THE HIGH COURT OF KERALA

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HCKL/9950/2026-IT-TC3-HC KERALA Date: 29-10-2026

OFFICIAL MEMORANDUM

Sub:- Deletion of Daily Proceedings of Cases in DCMS -Reg.

It is hereby informed that the High Court has decided to introduce a facility in District Court Case Management System (DCMS) for deletion of daily proceedings of cases, which are erroneously entered in the system, including proceedings entered against the wrong case number, duplicate entries and other incorrect data entries.

As proceedings form part of the judicial record and may affect the case history and other case-related processes, the facility shall be used strictly for rectification of genuine data-entry errors and shall not be construed as a general facility for deletion or alteration of judicial records.

The proposed facility shall be accessible through the 'Court Proceedings' module to the users assigned with the roles of 'Bench Clerk' and 'Judicial Officer'. The authorised user shall be required to select the proceedings proposed for deletion and record the reason for the request. The request shall thereafter be placed before the Judicial Officer concerned through the Officer's dashboard for verification and approval. The proceedings shall be deleted from the relevant case record only upon such approval.

Upon approval, the proceedings shall be removed from the 'Case History', 'A-Diary', 'B-Diary' and all other applicable modules in which the proceedings are displayed. Since the previously published A-Diary will continue to reflect the earlier entry, the A-Diary shall be digitally signed and published afresh to reflect the corrected record. The system shall also maintain an audit trail containing the details of the request, the initiating user, the approving Judicial Officer, and the date and time of the relevant actions.

User guide regarding the deletion of proceedings is enclosed herewith for reference and strict compliance.

All Principal District Judges and Chief Judicial Magistrates are requested to

circulate this OM among all stakeholders to ensure compliance with the above directions in accordance with the guidelines attached.

(By Order)
Digitally signed by
Nixon M joseph
Date: 29-10-2026
17:23:09
Nixon M Joseph
REGISTRAR (DISTRICT JUDICIARY)

Encl :- Proceedings Deletion in DCMS_userguide
To:- All Principal District Judges and Chief Judicial Magistrates
All the Nodal Officers
All SSOs

USER GUIDE

Delete Proceeding: Request and Approval

Step-by-step guide to submitting a Delete Proceeding request and approving it in DCMS

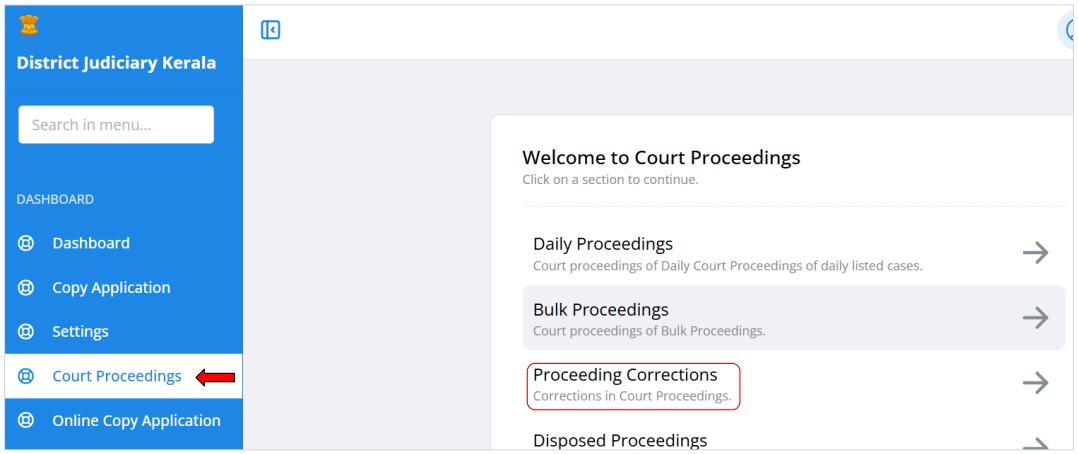
Overview

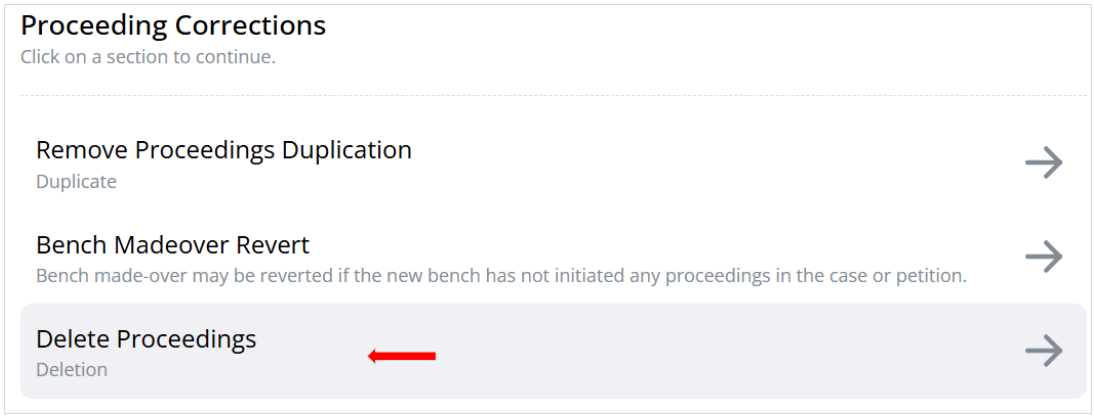
This guide covers the full Delete Proceeding workflow: the requesting user submits a request (Part A), the Judicial Officer approves it (Part B), and the requester checks the final status (Part C).

