eCourtIS (Case Information System)
Application for National Judiciary

User Manual
(Registration User)

e-Committee, Supreme Court of India
Registration User Manual
eCourt Information Systems
(eCourtIS)Project
National Informatics Centre, Pune
(NIC–SDUPN–eCourtIS-001)
Registration User Manual

eCourts Project

National Informatics Centre, Pune

Prepared By:
Nandini Menon
(Scientist ‘D’, eCourtIS Project)

Reviewed By:
Ashish Shiradhonkar
(Scientist ‘E’, eCourtIS Project)

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**eCourts Project, NIC**

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1. Introduction

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

1.1.1. Audience

The target audience for this document is the Registration User. This manual will guide the Registration User to use Registration module for the Case Registration process.

1.1.2. Purpose of this Document

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

1.1.3. Objective of this Document

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

- View the reports in the Master menu.
- In Caveat Section menu, do Caveat Registration, Caveat Auto Deletion, Search Caveat, Caveat Register, and Search Caveat and Tag.
- 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 Case Registration menu, do Case Scrutiny, Case Rejection, Case Registration, Urgent Case, Case Extra Info, IA on Filing, Suit Schedule, Registration Process, and FIR Search.
- In Case Allocation menu, view the Pending Allocation List. The Pending Allocation List submenu includes the Pending Allocation List and the Institution Register.
- In Litigant Updations menu, you can upload the photo of the Litigant in Photo Upload sub menu, add Extra Advocate, Legal Heir, Guardian or Attorney Info, and enter the Litigant Status.
- In User Menu, you can change the password of the Registration 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 **Fees** denotes the chapter which is further subdivided into topics such as **Receipt Fees** and **Query**.

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.

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<th>S.No.</th>
<th>Convention</th>
<th>Description</th>
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<td>1.</td>
<td>Call-outs</td>
<td><strong>Call outs</strong> are included in the screenshots which highlights the steps.</td>
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<td></td>
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<td>This callout <img src="image" alt="Click here" /> instructs you to perform a step like Click here.</td>
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<td>2.</td>
<td>Emphasis</td>
<td>Unusual or important words and phrases are marked with a special font.</td>
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<td>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>
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<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.</td>
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<td>For example, consider the step given below: Enter all the details as explained in section 2.1.1, step 05 onwards, here section 2.1.1 is a hyperlink that will take you to the mentioned section for reference.</td>
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<td>We have used Calibri with <strong>size 12 points</strong> for content throughout the manual.</td>
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<td>For heading we have used the Style <strong>Heading 1</strong> (Main Headings) from MS Word Styles.</td>
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<td>For subheading (subtopics) we have used <strong>Heading 2</strong> and <strong>Heading 3</strong> from MS Word Styles.</td>
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<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>.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>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</td>
</tr>
</tbody>
</table>
1.1.6. References

Table 2: Table for References

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Title</th>
<th>Publisher/Author</th>
<th>Version</th>
<th>Release Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>User Manual (Registration User)</td>
<td>eCourts Project</td>
<td>1.0</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Operating System</th>
<th>Configuration</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Ubuntu</td>
<td>3.7</td>
</tr>
<tr>
<td>2.</td>
<td>Server API</td>
<td>2.0 Handler</td>
</tr>
</tbody>
</table>

2.1.2. Software Requirements

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Software</th>
<th>Version</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Apache (Server Software)</td>
<td>Apache/2.2.22 (Ubuntu)</td>
</tr>
<tr>
<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 add for Case Registration, Case and Caveat Filing, view the reports in Masters Menu add Court Fees, view Pending Allocation List, Litigant Updations, and Change Password for the Registration 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. See Figure Number 1 given below for Home Page.

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 Registration 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 2a given below**

![Menu Items under Caveat Section menu]

**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 Caveat Registration(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 you can log out from the application.

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.

1.1.1.1 Procedure to change the date displayed on the title bar

To change the Date, follow the steps given below:

1. Click the calendar icon. The system will display the Select Date screen with the current date in the Date field.

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:
### Icons and their 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>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="Breadcrumbs" /></td>
<td>Breadcrumbs</td>
<td>Bread crumbs is the graphical control element. The <strong>Breadcrumbs trail</strong> keeps 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 icon</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 icon</td>
<td>Click this icon to refresh the <strong>Home Page</strong>. This icon is placed below the breadcrumbs towards the upper right hand corner on the screen.</td>
</tr>
<tr>
<td>11</td>
<td><img src="image" alt="Logout icon" /></td>
<td>Logout icon</td>
<td>Click this icon to go back to the <strong>Login screen</strong>. This icon is placed next to <strong>Log out</strong> link.</td>
</tr>
</tbody>
</table>
3.3. **Shortcut menus**

3.3.1. Alerts

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

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

- The individual Alert message screen.
- 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

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.

![Calendar Shortcut Menu](image)

Figure 3: Calendar Shortcut Menu

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. Caveat Section

The Caveat Section includes Caveat Registration, Caveat Auto Deletion, Search Caveat, Caveat Register, and Search Caveat and Tag menus.

4.1. Caveat Registration

Caveat Registration is done after the Caveat has been filed. The Caveat Registration includes Caveator/Caveatee tab, Extra Information tab, Subordinate Court, Extra Party Caveat, and Caveat Register tab. Caveat Registration is done with Filing number. This Filing Number is assigned to the Caveat during Caveat Filing.
To access the “Caveat Registration” screen, follow the steps given below:

1. On the Navigation pane, click the Caveat Section menu.
2. Then, click Caveat Registration sub menu. (Refer to Figure Number 5)
3. When you click the Caveat Registration sub menu, the system will display the “Caveat Registration (Add)” screen. (Refer to Figure Number 6)
4. By default, the Caveator/Caveatee tab is displayed to add the Caveator and the Caveatee details.
5. Select the caveat filing number from the Filing No. field.
6. When you select the filing number, the name of the Caveator will be displayed in the Caveator Name field.
7. Enter the address of the Caveator in the Address field.
8. Choose the relation of the Caveator by selecting the Father, Mother, Husband, or None/Other radio buttons.
9. Enter the name of the selected Relation in the Father/Mother/Husband Name field.
10. Select the In Person check box in absence of an advocate representing the Caveator.
11. Select the Regular or All group of Advocate from the Name of Advocate select box.
12. When you select Regular, then the names of the regular Advocates will be loaded in the **Name of Advocate** select box.

13. When you type an alphabet in the **Name of Advocate** text box, all the names of the Regular advocates will be displayed as a dropdown list.

![Figure 6B: Names of Advocates in a dropdown list](image)

14. Similarly, when you select All, then the names of all the advocates will be displayed as a dropdown list. You have to type continuous 3 characters existing in the name of the Advocate as the search criteria.

15. Select the Advocate from the **Name of Advocate** select box.

16. When you select the Advocate, the Bar Registration Number of the selected advocate will be displayed in the **Bar Registration Number** field.

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

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

2. 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.
3. When you select the name of the organization from the **Organization Name** select box, the system will display the organization name in the **Caveator Name** field.

**Caveatee Details**

4. When you select the filing number, the name of the Caveatee will be displayed in the **Caveatee Name** field.

5. Enter the address of the Caveatee in the **Address** field.

6. Choose the relation of the Caveatee by selecting the **Father, Mother, Husband**, or **None/Other** radio buttons.

7. Enter the name of the selected Relation in the **Father/Mother/Husband Name** field.

8. Select the **In Person** checkbox in the absence of an advocate representing the Caveatee.

9. To select an advocate, follow **step 11** onwards as in **Caveator Details** section. *(Click the hyperlink step 11 to refer to the content in Caveator Details)*

10. Enter details in bilingual languages also.

11. Click **Save** to submit the added details.

12. When you click **Save**, the information will be added and the screen for the next tab, the **Extra Information** tab is displayed.

**Extra Information tab**

In this tab you can add extra information for Caveator and Caveatee for the selected caveat.

Here, you can add extra information such as **Mobile number**, **Occupation**, **email address**, **District**, **Town**, **Taluka**, **Ward**, and **Village** for **Caveator** and **Caveatee**.
13. Enter the mobile number of the Caveator in the Mobile No. field.
14. Enter the email address of the Caveator in the Email field.
15. Enter the occupation of the Caveator in the Occupation field.
16. Enter the Pincode in the Pincode field.
17. Select the district from the District select box.
18. Select the town from the Town select box.
19. Select the Taluka from the Taluka select box.
20. Select the Ward from the Ward select box.

Caveatee Extra Information

21. Enter the mobile number of the Caveatee in the Mobile No. field.
22. Enter the email address of the Caveatee in the Email field.
23. Enter the occupation of the Caveatee in the Occupation field.
24. Enter the Pincode in the Pincode field.
25. Select the district from the District select box.
26. Select the town from the Town select box.
27. Select the Taluka from the Taluka select box.
28. Select the Ward from the Ward select box.
29. Click Save to add the information into the system. The system will display the message, “Addition Successful” and display the next tab i.e. Subordinate Court tab.
30. Click Next to go to the next tab.
31. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

**Subordinate Court tab**

![Figure 8: Subordinate Court tab](image)

32. Select the name of the Subordinate Court from the **Subordinate Court Name** select box.
33. Enter the CNR number in the **CNR Number** field.
34. Enter the name of the Judge in the **Judge Name** field.
35. Select the case type from the **Case Type** select box.
36. By default, **Case Number** is displayed as the selected option. In this case, **Case No.** field is displayed. Enter the case number here.
37. When you select the **Filing No.** radio button, the **Filing No.** field is displayed. Enter the filing number here.
38. Enter the year of filing in the **Year** field.
39. Select the **Date of Decision** from the calendar control.
40. Select the **CC Applied Date** from the calendar control.
41. Also, select the **CC Ready Date** from the calendar control.
42. Click **Save** to submit the information into the system.
43. Then click **Next** to move to the next tab which is the **Extra Party Caveat** tab.
44. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields and Print link.**

**Extra Party Caveat tab**
By default, **Caveator** is displayed in the **Type** option button.  

In case of **Caveatee**, select the **Caveatee** radio button.  

Enter the name of the Caveator in the **Caveator field** and the name of the Caveatee in the **Caveatee field**, according to the option selected in the **Type** radio button.  

Choose the type of **Relation** by selecting the radio buttons for **Father**, **Mother**, **Husband**, or **None/Other**, depending upon the data which needs to be entered.  

Enter the name of the relative in the **Father/Mother/Husband** name field according to the option selected in the **Relation** radio button.  

Enter the mobile number of the **Caveator** or **Caveatee** in the **Mobile No.** field.  

Select the district from the **District** select box.  

Select the town from the **Town** select box.  

Select the Taluka from the **Taluka** select box.  

Select the Ward from the **Ward** select box.  

Click **Save** to add the information into the system. The system will display the message, **“Addition Successful”** and display the next tab i.e. **Caveat Register** tab.

**Extra Party link**  

The **Extra Party** link will display the names of the Extra Parties.  

Place the mouse pointer over the link to view the Extra Parties in a dropdown list.
58. You can edit the details by clicking the edit icon. When you click the edit icon, the Extra Party Caveat tab will be displayed. You can now edit the details.

59. To delete the extra party, click delete icon.

60. When you click the delete icon, the system will display the message, “Do you want to delete this party?”

61. Click Ok to delete the extra party or Cancel if you decide not to delete the extra party.

62. Click Next to go to the next tab which is the Caveat Register tab.

63. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.
**Caveat Register tab**

64. The Caveat number generated for the Caveat Registration is displayed in the **Caveat No.** field.
65. By default, the current year is displayed in the **Year** field, the date of filing is displayed in the **Date of Filing** field and the current time is displayed in the **Time of Filing** field.
66. The current date is displayed in the **Date of Registration** field.
67. To change the **Date of Registration**, select the **Change Registration Date** checkbox.
68. When you select the **Change Registration Date** checkbox, the **Reason for Changing Registration Date** text box is displayed.

**Figure 11: Caveat Registration tab**

**Figure 11a: Screen for Change Registration Date feature**

69. Enter the reason as to why you want to change the date in the **Reason for Changing Registration Date** field.
70. Enter the subject in the Subject.
71. Click Register Caveat icon to register the Caveat.

4.2. **Caveat Auto Deletion**

This feature facilitates the automatic deletion of the Caveats which have been registered 90 days before.

To access the “Caveat Auto Deletion” screen, follow the steps given below:
1. On the Navigation pane, click the Caveat Section menu.
2. Then, click Caveat Auto Deletion sub menu. (Refer to Figure Number 12)
3. When you click the Caveat Auto Deletion sub menu, the system will display the “Caveat Auto Deletion” screen. (Refer to Figure Number 13)
4. The message “Caveat Deleted Successfully- Caveat Deleted Which Are Registered Before 90 days” is displayed on the screen.
4.3. **Search Caveat**

The **Caveat Search tab** includes various options to search the Caveat. This feature minimizes the chances of losing the Caveat. Here you can search the Caveat based using the options given below:

- Anywhere
- Starting With
- Soundex
- Subordinate Court
- Date of Decision

![Navigation for "Search Caveat" screen](image)

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

1. On the **Navigation pane**, click the **Caveat Section** menu.
2. Then, click **Search Caveat** sub menu. *(Refer to Figure Number 14)*
3. When you click the **Search Caveat** sub menu, the system will display the **"Search Caveat"** screen. *(Refer to Figure 15)*

![Search Caveat screen](image)

Search Caveat with Anywhere option
In this option, the system will display the Caveat when you enter a part of the Caveator or Caveatee name as the search criteria. The system will match the information, if the search string is embedded anywhere in the Name of the Caveator or Caveatee or in any of the active Caveats and display the relevant details.

*For example:* If the user makes a search using the keyword “Ram” as search criteria, then the system should display all the matching Caveats like Ramakant or Ganesh Ram Joshi or JaiRam Pant. When the list of Caveats satisfying the search condition is displayed, the system should display the already matched Caveats in a different colour along with the tagged Case Number.

