

# *eCourtIS* (Case Information System)

Application for National Judiciary



## User Manual

(Allocation User)

**Allocation User Manual**  
**eCourt Information Systems**  
**(eCourtIS)Project**  
**National Informatics Centre, Pune**  
**(NIC–SDUPN–eCourtIS-001)**

**Allocation User Manual**  
**eCourtIS Project**  
**National Informatics Centre, Pune**

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**National Informatics Centre**  
**Department of Electronics and Information Technology**  
**Ministry of Communications and Information Technology**  
**Government of India**

**Allocation User Manual**

**Amendment Log**

<b>Version Number</b>	<b>Date</b>	<b>Change Number</b>	<b>Brief Descriptions</b>	<b>Sections Changed</b>

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## 1. Introduction

**National Informatics Centre Software Development Unit (NIC SDU)**, Pune, has been entrusted with the task of software development of **Case Information System (CIS)** for the country. The eCourtIS is an eCourts Software which is currently implemented in **Establishments** (City Courts and Taluka Courts) across India. The application is completely based on **Open Source Technology**.

### 1.1 Scope

The scope of this document is to provide a user manual for the **Allocation User**.

#### 1.1.1 Audience

This target audience for this document is the **Allocation User**. This manual will guide the **Allocation User** to use **Allocation** module.

#### 1.1.2 Purpose of this Document

This document will guide the **Allocation User** to perform **Case Allocation**, add **Fees**, **Change password** through **User Management** menu, view reports in **Master and Process Masters**.

#### 1.1.3 Objective of this Document

The main objective of this document is to enable the **Allocation User** to perform the following:

- View the reports in the ***Master, and Process Masters*** menu.
- In ***Case Allocation*** menu, perform **Individual Case Allocation**, **Bulk Allocation**, **Check Allocation**, **View Pending Allocation** reports, and **Modify Allocation**.
- In ***User Menu***, you can change the password of the **Allocation User**.

#### 1.1.4 Document Organization


The structure of the document first includes the **Title page**, followed by Chapters which are then subdivided into subtopics.

**For example**, the **Process Masters** denotes the chapter which is further subdivided into topics such as **Bailiff Master**, **Other Process Messenger**, **Process Area Master**, **Tag Bailiff Area**, and **Unserviced Process Reason**.

Each topic is further subdivided into subtopics to explain options such as **Add**, **Modify**, **Delete**, or **Report** subunits.

### 1.1.5 Conventions

**Table 1: Table for Conventions**

S.No.	Convention	Description
1.	Call-outs	<p><b>Call outs</b> are included in the screenshots which highlights the steps.</p> <p>This callout  instructs you to perform a step like Click here.</p>
2.	Emphasis	<p>Unusual or important words and phrases are marked with a special font.</p> <p>For example messages are displayed as, “<b>Modification Successful</b>” or <b><i><u>All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields</u></i></b></p>
3.	Internal cross references	<p>Cross References within the document is displayed as <b>Hyperlinks</b>. These hyperlinks will direct you to the related text within the document.</p> <p>For example, consider the step given below:</p> <p><b>Enter all the details as explained in <a href="#">section 2.1.1.1</a>, step 05 onwards</b>, here section 2.1.1.1 is a hyperlink that will take you to the mentioned section for reference content.</p>
4.	Fonts	<p>We have used Calibri with <b>size 12 points</b> for content throughout the manual.</p> <p>For heading we have used the Style <b>Heading 1(Main Headings)</b> from MS Word Styles.</p> <p>For subheading (subtopics) we have used <b>Heading 2</b> and <b>Heading 3</b> from MS Word Styles.</p>
5.	Bold	<p>We have used bold formats for words which represent <b>fields, tabs, and buttons</b>.</p> <p>For example: <b>Show Menu tab, Case Type</b> select box, or <b>More Acts</b> button and so on.</p>
6.	Submit	<p><b>Submit</b> button is used to save the information. The <b>Submit</b> button performs the <b>Save</b> function.</p>

### 1.1.6 References

Table 2: Table for References

S.No.	Title	Publisher/Author	Version	Release Date
1.	User Manual (Registration User)	eCourts Project	1.0	

### 1.1.7 Problem Reporting

For problem reporting in **Technical** issues please contact **National Informatics Centre, Software Development Unit**, in Pune and for **Functional** issues please contact **eCommittee, Supreme Court of India**.

## 2 Product Features

This section gives information about **Installation Instructions** and **General Operating Instructions**.

**Installation Instructions** covers the **Hardware Requirements** and **Software Requirements** for the **Court Module**.

**General Operating Instructions** guides you to login into the **Court Module**.

### 2.1 Installation Instructions

#### 2.1.1 Hardware Requirements

S.No.	Operating System	Configuration
1.	Ubuntu	3.7
2.	Server API	2.0 Handler

#### 2.1.2 Software Requirements

S.No.	Software	Version
1.	Apache (Server Software)	Apache/2.2.22 (Ubuntu)
2.	Postgres	9.2
3.	PHP	5.3.10

## 2.2 General Operating Instructions

This function is used to perform **Case Allocation**, view the reports in **Masters Menu** and **Process Masters**, and **Change Password** for the **Allocation User**.

- You have to select the **Establishment** from the **Select** field and login using the **Login ID** and the **Password**.
- When you login, the **Home Page** with the **Show Menu** tab is displayed.

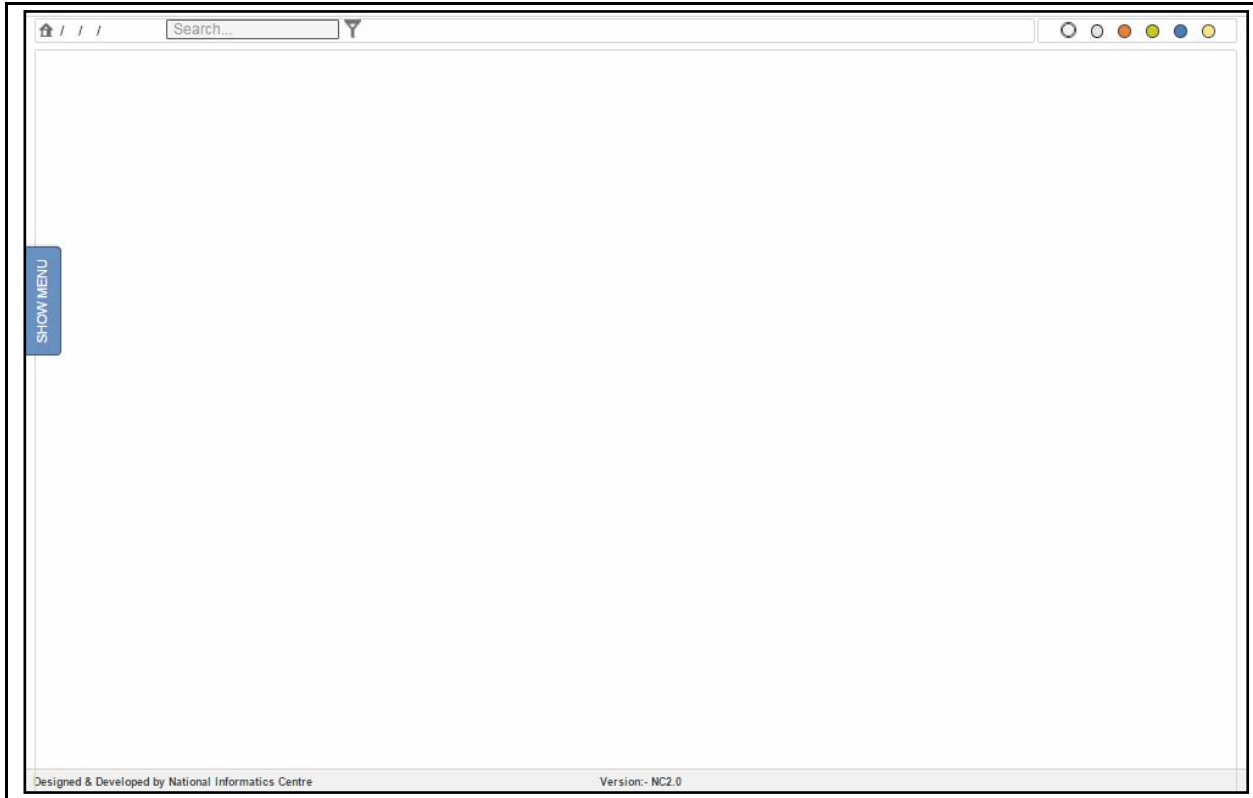


The screenshot shows the login interface for the Case Information System. At the top, there is the State Emblem of India with the motto 'Satyameva Jayate'. Below it, the text 'Case Information System' is displayed. The main content area is titled 'DISTRICT AND SESSIONS COURT AURANGABAD' and includes the Hindi text 'ज़िल्हा व सत्र न्वावातक औरंगाबाद'. There is a dropdown menu for 'DISTRICT AND SESSIONS COU...', a text input field for 'allocation', a password field with masked characters, a date field showing '03-08-2015', and a language selection section with 'English' selected and 'मराठी' as an option. A 'Login' button is at the bottom. The footer text reads 'Designed & Developed by National Informatics Centre. Version: NC2.0'.

Figure 1: Login Screen

## 3 Home Page

After you log in, the **Home Page** is displayed. Refer to **Figure Number 2** for **Home Page**.

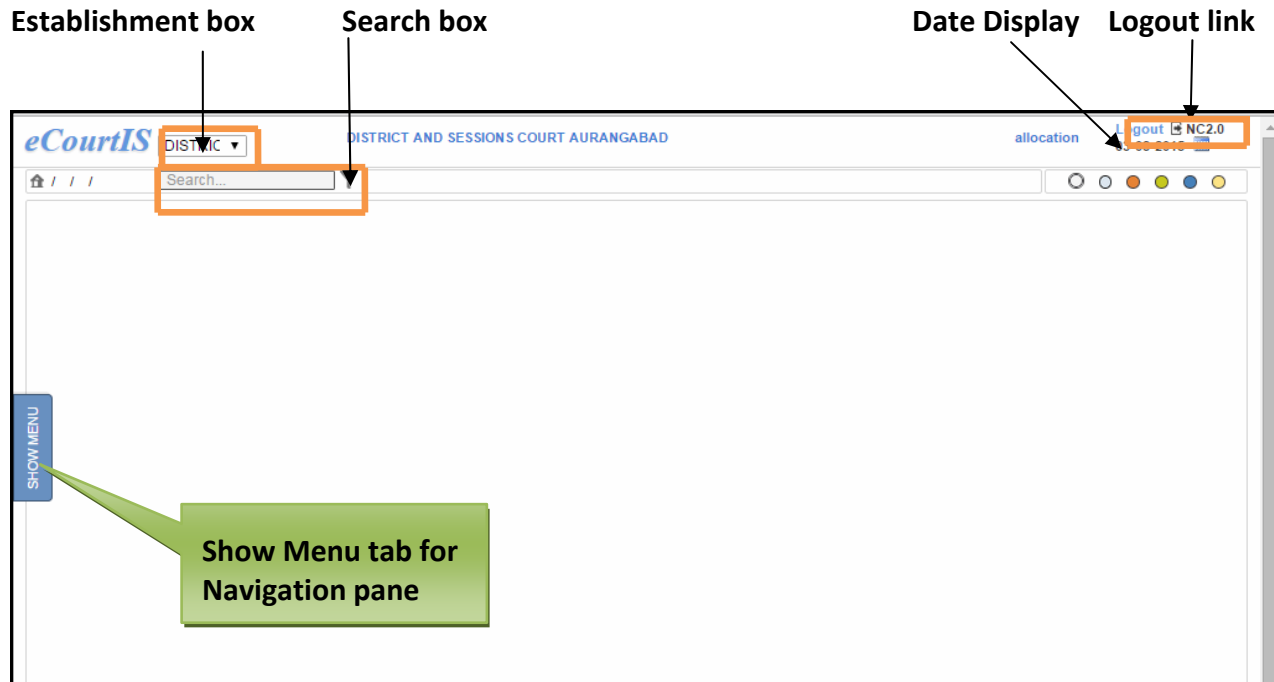


**Figure 2: Home Page**



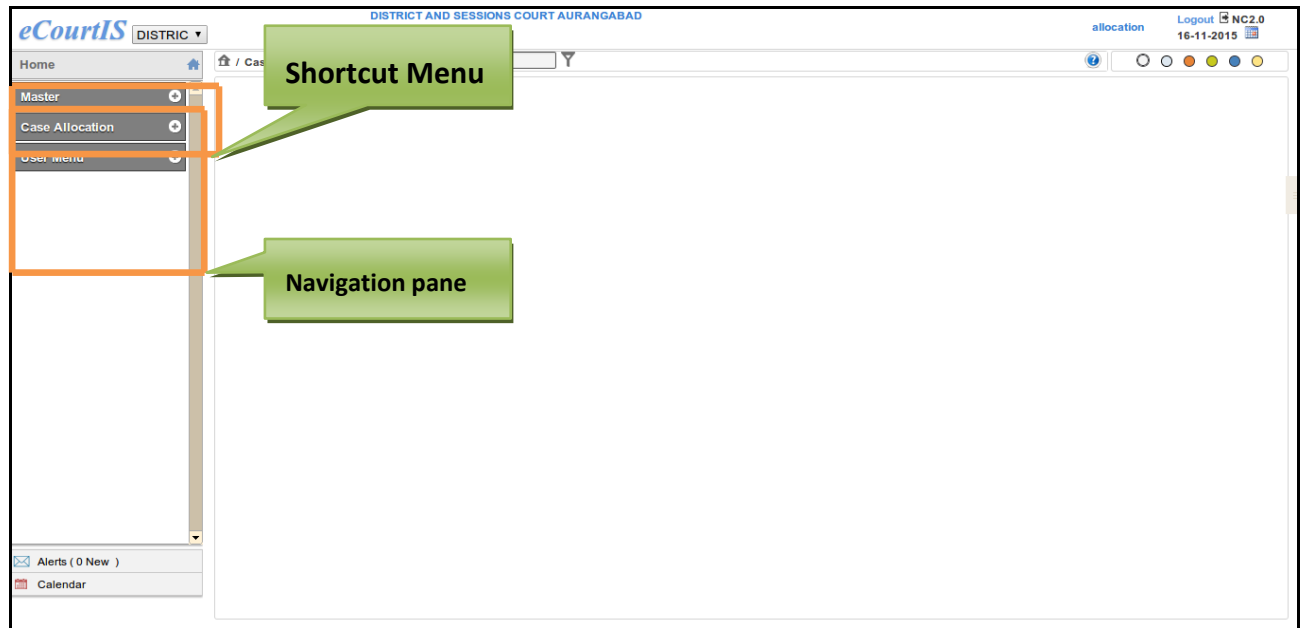
### 3.1 Home Page Features

The **Home Page** will display the features as shown in **Figure Number 3**.



**Figure 3: Features of Home Page**

The **Home Page** displays the **Show Menu tab**, **Establishment box**, **Search box**, **Date Display**, and **Logout link**. Each of the features is explained in detail in **section 3.1.1** onwards.



**Figure 4: Navigation and Shortcut pane**

The features included in the **Home Page** are as described below:

### 3.1.1 Show Menu tab

The **Show Menu tab** will display the **Navigation pane**. This tab is located on the left hand side of the screen. The **Navigation pane** appears on the left side of the **Home Page** from where you can access all the **Menu Items**. When you **Click** the **“Show Menu”** tab, the system will display the **Navigation pane**. (Refer to **Figure Number 5** for **“Show Menu”** tab and **Figure Number 4** for **Navigation pane**)

#### “Show Menu” tab for Navigation pane



Figure 5: "Show Menu"

When you click the **Show Menu tab**, the **Navigation pane** is displayed.

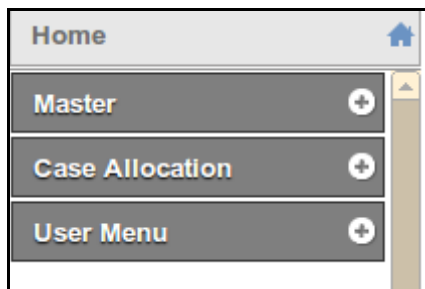


Figure 6: Navigation pane

When you click the menu, all the **Menu Items** will be displayed as a dropdown list. Refer to **Figure Number 6** and **7** for **Menus** and **submenus**.

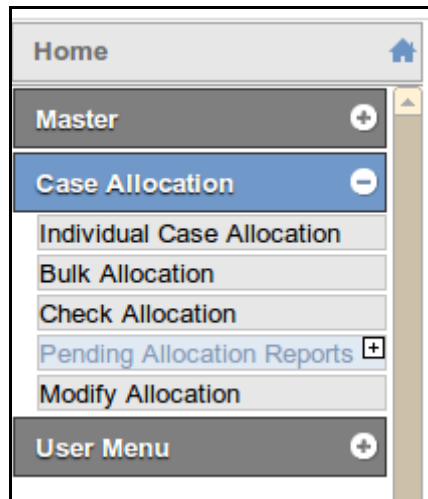



Figure 7: Navigation pane displaying Menu and submenus

### 3.1.2 ecourtIS link


This link will take you back to the **Home Page**. For example, if you are on the **Bailiff (Add)** screen and you want to view the **Home Page** for any reason, click  link. This link is located on the upper right hand corner of the screen.

### 3.1.3 Establishment select box


The **Establishment select box** will display all the **Establishments**. You can select your **Establishment** from this dropdown box.



### 3.1.4 Logout Link


Using the **Logout link**  you can move out from the current screen. This link is displayed on every screen of all the features in the **Registration** module.

### 3.1.5 Date Display

The system displays the **Current Date** on the **Home Page** at the upper right corner of the screen. You can use change the date using this  calendar icon.

#### Procedure to change the date displayed on the title bar

To change the **Date**, follow the steps given below:

1. Click the  icon. The system will display the **Select Date** screen with the current date in the **Date** field. (Refer to Figure Number 8)

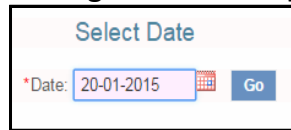


Figure 8: Select Date screen

2. Select the **Date** from calendar control.
3. Click **Go**. The **selected date** is displayed at the upper right corner on the menu bar.

### 3.1.6 Common icons

The menu bar will display some common icons on every screen. They are as shown below:

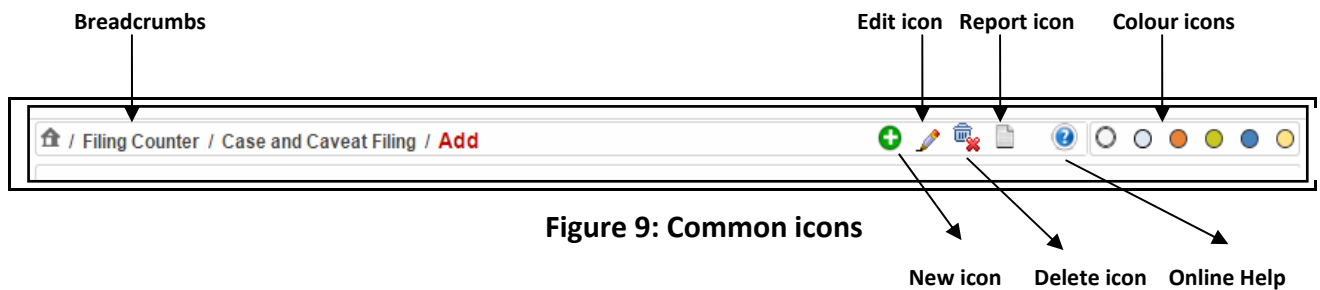


Figure 9: Common icons

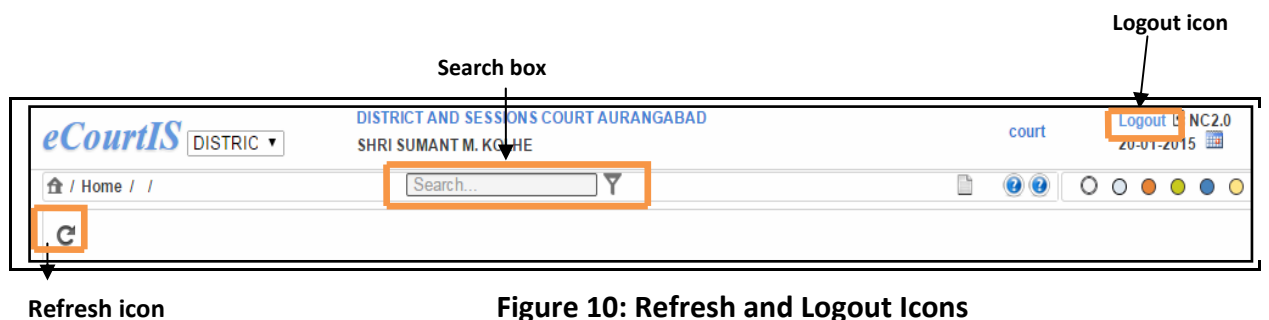













Figure 10: Refresh and Logout Icons

### Icons and its Description

Table 3: Table for Icons and its Description

S.No	Icon	Name of Icon	Description
1		New icon	Click this icon to open a <b>New</b> form.

2		Edit icon	Click this icon to open the form to <b>Modify</b> the added details.
3		Delete icon	Click this icon to open the form with <b>Delete or Undelete</b> options.
4		Report icon	Click this icon to display the <b>Report</b> .
5		Online Help icon	Click this icon to display the <b>Online Help</b> to assist you to use the software application. It will guide you to perform the tasks successfully.
6		Colour icons	Click any of these icons to change the <b>colour</b> of the menu bar and the navigation pane.
7		Breadcrumbs	Bread crumbs is the graphical control element. The <b>Breadcrumbs trail</b> keeps a track of your location within the application.
8		Search box	Enter your search criteria in the <b>Search box</b> to access any menu screen directly.
9		Time Table	Place the mouse on the <b>"Time Table"</b> link to view <b>Case Type wise</b> case schedule.
10		Refresh	Click this icon to refresh the <b>Home Page</b> . This icon is placed below the breadcrumbs towards the right hand corner on the screen.
11		Logout	Click this icon to logout to the <b>Login screen</b> . This icon is placed next to <b>Log out link</b> .

### 3.2 Shortcut Menus

**Shortcut Menus** have been included which will enable you to gain quick access to any form in the module.

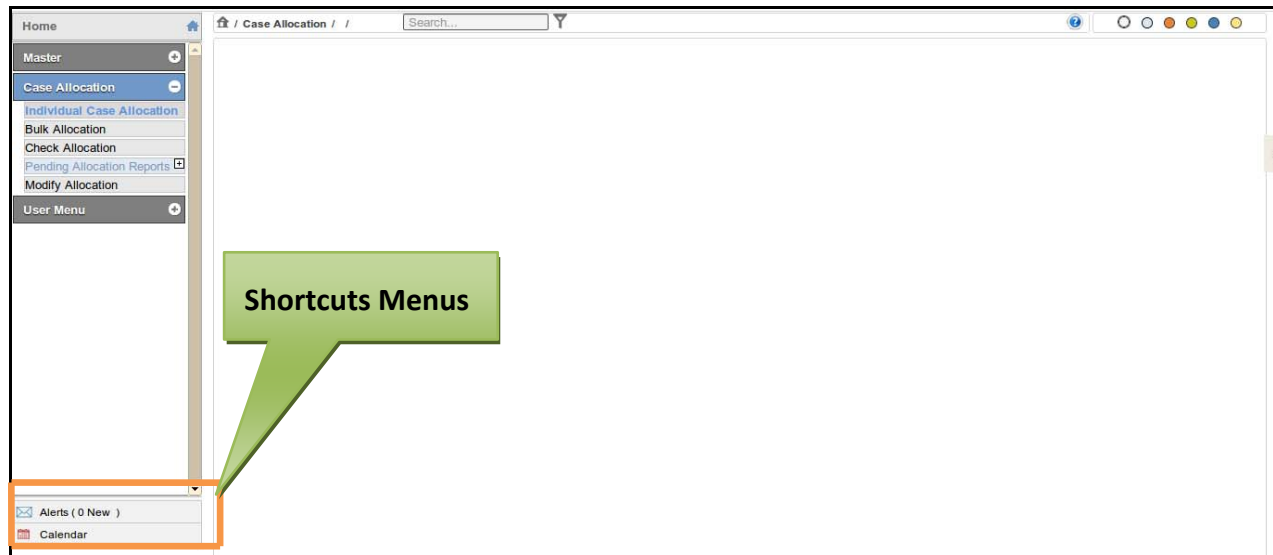


Figure 11: Shortcut Menus

### 3.2.1 Search Box

The **Search box** will allow you to access the **Case Registration options** without using the **Navigation pane**. You can type the search term in the search box and the system will display the option of your choice. The **Search box** is located on the **menu bar**.



Figure 12: Search box

### 3.2.2 Alerts Menu

The **Alerts menu** is situated below the **Navigation pane**. This feature will display the alerts concerning the cases that have been **Transferred Out**, **Transferred In**, and **Allocated**. Refer Figure Number 11.



Figure 13: Alerts Shortcut Menu

When you click the **Alerts Menu**, the system will display the **Alerts screen** with the details given below: (Refer to Figure Number 14)

- **Type of Alert (New Alert)**

The newly added alerts will be displayed as **“New Alert”** and the alerts that have been viewed by the user will be without the **New Alert** tag.

- **From**

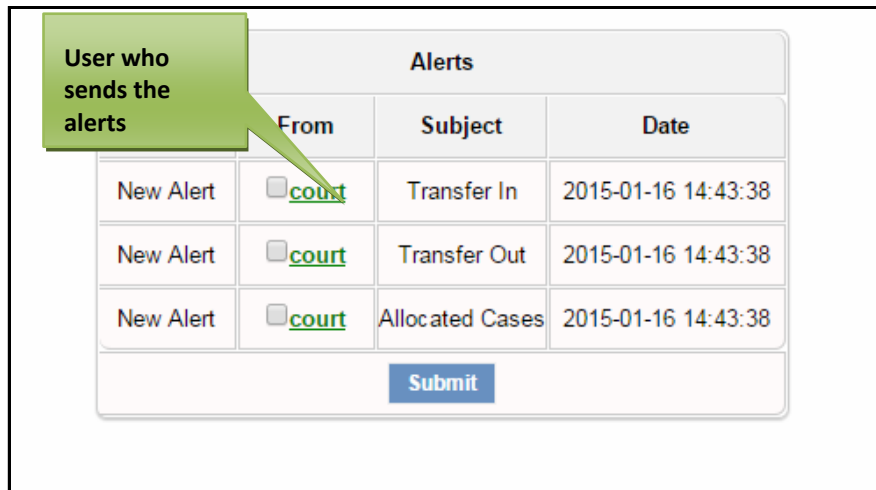
The “**From**” column will display the user link. (the user who sends the alert).

- **Subject**

The “**Subject**” column will display status of the case (Transfer Out, Transfer In, and Allocated Cases)

- **Date**

The “**Date**” column will display the date and the time of receiving the alert.  
**See Figure Number 14** given below.



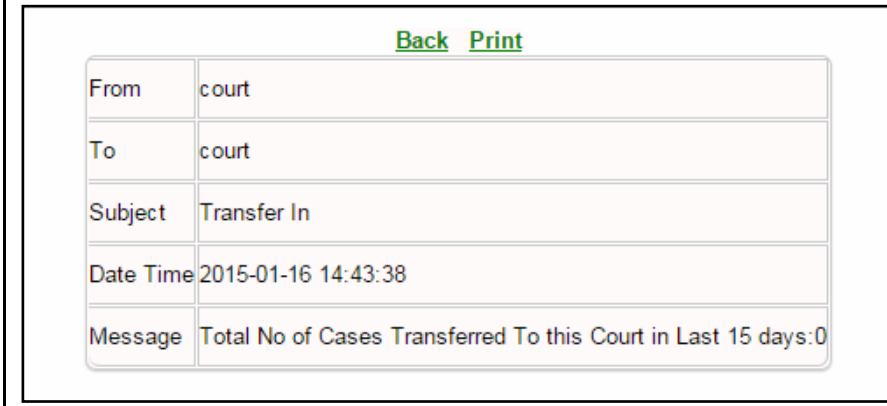
Alerts			
	From	Subject	Date
New Alert	<input type="checkbox"/> <a href="#">court</a>	Transfer In	2015-01-16 14:43:38
New Alert	<input type="checkbox"/> <a href="#">court</a>	Transfer Out	2015-01-16 14:43:38
New Alert	<input type="checkbox"/> <a href="#">court</a>	Allocated Cases	2015-01-16 14:43:38

**Figure 14: Alerts Screen (with court user)**

When you click the **user link**, (for example “**court**” user as shown in **Figure Number 14**) the system will display the details given below:

1. The individual “**Alerts**” screen. (**Refer to Figure Number 15**)
2. The new alerts will be displayed as “**New Alert**”.
3. The user (court) is displayed as a link. When you click the user link, the individual **Alert** will be displayed.





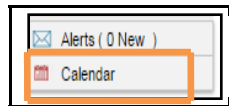
<a href="#">Back</a> <a href="#">Print</a>	
From	court
To	court
Subject	Transfer In
Date Time	2015-01-16 14:43:38
Message	Total No of Cases Transferred To this Court in Last 15 days:0

**Figure 15: Individual Alert message**

4. The **Individual Alert** message will display the details given below:
  - From
  - To
  - Subject
  - Date and Time
  - Message
5. Once you have opened the alert message, the **“New Alert”** tag will disappear from the Alerts screen.
6. The **Individual Alert** screen displays the **Back** and **Print** links.
7. To go back to navigation menu use **Back link** and to **Print** use the **Print link**.
8. To delete the alert message: **Select** the user **checkbox** and **Click** the **Submit** button.

### 3.2.3 Calendar

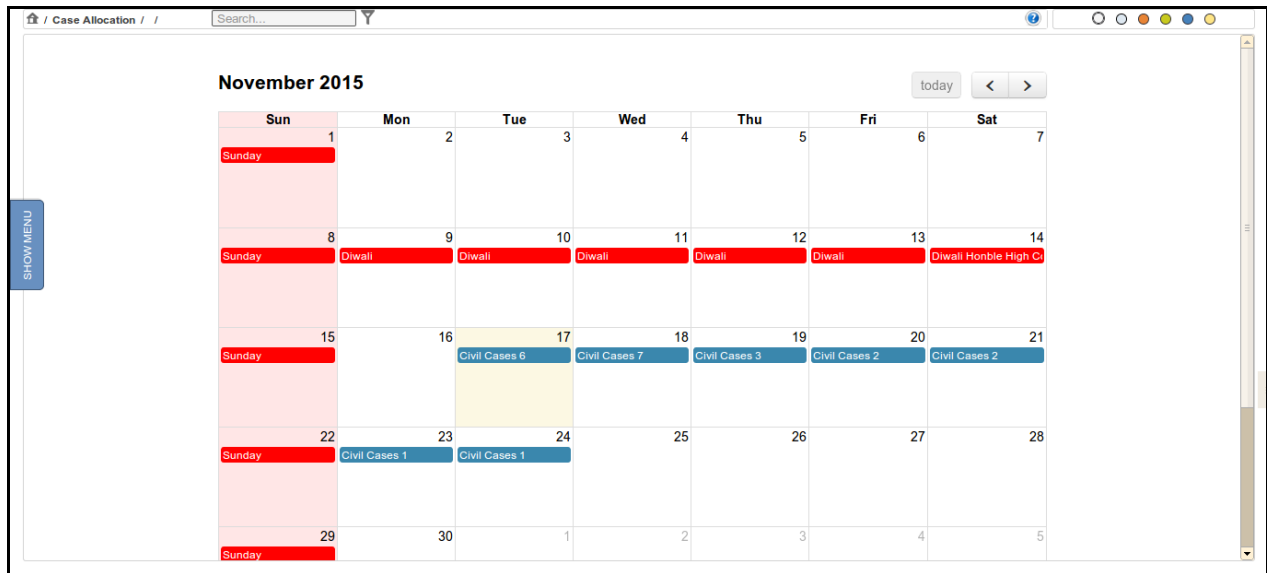
The calendar displays the total number of **Civil** and **Criminal** cases for each day on the calendar.






**Figure 16: Calendar Shortcut Menu**

#### Procedure

1. Click the **Calendar** shortcut menu.
2. The **Calendar** with the total number of **Civil** and **Criminal** cases listed for each day is displayed.



**Figure 17: Calendar**

3. The current date (today's date) is displayed in yellow colour and the holidays are displayed in red colour.
4. By default, the system will display the calendar for the current month. You can view the calendar for all months.
5. Click  arrow button to view the calendar for the next month.
6. Click  arrow button to view the calendar for the previous month.
7. Click  button to view the calendar for the current month.

## 4 Masters

### 4.1 Case Type (Report)

This option provides the facility to view the list of all the **Case Types** that exists in the database. You can sort each column, copy, save, and print the report.

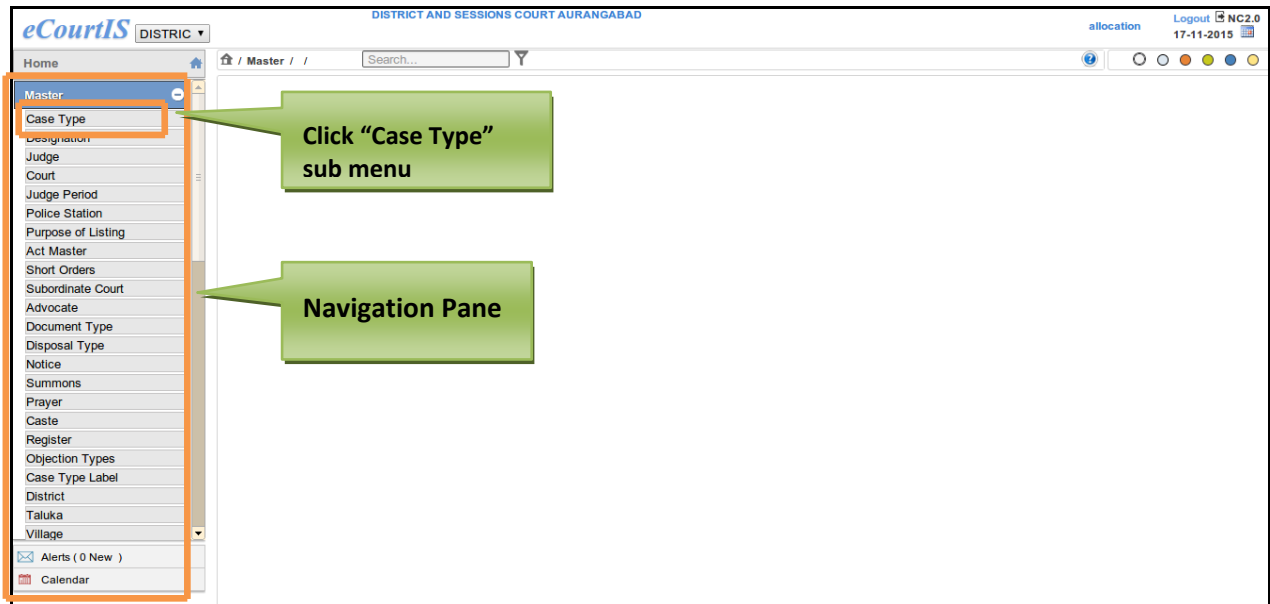


Figure 18: Navigation for "Case Type (Report)" screen

To access **Case Type (Report)** screen, follow the steps given below:


1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Case Type** submenu (**Refer Figure Number 16**).
3. When you click **Case Type** sub menu, the **Case Type (Report)** screen is displayed. (**Refer Figure Number 19**).
4. The **Case Type (Report)** displays list of case types in English and local language.


Case Type Code	Case Type Name	Short Form	Civil/Criminal	Reg. No./Year	प्रकार प्रकार नाम	संक्षिप्त रूप	दिवाणी/ फौजदारी
1	Civil Appeal	R. C.A.	Civil	100235/2015	नियमित दिवाणी अपील	नियमित दिवाणी अपील	दिवाणी
2	Misc. Civil Appeal	M. C.A.	Civil	100170/2015	किरकोळ दिवाणी अपील	किरकोळ दिवाणी अपील	दिवाणी
3		Civil M.A.	Civil	100331/2015		दिवाणी किरकोळ अर्ज	दिवाणी
4		Civil Revn.	Civil	0/2015		दिवाणी पुनर्निरीक्षण	दिवाणी
5		Civil Suit	Civil	0/2015		दिवाणी दाय्या	दिवाणी
6		Marriage Petn.	Civil	0/2015		विवाह अर्ज	दिवाणी
7	Land Ref.	L.A.R.	Civil	100202/2015	भुसंपादन निर्देशन अर्ज	भुसंपादन निर्देशन अर्ज	दिवाणी
8		Darkhast	Civil	0/2015		दरखास्त	दिवाणी
9		L.R.DKST.	Civil	100459/2015		भुसंपादन निर्देशन दरखास्त	दिवाणी
10		Elec. Petn.	Civil	100001/2015		निवट्टगुळ अर्ज	दिवाणी


Figure 19: Case Type (Report) screen



### Procedure

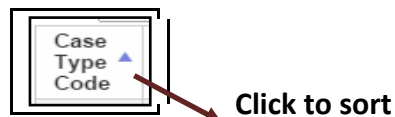
1. When you click the **Case Type** submenu, the **Case Type (Report)** screen is displayed. (Refer to Figure Number 19)


2. Select the number of entries you want to view from the **Show entries**  select box.

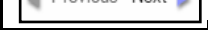

3. To view the details of a particular case type, Enter search criteria in the **Search**  box. The system will search using the search criteria and display the details of the **Case Type**. For example, a part of the **Case Name**.

4. You can sort the details of each column of the report. To sort, Click the **arrow buttons**  placed towards the upper right corner of each column. You can sort the details in ascending, descending, and alphabetical order.

5. **For example**, in **Case Type Code** column, click the arrow  to sort **Case Type Code** column. This arrow  is placed at the right corner of the column. (Refer to the Figure given below)



6. Similarly, you can sort the details of each column using the arrow .

- Click **Previous** arrow  to view the previous page and **Next** arrow to move to the next page.
- To Copy the **Report**, Click the  button. The **Report** will be copied to the clipboard. The system will display the message **“Table Copied”**. (Refer to Figure Number 17a)

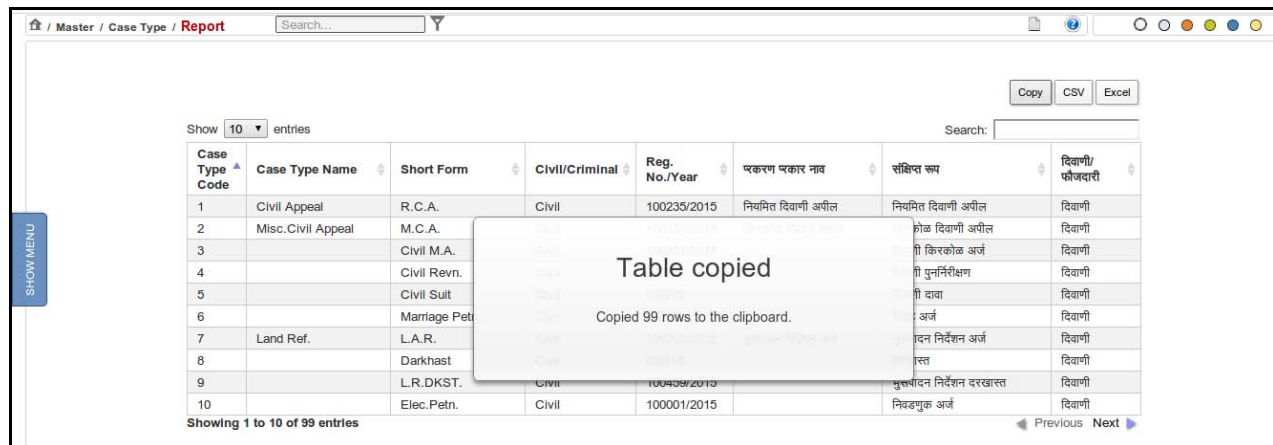

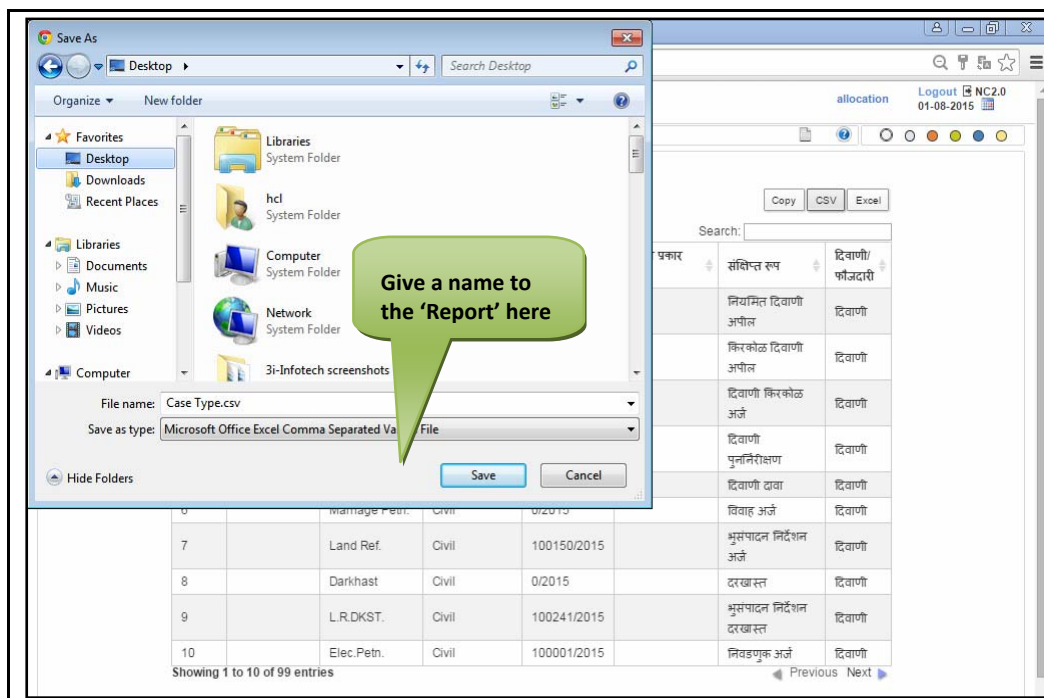


Figure 20: Copying the Case Type Report

- Click  button to save the **Report** in your desired destination. The **“Save As”** dialog box is displayed. (Refer to Figure given below).



10. To **Save** the Report; Choose the destination (where you want to save), for example Desktop or Documents, give a name to the Report in **File Name** field, and Click **Save**.



11. Click  button, to save the **Report** in excel format. Follow steps 8,9, and 10 for the same.

## 4.2 Designation (Report)

This option provides the facility to view the **Judge Designation** list. You can sort each column, copy, save, and print the report.

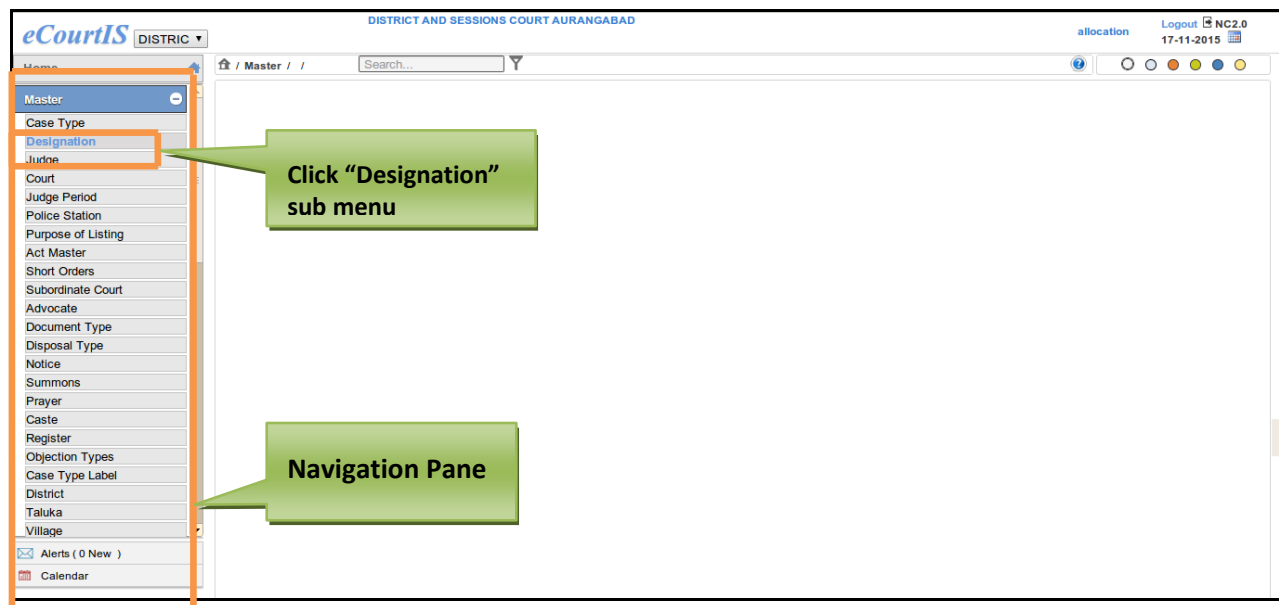


Figure 21: Navigation for "Designation (Report)" screen

To access **Designation (Report)** screen, follow the steps given below:

1. On the **Navigation** pane, click the **Master** menu.
2. Then, click the **Designation** submenu. (Refer Figure Number 21)
3. When you click **Designation** sub menu, the **Designation (Report)** screen. (Refer Figure Number 22).
4. The **Designation (Report)** displays list of case types in English and local language.


