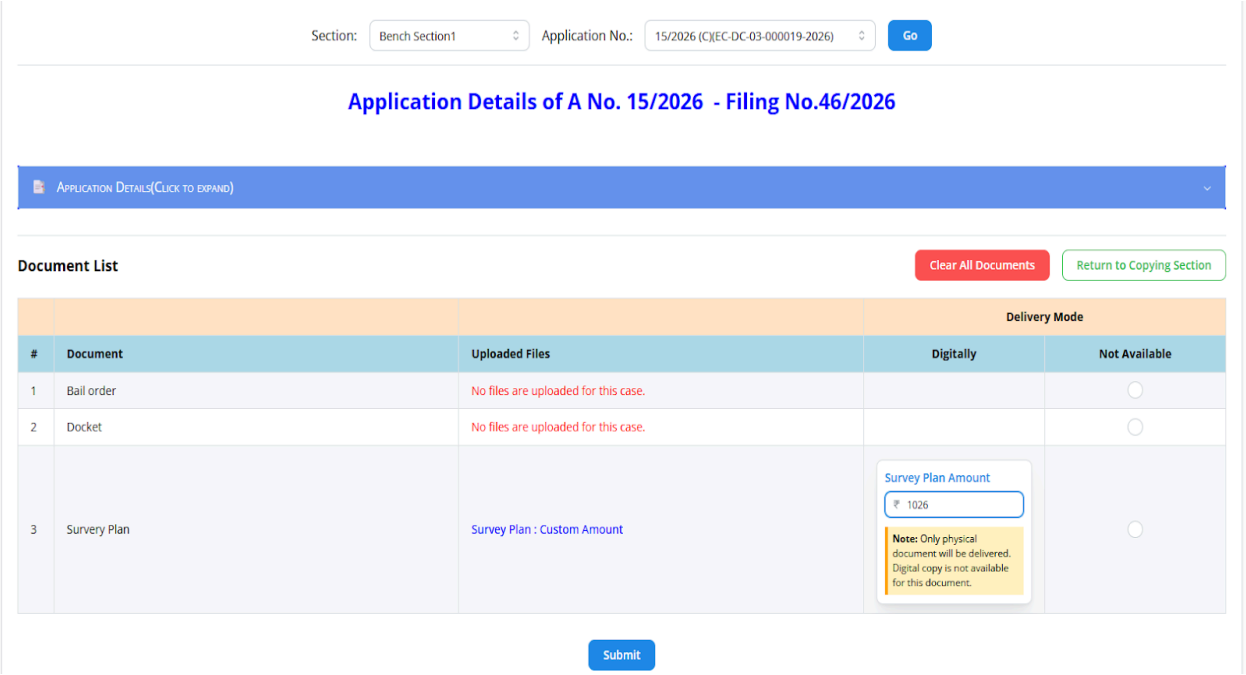
5.2 Uploading Physical Documents

- If physical copies exist:
    - Upload them using the **Case Modification** process.

Option for adding custom amount for **Survey plan** has been implemented. For this, first navigate to the **“Document Verification (DCMS)”** section.



Select an application , if the selected application has a survey plan in the Document List, a custom amount can be added.



6. Issuance of Certified Copies (Final Steps)

6.1 Initiating Issuance

- Select the **Application Number (A No.)**.
- Verify all application and document details.

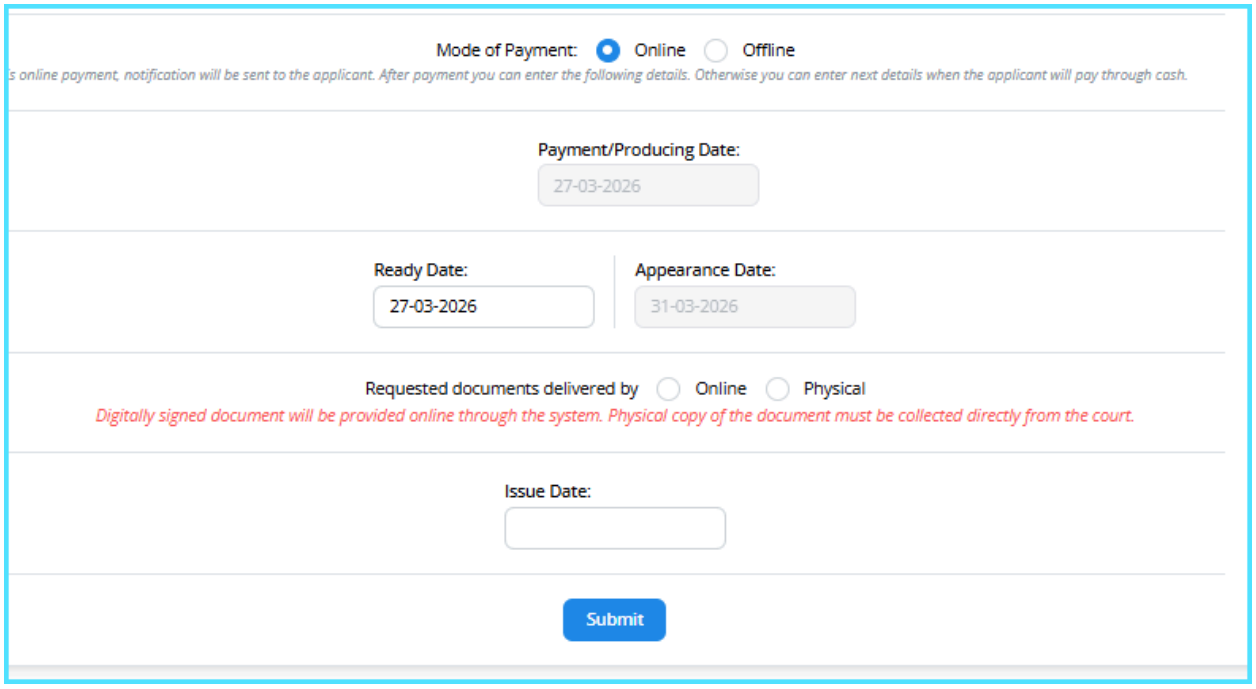
N.B - All Courts in the District Judiciary shall ensure that no pages are omitted while issuing certified copies and that only clear and legible copies are issued.

