

Case Management through CIS 3.0

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Initiated by
eCommittee
Supreme Court of India

Case Management through CIS 3.0

(Case Information system 3.0)



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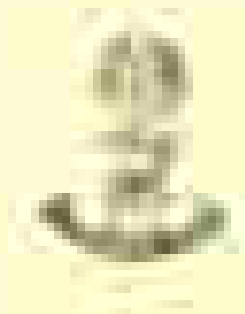
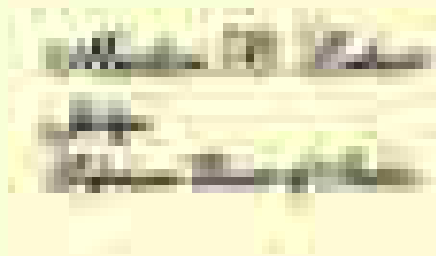
**Circulated by
e-committee
Supreme Court of India**

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Disclaimer

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By the end of the year, the government will have completed the first phase of the National Health Authority (NHA) and will have started the second phase. The government will also have completed the first phase of the National Health Authority (NHA) and will have started the second phase. The government will also have completed the first phase of the National Health Authority (NHA) and will have started the second phase.

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PREFACE

I am doubly delighted to again come up with this manual on Case information system. 3.0. The earlier manual titled “Case management through CIS 2.0” circulated by the Hon'ble e-committee of Supreme Court of India, has touched each and every court of our Nation, and I am Overwhelmed by the response for the said book from various parts of the country. Shouldering such a great responsibility, I started testings CIS 3.0 as a Master Trainer with the testing link circulated to all master trainers of our country by the Hon'ble e-committee of Supreme Court of India.

This manual on CIS 3.0 is complied with the new enhanced features of CIS 3.0 under 10 chapters. The features of CIS 2.0 retained under CIS 3.0. is also dealt in this manual to give a complete picture of CIS 3.0 for the basic and first time users of CIS 3.0. Three new chapters e-filing, Digital registers, Templates have been added in this manual. I was really fascinated with the new world of e-filing, Digital registers, and templates. Hope it will fascinate all the regular users of CIS and there is no iota of doubt that CIS 3.0 has further widened the technological doors to our District Judiciary paving way for the Digitized District Judiciary.

At this juncture I want to record my heartfelt and sincere gratitude to the visionary father of the e-Courts project, **Hon'ble Mr. Justice Madan B Lokur**, Judge, Supreme Court of India for igniting in me the passion for eCourts project and for the endless inspiration and encouragement showered on me. But for his untainted support and encouragement this book would not have reached your hands.

I also record my sincere thanks to **Hon'ble Kumari. Justice Indira Banerjee**, the then Chief Justice of Madras High court and now the Judge of Supreme court of India for her inspiration and for all the moral support. I also record my heartfelt gratitude to **Hon'ble Thiru. Justice T.S.Sivagnanam**, Chairman, Computer committee, Madras High Court, for constantly motivating and encouraging me .

I want to record my heart felt thanks to Mr.C.Kumarappan, Central Project Coordinator of Madras High Court and his technical team for all support and assistance given to me for testing CIS 3.0 in my court.

I also want to record my sincere thanks in particular to Dr. Parvinder Singh Arora, Central Project coordinator of Himachal Pradesh High court and his technical team for

helping me patiently in clearing my doubts while testing CIS 3.0 and in particular helping me test and understand the eFiling module.

I am also specially grateful to each one of the reader of my earlier manual from across the country and it is their tireless enthusiasm, support and encouragement which was also the driving force for me to again write this updated manual.

From the days of CIS 1.0 then to CIS 2.0 and now CIS 3.0 the stage of the digitization of the Indian Judiciary has been firmly laid. The Case information system (CIS) the brain child of the eCommittee has wide opened the Indian Judicial system to the technological transition with more litigant user friendly Indian Judicial system where the litigants are having the case information literally in their hand(set) and that too 24 X7. The ever increasing transactions under eCourts are loud standing examples of success of the eCourts project. We all can be proud at this juncture of entering into the updated version of CIS 3.0 of having contributed to our Nation's world bank ranking forward in the international scenario and back home of having helped crores of litigants through the crores of clicks recorded in the eCourts website which speaks for itself the success of Case Information system (CIS).

Your valuable suggestions may be mailed to me at r.amselvi@ajj.gov.in

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07.08.2018***

Table of Contents

Foreword.....	(i)
Preface.....	(iii)
1. New Features in Case Information System 3.0 (CIS 3.0)	
1.1. Introduction	1
1.2. Milestones of CIS 2.0	1
1.3. eCourts one of the top 5 most accessed services	2
1.4. World bank Stamp on NJDG	2
1.5. What is CIS?	3
1.6. CIS 1.0 to CIS 3.0	3
1.7. Why CIS 3.0	4
1.8. New ecourt logo	4
1.9. Bilingual toggling within system	5
1.10. Improvised Query-options under CIS 3.0	5
1.11. Delay on same stage status details	6
1.12. Report generation – Hide column / PDF / Excel / CSV	6
1.12 Search within search / sorting option in Reports	7
1.13. Kisok (Automated information provider)	8
1.14. Archival of the Disposed cases	9
1.15. Key Board Shortcuts	9
1.16. CIS 3.0 Core & Periphery Modules	9
1.16.1. National master	10
1.16.2. State master	10
1.16.3. Local master	10
1.16.4. Periphery master	10
1.17. CNR (Case Number Record) number	11
1.18. View QR code / Scan QR code	12
1.19. Avoiding undated cases – Tips	13
1.20. Importance of Complete and accurate date entry	13
1.21. Fetching Trial court data while Appeal filing	14
1.22. Random case allocation option	14
1.23. Pre Trial options for Remand/ Bail / application	14
1.24. Digital Record Room / copy section / nasarat	15
1.25. Digital Registers	15

1.26. Templates	16
1.27. E filing module	16

2. Important Menus under CIS 3.0

2.1. Introduction	18
2.2. Enhanced Basic options under CIS	18
2.3. Improvised dash Home in CIS	18
2.3.1. Lok Adalath menu in Dash Home	19
2.3.2. Enhanced Case type Bar Chart	20
2.3.3. New case Type search in Dash Home	20
2.4. New show menu icon	21
2.5. Navigation pane	21
2.6. Sub menus	22
2.7. Qmenu	22
2.7.1. Select court	22
2.7.2. Select Date option	23
2.7.3. Query search	23
2.7.3.1. Case status	23
2.7.3.2. Advocate	23
2.7.3.3. Cause List	24
2.7.3.4. Search caveat	24
2.7.3.5. Pre trial application	24
2.7.4. Enhanced Calendar features	25
2.7.5. Mail option	26
2.7.6. Act/section	26
2.8. Search box	26
2.9. eCourtis link	27
2.10. Establishment select box	27
2.11. Modification Menu	27
2.11.1. Modify Business	28
2.11.2. Modify Next Date and Purpose	28
2.11.3. Modify Case Details	28
2.11.4. Modify IA business	29
2.12. Proceeding correction	29
2.13. Security checks through Role management	30

2.14. Year end initialization	31
2.15. Unification and National Code	32
2.16. Logout menu	32

3. Daily Usages

3.1. Introduction	34
3.2. Daily proceeding	34
3.3. Case proceedings	37
3.4. Business /No Business option	38
3.5. Proceeding through Video conferencing	38
3.6. Presentees	38
3.7.Conviction	39
3.8. Kept as Dormant / Sine Die Cases	39
3.9. Bulk Proceedings	40
3.10. A-Diary	41
3.11. B-Diary	41
3.12. Status of case called / In progress/completed	42
3.13. Taken on Board (Advance hearing of a case)	43
3.14. Recall of case	43
3.14.1. Difference between recall and taken on board	44
3.15. Restoration of the case	44
3.16. Refile Case	45
3.17. Transfer of cases	45
3.17.1. Individual case transfer	45
3.17.2. Bulk Transfer	46
3.17.3. Establishment Transfer	47
3.18. Lok Adalat	50
3.18.1. Lok Adalat ID	51
3.18.2. Lok Adalat Member	51
3.18.3. Lok Adalat Panel	51
3.18.4. Assign cases to lok adalat	51
3.19. Mediation	52
3.19.1. Mediation member	52
3.19.2. Refer to Mediation	52
3.19.3. Mediation allocation	53

3.19.4. Mediation cause list	53
3.19.5. Mediation proceedings	53
3.19.6. Mediation Report	54
3.19.7. Mediation Transfer	54
3.20. Query builder	55
3.21. Caveat Search option	55
3.22. Litigant status	56
3.23. Legal heir addition	56
3.24. Witness Information	57
3.25. Order/Judgment Uploading	57
3.26. Case conversion	59
3.27. Split cases	59
3.28. Delete case	60

4. e filing

4.1. Introduction	63
4.2. Two stages of e filing	63
4.3. E filing option under CIS 3.0	63
4.4. Consume Data CIS 3.0	63
4.4.1. Consume Data – E filing	64
4.4.2. E filing view Document option	64
4.4.3. PDE (Public Data Entry) – Consume Data	64
4.4.4. Plead guilty – Consume Data	64
4.4.5. FIR data – Consume Data	64
4.4.6..N-STEP – (National Service and Tracking of Electronic Processes) eSummons Portal	65
4.4.7. RTO – Consume Data	65
4.5. Extracting e – filed cases	65
4.6. Verification / Rejection of e filed cases under CIS 3.0	66
4.7. Filing number generated under CIS 3.0	66
4.8. Rejection of e filed case under CIS 3.0	67
4.9. Online E filing portal	67
4.9.1. Login page of E filing option	68
4.9.2. Registered user	68
4.9.2.1. Registration of An Advocate	69

4.9.2.2. Registration of party in person	69
4.9.3. Dash Board of e filing login	69
4.9.4. E filing a New case under the online portal	70
4.9.5. Other option for Registered user	74
4.9.5.1. New case Preview	74
4.9.5.2. Digital draft	74
4.9.5.3. Viewing Pending Acceptance of e filed cases	74
4.9.5.4. Viewing Pending scrutiny e filed cases	75
4.9.5.5. Re – submit option	75
4.9.5.6. Miscellaneous document	76
4.9.5.7. Deficit CF payment	76
4.10. Admin options under e filing portal	76
4.10.1. Admin login	77
4.10.2. Admin dash board	77
4.10.3. Admin action on e filed cases	77
4.10.3.1. Approve	78
4.10.3.2. Disapprove	78
4.10.3.3. Deficit CF	78
4.10.3.4. Transfer to filing section	78
4.10.3.5. Available for CIS	78
4.10.3.6. Not accepted	79
4.11. Super Admin – Controlling authority	79
4.11.1. Super Admin dash board	79
4.11.2. Add new admin	79
4.11.3. Viewing log report	80

5. Filing & Registration

5.1. Filing Counter	82
5.2. FORA – Filing work Flow	82
5.3. Filing	83
5.3.1. Filing Counter Menu	83
5.3.2. Types of filing provided under CIS 3.0.....	83
5.3.3. Filing – Procedure Civil / Criminal	84
5.3.4. Adding details	84
5.3.5. Auto Generated Date and Time of filing	85
5.3.6. Changing filing date	85

5.3.7. Adding Plaintiff details with Transgender / Differently abled / Party in person details	86
5.3.8. Adding plaintiff's mobile number, email ID	86
5.3.9. Adding Defendants details	86
5.3.10. Adding Advocate name & registration number	87
5.3.11. Adding Organization details	87
5.3.12. Suit Valuation	87
5.3.13. Adding Prayer	88
5.3.14. Adding cause of action	88
5.3.15. Add & Remove Acts	88
5.3.16. Hide party name	89
5.3.16.1 Hide party name for registered cases	89
5.3.17. Addition successful	90
5.3.18. Print acknowledgment with QR Code	91
5.4. Case scrutiny	91
5.5. Objections	92
5.6. Case rejection	93
5.7. Registration	94
5.7.1. Petitioner form to be filed up	95
5.7.2. Respondent form to be filed up	95
5.7.3. Extra information	96
5.7.4. Act - Section	96
5.7.5. Extra party form	97
5.7.6 Party wise Details	97
5.7.7. Case details form	97
5.7.8. Search Caveat option	97
5.8. Registration	98
5.9. Allocation	98
5.10. Filing Modification	99
5.11. Filing Register (auto generated)	100
5.12. Fees collection	100
5.12.1. Mode of payment through cheque	101
5.12.2. Fees receipt	102
5.13. Adding Immovable / Movable suit schedule	102
5.13.1. Searching property	103
5.14. Photo upload of party	103
5.15. Legacy Data	104

6. Report Generation

6.1. Introduction	106
6.2. New features of Report generation – Hide column / PDF / Excel / CSV	106
6.3. Customizable formate – With Hide Columns option	107
6.3.1. Same report with two different combination of columns generated through Hide Column option	107
6.4. PDF (Permanent document formate) formate	108
6.5. Excel sheet formate	108
6.6. CSV formate (comma – separated values)	109
6.7. Store house of reports	109
6.8. DJPMC (District Judge Project Management committee)	109
6.8.1 DJPMC option in Navigation Bar	110
6.8.2. DJPMC = Management reports in Maharashtra	110
6.8.3. Reports under DJPMC	110
6.8.4. “+” sign in DJPMC	111
6.9. New pending Monitoring report under CIS 3.0	111
6.10. New Disposal Monitoring report under CIS 3.0	111
6.11. Balance Sheet	112
6.12. Return reports	114
6.13. Data health card	115
6.14. Reports under the head “Civil”	116
6.14.1.Judge wise monthly report	116
6.14.2 Unit wise IA disposal reports	117
6.14.3 Unit wise civil disposal	117
6.15. Reports under the heads Criminal	118
6.16. Pending Reports	118
6.17. Summary Reports	119
6.17.1. Establishment at a glance report	119
6.17.2. Summary of Establishment report	119
6.17.3. Senior citizen cases & cases filed by women	120
6.17.4. Undated cases report	121
6.17.5. Disposal and Institution report	121
6.18. Cases Listed Report	122
6.19. Unit details Report	123
6.20. Moster list	124
6.20.1 Moster List Category MCOP	125
6.20.2 Moster List Category IA	125

6.21. Generating Monthly Statement	126
6.22. Proceedings report enhanced under CIS 3.0	127
6.22.1. Civil Cause list	127
6.22.2. Criminal Cause list	128
6.22.3. Disposal Report	129
6.22.4. Peshi register	129
6.23. Enhanced generation of pending report from Dash home	130
6.23.1 List of case type wise Top 10 pending cases	130
6.23.2 Pendency pie chart / Case type bar chart	130
6.24. Appeal information reports	131
6.24.1 Appellate Case Information	131
6.24.2 Appellate Cases report	132
6.24.3 Appeal Compliance	133
6.24.4 Register of stayed matter	133
6.24.5 Compliance report for Today	134
6.25. User log report	134

7. Template

7.1 Introduction	137
7.2 Issue / Charge Framing Templates	137
7.2.1. Customisable Issue Master under State Master	137
7.2.2. Framing of issue menu	137
7.2.3. Generating the issue formate	138
7.2.4. Charge framing Template	140
7.3. Process generation Template	141
7.4. Summons auto generation Templates	142
7.4.1. Generating summons to appear in person – Steps	143
7.4.2. Upload process option	144
7.4.3 Publish process option	144
7.4.4. Summon Print and Acknowledgement print	144
7.4.5. List of process	146
7.4.6.Process status monitoring	146
7.5 Warrant auto generation Templates	146
7.5.1 Generating warrant of Arrest – Steps	147
7.5.2 Upload process option	150
7.5.3 Publish process option	150
7.5.4 Warrant Print and Acknowledgement print	150
7.5.5 Warrant status monitoring	151

7.6 Order judgment Template	152
7.6.1 Customizable order template option under the Masters	152
7.6.2 Civil Judgment Template	153
7.6.3 Abatement order Template	154
7.6.4 Committal Template	155
7.7 Editable option under Template	157

8. Digital Registers

8.1 Introduction	159
8.2 Variety of Digital Registers under CIS 3.0	159
8.2.1 Shortcut to find out Registers	160
8.3 FIR Register	160
8.4 Fee Register	161
8.4.1 Civil Fee Register	161
8.4.2 Criminal Fee Register	161
8.4.3 Fees Register print	162
8.4.4 Fees Query	162
8.5 Fine Register	162
8.6 Caveat Register	163
8.7 Suit Register	163
8.8 Execution Register	165
8.9 Peshi Register	165
8.10 Institution Register	166
8.11 Disposal Register	167
8.12 Index Register	168
8.13 Register of stayed matter	169
8.14 Plead Guilty Register	169
8.15 Nazarat Register	170
8.16 Customization option for High Courts	171

9. eCourts website & NJDG

9.1 Introduction	174
9.2 Milestones of eCourts and NJDG	174
9.3. Salient features of the ecourt website	175
9.3.1 Responsive design webpage	175
9.3.2 Screen Reader Access for visually challenged person	175
9.3.3 Flexible Font size/ contrast of the webpage	175
9.4 eCourts website Home page and its new features.....	177

9.5.National Judicial Data Grid (NJDG)	181
9.6 High Court NJDG	182
9.6.1 Login page of High court NJDG	182
9.6.2 High court NJDG Home Page	182
9.6.2.1 Summary report Pending/ Disposed under High Court NJDG	183
9.6.2.2 Pre registered cases under High Court NJDG	184
9.6.2.3 Pending cases (10/ 5-10 / 2 years) under High Court NJDG	184
9.6.2.4 Senior citizen & women cases under High Court NJDG	185
9.6.2.5 Listed Cases / number of Judges under High Court's NJDG	185
9.6.2.6 Pendency Bar chart / pie chart under High courts NJDG.....	185
9.6.2.7 Pendency Data Chart under High Court NJDG	186
9.7 District Court NJDG	186
9.7.1 Login page of District court NJDG	186
9.7.2 District court NJDG Home Page	187
9.7.3 Summary report Pending/ Disposed under District Court NJDG	187
9.7.4 Pending cases (10/ 5-10 / 2 years) under District Court NJDG	188
9.7.5 Senior citizen & women cases under District Court NJDG	188
9.7.6 Monitoring Alert – Listed/Undated /Excessive Dated Cases Total Judges / court under District Court NJDG	189
9.7.7. Pendency Bar chart / pie chart under District courts NJDG	189
9.7.8. Pendency Data Chart under District Court NJDG	189
9.8 State wise District Judiciary data under District Court NJDG.....	190
9.8.1 State Wise (TN) District Data Homepage under District Court NJDG ...	190
9.8.2 Summary report – State wise (Tamil Nadu) cases filed / 10 years old disposal years disposal under the District Court NJDG	191
9.8.3 Pre registration cases of Tamil Nadu under District courts NJDG	191
9.8.4. (TN) Pending cases (more than 10/5-10 / below 2 yrs under District Courts NJDG	192
9.8.5.(TN) Senior citizen & Women cases pending in Districts.....	192
9.8.6.(TN) Monitoring Alert – Listed/ undated / Excessive dated/ Total number of Judges / courts in District Courts	193
9.8.7 (TN) Pendency Bar chart / pie chart of District Courts	193
9.8.8 (TN) Pendency Data chart of District Courts NJDG	193
9.8.9 Establishment wise Data under District Court NJDG	194

9.8.10. Court / Judge wise Data under NJDG	194
9.8.11. Pending Case list under District Court NJDG	194
9.8.12. Particular Case Data under NJDG	195
9.8.13. Daily status	196
9.8.14 Getting Order/Judgment from eCourts website	196
9.9 District courts of India web page	197
9.9.1 Important information available under district court webpage	198
9.9.2 Viewing Case Status on-line under District court NJDG	199
9.9.3 Viewing court orders on-line under District court NJDG	201
9.9.4 Viewing cause list on-line under District court NJDG	202
9.10 District court services	203
9.10.1 Searching cases using CNR number	203
9.10.2 Case Status search under District court services	203
9.10.3. Court order search under District Court services	205
9.10.3.1 Example: court order search for AS No 1/2015	206
9.10.4. Cause list	207
9.11. Know the CNR number of any case from eCourts webpage	207
9.12. Getting QR code printed from eCourts webpage	208

10. “eCourts services” the Mobile application

10.1 How To Install eCourts Services Mobile App	211
10.1.1 Download directly from the ecourt website shortcut links	211
10.1.2 Download directly from Google store / apple store	213
10.2 eCourts services available under mobile app	213
10.2.1 Searching case using CNR number	214
10.2.2 Getting Case Status, using 7 other options	214
10.2.3 Getting the Cause List of any court	214
10.2.4 Personalised list of “My Cases”	214
10.2.5 New search option under My cases	214
10.3 Search Cases Using Cnr Number	214
10.3.1 What is CNR number	214
10.3.2. How to know Your CNR number	215
10.3.3. How to search using CNR number	216
10.4 Search Case Status, Using Various Options	217
10.4.1 Viewing case status using Case number option	218

10.4.2 Viewing case status using Filing number option	220
10.4.3 Viewing case status using Advocate option	221
10.4.3.1 Search by Advocate name	221
10.4.3.2 Search using Barcode	222
10.4.3.3 Search using Date case list (Advocate Cause list)	222
10.4.4 Viewing case status using Case Type option	223
10.4.5 Viewing case status using Party option	224
10.4.6 Search using FIR number	225
10.4.7 Search by act	226
10.5 Getting cause list through mobile App	227
10.6 My cases option under mobile App	228
10.6.1 New features of search option in My cases	228
10.6.3 How to add cases to My cases	228
10.6.4. How to remove cases from My cases	228
10.6.5 Today's case	228
10.6.6 Refresh button	229
10.6.7 Backup facility	229
10.6.8 Export option	229
10.6.9 Import option	229
10.7 Getting case status through SMS	230
10.8 Getting case status using QR Code	230
10.9 Getting case status through eCourts Automated email services.....	231
10.9.1. E court Automated email send from Avinashi sub court	232
10.10. Conclusion	233

New Features in Case Information System 3.0 (CIS 3.0)

1.1.Introduction :

CIS 3.0 is the improvised version of CIS 2.0 with technological improvements and added functionalities retaining the key features of CIS 2.0 inherited in it. Hence, the much awaited CIS 3.0 has been rolled out for the District Judiciary. The Case information system of the e courts project moving to the 3rd version itself shows the indispensable place it has taken in the District Judiciary and in taking the case details 24X7 to all stakeholders in the administration of Justice. CIS 3.0 further opens the doors of district judiciary digitization towards the much awaited e filing, e-payments, & e process.

1.2.Milestones of CIS 2.0 :

Before going into the new CIS 3.0 let us take time to ponder over the milestones of CIS 2.0. Which all of us can be proud of.

- Case details/court orders available 24 X 7 mobile app / web
- Unique CNR number for all the cases
- QR code can be generated for each and every cases under eCourts .
- eCourtsTransaction raises from 2 crores in 2014 to 42 crores in 2017
- NJDG houses 7 crore case details and 4 crore Orders/Judgments
- e-courts mobile app installation upto 5 lakhs as on Oct 2017 as per google play store data
- Number of court orders accessed increased from 64 in 2014 to 3.56 crores in 2017
- Case details through SMS - r
- Getting case status through e-courts automated email services



1.3.eCourts one of the top 5 most accessed services

As per etaal the electronic transaction analyzer of the Government of India, Ministry of Electronics & information Technology's statistics for the July 2018 E courts remains within the top 5 service portals which attracts the highest e-transactions in our country that too offering nearly 12 citizen services Interestingly eCourts e-transaction has surpassed even the railway reservation e transactions! .



1.4.World bank Stamp on NJDG

Further world bank has placed its stamp on NJDG by taking note of the eCourts project and its transparency and India moved 20 ranks forward in the world bank doing business ranking countries. We can be proud that our NJDG has contributed immensely in moving our nation's image worldwide!



1.5 What is CIS ?

CIS means Case Information System. The Case Information System software is a giant move under the initiative of the e committee to make the Indian Judiciary more transparent and more litigant friendly. The CIS versions are available for District Judiciary and High court exclusively. This Case Information System Software for District Judiciary is created under the guidance of the e-committee, Supreme Court of India through the software team at National Informatics Center (NIC), Pune. The whole idea of CIS to put it in a nutshell is that the litigant should be able to view the daily status of his case, to view the orders of the case, hearing date of his case, the progress of the case on any particular date etc on-line from any part of the world. Earlier after migrating from CIS 1.0 to CIS 2.0 any paper coming into the court is entered in CIS 2.0 i.e even cases under per-registration are entered in the filing counter and the litigant will be given acknowledgment with an unique CNR Number. Any litigant who wants to file a case can directly go to the filing counter and file his case and will be given an acknowledgment with a CNR number and through the CNR number the litigant can track the case whether it is taken on file or whether it is returned and all the details can be got by him through SMS or On-line in the comfort of his home. This revolutionizing feature has made Indian judiciary more litigant user friendly and more transparent as all these data are available 24X7 to the litigants and the daily hits of eCourts website per day will speak for itself the success of CIS

1.6. CIS 1.0 to CIS 3.0.

CIS 1.0 means Case Information System version 1.0. The CIS 1.0 version was first Introduced in all District Judiciary and it was upgraded as CIS 2.0 and all the District Judiciary state wise in our country were successfully using CIS 2.0. Now the said Case Information System 2.0 has been technologically enhanced and new functionalities have been added and rolled out as CIS 3.0. There is lot of apprehension in the minds of the basic users that whether CIS 2.0 has been completely removed and CIS 3.0 has been introduced and whether one should start learning afresh for CIS 3.0.?! It is not so the concept of CIS has remained the same and CIS 2.0 has been upgraded as CIS 3.0

retaining the basic options which were available in CIS 2.0 and it has been upgraded with lot more functionalities and options under CIS 3.0. and the next version i.e CIS 2.0 has been introduced in all states. Hence, all the judicial officer and staffs who are trained in using CIS 2.0 can take CIS 3.0 also with much ease.

1.7 Why CIS 3.0

CIS 3.0 has also been developed by NIC Pune

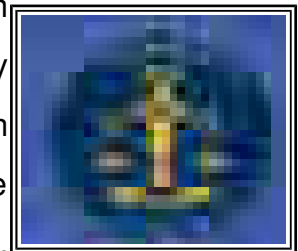
- to further opens the doors of district judiciary digitilization towards the much awaited e filing, e-payments, & e process
- To enhance the existing CIS 2.0 based on the suggestions received for CIS 2.0 from all over the country through all the High courts.
- To move a step forward towards the ICJ visionary project of integrating the court, police station, prison
- In CIS 3.0 there are two types of enhancement made by the NIC Pune.

(i) Tehnological enhancement (ii) Functionalities enhancement .

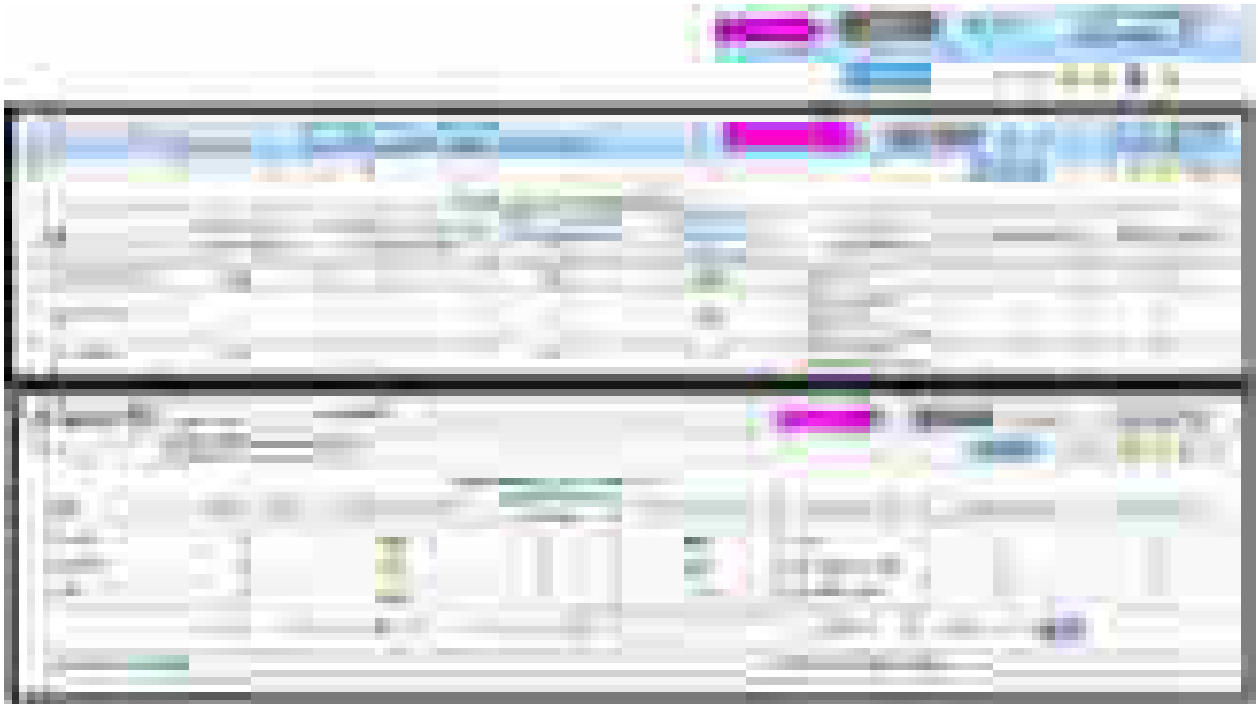
CIS 3.0 has been technologically enhanced with a better speed than CIS 2.0. The other technological enhancement made in CIS 3.0 may not be apparent for a basic user. But the functionalities enhancement are apparent and user friendly.

1.8. New ecourt logo

CIS 3.0 now comes with a brand new ecourt's logo. With increasing number of e courts transaction and increasing number of services flowing from e courts it has become necessary to have an authenticated identity logo which has given rise to the new e courts logo which has been introduced in CIS 3.0. The said e courts logo will appear in the e courts Mobile app; e courts website, QR code, CNR number, Acknowledgments and it be part of every e courts services. So don't forget to look out for the new e courts logo in all e court services.



1.9 Bilingual toggling within system.



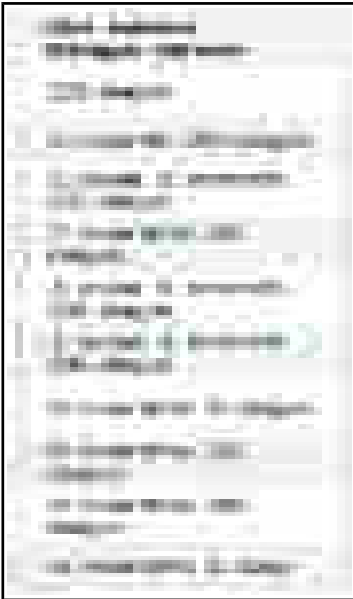
Earlier under CIS 2.0 if one wants to switch to bilingual language setting one has to logout of the CIS 2.0 and then have to come to the login page to choose the bilingual radio button. But now under CIS 3.0 the said bilingual feature is readily available on the screen itself so that the user can very well switch over to the bilingual language without logging out. Thus, this enhancement in CIS 3.0 has made the bilingual option more user friendly and time saving.

1.10 Improvised Query-options under CIS 3.0

An enhanced query builder option is made available on the dash home through a colourful Q menu which has shortcut links to select court/date/ query search, calendar, mail option and ac/section.



1.11 Delay on same stage status details:



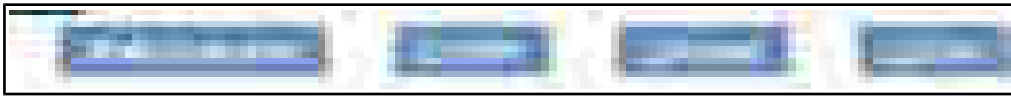
Under CIS 3.0 every delay for the case to be entered. This delay reason will be tagged with the cases and it will be reflected in NJDG. For example if a sessions case is pending for the reason accused absconding, now under this delay status details one has to make entry of the said reasons and it will be immediately tagged and will be available in NJDG and in all other reports. Similarly, if a case is pending for the reason it is stayed by High court then that reason by entering in delay status details option becomes tagged and will be available for scrutinizing the reason for the delay. By this exercise the data regarding the

reasons for the delay will become available and which can be effectively utilized and scrutinized to sort out the delay in cases. This is definitely a path breaking case/court management tool.

1.12 Report generation -Hide column/ PDF/ Excel/ CSV

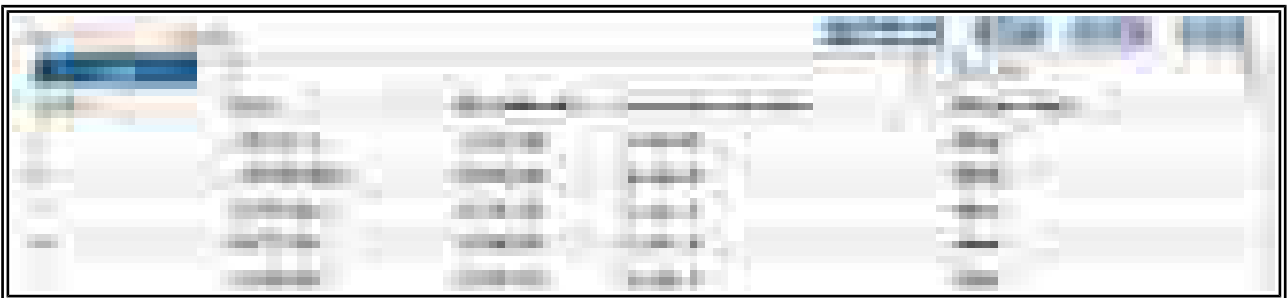


Under CIS 3.0 the most enhanced welcome feature is creating the reports with various formats and also options for customizing the report columns. With this enhanced report generation one can get reports in PDF, Excel, CSV formats. And the Hide column option added under CIS 3.0 while report generation will give the users to customs the reports according to the individual need of the courts. This is dealt in elaborate under the chapter Report generation.



- **Pdf (Portable document format)PDF format** the uneditable report format can be downloaded.
- **Excel sheet format** Excel sheet format for further editing which will help the user make any desirable report from it.
- **CSV format(commma-separated values).**Can also be generated. CSV is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc.
- **Customisable format-With Hide Columns option:** Customized reports can be generated with the Hide column option which helps to customize the reports according to the needs. This is also an excellent enhancement which most of them will put to more use.

1.12.Search within search/ sorting option in Reports



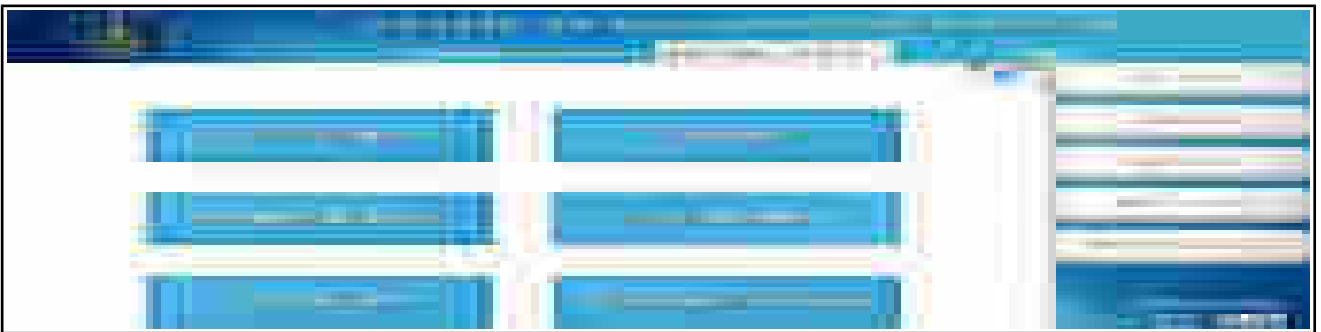
Another added attractive feature under the Report generation is the search within the search option. For example the search boxes provided on the top of each column gives a search within search. For example among the disposal. Nature one can choose “Allowed” cases alone. More over the toggling button on the top also gives sorting option of each columns like



ascending descending order of the reports and then the same can be generated in the needed format

1.13 Kiosk (Automated information provider)

KIOSK the automated information provider is an attractive feature .which has been retained in CIS 3.0.It is a breakthrough in making the Indian Judiciary more litigant user friendly and transparent. With this KIOSK at our court campus any person can get detail about the case status using CNR number; or case number or FIR number or Registration number or Party name. KIOSK is also enabled with search using Advocate name and the cause list can also be seen in the KIOSK. Kiosk operation is just like operating the ATM. KIOSK is also Bilingual and comes with regional language support. Hence like any person



using ATM the KIOSK is very user friendly stored with all data and will become a welcome feature in all court campus. The screen shot of the KIOSK is enclosed for easy appreciation.



1.14.Archival of the Disposed cases

From 2013 to 2018 the Data dealt under CIS has increased multi fold. And

now the management of the huge data has become significant. And now under CIS 3.0 a enhanced technological feature has been added which will archive the disposed cases. This new improvements has lead to big data analysis and data analytical and it is the answer of Case information system towards the emerging BIG Data concept sweeping the digital world!

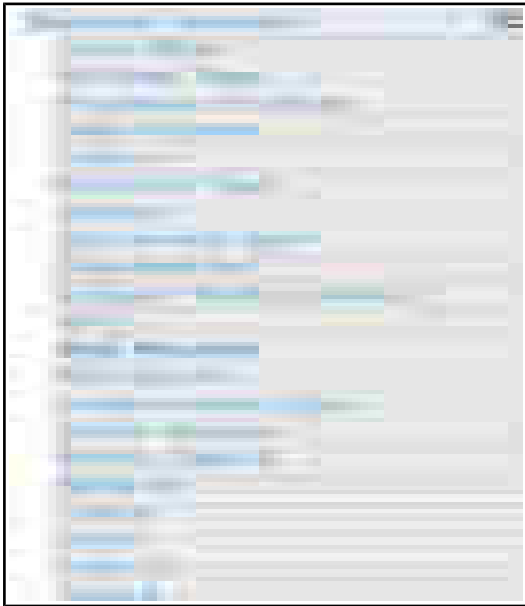
1.15.Key Board Shortcuts

- **Ctrl+m= Shortcut to open Menu.**

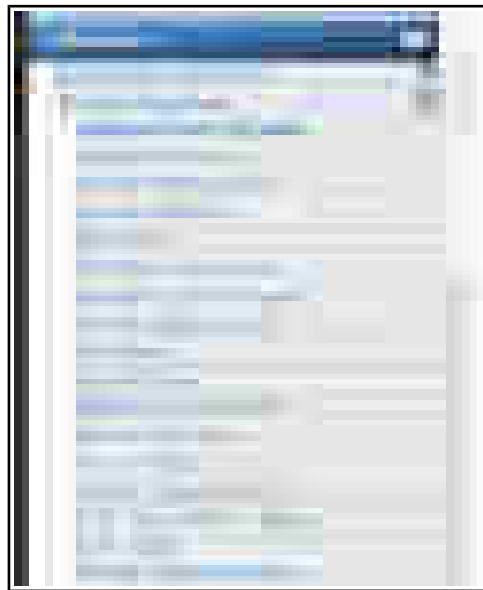
With CIS handling lakhs of cases per day the data entry assumes significance. Hence there is significant need for easy and efficient entry of data. To counter that CIS 3.0 has come up with Keyboard shortcuts which will be of tremendous help and time saving for the data entry staffs .

1.16.CIS 3.0 Core & Periphery Modules

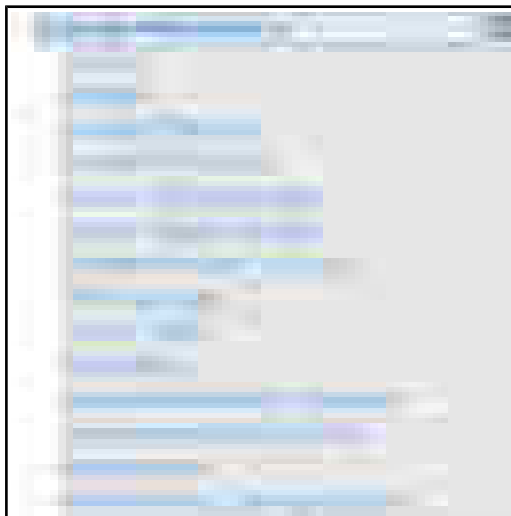
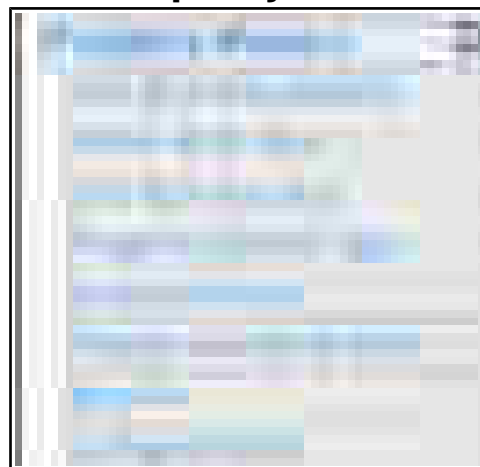
Like our Indian Constitution which gives separate powers for state and for central. CIS software created for the whole of India is based on the core and periphery model, which means standard features are created at the centralized level which cannot be modified and will remain uniform throughout our country for all states at District court level. And the states are given powers to develop periphery model according to the needs of the state. In CIS 3.0 Master module has been modified and it has been classified in a more meaningful classification And now under CIS 3.0 more meaningful master modules are provided at National ,state,Local,periphery level which will result in more customization according to the needs of the state and district but at the same time maintaining the standardized features nationwide.

1.16.1 National master:

National masters are standardized feature which cannot be changed and it will remain uniform throughout the country and the National code assigned for each features to be followed under National Masters.

1.16.2 State master:

These master has been created for the states to add according the needs of the particular state. Hence the state is authorized to add master in CIS 3.0 under the state masters

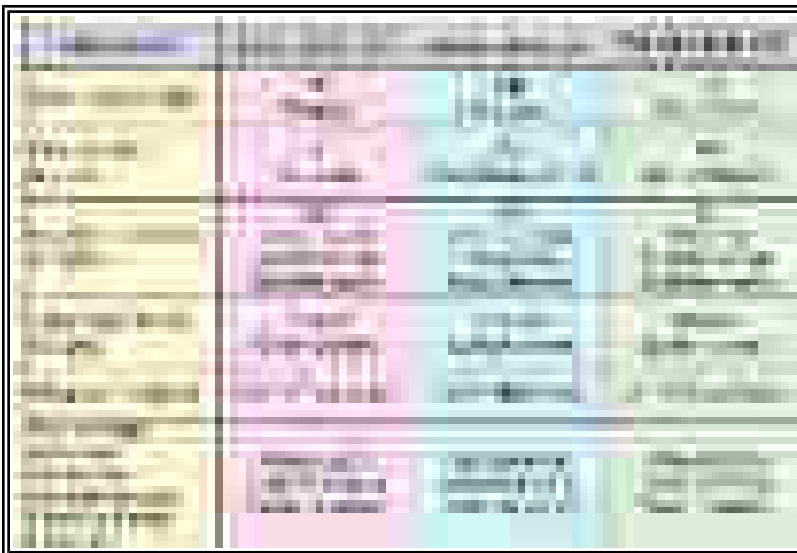
1.16.3 Local master**1.16.4 Periphery master**

This periphery master option is provided under

<p>This local masters has been created for usage of the local courts where the courts can add Judge name, Judge priority ,local holidays when need arises.</p>	<p>CIS 3.0 where one can add the periphery data like unit type , admin work,accounts,registers, according to the needs of the each High courts. For example the Karnataka High court has created a periphery software for Accounting and Copyist section which can be added in the periphery master.</p>
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1.17 CNR (Case Number Record) number :

All cases under CIS now comes with the unique feature of Case identity number called as



CNR (Case Number record) number. Earlier if a litigant says OS 1/2016 or CC 1/2016 all the munsif court and all the criminal court will be having the same one such in each courts and it becomes difficult to easily identify it. Hence, unique case identification number was assigned to all cases which is a

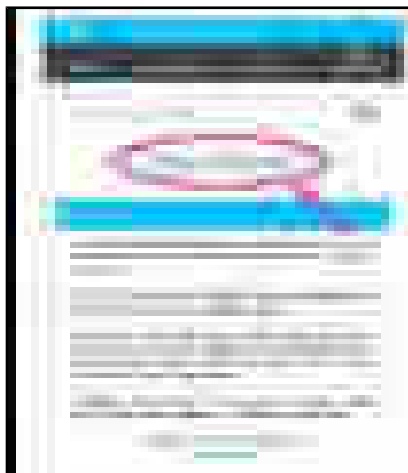
real revolutionizing tool. Now under CNR number every case in District Judiciary will get a unique Identification number and the identification of the case becomes easy with this CNR number Creating a CNR number itself is a big task. Just imagine we have to create a number unique for all cases all over India and that number should not be repeated and we should continue the said number hereafter. So we need such a unique number. In CIS 2.0 the said challenge is well met by creating a 16 digit number which contains the State code - District code - Establishment code - Case filing - number - year of the case. Here the CNR number generated in various states in various district is shown below

1.18.View QR code/ Scan QR code :

For every cases one can get the QR code from the www.eCourts.gov.in website as shown below.



The QR code option can be utilized equally by the courts, advocates, the litigants. The print out of the QR code generated from the ecourt website may be pasted in the case docket by the courts and the advocates and with the scan QR code option available in the e courts mobile app or using any other scan QR code app one can scan the QR code and get the details of the case in one scan which will free the user from manually typing the 16 digit CNR number or by entering the other details while searching . If one starts using this Qr code option it becomes addictive for the user .Just try the option and enjoy its speed and accuracy of getting the case details.



1.19 Avoiding undated cases – Tips

All data entered through CIS in the respective courts are displayed through the ecourt website www.eCourts.gov.in and from where any litigant from any part of the world can view this case details from the ecourt website page. The data not entered in CIS on a particular date or entered after replication is shown as UNDATED CASES. To avoid undated cases the best way is to start the daily proceedings' entry in the calling itself. At 10.30 A.M when the Judge comes to the dais the data entry staff can also come to the computer in the dais and make the daily proceeding entry as and when the case is called and adjourned. The common mistake done in the courts are, the data entry work is done as the last work. When daily proceedings are posted after 6 pm by that time the system officer of the said district would have replicated the data. Hence, posting daily proceeding after the replication will only result in undated cases. Hence, to avoid undated cases the data entry staff should give priority for completing the daily proceeding entries before 5 pm.

1.20. Importance of Complete and accurate data entry

One important mantra every staff should remember is that, all the benefits and fruits under CIS can be reaped only if complete and accurate data entry are made at every level in CIS . If incomplete data are entered we will not be able to get authenticated and full fledged reports. For eg. In filing there is a non mandatory column that Advocate registration number must be entered. If the same is not entered then in case of any complaint that the said advocate was not registered with the bar council cannot be traced. One point to remember is that all mandatory field are compulsorily entered by the staffs and if it is not entered the software will not allow moving to the next step. But this common mistake of incomplete data is committed by the staffs in filing up the non mandatory fields which are very useful field in many other aspects. Hence, all staffs should ensure to enter all data in the CIS whether it is mandatory or non mandatory keeping in mind that the non mandatory fields are very useful in generating various reports. It reminds of the saying

“what you sow you reap”. If you enter complete data we can get the complete reports of our data! If you enter incomplete data we can get only incomplete reports !

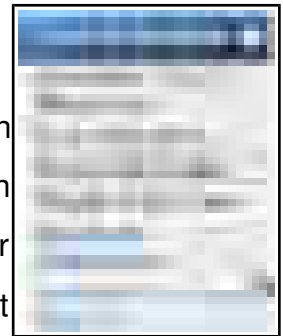
1.21 Fetching Trial court data while Appeal filing:

When appeal is filed in an appellate court , the data regarding the Trial court can now be fetched under CIS 3.0 by the appellate court. By this option the second time data entry of the same case in the appellate court comes to an end. This is a sure welcome option for all the data entry staffs .

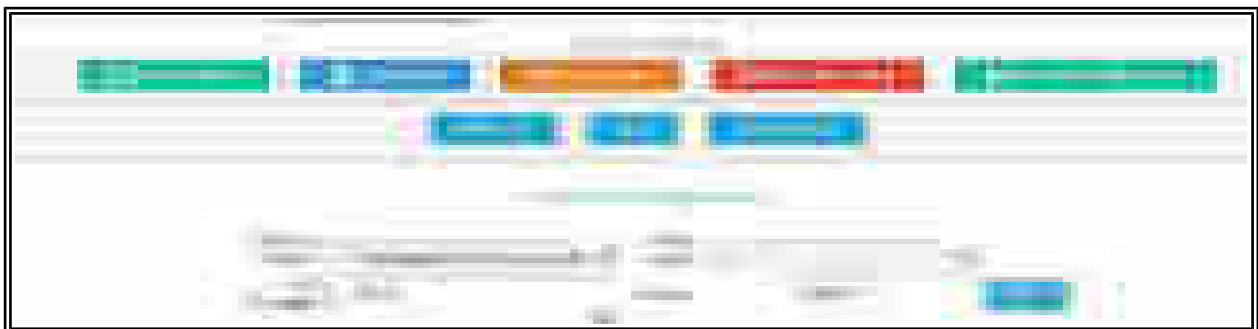


1.22 Random case allocation option:

For allotment of cases to various courts the random allocation option have been provided under CIS 3.0. By this random allocation cases can be allotted to the court which will be unpredictable. For eg if Motor accident cases are dealt by Court no 3,7, 9 then it can be assigned that MCOP cases to be randomly allotted to the courts 3,7,9.



1.23 Pre Trial options for Remand/ Bail/application



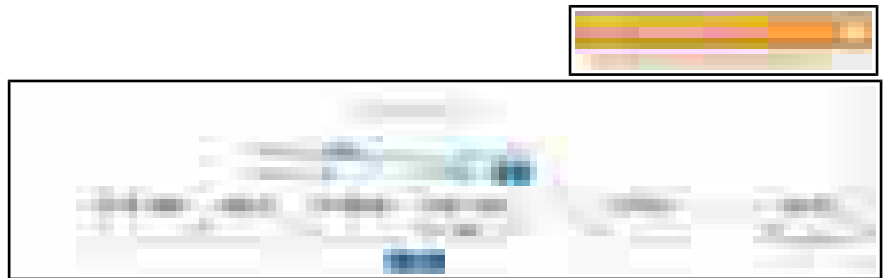
In Criminal cases where charge sheets are not filed there are lot of pre trail stages like remand, bail which arise and are dealt by the courts The pre-trial module has been enhanced and when an accused is remanded it can now be added in the pretrial module

from where the log of the remanded person can be maintained. And with it one can easily get the date of remand, days in police custody, judicial custody. Similarly, the bail orders has to be generated from CIS 3.0. The day is not far when Fir is lodged and a person arrested and entries are made in police station it will be automatically fetched by the court and once the court remands the accused to judicial custody then it will be automatically fetched by the prison authorities. This option under CIS 3.0 is a real visionary option whereby the vision of ICJS integrating court, police station, prison becomes a reality.

1.24. Digital Record Room/copy section/nasarat:



Under CIS 3.0 new



branch wise options like Record Room ,nazarat , copying section which can be customized to the needs of the states are also added. These modules will surely pave way for perfect digitilization of various branches of the court making digital record room ,digital process monitoring, digital copying section ,digital property room a dream come true for the District Judiciary.

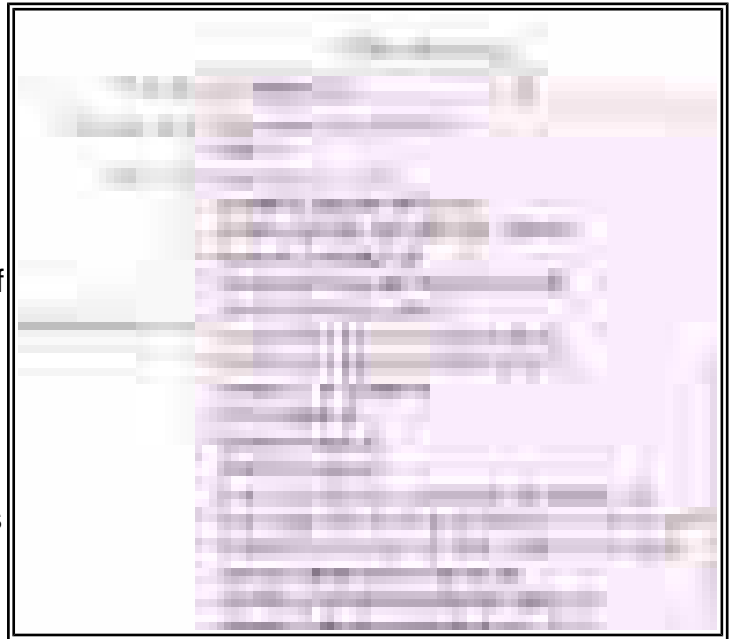
1.25 Digital Registers

The Dream of process re engineering of having digital registers for the manual regsiters has been met with under the new C 3.0 .The following list of registers are now inbuilt under CIS 3.0. The most welcome option is that it can be customised according to the needs of the High court through Periphery master option. The digital register is dealt in detail in a seperate Chapter “ Digital Register”



1.26 Templates

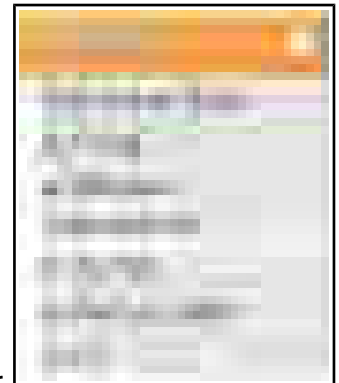
Under Regular courts lot of formats are used in day to day usage for example simple abatement orders, notice forms, issues /charge framing and now the skeleton formats with the option of customising to the needs of the courts are inbuilt in CIS 3.0 under the option Template. It is a sure time saving and effective court management tool made available for the courts



1.27 eFiling module:

The much awaited e-filing model has been rolled out for the district judiciary of our country. The e-filing will consist of two major stages

- Registered users i.e. advocate/ party in person filing their digital case content through the e-filing web portal
- And after the digital case content is scrutinized with option for return, resubmitt and accepted
- The digital case content on being accepted now becomes ready for consuming under CIS 3.0 option as shown in the screenshot.
- When the e filed cases is consumed through CIS 3.0 it is verified then rejected or accepted .
- Once it is accepted the filing number is generated successfully under CIS 3.0 as shown in the screenshot .
- After generating eFiling number it goes through the usual procedure of objection, rejection, scrutiny, and registration of FORA as in built in CIS 3.0.



- With CIS 3.0 the district judiciary of our country moves to the much awaited digital world of e-filing



-----With this intro one will surely feel

CIS 3.0 is a next generation case management system-----

2. Important Menus Under CIS 3.0

2.1 Introduction

CIS 3.0 now comes with certain enhanced options which were available under CIS 2.0. The question which immediately comes into one's mind on seeing CIS 3.0 is whether the basic options available under CIS 2.0 has been removed and new CIS 3.0 has been introduced? The answer is NO. What has been done in CIS 3.0 is that the basic features already available in CIS 2.0 has been enhanced and certain new features has been introduced, certain unwanted features have been removed so the judicial officer or the staff who are using CIS 2.0 can take up CIS 3.0 also with an ease.

2.2 Enhanced Basic options under CIS 3.0 :

Under CIS 3.0 regarding the basic options the already existed Home page has been enhanced , a new colourful attractive Q menu introduced, the show menu has been changed and it has been made static, the alert menu has been removed, the calender option has been enhanced, and in modification menu new IA modification has been introduced and the bilingual toggling is inbuilt on the home page, the dash home comes with enhanced case type search, new pie chart etc. Let us see the following enhanced basic options one by one hereunder for better understanding.

- | | |
|---|---------------------------------|
| • CIS 3.0 Dash Home Page | Enhanced show menu |
| • Navigation Pane | Sub Menu |
| • Q Menu | Search Box |
| • ecourtIS Link | Establishment select Box |
| • Modification | Proceedings corrections |
| • Security Check through Role Management | Year end initialization |
| • Unification & National Mapping | Logout |

2.3 Improvised Dash Home in CIS 3.0:

The dash home in CIS 3.0 has been enhanced keeping in mind that a Judicial officer or a staff who comes to dash Home must be able to get the complete details and statistics

about the concerned court without again further going into the reports menu or statistics. The dash home have been added with the features like the bi lingual toggle , Lok Adalat menu, Enhanced Bar/Pie Chart, Enhanced Top 10 cases with case type options, Q menu a compilation of shortcut menus, new static navigation pane. The alert menu which was available in the dash home has been removed.