Designation Code	Designation	पदनाम
1	Principal District and Sessions Judge Abad	प्रमुख जिल्हा व सत्र न्यायाधीश औरंगाबाद
2	District Judge-5 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 5 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
3	District Judge-7 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 7 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
4	District Judge-1 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 1 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
5	District Judge-2 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 2 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
6	Adhoc District Judge-2 Asst Sessions Judge Abad	तदर्थ जिल्हा न्यायाधीश 2 व सहा सत्र न्यायाधीश औरंगाबाद
7	District Judge-6 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 6 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
8	District Judge-3 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 3 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
9	District Judge-4 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश 4 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद
10	Adhoc District Judge 1 Addl Sessions Judge Abad	तदर्थ जिल्हा न्यायाधीश 1 व अतिरिक्त सत्र न्यायाधीश औरंगाबाद


Figure 22: Designation (Report) screen


### Procedure

1. When you click the **Designation** submenu, the **Designation (Report)** screen is displayed.
2. The **Designation Report** is displayed. (Refer to Figure Number 22)
3. Select the number of entries you want to view from the **Show entries**


 select box.


4. To view the details of a particular Case, Enter a part of the **Designation** as the search criteria in the **Search** box . The system will search using the search criteria and display the **Designation** details.

5. You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending, descending, and alphabetical order.

6. For example, to sort **Case Type Code** column, Click the arrow  to sort the details of the column. (Refer to the Figure given below)

 Click to sort

12. Similarly, you can sort the details of each column using the arrow .

13. Click arrow for **Previous**  to view the previous page and **Next** arrow to view the next page.



14. To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message **"Table Copied"**. (Refer to Figure given below)



Figure 23: Copying the Designation Report

15. Click  button to save the **Report** in your desired destination. The **“Save As”** dialog box is displayed. (Refer to Figure given below).

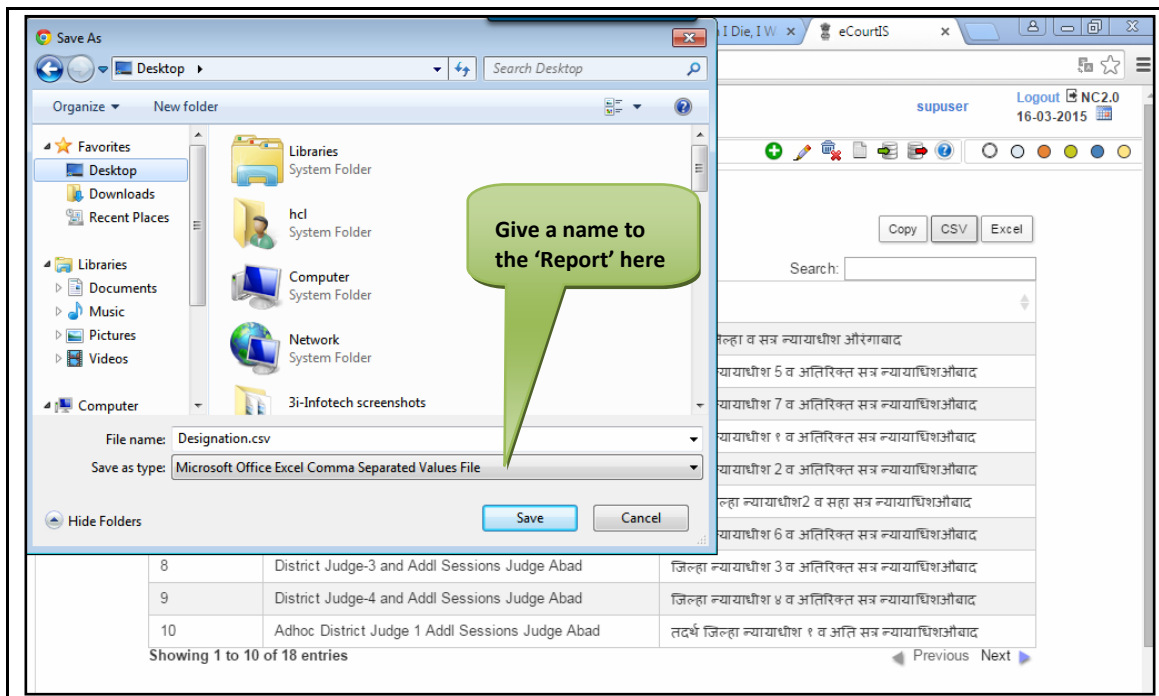



Figure 24: Save As dialog box

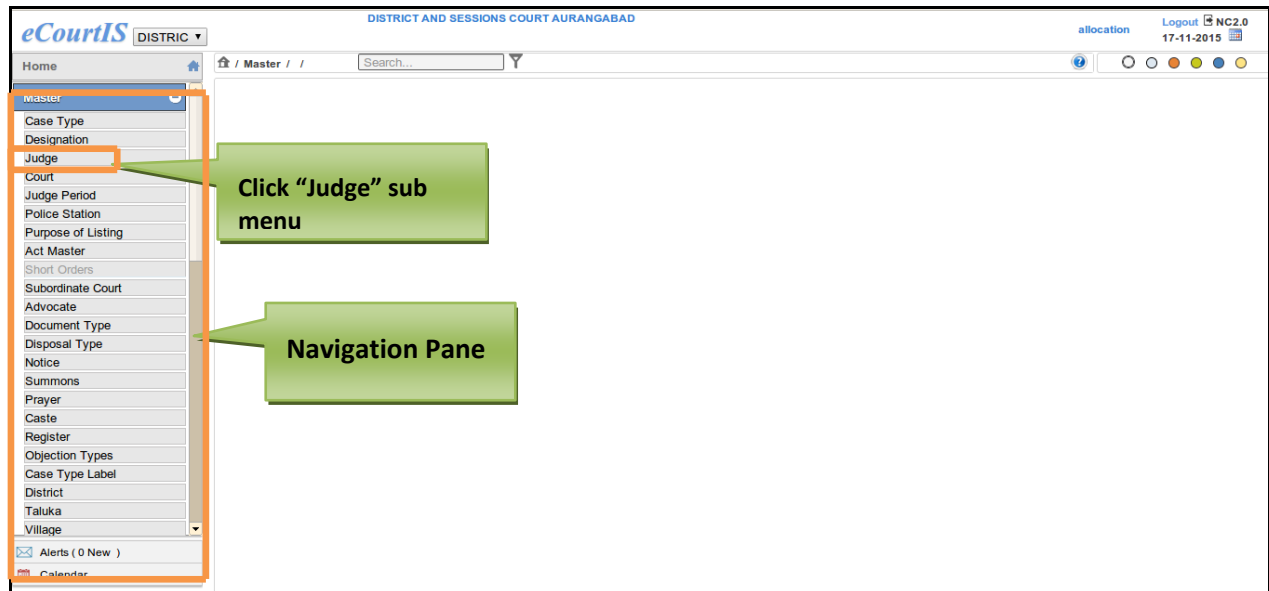
16. To **Save** the Report; Choose the destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.
17. **The Report will be saved in the chosen destination in the system**

18. Click  button, to save the Report in excel format. Follow steps 14, 15 and 16 for the same.



### 4.3 Judge (Report)

This report lists the entered names of the **Judges**. This option provides the facility to sort each column, copy, save, and print the report.



**Figure 25: Navigation for "Judge (Report)" screen**

To access **Judge (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Judge** submenu (**Refer Figure Number 25**).
3. When you click **Judge** sub menu, the **Judge (Report)** screen (**Refer Figure Number 26**).
4. The **Judge (Report)** displays list of **Judges** in English and local language.

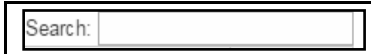
Judge Serial No.	Judge	STATE CODE	Judicial Officer Code	न्यायाधीश
1	SHRI T.V. NALAWADE	0		
2	SHRI R.R. KADAM	67	9	श्री. आर आर कदम
3	SHRI S.D. AGRAWAL	16		श्री. एस.डी. अग्रवाल
4	VACANT-1	0		रिक्त - १
5	SHRI B.P. PATIL	11	63	श्री. भो. प. पाटील
6	SHRI S.N. PATHAK	11	53	श्री. एस.एन. पाठक
7	SHRI S.R. KADAM	68		श्री. एस.आर.कदम
8	SHRI	0		श्री.
9	SHRI S. B. KACHARE	67	4	श्री एस बी कचरे
10	SHRI D.J. SHEGOKAR	10	38	श्री. डि.जे. शेगोकार


Figure 26: Judge Report screen


### Procedure


1. When you click the **Designation** submenu, the **Designation (Report)** screen is displayed.
2. The **Judge Report** is displayed. (Refer to Figure Number 26)
3. Select the number of entries you want to view from the **Show entries**


 select box.

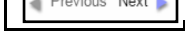
4. To view the details of a selected Case, type a part of the **Judge Name** as the search criteria in the  **Search** box. The system will search using the search criteria and display the **Judge** details.


5. You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending and descending order.

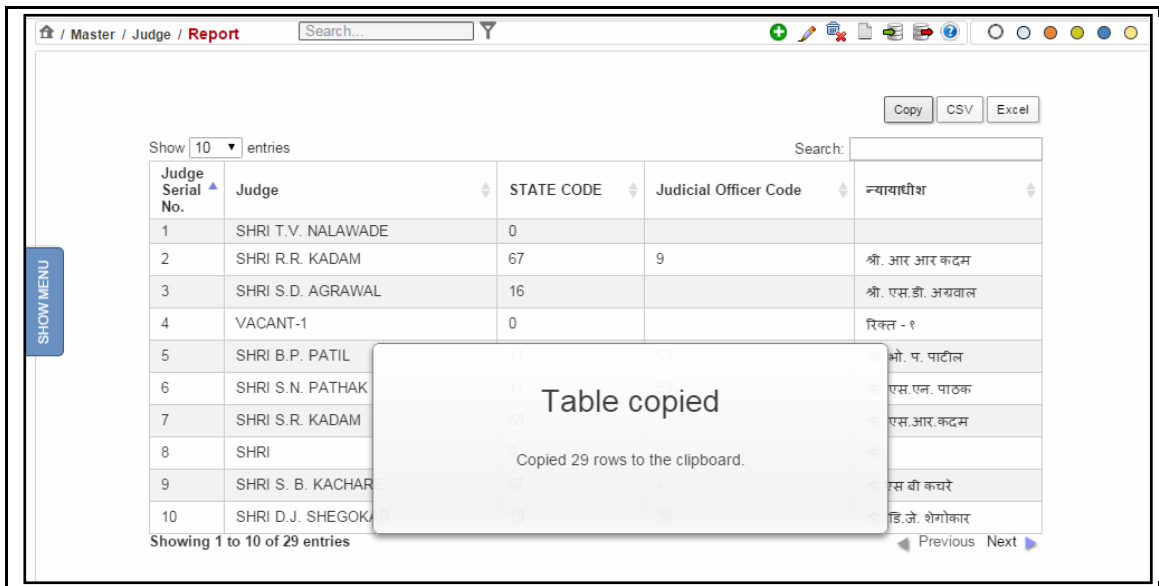
6. **For example**, to sort **Judge Serial No.** column, Click the arrow  to sort the details of the column. (Refer to the Figure given below)

 **Click to sort**

7. Similarly, you can sort the details of each column using the arrow .

8. Click **Previous arrow**  to view the previous page and **Next arrow** to view the next page.


9. To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message **“Table Copied”**. (Refer to **Figure Number 27**)

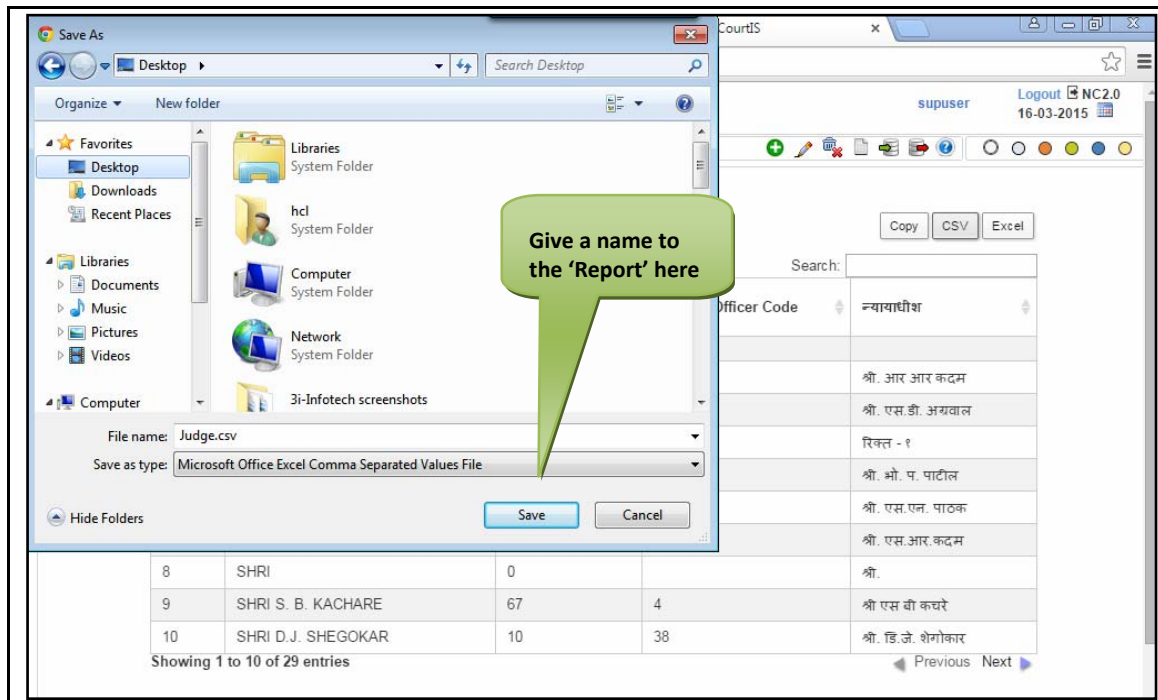


The screenshot shows a web application window titled 'Master / Judge / Report'. It features a search bar, a 'Show 10 entries' dropdown, and a table with columns: Judge Serial No., Judge, STATE CODE, Judicial Officer Code, and न्यायाधीश. A 'Copy' button is highlighted in the top right corner. A modal dialog box in the center displays the message 'Table copied' and 'Copied 29 rows to the clipboard.' The table contains 10 rows of data, including names like SHRI T.V. NALAWADE, SHRI R.R. KADAM, and SHRI S.D. AGRAWAL.


Judge Serial No.	Judge	STATE CODE	Judicial Officer Code	न्यायाधीश
1	SHRI T.V. NALAWADE	0		
2	SHRI R.R. KADAM	67	9	श्री. आर आर कदम
3	SHRI S.D. AGRAWAL	16		श्री. एस.डी. अग्रवाल
4	VACANT-1	0		रिक्त - १
5	SHRI B.P. PATIL			श्री. प. पाटील
6	SHRI S.N. PATHAK			एस.एन. पाठक
7	SHRI S.R. KADAM			एस.आर.कदम
8	SHRI			
9	SHRI S. B. KACHAR			एस बी कचरे
10	SHRI D.J. SHEGOKAR			डि.जे. शेगोकार

**Figure 27: Copying the Judge report**

10. Click  button to save the **Report** in your desired destination. The **“Save As”** dialog box is displayed. (Refer to Figure given below).



**Figure 28: Save As dialog box**

11. To **Save** the Report; Choose a destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.
12. **The Report will be saved in the chosen destination in the system.**
13. Click  button, to save the **Report** in excel sheet format. Follow steps **09, 10, and 11** for the same.

## 4.4 Court (Report)

This report includes the lists of the **Court Names** that already exist in the database. You can sort each column, copy, save, and print the report

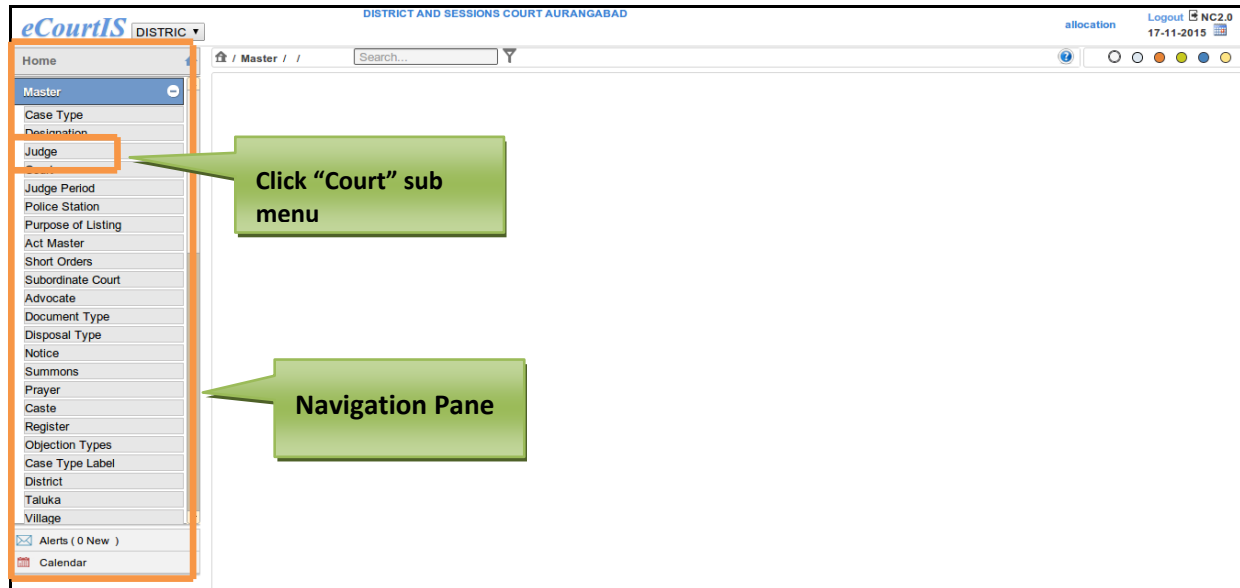


Figure 29: Navigation for "Court (Report)" screen

To access **Court (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Court** submenu (Refer Figure Number 29).
3. When you click **Court** sub menu, the **Court (Report)** screen. (Refer Figure Number 30)
4. The **Court (Report)** displays list of **Courts** in English and local language.

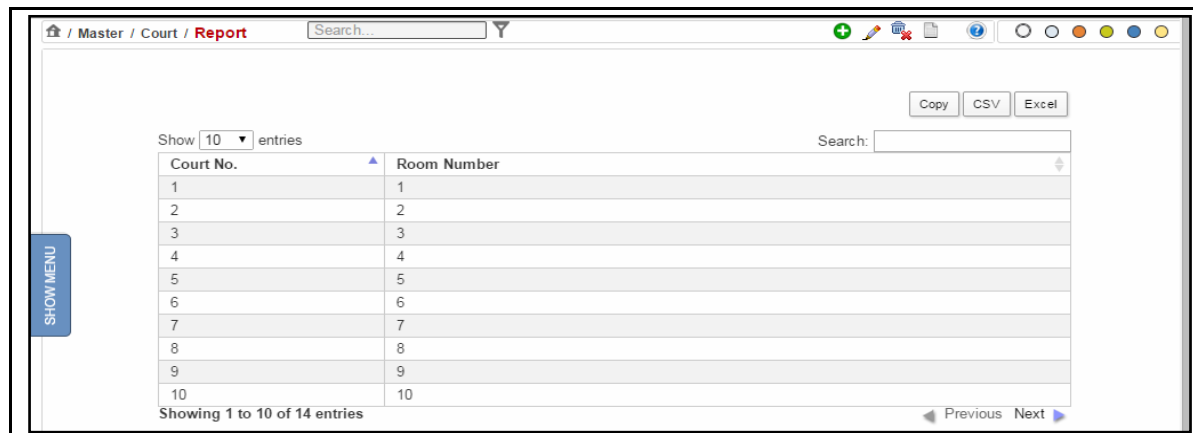


Figure 30: Court (Report) screen

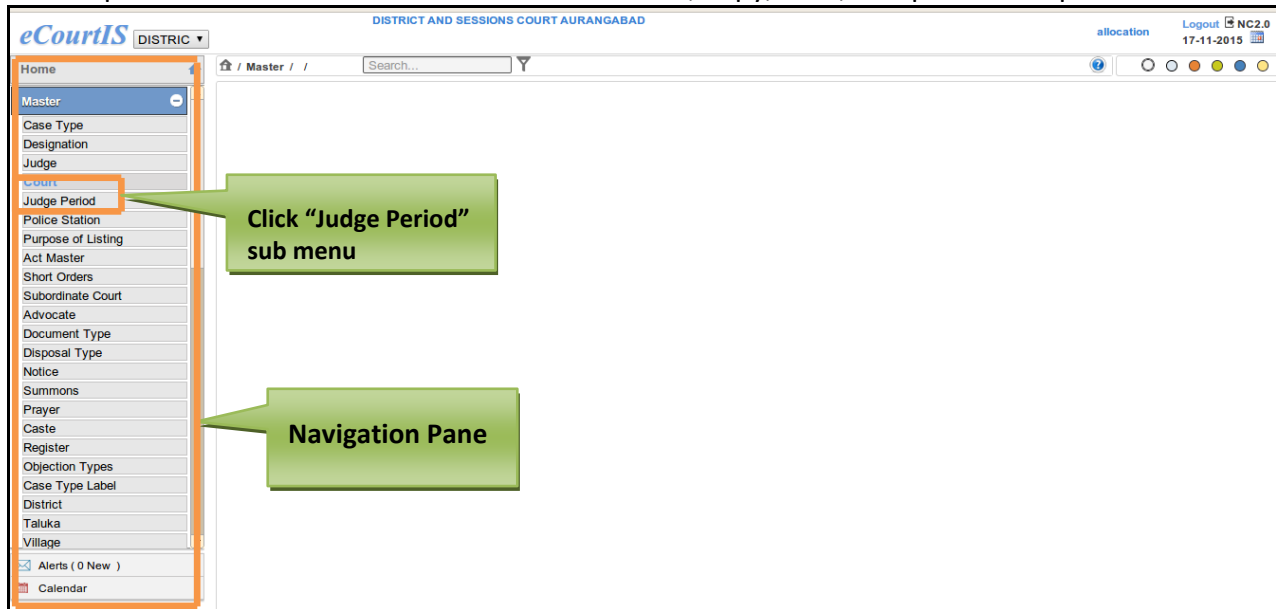
### Procedure

1. When you click the **Court** submenu, the **Designation (Report)** screen is displayed.

2. The **Court Report** is displayed. (Refer to **Figure Number 30**)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. *Click the hyperlink (text in blue) in step 3 to view the features of the Report.*

#### 4.5 Judge Period (Report)

This **Report** lists the work duration and other details of all the Judges attached to a particular court. You can to sort each column, copy, save, and print the report.



**Figure 31: Navigation for " Judge Period (Report)" screen**

To access **Judge Period (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Judge Period** submenu (**Refer Figure Number 31**).
3. When you click **Judge Period** sub menu, the **Judge Period (Report)** screen (**Refer Figure Number 32**)
4. The **Judge Period (Report)** displays list of **Judge Period** in English and local language.

Master / Judge Period / Report

Show 10 entries

Search:

Copy CSV Excel

Court No.	Judge	From Date	To Date	Judge Designation
1	SHRI T.V. NALAWADE	08-06-2009	15-04-2011	Principal District and Sessions Judge, Abad.
1	SHRI SANGITRAO S. PATIL	18-04-2011	09-06-2013	Principal District and Sessions Judge, Abad.
1	SHRI RAMESH R. DESHMUKH(Incharge)	01-06-2013	22-07-2013	Principal District and Sessions Judge, Abad.
1	SHRI B.P. PATIL	10-06-2013	10-06-2013	Principal District and Sessions Judge, Abad.
1	MS S.S. SAWANT(Incharge)	23-07-2013	01-08-2013	Principal District and Sessions Judge, Abad.
1	SHRI S.G. SHETE(Incharge)	02-08-2013	04-08-2013	Principal District and Sessions Judge, Abad.
1	SHRI SUMANT M. KOLHE	05-08-2013		Principal District and Sessions Judge, Abad.
2	SHRI R.R. KADAM	01-06-2010	04-02-2012	District Judge-2 and Addl. Sessions Judge, Abad.
2	SHRI R.R. KADAM	04-02-2012	14-03-2012	District Judge-1 and Addl. Sessions Judge, Abad.
2	SHRI R.R. KADAM	14-03-2012	08-06-2012	District Judge-2 and Addl. Sessions Judge, Abad.

Showing 1 to 10 of 64 entries

Previous Next

**Figure 32: Judge Period (Report) screen**

### Procedure

1. When you click the **Judge Period** submenu, the **Designation (Report)** screen is displayed.
2. The **Judge Period (Report)** is displayed. (Refer to Figure Number 32)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step number 3 to view the Report features.](#)

### 4.6 Police Station

This report lists the details of the **Police station**. This option provides the facility to sort each column, copy, save, and print the report.

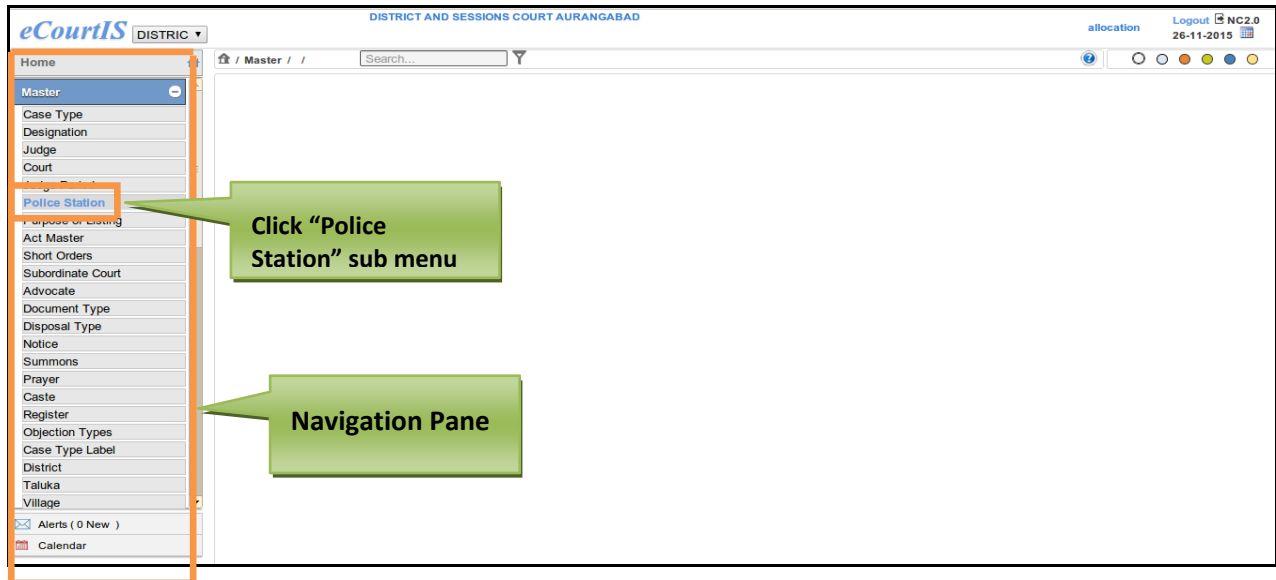


Figure 33: Navigation for "Police Station (Report)" screen

To access **Police Station (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Police Station** submenu. (Refer Figure Number 33)
3. When you click **Police Station** sub menu, the **Police Station (Report)** screen. (Refer Figure Number 34)
4. The **Police Station (Report)** displays list of **Police Station** in English and local language.

Police Station Code	Police Station	Area Court Number	पोलीस ठाणे
1	CITY CHOWK	1,2,4,6,7,8,10,13	सिटी चौक
2	KRANTI CHOWK	1,2,4,6,7,8,10,13	क्रांती चौक
3	JINSI	1,2,4,6,7,8,10,13	जिन्सी
4	JAWAHARNAGAR	1,2,4,6,7,8,10,13	जवाहर नगर
5	CANTONMENT	1,2,4,6,7,8,10,13	छावणी
6	CIDCO	1,2,4,6,7,8,10,13	सिडको
7	MIDC CIDCO	1,2,4,6,7,8,10,13	एम.आय.डी.सी. सिडको
8	MUKUNDWADI	1,2,4,6,7,8,10,13	मुकुंदवाडी
9	WALUJ	1,2,4,6,7,8,10,13	वाळुज
10	MIDC WALUJ	1,2,4,6,7,8,10,13	एम.आय.डी.सी. वाळुज

Figure 34: Police Station (Report) screen

### Procedure

1. When you click the **Police Station** submenu, the **Police Station (Report)** screen is displayed.



2. The **Police Station Report** is displayed. (Refer to Figure Number 34)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

## 4.7 Purpose of Listing

This report provides the facility to view the list of **Purpose** that already exists in the database. You can sort each column, copy, save, and print the report.

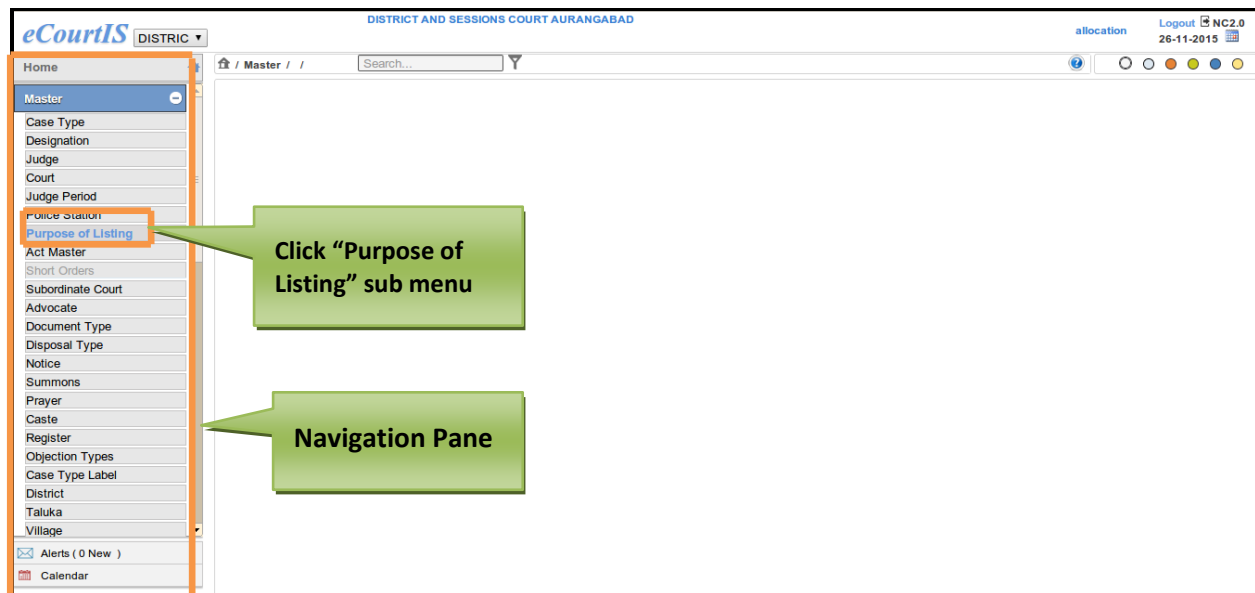


Figure 35: Navigation for "Purpose of Listing (Report)" screen

To access **Purpose of Listing (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Purpose of Listing** submenu (Refer Figure Number 35).

3. When you click **Purpose of Listing** sub menu, the **Purpose of Listing (Report)** screen is displayed. (Refer Figure Number 36)
4. The **Purpose of Listing (Report)** displays list of **Purpose of Listing** in English and local language.

Purpose Code	Purpose Details	Ready/Unready	Purpose Priority	उद्देश तपशील
1	Judgment	Ready	1	न्यायनिर्णय
2	Arguments	Ready	2	युक्तीवाद
3	Evidence Part Heard	Ready	8	अंशतः झालेला पुरावा
4	Hearing	Ready	3	सुनावणी
5	Statement U/sec. 313 Cr.P.C.	Ready	7	फौज. प्रक्रिया संहिता कलम ३१३ खाली निवेदन
6	NOTICE (READY	Ready	77	नोटीस/सूचना( तयार प्रकरण)
7	Summons_Ready	Ready	76	समन्स(तयार प्रकरण)
8	Charge	Ready	10	दोषारोप
9	Fixing date of Hearing	Ready	67	सुनावणी तारीख निश्चितीसाठी
10	Paper Book	Unready	52	पेपरबुक

Figure 36: Purpose of Listing (Report) screen

### Procedure

1. When you click the **Purpose of Listing** submenu, the **Purpose of Listing (Report)** screen is displayed.
2. The **Purpose of Listing report** is displayed. (Refer to Figure Number 36)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

## 4.8 Act Master

This report provides the facility to view the list of **Acts**. You can sort each column, copy, save, and print the report.

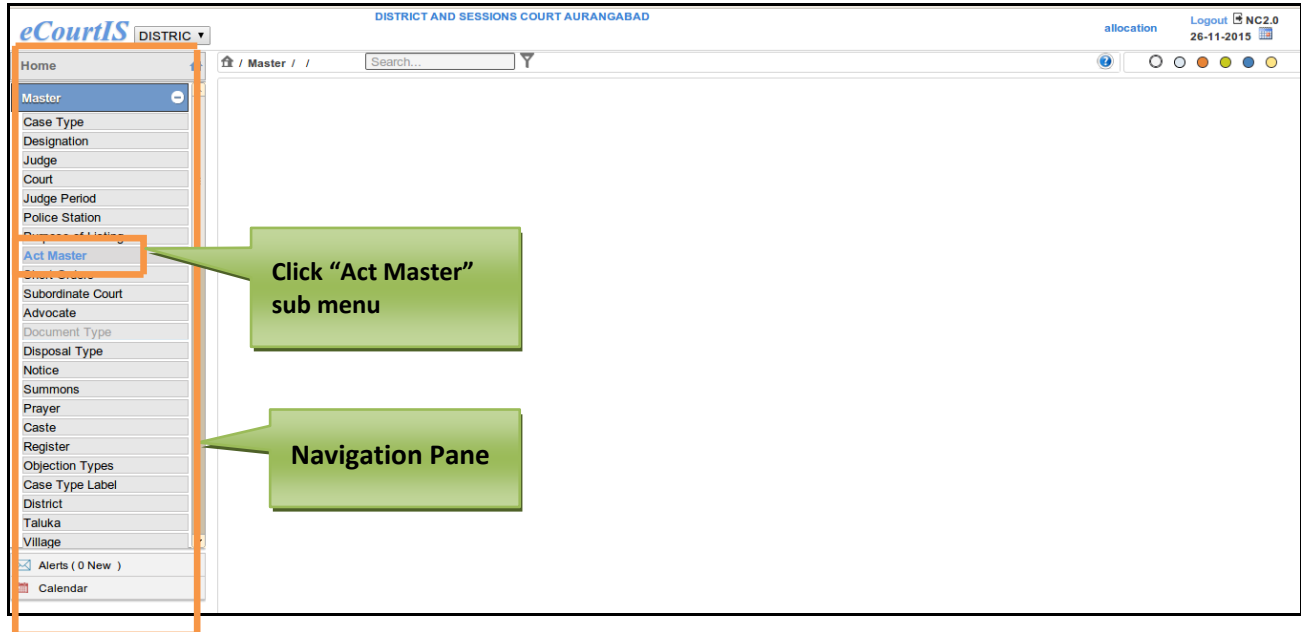
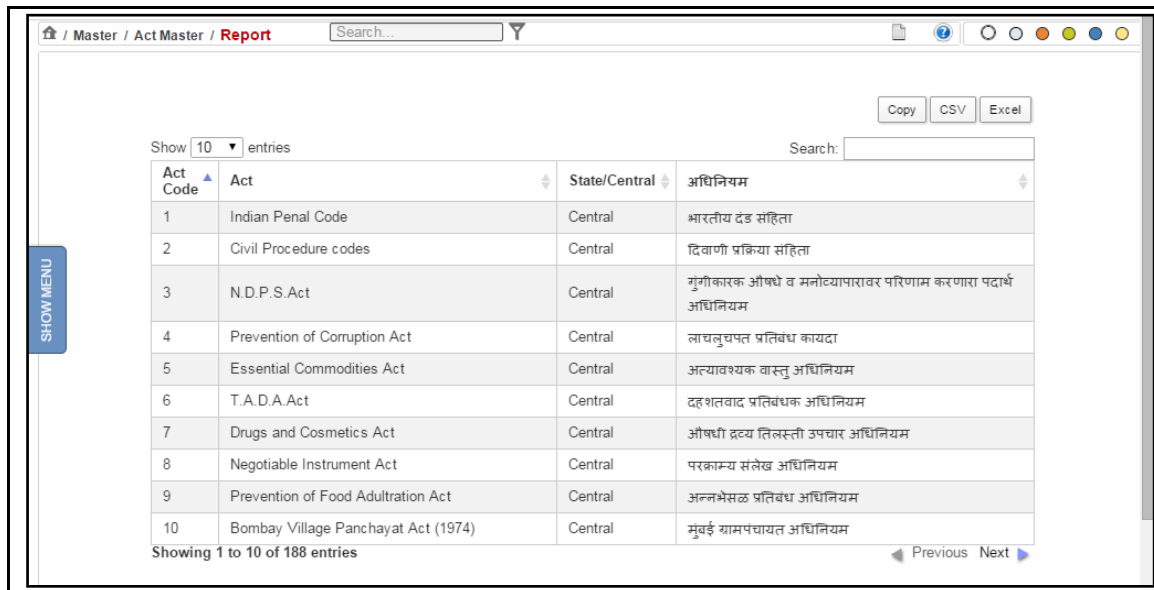


Figure 37: Navigation for "Act Master (Report)" screen

To access **Act Master (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Act Master** submenu. **(Refer Figure Number 37)**
3. When you click **Act Master** sub menu, the **Act Master (Report)** screen is displayed. **(Refer Figure Number 38)**
4. The **Act Master (Report)** displays the **Act Master** list in English and local language.



The screenshot shows a web application interface for the Act Master (Report) screen. The browser address bar displays "/ Master / Act Master / Report". A search bar is present at the top right. Below the search bar, there are buttons for "Copy", "CSV", and "Excel". A "Show 10 entries" dropdown is visible. The main content is a table with columns: Act Code, Act, State/Central, and अधिनियम. The table lists 10 acts, including Indian Penal Code, Civil Procedure codes, N.D.P.S. Act, Prevention of Corruption Act, Essential Commodities Act, T.A.D.A. Act, Drugs and Cosmetics Act, Negotiable Instrument Act, Prevention of Food Adultration Act, and Bombay Village Panchayat Act (1974). A "SHOW MENU" button is on the left side. At the bottom, it says "Showing 1 to 10 of 188 entries" and "Previous Next" navigation buttons.

Act Code	Act	State/Central	अधिनियम
1	Indian Penal Code	Central	भारतीय दंड संहिता
2	Civil Procedure codes	Central	दिवाणी प्रक्रिया संहिता
3	N.D.P.S. Act	Central	गुनीकारक औषधे व मनोव्यापारावर परिणाम करणारा पदार्थ अधिनियम
4	Prevention of Corruption Act	Central	लाचलुचपत प्रतिबंध कायदा
5	Essential Commodities Act	Central	अत्यावश्यक वास्तु अधिनियम
6	T.A.D.A. Act	Central	दह शतवाद प्रतिबंध अधिनियम
7	Drugs and Cosmetics Act	Central	औषधी द्रव्य तिलस्ती उपचार अधिनियम
8	Negotiable Instrument Act	Central	परकाम्य संलेख अधिनियम
9	Prevention of Food Adultration Act	Central	अन्नभेसळ प्रतिबंध अधिनियम
10	Bombay Village Panchayat Act (1974)	Central	मुंबई ग्रामपंचायत अधिनियम

Figure 38: Act Master (Report) screen

### Procedure

1. When you click the **Act Master** submenu, the **Act Master (Report)** screen is displayed.
2. The **Act Master (Report)** is displayed. (Refer to Figure Number 38)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

## 4.9 Short Orders

This report provides the facility to view the list of created **Short Orders**. You can also sort each column, copy, save, and print the report.

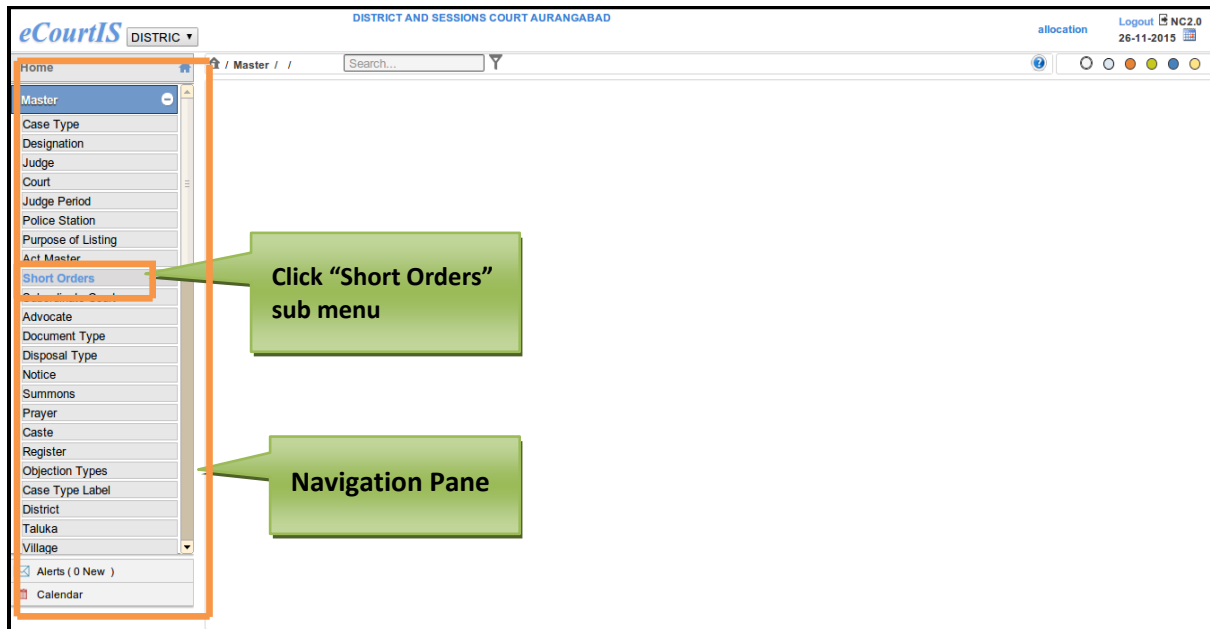


Figure 39: Navigation for " Short Orders (Report)" screen

To access **Short Orders (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Short Orders** submenu (Refer Figure Number 39)
3. When you click **Short Orders** sub menu, the **Short Orders (Report)** screen is displayed. (Refer Figure Number 40)
4. The **Short Orders (Report)** displays the **Short Orders** list in English and local language.

Short Order Code	Short Orders	लघु आदेश
1	Issue Notice	नोटिस बजावणी करावी
2	Issue Summons	समन्स बजावणी करावी
3	Parties to maintain status-quo	पक्षकारानी परिस्थिति जैसे-थे ठेवावी
4	Ex-parte injunction granted	मनाई आदेश एकतर्फी मंजूर
5	Other side to say on Exh.	विरुद्ध बाजूचे म्हणणे मांडावे
6	N.F.L. allowed	एन. एफ. एल. मंजूर
7	Amendment application granted	अर्जांमधील बदलास मंजूरी
8	Case is adjourned	प्रकरण तहकूब
9	No W.S. order passed	विना कैफियत आदेश पारित
10	No Say order passed	विना म्हणणे आदेश पारित

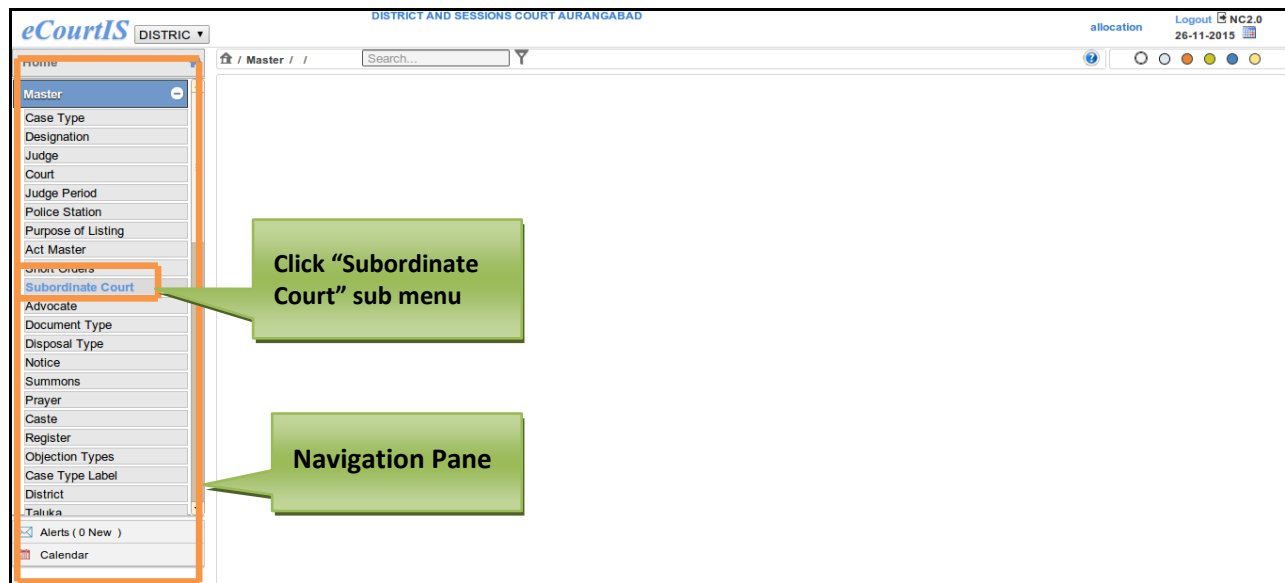
Figure 40: Short Orders (Report) screen

### Procedure

1. When you click the **Short Orders** submenu, the **Short Orders (Report)** screen is displayed.
2. The **Short Orders (Report)** is displayed. (Refer to Figure Number 40)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

## 4.10 Subordinate Court

This report provides the facility to view the list of **Subordinate Courts** available. You can sort each column, copy, save, and print the report.



