THE HIGH COURT OF KERALA

HCKL/4361/2026-IT-TC2

Kochi : 682031
Date: 02-09-2026

OFFICIAL MEMORANDUM

Sub:- District Court Management System (DCMS) – Implementation of Advocate Clerk Module – Verification and Approval of Advocate Clerk Registrations – Instructions – Reg.

The Advocate Clerk Module has been implemented in the District Court Case Management System (DCMS) to enable advocates to associate their respective Advocate Clerks with their profiles. The module facilitates registered Advocate Clerks to undertake the filing of cases, petitions, objections, and other documents through the system, subject to the final submission and approval by the concerned advocates.

In this regard, it is hereby clarified that the verification and approval of Advocate Clerk registrations in DCMS shall be undertaken by the **Sheristadars** of the respective District Court through the system.

All **Sheristadars of District Court** are directed to ensure that the verification and approval of Advocate Clerk registrations are carried out promptly and in accordance with the prescribed procedure, so as to facilitate the effective implementation and smooth functioning of the Advocate Clerk Module.

It is further informed that, the list of the Advocate Clerks who have already submitted their applications through DCMS is enclosed with the OM. The **Sheristadars of District Court** concerned shall approve these applications subject to the verification thereof in accordance with the procedure prescribed.

The above instructions shall be followed uniformly across all District Courts to ensure the smooth, effective, and proper functioning of the Advocate Clerk Module in DCMS.

All Principal District Judges are requested to circulate this OM among all stakeholders to ensure compliance with the above directions

(By Order)
Digitally signed by
Joseph Rajesh K A
Date: 02-09-2026
12:20:30

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

Encl: 1) SOP of registration and verification of clerk accounts

2) Account_Verification_Module_Guide -clerk accounts
3) Advocate Clerks' List (applications to be verified and approved by Sheristadars)

To:- All Principal District Judges
Copy To :- The Senior System Officers of all the Districts

SOP regarding registration and verification of clerk accounts

To ensure that access to the District Court Case Management System (DCMS) is provided only to authorized clerks, the following procedure shall be followed for the registration and verification of clerk accounts.

1. Registration of Clerk Accounts

- Clerks shall register through the **Account Registration Module** available in DCMS.
- The applicant shall provide all mandatory details and upload the required supporting documents while submitting the registration request.
- Submission of a registration request does not automatically grant access to DCMS.

2. Verification of Registration

- After submission, the registration request shall be available in the **Account Verification Module**.
- The Sheristadar of the concerned District Court of the respective district shall verify the application based on the particulars kept by the District court and the documents submitted by the applicant.
- If required, the verifying officers may seek additional information or supporting documents from the applicant.

3. Approval or Rejection

- The registration request shall be approved only if the applicant is found to be eligible and the information furnished is correct and complete.
- Applications containing incorrect, incomplete, false, or misleading information, or those found to be ineligible, shall be rejected.
- Upon approval of the registration request, the clerk account will be activated in DCMS.

4. Cancellation of Registration

- If it is found at any stage that an account has been created using false information or that the clerk is no longer eligible to use DCMS, the registration may be cancelled and access to the system may be withdrawn.

5. Existing Applications

For clerks who have already submitted applications in DCMS, their details have been incorporated into the system. The Sheristadar shall complete the verification and approval of such applications in accordance with the above procedure.

