

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:28.10.2025

NOTICE

Sub:- Online Training for Court Staff & Law Enforcement Agencies in Pathanamthitta Judicial District regarding Mandatory filing of Crime or Occurrence Reports and Final Reports for State Law Enforcement Agencies (Other than Police) in the State with effect from 01.11.2025

Ref:- Notice No:HCKL/10 201/2025-IT-TC2-HC KERALA dated 21.10.2025 of the Hon'ble High Court of Kerala.

In connection with the implementation of DCMS, the Hon'ble High Court of Kerala has decided to introduce mandatory filing of Crime/Occurrence Reports and Final Reports for State Law Enforcement Agencies (other than the Police) in the District Court Case Management System (DCMS) with effect from 01.11.2025.

The Crime/Occurrence Filing Module enables the State Law Enforcement Agencies, other than Police, to file crimes, occurrences, or complaints through DCMS. It captures key details such as date, time, location, nature of the crime, and information about the petitioner, accused, witnesses, and victims. This filing serves as the first formal step for registering a crime or occurrence in courts. This feature is not intended for Police use, as FIR and Charge Sheet submissions for the Police are already integrated with DCMS via the iCOPS API. Once the API integration for State Law Enforcement Agencies is completed, this filing option will be discontinued.

To ensure the effective use of the above implementation, it has been decided to conduct an Online Training Programme for Court Staff and State Law Enforcement Agencies (other than Police) under the Pathanamthitta District Judiciary as per the schedule below:

Training Details

DCMS- Training for Law Enforcement Agencies (Other than Police) and Court Staff Concerned	
Date & Time	Wednesday, 29 October · 04.00 PM to 05.00 PM
Google Meet joining video call link:	https://meet.google.com/yvv-qgep-vmt

All concerned staff in Law Enforcement Agencies (other than Police) and Court Staff concerned are directed to attend the above training session without fail.

The Standard Operating Procedure (SOP) to be followed for Crime/Occurrence Filing in DCMS is enclosed herewith for reference and necessary action.

All Judicial Officers are requested to communicate the above instructions to the concerned Law Enforcement Agencies (other than Police) attached to their respective courts and to ensure that participation in the training session does not affect the discharge of their official duties.

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: 0468-2222740

(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

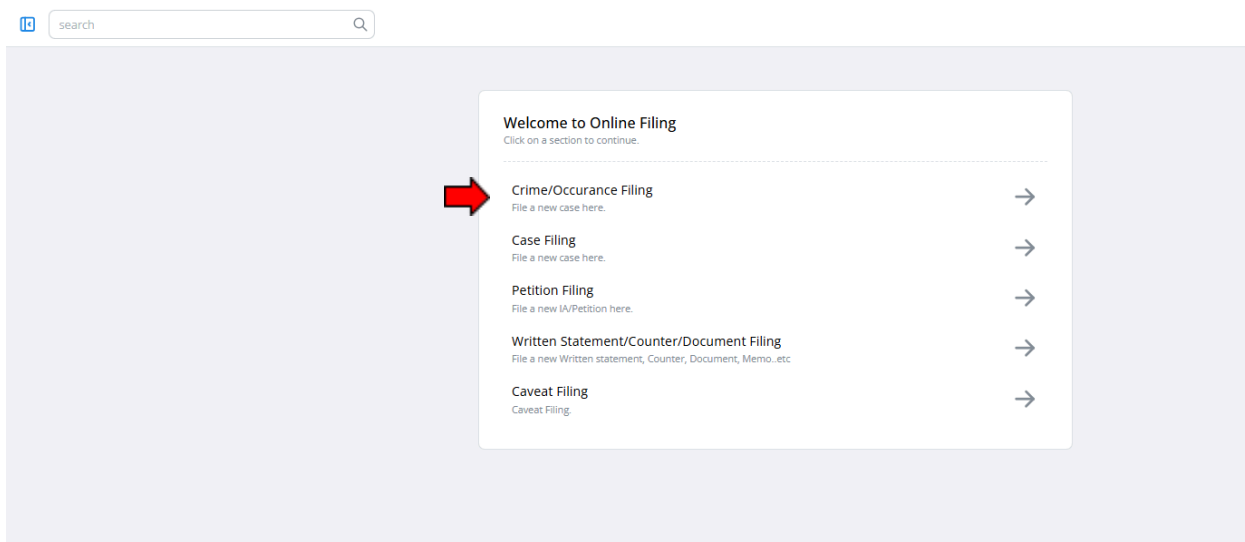
File/ Stock File.

SOP for Crime / Occurrence Filing in DCMS

This document explains the process of Crime/Occurrence Filing for state law enforcement agencies (other than the Police) in the District Case Management System (DCMS). It provides clarity on what it is, who can file, why and when to file, and the process to be followed.

