



eCourts User Guide

Version: 1.0

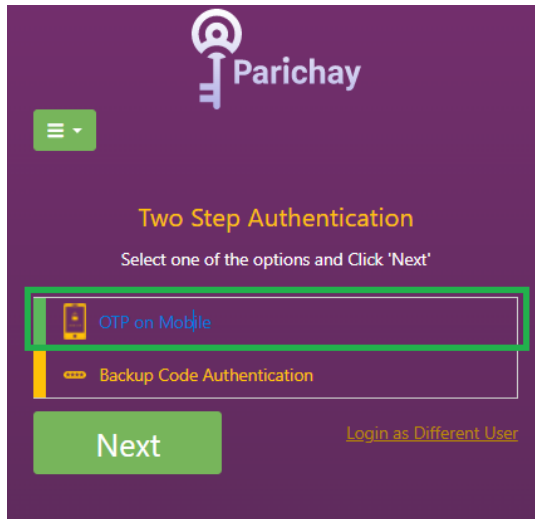
Date: 05-09-2022

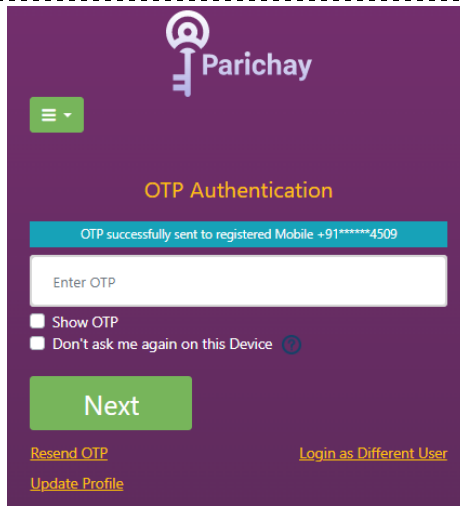
Project Admin

There will be one central project admin who will assign a state coordinator role for each State.

Getting Started

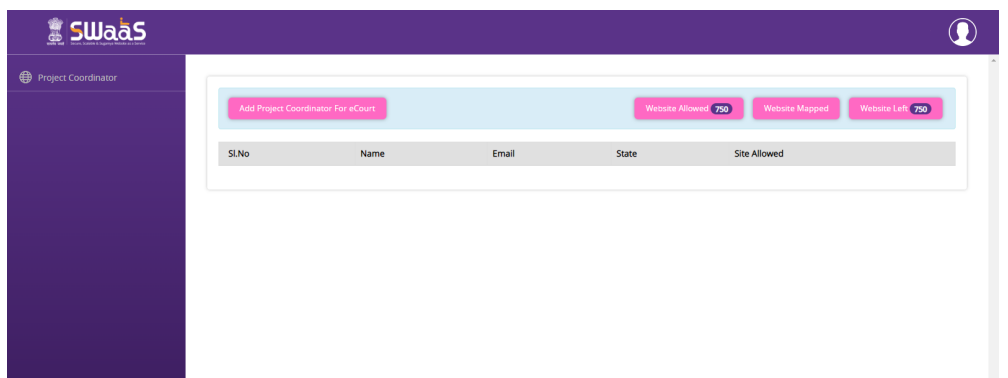
1. Go to <https://admin.s3waas.gov.in>
2. You will be first directed to the unified authentication system Parichay. Login with your official login credentials (**@gov.in** or **@nic.in** email address & password).
3. Click on Next.
4. Click on OTP on Mobile
5. Enter OTP and click on Next.