Note: Attach the Advocate Clerk Management Module guidelines to this OM

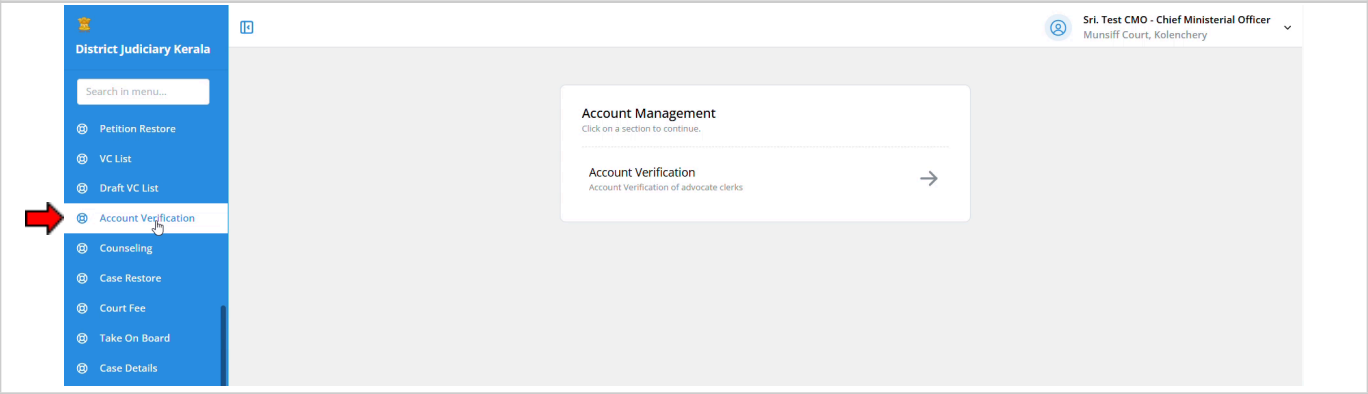
Account Verification Module

Overview

This guide walks a Sheristadar role user (or equivalent staff user) through the Account Verification module, covering how to open the module, review a pending advocate clerk account, and begin the verification process.

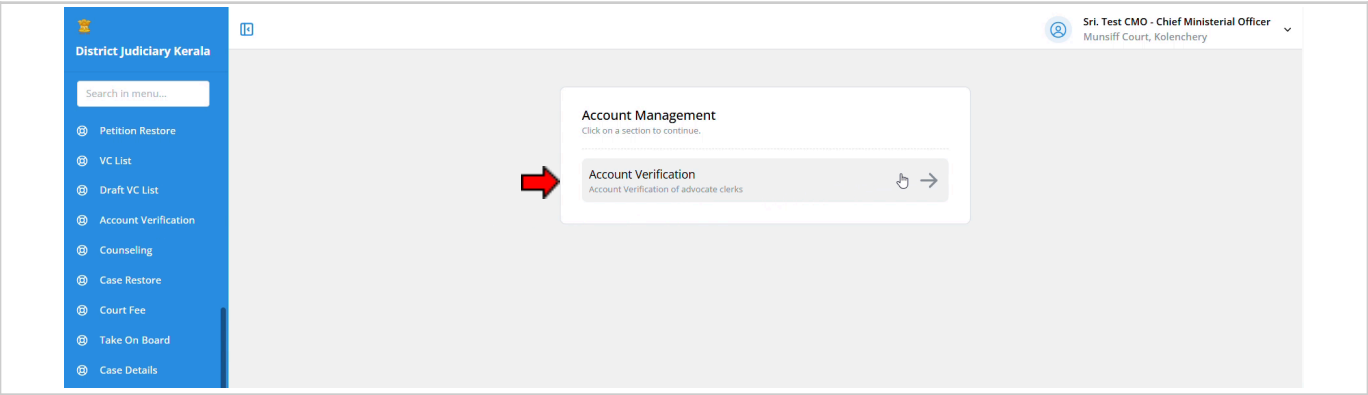
Step 1: Open the Account Verification section

From the left-hand navigation menu, go to Account Verification. The main panel displays an “Account Verification” .



