नगर दिवाणी व सत्र न्यायालय,
दिंडोशी सत्र विभाग, गोरेगाव पूर्व,
मुंबई—४०० ०९७.

दिनांकः २०/०८/२०२४

प्रति,

मा.अध्यक्ष,
बार कौन्सिल दिंडोशी,
नगर दिवाणी व सत्र न्यायालय,
दिंडोशी सत्र विभाग, गोरेगाव पूर्व,
मुंबई—४०० ०९७.

21 AUG 2024

विषयः ई—फाईलिंग संदर्भात (**ECT_7_2024**) चे कार्यशाळेबाबत....

संदर्भः महाराष्ट्र ज्यूडीशिअल अकॅडमी, यांचा दिनांक २३/०७/२०२४ रोजीचा
ई—मेल

महोदय,

माननीय महोदय, उपरोक्त संदर्भिय विपयान्वये आपणास कळविण्यात येते की, महाराष्ट्र ज्यूडीशिअल अकॅडमी, मुंबई यांनी माननीय सुप्रिम कोर्ट यांच्या ई—समितीच्या मार्गदर्शक सुचनेनुसार जिल्हा व तालुका पातळीवर विधिज्ञ व त्यांच्या कारकून यांच्याकरिता ई—फाईलिंग बाबत सुसुत्रता आणण्याच्या अनुपंगाने **e-Committee - Special Drive Training & Outreach Programs** या एक दिवसीय दिनांक २५/०८/२०२४ रोजी कार्यशाळेचे आयोजन करत आहे.

या अनुपंगाने सदर एक दिवसीय कार्यशाळेकरिता आपल्या बार कॉन्सिलच्या विधिज्ञ सदस्य किंवा विधिज्ञांचे कारकून इ. यांचे जास्तीत जास्त १५० सदस्य ह्यांनी **बार रुम दिंडोशी, पहिला माळा, नगर दिवाणी व सत्र न्यायालय, दिंडोशी, गोरेगाव पूर्व, मुंबई** येथे वरिल दिवशी सकाळी ९:४५ वाजता हजर रहावे, याबाबीसाठी त्यांचे नावाची यादी उपलब्ध करुन देण्यात यावी. तसेच या कार्यशाळेबाबतच्या मार्गदर्शक सूचना सोबत जोडण्यात आलेल्या आहेत.

तरी वरील प्रशिक्षणासाठी विधिज्ञ व त्यांचे कारकुन यांनी वरील तारखेस प्रशिक्षणासाठी उपस्थित रहावे, ही विनंती.

आपला विश्वासू,

(शरद रा. मोरे)
उप—प्रबंधक,
संगणक विभाग,
नगर दिवाणी व सत्र न्यायालय, दिंडोशी.

सोबतः **ECT_7_2024 programme copy & Google form Link**

https://docs.google.com/forms/d/e/
1FAIpQLSe6dHQeDXzl4PflRH0IPYwi1OSf_O8FuljukKwOBIshO8J1VQ/viewform?usp=sf_link

6. ECT_7_2022 - Ecourts Programme for Advocates & Advocate Clerks

Description of Programme:-	Advocate/ Advocate Clerk ECourts Programme at Taluk/Village (Once in 3 months)
Training Code :	ECT_ 7_2022
Target Group :-	Advocate/Advocate Clerks
Place of Training :-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC preferably in sub divisional court complexes
No. of Days :-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands on Training:-	Strongly Recommended
Resource persons (Suggestive) :	Judicial Officer/ Advocate Master trainers of the district/neighbouring district

Colour Coding:

National Topics	
State-Specific topics	
Optional Topics	

Day 1		
Session No.1	**Time: (minutes):20**	**Tentative time table: 10.00 a.m. - 10.20 a.m.**
Main Topic	• **Sub Topics**	

Orientation	• Introduction of trainers
	• Focus of training
	• Change Management
	   ○ Concept and need for change management
	   ○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment.
	   ○ Change management through training
	• Role of advocates & advocate clerks in the e-initiatives
	   ○ Advocate as a game changer
	   ○ Role of Advocate clerk in the advancement of ICT in Judicial System	

	• Training methodology
Session No.2	**Time:** (minutes):**20** **Tentative time table: 10.20 a.m. - 10.40 a.m.**

Introduction to ecommittee and ecourts project	• Brief history of ICT in judiciary
	• National e-governance Programme (NeGP)
	• Ecommittee
	  ○ Constitution
	  ○ Hierarchy
	• E-courts project
	• Aim of ecourts
	• Phases of ecourts project-Phase I, II & III
	• Thrust of phase II & III
	  ○ eCourts project getting Digital India Award 2020
	• Stakeholder of ecourts project
	• Ecourts services available to advocate

