THE HIGH COURT OF KERALA

HCKL/10201/2025-IT-TC2-HC KERALA

Kochi -682031
Date: 21-10-2025

NOTICE

In connection with the implementation of DCMS, High Court 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.

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

All the District Judges are hereby requested to take steps to bring the content of this Notice and circulate the SOP, to all the stakeholders under their respective jurisdiction, and to publish the same in the District Court website.

(By Order)

Signed by
Nixon M Joseph
Date: 21-10-2025 12:36:29

Nixon M Joseph
REGISTRAR (DISTRICT JUDICIARY)

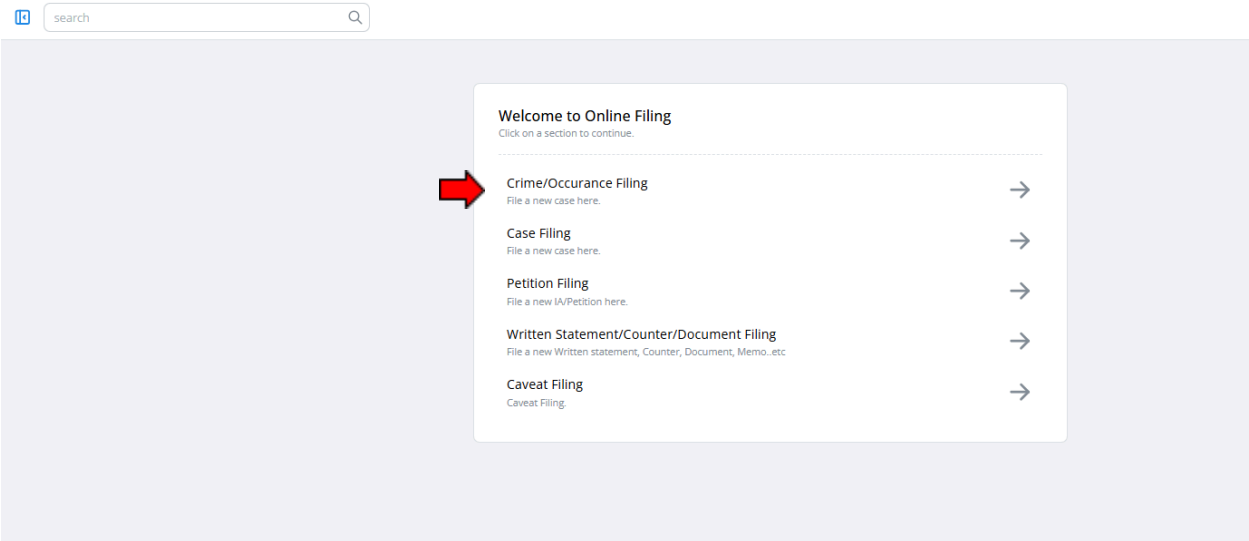
Encl:- As above
To:- All the District Judges,
All the State Law Enforcement Agencies
Copy To: All the Nodal Officers
All the SSOs

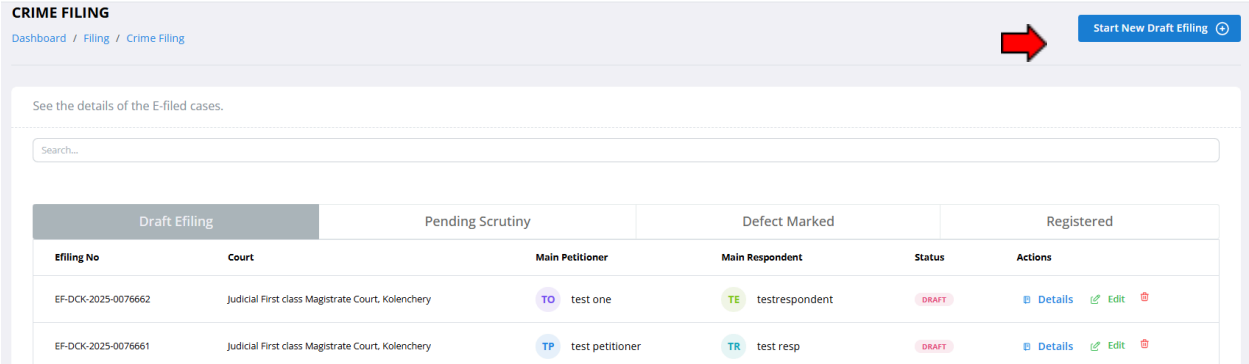
SOP for Crime / Occurrence Filing in DCMS

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.

