eCourtIS (Case Information System)

Application for National Judiciary

User Manual

(Filing User)

e-Committee, Supreme Court of India

NATIONAL INFORMATICS CENTRE

Filing User Manual

eCourt Information Systems (eCourtIS)Project

National Informatics Centre, Pune

(NIC–SDUPN–eCourtIS-001)

Filing User Manual
eCourtIS Project
National Informatics Centre, Pune

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Amendment Log

Version Number	Date	Change Number	Brief Descriptions	Sections Changed

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1. Introduction

National Informatics Centre Software Development Unit (NIC SDU), Pune, has been entrusted with the task of software development of **eCourt Information System (eCourtIS)** for the country. The **eCourtIS** is an **eCourts Information System 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 **Filing User** to operate the **Filing** module.

1.1.1. Audience

This target audience for this document is the **Filing User,** who will use the **Filing** module for the **Filing** process.

1.1.2. Purpose of this Document

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

1.1.3. Objective of this Document

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

- View the reports in the ***Master*** menu.
- In ***Process Masters*** to view the reports for **Bailiff Details**, **Other Process Messenger** report, **Process Area Master** report, **Tag Bailiff Area** report, and **Unserved Process** report.
- In ***Filing Counter***, add **Case and Caveat Filing** for the selected Case Type and in **Reports** feature view the **Filing Check List report (Kaccha Register)** of the current date.
- In ***Fees*** menu, add the **amount of Fees** and select the **Fees Type for a Case** and view the **Query** for the selected Case Type using **Case Number**, **Filing Number**, or **Caveat Number** of the selected case type.
- In **User Menu**, you can change the password of the **Filing** 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 may be further subdivided into subtopics to explain options such as **Add**, **Modify**, **Delete**, or **Report** subunits.

1.1.5. Conventions

This section lists the common typographical and symbol use conventions for this manual.

Table 1: Table for Conventions

S.No.	**Convention**	**Description**
1.	Call-outs	**Call outs** are included in the screenshots which highlights the steps. This callout **Click here** instructs you to perform a step like Click here.
2.	Emphasis	Unusual or important words and phrases are marked with a special font. For example messages are displayed as, **"Modification Successful"** or ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields***
3.	Internal cross references	Cross References within the document is displayed as **Hyperlinks**. 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.
4.	Fonts	We have used Calibri with **size 12 points** for content throughout the manual. For heading we have used the Style **Heading 1(Main Headings)** from MS Word Styles. For subheading (subtopics) we have used **Heading 2** and **Heading 3** from MS Word Styles.
5.	Bold	We have used bold formats for words which represent **fields**, **tabs**, and **buttons**. For example**: Show Menu tab, Case Type** select box, or **More Acts** button and so on.
6.	Submit	**Submit** button is used to save the information. The **Submit** button performs the **Save** function.

1.1.6. References

Table 2: Table for Reference

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

1.1.7. Problem Reporting

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

2. Product Features

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

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

General Operating Instructions guides you to Login into the **Filing Module**.

2.1. Installation Instructions

2.1.1. Hardware Requirements

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

2.1.2. Software Requirements

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

2.2. *General Operating Instructions*

This function is used to add **Case and Caveat Filing** through the **Filing Counter** menu and view the reports in **Masters Menu**, **Process Masters**, add **Court Fees** and **Change Password** for the **Filing 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.

3. Home Page

After you log in, the system will display the **Home Page**. **Refer to Figure Number 1** given below for **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 1 for "Show Menu" tab and Figure Number 2 for Navigation pane)**

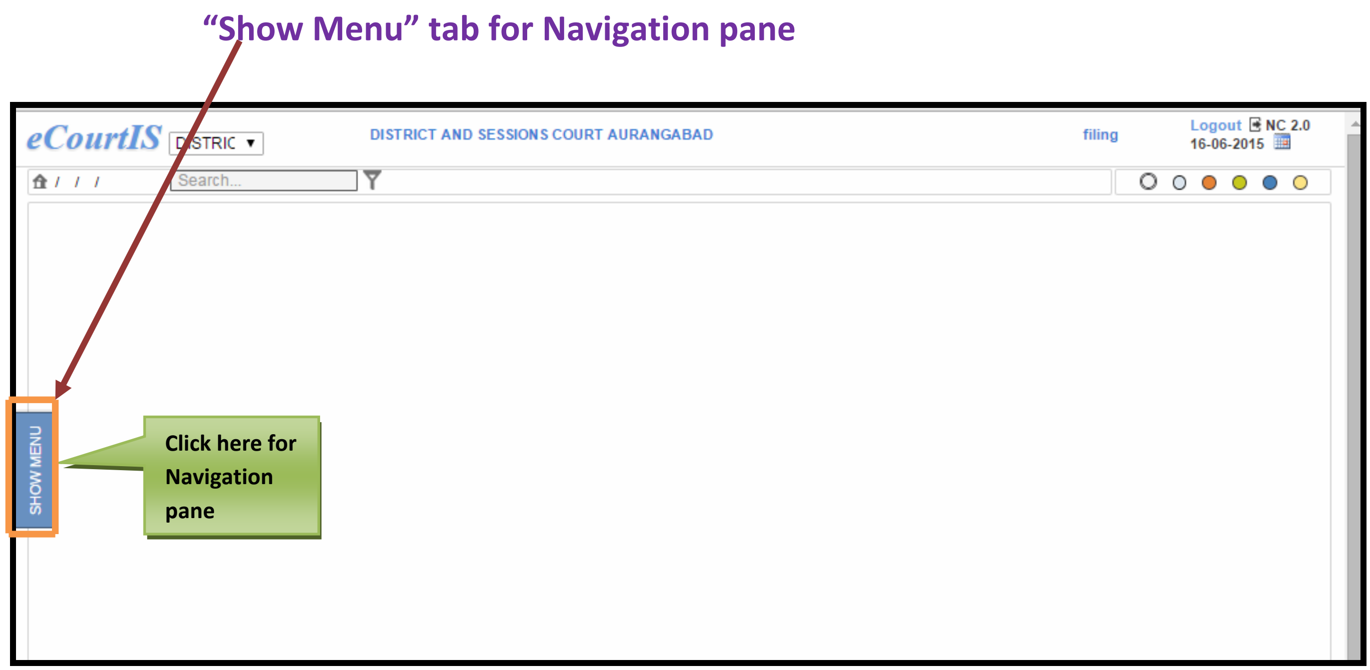


Figure 1: Home Page

When you click the **Show Menu** tab, the system will display the **Navigation pane**. This **Navigation pane** displays all the **Menus** for the **Filing module.**

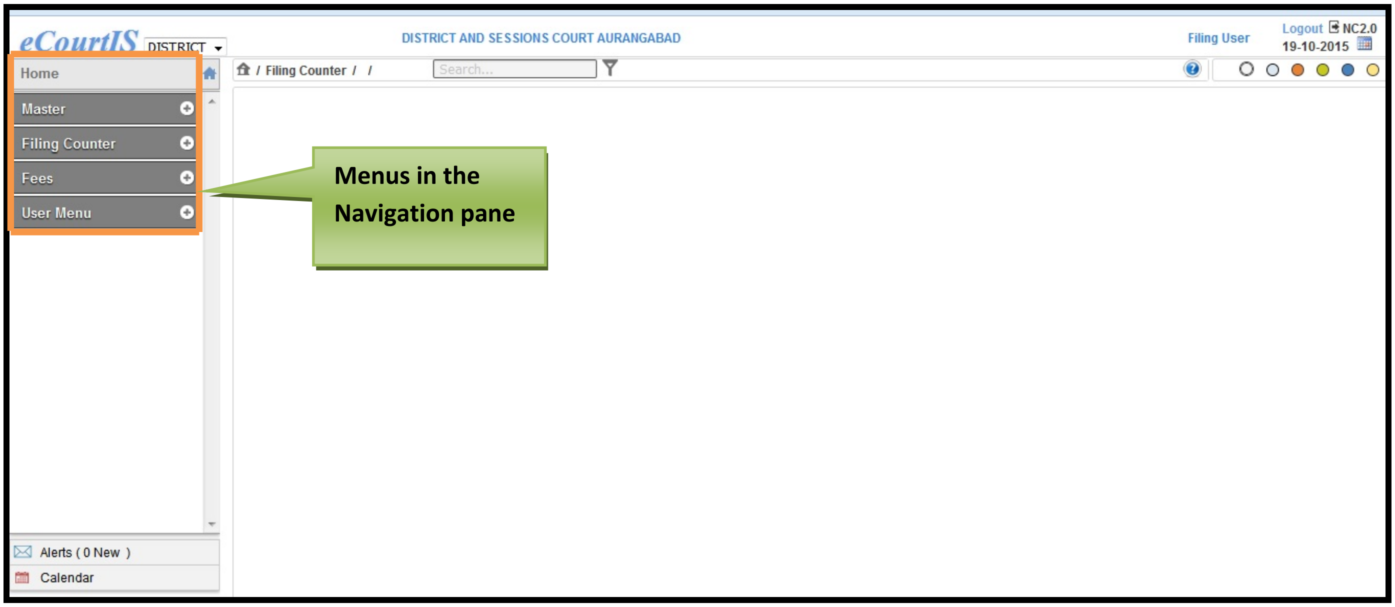


Figure 2: Navigation pane with Menus

When you click on any menu, all the **Menu Items** included under that menu will be displayed as a dropdown list. **Refer to Figure 3 given below**

Figure 3 : Menus and submenus

3.1. Title Bar

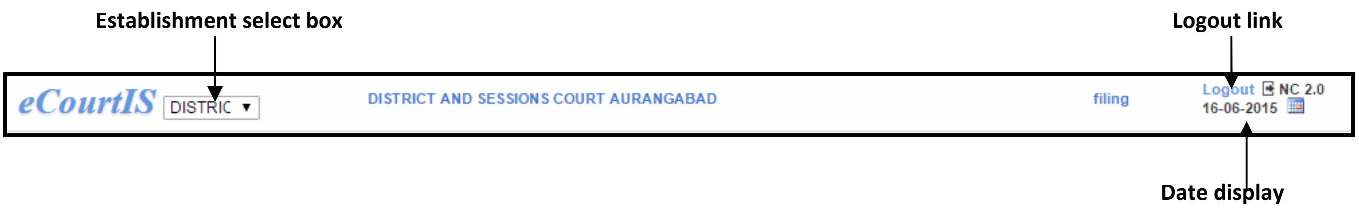
After you log in, the system will display the **Home Page**. The **Home Page** includes the **Show Menu** and the **Title Bar** which includes the ***eCourtIS*** link, **Establishment** select box, **Search** box, **Logout** link, **Date**, and **Refresh button**. This section of the user guide explains in detail all these features.

3.1.1. *ecourtIS* link

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

3.1.2. Establishment select box

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



3.1.3. Logout Link

Using the **Logout link** Logout you can log out from the current screen. This link is displayed on every screen.

3.1.4. Date Display

The system will display the **Current Date** on the **Home Page** at the upper right hand corner of the screen. You can use change the date using the 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 4)**

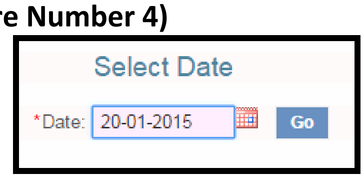
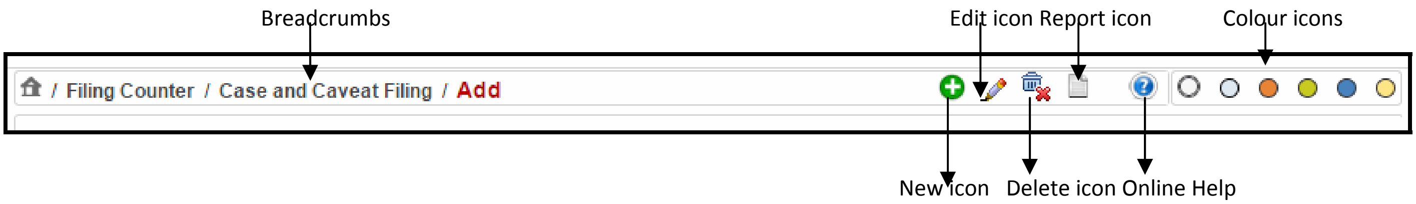


Figure 4:Select Date screen

2. **Select** the **Date** from calendar control.
3. Click Go. **The system will display the** selected date **at the upper right corner on the menu.**

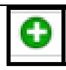
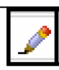
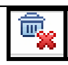
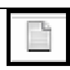
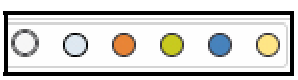
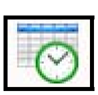
3.2. Icons

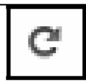
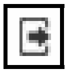
The menu bar will display the icons shown below on every screen:



3.2.1. Icons and their Description

Table 3: Icons and their Description

S.No	Icon	Name of Icon	Description
1		New icon	Click this icon to open a **New** form.
2		Edit icon	Click this icon to open the form to **Modify** the added details.
3		Delete icon	Click this icon to open the form with **Delete or Undelete** options.
4		Report icon	Click this icon to display the **Report.**
5		Online Help icon	Click this icon to display the **Online Help** to assist you to use the software application. It will guide you to perform the tasks successfully.
6		Colour icons	Click any of these icons to change the **colour** of the menu bar and the navigation pane.
7		Breadcrumbs	Bread crumbs is the graphical control element. The **Breadcrumbs trail** keeps a track of your location within the application.
8		Search box	Enter your search criteria in the **Search box** to access any menu screen directly.
9		Time Table icon	Place the mouse on the **"Time Table"** link to view **Case Type wise** case schedule.
10		Refresh icon	Click this icon to refresh the **Home Page.** This icon is placed below the

			breadcrumbs towards the upper right hand corner on the screen.
11		Logout icon	Click this icon to go back to the **Login screen.** This icon is placed next to **Log out link**.

3.3. *Shortcut menus*

3.3.1. Alerts (0 New)

The **Alerts menu** is situated below the **Navigation pane**. This feature will display the alerts of **Transferred Out**, **Transferred In**, and **Allocated cases**. **(Refer to Figure 5)**

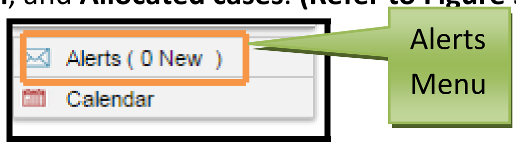
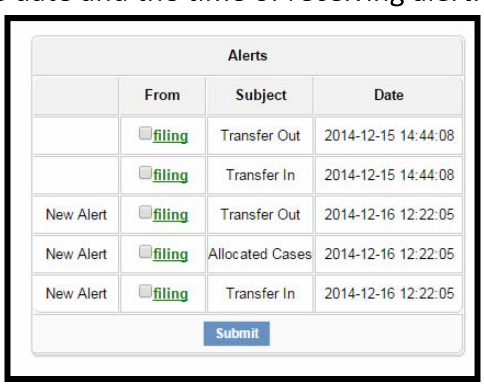


Figure 5: Alerts Menu

When you click the **Alerts Menu**, the system will display the **Alerts screen** with the details given below:

- **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**
  "From" will display the user who sends the alerts as a link with a check box.
- **Subject**
  "Subject" will display nature of the case (Transfer Out, Transfer In, and Allocated Cases)
- **Date**
  "Date" will display the date and the time of receiving alert. **(Refer to Figure 6)**



Alerts

	From	Subject	Date
	filing	Transfer Out	2014-12-15 14:44:08
	filing	Transfer In	2014-12-15 14:44:08
New Alert	filing	Transfer Out	2014-12-16 12:22:05
New Alert	filing	Allocated Cases	2014-12-16 12:22:05
New Alert	filing	Transfer In	2014-12-16 12:22:05

Submit

Figure 6: Alerts Screen

When you click the user link, the system will display the details given below:

- The individual Alert message screen. See Figure 6 given below.
- The new alerts will be displayed as **"New Alert".**
- Once you have opened the Alert message, the **"New Alert"** tag will disappear**.**
- It includes **Back** and **Print link.**
- To go back to navigation menu use **Back link** and to **Print** use the **Print link**.
- To delete the alert message: **Select** the user **checkbox** and **Click** the **Submit** button.

