

eCourtIS (Case Information System)

Application for National Judiciary



User Manual (Court User)

e-Committee, Supreme Court of India

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Court User Manual
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National Informatics Centre
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Ministry of Communications and Information Technology
Government of India

Court User Manual

eCourtIS 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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1. Introduction

National Informatics Centre Software Development Unit (NIC SDU), Pune, has been entrusted with the task of software development of **Case Information System (CIS)** for the country. The eCourtIS is an eCourts Software which is currently implemented in **Establishments** (District 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 **Court User** to perform the other activities of the court after the **Filing, Registration, and Allocation** of a case.

1.1.1. Audience

This target audience for this document is the **Court User**. This manual will guide the **Court User** to use **Court** module to perform other activities of the court.

1.1.2. Purpose of this Document

This document will guide the **Court User** to perform **Case Proceedings**, add **Fees, Litigant Updations, Appellate Information, Plead Guilty, FIR Details, Process Allocation**, Refer a case for **Mediation, Query Builder**, add **I-Court Fees, Change password** through **User Management** menu, view reports in **Master, Process Masters, Proceedings Report, and DJPMC**.

The **Court User** performs the above activities of the court after the **Filing, Registration, and Case Allocation** process.

1.1.3. Objective of this Document

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

- View the reports in the **Master, Process Masters, Proceedings Reports, and DJPMC** menu.
- In **Fees** menu, add the **Fees** and view the **Query** for the selected Case Type using **Case Number, Filing Number, or Caveat Number** of the selected case type.
- In **Case Proceedings** menu, perform the various Case Proceeding activities.
- 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 **Proceedings Reports** menu, view the proceedings reports such as **Civil Cause List (A4), Criminal Cause List (A4), Execution Register** and so on.
- In **DJPMC** menu, you can view the reports for the following:
 - In **Civil** sub menu, view the reports for **Judge Wise Monthly Report, Contested Disposal Report, Age Wise Analysis, Transferee Court Wise Cases, Transferor Court Wise Cases, Case List Civil, Unit Wise Civil Disposal, and Unit Wise IA Disposal**.
 - In **Criminal** sub menu, view the **Judge Wise Monthly Report, Contested Disposal Report, Age Wise Analysis, Case List Criminal, Unit Wise Criminal Disposal, and Unit Wise CRLMP Disposal**.

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- In **Summary Reports** submenu, view reports of **Summary of Establishment**, **Establishment at a Glance**, **Undated Cases Report**, and **Disposal and Institution Report**.
- In **Balance Sheet** submenu, view the **Balance Sheet** for **Civil** and **Criminal** cases.
- In **Return Report** submenu, view the **Return Report** and the **Disposal Report**.
- In **Pending Reports** submenu, view the **Court Wise Pending Report**, **Stage Wise Pending Report**, **Nature of Case Pending**, and **Party wise Pending Report**.
- In **Monthly Statement** sub menu, view the **Monthly Statement** for the selected court Number and selected period for **Civil** and **Criminal** cases.
- In **Cases Listed** sub menu, view the report of **Listed Cases** for the selected **Court Number**.
- In **Unit Details** submenu, view the **Unit Details Report** for the selected **Court Number** and for the selected period.
- In the **Moster List** submenu, view the **Moster List** for **Civil** and **Criminal** cases for the selected time period.
- In **Moster List Maharashtra** submenu, view the **Moster List** for **Civil** and **Criminal** cases for the selected time period.
- In **Data Health Card** submenu, view the **Data Health Card** for Civil and Criminal cases.
- In **Appeals Information** menu, add **Appellate Case Info** and view the **Appellate Cases Report**, **Register of Stayed Matters**, and **Today's Compliance Report**.
- In **Plead Guilty** menu, you can add the details of the Plaintiff who pleads guilty to a Criminal offence, view the **Plead Guilty Daily Register** and the **Plead Guilty Order**.
- In **FIR Details**, add **FIR Details** and view the **Summary Receipt**, **Register of FIR**, **Summary Received Report**, and **Charge sheet Received Report**.
- In **Process**, perform **Process Allocation**, **Process Delivery**, and view Reports like **Pending Allocation**, **Pending Delivery**, **Pending Process**, **Process Pending Delivery**, **Work Ticket Report Notices**, and **Work Ticket Report Summons**.
- In **Mediation**, refer a case for **Mediation**.
- In **Query Builder**, you can build a Reports on the fly for Civil cases, Criminal cases, or a single Query for Both the case types. You can get the reports instantly by dynamically specifying the parameters.
- In **I-Court Fees**, add ICourt Fees, View Defaced ICourt Fees, and add Verified ICourt Fees.
- 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 **Process Masters** denotes the chapter which is further subdivided into topics such as **Bailiff Master**, **Other Process Messenger**, **Process Area Master**, **Tag Bailiff Area**, and **Unserved Process Reason**.

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

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1.1.5. Conventions

Table 1: Table for Conventions

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

1.1.6. References

Table 2: Table for References

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

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1.1.7. Problem Reporting

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

2. Product Features

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

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

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

2.1. Installation Instructions

2.1.1. Hardware Requirements

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

2.1.2. Software Requirements

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

2.2. General Operating Instructions

This function is used to add for Case Registration, **Case and Caveat Filing**, view the reports in **Masters Menu**, **Process Masters**, add **Court Fees**, view Pending Allocation List, Litigant Updations, and **Change Password** for the **Filing User**.

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

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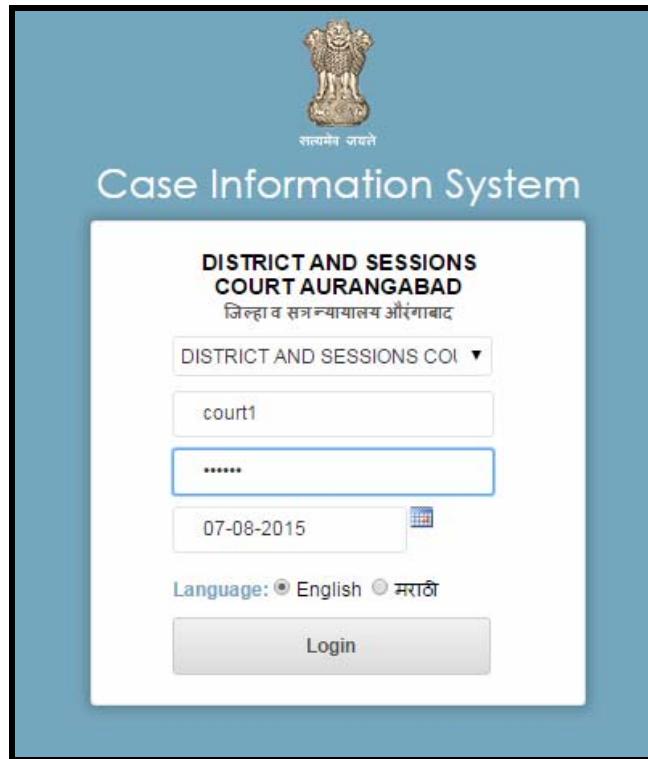


Figure 1: Login screen

3. Home Page

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

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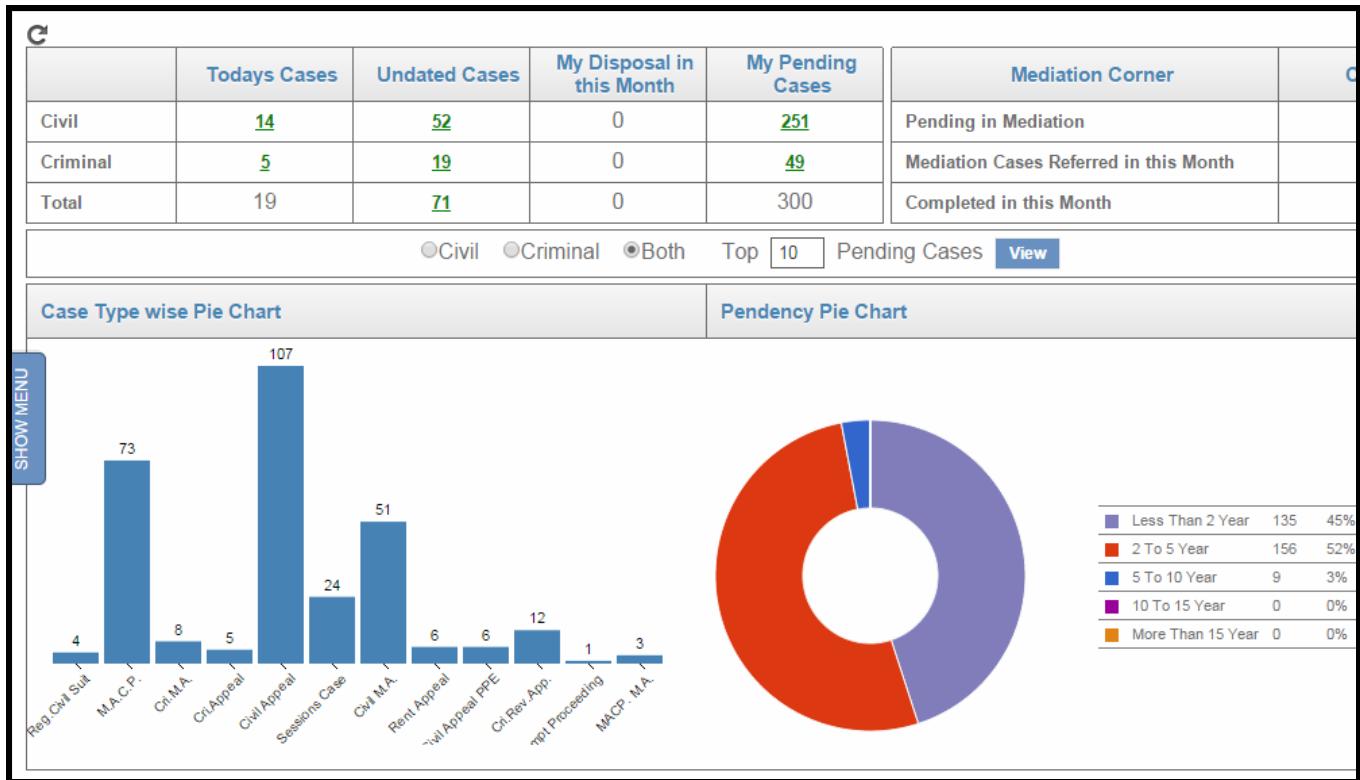
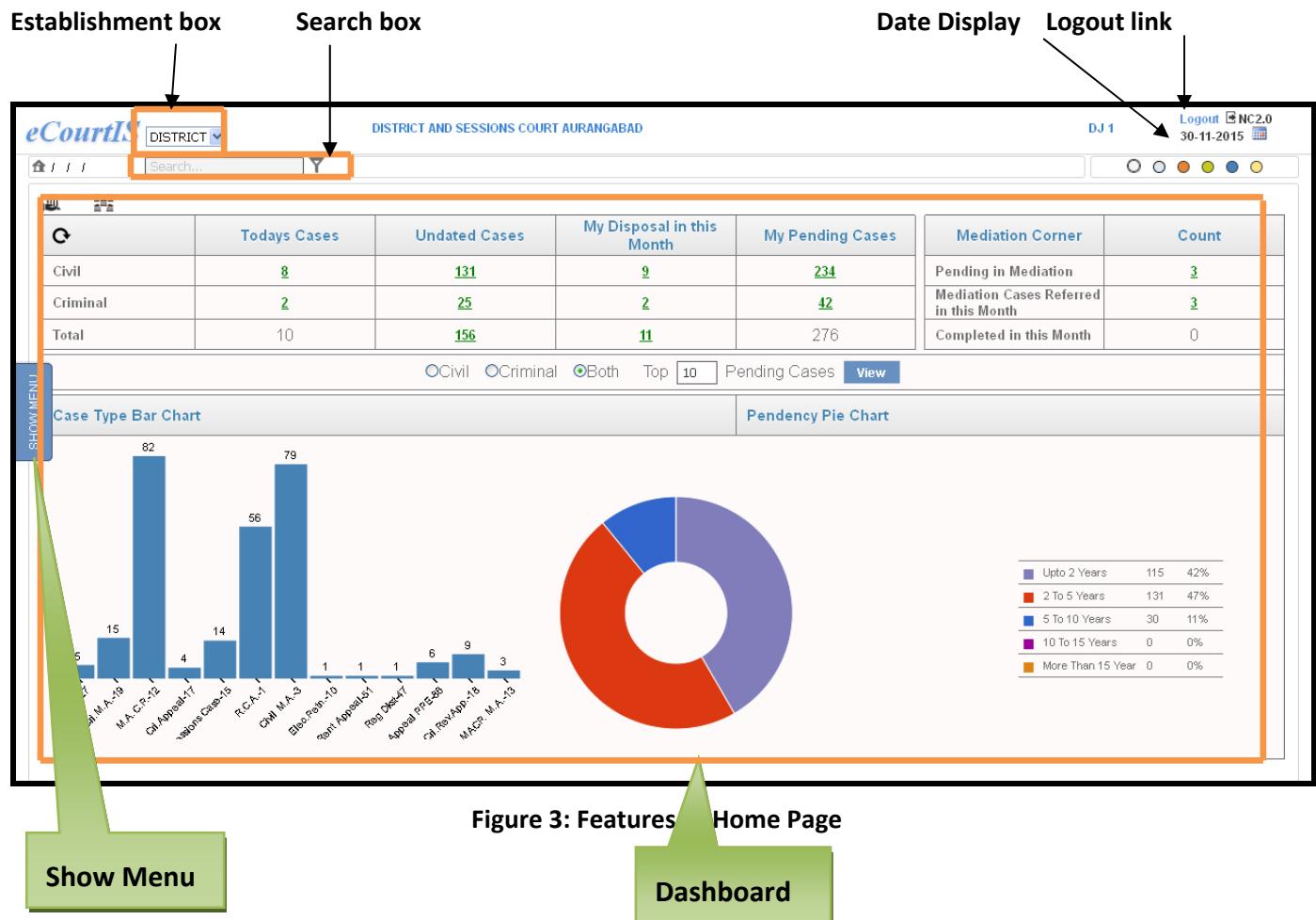


Figure 2: Home Page

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3.1. Home Page Features

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



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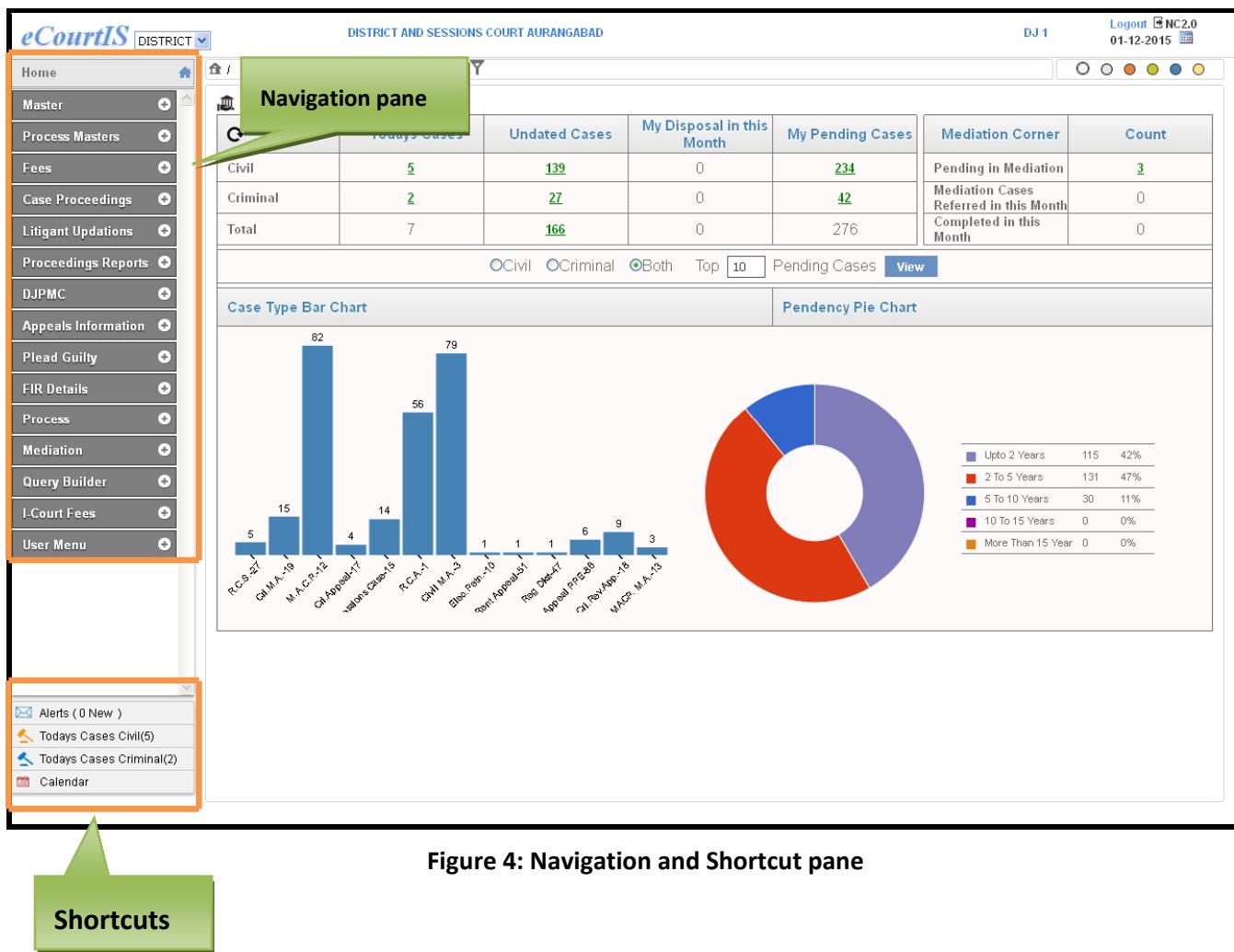


Figure 4: Navigation and Shortcut pane

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

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3.1.1. Show Menu tab

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

“Show Menu” tab for Navigation pane

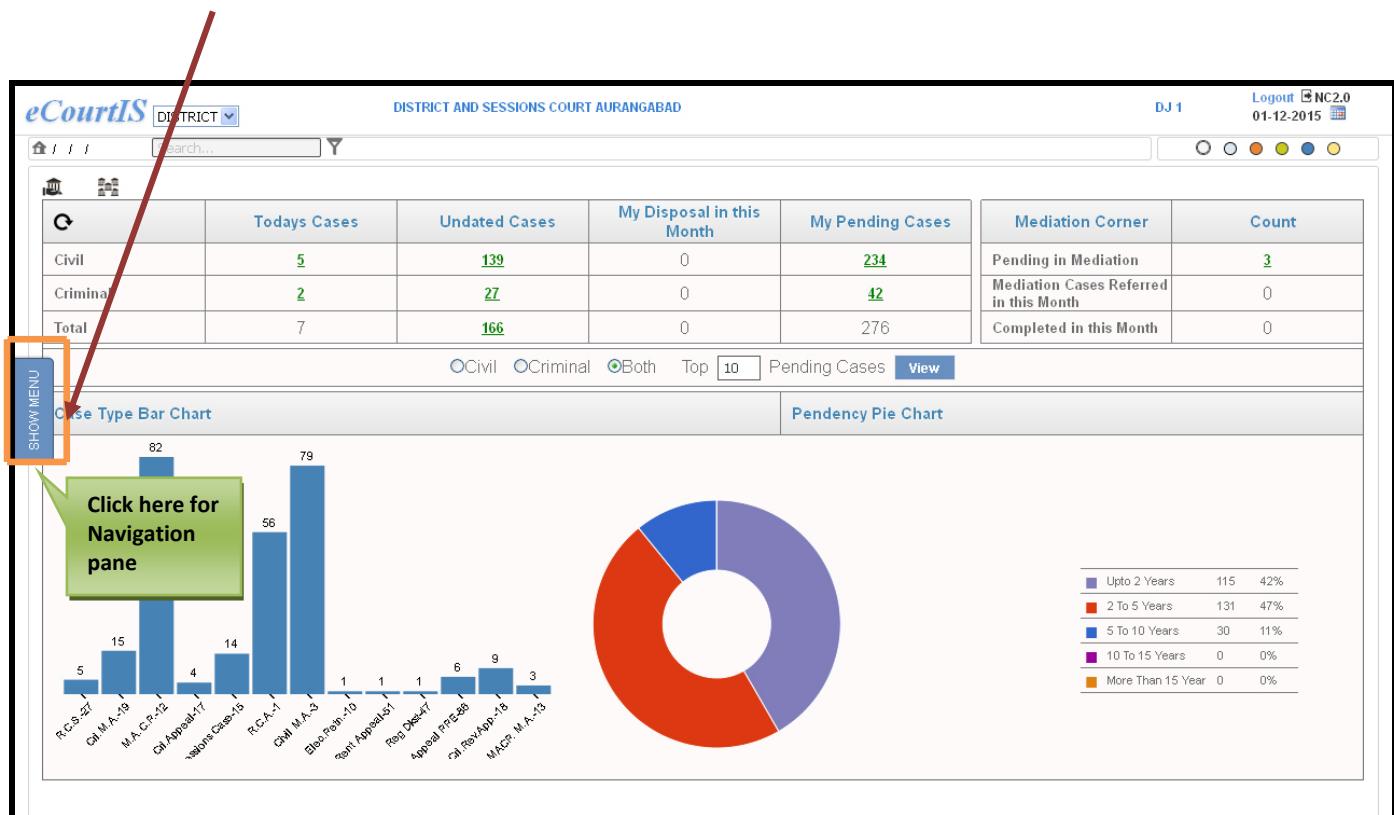


Figure 5: "Show Menu"

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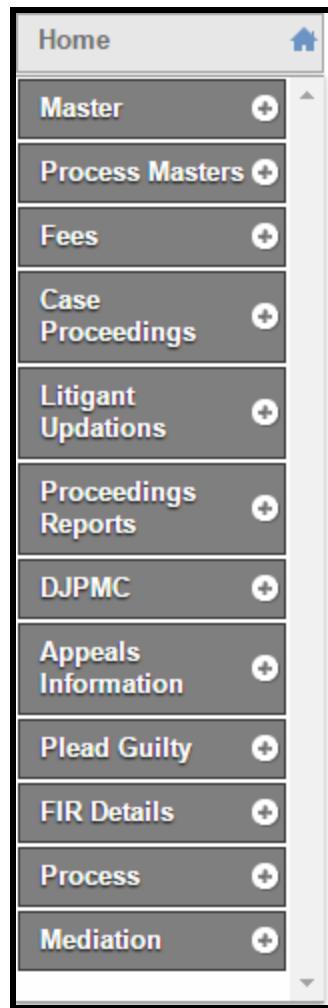


Figure 6: Navigation pane

When you click on the menu, all the **Menu and submenus** displayed as a dropdown list. Refer to Figure Number 7 given below.



Figure 7: Navigation pane displaying Menu Items

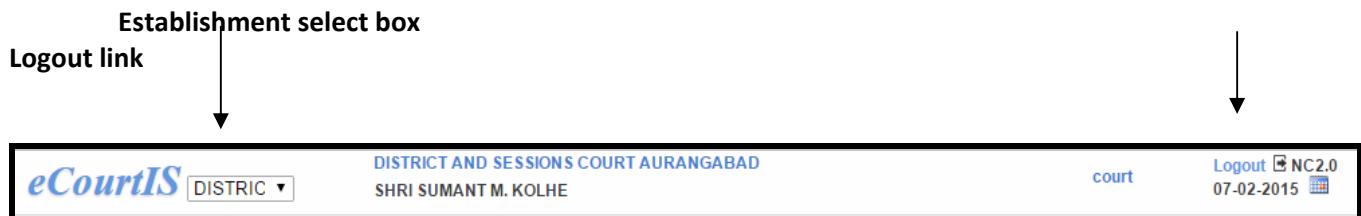
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3.1.2. ecourtIS link

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

3.1.3. Establishment select box

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



3.1.4. Logout Link

Using the **Logout link** you can log out from the current session Date Display

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

Procedure to change the date displayed on the title bar

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

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

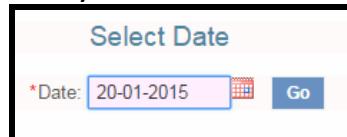


Figure 8: Select Date screen

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

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3.1.5. Dashboard

The **Dashboard** interface displays important information (key performance) at a glance using graphical elements such as **Pie charts** and **Bar charts**. The dashboard aims to help communicate the key information to the end users. This section covers in detail all the features included in the dashboard. **(Refer to Figure Number 9 for Dashboard)**

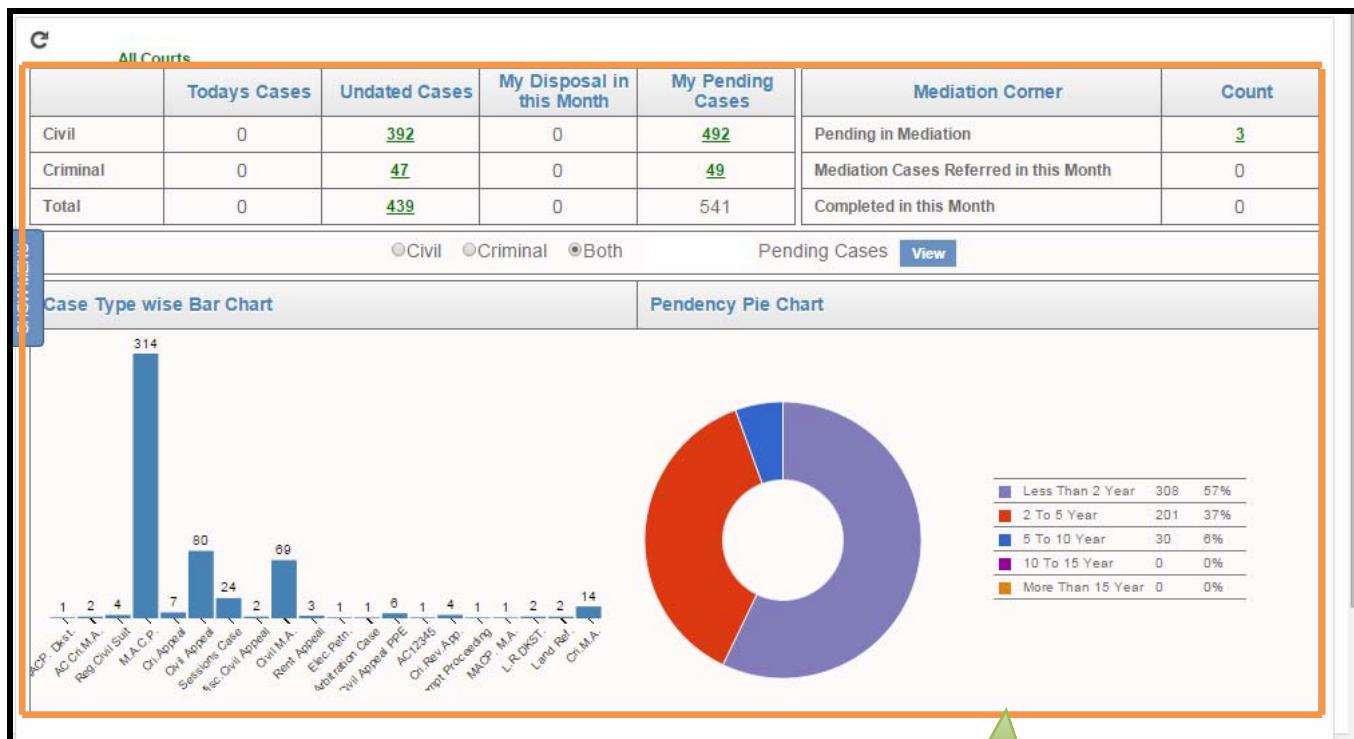


Figure 9: Dashboard

The dashboard displays the information given below:

Dashboard

1. **Result set** for Civil and Criminal Cases in table format. Here, the system displays the Civil, Criminal, and Total (Civil and Criminal) in terms of **Today's Cases**, **Undated Cases**, **My Disposal in this Month** (Disposed Cases for this month), and **My Pending Cases**. The table format will show the details given below:

- o **Today's Cases**
- o **Undated Cases**
- o **My Disposal in this Month**
- o **My Pending Cases**
- o **Total of all cases**

(*Note: All the entries displayed in the screen shots are as examples only)

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	Todays Cases	Undated Cases	My Disposal in this Month	My Pending Cases
Civil	0	22	39	24
Criminal	0	2	0	2
Total	0	24	39	26

Figure 10: Case History screen

The cases are displayed as **links**. When you click these **links**, the system will display the screen pertaining to the selection. This screen will allow you to select the Criminal, Civil, or Both types of cases. Depending on your selection, the system will display the list of the cases.

For example take **Undated Cases**; here the total numbers of cases are 22. This number is displayed as a link (green in colour). When you click this number, the **Undated Cases Report** screen is displayed. (Refer to the Figure Number 10a)



Figure Number 10a: Undated Cases Report screen with View link

Choose the type of case, either **Civil**, **Criminal** or **Both** by selecting their respective radio buttons and click **View** link. The system will display the List of the **Undated Cases** of that particular date. (Refer to figure given below)

S.No.	Case No.	Party Name	Next Date
1)	Reg.Civil Suit/100001/2011	Akhil Bhartiya Grahak Panchayat, New Delhi Vs Bindumadhav Batukbhairav Joshi	03-01-2015
2)	Civil Appeal/100127/2015	dsfdsf Vs rfsdf	01-01-2015

Figure 10b: Undated Case List

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The Report will display the **Case No.** (Number), **Party Name**, and the **Next Date** assigned to the case. Similarly you can view the **Today's Cases**, **My Disposal in this Month**, and **My Pending Cases**.

2. Mediation Corner and Count :

Here, the **Mediation** details are displayed in a table format. It displays the cases that are **Pending in Mediation**, **Mediation Cases Referred in this Month**, and the cases that have **Completed Mediation in this Month**, Cases along with their count. (Refer to Figure Number 11)

Mediation Corner	Count
Pending in Mediation	1
Mediation Cases Referred in this Month	1
Completed in this Month	0

Figure 11: Mediation Corner and Count

The figure above shows the count of cases that are **Pending in Mediation** and the **Mediation Cases Referred in This Month** as 1. This count is displayed as a link. When you click this link, the system will display the report. For example, take the count 1 of cases **Pending in Mediation**. When you click this link the **Pending Cases in Mediation** report will be displayed. This report will display details such as:

- Case Type with **Registration Number** and **Year of Registration** [Sessions Case/100298/2013](#)
- Reference Date
- Result
- Member Name
- (**Refer to Figure Number 12**)

The screenshot shows a web-based application interface for a court. At the top, there is a header with a 'Home' link, a search bar, and various navigation icons. Below the header, the title 'PENDING CASES IN MEDIATION' is displayed in green. The main content area contains the following information:

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF SHRI SUMANT M. KOLHE
Principal District and Sessions Judge, Abad.

[Back](#)

Pending Cases in Mediation

Sr. No.	Cases	Reference Date	Result	Member Name
1)	Sessions Case/100298/2013	05-06-2015		Mediation Member

A vertical blue sidebar on the left is labeled 'SHOW MENU'.

Figure 12: Pending Cases in Mediation report

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3. Viewing Pending Cases through the dashboard

The screenshot shows a horizontal navigation bar with three radio buttons: Civil, Criminal, and Both. To the right of these are the words 'Top' and '10' in a blue box, followed by 'Pending Cases' and a blue 'View' button.

Figure 12a: View Pending Cases feature

This block displays the list of **Pending Cases**. You can view the pending list for **Civil**, **Criminal**, or **Both** the types of cases together. Here, you have to enter the number of pending cases that you want to see in the **Top** field.

For example, if you enter the number **10** in the **Top** field, the system will display the list of **top 10 Pending cases**.

Procedure:

1. Select the radio button for **Civil**, **Criminal**, or **Both**.
2. Enter the number of pending cases that you want to view in the **Top** field.
3. Click the **Pending Cases View** button. The list of top **10 Pending cases** is displayed. (Refer to Figure given below)



The screenshot shows a table titled 'Particulars of Offence'. The columns are: Sr. No., Cases, Date of Registration, Age, Hearing Date, and Search By Bar Code. There are 8 rows of data.

Sr. No.	Cases	Date of Registration	Age	Hearing Date	Search By Bar Code
1)	M.A.C.P./100754/2006	03-11-2006	8 years 2 month 16 days	07-01-2015	Evidence
2)	Civil Appeal/100099/2007	10-04-2007	7 years 9 month 13 days	13-01-2015	Hearing
3)	M.A.C.P./100580/2008	06-08-2008	6 years 5 month 14 days	03-01-2015	Evidence
4)	Civil Appeal/100249/2008	29-08-2008	6 years 4 month 21 days	03-01-2015	Judgment
5)	Sessions Case/100244/2009	20-07-2009	5 years 6 month 1 days	01-01-2015	Evidence Part Heard
6)	Civil Appeal/100317/2009	05-12-2009	5 years 1 month 13 days	07-01-2015	Hearing
7)	Civil M.A./100413/2009	22-12-2009	5 years 0 month 26 days	17-01-2015	Report
8)	Civil Appeal/100003/2010	04-01-2010	5 years 0 month 13 days	07-01-2015	Hearing

Figure 13: Pending Cases Report

(*Note: All the entries displayed in the screen shot are as examples only)

This report will show the **Particulars of Offence** with the details given below:

- Cases
- Date of Registration

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- Age
- Hearing Date
- Search By Bar Code

The **Cases** column displays the **case details** as a link [M.A.C.P./100754/2006](#). When you **Click** this link, the system will display the “**Case History**” of that particular case. The **Case History** will display the case information such as: **(Refer to Figure Number 14 for Case History screen)**

- Case Details
- Case Status
- Petitioner and Advocate
- Respondent and Advocate
- Acts
- Subordinate Court Information
- Writ Information
- Case Transfer details between the Courts
- In case you want to navigate back to the **Home Page**, Click **Back** link.

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eCourtIS DISTRICT *

DISTRICT AND SESSIONS COURT, AURANGABAD
MR SHRI SURENDRA M. KOTHIYE

Logged: 8 MC 20
19-01-2015

File Name: / Case History Search Back Case Details

Case Type	M.A.C.P.	
Filing No.	100673/2006	Filing Date: 26-09-2006
Registration No.	100754/2006	Date of Registration: 03-11-2006
CENO	MHADE01-003413-2006	

Case Status

First Hearing Date	: 03rd November 2006
Next Hearing Date	: 07th January 2015
Stage of Case	: Evidence
Court No. and Judge	: 1-PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD

Petitioner and Advocate

1) Sharad Vatal Pavae Address - M2 55 H-6 CIDCO Aurangabad Advocate - Bhale V.S.
--

Respondent and Advocate

1) Mohammad Farooq St. Mohammad Rayyan Address - Indra Gandhi Nagar Kots Khararh Advocate - Chander B.S.
--

Act

Under Act(s) : Motor Vehicle Act
Under Section(s) : 166(1A)
Subject :

Subordinate Court Information

Court No. and Name : ---
Cate No. and Year : ---
Care Decision Date : ---

History of Case Hearing

Registration No.	Judge	Business on Date	Hearing Date	Purpose of Listing
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	03-11-2006	06-12-2006	Appearance
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	06-12-2006	09-01-2007	Written Statement
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	17-12-2006	20-01-2009	Steps_Unclearly
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	03-03-2011	06-04-2011	Appearance
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	03-04-2011	20-05-2011	Filing of Ray or Esh_Unclearly
100754/2006	DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	01-05-2009	16-06-2009	Steps_Unclearly
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	04-08-2011	23-09-2011	Arrearsd Plaintiff
100754/2006	DISTRICT JUDGE-3 ADDL. SESSIONS JUDGE ABAD	23-08-2011	18-09-2011	Lok-Upanayaya
100754/2006	PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD	22-12-2014	07-01-2015	Evidence

Writ Information

Regn. No.	Appellate Case No.	Appellate Authority	Date of Receipt
-----------	--------------------	---------------------	-----------------

Case Transfer details between the Courts

Regn. No.	Date of Transfer	From Court No. and Judge	To Court No. and Judge
100754/2006	22-12-2006	10 - DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD	1 -
100754/2006	29-04-2008	1 -	7 -
100754/2006	12-11-2008	7 -	10 - DISTRICT JUDGE-4 ADDL. SESSIONS JUDGE ABAD

Figure 14: Case Details

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4. Case Type Wise Pie Chart

The **Pie Chart** displays the graphical representation of **Case Type** count. This chart displays the total number of each Case Type. (Refer to Figure Number 15)

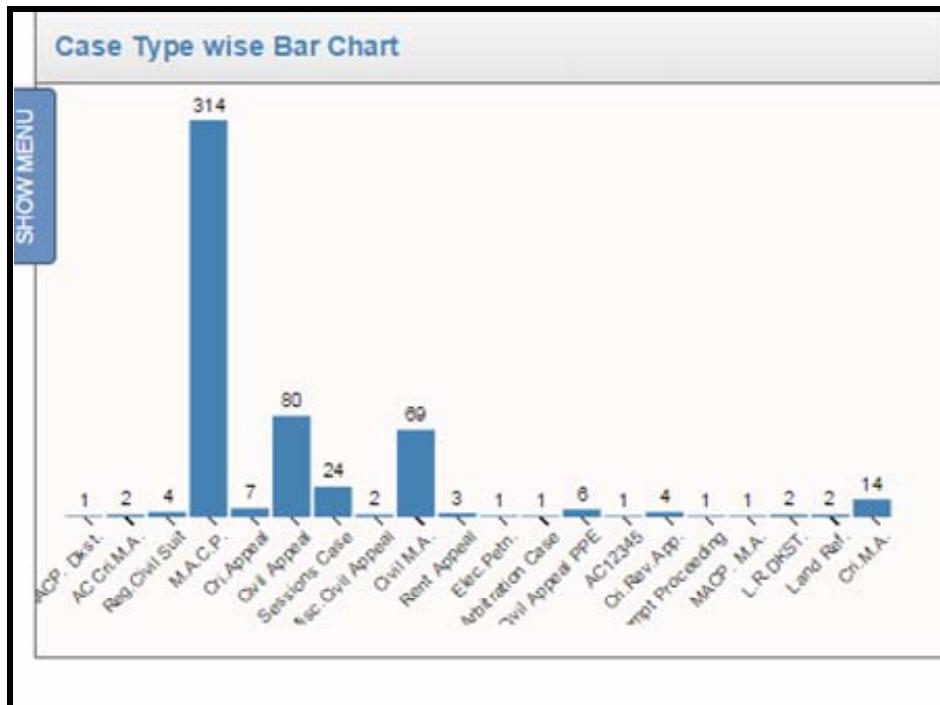


Figure 15: Case Type Wise Pie Chart

(Note*: All the entries displayed in the screen shot are as examples only)

5. Pendency Pie Chart

Pie Chart is the circle graph used for presentation of **Pending Cases** data. This data is represented in form of a circle with divided sections or segments. Each of these sections or segments represents the percentage of pending cases. The pending cases are grouped or classified according to the number of years they have been pending, as given below:

- Less Than 2 Years
- 2 To 5 Years
- 5 To 10 Years
- 10 To 15 Years
- More Than 15 Years

The categories are marked with a color which makes it easy to identify and understand the pendency of the cases at a glance. (Refer to figure given below)

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	Less Than 2 Year	135	45%
	2 To 5 Year	154	51%
	5 To 10 Year	11	4%
	10 To 15 Year	0	0%
	More Than 15 Year	0	0%

The colors assigned are described in the table given below:

Table 3: Table for Color Code

S.No	Color Code used	Years	Number of Cases	Pendency in Percentage
1		Less Than 2 Year	135	45%
2		2 to 5 Years	154	51%
3		5 to 10 Years	11	4%
4		10 To 15	0	0%
5		More Than 15 Years	0	0%

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The **Pie Chart in Figure Number 12** displays the cases pending for “45 % of cases Less than 2 Years displayed by  colour, “51 % of cases pending in the range of 2 to 5 Years displayed by  colour, and 4% of cases pending between 5 to 10 years displayed by  colour.

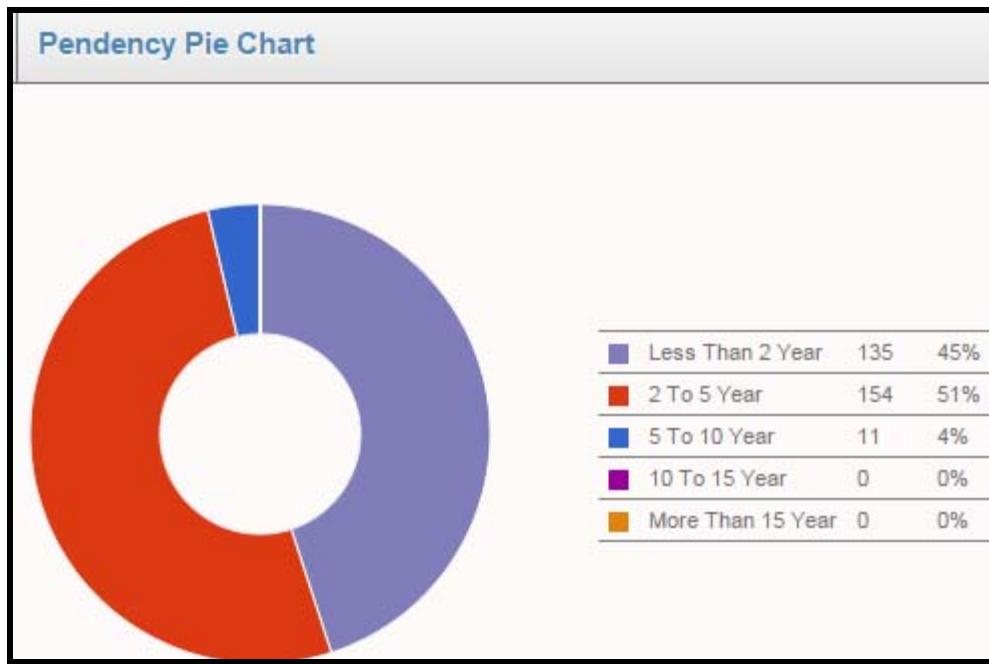


Figure 16: Pending Pie Chart

When you place the mouse on a segment of the **Pie Chart**, the corresponding bar chart will display the same data in a more detailed manner, which means that the bar chart will display the total number of each pending Case Type. Refer to Figure Number 16a.

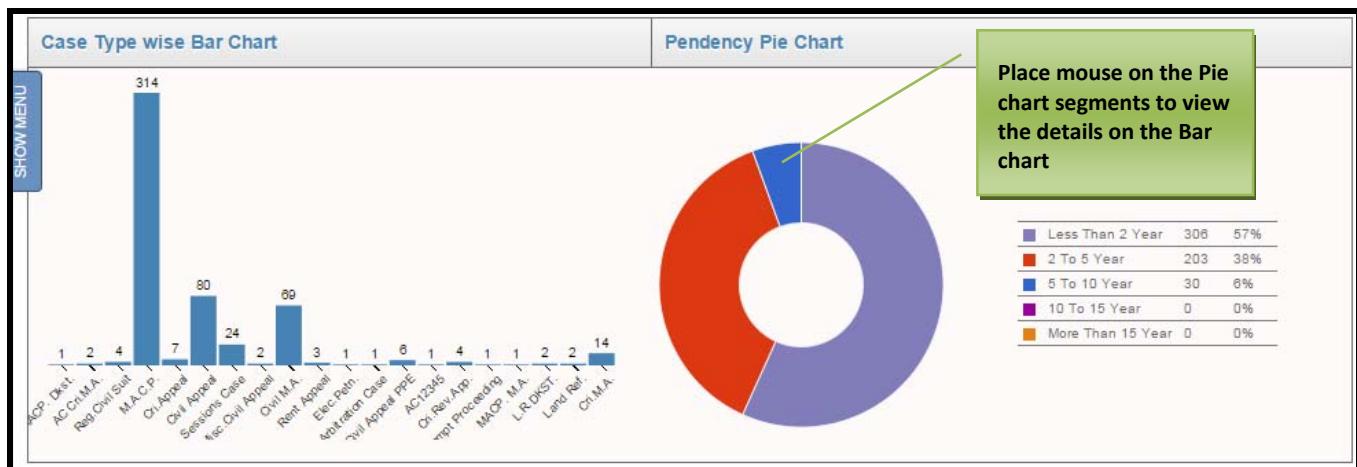


Figure Number 16a: Pending Pie Chart with details

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3.1.6. Common icons

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



Figure 16b: Common icons

New icon Delete icon Online Help

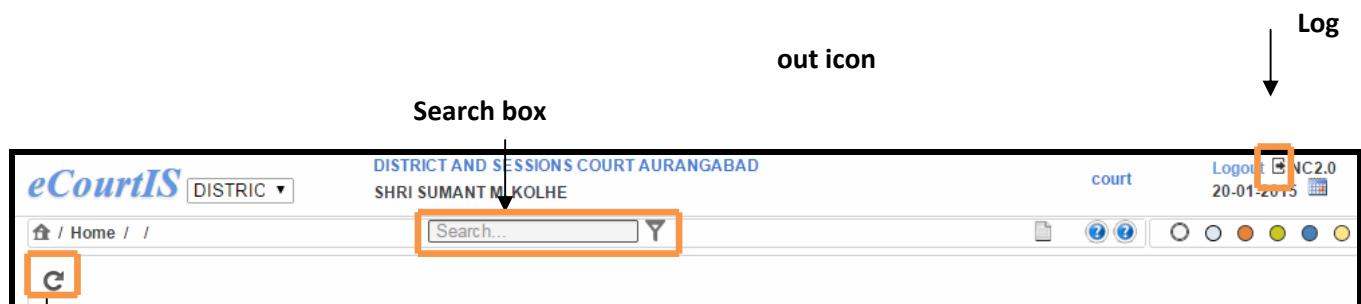


Figure 16c: Refresh and Logout Icons

Refresh icon

Icons and its Description

Table 4: Table for Icons and its Description

S.No	Icon	Name of Icon	Description
1		New icon	Click this icon to open a New form.
2		Edit icon	Click this icon to open the form to Modify the added details.
3		Delete icon	Click this icon to open the form with Delete or Undelete options.
4		Report icon	Click this icon to display the Report .
5		Online Help icon	Click this icon to display the Online Help to assist you to use the software application. It will guide you to perform

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			the tasks successfully.
6		Colour icons	Click any of these icons to change the colour of the menu bar and the navigation pane.
7		Breadcrumbs	Bread crumbs is the graphical control element. The Breadcrumbs trail keeps a track of your location within the application.
8		Search box	Enter your search criteria in the Search box to access any menu screen directly.
9		Time Table	Place the mouse on the " Time Table " link to view Case Type wise case schedule.
10		Refresh	Click this icon to refresh the Home Page . This icon is placed below the breadcrumbs towards the right hand corner on the screen.
11		Logout	Click this icon to go back to the Login screen . This icon is placed next to Log out link .

3.2. **Shortcut Menus**

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

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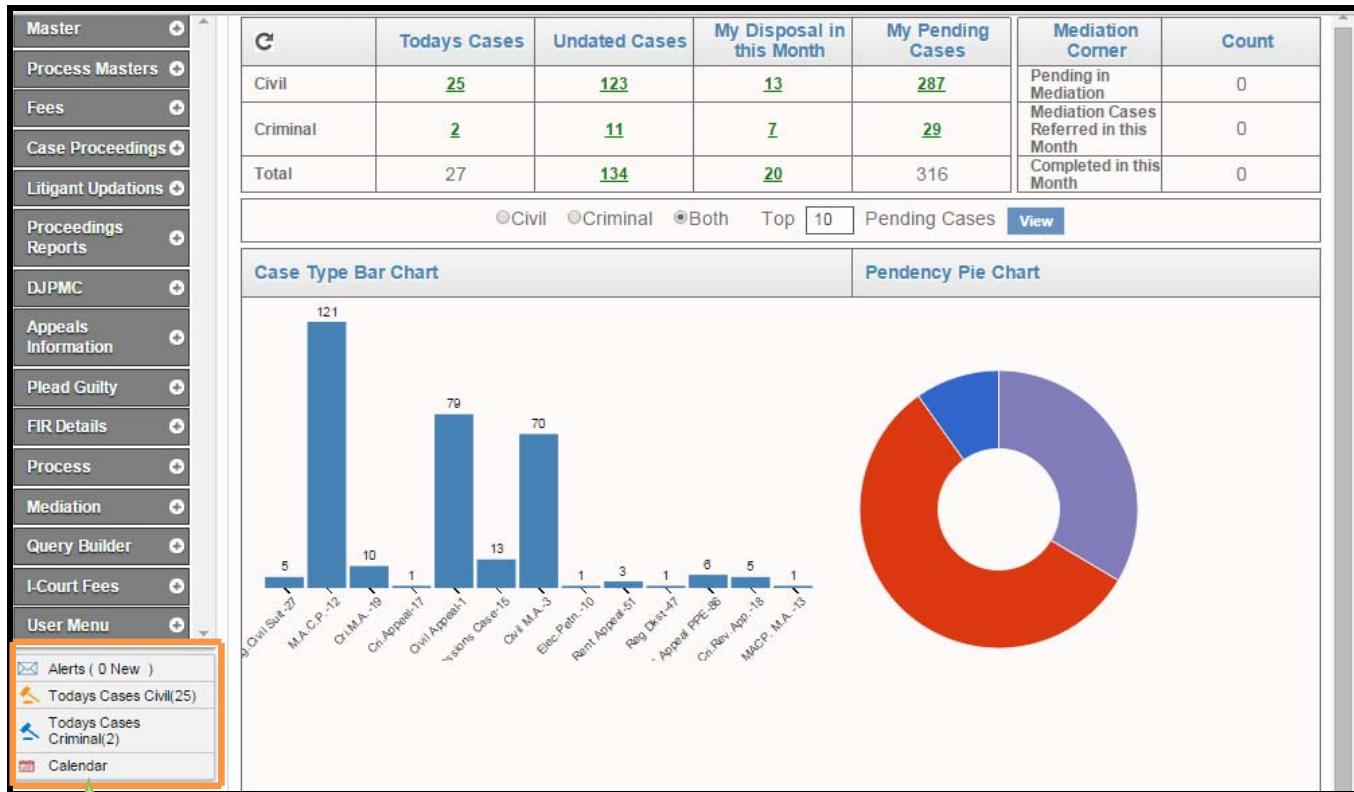


Figure 17: Home Page

Shortcuts Menus

3.2.1. Search Box

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



Figure 18: Search box

3.2.2. Alerts Menu

The **Alerts menu** is situated below the **Navigation pane**. This feature will display the alerts concerning the cases that have been **Transferred Out**, **Transferred In**, and **Allocated**. Refer Figure Number 19.

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Figure 19: Alerts Menu

When you click the **Alerts Menu**, the system will display the **Alerts screen** with the details given below: (Refer to Figure Number 20)

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

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

- **From**

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

- **Subject**

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

- **Date**

The “**Date**” column will display the date and the time of receiving the alert. See Figure Number 20 given below.

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

Submit

Figure 20: Alerts Screen (with court user)

When you click the **user link**, (for example “court” user as shown in Figure Number 15) the system will display the details given below:

1. The individual “**Alerts**” screen. (Refer to Figure Number 21)

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2. The new alerts will be displayed as “**New Alert**”.
3. The user (court) is displayed as a link. When you click the user link, the individual **Alert** will be displayed.

		Back Print
From	court	
To	court	
Subject	Transfer In	
Date Time	2015-01-16 14:43:38	
Message	Total No of Cases Transferred To this Court in Last 15 days:0	

Figure 21: Individual Alert message

4. The **Individual Alert** message will display the details given below:
 - From
 - To
 - Subject
 - Date and Time
 - Message
5. Once you have opened the alert message, the “**New Alert**” tag will disappear from the Alerts screen.
(Refer to Figure 15)
6. The **Individual Alert** screen displays the **Back** and **Print** links.
7. To go back to navigation menu use **Back link** and to **Print** use the **Print link**.
8. To delete the alert message: **Select** the user **checkbox** and **Click** the **Submit** button.

3.2.3. Today's Cases (Civil)

List of Today's Civil Cases that are displayed on the board are displayed here.

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Figure 22: Today's Cases Menu

A screenshot of a web-based court system interface showing 'Total Civil Cases Listed Today'. The table has columns: Sr. No., Cases, Party Name, Name of Advocate, Next Purpose, and Next Listing Date. The cases listed are:

Sr. No.	Cases	Party Name	Name of Advocate	Next Purpose	Next Listing Date
1)	R.C.A./100326/2010	Karsi Ardesir Dordi Vs Ishwar Manikram Pillay died	Bharuka D.S.		Go to Proceeding
2)	Civil M.A./100231/2015	HDFC Bank Ltd. Vs Shaikh Hujur Husen	Narwadkar M. D.		Go to Proceeding
Evidence Part Heard					
3)	M.A.C.P./100817/2010	Chandrashekhar Bhaskarrao Babrekar Vs Vijay Dattu Sonkamble	Shirse S.K.		Go to Proceeding
Appearance					
4)	Civil M.A./100322/2015	Sonali Balasaheb Kale Vs Balasaheb Nandu Kale	Runwal N.P.		Go to Proceeding
5)	Civil M.A./100355/2015	Rafiq Amirsahab Shaikh Vs Shriram Transport Finance Co.Ltd.	Dhage P. T.		Go to Proceeding

3.2.4. Today's Cases (Criminal)

List of Today's Criminal Cases that are displayed on the board are displayed here.



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The screenshot shows a web-based court system interface. At the top, there's a header with a search bar and some icons. Below the header, it says "Back" and "DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF:". A sub-header reads "Total Criminal Cases Listed Today". There is a table with the following columns: Sr. No., Cases, Party Name, Name of Advocate, Next Purpose, and Next Listing Date. The table has two rows:

Sr. No.	Cases	Party Name	Name of Advocate	Next Purpose	Next Listing Date
1)	Cri.M.A./100089/2015	Shivkumar Madhukar Murti Vs Padmakar Dattatraya Shelke	Shaikh Nayyim S.		Go to Proceeding
2)	Cri.Appeal/100174/2015	Jyoti Nurund Ragho Vs State of Maharashtra	Deshmukh N.E.		Go to Proceeding

3.2.5. Calendar

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



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.

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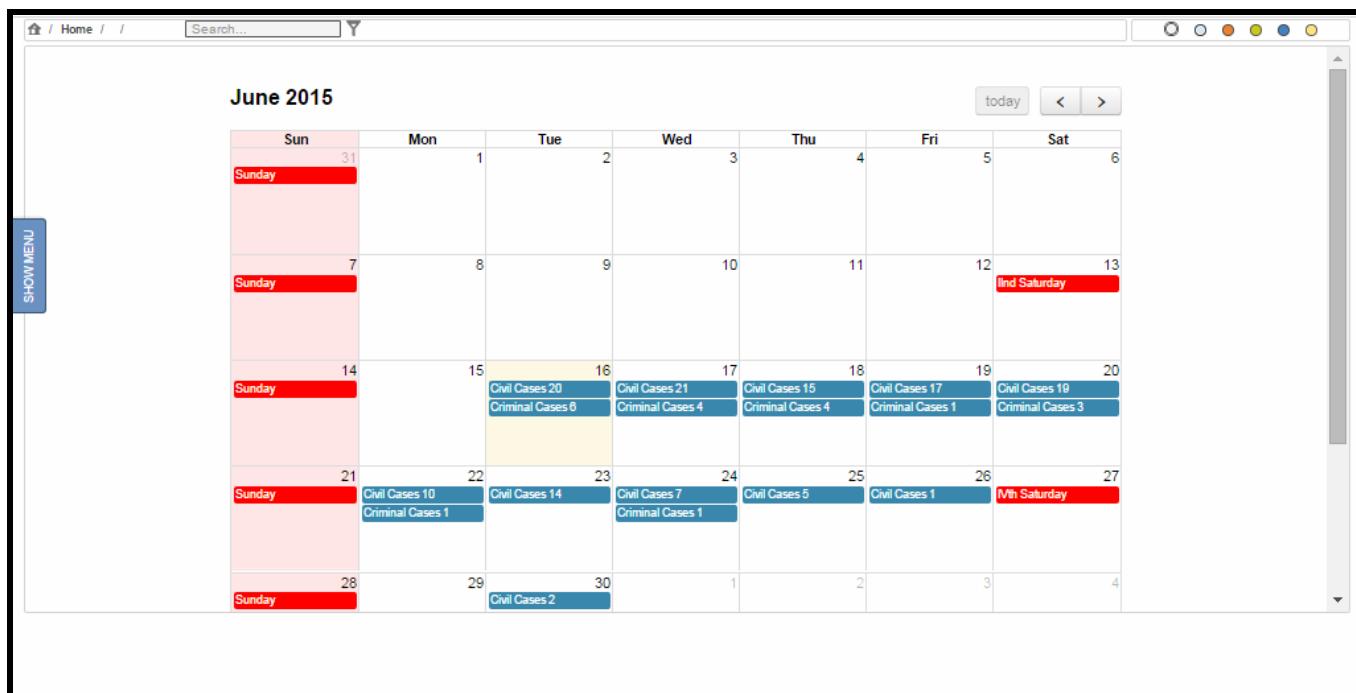


Figure 23: Calendar

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

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4. Masters

4.1. Case Type (Report)

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

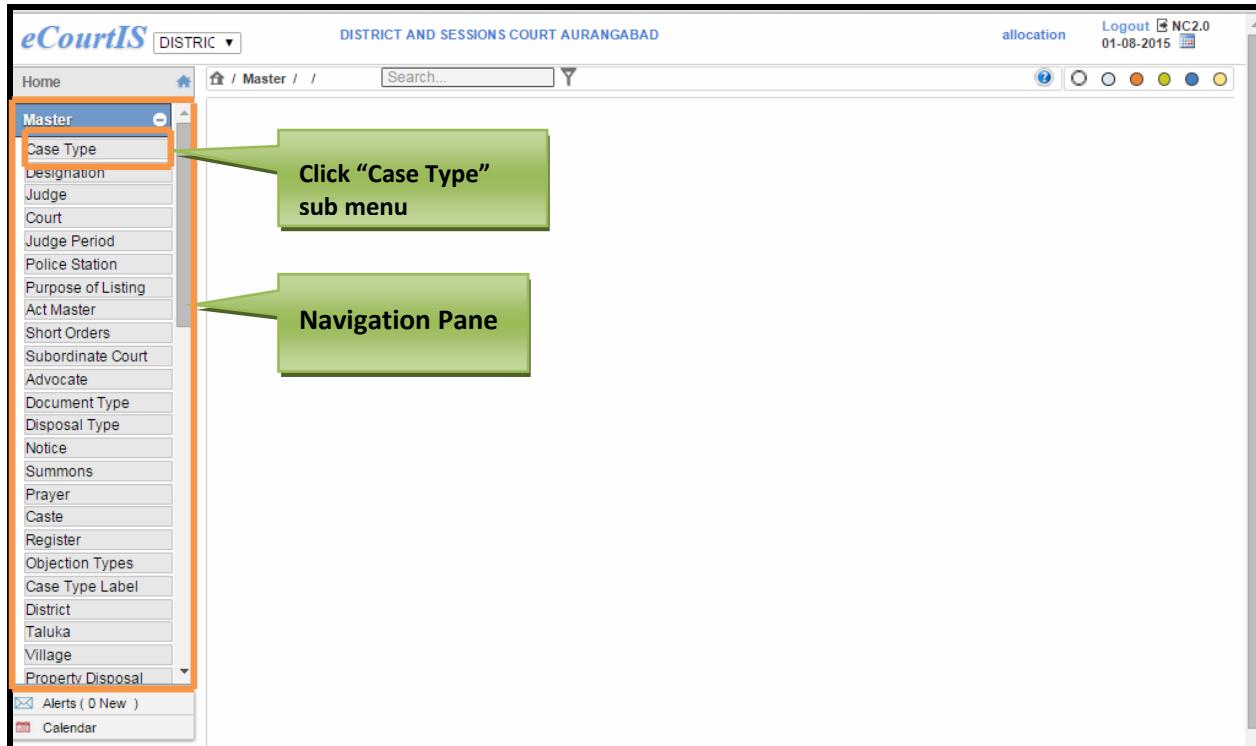
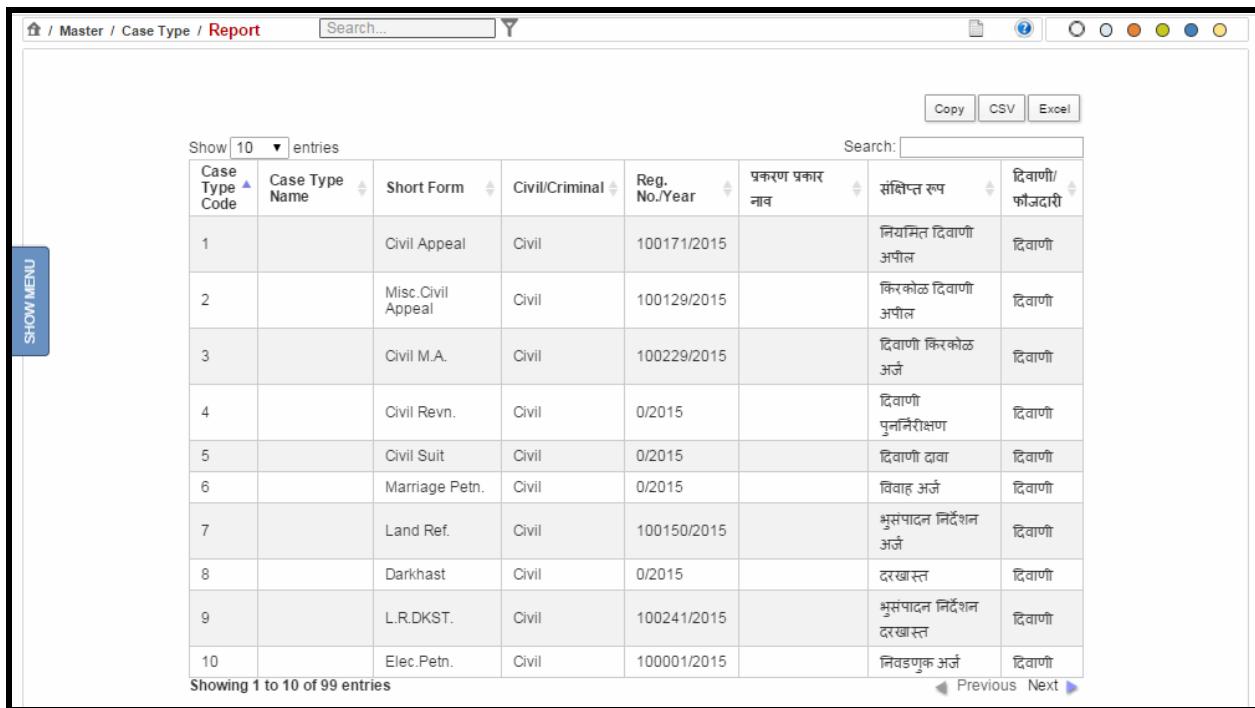


Figure 24: Navigation for "Case Type (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Case Type** submenu (**Refer Figure Number 24**).
- 3 When you click **Case Type** sub menu, the **Case Type (Report)** screen is displayed. (**Refer Figure Number 25**).
- 4 The **Case Type (Report)** displays list of case types in English and local language.

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The screenshot shows a computer application window titled "Master / Case Type / Report". At the top, there is a search bar labeled "Search..." and several buttons: "Copy", "CSV", and "Excel". Below the search bar, there is a dropdown menu labeled "Show 10 entries". The main area contains a table with 10 rows of data. The columns are: "Case Type Code", "Case Type Name", "Short Form", "Civil/Criminal", "Reg. No./Year", "प्रकरण प्रकार नाव" (Case Nature), "संक्षिप्त रूप" (Brief Description), and "दिवाणी/फौजदारी" (Court/Judge). The data in the table is as follows:

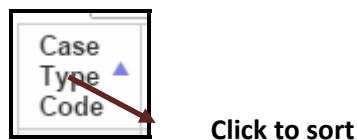
Case Type Code	Case Type Name	Short Form	Civil/Criminal	Reg. No./Year	प्रकरण प्रकार नाव	संक्षिप्त रूप	दिवाणी/फौजदारी
1		Civil Appeal	Civil	100171/2015		नियमित दिवाणी अपील	दिवाणी
2		Misc.Civil Appeal	Civil	100129/2015		किरकोळ दिवाणी अपील	दिवाणी
3		Civil M.A.	Civil	100229/2015		दिवाणी किरकोळ अंजे	दिवाणी
4		Civil Revn.	Civil	0/2015		दिवाणी पुनर्जीवन	दिवाणी
5		Civil Suit	Civil	0/2015		दिवाणी दावा	दिवाणी
6		Marriage Petn.	Civil	0/2015		दिवाह अंजे	दिवाणी
7		Land Ref.	Civil	100150/2015		भुसपादन लिंडशन अंजे	दिवाणी
8		Darkast	Civil	0/2015		दरखास्त	दिवाणी
9		L.R.DKST.	Civil	100241/2015		भुसपादन लिंडशन दरखास्त	दिवाणी
10		Elec.Petn.	Civil	100001/2015		निवडणुक अंजे	दिवाणी

At the bottom left, it says "Showing 1 to 10 of 99 entries". On the right, there are "Previous" and "Next" buttons.

Figure 25: Case Type (Report) screen

Procedure

- When you click the **Case Type** submenu, the **Case Type (Report)** screen is displayed. (**Refer to Figure Number 25**)
- Select the number of entries you want to view from the **Show entries**  select box.
- To view the details of a particular case type, Enter search criteria in the **Search**  box. The system will search using the search criteria and display the details of the **Case Type**. For example, a part of the **Case Name**.
- You can sort the details of each column of the report. To sort, Click the **arrow buttons**  placed towards the upper right corner of each column. You can sort the details in ascending, descending, and alphabetical order.
- For example, in **Case Type Code** column, click the arrow  to sort **Case Type Code** column. This arrow  is placed at the right corner of the column. (**Refer to the Figure given below**)



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

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7. Click **Previous** arrow to view the previous page and **Next arrow** to move to the next page.
8. To Copy the **Report**, Click the button. The **Report** will be copied to the clipboard. The system will display the message “Table Copied”. (Refer to Figure Number 25a)

The screenshot shows a web-based application for managing case types. At the top, there's a navigation bar with links for Home, Master, Case Type, and Report. Below the navigation is a search bar labeled 'Search...'. On the right side of the header are several icons for file operations: Copy, CSV, and Excel. Underneath the header, there's a table with 10 entries. The columns are: Case Type Code, Case Type Name, Short Form, Civil/Criminal, Reg. No./Year, प्रकरण प्रकार नाव (Case Type Name in Hindi), संक्षिप्त रूप (Short Form), and दिवाणी/कोर्ट दायरी (Court/Division). The table contains 10 rows of data. A tooltip box is overlaid on the table, containing the text 'Table copied' and 'Copied 99 rows to the clipboard.' The bottom of the table shows a message: 'Showing 1 to 10 of 99 entries'.

Figure

25a: Copying the Case Type Report

9. Click button to save the **Report** in your desired destination. The “Save As” dialog box is displayed. (Refer to Figure Number 26)

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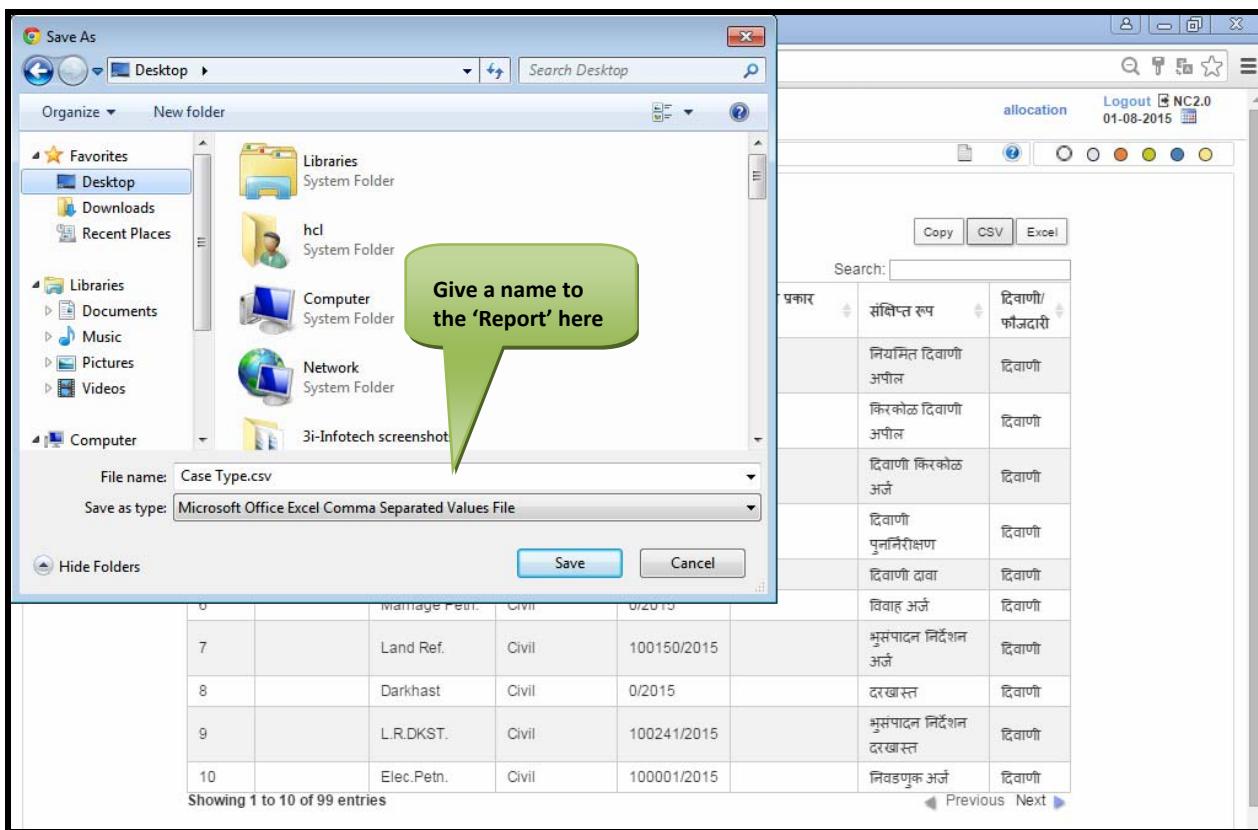


Figure 26: "Save As" dialog box

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

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

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4.2. Designation (Report)

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

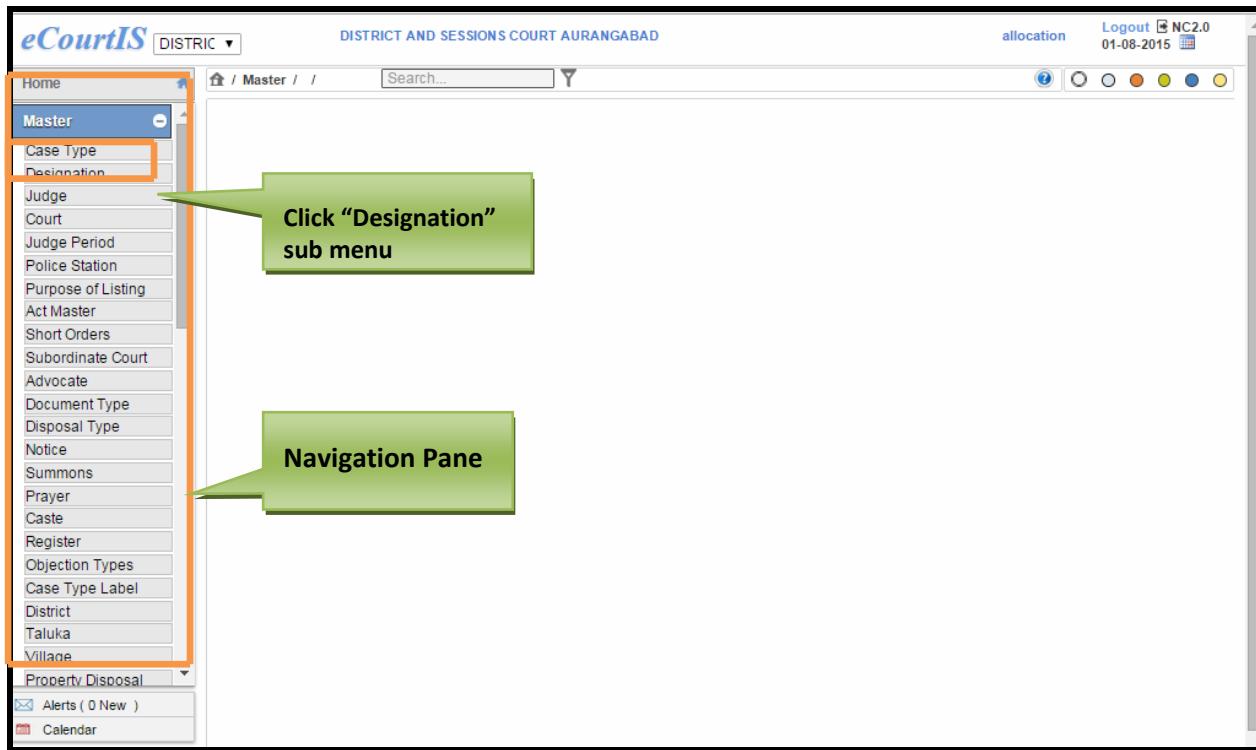
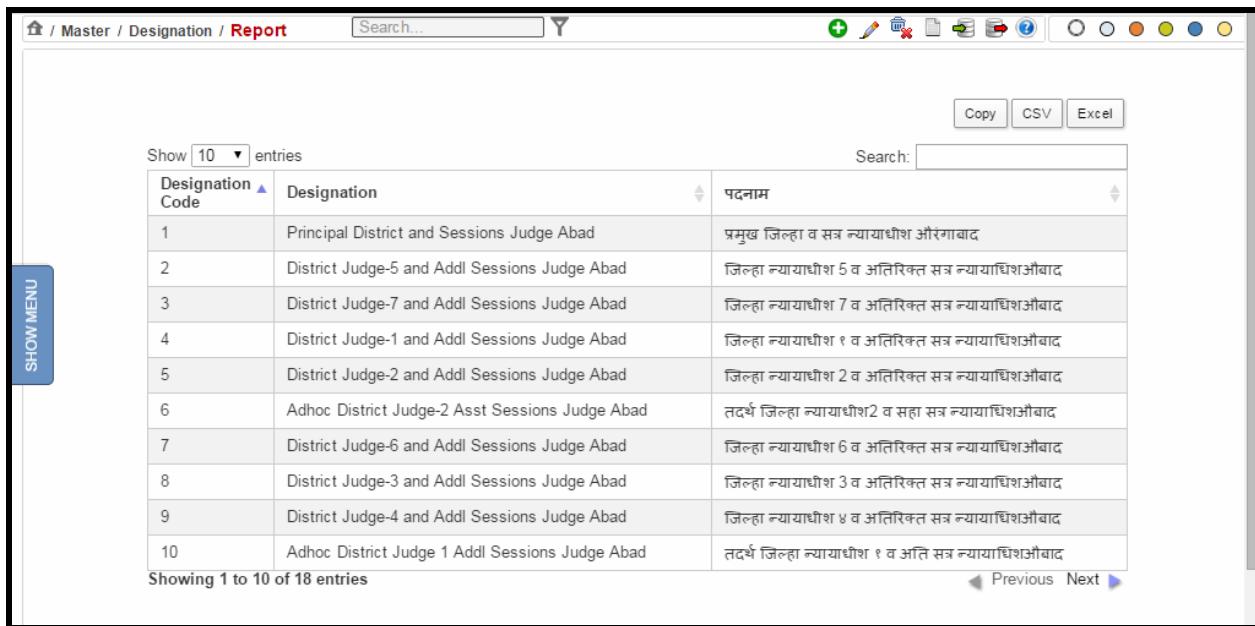


Figure 27 : Navigation for "Designation (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Designation** submenu. **(Refer Figure Number 27)**
- 3 When you click **Designation** sub menu, the **Designation (Report)** screen. **(Refer Figure Number 28)**.
- 4 The **Designation (Report)** displays list of case types in English and local language.

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The screenshot shows a computer application window titled "Court User Manual". The main title bar includes "Home / Master / Designation / Report" and a search bar. Below the title bar is a toolbar with various icons. The main content area is a table with the following columns: "Designation Code" and "Designation". The table contains 10 entries, each with a corresponding "पदनाम" (Name in Hindi) in the rightmost column. The entries are numbered 1 through 10. At the bottom of the table, it says "Showing 1 to 10 of 18 entries" and has "Previous" and "Next" navigation buttons.

Designation Code	Designation	पदनाम
1	Principal District and Sessions Judge Abad	प्रमुख जिल्हा व सत्र न्यायाधीश औरगाबाद
2	District Judge-5 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ५ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
3	District Judge-7 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ७ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
4	District Judge-1 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश १ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
5	District Judge-2 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश २ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
6	Adhoc District Judge-2 Asst Sessions Judge Abad	तदर्थ जिल्हा न्यायाधीश २ व सहा सत्र न्यायाधीश औरगाबाद
7	District Judge-6 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ६ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
8	District Judge-3 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ३ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
9	District Judge-4 and Addl Sessions Judge Abad	जिल्हा न्यायाधीश ४ व अंतिरिक्त सत्र न्यायाधीश औरगाबाद
10	Adhoc District Judge 1 Addl Sessions Judge Abad	तदर्थ जिल्हा न्यायाधीश १ व अंति सत्र न्यायाधीश औरगाबाद

Figure 28: Designation (Report) screen

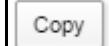
Procedure

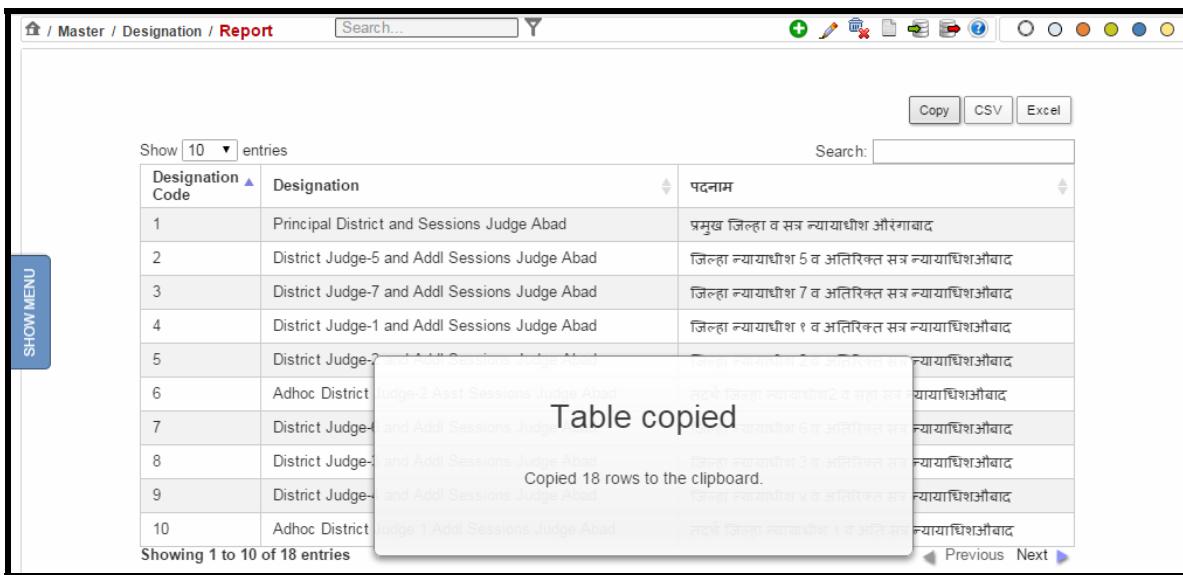
- When you click the **Designation** submenu, the **Designation (Report)** screen is displayed.
- The **Designation Report** is displayed. (Refer to Figure Number 28)
- Select the number of entries you want to view from the **Show entries** select box.
- To view the details of a particular Case, Enter a part of the **Designation** as the search criteria in the **Search** box . The system will search using the search criteria and display the **Designation** details.
- You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending, descending, and alphabetical order.
- For example, to sort **Case Type Code** column, Click the arrow  to sort the details of the column. (Refer to the Figure given below)



- Similarly, you can sort the details of each column using the arrow .
- Click arrow for **Previous**  **Next**  to view the previous page and **Next arrow** to view the next page.

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14. To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message “Table Copied”. (Refer to Figure Number 29)



The screenshot shows a web-based application interface for managing court designations. At the top, there's a navigation bar with links for Home, Master, Designation, and Report. Below the navigation is a search bar labeled 'Search...'. On the right side of the header is a toolbar with various icons. The main content area displays a table titled 'Designation' with columns for 'Designation Code' and 'Designation'. The table lists 10 entries from 1 to 10. A tooltip message 'Table copied' and 'Copied 18 rows to the clipboard.' is overlaid on the right side of the table. At the bottom of the table, it says 'Showing 1 to 10 of 18 entries'. On the far left, there's a blue vertical bar labeled 'SHOW MENU'.

Designation Code	Designation	पदनाम
1	Principal District and Sessions Judge Abad	प्रमुख ज़िल्हा व सत्र न्यायाधीश औरगाबाद
2	District Judge-5 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 5 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
3	District Judge-7 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 7 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
4	District Judge-1 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 1 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
5	District Judge-2 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 2 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
6	Adhoc District Judge-2 And Sessions Judge Abad	लालू ज़िल्हा न्यायाधीश 2 व सहा सत्र न्यायाधीश औरगाबाद
7	District Judge-4 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 4 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
8	District Judge-3 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 3 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
9	District Judge-6 and Addl Sessions Judge Abad	ज़िल्हा न्यायाधीश 6 व अतिरिक्त सत्र न्यायाधीश औरगाबाद
10	Adhoc District Judge-1 And Sessions Judge Abad	लालू ज़िल्हा न्यायाधीश 1 व अतिरिक्त सत्र न्यायाधीश औरगाबाद

Figure 29: Copying the Designation Report

15. Click  button to save the **Report** in your desired destination. The “Save As” dialog box is displayed. (Refer to Figure Number 30).

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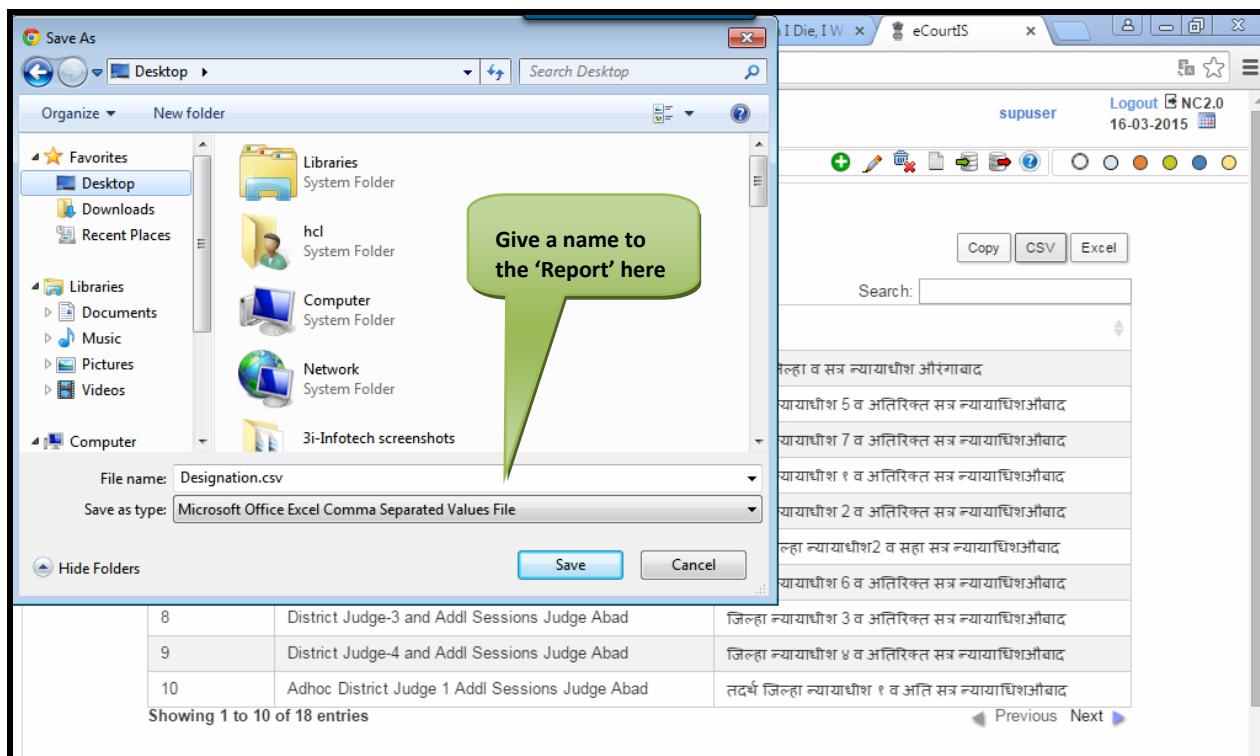


Figure 30: Save As dialog box

16. To **Save** the Report; Choose the destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.
17. **The Report will be saved in the chosen destination in the system**
18. Click button, to save the Report in excel format. Follow steps **14, 15 and 16** for the same.

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4.3. Judge (Report)

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

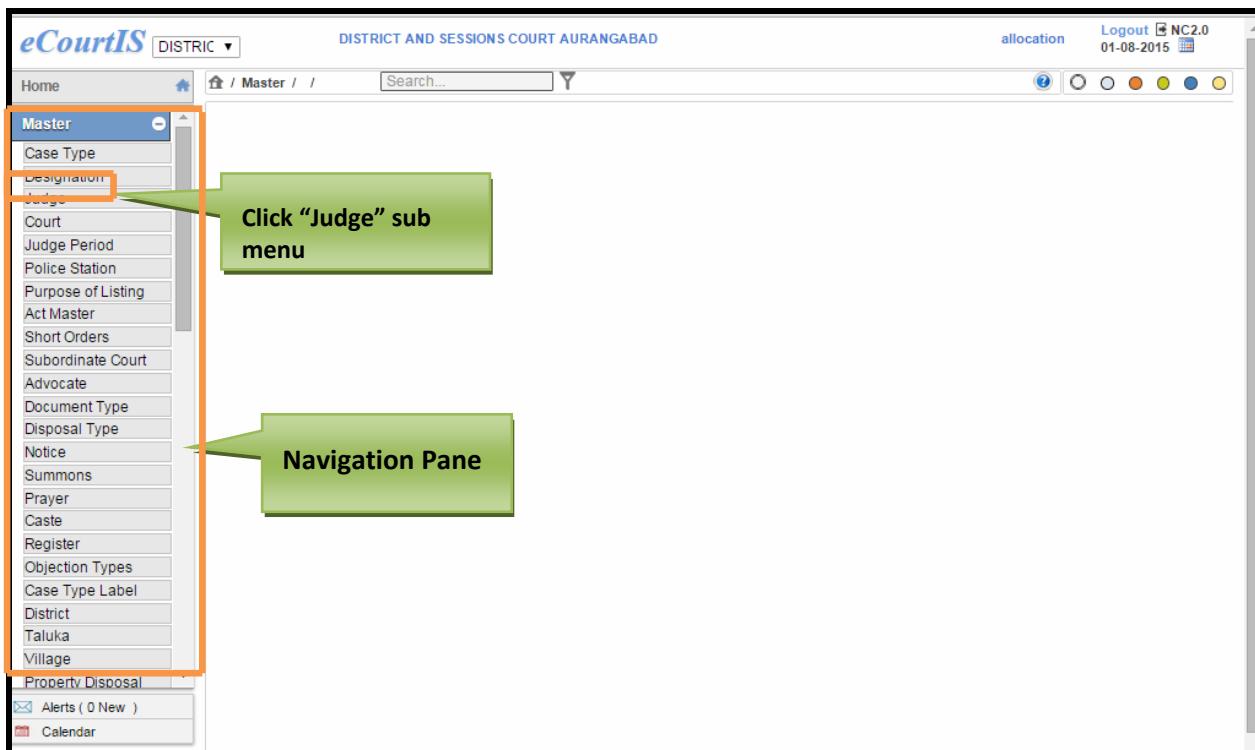


Figure 31: Navigation for "Judge (Report)" screen

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

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

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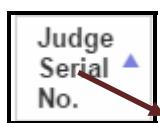
The screenshot shows a web-based application interface for a judge report. At the top, there's a navigation bar with links for Home, Master, Judge, and Report, along with a search bar and various toolbar icons. Below the navigation is a table with 10 entries. The columns are labeled: Judge Serial No., Judge, STATE CODE, Judicial Officer Code, and a column for names in Marathi. The table lists 10 judges from 1 to 10, including names like SHRI T.V. NALAWADE, SHRI R.R. KADAM, etc. At the bottom left, it says 'Showing 1 to 10 of 29 entries'. On the far left, there's a vertical blue bar labeled 'SHOW MENU'.

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

Figure 32: Judge Report screen

Procedure

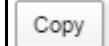
1. When you click the **Designation** submenu, the **Designation (Report)** screen is displayed.
2. The **Judge Report** is displayed. (**Refer to Figure Number 32**)
3. Select the number of entries you want to view from the **Show entries** select box.
4. To view the details of a selected Case, type a part of the **Judge Name** as the search criteria in the **Search** box. The system will search using the search criteria and display the **Judge** details.
5. You can sort the details of each column of the report. To sort, Click the arrow buttons placed towards the upper right corner of each column. You can sort the details in ascending and descending order.
6. **For example**, to sort **Judge Serial No.** column, Click the arrow to sort the details of the column. (**Refer to the Figure given below**)

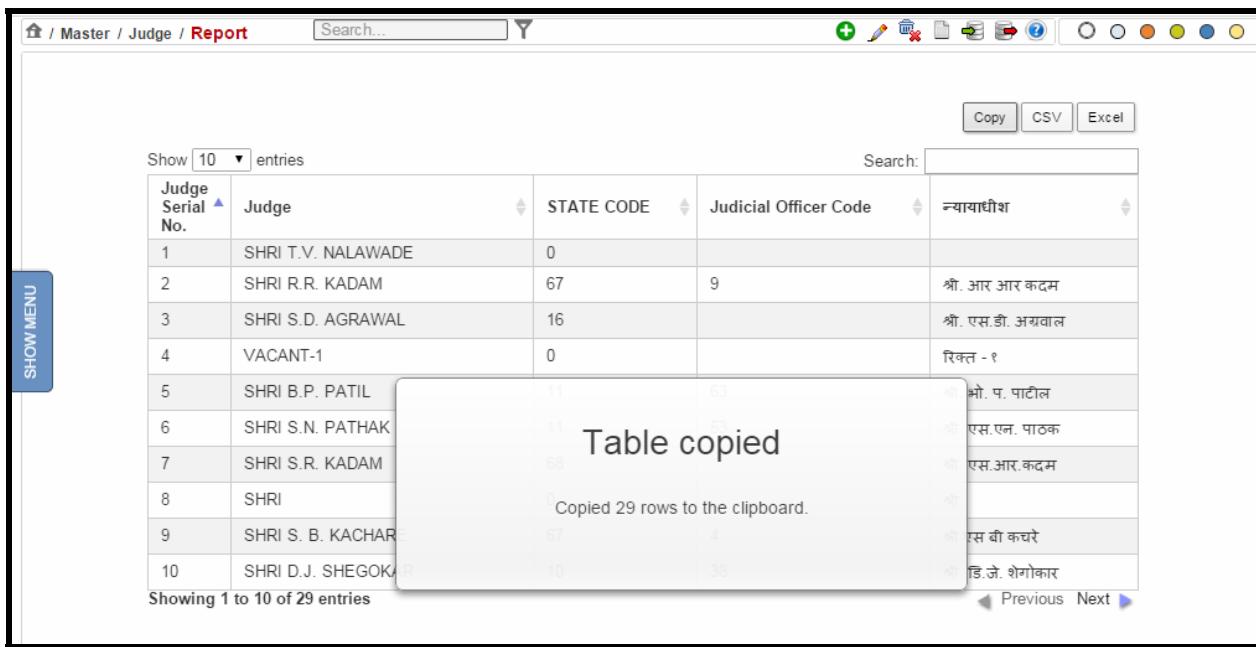


Click to sort

7. Similarly, you can sort the details of each column using the arrow .
8. Click **Previous arrow** to view the previous page and **Next arrow** to view the next page.

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9. To Copy the **Report**, Click the  button. The Report will be copied to the clipboard. The system will display the message “Table Copied”. (Refer to Figure Number 33)



The screenshot shows a web-based application for managing court data. On the left, there's a vertical sidebar with a 'SHOW MENU' button. The main area has a header with 'Master / Judge / Report' and a search bar. Below the header is a toolbar with various icons. A table lists 'Judge Serial No.', 'Judge', 'STATE CODE', 'Judicial Officer Code', and 'न्यायाधीश' (Nyayadarshak). The table contains 10 visible rows, with a total of 29 entries. A modal dialog box is centered over the table, displaying the text 'Table copied' and 'Copied 29 rows to the clipboard.' At the bottom of the table, it says 'Showing 1 to 10 of 29 entries'.

Figure 33: Copying the Judge report

10. Click  button to save the **Report** in your desired destination. The “Save As” dialog box is displayed. (Refer to Figure Number 34)

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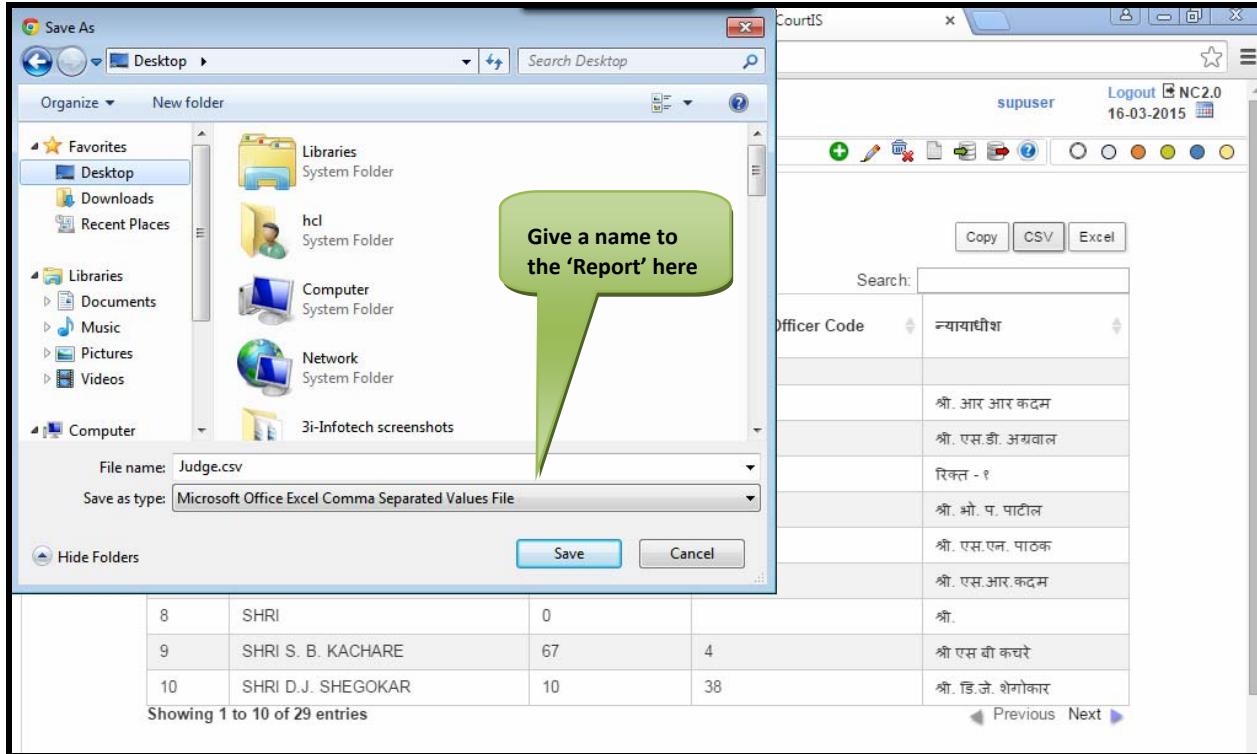


Figure 34: Save As dialog box

11. To **Save** the Report; Choose a destination, for example Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.

12. The Report will be saved in the chosen destination in the system.

13. Click  button, to save the Report in excel sheet format. Follow steps **09, 10, and 11** for the same.

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4.4. Court (Report)

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

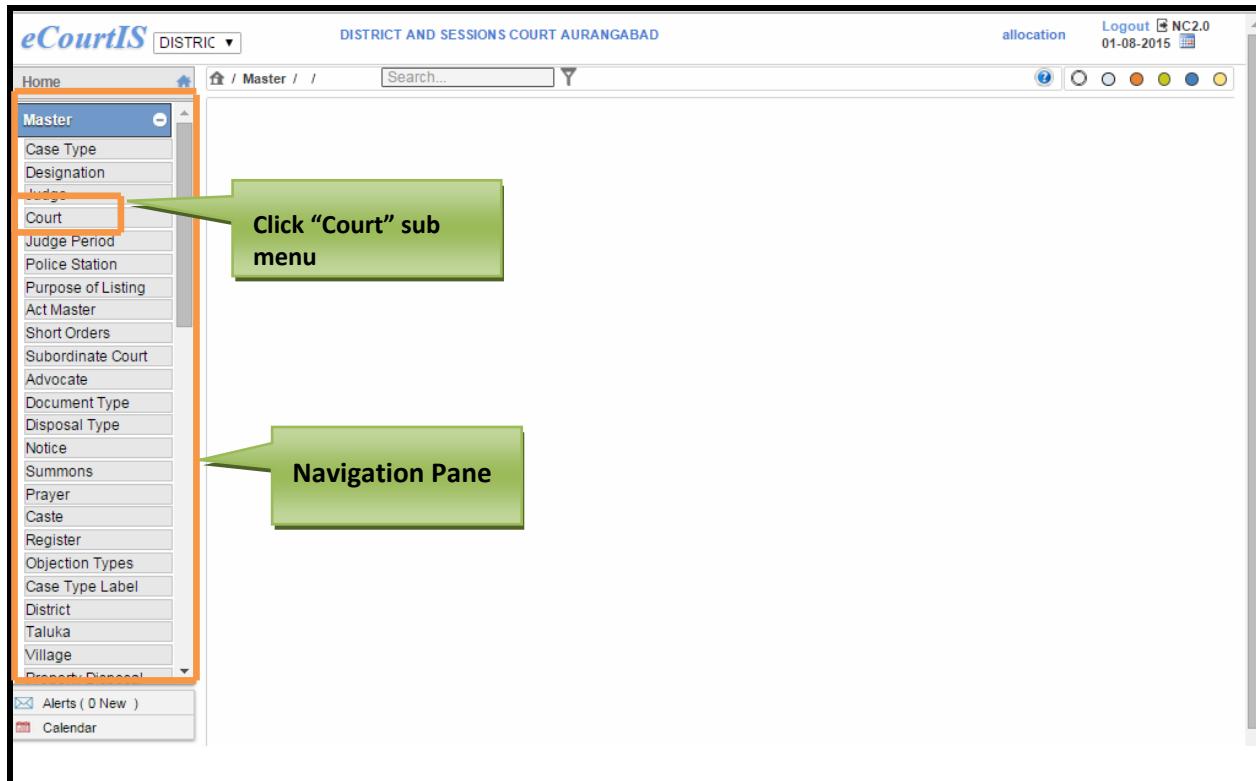


Figure 35: Navigation for "Court (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Court** submenu (**Refer Figure Number 35**).
- 3 When you click **Court** sub menu, the **Court (Report)** screen. (**Refer Figure Number 36**)
- 4 The **Court (Report)** displays list of **Courts** in English and local language.

Court User Manual

The screenshot shows a software interface titled 'Court User Manual'. At the top, there's a navigation bar with links to 'Home', 'Master', 'Court', and 'Report'. A search bar is also at the top. Below the navigation is a toolbar with various icons. On the left, a vertical blue button labeled 'SHOW MENU' is visible. The main area contains a table with two columns: 'Court No.' and 'Room Number'. The table lists entries from 1 to 10. At the bottom of the table, it says 'Showing 1 to 10 of 14 entries'. To the right of the table are buttons for 'Copy', 'CSV', and 'Excel'. There's also a 'Search:' field and navigation arrows ('Previous' and 'Next').

Court No.	Room Number
1	1
2	2
3	3
4	4
5	5
6	6
7	7
8	8
9	9
10	10

Figure 36: Court (Report) screen

Procedure

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

Court User Manual

4.5. Judge Period (Report)

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

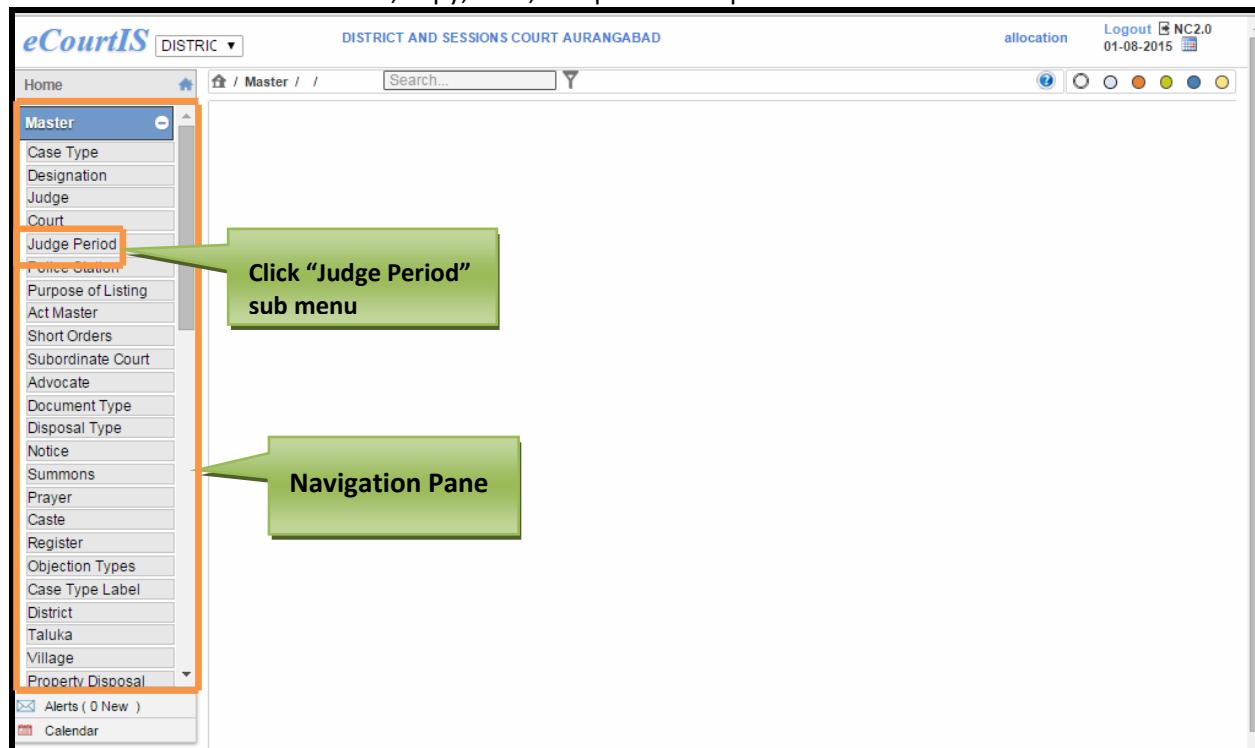


Figure 37: Navigation for "Judge Period (Report)" screen

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

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

Court User Manual

The screenshot shows a web-based application interface for a 'Judge Period (Report)'. At the top, there's a navigation bar with links for Home, Master, Judge Period, and Report, along with a search bar and various system icons. Below the navigation is a toolbar with Copy, CSV, and Excel buttons. The main content area is a table listing 10 entries of judges, with a total of 64 entries shown. The columns are Court No., Judge, From Date, To Date, and Judge Designation. The table includes sorting arrows for each column. At the bottom left, it says 'Showing 1 to 10 of 64 entries'. On the far left, there's a vertical blue button labeled 'SHOW MENU'.

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

Figure 38: Judge Period (Report) screen

Procedure

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

Court User Manual

4.6. Police Station

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

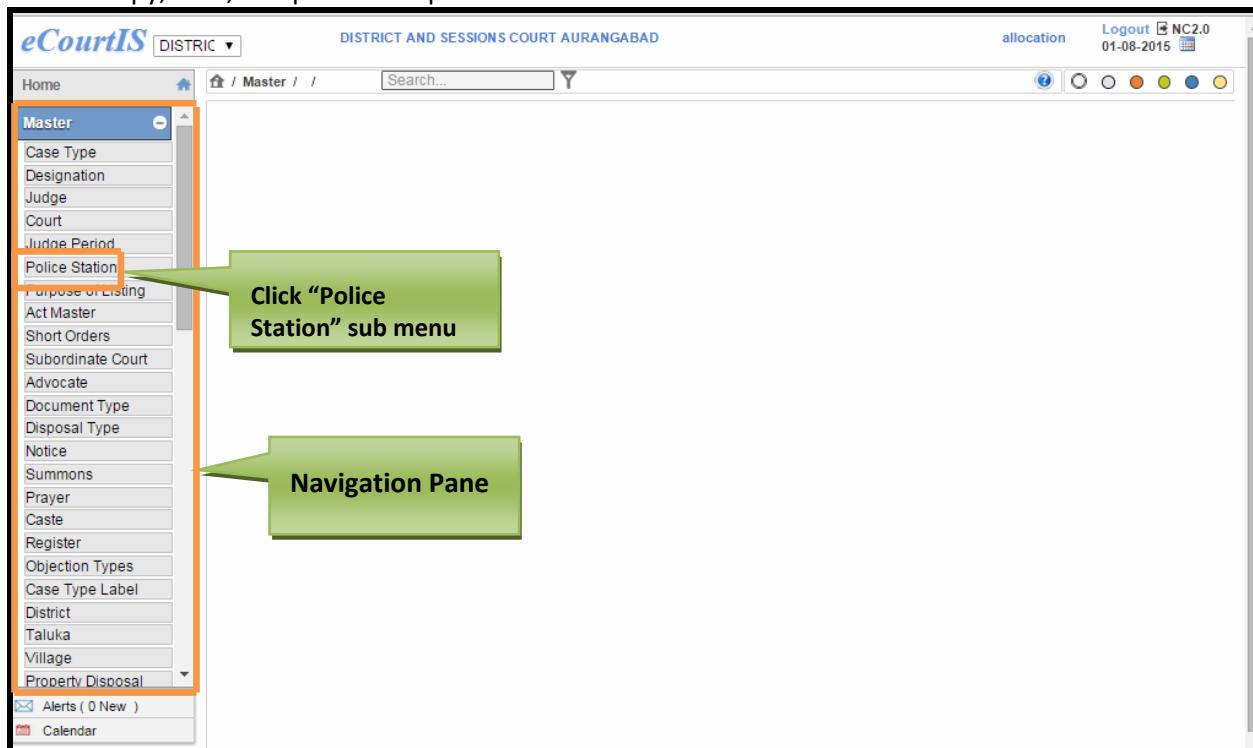


Figure 39: Navigation for "Police Station (Report)" screen

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

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

Court User Manual

The screenshot shows a computer interface for a 'Police Station Report'. At the top, there's a navigation bar with icons for Home, Master, Police Station, and Report, followed by a search bar labeled 'Search...'. Below the search bar are three buttons: Copy, CSV, and Excel. A 'SHOW MENU' button is located on the left side of the main content area. The main content is a table with the following data:

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

At the bottom of the table, it says 'Showing 1 to 10 of 45 entries' and has 'Previous' and 'Next' buttons.

Figure 40: Police Station (Report) screen

Procedure

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

Court User Manual

4.7. Purpose of Listing

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

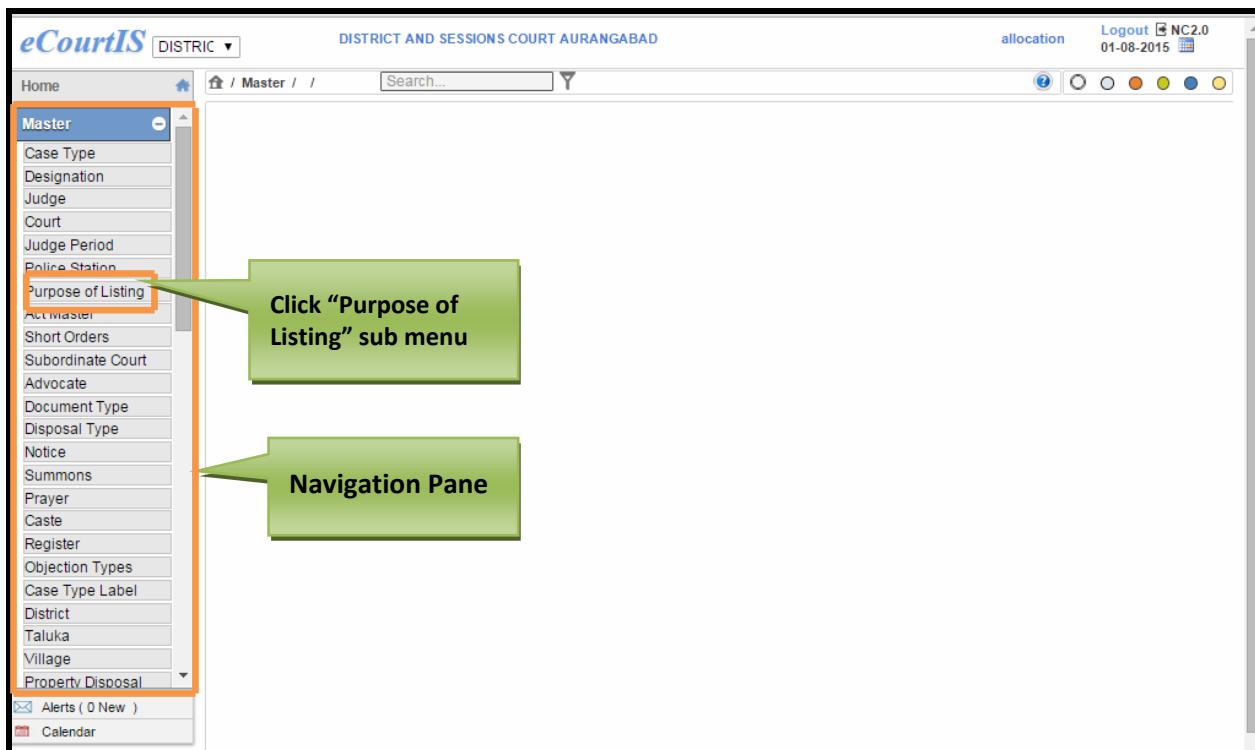


Figure 41: Navigation for "Purpose of Listing (Report)" screen

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

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

Court User Manual

The screenshot shows a computer application window titled "Court User Manual". The main title bar includes "Home / Master / Purpose of Listing / Report". Below the title is a search bar labeled "Search...". The main content area displays a table with 104 entries. The columns are: "Purpose Code" (with a blue upward arrow icon), "Purpose Details", "Ready/Unready", "Purpose Priority", and "Purpose Description" (in Marathi). The table rows show various legal terms like "Judgment", "Arguments", "Evidence Part Heard", etc., with their corresponding priority numbers and descriptions. At the top right of the table are buttons for "Copy", "CSV", and "Excel". Below the table, there is a message "Showing 1 to 10 of 104 entries" and navigation arrows for "Previous" and "Next". A vertical blue button on the left is labeled "SHOW MENU".

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

Figure 42: Purpose of Listing (Report) screen

Procedure

1. When you click the **Purpose of Listing** submenu, the **Purpose of Listing (Report)** screen is displayed.
2. The **Purpose of Listing report** is displayed. (**Refer to Figure Number 42**)
3. **For features of this option Please Refer to Section 4.1. (Case Type Report).**
4. **Click the hyperlink (text in blue) to view the Report features.**

Court User Manual

4.8. Act Master

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

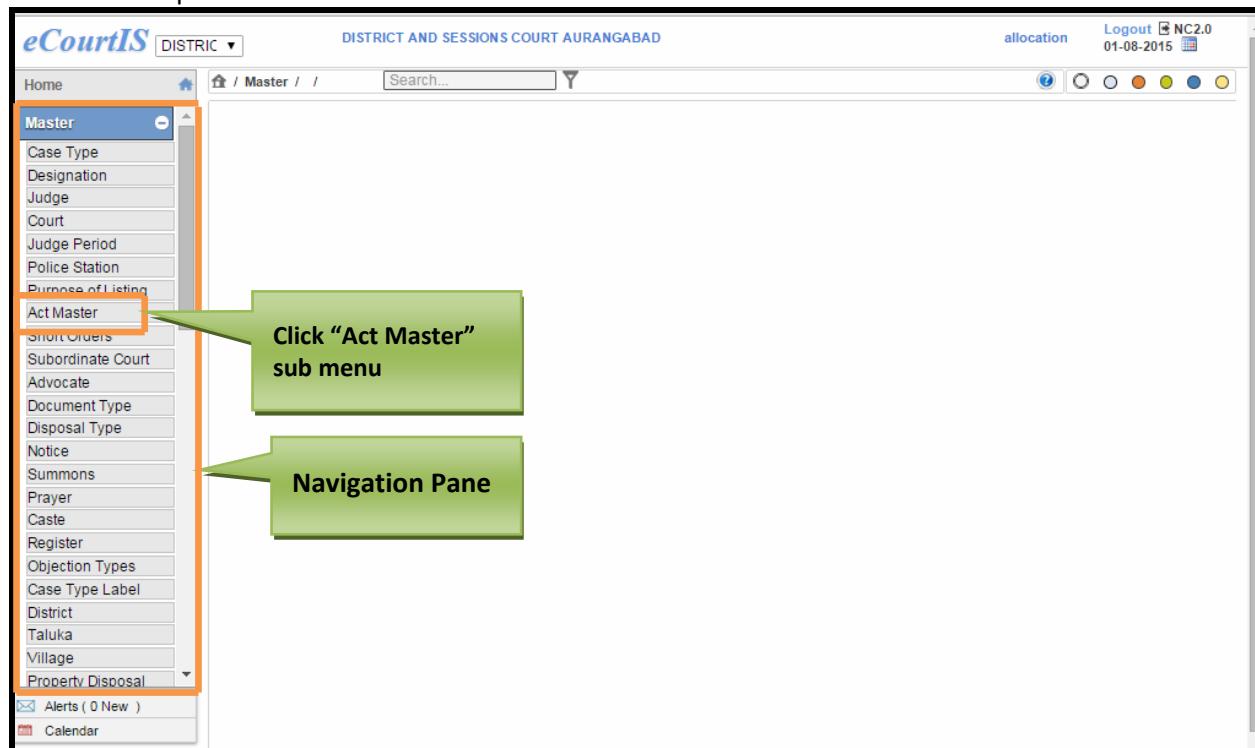


Figure 43: Navigation for "Act (Report)" screen

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

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

Court User Manual

The screenshot shows a web-based application interface for the 'Act Master (Report)' screen. At the top, there's a navigation bar with links for Home, Master, Act Master, and Report. A search bar is positioned above the main content area. The main area contains a table with 10 entries, each representing a law. The columns are labeled 'Act Code', 'Act', 'State/Central', and 'अधिनियम' (Adhiniyam). The table includes the following data:

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

Below the table, it says 'Showing 1 to 10 of 188 entries' and has navigation arrows for 'Previous' and 'Next'.