After successful login, you will be directed to Project Coordinator Dashboard page where you can see the following:

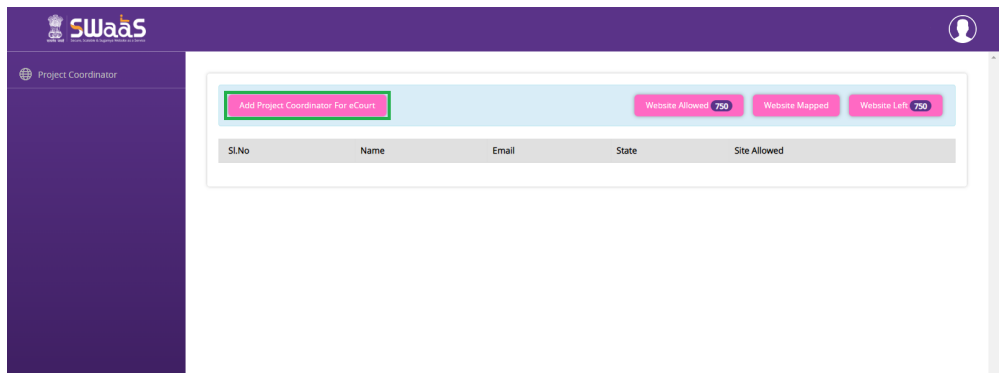
- **Add Project Coordinator for eCourt:** This is to add State coordinator.
- **Website Allowed:** total number of websites allocated to you to further assign to States and UT.
- **Website Left:** number of websites left after assigning to States/UT.



Add State Coordinator

On the Dashboard page, to add a State coordinator do the following:

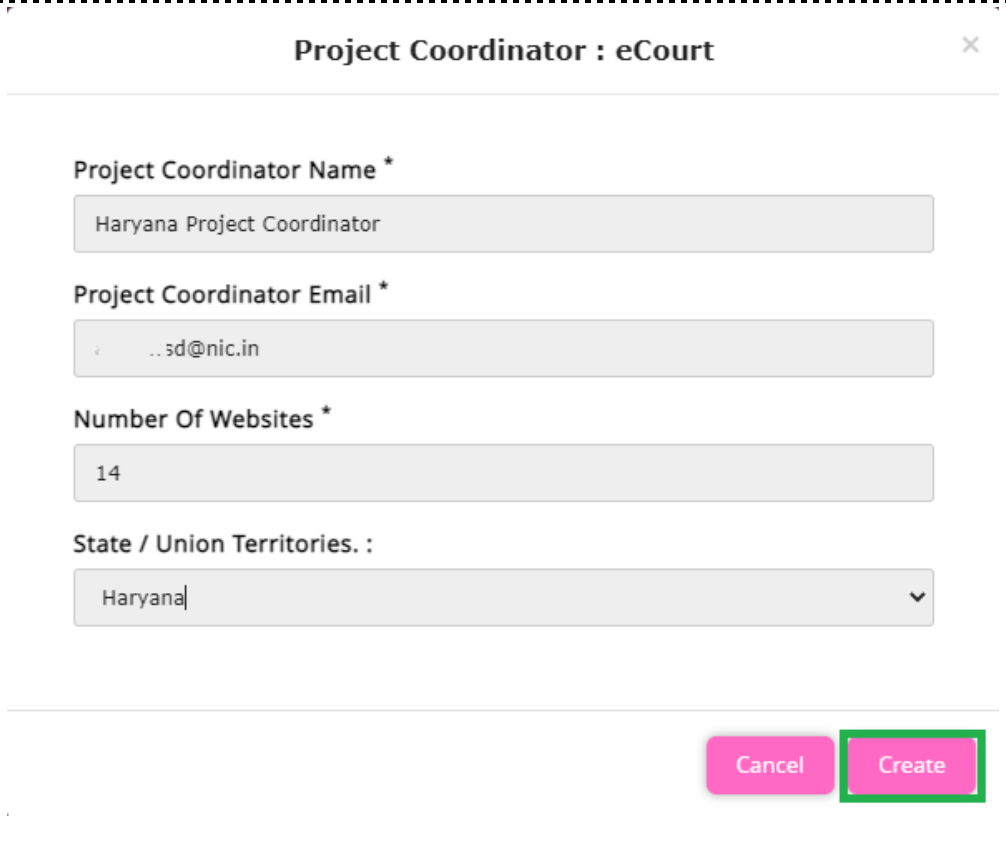
1. Click on **Add Project Coordinator for eCourt.**



