Allocation User Manual
eCourtIS Project
National Informatics Centre, Pune

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## Amendment Log

<table>
<thead>
<tr>
<th>Version Number</th>
<th>Date</th>
<th>Change Number</th>
<th>Brief Descriptions</th>
<th>Sections Changed</th>
</tr>
</thead>
<tbody>
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</tbody>
</table>

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eCourtIS Project, NIC  Version- NC 2.0  Release Date- 01-01-2016  Page iii of x
# Table of Contents

**Illustrations** ............................................................................................................................................... vii

List of Figures........................................................................................................................................................ vii

List of Tables ...................................................................................................................................................... 10

1. **Introduction** .............................................................................................................................................. 11
   1.1 Scope............................................................................................................................................................ 11
       1.1.1 Audience ............................................................................................................................................... 11
       1.1.2 Purpose of this Document ................................................................................................................ 11
       1.1.3 Objective of this Document ........................................................................................................... 11
       1.1.4 Document Organization ................................................................................................................ 11
       1.1.5 Conventions ....................................................................................................................................... 12
       1.1.6 References ......................................................................................................................................... 13
       1.1.7 Problem Reporting ......................................................................................................................... 13

2. **Product Features** ..................................................................................................................................... 13
   2.1 Installation Instructions .......................................................................................................................... 13
       2.1.1 Hardware Requirements ................................................................................................................ 13
       2.1.2 Software Requirements ............................................................................................................... 13

2.2 General Operating Instructions ............................................................................................................ 14

3. **Home Page** ............................................................................................................................................ 14
   3.1 Home Page Features ............................................................................................................................ 16
       3.1.1 Show Menu tab ................................................................................................................................ 18
       3.1.2 eCourtIS link ................................................................................................................................... 19
       3.1.3 Establishment select box ............................................................................................................... 19
       3.1.4 Logout Link ...................................................................................................................................... 19
       3.1.5 Date Display ................................................................................................................................... 19
       3.1.6 Common icons ............................................................................................................................... 20

3.2 Shortcut Menus ........................................................................................................................................ 21
       3.2.1 Search Box ....................................................................................................................................... 22
       3.2.2 Alerts Menu .................................................................................................................................... 22
       3.2.3 Calendar ......................................................................................................................................... 24