Figure 44: Act Master (Report) screen

Procedure

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

Court User Manual

4.9. Short Orders

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

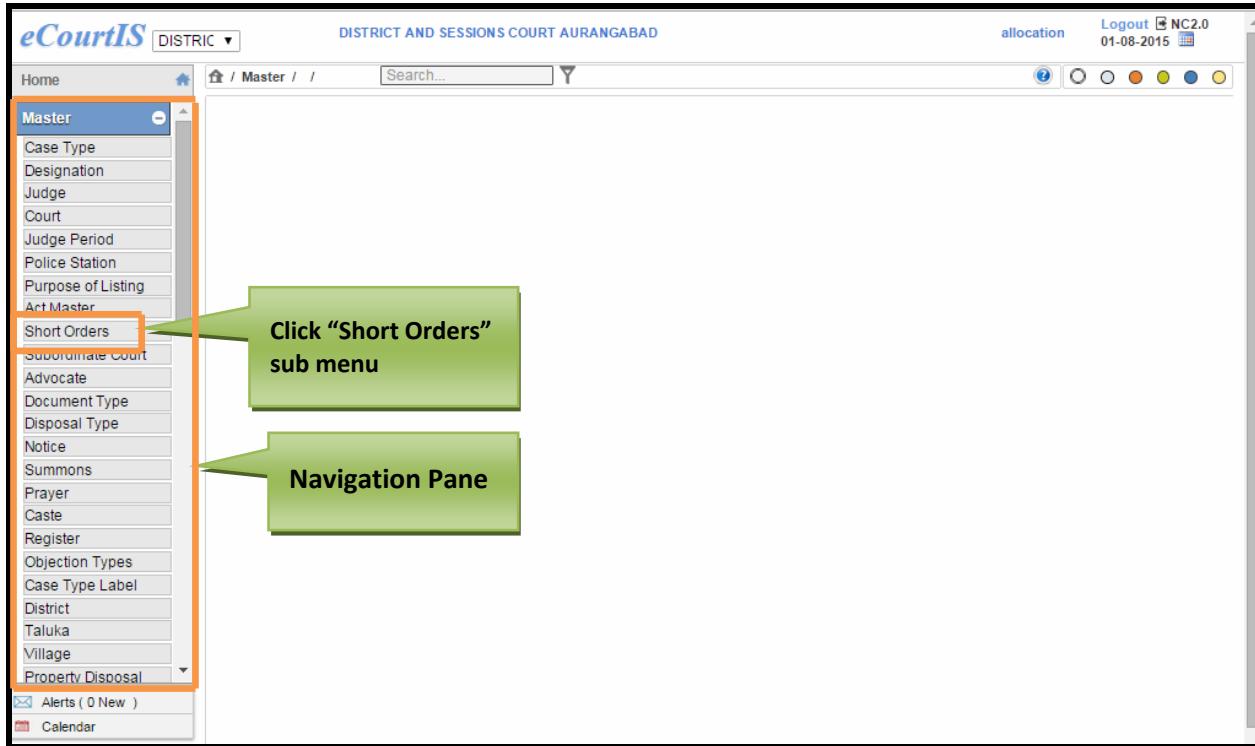


Figure 45: Navigation for "Short Orders (Report)" screen

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

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

Court User Manual

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

Figure 46: Short Orders (Report) screen

Procedure

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

Court User Manual

4.10. Subordinate Court

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

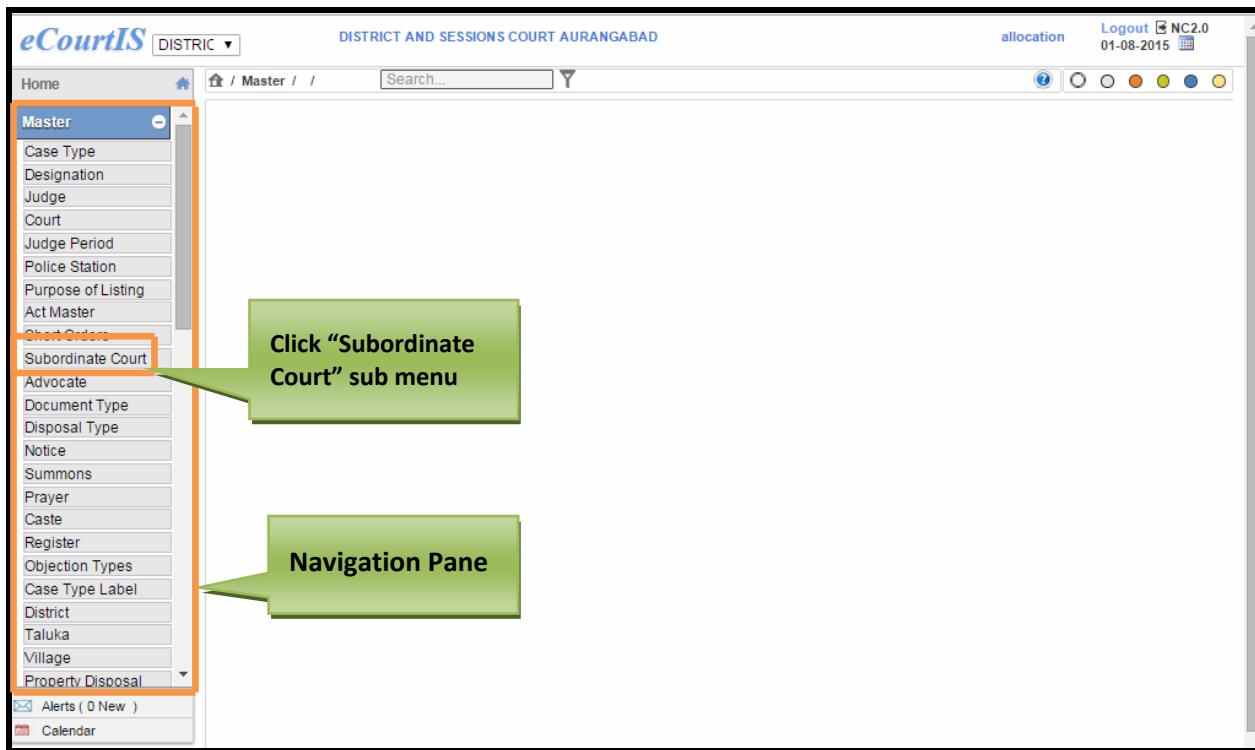


Figure 47: Navigation for "Subordinate Court (Report)" screen

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

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

Court User Manual

The screenshot shows a computer interface for a court reporting system. At the top, there's a navigation bar with icons for home, master, subordinate court, and report, followed by a search bar. Below the navigation is a toolbar with buttons for copy, CSV, and Excel. A dropdown menu labeled 'Show' is set to '10 entries'. A search field is also present. The main area is a table with two columns: 'Subordinate Court Code' and 'Subordinate Court'. The table lists 10 entries from 1 to 10, each with a name in English and its corresponding name in Marathi. At the bottom of the table, it says 'Showing 1 to 10 of 68 entries' with previous and next navigation buttons.

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

Figure 48: Subordinate Court (Report) Screen

Procedure

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

Court User Manual

4.11. Advocate (Report)

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



Figure 49: Navigation for "Advocate (Report)" screen

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

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

Court User Manual

The screenshot shows a computer interface for a court's user manual. On the left, there is a vertical blue sidebar with the text "SHOW MENU". The main area has a title bar with "Home / Master / Advocate / Report" and a search bar. Below the title bar is a toolbar with various icons. A message "No data found" is displayed. The main content is a table titled "Advocate Report" with the following data:

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

Figure 50: Advocate Report screen

Procedure

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

4.12. Document Type (Report)

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

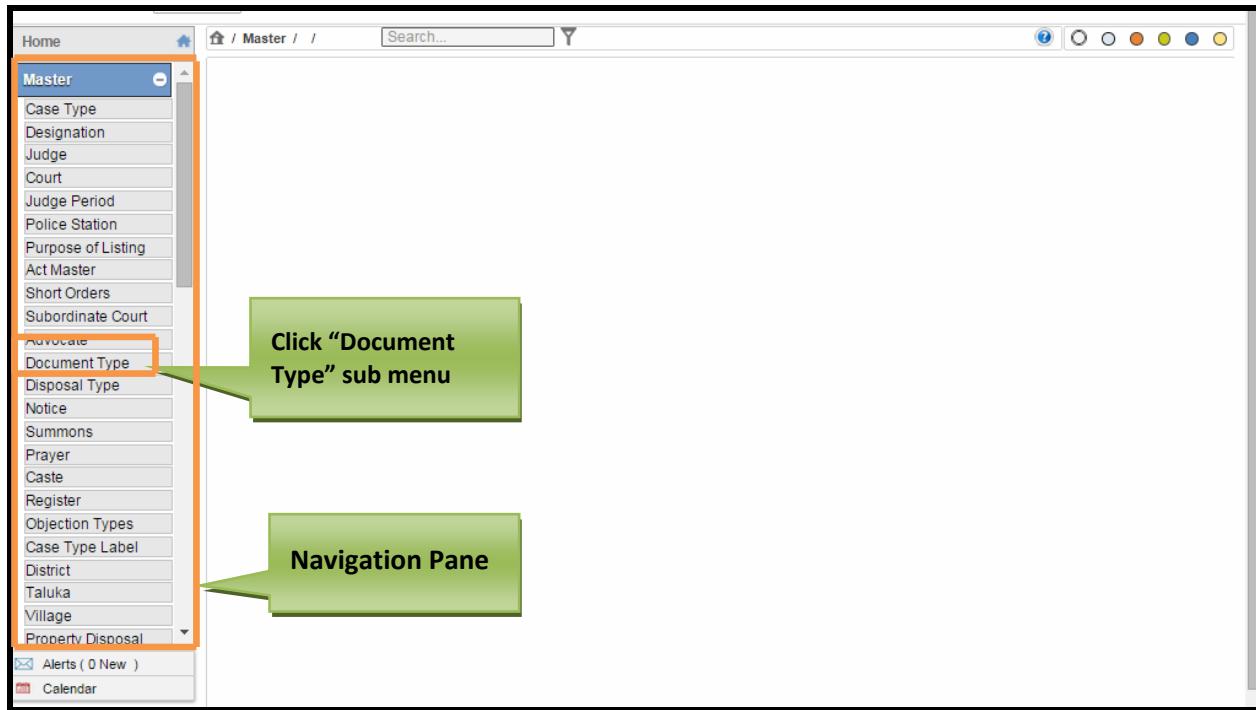


Figure 51: Navigation for "Document Type" screen

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

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

Court User Manual

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

Figure 52: Document Type (Report) screen

Procedure

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

4.13. Disposal Type (Report)

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

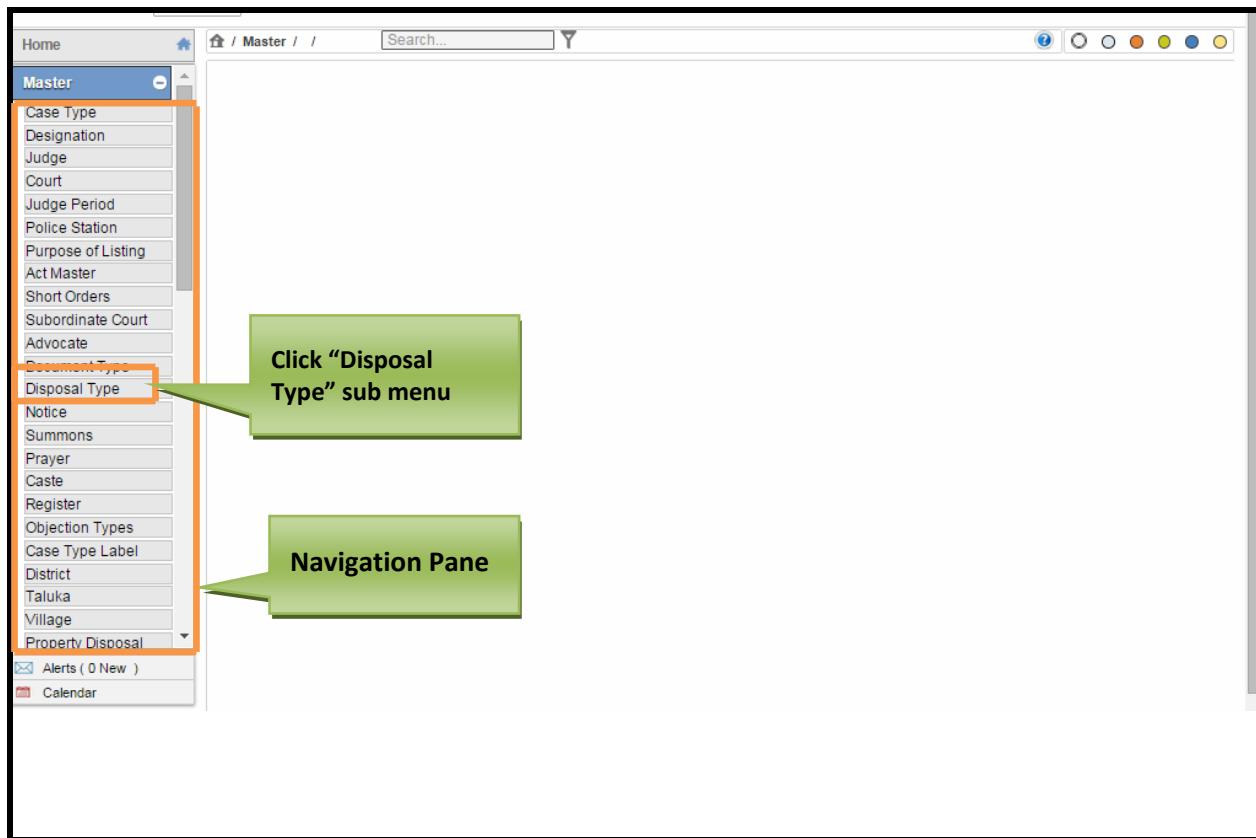


Figure 53: Navigation for "Disposal Type" screen

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

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

Court User Manual

The screenshot shows a software interface titled "Court User Manual". At the top, there's a navigation bar with links like "Home / Master / Disposal Type / Report" and a search bar. Below the navigation is a toolbar with various icons. The main area is a table titled "Disposal Type" with two columns: "Disposal Type Code" and "Disposal Type". The table lists 10 entries, each with a corresponding name in Marathi. A vertical "SHOW MENU" button is located on the left side of the table. At the bottom, it says "Showing 1 to 10 of 22 entries" and has "Previous" and "Next" buttons.

Disposal Type Code	Disposal Type	निकालाचा प्रकार
1	JUDGMENT	न्यायानिर्णय
2	OTHERWISE	पूर्ण चौकळी विना
3	DISMISSED	खारीज
4	PARTLY DECREED	अंशतः निवाडा
5	DISMISSED IN DEFAULT	कसुरीमुळे खारीज
6	COMPROMISE BEFORE EVIDENCE	तडजोडीये शर्तानुसार निवाडा
7	LOKADALAT	लोक-जदालत
8	SETTLEMENT BY MEDIATION	मध्यस्थामार्फत तडजोड
9	CONCILIATION	समेट
10	ACQUITTED	निर्दोष

Figure 54: Disposal Type (Report) screen

Procedure

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

Court User Manual

4.14. Notice (Report)

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

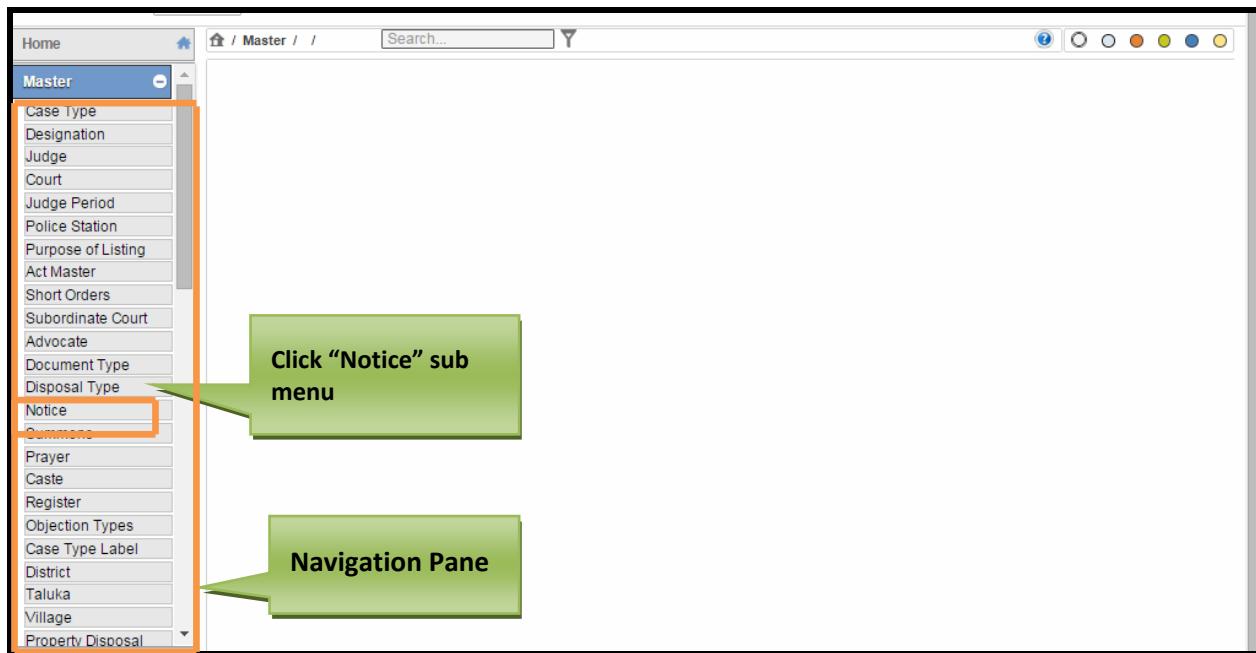


Figure 55: Navigation for "Notice" screen

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

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

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Notice Code	Notice Title	Description
1	Summons For Disposal Of Suit - O. 5 R. 15.	दावा निकालात काढण्यासाठी समन्स - आदेश ५, नियम १, ५
2	Summons For Settlement Of Issues-O. 5 R. 15.	वादप्रश्नांच्या निश्चितीसाठी समन्स
3	Summons To Appear In Person-O. 5 R. 3.	जाणीने हजर राहण्याचाबत समन्स
4	Summons in a Summary Suit - Order XXXVII Rule 2	संक्षिप्त दाव्यामधील समन्स आदेश ३७ नियम २
5	SUMMONS FOR JUDGMENT IN A SUMMARY SUIT - Order XXXVII Rule 3	संक्षिप्त दाव्यामधील न्यायनिर्णयासाठी समन्स - आदेश ३७, नियम ३
6	Notice to Person who the Court Considers should be added as Co-Plaintiff - O. 1 R. 10.	ज्या व्यक्तीस सहवाठी म्हणून सामील करावे असे न्यायालयास वाटते तिला नोटीस.
7	Summons to Legal Representative of a Deceased Defendant- O. 22 R. 4.	मृत प्रतिवादीच्या वैध प्रतिवादीला समन्स
8	Order for Transmission of Summons for Service in the Jurisdiction of another Court -O. 5 R. 21.	अन्य न्यायालयाच्या अधिकारक्षेत्रात बजावणी करण्याकरता समन्स पाठविण्यासबैधीया आदेश.
9	Order for Transmission of Summons to be Served on a Prisoner -O. 5 R. 25.	केंद्र्यावर बजावायाचे समन्स पाठविण्यासबैधीचा आदेश.
10	Order for Transmission of Summons to be Served on a Public Servant or Soldier- O. 5 RR. 27 28.	लोकसेवक किंवा सेनिंग यांच्यावर बजावायाचे समन्स पाठविण्यासबैधीचे आदेश.

Showing 1 to 10 of 145 entries

Figure 56: Notices Report

Procedure

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

Court User Manual

4.15. Summons (Report)

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

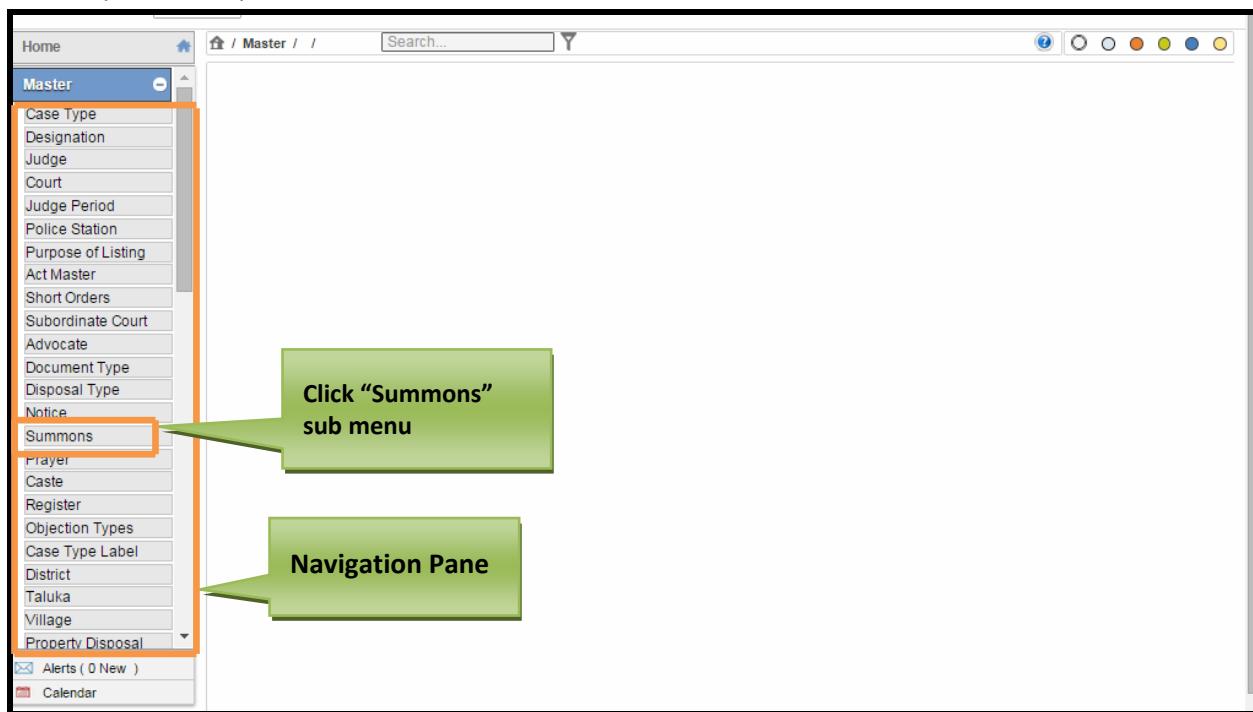


Figure 57: Navigation for "Summons (Reports)" screen

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

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

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Summons Code	Summons	समंस
1	Form 1 - SUMMONS TO AN ACCUSED PERSON See section 61	आरोपी व्यक्तीवर समन्स - कलम ६१
2	Form 2 - WARRANT OF ARREST See section 70	अटकेचे वॉरंट - कलम ७० पहा
3	Form 3 - BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT See section 81	नमुना क्रमांक ३ - वॉरंटाखाली अटक करण्यात आल्या नंतर बंधपत्र व जामीनखत - कलम ८१ पहा
4	Form No 4 - PROCLAMATION REQUIRING THE APPEARANCE OF A PERSON ACCUSED See section 82	नमुना क्रमांक ४ - आरोपी व्यक्तीस उपस्थित राहण्यास फर्मावणारी उद्घोषणा - कलम ८२ पाहा
5	Form 5 - PROCLAMATION REQUIRING THE ATTENDANCE OF A WITNESS See sections 82 87 and 90	नमुना क्रमांक ५ - साक्षीदारास हजर राहण्यास फर्मावणारी उद्घोषणा - कलमे ८२ ए ८७ व ९० पहा
6	Form 6 - ORDER OF ATTACHMENT TO COMPEL THE ATTENDANCE OF A WITNESS See section 83	नमुना क्रमांक ६ - साक्षीदाराला हजर राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा
7	Form 7 - ORDER OF ATTACHMENT TO COMPEL THE APPEARANCE OF A PERSON ACCUSED See section 83	नमुना क्रमांक ७ - आरोपी व्यक्तीला उपस्थित राहण्यास भाग पाडणारा जप्तीचा आदेश - कलम ८३ पाहा

Figure 58: Summons (Report)

Procedure

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

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4.16. Prayer (Report)

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

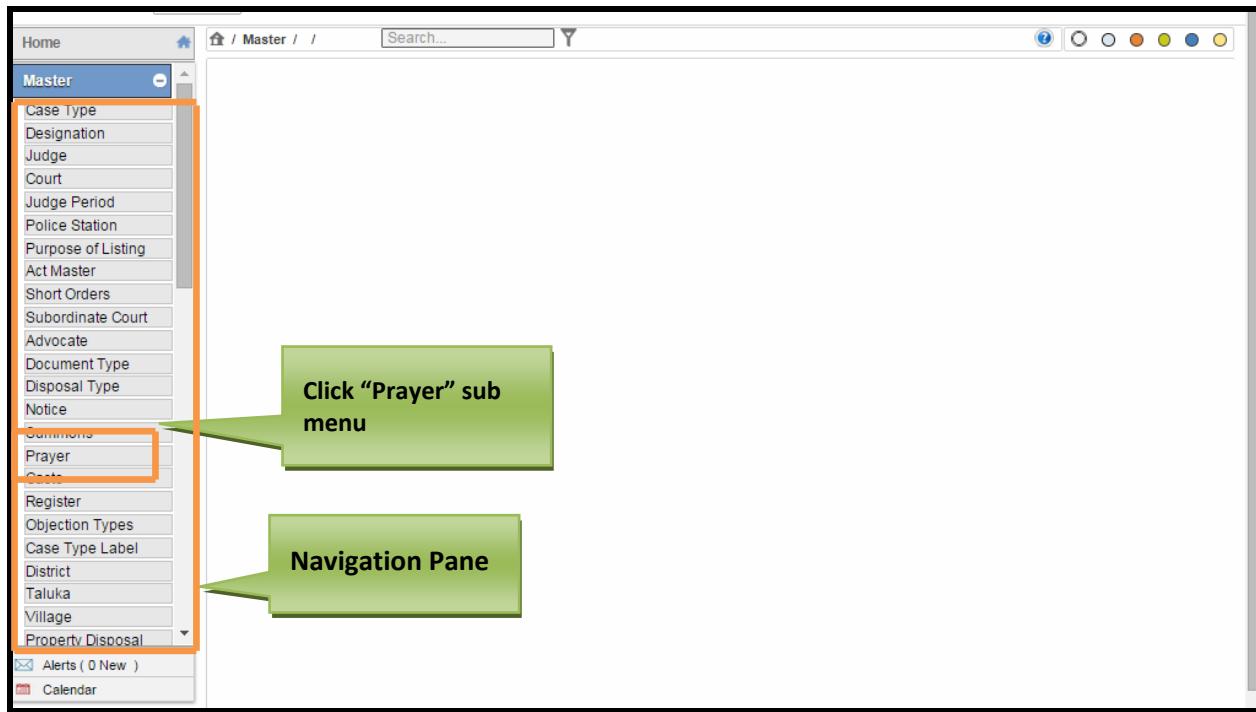


Figure 59: Navigation for "Prayer (Reports)" screen

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

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

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

Figure 60: Prayer (Report)

Procedure

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

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4.17. Caste (Report)

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

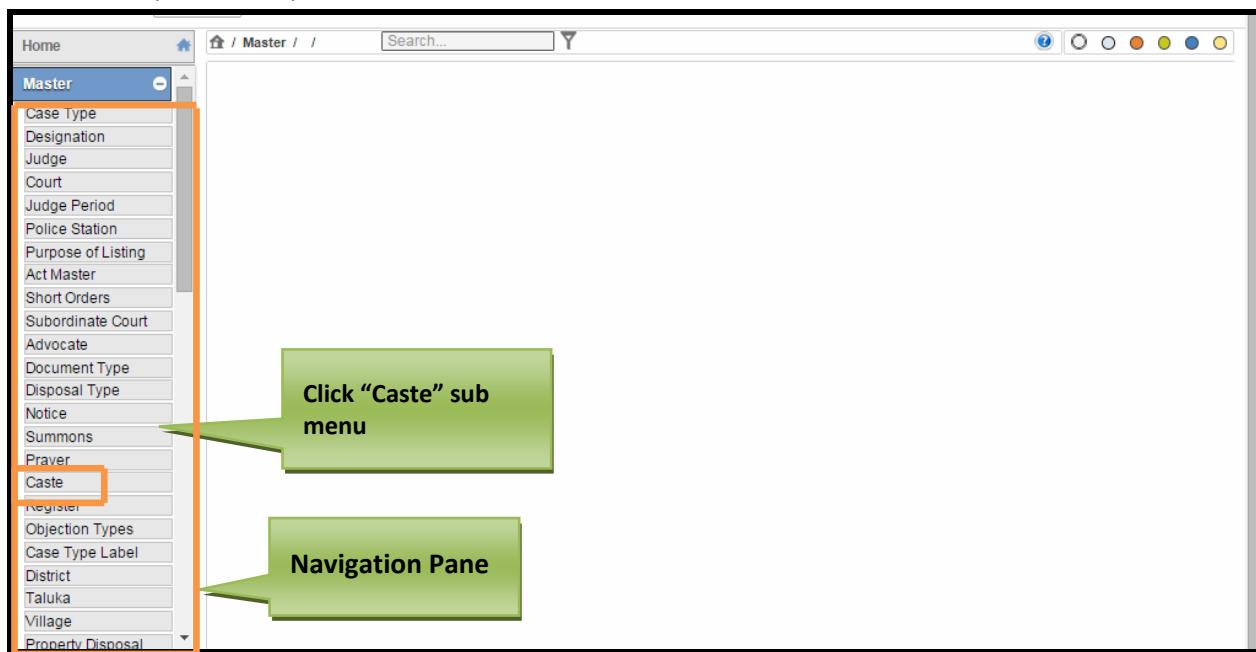


Figure 61: Navigation for "Caste (Reports)" screen

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

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

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

Figure 62: Caste (Report)

Procedure

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

4.18. Register (Report)

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

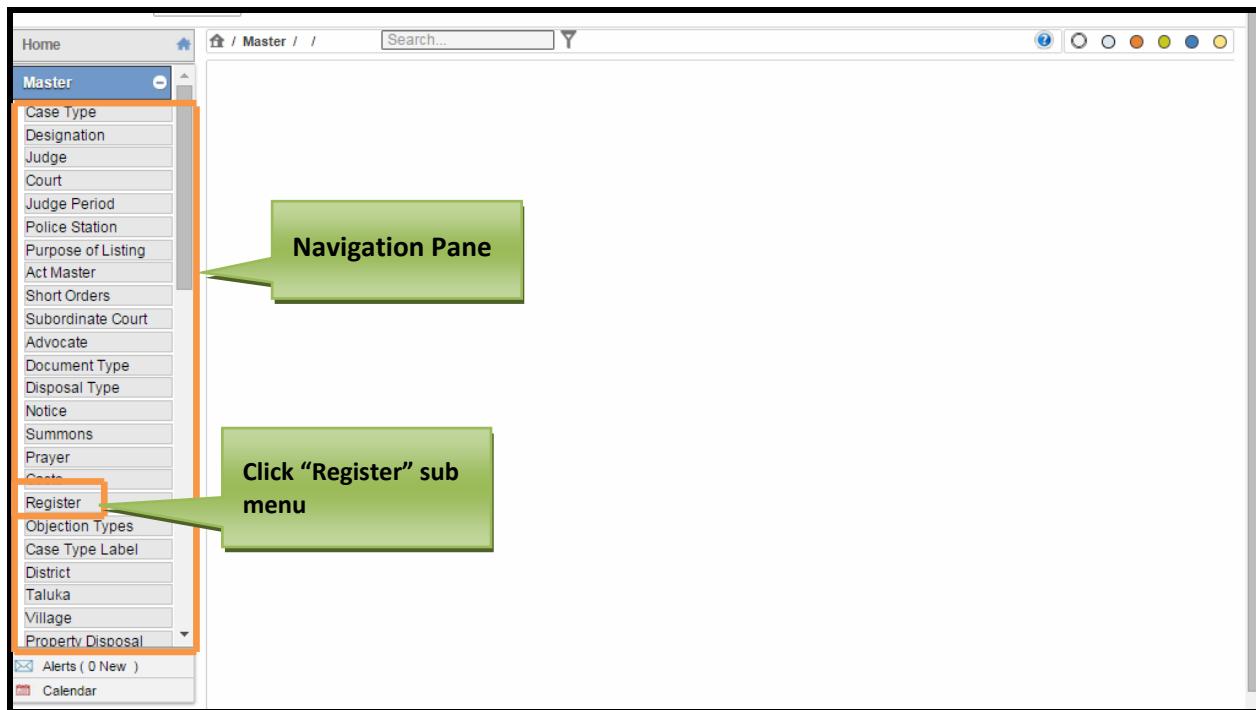


Figure 63: Navigation for "Register (Report)" screen

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

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

Court User Manual

The screenshot shows a computer application window titled "Court User Manual". The main title bar includes "Home / Master / Register / Report" and a search bar. The toolbar at the top has icons for file operations like New, Open, Save, Print, and Exit, along with buttons for Copy, CSV, and Excel.

The main content area is a table titled "Register (Report)". The table has columns: "Register Code" (with a dropdown menu), "Register", "Case Type", "Urgent Rate", "Ordinary Copy Rate", "Appear after days", and "नांदवाही" (Nandvahi). A blue button labeled "SHOW MENU" is visible on the left side of the table. The "Case Type" column lists numerous legal categories with their respective codes, such as Civil Appeal-1, Misc.Civil Appeal-2, Civil M.A.-3, Civil Revn.-4, Civil Suit-5, Marriage Petn.-6, Land Ref.-7, Darkhast-8, L.R.DKST.-9, Elec.Petn.-10, C.Appln.-11, Reg.Civil Suit-27, Munci. Appeal-28, Spl.Civ.Suit-29, L.R.M.A.-33, Arbitration Case-35, Reg Dkst-47, Spl. Dkst-48, Rent Appeal-51, M.A.N.R.J.I.-52, Small Cause Suit-54, Rent Suit-55, Trust Appeal-56, Trust Suit-57, Sum.Civ.Suit-59, M.J.Cases-60, Mesne Profit-61, Succession-62, Final Decree-63. The "Urgent Rate" is 7.00, "Ordinary Copy Rate" is 4.00, "Appear after days" is 0, and "नांदवाही" is दिवाणी (Dewanī).

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

Figure 64: Register (Report)

Procedure

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

4.19. *Objection Types (Report)*

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

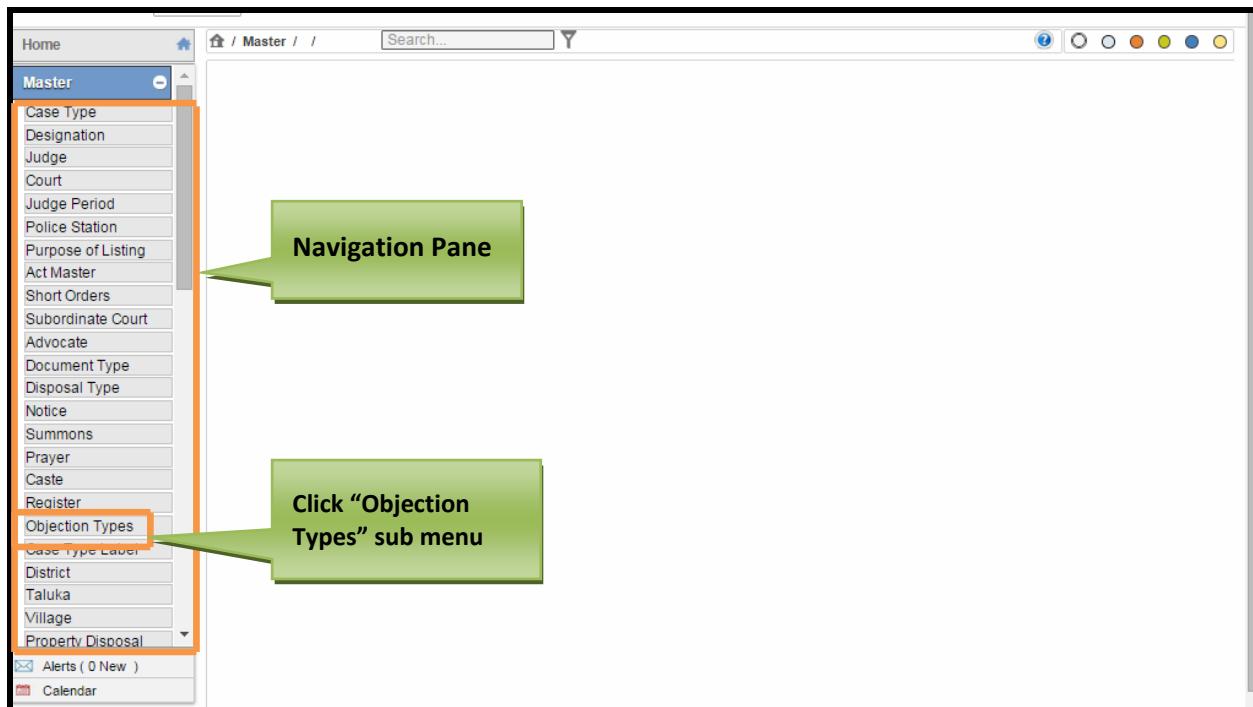


Figure 65: Navigation for "Objection Types (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Objection Types** submenu (Refer Figure Number 65)
- 3 When you click **Objection Types** sub menu, the **Objection Types (Report)** screen is displayed. (Refer Figure Number 66)
- 4 The **Objection Types (Report)** displays the **Objection Types** list in English and local language.

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

Figure 66: Objection (Report)

Procedure

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

4.20. Case Type Label (Report)

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

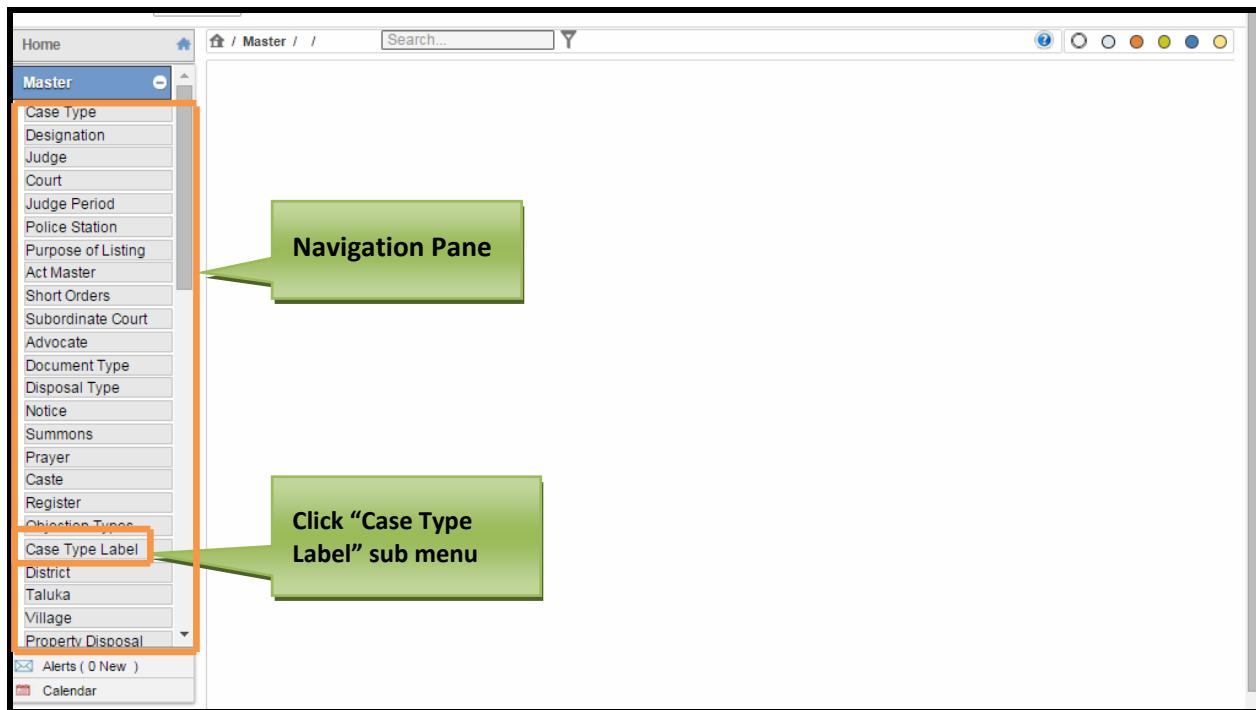


Figure 67: Navigation for "Case Type Label (Report)" screen

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

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

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The screenshot shows a web-based application interface for managing case type labels. At the top, there's a navigation bar with icons for home, master, case type label, report, search, and various document-related functions. Below the navigation is a toolbar with buttons for copy, CSV, and Excel. A dropdown menu 'Show [10 ▾ entries]' is set to 10, and a search bar is present. The main area contains a table with 13 columns labeled 'Case Type' through 'Label12' and 'Label (Date field)'. The first row is a header. The second row contains 'Civil Appeal' and 'accident'. The third row contains 'Civil M.A.' and 'a'. The fourth row contains 'M.A.C.P.' and 'test1, test2, test3, test4'. A vertical blue bar on the left is labeled 'SHOW MENU'. At the bottom, it says 'Showing 1 to 3 of 3 entries' with previous and next buttons.

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

Figure 68: Case Type Labels (Report) screen

Procedure

1. When you click the **Case Type Label** submenu, the **Case Type Label (Report)** screen is displayed.
2. The **Case Type Labels (Report)** is displayed. (Refer to Figure Number 68)
3. **For features of this option** [Please Refer to Section 4.1. \(Case Type Report\).](#)
4. **Click the hyperlink (text in blue) to view the Reports feature.**

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4.21. District (Report)

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

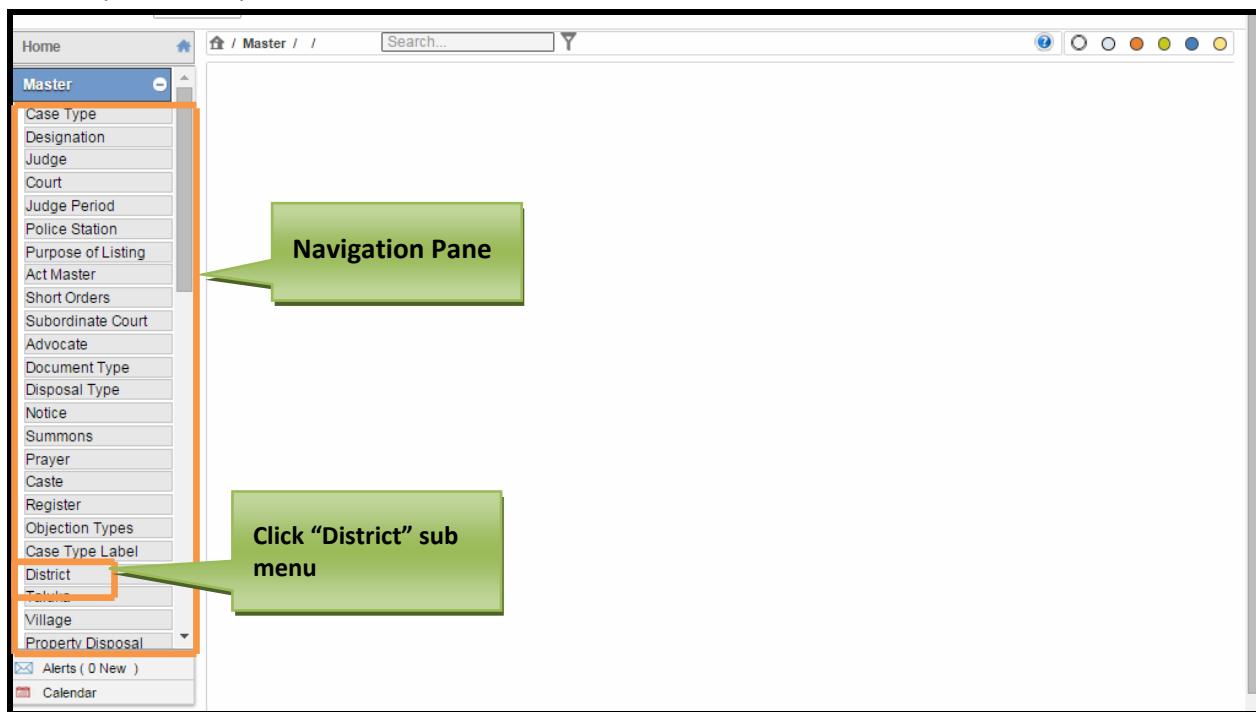


Figure 69: Navigation for "District(Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **District** submenu. (**Refer Figure Number 69**)
- 3 When you click **District** sub menu, the **District (Report)** screen is displayed. (**Refer Figure Number 70**)
- 4 The **District (Report)** displays the **District** list in English and local language.

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The screenshot shows a computer application window titled "Report". The URL in the address bar is "Master / District / Report". The window contains a table with 10 entries, showing districts from 1 to 10. The columns are "District Code" and "District". The data is as follows:

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

Figure 70: District (Report) screen

Procedure

1. When you click the **District** submenu, the **District (Report)** screen is displayed.
2. The **District (Report)** is displayed. (**Refer to Figure Number 70**)
3. *For features of this option [Please Refer to Section 4.1. \(Case Type Report\)](#).*
4. *Click the hyperlink (text in blue) to view the Reports feature.*

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4.22. Taluka (Report)

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

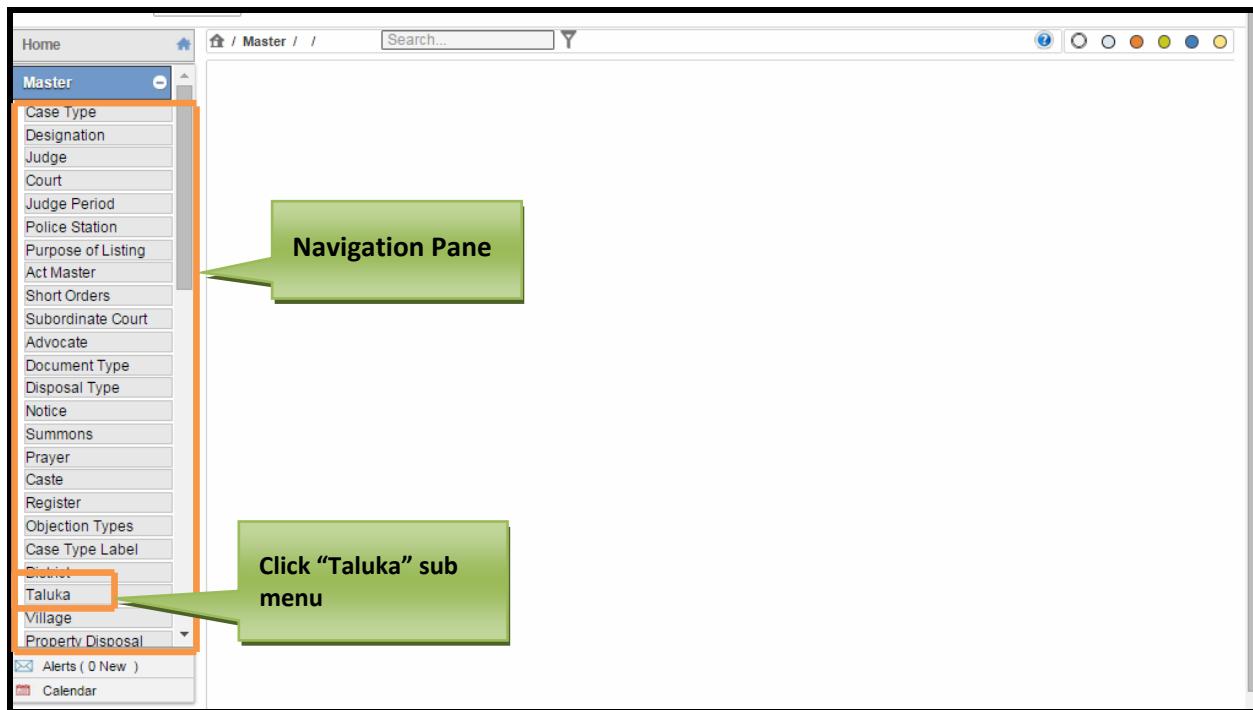


Figure 71: Navigation for "Taluka (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Taluka** submenu (**Refer Figure Number 71**)
- 3 When you click **Taluka** sub menu, the **Taluka (Report)** screen is displayed. (**Refer Figure Number 72**)
- 4 The **Taluka (Report)** displays the **Taluka** list in English and local language.

Court User Manual

The screenshot shows a web-based application interface for court management. At the top, there's a navigation bar with links for Home, Master, Taluka, and Report. A search bar is also present. Below the navigation is a toolbar with various icons for file operations like copy, paste, and export. A sidebar on the left has a 'SHOW MENU' button. The main content area displays a table with data. The table has columns for District Code, District, Taluka Code, Taluka, and a corresponding name in another language. The data is paginated, showing 10 entries out of 355. Buttons for previous and next pages are at the bottom of the table.

District Code	District	Taluka Code	Taluka	तालुका
1	Nandurbar	3	Talode	तलोदे
1	Nandurbar	6	Nawapur	नवापूर
1	Nandurbar	5	Nandurbar	नंदुरबार
1	Nandurbar	4	Shahade	शहदा
1	Nandurbar	2	Akrani	अक्रणी
1	Nandurbar	1	Akkalkuwa	अक्कलकुवा
2	Dhule	3	Sakri	साक्री
2	Dhule	4	Dhule	धुळे
2	Dhule	2	Sindhede	शिंदेखेडा
2	Dhule	1	Shirpur	शिरपूर

Figure 72: Taluka (Report) screen

Procedure

1. When you click the **Taluka** submenu, the **Taluka (Report)** screen is displayed.
2. The **Taluka Report** is displayed. (**Refer to Figure Number 72**)
3. **For features of this option** Please Refer to Section 4.1. (Case Type Report).
4. **Click the hyperlink (text in blue) to view the Reports feature.**

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4.23. Village (Report)

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

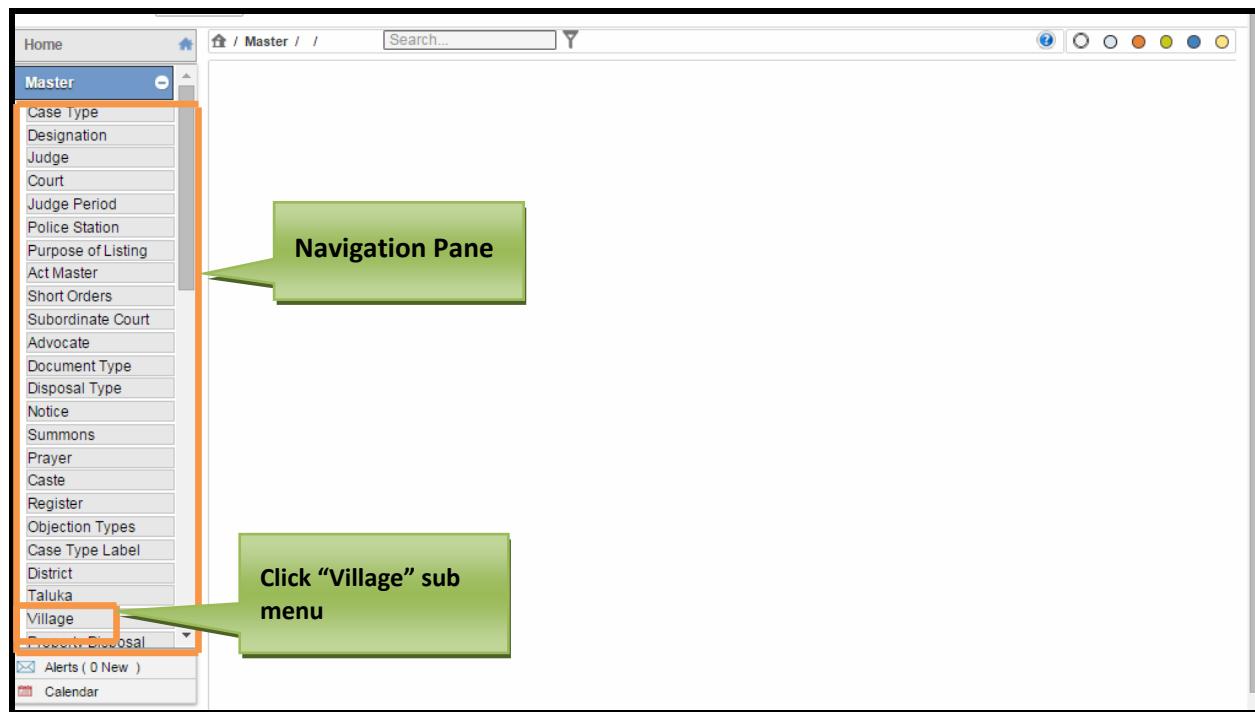


Figure 73: Navigation for "Village (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Village** submenu. (**Refer Figure Number 73**)
- 3 When you click **Village** sub menu, the **Village (Report)** screen is displayed. (**Refer Figure Number 74**)
- 4 The **Village (Report)** displays the **Village** list in English and local language.

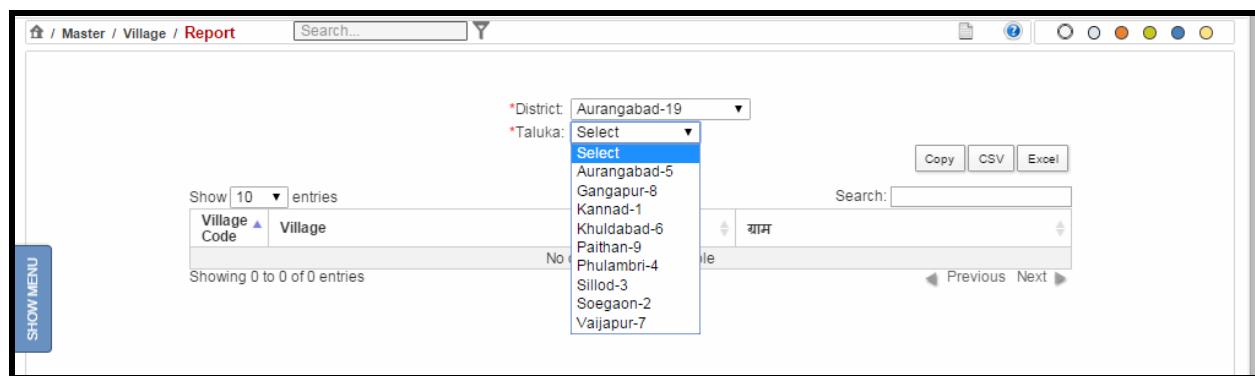


Figure 74: Village screen

- 5 By default, the District is displayed in the **District** select box.

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- 6 Select the Taluka from the **Taluka** select box. The list of the **Villages** for the selected **District** and the **Taluka** are displayed.

The screenshot shows a web-based application interface for a court system. At the top, there is a navigation bar with links for 'Master', 'Village', and 'Report'. A search bar is also present. Below the navigation, there are two dropdown menus: 'District' set to 'Aurangabad-19' and 'Taluka' set to 'Aurangabad-5'. On the left side, there is a vertical blue sidebar with a button labeled 'SHOW MENU'. The main content area displays a table titled 'Village' with columns for 'Village Code' and 'Village'. The table lists 10 entries, each with a unique code and its corresponding village name in both English and Marathi. The table includes standard data grid controls like 'Show 10 entries' and a search bar at the top right. At the bottom of the table, it says 'Showing 1 to 10 of 227 entries' and has 'Previous' and 'Next' navigation buttons.

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

Figure 75: Village (Report) screen

Procedure

1. When you click the **Village** submenu, the **Village (Report)** is displayed.
2. The **Taluka Report** is displayed. (**Refer to Figure Number 75**)
3. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
4. *Click the hyperlink (text in blue) in step 5 to view the Reports feature.*

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4.24. *Property Disposal (Report)*

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

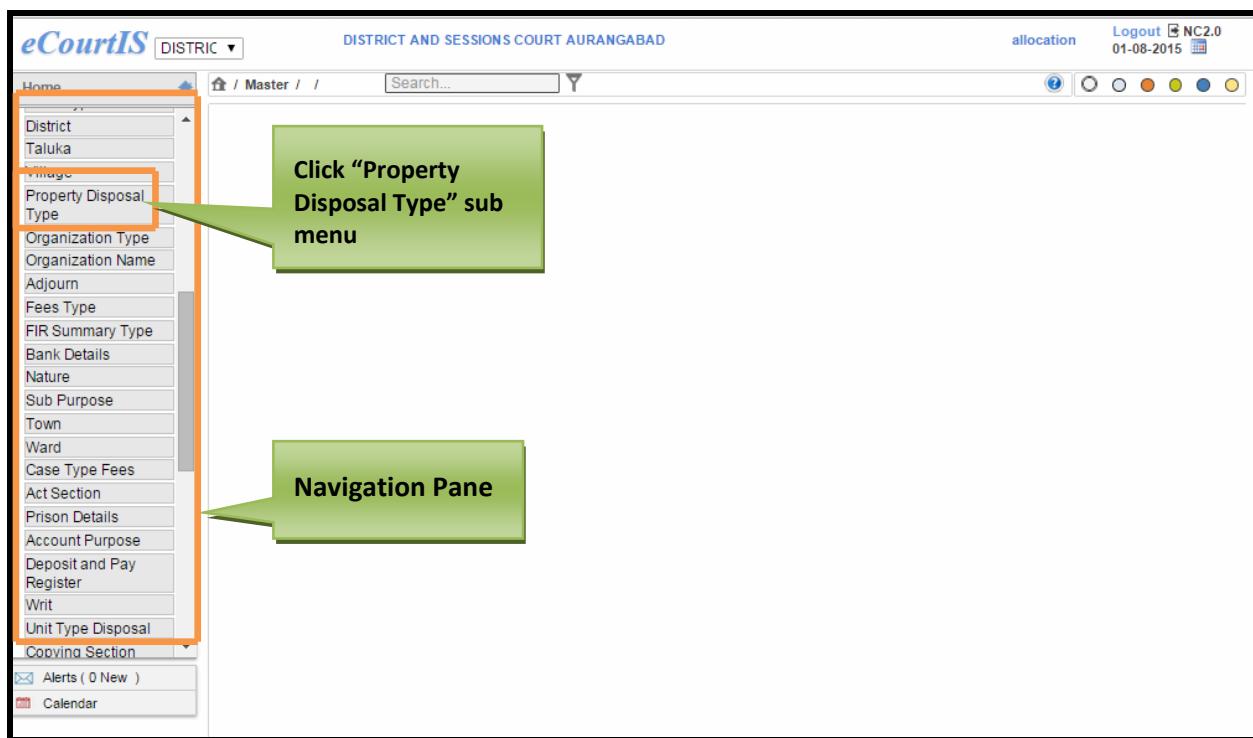


Figure 76: Navigation for "Property Disposal Type" screen

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

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

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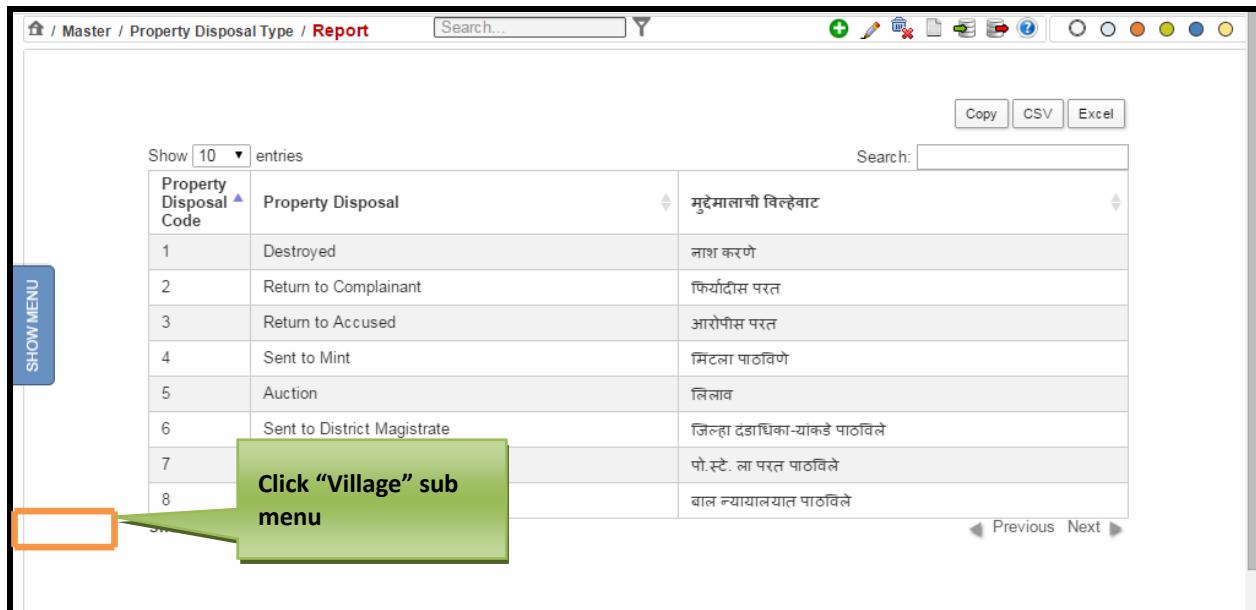


Figure 77: Property Disposal (Report) screen

Procedure

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

4.25. *Organization Type (Report)*

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

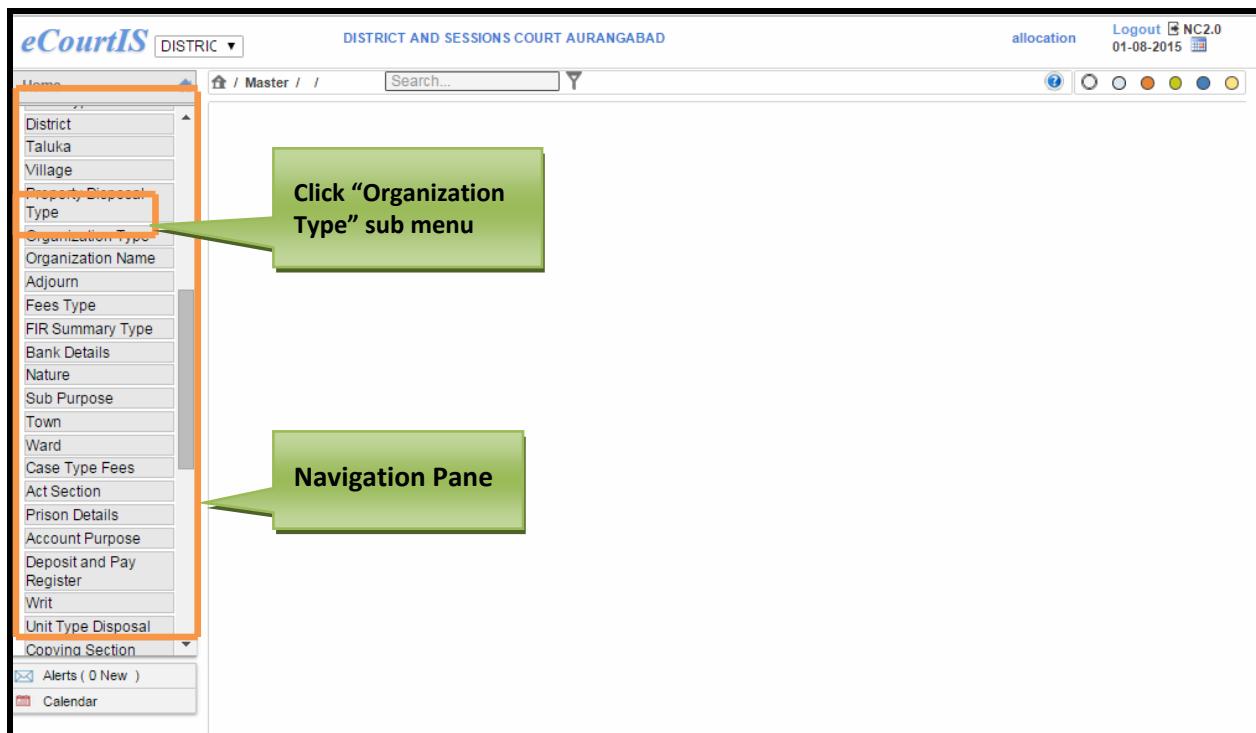


Figure 78: Navigation for "Organization Type" screen

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

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

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The screenshot shows a report interface titled 'Organization Type (Report)' under the 'Master' section. It displays a list of 10 entries from 14 total, with columns for 'Organisation Code' and 'Organisation Type'. The data is presented in both English and Marathi. A 'SHOW MENU' button is visible on the left, and various export options (Copy, CSV, Excel) are at the top right.

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

Figure 79: Organization Type (Report) screen

Procedure

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

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4.26. *Organization Name (Report)*

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

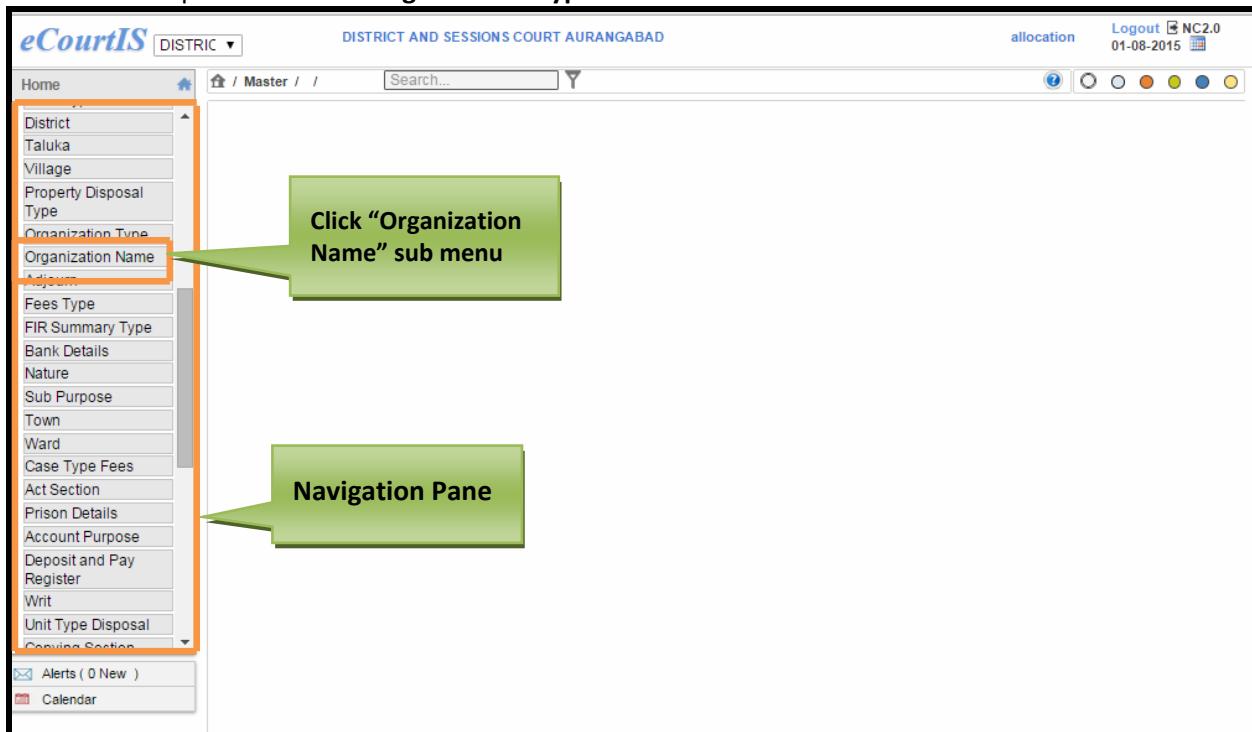


Figure 80: Navigation for "Organization Name" screen

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

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

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The screenshot shows a report interface for organization names. At the top, there's a navigation bar with links for Home, Master, Organization Name, and Report. A search bar and various toolbar icons are also present. Below the header, a table displays four rows of organization data. The columns are: Organisation ID, Organisation Type, Organisation Name, Contact Person, Address, District, Town, Ward, Taluka, and Village. The data rows are:

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

Figure 81: Organization Name (Report) screen

Procedure:

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

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4.27. Adjourn (Report)

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

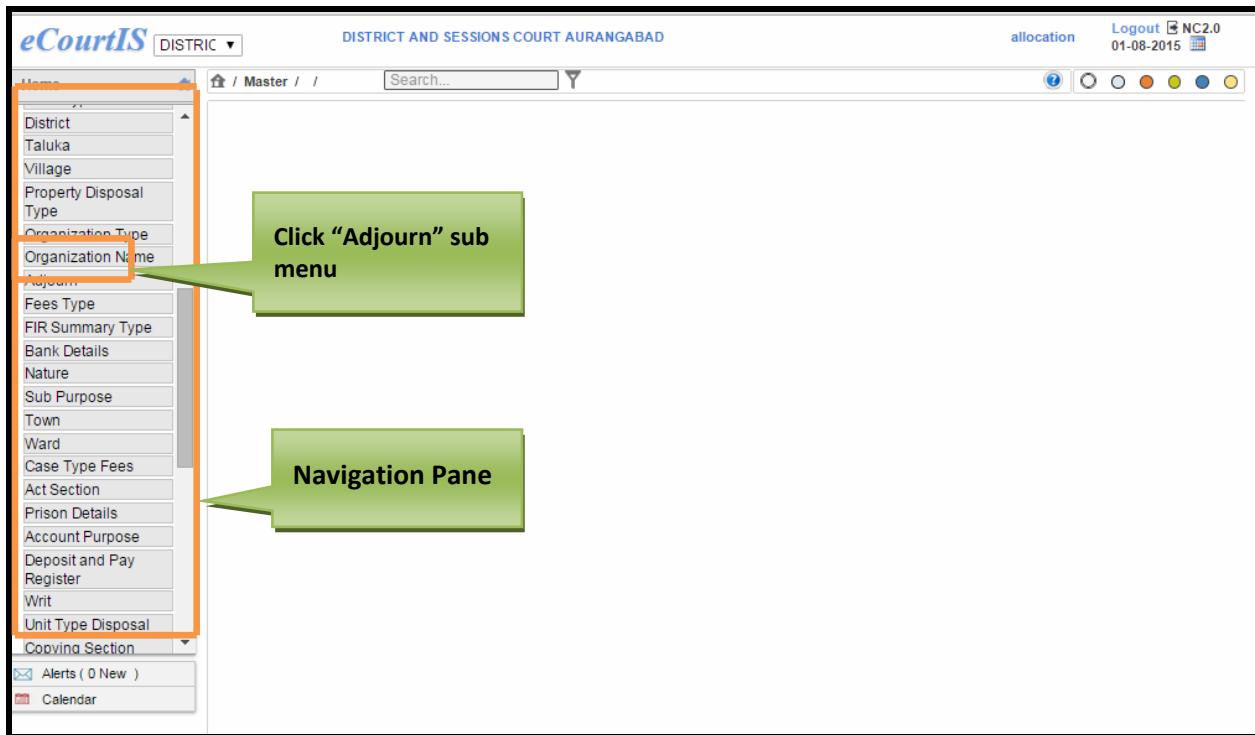


Figure 82: Navigation for "Adjourn" screen

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

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

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The screenshot shows a computer application window titled "Court User Manual". The top menu bar includes "Home / Master / Adjourn / Report" and a search bar. On the left, there is a vertical "SHOW MENU" button. The main content area displays a table titled "Adjourn Report" with 10 entries. The columns are "Adjourn Code", "Reason for Adjournment", "National Code", and "Reason in Marathi". The entries are numbered 1 to 10, corresponding to various reasons like parties absent or court busy. At the bottom, it says "Showing 1 to 10 of 20 entries" and has "Previous" and "Next" buttons.

Adjourn Code	Reason for Adjournment	National Code	Reason in Marathi
1	Both the parties are absent	0	दोन्हा पक्ष गैरहजर
2	Plaintiff absent	0	वादी गैरहजर
3	Defendant absent	0	प्रदिवादी गैरहजर
4	Plaintiff Advocate absent	0	वादी वकील गैरहजर
5	Defendant Advocate absent	0	प्रदिवादी वकील गैरहजर
6	Witness absent	0	साक्षीदार गैरहजर
7	Third Party absent	0	त्रयस्थ पक्ष गैरहजर
8	Presiding Judge is on leave	0	न्यायाधीश रेवर
9	Court is busy in other work	0	न्यायालय दुसऱ्या कामामध्ये व्यस्त
10	Court time is over	0	न्यायालयाची वेळ समाप्त

Figure 83: Adjourn (Report) screen

Procedure

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

4.28. Fees Type (Report)

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

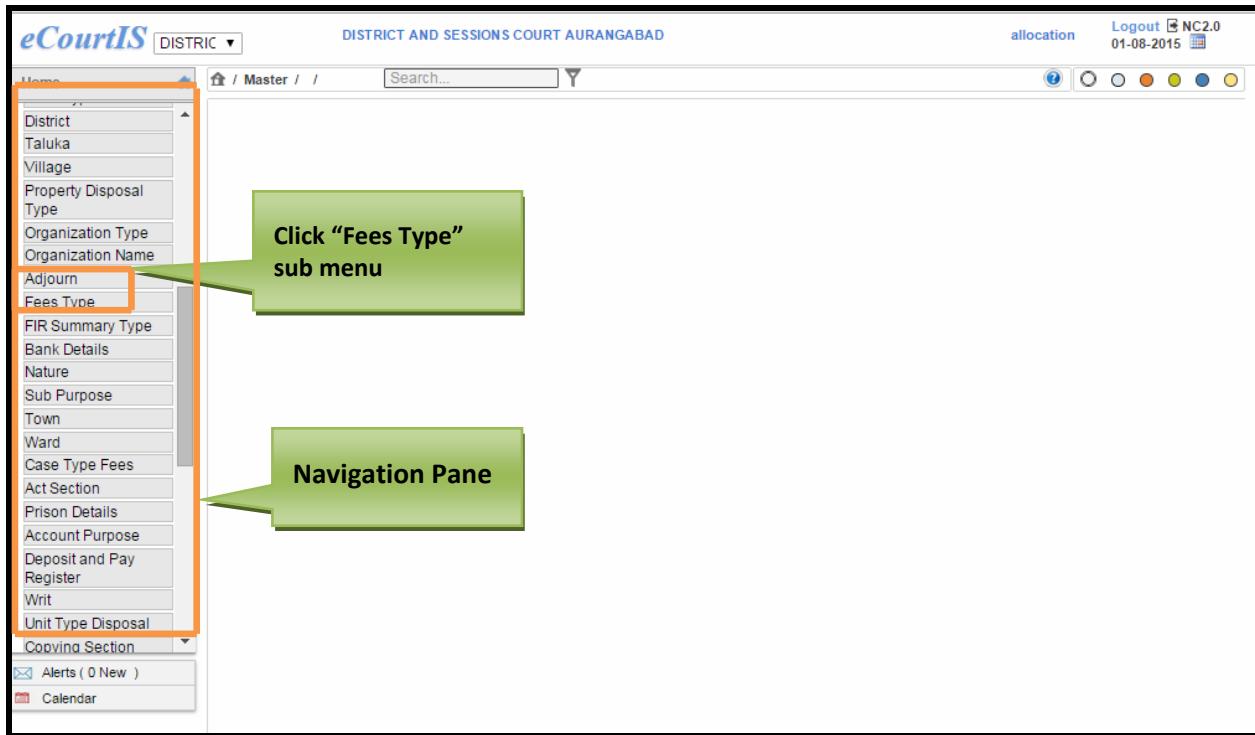


Figure 84: Navigation for "Fees Type (Report)" screen

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

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

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The screenshot shows a web-based application interface for managing fees. At the top, there's a navigation bar with links for Home, Master, Fees Type, and Report. A search bar and various toolbar icons are also present. Below the header, a table displays four entries of fee types. The columns are labeled 'Fees Type ID' and 'Fees Type'. The data rows are:

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

At the bottom left, it says 'Showing 1 to 4 of 4 entries'. On the right, there are 'Previous' and 'Next' navigation buttons. There are also 'Copy', 'CSV', and 'Excel' export options at the top right.

Figure 85: Fees Type (Report) screen

Procedure

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

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4.29. FIR Summary Type (Report)

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

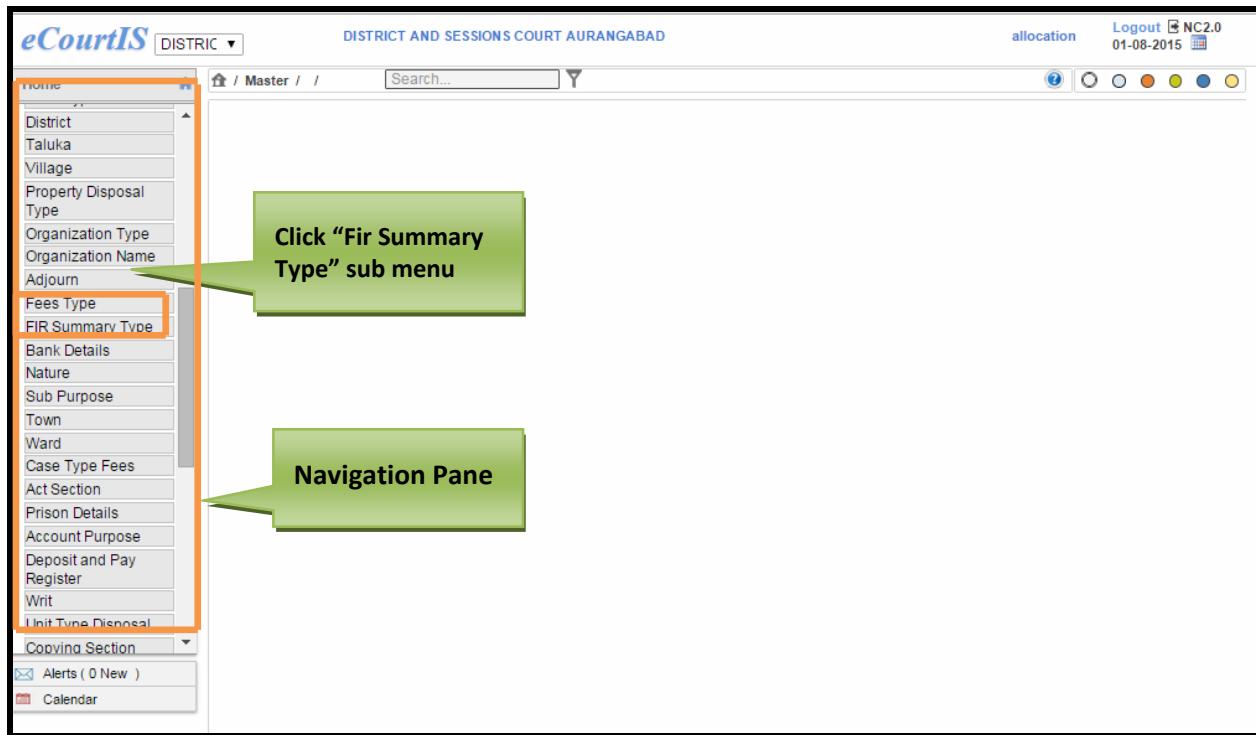


Figure 86: Navigation for "FIR Summary Type (Report)" screen

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

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

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The screenshot shows a web-based application interface for a court system. At the top, there is a navigation bar with links for Home, Master, FIR Summary Type, and Report. A search bar is located at the top right. Below the navigation bar is a toolbar with icons for Copy, CSV, and Excel. A message box is displayed in the center of the screen. On the left, there is a sidebar with a tree view showing categories like 'Master' and 'FIR Summary Type'. The main content area displays a table titled 'प्रथमवर्द्धी संक्षिप्त अहवाल प्रकार' (Prathamavardhi Sanskriti Ahval Prakar). The table has two columns: 'FIR Summary ID' and 'FIR Summary Type'. The data in the table is as follows:

FIR Summary ID	FIR Summary Type	प्रथमवर्द्धी संक्षिप्त अहवाल प्रकार
1	A	A
2	B	B
3	C	C
4	D	D
5	E	E
6	F	F

At the bottom left, it says 'Showing 1 to 6 of 6 entries'. At the bottom right, there are 'Previous' and 'Next' navigation buttons.

Figure 87: FIR Summary Type (Report) screen

Procedure

1. When you click the **FIR Summary Type** submenu, the **FIR Summary Type (Report)** screen is displayed.
2. The **FIR Summary Report** is displayed. (**Refer to Figure Number 87**)
3. *For features of this option [Please Refer to Section 4.1. \(Case Type Report\)](#)*
4. *Click the hyperlink (text in blue) in step 3 to view the Reports feature.*

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4.30. Bank Details (Report)

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

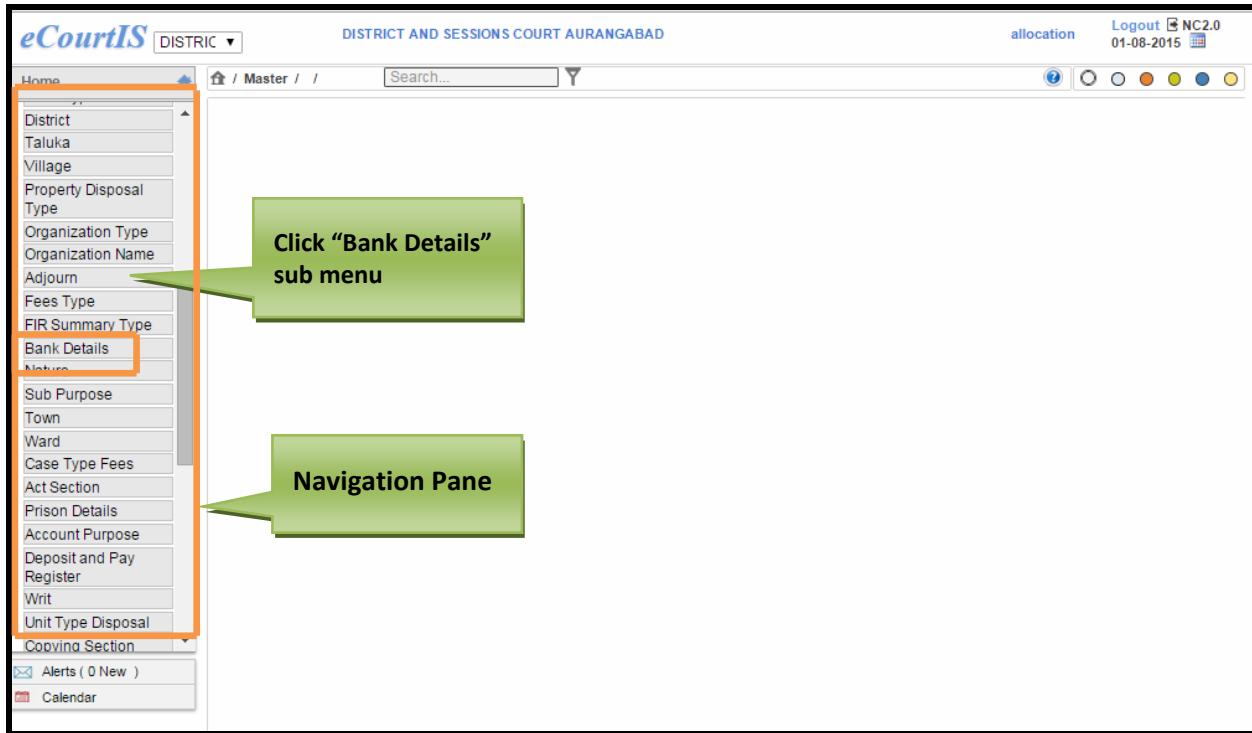


Figure 88: Navigation for "Bank Details (Report)" screen

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

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

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Figure 89: Bank Details (Report) screen

Procedure

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

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4.31. Nature (Report)

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

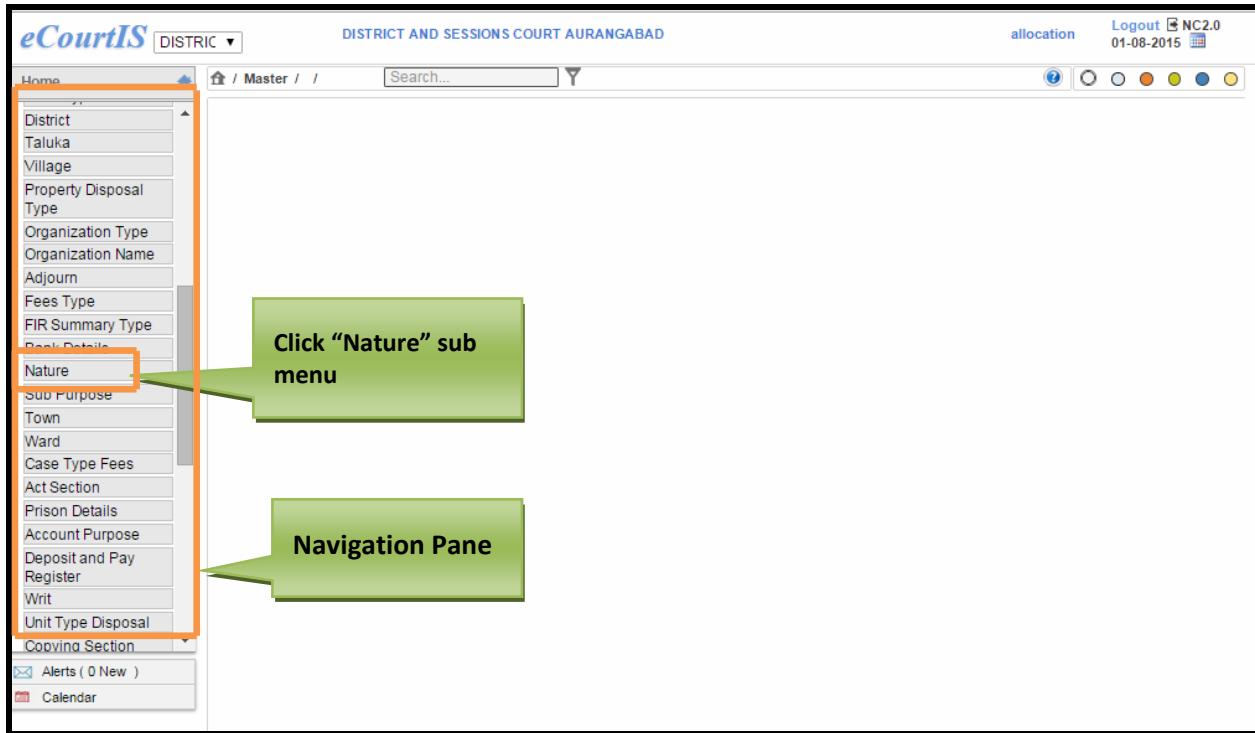


Figure 90: Navigation for "Nature (Report)" screen

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

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

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The screenshot shows a web-based application interface for a court system. At the top, there is a navigation bar with links for Home, Master, Nature, and Report. A search bar is located at the top right. Below the navigation, there is a toolbar with buttons for Copy, CSV, and Excel. A message box is displayed with the text "गुणधर्म विवरण" (Nature Description). The main content area is a table with the following data:

Case Type	Nature Code	Nature Description	गुणधर्म विवरण
AC Cri.M.A.	1	Filed by State	शासनाने दाखल केलेला
AC Cri.M.A.	2	Filed by CBI	सी.बी.आय. ने दाखल केलेला
Civil M.A.	1	Condonation of Delay	विलंब माणिंदा अर्ज
Civil M.A.	2	Restoration	प्रकरण पुर्णस्थापण करणेसाठी अर्ज
Civil M.A.	3	Transfer Petition	प्रकरण वर्ग करणेचा अर्ज
Civil M.A.	4	U/s.72 of Bom. Pub. Trust Act	अर्ज कलम ७२ मुंबई सार्वजनिक विश्वस्त कायदा
Cri.Appeal	1	Against Judgment of Asstt. Sessions Judge	सहाय्यक सत्र न्यायाधीश यांनी दिलेल्या न्यायनिर्णयाविरुद्ध
Cri.Appeal	2	Against Judgment of J.M.F.C.	प्रथम वर्ग न्यायाधीशिकरी यांनी दिलेल्या न्यायनिर्णयाविरुद्ध
Cri.Bail Appln.	1	U/sec 438 of Cr.P.C.	कलम ४३८ फौजदारी प्र.सं.
Cri.Bail Appln.	2	U/sec 439 of Cr.P.C.	कलम ४३९ फौजदारी प्र.सं.

Figure 91: Nature (Report) screen

Procedure

1. When you click the **Nature** submenu, the **Nature (Report)** screen is displayed.
2. The **Nature (Report)** is displayed. (**Refer to Figure Number 91**)
3. ***For features of this option Please Refer to Section 4.1. (Case Type Report)***
4. ***Click the hyperlink (text in blue) in step 3 to view the Reports features.***

4.32. Sub Purpose (Report)

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

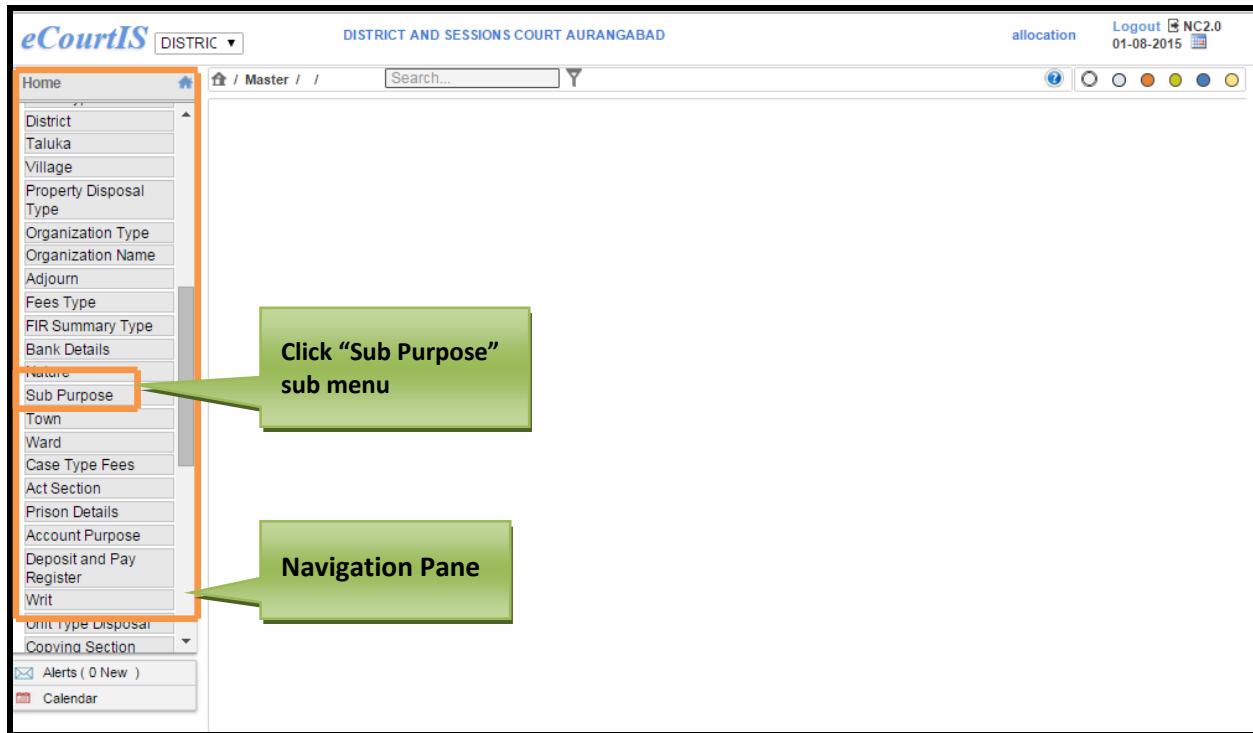


Figure 92: Navigation for "Sub Purpose (Report)" screen

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

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

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The screenshot shows a web-based application interface for a 'Sub Purpose' report. At the top, there's a navigation bar with icons for home, master, sub purpose, and report, followed by a search bar and various system buttons like copy, CSV, and Excel. Below the header, a table displays three rows of data. The columns are labeled 'Sub Purpose ID' and 'Sub Purpose'. The first row contains '1' and 'For Examination in Court'. The second row contains '2' and 'Summons Not returned'. The third row contains '3' and 'Appearance of Accused'. To the right of each entry, there is a column with Hindi text: 'उप उद्देश', 'मुख्य परीक्षा', 'समन्वय प्रत नाही', and 'आरोपी स्वरूप'. At the bottom left, it says 'Showing 1 to 3 of 3 entries'. On the right side, there are 'Previous' and 'Next' navigation buttons.

Sub Purpose ID	Sub Purpose	
1	For Examination in Court	उप उद्देश
2	Summons Not returned	समन्वय प्रत नाही
3	Appearance of Accused	आरोपी स्वरूप

Figure 93: Sub Purpose (Report) screen

Procedure

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

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4.33. Town (Report)

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

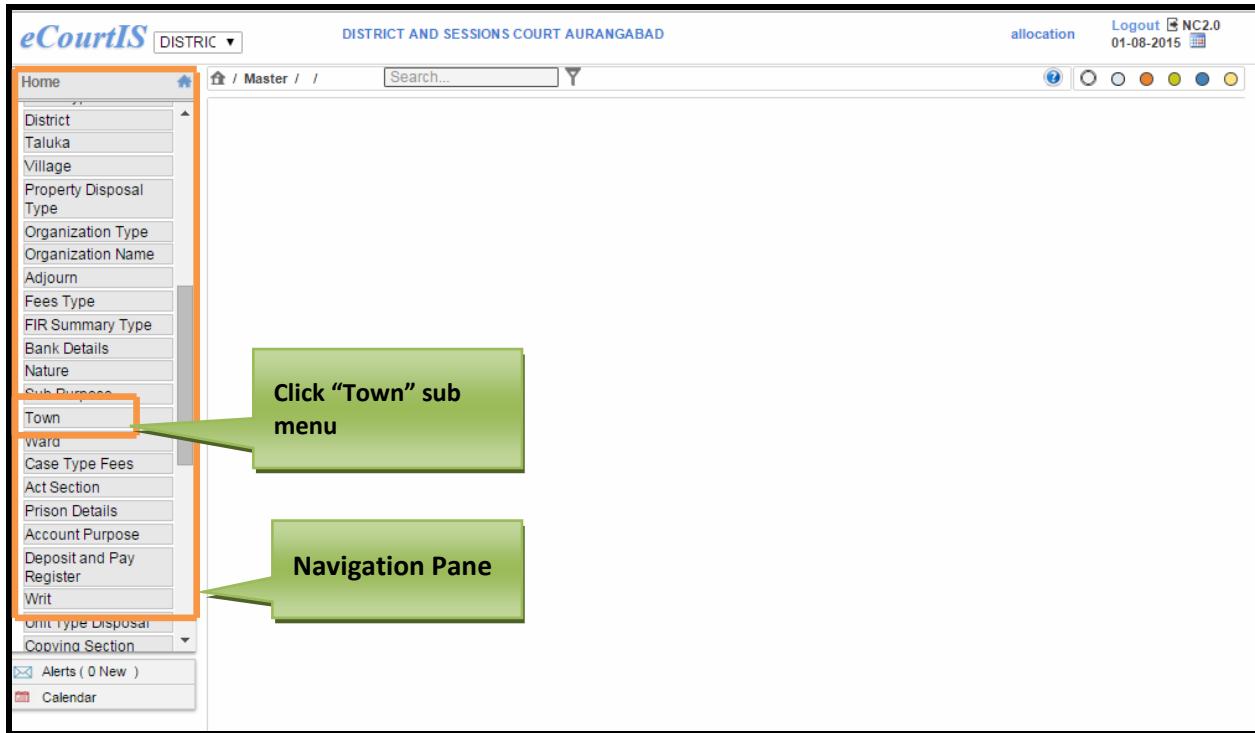


Figure 94: Navigation for "Town (Report)" screen

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

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

The screenshot shows the 'Town (Report)' screen. At the top, the path 'Master / Town / Report' is visible, along with a search bar and several icons. Below the header, there is a table with columns: District, Town Code, Town Name, and a local language column. The table contains two entries. At the bottom, there are buttons for 'Copy', 'CSV', and 'Excel', and a search input field. Navigation links 'Previous' and 'Next' are also present.

Show 10 entries				Search:
District	Town Code	Town Name	उपनगर नाव	
19 Aurangabad	2	Sillod	सिलोड	
19 Aurangabad	1	Paithan	पैठण	

Showing 1 to 2 of 2 entries

Figure 95: Town (Report) screen

Procedure

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

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4.34. Ward (Report)

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

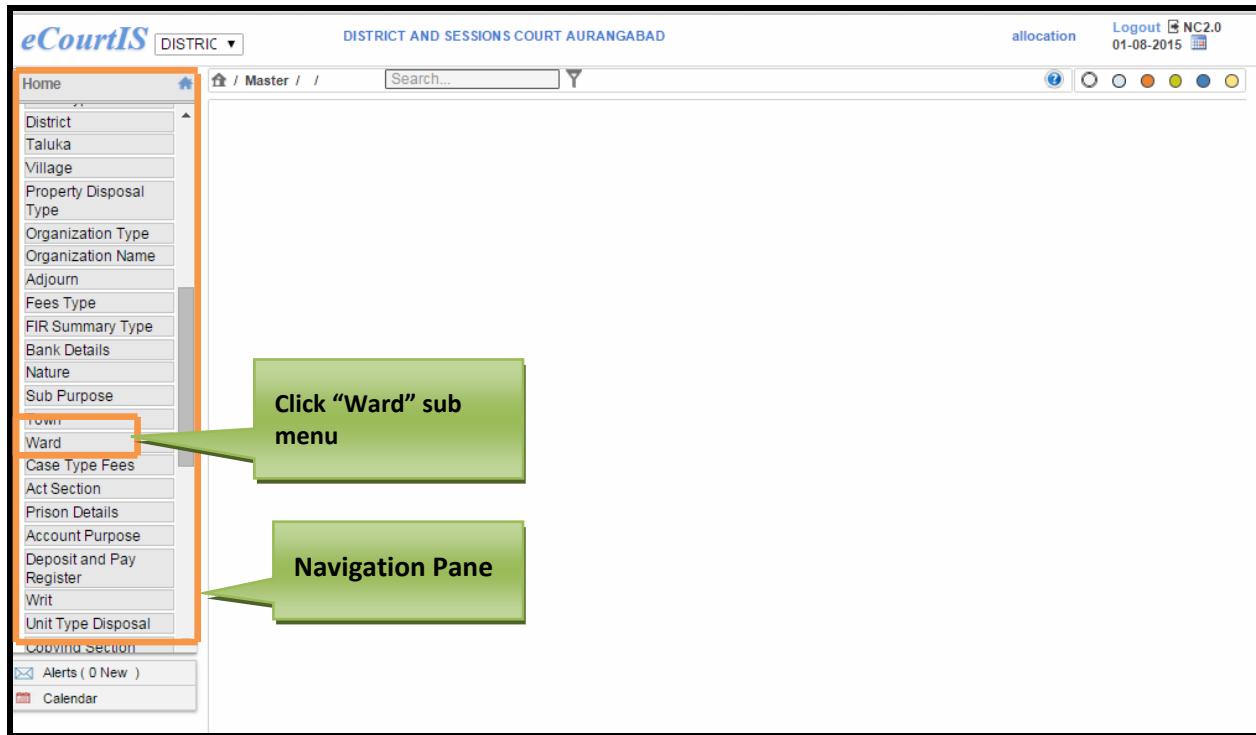


Figure 96: Navigation for "Ward (Report)" screen

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

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

The screenshot shows the 'Ward (Report)' screen. At the top, there is a header with a back button, a search bar, and several icons. Below the header, there are two dropdown menus: 'District' set to 'Aurangabad-19' and 'Town' set to 'Paithan-1'. To the right of these dropdowns are buttons for 'Copy', 'CSV', and 'Excel'. Below the dropdowns, there is a 'Show' dropdown set to '10 entries' and a 'Search:' input field. The main area contains a table with two columns: 'Ward Code' and 'Ward Name'. The table has two rows: one for 'Shivajinagar' (Ward Code 1) and one for 'Naag Ghat' (Ward Code 2). At the bottom of the table, it says 'Showing 1 to 2 of 2 entries'. There are also 'Previous' and 'Next' navigation buttons at the bottom right.

Ward Code	Ward Name	वार्ड नाव
1	Shivajinagar	शिवाजीनगर
2	Naag Ghat	नाग घाट

Figure 97: Ward (Report) screen

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1. By default, the District is displayed in the **District field**.
2. Select the **Town** from the **Town select box**. The list of Ward for the selected District is displayed. (**Refer Figure Number 97**)
3. ***For features of this option Please Refer to Section 4.1. (Case Type Report)***
4. ***Click the hyperlink (text in blue) in step 3 to view the Reports features.***

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4.35. Case Type Fees (Report)

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

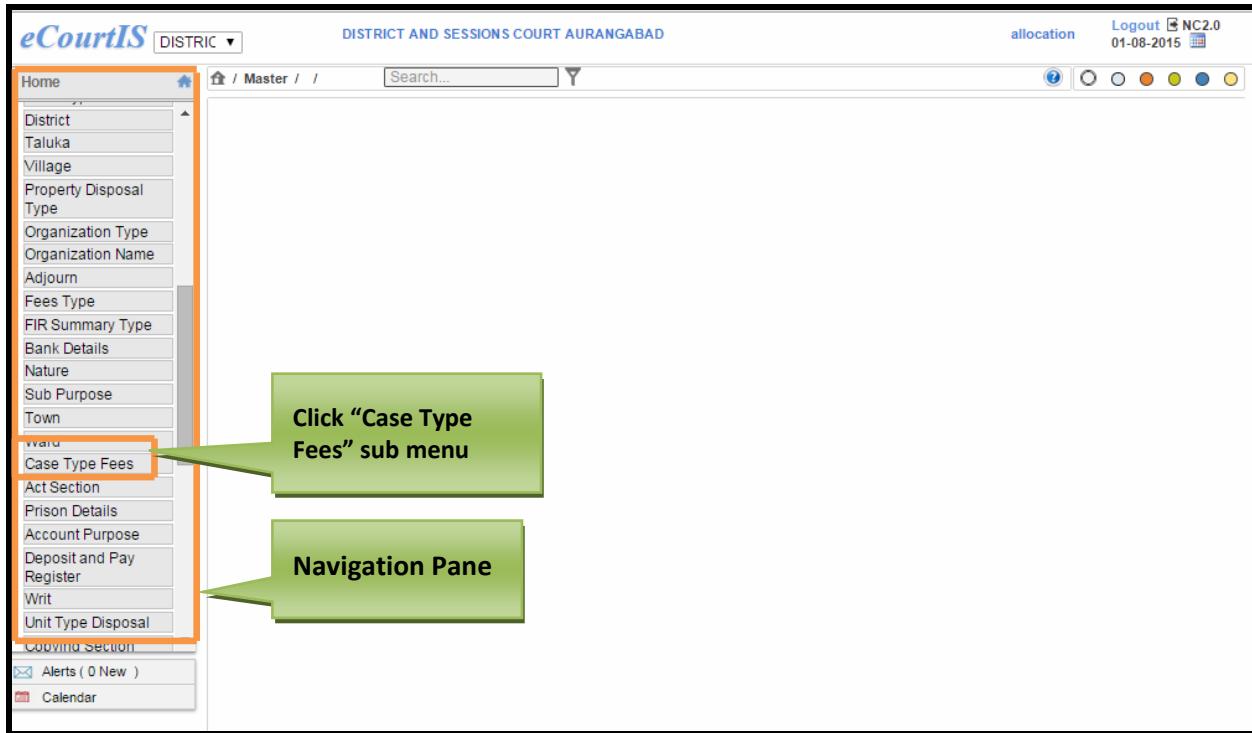


Figure 98: Navigation for "Case Type Fees (Report)" screen

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

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

Court User Manual

The screenshot shows a software interface titled "Case Type Fees / Report". At the top, there is a navigation bar with icons for home, master, case type fees, report, search, and various document formats (Copy, CSV, Excel). Below the navigation bar is a table with three columns: "Case Type", "Minimum Fee", and "Maximum Fee". A dropdown menu "Show 10 entries" is visible above the table. The table contains one row for "Civil Appeal" with values "150" and "250" respectively. To the right of the table is a search bar labeled "Search:" and a set of navigation buttons for "Previous" and "Next". On the far left, there is a vertical blue bar labeled "SHOW MENU".

Case Type	Minimum Fee	Maximum Fee	Formula/Fixed Amount
Civil Appeal	150	250	zx

Figure 99: Case Type Fees (Report) screen

Procedure

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

Court User Manual

4.36. Act Section (Report)

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

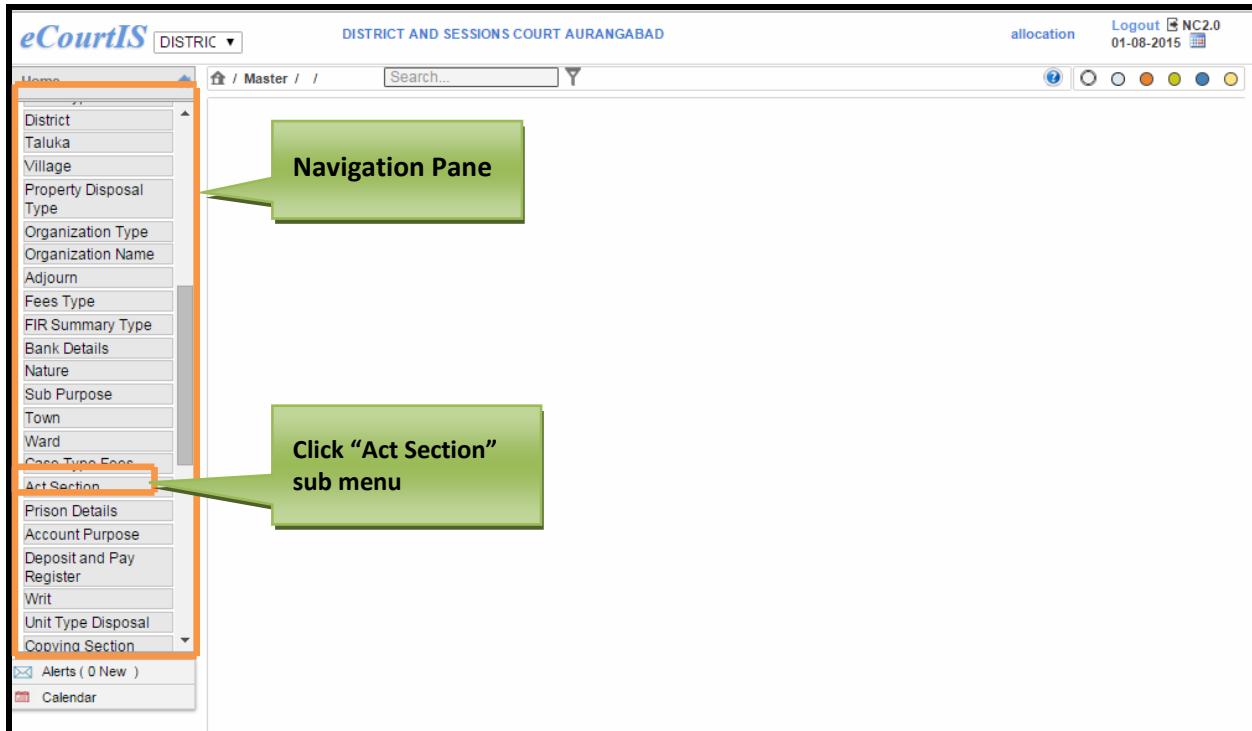


Figure 100: Navigation for "Act Section (Report)" screen

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

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

Court User Manual

The screenshot shows a web-based application interface titled 'Court User Manual'. At the top, there is a navigation bar with links to 'Home', 'Master', 'Act Section', and 'Report'. A search bar is located at the top right. Below the navigation, the title 'Act Section (Report)' is displayed. The main content area contains a table with the following data:

Act Code	Act Name	Section Code	Section Description	अधिनियम विवरण	No. of Days	Offence Type
1	Indian Penal Code	302	Murder	खून	3650	Non-Bailable
1	Indian Penal Code	395	dacoity	द्वोडा	60	Non-Bailable

Below the table, a message says 'Showing 1 to 2 of 2 entries'. At the top right of the table area, there are buttons for 'Copy', 'CSV', and 'Excel'. A search bar is also present at the top right.

Figure 101: Act Section (Report) screen

Procedure

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

Court User Manual

4.37. Prison Details (Report)

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

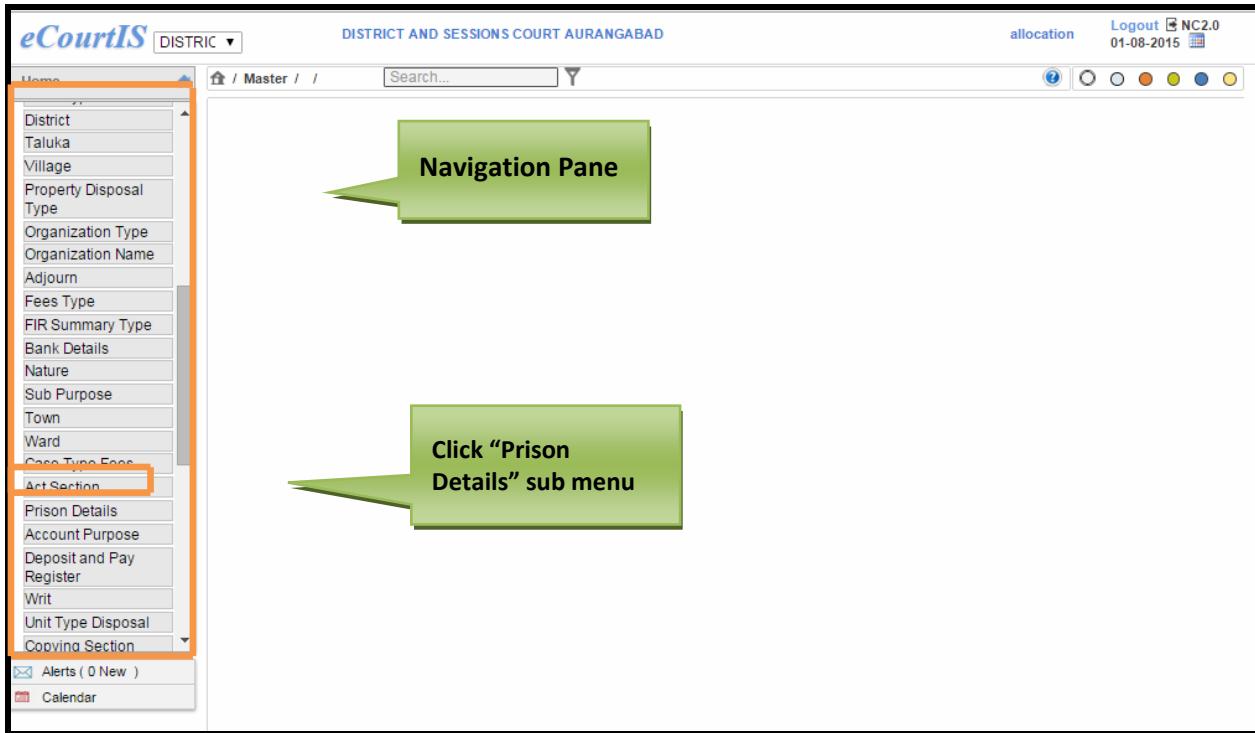


Figure 102: Navigation for "Prison Details (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Prison Details** submenu. (**Refer Figure Number 102**)
- 3 When you click **Prison Details** sub menu, the **Prison Details (Report)** screen is displayed. (**Refer Figure Number 103**)
- 4 The **Prison Details (Report)** displays the list of **Prison Details** in English and local language

Court User Manual

The screenshot shows a web-based application interface for viewing prison details. At the top, there's a navigation bar with links for Home, Master, Prison Details, and Report. A search bar labeled 'Search...' is also at the top. Below the navigation, there's a toolbar with icons for Copy, CSV, and Excel. A dropdown menu 'Show 10 entries' is open. On the right, there's a 'Search:' field and a set of navigation buttons for 'Previous' and 'Next'. The main content area displays a table with the following data:

Prison ID	Prison Name	Address	District	Taluka	Village	Town	Ward
1	yerawda	Aurangabad	Aurangabad	Aurangabad			

Below the table, it says 'Showing 1 to 1 of 1 entries'.