**Procedure**

1. By default, **Anywhere** is displayed as the selected option.
2. Enter the name of the Caveator in the **Caveator Name** field. You can also enter a part of the name in the **Caveator Name** text box.
3. **For example consider Figure 16,** the three alphabets **Ram** of the name **Nagnath Ramchandra Muttewar** is typed in the Caveator text box to search the Caveat.
4. Similarly, enter the name of the Caveatee in the **Caveatee Name** field.
5. Click **Go** button.
6. The system will search using the input details, if the search string is embedded anywhere in the **Name of the Caveator** or **Caveatee** or in any of the active Caveats then it will display all the Caveats with the input alphabets in the **Search Results** table.
7. The system will display the **Search Results** table with the details given below:
   - Caveat Number
   - Matched Case Number
   - Date of Filing
   - Caveator and Caveatee Details

8. In the Caveat No. column, the **Caveat Number** is displayed as a hyperlink. This link comprises of the **Caveat Number** and the **Year of Caveat Filing. (Refer to Figure 16)**
9. Click the 199/2015 link. The Caveatee/Caveator Details report is displayed.

Search Caveat with “Starting with” option

In this option, the system will display the Caveat when the search string matches the Caveatee or Caveator Name starting with the search criteria. The system will check if the search string is found in th
e beginning of the **Name of the Caveator** or **Caveatee** in any of the active Caveats, then in that case the system will match and display the relevant details.

![Search Caveat with "Starting with" option](image)

**Figure 18: Search Caveat with "Starting with" option**

**Procedure**

1. Select the radio buttons for **Starting With** option.
2. Enter a part of the **Caveatee** or **Caveator Name** as search criteria.
3. Click the **Go** button
4. The system will search and display the results in a table format with the details given below:
   - Caveat Number
   - Matched Case Number
   - Date of Filing
   - Caveator and Caveatee Details

![Search Caveat](image)

**Figure 19: Search Caveat**

5. In the Caveat No. column, the **Caveat Number** is displayed as a hyperlink. This link comprises of the **Caveat Number** and the **Year of Caveat Filing**. (Refer to Figure 19)
6. Click the **hyperlink**. The **Caveatee/Caveator Details** report is displayed. (Refer to Figure Number 20)
Search Caveat with “Soundex” option
In this option, the system will display the Caveat when you enter a part of the Caveatee or Caveator Name, which sounds like or phonetically matches with the search criteria. The system should match the information and if the name of the Caveator or Caveatee in any of the active Caveats begins with the search string, then the system will display the relevant details.

Procedure
1. Select the radio buttons for Soundex option.
2. Enter a part of the Caveatee or Caveator Name as search criteria.
3. Click the Go button.
4. The system will search and display the results in a table format with the details given below:
   - Caveat Number
   - Matched Case Number
   - Date of Filing
   - Caveator and Caveatee Details
5. Refer to steps 8 and 9 in Search Caveat using ‘Anywhere’ option. Click the hyperlink to refer to the content.

Search Caveat with “Subordinate” option
In this option, you can search the Caveat using Subordinate Court Name as search criteria. If any of the active Caveats match the search criteria then the relevant details are displayed on the screen. The relevant Caveat is selected, so that it can be tagged with the Case. This tab is displayed only if the user belongs to an Appellate Establishment.

![Search Caveat with “Subordinate” option](image)

Procedure
1. Select the Subordinate Court radio button.
2. Select the Subordinate Court from the Subordinate Court Name field.
3. Select the case type from the Case Type select box.
4. Select the radio button for Filing No. if you want to search using the Filing Number. Enter the Filing Number in the Filing No. field.
5. Similarly follow step 4 for Case No. Enter the case number in the Case Number field.
6. Enter the Year of Filing in the Year field. Click the Go button
7. The system will search and display the results in a table format with the details given below:
   - Caveat Number
   - Matched Case Number
   - Date of Filing
   - Caveator and Caveatee Detail
8. Refer to steps 8 and 9 in Search Caveat using ‘Anywhere’ option. Click the hyperlink to refer to the content.

Search Caveat with “Subordinate Court Date of Decision”
In this option, you can search Caveats by using Subordinate Court Decision Dates as search criteria. If any of the active Caveats match the search criteria then the relevant details are displayed on the screen.
Procedure

1. Select the radio buttons for **Date of Decision** option.
2. Select the **Date of Decision** from the calendar control.

3. To select the date, click calendar control. The calendar will displayed as shown above.

4. You can select the month from the month select box and the Year from the Year select box.

5. To select the day, click the desired date. The selected date is displayed in the **Date of Decision** select box as.

6. Then, click the **Go** button
7. The system will search and display the results in a table format with the details given below:
   - Caveat Number
   - Matched Case Number
   - Date of Filing
8. Refer to steps 8 and 9 in Search Caveat using ‘Anywhere’ option. Click the hyperlink to refer to the content.

4.4. Caveat Register

To access the “Caveat Register” screen, follow the steps given below:

1. On the Navigation pane, click the Caveat Section menu.
2. Then, click Caveat Register sub menu. (Refer to Figure Number 22)
3. When you click the Caveat Register sub menu, the system will display the “Caveat Register” screen. (Refer to Figure Number 23)

4. By default, current date is displayed in From Date and To Date fields.
5. To use calendar control refer to steps 2 to 5 in the Caveat Search using Date of Decision option. Click hyperlink to refer to the content.
6. After you select the date click Go. The system will load the View link.
7. Click the View link. The Caveat Register for the selected period is displayed.

### Figure 24: Caveat Register

1. The report displays the details given below:

- S.No.
- Caveat No. (Number)
- Date of Filing
- Party Name
- Subordinate Court Case No.
- Matched Case No.
- Name of Advocate

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

### 4.5 Search Caveat and Tag

In this feature you can search **Caveat** and tag it to the selected case type.
Figure 25: Navigation for "Search Caveat and Tag" screen

To access the “Search Caveat and Tag” screen, follow the steps given below:

1. On the Navigation pane, click the Caveat Section menu.
2. Then, click Search Caveat and Tag sub menu. (Refer to Figure Number 25)
3. When you click the Search Caveat and Tag sub menu, the system will display the “Search Caveat and Tag” screen. (Refer to Figure Number 26)

Figure 26: Search Caveat and Tag screen

4. By default, Anywhere option is displayed as selected. To select other Caveat search options, select their respective radio buttons.
5. Select the case type for which you want to tag the Caveat from the Case Type select box.
6. Enter the case number in the Case No. field.
7. Enter the year of registration in the Year field and click Go.
8. The system will display the **Petitioner** and **Respondent**, the name of the **Caveator** and the **Caveatee**, and the **View** link.
9. Place the mouse pointer on the **View** link, the list of **Extra Parties** is displayed as a dropdown list.
10. Now click **Go**. The **Caveator Name**, **Caveatee Name**, and the options to search the Caveat are displayed. The **Caveat Search** options are **Anywhere**, **Starting With**, **Soundex**, **Subordinate Court**, and **Date of Decision**.
11. Enter the name or a part of the name in the **Caveator** or the **Caveatee Name** fields and Click **Go**. The Search Results table is displayed.
12. This **Search Results** table includes the list of **Caveats** that matches the search criteria that you have entered in the **Caveator** or **Caveatee Name** field. For example, we have entered ‘a’ as the search criteria in the **Caveatee Name** field. (Refer to Figure Number 55). The **Search Results** displays the list of Caveats that matches the entered search criteria.
13. The **Search Results** table displays the details given below:
   - Caveat No. (Number)
   - Matched Case No. (Number)
   - Date of Filing
   - Caveator/Caveatee Details
   - Tag Caveat (Check box to select the Caveat that you want to tag to the selected case type)
14. Please use the scroll bar of the **Search Results** table, to view the entire **Caveat list**.
15. Select the check box of the Caveat that you want to tag to the selected case type.

16. Use the scroll bar to scroll down to the last Caveat in the list. (Refer to Figure Number 28 for scroll bar).

17. In case of Caveats that are already tagged, it is displayed in the Tag Caveat column as “Already Tagged”. (Refer to Figure 28a)
18. The **Caveat Number** is displayed as a hyperlink. When you click this link the **Caveator/Caveatee Details** report is displayed.

![Figure 28b: Caveator/Caveatee Details Report](image)

19. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.

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

5. **Fees**

   This option provides the facility to enter the value of the **Court Fee**, affixed with the Plaint, when the Plaint is presented at the **Filing Counter** along with the necessary **Court Fee**. This option also makes provision for the addition of various other types of Fees such as **Process Fee**, **Search Fee** or **Receipt Fees** to name a few.

5.1 **Receipt Fees**

5.1.1 **Receipt Fees (Add)**

   This form provides facility to add the **Fees** that are submitted with the case.
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 29)*
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 30)*
4. You can add **Fees** for the selected case type using **Case Number**, **Filing Number** or **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.
Procedure

1. If the Case No. radio button is selected, then select the case type 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 registration in the Year field.
4. If the Filing No. radio button is selected, then select the case type for which you want to add the Fees from the Case Type select box.
5. Enter the filing number of the selected case in the Filing No. field.
6. Enter the year of registration in the Year field.
7. If the Caveat No. radio button is selected then, enter the caveat number in the Caveat No. field and the year of the caveat, in the Year field.
8. Click Go. The system will display the Petitioner/Respondent Name, Amount, Fees Type, and Mode of Payment fields.

![Figure 31: Fees screen with details](image)

9. Select the Petitioner or Respondent from the Petitioner/Respondent Name select box.
10. Enter the amount of Fees the Petitioner/Respondent has to pay in the Petitioner/Respondent Name field.
11. Select the fees type from the Fees Type select box.
12. Choose the mode of payment by selecting the radio buttons for Cash, Stamp, D.D (Demand Draft), Cheque, or Challan and click Add.
13. By default, the system displays Cash as the selected mode of payment. To choose the other modes of payment as mentioned in step 12; select their respective radio buttons.
14. When you click Add, the details of the fees for the selected case type will be displayed as shown in the figure given below.
15. For **Stamp** as the mode of payment, the fields are same as **Cash Mode of Payment**.

16. Incase of **D.D** (Demand Draft) option the system will display **Bank Name**, **D.D No.**, and **D.D Date** fields.

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

21. Incase of **Challan** option the system will display the **Bank Name**, **Challan No.**, and **Challan Date**.
22. 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.

![Figure 31d: Challan as the Mode of Payment](image)

23. Click **Remove** to remove the added Fees for the selected case type.
24. Click **Reset** to modify the entered details.
25. 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**.
Figure 32: Message

26. Click the Print link to view Fees Receipt for the selected case type.

27. To print the Fees Receipt for the selected case type, click the Print link on the receipt.

28. When you click the Print link, the Print screen is displayed.

29. Click Save to save the receipt in your desired destination and then print the receipt.
30. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

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

### 5.1.2 Receipt Fees (Modify)

This form provides the facility to modify the fees already added in the system.
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. In case of wrong entries the system will display the message, “This Case Does Not Exists or Does Not Belong To This Court”.
10. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

5.1.3 Receipt Fees (Report)
This option will allow you to view the Receipt. The system will generate and display the Receipt.
Figure 34: Receipt Fees (Report) screen

Procedure

1. Click the Report icon that is located at the upper right corner on the menu bar.
2. The system will display the screen for Receipt Fees (Report). (Refer to Figure Number 34).
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 34a given below:

   ![Image of Receipt Fees Report]

   Figure 34a: Fees Report

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

5.2 Query

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.
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 35)
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 36)
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.

Procedure

1. By default, Case Number is displayed as the selected option, to choose the Filing Number or Caveat Number, select their respective radio buttons.
2. When you select, **Filing Number** radio button, the **Filing Number** and **Year** fields are displayed.

3. When you select the **Caveat Number** radio button, the **Caveat Number** and **Year** fields are 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 as explained in steps 2 and 3.

6. Enter the respective year of the case or caveat in the **Year** field and click **Go**. The system will display the **Query** report.

![Query Report](image)

Figure 37: Query Report

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

6  **Registration Section**

After the **Filing and Scrutiny**, the Case is forwarded for **Registration**. **Registration** is the most important task, as the information entered during Registration will be used for all purposes during the Case life cycle and for creation of the Cause Title of the case. All the information in this option is to be entered with utmost care. The Registration process includes:

1. **Case Scrutiny**
2. **Case Rejection**
3. **Case Registration**
4. **Urgent Case**
5. **Case Extra Info**
6. **IA on Filing**
6.1 **Case Scrutiny**

The **Case Scrutiny** process includes:

1. Case Objection
2. Check slip
3. Scrutiny List
4. Objection Compliance Board
5. Filing Allocation
6. Filing Board

6.1.1 **Case Objection**

After a Case is filed, it is further scrutinized before it is finally registered. In **Case Objection**, a case is marked with objections, if there are any objections for that particular case. These objections have to be complied before the **Compliance Date**. The **Check Slip** is generated with marked **Objections, Compliance Date** and other details. This can be handed over to the Advocate. The objections are also displayed on the Kiosk.

![Figure 38: Navigation for "Case Objection Compliance" screen](image)

To access the **Case Objection Compliance** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Registration Section** menu.
2. Then, click the **Case Scrutiny sub menu** followed by **Case Objection**. (Refer to Figure Number 38)
3. When you click **Case Objection** sub menu, the system will display the **Case Objection Compliance** screen with **Filing No** as the selected option. *(Refer to Figure Number 39)*

**Figure 39: Case Objection Compliance screen**

**Procedure**

To add **Case Objection** follow the steps given below:

1. Select the **Filing Number** from the **Filing No. select box**.
2. Select the **Yes** radio button if you want to **add Objections** to the selected case type.
3. When you select Yes, the system will display the fields given below *(Refer to Figure Number 40)*
   - Plaintiff
   - Defendant
   - Court Fee
   - Suit Valuation
   - Number of IAs (Interlocutory Applications)

   **Figure 40: Case Objection Compliance screen**

4. The system will display the names of **Plaintiff, Defendant, Court Fee, Suit Valuation, and Number of IAs**.
5. The system will by default display the current date (today’s date) as the **Date of Scrutiny**. You can change it using the calendar control.