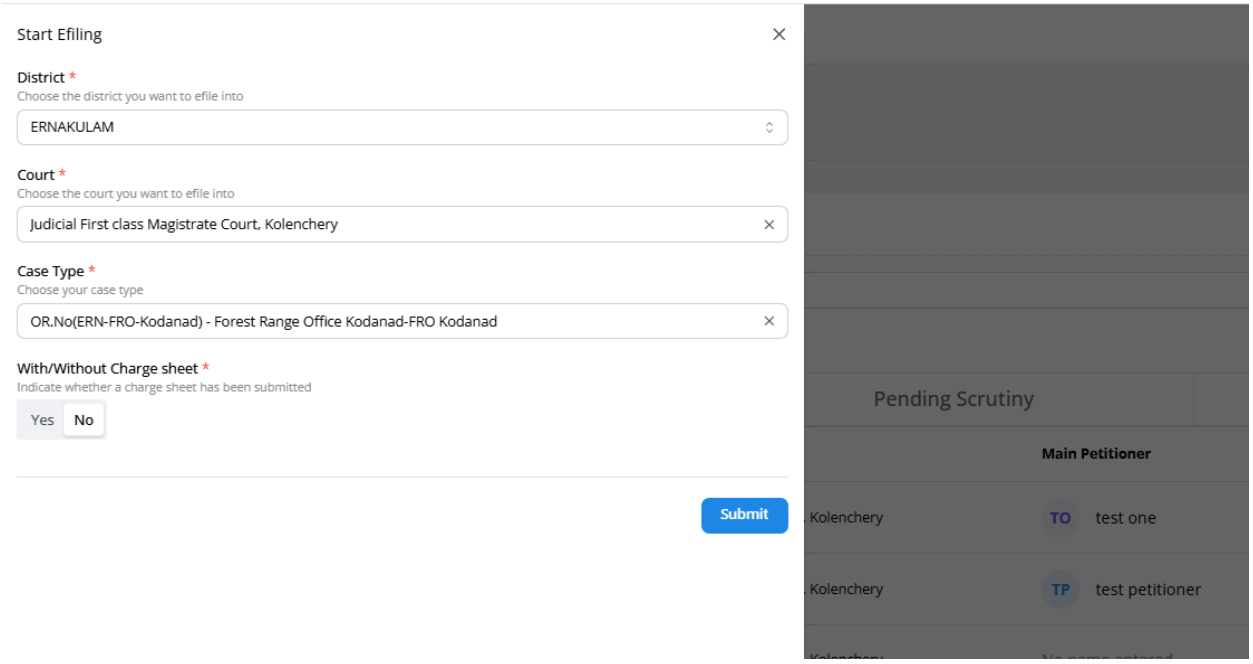
Crime/Occurrence Filing enables state law enforcement agencies, **other than the police**, to officially record crimes, occurrences, or complaints in DCMS. It captures key details such as date, time, location, nature of the crime, and information about the petitioner, accused, witnesses, and victims. 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/Occurance filing is enabled in the dashboard of state law enforcement agencies.