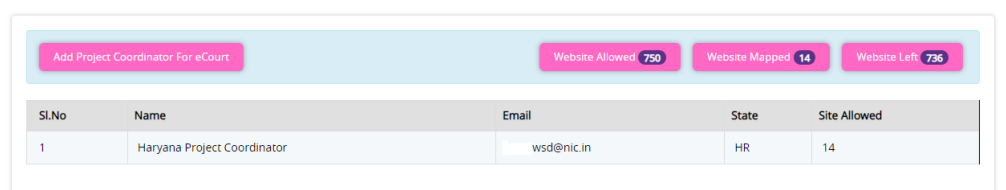
2. On the Project Coordinator: eCourt dialog box enter the Following State project coordinator details:

- Project Coordinator Name
- Project Coordinator Official Email id
- Number of Websites allocated to State
- Select the State/Union territory from the drop down list

3. Click on **Create.**



Once the project coordinator has assigned the role, the State Coordinator can login and proceed further.

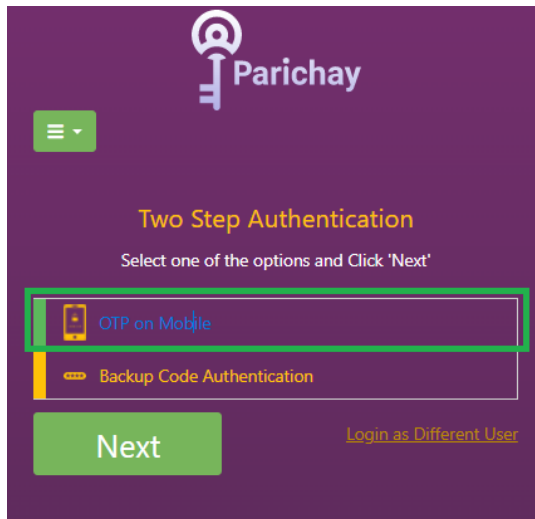


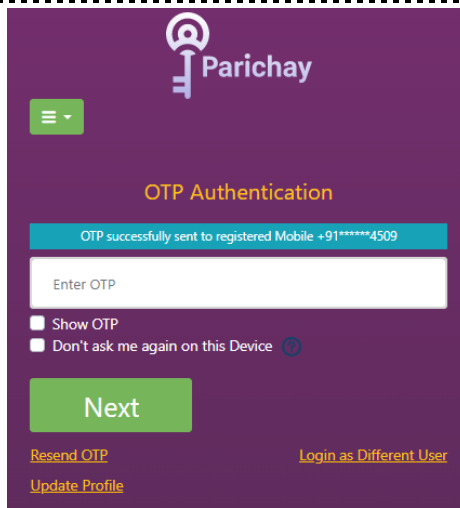
State / UT Coordinator

There will be one State coordinator for each State. The State coordinator will further assign roles of District eCourt administrative and Technical Contact for each district in the State.