Part A: Submit a Delete Proceeding Request

Step 1: Open the Delete Proceeding page

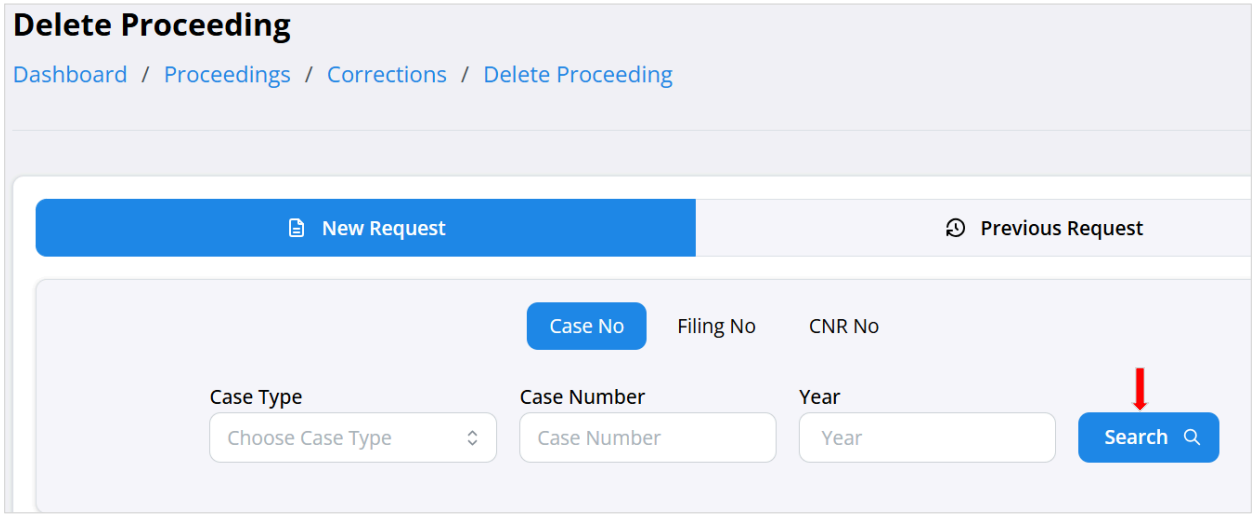
Open the **Delete Proceeding** page (Court Proceedings >Proceeding Corrections > Delete Proceedings). The **New Request** tab is selected and **Case No** is the default search type, with fields for Case Type, Case Number and Year.