Figure 103: Prison Details (Report) screen

Procedure

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

Court User Manual

4.38. Account Purpose (Report)

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

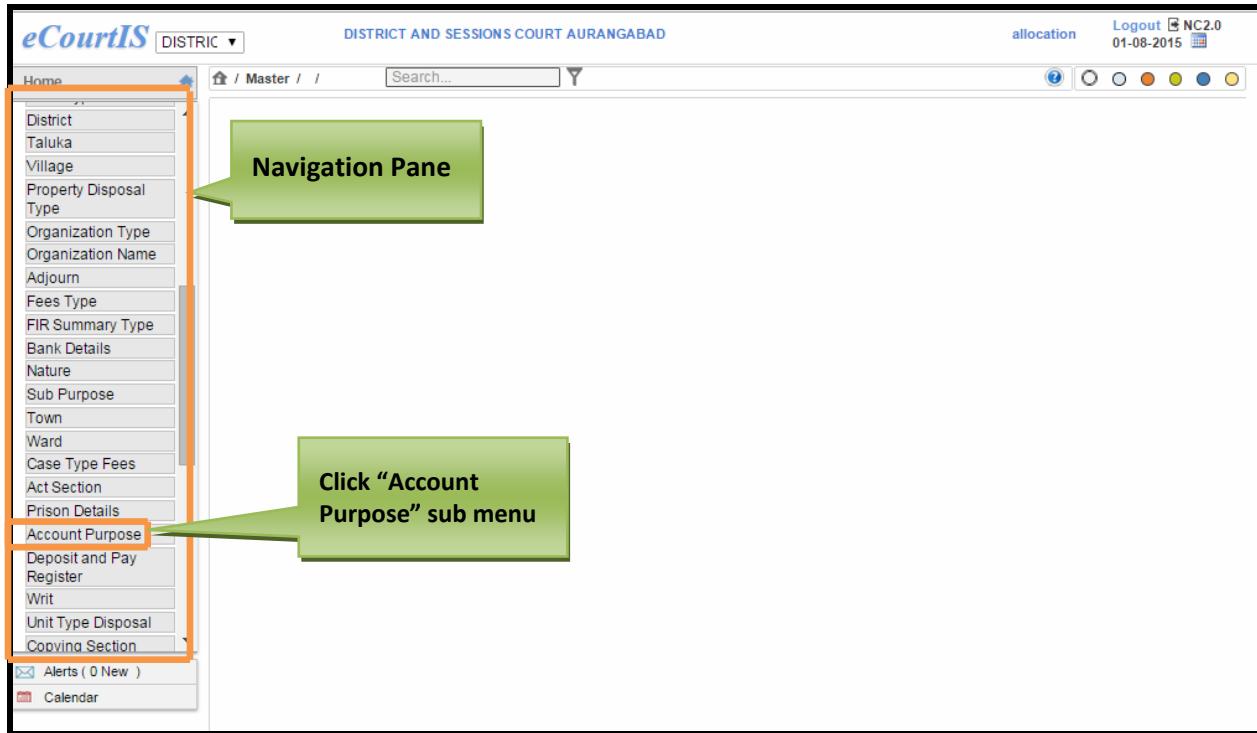


Figure 104: Navigation for "Account Purpose (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click the **Account Purpose** submenu. (**Refer Figure Number 104**)
- 3 When you click **Account Purpose** sub menu, the **Account Purpose (Report)** screen is displayed. (**Refer Figure Number 105**)
- 4 The **Account Purpose (Report)** displays the list of **Account Purpose** in English and local language

Show 10 entries	Search:	Copy CSV Excel
Account Purpose Code	Account Purpose	LAccount Purpose
1	Account Purpose	આપણ ઉદ્દેશ

Figure 105: Account Purpose (Report) screen

Court User Manual

Procedure

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

Court User Manual

4.39. Deposit and Pay Register (Report)

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

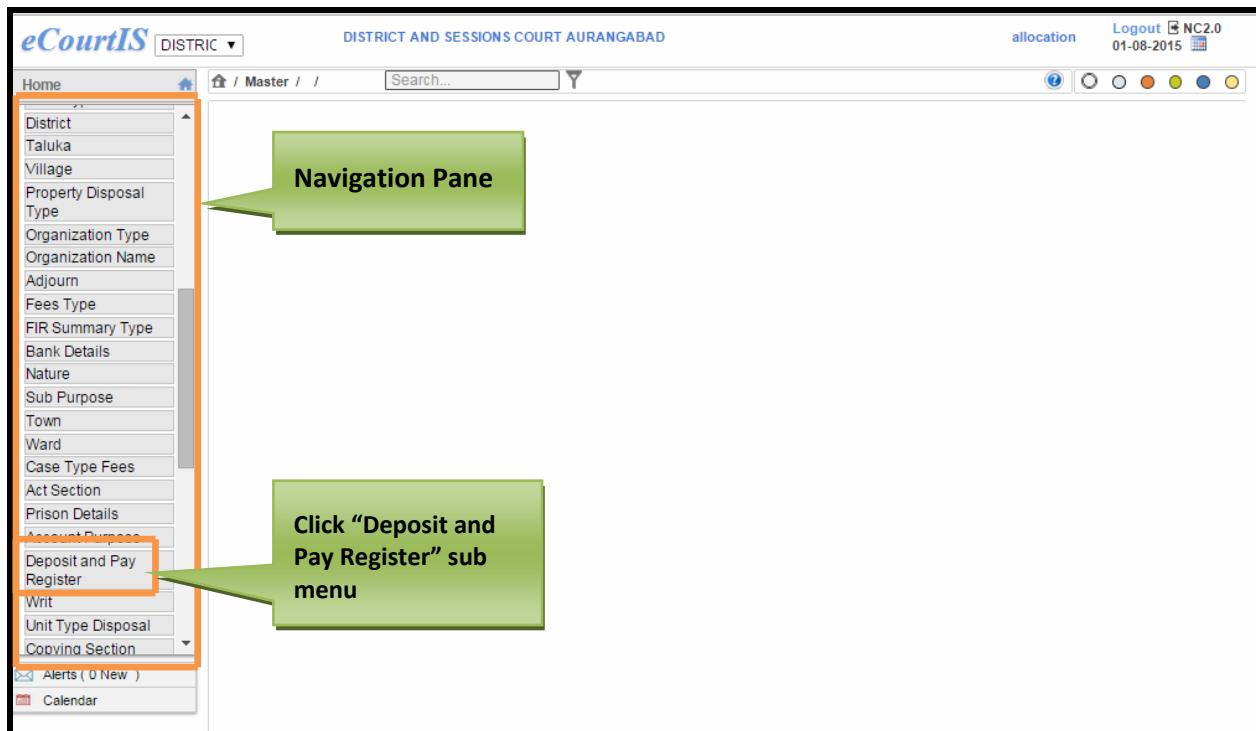


Figure 106: Navigation for “Deposit and Pay Register (Report)” screen

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

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

Court User Manual

The screenshot shows a web-based application interface for a 'Deposit and Pay Register (Report)' screen. At the top, there's a navigation bar with links to 'Home', 'Master', 'Deposit and Pay Register', and 'Report'. A search bar labeled 'Search...' is also at the top. Below the header, there are buttons for 'Copy', 'CSV', and 'Excel'. A dropdown menu 'Show 10 entries' is visible. On the right, there's a 'Search:' field and a set of colored icons (blue, orange, green, red, yellow). The main content area displays a table with four columns: 'Deposit Register Id' (containing '1'), 'Deposit Register Name' (containing 'Deposit Register'), 'Pay Register Name' (containing 'Pay Register'), and 'Nature' (containing 'Civil'). Below the table, it says 'Showing 1 to 1 of 1 entries'. Navigation arrows for 'Previous' and 'Next' are also present.

Deposit Register Id	Deposit Register Name	Pay Register Name	Nature
1	Deposit Register	Pay Register	Civil

Figure 107: Deposit and Pay Register screen

Procedure

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

Court User Manual

4.40. Writ (Report)

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

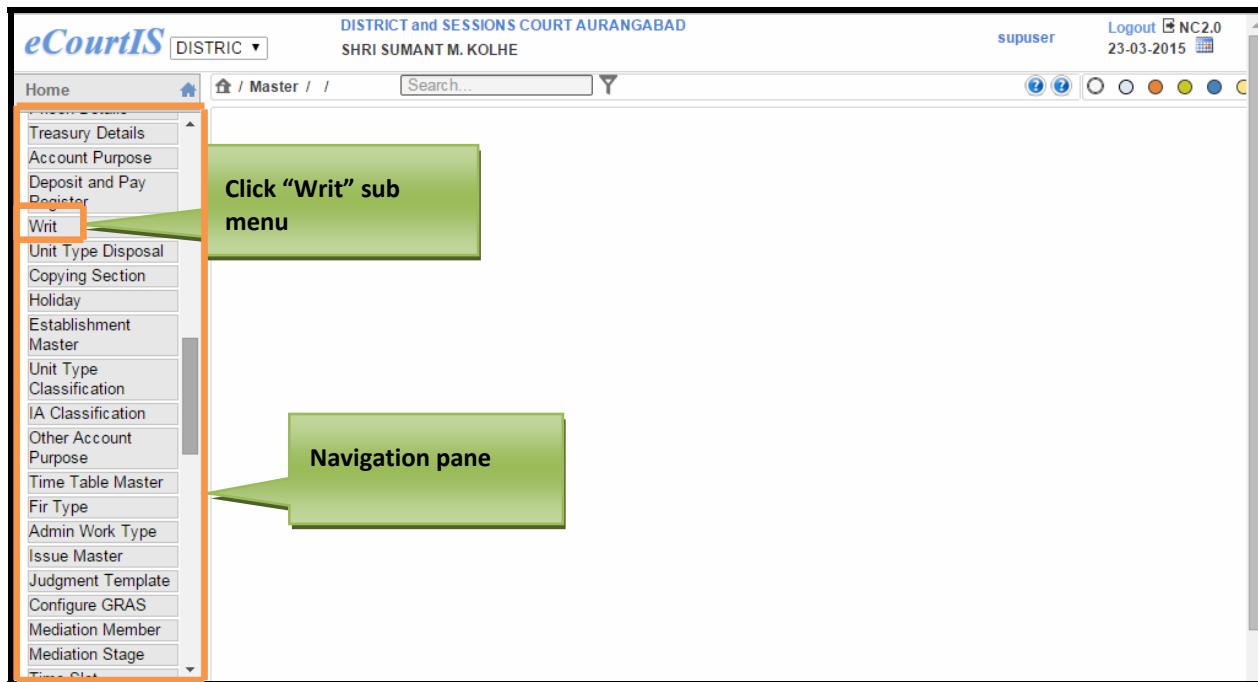


Figure 108: Navigation for "Writ (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click **Writ** sub menu. (**Refer Figure Number 108**)
- 3 When you click **Writ** sub menu, the system will display the "**Writ (Report)**" screen. (**Refer to Figure Number 109**)
- 4 The **Writ (Report)** displays the list of **Writ** in English and local language.

The screenshot shows the 'Writ (Report)' screen. The header includes 'Master / Writ / Report' and a search bar. Below is a table with columns 'Writ Code' and 'Writ Name'. The table contains two entries: 'writ1' and 'writ2', with their corresponding local names 'याचिकेव नांव' and 'जनहित1' and 'जनहित2'. The bottom of the screen shows a message 'Showing 1 to 2 of 2 entries' and navigation buttons 'Previous' and 'Next'.

Show	10	entries
Writ Code	▲	Writ Name
1	writ1	याचिकेव नांव
2	Writ2	जनहित1
Showing 1 to 2 of 2 entries		◀ Previous Next ▶

Figure 109: Writ (Report) screen

Procedure

- 1 When you click the **Writ** submenu, the **Writ (Report)** screen is displayed
- 2 The **Writ (Report)** is displayed. (**Refer to Figure Number 109**)

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

Court User Manual

4.41. Unit Type Disposal (Report)

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

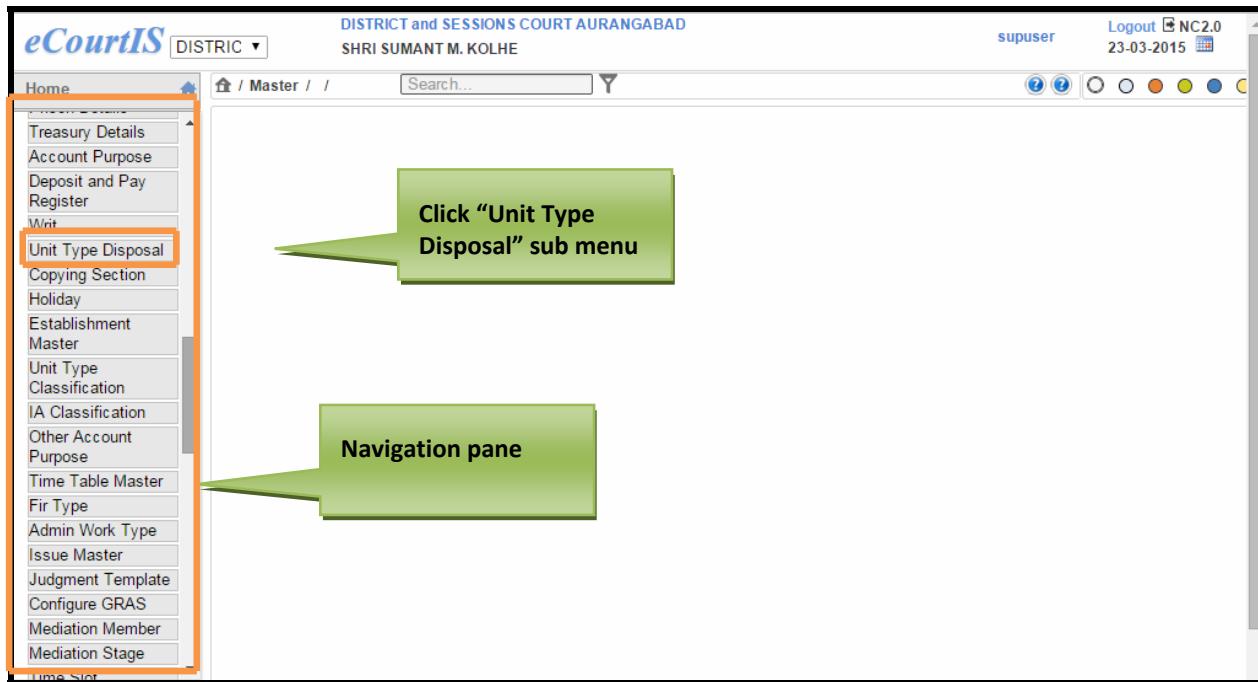


Figure 110: Navigation for "Unit Type Disposal (Report)" screen

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

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

Court User Manual

The screenshot shows a software interface titled "Court User Manual". At the top, there's a navigation bar with icons for Home, Master, Unit Type Disposal, and Report. A search bar and a toolbar with various icons are also at the top. Below the toolbar, a dropdown menu labeled "Case Type" is set to "Select". There are buttons for Copy, CSV, and Excel. A message "Show 10 entries" is displayed above a table. The table has columns for Case Type, Unit Code, Unit Name, Nature Name, Unit Type, Units, and Unit Flag. The data in the table includes various case types like AC Cri.M.A.-46, Arbitration Case-35, Arbitration R.D-73, and Atro.Spl.Case-24, along with their corresponding details and unit flags (Application). A message at the bottom says "Showing 1 to 10 of 872 entries". On the left side of the main window, there's a vertical bar with a "SHOW MENU" button.

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

Figure 111: Unit Type Disposal (Report) screen

Procedure

1. When you click the **Unit Type Disposal** submenu, the **Unit Type Disposal (Report)** screen is displayed
2. The **Unit Type Disposal (Report)** is displayed. (Refer to Figure Number 111)
3. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

Court User Manual

4.42. Copying Section (Report)

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

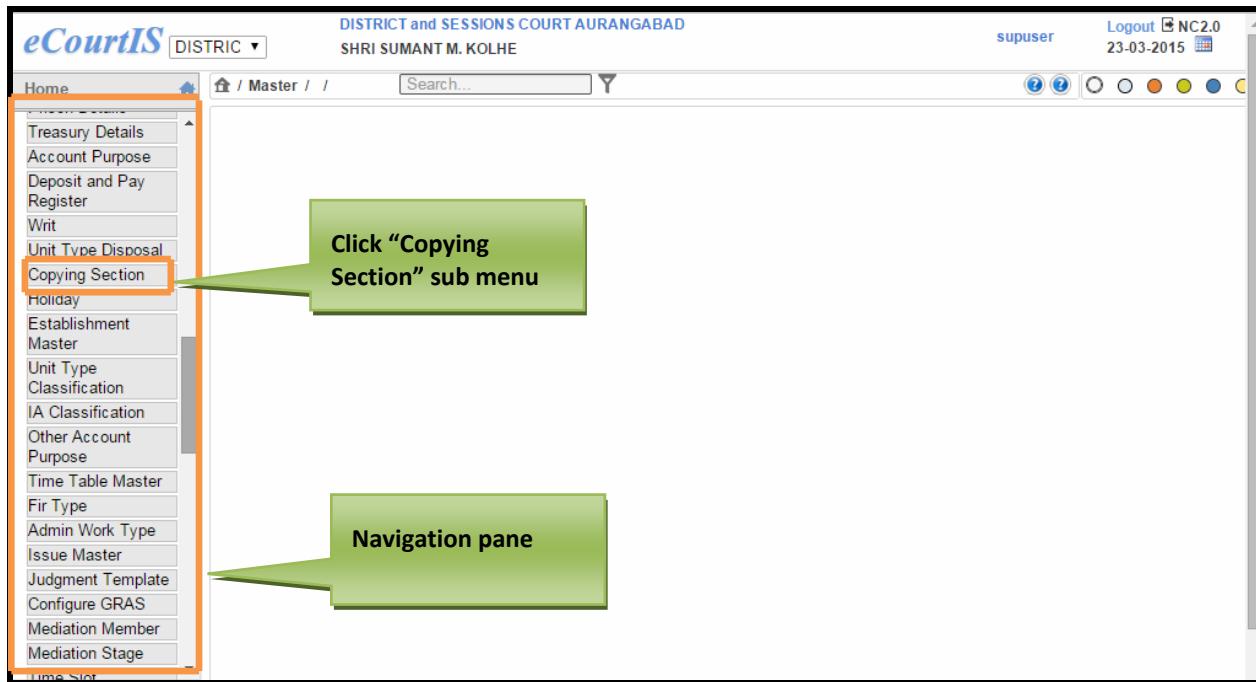


Figure 112: Navigation for "Copying (Report)" screen

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

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

The screenshot shows the 'Copying Section (Report)' screen. At the top, it has a header with 'Search...' and several icons. Below that is a toolbar with 'Copy', 'CSV', and 'Excel' buttons. The main area contains a table with the following data:

Copying Section Code	Copying Section Name	LCopying Section नाव
1	fdg	मराठी

At the bottom, it says 'Showing 1 to 1 of 1 entries' and has 'Previous' and 'Next' buttons. A blue vertical bar on the far left is labeled 'HOW MENU'.

Figure 113: Copying Section (Report) screen

Procedure

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

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2. The **Copying Section (Report)** is displayed. (**Refer to Figure Number 113**)
3. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
4. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

Court User Manual

4.43. Holiday (Report)

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

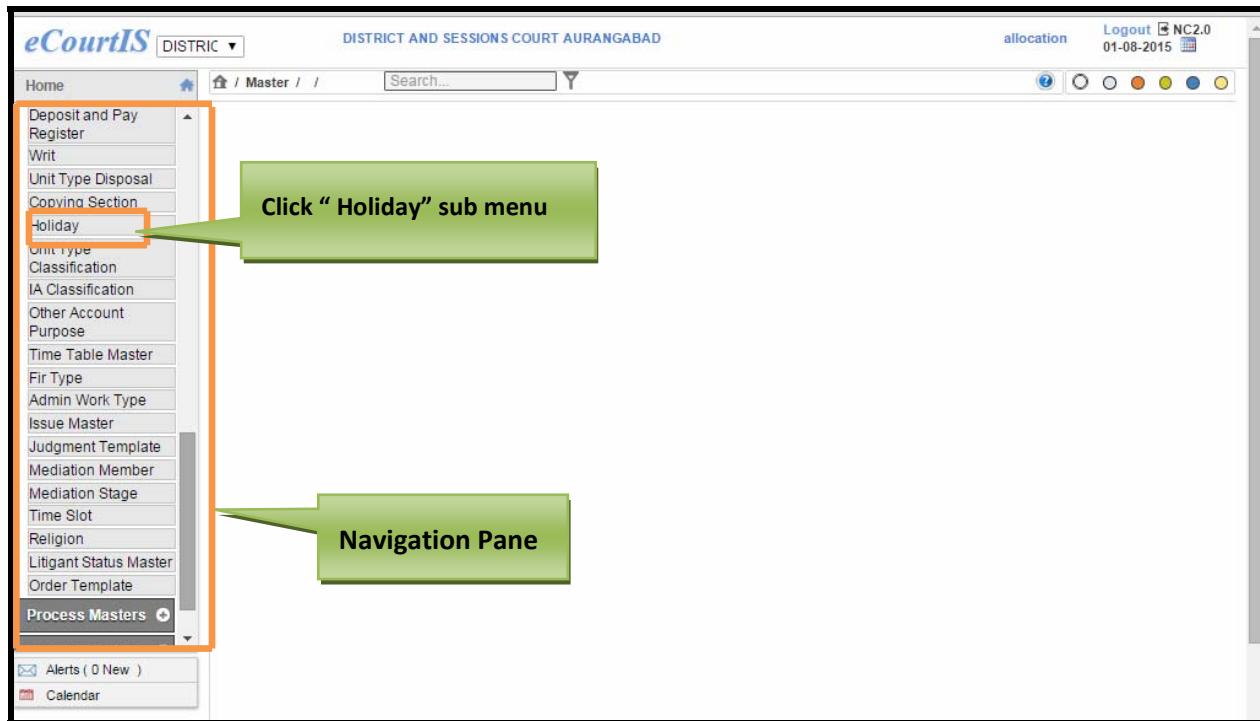


Figure 114: Navigation for “Holiday (Report)” screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click **Holiday** sub menu. (**Refer Figure Number 114**)
- 3 When you click **Holiday** sub menu, the “**Holiday (Report)**” screen is displayed. (**Refer to Figure Number 115**)
- 4 The **Holiday (Report)** displays the list of **Holidays** in English and local language.

Court User Manual

The screenshot shows a web-based application interface for managing holidays. At the top, there's a navigation bar with links to Home, Master, Holiday, and Report. A search bar is also present. On the right side of the header are several icons for file operations like Copy, CSV, and Excel. Below the header, there's a table with the following data:

Holiday ID	Holiday Name	From Date	To Date	सुट्टीचे नाव
1	1Ind Saturday	10-03-2012	10-03-2012	२ रा शनिवार
2	IVth Saturday	24-03-2012	24-03-2012	४ था शनिवार
3	Sunday	04-03-2012	04-03-2012	रविवार
4	Sunday	11-03-2012	11-03-2012	रविवार
5	Sunday	18-03-2012	18-03-2012	रविवार
6	Sunday	25-03-2012	25-03-2012	रविवार
7	Dr. Babasaheb Ambedkar Jayanti, 1Ind Saturday	14-04-2012	14-04-2012	
8	IVth Saturday	28-04-2012	28-04-2012	
9	Ramnavami and Sunday	01-04-2012	01-04-2012	
10	Sunday	08-04-2012	08-04-2012	

At the bottom left, it says "Showing 1 to 10 of 444 entries". On the right, there are navigation buttons for "Previous" and "Next".

Figure 115: Holiday (Report) screen

Procedure

1. When you select the **Holiday** sub menu, the Holiday (Report) screen is displayed.
2. The **Holiday (Report)** is displayed. (**Refer to Figure Number 115**)
3. **For features of this option Please Refer to Section 4.1. (Case Type Report).**
4. **Click the hyperlink (text in blue) in step 3 to view the Reports features**

Court User Manual

4.44. Unit Type Classification

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

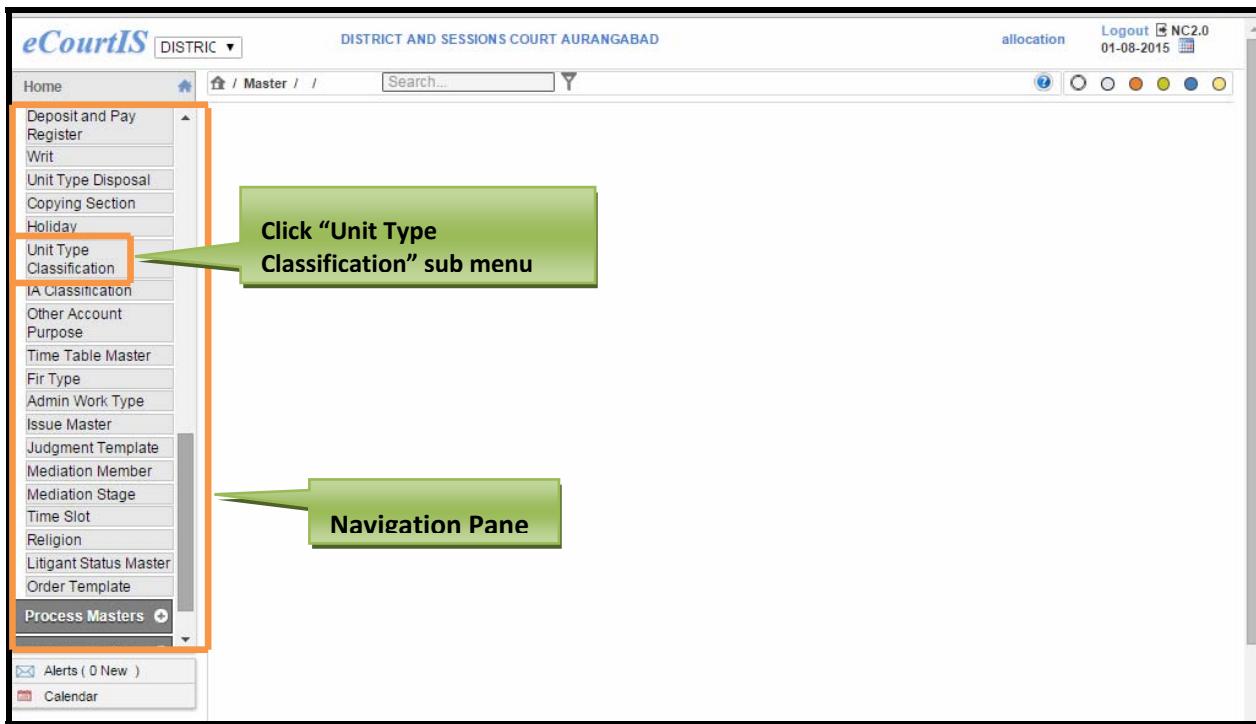


Figure 116: Navigation for" Unit Type Classification (Report)" screen

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

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

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The screenshot shows a web-based application interface for 'Unit Type Classification (Report)'. At the top, there's a navigation bar with links to 'Master', 'Unit Type Classification', and 'Report'. A search bar and various toolbar icons are also present. Below the header, a table displays seven entries. The table has two columns: 'Unit Type Code' and 'Unit Type Description'. The descriptions are in English, and their corresponding Hindi translations are shown in the adjacent column. The table includes a header row with column titles and a footer row indicating 'Showing 1 to 7 of 7 entries'. A 'SHOW MENU' button is located on the left side of the table.

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

Figure 117: Unit Type Classification (Report) screen

Procedure

1. When you select the **Unit Type Classification** submenu, the **Unit Type Classification (Report)** is displayed. (**Refer to Figure Number 117**)
2. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

Court User Manual

4.45. IA Classification (Report)

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

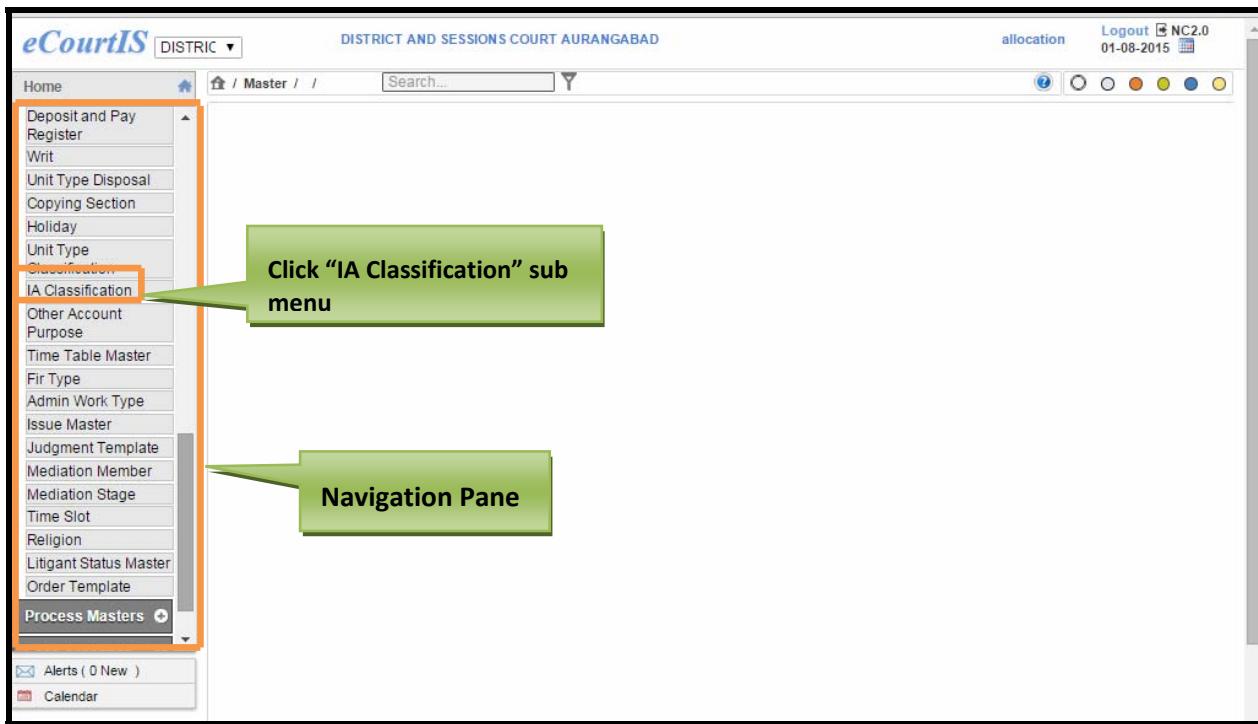


Figure 118: Navigation for "IA Classification (Report)" screen

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

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

The screenshot shows the 'IA Classification (Report)' screen. At the top, there is a breadcrumb trail: Home / Master / IA Classification / Report. Below this is a search bar labeled 'Search...'. On the right side, there are buttons for 'Copy', 'CSV', and 'Excel'. A dropdown menu 'Show 10 entries' is open. The main area contains a table with three columns: 'Classification Code', 'Classification Name', and 'LClassification Name'. The data in the table is as follows:

Classification Code	Classification Name	LClassification Name
1	Classification	वर्गीकरण
2	Classification2	वर्गीकरण2

At the bottom, it says 'Showing 1 to 2 of 2 entries' and has 'Previous' and 'Next' navigation buttons.

Figure 119: IA Classification (Report) screen

Procedure

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

4.46. Other Accounts Purpose (Report)

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

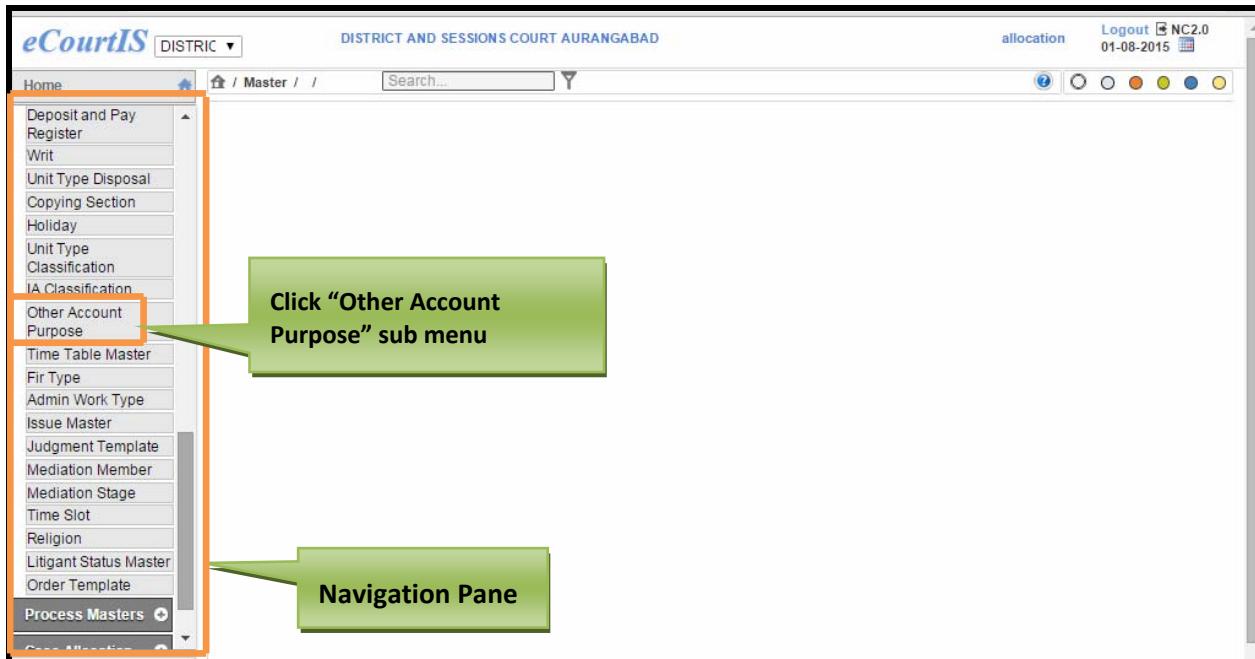


Figure 120: Navigation for "Other Account Purpose (Report) screen

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

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

Court User Manual

The screenshot shows a software application window titled 'Court User Manual'. The top menu bar includes 'File', 'Master', 'Other Account Purpose', and 'Report'. A search bar is at the top right. Below the menu is a toolbar with various icons. A table displays data with columns for 'Other Account Purpose Code' and 'Other Account Purpose Name'. A dropdown menu is open over the first row. At the bottom, there's a message bar and navigation buttons for 'Previous' and 'Next'.

Other Account Purpose Code	Other Account Purpose Name	LOther Account Purpose Name
1	wer	RTI

Figure 121: Other Accounts Purpose (Reports)

Procedure

1. When you select **Other Account Purpose** sub menu the **Other Accounts Purpose (Report)** is displayed. (Refer to Figure Number 121)
2. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features.*

Court User Manual

4.47. Time Table Master (Report)

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

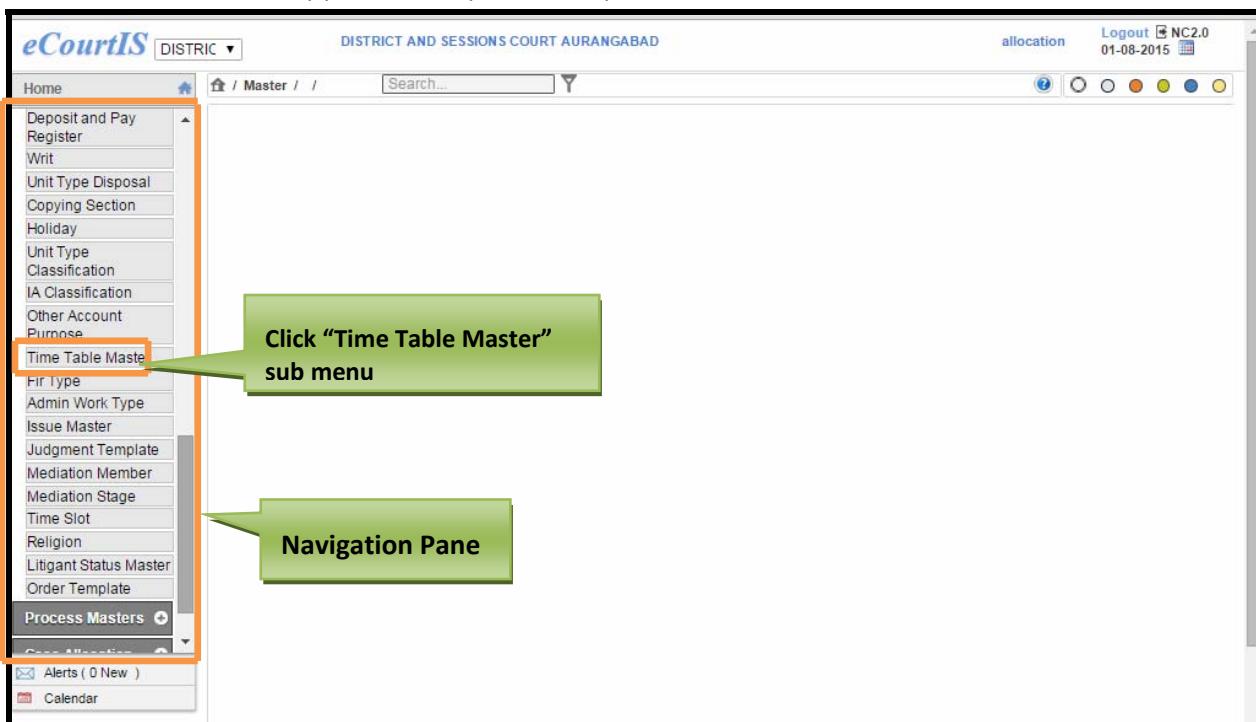


Figure 122: Navigation for "Time Table Master (Report)" screen

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

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

The screenshot shows the 'Time Table Master / Report' screen. At the top, there is a search bar and a toolbar with various icons. Below the toolbar is a table with the following data:

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

At the bottom, it says 'Showing 1 to 4 of 4 entries' and has 'Previous' and 'Next' buttons. There is also a 'V MENU' button on the far left.

Figure 123: Time Table (Report)

Procedure

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1. When you select the **Time Table Master** submenu, the **Time Table (Report)** is displayed. (**Refer to Figure Number 123**)
2. *For features of this option [Please Refer to Section 4.1. \(Case Type Report\).](#)*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

Court User Manual

4.48. FIR Type (Report)

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

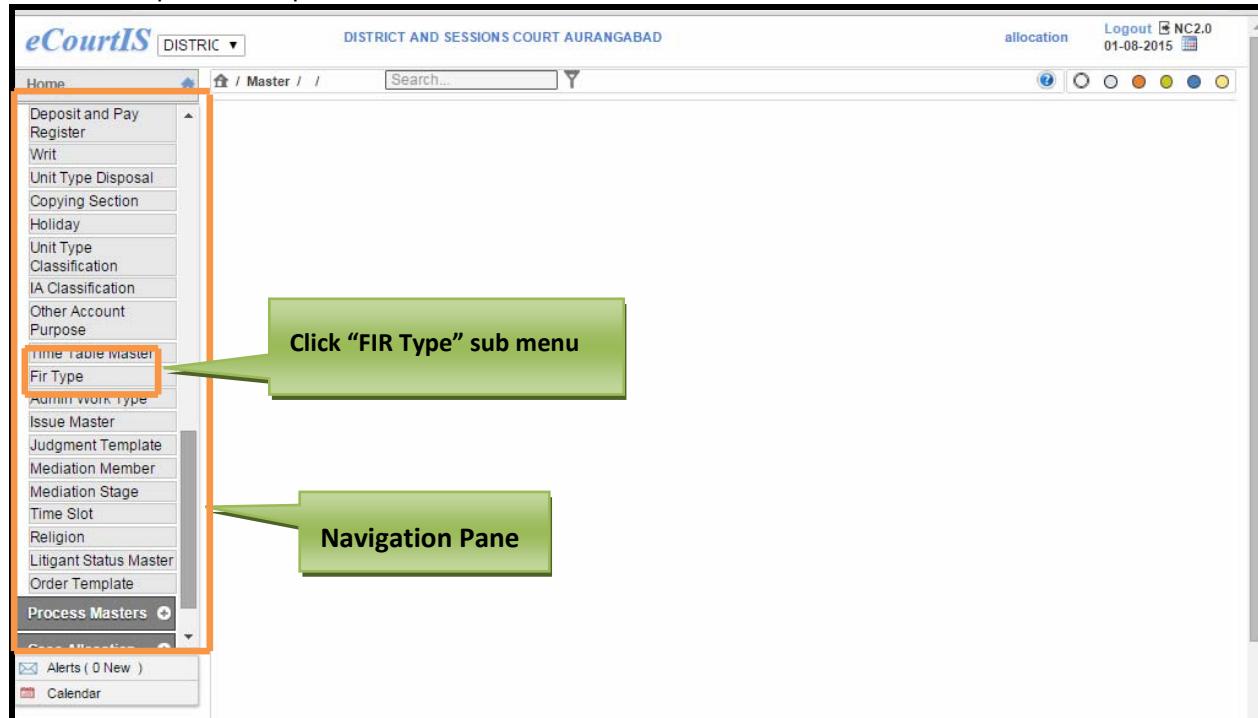


Figure 124: Navigation for “FIR Type (Reports)” screen

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

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

The screenshot shows the 'FIR Type (Report)' screen. The URL in the browser bar is 'Home / Master / Fir Type / Report'. The main content area displays a table with one entry. The table has two columns: 'FIR Type Code' and 'FIR Type Name'. The first row shows '1' in the 'FIR Type Code' column and 'Normal FIR' in the 'FIR Type Name' column. To the right of the table, there are buttons for 'Copy', 'CSV', and 'Excel'. At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are also 'Previous' and 'Next' navigation buttons.

FIR Type Code	FIR Type Name
1	Normal FIR

Figure 125: FIR Type (Report)

Procedure

1. When you select the **FIR Type** sub menu the **FIR Type (Report)** is displayed. (**Refer to Figure Number 125**)

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

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4.49. Admin Work Type (Report)

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

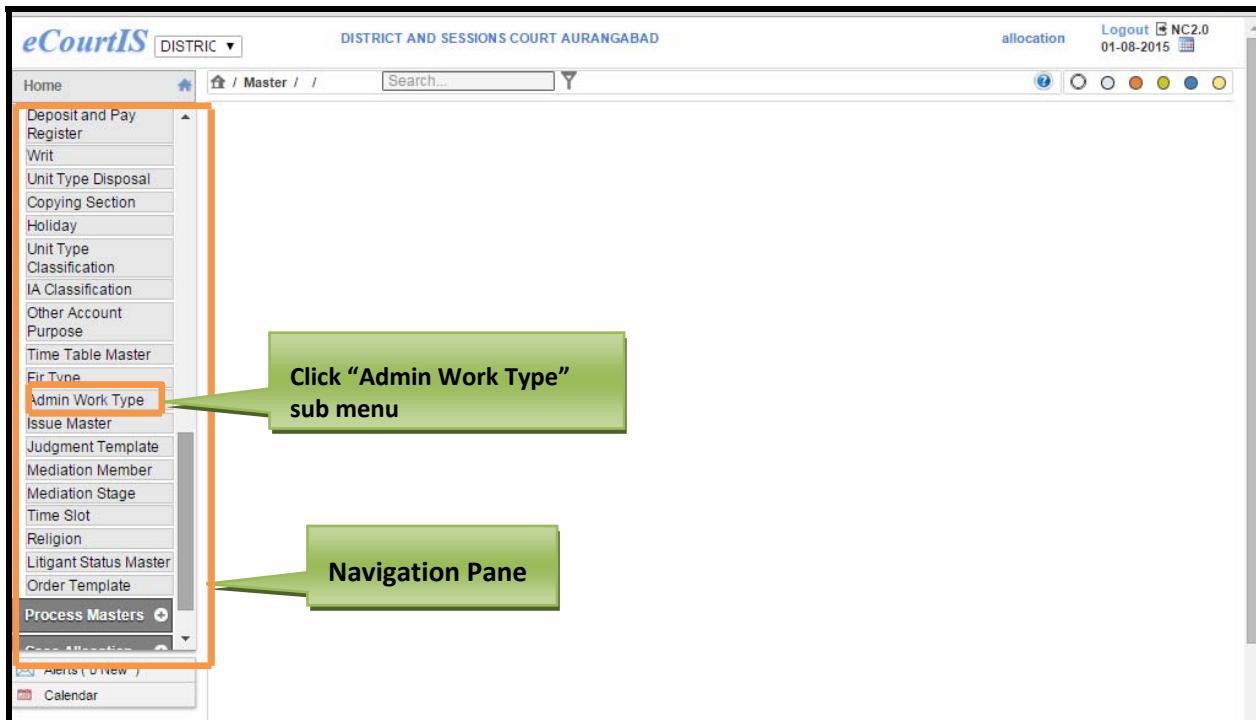


Figure 126: Navigation for "Admin Work Type (Report)" screen

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

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

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The screenshot shows a table titled "Admin Work Type Name" with columns for "Admin Work Type Code", "Admin Work Type Name", and "Description". The table contains 10 entries, numbered 1 to 10. The descriptions are provided in both English and Marathi. At the top of the page, there is a navigation bar with links for "Master", "Admin Work Type", and "Report". There is also a search bar and several export options: "Copy", "CSV", and "Excel". Below the table, a message says "Showing 1 to 10 of 13 entries".

Admin Work Type Code	Admin Work Type Name	Description
1	Administrative Work	प्रशासकीय कामाच्या प्रकाराचे तांच
2	Departmental inquiry norms for Presenting officer	प्रशासकीय कार्य
3	Departmental inquiry norms for Enquiry officer	सादर अधिकारी विभागीय चौकशी नियम
4	Departmental inquiry norms for Preliminary inquiry	चौकशी आर्थिक- विभागीय चौकशी नियम
5	Legal Aid Work	प्राथमिक चौकशी विभागीय चौकशी नियम
6	Attending or participating in Legal Literacy Camp actively_Subject to three camps in a quarter	मराठी4
7	Every Appeal decided under the Right to Information Act, 2005 by the Appellate Authority	मराठी5
8	One day in a month to the Chairman and Secretary DLSA and Chairman of TLSA	मराठी6
9	Recording Statement U Sec.164 of Cr.P.C.	मराठी7
10	Recording Statement of Approver U Sec.306 of Cr.P.C. in any Criminal Case	मराठी8

Figure 127: Admin Work Type (Report)

Procedure

1. When you select the **Admin Work Type** sub menu, the **Admin Work Type (Report)** is displayed. (**Refer to Figure Number 127**)
2. **For features of this option Please Refer to Section 4.1. (Case Type Report).**
3. **Click the hyperlink (text in blue) in step 3 to view the Reports features**

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4.50. Issue Master (Report)

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

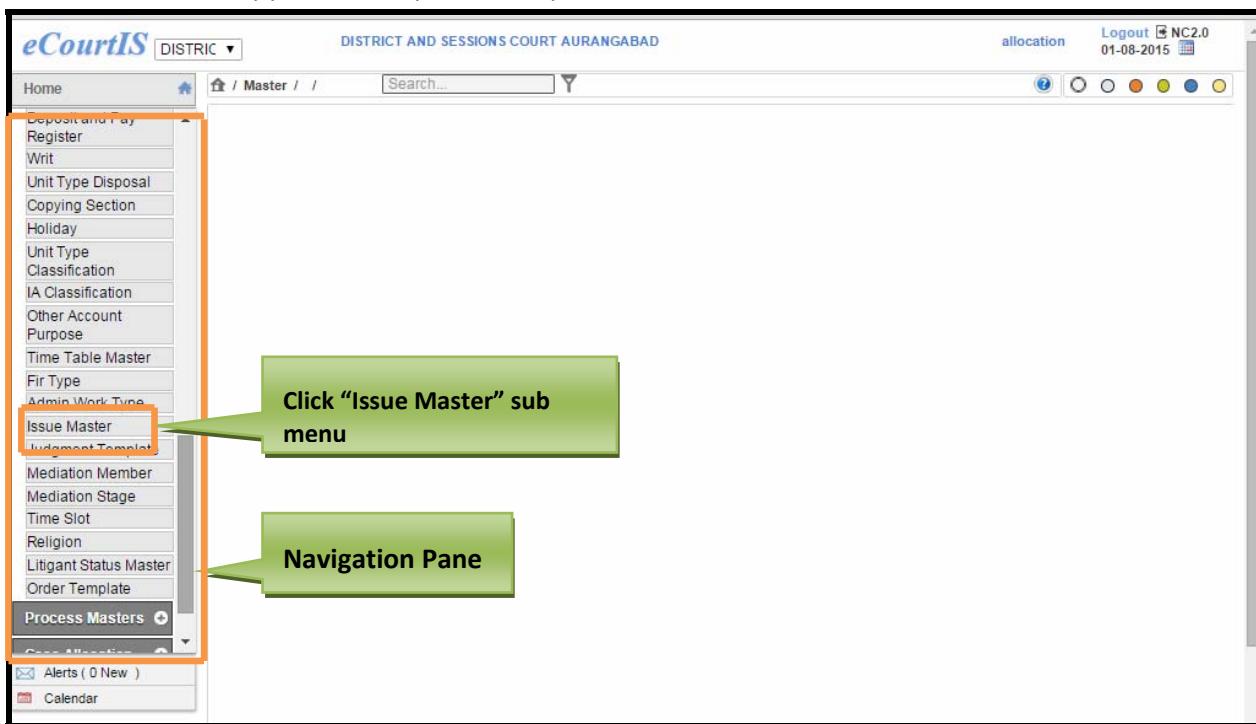


Figure 128: Navigation for "Issue Master (Report)" screen

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

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

Issue ID	Case Type	Nature	Issue
1	1-Civil Appeal	dfds sdfgsdg	मुद्दे राठी

Figure 129: Issue Master (Report)

Procedure

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1. When you select the **Issue Master Report**, the **Issue Master (Report)**. (Refer to Figure Number 129)
2. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

4.51. Judgment Template (Report)

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

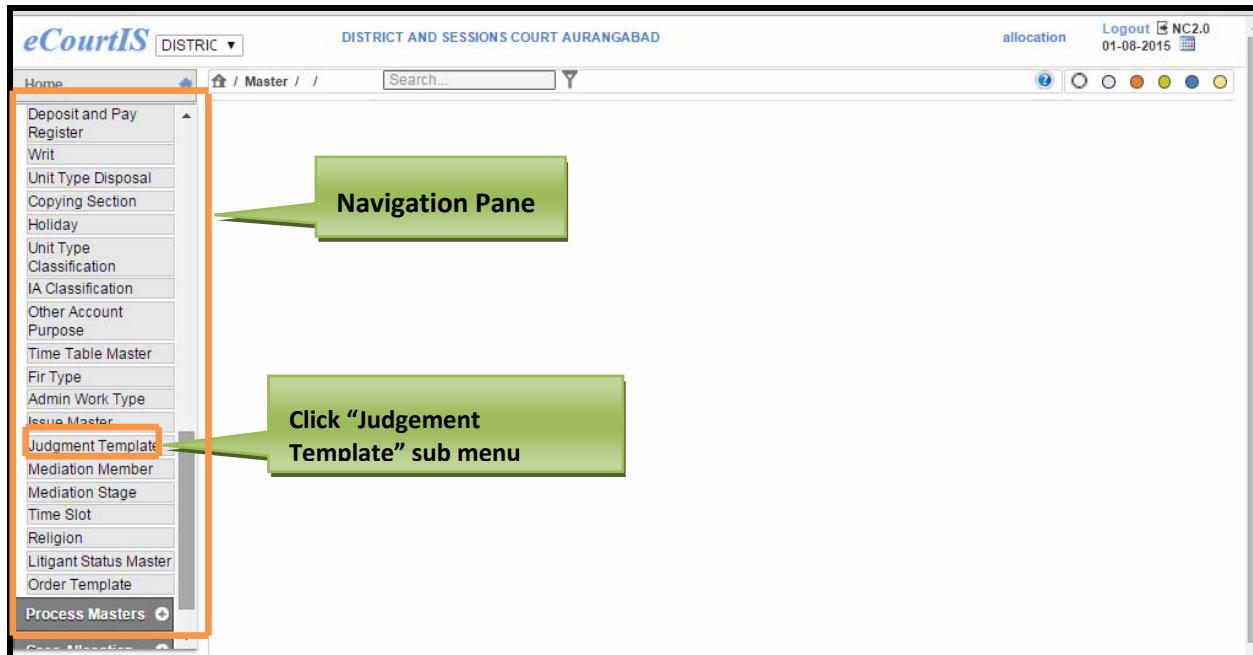


Figure 130: Navigation for "Judgment Template (Report)" screen

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

1. On the **Navigation pane**, click the **Master** menu.
2. Then, click **Judgment Template** sub menu. (Refer Figure Number 130)
3. When you click **Judgment Template** sub menu, the "**Judgment Template (Report)**" screen is displayed. (Refer to Figure Number 131)
4. The **Judgment Template (Report)** displays the list of **Judgment Template** in English and local language.

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The screenshot shows a software application window titled "Master / Judgment Template / Report". At the top, there is a search bar labeled "Search..." and a toolbar with various icons. Below the toolbar, a message box displays "Showing 1 to 1 of 1 entries". A table lists one entry:

Judgment Code	Judgment Name	Template Name	Template Name (in Marathi)
1	test judgement	Template1	निकालपत्राचे नाव

At the bottom right, there are buttons for "Previous" and "Next".

Figure 131: Judgment Template (Report)

Procedure

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

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4.51. *Mediation Member (Report)*

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

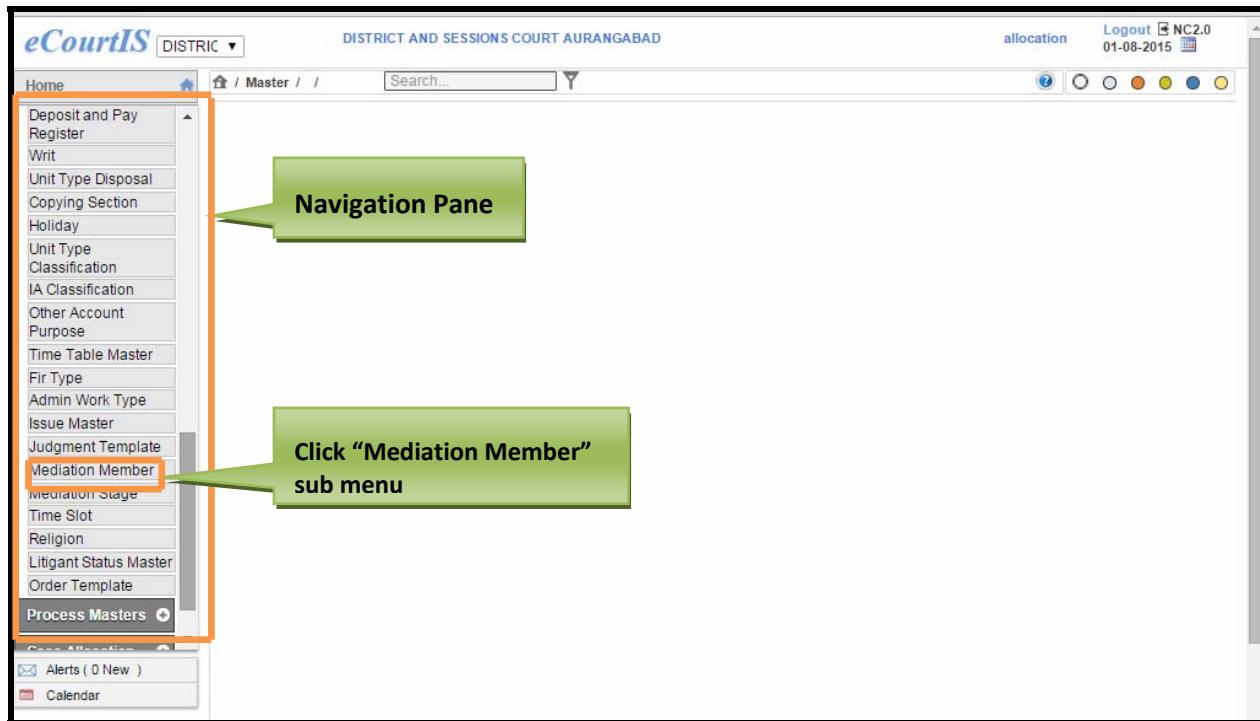


Figure 132: Navigation for "Mediation Member (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click **Mediation Member** sub menu. (**Refer Figure Number 132**)
- 3 When you click **Mediation Member** sub menu, the "**Mediation Member (Report)**" screen is displayed. (**Refer to Figure Number 133**)
- 4 The **Mediation Member (Report)** displays the list of **Mediation Member** in English and local language.

The screenshot shows the 'Mediation Member (Report)' screen. The top navigation bar includes 'Home', 'Master', 'Mediation Member', and 'Report'. There is a search bar with 'Search...' and a magnifying glass icon. On the right, there are buttons for 'Copy', 'CSV', and 'Excel'. Below the search bar, there are dropdown menus for 'Show 10 entries' and 'Search:' with a text input field. A table lists four mediation members with columns: 'Member ID', 'Member Type', 'Mediation Member', 'From Date', and 'To Date'. The data is as follows:

Member ID	Member Type	Mediation Member	From Date	To Date
1	Advocate	Patil N.L.	2015-12-04	
2	Judicial Officer	judge1	2015-12-04	
3	Retired Judicial Officer	munde	2015-12-04	
4	Other	otherabc	2015-12-04	

Showing 1 to 4 of 4 entries

Figure 133: Mediation Member (Report)

Procedure

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1. When you select the **Mediation Member** sub menu, the **Mediation Member (Report)** is displayed. (Refer to Figure Number 133)
2. *For features of this option [Please Refer to Section 4.1. \(Case Type Report\).](#)*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

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4.52. Mediation Stage (Report)

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

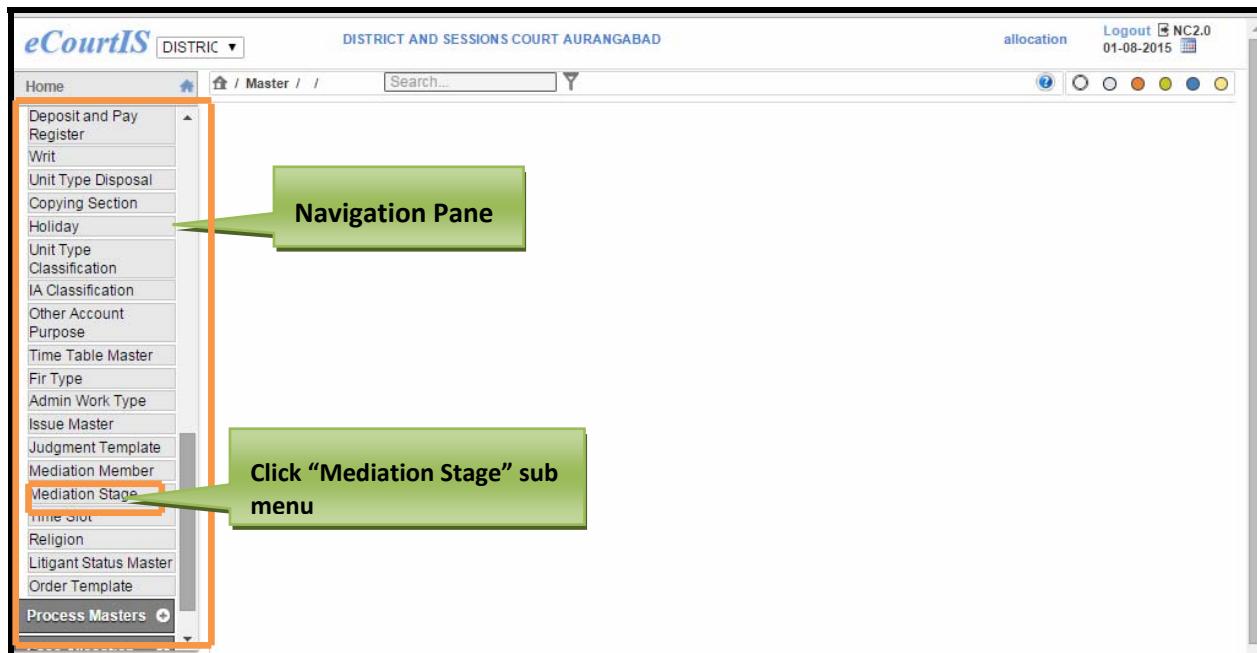


Figure 134: Navigation for "Mediation Stage (Report)" screen

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

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

The screenshot shows the 'Mediation Stage (Report)' screen. At the top, there is a navigation bar with 'Master / Judgment Template / Report' and a search bar. Below the navigation bar is a toolbar with icons for Copy, CSV, and Excel. The main area contains a table with the following data:

Show 10 entries	Search:		
Judgment Code	Judgment Name	Template Name	न्यायिनीय नाम
1	ZXZX	fdfdsf	गुरु
Showing 1 to 1 of 1 entries		◀ Previous	Next ▶

Figure 135: Mediation Stage (Report)

Procedure

1. When you select the **Mediation Member** submenu, the **Admin Work Type (Report)** is displayed. (**Refer to Figure Number 135**)
2. *For features of this option Please Refer to Section 4.1. (Case Type Report).*
3. *Click the hyperlink (text in blue) in step 3 to view the Reports features*

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4.53. Time Slot (Report)

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

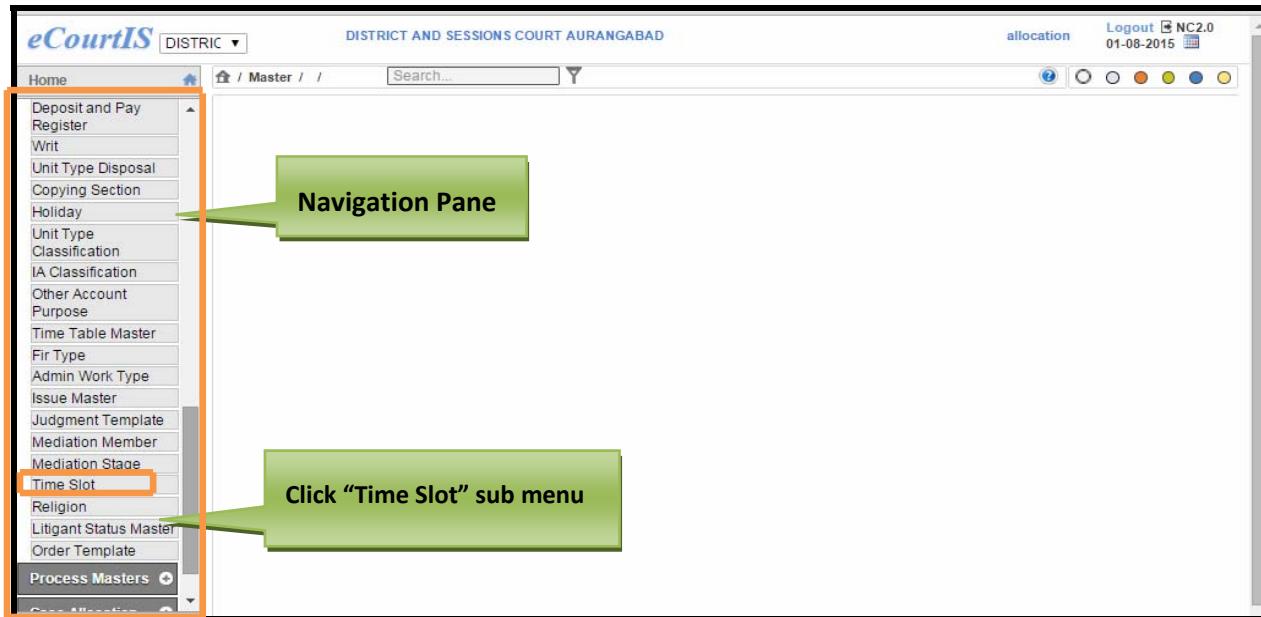


Figure 136: Navigation for "Time Slot (Report)" screen

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

- 1 On the **Navigation pane**, click the **Master** menu.
- 2 Then, click **Time Slot** sub menu. (**Refer Figure Number 136**)
- 3 When you click **Time Slot** sub menu, the "**Time Slot (Report)**" screen is displayed. (**Refer to Figure Number 137**)
- 4 The **Time Slot (Report)** displays the list of **Time Slot** in English and local language.

Time Slot ID				Time Slot	Time Slot Name	LTime Slot नाव
1				9am-12pm	Time Slot Name	बैठ स्लॉट नाव

Figure 137: Time Slot (Report)

Procedure

- 1 When you select the **Time Slot** submenu, the **Time Slot (Report)** is displayed. (**Refer to Figure Number 137**)
- 2 **For features of this option Please Refer to Section 4.1. (Case Type Report)**
- 3 **Click the hyperlink (text in blue) in step 3 to view the Reports features.**

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4.54. Religion (Report)

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



Figure 138: Navigation for "Religion (Report)" screen

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

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

The screenshot shows the 'Religion (Report)' screen. At the top, there is a breadcrumb trail: Home / Master / Religion / Report. Below that is a search bar and some export buttons (Copy, CSV, Excel). A table displays four entries of religions. The columns are 'Religion ID' and 'Religion'. The data is as follows:

Religion ID	Religion	धर्म
1	Hindu	हिंदू
2	Muslim	मुस्लिम
3	Christian	क्रिस्ती
5	OTHER	इतर

At the bottom, it says 'Showing 1 to 4 of 4 entries' and has previous/next navigation buttons.

Figure 139: Religion (Report)

Procedure

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

5. Process Masters

The **Process Masters** module includes the following:

1. Bailiff Master
2. Other Process Messenger
3. Process Area Master
4. Tag Bailiff, Area
5. Unserved Process Reason

5.1. **Bailiff Master**

A **Bailiff** is a legal officer to whom some degree of authority or jurisdiction is given. In **Bailiff Master** you can add all the information pertaining to **Bailiff**.

5.1.1. **Bailiff Master (Report)**

This option provides the facility to view the **list of Bailiffs**.

The screenshot shows a web-based application interface for viewing bailiff details. At the top, there's a menu bar with links to 'Process Masters / Bailiff Master / Report'. Below the menu is a search bar labeled 'Search...'. The main content area displays a table with the following data:

Bailiff		Search:
Bailiff Code	Bailiff	
1	Raju kumar	राजू कुमार
Showing 1 to 1 of 1 entries		

Figure 140: Bailiff Master (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 **Report**. (Refer to Figure Number 140)
3. Select the number of entries you want to view from **Show Entries** select box.
4. **Search box:** If you want to search a specific **Bailiff**, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Bailiff details** in the report. The **Search box** is located at the top right corner of the table, which includes all the lists of **Bailiff** existing in the database.
5. The **Report** screen should display in a table format with the details given below:
 - **Bailiff Code**
 - **Bailiff Name**
 - **Bailiff in local language**
6. You can sort the details of each column of the report. To sort, Click the arrow buttons placed towards the upper right corner of each column. You can sort the details in ascending and descending order.

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7. For example, to sort **Bailiff Code** column, click the arrow ▲ to sort the details of the column.



8. Click **upper arrow** to sort the **Bailiff Code** in **ascending order** and **lower arrow** for **descending order**.
9. Click **upper arrow** to sort the **Bailiff Code** in **ascending order** and **lower arrow** for **descending order**.
10. Click **Previous** to view the previous page and **Next** to view the next page.
11. You can view the **Bailiff (Report)** in pdf and xls format also.

5.2 Other Process Messenger

5.2.1. Other Process Messenger (Report)



Figure 141: Navigation for “Other Process Messenger” screen

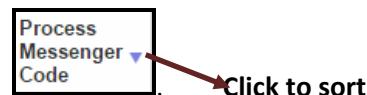
To access **Other Process Messenger** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Process Masters** menu.
2. Then, click the **“Other Process Messenger”** sub menu. (Refer Figure Number 141)
3. When you click **“Other Process Messenger”** sub menu, the system will display the **“Other Process Messenger”** screen. (Refer Figure Number 142)

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Process Masters / Other Process Messenger / Report		Search...	Search:	Print	Help	Logout
Show	10 ▾ entries					
Process Messenger Code	Process Messenger		आदेशिका दूत			
1	Sanjiv Kumar		संजीव कुमार			
Showing 1 to 1 of 1 entries			◀ Previous	Next ▶		

Figure 142: "Other Process Messenger" screen

4. Select the number of entries from the **Show Entries**  select box.
5. **Search box:** If you want to search a specific **Process Messenger**, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Process Messenger details** in the report.
6. The **Search box** is located at the upper right hand corner above the table.
7. The **Report** will display the details given below:
 - **Process Messenger Code**
 - **Process Messenger**
 - **Process Messenger (in local language)**
8. You can sort the details of each column of the report. To sort, Click the arrow buttons  placed towards the upper right corner of each column. You can sort the details in ascending and descending order.
9. **For example**, to sort **Process Messenger Code** column, Click the arrow  **(Refer to the Figure given below)**

10. Click **upper arrow** to sort the **Process Messenger Code** in **ascending order** and **lower arrow** for **descending order**.
11. Click **Previous** to view the previous page and **Next** to view the next page.
12. You can view the **Other Process Messenger (Report)** in pdf and xls format also.

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5.3 Process Area Master

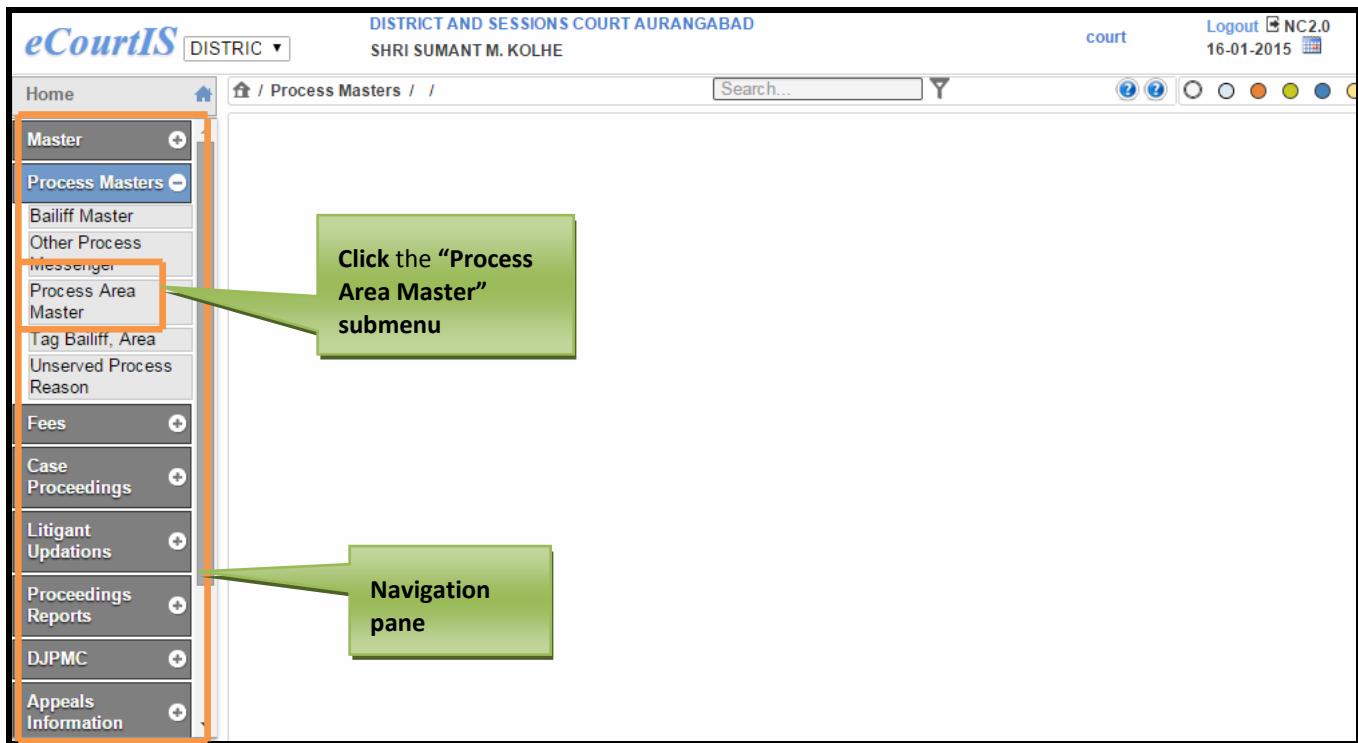


Figure 143: Navigation for "Process Area Master" screen

To access **Area** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Process Masters** menu.
2. Then, click the **"Process Area Master"** sub menu. (**Refer Figure Number 143**)
3. When you click **"Process Area Master"** the **"Area"** screen is displayed. (**Refer Figure Number 144**)

Show 10 entries		Search:
Process Area ID	Area	क्षेत्र
1	shivaji nagar	शिवाजी नगर
Showing 1 to 1 of 1 entries		

Figure 144: Process Area Master

4. Select the number of entries from the **Show Entries** select box.
5. **Show Entries select box:** The **Show Entries** select box provides the facility to view 10, 25, 50, and 100 numbers of entries. The report displays the number of entries that you select from the select box. (**Refer to Figure Number 145**)

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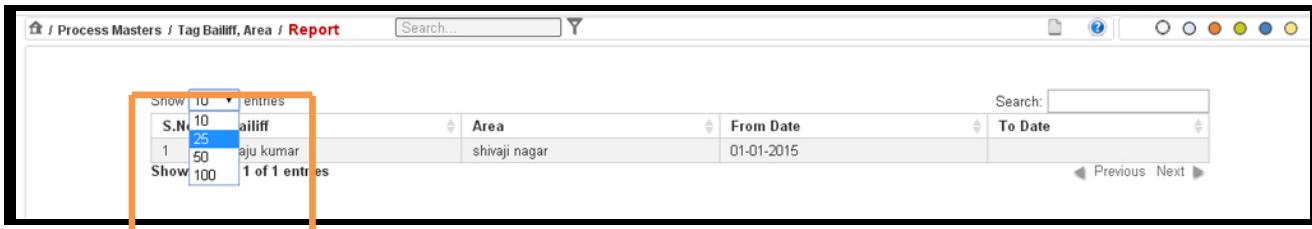


Figure 145: "Show Entries" select box

6. **Search box:** If you want to search a specific **Process Area**, then enter a part of the name, the whole name or a single alphabet of the name as search criteria in the **Search box**. The system will search using the search criteria and display the **Process Area details** in the report.
7. The **Search box** is located at the upper right hand corner above the table. The **Search box** is attached to the table.
8. The **Report** will display the details given below:
 - Process Area ID
 - Area
 - Area (in local language)
9. To sort the list according to the alphabetical list, Click the arrow (Refer to the Figure given below)

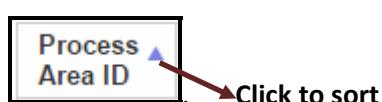


Figure 25a: Sort feature

10. Click **upper arrow** to sort the **Process Area ID** in **ascending order** and **lower arrow** for **descending order**. (Refer to Figure given below)
11. Click **Previous** to view the previous page and **Next** to view the next page.
12. You can view the **Process Area Master (Report)** in pdf and xls format also.

5.4 Tag Bailiff, Area

With the “**Tag Bailiff, Area**” report you can view the list which displays the **Areas assigned to the Bailiffs** for a period of time.

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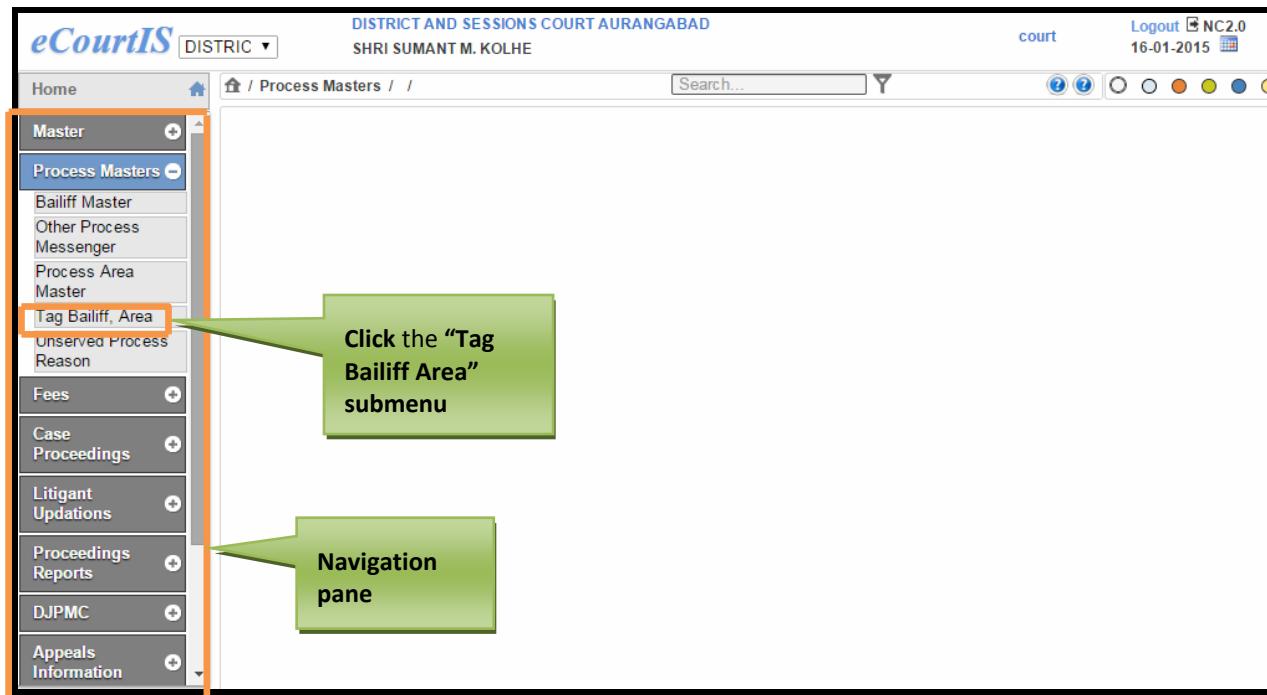


Figure 146: Navigation for "Tag Bailiff, Area (Report)" screen

To access **Tag Bailiff, Area** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Process Masters** menu.
2. Click the **Tag Bailiff, Area** sub menu. (**Refer Figure Number 146**)
3. When you click the **Tag Bailiff, Area** sub menu, the "**Tag Bailiff, Area**" screen. (**Refer Figure Number 147**)

The screenshot shows the 'Tag Bailiff, Area' report screen. At the top, it displays the URL '/Process Masters / Tag Bailiff, Area / Report' and a search bar with the placeholder 'Search...'. Below the header is a table with the following data:

Show 10 entries					Search:
S.No.	Bailiff	Area	From Date	To Date	
1	Raju kumar	shivaji nagar	01-01-2015		
Showing 1 to 1 of 1 entries					

At the bottom right of the table, there are 'Previous' and 'Next' navigation buttons.

Figure 147: Tag Bailiff, Area Report

4. Select the number of entries from the **Show Entries** select box.
5. **Search box:** If you want to search a specific **Bailiff**, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **details of the Bailiff** in the report.
6. The **Search box** is located at the upper right hand corner above the table.
7. The **Report** will display the details given below:
 - Serial Number (S.No)

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- Bailiff
- Area
- From Date
- To Date

8. To sort the list according to the alphabetical list, Click the arrow . (Refer to the Figure given below)



9. Click **upper arrow** to sort the **Bailiff** in **ascending order** and **lower arrow** for **descending order**. (Refer to Figure given below)

10. The **S.No** column can be sorted according to alphabetical order. To sort the list according to the alphabetical list, Click the arrow . (Refer to the Figure given below)



11. Click **upper arrow** to sort the **S.No** in **ascending order** and **lower arrow** for **descending order**.

12. Similarly, you can sort the contents of all the columns.

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

14. You can view the **Process Area Master (Report)** in pdf and xls format also.

5.5 Unserved Process Reason

With the “**Unserved Process Reason**” report you can view the list which displays the **Unserved Process Reason** and the **Unserved Process ID**.

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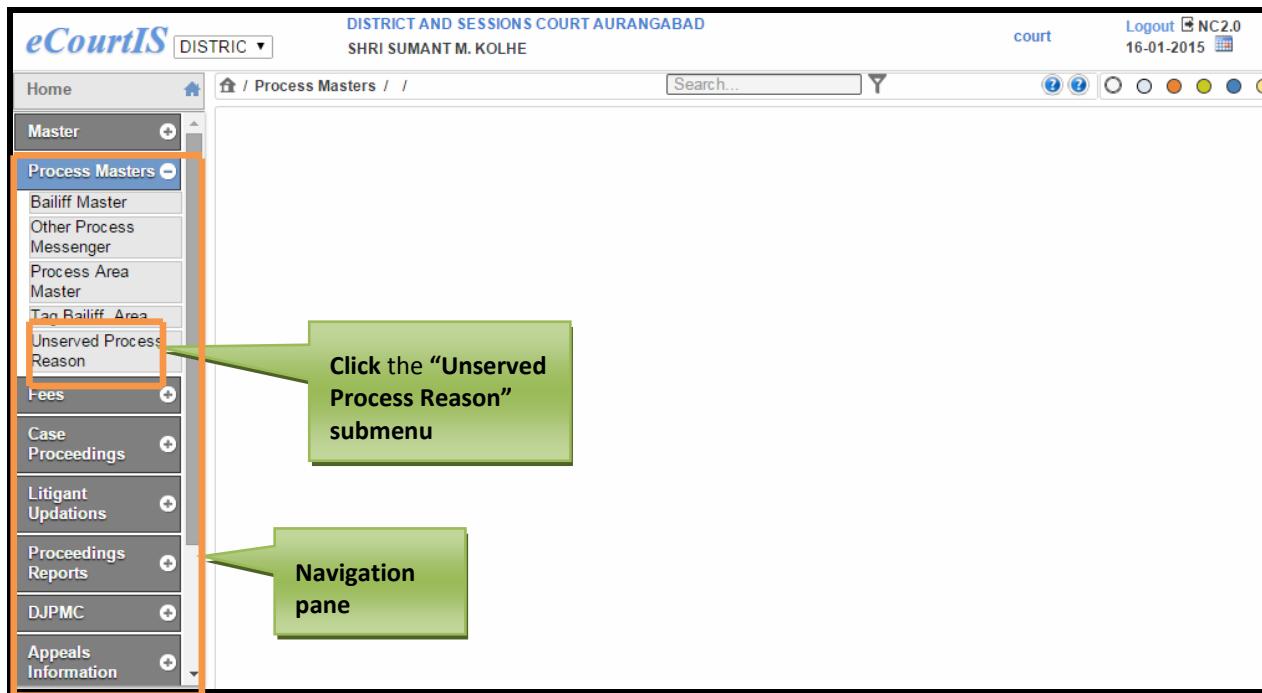


Figure 148: Navigation for “Unserved Process Reason (Report)” screen

To access **Unserved Process Reason** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Process Masters** menu.
2. Then, click the **Unserved Process Reason** sub menu. (**Refer Figure Number 148**)
3. When you click the **Unserved Process Reason** sub menu, the “**Unserved Process Reason**” screen is displayed. (**Refer Figure Number 149**)

/ Process Masters / Unserved Process Reason / Report		
Show 10 entries		
Unserved Process ID	Unserved Process	विनातामिल आदेशिका
1	Unserved Process	विनातामिल आदेशिका
Showing 1 to 1 of 1 entries		

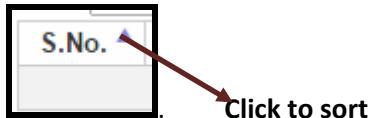
Figure 149: Unserved Process Reason (Report) screen

4. Select the number of entries from the **Show Entries** select box.
5. Use the **Search box** if you want to search a particular **Unserved Process** in the report. Enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Unserved Process** in the report.
6. The **Search box** is located at the upper right hand corner above the table.
7. The **Report** will display the details given below:
 - **Unserved Process ID**

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- **Unserved Process**
- **Unserved Process in local language**

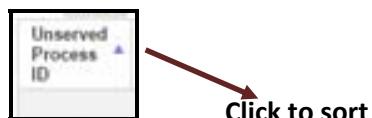
8. To sort the contents of each according to the alphabetical, ascending, or descending order, Click the arrow  located at the right side of each column.



9. Click **upper arrow** to sort the **Unserved Process** in **ascending order** and **lower arrow** for **descending order**.



10. Click **upper arrow** to sort the **Unserved Process** in **ascending order** and **lower arrow** for **descending order**.



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

12. You can view the **Process Area Master (Report)** in pdf and xls format also.

6 Fees

This option provides the facility to enter the value of the **Court Fee**, affixed with the Plaintiff, when the Plaintiff 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.

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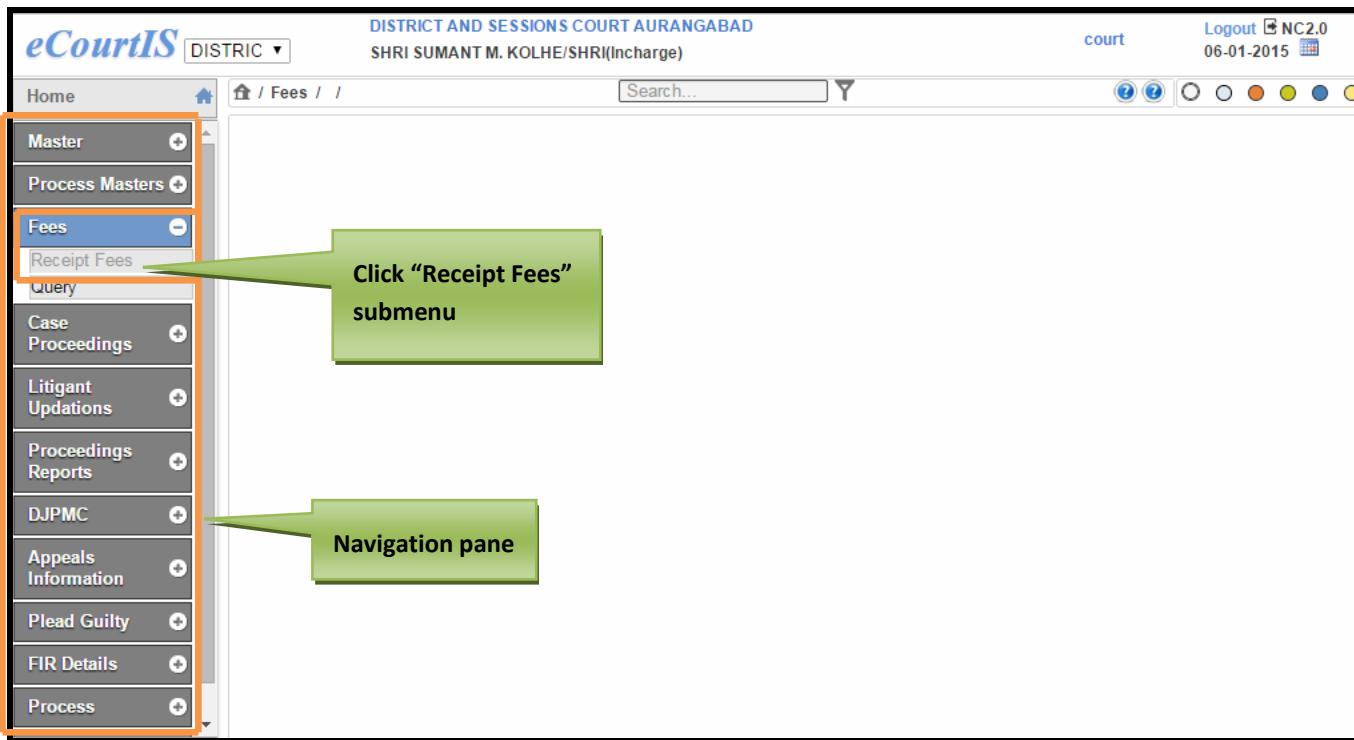


Figure 150: Navigation for "Receipt Fees" screen

Procedure

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

1. On the **Navigation pane**, click the **Fees** menu.
2. Then, click **Receipt Fees** sub menu. (**Refer to Figure Number 150**)
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 151**)
4. You can add **Fees** for the selected case type using **Case Number**, **Filing Number**, and **Caveat Number**. By default the **Case Number** is displayed as the selected option.
5. To add Fees using **Filing Number** and **Caveat Number**, select their respective radio buttons.
6. You can add **Fees** for **Civil** and **Criminal** case types. By default, **Civil** is displayed as the selected option. For **Criminal** cases, select the **Criminal** radio button.

6.1 Receipt Fees

6.1.1 Receipt Fees (Add)

This form provides facility to add the **Fees** submitted with the case. You can add **Fees** for **Civil** and **Criminal** Cases based on **Case Number**, **Filing Number** and **Caveat Number**. But by default, the system displays **Case Number** and **Civil** as the selected option.

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The screenshot shows the 'Fees (Add)' screen. At the top, there are radio buttons for 'Case No.', 'Filing No.', and 'Caveat No.' followed by 'Civil' and 'Criminal'. Below this, a dropdown menu shows 'Civil Appeal-1'. A text input field for 'Case No.' contains '100075', and a text input field for 'Year' contains '2010'. A blue 'Go' button is next to these fields. The main title 'Uttamrao Patilba Gorade V/s Dhanraj Uttamrao Gorade' is displayed. Below it, a dropdown menu for 'Petitioner / Respondent Name' shows 'Select'. There is also a text input field for 'Other Name' and a dropdown menu for 'Amount'. Another dropdown menu for 'Fees Type' shows 'Select'. At the bottom, a section for 'Mode of Payment' includes radio buttons for 'Cash', 'Stamp', 'D.D.', 'Cheque', and 'Challan'. Below this are 'Add' and 'Remove' buttons. At the very bottom are buttons for 'Pay Mode', 'Fees Type', 'Amount', 'D.D./Cheque No', 'D.D./Cheque Date', 'Bank Name', 'Finish', and 'Reset'.

Figure 151: Fees (Add) screen

Procedure

1. 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. Click **Go**. The **Petitioner/Respondent Name**, **Amount**, **Fees Type**, and **Mode of Payment** fields are displayed. (Refer to Figure Number 152)

This screenshot shows the same 'Fees' screen as Figure 151, but with more information entered. The 'Case Type' dropdown still shows 'Civil Appeal-1'. The 'Case No.' field now contains '100075' and the 'Year' field contains '2010'. The 'Petitioner / Respondent Name' dropdown shows 'Uttamrao Patilba Gorade'. The 'Amount' field contains '250'. The 'Fees Type' dropdown shows 'Court Fee'. The 'Mode of Payment' section has 'Cash' selected. The 'Add' and 'Remove' buttons are visible at the bottom.

Figure 152: Fees screen with details

5. Select the Petitioner or Respondent from the **Petitioner/Respondent Name** select box.
6. Enter the amount of Fees the Petitioner/Respondent has to pay in the **Petitioner/Respondent Name** field.
7. Select the fees type from the **Fees Type** select box.
8. Choose the mode of payment by selecting the radio buttons for **Cash**, **Stamp**, **D.D** (Demand Draft), **Cheque**, or **Challan** and click **Add**.

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9. By default, the system displays **Cash** as the selected mode of payment. To choose the other modes of payment as mentioned in step 8; select their respective radio buttons.
10. When you click **Add**, the details of the fees for the selected case type will be displayed as shown in the figure given below.

The screenshot shows the 'Fees' section of the 'Receipt Fees' module. The 'Case Type' is set to 'Civil Appeal-1'. The 'Case No.' is '100075' and the 'Year' is '2010'. The 'Petitioner / Respondent Name' is 'Uttamrao Patilba Gorade V/s Dhanraj Uttamrao Gorade'. The 'Amount' is listed as 'Kushavartabai Tejrao Sultane'. The 'Fees Type' is 'Select'. The 'Mode of Payment' is currently set to 'Cash'. Below this, a table lists a fee entry: 'Court Fee' of '250' paid by 'Cash'.

Pay Mode	Fees Type	Amount	D.D./Cheque No	D.D./Cheque Date	Bank Name
Cash	Court Fee	250	0		

Figure 152a: Fees Details

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

The screenshot shows the 'Mode of Payment' section where 'D.D.' is selected. It includes fields for 'Bank Name' (set to 'Select'), 'D.D. No.', and 'D.D. Date' (set to an empty field). There are 'Add' and 'Remove' buttons at the bottom.

Figure 153: D.D. as the Mode of Payment

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

The screenshot shows the 'Mode of Payment' section where 'Cheque' is selected. It includes fields for 'Bank Name' (set to 'Select'), 'Cheque No.' (set to '12345'), and 'Cheque Date' (set to '18-06-2015'). There are 'Add' and 'Remove' buttons at the bottom.

Figure 154: Cheque as the Mode of Payment

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17. In case of **Challan** option the system will display the **Bank Name**, **Challan No.**, and **Challan Date**.

The screenshot shows a modal dialog with the following fields:

- Mode of Payment: Cash Stamp D.D. Cheque Challan
- Bank Name: Select
- Challan No: 12345
- Challan Date: 18-06-2015
- Add | Remove buttons

Figure 155: Challan as the Mode of Payment

18. 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.

The screenshot shows the 'Fees' section of the 'Receipt Fees' add screen. The following details are entered:

- Fees Type: Civil Appeal-1
- Case No.: 100075 | Year: 2010 | Go
- Petitioner / Respondent Name: Uttamrao Patilba Gorade V/s Dhanraj Uttamrao Gorade
- Amount: 100075
- Fees Type: Select
- Mode of Payment: Cash Stamp D.D. Cheque Challan
- Bank Name: Select
- Challan No: 12345
- Challan Date: 18-06-2015

The table below shows the added fees details:

Pay Mode	Fees Type	Amount	D.D./Cheque No	D.D./Cheque Date	Bank Name
Cash	Court Fee	250	0		
D.D.	Other Fee	250	12345	18-06-2015	

Buttons at the bottom: Finish | Reset

Figure 155a: Fees (added details)

19. Click **Remove** to remove the added Fees for the selected case type.
20. Click **Reset** to modify the entered details.
21. 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.

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The screenshot shows a web-based application for managing fees. At the top, there's a navigation bar with links for Home, Fees, Receipt Fees, and Add. A search bar is also present. The main area is titled 'Fees' and displays a success message: 'Addition successful. FeesReceipt No.12414 /2015-2016'. Below this, there are several input fields and dropdown menus:

- Case Type:** Select (dropdown menu)
- Case No.:** [Text input] *Year: [Text input] **Go** button
- Petitioner / Respondent Name:** Uttamrao Patilba Gorade Vs Dhanraj Uttamrao Gorade
- Amount:** [Text input]
- Fees Type:** Select (dropdown menu)
- Mode of Payment:** Cash Stamp D.D. Cheque Challan
- Bank Name:** Select (dropdown menu)
- Challan No:** [Text input]
- Challan Date:** [Text input]

At the bottom, there are buttons for **Add** and **Remove**. Below the main form, there are tabs for Pay Mode, Fees Type, Amount, D.D./Cheque No, D.D./Cheque Date, and Bank Name. Finally, there are **Finish** and **Reset** buttons.

Figure 155b: Message

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

The receipt is titled 'DISTRICT AND SESSIONS COURT AURANGABAD' and 'Judge Designation Civil Appeal/0100075/2010'. It includes the receipt number 'Receipt No. . 12414 /2015-2016' and the date 'Date . 16/07/2015'. The table below lists the payment details:

Sr. No.	Payment	Item Description	Amount
1	Cash	Court Fee	300.00
(THREE HUNDRED)			

Below the table, it shows the party name 'Prakash Uttamrao Garade', amount '300', and '(THREE HUNDRED)'. To the right, there is a placeholder for 'Signature of the Official' and a 'Print' link.

Figure 155c: Fees Receipt

- To print the **Fees Receipt** for the selected case type, click the **Print** link on the receipt.
- When you click the **Print link**, the Print screen is displayed.
- Click **Save** to save the receipt in your desired destination and then print the receipt.

Court User Manual

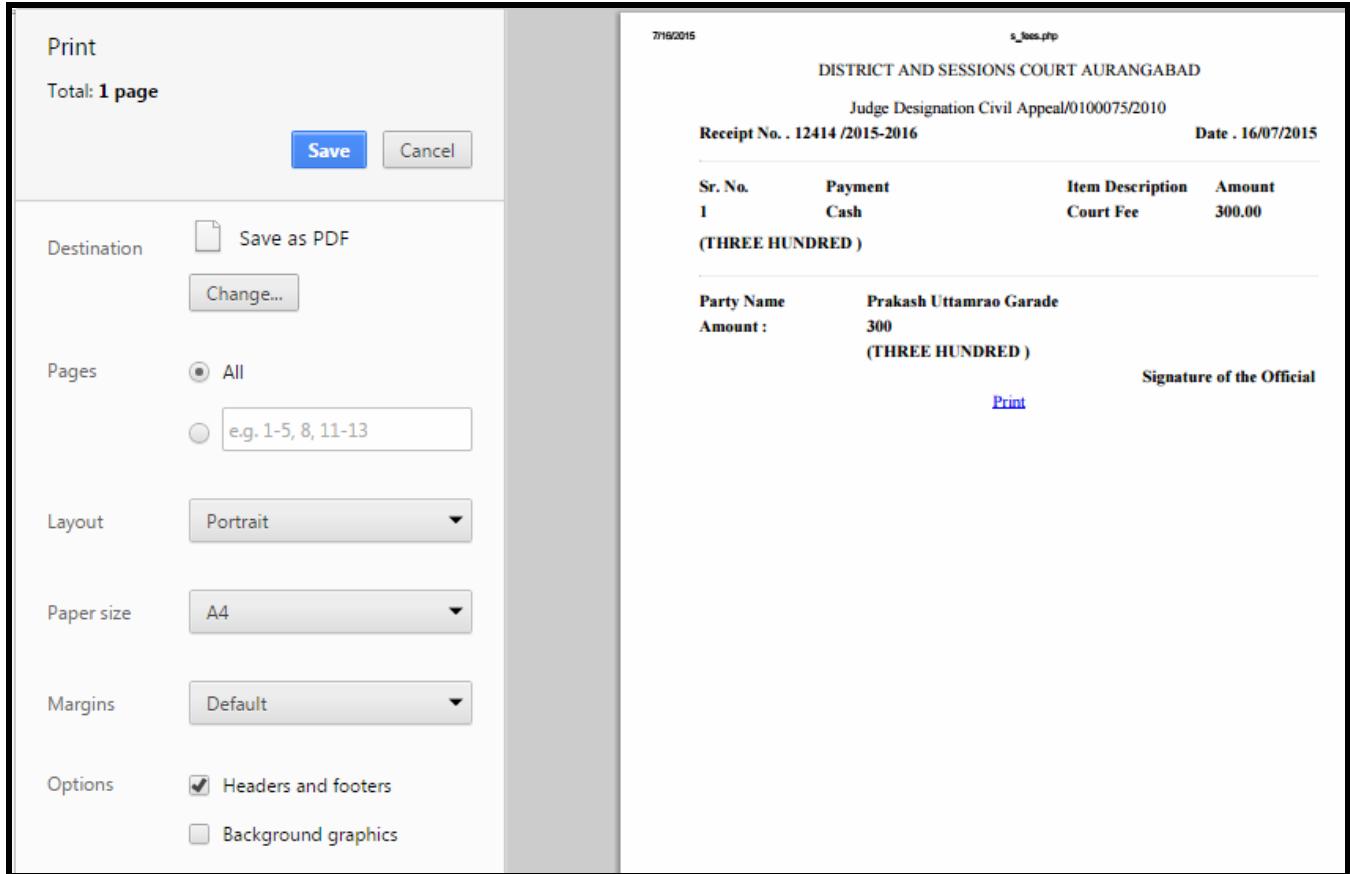


Figure 155d: Save and Print option

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

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

6.1.2 Receipt Fees (Modify)

This feature provides the facility to **update or modify** the **Fees** details already existing in the system.

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The screenshot shows the 'Fees' modification screen. At the top, there's a search bar with 'Search...' and a magnifying glass icon. Below it is a toolbar with icons for edit, add, print, etc. On the left, a vertical blue bar labeled 'SHOW MENU' is visible. The main form area has fields for 'Receipt No.' (with dropdowns for 'Case No.', 'Filing No.', 'Caveat No.', 'Civil', 'Criminal'), 'Case Type' (dropdown), 'Case No.' (text input), 'Year' (text input), 'Amount' (text input), 'Fees Type' (dropdown), and 'Mode of Payment' (radio buttons for Cash, Stamp, D.D., Cheque, Challan). Buttons for 'Update' and 'Remove' are at the bottom. Below the main form is a table with columns: Pay Mode, Fees Type, Amount, D.D./Cheque No, D.D./Cheque Date, and Bank Name. Buttons for 'Finish', 'Cancel Receipts', and 'Reset' are at the bottom of the table.

Figure 156: Fees Receipt (Modify)

Procedure:

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

1. Click the **Edit icon** located at the upper right corner on the menu bar.
2. The **Receipt Fees (Modify)** screen is displayed. (**Refer to Figure Number 156**)
3. Enter the **Receipt Number**, **Receipt Year** and Click the **Go** button.
4. The system will display all the details of the entered **Receipt No.**.
5. Now you can update or modify the details. (**Refer to Figure Number 156a**)

The screenshot shows the 'Fees' modification screen with populated data. The 'Receipt No.' is 12194 and 'Year' is 2015. The 'Case Type' is 'Civil Appeal-1'. The 'Case No.' is 0100075 and 'Year' is 2010. The 'Petitioner / Respondent Name' is Uttamrao Patilba Gorade V/s Dhanraj Uttamrao Gorade. The 'Other Name' is blank. The 'Amount' is blank. The 'Fees Type' is 'Select'. The 'Document Type' is 'Select'. The 'Mode of Payment' is 'Cash'. Below the main form is a table with columns: Pay Mode, Fees Type, Amount, D.D./Cheque No, D.D./Cheque Date, Bank Name, and Document Type. The table contains two rows of data. The first row has 'Challan' in 'Pay Mode', 'Court Fee' in 'Fees Type', '200.00' in 'Amount', '12345' in 'D.D./Cheque No', '04-06-2015' in 'D.D./Cheque Date', 'BOI' in 'Bank Name', and 'Application for leave to sue as a pauper' in 'Document Type'. The second row has 'Cash' in 'Pay Mode', 'Other Fee' in 'Fees Type', '250.00' in 'Amount', '0' in 'D.D./Cheque No', an empty 'D.D./Cheque Date' field, an empty 'Bank Name' field, and 'fsffff' in 'Document Type'. Buttons for 'Add', 'Update', and 'Remove' are at the bottom of the table.

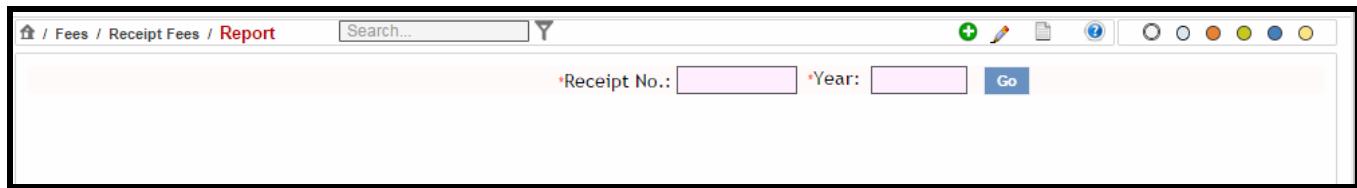
Figure 156a: Fees Receipt (Modify) screen with details

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6. Click “**Update**” to update the edited fee entry.
7. Click “**Finish**” to save the updated entries in the system.
8. Click “**Cancel Receipt**” to cancel the receipt. Once the receipt is cancelled, the entries of that receipt will not be further accounted.
9. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

6.1.3 Receipt Fees (Report)

This option will allow you to view the report of the **Receipt Fees**. The system will generate and display the **Receipt**. This Report can be printed, if required.

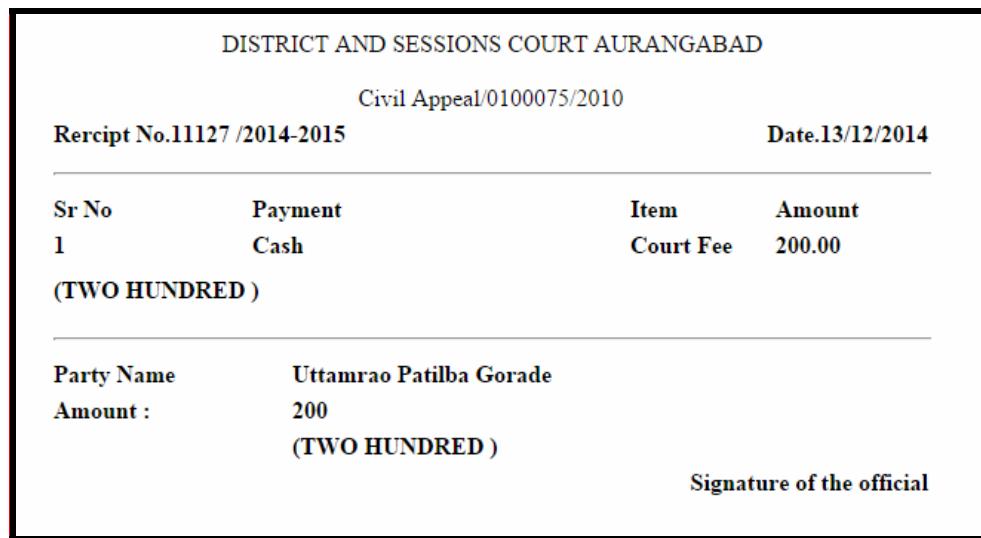


The screenshot shows a web-based application interface for viewing receipt fees. At the top, there is a navigation bar with links for Home, Fees, Receipt Fees, and Report. A search bar is located above the main content area. Below the search bar, there are two input fields: 'Receipt No.' and 'Year', both preceded by an asterisk (*) indicating they are mandatory. To the right of these fields is a blue 'Go' button. The main area below the search bar is currently empty, suggesting no results have been displayed yet.

Figure 157: Receipt Fees (Report)

Procedure

1. Click the **Report icon**  located at the upper right hand corner on the menu bar.
2. The **Receipt Fees (Report)** is displayed. (Refer to Figure Number 157)
3. Enter the **Receipt Number** in the **Receipt No.** field and the **Receipt Year** in **Year** field.
4. Click the **Go**, the system will display the **Receipt** as shown in Figure Number 158.



The screenshot displays a receipt from the District and Sessions Court Aurangabad. The receipt header includes the court name, appeal number (Civil Appeal/0100075/2010), receipt number (11127 /2014-2015), and date (13/12/2014). The body of the receipt shows a single payment entry: Sr No 1, Payment Cash, Item Court Fee, and Amount 200.00 (TWO HUNDRED). Below this, party details are listed: Party Name Uttamrao Patilba Gorade and Amount 200 (TWO HUNDRED). A signature line for the official is also present at the bottom.

Sr No	Payment	Item	Amount
1	Cash	Court Fee	200.00 (TWO HUNDRED)

Party Name: Uttamrao Patilba Gorade
Amount : 200
(TWO HUNDRED)

Signature of the official

Figure 158: Receipt Fees (Report)

(*Note: All the entries displayed in the screen shots are as examples only)

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6.2 Query

This option helps to query details of fees in the case. The total fees paid in the case and party wise subtotal displayed assists the court in further calculating the bill of costs. You can query the fees details using **Case Number**, **Filing Number**, and **Caveat Number**. By default the system will display **Case Number** as the selected option; you can choose either **Filing Number** or **Caveat Number** by selecting their respective radio buttons.

6.2.1 Query (Report)

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



Figure 159: Navigation for Query (Report) screen

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 159)
3. When you click the **Query** sub menu, the “**Query**” screen with **Case Number** as the selected option is displayed. (Refer to Figure Number 160)
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.

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The screenshot shows the 'Query' section of the Court User Manual. At the top, there is a navigation bar with links for Home, Fees, Query, and Report, and a search bar. Below the navigation is a 'Query' heading with three radio button options: Case No., Filing No., and Caveat No. The 'Case No.' option is selected. A dropdown menu for 'Case Type' is open, showing 'Civil Appeal-1' as the current selection. Below the dropdown are fields for 'Case No.' (containing '100075') and 'Year' (containing '2010'). A 'Go' button is located next to the year field. Below these controls is a table header with columns: Petitioner/Respondent, Fees Type, Receipt No., Date, and Amount. To the left of the table header is a vertical 'SHOW MENU' button.

Figure 160: Query screen

Procedure

1. By default **Case Number** is displayed as the selected option, for **Filing Number** and **Caveat Number** select their respective radio button.
2. When you select **Filing Number** radio button, the **Filing Number** field is displayed.
3. When you select the **Caveat Number** radio button, the **Caveat Number** field is 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 year of registration in the **Year** field and click **Go**. The **Query** report is displayed.

The screenshot shows the 'Query Report' section of the Court User Manual. It displays the same interface as Figure 160, but the results are shown in a table below the controls. The table has columns: Petitioner/Respondent, Fees Type, Receipt No., Date, and Amount. The table shows one row of data: John Anil Avhad, Court Fee, 5955, 08-05-2013, and 10.00. Below the table, there are two summary rows: 'Sub Total' and 'Total', both showing the value 10.00 in green text.

Figure 161: Query Report

7. The **Query (Report)** is displayed. The **Report** will display the details given below: (Refer to Figure Number 161)

- Petitioner/Respondent
- Amount
- Date

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- Fees Type
8. When you select the **Filing Number** radio button, the system will display the **Filing Number field**. Enter the **Filing Number** in the **Filing** field and click **Go** button.
9. The system will display the **Query Report**. (Refer to Figure Number 162)

The screenshot shows a web-based application window titled 'Fees / Query / Report'. At the top, there is a search bar labeled 'Search...' and a toolbar with various icons. Below the toolbar, the word 'Query' is displayed in blue. There are three radio buttons: 'Case No.' (unchecked), 'Filing No.' (checked), and 'Caveat No.' (unchecked). A dropdown menu for 'Case Type' is open, showing 'Civil Appeal PPE-86'. Below the dropdown, there are fields for 'Case No.' containing '100075' and 'Year' containing '2013'. A blue 'Go' button is located to the right of these fields. The main content area is a table with columns: Petitioner/Respondent, Fees Type, Receipt No., Date, and Amount. The table contains one row for John Anil Avhad, showing Court Fee, 5955, 08-05-2013, and 10.00. The total amount is shown as 10.00 in green. The table has a light gray background with white borders between rows and columns.

Petitioner/Respondent	Fees Type	Receipt No.	Date	Amount
John Anil Avhad	Court Fee	5955	08-05-2013	10.00
				Sub Total
				10.00
				Total
				10.00

Figure 162: Query report using Filing No. option

10. When you select the **Caveat Number** radio button, the system will display the **Caveat No.** field as shown in Figure Number 163.

The screenshot shows the same web-based application window as Figure 162. The 'Query' section is visible at the top. The 'Case No.' radio button is checked, while 'Filing No.' and 'Caveat No.' are unchecked. In the 'Case No.' field, '100075' is entered, and in the 'Year' field, '2013' is entered. A blue 'Go' button is present. The table below shows a single entry for Sushila Nandkishor Shrivastaw, with details: Court Fee, 4871, 06-03-2013, and 25.00. The total amount is shown as 25.00 in green. The table structure is identical to Figure 162.

Petitioner/Respondent	Fees Type	Receipt No.	Date	Amount
Sushila Nandkishor Shrivastaw	Court Fee	4871	06-03-2013	25.00
				Sub Total
				25.00
				Total
				25.00

Figure 163: Query Report based on Caveat Number

11. Enter the **Caveat Number** and **Year**.
12. Click **Go** button. The system will display the **Query Report** as shown in Figure 164.

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The screenshot shows a web-based application for querying fees. At the top, there's a navigation bar with links for Home, Fees, Query, and Report, along with a search bar and various system icons. Below the navigation is a section titled "Query" with three radio buttons for selecting search criteria: Case No., Filing No., or Caveat No. The "Caveat No." option is selected, and the input field contains "100075". Next to it is a "Year" input field with "2013" and a "Go" button. The main content area is a table with the following data:

Petitioner/Respondent	Fees Type	Receipt No.	Date	Amount
Sushila Nandkishor Shrivastaw	Court Fee	4871	06-03-2013	25.00
				Sub Total
				Total
				25.00

Figure 164: Query Report

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7. Case Proceedings

This feature allows you to add the details of a Case Proceeding. The various steps involved in a **Case Proceeding** of a case are as given below:

1. Select Date
2. Hearing Status
3. Daily Proceedings
4. Framing of Issues
5. Roznama(Mah)
6. Summons-Notice(Eng)
7. Order and Judgment
8. Under Trial Information
9. Dorman or Sine Die
10. Not Before Me or Retain
11. Index Register
12. IA Reports
13. Call for Records
14. Update first Hearing Date
15. Witness Information
16. Judges Leave
17. B Diary
18. Incharge or Judge on Leave Proceedings
19. Balance Court Fee
20. Victim Details
21. Hide Party Names
22. Linked Cases
23. Update Case Information
24. Admin Units

7.1. *Select Date*

In this option you have to assign the date to view the cases for which the proceedings will be held. The list of cases will be accordingly displayed in the subsequent options.

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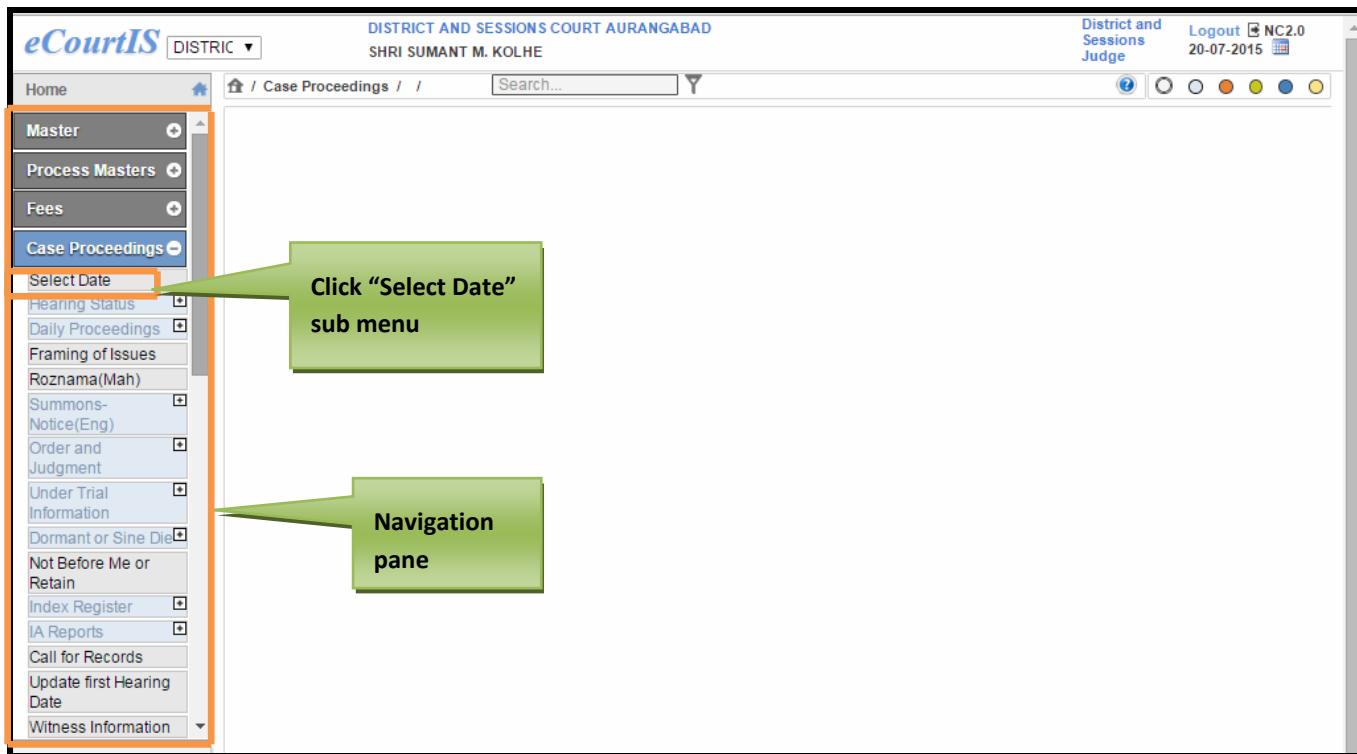


Figure 165: Navigation for "Select Date" screen

To access the **Select Court Name (Add)** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceedings** menu.
2. Then, click the **Select Date** sub menu. (Refer Figure Number 165)
3. When you click **Select Date** sub menu, the “**Select Date**” screen is displayed. (Refer to Figure Number 166)

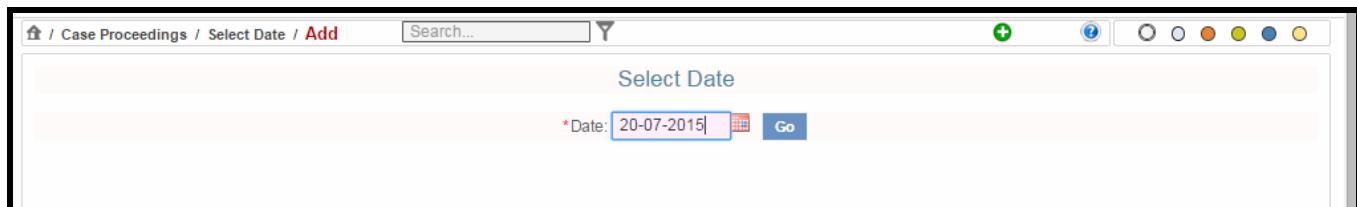


Figure 166: Select Date screen

Procedure:

1. By default, the current date is displayed in the **Date** field.
2. You can select another date from the calendar control.
3. Select another date from the calendar control and click **Go**.

