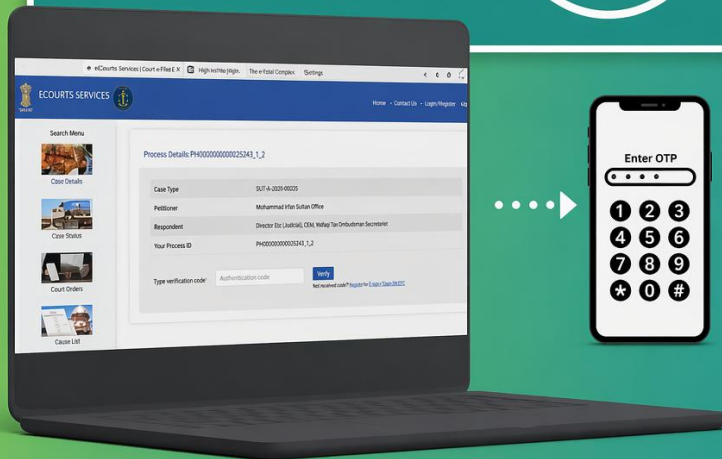




Electronic Delivery of Process through Email



OTP Authentication



Secure Access



Email Delivery



Verified Process



Fast & Reliable

User Manual

April 2026

Electronic Delivery of Process through E-mail

The e-Committee of the Supreme Court of India has developed an email-based electronic delivery and authentication mechanism aimed at improving speed, transparency, and convenience while reducing manual workload .

The key features of this system are as follows:

1. **Electronic Service of Summons and Notices**

Enables delivery of summons and notices electronically to the registered email addresses of the concerned parties.

2. **Tracking Facility**

provides the ability to track and view the delivery status of processes in real time.

3. **Integration with CIS 4.0**

for both civil and criminal cases, once the process is generated in the Case Information System (CIS 4.0), the concerned party receives an email containing a secure link for digital access to the process.

4. **One-Time Authentication (OTP)**

The recipient must complete a one-time authentication using a verification code sent to their registered email ID and mobile number.

5. **Access to Documents**

After authentication, the process can be viewed and downloaded in PDF format.

6. **Confirmation of Service**

Completion of authentication is treated as confirmation of service, and the delivery status is updated in the NSTEP system.

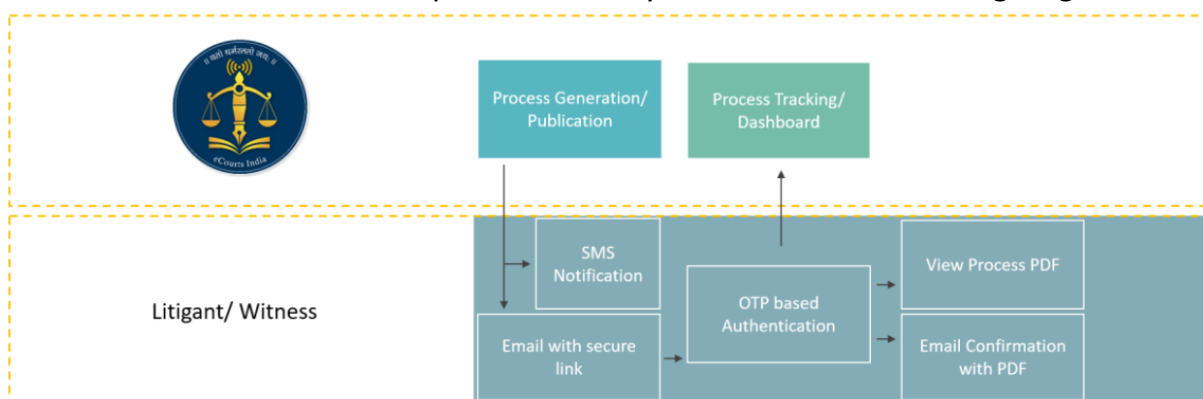
7. **eCourts Services Portal Access**

Users can also retrieve a copy of the process through the eCourts Services portal using the Process ID, providing an additional convenient access method.

This module introduces an email-based electronic delivery and authentication mechanism. It aims to improve speed, transparency, and convenience while reducing manual workload in the delivery of judicial processes.

Process

The workflow for email-based process delivery consists of the following stages



Step (1) Both civil and criminal cases, once the process is generated in the Case Information System (CIS 4.0), and after that published the process from CIS.

Accessing Court Process through E-mail

Addressee will be notified via registered email once the process is published. This secure communication contains case information, a unique Process ID, and an access link required for authentication and viewing.