Step 2: Enter the Case Details

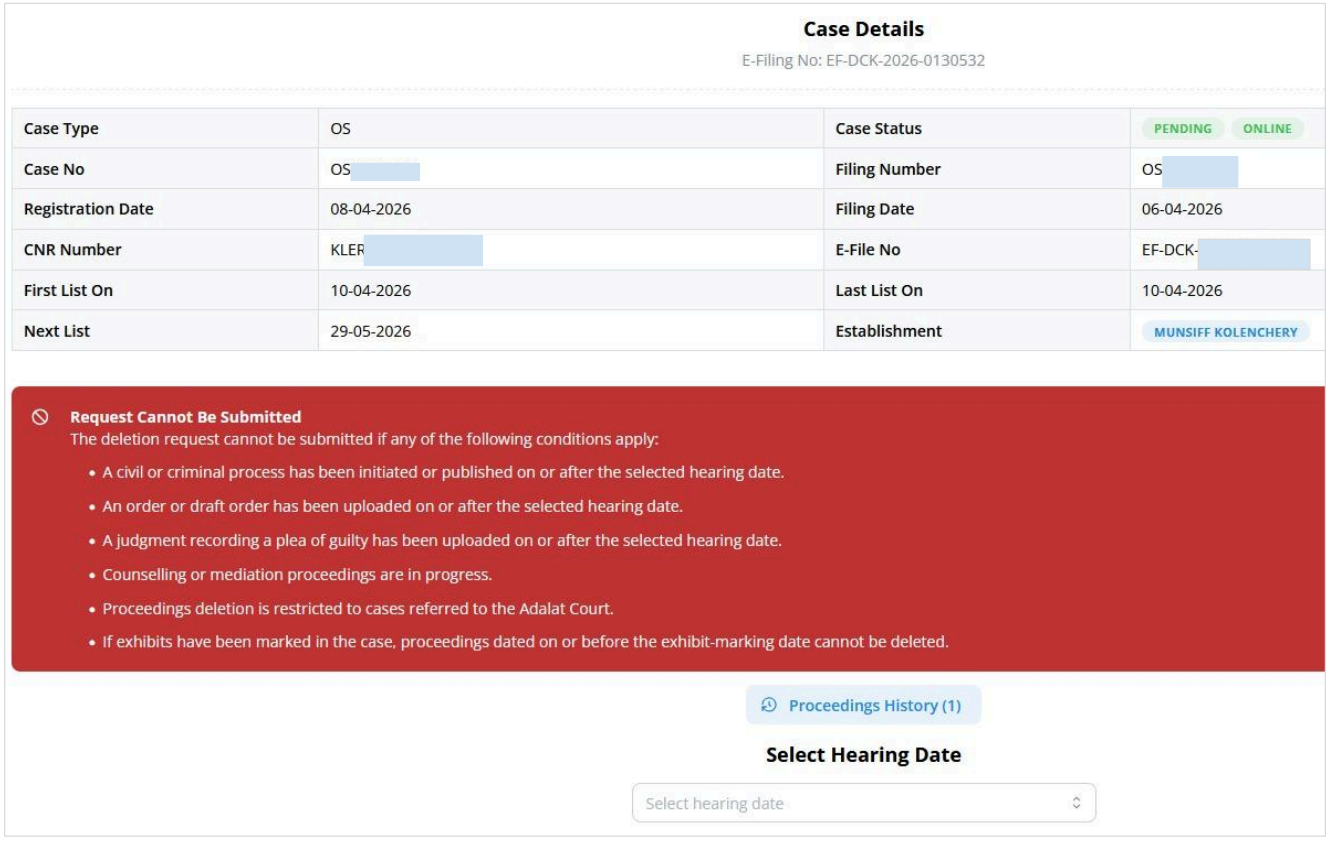
Enter the Case details and Click **Search**.



Step 3: Review the Case Details

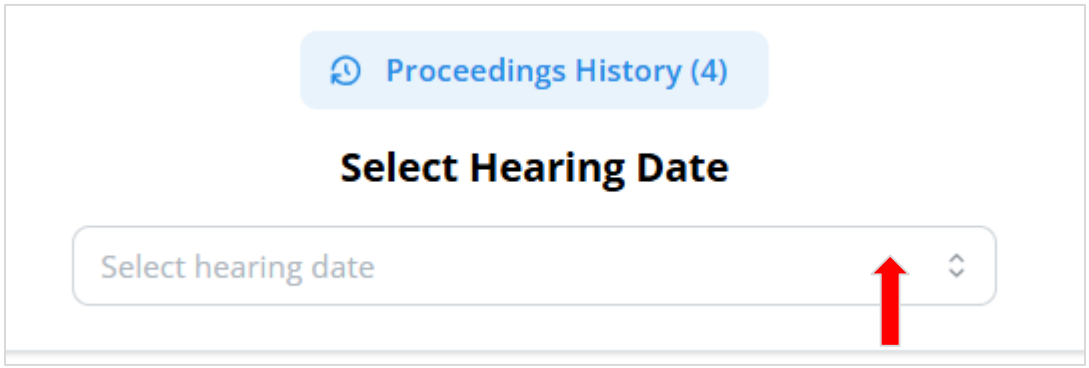
The **Case Details** panel opens, showing case type, case number, CNR number, status, filing date and next list date.

Note: If the searched case meetings any of the applied validation, the system will display an informational message.