4. **Masters** .................................................................................................................................................. 26
   4.1 Case Type (Report) ............................................................................................................................... 26
   4.2 Designation (Report) ............................................................................................................................ 29
   4.3 Judge (Report) ..................................................................................................................................... 32
   4.4 Court (Report) ..................................................................................................................................... 36
   4.5 Judge Period (Report) ........................................................................................................................ 37
   4.6 Police Station ....................................................................................................................................... 38
   4.7 Purpose of Listing ............................................................................................................................... 40
<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.8</td>
<td>Act Master</td>
<td>42</td>
</tr>
<tr>
<td>4.9</td>
<td>Short Orders</td>
<td>44</td>
</tr>
<tr>
<td>4.10</td>
<td>Subordinate Court</td>
<td>46</td>
</tr>
<tr>
<td>4.11</td>
<td>Advocate (Report)</td>
<td>48</td>
</tr>
<tr>
<td>4.12</td>
<td>Document Type</td>
<td>50</td>
</tr>
<tr>
<td>4.13</td>
<td>Disposal Type (Report)</td>
<td>51</td>
</tr>
<tr>
<td>4.14</td>
<td>Notice</td>
<td>53</td>
</tr>
<tr>
<td>4.15</td>
<td>Summons (Report)</td>
<td>56</td>
</tr>
<tr>
<td>4.16</td>
<td>Prayer (Report)</td>
<td>58</td>
</tr>
<tr>
<td>4.17</td>
<td>Caste (Report)</td>
<td>60</td>
</tr>
<tr>
<td>4.18</td>
<td>Register (Report)</td>
<td>61</td>
</tr>
<tr>
<td>4.19</td>
<td>Objection Types (Report)</td>
<td>63</td>
</tr>
<tr>
<td>4.20</td>
<td>Case Type Label (Report)</td>
<td>66</td>
</tr>
<tr>
<td>4.21</td>
<td>District (Report)</td>
<td>67</td>
</tr>
<tr>
<td>4.22</td>
<td>Taluka (Report)</td>
<td>69</td>
</tr>
<tr>
<td>4.23</td>
<td>Village (Report)</td>
<td>70</td>
</tr>
<tr>
<td>4.24</td>
<td>Property Disposal (Report)</td>
<td>73</td>
</tr>
<tr>
<td>4.25</td>
<td>Organization Type (Report)</td>
<td>75</td>
</tr>
<tr>
<td>4.26</td>
<td>Organization Name (Report)</td>
<td>76</td>
</tr>
<tr>
<td>4.27</td>
<td>Adjourn (Report)</td>
<td>78</td>
</tr>
<tr>
<td>4.28</td>
<td>Fees Type (Report)</td>
<td>80</td>
</tr>
<tr>
<td>4.29</td>
<td>FIR Summary Type (Report)</td>
<td>81</td>
</tr>
<tr>
<td>4.30</td>
<td>Bank Details (Report)</td>
<td>83</td>
</tr>
<tr>
<td>4.31</td>
<td>Nature (Report)</td>
<td>84</td>
</tr>
<tr>
<td>4.32</td>
<td>Sub Purpose (Report)</td>
<td>85</td>
</tr>
<tr>
<td>4.33</td>
<td>Town (Report)</td>
<td>87</td>
</tr>
<tr>
<td>4.34</td>
<td>Ward (Report)</td>
<td>88</td>
</tr>
<tr>
<td>4.35</td>
<td>Case Type Fees (Report)</td>
<td>89</td>
</tr>
<tr>
<td>4.36</td>
<td>Act Section (Report)</td>
<td>91</td>
</tr>
<tr>
<td>4.37</td>
<td>Prison Details (Report)</td>
<td>92</td>
</tr>
<tr>
<td>4.38</td>
<td>Account Purpose (Report)</td>
<td>94</td>
</tr>
<tr>
<td>4.39</td>
<td>Deposit and Pay Register (Report)</td>
<td>95</td>
</tr>
<tr>
<td>4.40</td>
<td>Writ (Report)</td>
<td>97</td>
</tr>
</tbody>
</table>
4.41 Unit Type Disposal (Report) .................................................................................................................. 98
4.42 Holiday (Report) ........................................................................................................................................ 100
4.43 Establishment Master (Report) ..................................................................................................................... 102
4.44 Unit Type Classification .............................................................................................................................. 104
4.45 IA Classification (Report) ........................................................................................................................... 106
4.46 Time Table Master (Report) ......................................................................................................................... 108
4.47 FIR Type (Report) ......................................................................................................................................... 109
4.48 Admin Work Type (Report) ........................................................................................................................... 111
4.49 Issue Master (Report) ................................................................................................................................. 112
4.50 Judgment Template (Report) ....................................................................................................................... 113
4.51 Mediation Member (Report) ......................................................................................................................... 115
4.52 Mediation Stage (Report) ............................................................................................................................. 116
4.53 Time Slot (Report) ......................................................................................................................................... 118
4.54 Religion (Report) .......................................................................................................................................... 119
4.55 Case Type Stage (Report) ............................................................................................................................. 120
4.56 Litigant Status Master (Report) ................................................................................................................... 122
4.57 Order Template (Report) ............................................................................................................................ 124
4.58 Judge Priority (Report) .................................................................................................................................. 126

5 Case Allocation .................................................................................................................................................. 128
5.1 Individual Case .............................................................................................................................................. 129
5.2 Bulk Allocation ............................................................................................................................................ 132
5.3 Check Allocation ........................................................................................................................................... 135
5.4 Pending Allocation Reports ........................................................................................................................... 137
  5.4.1 Pending Allocation List .............................................................................................................................. 137
  5.4.2 Allocation Check List ................................................................................................................................. 138
  5.4.3 Institution Register .................................................................................................................................... 140
  5.4.4 Allocated Case List .................................................................................................................................. 142
  5.4.5 Daily Filing Allocation Report .................................................................................................................. 145
5.5 Modify Allocation ........................................................................................................................................... 147

6 User Menu ....................................................................................................................................................... 148
6.1 Change Password .......................................................................................................................................... 148

INDEX .................................................................................................................................................................. 150
Illustrations