6.2 Payment and Date Entry

- Choose the **Mode of Payment**:
    - **Online**, or
    - **Offline**
- Enter the **Stamp Calling Date**.
- Click **Submit** to proceed.

6.3 Mandatory Date Updates

- After the physical process is completed, the following **four dates must be updated on the same day**:
    1. **Payment/Producing Date**
    2. **Ready Date**
    3. **Appearance Date**
    4. **Issuance Date**



- **Once submitted, these dates cannot be edited later.**

6.5 Special Rule for Online Payment

- If **Payment Mode is Online**:
    - Updating only the **Ready Date** and **Issuance Date**, and
    - Clicking **Submit**
    - Will result in **automatic issuance** of the documents.

7. Administrative and Support Functions

7.1 Search

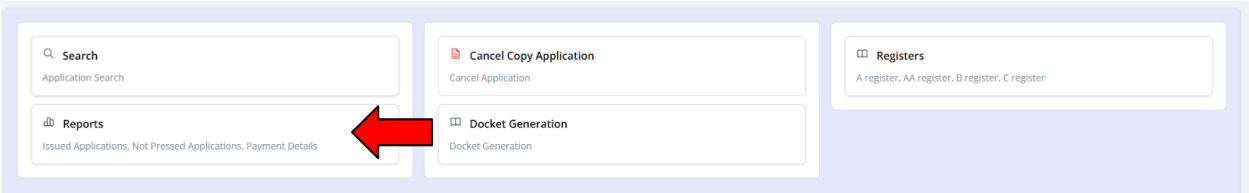
- The current status of an application can be searched using:

- **Application Number**
- **Filing Number**
- **A Number**

7.2 Registers

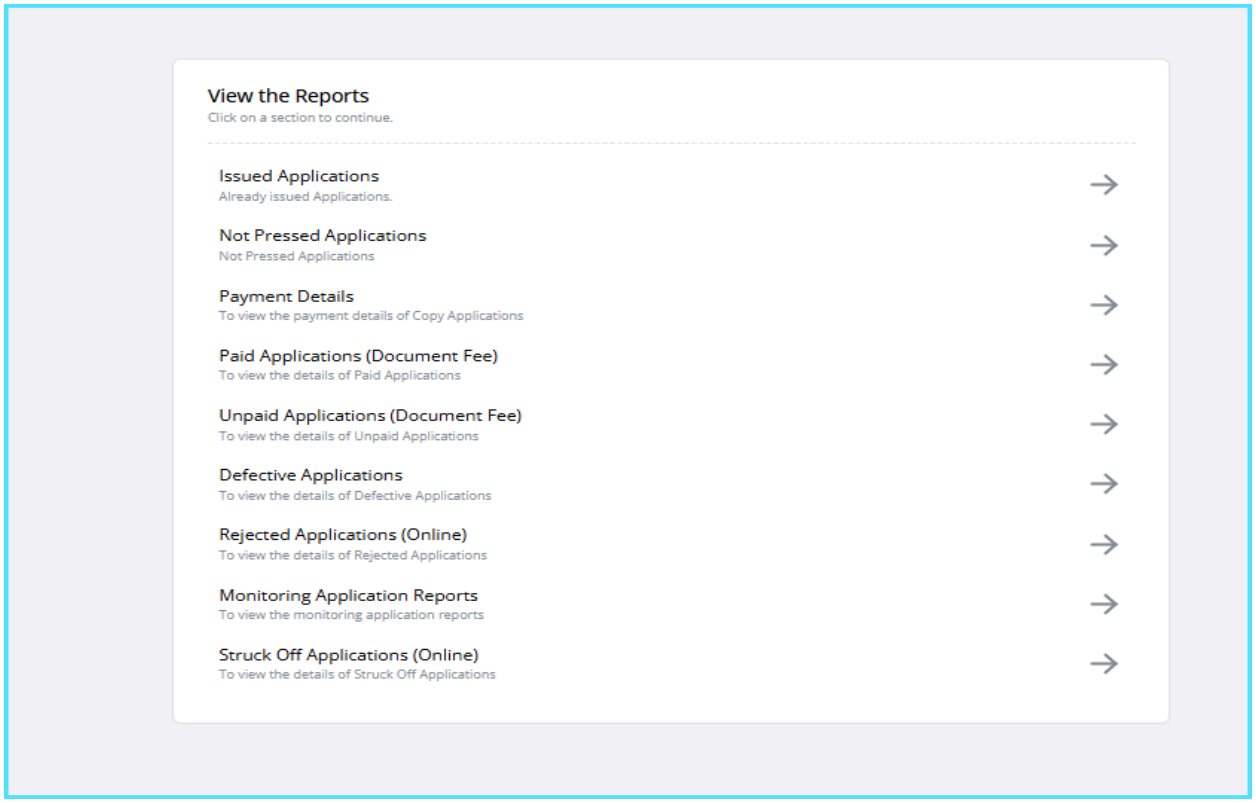
- Generate **PDF reports** for the following registers:
  - **A Register**
  - **AA Register**
  - **B Register**
  - **C Register**
- Select the required register and enter:
  - **From Date**
  - **To Date**