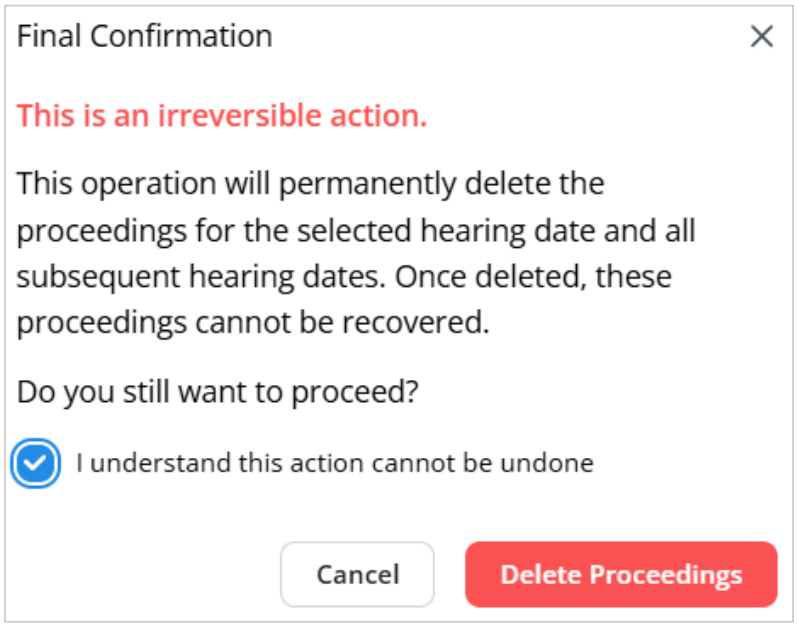
Step 4: Select the hearing date

Click the **Select Hearing Date** dropdown and select the hearing date from which the proceedings are to be deleted. All proceedings **dated on or after the selected date** will be deleted.



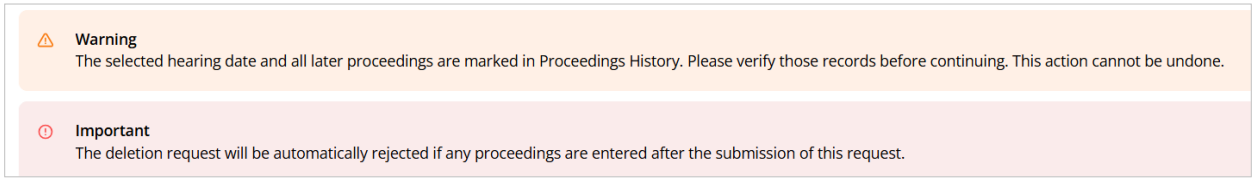
Step 5: Give the final confirmation

In the **Final Confirmation** dialog, tick **I understand this action cannot be undone** so the **Delete Proceedings** button becomes active, then click it. (**Cancel** closes the dialog.)



