

OFFICIAL MEMORANDUM
OF THE PRINCIPAL DISTRICT JUDGE, PERAMBALUR

Dated: 13th November 2024.

Sub: eCourts – Transition from Centralized Filing Counter to Direct Filing with Courts/Sections – CIS Ver.3.2 to Ver.4.0 Data Migration Completed – Periphery Module Update – Directions for Filing of Court Documents - Scanning and Digitization of Case Records - Direction issued regarding.

In compliance with the directions of the Hon'ble High Court of Madras, this memorandum is issued to inform all concerned stakeholders regarding the recent updates to the eCourt system in Perambalur District.

As of 11th November 2024, the data migration from CIS Ver.3.2 to Ver.4.0 has been successfully completed and tested in Perambalur District. Additionally, the CIS combined Periphery module has been updated. As a result of this update, a significant number of Periphery module some menu functions have been disabled by the Hon'ble High Court of Madras. Therefore, on administrative grounds, the **Centralized Filing Counter** will remain closed until further orders.

Key Directions:

1. Filing through Centralized Filing Counter:

Filing of FIRs, charge sheets, open court received emergency petitions, case filings, and related documents through the Centralized Filing Counter is **no longer required** until further orders.

2. Direct Filing:

All litigants, advocates, police, and other stakeholders are directed to submit all court case-related documents directly to the concerned courts or sections through either **physical filing** or **eFiling**.

3. Copy Applications:

The **Copy Application entry management** in CIS will now be handled by the **Unit Head of the Copyist Section** of the concerned court.

4. Process Services (Memos, Notices, etc.):

The **Process Services entry management** (including memos, notices, and related documents) in CIS will be handled by the **Unit Head of the Nazir Section** of the concerned court.

5. Scanning and Digitization of Case Records:

For **new case filings**, whether through **physical filing** or **eFiling**, the process of **digitization** should begin from the initial stage and continue until case disposal. This should be managed by the respective **Filing Sheristadar, Filing Clerk, and Bench Clerks**. The **digitization process** must be carried out using the available modules in the **CIS combined Periphery module**, specifically the **e-Filing Case, e-Filing Scrutiny, and Digitization menus**. These steps must be followed for every case to ensure complete digital records from filing to disposal.

All stakeholders are required to adhere to the above instructions from **14th November 2024** onwards.

For any further clarifications or assistance, please contact the computer section and administrative section of this court.

S.d/-A.BALKIS
PRINCIPAL DISTRICT JUDGE
PERAMBALUR

To:

1. All Judicial Officers of Perambalur District.
2. The President & Secretary of the Bar Association(Crl), Perambalur, Advocates Association, Perambalur and Veppanthattai Bar Association, Veppanthattai in Perambalur District.

Copy to:

The Chief Administrative Officer, all Sheristadars, Bench Clerks of all grades, HCs, Copyist Superintend and Central Nazir of this Court, Notice Board, and Web Publication.