**Figure 41: Navigation for "Subordinate Court (Report)" screen**

To access **Subordinate Court (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Subordinate Court** submenu. **(Refer Figure Number 41)**
3. When you click **Subordinate Court** sub menu, the **Subordinate Court (Report)** screen is displayed. **(Refer Figure Number 42)**
4. The **Subordinate Court (Report)** displays the **Subordinate Court** list in English and local language.

Subordinate Court Code	Subordinate Court	
1	Chief Judicial Magistrate Aurangabad	मुख्य न्यायदंडाधिकारी औरंगाबाद
2	Civil Judge Senior Division Aurangabad	दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
3	Jt. Civil Judge S.D. Aurangabad	सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
4	2nd Jt. Civil Judge S.D. Aurangabad.	दुसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
5	3rd Jt. Civil Judge S.D. Aurangabad.	तिसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
6	4th Jt. Civil Judge S.D. Aurangabad.	चौथे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
7	5th Jt. Civil Judge S.D. Aurangabad.	पाचवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
8	6th Jt. Civil Judge S.D. Aurangabad.	सहावे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
9	7th Jt. Civil Judge S.D. Aurangabad.	सातवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
10	Joint Civil Judge J.D. J.M.F.C. Aurangabad	सह दिवाणी न्यायाधीश क.स्तर. औरंगाबाद

Figure 42: Short Orders (Report) screen

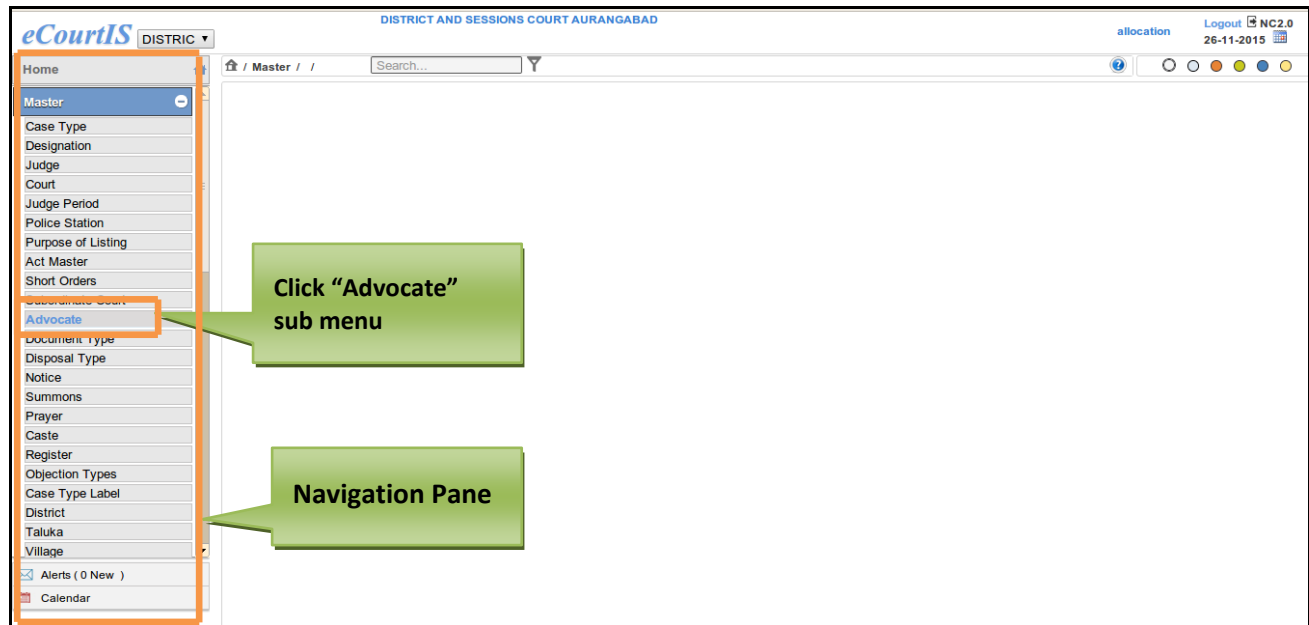
### Procedure

1. When you click the **Short Orders** submenu, the **Short Orders (Report)** screen is displayed
2. The **Short Orders (Report)** is displayed. (Refer to Figure Number 42)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Report features**



### 4.11 Advocate (Report)

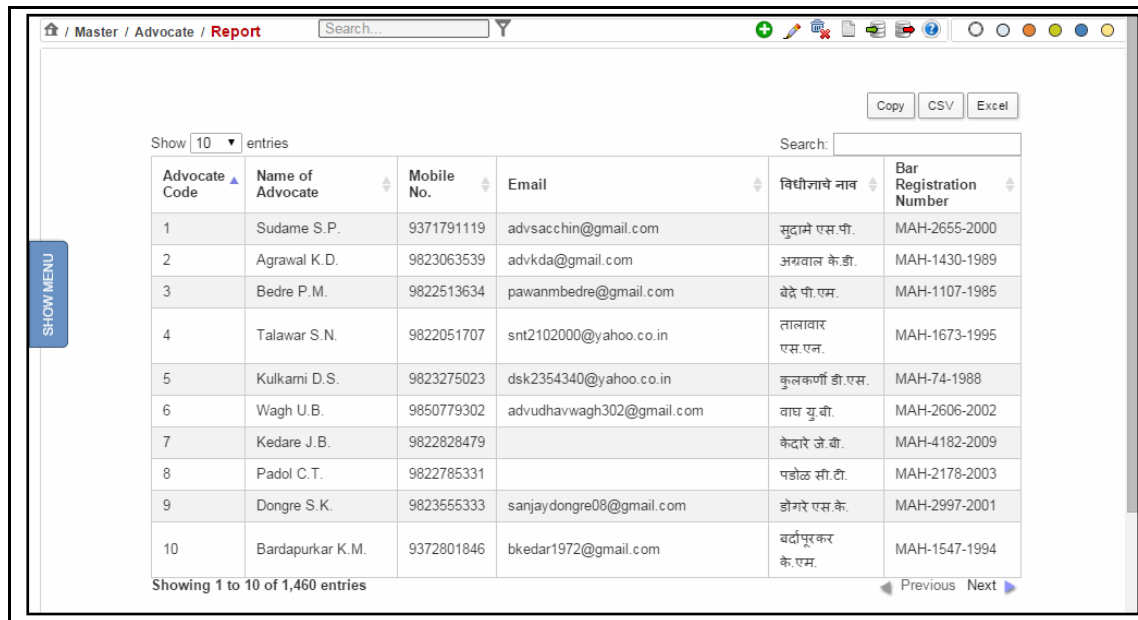
This report provides the facility to view the list of **Advocates** available. You can sort each column, copy, save, and print the report.



**Figure 43: Navigation for "Advocate (Report)" screen**

To access **Advocate (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Advocate** submenu. (**Refer Figure Number 43**)
3. When you click **Advocate** sub menu, the **Advocate (Report)** screen is displayed. (**Refer Figure Number 44**)
4. The **Advocate (Report)** displays the **Advocate** list in English and local language.



Advocate Code	Name of Advocate	Mobile No.	Email	विधीज्ञाचे नाव	Bar Registration Number
1	Sudame S.P.	9371791119	advsacchin@gmail.com	सुदामे एस.पी.	MAH-2655-2000
2	Agrawal K.D.	9823063539	advkda@gmail.com	अग्रवाल के.डी.	MAH-1430-1989
3	Bedre P.M.	9822513634	pawanmbedre@gmail.com	बेद्रे पी.एम.	MAH-1107-1985
4	Talawar S.N.	9822051707	snt2102000@yahoo.co.in	तालावार एस.एन.	MAH-1673-1995
5	Kulkarni D.S.	9823275023	dsk2354340@yahoo.co.in	कुलकर्णी डी.एस.	MAH-74-1988
6	Wagh U.B.	9850779302	advudhavwagh302@gmail.com	वाघ यु.बी.	MAH-2606-2002
7	Kedare J.B.	9822828479		केदारे जे.बी.	MAH-4182-2009
8	Padol C.T.	9822785331		पडोल सी.टी.	MAH-2178-2003
9	Dongre S.K.	9823555333	sanjaydongre08@gmail.com	डोंगरे एस.के.	MAH-2997-2001
10	Bardapurkar K.M.	9372801846	bkedar1972@gmail.com	बर्दापुरकर के.एम.	MAH-1547-1994

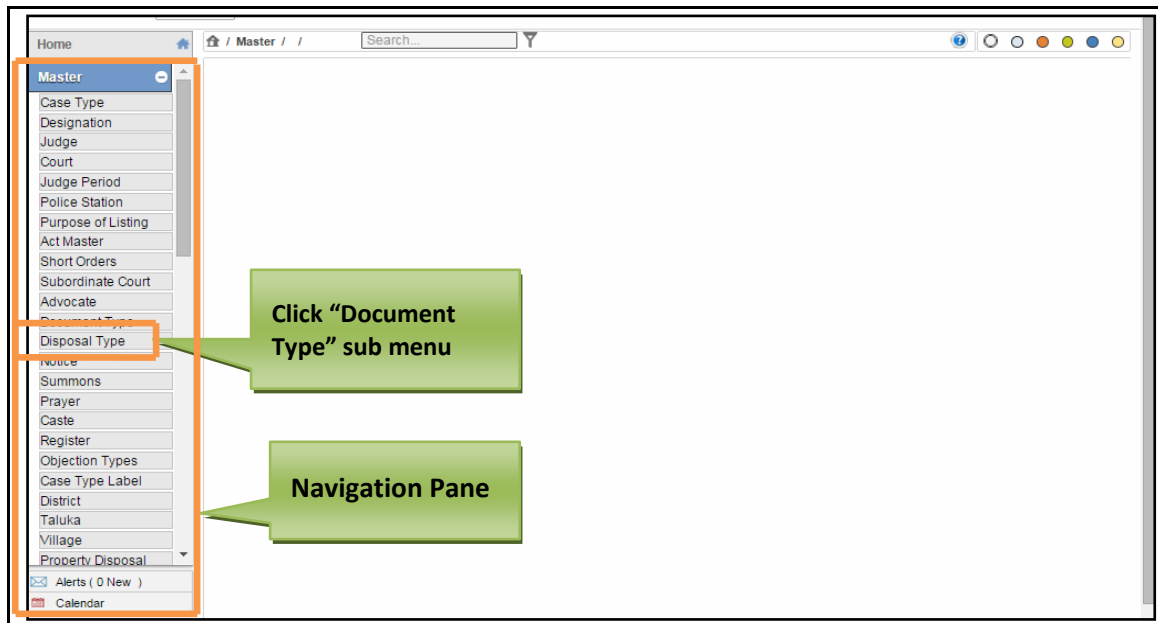
Figure 44: Advocate Report screen

### Procedure

1. When you click the **Advocate** submenu, the **Advocate (Report)** screen is displayed
2. The **Advocate Report** is displayed. (Refer to Figure Number 44)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

## 4.12 Document Type

This report provides the facility to view the list of **Document Type**. You can sort each column, copy, save, and print the report.



**Figure 45: Navigation for "Document Type" screen**

To access **Document Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Document Type** sub menu. **(Refer Figure Number 45)**
3. When you click **Document Type** sub menu, the **Document Type (Report)** screen is displayed. **(Refer Figure Number 46)**
4. The **Document Type (Report)** displays the **Document Type** list in English and local language.

Document Type	Documents	लेखापत्र
1	Plaint/Petition/Appealmemo	वाद्पत्र/अर्ज किंवा याचिका/आवाहन पत्र
2	Application for process	आदेशीकेसाठी अर्ज
3	Application for leave to sue as a pauper	नादार घोषित होण्यासाठी परवानगी अर्ज
4	Bail Bond/Personal Bond	बंधपत्र/वैयक्तिक मुचलका
5	Vakilpatra	वकीलपत्र
6	Caveat Appln.	सावधान पत्र अर्ज
7	Copy of Judgment	न्यायनिर्णयाची प्रत
9	Caveat	सावधान पत्र
10	Appln. u/s 20 of Arbitration Act.	लवाद कायद्याचे कलम २० खालील अर्ज
11	Certificate under Part X of Succe.Act.	वारसा कायद्याचे भाग १० नुसार प्रमाणपत्र

Figure 46: Document Type (Report) screen

### Procedure

1. When you click the **Document Type** submenu, the **Document (Report)** screen is displayed
2. The **Document (Report)** is displayed. (Refer to Figure Number 46)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

### 4.13 Disposal Type (Report)

This report provides the facility to view the list of **Disposal Types** entered in the **Master**. You can sort each column, copy, save, and print the report.

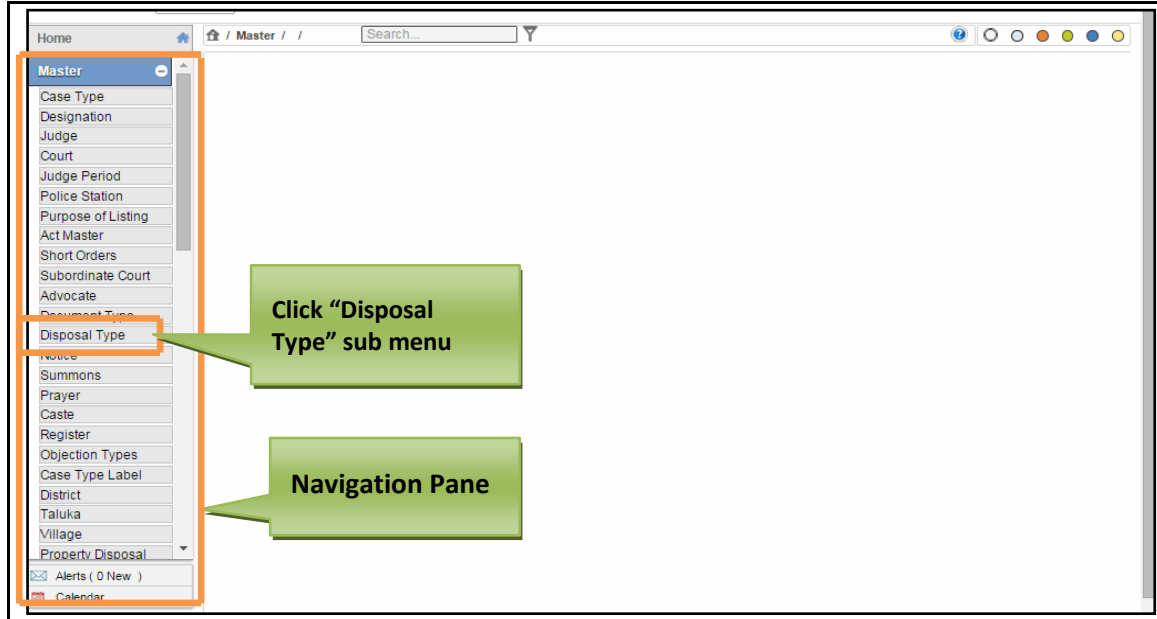


Figure 47: Navigation for " Disposal Type " screen

To access **Disposal Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Disposal Type** submenu. **(Refer Figure Number 47)**
3. When you click **Disposal Type** sub menu, the **Disposal Type (Report)** screen is displayed. **(Refer Figure Number 48)**
4. The **Disposal Type (Report)** displays the **Disposal Type** list in English and local language.

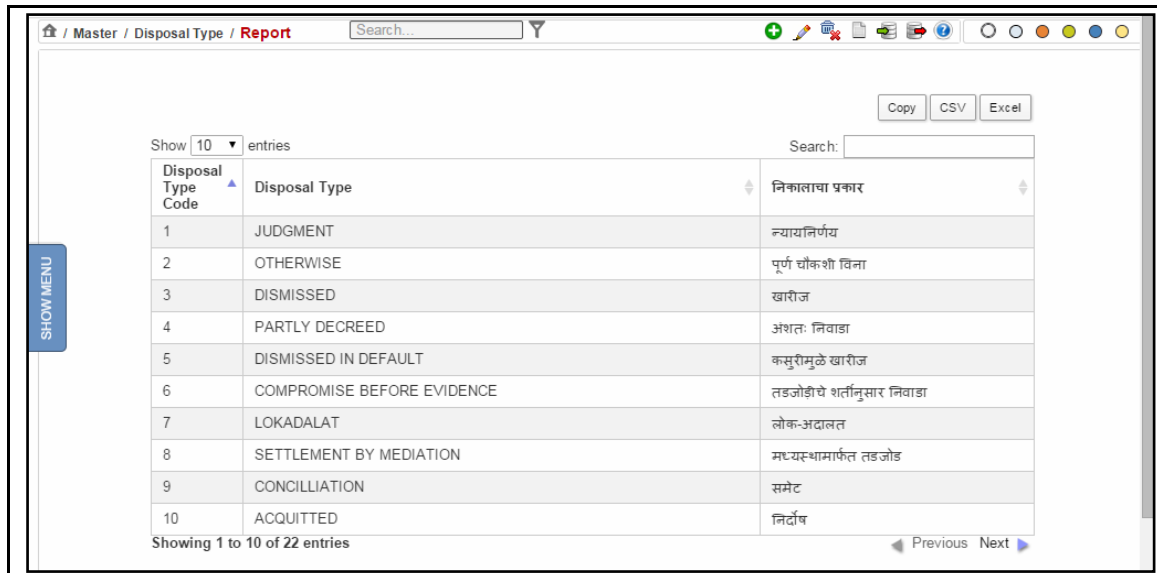


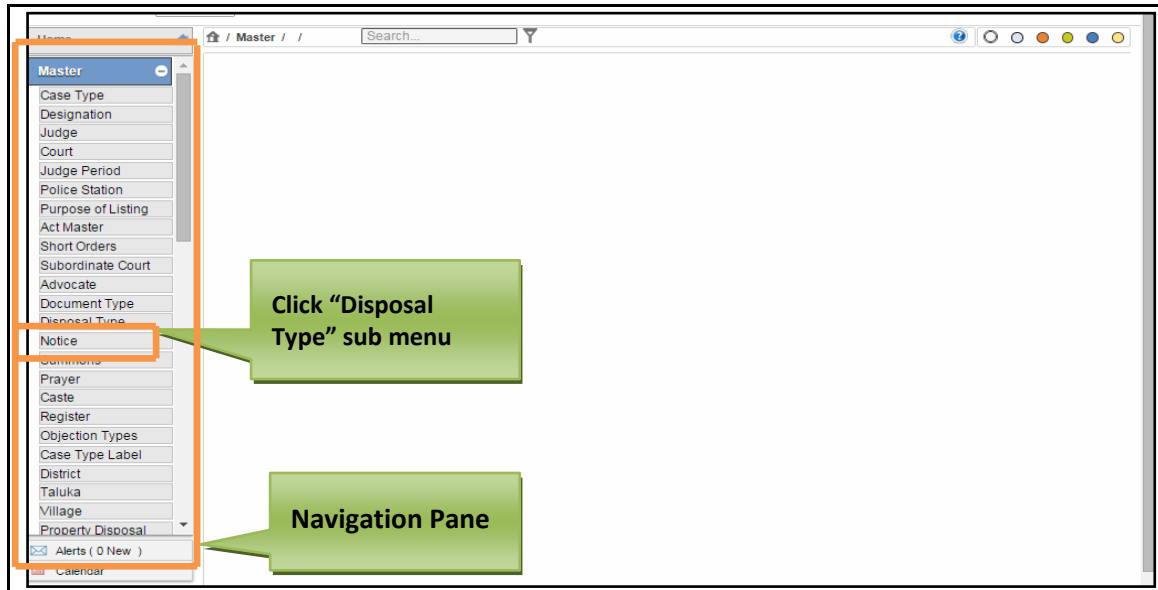
Figure 48: Disposal Types (Report) screen

**Procedure**

1. When you click the **Disposal Type** submenu, the **Disposal Type (Report)** screen is displayed
2. The **Disposal Type (Report)** is displayed. (Refer to Figure Number 48)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

**4.14 Notice**

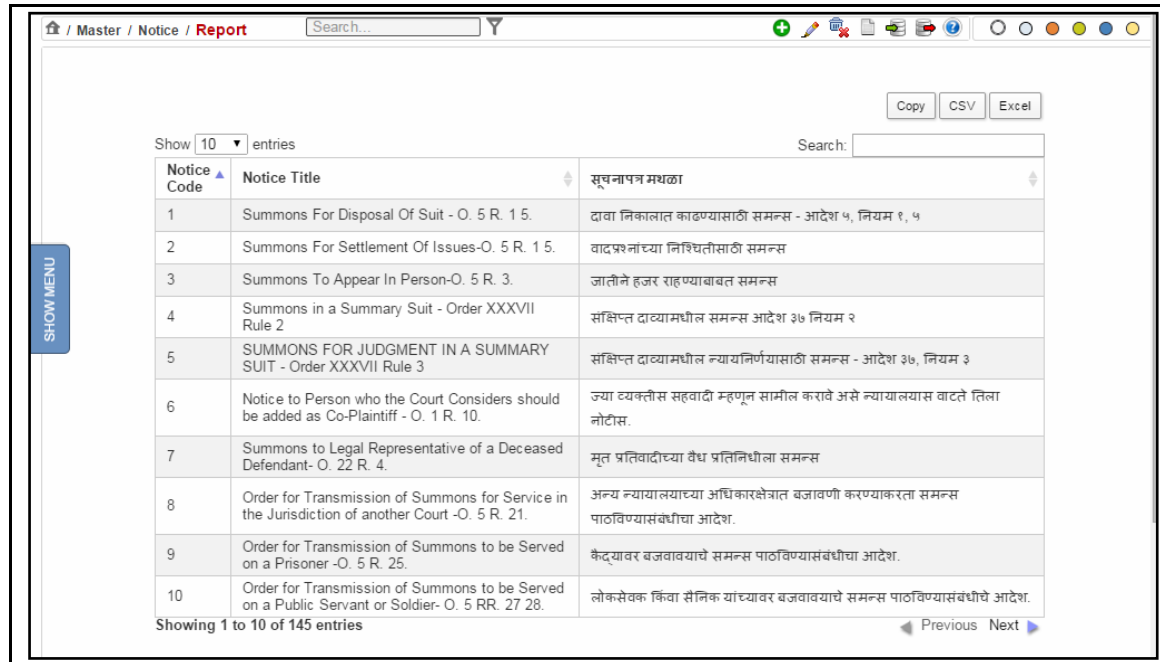
This report helps the user to view the list of **Notices**. You can sort each column, copy, save, and print the report.



**Figure 49: Navigation for " Notices " screen**

To access **Notices (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Notices** submenu. (**Refer Figure Number 49**)
3. When you click **Notices** sub menu, the **Notices (Report)** screen is displayed. (**Refer Figure Number 50**)
4. The **Notices (Report)** displays the **Notices** list in English and local language.



Master / Notice / Report Search...

Copy CSV Excel

Show 10 entries Search:

Notice Code	Notice Title	सूचनापत्र मथळा
1	Summons For Disposal Of Suit - O. 5 R. 1 5.	दावा निकालात काढण्यासाठी समन्स - आदेश ५, नियम १, ५
2	Summons For Settlement Of Issues-O. 5 R. 1 5.	वादप्रश्नांच्या निश्चितीसाठी समन्स
3	Summons To Appear In Person-O. 5 R. 3.	जातीने हजर राहण्याबाबत समन्स
4	Summons in a Summary Suit - Order XXXVII Rule 2	संक्षिप्त दाव्यामधील समन्स आदेश ३७ नियम २
5	SUMMONS FOR JUDGMENT IN A SUMMARY SUIT - Order XXXVII Rule 3	संक्षिप्त दाव्यामधील न्यायनिर्णयासाठी समन्स - आदेश ३७, नियम ३
6	Notice to Person who the Court Considers should be added as Co-Plaintiff - O. 1 R. 10.	ज्या व्यक्तीस सहवादी म्हणून सामील करावे असे न्यायालयास वाटते तिला नोटीस.
7	Summons to Legal Representative of a Deceased Defendant- O. 22 R. 4.	मृत प्रतिवादीच्या वैध प्रतिनिधीला समन्स
8	Order for Transmission of Summons for Service in the Jurisdiction of another Court -O. 5 R. 21.	अन्य न्यायालयाच्या अधिकारक्षेत्रात बजावणी करण्याकरता समन्स पाठविण्यासंबंधीचा आदेश.
9	Order for Transmission of Summons to be Served on a Prisoner -O. 5 R. 25.	कैद्यावर बजावण्याचे समन्स पाठविण्यासंबंधीचा आदेश.
10	Order for Transmission of Summons to be Served on a Public Servant or Soldier- O. 5 RR. 27 28.	लोकसेवक किंवा सैनिक यांच्यावर बजावण्याचे समन्स पाठविण्यासंबंधीचे आदेश.

Showing 1 to 10 of 145 entries Previous Next

Figure 50: Notices Report

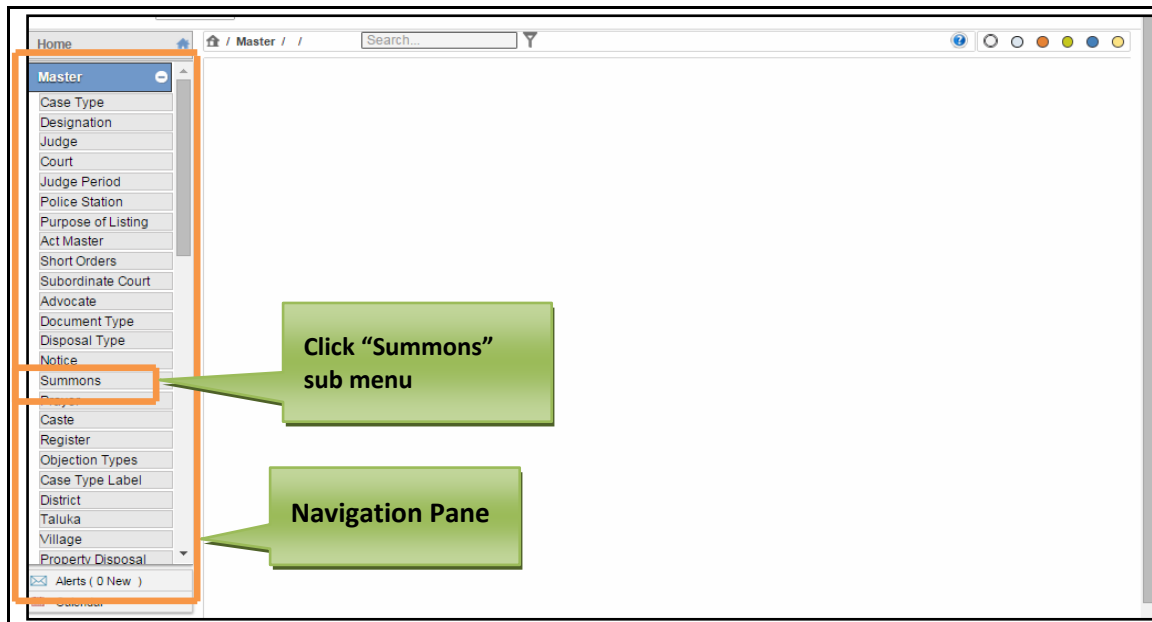
### Procedure

1. When you click the **Notices** submenu, the **Notices (Report)** screen is displayed
2. The **Notices (Report)** is displayed. (Refer to Figure Number 50)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)



### 4.15 *Summons (Report)*

This report provides the facility to view the list of **Summons**. You can sort each column, copy, save, and print the report.



**Figure 51: Navigation for "Summons (Reports)" screen**

To access **Summons (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Summons** submenu. **(Refer Figure Number 51)**
3. When you click **Notices** sub menu, the **Summons (Report)** screen is displayed. **(Refer Figure Number 52)**
4. The **Summons (Report)** displays the **Summons** list in English and local language.

Summons Code	Summons	समंस
1	Form 1 - SUMMONS TO AN ACCUSED PERSON See section 61	आरोपी व्यक्तीवर समंस - कलम ६१
2	Form 2 - WARRANT OF ARREST See section 70	अटकेचे वॉरंट - कलम ७० पाहा
3	Form 3 - BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT See section 81	नमुना क्रमांक ३ - वॉरंटाखाली अटक करण्यात आल्या नंतर बंधपत्र व जामीनखत - कलम ८१ पाहा
4	Form No 4 - PROCLAMATION REQUIRING THE APPEARANCE OF A PERSON ACCUSED See section 82	नमुना क्रमांक ४ - आरोपी व्यक्तीस उपस्थित राहण्यास फर्मावचणारी उद्घोषणा - कलम ८२ पाहा
5	Form 5 - PROCLAMATION REQUIRING THE ATTENDANCE OF A WITNESS See sections 82 87 and 90	नमुना क्रमांक ५ - साक्षीदारास हजर राहण्यास फर्मावचणारी उद्घोषणा - कलम ८२ व ९० पाहा
6	Form 6 - ORDER OF ATTACHMENT TO COMPEL THE ATTENDANCE OF A WITNESS See section 83	नमुना क्रमांक ६ - साक्षीदाराला हजर राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा
7	Form 7 - ORDER OF ATTACHMENT TO COMPEL THE APPEARANCE OF A PERSON ACCUSED See section 83	नमुना क्रमांक ७ - आरोपी व्यक्तीला उपस्थित राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा

**Figure 52: Summons (Report)**

### Procedure

1. When you click the **Summons** submenu, the **Summons (Report)** screen is displayed
2. The **Summons Report** is displayed. **(Refer to Figure Number 52)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)

## 4.16 Prayer (Report)

This report provides the facility to view the list of **Prayer details**. You can sort each column, copy, save, and print the report.

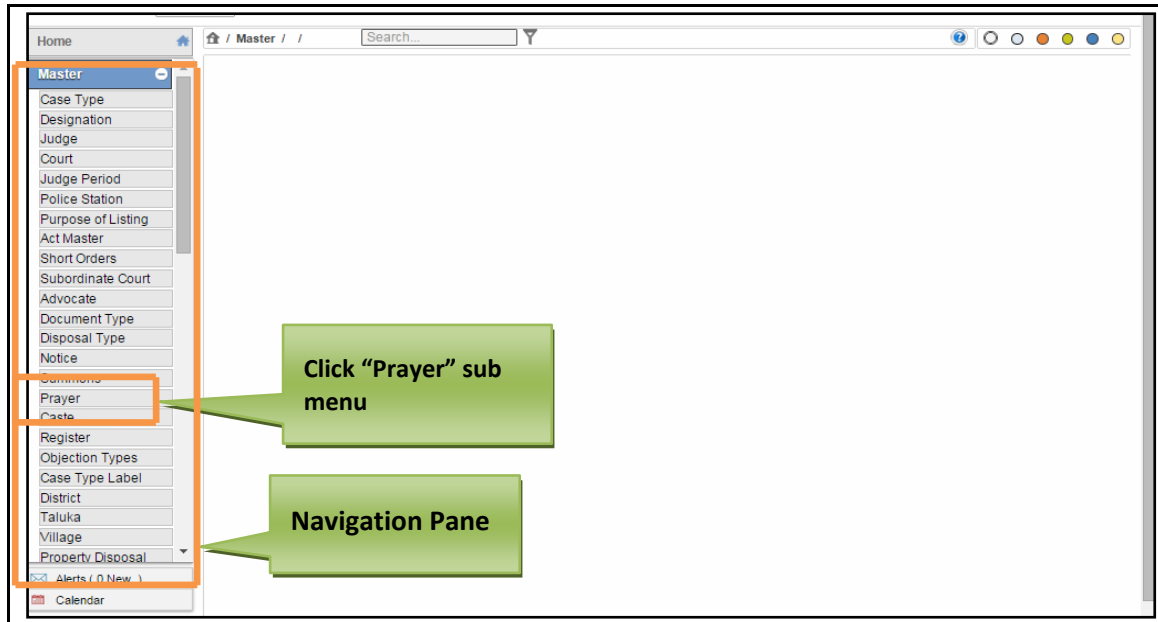


Figure 53: Navigation for "Prayer (Reports)" screen

To access **Prayer (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Prayer** submenu. **(Refer Figure Number 53)**
3. When you click **Prayer** sub menu, the **Prayer (Report)** screen is displayed. **(Refer Figure Number 54)**
4. The **Prayer (Report)** displays the **Prayer** list in English and local language.

Browser: / Master / Prayer / Report

Search: [Search...]

Show 10 entries

Copy CSV Excel

Prayer Code	Prayer Type	Prayer	IA/Case No.	किंती प्रकार	किंती
1		Plaints No.1 Money Lent.1 The plaintiff claims rupees with interest at percent from the day of 199			
2		GOODS SOLD AT A FIXED PRICE DELIVERED.1 The plaintiff as executor of E.F. claims.			
3		MOVEABLES WRONGFULLY DETAINED 1 Delivery of the said goods or rupees in case delivery cannot be had2 rupees compensation for the detention thereof.			
4		AGAINST A FRAUDULENT PURCHASER HIS TRANSFEREE WITH NOTICE. 1 Delivery of the said goods or rupees in case delivery cannot be held.2 rupees compensation for the detention thereof.			
5		RESCISSION OF A CONTRACT ON THE GROUND OF MISTAKE. 1 rupees with interest from the day of 192 that the said agreement be delivered up and cancelled.			
6		AN INJUNCTION RESTRAINING WASTE1 that the defendant be restrained by injunction from committing or permitting any further waste on the said premises.Pecuniary compnsation may also be claimed.			
7		INJUNCTION RESTRAINING NUISANCE1 that the defendant be restrained by injunction from committing or permitting any further nuisance.			
8		PUBLIC NUISANCE1 A declaration that the defendant is not entitled to obstruct the passage of the public along the said public road2 an injunction restraining the defendant that obstructing the passage of the public along the said public road and directing the defendant to remove the earth and stones wrongfully heaped up as aforesaid.			

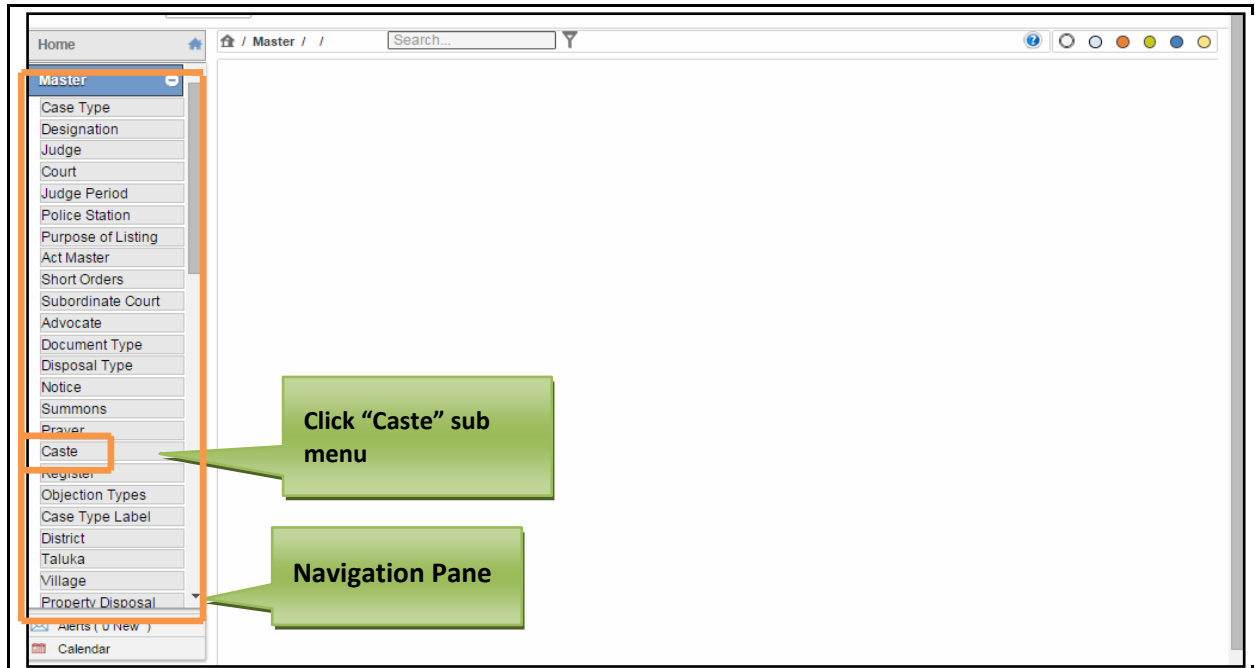
Figure 54: Prayer (Report)

### Procedure

1. When you click the **Prayer** submenu, the **Prayer (Report)** screen is displayed
2. The **Prayer (Report)** is displayed. (Refer to Figure Number 54)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

### 4.17 Caste (Report)

This report provides the facility to view the list of **Caste details**. You can sort each column, copy, save, and print the report.



**Figure 55: Navigation for "Caste (Reports)" screen**

To access **Caste (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Caste** submenu. (**Refer Figure Number 55**)
3. When you click **Caste** sub menu, the **Caste (Report)** screen is displayed. (**Refer Figure Number 56**)
4. The **Caste (Report)** displays the **Caste** list in English and local language.

Caste Code	Caste Category	जात
1	Open-Hindu	खुला-हिंदू-
1	Open-Hindu	-
2	SC-Hindu	अ.जा.-हिंदू-
2	SC-Hindu	-
4	ST-Christian	अ.ज.-ख्रिश्चन-
4	ST-Christian	-
5	OBC-Muslim	इ.मा.व.-मुस्लीम-
5	OBC-Muslim	-
6	NT-Hindu	भ.ज.-हिंदू-
6	NT-Hindu	-

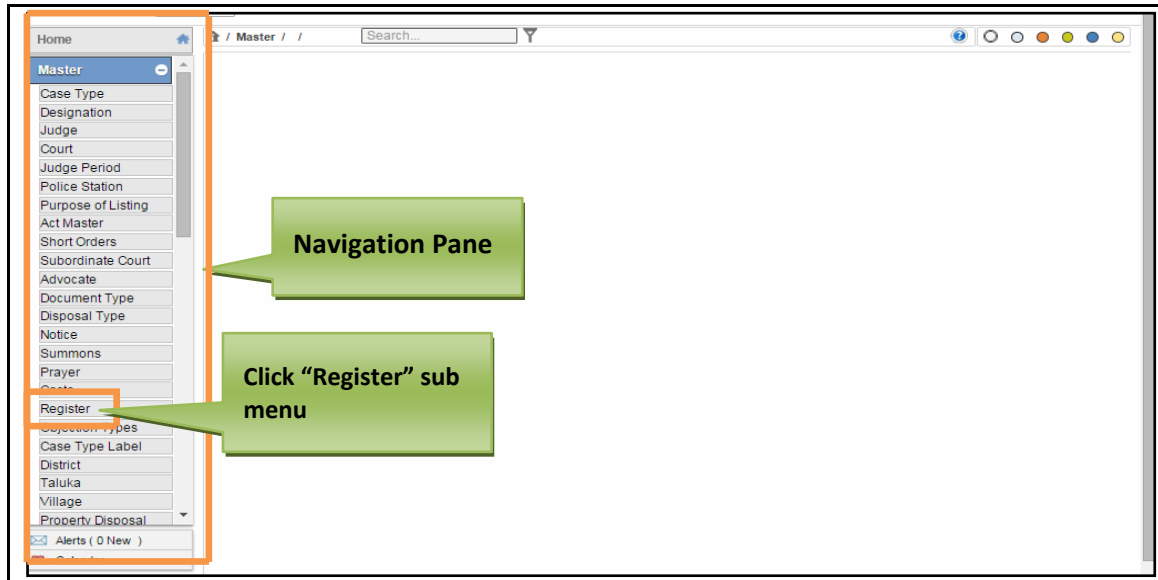
Figure 56: Caste (Report)

### Procedure

1. When you click the **Caste** submenu, the **Caste (Report)** screen is displayed
2. The **Caste (Report)** is displayed. (Refer to Figure Number 56)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Report features.](#)

### 4.18 Register (Report)

This report provides the facility to view the list of **Register details**. You can sort each column, copy, save, and print the report.



**Figure 57: Navigation for "Register (Report)" screen**

To access **Register (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Register** submenu. **(Refer Figure Number 57)**
3. When you click **Register** sub menu, the **Register (Report)** screen is displayed. **(Refer Figure Number 58)**
4. The **Register (Report)** displays the **Register** list in English and local language.

Register Code	Register	Case Type	Urgent Rate	Ordinary Copy Rate	Appear after days	नोंदवही
1	Civil	Civil Appeal-1 Misc. Civil Appeal-2 Civil M.A.-3 Civil Revn.-4 Civil Suit-5 Marriage Petn.-6 Land Ref.-7 Darkhast-8 L.R.DKST.-9 Elec. Petn.-10 C.Appln.-11 Reg. Civil Suit-27 Munci. Appeal-28 Spl. Civ. Suit-29 L.R.M.A.-33 Arbitration Case-35 Reg Dkst-47 Spl. Dkst-48 Rent Appeal-51 M.A.N.R.J.I.-52 Small Cause Suit-54 Rent Suit-55 Trust Appeal-56 Trust Suit-57 Sum. Civ. Suit-59 M. J. Cases-60 Mesne Profit-61 Succession-62 Final Decree-63	7.00	4.00	0	दिवानी

**Figure 58: Register (Report)**

#### Procedure

1. When you click the **Register** submenu, the **Register (Report)** screen is displayed
2. The **Register (Report)** is displayed. (Refer to Figure Number 58)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Report features.](#)

### 4.19 Objection Types (Report)

This report provides the facility to view the list of **Objection Types**. You can sort each column, copy, save, and print the report.



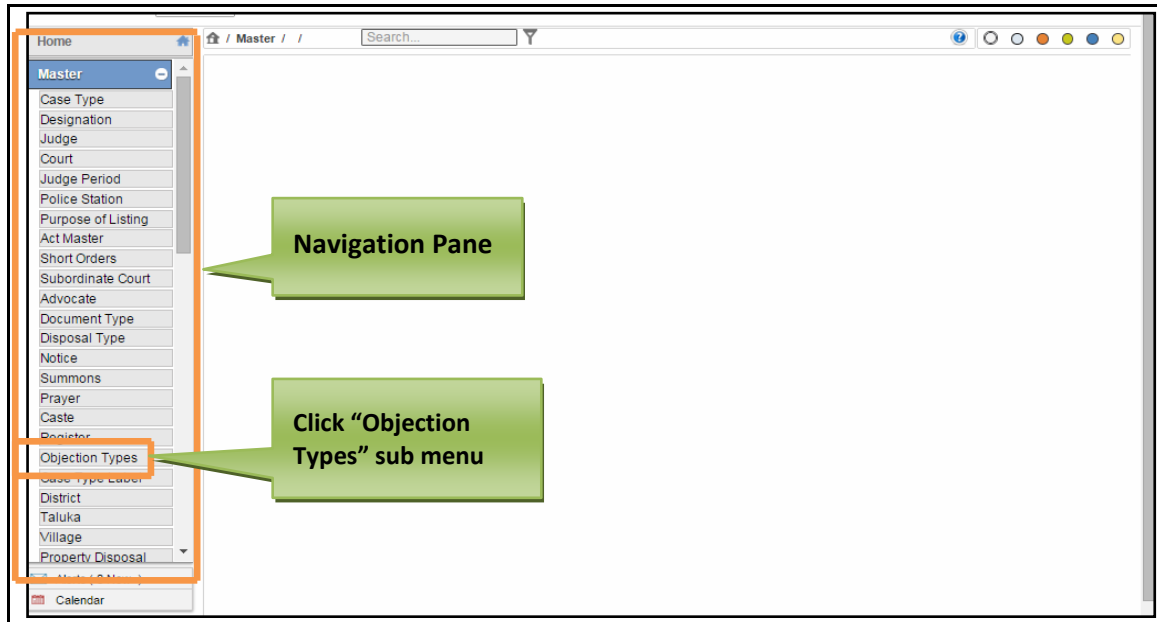


Figure 59: Navigation for "Objection Types (Report)" screen

To access **Document Type (Report)** screen, follow the steps given below:

1. On the **Objection Types**, click the **Master** menu.
2. Then, click the **Objection Types** submenu (**Refer Figure Number 59**)
3. When you click **Objection Types** sub menu, the **Objection Types (Report)** screen is displayed. (**Refer Figure Number 60**)
4. The **Objection Types (Report)** displays the **Objection Types** list in English and local language.