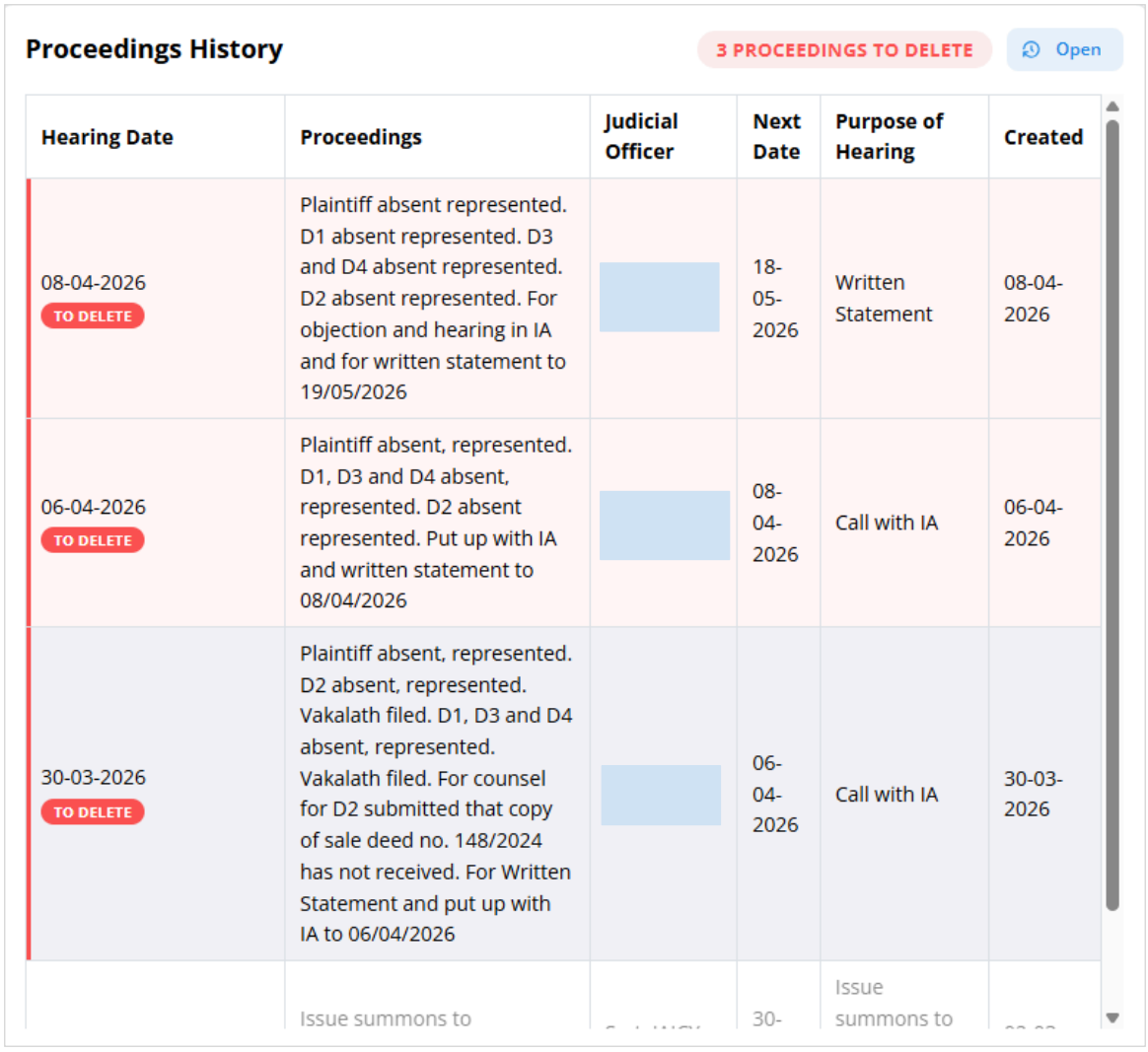
Step 6: Review the warnings

The form now shows the selected hearing date with a **Warning** that the selected date and all later proceedings are marked in Proceedings History, and an **Important** note that the request is rejected automatically if any proceedings are entered after submission.



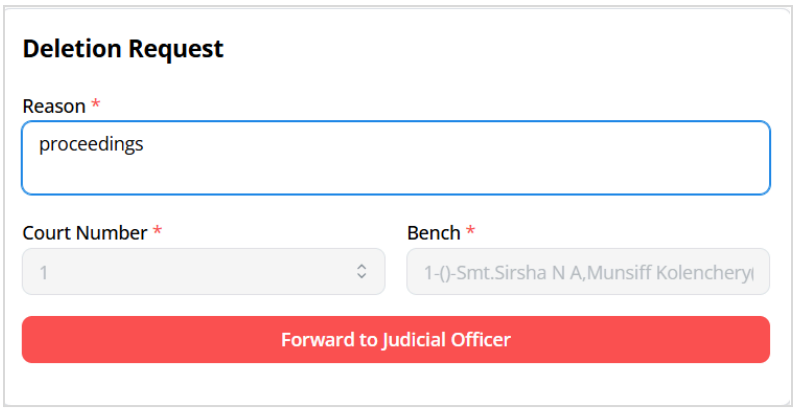
Step 7: Check the Proceedings History

The **Proceedings History** table lists the proceedings marked **TO DELETE** (three in this example). The **Deletion Request** form is on the right with Reason, Court Number and Bench.



Step 8: Enter the reason for deletion

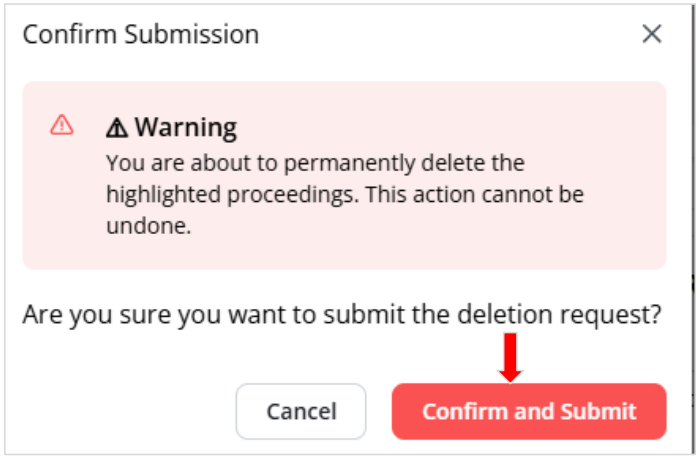
Click the **Reason** box and type the reason. Information on Court Number and Bench will be displayed. Check the details, then click **Forward to Judicial Officer**.



Step 9: Confirm the submission

In the **Confirm Submission** dialog, read the warning that the highlighted proceedings will be permanently deleted, then click **Confirm and Submit** .

