THE HIGH COURT OF KERALA

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HCKL/9551/2026-IT-TC3-HC KERALA Date: 16-10-2026

OFFICIAL MEMORANDUM

Sub:- Registration Date Modification with Judicial Approval Feature – Instructions to Trial Courts in DCMS–Reg.

A review of the Judicial Statements generated through the District Court Case Management System (DCMS) has revealed that several data discrepancies arise due to incorrect entry of the registration dates of cases. To address this issue, a facility for modification of the registration date of cases, subject to the approval of the Judicial Officer concerned, has been introduced in DCMS.

All Courts using DCMS are hereby informed that the facility shall be utilised only for correcting genuine errors in the registration date of cases, in accordance with the following procedure and instructions.

1. Submission of Request by Authorised Court Staff

The authorised Court staff shall follow the procedure given below to submit a request for modification of the registration date:

i. Open the **Case Modification** module from the left-hand menu, enter the case number and click **Search**.

ii. Open the case details and select **Date of Registration / Filing - Updation** from the case menu.

iii. Select the **Request for Change of Registration Date** option.

iv. Enter the reason for updation, select the proposed new registration date and click **Send Request**.

v. The request shall thereafter be listed in the Registration / Filing Date - Updation table with the status **Pending for Judicial Officer's approval**.

Before submitting the request, the authorised user shall verify the Filing Date and Registration Date of the case to ensure that the proposed correction is necessary and accurate.

2. Approval by the Judicial Officer

i. The Judicial Officer concerned shall open the **Reg Date Change - Approval** module, wherein the **Pending for Approval** tab displays the requests awaiting approval.

ii. The Judicial Officer shall examine the request and the reason furnished for the proposed modification and may approve or reject the request, as appropriate.

iii. Upon selecting Approve/Reject, the Judicial Officer shall confirm the action through the confirmation prompt displayed by the system.

iv. In the event of approval, the modified registration date shall be updated and reflected in the **Case Details**. The **Approved Requests** tab shall display the old registration date, the new registration date and the relevant approval details.

3. Verification by Court Staff

After the decision of the Judicial Officer, the authorised Court staff shall open the Case Modification module, search for the concerned case and access **Date of Registration / Filing - Updation** to verify the result.

The staff shall ensure that the request status, approval date and **Approved By** details are correctly reflected in the relevant log entry and that the updated registration date is correctly displayed in the Case Details.

4. General Instructions

i. The facility is applicable to both offline-registered and online-registered cases.

ii. The proposed date of registration shall not be later than the disposal date of the case.

iii. The date of registration can be modified only once through this facility.

iv. Once the registration date is modified through this facility, further modification of the Filing Date or Registration Date of that case shall be disabled.

v. Every request shall specify the reason for the proposed modification and shall be

processed only after approval by the Judicial Officer concerned.

All Judicial Officers and authorised Court staff shall strictly adhere to the above procedure and ensure that the facility is used only for genuine corrections, thereby maintaining the accuracy and integrity of case records and Judicial Statements generated through DCMS.

(By Order)

Digitally signed by
Rakesh M G
Date: 16-10-2026
07:50:58

Rakesh M G
DEPUTY DIRECTOR

Encl Registration Date Modification Guidelines

To:- 1. All the Principal District Judges (They are requested to circulate the OM to all Courts/Tribunals under their jurisdiction)
2. All the Chief Judicial Magistrates
3. All the Nodal Officers
4. All the E-Cell members (Judicial Officers)
5. All the SSOs