Register Code	Register	Case Type	Urgent Rate	Ordinary Copy Rate	Appear after days	नोंदवही
1	Civil	Civil Appeal-1 Misc. Civil Appeal-2 Civil M.A.-3 Civil Revn.-4 Civil Suit-5 Marriage Petn.-6 Land Ref.-7 Darkhast-8 L.R.DKST.-9 Elec. Petn.-10 C.Appln.-11 Reg. Civil Suit-27 Munci. Appeal-28 Spl. Civ. Suit-29 L.R.M.A.-33 Arbitration Case-35 Reg Dkst-47 Spl Dkst-48 Rent Appeal-51 M.A.N.R.J.I.-52 Small Cause Suit-54 Rent Suit-55 Trust Appeal-56 Trust Suit-57 Sum. Civ. Suit-59 M. J. Cases-60 Mesne Profit-61 Succession-62 Final Decree-63	7.00	4.00	0	दिवानी

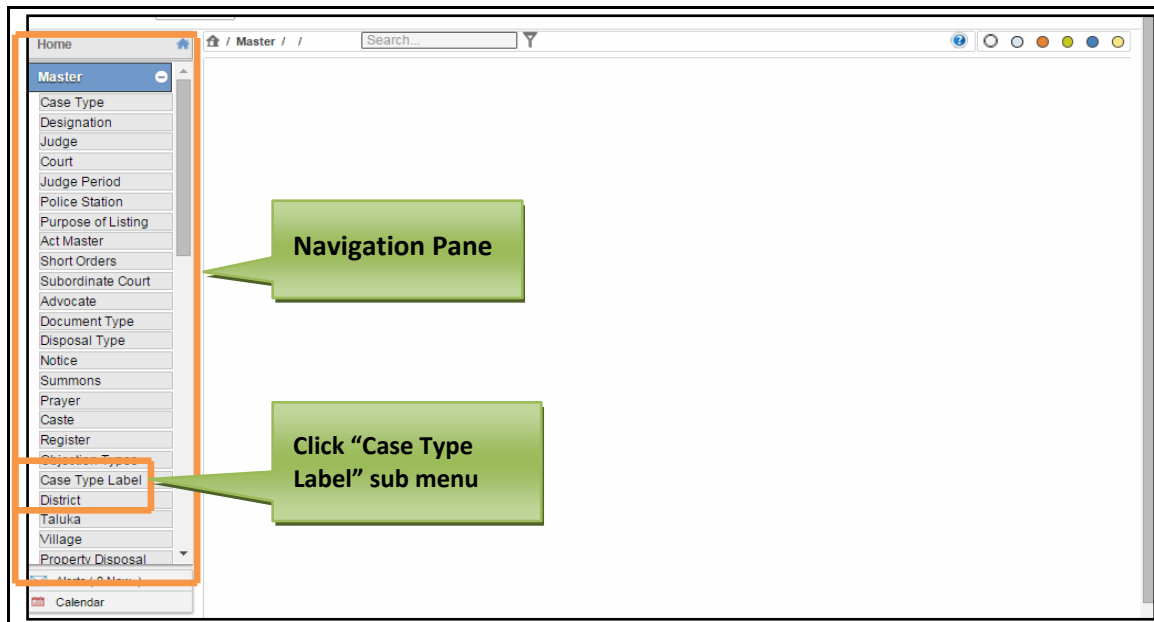
**Figure 60: Objection Types (Report)**

#### Procedure

1. When you click the **Objection Types** submenu, the **Objection Types (Report)** screen is displayed.
2. The **Objection Types (Report)** is displayed. (Refer to Figure Number 60)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports features.](#)

## 4.20 Case Type Label (Report)

This report provides the facility to view the list of **Case Type Labels**. You can sort each column, copy, save, and print the report.



**Figure 61: Navigation for "Case Type Label (Report)" screen**

To access **Case Type Label (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Case Type Label** submenu. **(Refer Figure Number 61)**
3. When you click **Case Type Label** sub menu, the **Case Type Label (Report)** screen is displayed. **(Refer Figure Number 62)**
4. The **Case Type Label (Report)** displays the **Case Type Label** list in English and local language.

Case Type	Label1	Label2	Label3	Label4	Label5	Label6	Label7	Label8	Label9	Label10	Label11	Label12	Label (Date field)
Civil Appeal	accident												
Civil M.A.	b	a	a	a	a	a	a	a	a	aa	a	a	a
M.A.C.P.	test1	test2	test3	test4									

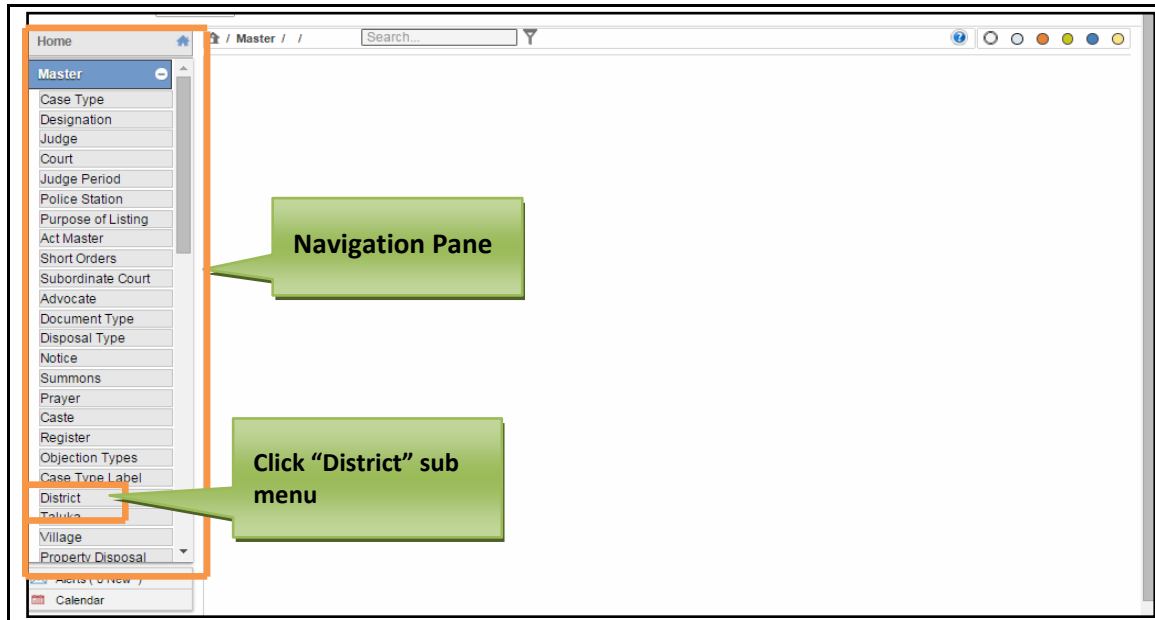
Figure 62: Case Type Labels (Report) screen

### Procedure

1. When you click the **Case Type Label** submenu, the **Case Type Label (Report)** screen is displayed.
2. The **Case Type Labels (Report)** is displayed. (Refer to Figure Number 62)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

### 4.21 District (Report)

This report provides the facility to view the list of **Districts**. You can sort each column, copy, save, and print the report.



**Figure 63: Navigation for " District (Report)" screen**

To access **District (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **District** submenu. (**Refer Figure Number 63**)
3. When you click **District** sub menu, the **District (Report)** screen is displayed. (**Refer Figure Number 64**)
4. The **District (Report)** displays the **District** list in English and local language.

The screenshot shows the 'District / Report' screen. At the top, there is a search bar and buttons for 'Copy', 'CSV', and 'Excel'. Below the search bar, there is a 'Show 10 entries' dropdown and a 'Search:' input field. The main content is a table with the following data:

District Code	District	जिल्हा
1	Nandurbar	नंदुरबार
2	Dhule	धुळे
3	Jalgaon	जळगाव
4	Buldana	बुलढाणा
5	Akola	अकोला
6	Washim	वाशीम
7	Amravati	अमरावती
8	Wardha	वर्धा
9	Nagpur	नागपूर
10	Bhandara	भंडारा

At the bottom of the table, it says 'Showing 1 to 10 of 35 entries'. There are 'Previous' and 'Next' navigation buttons at the bottom right.

**Figure 64: District (Report) screen**

## Procedure

1. When you click the **District** submenu, the **District (Report)** screen is displayed.
2. The **District (Report)** is displayed. (Refer to Figure Number 64)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. *Click the hyperlink (text in blue) to view the Reports feature.*

### 4.22 Taluka (Report)

This report lists the names of **Taluka** along with the **District** name. You can sort each column, copy, save, and print the report.

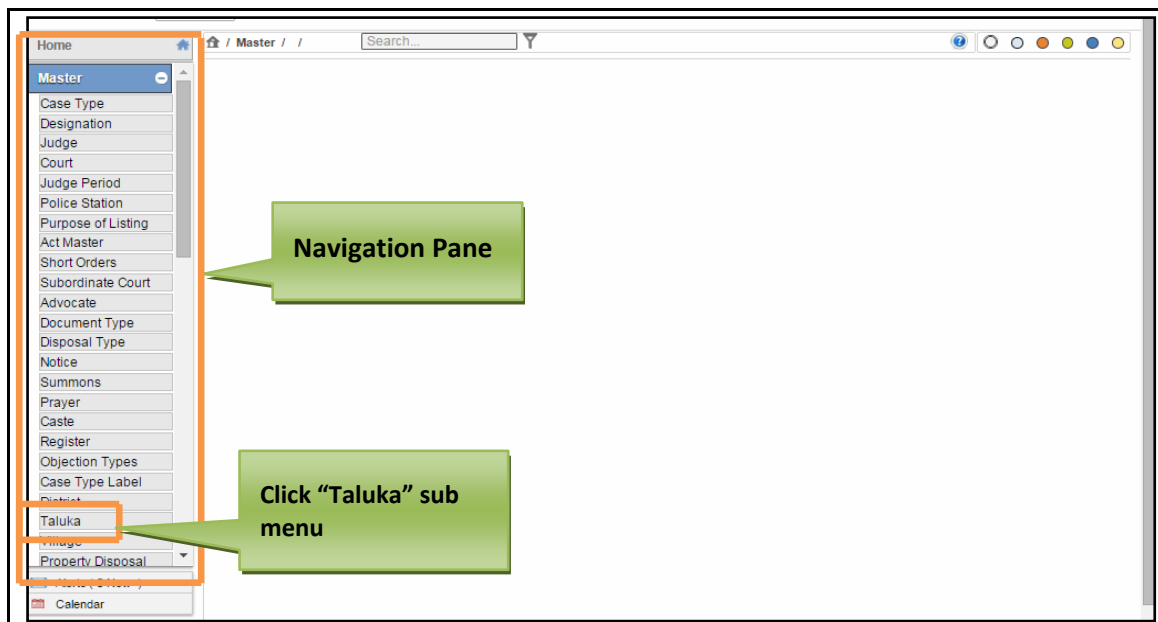
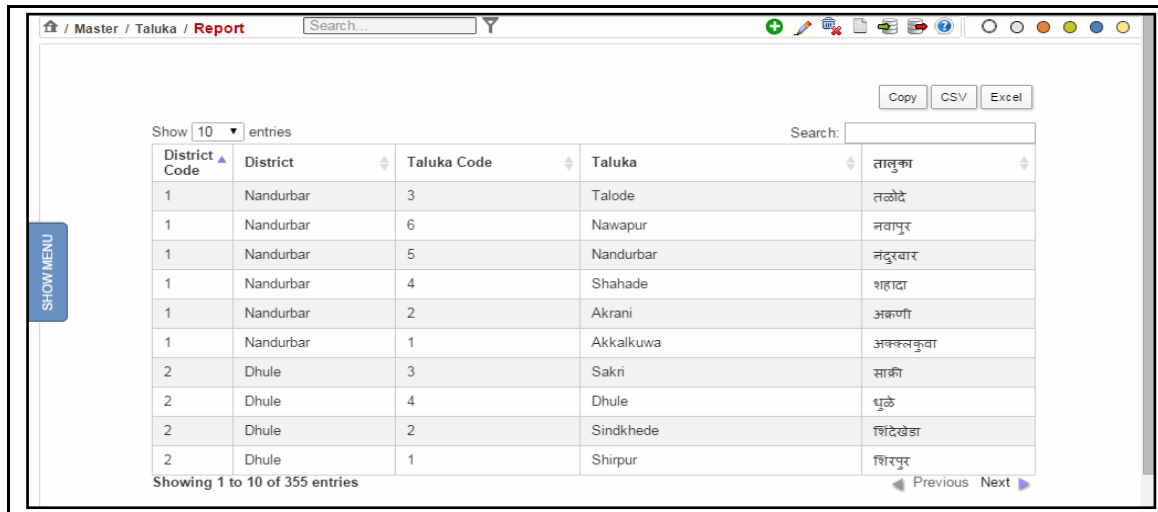


Figure 65: Navigation for "Taluka (Report)" screen

To access **Taluka (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Taluka** submenu (Refer Figure Number 65)

3. When you click **Taluka** sub menu, the **Taluka (Report)** screen is displayed. (Refer Figure Number 66)
4. The **Taluka (Report)** displays the **Taluka** list in English and local language.



The screenshot shows a web application interface for the 'Taluka (Report)' screen. The browser address bar displays '/ Master / Taluka / Report'. The page includes a search bar, a 'Show 10 entries' dropdown, and buttons for 'Copy', 'CSV', and 'Excel'. A table lists Taluka data with columns for District Code, District, Taluka Code, Taluka, and a local language name. A 'SHOW MENU' button is visible on the left side of the table.

District Code	District	Taluka Code	Taluka	तालुका
1	Nandurbar	3	Talode	तळोदे
1	Nandurbar	6	Nawapur	नवापुर
1	Nandurbar	5	Nandurbar	नंदुरबार
1	Nandurbar	4	Shahade	शहादा
1	Nandurbar	2	Akrani	अक्रणी
1	Nandurbar	1	Akkalkuwa	अक्कलकुवा
2	Dhule	3	Sakri	साक्री
2	Dhule	4	Dhule	धुळे
2	Dhule	2	Sindkhede	सिंदखेडा
2	Dhule	1	Shirpur	शिरपुर

Showing 1 to 10 of 355 entries

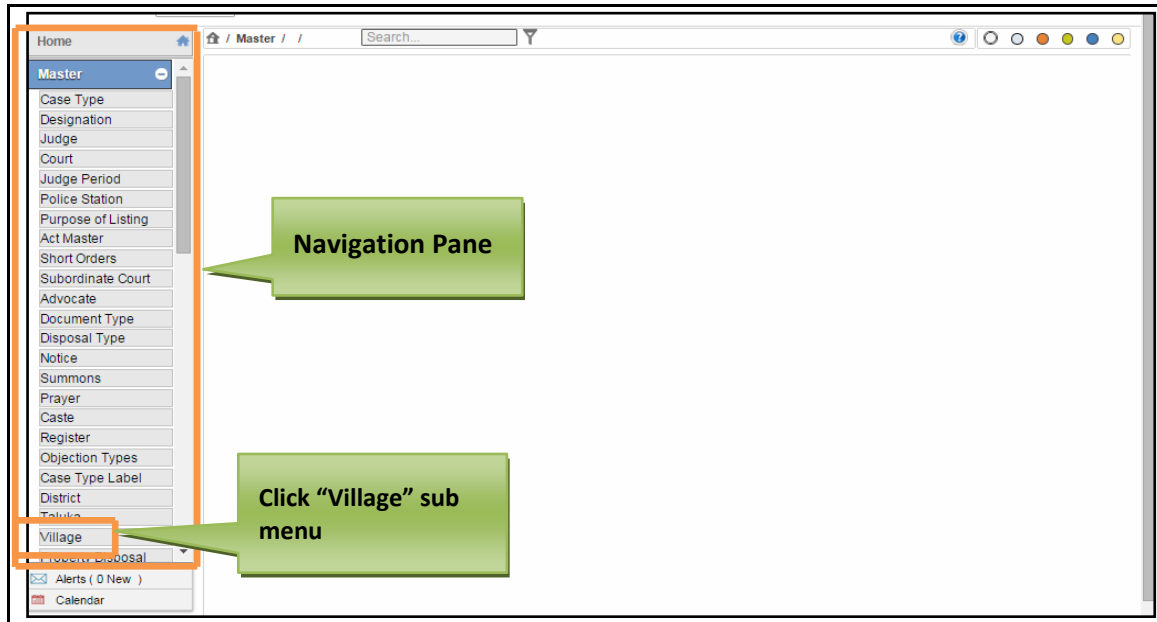
Figure 66: Taluka (Report) screen

### Procedure

1. When you click the **Taluka** submenu, the **Taluka (Report)** screen is displayed.
2. The **Taluka Report** is displayed. (Refer to Figure Number 66)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) to view the Reports feature.**

### 4.23 Village (Report)

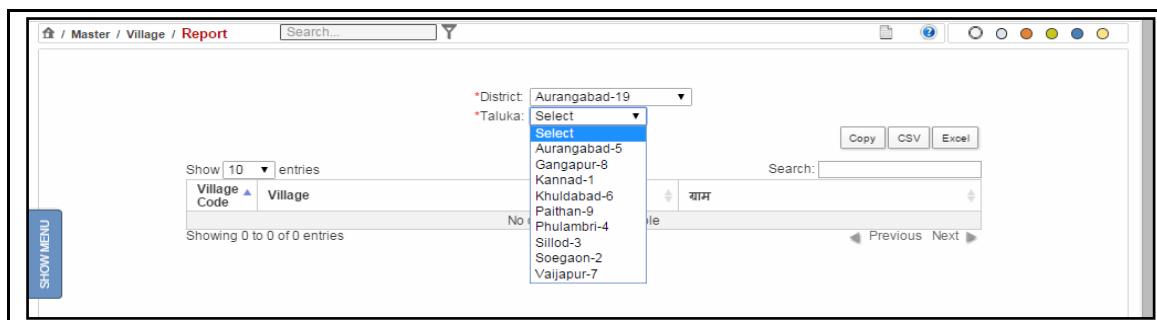
This report lists all the villages for the selected **District** and **Taluka**. You can sort each column, copy, save, and print the report.



**Figure 67: Navigation for "Village (Report)" screen**

To access **Village (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Village** submenu. **(Refer Figure Number 67)**
3. When you click **Village** sub menu, the **Village (Report)** screen is displayed. **(Refer Figure Number 68)**
4. The **Village (Report)** displays the **Village** list in English and local language.



**Figure 68: Village screen**

5. By default, the District is displayed in the **District** select box.
6. Select the Taluka from the **Taluka** select box. The list of the **Villages** for the selected **District** and the **Taluka** are displayed.



Master / Village / Report

\*District: Aurangabad-19

\*Taluka: Aurangabad-5

Copy CSV Excel

Show 10 entries Search:

Village Code	Village	ग्राम
80548	Chauka	चौका
80549	Chaukawadi	चौकावाडी
80550	Satala	साताळा
80551	Morvira	मोरहिरा
80552	Pophala	पोफळा
80553	Khamkheda	खामखेडा
80554	Donwada	डोणवाडा
80555	Borwadi	बोरवाडी
80556	Borwadi Tanda	बोरवाडी तांडा
80557	Dhondkheda	धोडखेडा

Showing 1 to 10 of 227 entries

Previous Next

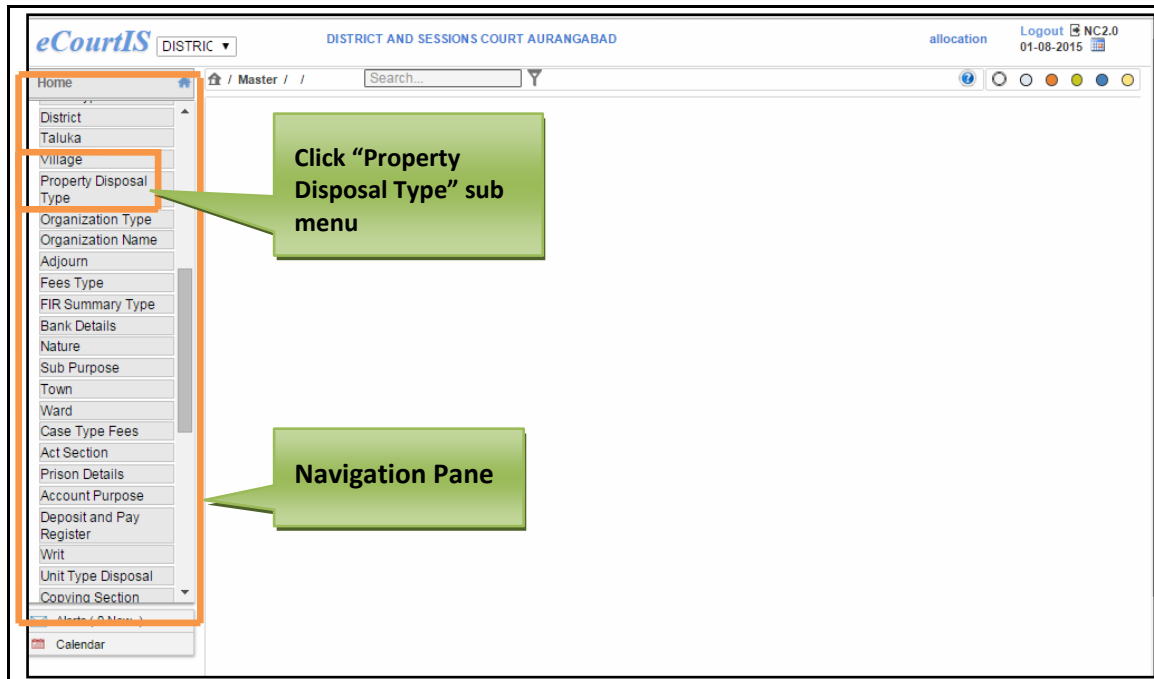
Figure 69: Village (Report) screen

### Procedure

1. When you click the **Village** submenu, the **Village (Report)** is displayed.
2. The **Village Report** is displayed. (Refer to Figure Number 69)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 5 to view the Reports feature.](#)

## 4.24 Property Disposal (Report)

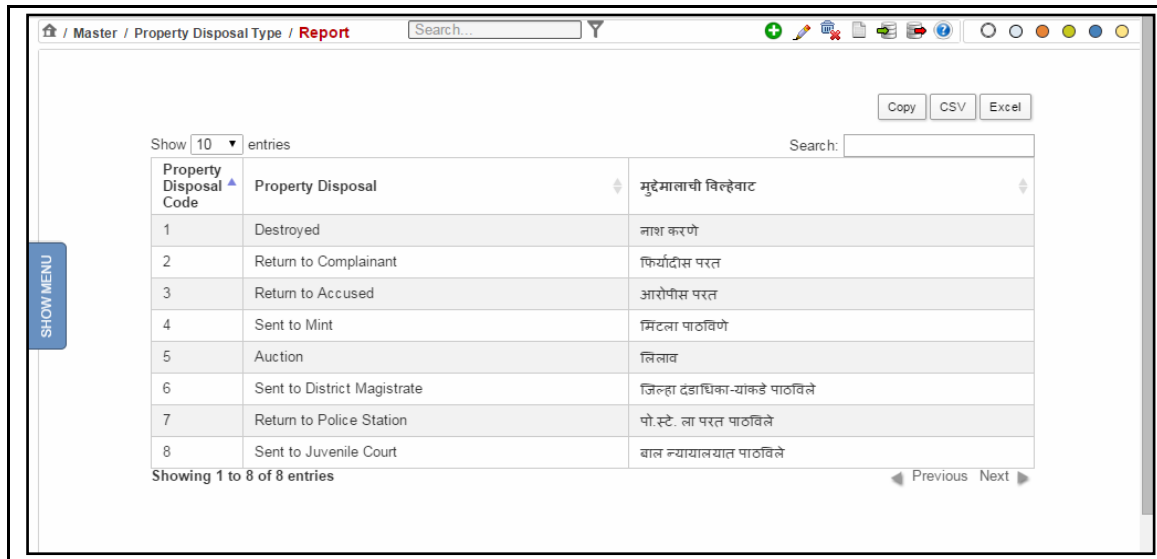
This report lists all the **Property Disposed** details. You can sort each column, copy, save, and print the report.



**Figure 70: Navigation for "Property Disposal Type" screen**

To access **Property Disposal Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Property Disposal Type** submenu. **(Refer Figure Number 70)**
3. When you click **Property Disposal Type** sub menu, the **Property Disposal Type (Report)** screen is displayed. **(Refer Figure Number 71)**
4. The **Property Disposal Type (Report)** displays the **Property Disposal Type** list in English and local language.



Master / Property Disposal Type / Report Search...

Copy CSV Excel

Show 10 entries Search:

Property Disposal Code	Property Disposal	
1	Destroyed	मुद्देमालाची विव्हेवाट
2	Return to Complainant	नाश करणे
3	Return to Accused	फिर्यादीस परत
4	Sent to Mint	आरोपीस परत
5	Auction	मिंटला पाठविणे
6	Sent to District Magistrate	लिलाव
7	Return to Police Station	जिल्हा दंडाधिका-याकडे पाठविले
8	Sent to Juvenile Court	पो.स्टे. ला परत पाठविले

Showing 1 to 8 of 8 entries Previous Next

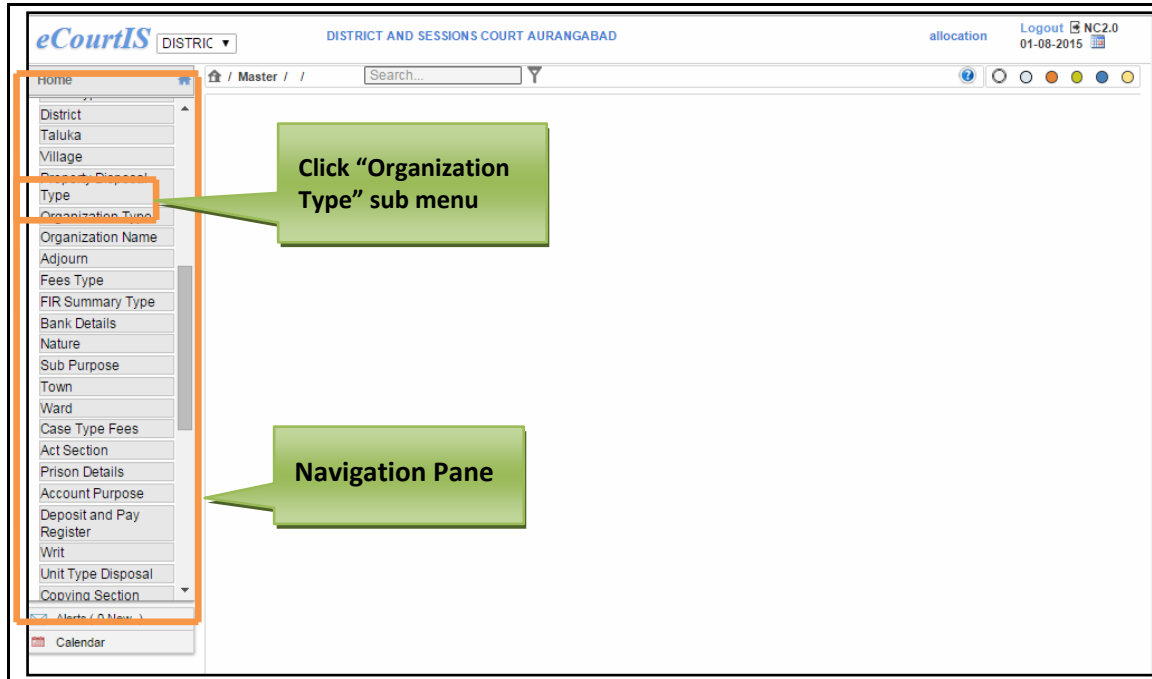
Figure 71: Property Disposal (Report) screen

### Procedure

1. When you click the **Property Disposal Type** submenu, the **Property Disposal Type (Report)** screen is displayed.
2. The **Property Disposal Type Report** is displayed. (Refer to Figure Number 71)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

## 4.25 Organization Type (Report)

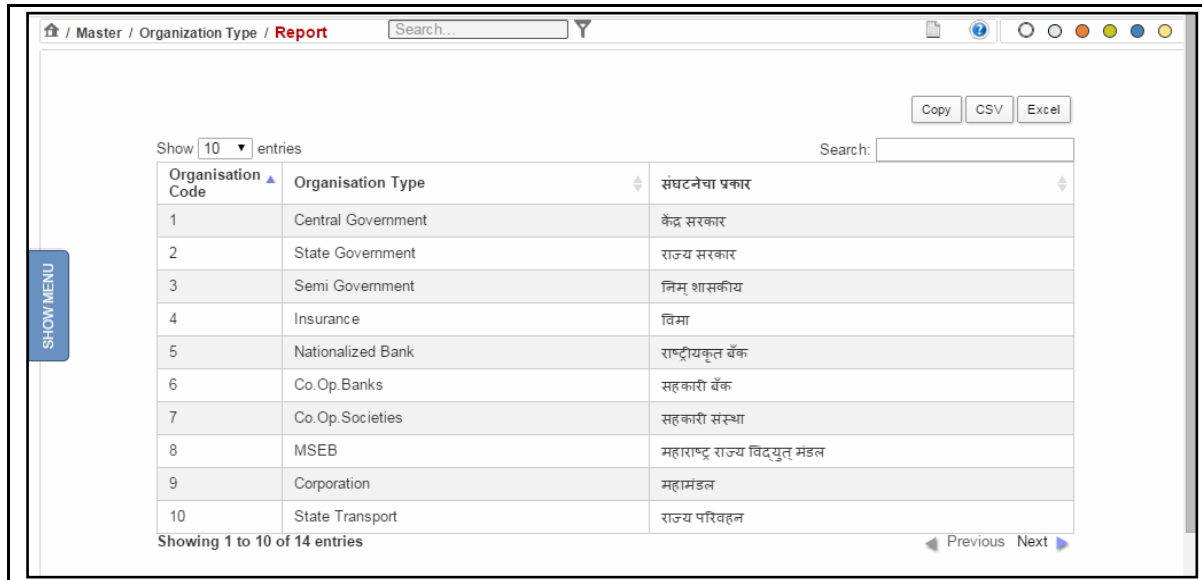
This report lists all the **Organization Types**. You can sort each column, copy, save, and print the report.



**Figure 72: Navigation for "Organization Type" screen**

To access **Organization Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Organization Type** submenu. **(Refer Figure Number 72)**
3. When you click **Organization Type** sub menu, the **Organization Type (Report)** screen is displayed. **(Refer Figure Number 73)**
4. The **Organization Type (Report)** displays the **Organization Type** list in English and local language.



Home / Master / Organization Type / Report Search...

Copy CSV Excel

Show 10 entries Search:

Organisation Code	Organisation Type	संघटनेचा प्रकार
1	Central Government	केंद्र सरकार
2	State Government	राज्य सरकार
3	Semi Government	निम्न शासकीय
4	Insurance	विमा
5	Nationalized Bank	राष्ट्रीयकृत बँक
6	Co.Op.Banks	सहकारी बँक
7	Co.Op.Societies	सहकारी संस्था
8	MSEB	महाराष्ट्र राज्य विद्युत् मंडल
9	Corporation	महामंडल
10	State Transport	राज्य परिवहन

Showing 1 to 10 of 14 entries Previous Next

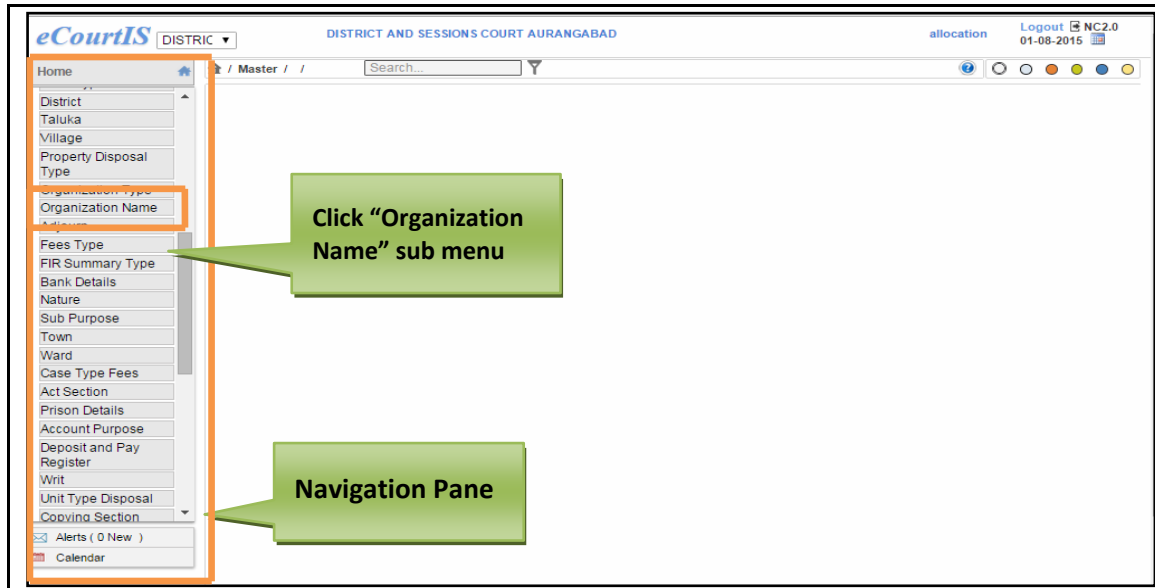
**Figure 73: Organization Type (Report) screen**

### Procedure

1. When you click the **Organization Type Report** submenu, the **Organization Type Report (Report)** screen is displayed.
2. The **Organization Type Report** is displayed. (Refer to Figure Number 73)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

### 4.26 Organization Name (Report)

This report lists all the **Organization Types**.



**Figure 74: Navigation for "Organization Name" screen**

To access **Organization Name (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Organization Name** submenu. (**Refer Figure Number 74**)
3. When you click **Organization Name** sub menu, the **Organization Name (Report)** screen is displayed. (**Refer Figure Number 75**)
4. The **Organization Name (Report)** displays the **Organization Name** list in English and local language.

Organisation ID	Organisation Type	Organisation Name	Contact Person	Address	District	Town	Ward	Taluka	Villag
1	Semi Government	Municipal Corporation, Aurangabad	Through Commissioner	Aurangabad					
2	Private Sectors	Shriram Transport Finance Co.Ltd.		Aurangabad					
3	Public Sectors	Bhartiya Samaj Seva Kendra		Aurangabad					
4	Private Sectors	Shriram City Union Finance Ltd		at Bagla Chambers, CTs No. 12484/1, Opp. St. Francis School, Jalna Road, Aurangabad					

**Figure 75: Organization Name (Report) screen**

**Procedure:**

1. When you click the **Organization Name** submenu, the **Organization Name (Report)** screen is displayed.
2. The **Organization Name Report** is displayed. (Refer to Figure Number 75)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) to view the Reports feature.](#)

### 4.27 Adjourn (Report)

This report lists all the **Adjourn** details. You can sort each column, copy, save, and print the report.

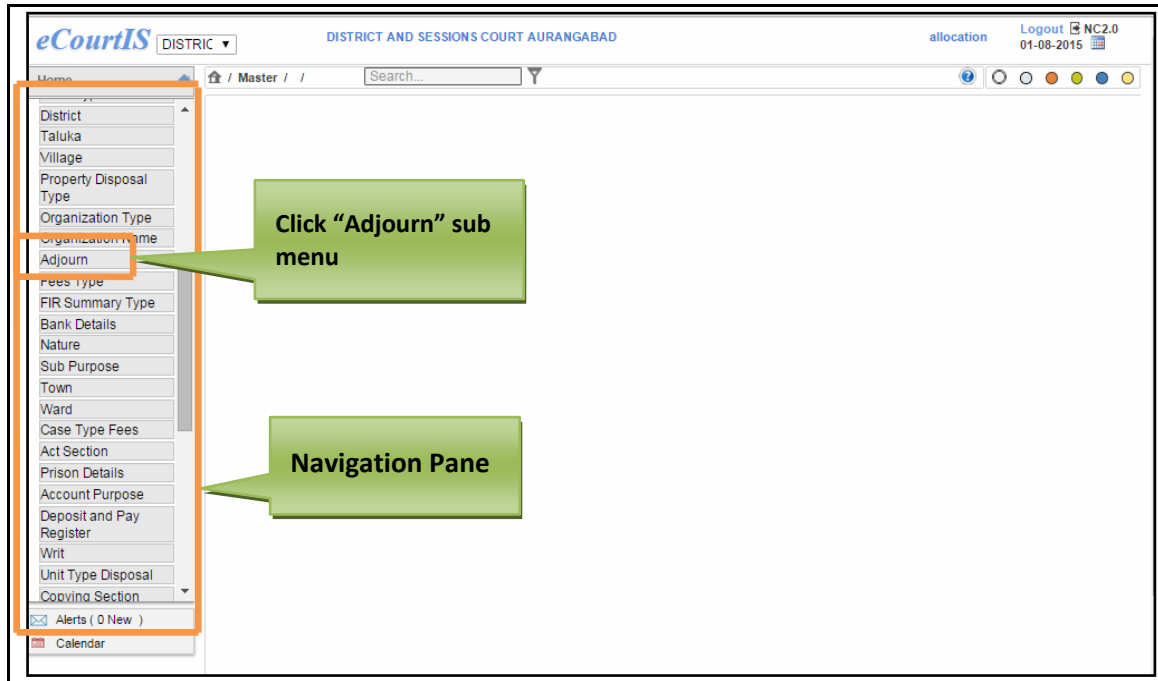


Figure 76: Navigation for "Adjournal" screen

To access **Adjournal (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Adjournal** submenu. (Refer Figure Number 76)
3. When you click **Adjournal** sub menu, the **Adjournal (Report)** screen is displayed. (Refer Figure Number 77)
4. The **Adjournal (Report)** displays the **Adjournal** list in English and local language.

Adjournal Code	Reason for Adjournal	National Code	तहकूबीचे कारण
1	Both the parties are absent	0	दोन्ही पक्ष गैरहजर
2	Plaintiff absent	0	वादी गैरहजर
3	Defendant absent	0	प्रदिवादी गैरहजर
4	Plaintiff Advocate absent	0	वादी वकील गैरहजर
5	Defendant Advocate absent	0	प्रदिवादी वकील गैरहजर
6	Witness absent	0	साक्षीदार गैरहजर
7	Third Party absent	0	त्रयस्थ पक्ष गैरहजर
8	Presiding Judge is on leave	0	न्यायाधीश रजेवर
9	Court is busy in other work	0	न्यायालय दुस-या कामामध्ये व्यस्त
10	Court time is over	0	न्यायालयाची वेळ समाप्त

Figure 77: Adjournal (Report) screen

## Procedure



1. When you click the **Adjourn** submenu, the **Adjourn (Report)** screen is displayed.
2. The **Adjourn Report** is displayed. (Refer to Figure Number 77)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports feature.](#)

#### 4.28 Fees Type (Report)

This report helps the user to view all **Fees Type**. You can sort each column, copy, save, and print the report.

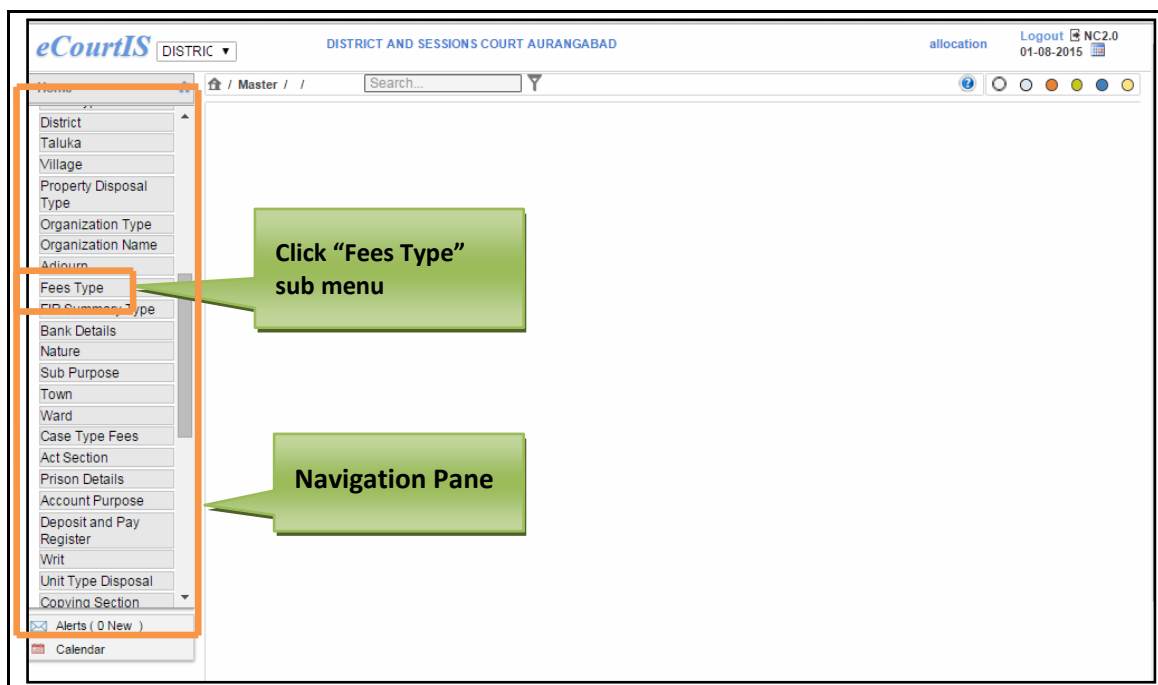


Figure 78: Navigation for "Fees Type (Report)" screen

To access **Fees Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Fees Type** submenu. (Refer Figure Number 78)
3. When you click **Fees Type** sub menu, the **Fees Type (Report)** screen is displayed. (Refer Figure Number 79)
4. The **Fees Type (Report)** displays the **Fees Type** list in English and local language

Fees Type ID	Fees Type	शुल्क प्रकार
1	Court Fee	न्यायालयीन शुल्क
2	Other Fee	इतर शुल्क
3	Search Fees	शोध शुल्क
4	Process Fee	आदेशिका शुल्क

Figure 79: Fees Type (Report) screen

### Procedure

1. When you click the **Fees Type** submenu, the **Fees Type (Report)** screen is displayed.
2. The **Fees Type** Report is displayed. (Refer to Figure Number 79)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports feature.**

### 4.29 FIR Summary Type (Report)

This report helps the user to view the type of the **FIR Summary**. This option provides the facility to sort each column, copy, save, and print the report.

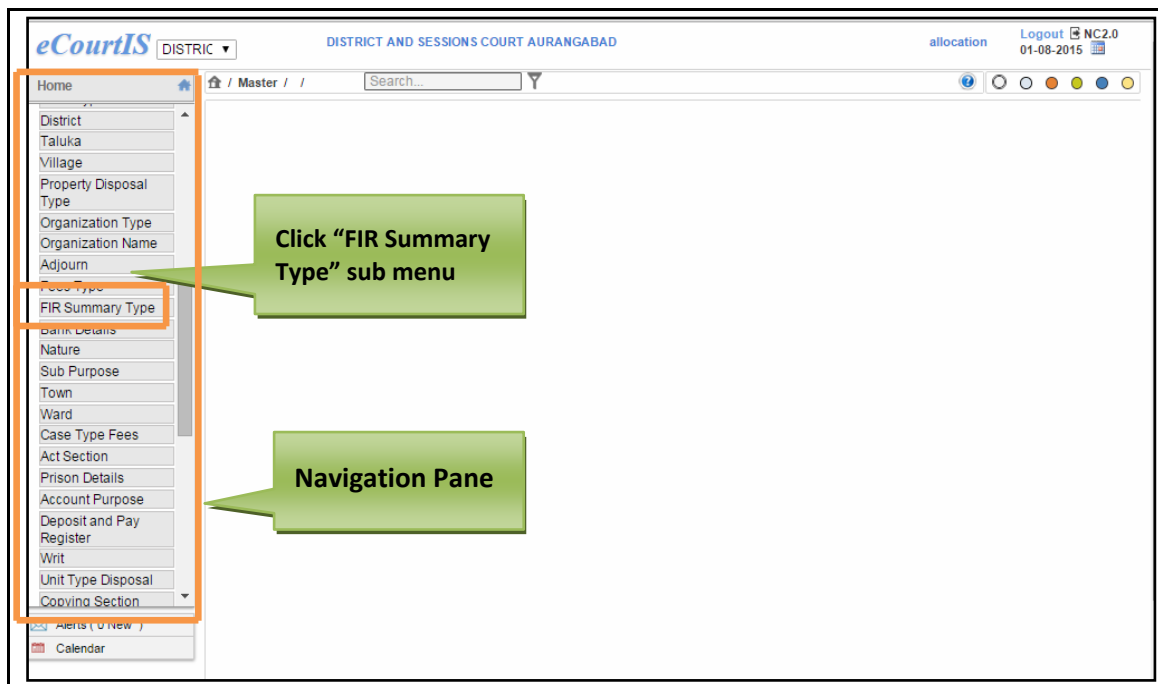


Figure 80: Navigation for "FIR Summary Type (Report)" screen

To access **FIR Summary Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **FIR Summary Type** submenu. **(Refer Figure Number 80)**
3. When you click **FIR Summary Type** sub menu, the **FIR Summary Type (Report)** screen is displayed. **(Refer Figure Number 81)**
4. The **FIR Summary Type (Report)** displays the **FIR Summary Type** list in English and local language

FIR Summary ID	FIR Summary Type	प्रथमवर्दी अहवाल संक्षिप्त प्रकार
2	B	B
3	C	C
4	D	D
5	E	E
6	F	F
7	dsfds	
12	44.,	
13	FIR	
14	fir	
15	dgdgd	अहवाल

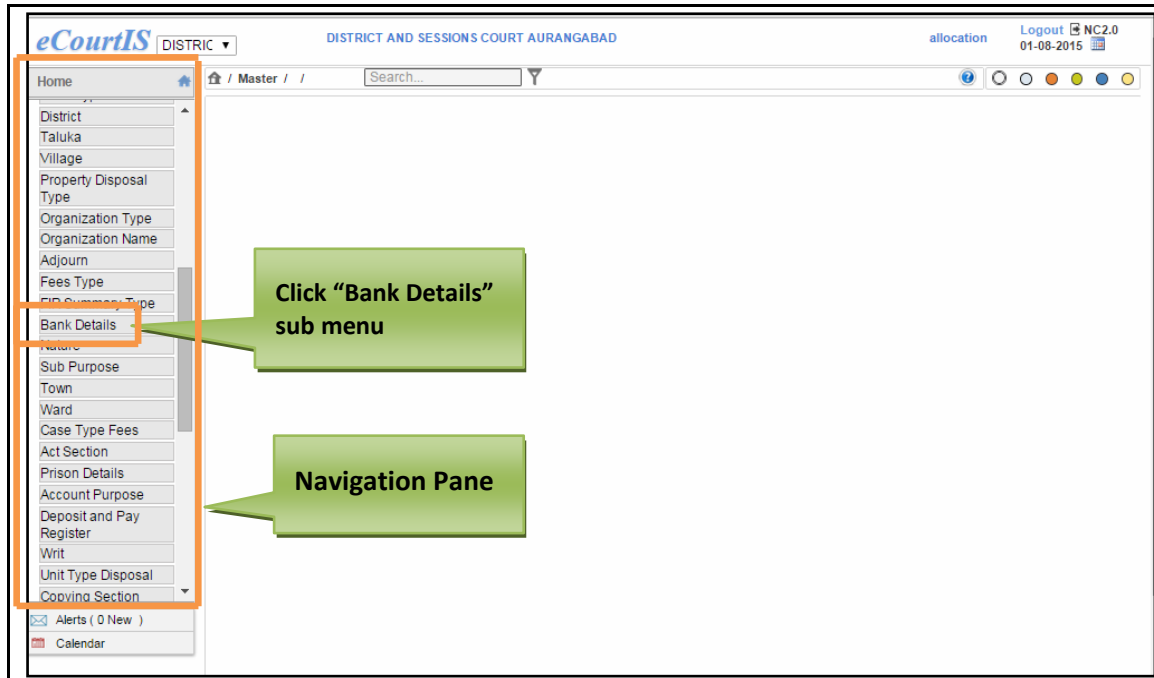
**Figure 81: FIR Summary Type (Report) screen**

### Procedure

1. When you click the **FIR Summary Type** submenu, the **FIR Summary Type (Report)** screen is displayed.
2. The **FIR Summary Type** is displayed. **(Refer to Figure Number 81)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports feature.**

### 4.30 Bank Details (Report)

This report helps the user to view the list of **Bank Details** entered. You can sort each column, copy, save, and print the report.



