झारखंड उच्च न्यायालय
High Court of Jharkhand

PUBLIC USER MANUAL

Online Certified Copy Portal

Registration, application, payment, tracking and download

Prepared for	High Court of Jharkhand
Audience	Public applicants using the online certified copy portal
Version	1.0 · 13 October 2026
Scope	Public side of the portal only

This guide describes the public screens as captured in October 2026. Screenshots use sample information for illustration. The live portal determines actual case results, fees, statuses and available downloads.

HOW TO USE THIS GUIDE

Before you begin

Have these ready

- An active mobile number that can receive SMS OTPs.
- An email address and your name, address, state, district and PIN code.
- Case type, case or filing number, and year.
- District and establishment for a Civil Court request.
- Clear particulars of any other document requested.

Reading the screenshots

- Red numbered boxes show exactly where to click or type.
- Numbers match the steps immediately below each figure.
- Sample applicant details, application numbers, status screens and case details are illustrations.
- Your live screen may show different cases, fees and messages.

Register → **Verify OTP** → **Login** → **Apply** → **Track** → **Pay when prompted** → **Download when ready**

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Public users: use the User Login and Register screens. The Admin Login link is for authorised court staff. Keep your application number and do not share OTPs.

01 / ACCOUNT CREATION

Choose a user type

Open the portal and select the public registration link on the login screen. Registration begins with a user type selection.

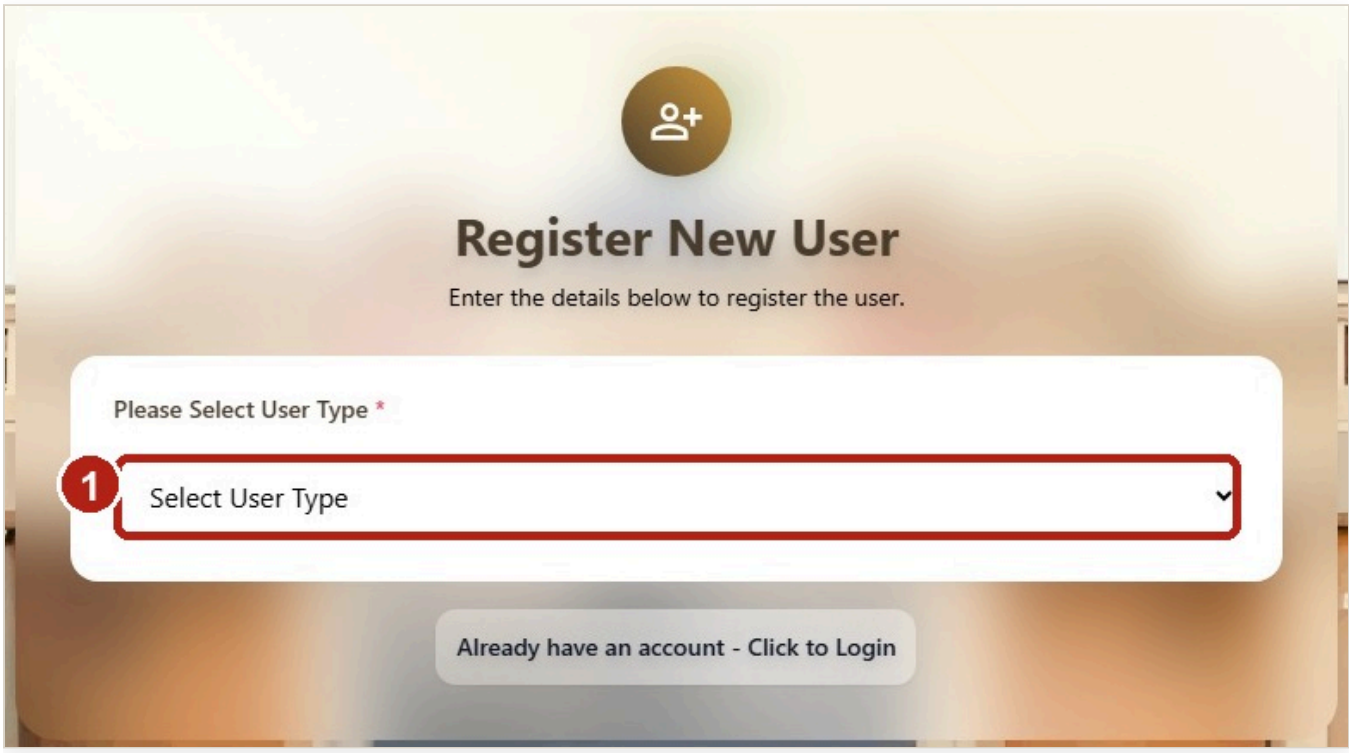


Figure 1. Numbered boxes identify the controls described below. Illustrative screen.

1. Select **Please Select User Type** (1). Choose Advocate, Petitioner, Respondent, or Others.
2. The remaining registration fields appear after the choice. Advocates must provide their Advocate Bar Council Number when that field is displayed.
3. Already registered? Use **Already have an account - Click to Login** below the form.

> **Note.** Use the user type that describes the applicant. The same account can access the High Court and Civil Court application options after login.

02 / ACCOUNT CREATION

Enter registration details

Complete every field marked with an asterisk. The district list is populated after a state is selected.

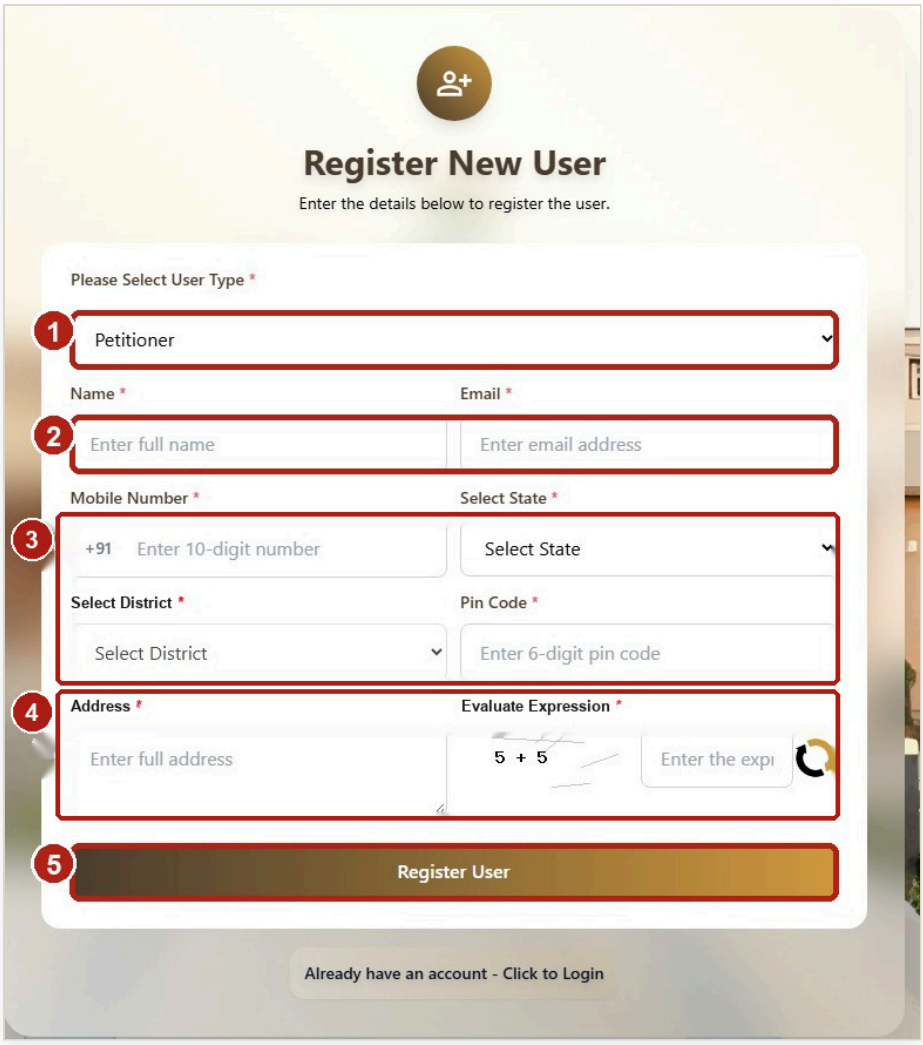


Figure 2. Numbered boxes identify the controls described below. Illustrative screen.