7.3 Reports

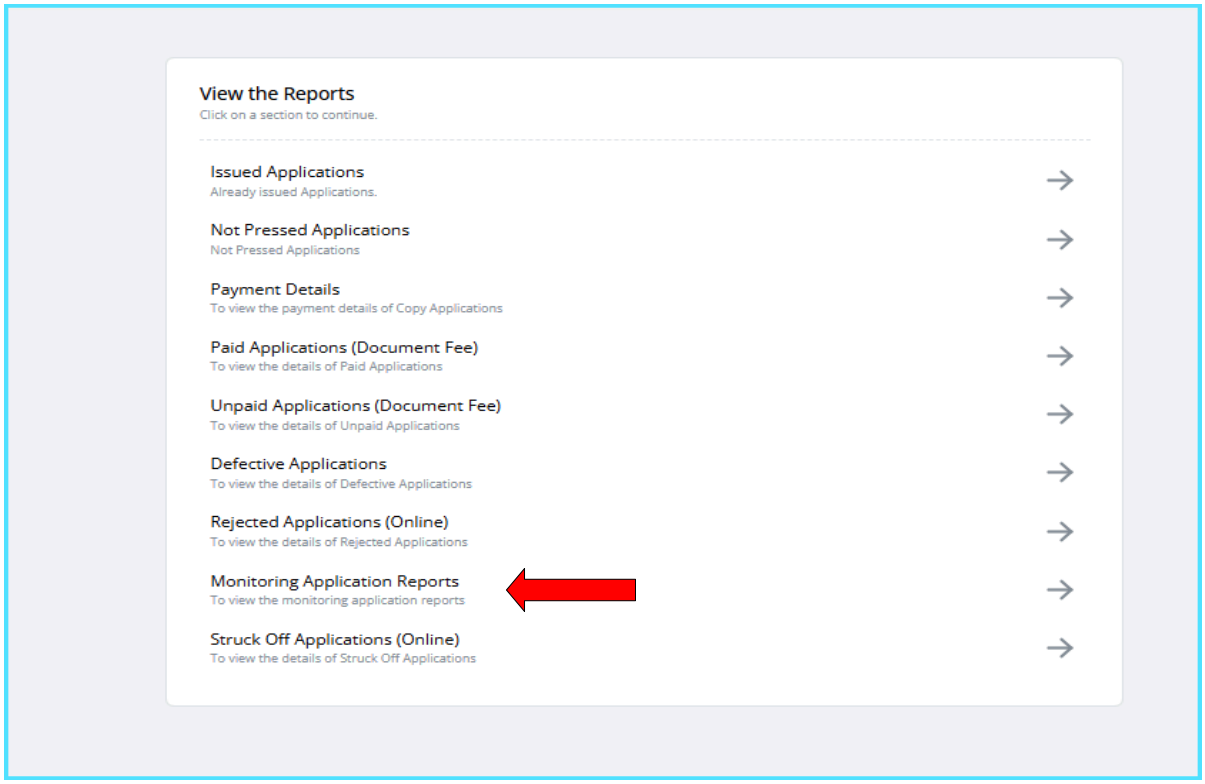


- The **Reports** tab provides access to:
  - **Issued Application Details**

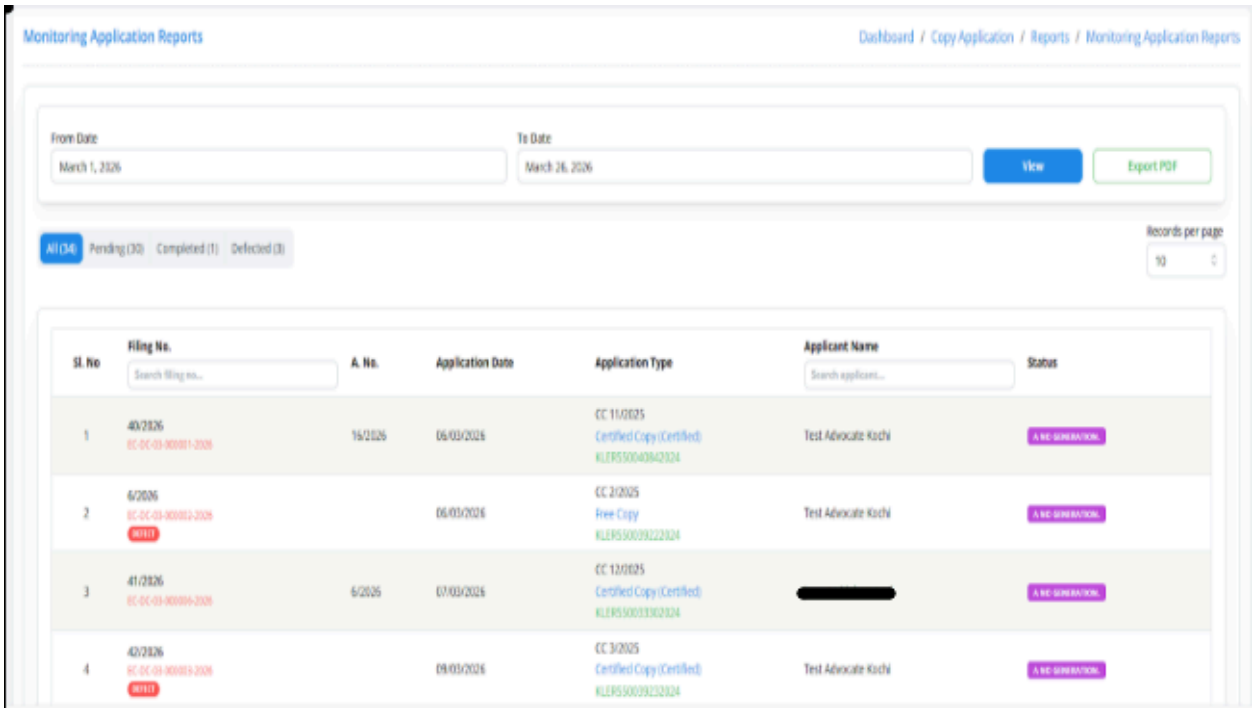
- **Payment Details**
- **Not Pressed Application Details**
- **Paid Applications**
- **Unpaid applications**
- **Defective Applications**
- **Rejected Applications**
- **Monitoring Application**
- **Struck off Applications(Online)**