**Figure 82: Navigation for "Bank Details (Report)" screen**

To access **Bank Details (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Bank Details** submenu. (**Refer Figure Number 82**)
3. When you click **Bank Details** sub menu, the **Bank Details (Report)** screen is displayed. (**Refer Figure Number 83**)
4. The **Bank Details (Report)** displays the **Bank Details** list in English and local language



Figure 83: Bank Details (Report) screen

### Procedure

1. When you click the **Bank Details** submenu, the **Bank Details (Report)** screen is displayed.
2. The **Bank Details (Report)** is displayed. (Refer to Figure Number 83)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports feature.**

### 4.31 Nature (Report)

This report helps the user to view the list of **Nature** entered. You can sort each column, copy, save, and print the report.

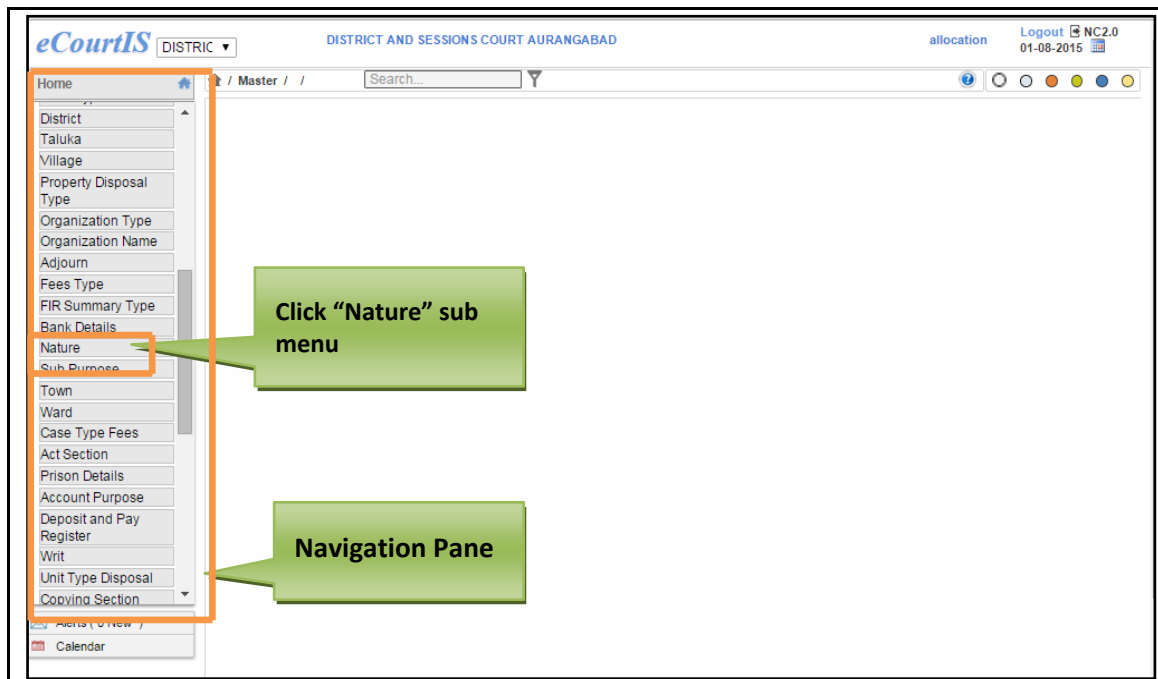


Figure 84: Navigation for " Nature (Report)" screen

To access **Nature (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Nature** submenu. **(Refer Figure Number 84)**
3. When you click **Nature** sub menu, the **Nature (Report)** screen is displayed. **(Refer Figure Number 85)**
4. The **Nature (Report)** displays the **Nature** list in English and local language

The screenshot shows a web application interface for the 'Nature (Report)' screen. The browser address bar shows 'Master / Nature / Report'. The page has a search bar and buttons for 'Copy', 'CSV', and 'Excel'. A table displays the following data:

Nature Code	Nature Description	गुणधर्म विवरण
1	case Type: Civil Appeal	वर
1	ffgdfg	विलंब माफीचा अर्ज
1	Condonation of Delay	कलम १६६ मो.वा.का.
1	U/sec 166 M.V. Act.	३०२ भा. द. वि. खटला
1	302 IPC Cases	शासनाने दाखल केलेला
1	Filed by State	सहाय्यक सत्र न्यायाधीश यांनी दिलेल्या न्यायनिर्णयाविरुद्ध
1	Against Judgment of Asstt. Sessions Judge	कलम १२५ फौजदारी प्रक्रीया सहिता
1	U/sec. 125 Cr.P.C.	शासनाने दाखल केलेला
1	Filed by State	विशेष दिवाणी दावा
1	Special Civil Suit	

Showing 1 to 10 of 63 entries

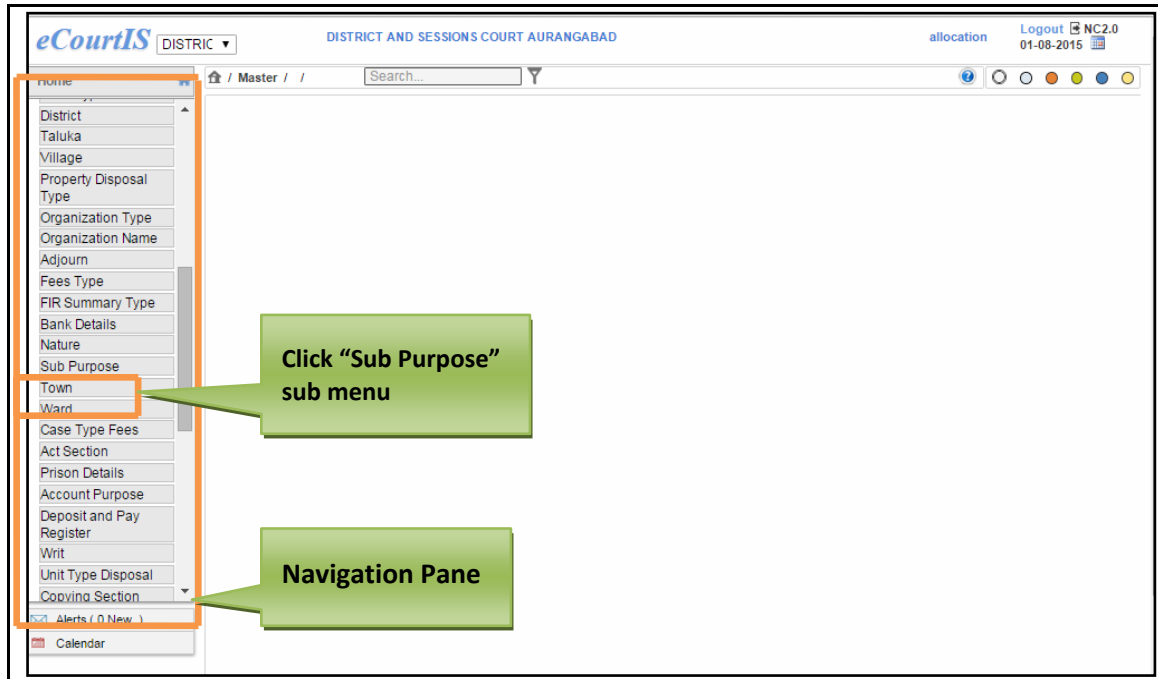
**Figure 85: Nature (Report) screen**

#### Procedure

1. When you click the **Nature** submenu, the **Nature (Report)** screen is displayed.
2. The **Nature (Report)** is displayed. **(Refer to Figure Number 85)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.32 Sub Purpose (Report)

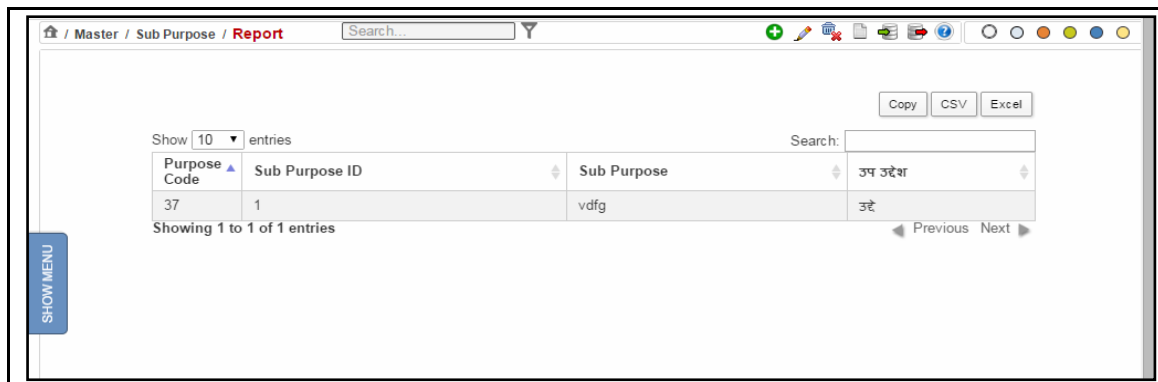
This report helps the user to view the list of **Sub Purpose details** that are entered. This option provides the facility to sort each column, copy, save, and print the report.



**Figure 86: Navigation for "Sub Purpose (Report)" screen**

To access **Sub Purpose (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Sub Purpose** submenu. **(Refer Figure Number 86)**
3. When you click **Sub Purpose** sub menu, the **Sub Purpose (Report)** screen is displayed. **(Refer Figure Number 87)**
4. The **Sub Purpose (Report)** displays the **Sub Purpose** list in English and local language



**Figure 87: Sub Purpose (Report) screen**

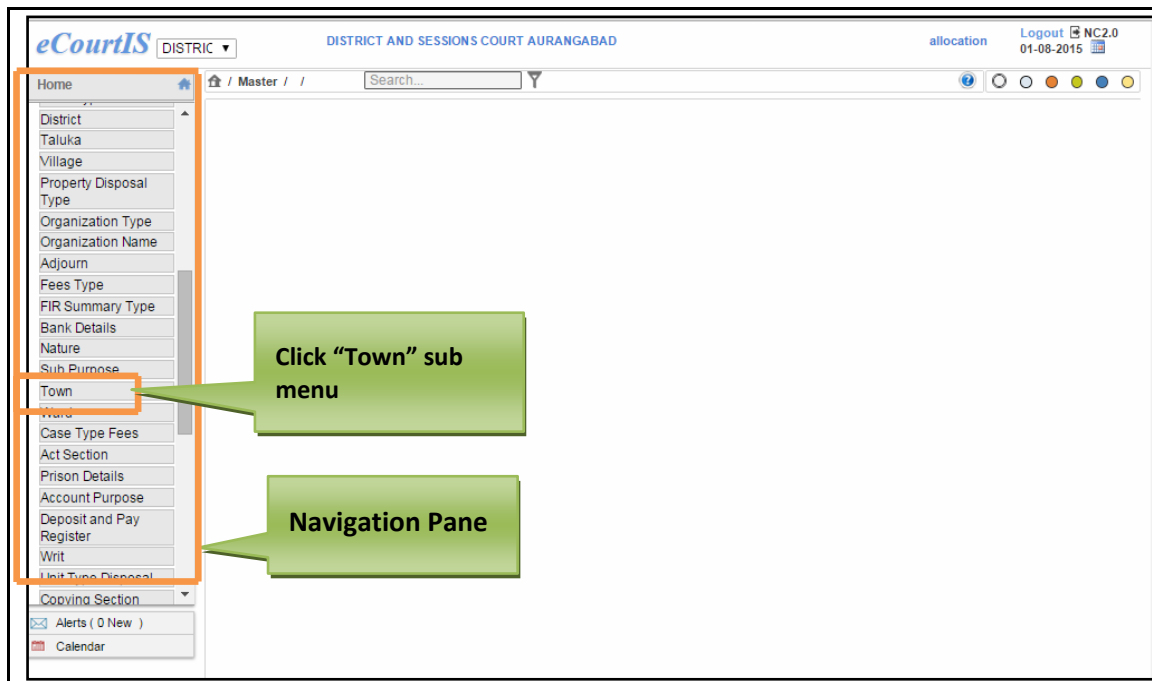
### Procedure

1. When you click the **Sub Purpose** submenu, the **Sub Purpose (Report)** screen is displayed
2. The **Sub Purpose Report** is displayed. **(Refer to Figure Number 87)**

3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.33 Town (Report)

This report provides the facility to view the list of **Town Master details**. You can sort each column, copy, save, and print the report.



**Figure 88: Navigation for "Town (Report)" screen**

To access **Town (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Town** submenu. (**Refer Figure Number 88**)
3. When you click **Town** sub menu, the **Town (Report)** screen is displayed. (**Refer Figure Number 89**)
4. The **Town (Report)** displays the **Town** list in English and local language



District	Town Code	Town Name	उपनगर नाव
19 Aurangabad	2	tyuy	नाव
19 Aurangabad	1	fsdfd	गर ना

Figure 89: Town (Report) screen

### Procedure

1. When you click the **Town** submenu, the **Town (Report)** screen is displayed
2. The **Town (Report)** is displayed. (Refer to Figure Number 89)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.34 Ward (Report)

This report provides the facility to view the list of **Ward Master details**. You can sort each column, copy, save, and print the report.

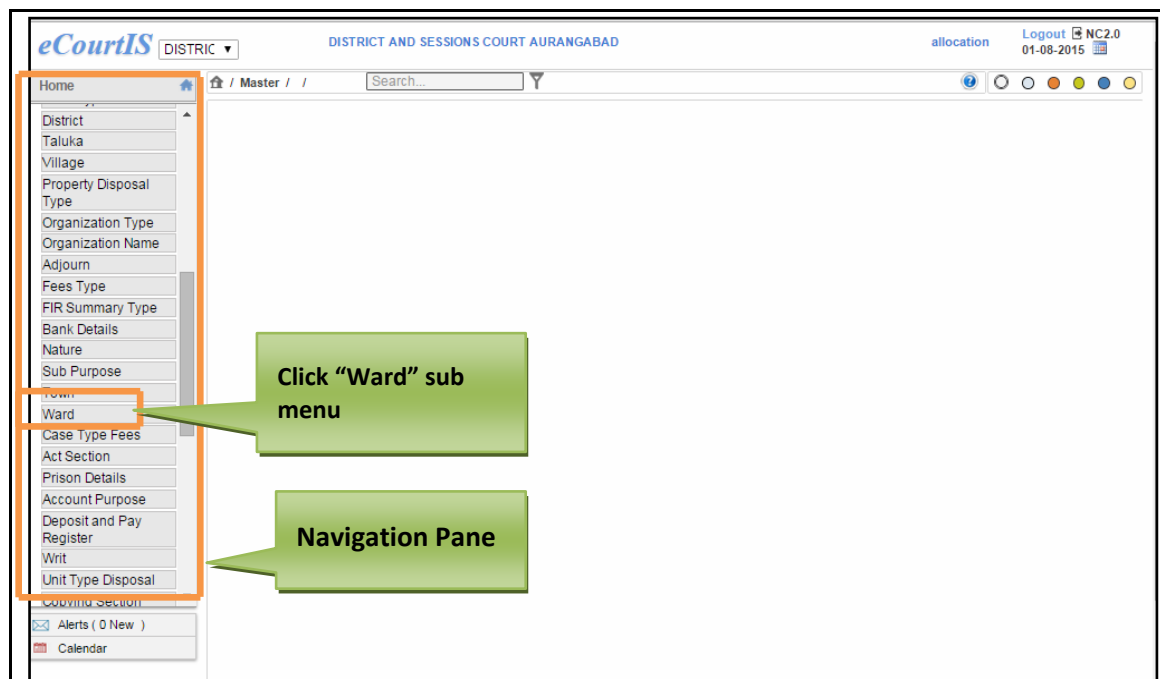
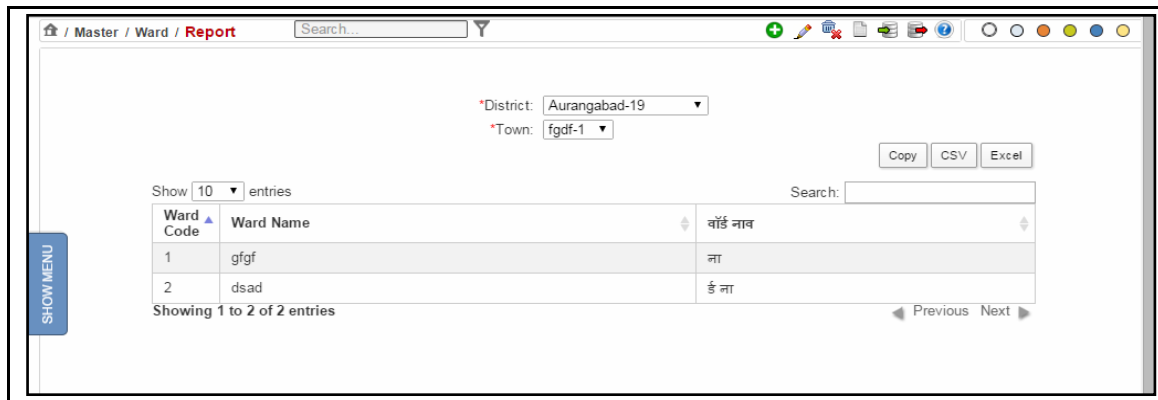


Figure 90: Navigation for "Town (Report)" screen

To access **Ward (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Ward** submenu. **(Refer Figure Number 90)**
3. When you click **Ward** sub menu, the **Ward (Report)** screen is displayed. **(Refer Figure Number 91)**
4. The **Ward (Report)** displays the **Town** list in English and local language



**Figure 91: Ward (Report) screen**

1. By default, the District is displayed in the **District field**.
2. Select the **Town** from the **Town select box**. The list of Ward for the selected District is displayed. **(Refer Figure Number 91)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### **4.35 Case Type Fees (Report)**

This report provides the facility to view the list of **Case Type Fees details** that exists in the database. You can sort each column, copy, save, and print the report.

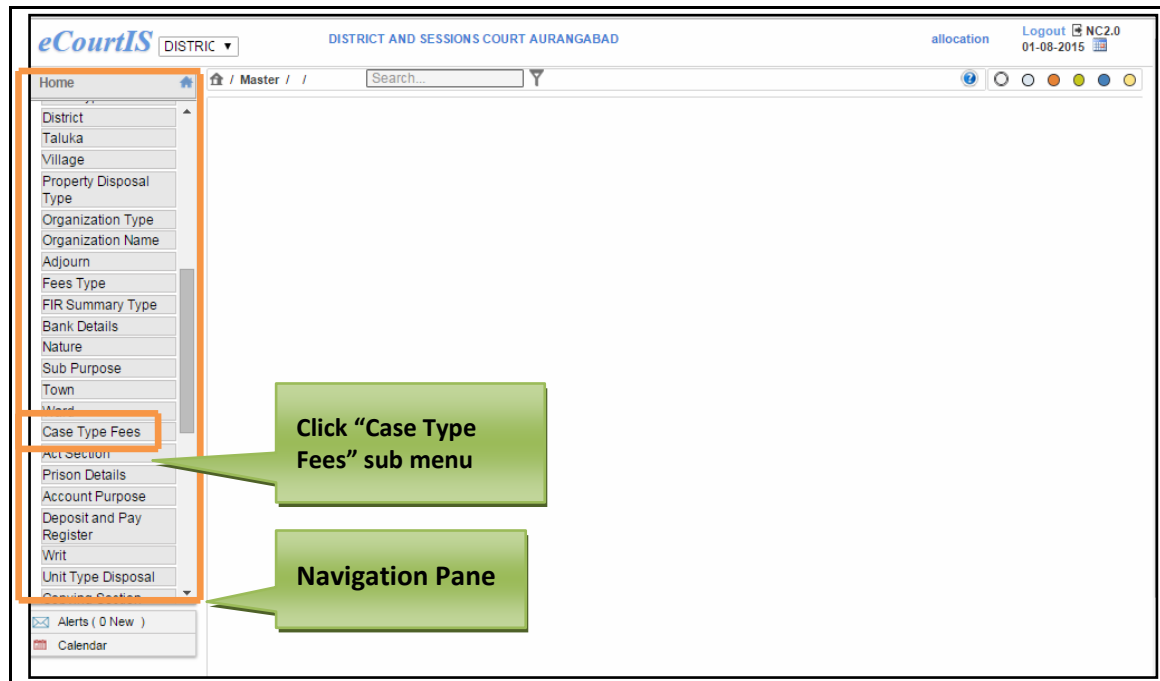


Figure 92: Navigation for "Case Type Fees (Report)" screen

To access **Case Type Fees (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Case Type Fees** submenu. (Refer Figure Number 92)
3. When you click **Case Type Fees** sub menu, the **Case Type Fees (Report)** screen is displayed. (Refer Figure Number 93)
4. The **Case Type Fees (Report)** displays the list of **Case Type Fees** in English and local language

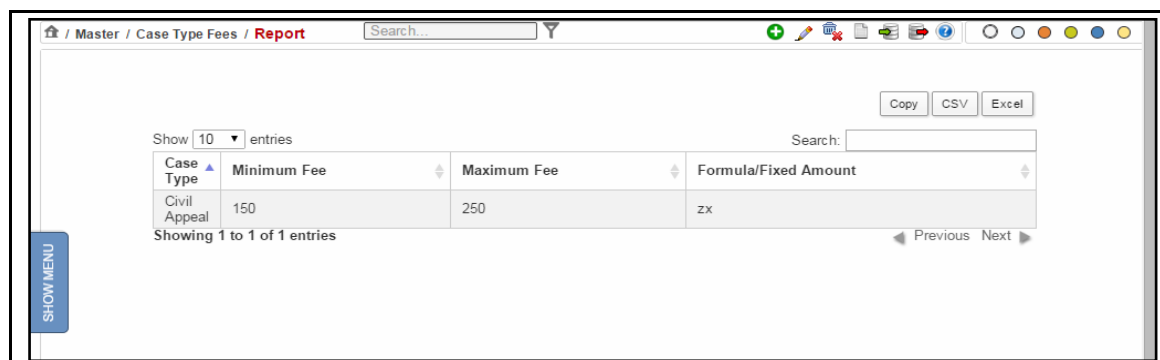


Figure 93: Case Type Fees (Report) screen

## Procedure

1. When you click the **Case Type Fees** submenu, the **Case Type Fees (Report)** screen is displayed
2. The **Case Type Fees (Report)** is displayed. (Refer to Figure Number 93)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.36 Act Section (Report)

This report provides the facility to view the list of **Act Section details** that exists in the database. You can sort each column, copy, save, and print the report.

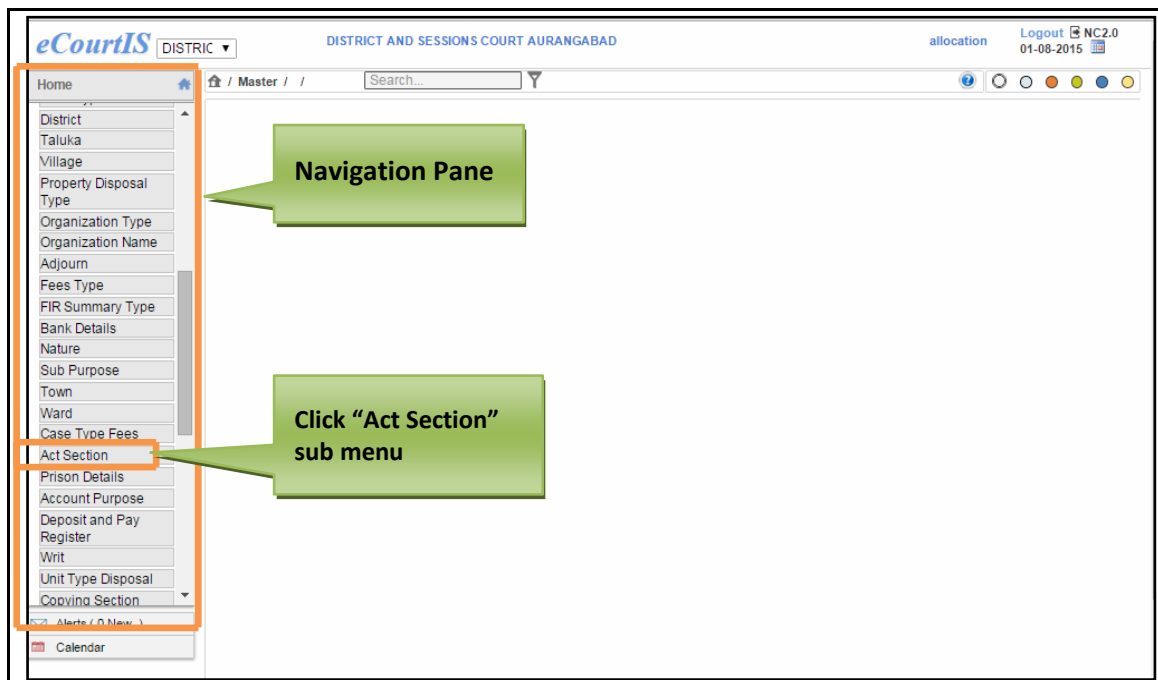


Figure 94: Navigation for "Act Section (Report)" screen

To access **Act Section (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Act Section** submenu. (Refer Figure Number 94)
3. When you click **Act Section** sub menu, the **Act Section (Report)** screen is displayed. (Refer Figure Number 95)
4. The **Act Section (Report)** displays the list of **Act Section** in English and local language

Act Code	Section Code	Section Description	अधिनियम विवरण	No. of Days	Offence Type
23	A.P.M.C. Act 1963 & 1967	sdadas hgh	नियम	0	Bailable

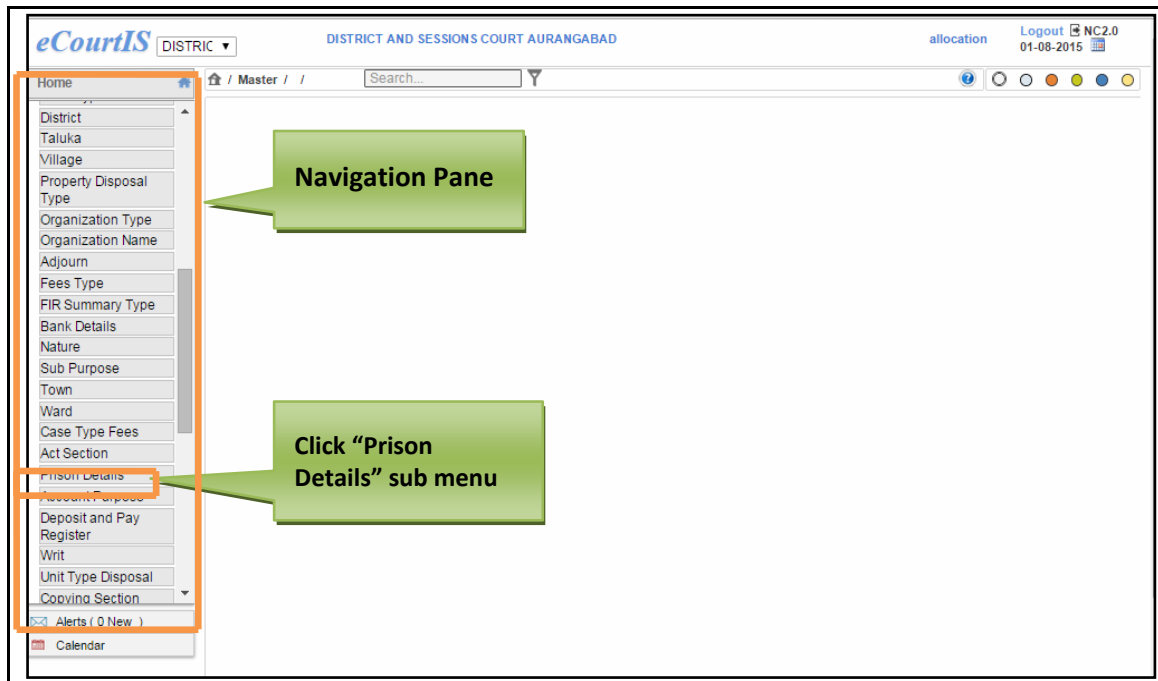
Figure 95: Act Section (Report) screen

### Procedure

1. When you click the **Act Section** submenu, the **Act Section (Report)** screen is displayed
2. The **Act Section (Report)** is displayed. (Refer to Figure Number 95)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.37 Prison Details (Report)

This report helps the user to view the list of **Prison** details entered. You can sort each column, copy, save, and print the report.



**Figure 96: Navigation for "Prison Details (Report)" screen**

To access **Prison Details (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Prison Details** submenu. (**Refer Figure Number 96**)
3. When you click **Prison Details** sub menu, the **Prison Details (Report)** screen is displayed. (**Refer Figure Number 97**)
4. The **Prison Details (Report)** displays the list of **Prison Details** in English and local language

Prison ID	Prison Name	Address	District	Taluka	Village	Town	Ward
1	xyz		Aurangabad				
2	asS	VFGFG fgfdg	Aurangabad	Aurangabad			

Figure 97: Prison Details (Report) screen

### Procedure

1. When you click the **Prison Details** submenu, the **Prison Details (Report)** screen is displayed
2. The **Prison Details (Report)** is displayed. (Refer to Figure Number 97)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

### 4.38 Account Purpose (Report)

This report helps the user to view the list of **Account Purpose** details entered. You can sort each column, copy, save, and print the report.

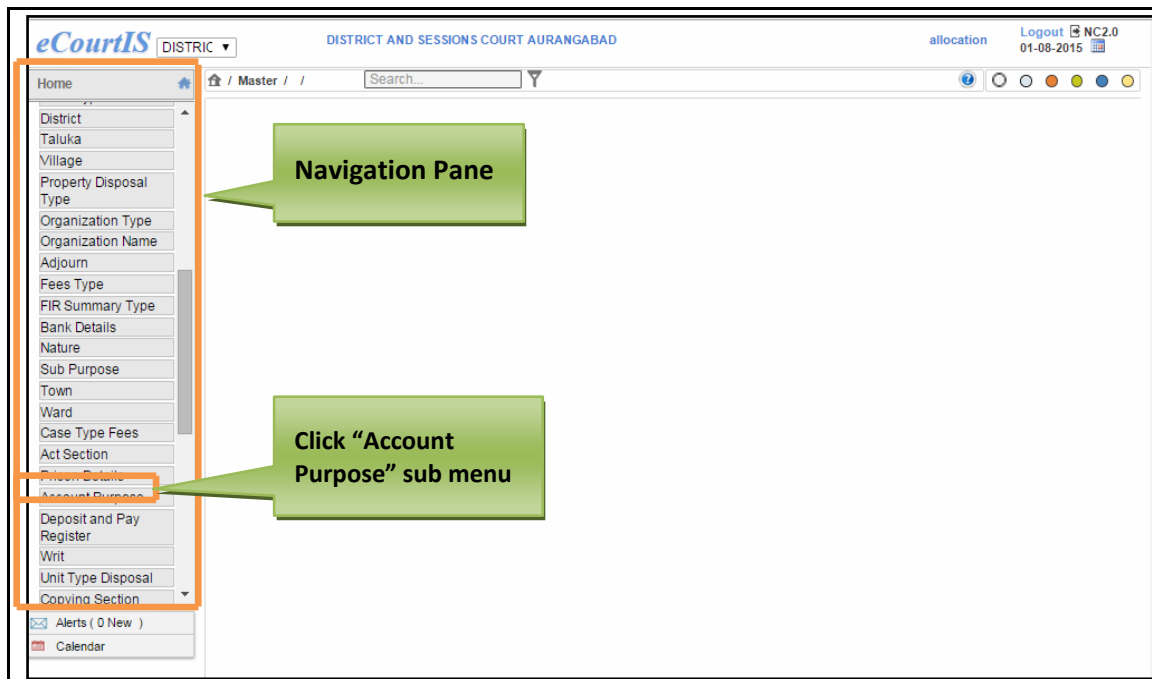
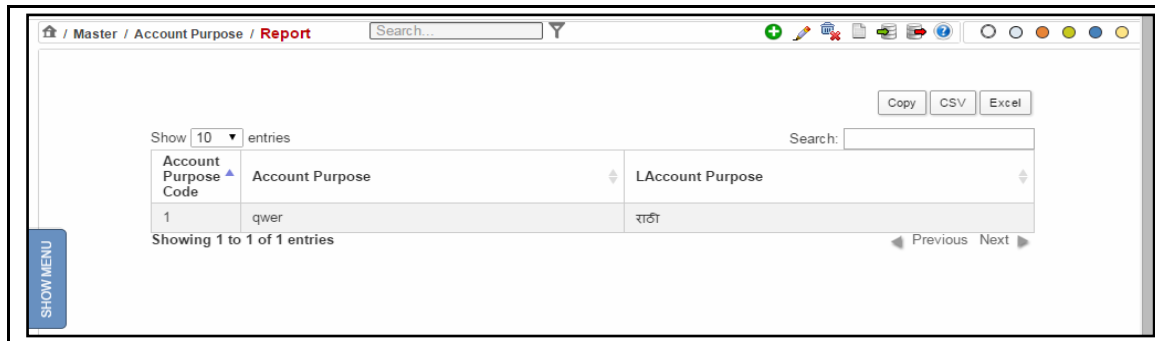


Figure 98: Navigation for "Account Purpose (Report)" screen

To access **Account Purpose (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Account Purpose** submenu. **(Refer Figure Number 98)**
3. When you click **Account Purpose** sub menu, the **Account Purpose (Report)** screen is displayed. **(Refer Figure Number 99)**
4. The **Account Purpose (Report)** displays the list of **Account Purpose** in English and local language



**Figure 99: Account Purpose (Report) screen**

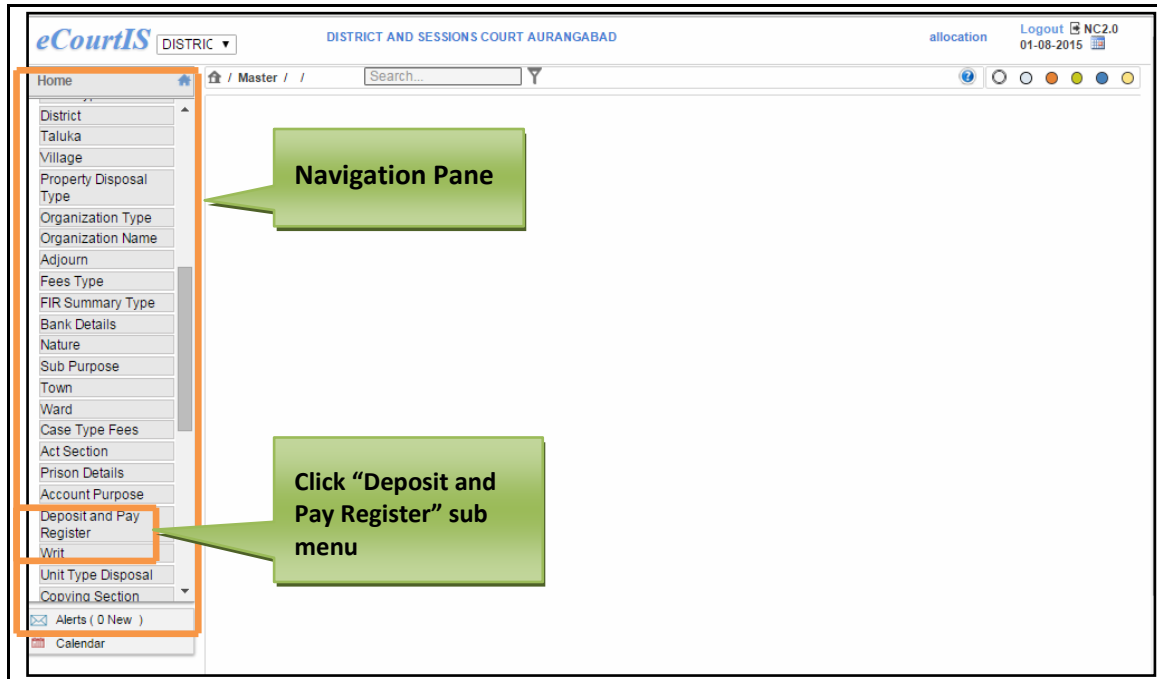
### Procedure

1. When you click the **Account Purpose** submenu, the **Account Purpose (Report)** screen is displayed
2. The **Account Purpose (Report)** is displayed. **(Refer to Figure Number 99)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features**

### **4.39 Deposit and Pay Register (Report)**

This report helps the user to view the list of **Deposit Registers** entered. You can sort each column, copy, save, and print the report.





**Figure 100: Navigation for "Deposit and Pay Register (Report)" screen**

To access **Deposit and Pay Register (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click the **Deposit and Pay Register** submenu. **(Refer Figure Number 100)**
3. When you click **Deposit and Pay Register** sub menu, the **Deposit and Pay Register (Report)** screen is displayed. **(Refer Figure Number 101)**
4. The **Deposit and Pay Register (Report)** displays the list of **Deposit and Pay Register** in English and local language

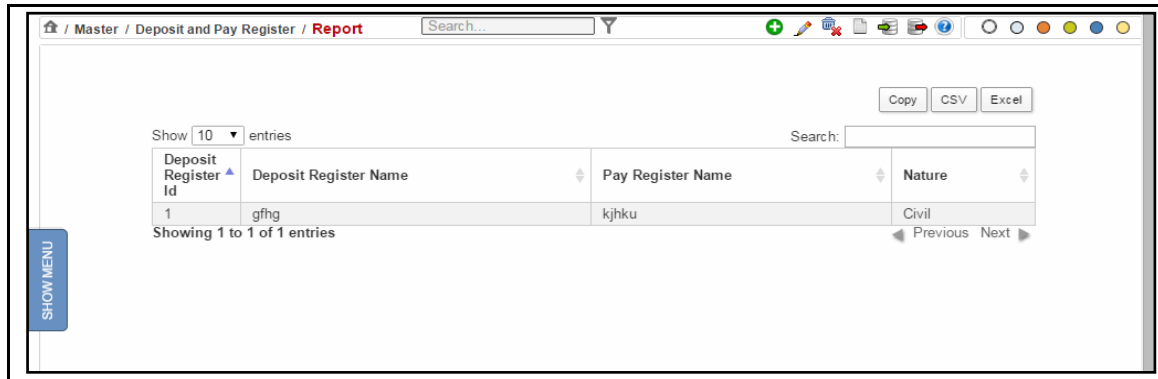


Figure 101: Deposit and Pay Register screen

### Procedure

1. When you click the **Deposit and Pay Register** submenu, the **Deposit and Pay Register (Report)** screen is displayed
2. The **Deposit and Pay Register (Report)** is displayed. (Refer to Figure Number 101)
3. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

### 4.40 Writ (Report)

This report helps the user to view the list of **Writ** details entered. You can sort each column, copy, save, and print the report.

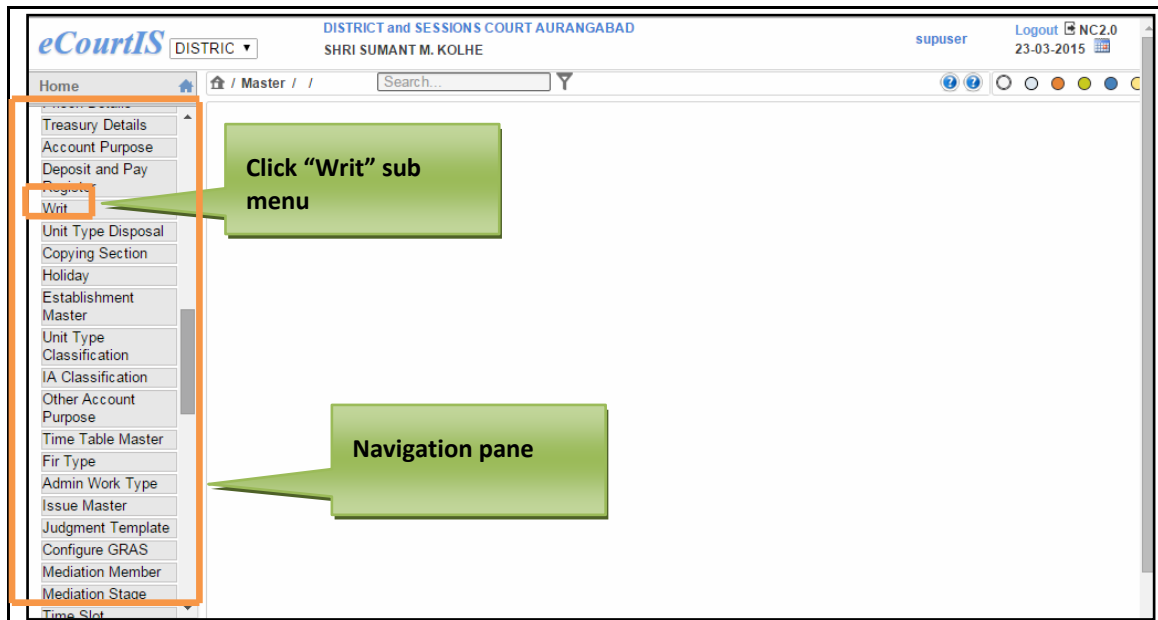


Figure 102: Navigation for "Writ (Report)" screen

To access the **Writ (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Writ** sub menu. **(Refer Figure Number 102)**
3. When you click **Writ** sub menu, the system will display the “**Writ (Report)**” screen. **(Refer to Figure Number 103)**
4. The **Writ (Report)** displays the list of **Writ** in English and local language.



**Figure 103: Prison Details (Report) screen**

### Procedure

1. When you click the **Writ** submenu, the **Writ (Report)** screen is displayed
2. The **Writ (Report)** is displayed. **(Refer to Figure Number 103)**
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### **4.41 Unit Type Disposal (Report)**

This report helps the user to view the list of **Unit Type Disposal** details entered. This option provides the facility to sort each column, copy, save, and print the report.