Step-by-Step Guideline

Case Modification: Request for Change of Registration Date

Request, approval and verification workflow

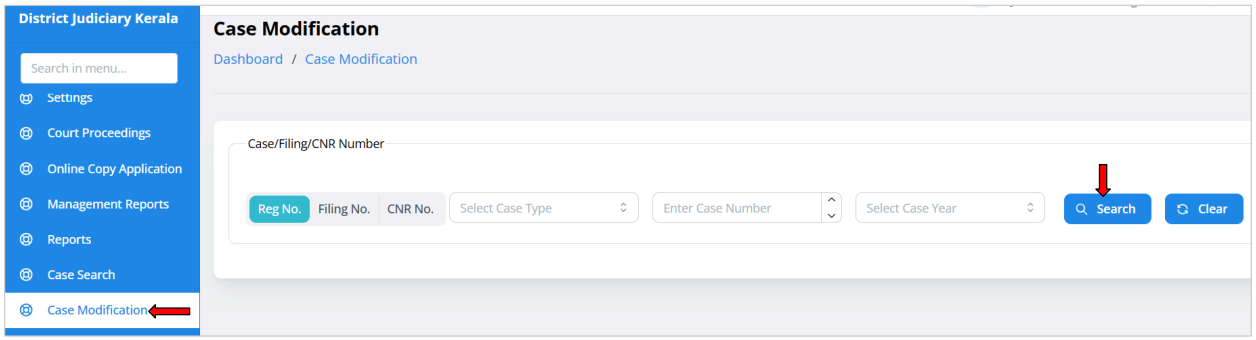
This guide walks through the **Registration Date change with Judicial Officer approval** process. A court staff submits a request from the Case Modification module, a Judicial Officer approves it, and the clerk then verifies the updated record.

If the registration date needs to be changed, the Authorised Court Staff can submit a request through **Case Modification** to the Judicial Officer. The Judicial Officer can verify the request and either **approve** or **reject** the request. If the request is approved, the modified registration date will be updated and reflected in the **Case Details**.

Part 1: Authorised Court Staff Submits a Registration Date Change Request

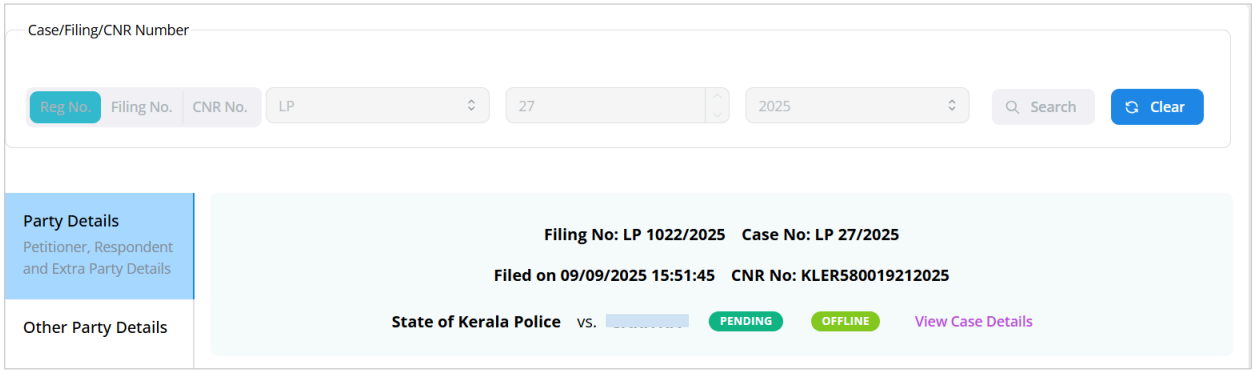
Step 1

Open Case Modification from the left-hand menu. Enter the case number and Click Search.



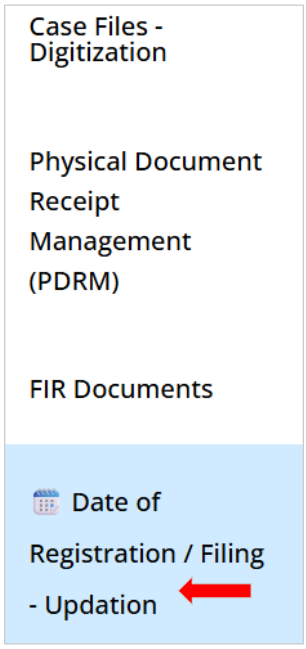
Step 2

The case loads with the case details.