List of Figures

Figure 1: Login Screen ........................................................................................................................................... 14
Figure 2: Home Page ............................................................................................................................................... 15
Figure 3: Features of Home Page ............................................................................................................................ 16
Figure 4: Navigation and Shortcut Pane .................................................................................................................. 17
Figure 5: "Show Menu" ......................................................................................................................................... 18
Figure 6: Navigation Pane ....................................................................................................................................... 18
Figure 7: Navigation Pane Displaying Menu and Submenus ................................................................................ 19
Figure 8: Select Date Screen ................................................................................................................................ 20
Figure 9: Common Icons .......................................................................................................................................... 20
Figure 10: Refresh and Logout Icons ..................................................................................................................... 20
Figure 11: Shortcut Menus ...................................................................................................................................... 22
Figure 12: Search Box .............................................................................................................................................. 22
Figure 13: Alerts Shortcut Menu ............................................................................................................................. 22
Figure 14: Alerts Screen (With Court User) ........................................................................................................... 23
Figure 15: Individual Alert Message ...................................................................................................................... 24
Figure 16: Calendar Shortcut Menu ........................................................................................................................ 24
Figure 17: Calendar .................................................................................................................................................. 25
Figure 18: Navigation for "Case Type (Report)" Screen .......................................................................................... 26
Figure 19: Case Type (Report) Screen .................................................................................................................... 27
Figure 20: Copying the Case Type Report ................................................................................................................ 28
Figure 21: Navigation for "Designation (Report)" Screen ......................................................................................... 29
Figure 22: Designation (Report) Screen .................................................................................................................. 30
Figure 23: Copying the Designation Report ............................................................................................................ 31
Figure 24: Save as Dialog Box ................................................................................................................................. 31
Figure 25: Navigation for "Judge (Report)" Screen ................................................................................................. 32
Figure 26: Judge Report Screen .............................................................................................................................. 33
Figure 27: Copying the Judge Report ........................................................................................................................ 34
Figure 28: Save as Dialog Box .................................................................................................................................. 35
Figure 29: Navigation for "Court (Report)" Screen .................................................................................................. 36
Figure 30: Court (Report) Screen ........................................................................................................................... 36
Figure 31: Navigation for "Judge Period (Report)" Screen ..................................................................................... 37
Figure 32: Judge Period (Report) Screen ................................................................................................................ 38
Figure 33: Navigation for "Police Station (Report)" Screen ..................................................................................... 39
Figure 34: Police Station (Report) Screen ................................................................................................................ 39
Figure 35: Navigation for "Purpose of Listing (Report)" Screen ............................................................................. 40
Figure 36: Purpose of Listing (Report) Screen ......................................................................................................... 41
Figure 37: Navigation for "Act Master (Report)" Screen ........................................................................................ 42
Figure 38: Act Master (Report) Screen .................................................................................................................. 43
Figure 39: Navigation for "Short Orders (Report)" Screen ..................................................................................... 44
Figure 40: Short Orders (Report) Screen ................................................................................................................ 45