1. Confirm the selected user type (1).
2. Enter the applicant's full name and email address (2).
3. Enter an active 10-digit mobile number; choose state and district; enter the six-digit PIN code (3).
4. Enter the full address and solve the displayed arithmetic expression (4). Use the refresh icon if the expression is unclear.
5. Check the details, then select **Register User** (5). If the mobile number or email is already registered, return to login or correct the details.

> **Note.** The mobile number is used for OTP verification and account access. The email address and address should be accurate for application records.

03 / ACCOUNT CREATION

Verify the registration OTP

The portal sends a six-digit code to the mobile number entered during registration.

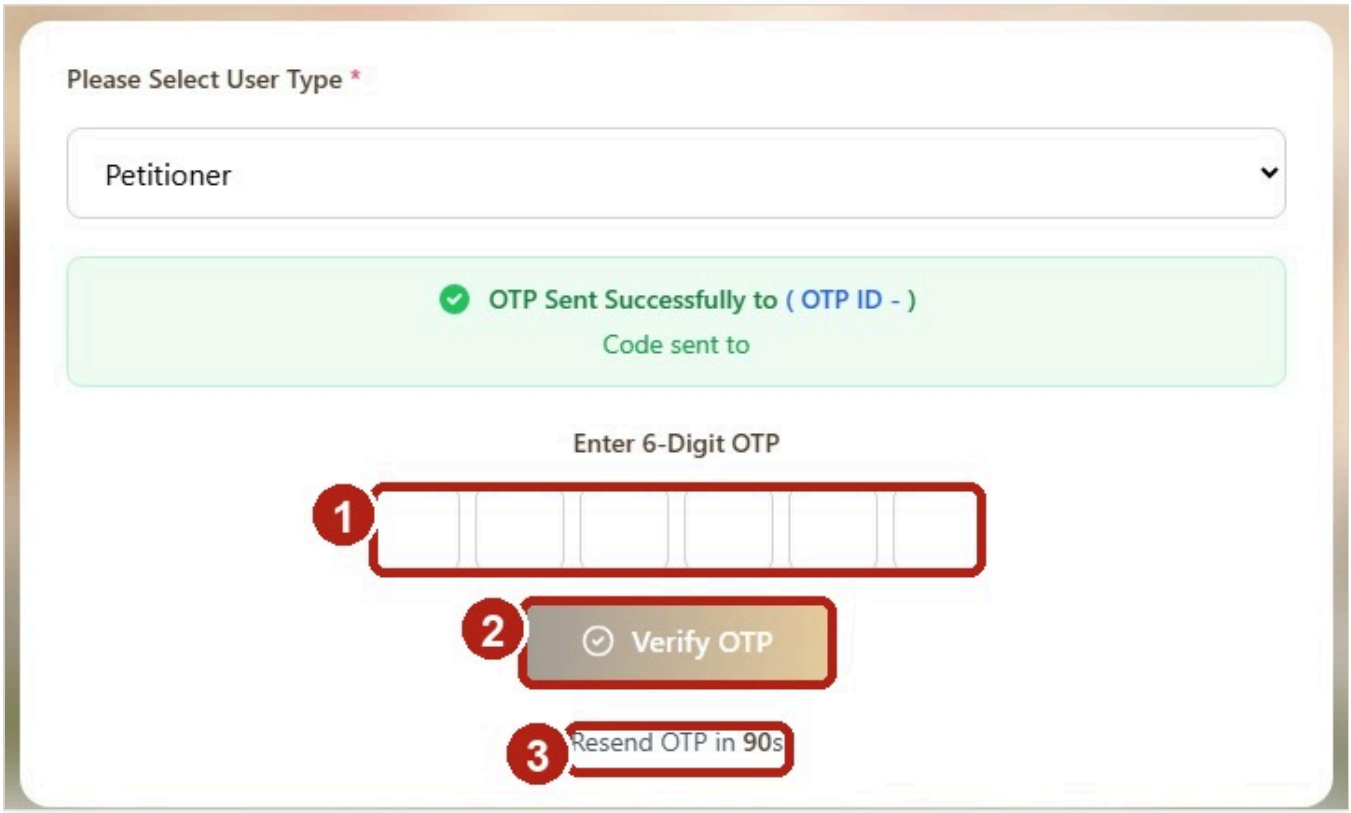


Figure 3. Numbered boxes identify the controls described below. Illustrative screen.

1. Enter the six digits in the OTP boxes (1).
2. Select **Verify OTP** (2). Registration completes only after verification succeeds.
3. If needed, wait for the timer and use **Resend OTP** (3). Then use the login link to access the new account.

> **Note.** The OTP ID and mobile number are blank in this illustration because no real OTP was requested for the manual. Never share an OTP with another person.

04 / ACCOUNT ACCESS

Log in to the public portal

Use the mobile number registered with the portal. Public login is separate from the Admin Login link in the top bar.