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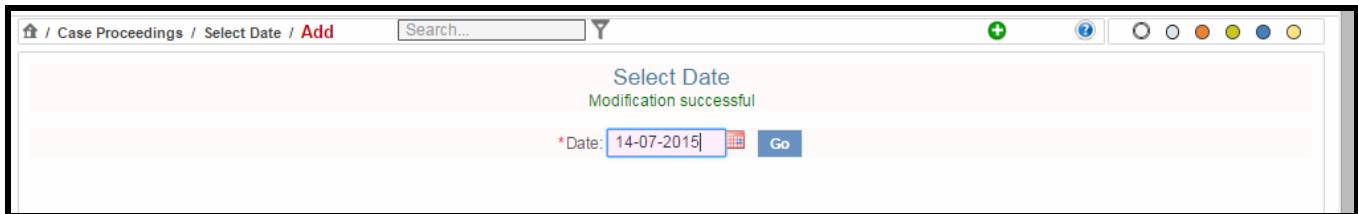


Figure 167: Select Date screen with message

4. The system will add the **Court Name** and display the message, “**Modification Successfully**”.
5. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

7.2. **Hearing Status**

The **Hearing Status** option is used to capture the **Judicial Time Spent** in the case. **Judicial Time** is the time spent on all the cases that have been listed and called on any particular day.

It captures the following:

- The exact **Judicial Time Spent** on the Cases on the day they are listed.
- The total **Judicial Time Spent** on all the cases at the end of the day. It even logs the total **Judicial Time spent on the case till date** (including the time spent on all the previous proceedings of the case)
- It displays the case on the “**DISPLAY SCREEN**” of the court, when the case is called on, in the court or when the hearing of the case commences.

The **Hearing Status** feature includes the **Hearing Status Report**.

7.2.1. **Hearing Status Report**

This report generates the **Judicial Time Spent** on all the cases that have been “listed” and “called on”, on any particular day. “**Time In**” indicates the time when the case is “called on” and “**Time Out**” indicates the time when the **Hearing of the Case** is completed. The last column gives the total **Judicial Time Spent** on the Case on that day.

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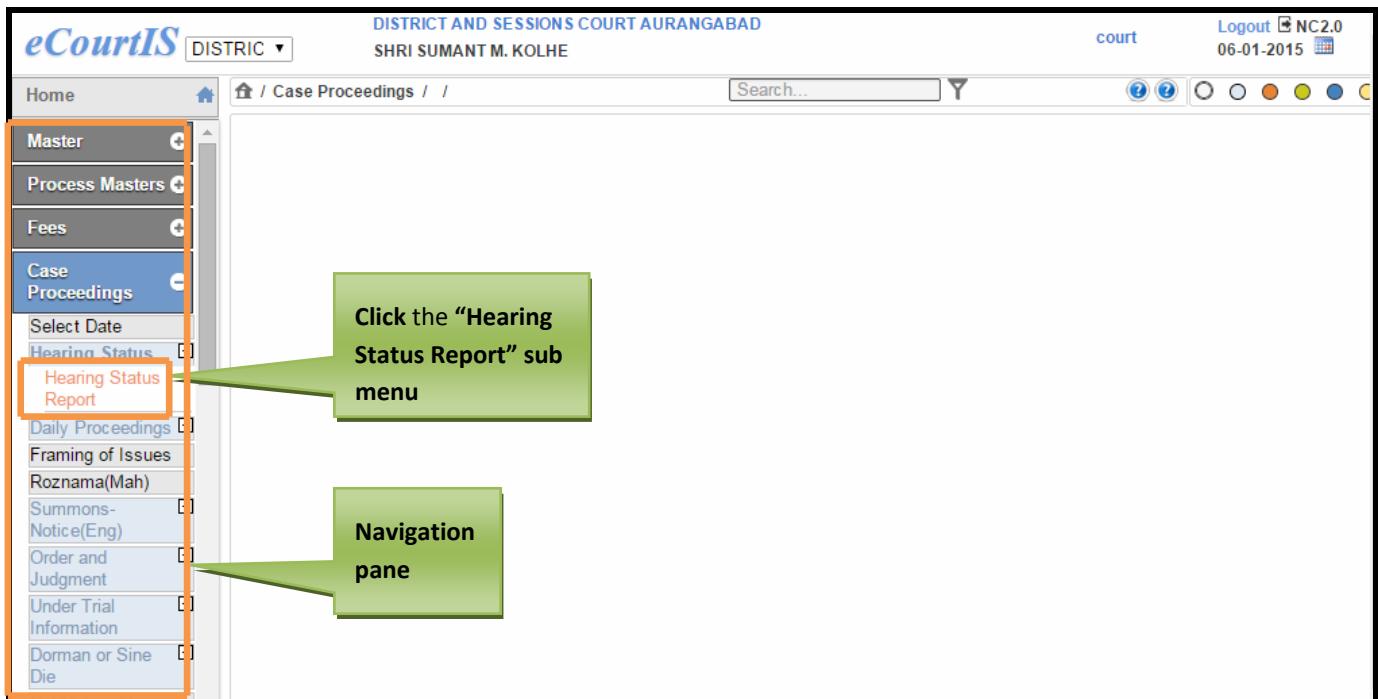


Figure 168: Navigation for " Hearing Status Report" screen

To access the **Hearing Status Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceedings** menu.
2. Then, click the **Hearing Status** sub menu followed by **Hearing Status Report**. (Refer Figure Number 168)
3. When you click **Hearing Status Report** sub menu, the “**Hearing Status Report**” screen with **View** link is displayed. (Refer to Figure Number 169)

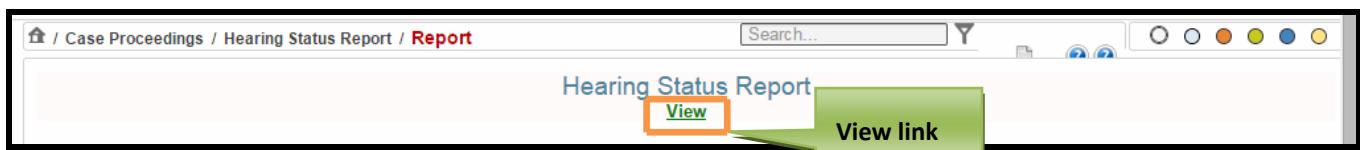


Figure 169: Hearing Status Report screen

4. Click the **View** link. The **Hearing Status Report** of the current date is displayed. (Refer to Figure Number 170)
5. The report displays the details given below:
 - Case Type
 - Case No. (Number)
 - Hearing Date
 - Time In
 - Time Out
 - Total

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The screenshot shows a computer window titled "Court User Manual". The main content area displays a "Hearing Status Report" for the "DISTRICT AND SESSIONS COURT AURANGABAD" in the "COURT OF: SHRI SUMANT M. KOLHE". The report is dated "06-01-2015". On the left, there is a vertical blue bar labeled "SHOW MENU". The table lists 16 cases with columns for S.No., Case Type, Case No., Hearing Date, Time In, Time Out, and Total status. All cases are listed as "IN PROGRESS".

S.No.	Case Type	Case No.	Hearing Date	Time In	Time Out	Total
1	Civil Appeal	100127/2010	06-01-2015			IN PROGRESS
1	Civil Appeal	100075/2011	06-01-2015			IN PROGRESS
1	Civil Appeal	100104/2011	06-01-2015			IN PROGRESS
1	M.A.C.P.	100996/2011	06-01-2015			IN PROGRESS
1	M.A.C.P.	100498/2012	06-01-2015			IN PROGRESS
1	M.A.C.P.	100437/2013	06-01-2015			IN PROGRESS
1	Reg.Civil Suit	100004/2011	06-01-2015			IN PROGRESS
1	Civil M.A.	100287/2014	06-01-2015			IN PROGRESS
1	Civil M.A.	100309/2014	06-01-2015			IN PROGRESS
1	Contempt					
1	Proceeding	100003/2014	06-01-2015			IN PROGRESS
1	Civil M.A.	100424/2014	06-01-2015			IN PROGRESS
1	Civil Appeal	100285/2010	06-01-2015			IN PROGRESS
1	M.A.C.P.	100539/2011	06-01-2015			IN PROGRESS

Figure 170: Hearing Status Report

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

7.3. Daily Proceedings

This option provides the facility to record the business transacted during the course of the day. It allows the court to understand the pendency of a matter, to give the **Next Date**, **Record Business** and **Exhibit**, view the entire **Case History** and so on.

The **Daily Proceedings of a case** includes the stages given below:

- 1 Case Proceedings
- 2 Time Table Details
- 3 Bulk Proceedings
- 4 Bulk Disposal
- 5 Units for Disposal

7.3.1. Case Proceedings

This option provides the facility to record the **business transactions** during the course of the day. It will also allow the court to understand the **pendency of a matter** so as to give the **Next Date**, **Record Business** and **Exhibits**, or to view the entire **Case History** and so on. All the cases that are listed for the day will be displayed in the **Case Number** select box.

Court User Manual

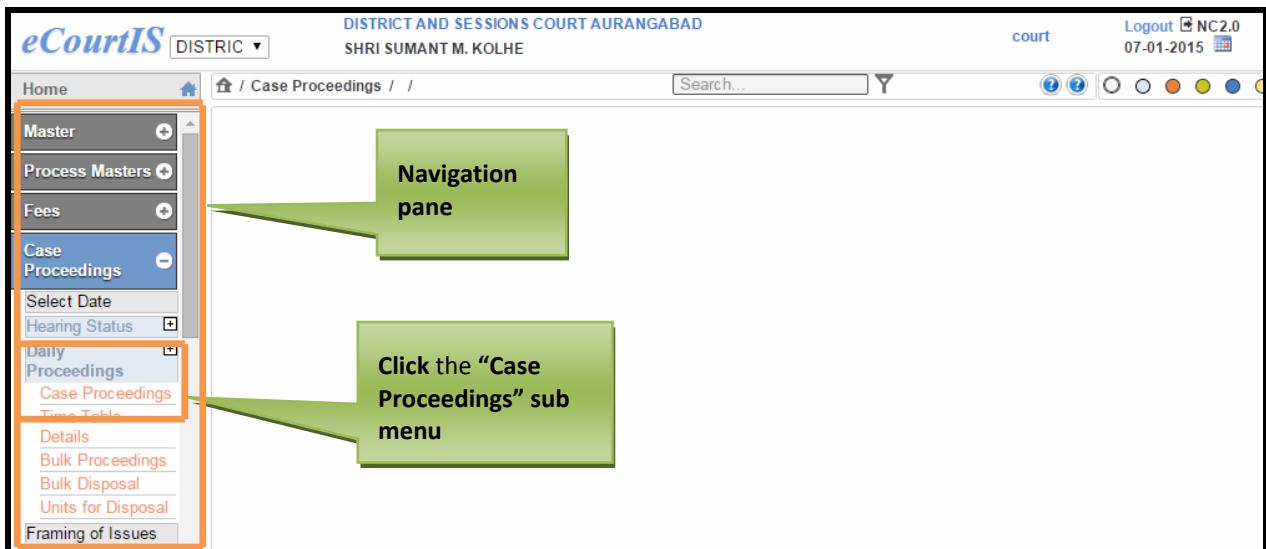


Figure 171: Navigation pane for "Case Proceeding" screen

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

1. On the **Navigation pane**, click the **Case Proceeding** menu. (Refer to Figure Number 171)
2. Then, click the **Daily Proceedings sub menu** followed by **Case Proceedings**.
3. When you click **Case Proceedings** sub menu, the **Case Proceedings** screen with **Civil** as the selected option is displayed. (Refer to Figure Number 172)

The screenshot shows the 'Case Proceedings' screen. At the top, there is a search bar and a toolbar with various icons. Below the toolbar, there are filters for 'Recall' (unchecked), 'Civil' (checked), 'Criminal' (unchecked), 'Case No.' (dropdown menu), 'Called' (unchecked), 'In Progress' (unchecked), and 'Completed' (unchecked). The main area is divided into sections: 'Todays Purpose:' with 'Proceedings' and 'Presence' buttons; 'Business' (empty box); 'Order Passed' (dropdown menu with options: 'Select', '1-Issue Notice', '2-Issue Summons', '3-Parties to maintain status-quo', '4-Ex-parte injunction granted'); 'Exhibits' (empty box); 'Kept as Dormant/Sine Die' (checkbox); 'Purpose of Listing' (dropdown menu); 'Cases on this Stage/Total Cases:' (text input); 'Sub Purpose' (dropdown menu); 'Time Slot' (dropdown menu); and 'Next Date' (text input) with a 'Check' button. At the bottom, there are two large yellow boxes labeled 'कामकाज' (Kamakaj) and 'मराठी' (Marathi), and a 'Next' button.

Figure 172: Case Proceedings screen

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You can record the business transactions for **Civil** and **Criminal** cases. By default, the system will display **Civil** as the selected option. You can choose the options mentioned above by selecting their respective radio buttons. The system will load the cases in the **Case No.** select box according to your selection.

The various features are as described below:

a. Recall Cases

This option is used to modify or update the information of cases if you want to recall a case on the same day.

In **Daily Proceedings** the modification facility is not provided. However, you can recall the case, on the same day, if the reasons provided are accepted by the court.

For example, The **Litigant** appears in the court, but the advocate is not able to reach the court in time and hence the matter is adjourned. The Advocate can then request the court to recall the matter and open the proceedings again. The request may be accepted by the court and the matter may be recalled.

The **Recall option** is used to modify or edit the information of such cases. (**Refer to Figure Number 173**)

Recall checkbox

The screenshot shows a software application window titled "Case Proceedings / Case Proceedings / Add". A vertical arrow points from the "Recall" section of the text above to the "Recall" checkbox in the interface. The interface includes fields for "Civil" and "Criminal" selection, a "Case No." dropdown set to "Civil Appeal PPE/100181/2013", and a "Todays Purpose" dropdown set to "Arguments (1)". There are tabs for "Proceedings" and "Presence". A "Business / No Business" section has a "Business" checkbox. An "Order Passed" section contains a dropdown menu with items 1-Issue Notice, 2-Issue Summons, 3-Parties to maintain status-quo, 4-Ex-parte injunction granted, and 5-Other side to say on Exh. A "Kept as Dormant/Sine Die" checkbox is also present. The "Exhibits" section has a dropdown menu. Below these are sections for "Adjournment", "Next Date" (set to 21-12-2015), "Purpose of Listing" (set to "Arguments-2"), "Sub Purpose", "Cases on this Stage/Total Cases", and "Time Slot". At the bottom, there are language boxes for "Kannada" and "English" and a "Next" button.

Figure 173: Recall Cases feature

Procedure

To **Recall** a case follow the steps given below:

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1. Select the check box of **Recall**.
2. Select the radio button for **Civil** or **Criminal case**.
3. Select the **Case Number** from the **Case No. select box**.
4. The system will display **Today's Purpose** automatically for every case.
5. The system will display **Business**, **Exhibits**, **Stage** and **Next Date** which have been entered using the **Daily Proceedings** automatically.
6. Information about the Business, Exhibits, Stage and Next Date can be modified.
7. Click "**Next**" to move to the **Presentee** tab.

b. *Called Cases*

In this feature, the system will display the number of **Called Cases**. To view the numbers of called cases select the **Called** check box. (**Refer to Figure Number 174 which shows 1Called case**)



Figure 174: Called Cases feature

c. *In Progress Cases*

With this option you can mark the case as **In Progress**.

d. *Completed*

With this option, you can mark the case as **In Progress**.

All these cases are visible on the KIOSK accordingly.

e. *Today's Purpose*

This option lists the Purpose for which the case is listed, for example "**Arguments (18)**" - indicates the number of times the Case is listed for the same purpose i.e. **the Case is listed for Arguments 18 times**.

The round circle next to the count is shown in "**Green**", "**Orange**" or "**Red**" depending on the number of times the Case is listed on the same stage. The **Colour Coding** is as listed below:

- **GREEN** – indicates that, the case is listed on the same stage for not more than 3 times.
- **ORANGE** – indicates that, the case listed on the same stage is more than 3 times and less than 6 times.
- **RED** – indicates that, the case listed on the same stage for more than 6 times.
- **Pending Since**- indicates the pending status of the case.

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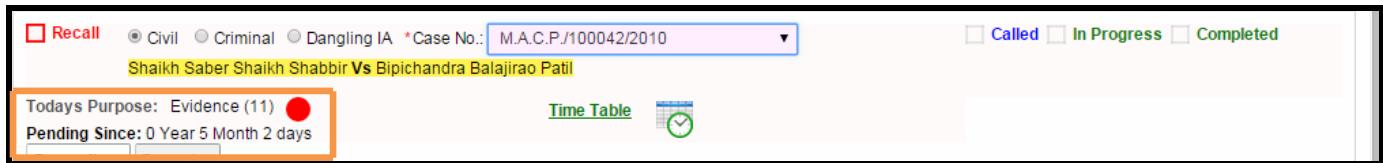
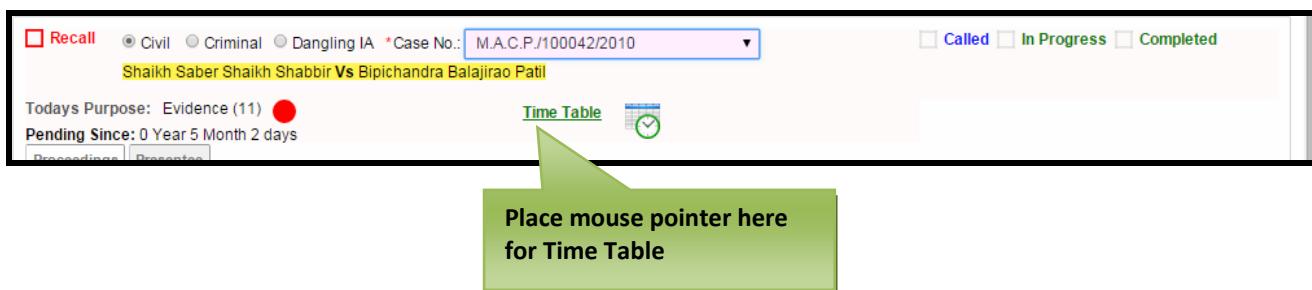


Figure 175: Today's Purpose feature

For example, consider **Figure Number 175**, where **Today's Purpose** shows red circle which means that the case is listed on the same stage for 11 times which is more than 6 times.

f. Time Table

In this option, **Case Type wise** timetable can be set. The **Ideal Time Table** can be specified in the master and is displayed on when you place the mouse pointer on the “**Time Table**” link. The schedule of the Case and it’s adherence to the time limits set can be monitored using this option.



Place the mouse pointer on the **Time Table** link [Time Table](#). The **Time Table** is displayed as a dropdown list. The **Time Table** will display the details given below:

- Sequence ID
- Stage
- No. (Number) of Days
- Current
- My Date

(Refer Figure Number 176 for the Time Table schedule)

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The screenshot shows the 'Case Proceedings / Case Proceedings' screen. At the top, there are tabs for 'Recall' (unchecked), 'Civil' (selected), 'Criminal' (unchecked), 'Dangling IA' (unchecked), and 'Case No.: Sessions Case/100298/2013'. To the right are buttons for 'Called' (unchecked), 'In Progress' (unchecked), and 'Completed' (unchecked). Below the tabs, it says 'The State of Maharashtra Vs Pandharinath Haribhau Pawar'. It shows 'Todays Purpose: Evidence (35)' and 'Pending Since: 1 Year 4 Month 6 days'. There are two tabs: 'Proceedings' (selected) and 'Presentee'. On the left, under 'Business', there is a large empty box. Under 'Order Passed', a dropdown menu shows 'Select' and '1-ISS 2-ISS 3-Par 4-Ex'. Below these are checkboxes for 'Check here to Dispose the Case' and 'Kept to Dormant/Sinedie'. A dropdown for 'Adjournment' is set to 'Select'. A red asterisk marks 'Next Date' with a date input field and a calendar icon. To the right, a 'Time Table' section is displayed with the heading 'Time Table Date of Registration: 07-09-2013'. It contains a table:

Sequence ID	Stage	No. of Days	Ideal	Current	My Date
1	Appearance	30	07-10-2013	21-09-2013	
2	Hearing	15	22-10-2013		

Below the table are dropdowns for 'Purpose of Listing' (Evidence-31), 'Sub Purpose' (Select), 'Time Slot' (Select), and 'Cases on this Stage/Total Cases'. Language options 'मराठी' and 'निशाचारी' are shown above a large yellowed-out area. A 'Next' button is at the bottom.

Figure 176: Time Table

There are two tabs, the **Proceedings** tab and the **Presence** tab.

Proceeding tab:

In the **Proceedings tab**, you need to add details such as **Business**, **Order Passed**, **Exhibits**, **Next Date**, **Adjournment**, **Purpose of Listing**, **Sub Purpose**, **Time Slot** and **Cases on this Stage against Total Cases**.

This screenshot shows the 'Case Proceedings / Case Proceedings' screen with the 'Proceedings' tab selected. At the top, the tabs are 'Recall' (unchecked), 'Civil' (selected), 'Criminal' (unchecked), and 'Case No.: Select' (highlighted with a pink box). To the right are buttons for 'Called' (unchecked), 'In Progress' (unchecked), and 'Completed' (unchecked). Below the tabs, it says 'Todays Purpose:'. There are two tabs: 'Proceedings' (selected) and 'Presence'. On the left, under 'Business', there is a large empty box. Under 'Order Passed', a dropdown menu shows 'Select' and '1-Issue Notice, 2-Issue Summons, 3-Parties to maintain status-quo, 4-Ex-parte injunction granted'. Below these are checkboxes for 'Dispose the Case' and 'Kept as Dormant/Sine Die'. A dropdown for 'Adjournment' is set to 'Select'. A red asterisk marks 'Next Date' with a date input field and a calendar icon. To the right, there are sections for 'Exhibits' (with a dropdown menu), 'Sub Purpose' (with a dropdown menu), 'Time Slot' (with a dropdown menu), and 'Cases on this Stage/Total Cases'. Language options 'मराठी' and 'निशाचारी' are shown above a large yellowed-out area. A 'Next' button is at the bottom.

Figure 177: Proceedings tab

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a. Business

This option is used to type the short description or summary of the business which is recorded during the day. For example "**The Arguments have been heard by both the Advocates**". This is then recorded in the diary and is visible on the kiosk and the website. The full deposition is not expected to be recorded here.

b. Order Passed

Short Orders passed in the current case may be selected from the select box. Multiple selections can also be made.

c. Exhibits

Documents submitted in the court, by the parties or their advocates are marked as Exhibits. Such exhibits are numbered and recorded in the diary. The serial number of the exhibit and its title are entered in this text box.

d. Adjournment

This field is used to select the reason for adjournment, if the case is adjourned.

e. Purpose of Listing

This field selects the **Purpose/Stage** for which the case is to be listed on the next date. By default, the purpose listed on the current date is selected.

f. Sub Purpose

Depending on the Purpose selected, this field helps us to select the **Sub Purpose** for which the case is to be listed on the next date.

Next Date

This option is used to select the **Next Date** on which the case is to be listed. Select the **Next Date** using the calendar control. The calendar control will show the holidays in red, if they are properly updated in the **Holiday Master**.

g. Cases on this Stage/Total Cases

With this feature, you can view the scheduled cases to be listed on the selected date (Next Date). The total number of cases that are matching with the **Purpose/Stage** of the selected case is displayed. This gives a general idea to the court, on whether the current case can be accommodated on that particular day.

For example 34/12 - indicates that a total of 34 cases are listed, on the selected date (next date) and out of these, 12 are listed for the same **Purpose/Stage** as that of the current case.

h. Time Slot

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Select the duration for which the Case may be heard in the **Estimated Time** box. Select the **Time Slot**, when the case is likely to be heard from the time slots entered in the master. This feature is used for better time management of the cases.

i. Dispose the Case

The screenshot shows a form with the following fields:

- Dispose the Case**
- Kept as Dormant/Sine Die**
- * Date of Decision:
- Contested UnContested
- * Nature of Disposal:
- Units:

Figure 177a: Dispose the Case feature

When you choose to the **Dispose the Case** check box, the **Date of Decision**, nature of the case- **Contested** or **UnContested**, **Nature of Disposal**, and **Units** fields are displayed.

j. Kept as Dormant/Sine Die

With this feature, you can mark the case as **Dormant** or **Sine Die**.

Presentee tab

This option is used to mark the **attendance** of the **Parties** and their **Advocates**. You can mark the attendance of the **Petitioner**, **Respondent**, **Extra Parties** and their **Advocates**, by selecting the checkbox provided against them, depending on whether they are present or absent in the court. By default, the attendance is marked as present for all.

Procedure for Case Proceedings

The screenshot shows a complex interface for managing case proceedings. Key elements include:

- Header: Case Proceedings / Daily Proceedings / Search... / various icons.
- Recall: Civil (radio button selected), Criminal, Case No.: Civil M.A/100145/2014, Sk. Fayyaz Sk. Shamshuddin Vs Municipal Corporation, Aurangabad.
- Status: Called, In Progress, Completed.
- Todays Purpose: Appearance (8) (highlighted in red).
- Pending Since: 1 Year 3 Month 18 Days.
- Proceedings: Business (VXCCX), Order Passed (dropdown menu showing: Select, 1-Issue Notice, 2-Issue Summons, 3-Parties to maintain status-quo, 4-Ex-parte injunction granted), Exhibits (dropdown menu), Sub Purpose: Select, Time Slot: 12hour.
- Disposition: **Dispose the Case**, Adjourment: Select, Next Date: 18-08-2015, Check.
- Language: मराठी (Marathi).
- Bottom: Next button.

Figure 178: Case Proceedings screen

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Procedure

1. By default the system will display the **Proceedings tab screen** with **Civil** as the selected option.
2. For **Criminal Case**, select its respective radio button. The system will load the cases in the **Case No.** select box according to the selection of **Civil** or **Criminal** type.
3. Select the case no. from the **Case No.** select box.
4. The **Name of the Parties** (Petitioner and the Respondent), "**Today's Purpose**" and "**Pending Since**" details of the case type are displayed.
5. Place the mouse pointer on the "**Time Table**" link and click to view the time table.
6. Enter the business transacted for the day in the **Business** text box. (Enter in local language also)
7. Select the **Orders Passed** from the **Order** select box. To select more than one Order, press **Ctrl** key on the Keyboard and Click on the order that you want to select.

8. Enter the **Exhibits** and Click the  button, the **Exhibits** will be displayed in the text box. (Enter in local language also)
9. Select the **Adjournment** from the **Adjournment** select box, if the case is adjourned.
10. Select the **Purpose of Listing** from the **Purpose of Listing** select box.
11. Select the **Sub Purpose of Listing** from the **Sub Purpose** select box.
12. Select **Next Date** of hearing for the case from the calendar control for **Next Date** and click **Check** button.
13. When you click the **Check** button, the number of **Cases on this Stage/Total Cases** is displayed. (**For example, 3/8 shows that there are 3 cases on this stage out of the total 8 cases**)
14. Select the time slot from the **Time Slot** select box.
15. In case you want to dispose the case, then select **Dispose the Case**  checkbox.
16. In case you want to mark the case as **Dormant or Sine Die**: then select the **Kept as Dormant/Sine Die**  **Kept as Dormant/Sine Die** checkbox.
17. Click "**Next**" button. This will display the **Presence** tab.

Presence tab

In this tab, you can mark the attendance of the **Parties** and the **Advocates**.

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The screenshot shows a web-based court system interface. At the top, there's a header with a search bar and various icons. Below the header, the case details are shown: 'Civil M.A./100145/2014' and 'Sk. Fayyaz Sk. Shamshuddin Vs Municipal Corporation, Aurangabad'. A red circle highlights the number '8' under 'Todays Purpose: Appearance'. The 'Time Table' button is also visible. The main area is titled 'Proceedings' and contains a 'Presence' tab. Under 'Petitioner Name', 'Sk. Fayyaz Sk. Shamshuddin' has a checked checkbox next to 'Petitioner Advocate' (Khan Y. M.). Under 'Respondent Name', 'Municipal Corporation, Aurangabad' has an unchecked checkbox. A 'Submit' button is at the bottom right.

Figure 179: "Presence tab" screen

1. Select the check boxes of the **Parties** and their **Advocates** to mark their attendance.
2. Select the check box of **Called**, **In Progress**, or **Completed** to mark the status of the case.
3. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
4. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**
5. Once it is saved, the case will not be shown in the list box and will not be available in the proceedings option again.

7.3.2. Time Table Details

The **Time Table** option helps in checking and controlling the delay of the case at every stage and ensures that the case adheres to the specified time limits.

The ideal timetable is displayed for every selected case. The current position of the case vis-à-vis the ideal position are displayed on the screen. The court can also enter their own dates overriding the ones mentioned in the ideal timetable. The edited timetable is then used for tracking the case by the court. While overriding the ideal timetable, the court must mention valid reasons for doing so.

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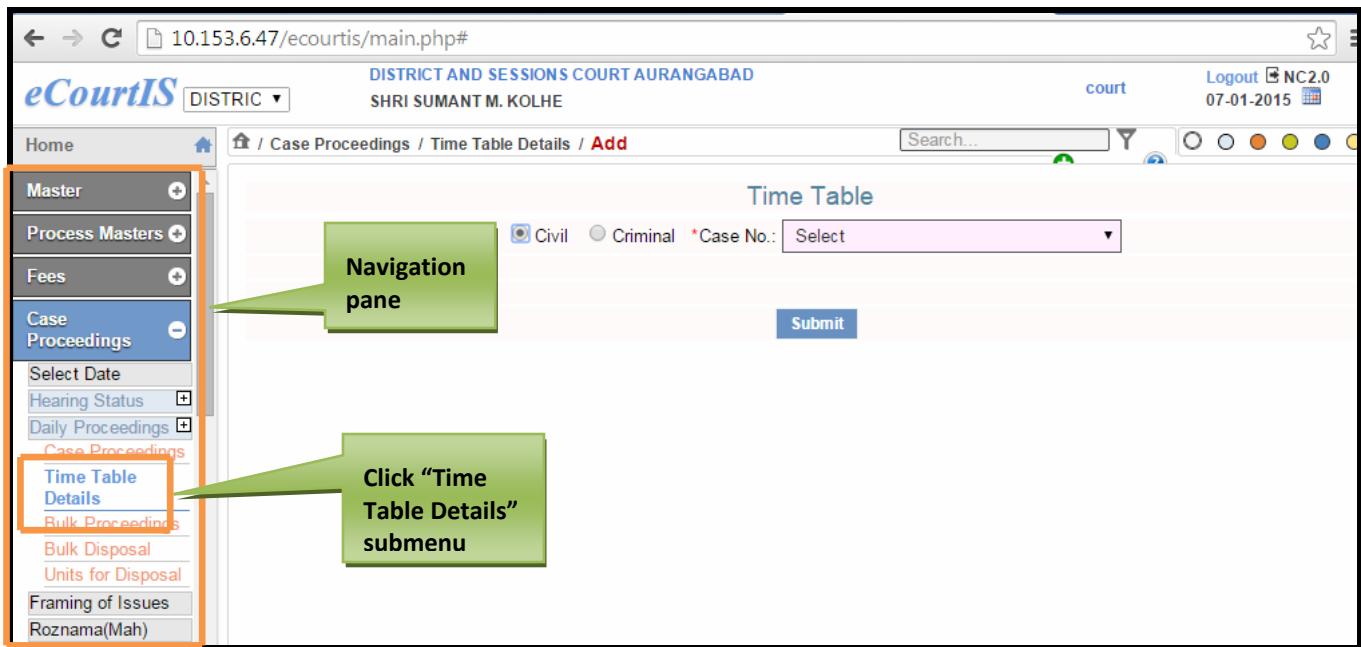


Figure 180: Navigation for "Time Table Details" screen

To access the **Time Table** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Click the **Daily Proceeding** sub menu followed by **Time Table Details** submenu. (**Refer Figure Number 180**)
3. When you click **Time Table Details** sub menu, the **Time Table** screen with **Civil** as the selected option is displayed. (**Refer Figure Number 181**)

This screenshot shows the 'Time Table' screen after selecting the 'Time Table Details' submenu. The 'Civil' radio button is selected. The 'Case No.' dropdown menu is still set to 'Select'. There is a 'Submit' button at the bottom.

Figure 181: Time Table screen

4. By default, **Civil** is displayed as the selected type. **Civil** cases will be loaded in the **Case No.** select box.
5. For **Criminal** cases, select the **Criminal** radio button. The criminal cases will be loaded in the **Case No.** select box. The cases will be displayed according to the **Civil** or **Criminal** selection.
6. Select the case type for which you want to add the **Time Table** from the **Case No.** select box.

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The screenshot shows a web-based application interface for managing case proceedings. At the top, there's a navigation bar with links for 'Case Proceedings' and 'Time Table Details'. A search bar and various system icons are also present. The main content area is titled 'Time Table'. It contains a form with the following data:

<input checked="" type="radio"/> Civil	<input type="radio"/> Criminal	*Case No.: Civil Appeal/100317/2009
petitioner: Shaikh Aftab Ahmed Sk. Akhaq		
respondent: Yakub Khan Muhammad Khan		
Date of Registration : 05-12-2009		

Below the form is a table with the following header:

Sequence ID	Stage	No. of Days	Ideal	Current	My Date
-------------	-------	-------------	-------	---------	---------

A 'Submit' button is located at the bottom left of the form area.

Figure 182: Time Table Details (Add) screen

7. The system will display the **Petitioner**, **Respondent**, **Date of Registration**, and the **Time Table**.
8. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
9. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

7.3.3. Bulk Proceedings

This option is to be used only when the court is adjourned for some reason, due to which all the cases belonging to that court are also adjourned and have to be processed together.

The system by default will display all the cases listed on the current date. You can view for Civil and Criminal case types. You have to select the respective radio buttons to display the cases accordingly. The “**Case is adjourned**” stage is displayed for every case. You can change the stage, if required and the **Next Date** for hearing is selected case wise.

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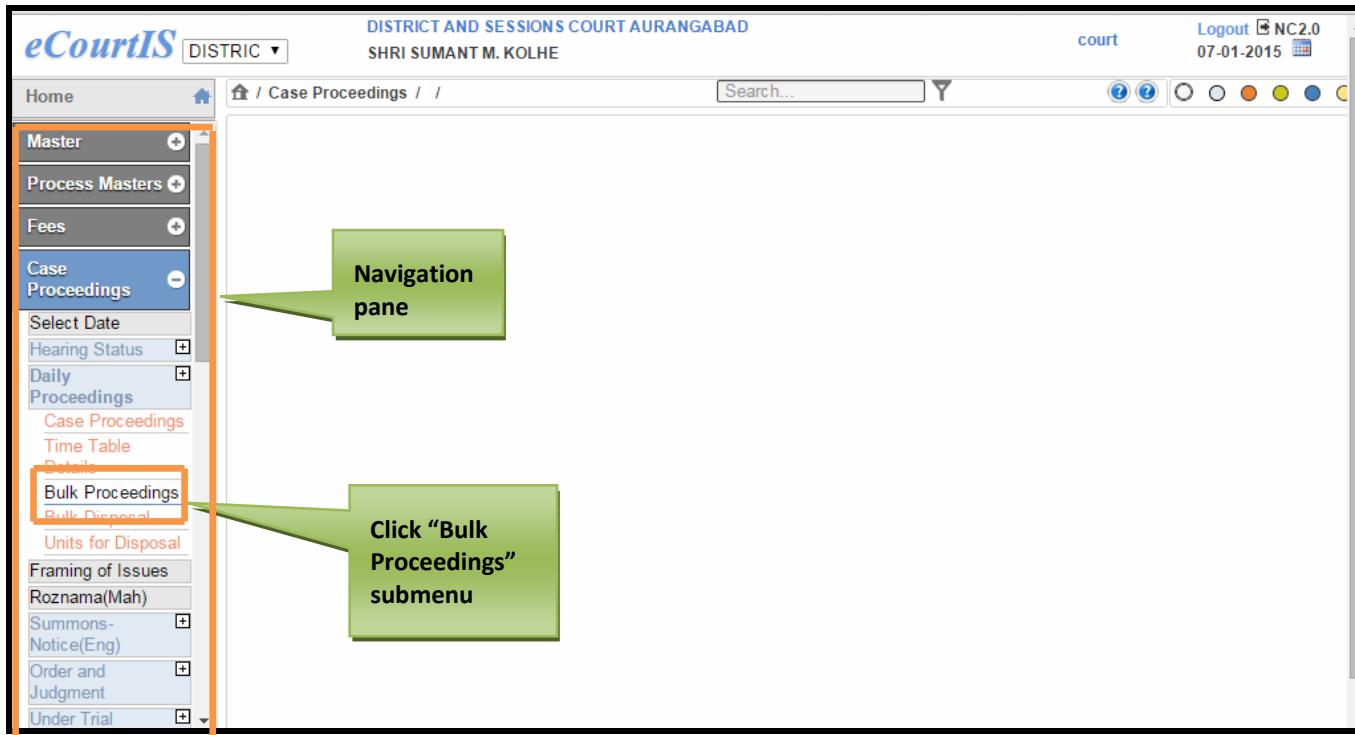


Figure 183: Navigation for "Bulk Daily Proceedings" screen

To access the **Bulk Proceedings** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click **Daily Proceeding** sub menu followed by **Bulk Proceedings** sub menu. (**Refer Figure Number 183**)
3. When you Click **Bulk Proceedings** sub menu, the “**Bulk Daily Proceedings**” screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 184**)

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The screenshot shows the 'Bulk Daily Proceedings' screen. At the top, there are navigation links: Home / Case Proceedings / Bulk Proceedings / Add. A search bar is present. Below the header, there are radio buttons for 'Civil' and 'Criminal' categories, with 'Civil' selected. Navigation buttons include '1', '2', and 'Next'. The main area contains a table with columns: S.No., Case No., Purpose of Listing, and Next Date(dd-mm-yy). The table lists 10 cases from 1 to 10, each with a dropdown menu for 'Purpose of Listing' and a calendar icon for 'Next Date'. Below the table are fields for 'Business / Business' (with a dropdown menu) and 'Adjournment' (with a dropdown menu). At the bottom, there are language options ('Marathi' and 'Kannada') and a yellow 'Submit' button.

S.No.	Case No.	Purpose of Listing	Next Date(dd-mm-yy)
1	Civil Appeal PPE/100182/2013	Select	
2	Civil Appeal PPE/100183/2013	Select	
3	Civil Appeal PPE/100184/2013	Select	
4	Civil Appeal PPE/100185/2013	Select	
5	Civil M.A./100178/2014	Hearing-4	
6	Civil M.A./100272/2015	Hearing-4	
7	Civil M.A./100273/2015	Hearing-4	
8	M.A.C.P./100149/2011	Evidence-31	
9	M.A.C.P./100155/2012	Evidence-31	
10	M.A.C.P./100661/2012	Evidence-31	

Business / Business:

Adjournment:

Marathi
ಕಾರ್ಯಕಾರ್ತ

Figure 184: Bulk Daily Proceedings screen

Procedure

1. By default the system displays **Civil** as the selected option. For **Criminal** cases, select the radio button for **Criminal**. The cases for bulk disposal are displayed according to this selection.
2. A form is displayed which displays the list of **Civil** or **Criminal** cases for bulk daily proceedings. The table shows the details given below:
 - Case No. (Case Number)
 - Purpose of Listing
 - Next Date (dd-mm-yy format)
3. Select the Purpose of Listing from the **Purpose of Listing** select box.
4. Select the date for next hearing from the **Next Date** calendar control.
5. Enter the business transacted during the day in **Business** field.
6. Select the type of **Adjournment** from the **Adjournment** select box.
7. You can navigate to the next page using the **Next** and **Previous** buttons along with the number buttons. (Refer to Figure Number 184a)

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The screenshot shows a web-based court application interface. At the top, there's a header with a search bar and some icons. Below it, the title "Bulk Daily Proceedings" is displayed, along with radio buttons for "Civil" and "Criminal" categories. A green callout bubble points to a set of navigation buttons labeled "Prev", "1", "2", and "Next". The main area contains a table with two rows of case information. The columns are "S.No.", "Case No.", "Purpose of Listing", and "Next Date(dd-mm-yy)". Row 11 shows "M.A.C.P./100241/2011" with "Evidence Part Heard" listed. Row 12 shows "M.A.C.P./100290/2011" with "Evidence-31" listed.

Figure Number 184a: Buttons to move to next and previous pages

8. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
9. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

7.3.4. Bulk Disposal of Cases

This option is used to dispose the cases in **Bulk** numbers. Sometimes the court directs certain cases to be disposed in **Bulk**. Some matters may be disposed in **Bulk**, in the Lokadalats or some others may be disposed due to a common **Judgment**. By default, all the cases that are listed on the current date are displayed. Select the **Civil**, **Criminal** or **Both** option buttons to display the **Civil**, **Criminal** or **Both** types of cases accordingly. Facility is also provided to select all the Undated Cases.

The screenshot shows the left sidebar of the eCourtIS application. The sidebar has a tree-like navigation structure. The "Case Proceedings" node is expanded, showing "Select Date", "Hearing Status", "Daily Proceedings", "Case Proceedings", "Time Table", "Details", "Bulk Proceedings", and "Bulk Disposal". The "Bulk Disposal" item is highlighted with a red box and a green callout bubble pointing to it, instructing to "Click 'Bulk Disposal' submenu". To the right of the sidebar, the main content area shows the "DISTRICT AND SESSIONS COURT AURANGABAD" header and a "Logout" button. A green callout bubble points to the "Navigation pane" on the left side of the main content area.

Figure 185: Navigation for "Bulk Disposal" screen

To access the **Bulk Disposal** screen, follow the steps given below:

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1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Daily Proceeding** sub menu followed by **Bulk Disposal** sub menu. (**Refer Figure Number 185**)
3. When you Click **Bulk Disposal** sub menu, the “**Bulk Disposal**” screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 186**)
4. For **Bulk** disposal of **Criminal** cases, select the **Criminal** radio button.

The screenshot shows the 'Bulk Disposal' screen. At the top, there are navigation links: Home / Case Proceedings / Bulk Disposal / Add. A search bar is present. Below the header, the title 'Bulk Disposal' is centered. There are two radio buttons: 'Civil' (selected) and 'Criminal'. Below the radio buttons are page navigation buttons: '1' (disabled), '2' (selected), and 'Next'. The main area is a table with columns: S.No., Case No., Disposal Type, and Date of Decision. The table contains 10 rows of data. At the bottom of the table, there are radio buttons for 'Contested' and 'UnContested'. Below these buttons are two input fields: 'Business' and 'कामकाज' (Kamakaj). A blue 'Submit' button is located at the bottom right.

S.No.	Case No.	Disposal Type	Date of Decision
1	Civil Appeal PPE/100182/2013	Select	19-12-2015
2	Civil Appeal PPE/100183/2013	Select	19-12-2015
3	Civil Appeal PPE/100184/2013	Select	19-12-2015
4	Civil Appeal PPE/100185/2013	Select	19-12-2015
5	Civil M.A./100178/2014	Select	19-12-2015
6	Civil M.A./100272/2015	Select	19-12-2015
7	Civil M.A./100273/2015	Select	19-12-2015
8	M.A.C.P./100149/2011	Select	19-12-2015
9	M.A.C.P./100155/2012	Select	19-12-2015
10	M.A.C.P./100661/2012	Select	19-12-2015

Figure 186: Bulk Disposal screen

Procedure

1. By default, the system will display **Civil** as the selected option. For **Criminal** cases, select the **Criminal** radio button.
2. The system displays the form with **Case No.**, **Disposal Type**, and **Date of Decision** columns. Here all the cases for bulk disposal are displayed in this form. The type of cases displayed depends on the selection of **Civil** or **Criminal** radio buttons.
3. Select the **Disposal Type** from the **select box** in the **Disposal column** for each case.
4. By default, the current date is displayed in the **Date of Decision** column. You can change the date using calendar control.
5. Select the radio buttons for **Contested** or **UnContested** depending on whether the disposed cases are contested or uncontested respectively. This option is important as most of the Reports related to disposal display the total count of **Contested** and **Uncontested** cases.

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6. Business is to be entered in the Business field.
7. The system displays 10 entries on the first screen. To access other entries use the **Next** and **Previous** button. You can also use the numbered buttons to go directly to the page of your interest.
8. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
9. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

7.3.5. Units for Disposal

In this section, the units assigned to a **Judge** for case disposal based on norms are displayed.

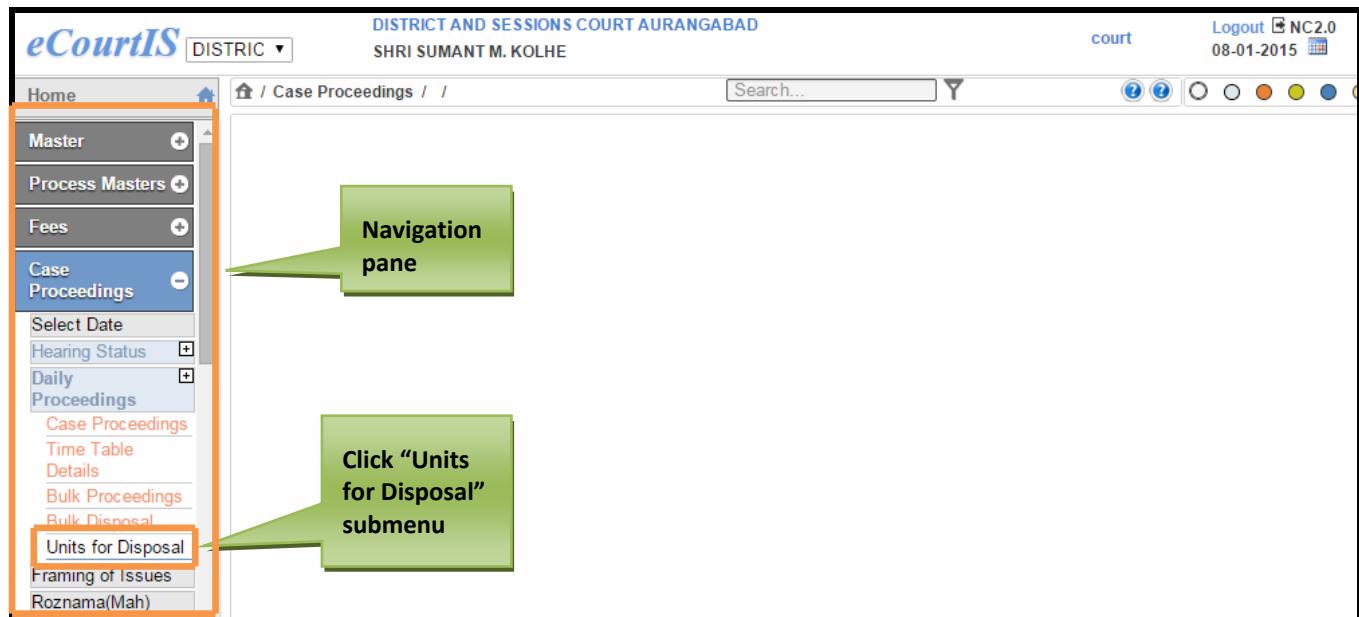


Figure 187: Navigation for "Disposal Updation" screen

To access the **Units for Disposal** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Daily Proceeding** sub menu followed by **Units for Disposal** sub menu. (**Refer Figure Number 187**)
3. When you Click **Units for Disposal** sub menu, the "**Disposal Updation**" screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 188**)

The screenshot shows the "Disposal Updation" screen. At the top, it has a breadcrumb trail: "Case Proceedings / Units for Disposal / Add". Below that is a search bar. The main area is titled "Disposal Updation" and contains a radio button group with "Civil" selected, "Criminal" and "Disposal IA" options, and a required field "Case No." with a dropdown menu labeled "Select".

Figure 188: Disposal Updation screen

Procedure

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1. By default the system displays **Civil** as the selected option. For **Criminal** or **Disposal IA**, select their respective radio button. The cases will be loaded in the **Case No.** field according to this selection.
2. Select the case type for disposal from the **Case No.** select box.
3. The disposal details of the selected **Case Number** such as **Petitioner Name**, **Respondent Name**, **Nature of Disposal** (Contested or Uncontested), **Date of Registration**, **Date of Decision**, **UnContested Date**, and the **Unit Type Disposal** form are displayed.

The screenshot shows a web-based application interface for 'Case Proceedings / Units for Disposal / Add'. At the top, there are radio buttons for 'Civil' (selected), 'Criminal', and 'Disposal IA'. A dropdown menu labeled 'Case No.' contains the value 'Civil M.A./100273/2015'. Below this, the 'Petitioner Name' is listed as 'R. K. Consto Project Pvt. Ltd.' and the 'Respondent Name' as 'Akola Janta Commerical Co. Op. Bank Ltd'. Under 'Nature of Disposal', 'COMVICTED' is selected. There are checkboxes for 'Contested' and 'UnContested', with 'Contested' checked. The 'Date of Registration' is '29-08-2015', 'Date of Decision' is '19-12-2015', and 'UnContested Date' is '0 years 3 months 22 days'. A table titled 'Unit Type Disposal' lists various disposal types with their corresponding units:

Disposal Type	Units
Regular Norms	0.20
5 Years	0.04
10 Years	0.10
15 Years	0.15
20 Years	0.20
Marathi	0.02

A text input field for 'Units' shows '0.00'. At the bottom right is a blue 'Submit' button.

Figure 188a: Disposal Updation screen with details

4. This **Unit Type Disposal** form will display the **Disposal** type, a check box for every disposal type to select it, and the **Units** assigned for each disposal type.
5. Choose the disposal type that you want to assign to the selected **Case** type, by selecting the relevant checkbox.
6. When you select the disposal type, the **Units** are displayed in the **Units** field. In the **Figure Number 188a**, the total **Units** displayed is **0.34**. This is the sum (total) of units of the selected disposal types.
7. As you select more disposal types, the units get added automatically and are displayed in the **Units** field as the total sum of all disposal units.
8. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
9. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

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7.3.6. Convicted

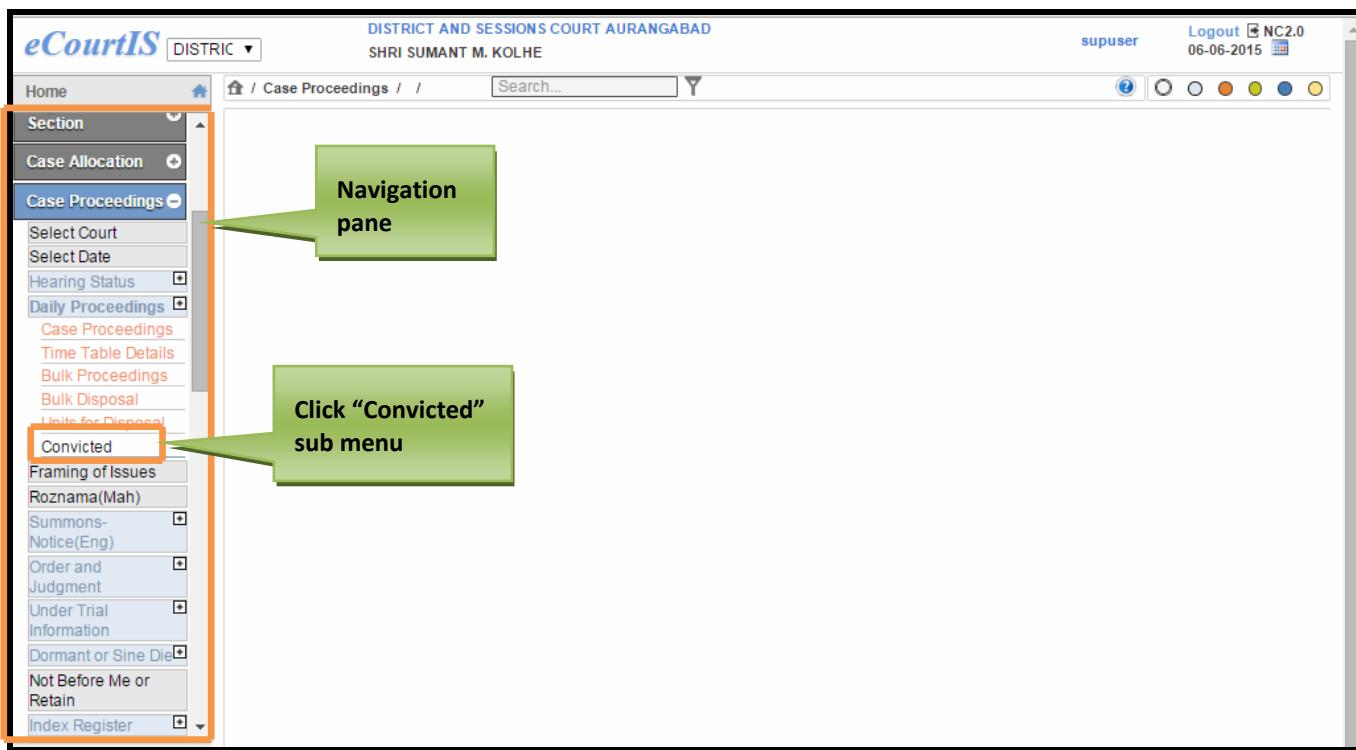


Figure 189: Navigation for "Convicted" screen

To access the **Convicted** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Daily Proceeding** sub menu followed by **Convicted** sub menu. (Refer Figure Number 189)
3. When you click **Convicted** sub menu, the system will display the "**Convicted**" screen. (Refer to Figure Number 190)

The screenshot shows the 'Convicted' screen. The title bar indicates the path: 'Case Proceedings / Convicted / Add'. Below the title, the word 'Convicted' is displayed. A dropdown menu is open, showing the label '*Cases : Select'. At the bottom of the screen is a blue 'Submit' button.

Figure 190: Convicted screen

Procedure:

1. Select the case for which you want to add the **Convict** details from the **Cases** select box. Only Disposed cases will appear in the drop down.
2. When you select the case type from the **Cases** select box, the system will display the form to add the details of the **Convict**.

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The screenshot shows a 'Convicted' screen with the following details:

Convicted	Check If Convicted	No.of Year-No.of month-No.of day
Complainant Anil	<input checked="" type="checkbox"/>	2 - 1 - 2
Accused Sneha	<input checked="" type="checkbox"/>	4 - 1 - 1
Extra Parties Mahadev(EP)1	<input checked="" type="checkbox"/>	5 - 2 - 2

*Cases : AC Cri.M.A/3/2015

Submit

Figure Number 190a: Convicted screen with details

3. This form displays the **Name of the Complainant**, **Accused**, and **Extra Parties** in the **Convicted** column, and the duration of Convict in the '**No. of Years- No of months-No. of day**' format.
4. Select the checkbox to select the **Convict** and enter the duration in the '**No. of Years- No of months-No. of day**' format. (**Refer to Figure Number 190a**)
5. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
4. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

7.4. Framing of Issues

This option is used for to add (**Framing**) of the **Issues** for the selected **Case type**.

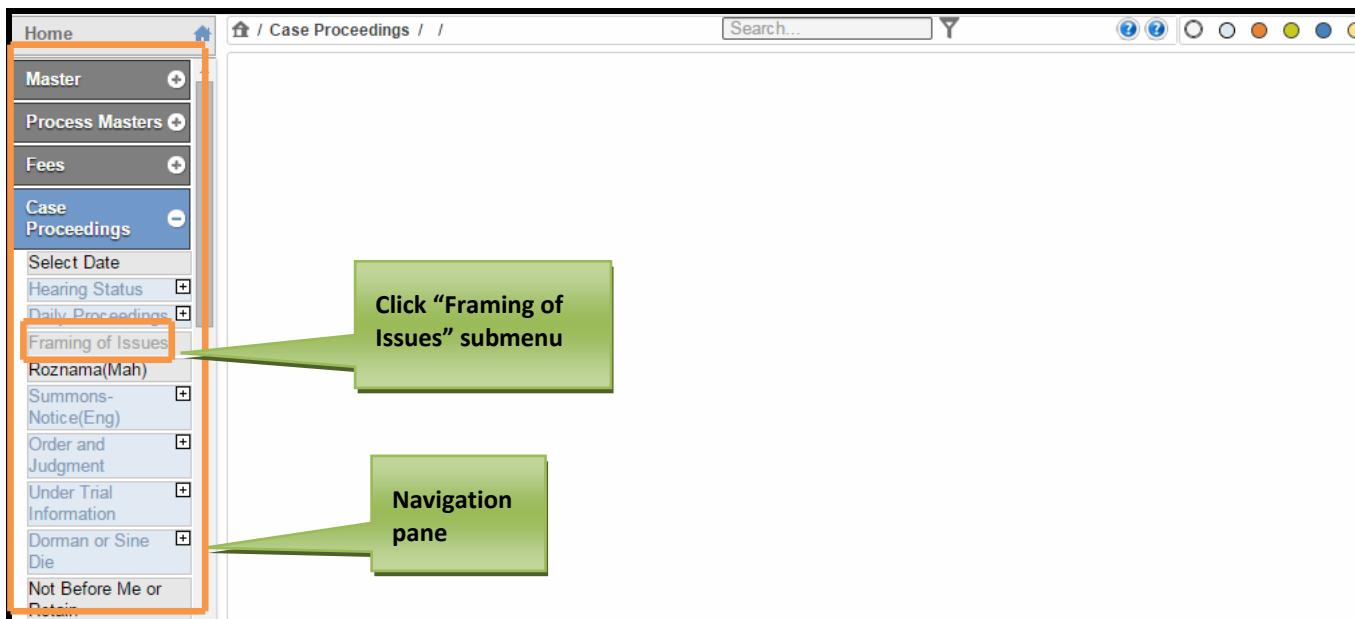


Figure 191: Navigation for "Framing of Issues" screen

To access the **Framing of Issues** screen, follow the steps given below:

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1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Framing of Issues** sub menu. (**Refer Figure Number 191**)
3. When you click **Framing of Issues** sub menu, the “**Framing of Issues**” screen is displayed. (**Refer to Figure Number 192**)

The screenshot shows a web-based application interface. At the top, there's a header bar with icons and the text "Case Proceedings / Framing of Issues / Add". Below the header is a search bar with the placeholder "Search...". The main content area has a title "Framing of Issues". It contains three input fields: "Case Type" set to "Civil Appeal PPE-86", "Case No." set to "100181", and "Year" set to "2013". A blue "Go" button is positioned to the right of these fields. The background of the page is white, and the overall layout is clean and organized.

Figure 192: Framing of Issues screen

Procedure

1. Select the case type from the **Case Type** select box.
2. Enter the case number for which you want to assign Issues in the **Case No.** field.
3. Enter the year of registration in the **Year field**.
4. Click “**Go**”. The **Petitioner Name**, **Respondent Name**, **Nature**, **Issues**, and **Date** fields are displayed. (**Refer to Figure Number 193**)

This screenshot shows the same "Framing of Issues" screen as Figure 192, but with more fields populated. The "Case Type", "Case No.", and "Year" fields remain the same. Below them, the "Petitioner Name" field contains "Shaikh Shujauddin Sk. Sahahuddin". The "Respondent Name" field contains "Lieutenant Colonel". Under the "Nature" section, a dropdown menu is open, showing "Select" and "1-Filed by State". In the "Issue" section, a dropdown menu is also open, showing "Select". The "Date" field displays "21-12-2015" with a calendar icon. A blue "Submit" button is located at the bottom right of the form. The layout includes several horizontal and vertical lines to separate the different input fields.

Figure 193: Framing of Issues screen with Petitioner and Respondent Name

5. Select the **Nature** from the **Nature select box**.
6. Select the **Issues** that you want to assign to the selected case from the **Issue select box**. Multiple selection option is provided.
7. By default, the current date is displayed in the **Date** field. You can change the date using calendar control.
8. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
9. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

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7.5. Roznama (Mah)

This option is used to generate the **Roznama/Diary/Daily Business** transacted in the court. Information recorded in the **Daily Proceedings** option and the attendance of the parties as marked using the **Presentee** option is shown in the **Roznama**.

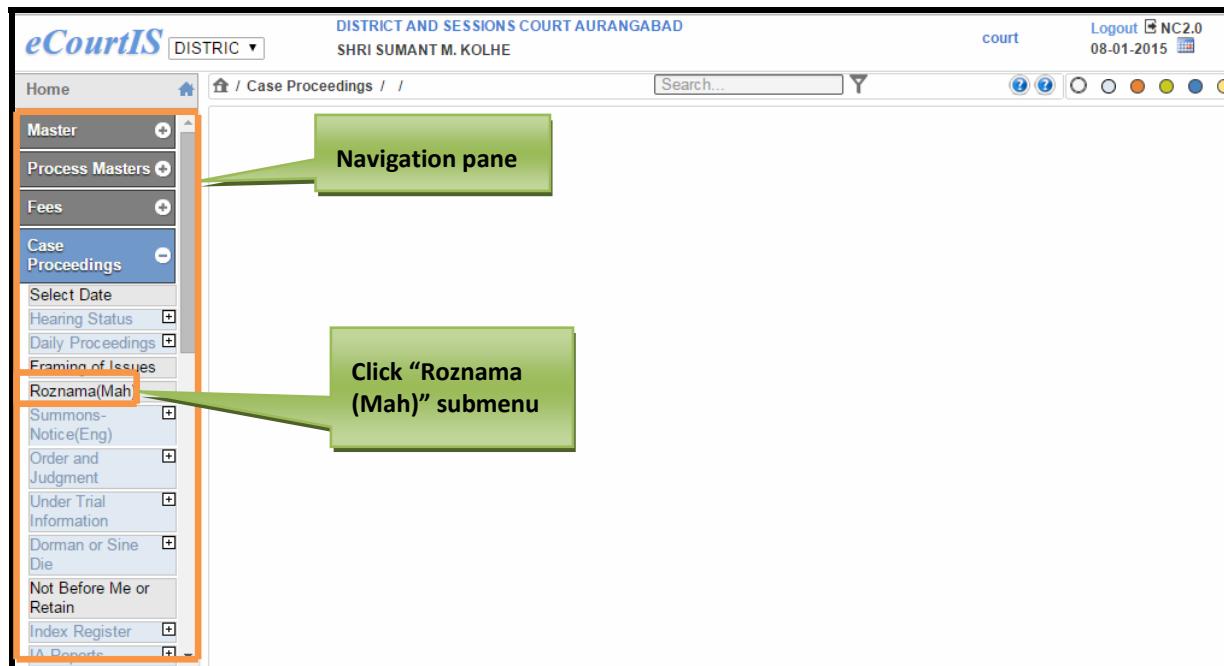


Figure 194: Navigation for Roznama (Mah) screen

To access the **Roznama** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Roznama (Mah)** sub menu. (**Refer Figure Number 194**)
3. When you click **Roznama (Mah)** sub menu, the “**Roznama Maharashtra**” screen with the “**Complete Roznama (odt)**” link is displayed. (**Refer to Figure Number 195**)

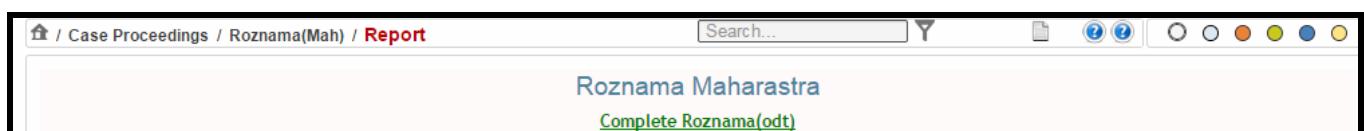
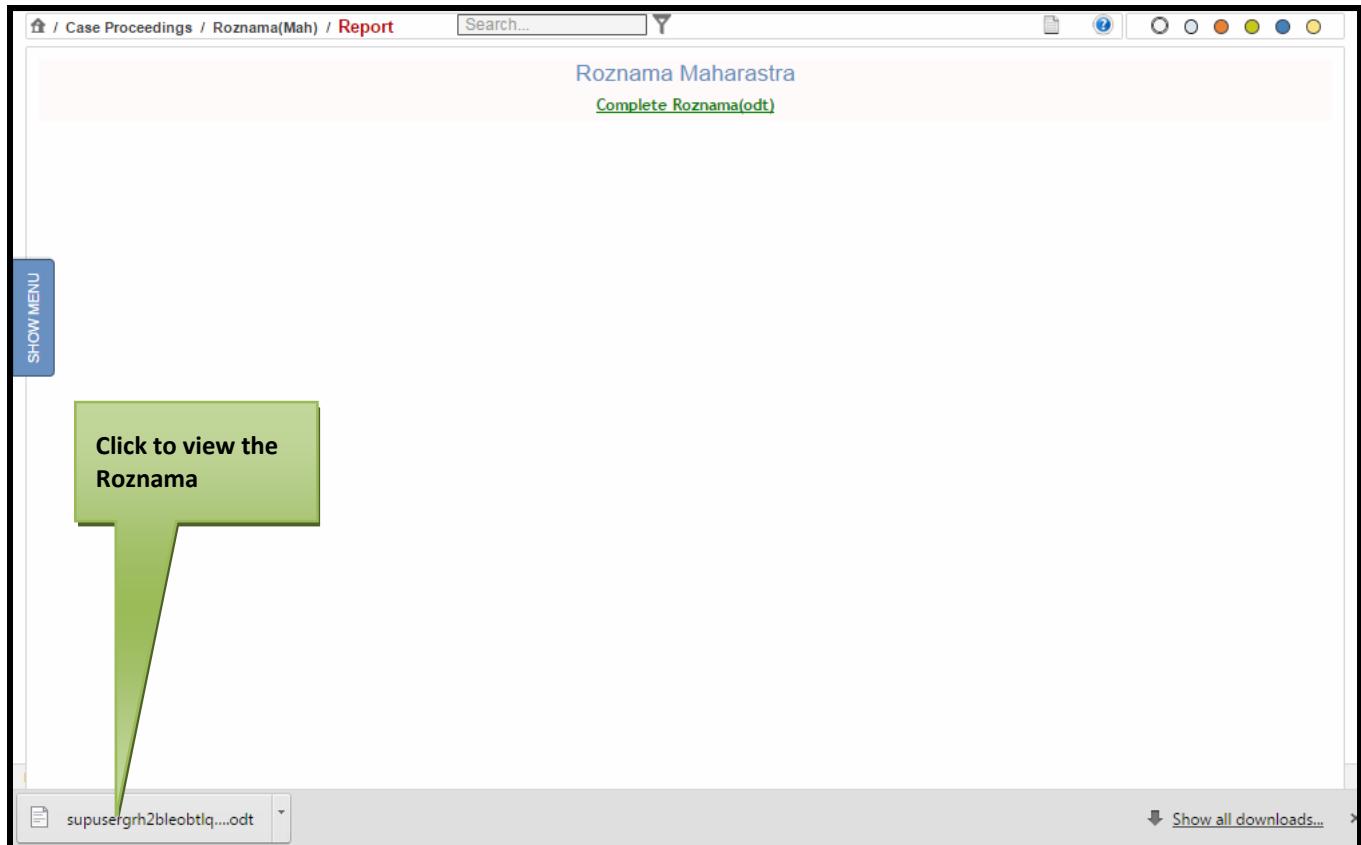


Figure 195: Roznama Maharashtra screen

Procedure

1. Click the “**Complete Roznama (odt)**” link.
2. The system will generate the **Roznama** of all the cases listed on that particular day. This **Roznama** is downloaded in the odt format. Click the odt document to view the **Roznama**.

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3. The generated Roznama will open in **Open Office/Libre Office format**, which can be printed, if required. **(Refer to Figure Number 196)**

In the court of Principal District and Sessions Judge, ~~Ahad~~.
SHRI SUMANT M. KOLHE, Aurangabad
Case No. Civil M.A. / 100134 / 2015
Khiyal, Jeevandas Katariya V/s Saleem Pathan, Vaibhav Pathan

Today's Date	Roznama	Next Disposal Date
09-06-2015	disposal business done. Khiyal, Jeevandas Katariya Saleem Pathan Vaibhav Pathan Vaibhav A. R.	09-06-2015

Case adj. for
Judge SHRI SUMANT M. KOLHE

Figure 196: Roznama

7.6. Summons Notice (Eng)

7.6.1. Notice Generation

This option is used to generate a **Notice** to the party or the witness, as per the directions of the court. Depending on the type of the Notice, the Notice is generated automatically from the predefined format when you click the “**Submit**” button. It can be printed in the court or in the “**Process Section**”.

Note: This option is used only after the Next Date of Hearing is given to the case using the Daily Proceedings option.

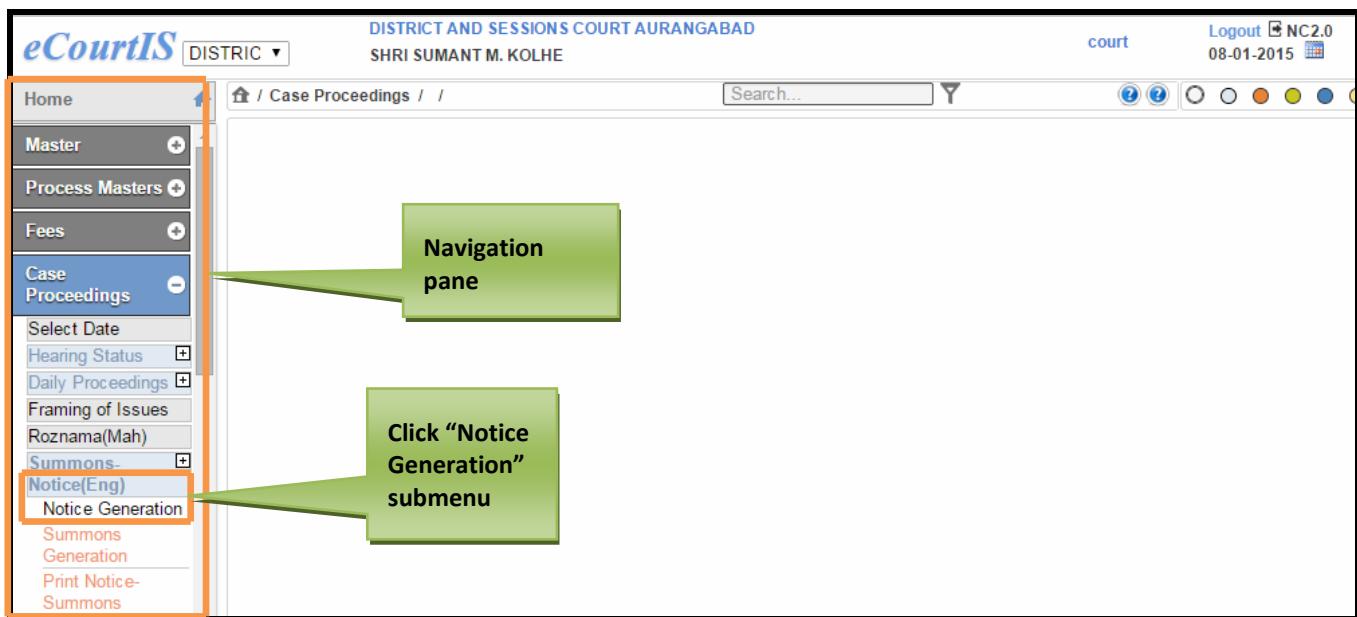


Figure 197: Navigation for "Notices" screen

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

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Summons-Notice (Eng)** followed by **Notice Generation** sub menu. (**Refer Figure Number 197**)
3. When you click **Notice Generation** sub menu, the “**Notices**” screen is displayed. (**Refer to Figure Number 198**)

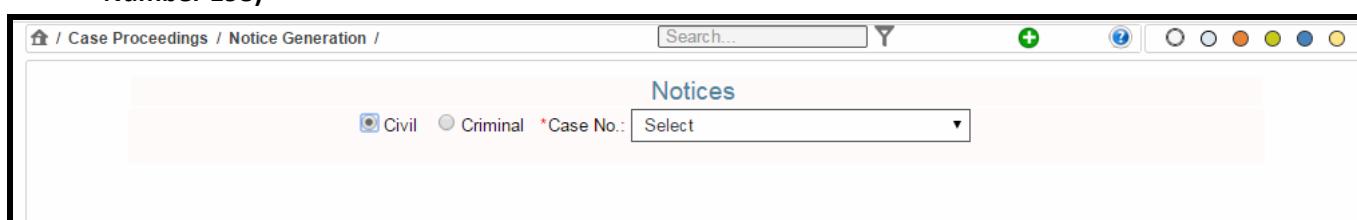


Figure 198: Notices screen

Procedure

1. By default the system will display **Civil** as the selected option. For **Criminal** case types select the **Criminal** radio button. The system will load cases in the **Case No.** select box according to this selection.

Court User Manual

2. Select the case for which you want to send the notice from the **Case No.** select box.
3. When you select the case from the **Case No.** select box, additional fields are displayed as shown in **Figure Number 199.**

The screenshot shows the 'Notices' section of a court proceedings application. At the top, there are radio buttons for 'Civil' and 'Criminal', and a dropdown for 'Case No.' containing 'Civil Appeal PPE/100181/2013'. Below this, the 'Next Date' is listed as '21-12-2015' and the 'Purpose' is 'Arguments'. A note 'Select Petitioner/Respondent' is followed by a dropdown containing 'Shaikh Shujauddin Sk. Sahahuddin(P)'. The 'Name:' field is empty. Under 'Address:', 'Main Address' is selected and 'Infrant of R.T.O. Office Railway Road, Aurangabad' is entered. 'R/O:' is 'Sk. Sahahuddin'. 'Fees Type:' has 'Paid' selected. 'District:' is 'Aurangabad-19'. 'Town:' is 'Paithan-1'. 'Ward:' is 'Shivajinagar-1'. 'Taluka:' is 'Select'. 'Village:' is 'Select'. 'Email:' is 'shaikh@gmail.com'. 'Mobile No.:' is '8999999999'. 'Pincode:' is '411007'. 'Police Station:' is 'AJINTHA-32'. A note 'Answer To Interrogatories - O. 11, R. 9' is listed under 'Notice'. A 'Submit' button is at the bottom.

Figure 199: Notices screen with details

4. The **Next Date** and the **Purpose** of the selected case type is also displayed in red.
5. Select the Petitioner or Respondent from the **Petitioner/Respondent Name select box**.
6. The system will display all the details for the selected case type.
7. Select the notice from the **Notice Type select box**.
8. Click **Submit** button.
9. The system will display the **View Report** link. (Refer to Figure Number 200)

The screenshot shows the 'Notices' section after a successful generation. A green message 'Notice generated successfully' is displayed. Below it, 'Process ID : 537' is shown, followed by a red 'view report' link.

Figure 200: Notices screen with "View Report" link

10. Click the **View Report** link.
11. The **Notice** is generated automatically from the predefined format and can be printed in the court or in the **"Process Section"**. (Refer to Figure Number 201)

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Appendix C No. 3
DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF SHRI S.L. PATHAN
Principal District and Sessions Judge, Abad.
Answer To Interrogatories - O. 11, R. 9.
Civil Appeal PPE/100181/2013
Shaikh Shujauddin Sk. Sahahuddin
VERSUS
Lieutenant Colonel

The answer of the above-named defendant E.F., to the interrogations for his examination by the above-named plaintiff.

In answer to the said interrogatories, I, the above-named E.F., make oath and say as follow:—

- 1.
2. Enter answers to interrogatories in paragraphs numbered consecutively.DJo
3. I object to answer the interrogatories numbered on the ground that [state grounds of objection].

Figure 201: Notice

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

7.6.2. Summons Generation

This option is used to generate **Summons**, to the party or the witness, as per the directions of the court. Depending on the type of the Summons, the **Summons** is generated automatically, from the predefined format. It can be printed in the court or in the “**Process Section**”.

Note: This option is used only after the Next Date of Hearing is given to the case using the Daily Proceedings option.

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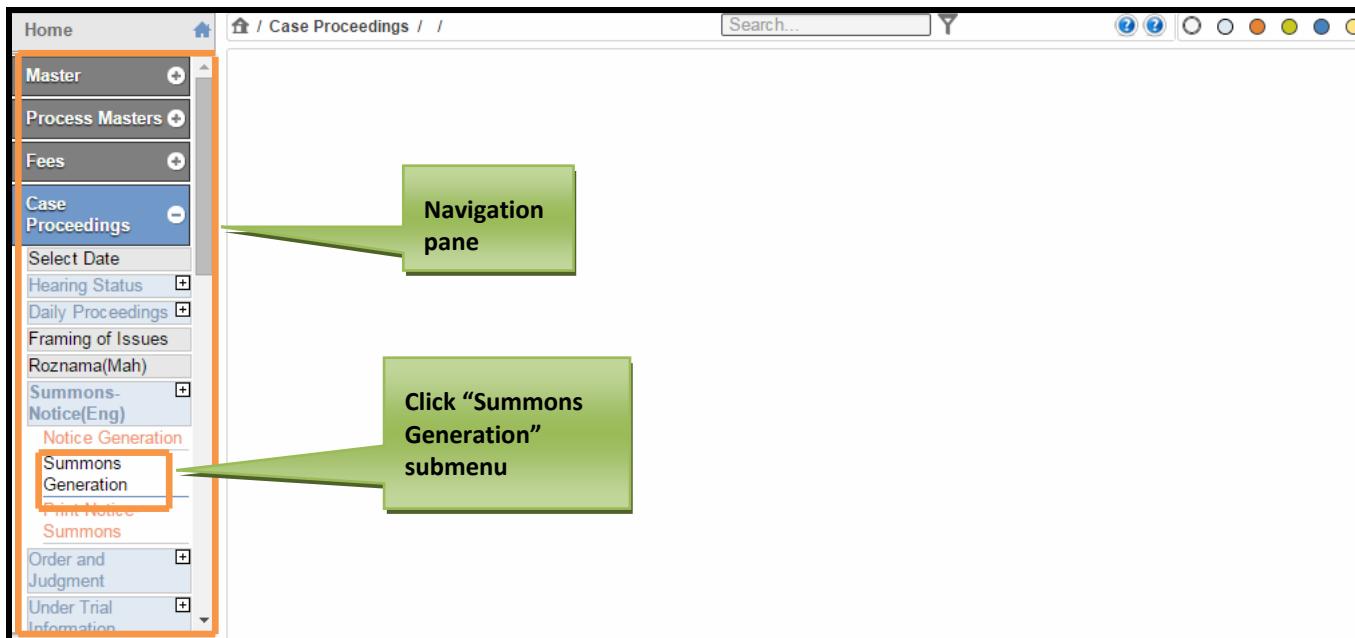


Figure 202: Navigation for "Summons Generation" screen

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

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Summons-Notice (Eng)** sub menu followed by the **Summons Generation** sub menu. **(Refer Figure Number 202)**
3. When you Click **Summons Generation** sub menu, the "**Summons**" screen is displayed. **(Refer to Figure Number 203)**

The screenshot shows the 'Summons' screen. At the top, there are radio buttons for 'Civil' and 'Criminal' cases, and a dropdown menu for 'Case No.' with the option 'Select'. The 'Civil' radio button is selected.

Figure 203: Summons screen

Procedure

1. Select the radio button for **Civil or Criminal** Cases. The system will load the Cases in the **Case No.** select box according to the selection of **Civil or Criminal** option.
2. Select the case for which you want to generate the **Summons** from the **Case No.** select box.
3. The system will display additional fields as highlighted in **Figure 204**.

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The screenshot shows the 'Summons' section of the Court User Manual. At the top, there are radio buttons for 'Civil' and 'Criminal', and a dropdown for 'Case No.' containing 'Civil Appeal PPE/100181/2013'. Below this, the 'Next Date' is listed as '21-12-2015' and the 'Purpose' is 'Arguments'. A large orange box highlights the 'Petitioner/Respondent' section, which contains a dropdown with 'Shaikh Shujauddin Sk. Sahahuddin(P)' selected. Below this, there are fields for 'Name', 'Address' (Main Address selected), 'Fees Type' (Paid selected), 'District' (Aurangabad-19), 'Town' (Paithan-1), 'Taluka' (Select), 'Email' (shaikh@gmail.com), 'Police Station' (AJINTHA-32), 'R/O' (Sk. Sahahuddin), 'Process Fee' (500), 'Ward' (Shivajinagar-1), 'Village' (Select), 'Mobile No.' (8999999999), and 'Pincode' (411001). At the bottom left, there is a note: '*Summons Code: 1FORM NO. 44A - BOND FOR APPEAL'.

Figure 204: Summons screen with details

4. The names of the **Petitioner and Respondents** are loaded in the **Petitioner/Respondent Name** select box.
5. Select the Petitioner for whom you want to send the Summon from the **Petitioner/Respondent Name** select box.
6. The system will display all the details that are already added for the selected case type.
7. You can also modify or add details here.
8. Click **Submit** button.
9. The **View Report** link is displayed. (**Refer to Figure Number 205**)

The screenshot shows the 'Summons' section of the Court User Manual. At the top, there are radio buttons for 'Civil' and 'Criminal', and a dropdown for 'Case No.' containing 'Civil Appeal PPE/100181/2013'. Below this, the 'Next Date' is listed as '21-12-2015' and the 'Purpose' is 'Arguments'. A message 'Summons generated successfully' is displayed in green. Below this, the 'Process ID' is '538' and there is a red link labeled 'view report'.

Figure 205: Summons screen with "View Report" link

4. Click the **View Report** link.
5. The **Summon** is generated automatically from the predefined format and can be printed in the court or in the **"Process Section"**. (**Refer to Figure Number 206**)

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<p>1[FORM NO. 44A AJINTHA DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF SHRI S.L. PATHAN Principal District and Sessions Judge, Abad. BOND FOR APPEARANCE OF OFFENDER RELEASED PENDING REALISATION OF FINE (See section 424 (1)(b)) Civil Appeal PPE/100181/2013 Shaikh Shujauddin Sk. Sahahuddin VERSUS Lieutenant Colonel WHEREAS I, (name), inhabitant of (place), have been sentenced to pay a fine of rupees and in default of payment thereof to undergo imprisonment for; and whereas the Court has been pleased to order my release on condition of my executing a bond for by appearance on the following date (or dates), namely :- I hereby bind myself to appear before the Court of at o'clock on the following date (or dates), namely:- and, in case of making default herein, I bind myself to forfeit to Government the sum of rupees. Dated, this day of 21-12-2015 (Signature) WHERE A BOND WITH SURETIES IS TO BE EXECUTED, ADD We do hereby declare ourselves sureties for the above-named that he will appear before the Court of on the following date (or dates), namely:- and, in case of his making default therein, we bind ourselves jointly and severally to forfeit to Government the sum of rupees . Dated, this day of 21-12-2015 (Seal of the Court) (Signature)</p>
--

Figure 206: Summons

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

7.6.3. Bulk-Notice (Eng)

This option is used to generate the same **Notice** to multiple parties or witnesses of a particular case, as per the directions of the court. Depending on the type of the Notice, the Notice is generated

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automatically from the predefined format when you click the “**Submit**” button. It can be printed in the court or in the “**Process Section**”.

Note: This option is used only after the Next Date of Hearing is given to the case using the Daily Proceedings option.

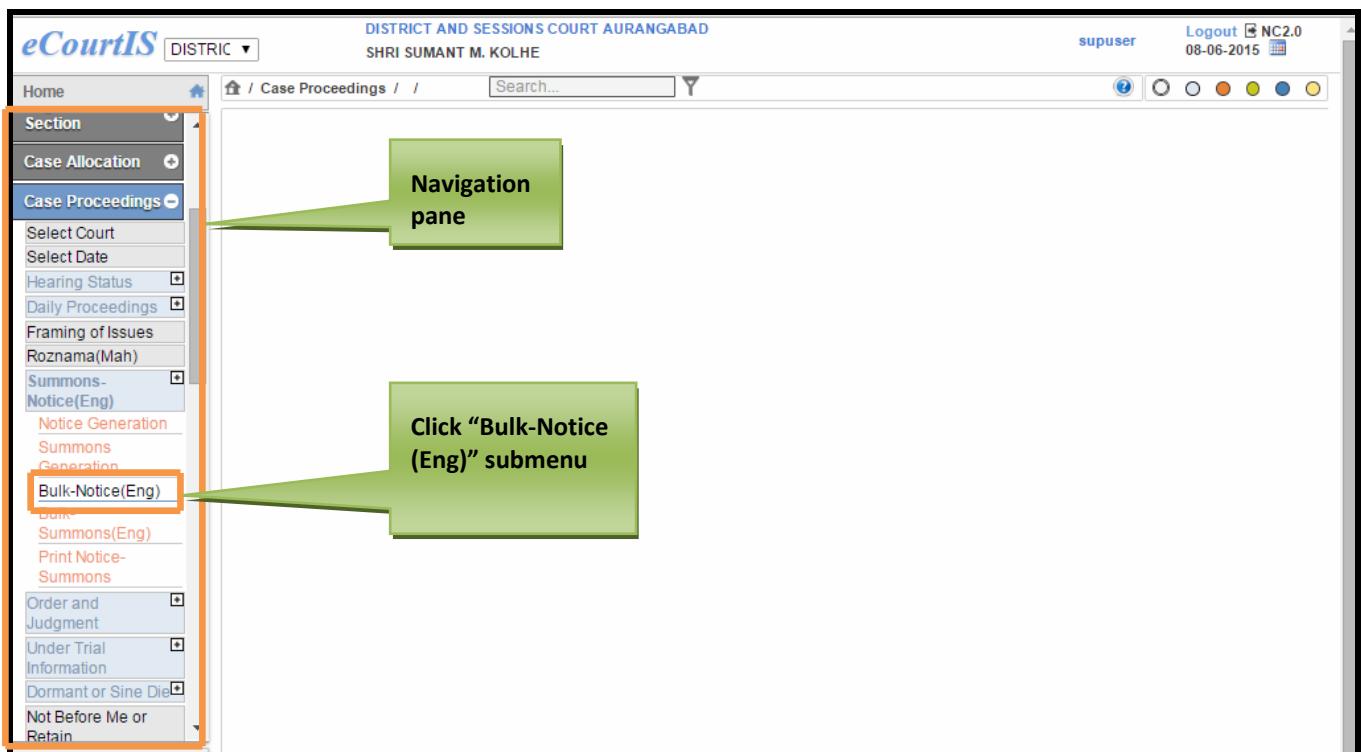


Figure 207: Navigation for "Notices" screen

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

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Summons-Notice (Eng)** sub menu followed by **Bulk-Notice (Eng)** sub menu. (**Refer Figure Number 207**)
3. When you Click **Bulk-Notice (Eng)** sub menu, the “**Notices**” screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 208**)

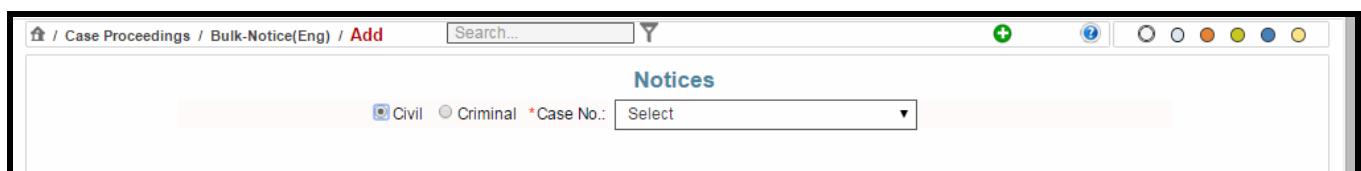


Figure 208: Notices screen

Procedure

1. By default the system displays **Civil** as the selected option. With **Civil** option, the civil cases are loaded in the **Case No.** select box.

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2. For **Criminal** cases, select the radio button for **Criminal**. The system will load the criminal cases in the **Case No.** select box as per your selection.
3. Select the case for which you want to send a notice from the **Case No.** select box.
4. When you select the case, the system will display the **Next Date** and the **Purpose** of the selected case type and the form to add the details for the **Notice**.
5. Select the radio button for **Petitioner**, **Respondent**, or **Witness**. If you select **Petitioner** as the receiver for the **Notice**, then the system will load the all the names(including extra parties) for the selected case.
6. Select the check box to mark the names to whom you want to send the **Notice**. (**Refer to Figure Number 208a**)

The screenshot shows a web-based application interface for sending notices. At the top, there are navigation links for 'Case Proceedings / Bulk-Notice(Eng) / Add' and a search bar. Below the header, the title 'Notices' is displayed. A radio button for 'Civil' is selected, while 'Criminal' is unselected. The 'Case No.' dropdown contains 'Civil Appeal PPE/100181/2013'. The 'Next Date' is set to '21-12-2015' and the 'Purpose' is 'Arguments'. A table titled 'Notice generated for this party as on Date' lists one party: Shaikh Shujauddin Sk. Sahahuddin(P) R/O Sk. Sahahuddin, with Process ID 537, Process Date 21-12-2015, and Notices 'Answer To Interrogatories - O. 11, R. 9.'. Below the table, there are three radio buttons for 'Petitioner', 'Respondent', and 'Witness', with 'Petitioner' selected. A checkbox is checked next to the name 'Shaikh Shujauddin Sk. Sahahuddin(P)'. The address 'Infront of R.T.O. Office Railway Road, Aurangabad' is listed. At the bottom, a note says '*Notice: Admission of Facts Pursuant to Notice' and a blue 'Submit' button is visible.

Figure 208a: Notices screen with details

7. Select the type of Notice you want to send from the **Notice** select box.
8. Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
9. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

7.6.4. Bulk-Summons (Eng)

8. This option is used to generate the same **Summons** to multiple parties or witnesses of a particular case, as per the directions of the court. Depending on the type of the Summons, the Summon is generated automatically from the predefined format when you click the “**Submit**” button. It can be printed in the court or in the “**Process Section**”.
9. **Note:** This option is used only after the Next Date of Hearing is given to the case using the Daily Proceedings option.

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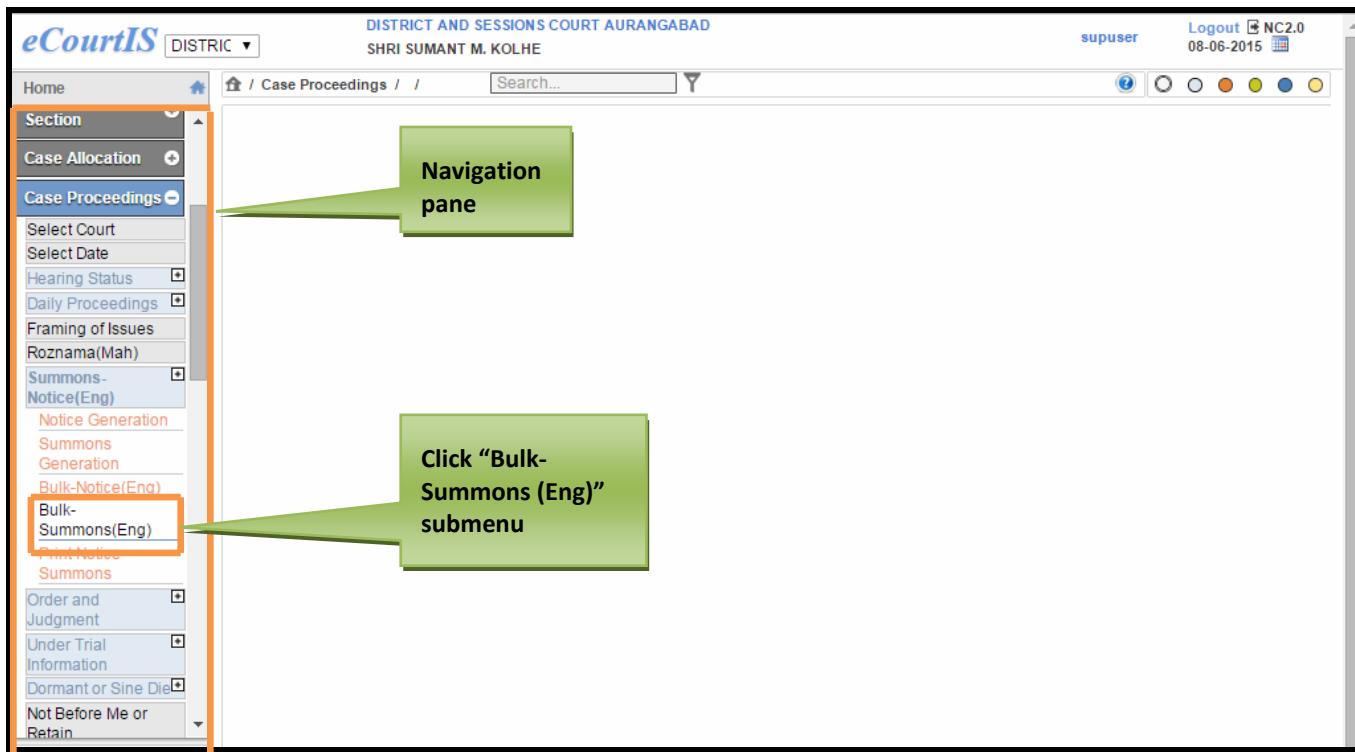


Figure 209: Navigation for "Summons" screen

To access the **Summons** screen to send **Bulk Summons**, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Summons-Notice (Eng)** sub menu followed by **Bulk-Summons (Eng)** sub menu. (**Refer Figure Number 209**)
3. When you click **Bulk-Summons (Eng)** sub menu, the "**Summons**" screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 210**)
4. You can generate **Summons** for **Civil** and **Criminal** cases.
5. By default, **Civil** is displayed as the selected option. To view the **Summons** for the criminal cases, select the **Criminal** radio button.

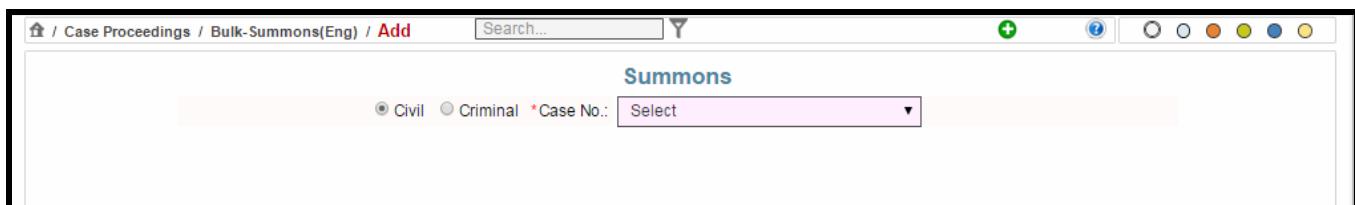


Figure 210: Summons screen

Procedure

1. By default the system displays **Civil** as the selected option. With **Civil** option, the system will load civil cases in the **Case No.** select box.
2. For Criminal cases, select the **Criminal** radio button.

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3. Select the case for which you want to send **Summons** from the **Case No.** select box.

The screenshot shows the 'Summons' page. At the top, there are radio buttons for 'Civil' and 'Criminal', and a dropdown for 'Case No.' containing 'Civil Appeal/100185/2012'. Below this, the 'Next Date' is listed as '09-06-2015' and the 'Purpose' as 'Hearing'. There are three radio buttons for 'Petitioner', 'Respondent', and 'Witness', with 'Petitioner' selected. A table lists two names under 'Name' and 'Address': 'Kisan Baburao Kondke(P)' with address 'Ranjangaon Tq. Phulambri Dist. Aurangabad' and 'Shamrao Baburao Kondke(EP)' with the same address. A dropdown for 'Summons Code' shows 'Form 11 - WARRANT TO SEARCH S'. A 'Submit' button is at the bottom.

Figure Number 210a: Summons screen with details

4. When you select the case, the system will display the **Next Date** and the **Purpose** of the selected case type and the form to add the details for the **Summons**.
5. Select the radio button for **Petitioner**, **Respondent**, or **Witness**. If you select **Petitioner** as the receiver for the **Summons**, then the system will load the all the names (including extra parties) for the selected case type.
6. Select the check box to mark the names to whom you want to send the **Summons**.
7. Select the type of **Summons** you want to send from the **Summons Code** select box.

The screenshot shows the 'Summons' page after submission. A message at the top says '1 Summons generated successfully'. The 'Case No.' dropdown still shows 'Civil Appeal/100185/2012'. The 'Next Date' and 'Purpose' remain the same. A table displays the generated summons details: Process ID 223, Name Kisan Baburao Kondke(P), Process Date 08-06-2015, Summons Form 11 - WARRANT TO SEARCH S, Result (empty), Date of Return (empty), Bailiff Name (empty), and Process Messenger Name (empty). Below the table are the same radio buttons for Petitioner, Respondent, and Witness, and the same table for selecting names. The 'Summons Code' dropdown still shows 'Form 11 - WARRANT TO SEARCH S'. A 'Submit' button is at the bottom.

Figure Number 210b: Summons screen with details

8. Click **Submit** to save the information into the system. The system will display the message, "**1 Summons generated Successfully**".
9. The **Summons Report** will display details such as:
 - the generated **Process ID**

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- Name of the **Petitioner or Respondent**
- **Process Date**
- **Summons**
- **Result**
- **Date of Return**
- **Bailiff Name**
- **Process Messenger Name**

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

7.6.5. Print Notice Summons

This feature provides the facility to print the **Notice** and **Summons** whenever it is required. All the processes generated in that particular Case are displayed. You have to select the **Process**, and the generated **Summons** or **Notice** will be displayed by the system.

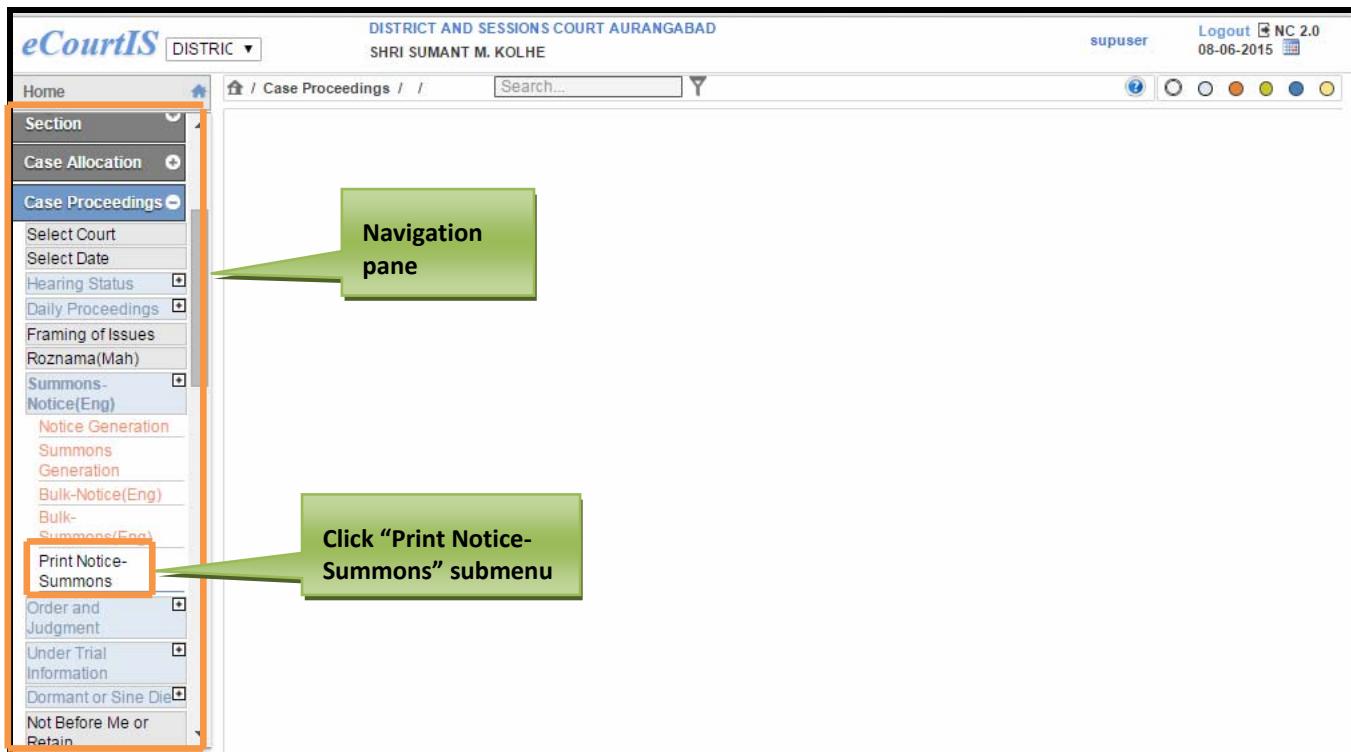


Figure 211: Navigation for "Print Notice-Summons" screen

To access the **Print Notice-Summons** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Summons-Notice (Eng)** sub menu followed by **Print Notice-Summons** sub menu. (**Refer Figure Number 211**)
3. When you Click **Print Notice-Summons** sub menu, the system will display the "**Print Notice-Summons**" screen with Civil as the selected option. (**Refer to Figure Number 212**)

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The screenshot shows a web-based application titled "Print Notice-Summons". At the top, there is a navigation bar with links to "Case Proceedings" and "Print Notice-Summons". A search bar labeled "Search..." is followed by several icons. Below the header, the title "Print Notice-Summons" is displayed. There are two radio buttons: "Process ID" (selected) and "Case". Underneath these are two dropdown menus: one for "Civil" (selected) and one for "Criminal". A required field "Case No." is marked with an asterisk (*), and its dropdown menu is set to "Select". Another dropdown menu for "Process ID" is also set to "Select".

Figure 212: Print Notice-Summons screen

4. You can download the **Notice-Summons** using the **Process ID** and **Case** options. When you select the **Process ID** radio button, the **Process ID's** that are created will be loaded in the **Process ID** field.
5. By default the system displays **Civil and Process ID** as the selected option. With **Civil** option, the system will load civil cases in the **Case No.** select box.
6. For Criminal cases, select the radio button for **Criminal**. The system will load the cases in the **Case No.** select box as per your selection.

Printing Notice-Summons using the Process ID option

Procedure

1. By default, Civil is displayed as the selected option. For Criminal cases select the **Criminal** radio button.
2. Select the case for which you want to print a **Notice** or **Summon** from the **Case No.** select box.
3. Select the process from the **Process ID** select box.
4. The link [25 Affidavit as to Documents - O. 11, R. 13](#) is displayed. (Refer to Figure Number 212a)

This screenshot shows the same "Print Notice-Summons" interface as Figure 212, but with more populated fields. The "Case No." dropdown now contains "Civil Appeal/0100008/2010". The "Process ID" dropdown contains "5-Aurangabad Municipal Corporation A". Below the form, a blue rectangular box contains the text "31 Admission of Facts Pursuant to Notice - O. 12, R. 5." and "Next Date: 09-01-2015". In the bottom-left corner of the screenshot area, there is a small blue box with the letters "ENU".

Figure Number 212a: Print Notice-Summons screen with details

5. Click the link. The **Notice** or **Summon** is downloaded automatically from the predefined format and can be printed in the court or in the "**Process Section**".

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FORM No. 11
DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF SHRI SUMANT M. KOLHE
Principal District and Sessions Judge, Ahmad.
WARRANT TO SEARCH SUSPECTED PLACE OF DEPOSIT
(See section 94)
Civil Appeal/100185/2012
Kisan Bahurao Kondke
VERSUS
Maroti Eknath Kondke Died LRS

To
(Name and designation of a police officer above the rank of a constable).

WHEREAS information has been laid before me, and on due inquiry thereupon had, I have been led to believe that the
(describing the house or other place) is used as a place for the deposit (or sale) of stolen property (or it for either of the other purposes expressed in the section, state the purpose in the words of the section);

This is to authorise and require you to enter the said house (or other place) with such assistance as shall be required, and to use, if necessary, reasonable force for that purpose, and to search every part of the said house (or other place, or if the search is to be confined to a part, specify the part clearly), and to seize and take possession of any property (or documents, or stamps, or seals, or coins, or obscene objects, as the case may be) (add, when the case requires it) and also of any instruments and materials which you may reasonably believe to be kept for the manufacture of forged documents, or counterfeit stamps, or false seals or counterfeit coins or counterfeit currency notes (as the case may be), and forthwith to bring before this Court such of the said things as may be taken possession of, returning this warrant, with an endorsement certifying what you have done under it, immediately upon its execution.

Dated, this day of 08-06-2015

(Seal of the Court)

SHRI SUMANT M KOLHE
Principal District and Sessions Judge, Ahmad.

Printing Notice-Summons using the Case option

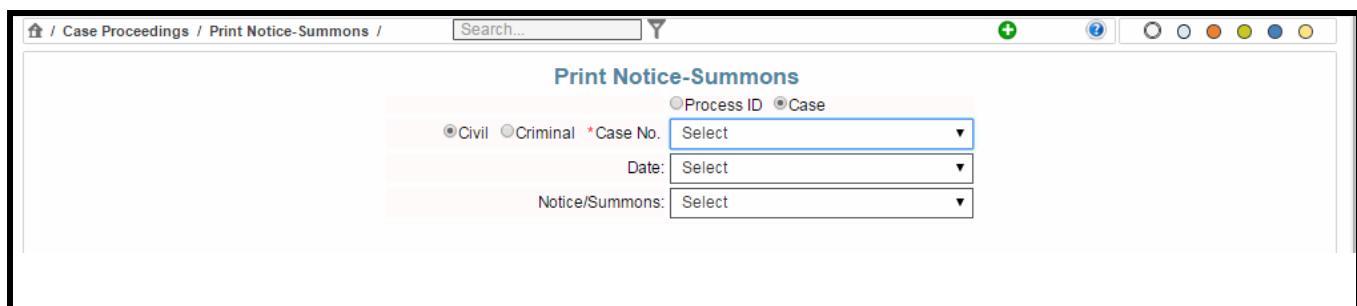


Figure 213: Print Notice-Summons using Case option

Procedure

1. Select the **Case** radio button.
2. Select the case for which you want to generate and print the **Notice-Summons** from the **Case No.** select box.

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3. Select the date from the **Date** select box.
4. Select the notice from the **Notice/Summons** select box. The details of the **Notice or Summons** such as Name, Father's Name, and Address are displayed in a form. (Refer to Figure Number 213a). Please see the highlighted area in the Figure Number 213a.

The screenshot shows the 'Print Notice-Summons' page. At the top, there are radio buttons for 'Process ID' and 'Case', and checkboxes for 'Civil' and 'Criminal'. A dropdown menu for 'Case No.' contains 'Civil Appeal/0100127/2010'. Below it is a date selector set to '16/06/2015'. A dropdown for 'Notice/Summons' shows 'Affidavit of Assets to be made by a Jt'. A table below lists 'Name', 'Father Name', and 'Address' for 'Gokul Narayan Dawange(ER) .R/O Narayan Dawange', with 'Narayan Dawange' listed under both columns. An orange box highlights this table. Below the table is a blue link: '80_Affidavit of Assets to be made by a Judgment-debtor -Order XXI Rule 41-2'. At the bottom, it says 'Next Date: 16-06-2015'.

Figure Number 213a: Print Notice-Summons screen with details

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

7.7. Order and Judgment

7.7.1. Order Judgment Uploading

This feature is used to upload different type of **Orders**, **Judgments**, and **Decrees**. You can also upload the orders using local language. All the cases that are listed on that particular day are displayed in the select box. The orders are copied to the folder `/home/court/databasename/orders`, where `databasename` is the name of the database that is being used in the current application.

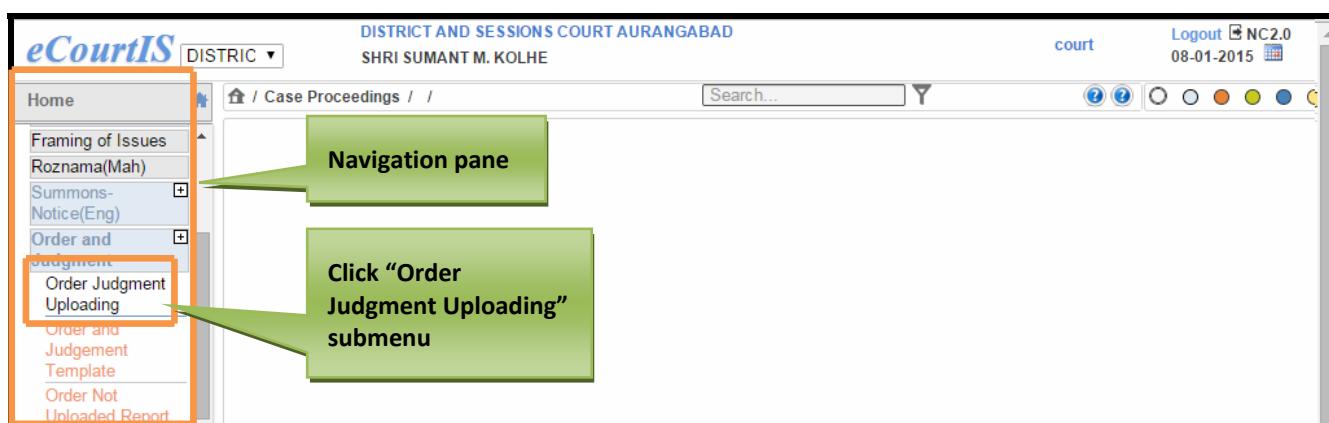


Figure 214: Navigation for "Order Judgment Uploading" screen

To access the **Order Judgment Uploading** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Order and Judgment** followed by **Order Judgment Uploading** sub menu. (Refer Figure Number 214)

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3. When you Click **Order and Judgment Uploading** sub menu, the “**Civil/ Criminal Order**” screen with **Civil** as the selected option is displayed. (Refer to Figure Number 215)

The screenshot shows a web-based application window titled "Civil/Criminal Order". On the left, there is a vertical blue sidebar with a "SHOW MENU" button. The main content area has a header "Civil/Criminal Order". It contains several input fields: a radio button for "Civil" (selected), another for "Criminal", a dropdown for "Case No." with "Select" as the current value, a file upload field with "Choose File" and "No file chosen", a progress bar at 0%, a date input field set to "08-01-2015" with a calendar icon, a dropdown for "Type of Order" with "Select" as the current value, and a checkbox for "Order in Local Language". Below these fields are two radio buttons for "Judgment" and "Decree", followed by a large blue "Upload" button.

Figure 215: Civil/Criminal Order screen

4. You can upload the **Judgment Order** for **Civil** as well as **Criminal** cases. By default **Civil** is displayed as the selected option. For **Criminal** cases, select its radio button.
5. The system will load the cases in the **Case No.** select box as per your selection of **Civil** or **Criminal** cases. When you select Civil, Civil cases will be loaded in the **Case No.** select box.
6. Similarly, when you select the **Criminal** radio button, the Criminal cases will be loaded in the **Case No.** select box.
7. Select the radio button for **Civil or Criminal case**. The system will display the cases according to the selection in the **Case Number** select box.
8. Select the **Case Number** from the **Case Number** select box. The system will display the names of the **Petitioner** and **Respondent** for the selected Case Type.

This screenshot is similar to Figure 215 but includes callout boxes and annotations. A green callout on the left points to the "Choose File" button with the text "Click ‘Choose File’ to upload the Judgment or Decree". Another green callout on the right points to the "Petitioner Name" and "Respondent Name" fields, which are highlighted with an orange border, with the text "Name of the Petitioner and Respondent of the selected Case Number". The main form fields are identical to Figure 215.

Figure 215a: Civil/Criminal Order screen with details

9. To **Upload** the Order, click the **Choose File** button. The **Open** dialog box is displayed.

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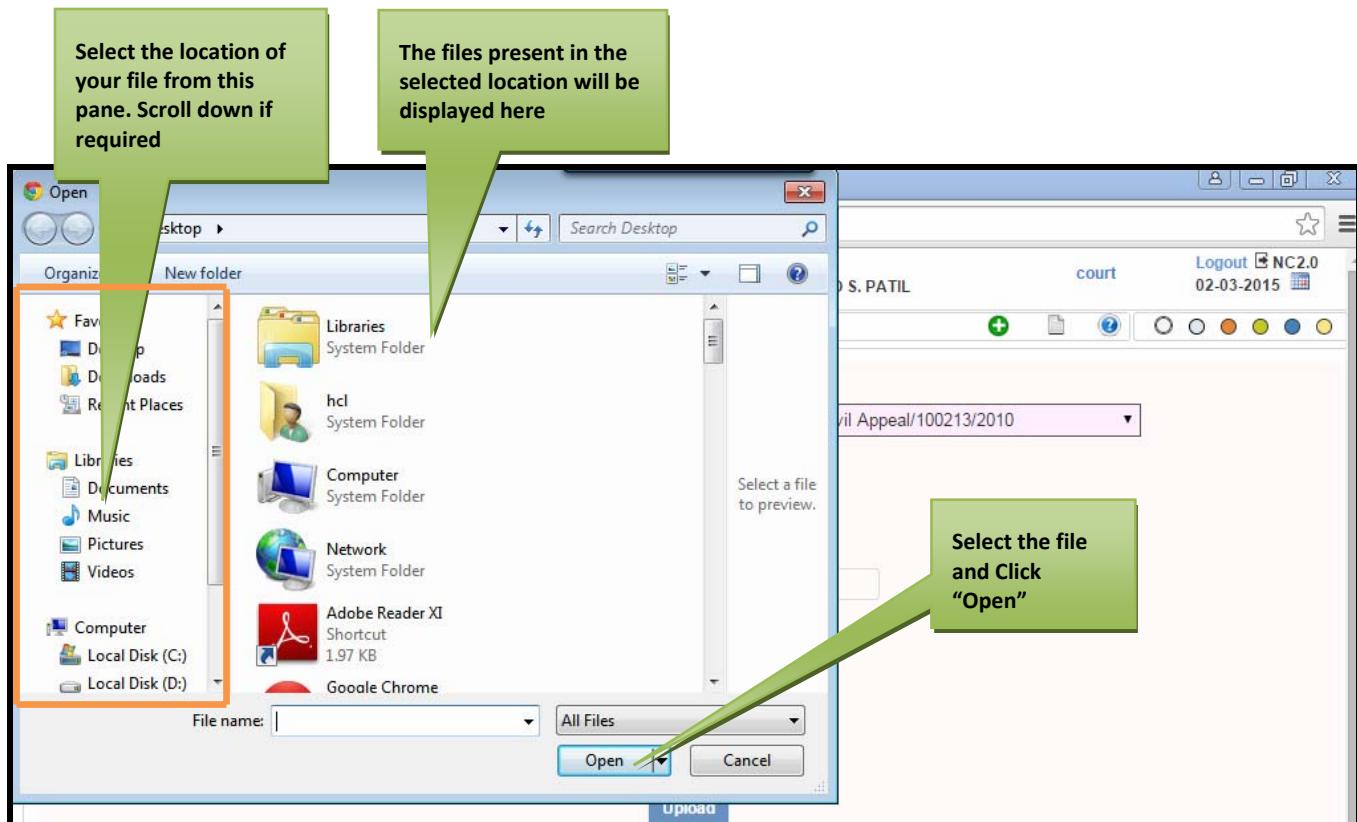


Figure Number 215b: 'Open' dialog box

10. Select the location of your file and Click “Open”. To cancel, Click “Cancel”.
11. For example if your file is on the desktop, then select desktop. The system will display all the files and folders present on the desktop.
- 12.** Select the file and Click “Open”. The file is uploaded by the system.
- 13.** **Select pdf files only.**
14. The **Order Date** is displayed by the system.
15. Select the **Type of Order or Judgment** from the select box.
16. Select the check box of **Order in local Language**, if the order is in **Local Language**.
17. Select the radio button of **Judgment** or **Decree**, depending on whether the order is a **Judgment or Decree**.
18. Click the **Upload** button to upload the **Order or Judgment**.
- 19. All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

7.7.2. Order and Judgment Template

This option is provided to generate the templates for the orders and judgments for a particular case depending on the case type. The template has to be linked to the case type in the **Master** option. One can view the predefined templates with the case number, party names, address, or advocate name etc. in the odt format. The judgment can be typed by opening the odt file using the text editor.