Request forwarded to Judicial Officer successfully message appears at the bottom



Step 10: Check the request in Previous Request

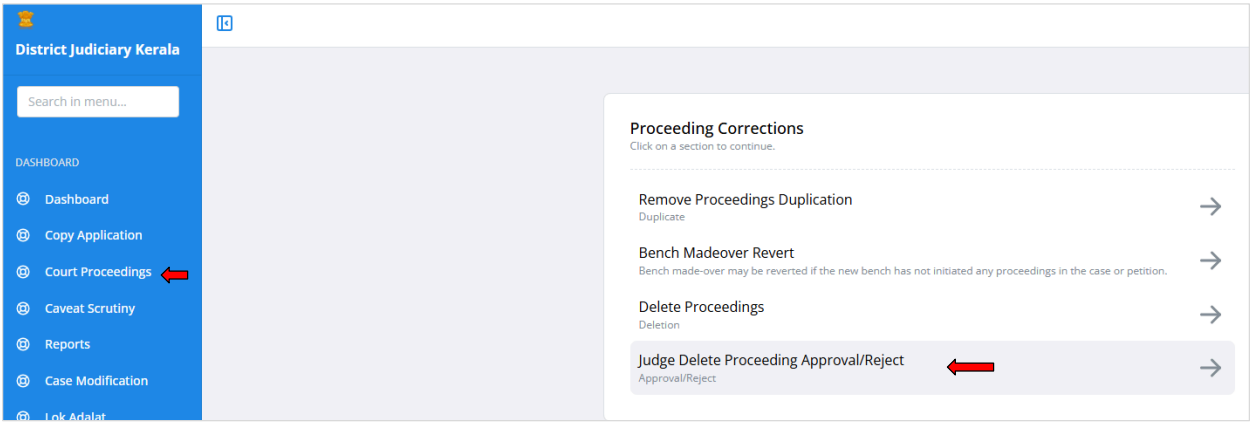
Click the **Previous Request** tab. The new request appears at the top of the list with the reason, hearing dates and a **Pending** status.



Part B: Approval of the Request - Judicial Officer

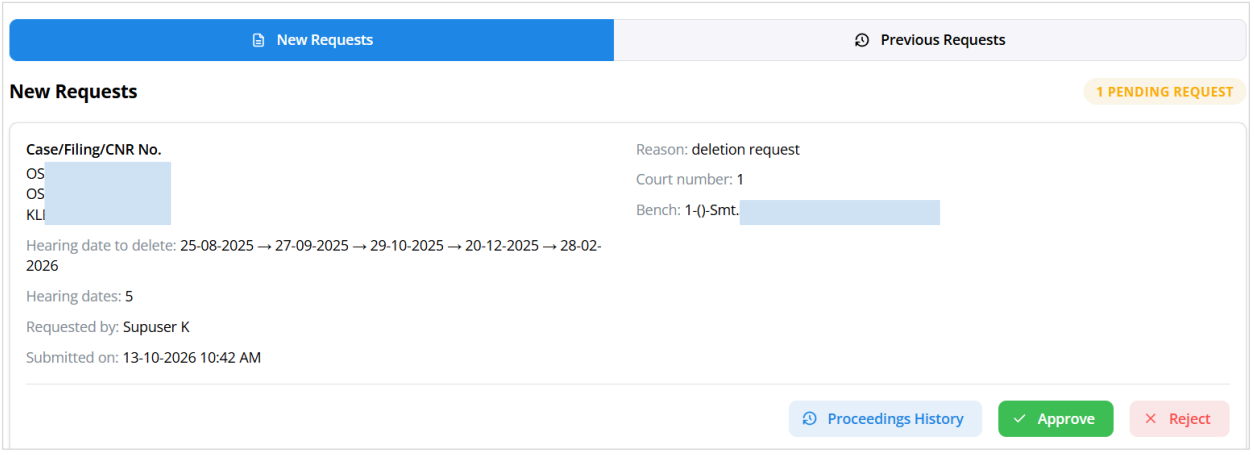
Step 11: Sign in as the Judicial Officer

Sign in as the Judicial Officer, Click on **Court Proceedings**. Click **Proceeding Corrections** to open the list of correction options.



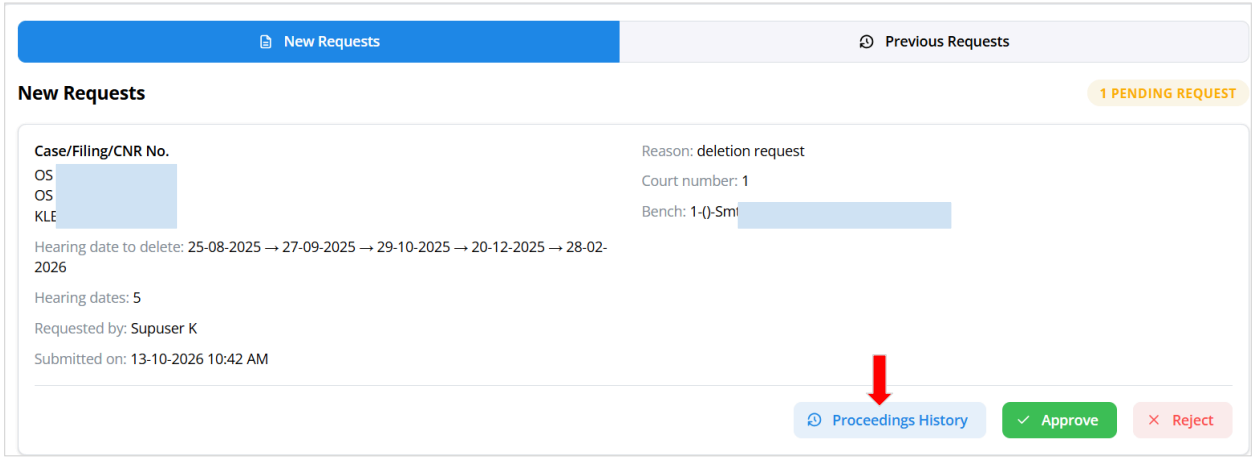
Step 12: Open Judge Delete Proceeding Approval/Reject