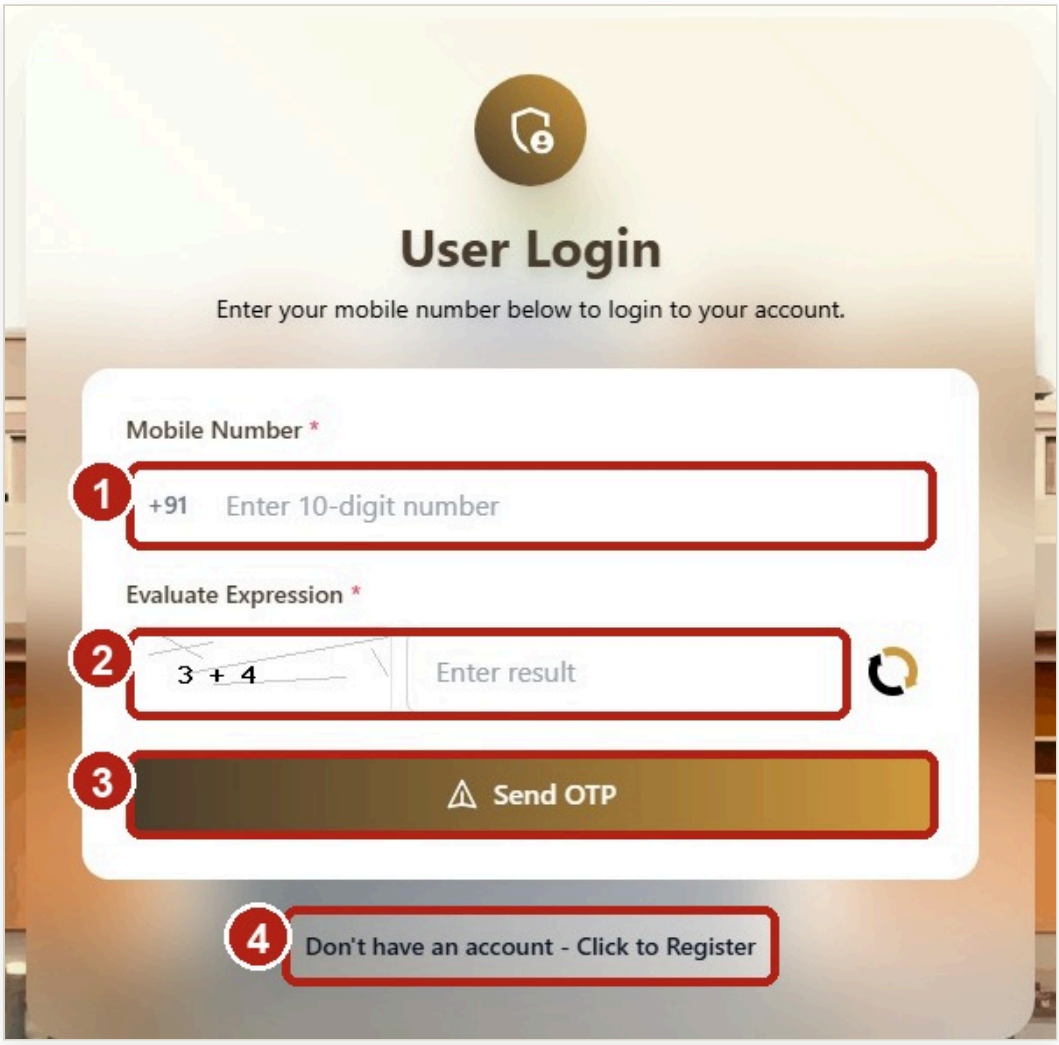


Figure 4. Numbered boxes identify the controls described below. Illustrative screen.

1. Enter the registered 10-digit mobile number (1).
2. Read the arithmetic expression and enter its result (2). Use the refresh icon if needed.
3. Select **Send OTP** (3), enter the six-digit code received by SMS, and select **Verify OTP**.
4. First-time users select **Don't have an account - Click to Register** (4).

> **Note.** If the portal says the user was not found, complete registration first. If an OTP expires, use the resend option shown after the timer.

05 / NEW APPLICATION

Apply for an order or judgement copy — High Court

After login, the New Application screen opens with High Court selected by default.

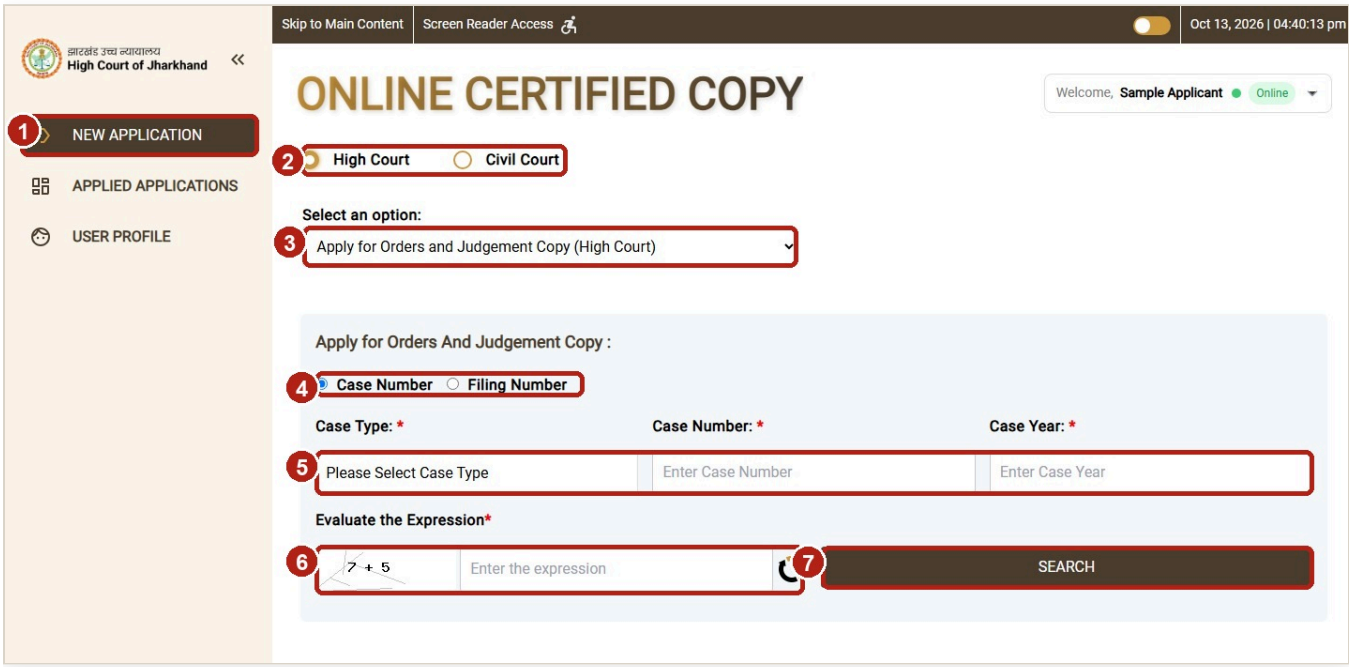


Figure 5. Numbered boxes identify the controls described below. Illustrative screen.

1. Select **New Application** in the left menu (1), then choose **High Court** (2).
2. In **Select an option**, keep **Apply for Orders and Judgement Copy (High Court)** (3).
3. Choose Case Number or Filing Number according to the reference available to you (4).
4. Select the case type and enter the matching number and year (5).
5. Solve the expression (6), then select **Search** (7). Check that the returned case is the intended case before continuing.

> **Note.** If no case is returned, recheck the case type, number, year, and whether the reference is a case number or filing number.

06 / NEW APPLICATION

Apply for an order or judgement copy — Civil Court

Civil Court searches require the district and court establishment in addition to the case reference.

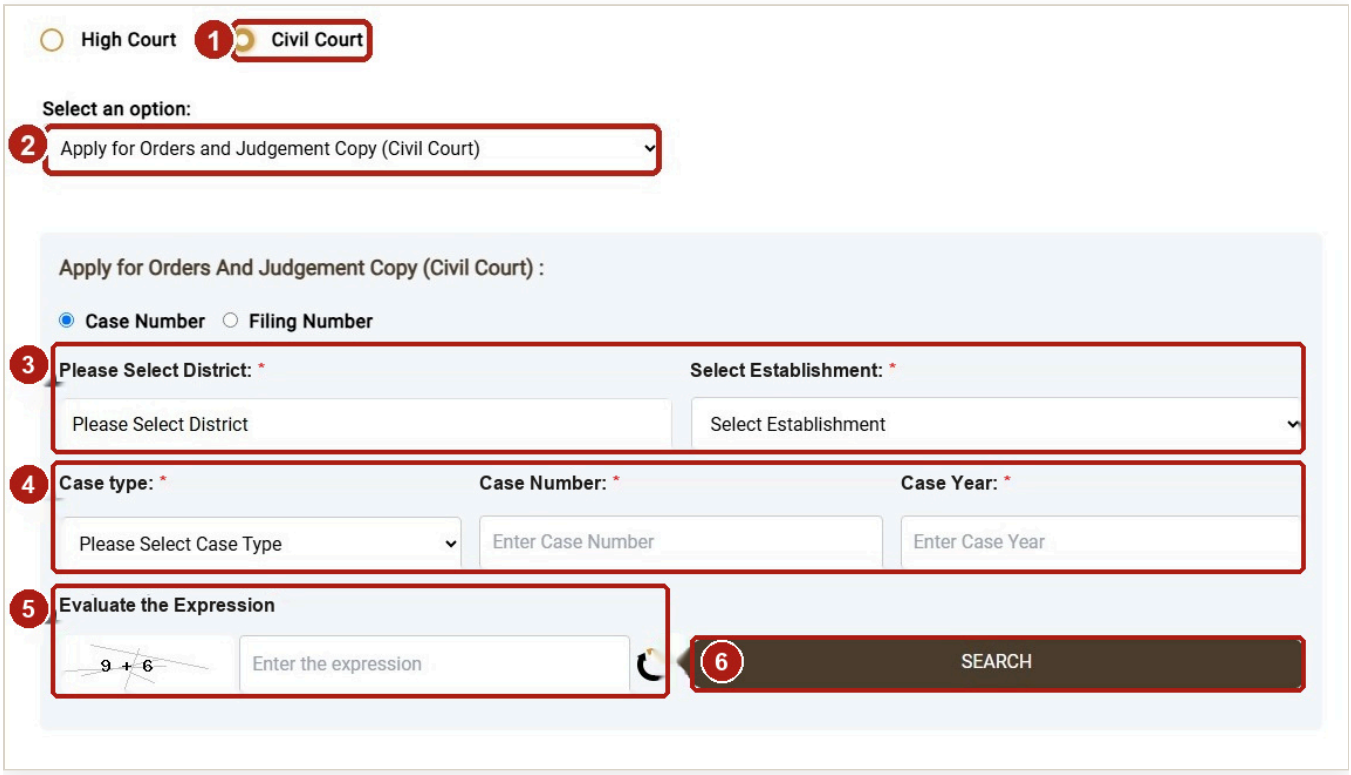


Figure 6. Numbered boxes identify the controls described below. Illustrative screen.