6. Select the **Date of Objection Compliance** from the calendar control.

7. The system also displays the form with the details given below:
   - **Objection Type**
     The “Objection Type” column will display all the objections that you have to select.
   - **Nature of Case**
     This column will include the radio buttons for **Yes** and **No**. You have to select the Yes radio button to add an objection to the selected filed case.
   - **Remarks**
     In this column you can add the remarks. *(Use the Scroll bar to view all Objections)*
   - *(Refer to Figure Number 41)*

![Figure 41: Case Objection screen with Objection list](image)

8. To add an objection from the list, **Select** the **Yes** radio button in the **Nature of Case** column.

9. Enter the remarks or other descriptions in the **Remarks** column.

10. Enter any Other Objections apart from the ones listed in **Other Objections field**. *(Enter in bilingual language also)*

11. Select the date of communication in the **Communication on Date** field using the calendar control.

12. Select the check box of **Forward for Registration**, to forward the **Case with Objections**.

13. The system will display the message, “**Case Forwarded with Objections** “. *(Refer to Figure Number 42)*

(Refer to Figure Number 42)
14. Click **Ok** if you want to forward the case or click **Cancel** if you do not want to forward the case.

![Confirmation Message](image)

**Figure 42: Case Objection screen with message**

15. To add **Objections** to a new case, Click **New icon**.
16. If there are no Objections in the Case, then forward the case directly for **Registration**.
17. To do this, select the Case and select the “**Forward for Registration**” check box.
18. When you click the **Submit** button the system will navigate to the **Check Slip** screen.  
   (See Section 3.1.2. for “Check Slip” screen)
19. Incase there are no Objections for the selected case type, then the system will display the Check Slip link and Proceed to Case Registration link. (Refer to Figure Number 43)

![Check Slip and Proceed to Case Registration](image)

**Figure 43: Case Objection Compliance screen**

20. When you click the Proceed to Case Registration link, the system will direct you to the Case Registration screen.

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

6.1.2 Check Slip

This option provides the facility to view the Check Slip. It can be printed and given to the Litigant and Advocate.
To access the Print Check Slip screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click Case Scrutiny followed by Check Slip sub menu. (Refer to Figure Number 44)
3. When you click Check Slip sub menu, the system will display the Print Check Slip screen. (Refer to Figure Number 45)

Procedure:

4. Select the Case Type for which you want to print the Check Slip from the Case Type field.
5. Enter the Filing Number in Filing No. field.
6. Enter the year of filing in Year field.
7. Click Go. The system will display the Plaintiff and Defendant Name and the Check Slip link. (Refer to Figure Number 46)
8. Click “Check Slip” link.
9. The system will display the Check Slip as a minimized slip. (Refer to Figure Number 47)

10. Click icon to view the Check slip on full screen. (Refer to Figure Number 47)
### Check Slip

<table>
<thead>
<tr>
<th>S.No.</th>
<th>Objections</th>
<th>Compliance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>JURISDICTION</td>
<td>Yes</td>
</tr>
<tr>
<td>2</td>
<td>IS NOT PROPERLY STAMPED</td>
<td>No</td>
</tr>
<tr>
<td>3</td>
<td>NOT IN TIME</td>
<td>No</td>
</tr>
<tr>
<td>4</td>
<td>IS NOT ACCOMPANIED BY A COPY OF JUDGMENT</td>
<td>No</td>
</tr>
<tr>
<td>5</td>
<td>IS NOT ACCOMPANIED BY A COPY OF DECREE</td>
<td>No</td>
</tr>
<tr>
<td>6</td>
<td>IS NOT ACCOMPANIED BY A COPY OF ORDER UNDER APPEAL</td>
<td>No</td>
</tr>
<tr>
<td>7</td>
<td>PARTIES ARE NOT TAKEN AS PER COPY OF JUDGMENT</td>
<td>No</td>
</tr>
<tr>
<td>8</td>
<td>ADDRESS GIVEN ARE NOT REGISTERED ADDRESS</td>
<td>No</td>
</tr>
<tr>
<td>9</td>
<td>VALUATION OF APPEAL IS NOT MENTIONED</td>
<td>No</td>
</tr>
<tr>
<td>10</td>
<td>Appeal is not competent</td>
<td>No</td>
</tr>
<tr>
<td>11</td>
<td>Presentation of the appeal is not duly authorised</td>
<td>No</td>
</tr>
<tr>
<td>12</td>
<td>Presentation of M.A.C.P.-Petition is not proper</td>
<td>No</td>
</tr>
<tr>
<td>13</td>
<td>Date, Place and Time of accident not mentioned</td>
<td>No</td>
</tr>
<tr>
<td>14</td>
<td>M.A.C.P.-Document not annexed under section 254</td>
<td>No</td>
</tr>
<tr>
<td>15</td>
<td>M.A.C.P.-Photo requires under rule 259</td>
<td>No</td>
</tr>
<tr>
<td>16</td>
<td>M.A.C.P.-Not filed in triplicate under section 48</td>
<td>No</td>
</tr>
<tr>
<td>17</td>
<td>LAR Petition not accompanied with Award and St. E</td>
<td>No</td>
</tr>
<tr>
<td>18</td>
<td>LAR - Name of petitioner not mentioned in St. E</td>
<td>No</td>
</tr>
<tr>
<td>19</td>
<td>LAR-Copies for non-applicant are not filed</td>
<td>No</td>
</tr>
<tr>
<td>20</td>
<td>LAR-Is not in time U.Sec 18-2-a-b LAO Act</td>
<td>No</td>
</tr>
<tr>
<td>21</td>
<td>The plaint is not properly signed</td>
<td>No</td>
</tr>
<tr>
<td>22</td>
<td>The plaint is not proved by affidavit Sec 26</td>
<td>No</td>
</tr>
<tr>
<td>23</td>
<td>Plaintiff not complied as per O.7 rule 2, 4 and 6</td>
<td>No</td>
</tr>
<tr>
<td>24</td>
<td>Provisions of O.11 rules 4 and 5 are not infringed</td>
<td>No</td>
</tr>
<tr>
<td>25</td>
<td>Grounds not disclosing how suit within limitation</td>
<td>No</td>
</tr>
<tr>
<td>26</td>
<td>Copy of plaint not filed for drawing a decree</td>
<td>No</td>
</tr>
<tr>
<td>27</td>
<td>Copies for Defts., not furnished O.5 R7</td>
<td>No</td>
</tr>
<tr>
<td>28</td>
<td>Plaintiff has not paid requisite process fees</td>
<td>No</td>
</tr>
<tr>
<td>29</td>
<td>Charge sheet complainant is not filed within period</td>
<td>No</td>
</tr>
<tr>
<td>30</td>
<td>Identification marks of the accused not furnished</td>
<td>No</td>
</tr>
<tr>
<td>31</td>
<td>The plaint is not properly signed</td>
<td>No</td>
</tr>
<tr>
<td>32</td>
<td>The plaint is not proved by affidavit Sec 26</td>
<td>No</td>
</tr>
<tr>
<td>33</td>
<td>Plaintiff not complied as per O.7 rule 2, 4 and 6</td>
<td>No</td>
</tr>
<tr>
<td>34</td>
<td>Provisions of O.11 rules 4 and 5 are not infringed</td>
<td>No</td>
</tr>
<tr>
<td>35</td>
<td>Grounds not disclosing how suit within limitation</td>
<td>No</td>
</tr>
<tr>
<td>36</td>
<td>Copy of plaint not filed for drawing a decree</td>
<td>No</td>
</tr>
<tr>
<td>37</td>
<td>Copies for Defts., not furnished O.5 R7</td>
<td>No</td>
</tr>
<tr>
<td>38</td>
<td>Plaintiff has not paid requisite process fees</td>
<td>No</td>
</tr>
<tr>
<td>39</td>
<td>Charge sheet complainant is not filed within period</td>
<td>No</td>
</tr>
<tr>
<td>40</td>
<td>Identification marks of the accused not furnished</td>
<td>No</td>
</tr>
<tr>
<td>41</td>
<td>Liable copies of relevant papers not attached</td>
<td>No</td>
</tr>
<tr>
<td>42</td>
<td>Misdemeanor property not mentioned in charge sheet</td>
<td>No</td>
</tr>
</tbody>
</table>

Other Objection: 

Objection Compliance Date:

Date of Scrutiny: 30-01-2013

Superintendent

DISTRICT AND SESSIONS COURT AURANGABAD

Figure 48: Check Slip Report
11. To print the report, Click **Print link**.
12. The system will display the screen to print the **Check Slip Report.** **(Refer to Figure Number 49)**

![Print screen](image)

**Figure 49: Screen to Print the Check Slip**

13. The system will display the **Print page** in the left pane and the **Check Slip** in the right pane.
14. First, **Save the Check Slip as pdf format** in your desired **destination** (for example, desktop or Documents). To do this, **Click Save in the left pane.** **(Refer to Figure Number 49)**
15. When you click **Save**, the system will display the **Save As** dialog box on your screen. **(Refer to Figure Number 50)**
16. Select the destination to save the Check Slip report (pdf format), Give a name to the Check Slip and Click Save.

17. For example, we have saved the Check Slip (pdf format) on the desktop of the system as registration_printcheckslip.pdf  *(Please Note this is just as an example only)*

18. (Refer to Figure Number 51)
19. Open the Check Slip by double clicking it. The Check Slip will be opened as shown in Figure Number 52.
20. Click the **Print** icon to print the **Check Slip**. *(Refer to Figure Number 52)*

21. You can also print the **Check Slip** directly by selecting the appropriate printer.

### 6.1.3 Scrutiny List

This option is used to list all the cases that have been scrutinized on that particular **Date of Scrutiny** and have objections. It generates the **Scrutiny List**.

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

1. On the **Navigation pane**, click the **Registration Section** menu.
2. Then, click **Case Scrutiny** followed by **Scrutiny List sub menu**. *(Refer to Figure Number 53)*
3. When you click **Scrutiny List sub menu**, the system will display the **Scrutiny List** screen. *(Refer to Figure Number 54)*
4. The system will by default display the current date as **Date of Scrutiny**.

5. You can change the **Date of Scrutiny** from the calendar control.
6. Click **Go**. The system will load the **View link**. *(Refer to Figure Number 55)*
7. Click **View link**. The system will load the **Scrutiny List** of the selected date. *(Refer to Figure Number 56)*

8. The report will display the details given below:
   - Case Type
   - Filing Number
   - Compliance Date
   - Reason for Compliance

### 6.1.4 Objection Compliance Board

This option is used to generate the **Objection Compliance Board**. This report displays all the Cases that have **Objections** that are not complied with, as on the selected **Compliance Date**. This list may be placed for further orders *(Rejection or Registration)*.
To access the **Objection Compliance Board** screen, follow the steps given below:

1. On the Navigation pane, click **Registration Section** menu.
2. Then, click the **Case Scrutiny** followed by **Objection Compliance Board** sub menu. *(Refer to Figure Number 57)*
3. When you click **Objection Compliance Board** submenu, the system will display the **Objection Compliance Board** screen. *(Refer to Figure Number 58)*

**Procedure**

1. By default, the current date is displayed in the **Select Date field**.
2. You can select another date from the calendar control of the **Select Date** field.
3. Click **Go**. The system will load the **View link**. *(Refer to Figure Number 59)*
4. Click the View link.
5. The system will display the **Objection Compliance Board Report. (Refer to Figure Number 60)**

![Objection Compliance Board Report]

**Figure 60: Objection Compliance Board Report**

6. The report will display the details given below:
   - Case Type
   - Filing Number
   - Compliance
   - Date Reason for Compliance
   - Case Type

6.1.5 **Filing Allocation**

This option is used to allocate a filed case to a particular court.
To access the “Filing Allocation” screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click on Case Scrutiny and then Filing Allocation sub menu. (Refer to Figure Number 61)
3. When you click the Filing Allocation sub menu, the system will display the “Filing Allocation” screen. (Refer to Figure Number 62)

Procedure

1. Select the case type for Filing Allocation from the Filing No. select box.
2. The name of the Petitioner and the Respondent of the selected case type is displayed. *(Refer to Figure Number 63)*

3. Select the court for Filing Allocation from the **Court No.** select box.

4. Select the date for Hearing from the **Date of Hearing** calendar control.

5. Click **Submit** to save the information into the system. The system will display the message, “Addition Successful”.

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

### 6.1.6 Filing Board

This option will generate the Filing Cause List on the selected date for the selected court.

![Navigation pane](image-url)

**Figure 64: Navigation for "Filing Board" screen**

To access the “**Filing Board**” screen, follow the steps given below:

1. On the **Navigation pane**, click the **Registration Section** menu.
2. Then, click on **Case Scrutiny** and then **Filing Board** sub menu. *(Refer to Figure Number 64)*
3. When you click the **Filing Board** sub menu, the system will display the “**Filing Board**” screen. *(Refer to Figure Number 65)*
4. Select the court for the Filing Cause List from the **Court No.** select box.
5. By default, the current date is displayed in the **Date of Hearing** field. You can select another date from the calendar control.
6. Click **Go** button. The system will load the **View** link. *(Refer to Figure No. 66)*

![Figure 65: Filing Board screen](image)

**Figure 65: Filing Board screen**

7. Click the **View** link. The **Filing Cause List of** a particular date is displayed. *(Refer to Figure No. 67)*

![Figure 66: Filing Board screen with the View link](image)

**Figure 66: Filing Board screen with the View link**

7. The report will display the details given below:
   - Case Type
   - Filing Number
   - Party Name
   - Name of Advocate

![Figure 67: Filing Cause List report](image)

**Figure 67: Filing Cause List report**

7. The report will display the details given below:
   - Case Type
   - Filing Number
   - Party Name
   - Name of Advocate

### 6.2 Case Rejection

If the Objections have not been complied with, within the stipulated time period (i.e. by Compliance Date), the Objection Compliance Board is generated. The Court may further decide, if the Case under Objection is to be rejected.

For example the case can be rejected if -
- It does not declare any Cause of Action
- Claim is undervalued
- Plaintiff fails to comply with rules

After the case is rejected, it is recorded in the Register of Rejected Plaints.

The Case Rejection process includes:

1. Reject Case
2. Rejected Cases Report

6.2.1 Reject Case (Add)

This option provides the facility to add a case for rejection.