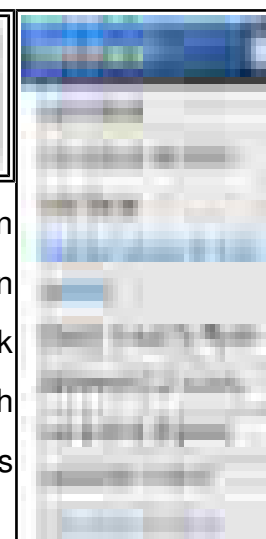


2.3.1 Lok Adalat menu in Dash Home:

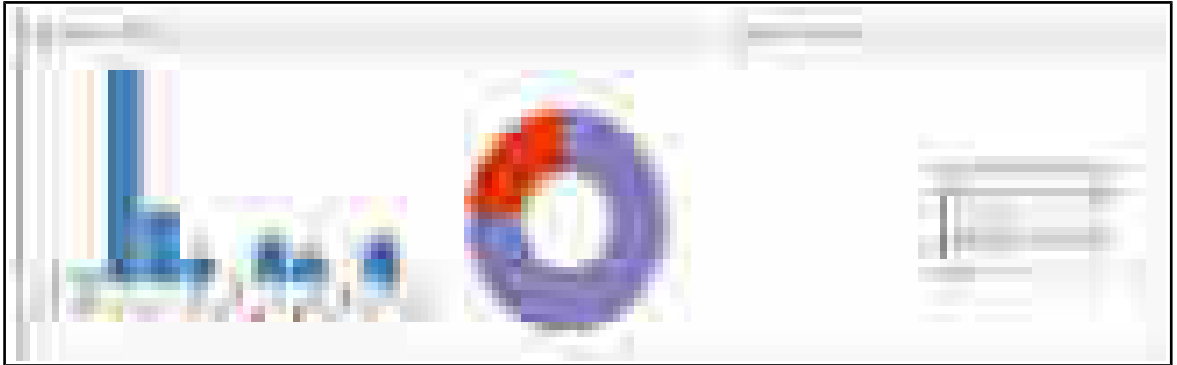
In CIS 3.0 the addition of Lokadalth option



in the Dash Home is a much awaited enhancement. Now we can get the details of the cases referred to Lok Adalat, settled in LokAdalat and lok Adalat reports ,Lok Adalat notices . A new lok Adalat menu has also been added in the navigation pane which has an exhaustive list of options as shown in the screen shot is added



2.3.2 Enhanced Case type Bar Chart .




Bar chart and Pie chart has been enhanced. It will display only top 10 cases. Earlier the bar chart/pie chart was appearing crowded with numerous list but now it has been given a neat look with the top 10 cases showcasing under enhanced bar / pie chart.

2.3.3 New Case Type search in Dash Home:

Under dash Home earlier one can view the required number of case list based on Civil; Criminal option. Under CIS 2.0 option one can get the list of any number of top cases only under the broad option Civil ; Criminal. How to get the top 10 sessions cases or any other case type top 10 cases. The answer is now provided under CIS 3.0 which has enhanced this search with case types and also the generation of reports under various formats in dash home based on case type. The screen shot from CIS 2.0 and CIS 3.0 is provided hereunder to have a clear understanding.



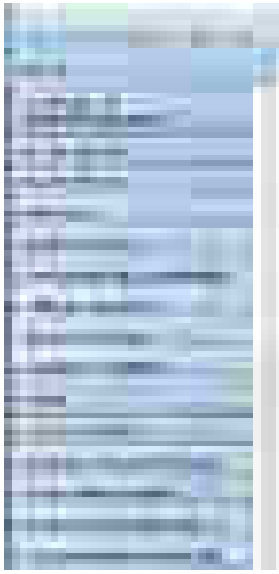

2.4 New Show menu icon

In CIS 2.0 the show menu was given on the left hand side which if clicked will open a Navigation Pane. Now in CIS 3.0 the show  menu is made as image 3. If this is clicked it will open up into the Navigation Pane. This new standard show menu option will be a real welcome feature among basic users of CIS 2.0 who were finding it difficult to catch up with the earlier dynamic moving menu bar.



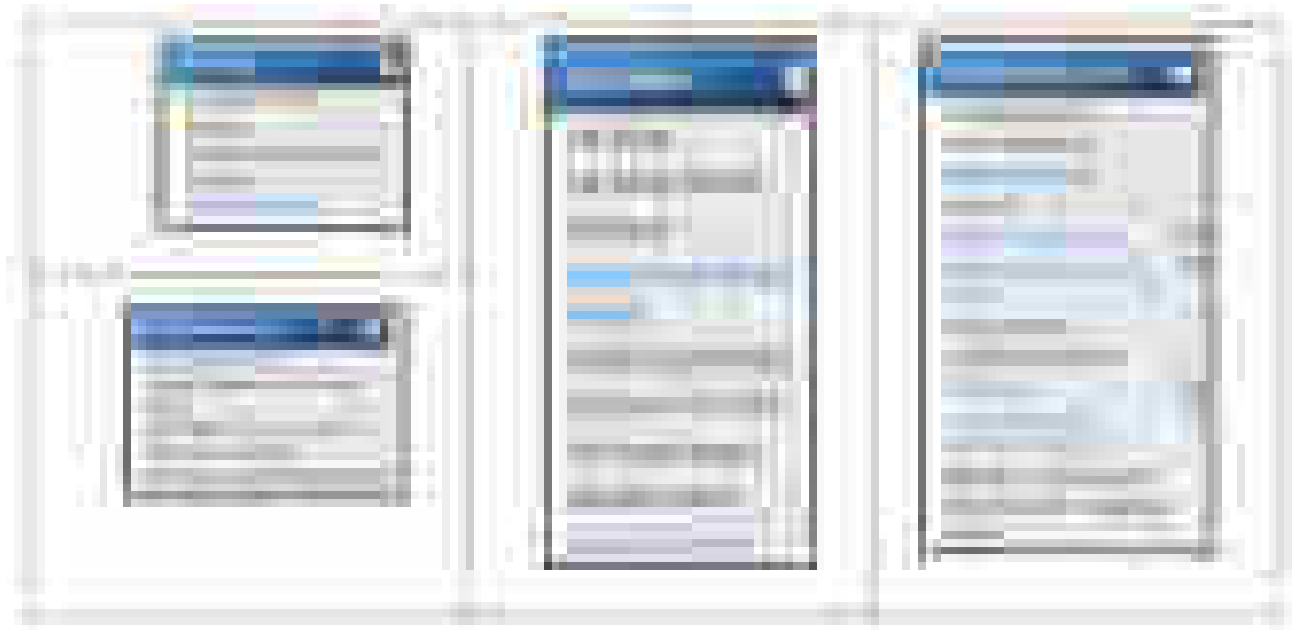
2.5 Navigation Pane

Similarly earlier the Navigation Pane under CIS 2.0 was dynamic as only when show menu was clicked, the navigation pane will appear and for some basic users this moving navigation menu was practically difficult. Now this has been enhanced with a standard Navigation pane with added options which is user friendly as shown in the screen shot. The new navigation pane has been re-arranged and new options have been added. Under CIS 2.0 there were total 20 options under the navigation pane which has been enhanced to 26 options under CIS 3.0 Navigation pane.

		<p>New options in CIS 3.0 Navigation pane</p> <ul style="list-style-type: none"> • Configure establishment • Unification • Proceeding corrections • Appeal filing • I court fees • Lok Adalat • E-filing • Record room • copying Branch • Nazarat <p style="background-color: #FF00FF; padding: 5px;">In Navigation pane CIS 2.0 -20- options CIS 3.0- 26-options</p>
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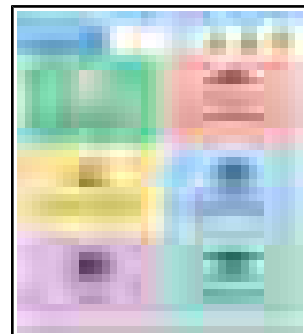
2.6 Sub menus:

When the + sign on the Navigation pane is clicked. The following sub menus open up with further options



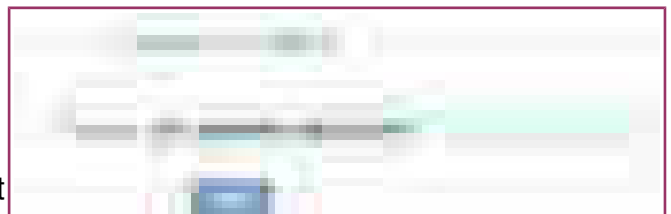
2.7 Qmenu

What is a Qmenu? In CIS 3.0 on the dash board a new option of Qmenu has been introduced. The Q menu is nothing but shortcuts created on the dash board for easy usage and it comprise of the following shortcut options (i) Select court; (ii)select date; (iii) Query search; (iv) Calendar (v) Mail; (vi) Acts/section options . Hence using Q menu one can easily go to the above six options in built in it.



2.7.1 Select court

One can select the court name by way of shortcut in the dash home itself using Qmenu select court option



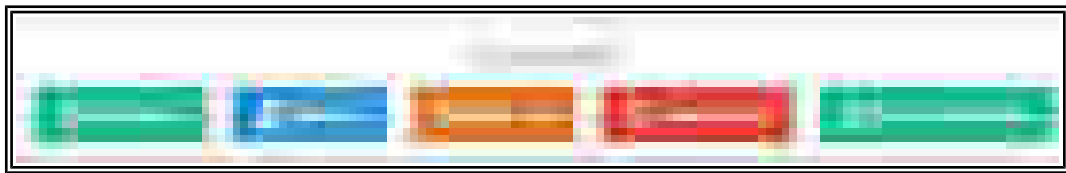
2.7.2 Select Date option

One can select the date by way of short cut in the dashboard itself using Qmenu select date option

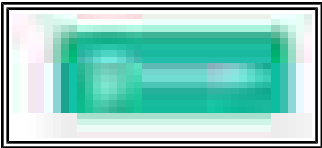
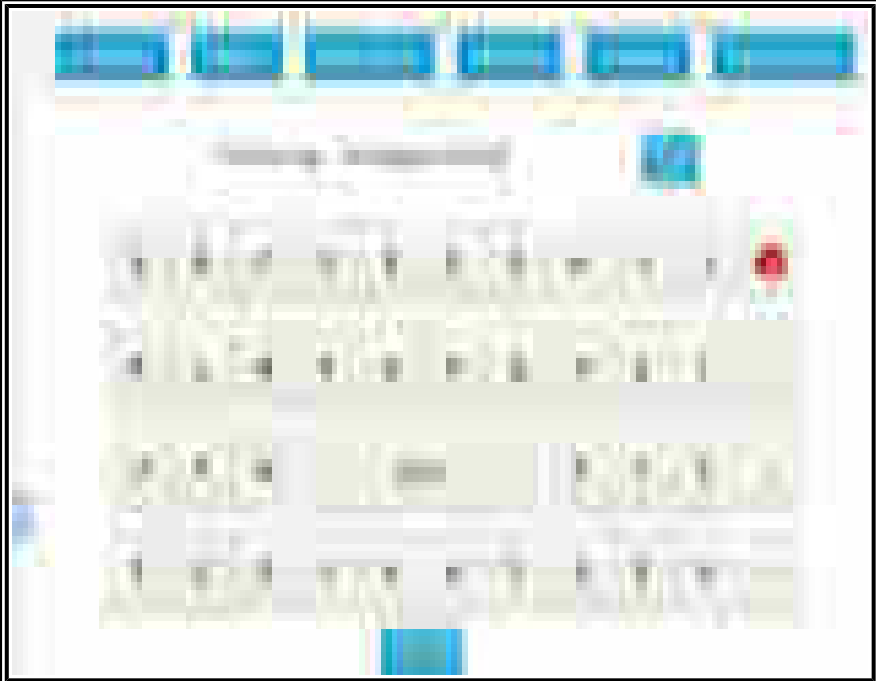









2.7.3 Query search

Under query search there are five main short cut searches provided as shown hereunder



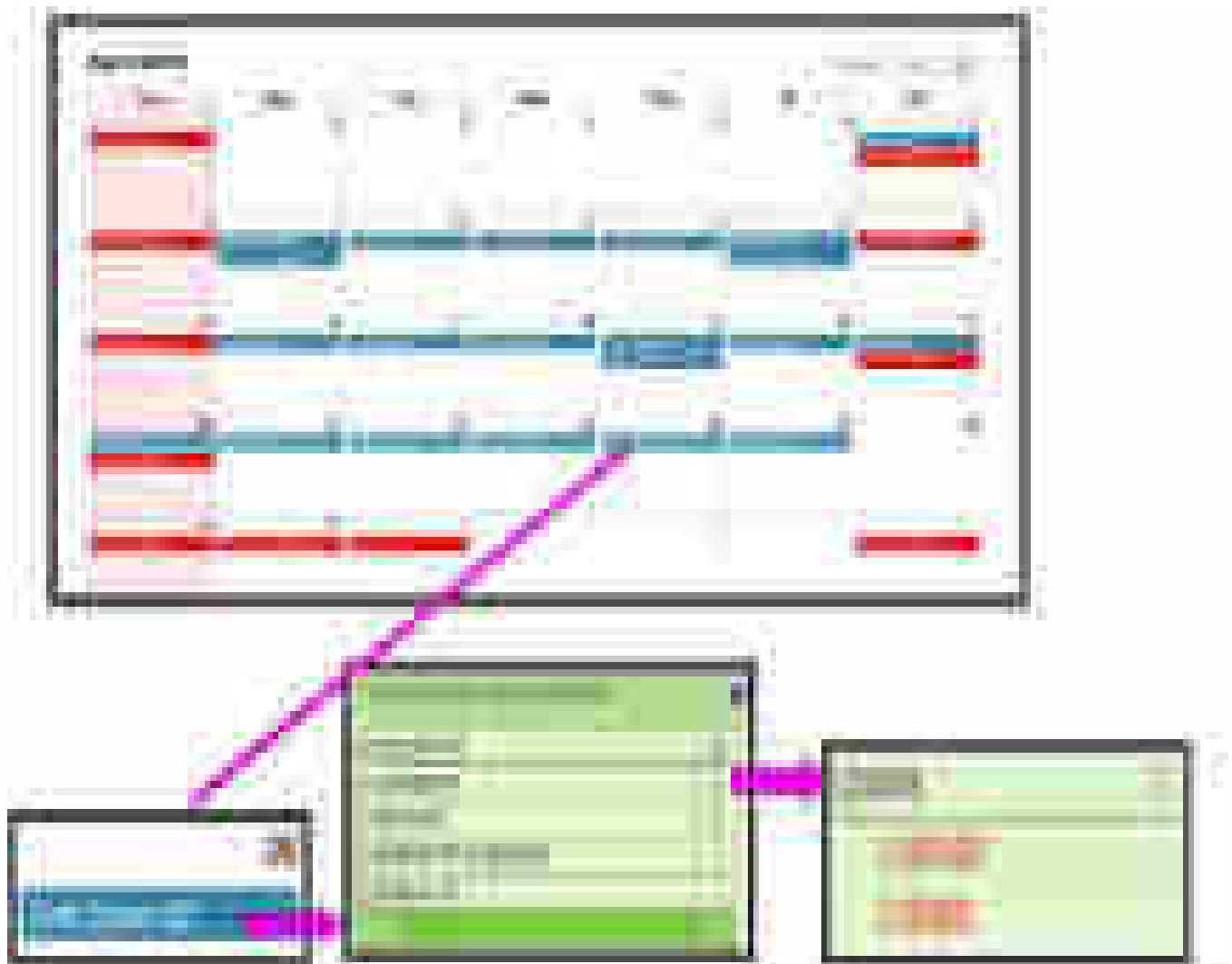
Let us see the query searches one by one . Under each query search different search options are available and the same can be used by giving the necessary search option data available under each search options. .Do try filling up the colourful options!

<p>2.7.3.1 Case status:</p>  <p>One can search case status using the following options</p> <ul style="list-style-type: none"> (i) CNR number (ii) Filing number (iii)Registration Number (iv) FIR Number (v)Party Name (vi)Subordinate court 	
<p>2.7.3.2 Advocate</p>  <p>One can search Advocate details</p>	

<p>using the following options (i) Search By Advocate Name;(ii) Search by Bar code(iii) Today's Case list</p>	
<p>2.7.3.3 Cause List</p> <p> One can search cause list using the following options (i) Civil; (ii) Criminal</p>	
<p>2.7.3.4 Search caveat</p> <p> One can search caveat using the following options i)Anywhere; (ii) Starting with(iii) Soundex (iv)Subordinate court,(v)Caveat No</p>	
<p>2.7.3.5 Pre trial application</p> <p>One can search pre trial application using the  following options (i) Bail (ii)Remand (iii) Application</p>	

2.7.4 Enhanced Calendar features:

The Calendar feature which existed under CIS 2.0 has been enhanced now under CIS 3.0. Earlier under CIS 2.0 one can get the Calendar with the number of civil and criminal cases on a particular date. Now under CIS 3.0 the number of civil and criminal cases if clicked will show the breakup of cases stage wise. For example now from the calendar option a presiding officer can see the stage wise case details i.e. how many cases in argument stage, how many for trial etc and can plan accordingly. And the stage wise case will further break up into the case numbers as shown hereunder in the screen shot. This will be very useful for a presiding officer to handle the posting of the cases more efficiently..



2.7.5 Mail option

Under Q menu an important shortcut of mail option has been added. This is a great step towards moving paperless and fastest communication between courts.



2.7.6 Act/Section

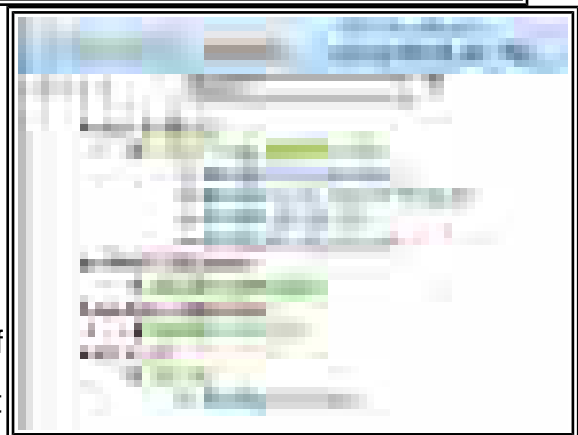
Under Q menu the option of adding act and section short cut has been provided



2.8 Search box:



This search box is on the left top of the home page. It can be called as the Google search engine of CIS . If the staff or the Judicial officer knows this option alone then they can use all features of CIS by typing the name of the option in the search box. One need not worry of keeping in mind where the options are nor what are the options available. There is no need to go to Navigation pane or to memorise where each and everyone of the option is . Any option under CIS can just be typed and found out through search box. If any option is typed it will immediately display it. For example if one want to know the modification menu under CIS just type “modification” in the search box it will show all the modification menu as shown in the screen shot



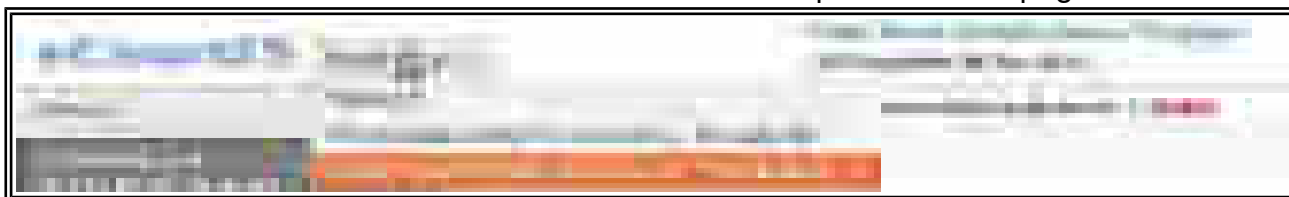
2.9 ecourtIS link



This ecourtISlink is like a light house under CIS to go to the Home page. It is a shortcut link which will take you back to the Home Page from any place you are. For example, if you are on the Bailiff screen and you want to view the Home Page for any reason, click the ecourtISicon which is on the upper right hand corner of the screen, then you can reach the home page .

2.10 Establishment select box

The Establishment select box is situated on the left side top of the home page as



shown in the screen shot. It will display all the establishments. You can select the needed establishment .

2.11 Modification Menu

The modification menu is necessary to correct the errors that is wrongly entered and saved in the system. Three types of Modification menus are available under admin menu.

Under CIS 3.0
Under modify business
IA option newly added

The said menus can also be directly searched through the search box. (i) Modify Business (ii) Modify Next Date and Purpose; (iii) Modify Case Details (iv) Modify IA details The above mentioned modification option should be sparingly used as we have live data and based on it lot of live reports are auto generated through NJDG, eCourts services.

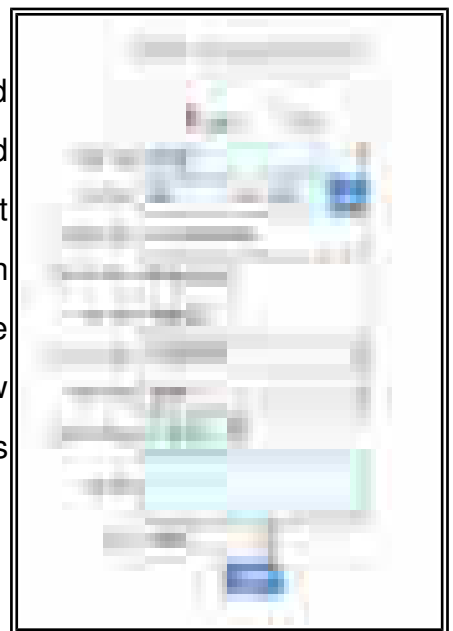
2.11.1 Modify Business

This modification menu is used to modify the Business, which has been wrongly entered during the Case Proceedings. Earlier under CIS 2.0 the modify business option was available only with pending and disposed cases, now under CIS 3.0 the additional option of IA no is added . Let us now see how to use the modify business option. First the case must be selected for which the business is to be modified. The next dates (Proceeding Dates) are displayed automatically. The date for which the business is to be corrected is selected and the Business can be corrected or modified. After which if we Click on the submit button to save the case,the system message, will display “Modification Successful”



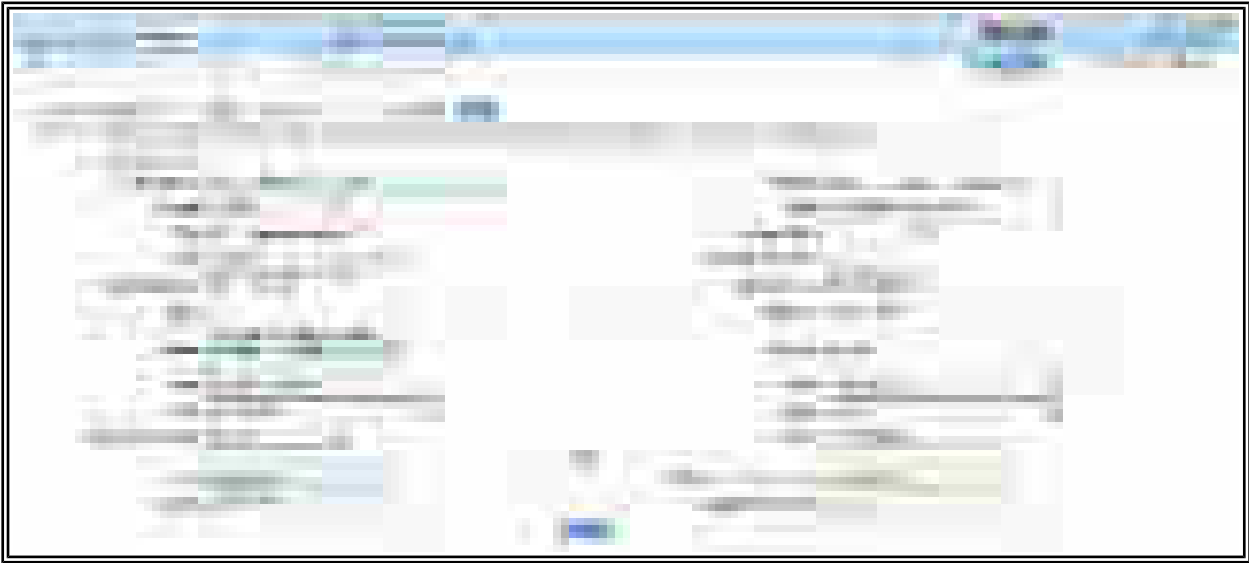
2.11.2 Modify Next Date and Purpose

This modification option is used to modify the next date and purpose when there is mistake in the entry of Date and purpose. This option is used to change the Stage and Next Date, which has been wrongly entered. However, this option cannot be used to correct the backdated entries. It can be applied only to rectify the future Next Dates and Stages. Now under CIS 3.0 the modification of date and purpose of IA is newly added as shown in the screen shot .



2.11.3 Modify Case Details

This option provides the facility to modify the details which are wrongly entered during



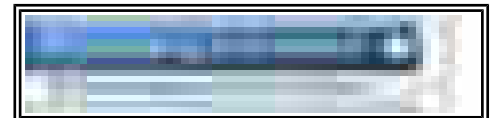
Case Registration. Now under CIS 3.0 the modify case details form comes with the additional feature of Party wise act .With Modify Case Details menu the registration details alone can be modified but the details regarding Court Number, Filing Number and Registration Number cannot be modified through this option.

2.11.4 Modify IABusiness:

Under CIS 3.0 the option to modify the details of IA business has been provided .The IA modification screen shot is shown herewith



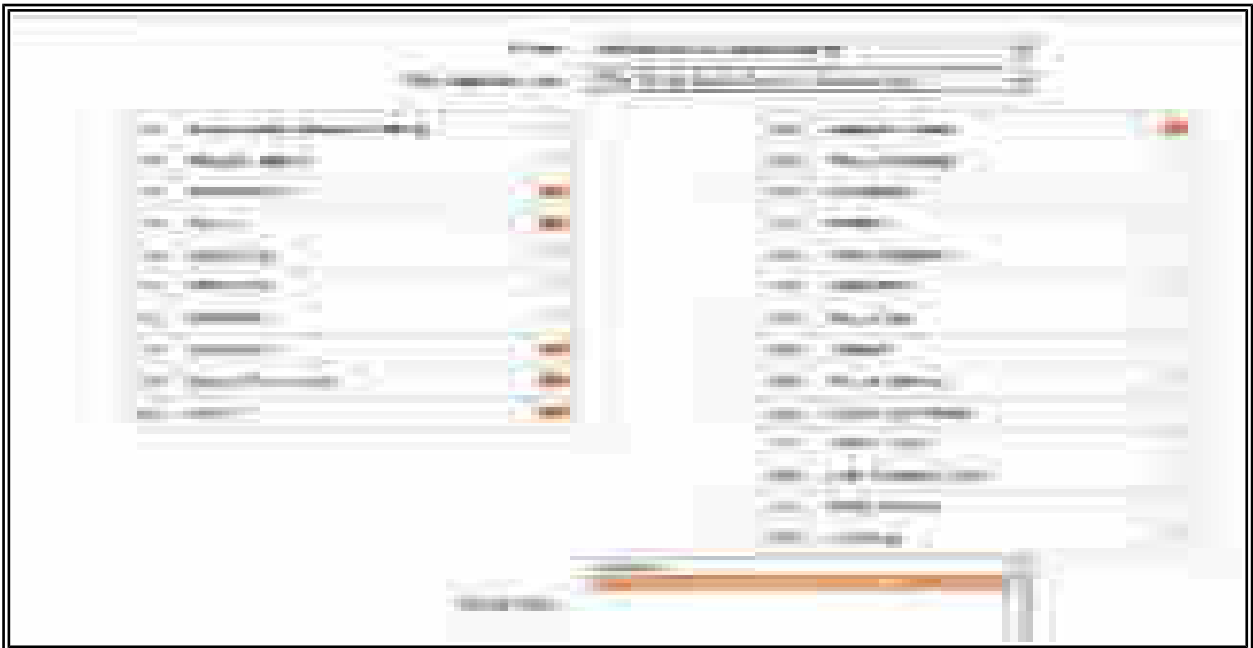
2.12 Proceeding correction:



Another new feature in CIS 3.0 is the proceeding correction. For example if the proceedings have been entered wrongly from one particular date by using this option one can choose the date from which the proceedings need to be corrected. Once the said date is chosen then the proceedings from that date is deleted. For eg in the screen shot 19-07-2017 date is chosen for correction and hence the proceedings till the previous date 14-06-2017 has been corrected .This saves the user from going and correcting each date's proceedings. But before making such correction the judicial officers can ensure that the concerned staff gets the necessary order from the concerned judge before making correction .



2.13 Security check through Role management :



Under CIS lot of live data are handled by various staffs at various stages in different courts

and not all staffs can be given access to all data. CIS also has an inbuilt security check to define the role of the staffs handling CIS data. The Role management option is available in the User menu where in the role of handling data by the staffs can be per-defined and the access of the data by the staffs can be checked and controlled. Earlier under CIS 2.0 this option was available and now Now under CIS 3.0 the role management options has been expanded to control nearly 24 types of data entry roles under CIS 3.0. The Judges who are in control of administration should pre define the staff roles and ear mark what data alone they can enter in CIS. This option should be effectively implemented and defined for data security under CIS 3.0. and to prevent the mishandling of data by the staffs

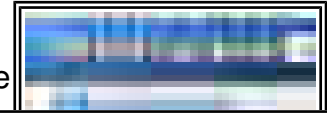
2.14 Year end initialization:



Year End Initialization is a new option under CIS 3.0 whereby the option is provided to start new numbering on 1st January of every calendar year because the filing number are given based on the year for eg 1/2018 when the year 2018 started. When the new year 2019 starts one has to start the new numbering i.e 1/2019 which can be done by using this year end initialization which will wind up the previous year number i.e by entering the last filing number of 2018. Year end initialization need to be done not only for filing number but option is provided for year end initialization of Registration number; fees, appellate number, PTN no. Wait for the new year 2019 to try this new feature !

2.15 Unification and National Code

One significant breakthrough brought about under CIS 3.0 is the standardization at the National level. Various aspects of the cases has been standardized using National code and the same has been unified under the unification option. Due to standardization one can get the accurate statistics at the national level due to the uniformity adopted by this unification option. If one wants to know about the list of the national code one can click the options like case Type master and get the case type National code as shown hereunder .



2.16 Logout menu

Using the Logout icon situated on the right side top of the screen you can log out from the current session of CIS 3.0.



.... This is a starter pack of important menus of CIS 3.0,-----

3. Daily usages

3.1 Introduction

Considering the daily users of CIS this chapter has been framed as a starter pack for CIS 3.0 .The daily users of CIS can take with confidence CIS 3.0 having in their mind that CIS 3.0 is nothing but an upgradation of features of CIS 2.0 . Once this daily work are done through CIS 3.0 there will not be any stumbling block in carrying forward the torch of CIS 3.0. Once the staffs become accustomed with this basic usage of CIS 3.0 work and they become equipped by themselves to explore all other options. Hence this starter pack aims to cover the following basic options which are used daily in every courts:

Daily proceeding

Bulk proceeding

A diary, B diary

Status of Case

Taken on Board

Recall of a case

Restoration of the case

Refile cases

Transfer of Case

Lok Adalat

Mediation

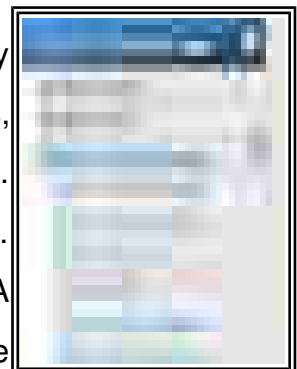
Order uploading

Litigant Updation

Proceeding Modification

3.2 Daily proceedings

Daily proceeding under CIS 3.0 has been improvised with many features like VC (Video Conference) proceeding, Convicted particulars, Purpose wise view, Time Table, Exhibits, Keep Dormant/sine die,. Posting the daily proceeding is one of the most important work in CIS. Because only when daily proceedings are posted we can generate A diary and from A diary any litigant can know the status and the progress of the case on the hearing date. And this daily proceeding goes online through our eCourtswebsite making it accessible to any one and visible to everyone. Only when



daily proceeding is posted the litigant from any nook and corner of the world can see the status of the case online. So we must attach utmost importance while posting daily proceeding and should avoid any error while posting, considering its reach through Internet, its accessibility by anyone and visibility by everyone worldwide! .If daily proceedings are not updated then that cases becomes undated cases. To avoid undated cases a system may be formulated wherein the data entry staff who is posting the entries in CIS can come to the court hall at 10.30 am when the court commences and post the daily proceeding immediately after the case is adjourned .By this we can avoid undated cases.Now let us see how to post the daily proceedings under CIS 3.0 .It is the same as done earlier under CIS 2.0 .Go to navigation pane as shown in the picture herewith and then select case proceeding and from which the daily proceeding has to be selected.




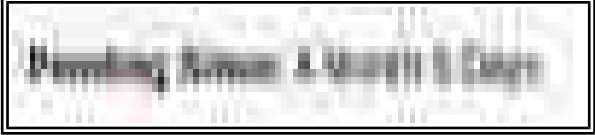


Go to Navigation tab--> click case proceeding --> select daily proceeding



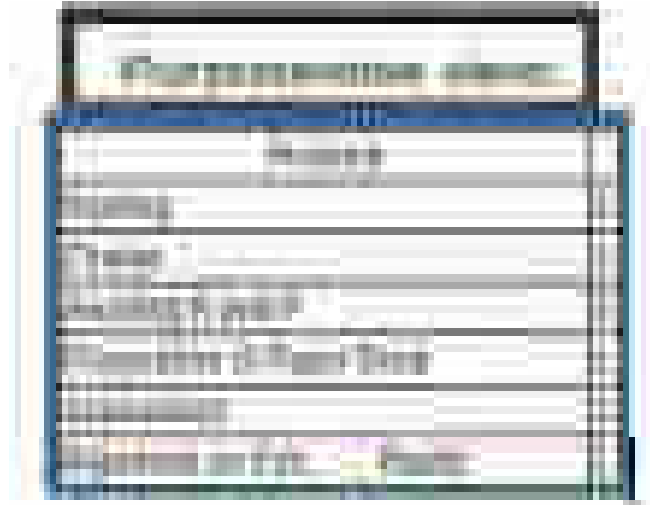

Once you click Daily proceeding it will open up the daily proceeding window as shown in the picture hereunder. You have to first select Civil/Criminal option through the radio button and only then the cases will appear in the drop box and then the case number has to be selected for posting the business



Step No 1 : Select Radio button
civil/criminal



<p>Step No 2: Select case number (the cases listed on the particular day alone will appear in the list)</p>	
<p>Step No 3: Once the case number is selected from the drop down box the party name will automatically appear</p>	
<p>Step No.4 : Once the case number is selected along with party name Today's purpose also appears which shows the stage of the case with the number of times on the same stage along with clour coding below (3) with green, more than three at amber colour and more than 6 times it comes with red colour indicating danger level!</p>	
<p>Step No 5: The proceeding window also auto generates pending duration like since how many months and days. All the auto generated data for the Judicial officer to take note before making granting the adjournment.</p>	
<p>Step No 5: Make entry of the day's happening in the business box</p>	
<p>Step No 6: select the reason for adjournments.</p>	

<p>Step No 7: And then select the next date of hearing by typing the date or by choosing from the calender</p>	
<p>Step No 8: Also select the purpose of listing. This data entry is a useful statistics which will generate the satge wise case details.</p>	
<p>Step No 9: Purposewise view is a new feature added under CIS 3.0 .Hence select the purposewise view .This is a time management tool whereby the Judicial officer can post cases effectively considering how many cases are pending on the same satge. For example to adjoun the case which is pending at the stage of arguments the Judicial officer can take note how many cases are already posted for arguments on the same date .</p>	
<p>Step No : 10 To dispose a case Select the disposal button ;Select the Date of decision; contested /uncontested and the nature of disposal only then we can get the accurate statistical report on disposal from CIS .</p>	

3.3 Case Proceedings

The case proceeding under Daily proceeding is referred in CIS as Business. And the daily proceeding has to be typed in the Box which is named as” Business” And if there is No business then that option can be clicked ..The following options need to be filled up in daily

proceeding

• Proceedings

• Presentee

• Conviction(in case of disposal)

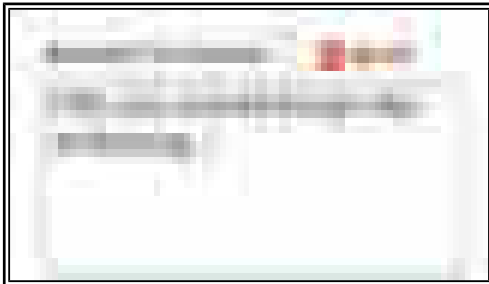
3.4 Business/ No business option

First under proceeding the daily proceeding has to be entered in the Rectangular box named as Business In the picture herewith at Business box the daily proceeding is posted as” Fresh Notice to R1 -----29.06.2018” If there is no business on



that day then check the box “No business”. When no business option is selected it mandates that the adjournment reason must be compulsorily entered That doesnt mean that for the cases in which business are entered there is no need to give the reason for adjournment. For all cases the reason for adjounmeent should be entered.

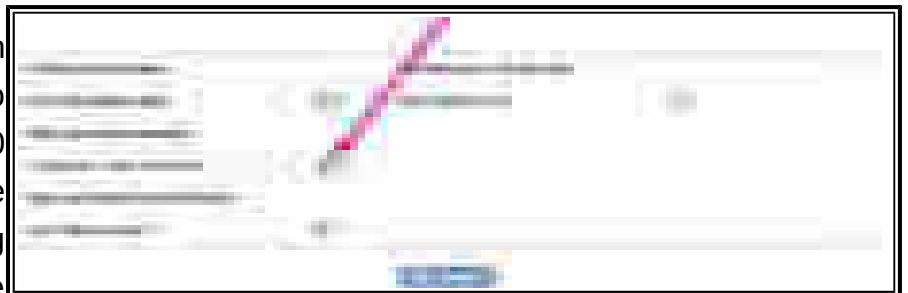
3.5 Proceeding through Video conferencing :



Nowadays lot of trials include proceedings through Video conferencing CIS 3.0 comes with the option to enter the proceedings under Video conferencing for which check the box “ on VC” and then enter the business as shown in the screen shot .

3.6 Presentees:

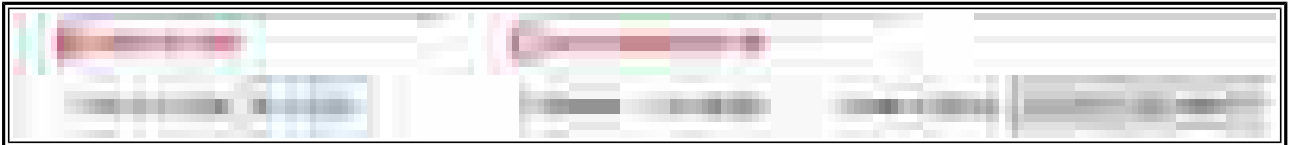
The presentee option available under CIS 2.0 is also made available under CIS 3.0 through which who were present on the date of hearing is updated. You can check the box to mark the presence of the parties as shown below.



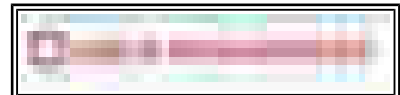
3.7 Conviction :



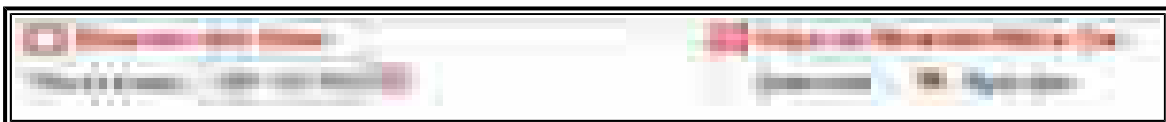
In case of a criminal case where conviction has been passed CIS 3.0 now comes with the option to record the conviction details which is yet another useful enhanced feature under CIS 3.0. The conviction tab as shown above will appear only after the case is disposed and the "dispose the case" check box is clicked.



3.8 Kept as Dormant / Sine Die cases



In the case proceeding page just beneath Short Order box there is a red colour option named Kept as Dormant / Sine Die. This option is used for cases for which date of adjournment cannot be given. For example in criminal cases where the presence of accused could not be secured after adopting all the remedies under the Code of Criminal Procedure, the Court can keep the case at a dormant stage. Similarly, whenever any Court has too many civil cases which are not ready for hearing and it is not possible to accommodate any more cases on the cause list, in such situation the Court has power to



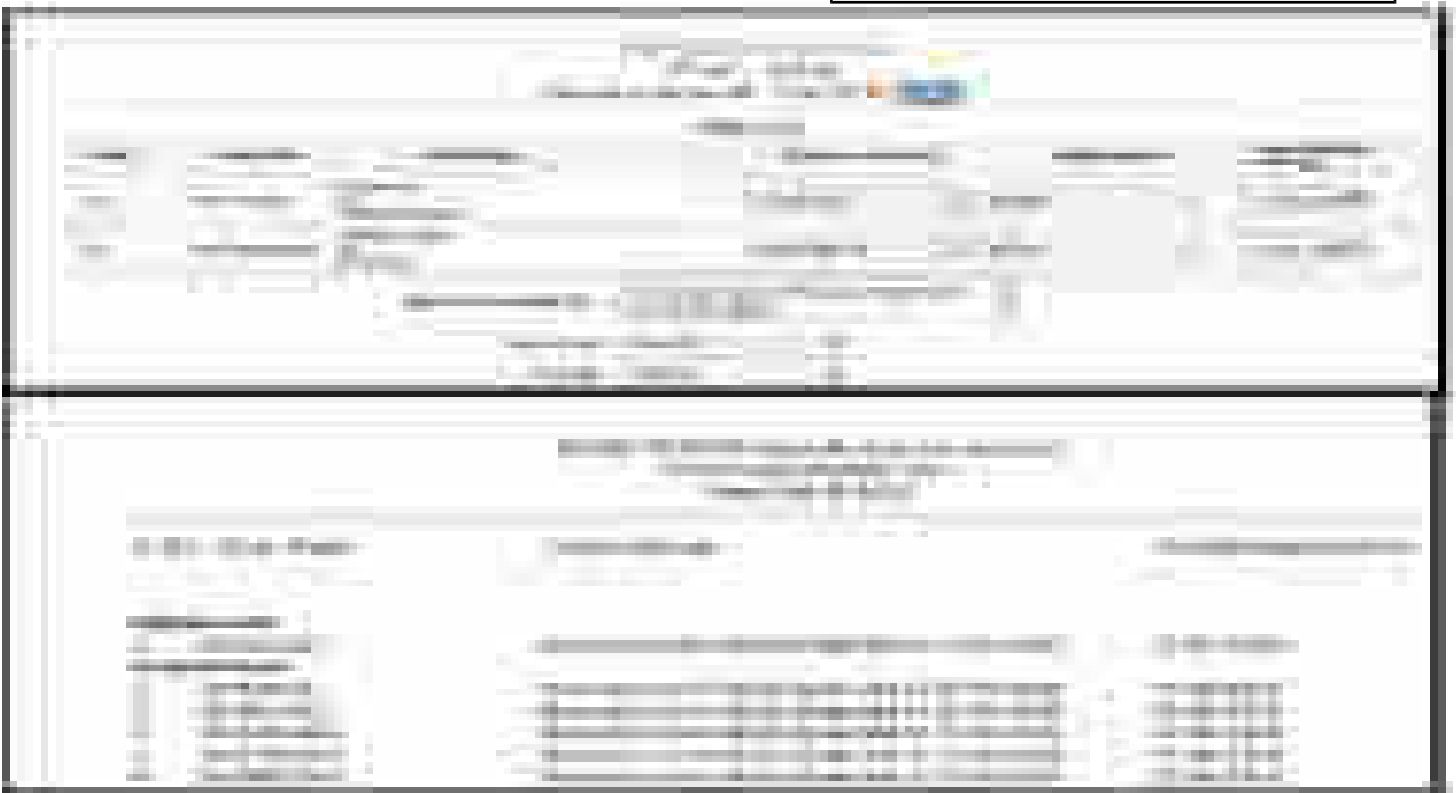
adjourn the case sine die. When you check the box of Kept as dormant or Sine die, then automatically 3 months date is given in the calendar and you have to choose whether the case is dormant or whether it is adjourned sine die. Then Click Next and submit. Then the

case becomes Dormant sine die .It can be updated and restored using the “Update Dormant/sine die” option available under court proceeding option.



3.9 Bulk proceedings :

Bulk proceeding option which was in CIS 2.0 now comes in CIS 3.0 with enhanced option of “ Apply date to all cases” to cater the need of the bulk posting for numerous cases. For example if declared holiday then the staff need not go and



type the same diary “Declared Holiday Hence reposted to “ .and similarly when there are

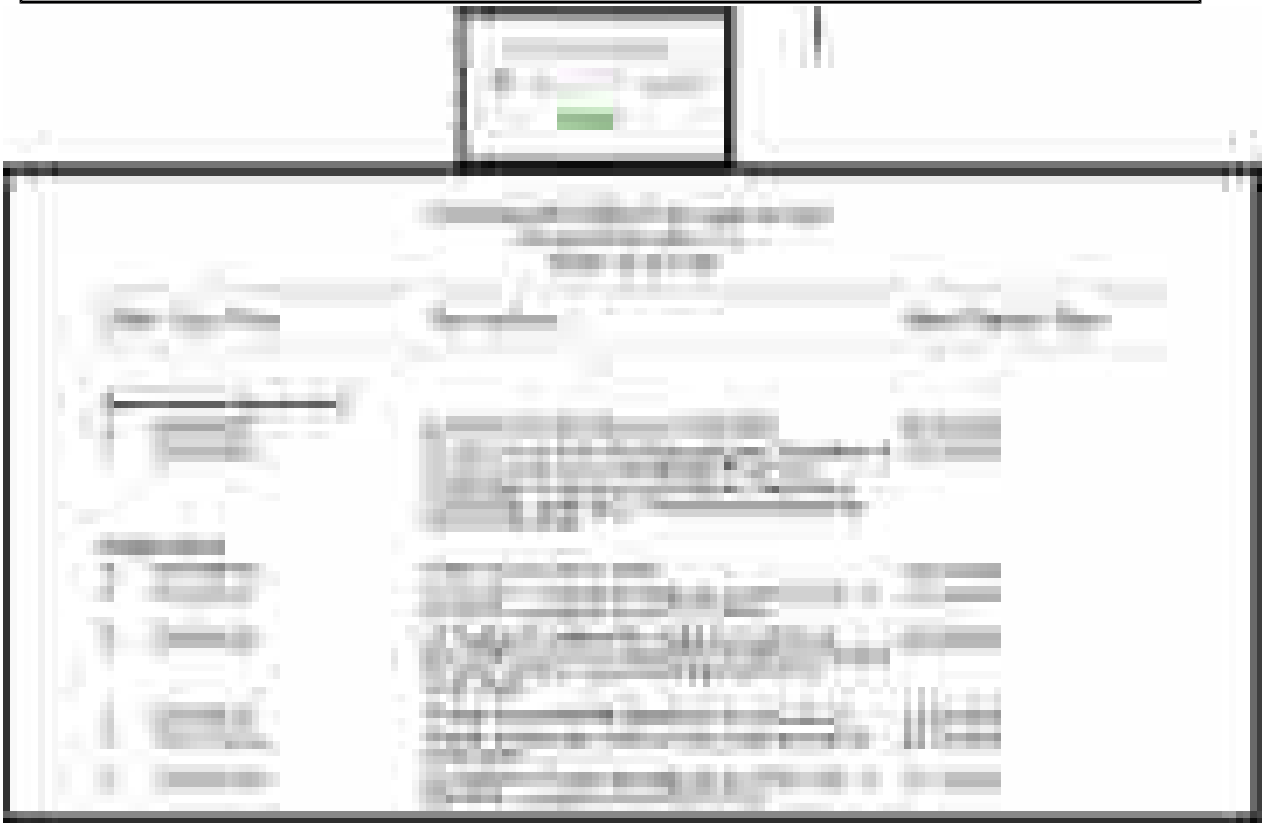
numerous cases with the same proceeding for example in batch cases or bulk transfer this option is very much useful. Apply date to all cases will give date to all cases . This must be used sparingly by the staff. This option is sometimes misused for posting cases to avoid undated cases which must be avoided by the staffs.

3.10 A Diary

In CIS 3.0
the word ROZNAMA
Replaced as A DIARY

In CIS 3.0 for A diary the word Roznama has been removed And it is mentioned simply as A diary which now becomes easy for common users to understand.Steps to generate A diary you can follow the following steps

On the Navigation pane ----->, click the court Proceeding menu----->click A diary



3.11 B Diary

B diary is a new option available under CIS 3.0 .It gives the entire diary for all the hearing dates in the case .To put it simply A diary gives the business or diary for a particular date but B diary gives the consolidation of the A diary for all dates. One can view the entire case dairy of all hearing dates of any case through B diary For example in the screen shot the B diary shows the case diary from 7 .04.2017 starting from trial because that bundle was received by Transfer at the stage of Trial and the Trial was commenced

for the said case from 07.04.2017.



3.12 Status of case Called / In progress/ completed



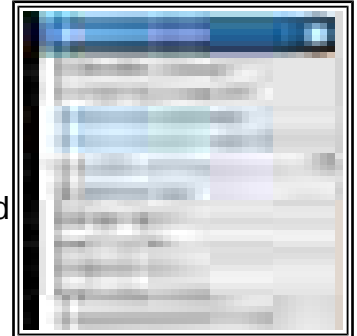
With display boards and Kiosk coming up in the courts the status of the cases are to be displayed outside court and it will show whether in calling or whether in progress or whether

completed In this feature, the system will display the number of Called Cases. To view the numbers of called cases select the Called check box. (Shown in the above figure which shows 1 Called case) and also shows the options In Progress/completed .With these

option one can mark the case as In Progress or completed.

3.13 Taken on Board (Advance hearing of a case)

When advance hearing petition is filed this taken on board option is used to advance hearing of the case to the current date



Step No 1:Go to navigation pane---> then select admin menu ---> Select Taken on board

Step 2. On Clicking “ Taken on board” ---> case type option will open up (as shown below) ---> select case type --> fill up case number, year .and case details as shown herewith * Important point to remember is to fill up the date of hearing as the current date.The next date of the selected case will be replaced by the current date. The case can then be viewed on the Daily Board/Cause list .Further proceedings in the court can be then filled up as usual



Step 3. Click Submit to save the data into the system. The system will display the message, “Taken on Board Successfully”

3.14 Recall of a case

Recall of a case can be used to recall a case for which daily proceedings has been posted but which need to be taken again on the same date .This option is used to modify or update the information of cases if you want to recall a case on the same day. In Daily Proceedings the modification facility is not provided. However, you can recall the case, on the same day, if the reasons provided are accepted by the court. For example, The Litigant appears in the court, but the advocate is not able to reach the court in time and hence the matter is adjourned. The Advocate can then request the court to recall the matter and open the proceedings again. The request



may be accepted by the court and the matter may be recalled. The Recall option is used to modify or edit the information of such cases. (Recall option check box is shown in the figure)

Select the check box of Recall.-->Select the radio button for Civil / Criminal case/Case No.--> Today's Purpose displayed automatically --> The business can be modified and entered

3.14.1 Difference between recall and Taken on Board

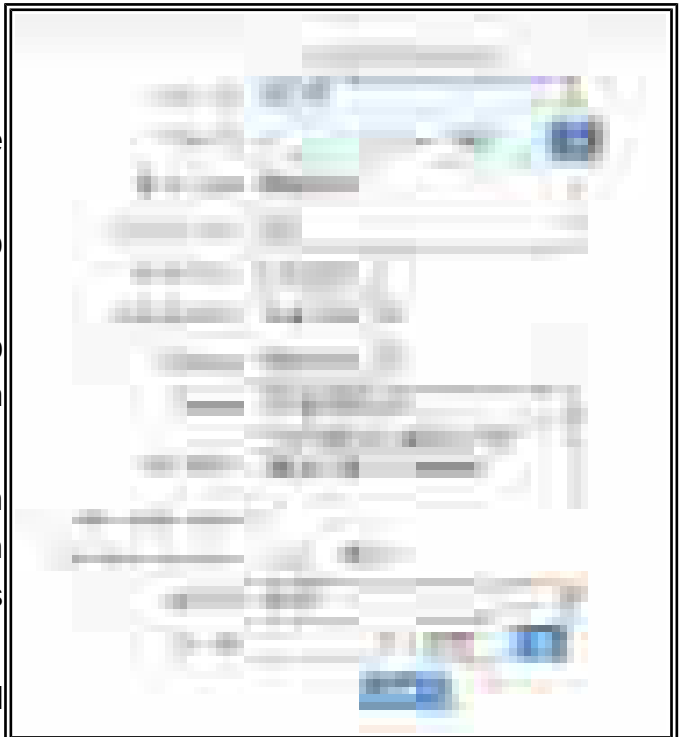
Recall of case is used to recall the case posted on the same date it cannot be used to recall a case posted on some other date. But taken on board is used to advance the case posted on some other date. Taken on board comes into help when a case posted on some other date need to be advanced to a current date.