Monitoring Application Report



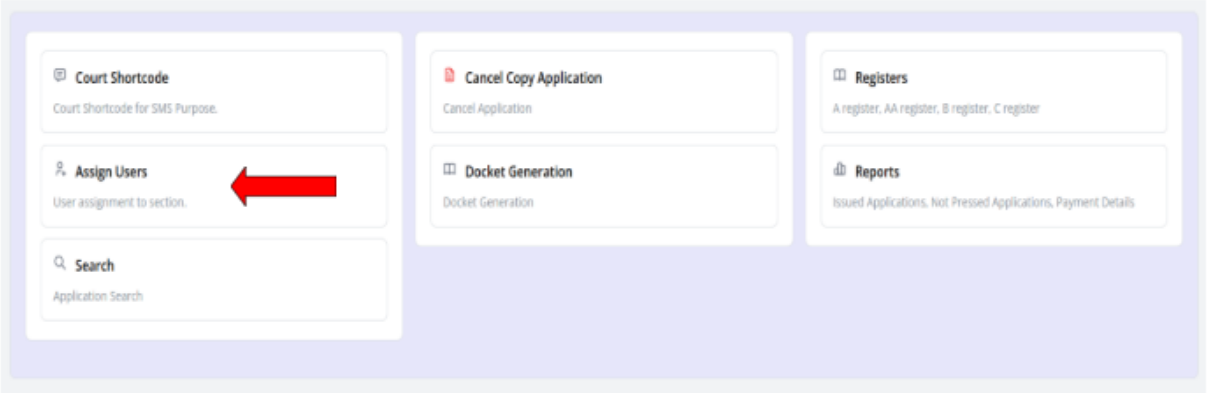
Selecting a date range will show the current status of all the applications received and the current status of the same.



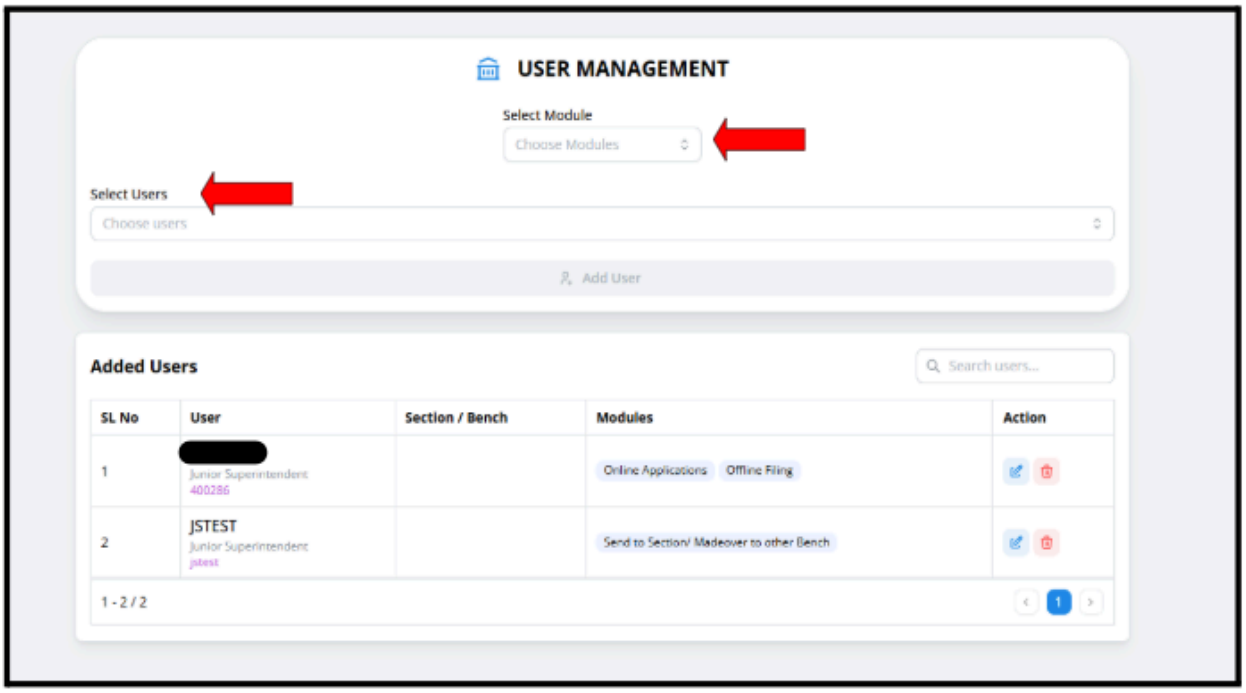
Note : Only those applications which were applied after the date of implementation of DCMS can be monitored in this manner.