Along with the email notification, an SMS notification will also be sent to the registered mobile number associated with the addresses.

Accessing the Portal

Step (2) Click on the link provided within the email; you will be automatically redirected to the official **eCourts Services** Portal.

From: eCourts <ecourts-all@indiancourts.nic.in>
Date: Apr 24, 2026, 4:52 PM
Subject: Electronic Transmission of Court Process
To: xxxxxxxxxxxxxxxx@gmail.com <xxxxxyopxxxxxxxxxxxxxxxx@gmail.com>

Attention XXXXXXXXXXXXXXXXXXXX,

Greetings from eCourts India — the unified online platform to get case-related information pending or disposed in Taluka and District Courts in India.

Case Details	
Case No.	Session Case/29/2025
CNR No.	PRJSR010002022025
Parties	State Vs Vijay Kumar urf Nogia
Name of the Process	Warrant in the first instance to bring up a witness [Sec. 87]
Court Name	Addl District and Sessions Judge Sirohi
Judge designation Name	Addl District and Sessions Judge Sirohi
Date of appearance	04-05-2026
Purpose	Prosecution Evidence
Process-id :	PRJSR010002022025_20_1

You are informed to go through the contents of the process and comply the same as per directions of the Court

[Click here to view the process](#)

When the addressee clicks the '**Click here to view the process**' button in the email, the system redirects the user to the **eCourts Services Portal**.

Generating OTP

Click on the Generate OTP button. A unique verification code will be sent instantly to both -registered email ID and mobile number.

Processes Details:PRJSR010002022025_20_1

Case Type	Session Case/29/2025
Petitioner	State
Respondent	Vijay Kumar urf Nogia
Process ID	PRJSR010002022025_20_1

Verification code will be sent to your registered email: eXXXXXXXXX@gmail.com and your registered mobile no : XXXXXX7830 for verification.

Generate OTP

Verification

Enter the **verification code** into the required field and click '**Submit**' to proceed. If the code is not received within a minute, addressee may use the '**Resend Verification Code**' facility available on the screen.

Processes Details:PRJSR010002022025_20_1

Case Type	Session Case/29/2025
Petitioner	State
Respondent	Vijay Kumar urf Nogia
Process ID	PRJSR010002022025_20_1

Verification code has been sent on your registered email/sms eXXXXXXXXX@gmail.com for verification.

* Enter Verification Code **Submit** Resend Verification Code 00:02

Please enter the verification code sent via Email
Do not refresh or close this window.

Viewing the Document

After OTP verification, the PDF process document is available for viewing and download.

PDF Viewer

RJSR01-000202-2025

PRJSR010002022025_20_1

न्यायालय : अपर जिला एवं सत्र न्यायाधीश, सिरोंही
जिला सिरोंही, (राजस्थान)
पीठासीन अधिकारी का नाम : ललित डाबी

प्रारूप संख्या-9
साक्षी को लाने के लिये जमानती वारंट
(धारा-87 द.प्र.सं.)

सेशन प्रकरण/29/2025
राज्य बनाम विजय कुमार उर्फ नोगिया
NEXT DATE : 04-05-2026
FIR Details: SIROHI/250/2024

प्रेषित,

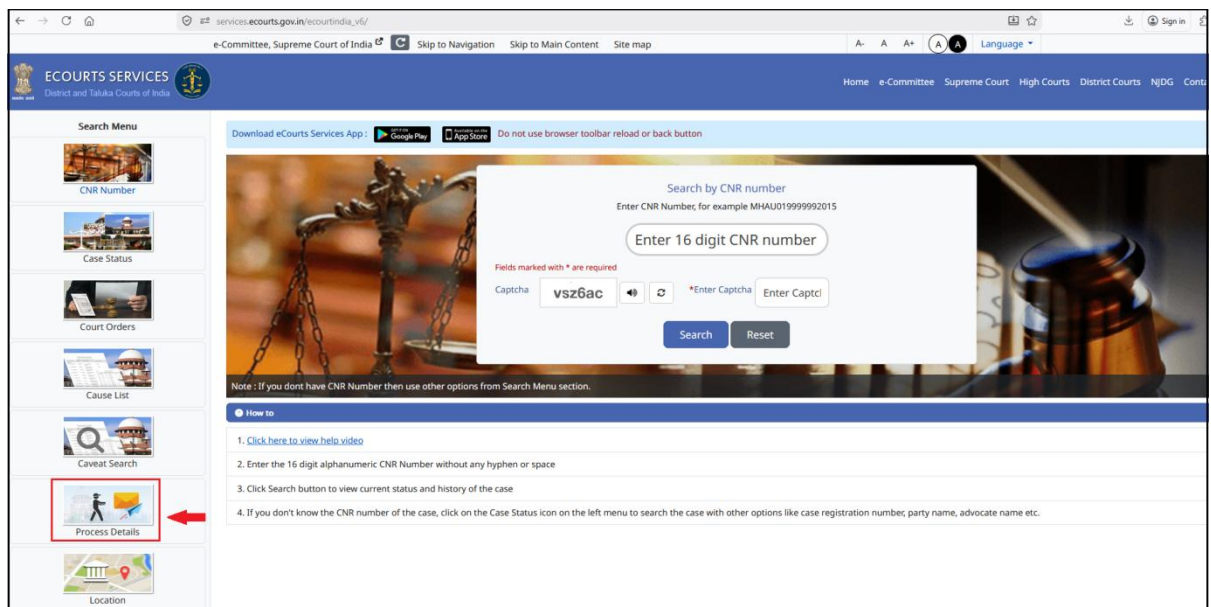
पुलिस स्टेशन का प्रभारी अधिकारी/पुलिस स्टेशन अधिकारी
पुलिस थाना - SIROHI,
जिला सिरोंही, (राजस्थान)