1. Choose **Civil Court** (1) and **Apply for Orders and Judgement Copy (Civil Court)** (2).
2. Select Case Number or Filing Number as appropriate.
3. Select the district and then the establishment (3). The establishment list depends on the district.
4. Select case type; enter the number and year (4).
5. Solve the expression (5) and select **Search** (6). Verify the case details before proceeding.

> **Note.** District and establishment identify the Civil Court record. A wrong selection can return no result even when the case number is correct.

07 / NEW APPLICATION

Review case details and select orders

For an order or judgement request, the case information page shows the case found and the available orders.

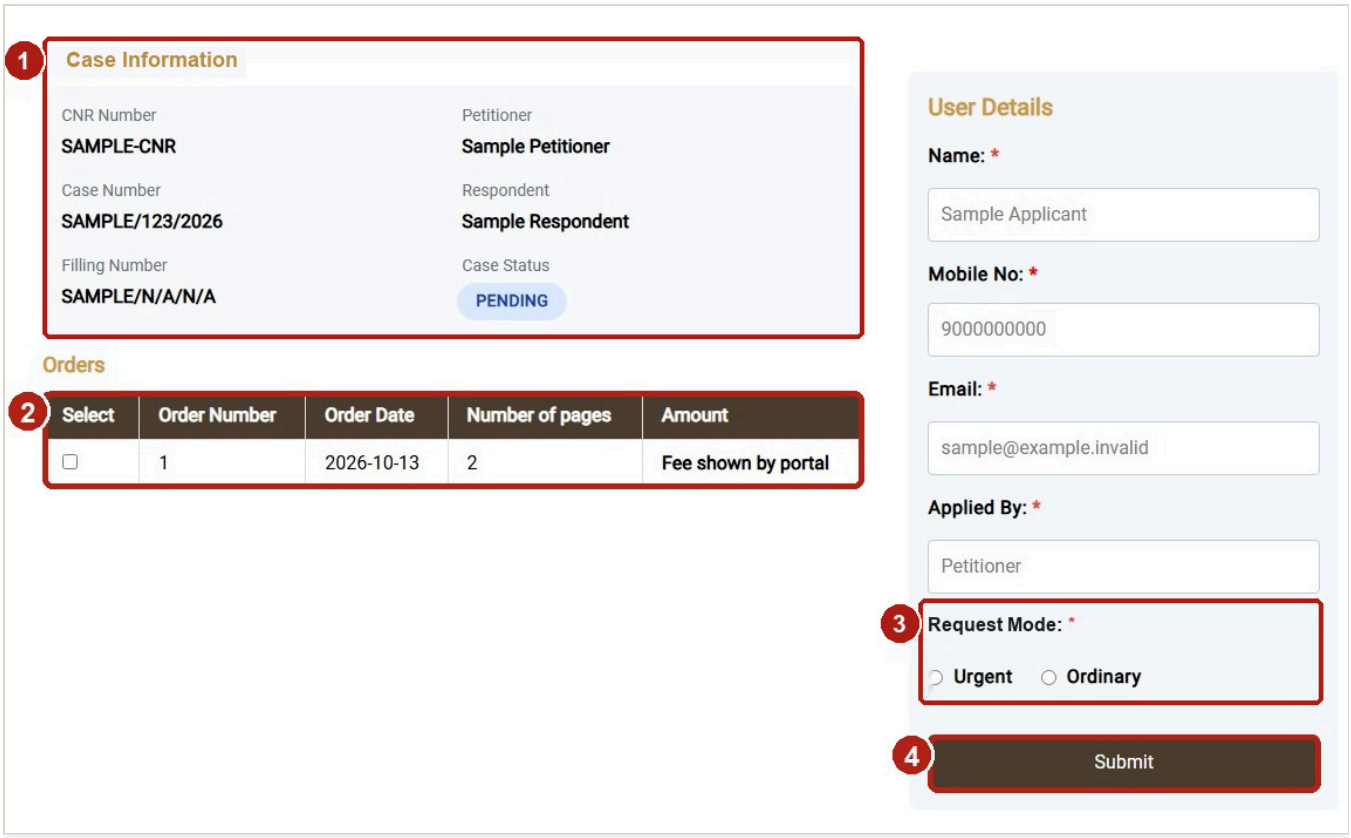


Figure 7. Numbered boxes identify the controls described below. Illustrative screen.

1. Check the CNR, case number, parties, and case status (1). Do not continue if they refer to a different case.
2. Tick the checkbox next to each required order (2). The portal displays page count and fee information when available.
3. Review the prefilled user details and choose Urgent or Ordinary request mode (3).
4. Select **Submit** (4). Follow any confirmation and payment instructions shown by the portal; retain the application number.

> **Note.** This figure uses a sample case and a placeholder fee description. Actual order availability, page counts, fees, and next screens come from the live case record.

08 / NEW APPLICATION

Request another document — High Court

Use the Others Copy option for a document request other than the listed order and judgement copies.