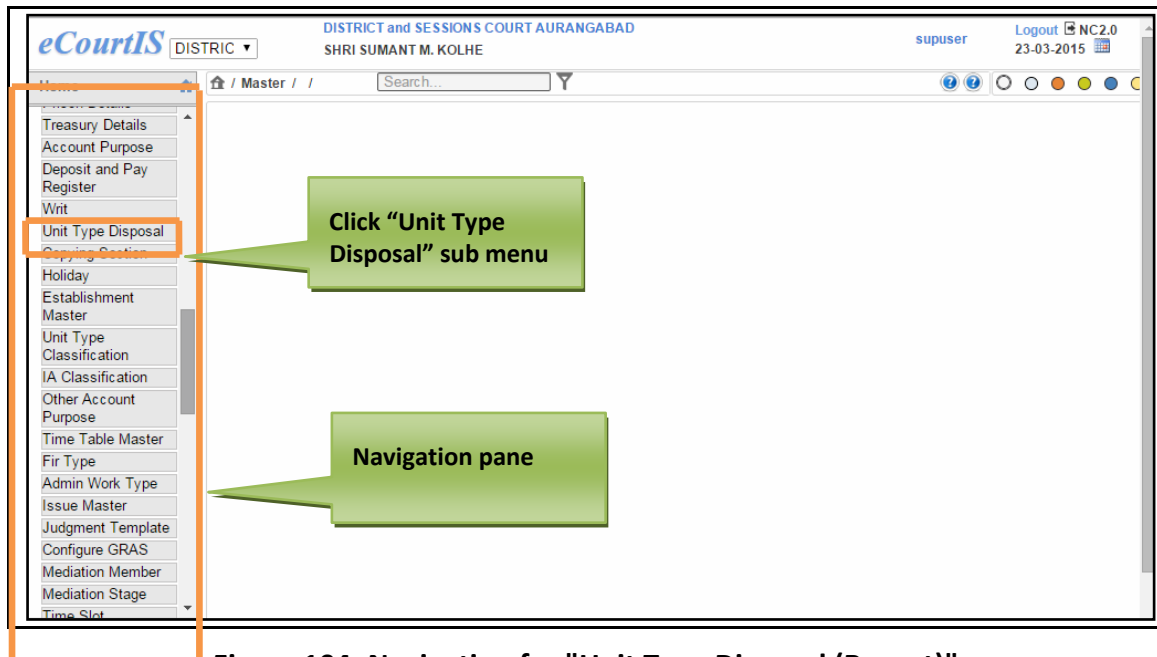


Figure 104: Navigation for "Unit Type Disposal (Report)" screen

To access the **Unit Type Disposal (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Unit Type Disposal** sub menu. **(Refer Figure Number 104)**
3. When you click **Unit Type Disposal** sub menu, the **"Unit Type Disposal (Report)"** screen. **(Refer to Figure Number 105)**
4. The **Unit Type Disposal (Report)** displays the list of **Unit Type Disposal** in English and local language

SHOW MENU

\*Case Type: Select

Copy CSV Excel

Show 10 entries Search:

Case Type	Unit Code	Unit Name	एककाचे नांव	Nature Name	Unit Type	Units	Unit Flag
AC Cri.M.A.-46	1	Case Refer to Mediation Centre				0.05	Application
AC Cri.M.A.-46	2	Case settled as Mediator Judge				0.50	Application
AC Cri.M.A.-46	3	Failed Mediation as Mediator Judge				0.25	Application
Arbitration Case-35	1	Case Refer to Mediation Centre				0.10	Application
Arbitration Case-35	2	Case settled as Mediator Judge				0.50	Application
Arbitration Case-35	3	Failed Mediation as Mediator Judge				0.25	Application
Arbitration R.D-73	1	Case Refer to Mediation Centre				0.10	Application
Arbitration R.D-73	2	Case settled as Mediator Judge				0.50	Application
Arbitration R.D-73	3	Failed Mediation as Mediator Judge				0.25	Application
Atro.Spl.Case-24	1	Case Refer to Mediation Centre				0.05	Application

Showing 1 to 10 of 872 entries Previous Next

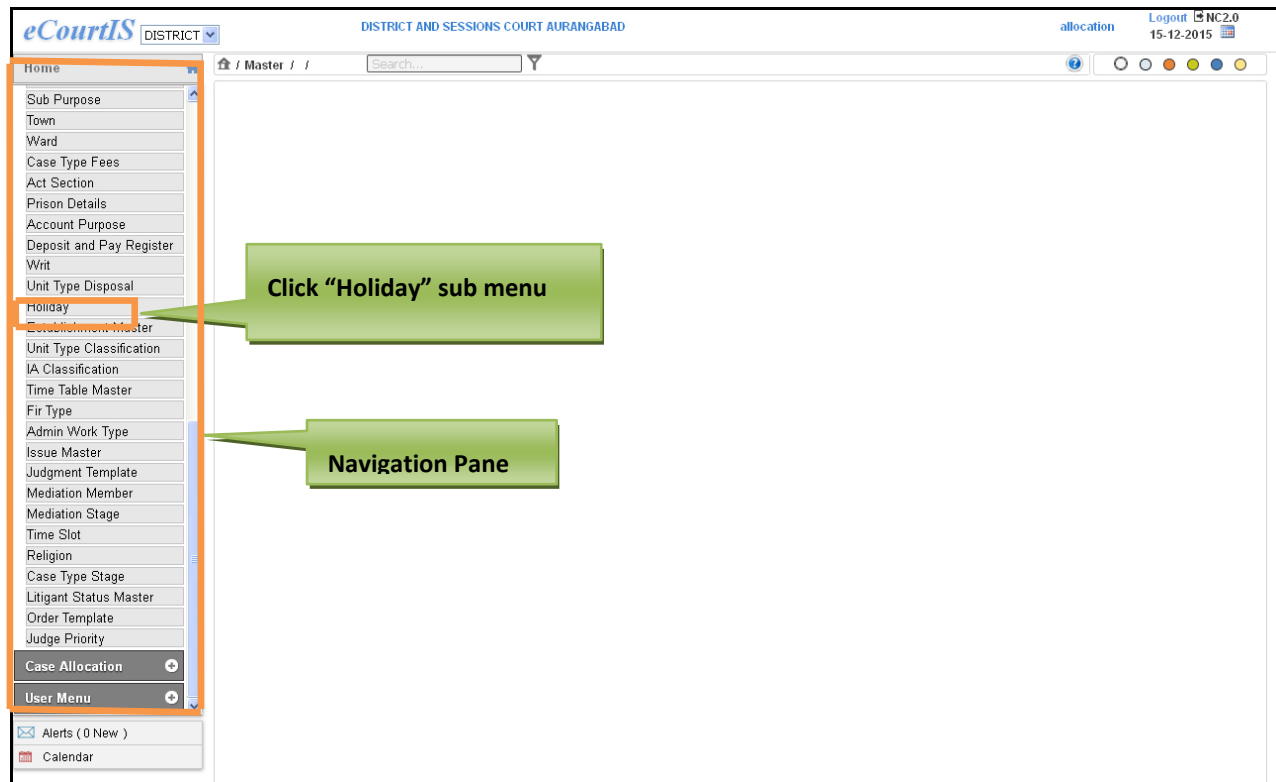
**Figure 105: Unit Type Disposal (Report) screen**

### Procedure

1. When you click the **Unit Type Disposal** submenu, the **Unit Type Disposal (Report)** screen is displayed
2. The **Unit Type Disposal (Report)** is displayed. (Refer to Figure Number 105)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.42 Holiday (Report)

This report helps the user to view the list of **Holidays** entered. This option provides the facility to sort each column, copy, save, and print the report



**Figure 106: Navigation for "Holiday (Report)" screen**

To access the **Holiday (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Holiday** sub menu. **(Refer Figure Number 106)**
3. When you click **Holiday** sub menu, the **"Holiday (Report)"** screen is displayed. **(Refer to Figure Number 107)**
4. The **Holiday (Report)** displays the list of **Holiday** in English and local language.

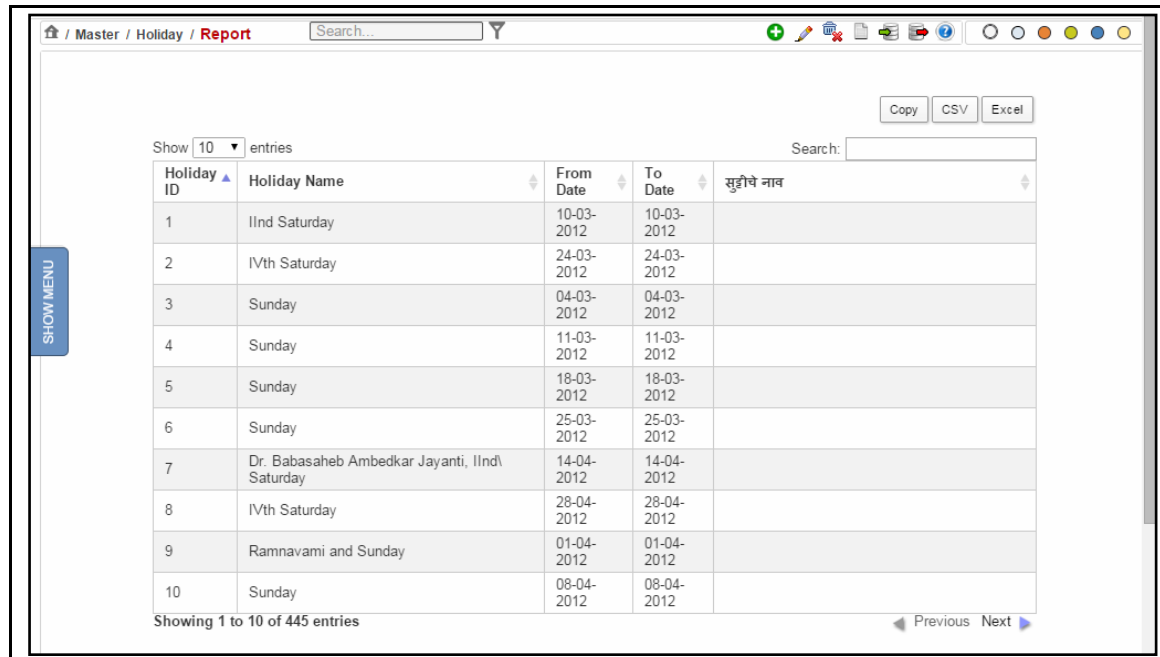


Figure 107 shows the 'Holiday (Report)' screen. The interface includes a breadcrumb trail 'Master / Holiday / Report', a search bar, and buttons for 'Copy', 'CSV', and 'Excel'. A 'SHOW MENU' button is visible on the left. The table displays 10 entries with columns for 'Holiday ID', 'Holiday Name', 'From Date', 'To Date', and 'सूट्टीचे नाव'. The status at the bottom indicates 'Showing 1 to 10 of 445 entries' and navigation arrows for 'Previous' and 'Next'.

Holiday ID	Holiday Name	From Date	To Date	सूट्टीचे नाव
1	IIInd Saturday	10-03-2012	10-03-2012	
2	IVth Saturday	24-03-2012	24-03-2012	
3	Sunday	04-03-2012	04-03-2012	
4	Sunday	11-03-2012	11-03-2012	
5	Sunday	18-03-2012	18-03-2012	
6	Sunday	25-03-2012	25-03-2012	
7	Dr. Babasaheb Ambedkar Jayanti, IIInd Saturday	14-04-2012	14-04-2012	
8	IVth Saturday	28-04-2012	28-04-2012	
9	Ramnavami and Sunday	01-04-2012	01-04-2012	
10	Sunday	08-04-2012	08-04-2012	

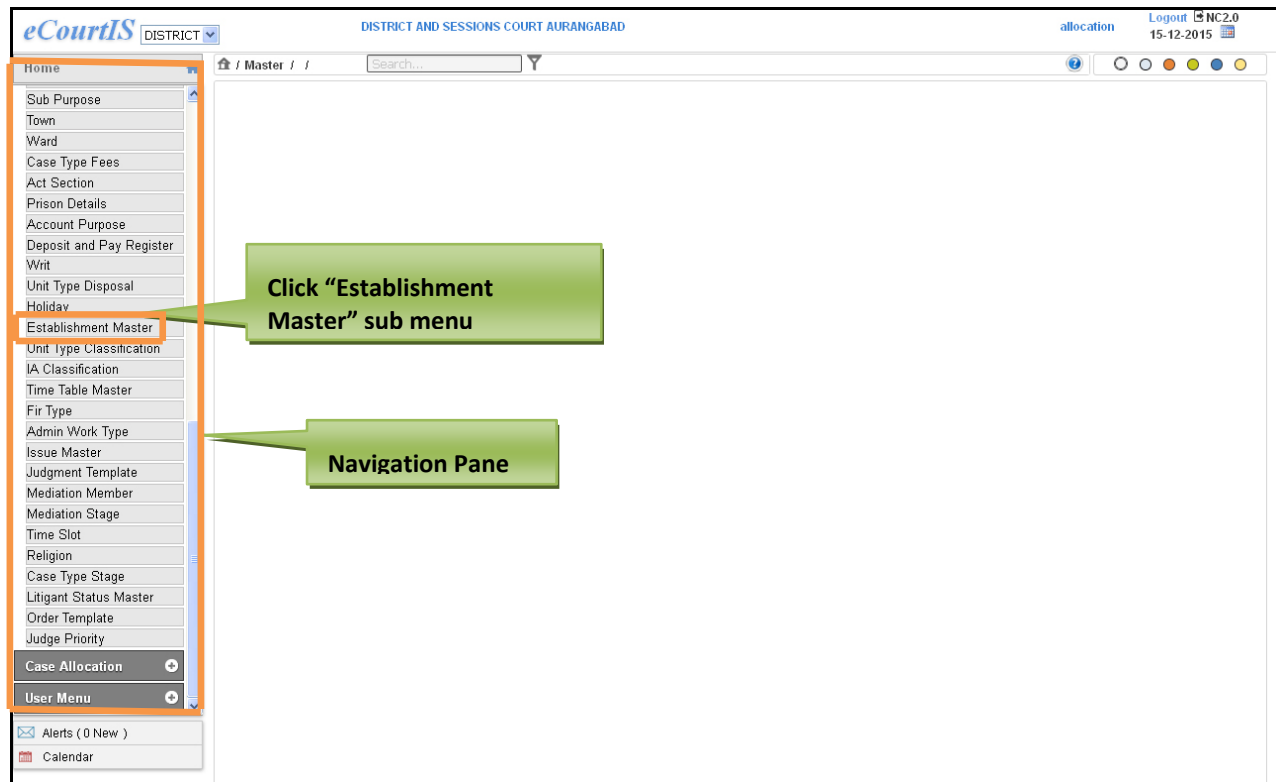
Figure 107: Holiday (Report) screen

#### Procedure

1. When you select the **Holiday** sub menu, the **Holiday (Report)** screen is displayed.
2. The **Holiday (Report)** is displayed. (Refer to Figure Number 107)
3. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
4. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

#### 4.43 Establishment Master (Report)

This report helps the user to view the list of **Establishment** entered. This option provides the facility to sort each column, copy, save, and print the report



**Figure 108: Navigation for “Establishment Master (Report)” screen**

To access the **Establishment Master (Report)** screen, follow the steps given below:

5. On the **Navigation pane**, click the **Master** menu.
6. Then, click **Establishment Master** sub menu. **(Refer Figure Number 108)**
7. When you click **Establishment Master** sub menu, the “**Establishment Master (Report)**” screen is displayed. **(Refer to Figure Number 109)**
8. The **Establishment Master (Report)** displays the list of **Establishment Master** in English and local language.



Establishment Code	Establishment Name	Establishment DB	Transferor Court	Establishment IP
1	District and Sessions Court, Aurangabad	aurdcis	Yes	localhost
2	District and Sessions Court, Vaijapur	aurvaijapurdcis	No	
3	Civil Court Senior Division, Aurangabad	aurcjsd	No	localhost
4	Civil Judge S.D. Corporation Aurangabad.	aurcorporation	No	localhost
5	Civil Judge S D Vaijapur	aurvaijapurcjid	No	localhost

**Figure 109: Establishment Master (Report) screen**

### Procedure

5. When you select the **Establishment Mastersub** menu, the **Establishment Master (Report)** screen is displayed.
6. The **Establishment Master (Report)** is displayed. (Refer to Figure Number 109)
7. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
8. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features.](#)

### 4.44 Unit Type Classification

This report helps the user to view the list of **Unit Type Classification** entered. You can sort each column, copy, save, and print the report.

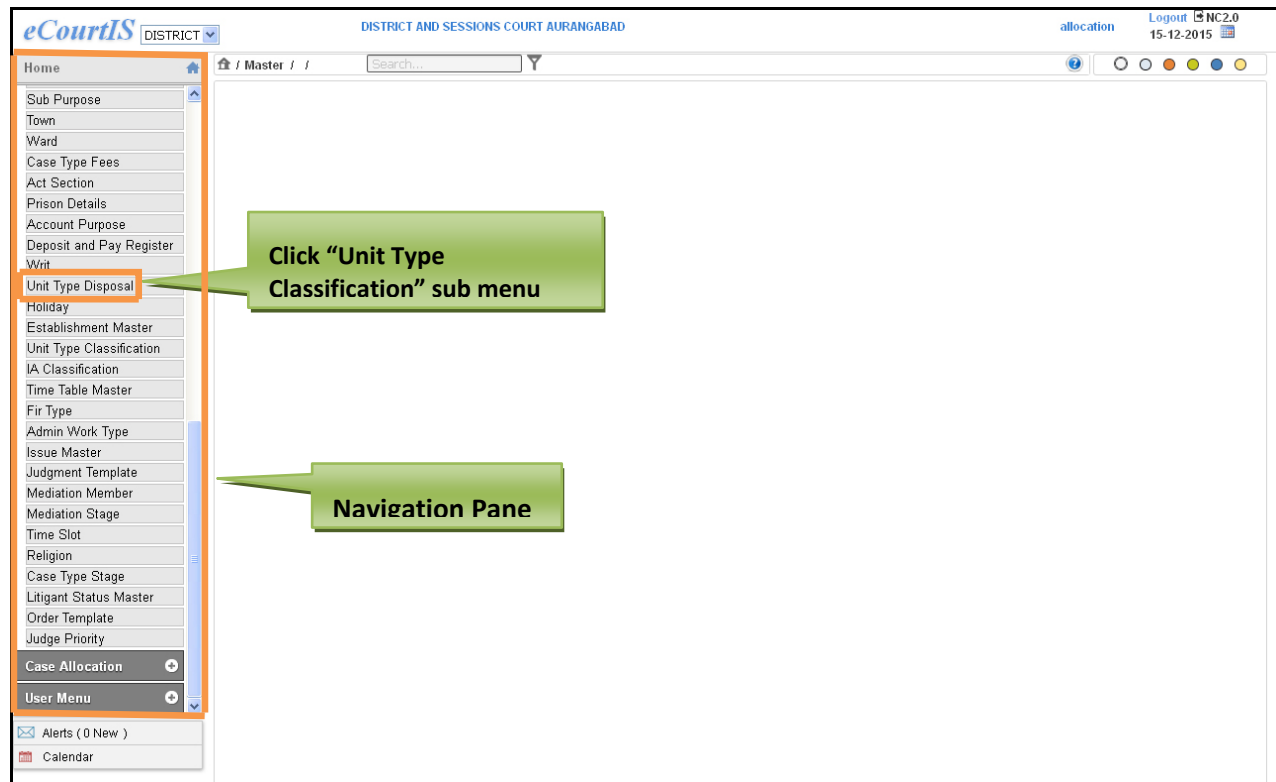


Figure 110: Navigation for " Unit Type Classification (Report)" screen

To access the **Unit Type Classification (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Unit Type Classification** sub menu. **(Refer Figure Number 110)**
3. When you click **Unit Type Classification** sub menu, the "**Unit Type Classification (Report)**" screen is displayed. **(Refer to Figure Number 111)**
4. The **Unit Type Classification (Report)** displays the list of **Unit Type Classification** in English and local language.

Unit Type Code	Unit Type Description	एकक प्रकार विवरण
1	Regular Norms	
2	5 Years	
3	10 Years	
4	Marathi	
5	Bulky	
7	gdfg	प्रकार वि
8	Regular Norms 2	प्रकार विवर

**Figure 111: Unit Type Classification (Report) screen**

### Procedure

1. When you select the **Unit Type Classification** submenu, the **Unit Type Classification (Report)** is displayed. (Refer to Figure Number 111)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.45 IA Classification (Report)

This report helps the user to view the list of **IA Classification** entered. This option provides the facility to sort each column, copy, save, and print the report.

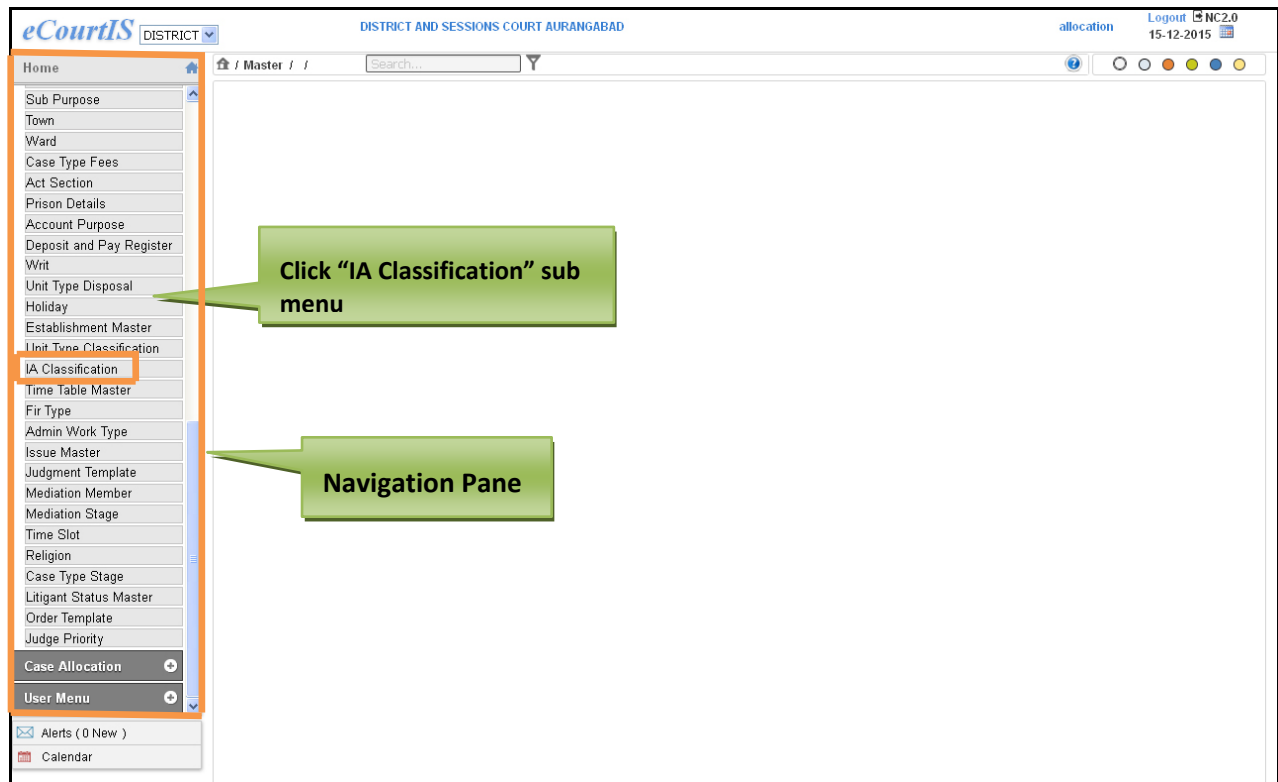


Figure 112: Navigation for " IA Classification (Report)" screen

To access the **IA Classification (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **IA Classification** sub menu. (Refer Figure Number 112)
3. When you click **IA Classification** sub menu, the "**IA Classification (Report)**" screen is displayed. (Refer to Figure Number 113)
4. The **IA Classification (Report)** displays the list of **Classification Names** in English and local language.



Figure 113: IA Classification (Report) screen

## Procedure

1. When you select the **IA Classification** sub menu, the **IA Classification (Report)** is displayed. (Refer to Figure Number 113)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.46 Time Table Master (Report)

This report is used to view the **Time Table** for a particular **Case Type**. This option provides the facility to sort each column, copy, save, and print the report.

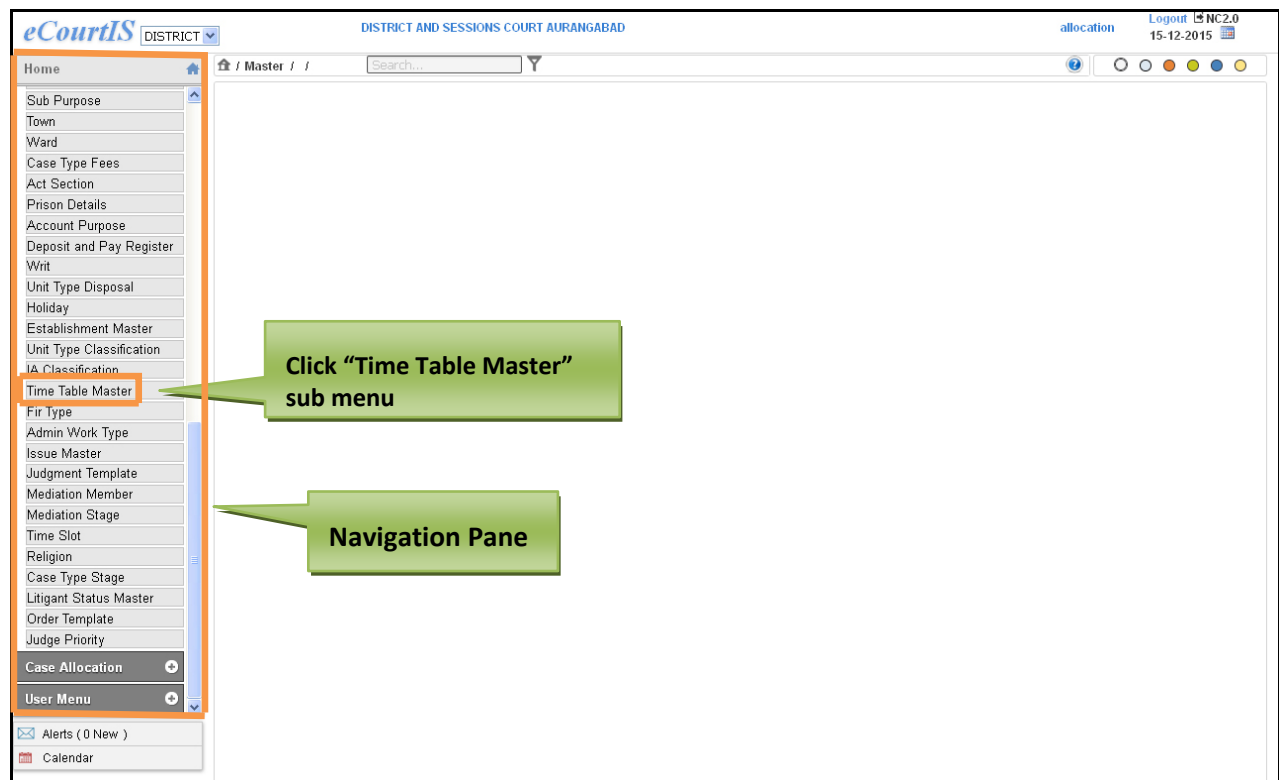


Figure 114: Navigation for "Time Table Master (Report)" screen

To access the **Time Table Master (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Time Table Master** sub menu. (Refer Figure Number 114)

3. When you click **Time Table Master** sub menu, the “**Time Table Master (Report)**” screen is displayed. (Refer to Figure Number 115)
4. The **Time Table Master (Report)** displays the list of **Time Table Master** in English and local language.

Case Type	Stage	Sequence ID	No. of Days
Civil Appeal	Additional Issues	1	2
Civil Appeal PPE	ADDL. W.S.	1	5
Sessions Case	Hearing	2	15
Sessions Case	Appearance	1	30

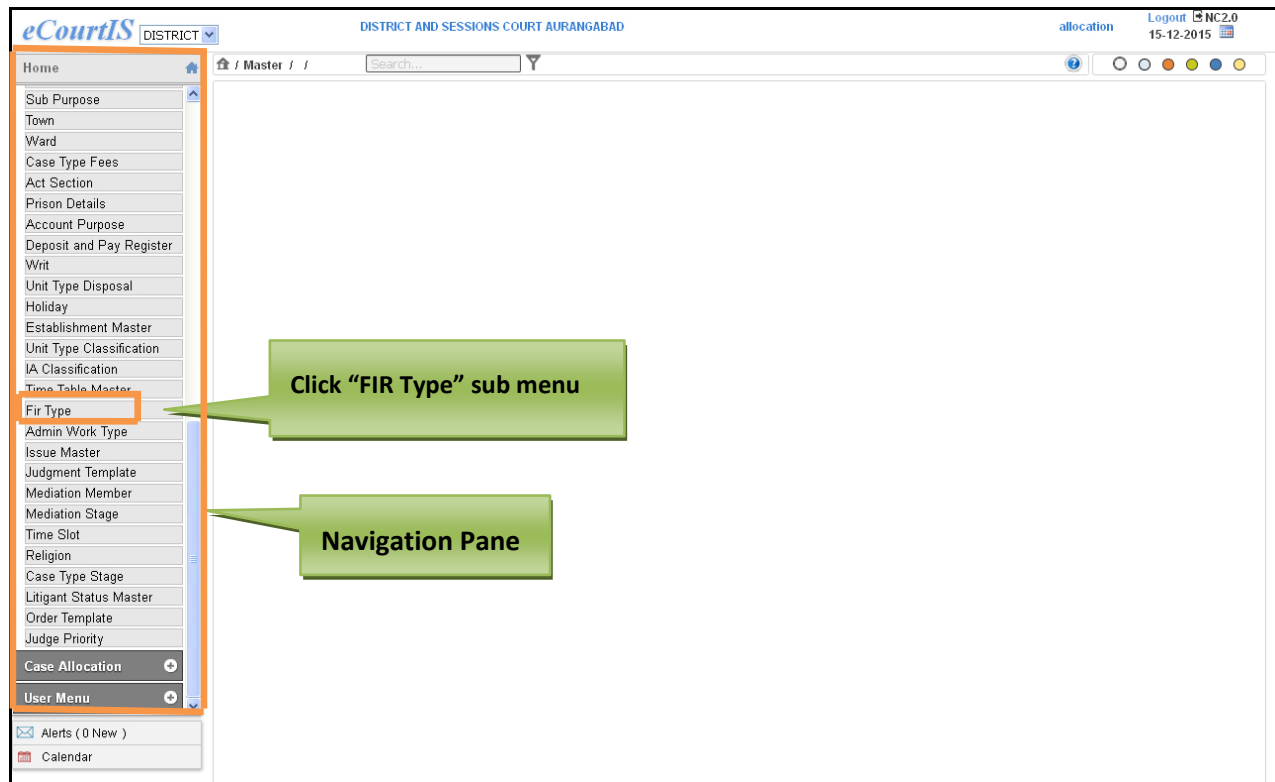
Figure 115: Time Table (Report)

#### Procedure

1. When you select the **Time Table Master** submenu, the **Time Table (Report)** is displayed. (Refer to Figure Number 115)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

#### 4.47 FIR Type (Report)

This report helps the user to view the list of **FIR Type** entered. You can sort each column, copy, save, and print the report.



**Figure 116: Navigation for "FIR Type (Reports)" screen**

To access the **FIR Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **FIR Type** sub menu. (Refer Figure Number 116)
3. When you click **FIR Type** sub menu, the "**FIR Type (Report)**" screen is displayed. (Refer to Figure Number 117)
4. The **FIR Type (Report)** displays the list of **FIR Type** in English and local language.



**Figure 117: FIR Type (Report)**

### Procedure

1. When you select the **FIR Type** sub menu the **FIR Type (Report)** is displayed. (Refer to Figure Number 117)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)

3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

#### 4.48 Admin Work Type (Report)

This report helps the user to view the list of **Admin Work** entered. You can sort each column, copy, save, and print the report.

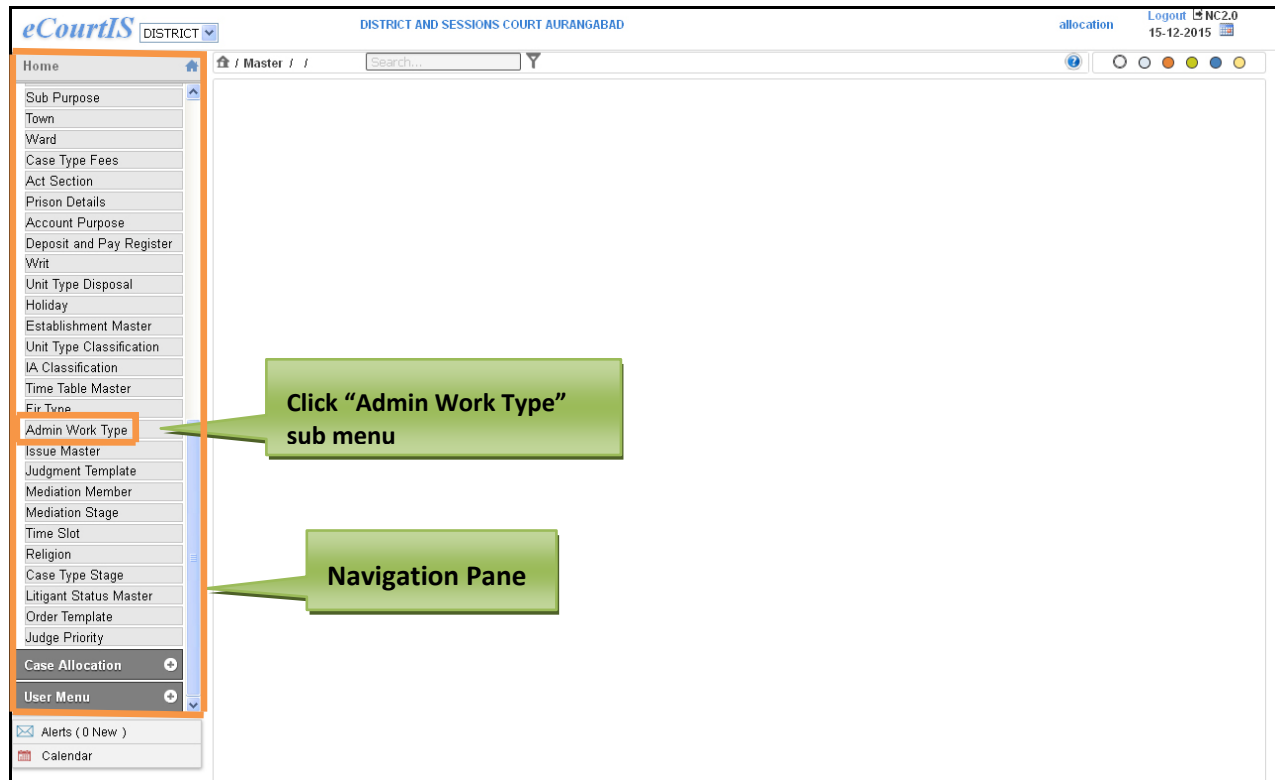


Figure 118: Navigation for "Admin Work Type (Report)" screen

To access the **Admin Work Type (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Admin Work Type** sub menu. (Refer Figure Number 118)
3. When you click **Admin Work Type** sub menu, the "**Admin Work Type (Report)**" screen is displayed. (Refer to Figure Number 119)
4. The **Admin Work Type (Report)** displays the list of **Admin Work Type** in English and local language.



Admin Work Type Code	Admin Work Type Name	प्रशासकीय कामाच्या प्रकाराचे नाव
1	Administrative	
2	Legal Work	
3	jhghgh	कामाच्या

Figure 119: Admin Work Type (Report)

## Procedure

1. When you select the **Admin Work Type** sub menu, the **Admin Work Type (Report)** is displayed. (Refer to Figure Number 119)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

## 4.49 Issue Master (Report)

This report lists all the **issues** entered for a particular case type and its respective nature. You can sort each column, copy, save, and print the report.

Figure 120: Navigation for "Issue Master (Report)" screen

To access the **Issue Master (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Issue Master** sub menu. **(Refer Figure Number 120)**
3. When you click **Issue Master** sub menu, the “**Issue Master (Report)**” screen is displayed. **(Refer to Figure Number 121)**
4. The **Issue Master (Report)** displays the list of **Issue Master** in English and local language.



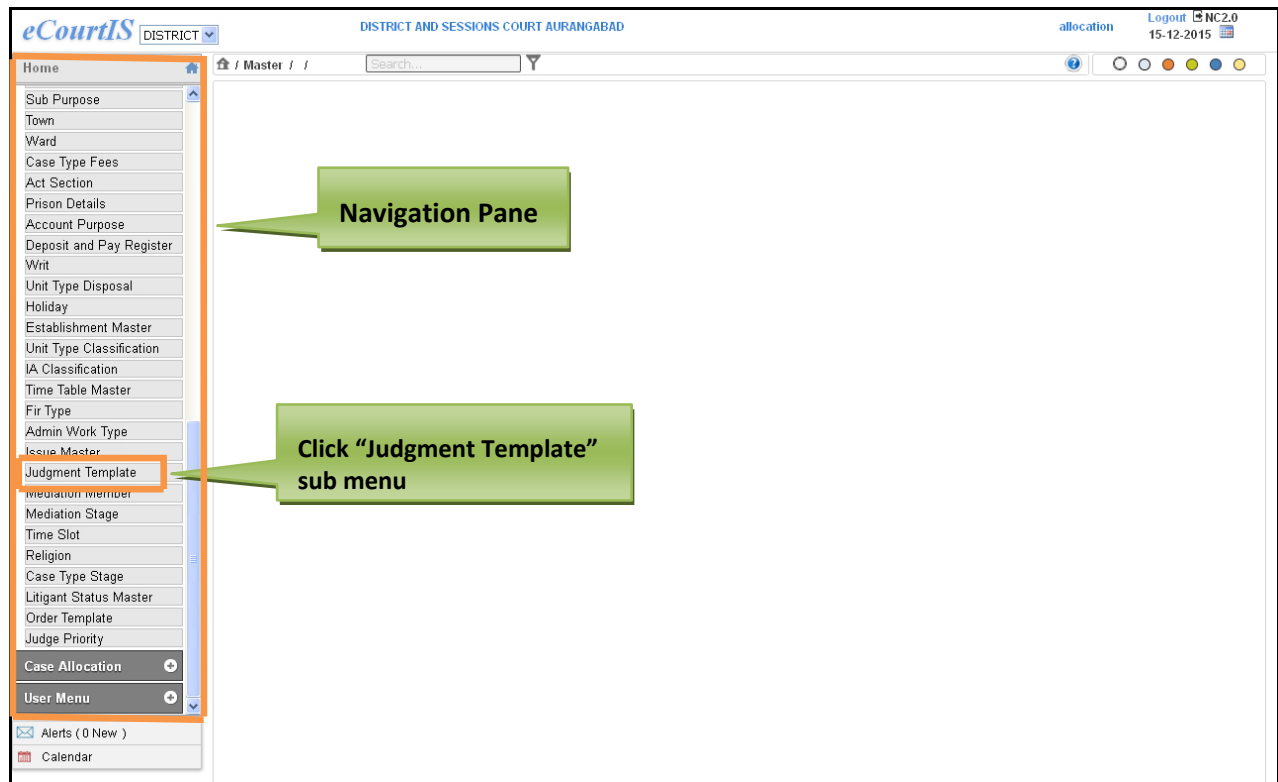
**Figure 121: Issue Master (Report)**

#### Procedure

1. When you select the **Issue Master Report**, the **Issue Master (Report)**. **(Refer to Figure Number 121)**
2. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

#### **4.50 Judgment Template (Report)**

This report lists all the entered **Judgment Template**. You can sort each column, copy, save, and print the report.



**Figure 122: Navigation for "Judgment Template (Report)" screen**

To access the **Judgment Template (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Judgment Template** sub menu. (Refer Figure Number 122)
3. When you click **Judgment Template** sub menu, the "**Judgment Template (Report)**" screen is displayed. (Refer to Figure Number 123)
4. The **Judgment Template (Report)** displays the list of **Judgment Template** in English and local language.



**Figure 123: Judgment Template (Report)**

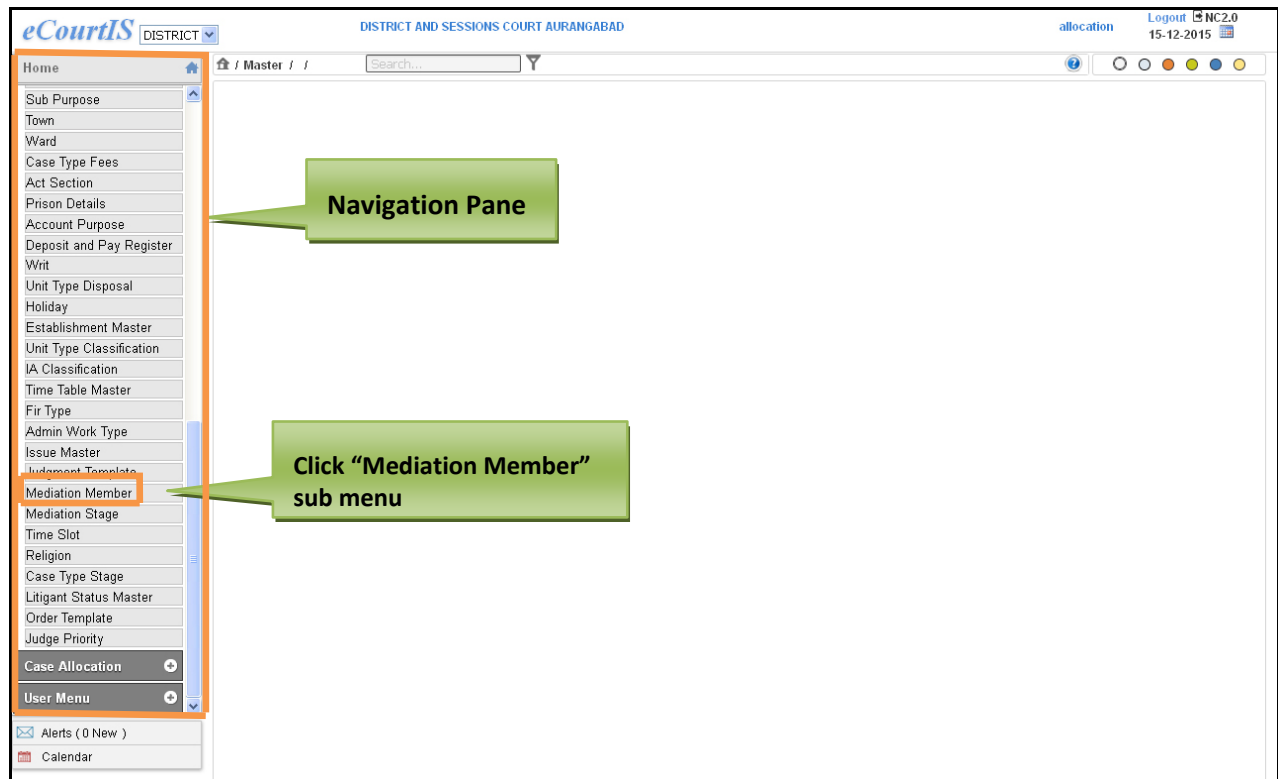
### Procedure

1. When you select the **Judgment Template** submenu, the **Judgment Template (Report)** is displayed. (Refer to Figure Number 123)

2. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

#### 4.51 Mediation Member (Report)

This report lists all the **Mediation Members** that are entered in the database. You can sort each column, copy, save, and print the report.



**Figure 124: Navigation for "Mediation Member (Report)" screen**

To access the **Mediation Member (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Mediation Member** sub menu. **(Refer Figure Number 124)**
3. When you click **Mediation Member** sub menu, the **"Mediation Member (Report)"** screen is displayed. **(Refer to Figure Number 125)**
4. The **Mediation Member (Report)** displays the list of **Mediation Member** in English and local language.



Member ID	Member Type	Mediation Member	From Date	To Date
1	Advocate	sadas	2015-03-16	

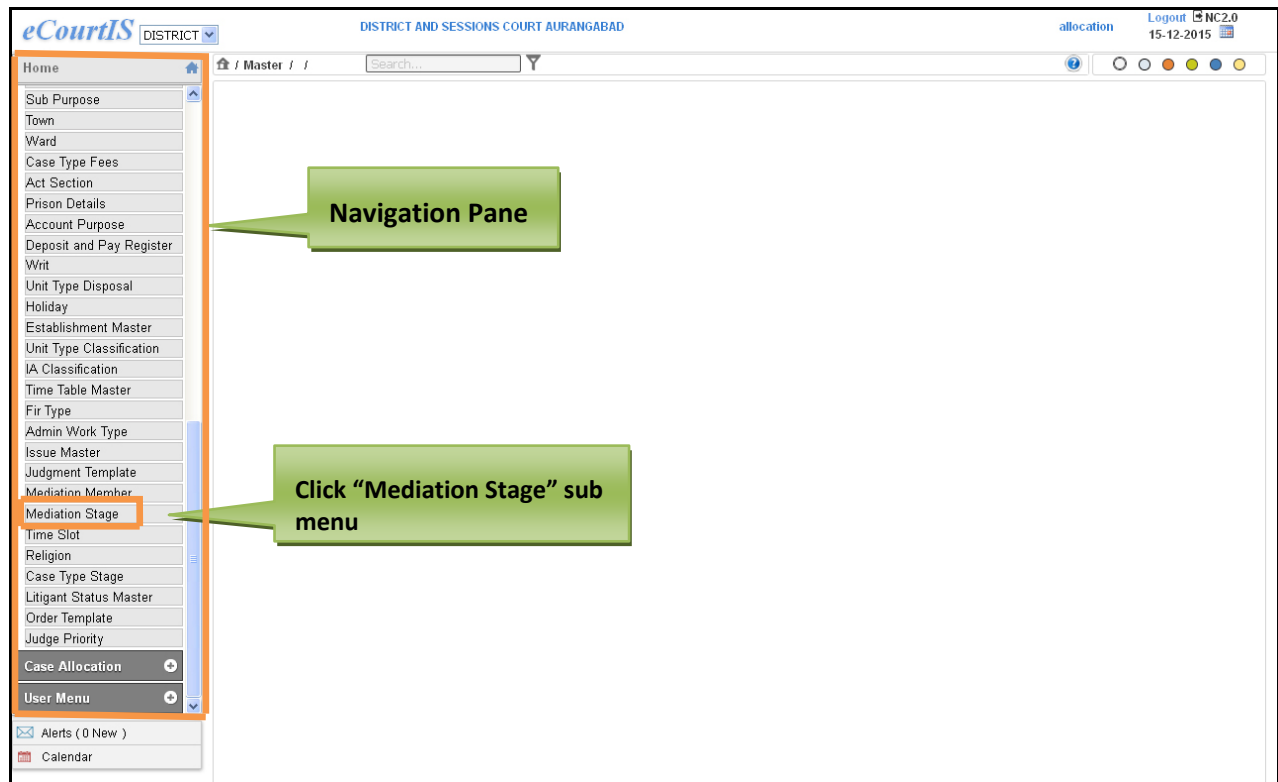
**Figure 125: Mediation Member (Report)**

### Procedure

1. When you select the **Mediation Member** sub menu, the **Mediation Member (Report)** is displayed. (Refer to Figure Number 125)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.52 Mediation Stage (Report)

This report lists all the entered **Mediation Stage**. You can sort each column, copy, save, and print the report.



**Figure 126: Navigation for "Mediation Member (Report)" screen**

To access the **Mediation Member (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Mediation Member** sub menu. **(Refer Figure Number 126)**
3. When you click **Mediation Member** sub menu, the **"Mediation Member (Report)"** screen is displayed. **(Refer to Figure Number 127)**
4. The **Mediation Member (Report)** displays the list of **Mediation Member** in English and local language.