3.15 Restoration of the case

Go to navigation pane ---> then admin menu -----> restore case

To access the Case Restoration screen, follow the steps given below:

- On the Navigation pane, click the Admin menu.
- Then, click the Restore Case sub menu.
- When you click Restore Case sub menu, the Case Restoration screen is displayed.
- Fill up the details (There is option to restore by transfer which can also be exercised under this option)
- Click submit. The system will display the message, "Case Restored Successfully"



3.16 Refile Case

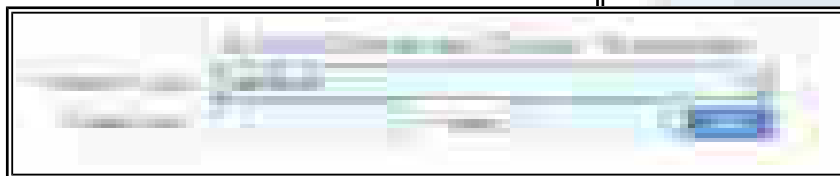
'Refile Case' option is used to refile the cases that are rejected during scrutiny. Select the Case Type and enter the Filing Number and Year of the case to be refiled. On clicking the "Go" button, the details of the case are displayed. Select the "Date of Refile" from the calendar. The rejected case resumes on refile with the same filing number. It is to be remembered that this option is available only to admin user and not to the ordinary users



3.17 Transfer of cases

Go to navigation pane--> select admin menu --> select transfer of cases

This option is used to transfer the case from one court to another, within the same establishment and out side establishment. This feature includes the options given below: (i) Individual Case Transfer; (ii) Bulk Transfer; (iii) Establishment Transfer

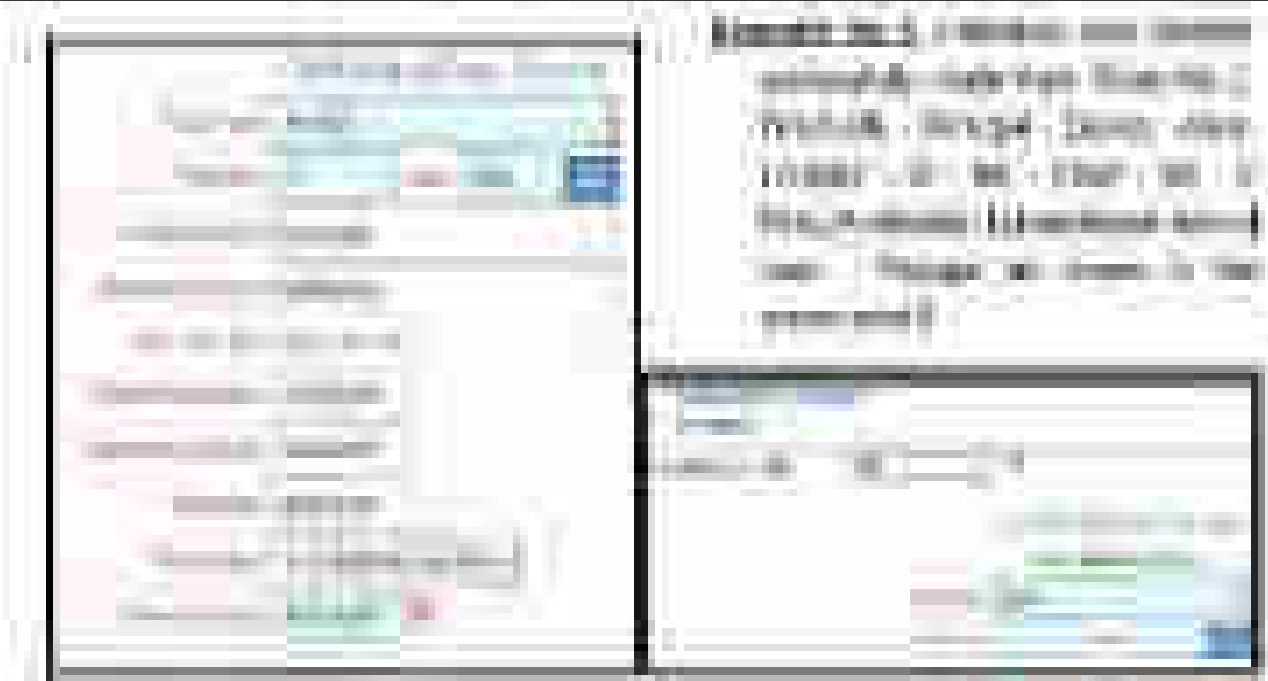


3.17.1 Individual case transfer

This option provides the facility to transfer an Individual case from one court to another court. To access the Civil/Criminal Individual Case Transfer , follow the steps given below:

On the Navigation pane, click the Admin menu-->.click the Transfer of Case --> click

Individual Case sub menu, the Civil/Criminal Case Transfer screen is displayed--> Select case Type,Enter the Case Number& year ---> click Go--->Enter further details as shown in the screen --->Click Submit to save the data into the system.--> The system will display the message, "Case Transferred Successfully"

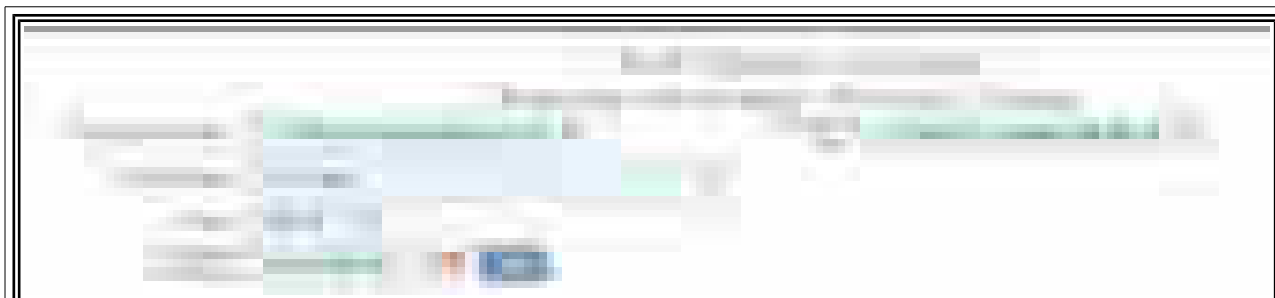


3.17.2 Bulk Transfer

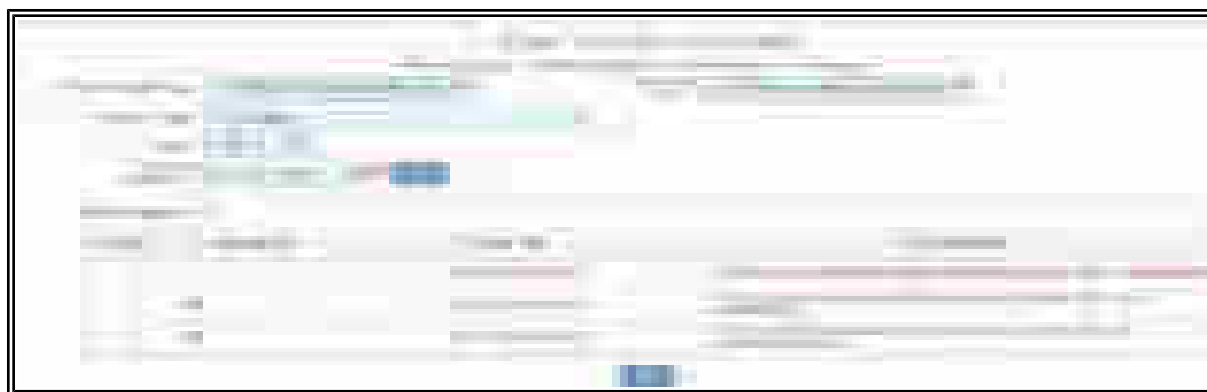
Bulk Transfer option are used to transfer Bulk cases from one court to another court. This Bulk transfer necessity arises in many occasion title When new courts are formed. For example a Special Court to try Motor Accident Cases or 138 Negotiable Instrument Act (Cheque cases) are formed, then the said Motor Accident Cases or 138 cases has tobe transferred in Bulk to new court. CIS.3.0 provides Bulk transfer option under the following four options

Example:Bulk Transfer of from court No 1 Mr.S.Karuppiah to Court No 2 Mr.A.Abdul Kadar based on case type(CC case):

Step No 1: Select from the Four options under Bulk Transfer (i) Case Type (ii) PoliceStation (iii) Act / Section;(iv) Nature



Step No 2: Select case Type to Transfer of 2 cases of CC Type and fill details Go



Step No 3 “2 Bulk Cases transferred successfully” message displayed

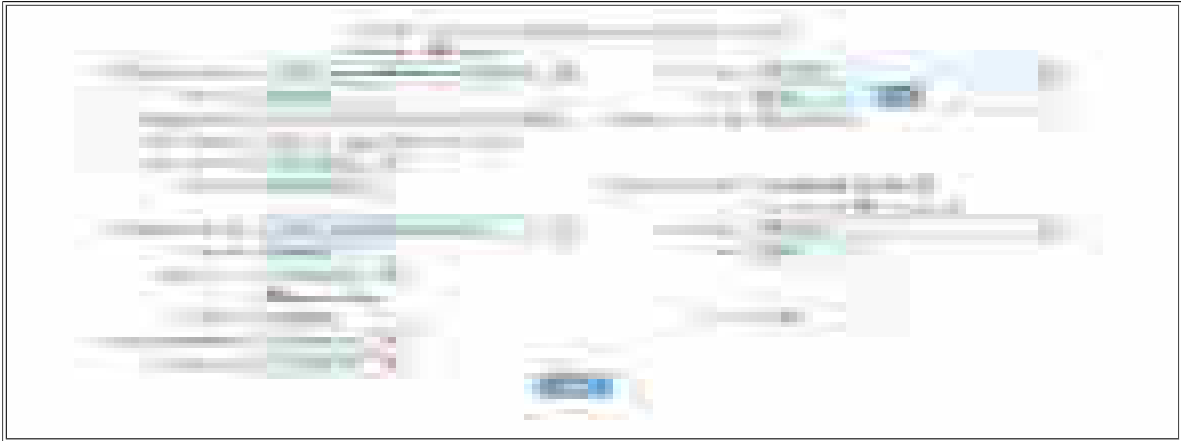


3.17.3 Establishment Transfer :

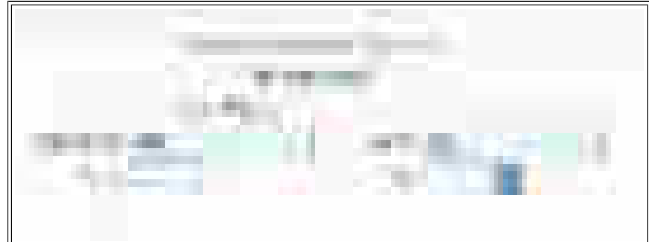
Transfer of cases done between establishments is dealt under this topic to test this Establishment transfer option a case was transferred from the Chief Judicial Magistrate Court with case number (STC.No.901558/2006) to the Additional Mahila Court as (STC.No.1/2018) After the case was transferred from Chief Judicial Magistrate Court the case status was shown "as case not allocated" and only after allocation the case is shown in the case proceeding of the Additional Mahila Court. The transfer was verified in

the Disposal report of Chief Judicial Magistrate Court and the institution report of Additional Mahila Court the same was successfully reflected. The steps involved in Establishment Transfer of case is shown hereunder

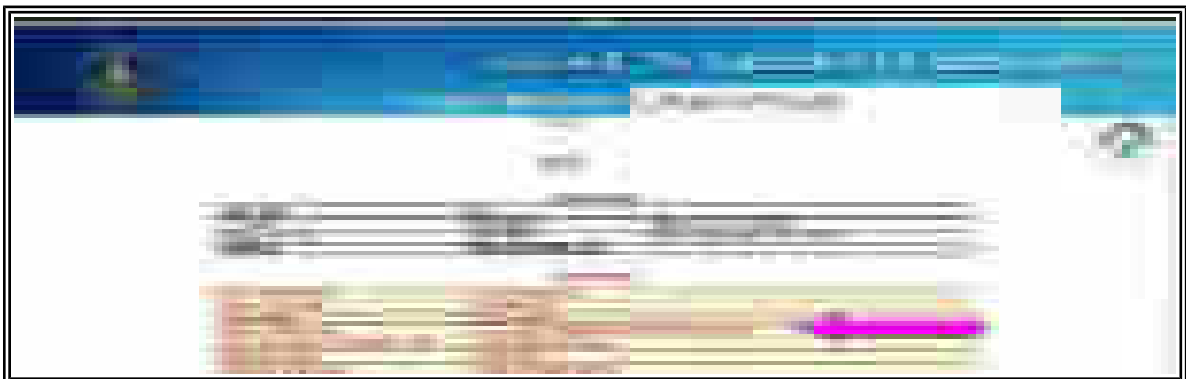
Step-I:- Transfer from (Court No.9) Chief Judicial Magistrate's Case No.901558/2006 to Additional Mahila Court as STC No. 1600320/2018 where by. enabling the the Register case option that case was numbered "2018" as case No.1/2018 and then give submit



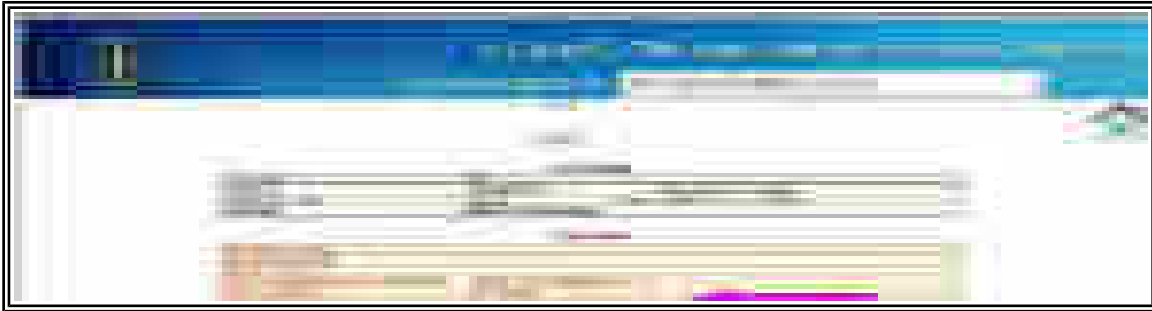
Step-2: After giving submit "Case transferred successfully" message received the case transferred from Chief Judicial Magistrate Court.



Step-3 : Verify in Kiosk case states of the case No.901558/2008 of Chief Judicial Magistrate court. It shows "**Transferred to other court**".



Step-4: Verify the cash status in the Additional Mahila Court it showed “Case not allocated “



Step-5 : Allocation of case to Additional Mahila Court. The Additional Mahila Court which was allocated the case reflects the case in the case proceedings from where the case can be continued as usual under CIS.

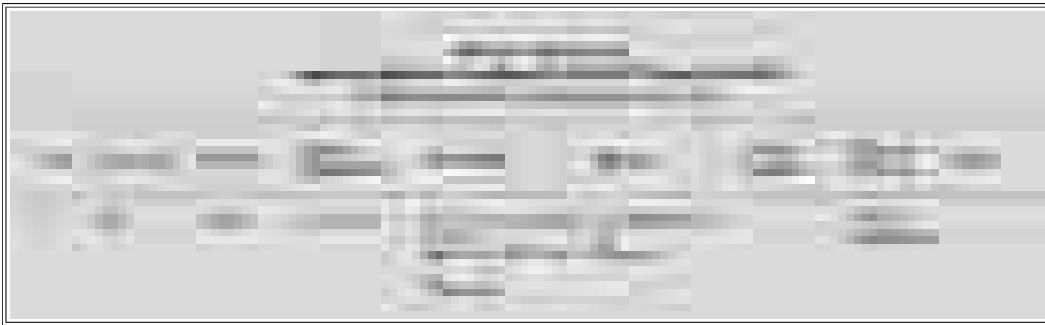


Step-6: The Transfer status verified from the disposal register of the CJM Court from where the case was transferred to the Additional Mahila Court.



Step-7 :The Transfer status verified from the Institution Register of the Additional Mahil Court to which the case was transferred The screen shot showing the Institution entry of

the transferred case is enclosed herewith.

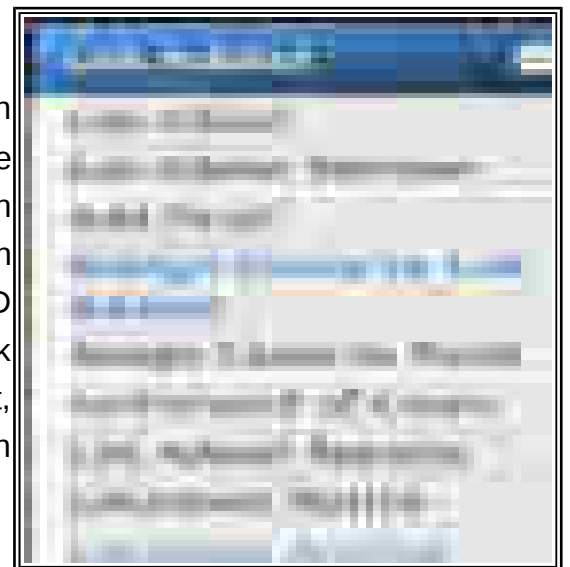


Step-8 :The criminal cause list of the court to which the case was transferred also shown here.



3.18 Lok Adalat

Under CIS 3.0 the Lok Adalat option has been enhanced with many key features considering the importance of Alternate Dispute Resolution mechanism in the Indian Judiciary. Lok Adalat option comes with option for adding ID for Lok Adalat, ID for Lok Adalat member, ID for Lok Adalat panel. CIS 3.0 has also enhanced Lok Adalat with features of assigning cases to Lok Adalat, panel and generation of Reports. The Lok Adalat option are captured in the screen shot shown herewith.



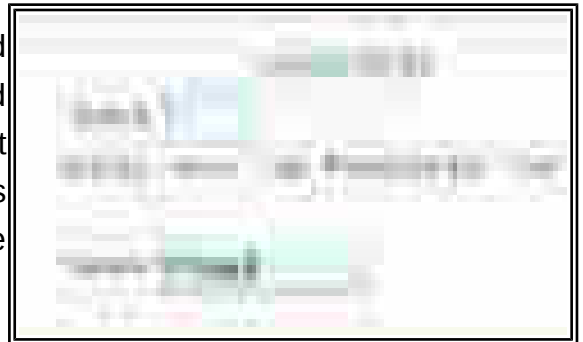
3.18.1 Lok Adalat ID

Varieties of Lok Adalat are held in courts and under this Lok Adalat option ID can be created separately for National Lok Adalat, State Lok Adalat, District Lok Adalat, Taluk level lok adalats under CIS 3.0 which is shown hereunder.



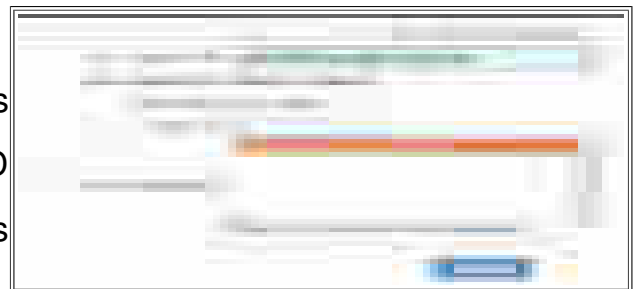
3.18.2 Lok Adalat Member

Similarly Lok adalat member can be created under four types 1) Advocate 2) Judge 3) Retired Judicial Officer and 4) others. Once this Lok Adalat list of members is updated under CIS 3.0 the cases can be referred to the particular member type. The lok adalat member screen shot is shown herewith.

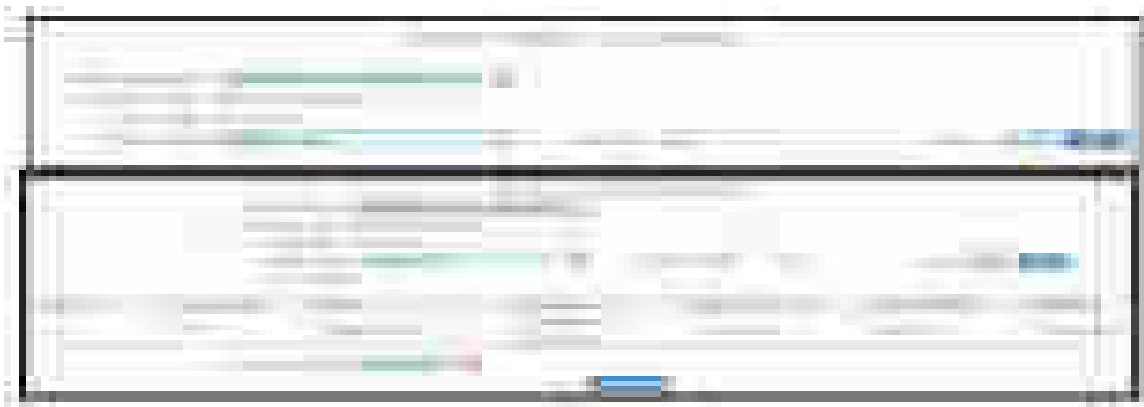


3.18.3 Lok Adalat panel:

For every Lok Adalat different panels can be created under CIS 3.0 with panel ID and with specified Panel members



3.18.4. Assign cases to Lok Adalat

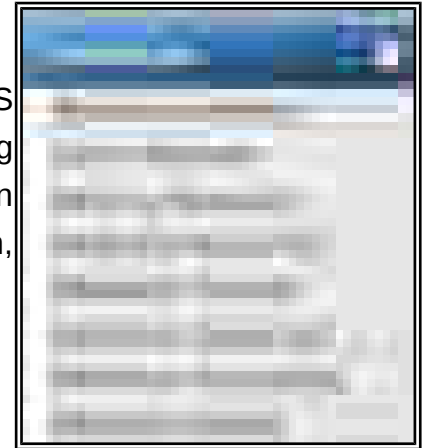


Under this option the user must choose the lok adalat ID and the case which is to be referred. To assign the check the box as shown herewith. If Lok adalat ID is not created this option may not work. The list of assigned cases can also be generated under CIS 3.0 as shown in the screen shot herewith

3.19 Mediation

With ADR gaining big momentum in our Indian Judiciary ,CIS 3.0 comes with more detailed options to face the every increasing Alternate Dispute Mechanism,(ADR) . Now under Mediation option one can update Mediation members list, Refer to mediation, allocation of cases to mediation, Mediation reports .

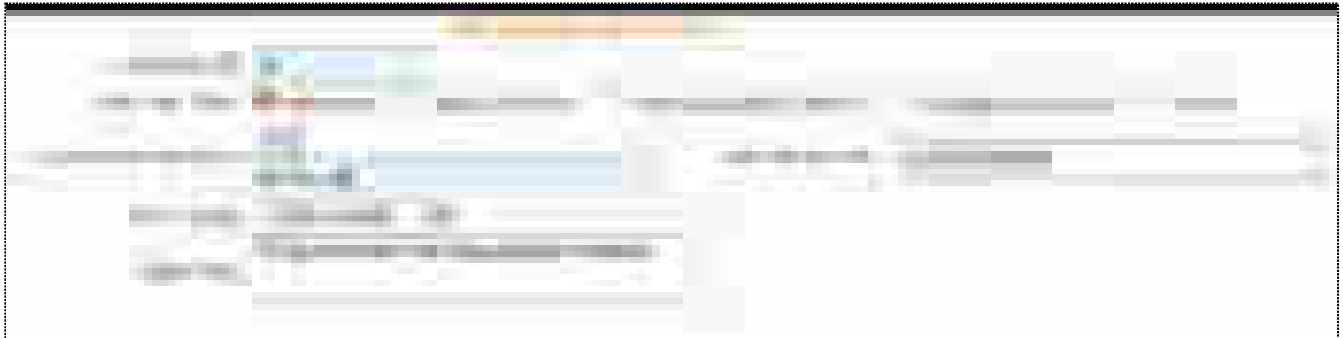
Go to the Navigation pane----> click the Mediation menu



3.19.1 Mediation Member

By using this option under CIS 3.0 one can add the panel Member name. The Mediation member option provides for member types which includes Advocate, Judicial Officer, Retired Judicial Officer, Marriage counsellors and others. Each of the mediation member will have details of the field of expertise under CIS 3.0 whereby while referring to mediation the Judicial officer can refer the cases to the expert mediation members.

Go to the Navigation pane----> click the Mediation menu---->Click Mediation member cases and can be referred to the.particulars mediation member

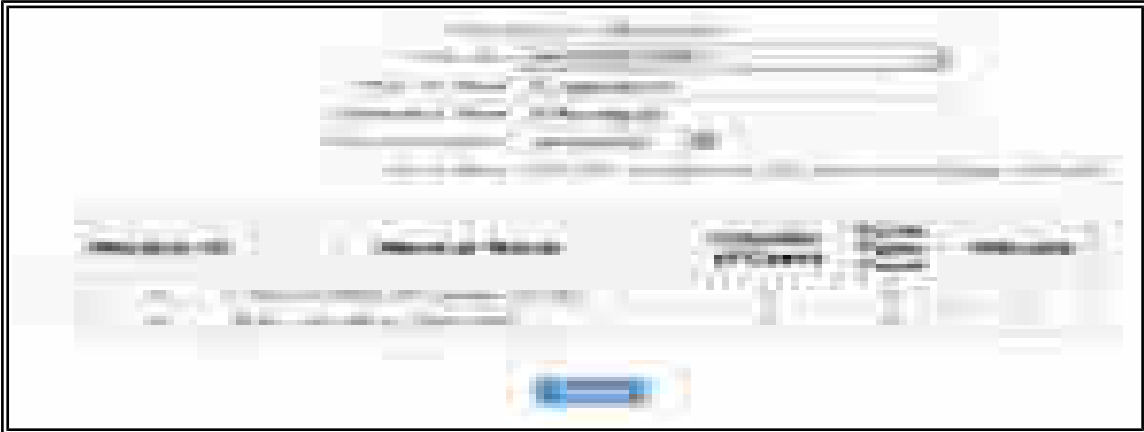


3.19.2 Refer to Mediation

To refer the case for Mediation this option of refer to mediation is used

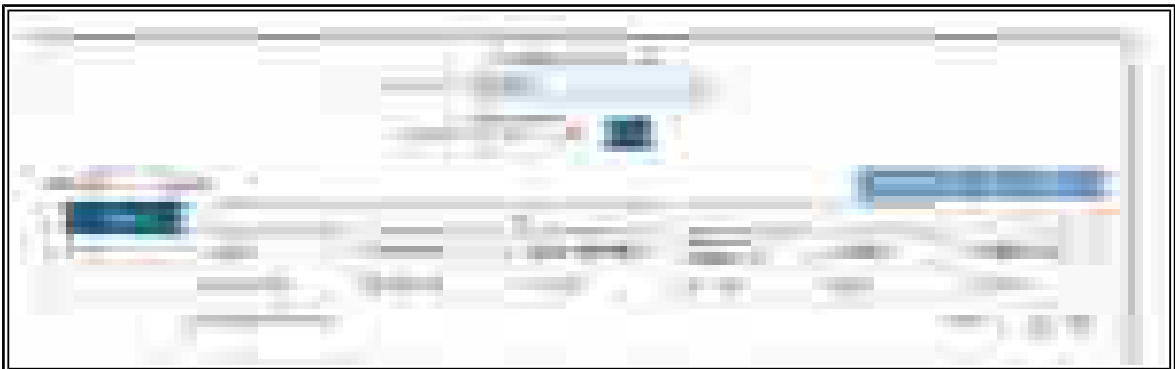


3.19.3 Mediation allocation

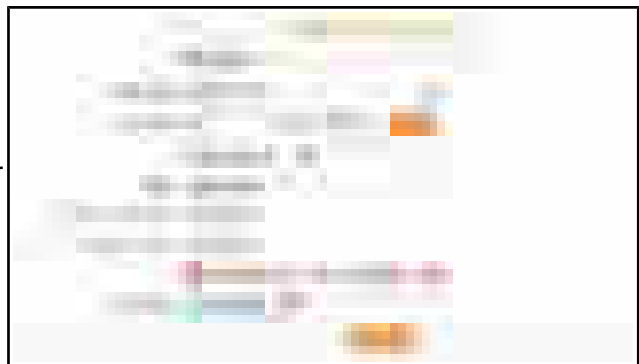


When a case is referred to mediation the next question which arises is who are the mediators? To decide the mediators the mediation allocation option is used and cases are allocated to the selected mediation members

3.19.4 Mediation cause list



3.19.5 Mediation proceedings Once case is referred for mediation and after the said reference, the mediation proceedings takes place. When the referred case is adjourned then it is recorded in the Next date option under this option. There is also an option for returning the case to the mediation cell or Recall the case for further proceedings.



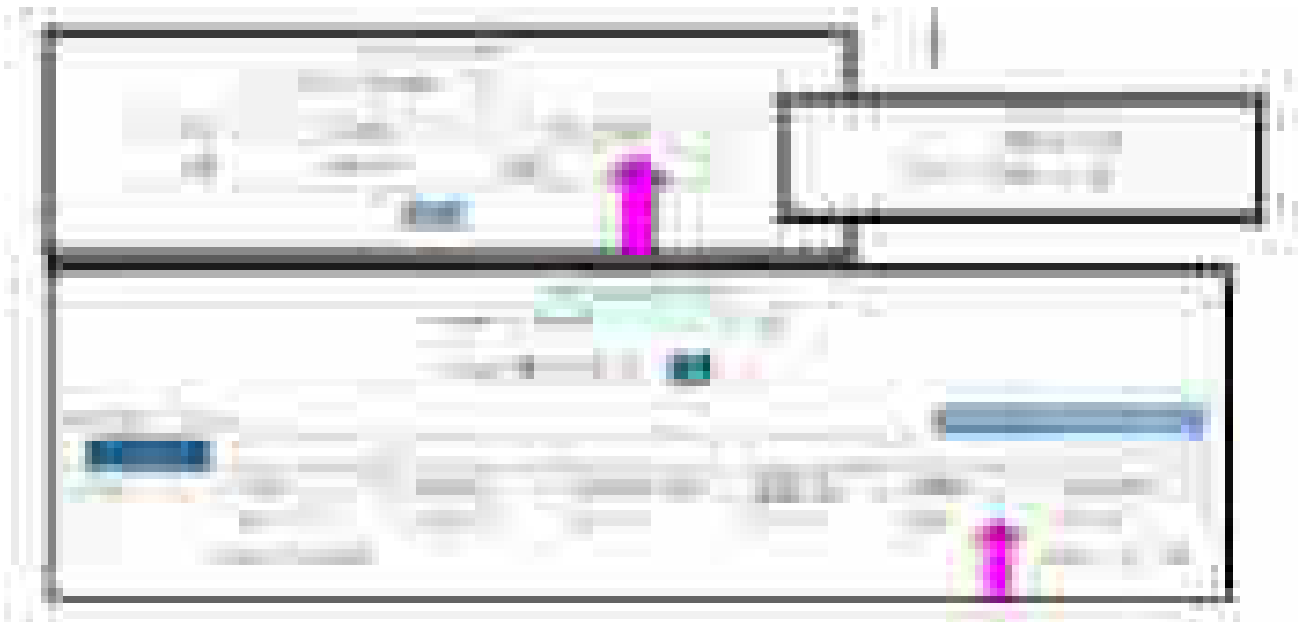
3.19.7 Mediation Report:

Mediation Report is an important option whereby the details of the list of cases referred and with the status of referred cases can be generated as shown herewith.



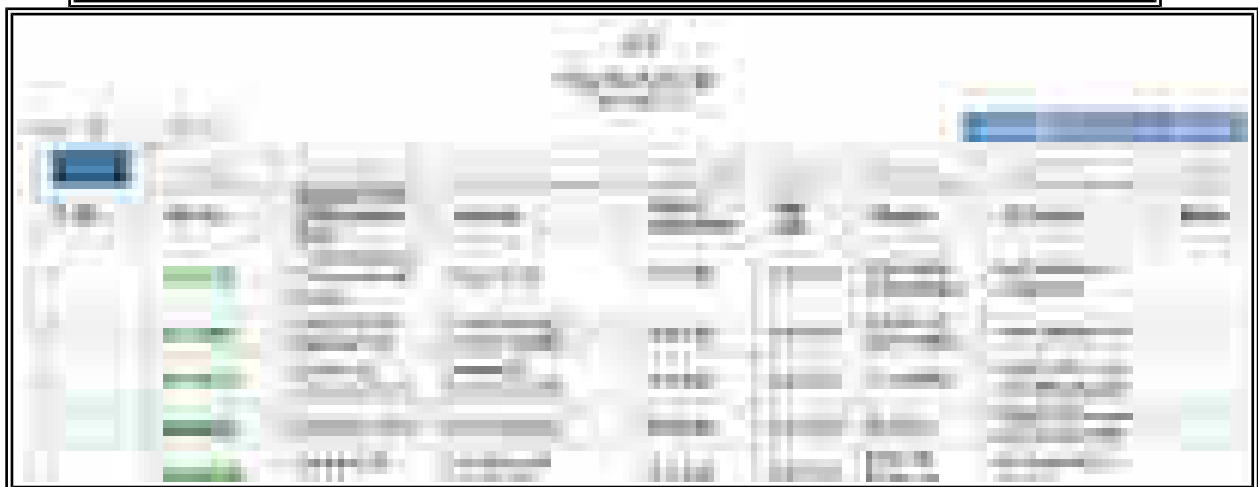
3.19.7 Mediation Transfer:

Mediation transfer is an important option whereby the cases referred for mediation can be transferred within the mediators. Once the mediation case is transferred from one mediator to another it can be checked through the mediation cause list which shows the current status of the mediation case.



3.20 Query builder

The Query Builder is used to generate queries on filling up the given fields and generating reports dynamically .In Query Builder, you can build a Reports within seconds for Civil cases, Criminal cases, or a single Query for Both the case types. You can get the reports instantly by dynamically specifying the parameters. It is useful to create exclusive reports according to the needs by specifying field and to get reports other than the standard reports available inbuilt in CIS. It is a real akshayapatra where innumerable reports on various probabilities can be created.



3.21. Caveat search option

In civil courts searching caveats is an important work . Now the said caveat search can be done with four options (I)



anywhere, (ii) Starting with, (iii) subordinate court,(iv) caveat no. The example screenshot shows the caveat search using caveat number 1/2018 which shows the search result

3.22 Litigant status

Go to Navigation Pane -->Select Litigant Updation---> select Litigant status

Now under CIS 3.0 comes with updating the litigant status. For example if a plaintiff in a case dies, now there is option to update the litigant status as dead , Absconding ,Abated, Quashed etc



3.23 Legal heir addition

Go to Navigation Pane -->Select Litigant Updation---> select Legalheir addition

Under Litigant updation the most important feature is the addition of legal heir.Once the litigant status is updated as dead then the next question which arises is that how to add the legal heirs.The answer is provided under CIS 3.0 through legal heir addition. First under Legal heir notification option one need to file up the details of the case and the party for

whom legal heir to be added and then click submit; then under legal heir addition the details of the heirs to be filed up and the legal heirs details can be added successfully.



3.24 Witness Information

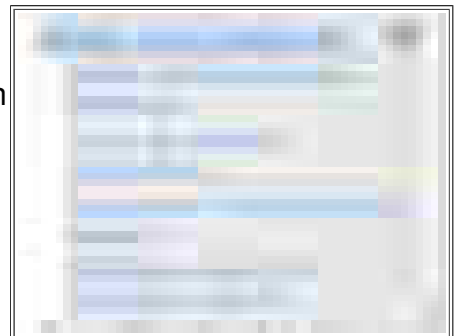
Go to Navigation Pane -->Select Litigant Updation---> select Witness information

Under CIS 3.0 we can now keep track of the list of witnesses examined in a case. To use this option go to Naviation pane---> then select the Litigant updation-----> then choose witness information option and fill up the details of the witness then we can get the list of witnesses as shown in the screen shot

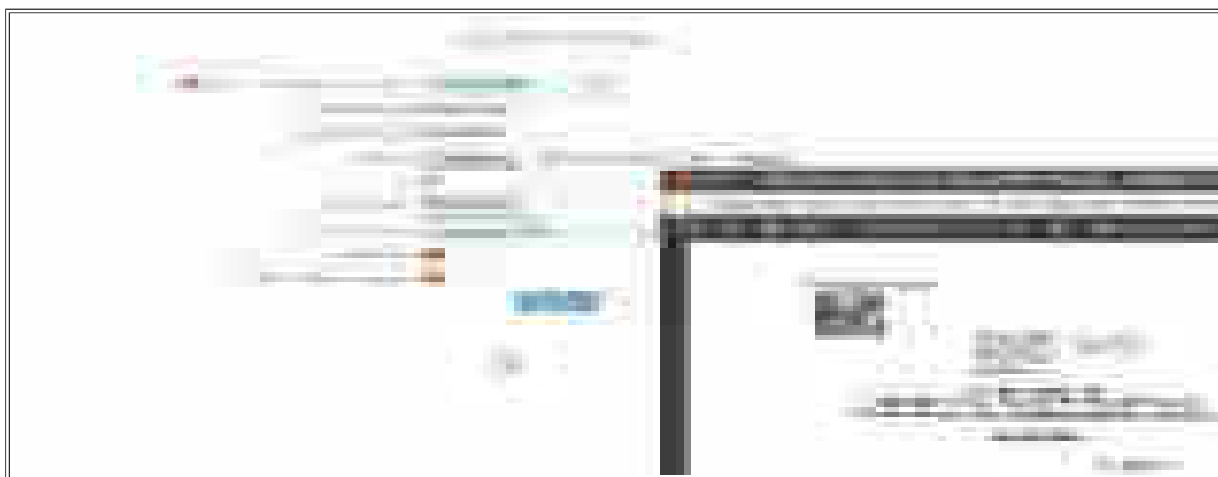


3.25 ORDER/JUDGMENT UPLOADING

The order Judgment uploading under CIS 3.0 comes with an upgraded option of preview feature and reportable option as shown in the screen short below



3. Go to Navigation pane select court proceedings-Select order Judgment uploading then fill up the cases in the dialogue box shown – select the click browse -select PDF formatted Judgment / order from the computer – after PDF document is attached – verify in the preview option and then select the options under reportable and order in local language and click upload



3.26 Case conversion

Go to Navigation Pane--> click Admin menu -->Select proceeding modification-> select case conversion (or) Type case conversion in the search box directly

When the type of case is wrongly entered and if the type of case need to be changed then case conversion option under CIS 3.0 can be utilized for example if a case as EP has been wrongly entered as OS then using this option it can be converted in to the current case type using this option



3.27.Split cases.

For criminal cases sometimes in case of number of accused and if NBW is pending for one person Judicial orders are passed for splitting the case for proceeding with the accused who are present in the case and to separate the case against whom NBW is pending. In such case split case option is useful and it is a new feature under CIS 3.0 Eg:- In SC.11/2017 there are two accused and one accused is absconding. Hence case against the absconding accused is split separately as SC.86/16

Go to Navigation pane – select admin menu select proceeding modification select split case option (or) directly type split case in the search box which will show the split case option.

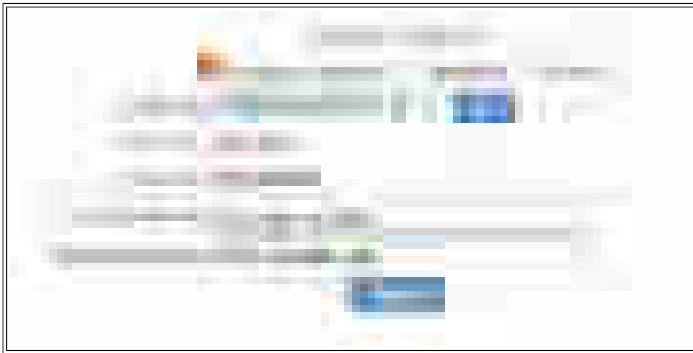


3.28 Delete case

Go to Navigation Pane--> click Admin menu -->Select proceeding modification-> select Delete case (or) Type Delete case in the search box directly

Under CIS.3.0 under admin menu the delete case option is provided. Cases can be deleted using three options based on the filing number, Caveat Number, IA No. This delete case option must be used with caution and hence

it is assigned under the admin function. The Judicial Officer can ensure to fix the responsibility on specific person to do this admin function only after getting Judicial order or office note order from the concerned Judge. Because lot of live statistics are created based on the entries made in the court. Hence any case deleted will have an impact on the said statistics. Hence this option need to be utilized with caution.



-----Continue to explore other interesting Daily usage options under CIS 3.0----

4. e Filing

4.1 Introduction:-

The dream of E filing for the District Judiciary has come true with CIS 3.0. The concept of E filing under CIS 3.0 to put it in simple words is that the digital filing by an advocate or party in person is filed through a separate eFiling portal from where after verification and preliminary scrutiny it is transferred to CIS and the said efiled data is consumed under CIS 3.0 .So as far as CIS 3.0 is concerned the work under CIS 3.0 starts only when the efiled case data is consumed under CIS and then the usual procedure of scrutiny by raising objection, Rejection,Registration, allocation is done. In this chapter the stages of e filing cases where it is done and how the digital case content is consumed under CIS 3.0 is dealt herewith

4.2 Two stages of eFiling

- (I) eFiling cases through Online portal (www.eFiling.eCourts.gov.in)
- (ii) Consuming data by CIS 3.0 from the on- line eFiling portal

4.3 eFiling option under CIS 3.0

CIS 3.0 comes with the new eFiling option. There is no direct eFiling of case into CIS3.0 .But cases are filed in an online portal from where under the consume data option the efiled content will be consumed by CIS 3.0 and then it will be scrutinized like any other cases going through the stage of FORA. The other visionary options like e witness, victim,e plead guilty and e fir are also inbuilt under CIS 3.0 .



4.4 . Consume Data option under CIS 3.0

The consume data option under eFiling is provided under the CIS 3.0 for consuming the efiled cases from the online portal. There is no direct eFiling of cases into the CIS ,because if the registered users are allowed to make direct filing into CIS software it may affect the security and the speed of the software. Hence at present a separate eFiling portal is allocated whereby registered user make the eFiling and it is consumed into CIS

under this consume data -eFiling option Under CIS 3.0 Consume data option is provided



which is a visionary option proposed for consuming datas under six heads.

4.4.1. Consume Data -E filing

Under the first option of consume data i.e eFiling option the cases filed in the efiled portal will be consumed under CIS 3.0.

4.4.2 E filing view Document option

There is another option e filing view document option under the consume data option in CIS 3.0. Under this option the great move of integrating the court datas has been proposed. For example if an appellate court wants to view the trial court data then it can use the option of eFiling view document option. This option enables the much needed vertical and horizontal integration of court datas under CIS 3.0

4.4.3 PDE (Public Data Entry) – Consume Data

Under this visionary option it is proposed that the litigants will be able to make Public case data entry from their home and which will be consumed through CIS and through the consume data option through CIS 3.0 it will reach the respective courts.

4.4.4 Plead guilty- Consume Data

Under this plead guilty option under consume data option in CIS 3.0 one will be able to plead guilty and deposit fine online and the said data will be consumed through CIS 3.0. This is already tested successfully in Karnataka

4.4.5 FIR data- Consume Data

Under FIR Data consume data option, the day is not far when the FIR registered in the Police Station will be consumed immediately by the courts and reflected in the court data through this option.

4.4.6 N-STEP – (National Service and Tracking of Electronic Processes) eSummons Portal:

The N-STEP application will track the status of process of the Courts. Court Process can be served through smart phones. The NIC Pune team has prepared the eSummons software application for use through smart phones. This is a most welcome feature which is surely going to curb all the delays involved in the process service. By using this option, courts will be able to digitally track the service of electronic process which is generated and published through CIS 3.0: The web portal is being launched for monitoring the status of processes at www.nstep.eCourts.gov.in

4.4.7 RTO- Consume Data

Just imagine, if the vehicle number is typed the data of driving license, vehicle number, insurance all are fetched in the court. With that vision this RTO option included under Consume data option. This is a sure time saving tool for the courts.

4.5 Extracting e-filed cases :

As already stated above the e filed cases from the online portal is consumed through CIS 3.0 under this option of "e-filing" Under this option two options are available for extracting the e filed cases from the e filed web portal.

(i) Filing number (ii) Select data .The screen shot herewith shows the choosing of both the options . By selecting filing number option and from date to date option. The efiled case is extracted into CIS 3.0.



4.6 Verification / Rejection of e filed cases under CIS 3.0

Once the e filed case is extracted under CIS 3.0 using the e filing number then the e filed case goes through the stage of verification and if it is in order then " Submit" option is chosen or else the Reject option to be chosen.

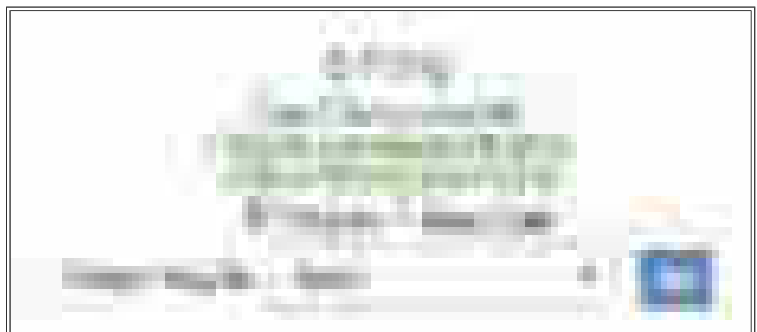


Once it is verified then the CIS staff must choose Civil/Criminal and also the Case Type as shown in the screenshot herewith.

4.7 Filing number generated under CIS 3.0

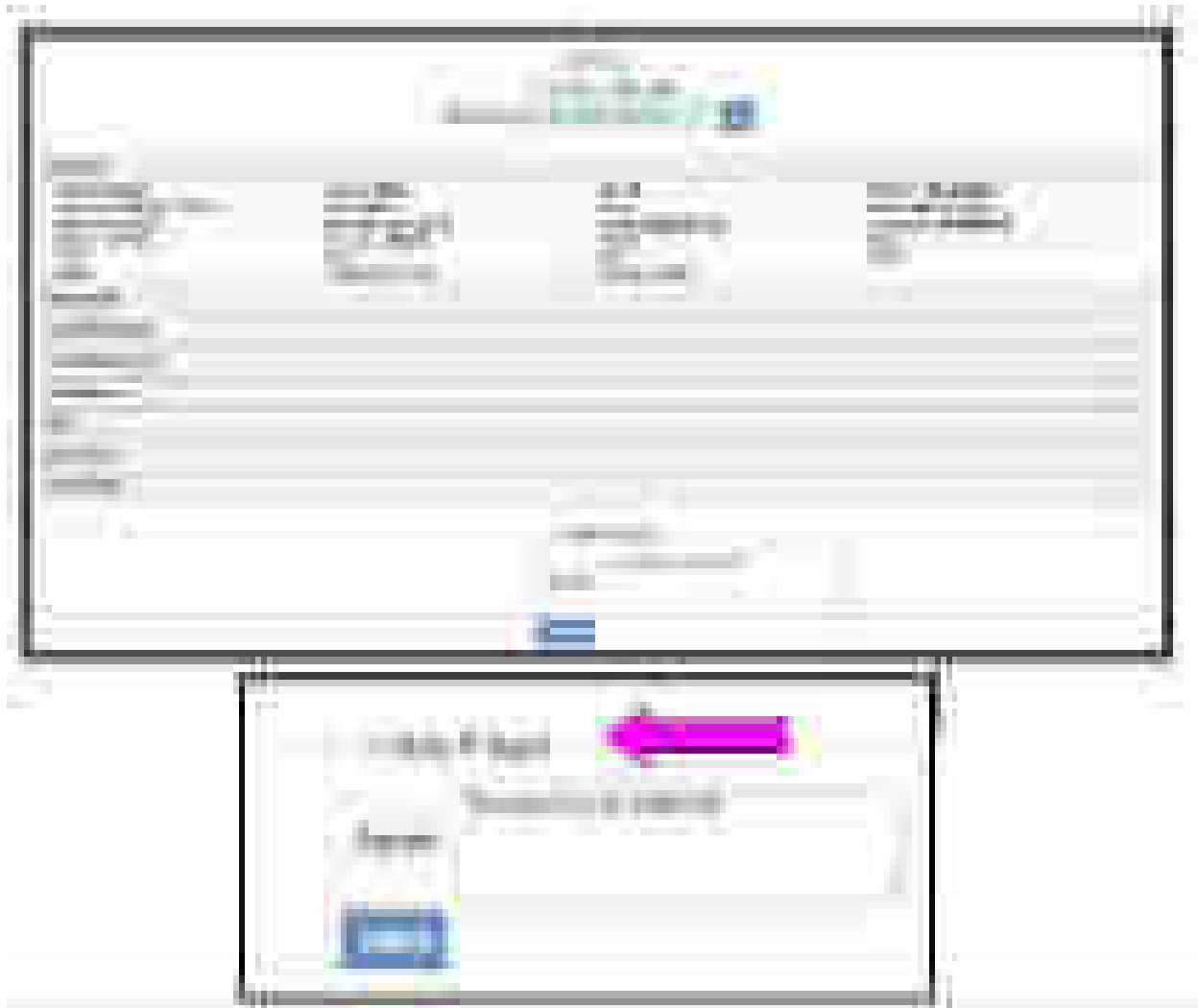
Once the e-filed case is verified and the case nature assigned then the filing number is generated as shown in the screenshot “ **Filing No: Civil Appeal/416/2018**”

Thus the e filed case content is consumed under the CIS 3.0 and it is given a separate filing number under CIS 3.0.



4.8 Rejection of e filed case under CIS 3.0

If during verification under CIS 3.0 if the e- filed case is not in order then the rejected option is chosen and Rejection remarks are made in the box and the e filed case is rejected under CIS 3.0



4.9 Online eFiling portal (www.efiling.eCourts.gov.in):

After reading about the process of consuming data of efiled cases under CIS 3.0 one will surely become curious to know where the eFiling is done and how it works. To satisfy the curiosity of the readers the various options available under eFiling portal is discussed in brief. To put it simple for making eFiling an online portal has been created wherein registered users can login and make their eFiling at www.efiling.eCourts.gov.in

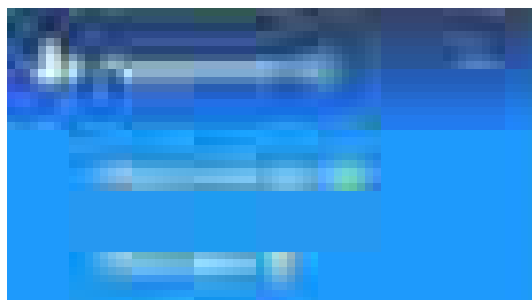
4.9.1 Login page of E filing portal

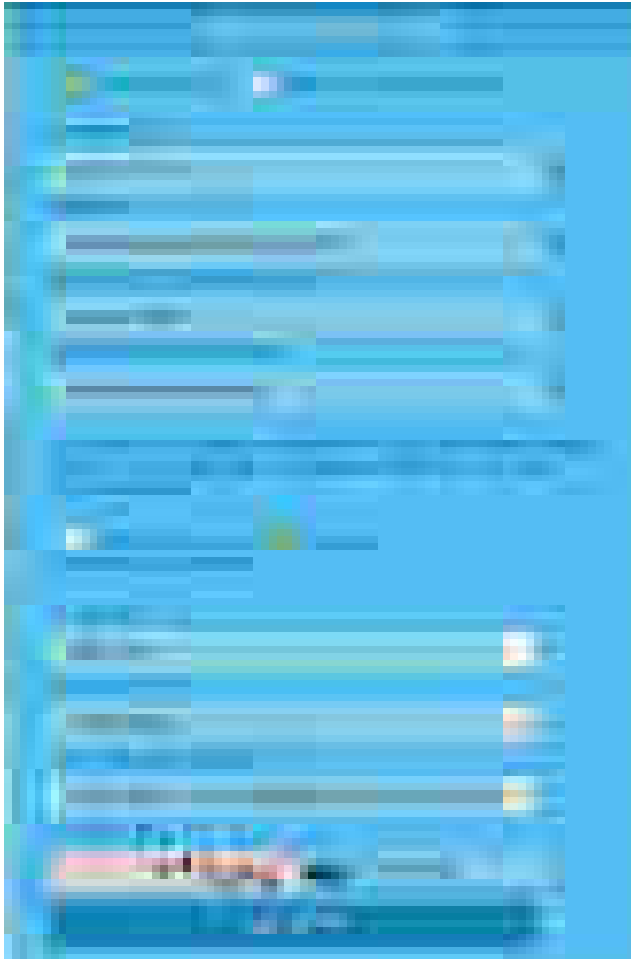
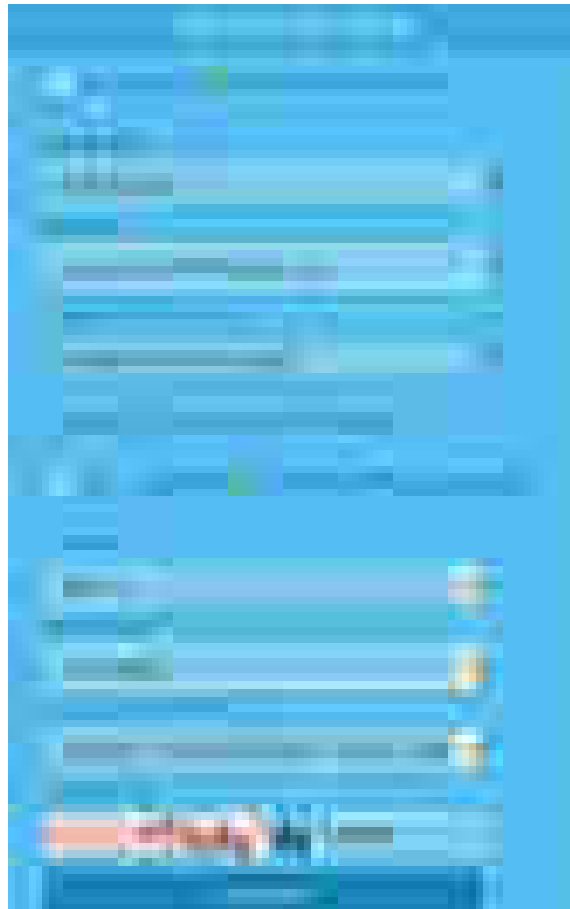


Under the online E filing portal only a register user can make E filing. The Register user can be an Advocate or party in person. The advocate or party in person who becomes the registered user alone can login using their user ID and efile the case .The screen shot of the login page is shown herewith.

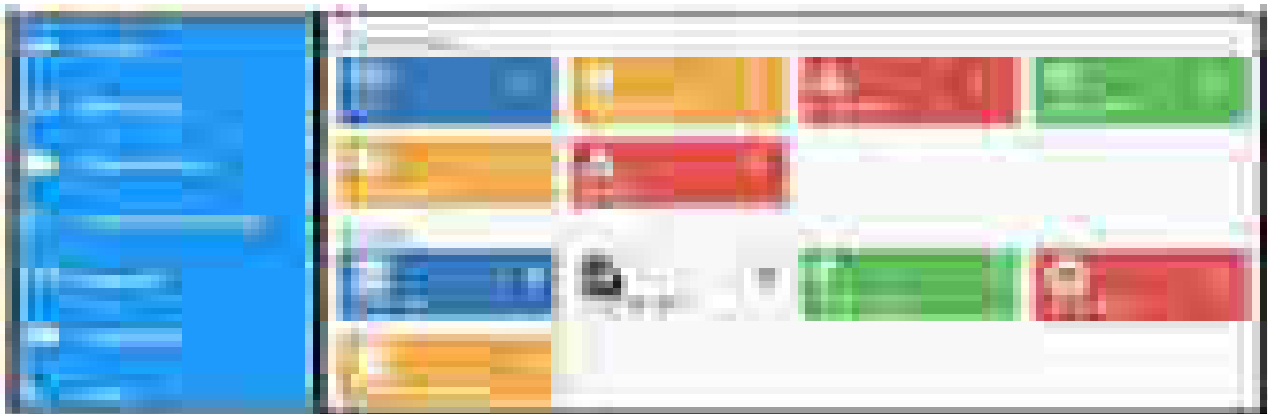
4.9.2 Registered user

The advocate and the party in person have to register an account under the eFiling portal to become a registered user.



4.9.2.1 Registration of An Advocate**4.9.2.2 Registration of party in person****4.9.3 Dash Board of e filing login**

Once a registered user login the dash board welcomes the user which



has the following option. Home,New Case,Documents,Deficit court fee,Report

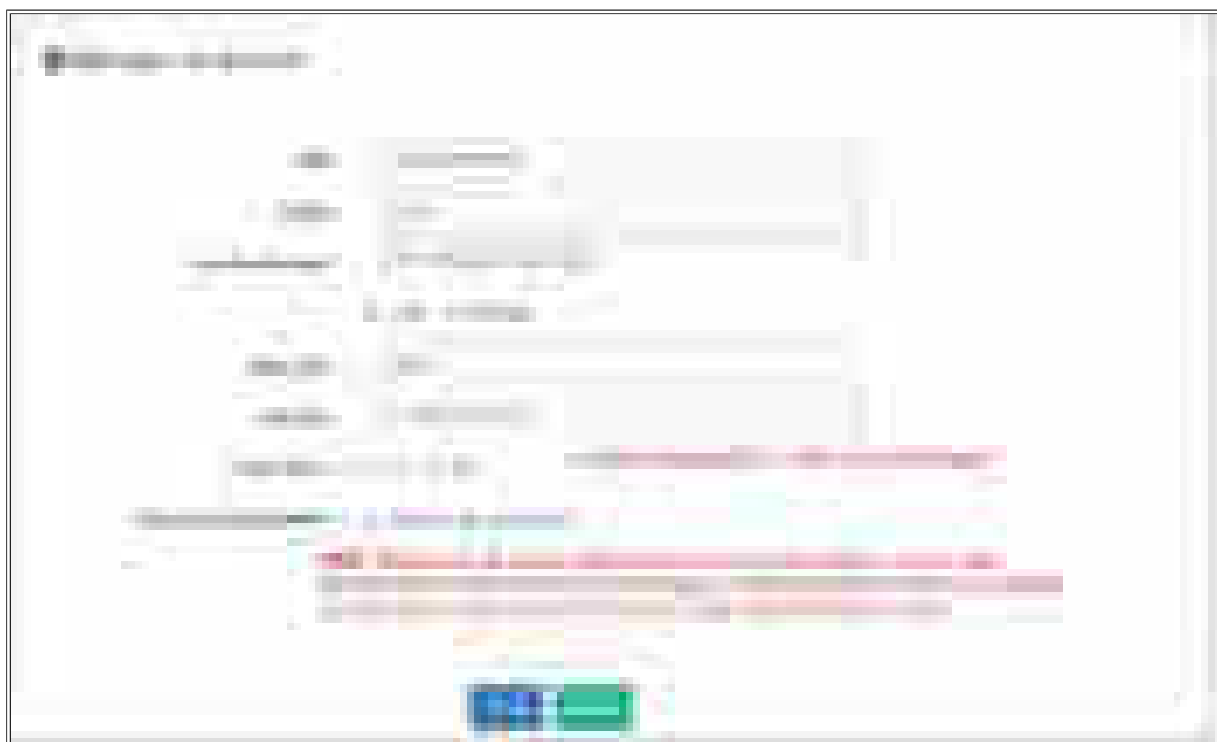
Contacts,Help.

4.9.4 E filing a New case under the online portal

Step 1 Become registered user Advocate / party in person

Step 2 Login with a registered user ID

Step 3 Choose New case option under dash board for filing a new case. And fill up the datas regarding for which court case is efiled.

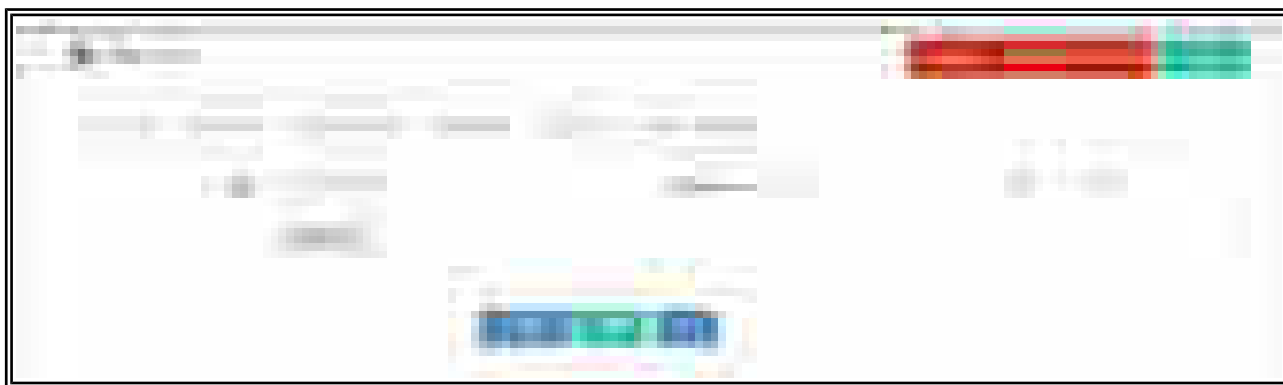


Step 4 Once new case option is choosen its opens up 6 digital forms which need to be filled up.