Getting Started

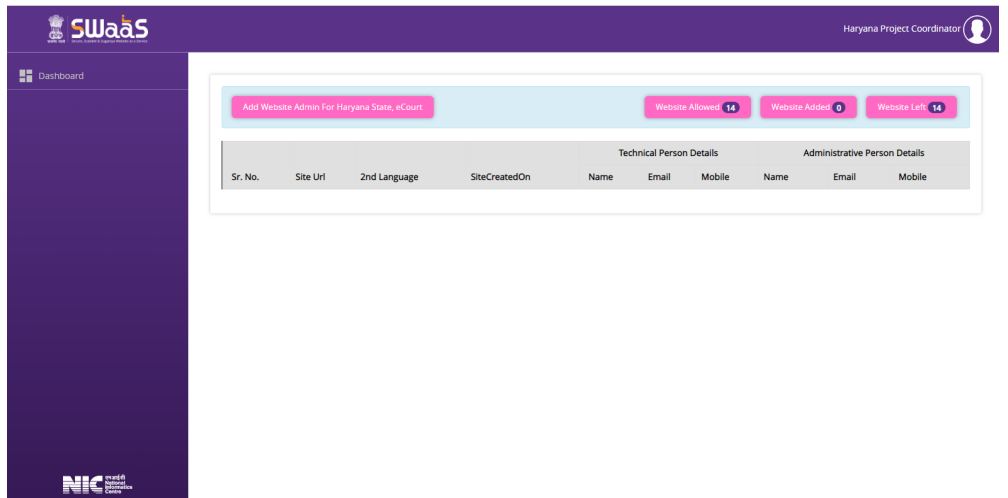
1. Go to <https://admin.s3waas.gov.in>
2. You will be first directed to the unified authentication system Parichay. Login with your official login credentials (**@gov.in** or **@nic.in** email address & password).
3. Click on Next.
4. Click on OTP on Mobile
5. Enter OTP and click on Next.





After successful login, you will be directed to the Dashboard page where you can see the following:

- **Add Website Admin For.....eCourt:** This is to add district ecourt site details.
- **Website Allowed:** total number of websites allocated to you to further assign to district eCourts.
- **Website Left:** number of websites left to assign to district eCourts.



Add district eCourt sites details

On the Dashboard page, to add a district eCourt details do the following:

1. Click on **Add Website Admin ForState, eCourt.**

Technical Person Details						Administrative Person Details			
Sr. No.	Site Url	2nd Language	SiteCreatedOn	Name	Email	Mobile	Name	Email	Mobile
1	districts.ecourts.gov.in	Hindi	6-Sep-2022	Uniyal	uniyal.wsd@supportgov.in	989155	Walia	wsd@supportgov.in	99108

2. On the Site Admin Details State dialog box enter the Following district ecourt details (All fields marked with * are mandatory):

- Website URL
- Select Second Language
- Technical Person Name
- Technical Person Email
- Technical Person Mobile Number
- Administrative Person Name
- Administrative Person Email
- Administrative Person Mobile Number

3. Click on **Create.**

Site Admin Details State : Haryana

Website URL *
https://districts.ecourt.nic.in/hisar

Select second language (English is by default the first language) *
Hindi

Technical Person Name *
Uniyal

Technical Person Email *
uniyal.wsd@supportgov.in

Technical Person Mobile Number *
989155

Administrative Person Name *
Walia

Administrative Person Email *
wsd@supportgov.in

Administrative Person Mobile Number *
99108

Cancel Create

Once the State coordinator has assigned the role, the district eCourt Technical and Administrative contact can login and proceed further.

Technical Person Details						Administrative Person Details			
Sr. No.	Site Url	2nd Language	SiteCreatedOn	Name	Email	Mobile	Name	Email	Mobile
1	districts.ecourts.gov.in	Hindi		Uniyal	uniyal.wsd@supportgov.in	9891	Walia	wsd@supportgov.in	9910

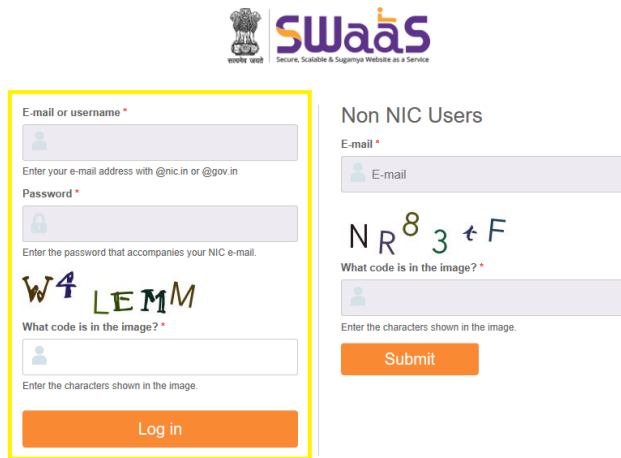
How to Create eCourt District Site (Technical Contact)

There will be one Technical and one Administrative contact for each district court site under any State. The administrative contact will be the signing authority only. It is the the Technical contact who will login to S3WaaS portal using official email id and password and:

- Create a website instance for the district ecourt site.
- Add / Validate all details of the district ecourt site including Administrative contact details.
- Upload Authorization letter duly signed by Administrative Contact.
- Migrate district ecourt site content.