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Note: This option is useful while typing the Judgments and Orders, as it saves the time of typing the case details, headers, footers of the judgment and orders.

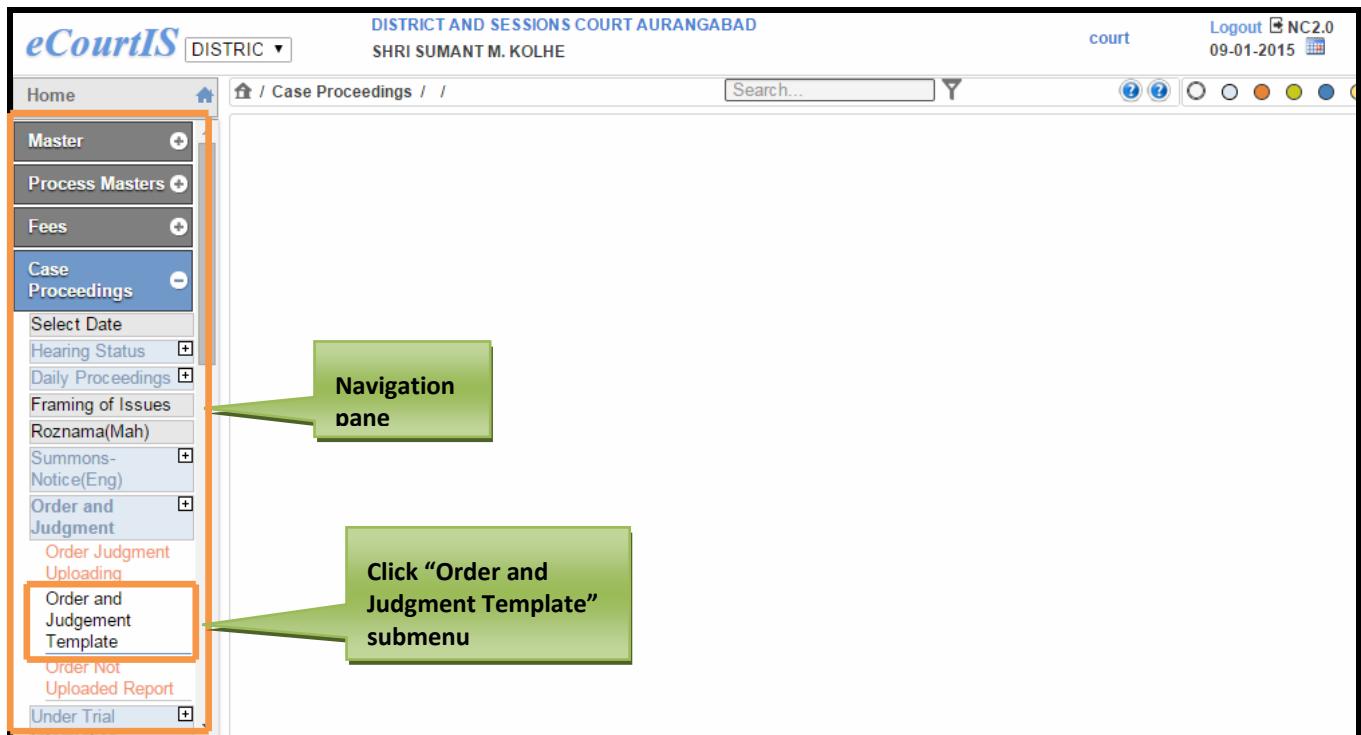


Figure 216: Navigation for "Order and Judgment Template" screen

To access the **Order and Judgment Template** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Order and Judgment** followed by **Order and Judgment Template** sub menu. (**Refer Figure Number 216**)
3. When you Click **Order and Judgment Template** sub menu, the "**Judgment Writing**" screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 217**)
4. You can generate the **Order and Judgment** using the **Select Case No.** and **Enter Case No.** option.
5. With **Select Case No.** option, all the cases are displayed as a dropdown list.
6. And with, **Enter Case No.** option you can generate **Order and Judgment Template** for a single case type.
7. Also, you can create the template for **Civil** and **Criminal** cases.
8. By default, **Civil** is displayed as the selected option. Here, **Civil** cases are loaded in the **Case No.** select box.
9. For **Criminal**, select the **Criminal** radio button. Here, the Criminal cases are loaded in the **Case No.** select box.

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The screenshot shows a web-based application titled "Judgment Writing". At the top, there are two radio buttons: "Civil" (selected) and "Criminal". Below them is a dropdown menu labeled "Select Case No." containing the option "Select". Underneath the dropdown are fields for "Petitioner Name" and "Respondent Name". At the bottom of the form are two radio buttons: "Cause Title Long" (selected) and "Cause Title Short". The background of the page shows a navigation bar with links like "Case Proceedings", "Order and Judgement Template", and "Report".

Figure 217: Judgment Writing screen

Procedure

1. By default the system displays **Civil** as the selected option. For **Criminal** cases select the radio button for **Criminal**.
2. Select the cases from the **Case Number** select box.
3. The **Petitioner Name** and the **Respondent Name** are displayed.
4. The template has to be tagged in the Master for the particular Case Type using Order Template option.
5. **(Refer to Figure Number 217a)**

This screenshot is identical to Figure 217, but it includes several additional links and status indicators. In the header, there are links for "Logout" and "NC 0 01-01-2016". On the left side, there is a vertical sidebar with a "SEARCH" button. At the bottom right of the main form, there is a green link labeled "Judgement". The rest of the interface is the same as Figure 217, including the radio buttons for case type, the dropdown for case number, and the fields for petitioner and respondent names.

Figure 217a: Judgment Writing screen with links

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

7.7.3. Uploaded and Not Uploaded Count

With this feature you can view the count of uploaded and not uploaded orders.

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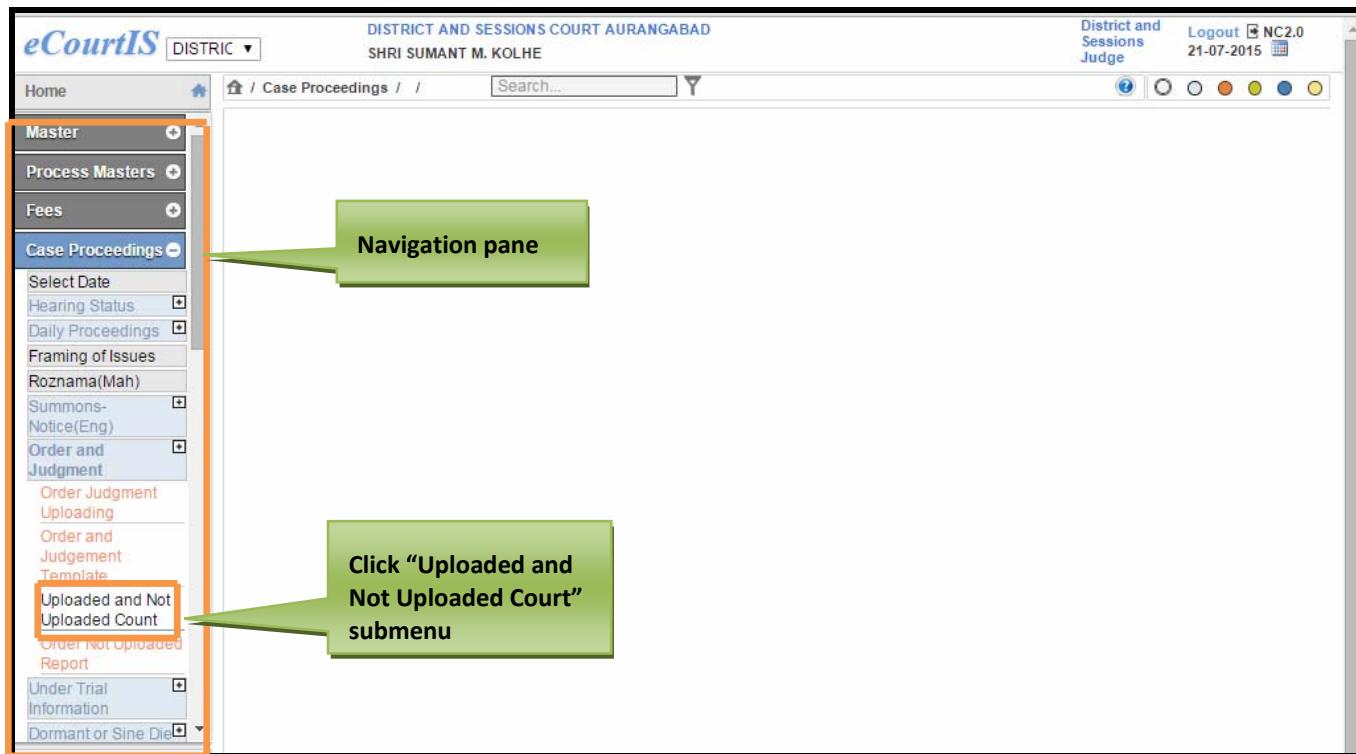


Figure 218: Navigation for "Order Uploaded/Not Uploaded Count" screen

To access the **Order and Judgment Template** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **Order and Judgment** followed by **Uploaded and Not Uploaded Count** sub menu. (**Refer Figure Number 218**)
3. When you Click **Uploaded and Not Uploaded Count** sub menu, the "**Order Uploaded/Not Uploaded Count**" screen. (**Refer to Figure Number 219**)

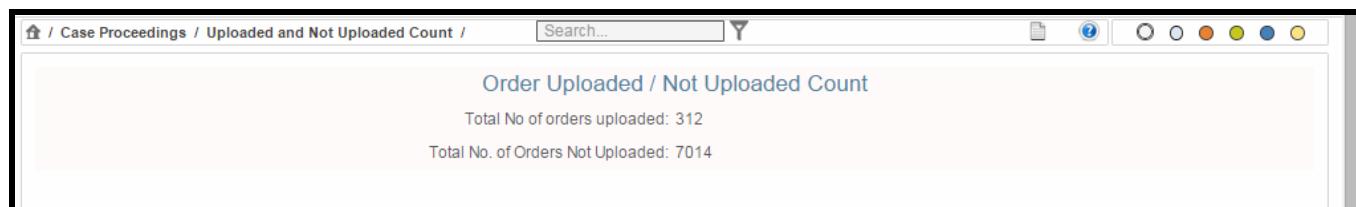


Figure 219: Order Uploaded/Not Uploaded Count screen

4. Here, the total number of orders uploaded and the total number of orders not uploaded are displayed.

7.7.4. Order Not Uploaded Report

This option is used to view the uploaded or not uploaded status of the orders at a glance.

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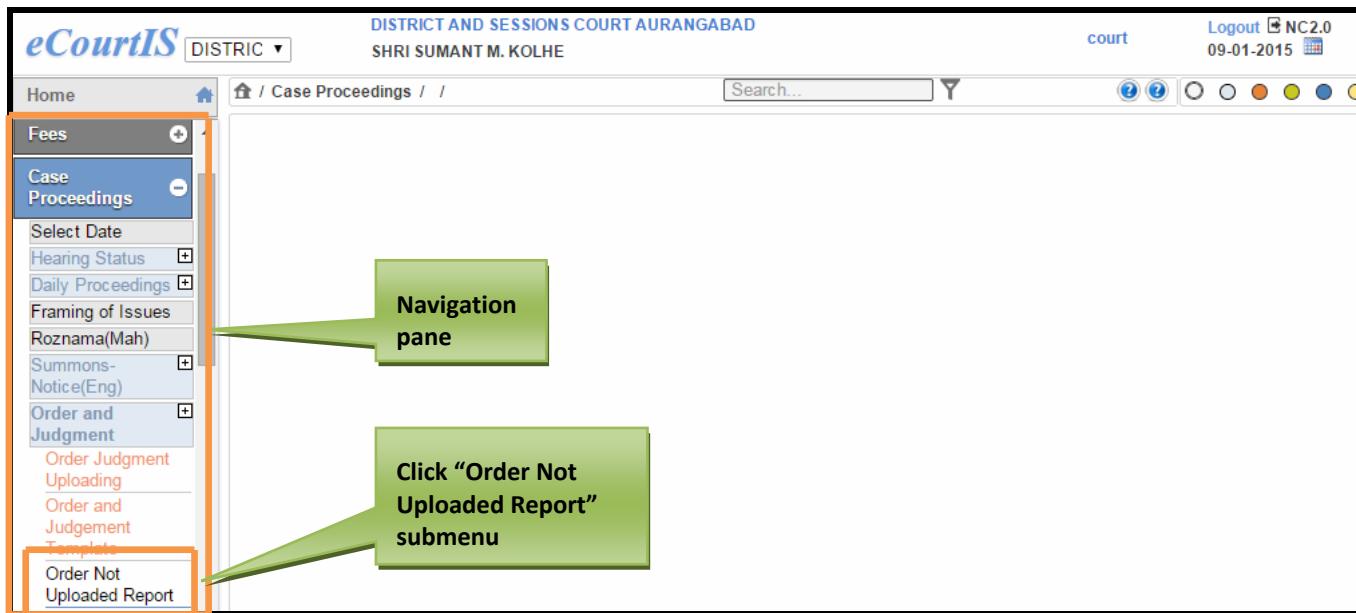


Figure 220: Navigation for "Order Not Uploaded" screen

To access the **Order Not Uploaded Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Order and Judgment** sub menu followed by **Order Not Uploaded Report** sub menu. **(Refer Figure Number 220)**
3. When you Click **Order Not Uploaded Report** sub menu, the "**Order Not Uploaded Report**" screen is displayed. **(Refer to Figure Number 221)**
4. Here, you can view report for orders that are not uploaded and the orders that have been uploaded.
5. By default, **Order Not Uploaded** is displayed as the selected option. For the '**Order Uploaded**' report select its radio button.
6. Also by default, the current date is displayed in **From Date** and **To Date** fields.

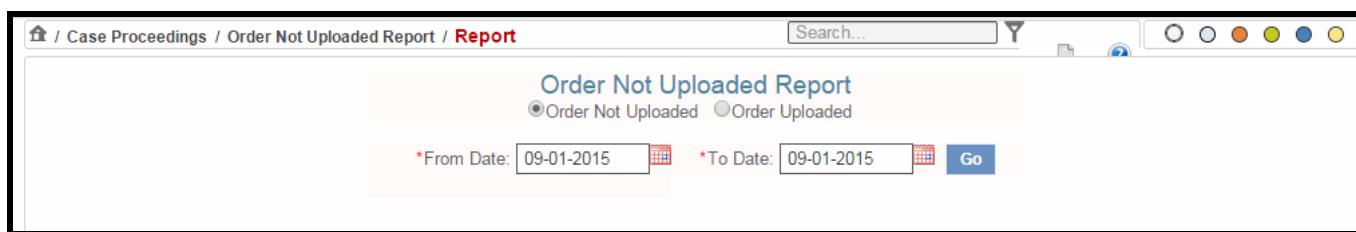


Figure 221: Order Not Uploaded Report

Order Not Uploaded

This option generates a list of the cases for which the orders have not been uploaded.

Procedure

1. By default **Order Not Uploaded** is displayed as selected option.
2. Also the current date is displayed in **From Date** and **To Date**. You can select another date from the calendar control.

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3. Click **Go** button.
4. The system will load the **View link**. (Refer to Figure Number 222)

The screenshot shows a web browser window titled 'Case Proceedings / Order Not Uploaded Report / Report'. At the top, there are two radio buttons: 'Order Not Uploaded' (selected) and 'Order Uploaded'. Below them are two date input fields: 'From Date: 09-01-2015' and 'To Date: 09-01-2015'. A 'Go' button is to the right of the date fields. In the center, there is a large green callout bubble pointing to a blue 'View' button, which is also highlighted with a red rectangular border.

Figure 222: Order Not Uploaded screen with "view" link

5. Click **View link**.
6. The “Order Not Uploaded” Report is displayed. (Refer to Figure Number 223)

The screenshot shows a table titled 'DISTRICT AND SESSIONS COURT AURANGABAD', 'PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD', and 'SHRI SUMANT M. KOLHE'. It specifies 'As on Date: 09-01-2015'. The table has columns: 'S.No.', 'Case No.', 'Petitioner Name', 'Respondent Name', and 'Date of Decision'. The data is as follows:

S.No.	Case No.	Petitioner Name	Respondent Name	Date of Decision
1	Civil Appeal/100109/2010	Subhash Trimbakrao Khursale	Rajbala Vijay Bageshara	12-12-2014
2	M.A.C.P./100493/2010	Vinayak Asaram Galdar	M.S.R.T.C., Nilanga Agar, Divi.Latur, Dist. Latur	20-12-2014
3	M.A.C.P./100721/2010	Ritesh Suresh Sahuj	Bhimrao Bhauraao Mandal	12-12-2014
4	M.A.C.P./100809/2010	Mangal Niruatti Ghodake	Sayed Kadir Sayyed Isak	13-12-2014
5	Civil Appeal/100319/2010	Abdul Rashid Taher Mohmed	Krishnarao Madhavrao Purnapatre	12-12-2014
6	Civil Appeal/100320/2010	Abdul Rashid Taher Mohmed	Krishnarao Madhavrao Purnapatre	12-12-2014
7	M.A.C.P./100054/2011	Sunita Rahul Khedkar	The New India Anssu. Co. Ltd., Aurangabad	13-12-2014
8	M.A.C.P./100119/2011	Ajmat Laddu Shaikh	Mirza Shaikh Baig Mirza Shabbir Baig	12-12-2014
9	M.A.C.P./100339/2011	Dashrath Sambhaji Tupe	Mayur Sitaram Gaikwad	12-12-2014
10	Civil Appeal/100151/2011	Appasahab Bhujangrao Kolhe	Prakash Keshavrao Deshmukh	12-12-2014
11	Civil Appeal/100186/2011	Azaruddin Hasiboddin Chisti	Municipal Corporation, Aurangabad City and Industrial	12-12-2014

Figure 223: Order Not Uploaded Report

7. The **Report** will display the details given below:
 - S.No. (Serial Number)
 - Case Number
 - Petitioner Name
 - Respondent Name
 - Date of Decision
8. You can **Print** the report.
9. **The mandatory fields are marked with an asterisk*. Please fill the mandatory details.**

Order Uploaded option

This option generates a list of cases for which the order has been uploaded on the current date.

Procedure

1. Select the radio button of **Order Uploaded**.
2. Select **From Date** and **To Date** from the calendar control.

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3. Click **Go** button. The system will load the **View** link.
4. Click the **View** link. The “**Order Uploaded**” Report is displayed. (Refer to Figure Number 224)

S.No.	Case No.	Petitioner Name	Respondent Name	Date of Decision	Order Uploaded As On
No Record Present					

Figure 224: Order Uploaded report

5. The **Report** will display the details given below:

- **S.No. (Serial Number)**
- **Case Number**
- **Petitioner Name**
- **Respondent Name**
- **Date of Decision Order**
- **Order Uploaded As On**

6. **The mandatory fields are marked with an asterix*. Please fill the mandatory details.**

7.8. Under Trial Information

The cases wherein the accused under trial is in prison, needs the special attention of the Judge. When the accused is remanded to **Police Custody** or **Judicial Custody**, the details of the arrest are entered. When the under trial prisoner is released on bail, facility to search based on Surety details, is also provided.

Note: This option is used to enter the details of the accused under trial when remanded to the Judicial/Police Custody and also when the accused under trial is released on bail.

In this feature, there are three tabs

- **Under Trial Prisoner Details tab**
- **Surety 1 tab**
- **Surety 2 tab**

1. Under Trial Prisoner Details :

In this tab, you have to enter the details given below:

- **Case Type:** Select the Case Type for which the under trial details have to be keyed in.
- **Case No. and Year:** Enter the Case No. and the Year for which the under trial details have to be keyed in.
- Click on the **Go** button. The data entry fields to enter the details of the under trial are flashed on the screen.
- **ViewAct link**

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In **ViewAct link**, **Acts** with the relevant **Sections** along with **Punishment** details are displayed as a dropdown below the **link**.

- **Petitioner/Respondent:** The system will display the list of names of the accused to be remanded to the custody or to be released on bail.
- **Prison:** The system will display the list of Prison Names where the accused is to be remanded.
- **Arrest Date:** Select the **Date of Arrest** from the Date Control.
- **Custody Type:** Choose whether a Judicial or Police Custody is awarded, to the under trial. If the Accused is already in Prison and is to be released on Bail, then on selection of the accused, **the Date of Arrest, Type of custody and Total Number of Days** spent in Custody is displayed automatically on the screen.
- **Bail Date:** Select the Bail Date when the accused is released on Bail.

2. Surety 1:

When you enter the Name of the person giving Surety, the database is searched using the given name, to check whether the person with the same Name has given Surety to the Accused in the past. This helps the court to keep track of persons who are giving Surety and also helps to ensure that no person is giving Surety to the particular accused habitually. The amount, property information and so on pertaining to the person giving Surety has to be keyed into the system.

3. Surety 2:

This option is used to enter the detailed information as mentioned above, about the second person giving surety to the accused.

7.8.1. Under Trial Prisoner (Add)

This option provides the facility to add the details of the **Under Trial Prisoner** details.

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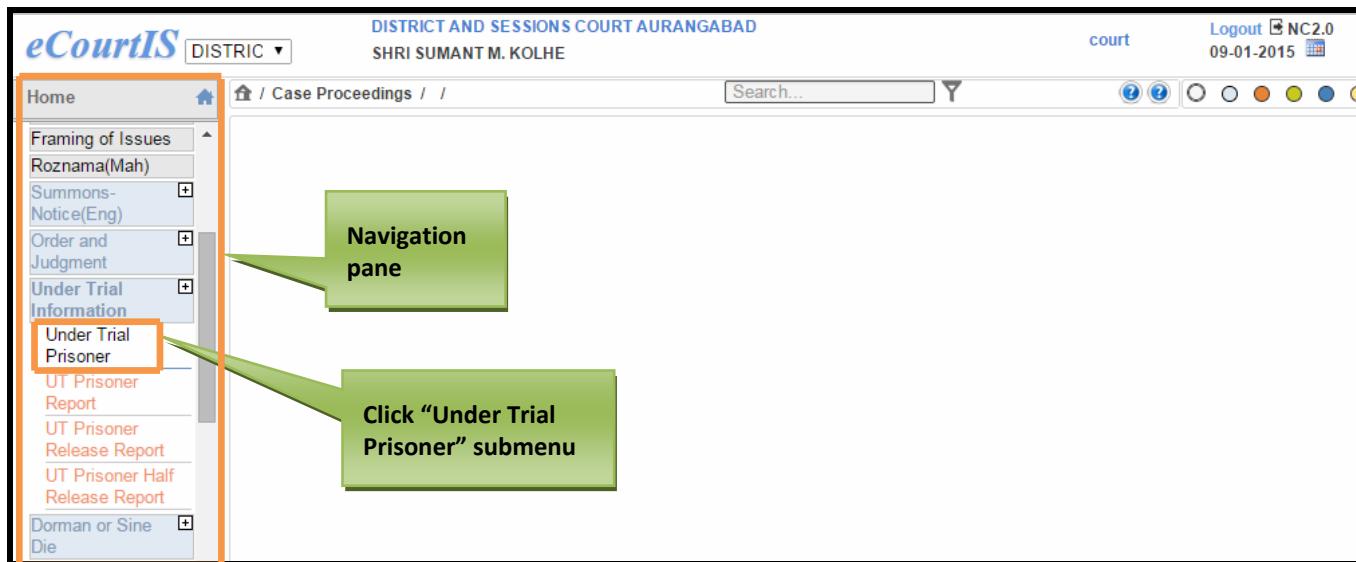


Figure 225: Navigation for "Under Trial Prisoner Detail" screen

To access the **Under Trial Prisoner** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** sub menu followed by **Under Trial Prisoner** sub menu. **(Refer Figure Number 225)**
3. When you click **Under Trial Prisoner** sub menu, "**Under Trial Prisoner Detail**" screen is displayed. **(Refer to Figure Number 226)**

The screenshot shows the 'Under Trial Prisoner Detail' screen. The title bar says 'Case Proceedings / Under Trial Prisoner / Add'. The main area is titled 'Under Trial Prisoner Detail'. It contains three input fields: a dropdown for 'Case Type' labeled 'Select', a text input for 'Case No.' with a placeholder 'Case No.:', and a text input for 'Year' with a placeholder 'Year:' and a 'Go' button next to it. There are also standard browser navigation buttons at the top.

Figure 226: Under Trial Prisoner Details screen

Procedure

1. Select the case type that you want to add details of the under trial Prisoner, 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**. Click **Go** button.
4. The system will display the **View Act** link, **Petitioner/Respondent** select box, **Type**, **Under Act/Section** and **Maximum Imprisonment** fields.

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The screenshot shows the 'Under Trial Prisoner Detail' page. At the top, there are fields for 'Case Type' (Sessions Case-15), 'Case No.' (100163), and 'Year' (2015). A red box highlights the 'ViewAct' link. Below these, there are dropdowns for 'Petitioner/Respondent' (Select) and 'Under ACT/Section' (-). To the right, it shows 'Type:' and 'Maximum Imprisonment: 0 Year - 0 Month - 0 Days'.

Figure 227: Under Trial Prisoner Details screen with View Act link

5. Place the mouse pointer over the **View Act** link to view the **Acts** with the relevant **Sections** along with **Punishment** details are displayed as a dropdown below the **link**. (Refer to Figure 227a)

The screenshot shows the same 'Under Trial Prisoner Detail' page as Figure 227. The 'ViewAct' link has been clicked, and a dropdown menu appears, also highlighted with a red box. The menu contains the text 'Indian Penal Code-307,34'. The rest of the page remains the same, with the 'Petitioner/Respondent' dropdown set to 'Select'.

Figure 227a: Under Trial Prisoner Detail screen with Act details

6. Select the accused to be remanded to the custody or to be released on bail from the **Petitioner/Respondent select box**.
7. When you select the Petitioner or Respondent's Name, the **Petitioner/Respondent Type** is displayed automatically. (Refer to Figure Number 227b)

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The screenshot shows the 'Under Trial Prisoner Detail' screen. At the top, there are tabs for 'Under Trial Prisoner Detail', 'Surity 1', and 'Surity 2'. The 'Under Trial Prisoner Detail' tab is active. Below the tabs, there is a search bar and a toolbar with various icons. The main form area contains the following fields:

- *Case Type: Sessions Case-15
- *Case No.: 100163
- *Year: 2015
- [ViewAct](#)
- Petitioner/Respondent: State of Maharashtra
- Type: Petitioner
- *Custody Type: Judicial Police
- Prison Name: Select
- Under ACT/Section: -
- Maximum Imprisonment: 0 Year - 0 Month - 0 Days
- *Date of Arrest: [Calendar icon]
- Submit button

Figure 227b: Under Trial Prisoner Details screen with details

8. Choose the **Judicial** or **Police** custody type by selecting its respective radio buttons.
9. Select the name of the prison from the **Prison Name** select box. The **Under Act/Section** is displayed.
10. Select the **Date of Arrest** from the calendar control.
11. In **Arrest Details**; Select the **Name of the Prison** where the accused is lodged, **Date of Arrest**, and the **Custody Type (Judicial or Police)**
12. In **Custody Type**: Choose whether a **Judicial** or **Police Custody** is awarded, to the under trial by selecting their respective radio buttons.
13. If the accused is already in prison and is to be released on bail then, when you select the accused, the **Date of Arrest**, **Type of Custody** and **Total Number of Days** spent in Custody is displayed automatically on the screen.

The screenshot shows the 'Under Trial Prisoner Detail' screen with updated information. The 'Under Trial Prisoner Detail' tab is active. The 'Petitioner/Respondent' field now shows 'Type: Petitioner'. The 'Total Days' field shows '21'. The 'Under ACT/Section' field shows '-'. The 'Maximum Imprisonment' field shows '0 Year - 0 Month - 0 Days'. The 'Date of Arrest' field shows '01-12-2015'. The 'Date of Bail Order' field shows '22-12-2015'. The 'Next' button is visible at the bottom right.

Figure 227c: Under Trial Prisoner Detail screen with details

14. Select the **Bail Date** from the calendar control.

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15. Click **Next**, the system will display the **Surety1** tab. (Refer to Figure 227c)

The screenshot shows the 'Under Trial Prisoner Detail' form with the 'Surety1' tab selected. It contains fields for Surety Name, UID No., FatherName, Property Detail, Amount, Extra Information, LSurety Name, and Muhimmat Tapashil. Each field has a 'Search' button next to it. A 'Next' button is at the bottom right.

Figure 227d: Surety 1 tab

16. Enter the Name of the person giving Surety to the Accused in the **Surety Name** field.

17. Click **Search**, the system will load the **View link**.

18. Place the mouse pointer on the **View link** to see the surety names for the selected case. (Refer to Figure Number 227e)

The screenshot shows the 'Under Trial Prisoner Detail' form with the 'Surety1' tab selected. It includes fields for Surety Name, UID No., FatherName, Property Detail, and local language inputs. A 'Search' button is next to each text input field. A 'View(1)' link is highlighted, revealing a table with one row:

Sr. No.	case_no	name1	name2
1	Sessions Case/0100337/2013	Janardhan	Kachkure

Figure 227e: Surety 1 tab with details

19. Enter the **UID Number** in the **UID No.** text box.

20. Click **Search**, to search the details of the person giving Surety to the Accused.

21. Enter **Father's Name** of the person giving Surety to the Accused in the **Father Name** field.

22. Enter the **Property Details** of the person giving Surety to the Accused in the **Property Detail** field.

23. Enter the **Surety Name** and **Property Details** in local language also.

24. Click **Next** to move to the **Surety 2** tab.

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The screenshot shows the 'Under Trial Prisoner Detail' form with the 'Surety 2' tab selected. The interface includes a search bar at the top right and various buttons for navigation and search. The main area contains fields for Surety Name, UID No., Father Name, Property Detail, Amount, Extra Information (checkbox), LSurety Name, and a Submit button.

Figure 227f: Surety 2 tab

25. Enter the **Surety Name**, **UID Number**, **Fathers Name**, **Property Details**, and the **Surety Amount**.
26. To add more information, select the checkbox for **Extra Information**. The system will display the fields to add extra information of the Accused. (**Refer to Figure Number 227g**)

The screenshot shows the 'Under Trial Prisoner Detail' form with the 'Surety' tab selected. The interface includes a search bar at the top right and various buttons for navigation and search. The main area contains fields for Surety Name, UID No., Father Name, Property Detail, Organisation Name, Phone No., Address, Amount, Extra Information (checkbox checked), Age, Mobile No., Street, Pincode, LSurety Name, and a Submit button.

Figure Number 227g: Surety tab with details

27. Enter the **Name of the Organization** where the person giving Surety to the Accused is working.
28. Enter the **Age** of the person giving Surety to the Accused
29. Enter the land line phone number of the person giving Surety to the Accused in the **Phone Number** field.
30. Enter the mobile number of the person giving Surety to the Accused in the **Mobile Number** field.
31. Enter the **Address** of the person giving Surety to the Accused in the **Address** field.
32. Enter the **Street** name of the person giving Surety to the Accused in the **Street** field.

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33. Enter the **Pin code** of the person giving Surety to the Accused in the **Pincode** field.
34. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
35. ***The mandatory field is marked with an asterix (*). Please fill the mandatory details.***

7.8.2. Under Trial Prisoner Report

This report provides the list of all the **Under Trial Prisoners** remanded in Judicial or Police Custody as on date. The **Date of Arrest** and the **Type of Custody** are also displayed in the report.

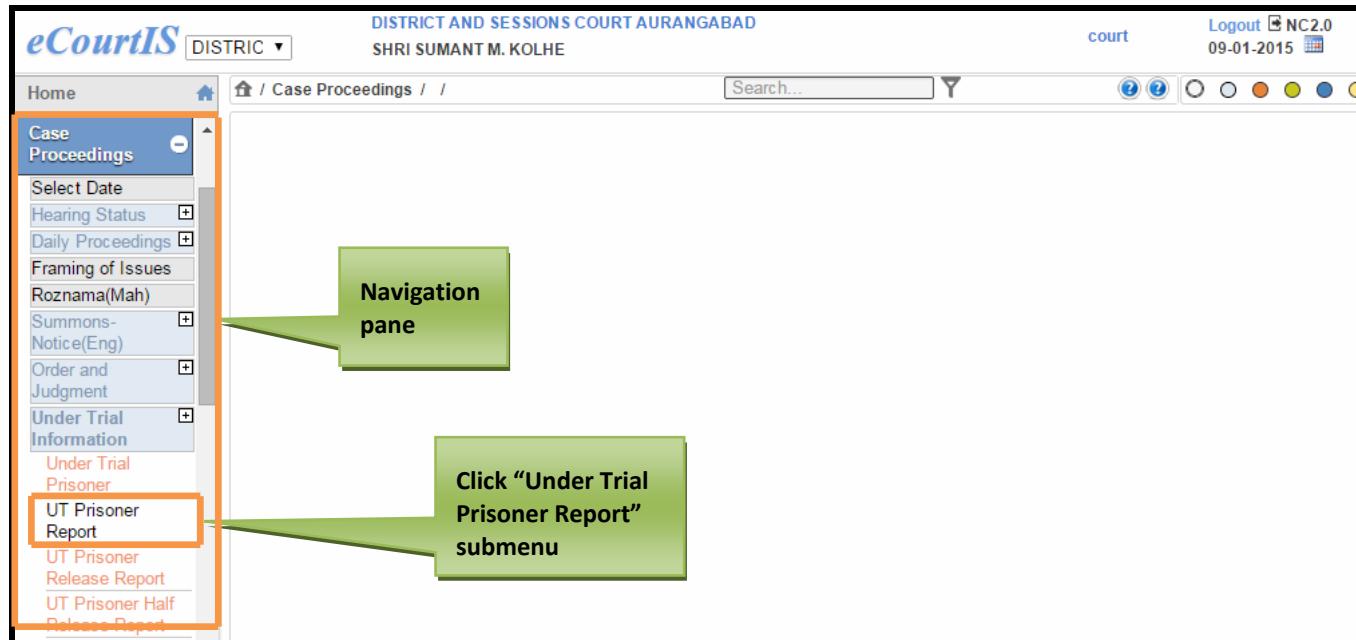


Figure 228: Navigation for "Under Trial Prisoner Report" screen

To access the **Under Trial Prisoner Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** by **Under Trial Prisoner Report** sub menu. (Refer Figure Number 228)
3. When you click **Under Trial Prisoner** sub menu, the system will display the "**Under Trial Prisoner Report**" screen with the **View** link. (Refer to Figure Number 229)



Figure 229: Under Trial Prisoner Report with "View" link

7. Click the **View** link.
8. The **Under Trial Prisoner Report** is displayed. (Refer to Figure Number 230)

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9. The **Report** will display the details given below:

- S.No. (Serial Number)
- Case Number
- Accused Name
- Date of Arrest
- Custody Type

S.No.	Case No.	Accused Name	Date of Arrest	Custody Type
1	Sessions Case/100160/2013	Madhukar Ramrao Bhosale	21-01-2013	Judicial
2	Sessions Case/100298/2013	Pandharinath Haribhau Pawar	22-05-2013	Judicial
3	Sessions Case/100038/2014	Fazal khan Firoz khan	03-10-2013	Judicial
4	Sessions Case/100092/2014	Revanath Pundlik Pawar	12-11-2013	Judicial
5	Sessions Case/100148/2014	Nasib Usman Pathan	16-01-2014	Judicial
6	Sessions Case/100242/2014	Anita Balu Sonwane	18-02-2014	Judicial
7	Sessions Case/100360/2014	Shyam Meghram @ Vikram Dhurve @ Shyam Chunni Oza	29-06-2014	Judicial
8	Sessions Case/100360/2014	Lalita @ Jalsubai Shyam Dhurwe	29-06-2014	Judicial
9	Sessions Case/100341/2014	Hussainkhan Noorkhan Pathan	22-08-2014	Judicial

Figure 230: Under Trial Prisoner Report

10. The mandatory field is marked with an asterix (*). Please fill the mandatory details.

7.8.3. Under Trial Prisoner Release Report

This report provides list of all the **Under Trial Prisoners** remanded in **Judicial or Police Custody** as on date. It also shows the maximum quantum of Imprisonment available under the relevant section, under which the **Accused** is charged, and the number of days the accused has actually spent in the Prison. If the remand period is more than the maximum imprisonment that the accused can undergo, under the given section, then the accused name is shown in **Red** in the report. This information assists the Judge while granting bail to the accused.

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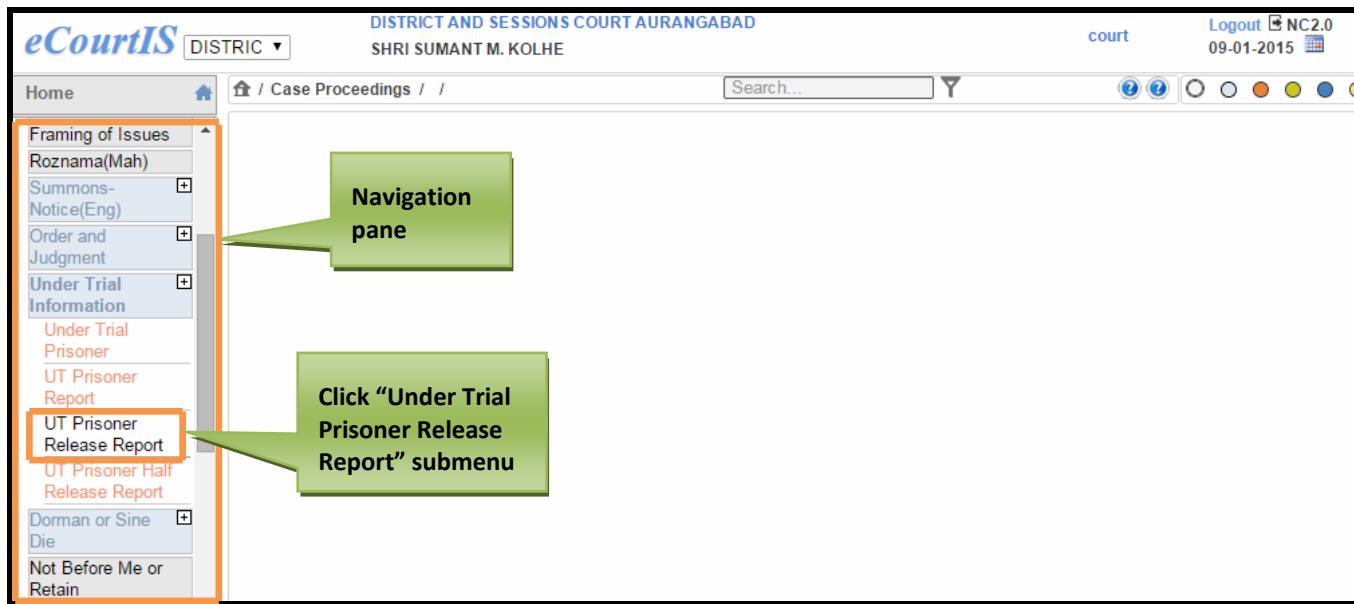


Figure 231: Navigation for "UT Prisoner Release Report" screen

To access the **Under Trial Prisoner Release Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu on the navigation pane.
2. Then, click the **Under Trial Information** sub menu followed by **Under Trial Prisoner Release Report** sub menu. **(Refer Figure Number 231)**
3. When you click **Under Trial Prisoner Release Report** sub menu, the "**Under Trial Prisoner Release Report**" screen with the **View** link is displayed. **(Refer to Figure Number 232)**



Figure 232: Under Trial Prisoner Release Report with "View" link

4. Click the **View** link.
5. The **Under Trial Prisoner Release Report** is displayed. **(Refer to Figure Number 233)**
6. The **Report** will display the details given below:
 - S.No. (Serial Number)
 - Case Number
 - Accused Name
 - Date of Arrest
 - Custody Type
 - Maximum Punishment
 - Number of Days in Prison

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S.No.	Case No.	Accused Name	Date of Arrest	Custody Type	Maximum Punishment	No. of Days in Prison
1	Sessions Case/100160/2013	Madhukar Ramrao Bhosale	21-01-2013	Judicial	719	
2	Sessions Case/100298/2013	Pandharinath Haribhau Pawar	22-05-2013	Judicial	598	
3	Sessions Case/100038/2014	Fazal khan Firoz khan	03-10-2013	Judicial	464	
4	Sessions Case/100092/2014	Revanath Pundlik Pawar	12-11-2013	Judicial	424	
5	Sessions Case/100148/2014	Nasib Usman Pathan	16-01-2014	Judicial	359	
6	Sessions Case/100242/2014	Anita Balu Sonwane	18-02-2014	Judicial	326	
7	Sessions Case/100360/2014	Shyam Meghram @ Vikram Dhurve @ Shyam Chunni Oza	29-06-2014	Judicial	195	
8	Sessions Case/100360/2014	Lalita @ Jalasbai Shyam Dhurve	29-06-2014	Judicial	195	
9	Sessions Case/100341/2014	Hussainkhan Noorkhan Pathan	22-08-2014	Judicial	141	

Figure 233: Under Trial Prisoner Release Report

7. *The mandatory field is marked with an asterisk (*). Please fill the mandatory details.*

7.8.4. Under Trial Prisoner Half Release Report

This report provides list of all the **Under Trial Prisoners** remanded in **Judicial or Police Custody** as on date. It also shows the maximum quantum of Imprisonment available under the relevant section, under which the Accused is charged, and the number of days the accused has actually spent in the Prison. If half of the remand period is more than the maximum imprisonment that the accused can undergo, under the given section, then the accused name is shown in Red in the report. This information assists the Judge while granting bail to the accused.

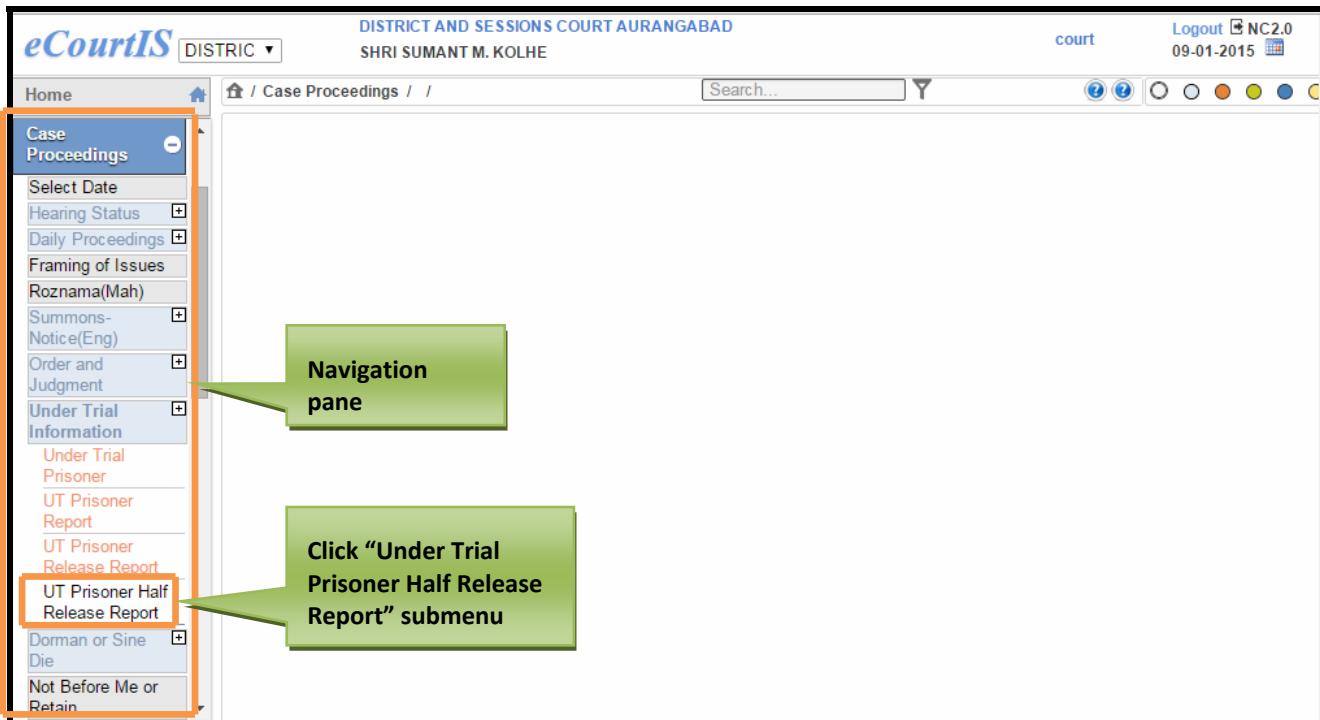


Figure 234: Navigation for “Under Trial Prisoner Half Release” screen

To access the **Under Trial Prisoner Half Release Report** screen, follow the steps given below:

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1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** sub menu followed by **Under Trial Prisoner Half Release Report** sub menu. (**Refer Figure Number 234**)
3. When you click **Under Trial Prisoner Half Release Report** sub menu, the “**Under Trial Prisoner Half Release Report**” screen with **View** link is displayed. (**Refer to Figure Number 235**)



Figure 235: Under Trial Prisoner Half Release Report with "View" link

4. Click the **View** link.
5. The **Under Trial Prisoner Half Release Report** is displayed. (**Refer to Figure Number 235**)
6. The **Report** displays the details given below:
 - S.No. (Serial Number)
 - Case Number
 - Date of Arrest
 - Custody Type
 - Maximum Punishment
 - Half Punishment
 - Number of Days in Prison

DISTRICT AND SESSIONS COURT AURANGABAD Under Trial Prisoner Half Release Report Till Date 21-12-2015						
S.No.	Case No.	Date of Arrest	Custody Type	Maximum Punishment	Half Punishment	No. of Days in Prison
1	Sessions Case/100013/2015	Vinod Rangnath Pawar	27-09-2014	Judicial		451
2	Sessions Case/100013/2015	Najmabee Sayed Raheman	27-09-2014	Judicial		451
3	Sessions Case/100191/2015	Rajendra @ Raju Nabhami Lende	01-04-2015	Judicial	3650	1825
4	Sessions Case/100178/2015	Balu Sonaji Sonwane	14-05-2015	Judicial	3650	1825
						222

Figure 236: Under Trial Prisoner Half Release Report

7. *The mandatory field is marked with an asterix (*). Please fill the mandatory details.*

7.8.5. Under Trial Prisoner Released Report

In this section you can view the released report of the under trial prisoner till the current date.

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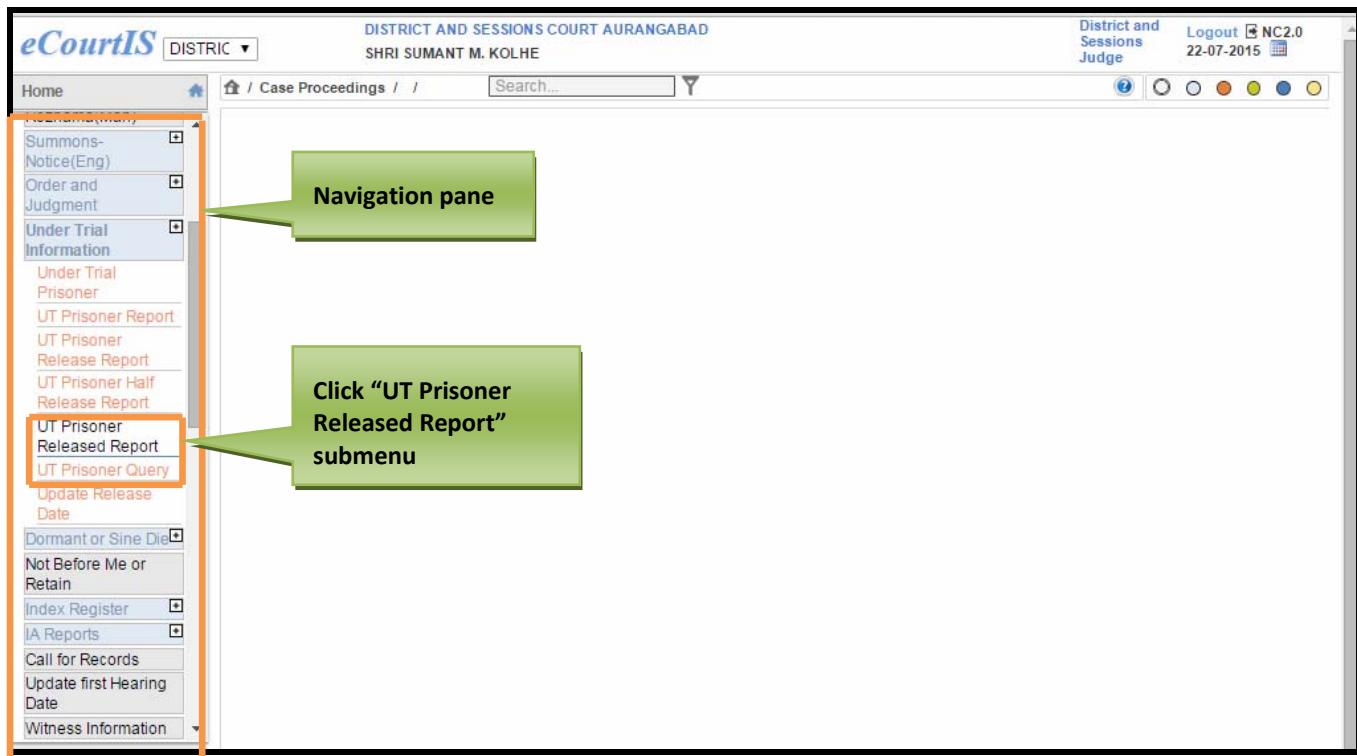


Figure 237: Navigation for "UT Prisoner Released Report" screen

To access the **UT Prisoner Released Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** sub menu followed by **UT Prisoner Released Report** sub menu. (Refer Figure Number 237)
3. When you click **UT Prisoner Released Report** sub menu, the "**Under Trial Prisoner Released Report**" screen with **View** link is displayed. (Refer to Figure Number 238)



Figure 238: Under Trial Prisoner Released Report screen

4. Click the **View** link. The **Under Trail Prisoner Released Report** till the current date is displayed. (Refer to Figure Number 239)

Court User Manual

The screenshot shows a web-based application interface for the Court User Manual. At the top, there is a navigation bar with links to 'Case Proceedings', 'UT Prisoner Released Report', and 'Report'. A search bar is also present. Below the navigation, the title 'DISTRICT AND SESSIONS COURT AURANGABAD' and the subtitle 'Under Trial Prisoner Released Report Till Date 21-12-2015' are displayed. A table follows, listing 17 entries of released prisoners with their details: S.No., Case No., Accused Name, Date of Arrest, Date of Bail Order, Custody Type, Maximum Punishment, and No. of Days in Prison.

S.No.	Case No.	Accused Name	Date of Arrest	Date of Bail Order	Custody Type	Maximum Punishment	No. of Days in Prison
1	Sessions Case/100144/2010	Hemraj Babu Rathod	18-02-2010	29-11-2014	Judicial	3650	1746
2	Sessions Case/100321/2012	Wasimkhan Aktharkhan and Oth.	05-05-2012	30-11-2013	Judicial	3650	575
3	Sessions Case/100321/2012	Shaikh Irfan @ Guddu Shaikh Ibrahim	05-05-2012	30-11-2013	Judicial	3650	575
4	Sessions Case/100403/2012	Ganesh Dadarao Wahul and Oth.	24-07-2012	29-08-2013	Judicial	3650	402
5	Sessions Case/100403/2012	Shivaji Nameo Khanpat	25-07-2012	29-08-2013	Judicial	3650	401
6	Sessions Case/100434/2012	Dnyaneshwar Govindrao Pakhare	23-08-2012	20-08-2013	Judicial	3650	363
7	Sessions Case/100450/2012	Yogesh Rajanlal Rathor	28-08-2012	01-01-2014	Judicial	3650	492
8	Sessions Case/100446/2012	Suresh Ganpat Chavan	13-09-2012	31-10-2013	Judicial	3650	414
9	Sessions Case/100003/2013	Sandu Maroti Dhamale	17-09-2012	22-10-2013	Judicial	3650	401
10	Sessions Case/100002/2013	Shaikh Babar Shaikh Noor	22-09-2012	30-09-2013	Judicial	3650	374
11	Sessions Case/100337/2013	Shrikant Sudam Pophale	21-07-2013	29-10-2013	Judicial	3650	101
12	Sessions Case/100337/2013	Sham Sudam Pophale	22-07-2013	29-10-2013	Judicial	3650	100
13	Sessions Case/100144/2014	Arunabai Raju Sonwone	01-02-2014	08-07-2014	Judicial	3650	158
14	Sessions Case/100242/2014	Anita Balu Sonwane	18-02-2014	03-02-2015	Judicial	3650	351
15	Sessions Case/100195/2014	Sominath Raghubanath Tribhuvan	10-03-2014	08-08-2014	Judicial	3650	152
16	Sessions Case/100195/2014	Manoj Ganpat Tribhuvan	15-03-2014	08-08-2014	Judicial	3650	147
17	Sessions Case/100022/2015	Gajendra Dhananjay Phulare	05-10-2014	10-04-2015	Judicial	3650	188

Figure 239: Under Trial Prisoner Released Report

5. The **Report** displays the details given below:

- S. No. (Serial Number)
- Case No. (Number)
- Accused Name
- Date of Arrest
- Date of Bail Order
- Custody Type
- Maximum Punishment
- Number of Days in Prison

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

7.8.6. UT Prisoner Query

This option helps to query details of **Under Trial Prisoner** for the selected case.

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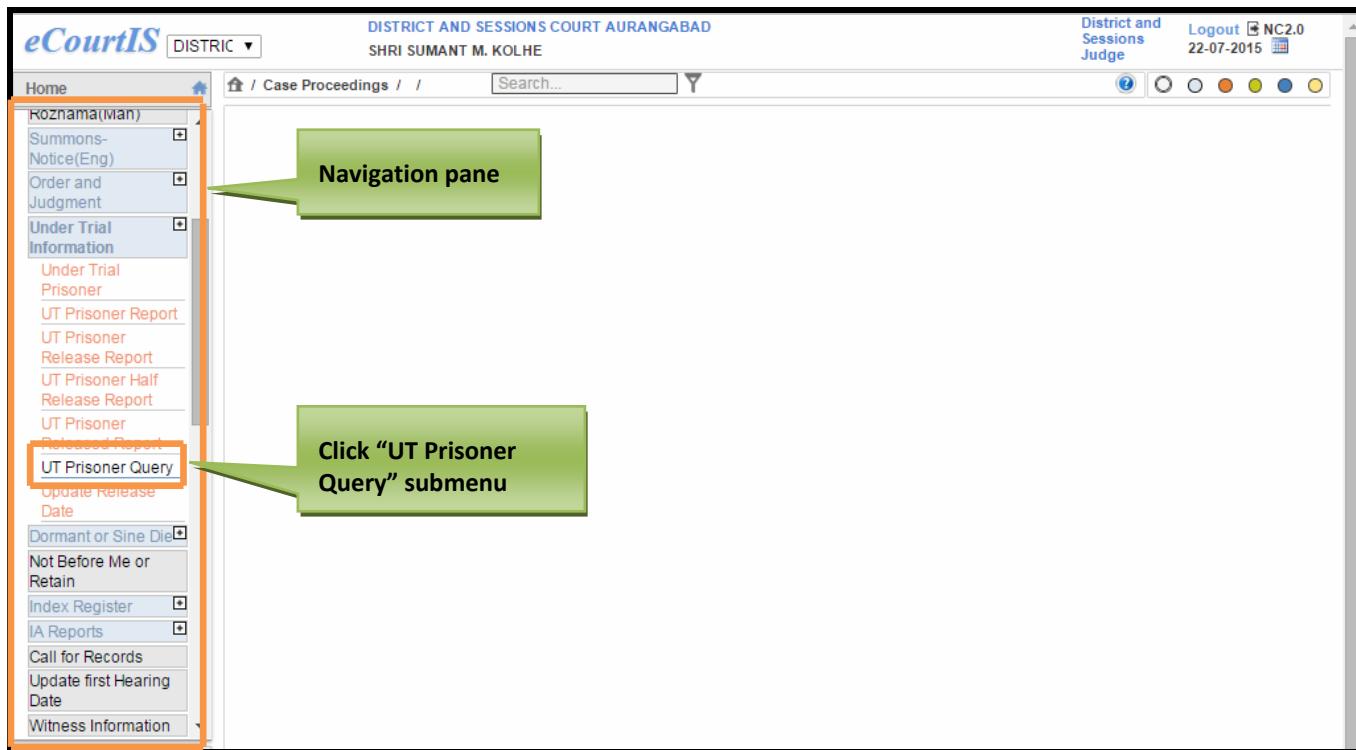


Figure 240: Navigation for "Prisoner Info" screen

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

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** sub menu followed by **UT Prisoner Query** sub menu. **(Refer Figure Number 240)**
3. When you click **UT Prisoner Query** sub menu, the "**Prisoner Info**" screen with **View** link is displayed. **(Refer to Figure Number 241)**

The screenshot shows the 'Prisoner Info' search form. The URL in the address bar is 'Case Proceedings / UT Prisoner Query /'. The form has fields for 'Case Type' (a dropdown menu currently set to 'Select'), 'Case No.' (a text input field), and 'Year' (a text input field). A 'Go' button is located next to the year field. The background of the form is light pink.

Figure 241: Prisoner Info

4. Select the case type, case no. and year for which you want to query the prisoner details, from the Case Type select box, Case no. and year text boxes respectively.
5. The **Petitioner/Respondent** select box is displayed. **(Refer to Figure Number 241a)**

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The screenshot shows a web-based application titled "Case Proceedings / UT Prisoner Query". At the top, there is a search bar labeled "Search...". Below the search bar, the title "Prisoner Info" is displayed. There are three input fields with validation asterisks (*): "Case Type" (dropdown menu showing "Sessions Case-15"), "Case No." (text input field showing "100163"), and "Year" (text input field showing "2015"). To the right of these fields is a blue "Go" button.

Figure Number 241a: Prisoner Info screen with details

6. Select the petitioner or the respondent from the **Petitioner/Respondent** select box.
7. The report showing the details of the prisoner for the selected case type is displayed. (**Refer to Figure Number 241b**)

The screenshot shows the same "Case Proceedings / UT Prisoner Query" application. The "Prisoner Info" section is visible at the top. Below it, a new section titled "Petitioner/Respondent" has a dropdown menu showing "State of Maharashtra". A table is displayed below this section, containing the following data:

Date of Arrest	Date of Bail Order	Release Date	No. of Days in Prison
01-12-2015			21
Total 21			

Figure Number 241b: Prisoner details

8. The report displays the details given below:
 - Date of Arrest
 - Date of Bail Order
 - Release Date
 - No. (Number) of Days in Prison
 - Total (total number of days in Prison)
9. ***The mandatory field is marked with an asterisk (*). Please fill the mandatory details.***

7.8.7. Update Release Date

In this section you can modify or update the release date of the prisoner.

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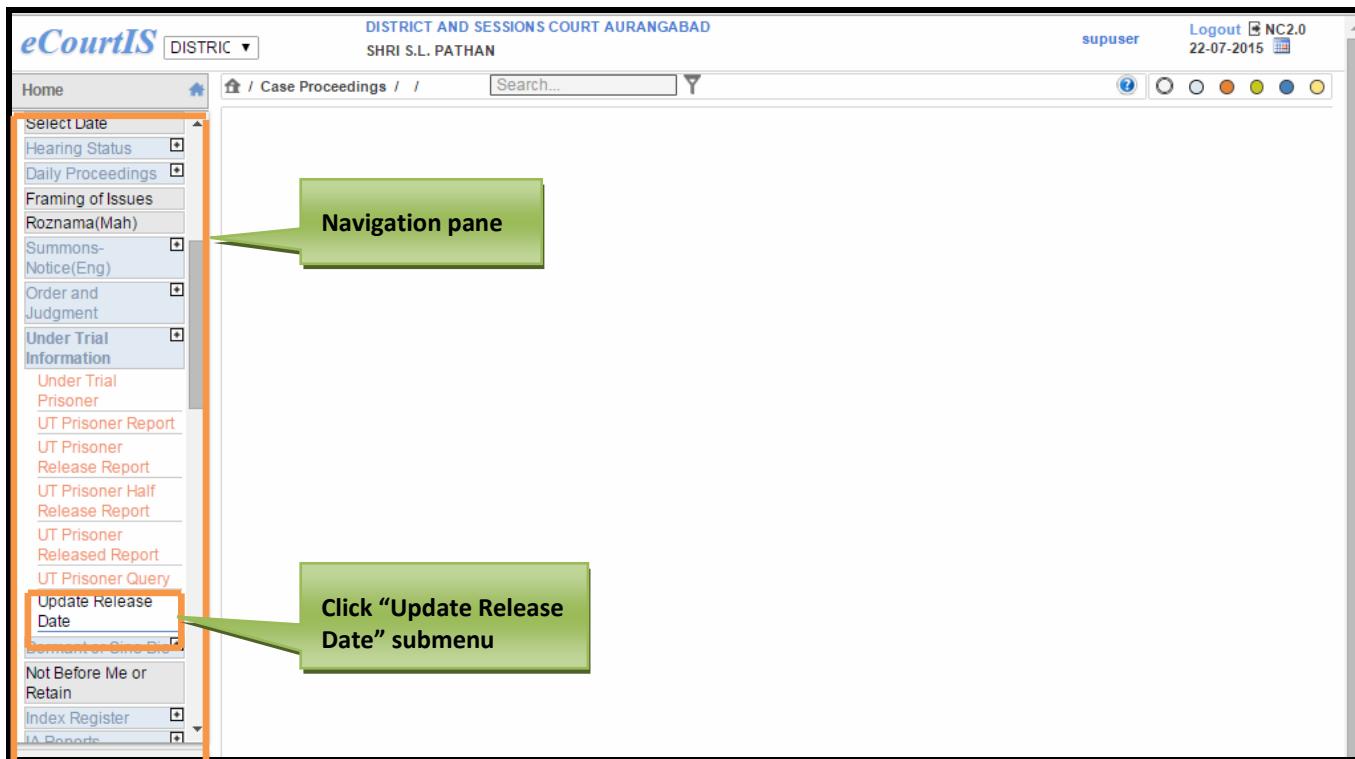


Figure 242: Navigation for Update Release Date screen

To access the **Update Release Date** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Under Trial Information** sub menu followed by **Update Release Date**" sub menu. **(Refer Figure Number 242)**
3. When you click **Update Release Date** sub menu, the "**Update Release Date**" screen is displayed. **(Refer to Figure Number 243)**
4. By default, the current date is displayed in the **From Date** and **To Date** fields. You can select another date from the calendar control.

The screenshot shows the 'Update Release Date' screen. The top header includes a search bar and various icons. The main area is titled 'Update Release Date' and features two input fields: '* From Date: 22-07-2015' and '* To Date: 22-07-2015', each with a calendar icon. Below these fields is a table header with columns: Sr. No., Case No., Party Name, Date of Bail Order, and Release Date.

Figure 243: Update Release Date screen

5. Select the date in **From Date** and **To Date** from the calendar control and click **Go**.

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The screenshot shows a web-based application titled "Update Release Date". At the top, there is a search bar and a toolbar with various icons. Below the title, there are two input fields: "*From Date: 01-01-2015" and "*To Date: 21-12-2015", followed by a "Go" button. The main content is a table with the following columns: Sr. No., Case No., Party Name, Date of Bail Order, and Release Date. The table contains 12 rows of data. At the bottom right of the table is a "Submit" button.

Sr. No.	Case No.	Party Name	Date of Bail Order	Release Date
1	Sessions Case/0100404/2012	Nandu Pandharinath Sirsath and Oth.	18-02-2015	<input type="text"/>
2	Sessions Case/0100404/2012	Kishor Anandrao Jadhav	23-02-2015	<input type="text"/>
3	Sessions Case/0100404/2012	Jaishri Shrinivas Sharma	23-02-2015	<input type="text"/>
4	Sessions Case/0100404/2012	Kiran Waman Chabukswar	20-02-2015	<input type="text"/>
5	Sessions Case/0100331/2012	Sunil @ Sonu Bhausaheb Pawar	11-02-2015	<input type="text"/>
6	Sessions Case/0100242/2014	Anita Balu Sonwane	03-02-2015	<input type="text"/>
7	Sessions Case/0100113/2013	Rameshwar Dhananjay Wadekar	12-02-2015	<input type="text"/>
8	Sessions Case/0100081/2013	Manesh Ramlal Dube	10-02-2015	<input type="text"/>
9	Sessions Case/0100301/2014	Samadhan Govind Kale	17-03-2015	<input type="text"/>
10	Sessions Case/0100022/2015	Gajendra Dhananjay Phulare	10-04-2015	<input type="text"/>
11	Sessions Case/0100007/2015	Shivaji Dilip Gawande	27-02-2015	<input type="text"/>
12	Sessions Case/0100182/2014	Harun Baig Babu Baig	16-07-2015	<input type="text"/>

Submit

Figure Number 243a: Update Release Date with details

6. The result form is displayed with the details given below :
 - Sr.No. (Serial Number)
 - Case No. (Number)
 - Party Name
 - Date of Bail Order
 - Release Date calendar control
7. Here you can update the **Release Date**. To update the release date; select the date from the calendar control in the **Release Date** column.
8. Click **Submit** to save the information into the system. The system will display the message, "**Addition Successful**".
9. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

7.9. *Dormant or Sine Die*

Dormant

In case of a Criminal case, if the accused is absconding or is in an unsound state of mind and if the presence of the accused in the court cannot be secured within a year from the date of charge sheet /complaint then, such cases are listed as **Dormant**.

Sine Die

If the Civil matter cannot be heard for the next three months then, it is listed as **Sine Die**. The list is to be periodically verified by the judge so that such cases can be taken off the list.

7.9.1. **Dormant Report**

This option provides the facility to list a case as **Dormant** or **SineDie**.

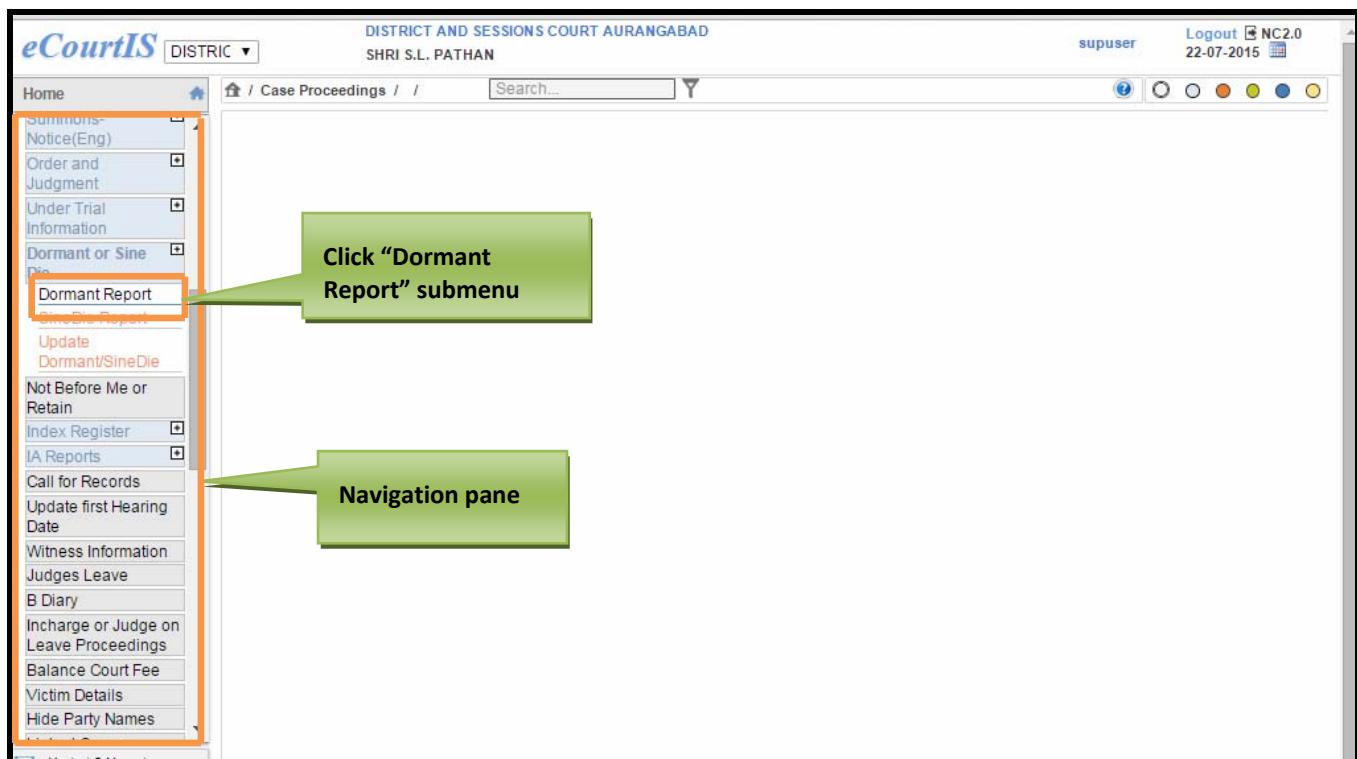


Figure 244: Navigation for “Dormant Report” screen

To access the Keep on **Dormant or SineDie** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu on the navigation pane.
2. Then, click the **Dormant or SinDie** sub menu followed by **Dormant Report** sub menu. (**Refer Figure Number 244**)
3. When you Click **Dormant Report** sub menu, the “**Dormant Report**” screen with the **View link** is displayed. (**Refer to Figure Number 245**)

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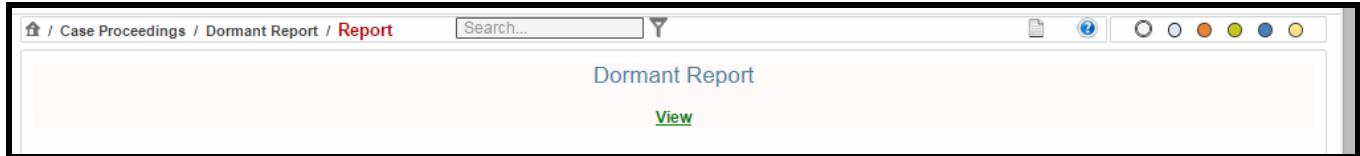


Figure 245: Dormant Report screen

4. Click the View link. The **Dormant Report** is displayed. (Refer to Figure Number 246)

S.No.	Date on which case is put on Dormant File	Case No.	Party Name	Next Date	Date when the case transferred to the record room	Date when papers are destroyed	Remarks
No Record Present							

Figure 246: Dormant Report

5. The **Dormant Report** displays the details given below:

- S.No. (Number)
- Date on which case is put on Dormant file
- Case No. (Number)
- Party Name
- Next Date
- Date when the case is transferred to the record room
- Date when papers are destroyed
- Remarks

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

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7.9.2. SineDie Report

This Report will display the list of SineDie cases for the selected period.

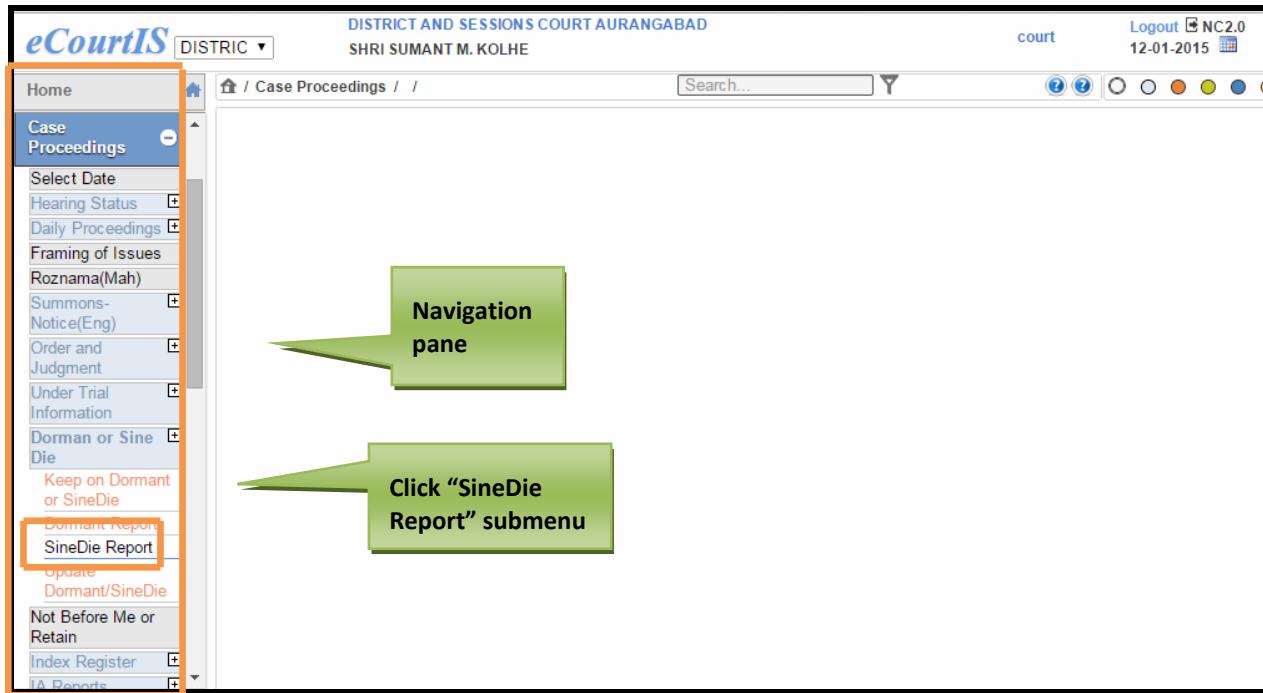


Figure 247: Navigation for “SineDie Report” screen

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

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Dormant or SinDie** sub menu followed by **SineDie Report** sub menu. (Refer Figure Number 247)
- 3 When you Click **SineDie Report** sub menu, the “**SineDie Report**” screen with the **View** link is displayed. (Refer to Figure Number 248)



Figure 248: SineDie Report with View link

- 4 Click the **View** link.
- 5 The **SineDie Report** is displayed. (Refer to Figure Number 249).

Court User Manual

The screenshot shows a computer interface for a court system. At the top, there's a navigation bar with links to 'Case Proceedings', 'SineDie Report', and 'Report'. A search bar and various system icons are also at the top. On the left, a vertical blue button labeled 'SHOW MENU' is visible. The main content area has a title 'DISTRICT AND SESSIONS COURT AURANGABAD' followed by 'IN THE COURT OF SHRI SUMANT M. KOLHE' and 'PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD'. Below this, it says 'SineDie Report'. A table follows, with columns: 'S.No.', 'Date on which case is put on Sine-Die', 'Case No.', 'Party Name', 'Next Date', 'Date when the case transferred to the record room', 'Date when papers are destroyed', and 'Remarks'. One row of data is shown: S.No. 1, Date 18-10-2014, Case No. Reg.Civil Suit/100001/2011, Party Name Akhil Bhartiya Grahak Panchayat, New Delhi Vs Bindumadhav Batukbhairav Joshi, Next Date 03-01-2015, and Remarks blank.

Figure 249: SineDie Report

6 The **Report** will display the details given below

- S.No. (Serial Number)
- Date on which case is put on Sine-Die
- Case Number
- Party Name
- Next Date
- Date when the case transferred to the record room
- Date when papers are destroyed
- Remarks

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

7.9.3. Update Dormant/SineDie

Once the matter is put on the **Dormant/Sine Die** list, it is to be listed on a separate board for review, if the matter has to be taken up for proceedings. However it is not listed in the daily proceedings or in the cause list. The next date (Date after 3 months) is given automatically by the system. You can override the default date by selecting the **Next Date** from the calendar control (can be used if default date falls on holiday).

Note: In order that such cases are not listed as undated cases, it is necessary that we use the **Dormant/Sine Die** option when ever required.

IMPORTANT: Use the “Taken on Board” option to convert the **Dormant/Sine Die case as a regular hearing (i.e. the case is to be listed in the cause list for the purpose of hearing)**

Court User Manual

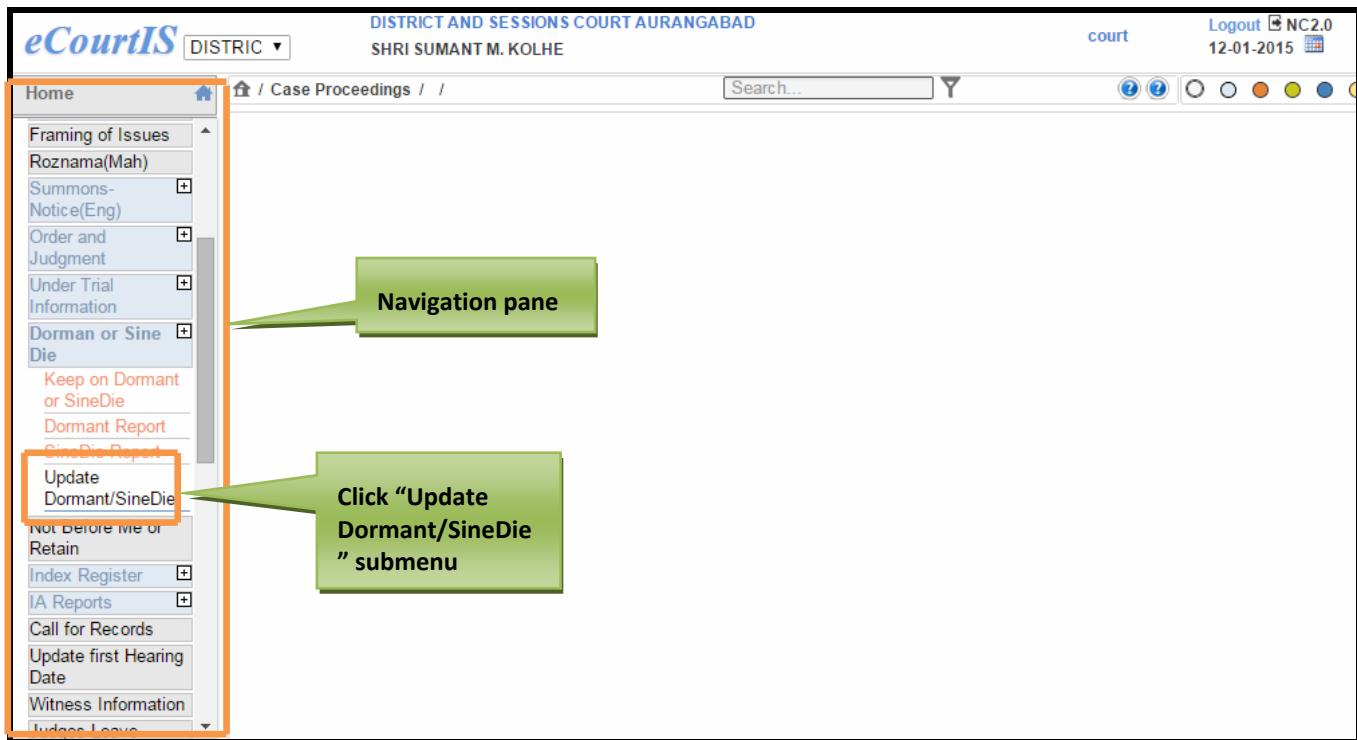


Figure 250: Navigation for "Update Dormant/SineDie" screen

To access the **Update Dormant/SineDie** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Dormant or SinDie** sub menu followed by **Update Dormant/SineDie** sub menu. (**Refer Figure Number 250**)
- 3 When you Click **Update Dormant/SineDie** sub menu, the "**Update Dormant/SineDie**" screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 251**)
- 4 Here you can **Update Dormant/Sine Die or Restore Dormant/Sine Die**.
- 5 By default **Update Dormant/Sine Die** is displayed as the selected option where you can update the Next date.
- 6 To restore the case marked as **Dormant or Sine Die**, select the radio button for **Restore Dormant/Sine Die**.
- 7 Also, you can view the report for **Civil** and **Criminal** cases. By default, **Civil** is displayed as the selected option. This will display the report for Civil cases.
- 8 For **Criminal** cases, select the **Criminal** radio button.

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The screenshot shows the 'Update Dormant/Sine Die' screen. At the top, there are radio buttons for 'Update Dormant/Sine Die' (selected) and 'Restore Dormant/Sine Die'. Below these are two radio buttons for 'Civil' (selected) and 'Criminal'. A table below the radio buttons has one row with data: S.No. 1, Case No. Reg.Civil Suit/100001/2011, Old Date 03-01-2015, and Next Date 03-04-2015. A 'Submit' button is at the bottom right.

Figure 251: Update/Dormant SineDie screen

9. The **Update/Dormant SineDie** screen with **Civil** cases as the selected option is displayed.
10. To update **Criminal Cases**, Select the radio button for Criminal.
11. Click Submit. The form with **Case Number**, **Old Date** and **Next Date** is displayed
12. To **Update** the Report, Select the **Next Date** with the help of calendar control.
13. Click **Submit** button.

The screenshot shows the 'Update/Dormant SineDie' screen after a successful update. It displays a message 'Modification successful' above the table. The table shows the same data as Figure 251, but the 'Next Date' field now contains '03-04-2015' with a calendar icon.

Figure 251a: Update/Dormant Sine Die screen with details

14. For **Criminal Cases**, the system will display the **Report for Criminal** cases.
15. Similarly to **Update** the Report, Select the **Next Date** with the help of calendar control.

Restore Dormant/Sine Die

16. Select the **Restore Dormant/Sine Die** radio button. The **Restore Dormant/Sine Die** screen is displayed.

The screenshot shows the 'Restore Dormant/Sine Die' screen. It has a dropdown menu for 'Case Type' with 'Select' as the current value. There are also fields for 'Case No.' and 'Year', and a 'Go' button.

Figure 252: Restore Dormant/Sine Die screen

17. Select the case type from the **Case Type** select box.
18. Enter the case number for which you want to restore the **Dormant/Sine Die**, of the selected case type, in the **Case No.** field.

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19. Enter the year of registration in the **Year** field and click **Go**. The details that exist for the selected case type is displayed. (Refer to Figure Number 252a)

The screenshot shows a web-based application interface for managing court cases. At the top, there's a navigation bar with links like 'Case Proceedings', 'Update Dormant/SineDie', and 'Add'. A search bar and a toolbar with various icons are also present. The main content area has a title 'Restore Dormant/Sine Die'. It includes dropdown menus for 'Case Type' (set to 'Reg.Civil Suit-27') and 'Case No.' (set to '100001'), with a 'Year' field set to '2011' and a 'Go' button. Below this, there's a section titled 'Sine Die' containing several input fields: 'Petitioner Name' (Akhil Bhartiya Grahak Panchayat, New D), 'Respondent Name' (Bindumadhav Batukbhairav Joshi), 'Court Name' (1-Principal District and Sessions Judge, Abad.), 'Date of Registration' (05-02-2011), 'Next Date' (03-01-2015), 'Last Business Date' (18-10-2014), 'Purpose of Listing' (Select), 'Sub Purpose' (Select), 'Date of Hearing' (a calendar control showing a date in October 2014), and 'Time Slot' (Select). A 'Submit' button is at the bottom right. On the left side of the page, there's a vertical blue bar labeled 'SHOW MENU'.

Figure Number 252a: Restore Dormant/Sine Die screen with details

20. Select the Purpose of Listing from the **Purpose of Listing** select box.
21. Select the Sub Purpose from the **Sub Purpose** select field.
22. Select the **Date of Hearing** from the calendar control.
23. Select the time slot from the **Time Slot** select box.
24. Click **Submit** to save the data into the system.
25. **The mandatory field is marked with an asterisk*. Please fill the mandatory details.**

7.10. Not Before Me or Retain

When the case is allocated to the Judge, the Judge on reviewing the case may direct it to be transferred to another Judge.

Not Before Me: When the case is allocated to the Judge, the Judge on reviewing the case, may direct, that the case should not be listed before him or her because of valid reasons (for example: When the Judge is related personally to the case or the Judge has passed judgment on the same case in lower court and is now sitting in the appeal for the same case to name a few reasons towards directing the case to another judge). Under such circumstances the Judge notifies the case as "**Not before Me**".

The case is further transferred by the Order of the Principal Judge to another Judge using the "**Transfer of case**" option.

The tag of "**Not Before Me**" and the name of that particular judge are attached to the case, so that whenever the case is transferred in future, this tag is used to alert the transferring officer that this case

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has been notified by the Judge as not to be listed before him or her.

Part Heard (P.H.): When the case hearing is in progress, and the matter is “**Partly Heard**”, and when there is routine shuffling of the cases, there is a possibility that the **Part Heard** matter, may be transferred from one Judge to another. This may delay the process as the complete hearing may have to re-start before the new Judge. To avoid this, and to keep the matter with him or her, Judge may mark the matter as **Part Heard**.

The tag of “**Part Heard (P.H.)**” and the name of the concerned Judge, is attached to the case. This tag will alert the transferring officer that this case has been notified by the Judge as a “**Part Heard**” matter and may not be transferred to any other Judge.

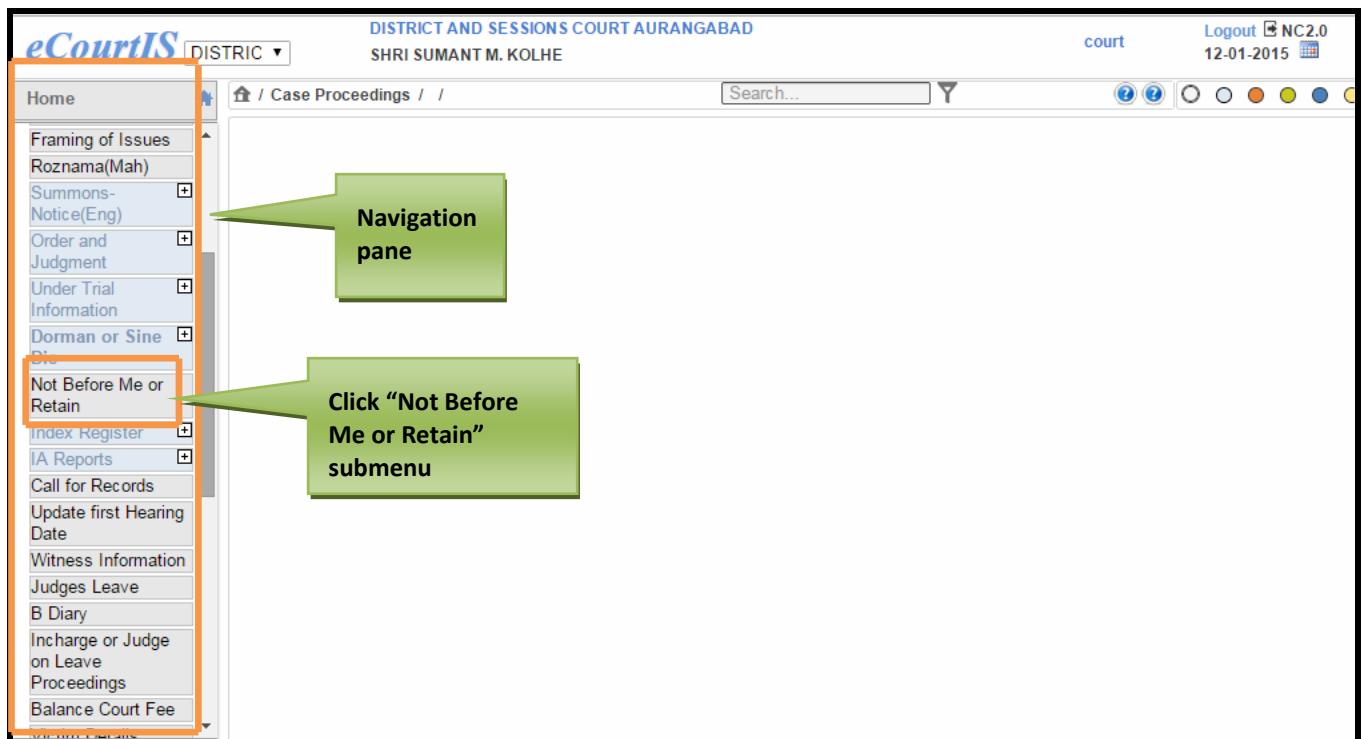


Figure 253: Navigation for "Not Before Me or Retain" screen

To access the **Not Before Me or Retain** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Not Before Me or Retain** sub menu. (Refer Figure Number 253)
- 3 When you Click **Not Before Me or Retain** sub menu, the “**Not/ P.H. Before Me**” screen is displayed. (Refer to Figure Number 254)
- 4 By default **Civil** is displayed as the selected option. For Criminal cases, select the **Criminal** radio button.

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The screenshot shows a web-based application interface for adding a case. At the top, there's a navigation bar with links for 'Case Proceedings', 'Not Before Me or Retain', and 'Add'. A search bar and various system icons are also present. The main content area is titled 'Not/P.H. Before Me'. It contains several input fields: a radio button for 'Civil' (selected), another for 'Criminal', a mandatory field 'Case No.' with a dropdown menu showing 'Select', a radio button for 'Status' (selected for 'Not/P.H. Before Me'), another for 'Part Heard', a 'Judge Name' dropdown menu showing 'Select', and a 'Submit' button at the bottom. On the left side of the window, there's a vertical blue bar labeled 'SHOW MENU'.

Figure 254: Not/P.H. Before Me screen

Procedure

1. Select the **case** from the **Case No.** select box. The name of **Petitioner** and **Respondent** of the selected case type is displayed. (Refer to Figure Number 255)

This screenshot shows the same application interface as Figure 254, but with populated data. The 'Case No.' dropdown now shows 'Civil Appeal/100317/2009'. Below it, the 'Petitioner Name' is listed as 'Shaikh Aftab Ahmed Sk. Akhaq' and the 'Respondent Name' as 'Yakub Khan Muhammad Khan'. The 'Status' radio button is selected for 'Not/P.H. Before Me'. The 'Judge Name' dropdown shows 'SHRI SUMANT M. KOLHE'. The 'Submit' button is visible at the bottom. The vertical 'SHOW MENU' bar is also present on the left.

Figure 255: Not/P.H Before Me screen with the name of Petitioner and Respondent name

2. Choose the status of the case as **Not/P.H. Before Me** or **Part Heard** by selecting their respective radio buttons.
3. Select the **Judge Name** from the select box and Click button.
4. The selected **Judge Name** is displayed in the **Judge Name** field.
5. Click **Submit** to save the data into the system. The system will display the message, "**Updated Successfully**"
6. **The mandatory field is marked with an asterisk*. Please fill the mandatory fields.**

7.11. Index Register

Several documents (**Exhibits**) are filed in a case. The facility to enter the description of the documents, number of pages, its serial number in the file, or documents which are submitted in the PDF format is provided. These documents can be tagged with the case. This option is used to generate the **Index Register**.

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7.11.1. Index Register

This option is used to generate the **Index Register** of a particular case.

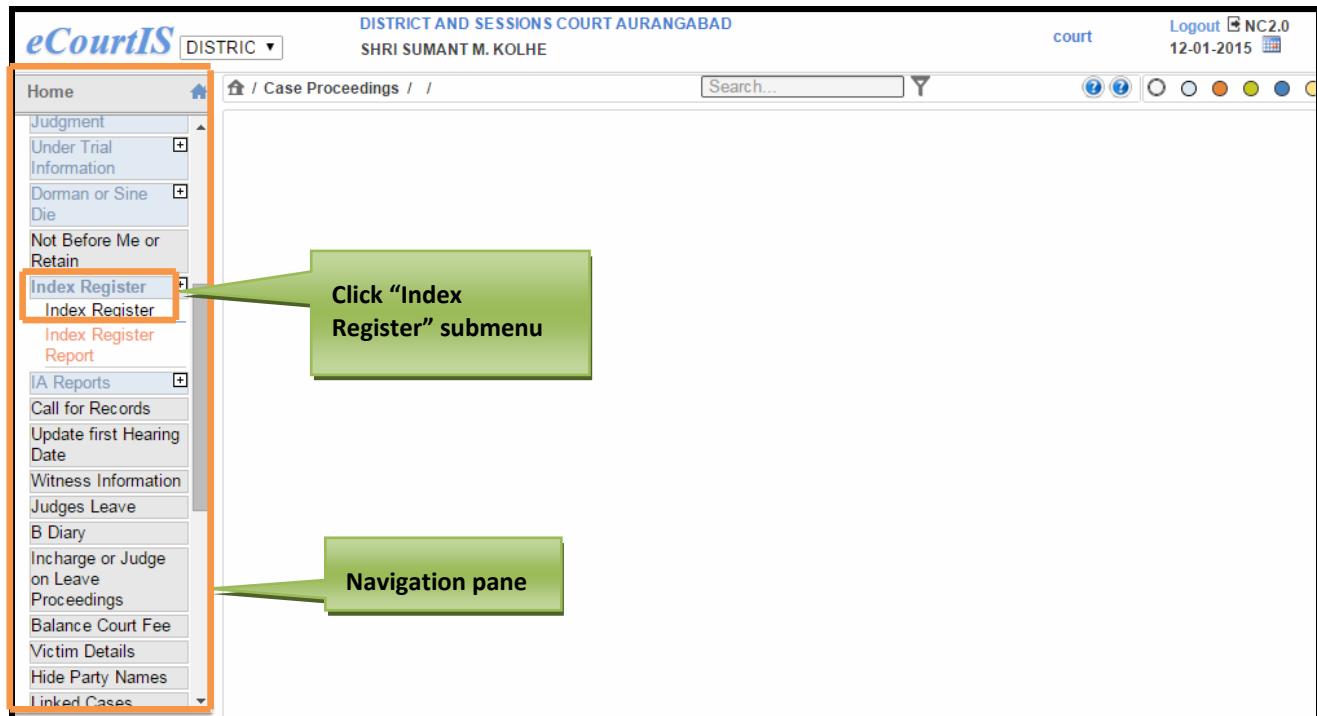


Figure 256: Navigation for "Index Register" screen

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

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Index Register** sub menu. (Refer Figure Number 256)
- 3 When you Click **Index Register** sub menu, the “**Index Register (Add)**” screen is displayed. (Refer to Figure Number 257)
- 4 The system will by default display **Case Number** and **Civil** as the selected option.
- 5 For cases of current date; select the radio button of “**Today's Cases**”.
- 6 If you want to add the **Index Register** for Criminal cases; select the radio button for **Criminal cases**.

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The screenshot shows the 'Index Register' add screen. At the top left is a 'SHOW MENU' button. The top right features a search bar and various icons. The main area has a title 'Index Register' and two radio buttons: 'Civil' (selected) and 'Criminal'. Below these are several input fields:

- *Case Type: A dropdown menu set to 'Select'.
- *Case No.: An input field.
- *Year: An input field.
- *Go: A blue button.
- *Serial No. of the Paper: An input field.
- *Description of the Paper and its Date: A dropdown menu set to 'Select'.
- *Other Documents: An input field.
- *Date when the paper was filed or put up in the case: An input field with a calendar icon.
- *No. of Parts of the Record to which the Paper appertains: An input field.
- Alphabetical or Numerical Marks of the Exhibits Filed: An input field.
- Remarks: An input field.
- Upload Documents: A button labeled 'Choose File' with 'No file chosen' below it.

A red horizontal line separates this from the Marathi section.

Marathi

Alphabetical or Numerical Marks of the Exhibits Filed: [Yellow Input Field]
शेरा: [Yellow Input Field]

Submit

Figure 257: Index Register (Add) screen

Procedure

1. Select the case type 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 **Petitioner Name**, **Respondent Name** and **Serial Number of Paper** are displayed. (Refer to Figure Number 258)

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The screenshot shows the 'Index Register' page of the Court User Manual. At the top, there are radio buttons for 'Case No.' and 'Todays Cases'. Below that, there are dropdowns for 'Case Type' (set to 'R.C.A.-1') and 'Case No.' (set to '100001'), with a 'Year' field set to '2011' and a 'Go' button. The main title 'Index Register' is centered above a table of form fields. The table includes rows for 'Description of the Paper and its Date' (set to 'Application for process-2'), 'Date when the paper was filed or put up in the case' (set to '12-03-2015'), 'No. of Parts of the record to which the paper appertains' (set to '5'), 'Alphabetical or Numerical Marks of The Exhibits Filed' (set to 'A5'), and 'Remarks' (empty). There is also a 'Browse...' button for uploading documents, currently set to 'test.pdf'. Below the table, the text 'मराठी' is displayed, followed by 'Alphabetical or Numerical Marks of The Exhibits Filed' (set to 'अ५') and 'शेरा:' (set to 'शेरा'). A 'Submit' button is at the bottom right.

Figure 258: Index Register with Petitioner and Respondent Name

5. Select the **Description of the Paper and its Date** from the **Description of the Paper and its Date** select box or enter details of the **Other Document**, in case of other documents.
6. Select the **Date when the paper was filed or put up in the case** with the help of calendar control.
7. Enter the **Number of Parts of the record to which the paper appertains**.
8. Enter the **Alphabetical or Numerical Marks of The Exhibits Filed. (in local language also)**.
9. Enter **Remarks** if there are any. (**In local language also**).
10. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
11. **The mandatory fields are marked with an asterix(*). Please fill all mandatory fields.**

7.11.2. Index Register Report

This option is used to generate the **Index Register** of a particular case.

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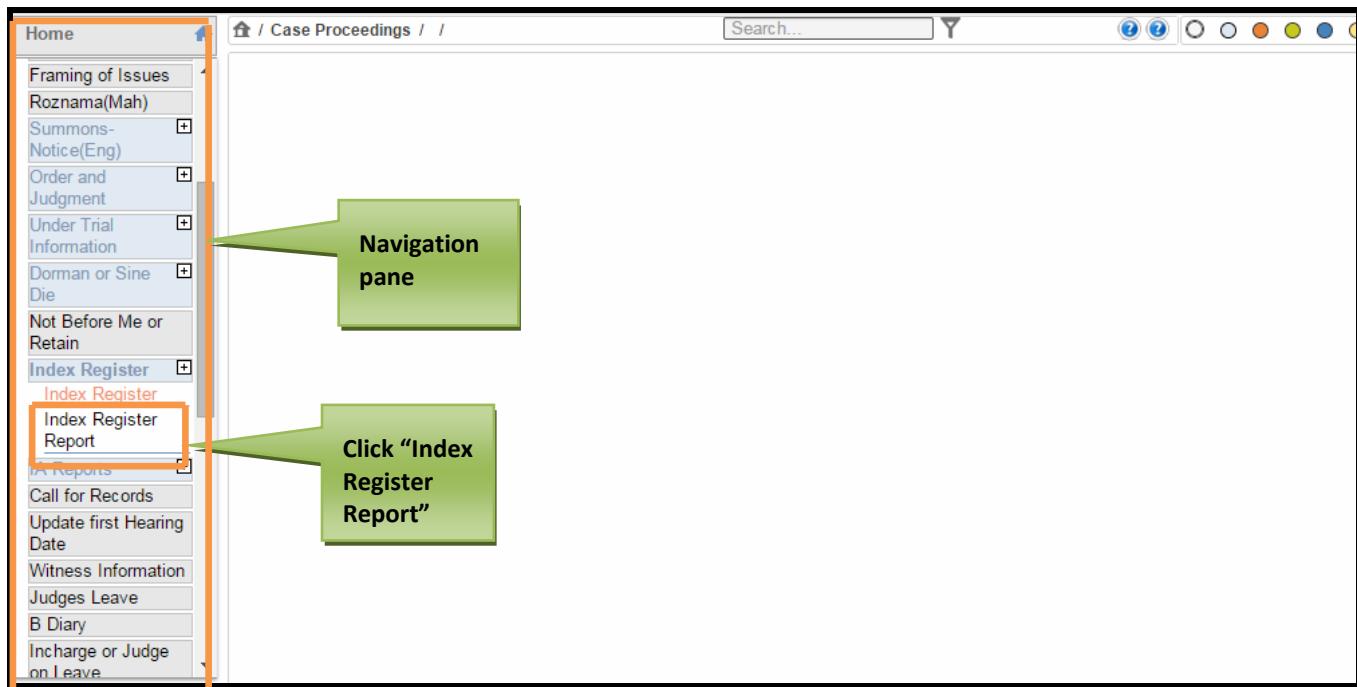


Figure 259: Navigation for Index Register Report

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

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Index Register** sub menu followed by **Index Register Report**. (Refer Figure Number 259)
- 3 When you Click **Index Register Report** sub menu, the “**Index Register (Report)**” screen with civil as the selected option is displayed. (Refer to Figure Number 260)

The screenshot shows the 'Index Register Report' screen. At the top, there are radio buttons for 'Civil' and 'Criminal' case types, and a dropdown menu for 'Case No.' with the option 'Select' highlighted. Below these are fields for 'Petitioner Name' and 'Respondent Name', both with empty input boxes. At the bottom center is a blue 'View' button.

Figure 260: Index Register screen

Procedure

1. By default, **Civil** is displayed as the selected option. For **Criminal Cases**, select the Criminal radio button. The system will load the cases in the **Case No.** select box according to the selection.
2. Select the case type from the **Case No.** select box. The **Petitioner** and the **Respondent Name** for the selected case type is displayed.
3. Click **View**. The system will load the **View** link. (Refer to Figure Number 261)

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The screenshot shows a web-based court system interface. At the top, there's a navigation bar with links for 'Case Proceedings' and 'Index Register Report'. A search bar and various browser control buttons are also present. The main content area is titled 'Index Register' and includes fields for 'Civil' and 'Criminal' cases, and a dropdown for 'Case No.' containing 'Civil Appeal/100008/2'. Below this, the plaintiff is listed as 'Aurangabad Municipal Cor' and the defendant as 'Ulhas Sharadchandra Kha'. Two blue 'View' buttons are visible; the one on the left is highlighted with an orange border, and a green arrow points from the text 'View link' to the right 'View' button.

Figure 261: Index Register with View link

4. The **Index Register** is displayed. (Refer to Figure Number 262)

The screenshot shows a detailed view of the 'Index Register' for case number 100014/1201. The header information includes 'DISTRICT AND SESSIONS COURT AURANGABAD', 'PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD', and 'SHRI SUMANT M. KOLHE'. The main table has columns for 'Serial No. of the Paper', 'Description of the Paper and its Date', 'Date when the paper was filed or put up in the case', 'No. of Parts of the Record to which the Paper appertains', 'Alphabetical or Numerical Marks of the Exhibits Filed', and 'Remarks'. A vertical 'SHOW MENU' button is located on the far left.

Figure 262: Index Register

5. The **Index Register** will display the details given below:

- Serial No. of the Paper
- Description of the Paper and its Date
- Date when the paper was filed or put up in the case
- Number of Parts of the Record to which the Paper appertains
- Alphabetical or Numerical Marks of the Exhibits Filed
- Remarks

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

7.12. (IA) Interlocutory Application Reports

This feature provides the facility to view the **Interlocutory Application (IA) Status Report**.

7.12.1. IA Status Report

The **IA Status Report** displays the status of the IA that has been filed in the selected Case. In this report the system will display the IA status details given below for the selected case.

- Total Number of IA's filed in the selected Case
- IA Number, Provision of Law
- Party Which Made The Application
- Date of Filing
- Date On Serving Notice On The Contested Parties
- Date on which Heard/Next Date of Listing
- Date of Order
- Whether Prayer Granted

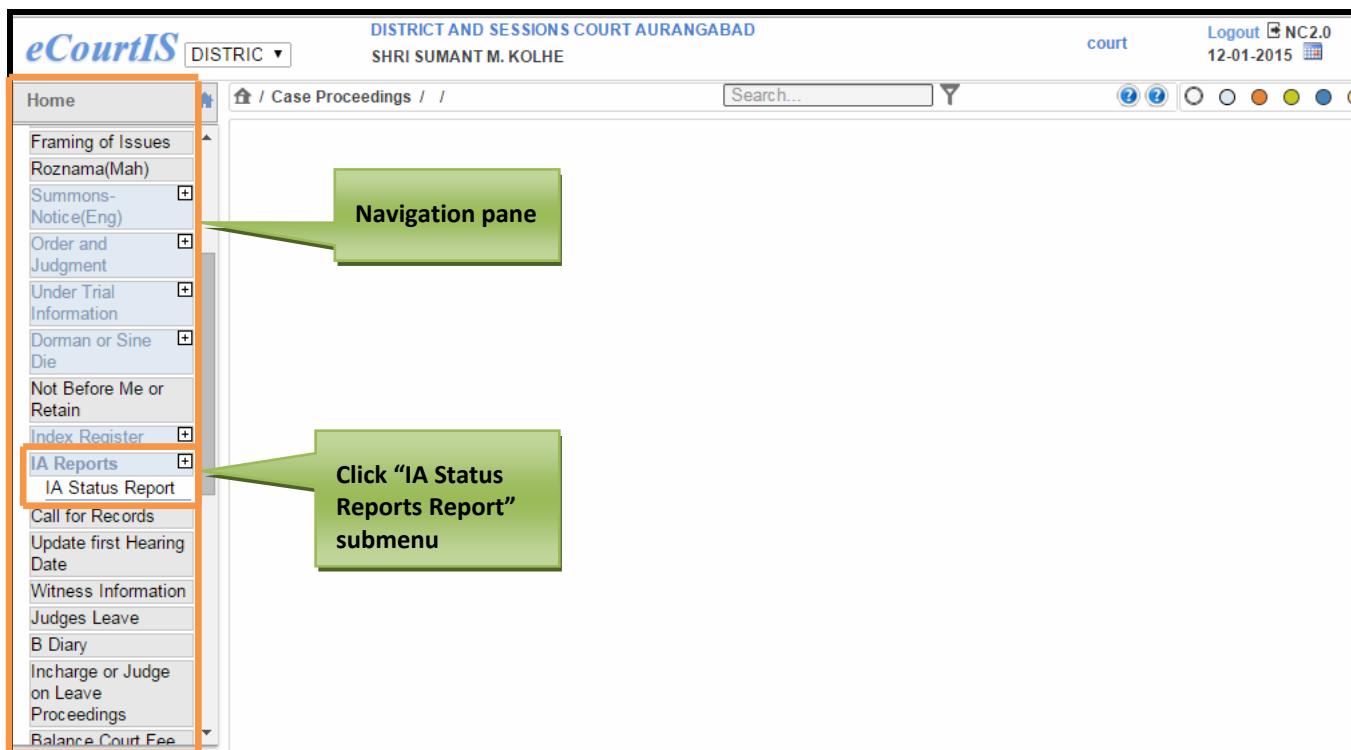


Figure 263: Navigation for "IA Status Reports" screen

To access the **IA Status Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **IA Report** sub menu followed by **IA Status Report**. (Refer Figure Number 263)
3. When you Click **IA Status Report** sub menu, the "IA Status Report" screen is displayed. (Refer to Figure Number 264)
4. By default, Civil is displayed as the selected option. For **Criminal** cases, select the **Criminal** radio button.

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The screenshot shows a web-based application interface titled "IA Status Report". At the top left is a "SHOW MENU" button. The main area contains a search bar with placeholder text "Search...". Below the search bar are two radio buttons: "Civil" (selected) and "Criminal". A dropdown menu labeled "Case Type" is set to "Select". To its right are fields for "Case No." and "Year", both containing placeholder text. A blue "Go" button is located at the bottom right of these fields. The background of the page has a light gray header bar with icons for file operations.

Figure 264: IA Status Report screen

Procedure

1. Select the **Criminal** radio button if you want the **IA Status Report** for Criminal cases.
2. Select the case type from the **Case Type** select box.
3. Enter the **case number** in the **Case No.** field.
4. Enter the year of registration in the **Year** field
5. Click **Go**. The system will load the **View link**. (Refer to Figure Number 265)

This screenshot is identical to Figure 264, showing the "IA Status Report" screen. The "View" link is now visible below the search fields, indicating the result of step 5.

Figure 265: IA Status Report with "View" link

6. Click the **View link**.
7. The **IA Status Report** is displayed. (Refer to Figure Number 266)

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DISTRICT AND SESSIONS COURT AURANGABAD

IA Status Report

Principal District and Sessions Judge, Ab ad .District Judge-5 and Addl. Sessions Judge, Ab ad .District Judge-7 and Addl. Sessions Judge, Ab ad .

SHRI R.V. DE SHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR

R.C.S./100002/2015

Total Number of IAs Filed In This Case:1

IA No.	Provision of Law	Party Which Made The Application	Date of Filing	Date On Serving Notice	Date on which Heard	Date of Order	Whether Prayer Granted
				On The Contested Parties	Next Listing Date		
1	Arbitration Act:	Novartis AG Galaxy Pharmaceuticals	31-12-2015				

:GOODS SOLD AT A FIXED PRICE DELIVERED.1 The plaintiff as executor of E.F. claims. PUBLIC NUISANCE1 A declaration that the defendant is not entitled to obstruct the passage of the public along the said public road2 an injunction restraining the defendant that obstructing the passage of the public along the said public road and directing the defendant to remove the earth and stones wrongfully heaped up as aforesaid.

Figure 266: IA Status Report

8. **The IA Status Report displays the details given below:**

- IA Number
- Provision of Law
- Party Which Made The Application
- Date of Filing
- Date On Serving Notice On The Contested Parties
- Date on which Heard /Next Listing Date
- Date of Order
- Whether Prayer Granted

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

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7.13. Call For Records

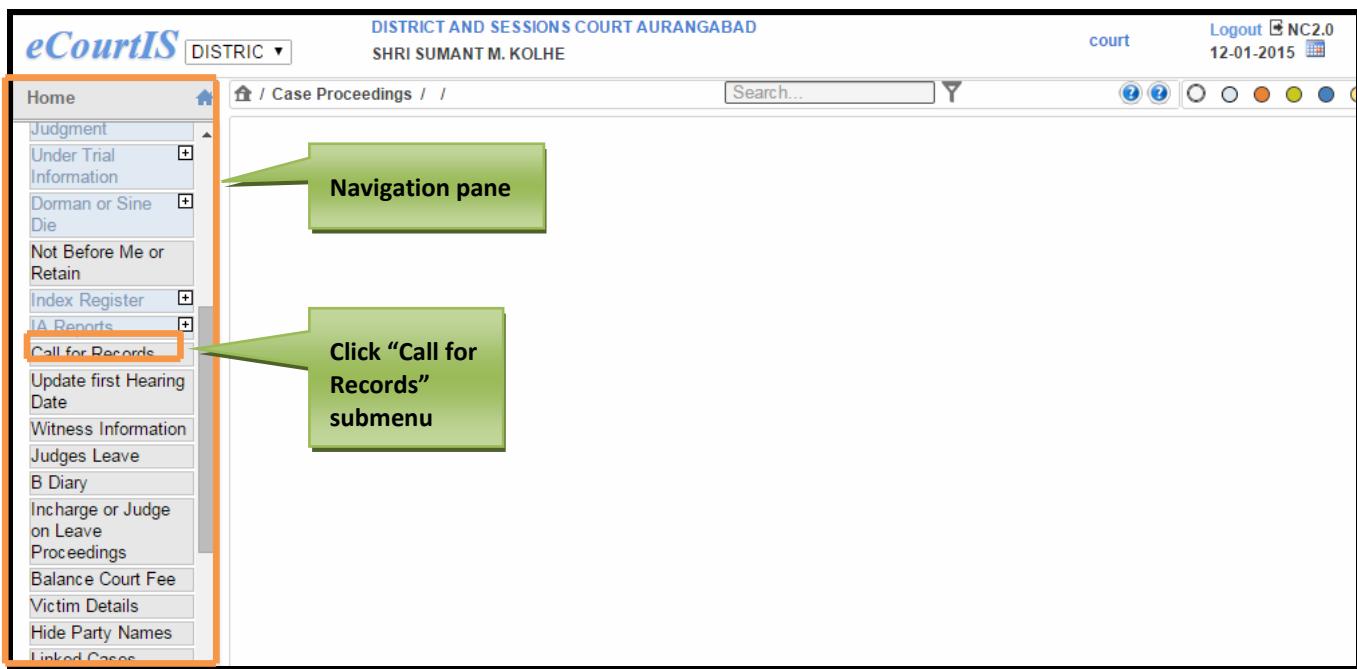


Figure 267: Navigation for "Call for Records" screen

To access the **Call for Records** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Call for Records** sub menu. (Refer Figure Number 267)
- 3 When you Click **Call for Records** sub menu, the "**Call for Records**" screen with **Civil** as the selected option is displayed. (Refer to Figure Number 268)

The screenshot shows the 'Call for Records' screen. It has a header 'Call for Records'. Below it, there are two radio buttons: 'Civil' (selected) and 'Criminal'. There is also a 'Case No.' dropdown menu labeled 'Select'. Below these are several input fields with asterisks indicating required fields:

- *Record ID: [text input]
- *Record Called: [text input]
- *Call Date: [date picker]
- Returnable Date: [date picker]
- Returned Date: [date picker]

A blue 'Submit' button is located at the bottom right. On the far left, there is a vertical blue bar with the text 'LOW MENU'.

Figure 268: Call for Records screen

Procedure

- 1 By default **Civil** is displayed as the selected option. For **Criminal** cases, you have to select the **Criminal** radio button. The case types are loaded in the **Case No.** selectbox according to the selection.
- 2 Select the case for which you want to call the records from the **Case Number** select box.

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3. The **Petitioner Name, Respondent Name, Lower Court Name, Lower Court Case Type/Case Number/Year, Date of Decision, and Record ID** are displayed.
4. The **Record Id** is autogenerated and is displayed by the system.
5. In case there are records already present for the selected case, the system will display those records in a table format with the details given below:
 - Record ID
 - Record Called
 - Call Date
 - Returnable Date
 - Returned Date

The screenshot shows a web-based application window titled "Call for Records". On the left, there is a vertical menu bar with a "SHOW MENU" button. The main content area displays case information: "Civil" is selected, "Case No.": "Civil Appeal/100008/2010", "Petitioner": "Aurangabad Municipal Corporation Aurangabad", "Respondent": "Ulhas Sharadchandra Kharche", "Lower Court Name": "2nd Lt. Civil Judge S.D. Aurangabad", "Lower Court Case Type/Case No./Year": "Reg.Civil Suit/0000216/2007", and "Date of Decision": "23-11-2007". Below this information is a table with one row:

Record ID	Record Called	Call Date	Returnable Date	Returned Date
1	sds	13-01-2015	14-01-2015	14-01-2015

Below the table are five input fields with asterisks indicating they are mandatory:

- *Record ID: 2
- *Record Called: (input field)
- *Call Date: (input field with calendar icon)
- Returnable Date: (input field with calendar icon)
- Returned Date: (input field with calendar icon)

A blue "Submit" button is located at the bottom right of the form area.