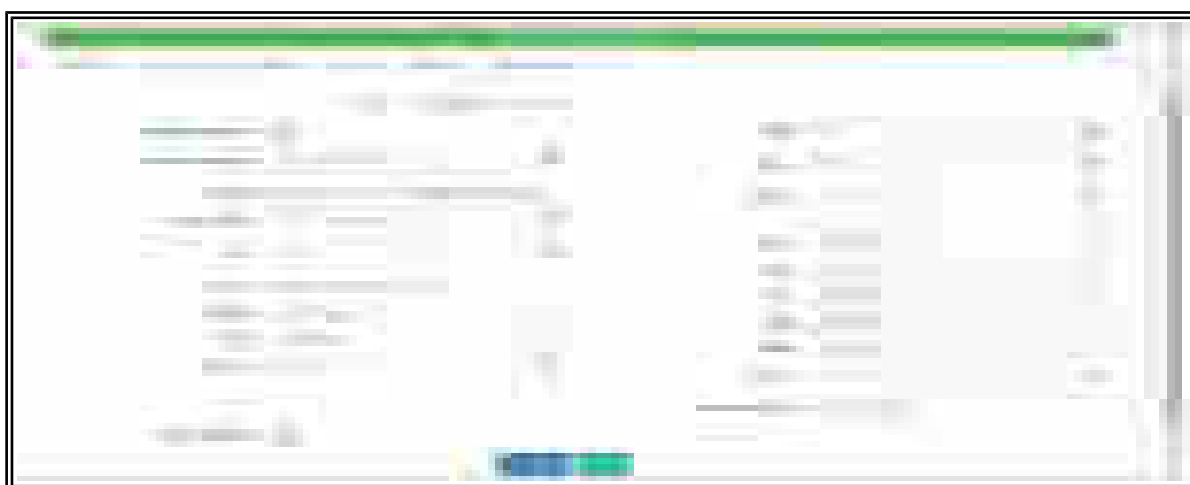
- (i) Petitioner form ;**
- (ii) Responenet form**
- (iii) Extra Information**
- (iv) Act/section**
- (v) Extra Party**
- (vi) Upload document**

Step 4.1 Digitally Fill up Petitioner formA screenshot of a digital form titled "Petitioner form". The form is divided into several sections with various input fields, including text boxes, dropdown menus, and checkboxes. The content is mostly blurred, but the layout is clear. A small colored bar (green, blue, red) is visible at the bottom center of the form.**Step 4.2** Digitally Fill up Respondent formA screenshot of a digital form titled "Respondent form". The form is divided into several sections with various input fields, including text boxes, dropdown menus, and checkboxes. The content is mostly blurred, but the layout is clear. A small colored bar (red, green, blue) is visible at the top right of the form.**Step 4.3** Digitally Fill up Extra information formA screenshot of a digital form titled "Extra information form". The form is divided into several sections with various input fields, including text boxes, dropdown menus, and checkboxes. The content is mostly blurred, but the layout is clear.

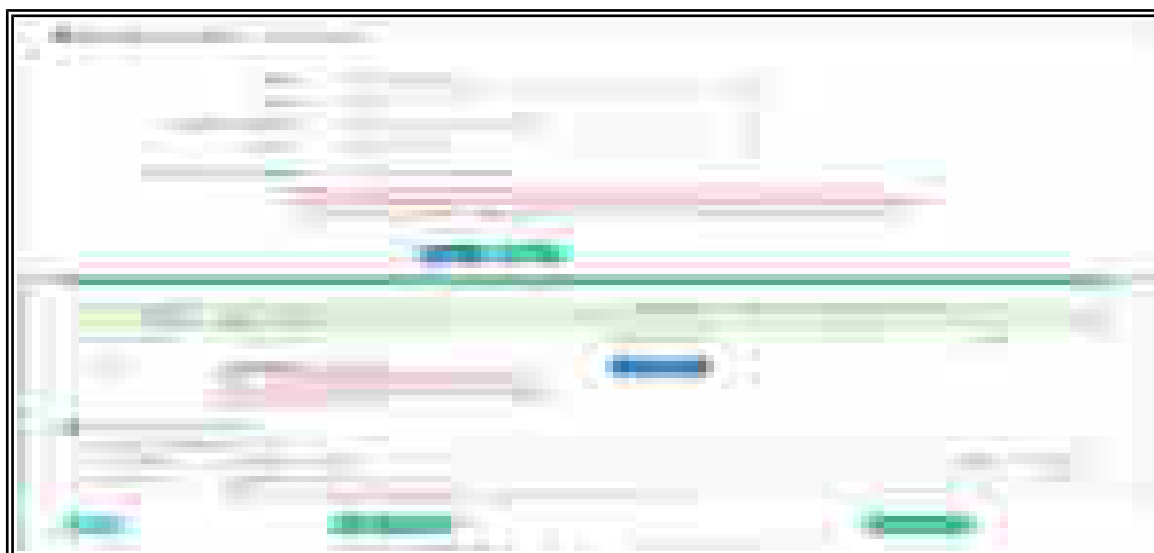
Step 4.4 Digitally Fill up Act / Section form

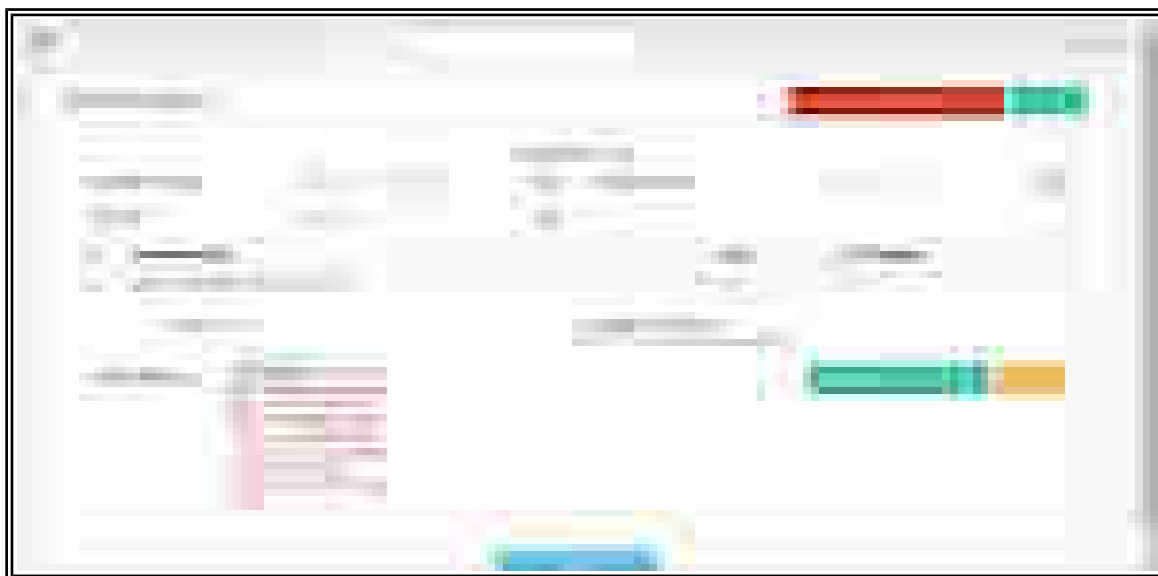
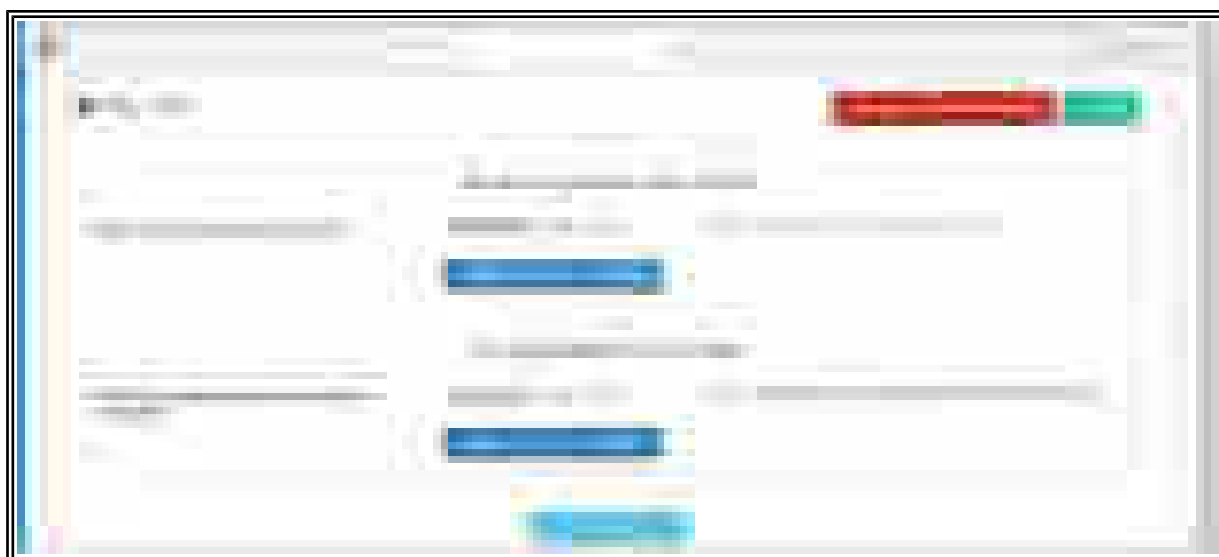
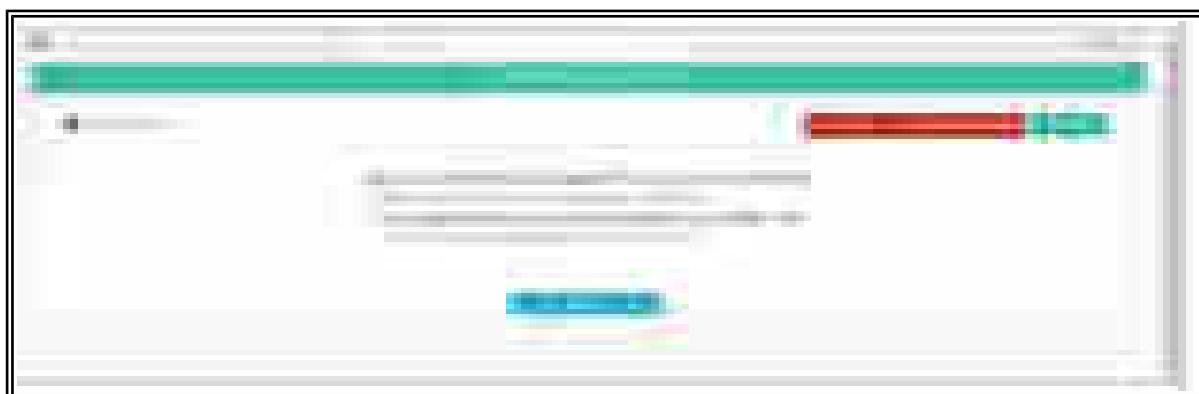


Step 4.5 Digitally Fill up Extra party form



Step 4.6 Digitally upload documents only as PDF



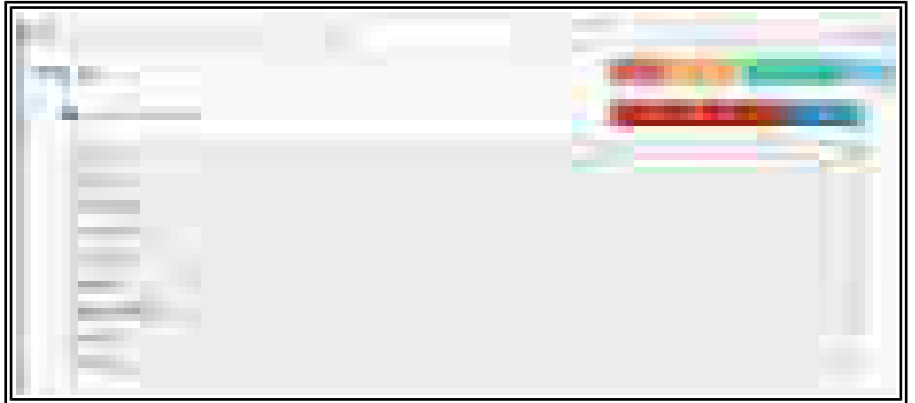
Step 4.5 Court fee payment**Step 4.6 Upload digitally signed litigant affirmation****Step 4.7 Upload digitally signed Advocate Identification and Verification**

4.9.5 Other option for Registered user

Under the Dash board few other options are also available like preview, digital draft, Viewing pending acceptance Viewing Pending scrutiny , Resubmit option, Miscellaneous document upload, deficit court fee options as shown in the screen shots

hereunder

4.9.5.1.New case Preview



4.9.5.2. Digital draft

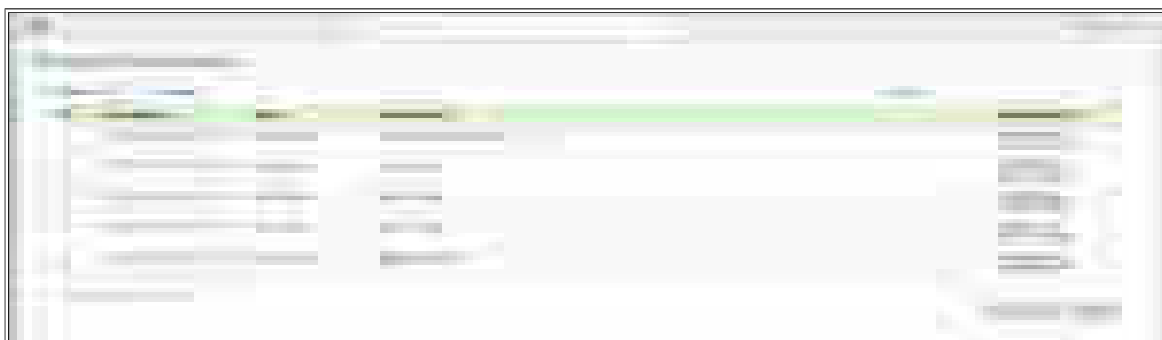
The Registered user can use the draft option to store their digital case content before making final submission. Under this option “final submit” can be clicked for making the final submission of the draft.



4.9.5.3 Viewing Pending Acceptance e filed cases

The registered user can see the cases which are pending for acceptance. This feature shows the E filing number along with the date of

submission and time of submission. This will be a useful reference column for the registered user to know the status of the E filed cases.



4.9.5.4. Viewing Pending scrutiny e filed cases

This option shows the status pending scrutiny which shows the updated regarding the scrutiny date and time.



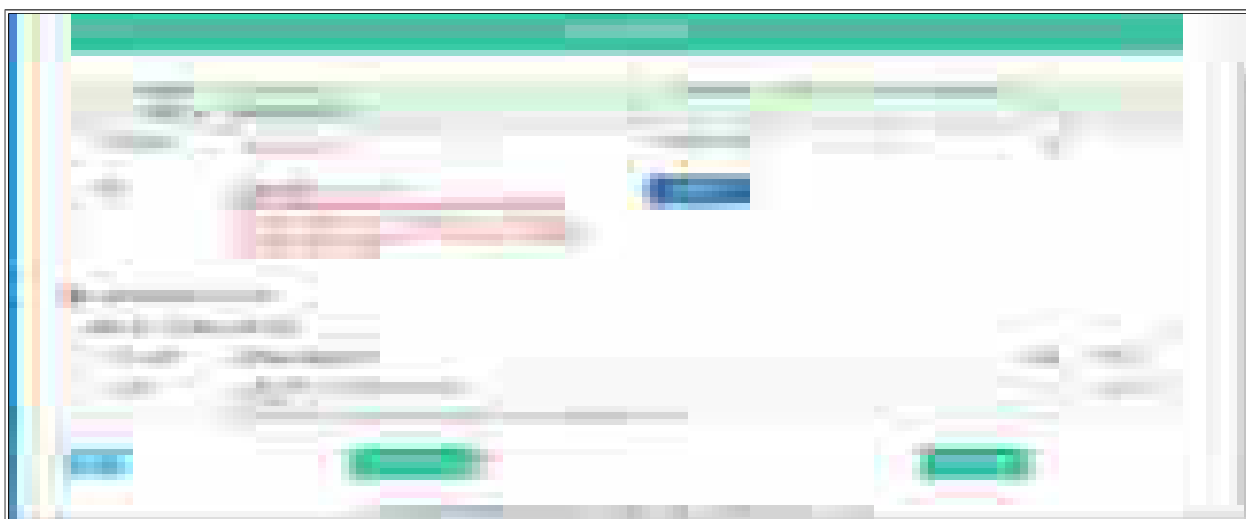
4.9.5.5 Re submit option

This option provides the options for re submission of the cases which has been not accepted or rejected.



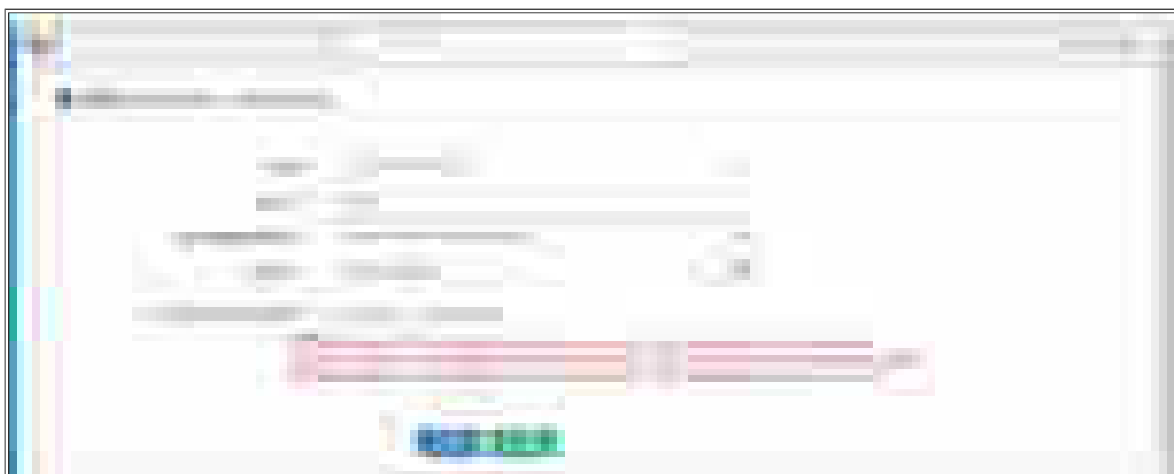
4.9.5.6. Miscellaneous Document

The registered user can digitally file all connected case documents by digitally signing it with the digital token or using Aadhar.



4.9.5.7. Deficit CF payment

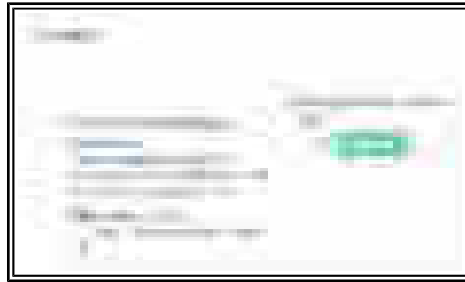
The Registered user can also make deficit court fee payment using this option when the cases are returned for payment of deficit court fee.



4.10 Admin options under e filing portal

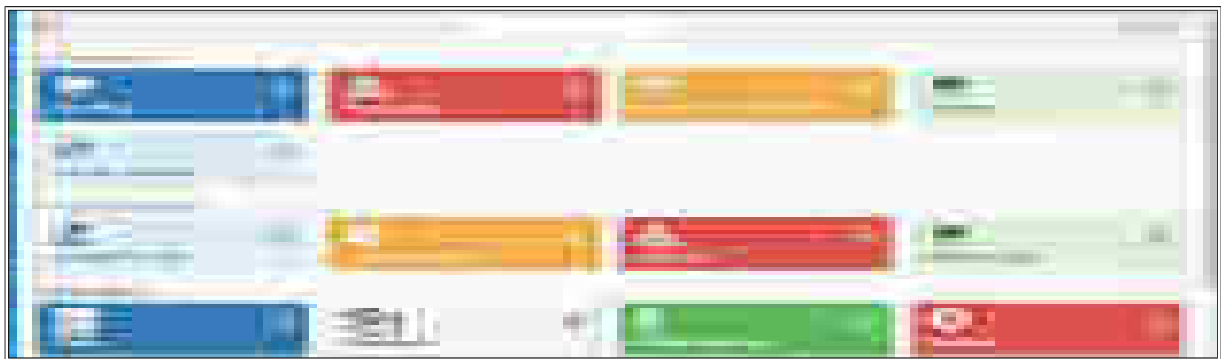
After the registered user makes E filing the digital content comes to the scrutiny by the registered admins. The registered admins from the court will have registered user ID and profile and the admin starts scrutiny by login with his ID.

4.10.1 Admin login



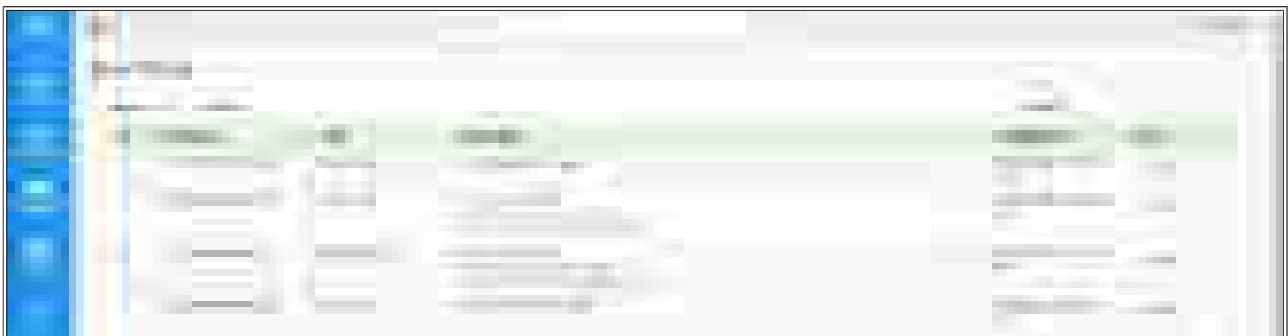
4.10.2. Admin Dash Board

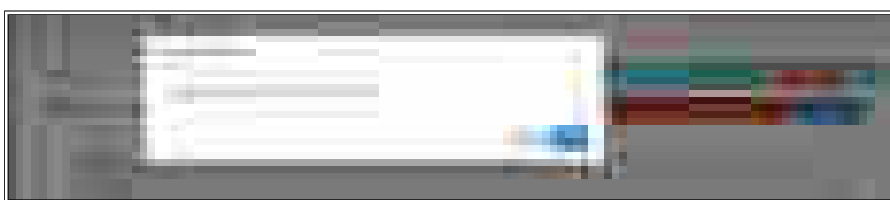
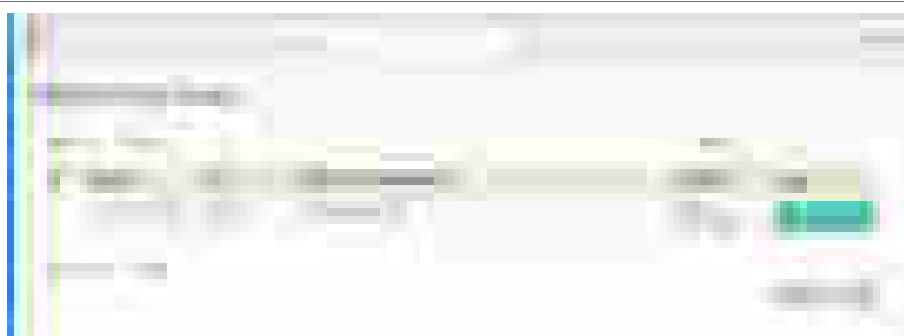
The Authorized Admin who login with the ID under E filing portal is welcomed with the separate dash home containing admin functions like transfer to section filing section status E filing status etc. The screen shot of the said dash home is provided herewith for clear understanding.



4.10.3 Admin Action on e filed cases

The authorised court admin scrutiny the e filed cases using new filing option and if it is approved orders transfer to section and if it is not accepted this approves with the reason.



4.10.3.1. Approver**4.10.3.2. Disapprove****4.10.3.3. Deficit CF****4.10.3.4. Transfer to filing section****4.10.3.5. Available for CIS**

4.10.3.6.4 Not Accepted

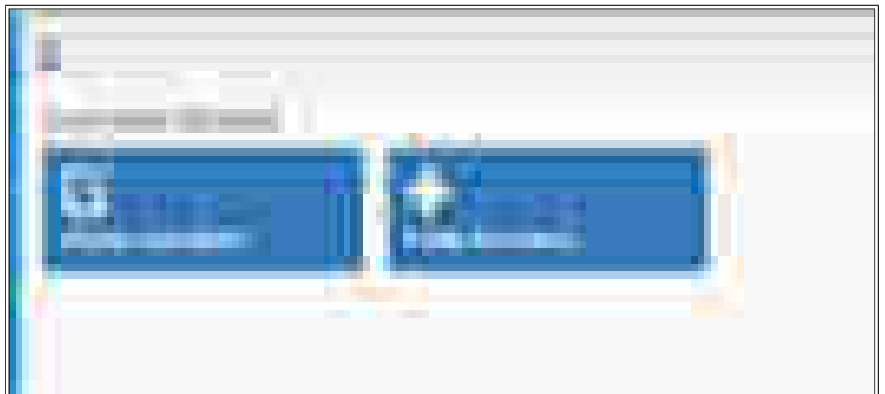


4.11. Super Admin – controlling authority

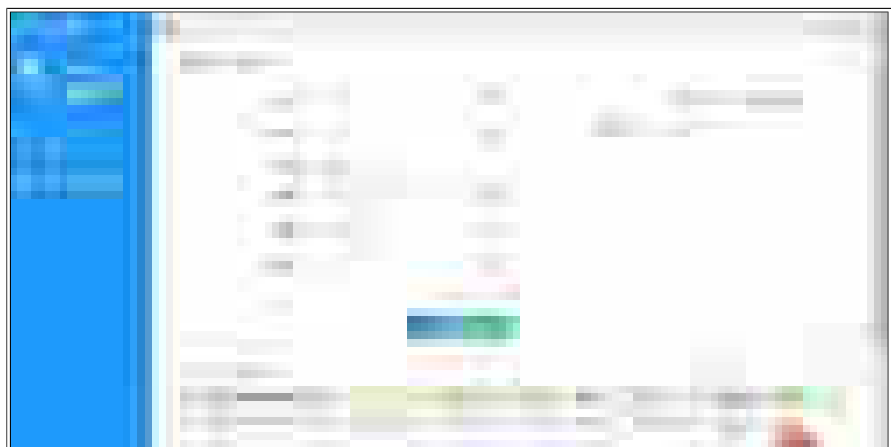
Super Admin under the E filing will have the power to create new admins and also to change case status and to view the login details of the admins under E filing.

4.11.1 Super admin

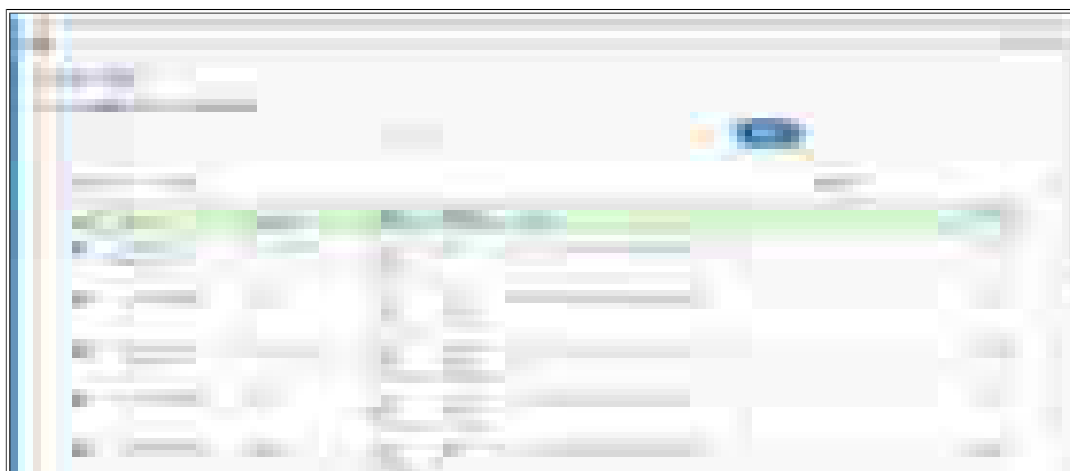
Dash Board



4.11.2 Add new admin



4.11.3 Viewing log report .



Thus eFiling starts from the filing of case through the separate online portal and preliminary verification is made in the online portal and then it is consumed through CIS 3.0 and scrutinised and filing number is given under CIS 3.0 . And now the technological doors are wide open for District Judiciary with this eFiling option.

-----welcome to the new world of eFiling---

5. Filing & Registration

5.1 Filing counter

The Centralised Filing counter and the concept of FORA the revolutionary feature of the District Judiciary has been retained under CIS 3.0. Some High courts are using different workflow. Under CIS 3.0 two types of filing are now available one regular manual filing in the filing counter and the other online eFiling. We are seen in the preceding chapter how eFiling is done and how it is consumed into CIS 3.0 . Under CIS 3.0 any person who wants to manually file the case can come to the filing counter and file his case. During filing all the details will be entered in the format prescribed and the entries will be made. After making entries filing number and CNR number (unique case identity number) will be generated and filing acknowledgement will be given to the litigant who can then track his case status on line whether his case is taken on file or whether any objections have been noted or whether it is returned or rejected or registered. So with this filing counter and CNR number the tracking of unnumbered cases is also possible which is great breakthrough on the litigant point of view resulting in greater transparency in District Judiciary.

5.2 FORA- Filing work Flow

What is FORA ?FORA is nothing but the abbreviation of the stages of the case through which any case passes through once filed into the filing counter. The stage has been classified as

FORA = Filing ◻ Objections ◻ Registration ◻ Allocation

eFiling	Filed through on line portal www.efiling.eCourts.gov . in	After preliminary verification transferred to CIS	Consumed under CIS	Then the regular FORA stages followed
Manual filing	Filed through the court complex Filing counter	FORA = Filing ◻ Objections ◻ Registration ◻ Allocation Stages takes place		

5.3.Filing

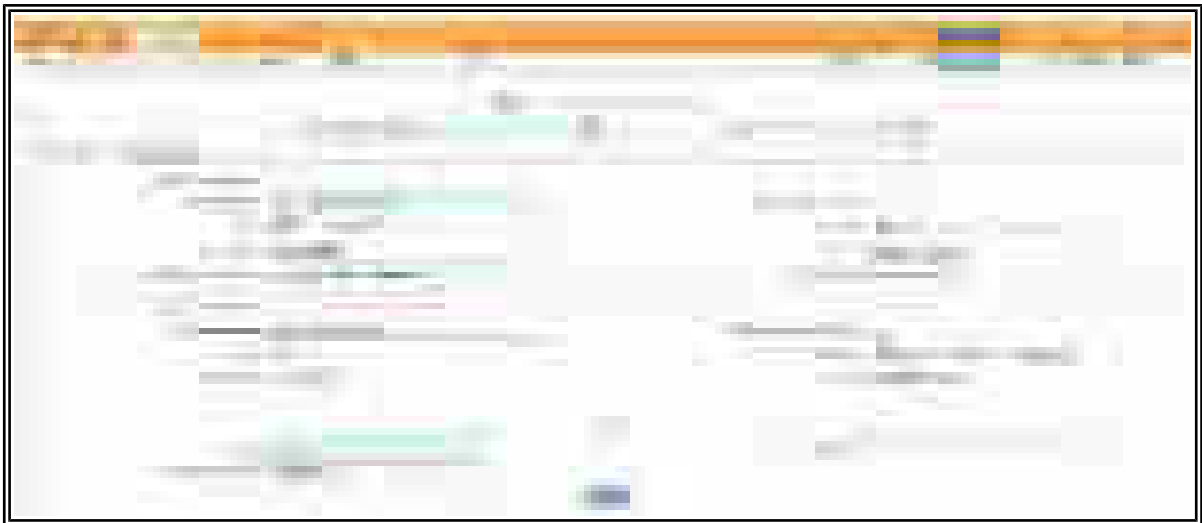
Under CIS 3.0 any case filed in the filing counter will enter the First step which is termed as Filing. Under the first step of filing any case which is filed will be entered in the prescribed form in the filing counter. After making preliminary entries filing number and a CNR number is generated and a printed acknowledgement is given to the litigant in the filing counter.

5.3.1 Filing Counter Menu

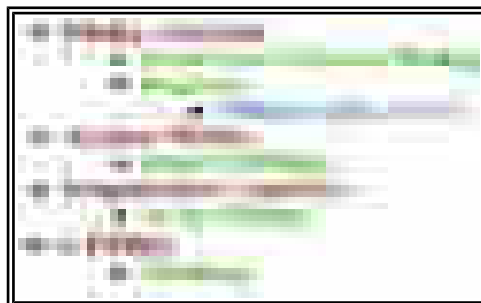
Under CIS 3.0 to enter details of a filed case go to the filing counter menu which is in the navigation pane and then select the Case and caveat filing. Under Case you can select either civil or criminal and for caveat filing you can click Caveat filing which is shown hereunder.



Go to Navigation Pane ▢ Filing counter ▢ Case and Caveat filing



5.3.2 Types of filing provided under CIS 3.0



5.3.3.Filing-Procedure Civil/Criminal

For Civil or Criminal Case Filing follow the steps given below:

- By default in CIS 3.0 you will get civil filing and you can choose criminal filing or caveat filing through the radio button as shown hereunder
- And then select case type when the filing number is auto generated.



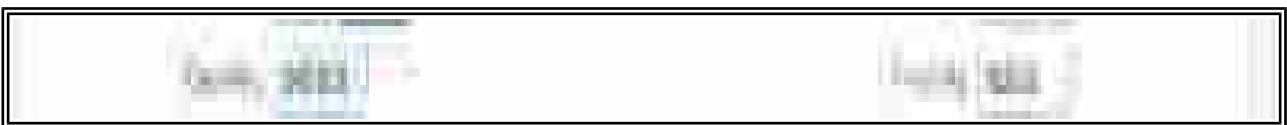
5.3.4 Adding details

At the filing counter Civil /Criminal Case and Caveat filing process involves filling up of various details as listed below:

- Plaintiff, Defendant, Other details for Civil case types.
- Complainant Details, Accused Details, Other Details for Criminal case types
- Caveator and Caveatee details for Caveat filing
- Adding the details in bilingual languages also

5.3.5 Auto Generated Date and Time of filing.

A salient feature of the filing counter is that the Date of filing and the time of filing is recorded for each cases.



There is also an option for Changing filing date because there may be cases which may be returned and represented or cases which would have been dismissed for default and restoration petition would be filed. In such cases the actually filing date will be an earlier date and to accommodate the said type of cases where the filing date is not its actual filing date, “Changing filing date” option is also included which comes with the separate box by name “Reason for changing filing date” where the reason must be recorded why the filing date is changed. The screen shot of the Changing file date is enclosed in the next para for better understanding.

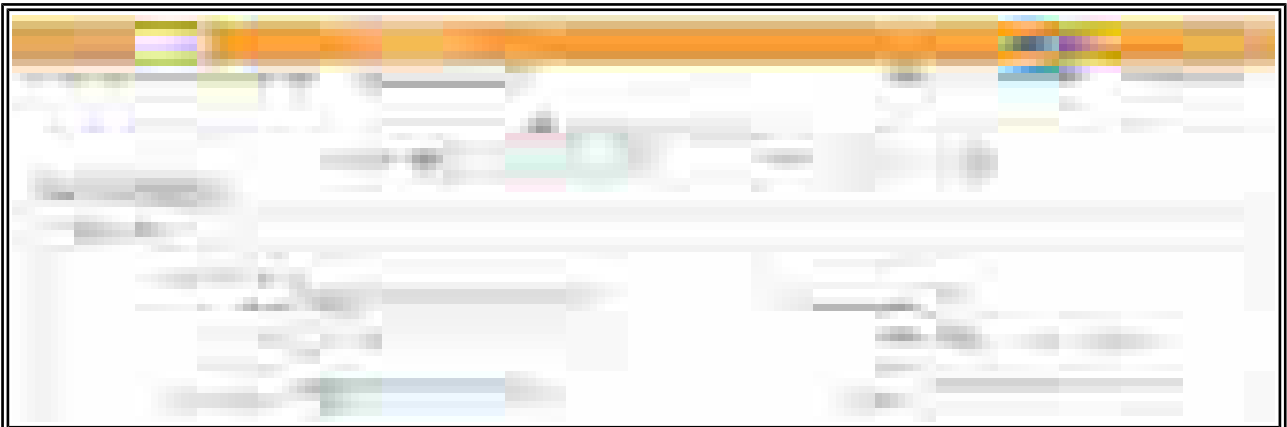
5.3.6 Changing filing date



By default, the current date is displayed in the Date of Filing field. If you want to change the date of filing then select the Change Filing Date check box. When you select the Change Filing Date check box, the system will display the calendar control (to change the date) and Reason for Change Filing Date field. We can Change the Date of Filing using calendar control and enter the reason for changing the date in the Reason for Changing Filing Date field.

5.3.7 Adding Plaintiff details with Transgender/Differently abled/ Party in person details.

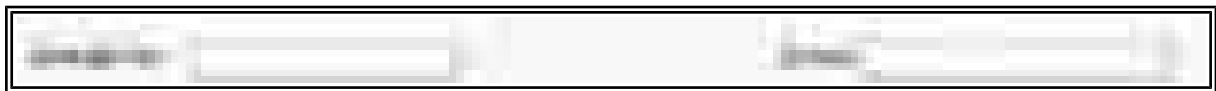
For adding the plaintiff's details follow the following steps. Since this entry is done in the filing counter the staffs entering the details should ensure complete entry of all details asked in CIS 3.0 whether it is mandatory fields (marked with red star) or non mandatory fields.



- Enter name of the Plaintiff in the Plaintiff field. (in bilingual language).
- If the plaintiff is an Organization click Organization details and select Organization name

- Choose the new option of Differently abled ,Party in person added in Plaintiff details
- Choose the Gender of the Plaintiff .Under CIS 3.0 the new option of transgender added,Hence select the respective radio buttons.
- Enter Age of the Plaintiff in the Age field.
- Enter extra party petitioner count in the Extra Party Petitioner Count field. (in bilingual language)

5.3.8 Adding Plaintiff's Mobile Number, email ID



- This is the great breakthrough feature of CIS 3.0. Now the litigant will get direct update from the court in his mobile and through email id whether case Registered or Returned or Rejected.
- Enter mobile number in the Mobile Number
- Enter email address in the Email field.

5.3.9 Adding Defendants details

Similarly, Defendants Details need to be filed up in the filing counter.



- If defendant is an Organization click Organization details and select Organization
- Enter name of the Defendants in the Defendants field. (in bilingual language).
- Choose the new option of Differently abled ,Party in person added in Defendant details
- Choose the Gender of the Defendant .Under CIS 3.0 the new option of

transgender added,Hence select the respective radio buttons.

- Enter Age of the Defendants in the Age field.
- Enter advocates name in the Name of the Advocate field. (in bilingual language)
- Enter extra party respondent count in the Extra Party respondent Count field. (in bilingual language)

5.3.10 Adding Advocate Name & Registration Number



- Enter advocates name in the Name of the Advocate field.
- Enter Bar Registration Number of the Advocate in the Bar Registration Number field.

5.3.11 Adding Organization details

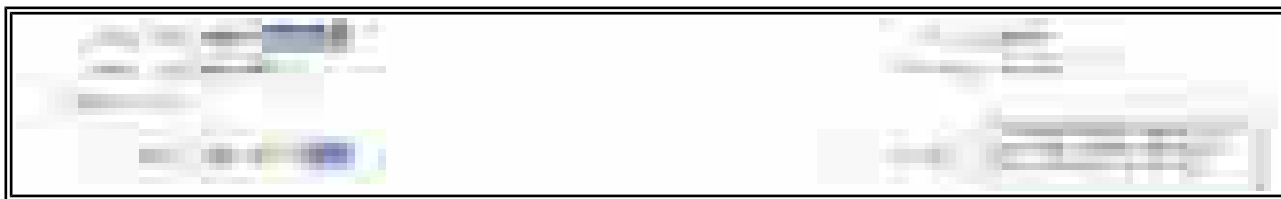


If the Plaintiff or the Complainant is an Organization, then follow the steps given below:


- Select the check box for Organization Details.
- When you select the Organization Details check box, the system will display the Organization Name select box.
- Select the Organization Name from the select box.

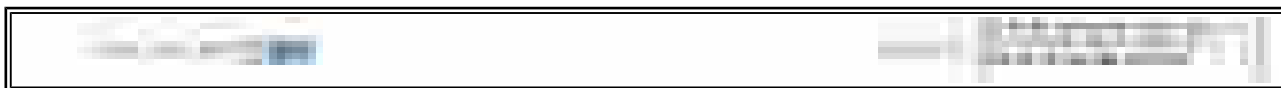
5.3.12 Suit Valuation

Enter the suit valuation value in the Suit Valuation field. Click the Calculate button which calculate the Amount to be levied, based on the -Jurisdiction value.



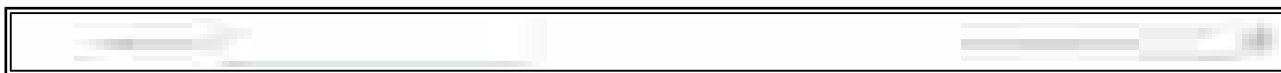
5.3.13 Adding Prayer

Select the Prayer from the Prayer select box and click  then select from the Relief Claimed The relief will be displayed



5.3.14 Adding cause of action

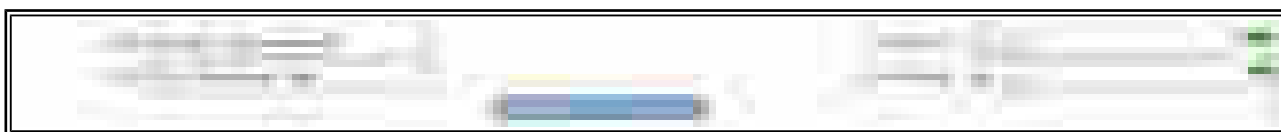
Enter the cause of action in the Cause of Action field. Select the date for the cause of action from the Date of Cause of Action calendar control.



Only one box is provided for cause of action and the date of cause of action. In certain cases there may be multiple reliefs claimed based on different cause of action where we will need additional box to include multiple cause of action and multiple dates of cause of action. This has been brought to the knowledge of the Computer committee who will address the concerned person for such addition. Till then add the cause of action date based on which limitation is calculated. That date may be entered as of now in the single box !

5.3.15 Add & Remove Acts

Select the acts from the Act 1 select box and enter the section in the Act Section1 field.

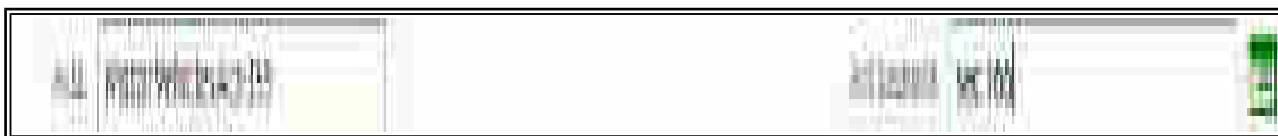


To add more Acts, click More Acts button.


When you click More Acts button, the system will display the Act2 select box and the Act Section2 field. Similarly, you can add more Acts for the selected case type.

To remove any of the added Acts and Act Section, click Remove Acts button

For example if you want to add MV act (select Motor Vehicle act) as shown in the screen shot



5.3.16 Hide party name

This option of Hide party name is a crystal clear example to show with how much care and concern the CIS is created. The basic idea being CIS is to display all case details to every litigant public. Hence the Cause Lists, Kiosks, Website etc. display all the party names that are entered for a case. But in certain cases like POSCO(prevention of sexual abuse against children), Juvenile cases, matrimonial cases It may be statutorily essential to hide the party names. This Hide party name is inbuilt at Filing stage At filing stage to invoke hide party details you have to check the box  by the side of Hide party name as shown in the screen shot

When you mark to hide a party name then the party names are shown as masked "xxxxxxx" on the citizen interface like Cause list, Kiosks, website.



5.3.16.1 Hide party name for registered cases

This hide party name is also available for registered cases. The same can be invoked by using the path shown below

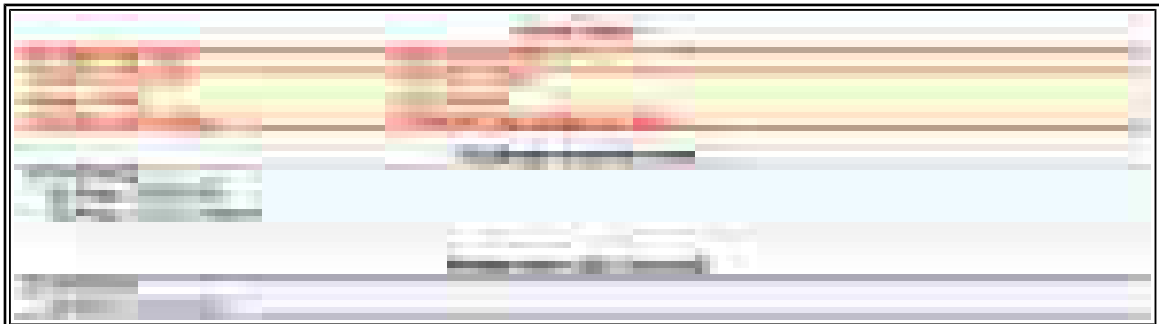
Go to Navigation pane ▯ Select Case proceeding ▯ click Hide party names



The hide party name for the registered cases can be used under three options i.e

- Hide Parties using Case Number option.
- Hide Parties using Today's Date option.
- Hide parties using parties name.
- Hide entire Establishment (Like Family Court or Juvenile Justice Board)

When establishment like Juvenile Justice board, family court are selected then the system by default will hide all the Party Names in all the cases filed in that establishment. The hidden party names shown as xxxx in the screen shot.



5.3.17 Addition successful

After entering all details in the filing counter click SUBMIT, "Addition successful" message appears Then the following three messages regarding Filing, CNR, Print acknowledgement appears



5.3.18 Print acknowledgement with QR code



On receipt of the case at the filing counter after the filing process is over the litigant will be given a printed acknowledgement Containing filing number, CNR number and now under CIS 3.0 with the QR code. Using the CNR number and the filing number and by scanning the QR code printed in the acknowledgement the litigant can track the filing stages i.e. whether it is returned with objections or whether it is registered or whether it is rejected and all these at the comfort of his home with a mouse click ! This is really a welcome and a breakthrough feature which will surely pour in lot of transparency on the filing system and make the filing system more litigant - user friendly.

5.4 Case scrutiny :

After the filing of the case is over, then the stage of case scrutiny begins. Case scrutiny is done and three types of scrutiny is available.(i) Case Objection; •(ii)Case Rejection (iii) Case registration. Under case objections if there are any objections (reasons for return) then it is noted under objection column and the case is ordered to be returned Under case rejection if there are grounds for rejection then it is placed before the concerned Judge for hearing the objections and the cases under which order for rejection is passed are entered. For eg. Rejection of plaint orders. Under case registration if there is no objection then the case is ordered to be registered (taken on file). The case scrutiny menu can be reached through the following path



Go to Navigation pane □ click registration section □ case scrutiny □ case objection / case rejection/ case registration (menu bar screen shot shown herewith

5.5. Objections

It is pertinent to point out that the objections for taking on file and the reason for return of the case is also entered in CIS 3.0 under objection column which can be tracked by the litigant using his CNR number. This is again a great break through in the filing system because a litigant or an advocate will be able to know the reason for return of the case bundle from the comfort of his home. Hence, now it becomes possible that the litigant/advocate need not personally come to the court to know whether the case is taken on file or returned. The screen shot of the case objection is shown below for clarity. The



standard objections as to jurisdiction is listed which can be selected through the radio button yes/no. For other probable returns a big check list is generated from where other objections can be noted. The check slip generated with standard returns is of much help

and time saving for the filing staff. To get the check list click “Check Slip” as shown in the screen shot hereunder then the check slip will be generated



5.6 Case rejection :

During case scrutiny the cases can be either returned or it can be rejected. In some cases the plaint may be liable to be rejected under Order 7 rule 11 CPC then it is posted under rejection head as shown below.

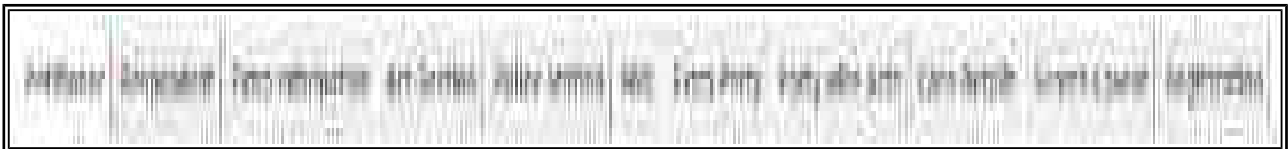


5.7 Registration :

If there are no objections then the case is ordered to be registered. On registration further additional details are entered. And at this stage a registration number is generated. Registration number is nothing but the case number. During registration using copy previous case data. Returned cases when reentered their data can be copied. It is a real time saver tool for data entry staff.



Under registration one have to fill up 11 forms as detailed under



- | | |
|---|---------------------------|
| (i) Petitioner details | (ii) Respondent details |
| (iii) Extra information (about parties) | (iv) Act/ section details |
| (v) Police station details | (vi) MVC |
| (vii) Extra Party | (viii) Party wise Acts |
| (ix) case Details | (x) search Caveat |
| (xi) Registration . | |

5.7.1 Petitioner form to be filled up:

A screenshot of a web-based form for a petitioner. The form is displayed on a browser interface with a white background and a grey header. It contains several sections with labels and input fields. A prominent green button is visible at the bottom right of the form area.

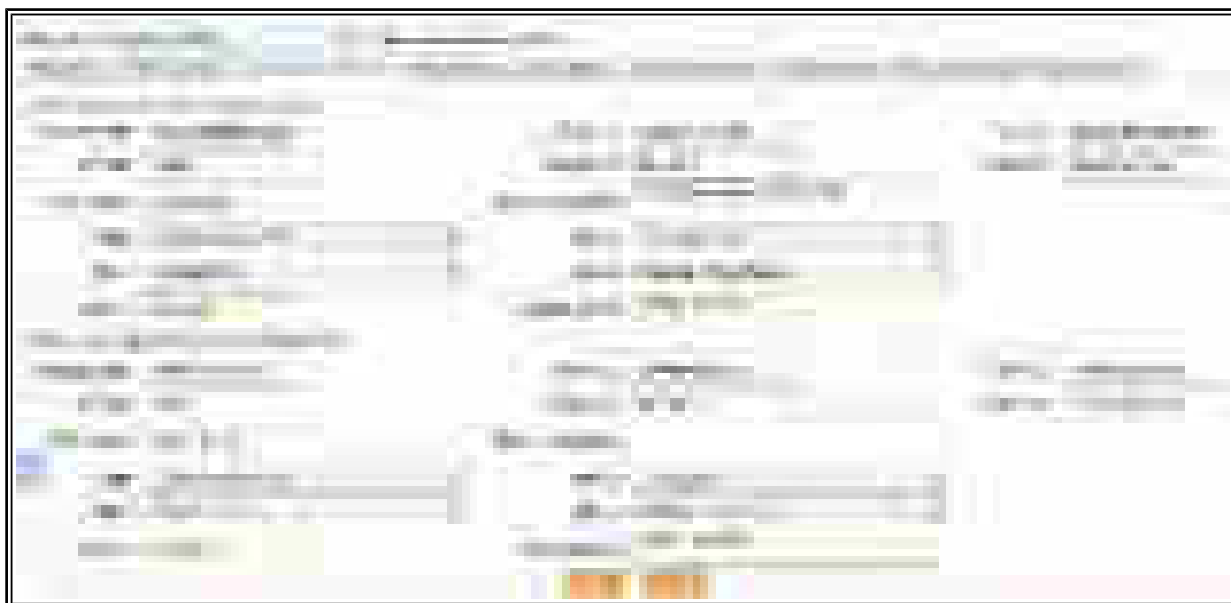
5.7.2. Respondent form to be filled up:

A screenshot of a web-based form for a respondent. The form is displayed on a browser interface with a white background and a grey header. It contains several sections with labels and input fields. A prominent green button is visible at the bottom right of the form area.

5.7.3 Extra information

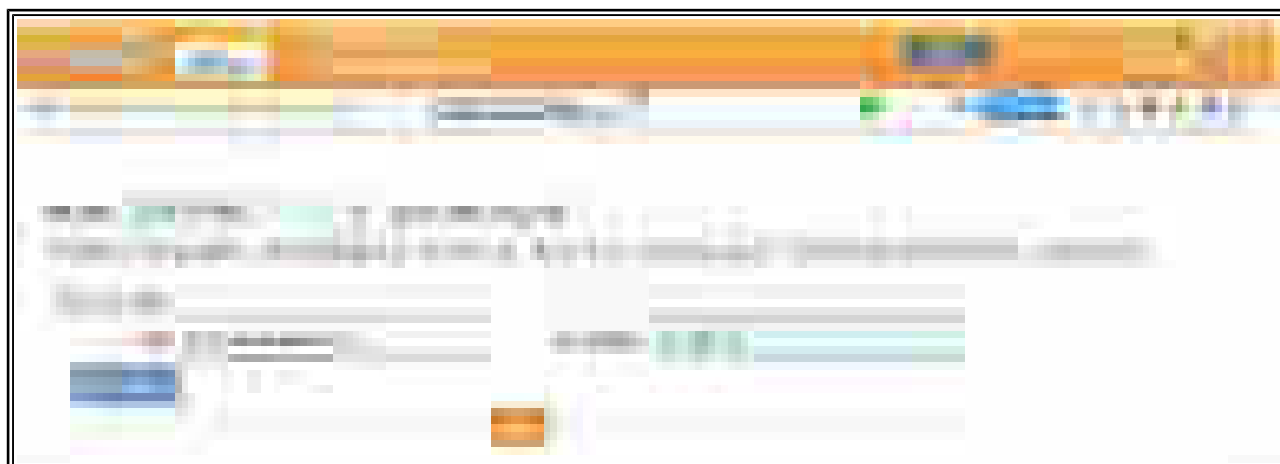
Extra information about the parties including Pan number to be added. The UID number (unique identity number) is filed up already during th epetitioner , respondent form

fillingThis entry of details will be useful to group up the cases of a single individual in various courts.

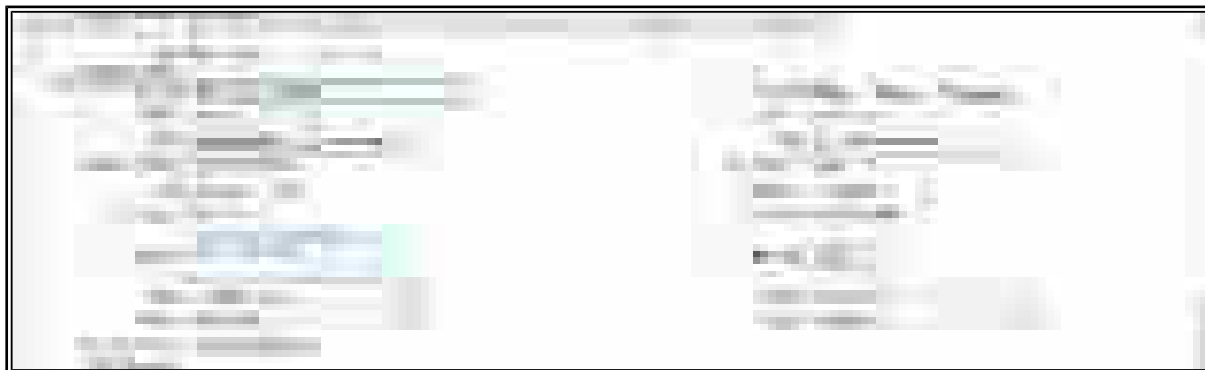


5.7.4 Act- Section

details to be filled up. While filing up section it need to be filed up without any space. If any space is given then error occurs !

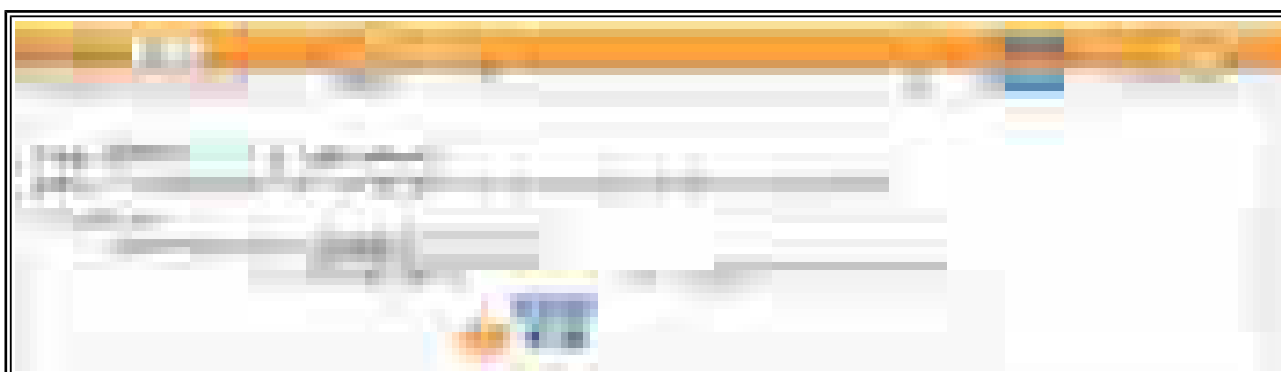


5.7.5 Extra party form :

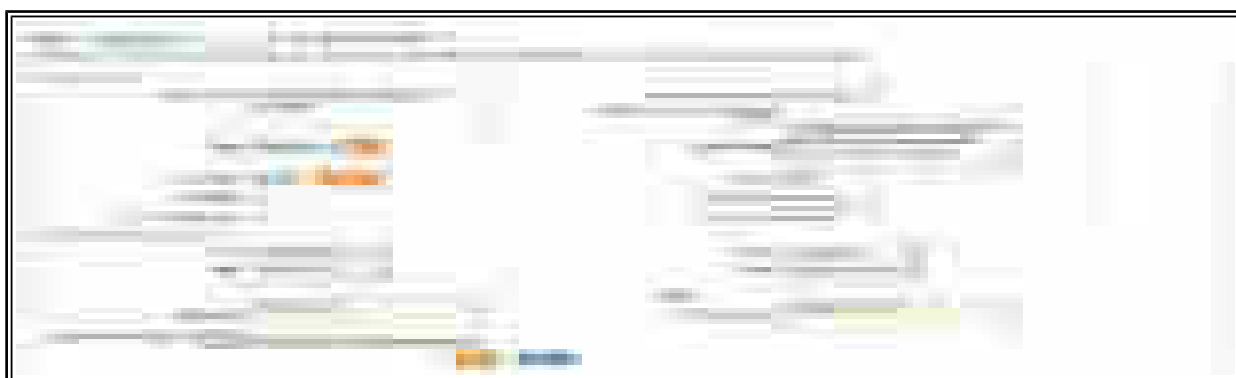


5.7.6 Party wise Details

Under Party wise details one can add the act as shown in the screen shot below.