To access the Case Rejection screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Case Rejection sub menu followed by Reject Case. (Refer to Figure Number 68)
3. When you click Reject Case sub menu, the system will display the Case Rejection screen. (Refer to Figure Number 69).
Procedure

1. Select the case for rejection from the Filing No. select box.
2. When you select the case, the system will display the name of the Petitioner in the Petitioner Name field, the name of the Respondent in the Respondent Name field, and the date of filing in the Date of Filing field. (Refer to Figure Number 70)

3. Enter date of scrutiny in Date of Scrutiny field.
4. Enter the date of compliance in Compliance Date field.
5. Enter the Date of Rejection from the calendar control.
6. Click Go button. The system will display the Rejection Register Number.
7. Enter the Reason for Rejection in the Reason for Rejection field.
8. Also, enter the **Reason for Rejection** in local language.
9. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”
10. *All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.*

### 6.2.2 Rejected Cases Report

This option displays the report of the cases which are rejected in the given period. This report is similar to “Register of Rejected Plaints”.

![Navigation pane](image)

**Figure 71: Navigation for “Rejected Cases Report” screen**

To access the **Rejected Cases Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Registration Section** menu.
2. Then, click the **Case Rejection** followed by **Rejected Cases Report** sub menu. *(Refer to Figure Number 71)*
3. When you click **Reject Case** sub menu, the system will display the **Rejected Cases Report** screen. *(Refer to Figure Number 72)*

![Rejected Cases Report screen](image)

**Figure 72: Rejected Cases Report screen**

8. By default the current date is displayed in **From Date** and **To Date** fields.
9. For another date; select the **date** from the calendar control.
10. Click **Go**. The system will load the **View link**. *(Refer to Figure Number 73)*
11. Click the View link. The system will display the Rejected Cases Report. (Refer to Figure Number 74)

Figure 73: Rejected Cases Screen with View link

![Rejected Cases Screen with View link](image)

12. The report will display the details given below:
   - Rejection Register Number
   - Case Type
   - Case Number
   - Date of Filing
   - Date of Rejection
   - Reason for Rejection
   - Party Name
   - Date of Appeal
   - Decision of Appeal
   - Remarks

13. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.
6.3 Case Registration

After the Filing and Scrutiny, the Case is forwarded for Registration. Registration is the most important task as the information entered during Registration will be used for all purposes during the Case life cycle and for creation of the Cause Title of the case.

(Note* Please enter all the information in this option with utmost care)

This option is common for Registering Civil Cases as well as Criminal Cases.

In this feature there are 11 tabs. To register a case you have to add the case details in these tabs. The system will by default display the screen to add the “Petitioner” details for the selected Filing Number. The 11 tabs are as given below.

1. Petitioner
2. Respondent
3. Extra Information
4. Subordinate Court
5. Act Section
6. Police Station
7. MVC
8. Extra Party
9. Case Details
10. Search Caveat
11. Registration

*Please Note*:
1. Although all the fields are not mandatory, it is advisable to enter all the data at the time of Registration, so that correct and accurate management reports as required by the management can be generated in future.
2. Please take utmost care while doing the data entry of the Registration module, since the facility to modify this data is not provided to the Registration user and can be done only by the administrator.
3. In case you have not added the mandatory details in any of the tabs, then the tabs will be displayed in red colour.
4. The tabs displayed in yellow colour indicate that the mandatory fields have been correctly filled by you. For final submission of the case for Registration all the tabs have to be in yellow colour. (Refer to Figure Number 105)
Filing Number select box

The Filing Number select box will display the Civil and Criminal Cases which are forwarded for Registration after due Scrutiny. When you select the Case to be registered, the system will automatically fetch and display the data entered during the Filing of the Case. This data can be edited, if required. The filing data may be corrected and detailed information pertaining to the Case may be added at the Time of Registration.

It is to be noted that unless the data pertaining to Age, Gender, Address, Acts section, Nature and so on are properly keyed in, Reports like Number of Cases related to Senior Citizens, Gender wise reports cannot be made available to the Court Management.

To access the Case Registration screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Case Registration sub menu. (Refer to Figure Number 76)
3. When you click **Case Registration** sub menu, the system will display the **Case Registration** screen. *(Refer to Figure Number 77)*

4. The **Case Registration** screen displays the **Filing No.** field, **Copy Previous data** option, and **11 tabs** for the case registration process. *(See verse 2 in Introduction to refer content for tabs)*

![Figure 77: Case Registration screen](image)

**Case Registration with ‘Copy Previous Data’ option**

You can also register a case by using the **Copy Previous Data** option where you can copy the details of an existing case and register it.

With **Copy previous data** you can copy the details of a case that already exists.
5. Select the **Copy Previous Case Data** check box.
6. When you select the Copy Previous Case Data check box, the system will display the **Case Type** select box, **Registration No.** field, and the **Year** field.
7. Select the case type whose previous date you want to copy from the **Case Type** select box.
8. Enter the registration number of the selected case type in the **Registration No.** field.
9. Enter the year of registration in the **Year** field.
10. Click **Go**. The system will display the [Copy Civil Appeal 100757/2015 Part-1D](#) link. *(Refer to Figure No. 78a)*
11. This link will display the **Main Party** names in a drop down list which can be edited. Place the mouse pointer over the link to see the dropdown list. *(See Figure Number 79)*
12. You can edit the details of the Parties displayed in the dropdown list. Click Edit icon to edit the details of the copied case.
13. When you click the Edit icon, the system will display the details of the parties in the corresponding screen.
14. You can then modify or update the details.

**Case Registration using Filing Number**

**Procedure:**

1. **Petitioner tab**
   - To register a Case, follow the steps given below:
     1. The system will by default display the screen for Petitioner details.
     2. Select the case from the Filing No. select box. (In case of Civil cases the system will display Plaintiff and in Criminal cases it will be the Complainant.)
     3. When you select the case from the Filing No. select box, the system will display all the details of the selected case. The details which were entered during the filing process are fetched.
     4. Click Save button to save the details. The system will display the next tab screen automatically.
     5. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

   **If the Petitioner is an Organization, then follow the steps given below:**
   6. Select the check box for Organization Details.
   7. 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.
   8. When you select the name of the organization from the Organization Name select box, the system will display the organization name in the Complainant or Plaintiff field. (Refer to Figure 80)
9. Select the **Name of the Organization** from the **Organization Name** select box.

10. When you select the **Organization Name** the system will display the existing details.

11. Click **Save** to add the data into the system. The system will display the message, “**Addition Successful**” and the next tab will be displayed.

12. **All the mandatory fields are marked with an asterix (*)**. Please fill all mandatory fields.
2. **Respondent tab**

This tab provides the facility to enter the **“Respondent Details”** details. The Defendant details are not compulsory because a Defendant is not present in cases like the Probate, Adoption matters etc.

However if present, the **Defendant** may be an **Individual** or an **Organizational Litigant** and accordingly the corresponding check box has to be selected.

When the **Defendant** is an **Organization**, then the system will display the **Organization Name** field.

In case the **Respondent** is an individual, then you have to enter information like **Name of the Defendant**, **Gender**, **Name of Father** or **Husband** or **Mother** and **Address of the Respondent**.

If the **Respondent** is a **Formal Party** (to whom summons may not be generated), then select the **“Proforma Respondent”** checkbox to enter the data.

---

**Figure 81: Respondent Details screen**

To add **Respondent Details** follow the steps given below:

1. On the **Respondent Details** tab, the system will display all the details of the case type that you have selected in the **step 2.** *(Click this hyperlink to see the content for reference)*
2. Here you can add details or modify the details also. Follow the steps given below for adding the details.
3. The system will display the **Name of the Respondent, Age, Address**, and **Extra Party Respondent Count**.
4. Select the **Gender** by selecting their respective radio buttons.
5. Select the radio buttons for the Relation (Father, Mother, Husband, None, or Other).
6. Enter the Name of the Relation in the Name field.
7. The system will display the Age in the Age field.
8. Select the Date of Birth from the calendar control.
9. Select the Caste from the Caste select box.
10. The system will display the Extra Party Respondent Count.
11. Enter the Name of the Advocate in the Name of the Advocate field.
12. Enter the Bar Registration Number in the Bar Registration Number field.
13. Enter the email address in the Email field.
14. Enter the Address in the Address field.
15. Select District, Town, Taluka, Hobli, Ward, Village, and Hamlet from their select box.
16. Select the Police Station Code from the Police Station Code select box.
17. Select the check box for the Proforma Respondent to notify that the party is Formal Party.
18. Click Save to save the data into the system. The system will display the message, “Addition Successful”
19. The system will check for the blank mandatory fields and will instruct you to fill all the details.
20. The system will display the next tab screen after you click the Save button.
21. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

3. Extra Information tab

With this option you can enter the extra information of the Petitioner and the Respondent if it is provided by the Litigant. This includes information like Date of Birth, Passport Number, Country, Pin Code, Nationality, UID, PAN No, e-mail, Mobile Number, Phone Number and so on.
1. **Petitioner Extra Information block**

In this block, you can add extra information of the Petitioner. To add Petitioner Extra Information, follow the steps given below:

1. Enter the Passport Number in the Passport Number field.
2. Enter PAN Number in the PAN Number field.
3. Enter the Fax Number in the Fax Number field.
4. Enter the Name of the Country in the Country field.
5. Enter the Nationality in the Nationality field.
6. Enter the Phone Number in the Phone Number field.
7. Enter the Occupation in the Occupation field.
8. Enter the Alternate address in the Alternate Address field.
9. You can enter the Alternate address in local language also.
10. Select District, Town, Taluka, Hobli, Ward, Village, and Hamlet from the select box.

2. **Respondent Extra Information block**

In this block, you can add extra information of the Respondent. To add Respondent Extra Information, follow the steps given below:

1. Enter the Passport Number Passport Number field.
2. Enter **PAN Number** in the **PAN Number field**.
3. Enter the **Fax Number** in the **Fax Number field**.
4. Enter the **Name of the Country** in the **Country field**.
5. Enter the **Nationality** in the **Nationality field**.
6. Enter the **Phone Number** in the **Phone Number field**.
7. Enter the **Occupation** in the **Occupation field**.
8. Enter the **Alternate address** in the **Alternate address field**.
9. You can enter the **Alternate address** in local language also.
10. Select **District, Town, Taluka, Hobli, Ward, Village, and Hamlet** from the select box.
11. Click **Save** to save the data into the system. The system will display the message, **“Addition Successful”**
12. The system will check for the blank mandatory fields and instruct you to fill all the details.
13. The system will display the next tab screen after you click the **Save** button.
14. **All the mandatory fields are marked with an asterix (*) Please fill all mandatory fields.**

4. **Subordinate Court tab**

This option is used only if the user belongs to an **Appellate Establishment**. If the case being filed is an Appeal, then the details given below have to entered:

- **Name of the Subordinate Court from which the Appeal is originated**
- **Case Registration Number or Filing Number**
- **Decision Date of the Case in the Lower Court**

![Figure 83: Subordinate Court screen with details](image-url)
The system will display all the existing details. Here you can update or modify the details to do so follow the steps given below

15. Select the **Subordinate Court Name** from the **Subordinate Court Name** select box.
16. Enter the CNR Number in the **CNR Number field**.
17. Enter the Judge name in the **Judge Name field**.
18. Select the **Case Type** from the **Case Type** select box.
19. Select the radio buttons for **Case Number** or **Filing Number**. (Accordingly the system will display the field for **Case Number** or **Filing Number**)
20. Enter the **Case Number** or **Filing Number**. (depending on selection of **Case Number** or **Filing Number**)
21. Enter the **Year of Registration** in the **Year field**.
22. Select the **Date of Decision** with the help of calendar control.
23. Select the **CC Applied Date** and **CC Received Date** from the calendar control.
24. Click **Save** button to add the details and Click **Next** button to go to next screen.
25. The system will display the message, “**Addition Successful**” when the data has been added successfully.
26. The system will check for the blank mandatory fields and instruct you to fill all the details.
27. **All the mandatory fields are marked with an asterix (**). Please fill all mandatory fields.**

5. **Act Sections tab**

This section makes provision for the entry of relevant Acts and Sections. In this section, you can view and add Acts and the Act Sections for the selected case type. The **More Acts** button will allow you to add more Acts if required and with **Remove Acts** button you can remove the Acts that are already exists.

![Figure 84: Act Section tab](image)

28. By default, the system will display the existing Acts and Acts Sections for the selected case type.
29. To add more Acts, click **More Acts** button. To remove an existing Act,
30. When you click the **More Acts** button, the system will display the extra **Acts** select box and the **Act Section** field to enter the corresponding **Act Section**.

31. For example consider the figure given below, where **Act 1**, **Act 2** and **Act Section 1** and **2** already exists for the selected case type. The **Act3 select box** and **Act Section3 fields** are added by clicking the **More Acts** button.

![Figure 85: Adding More Acts](image)

In case there are no existing **Acts** and you want to add them, follow the steps given below:

32. Select the **Act** that you want to add for the selected case type from the **Act1 select box**.

33. Enter the corresponding **Act Section** in the **Act Section 1** field.

34. Click **Save** to save the data into the system. The system will display the message, "**Addition Successful**"

35. The system will check for the blank mandatory fields and instruct you to fill all the details.

36. The system will display the next tab Police Station after you click the **Save** button.

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

6. **Police Station tab**

This tab is displayed when the case being registered is a **Criminal Case**. In this option the information pertaining to Complaint and FIR is entered. Type of trial like Summary/Sessions can also be selected. Facility is provided to search the case by entering Date of Offence. Cases which are already in the system with the same **Date of Offence** are automatically displayed and can be tagged with the current Case.
38. The system will display the **Police Station** details that already exist in the database.

39. Select the **Date of Offence** from the calendar control and click **Search**. The system will fetch the registered cases for the selected **Date of Offence** as a dropdown list.

40. Select the FIR Type from the FIR Type select box.

41. Click **Save** button to add the details and Click **Next** button to go to next screen.

42. The system will display the message, **“Addition Successful”** when the data has been added successfully.

43. The system will check for the blank mandatory fields and instruct you to fill all the details.

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

If the details are not displayed and you have to add the details then follow the steps given below:

45. Select the **Police Challan** from the **Police Challan select box**.

46. Select the **Police Station Code** from the **Police Station Code** select box.

47. Select the **Date of Offence** with the help of calendar control and Click **Search**. The system will display all the registered cases as per the selected **Date of Offence**.