The **Individual Alert** message will display the details given below:

- From
- To
- Subject
- Date and Time
- Message
- **See Figure 7 given below**

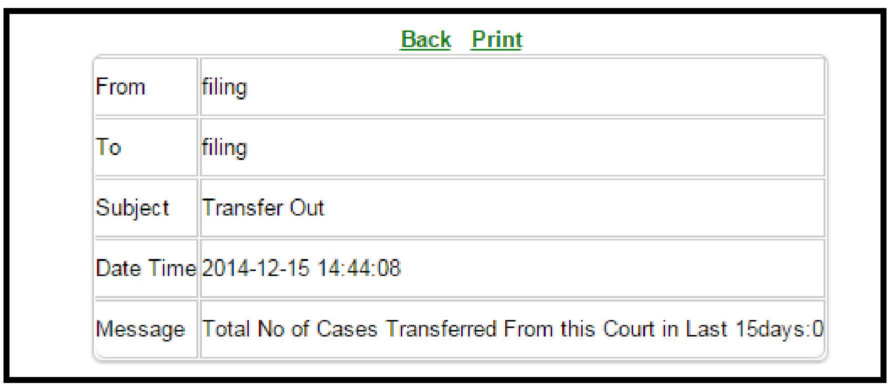
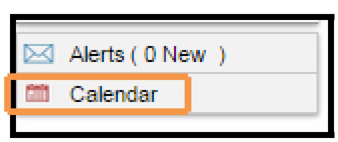


Figure 7: Individual Alert Message

3.3.2. Calendar

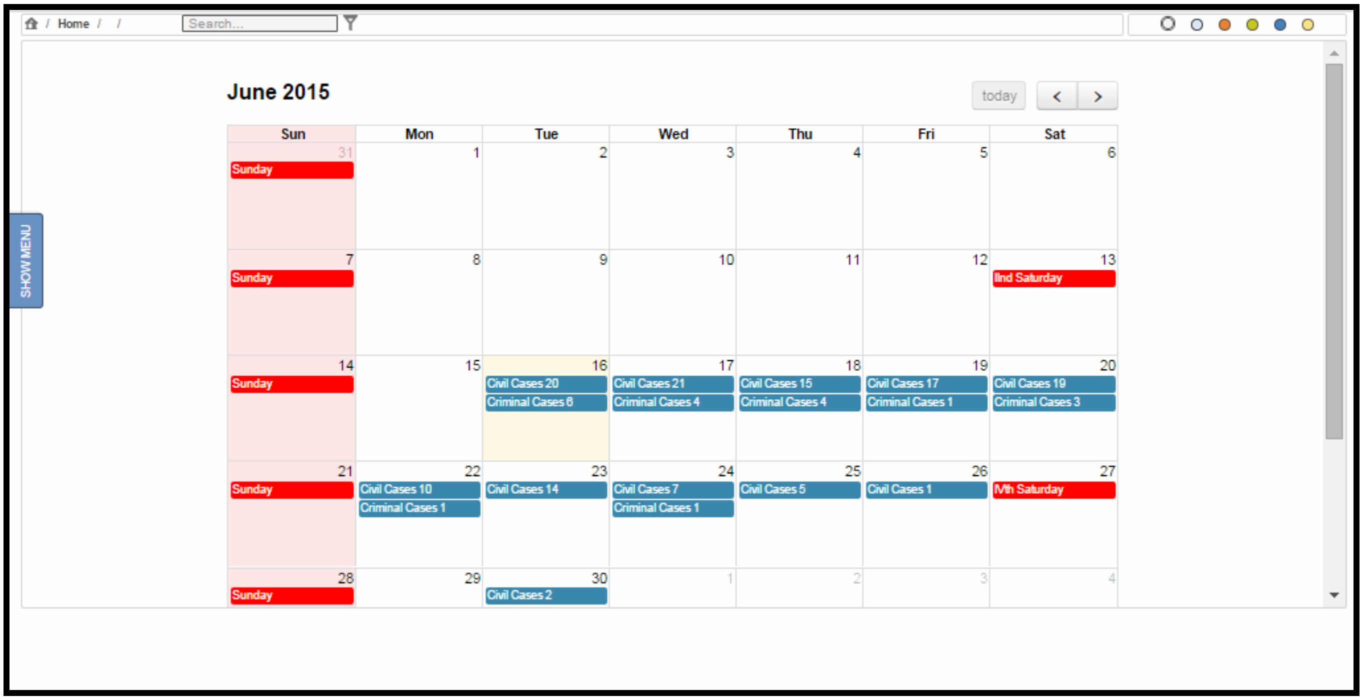
In this menu, the system displays the calendar which shows the number of Civil and Criminal cases for every single day.



Procedure

1. Click the **Calendar** shortcut menu.

2. The system will display the **Calendar** with the total number of **Civil** and **Criminal** cases listed for each day.



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

button to view the calendar for the current month.

4. Filing Counter

The **Filing Counter** includes **Case** and **Caveat Filing and Reports**. Here you carry out **Case and Caveat Filing** and view the **Filing Check List (Kaccha Register)** of a particular date. You can view the **Filing Check List** with the **Reports** menu.

4.1. Case and Caveat Filing

The **Case and Caveat Filing** can be done for **Civil** and **Criminal** cases separately. When you select the **Civil** radio button, the system will load all the **Civil** case types in the **Case Type** select box. Similarly when you select **Criminal** radio button, the criminal case types will be loaded in the **Case Type** select box.

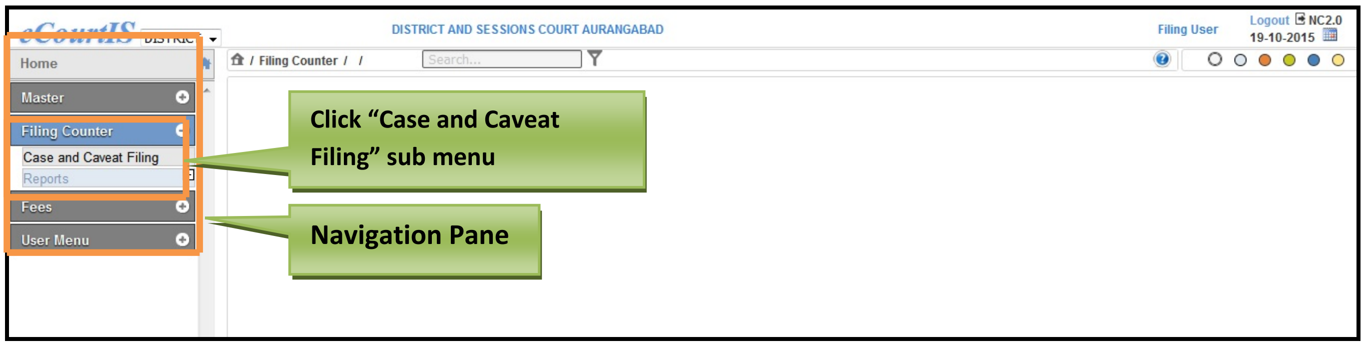


Figure 8: Navigation for "Case and Caveat Filing" screen

Procedure

To access the **Case and Caveat Filing (Add)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Filing Counter** menu.
2. Then, click **Case and Caveat Filing** sub menu. **(Refer to Figure Number 8)**
3. When you click the **Case and Caveat Filing** sub menu, the system will display the **Case and Caveat Filing (Add)** screen with **Civil** as the selected option. (**Refer to Figure Number 9)**
4. You can carry out **Case and Caveat Filing** for **Civil** and **Criminal** case types separately. By default **Civil** is displayed as the selected option. For **Criminal** case types, select the **Criminal** radio button.

4.1.1. Case and Caveat Filing (Add)

In this option you can add a **Case and Caveat Filing** for the selected **Case type**.

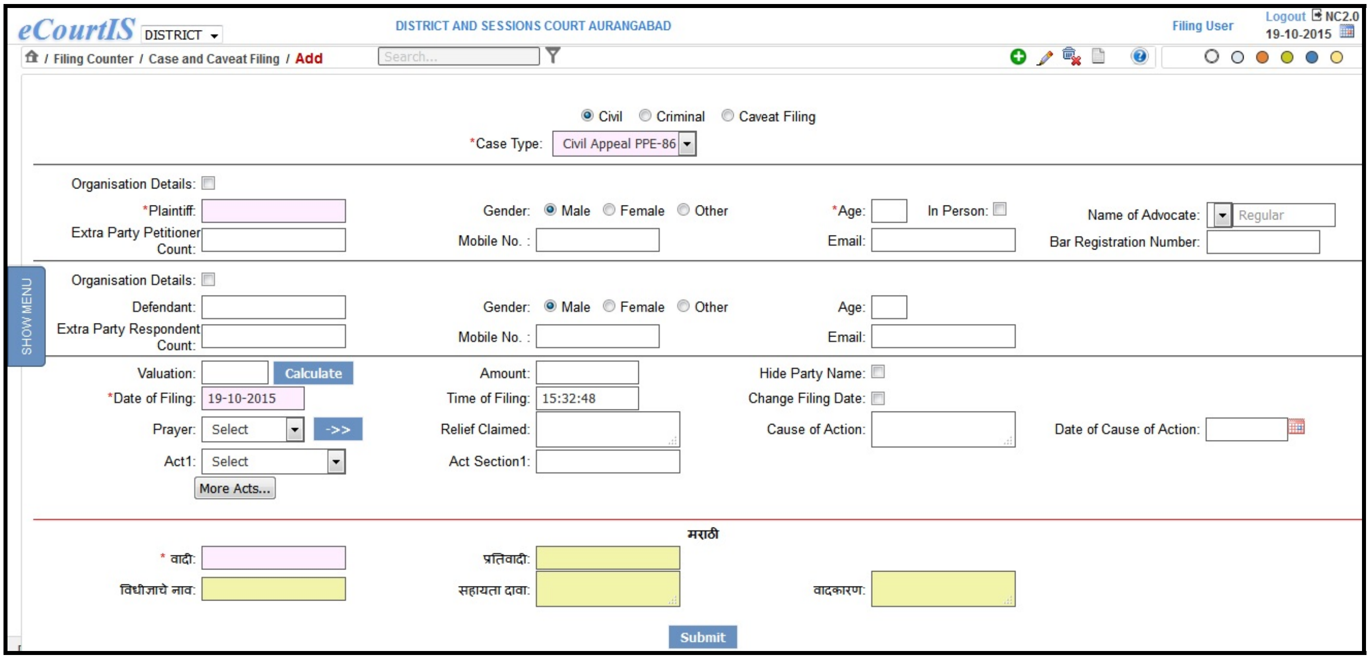


Figure 9: Screen for Case Number Filing

Procedure

Case Filing for Civil cases

For **Case Filing** follow the steps given below:

1. By default**, Civil** will be displayed as the selected option and so **Civil** case types will be displayed as a dropdown list in the **Case Type** select box.
2. For **Criminal** cases, select the **Criminal** radio button. The system will load the **Criminal** cases in the **Case Type** select box according to the selection.
3. The **Case and Caveat filing** process includes adding details of:
    - Plaintiff, Defendant, and Other details for **Civil** case types.
    - Complainant Details, Accused Details, and Other Details for **Criminal** case types
    - Caveator and Caveatee details for Caveat filing
    - Adding the details in bilingual languages also

Plaintiff Details

4. **Date and Time of Filing** will be displayed automatically.
5. **Select** the **Case type** from the **Case Type** select box.
6. Enter name of the Plaintiff in the **Plaintiff** field. (in bilingual language also).
7. Choose the **Gender** of the Plaintiff by selecting the respective radio buttons.
8. Enter Age of the Plaintiff in the **Age** field.
9. Enter advocate's name in the **Name of the Advocate** field. (in bilingual language also)
10. Enter extra party respondent count in the **Extra Party Petitioner Count** field. (in bilingual language also)

11. Enter mobile number in the **Mobile Number** field.
12. Enter email address in the **Email** field.
13. Enter Bar Registration Number of the Advocate in the **Bar Registration Number field**.

If the Plaintiff or the Complainant is an Organization, then follow the steps given below:

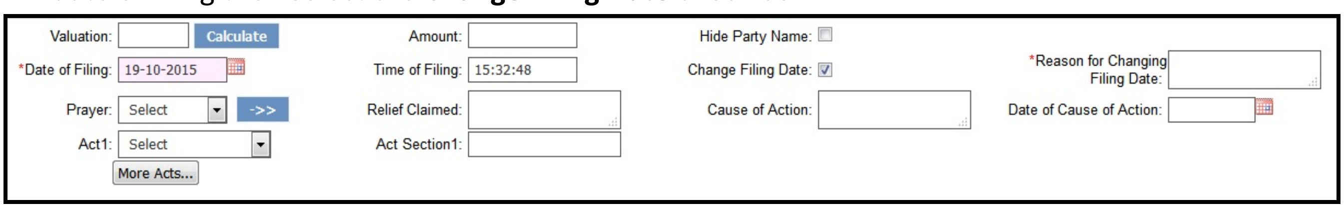
14. Select the check box for **Organization Details.**
15. When you select the **Organization Details** check box, the system will display the **Organization Name** select box.
16. Select the **Organization Name** from the select box. The system will display the name of the Plaintiff in the **Plaintiff** field. Incase of **Criminal** case type, the name of the complainant will be displayed in the **Complainant** field.

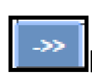
Defendant Details

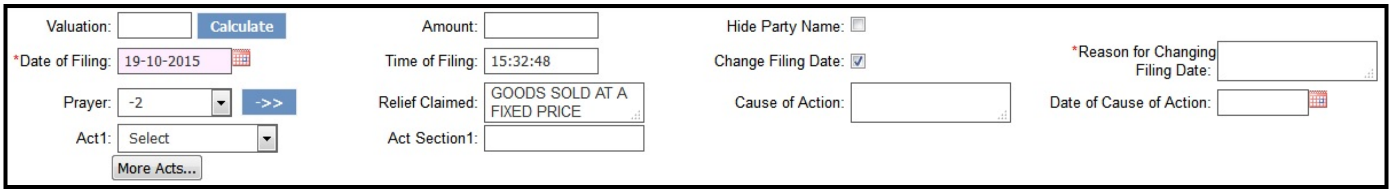
17. Enter name of the Defendant in the **Defendant** field. (enter in bilingual language also).
18. Choose the **Gender** of the Plaintiff by selecting the respective radio buttons.
19. Enter age of the Plaintiff in the **Age** field.
20. Enter extra party respondent count in the **Extra Party Respondent Count** field. (enterin bilingual language also)
21. Enter mobile number in the **Mobile Number** field.
22. Enter email address in the **Email** field.

Other Details

23. Enter the suit valuation value in the **Suit Valuation** field.
24. Click the **Calculate** button calculate the **Amount** to be levied, based on the Jurisdiction value.
25. By default the current date is displayed in the **Date of Filing** field. If you want to change the date of filing then select the **Change Filing Date** check box.



