THE HIGH COURT OF KERALA

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HCKL/6035/2024-IT-TC2-HC KERALA Date: 09-07-2025

OFFICIAL MEMORANDUM

Sub:- Guidelines for handling Unconsumed, Consumed-but-Not-Registered, and Defect-Cured E-Filed Cases from Old Portal (efiling.gov.in) before DCMS Migration-Reg.

All the Principal District Judges are hereby informed that in connection with the implementation of DCMS, Guidelines for handling cases which were filed using the old e-filing portal (efiling.gov.in), but which remain Unconsumed, Consumed-but-Not-Registered, in CIS have been prepared by the IT Directorate of the High Court. The same is enclosed herewith for information and strict compliance.

The Principal District Judges are requested to circulate the Guidelines to all the stakeholders and Staff members in their respective Districts and to publish the same on the District Court website.

For further inquiries and training, please contact the Nodal Officer for DCMS in the District Judiciary, Smt. Jaseena Mohammed, Technical Project Manager, High Court of Kerala. Contact No: 0484 256 2527

(By Order)
Signed by
Joseph Rajesh K A
Date: 09-07-2025 16:15:32
JOSEPH RAJESH K A
REGISTRAR(COMPUTERISATION)-
CUM-DIRECTOR(IT)

To:- All District Judges
All Nodal Officers
Copy to:- All SSOs
C.A to Director (IT)

Guidelines for handling Unconsumed, Consumed-but-Not-Registered, and Defect-Cured E-Filed Cases from Old Portal (efiling.gov.in) before DCMS Migration

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Objective

To prescribe a uniform and accountable process for identifying and registering e-filed cases that were:

a) **Not consumed in CIS (unconsumed)**
b) **Consumed as defect free, but not registered**
c) **Defect-marked and rejected, but were not reflected in DCMS due to incomplete processing**

Scope

These guidelines apply to all judicial and ministerial staff of Courts in the District Judiciary, where DCMS has been implemented and where e-filed cases submitted via the old e-filing portal remain unresolved or unregistered.

Two separate workflows are outlined: one for defect-free cases and another for cases with identified defects. Defect-free cases that are ready for registration should be processed according to the steps detailed below. For cases with defects, the process of noting defects, returning the file, rectifying issues, and resubmitting may be handled physically. In such instances, after filing the cases in DCMS, the relevant case files should be scanned and uploaded from the courtside, as detailed below.

Procedure for Registration of defect-free cases in DCMS(Not consumed in CIS)

Step 1: Identification of such defect-free but unconsumed cases by the Staff Members

- Access the old CIS, then click the side menu, ‘Verify e-filed cases’ or ‘Verify in Existing Cases’.

- The case files shall be verified for defects. If there are no defects, then proceed with document collection as per Step 2.

Step 2: Document Collection

For each case identified as defect-free:

- Click on Documents and download all e-filed documents, including the corresponding e-payment receipts and GRN numbers and save them in a separate folder and shall be uploaded to the DCMS while registering the case following Step 4.

Step 3: Verification of Fee Payment

- Log in to the **e-Treasury portal**.
- Verify the GRN number and fee details of the cases already downloaded as per Step 2.
- After verification, **deface the GRN** in the portal, indicating that the payment has been used against the case.

Note: *If there is any issue in defacing such an amount in the e-Treasury portal, the matter shall be informed to the Treasury concerned by issuing a formal proceeding, requesting them to carry out the defacement from their end, as the option is currently unavailable in the e-Treasury portal.*

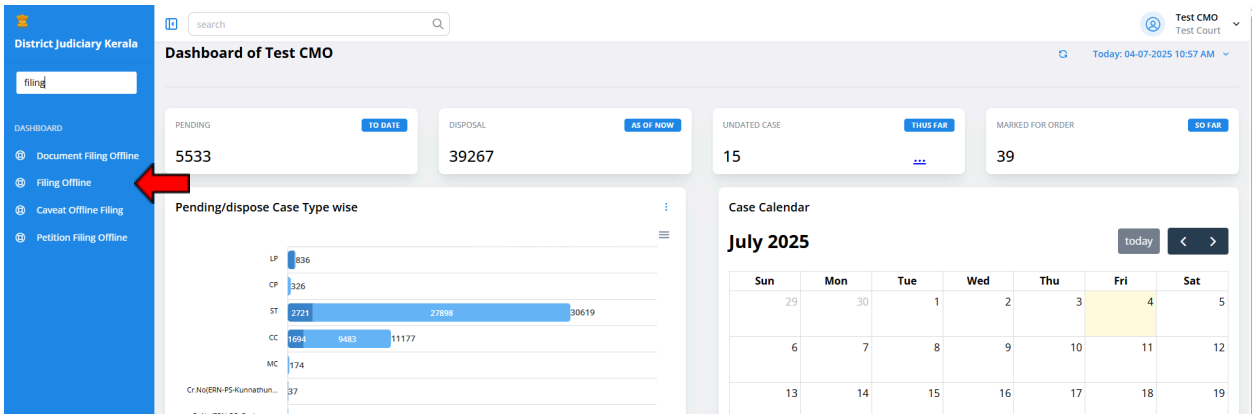
- In earlier systems, defacement was required since the **GRN** was generated from an external portal and manually entered into the e-filing system.
- In DCMS, as payment is processed directly through portal-to-portal integration, such defacement is not necessary.

Step 4: Manual Registration of defect-free cases in DCMS

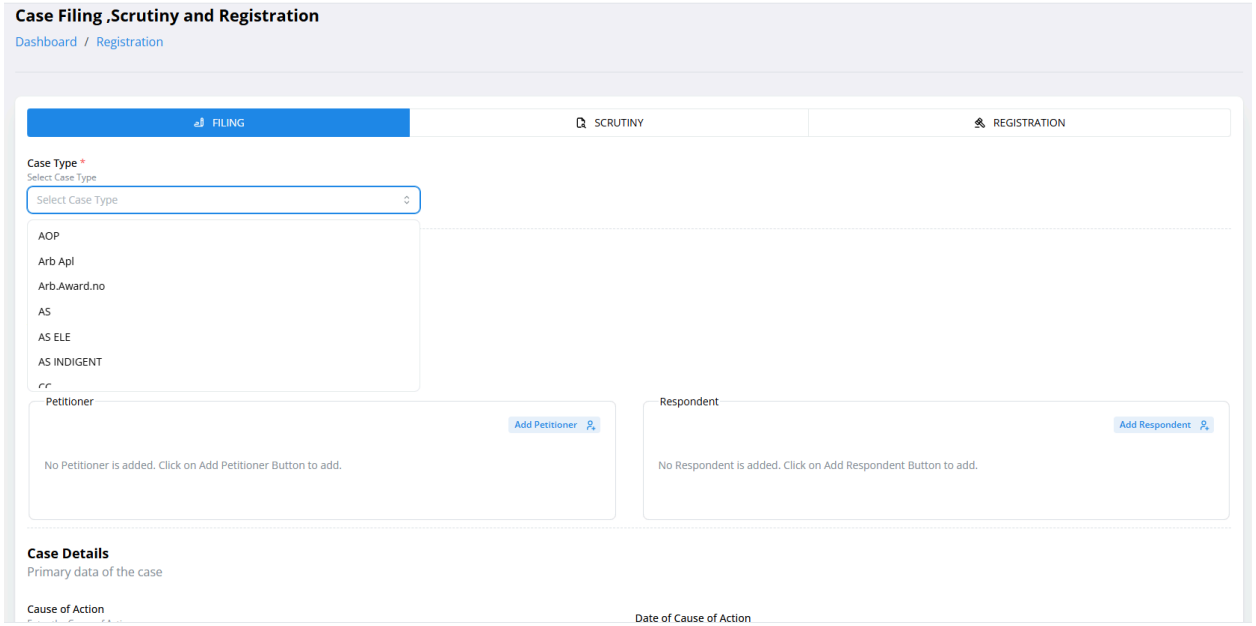
- The cases which are found to be defect-free and ripe for registration after following Steps 1 to 3 as above may be registered manually in DCMS using the **Filing Offline**

module and by following these steps:

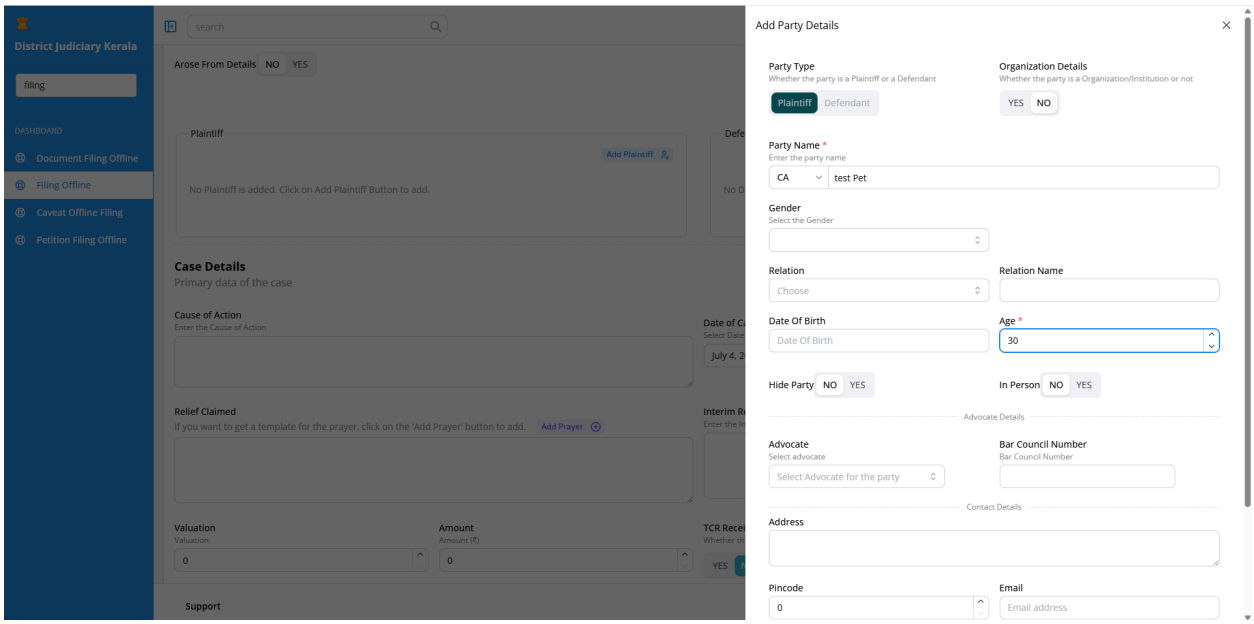
Click on Filing Offline



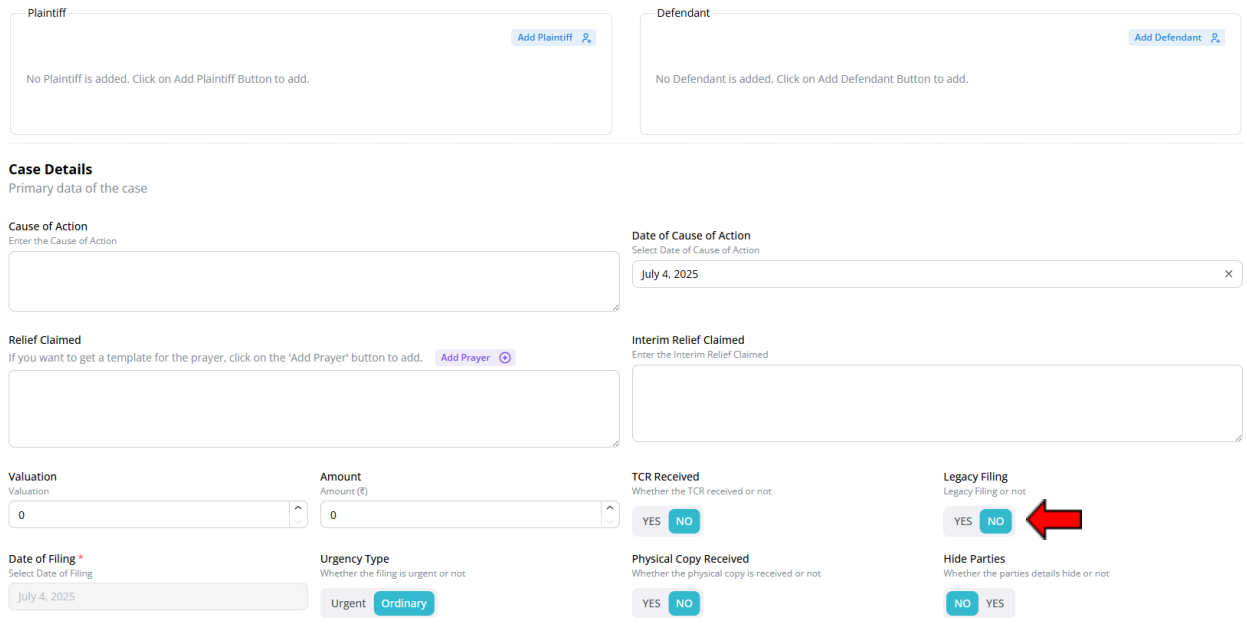
Select Filing Case Type and enter details



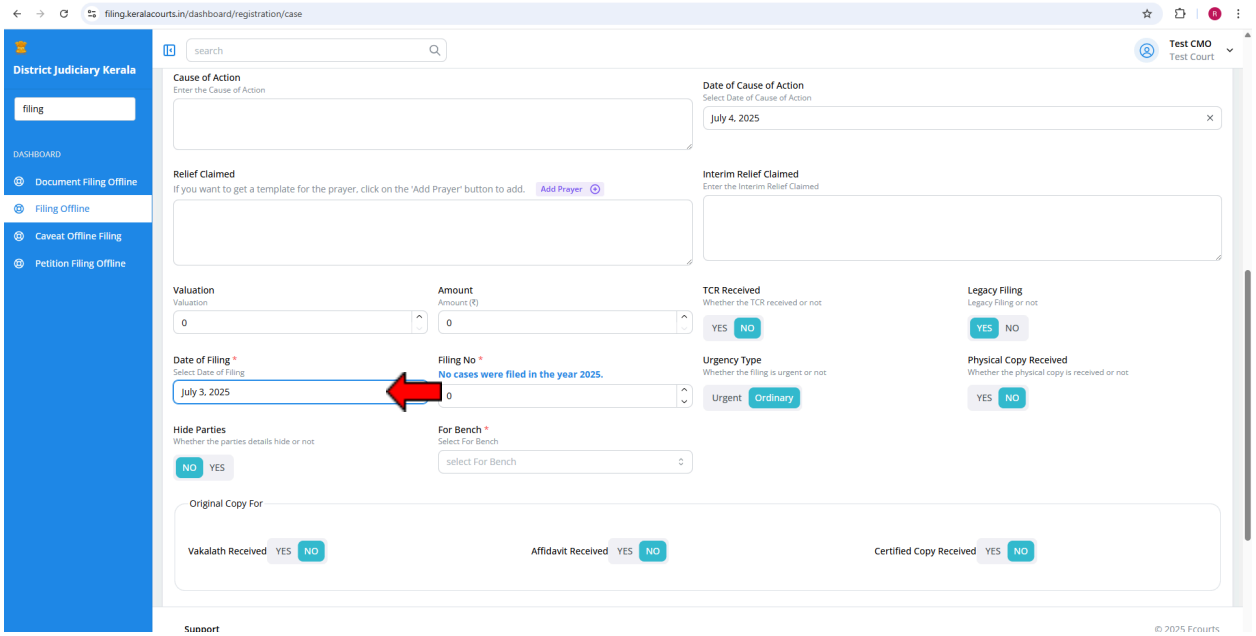
Enter Petitioner and Respondent details.



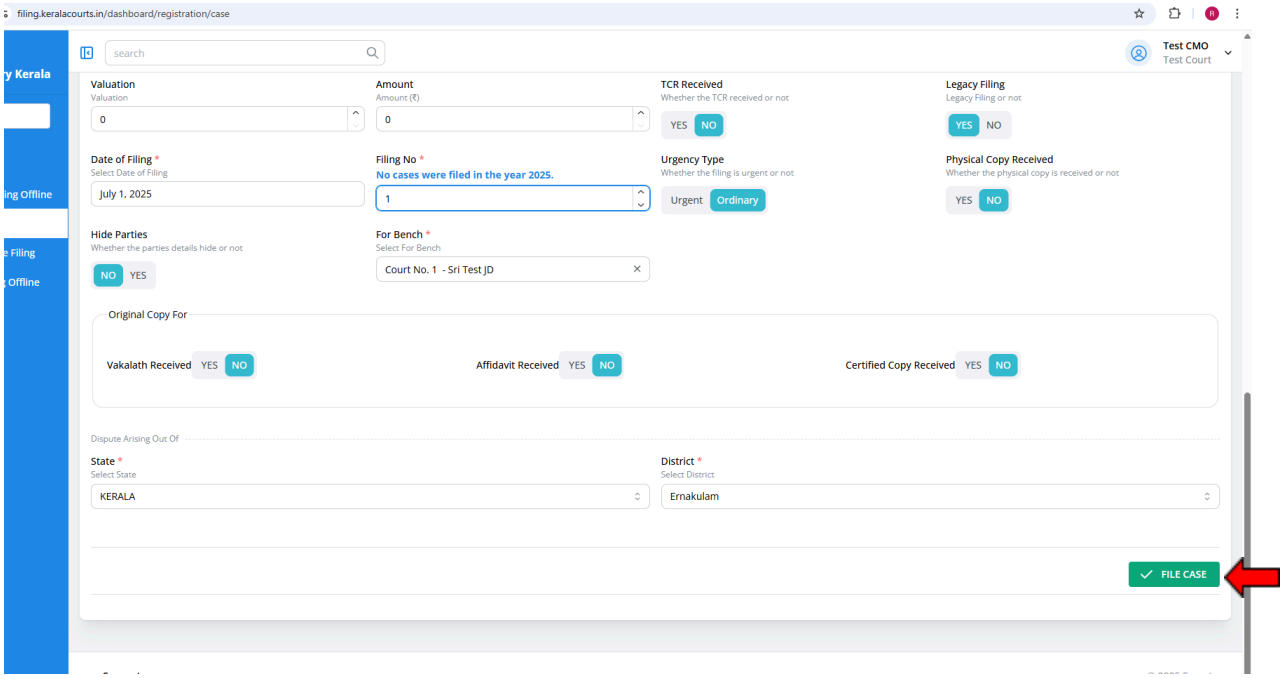
Select Legacy Filing as Yes

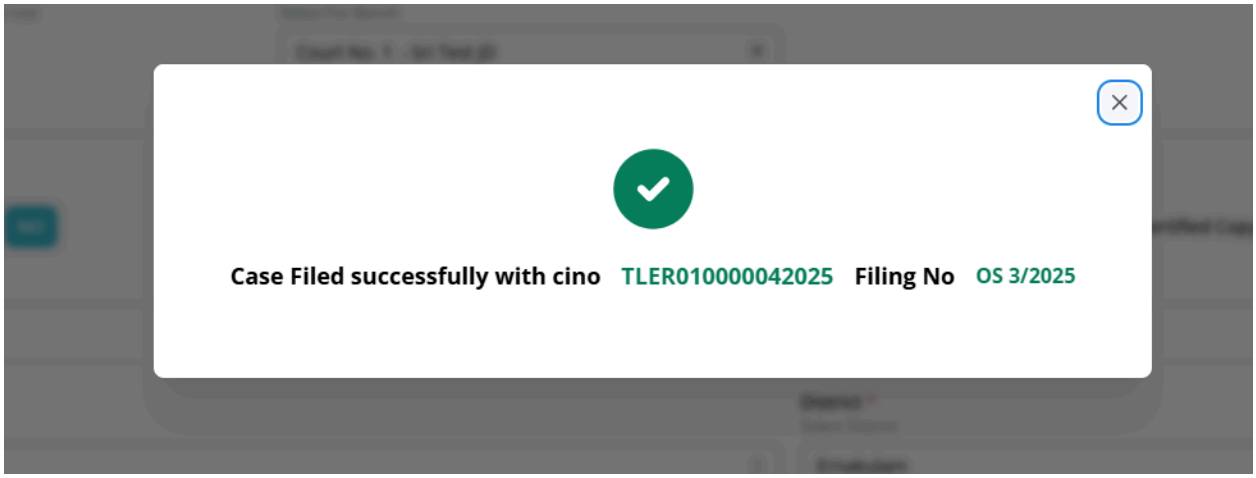


Select the actual date of filing (**original date of e-filing)** and give filing number