Crime/Occurrence Filing enables state law enforcement agencies, **other than the police**, to officially record crimes, occurrences, or complaints in DCMS. It captures key details such as date, time, location, nature of the crime, and information about the petitioner, accused, witnesses, and victims. This filing serves as the first formal step for registering a crime or occurrence in courts. **The feature is not intended for police, as FIR and chargesheet filing for Police is already integrated with DCMS through iCOPS API**

Crime/Occurrence filing is enabled in the dashboard of state law enforcement agencies.



CRIME FILING

Dashboard / Filing / Crime Filing



Start New Draft Efiling

See the details of the E-filed cases.

Search...

Draft Efiling		Pending Scrutiny		Defect Marked		Registered	
Efiling No	Court	Main Petitioner		Main Respondent		Status	Actions
EF-DCK-2025-0076662	Judicial First class Magistrate Court, Kolenchery	TO	test one	TE	testrespondent	DRAFT	Details Edit Delete
EF-DCK-2025-0076661	Judicial First class Magistrate Court, Kolenchery	TP	test petitioner	TR	test resp	DRAFT	Details Edit Delete

Enter details of district , court and case type

Start Efiling



District *

Choose the district you want to efile into

ERNAKULAM



Court *

Choose the court you want to efile into

Judicial First class Magistrate Court, Kolenchery



Case Type *

Choose your case type

OR.No(ERN-FRO-Kodanad) - Forest Range Office Kodanad-FRO Kodanad



With/Without Charge sheet *

Indicate whether a charge sheet has been submitted

Yes

No

Submit

Pending Scrutiny

Main Petitioner

Kolenchery

TO

test one

Kolenchery

TP

test petitioner

Kolenchery

Main Respondent

Whether filing with the Chargesheet or not.

Start Efilling

District *

Choose the district you want to efile into

Choose a district to efile

Court *

Choose the court you want to efile into

Choose a court to efile

Case Type *

Choose your case type

Choose a case type

With/Without Charge sheet *

Indicate whether a charge sheet has been submitted

Yes

No

Submit

MANANTHAVADY, POLICE STATION

Test Court

Start New Draft Efilling

Pending Scrutiny

Defect Marked

Registered

	Main Petitioner	Main Respondent	Status	Actions
Kolenchery	TO test one	TE testrespondent	DRAFT	Details Edit Delete
Kolenchery	TP test petitioner	TR test resp	DRAFT	Details Edit Delete
Kolenchery	No name entered	No name entered	DRAFT	Details Edit Delete
Kolenchery	No name entered	No name entered	DRAFT	Details Edit Delete
Kolenchery	No name entered	No name entered	DRAFT	Details Edit Delete
Kolenchery	PT PET TEST DB	RT Res Test DB	DRAFT	Details Edit Delete
Kolenchery	TP test petitioner	NU	DRAFT	Details Edit Delete

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Enter petitioner details, accused details, witness details, victim details etc

EF-DCK-2025-0076675

Enter the details for the new efilling below.

Basic Details

Case status, details of the case and category

Party Details

Details of the Petitioners and Respondents

Crime Details

Details of the crime

Witness and Victim

Enter the Witness and Victim Details

Act & Section

Act Section Details

Upload Files

Upload Case Files

Final Submit

Verify and submit

Basic Details

Enter the details for the new efilling below.

Case Type *

Choose your case type

OR.No(ERN-FRO-Kodanad) - Forest Range Office Kodanad-FF

Submit

Upload relevant files as PDF. Enter OTP and Submit to court

EF-DCK-2025-0076675
Enter the details for the new e-filing below.

Basic Details
Case status, details of the case and category

Party Details
Details of the Petitioners and Respondents

Crime Details
Details of the crime

Witness and Victim
Enter the Witness and Victim Details

Act & Section
Act Section Details

Upload Files
Upload Case Files

Final Submit
Verify and submit

Final Submit
Verify the details entered then submit using OTP

Get OTP & File the case.

Please preview your case file before submitting. Make sure all details are accurate.

[View e-File](#)

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GET OTP

Enter the OTP sent to your registered mobile number

Based on the availability of chargesheet in the filing **the crime can be registered as CC or ST or any other case type as ordered by the Hon'ble Judge**. If the chargesheet is not available, the same can be registered as an unnumbered type having only crime / occurrence details.

Further chargesheet can be filed using document filing module. Once a crime / occurrence is filed and registered at court, **the chargesheet of the same crime / occurrence should not be filed as a separate crime / occurrence**.

Once API integration with DCMS is completed, this option need not be used.