26. When you select the **Change Filing Date** check box, the system will display the calendar control (to change the date) and **Reason for Change Filing Date** field.
27. Change the **Date of Filing** using calendar control and enter the reason for changing the date in the **Reason for Changing Filing Date** field.
28. Select the Prayer from the **Prayer** select box and click  button. The relief will be displayed in the **Relief Claimed** text box.



29. Enter the cause of action in the **Cause of Action** field.

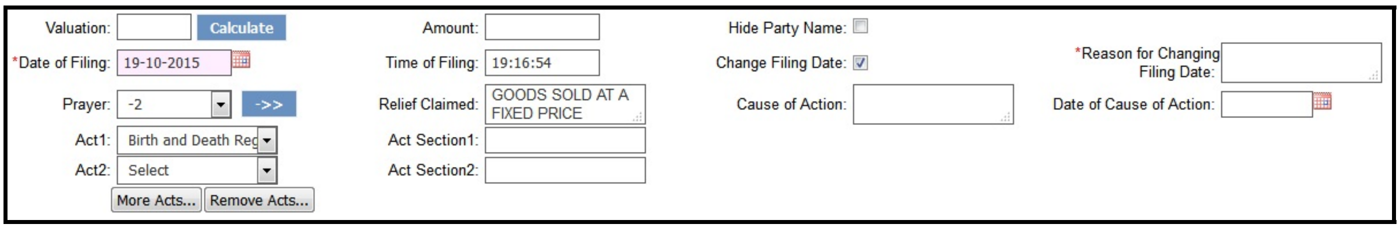
30. Select the date for the cause of action from the **Date of Cause of Action** calendar control.

31. Select the acts from the **Act1** select box and enter the Act section in the **Act Section1** field.

32. To add more **Acts**, click **More Acts** More Acts... button.

33. When you click **More Acts** button, the system will display the **Act2** select box and the **Act Section2** field. Similarly you can add more Acts for the selected case type.

34. To remove any of the added **Acts** and **Act Section**, click **Remove Acts button** Remove Acts... .



35. To hide the Party Name, select the **Hide Party Name** check box.

36. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**, the **Filing Number** which includes **Case Type/Filing Number/ and Year of Filing** Filing No.:- Civil Appeal PPE/103757/2015, **CNR** CNR:- MH20010064192015 number, and **Print Acknowledgement link** Print Acknowledgement.

37. ***<u>All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields</u>.***

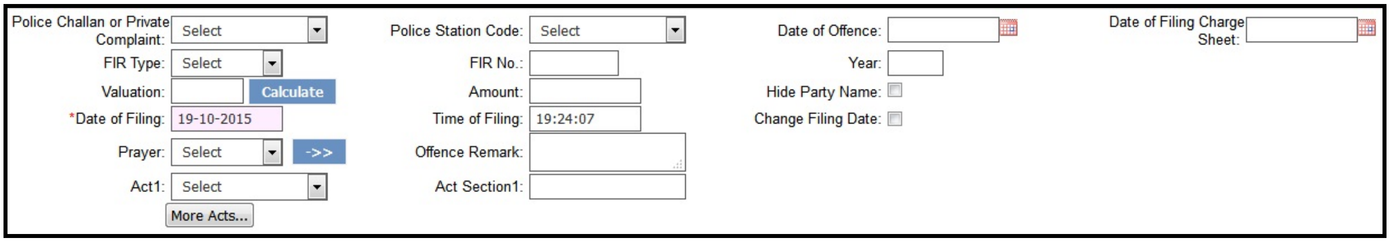
38. In case the mandatory fields are left blank, the system will display the message, **"Compulsory Field"**.

Case Filing for Criminal cases

When you select **Criminal** radio button, the system will load Criminal case types in the Case Type select box. Also, the system will display the additional fields given below:

1. Complainant
2. Accused
3. Police Challan or Private Complaint
4. Police Station Code
5. Date of Offence

6. Date of Filing Charge Sheet.
7. FIR Type
8. FIR Number
9. Year of Registration
10. LComplainant
11. Laccused
12. Name of Advocate (in bilingual languages also)



Procedure:

1. The system will display the **Name of the Complainant** (enter in bilingual language also), Date of Filing and Time of Filing automatically.
2. Select the case type from the **Case Type** select box.
3. Enter extra party Petitioner count in the **Extra Party Petitioner Count** field.
4. Select the **Gender** of the **Complainant** with the help of their respective radio buttons.
5. Enter mobile number of the complainant in the **Mobile number** field**.**
6. Enter email address of the complainant in the **Email** field.
7. Enter the Advocate's name in the **Name of the Advocate** field.(in bilingual language also)
8. Enter **Bar Registration Number** of the Advocate in the **Bar Registration Number** field.

If the Complainant is an Organization, then follow the steps given below:

1. Select the check box for **Organization Details.**
2. When you select the check box, the system will display the **Organization Name** select box.
3. Select the **Organization Name** from the **Organization** select box.

Accused Details

1. Enter name of the accused in the **Accused** field. (enter in bilingual language also).
2. Select the **Gender** of the **Accused** with the help of the radio buttons.
3. Enter extra party respondent count in the **Extra Party Respondent Count** field.
4. Enter mobile number of the accused in the **Mobile number** field**.**
5. Enter email address of the accused in the **Email** field.

If the Accused is an Organization, then follow the steps given below:

1. Select the check box for **Organization Details.**
2. When you select the check box, the system will display the **Organization Name** select box.
3. Select the name of the Organization from the **Organization** select box and enter the details in the remaining fields.

Other Details

1. Select the police challan or private complaint from the **Police Challan** or **Private Complaint** select box.
2. Select the code of the police station from the **Police Station Code** select box.
3. Select the **Date of Offence** with the help of calendar control.
4. Select the **Date of Filing Charge Sheet** with the help of calendar control.
5. Select the FIR Type from the **FIR Type** select box.
6. Enter the FIR Number in the **FIR No**. field.
7. Enter the FIR year in the **Year field**.
8. Enter the Suit Valuation in the **Suit Valuation** field and click **Calculate** button.
9. The amount will be displayed in the **Amount** field.
10. To change Filing Date, select the check box for **Change Filing Date**.
11. The system will then display the text box for **Reason for Changing Filing Date.**
12. Enter the reason for change in date in the **Reason for Changing Filing Date** field.
13. The **Date of Filing** is displayed by the system.
14. The **Time of Filing** is displayed by the system .
15. To hide the Party Name, select the check box of **Hide Party Name**.
16. Select the Prayer from the **Prayer** select box and click ->> button. The offence will be displayed in the **Offence Remark** field.
17. Select the acts from the **Act1** select box and enter the Act section in the **Act Section1** field.
18. To add more **Acts**, click **More Acts** More Acts... button.
19. When you click **More Acts** button, the system will display the **Act2** select box and the **Act Section2** field. Similarly you can add more Acts for the selected case type.
20. To remove any of the added **Acts** and **Act Section**, click **Remove Acts button** Remove Acts... .
21. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**, the **Filing Number** which includes **Case Type/Filing Number/ and Year of Filing** Filing No.:- Cri.M.A./103500/2015, **CNR** CNR:- MH20010064192015 number, and **Print Acknowledgement link** Print Acknowledgement.

Caveat Filing

Caveat Filing option is used for the data entry of the **Caveat Application**, when it is filed at the **Filing Counter**. Information regarding **Caveator** and **Caveatee** are entered using this option.

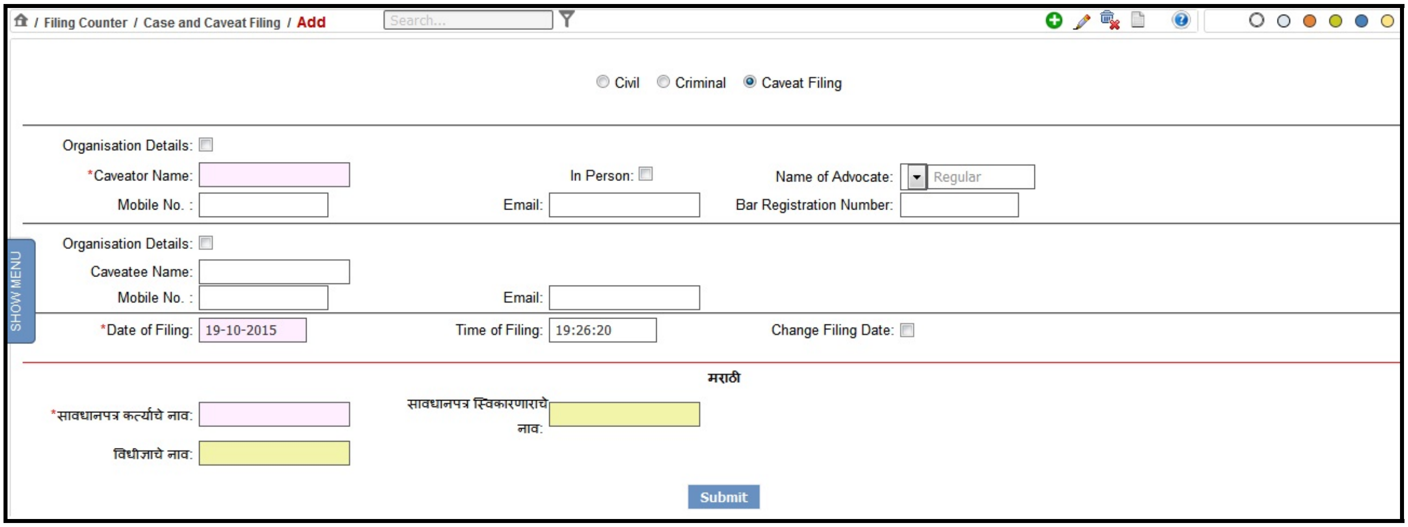


Figure 10: Caveat Filing

Procedure:

For **Caveat Filing** follow the steps given below:

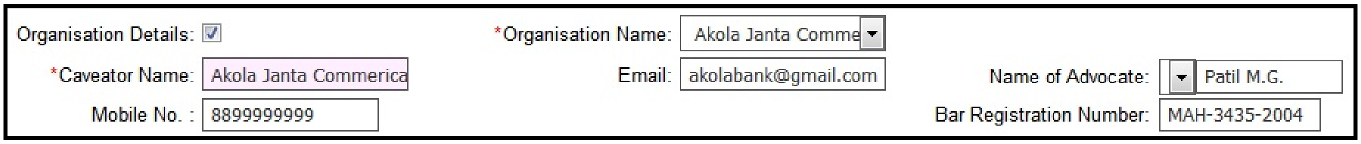
1. Select the radio button of **Caveat Filing**.
2. The system will display the Date of Filing and Time of Filing automatically.

Caveator Details

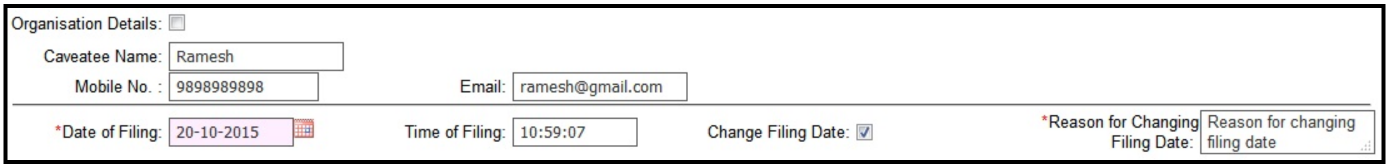
3. When you select the **Caveat Filing** radio button, the system will display the fields for **Caveatee Name** and **Caveator Name.**
4. Enter the name of the Caveator in the **Caveator Name** field.
5. Enter the Advocate's name in the **Name of Advocate** field**.**
6. Enter the mobile number of the Caveator in the **Mobile No.** field.
7. Enter the **email Id** of the Caveator in the **Email** field.
8. Enter the **Bar Registration Number** of the **Advocate in the Bar Registration Number** field.

If the Caveator is an Organization, then follow the steps given below:

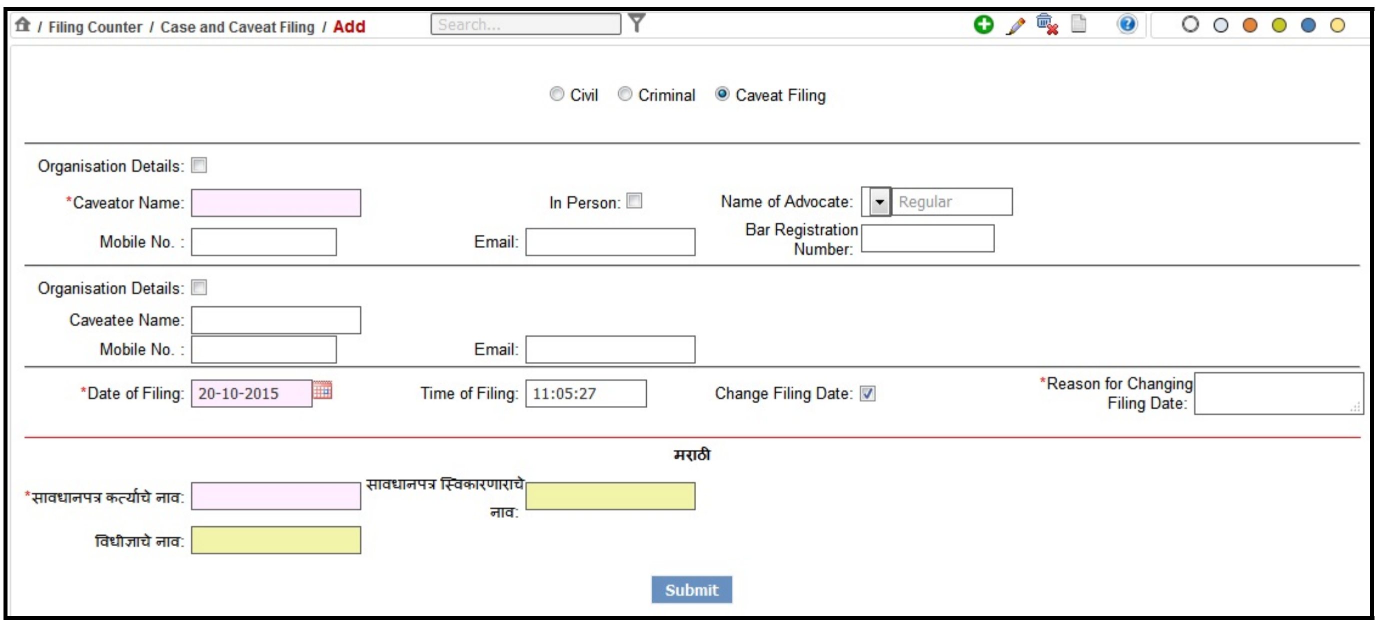
9. Select the check box for **Organization Details.**
10. When you select the **Organization Details** check box, the system will display the **Organization Name** select box. The names of the organizations are displayed in a dropdown list in the **Organization Name** select box.
11. When you select the name of the organization from the **Organization Name** select box, the system will display the name of the Caveator in the **Caveator Name** field.



Caveatee Details



12. Enter the name of the Caveatee in the **Caveatee Name** field.
13. **Enter** the mobile number of the Caveatee in the **Mobile No.** field.
14. **Enter** the **email Id** of the Caveatee in the **Email** field.
15. By default the current date is displayed in the **Date of Filing** field. If you want to change the date of filing then select the **Change Filing Date** check box.
16. When you select the **Change Filing Date** check box, the system will display the calendar control (to change the date) and **Reason for Change Filing Date** field.