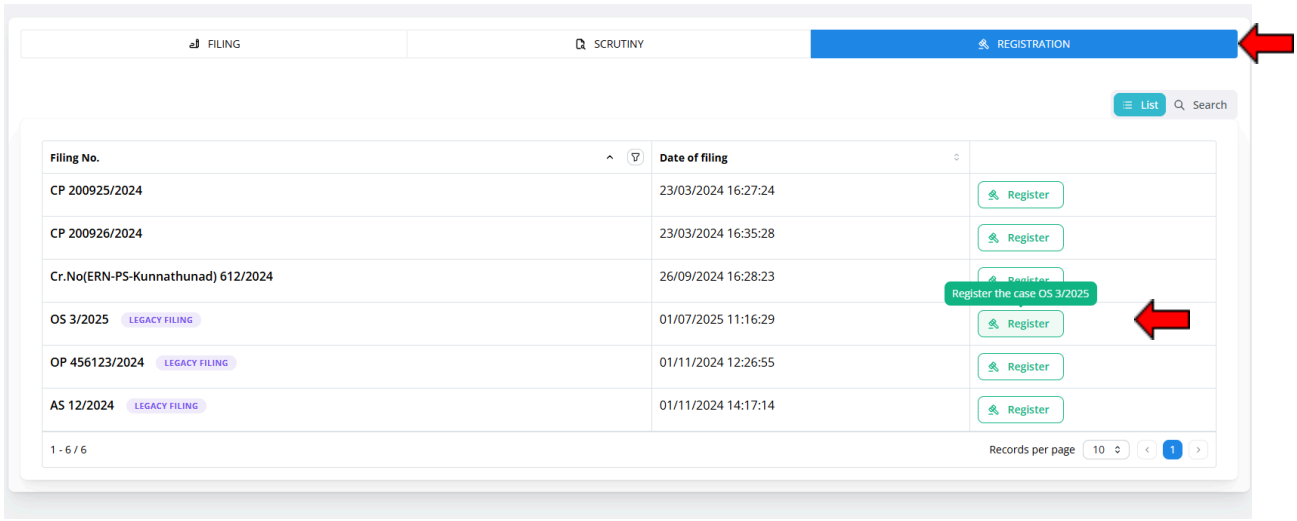


Enter all related details and click on File Case

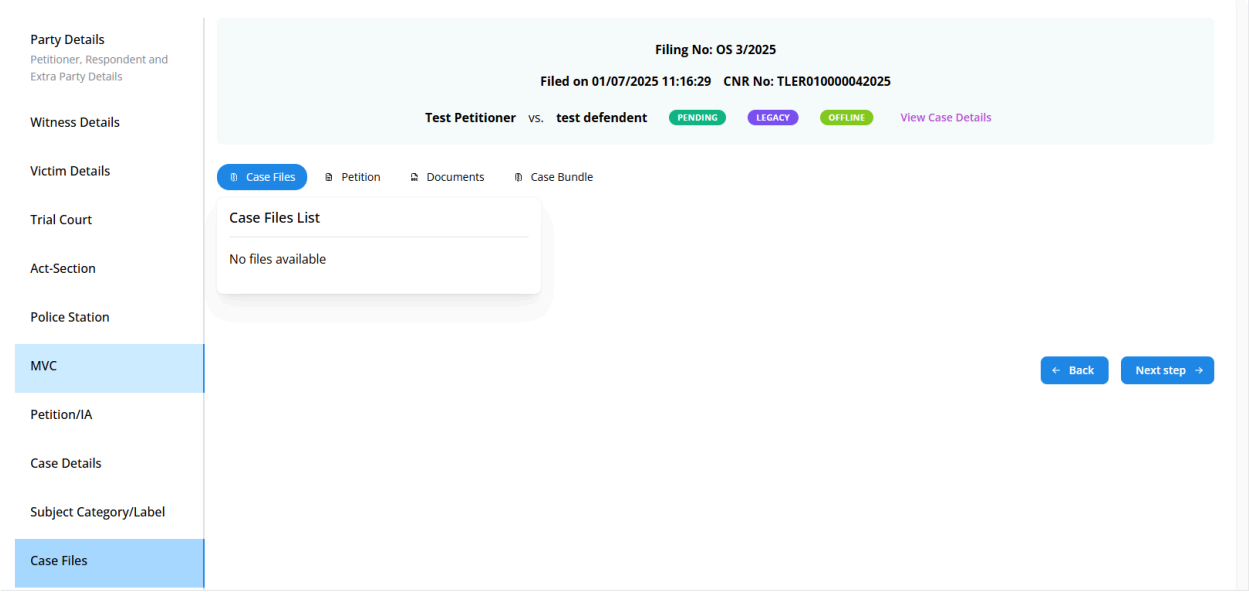




Click on Registration and proceed with registration

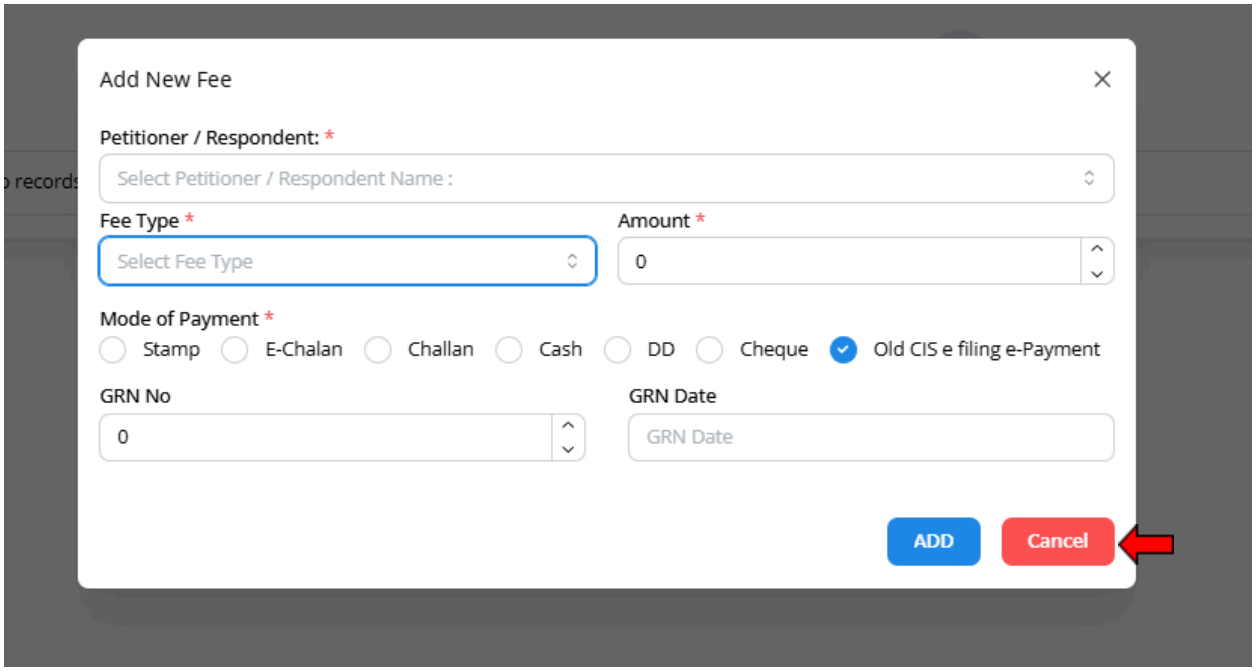


Enter all the relevant information needed for registration

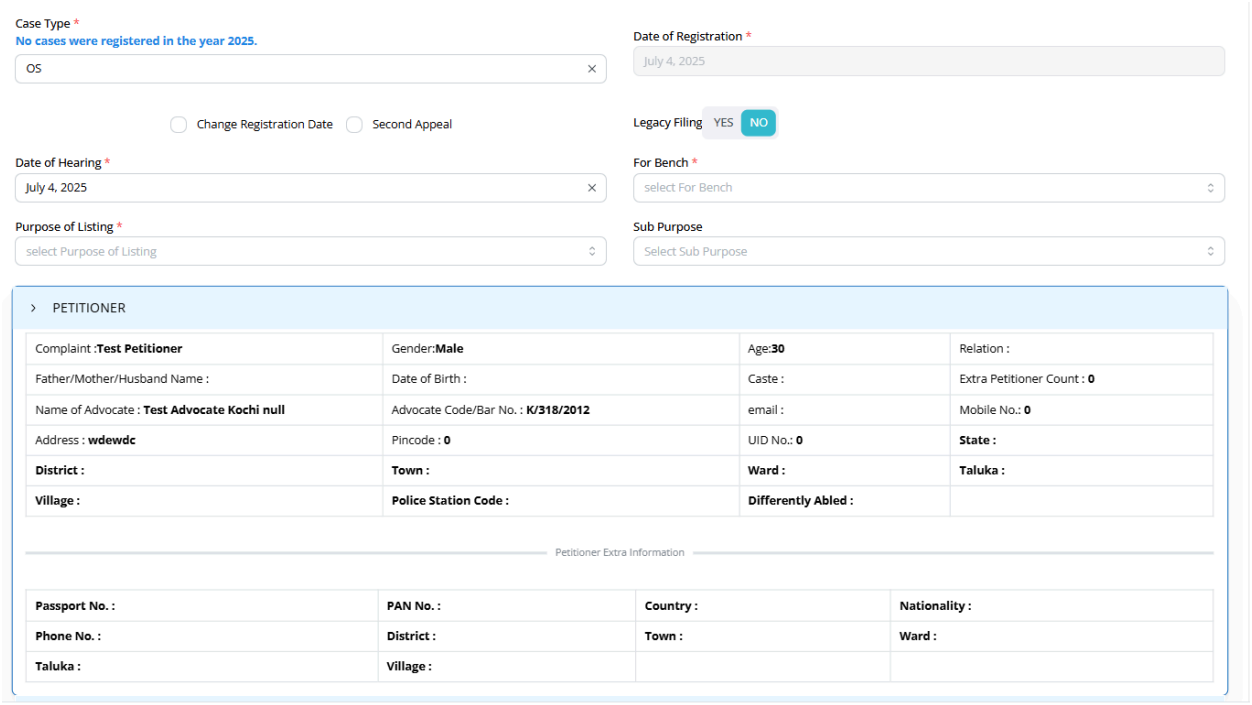


Update fees details- Old CIS efiling e-Payment

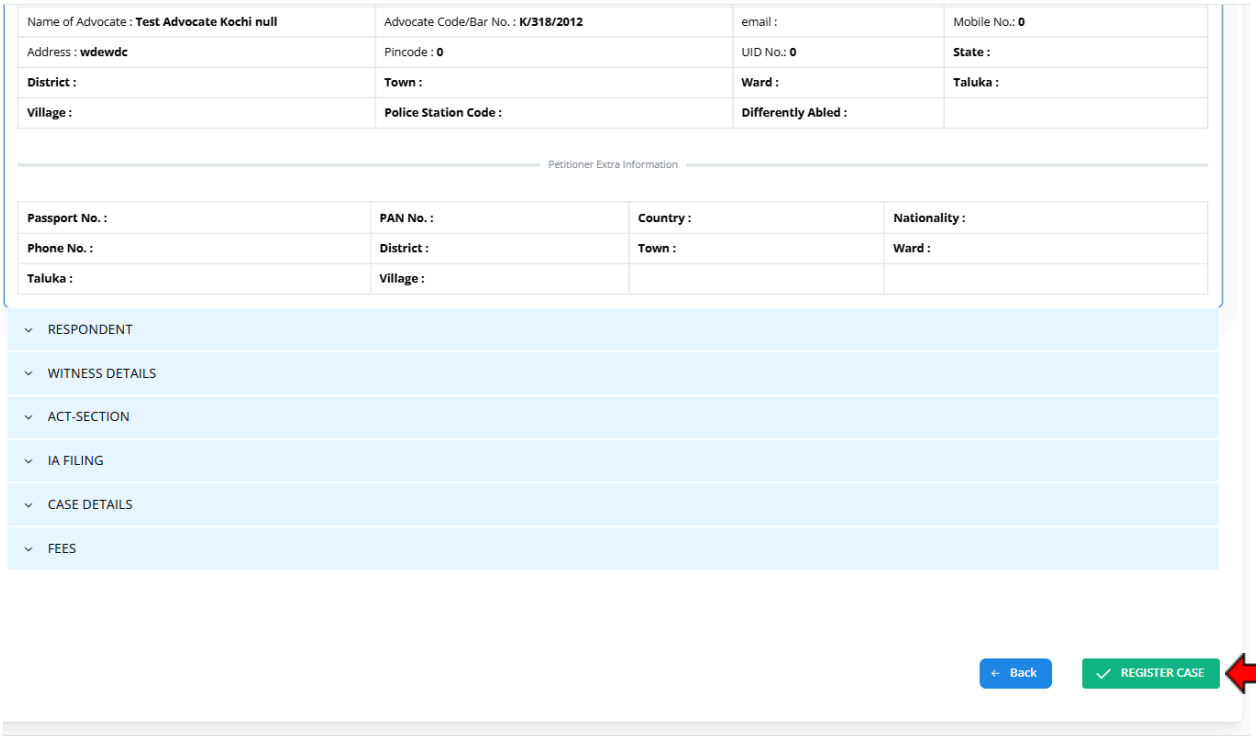
- Enter the **GRN number** and **fee details** correctly, matching the treasury receipt.(Please select " Old CIS e filing Payment "



Select Registration Case type



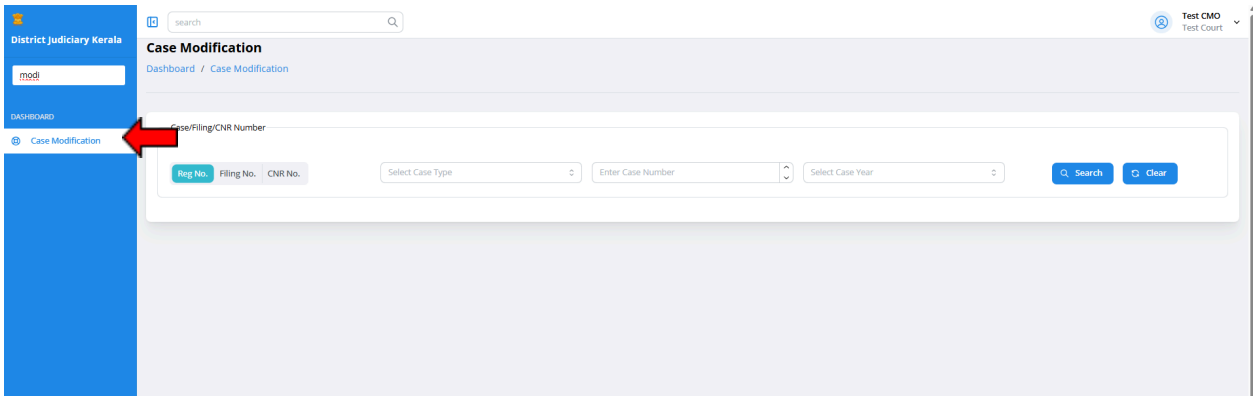
Click on Register Case button