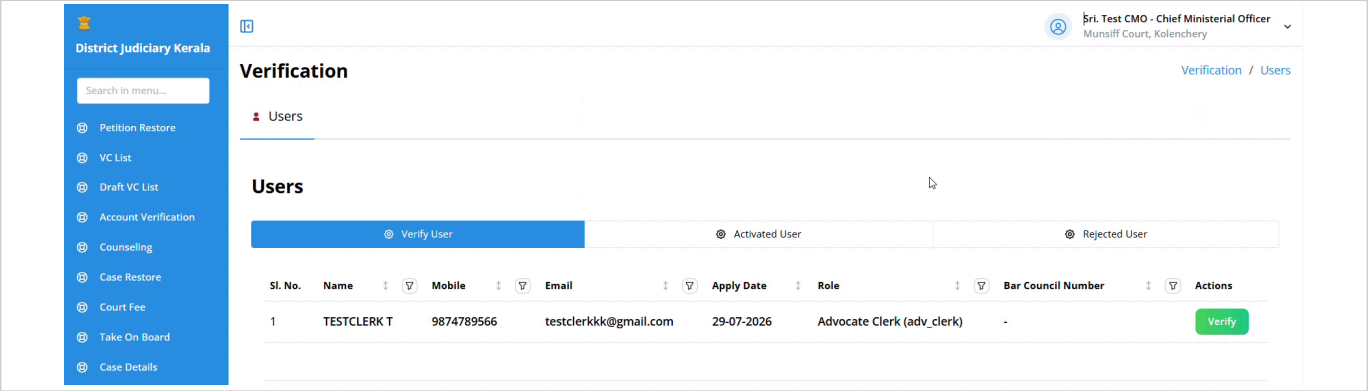
Step 2: Click on the Account Verification

Click on the “Account Verification” card (or the arrow icon on the right) to proceed into the verification section.



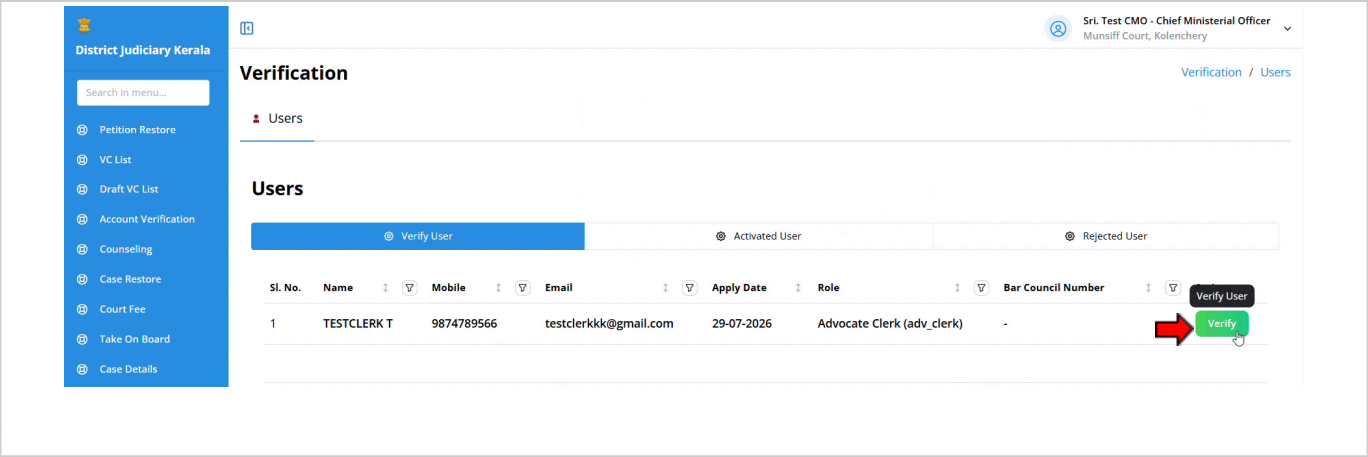
Step 3: Review the list of users pending verification

The system navigates to the Verification > Users page. The “Verify User” tab is selected by default and lists user accounts awaiting verification, with columns for Name, Mobile, Email, Apply Date, Role, and Actions.