Figure 269: Call for Records Report

6. Give a name for the Records for the selected case type in the **Record Called** text box.
7. Select the **Call Date** with the help of calendar control.
8. Select the **Returnable Date** with the help of calendar control.
9. Select the **Returned Date** with the help of calendar control.
10. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
11. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

7.14. Update First Hearing Date

If at the time of registration, the first hearing date is not assigned, then this option can be used to update the first hearing date. With this option you can update the **First Hearing Date** for **Bulk Cases** and also for an **Individual Case** by selecting the radio buttons of the same.

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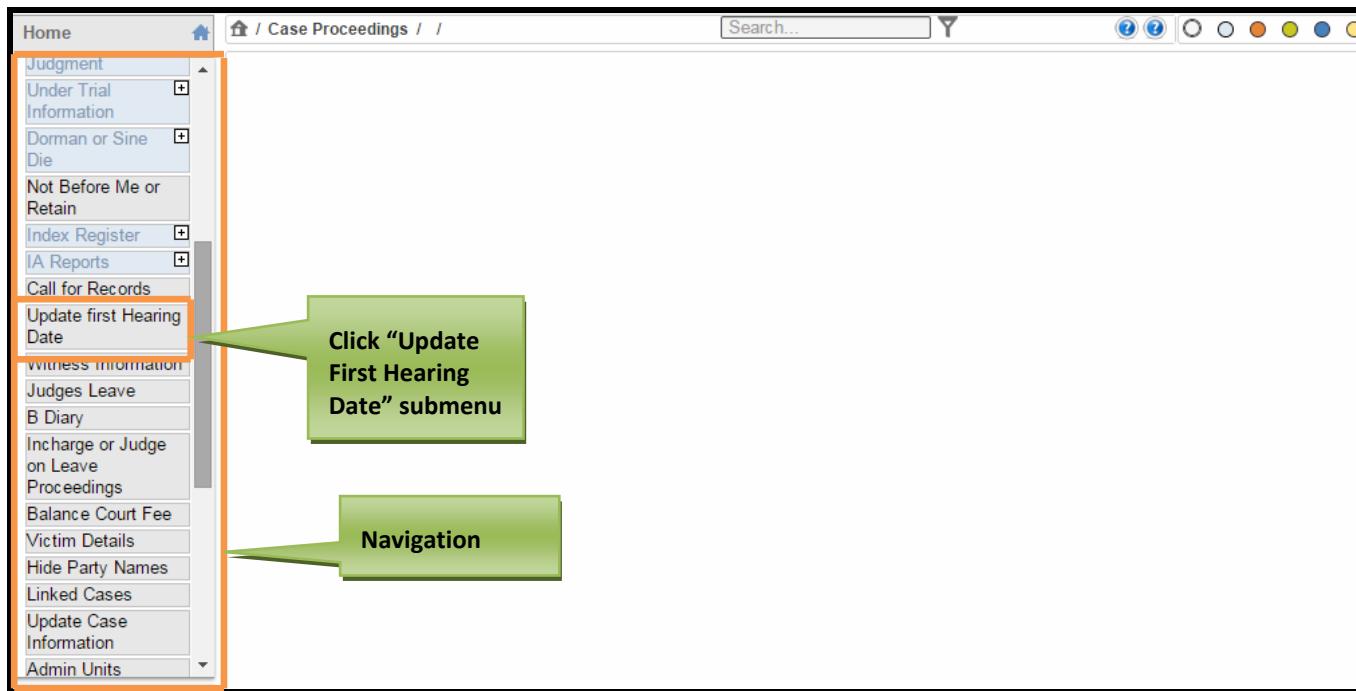


Figure 270: Navigation for "Update First Hearing Date" screen

To access the **Update First Hearing Date** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Update First Hearing Date** sub menu. (**Refer Figure Number 270**)
- 3 When you Click **Update First Hearing Date** sub menu, the "**Update First Hearing Date**" screen with the **View link** is displayed. (**Refer to Figure Number 271**)
- 4 With this **View link**, you can view the **Update First Hearing Date** report of the current date. This report displays the list of cases for which the **First Hearing Date** is added on the current date.
- 5 You can add the first **Hearing Date** for **Bulk Cases** or **Individual Cases**. By default **Individual** is displayed as the selected option. For bulk cases, select the **Bulk** radio button.

The screenshot shows the 'Update First Hearing Date' screen. At the top, there is a search bar and a set of icons. Below it, the title 'Update First Hearing Date' is centered. Underneath the title, there is a 'View' link. Below the 'View' link are two radio buttons: 'Bulk Cases' (unchecked) and 'Individual' (checked). There are three input fields: a dropdown menu for 'Case Type' labeled 'Select', a text input for 'Case No.' with a placeholder 'Case No.', and a text input for 'Year' with a placeholder 'Year'. To the right of the year input is a 'Go' button. At the bottom right is a blue 'Submit' button.

Figure 271: Update First Hearing Date with "View" link

Update First Hearing Date For Individual Case

With this option you add the **First Hearing Date** for an **Individual** case.

Procedure

Court User Manual

1. By default **Individual** is displayed as the selected option.
2. Select the case type for which you want to update the **First Hearing Date**, 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**. The **Party Name** (if present), **Purpose of Listing**, **Next Date**, and **Time Slot** select box are displayed.
6. Select the Purpose of Listing from the **Purpose of Listing** select box.
7. Select the next hearing date that you want to assign from the **Next Date** calendar control.
8. Select the Time Slot that you want to assign from the **Time Slot** select box.

Figure Number 271a: Update First Hearing Date with details

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.**
11. Click the **View link** to view the report which includes the list of cases whose hearing date is added on the current date. (**Refer to Figure 271b**)
12. The **Update First Hearing Date report** of the **current date** is loaded.

Court User Manual

The screenshot shows a web-based application interface for the District and Sessions Court Aurangabad. At the top, it displays the court's name and the date: "DISTRICT AND SESSIONS COURT AURANGABAD", "SHRI SUMANT M. KOLHE/SHRI R.R. KADAM/SHRI SANGITRAO S. PATIL", and "As on Date:02-03-2015". Below this, a section titled "Update First Hearing Date" lists six cases with their respective details:

S.No.	Case No.	Party Name
1	M.A.C.P./100100/2015	Kundalik Santaram Unhale Vs Anwar Khan Gous Khan
2	Cri.M.A./100044/2015	Shriram Kashinath Mule Vs State of Maharashtra
3	Cri.M.A./100046/2015	State of Maharashtra Vs Akola Janta Commercial Co Op Bank Ltd.
4	I.C.M.A./6/2015	anilVsamt test
5	Cri.Bail Appln./100250/2015	Ratan Bandu Gadve Vs State of Maharashtra
6	Reg Dkst/100130/2015	Equitas Finanace Pvt. Ltd. Vs Fayyaj Usaman Khan

Figure Number 271b: Update First Hearing Date report

Update First Hearing Date For Bulk Cases

It may be difficult for the user to update first hearing date for every individual case. This facility is provided for the court user to update the **First Hearing Date** for all such cases in **Bulk**. All cases where first hearing date is not given are displayed.

The screenshot shows a web-based application interface for updating first hearing dates for bulk cases. At the top, it displays the court's name and the date: "DISTRICT AND SESSIONS COURT AURANGABAD", "SHRI SUMANT M. KOLHE/SHRI R.R. KADAM/SHRI SANGITRAO S. PATIL", and "As on Date:02-03-2015". Below this, a section titled "Update First Hearing Date" includes a "View" link and radio buttons for selecting "Bulk Cases" or "Individual" cases, and "Civil" or "Criminal" categories. A table below lists one case with fields for "S.No.", "Case No.", "Party Name", "Purpose/Stage", "Next Date", and "Time Slot".

S.No.	Case No.	Party Name	Purpose/Stage	Next Date	Time Slot
1	Civil Appeal/4113/2015	sadsa VS dsadsa	Select		Select

Figure 272: Update First Hearing Date for Bulk Cases

Procedure

1. Select the **Bulk Cases** radio button.
2. Select the radio button for **Civil** or **Criminal** cases. The screen with the details given below is displayed:
 - S.No. (Serial Number)
 - Case Number
 - Party Name
 - Purpose/Stage
 - Next Date

Court User Manual

- Time Slot
3. Select the **Purpose/Stage**, **Next Date**, and **Time Slot** to update the **First Hearing** details.
 4. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
 5. **The mandatory field is marked with an asterisk*. Please fill the mandatory fields.**

7.15. Witness Information

This feature is used for entering the **Witness Information**. When the list of witness is submitted, the court orders for examination of witness on the next hearing date. The **Witness** may represent the **Plaintiff or the Respondent**. The **Date of Examination**, which is the **Next Hearing Date**, in that case is automatically displayed. The witness information entered in the case is used for generating **Summons/Notice** to the witness.

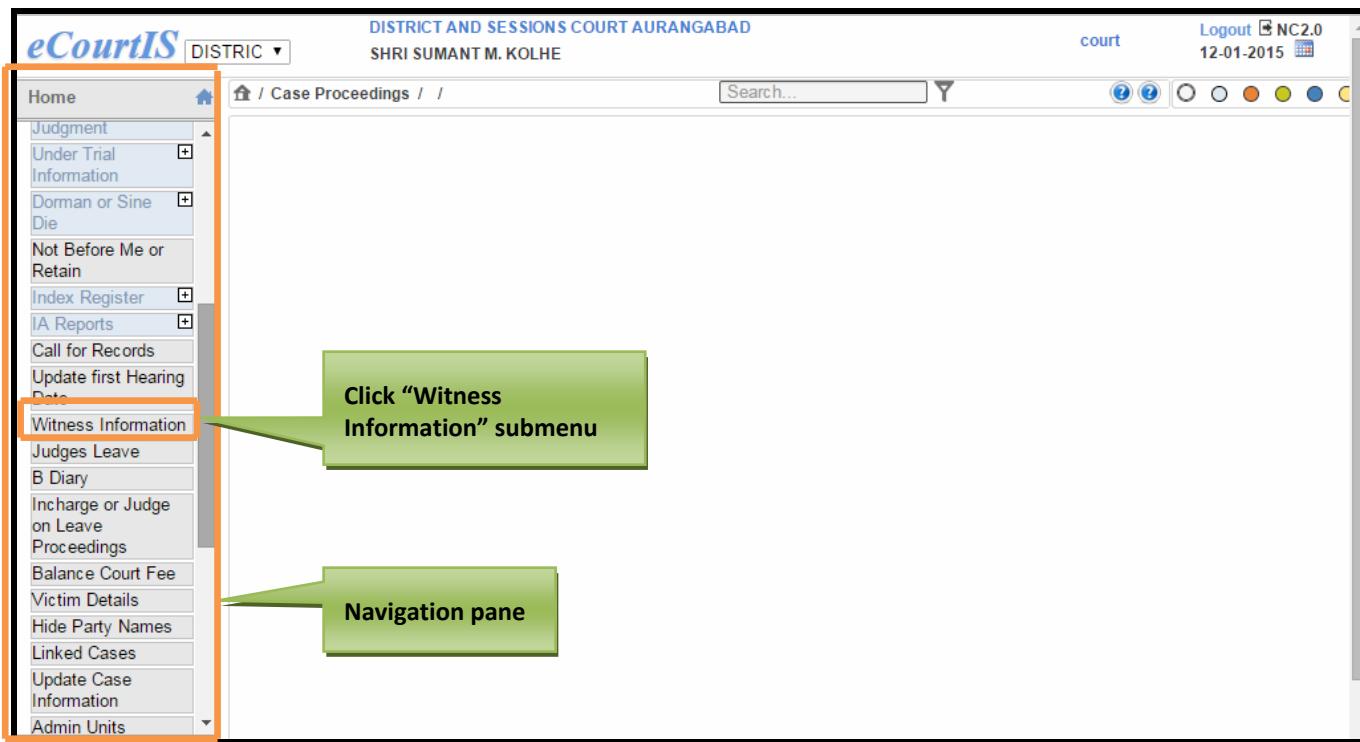


Figure 273: Navigation for "Witness Information" screen

To access the **Witness Information** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Witness Information** sub menu. (**Refer Figure Number 273**)
3. When you Click **Witness Information** sub menu, the "**Witness Information**" screen is displayed. (**Refer Figure Number 274**)
4. The **View Previous Parties** link is displayed. This link will display the **Previous Party** names of the selected **Case**, when you place the mouse pointer over the link.

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The screenshot shows the 'Witness Information' screen. At the top, there are radio buttons for 'Case No.' and 'Todays Date'. Below that, there are two radio buttons: 'Civil' (selected) and 'Criminal'. A dropdown menu for 'Case Type' shows 'Civil M.A.-3'. A text input field for 'Case No.' contains '100172', and a dropdown menu for 'Year' shows '2015'. A blue 'Go' button is next to it. Below these, the text 'Gurunanak Industries Vs Maharashtra State Road Development Cor. Ltd' is displayed. There are three radio buttons for 'Witness For': 'Plaintiff' (selected), 'Defendant', and 'Court Name'. A red link 'View Previous Parties ()' is to the right. A text input field for 'Witness No.' contains '1'. A dropdown menu for 'Party Name' shows '1-Gurunanak Industries-(MP)'. A text input field for 'Witness Name' contains 'Ram Gopal'. A text input field for 'Father/Mother/Husband Name' contains 'Gopal Varma'. A dropdown menu for 'Relation' shows 'Father' (selected). Other fields include 'Pincode' (411008), 'UID No.' (454548798949), 'District' (Aurangabad-19), 'Town' (Paithan-1), 'Taluka' (Select), 'Age' (35), 'Occupation' (Service), 'Address' (Aurangabad), 'Email' (m@gmail.com), 'Mobile No.' (8999999999), 'Ward' (Shivajinagar-1), and 'Village' (Select). At the bottom, there are two text input fields with Marathi labels: 'साक्षीदार' (Witness) and 'वडील/आई/पती चे नाव' (Name of spouse). To the right, there are two more text input fields: 'पत्ता' (Village) and 'द्यवसाय' (Occupation). A blue 'Submit' button is at the bottom center.

Figure 274: Witness Information screen

You can enter the **Witness Information** of **Civil** cases and **Criminal** Cases by selecting their respective radio buttons. The cases are loaded according to the selection. Similarly, you can add **Witness Information** based on **Case Number** and **Today's Date** options.

1. Case Number

To add **Witness Information** based on **Case Number**, follow the steps given below:

1. Select the radio button for **Case No.** or **Today's Date**.
2. By default **Civil** is displayed as the selected option. For **Criminal** cases, select the **Criminal** radio button.
3. Select the case type, from the **Case Type** select box.
4. Enter the case number of the selected case type, for which you want to add the **Witness Information**, in the **Case Number** field.
5. Enter the year of registration in the **Year** field.
6. Click **Go**. The **Petitioner** and the **Respondent Name** of the selected case type is displayed.
7. Select the radio buttons for **Plaintiff**, **Defendant** or **Court Name** to know whether the witness is representing the Plaintiff, Defendant or Court.
8. If the **Plaintiff** or **Defendant** radio button is selected, then select the **Party** of the witness from the **Party Name** select box.

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9. Enter the **Witness Name**. (in local language also)
10. Enter the **Name of the Relation**. (in local language also)
11. Select the radio button for the **Type of relation- Father, Mother Husband None or Other**.
12. The system will automatically display the current date as the **Date of Examination**. You can change the date with the help of calendar control.
13. Enter the age of the Witness in the **Age** field.
14. Enter the occupation of the Witness in the **Occupation** field.
15. Enter **Occupation** in local language also.
16. Enter the address in the **Address** field.
17. Enter details such as **Pincode, UID Number, Email, and Mobile Number**.
18. Select **District, Town, Ward, Taluka, and Village** from the select box.
19. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
20. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

7.16. Judge Leave

With this option, you can add the leaves the **Judge** have applied for.

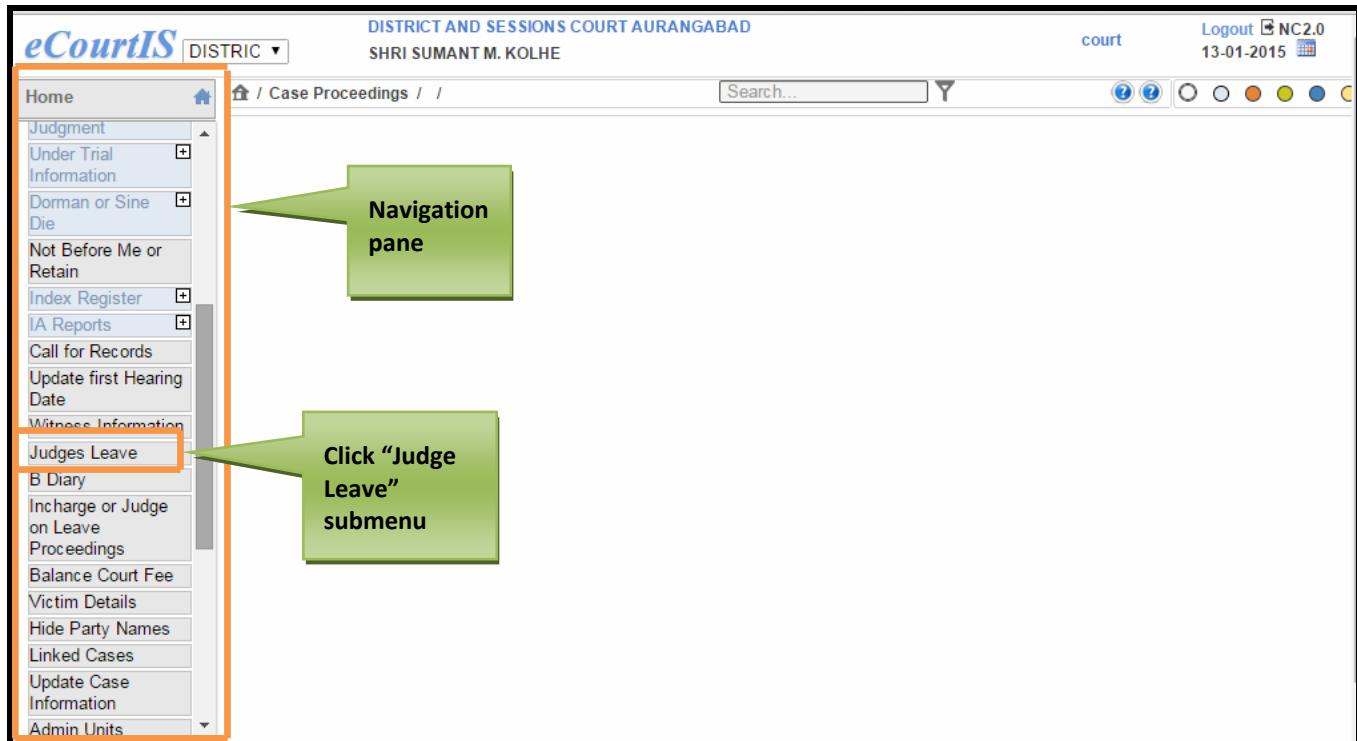


Figure 275: Navigation for "Judge Leave" screen

To access the **Judges Leave** screen, follow the steps given below:

- 1 On the **Navigation pane**, click the **Case Proceeding** menu.

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- 2 Then, click the **Judges Leave** sub menu. (**Refer Figure Number 275**)
- 3 When you Click **Judges Leave** sub menu, the system will display the “**Judge Leave (Add)**” screen with the **Court Number** and **Leave ID**. (**Refer to Figure Number 276**).

The screenshot shows a web-based application interface for adding a judge's leave. At the top, there is a navigation bar with links for Case Proceedings, Judges Leave, and Add. A search bar and various system icons are also present. The main form is titled "Judge Leave". It contains the following fields:

- *Court No.: 1
- *Leave ID: 85
- *Judge: SHRI S.L. PATHAN (selected from a dropdown menu)
- Designation: Principal District and Sessions Judge, Abad.
- *From Date: 23-12-2015
- *To Date: 30-12-2015
- Type: Leave Not Presided
- Half Day Leave:
- *Calculate No. of Days: 8
- Submit button

Figure 276: Judge Leave (Add) screen

7.16.1. Judge Leave (Add)

With this option you can Add the **Leave Details** of the Judge.

Procedure

- 1.The **Court Number** and **Leave ID** are displayed by the system. (**Refer to Figure Number 276**)
- 2.Select the name of the **Judge** from the **Judge** select box.
- 3.The **Designation** of the **Judge** that you have selected is displayed.
- 4.Select **From Date** and **To Date** with the help of calendar control.
- 5.Select the radio button for **Leave** or **Not Presided** type of leave.
- 6.Select the **Half Day Leave** check box, if the leave is a half day leave.
- 7.Click **Calculate Number of Days** button, the total number of days applied for leave is displayed.
- 8.Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”

9. The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.

7.16.2. Judge Leave (Modify)

This option provides the facility to modify the **Judge Leave** details that already exists in the database.

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The screenshot shows the 'Judge Leave' modification screen. It includes fields for Court No. (1), Leave ID (Select), Judge (Select), From Date (12/01/2015) and To Date (12/17/2015), Type (Leave selected), Half Day Leave (unchecked), and a 'Calculate No. of Days' button showing 17. A 'Submit' button is at the bottom.

Figure 277: Judge Leave (Modify) screen

Procedure

1. Click the Edit icon  located on the upper right corner of the menu bar.
2. The **Judge Leave (Modify)** screen is displayed. (Refer to Figure Number 277)
3. The **Court Number** is displayed by the system.
4. Select the **Leave ID** from the **Leave ID** select box.
5. The information that already exists in the database is displayed. (Refer to Figure Number 278)

The screenshot shows the 'Judge Leave' screen with updated details. The Leave ID is now 84, and the Judge is SHRI S.L. PATHAN. The From Date is 01-12-2015 and To Date is 17-12-2015. The Calculate No. of Days button shows 17. Other fields like Court No. (1) and Designation (Principal District and Sessions Judge, Abad.) are also present.

Figure 278: Judge Leave screen with details

6. Now you can update or modify the required details.
7. Click **Submit** to save the data into the system. The system will display the message, "**Modification Successful**"

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

7.16.3. Judge Leave (Delete)

This option provides the facility to **Delete** or **Undelete** the added **Judge Leave** details that already exists in the system.

The screenshot displays the 'Judge Leave' form. At the top, there's a header bar with icons for search, filter, and various system functions. Below the header, the title 'Judge Leave' is centered. The form contains several input fields: 'Court No.' with value '1', 'Leave ID' and 'Judge' both set to 'Select'. Under 'Designation', there are fields for 'From Date' and 'To Date', each with a calendar icon. Below these, a 'Type' section has radio buttons for 'Leave' (selected) and 'Not Presided'. A 'Half Day Leave' checkbox is unchecked. A 'Calculate No. of Days' button is followed by a text input field. At the bottom, there are two radio buttons: 'Delete' (selected) and 'Undelete', and a large blue 'Submit' button. On the far left, a vertical blue bar labeled 'SHOW MENU' is visible.

Figure 279: Judge Leave (Delete) screen

Procedure

1. Click **Delete** icon  which is located on the upper right corner of the menu bar.
2. The **Judges Leave (Delete)** screen is displayed. (Refer to Figure Number 279)
3. The **Court Number** is automatically displayed by the system.
4. Select the **Leave ID** from the **Leave ID** select box.
5. The existing **Judge Leave** details are displayed. (Refer to Figure Number 280)
6. Select the **Delete** button to **delete a Judge Leave details**. The details though deleted will remain in the database and can be retrieved if required.
7. Select the **Undelete** button to retrieve the deleted **Judge Leave** details.
8. The system will display the message, "**Deleted Successfully**" for deleted cases.
9. The system will display the message, "**Undeleted Successfully**" for the retrieved cases.

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The screenshot shows the 'Judge Leave' form. It includes fields for Court No. (1), Leave ID (84), Judge (SHRI S.L. PATHAN), Designation (Principal District and Sessions Judge, Abad.), From Date (01-12-2015), To Date (17-12-2015), Type (Leave), Half Day Leave (checkbox), Calculate No. of Days (17), Delete (radio button), Undelete (radio button), and a Submit button.

Figure 280: Judge Leave screen with details

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

7.16.4. Judge Leave (Report)

This option provides the facility to view the Report including the Judge Leave details.

The screenshot shows a report table with columns: Leave ID, Judge, Designation, From Date, To Date, and न्यायाधीश. The data includes various judges and their leave details from 2013 to 2015.

Show 10	entries	Search:			
Leave ID	Judge	Designation	From Date	To Date	न्यायाधीश
1	SHRI S. B. KACHARE	Adhoc District Judge 1 Addl. Sessions Judge Abad.	03-05-2013	03-05-2013	श्री एस. बी. कचरे
1	SHRI S. B. KACHARE	Adhoc District Judge 1 Addl. Sessions Judge Abad.	03-05-2013	03-05-2013	श्री एस. बी. कचरे
1	SHRI SUMANT M. KOLHE	Principal District and Sessions Judge, Abad.	02-09-2013	02-09-2013	श्री सुमंत एम. कोल्हे
1	SHRI S.G. SHETE	District Judge-1 and Addl. Sessions Judge, Abad.	02-12-2013	07-12-2013	श्री एस.जी. शेटे
1	SHRI S.S. GOSAVI	District Judge-3 and Addl. Sessions Judge, Abad.	23-12-2013	27-12-2013	श्री एस.एस. गोसावी
1	SHRI M.V. DESHPANDE	District Judge-2 and Addl. Sessions Judge, Abad.	10-06-2014	10-06-2014	श्री एम.व्ही. देशपांडे
1	SHRI S.L. PATHAN	District Judge-1 and Addl. Sessions Judge, Abad.	18-06-2014	18-06-2014	श्री एस.एल. पठाण
1	SHRI J.N. RAJE	Adhoc District Judge-2 Asst. Sessions Judge Abad.	30-06-2014	21-07-2014	श्री. जे.एन. राजे
1	SHRI R.R. KAKANI	Adhoc District Judge 1 Addl. Sessions Judge Abad.	30-06-2014	05-07-2014	श्री आर.आर. काकानी
1	SHRI D.K. ANBHULE	Adhoc District Judge-2 Asst. Sessions Judge Abad.	27-07-2015	01-08-2015	श्री डी.के. अनभुले

Figure 281: Judge Leave (Report) screen

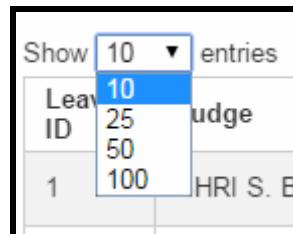
Procedure

- Select the Report icon
- The Judge Leave Report is displayed. (Refer to Figure Number 281)

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3. Select the number of entries from the **Show Entries**  select box.

Show Entries select box: The **Show Entries** select box provides the facility to view 10, 25, 50, and 100 numbers of entries. The system will display the number of entries you select from the select box. (Refer to Figure given below)



4. **Search box:** If you want to search a specific **search string**, then enter a part or whole of the search condition, as the search criteria in the **Search box**. The system will search using the search criteria and display the **specific Judge Leave details** in the report.
5. The **Search box** is located above the table at the top right corner of the **Judge Leave Report**.
6. The **Report** will display the details given below:

Leave ID
Judge
Designation
From Date
To Date
Judge (in local language)

7. You can sort the details of each column of the report. To sort, Click the arrow buttons placed towards the upper right corner of the table. You can sort the details in ascending and descending order.
8. **For example**, to sort Leave ID column, Click the arrow  to sort the details of the column. (Refer to the Figure given below)



9. Click **upper arrow** to sort the **Leave ID** in **ascending order** and **lower arrow** for **descending order**.
10. Click **Previous** to view the previous page and **Next** to view the next page.



11. To Copy the Report, Click the **Copy** button. The Report will be copied to the clipboard. The system will display the message "**Table Copied**".

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The screenshot shows a web-based application for managing court proceedings. At the top, there's a navigation bar with links for Case Proceedings, Judges Leave, and Report. Below the navigation is a search bar labeled 'Search...'. On the right side of the header are various icons for file operations like Block, Copy, CSV, and Excel.

The main content area displays a table titled 'Report' showing 10 entries per page. The columns are: Leave ID, Judge, Designation, From Date, To Date, and Name in Marathi. The table lists several judges with their respective leave details. A message 'Table copied' is overlaid on the right side of the table. At the bottom left, it says 'Showing 1 to 10 of 353 entries'. At the bottom right, there are navigation buttons for 'Previous' and 'Next'.

Leave ID	Judge	Designation	From Date	To Date	नायायाधीश
1	SHRI S. B. KACHARE	Adhoc District Judge 1 Addl. Sessions Judge Abad.	03-05-2013	03-05-2013	श्री एस बी कचरे
1	SHRI S. B. KACHARE	Adhoc District Judge 1 Addl. Sessions Judge Abad.	03-05-2013	03-05-2013	श्री एस बी कचरे
1	SHRI SUMANT M. KOLHE	Principal District and Sessions Judge, Abad.	02-09-2013	02-09-2013	श्री सुमंत म. कोल्हे
1	SHRI S.G. SHETE	District Judge-1 and Addl. Sessions Judge, Abad.	02-12-2013	07-12-2013	श्री एस.जी. शेटे
1	SHRI S.S. GOSAVI	District Judge-3 and Addl. Sessions Judge, Abad.	23-12-2013	7-12-2013	श्री एस.एस. गोसावी
1	SHRI M.V. DESHPANDE	District Judge-2 and Addl. Sessions Judge, Abad.	10-06-2014	0-06-2014	श्री एम.व्ही. देशपांडे
1	SHRI S.L. PATHAN	District Judge-1 and Addl. Sessions Judge, Abad.	19-06-2014	8-06-2014	श्री एस.एल. पठाण
1	SHRI J.N. RAJE	Adhoc District Judge-2 Asst. Sessions Judge, Abad.	30-06-2014	1-07-2014	श्री. जे.एन. राजे
1	SHRI R.R. KAKANI	Adhoc District Judge-3 Addl. Sessions Judge Abad.	30-06-2014	5-07-2014	श्री आर.आर. काकानी
1	SHRI D.K. ANBHULE	Adhoc District Judge-2 Asst. Sessions Judge Abad.	27-07-2015	01-08-2015	श्री डी.के. अनभूले

Figure 281a: Judges Leave report with details

12. Click button to save the Report in your desired destination. The system will display the “Save As” option. (Refer to Figure given below)

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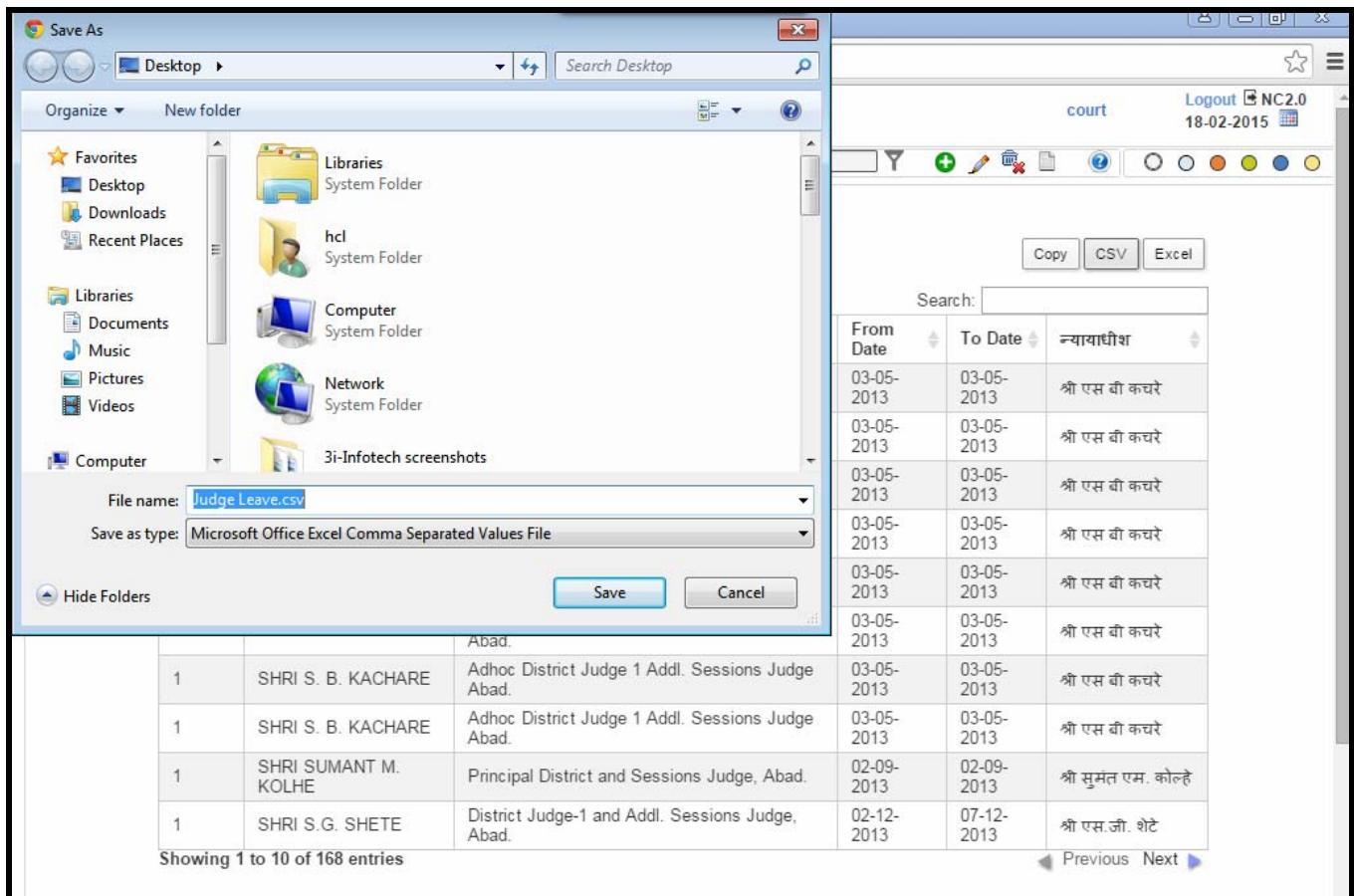


Figure 281b: Save as dialog box

13. To **Save** the Report; Choose the destination such as Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.



14. Click **Excel** button, to save the Report in excel format. Follow steps 13 for the same.

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7.17. B Diary

This option is used to view and print the B Diary.

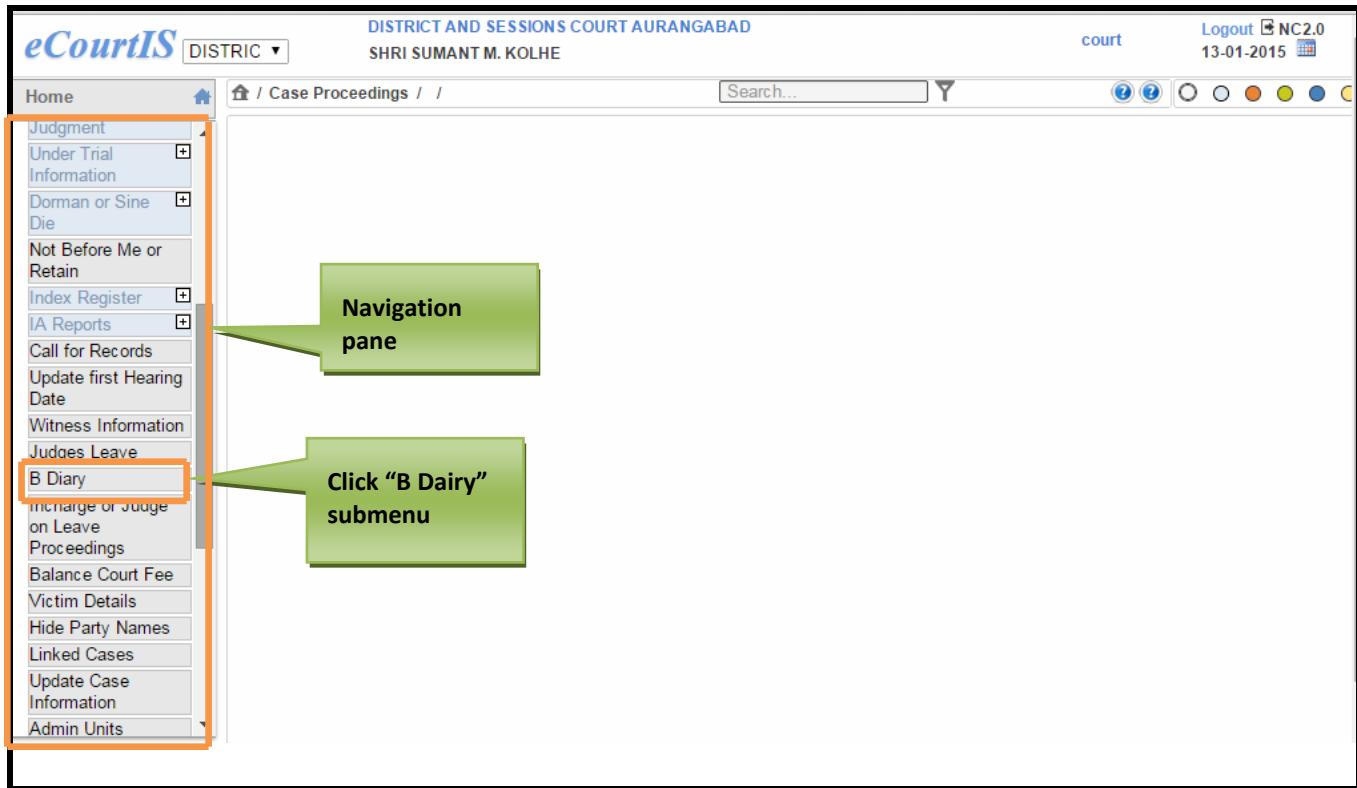


Figure 282: Navigation for "B Diary" screen

To access the **B Diary** screen, follow the steps given below:

1. On the **Navigation pane**, click the **Case Proceeding** menu.
2. Then, click the **B Diary** sub menu. (**Refer Figure Number 282**)
3. When you Click **B Diary** sub menu, the "**B Diary**" screen is displayed.
4. Select the case type from the **Case Type** select box.
5. Enter the **Case Number**, **Year**, and **Click Go** button.
6. The system will load **View link**. (**Refer to Figure Number 283**)



Figure 283: B Dairy screen with View link

7. Click the **View link**, the report with the details given below are displayed:

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- S.No. (Serial Number)
- Case No./IA No.
- Date
- Proceedings

S.No.	Case No./IA No.	Date	Proceedings
1	Civil M.A./100172/2015	30-04-2015	
2	Civil M.A./100172/2015	16-06-2015	
3	Civil M.A./100172/2015	17-07-2015	
4	Civil M.A./100172/2015	03-08-2015	Both advocate are present. Resume today. Advocate for petitioner and respondent 1 and
5	Civil M.A./100172/2015	26-08-2015	2 present. Report of process issued against respondent no. 3 not received.
6	Civil M.A./100172/2015	16-09-2015	Counsel for parties appeared on record remain present.
7	Civil M.A./100172/2015	17-10-2015	counsel for parties appeared on record remain present. Resume today. Report of process issued against respondent
8	Civil M.A./100172/2015	19-11-2015	No. 4 returned back with endorsement for want of sufficient time. Thus reissue the same on Court motion.

Figure 284: B Dairy

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

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7.18. Incharge or Judge on Leave Proceedings

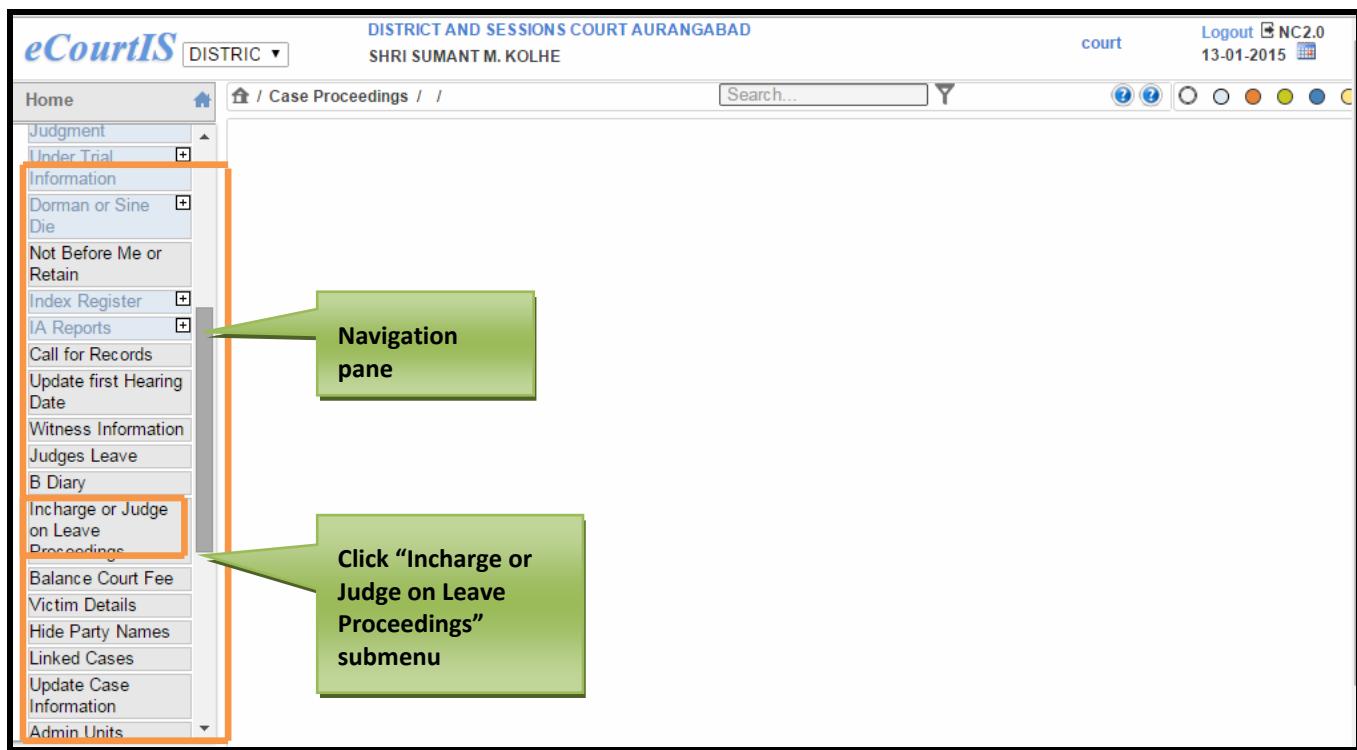


Figure 285: Navigation for Incharge or Judge on Leave Proceeding

To access the **Incharge or Judge on Leave Proceeding** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Incharge or Judge on Leave Proceedings** sub menu. (Refer Figure Number 285)
3. When you Click the **Incharge or Judge on Leave Proceedings** sub menu, the "**Incharge or Judge on Leave Proceeding**" screen with **Disposal** as the selected option is displayed. (Refer to Figure Number 286)

The screenshot shows the 'Judge Incharge Leave Proceeding' form. At the top, it says 'Judge Incharge Leave Proceeding'. Below that are two radio buttons: 'Disposal' (selected) and 'Daily'. There are four dropdown menus with 'Select' placeholder text: 'Judge Leave', 'Case No.', 'Petitioner Name', and 'Respondent Name'. There are also two radio buttons: 'Civil' (selected) and 'Criminal'. At the bottom is a 'Submit' button and a 'SHOW MENU' link on the left.

Figure 286: Incharge or Judge on Leave Proceeding

Procedure

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1. By default, **Disposal** is displayed as the selected option. For **Daily**, select the **Daily** radio button.
2. Select the leave from the **Judge Leave** select box.
3. By default, the system displays **Civil** as the selected option. The cases are loaded in the **Case No.** select box according to the selection.
4. Select the radio button for **Criminal**, if you want the system to load criminal cases.
5. Select the case from the **Case Number** select box.
6. The names of **Petitioner** and **Respondent** of the selected case are displayed.
7. Select the **Judge Incharge** from the **Judge Incharge** select box.
8. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
9. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

7.19. Balance Court Fees

Sometimes the court directs the proceedings to be carried out even if the entire court fees are not paid. The Court directs that the balance fee may be paid by a particular date. The facility is used to record such directions of the court and also record the date by which this fee is to be paid.

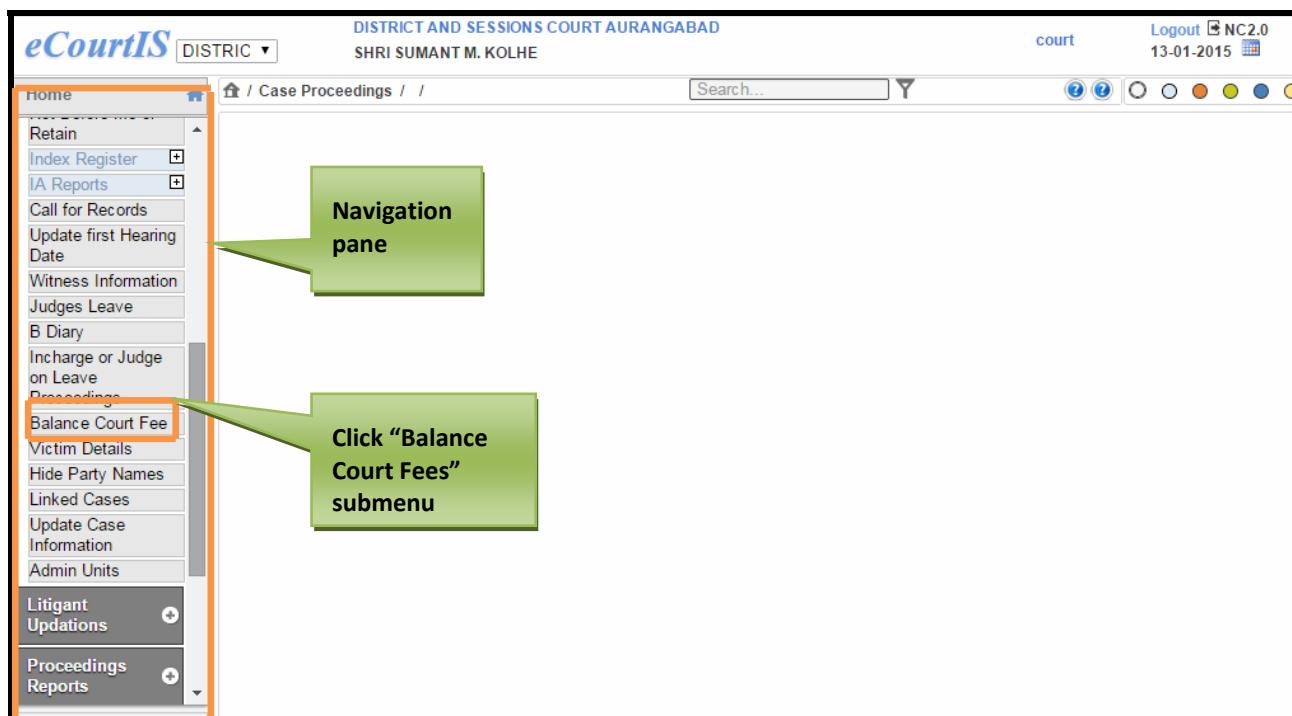


Figure 287: Navigation for "Balance Court Fee" screen

To access the **Balance Court Fee** screen, follow the steps given below:

1. On the Navigation pane, click the **Case Proceeding** menu.
2. Then, click the **Balance Court Fee** sub menu. (Refer Figure Number 287)

Court User Manual

- When you Click **Balance Court Fee** sub menu, the “**Balance Court Fee**” screen is displayed. (Refer to Figure Number 288)

The screenshot shows a web-based application window titled "Balance Court Fee". On the left, there is a vertical blue bar labeled "SHOW MENU". The main form has the following fields:

- Petitioner Name: [empty input field]
- Respondent Name: [empty input field]
- Court Fee: [empty input field]
- Court Fee Paid: [empty input field]
- Deficit Fee: [empty input field]
- *Balance Fee Pay by Date: [input field containing "13-01-2015"]

A "Submit" button is located at the bottom right of the form area.

Figure 288: Balance Court Fee screen

Procedure

- By default Civil is displayed as the selected option. The civil cases are loaded in the **Case No.** select box.
- For Criminal cases, select the **Criminal** radio button. The criminal cases are loaded in the **Case No.** select box.
- Select the case from the **Case Number select box**. The existing information for the selected case is displayed. (Refer to Figure Number 289)
- The **Petitioner Name**, **Respondent Name**, **Court Fee** (fetched from the filing and registration form), **Court Fee Paid**, **Deficit Fee**, and **Balance Fee Pay By Date** are displayed.

The screenshot shows the same "Balance Court Fee" screen as Figure 288, but with data populated for a specific case. The "Case No." dropdown now shows "M.A.C.P./100042/2010". The populated fields are:

- Petitioner Name: Shaikh Saber Shaikh Shabbir
- Respondent Name: Bipichandra Balajirao Patil
- Court Fee: 300000.00
- Court Fee Paid: 0.00
- Deficit Fee: 300000
- *Balance Fee Pay by Date: [input field containing "22-12-2015"]

A "Submit" button is located at the bottom right.

Figure 289: Balance Court Fee screen with details

- Select the **Date** to pay the **Balance Fee** with the help of calendar control if the date is other than the current date.(by default the current date is displayed as Pay by Date)
- Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.
- The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

7.20. Victim Details

This feature provides the facility to add **Victim Details** for Criminal Cases. Details such as **Victim's Name**, **Relation's Name**, **Address**, **Gender**, and other information can be added through this feature.

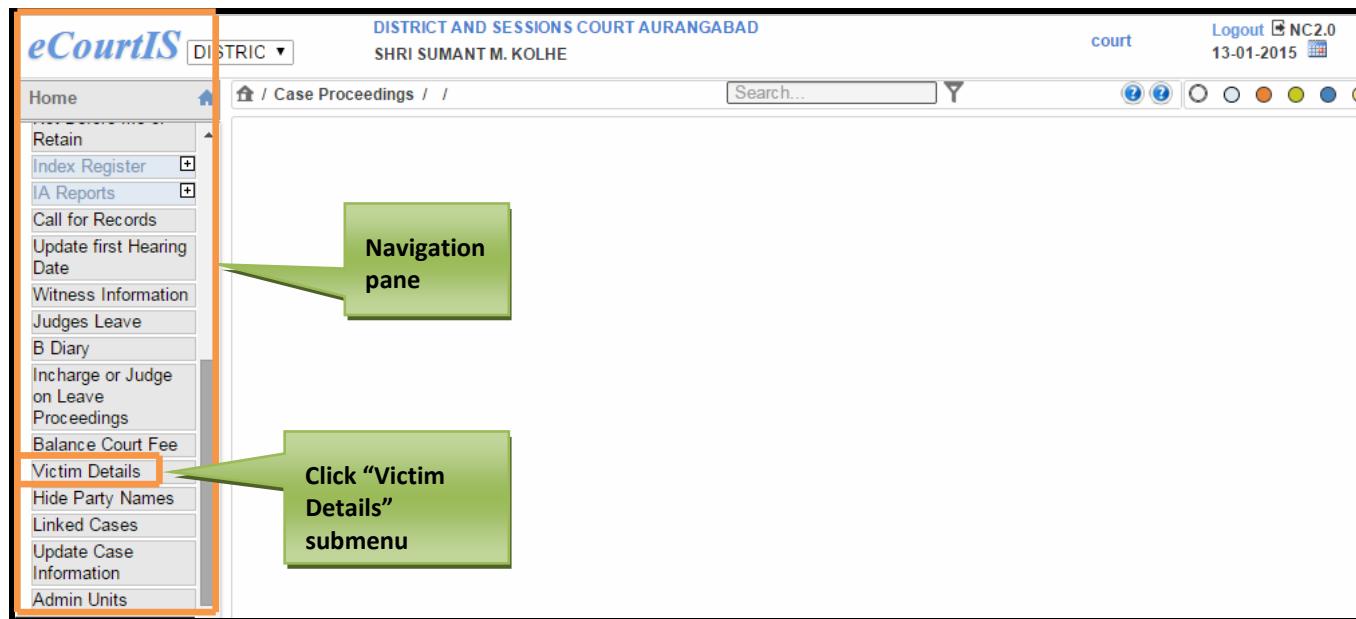


Figure 290: Navigation for "Victim Details" screen

To access the **Victim Details** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Victim Details** sub menu. (Refer Figure Number 290)
- 3 When you click **Victim Details** sub menu, the “**Victim Details**” screen with **Case Number** as the selected option is displayed. (Refer to Figure Number 291)

Court User Manual

The screenshot displays the 'Victim Details' form within a web browser window. The top navigation bar includes links for 'Case Proceedings', 'Victim Details', and 'Add'. A search bar and various toolbar icons are also present. The main form area is titled 'Victim Details' and contains the following fields:

- Case Type:** Radio buttons for 'Case No.' (selected) and 'Filing No.'. A dropdown menu labeled 'Select' is shown.
- Case No.:** Text input field.
- Year:** Text input field.
- Go:** Blue button.
- Name:** Text input field.
- Relation:** Radio buttons for 'Father', 'Mother', 'Husband', and 'None/Other' (selected).
- Father/Mother/Husband Name:** Text input field.
- District:** Select dropdown menu.
- Town:** Select dropdown menu.
- Taluka:** Select dropdown menu.
- Passport No.:** Text input field.
- Pincode:** Text input field.
- Occupation:** Text input field.
- Email:** Text input field.
- Fax No.:** Text input field.
- UID No.:** Text input field.
- Name of Advocate:** Text input field.
- Gender:** Radio buttons for 'Male' (selected) and 'Female'.
- Address:** Text input field.
- Ward:** Select dropdown menu.
- Village:** Select dropdown menu.
- Country:** Text input field.
- Nationality:** Text input field.
- Caste:** Select dropdown menu.
- Age:** Text input field.
- Mobile No.:** Text input field.
- Phone No.:** Text input field.
- Bar Registration Number:** Text input field.

Below these fields, there is a section titled 'Marathi' containing the following text input fields:

- नाव: Text input field.
- पत्ता: Text input field.
- वडिल/आई/पती चे नाव: Text input field.
- विधीजाचे नाव: Text input field.

A blue 'Submit' button is located at the bottom right of the form area.

Figure 291: Victim Details screen

Procedure:

1. Select the radio buttons for **Case Number** or **Filing Number**. (By default the **Case No.** is displayed as the selected option.)
2. Select the case type from the **Case Type** select box.
3. Enter the case number or filing number in the **Case Number or Filing Number** according to the radio button selected and the year of registration or filing in the **Year** field.
4. Click **Go**. The **Petitioner** and the **Respondent Name** of the selected case type are displayed.
(Refer to Figure Number 292)

Court User Manual

Victim Details

*Case Type: M.A.C.P-12 *Case No.: 100042 *Year: 2015 Go

Kishor Rajendra Bhalkar VS Javed Khan Sher Khan Pathan

*Name: Krishna Rajendra Bhalkar
Relation: Father

Father/Mother/Husband Name: Rajendra Bhalkar
District: Aurangabad-19
Town: Select
Taluka: Aurangabad-5
Passport No.: AJ554816A
Occupation: Service
Fax No.: 54631132
Email: raj@gmail.com
Pincode: 411001
UID No.: 4574574585487

Mobile No.: 8999999999
Bar Registration Number: MAH-502-1994

Gender: Male Female
Address: Aurangabad
Ward: Select
Village: -80746
Country: India Nationality: Indian
Caste: Hindu/Open
Age: 30
Phone No.: 0456798564

Name of Advocate: Landge Patil B.S.

English

नावः कृष्णा राजेंद्र भालकर
वडोल/आई/पती चे नावः राजेंद्र भालकर

पत्ता: औरंगाबाद
वकिलांचे नावः लंडगे पाटील बी.एस.

Submit

Figure 292: Victim Details screen with details

5. Enter the **Name** of the Victim in the **Name** field. (in local language also)
6. Select the **Gender** of the Victim from the **Gender option buttons**.
7. Select the **Relation type** with the help of their respective radio buttons.
8. Enter the **Name of the Relative** in the **Father/Mother/Husband Name** field. (in local language also)
9. Enter **Address** of the Victim in the **Address** field.
10. Select **District**, **Town**, **Taluka**, **Ward**, and **Village** from their respective select box.
11. Enter details like **Passport Number**, **Pincode**, **Occupation**, **email id**, **Fax Number**, **UID Number**, **Country**, **Nationality**, **Caste**, **Age**, **Mobile Number**, **Phone Number**, **Advocate's Name** (in local language also) and **Bar Registration Number** of the Advocate.
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 asterisk(*)**. Please fill the mandatory fields.

7.21. Hide Party Name

The citizen interface like Cause Lists, Kiosks, Web site etc. display all the party names that are entered for a case. However in certain cases, the Judge may order to keep this personal information of parties as confidential. It may also be statutorily essential to hide the party names.

For example, Cases where accused is a Juvenile which is conflicting the law, in such cases, this feature provides the facility to hide the party names. Case may be selected from today's cases or individual case number can be given for which the party names are to be hidden. The system will display all the Party Names.

When you mark to hide a party name then the party names are shown as masked "xxxxxx" on the citizen interface.

When you would like to mark an entire **Establishment** (Like **Family Court or Juvenile Justice Board**) to hide the parties, then the system by default will hide all the Party Names in all the cases filed in that establishment.

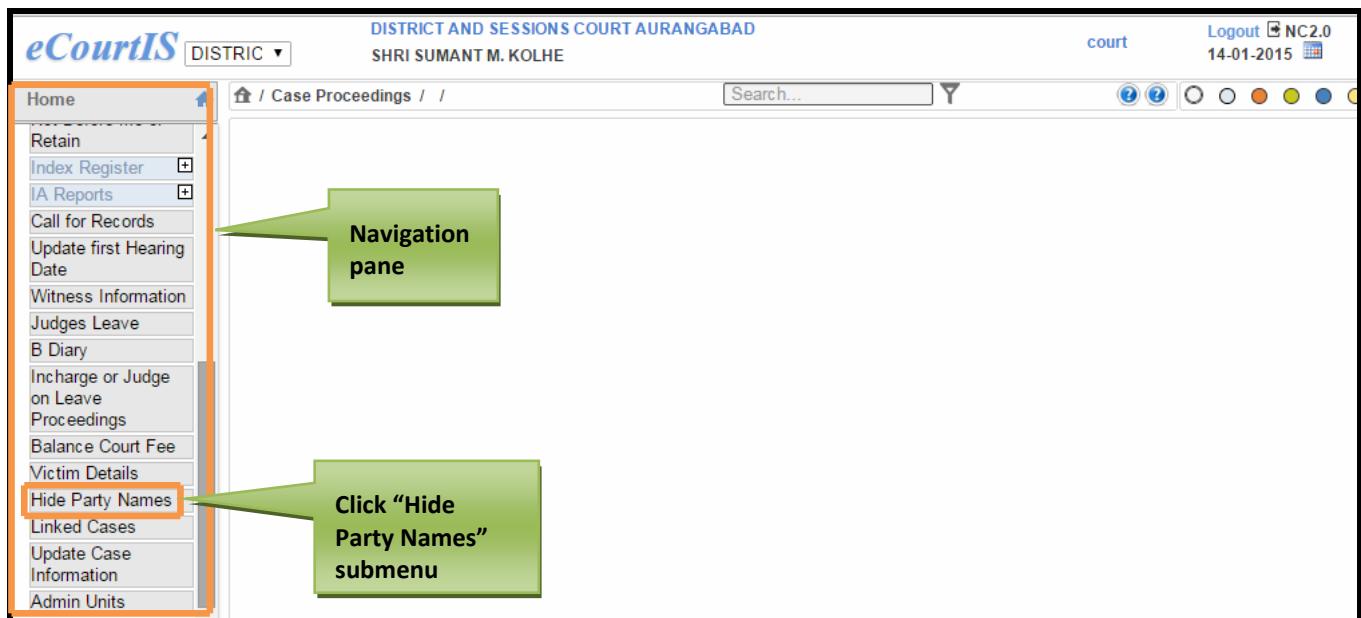


Figure 293: Navigation for "Hide Parties" screen

To access the **Hide Party Names** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Hide Party Names** sub menu. (Refer Figure Number 293)
- 3 When you Click **Hide Party Names** sub menu, the "**Hide Parties**" screen with **Case Number** as the selected option is displayed. (Refer to Figure Number 294)
- 4 Using this option, you can hide party names based on **Case Number** and **Today's Date** options.

Court User Manual

The screenshot shows a web-based application interface titled 'Court User Manual'. At the top, there is a navigation bar with links for 'Case Proceedings' and 'Hide Party Names'. Below the navigation bar is a search bar labeled 'Search...'. The main content area is titled 'Hide Parties'. It contains two radio button options: 'Case No.' (selected) and 'Todays Date'. A dropdown menu for 'Case Type' is open, showing 'Select' as the current choice. Below the dropdown are fields for 'Case No.' (containing '100003') and 'Year' (containing '2010'). A blue 'Go' button is positioned next to these fields. A blue 'Submit' button is located at the bottom of the form.

Figure 294: Hide Parties screen with 'Case Number' option

Procedure

Hide Parties using Case Number option

Follow the steps given below to hide **Party Names** using **Case Number** option:

1. Select the radio button for **Case Number** option. Select the **Case Type** from the **Case Type** select box.
2. Enter the **Case Number** and Year.
3. Click **Go** button. The system will display the **list of Party Names** present in the selected **Case Type**. (Refer to Figure Number 295)

The screenshot shows the same 'Hide Parties' screen as Figure 294, but now the 'Case Type' dropdown is set to 'Civil Appeal-1'. The 'Case No.' field contains '100003' and the 'Year' field contains '2010'. Below the form, a table displays a list of party names, each preceded by a checkbox. The table has five rows:
1. Shankarlal Papalal Jaiswal(MP)
2. Madanlal Shrikishanlal Jaiswal(MR)
3. Shardabai Shankarlal Jaiswal-(EP)
4. Deepak Shankarlal Jaiswal-(EP)
5. Shamkalabai Shrikishanlal Jaiswal-(ER)

Figure 295: Hide Parties screen with Party Names

4. Select the check box of **one or more Party Names** that you want to hide for the selected **Case**. (Refer to Figure Number 296)

Court User Manual

The screenshot shows the 'Hide Parties' screen. At the top, there are two radio buttons: 'Case No.' (selected) and 'Todays Date'. Below them are dropdown menus for 'Case Type' (set to 'Civil Appeal-1') and 'Year' (set to '2010'). A 'Go' button is next to the year dropdown. A table lists five party names, each with a checkbox. The first four checkboxes are checked, while the fifth is unchecked. The table has columns for the checkbox and the party name. A 'Submit' button is at the bottom of the table.

Figure 296: Hide Parties screen with Party Names

5. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.
6. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

1. Hide Parties using Today's Date option

Follow the steps given below to hide **Party Names** using **Today's Date** option:

1. Select the radio button for **Today's Date**.
2. The system will display the **radio buttons for Civil and Criminal** options and the **Case Number** select box.
3. If you choose the **Civil** radio button, then the system will load the **Case Numbers** of the **Civil cases**.
4. If you choose the **Criminal radio button**, then the system will load the **Case Numbers** of the **Criminal cases**.

The screenshot shows the 'Hide Parties' screen. The 'Case No.' radio button is selected. Below it are two radio buttons: 'Civil' (selected) and 'Criminal'. A dropdown menu for 'Case No.' is open, showing the option 'Select'. A 'Submit' button is at the bottom.

Figure 297: Hide Parties screen with 'Today's Date' option

5. Select the radio buttons for **Civil** or **Criminal** cases. The system will load cases according to your selection.
6. Select the **Case Number** from the select box. The system will display the list of **Party Names** present in the selected Case Number.
7. **Select the check box of one or more Party Names that you want to hide.**

Court User Manual

8. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.
 9. ***The mandatory field is marked with an asterix*. Please fill the mandatory fields.***
2. **Hide Parties using Case No. option**
- Follow the steps given below to hide **Party Names** using **Case No.** option:
- 1 Select the case type from the **Case Type** select box.
 - 2 Enter the case number for which you want to hide the party names of the selected case, type in the **Case No.** field.
 - 3 Enter the year of registration in the **Year** field.
 - 4 Click **Go.** (Refer to Figure Number 298)

The screenshot shows a web-based application window titled "Hide Parties". At the top, there are two radio buttons: "Case No." (selected) and "Todays Date". Below them is a dropdown menu labeled "Case Type" with "Civil Appeal-1" selected. Next is a text input field for "Case No." containing "100075", and a text input field for "Year" containing "2010". To the right of these fields is a blue "Go" button. Below these controls is a table listing 15 party names, each preceded by a checkbox. The first checkbox is checked, indicating it is selected for hiding. The names listed are: Uttamrao Patilba Gorade(MP), Dhanraj Uttamrao Gorade(MR), Raosaheb Uttamrao Gorade-(EP), Prakash Uttamrao Garade-(EP), Vimalbai Uttamrao Gorade-(ER), Rekha Vishnu Pawar-(ER), Anusayabai Patilba Gorade-(ER), Kushavartabai Tejrao Sultane-(ER), Ananda Patilba Gorade-(ER), Drupadabai Baburao Pawar-(ER), Parvatabai Bhagwan Sapkal-(ER), Bajirao Sandu Pawar-(ER), and Sakhrabai Keshavrao Shinde-(ER). At the bottom of the table is a blue "Submit" button. On the far left edge of the window, there is a vertical blue bar with the white text "SHOW MENU".

Figure 298: Hide Parties using Case No. option

- 5 The list of the **Party Name** is displayed. Use the scroll bar to see all the names. Select the check box of the **Party Names** that you want to hide for the selected case type.
- 6 Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
- 7 ***All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.***

7.22. Linked Cases

This feature provides the facility to club together similar type of cases for a common hearing or disposal etc.

For example, Cases having the same Party, same Accident Date etc. need to be clubbed together for a common hearing, disposal etc.

Using the “Case Type Label” option in the **Master module**, you can define the extra labels that are required for that particular Case type. This information is captured during “Case Extra Info” (**Registration module**).

For example, If the Case type is **M.A.C.P.** then, we can capture extra information like **Vehicle number**, **License Number** etc. using the “Case Extra Info” (**Registration module**) option. When the **Case Type** is selected, the extra labels defined in the “Case Type Label” option for that particular Case type are displayed in the list, for example, in case of M.A.C.P. cases, the vehicle number, license etc. will be displayed in the list box.

Select the label on which the search has to be performed and enter the search string in the Search box. Click on the “Go” button, to display the Cases satisfying the search criteria on the screen.

These cases are grouped together. These cases can be linked together by clicking on the respective checkboxes. In case of linked cases we observe the following:

- If the case is transferred then, all the cases linked with that case are transferred automatically to the same Judge.
- If the case is disposed off, all the cases linked with that case are disposed off automatically.
- If one of the cases is given a particular Next Date then, all the cases linked with that case are given the same Next Date.

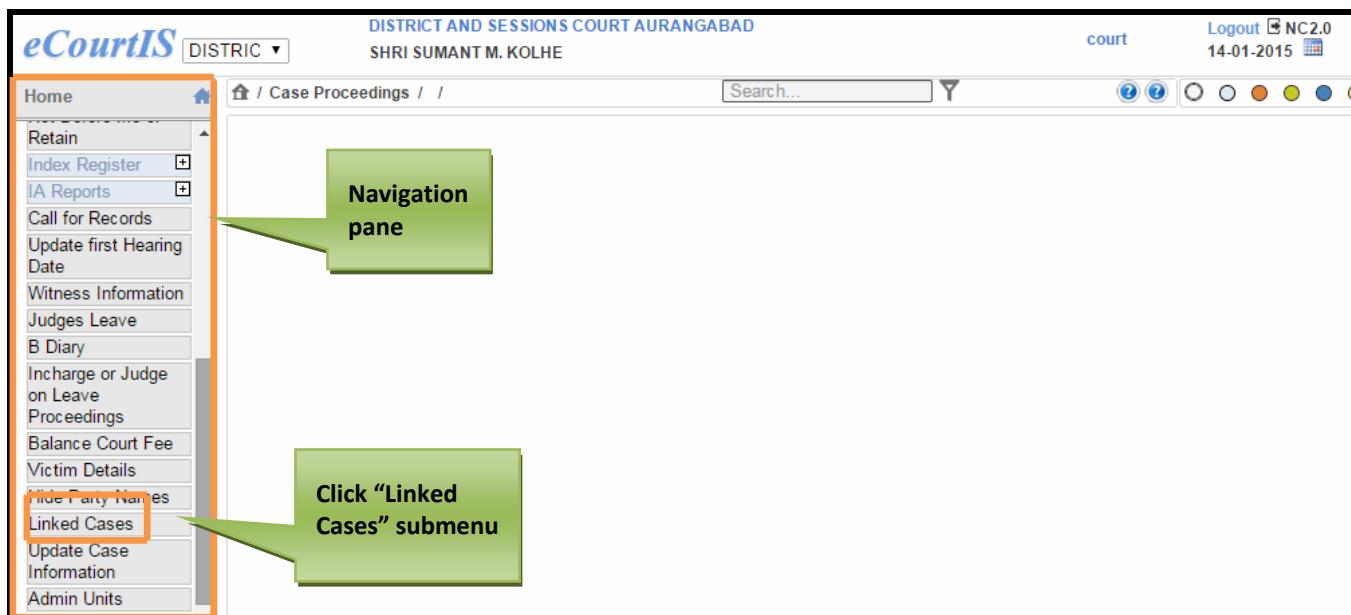


Figure 299: Navigation for "Linked Cases" screen

Court User Manual

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

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Linked Cases** sub menu. (**Refer Figure Number 299**)
- 3 When you click **Linked Cases** sub menu, the “**Linked Cases**” screen with **Case Number** as the selected option is displayed. (**Refer to Figure Number 300**)

SHOW MENU

Case Proceedings / Linked Cases / Add

Linked Cases

*Case No. FIR No.

*Case Type: Select

*Case No.: *Year: Go

*Case Type: Select

*Case No.: *Year: Go

Submit

Figure 300: Linked Cases (Add)

Procedure

- 1 By default, **Case No.** is displayed as the selected option.
- 2 To link cases using the **FIR No.** select the FIR radio button.
- 3 Select the case type from the **Case Type** select box.
- 4 Enter the case number, to link cases in the **Case Number** field.
- 5 Enter the year of registration in the **Year** field.
- 6 Click **Go** button. The **Petitioner** and the **Respondent** of the selected case type is displayed. (**Refer to Figure given below 301**)

SHOW MENU

Case Proceedings / Linked Cases / Add

Linked Cases

*Case No. FIR No.

*Case Type: Civil Appeal-1

*Case No.: 100003 *Year: 2010 Go

Shankarlal Papalal Jaiswal vs Madanlal Shrikishanlal Jaiswal

*Case Type: Select

*Case No.: *Year: Go

Submit

Figure 301: Linked Cases screen with Petitioner and Respondent details

Court User Manual

7. To link a similar case to the selected case type selected in step 3, 4 and 5, select the case that you want to link, from the **Case Type** select box in the second block. (Refer to Figure Number 301a)

Case Proceedings / Linked Cases / Add

Search...

Case No. FIR No.

* Case Type: Civil Appeal-1

* Case No.: 100003 * Year: 2010 Go

Shankarlal Papalal Jaiswal vs Madanlal Shrikishanlal Jaiswal

* Case Type: Select

* Case No.: [] * Year: [] Go

Submit

Select the similar case to be linked to the Case selected in steps 1 to 5.

Figure 301a: Linked Cases screen

8. Select the case type from the **Case Type** select box.
9. Enter the case number in the **Case Number** field.
10. Enter the year of registration in the **Year** field.
11. Click **Go** button. The **Petitioner** and **Respondent name** of the selected case type is displayed.
12. Click **Submit**. The system will display the Main case and the cases linked to it in a table format.
13. The details include the **Case Type**, **Case Number**, **Year**, **Petitioner**, and **Respondent** name of each case type. (Refer to Figure Number 301b)

Case Proceedings / Linked Cases / Add

Search...

Case No. FIR No.

* Case Type: Civil Appeal-1

* Case No.: 100003 * Year: 2010 Go

Shankarlal Papalal Jaiswal vs Madanlal Shrikishanlal Jaiswal

1	<input checked="" type="checkbox"/> Civil Appeal/100003/2010 (Shankarlal Papalal Jaiswal Vs Madanlal Shrikishanlal Jaiswal)
2	<input checked="" type="checkbox"/> Civil Appeal/100037/2010 (Sonaji Gemaji Sapkal Vs Mansaram Gemaji Sapkal)

* Case Type: Select

* Case No.: [] * Year: [] Go

Submit

Figure Number 301b: Link cases to Main case

14. To link more cases, repeat steps number 7, 8, 9 and 10 of the procedure.
15. When you select the radio button for **FIR Number option**, the system will display the **Police Station Code**, **FIR Number**, and **Year** fields. (Refer to Figure Number 301c)

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The screenshot shows a search interface titled "Linked Cases". It includes fields for "Case Type" (set to "Civil Appeal-1"), "Case No." (containing "100075"), "Year" (containing "2010"), and "Police Station Code" (containing "AJINTHA-32"). There are also fields for "FIR No." and "Year". A blue "Submit" button is located at the bottom right.

Figure Number 301c: Link cases using FIR No.

16. Select the **Police Station Code**, Enter the **FIR Number**, **Year**, and Click **Go**.
17. Click **Submit** to link the case to the main case.
18. **The mandatory fields are marked with an asterisk(*). Please fill all mandatory fields.**

7.23. Update Case Information

This feature will provide the facility to modify or update case information entered in the **Registration** module. The system will display only those cases which are already registered by the user. The system will display all the case information in the 11 tabs. By default, the system will display the details of the Petitioner tab.

This option is common for Modifying Registered Civil Cases as well as Criminal Cases.

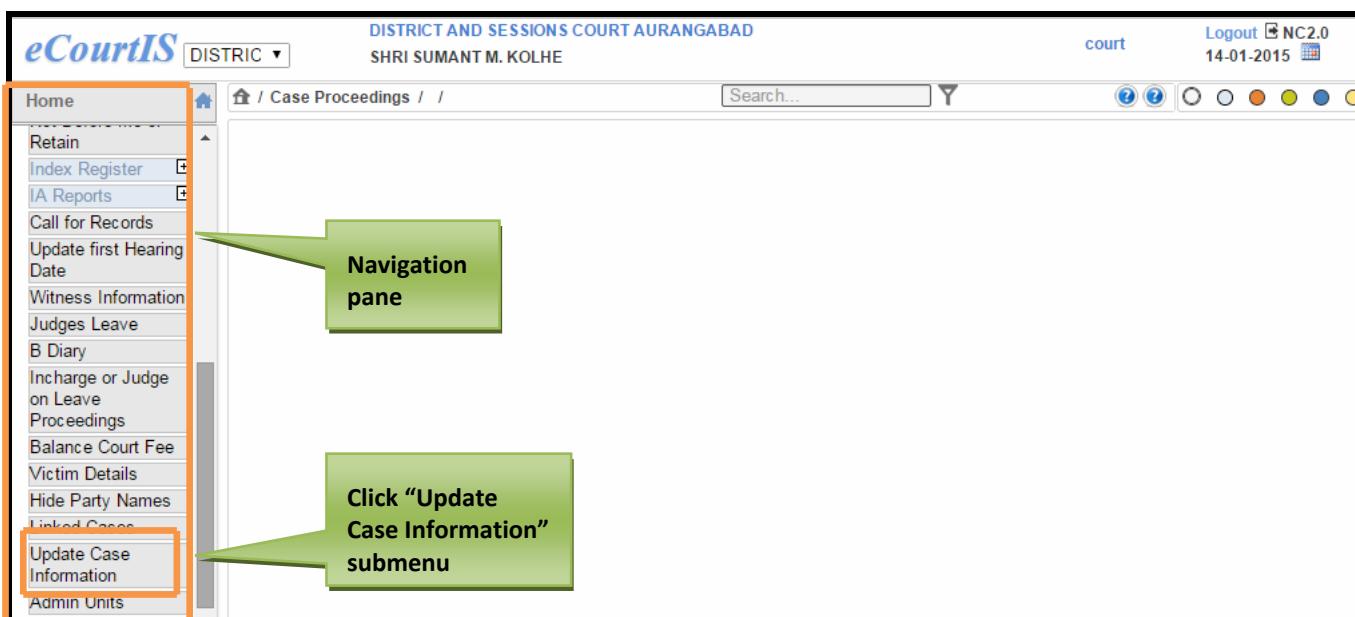


Figure 302: Navigation for "Case Registration" screen

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To access the **Update Case Information** screen, follow the steps given below:

- 1 On the **Navigation pane**, click the **Case Proceeding** menu.
- 2 Then, click the **Update Case Information** sub menu. (**Refer Figure Number 302**)
- 3 When you click **Update Case Information** sub menu, the “**Case Registration**” screen is displayed. (**Refer to Figure Number 303**)

The screenshot shows the 'Case Proceedings / Update Case Information' screen. At the top, there are dropdown menus for 'Case Type' (Civil M.A.-3), 'Registration No.' (100172), and 'Year' (2015). A 'Go' button is next to the year dropdown. Below these are several tabs: Petitioner (highlighted with an orange border), Respondent, Extra Information, Subordinate Court, Act-Section, Extra Party, Case Details, Search Caveat, and Registration. The 'Petitioner' tab is active. The form contains the following fields:
- Organisation Details: *Plaintiff: Gurunanak Industries
- Relation: Father, Mother, Husband, None/Other
- Age: 35, Physical Handicapped:
- Caste: Select
- Name of Advocate: Narwadkar M. D.
- Email: gurunanak@gmail.com
- Address: 5.5.29, Kranti Chowk, Aurangabad
- District: Aurangabad-19
- Town: Select
- Taluka: Aurangabad-5
- Police Station Code: KRANTI CHOWK-2
- Gender: Male, Female, Other
- Name:
- Date of Birth: 01-12-1980
- Extra Party Petitioner Count:
- Bar Registration Number:
- Mobile No.: 9999999998
- Pincode: 411011
- Ward: Select
- Village: -80746
- UID No.: 411441246525
At the bottom left, there are two boxes in Marathi:
- *वादी: गुरुनानक औंदेयोगिक
- *पता: कृष्ण रामचंद्र चौक, औरंगाबाद
At the bottom right, there are two boxes in Marathi:
- वडाल/आई/पती चे नाव:
- वकिलाचे नाव: सरवाडकर एम. ही.
A 'Save' button is located at the bottom center.

Figure 303: Case Registration screen

- 4 In the **Case Registration** screen, there are 11 tabs for the process of **Case Registration**. (See highlighted area in figure number 303)
- 5 By default, the details in the **Petitioner tab** are seen. (**Refer to Figure Number 303**)
- 6 These tabs have been explained in detail in **Case Registration** section.
- 7 Here you can update the information that has been added for the selected case. As you click **Next**, the next tab with all the added information is displayed. You can update the existing Case Information.
- 8 In the last tab which is the **Registration** tab, click **Save** to submit updated the details.
- 9 **The mandatory fields are marked with an asterisk(*)**. Please fill the mandatory fields.

7.24. Admin Units

This feature provides the facility to assign **Admin Units** to a **Judge** for a given time period. The options included are:

1. **Admin Units (Add)**
2. **Admin Units (Modify)**
3. **Admin Units (Delete)**

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4. Admin Units (Report)

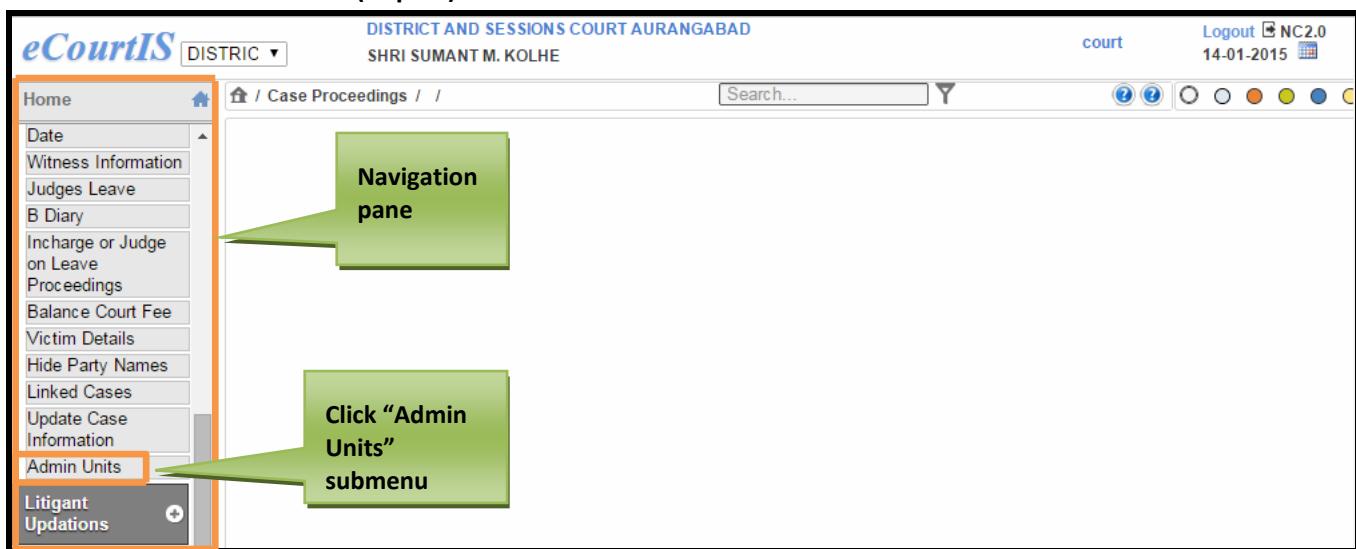


Figure 304: Navigation for "Admin Units" screen

To access the **Admin Units** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Case Proceeding** menu.
- 2 Then, click the **Admin Units** sub menu. (Refer Figure Number 304)
- 3 When you click **Admin Units** sub menu, the “**Admin Units (Add)**” screen is displayed. (Refer to Figure Number 305)

7.24.1. Admin Units (Add)

This option provides the facility to assign an **Admin Unit** to a Judge for a given period of time.

The screenshot shows the 'Admin Units (Add)' screen. The title bar indicates the path: 'Case Proceedings / Admin Units / Add'. The main form is titled 'Admin Units' and contains the following fields:

- *Court Name: Select dropdown menu
- *Admin Unit Sr. No.: Text input field
- *From Date: Calendar control
- *To Date: Calendar control
- *Type of Work: Select dropdown menu
- *Units: Text input field

A blue button labeled 'SHOW MENU' is located on the left side of the form. A 'Submit' button is at the bottom right.

Figure 305: Admin Units (Add) screen

Procedure

To Add an **Admin Unit**, follow the steps given below:

1. Select the court name from the **Court Name** select box.
2. The **Admin Unit Sr. Number** is displayed automatically.
3. Select **From Date** and **To Date** with the help of calendar control.

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4. Select the **Type of Work** from the **Type of Work** select box.
5. Enter the number of **Units**.
6. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.
7. **The mandatory field is marked with an asterix (*). Please fill the mandatory fields.**

7.24.2. Admin Units (Modify)

This feature provides the facility to **update** or **modify** the already added **Admin Units** details.

The screenshot shows a web-based application interface for modifying Admin Units. At the top, there's a navigation bar with links for Case Proceedings, Admin Units, and Modify. On the far right of the header are various icons for search, refresh, and other system functions. Below the header is a toolbar with a magnifying glass icon for search, and icons for add (+), edit (pencil), delete (cross), and print (document). The main content area is titled "Admin Units". It contains several input fields: "Court Name" (select dropdown, marked with an asterisk *), "Admin Unit Sr. No." (select dropdown, marked with an asterisk *), "From Date" (text input field with calendar icon), "To Date" (text input field with calendar icon), "Type of Work" (select dropdown, marked with an asterisk *), and "Units" (text input field). At the bottom right of the form is a blue "Submit" button. On the left side of the page, there's a vertical blue bar labeled "SHOW MENU".

Figure 306: Admin Units (Modify) screen

Procedure:

To modify the **Admin Units** follow the steps given below:

1. Click the **Edit icon**  located on the upper right corner of the menu bar. The system will display the **Admin Units (Modify)** screen.
2. Select the court name from the **Court Name** select box.
3. Select the **Admin Unit Sr. Number** from the select box.
4. The **Admin Units** that have been added for the selected court name is displayed.
5. You can now **modify** the existing **Admin Units** details.
6. Click **Submit** to save the data into the system. The system will display the message, “**Addition Successful**”.
7. **The mandatory field is marked with an asterix (*). Please fill the mandatory fields.**

7.24.3. Admin Units (Delete)

This feature provides the facility to **delete** or **undelete** the **Admin Units** that already exists in the system.

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The screenshot shows the 'Admin Units' delete screen. At the top, there's a breadcrumb navigation: Home / Case Proceedings / Admin Units / Delete. A search bar and various system icons are at the top right. On the left, a blue vertical bar labeled 'SHOW MENU' is visible. The main area has a title 'Admin Units'. It contains several input fields with asterisks indicating they are mandatory:

- *Court Name: 1-PRINCIPAL DISTRICT AND SESS
- *Admin Unit Sr. No.: 2
- *From Date: 01-01-2014
- *To Date: 30-04-2014
- *Type of Work: Legal Work-2
- *Units: 4.00

Below the fields are two radio buttons: Delete and Undelete. At the bottom right is a blue 'Submit' button.

Figure 307: Admin Units (Delete) screen

Procedure

1. Click **Delete** icon  located on the upper right corner of the menu bar. The **Admin Units (Delete)** screen is displayed. (Refer to Figure Number 307)
2. Select the court name from the **Court Name** select box.
3. Select the **Admin Unit Sr. Number** from the **Admin Unit Sr. Number** select box.
4. The existing details of the **Admin Units** are displayed.
5. Select the **Delete** button to **delete an Admin Unit**. The details though deleted will remain in the database and can be retrieved if required.
6. Select the **Undelete** button to retrieve the deleted **Admin Unit** details.
7. The system will display the message, "**Deleted Successfully**" for deleted cases.
8. The system will display the message, "**Undeleted Successfully**" for the retrieved cases.
9. Click **Submit** to save the data into the system. The system will display the message, "**Deletion Successful**".
10. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

7.24.4. Admin Units (Reports)

This option provides the facility to view the **Report** which includes all **Admin Unit** details.

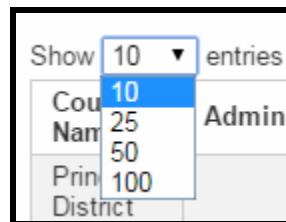
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The screenshot shows a web-based application window titled "Case Proceedings / Admin Units / Report". At the top, there is a menu bar with icons for search, copy, CSV, and Excel. Below the menu is a toolbar with buttons for search, copy, CSV, and Excel. A message bar at the top says "Show 10 entries". The main area contains a table with the following columns: Court Name, Admin Unit Sr. No., From Date, To Date, Type of Work, and Units. The table lists ten entries for "District Judge-7 and Addl. Sessions Judge, Abad." with various dates and unit counts. At the bottom of the table, it says "Showing 1 to 10 of 10 entries".

Court Name	Admin Unit Sr. No.	From Date	To Date	Type of Work	Units
District Judge-7 and Addl. Sessions Judge, Abad.	9	01-05-2015	31-08-2015	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	7	01-01-2015	30-04-2015	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	5	01-09-2014	31-12-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	3	01-05-2014	31-08-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	1	01-01-2014	30-04-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	10	01-05-2015	31-08-2015	Departmental inquiry norms for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	8	01-01-2015	30-04-2015	Departmental inquiry norms for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	6	01-09-2014	31-12-2014	Departmental inquiry norms for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	4	01-05-2014	31-08-2014	Departmental inquiry norms for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	2	01-01-2014	30-04-2014	Departmental inquiry norms for Presenting officer	4.00

Figure 308: Admin Units (Reports)

1. Select the **Report** icon located on the upper right corner of the menu bar.
2. The **Admin Units Report** is displayed. (**Refer to Figure Number 308**)
3. **Show Entries select box:** The **Show Entries** select box provides the facility to view 10, 25, 50, and 100 numbers of entries. The system will display the number of entries you select from the select box. (**Refer to Figure given below**)



4. **Search box:** If you want to search specific details in the **Admin Unit** report, then enter a part of the name or the whole name as search criteria in the **Search box**. The system will search using the search criteria and display the **Admin Unit details** in the report.
5. The **Search box** is located above the table at the top right corner of the **Admin Unit Report**.
6. The **Report** will display the details given below:
 - a. Court Name
 - b. Admin Unit Sr. No.
 - c. From Date
 - d. To date

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- e. Type of Work
 - f. Units
7. You can sort the details of each column of the report. To sort, Click the arrow buttons placed towards the upper right corner of the table. You can sort the details in ascending and descending order.
8. **For example**, to sort Court Name column, click the arrow  to sort the details of the column. (**Refer to the Figure given below**)



9. Click **upper arrow** to sort the Court Name in **ascending order** and **lower arrow** for **descending order**.
10. Click **Previous** to view the previous page and **Next** to view the next page.



11. To **Copy** the Report, Click the  button. The Report will be copied to the clipboard. The system will display the message "**Table Copied**". (**Refer to Figure number 308a**)

Court Name	Admin Unit Sr. No.	From Date	To Date	Type of Work	Units
District Judge-7 and Addl. Sessions Judge, Abad.	9	01-05-2015	31-08-2015	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	7	01-01-2015	30-04-2015	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	5	01-09-2014	31-12-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	2	01-05-2014	21-08-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	1	01-01-2014	30-04-2014	Administrative Work	8.00
District Judge-7 and Addl. Sessions Judge, Abad.	10	01-05-2014	30-04-2014	Departmental inquiry reports for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	8	01-01-2014	30-04-2014	Departmental inquiry reports for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	6	01-05-2014	30-04-2014	Departmental inquiry reports for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	4	01-05-2014	30-04-2014	Departmental inquiry reports for Presenting officer	4.00
District Judge-7 and Addl. Sessions Judge, Abad.	2	01-01-2014	30-04-2014	Departmental inquiry reports for Presenting officer	4.00

Figure Number 308a: "Table Copied" message

12. Click  button to save the Report in your desired destination. The "**Save As**" window is displayed. (**Refer to Figure Number 308b**)

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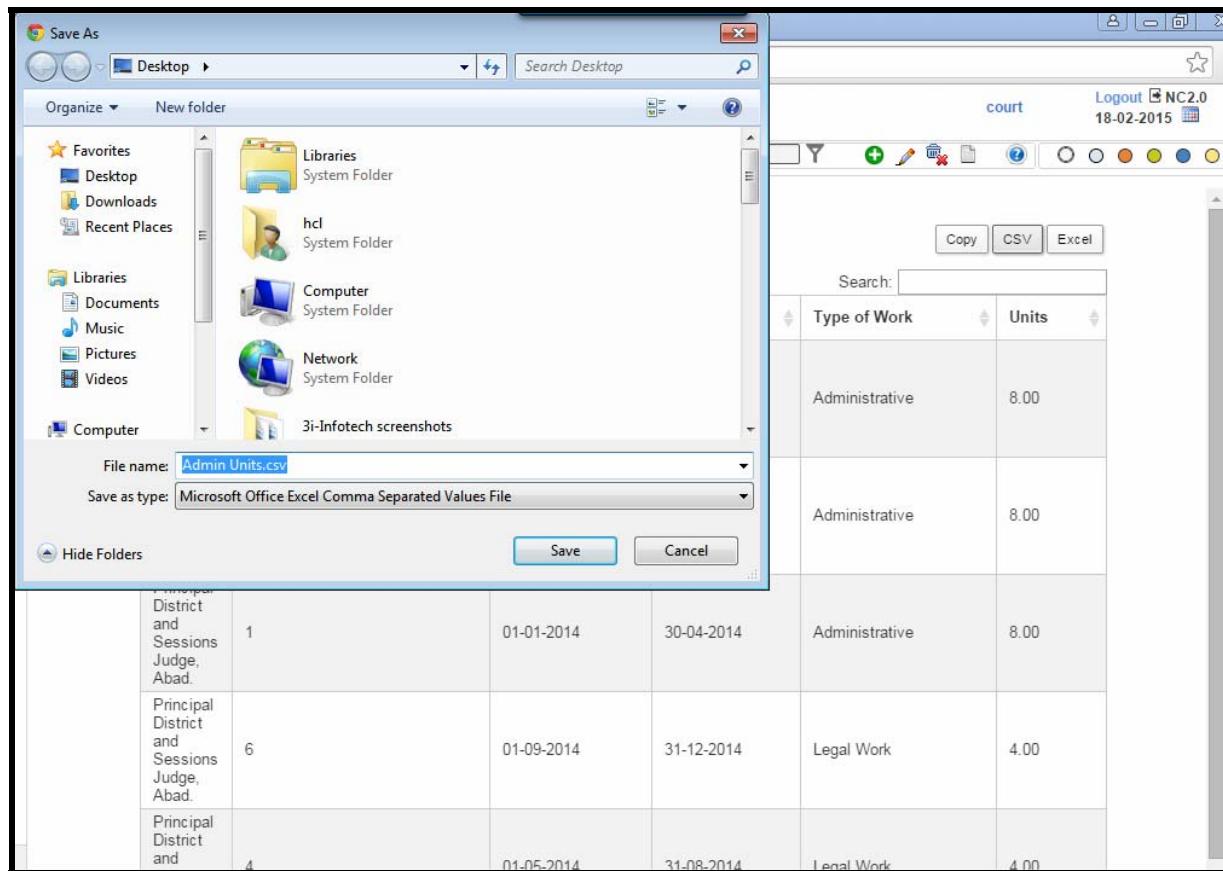


Figure Number 308b: "Save As" dialog box

13. To **Save** the Report; Choose the destination such as Desktop or Documents, give a name to the Report in **File Name** text box, and Click **Save**.



14. Click **Excel** button, to save the **Report** in excel format. Follow step 13 for the same.

7.25. *Urgent Case*

High Court / Supreme Court directs to disposed matter in stipulated period. Such matters called Time Bound matters or Urgent matters. Software provides facility to sort out the urgent matters so that disposal of that matter could be achieved on urgent basis.

This feature provides the facility to **mark a case as urgent**.

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

- 1 On the **Navigation pane**, click the **Case Proceeding** menu.
- 2 Then, click the **Urgent Case** sub menu. (**Refer Figure Number 309**)
- 3 When you click **Urgent Case** sub menu, the "**Urgent Case**" screen is displayed. (**Refer to Figure Number 310**)

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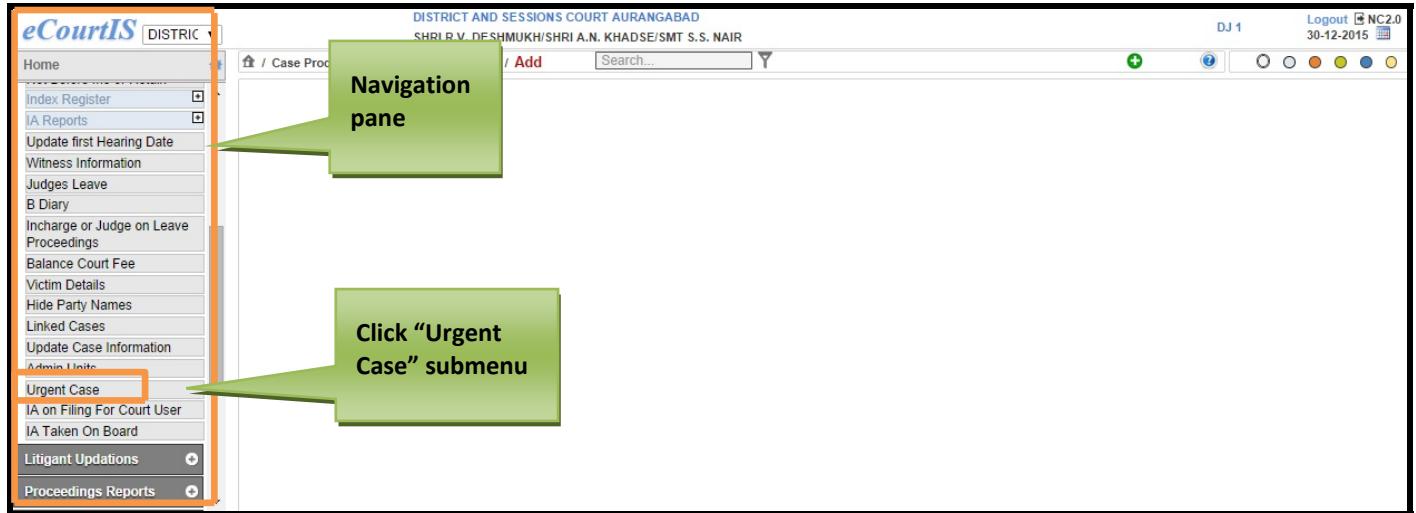


Figure 309: Navigation for "Urgent Case" screen



Figure 310 : Urgent Case Screen

Procedure

1. Select the case type from the **Case Type** select box.
2. Enter the case number, of the selected case type in **Case Number** field.
3. Enter the year of registration in the **Year** field. Click **Go** button. The **Petitioner** and the **Respondent** of the selected case type is displayed (**Refer to figure no 311**).
4. Check the checkbox **urgent**, to make the matter urgent, and click on submit button to save the information in the system. System will display the message **Modification successful**.

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The screenshot shows the 'Urgent Cases' section of the court user interface. It includes fields for Case Type (Civil M.A.-3), Case No. (100269), Year (2015), Petitioner Name (Syed Ahmed Syed Gulab), Respondent Name (Shaikh Abdul Ajaj Haji Abdul Raheman), and an Urgent checkbox. A 'Submit' button is at the bottom.

Figure 311 : Urgent Case screen with details

7.26. IA on Filing for Court User

This feature provides the facility to file an IA with the case.

To access the IA on Filing for Court User screen, follow the steps given below:

- 1 On the Navigation pane, click the Case Proceeding menu.
- 2 Then, click the IA on Filing for Court User sub menu. (Refer Figure Number 312) .
- 3 When you click IA on Filing for Court User sub menu, the “IA on Filing for Court User” screen is displayed. (Refer to Figure Number 313).



Figure 312: Navigation for "IA on Filing for Court User" screen

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The screenshot shows a web-based application interface for filing an Interlocutory Application (IA). At the top, there's a navigation bar with icons for home, back, forward, and search. Below it, the title 'Case Proceedings / IA on Filing For Court User / Add' is displayed. A search bar with placeholder text 'Search...' is also present. The main content area has a header 'Interlocutory Application Filing'. Underneath, there are two radio buttons: 'Civil' (selected) and 'Criminal'. A dropdown menu labeled 'Case Type:' with the option 'Select' is shown. Below that, there are two input fields: 'Case No.' and 'Year', both with pink backgrounds, followed by a blue 'Go' button.

Figure 313 : IA on Filing For Court User screen

Procedure

1. By default, **Civil** is displayed as the selected option.
2. Click on **Criminal** radio button to file an IA on Criminal case.
3. Select the case type from the **Case Type** select box.
4. Enter the case number, of the selected case type in **Case Number** field.
5. Enter the year of Registration in the **Year** field. Click the **Go** button. The **Petitioner**, the **Respondent** and the **Court no.** of the selected case type is displayed (**Refer to figure no 314**).
6. By default, system generated **IA No.** is displayed with the year.
7. Enter the fields on first tab **Interlocutory Application filing** and click on next button, it will automatically jump to next tab **Party Applying details** (**Refer to figure no 315**).
8. Check the checkbox against the party name and click on this button, this will add the selected party from the left panel to the party applying details box.
9. Select the main party by selecting the radio button in party applying details box; or else one can mention other main party by entering the name in given text box(**Refer to figure no. 315**).
10. Repeat the step no 8 and 9 to select the **Party against Details**.
11. After selecting the main parties click on next button. It will take to the next tab **IA details** (**Refer to figure no. 316**).
12. After entering the fields click on next button, it will automatically go to the **summary** tab.
13. **Summary** tab shows all the summary of the entered information (**Refer to figure no. 317**).
14. Click on **register ia** button to register the IA. System will display the message **Addition successful with IA filing no.**

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The screenshot shows the 'IA on Filing For Court User / Add' screen. At the top, there are tabs: 'Interlocutory Application Filing', 'Party Applying Details', 'Ia Details', and 'Summary'. Below the tabs, there are radio buttons for 'Civil' and 'Criminal', with 'Civil' selected. A dropdown menu for 'Case Type' shows 'Civil M.A.-3'. A text input for 'Case No.' contains '100269' and a dropdown for 'Year' shows '2015'. A blue 'Go' button is next to these fields. Below this, the 'Petitioner' is listed as 'Syed Ahmed Syed Gulab', the 'Respondent' as 'Shaikh Abdul Ajaj Haji Abdul Raheman', and the 'Court No.' as '1'. A horizontal line separates this from the next section.

Party Applying Details:

- *IA Filing on No.: 00001 2015
- *Act: Arbitration Act
- Under Section: 23
- Prayer: -1
- IA Classification: Select
- Court Fee: 500
- Relief Claimed: Plaints No.1 Money Lent.1 The plaintiff claims rupees with interest at percent from the day of 199

A blue 'Next' button is located at the bottom right of this section.

Figure 314 : IA on Filing for Court User screen with details

The screenshot shows the 'Party Applying Details' tab. On the left, there is a sidebar with a 'SHOW MENU' button. The main area has two tables:

Party Applying Details:

Party Name	Advocate	Main Party
Other Main Party	Advocate	<input checked="" type="radio"/>
State of Maharashtra(MP)	A. P. P.	<input type="radio"/>

Party Against Details:

Party Name	Advocate	Main Party
Other Main Party	Advocate	<input checked="" type="radio"/>
Mangesh Chindha Niakm(MR)	Bhosale K.G.	<input type="radio"/>

A blue 'Next' button is located at the bottom right of the table area.

Figure 315 : IA on Filing for Court User screen Party Applying Details Tab

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This screenshot shows the 'IA on Filing For Court User' interface with the 'IA Details' tab selected. The form includes fields for Date of Filing (30-12-2015), Date of Hearing (31-12-2015), Purpose of Listing (Additional Issues-37), and Sub Purpose (Select). A 'Next' button is visible at the bottom right.

Figure 316 : IA on Filing for Court User screen IA Details Tab

This screenshot shows the 'IA on Filing For Court User' interface with the 'Summary' tab selected. It displays detailed information about the case, including the petitioner (Syed Ahmed Syed Gulab), respondent (Shaikh Abdul Ajah Haji Abdul Raheman), court number (1), act (Arbitration Act), under section (23), relief claimed (Plaintiffs No.1 Money Lent.1 The plaintiff claims rupees with interest at percent from the day of 199), case type (Civil M.A.-3/100269/2015), and court fee (500). Below this, there are tabs for 'Party Applying Details' and 'IA Details'. A large blue circular button labeled 'REGISTER IA' is centered at the bottom.

Figure 317 : IA on Filing For Court User screen Summary Tab.

7.27. IA Taken On Board

In case of some urgency, the advocate may request the court to take up the matter on the current date, without waiting for the next date. On the directions of the court, the matter can be taken up on the board. This taken on board option is used to postpone the hearing of the IA to the current date. The next date of the selected IA will be replaced by the current date. The IA can then be viewed on the Daily Board/Cause list and further proceedings in the court can take place.

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Figure 318: Navigation for "IA Taken On Board" screen

To access the **IA Taken on Board** screen, follow the steps given below:

1. On the Navigation pane, click the **Admin** menu.
2. Then, click the **IA Taken on Board** sub menu. (**Refer to Figure Number 318**).
3. When you click **IA Taken on Board** sub menu, the **IA Taken on Board** screen is displayed. (**Refer to Figure Number 319**).

The screenshot shows the "IA Taken On Board" screen. The URL in the address bar is "/Case Proceedings / IA Taken On Board / Add". The page has a header "IA Taken On Board". Below the header are three input fields: a dropdown for "Case Type" with "Select" as the placeholder, a text input for "Case No.", and a text input for "Year". There is also a "Go" button.

Figure 319 : IA Taken On Board screen

Procedure

1. Select the case you want to take on board from the **Case Type select box**.
2. Enter the case number from the **Case No.** Field. Enter the year of registration in the **Year** field.
3. Click **Go**. The system will display the **IA no.** drop down list. (**Refer to Figure Number 320**).
4. Select the IA from **IA no.** drop down list, and the system will display the details.
5. The details displayed are **Petitioner Name**, **Respondent Name**, **IAs of the case**, **Next Date**, **Last Business Date**, and **Purpose of Listing**.
6. Select the IA from **IA no.** drop down list.
7. Select the **Sub Purpose** from the **Sub Purpose** field.

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8. Select the **Date of Hearing** from the calendar control.
9. Click **Submit** to save the data into the system. The system will display the message, “**Taken on Board Successfully**”
10. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

The screenshot shows a web-based application interface titled 'IA Taken On Board'. At the top, there are dropdown menus for 'Case Type' (Civil M.A.-3), 'Case No.' (100269), 'Year' (2015), and 'IA No.' (1/2015). Below these, the 'Applying Party Name' is listed as Syed Ahmed Syed Gulab, and the 'Against Party Name' is Shaikh Abdul Ajaj Haji Abdul Raheman. The 'Next Date' is listed as 31-12-2015. Under 'Last Business Date', the 'Date of Hearing' is set to 31-12-2015. The 'Purpose of Listing' is set to 'Additional Issues-37', and the 'Sub Purpose' is 'Select'. A blue 'Submit' button is located at the bottom right of the form.

Figure 320 : IA Taken On Board screen with details

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 and so on. This option provides the facility to make such changes, on the directions of the court.

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8.1. Photo Upload

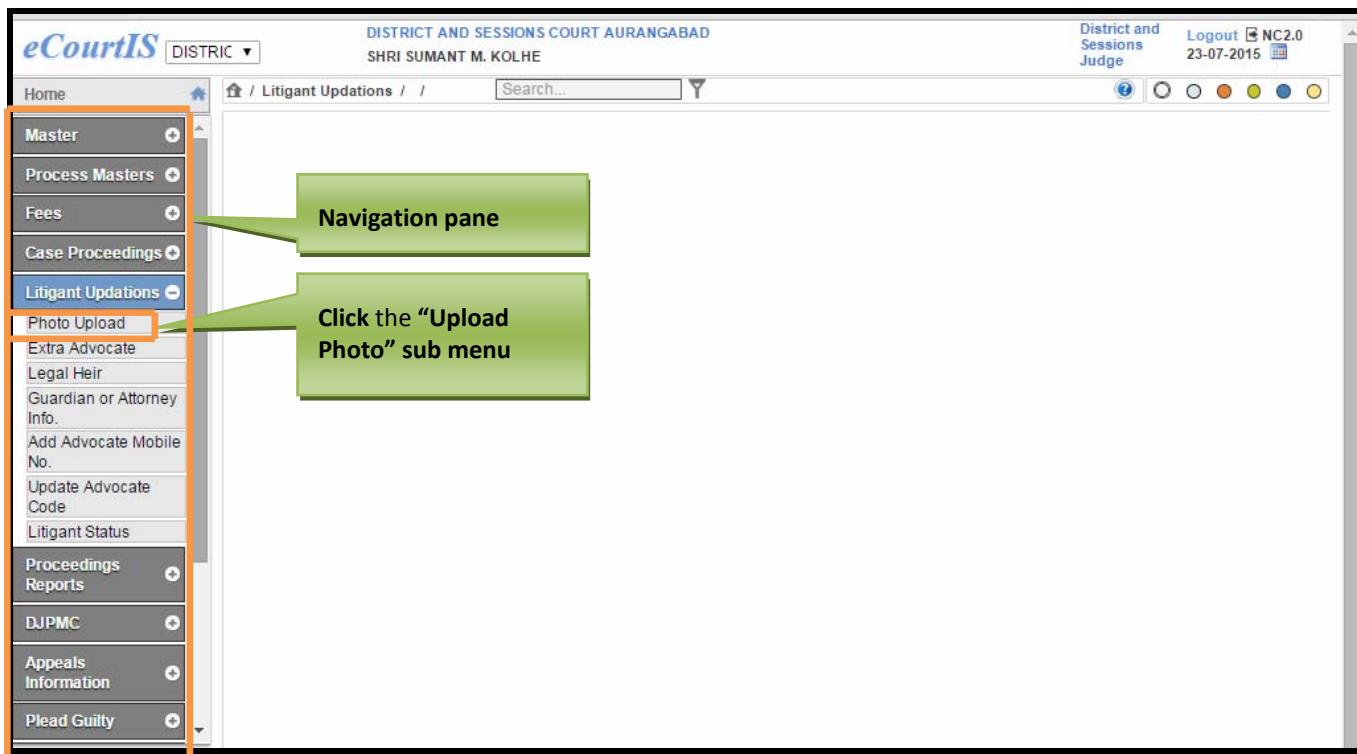


Figure 321: Navigation for "Photo Upload" screen

To access the **Photo Upload** screen, follow 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 321)
3. When you click **Photo Upload** sub menu, the “**Photo Upload**” screen is displayed. (Refer to Figure Number 322)

This screenshot shows the 'Photo Upload' screen. The title bar indicates the current location is 'Litigant Updations / Photo Upload / Add'. The main form is titled 'Photo Upload' and contains the following fields:

- *Case Type: A dropdown menu labeled 'Select'.
- *Case No.: An input field for entering the case number.
- *Year: An input field for entering the year of the case.
- *Party Name: A dropdown menu labeled 'Select'.
- *Upload: A file upload input field with the placeholder 'Choose File' and 'No file chosen'.
- A progress bar showing '0%' completion.
- A blue 'Upload' button at the bottom right.

Figure 322: Photo Upload screen

Procedure:

1. Select the case type from the **Case Type** select box.
2. Enter the case number of the selected case type, to upload a photo, in the **Case No.** field and year of the case in **Year** field and click **Go**.

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Figure Number 322a: Photo Upload screen with details

3. The party names are loaded in the **Party Name** select box.
4. Select the party name from the **Party Name** select box.
5. To upload the photo, click **Choose File** button. The '**Open**' dialog box is displayed.
6. Select the destination from where you want to upload the photo. (**Refer to Figure Number 322b**)

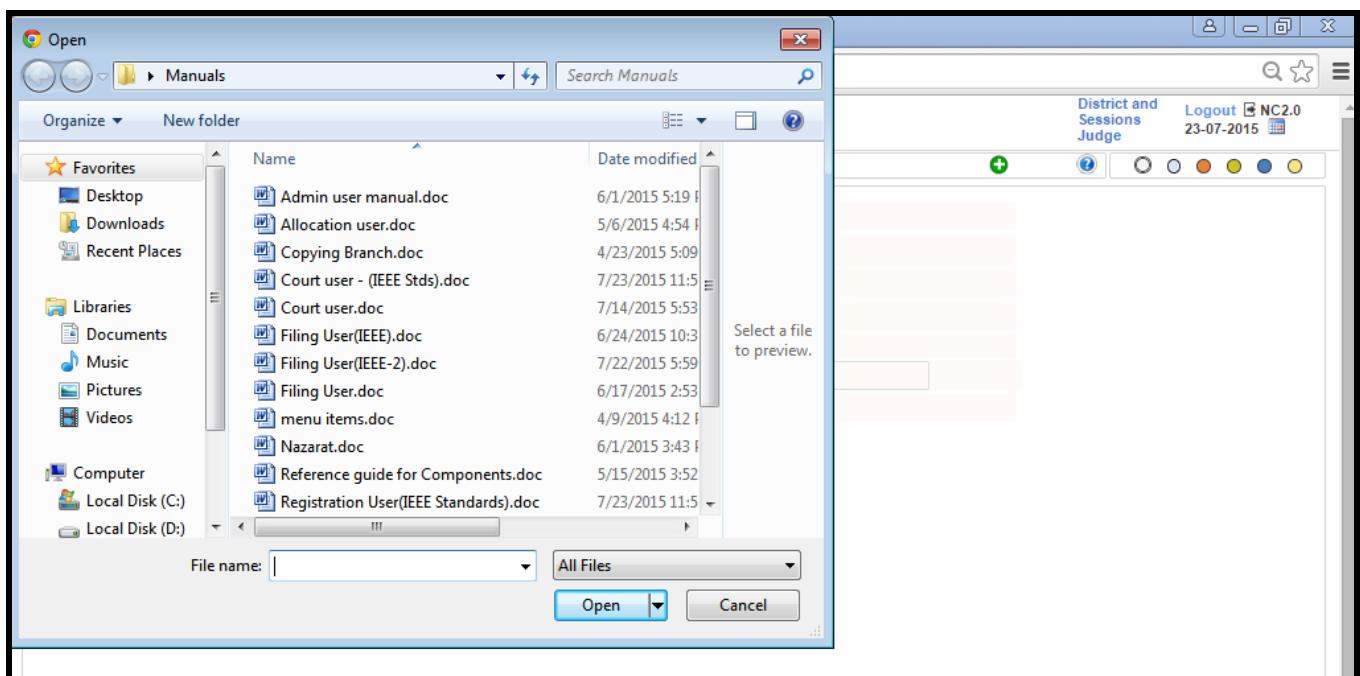


Figure Number 322b: Select Destination from the Open dialog box

7. Select the jpg file and click **Open**. The chosen jpg file is displayed near the **Upload** field. (**Refer to Figure Number 323**)

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The screenshot shows a web-based application titled "Photo Upload". At the top, there's a navigation bar with links for "Home", "Litigant Updations", "Photo Upload", and "Add". A search bar is also present. Below the navigation, the main form has several input fields: "Case Type" (dropdown, selected "Civil Appeal-1"), "Case No." (text input, "100317"), "Year" (text input, "2009"), and "Party Name" (dropdown, "Shaikh Aftab Ahmed Sk. Ak."). There's also a "Upload" section with a "Choose File" button and a file name "Desert.jpg". A progress bar indicates the upload is at 100%. A blue "Upload" button is located at the bottom right of the form area.

Figure 323: Photo Upload screen

- 8 When the upload is complete, it is displayed as 100 %. (Refer to **Figure Number 323**).
- 9 Click the **Upload** button. The photo is uploaded for the selected Case Type.
- 10 **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.