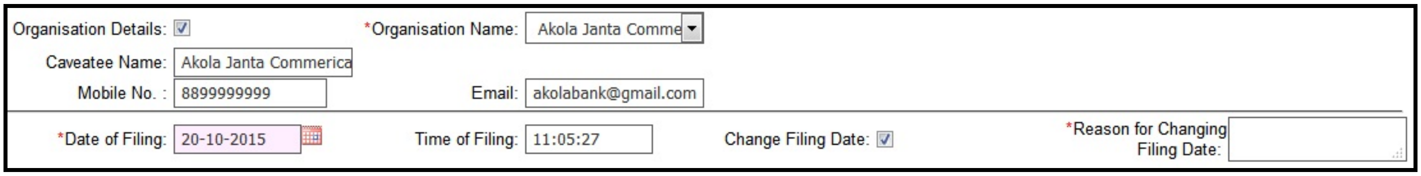


17. Change the **Date of Filing** using calendar control and enter the reason for changing the date in the **Reason for Changing Filing Date** field.

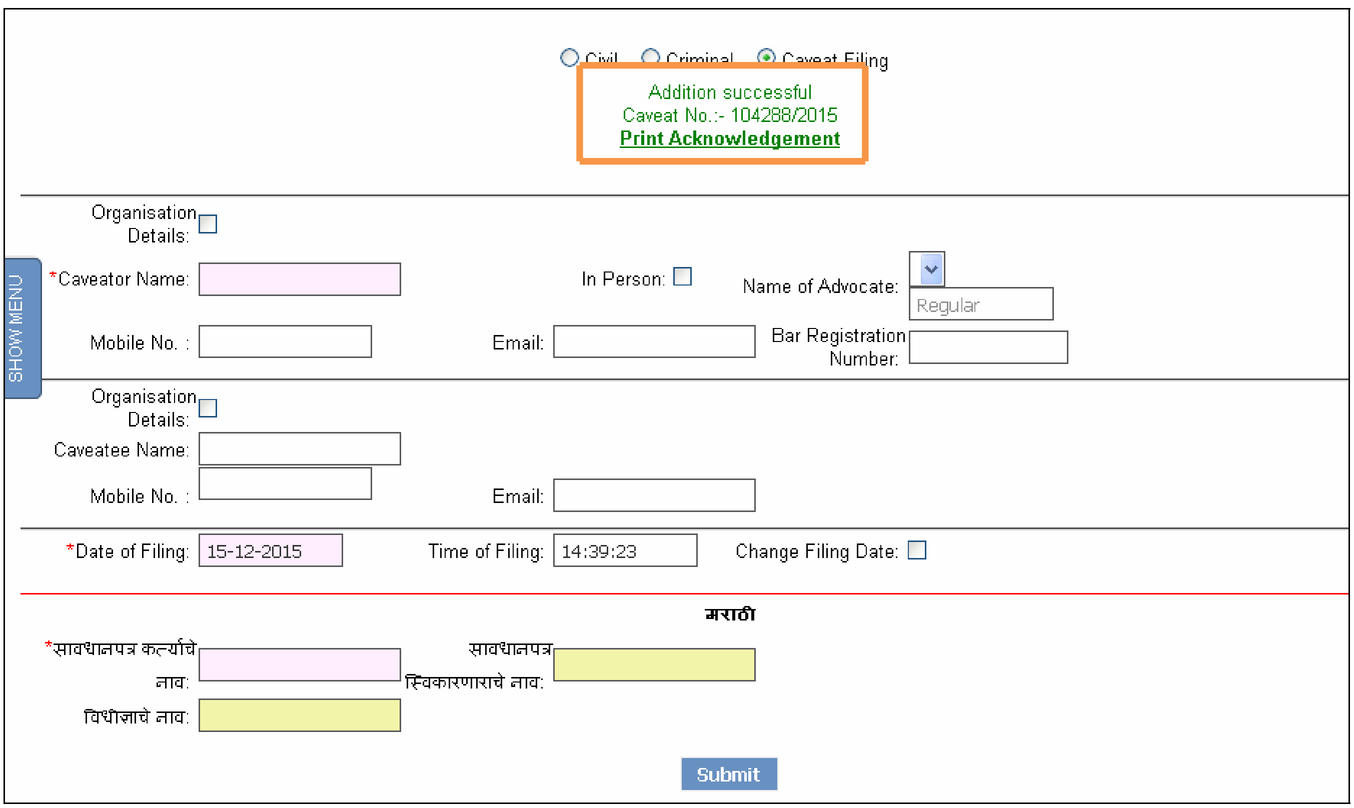
If the Caveatee is an Organization, then follow the steps given below:

18. Select the check box for **Organization Details.**

19. When you select the **Organization Details** check box, the system will display the **Organization Name** select box. The names of the organizations are displayed in a dropdown list in the **Organization Name** select box.
20. When you select the name of the organization from the **Organization Name** select box, the system will display the name of the Caveatee in the **Caveatee Name** field.



21. Click **Submit** to save the information into the system. The system will display the message, **"Addition Successful"**, the **Caveat Number** which includes Caveat Number and year of filing the Caveat for eg. Caveat No.:- 104288/2015 and **Print Acknowledgement link** Print Acknowledgement.
22. ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields and Print link.***



23. When you click the **Print Acknowledgement** link, the system will display the **Acknowledgement** report.

24. The report displays the details given below:

- Caveat Filing Number
- Date of Filing
- Caveator Name
- Advocate
- Caveatee Name

25. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

5.1.2. Case and Caveat Filing (Modify)

This feature provides the facility to modify any of the above information for **Case and Caveat Filing** which has the user has already entered.

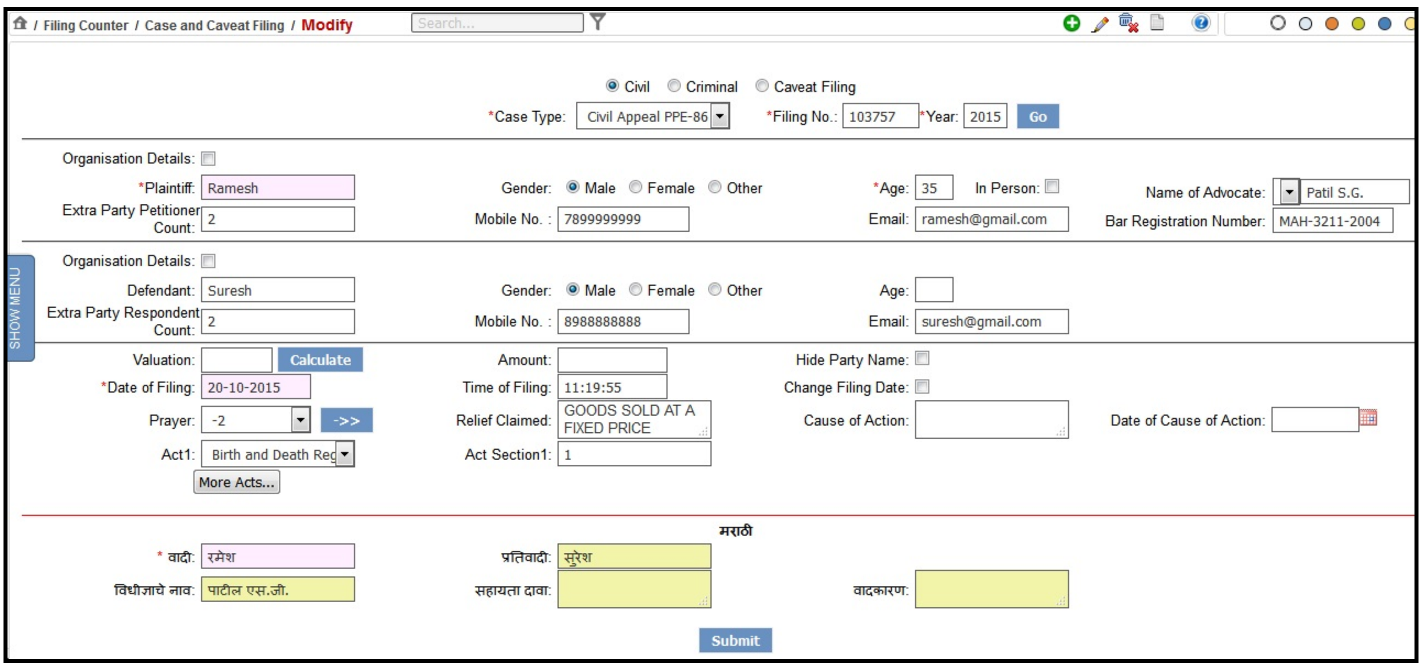
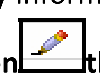


Figure 11: Case and caveat filing (modify)

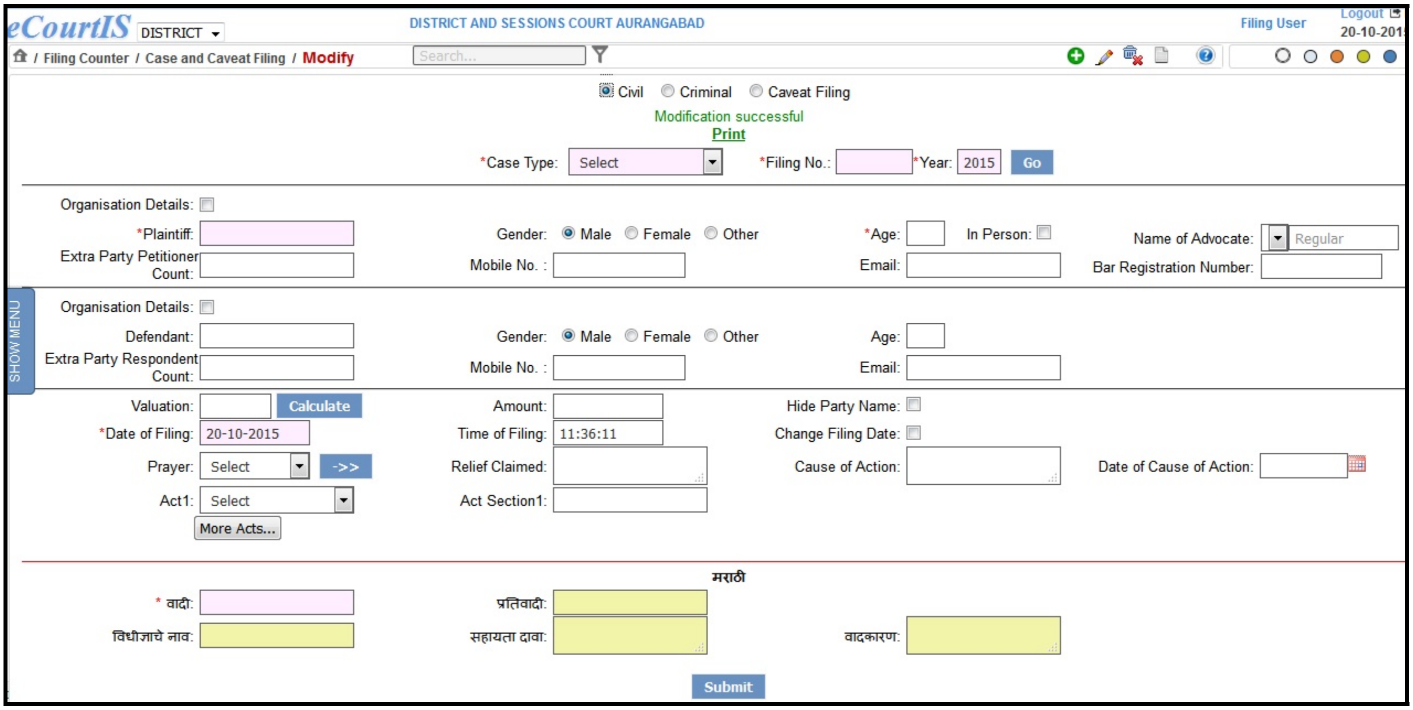
Procedure:

To modify or update any information follow the steps given below:

1. **Click** the **Edit icon**  **that** is located at the upper right corner on the menu bar.
2. By default the system displays **Civil** as the selected case type. For **Criminal** or **Caveat Filing** select their respective radio buttons
3. Select the case type from the **Case Type** select box.

4. Enter the filing number of the selected case type in the **Filing Number** field.
5. Enter the year of filing in the **Year** field and click **Go**.
6. All information that already exists in the system pertaining to the selected **Case** is fetched automatically and displayed on the screen.
7. You can now modify or update the required information.

26. Click **Submit** to save the information into the system. The system will display the message, **“Modification Successful”** and **Print** link.



8. When you click the **Print link**, the system will display the **Acknowledgement**. You can print this **Acknowledgement.(Refer figure 12)**

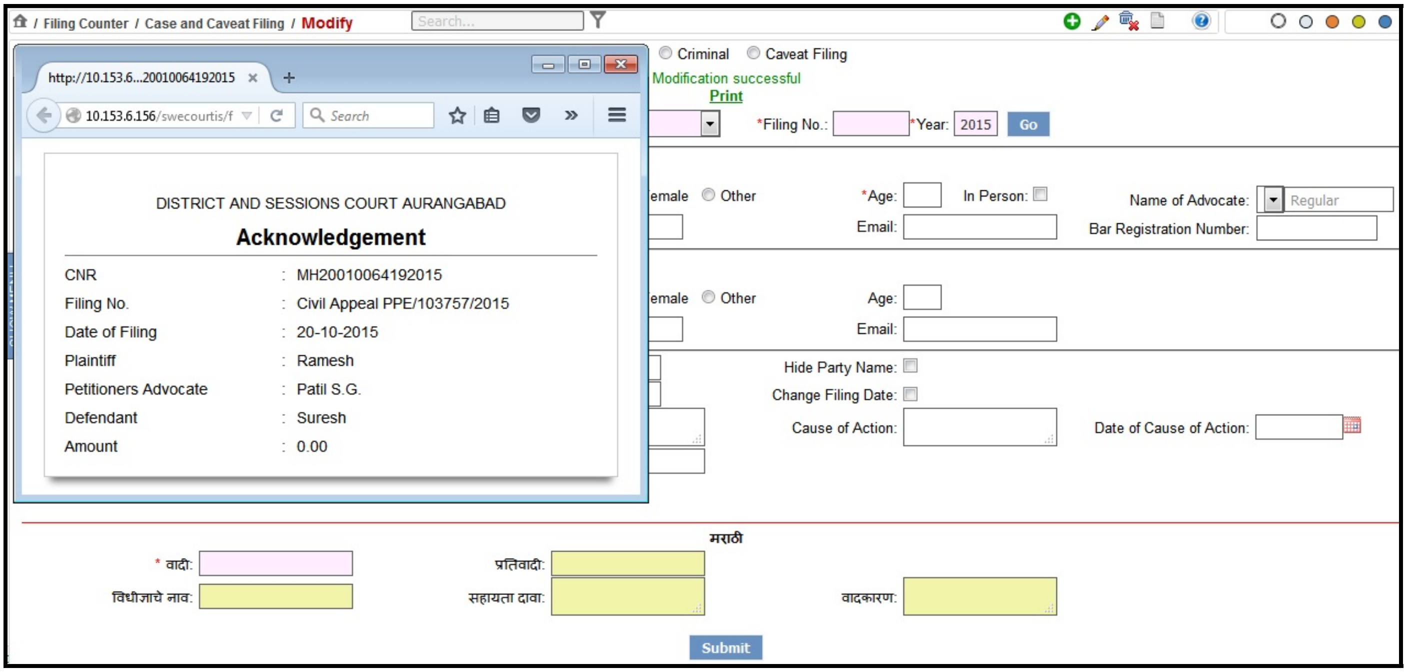


Figure 12: Acknowledgement

9. The report displays the details given below:
    - CNR Number
    - Filing Number
    - Date of Filing
    - Plaintiff
    - Petitioners Advocate
    - Defendant
    - Amount

5.1.3. Case and Caveat Filing (Delete)

This feature provides the facility to **delete** a **Case or Caveat** Filing that is has been wrongly entered by the user.