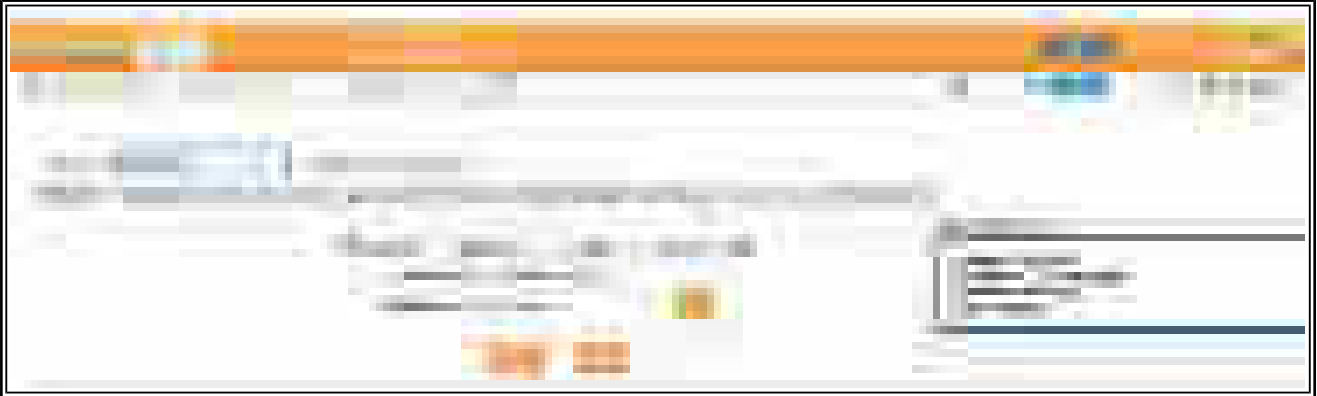
5.7.7 Case Details form:



5.7.8 Search Caveat option.

Any staff with registration will be armed with this revolutionary tool. Because earlier manual search of caveat is made by the registration section which is very laborious and

not a fool proof method. But now with this option any caveat relating to the case details will be searched automatically by the click of the mouse under various search options i.e Anywhere ; starting with ; subordinate court; date of decision



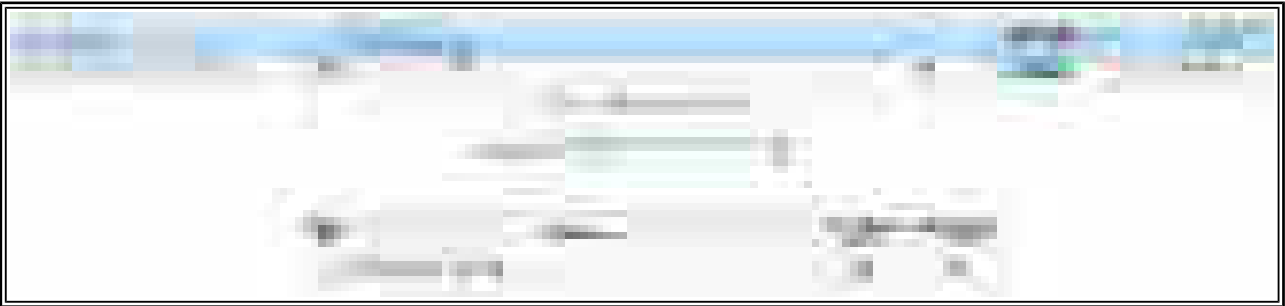
5.8 Registration :

After entering all details click register case and the case is registered.




5.9 Allocation

After registration the case is allotted to various court which is called the allocation stage. As all the cases are filed in the centralized filing counter it becomes necessary to allot the cases to the concerned courts which is done under allocation. Once the case is numbered (registered) then it is allotted to the concerned court, then the concerned court gets the alert message



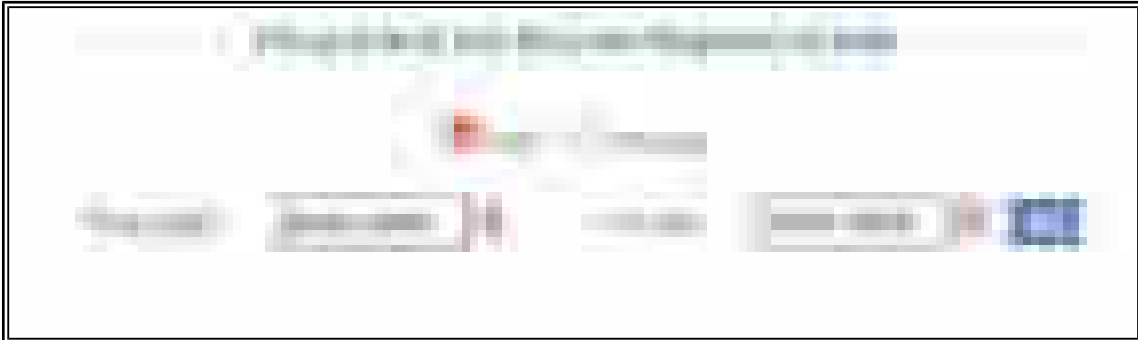
5.10 FILING MODIFICATION

To modify or update any information follow the steps given below:

- Click the Edit  icon that is located at the upper right corner on the menu bar
- select Civil/criminal /caveat & case type

- Enter the filing number and year of the selected case then click go
- All information displayed on the screen.
- now modify or update the required information. -Click Submit to save the information into the system. “Modification Successful” message appears.

5.11 Filing Register (auto generated)



The list of cases filed on a particular date can be generated under Filing register option under filing counter.

 A detailed screenshot of the Filing Register table. The table has multiple columns, including Case No., Date Filed, Status, and possibly Fee Paid. The table is filled with many rows of data, representing a list of filed cases. The text in the table is somewhat small and blurry, but the structure is clear.

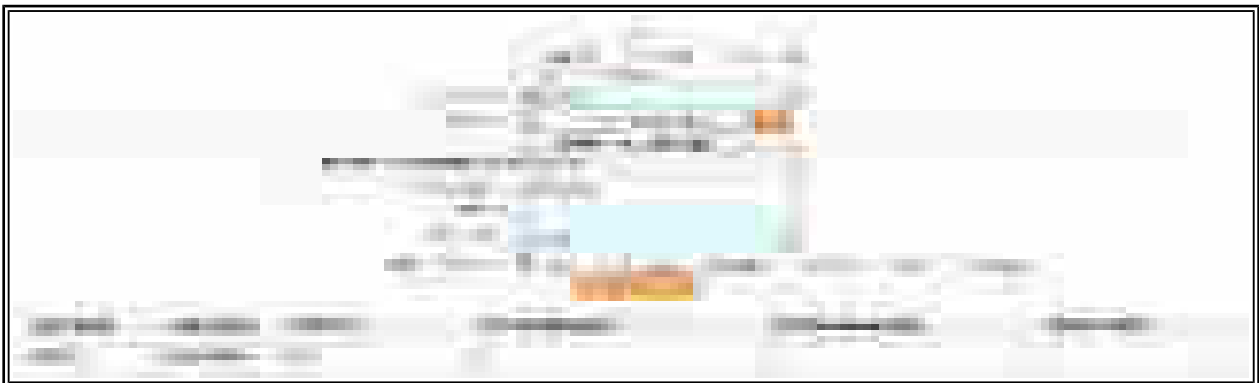
5.12 Fees collection

In the filing counter the payment of fee i.e court fees, process fees, search fees receipt fees under CIS 3.0 is made possible under various modes.

- Through cash payment
- Through demand draft (DD)
- Through Challan
- Through stamp payment
- Through Cheque
- Through e challan



5.12.1 Mode of payment through cheque



This option of payment of court fee through cheque is provided under CIS 3.0. Once the case comes to the filing counter and when the payment is offered to be paid through cheque the said details of cheque can be entered in the column as shown supra. And then the case can be processed. The cheque received can be send for collection and until the cheque is cleared the case will not be taken on file. If the cheque is returned, then the said return can be noted in the objection's column that cheque returned and court fee not paid hence the case is returned. Then the litigant may receive back his bundle and re- present it with the court fee. So now the litigant and the advocate will have variety of options for payment of court fee a step forward from the earlier method of paying court fee only through stamps. At this juncture it would be pertinent to point out that Madras High Court, Delhi High Court and Bilaspur High court have already implemented e court fee system.

5.12.2 Fees receipt

After the fee is entered then Additional successful message appears with the receipt number as shown here. Then click Print the receipt will be printed. On payment of court fees the fee receipt is generated which can be printed out and given to the litigant. I personally think this is a most welcome feature on the point of litigant. Now a litigant can have first hand knowledge of how much court fees is paid in the court.



5.13. Adding Immovable/Movable suit schedule

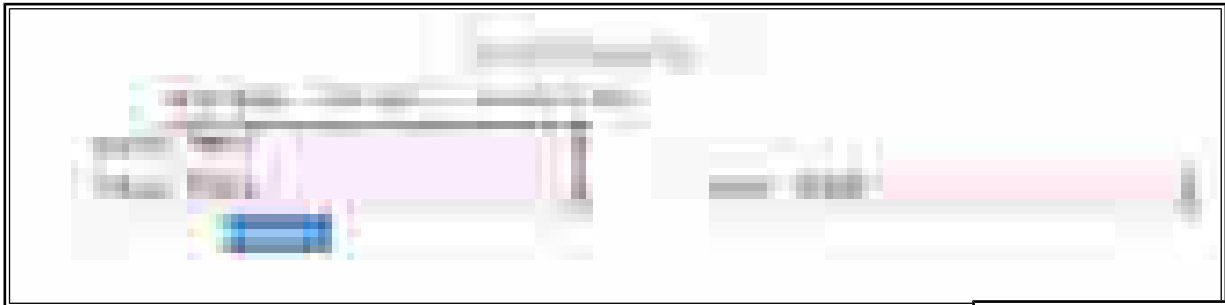
Under registration of cases option is provided for adding details of immovable and movable properties . And there is yet another important feature of searching cases using property





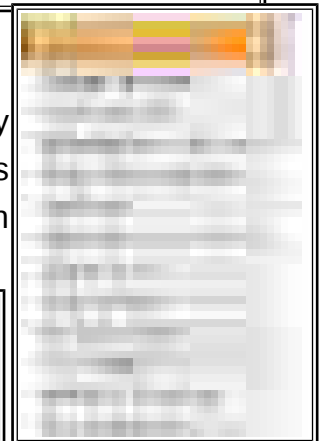
5.13.1. Searching property

The search option is there for property by village name ,by property, by case number etc



5.14. Photo upload of party :

This option of uploading photo of the litigant is an important and a very useful feature in CIS. The day is not far when every litigant who comes to the filing counter will be photographed in the photo booth and which will put an end to all identity issues arising practically



5.15 Legacy Data

Legacy data is the option under CIS 3.0 whereby the registered case can be directly entered into CIS 3.0. Under Legacy data the case doesnot go through Filing,Objection, stage.It is directly entered after registration and it generates the CNR number.



Thus under CIS 3.0 the key features of FORA already available under CIS 2.0 has been retained with new field like Transgender,Differently abled,party in person. Another significant move under filing is that the efiled cases are consumed under CIS 3.0 which goes through the stages of FORA thus providing the much needed digital filing and maual filing.

---- Make filing in Centralised filing counter and also through online portal-----

6. Report Generation

6.1 Introduction

The report generation is a major enhanced option made under CIS 3.0. Under CIS 3.0 the most enhanced welcome feature is creating the reports with various customizable formats like PDF, Excel, CSV formats and Hide column options . The various variety of reports are stored under various heads and the major heads are Proceedings reports and DJPMC. Other than DJPMC and proceeding reports ; various reports are stored in almost all other menus like appeals ;plead guilty cases ;mediation etc. From DJPMC pending disposal cases, five years, ten years old cases, senior citizen cases ,the monthly statement, Quarterly statement and all types of periodical statements also can be created by the click of the mouse. It will surely reduce the volume of time spend by the staffs for manual search in creating the statistical reports . The day is not far when all the High Court may call for reports only generated through CIS This will result in more authenticity in the statistical reports. In this chapter the basic reports are covered.

6.2. New features of Report generation -Hide column/ PDF/ Excel/ CSV

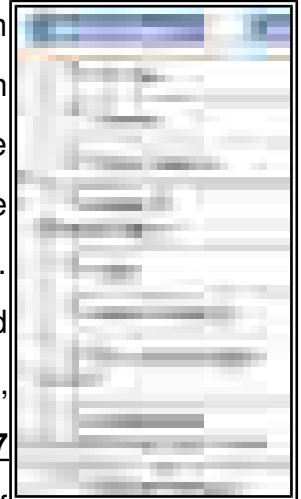


One can get the customizable report by clicking on any one of the options like Hide column, PDF, Excel ,CSV option and get the reports generated and customized according

to the needs of the user.

6.3 Customisable format-With Hide Columns option:

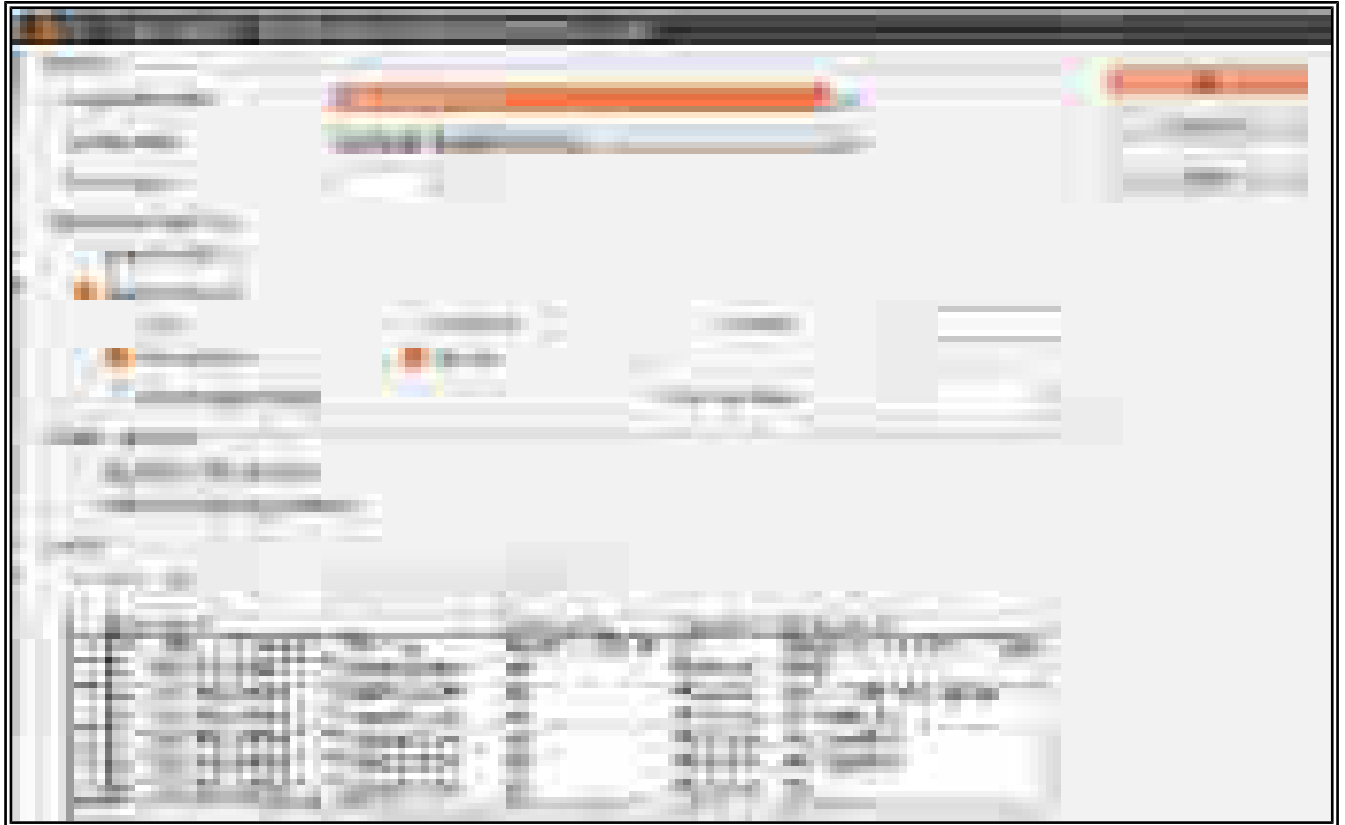
Customised reports can be generated with the Hide column option which helps to customise the reports according to the needs. This is an excellent enhancement which most of them will put to maximum use. There are nine column options available in each report the user can choose any of the 9 columns and customise the report according to their needs. Using this Hide option different combination of reports can be created which is shown hereunder. Eg: **1st report with 5 column** S.No; Cases, Party name, Next purpose, On same stage since; **2nd report with 7 columns** i.e with additional two column of the 1st report Date of registration, and Dormant case/sine die along with S.No; Cases, Party name, Next purpose, On same stage since column.



6.3.1 Same report with two different combination of columns generated through Hide Column option

6.6 CSV format(*comma-separated values*).

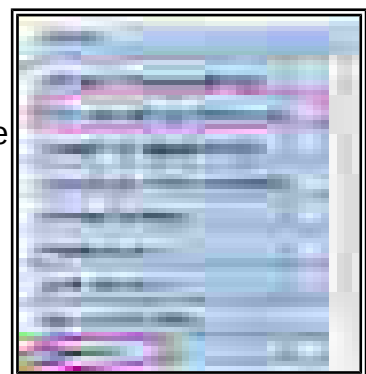
Can also be generated. CSV is a simple file format used to store tabular data, such as a spreadsheet or database. Files in the CSV format can be imported to and exported from programs that store data in tables, such as Microsoft Excel or OpenOffice Calc.



6.7 Store house of reports

The major heads under which the reports are available are as follows

- DJPMC
- Proceedings reports



6.8 DJPMC (District Judge Project Management committee)

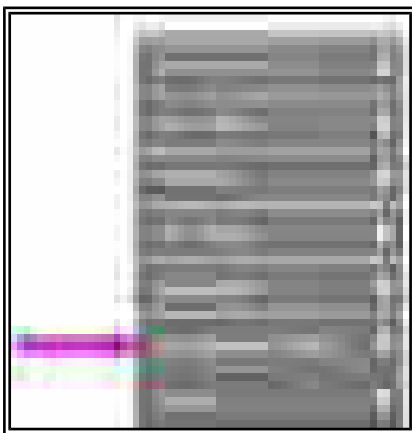
What is DJPMC ? It means “ District Judges project management committee”. A committee consisting of District Judges were formed and the various types of reports to

suggested by the said committee is included in CIS. And the report options have been placed in the navigation pane under the name of the said committee i.e DJPMC.

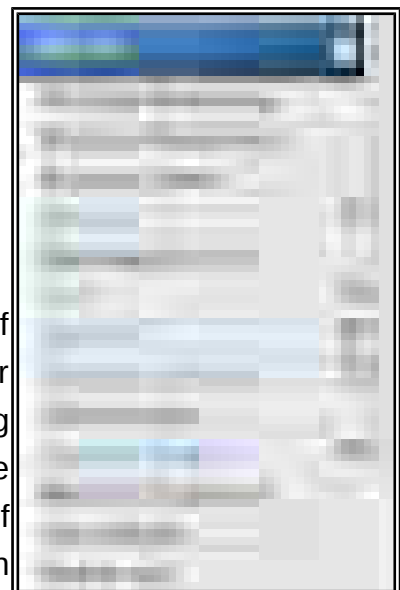
6.8.1 DJPMC option in Navigation Bar



6.8.2 DJPMC =Management reports in Maharashtra



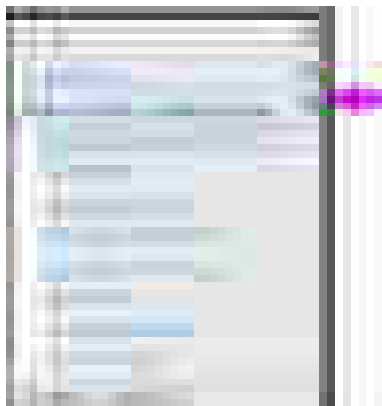
In some state the name of DJPMC is customised according to their state need and it is named as Management Reports.



6.8.3 Reports under DJPMC

Earlier under CIS. 2.0 , under DJPMC variety of reports were available under 11 headings but now under CIS 3.0 two more report option under (I) Pending monitoring(ii) Disposal monitoring has been added to the already existing 11 reports and now 13 categories of reports are available under DJPMC as shown in the screenshot

6.8.4 “ + ” sign in DJPMC



The above shown civil ; criminal; summary reports; Returns; pending reports have + sign which again opens up into a variety of reports .For eg. if you click the + sign on the side of civil/ criminal/ summary reports/returns/pending report then extended list of reports as shown in the screen shots hereunder will appear. and the screen shots of the same enclosed hereunder will throw more light over it

6.9 New Pending Monitoring report under CIS 3.0

Go to Navigation Panel--> click DJPMC---> Click Pending monitoring option--> the following report “Civil Pending cases “Generated



6.10 New Disposal Monitoring report under CIS 3.0

Go to Navigation Panel--> click DJPMC---> Click Disposal monitoring option--> the following report ” Civil Dipoed cases” Generated



6.11 Balance Sheet

Balance sheet is another very useful report. The balance sheet generates the summary report along with the detailed report.

To get balance sheet → : Go to Navigation bar → select DJPMC → then click Balance sheet → select civil/criminal/court no then click Go as shown in the screen shot hereunder

After you click go the “view” message appears as shown here When the “view” message is clicked then the balance sheet as appended hereunder is generated The balance sheet is generated with the details of the cases



i.e category wise along with its case number and it also generates a summary at the end of the report. The model Balance sheet generated is appended herewith which will throw more light into its utility. First let us see the summary generated in the balance sheet : The summary balance sheet shows the total number of cases category wise Appeal(6) HMOP (16) Original suits(Money) (4) ; Original Suit Title (11) and also shows year wise numbers. From this we can take more than 2 years /more than 5 yrs /7 yrs /10 years etc. The balance sheet also shows the split up case number details for the summary i.e it shows the details of the case with case number. For eg Civil Miscellaneous Appeal (5) shown in

the balance sheet the details of the case number for the said 5 Civil Miscellaneous appeal cases yearwise I.e there are 2 appeals of the year 2017 and 3 appeals of the year 2018 also shown in the balance sheet as shown herewith Similarly the details of the all categories are shown in the balance sheet i.e Hindu marriage original petition; original money suit; case number of the original Title suit

.6.12 Return reports

CIS 3.0 has retained the return reports which were available under CIS 2.0 .The return report is nothing but a net performance report of the judicial officer which captures particulars about the number of days worked, number of leave, units got by in charge work ,units lost on absence and the net performance report . Return disposal report gives the particulars about the disposal with particulars of contested, unconstested, transfer details.



6.13 Data health card

Data health card is an “MRI scan” of our data entry in CIS !! Its an important and an interesting feature to monitor the data entry in CIS. The data entry in CIS is an important work based on which all our statistics in CIS ; e-courts; and NJDG all depends. So we have to ensure correct complete data entry. To monitor the said complete data entry this data health card is very useful. Through data health card we can monitor if all data are properly entered are not. Data health card scans our data entry and show the data not entered or omitted to be entered. Its an important and an useful tool to monitor the Data entry into CIS.

Go to Navigation bar → select DJPMC → then click Data health card → select court no → select civil/criminal/ all records/ inconsistent → then click Submit
->Data Health card Report generated (as shown in the screen shot hereunder)



In the Data health card shown herewith it shows the number of data entered under each head like no of parties; address; section etc. Under Advocate column the figures are shown in red in colour which means the advocate particulars has not been entered. For eg under the S.No 2 AS/26/2015 -1-(advocate column) is shown which means one advocate name has not been entered. Similarly we can monitor the data not entered and ensure that complete data are entered by which the health of the data in CIS can be maintained. At the risk of repetition it is reminded again here of the saying

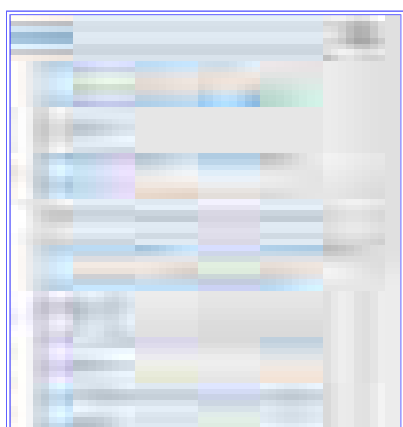
“what you sow you reap”.

If you enter complete data we can get the complete fruits of our data!

If you enter incomplete data we can get only incomplete statistics!

6.14 Reports under the head “Civil”

Under CIS 3.0 under the reports option Civil one new option of Judge wise pending cases has been added to the existing reports under CIS 2.0 .

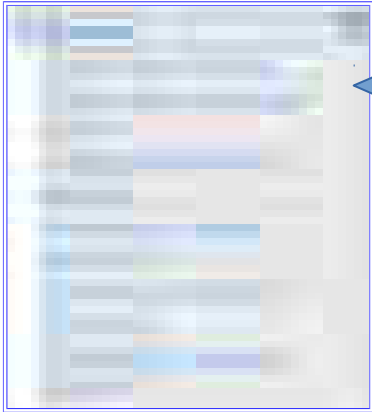


New option in CIS 3.0
DJPMC civil
Judgewise pending
case

6.14.1 Judge wise monthly report

Go to Navigation Panel--> click DJPMC---> Click Civil option--> then Choose Judge wise pending report---> The Report ” Judge wise Pendency and Disposal Report “ Generated

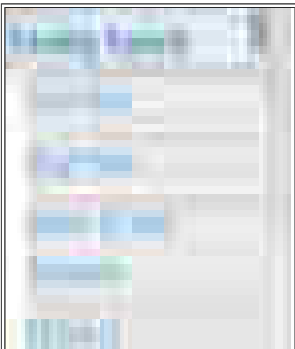
6.15 Reports under the heads Criminal



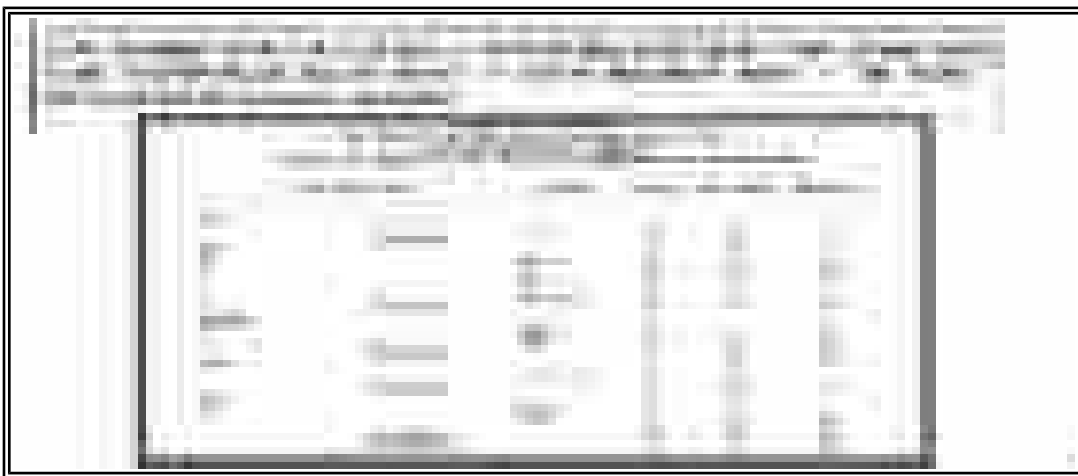
New option in CIS 3.0
DJPMC Criminal
Judgewise pending
case

Under the heading criminal Judge wise pending cases the new option under CIS 3.0. all the report options available under civil option is available in criminal except the transferor court wise; Transferee court wise report. These reports may also be added separately and exclusively under Criminal head also because lot of criminal cases are also involved in transfer procedure.

6.16 Pending Reports

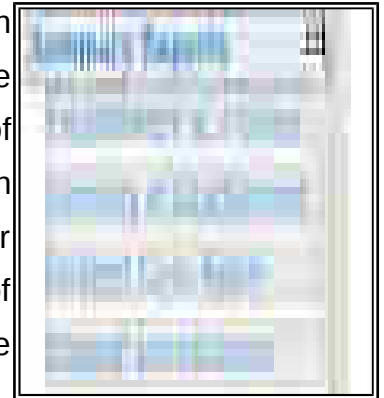


Under CIS 3.0 the summary reports, pending reports and returns have retained all the options which were earlier available in CIS 2.0 . Now let us see the options under Pending reports. The pending reports for the court can be generated Courtwise, Stage wise, Nature of case wise and party wise pendency .The nature wise case pendency generated report is shown herewith which shows the nature of the cases like money,title,MCOP, Chit Cases, Succession etc .



6.17 Summary Reports

Summary reports are great administrative tool by which one can have a first hand knowledge about any establishment through the reports like (i) establishment at a glance ;(ii) summary of Establishment;(iii) undated cases report (iv) Disposal and institution reports. A judicial officer going to a new establishment on transfer can very well utilise the summary reports to know about the types of cases in said establishment and make comparative study of the establishment.



6.17.1 Establishment at a glance report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Establishment at a Glance option---> Slect The Month,Year and Click GO -->The Report "Court Establishment at a Glance for the particular Date is Generated as shown in the screenshot hereunder



6.17.2 Summary of Establishment report



Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Summary of Establishment option---> Click View -->The Report "Summary Report of District Court" for the particular Date is Generated as shown in the screenshot hereunder.

6.17.3 Senior citizen cases & cases filed by women

Go to DJPMC → click summary report
 → select summary report of establishment
 → the following summary report is generated →
 with the senior citizen cases / cases filed by women



6.17.4 Undated cases report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Undated Cases report option---> Click View -->The Report "Undated Case List for the particular Date is Generated as shown in the screenshot hereunder.

Case No.	Case Name	Date of Birth	Date of Death
101
102
103
104
105
106
107
108
109
110

6.17.5 Disposal and institution report

Go to Navigation Panel--> click DJPMC---> Click Summary Report option--> then Choose Disposal and institution option---> Click View -->The "Disposal and Insitution Report for the given period with yearwise particulars of the cases is Generated as shown in the screenshot hereunder.



6.18 Cases Listed Report

Cases listed report is another effective time management tool and a daily planner for court management for the Judicial officer and the staffs. By this report a judicial officer can very well plan his day's work seeing at what stage how many cases are listed as the report gives the types of cases listed on any particular day. For eg from the report we can find cross examination (2) enquiry (2) Argument (3) cases. From the said report the Judicial officer can effectively plan and manage the courts work on any particular day. To get the cases listed

Go to Navigation bar → select DJPMC → then click Cases listed → select court no → select date → then click Go (as shown in the screen shot hereunder)

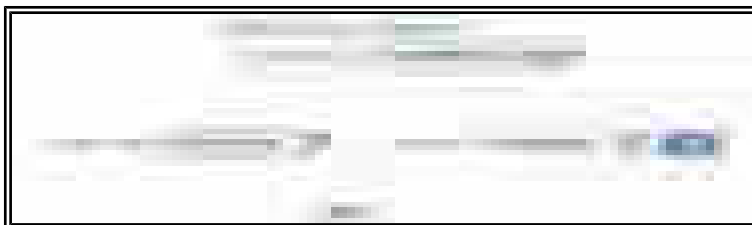


6.19

Unit details Report

This report is an useful one for both the Judicial officers and the staffs. The Judicial officer can keep track of the units reached by him/her and can plan the month's work accordingly. As the unit system differs from state to state the respective states have to upload and synchronize CIS 3.0 with their own unit details. At present in Tamilnadu the unit system periphery work is going on. When the unit system is uploaded we will get a full fledged report with automated units calculation

To get unit reports → Go to Navigation bar → select DJPMC → then click unit details → select court no → Select → From date /to date → then click Go (as shown in the screen shot hereunder).



Case No.	Date of Filing	Date of Disposal	Status
123456789	2023-01-15	2023-03-20	Disposed
987654321	2023-02-01	2023-04-10	Disposed
112233445	2023-03-05	2023-05-15	Disposed
556677889	2023-04-10	2023-06-20	Disposed

6.20 Muster list

Muster list is yet another useful report for the courts. It generates the details of the disposed cases. And the day is not far when this digital muster list will substitute the manual disposal registers. The muster list generated shows the date of disposal of the case with the date of filing. This one is a useful feature for the Bench clerks who calculate the duration of the case when the case is disposed. The muster list also shows the result of the case with the number of exhibits filed. Muster list also shows category wise cases MCOP, EP, IA, etc.,

Go to Navigation bar → select DJPMC → then click Muster list → select civil/criminal/ → select from date/ to date → then click Go (as shown in the screen shot hereunder)



6.20.1 Master List Category MCOP

Case ID	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Action
							[Action]
							[Action]
							[Action]
							[Action]
							[Action]

6.20.2 Master List Category IA

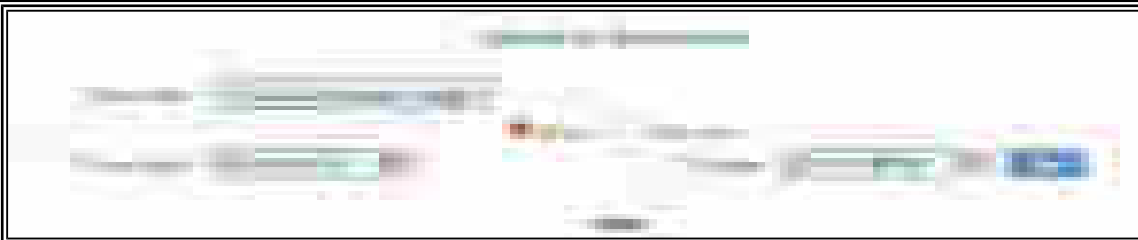
Case ID	Case Name	Case Type	Case Status	Case Date	Case Location	Case Description	Case Action
							[Action]
							[Action]
							[Action]
							[Action]
							[Action]

6.21 Generating Monthly Statement

Generating Monthly Statement is very useful for not only generating statement of the particular month but it can be used for statement pertaining to any particular period. Eg weekly work done; fortnight work done statements etc ; Further a work done statement for a judicial Officer who has worked in charge for a particular period can be easily generated through this option, if we select the period for the Officer the monthly statement for the said period is automatically generated by the click of the mouse. The process re engineering work is going on and the day is not far when all the courts will be asked to submit only the auto generated CIS monthly statement. To generate monthly statement follow the following steps.




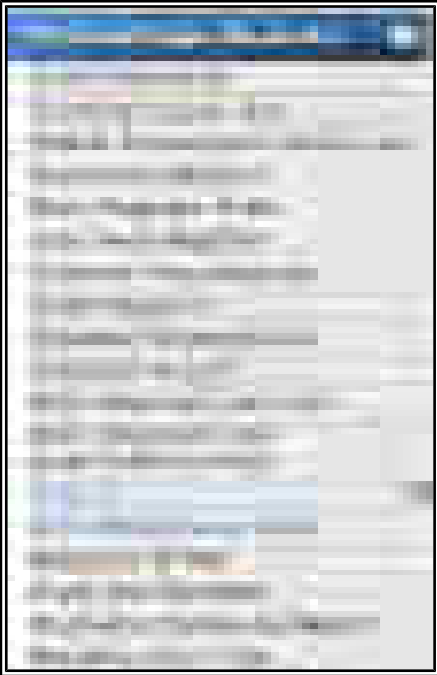
Go to Navigation bar → select DJPMC → click Monthly Statement
 → Select Court no/ civil/criminal → select from data /to data → then click Go → View button appears → if clicked the monthly statement for the given period is generated (as shown in the screen shot hereunder)



Monthly statement generated for January 2018

Monthly statement generated for January 2018	
Sl. No.	Statement
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6.22 Proceedings report enhanced under CIS 3.0

Old CIS.2.0 Proceedings Report List	New CIS.3.0.Proceedings Report List
	

In navigation pane the “proceedings report” is another store house of variety of reports as shown in the screen shot Under CIS 3.0 six new reports have been added under Proceedings report they are Civil Cause list; Criminal Cause list; Daily fee receipts; Payment Mode wise Report ;Pending court fee

6.22.1 Civil Cause list

To generate the Cause list follow the steps given below:

Go to Navigation bar → select Proceedings report → click Civil cause list/criminal cause list → select date for which the cause list is need → click Go → Cause list of the given date is generated (as shown in the screen shot hereunder)

6.22.3 Disposal Report

Go to Navigation bar → select Proceedings report → click Disposal Report → select the dates date for report is needed → click Go → Disposal report for the chosen period is generated (as shown in the screen shot hereunder)

Case No.	Party Name	Disposal Date	Disposal Status
101-102	Shri. Ramesh Chandra...	15/03/2023	Completed
103-104	Shri. Anand Kumar...	20/03/2023	Pending
105-106	Shri. Vikram Singh...	25/03/2023	Completed
107-108	Shri. Arjun Singh...	30/03/2023	Pending
109-110	Shri. Harish Chandra...	05/04/2023	Completed
111-112	Shri. Manoj Kumar...	10/04/2023	Pending
113-114	Shri. Ravi Singh...	15/04/2023	Completed
115-116	Shri. Suresh Chandra...	20/04/2023	Pending
117-118	Shri. Anil Kumar...	25/04/2023	Completed
119-120	Shri. Rajesh Singh...	30/04/2023	Pending

6.22.4 Peshi register

Peshi register under Proceedings report gives the list of cases party name wise as shown hereunder

Go to Navigation bar → select Proceedings report → then click Peshi register

Case No.	Party Name	Peshi Date	Peshi Status
101-102	Shri. Ramesh Chandra...	15/03/2023	Completed
103-104	Shri. Anand Kumar...	20/03/2023	Pending
105-106	Shri. Vikram Singh...	25/03/2023	Completed
107-108	Shri. Arjun Singh...	30/03/2023	Pending
109-110	Shri. Harish Chandra...	05/04/2023	Completed
111-112	Shri. Manoj Kumar...	10/04/2023	Pending
113-114	Shri. Ravi Singh...	15/04/2023	Completed
115-116	Shri. Suresh Chandra...	20/04/2023	Pending
117-118	Shri. Anil Kumar...	25/04/2023	Completed
119-120	Shri. Rajesh Singh...	30/04/2023	Pending

6.23 Enhanced generation of pending report from Dash home

The dash board which welcomes you once you login is packed with almost all important data. Its the simplest way yet most useful and attractive which also displays reports using graphical elements such as Pie charts and Bar charts. Under CIS 3.0 the Dash home itself has been enhanced to generate pending cases list with case type. Earlier in CIS 2.0 we were able to generate pending cases under civil , criminal and both but now it has been enhanced to give case type wise pending reprot from dash home The list of reports generated from dash home is given below:



List of Today's Cases List

List of Undated Cases

List of My Disposal in this Month

List of My Pending Cases

Dash home in CIS 3.0 comes with Case type search

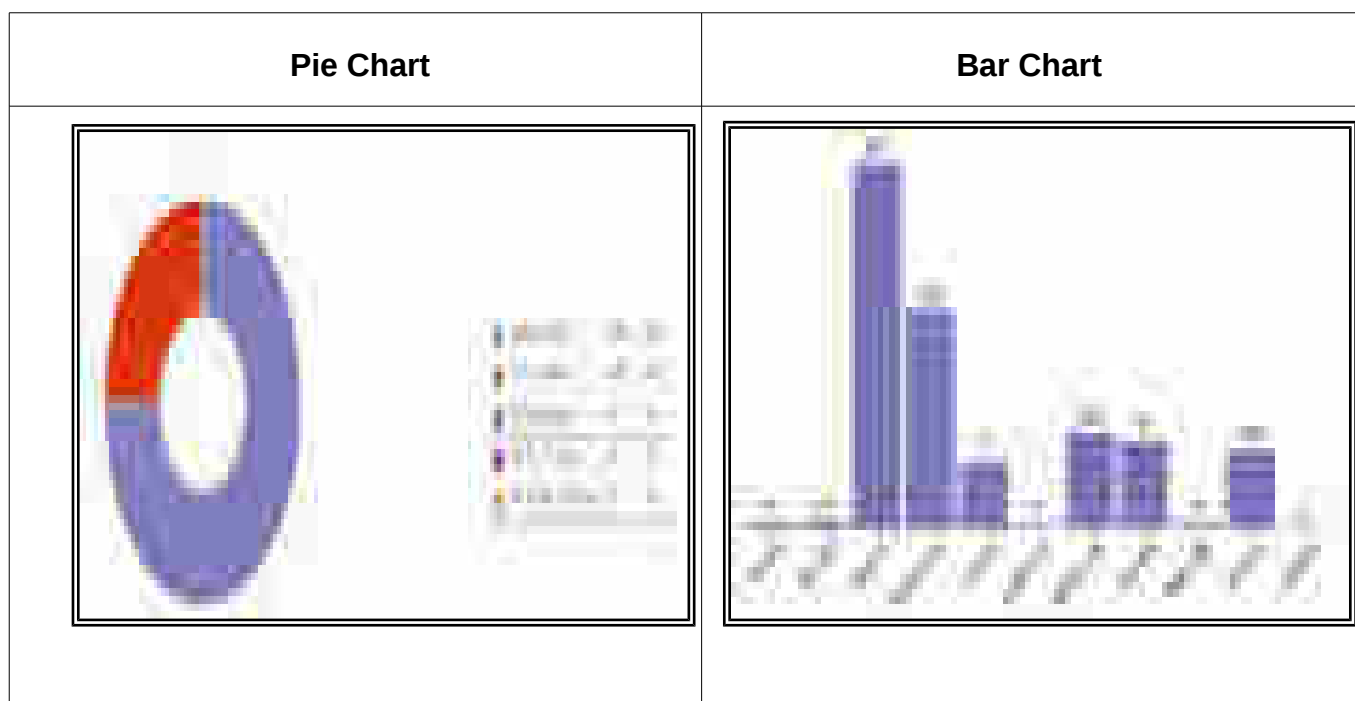
6.23.1 List of case type wise Top 10 pending cases

(you can enter any number in the box to get the top pending cases.if no number is entered in the box then the entire pending list is generated and now it comes with the enhanced features of Case type)



6.23.2 Pendency pie chart / Case type bar chart

The case type bar chart and pendency pie chat shown above are interlinked .hence this bar chart shows the break up with the classification of cases of the pie chartThe bar chart under CIS 3.0 shows the top ten pending cases



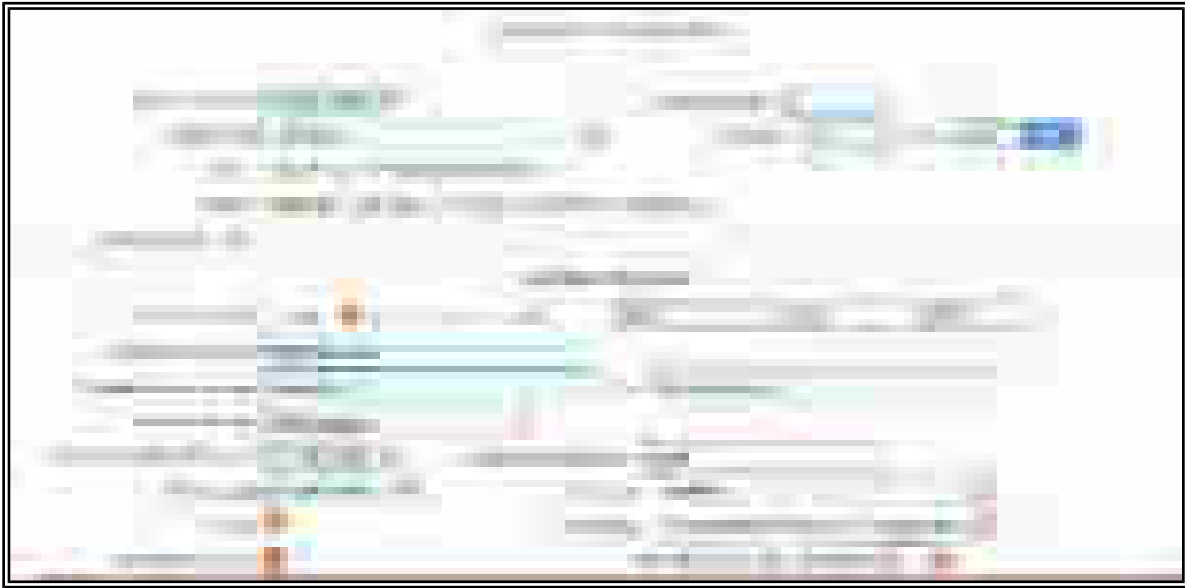
6.24 Appeal information reports

Under CIS 3.0 under appeal information one additional report of compliance has been added to the existing four reports and taking the total appeal information reports to five (i)Appellate Case Info;(ii) Appellate Cases Report;(iii) compliance (iv) Compliance Report for Today (v) Register of Stayed Matters



6.24.1 Appellate Case Information :

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Appellate Case Info/ the report is generated as shown hereunder



6.24.2 Appellate Cases Report

Through this appeal information report one can get the details of the appeals pending with Supreme court, High Court, District Court or other court.

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Appellate Cases Report -> the report is generated as shown hereunder



6.24.3 Appeal Compliance

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option compliance / Compliance Report for Today -> the report is generated as shown hereunder



The screenshot displays a software interface with a navigation pane on the left and a main content area. The main content area shows a report titled 'Appeal Compliance' with a table of data. The table has several columns, including 'Case No.', 'Case Name', 'Status', and 'Date'. The data is organized into rows, with some rows highlighted in green and others in yellow. The interface also includes a search bar and various filters.

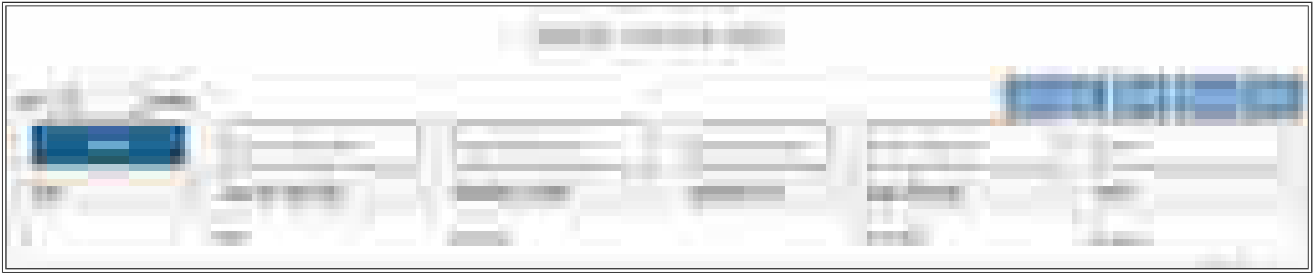
6.24.4 Register of stayed matter

To get appeal information reports Go to Navigation Pane --->click Appeals information-->click any one option Register of Stayed Matters -> the report is generated as shown hereunder



The screenshot displays a software interface with a navigation pane on the left and a main content area. The main content area shows a report titled 'Register of Stayed Matters' with a table of data. The table has several columns, including 'Case No.', 'Case Name', 'Status', and 'Date'. The data is organized into rows, with some rows highlighted in blue and others in yellow. The interface also includes a search bar and various filters.

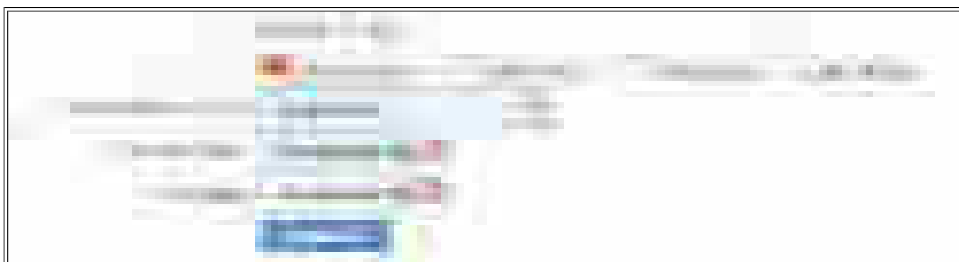
6.24.5 Compliance report for Today



6.25 User log report

Under CIS 3.0 the User log report can be generated under four options (I) user name (ii) CNR No (iii) Case No (iv) Linkwise .This is a very useful security based report. The user log report gives the details of all persons who logged into the CIS software with the time and the work done by them. By this we can check who has made the entries at what time etc.

Go to Navigation Pane --->click Admin Menu ---> than click user log



Conclusion

Through the above elaboration on the topic report generation, every user of CIS 3.0 will feel the major enhanced feature brought about in the report generation and hope this report generation is used as an effective time management and court management tool by the judicial officers and the staffs equally.

----- *Start exploring the enhanced treasure house of reports under CIS 3.0*

7. TEMPLATES

7.1 Introduction

One interesting enhancement under CIS 3.0 is the digital Templates which comes with auto generated forms which can be further customised according to the needs of the court. This can be added in Master and can be generated in a skeleton formats. This should not be mistaken for authorized forms of orders. It is only a skeleton form which must be edited and filled up according to the individual cases. Let us see the key templates under this chapter under the following headings:

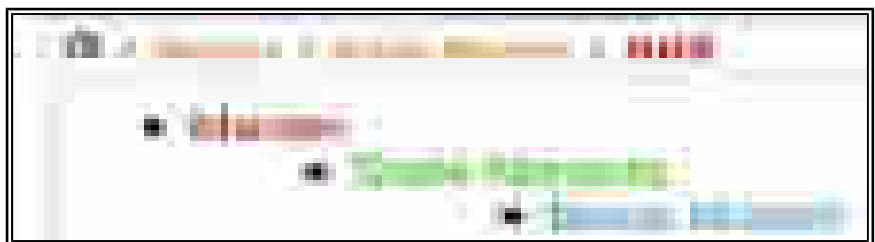
- **Issue / Charge Framing Templates**
- **Summons auto generation Templates**
- **Warrant auto generation Templates**
- **Order / judgment Templates**

7.2 Issue / Charge Framing Templates

This option of framing of issues is available under court proceedings. Using this option the formatted issues can be chosen which are made available under CIS 3.0 and it can be customised according to the needs of the user.

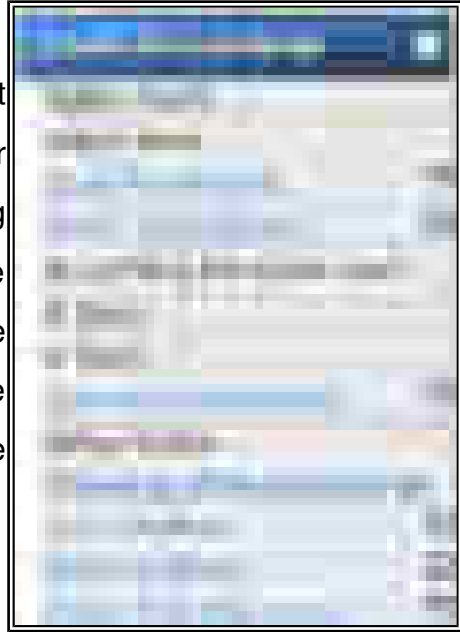
7.2.1 Customizable Issue Master under State Master

CIS 3.0 comes with the state master whereby according to the needs and style of format in use in the particular state, the Issues master can be created. This option gives the freedom for the High Courts to create and generate issues and charges model as prevalent in accordance with the state laws..



7.2.2. Framing of Issue Menu

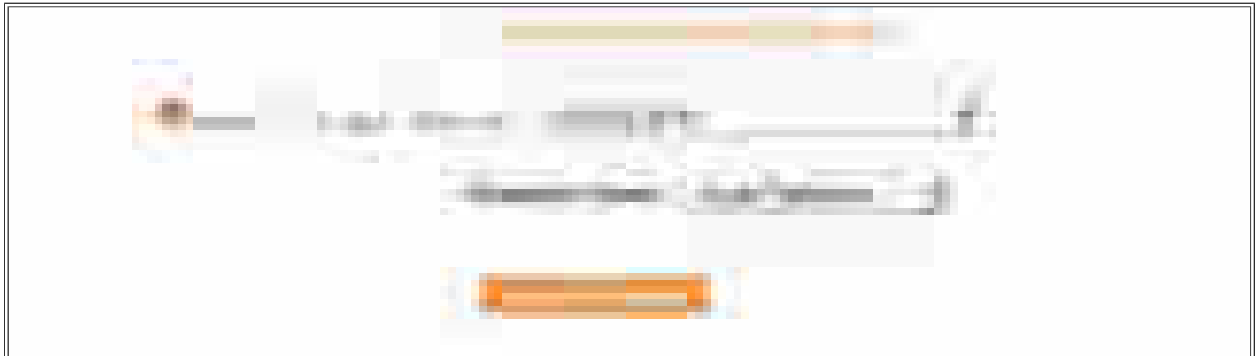
This option is available under the court proceedings whereby one can choose the issue or charge framing for the particular case. While choosing the option it should be ensured that the issues can be framed only when the case is posted on the same date. And after choosing the issues or editing the issues click submit and we will get the message addition successful.



7.2.3 Generating the Issue Format

After getting the message as addition successful click the report option which is available on the top right hand side of the screen as shown in the screen shot. Only when the report option is clicked it will generate templates. Once the generate template option appears click the same then issue template is generated.

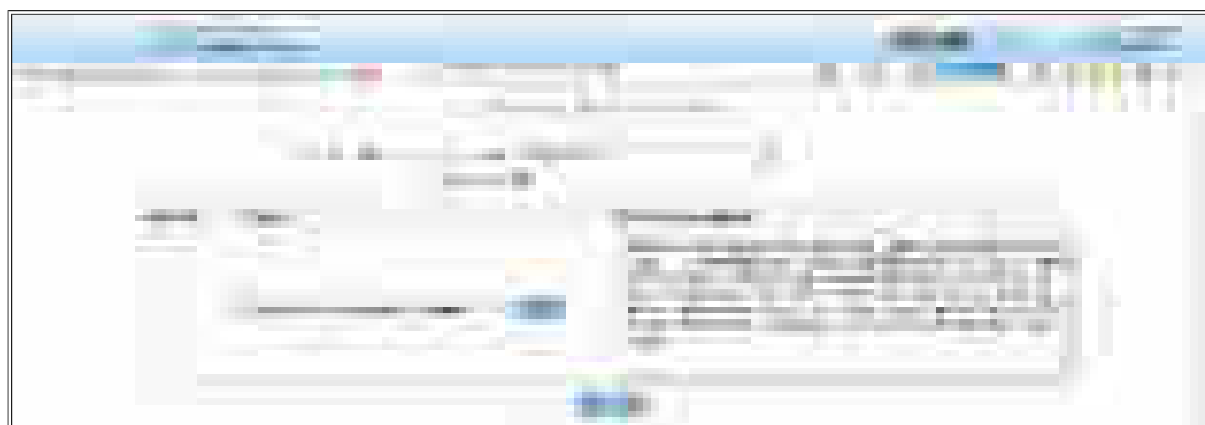
Go to Navigation panel – click court proceedings – select framing of issues – click submit - Addition successful message appears – click report icon – click generate template – click issue template – the draft of issues is generated which can be edited .





7.2.4 Charge Framing Templates

Similar to the issue framing steps as dealt above the charges can be framed using same option of Framing issue/charge menu .





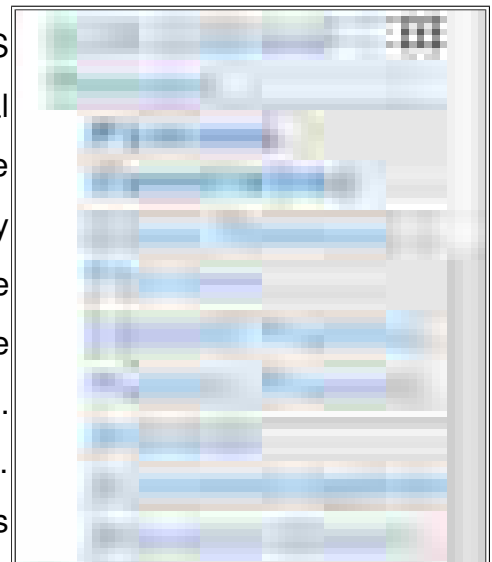
7.3 Process generation Template

The option of generating summons and warrants are available under process generation.

