<u>कार्यालयः—प्रधान जिला एवं सत्र न्यायाधीश, दतिया (म०प्र०)</u>

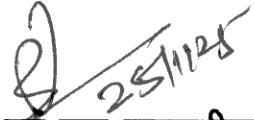पृ0 कमांक. / ...2.34... / (ई—कोर्ट)   दतिया,दिनांक 27/01/2025

प्रति,

समस्त न्यायाधीशगण
जिला न्यायालय दतिया, कुटुम्ब सेवढ़ा, भाण्डेर

   की ओर माननीय उच्च न्यायालय मध्य प्रदेश जबलपुर का ज्ञापन कमांक..A/86 Jabalpur Dated 09-01-2025 के अनुसार डिजिटल कोर्ट का यूजर मेन्यूअल आपकी ओर आवश्यक कार्यवाही हेतु प्रेषित है। डिजिटल कोर्ट का यू.आर.एल. निम्नानुसार है।
https://digital.ecourts.gov.in , डिजिटल कोर्ट की साईट केवल इंटरानेट डोमेन पर ही ओपन होगी ।

           न्यायिक अधिकारीगण के लेपटाप या न्यायालय में लगे हुये सिस्टम में ip address के साथ निम्न डी.एन.एस. का उपयोग करे 164.100.3.1 , 164.100.10.18 ।

           उक्त ज्ञापन की छायाप्रति आपकी ओर आवश्यक कार्यवाही हेतु सादर प्रेषित है।

संलग्नः— उपरोक्तानुसार

                                             प्रधान जिला एवं सत्र न्यायाधीश
                                                जिला दतिया, म.प्र.
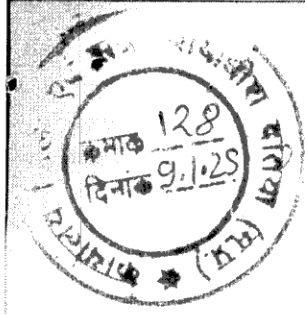
HIGH COURT OF MADHYA PRADESH, JABALPUR

No. A186   Jabalpur, Dated:- 09-01-2025

-::- MEMO -::-

To,

     The Principal District & Sessions Judges
     All in the State of Madhya Pradesh.

Sub:-   Regarding sharing of user manual of Digital Courts 2.0 with all the Judicial Officers.

On the abovementioned subject, it is to inform you that Hon'ble the Chief Justice, vide order dated 08.01.2025 has been pleased to permit to share user manual of Digital Courts 2.0 to all the Judicial Officers in the State of Madhya Pradesh for using of paperless/ digital courts with ease to view e-Filed cases / documents and they can view all the case-related e-Filed pleadings, charge sheets, court generated orders etc. of both civil and criminal cases.

Hence, it is requested to share the enclosed user manual of Digital Courts 2.0 with all the Judicial Officers in your District for convenience in using Digital Courts 2.0 accordingly.

(Samresh Singh)
Registrar (I.T.) / CPC

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e-mail:-regitmphc@mp.gov.in   Ph:-0761-2600628

Digital Courts Web Version

End user manual

Contents

1   General Information

Digital Courts – Green Initiative of Indian Judiciary has been developed to make court paperless/ digital with ease to view case-files/ documents while sitting at home. Judges can view all the case-related pleadings, chargesheets, court orders etc of both civil and criminal cases.

In addition to the Desktop Application, Digital Courts is also available as Web application and can be opened directly from the browser irrespective of the operating system.

The document will cover the functionality of the Web Application.

1.1   Key Features

- ➢ Facility to monitor the pendency and disposal of cases
- ➢ Provision for document viewing
    - o View e-Filed cases
    - o View Chargesheets
    - o View Interim Orders/Judgments
- ➢ Integrated with JustIS mobile app
    - o For single sign on
    - o To view important case marked through JustIS mobile app
- ➢ Facility for voice to text conversion
- ➢ Facility to translate judgements in multiple languages
- ➢ Auto-generation of ODT file using readymade template
- ➢ Facility to access eSCR and High Court Judgements
- ➢ Facility to mark judgement as important and/or add notes

2   Accessing the application

Access the Digital Courts Web Application using following link

https://digital.ecourts.gov.in

Application is available only in the intranet domain.