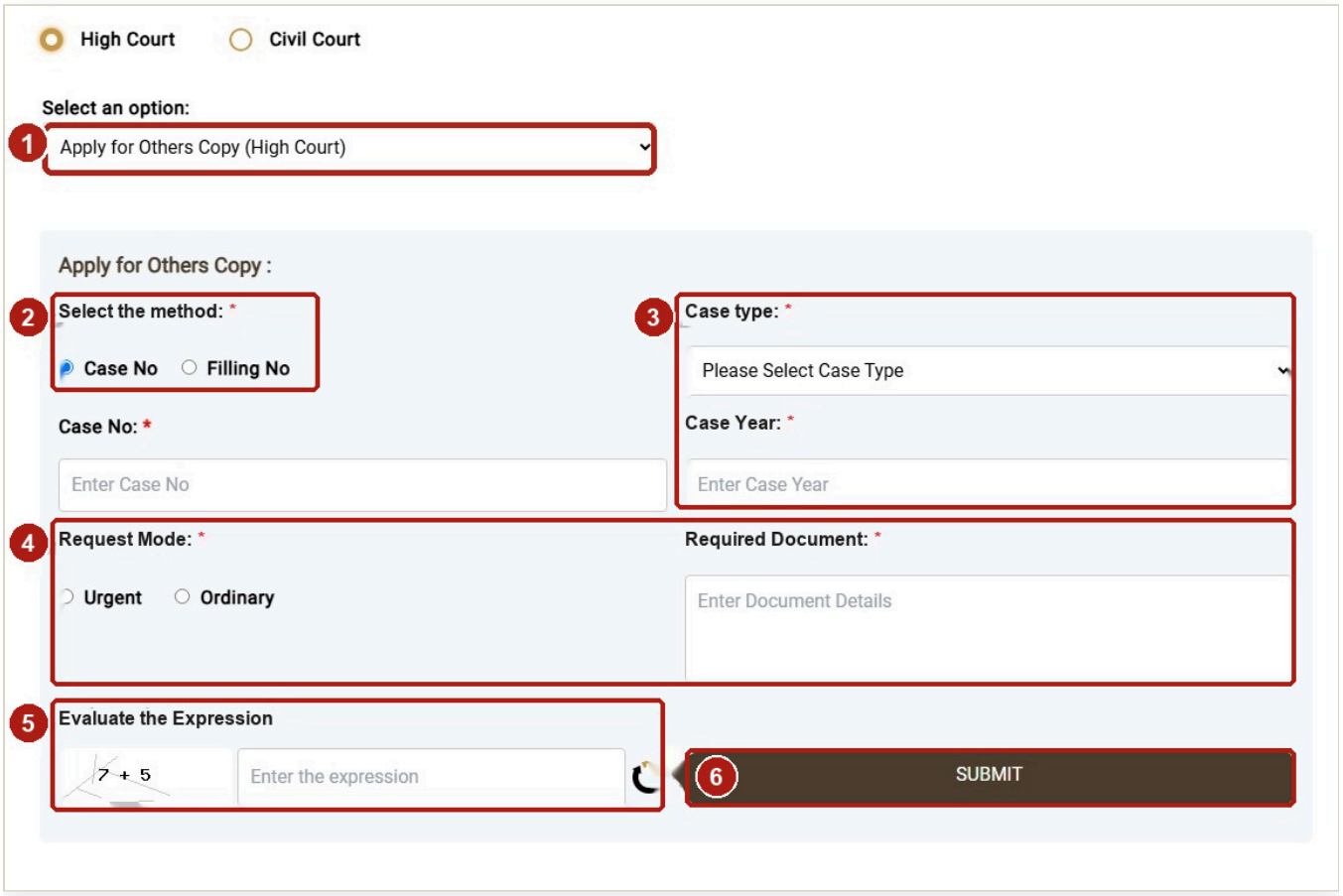


Figure 8. Numbered boxes identify the controls described below. Illustrative screen.

1. Choose **Apply for Others Copy (High Court)** in the option selector (1).
2. Choose Case No or Filing No (2); select case type and enter the matching number and year (3).
3. Choose Urgent or Ordinary and describe the required document clearly, including enough detail to identify it (4).
4. Solve the expression (5) and select **Submit** (6). Save the application number shown after submission.

> **Note.** The portal may ask for payment later, after the copying section has assessed the document and amount. Check Applied Applications for the current status.

09 / NEW APPLICATION

Request another document — Civil Court

The Civil Court Others Copy form adds district and establishment selection.

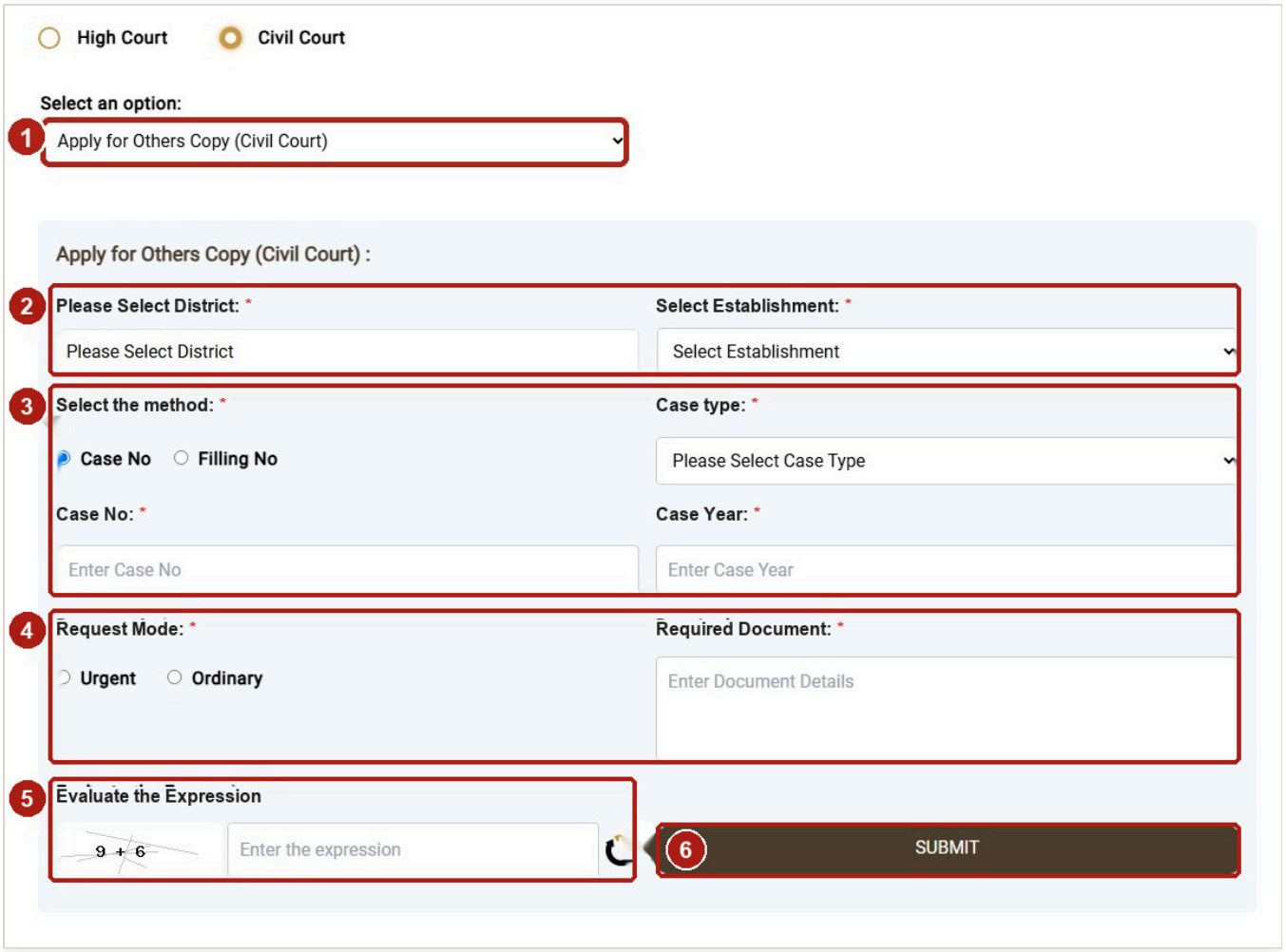


Figure 9. Numbered boxes identify the controls described below. Illustrative screen.

1. Choose **Apply for Others Copy (Civil Court)** (1).
2. Select the district and establishment (2).
3. Choose Case No or Filing No, select case type, and enter the reference number and year (3).
4. Choose request mode and describe the required document (4).
5. Solve the expression (5), select **Submit** (6), and keep the application number for tracking.

Note. Use precise document details. Fees and document availability are determined by the portal and copying section for the actual request.

10 / TRACKING

Open Applied Applications

The tracking area separates High Court and Civil Court applications submitted from the account.