- **Summons auto generation Templates**
- **Warrant auto generation Templates**

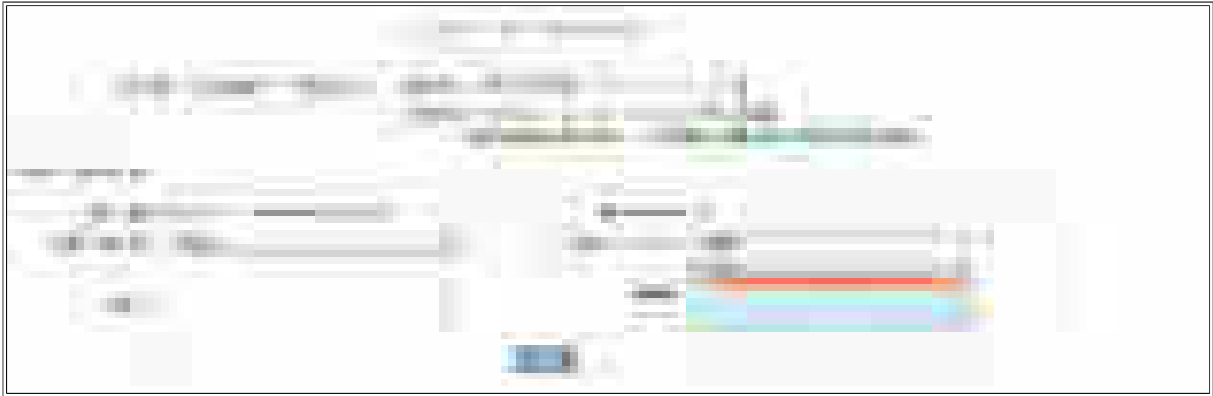
7.4 Summons auto generation Templates :

This enhanced feature of auto generation of summons is a path breaking option available under CIS 3.0. Once the summons are auto generated they are uploaded and published through CIS and the draft of the process is generated. With this digital generation of process the next stage of tracking the service of summons becomes possible and already steps are underway with the E-committee of Supreme Court of India to give GPS enabled instruments to the process servers who are serving in person to the litigants. This is a sure revolutionary tool for the District judiciary. Let us now see how to generate summons through this CIS 3.0



7.4.1 Generating summons to appear in person -Steps

Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type, and select the address needed as shown in the screen shot herewith.



Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with addressee details appears which need to be filled up as shown in the screen shot



Step 3: After filling the address details and if the save option is clicked it will open up the option of generate draft and by clicking it '**1 Notice Generated successfully**' message appears and the draft is generated as shown in the screen shot



7.4.2.Upload process option:

Step 4: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit.The option of Publish appears and if it is clicked It will give “**Process uploaded successfully** “message on the screen.



7.4.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option which clicked will give “**Notices Published successfully** “message on the screen. After this the notices can be printed with acknowledgment



7.4.4 Summon Print and Acknowledgement print

Step 6: After “**Notices Published successfully** “message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.





The table has a header row with several columns. Below the header, there are several rows of data. The text in the table is mostly illegible due to blurring, but the structure of the table is visible. The table is enclosed in a rectangular border.

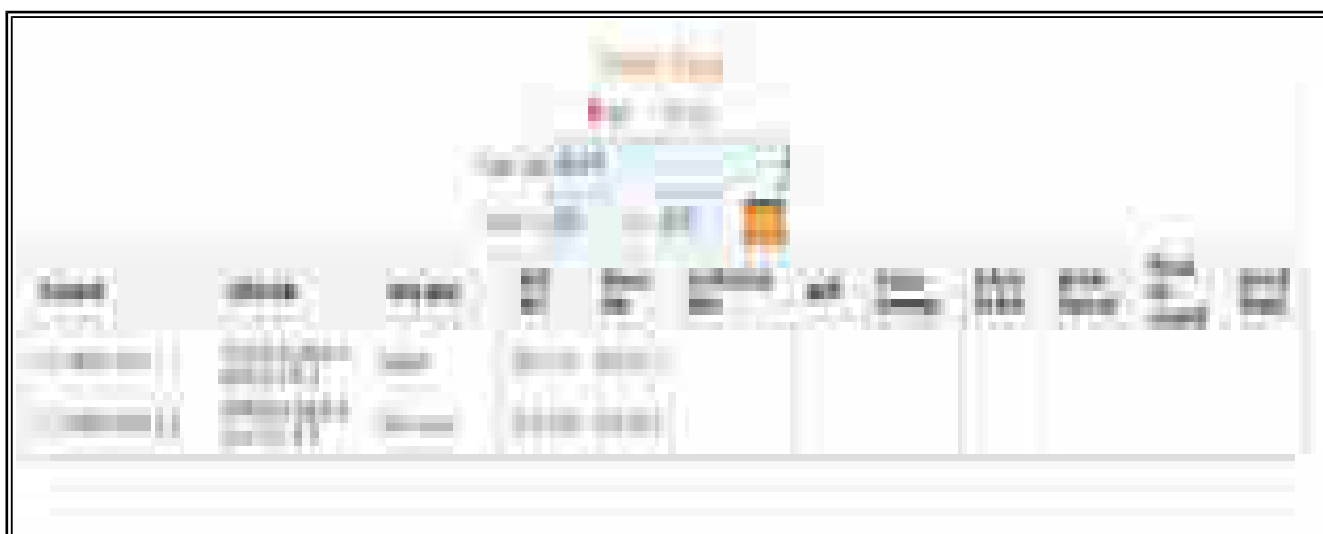
7.4.5 List of Process :

In case where numerous process are generated the same can be viewed from the published process option available under upload process option as shown hereunder



7.4.6 Process status monitoring

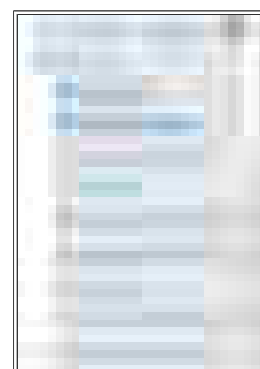
The status of the process can be monitored using the process status option



7.5 Warrant auto generation Templates

Let us now see how to generate as Warrant through this CIS 3.0

Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type (Warrant) - select State / District / Police Station / FIR Number - select the addressee and fill up as shown in the screen shot herewith.



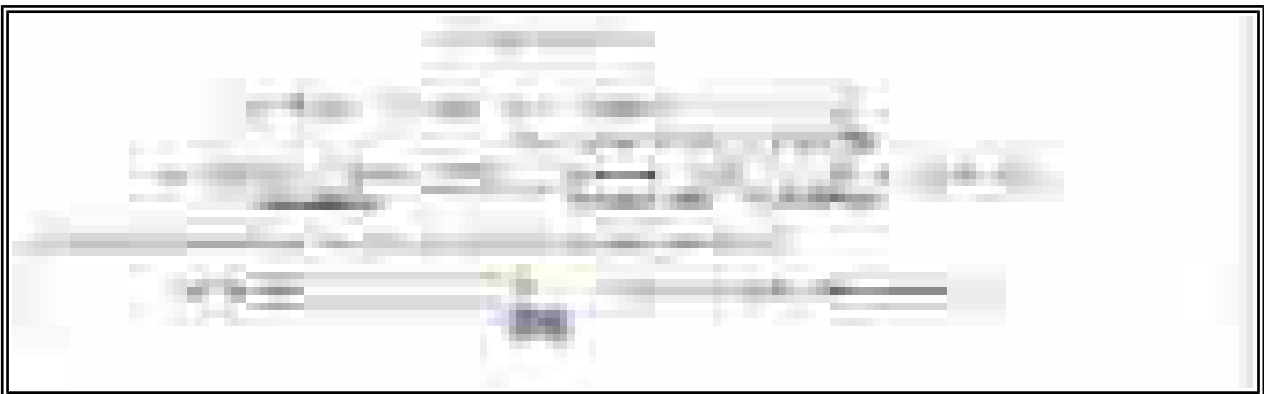
7.5.1 Generating warrant of Arrest -Steps

Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the **criminal case type** and the process type as **Warrant of arrest** , and **select the address** needed as shown in the screen shot herewith.

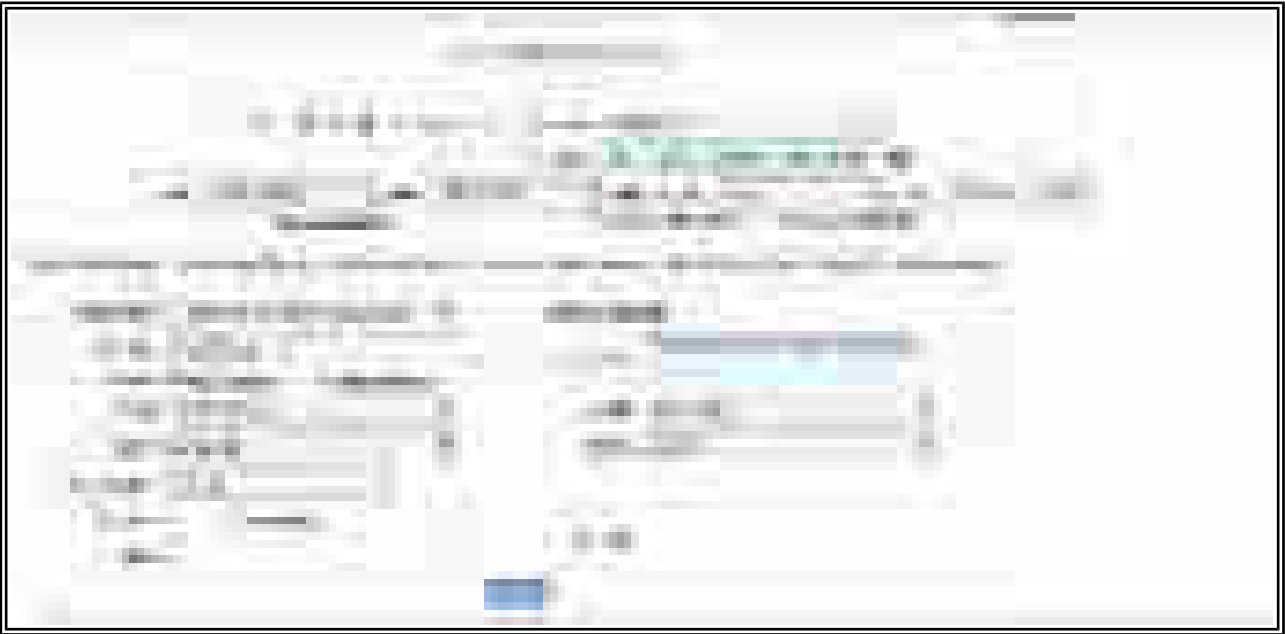
Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with **addressee details** appears which need to be filled up as shown in the screen shot



Step 3: After filling the address details and if the save option is clicked it will open up the next tab of **Part Concerned** which has to be filed up and **click next** it will as shown in the screen shot



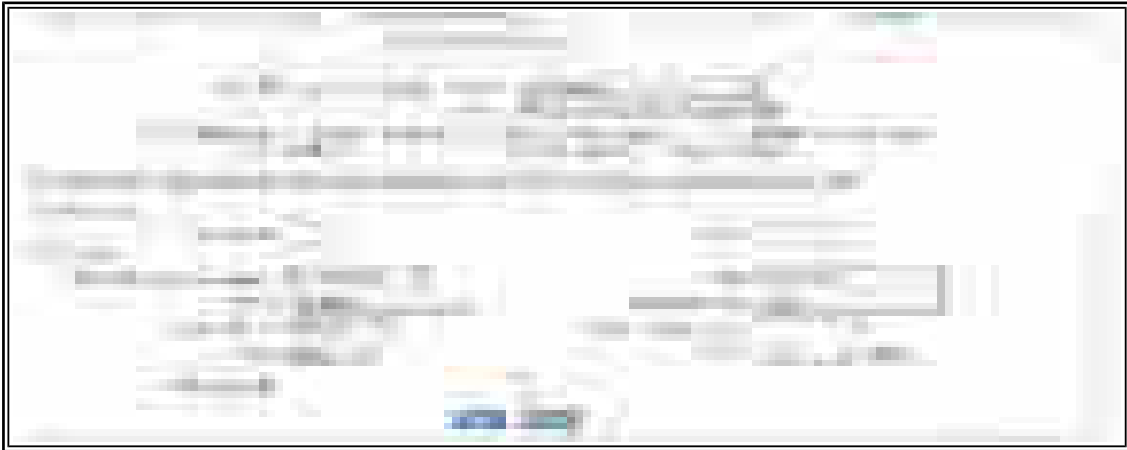
Step 4: After filling the Party concerned details and if the save option is clicked it will open up the next tab of **Selected Party details** which has to be filed up and **click next** it will as shown in the screen shot



Step 5: After filling the selected Party details and if the save option is clicked it will open up the next tab of **Act/section details** which has to be filled up and **click next** as shown in the screen shot



Step 6: After filling the act/section details and if the next option is clicked it will open up the **Case details option** which has to be filled up and click next as shown in the screen shot

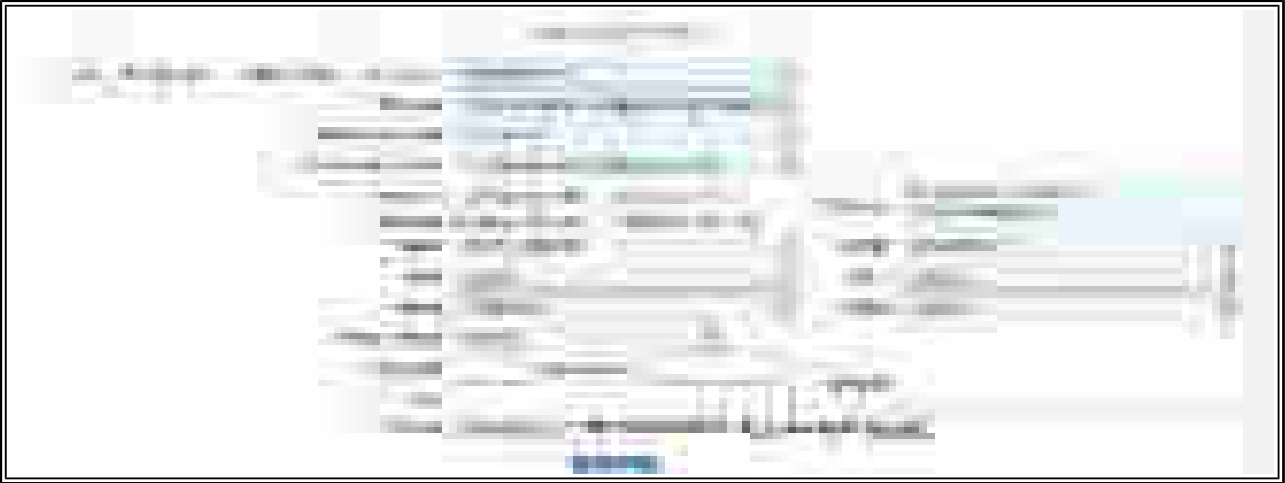


Step 7: After filling the case details and if the next option is clicked it will open up the option of generate draft and by clicking it '**1 Notice Generated successfully**' message appears and the draft is generated as shown in the screen shot



7.5.2 Upload process option:

Step 6: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit.It will also give the preview option



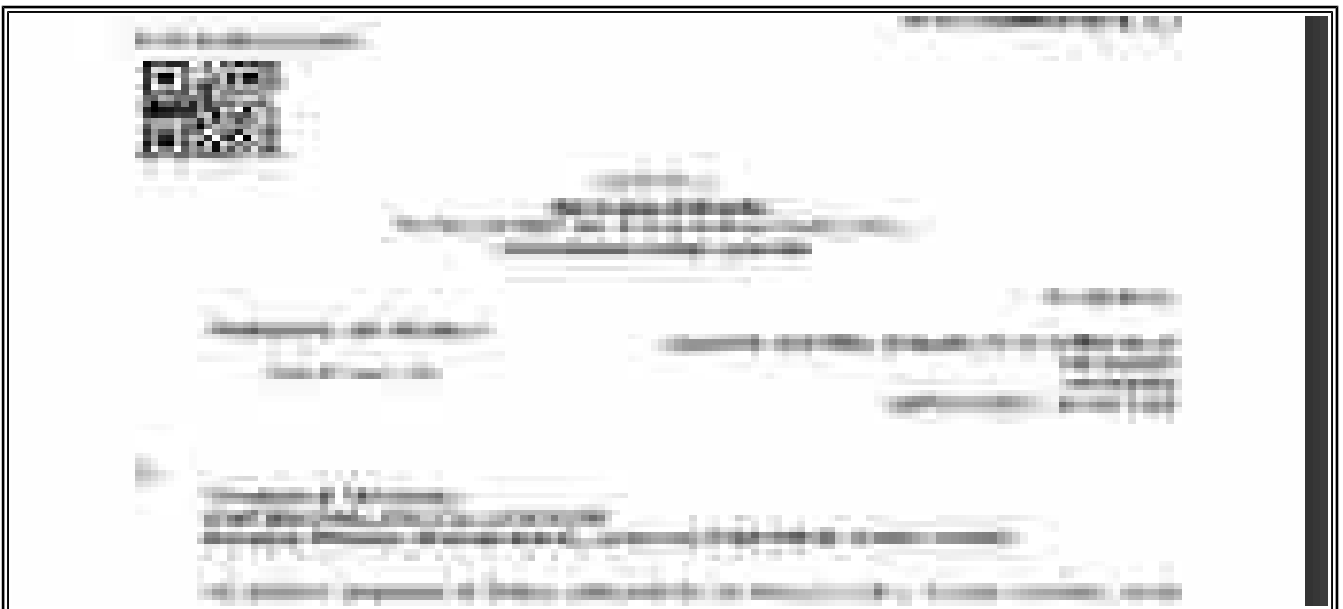
7.5.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option from the navigation pane and which clicked will give “**Notices Published successfully**” message on the screen. After this the notices can be printed with acknowledgment



7.5.4 Warrant Print and Acknowledgement print

Step 6: After “**Notices Published successfully**” message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.



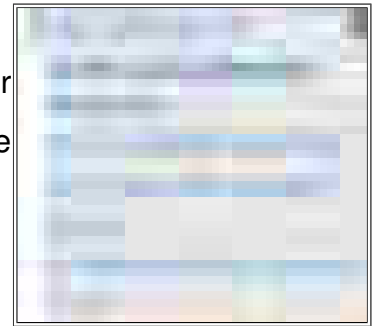
7.5.5 Warrant status monitoring

The status of the warrant can be monitored using the process status option



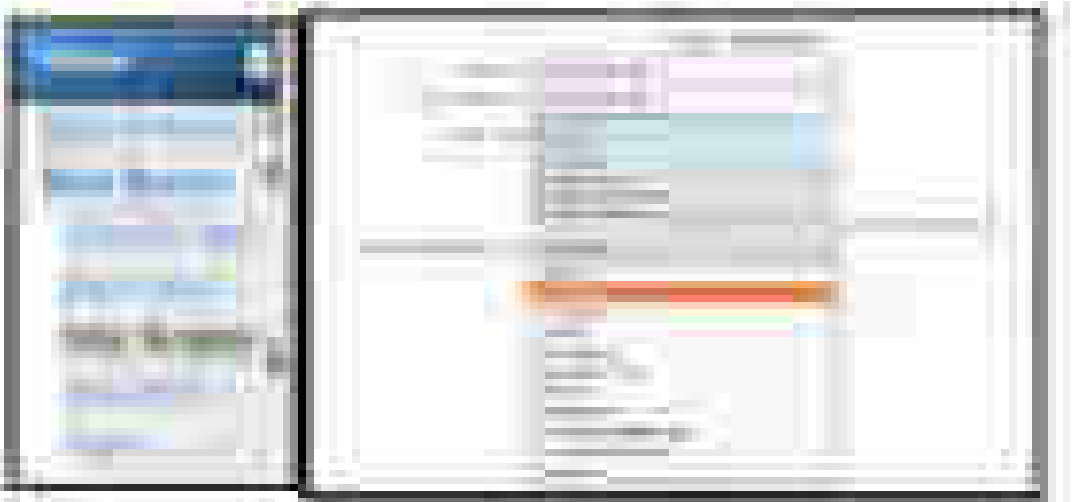
7.6 Order judgment Template :

This template is available under the option of order judgment using this the skeleton format of the orders can be generated.

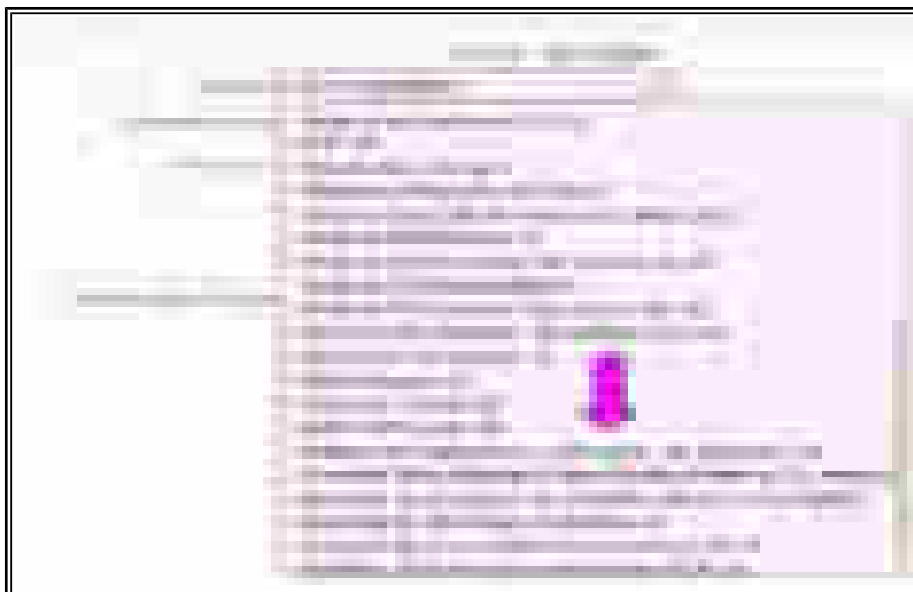


7.6.1 Customizable order template option under the Masters

Using this order template the type of orders and its format can also be customized according to the needs of the High Courts.



Using the Order template option available under the Masters Only when the orders are added in the masters it will be shown in the drop box of the order templates as shown in the screen shot hereunder



Few orders

which has been generated is shown herewith for better understanding

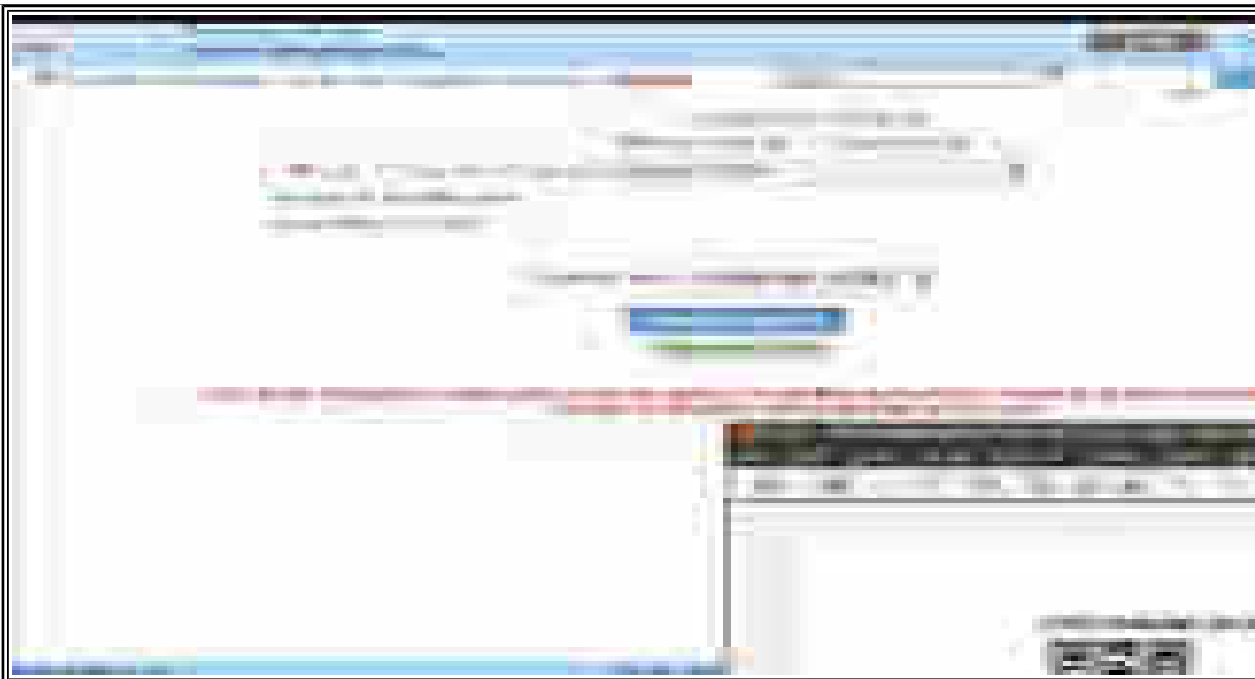
7.6..2 Civil Judgement Template

Step Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select the case number and choose the template name “Civil Judgement” from the drop box (this option will appear in drop box only if added through state master) -->click Generate template option → click Civil Judgement shown in green colour → It generates the order -->it can be further edited and customised



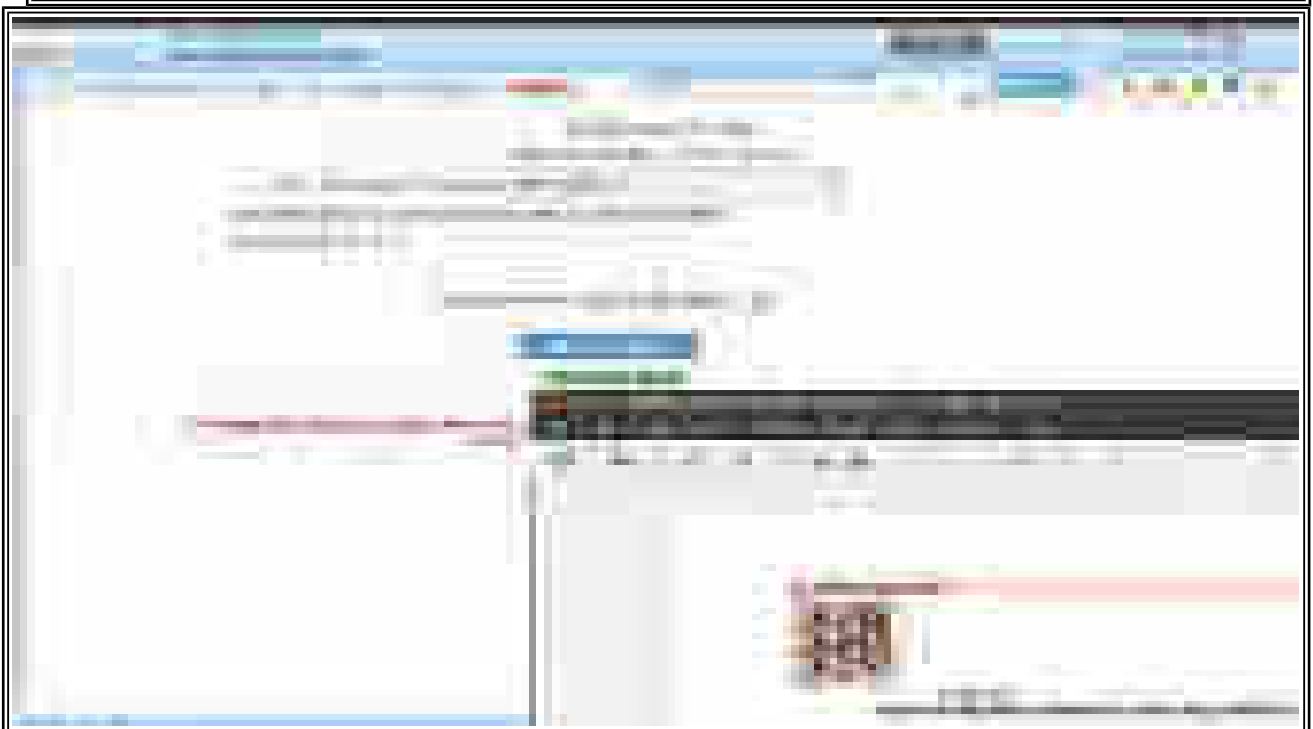
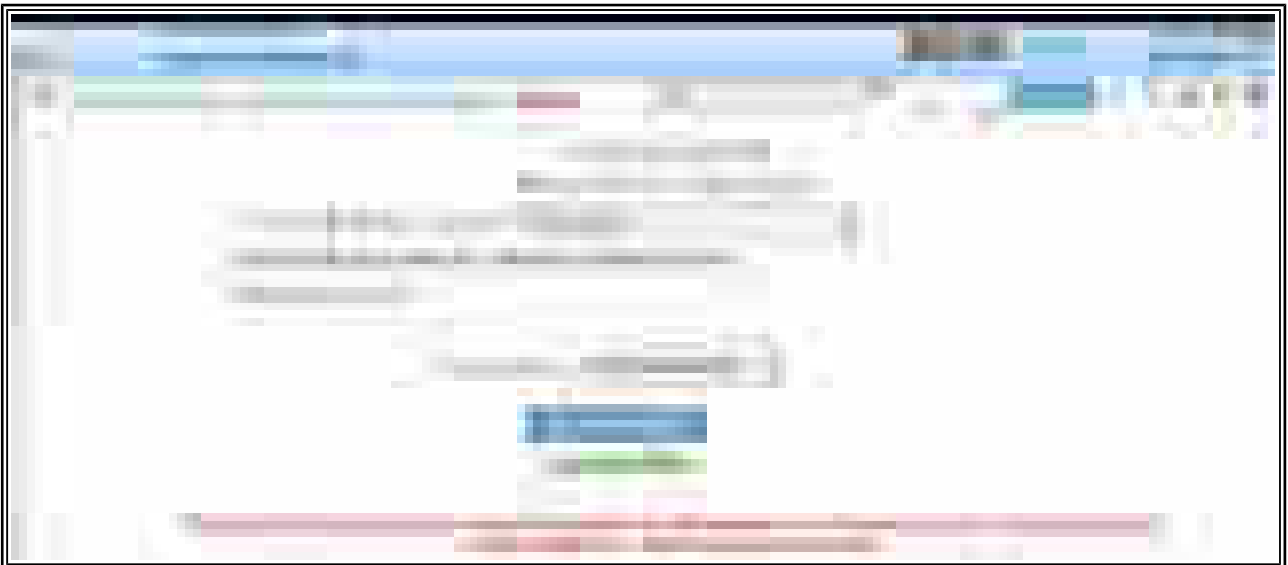
7.6.3 Abatement order Template

Step: Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select case number _>Select template name as 'Abatement order" (this option will appear in drop box only if added through state master) -->Click Generate Template → click "Abatement order which appears in green colour--> Abatement order with QR code generated



7.6.4 Committal Template

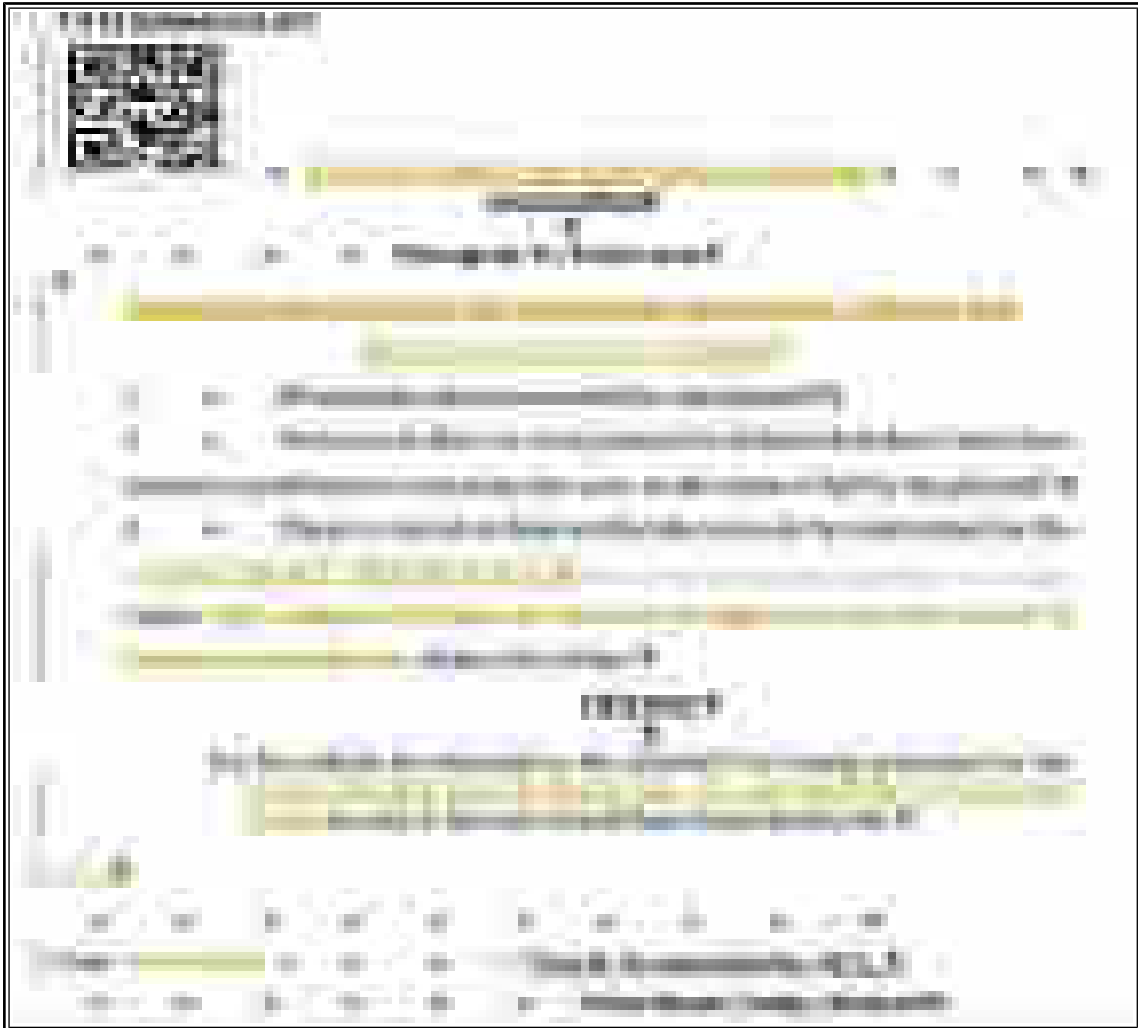
Step: Go to navigation pane → Choose Order and Judgement option → Click Order Judgement template ---> Select case number _>Select template name as 'Committal order" (this option will appear in drop box only if added through state master) -->Click Generate Template → click "Committal order which appears in green colour--> Abatement order with QR code generated





7.7 Editable option under templates

The templates when generated and if downloaded it becomes editable format in odt format which can be edited according to the format required. The edited template using track changes option is shown for clear understanding



With this use of templates the users of CIS .3.0 can feel the next generation features inbuilt in CIS .3.0 Explore the auto generated templates and make digitalized District Judiciaryl

-----Welcome to the new world of digital templates under CIS 3.0-----

8. Digital Registers.

8.1 Introduction

Moving forward towards the dream of process re engineering vision. CIS.3.0 comes with more Digital Register types unbuilt in it. The said Register module can be customised according to the needs of the states paving the way for complete package of digital Register.

8.2 Variety of Digital Registers under CIS 3.0

A simple search in the search box of CIS 3.0 shown the following digital registers.Keep exploring !

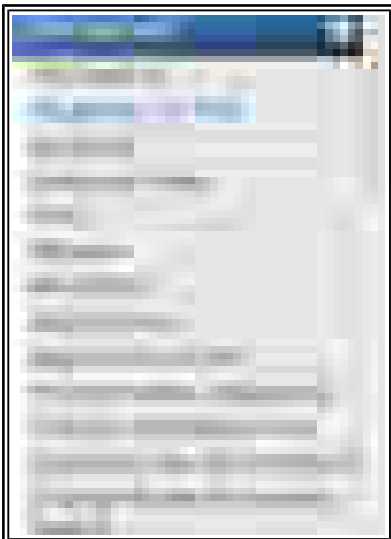


8.2.1. Shortcut to find out Registers:

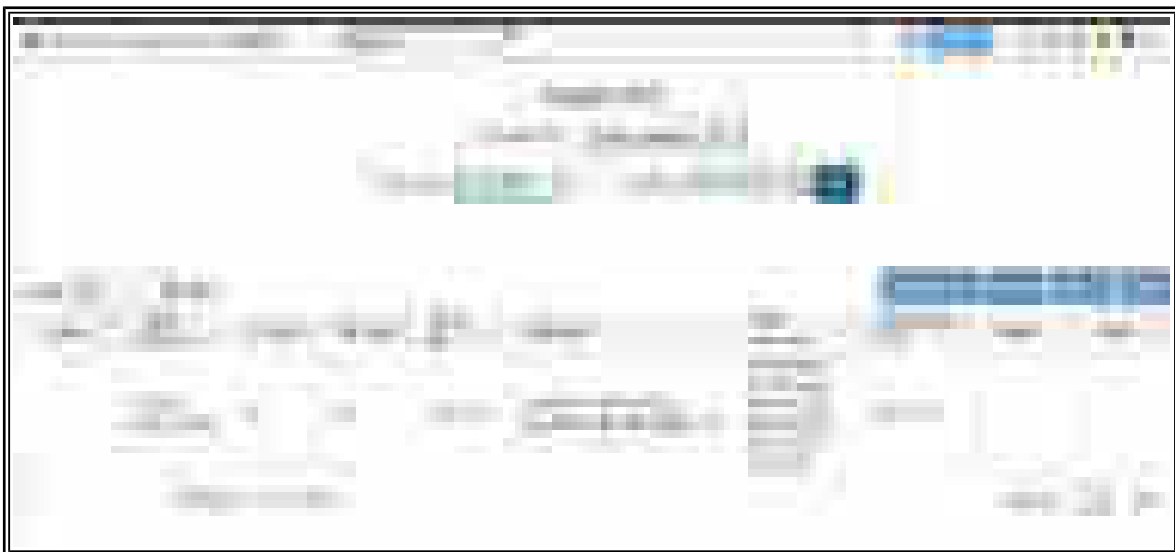
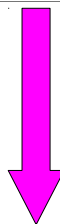
For readers who feel that they cannot remember the name of each and every registers can use the shortcut way of searching through search box. Just type the name of the register in the search box. For example if you want FIR register, just type FIR register in the search box and CIS gives the search options for FIR. Then click the FIR register from the list as shown herewith.



8.3 FIR Register



Go to Navigation pane – click FIR detail option – click register of FIR – select options of Police Station, from date option – click Go The register of FIR Generated



8.4. Fee Register

Under CIS 3.0 one can get Civil Fee Register;Criminal fee Register ; Fee Register showing type of fee paymentmade and Fee Query Report.Let us see one by one hereunder .

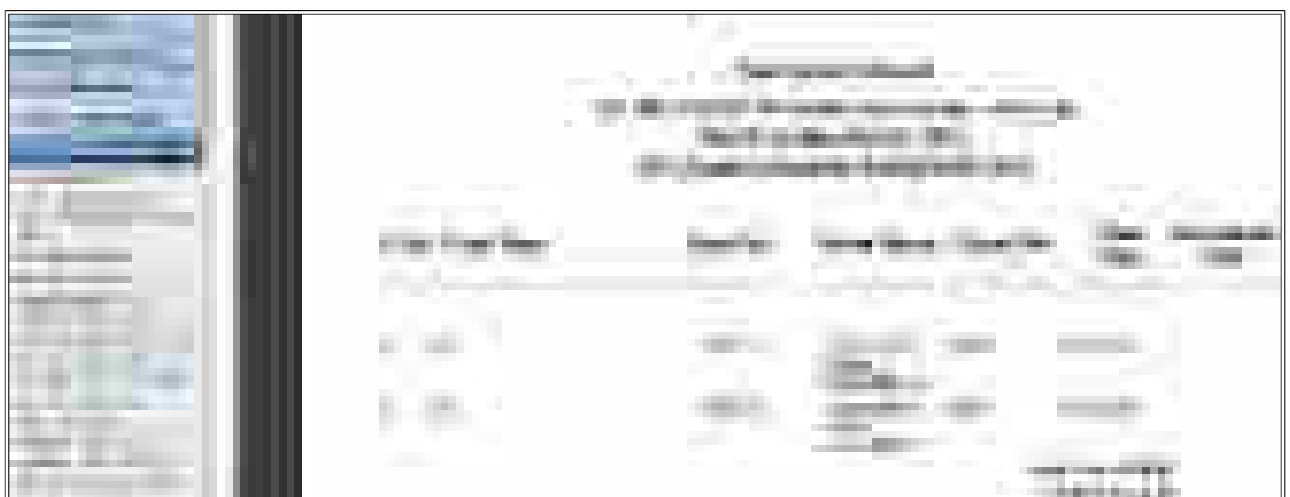
8.4.1 Civil fees Register

Go to Navigation pane – select Proceeding Reports – select Civil Fees Register



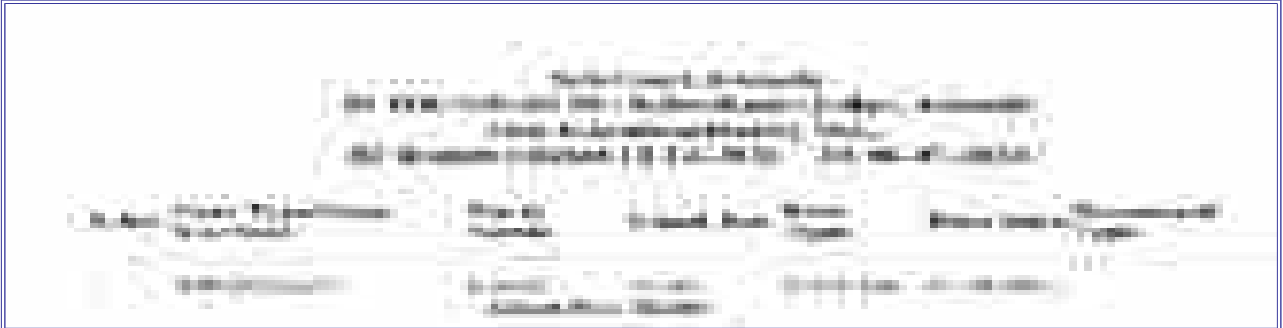
8.4.2 Criminal fee Register

Go to Navigation pane – select Proceeding Reports – select Criminal Fees Register



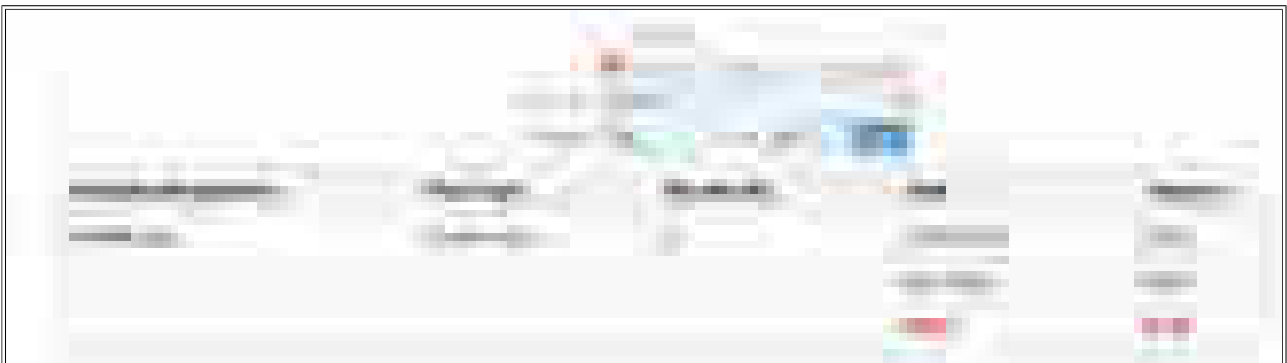
8.4.3 Fee Register print

Go to Navigation pane – select fees – select fees register print



8.4.4 Fees Query

Under CIS 3.0 the fees paid in a cash can be searched using three options (i) Case No; (ii) Filing No (iii) Caveat No under Query option in built in fees options.



8.5. Fine Register

Go to Navigation pane – select fine Register --> select the fields



8.6. Caveat Register



Caveat Register can be generated only when entries regarding caveat and entered under the caveat registration section

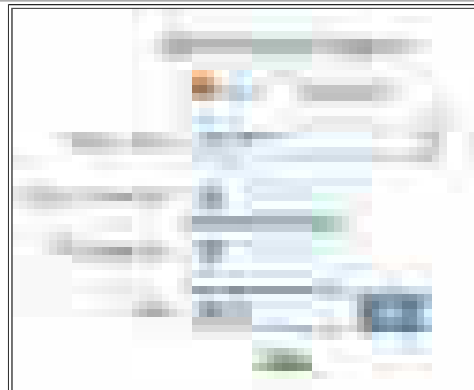
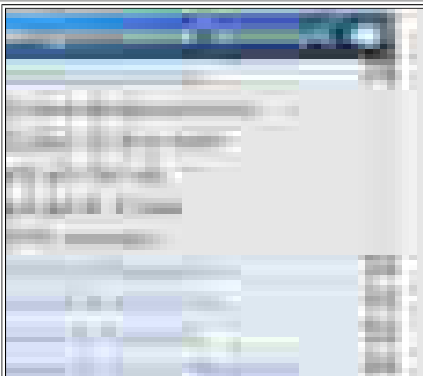
Go to Navigation pane – select caveat section – click caveat register (or) type caveat register in the search Box



8.7. Suit Register

Suit Register is a Backbone of any civil court and it is a permanent record available in the courts. Now the suit Register details can be auto generated. In many courts manually writing the suit register particulars is a great challenge and if the hand writing is not legible then it becomes a big challenge reading the suit register. This detailed Register which is the new of the suit is now captured digitally under CIS 3.0

Go to Navigation pane – select Registration section – select Registration Report



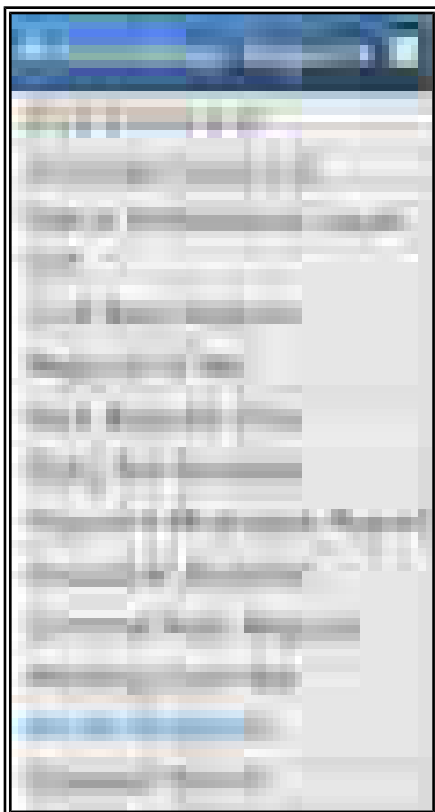
8.8. Execution Register

The details of the Execution of the fruits of the decree in recorded under Execution Register. The said Execution Register can be digitally generated.

Go to Navigation pane – select proceedings reports - select Execution Register



8.9. Peshi Register



If one wants to know the list of cases pending with the purpose wise then Peshi Register comes into help

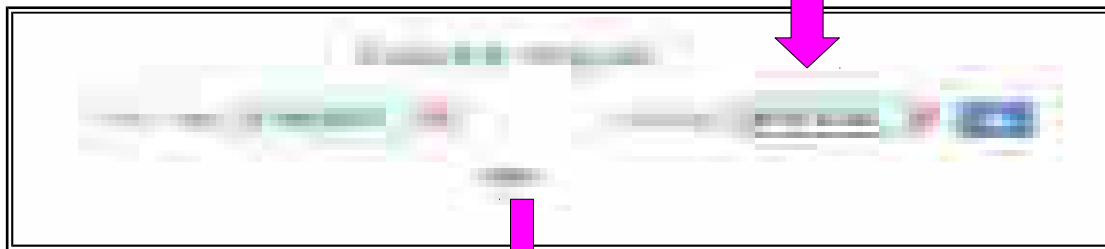
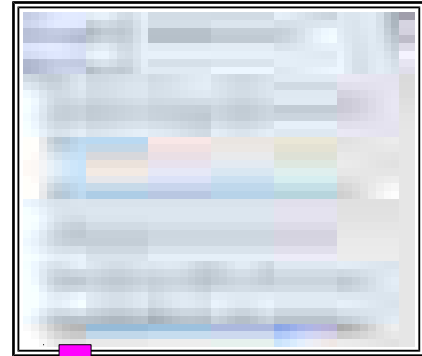
Go to Navigation pane – select proceedings reports - select Peshi Register



8.10. Institution Register

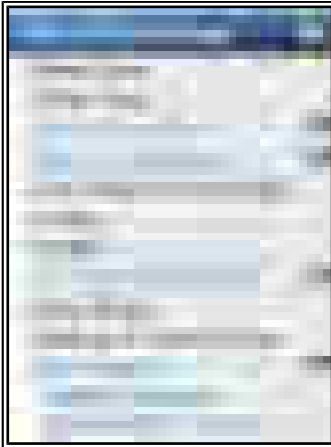
Another important life line Register maintained in court is the institution Register, whereby all the cases instituted are recorded. This important Register can also be generated digitally under Institution Register option available under case allocation menu.

Go to Navigation pane – select registration section --> select Case allocation --> Select institution register (or) **Easy method** type institution register in the search box which will show the shortcut



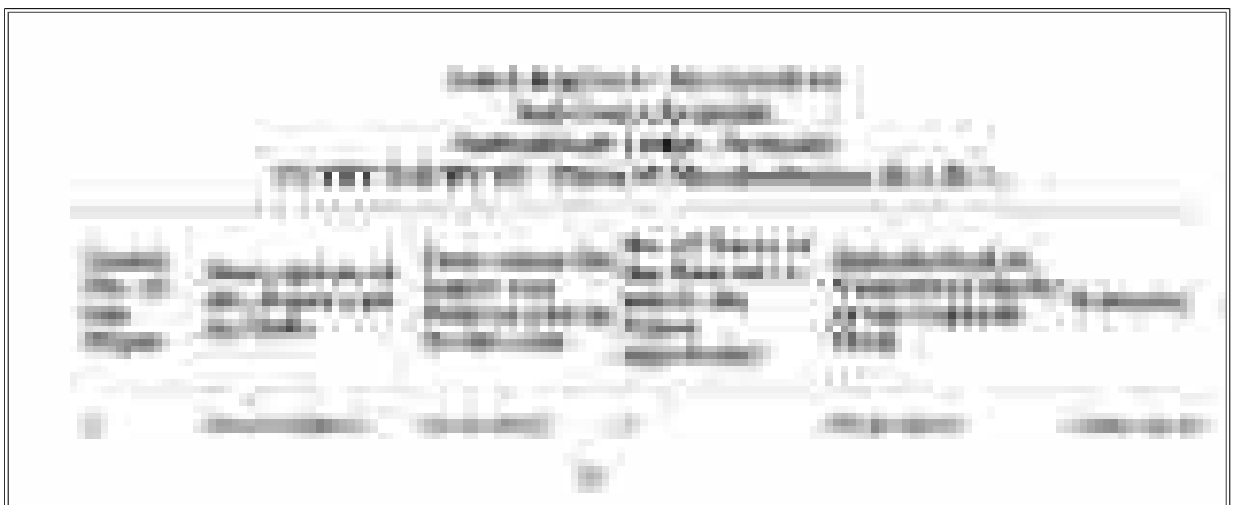
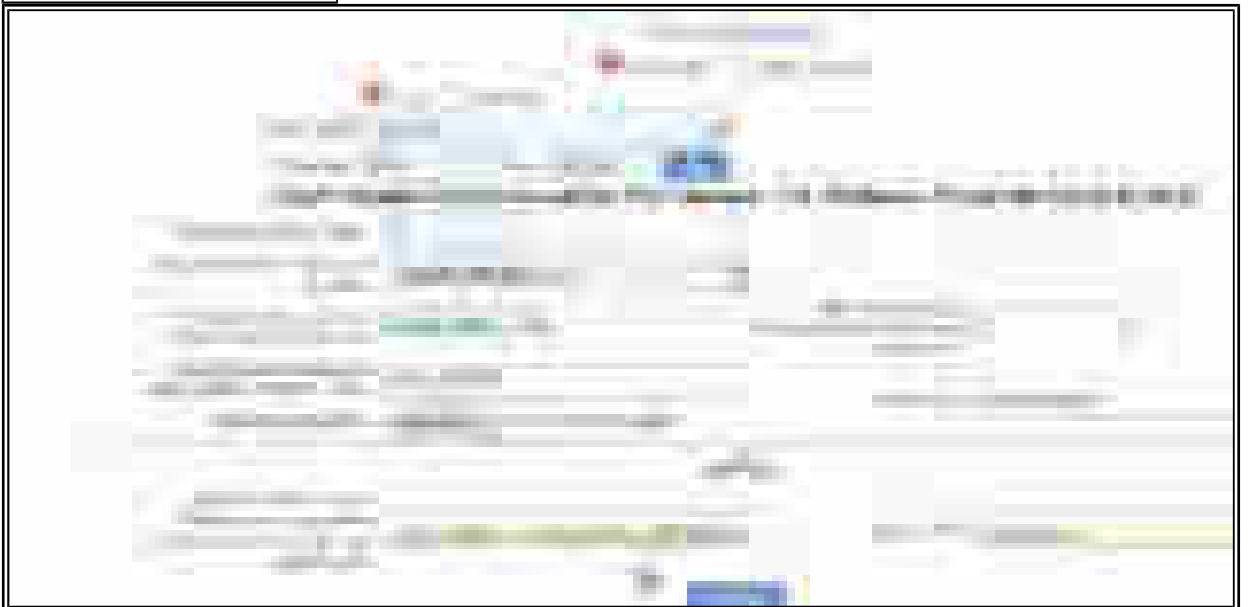
 A screenshot of the 'Institution Register' table. A pink arrow points from the search results in the previous image to this table. The table has several columns, including 'Case No.', 'Date of Institution', 'Institution Date', 'Institution Time', 'Institution Place', 'Institution Type', 'Institution Status', and 'Institution Remarks'. The table contains multiple rows of data.

8.12. Index Register



Keeping the case records indexed is really an art and challenge. Only from a indexed case records any record can be easily taken out and it is a real time saving tool. This important part of the case management is captured in CIS 3.0 under Index Register option.

Go to Navigation pane – select court proceeding – select Index register



8.13. Register of stayed matter

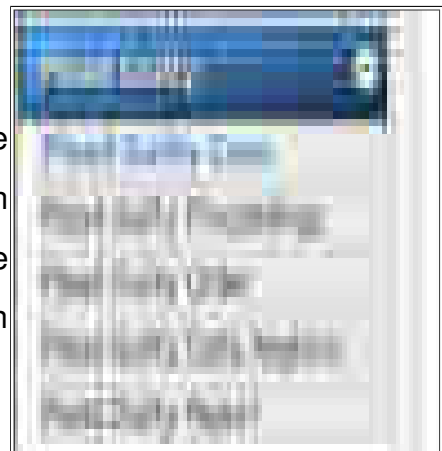
The option to generate the Register of stayed matter is available under appeal information option

Go to Navigation pane – select Appeal information – select Register of stayed matter – select the date -----



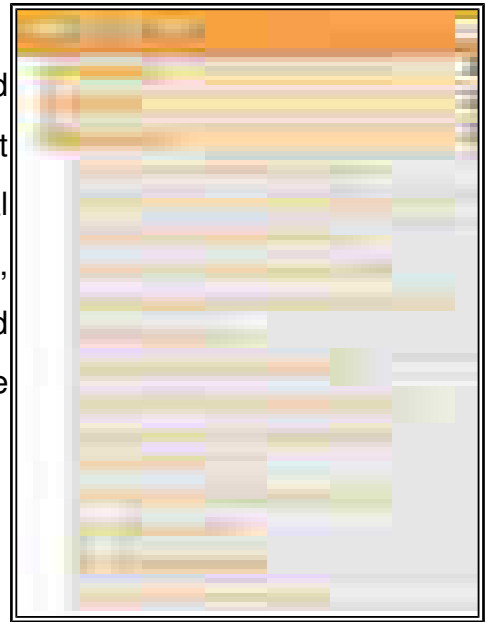
8.14. Plead Guilty Register

This digital Register of plead guilty will save time for Magistrates from manually writing the Admission Cases / Plead guilty cases register. This can be customised according to the formats existing under each states.