The Judge can log-in into the system using JustIS app log-in credentials.
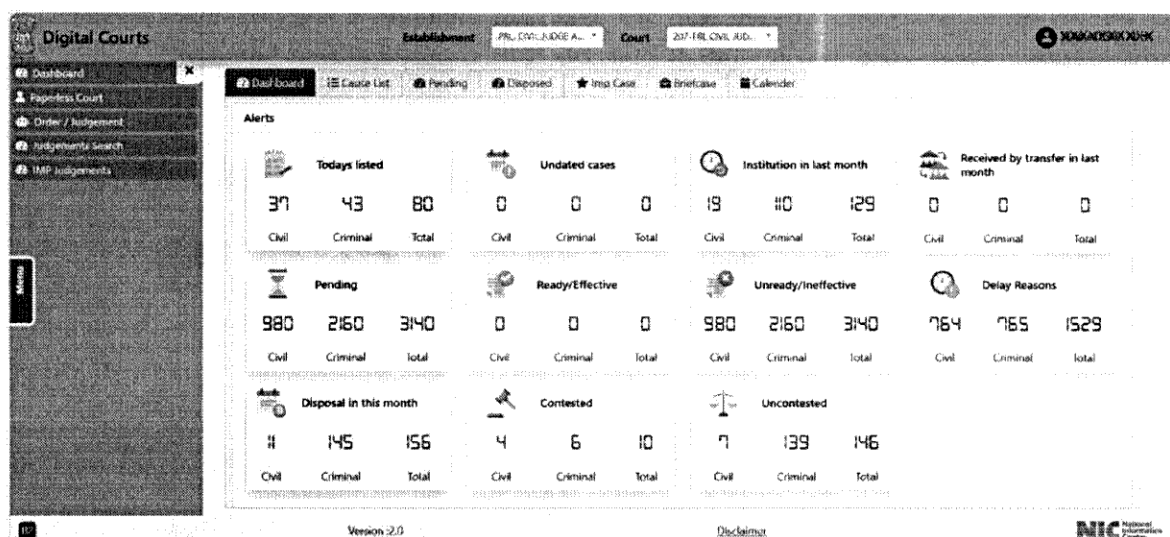
3 Dashboard

Upon successful login, the dashboard is displayed.

The following menu options are available in the system. The menu options can be accessed on the left side of the dashboard.

1. **Dashboard** – Overall status of the cases
2. **Paperless Court** – Enables searching of individual cases and viewing of all the uploaded documents including e-filed documents, chargesheets, interim orders, Court Proceedings and final order/ Judgements in pdf format
3. **Dictation of Order/ Judgement/ Deposition** – Enables dictation of interim orders, judgements, deposition using voice to text facility in English or 8 other Indian languages. Readymade templates are provided to download the draft documents.
4. **Translation of Order/ Judgement/ Deposition** – Facility for translation of the typed/ dictated order into English or other Indian languages.
5. **eSCR/ Judgement Search** – Facility to search eSCR and High Court judgements is provided along with features to mark judgments as important and adding notes to the judgement.
6. **IMP Judgements** – All the judgements marked as important are listed here.

Note: **Principal District Judge** user has additional facility of **Query Builder** to search/ list cases based on combinations of different search criteria.

The home page has seven tabs listed. They are:
1. Dashboard
2. Cause List
3. Pending
4. Disposed
5. Imp Case
6. Briefcase
7. Calendar

3.1 Dashboard

The dashboard provides overall status of cases for the respective Courts and thereby helps in prioritising tasks for effective Court management. Drill down facility is available for all the counts. Counts of listed, pending, disposed, undated, delayed, transferred cases are available on the dashboard.
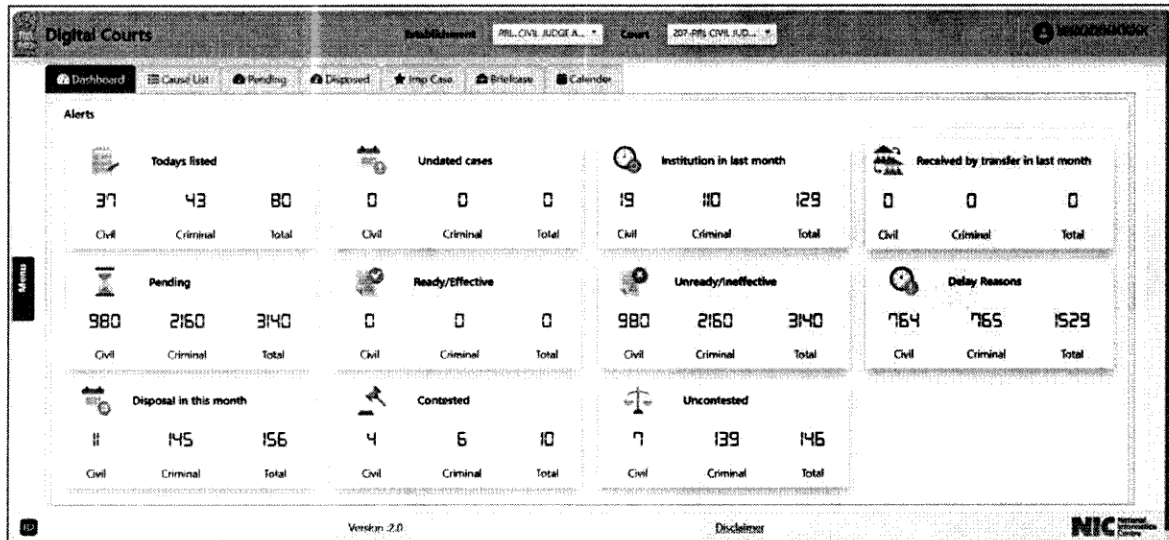
3.2 Cause List

In the Cause List tab, the date-wise cause list is displayed.