Figure 41: Navigation for "Subordinate Court (Report)" Screen ............................................................................ 46
Figure 42: Short Orders (Report) Screen ................................................................................................................ 47
Figure 43: Navigation for "Advocate (Report)" Screen .......................................................................................... 48
Figure 44: Advocate Report Screen ....................................................................................................................... 49
Figure 45: Navigation for "Document Type" Screen .............................................................................................. 50
Figure 46: Document Type (Report) Screen ........................................................................................................... 51
Figure 47: Navigation for "Disposal Type" Screen ................................................................................................ 52
Figure 48: Disposal Types (Report) Screen ........................................................................................................... 52
Figure 49: Navigation for "Notices" Screen ........................................................................................................... 54
FIGURE 50: NOTICES REPORT ................................................................. 55
FIGURE 51: NAVIGATION FOR "SUMMONS (REPORTS)" SCREEN ................................................................. 56
FIGURE 52: SUMMONS (REPORT) ............................................................... 57
FIGURE 53: NAVIGATION FOR "PRAYER (REPORTS)" SCREEN ................................................................. 58
FIGURE 54: PRAYER (REPORT) ................................................................. 59
FIGURE 55: NAVIGATION FOR "CASTE (REPORTS)" SCREEN ................................................................. 60
FIGURE 56: CASTE (REPORT) ................................................................. 61
FIGURE 57: NAVIGATION FOR "REGISTER (REPORT)" SCREEN ................................................................. 62
FIGURE 58: REGISTER (REPORT) .............................................................. 63
FIGURE 59: NAVIGATION FOR "OBJECTION TYPES (REPORT)" SCREEN ................................................................. 64
FIGURE 60: OBJECTION TYPES (REPORT) .................................................. 65
FIGURE 61: NAVIGATION FOR "CASE TYPE LABEL (REPORT)" SCREEN ................................................................. 66
FIGURE 62: CASE TYPE LABELS (REPORT) SCREEN .................................................. 67
FIGURE 63: NAVIGATION FOR "DISTRICT (REPORT)" SCREEN ................................................................. 68
FIGURE 64: DISTRICT (REPORT) SCREEN .................................................... 68
FIGURE 65: NAVIGATION FOR "TALUKA (REPORT)" SCREEN ................................................................. 69
FIGURE 66: TALUKA (REPORT) SCREEN ...................................................... 70
FIGURE 67: NAVIGATION FOR "VILLAGE (REPORT)" SCREEN ................................................................. 71
FIGURE 68: VILLAGE SCREEN .................................................................. 71
FIGURE 69: VILLAGE (REPORT) SCREEN ..................................................... 72
FIGURE 70: NAVIGATION FOR "PROPERTY DISPOSAL TYPE" SCREEN ................................................................. 73
FIGURE 71: PROPERTY DISPOSAL (REPORT) SCREEN .................................................. 74
FIGURE 72: NAVIGATION FOR "ORGANIZATION TYPE" SCREEN ................................................................. 75
FIGURE 73: ORGANIZATION TYPE (REPORT) SCREEN .................................................. 76
FIGURE 74: NAVIGATION FOR "ORGANIZATION NAME" SCREEN ................................................................. 77
FIGURE 75: ORGANIZATION NAME (REPORT) SCREEN .................................................. 78
FIGURE 76: NAVIGATION FOR "ADJOURN" SCREEN .................................................. 79
FIGURE 77: ADJOURN (REPORT) SCREEN .................................................... 79
FIGURE 78: NAVIGATION FOR "FEES TYPE (REPORT)" SCREEN ................................................................. 80
FIGURE 79: FEES TYPE (REPORT) SCREEN .................................................... 81
FIGURE 80: NAVIGATION FOR "FIR SUMMARY TYPE (REPORT)" SCREEN ................................................................. 81
FIGURE 81: FIR SUMMARY TYPE (REPORT) SCREEN .................................................. 82
FIGURE 82: NAVIGATION FOR "BANK DETAILS (REPORT)" SCREEN ................................................................. 83
FIGURE 83: BANK DETAILS (REPORT) SCREEN .................................................. 84
FIGURE 84: NAVIGATION FOR "NATURE (REPORT)" SCREEN ................................................................. 84
FIGURE 85: NATURE (REPORT) SCREEN ....................................................... 85
FIGURE 86: NAVIGATION FOR "SUB PURPOSE (REPORT)" SCREEN ................................................................. 86
FIGURE 87: SUB PURPOSE (REPORT) SCREEN .................................................. 86
FIGURE 88: NAVIGATION FOR "TOWN (REPORT)" SCREEN ................................................................. 87
FIGURE 89: TOWN (REPORT) SCREEN ......................................................... 88
FIGURE 90: NAVIGATION FOR "TOWN (REPORT)" SCREEN ................................................................. 88
FIGURE 91: WARD (REPORT) SCREEN ........................................................ 89
FIGURE 92: NAVIGATION FOR "CASE TYPE FEES (REPORT)" SCREEN ................................................................. 90
FIGURE 93: CASE TYPE FEES (REPORT) SCREEN ............................................... 90
FIGURE 94: NAVIGATION FOR "ACT SECTION (REPORT)" SCREEN ................................................................. 91