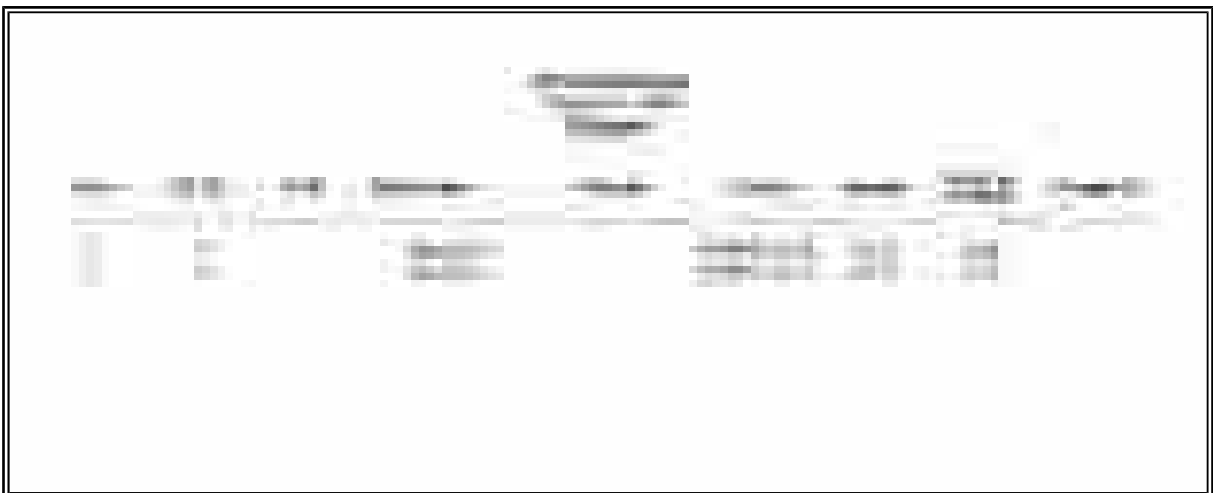


8.15. Nazarat Register

The branches for which the one most enhanced options are made available under CIS 3.0 is Nazarat. It comes inbuilt with many vital forms, reports and digital Register, like payment Register, Fine / Penalty Register, B Register, Deposit Register, Register of Lapsed Deposits, D Register, K Register and shown in the options below.

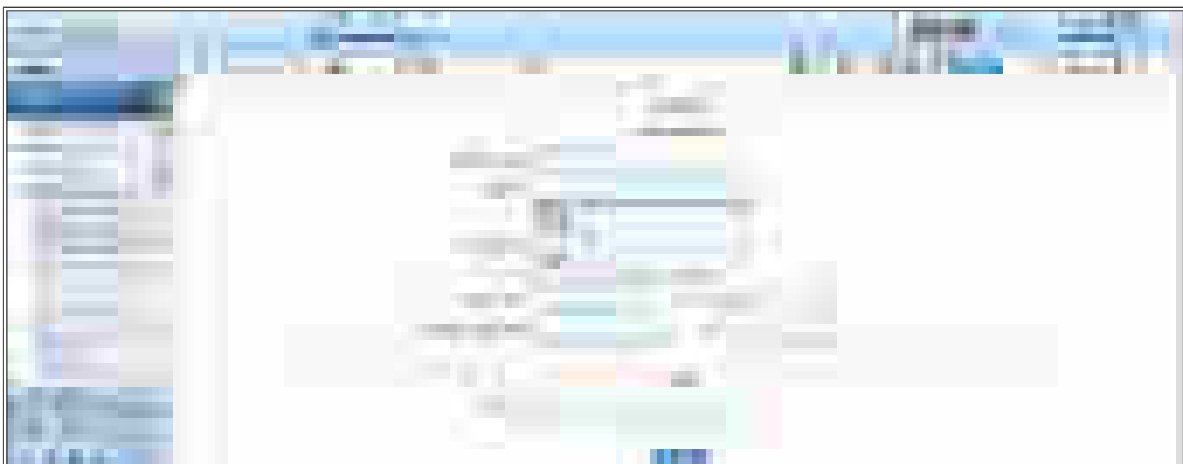
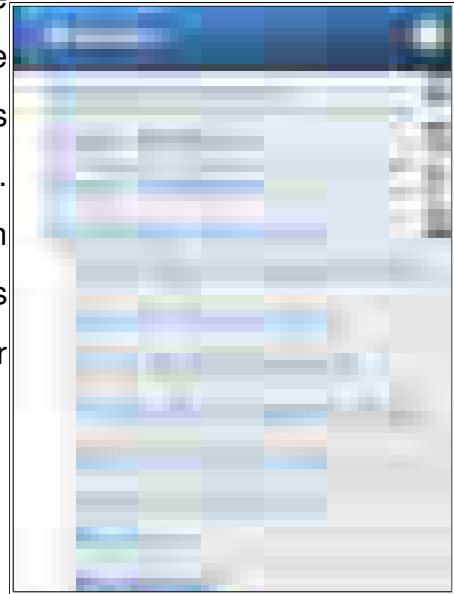


Go to Navigation pane – click Nazarat – click report – select the (needs and Register from the list



8.16 Customization option for High Courts

Under CIS 3.0 the periphery master option provides the customisation of register options for all high courts. The registers can be added by High courts by creating IDs in the periphery master option as shown herewith. Register no 7 has been added for example as shown in the screen shot herewith And any number of registers can be put to use by the respective High courts for their District Judiciary.



The exhaustive list of digital register is surely a giant step towards realizing the dream of process re engineering all court registers. The list of digital register available under CIS 3.0 comes with the option of customizing according to the needs of each High Court under Periphery Master and the day is not far with all Register of the District Judiciary being digitally generated through CIS 3.0.

-----Under CIS 3.0 Generate Digital registers for the District Judiciary -----

9.eCourts Website & NJDG

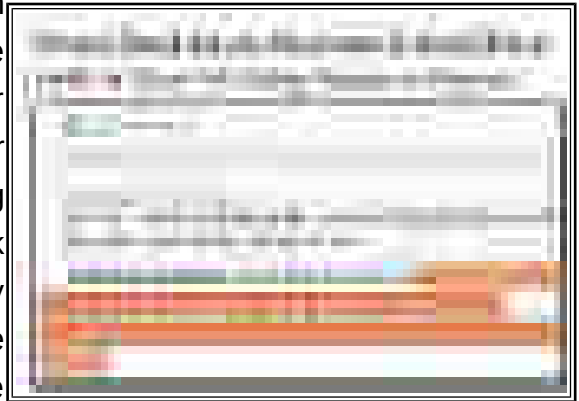
9.1 Introduction

eCourts website has moved to the 2nd most accessed website of our nation and NJDG has contributed in moving our nation forward in the ranking of the World Bank. With this roaring success of ecourt website and NJDG, Every staffs should remember that CIS data entered from each and every courts of our country are the life line of the web page www.eCourts.gov.in. From the eCourts webpage under www.eCourts.gov.in and through eCourts mobile applications, anyone can now get the Case Status; Court orders; Cause list details on-line through computers or even through smart phone with Internet connection all at a mouse click and that too in the comfort of the home. How to use eCourts web page, NJDG, and ecourt mobile application is dealt in detail under this Chapter. The data entered through CIS is the base for the eCourts,website including NJDG which is viewed worldwide!

9.2 Milestones of eCourts webpage and NJDG



Last year has seen tremendous progress in the usage of eCourts and NJDG by the public. The screen shot of crores of e transaction will speak for itself the success of eCourts . NJDG moved our nation move forward in the world bank ranking which is recorded in the report of the world bank website. All of us, part of the Indian Judiciary eCourts project under the ecommittee of supreme court of India can feel proud of milestones of the eCourts website and NJDG.



9.3.The salient feature of the ecourt website:

9.3.1 Responsive webdesign webpage :

The ecourt website is created with responsive design webpages with flexible layouts, flexible images and cascading style sheet. The responsive design webpage is build so as to detect the visitor's screen size and orientation and change the layout accordingly. To put it in simple words if the eCourts webpage is viewed through laptop then the webpage will change automatically to the laptop screensize and if viewed through tab the webpage will automatically adjust according to the the tab size and if viewed through mobile phone it will automatically adjust according to the mobile phone screen size.Its a technological marvel which you can enjoy by logging in through different devices ad see the difference.that the content adjusts itself to the viewer's screen size as shown hereunder

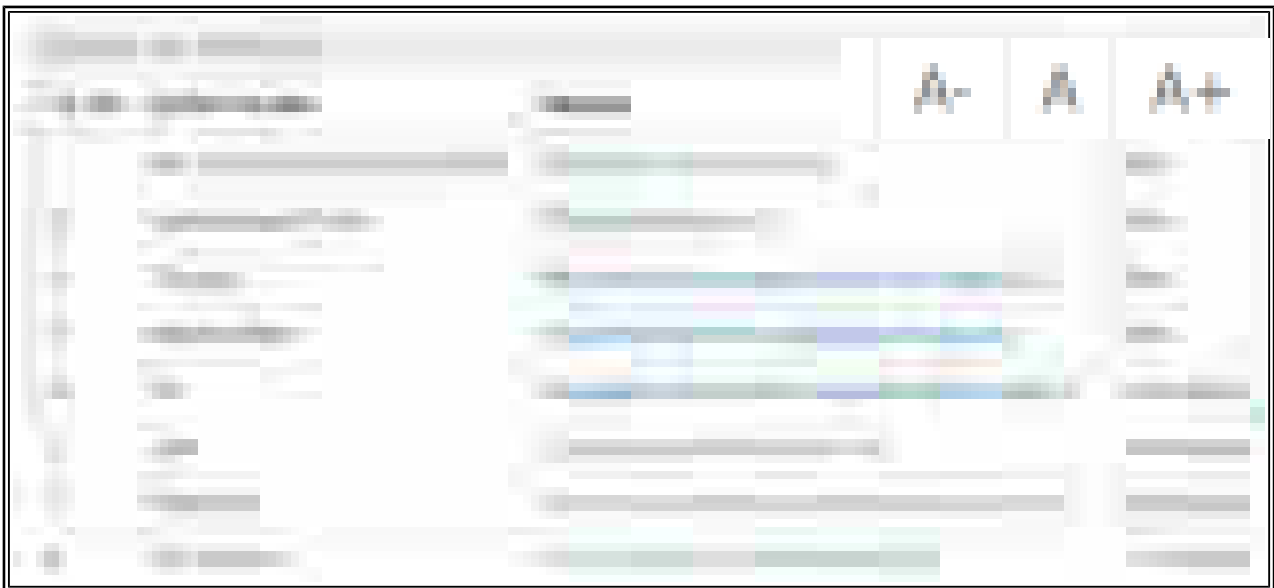


9.3.2 Screen Reader Access for visually challenged person :

The eCourts webpage has been specially designed to enable people with visual impairments like blind to access the website using assistive technologies, such as screen readers. The screen reader will read the text on the screen in a computerised voice and it can be controlled by moving the cursor to the relevant area of text with



a mouse or the arrows on your keyboard. From screen reader Braille output can also be got if necessary hardware is connected. To access eCourts website with screen reader access one has to install any one screen reader software. The eCourts website has provided the links of few free and commercial screen readers for download. The list of screen readers including NVDA (NonVisual Desktop Access), JAWS, (Job Access With Speech) SAFA (screen reader for Indian languages), Supernova (magnifier and screen reader for every visual impairment) and Window-Eyes(customizable screen reader) are made available in the eCourts webpage at the bottom of the webpage .



9.3.3 Flexible Font size/ contrast of the webpage:

The eCourts website is designed with flexible font size i.e the font size can be increased and decreased according to the viewer's need by clicking on the **A +**(increase) or **A-** (decrease) or **A** (normal) as shown herewith



9.4 eCourts Home page and its new features

Once you login into www.eCourts.gov.in a colourful home page as shown below welcomes you. The ecourt website services is an accumulation of all datas from District and Taluk level courts all over India The eCourts webpage has been upgraded and it has taken a very attractive with abundant data display. The screen shot of the new ecourt website is hereunder and hope it is addictive enough to make you all login immediately into www.eCourts.gov.in



<p>High Court NJDG</p> 	<p>High courts of India</p> 
<p>District Court NJDG</p> 	<p>District Courts of India</p> 
<p>District court services</p> 	<p>News and events</p> 
<p>Download mobile app link</p> 	

Know your case status



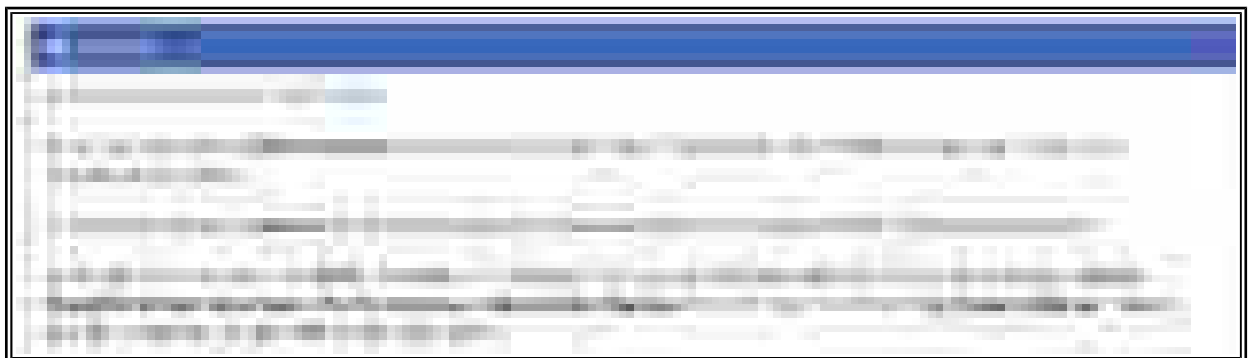
One line statistics of Highcourt/District court



Various webpage shortcut links from home page.



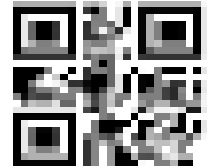
Help instructions with help videos



Get CNR number from the eCourts services webpage



Get QR code from eCourts services webpage



Print QR Code



9.5 National Judicial Data Grid (NJDG)

National Judicial data grid (NJDJ) is the data base where our entire judicial case data are stored under the following heads **(i) High Court NJDG (ii) District Court NJDG**



Initially the public access portal of National Judicial Data grid was inaugurated for public access on 19.09.2015 by Hon'ble Mr. Justice Madan B. Lokur, Judge in-charge of e-committee Supreme Court of India. Within two years of launching the National Judicial Data Grid (NJDG) for District and Taluka Courts, the Supreme Court eCommittee has implemented the same initiative for high courts. All the 24 high courts have joined High court NJDG. High court/District court NJDG gives the consolidated figures of pendency of cases in High courts and District Judiciary across the country. These statistics, are updated everyday by the respective Court Complexes which will show case the number of cases filed and also the number of cases pending. The pending cases statistics are further broken into Civil and Criminal Cases segregated into age-wise categories of 10 years old cases / between 5 to 10 years old cases

Browsing experience of NJDG web page-->Login into NJDG --->Then to Homepage with Nationwide data--->Then to State wise data of our nation ---> then to District wise data of the particular state --->Then to Establishment wise data of the particular District---> Then to court wise data of the particular establishment ---> Then to case wise data of the particular court---> and will end with the Daily /Disposal status of the said particular case.

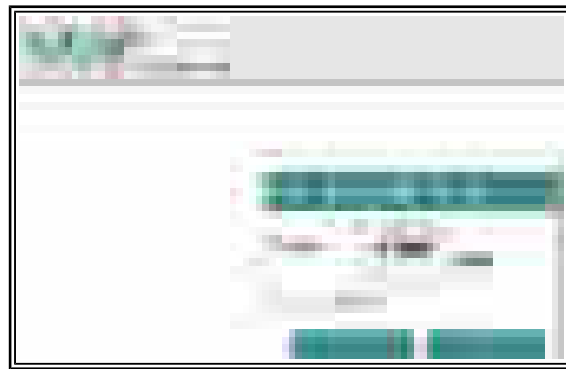
And now the National pendency of case figures at High Court level and District level are open to public under NJDG and is just a mouse click to get the same. The importance of NJDG is raising day by day and the latest world bank lauding NJDG is another proof of it.

9.6 High Court NJDG



All the 24 High Courts data are now available at the Highcourt NJDG . The High Court NJDG gives the consolidated figures of Cases instituted ,cases disposed and the pendency of cases in all High courts across the country.

9.6.1 Login of High court NJDG



In the eCourts webpage click on Highcourt NJDG and enter captacha and the home page welcomes you with all the Highcourt data consolidated as a nation wise data,and the data when clicked further unfolds into High Court wise data.This unfolding of data is a wonderful and amazing experience no one should miss.!

9.6.2 High Court NJDG Home page

The High court NJDG home page contains summary reports with statistics on one side and the Graphical reports on the other side. Home page welcomes you with the consolidated data of all High Courts for the whole of India.The Home page of High Court NJDG welcomes you with the consolidated figures of all High Courts at National level which includes the Total number of cases instituted (monthly),Total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed Today, No of Judges along with the the pie chart and data chart . Let us see the data one by one



9.6.2.1 Summary report of High Court's -Cases filed/ Disposed (monthly) in the HighCourt NJDG

The summary report displays the cases filed in the last month and that too Category wise as civil/criminal/writ Petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by all the High courts along with more than 10 years old disposal by the High court during the last month . The figures if clicked will open up the

further list. The screen shot of the summary report in the Home page of the Highcourt NJDG is enclosed herewith for ready reference.

9.6.2.2 Pre registered cases of High Court's under High Court NJDG

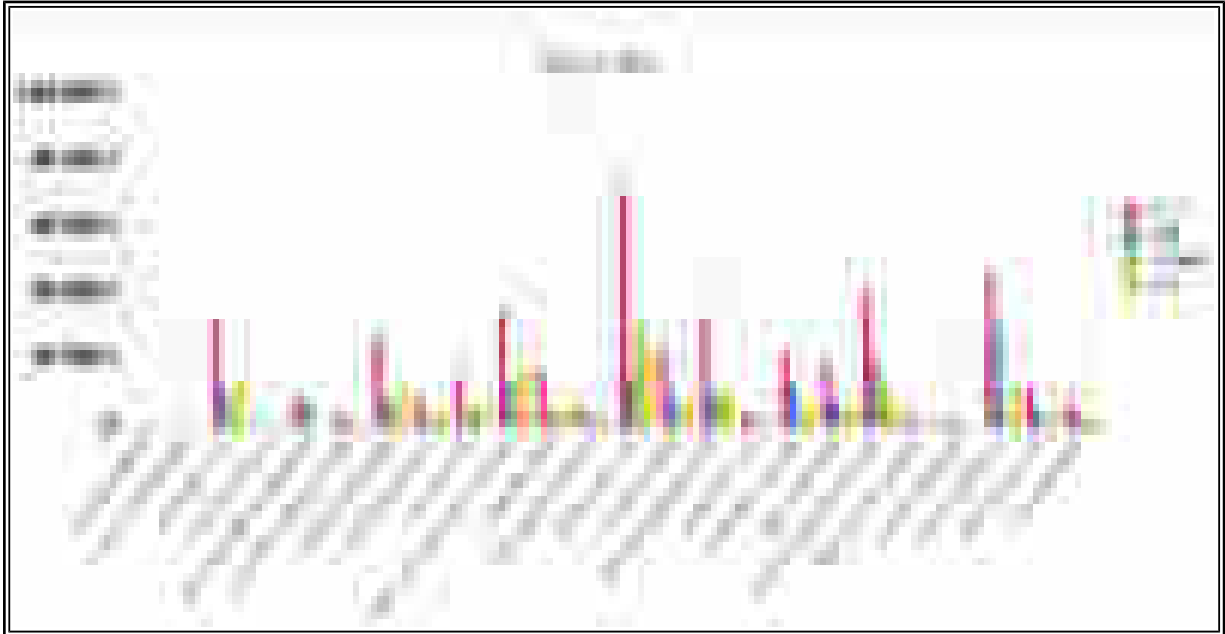
Under Pre registration the cases which has been filed and pending registration and the case list where objection regarding filing has been raised is listed.

9.6.2.3 Pending cases of High court's (more than 10 yrs/5-10yrs/2-5 yrs/below 2yrs) under High Court NJDG

The Pending cases column in the High court NJDG is not only the most colourful and attractive statistic but also the most important crucial statistics which gives detailed details about pending cases before High courts and that too yearwise (i) more than ten years old; (ii) between 5 to 10 years ;(iii) Between 2 to 5 years (iv) Less than 2 years old, along with the Total pending cases . In the screenshot shown herewith the total pending cases

9.6.2.7 Pendency Data Chart under High Court's NJDG

By just seeing this comparative data chart one can very well say which High court has the highest pendency and which has the lowest



9.7. District Court NJDG.

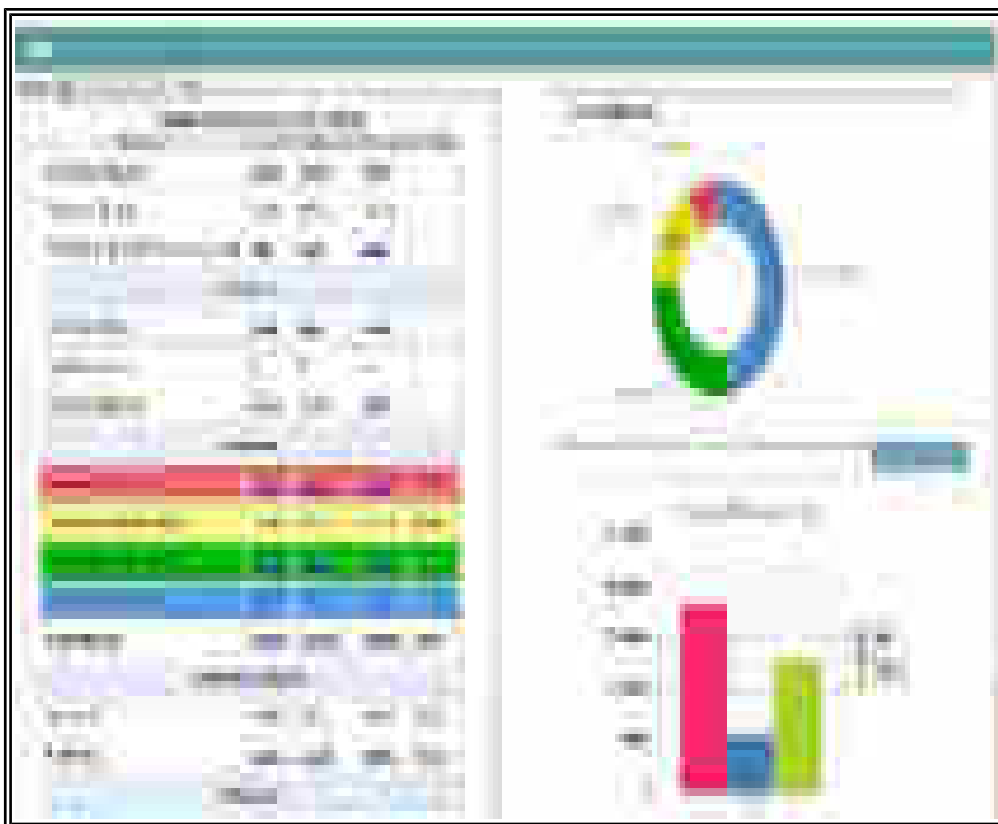
The District Court NJDG is the statistics Bundle of cases of the District Judiciary under each High Courts. Let us see the features one by one

9.7.1 District Court NJDG Login Page:



9.7.2.District Court NJDG Home page

The screenshot shown is the District court NJDG home page which contains summary reports on one side and the Graphical reports on the other side. Home page welcomes you with the data for the whole of India's District Judiciary. The Home page of District Court NJDG welcomes you with the consolidated figures of all District Courts at National level which includes the Total number of cases instituted (monthly), Total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed today, No of Judges along with the the pie chart and data chart . Let us see the data one by one



9.7.3 Summary report -Cases filed/ Disposed 10 years old disposal/under District Court NJDG

The summary report displays the cases filed in the last month and that too

The screenshot shows a summary report table with the following structure:

Category	Filed	Disposed	Under Disposal
Cases filed in the last month	100	50	50
Cases disposed in the last month	50	25	25
Cases under disposal in the last month	50	25	25

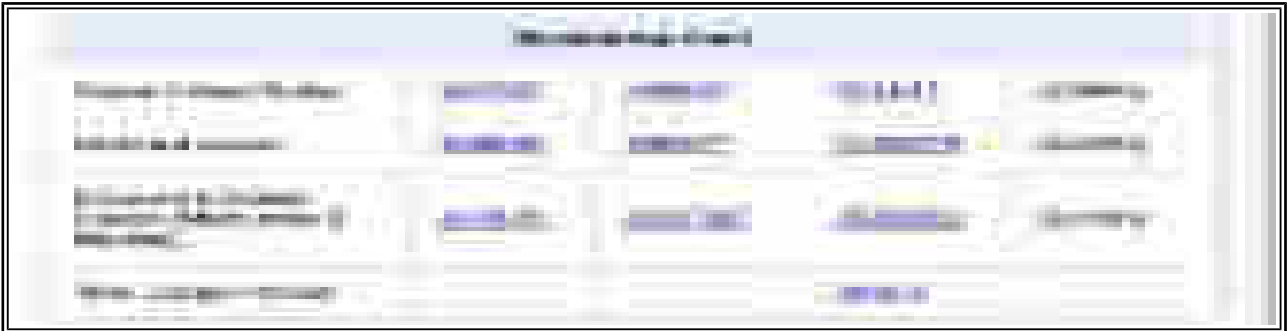
Categorywise as civil/criminal/writ Petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by the district courts along with more than 10 years old disposal by the district court during the last month . The figures if clicked will open up the further list The screen shot of the summary report in the Home page of the District court NJDG is enclosed herewith for ready reference.

9.7.4 Pending cases(more than 10 yrs/5-10yrs/2-5 yrs/below 2yrs) in Districtcourts NJDG

The Pending cases column in the District court NJDG is not only the most colourful and attractive statistics but also the most important crucial statistics which gives detailed details about pending cases before District courts and that too yearwise(i) more than ten years old;(ii) between 5 to 10 years ;(iii) Between 2 to 5 years (iv) Less than 2 years old .Along with the Total pending cases . In the screenshot shown herewith the total pending cases before all District courts as on 14/07/2018 is shown as 27685121. By click with the mouse on the said number it opens up into the further details of the said 24265284.

9.7.5 Senior citizen & women cases pending in District Courts

9.7.6 Monitoring Alert-Listed cases Undated cases/Excessive dated/ Total Number of Judges/court under District Court NJDG



9.7.7 Pendency Bar chart /Pie Chart of District Courts NJDG

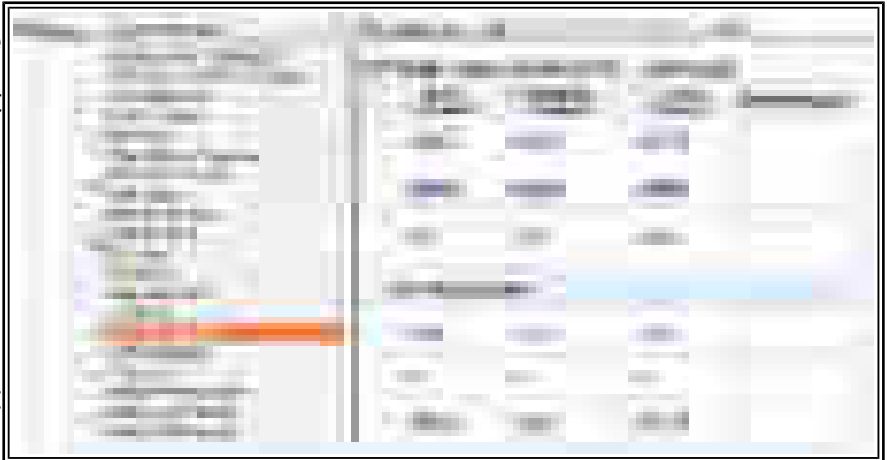


9.7.8 Pendency Data Chart of District Courts NJDG



9.8 State wise – District Judiciary data

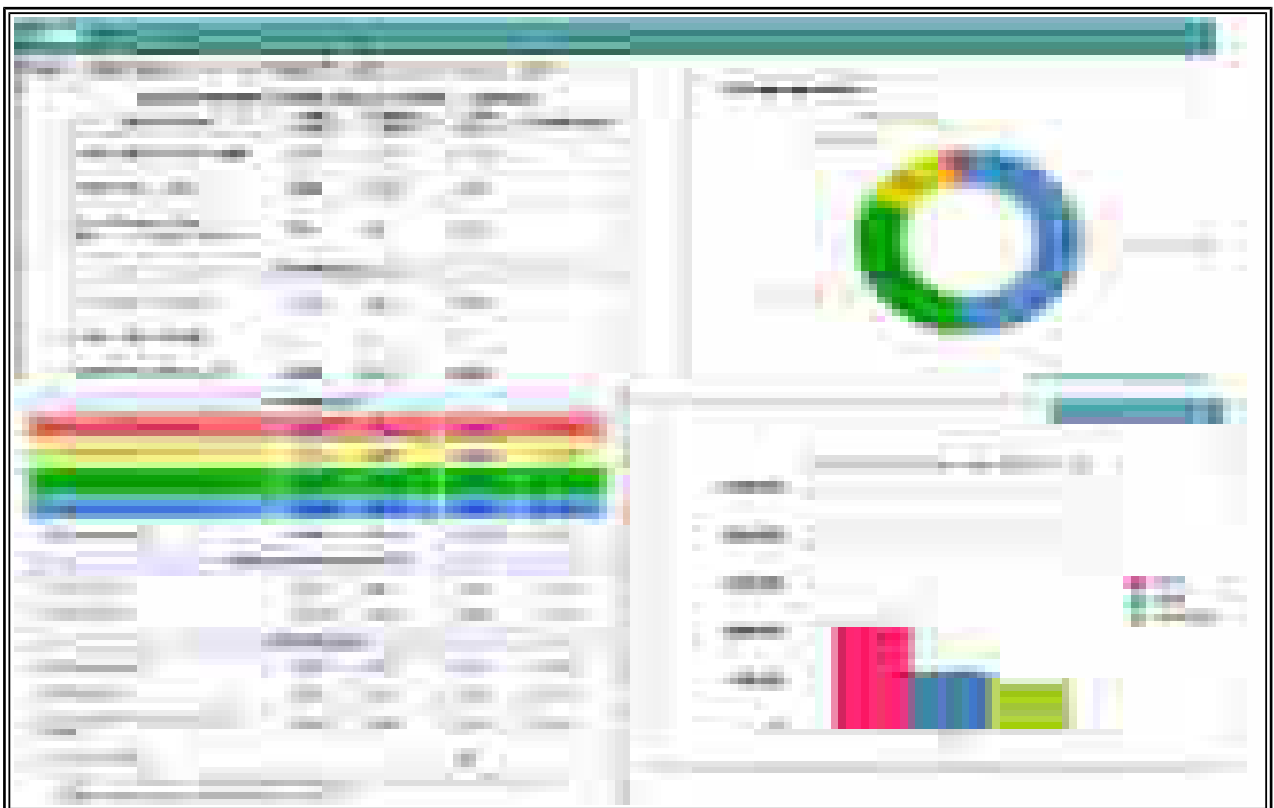
The district court wise Data for any State can be generated from District court NJDG. To get the State particulars select the State from the drop list as shown below. The selected State's data will be displayed. In the screen shot hereunder the State Tamil



Nadu is selected which will show the details of Tamil Nadu. The screen shot of selecting of Tamil Nadu is shown hereunder:



9.8.1 State wise (TN) District Data Homepage under District Court NJDG



The Home page of State wise Data under District court NJDG welcomes you with

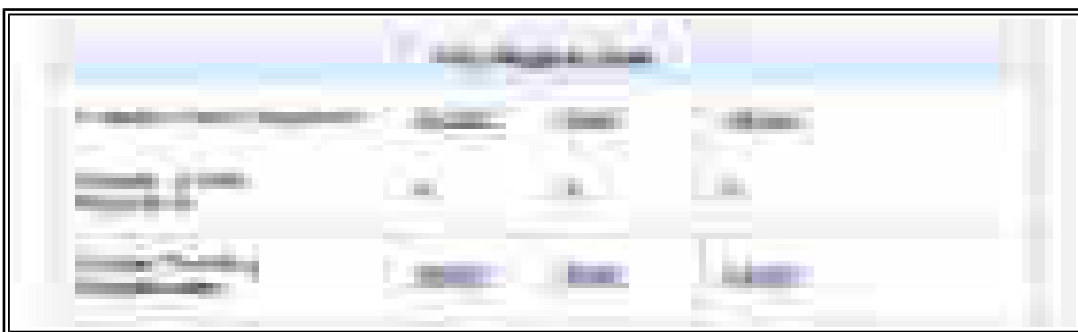
the consolidated figures of all District Courts at State level here for eg consolidated data of District court of Tamil nadu as Tamil Nadu is chosen which includes the total number of cases instituted (monthly), total cases disposed (monthly), Total pendency (monthly), Total senior citizen & woman cases, cases listed Today, No. of Judges along with the pie chart and data chart. Let us see the data one by one.

9.8.2 Summary report – State wise (Tamil Nadu) cases filed / 10 years old disposal years disposal in the District Court NJDG



The summary report displays the cases filed in the last month and that too Category wise as civil / criminal / writ petitions. The screen shot hereunder shows the summary report as on 18/07/2018. Another important data available in the home page is the total number of cases disposed by the district courts along with more than 10 years old disposal by the district court during the last month. The figures if clicked will open up the further list. The screen shot of the summary report in the Home page of the District court NJDG is enclosed herewith for ready reference.

9.8.3 Pre registration cases of Tamilnadu under District court NJDG



9.8.4 (TN) Pending cases (more than 10 yrs/5-10 yrs/2-5 yrs/below 2 yrs) in District Courts NJDG

The pending cases column in the District Court NJDG is not only the most colourful and attractive statistics but also the most important crucial statistics which gives detailed details about pending cases before District Courts and that too year wise (i) more than ten years old; (ii) between 5 to 10 years; (iii) Between 2 to 5 years (iv) Less than 2 years old Along with the Total pending cases. In the screen shot



shown herewith the total pending cases before all District Courts of Tamil Nadu as on 14/07/2018 is shown as 27685121. By clicking with the mouse on the said number it opens up into the further details of the said 24265284.

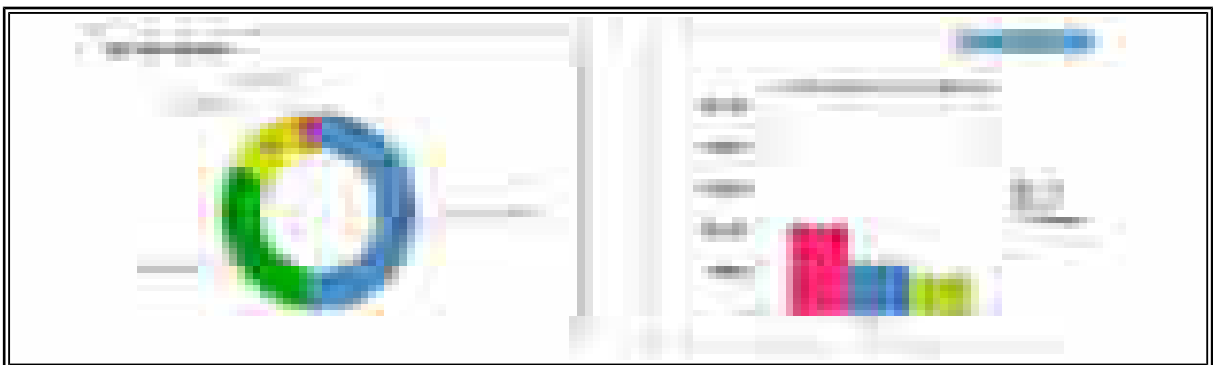
9.8.5.(TN) Senior citizen & Women cases pending in District.



9.8.6.(TN) Monitoring Alert-Listed cases Undated cases/Excessive dated/Total Number of Judges /Court in District Courts



9.8.7.TN Pendency Bar chart / pie chart of District Courts



9.8.8 (TN) Pendency Data Chart of District Courts NJDG



9.8.9 Establishment wise Data under District court NJDG

When the total pending list is clicked it will show the pending cases establishment wise pending as shown hereunder. It is an important administrative tool for the administrative Judges to make decision which court needs bifurcation, which court needs urgent

judges, which is the lowest pending courts in the district etc.

9.8.10 Court /Judge wise Data under NJDG

If one needs to find the data of a particular court then Select the individual establishment from the drop list. In the given example hereunder the Sub court Avianshi is selected

9.8.11 Pending Case list under District court NJDG

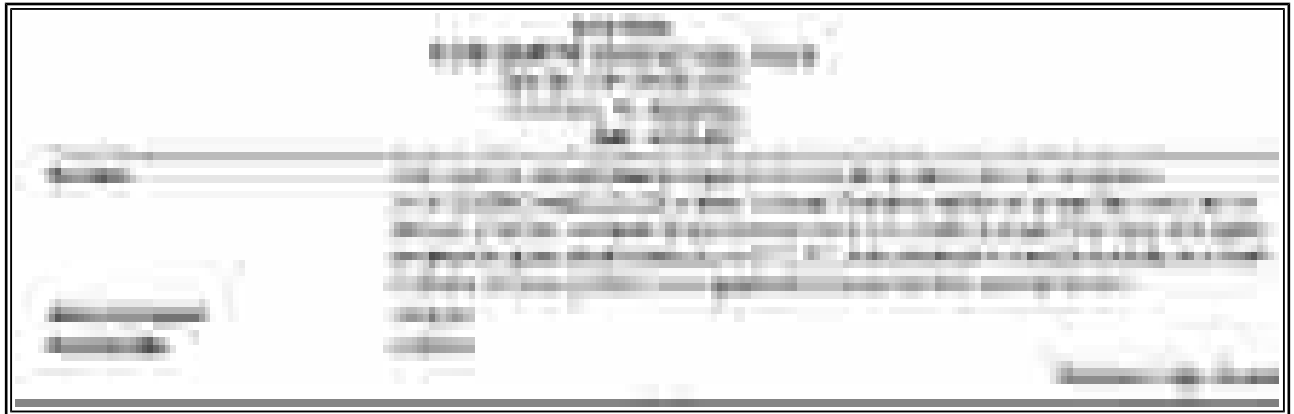
In the above screen shot the sub court avinashi shows the pending cases as 1250. If it is clicked it will open up the entire list of 1250 cases, and the first 10 cases from the list generated is shown hereunder.

9.8.12. Particular Case Data under NJDG

If any particular case in the pending list is clicked it will further open up the entire case history as shown below

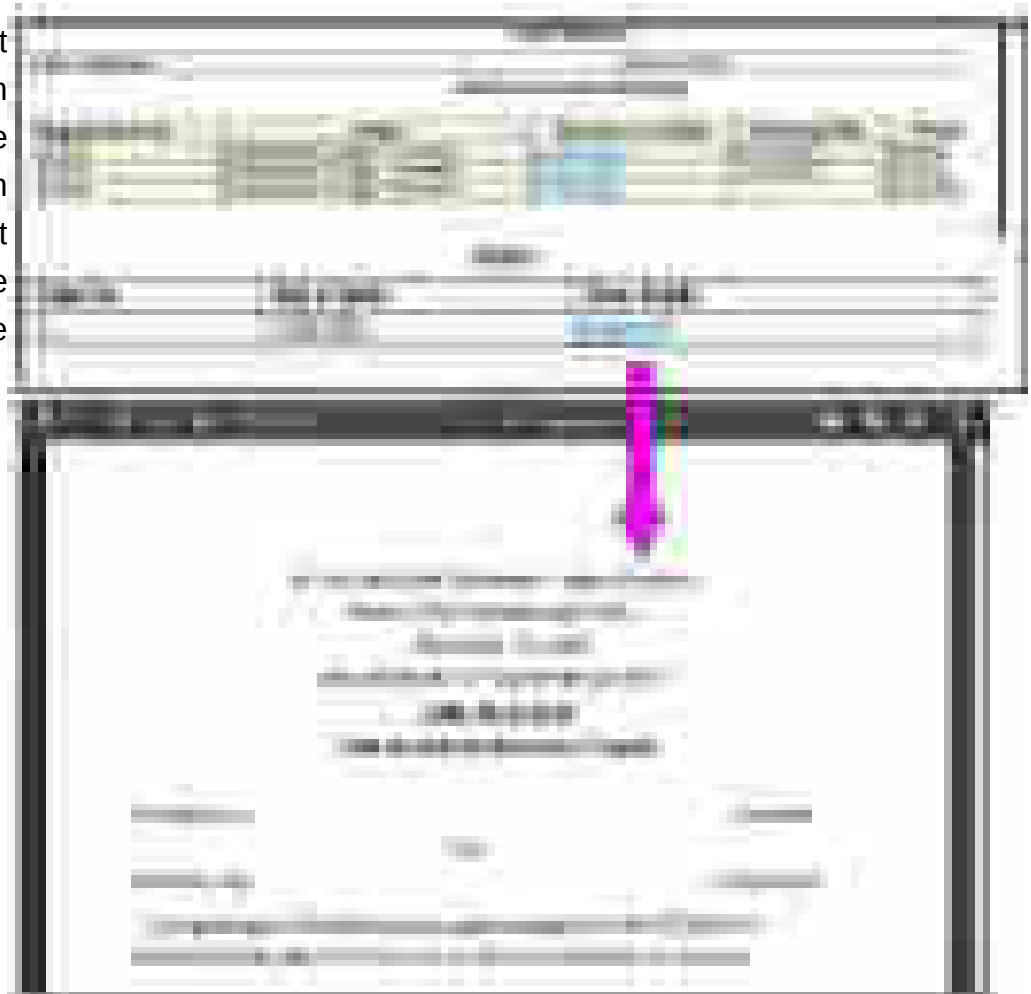
9.8.13.Daily Status

In the screen shot under 9.8.11 the last hearing date is shown as 13.2.2017.What is the status of case as on 13.02.2017 can be seen from the comfort of home by clicking on 13.02.2017 which opens up the Daily status with A diary of the said case as shown here with.



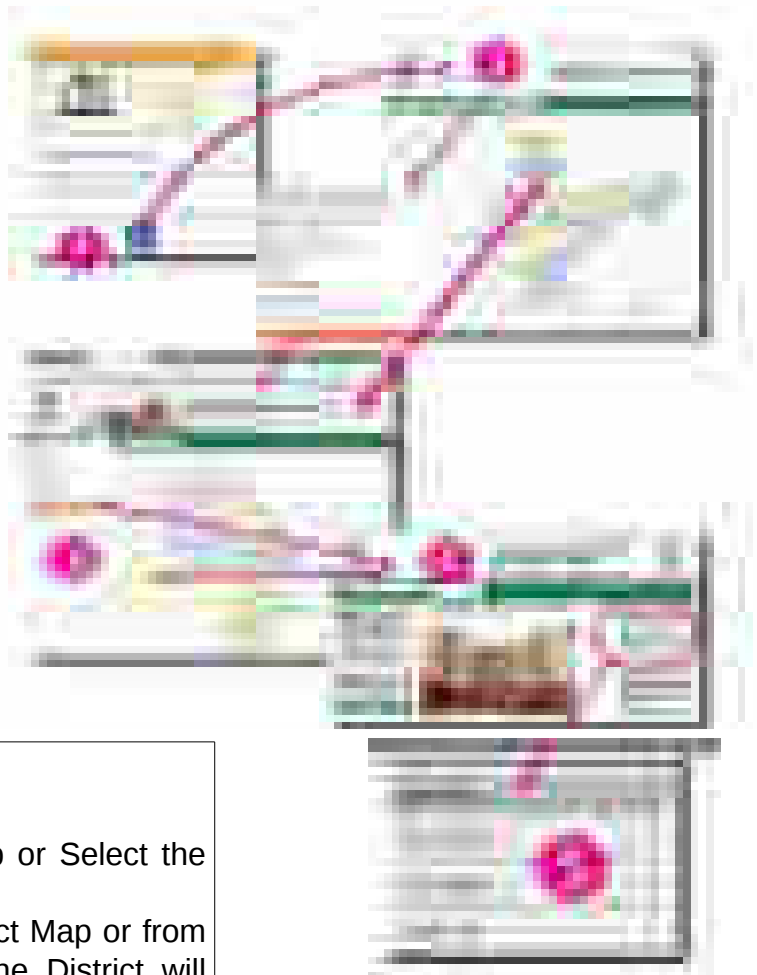
9.8.14.Getting order/judgement from eCourts website

In the screenshot shown herewith on clicking the Judgement one can get the judgement copy from the comfort of the home.



9.9 District courts of India web page

In the ecourt webpage the District court of India is the store house of entire case data of the dirtict and Taluk level courts .when you click at **“Click here for District courts of India”** as shown herein then you will be taken to the India map from where the state can be selected and the respective district can be selected and from where the court can be selected and the case status can be got. The same can be got by directly typing the state in the drop box “ Please select your state” which is also available on the eCourts web page



- (1) Click the District Court Services,
- (2) it will open up the India map
- (3) Click any State in the India Map or Select the State from the Drop Box
- (4) Select the District from the District Map or from the Drop Box Official Web site of the District will open up with ecourt Services
- (5) In the ecourt Service Case Status, Court Order and Cause List can be got.

9.9.1 Important information available under district court webpage

The importance of district court websites are increasing day by day. Each state is putting the district court website to effective and multifaceted usages. One can get variety of information pertaining to District court which includes List of Judicial officers working in a District; List of Judges who are on leave, important recruitment announcements, Important circulars, jurisdiction of courts and police station. All these information are available in this web page in addition to the District court services like Case status; Court order, cause list which is also available here in this web page.



9.9.2 Viewing Case Status on-line through under District court NJDG

The case status of any case in the District court level can be viewed through eCourts web page under the following headings (i) District court of India (ii) District court services(iii) NJDG (National Judicial Data Grid) Let us see one by one how to get the status of the cases under the services available under District Court Web Page.

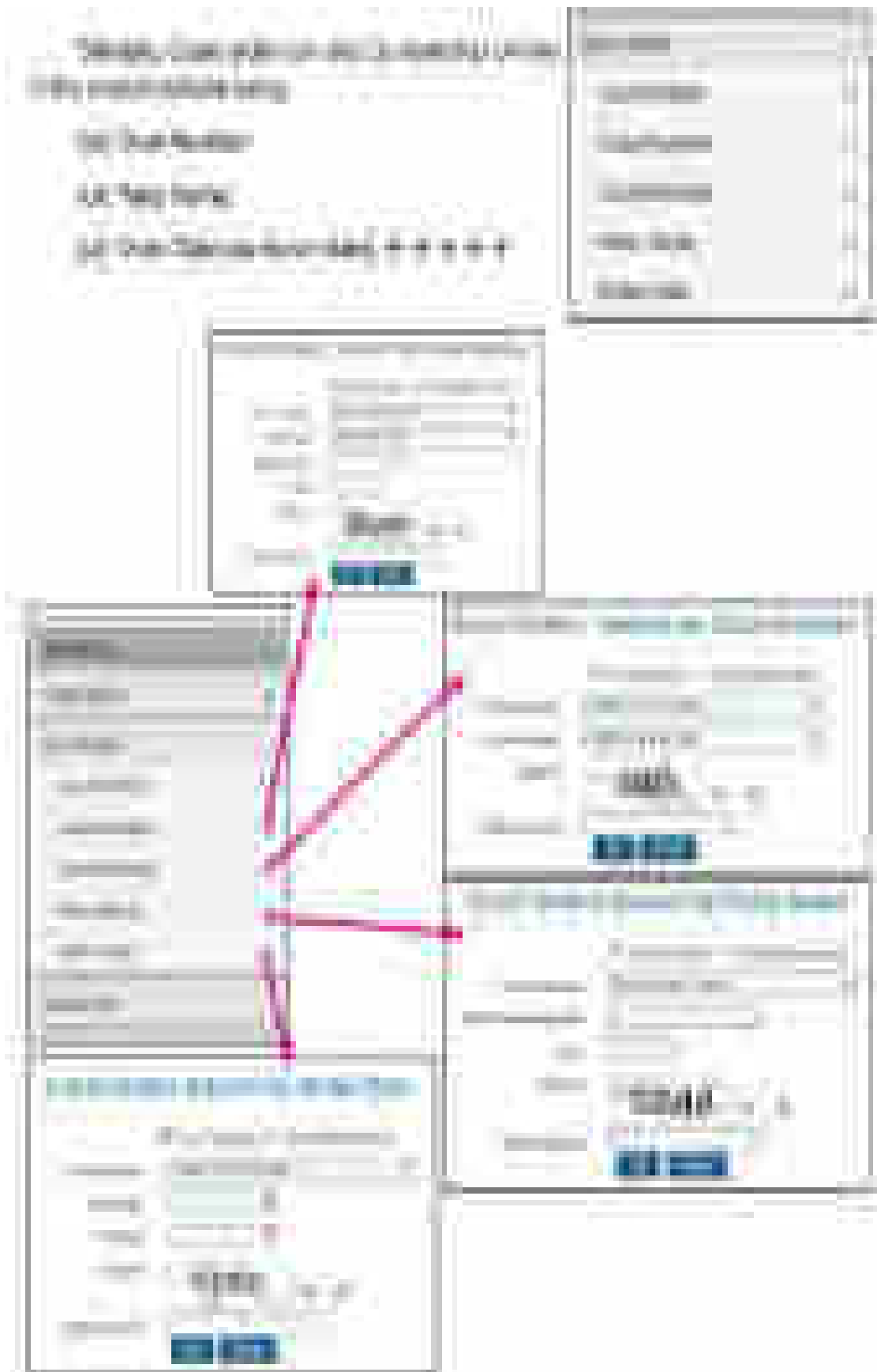
- select State
- Then select District
- click case status
- Then using any one data
- (i.e) case number
- (or) FIR number
- (or) Party Name
- (or) Advocate Name
- (or) Filing Number
- (or) Act
- (or) case type

the details can be searched as shown in detail in the screenshot



□



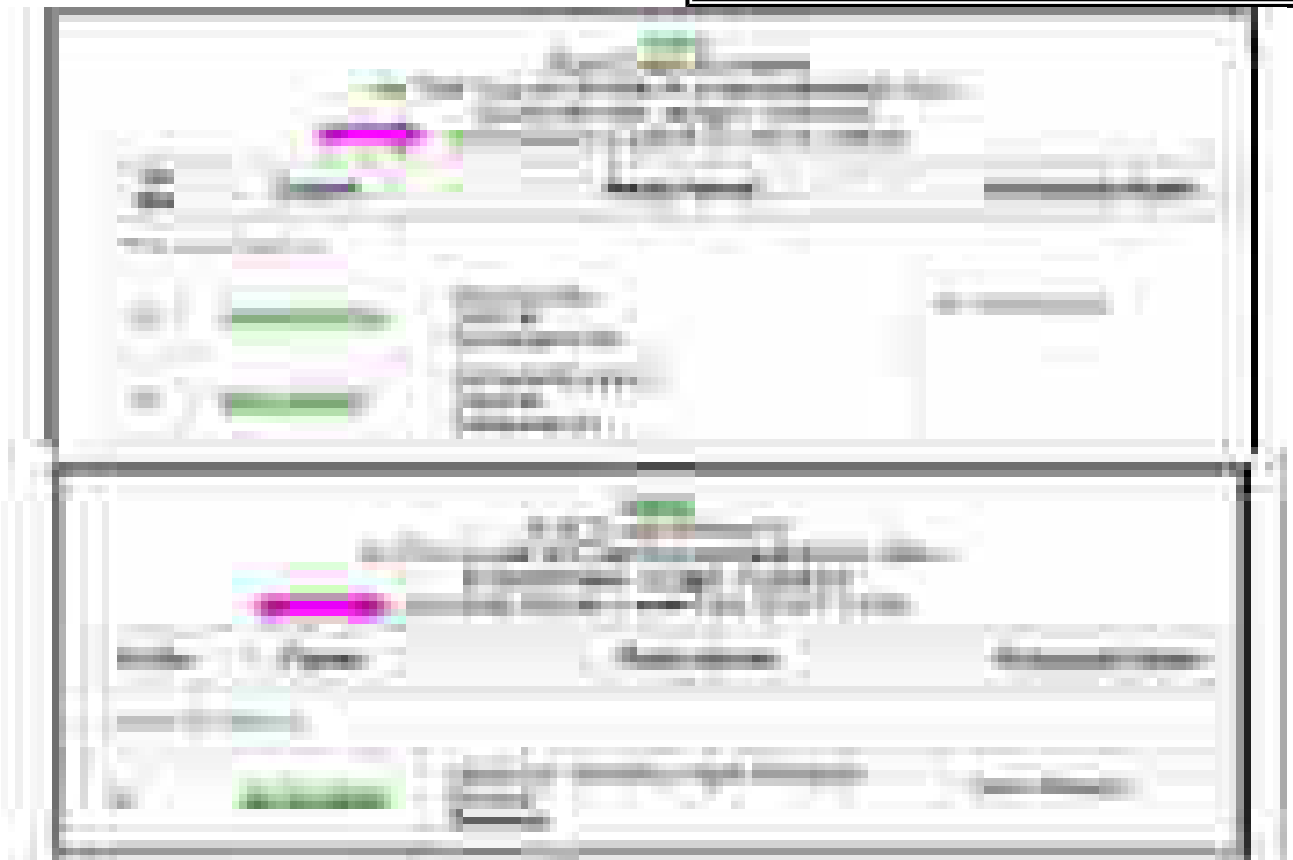


9.9.3.Viewing court orders on-line through under District court NJDG

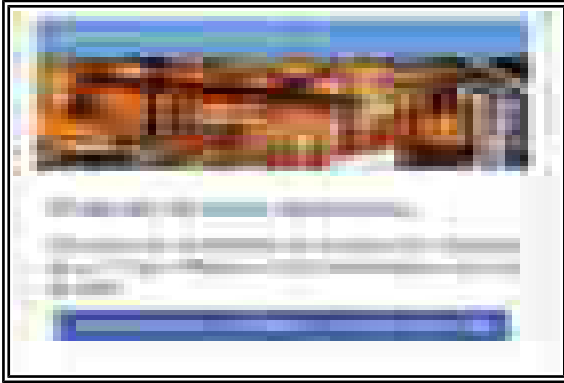


9.9.4 Viewing cause list on-line under District court NJDG

The cause list is nothing but the hearing book. The cause list of any court can be also viewed from the court website. This cause list search is an equally useful feature for Judicial Officers, staff other than the litigant public. Through cause list a judicial Officer can login from his home and know the cases posted on any date and can plan for his work. For example the Judicial officers can have it as a habit to view everyday workload through Cause list search and can plan the work for the day. Through cause list the Judicial officer and the staff can now very well find out which is the heavy work load day and which day has lighter work on any given week or month. The litigant public and advocate can now confirm when the case is coming up for hearing using the on-line cause list.



9.10. District court services



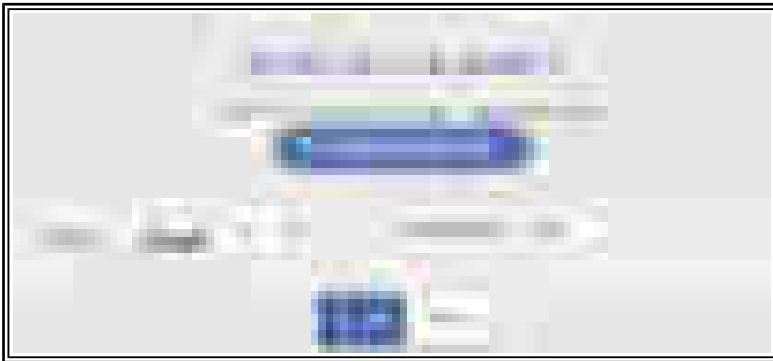
With daily hits crossing lakhs District court services is the most sought after utility under eCourts page. The eCourts webpage main attraction is the District court services offered under it. Through the District court

services any one can now get the case status, court orders, cause list all using any one search criteria all at the click of a mouse even without going to the said courts and can be viewed worldwide through the eCourts webpage ! The following services are offered under the District court services



9.10.1 Searching cases :

The district court services offers search of cases using CNR number. If the litigant knows the CNR number of his case then using CNR the unique identification number the case can be searched. If the CNR number is not known then the search of the case is possible under various head which is listed hereunder. The search includes for pending cases, disposed cases and for simultaneous search of both i.e pending and disposed. One can



select the respective radio button as shown hereunder

9.10.2 Case status Search .

Search can be made with the following criteria: (i) using Party name (Petitioner/Respondent) (ii) using case number; (iii) using filing number; (iv) using advocate name using FIR number; (v) using Act type; (vi) using case type





9.10.3 Court order search

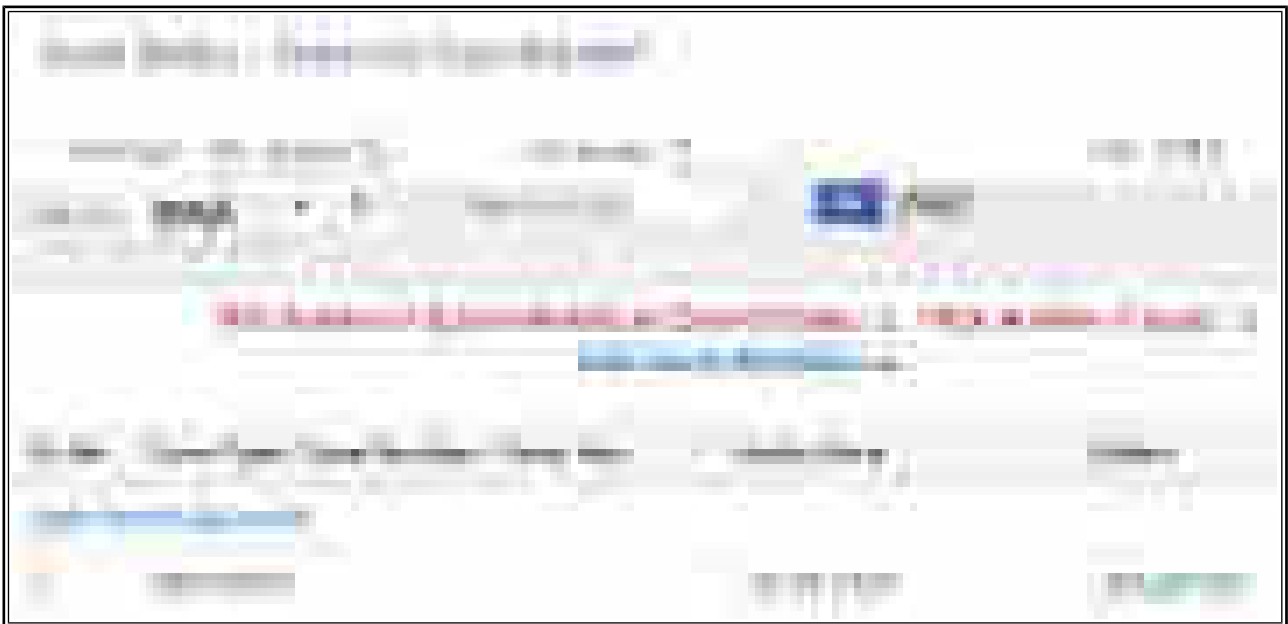
One can find out the court orders with the following search criteria

- using Party Name
- using Case Number
- using Court Number
- using Order Date



Four vertically stacked screenshots showing the search results interface. Each screenshot displays a list of search results with columns for details and a blue button. A pink arrow points to the first result in the top screenshot.