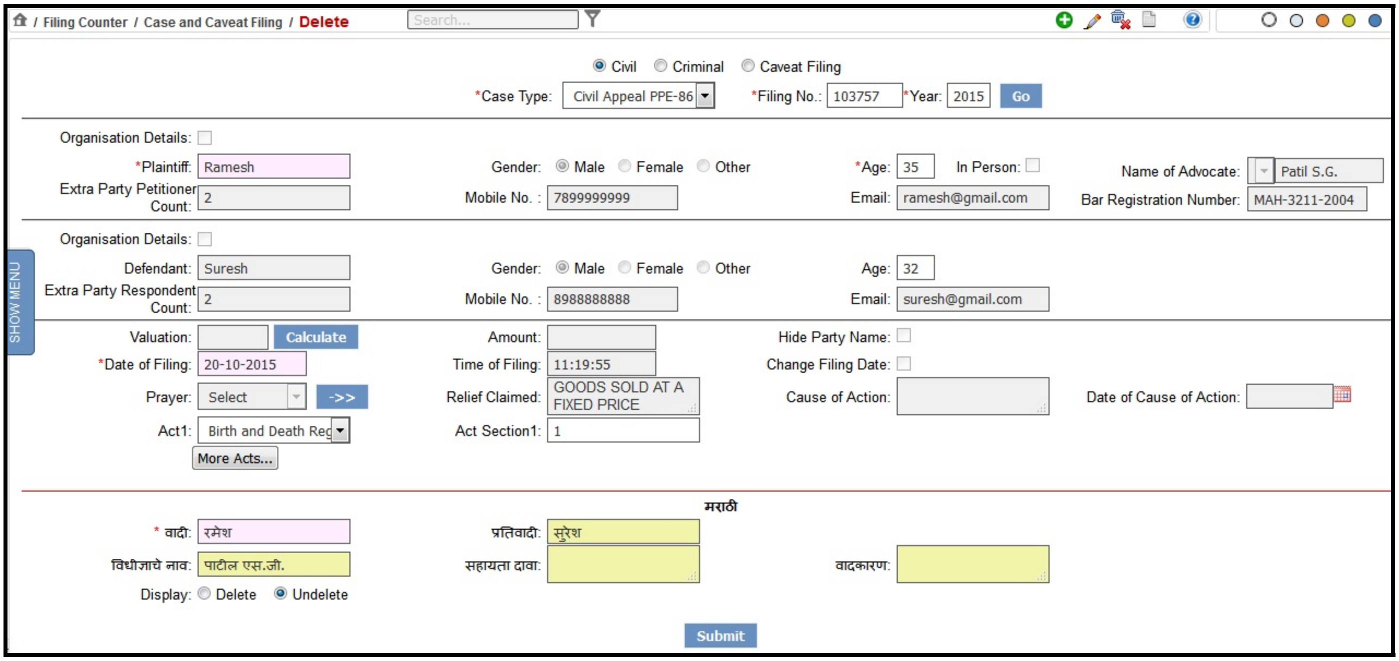
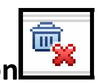


Figure 13: Case and Caveat Filing (Delete)

Procedure

To delete a Case or Caveat Filing information, follow the steps given below:

1. Click the **Delete icon**  that is located at the upper right corner on the menu bar**.**
2. By default the system displays **Civil** as the selected case type. For **Criminal** or **Caveat Filing** select their respective radio buttons.
3. Select the **case type** from the **Case Type** select box.
4. Enter the filing number of the selected case type in the **Filing Number** field.
5. Enter the year of filing in the **Year** field and click **Go**.
6. All information that already exists in the system pertaining to the selected **Case Type** is fetched automatically and displayed on the screen.
7. Select the **Delete** radio button and click Submit button to delete the selected **Case**. The details though deleted will remain in the database. This deleted data can be retrieved using the **Undelete** radio button.
8. Select the **Undelete** radio button to retrieve the deleted details.
9. Click **Submit**.
10. In case of **Delete**, the system will display the message, **"Deletion Successful"**.
11. In case of **Undelete**, the system will display the message, **"UnDeletion Successful"**.
12. In case of **Caveat**, once the **Caveat** is deleted, it will not be visible for matching or printing in the report. However, the system will retain the Caveat details and can be undeleted if required.

13. The next number is automatically made available to the subsequent Case or Caveat which is entered by the user.

5.1.4. Case and Caveat Filing (Report)

This feature provides the facility to view the list of existing Case and Caveat.

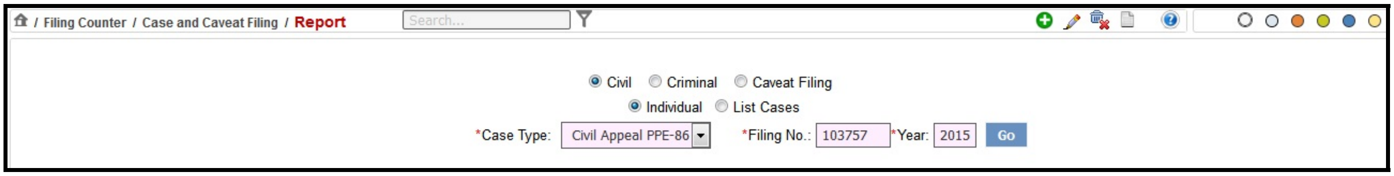
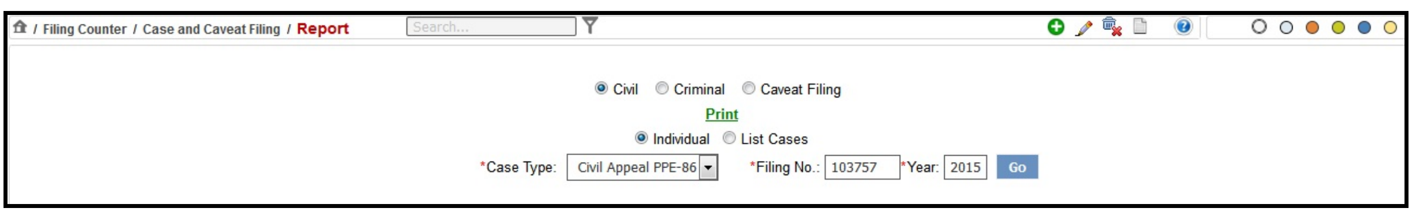


Figure 14: Case and Caveat Filing (Report)

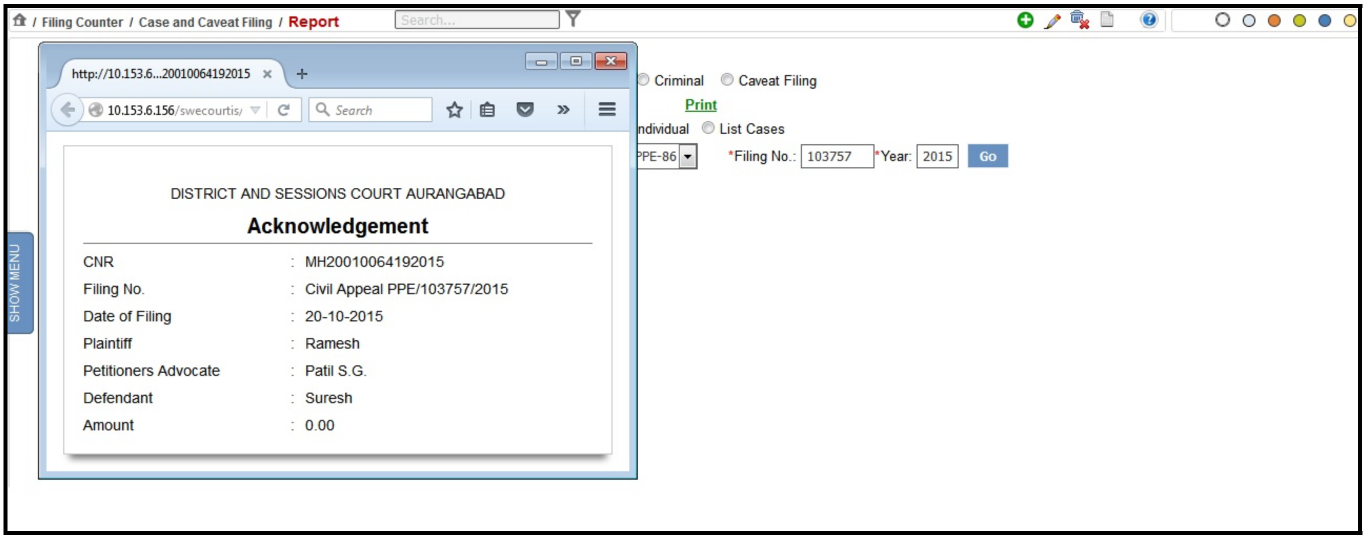
Procedure

To view the **Case and Caveat Filing (Report)** follow the steps given below**:**

1. Click the **Report icon**  that is located at the upper right corner on the menu bar.
2. The system will display the screen as shown in **Figure Number 14.**
3. By default the system will display the **Civil** and **Individual** as the selected options. For **Criminal** or **Caveat Filing** select their respective radio buttons.
4. Similarly, by default **Individual** type of report is displayed as the selected option. For the List of Cases, select **List Cases** radio button.



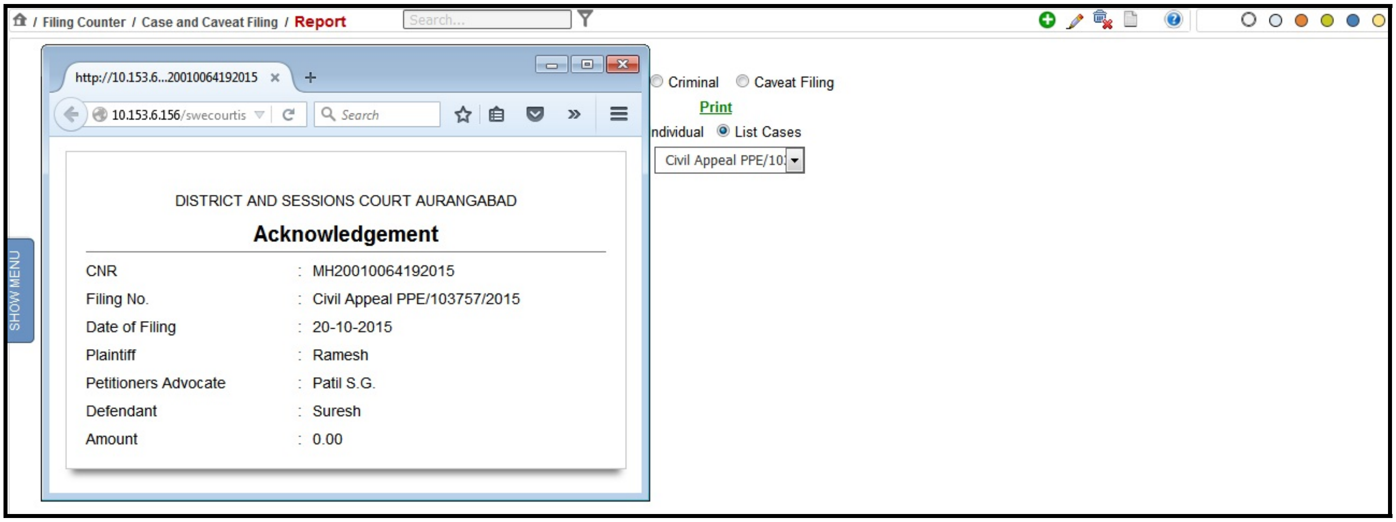
5. The **Individual** option will allow you to enter the details of a single case.
6. Incase of **List Cases**, the system displays all the cases that have been filed in a dropdown list in the **Filing No.** field.
7. Select the case type for which you want to see the report from the **Case Type** select box.
8. Enter the filing number of the case type in the **Filing No**. field.
9. Enter the year of filing in the **Year** field and click **Go**. The system will load the **Print** link.
10. Click the **Print** link for the **Acknowledgement** (Report) for the selected case type. (Refer to Figure given below)



11. When you select the **List Cases** radio button, the system will display the **Filing No.** field as shown in the figure given below:

12. Select the filing number from the **Filing No.** field for which you want to view the **Acknowledgement** (Report). The system will load the **Print link** as shown in the figure given below.

13. Click the **Print** link for the **Acknowledgement** (Report) for the selected case type. (Refer to Figure given below)



10. The report displays the details given below:
    - CNR Number
    - Filing Number
    - Date of Filing
    - Plaintiff
    - Petitioners Advocate
    - Defendant
    - Amount

11. ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields and Print link.***

5.2. Reports

5.2.1. Filing Check List (Kaccha Register) of Date

This feature provides facility to view the list of cases filed on a particular date

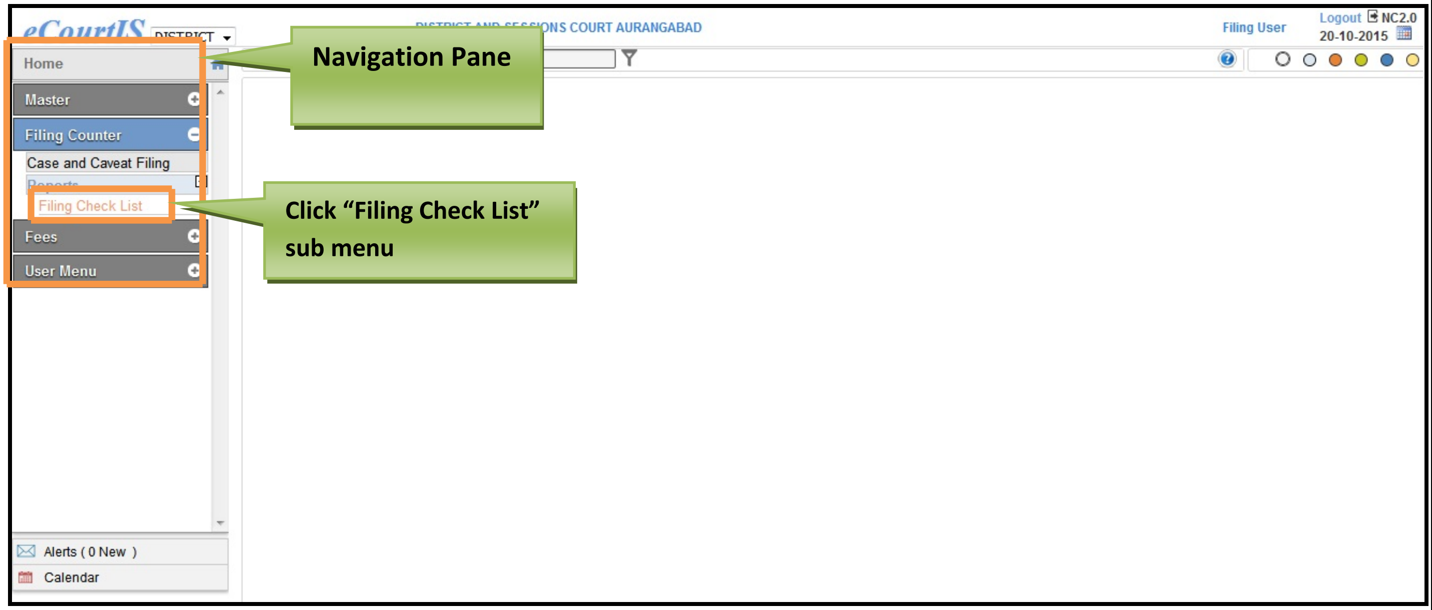


Figure 15: Navigation for "Filing Check List (Kaccha Register) of Date

To access the **"Filing Check List (Kaccha Register) of Date"** screen, follow the steps given below:

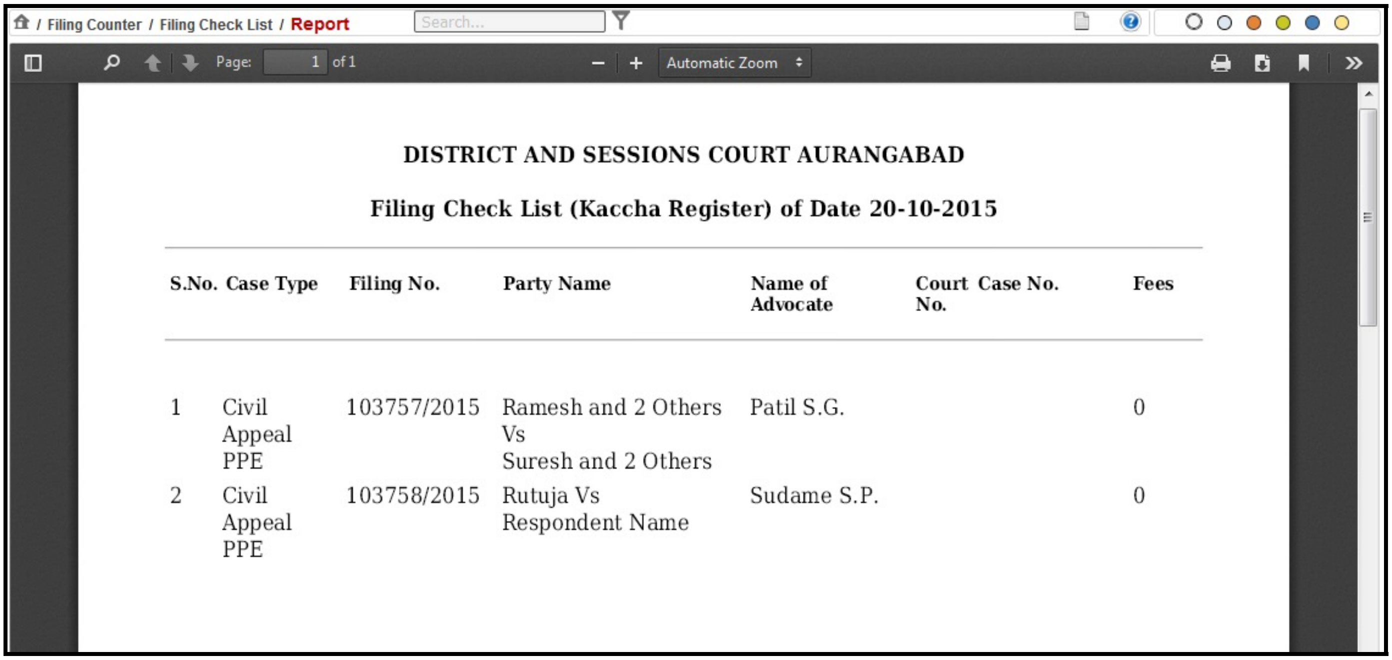
1. On the **Navigation pane**, click the **Filing Counter** menu.
2. Then, click **Filing Check List** sub menu. (**Refer to Figure Number 15)**
3. When you click the **Filing Check List** sub menu, the system will display the **"Filing Check List (Kaccha Register) of Date"** screen with **Civil** as the selected option.
4. The **Today's Date** field will display the current date (today's date). (**Refer to Figure Number 16)**

Figure 16: Filing Check List with "View link"

Procedure:

1. By default the system displays **Civil** as the selected option. The **Civil** option will display the **Filing Check List** of a particular date for **Civil** cases. For **Criminal** cases, select the Criminal radio button.
2. Also, current date is displayed in **Today's Date** field. The system will display the **Filing Check List** for the current date (Today's Date).
3. Incase you want to view the **Filing Check List** for another date; select the date from the calendar control.
4. After you select the date, click **Go**. The system will load the **View** link.

5. Click the **View** link. The system will display the **Filing Check List** for the selected date. Refer to **Figure 17**.



DISTRICT AND SESSIONS COURT AURANGABAD

Filing Check List (Kaccha Register) of Date 20-10-2015

S.No.	Case Type	Filing No.	Party Name	Name of Advocate	Court No.	Case No.	Fees
1	Civil Appeal PPE	103757/2015	Ramesh and 2 Others Vs Suresh and 2 Others	Patil S.G.			0
2	Civil Appeal PPE	103758/2015	Rutuja Vs Respondent Name	Sudame S.P.			0

Figure 17: Filing Check List (Kaccha Register)

6. The report displays the details given below:

- Case Type
- Filing No.
- Party Name
- Name of Advocate
- Court No.
- Case No.
- Fees

6. Fees

This option is used to enter the details of the **Court Fee** which is affixed with the **Plaint**, when the **Plaint** is presented at the **Filing Counter**. This option also makes provision for the addition of various other types of Fees such as **Process Fee**, **Search Fee**, **Receipt Fees** and so on.

6.1. Receipt Fees

6.1.1. Receipt Fees (Add)

This form provides facility to add the **Fees** that are submitted with the case.

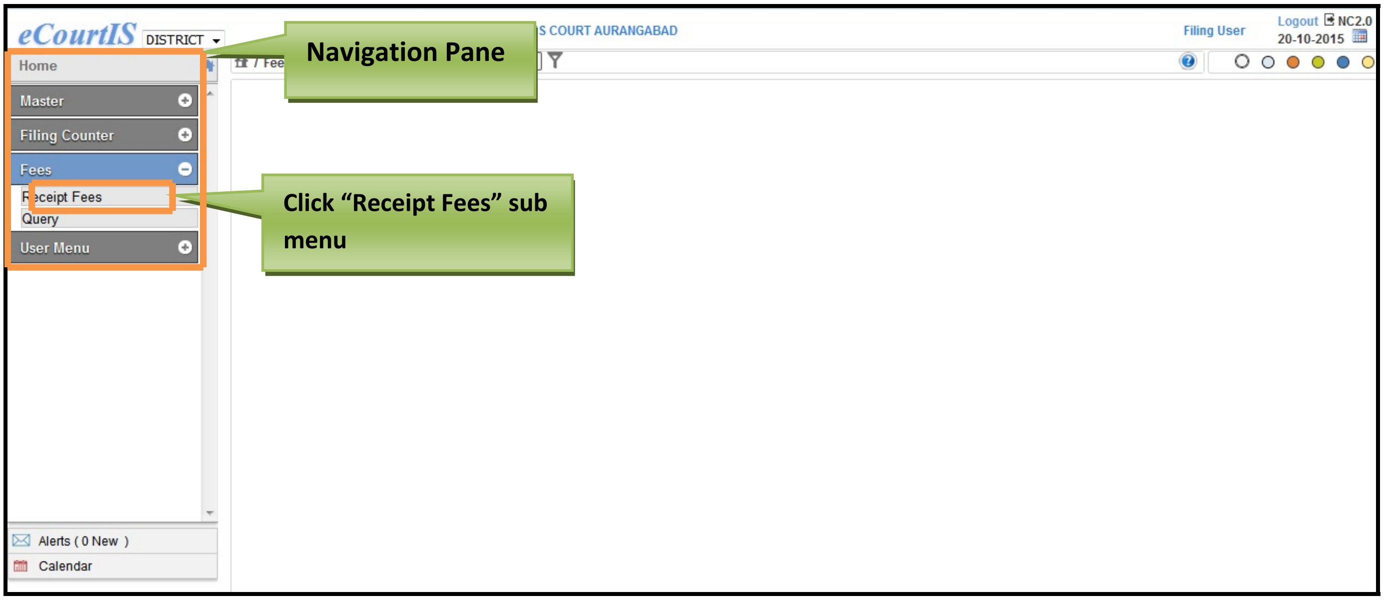


Figure 18: Navigation for "Fees" screen

Procedure

To access the **"Fees"** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Fees** menu.
2. Then, click **Receipt Fees** sub menu. (**Refer to Figure Number 18)**
3. When you click the **Receipt Fees** sub menu, the system will display the **"Receipt Fees"** screen with **Case Number** and **Civil** as the selected option. (**Refer to Figure Number 19)**
4. You can add **Fees** for the selected case type using **Case Number, Filing Number**, and **Caveat Number**. By default the system displays **Case Number** as the selected option.
5. Also by default the system displays **Civil** as the selected option. In this case, the civil cases will be displayed in the **Case Type** field.
6. For **Criminal** cases; select the **Criminal** radio button.

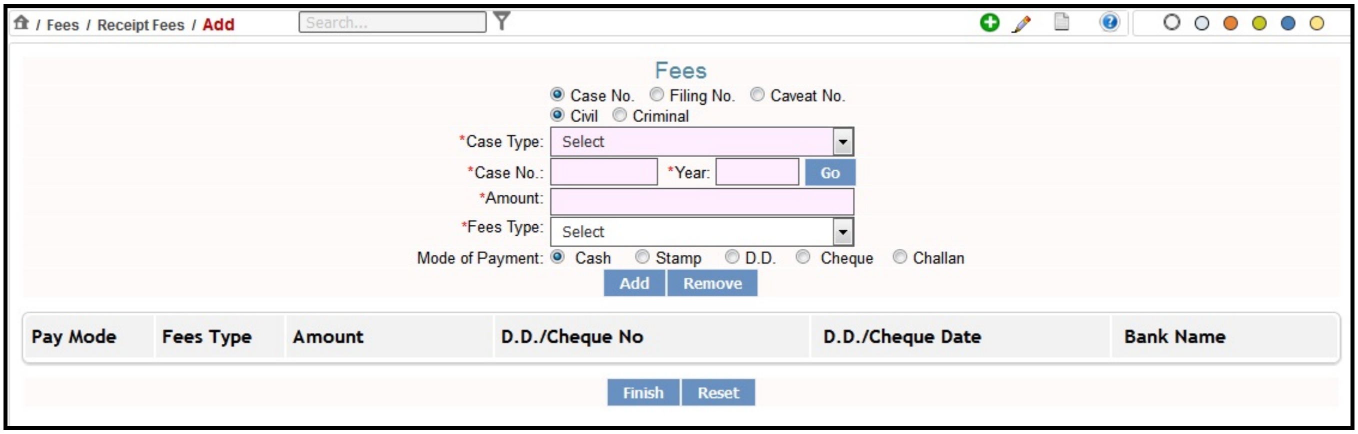
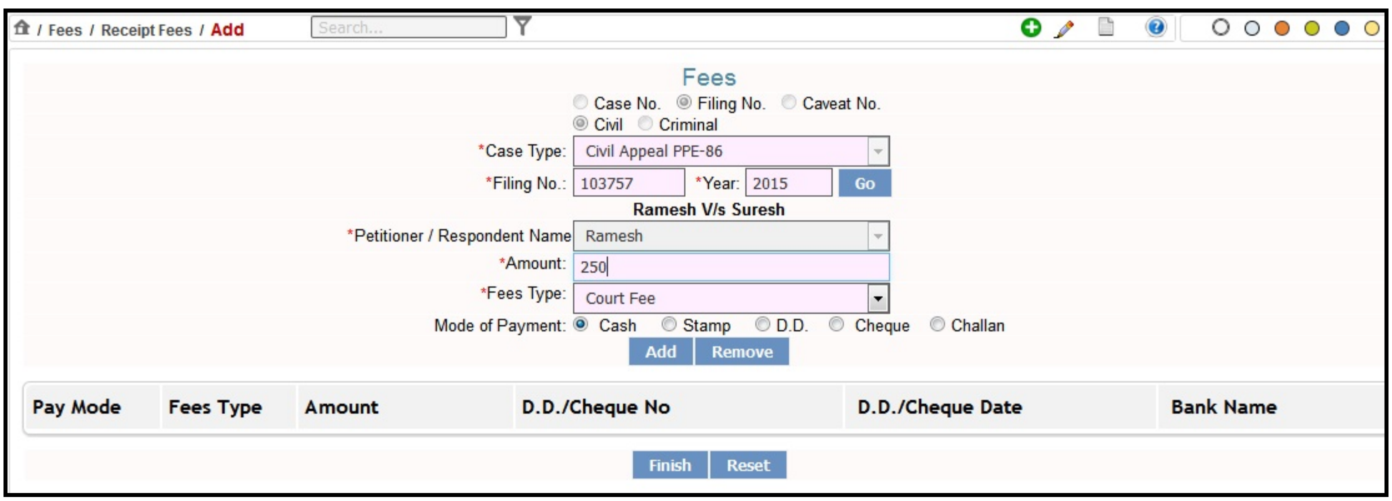


Figure 19: Fees screen

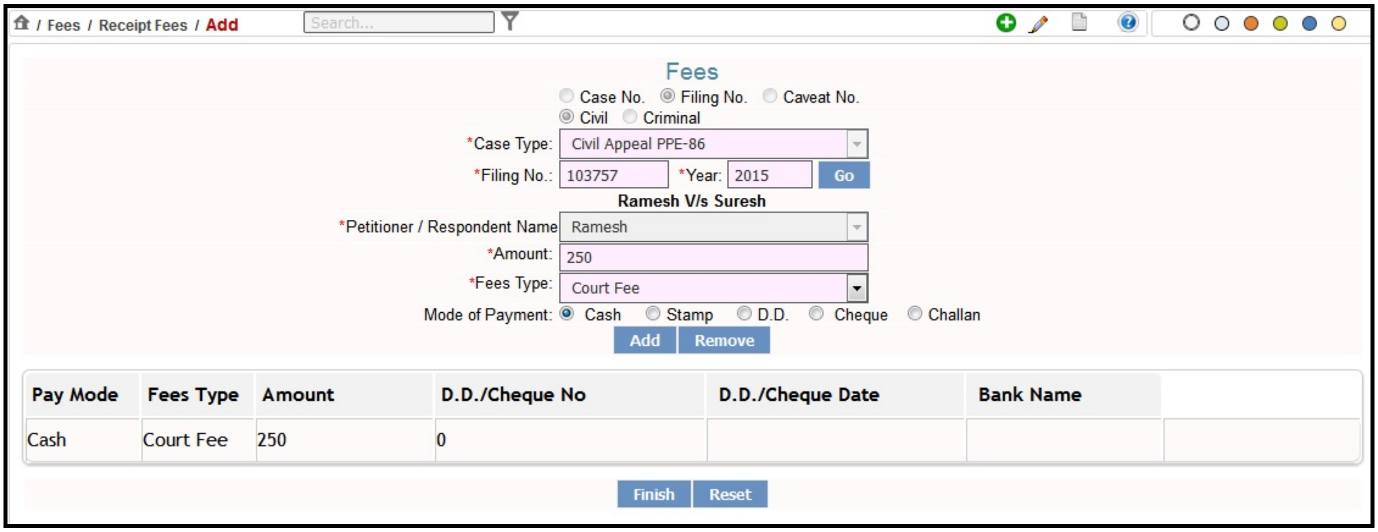
Procedure

1. Select the case for which you want to add the **Fees** from the **Case Type** select box.
2. Enter the case number of the selected case in the **Case No.** field.
3. Enter the year of Filing in the **Year** field.
4. Click **Go**. The system will display the **Petitioner/Respondent Name**.