FIGURE 95: ACT SECTION (REPORT) SCREEN .................................................. 92
FIGURE 96: NAVIGATION FOR "PRISON DETAILS (REPORT)" SCREEN ................................................................. 93
FIGURE 97: PRISON DETAILS (REPORT) SCREEN .................................................. 94
FIGURE 98: NAVIGATION FOR "ACCOUNT PURPOSE (REPORT)" SCREEN ................................................................. 94
FIGURE 99: ACCOUNT PURPOSE (REPORT) SCREEN .................................................. 95
FIGURE 100: NAVIGATION FOR "DEPOSIT AND PAY REGISTER (REPORT)" SCREEN ................................................................. 96
FIGURE 101: DEPOSIT AND PAY REGISTER SCREEN .................................................. 97
FIGURE 102: NAVIGATION FOR "WRIT (REPORT)" SCREEN ................................................................. 97
FIGURE 103: PRISON DETAILS (REPORT) SCREEN .......................................................... 98
FIGURE 104: NAVIGATION FOR "UNIT TYPE DISPOSAL (REPORT)" SCREEN ......................... 99
FIGURE 105: UNIT TYPE DISPOSAL (REPORT) SCREEN .................................................. 100
FIGURE 106: NAVIGATION FOR "HOLIDAY (REPORT)" SCREEN ....................................... 101
FIGURE 107: HOLIDAY (REPORT) SCREEN ...................................................................... 102
FIGURE 108: NAVIGATION FOR "ESTABLISHMENT MASTER (REPORT)" SCREEN ................. 103
FIGURE 109: ESTABLISHMENT MASTER (REPORT) SCREEN ........................................... 104
FIGURE 110: NAVIGATION FOR "UNIT TYPE CLASSIFICATION (REPORT)" SCREEN .......... 105
FIGURE 111: UNIT TYPE CLASSIFICATION (REPORT) SCREEN .......................................... 106
FIGURE 112: NAVIGATION FOR "IA CLASSIFICATION (REPORT)" SCREEN ......................... 107
FIGURE 113: IA CLASSIFICATION (REPORT) SCREEN ....................................................... 107
FIGURE 114: NAVIGATION FOR "TIME TABLE MASTER (REPORT)" SCREEN ..................... 108
FIGURE 115: TIME TABLE (REPORT) ................................................................................ 109
FIGURE 116: NAVIGATION FOR "FIR TYPE (REPORTS)" SCREEN ..................................... 110
FIGURE 117: FIR TYPE (REPORT) .................................................................................... 110
FIGURE 118: NAVIGATION FOR "ADMIN WORK TYPE (REPORT)" SCREEN ....................... 111
FIGURE 119: ADMIN WORK TYPE (REPORT) ..................................................................... 112
FIGURE 120: NAVIGATION FOR "ISSUE MASTER (REPORT)" SCREEN ............................. 112
FIGURE 121: ISSUE MASTER (REPORT) ............................................................................. 113
FIGURE 122: NAVIGATION FOR "JUDGMENT TEMPLATE (REPORT)" SCREEN ................. 114
FIGURE 123: JUDGMENT TEMPLATE (REPORT) .................................................................. 114
FIGURE 124: NAVIGATION FOR "MEDIATION MEMBER (REPORT)" SCREEN ..................... 115
FIGURE 125: MEDIATION MEMBER (REPORT) ................................................................. 116
FIGURE 126: NAVIGATION FOR "MEDIATION MEMBER (REPORT)" SCREEN ..................... 117
FIGURE 127: MEDIATION STAGE (REPORT) .................................................................... 117
FIGURE 128: NAVIGATION FOR "TIME SLOT (REPORT)" SCREEN ................................... 118
FIGURE 129: TIME SLOT (REPORT) ................................................................................ 119
FIGURE 130: NAVIGATION FOR "TIME SLOT (REPORT)" SCREEN .................................... 119
FIGURE 131: RELIGION (REPORT) ................................................................................... 120
FIGURE 132: NAVIGATION FOR "CASE TYPE STAGE (REPORT)" SCREEN ....................... 121
FIGURE 133: CASE TYPE STAGE (REPORT) ..................................................................... 122
FIGURE 134: NAVIGATION FOR "LITIGANT STATUS MASTER (REPORT)" SCREEN ............ 123
FIGURE 135: LITIGANT STATUS MASTER (REPORT) ........................................................ 124
FIGURE 136: NAVIGATION FOR "ORDER TEMPLATE (REPORT)" SCREEN .................... 125
FIGURE 137: ORDER TEMPLATE (REPORT) ....................................................................... 126
FIGURE 138: NAVIGATION FOR "JUDGE PRIORITY (REPORT)" SCREEN ....................... 127
FIGURE 139: JUDGE PRIORITY (REPORT) .......................................................................... 128
FIGURE 140: NAVIGATION FOR "ALLOCATION OF CASE" SCREEN ............................. 130
FIGURE 141: ALLOCATION OF CASE SCREEN .................................................................. 130
FIGURE 142: ALLOCATION OF AN INDIVIDUAL CASE SCREEN ..................................... 131
FIGURE 143: ALLOCATION OF LIST CASES ...................................................................... 131
FIGURE 144: ALLOCATION OF LIST CASES ..................................................................... 132
FIGURE 145: NAVIGATION FOR "BULK ALLOCATION" SCREEN ..................................... 133
FIGURE 146: BULK ALLOCATION SCREEN ...................................................................... 133
FIGURE 147: BULK ALLOCATION OF CASES USING CASE NUMBER ............................... 134
FIGURE 148: NAVIGATION FOR "CHECK ALLOCATION OF CASE" SCREEN ..................... 135
FIGURE 149: CHECK ALLOCATION OF CASE SCREEN .................................................... 135
FIGURE 150: LIST OF CASES ALLOCATED TO THE SELECTED CASE TYPE ..................... 136
FIGURE 151: NAVIGATION FOR "PENDING ALLOCATION LIST" SCREEN ....................... 137
FIGURE 152: PENDING ALLOCATION LIST WITH VIEW LINK ................................. 137
FIGURE 153: PENDING ALLOCATION LIST REPORT ......................................................... 138
FIGURE 154: NAVIGATION FOR "ALLOCATION CHECK LIST" SCREEN ......................... 139
FIGURE 155: ALLOCATION CHECK LIST SCREEN WITH VIEW LINK ............................. 139
List of Tables