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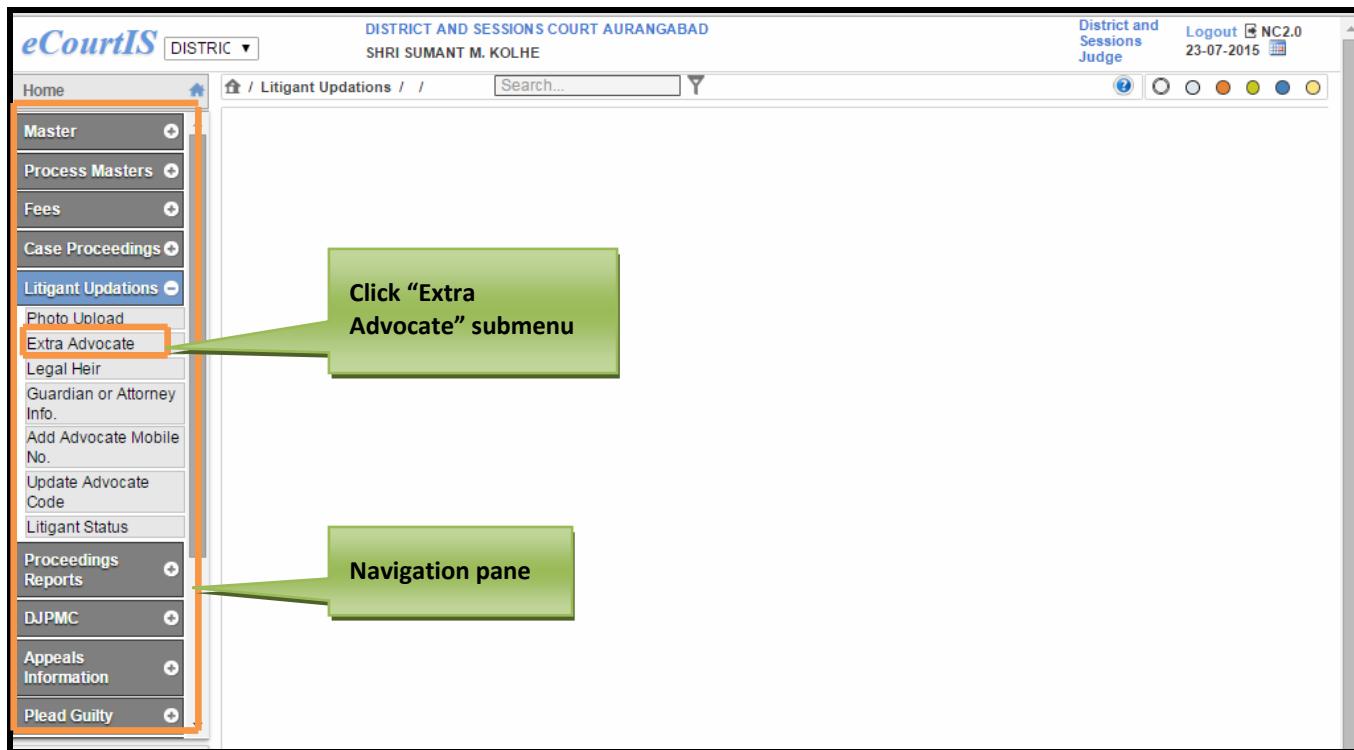


Figure 324: Navigation for "Extra Advocate" screen

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

- 1 On the Navigation pane, click the **Litigant Updations** menu.
- 2 Then, click the **Extra Advocate** sub menu. (Refer Figure Number 324).
- 3 When you click **Extra Advocate** sub menu, the system will display the "**Extra Advocate (Add)**" screen. (Refer to Figure Number 325).

The screenshot shows the 'Extra Advocate (Add)' screen. At the top, it has a breadcrumb trail: Home / Litigant Updations / Extra Advocate / Add. It includes a search bar and various toolbar icons. The main area is titled 'Extra Advocate' and contains three input fields: a dropdown for 'Case Type' labeled 'Select', a text input for 'Case No.', and a text input for 'Year' with a 'Go' button next to it.

Figure 325: Extra Advocate (Add) screen

Procedure

- 1 Select the case type 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** button. The system will display the fields as shown in the figure number 325a.

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The screenshot shows the 'Extra Advocate' form. At the top, there are dropdown menus for 'Case Type' (Civil Appeal-1), 'Case No.' (100075), and 'Year' (2010). Below these is a dropdown for 'Select Petitioner/Respondent Name' containing 'Uttamrao Patilba Gorade'. A note indicates 'Type: Petitioner'. A red 'View' link is present. Below the 'View' link are fields for 'Name of Advocate' and 'Bar Registration Number'. At the bottom, there are language options ('मराठी' and 'विधीजाचे नाव') and a 'Submit' button.

Figure Number 325a: Extra Advocate screen with details

5. Select the **Petitioner** or the **Respondent Name** from the **Select Petitioner/Respondent name** select box.
6. The **Type** (Petitioner or Respondent) and the **View link** are displayed.
7. Place the mouse pointer over the **View link** to see the Advocate Names of the selected case type.

This screenshot is identical to Figure 325a, but the 'Name of Advocate' input field contains the text 'Advocate', which is highlighted with a blue selection box. All other elements, including the dropdowns and buttons, are in their original positions.

Figure Number 325b: Names of Extra Advocate

8. Enter the **Name of the Advocate** in the **Name of the Advocate** field to add an extra advocate. You can enter the **Name of the Advocate** in **local language** also.
9. Enter the **Bar Registration Number** of the Advocate in the **Bar Registration Number** field.
10. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
11. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

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8.2.2. Extra Advocate (Modify)

This option provides the facility to modify the Extra Advocate information, which is already saved in the system, if required.

The screenshot shows a web-based application interface titled "Extra Advocate". At the top, there is a navigation bar with links for "Litigant Updations", "Extra Advocate", and "Modify". Below the navigation bar is a search bar labeled "Search...". To the right of the search bar are several icons: a magnifying glass, a green plus sign, a pencil, a question mark, and other standard window control buttons. The main content area is titled "Extra Advocate". It contains three input fields: a dropdown menu for "Case Type" with the placeholder "Select", a text input field for "Case No." containing "100075", and a text input field for "Year" containing "2010". A blue "Go" button is positioned to the right of the year field. The entire screenshot is enclosed in a thick black border.

Figure 326: Extra Advocate (Modify) screen

Procedure

1. Click the **Edit icon** located on the upper right corner of the menu bar.
2. The **Extra Advocate (Modify)** screen is displayed. (Refer to Figure Number 326).
3. Select the **Case Type** from the **Case Type** select box.
4. Enter the **Case Number** and the **Year**.
5. Click **Go**. The system will display the fields given below:
 - Select Petitioner/Respondent Name
 - Type
 - Name of Advocate
 - Bar Registration Number

The screenshot shows the "Extra Advocate" screen with the following details filled in:

- "Case Type": Civil Appeal-1
- "Case No.": 100075
- "Year": 2010
- "Select Petitioner/Respondent Name": Select
- "Type": Petitioner
- "Name of Advocate": (empty text field)
- "Bar Registration Number": (empty text field)
- "Mराठी": (empty text field)
- "तिथीजाचे नाव": (empty text field)

A blue "Submit" button is at the bottom right. On the left side, there is a vertical blue bar with the text "SHOW MENU". The entire screenshot is enclosed in a thick black border.

Figure 327: Extra Advocate screen with details

6. Select the **Petitioner/Respondent Name** from the **Select Petitioner/Respondent Name** select box.
7. The information already added for the selected case type is displayed.
8. You can now modify or update the required details

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9. Click **Submit** to save the data into the system. The system will display the message, "**Modification Successful**".
10. **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.

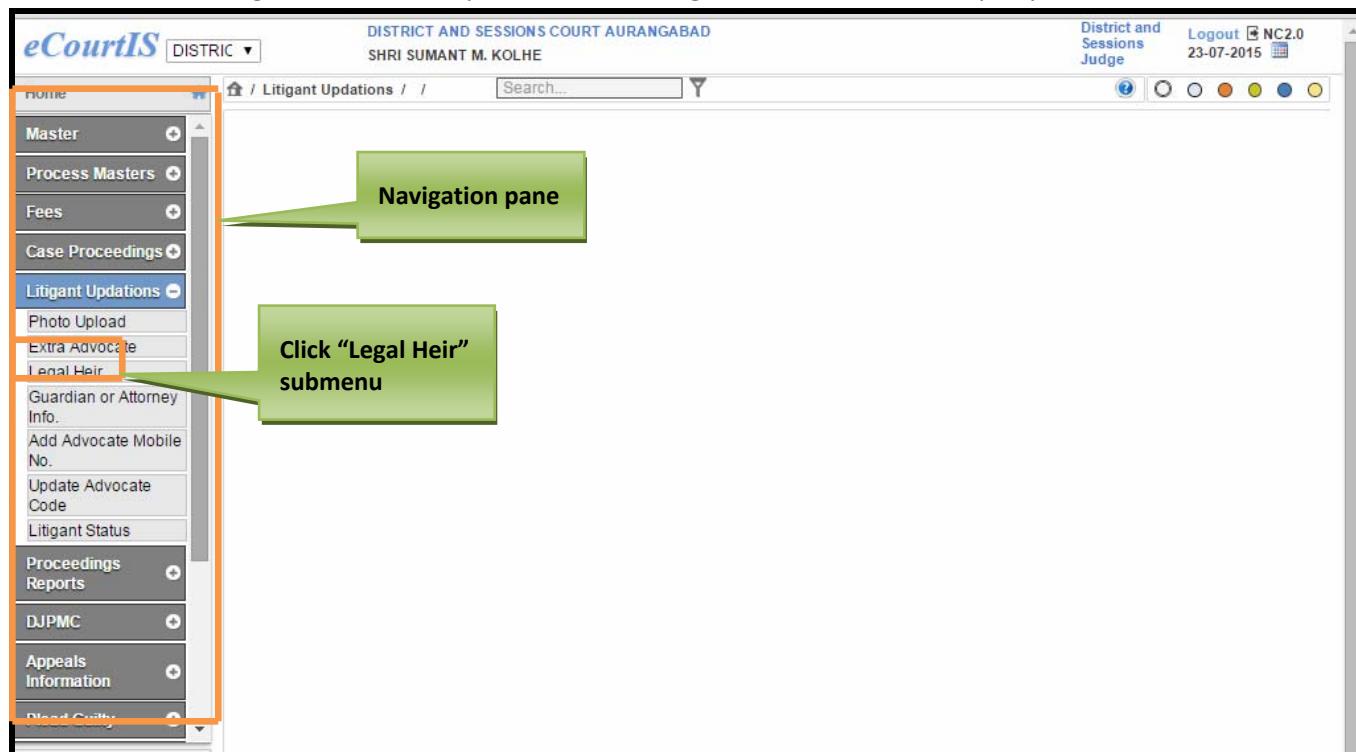


Figure 328: Navigation for "Legal Heir" screen

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 328)
- 3 When you click **Legal Heir** sub menu, the "**Legal Heir**" screen with **Legal Heir Notification** and **Legal Heir Addition tab** is displayed.
- 4 By default the **Legal Heir Notification tab** is displayed.(Refer to Figure Number 329)

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The screenshot shows a web-based application interface titled "Legal Heir". At the top, there's a navigation bar with links for "Litigant Updations / Legal Heir / Add". Below the navigation is a search bar and a toolbar with various icons. The main form area has two tabs: "Legal Heir Notification" (selected) and "Legal Heir Addition". The "Legal Heir Notification" tab contains the following fields:

- *Case Type: A dropdown menu showing "Select".
- *Case No.: An input field.
- *Year: An input field.
- Go: A blue button.
- Petitioner: A radio button.
- Respondent: A radio button.
- *Party Name: A dropdown menu showing "Select".
- Type: A dropdown menu showing "Petitioner Name".
- Legal Heir: A checked checkbox.
- Submit: A blue button.

A vertical "SHOW MENU" button is located on the left side of the form area.

Figure 329: Legal Heir screen.

Legal Heir Notification tab

Procedure

1. By default the **Legal Heir Notification** tab is displayed.
2. Select the Case Type from the select box.
3. Enter the Case number of the selected case type in the **Case No.** field, for which the **Legal Heirs** are to be brought on the record.
4. Enter the year of registration in the **Year** field.
5. Click **Go**. The **Party Names** are displayed in the **Party Name** select box.
6. Select the **Petitioner** or **Respondent** radio button.
7. 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.
8. Select the check box for **Legal Heir** to mark the selected Party Name as **Legal Heir**.
9. Click **Submit**, the system will take you to the **Legal Heir Addition** tab.

Legal Heir Addition tab

Procedure

1. The **Case Type**, **Case Number**, **Year**, and **Nationality** of the selected case are displayed.
2. Select the **Party Name** from the **Party Name** select box.
3. Enter the Name of the **Legal Heir** in **Legal Heir Name** field.
4. Select the **Type of Relation** with the help of their radio buttons. (Father, Mother, Husband, or None/Other)
5. Select the **Gender** of the **Legal Heir** with the help of their respective radio buttons.
6. Enter the **Age** of the Legal Heir in the **Age** field.

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7. Select the **Caste** from the **Caste** select box.
8. Enter the **Name of the Advocate, Bar Registration Number, email, mobile number, Occupation, UID Number, Address, Pin code, Phone Number, and Fax Number.**

The screenshot shows the 'Legal Heir' addition form. At the top, there are tabs for 'Legal Heir Notification' and 'Legal Heir Addition'. The 'Legal Heir Addition' tab is active. The form includes the following fields:

- Mandatory Fields (marked with *):**
 - *Case Type: Civil Appeal-1
 - *Party Name: Select
 - *Case No.: 100075
 - *Year: 2010
 - *Legal Heir Name: (Input field)
 - Father/Mother/Husband Name: (Input field)
 - Gender: Male (radio button selected)
 - Caste: (Select dropdown)
 - Bar Registration Number: (Input field)
 - Mobile No.: (Input field)
 - UID No.: (Input field)
 - Pincode: (Input field)
 - Phone No.: (Input field)
 - Fax No.: (Input field)
 - Ward: Select
 - Village: Select
- Optional Fields:**
 - Type: Petitioner Name
 - Relation: Father (radio button selected), Mother, Husband, None/Other
 - Age: (Input field)
 - Physical Handicapped: (checkbox)
 - Name of Advocate: (Input field)
 - Email: (Input field)
 - Occupation: (Input field)
 - *Address: (Input field)
 - Nationality: Indian (Input field)
 - District: Select (Select dropdown)
 - Town: Select (Select dropdown)
 - Taluka: Select (Select dropdown)
 - Marathi Labels:
 - कायदेशीर वारस (Kayadeshiwar Varas)
 - नाव: (Input field)
 - पत्ता: (Input field)
 - वडिल/आई/पत्ती चे नाव: (Input field)
 - विधीनाचे नाव: (Input field)

Buttons: SHOW MENU, Search... (with magnifying glass icon), and a toolbar with various icons.

Figure 330: Legal Heir Addition screen

9. Select the **District, Town, Ward, Taluka and Village** from the select box.
10. You can add **Legal Heir Name, Name of Relation, Address, and Advocate's Name** in local language also.
11. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
12. **The mandatory fields are marked with an asterisk(*). Please fill all 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, Father's Mother's, Husband's Name, Occupation, Address etc. have to be entered depending on the type i.e. Guardian or Power of Attorney.

Court User Manual

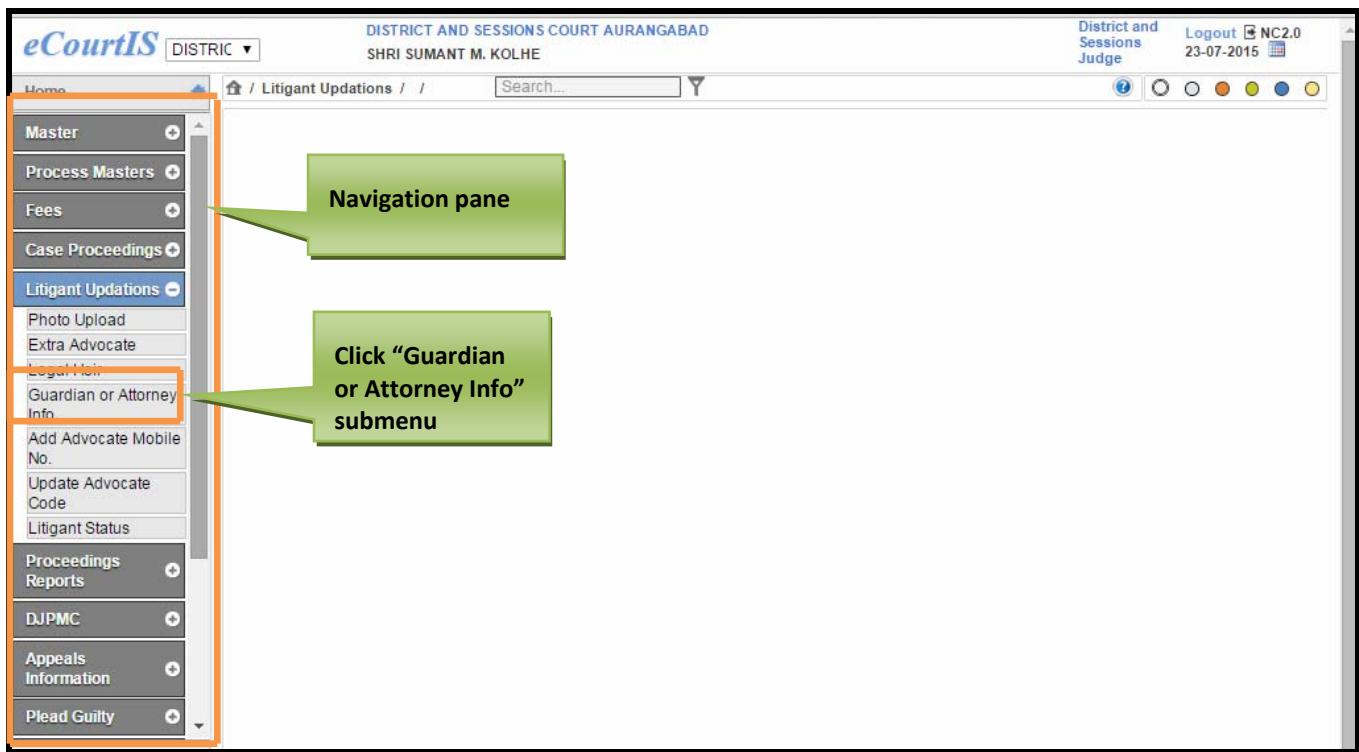


Figure 331: Navigation for "Guardian or Attorney Info" screen

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 331)
- 3 When you click **Guardian or Attorney Info** sub menu, the "**Guardian or Attorney Information (Add)**" screen with **Guardian** as the selected option is displayed. (Refer to Figure Number 332)

8.4.1. 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**.

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The screenshot shows the 'Guardian/Attorney Information' screen. At the top left, there's a 'SHOW MENU' button. The main area has a title 'Guardian/Attorney Information'. Below it, there are several input fields:

- *Type: Guardian Power of Attorney
- *Case Type: Civil M.A.-3
- *Case No.: 100075 *Year: 2010 Go
- Party Name: Select
- *Guardian Name (pink box) Compulsory field
- *Guardian Gender: Male Female Other
- *Guardian Age (pink box)
- Guardian Mobile No.
- Guardian Email
- Guardian Nationality: Indian
- *Guardian Address (pink box)
- Alternate Address (pink box)

A blue 'Submit' button is located at the bottom right of the form area.

Figure 332: Guardian/Attorney Information screen

Procedure

A) Guardian Information

1. By default the **Guardian or Power of Attorney** Information screen with **Guardian** as the selected option is displayed. (Refer to Figure Number 332)
2. Select the Case Type for which you want to add the Guardian or Attorney information 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. The system will fetch the **Party Names** and display in the **Party Name** select box.
6. Select the party name from the **Party Name** select box.
7. Enter the name of the Guardian in the **Guardian Name** field.
8. Select the gender of the **Guardian** by selecting their respective radio button.
9. Enter the age of the guardian in the **Age** field.
10. Enter the email of the Guardian in the **Guardian email** field.
11. The nationality of the **Guardian** is displayed as *Indian* by default.
12. Enter the address of the guardian in the **Guardian Address** field.
13. Enter alternate address of the **Guardian** in the **Alternate Address** field.
14. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
15. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

B) Power of Attorney

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Procedure

1. Select the **Power of Attorney** radio button.
2. The extra fields to add the **Power of Attorney** details are displayed. (**Refer to Figure Number 332 a)**

The screenshot shows a web-based application interface for adding guardian or attorney information. At the top, there's a header with a search bar and various system icons. The main section is titled 'Guardian/Attorney Information'. It contains several input fields: a radio button for 'Type' (Guardian or Power of Attorney), a dropdown for 'Case Type', a text input for 'Case No.' and a dropdown for 'Year', a dropdown for 'Party Name', a text input for 'Attorney Name', radio buttons for 'Attorney Gender' (Male, Female, Other), a dropdown for 'Attorney Age', and text inputs for 'Attorney Mobile No.' and 'Attorney Email'. Below these are fields for 'Attorney Nationality' (set to Indian by default), 'Attorney Address', and 'Alternate Address'. At the bottom, there are three text input fields for attorney names in Marathi, English, and Hindi, followed by a 'Submit' button. A 'SHOW MENU' button is located on the left side of the screen.

Figure Number 332a: Guardian/Attorney screen with details

3. Select the Case Type 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** button. The system will fetch the **Party Names** and display in the **Party Name** select box. Select the party name from the **Party Name** select box.
7. Enter the name of attorney in the **Attorney Name** field.
8. Choose the gender of the **Power of Attorney** by selecting their respective radio buttons.
9. Enter the **Age** of the **Attorney** in the **Attorney Age** field.
10. Enter the **email** of the **Attorney** in **Attorney email** field.
11. The system will display the **Nationality of Attorney** as *Indian* by default.
12. Enter the **Address** of the **Attorney**.
13. Enter **Alternate Address** of the **Attorney**.
14. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
15. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

8.4.2. **Guardian or Attorney Info (Modify)**

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

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The screenshot shows the 'Guardian/Attorney Information' modification screen. At the top, there's a navigation bar with icons for search, add, edit, delete, and other system functions. On the left, a vertical menu has a 'SHOW MENU' button highlighted. The main form area has several input fields: 'Type' (radio buttons for 'Guardian' and 'Power of Attorney'), 'Case Type' (dropdown menu 'Select'), 'Case No.' and 'Year' (text inputs), 'Party Name' (dropdown menu 'Select'), 'Guardian Name' (text input), 'Guardian Gender' (radio buttons for 'Male', 'Female', and 'Other'), 'Guardian Age' (text input), 'Guardian Mobile No.' (text input), 'Guardian Email' (text input), 'Guardian Nationality' (text input), 'Guardian Address' (text area), 'Alternate Address' (text input), and a 'Submit' button at the bottom.

Figure 333: Guardian or Attorney Info (Modify) screen

Procedure

1. Click the **Edit icon**  located on the upper right corner of the menu bar.
2. The **Guardian/Attorney Information (Modify)** screen is displayed (Refer to Figure Number 333)
3. Select the Case Type from the **Case Type** select box.
4. Enter the case number in the **Case Number** field.
5. Enter the year of registration in the **Year** field.
6. Click **Go** button. The existing details of the **Guardian or Attorney** are displayed.
7. You can now modify the required details
8. Click **Submit** to save the data into the system. The message, "**Modification Successful**" is displayed.
9. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

8.4.3. **Guardian or Attorney Info (Delete)**

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

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The screenshot shows the 'Guardian/Attorney Information' screen. At the top, there's a navigation bar with 'Litigant Updations / Guardian or Attorney Info.' and a search bar. Below the navigation is a title 'Guardian/Attorney Information'. The form contains the following fields:

- *Type: Guardian Power of Attorney
- *Case Type: Select (dropdown menu)
- *Case No.: [text input] *Year: [text input] Go [button]
- Party Name: Select (dropdown menu)
- *Guardian Name: [text input]
- *Guardian Gender: Male Female Other
- *Guardian Age: [text input]
- Guardian Mobile No.: [text input]
- Guardian Email: [text input]
- Guardian Nationality: [text input]
- *Guardian Address: [text input]
- Alternate Address: [text input]
- Display: Delete Undelete
- Submit [button]

Figure 334: Guardian or Attorney Info (Delete) screen

Procedure



1. Click the **Delete** icon located at the upper right corner of the menu bar.
2. The **Guardian/Attorney Information (Delete)** screen is displayed.
3. Select the **Guardian** or **Power of Attorney** options with the help of their radio buttons.
4. Select the Case Type that you want to delete from the **Case Type** select box.
5. Enter the case number of the selected case type in the **Case Number** field.
6. Enter the year of registration in the **Year** field and Click **Go**. The details existing in the system are displayed.
7. Click the radio button of either **Delete** or **Undelete** option.
8. In case of **Delete** option, the system will **delete** the **Guardian/Attorney** details of the selected **Case Type**. The system will retain the details in the database which you can retrieve if required.
9. Click **Undelete** if you want to retrieve the details.
10. Click **Submit** to save the details into the system.
11. The system will display the message, "**Deleted Successfully**" for deleted cases.
12. The system will display the message, "**Undeleted Successfully**" for the undeleted cases.
13. **The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

8.5. Add Advocate Mobile Number

This feature allows you to add the mobile numbers of the advocates.

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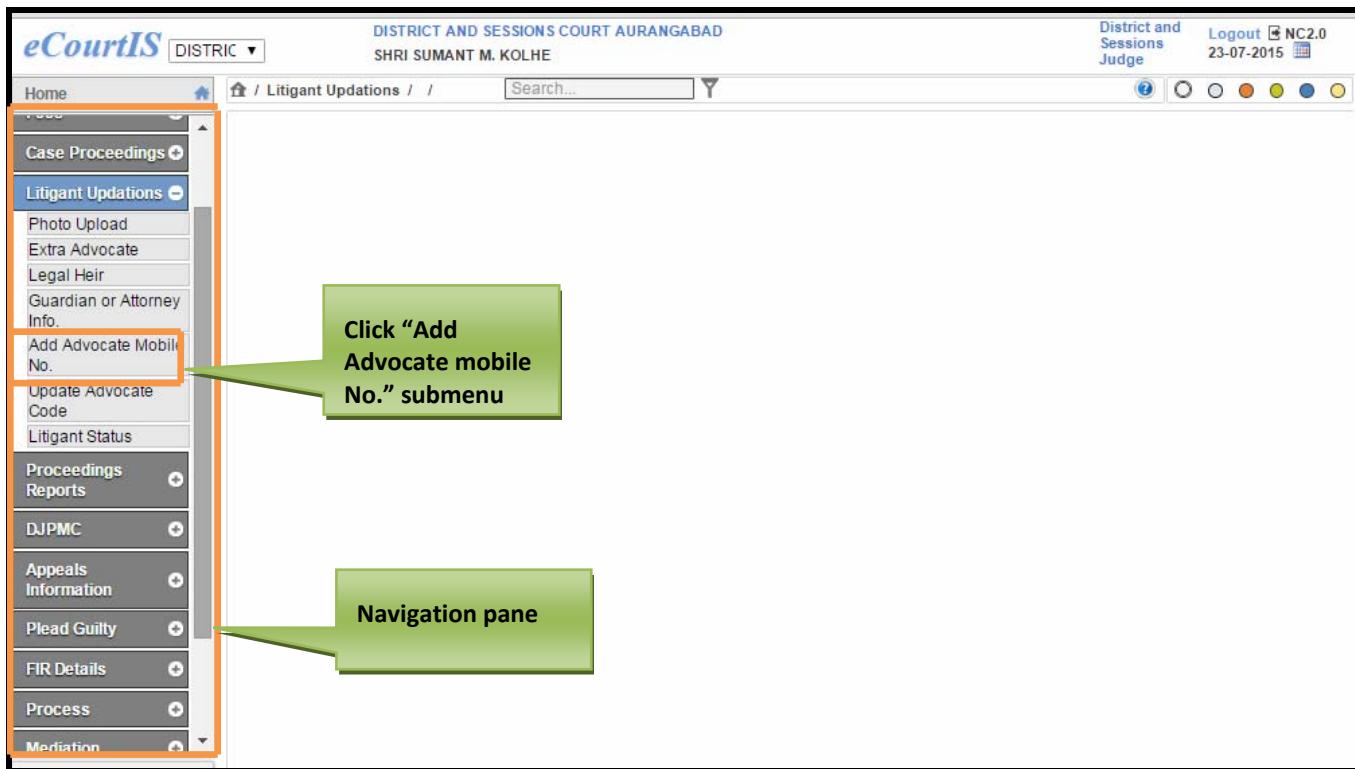


Figure 335: Navigation for "Advocate Mobile No." screen

To access the **Add Advocate Mobile Number** screen, follow steps given below:

1. On the Navigation pane, click the **Litigant Updation** menu.
2. Then, click the **Add Advocate Mobile Number** sub menu. (Refer to Figure Number 335)
3. When you click **Add Advocate Mobile Number** sub menu, the **Advocate Mobile Number** screen is displayed. (Refer to Figure Number 336)

The screenshot shows the 'Advocate Mobile No.' input form. The title bar indicates the current location is 'Litigant Updations / Add Advocate Mobile No.'. The form has fields for 'Case No.' (with options 'Civil' and 'Criminal'), 'Name of Advocate' (a select dropdown), and 'Mobile No.' (a text input field). A 'Submit' button is at the bottom right.

Figure 336: Advocate Mobile No. screen

4. Select the case for which you want to add the mobile number of the advocate, from the **Case No.** field.
5. Select the name of the advocate from the **Name of Advocate** select box.

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6. Enter the mobile number of the advocate in the **Mobile No.** field.
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.***

8.6. Update Advocate Code

With this feature you can update the Advocate code.

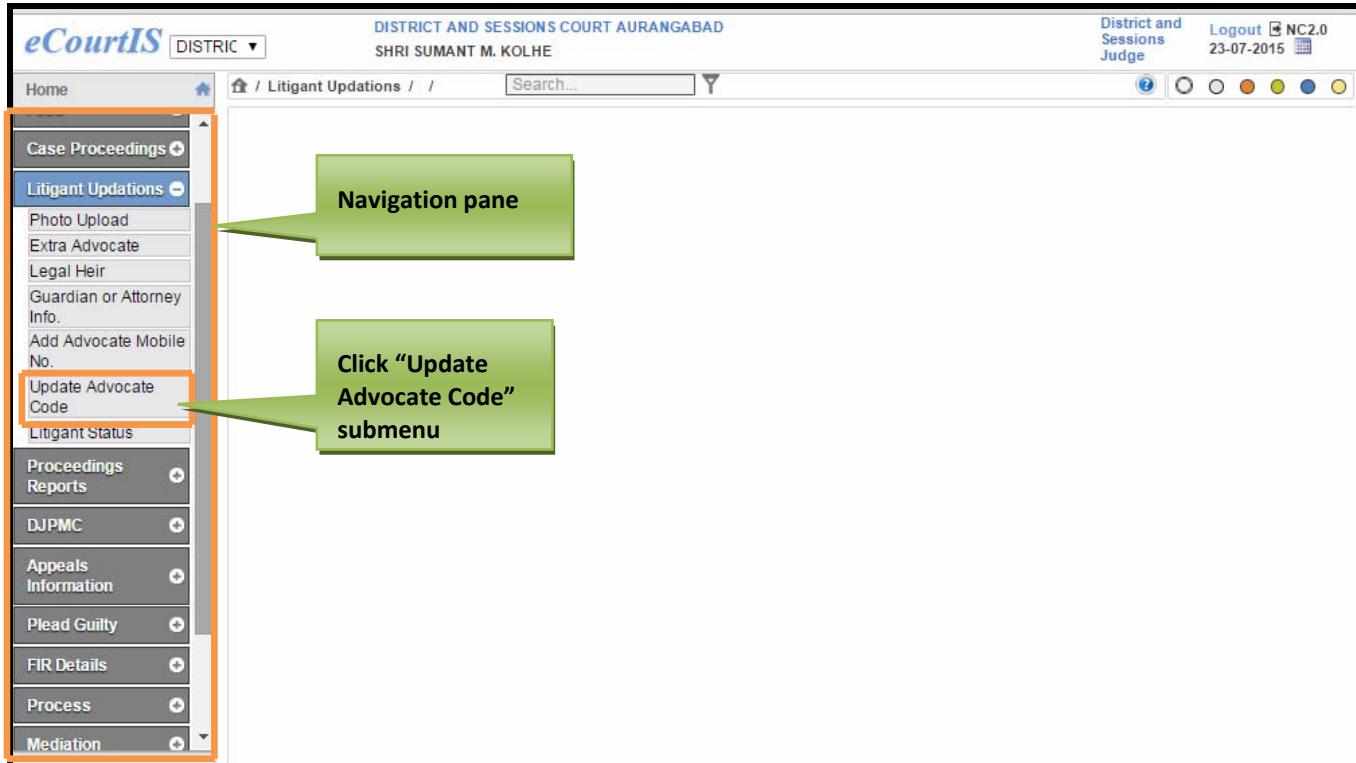


Figure 337: Navigation for "Update Advocate Code" screen

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

1. On the Navigation pane, click the **Update Advocate Code** menu.
2. Then, click the **Update Advocate Code** sub menu. (Refer to Figure Number 337).
3. When you click **Update Advocate Code** sub menu, the **Update Advocate Code** screen is displayed. (Refer to Figure Number 338).
4. You can **update or Change Advocate** for the case, by default update advocate code is displayed as the selected option.
5. You can update the **Advocate Code** for **Civil** and **Criminal** case. By default, Civil is displayed as the selected option.
6. If you want to update **Advocate Code** for criminal cases, select the **Criminal** radio button.

Update Advocate Code

Update Advocate Code Change Advocate

Civil Criminal *Case No.: Select

*Name: Select

Advocate:

Name of Advocate: Regular

Bar Registration Number:

Submit

Figure 338: Update Advocate Code screen

Procedure

1. Select the case, for which you want to update the **Advocate Code** from the **Case No.** select box.
2. Select the name from the **Name of Advocate** select box.
3. When you select the name, the **Advocate's name** is displayed.

Update Advocate Code

Update Advocate Code Change Advocate

Civil Criminal *Case No.: Sessions Case/100163/2015

*Name: Ahemad Mohammad Jayadi

Advocate:

Name of Advocate: Regular

Bar Registration Number:

Submit

Figure 339: Update Advocate Code screen with details

4. Enter the Bar Registration of the **Advocate** in the **Bar Registration Number** field.
5. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
6. For changing the already added advocate select **Change Advocate** option.

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Update Advocate Code

○ Update Advocate Code Change Advocate

*Case Type: ▼

*Case No.: *Year:

*Name: ▼

Advocate: Sancheti A.A.

Name of Advocate: ▼

Bar Registration Number:

Figure 340: Update Advocate Code screen with Change Advocate details

7. Select the case type from the **Case Type** select box.
8. Enter the case number in the **Case Number** field.
9. Enter the year of registration in the **Year** field.
10. Click on Go button , the system will display the drop down of parties.
11. Select the **Name of party** from the drop down for which you want to change the advocate.
12. Select the name from the **Name of Advocate** select box.
13. When you select the name, the **Advocate's name** is displayed
14. Enter the new name of the advocate in **Name of Advocate** field.
15. The Bar-registration number of the selected advocate is displayed automatically in the **Bar-Registration number** field.
16. Click **Submit** to save the data into the system. The system will display the message, "**Modification Successful**".
17. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

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8.7. Litigant Status

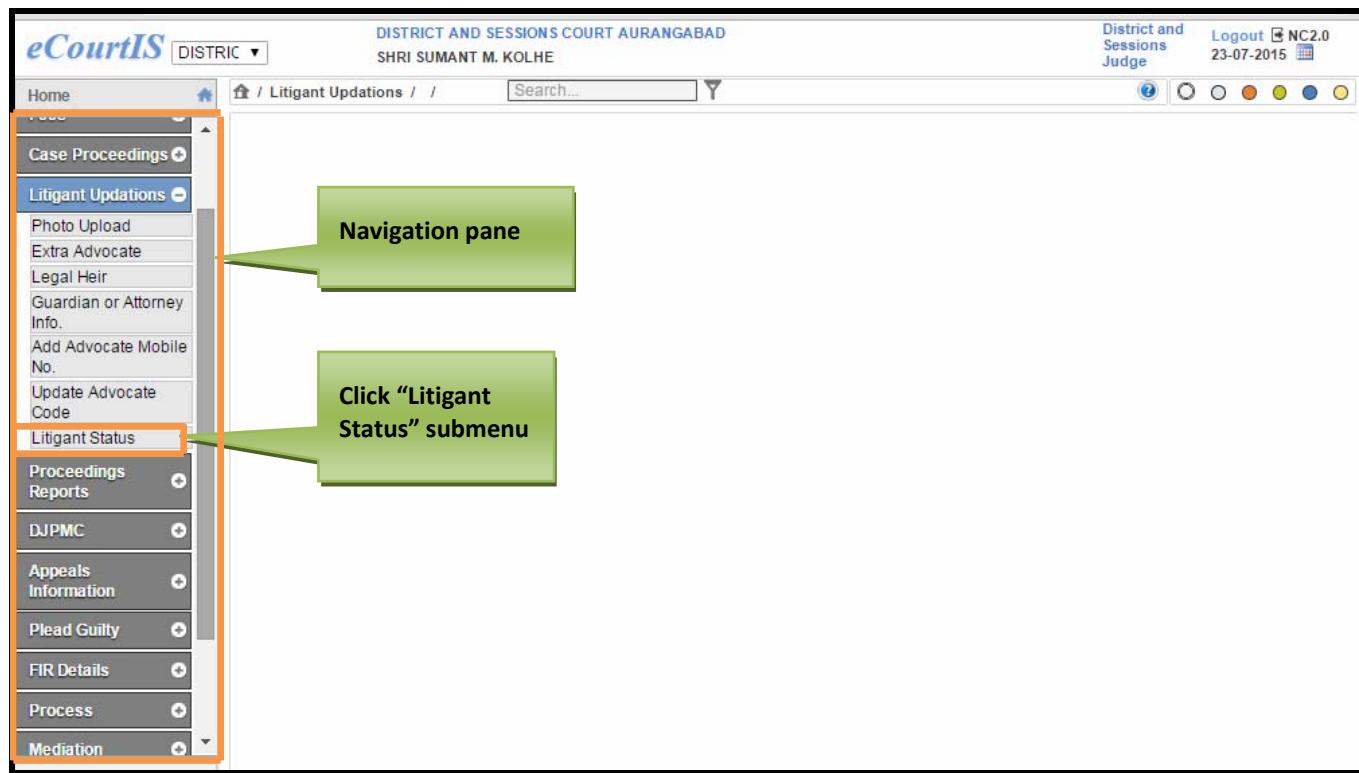


Figure 341: Navigation for "Litigant Status" screen

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

1. On the Navigation pane, click the **Litigant Updation** menu.
2. Then, click the **Litigant Status** sub menu. (Refer to Figure Number 341)
3. When you click **Extra Advocate** sub menu, the **Litigant Status** screen is displayed. (Refer to Figure Number 342)
4. You can update the **Litigant Status** for selected case.

The screenshot shows the 'Litigant Status' screen. At the top, there is a breadcrumb trail: Home / Litigant Updations / Litigant Status / Modify. Below the breadcrumb is a search bar. The main form area is titled 'Litigant Status'. It contains three required fields: 'Case Type' (a dropdown menu with 'Select' as the placeholder), 'Case No.' (an input field), and 'Year' (an input field). To the right of these fields is a blue 'Go' button. The entire form is enclosed in a black border.

Figure 342: Litigant Status screen

5. Select the Case Type from the **Case Type** select box.
6. Enter the Case Number in the **Case No.** field and **Year** in the Year field.
7. Click **Go**. The **Select Petitioner/Respondent Name** and the **Litigant Status** select box are displayed.

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The screenshot shows the 'Litigant Status' screen with the following details:

- * Case Type: Civil Appeal-1
- * Case No.: 100317
- * Year: 2009
- * Select Petitioner/Respondent Name: Shaikh Aftab Ahmed Sk. Akhad
- Litigant Status: Select

Buttons: Search..., Go, Submit.

Figure Number 342a: Litigant Status screen with details

8. Select the name from the **Select Petitioner/Respondent Name** select box. The **Type** is displayed in the **Type** field.
9. Also, the current status of the selected case type is displayed in the **Current Status** field.

The screenshot shows the 'Litigant Status' screen with the following details:

- * Case Type: Civil Appeal-1
- * Case No.: 100317
- * Year: 2009
- * Select Petitioner/Respondent Name: Shaikh Aftab Ahmed Sk. Akhad
- Type: Petitioner
- Current Status: Select
- Litigant Status: Select

Buttons: Search..., Go, Submit.

Figure 343: Litigant Status screen with details

10. Select the Litigant status from the **Litigant Status** select box.
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 asterisk(*). Please fill the mandatory fields.**

8.7.1. Litigant Status (Modify)

The screenshot shows the 'Litigant Status (Modify)' screen with the following details:

- * Case Type: Civil Appeal-1
- * Case No.: 100317
- * Year: 2009
- * Select Petitioner/Respondent Name: Select
- Type: Petitioner
- Current Status: Select
- Litigant Status: Select

Buttons: Search..., Go, Submit.

Figure 344: Litigant Status (Modify) screen

Procedure

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1. Click the **Edit icon**  located at the upper right corner on the menu bar.
2. The **Litigant Status (Modify)** screen is displayed. (**Refer to Figure Number 344**)
3. Select the Case Type that you want to modify 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 existing details for the selected Case Type are displayed.
7. You can now modify or update the information.
8. Click **Submit** to save the data into the system. The system will display the message, "**Modification Successful**".
9. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

9. Proceedings Reports

9.1. Civil Cause List (A4)

The **Cause list (Civil and Criminal)** is one of the most useful reports generated by the **Case Information System (CIS)**.

This option generates a list of all the **Civil Cases** that are to be listed on the **Current Date**. This report has to be generated everyday and is called the **Civil Cause List**. The cases are listed according to their stage wise purpose priority and age. All the cases that are marked as urgent are listed on the top of the **Cause List**.

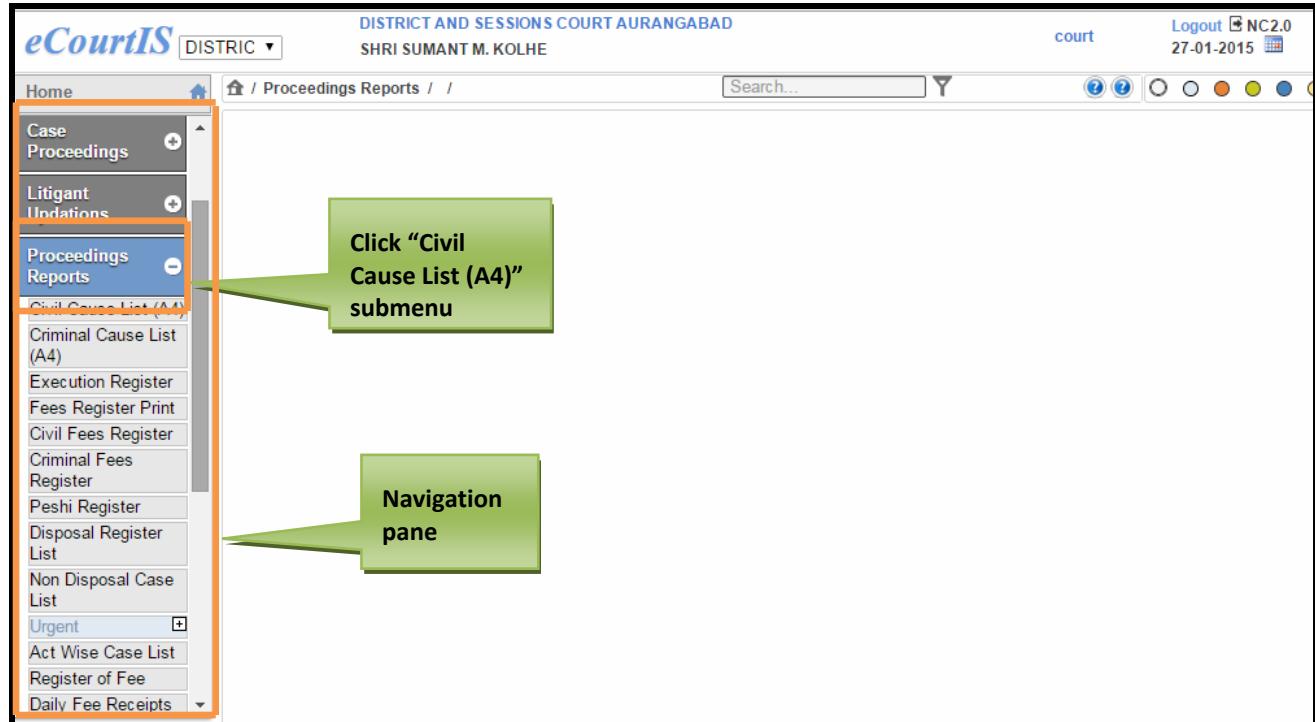


Figure 345: Navigation for "Civil Cause List (A4)"screen

To access the **Civil Cause List (A4)**screen, follow the steps given below:

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- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click the **Civil Cause List (A4)** sub menu. **(Refer Figure Number 345)**
- 3 When you click **Civil Cause List (A4)** sub menu, the “Civil Cause List” screen with current date as **Today's Date** is displayed. **(Refer to Figure Number 346)**



Figure 346: Civil Cause List screen

Procedure

- 1 By default the current date is displayed in the **Today's Date** field.
- 2 Click **Go** button, the system will load the **View** link. **(Refer to Figure Number 347)**

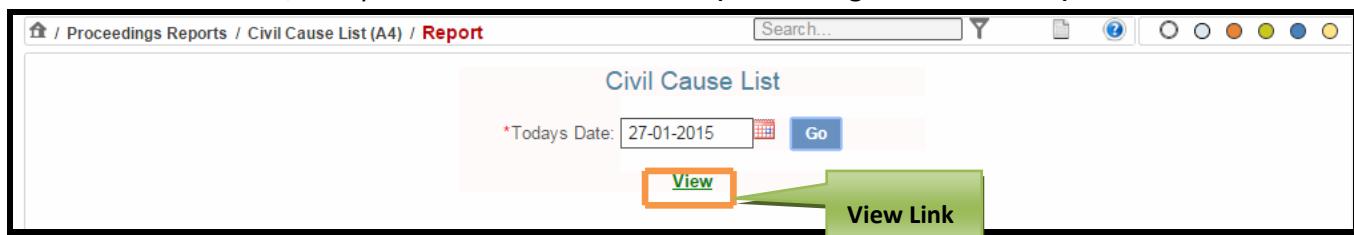


Figure 347: Civil Cause List with View Link

- 3 Click the **View** link.
- 4 The **Civil Cause List (Report)** is displayed. **(Refer to Figure Number 348)**

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The screenshot shows a computer window titled "Court User Manual". In the top left, there's a breadcrumb navigation: Home / Proceedings Reports / Civil Cause List (A4) / Report. On the right, there's a search bar and some system icons. The main content area has a header: "DISTRICT AND SESSIONS COURT AURANGABAD", "IN THE COURT OF SHRI SUMANT M. KOLHE", "PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD", and "CIVIL CAUSE LIST DATED 27-01-2015". To the left of the table, a blue button says "SHOW MENU". The table has columns: S.No., Case Type, Case No., Title, and Name of Advocate. It is divided into two sections: "Hearing" and "Evidence".

S.No.	Case Type	Case No.	Title	Name of Advocate
Hearing				
1	Civil Appeal	100075/2010	Uttamrao Patilba Gorade Vs Dhanraj Uttamrao Gorade	Zagare R.B. Palodkar D.P.
2	Civil Appeal	100251/2010	Umaji Muktaji Jadhav Vs Janardhan Muktaji Jadhav	Palodkar D.P.
3	Civil Appeal	100426/2012	Ramesh Shantwan Sable Through Bihani R.S. Lrs. Vs Surendra Suresh Kamble	
Evidence				
4	Civil Appeal	100215/2010	Punjaji Rakhmaji Nawale Vs Bala Rakhmaji Nawale	Zagare R.B. Haral D.D.
5	M.A.C.P.	100516/2011	Sk. Ahemad Sk. Gulab Vs Sk. Hamid Sk. Rasheed	Bhale J.D.

Figure 348: Civil Cause List (Report)

5. The **Civil Cause List** displays the details given below:
 - S. No. (Serial Number)
 - Case Type
 - Case No. (Number)
 - Title
 - Name of Advocate
6. **The mandatory field is marked with an asterix (*). Please fill the mandatory fields.**

9.2. **Criminal Cause List (A4)**

This option generates a list of all the **Criminal Cases** that are to be listed on the **Current Date**. This report has to be generated everyday and is called the **Criminal Cause List**. The cases are listed according to their stage wise purpose priority and age. All the cases that are marked as urgent are listed on the top of the **Cause List**.

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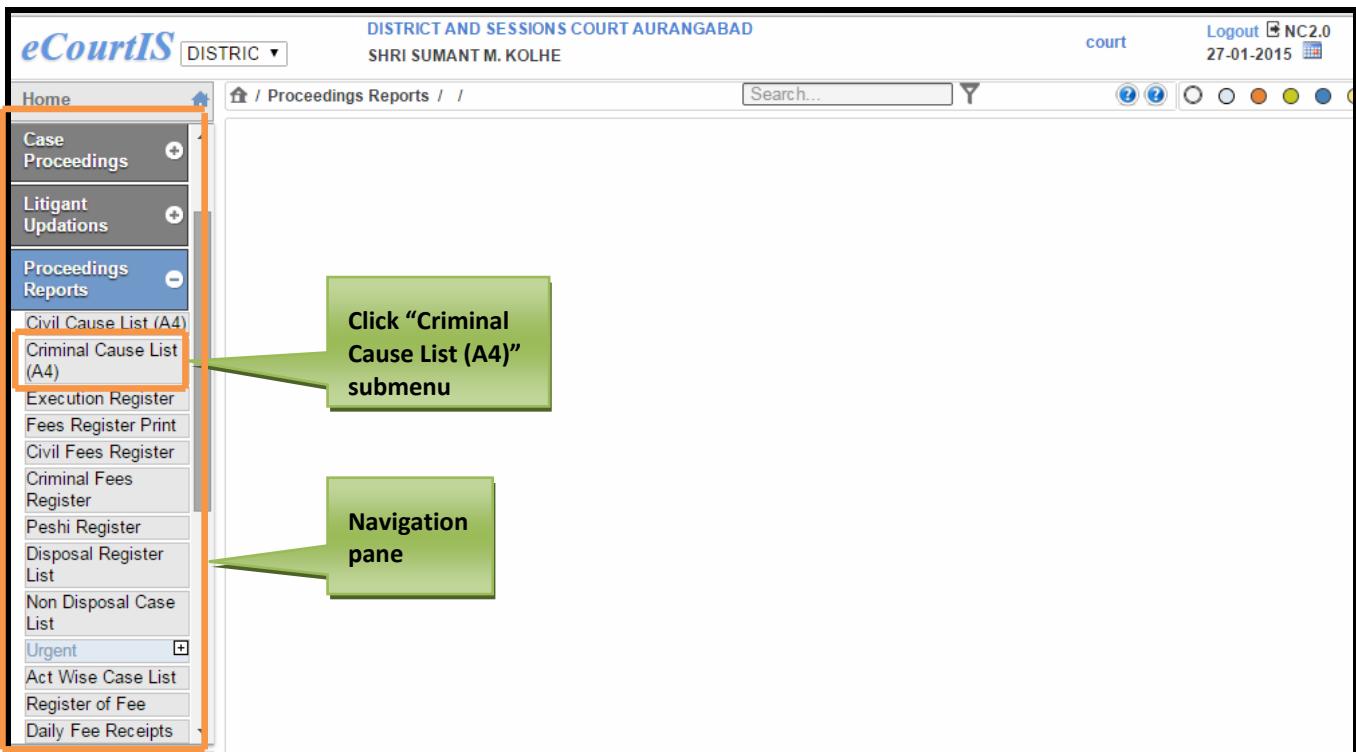


Figure 349: Navigation for Criminal Cause List (A4) List screen

To access the **Criminal Cause List (A4)** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Proceedings Reports** menu on the navigation pane.
- 2 Then, click the **Criminal Cause List (A4)** sub menu. (**Refer Figure Number 349**)
- 3 When you click **Criminal Cause List (A4)** sub menu, the “**Criminal Cause List**” screen is displayed. (**Refer to Figure Number 350**)



Figure 350: Criminal Cause List screen

Procedure

- 1 By default the current date is displayed in the **Today's Date** field. You can select another date from the calendar control.
- 2 Click **Go** button, the system will load the **View** link. (**Refer to Figure Number 351**)

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Figure 351: Criminal Cause List with View link

- Click the **View link**. The **Criminal Cause List** of a particular date is displayed. (Refer to Figure Number 352)

S.No.	Case Type	Case No.	Title	Name of Advocate
Charge				
1	Sessions Case	100258/2014	State of Maharashtra Vs Appasaheb Sominath Salve	A. P. P. Bhosale K.G.
NO SAY ORDER				
2	Cri.Rev.App.	100205/2014	Raju Narayan Bhivsane Vs Anita Raju Bhivsane	Aute A.A. Mohite V.K.

Figure 352: Criminal Cause List report

- The **Criminal Cause List** displays the details given below:

- S. No. (Serial Number)
- Case Type
- Case No. (Number)
- Title
- Name of Advocate

- The mandatory field is marked with an asterisk(*). Please fill the mandatory fields.**

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9.3. Execution Register



Figure 353: Navigation for "Execution Register" screen

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

- 1 On the **Navigation pane**, click the **Proceedings Reports** menu.
- 2 Then, click the **Execution Register** sub menu. (**Refer Figure Number 353**)
- 3 When you click **Execution Register** sub menu, the "**Execution Register**" screen with the **View link** is displayed. (**Refer to Figure Number 354**)

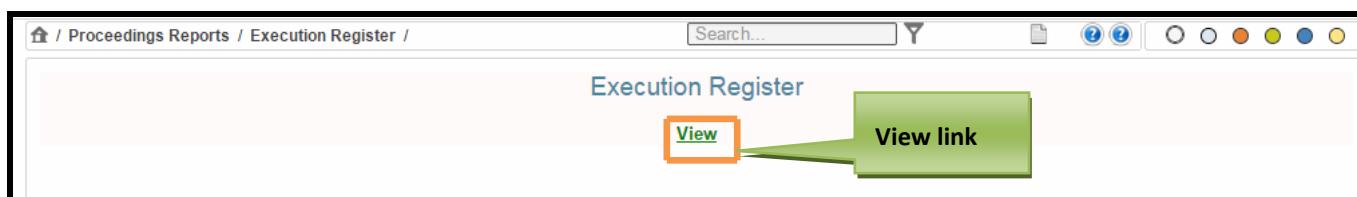


Figure 354: Execution Register with View link

Procedure

- 1 Click the **View link**, the **Execution Register** of the current date is displayed. (**Refer to Figure Number 355**)

Court User Manual

The screenshot shows a Windows-style application window titled "Court User Manual". The main content area displays the "Execution Register" for the District and Sessions Court Aurangabad. The header information includes the court name, the court of Shri S.L. Pathan, the principal district and sessions judge, and the execution register date (01-01-2015). Below this is a table listing two cases:

S.No.	Case Type	Case No.	Party Name	Subject
1	Civil M.A.	100001/2015	Shivaji Pandurang Aware Vs Sant Eknath Sahakari Sahakari karkhana Ltd	NIL
2	Civil M.A.	100002/2015	Sanjay Dadarao Mede Vs Ashok Bhimraj Palhal	NIL

Figure 355: Execution Register

2. The **Execution Register** displays the details given below:
 - S. No. (Serial Number)
 - Case Type
 - Case No.
 - Party Name
 - Subject
3. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.4. Fees Register Print

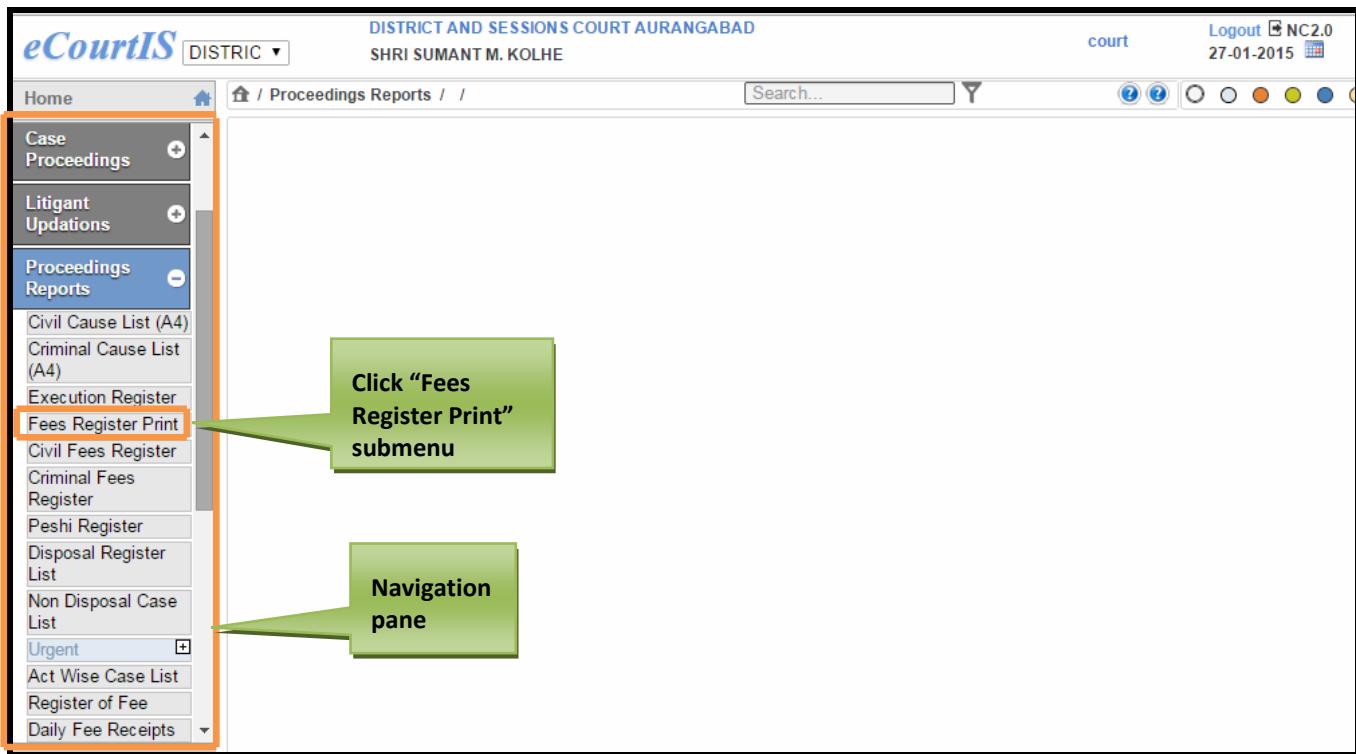


Figure 356: Navigation for Fees Register Print screen

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

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click the **Fees Register Print** sub menu. (**Refer Figure Number 356**)
- 3 When you click **Fees Register Print** sub menu, the “**Fees Register Print**” screen is displayed. (**Refer to Figure Number 357**)
- 4 By default the current date is displayed in **From Date** and **To Date** fields.
- 5 You can change the **From Date** and **To Date** with the help of calendar control.



Figure 357: Fees Register Print screen

- 6 Then, click the **Go** button. The system will load the **View** link. (**Refer to Figure Number 358**)

Court User Manual

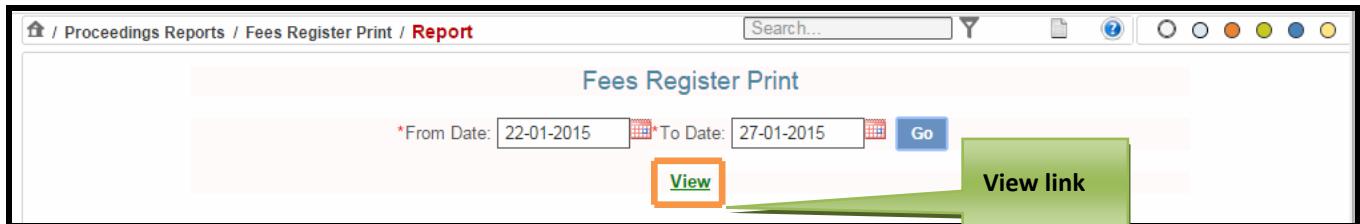


Figure 358: Fees Register Print with View link

7. Click the **View link**, the **Fees Register Print** report is displayed. (Refer to Figure Number 359)

The screenshot shows a PDF document titled 'DISTRICT AND SESSIONS COURT AURANGABAD' and 'IN THE COURT OF: Principal District and Sessions Judge, Abad.' It includes the name 'SHRI S.L. PATHAN' and the date range 'RF Register Dated:01-01-2015 TO 01-01-2015'. The table below lists three entries:

S.No.	Case Type/Case No./Year	Party Name	Court Fee	Fees Type	Fees Date	Document Type
1	Caveat/1/2015	Jagnnath Tukaram Mokase	25.00	Court Fee	01-01-2015	
2	Caveat/2/2015	Durgabai Ambadas Ingle	25.00	Court Fee	01-01-2015	
3	Civil M.A./100025/2015	Arjun Vilas Ghodke	5300.00	Court Fee	01-01-2015	

Court Fee: 5350.00

Figure 359: Fees Register

8. The **Fees Register** displays the details given below:
 - S. No. (Serial Number)
 - Case Type/Case No./Year
 - Party Name
 - Court Fee
 - Fees Type
 - Fees Date
 - Document Type
9. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.5. Civil Fees Register

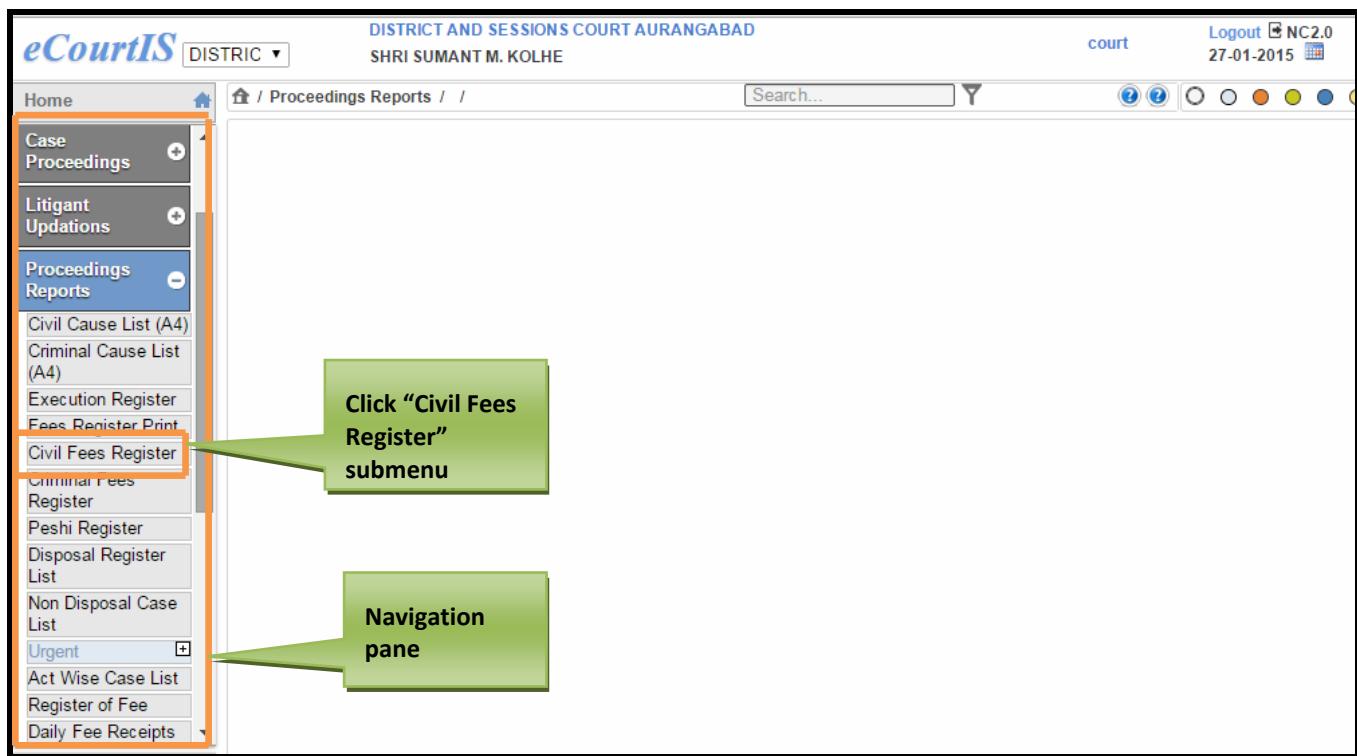


Figure 360: Navigation for “Civil Fees Register” screen

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

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click the **Civil Fees Register** sub menu. (Refer Figure Number 360)
- 3 When you click **Civil Fees Register** sub menu, the “**Civil Fees Register**” screen with the **View link** is displayed. (Refer to Figure Number 361).

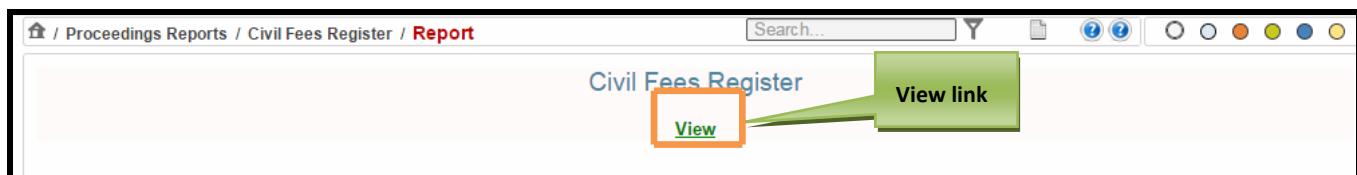


Figure 361: Civil Fees Register with View link

- 4 Then, click the **View** link, the **Civil Fees Register** is displayed. (Refer to Figure Number 362).

Court User Manual

The screenshot shows a computer window titled 'Court User Manual'. The main content is a report from 'DISTRICT AND SESSIONS COURT AURANGABAD' in 'IN THE COURT OF Principal District and Sessions Judge, Abad.' It is dated 'RF Civil Register Dated 01-01-2015'. The report lists a single case entry:

S.No.	Case Type	Case No.	Party Name	Court Fee	Fees Type	Document Type
1	Civil M.A.	100025/2015	Arjun Vilas Ghodke	5300.00	Court Fee	 Court Fee=5300.00 Total Fees=5300

Figure 362: Civil Fees Register Report

5. The **Civil Fees Register** displays the details given below:
 - S. No. (Serial Number)
 - Case Type
 - Case No. (Number)
 - Party Name
 - Court Fee
 - Fees Type
 - Document Type
6. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.6. Criminal Fees Register

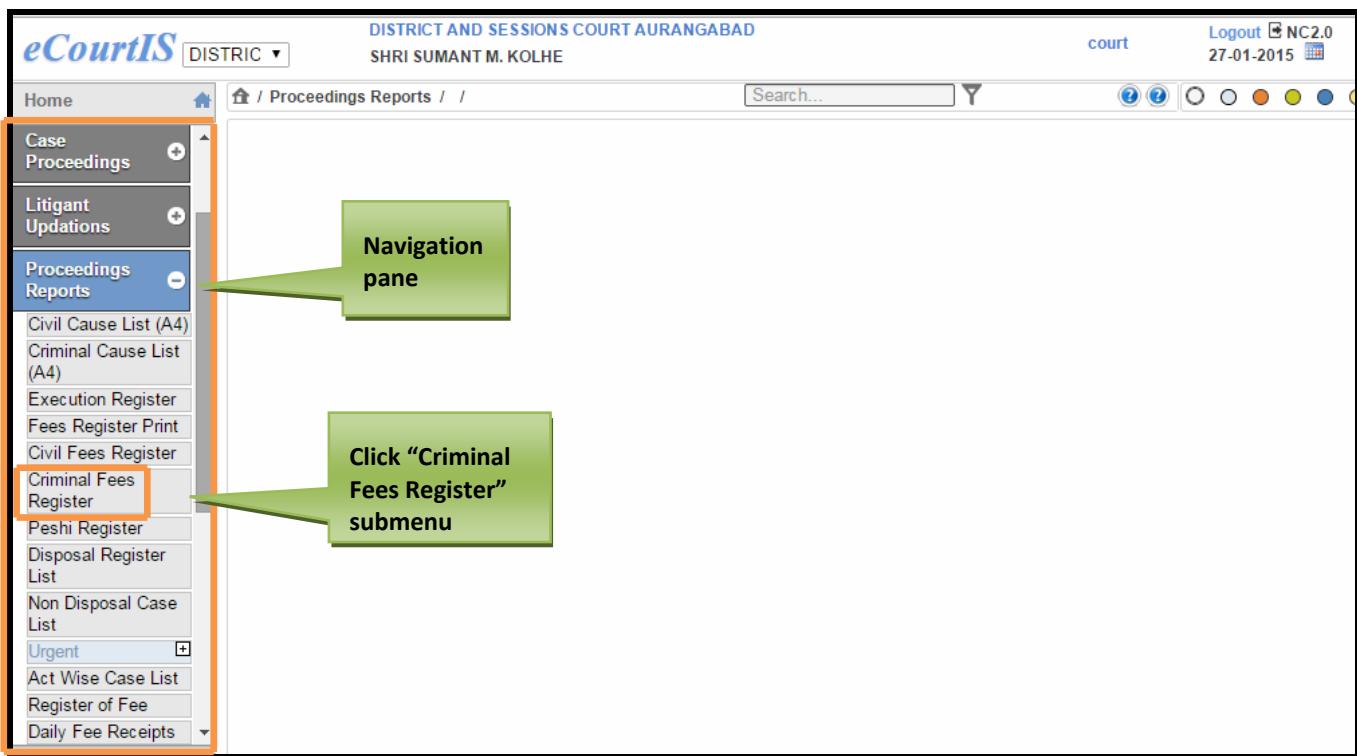


Figure 363: Navigation for Criminal Fees Register screen

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

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click the **Criminal Fees Register** sub menu. (Refer Figure Number 363).
- 3 When you click **Criminal Fees Register** sub menu, the “**Criminal Fees Register**” screen with the **View** link is displayed. (Refer to Figure Number 364).

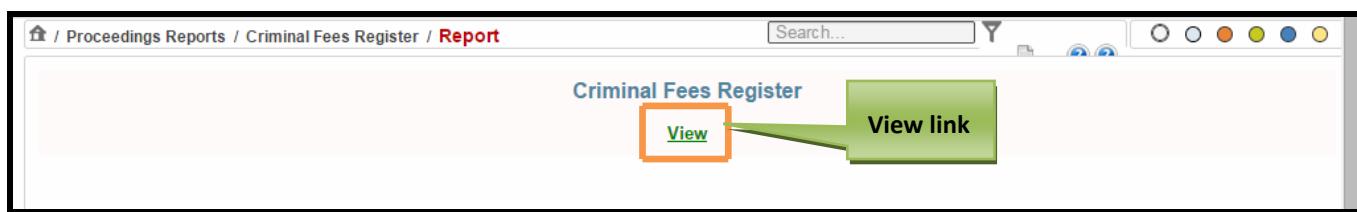


Figure 364: Criminal Fees Register with View link

- 4 Click the **View link**, the **Criminal Fees Register** report is displayed (Refer to Figure Number 365).

Court User Manual

S.No.	Case Type	Case No.	Party Name	Court Fee	Fees Type	Document Type
1	Cri.Rev.App.	100222/2015	Rais Khan Rashid Khan	10.00	Court Fee	
2	Cri.M.A.	100229/2015	Anjabapu Asaram Shinde	5.00	Court Fee	
Court Fee=15.00						
Total Fees=15						

Figure 365: Criminal Fees Register

5. The **Criminal Fees Register** displays the details given below:
 - Serial Number (S. No)
 - Case Type
 - Case Number
 - Party Name
 - Court Fee
 - Fees Type
 - Document Type
6. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.7. Peshi Register

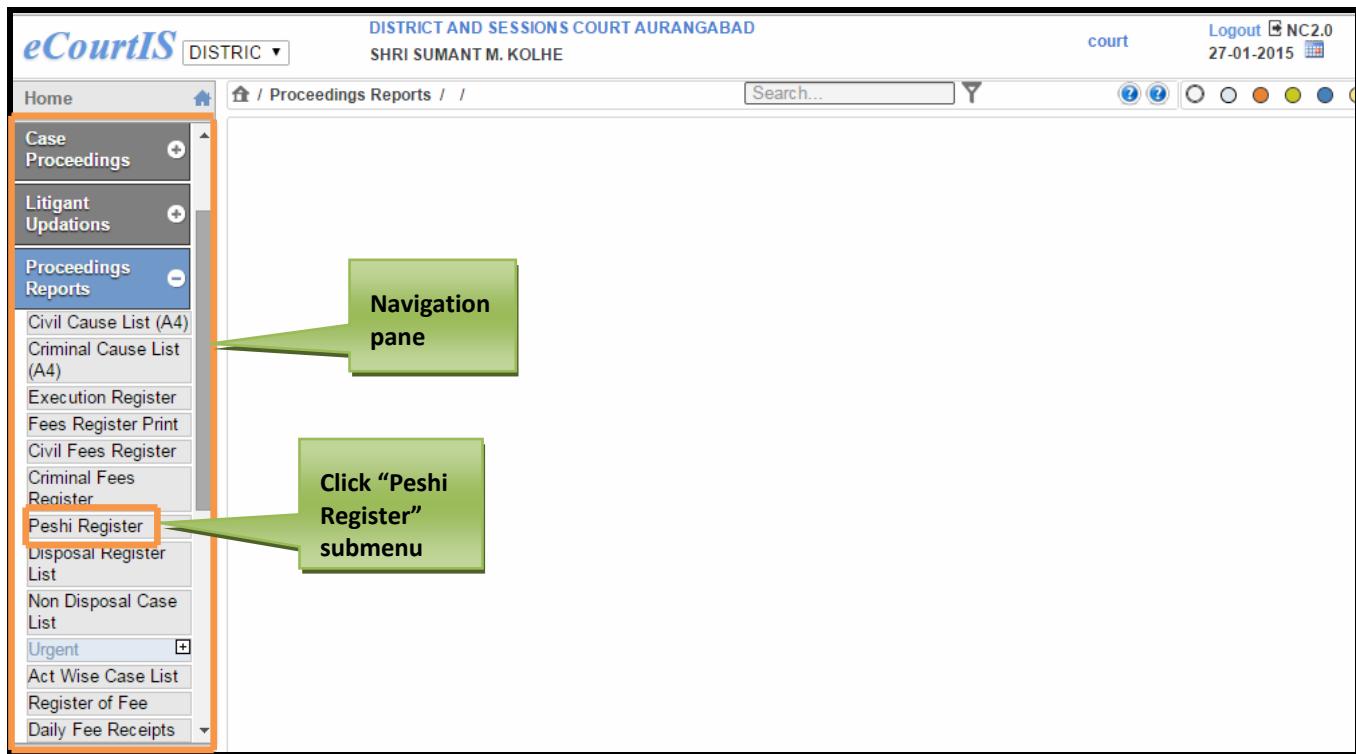


Figure 366: Navigation for "Peshi Register" screen

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

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click the **Peshi Register** sub menu. (Refer Figure Number 366)
- 3 When you click **Peshi Register** sub menu, the "**Peshi Register**" screen with the **View link** is displayed. (Refer to Figure Number 367)

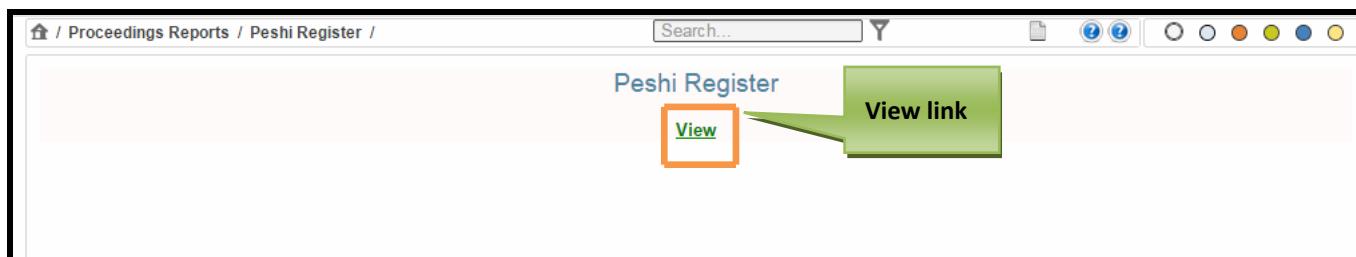


Figure 367: Peshi Register screen with View link

- 7 Click the **View link**, the **Peshi Register** of the current date is displayed. (Refer to Figure Number 368)

Court User Manual

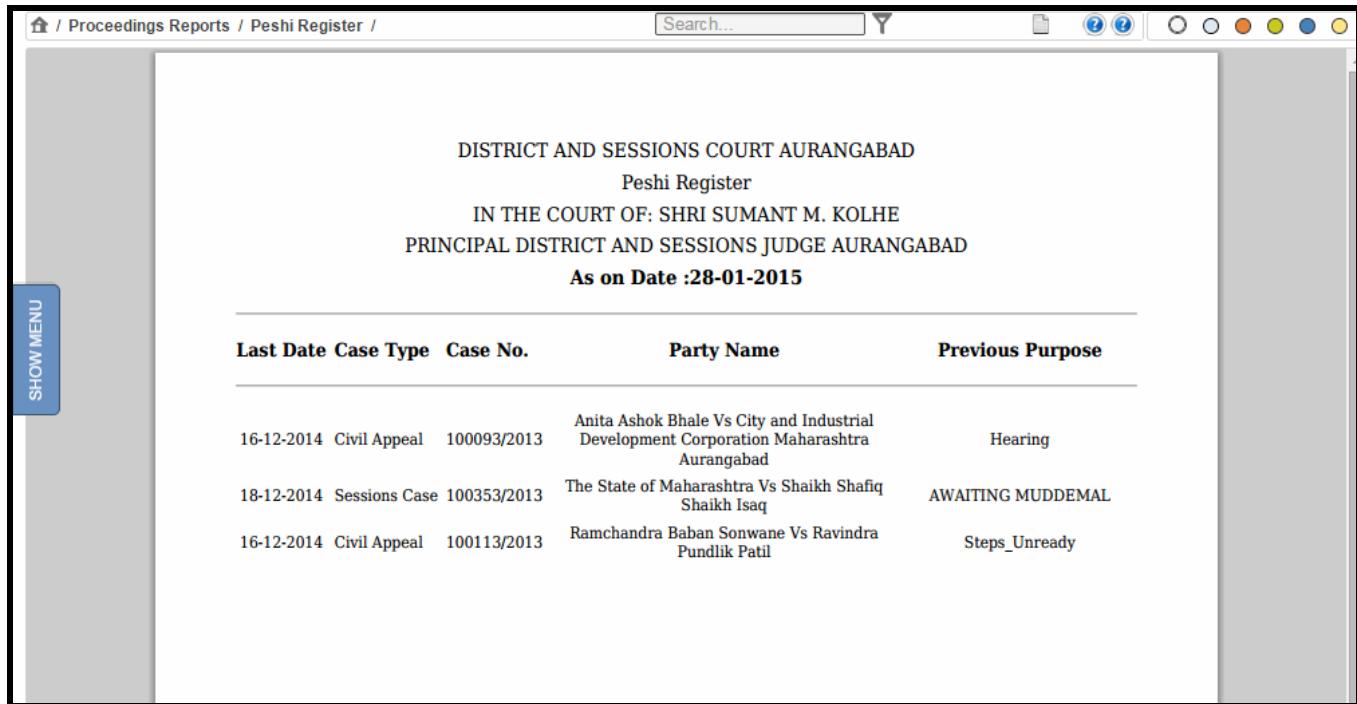


Figure 368: Peshi Register

8. The **Peshi Register** displays the details given below:
 - Last Date
 - Case Type
 - Case No.
 - Party Name
 - Previous Purpose
9. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.8. Disposal Register List

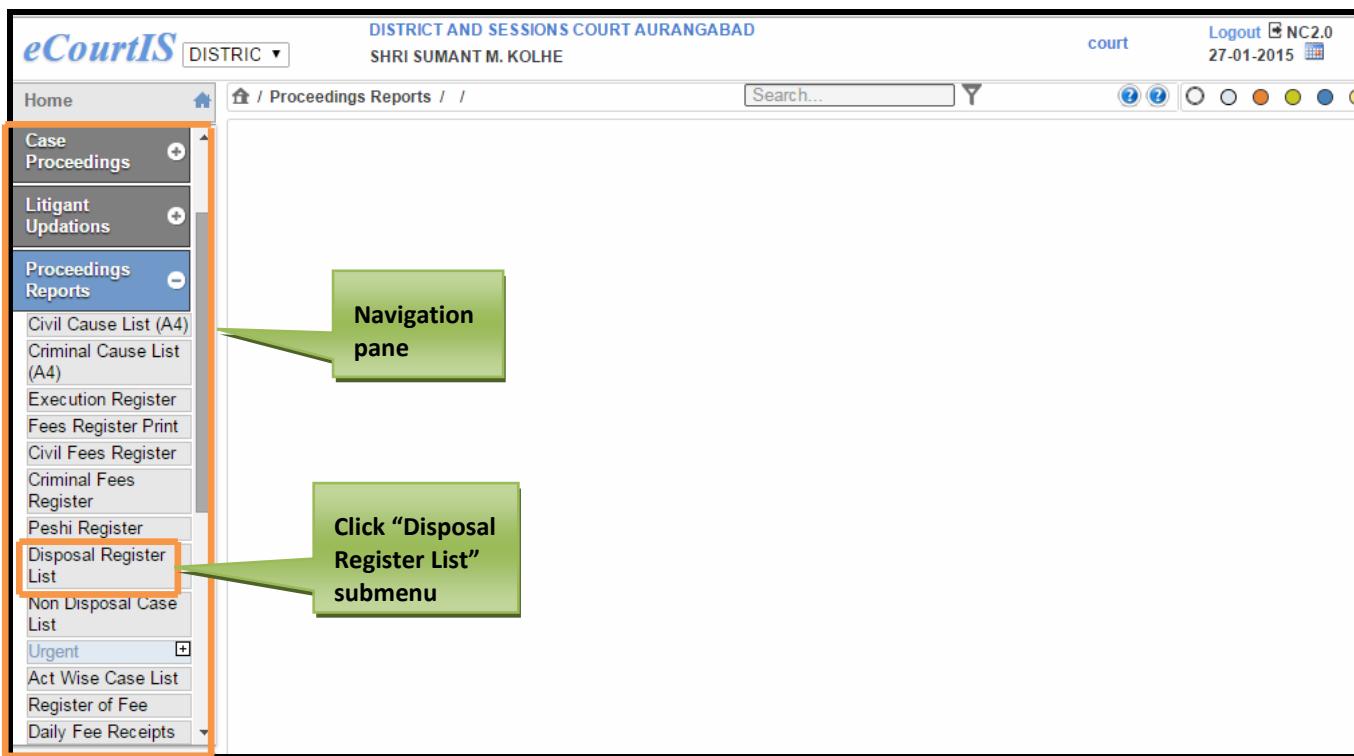


Figure 369: Navigation for “Disposal Register List” screen

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

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click **Disposal Register List** sub menu. (Refer Figure Number 369)
- 3 When you click **Disposal Register List** sub menu, the “**Disposal Register List**” screen with current date in **From Date** and **To Date** fields is displayed. (Refer to Figure Number 370)
- 4 You can view the **Disposal Register List** for **Civil** and **Criminal** cases.



Figure 370: Disposal Register List screen

Procedure

- 1 By default, **Civil** is displayed as the selected option where you can view the report for civil cases.
- 2 For **Criminal** cases, select the **Criminal** radio button.
- 3 Also, current date is displayed in the **From Date** and **To Date** fields.

Court User Manual

4. You can select another date from the calendar control, if you want to generate the report for another date.
5. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 371)



Figure 371: Disposal Register with View link

6. Click the **View link**. The **Disposal Register** for the selected period is displayed. (Refer to Figure Number 372)

The screenshot displays a PDF document titled 'utfpdbk0r8tgeu2gjq87211lc4.pdf'. The page number '1 / 1' is at the top right. The content is a 'Disposal Register' from '01-01-2015' to '01-01-2015'. It starts with a header: 'DISTRICT AND SESSIONS COURT AURANGABAD', 'IN THE COURT OF Principal District and Sessions Judge, Abad.', 'SHRI S.L. PATHAN', and 'Disposal Register From Date:01-01-2015 To Date:01-01-2015'. Below the header is a table with the following data:

S.No.	Case Type	Reg. No./Year	Date of Filing	Disposal Date	Disposal Type	Duration Y M D	Judgment
Disposal Nature:Uncontested							
1	Cri.M.A.	100215/2014	31-10-2014	01-01-2015	OTHERWISE	00 02 02	

Figure 372: Disposal Register

7. This **Disposal Register List** displays the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Party Name
- Date of Decision
- Result

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

Court User Manual

9.9. Non Disposal Case List

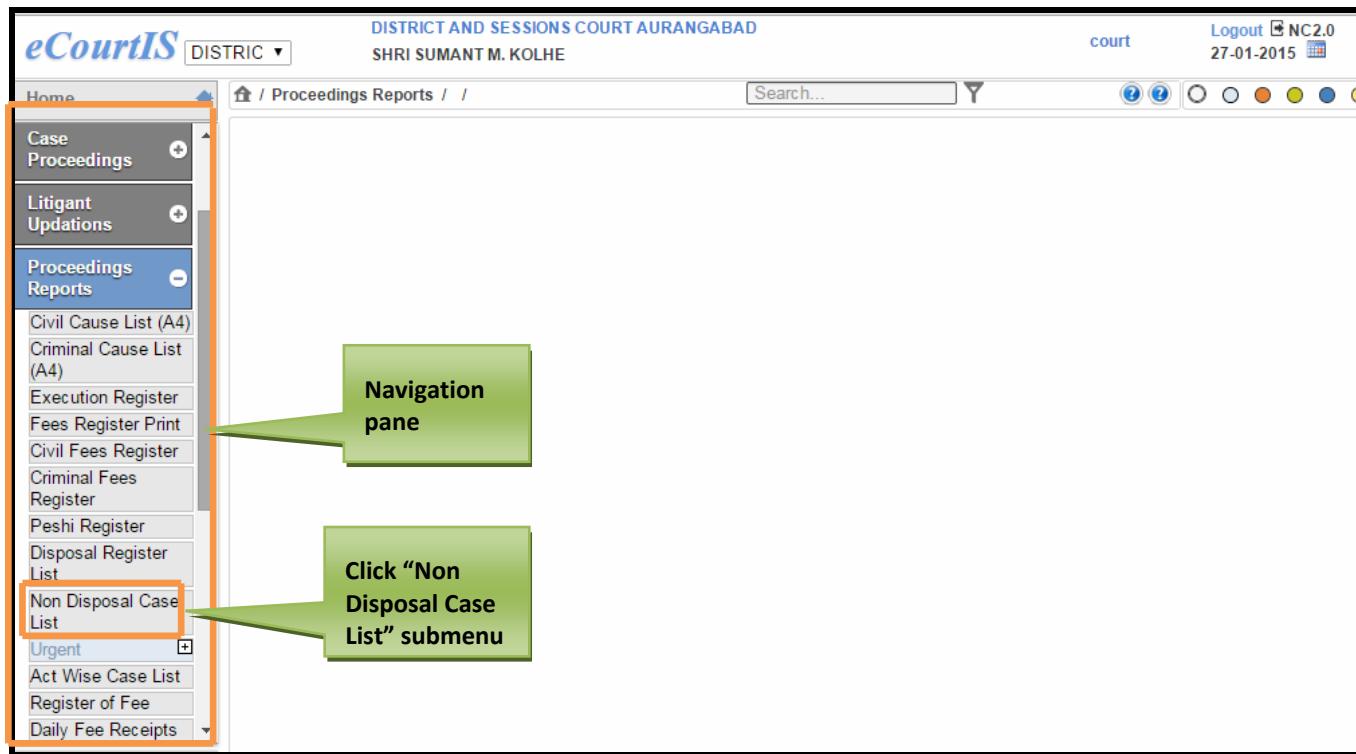


Figure 373: Navigation for “Non Disposal Case List” screen

To access the **Non Disposal Case List** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click **Non Disposal Case List** sub menu. (Refer Figure Number 373)
- 3 When you click **Non Disposal Case List** sub menu, the “**Non Disposal Case List**” screen with **View** link is displayed. (Refer to Figure Number 374)

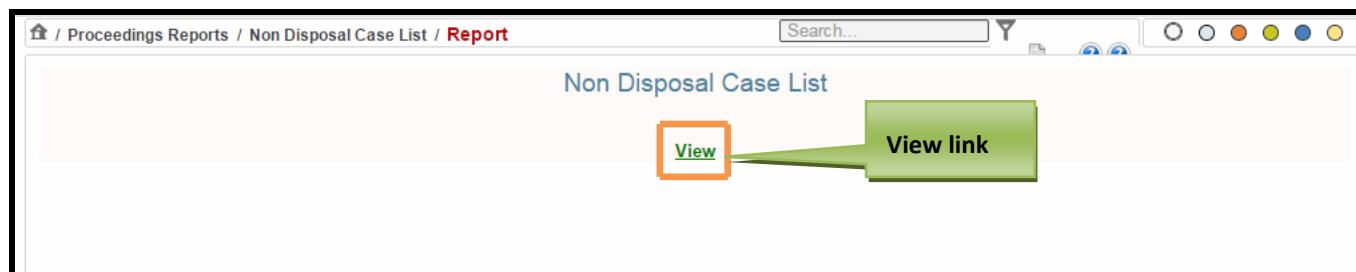


Figure 374: Non Disposal Case List with View link

- 4 Click the **View** link. The **Non Disposal Case List** report is displayed. (Refer to Figure Number 362)

Court User Manual

The screenshot shows a computer interface for a court system. At the top, there's a navigation bar with links to 'Proceedings Reports' and 'Non Disposal Case List'. A search bar is also present. On the left, a vertical menu has a 'SHOW MENU' button. The main content area displays a title card for the 'DISTRICT AND SESSIONS COURT AURANGABAD' and 'Non Disposal Case List(Civil)' under 'IN THE COURT OF: PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD' dated 'As on Date: 28-01-2015'. Below this is a table with the following data:

S.No.	Case Type	Case No.	Party Name	Date of Registration	Next Date
1	Civil Appeal	100099/2007	Nagpal Projects Construction Pvt Ltd Vs Municipal Corporation Aurangabad Ors	10-04-2007	13-01-2015
2	Civil Appeal	100249/2008	Madhukar Gunderao Kasar Vs Ramakant Baliram Waghmare	29-08-2008	03-01-2015
3	Civil Appeal	100317/2009	Shaikh Aftab Ahmed Sk. Akhaq Vs Yakub Khan Muhammad Khan	05-12-2009	07-01-2015
4	Civil Appeal	100003/2010	Shankarlal Papalal Jaiswal Vs Madanlal Shrikishanlal Jaiswal	04-01-2010	07-01-2015

Figure 375: Non Disposal Case List

5. This **Report** will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case No. (Number)
- Party Name
- Date of Registration
- Next Date

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

9.10. Urgent

This option includes the **Urgent** and **Non-Urgent** reports.

9.10.1. Urgent

This option provides the facility to view the Report which displays the **Urgent** cases.

Court User Manual

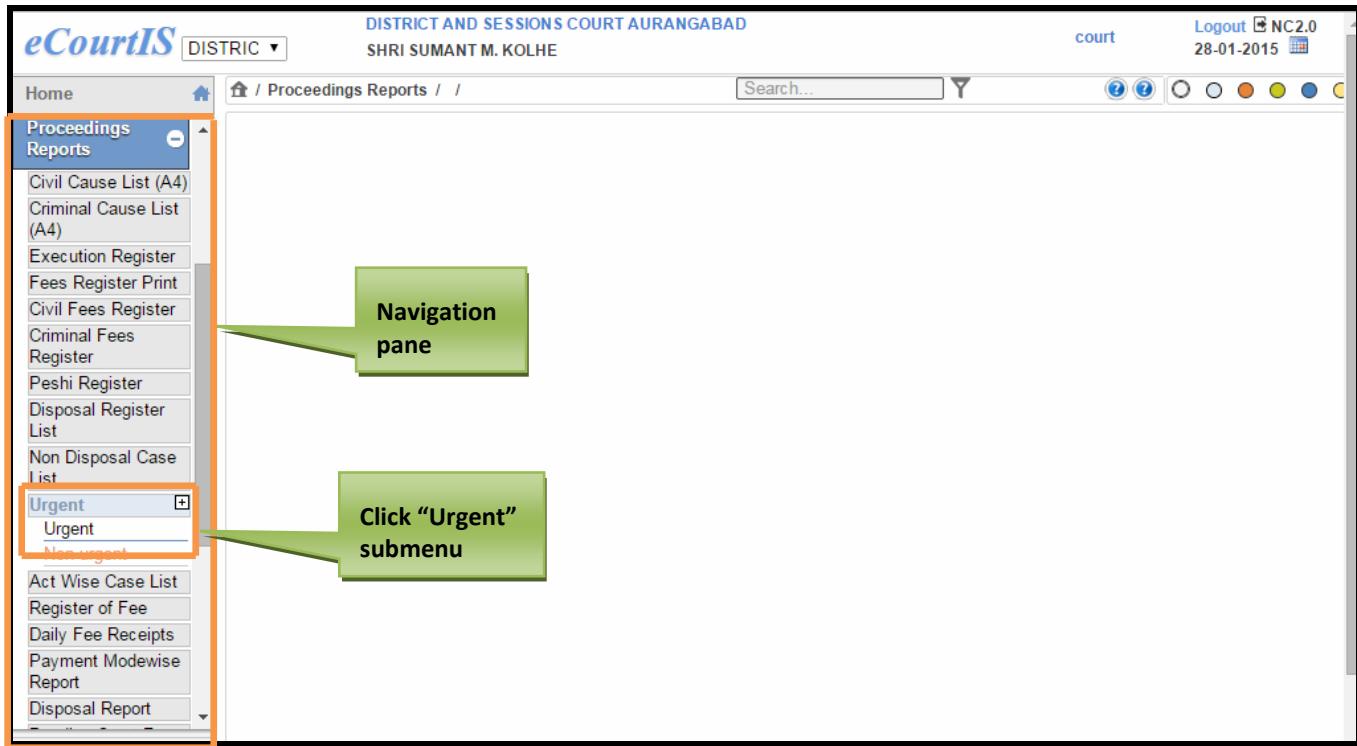


Figure 376: Navigation for Urgent screen

To access the **Urgent** screen, follow the steps given below:

- 1 On the Navigation pane, click the **Proceedings Reports** menu.
- 2 Then, click **Urgent** sub menu. (Refer Figure Number 376)
- 3 When you click **Urgent** sub menu, the system will display the "**Urgent**" screen with the **View** link. (Refer to Figure Number 377)

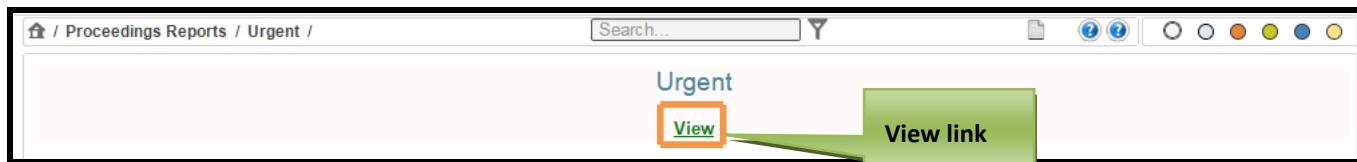


Figure 377: Urgent screen with View link

- 4 Click **View link**. The **Urgent Cases Report** of the current date is displayed.

Court User Manual



Figure 378: Urgent Cases Report

5. This **Report** will display the details given below:
 - Serial Number (S. No.)
 - Case Type
 - Case Number
 - Party Name
 - Name of Advocate
6. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

Court User Manual

9.11. Act Wise Case List

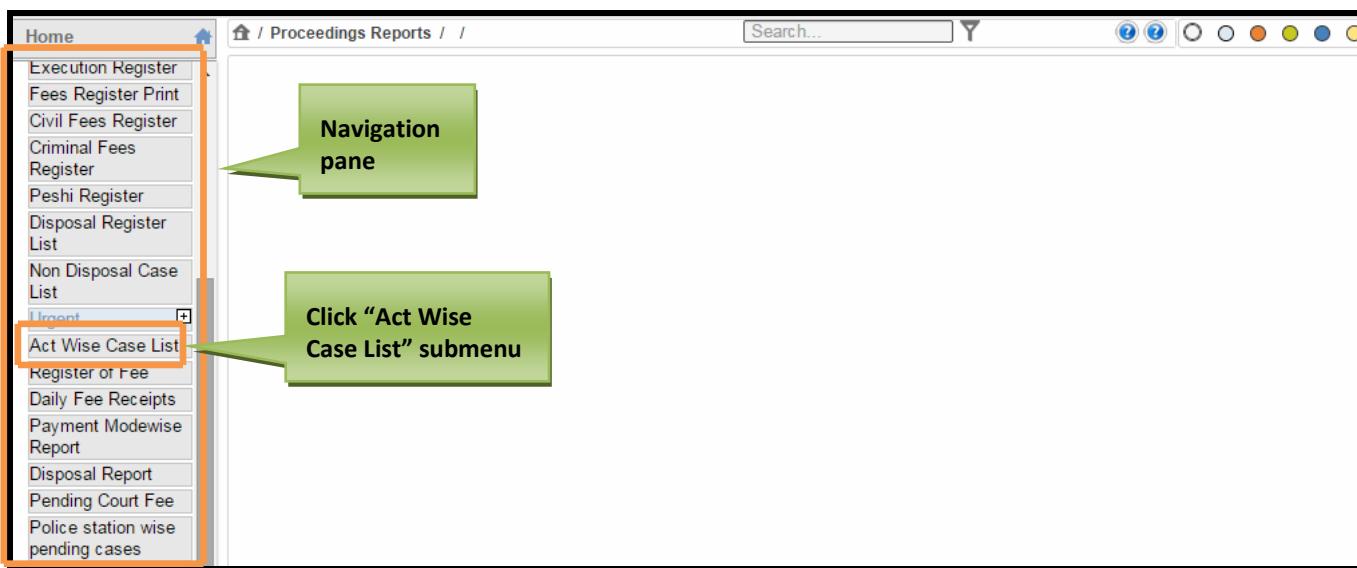


Figure 379: Navigation for "Act Wise Case List" screen

To access the **Act Wise Case List** screen, follow the steps given below:

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Act Wise Case List** sub menu. (Refer Figure Number 379)
3. When you click **Act Wise Case List** sub menu, the "**Act Wise Case Report**" screen is displayed. (Refer to Figure Number 380)

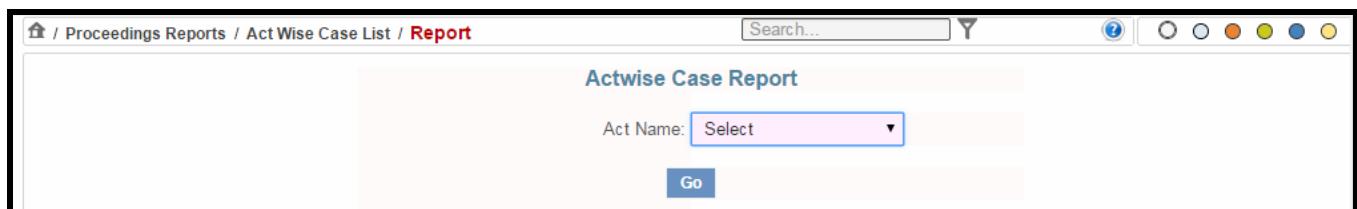


Figure 380: Act Wise Report screen

Procedure

1. Select **Act Name** from the **Act Name** select box.
2. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 381).



Figure 381: Act wise Case Report with View link

Court User Manual

3. Click the **View link**. The **Act wise Case Report** for the current date is displayed. (**Refer to Figure Number 381**)

S.No.	Case Type	Case No.	Under Section
1	Civil M.A.	100011/2014	34
2	Civil M.A.	100020/2010	34
3	Civil M.A.	100025/2015	34
4	Civil M.A.	100026/2014	34
5	Civil M.A.	100069/2011	34
6	Civil M.A.	100082/2011	34

Figure 382: Act wise Case Report

4. This **Report** will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Under Section

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

Court User Manual

9.12. Register of Fee

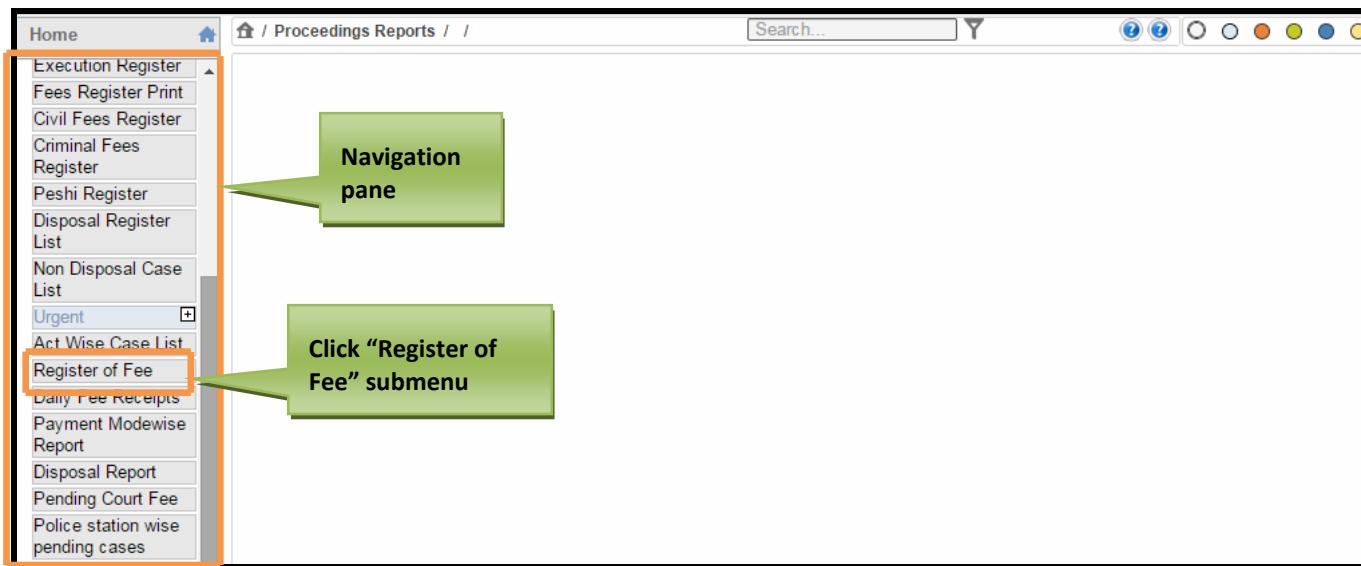


Figure 383: Navigation for “Register of Fee” screen

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

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Register of Fee** sub menu. (Refer Figure Number 383)
3. When you click **Register of Fee** sub menu, the “**Register of Fee**” screen with a **View link** is displayed. (Refer to Figure Number 384)



Figure 384: Register of Fee screen with View link

4. Click the **View link**. The **Register of Fee** of the current date is displayed. (Refer to Figure Number 385)

Court User Manual

REGISTER OF FEE REALIZED(Reg-VII & Reg-VIII)
Statement of The Fee Collected In The FILING BRANCH Of The
DISTRICT AND SESSIONS COURT AURANGABAD
Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge,
Abad./District Judge-7 and Addl. Sessions Judge, Abad.
SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR
30-09-2015

Fees Type	Fee In Rs.
Court Fee	250.00

Total Fee Collected On The Given Period:250
(By Cash) (By Stamp) (By D.D.) (By Cheque) (By Challan)
250

Total Fee During This Financial Year: 354812.00

Figure 385: Register of Fee report

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

9.13. Daily Fee Receipts

This option provides the facility to generate a report that shows the different types of fees and amount of fees that is collected by the court. The **Daily Fee Receipts** option helps in keeping track of all the fees collected by the court on a particular day.

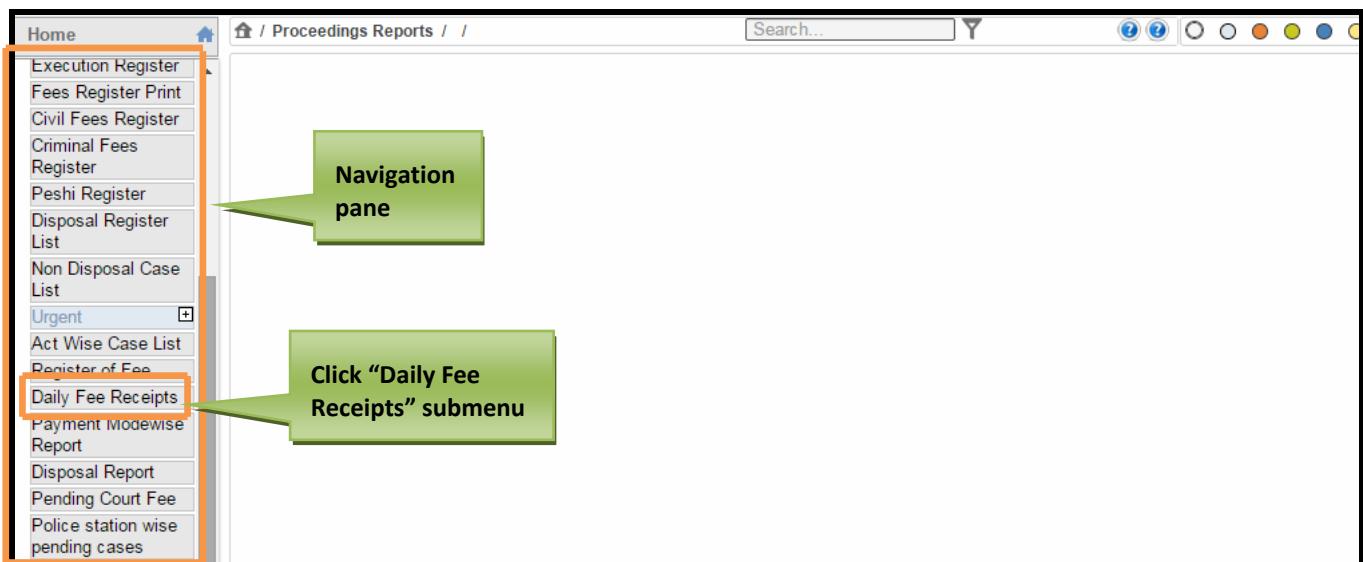


Figure 386: Navigation for "Daily Fee Receipts" screen

To access the **Daily Fee Receipts** screen, follow the steps given below:

1. On the Navigation pane, click the **Proceedings Reports** menu.

Court User Manual

2. Then, click **Daily Fee Receipts** sub menu. (**Refer Figure Number 386**)
3. When you click **Daily Fee Receipts** sub menu, the “**Daily Fee Receipts**” screen with a **View link** is displayed. (**Refer to Figure Number 387**)

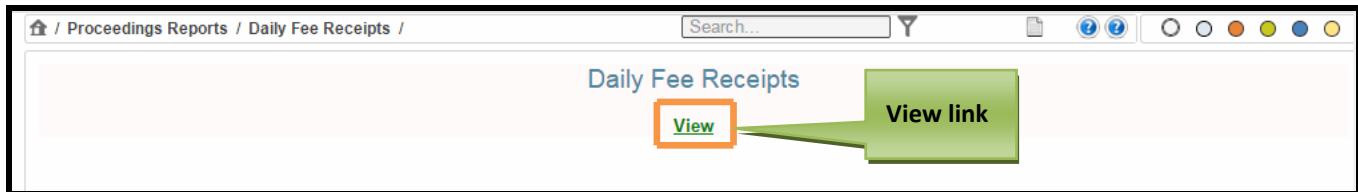


Figure 387: Daily Fee Receipts screen

4. Click **View link**. The **Daily Fee Receipts** report of the current date is displayed. (**Refer to Figure Number 388**)

Receipt No.	Case No.	Party Name	Fees Paid by Cash	Fees Paid by DD	Fees Paid by Stamp	Fees Paid by Cheque	Fees Type
12627/2015 Cri Rev App./100222/2015		Rai Khan Rashid Khan			10.00		Court Fee
12632/2015 Cri M.A./100229/2015		Anjabeju Asmato Shinde			5.00		Court Fee
Total No. of Applications : 2							
Sum of Fee Paid : 0 (By Cash) 0 (By D.D.) 250.00 (By Stamp) 0 (By Cheque)							

Figure 388: Daily Fee Receipt report

5. The report will display the details given below:

- Receipt Number
- Case Number
- Party Name
- Fees Paid by Cash
- Fees Paid by DD
- Fees Paid by Stamp
- Fees Paid by Cheque
- Fees Type
- Total Number of Applications
- Sum of Fee Paid by Cash, D.D., Stamp, or by Cheque
- Username(For example “court user”)

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

9.14. Payment Modewise Report

This option provides the facility to generate the report which displays the Fees that can be paid in **Cash, Stamps, Demand Draft (DD), Cheque, Challan** or as per the rules of the respective state. Accordingly mode of payment by which the fees is being paid is to be selected.

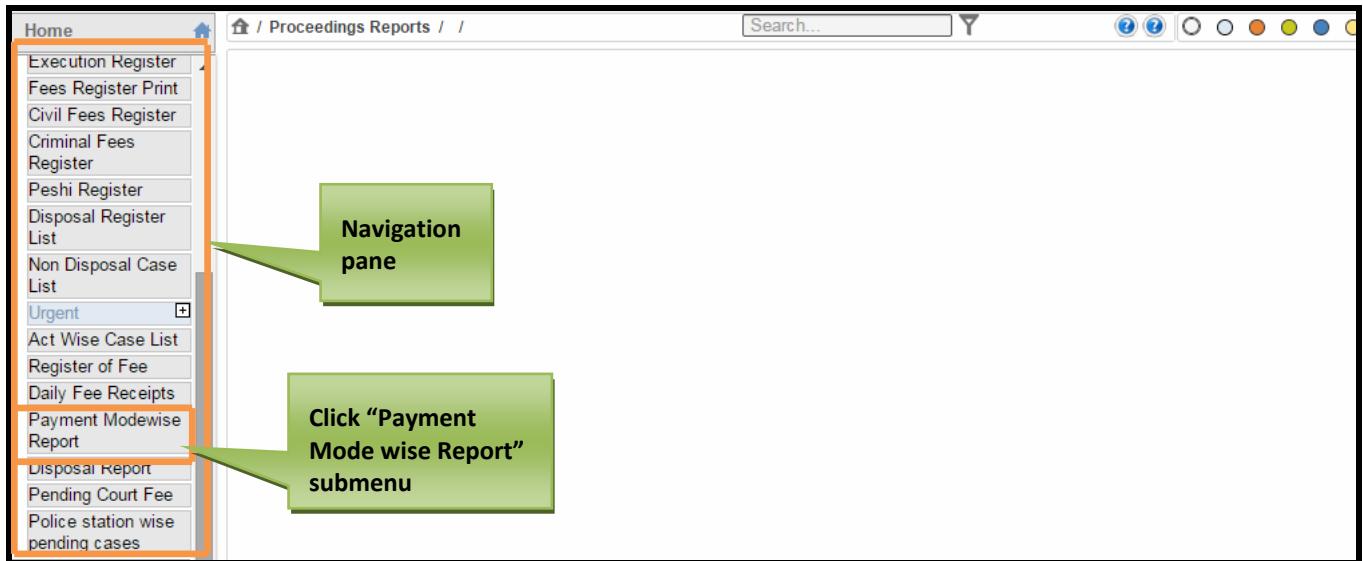


Figure 389: Navigation for "Payment Mode wise Report" screen

To access the **Payment Mode wise Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Payment Mode wise Report** sub menu. (Refer Figure Number 389)
3. When you click **Payment Mode wise Report** sub menu, the "**Mode of Payment**" screen with a **View link** displayed. (Refer to Figure Number 390)

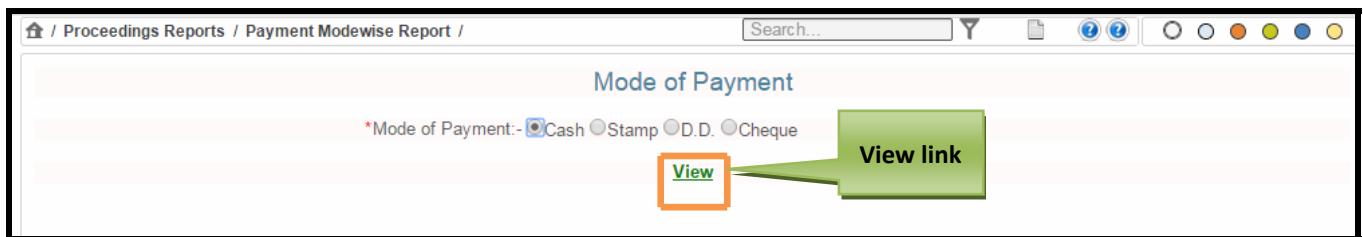


Figure 390: Mode of Payment screen

4. Choose the **Mode of Payment – Cash, Stamp, D.D, or Check** by selecting their respective radio buttons.
5. The system will load the **View link**.
6. Click the **View link**. The **Payment Mode wise** report according to the selected **Mode of Payment** is displayed. (Refer to Figure Number 391)

Court User Manual

The screenshot shows a report titled "DISTRICT AND SESSIONS COURT AURANGABAD" collected from the Court of Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge, Abad./District Judge-7 and Addl. Sessions Judge, Abad. The date is 30-09-2015. The report lists two cases with their respective amounts:

Case No.	Amount
Cri.M.A./100236/2015	5.00
Cri.M.A./100232/2015	10.00
Total Amount from Stamp: 250.00	

Figure 391: Payment Mode wise Report

7. The report displays the **Case No.** and the **Amount**.
8. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

9.15. Disposal Report

This option provides the facility to generate the **Disposal Report**.

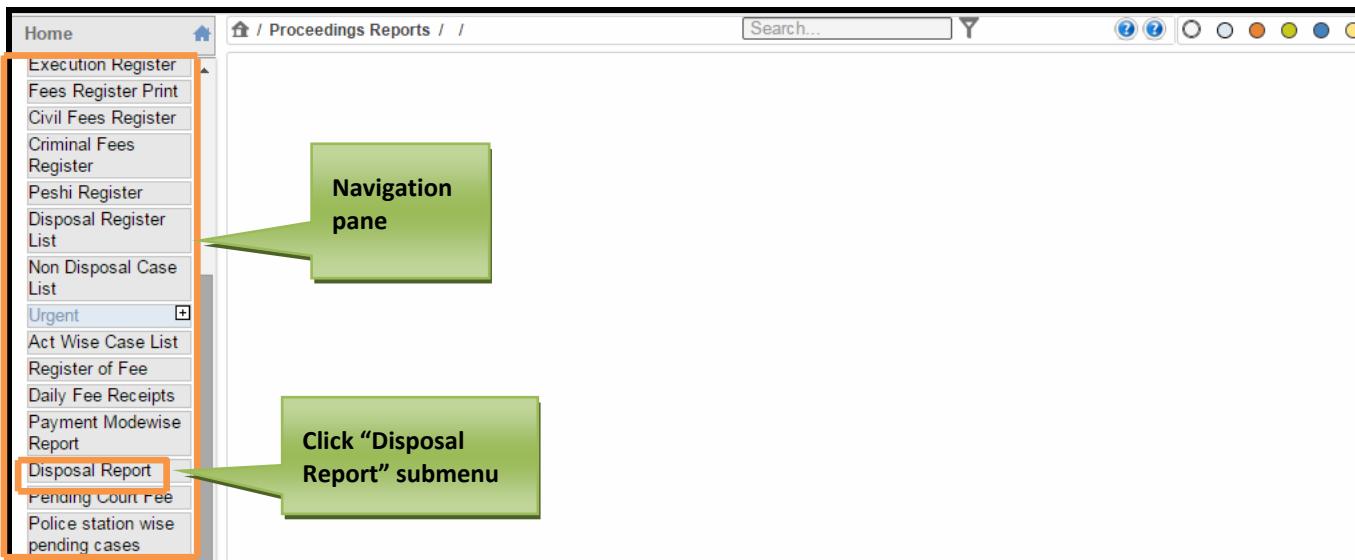


Figure 392: Navigation for "Disposal Report" screen

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

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Disposal Report** sub menu. (Refer Figure Number 392)
3. When you click **Disposal Report** sub menu, the "**Disposal Report**" screen with current date in **From Date** and **To Date** fields is displayed. (Refer to Figure Number 393)

Court User Manual

The screenshot shows a web-based application interface for a Disposal Report. At the top, there's a header with a home icon, the text 'Proceedings Reports / Disposal Report / Report', a search bar, and several system icons. Below the header is a title 'Disposal Report'. Underneath the title are two input fields: one for 'From Date' containing '28-01-2015' and another for 'To Date' also containing '28-01-2015'. To the right of these fields is a blue 'Go' button.