8. Mapping of Users in Copy application module

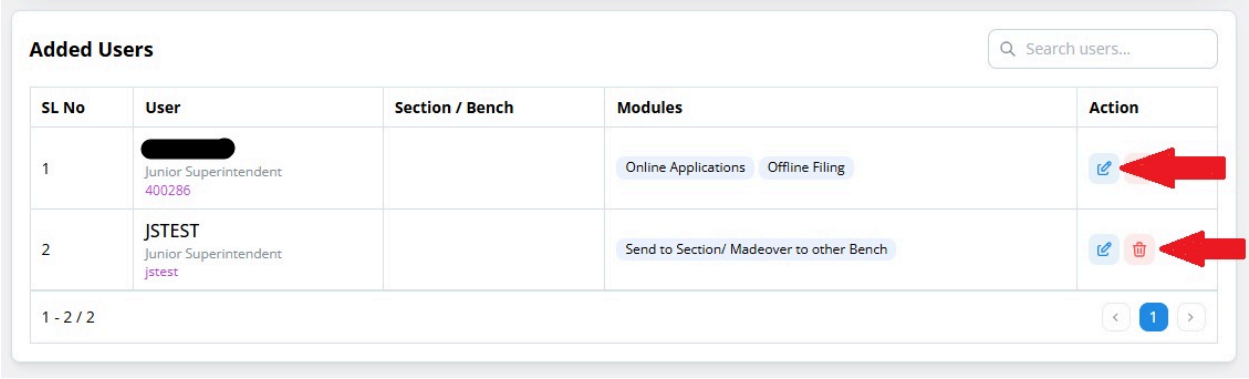
A feature has been added to enable Hon'ble Judge, Chief Ministerial Officer, Junior Superintendent, Gram Nyalaya secretary, and Sheristadar to grant selective access of sections within this module to the staff.



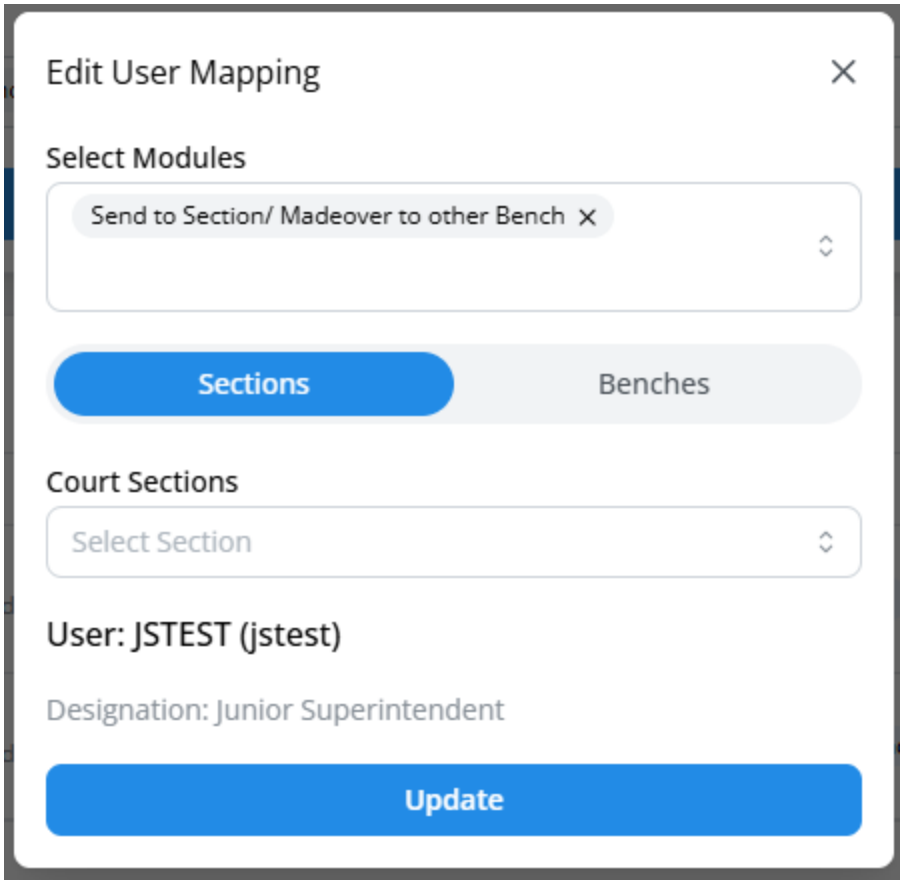
Modules and Users can be selected from the corresponding dropdown menus for proper assignment. These assignments can be seen as entries in the table below.



There are icons which, when clicked, enable editing and deleting the entries.



On clicking the Edit icon, an edit modal opens up.