48. Select the **Date of Filing Charge sheet** with the help of calendar control.

49. Select the **FIR Type** from the **FIR Type** select box.

50. Enter the **FIR Number** in the **FIR Number field**.

51. Enter the **Year** in the **Year field**.

52. Enter the name of the **Investigating Officer**.

53. Enter the name of the **Investigating Officer No 1**.

54. Enter the **Belt Number** in **Belt No. field**.
55. Enter the **Belt Number 1 in Belt No. 1 field**.
56. Select the **Trials** from the **Trials select box**.
57. Enter the **Offence Remark** in **Offence Remark field**.
58. You can enter the **Offence Remark** in Local Language also.
59. You can enter the name of the **Investigating Officer** in Local Language also.
60. You can enter the name of the **Investigating Officer No 1** in Local Language also.
61. Click **Save** button to save the details and Click **Next** button to go to next screen.
62. The system will display the message, “**Addition Successful**” when the data has been added successfully.
63. **All the mandatory fields are marked with an asterix (*)**. **Please fill all mandatory fields**.

### 7. MVC

This option is used to enter the Cases to be registered under **Motor Vehicle Act (MVC)**. With this option you can add information pertaining to accidents such as FIR Type, Accident date, Place of Accident, Vehicle details, License number, or Insurance information, to name a few. This information can be further used to search Accident details using FIR Number. Multiple entries of the above can also be made.

![MVC tab](image)

**Figure 87: MVC tab**

64. The **Item Number** will be generated automatically for every new case to be registered under **MVC**.
65. Select the **District** from the **District select box**.
66. Select the **Taluka** from the **Taluka select box**.
67. Select the **Police Station** from the **Police Station select box**.
68. Select the **FIR Type** from the **FIR Type** select box.
69. Enter the **CR number** in the **CR No.** field.
70. Select the **Date of Accident** from the calendar control.
71. Enter the **Time of Accident** in the **Time of Accident** field in the **HH:MM:SS (Hours: Minutes: Seconds)** format.
72. Enter the **Place of Accident** in the **Place of Accident** field.
73. Enter the **Compensation Claimed** in the **Compensation Claimed**.
74. Enter the name of the **Insurance Company** in the **Insurance Company**.
75. Enter the **Type of Vehicle** in the **Type of Vehicle** field.
76. Enter the **Vehicle Registration Number** of the vehicle in the **Vehicle Regn. No.** field.
77. Enter the **Driving License Number** in the **Driving License field**.
78. Enter the **Issuing Authority** in the **Issuing Authority field**.
79. Click **Save** button to save the details and Click **Next** button to go to next screen.
80. The system will display the message, **“Addition Successful”**
81. **The mandatory fields are marked with an asterix(∗). Please fill the mandatory details.**

8. **Extra Party tab**
This option provides the facility to add extra parties. After you enter the **Case Number**, you have to select the **Type of Extra Party**.

**Type of Extra Party**
Type of the Extra party like **Petitioner or Respondent in Civil Cases** or **Complainant or Accused in Criminal Cases** can be selected. When you select Accused as the Type of Extra Party, the system will display the **Proforma Respondent check box**.
If the party is an **Organization**, then the system will display the **Organization Name** field or else enter the **Personal information** of the parties.

**Names of Extra Party’s link**
The party details which are already saved in the system can be viewed by clicking on this link, so as to avoid re-entry of the same. When you place the mouse on this link, the existing **Party Details** will be displayed as a dropdown list. You can edit or delete the party in this dropdown list using the **Edit** icon or **Delete** icon.
1. Select the radio buttons for **Complainant** or **Accused**.
2. When you select **Complainant** radio button, the system will display the **3 Plaintiff Parties To Be Filled** link.
3. And when you select the **Accused** radio button, the system will display the **3 Defendant Parties To Be Filled** link.
4. Enter the name of the **Complainant or Accused** in the **Complainant /Accused** field.
5. Select **Gender** by selecting their radio buttons.
6. Choose the relation type by selecting the radio buttons for **Father, Mother, Husband, or None/Other**.
7. Select the **Caste** from the **Caste select box**
8. Enter the age of the Complainant in the **Age** field.
9. Select **Regular** or **All** type of Advocates from the **Name of Advocate** select box.
10. The names of all the advocates whose name match or embed the character in the search string will be displayed as a dropdown list when the Regular option is chosen or the names of all the advocates whose three characters match or embed the search string will be displayed when the All option is selected. (Refer to step 14 of Caveator/Caveatee details section)

11. Select the name of the advocate from the Name of the Advocate select box.

12. When you select the Advocate’s Name, the Bar Registration Number of the Advocate will be displayed in Bar Registration Number field.

13. Enter the Mobile Number in Mobile Number field.

14. Enter the email address in Email field.

15. Enter the Occupation in Occupation field.

16. Enter the UID number in the UID field.

17. Enter the Address and Pincode.

18. Select the District from the District select box.

19. Select the Taluka from the Taluka select box.

20. Select the Village from the Village select box.

21. Select the Police Station Code from the Police Station Code select box.

22. In case you want to add extra information: Select the check box for Other Information.

```
Figure 88a: Extra Party screen with details
```

23. When you select the check box of Other Information the system will display the Passport Number, PAN Number, Country, Nationality, Phone Number, and Fax No. fields.
24. Enter the above details.
25. Click the Save button to save the data.
26. The system will display the View Previous Parties link.
27. When you move the mouse over View Previous Parties, the system will display the previous parties as a dropdown list.
28. Click Save button to save the details and Click Next button to go to next screen.
29. The system will display the message, “Addition Successful” when the data has been added successfully.
30. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

9. Case Details tab
This section includes the Case Details block and Main Matter Details block.

![Image of Case Details tab]

1. Case Details block
In Case Details block, the system will display the Important Information or Subject or Reason, Valuation figure, Amount, Date of Filing, and Time of Filing.
Select the Hide Parties check box, if you want to hide the Party names.
Select the Plaint in Local Language check box if you want the name of the Plaint to be displayed in local language also.

2. Main Matters Details block
In **Main Matter Details block**, the system will display the details such as **Case Type, Case No., Year of Registration, CNR Number, Petitioner Name, Respondent Name, and Court Number**. Select the **Allocate to this Court** check box, to allocate the selected Case type to the displayed Court Number.

Click **Save** button to add the details and Click **Next** button to go to next screen. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

### 10. **Search Caveat tab**

The Caveat Search tab includes various options to search the Caveat. This feature minimizes the chances of losing the Caveat. Here you can search the Caveat based using the options given below:

- Anywhere
- Starting With
- Soundex
- Subordinate Court
- Subordinate Court
- Date of Decision

*(Note*: The “Caveat Search” option will not be shown for Criminal Cases).

Refer to **Section 6.3** for details regarding **Search Caveat** options.

The Tag Caveat checkbox can be checked, if the caveat has to be linked with the case.

![Figure 90: Search Caveat tab](image-url)

### 11. **Registration tab**
The **Registration tab** is the final step in **Case Registration** process. In this tab, the system will display the details that you have added in each tab. In addition, you can edit the added details. The system will display the **Case Number, Year of Registration, Nature and Date of Registration**. You can change the Registration Date and add details like Date of Hearing and Purpose of Listing.

(*Note- The details of the case cannot be edited after you click the Register Case button as the facility to modify is not provided to Registration user. The details of the case after registration can be modified by the Administrator only).

![Figure 91: Registration tab](image)

**Procedure**

1. The system will by default display the current date as the **Registration Date**. To change the date of Registration, select the check box for **Change Registration Date**.
2. When you select the **Change Registration Date** check box, the system will display the **Reason for Changing Registration Date** field.
3. Select the **Date of Registration** from the calendar control.
4. Enter the reason in the **Reason for Changing Registration Date field**.
5. Select the **Purpose of Listing** from the **Purpose of Listing** select box.
6. Select the **Sub Purpose** from **Sub Purpose** select box.
7. The system will display all the tabs with all the details added by the user.
8. To edit any of the added details, click the **Edit icon**.
9. When you click the edit icon, the system will display the corresponding screen where you can modify or update the existing details.
10. The tabs are marked in different colours to indicate their status:
    - The tab will be marked in **RED** colour if any mandatory field is left blank.
    - The tab will be shown in **ORANGE** if the data in that particular tab is not saved but the data is not mandatory. (Refer to Figure 92a)
11. After you have added all the details, click **Register Case** to submit the case.

(*Please Note- The details of the case cannot be edited after you click the Register Case button as the facility to modify is not provided to Registration user. The details of the case after registration can be modified by the Administrator only).

12. The system will display the message, “Addition Successful”.

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

### 6.4 Urgent Case

Cases which have to be disposed within a stipulated time frame as per the directions of the High Court or Supreme Court are known as **Time Bound or Urgent Matters**. The **Urgent Matters** are sorted separately by the system so as to facilitate quick disposal of such matters. The matter marked as **Urgent** will have topmost priority and will be displayed on the top in the Cause list, overriding all other priorities which have been set at various stages.
To access the Case Registration screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Urgent Cases sub menu. (Refer to Figure Number 93)
3. When you click Urgent Cases sub menu, the system will display the Urgent Cases screen. (Refer to Figure Number 94)

Figure 93: Navigation for “Urgent Cases” screen

4. Select the case type that you want to mark as Urgent from the Case Type select box.
5. Enter the case number in the Case No. field.
6. Enter the Year of Registration in the Year field.
7. Click Go, the system will display the name of the Petitioner and the Respondent. (Refer to Figure Number 95)

Figure 94: Urgent Cases screen
8. Select the **Urgent check box** to mark the selected case type as urgent.
9. Click **Submit** to save the information into the system. The system will display the message, “Addition Successful”.
10. **All the mandatory fields are marked with an asterix (*)**. Please fill all mandatory fields.

### 6.5 Case Extra Info

With this feature you can enter **extra information** related to a particular **Case Type**.

For **Example**: In case of MVC matters, extra information specific to MVC case type like **Vehicle Number**, **License Number** and so on can be captured.

This feature also provides the facility in **Grouping and Linking** of the cases on the basis of their extra information.

**Example**: In case of MVC matters, all cases with a particular Vehicle Number can be grouped and linked and they can be processed together, if required.

#### 6.5.1 Case Extra Info (Add)

With this option you can add extra information to a particular case type.
To access the **Case Extra Information** screen, follow the steps given below:

1. On the Navigation pane, click the **Registration Section** menu.
2. Then, click the **Case Extra Info** sub menu. *(Refer to Figure Number 96)*
3. When you click **Case Extra Info** sub menu, the system will display the **Case Extra Information** screen. *(Refer to Figure Number 97)*

4. Select the case type for which you want to add Case Extra Information from the **Case Type** select box.
5. Enter the case number of the selected case type in **Case No. field**.
6. Enter the year of registration in the **Year field**.
7. Click **Go** button. The system will display **Record ID**. This **Record ID** is unique and autogenerated by the system.
8. The system will fetch the dynamic labels from the Masters (Case Type labels form) and display it here.

9. Enter the data for the label. Please consider the example given below:
   
   **For example:** In the screen shot, *Policy Number label* is fetched for the selected case type.

10. Enter the data (this data is extra information) for the label.

11. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".

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

### 6.5.2 Case Extra Info (Modify)

This feature provides the facility to modify any of the information which the user has already entered.

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. The system will display the **Case Extra Info (Modify)** screen. (Refer to Figure Number 98)
3. Select the case type for which you want to modify the Case Extra Info from the **Case Type** select box.
4. Enter the case number of the selected case type in the **Case No.** field.
5. Enter the year in the **Year** field and click **Go**. The system will display the name of the **Petitioner** and the **Respondent** and the **Record ID** select box. *(Refer to Figure Number 98a)*

![Case Extra Information Screen](image)

**Figure Number 98a: Case Extra Info screen with details**

6. Select the record id from the **Record ID** select box.
7. When you select the record id, the system will display the labels that exist for the selected case type.
8. Now you can modify the labels.
9. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
10. **All the mandatory fields are marked with an asterix *. Please fill all mandatory fields.**

### 6.6 Interlocutory Applications (IA’s) on Filing

With this feature you can enter the **Interlocutory Applications (IA’s)** filed in a particular case. The system will display the **Party Names** automatically.

#### 6.6.1 IA on Filing (Add)

This option provides the facility to add an **Interlocutory Applications (IA)** filed in the case. The Party names will be displayed automatically by the system.
To access the IA on Filing (Add) screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the IA on Filing submenu. (Refer to Figure Number 99)
3. When you click IA on Filing sub menu, the system will display the IA on Filing screen with Civil and Filing Number as the selected options. (Refer to Figure Number 100)
4. You can do IA Filing for Civil and Criminal cases using the Filing Number and the Registration.
5. By default, Filing Number is displayed as the selected option. Here, the Filing No. field is displayed where you have to enter the filing number of the selected case type.
6. The system will load the case types in the Case Type select box according to the Civil or Criminal selection. Incase of Civil option, the system will load civil case types in the Case Type select box.
7. And when you choose Criminal radio button, the criminal case types will be loaded in the Case Type select box.
8. You can do IA Filing using the Filing Number or the Registration Number.
9. When you select the Registration radio button, the Case No. field is displayed. Enter the registration number in this field.

Figure 100: IA on Filing screen
10. Select case type for IA Filing from the Case Type select box.

11. Enter the Case Number or the Filing Number as per the selection of Filing Number or Registration.

12. Enter the year of filing in the Year field.

13. Click the Go button, the system will display the details such as Petitioner Name, Respondent Name, Court Number, and IA Filing on Number of the selected case type. These details are displayed in the Interlocutory Application Filing tab.

14. Along with the Interlocutory Application Filing tab, there are three more tabs such as Party Applying Details tab, IA details tab, and Summary tab.

15. In the Interlocutory Application Filing tab, the IA Filing number is displayed in the IA Filing on field along with the Year of IA Filing. (Refer to Figure Number 101)

16. Select the Act from the Act select box.

17. Select the IA Classification from the IA Classification select box.

18. Enter the Under Section in the Under Section field.

19. Enter the Court Fee in the Court Fee field.

20. Select the Prayer from the select box and Click arrow button. The system will display the claimed relief for the selected Prayer in the Relief Claimed field.
21. Click **Next** button to move to the next tab which is the **Party Applying Details** tab.

**Party Applying Details tab**

IA may be filed by the existing parties in the case. In this option you have to only select the party names displayed in the list box. If extra parties are also filing the IA along with main party, then select those extra parties also. It is to be noted that when extra parties are to be selected, from the list box of extra parties.