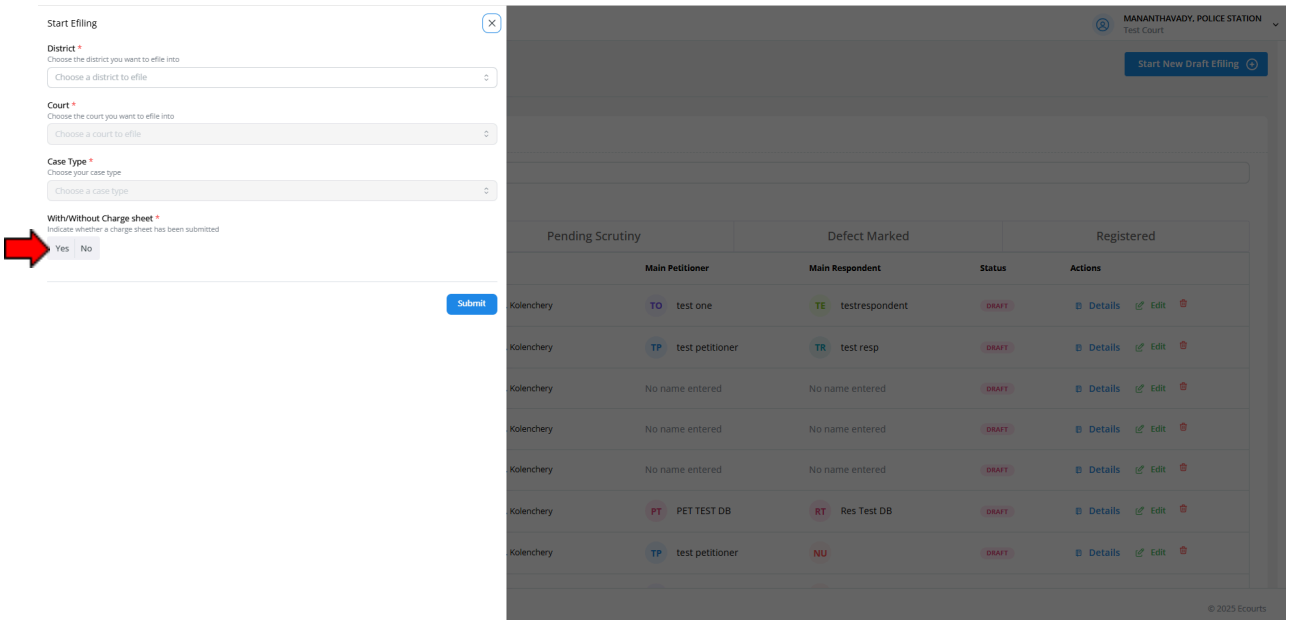




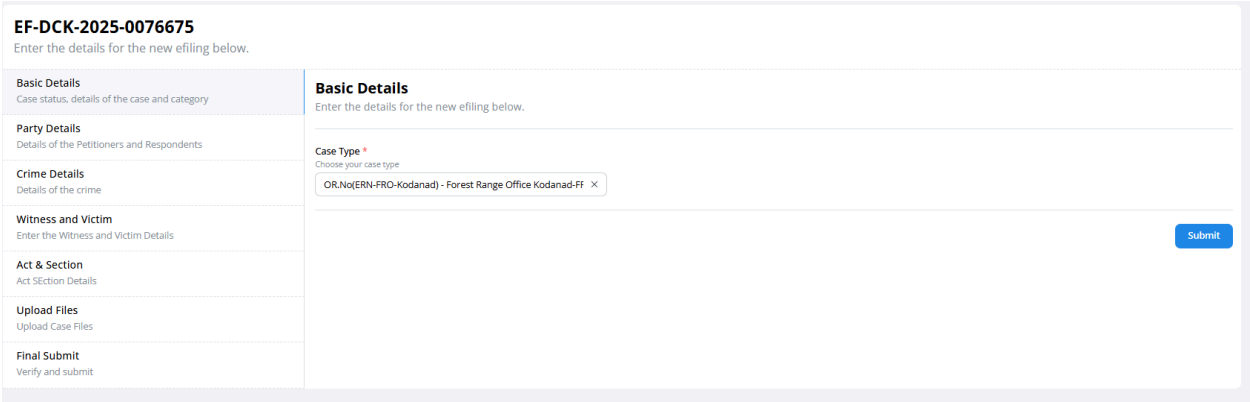
Enter details of district , court and case type



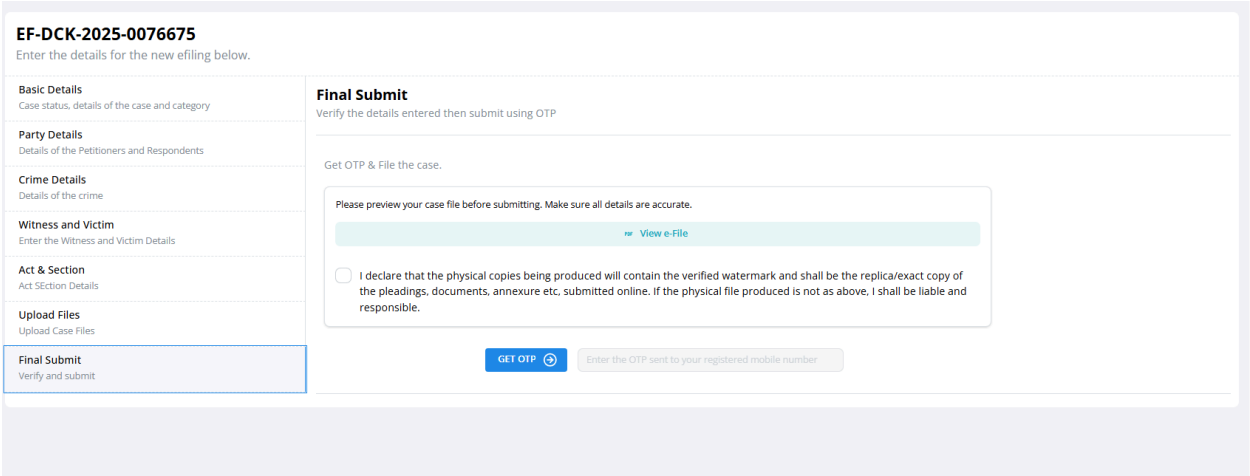
Whether filing with the Chargesheet or not.



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



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



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.