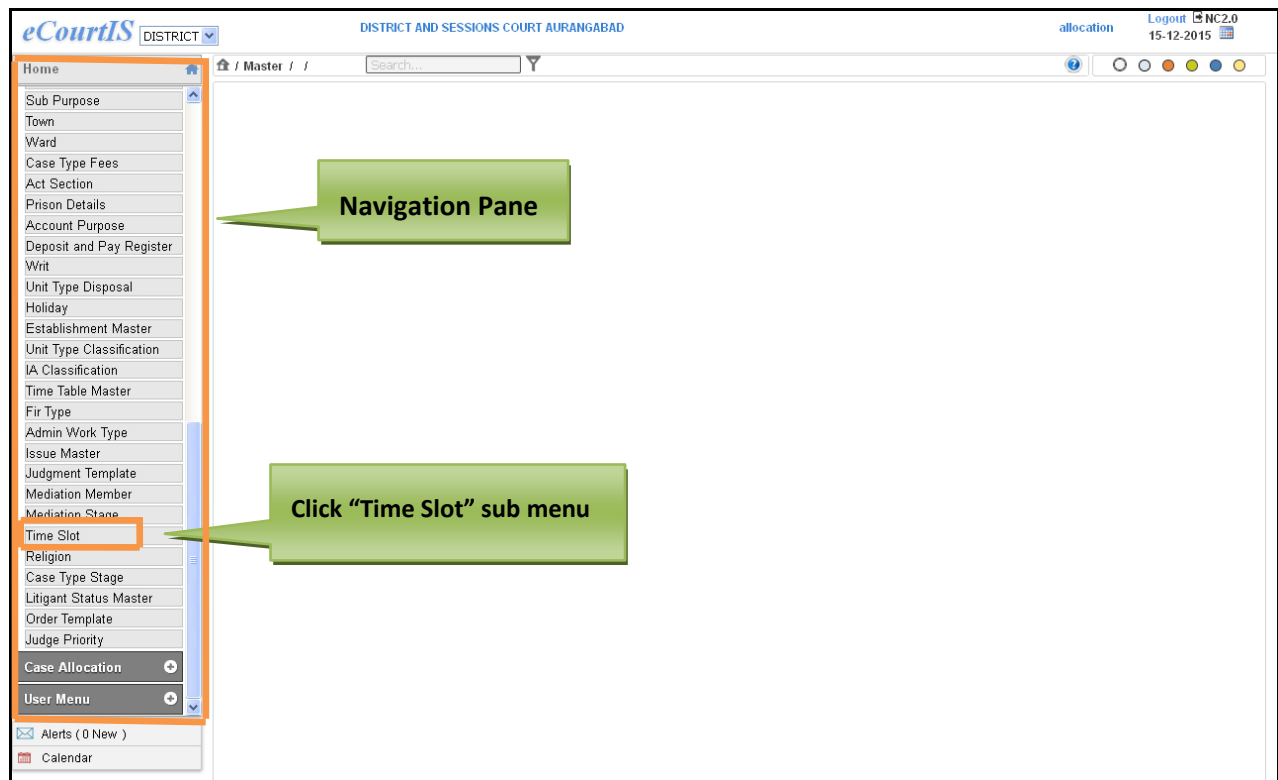
**Figure 127: Mediation Stage (Report)**

## Procedure

1. When you select the **Mediation Member** submenu, the **Mediation Member (Report)** is displayed. (Refer to Figure Number 127)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.53 Time Slot (Report)

This report lists all the entered **Time Slot**. You can sort each column, copy, save, and print the report.



**Figure 128: Navigation for "Time Slot (Report)" screen**

To access the **Time Slot (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Time Slot** sub menu. (Refer Figure Number 128)
3. When you click **Time Slot** sub menu, the "**Time Slot (Report)**" screen is displayed. (Refer to Figure Number 129)
4. The **Time Slot (Report)** displays the list of **Time Slot** in English and local language.

Time Slot ID	Time Slot	Time Slot Name	LTime Slot नाम
1	qq	asd	मराठी

Figure 129: Time Slot (Report)

### Procedure

1. When you select the **Time Slot** submenu, the **Time Slot (Report)** is displayed. (Refer to **Figure Number 129**)
2. For features of this option [Please Refer to Section 1.2.4. \(Case Type Report\)](#)
3. Click the hyperlink (text in blue) in step 3 to view the Reports features.

### 4.54 Religion (Report)

This report lists all the entered **Report**. You can sort each column, copy, save, and print the report.

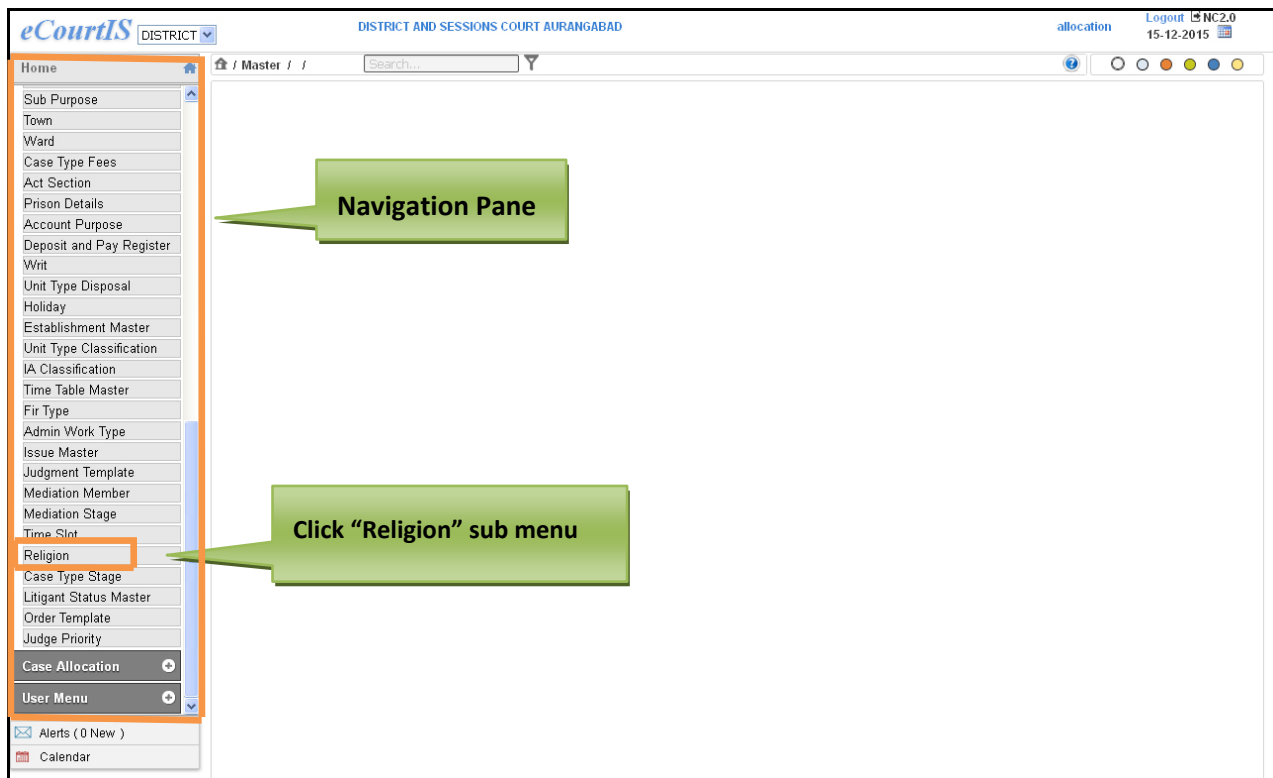


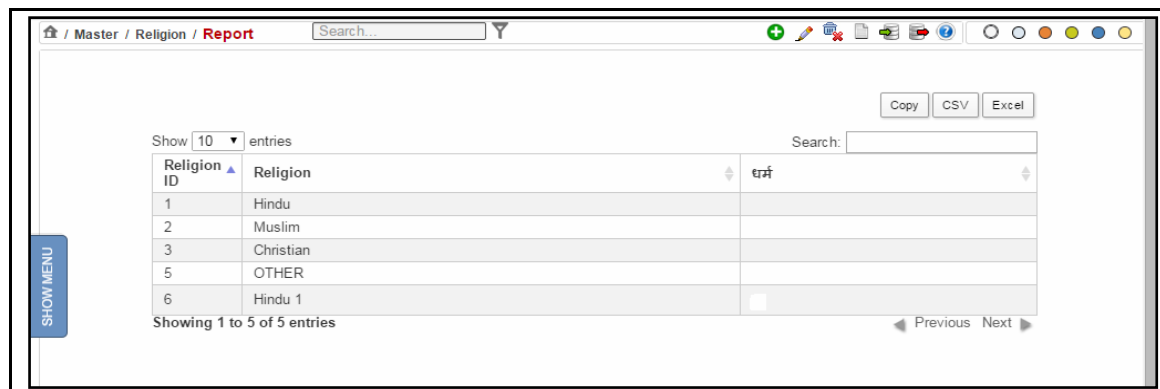
Figure 130: Navigation for "Time Slot (Report)" screen

To access the **Religion (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.



2. Then, click **Religion** sub menu. (Refer Figure Number 130)
3. When you click **Religion** sub menu, the “**Religion (Report)**” screen is displayed. (Refer to Figure Number 131)
4. The **Religion (Report)** displays the list of **Religion** in English and local language.



Religion ID	Religion	धर्म
1	Hindu	
2	Muslim	
3	Christian	
5	OTHER	
6	Hindu 1	

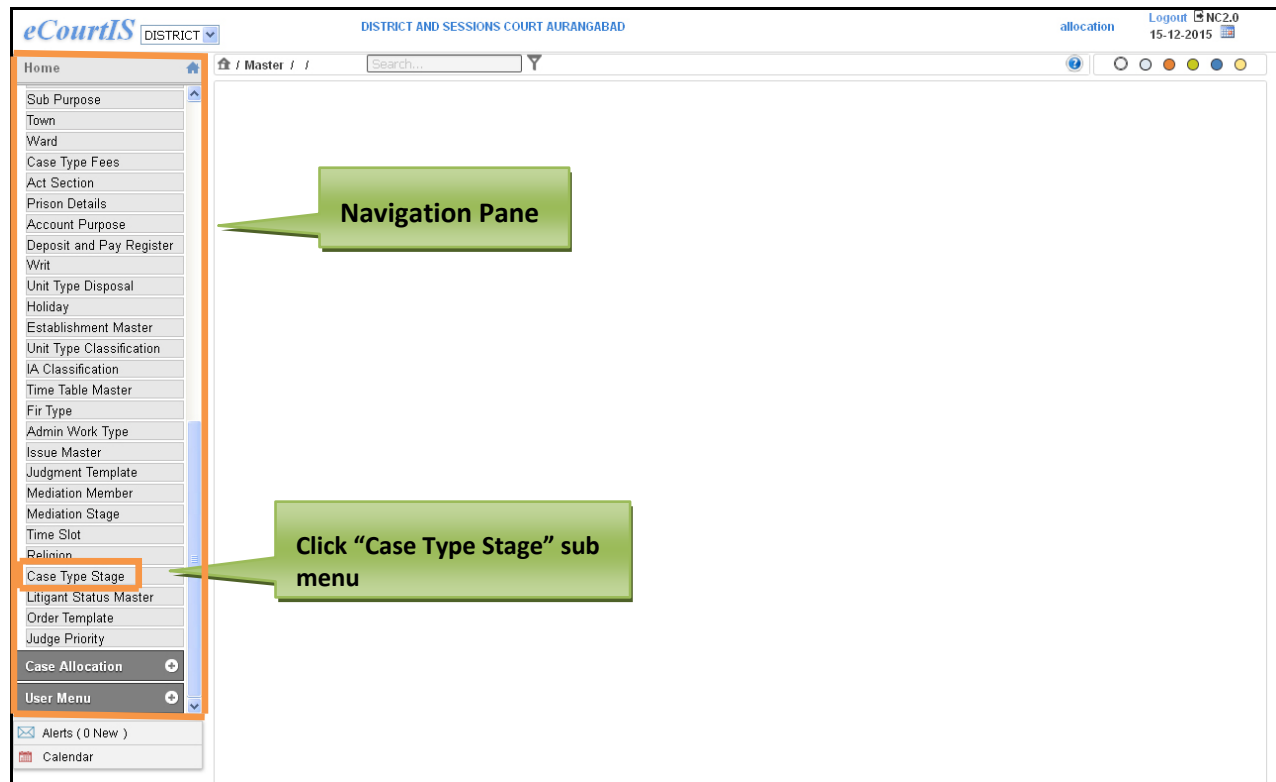
Figure 131: Religion (Report)

### Procedure

1. When you select the **Religion** submenu, the **Religion (Report)** is displayed. (Refer to Figure Number 131)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
3. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.55 Case Type Stage (Report)

This report lists all the entered **Case Type Stage**. You can sort each column, copy, save, and print the report.



**Figure 132: Navigation for "Case Type Stage (Report)" screen**

To access the **Case Type Stage (Report)** screen, follow the steps given below:

5. On the **Navigation pane**, click the **Master** menu.
6. Then, click **Case Type Stage** sub menu. **(Refer Figure Number 132)**
7. When you click **Case Type Stage** sub menu, the **"Case Type Stage (Report)"** screen is displayed. **(Refer to Figure Number 133)**
8. The **Case Type Stage (Report)** displays the list of **Case Type Stage** in English and local language.



Religion ID	Religion	दर्श
1	Hindu	
2	Muslim	
3	Christian	
5	OTHER	
6	Hindu 1	

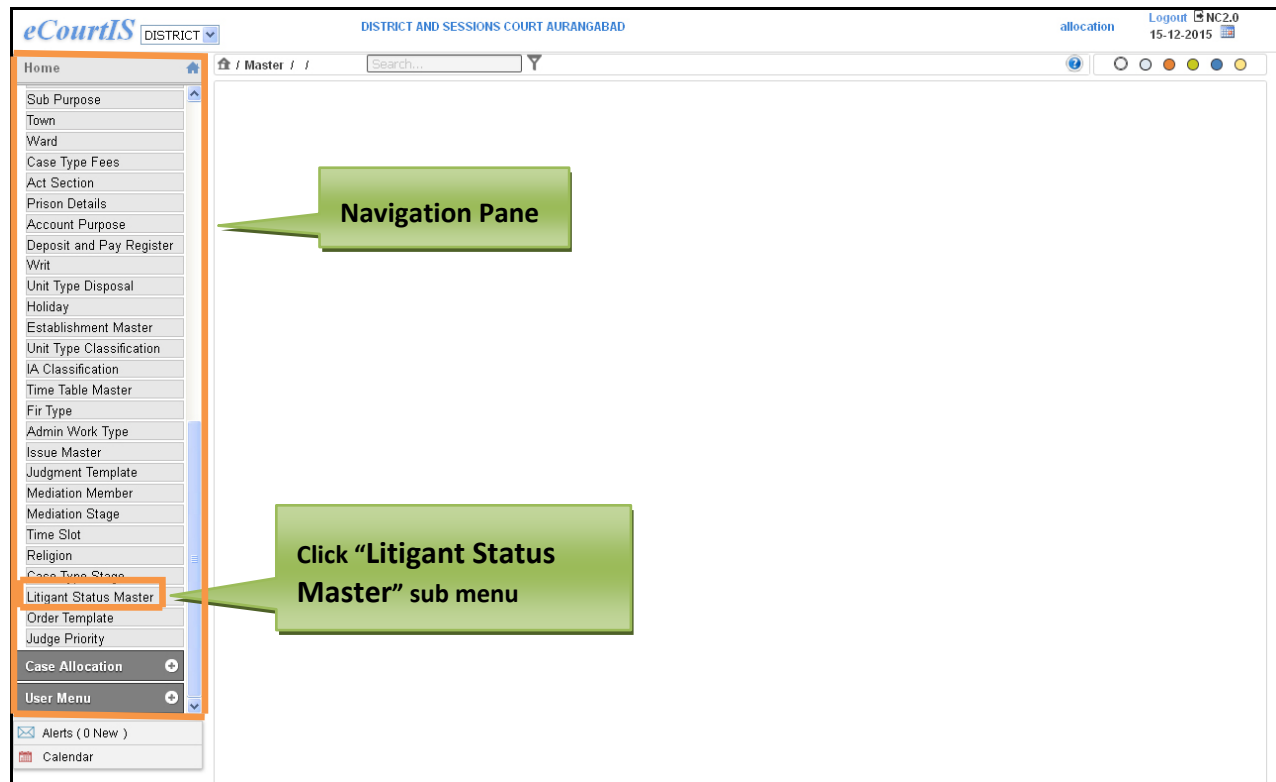
**Figure 133: Case Type Stage (Report)**

### Procedure

4. When you select the **Case Type Stage** submenu, the **Case Type Stage (Report)** is displayed. (Refer to Figure Number 133)
5. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
6. [Click the hyperlink \(text in blue\) in step 3 to view the Reports features](#)

### 4.56 Litigant Status Master (Report)

This report lists all the entered **Litigant Status Master**. You can sort each column, copy, save, and print the report.



**Figure 134: Navigation for " Litigant Status Master (Report)" screen**

To access the **Litigant Status Master (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Litigant Status Master** sub menu. **(Refer Figure Number 134)**
3. When you click **Litigant Status Master** sub menu, the "**Litigant Status Master (Report)**" screen is displayed. **(Refer to Figure Number 135)**
4. The **Litigant Status Master (Report)** displays the list of **Litigant Status Master** in English and local language.

Master / Litigant Status Master / Report

Search...

Copy CSV Excel

Show 10 entries Search:

Litigant Status ID	Description	LDescription
1	absconding	फरार
2	abated	रोक रकना
3	dead	मृत

Showing 1 to 3 of 3 entries Previous Next

SHOW MENU

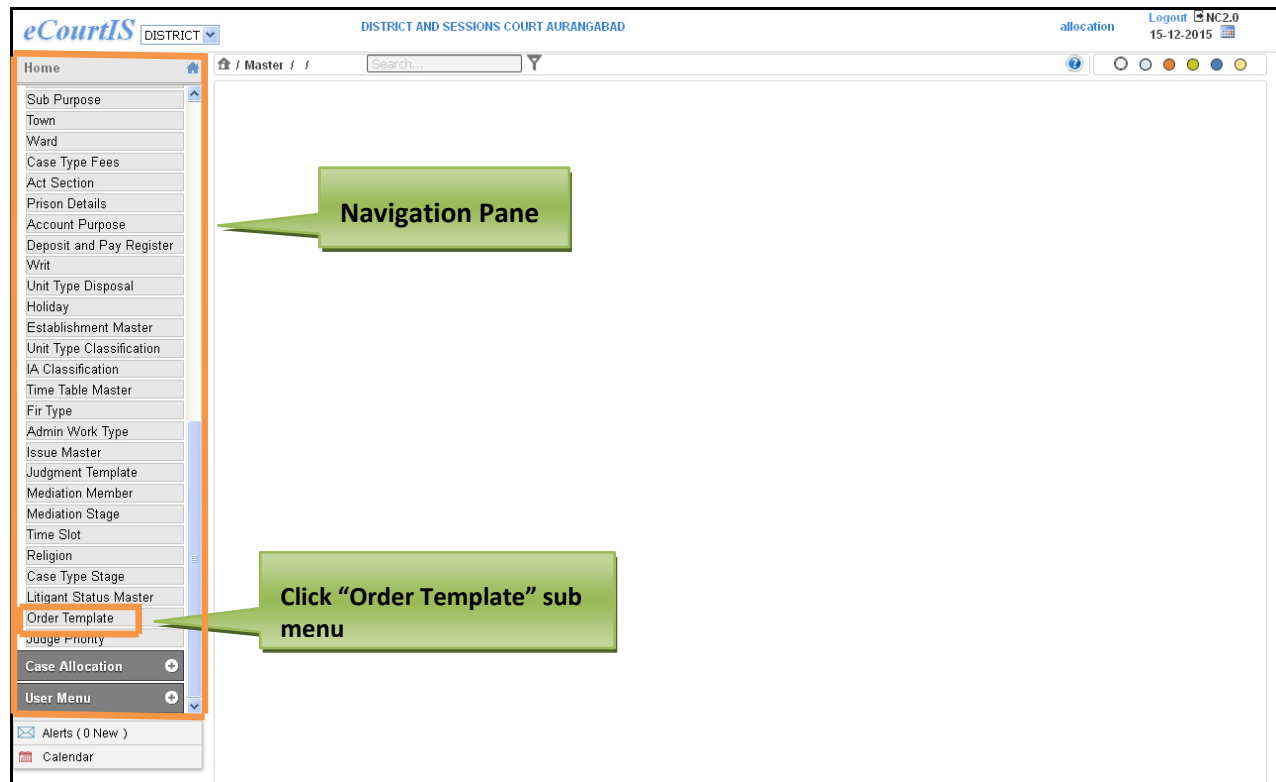
**Figure 135: Litigant Status Master (Report)**

### Procedure

1. When you select the **Litigant Status Master** submenu, the **Litigant Status Master (Report)** is displayed. (Refer to Figure Number 135)
2. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\)](#).
3. [Click the hyperlink \(text in blue\) in step 2 to view the Reports features.](#)

### 4.57 Order Template (Report)

This report lists all the entered **Order Template**. You can sort each column, copy, save, and print the report.



**Figure 136: Navigation for " Order Template (Report)" screen**

To access the **Order Template (Report)** screen, follow the steps given below:

5. On the **Navigation pane**, click the **Master** menu.
6. Then, click **Order Template** sub menu. **(Refer Figure Number 136)**
7. When you click **Order Template** sub menu, the **"Order Template(Report)"** screen is displayed. **(Refer to Figure Number 137)**
8. The **Order Template (Report)** displays the list of **Order Template** in English and local language.

Browser address bar: Master / Order Template / Search...

Buttons: Copy CSV Excel

Show 10 entries Search:

Order ID	Template Name	Case Type
1	Order Template1	Cri.M.A.
2	Order Template 2	Cri.M.A. AC Cri.M.A.
3	Order Template 3	Cri.M.A. AC Cri.M.A. Arbitration R.D

Showing 1 to 3 of 3 entries Previous Next

SHOW MENU

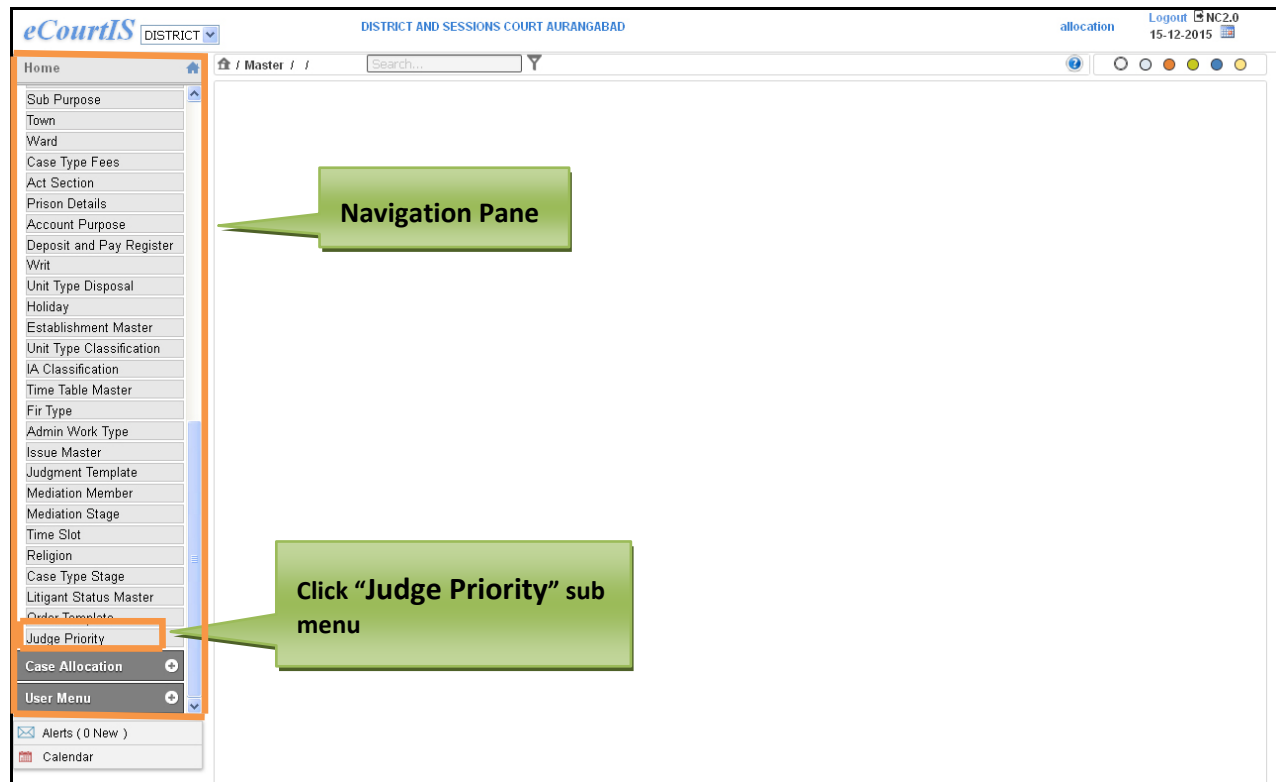
**Figure 137: Order Template (Report)**

### Procedure

4. When you select the **Order Template** submenu, the **Order Template(Report)** is displayed. (Refer to Figure Number 137)
5. **For features of this option** [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
6. [Click the hyperlink \(text in blue\) in step 2 to view the Reports features.](#)

### 4.58 Judge Priority (Report)

This report lists all the entered **Judge Priority**. You can sort each column, copy, save, and print the report.



**Figure 138: Navigation for " Judge Priority (Report)" screen**

To access the **Judge Priority (Report)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Judge Priority** sub menu. **(Refer Figure Number 138)**
3. When you click **Judge Priority** sub menu, the **"Judge Priority(Report)"** screen is displayed. **(Refer to Figure Number 139)**
4. The **Judge Priority (Report)** displays the list of **Judge Priority** in English and local language.



Home / Master / Judge Priority / Report

Copy CSV Excel

Show 10 entries Search:

Judge code	Judge Name	IJudge Name	Judge Designation	Judge Designation	Judge Priority
18	SHRI S.G. SHETE	श्री एस.जी. शेते	District Judge-2 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 2 व अतिरिक्त सत्र न्यायाधीश,औबाद	0
21	SHRI S.S. GOSAVI	श्री एस.एस. गोसावी	District Judge-4 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश ४ व अतिरिक्त सत्र न्यायाधीश,औबाद	0
24	SHRI S.L. PATHAN	श्री एस.एल. पठाण	District Judge-1 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश १ व अतिरिक्त सत्र न्यायाधीश,औबाद	0
24	SHRI S.L. PATHAN	श्री एस.एल. पठाण	Principal District and Sessions Judge, Abad.	प्रमुख जिल्हा व सत्र न्यायाधीश औरंगाबाद	0
27	SHRI R.R. KAKANI	श्री आर.आर. ककानी	District Judge-6 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश 6 व अतिरिक्त सत्र न्यायाधीश,औबाद	0
28	SHRI J.N. RAJE	श्री. जे.एन. राजे	District Judge-8 and Addl. Sessions Judge, Abad.	जिल्हा न्यायाधीश ८ व अतिरिक्त सत्र न्यायाधीश,औबाद	0

Figure 139: Judge Priority (Report)

### Procedure

1. When you select the **Judge Priority** submenu, the **Judge Priority (Report)** is displayed. (Refer to Figure Number 139)
2. *For features of this option* [Please Refer to the Procedure of Section 4.1 \(Case Type Report\).](#)
3. [Click the hyperlink \(text in blue\) in step 2 to view the Reports features.](#)

## 5 Case Allocation

This module is used to facilitate the allocating Judge to **allocate the cases to courts**. While allocating cases, the allocating judge needs to know the pendency status of a

particular court to which the case is being allocated. This module includes various features which will guide you in the **Case Allocation** process.

The process of **Case Allocation** includes the following:

- 1 **Individual Case Allocation**
- 2 **Bulk Allocation**
- 3 **Check Allocation**
- 4 **Pending Allocation Reports**

### **5.1 Individual Case**

This feature will allow you to allocate an **Individual Case** or **List Cases** which has not been allocated. When you select the case, the system will automatically display the **Party Names**. The system will by default display the current date as the **Date of Allocation**.

If the **First Stage** and **Next Date** are entered at the time of registration then the system will display these details automatically. In case these details are not entered then you may have to enter the **Next Date** and **Stage** details at the time of **Case Allocation**.

The system will display the **list of courts, total number of cases** and the **number of cases for each Case Type**.

When you select the court to which the case is to be allocated, then the system will submit all the information that you have selected.

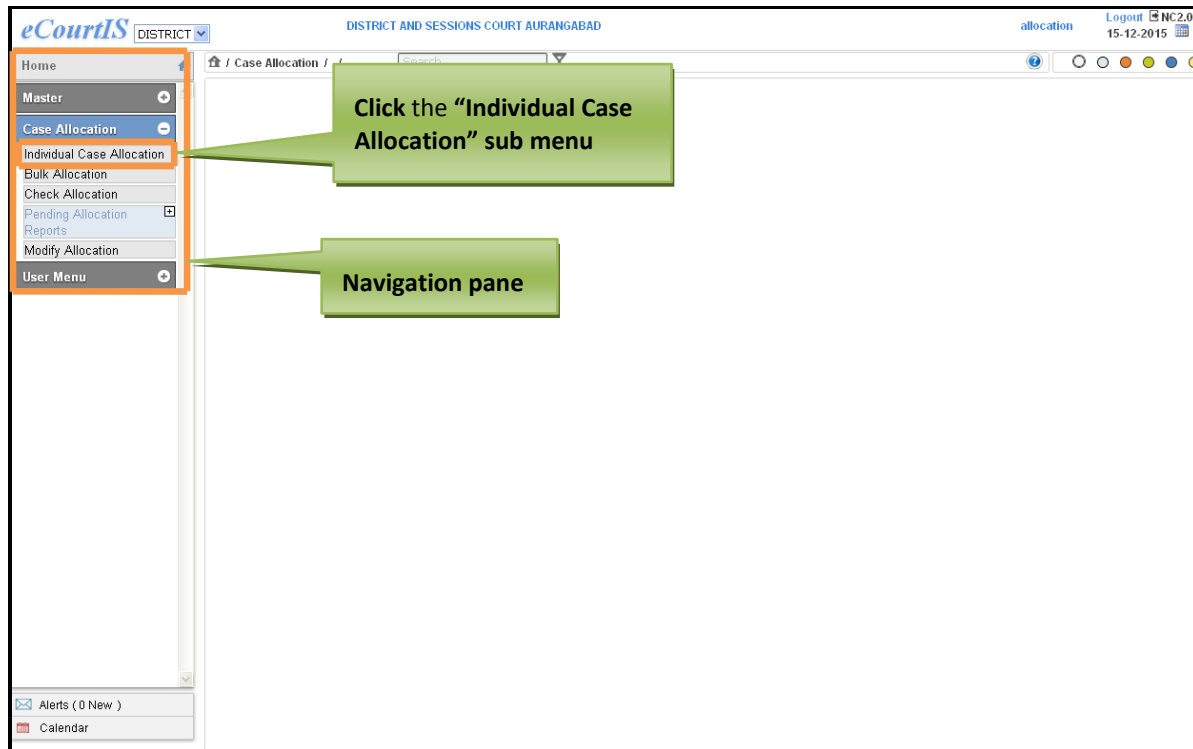


Figure 140: Navigation for “Allocation of Case” screen

To access the **Allocation of Case** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then click the **Individual Case Allocation** sub menu. (Refer to Figure Number 140)
3. When you click **Individual Case Allocation** sub menu, the **Allocation of Case** screen with **Individual** as the selected option is displayed. (Refer to Figure Number 141)

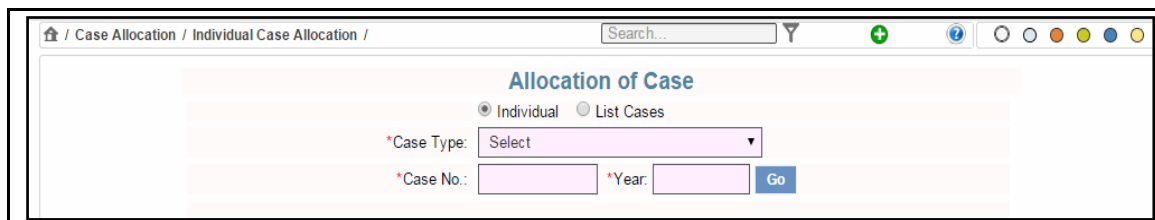


Figure 141: Allocation of Case screen

### **Allocation of an Individual Case**

#### **Procedure**

1. Select the **Case** that you want to allocate from the **Case Type** select box.
2. Enter the case number of the selected case in the **Case No.** field.
3. Enter the **Year** in the **Year** field and **Click Go**. The existing details such as **Date of Allocation, Purpose of Listing, and Next Date** are displayed. (Refer to Figure Number 142)

The screenshot shows the 'Allocation of Case' interface. At the top, there are radio buttons for 'Individual' (selected) and 'List Cases'. Below this, several form fields are visible: '\*Case Type:' (Cri.Appeal-17), '\*Case No.:' (100197), '\*Year:' (2015), 'Complainant:' (State of Maharashtra), 'Accused:' (Siddeshwar Apparao Bhingare), '\*Date of Allocation:' (04-12-2015), 'Purpose of Listing:' (Additional Issues-37), and 'Next Date:' (05-12-2015). A green callout box points to the 'Individual' radio button with the text 'Select radio button to allocate the case'. Below the form is a table with columns: 'Court No.', 'Judge Name/Designation Name', 'Total No. of Cases', 'Cri.Appeal Case Type Total', and 'Alloc'. The table lists several judges with their respective case counts and radio buttons in the 'Alloc' column.

Court No.	Judge Name/Designation Name	Total No. of Cases	Cri.Appeal Case Type Total	Alloc
7	7-SHRI J.N. RAJE, District Judge-8 and Addl. Sessions Judge, Abad.	1705	191	<input type="radio"/>
8	8-SMT S.S. NAIR, District Judge-7 and Asst. Sessions Judge Abad.	1218	0	<input type="radio"/>
9	9-SHRI P.S. SHINDE, District Judge-5 and Addl. Sessions Judge, Abad.	1558	183	<input type="radio"/>
10	10-SHRI R.R. KAKANI, District Judge-6 and Addl. Sessions Judge, Abad.	1488	116	<input type="radio"/>
11	11-SHRI D.K. ANBHULE, Adhoc District Judge-2 Asst. Sessions Judge Abad.	1029	0	<input type="radio"/>
12	12-SHRI S.D. NIKAM, Adhoc District Judge-3 Asst. Sessions Judge Abad.	897	0	<input type="radio"/>

**Figure 142: Allocation of an Individual Case screen**

4. By default, current date (today's date) is displayed as the **Date of Allocation** and **Next Date**. You can choose another date from the calendar control.
5. Also the **Court Number**, **Judge Name with Designation**, **Total Number of Cases**, **Case Type Total**, and radio buttons to allocate the cases to the Judges is displayed.
6. Select the radio button of the cases that you want to allocate to the corresponding Judges.
7. Click **Submit** to save the data into the system. The system will display the message, **"Case Allocated to Court No."**
8. ***All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.***

### **Allocation of List Cases**

9. Select the radio button for **List Cases**. The screen as shown in **Figure Number 143** is displayed.

The screenshot shows the 'Allocation of Case' interface with the 'List Cases' radio button selected. The '\*Case No.:' field is set to 'Select'.

**Figure 143: Allocation of List Cases**

10. Select the case type for case allocation from the **Case No.** select box. The details such as **Plaintiff, Defendant, Date of Allocation, Purpose of Listing, and Next Date** are displayed. **(Refer to Figure Number 144)**
11. By default, current date (today's date) will be displayed as the **Date of Allocation** and **Next Date** is displayed as given at the time of registration. You can choose another date from the calendar control.
12. Also the lists of **Court Number, Judge Name with Designation, Total Number of Cases, and Case Type Total** along with radio buttons to allocate the cases to the Judges is displayed.

**Allocation of Case**

Individual  List Cases

\*Case No.: L.A.R./100145/2015

Plaintiff: Ashish Ramkisan Dhoot

Defendant: State of Maharashtra

\*Date of Allocation: 19-12-2015

Purpose of Listing: Appearance-67

Next Date: 22-07-2015

Court No.	Judge Name/Designation Name	Total No. of Cases	L.A.R. Case Type Total	Allocation
1	1-SHRI S.L. PATHAN, Principal District and Sessions Judge, Abad.	287	0	<input type="radio"/>
2	2-SHRI S.L. PATHAN, District Judge-1 and Adnl. Sessions Judge, Abad.	1830	0	<input type="radio"/>
3	3-SHRI S.A. UPADHYE, Adhoc District Judge 1 Asst. Sessions Judge Abad.	942	0	<input type="radio"/>
4	4-SHRI S.G. SHETE, District Judge-2 and Adnl. Sessions Judge, Abad.	1751	0	<input type="radio"/>
5	5-SHRI S.S. GOSAVI, District Judge-4 and Adnl. Sessions Judge, Abad.	1826	0	<input type="radio"/>
6	6-SHRI U.L. TELGAONKAR, District Judge-3 and Adnl. Sessions Judge, Abad.	681	0	<input type="radio"/>

**Submit**

**Figure 144: Allocation of List Cases**

13. Select the radio button of the cases that you want to allocate to the corresponding Judges.
14. Click **Submit** to save the data into the system. The system will display the message, **"Case Allocated to Court No."**
15. ***All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.***

## 5.2 Bulk Allocation

This feature is used to allocate the cases in **Bulk numbers**. When you select the Court, the system will display list of unallocated cases. Choose the cases that you want to allocate to the selected **Court Number** and submit the details.

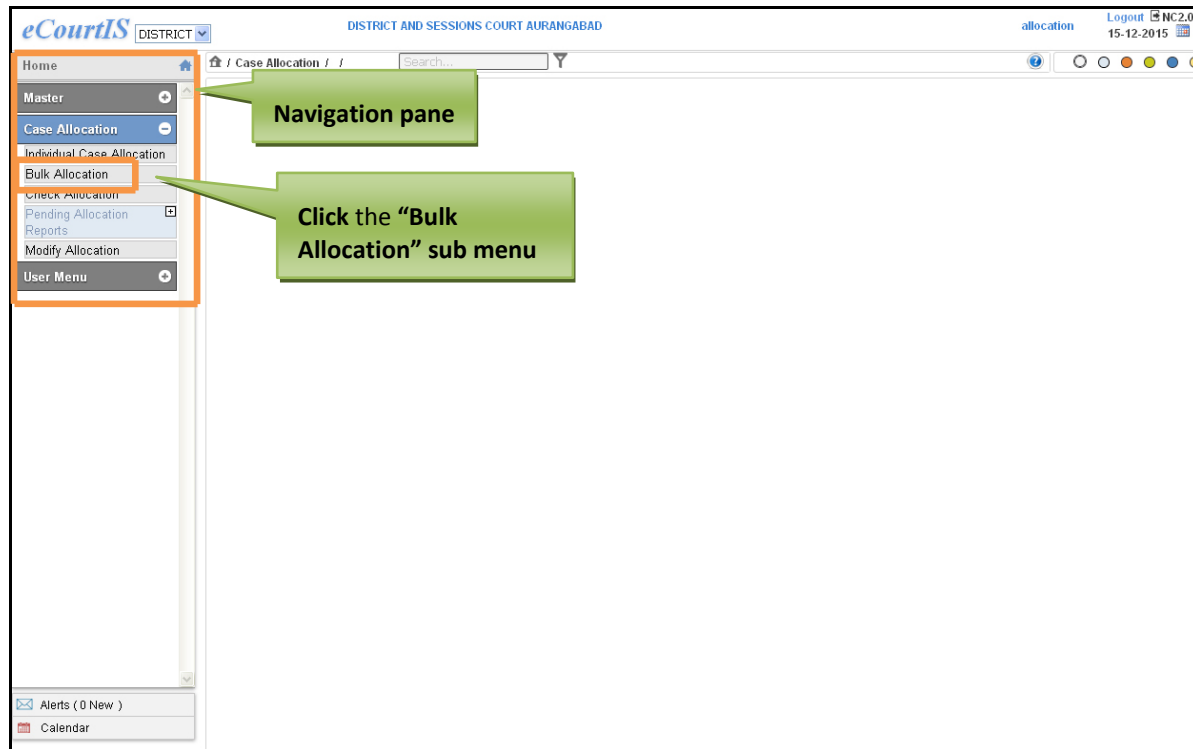


Figure 145: Navigation for "Bulk Allocation" screen

To access the **Bulk Allocation** screen follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Bulk Allocation** sub menu. (Refer to Figure Number 145)
3. When you click **Bulk Allocation** sub menu, the **Bulk Allocation** screen with **Court Number** as the selected option is displayed. (Refer to Figure Number 146)

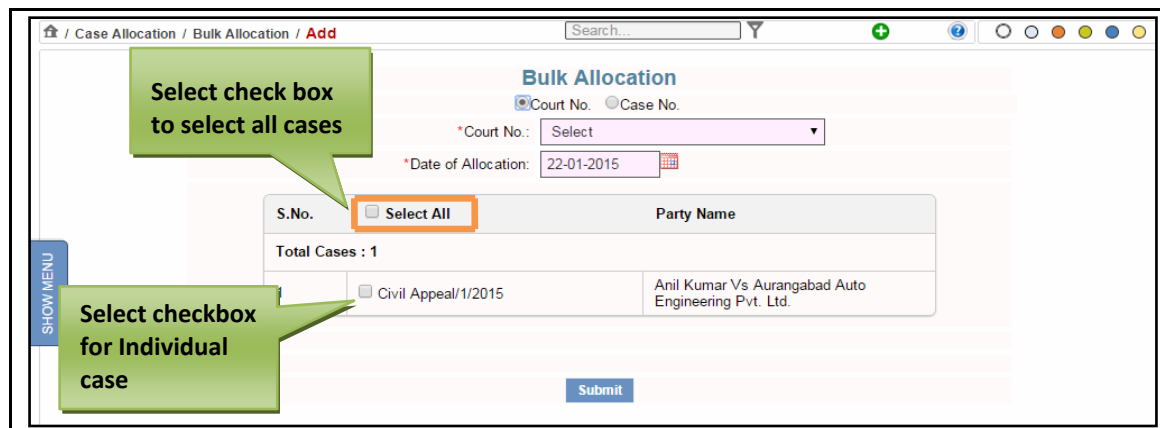


Figure 146: Bulk Allocation screen

## Procedure

### Allocation of Bulk Cases using Court Number

1. By default the **Court Number** is displayed as the selected option and the **Current Date** is displayed as the **Date of Allocation**. You can select another date from the calendar control.
2. The system will also display the list of unallocated cases of the current date.
3. Select the **Court Number** from the **Court No. select box** to which you want to allocate the cases.
4. Select the **Date of Allocation** from the calendar control.
5. Select the check boxes of the cases from the list of unallocated cases that you want to allocate to the selected **Court Number**.
6. To allocate all the cases, Select the **Select All**  checkbox.
7. From the list of unallocated cases, to allocate Select individual case check box of the case. To select all cases, select the **“Select All”** check box.
8. Click **Submit** to save the data into the system. The system will display the message, **“Case Allocated to Court No.”**
9. ***All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.***

### Allocation of Bulk Cases using Case Number

1. Select the radio button for **Case Number**. The screen as shown in **Figure Number 147** is displayed.

S.No.	Case No.	Party Name	Court No.
2	L.A.R./100145/2015	Asnisn Kamkisan Unoot Vs State of Maharashtra	Select
3	L.A.R./100146/2015	Fatushah Chandushah Vs State of Maharashtra	Select
4	L.A.R./100147/2015	Syed Nazim Syed Kadu Vs State of Maharashtra	Select
5	L.A.R./100148/2015	Syed Azim Kadu Vs State of Maharashtra	Select
6	L.A.R./100149/2015	Syed Gulab Syed Amim @ Amir Vs State of Maharashtra	Select
7	L.A.R./100150/2015	Kishan Bhagwanta Padghan Vs State of Maharashtra	Select

**Figure 147: Bulk Allocation of cases using Case Number**

2. By default the current date will be displayed as the **Date of Allocation**.
3. Select the check box of the cases that you want to allocate.

4. Click **Submit** to save the data into the system. The system will display the message, **“Case Allocated to Court No.”**
5. **All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.**

### 5.3 Check Allocation

This feature provides the facility to check the pendency status of the courts. After you select the case type, the current pendency position of all the courts along with the pendency position for the selected case type is displayed.