In this tab you will see the following:

1. **Party Name form**
   This form is on the left side of the screen and displays the list of the existing parties in the selected case type. Each **Party Name** is provided with a check box. Select the check box to add the party names to the **Party Applying Details** or **Party Against Details** form.

2. **Party Applying Details form**
   - In the **Party Applying Details form**, select the **Main Party Applying** and the **Extra Party Applying (if applicable)** from the list. In this form the system will display the **Party Name**, **Advocate**, and **Main Party** columns.

3. **Party Against Details form**
   In the **Party Against Details block**, select the **Main Party Against** and the **Extra Party Against (if applicable)** from the list. In this form the system will display the **Party Name**, **Advocate**, and **Main Party** columns.
Procedure:

4. In the Party Name form, choose the Party Name by selecting their respective check box.

5. Select the check box of Party and Click button to move them to the Party Applying Details form.

6. To remove any Party Name, Click button. The Party Name will be moved back to the Party Name form.

7. Similarly, add Party Names to the Party Against Details form.

8. If the Party is the Main Party then select the radio button for Main Party in Party Applying Details and Party Against Details form.

9. Click Next button, to move to the next tab which is the Ia Details tab.

IA Details tab

The IA Details tab provides the facility to add other information like Hearing Date, Notice served date, Order Date, Nature of Disposal and so on. This information can also be entered at a later stage. This information has to be filled during IA proceedings conducted on future dates. By default, the current date (today’s date) is set as the Date of Filing.
Procedure
1. The current date is set as the **Date of Filing**, for another date select the date from the calendar control.
2. Select the **Date OF Hearing** from the calendar control.
3. Select the **Purpose of Listing** from the **Purpose of Listing select box**.
4. Select the **Sub Purpose** from the **Sub Purpose select box**.
5. Click **Next** button to move to the next tab which is the **Summary tab**.

Summary tab
The **Summary tab** gives the overview of the **IA on Filing details**. In **Summary**, each tab is horizontally aligned below one another and displays the details that you have added. You can edit the details using the edit icon.
Procedure

1. Click the icon which is located at the right hand corner of each horizontally arranged tab. The system will display the added details for each tab.

2. You can modify the details using the edit icon. When you click the edit icon the system will display the relevant tab screen with the existing details. Now you can modify the details.

3. Click Register IA button to save the information into the system. The system will display the message, “Addition Successful” along with the generated IA Filing Number and Year of IA Filing. For example consider the generated IA Filing Number [IA Filing on No: 00001/2015] as shown in the Figure Number 105.

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

6.6.2 IA on Filing (Modify)

This option provides the facility to modify the IA on Filing details.

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. The screen for IA on Filing (Modify) screen is displayed.

3. Select the radio buttons for Civil or Criminal and Filing Number or Registration Number.
4. Select the case type from the **Case Type** select box.
5. Enter the filing number of the selected case type in the **Filing No.** field.
6. Enter the year of filing in the **Year** field and click **Go**. The **Petitioner Name**, **Respondent Name**, and the assigned **Court Number** for the selected case type are displayed.

![Figure 107: IA on Filing (Modify) screen with details](image)

7. Now, select the **IA Filing No** whose details you want to modify from the **IA Filing on No.** field.
8. All the existing information for the selected **case type** is fetched and displayed on the screen.
9. You can now modify or update the required information. Then click Next to move to the next tab which is the **Party Applying Details** tab.
10. Similarly you can modify the existing information in the **Party Applying Details** tab also.
11. Here you can remove the Party Names from the **Party Applying Details** and the **Party Against Details** form using the \(\rightarrow\) button.
12. These party names will then appear in the Party Name form. You can select the new party names and add to the **Party Applying Details** or the **Party Against Details** form by clicking the arrow \(\rightarrow\) button.
13. Mark the party names as the **Main Party** by selecting their respective radio buttons.
14. Then click **Next** to move to the next tab. The next tab is **Ia Details** tab.

![Figure 109: Ia Details tab](image)

15. Here again, the existing details for the selected case type is displayed.
16. You can modify or update the information and click **Next** to move to the next tab. The next tab is the **Summary** tab.

![Figure 110: Summary tab](image)
17. The **Summary** tab will display all the added details. You can again modify the details here using the edit icon. *(Refer to Figure Number 110 for Edit icon).*
18. When you click the edit icon, the relevant tab with the details is displayed. You can now modify the details.
19. Similarly you can modify the existing information in all of the four tabs.
20. After you modify the details, click **Register IA** button.

![Image of Interlocutory Application Filing]

**Figure 110a: Message screen**

21. When you click **Register IA** button, the message, “**Modification Successful**” and the **IA Filing Number** and **Year** of IA Filing is displayed. For example consider the **IA Filing Number** is displayed.

### 6.7 Suit Schedule

This option is provided to record the details of the **Property** under dispute. The **Disputed Property** may be **Movable** or **Immovable**. Multiple properties (like Land, House, Flat etc) may be involved in the dispute, in the same suit. This option is used to enter the details of such property. The **Suit Schedule** process includes:

1. **Suit Schedule Id**
2. **Movable Suit Schedule**
3. **Immovable Suit Schedule**
4. **Search Property**

**Schedule Id**

**Schedule Id** is the unique Identification (Id) given to each property. The Id needs to be created initially before recording the property details. This Id forms the “**Schedule**” or “**Annexure**” to the suit register, for the respective cases.

**Movable Property**

**Movable Property** is property that can be moved from one place to another. It includes personal items such as clothing and jewelry, household goods such as furniture and appliances, and other items including animals and vehicles.

**Immovable Property**
Immovable Property is an object that cannot be moved such as an item of property that cannot be moved without destroying or property that is fixed to the earth, such as land or a house.

Search Property
This feature provides the facility to search the existing details of the Movable Suit Schedule.

6.7.1 Suit Schedule Id

Schedule Id is the unique Identification (Id) given to each property. The Id needs to be created initially before recording the property details. This Id forms the “Schedule” or “Annexure” to the suit register, for the respective cases.

The Schedule Id feature includes the options given below:
1. Suit Schedule Id (Add)
2. Suit Schedule Id (Modify)
3. Suit Schedule Id (Delete)

6.7.1.1 Suit Schedule Id (Add)

This option provides the facility to add a Suit Schedule.

![Figure 111: Navigation for “Suit Schedule Id (Add)” screen](image)

Procedure
To access the Suit Schedule Id (Add) screen, follow the steps given below:
1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Suit Schedule followed by Suit Schedule Id menu. (Refer to Figure Number 111)
3. When you click Suit Schedule Id sub menu, the system will display the Suit Schedule screen. (Refer to Figure Number 112)
4. Select the case type for which you want to add a Suit Schedule Id, from the **Case Type** select box.

5. Enter the case number of the selected case type in **Case No.** field.

6. Enter the Year of Registration in the **Year** field.

7. Click **Go**. The system will display **Petitioner Name**, **Respondent Name**, and **Schedule ID**. (Refer to Figure Number 113)

8. Enter a name for the schedule in the **Schedule Name** field. You can type the **Schedule Name** as “Land A”, or “Property no.1” etc. in Case of Immovable Property, Vehicle, Gold, etc (In case of movable Property).

9. Click **Submit** to save the information into the system. The system will display the message, “Addition Successful”.

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

### 6.7.1.2 Suit Schedule Id (Modify)

This option provides the facility to modify the **Suit Schedule** details. Enter the **Suit Schedule (ID)**, the system will automatically fetch the existing information for that Id. You can now modify or edited by the user.
Figure 114: Suit Schedule Id (Modify) screen

Procedure

1. Click the Edit icon that is placed on the upper right corner of the menu bar.
2. Select the case type that you want to modify, from the Case Type select box.
3. Enter the case number of the selected case type in the Case No. field.
4. Enter the year of registration of the selected case type in the Year field.
5. Click Go.

Figure 115: Suit Schedule Id (Modify) screen with details

6. The Petitioner Name, Respondent Name, Schedule ID select box, and Schedule Name text box is displayed. (Refer to Figure Number 115)
7. Select the Schedule ID from the Schedule ID select box.
8. When you select the Schedule ID from the select box, the Schedule Name will be displayed.
9. You can now modify the required details
10. Click Submit to save the information into the system. The system will display the message, “Modification Successful”.
11. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

6.7.1.3 Schedule Id (Delete)

This feature provides the facility to Delete or Undelete the details of an already existing Suit Schedule.
Procedure

1. Click the Delete icon that is placed on the upper right corner on the menu bar.
2. The system will display the Suit Schedule Id (Delete) screen.
3. Select the case type that you want to delete from the Case Type select box.
4. Enter the case number of the selected case type in the Case No. field.
5. Enter the year of registration in the Year field.
6. Click Go. The system will display the Petitioner Name, Respondent Name, Schedule ID select box, and Schedule Name text box.

7. Select the Schedule ID from the Schedule Id select box. The system will display the Schedule Name and the radio buttons for Delete and Undelete.
8. Select the Delete radio button to delete a Suit Schedule of the selected Case Type. The details though deleted will remain in the database and can be retrieved if required.
9. Select the Undelete button to retrieve the deleted Suit Schedule details.
10. The system will display the message, “Deleted Successfully” for deleted cases.
11. The system will display the message, “Undeleted Successfully” for the retrieved cases.
12. All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.

6.7.2 Movable Suit Schedule

The Suit schedule is further classified into two categories:

1. Movable Suit Schedule
2. Immovable Suit Schedule

In **Movable Suit Schedule**, you can enter all movable Property details item wise. For example, Vehicle information like Car Stereo Tape, Car Model, etc. can be recorded.

### 6.7.2.1 Movable Suit Schedule (Add)

This option is used to add **Movable Property details**. With this option you can enter details for all **Movable Property** details such as **Vehicle information** like Car Stereo Tape, Car Model, to name a few examples.

![Navigation pane](image)

![Click “Movable Suit Schedule” sub menu](image)

**Figure 118: Navigation for "Movable Suit Schedule" screen**

To access the **Movable Suit Schedule (Add)** screen, follow the steps given below:

1. Click the **Registration Section** menu on the navigation pane.
2. Click the **Suit Schedule** sub menu followed by **Movable Suit Schedule**. (Refer to Figure Number 118)
3. When you click **Movable Suit Schedule** sub menu, the system will display the **Movable Suit Schedule** screen. (Refer to Figure Number 119)
Procedure

1. Select case type for which you want to add the Movable Suit Schedule, from the **Case Type** select box.
2. Enter the case number of the selected case type in the **Case No.** field.
3. Enter the year of registration in the **Year** field.
4. Click **Go**. The system will display the **Petitioner Name**, **Respondent Name**, and the **Item Number** text box. *(Refer to Figure Number 120)*

5. Select the **schedule** from the **Schedule Name** select box.
6. The **Item Number** will be displayed automatically
7. Enter the name of the property in the **Property Name** field.
8. Enter the details of the property in the **Movable Property Details** field.
9. Select the **District** from the **District** select box.
10. Select the **Town** from the **Town** select box.
11. Select the **Ward** from the **Ward** select box.
12. Select the **Taluka** from the **Taluka** select box.
13. Select the **Village** from the **Village** select box.
14. Click **Submit** to save the data into the system. The system will display the message, "**Added Successful**".
15. **All the mandatory fields are marked with an asterix (*)**. Please fill all mandatory fields.

### 6.7.2.2 Movable Suit Schedule (Modify)

This option provides the facility to modify the **Movable Suit Schedule** details.

![Movable Suit Schedule (Modify) screen](image)

**Figure 121: Movable Suit Schedule (Modify) screen**

**Procedure**

1. Click the **Edit icon** that is placed on the upper right corner of the menu bar.
2. The **Movable Suit Schedule (Modify)** screen is displayed. (Refer to Figure Number 121)
3. Select the case type that you want to modify, from the **Case Type** select box.
4. Enter the case number of the selected case type in the **Case No.** field.
5. Enter the year in the **Year** field and click **Go**.
6. The **Petitioner Name** and the **Respondent Name** is displayed.

7. Select the name of the schedule from the **Schedule Name** select box.

8. Select the Item Number from the **Item No.** select box. The existing details are displayed.

9. You can now modify or update the information.

10. Click **Submit** to save the information into the system. The system will display the message, “Updated Successfully”.

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

### 6.7.2.3 Movable Suit Schedule (Delete)

This feature provides the facility to **Delete** or **Undelete** the details of an already existing **Movable Suit Schedule**.
Figure 123: Movable Suit Schedule (Delete) screen

Procedure

1. Click the Delete icon that is placed on the upper right corner on the menu bar.
2. The Movable Suit Schedule (Delete) screen is displayed. (Refer to Figure Number 124)
3. Select the case type which you want to delete from the Case Type select box.
4. Enter the case number of the selected case type in the Case Number field.
5. Enter the Year of registration in the Year field.
6. Click Go. The Petitioner Name and the Respondent Name are displayed.

Figure 124: Movable Suit Schedule (Delete) screen
7. Select the name of the schedule from the **Schedule Name** select box.
8. Select the item number from the **Item No.** select box.
9. When you select the item Number, the remaining details such as **Property Name, Movable Property Details, District, Town, Ward, Taluka,** and **Village** are displayed.
10. The system will also display the **Delete** and **Undelete** radio buttons.
11. Select the **Delete radio button** to delete a **Movable Suit Schedule** of the selected Case Type. The details though deleted will remain in the database and can be retrieved if required.
12. Select the **Undelete button** to retrieve the deleted **Movable Suit Schedule** details.
13. The system will display the message, “**Deleted Successfully**” for deleted cases.
14. The system will display the message, “**Undeleted Successfully**” for the retrieved cases.
15. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

### 6.7.3 Immovable Suit Schedule

With this option you can enter details related to the **Immovable Property.** Here, the **Immovable Suit Property** is categorized into **House, Site** and **Land.** You can choose any one of these categories by selecting their respective radio buttons. By default, the Land is displayed as the selected option.