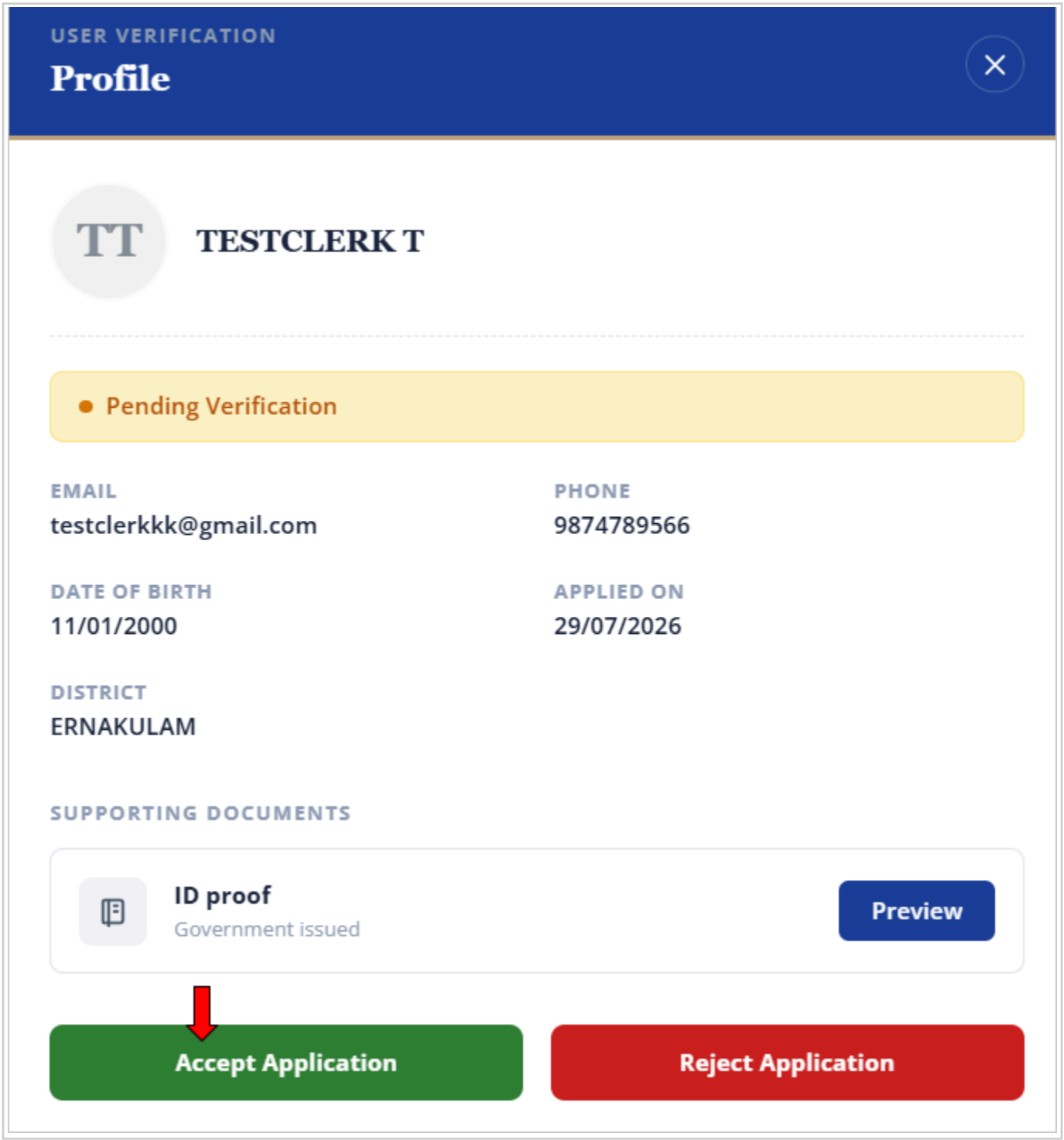
Note: *Two other tabs, "Activated User" and "Rejected User", are available on this page to view accounts that have been activated and rejected.*

Locate the relevant row and click the green "Verify" button in the Actions column. Hovering over the button shows a "Verify User" tooltip confirming the action.



Step 5: Review the user's verification profile

A "User Verification Profile" panel slides in from the left, showing the applicant's status ("Pending Verification"), contact details (Email, Phone), Date of Birth, Applied On date, District, and a Supporting Documents section (e.g., ID proof) that can be opened for review.


USER VERIFICATION
Profile
TT
TESTCLERK T
Pending Verification
EMAIL
testclerkkk@gmail.com
PHONE
9874789566
DATE OF BIRTH
11/01/2000
APPLIED ON
29/07/2026
DISTRICT
ERNAKULAM
SUPPORTING DOCUMENTS
ID proof
Government issued
Preview
Accept Application
Reject Application