मेरे समक्ष परिवाद/अभियोगपत्र प्रस्तुत किया गया है कि इस न्यायालय के प्रकरण क्रमांक सेशन प्रकरण/29/2025 (राज्य बनाम विजय कुमार उर्फ नोगिया) के अभियुक्त विजय कुमार उर्फ नोगिया पुत्र- विठ्ठलाल आयु 28 वर्ष, पता- जटियावास सिरोंही, जिला सिरोंही ने धारा 103(1),311,238(A),140(3) अधिनियम धारा-

On successful authentication, a **confirmation email** including the copy of the process PDF is sent to the addressee.

Search by Process ID from eCourt Services Portal

(1) Go to eCourt Service Portal (<https://services.ecourts.gov.in/>) of eCommittee, SCI.



(2) Click on Process Details & Search By Process Details through the Process ID.

Search By Process ID

Process ID

Captcha *Enter Captcha

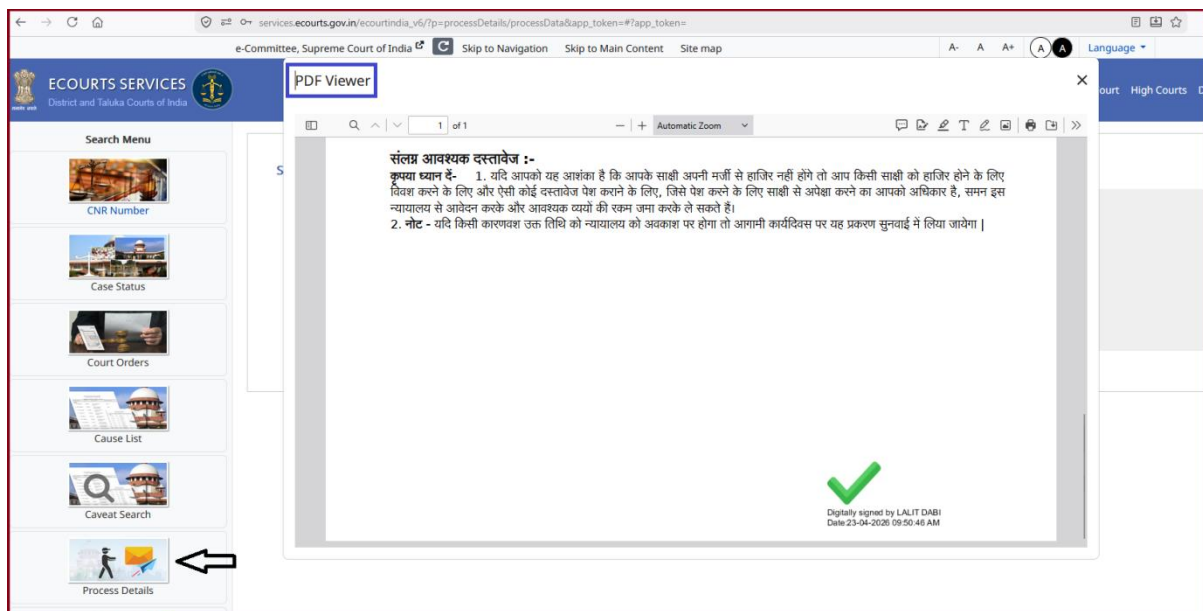
(3) Enter Process ID and captch and click on Search button.