Session No.3	**Time:** (minutes):**20** **Tentative time table: 10.40 a.m. - 11.00 a.m.**

Importance of document scanning	• Scanning equipment and Other devices
	• Different types of Scanners-
	  ○ Hardware
	  ○ Mobile Apps
	    ■ Free
	    ■ Paid
	• Making Accessible PDFs
	  ○ Scanning to PDF & JPEG-difference
	  ○ Scanning and combining documents
	  ○ Ensuring legibility and visibility of the scanned documents
	  ○ Optimum size of scanned document and managing size of document
	• Uploading documents

Session No.4	**Time:** (minutes):**15** **Tentative time table: 11.00 a.m. - 11.15 a.m.**

E-filing Introduction	• E-filing Versions
	• Importance of efiling
	• Advantages of efiling cases
	• efiling website
	  ○ How to access
	  ○ Features of the website
	• Data consumption of efiling to CIS

Break	
Session No.5	**Time:** (minutes):**30** **Tentative time table: 11.45 a.m. - 12.15 p.m.**
Features of E-filing portal-State-S pecific	• Advocate profile • Dashboard • Partner management • Case filing

	• Vakalath • Pleadings • E Payment • Applications • Portfolio • Clerk module	
Session No.6	**Time:** (minutes):**15**	**Tentative time table: 12.15 p.m. - 12.30 p.m.**
E-filing- Registration & Case filing-State-Sp ecific	• Registration of advocates on efiling portal • Registration process of others in efiling portal • Steps to efile a case • Uploading pleadings in an existing case • Case management • Partner and client management	
Session No.7	**Time:** (minutes):**10**	**Tentative time table: 12.30 p.m. - 12.40 p.m.**
E-filing assistance-Sta te-Specific	• Helpdesks for efiling • E-Sewa Kendras & facilities available therein • Kiosks • Efiling videos and manual	
Session No.8	**Time:** (minutes):**20**	**Tentative time table: 12.40 p.m. - 01.00 p.m.**
Efiling Rules	• Overview of State-Specific efiling rules, for eg: Electronic Filing Rules for Courts (Kerala),2021	
Break		
Session No.9	**Time:** (minutes):**75**	**Tentative time table: 01.45 p.m. - 03.00 p.m.**
Video Conferencing	• Introduction and advantages of Video Conferencing ○ Hybrid Hearings • VC Hardware & software- Basic requirements • VC Connectivity-Basic requirements • Video Conferencing Etiquette	
	• ***State-Specific*** Video Conferencing Rules	
Break		
Session No.10	**Time:** (minutes):**75**	**Tentative time table: 03.30 p.m. - 04.45 p.m.**

Other
Electronic
case
management
services &
tools for
advocates
	• Outline of Citizen centric services provided under eCourts Project.
	• Brief outline of e-Courts Management tools for advocates
	  ○ eCourts Services Mobile Application.
	    ■ Obtaining case related information
	  ○ KIOSK Services
	    ■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK	

	• New eservices introduced on a nationwide basis till the date of the training

Optional topics (To be included by adjusted timing of compulsory topics)	• Introduction to computers
	  ○ Operating systems
	    ■ MS Windows 7, 8, 10& 11
	• Introduction to MS Windows
	• Components of Windows
	    ■ Ubuntu-Linux-A brief overview
	    ■ Advantages of Open Source over proprietary software
	• Working with Operating Systems
	  ○ Desktop & Taskbar
	  ○ System Date & Time
	  ○ File Management: File Extensions.
	  ○ PDF & Folders
	  ○ Creating PDF for e-Filing
	  ○ Connecting Scanner/Printer
	• Word Processing Software
	  ○ Microsoft Office, LibreOffice,OpenOffice
	    ■ MS Word, LibreOffice & OpenOffice-Writer - An Overview
	    ■ Common Commands
	• Starting Microsoft Word
	• Find and replacing text
	    ■ Use of spell checker
	    ■ Header/ Footer
	    ■ Inserting Date, Time, Footnote, Head Note etc.
	    ■ Working with Columns
	    ■ Bullets/ Numbering
	    ■ Change Case
	    ■ Tables
	    ■ Page Numbering
	    ■ Viewing/Printing documents
	• Browser
	  ○ Google Chrome, Mozilla Firefox
	  ○ Toolbar
	  ○ Hyperlinks
	  ○ Problems loading a page
	  ○ Working with Search Engines
	  ○ Printing webpage
	• e-Mail: An Overview
	  ○ Creating email account
	  ○ Short Messaging System
	• Downloading & Uploading files

Session No.12	**Time: (minutes):15** **Tentative time table: 04.45 p.m. - 05.00 p.m.**
	Discussion & doubts