![Figure 125: Navigation for Immovable Suit Schedule screen](image)

To access the **Immovable Suit Schedule (Add)** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Registration Section** menu.
2. Then, click the **Suit Schedule** followed by **Immovable Suit Schedule** sub menu. (Refer to Figure Number 125)
3. When you click **Immovable Suit Schedule** sub menu, the system will display the **Immovable Suit Schedule (Add)** screen. (Refer to Figure Number 126)

### 6.7.3.1 Immovable Suit Schedule (Add)

![Immovable Suit Schedule (Add) screenshot](image)

**Figure 126: Immovable Suit Schedule screen**

**Land type of Immovable Property**

1. By default **Land** is displayed as the selected type of immovable property.
2. Select the case type for which you want to add the immovable property from the **Case Type** select box.
3. Enter the case number of the selected case type in the **Case No.** field.
4. Enter the year of registration in the **Year** field.
5. Click **Go** button.
6. The system will display the **Petitioner Name, Respondent Name,** and **Item No.**
7. Select the **District** from the **District** select box.
8. Select the **Town** from the **Town** select box.
9. Select the **Ward** from the **Ward** select box.
10. Select the **Taluka** from the **Taluka** select box.
11. Select the **Village** from the **Village** select box.
12. Enter name of the property in **Property Name field**.
13. Enter **House Number** in **House Number field**.
14. Enter **Survey Number** in the **Survey No. field**.
15. Enter Rs. No. in **Rs. No. field**.
16. Enter the **Hissa** in the **Hissa field**.
17. Enter the **Sub Hissa** in the **Sub Hissa field**.
18. Enter the **Sub Sub Hissa** in the **Sub Sub Hissa field**.
19. Enter the **Location Area** in the **Loc. Area field**.
20. Enter the **Area** in the **Area field**.
21. Enter measurement of the area in East-West direction in **Measure (E-W) field**.
22. Enter measurement of the area in North-South direction in **Measure (N-S) field**.
23. Enter any other measurements details in the **Other Measurement field**
24. Enter the boundary details in East in **East By** field.
25. Enter the boundary details in North in **North By** field.
26. Enter the boundary details in South in **South By** field.

*Site as type of Immovable Property*
27. Select the Site radio button. The system will display the fields to enter the details of Site as the type of property.

28. Enter all details similar to that of Land type immovable property and additional details such as Sy. No, Site No., Ward Number, Layout, Stage, Main, Cross and Road fields. 

*House as type of property*

29. Select the radio button for House as the property type. The system will display the fields to enter the details of Site as the type of property.

30. Enter all details similar to that of Land type immovable property and additional details such as House Number, Door Number, Ward Number, Layout, Stage, Main, Cross and Road fields.

31. Click Submit to save the data into the system. The system will display the message, “Addition Successful”.

32. *All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.*
6.7.3.2 Immovable Suit Schedule (Modify)

Figure 128: Immovable Suit Schedule screen with House as type of Property

Figure 129: Immovable Suit Schedule (Modify) screen

Procedure
1. Click the **Edit icon** that is placed on the upper right corner of the menu bar.
2. The **Immovable Suit Schedule (Modify)** screen is displayed. *(Refer to Figure Number 129)*
3. Select the case type that you want to modify, from the **Case Type** select box.
4. Enter the case number of the selected case type in the **Case No.** field.
5. Enter the year in the **Year** field and click **Go**.

![Immovable Suit Schedule (Modify) screen with details](image)

**Figure 129a: Immovable Suit Schedule (Modify) screen with details**

6. The **Petitioner Name** and the **Respondent Name** is displayed.
7. Select the name of the schedule from the **Schedule Name** select box.
8. Select the Item Number from the **Item No.** select box. The existing details are displayed.
9. You can now modify or update the information.
10. Click **Submit** to save the information into the system. The system will display the message, “Updated Successfully”.
11. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

### 6.7.3.3 Immovable Suit Schedule (Delete)

This feature provides the facility to **Delete** or **Undelete** the details of an already existing **Immovable Suit Schedule**.
Figure 130: Immovable Suit Schedule (Delete) screen

Procedure

1. Click the Delete icon that is placed on the upper right corner on the menu bar.
2. The Immovable Suit Schedule (Delete) screen is displayed. (Refer to Figure Number 131)
3. Select the case type which you want to delete from the Case Type select box.
4. Enter the case number of the selected case type in the Case Number field.
5. Enter the Year of registration in the Year field.
6. Click Go. The Petitioner Name and the Respondent Name are displayed.
7. Select the name of the schedule from the Schedule Name select box.
8. Select the item number from the Item No. select box.
9. When you select the Item Number, the remaining details such as Property Name, Movable Property Details, District, Town, Ward, Taluka, and Village are displayed.
10. The system will also display the Delete and Undelete radio buttons.
11. Select the **Delete** radio button to delete the **Immovable Suit Schedule** of the selected case type. The details though deleted will remain in the database and can be retrieved if required.

12. Select the **Undelete** button to retrieve the deleted **Immovable Suit Schedule** details.

13. The system will display the message, “**Deleted Successfully**” for deleted cases.

14. The system will display the message, “**Undeleted Successfully**” for the retrieved cases.

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

### 1.4. Search Property

This feature provides the facility to search a **Property**. You can search by giving the **Property Name** or **Case Number** and **Year** or **Village Name**, by clicking on the respective radio buttons and filling in the necessary search conditions.
To access the **Search Property** screen, follow the steps given below:

1. On the Navigation pane, click the **Registration Section** menu.
2. Then, click the **Suit Schedule** followed by **Search Property** sub menu. *(Refer to Figure Number 132)*
3. When you click **Search Property** sub menu, the system will display the **Search Property** screen with **By Village** as the selected option. *(Refer to Figure Number 133)*
4. You can search property using the options given below:
   1. By Village
   2. By Property
   3. By Case Number

---

**Searching Property using “By Village” option**

**Procedure**
1. Select **By Village** radio button. *(Refer to Figure given below)*
2. Select **District** from the **District select box**.
3. Select **Town** from the **Town select box**.
4. Select **Ward** from the **Ward select box**.
5. Select **Taluka** from the **Taluka select box**.
6. Select **Village** from the **Village select box**.
7. Click **Search** button. The system will display the case in the form of a link for eg. **Civil Appeal PPE/1/2015** *(Refer to figure Number 133a)*

![Figure 133a: Search Property screen with link](image)

8. Click the **Civil Appeal PPE/1/2015** link. The **Property details** report is displayed. *(Refer to Figure Number 134)*

![Figure 134: Property Detail report](image)

**Searching Property using “By Property” option**

With this option you can search the property using the name of the property.
Figure 135: Search Property screen using By Property option

Procedure

1. Select the **By Property** radio button. (**See Figure Number 135**)
2. The system will display the **Property Name** field.
3. Enter the name of the property that you want to search in the **Property Name** field.
4. Click **Search**. The system will display the **Property Name**, **Schedule Name**, and the case no. as a link for eg. **Civil Appeal PPE/1/2015**. (Refer to Figure Number 136).

Figure 136: Search Property screen with details

5. Click the **Civil Appeal PPE/1/2015** link. The **Property Details** report is displayed. (**Refer to Figure Number 137**)

Figure 137: Property Detail report
Searching Property using “By Case Number” option

With this option you can search the property using the Case Number.

![Figure 138: Search Property using "By Case Number" option](image1)

**Procedure**

1. Select the radio button for “By Case Number” option. *(Refer to Figure Number 138)*
2. Select the case type from the Case Type select box.
3. Enter the case number of the selected case type in Case Number field.
4. Enter the year of registration in the Year field.
5. Click Search. The system will display the Property Name, Schedule Name, and the case number as a link for eg. **Civil Appeal PPE/1/2015** *(Refer to Figure Number 139)*

![Figure 139: Search Property screen with link](image2)

6. Click the **Civil Appeal PPE/1/2015** link. The Property Details report is displayed.
7. The report will display all the details that you have entered while adding a property to the selected case type such as:
   - Case Number
   - Property Name
   - Schedule Name
   - Item No. (Number) and so on.

8. You can also see the Back link in the Property Detail report. 

9. Click the Back link to go back to the Search Property screen.

6.8 Registration Reports

This feature will be used to display the Registration Reports of Civil and Criminal Cases. This feature includes the types of reports given below:

1. Pending Case Registration List on Date
2. Registered Cases on Date
3. Suit Register Report

6.8.1 Pending Case Registration List as on Date

This feature will display the list of pending registration cases of Civil Cases and Criminal Cases.
Procedure
To access the Pending Case Registration List as on Date (Report) screen, follow the steps given below:

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Registration Reports followed by Pending Registration List sub menu. (Refer to Figure Number 141)
3. When you click Pending Registration List sub menu, the system will display the Pending Registration List (Report) screen with Civil as the selected option. (Refer to Figure Number 142)
4. You can view the Pending Case Registration List for a particular date for Civil and Criminal cases.
5. By default, Civil is displayed as the selected option. This will display the Pending Case Registration List for Civil cases.
6. To view the Pending Case Registration List for Criminal cases, select the Criminal radio button.

7. Then, click the Go button, the system will load the View link. (See Figure Number 143).
8. Click the View link, the system will display the Pending Case Registration List on Date (Today’s Date) Report. (Refer to Figure Number 144)

![Figure 143: Pending Case Registration List as on Date with "View" link.](image)

9. The report will display the details given below:
   - Case Type
   - Filing No. (Number)
   - Date of Filing
   - Party Name
   - Name of Advocate

6.8.2 Registered Cases

With this option you can view the list of cases registered on a particular date. This report will display all the details of the case such as Filing Number, Case Number, Plaintiff, Defendant, Amount and Subject, and Subordinate Court.

![Figure 144: Pending Case Registration List Report](image)
Procedure

To access the **Registered Cases on Date (Report)** screen, follow the steps given below:

1. On the Navigation pane, click the **Registration Section** menu.
2. Then, click the **Registration Reports** followed by **Registered Cases** sub menu. *(Refer to Figure Number 145)*
3. When you click **Registered Cases** sub menu, the system will display the **Pending Registration List (Report)** screen with current date (Today’s Date) in **Today’s Date** field. *(Refer to Figure Number 146)*
4. You can view the **Registered Cases List** for a particular date for **Civil** and **Criminal** cases.
5. By default, **Civil** is displayed as the selected option. This will display the **Registered Cases List** for **Civil** cases.
6. To view the **Registered Cases List** for **Criminal** cases, select the **Criminal** radio button.

7. Click the **Go** button, the system will load the **View** link. *(Refer to Figure 147 given below)*
8. Click the View link, the system will display the list of Registered Cases of the current date.

9. The report will display the details given below:
   - Filing No. (Number)
   - Case No. (Number)
   - Plaintiff
   - Defendant
   - Amount and Subject
   - Subordinate Court

6.8.3 Suit Register Report

This feature provides the facility to Query the entered Suit Register Details.
Procedure

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the Registration Reports followed by Suit Register Report sub menu. (Refer to Figure Number 149)
3. When you click Suit Register Report sub menu, the system will display the Suit Register Report screen with Civil as the selected option. (Refer to Figure Number 150)
4. You can view the Suit Register Report for a particular date for Civil and Criminal cases.
5. By default, Civil is displayed as the selected option. This will display the Registered Cases List for Civil cases.
6. To view the Registered Cases List for Criminal cases, select the Criminal radio button.
7. The system will load the cases in the Case Type select box as per the selection of Civil or Criminal radio button.

Procedure

1. Select the case type for which you want to view the Suit Register Report from the Case Type select box.
2. You can view the report for the case numbers that you enter in Case No. field and To Registration No. field.
3. Enter the starting case number from where you want to view the report in the Case No. field and enter the To case number in the To Case No. field.
4. In case you want to view the Suit Register Report for a single case type, then type the same registration number in the Case No. and To Case No. field.
5. Click the Go, the system will load the View link.

Figure 151: Suit Register Report with View link

6. Click the View link, the system will display the Suit Register Report. (Refer to Figure Number 152)

Figure 152: Suit Register Report
6.9 FIR Search

1. On the Navigation pane, click the Registration Section menu.
2. Then, click the FIR Search sub menu. (Refer to Figure Number 153)
3. The system will display the FIR Search screen. (Refer to Figure Number 154)
4. By default, District and Taluka is displayed.

Procedure

1. Select the Police Station from the Police Station select box.
2. Enter the FIR number in the FIR Number field.
3. Enter the year of registration in the Year field.
4. Select the type of FIR from the FIR Type select box.
5. By default MVC (Motor Vehicle Case) is displayed as the selected type. Select Other radio button for non MVC cases.

6. Click Search. The records are displayed.

7. The table for records displays the details given below;
   - Case No. (Number)
   - Party Name
   - Date of Accident
   - Place of Accident
   - FIR Number
   - Designation

8. The Case Number is a link. Click this link for the details for that case type.

9. *The mandatory field is marked with an asterix(*). Please fill the mandatory fields.*
7 Case Allocation

This module is used to facilitate the allocating Judge to **allocate the cases to courts**. While allocating cases, the allocating judge needs to know the pendency status of a particular court to which the case is being allocated. Here, Case Allocation includes the **Pending Allocation Reports** submenu which comprises of the **Pending Allocation List** and **Institution Register**.

7.1 Pending Allocation Reports

7.1.1 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 155: Navigation for "Pending Allocation List" screen](image)

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 155)*
3. When you click the **Pending Allocation Reports**, the system will display the **Pending Allocation List** screen with the View link. *(Refer to Figure Number 156)*
4. Click the View link. The Pending Allocation List for a particular date is displayed. (Refer to Figure Number 157)

5. The Pending Allocation List displays details as given below:
   - Case Type
   - Case No. (Number)
   - Party Name
   - Name of Advocate
   - Date of Registration

### 7.1.2 Institution Register

The Institution Register displays the List of Cases registered during the selected period and the Court to which these cases are allocated. This report is generated for a selected period.
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 158)*
3. When you click **Institution Register** sub menu, the system will display the **Institution Register** screen. *(Refer to Figure Number 159)*
4. By default the current date is displayed in **From Date** and **To Date** fields.
5. In case you want to view the **Institution Register** for a different date: Select the period using **From Date** and **To Date** calendar control.
6. Click **Go**. The system loads the **View link**.
7. Click the **View link**. The **Institution Register** for the selected period is displayed.
6. The **Institution Register** displays details as given below:
   - Case Type
   - Case No. (Number)
   - Date of Registration
   - Party Name
   - Under Section
   - Name of Advocate

8. **Litigant Updations**

   Sometimes during the proceedings of the case, with the consent of the court, there may be a need to add additional parties, include Legal Heirs, change the advocates of the parties involved or engage new advocates, change the address of parties etc. This option provides the facility to make such changes, on the directions of the court. The **Litigant Updations** menu includes the following:
   1. Photo Upload
   2. Extra Advocate
   3. Legal Heir
   4. Guardian or Attorney Info
   5. Litigant Status
8.1 Photo Upload

To access the Photo Upload screen, follow the steps given below:

1. On the Navigation pane, click the Litigant Updation menu.
2. Then, click the Photo Upload sub menu. (Refer to Figure Number 161)
3. When you click Photo Upload sub menu, the system will display the Photo Upload screen. (Refer to Figure Number 162)

Procedure

1. Select the case type for which you want to upload a photo from the Case Type select box.
2. Enter the case number of the selected case type in the Case No. field.
3. Enter the year of registration in the Year field.
4. Click Go. The party names are loaded in the Party Name select box.
5. Select the name of the party from the Party Name select box.
6. To upload the photo of the Litigant click Choose File button. The Open dialog box is displayed.
7. Select the destination where the photo is saved and then select the photo. Click **Open**.