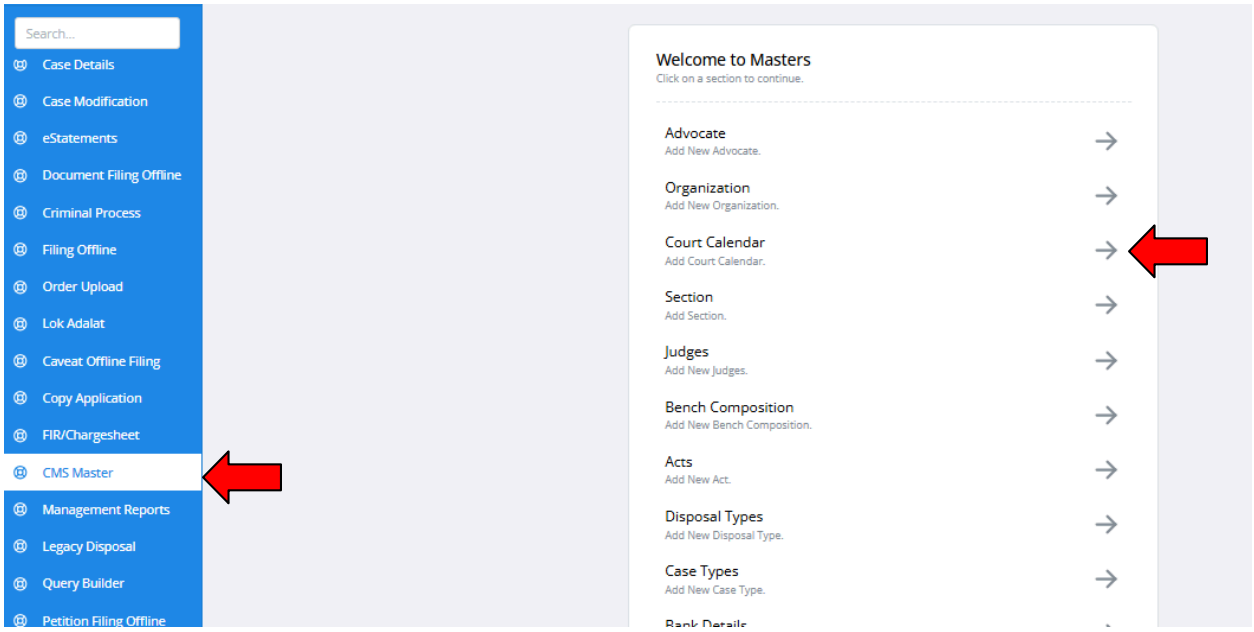
When the Delete icon for an entry is clicked, a confirmation prompt appears. Upon confirmation, the corresponding entry is deleted.

