

## DISTRICT COURT PATHANAMTHITTA

Tel. No. 0468-2 222 740

<https://pathanamthitta.dcourts.gov.in/>

**SSO-19 050/2024**

Pathanamthitta – 689 645

e-mail: districtcourtpta@kerala.gov.in

**Dated: 18.09.2025**

### OFFICIAL MEMORANDUM

Sub:- Deployment of Assistant Public Prosecutors' Workflow in DCMS with effect from 22nd September 2025 - forwarding APP workflow in DCMS- reg

Ref:- OM No. HCKL/1728/2024-IT-TC2-HC KERALA-Part(1) dated 17.09.2025 of the Hon'ble High Court of Kerala.

**The Hon'ble High Court of Kerala has informed that the Assistant Public Prosecutors (APPs) Workflow in the Digital Case Management System (DCMS) will be made live with effect from 22nd September 2025 across all trial courts in the State.**

As per the workflow:

1. APPs can initiate the filing of **petitions, documents, and copy applications** directly from their dashboard, if required.
2. All **cases, petitions, documents, and copy applications** filed by **State Law Enforcement Agencies** through their dashboard will be visible to the designated APP of the concerned court, irrespective of whether any endorsement or action is required.
3. A copy of the APP workflow in DCMS is enclosed herewith for reference.

In view of the above, all concerned are hereby directed to take note of the implementation and act accordingly.

This is to be communicated to all the following stakeholders without delay:

- All Trial Court Staffs concerned
- Assistant Public Prosecutors
- State Law Enforcement Agencies:
  - Police Stations (Kerala Police)
  - Excise Department
  - Forest Department
  - Department of Factories and Boilers
  - Transport Department
  - Labour Department
  - Legal Metrology Department

- Coastal Police
- Railway Police
- Crime Branch
- Drugs Control Department
- Food Safety Department

**The Chief Judicial Magistrate, Pathanamthitta, has also directed that the above matter be communicated to the Deputy Director of Prosecution and to all Assistant Public Prosecutors concerned, for necessary implementation and compliance.**

For any clarification, stakeholders may contact the Senior System Officer for DCMS in the District Judiciary:

**Sri. Sumesh.S**

Senior System Officer, District Court, Pathanamthitta

Contact No: 0468-2 222 740

(By Order)

  
SHERISTADAR  


To

- 1) All Civil & Criminal Courts in Pathanamthitta Judicial district.
- 2) Secretary, DLSA, Pathanamthitta
- 3) Deputy Director of Prosecution, Pathanamthitta.
- 4) superintendent of police pathanamthitta
- 5) State crime branch office, Thiruvalla
- 6) Deputy excise commissioner pathanamthitta.
- 7) Divisional Forest Officer, Ranni/Konni
- 8) Inspector of Factories and Boilers, Chengannur.
- 9) Regional Transport Office, Pathanamthitta.
- 10) District Labour Officer, Pathanamthitta.
- 11) Deputy Controller of Legal Metrology, Pathanamthitta.
- 12) Office of the Drugs Inspector (Allopathy), Pathanamthitta
- 13) Office of the Drugs Inspector (Ayurveda), Kollam
- 14) Assistant Commissioner of Food Safety, Adoor, Pathanamthitta.

Copy To

All E-Sewa Kendras In Pathanamthitta Judicial district.  
System Assistants District Court, Pathanamthitta  
Notice Board  
File/ Stock File.

## APP Workflow in DCMS

APPs can initiate filing of petitions, documents, copy applications from their dashboard if required.

**Organizations** seeking to access the District Case Management System (DCMS) **must register** through an authorized representative by providing verified organizational details. Upon approval, the organizations can use their **dashboard for filing of petitions, documents, copy applications at both the crime stage and the case-registered stage**, subject to compliance with applicable rules. The work flow of petitions, documents, copy applications filed from dashboard of organizations that belong to the category of state law enforcement agency is detailed below

### **Petitions**

In the District Case Management System (DCMS), petitions can be filed at two stages – during the **crime stage** and at the **case-registered stage**.

At the **crime stage**, when a crime is filed by a state law enforcement agency (through integrated platforms like iCops, through their DCMS dashboard, or physically at court), the court may accept the filing and assign a filing number (e.g., *Cr.No(ERN-PS-Puthencruz)*).

Petitions can be filed from the dashboard of the state law enforcement agency. The following petition types will first reach the dashboard of the APP designated to that court:

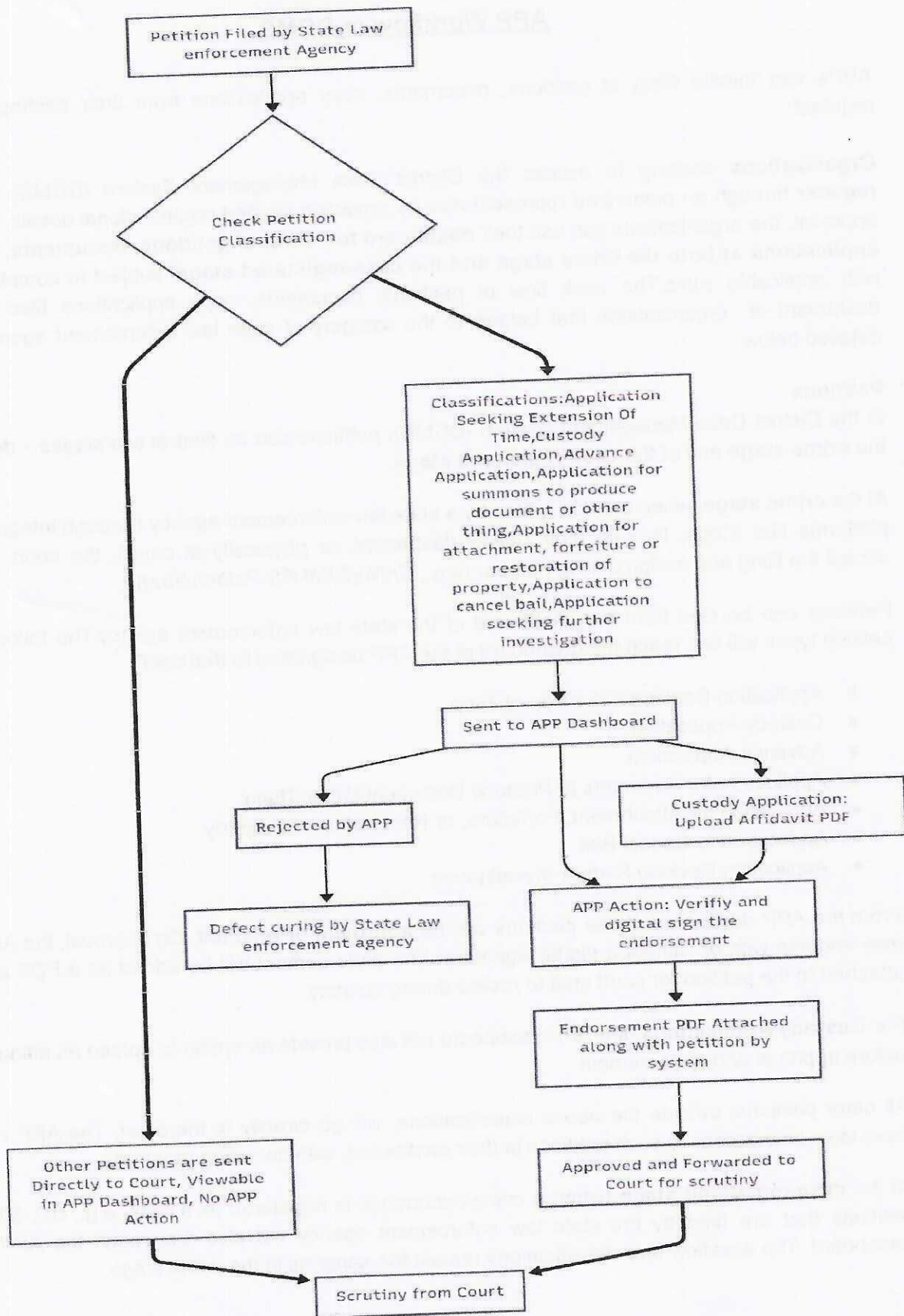
- Application Seeking Extension of Time
- Custody Application
- Advance Application
- Application for Summons to Produce Document/Other Thing
- Application for Attachment, Forfeiture, or Restoration of Property
- Application to Cancel Bail
- Application Seeking Further Investigation

From the APP dashboard, these petitions can be **approved or rejected**. On approval, the APP may endorse with or without a digital signature. The endorsement will be added as a PDF and attached to the petition for court staff to review during scrutiny.

For **Custody Applications**, the APP dashboard will also provide an option to upload an affidavit before approval and endorsement.

All other petitions, outside the above classifications, will go directly to the court. The APP will have view-only access to such petitions in their dashboard, with no action required.

At the **case-registered stage** (when a crime/occurrence is registered as a case, e.g., *CC, ST*), petitions that are filed by the state law enforcement agency will also first reach the APP's dashboard. The workflow and classifications remain the same as in the crime stage.



It may be noted that whenever a state law enforcement agency files a petition to a court, the **designated APP of that court** will always see the petition in their dashboard. For example, if a police station in Ernakulam files a petition in the Judicial First Class Magistrate Court, Mananthavady, it will be visible in the dashboard of the APP for that court.

### **Copy Applications**

- Online copy applications filed by state law enforcement agencies from their dashboard will be available in the APP dashboard for view, along with real-time status.
- For **copy applications where the request is for the statements under S. 164 of the Cr.P.C. / S. 183 of the B.N.S.S.**, the applications will first go to the APP's dashboard. The APP will have the option to upload an affidavit, and then forward the application to court. The application along with the affidavit will then be available for court staff during scrutiny.

### **Document Filing**

All documents filed by state law enforcement agencies through their dashboard will be viewable in the APP dashboard of the concerned court.

### **APP Case File Access**

Whenever a state law enforcement agency is added to DCMS, its parent department will also be mapped. Any case arising from a crime, occurrence, or complaint filed by such an agency will automatically be treated as an **APP case**. These cases and their files will be accessible to the APP of the concerned court.

Departments mapped to the APP dashboard include:

- Police Station – Kerala
- Excise Department
- Forest Department
- Department of Factories and Boilers
- Transport Department
- Labour Department
- Legal Metrology Department
- Coastal Police
- Railway Police
- Crime Branch
- Drugs Control Department
- Food Safety Department

• **Note:** In all situations, petitions, documents and copy applications filed by state law enforcement agencies from their dashboard will always be visible to the designated APP of the concerned court, irrespective of whether an endorsement or action is required.