- Select Establishment, Court and Date.
- Click on civil or criminal button to view respective cause list.
- Click on the Refresh button to update the data.
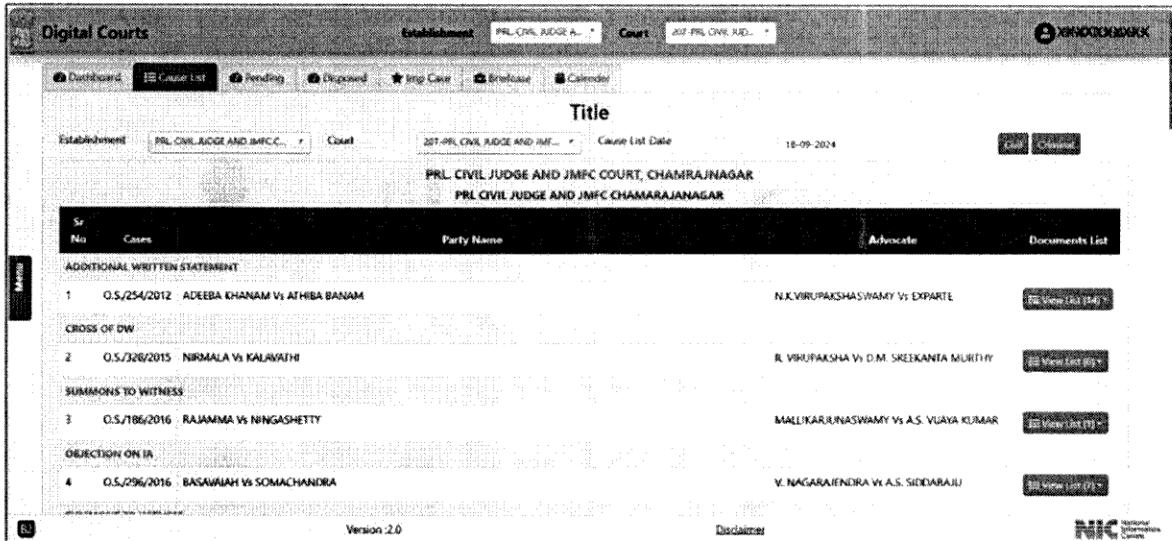
For each case, the user can click on View Files to see the relevant case files. The types of files that can be accessed are:

- E-Filed documents
- Chargesheet

- Order/ Judgement
- Case Proceedings
- Depositions
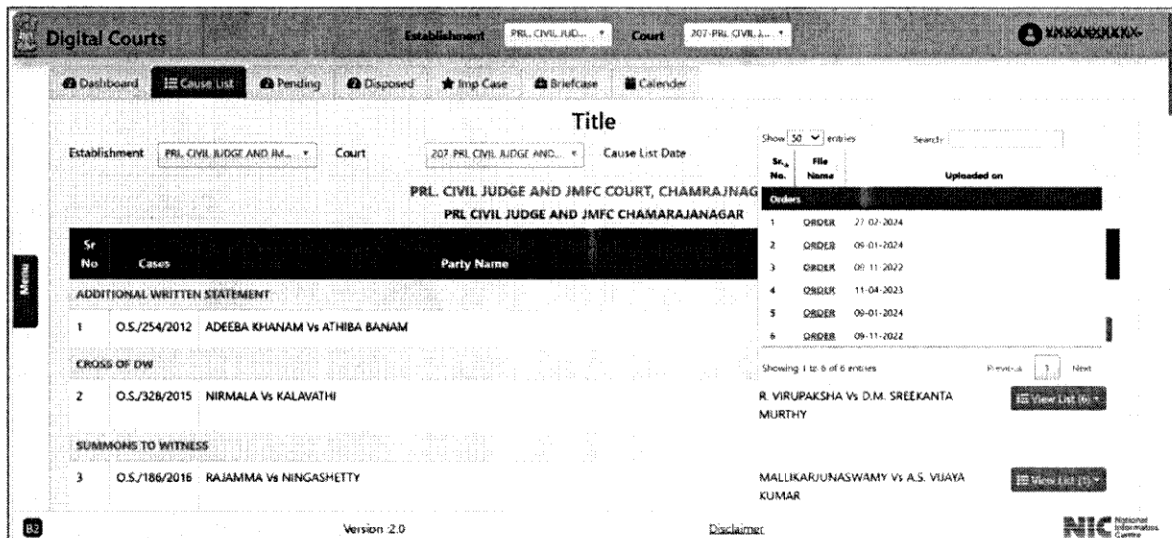
- All documents uploaded by the court and documents submitted by parties through eFiling are available for viewing.