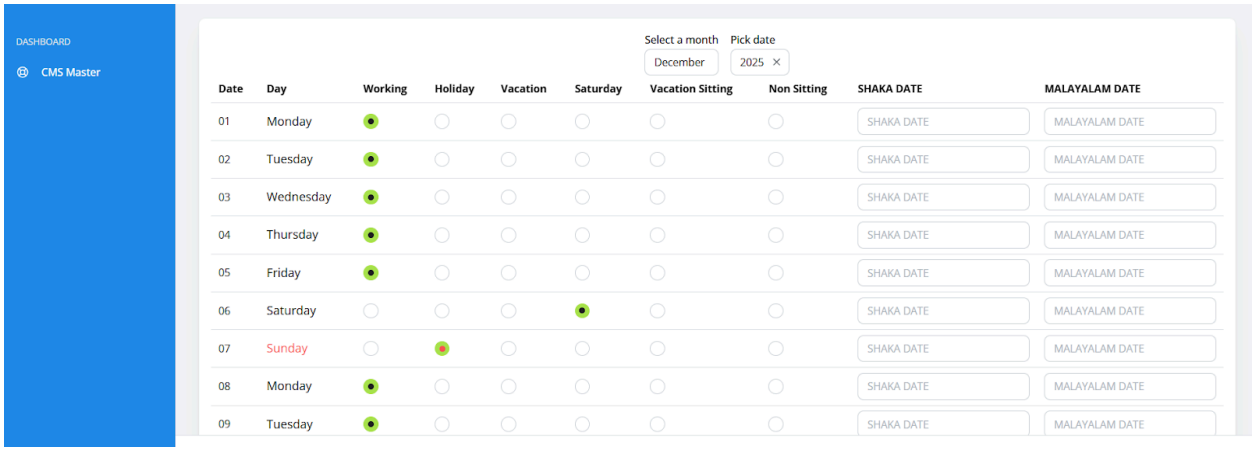
Annexure 1

Court Calendar Updation

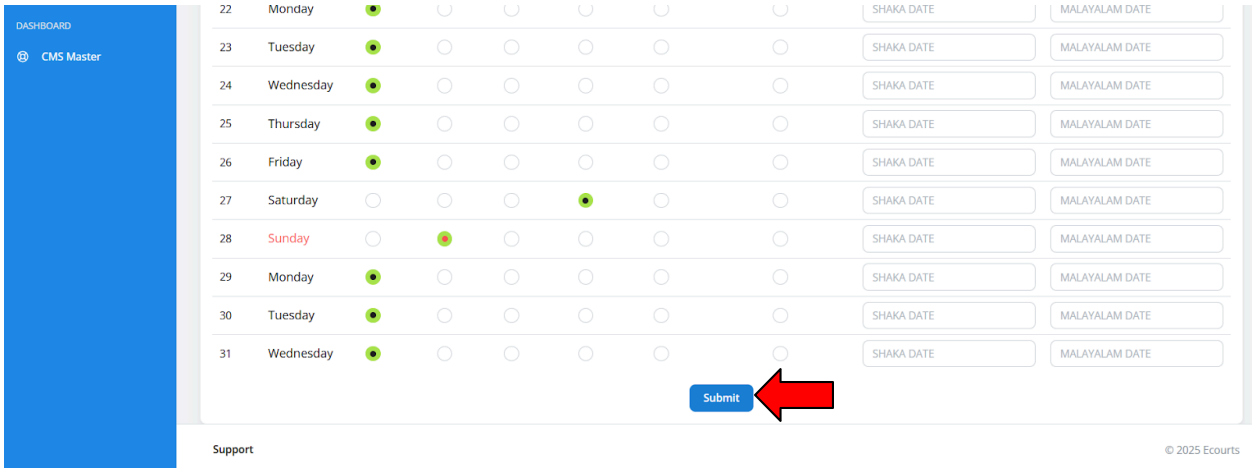
- If the system displays **"Please update court calendar"**:
    - **CMO user** can login and update the court calendar from their dashboard

- Navigate to the Court Calendar **CMS Master** tab.
- Accurately update:
  - **Holidays**
  - **Vacations**





Once the required changes are made, click the “Submit” button.The calendar will then be updated successfully.



Annexure 2

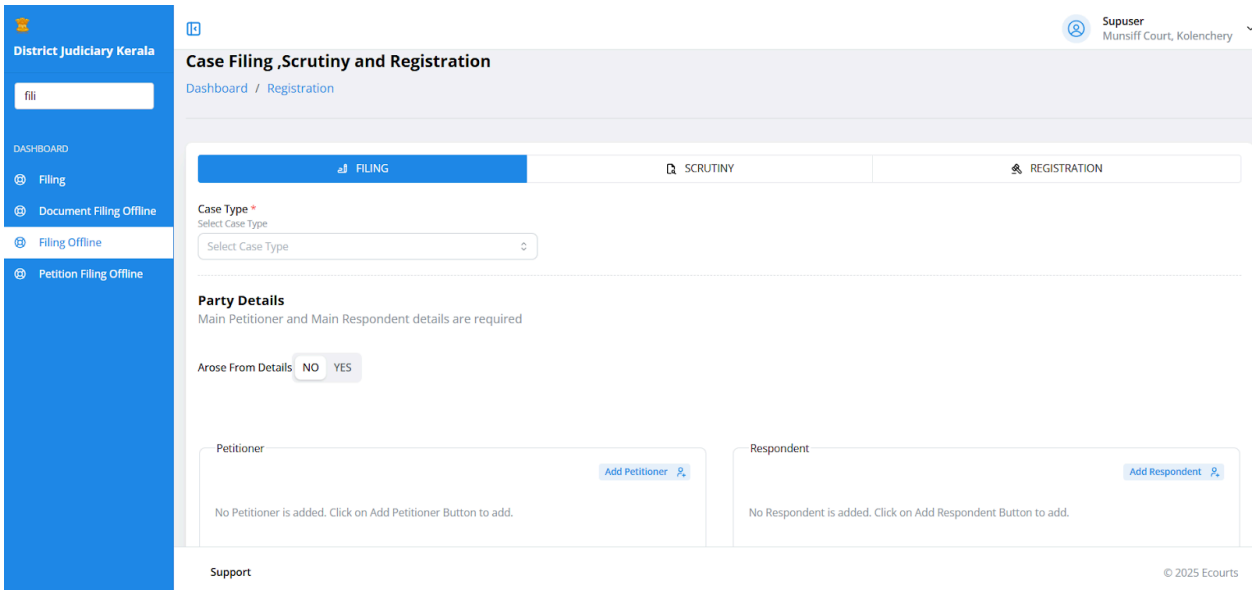
Legacy Filing & Disposal

Legacy Filing

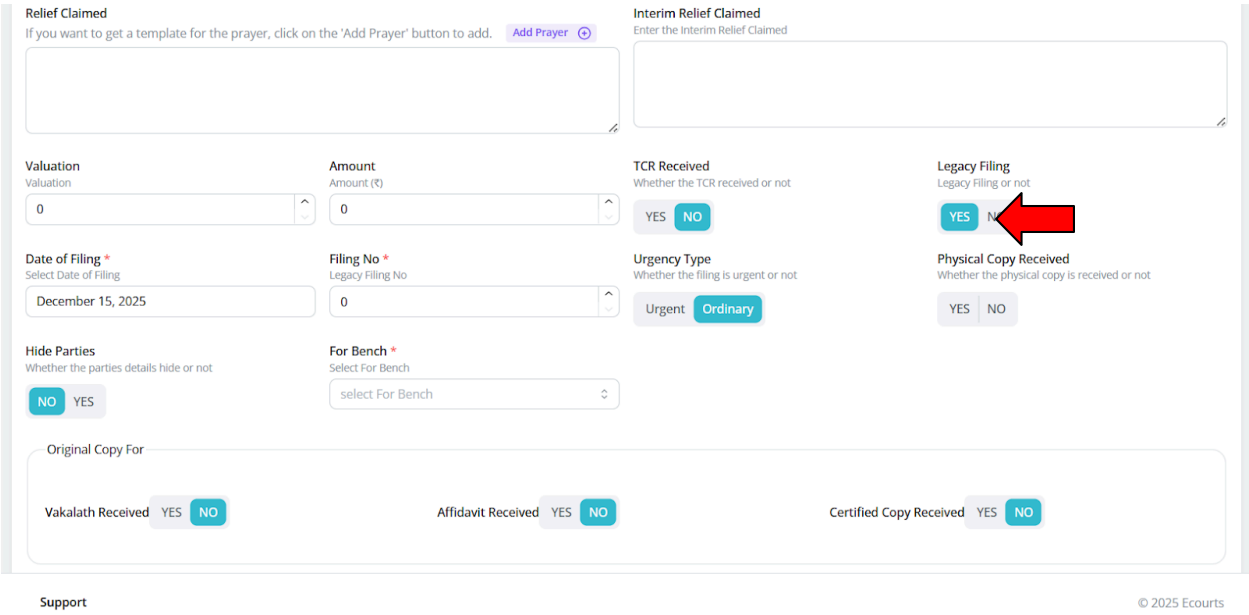
- This option is used to add cases that are not available in DCMS, particularly when applicants submit copy applications for cases with case numbers not found in the system.