Search By Process ID

Process ID

Captcha *Enter Captcha

(4) Then showing Generate Verification code popup. After that Click on Generate OTP button.



(7) On successful authentication, a **confirmation email** including the copy of the process PDF is sent to the addressee.

Updating the delivery status

Completion of the authentication (OTP verification) process by addressee is treated as confirmation of service of the process and the delivery status is updated as delivered in N-STEP.

NSTEP

Process Delivery Mechanism

Once a process (Summons/Notice) is generated and published in CIS, it becomes eligible for electronic delivery through e-mail. NSTEP acts as the centralized repository for such processes and manages their electronic delivery. The system identifies eligible processes and sends e-mails to the registered e-mail addresses of the addressees. Each e-mail contains a secure link through which the addressee can access the electronic copy of the process. The system also maintains delivery status and related logs for tracking and monitoring purposes.

Dashboard

NSTEP dashboard provides a comprehensive overview of summons at the state and district levels. In addition to total process counts, the dashboard breaks down the data by information level, detailing the percentage of summons that include email IDs and mobile numbers. It also tracks specific service outcomes, such as summons served via email, those remaining unserved, and those successfully authenticated by the addressee. User can

generate reports within a specified date range. A facility is also provided to download reports in PDF, Excel, and CSV formats.

eSummons Dashboard							
Note: Data is available from 11 April 2026.							
From Date:		23-04-2026	To Date:		24-04-2026	Go	
Show	10	entries	Search:			Hide Columns	PDF Excel CSV
State	Summons Published	With eMail ID and Mobile Number	Only With eMail ID	Only With Mobile Number	Sent Over eMail	Not Served	Authenticated By Addressee
Rajasthan	322 (100%)	45 (13.98%)	123 (38.2%)	11 (3.42%)	0 (0%)	322 (100%)	0 (0%)
Total	322	45	123	11	0	322	0

Search Process Details by Process ID

Search Process Details by Process ID											
		*Process ID: PRJSR01000202025_20_2		Submit							
Sr No	Process Id / Process Title	Type	Case No	Designation Name	Addressee Name	Addressee Address	Publish Date	Nstep Ready Date	Receiver eMail	eMail Send Date	Date Time of Authentication
1	PRJSR01000202025_20_2 साक्षी को लाने के लिये जमानती वारंट [धारा. 87] Type Of Process - B View Process	Criminal Process	सेशन प्रकरण/29/2025	अपर जिला एवं सत्र न्यायाधीश ललित डाबी	पुलिस स्टेशन का प्रभारी अधिकारी/ पुलिस स्टेशन अधिकारी	सिरोही कोतवाली	23-04-2026	23-04-2026 10:54:36	ecourtsirohi@gmail.com	24-04-2026 02:05:28	

Thank You

eCourt Service – Get Your Process via Email

1 Click Email Link
Click the link provided in the email. You will be redirected to the eCourts Services Portal.

Dear User,
Your process document is ready. Please click the link below to view your process.
[Click here to view the process](#)
Thank you,
eCourts Services

2 Open in Portal
The system redirects you to the eCourts Services Portal.

Process Details
Case Type: SUIT
Petitioner: Mohan Arora
Respondent: Rajesh Kumar
Your Process ID: PRJSR01000202025_20_1
[Click here to view the process](#)

3 Generate OTP
Click 'Generate OTP'. A unique verification code will be sent instantly to your registered email ID and mobile number.

Enter OTP
[][][][]
[Generate OTP](#)

4 Enter OTP & Submit
Enter the verification code and click 'Submit'. If not received within a minute, click 'Resend Verification Code'.

Enter Verification Code
836521
[Submit](#)
[Resend Verification Code](#)

5 View & Download Document
After OTP verification, the process document is available for viewing and download.

Process Document
Warrant in the first instance to bring up a witness [Sec. 87]
256 KB
[View Document](#) [Download](#)

6 Confirmation Email
On successful authentication, a confirmation email including the copy of the process PDF is sent to the addressee.

Dear User,
Your process document is attached. Please find the attached PDF.
Warrant in the first instance to bring up a witness [Sec. 87].pdf
256 KB
Thank you,
eCourts Services

Secure Access
Your data is safe and protected.

Email Delivery
Process delivered directly to you.

Verified Process
Authentic and trusted information.

Fast & Reliable
Quick, easy and dependable service.

Smart. Secure. Simple. Get your court process anytime, anywhere.