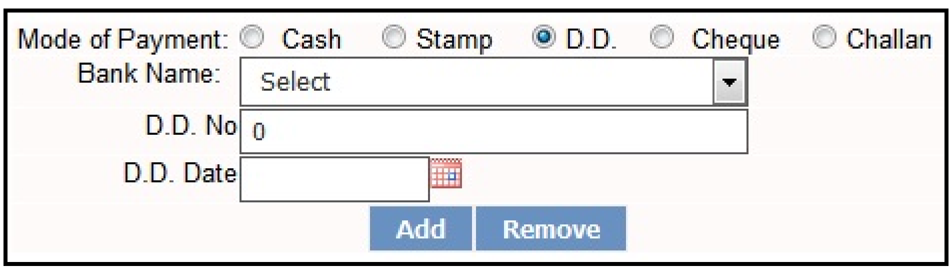


5. In case of wrong entries the system will display the message, "**This Case Does Not Exists or Does Not Belong To This Court".**
6. Select the Petitioner or Respondent from the **Petitioner/Respondent Name** select box.
7. Enter the amount of Fees the Petitioner/Respondent has to pay in the **Amount** field.
8. Select the fees type from the **Fees Type** select box.
9. Choose the mode of payment by selecting the radio buttons for **Cash**, **Stamp**, **D.D** (Demand Draft), **Cheque**, or **Challan** and click **Add**.
10. By default, the system displays **Cash** as the selected mode of payment. To choose the other modes of payment as mentioned in step 8; select their respective radio buttons.

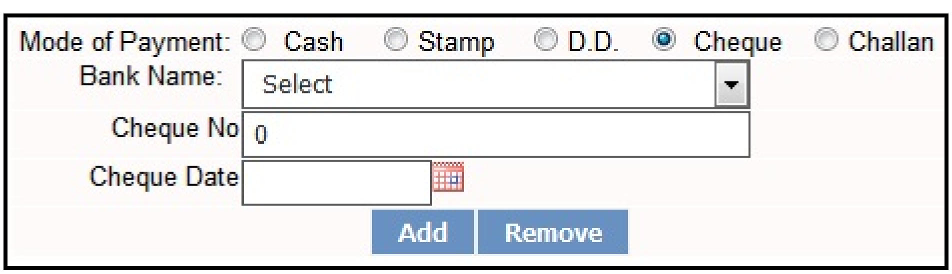
11. When you click Add, the details of the fees for the selected Case Type will be displayed as shown in the figure given below.



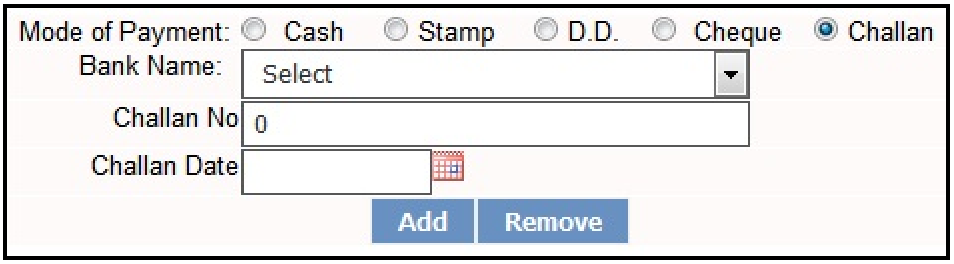
12. For **Stamp** as the mode of Payment, the fields are same as **Cash Mode of Payment**.
13. Incase of **D.D** (Demand Draft) option the system will display **Bank Name**, **D.D. No**., and **D.D Date** fields**.**



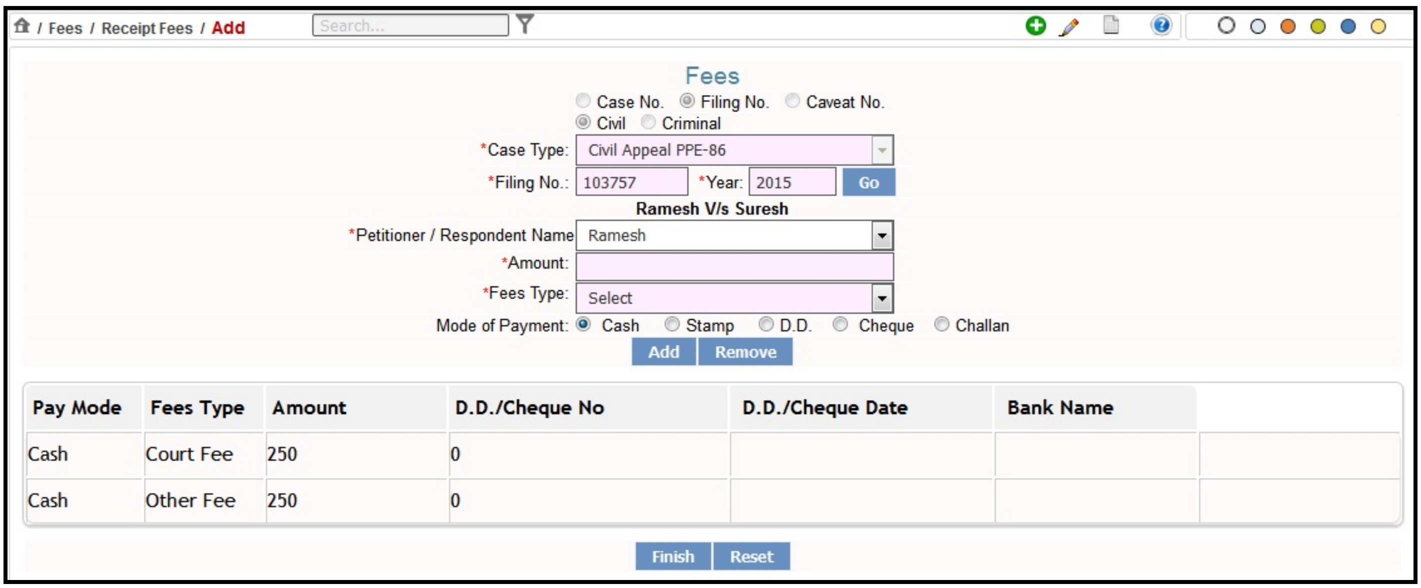
14. Select the name of the Bank from the **Bank Name** select box.
15. Enter the number of the demand draft in the **D.D No.** field.
16. Enter the date on the demand draft in the **D.D. Date** field.
17. Incase of **Cheque** option the system will display the **Bank Name**, **Cheque No**., and **Cheque Date** fields.



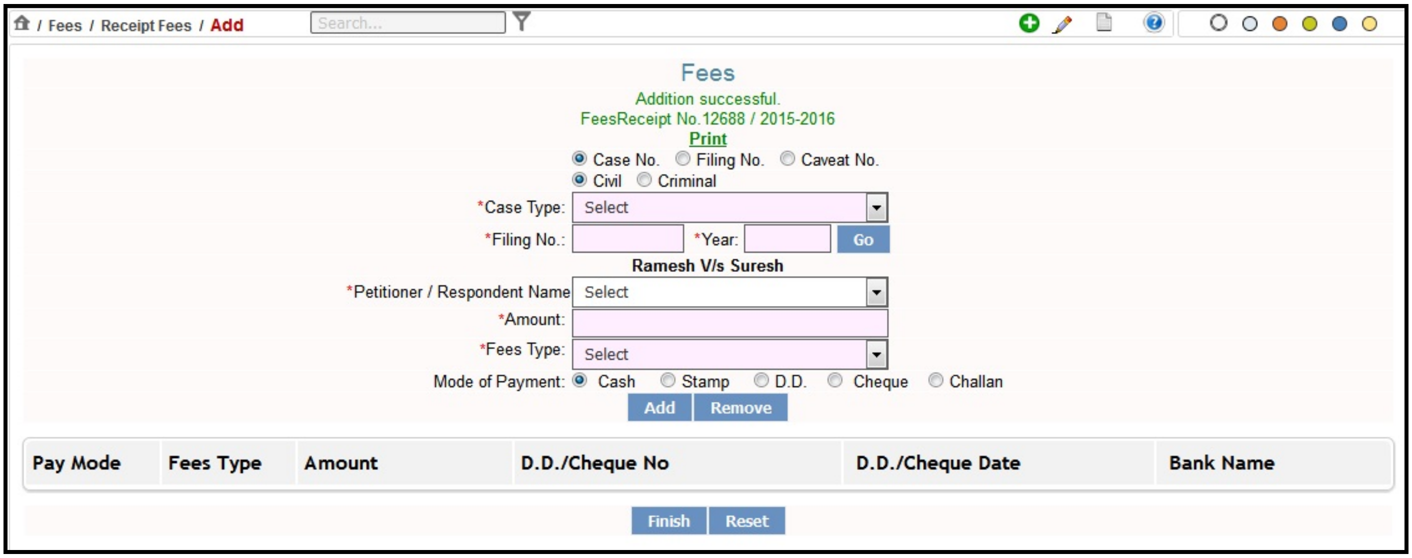
18. Incase of **Challan** option the system will display the **Bank Name**, **Challan No**., and **Challan Date**.



19. After you have selected the **Mode of Payment** and added the details as per the Mode of Payment, click **Add** button. The added fees details will be added and displayed in the form as shown in the figure given below.



20. Click **Remove** to remove the added Fees for the selected Case Type.
21. Click **Reset** to modify the entered details.
22. Click **Finish** to save the information into the system. The system will display the message, **“Addition Successful” and Fees Receipt No. XXXXXX/2015-2016”** and the **Print link.**



23. ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields***.

24. To add a new **Receipt Fees** entry, click the New icon .

6.1.2. Receipt Fees (Modify)

This form provides the facility to modify the fees already added in the system.

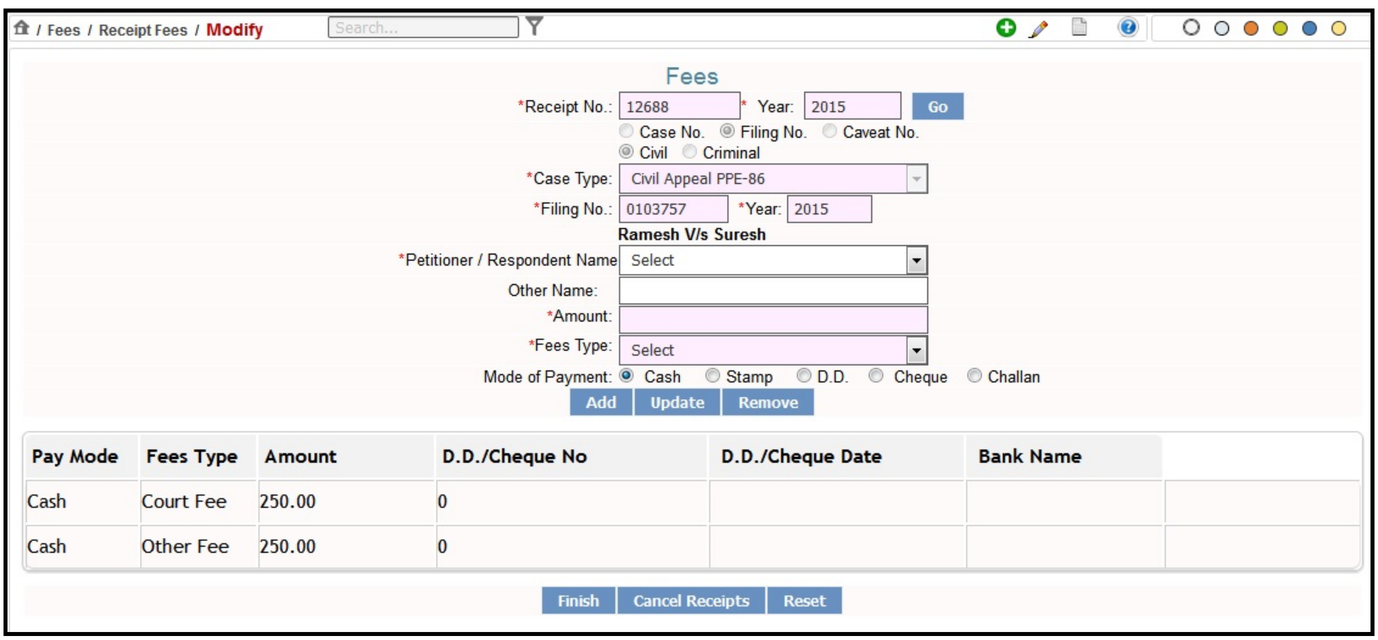
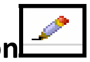


Figure 20: Receipt Fees (Modify)

Procedure:

To modify the **Fees** details follow the steps given below:

1. **Click** the **Edit icon** that is located at the upper right corner on the menu bar**.**
2. Enter the receipt number that was generated in the **Fees (Add)** option in the **Receipt No.** field.
3. Enter the year in the **Receipt Year** field and click **Go**.
4. The system will display all the existing information for the Fees such as **Case Type**, **Case Number**, and **Year** of Case Filing.
5. You can now modify or update the wrongly entered information.
6. Click **"Update"** to update the edited fee entry.
7. Click **"Finish"** to save the updated entries in the system.
8. Click **"Cancel Receipt"** to cancel the receipt. Once the receipt is cancelled, the entries of that receipt will not be further accounted.
9. ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields***.

6.1.3. Receipt Fees (Report)

This option will allow you to view the **Receipt**. The system will generate and display the Receipt.

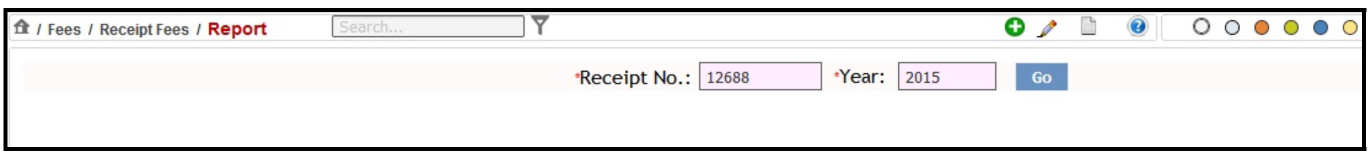
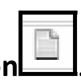


Figure 21: Receipt Fees (Report)

Procedure

1. Click the **Report icon**.
2. The system will display the screen for **Receipt Fees (Report).** (**Refer to Figure Number 21).**
3. Enter the receipt number in the **Receipt No.** field.
4. Enter the year in which the receipt was generated in the **Year** field.
5. Click **Go**. The system will display the **Receipt** as shown in **Figure** given below.

DISTRICT AND SESSIONS COURT AURANGABAD

Civil Appeal PPE/0103757/2015

Receipt No. . 12688 /2015-2016 **Date . 20/10/2015**

Sr. No.	Payment	Item Description	Amount
1	Cash	Court Fee	250.00
(TWO HUNDRED & FIFTY)			
2	Cash	Other Fee	250.00
(TWO HUNDRED & FIFTY)			

Party Name **Ramesh**

Amount: **500**

(FIVE HUNDRED)

Signature of the Official All Establishments

Figure 22: Receipt Fees Display (Report)

6.2. Query (Report)

This option helps to query details of fees in the case. The total fees paid in the case and party wise subtotal assists the court in further calculating the bill of costs.