Click on the filename to view the file.
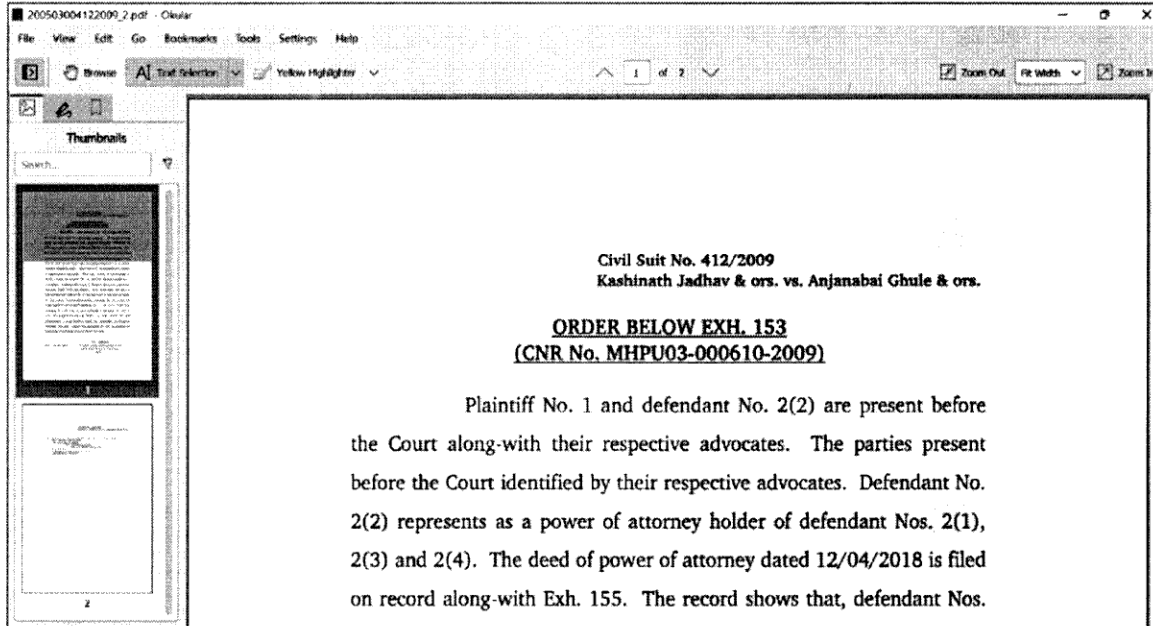
3.3   Pending

The dashboard gives all the pendency related data. The data is available in grid form as well as graphical form. Additional filters of case type and case category are provided for deeper analysis.
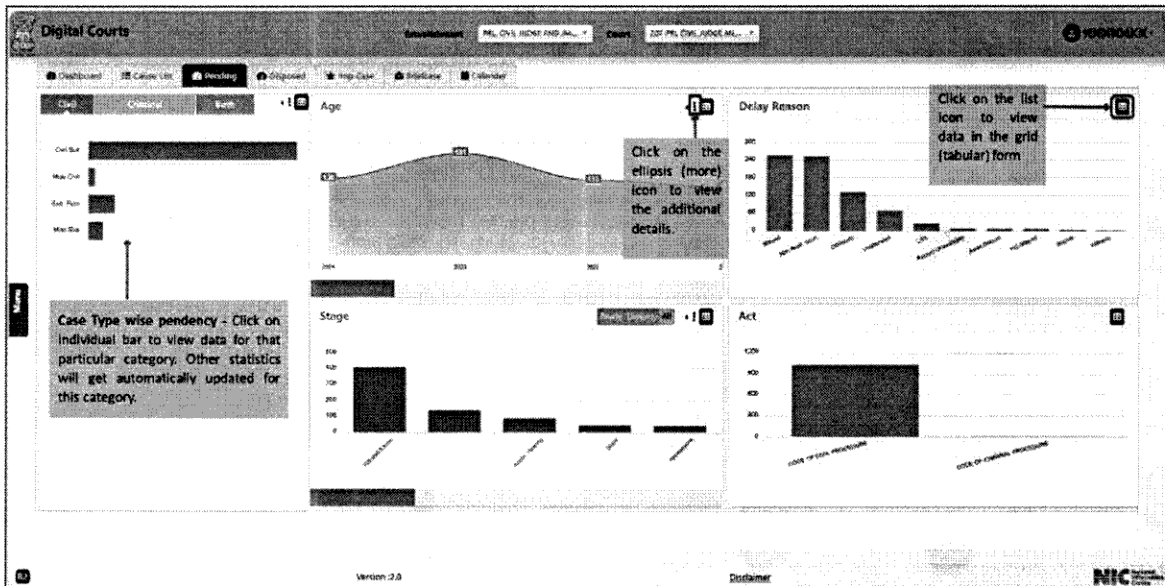
3.4   Disposed Dashboard