- Steps:

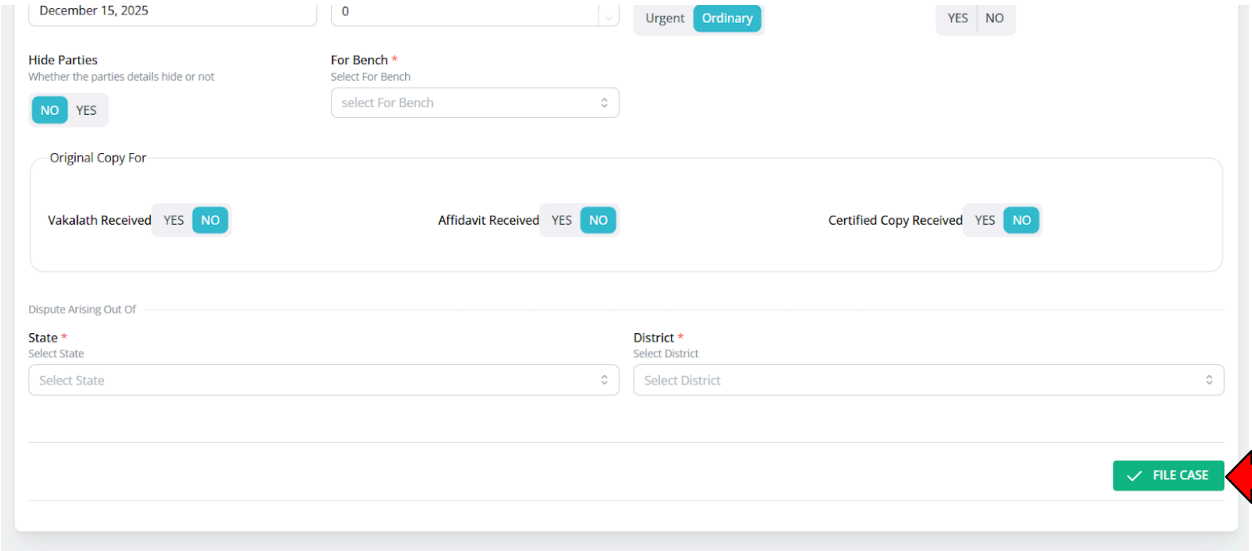
Select **Filing Offline**.



Enter all case details and set **Legacy Filing** option to **Yes**. Enter the date of filing and filing number.

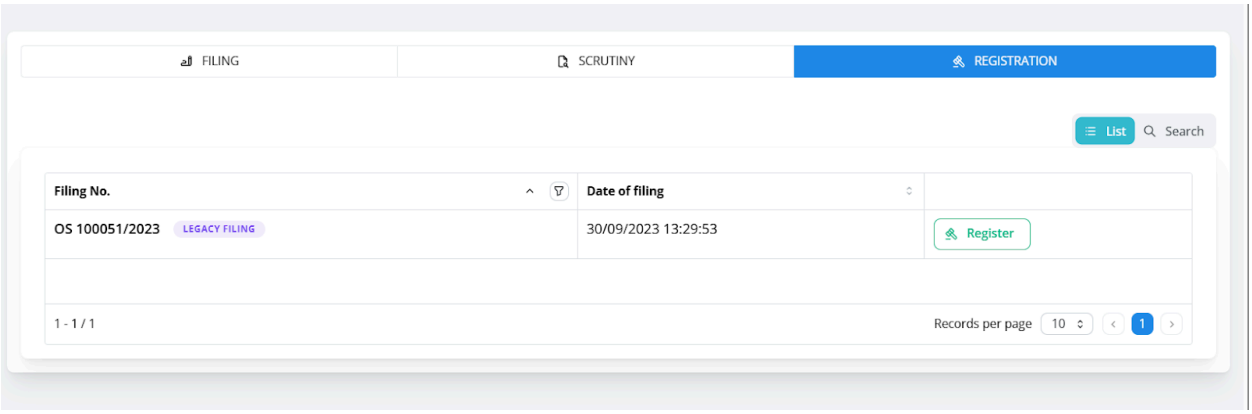


Click on File Case



Legacy Registration

Click on Registration



Legacy Disposal

- Applicable for cases already disposed.
- Enter complete disposal details.Select the **name of the officer who originally disposed of the case**.
- Accurate officer selection is critical for data integrity.