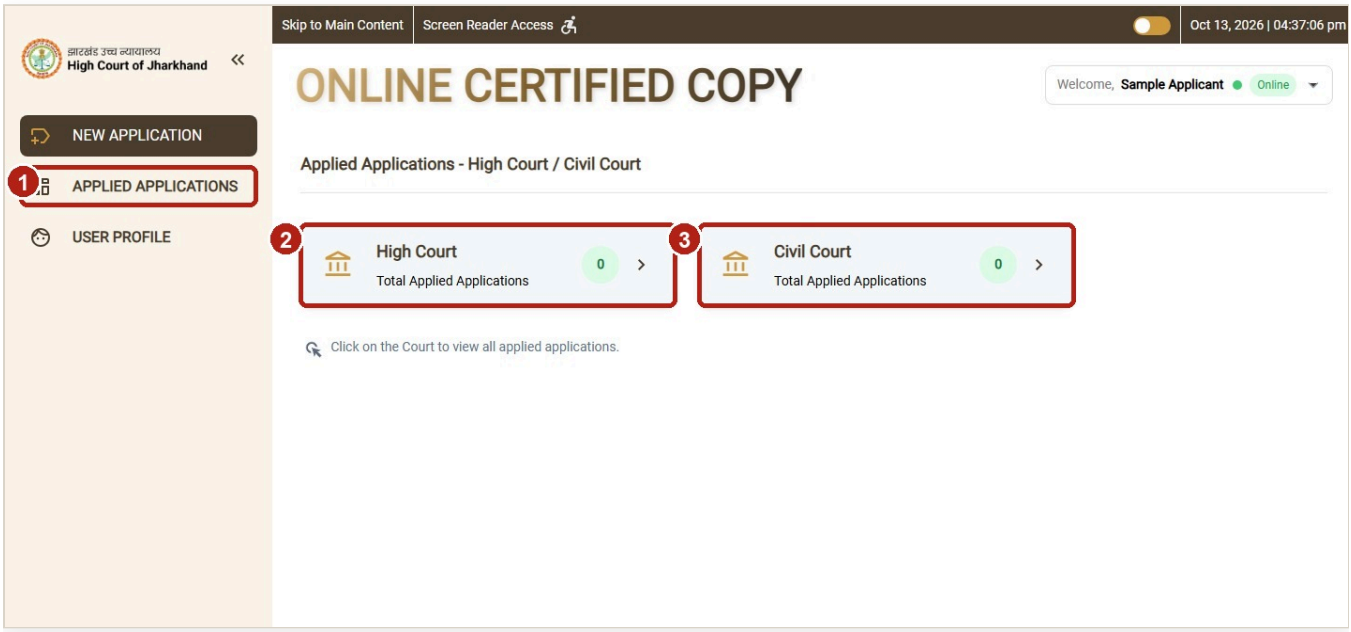


Figure 10. Numbered boxes identify the controls described below. Illustrative screen.

1. Select **Applied Applications** in the left menu (1).
2. Select the High Court card (2) or Civil Court card (3) to see applications for that court.
3. A zero count or a no-applications message means no matching application is available for that court in the current account.

> **Note.** The zero counts in this illustration belong to a sample account. The live account shows its own application totals.

11 / TRACKING

Find an application and open its details

The application list provides search, status filtering, and a link to each application's detail page.

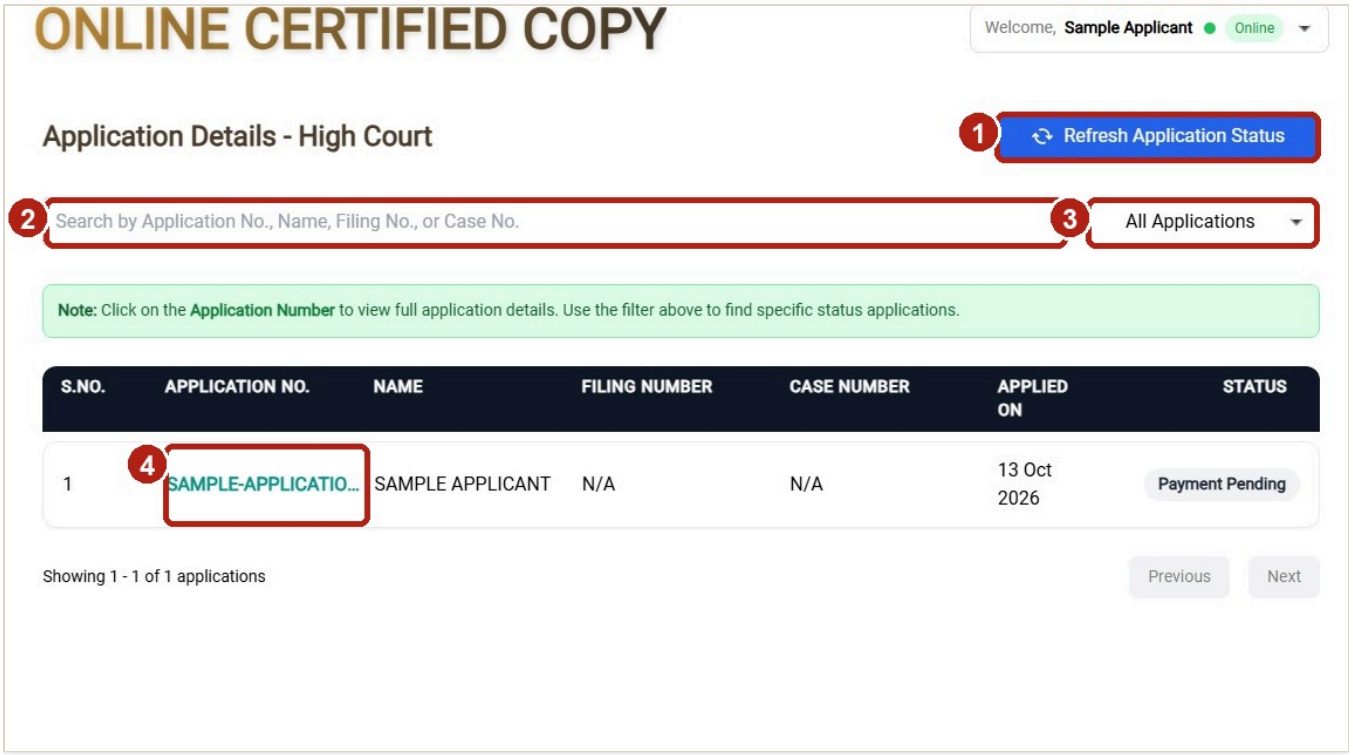


Figure 11. Numbered boxes identify the controls described below. Illustrative screen.

1. Select **Refresh Application Status** (1) to request the latest status.
2. Search by application number, name, filing number, or case number (2).
3. Use **All Applications** to filter by status (3).
4. Select the application number link (4) to open full details, payment actions, and download actions when available.

> **Note.** The application number and status in this figure are sample values. Keep your own application number from submission or the application list.

12 / PAYMENT

Pay when the portal requests payment

A payment action is displayed on the application detail page when the application is eligible for payment.