9.10.3.1 Example court order search with case number



9.10.4 Cause List

Cause list can be got

Select-->State;District,Court Name,fill up date and captcha--> select Civil or criminal cause list → the cause list is generated



9.11 Know the CNR number of the case from eCourts webpage

Go to www.eCourts.gov.in-->Go to eCourts services -->Click Case Status-->fill details of the case needed --> the case status is generated--> CNR number is shown --> Note it for all further reference or to search details in the eCourts website and through ecourt services mobile app



9.12 Getting QR Code code printed from eCourts webpage



Go to www.eCourts.gov.in-->Go to eCourts services -->Click Case Status-->fill details of the case needed --> the case status is generated--> Click View QR code option -->QR code with the case detail label is generated --> Click print option shown in the label --> printed QR code Label can be pasted in the case diary -->Now use the mobile with the eCourts services mobile app--> scan QR code is available on the home page of the mobile app--> scan the Qr code pasted in the case diary --> it will show the case update .***Try this technological magic of QR code scan and you are sure to get addicted to it!***

---Explore www.eCourts.gov.in which is getting lakhs & lakhs of hit per day----

10. “eCourts services” the Mobile application

Now its age of smartphones. To keep in phase with the technological boon through mobile phones, eCommittee has also devised a mobile application in the name “eCourt services”. eCourts Services App is useful to the Litigants, Lawyers, Police, Government Agencies and other Institutional Litigants. It can be downloaded from google play store like any app for android phones and from apple app store for iPhone, iPad devices. The mobile application comes with search of case with CNR number, searching case status using case number, Filing number, Party Names, FIR number, Advocate details, Acts, case type. The cause list can also be got through the eCourts mobile app. All the services are similar to the services available through eCourts web page. But one added advantage in the eCourts mobile app is that it can be customised using My cases option available in it. Using My cases one can add the personal case number and can get updates. It is also useful for litigants, companies or organisation having multiple cases in different courts in different places. In that case all the case number can be entered and all updates can be got through the eCourts mobile application. It is no doubt that through eCourts mobile app all court details are literally available in your hands(set)!!

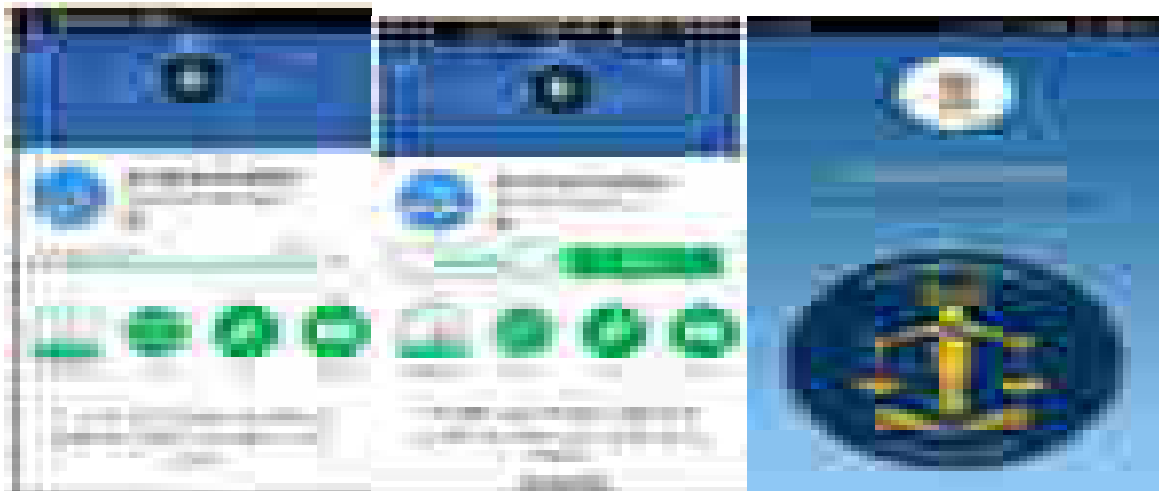
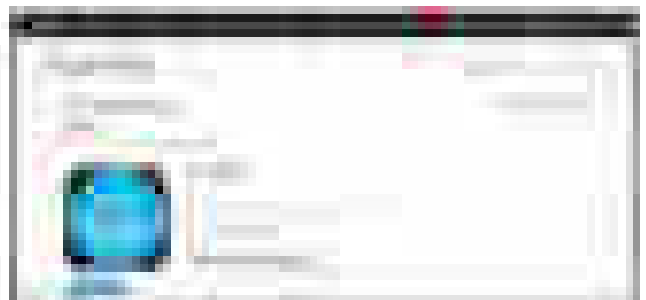
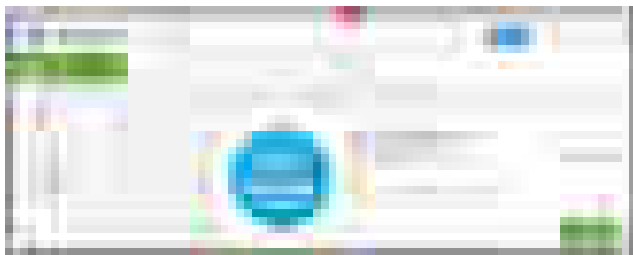
10.1 How To Install eCourts Services Mobile App:

10.1.1. Download directly from the eCourt website shortcut links

10.1.2. Download directly from the Google Store / apple store

10.1.1 Download directly from eCourts web page shortcut link

The newly launched eCourts services mobile app can be downloaded in the smart phones from google play store/ apple itunes stores. The eCourts website provides the shortcut link to download eCourt services mobile app from the google playstore/ apple itunes and the said sort cut links can be clicked which will direct to the respective playstore from where it can be downloaded. The eCourts webpage shortcut link screen shot is shown below. when installation is complete you get 100% symbol and then click “open” the app will open up as shown below and the welcome screen of the eCourts apps appears which is shown in the next page.




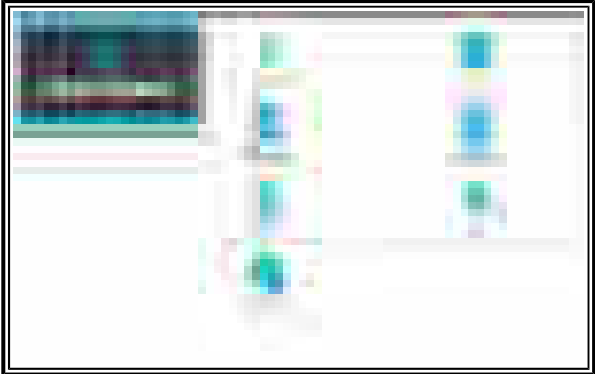
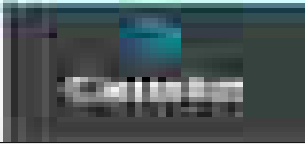

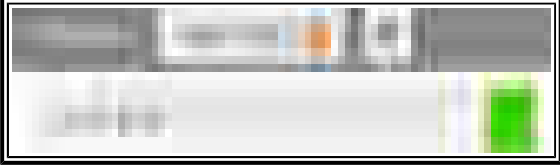
10.1.2.Download directly from the Google Store / apple store



10.2 eCourts services available under mobile app

The mobile app provides four main services under the following heads as shown below



10.2.1 Searching case using CNR number	
10.2.2 Getting Case Status, using 7 other options (i) Case Number (ii) Filing number (iii) Advocate (iv) Case Type (v) Party Name (vi) FIR number (vii) Act	
10.2.3 Getting the Cause List of any court	
10.2.4 Personalised list of “My Cases”	
10.2.5 New search option under My cases	

10.3 Search Cases Using CNR Number

Search by CNR number is the quickest way to get case details in your phone using the mobile app. CNR is an unique number assigned to each case filed in District and Taluka Courts in the Country, through Case Information System.

10.3.1 What is CNR number :

The CNR number is an unique 16 digit number given to all cases. Its just like the PNR number used in train tickets. With CNR number the unique 16 digit ID any case in India at the District level can be traced .

CNR (16 digits) contains (State code) (District code) (Establishment code) (Case filing number)(Filing year)=	(JK) (AN) (01) (000638) (2017)
--	---------------------------------------

The example of CNR number from various states(Punjab, Meghalaya, Tamil Nadu) are given hereunder for clear understanding

State	District	Establishment	Case Filing Number	Filing Year
Punjab	Amritsar	01	000638	2017
Meghalaya	Shillong	01	000638	2017
Tamil Nadu	Chennai	01	000638	2017

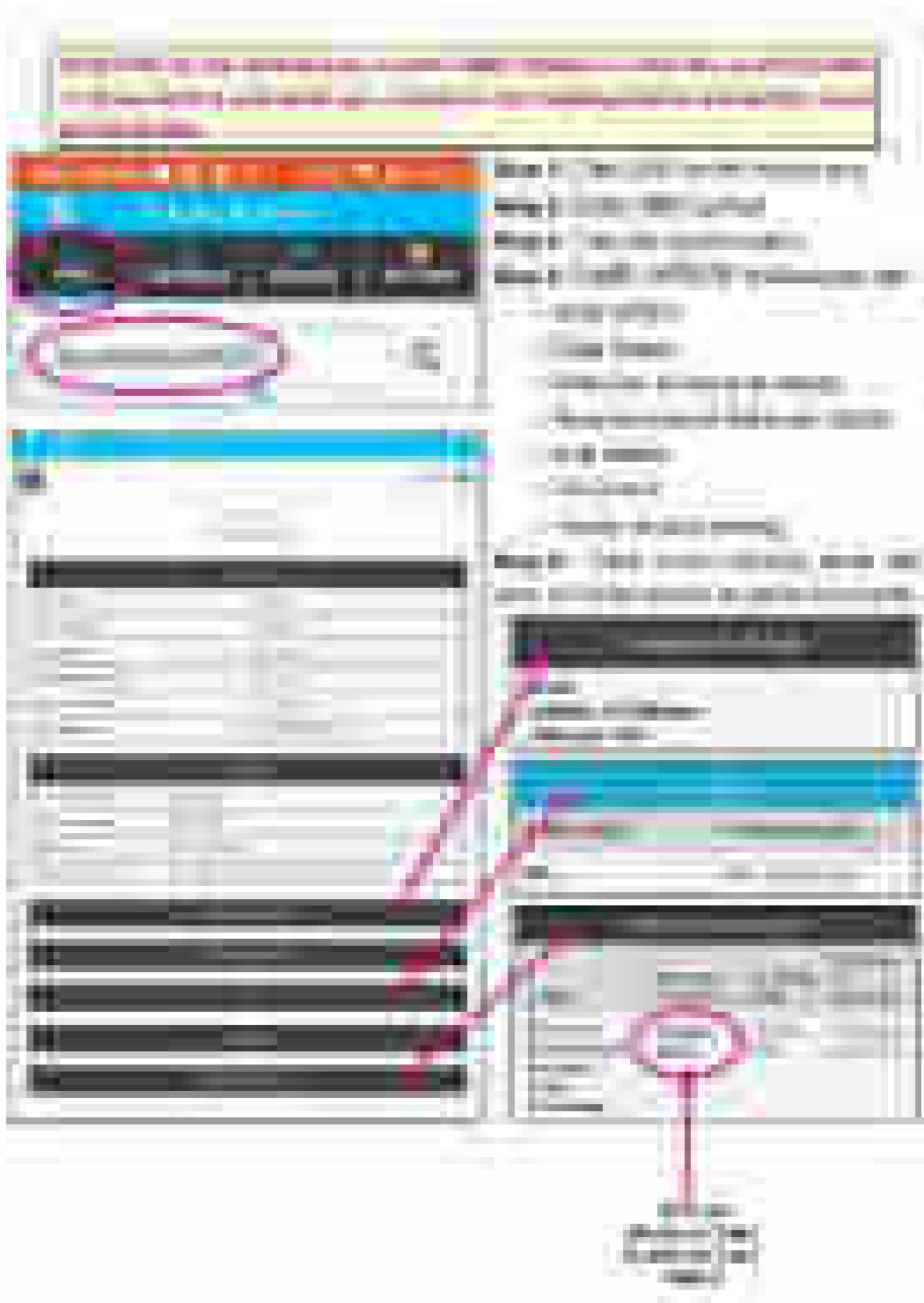
10.3.2. How to know Your CNR number

The said CNR for every case can be seen in the eCourts webpages in the case details. One can browse the eCourts web page and through case status option the case details can be generated which will display the CNR number which can be noted for getting details of the cases

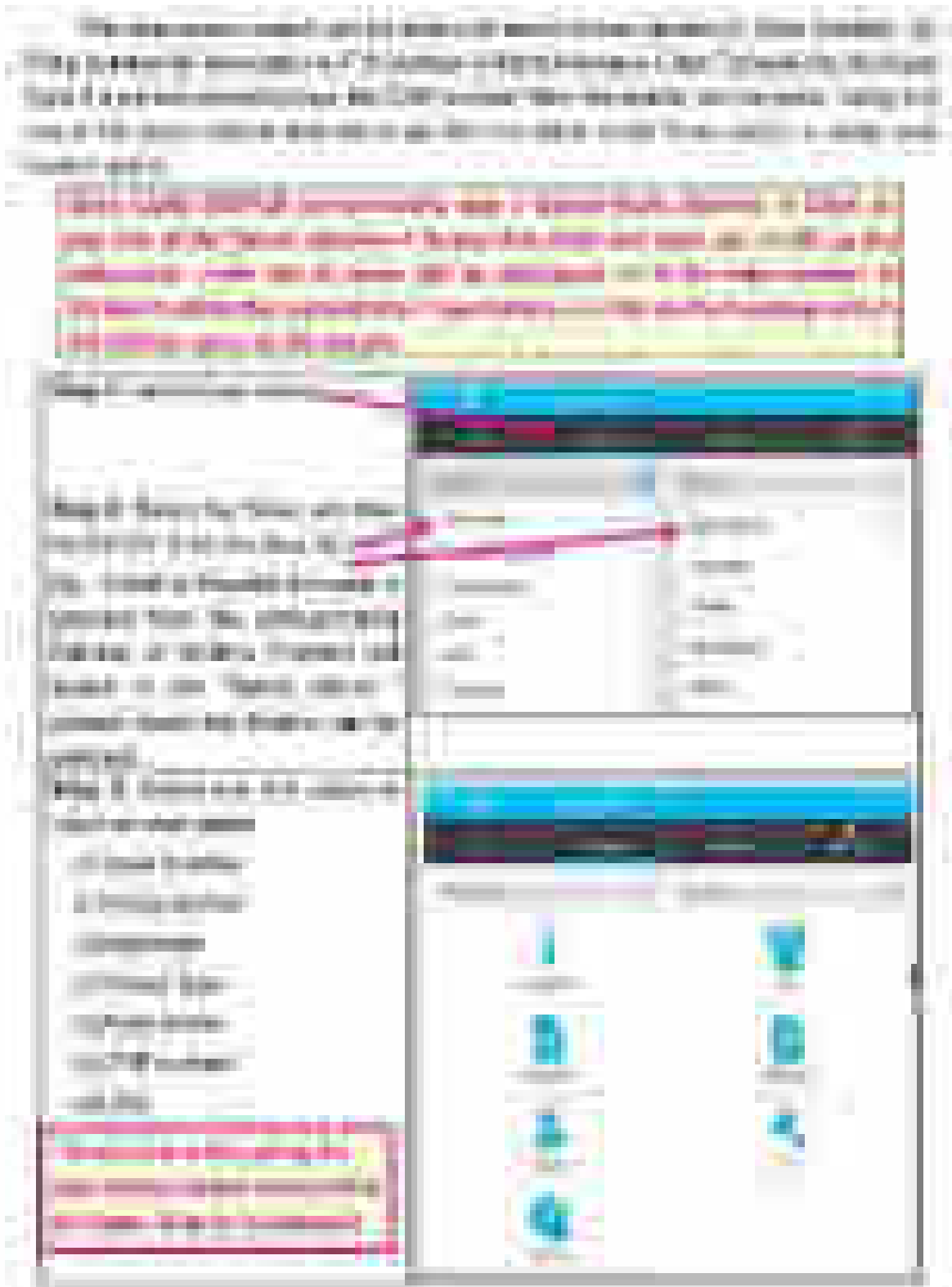
Case No.	Case Status	CNR	Case Description
JK/AN/01/000638/2017	Case Status	CNR	Case Description
JK/AN/01/000638/2017	Case Status	CNR	Case Description
JK/AN/01/000638/2017	Case Status	CNR	Case Description

10.3.3. How to search using CNR number

Now let us see how to get case status using CNR number



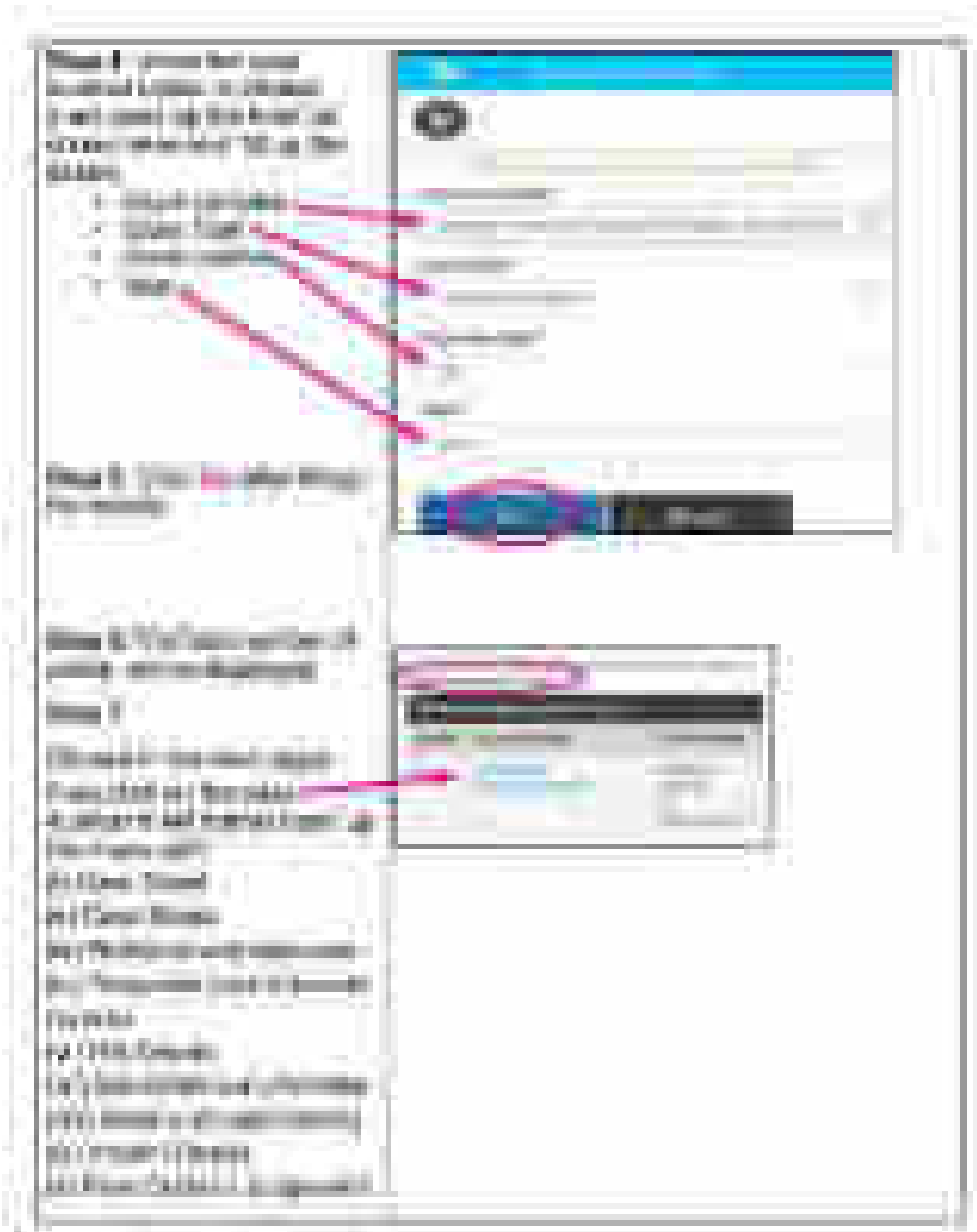
10.4 Search Case Status, Using Various Options.



10.4.1 Viewing case status using Case number option

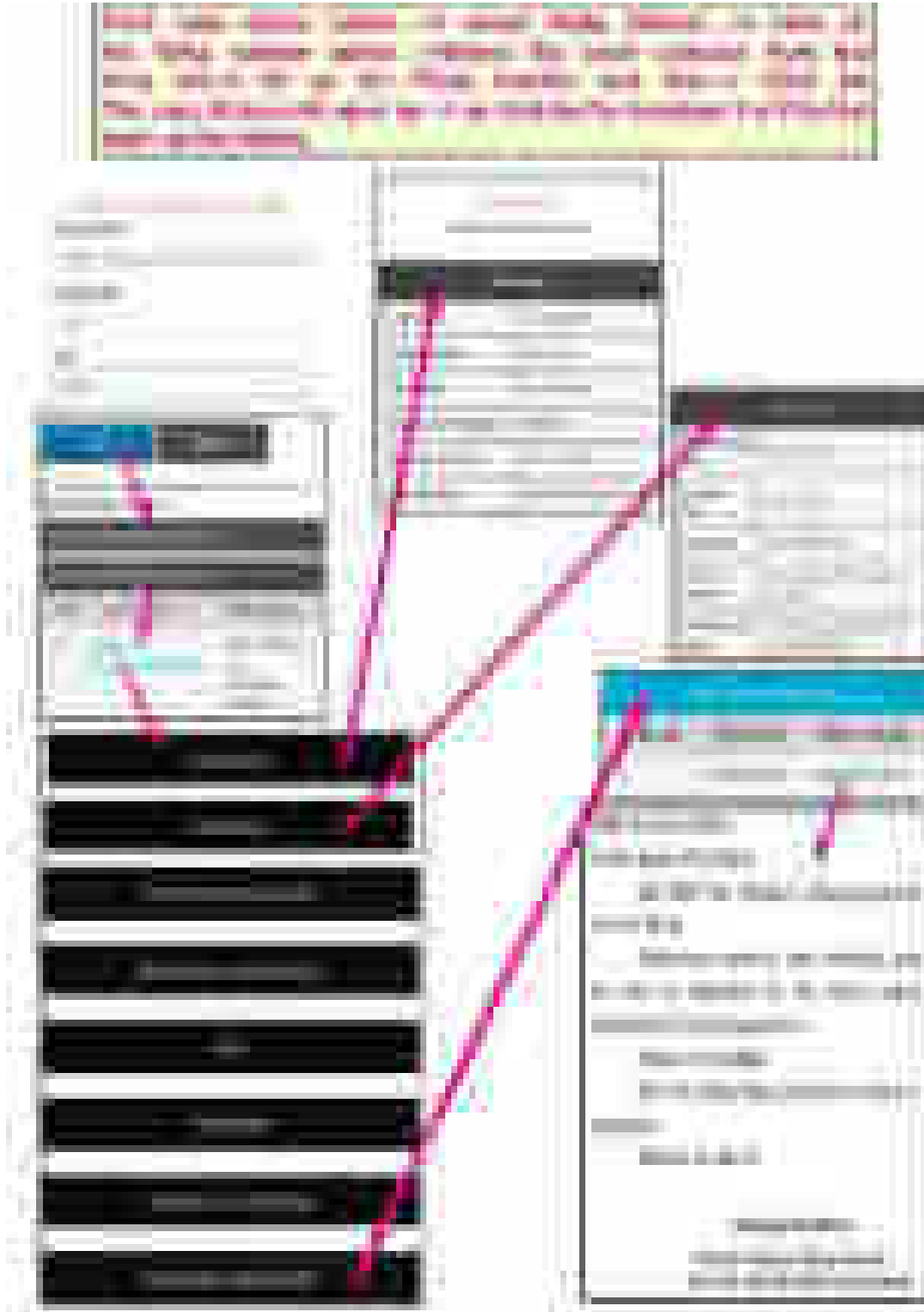
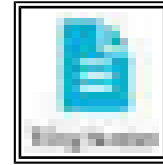
Now let us see the first option under case status i.e using case number option






10.4.2 Viewing case status using Filing number option

The second option available in case status is using filing number option.



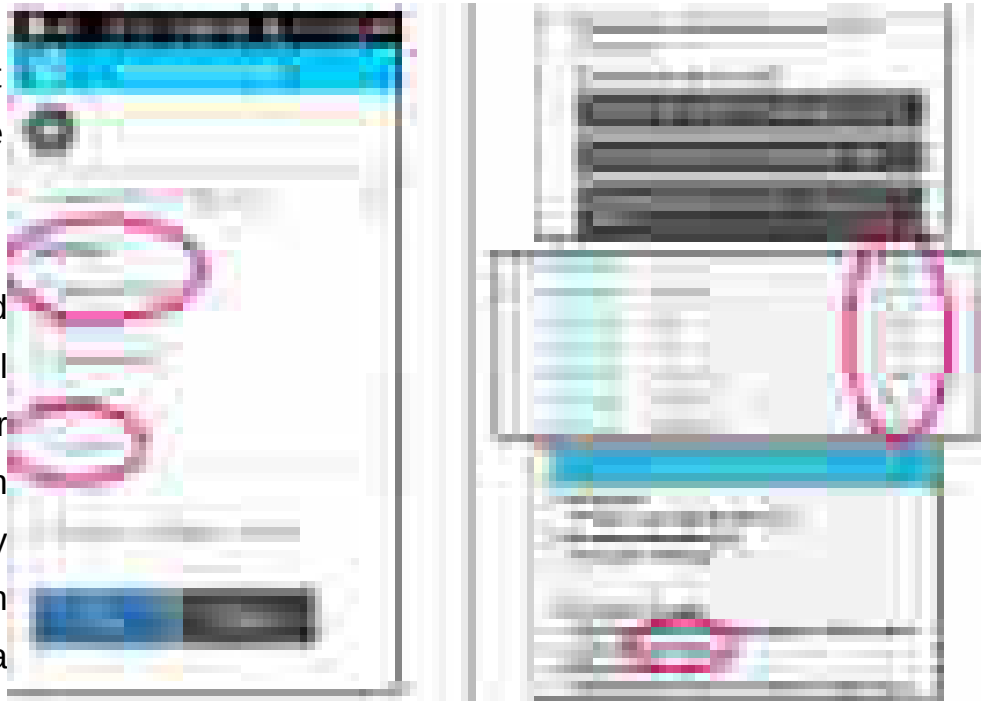
10.4.3 Viewing case status using Advocate option

This search option is the most attractive option for an advocate. Using this option an advocate can feel that CIS is their digital clerk who will show how many cases pending in all courts in the advocate name; and how many cases are listed on any particular date; and what is the stage of the cases all at in their handsets 24*7.

<p>Search by advocate option</p> <p>(i) Search using Advocate name</p> <p>(ii) Search using Bar code number</p> <p>(iii) Search cases of a particular advocate listed on a particular day using Date case list</p>		<p>Click Case Status--> Select state, District- ->click Advocate option--> select the radio button advocate name/bar code/ Date -->click go --> then the cases with advocate name is displayed--> click on the case number it will open up the case history</p>
--	---	---

10.4.3.1 Search by Advocate name :

By using this option one can get all the cases in the name of the advocate which is pending and disposed in all courts . For example one can find out how many cases pending in the name of a particular



advocate in all courts which are under CIS .In the screen shot shown hereunder search has been made for the advocate name "Rajappa" which shows 248 cases in

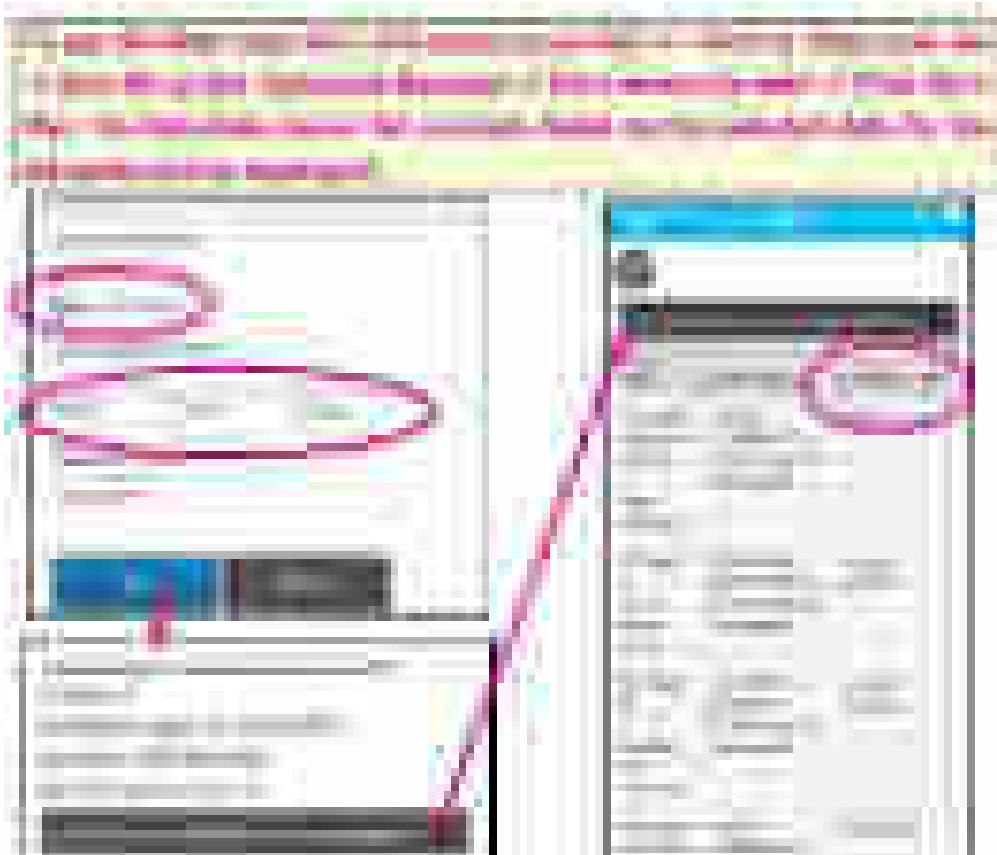
Thanjavur, Tamil Nadu and it also shows court wise how many cases is pending and if the number is clicked it will show up the entire list which is expandable with case history .

10.4.3.2 Search using Barcode:



10.4.3.3 Search using Date case list (Advocate Cause list)

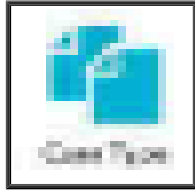
If an advocate wants to know how many cases are coming up in the courts on any



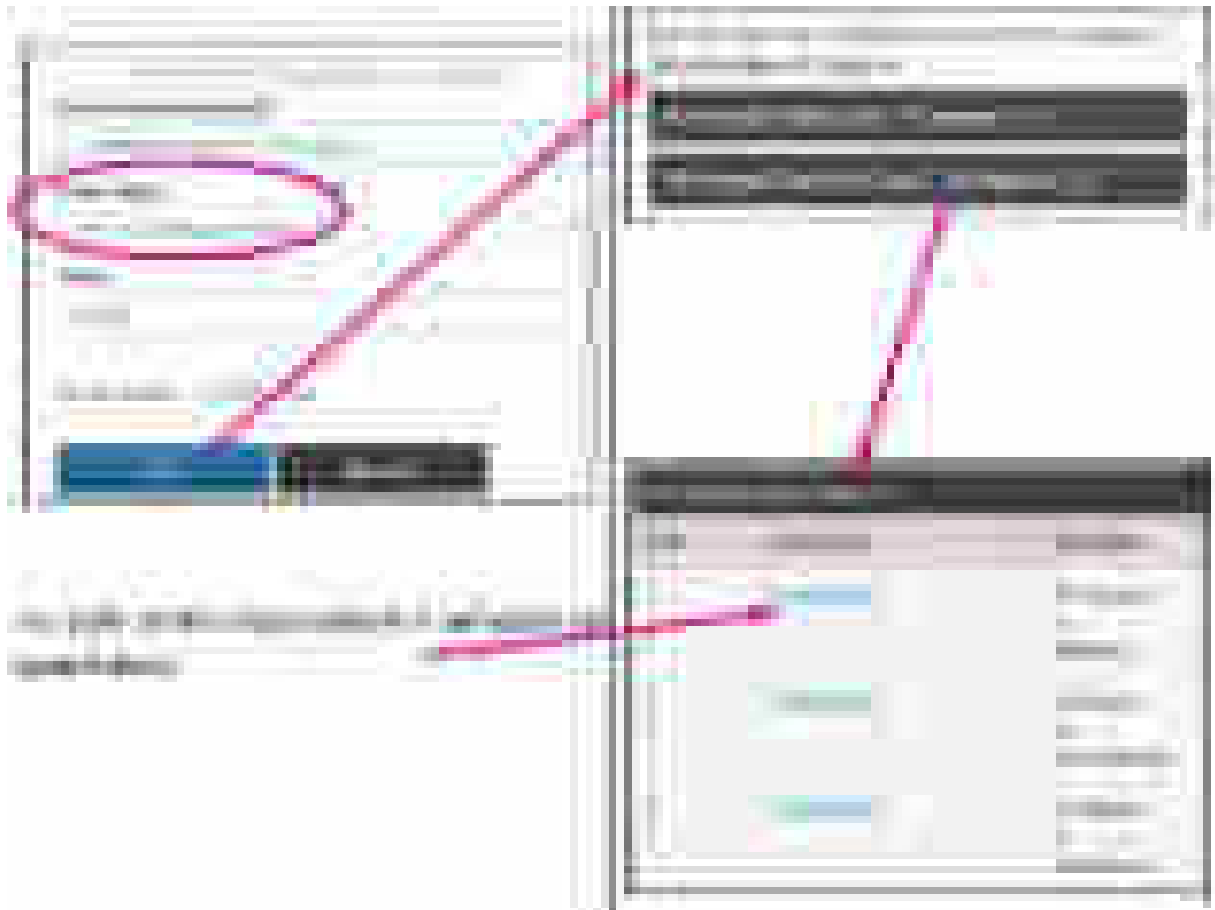
particular date then this Date case list option can be used and Advocate cause list

can be generated .The advantage in the advocate cause list is that it will show the listed cases on a particular date along with the stage of the case.

10.4.4 Viewing case status using Case Type option



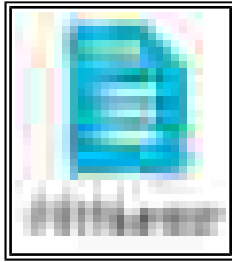
Click Case Status--> Select state, District-->click case type option--> select court complex--> Select Case Type--> Fill up year -->Select the radio button for pending/ Disposal->click go --> then the cases with chosen case type is displayed--> click on the case number it will further open up case history--> if we click on the headings it will further expand into details



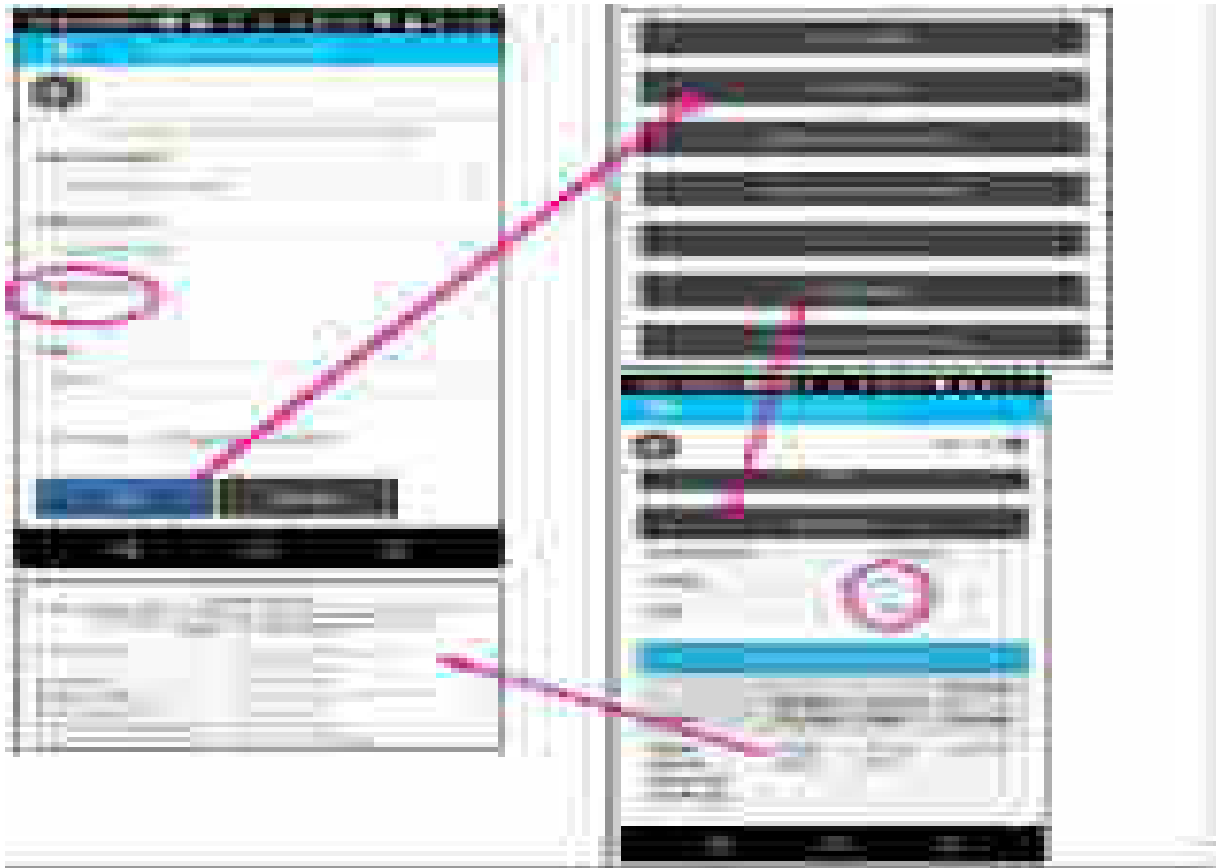
10.4.5 Viewing case status using Party option

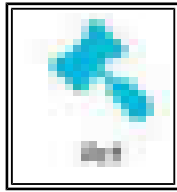
<p>Search by party</p>  <p>In the undershown screen shot the name “Palanisamy” is used for searching cases wiht party name. And the result shows 379 cases as it is a common name in Coimbatore District, Tamilnadu.</p> 	<p>Click Case Status--> Select state, District- ->click Party option--> select court complex-> Select Petitioner/ Respondent name--> Fill up year -->Select the radio button for pending/Disposal/both->click go --> then the number of cases with the Party name is displayed--> click on the case number it will further open up case history</p> 
--	--

10.4.6 Search using FIR number

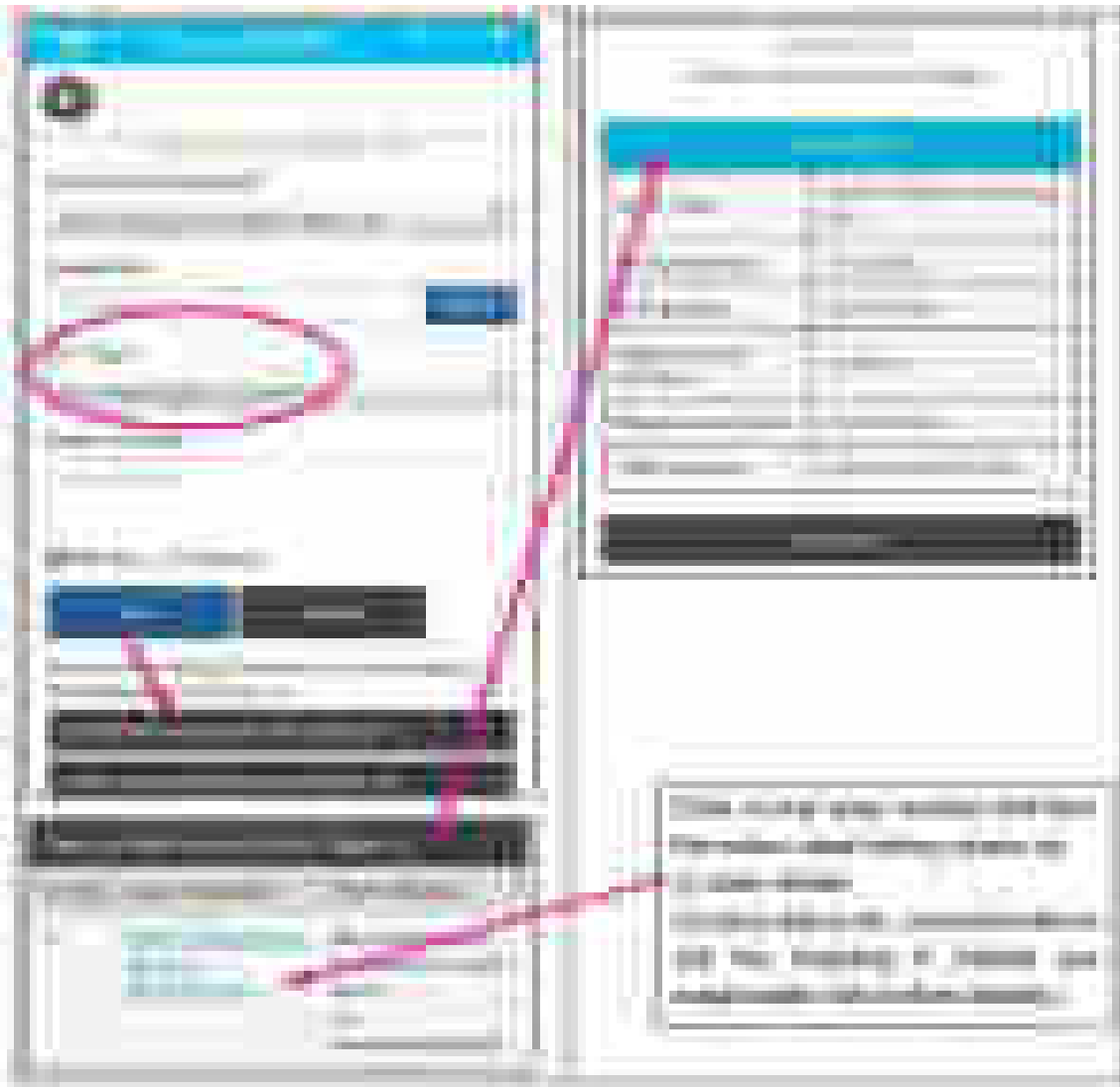


Click Case Status--> Select state, District- ->click FIR number option--> select court complex-> Select Police Station -->Enter FIR number & year -->Select the radio button for pending/Disposal/Both ->click go --> then the case with FIR number is displayed--> click on the case number it will further open up case history



10.4.7 Search by act

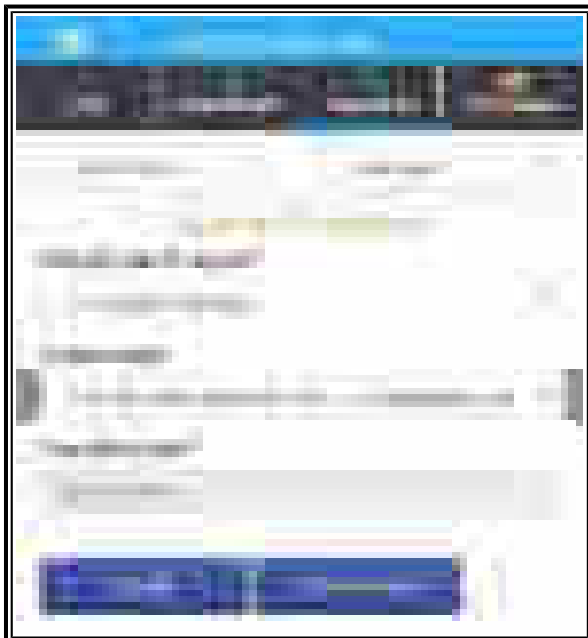
Click Case Status--> Select state, District-->click ACT option--> select court complex--> Search Act /Select Act-->Enter Section -->Select the radio button for pending/Disposal ->click go --> then the case with ACT TYPE is displayed--> click on the case number it will further open up case history



10.5 Getting cause list through mobile App

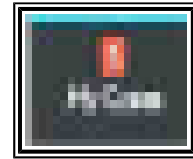
This option is the most useful option equally for the advocates, Litigants and Judges. Under eCourts app three types of cause list can be got (i) Civil Cause list of any court (ii) Criminal cause list of any court (iii) Advocate wise cause list. The civil cause list and the criminal cause list can be got under this “cause list” option. The Advocate wise cause list can be got through the Advocate option available under the Case status search which is explained under the topic “Search using Case status option “. By using the cause list option one can confirm whether his case is posted on a particular day or not. It is an useful time management tool for Judges, staffs through which one can find out how many cases are listed on any particular day and the days work can be planned and this data can now be got in the mobile app through the handsets.

Click Cause list --> Select state, District --> select court complex --> Select court name --> Select Cause list Date from the Calendar --> Click Civil/ Criminal -> then the Cause list civil/criminal is displayed --> click on the case number it will further open up case history



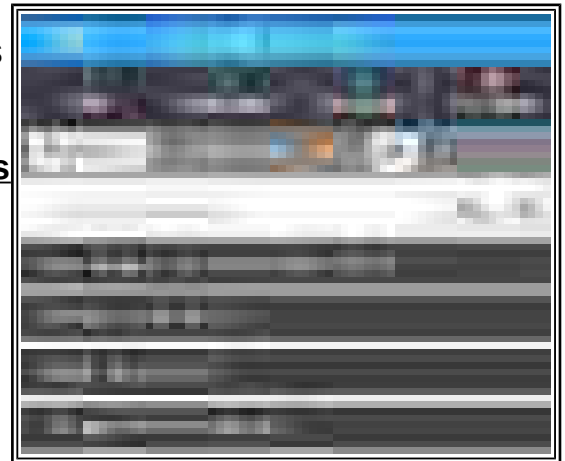
10.6 My cases option under mobile App

My cases option is an exclusive feature available only in the eCourts app. It is one of the most attractive and useful option for the Advcates/Litigants because it acts as a Digital personal case diary .With this option the Litigant or Lawyer can save all his cases under My Cases .and the details of the cases will be displayed .



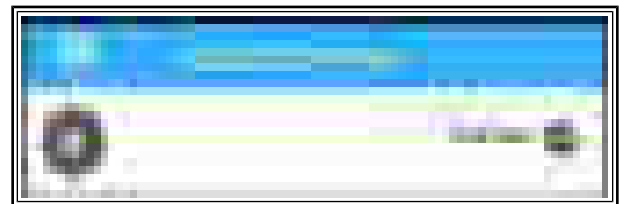
10.6.1 New feature of search option in My cases

The updated version of eCourts mobile app comes with the search option among My cases



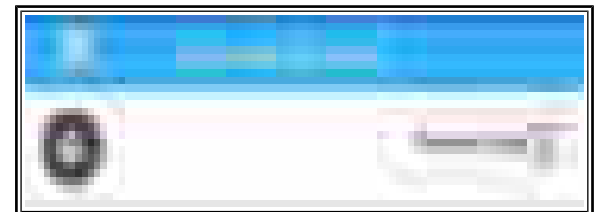
10.6.3 How to add cases to My cases

when case are searched using the ecourt app and when the case details/ history is displayed then a button “ add cases” will be displayed on the top which can be clicked to add the cases to my cases Once it is added then it will be listed in My cases .



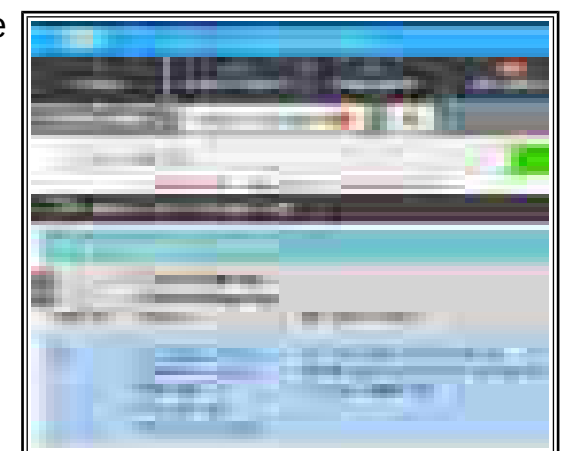
10.6.4 How to remove cases from My cases

Once the case is added in the my cases whenever the details are opened through My cases then that case will display the option of remove cases and if the said case is not needed in the my cases list the same can be removed using the remove case option .



10.6.5 Today's case

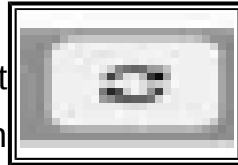
By Under Today's cases option the case in the My cases list will be displayed in Today's case on the hearing date which is a very useful feature for the advocates and the litigants having multiple cases. In the screen shot shown here one case is shown as Today's case and if



you click on the case the details of the case will expand

10.6.6 Refresh button

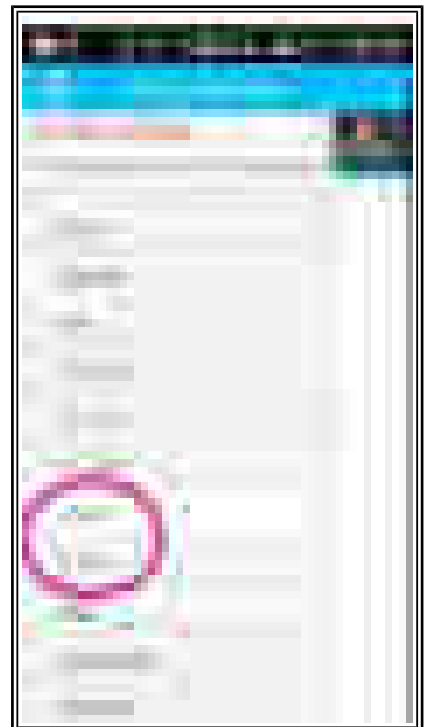
The refresh button is given adjacent to Today's Cases to update the information



saved under My Cases. When the refresh button is clicked it will update the My cases. If any case is not updated or refreshed because of connection issue, App will show this information as "connection error".

10.6.5 Backup facility

The eCourts mobile provides backup facility which is also an attractive feature in the eCourts app. Backup facility is provided to take backup of saved cases on mobile Device under export and import option. This option can be accessed by clicking the button near the eCourts services. When the said button is clicked it will show up the list including the Export/import option.



10.6.6 Export option

By using Export option backup can be taken in text file format on the mobile device. When the export option is clicked it will save the my cases in Text file format in the mobile and an alert message will appear. The said text file can be extracted from the mobile storage.

10.6.7 Import option

Import option is also a very useful option. If the cases listed under my cases is deleted by mistake the same can be restored using the import option. When one case or all cases are removed from my cases then if the import option is clicked then the removed cases are restored in My cases tab.

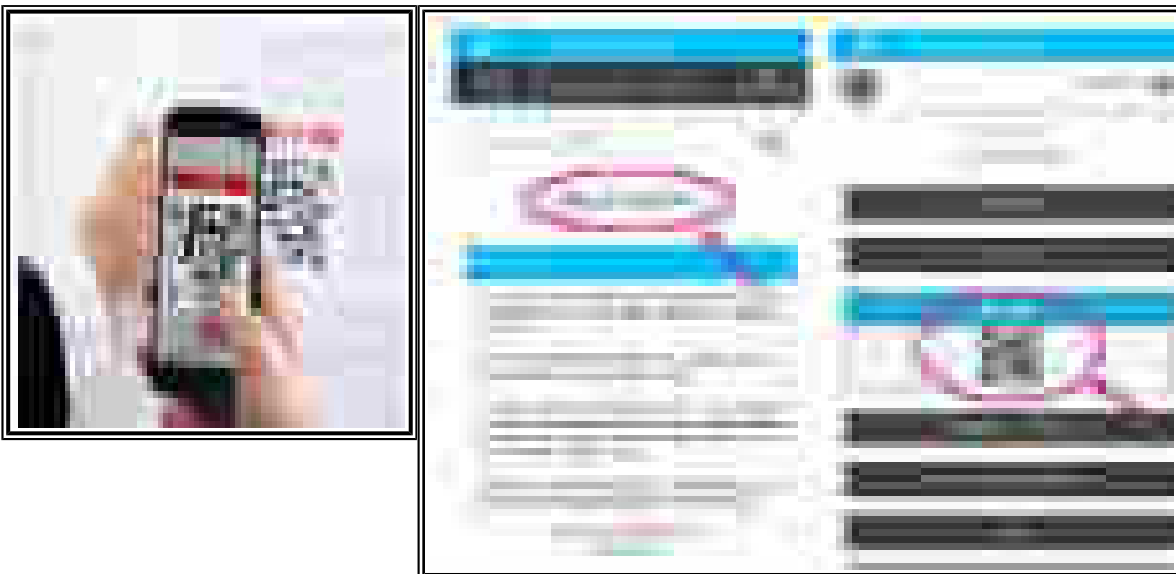


10.7 Getting case status through SMS :

How to get case status when you don't have internet connection. Then One can get the case status by sending SMS eCourts<SPACE>< YOUR CNR NUMBER> to 9766899899.



10.8 Getting case status using QR Code



some may find difficult typing the Case Number Record (CNR) number every time for getting the case status. The eCourts services mobile applications has been updated with QR code feature. The QR Code of all cases can be obtained from eCourts.gov.in website and in the eCourts services mobile app which is shown hereunder .One can take the print out of the QR code and paste it in the case files .

And one should have QR Code scanning app in his mobile through which the QR code can be scanned which will immediately show the case status. Does it sound difficult? exactly not if you use it. This QR Code scanning can be very useful for advocate office and companies/ govt institution having large number of cases. They can take print out of the QR Code and paste it in their case files which can be scanned with their mobile and can get the case status instantly.

10.9 Getting case status through eCourts Automated email services

eCourts project has started to send emails to the litigants and Advocates through recently launched Automated email services. The registered users will get case updates, next hearing dates, copies of orders and Judgments and Causelist. To activate this attractive automated email service the litigants and the advocates have to get their email registered in the concerned court. A day is not far where one can get all the certified copies from the court at the comfort of the home. Getting case status through eCourts Automated email services eCourts project has started to send emails to the litigants and Advocates through recently launched Automated email services. The registered users will get case updates, next hearing



dates, copies of orders and Judgments and Causelist. To activate this attractive

automated email service the litigants and the advocates have to get their email registered in the concerned court.

10.9.1 eCourts Automated email send from Avinashi sub court :

An advocate practising in Avinashi sub court came one day and happily shared her excitement and surprise of receiving automated email regarding the listing of the case It is shared herewith for the readers. A day is not far where one can get all the certified copies from the court at the comfort of the home.



10.10.Conclusion :

From the days of CIS 1.0 then to CIS 2.0 and now CIS 3.0 the stage of the digitalization of the Indian Judiciary has been firmly laid . The ever increasing e-transaction through eCourts running to crores speak aloud the increasing dependability reliability towards the eCourts website by the litigants all over the country.With eCourts project the dream of pouring more transparency and accountability into Indian Judiciary is true now. The Case information system CIS the brain child of the ecommittee has wide opened the Indian Judicial system to the technological transition with more litigant user friendly Indian Judicial system where the litigants are having the case information literally in their hand(set) and that too 24* 7. The ever increasing etransactions under eCourts are loud standing examples of success of the eCourts project. We all can be proud at this juncture of entering into the updated version of CIS 3.0 of having contributed to our Nation's ranking forward in the international scenario and back home of having helped our litigants through the 87 crores e courts clicks during the period 1.1.2017 to 21.07.2018 which speaks aloud about the success of CIS .



**---Explore the new updated Case management system 3.0
which is touching crores of litigants ----**