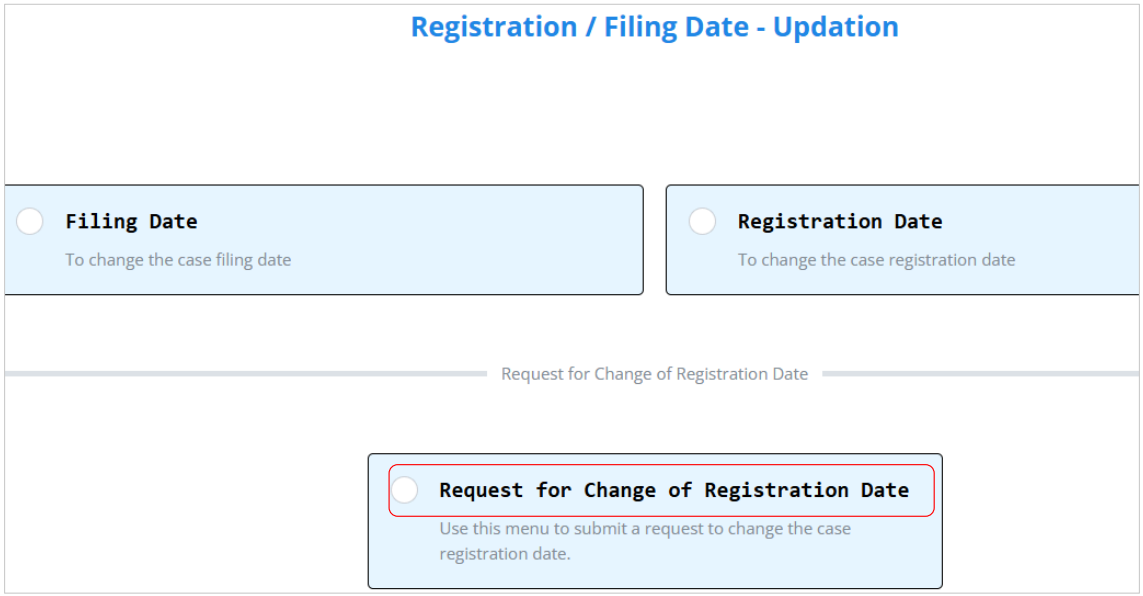
Step 3

Scroll down the left-hand case menu and click **Date of Registration / Filing - Updation.**



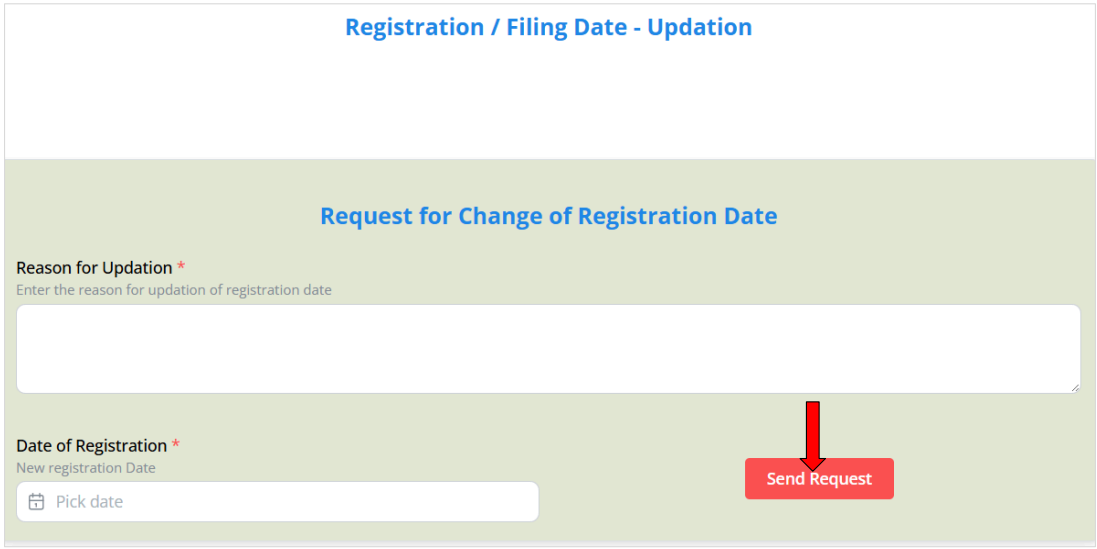
Step 4

The Registration / Filing Date - Updation page opens. Use **Request for Change of Registration Date** option.