TABLE 1: TABLE FOR CONVENTIONS .................................................................................................................. 12
TABLE 2: TABLE FOR REFERENCES .................................................................................................................. 13
TABLE 3: TABLE FOR ICONS AND ITS DESCRIPTION .......................................................................................... 20
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 Unserved 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**

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<td>Call-outs</td>
<td><strong>Call outs</strong> are included in the screenshots which highlights the steps. This callout instructs you to perform a step like Click here.</td>
</tr>
<tr>
<td>2.</td>
<td>Emphasis</td>
<td>Unusual or important words and phrases are marked with a special font. For example messages are displayed as, <strong>“Modification Successful”</strong> or <strong>All the mandatory fields are marked with an asterix (*)</strong>. Please fill all mandatory fields</td>
</tr>
<tr>
<td>3.</td>
<td>Internal cross references</td>
<td>Cross References within the document is displayed as <strong>Hyperlinks</strong>. These hyperlinks will direct you to the related text within the document. For example, consider the step given below: Enter all the details as explained in section 2.1.1.1, step 05 onwards, here section 2.1.1.1 is a hyperlink that will take you to the mentioned section for reference content.</td>
</tr>
<tr>
<td>4.</td>
<td>Fonts</td>
<td>We have used Calibri with <strong>size 12 points</strong> for content throughout the manual. For heading we have used the Style <strong>Heading 1(Main Headings)</strong> from MS Word Styles. For subheading (subtopics) we have used <strong>Heading 2</strong> and <strong>Heading 3</strong> from MS Word Styles.</td>
</tr>
<tr>
<td>5.</td>
<td>Bold</td>
<td>We have used bold formats for words which represent <strong>fields</strong>, <strong>tabs</strong>, and <strong>buttons</strong>. For example: <strong>Show Menu tab</strong>, <strong>Case Type</strong> select box, or <strong>More Acts</strong> button and so on.</td>
</tr>
<tr>
<td>6.</td>
<td>Submit</td>
<td><strong>Submit</strong> button is used to save the information. The <strong>Submit</strong> button performs the <strong>Save</strong> function.</td>
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1.1.6 References

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<td>eCourts Project</td>
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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

<table>
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<th>Configuration</th>
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<td>2.0 Handler</td>
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2.1.2 Software Requirements

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<td>2.</td>
<td>Postgres</td>
<td>9.2</td>
</tr>
<tr>
<td>3.</td>
<td>PHP</td>
<td>5.3.10</td>
</tr>
</tbody>
</table>
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.

![Login Screen](image)

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**.

![Features of Home Page](image)

**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](image)

**Figure 5: "Show Menu"**

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

![Navigation pane](image)

**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.
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 the [ecourtIS](#) 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** ([Logout](#)) 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)*

   ![Select Date](image)

   **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:

![Common icons](image)

**Figure 9: Common icons**

**Icons and its Description**

**Table 3: Table for Icons and its Description**

<table>
<thead>
<tr>
<th>S.No</th>
<th>Icon</th>
<th>Name of Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td><img src="image" alt="New icon" /></td>
<td>New icon</td>
<td>Click this icon to open a <strong>New</strong> form.</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>---</td>
<td>---</td>
<td>---</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td><img src="image" alt="Edit Icon" /></td>
<td>Edit icon</td>
<td>Click this icon to open the form to <strong>Modify</strong> the added details.</td>
</tr>
<tr>
<td>3</td>
<td><img src="image" alt="Delete Icon" /></td>
<td>Delete icon</td>
<td>Click this icon to open the form with <strong>Delete or Undelete</strong> options.</td>
</tr>
<tr>
<td>4</td>
<td><img src="image" alt="Report Icon" /></td>
<td>Report icon</td>
<td>Click this icon to display the <strong>Report</strong>.</td>
</tr>
<tr>
<td>5</td>
<td><img src="image" alt="Online Help Icon" /></td>
<td>Online Help icon</td>
<td>Click this icon to display the <strong>Online Help</strong> to assist you to use the software application. It will guide you to perform the tasks successfully.</td>
</tr>
<tr>
<td>6</td>
<td><img src="image" alt="Colour Icons" /></td>
<td>Colour icons</td>
<td>Click any of these icons to change the <strong>colour</strong> of the menu bar and the navigation pane.</td>
</tr>
<tr>
<td>7</td>
<td><img src="image" alt="Breadcrumb Icon" /></td>
<td>Breadcrumbs</td>
<td>Bread crumbs is the graphical control element. The <strong>Breadcrumb trail</strong> keeps a track of your location within the application.</td>
</tr>
<tr>
<td>8</td>
<td><img src="image" alt="Search Box" /></td>
<td>Search box</td>
<td>Enter your search criteria in the <strong>Search box</strong> to access any menu screen directly.</td>
</tr>
<tr>
<td>9</td>
<td><img src="image" alt="Time Table Icon" /></td>
<td>Time Table</td>
<td>Place the mouse on the “<strong>Time Table</strong>” link to view <strong>Case Type wise</strong> case schedule.</td>
</tr>
<tr>
<td>10</td>
<td><img src="image" alt="Refresh Icon" /></td>
<td>Refresh</td>
<td>Click this icon to refresh the <strong>Home Page</strong>. This icon is placed below the breadcrumbs towards the right hand corner on the screen.</td>
</tr>
<tr>
<td>11</td>
<td><img src="image" alt="Logout Icon" /></td>
<td>Logout</td>
<td>Click this icon to logout to the <strong>Login screen</strong>. This icon is placed next to <strong>Logout link</strong>.</td>
</tr>
</tbody>
</table>

### 3.2 Shortcut Menus

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

![Search box](image)

**Figure 11: Shortcut Menus**

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.