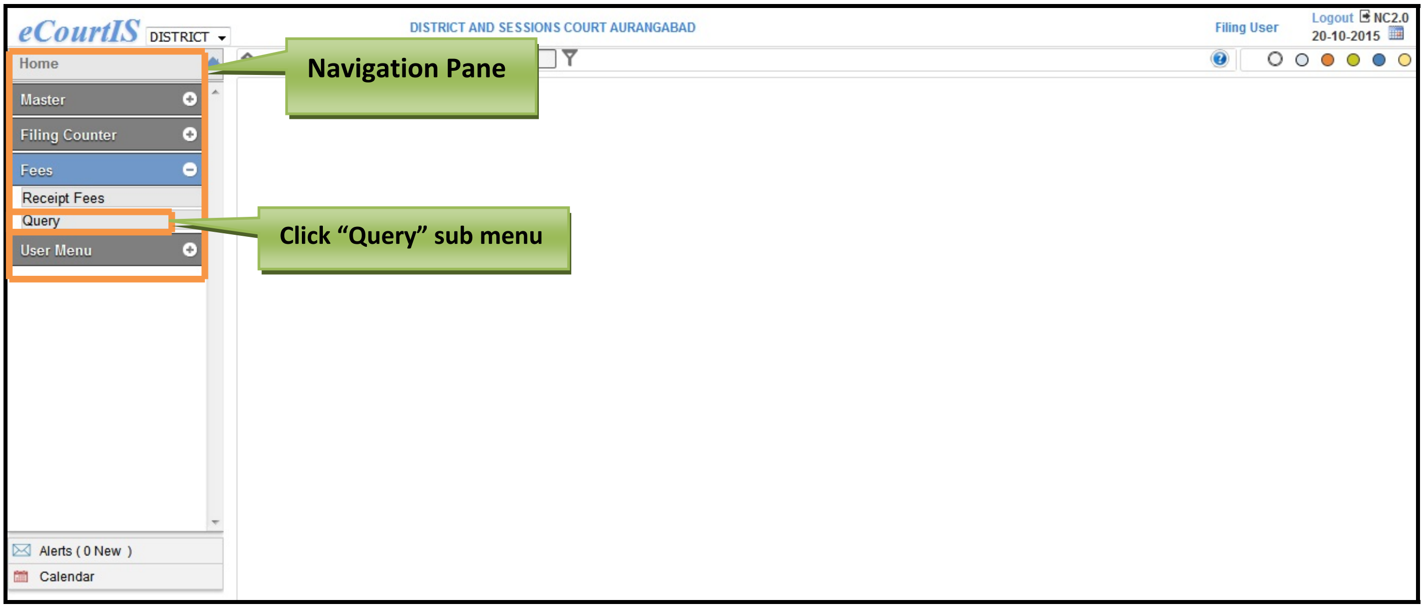


Figure 23: Navigation for Query (Report)

To access the **"Query"** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Fees** menu.
2. Then, click **Query** sub menu. (**Refer to Figure Number 23)**
3. When you click the **Query** sub menu, the system will display the **"Query"** screen with **Case Number** as the selected option. (**Refer to Figure Number 24)**
4. You can query the **Fees details** for the selected case type using **Case Number, Filing Number**, and **Caveat Number**.
5. By default the system displays **Case Number** as the selected option. You can choose **Filing Number** and **Caveat Number** by selecting their respective radio buttons.

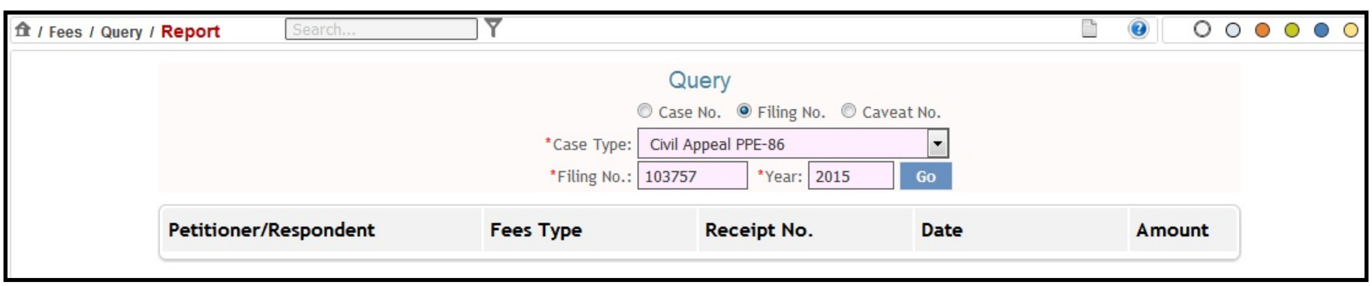


Figure 24: Query screen

Procedure

1. By default **Case Number** is displayed as the selected option, for **Filing Number** and **Caveat Number** select their respective radio button.
2. When you select **Filing Number** radio button, the **Filing Number** field will be displayed.
3. When you select the **Caveat Number** radio button, the **Caveat Number** field will be displayed.

4. Then, select the case for which you want to query the fees from the **Case Type** select box.
5. Enter the **Case Number**, **Filing Number** or the **Caveat Number** as per the selection in steps 2 and 3.
6. Enter the year of Filing in the **Year** field and click **Go**. The system will display the **Query** report.

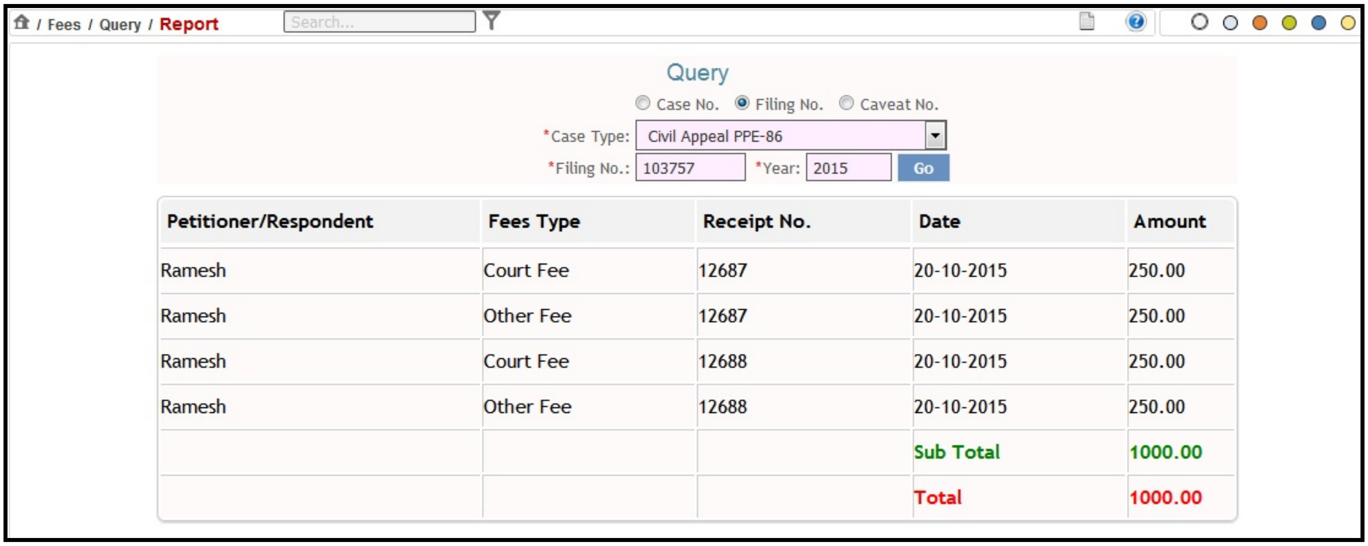


Figure 25: Query Report

7. User Menu

7.1. Change Password

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

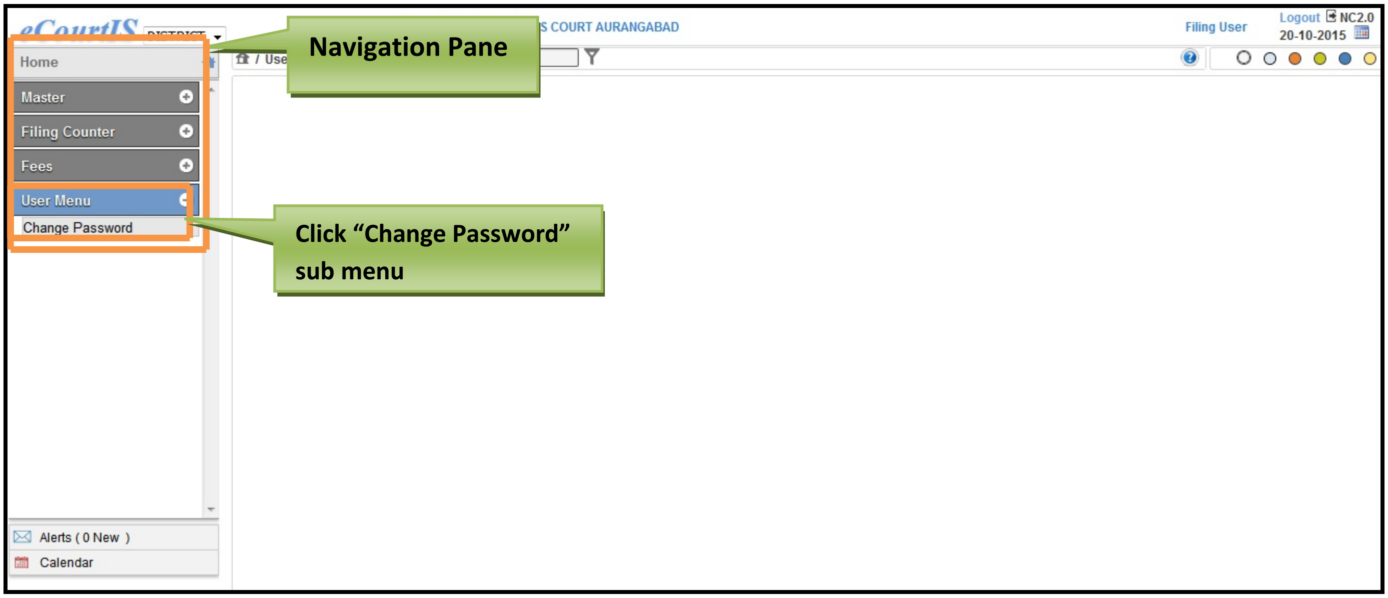


Figure 26: Navigation for "Change Password" screen

Procedure

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

1. On the **Navigation pane**, click the **User Menu** menu.
2. Then, click **Change Password** sub menu. (**Refer to Figure Number 26)**
3. When you click the **Change Password** sub menu, the system will display the **"Change Password"** screen. (**Refer to Figure Number 27)**

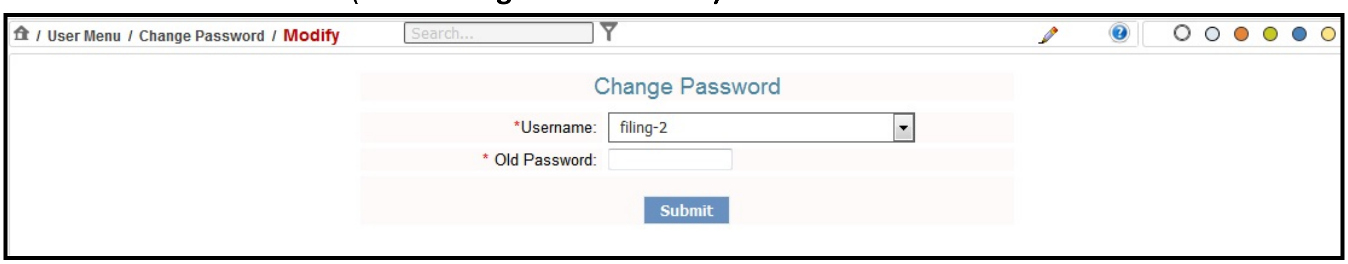
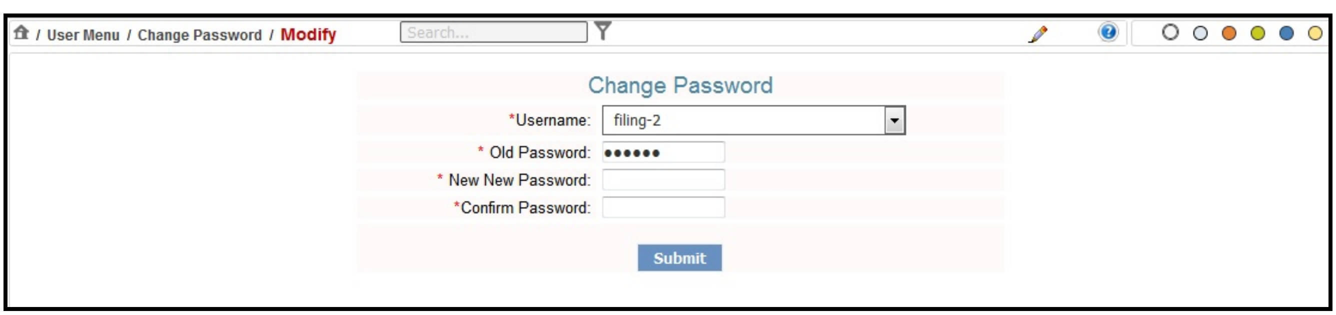
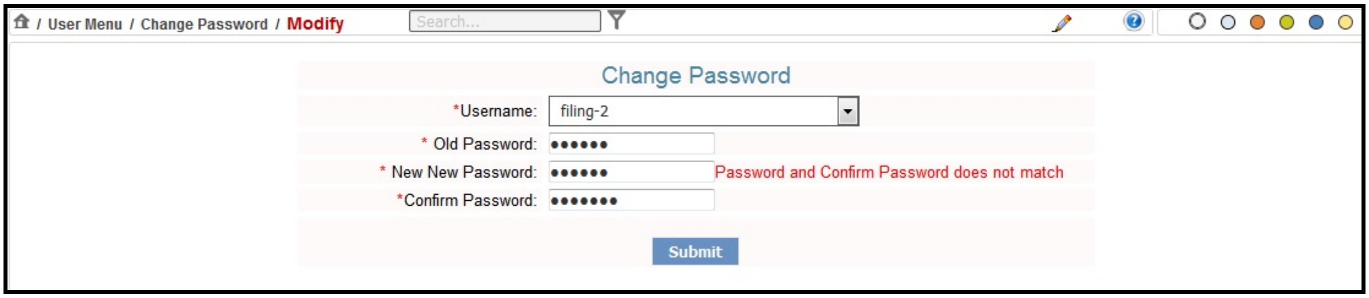


Figure 27: Change Password screen

4. Select the end user from the **Username** select box.
5. Enter the existing password in the **Old Password** field and click **Submit**. The system will display the **New Password** and the **Confirm Password** fields.



6. Enter the new password in the **New Password** field.
7. Again, enter the new password in the **Confirm Password** field. In this step you have to re-type your new password 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 given below.



8. When you type the wrong password in the **Confirm Password** field, the system will display the error message **"Password and Confirm Password does not match".**
9. **Retype the** correct new password in the **Confirm Password** field again.
10. Click **Submit** to save the information into the system. The system will display the message, **"Changed Password"**.
11. ***<u>All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields and Print link</u>.***

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