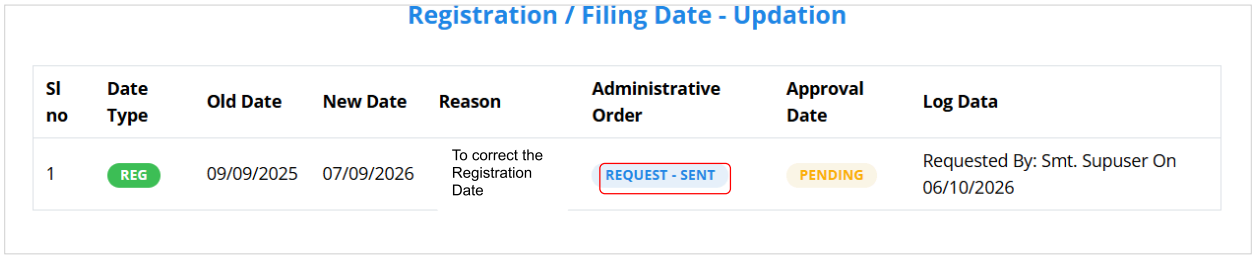
Step 5

In the Request for Change of Registration Date form, Enter the **Reason for Updation** and select the **new Registration Date** and Click on **Send Request** button.



Step 6

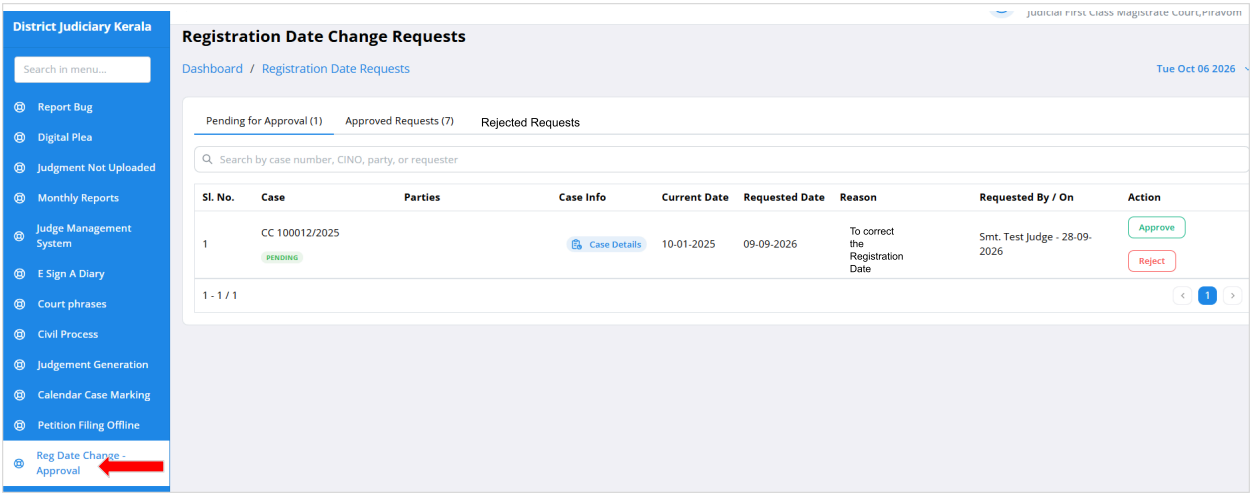
The request is now listed in the Registration / Filing Date - Updation table with an approval status of Pending for Judicial Officer's approval.