![Alerts menu](image)

**Figure 12: Search box**

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.

![Figure 14: Alerts Screen (with court user)](image)

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.
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.

![Calendar Shortcut Menu](image)

**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.
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 the arrow button to view the calendar for the next month.

6. Click the arrow button to view the calendar for the previous month.

7. Click the 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.

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.
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 **↓**.
7. Click **Previous** arrow to view the previous page and **Next** arrow to move to the next page.

8. To **Copy** the **Report**, Click the **Copy** 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](image)

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

![Save As](image)
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 **Excel** 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.

![Navigation Pane](image)

**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.
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)

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

![Figure 23: Copying the Designation Report](image)

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 the Excel 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.
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)

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

![Figure 27: Copying the Judge report](image)

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

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.

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 sort each column, copy, save, and print the report.

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.
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.
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.

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.

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.

![Figure 36: Purpose of Listing (Report) screen](image)

**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.

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.
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.
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.

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.
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.

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.
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 submenu. (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.
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.
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](image)

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.
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.

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 submenu, the Prayer (Report) screen is displayed. (Refer Figure Number 54)
4. The Prayer (Report) displays the Prayer list in English and local language.
### 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.**

---

#### Figure 54: Prayer (Report)

<table>
<thead>
<tr>
<th>Prayer Code</th>
<th>Prayer Type</th>
<th>Prayer</th>
<th>M/Case No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Plaints No 1 Money Lent</td>
<td>The plaintiff claims rupees with interest at percent from the day of 1924.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>GOODS SOLD AT A FIXED PRICE DELIVERED</td>
<td>The plaintiff as executor of E.F. claims.</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>MOVEABLES WRONGFULLY DETAINED</td>
<td>Delivery of the said goods or rupees in case delivery cannot be had? rupees compensation for the detention thereof.</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>AGAINST A FRAUDULENT PURCHASER HIS TRANSFEREE WITH NOTICE</td>
<td>Delivery of the said goods or rupees in case delivery cannot be held 2 rupees compensation for the detention thereof.</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>RESCISSION OF A CONTRACT ON THE GROUND OF MISTAKE</td>
<td>rupees with interest from the day of 1924 that the said agreement be delivered up and cancelled.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>AN INJUNCTION RESTRAINING WASTE</td>
<td>that the defendant be restrained by injunction from committing or permitting any further waste on the said premises. Pecuniary compensation may also be claimed.</td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>INJUNCTION RESTRAINING NOISES</td>
<td>that the defendant be restrained by injunction from committing or permitting any further nuisances.</td>
<td></td>
</tr>
<tr>
<td>8</td>
<td>PUBLIC NOISE</td>
<td>A declaration that the defendant is not entitled to obstruct the passage of the public along the said public road, 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.</td>
<td></td>
</tr>
</tbody>
</table>
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.

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.
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.
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.
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](image)

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.
Procedures

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.
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.
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.

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.

---

**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.
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.

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.
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.

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.
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.

![Navigation Pane]

**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.
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.
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.
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 "Adjourn" screen

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

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

Figure 77: Adjourn (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.

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.
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.

**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.

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 82: Navigation for "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.
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.

![Figure 85: Nature (Report) screen](image)

**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.
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.

**Procedure**

1. When you click the **Sub Purpose** sub menu, 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](image)

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.
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](image)

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.

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.
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.
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.
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](image)

**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.
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](image)

**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.
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
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.
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.
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.
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.
5. When you select the Establishment Master sub 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.
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.
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.
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.
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.

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.

![Figure 115: Time Table (Report)](image)

**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.
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.

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.

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.
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.
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)](image)

**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.
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.

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.

![Navigation Pane](image1)

**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.
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)
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.
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.

![Figure 131: Religion (Report)](image)

**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.
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.
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.
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.
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.
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.
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.

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

**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)
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 asterix (*). 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.

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.

![Figure 144: Allocation of List Cases](image)

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.
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)
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 asterix (*)**. 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.

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 asterix (*). 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.