The dashboard provides disposed cases data for different parameters. All the facilities are similar to Pending dashboard.
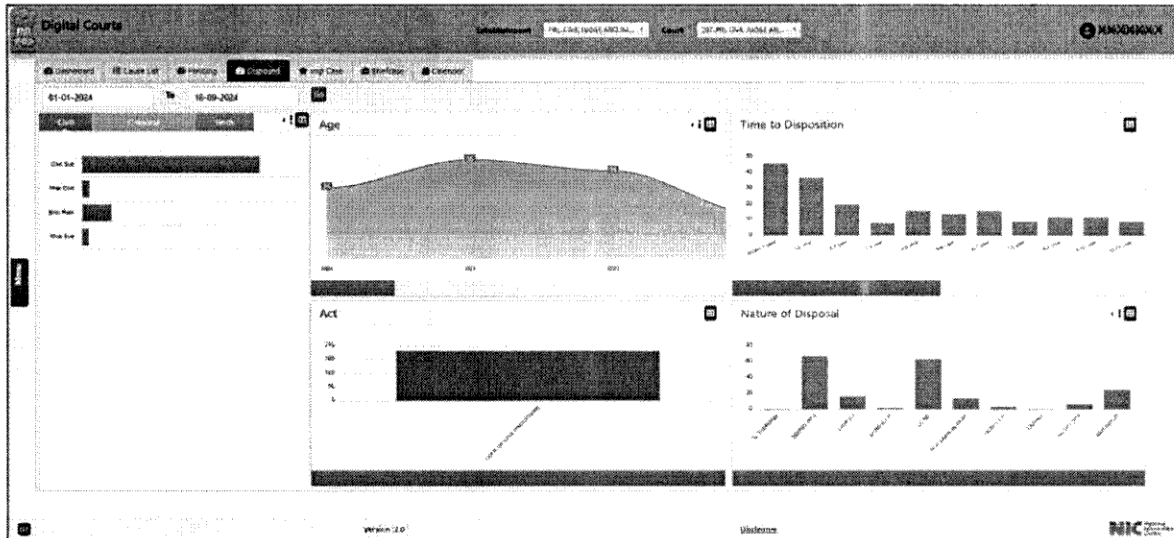
3.5   Imp Cases

All the cases, which are marked as important in the JustIS mobile app, are visible through this tab.

3.6   Briefcase

The facility enables Judges to view cases disposed during earlier presided Courts. Once the briefcase tab is selected, the user will be prompted to select designation; period for the selected designation will be automatically reflected in the date range.
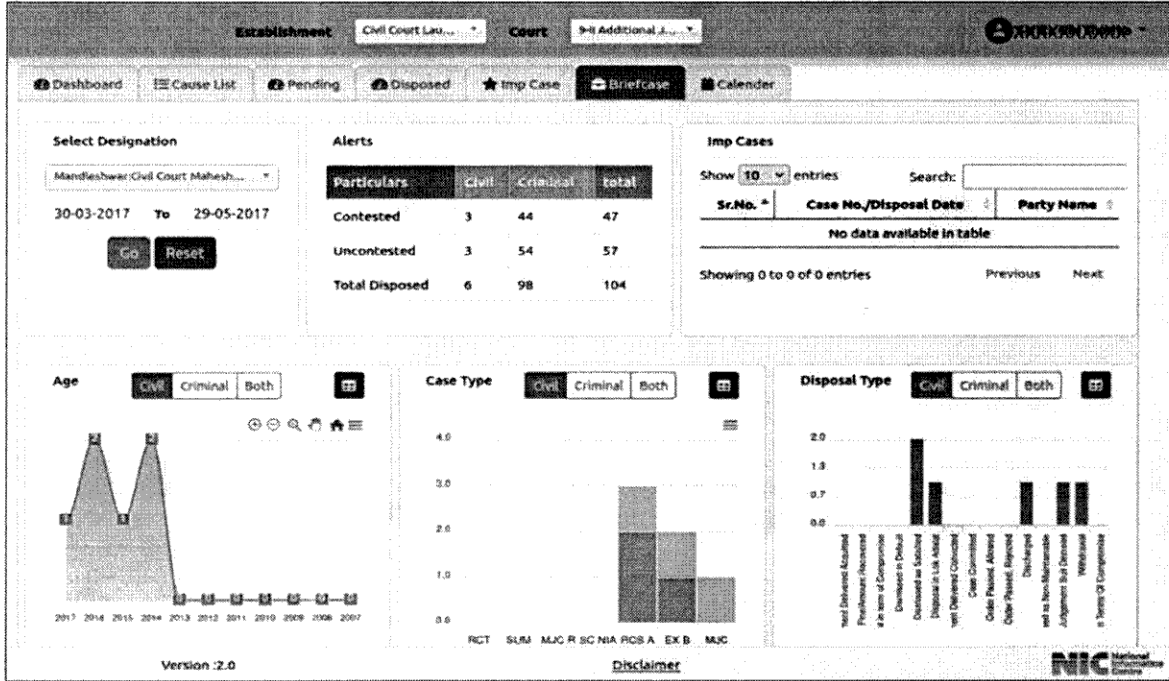
3.7   Calendar