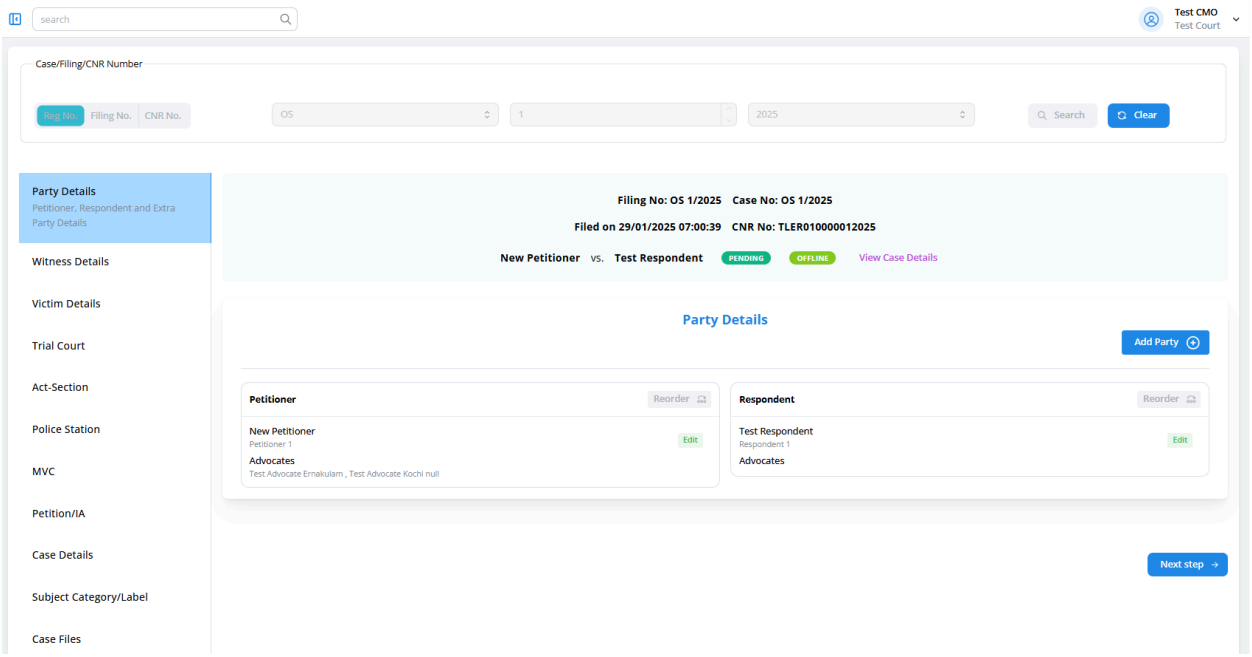


- Enter the **original date of e-filing** as recorded in the old portal.
- Ensure accurate entry of **case type, party names, and advocate details** as per the downloaded documents.

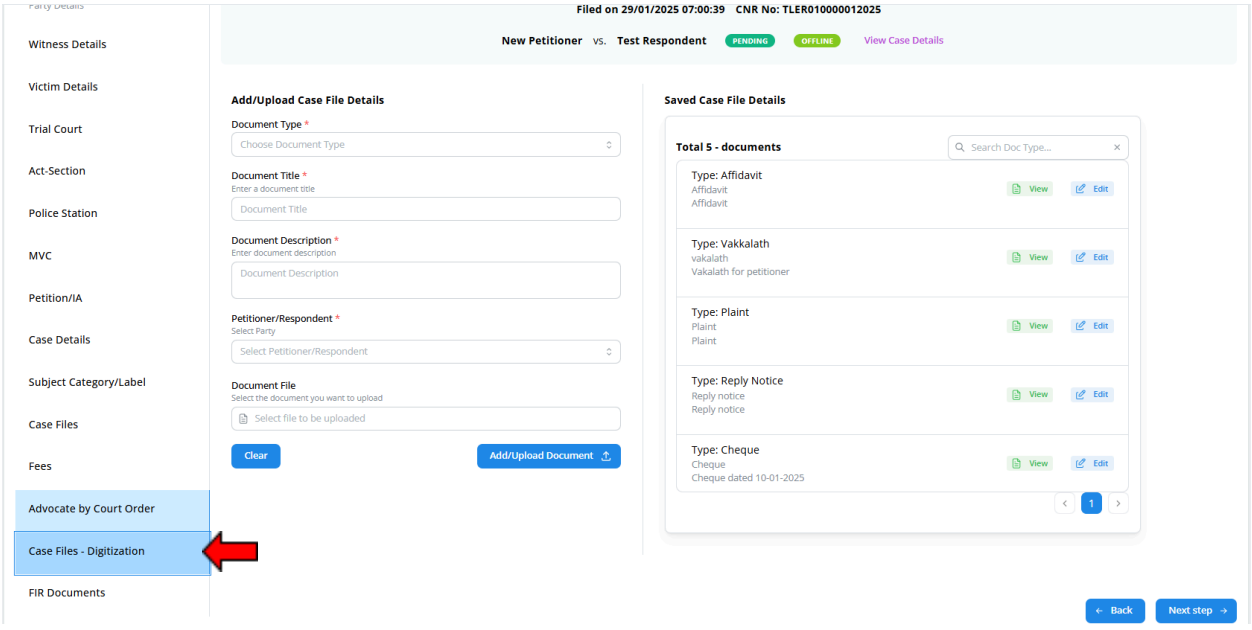
- **Upload of E-Filed Documents**:
  - All documents downloaded from the old e-filing portal (petition, annexures, vakalath, payment receipt, etc.) **must be uploaded to the case file** in DCMS.
  - Upload can be done either:
    - During the filing process, or
    - Immediately after registration using the **Case Modification** in DCMS.
  - Ensure proper categorization and tagging of documents during upload.