8. Then click **Upload** in the **Photo Upload** form. The selected photo is uploaded.

9. *The mandatory fields are marked with an asterix(*)*. Please fill the mandatory fields.

### 8.2 Extra Advocate

#### 8.2.1 Extra Advocate (Add)

This option provides the facility to enter the details of the additional Advocates engaged by the **Litigant**, during the proceedings of the case. The system will display all the **Litigants**
involved in a case, when you enter the case number. Select the **Litigant** for whom the extra advocate details needs to be keyed in.

![Navigation pane]

**Figure 163: Navigation for "Extra Advocate" screen**

To access the **Extra Advocate** screen, follow steps given below:

1. On the Navigation pane, click the **Litigant Updation** menu.
2. Then, click the **Extra Advocate** sub menu. *(Refer to Figure Number 163)*
3. When you click **Extra Advocate** sub menu, the system will display the **Extra Advocate** screen. *(Refer to Figure Number 164)*

![Extra Advocate screen]

**Figure 164: Extra Advocate screen**

4. Select the case type from the **Case Type** select box.
5. Enter the registration number for which you want to add an extra advocate in the **Case No.** field.
6. Enter the year of registration in the **Year** field.
7. Click **Go**. The system will display the fields as shown in the **Figure Number 165**.
8. Select the **Petitioner/Respondent Name** from the **Select Petitioner/Respondent name select box**.

9. The system will display the **Type** (Petitioner or Respondent) and the **View link**.

10. Place the mouse pointer over the **View link** to see the names of the Advocate for the selected case.

11. Enter the Name of the Extra Advocate in the **Name of the Advocate field**. You can also enter the **Name of the Extra Advocate** in **local language** also.

12. Enter the **Bar Registration Number** of the Advocate in the **Bar Registration Number field**.

13. Click **Submit** to save the data into the system. The system will display the message, “Addition Successful”.

14. **The mandatory field is marked with an asterix(*)**. **Please fill the mandatory fields.**
8.2.2 Extra Advocate (Modify)

This option provides the facility to modify the extra advocate information, which is already saved in the system.

**Procedure**

1. Click the **Edit icon** located at the upper right corner on the menu bar.
2. The system will display the **Extra Advocate (Modify) screen.** *(Refer to Figure Number 167)*
3. Select the case type from the **Case Type select box.**
4. Enter the case number in the **Case No.** field.
5. Enter the year of registration in the **Year** field.
6. Click **Go.** The system will display the fields given below:
   - Select Petitioner/Respondent Name
   - Type
   - Name of Advocate
   - Bar Registration Number

**Figure 167: Extra Advocate (Modify) screen**

7. Select the **Petitioner/Respondent Name** from the **Select Petitioner/Respondent Name select box.**
8. The system will display the information already existing in the database.

**Figure 167a: Extra Advocate (Modify) screen with details**
9. You can now modify or update the required details
10. Click **Submit** to save the data into the system. The system will display the message, “Modification Successful”.

11. The mandatory field is marked with an asterix(*). Please fill the mandatory fields.

### 8.3 Legal Heir

In Civil matters, in case of deaths, marriages & insolvency, it may be necessary to bring Legal Heirs on Record. When **Legal Heirs** are added, they are treated as **normal Litigants**. Legal Heirs can further be added to any of these Legal Heirs, if required. Facility to bring Legal Heir on record is provided in two tabs.

1. **Legal Heir Notification tab:**
   In Legal Heir Notification, you notify the **Party** for whom **Legal Heir** is to be brought on the record.

2. **Legal Heir Addition tab:**
   With Legal Heir Addition, you can add the **Legal Heirs** to the notified party.

![Figure 168: Navigation for "Legal Heir (Add)" screen](image)

To access the Legal Heir screen, follow the steps given below:
1. On the Navigation pane, click the **Litigant Updations** menu.
2. Then, click the **Legal Heir** sub menu. *(Refer Figure Number 168)*
3. When you click **Legal Heir** sub menu, the system will display the “Legal Heir” screen with Legal Heir Notification and Legal Heir Addition tab. *(Refer to Figure Number 169)*
4. The system will by default display the Legal Heir Notification tab and Petitioner as the selected option.
**Figure 169: Legal Heir (Add) screen**

**Legal Heir Notification tab**

**Procedure**

1. The system will by default display the Legal Heir Notification tab.
2. Select the Case Type from the select box.
3. Enter the Case Number for which the Legal Heirs are to be brought on the record; in the Case No. field and the year in the Year field.
4. Select the radio button for Petitioner or Respondent.
5. Click Go. The system will load the Party Names in the Party Name select box.
6. Select the Party Name for whom the Legal Heir is to be notified. The system will display the Petitioner or Respondent Type in the Type field.
7. Select the check box for Legal Heir to mark the selected Party Name as legal heir.
8. Click Submit, the system will take you to the Legal Heir Addition tab.

**Legal Heir Addition tab**

**Procedure**

1. The system will display the Case Type, Case Number, Year, and Nationality.
2. Select the Party Name from the Party Name select box.
3. Enter the Name of the Legal Heir in Legal Heir Name field. (in bilingual language also)
4. Select the type of Relation (Father, Mother, Husband, or None/Other) with the help of their respective radio buttons.
5. Enter the name of the relation type in the Father/Mother/Husband Name field. (in bilingual language also)
6. Select the Gender of the Legal Heir with the help of their respective radio buttons.
7. Enter the age of the Legal Heir in the Age field.
8. Select the caste of the Legal Heir from the Caste select box.
9. Enter the details in local language also.
10. Enter the Bar Registration Number of the Advocate in the **Bar Registration Number** field.

11. Enter the email address of the advocate, representing the legal heir in the **Email** field.

12. Enter the mobile number of the advocate, representing the legal heir in the **Mobile No.** field.

13. Enter the occupation of the legal heir in the **Occupation** field.

14. Enter the UID Number of the legal heir in the **UID Number** field.

15. Enter the address of the legal heir in the **Address** field. (in bilingual language also)

16. Enter the Pincode of the legal heir in the **Pincode** field.

17. Enter the phone number of the legal heir in the **Phone Number** field.

18. Enter the Fax number of the legal heir in the **Fax Number** field.

19. Enter the Nationality of the legal heir in the **Nationality** field.

20. Select the **District, Town, Ward, Taluka, and Village** from the select box.

21. You can add **Legal Heir Name, Name of Relation, Address, and Advocate’s Name** in local language also.

22. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.

23. **The mandatory field is marked with an asterix(*)**. Please fill the mandatory fields.
8.4 Guardian or Attorney Info

This option provides the facility to enter the Guardian or Power of Attorney details for cases which includes a Minor Litigant or wherever the Guardian or Power of Attorney has power to represent the case on behalf of the Litigant.

The personal details of the Guardian or Power of Attorney like Name, Gender, name of Father/Mother/Husband, Occupation, Address have to be entered depending on the type i.e. Guardian or Power of Attorney.

To access the Guardian or Attorney Info screen, follow the steps given below:

1. On the Navigation pane, click the Litigant Updations menu.
2. Then, click the Guardian or Attorney Info sub menu. (Refer Figure Number 206)
3. When you click Guardian or Attorney Info sub menu, the system will display the “Guardian or Attorney Information (Add)” screen with Guardian as the selected option. (Refer to Figure Number 207)

9.1.1. Guardian or Attorney Info (Add)

This option provides the facility to add Guardian or Power of Attorney details for cases which includes a Minor Litigant or wherever the Guardian or Power of Attorney has power to represent the case on behalf of the Litigant.
Guardian Information

Procedure

1. The system will by default display the Guardian or Power of Attorney Information screen with Guardian as the selected option. (Refer to Figure Number 172)
2. Select the case type from the Case Type select box.
3. Enter the case number for which you want to add a Guardian in the Case Number field and the year in the Year field.
4. Click Go button. The system will fetch the Party Names and load them in the Party Name select box. Select the Party Name for which you want to add a Guardian from the select box.
5. Enter the name of the guardian in the Guardian Name field.
6. Select the Gender of the Guardian by selecting their respective radio button.
7. Enter the Age of the Guardian in the Guardian Age field.
8. Enter the email of the Guardian in the Guardian email field.
9. The system will display the Guardian Nationality automatically.
10. Enter the Address of the Guardian in the Guardian Address field.
11. Enter Alternate Address of the Guardian in the Alternate Address field.
12. Click Submit to save the data into the system. The system will display the message, “Addition Successful”.

13. The mandatory field is marked with an asterix (*). Please fill the mandatory fields.


**Power of Attorney**

Procedure

1. Select the **Power of Attorney** radio button.
2. The system will display the fields for to add the **Power of Attorney** details. (Refer to Figure 173)

![Figure 173: Power of Attorney screen](image)

3. Select the case type from the **Case Type** select box.
4. Enter the case number for which you want to add an **Attorney** in the **Case Number** field and the year in the **Year** field.
5. Click **Go** button. The system will fetch the **Party Names** and display in the **Party Name** select box. Select the **Party Name** from the select box.
6. Enter the name of attorney in the **Attorney Name** field.
7. Select the gender of the **Power of Attorney** by selecting their respective radio button.
8. Enter the age of the Attorney in the **Attorney Age** field.
9. Enter the email address of the Attorney in **Attorney email** field.
10. The system will display the Nationality of **Attorney** automatically.
11. Enter the address of the **Attorney** in the **Attorney Address** field.
12. Enter alternate address of the **Attorney** in the **Alternate Address** field.
13. Click **Submit** to save the data into the system. The system will display the message, “Addition Successful”.

14. **The mandatory field is marked with an asterix(*) Please fill the mandatory fields.**
8.4.1 Guardian or Attorney Information (Modify)

This option provides the facility to **Modify** the already added **Guardian** or **Attorney** details that already exists in the system.

![Modifying Guardian or Attorney Information](image)

**Figure 174: Guardian or Attorney Information (Modify) screen**

**Procedure**

1. Click the **Edit** icon located on the upper right corner of the menu bar (**Refer to Figure Number 174**)
2. Select the case type from the **Case Type** select box.
3. Enter the case number in the **Case Number** field.
4. Enter the year in the **Year** field.
5. Click **Go** button. The system will display all the added details of the **Guardian or Attorney**.
6. You can now modify the required details
7. Click **Submit** to save the data into the system. The system will display the message, “**Modification Successful**”.

8. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

8.4.2 Guardian or Attorney Information (Delete)

This option provides the facility to **Delete or Undelete** a **Guardian** or **Attorney** information that already exists in the system.
Procedure

1. Click the **Delete** icon located at the upper right corner on the menu bar.
2. Select the **Guardian** or **Power of Attorney** options with the help of their radio buttons.
3. Select the **Case Type** from the select box.
4. Enter the **Case Number** and the **Year** and Click **Go**.
5. The system will display all the details.
6. Click the radio button of either **Delete** or **Undelete** option.
7. In case of **Delete** option, the system will **Delete** the **Guardian/Attorney** details. Though the details are deleted they are retained in the database which can be retrieved as and when required.
8. Click **Undelete** if you want to retrieve the details.
9. Click **Submit** to save the details into the system.
10. The system will display the message, “**Deleted Successfully**” for deleted cases.
11. The system will display the message, “**Undeleted Successfully**” for the retrieved cases.
12. Click **Submit** to save the data into the system. The system will display the message, “**Modification Successful**”.
13. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**
8.5 Litigant Status

To access the Litigant Status screen, follow the steps given below:

1. On the Navigation pane, click the Litigant Updations menu.
2. Then, click the Litigant Status sub menu. (Refer Figure Number 176)
3. When you click Litigant Status sub menu, the system will display the “Litigant Status” screen. (Refer to Figure Number 177)

To access the Litigant Status screen, follow the steps given below:

1. On the Navigation pane, click the Litigant Updations menu.
2. Then, click the Litigant Status sub menu. (Refer Figure Number 176)
3. When you click Litigant Status sub menu, the system will display the “Litigant Status” screen. (Refer to Figure Number 177)

4. Select the case type from the Case Type select box.
5. Enter the case number for which you want to view the Litigant Status in the Case No. field and year in the Year field.
6. Click Go. The system will display the Petitioner/Respondent Name and the Litigant Status select box.
7. Select the Petitioner or the Respondent from the Petitioner/Respondent Name select box.

8. When you select the Petitioner or Respondent, the Type will be displayed. For example, if you select Petitioner, the system will display Petitioner as the Type.

9. Also, the current status of the Petitioner, Respondent, or Extra Party is displayed in the Current Status field. This data is fetched from the Masters. If nothing is displayed then the status is blank.

10. Select the status of the litigant from the Litigant Status select box. The Litigant Status and the current status of the Petitioner, Respondent, or the Extra Party is displayed.

11. Click Submit to save the data into the system. The system will display the message, “Addition Successful”.

12. The mandatory field is marked with an asterix(*). Please fill the mandatory fields.
9 User Menu

9.1 Change Password

This feature allows you to change the password for the Registration User.

Figure 178: Navigation for "Change Password" screen

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

1. On the Navigation pane, click the User Menu menu.
2. Then, click the Change Password sub menu. (Refer Figure Number 178)
3. When you click Change Password sub menu, the system will display the “Change Password” screen. (Refer to Figure Number 179)

4. By default, the end user (registration) is displayed in the Username select box. Since this is the Registration module you can change the password of the Registration 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 180a.

9. 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”.
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.
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