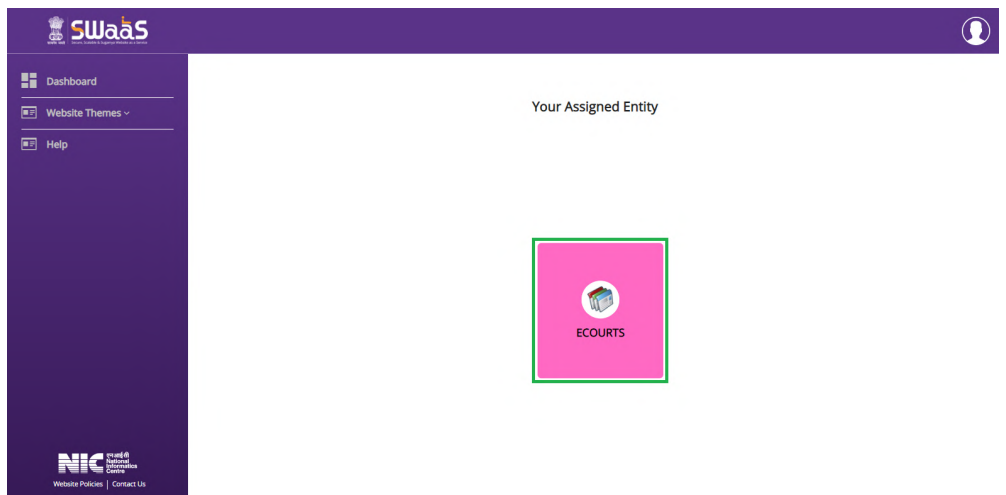
Getting Started

1. Go to <https://s3waas.gov.in>
2. Login with your official login credentials (**@gov.in** or **@nic.in** email address & password).

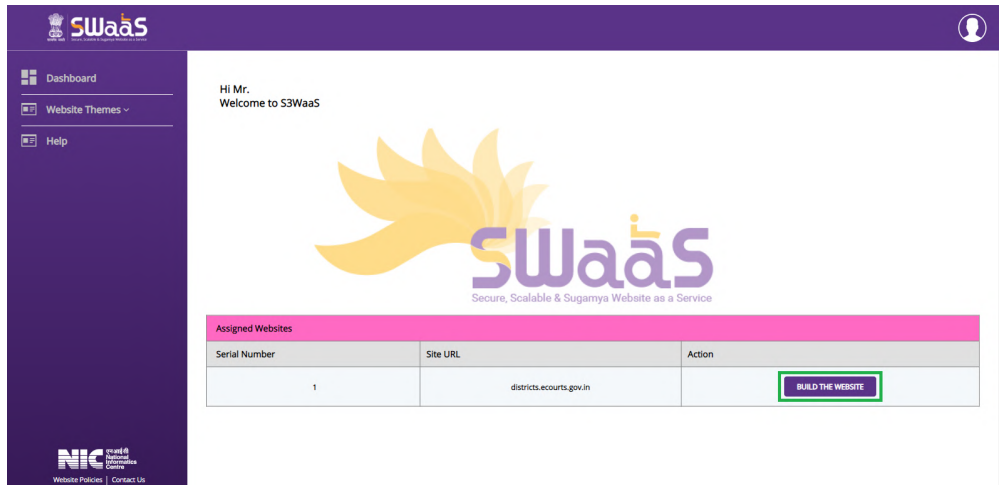


After successful login, you will be directed to the Dashboard page. On the Dashboard page you can see the site assigned to you.