    Click on **Case Modification Enter case number and Click Search**





Click on Case Files - Digitization. Can upload documents



Step 5: Documentation and Audit Trail

- Prepare a brief **Judicial Proceeding** explaining the manual registration and the reason.
- Attach:
    - Copy of the payment receipt (GRN),
- Preserve this documentation digitally and physically in the case bundle for audit and verification purposes.

Procedure for Registration of Defective Cases

Step 1: Identification of such cases by Staff Members

- Access the old CIS, then click the side menu, ‘Verify e-filed cases’ or ‘Verify in Existing Cases’.
- If any defect is noted in the e-filed case, then further process of noting defects, returning the file, rectifying issues, and resubmitting shall be handled physically.

Step 2: Document Collection and its scanning

- The e-filer shall be instructed to cure the defects in such files, and after curing the defects, the physical records of such defect-free files shall be collected from the e-filer.
- The physical records of such defect-free cases shall be scanned at the court end and shall be uploaded to the DCMS while registering the case following Step 4.

Step 3: Verification of Fee Payment

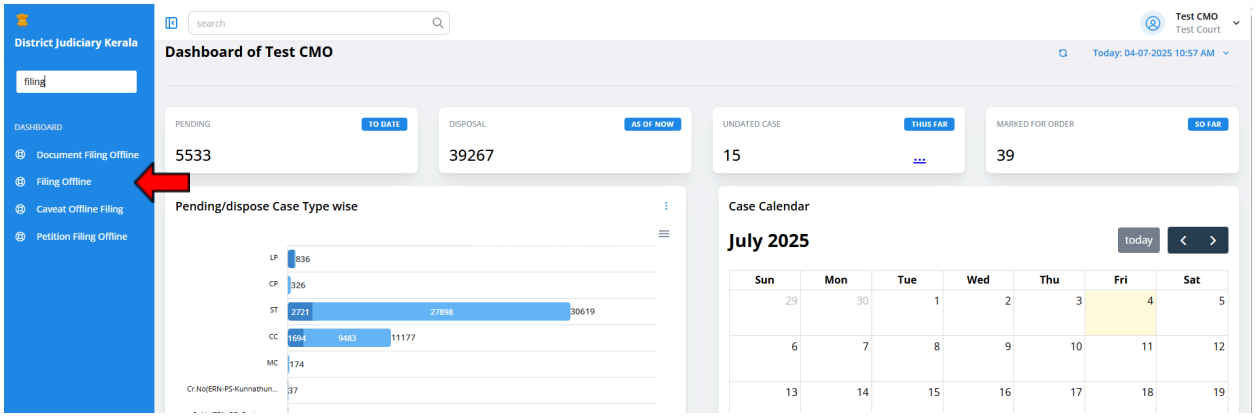
- Log in to the **e-Treasury portal**.
- Verify the GRN number and fee details.

- If the case is to be registered, **deface the GRN** in the portal, indicating that the payment has been used against the case.

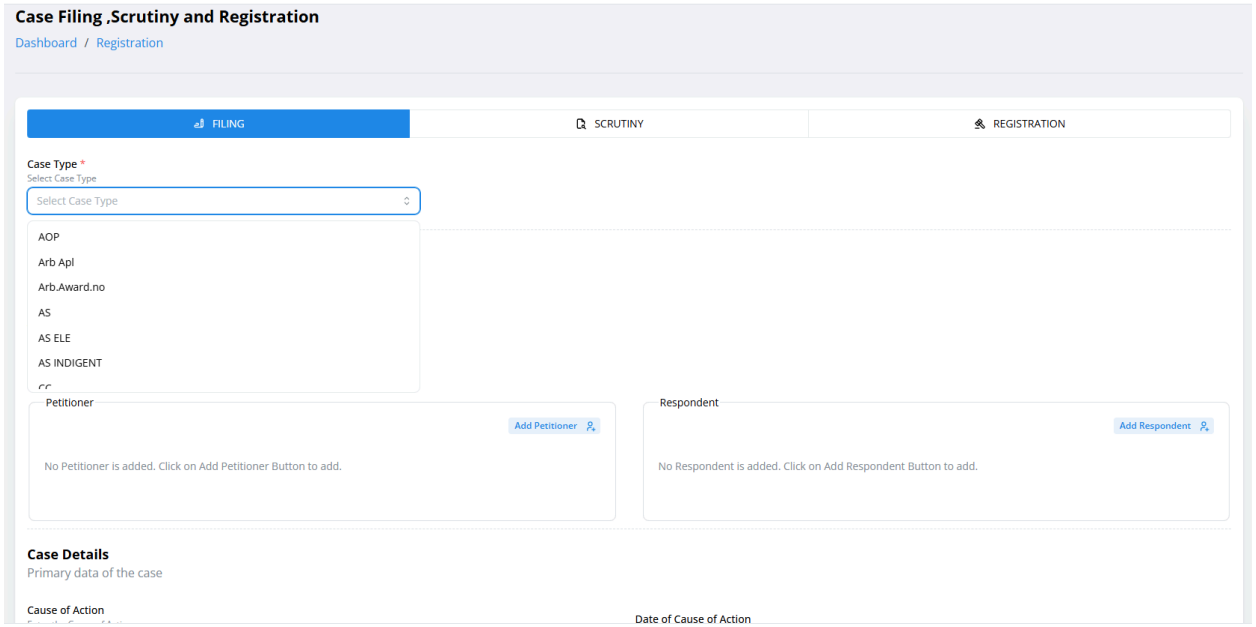
Note: *If there is any issue in defacing such an amount in the e-Treasury portal, the matter shall be informed to the Treasury by issuing a formal proceeding, requesting them to carry out the defacement from their end, as the option is currently unavailable in the e-Treasury portal.*