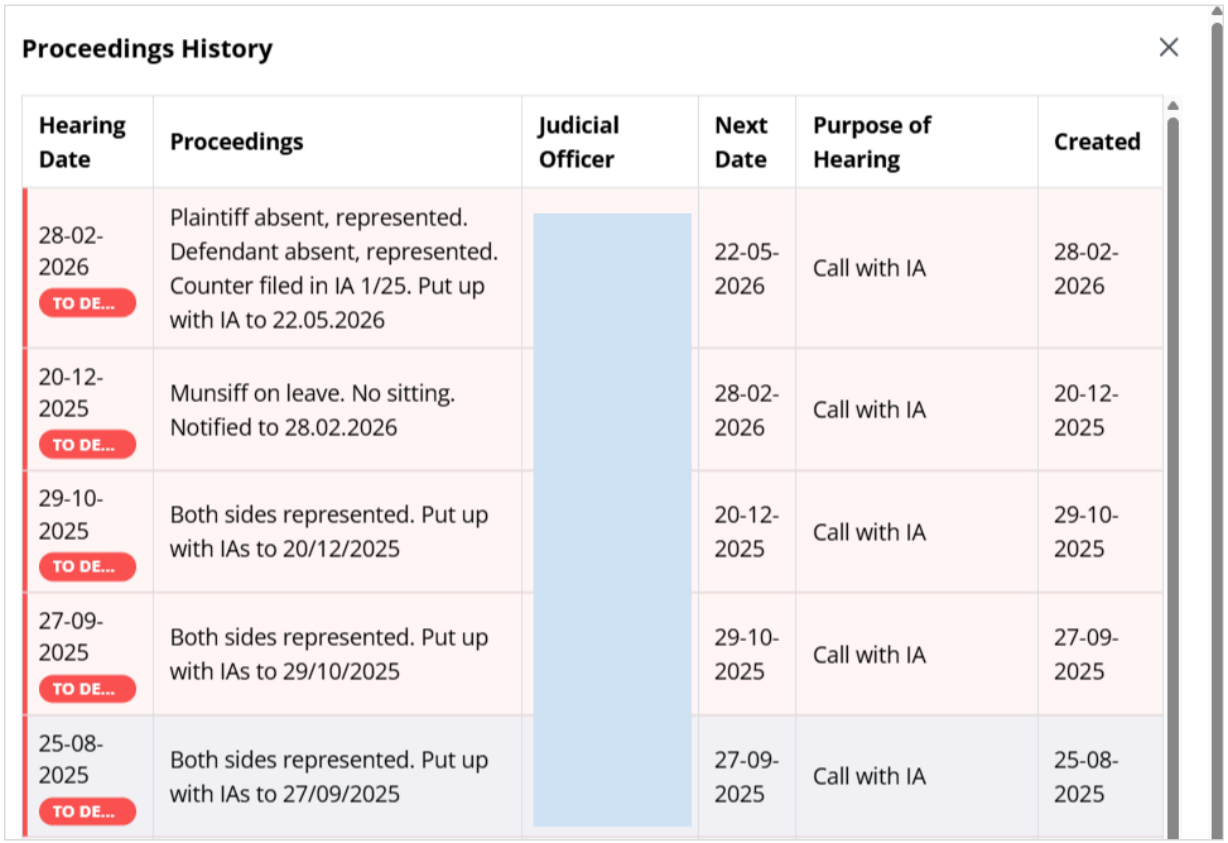
Click **Judge Delete Proceeding Approval/Reject**. The **New Requests** tab lists each pending request with details.