3. Click on the site assigned to you.



4. Click on Build the Website.

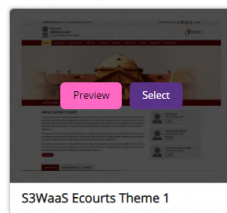


5. Select a template. (Hover the pointer/cursor over the template to select it.)

Website Registration

SELECT TEMPLATE WEBSITE DETAILS TECHNICAL CONTACT DETAILS ADMINISTRATIVE CONTACT DETAILS

Please select a theme



6. Enter the following Website details (All fields marked with * are mandatory):

- Name of Website
- Primary Domain / URL of Website
- Alias URL of Website, if required

7. Click on Proceed to Technical Details.

Website Registration

SELECT TEMPLATE WEBSITE DETAILS TECHNICAL CONTACT DETAILS ADMINISTRATIVE CONTACT DETAILS

Website Details

Name of Website* *Name can be space separated (mandatory)*

Name of Website

Primary Domain/URL of Website* *A valid domain URL (mandatory)*

https:// districts.ecourts.gov.in

Alias URL of Website *A valid domain URL (optional)*

http:// Example : alias.gov.in

Data Centre : National Data Centre, Bhubaneswar

Languages : First Language - English, Second language - Hindi

[Proceed to Technical Details](#)

8. Enter the Technical Contact Details (All fields marked with * are mandatory).
 - Email
 - Address
 - State
 - Pincode
 - Telephone
 - Mobile
9. Click on Get OTP.
10. Enter the One Time Password (OTP) as received on your given number.
11. Click on Proceed to Administrative Details.

Website Registration

SELECT TEMPLATE
 WEBSITE DETAILS
 TECHNICAL CONTACT DETAILS
 ADMINISTRATIVE CONTACT DETAILS

Email* A valid official email ID correspondence will be done on mentioned mail ID (mandatory)

Address* Full Address of Applicant (mandatory)

State* Enter Applicant State (mandatory)

Pincode* Pincode should be 6 digit number of your locality (mandatory)

Telephone* Landline Number, Without country code or 0 (zero) (mandatory)

Mobile* 10 Digit Number Without country code or 0 (mandatory)

12. Enter the Administrative Contact Details (All fields marked with * are mandatory).
 - Email
 - Click on Get OTP to receive One Time Password on your given email id.
 - Address
 - State
 - Pincode
 - Telephone (Landline)
 - Mobile
 - Click on Get OTP to receive One Time Password on your given mobile number.

Website Registration

SELECT TEMPLATE
 WEBSITE DETAILS
 TECHNICAL CONTACT DETAILS
 ADMINISTRATIVE CONTACT DETAILS

Administrative Contact Details

Name* Name can be space separated (mandatory)

Email* Name can be space separated (mandatory) OTP*
 Skip OTP verification for now

Address* Full Address of Applicant (mandatory)

State* Enter Applicant State (mandatory)

Pincode* Pincode should be 6 digit number of your locality (mandatory)

Telephone* Landline Number, Without country code or 0 (zero) (mandatory)

Mobile* 10 Digit Number Without country code or 0 (mandatory) OTP*

Check administrative mobile for OTP

Before Submitting the details, please ensure that all details are correct as once submitted these details can not be edited.

13. Click on Submit.

After you successfully submit the site details, your site gets deployed and it might take a few minutes (approx. 30 minutes).

Your website instance creation process is initiated. This may take few minutes (approx. 30 minutes in normal scenario) for your website instance to be available.

If your website instance is not available for more than 30 minutes please contact S3WaaS support at [s3waas.support\[at\]gov\[dot\]in](mailto:s3waas.support[at]gov[dot]in).

Close

For any further help and suggestions, contact us at s3waas.support@nic.in