Step 4: Manual Registration of defective cases in DCMS

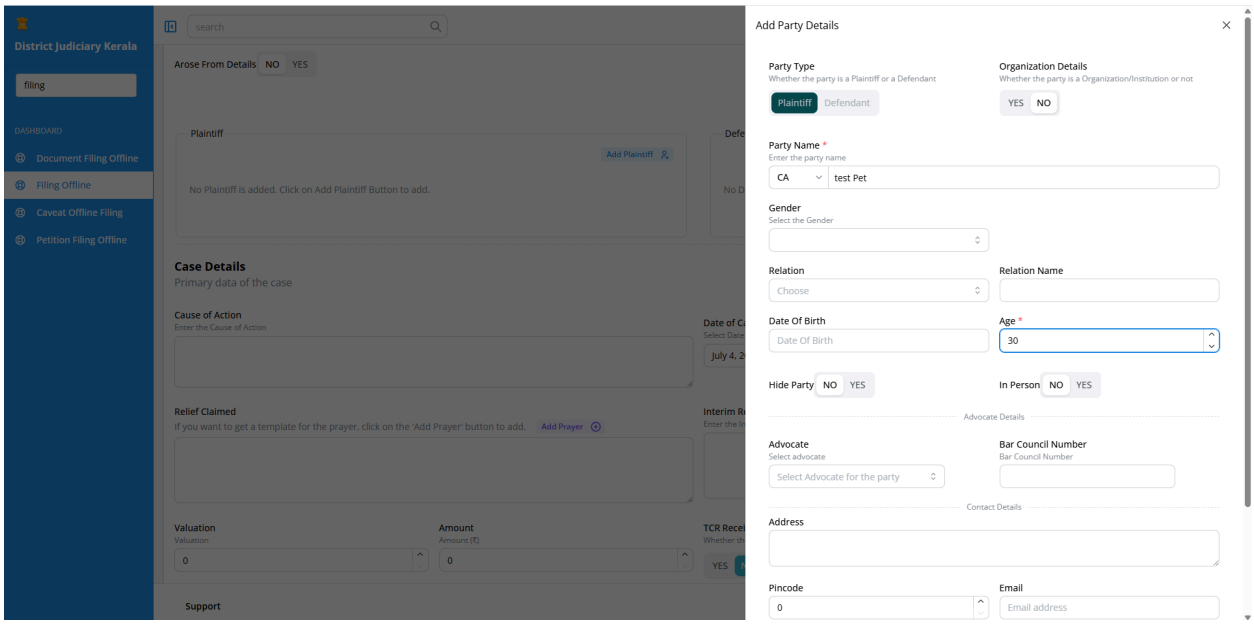
Click on Filing Offline



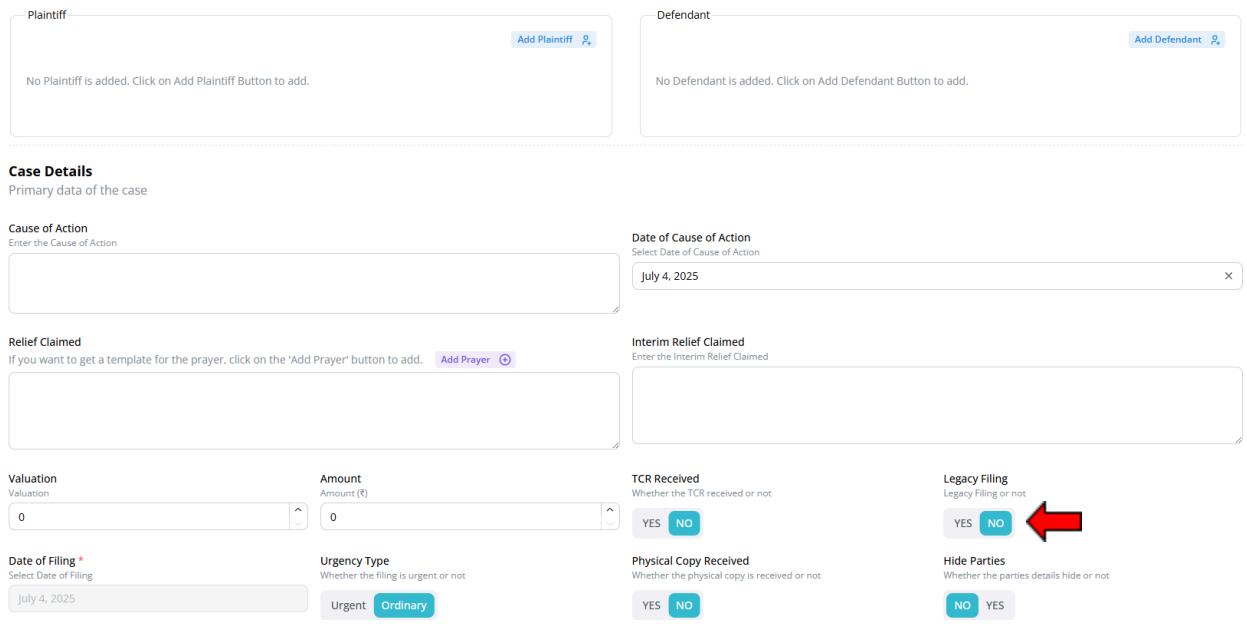
Select Filing Case Type and enter details



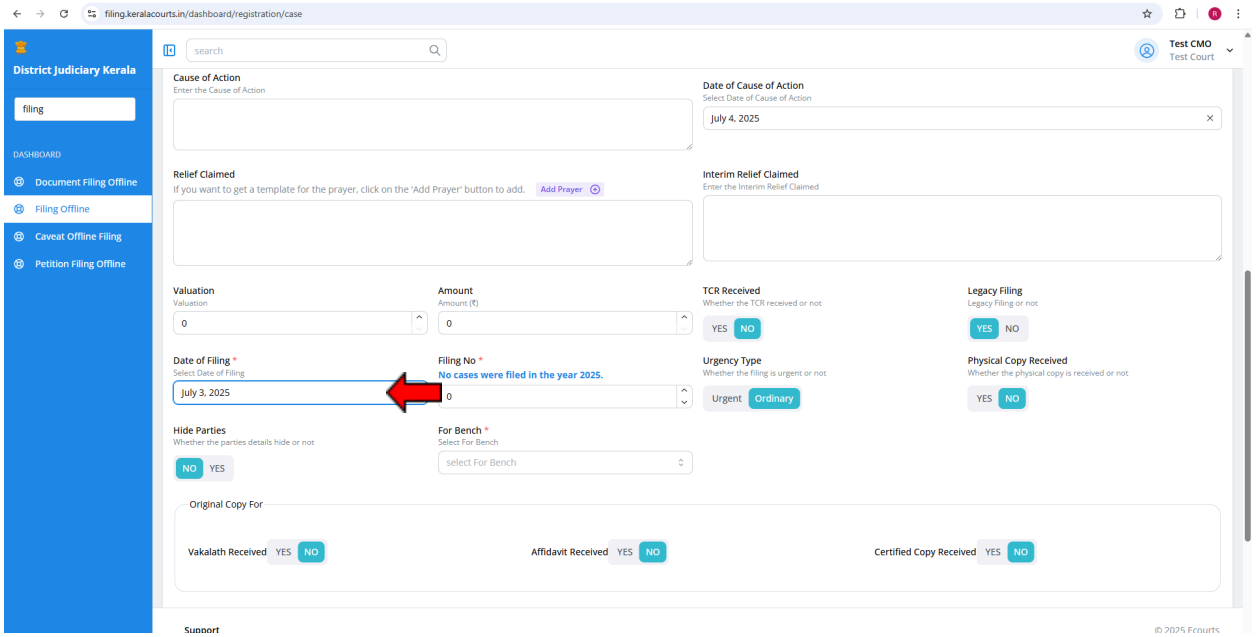
Enter Petitioner and Respondent details.



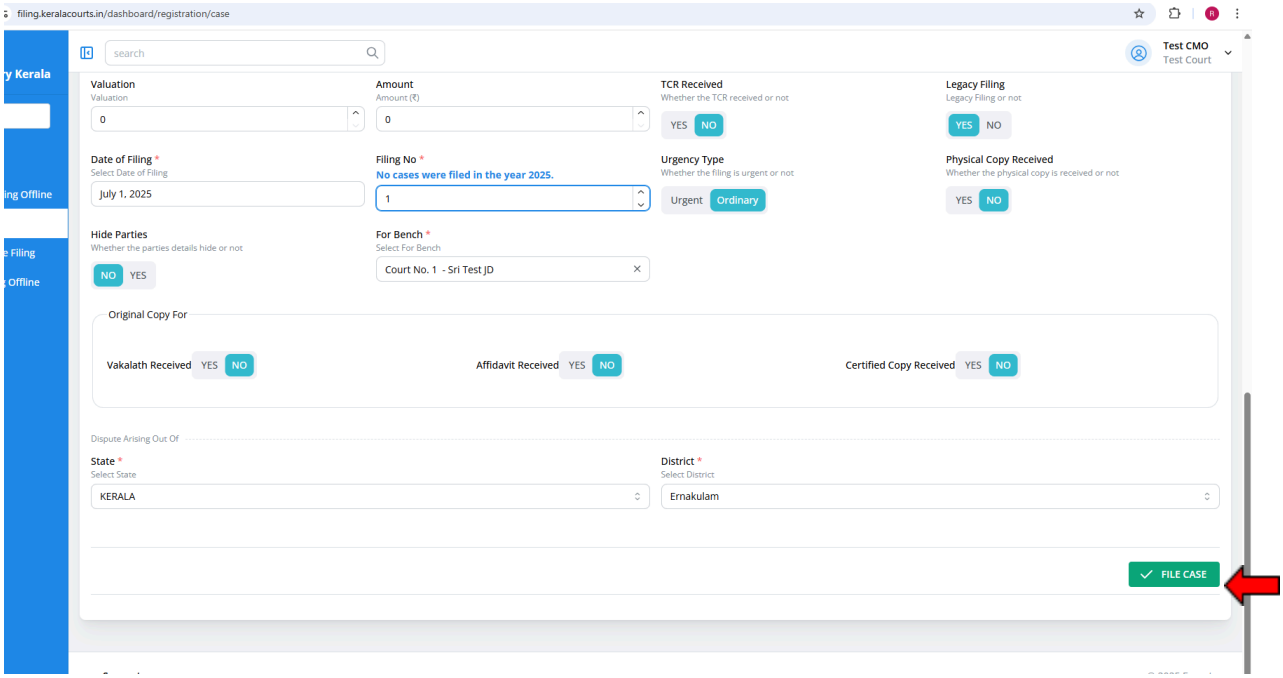
Select Legacy Filing as Yes

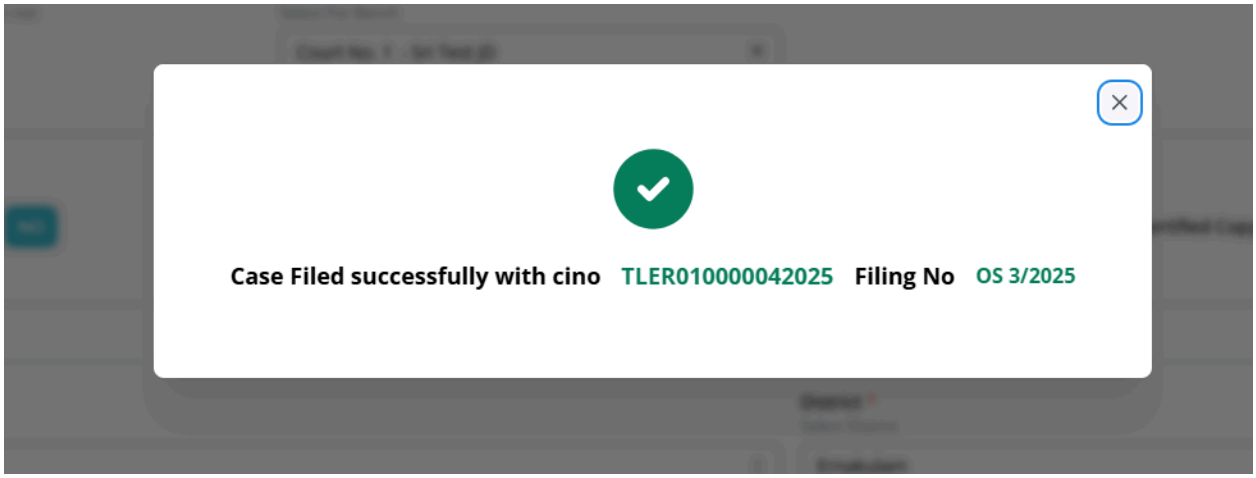


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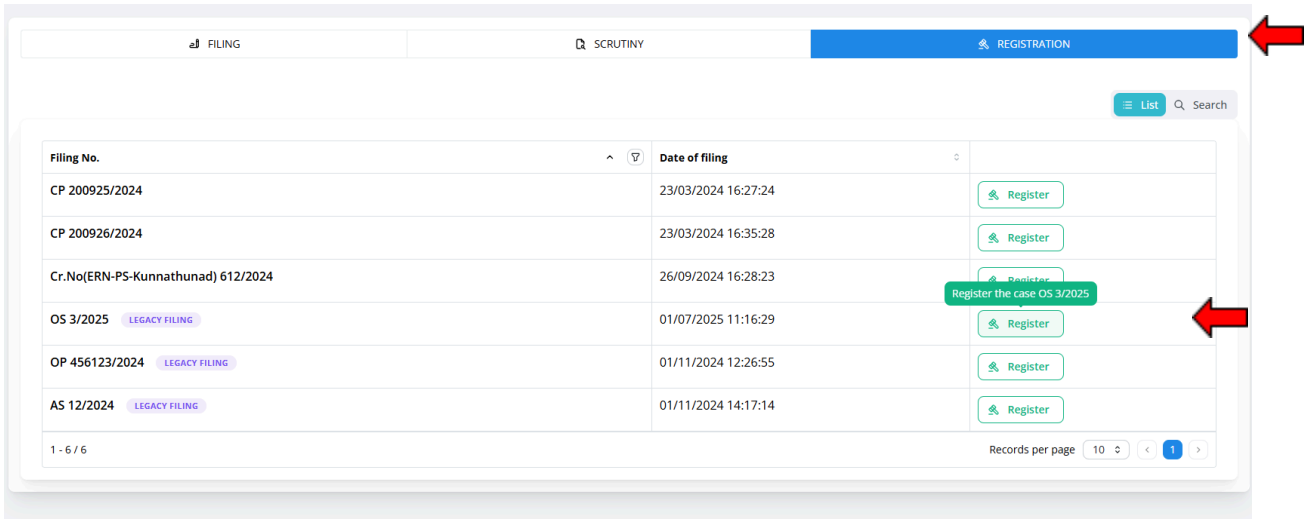