Similar to JustIS mobile app, cases for selected date are listed along with ready and unready counts.
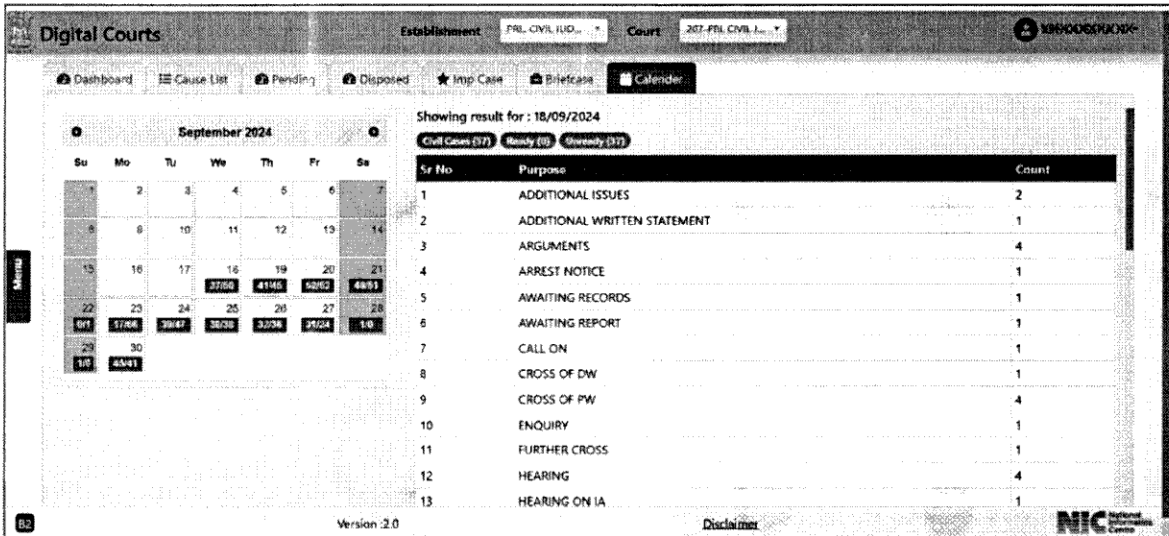
4   Paperless court

The menu enables judge to review all the case details and documents related to a case. The cases may be searched individually or through cause list.

Select Paperless court → View case pleadings

Case can be selected from cause list or searched individually.

4.1   Cause List

Refer **Section 3.2** for details

4.2   Individual Cases

The form enables Judge to search individual case. List of all the documents available for the selected case is displayed. Click on the file name, to view the file.

5   Order/ Judgements

The facility allows dictation of Order/ Judgement/ Deposition in English and 8 other Indian languages using voice to text facility. Once dictation is completed, facility is available to edit the document. The document can further be downloaded in ODT format using readymade templates.