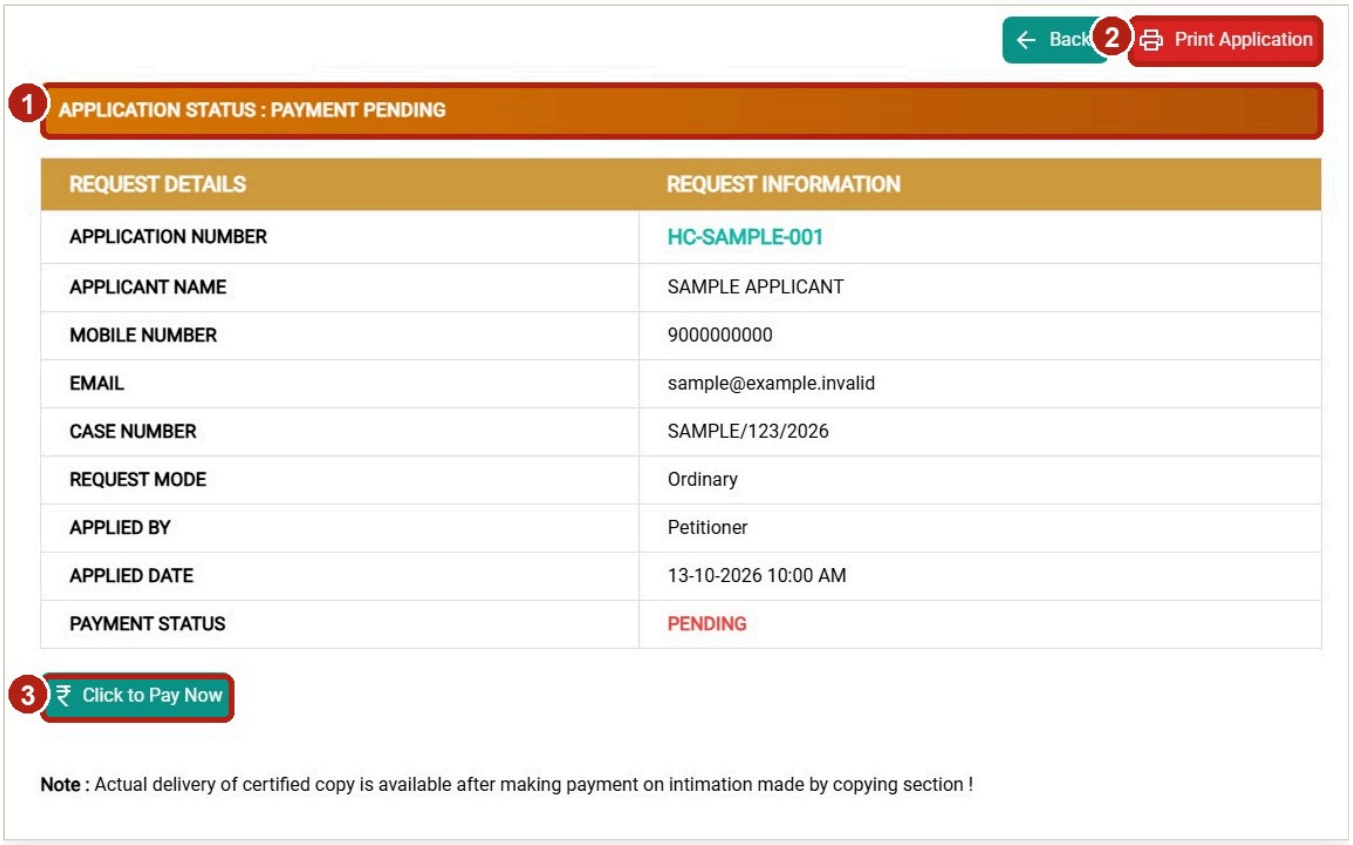


Figure 12. Numbered boxes identify the controls described below. Illustrative screen.

1. Read the application status and verify that the application number and applicant details are correct (1).
2. Use **Print Application** (2) if a copy of the application details is needed.
3. When **Click to Pay Now** appears, select it (3) and complete the payment steps shown by the gateway.
4. Return to Applied Applications and refresh the status to confirm that payment has been recorded. If the gateway shows processing, check the status before making another attempt.

> **Note.** This is an illustrative payment state. The actual fee, payment timing, and gateway screen depend on the case and copying section's intimation.

13 / DELIVERY

Download the certified copy

The download action appears on the application detail page when the certified copy is ready.

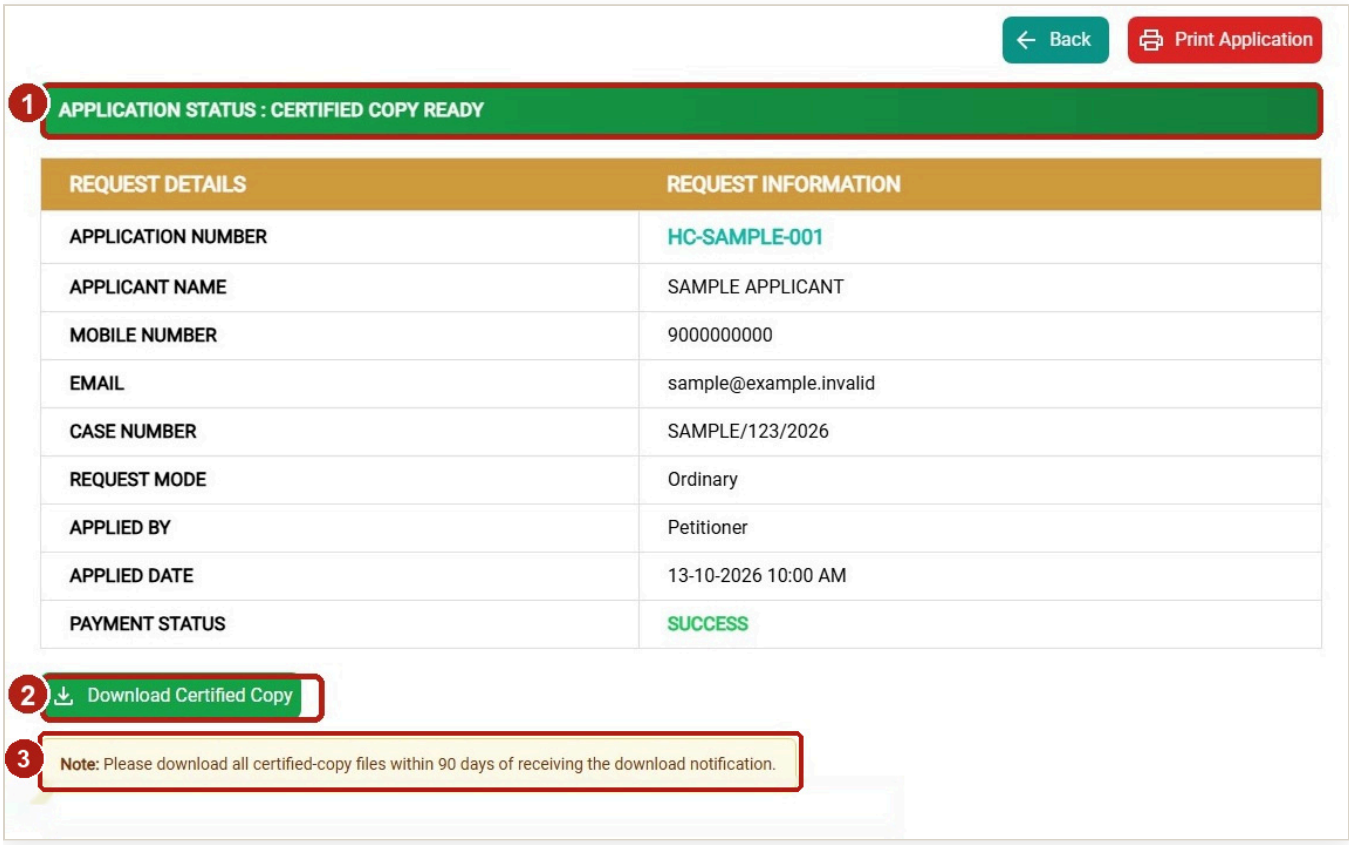


Figure 13. Numbered boxes identify the controls described below. Illustrative screen.

1. Confirm that the status indicates the certified copy is ready (1).
2. Select **Download Certified Copy** (2). The portal may show one or more files; download each required file or use Download All Files when offered.
3. Read the download-period notice (3), save the files within the period shown, and open each file to confirm it downloaded correctly.

> **Note.** The ready state and application number shown here are sample data. The download control is only available for an actual application after the portal marks the copy ready.

14 / ACCOUNT

View and maintain the user profile

The account profile holds the contact and address details registered for the public user.