Step 13 : Review the Proceedings History

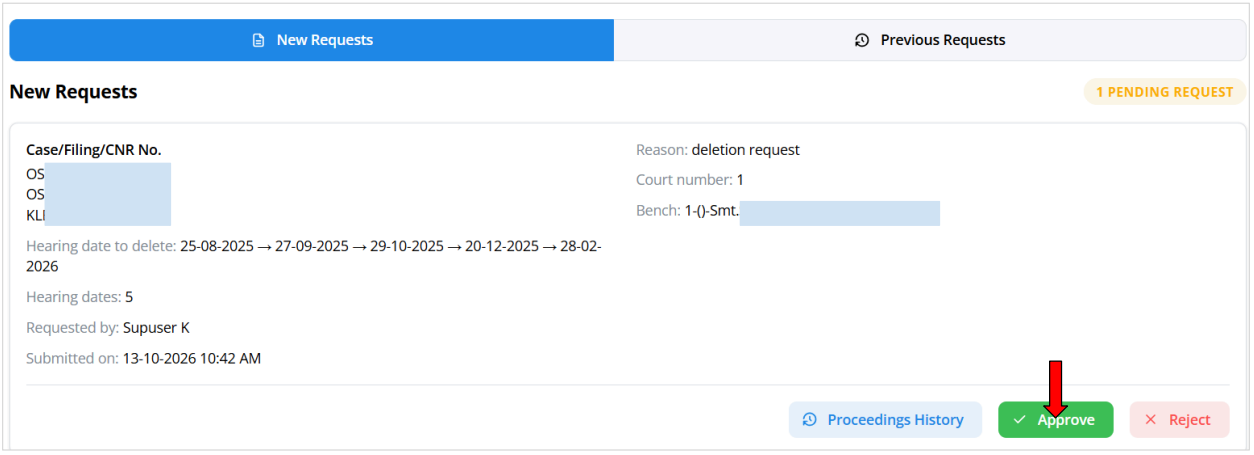
Click Proceedings History on the request. A pop-up will display all proceedings marked TO DELETE. Cross-check all the proceedings selected for deletion and close the pop-up after verification.





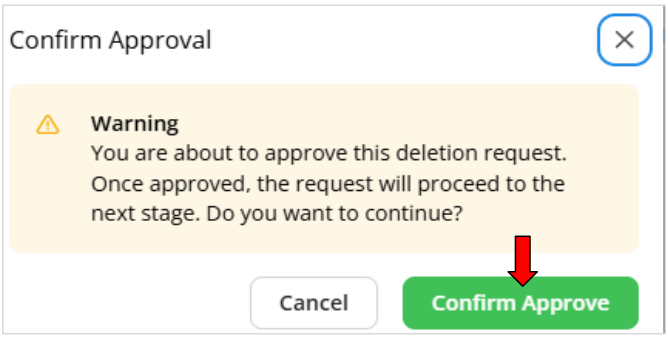
Step 14 : Click Approve/Reject

Click **Approve**.



Step 14 A : Confirm the approval

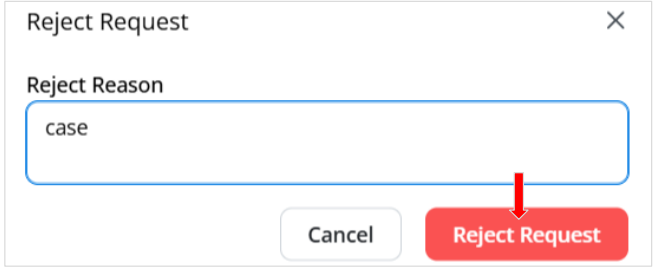
In the **Confirm Approval** dialog, read the warning, then click **Confirm Approve**



The deletion process shall be done only after the Judicial Officer reviews and confirms the request by clicking "Confirm Approve".

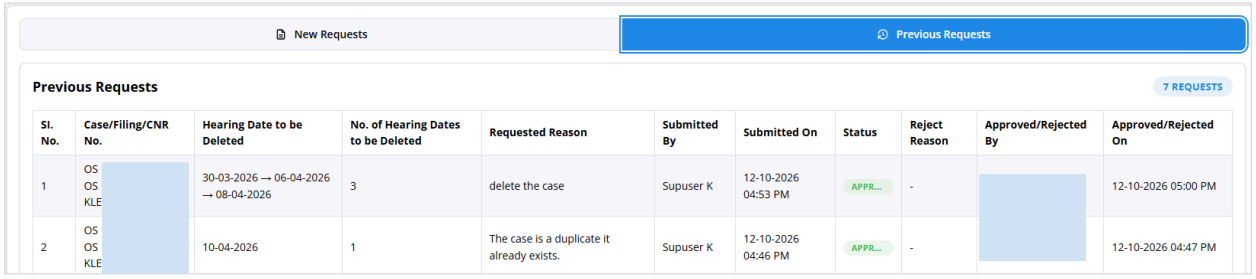
Step 14 B : Reject Request

When the **Reject** option is clicked, a field shall be displayed to enter the reason for rejection. After entering the reason, the Judicial officer can reject the delete request.



Step 15: Verify in Previous Requests

Click the **Previous Requests** tab. The request now shows an **Approved** status with the Judicial Officer's name and the approval date and time.



Part C: Verify as the Requesting User

Step 16: Check the final status

Sign back in as the requesting user and open **Delete Proceeding** > **Previous Request**. The request shows as approved/rejected by the Judicial Officer.