- Select the case
- Select language for voice to text conversion. Total 8 languages are available for selection.
- Click on the mic icon and start reading, text will be displayed in the text window. Click on the 'stop' icon to stop the voice to text conversion. Edit the text, if required.
- Click on the Generate ODT button to download the order in .odt format. Downloaded order can be further edited.
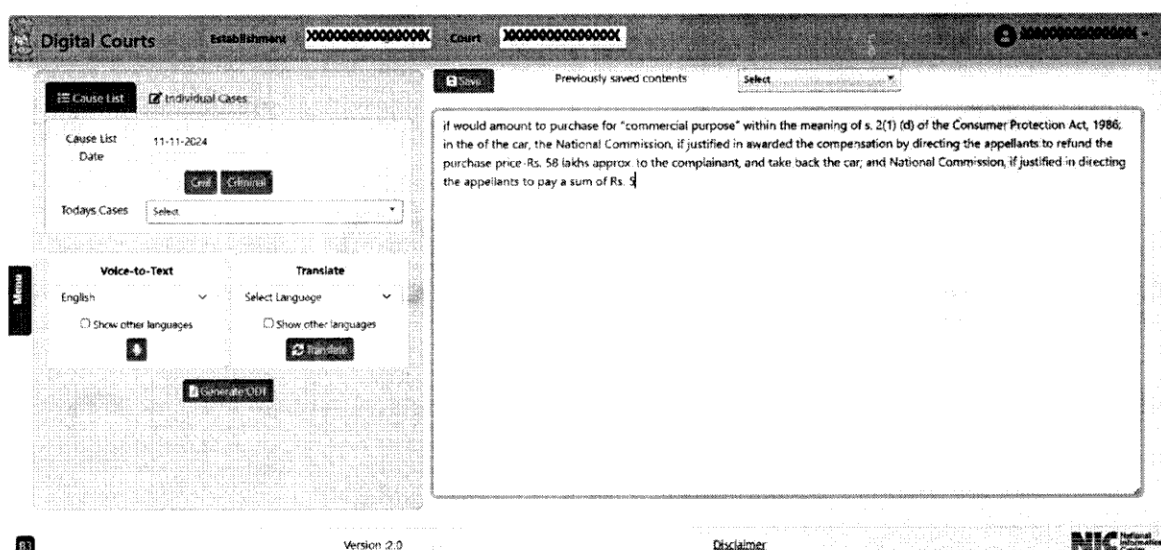
- If typed/ dictated content is also required in other language/s, select the required language (Convert Into language) and click on the Convert button.
- Click on Generate ODT to download .odt file. Downloaded file is editable.
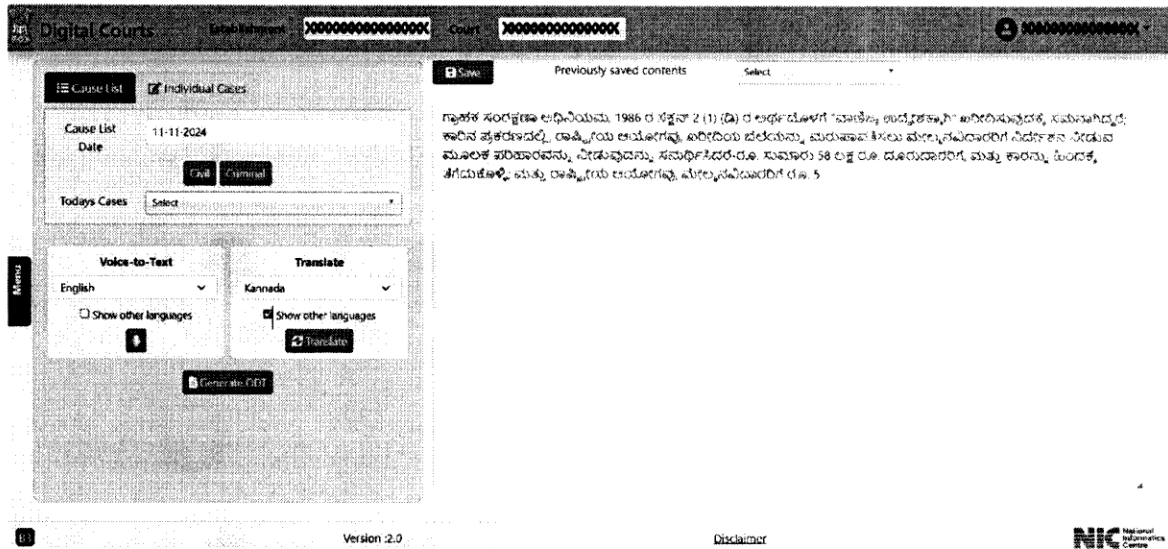
6   Judgement Search

The menu provides access to eSCR and High Court Judgement Search portal. User can search the eSCR or High Court judgments using various search criteria. Facility is provided to mark a eSCR/ High Court judgement as important by marking '*' for future reference. Notes can also be added for the marked judgement.