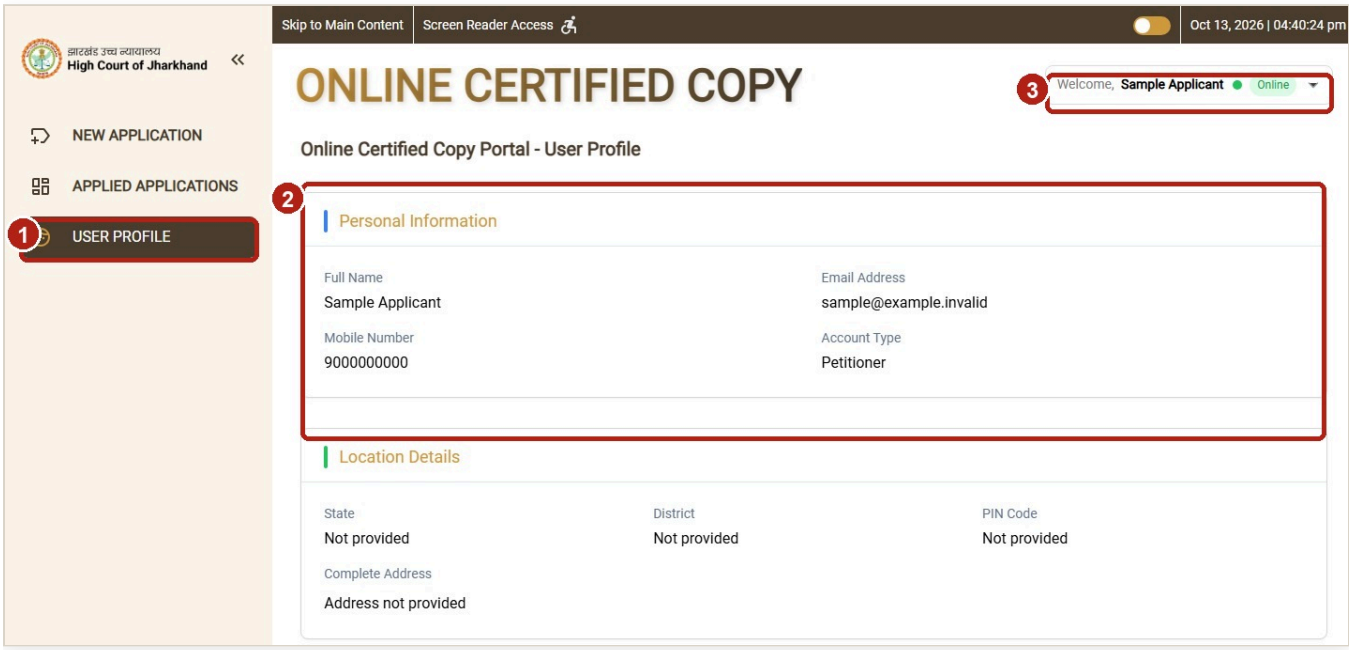


Figure 14. Numbered boxes identify the controls described below. Illustrative screen.

1. Select **User Profile** in the left menu (1).
2. Review the personal and location information shown (2).
3. Open the top-right account menu (3). Use **Profile Settings** → **Edit your profile** to update permitted details, or choose the change-mobile option when needed.
4. Use **Logout** from the account menu when finished, especially on a shared device.

> **Note.** The sample name, mobile number, and email in this figure are placeholders. The live profile shows the registered user's own data.

15 / ACCOUNT

Change the registered mobile number

A mobile-number change is verified using an OTP sent to the new number.

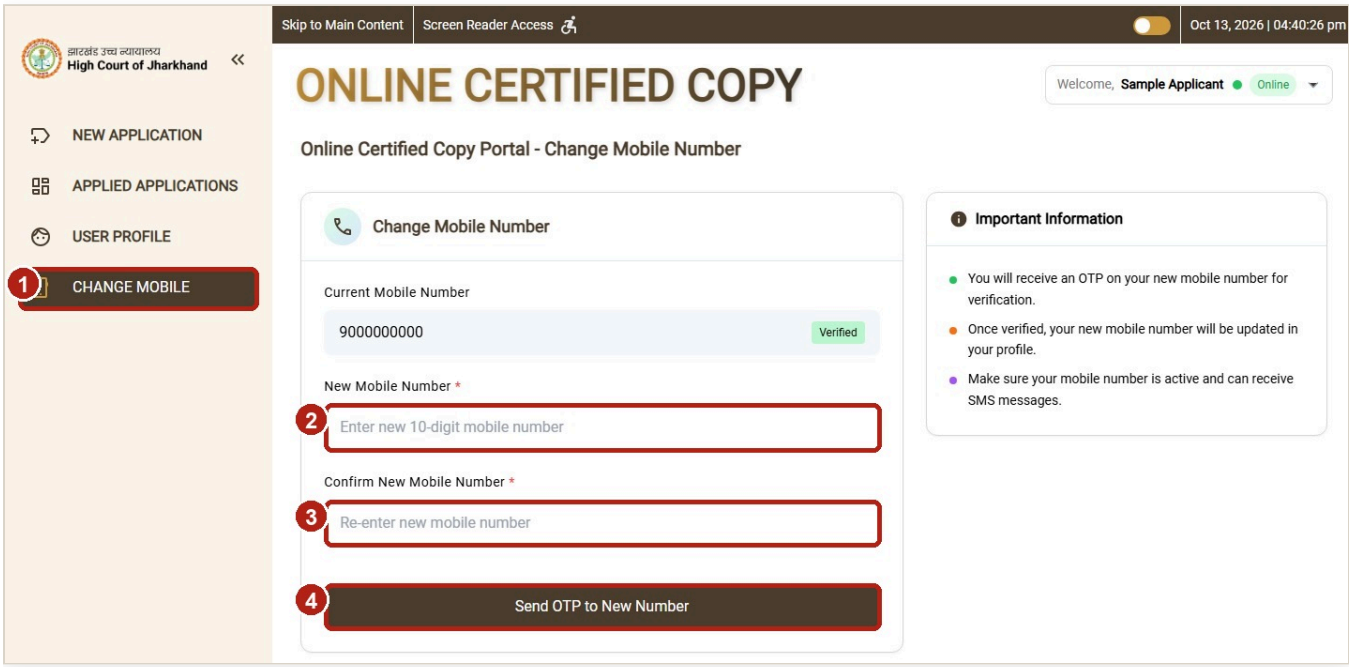


Figure 15. Numbered boxes identify the controls described below. Illustrative screen.

1. Open **Change Mobile** from the account navigation (1).
2. Enter the new active 10-digit mobile number (2) and re-enter it exactly in the confirmation field (3).
3. Select **Send OTP to New Number** (4). Enter the six-digit code received on the new number and complete verification.
4. After the success message, use the new number for subsequent login.

> **Note.** Keep the new number active and able to receive SMS. An unverified change does not complete the account update.

16 / HELP AND SAFE USE

Common issues and next steps

What you see	What to do
Mobile number or email already registered	Use User Login for an existing account. If registering a different person, correct the contact details before retrying.
OTP not received or expired	Check the registered number and SMS signal. Wait for the resend timer, then request a new OTP and enter the latest code.
Arithmetic expression rejected	Enter the numerical result shown in the image. Use the refresh icon for a new expression, then submit again.
Case not found	Recheck court, case type, district and establishment for Civil Court, reference type (case or filing), number and year.
No applications in tracking	Select the correct High Court or Civil Court card. Use the account that submitted the application.
Payment is pending or processing	Open the application detail page and refresh status. Follow the payment action only when the portal offers it; check status before retrying an uncertain transaction.
Download button is not shown	The certified copy may not be ready. Continue checking Applied Applications and act on any payment intimation.

Keep a record

Save the application number, any payment reference, and the downloaded certified-copy files. Use Print Application on the detail page if a paper or PDF record is required.

Protect your account

Enter OTPs only on the portal screen. Do not share them. Check the mobile number before registration or a mobile-number change, and log out on shared computers.

If a problem remains after these checks, use the official contact information published by the High Court of Jharkhand for the relevant court or copying section. This guide does not assign a support number.