Enter all related details and click on File Case

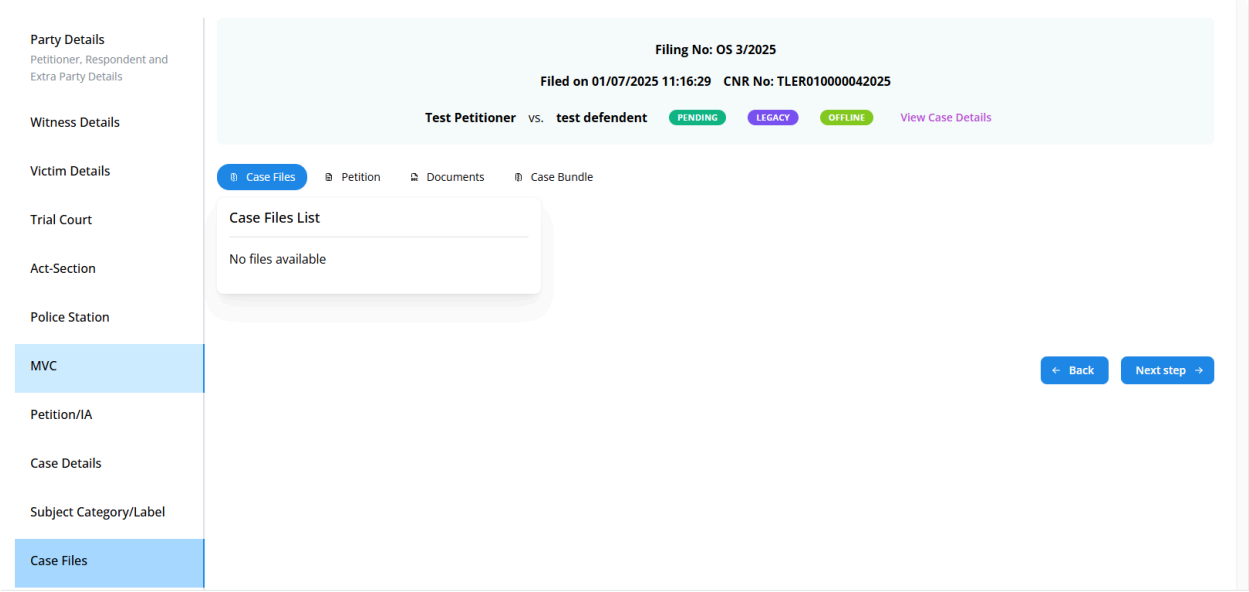




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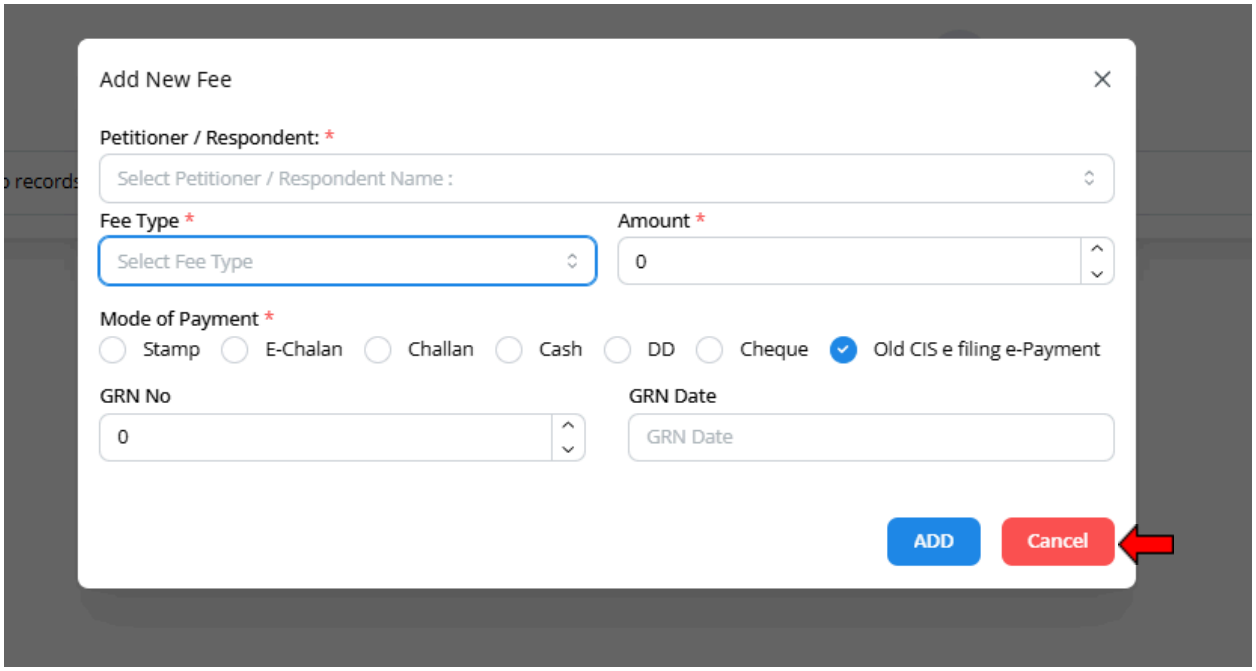