- Click on the star icon to mark judgment as important
- Click note icon to add notes
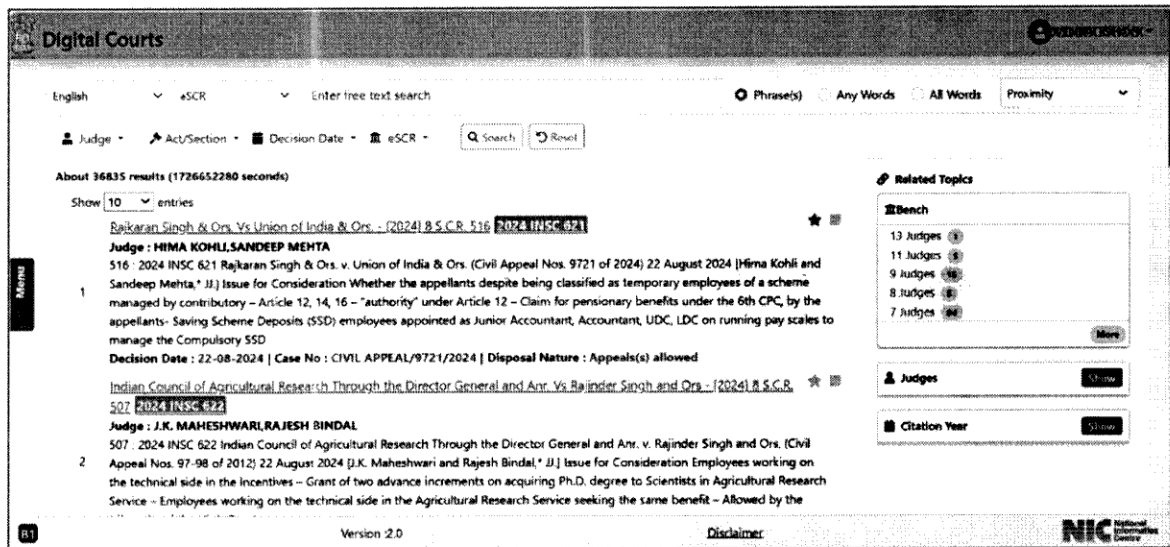
7   Important Judgements

All the judgements marked as important are displayed. Judgements can be searched based on keywords in notes. Corresponding notes can also be viewed by clicking on the Note icon.
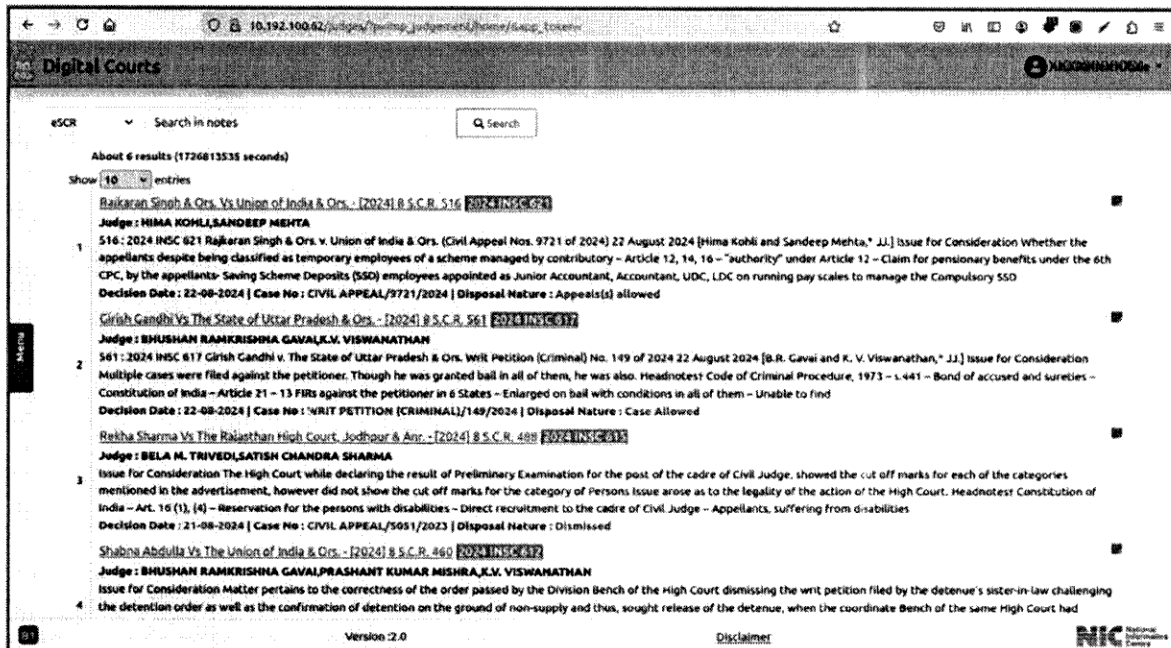
8 Query Builder (Only for PDJ)

The menu is available only for Principal District Judge user and allows customized report generation. Options are provided to select multiple criteria or different combinations of various criteria to view the respective case list/ generate report. The list can further be viewed case type wise or stage-wise by selecting corresponding tab.