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)*
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)

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

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

5. Select From Date and To Date from the calendar control.
6. The system will load the View link. (Refer to Figure Number 159)
7. Click **View link**. The **Institution Register** for the selected period is displayed. *(Refer to Figure Number 160)*

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 asterix (*)**. **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.
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.

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)

![List of Allocated Cases with View link](image)

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)

![Allocated Case List](image)

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 asterix (*). 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.

![Image of eCourtIS interface with highlighted navigation pane and Daily Filing Allocation Report sub-menu]

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

![Navigation pane](image)

**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](image)

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](image)

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)
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**.

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.

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 asterix (*)**. **Please fill all mandatory fields.**
INDEX

A

Act Master
report................................................................................................................................................................................... 17, 18

Act Section
report................................................................................................................................................................................... 63

Adjourn
report................................................................................................................................................................................... 50

Admin
Report................................................................................................................................................................................... 84

Advocate
features................................................................................................................................................................................... 24, 26, 27
report................................................................................................................................................................................... 23

Allocated Case List
Civil .......................................................................................................................................................................................... 114
Court Wise .............................................................................................................................................................................. 113
magnify ..................................................................................................................................................................................... 115
View link .................................................................................................................................................................................. 114

Allocation Check List
Magnify ..................................................................................................................................................................................... 107
navigation pane ........................................................................................................................................................................... 106
View link .................................................................................................................................................................................. 107

B

Bailiff1, 4, 7, 11, 12, 14, 16, 17, 19, 21, 23, 25, 27, 28, 30, 32, 34, 35, 37, 39, 40, 42, 43, 45, 47, 49, 51, 52, 53, 55, 57, 58, 59, 60, 62, 63, 65, 66, 68
Add 1, 4, 7, 11, 12, 14, 16, 18, 19, 21, 23, 25, 27, 28, 30, 32, 34, 35, 37, 39, 40, 42, 43, 45, 47, 49, 51, 52, 54, 55, 57, 58, 59, 61, 62, 63, 65, 66, 68

Bank Details
report ..................................................................................................................................................................................... 55

Bulk allocation
unallocated .................................................................................................................................................................................. 98

Bulk Allocation
bulk ......................................................................................................................................................................................... 98
Case Number ............................................................................................................................................................................. 100
current .................................................................................................................................................................................... 100
sub menu .................................................................................................................................................................................. 99
Submit ..................................................................................................................................................................................... 100
unallocated ........................................................................................................................................................................... 100

C

Case Type
copied .................................................................................................................................................................................... 3
dialog box .................................................................................................................................................................................. 3
Save As .................................................................................................................................................................................... 3

Case Type Labels
report....................................................................................................................................................................................... 38

Caste
<table>
<thead>
<tr>
<th>National Informatics Centre</th>
<th>Allocation User Manual</th>
<th>eCourtIS Project</th>
</tr>
</thead>
<tbody>
<tr>
<td>Check Allocation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Check</td>
<td></td>
<td>101</td>
</tr>
<tr>
<td>list 102</td>
<td></td>
<td></td>
</tr>
<tr>
<td>pendency</td>
<td></td>
<td>101</td>
</tr>
<tr>
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<td>D</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Daily Filing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>magnify</td>
<td></td>
<td>119</td>
</tr>
<tr>
<td>View link</td>
<td></td>
<td>118</td>
</tr>
<tr>
<td>Designation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>destination</td>
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</tbody>
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Page 151 of 154
Pending Allocation
magnify..................................................................................................................... 104
Pending.......................................................................................................................... 103
Print ........................................................................................................................................ 104
registered.......................................................................................................................... 103
View link ............................................................................................................................ 103
Prayer
report........................................................................................................................................ 31
Property Disposal
report........................................................................................................................................ 45
Purpose of Listing
report........................................................................................................................................ 15
Register
report........................................................................................................................................ 35
Religion
Report...................................................................................................................................... 92, 94
Short Order
report....................................................................................................................................... 19
Short Orders
features.................................................................................................................................. 20
Shortcuts
Alerts ........................................................................................................................................ ix
back .......................................................................................................................................... xi
user links................................................................................................................................. x
Sub Purpose
report....................................................................................................................................... 57
Subordinate Court
report....................................................................................................................................... 21
Summons
report....................................................................................................................................... 29
Taluka
report....................................................................................................................................... 41
Time Slot
Report...................................................................................................................................... 91
Time Table Master
Report..................................................................................................................................... 81
Town
report....................................................................................................................................... 59
Unit Type Classification
Report....................................................................................................................................... 78
Village report................................................................................................................................. 43

W

Writ add................................................................................................................................. 69, 70, 72, 73, 75, 77, 80, 82, 83, 84, 86, 87, 89, 90, 91, 93