Enter all the relevant information needed for registration

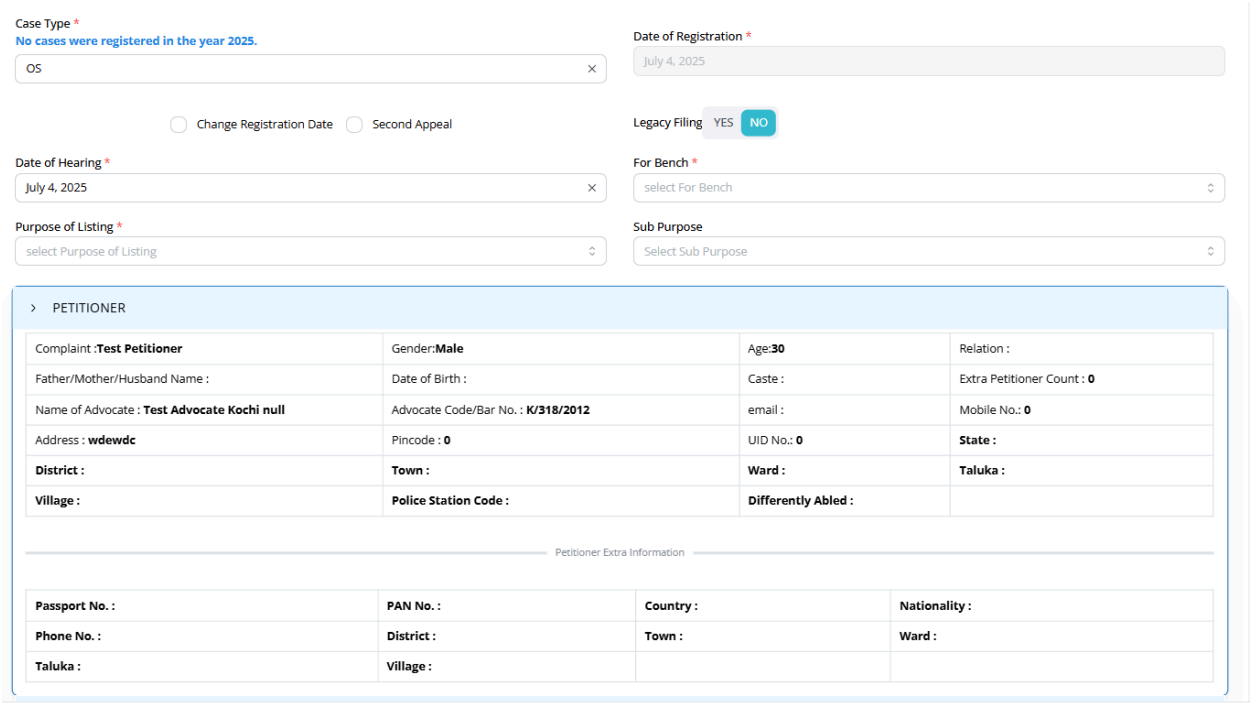


Update fees details- Old CIS efiling e-Payment

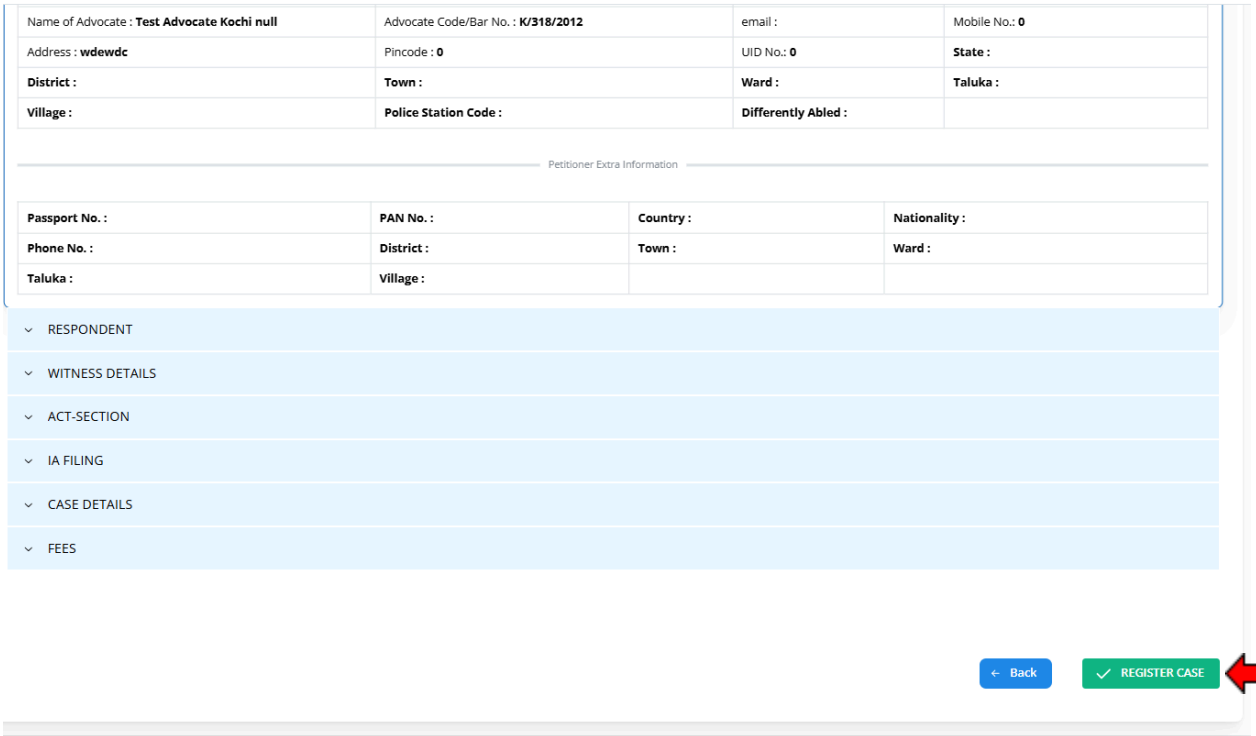
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Select Registration Case type



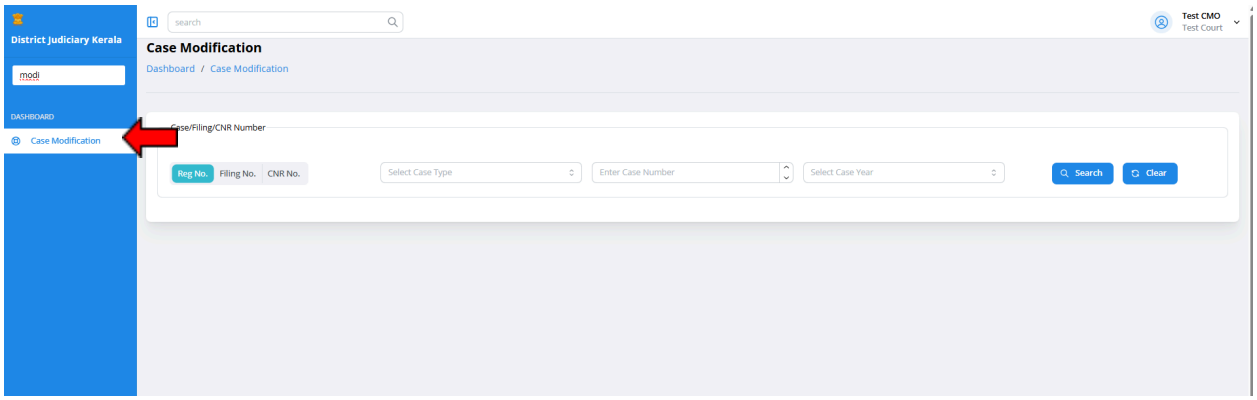
Click on Register Case button

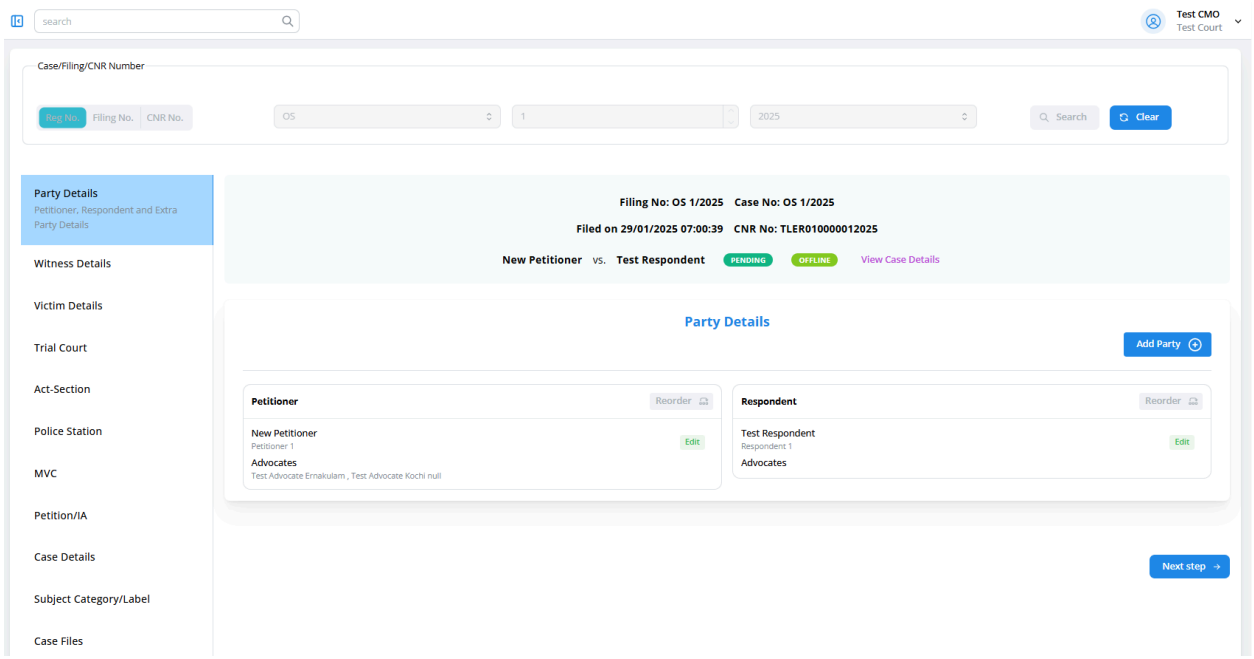


- Enter the **original date of e-filing** as recorded in the old portal.
- Ensure accurate entry of **case type, party names, and advocate details** as per the downloaded documents.

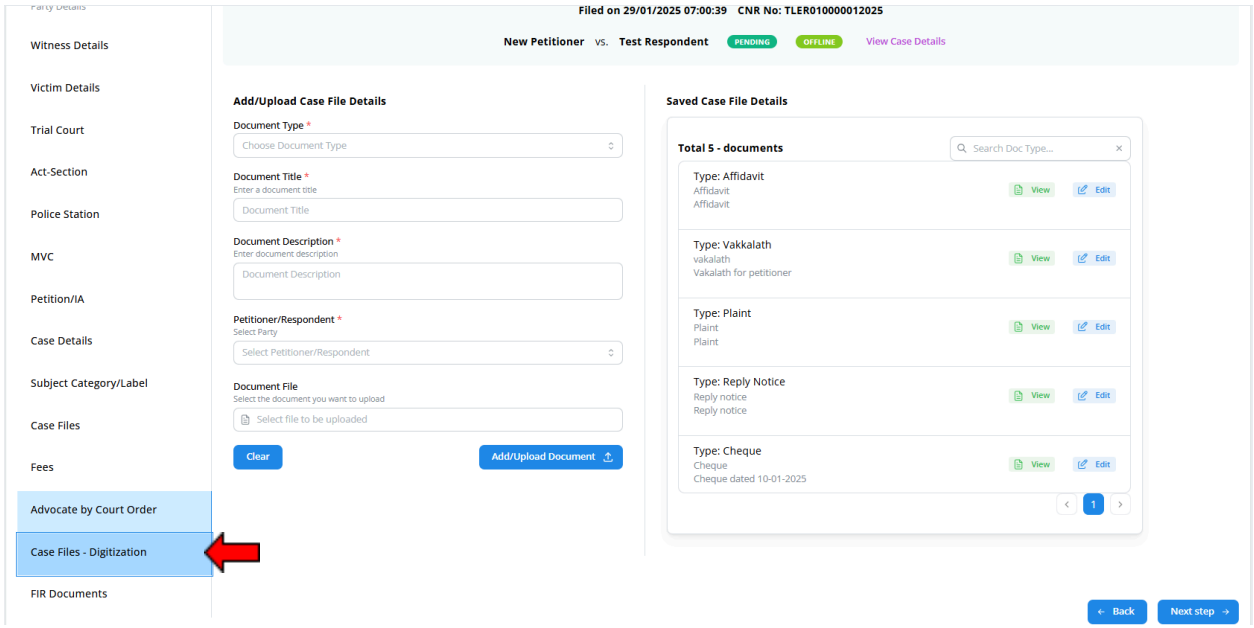
- **Upload of Scanned Documents**:
  - All documents scanned at the court end/obtained from the e-filer **must be uploaded to the case file** in DCMS.
  - Upload can be done either:
    - During the filing process, or
    - Immediately after registration using the **Case Modification** in DCMS.
  - Ensure proper categorization and tagging of documents during upload.

    Click on **Case Modification, enter the case number, and click Search**





Click on Case Files - Digitization. Upload documents



Step 5: Documentation and Audit Trail

- Prepare a brief **Judicial Proceeding** explaining the manual registration and the reason.
- Attach:
    - Copy of the payment receipt (GRN),
- Preserve this documentation digitally and physically in the case bundle for audit and verification purposes.

General Instructions

- This is a **one-time exception** process applicable only for e-filed cases submitted **before DCMS implementation** and missed during the transition.
- These guidelines **do not apply** to fresh e-filings made after DCMS go-live.
- No case shall be kept pending due to portal migration or technical gaps during the transition phase.