Part 2: Approval of the Request by the Judicial Officer

Step 7

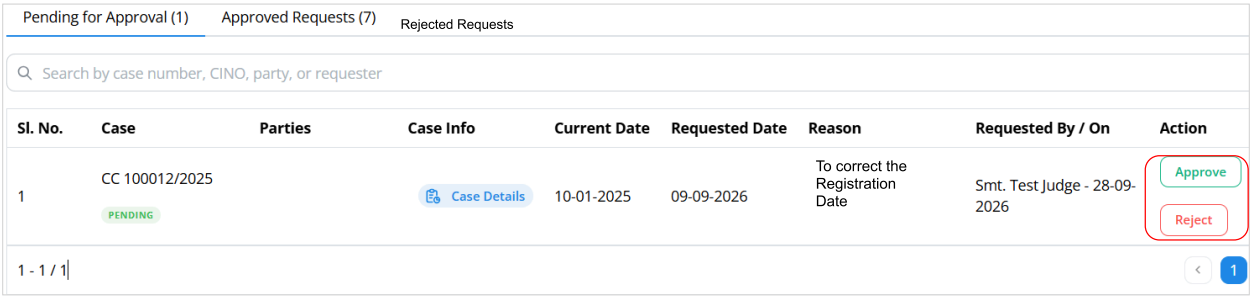
Open **Reg Date Change - Approval** module.



The **Pending for Approval** tab lists all open requests.

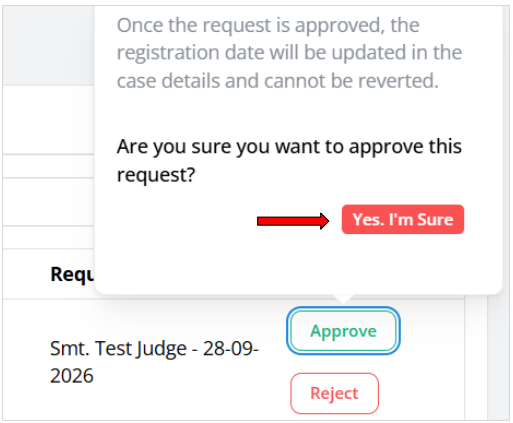
Step 8

Review the request details and Click Approve/Reject.



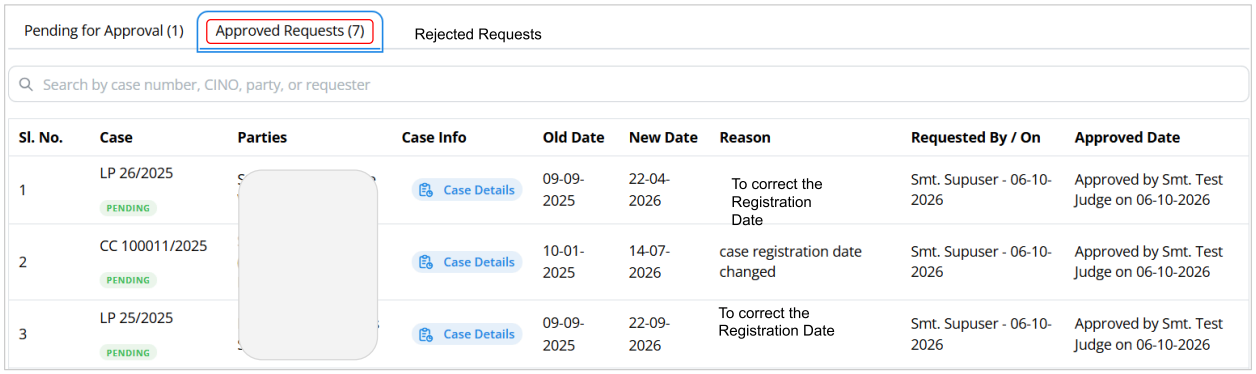
Step 9

A **confirmation box** asks whether you want to approve the request. Click **Yes, I'm Sure**.



Step 10

The Approved Requests tab shows the request with the old date, the new date and the approval details.



Part 3: Verify the Result

Performed by the court staff after approval.

Step 11

In the **Case Modification**, search for the same case and open Date of Registration / Filing - Updation. The log row now shows the approved request, with the approval date and "Approved By" details.