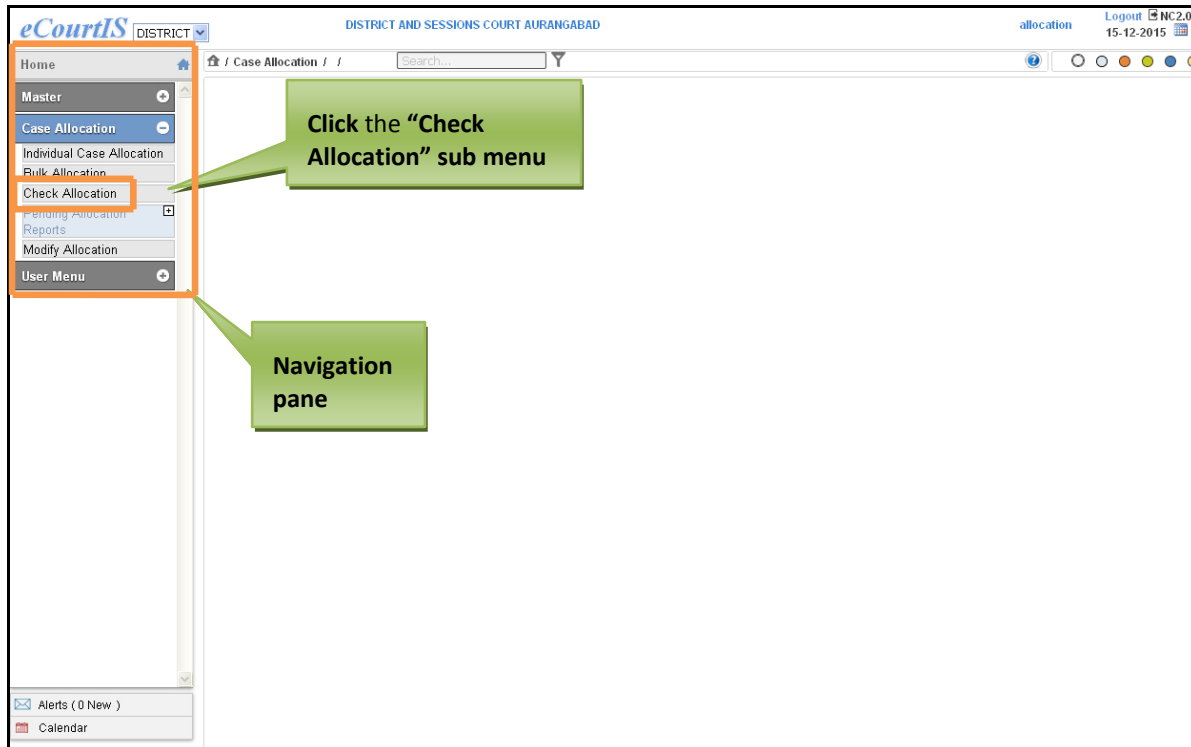


Figure 148: Navigation for "Check Allocation of Case" screen

To access the **Check Allocation of Case** to allocate an **Individual Case**, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Check Allocation** sub menu. (Refer to Figure Number 148)
3. When you click **Check Allocation** sub menu, the **Check Allocation of Case** screen is displayed. (Refer to Figure Number 149)



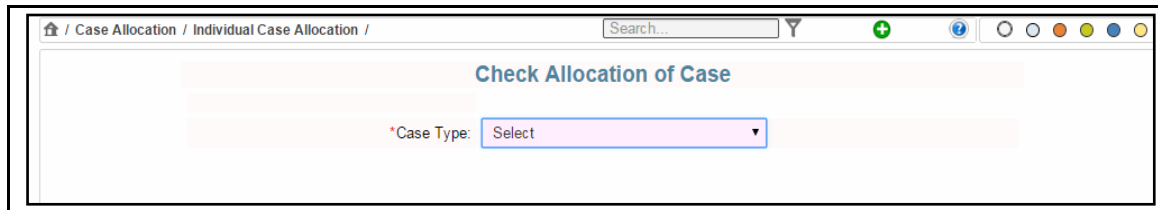


Figure 149: Check Allocation of Case screen

### Procedure

1. Select the case type for which you want to check the case allocation from the **Case Type** select box.
2. The **list of Allocated cases** for the selected case type is displayed. (Refer to Figure Number 150)

Court No.	Judge Name/Designation Name	Total No. of Cases	Civil Appeal Case Type Total
1	1-SHRI SUMANT M. KOLHE, PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD	301	108
2	2-SHRI S.L. PATHAN, DISTRICT JUDGE-1 ADDL. SESSIONS JUDGE ABAD	1674	146
4	4-SHRI S.G. SHETE, DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD.	1620	177
5	5-SHRI S.S. GOSAVI, DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	2211	164
6	6-SHRI M.V. DESHPANDE, DISTRICT JUDGE-2 ADDL. SESSIONS JUDGE ABAD.	1815	211
7	7-SHRI J.N. RAJE, ADHOC DISTRICT JUDGE-2 ASST. SESSIONS JUDGE ABAD	1288	185

Figure 150: List of cases allocated to the selected case type

3. The **report** displays the details given below:
  - Court No. (Court Number)
  - Judge Name
  - Total Number of cases
  - Civil Appeal Case Type Total
4. **All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.**

## 5.4 Pending Allocation Reports

### 5.4.1 Pending Allocation List

This option provides the facility to generate the list of all the cases which are registered but not allocated to any court.

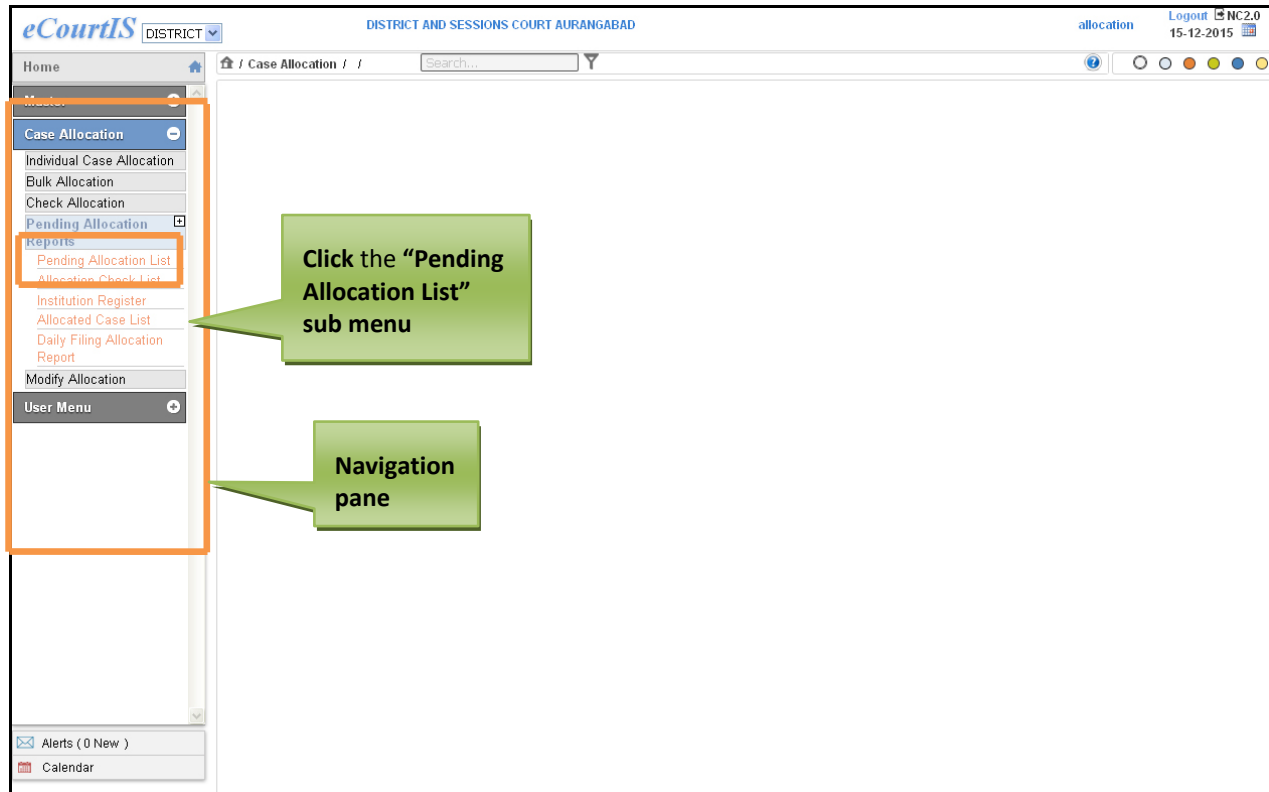


Figure 151: Navigation for "Pending Allocation List" screen

To access the **Pending Allocation List** screen follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Pending Allocation Reports** followed by **Pending Allocation List** sub menu. (Refer to Figure Number 151)
3. When you click the **Pending Allocation Reports**, the **Pending Allocation List** screen with the **View** link is displayed. (Refer to Figure Number 152)



Figure 152: Pending Allocation List with view link

4. Click the **View** link. The **Pending Allocation List** of current date is displayed. (Refer to **Figure Number 153**)

**DISTRICT AND SESSIONS COURT AURANGABAD**  
**Pending Allocation List (Cases Registered but not Allocated to Court)**  
**As on Date: 01-12-2015**

S.No.	Case Type	Case No.	Party Name	Name of Advocate	Date of Registration
1	M.A.C.P.	100707/2015	Anil Laxman Gaikwad Vs New India Assurance Co. Ltd.	Qadri S. A.	20-11-2015
2	L.R.DKST.	100457/2015	Damu Savliram Salve Died LRs Vs State of Maharashtra	Sonawane C.K.	07-10-2015
3	L.R.DKST.	100458/2015	Ananda Savlaram Salve Vs State of Maharashtra	Sonawane C.K.	07-10-2015
4	L.R.DKST.	100459/2015	Mohammad Farooq Died LRs Vs State of Maharashtra	Patel Razzak	07-10-2015
5	L.A.R.	100202/2015	Sk. Bashir Sk Budhan Vs State of Maharashtra	Patel Razzak	07-10-2015

**Figure 153: Pending Allocation List report**

5. The **Pending Allocation List** report displays the details given below:
- S.No. (Serial Number)
  - Case Type
  - Case No. (Case Number)
  - Party Name
  - Name of Advocate
  - Date of Registration
6. You can **Magnify**, **Save**, and **Print** the report.
7. **All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.**

#### 5.4.2 Allocation Check List

This option provides the facility to list the cases that are allocated to the respective courts on a particular date.

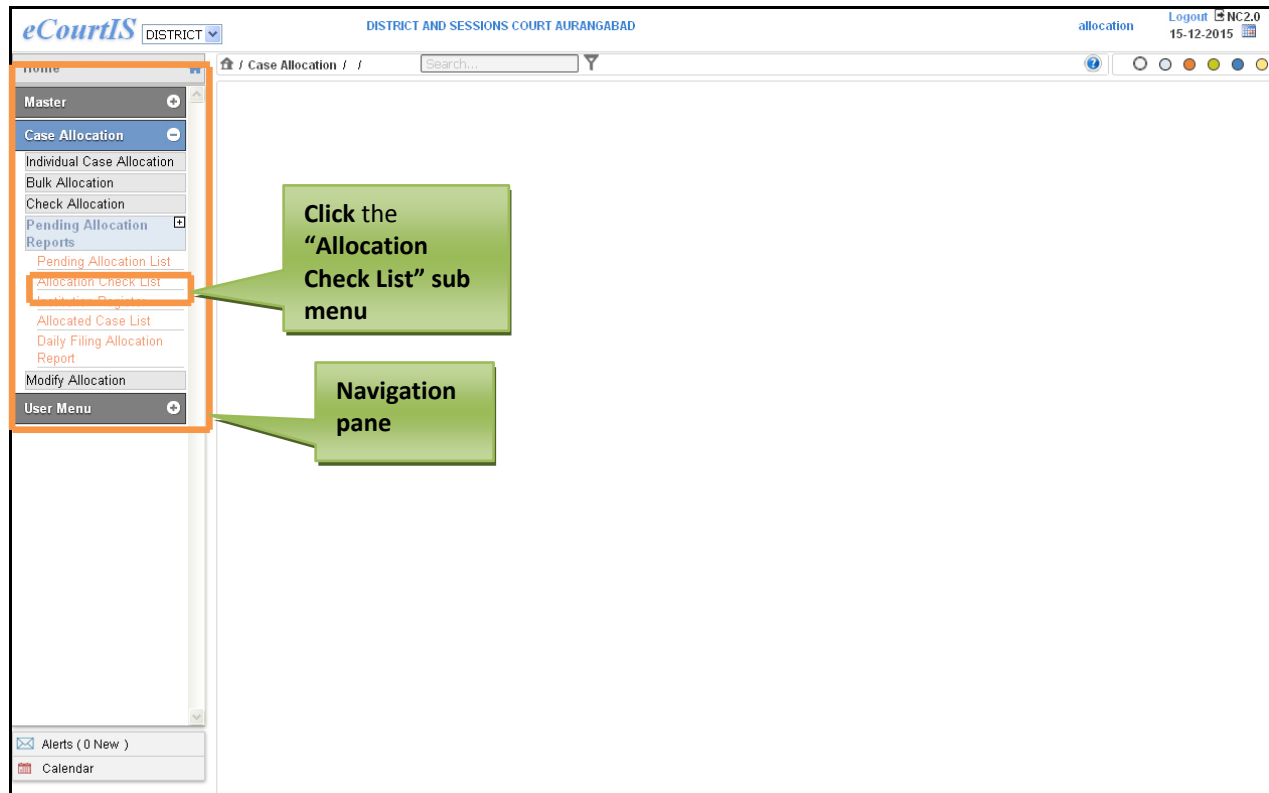


Figure 154: Navigation for "Allocation Check List" screen

To access the **Allocation Check List** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Pending Allocation Reports**, followed by **Allocation Check List** sub menu. **(Refer to Figure Number 154)**
3. When you click the **Allocation Check List**, the **Pending Allocation List** screen with the **View** link is displayed. **(Refer to Figure Number 155)**

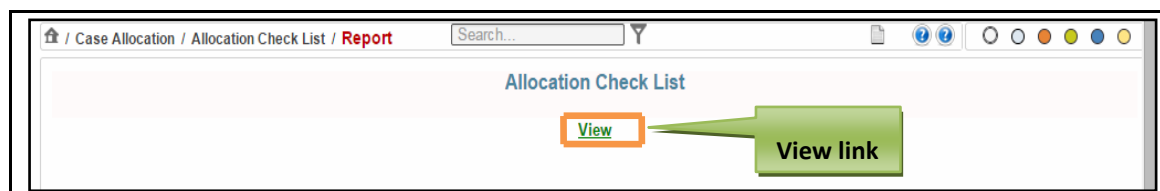


Figure 155: Allocation Check List screen with View link

4. Click the **View** link. The **Allocation Check List** of current date is displayed. **(Refer to Figure Number 156)**

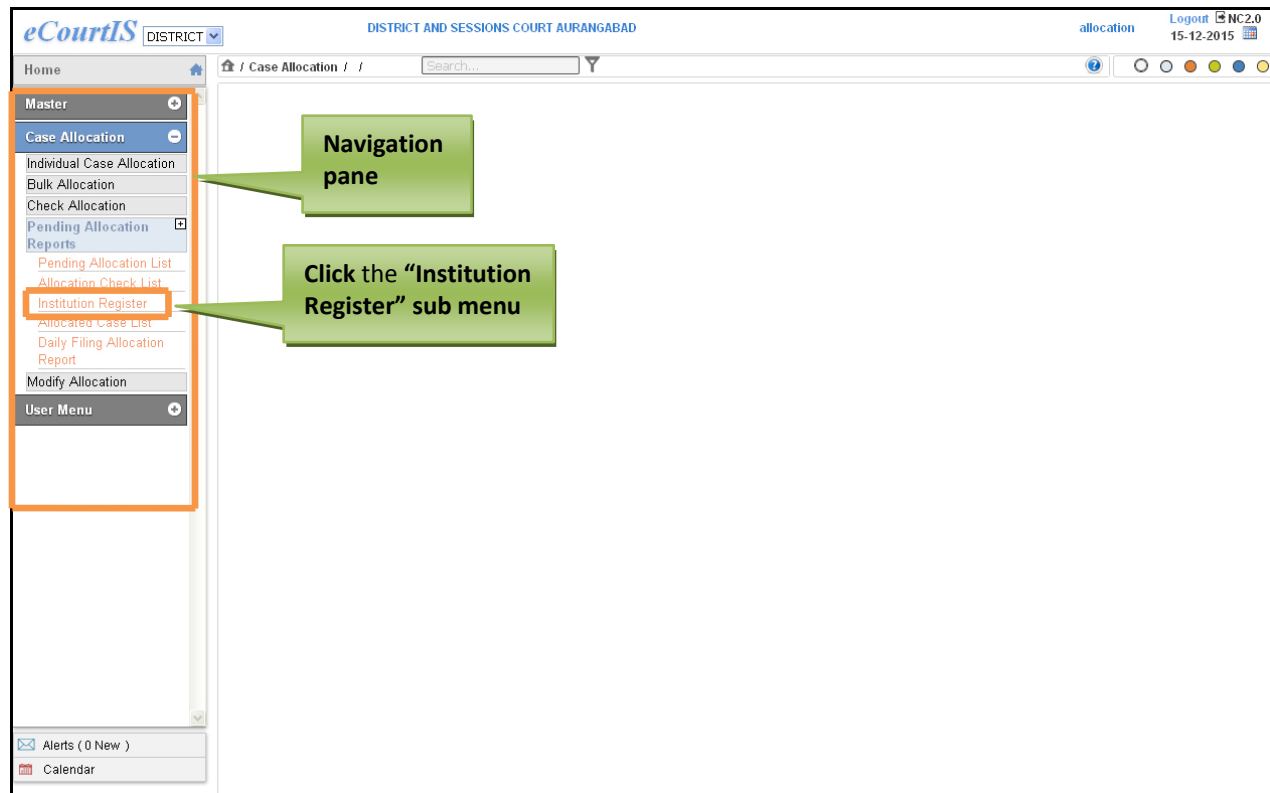
S.No.	Case Type	Case No./Year	Party Name	Court Name
1	Civil Appeal	100073/2015	Arya Arjit	1(Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad./Principal District and Sessions Judge, Abad.)
2	Election Appeal	1/2015	Akola Janta Commerical Co Op Bank Ltd. Cholamandalam Insurance Co. Ltd.	2(Principal District and Sessions Judge, Abad./District Judge-1 and Addl. Sessions Judge, Abad./Principal District and Sessions Judge, Abad.)
3	Cri.Appeal	100032/2015	Darwansingh Chehalsingh Rajput Died Through LRs Mohan Darwansingh Rajput	2(Principal District and Sessions Judge, Abad./District Judge-1 and Addl. Sessions Judge, Abad./Principal District and Sessions Judge, Abad.)
4	AC Cri.M.A.	1/2015	Bhaichand Hirachand Raisoni Multistate Co Op.Cr.So.ltd Bhagyalaxmi Rolling Mills Pvt. Ltd.	2(Principal District and Sessions Judge, Abad./District Judge-1 and Addl. Sessions Judge, Abad./Principal District and Sessions Judge, Abad.)

**Figure 156: Allocation Check List report**

5. The **Allocation Check List report** displays the details given below:
  - S.No. (Serial Number)
  - Case Type
  - Case No./Year
  - Party Name
  - Court Name
6. You can **Magnify, Save, and Print** the report.
7. **All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.**

### 5.4.3 Institution Register

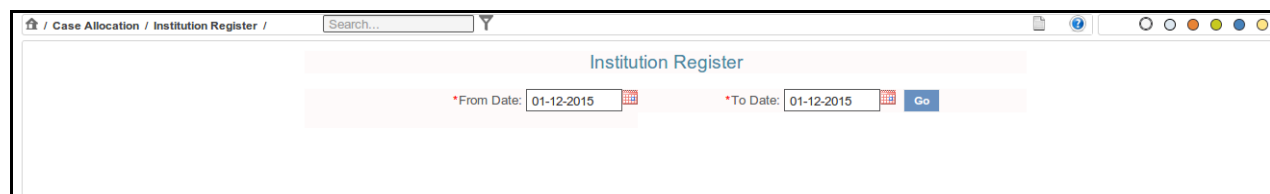
This option provides the facility to generate the **Institution Register**. This report is generated for selected period. In this **Report** the system will display the **List of Cases** registered during the selected period and the **Court** to which the cases are allocated.



**Figure 157: Navigation for "Institution Register" screen**

To access the **Institution Register** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Pending Allocation Reports** followed by **Institution Register** sub menu. **(Refer to Figure Number 157)**
3. When you click **Institution Register** sub menu, the **Institution Register** screen is displayed. **(Refer to Figure Number 158)**
4. By default the current date is displayed in **From Date** and **To Date** fields. You can select another date from the calendar control.



**Figure 158: Institution Register screen**

5. Select **From Date** and **To Date** from the calendar control.
6. The system will load the **View** link. **(Refer to Figure Number 159)**



**Figure 159: Institution Register with View link**

7. Click **View link**. The **Institution Register** for the selected period is displayed. (Refer to **Figure Number 160**)

S.No.	Case Type	Case No.	Date of Registration	Party Name	Under Section	Name of Advocate
1	Cri.Appeal	100183/2015	19-11-2015	Navnath Bhaginath Dudhe Vs State of Maharashtra	Criminal Procedure Code:374	Ladda Sandeep S.
2	Cri.Bail Appln.	101940/2015	18-11-2015	Rahul Dinkar Wahale Vs State of Maharashtra	Indian Penal Code:395:Criminal Procedure Code:439	Patel S.M.
3	Cri.Bail Appln.	101938/2015	18-11-2015	Sachin Ravindra Tak Vs State of Maharashtra	Indian Penal Code:498A,323,504,34:Criminal Procedure Code:438	Gaikwad K.A.
4	Cri.Bail Appln.	101941/2015	19-11-2015	Shaikh Bahadur Shaikh Babu @ Bhatnara Vs State of Maharashtra	Indian Penal Code:353,323,504,506:Criminal Procedure Code:438	Shaikh Ferruz S.
5	Cri.Bail Appln.	101936/2015	18-11-2015	Mahesh Dhanraj Solankhe Vs State of Maharashtra	Indian Penal Code:394,458:Criminal Procedure Code:439	Bhale V.S.

**Figure 160: Institution Register**

8. The **Institution Register** displays the details given below:

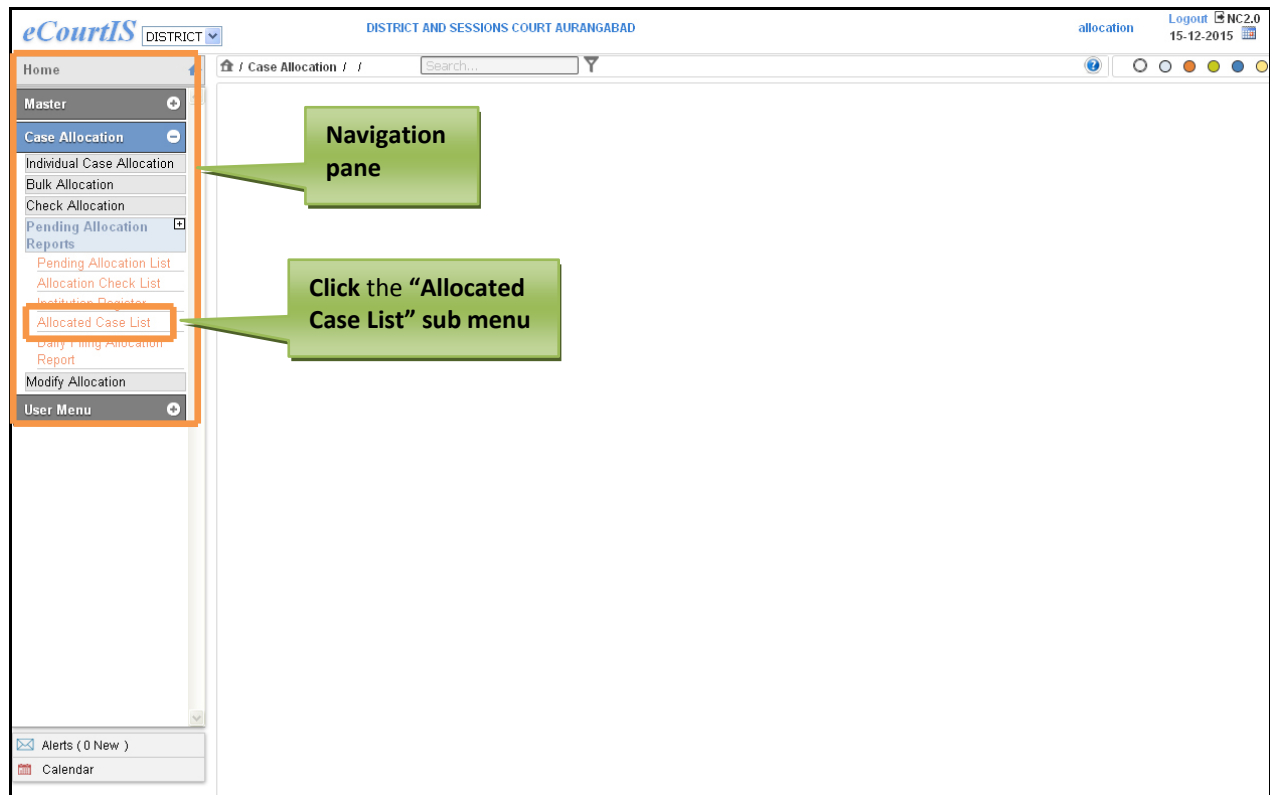
- S.No. (Serial Number)
- Case Type
- Case No.
- Date of Registration
- Party Name
- Under Section
- Name of Advocate

9. You can **Magnify, Save,** and **Print** the report.

10. ***All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.***

#### 5.4.4 Allocated Case List

This option provides the facility to generate the **Allocated Case List** report for the selected period. The system will display **Court Wise** and **Case Type** wise cases allocated to different courts for the selected period.



**Figure 161: Navigation for "List of Allocated Cases" screen**

To access the **List of Allocated Cases** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Pending Allocation Reports** followed by **Allocated Case List** sub menu. **(Refer to Figure Number 161)**
3. When you click **Allocated Case List** sub menu, the **List of Allocated Cases** screen is displayed. **(Refer to Figure Number 162)**
4. By default display **Civil** is displayed as the selected option and current date is displayed in **From Date** and **To Date** fields.



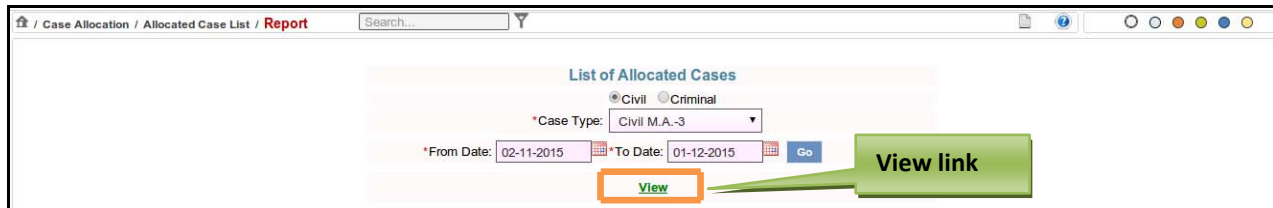
**Figure 162: List of Allocated Cases screen**

#### Procedure

1. By default, **Civil** is displayed as the selected option. Hence, civil case types are loaded in the **Case Type** field.



2. For **Criminal** cases, select the **Criminal** radio button. The criminal cases are loaded in the **Case Type** select box.
3. Select case type for which you want to see the List of allocated cases from the **Case Type** select box.
4. Select **From Date** and **To Date** from the calendar control if you want the **List of Allocated Case** for another date.
5. Click Go button. The system will load the **View link**. (Refer to the Figure Number 163)



**Figure 163: List of Allocated Cases with View link**

6. Click the **View link**. The **Allocated Case List** is displayed. (Refer to Figure Number 164)

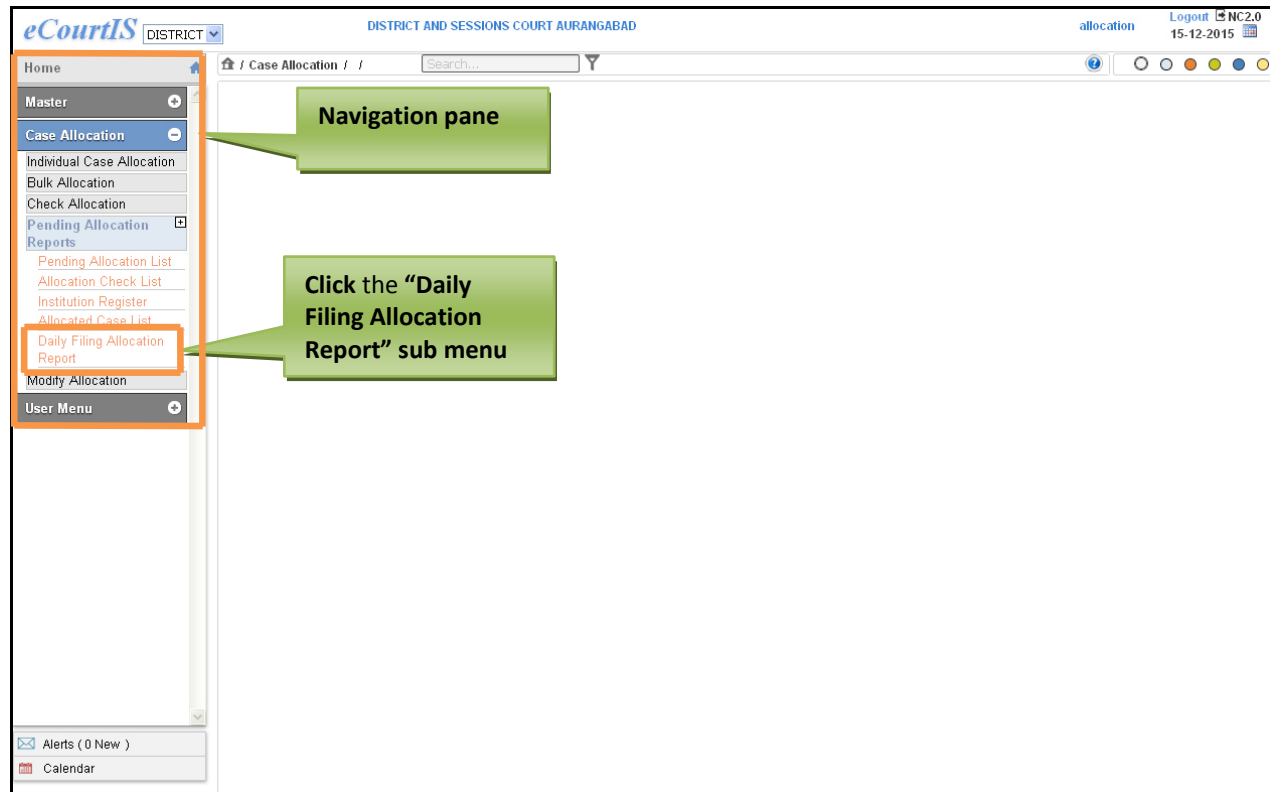
S.No.	Court Name	Court No.	Case Type	Case Count
1	Principal District and Sessions Judge, Abad. / Principal District and Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.	1	Civil Appeal	3
2	District Judge-1 and Addl. Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.	2	Civil Appeal	1
3	District Judge-4 and Addl. Sessions Judge, Abad.	5	Civil Appeal	1
4	District Judge-2 and Addl. Sessions Judge, Abad.	6	Civil Appeal	1
Total Cases:6				

**Figure 164: Allocated Case List**

7. The **Allocated Cases List** displays the details given below:
  - S.No. (Serial Number)
  - Court Name
  - Court No. (Court Number)
  - Case Type
  - Case Count
8. You can **Magnify, Save, and Print** the report.
9. **All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.**


### 5.4.5 Daily Filing Allocation Report

This report shows the list of cases allocated during the selected period and individual court numbers.



**Figure 165: Navigation for "Daily Filing Allocation Report" screen**

To access the **Daily Filing Allocation Report** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Pending Allocation Reports** followed by **Daily Filing Allocation Report** sub menu. **(Refer to Figure Number 165)**
3. When you click **Allocated Case List** sub menu, the **Daily Filing Allocation Report** screen is displayed. **(Refer to Figure Number 166)**
4. By default **Civil** is displayed as the selected option and the current date is displayed in **From Date** and **To Date** fields.
5. You can change the date in From Date and To Date fields using the calendar control :

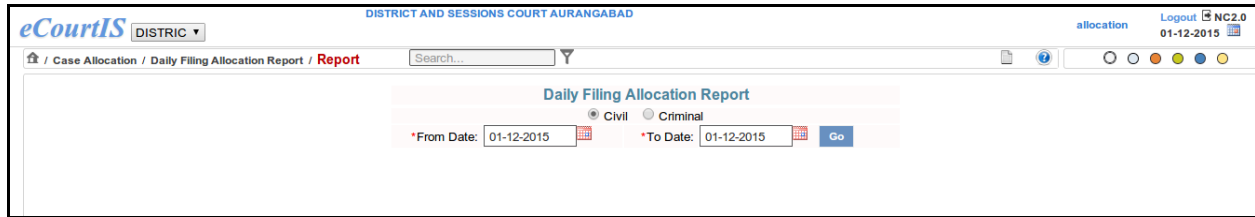


Figure 166: Daily Filing Allocation Report screen

### Procedure

1. By default, **Civil** is displayed as the selected option. For Criminal cases, select the Criminal radio button.
2. Select **From Date** and **To Date** from calendar control.
3. Click **Go** button. The system will load the **View link**. (Refer to the Figure Number 167)

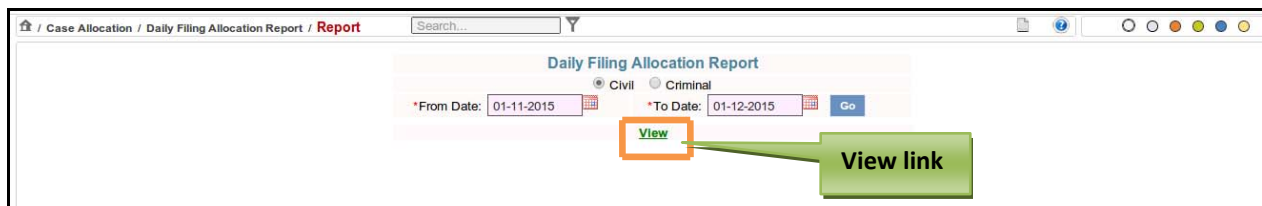


Figure 167: Daily Filing Allocation Report screen with View link

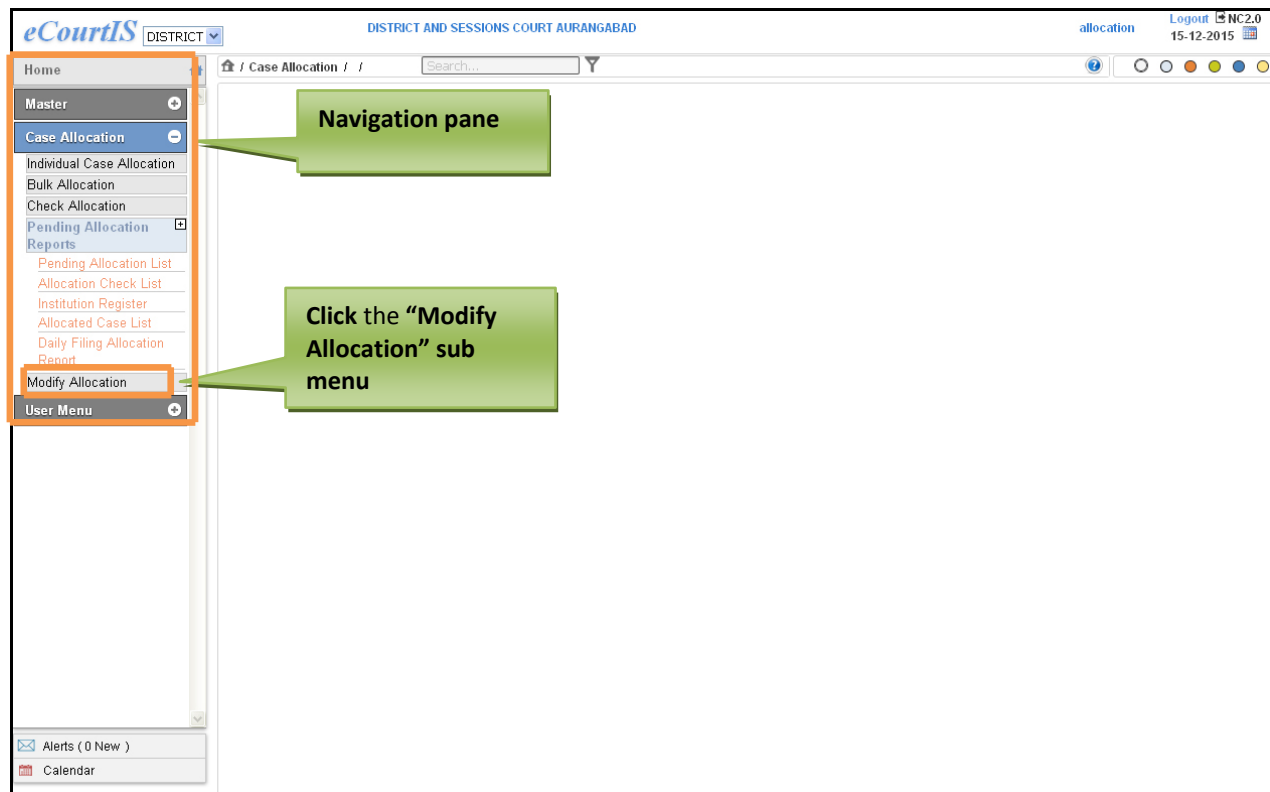
4. Click the **View link**. The **Allocated Case List** is displayed. (Refer to Figure Number 168)

S.No.	Case No.	Petitioner Name	Respondent Name	Name of Advocate	Court Name
1	Civil Appeal/100073/2015	Arya	Arjit	Kanade S.E.	Principal District and Sessions Judge, Abad. / Principal District and Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.
2	Election Appeal/1/2015	Akola Janta Commerical Co Op Bank Ltd.	Cholamandalam Insurance Co. Ltd.		District Judge-1 and Addl. Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.

Figure 168: Daily Filing Allocation Report

5. The **Daily Filing Allocation Report** displays the details given below:
  - S.No. (Serial Number)
  - Case No. (Case Number)
  - Petitioner Name
  - Respondent Name
  - Name of Advocate
  - Court Name
6. You can **Magnify, Save,** and **Print** the report.
7. ***All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.***


## 5.5 Modify Allocation



**Figure 169: Navigation for "Modify Allocation" screen**

To access the **Daily Filing Allocation Report** screen, follow steps given below:

1. On the Navigation pane, click the **Case Allocation** menu.
2. Then, click the **Modify Allocation** sub menu. **(Refer to Figure Number 169)**
3. When you click **Modify Allocation** sub menu, the **Modify Allocation** screen is displayed. **(Refer to Figure Number 170)**

4. By default **Civil** is displayed as the selected option and the current date is displayed in **From Date** and **To Date** fields.
5. You can change the date in **From Date** and **To Date** fields using the calendar control .

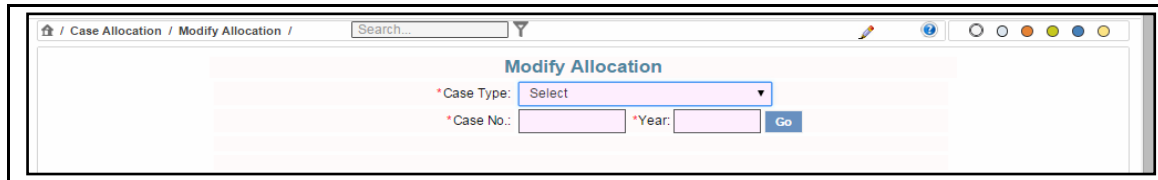


Figure 170: Modify Allocation screen

## 6 User Menu

### 6.1 Change Password

This feature allows you to change the password for the **Allocation User**.

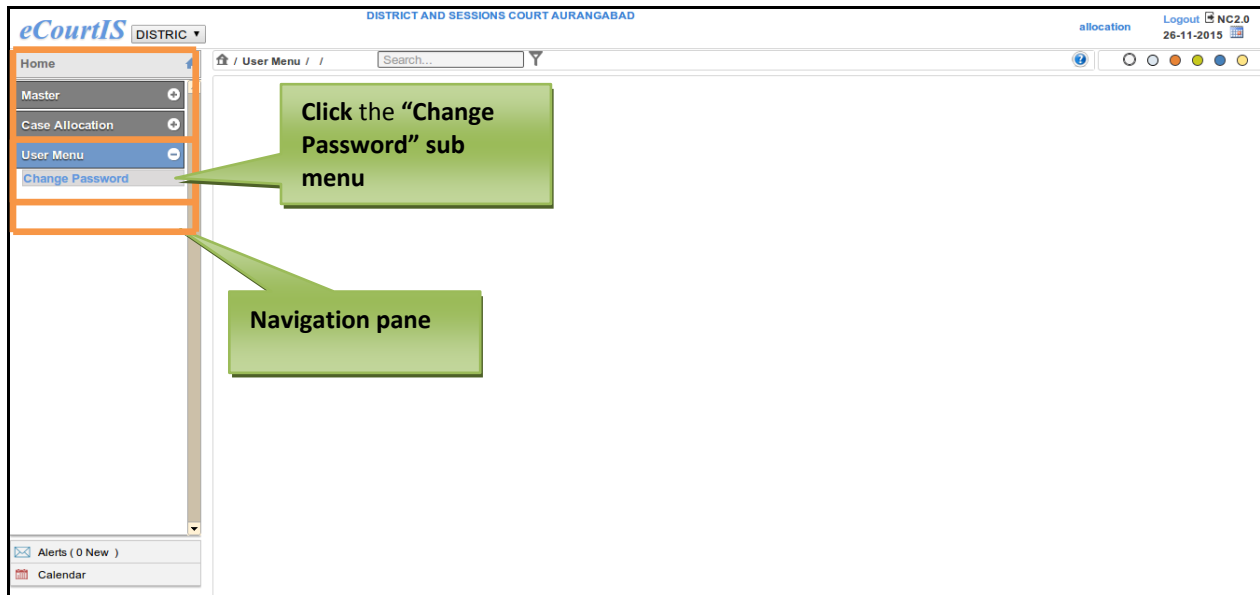
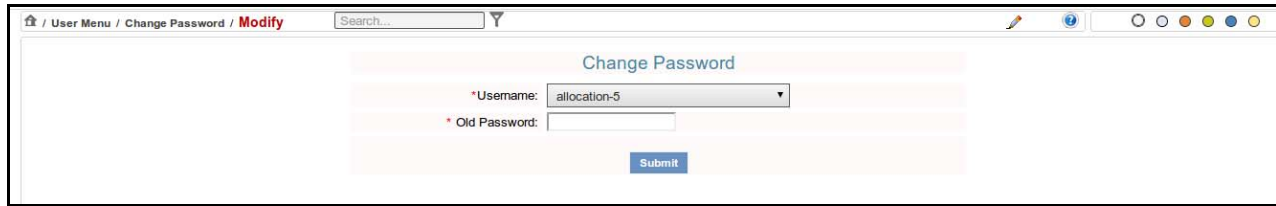


Figure 171: Navigation for "Change Password" screen

To access the **Change Password** screen, follow the steps given below:

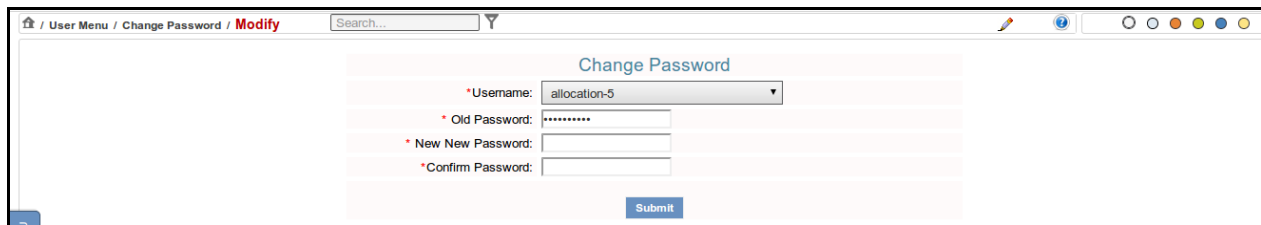
1. On the **Navigation pane**, click the **User Menu** menu.
2. Then, click the **Change Password** sub menu. (Refer Figure Number 171)
3. When you click **Change Password** sub menu, the system will display the **"Change Password"** screen. (Refer to Figure Number 172)



The screenshot shows a web browser window with the URL 'User Menu / Change Password / Modify'. The page title is 'Change Password'. There is a search bar at the top. Below it, the 'Username' dropdown menu is set to 'allocation-5'. The 'Old Password' field is empty. A 'Submit' button is visible at the bottom.

**Figure 172: Change Password screen**

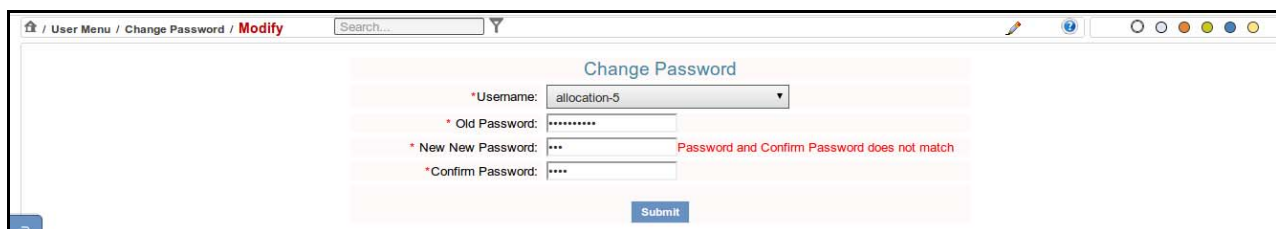
4. By default, the end user (Allocation) is displayed in the **Username** select box. Since this is the Allocation module you can change the password of the **Allocation** user only.
5. Enter the existing password in the **Old Password** field and click **Submit**.



The screenshot shows the 'Change Password' screen after clicking 'Submit'. The 'Old Password' field now contains a masked password (\*\*\*\*\*). The 'New Password' and 'Confirm Password' fields are now visible and empty. A 'Submit' button is still present at the bottom.

**Figure 173: Change Password screen with details**

6. When you click **Submit**, the **New Password** and **Confirm Password** field is displayed.
7. Enter the new password in the **New Password** field.
8. Again, enter the new password in the **Confirm Password** field also. In this step you have to re-type your new password in the **Confirm Password** field just to be sure it was spelled correctly both times, if they don't match, you will be told to correct it as shown in **Figure Number 174**.



The screenshot shows the 'Change Password' screen with an error message. The 'New Password' and 'Confirm Password' fields contain masked passwords. A red error message 'Password and Confirm Password does not match' is displayed between the two fields. A 'Submit' button is at the bottom.

**Figure 174: Change Password screen with Error Message**

9. When you type the wrong password in the **Confirm Password** field, the error message **"Password and Confirm Password does not match"** is displayed.
10. **Retype the** correct new password in the **Confirm Password** field again.
11. Click **Submit** to save the information into the system. The system will display the message, **"Changed Password"**.
12. **All the mandatory fields are marked with an asterisk (\*). Please fill all mandatory fields.**

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