Figure 393: Disposal Report screen

Procedure

1. By default, the current date is displayed in the **Today's Date** field.
2. You can change the date from the calendar control.
3. Click **Go** button, the system will load the **View link**. (Refer to Figure Number 394)

This screenshot is similar to Figure 393, showing the Disposal Report screen. It includes the same header, search bar, and date inputs. A green callout arrow points from the text 'View link' to the green 'View' button located below the 'Go' button.

Figure 394: Disposal Report screen with View link

4. Click the **View link**. The **Disposal Report** for the selected period is displayed. (Refer to Figure Number 395)

This screenshot displays the results of the Disposal Report. On the left, there's a vertical sidebar with a 'SHOW MENU' button. The main content area shows the title 'DISTRICT AND SESSIONS COURT AURANGABAD' and 'Principal District and Sessions Judge, Abad.' followed by the name 'SHRI SUMANT M. KOLHE' and the disposal period 'Disposal :09-12-2014 To Date:12-02-2015'. Below this, a table lists 12 entries of cases:

S.No.	Case Type	Reg. No./Year	Date of Filing	Disposal Date	Disposal Type	Duration Y M D	Judgment
Disposal Nature: Contested							
1	Sessions Case	100148/2011	30-03-2011	09-12-2014	JUDGMENT	03 08 15	
2	M.A.C.P.	100122/2012	18-02-2012	11-12-2014	JUDGMENT	02 09 27	
3	M.A.C.P.	100295/2010	08-04-2010	12-12-2014	JUDGMENT	04 08 09	
4	Cri.M.A.	100243/2014	05-12-2014	12-12-2014	OTHERWISE	00 00 07	
5	Civil Appeal	100057/2013	04-03-2013	15-12-2014	JUDGMENT	01 09 16	
6	Civil Appeal	100052/2013	26-02-2013	15-12-2014	JUDGMENT	01 09 22	
7	Civil Appeal	100065/2013	12-03-2013	15-12-2014	JUDGMENT	01 09 08	
8	Civil M.A.	100337/2012	16-08-2012	16-12-2014	JUDGMENT	02 04 02	
9	Civil Appeal	100232/2012	05-04-2012	16-12-2014	JUDGMENT	02 08 15	
10	Civil M.A.	100388/2014	19-11-2014	19-12-2014	OTHERWISE	00 01 00	
11	M.A.C.P.	100337/2012	09-05-2012	19-12-2014	JUDGMENT	02 07 14	
12	M.A.C.P.	100493/2010	22-07-2010	20-12-2014	JUDGMENT	04 05 02	

Figure 395: Disposal Report

5. The report will display the details given below:

Court User Manual

- S. No. (Serial Number)
- Case Type
- Registration Number/Year
- Date of Filing
- Disposal Date
- Disposal Type
- Duration Y M D (Year Month Day)
- Judgment

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

9.16. Pending Court Fee

In some cases, the court orders the registration to be carried out even if the court fees have not been paid. The court fee has to be collected on a later date. Such cases are listed in the Pending Court Fee report so that the court can keep a track of all these cases.

This option provides the facility to view the **Pending Court Fee**.

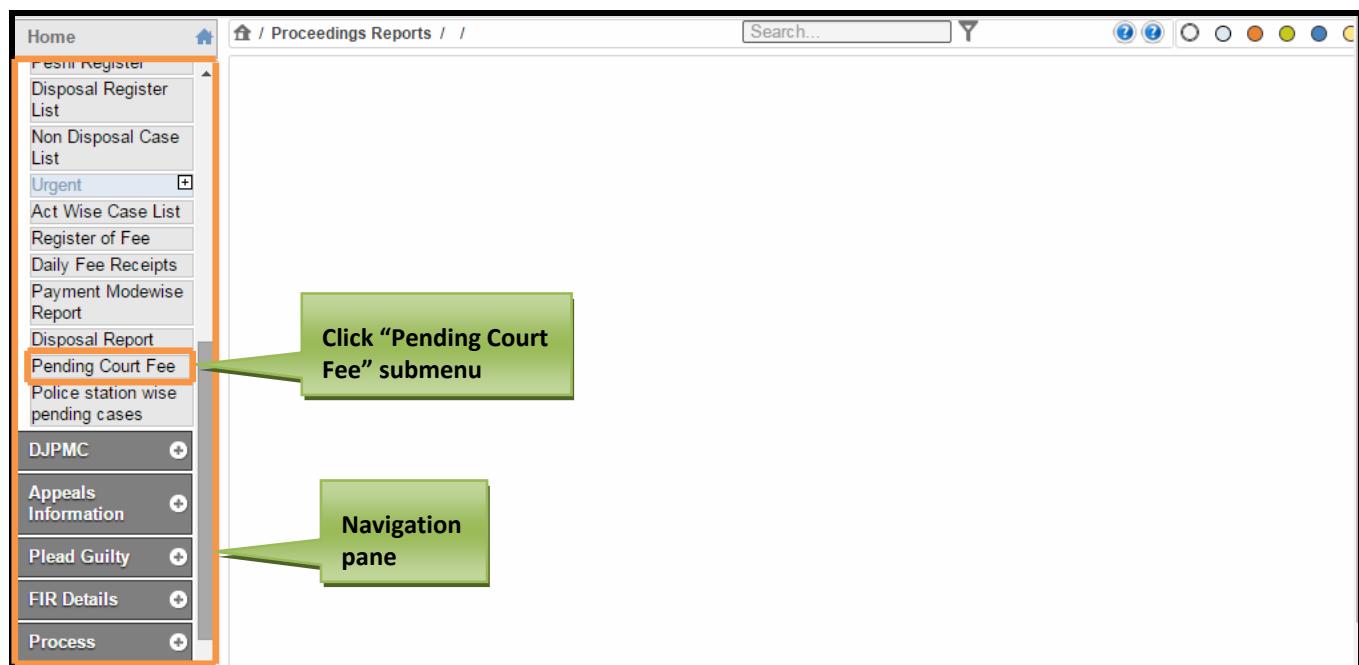


Figure 396: Navigation for "Pending Court Fee" screen

To access the **Pending Court Fee** screen, follow the steps given below:

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Pending Court Fee** sub menu. (Refer Figure Number 396)
3. When you click **Pending Court Fee** sub menu, the "**Pending Court Fee**" screen with the **View link**. (Refer to Figure Number 397)

Court User Manual

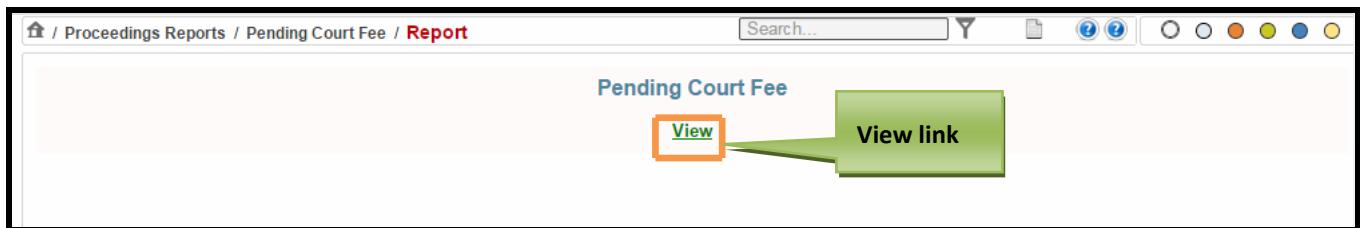


Figure 397: Pending Court Fee screen with View link

4. Click the View link. The Deficit Court Fee Report (Pending Court Fee Report) of the current date is displayed. (Refer to Figure Number 398)

A screenshot of a web browser window titled "Proceedings Reports / Pending Court Fee / Report". The main content area displays a report titled "DISTRICT AND SESSIONS COURT AURANGABAD" and "PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD". It also includes the name "SHRI SUMANT M. KOLHE", "Deficit Court Fee Report", and "As on Date:28-01-2015". On the left side, there is a vertical menu bar with a blue button labeled "SHOW MENU". The main content area contains a table with the following data:

Case No.	Party Name	Valuation	Court Fee Paid	Deficit Fee	Pay by Date
M.A.C.P./100580/2008	Ravindra Bhaskarao Awasarmol Vs Ms Transport Corporation of India Ltd.	500000.00	0	500000.00	
M.A.C.P./100042/2010	Shaikh Saber Shaikh Shabbir Vs Bipichandra Balajirao Patil	300000.00	0	300000.00	
M.A.C.P./100264/2010	Sk. Naseer Sk.Gaffar Vs National Insu. Co. Ltd. Aurangabad	200000.00	0	200000.00	

Figure 398: Pending Court Fee Report screen

7. The report will display the details given below:

- Case Number
- Party Name
- Valuation
- Court Fee Paid
- Deficit Fee
- Pay by Date

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

Court User Manual

9.17. Police Station wise Pending Cases

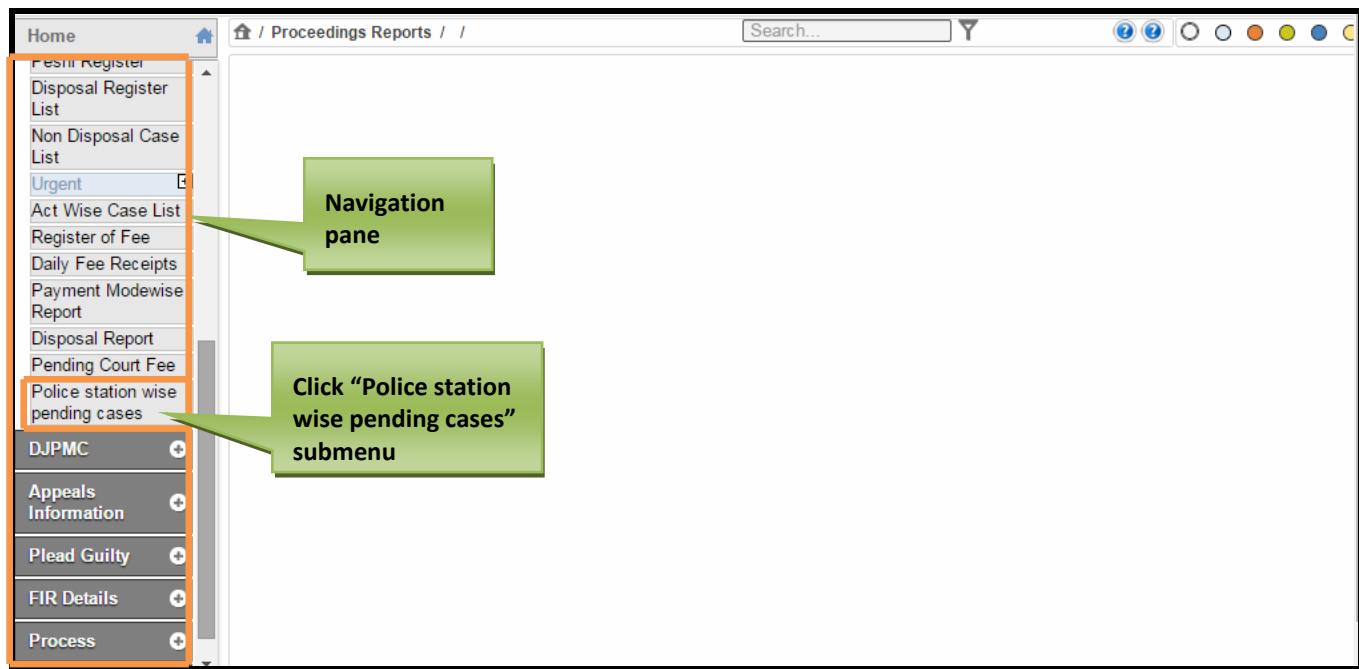


Figure 399: Navigation for Police Station wise Pending cases

To access the **Police Station Wise Pending Cases** screen, follow the steps given below:

1. On the Navigation pane, click the **Proceedings Reports** menu.
2. Then, click **Police Station Wise Pending Cases** sub menu. (Refer Figure Number 399)
3. When you click **Police Station Wise Pending Cases** sub menu, the “**Police Station Wise Pending Cases**” screen with the **View** link is displayed. (Refer to Figure Number 400)



Figure 400: Police Station wise Pending Report screen

Procedure

1. Select the name of the police station from the **Police Station Name** select box.
2. Click **Go** button. The system will load the **View** link. (Refer to Figure Number 401)

Court User Manual



Figure 401: Police Station wise Pending Report screen with View link

3. Click the View link. The Police Station Wise Pending Report of the selected Police Station is displayed.

S.No.	Case Type	Case No.	Next Date	Purpose	Party Name
1	Sessions Case	100136/2010	08-01-2015	Arguments	The State of Maharashtra V/s Sanjay Bhikan Sapkal

Figure 402: Police Station wise Pending Report

4. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Next Date
- Purpose
- Party Name

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

10. DJPMC

Several reports for managing pendency have been made available in the CIS. This option provides the facility to generate various reports such as Monthly Report, Age Wise Analysis of Pendency, Contested Disposal Report to name a few , are generated through the following options.

Court User Manual

10.1. Civil

10.1.1. Judge Wise Monthly Report

This report generates **Case Type wise** pending list for all the Civil Cases, at the end of the month. The Opening balance, Newly Instituted cases, Cases Disposed, and pending or balance cases at the end of the period, are shown in this report.



Figure 403: Navigation for "Judge Wise Monthly Report" screen

To access the **Judge Wise Monthly Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Judge Wise Monthly Report**. (Refer Figure Number 403)
3. When you click **Judge Wise Monthly Report** sub menu, the "**Judge Wise Monthly Report**" screen with the **View link** is displayed. (Refer to Figure Number 404)

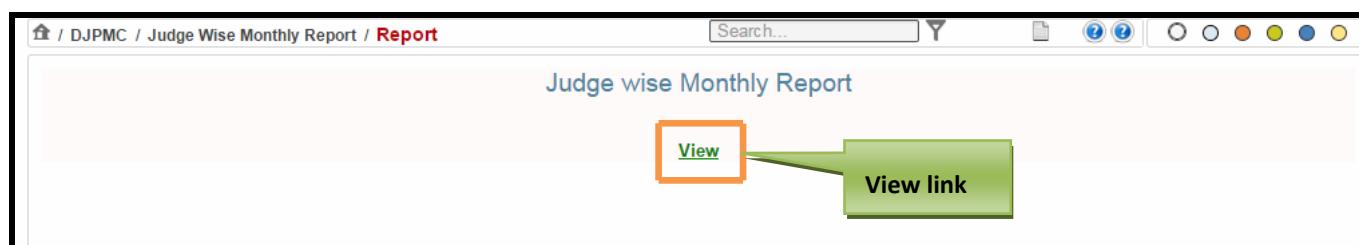


Figure 404: Judge Wise Monthly Report screen with View link

4. Click **View link**. The **Judge Wise Monthly Report** is displayed. (Refer to Figure Number 405)

Court User Manual

The screenshot shows a web-based application window titled "Court User Manual". At the top, there's a navigation bar with links to "Home", "DJP MC", "Judge Wise Monthly Report", and "Report". A search bar and various system icons are also present. The main content area displays a report titled "DISTRICT AND SESSIONS COURT AURANGABAD" and "IN THE COURT OF: PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD". Below this, it says "Judge wise Pendency and Disposed Report From Date: 01-01-2015 To Date 31-01-2015". The report is presented in a table format:

S.No.	Nature of Case	Last Bal.	Institution Newly Filed	Disposal		Units Pending
				Contested	UnContested	
1	Civil Appeal	108	1	0	0	0 109
2	Misc.Civil Appeal	0	0	0	0	0 0
3	Civil M.A.	51	0	0	0	0 51
4	Darkhast	0	0	0	0	0 0
5	M.A.C.P.	73	0	0	0	0 73
6	MACP. M.A.	3	0	0	0	0 3
7	MACP. Dkst.	0	0	0	0	0 0
8	Reg.Civil Suit	4	0	0	0	0 4
9	Reg Dkst	0	0	0	0	0 0
10	Rent Appeal	6	0	0	0	0 6
11	M.A.N.R.J.I.	0	0	0	0	0 0
12	Contempt Proceeding	1	0	0	0	0 1
13	Arbitration R.D	0	0	0	0	0 0
14	Civil Appeal PPE	6	0	0	0	0 6
15	MACP M.A.N.R.J.I.	0	0	0	0	0 0

Figure 405: Judge Wise Monthly Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Nature of Case
- Last Balance
- Institution Newly Filed
- Disposal (shows Contested and the UnContested cases)
- Units Pending

10.1.2. Contested Disposal Report

This Report generates **Case Type wise Contested Disposal Count**, for all the Civil Cases, during the selected period.

Court User Manual

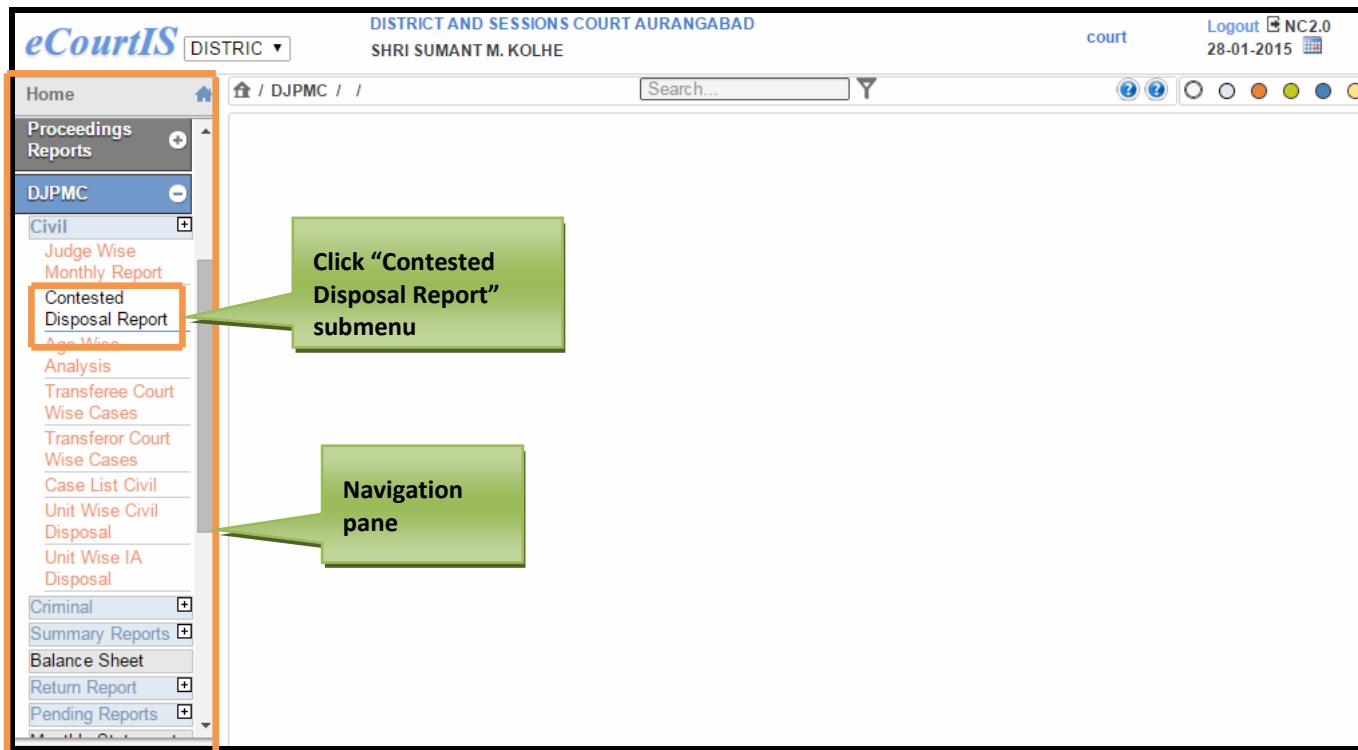


Figure 406: Navigation for Contested Disposal Report screen

To access the **Contested Disposal Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Contested Disposal Report**. (Refer Figure Number 406)
3. When you click **Contested Disposal Report** sub menu, the “**Judge Wise Monthly Report**” screen with the **View link** is displayed. (Refer to Figure Number 407)



Figure 407: Contested Disposal Report screen with View link

4. Click the **View link**. The **Contested Disposal Report** is displayed. (Refer to Figure Number 408)

DISTRICT AND SESSIONS COURT AURANGABAD
Contested Disposal Report From:01-12-2015 To Date:31-12-2015
IN THE COURT OF:Principal District and Sessions Judge, Abad.
SHRI S.L. PATHAN

S.No.	Nature of Case	Case No.	Party Name	Disposal Date	Disposal Type
1	M.A.C.P.	100680/2011	Kachrabai Natuba Mahakal Vs Vinayak Devidas Bhagwat	04-12-2015	JUDGMENT
2	Civil M.A.	100269/2015	Syed Ahmed Syed Gulab Vs Shaikh Abdul Ajaj Haji Abdul Raheman	08-12-2015	SETTLEMENT BY MEDIATION
3	Civil M.A.	100273/2015	R. K. Consto Project Pvt. Ltd. Vs Akola Janta Commerical Co. Op.	19-12-2015	CONVICTED

Figure 408: Contested Disposal Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Nature of Case
- Case Number
- Party Name
- Disposal Date
- Disposal Type

10.1.3. Judge wise pending cases

This option provides the facility to view the report which gives an overview of the **Judge Wise pending cases**, for all the Civil Cases.

Court User Manual

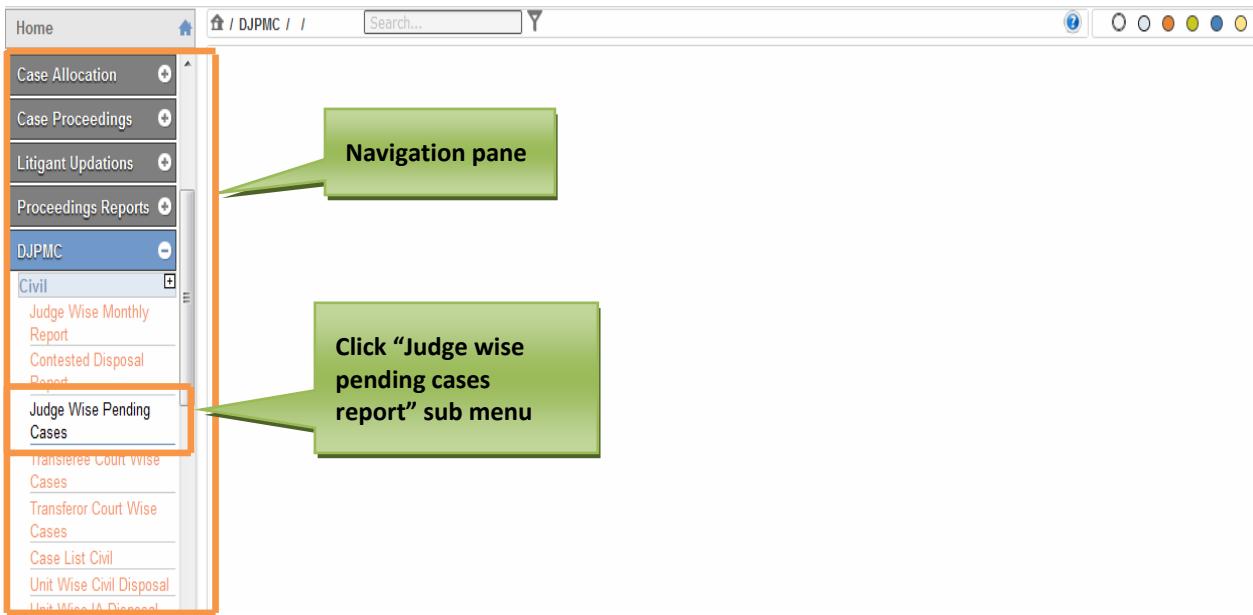


Figure 409: Navigation Judge wise pending cases Report screen

To access the **Judge Wise pending cases** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Judge wise pending cases**. (Refer Figure Number 409).
3. When you click **Judge Wise pending cases** sub menu, the “**Judge Wise pending cases**” screen with the **View link** is displayed. (Refer to Figure Number 410).

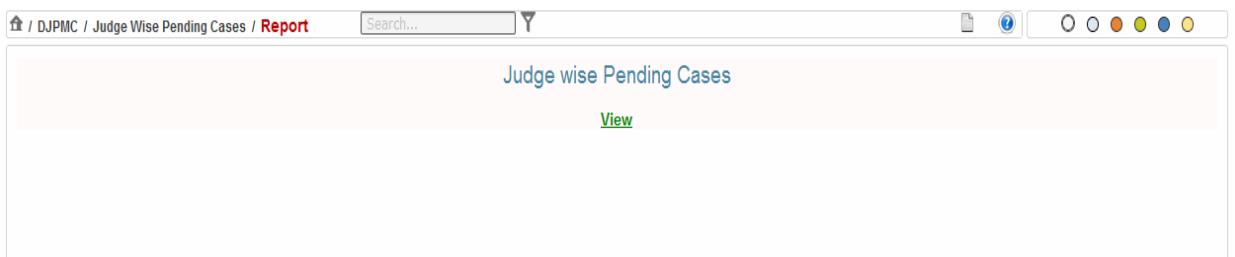


Figure 410: Judge Wise pending cases Report screen with View link

4. Click the **View** link. The **Judge Wise pending cases Report** is displayed. (Refer to Figure Number 411).
5. The report will display the details given below:
 - S. No. (Serial Number)
 - Case Number
 - Nature of Case
 - Ready
 - Not Ready Case
 - Total No.

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD					
IN THE COURT OF : Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge, Abad./District Judge-7 and Addl. Sessions Judge, Abad./Principal District and Sessions Judge, Abad.					
Pending (Civil) As on Date: 01-01-2016					
S.No.	Case No.	Nature of Case	Ready	Not Ready Case	Total No.
No Record Present					

Figure 411: Judge Wise pending cases Report

10.1.4. Transferee Court Wise Cases

This option provides the facility to generate the report of list of cases that are transferred from the current court to another court, during the selected period.

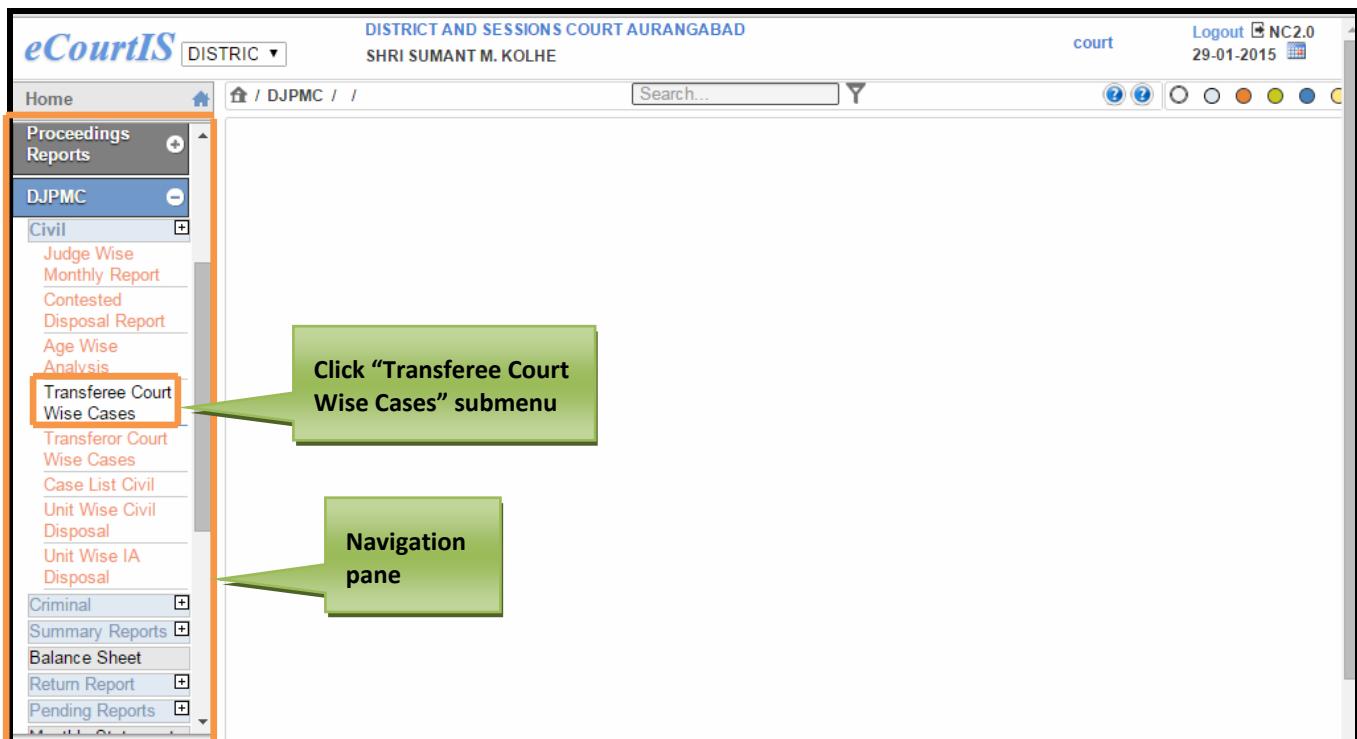


Figure 412: Navigation for “Transferee Court Wise Cases” screen

Court User Manual

To access the **Transferee Court Wise Cases** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Transferee Court Wise Cases**. (Refer Figure Number 412)
3. When you click **Transferee Court Wise Cases** sub menu, the “**Transfer of Cases**” screen is displayed. (Refer to Figure Number 413)
4. By default, current date is displayed in **From Date** and **To Date** fields. You can change the date with the help of calendar control.

The screenshot shows a web browser window with the URL [/DJPMC / Transferee Court Wise Cases / Report](#). The page title is "Transfer of Cases". At the top, there are two input fields: "From Date" containing "29-01-2015" and "To Date" containing "29-01-2015". Below these fields is a blue "Go" button. The browser's standard toolbar is visible at the top right.

Figure 413: Transfer of Cases screen

5. Select the Date with the help of calendar control.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 414)

The screenshot shows the same "Transfer of Cases" screen as Figure 413. The "From Date" and "To Date" fields now both contain "12-02-2015". The "Go" button is present. A green callout box points from the text "View link" to the "View" link, which is highlighted with an orange border. The browser's standard toolbar is visible at the top right.

Figure 414: Transfer of Cases screen with View link

7. Click the **View link**, the system will load the **Court Wise Transfer of Cases** report according to the selected period. (Refer to Figure Number 415)

Court User Manual

The screenshot shows a computer window titled "Court User Manual". The main content area displays a report from the "DISTRICT AND SESSIONS COURT AURANGABAD" under "From The Court Of: Principal District and Sessions Judge, Abad." The report is titled "SHRI SUMANT M. KOLHE" and specifies "Court wise Transfer To 16-12-2014 To 12-02-2015". On the left side of the window, there is a vertical blue bar labeled "SHOW MENU". The report table has columns: S.No., Case Type, Case No., Date of Transfer, and To-Court-Judge. The data is as follows:

S.No.	Case Type	Case No.	Date of Transfer	To-Court-Judge
1	M.A.C.P.	100328/2014	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.
2	M.A.C.P.	100737/2014	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.
3	M.A.C.P.	100108/2011	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.
4	M.A.C.P.	100148/2014	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.
5	M.A.C.P.	100477/2014	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.
6	M.A.C.P.	100356/2011	02-02-2015	8-District Judge-6 and Asst. Sessions Judge Abad.

Figure 415: Court Wise Transfer Report

8. The report will display the details given below:

- S.No. (Serial Number)
- Case Type
- Case No.
- Date of Transfer
- To-court-judge

10.1.5. Transferor Court Wise Cases

This option provides the facility to generate the report of list of cases that are transferred from the other courts to the current court, during the selected period.

Court User Manual

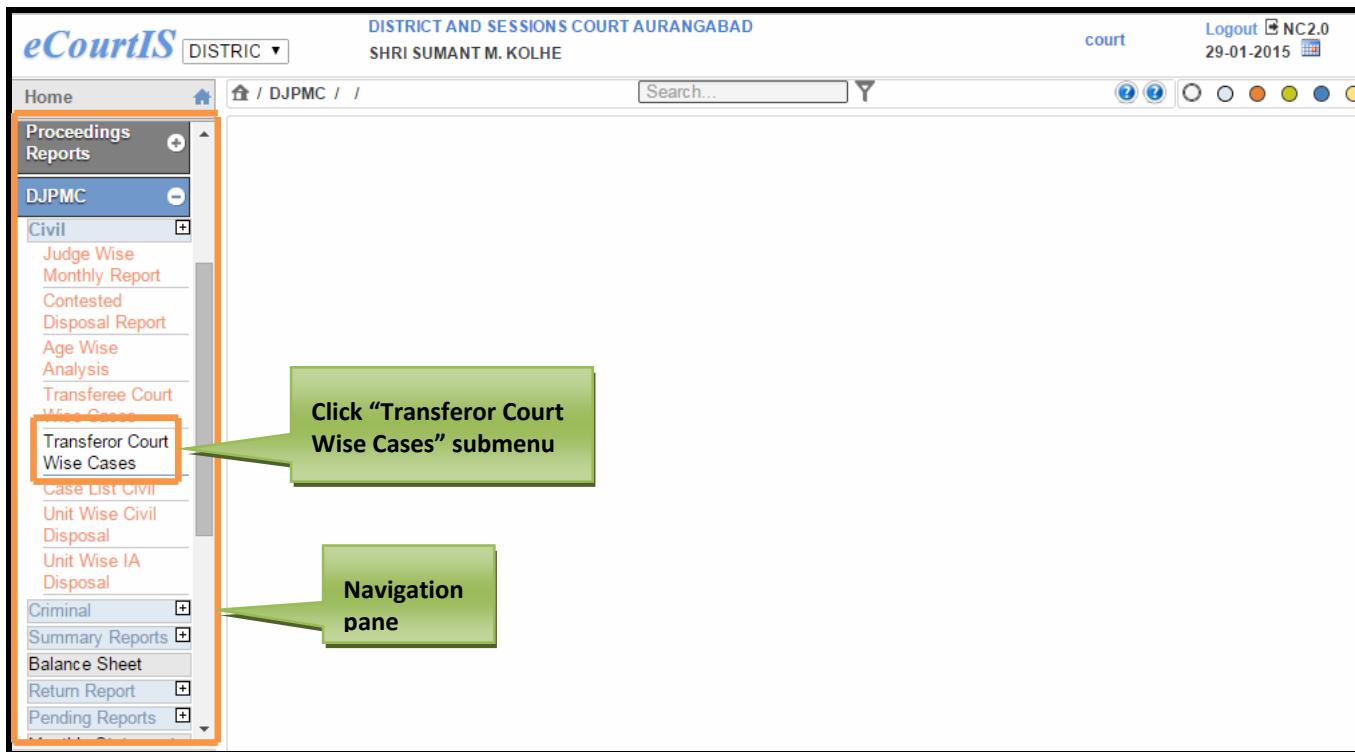


Figure 416: Navigation for Transferor Court Wise Cases

To access the **Transferor Court Wise Cases** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Transferor Court Wise Cases**. (Refer Figure Number 416)
3. When you click **Transferor Court Wise Cases** sub menu, the “**Transfer of Cases**” screen is displayed. (Refer to Figure Number 417)
4. By default the current date is displayed in the **From Date** and **To Date** fields. You can change the date with the help of calendar control.



Figure 417: Transfer of Cases screen

5. Select **From Date** and **To Date** with the help of calendar control.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 418)

Court User Manual

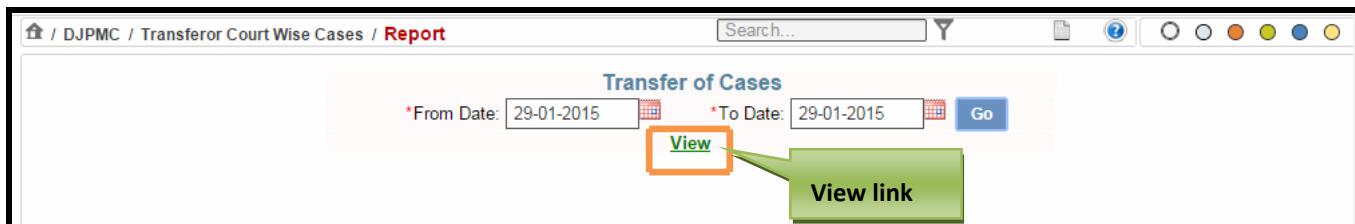


Figure 418: Transfer of Cases screen with View link

- Click the View link, the Court Wise Transfer of Cases report according to the selected period is displayed. (Refer to Figure Number 419)

DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF: Principal District and Sessions Judge, Abad. SHRI S.L. PATHAN Court wise Transfer From 01-01-2014 To 21-12-2015				
S.No.	Case Type	Case No.	Date of Transfer	From-Court-Judge
1	Cri.Appeal	100027/2011	08-01-2014	4-District Judge-2 and Addl. Sessions Judge, Abad.
2	Cri.Appeal	100032/2011	08-01-2014	4-District Judge-2 and Addl. Sessions Judge, Abad.
3	Cri.Appeal	100067/2011	08-01-2014	3-Adhoc District Judge 1 Asst. Sessions Judge Abad.
4	Cri.Appeal	100252/2011	08-01-2014	5-District Judge-4 and Addl. Sessions Judge, Abad.
5	Cri.Appeal	100068/2012	08-01-2014	5-District Judge-4 and Addl. Sessions Judge, Abad.

Figure 419: Court Wise Transfer Report

- The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Date of Transfer
- From-Court-Judge

10.1.6. Case List Civil

This option provides the facility to generate a list of Civil Cases details.

Court User Manual

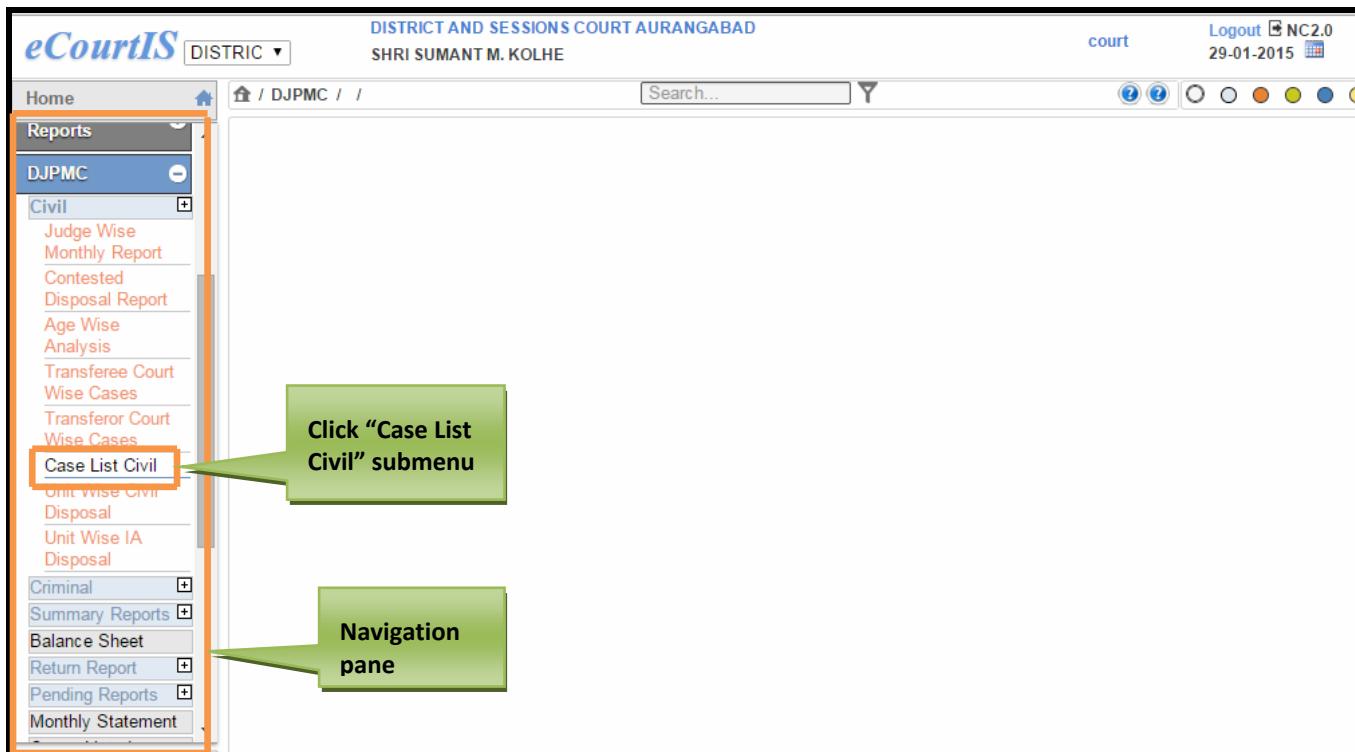


Figure 420: Navigation for "Case List Civil" screen

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **civil** sub menu followed by **Case List Civil**. (Refer Figure Number 420).
3. When you click **Case List Civil** sub menu, the "Civil Case List" screen with the **View link** is displayed. (Refer to Figure Number 421).



Figure 421: Civil Case List with View link

4. Click the **View link**, the **Case List Civil** report is displayed. This report will display all the details of the pending Civil cases. (Refer to Figure Number 422).

Court User Manual

The screenshot shows a computer window titled "Court User Manual". The main content area displays a "Civil Case List" report from the "DISTRICT AND SESSIONS COURT AURANGABAD". The report is dated "As on Date: 29-01-2015" and lists 15 cases under "Case Type: Civil Appeal". The columns in the table are "S.No.", "Case Type", "Case No.", "Next Date", and "Purpose". The "Case No." column contains entries such as 100099/2007, 100249/2008, etc. The "Next Date" column shows dates like 13-01-2015, 03-01-2015, etc. The "Purpose" column indicates whether the case is for "Hearing" or "Judgment". A blue button labeled "SHOW MENU" is visible on the left side of the window.

S.No.	Case Type	Case No.	Next Date	Purpose
1)	Civil Appeal	100099/2007	13-01-2015	Hearing
2)	Civil Appeal	100249/2008	03-01-2015	Judgment
3)	Civil Appeal	100317/2009	07-01-2015	Hearing
4)	Civil Appeal	100003/2010	07-01-2015	Hearing
5)	Civil Appeal	100008/2010	08-01-2015	Hearing
6)	Civil Appeal	100025/2010	23-01-2015	FILING OF V.P.
7)	Civil Appeal	100028/2010	14-01-2015	Hearing
8)	Civil Appeal	100031/2010	02-01-2015	Hearing
9)	Civil Appeal	100037/2010	12-01-2015	Hearing
10)	Civil Appeal	100040/2010	23-01-2015	Awaiting R and P
11)	Civil Appeal	100045/2010	05-01-2015	Hearing
12)	Civil Appeal	100066/2010	02-01-2015	Hearing
13)	Civil Appeal	100075/2010	27-01-2015	Hearing
14)	Civil Appeal	100082/2010	16-01-2015	Hearing
15)	Civil Appeal	100086/2010	19-01-2015	Hearing

Figure 422: Civil Case List report

5. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Next Date
- Purpose

10.1.7. Unit Wise Civil Disposal

This option provides the facility to generate **Unit Wise Disposal** report of civil cases.

Court User Manual



Figure 423: Navigation for “Unit Wise Civil Case Disposal” screen

To access the Civil **Unit Wise Disposed Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Unit Wise Civil Disposal**. (Refer Figure Number 423)
3. When you click **Unit Wise Civil Disposal** sub menu, the “**Civil Unit wise Disposed Report**” screen is displayed. (Refer to Figure Number 424)
4. By default the current date is displayed in the **From Date** and **To Date** fields. You can change the date with the help of calendar control.

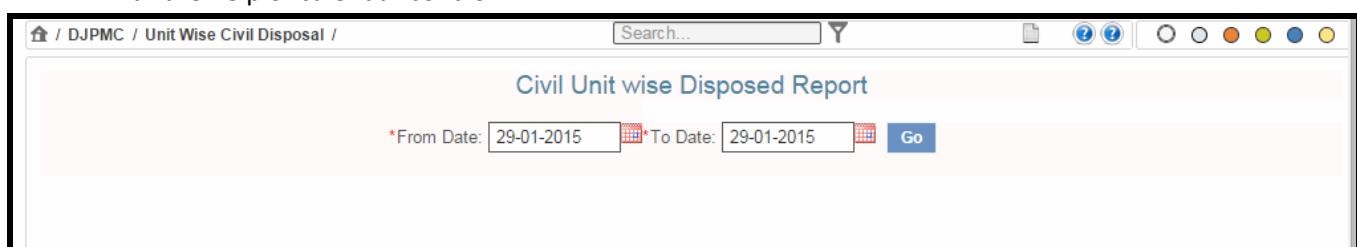


Figure 424: Civil Unit Wise Disposed Report screen

5. Select the Date with the help of calendar control.
6. Click **Go** button. The system will load the **View** link. (Refer to Figure Number 425)

Court User Manual

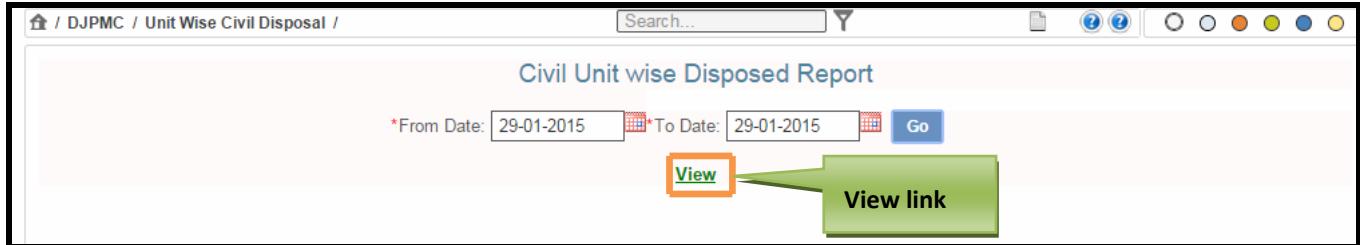


Figure 425: Civil Unit Wise Disposed Report with View link

7. Click the **View** link, the system will load the **Civil Unit Wise Disposed Cases Report** according to the selected period. (Refer to Figure Number 426)

S.No.	Case Type/Case No.	Date of Registration	Date of Disposal Units
1	Civil Appeal/100068/2011	10-02-2011	20-12-2014 1.50
2	Civil Appeal/100097/2011	24-02-2011	20-12-2014 1.50
3	Civil Appeal/100232/2012	05-04-2012	16-12-2014 1.50
4	Civil M.A./100337/2012	16-08-2012	16-12-2014 1.00
5	Civil M.A./100388/2014	19-11-2014	19-12-2014 0.20
6	M.A.C.P./100252/2009	01-04-2009	22-12-2014 1.44
7	M.A.C.P./100311/2012	25-04-2012	30-12-2014 1.20
8	M.A.C.P./100337/2012	09-05-2012	19-12-2014 1.20
9	M.A.C.P./100493/2010	22-07-2010	20-12-2014 1.20
10	M.A.C.P./100582/2010	23-08-2010	30-12-2014 1.20
11	M.A.C.P./100736/2011	16-09-2011	24-12-2014 0.00
12	M.A.C.P./100737/2011	16-09-2011	24-12-2014 0.00
13	MACP. M.A./100041/2014	29-12-2014	29-12-2014 0.00
Total Cases of Unit : 11.94			

Figure 426: Civil Unit Wise Disposed Cases Report

8. The report will display the details given below:

- S.No. (Serial Number)
- Case Type/Case Number
- Date of Registration
- Date of Disposal
- Units

10.1.8. Unit Wise IA Disposal

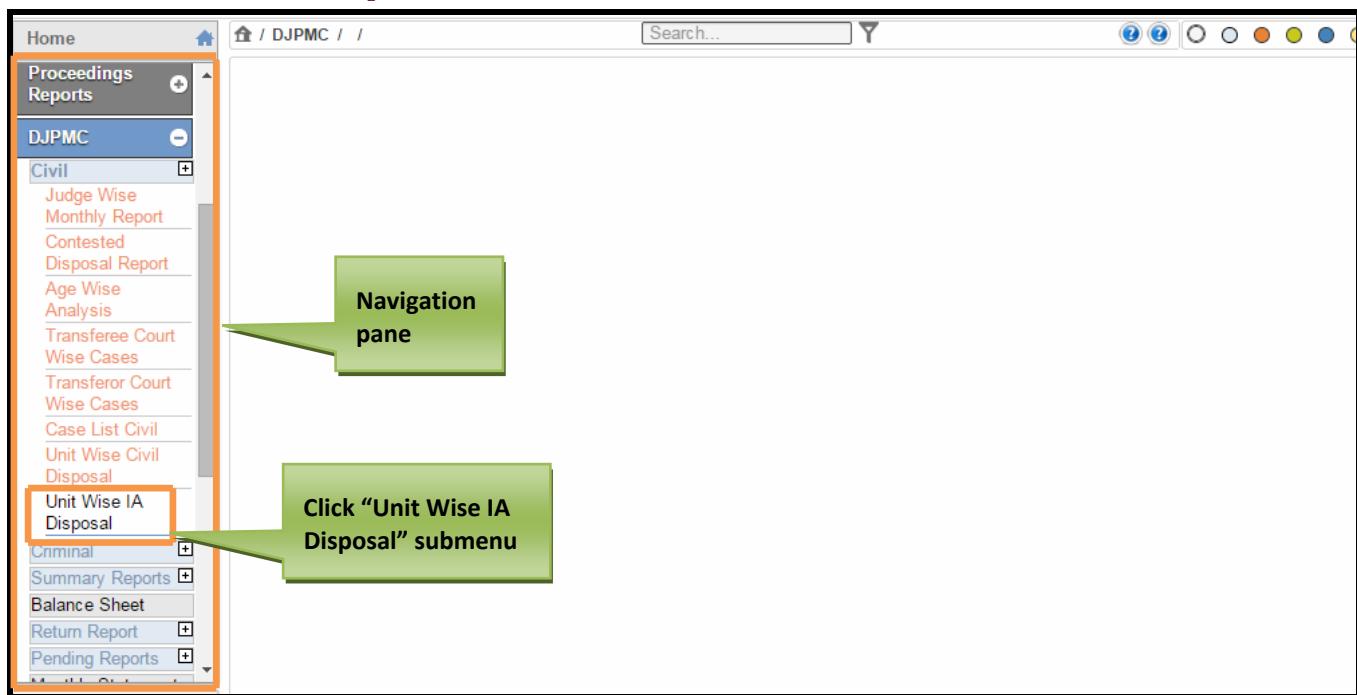


Figure 427: Navigation for "Civil Unit Wise IA Disposed Report"

To access the **Unit Wise IA Disposal** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Civil** sub menu followed by **Unit Wise IA Disposal**. (**Refer Figure Number 427**)
3. When you click **Unit Wise IA Disposal** sub menu, the "**Civil Unit Wise IA Disposed Report**" screen is displayed. (**Refer to Figure Number 428**)
4. By default the current date is displayed in the **From Date** and **To Date** fields. You can change the date with the help of calendar control.

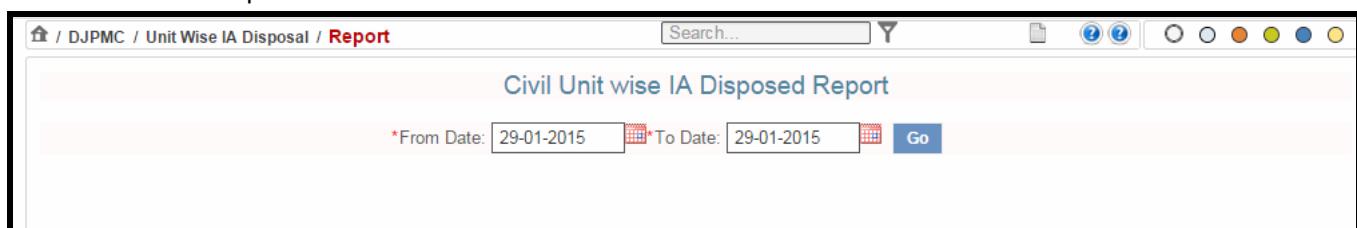


Figure 428: Civil Unit Wise IA Disposed Report

5. Select the Date with the help of calendar control.
6. Click **Go** button. The system will load the **View link**. (**Refer to Figure Number 429**)

Court User Manual

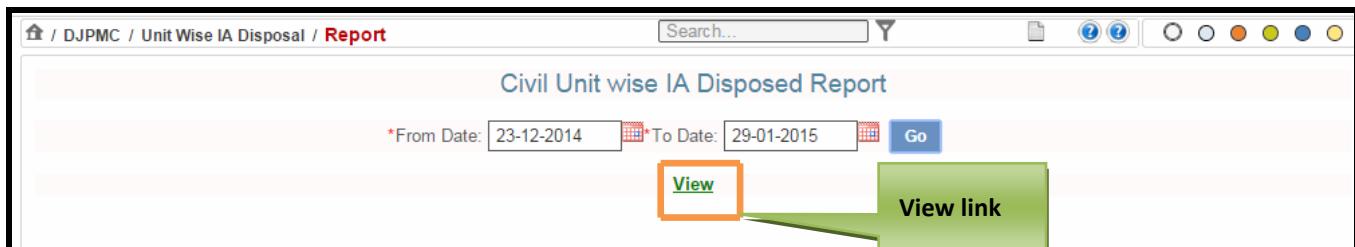


Figure 429: Civil Unit Wise IA Disposed Report with View link

7. Click the **View link** and the system will load the details in the report. (Refer to Figure Number 430)

DISTRICT AND SESSIONS COURT AURANGABAD Civil Unit wise Disposed IA's for: SHRI S.L. PATHAN From:21-12-2014 To: 21-12-2015					
S.No.	Case Type/Case No.	IA No.	Date of Registration	Date of Disposal Units	
1	201201003682013	1/2014	29-12-2014	29-12-2014	0.20
2	201201002882014	1/2014	29-04-2014	28-01-2015	0.20
3	201201002242014	1/2014	25-03-2014	23-01-2015	0.20
Total Cases of Unit:					0.6

Figure 430: Civil Unit Wise IA Disposed Report

8. The report will display the details given below:

- S.No. (Serial Number)
- Case Number
- IA No. (Number)
- Date of Registration
- Date of Disposal
- Units
- Total Cases of Unit

10.2. *Criminal*

10.2.1. Judge Wise Monthly Report

The report generates Case type wise pending list for all the Criminal Cases, at the end of the month. Opening balance, Newly Instituted cases, Cases Disposed, and pending or balance cases at the end of the period, are shown in this report.

Court User Manual

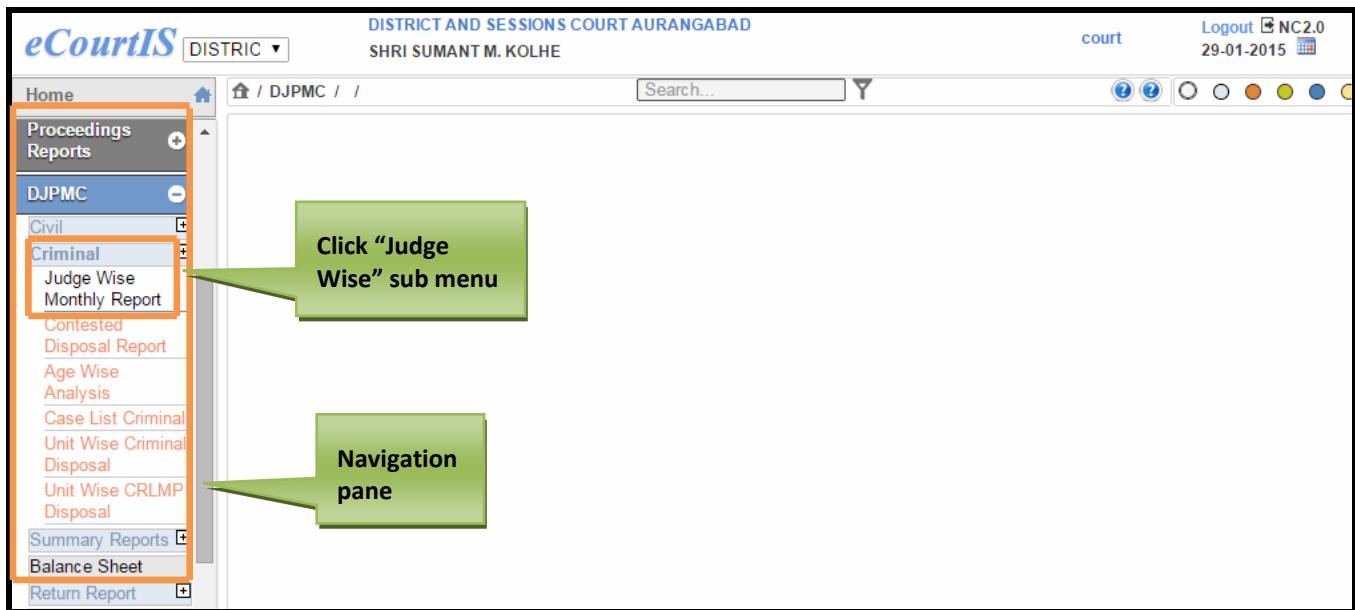


Figure 431: Navigation for "Judge Wise Monthly Report" screen

To access the **Judge Wise Monthly Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then click, **Criminal** sub menu followed by **Judge Wise Monthly Report**. (Refer Figure Number 431).
3. When you click **Judge Wise Monthly Report** sub menu, the "**Judge Wise Monthly Report**" screen with the **View link** is displayed. (Refer to Figure Number 432).



Figure 432: Judge Wise Monthly Report screen with View link

4. Click the **View link**, the **Judge Wise Pendency and Disposed Report** according to the selected period is displayed. (Refer to Figure Number 433).

Court User Manual

The screenshot shows a web-based report interface for the District and Sessions Court Aurangabad. The title bar includes the URL DJPMC / Judge Wise Monthly Report / Report, a search bar, and various browser icons. On the left, there is a vertical grey sidebar with a blue 'SHOW MENU' button. The main content area displays the following header information:

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD
Judge wise Pendency and Disposed Report From Date: 01-01-2015 To Date 31-01-2015

S.No.	Nature of Case	Last Bal.	Institution Newly Filed	Disposal		Units Pending	
				Contested	UnContested	0	0
1	Sessions Case	24	0	0	0	0	24
2	Cri.Appeal	5	0	0	0	0	5
3	Cri.Rev.App.	12	0	0	0	0	12
4	Cri.M.A.	8	0	0	0	0	8
5	NDPS. S. Case	0	0	0	0	0	0
6	Cri.Bail Appln.	0	0	0	0	0	0

Figure 433: Judge Wise Monthly Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Nature of Case
- Last Balance
- Institution Newly Filed
- Disposal (shows Contested and the UnContested cases)
- Units
- Pending

10.2.2. Contested Disposal Report

The report generates **Case Type wise Contested Disposal Count**, for all the Criminal Cases, during the selected period.

Court User Manual

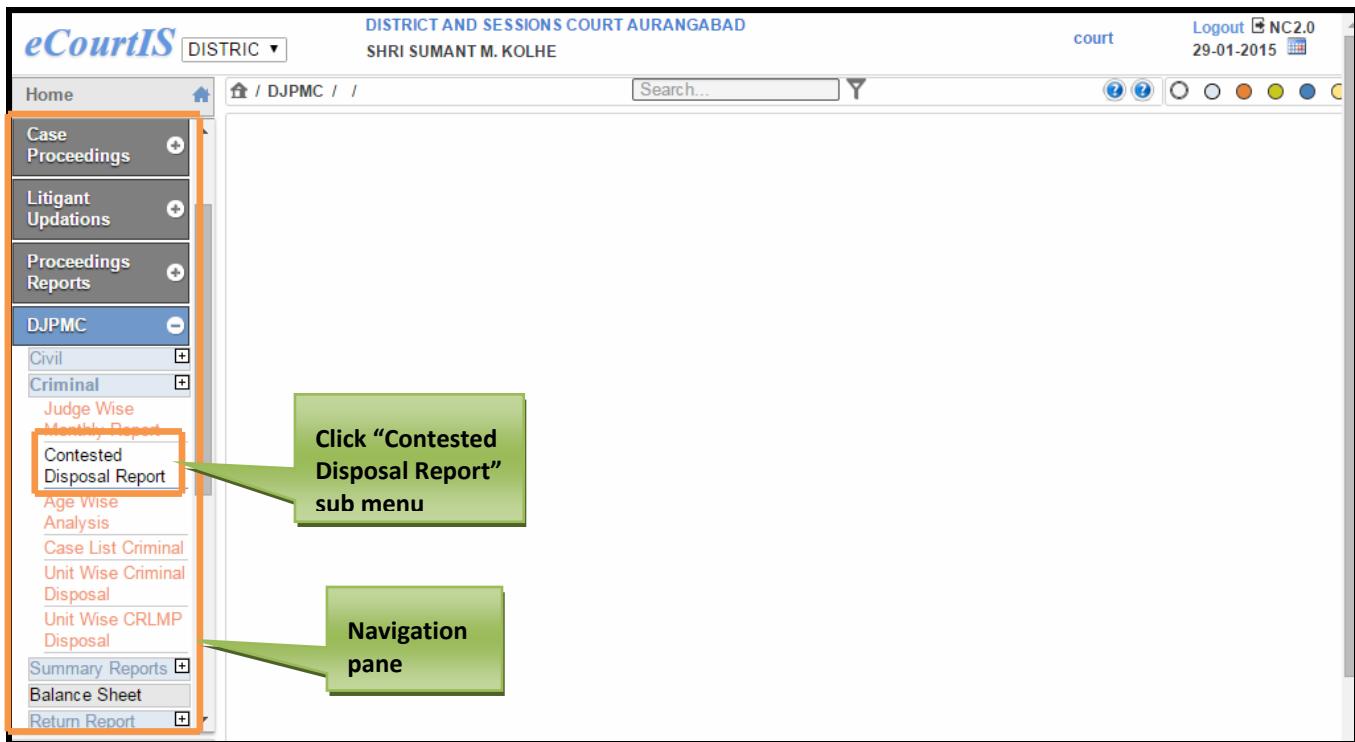


Figure 434: Navigation for "Contested Disposal Report" screen

To access the **Contested Disposal Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Criminal** sub menu followed by **Contested Disposal Report**. (Refer Figure Number 434)
3. When you click **Contested Disposal Report** sub menu, the "**Contested Disposal Report**" screen with the **View link**. (Refer to Figure Number 435)

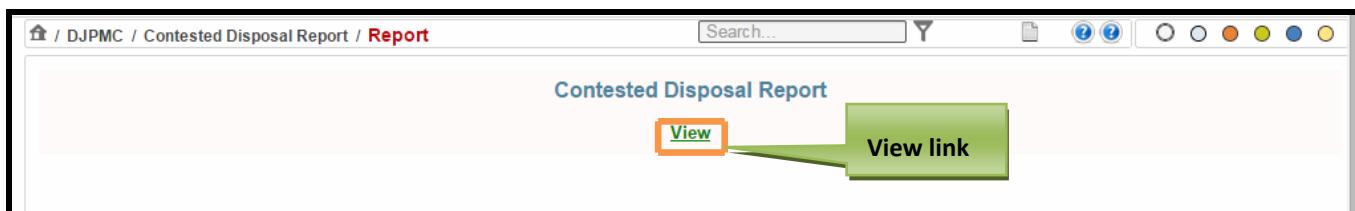


Figure 435: Contested Disposal Report with View link

4. Click the **View link**, the **Contested Disposal Report** according to the selected period is displayed. (Refer to Figure Number 435)

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD
Contested Disposal Report From:01-12-2013To Date:31-12-2013
IN THE COURT OF:Principal District and Sessions Judge, Abad.
SHRI S.L. PATHAN

S.No.	Nature of Case	Case No.	Party Name	Disposal Date	Disposal Type
1	Cri.Rev.App.	100217/2011	Mirza Khaled Baig Abdulla Baig Vs The State of Maharashtra	20-12-2013	JUDGMENT
2	Cri.M.A.	100171/2013	Santosh Rustum Wakle Vs Meerabai Santosh Wakle	18-12-2013	OTHERWISE
3	Cri.M.A.	100196/2013	Gangasagar Abarao Aaglave Vs The State of Maharashtra	20-12-2013	OTHERWISE

Figure 436: Contested Disposal Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Nature of Case
- Case Number
- Party Name
- Disposal Date
- Disposal Type

10.2.3. Judge wise pending Cases

This option provides the facility to view the report which gives an overview of the **Judge Wise pending cases**, for all the Criminal Cases.

Court User Manual

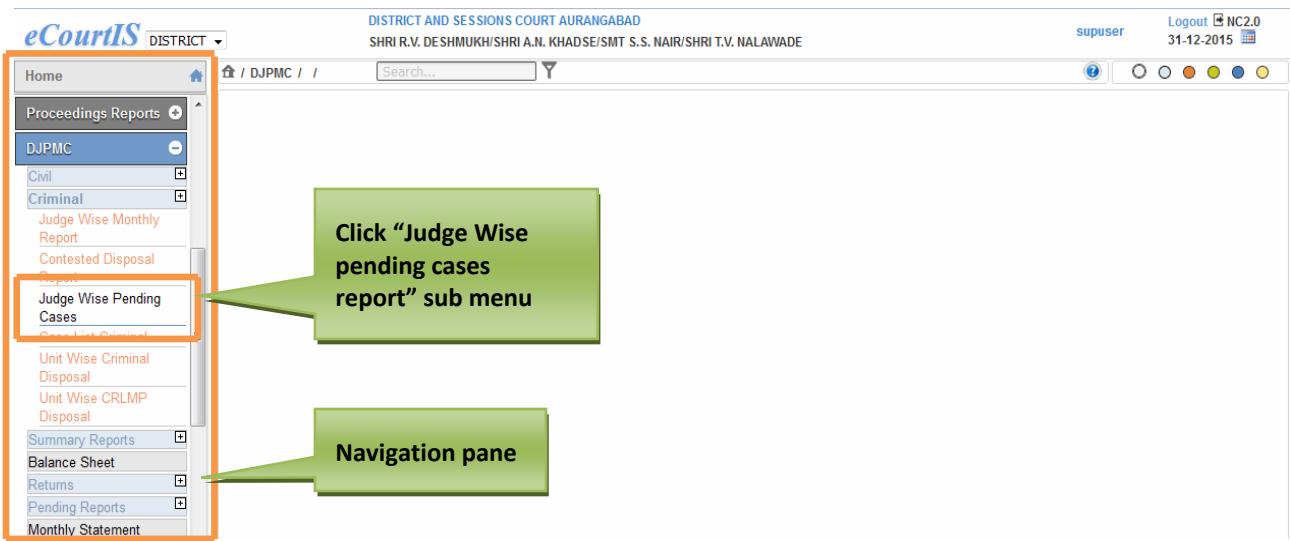


Figure 437: Navigation Judge wise pending cases Report screen

To access the **Judge Wise pending cases** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Criminal** sub menu followed by **Judge Wise pending cases**. (Refer Figure Number 437).
3. When you click **Judge Wise pending cases** sub menu, the "**Judge Wise pending cases**" screen with the **View link** is displayed. (Refer to Figure Number 438).

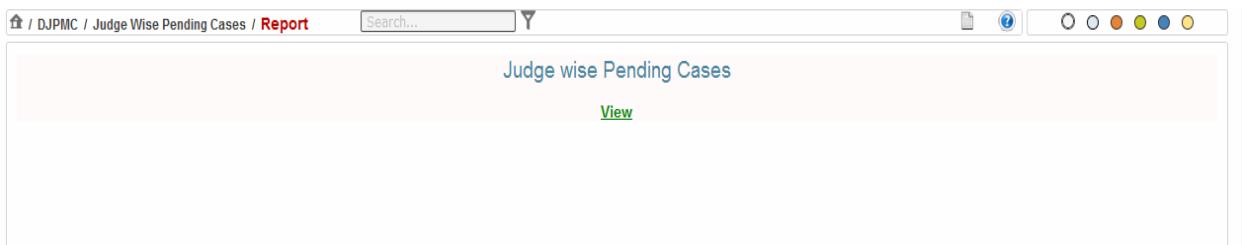


Figure 438: Judge Wise pending cases Report screen with View link

4. Click the **View** link. The **Contested Disposal Report** is displayed. (Refer to Figure Number 439).

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD

IN THE COURT OF: Principal District and Sessions Judge, Abad./District Judge-5 and Addl. Sessions Judge, Abad./District Judge-7 and Addl. Sessions Judge, Abad./Principal District and Sessions Judge, Abad.

Pending (Criminal) As on Date: 01-01-2016

S.No.	Case No.	Nature of Case	Ready	Not Ready Case	Total No.
-------	----------	----------------	-------	----------------	-----------

No Record Present

Figure 439: Judge Wise pending cases Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Nature of Case
- Ready
- Not Ready Case
- Total No.

Court User Manual

10.2.4. Case List Criminal

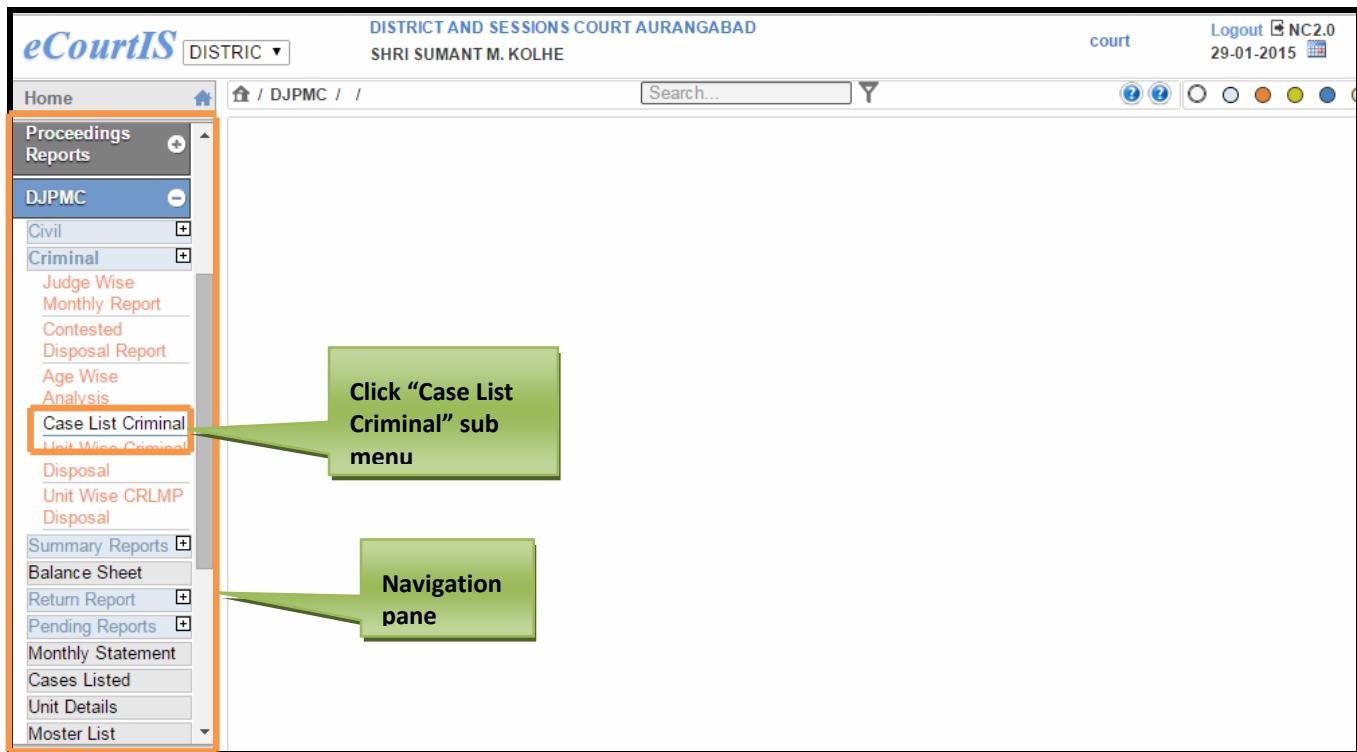


Figure 440: Navigation for "Case List" screen

To access the **Case Wise Criminal** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Criminal** sub menu followed by **Case Wise Criminal**. (Refer Figure Number 440)
3. When you click **Case Wise Criminal** sub menu, the “**Case List**” screen with the **View link** is displayed. (Refer to Figure Number 441)



Figure 441: Case List screen with View link

4. Click the **View link**, the system will load the **Case list Criminal Report** according to a particular date. (Refer to Figure Number 442).

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD

Case List

Principal District and Sessions Judge, Abad.

SHRI S.L. PATHAN

As on Date:21-12-2013

S.No.	Case Type	Case No.	Next Date	Purpose
--------------	------------------	-----------------	------------------	----------------

1)	Sessions Case	100239/2013	09-12-2015	Evidence
2)	Sessions Case	100301/2013	04-12-2015	Charge
3)	Sessions Case	100353/2013	03-12-2015	Evidence Part Heard
4)	Sessions Case	100195/2014	30-12-2015	Charge
5)	Sessions Case	100242/2014	09-12-2015	Charge

Figure 442: Case List Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Next Date
- Purpose

Court User Manual

10.2.5. Unit Wise Criminal Disposal

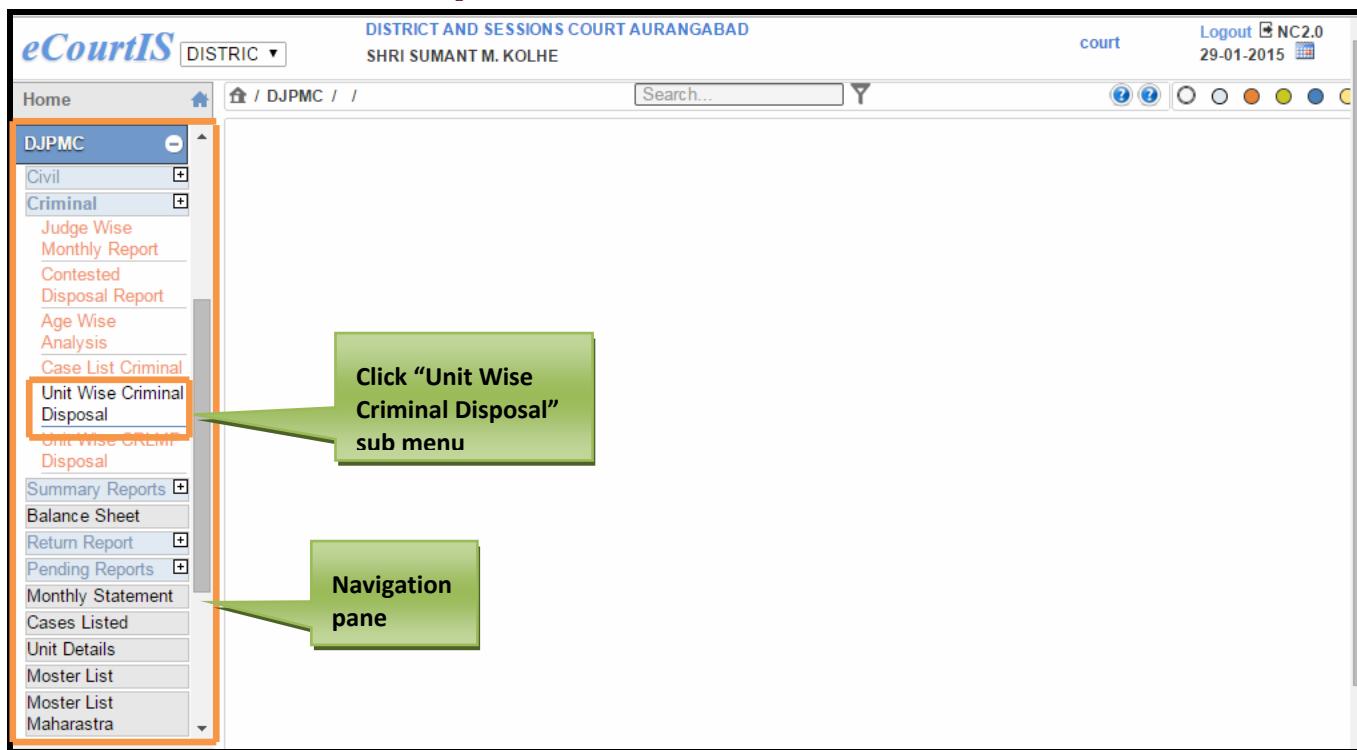


Figure 443: Navigation for Criminal Unit Wise Disposed Report

To access the **Unit Wise Criminal Disposal** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Criminal** sub menu followed by **Unit Wise Criminal Disposal**. (Refer Figure Number 443).
3. When you click **Unit Wise Criminal Disposal** sub menu, the “**Criminal Unit Wise Disposed Report**” screen is displayed. (Refer to Figure Number 444).
4. By default the current date is displayed in the **From Date** and **To Date** is displayed. You can change the date from the calendar control.

The screenshot shows the 'Criminal Unit Wise Disposed Report' screen. At the top, there is a search bar and a toolbar with various icons. Below the toolbar, there are two date input fields: 'From Date' (set to 29-01-2015) and 'To Date' (set to 29-01-2015), each accompanied by a calendar icon. A blue 'Go' button is located to the right of the date fields. The main area of the screen is currently empty, showing a light gray background.

Figure 444: Criminal Unit Wise Disposed Report

5. Select the Date with the help of calendar control.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 445).

Court User Manual



Figure 445: Criminal Unit Wise Disposed Report screen with View link

7. Click the **View link** and the **Criminal Unit Wise Disposed Cases** report for a selected period of time is displayed. (Refer to Figure Number 446).

S.No.	Case Type/Case No.	Date of Registration	Date of Disposal	Units
1	Cri.M.A/100258/2014	23-12-2014	24-12-2014	0.00

Figure 446: Criminal Unit Wise Disposed Report

8. The report will display the details given below:

- S. No. (Serial Number)
- Case Type/Case Number
- Date of Registration
- Date of Disposal
- Units

Court User Manual

10.2.6. Unit Wise CRLMP Disposal

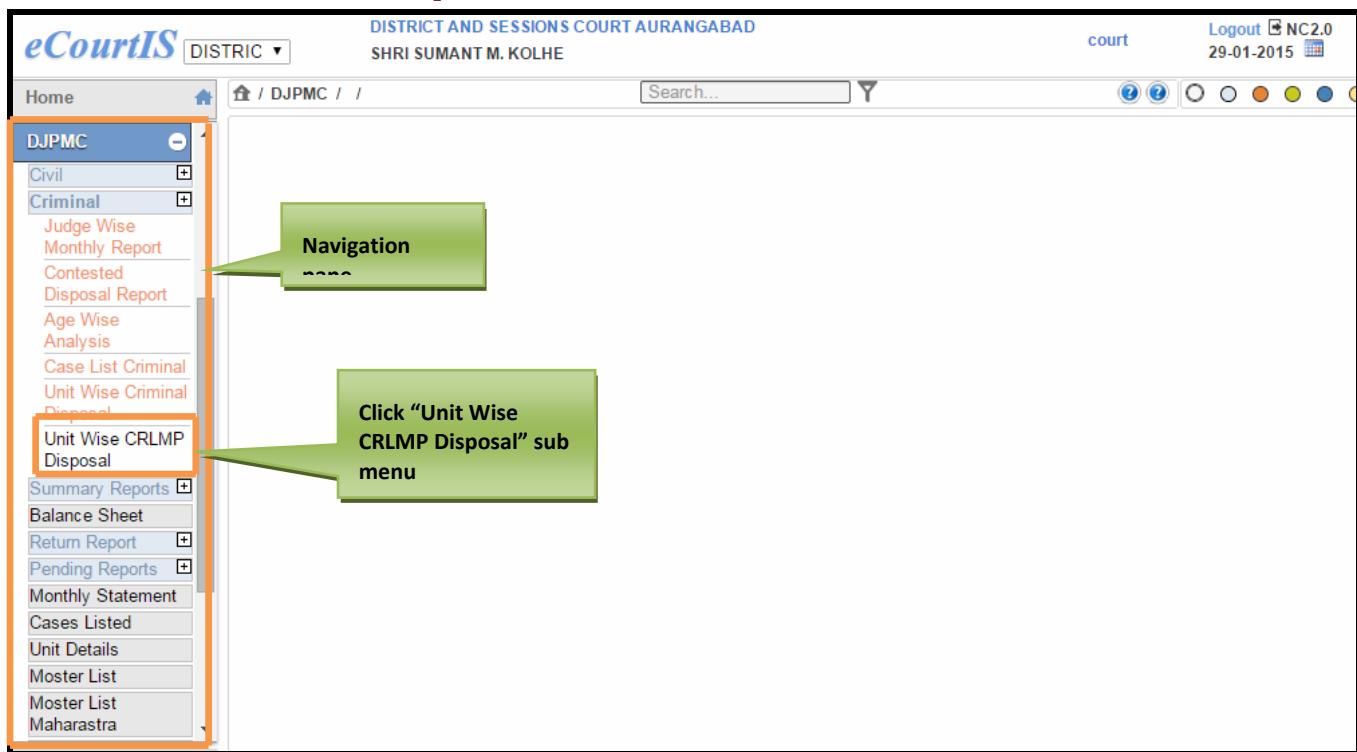


Figure 447: Navigation for "Unit Wise CRLMP Disposal" screen

To access the **Unit Wise CRLMP Disposal** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Criminal** sub menu followed by **Unit Wise CRLMP Disposal**. (Refer Figure Number 447).
3. When you click **Unit Wise CRLMP Disposal** sub menu, the “**Unit Wise CRLMP Disposal**” screen is displayed. (Refer to Figure Number 448).
4. By default the current date is displayed in the **Today’s Date** field. You can change the date with the help of calendar control.



Figure 448: Criminal Unit Wise Disposed Report screen

5. Select the Date with the help of calendar control.
6. Click **Go** button. The **Unit Wise CRLMP Disposal Report** is displayed. (Refer to Figure Number 449)

DISTRICT AND SESSIONS COURT AURANGABAD
Unit Wise CRLMP Disposed For: SHRI S.L. PATHAN
From:21-12-2013 To: 21-12-2015

S.No.	Case Type/Case No.	CRLMP NO	Date of Registration	Date of Disposal	Units
1	201501002422014	1/2015	20-01-2015	27-01-2015	0.20
2	201501001952014	1/2014	28-07-2014	05-08-2014	0.20
3	201501001442014	1/2014	31-05-2014	16-06-2014	0.20
4	201501000262014	1/2014	04-03-2014	04-03-2014	0.20
5	201501000222015	1/2015	18-02-2015	03-03-2015	0.20
Total Cases of Unit:					1

Figure 449: Unit Wise CRLMP Disposal Report

7. The report will display the details given below:

- S. No. (Serial Number)
- Case Type/Case Number
- CRLMP No. (Number)
- Date of Registration
- Date of Disposal
- Units
- Total Cases of Unit

10.3. *Summary Reports*

Summary reports which are used by the management to monitor the functioning of the courts are generated through this option.

10.3.1. Summary of Establishments

This option generates the **Summary Report** for the entire **Establishment** as on date. Various parameters like the number of cases under objection, undated cases etc. can be monitored through this option.

Court User Manual

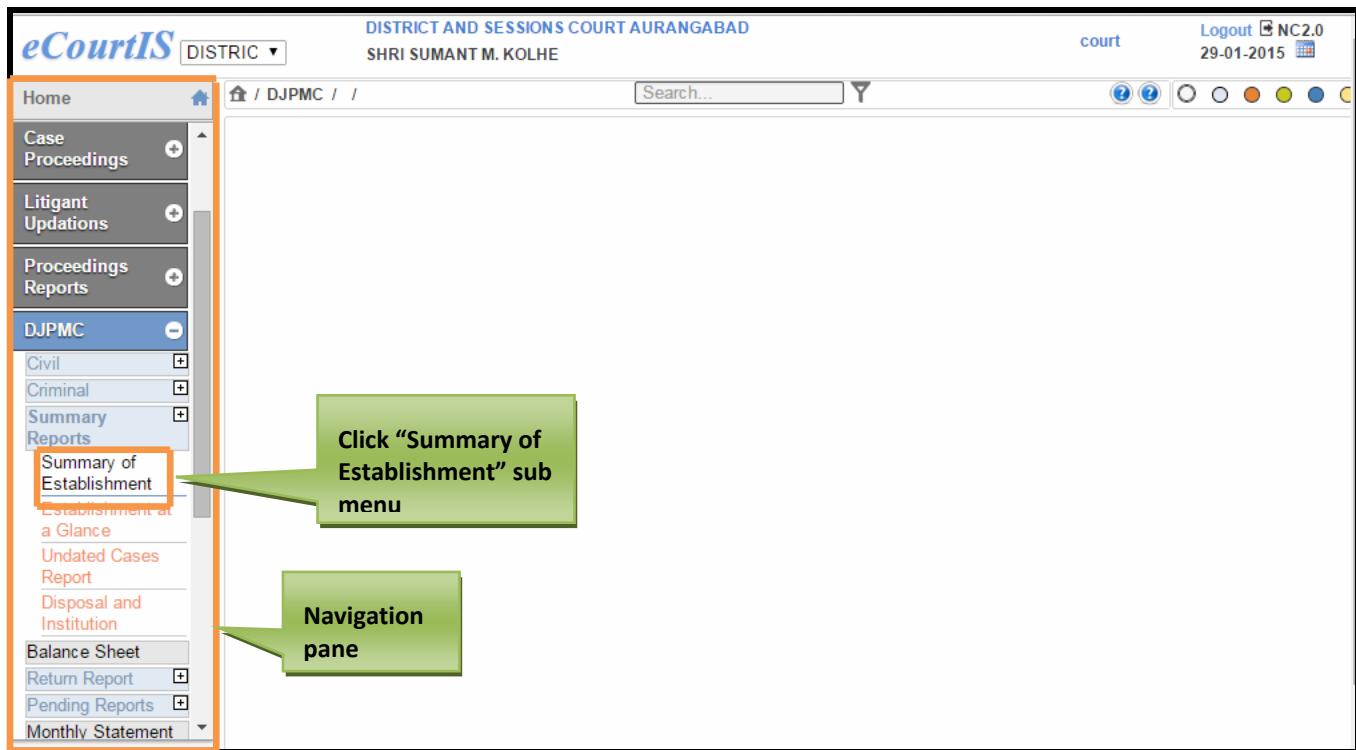


Figure 450: Navigation for "Summary Report of District Court" screen

To access the **Summary Report of District Court** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Summary Reports** sub menu followed by **Summary of Establishment**. (Refer Figure Number 450)
3. When you click **Summary of Establishment** sub menu, the "**Summary Report of District Court**" screen with the **View** link is displayed. (Refer to Figure Number 451)



Figure 451: Summary Report of District Court screen

4. Click the **View** link and the system will load the **Summary Report of District Court** report for current date. (Refer to Figure Number 452)

Court User Manual

Particulars	Total Cases
Total Cases Under Objection	0
Total Cases Under Rejection	0
Total Un-Registered Cases	178
Total Un-Allocated Cases	38
Total Undated cases	293
Total Unready Copies	0
Total Undelivered Copies	0
Total Excessive Dated Cases (More Than 3 Months)	0
Total Pending Cases (Registered) Over 10 Years	0
Total Pending Cases (Registered) Over 5 Years	15
Total Pending Cases (Registered) Over 2 Years	151
Total Pending Cases (Registered)	301
Total Judges (Including Vacant Courts)	1
Total Cases of Senior Citizen	41
Total Pending Cases of Open Category	0
Total Cases of SC Category	0
Total Cases of ST Category	0
Total Cases of OBC Category	0
Total Cases of NT Category	0
Total Cases of Other Category	0
Total Cases Filed by Male	232
Total Cases Filed by Female	39

Figure 452: Summary Report of District Court

5. The report will display the details given below:

- Particulars
- Total Cases

10.3.2. Establishment at a Glance

This report generates the monthly summary report for the selected month, for the entire establishment. Various parameters like number of Cases disposed, Cases of open category, etc. in the current month are compared with the already existing statistics.

Court User Manual



Figure 453: Navigation for "Establishment at a Glance (Report)" screen

To access the **Establishment at a Glance** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then click, **Summary Reports** sub menu followed by **Establishment at a Glance**. (Refer Figure Number 453).
3. When you click **Establishment at a Glance** sub menu, the "**Court Establishment at a Glance**" screen is displayed. (Refer to Figure Number 454).
4. By default **Jan** is displayed in the **Month** field and the current year is displayed in the **Year** field.
5. You can change the month from the **Month** select box.

The screenshot shows the 'Court Establishment at a Glance' report screen. The URL in the address bar is '/DJPMC / Establishment at a Glance / Report'. The page title is 'Court Establishment at a Glance'. It has two dropdown menus: 'Month' set to 'Jan' and 'Year' set to '2015'. Below the dropdowns is a blue 'Go' button. The rest of the page is currently blank.

Figure 454: Court Establishment at a Glance screen

6. Select the **Month** from the **Month select box**.
7. Select year from the **Year select box**.
8. Click **Go** button. The system will display the **View** link. (Refer to Figure Number 455)

Court User Manual



Figure 455: Court Establishment at a Glance

9. Click **View link**. The system will display the **Court Establishment at a Glance** report of a particular date. (Refer to Figure Number 456).

The screenshot displays a report titled "DISTRICT AND SESSIONS COURT AURANGABAD" with the subtitle "Court Establishment at a Glance As on Date:30-01-2015". On the left, a vertical menu bar has a "SHOW MENU" button. The main content area contains a table with two columns: "Previously Filed" and "Current Month". The table lists various categories of cases with their respective counts.

	Previously Filed	Current Month
Total Cases Filed	63754	556
Total Cases Registered	63285	453
Total Cases Disposed	50269	742
Total Cases of Senior Citizen	528	21
Total Cases of Open Category	0	0
Total Cases of SC Category	0	0
Total Cases of ST Category	0	0
Total Cases of OBC Category	0	0
Total Cases of NT Category	0	0
Total Cases of Other Category	0	0
Total Cases Filed by Male	7784	180

Figure 456: Court Establishment at a Glance Report

10. The report will display the **Total Cases** which are **Previously Filed** and the number of cases that are filed in the **Current Month**.

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10.3.3. Undated Cases Report

This report generates the list of the undated cases as on date. You can view the **Undated Cases Report** for **Civil**, **Criminal**, or **Both** types of cases.

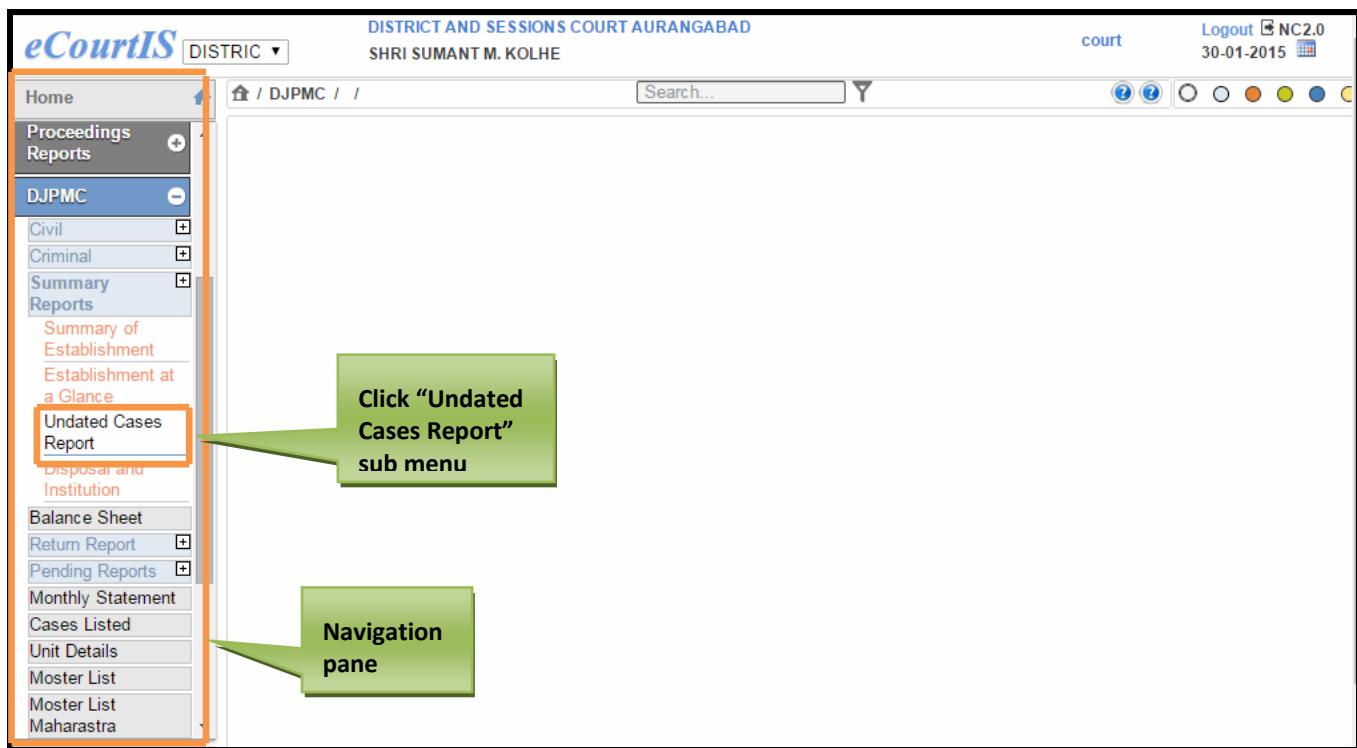


Figure 457: Navigation for “Undated Cases Report” screen

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Summary Reports** sub menu followed by **Undated Cases Report**. (Refer Figure Number 457)
3. When you click **Undated Cases Report** sub menu, the “**Undated Cases Report**” screen with the **View link** is displayed. (Refer to Figure Number 458)
4. You can view the **Undated Cases Report** for **Civil** cases, **Criminal** cases, or **Both** the types of cases in a single Undated Cases Report.
5. By default **Both** is displayed as the selected option. You can choose **Civil** or **Criminal** by selecting their respective radio buttons.



Figure 458: Undated Cases Report screen

Court User Manual

6. Select the radio button for **Civil, Criminal or Both** to view the **Undated Cases Report** for them individually.
7. Click the **View link**. The **Undated Cases Report** for the selected case type of a particular date is displayed.

The screenshot shows a web-based application window titled "DISTRICT AND SESSIONS COURT AURANGABAD". The title bar includes the URL "DJPMC / Undated Cases Report / Report" and a search bar. The main content area displays the "Undated Case List of: PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD SHRI SUMANT M. KOLHE As on Date:30-01-2015". Below this, a table lists three cases with columns for S.No., Case No., Party Name, and Next Date.

S.No.	Case No.	Party Name	Next Date
1)	M.A.C.P./100754/2006	Sharad Vitthal Pawar Vs Mohammad Farooq Sk.Mohammad Kayyum	07-01-2015
2)	Civil Appeal/100099/2007	Nagpal Projects Construction Pvt Ltd Vs Municipal Corporation Aurangabad Ors	13-01-2015
3)	M.A.C.P./100580/2008	Ravindra Bhaskarrao Awasarmol Vs Ms Transport Corporation of India Ltd.	03-01-2015

Figure 459: Undated Case List Report

8. The report will display the details given below:

- S. No. (Serial Number)
- Case No.
- Party Name
- Next Date

10.3.4. Disposal and Institution

This report gives case type wise summary of all the cases that are instituted and disposed off, during the selected period. Cases that are pending at the beginning of period (opening balance) and closing balance are also displayed in the report.

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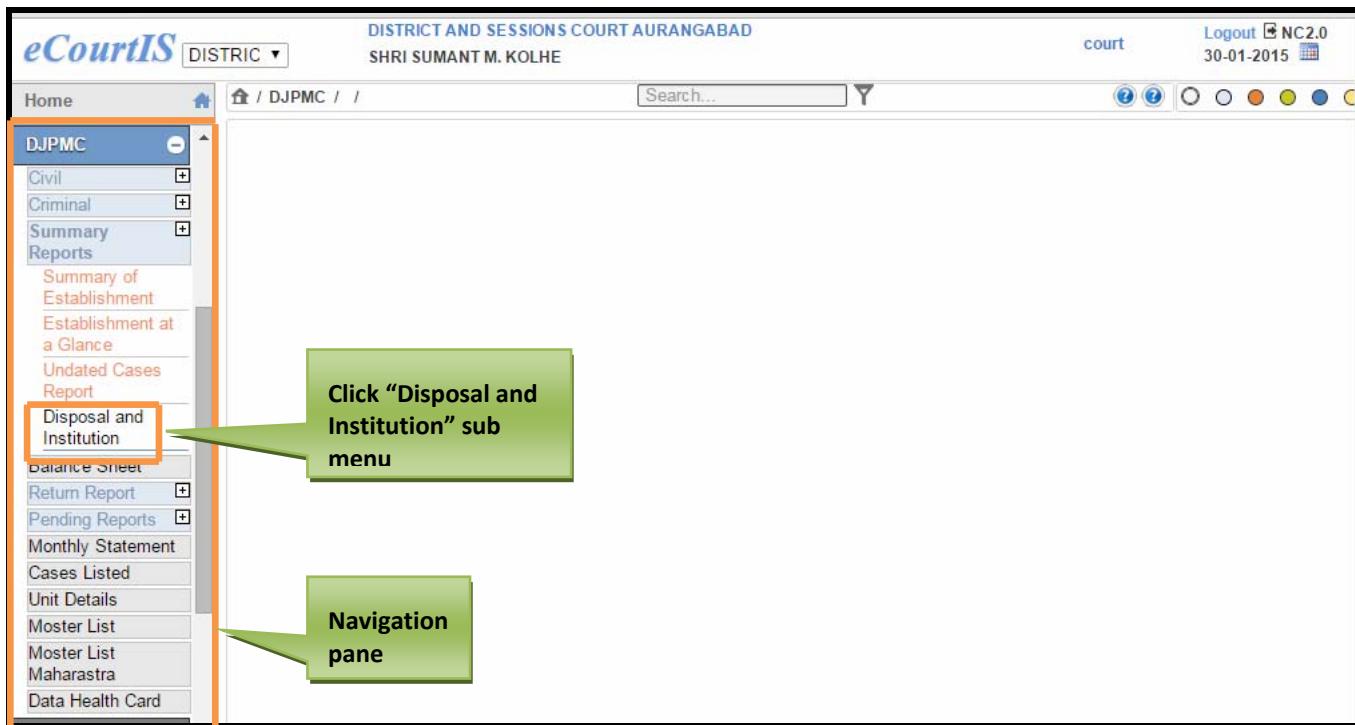


Figure 460: Navigation for Disposal/Institution Report screen

To access the **Disposal/Institution Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Summary Reports** sub menu followed by **Disposal and Institution**. (Refer Figure Number 460)
3. When you click **Disposal and Institution** sub menu, the “**Disposal and Institution Report**” screen with the **View link** is displayed. (Refer to Figure Number 461)
4. By default the current date is displayed in **From Date** and **To Date** fields.

The screenshot shows the 'Disposal/Institution Report' screen. The title bar includes the path 'Home / DJPMC / Disposal and Institution / Report' and a search bar. Below the title, there's a section for selecting 'Civil' or 'Criminal' cases. It has two date input fields: '*From Date:' with the value '30-01-2015' and a calendar icon, and '*To Date:' with the value '30-01-2015' and a calendar icon. A 'Go' button is located to the right of the date fields. The URL bar at the top shows the path: Home / DJPMC / Disposal and Institution / Report

Figure 461: Disposal/Institution Report screen

5. You can change the **From Date** and **To Date** input from the calendar control.
6. Click **Go** button. The system will load the **View link**.

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Figure 462: Disposal/Institution Report screen with View link

- Click the **View link**, the **Disposal /Institution Report** for the selected period is displayed.

S.No.	Cases	Pending at the Beginning of Half Period	Instituted during the Period	Disposed off during the Period	Less than 6 Months Old	6 to 12 Months Old	1 to 3 Years	3 to 10 Years Old	Over 10 Years Old	Total
1	Civil Appeal	18	0	0	103	0	586	0	0	707
2	Misc.Civil Appeal	18	0	0	112	0	370	0	0	500
3	Civil M.A.	19	0	0	180	0	902	0	0	1101
4	Civil Revn.	0	0	0	0	0	1	0	0	1
5	Civil Suit	0	0	0	0	0	0	0	0	0
6	Marriage Petn.	0	0	0	0	0	0	0	0	0
7	Land Ref.	0	0	0	30	0	453	0	0	483
8	Darkhast	0	0	0	0	0	0	0	0	0
9	L.R.DKST.	8	0	0	7	0	0	0	0	15

Figure 463: Disposal/Institution Report

- The report will display the details given below:

- S. No. (Serial Number)
- Cases
- Pending at the Beginning of Half Period
- Instituted during the Period
- Disposed off during the Period
- Less than 6 Months Old
- 6 to 12 Months Old
- 1 to 3 Years
- 3 to 10 Years Old
- Over 10 Years Old
- Total

10.4. Balance Sheet

This option provides the facility to generate the **Balance Sheet** of the court. The list of cases pending as on date in a particular court is generated. The report is generated **Case Type wise**, **Case Nature wise**, and **Year wise**. Classification based on **Ready (R)**, **Unready (U)** and **Stayed** matters is also generated. At the end of the **Balance Sheet**, **Case Type wise**, **Year wise** summary is also generated.

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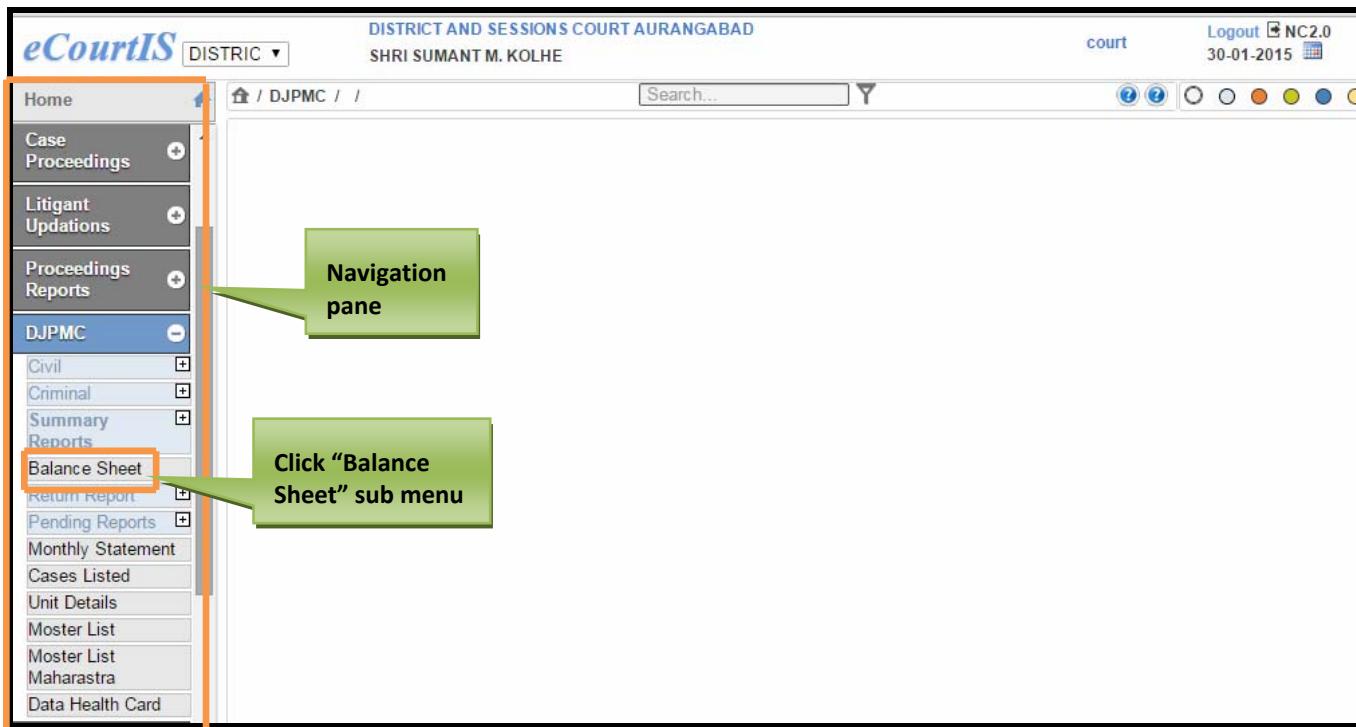


Figure 464: Navigation for "Balance Sheet" screen

To access the **Balance Sheet** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Balance Sheet** sub menu. (Refer Figure Number 464).
3. When you click **Balance Sheet** sub menu, the "**Balance Sheet**" screen is displayed. (Refer to Figure Number 465).
4. You can view the **Balance Sheet** for **Civil** and **Criminal** cases.
5. By default **Civil** is displayed as the selected option. For **Criminal** cases, select the **Criminal** radio button.

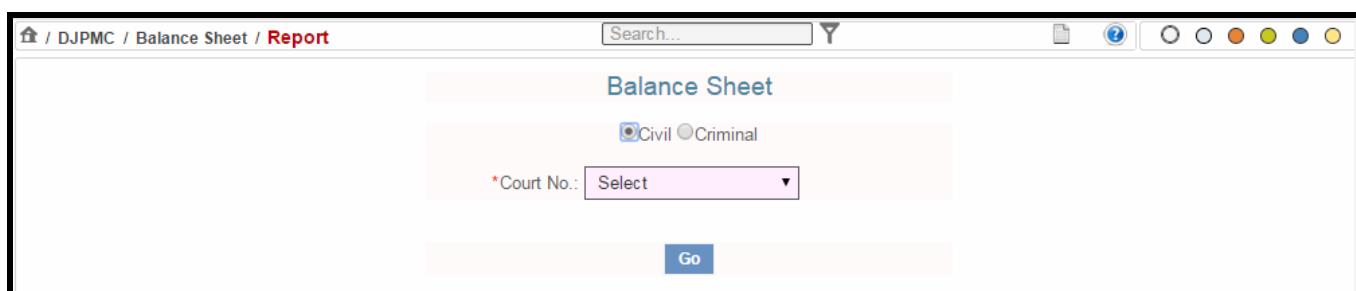


Figure 465: Balance Sheet screen

6. The system will load the cases according to the selection of **Civil** or **Criminal** cases.
7. Select the court number from the **Court No.** select box.
8. Click **Go** button. The system will load the **View** link. (Refer to Figure Number 466).

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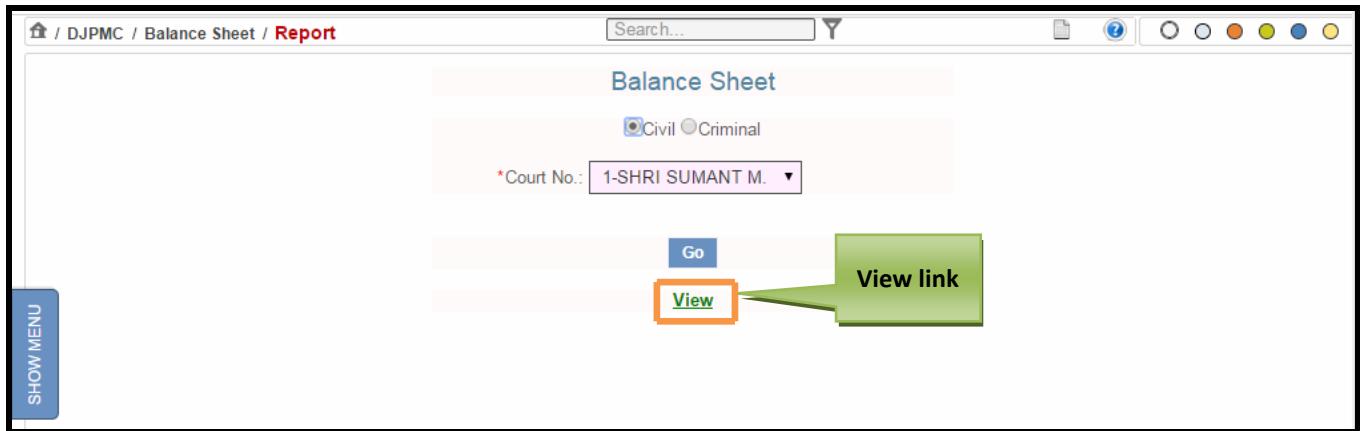


Figure 466: Balance Sheet screen with View link

9. Click the **View link**. The system will load the **Balance Sheet** of the current date. (**Refer to Figure Number 467**)
10. The **Balance Sheet Report** displays the total count of each **Case Type** pending in the particular **Court No.**.
11. It also displays the classification based on **Ready (R)**, **Unready (U)** and **Stayed** matters.

The screenshot shows the 'Balance Sheet Report' page. The header includes the court name 'DISTRICT AND SESSIONS COURT AURANGABAD' and the date 'As on Date :30-01-2015'. The main content is a table titled 'Civil Appeal(90)' with data categorized by year and case status. The table has 7 columns.

Civil Appeal(90)						
2007(1)						
R(1)	100099					
2009(1)						
R(1)	100317					
2010(24)						
R(22)	100003	100008	100025	100031	100037	100045
	100066	100075	100082	100108	100124	100127
	100213	100215	100249	100251	100256	100258
	100267	100279	100285	100326		
U(2)	100040	100301				
2011(21)						
R(19)	100025	100044	100061	100075	100104	100130
	100174	100175	100193	100201	100225	100226
	100227	100250	100255	100273	100275	100305
	100332					
U(2)	100216	100217				
2012(15)						

Figure 467: Balance Sheet Report

12. The **Balance Sheet** also displays the **Summary** of the total cases. (**Refer to Figure Number 468**).

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF:SHRI SUMANT M. KOLHE
IN THE COURT OF:Principal District and Sessions Judge, Abad.
Balance Sheet As on Date :30-01-2015

Summary of Balance Sheet

Case Type	Year	Ready	Unready	Stayed	Not Defined	Total
Civil Appeal(90)	2007	1	0	0	0	1
	2009	1	0	0	0	1
	2010	22	2	0	0	24
	2011	19	2	0	0	21
	2012	12	3	0	0	15
	2013	15	12	0	0	27
	2014	1	0	0	0	1
	Total	71	19	0	0	90
Civil M.A.(55)						
Transfer Petition	2014	4	4	0	0	8
	2015	0	6	0	0	6
Civil M.A.Other	2009	0	1	0	0	1
	2010	0	1	0	0	1

Figure 468: Balance Sheet (Summary)

10.5. *Return Report*

10.5.1. Return Report

This option provides the facility to generate the **Return Report**. This **Report** displays the status of the cases for the selected period.

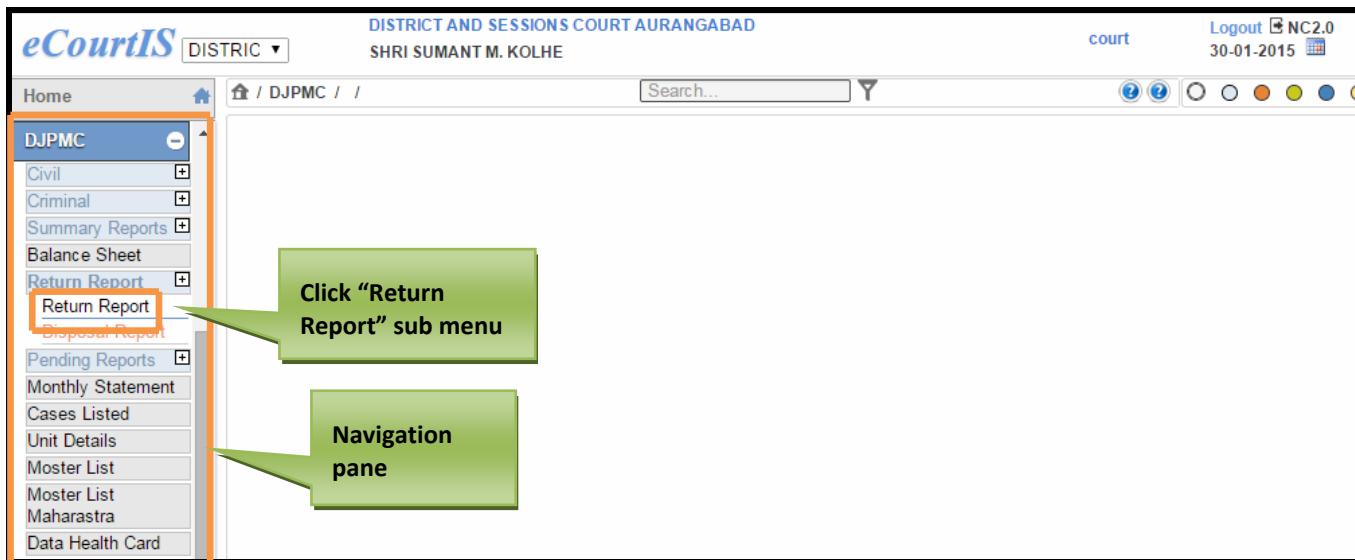


Figure 469: Navigation for "Return Report" screen

Court User Manual

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Return Report** sub menu. (**Refer Figure Number 469**)
3. When you click **Return Report** sub menu, the “**Return Report**” screen is displayed.
4. By default, the current date is displayed in **From Date** and **To Date** fields. (**Refer to Figure Number 470**)
5. You can view the **Return Report** for **Civil**, **Criminal**, and **Both** the case types. By default, **Civil** is displayed as the selected option.

The screenshot shows the 'Return Report' search interface. It includes fields for 'Court No.' (with a dropdown menu), 'Includes Admin. Units' (checkbox), and three radio button options for 'Civil', 'Criminal', or 'Both'. Below these are 'From Date' and 'To Date' fields set to '30-01-2015' and a 'Go' button. A 'Case Wise' button is also present.

Figure 470: Return Report screen

6. Select the court number from the **Court No.** select box.
7. Select the check box for **Include Admin Units**, if you want to include the **Admin Units**.
8. Select the radio button for **Civil**, **Criminal**, or **Both** types of cases. The system will display the cases according to the selection.
9. Select the **From Date** and **To Date** input from the calendar control.
10. Click **Go** button. The **Return Report** is displayed. (**Refer to Figure Number 471**)

The screenshot displays the 'Return Report' results for the District and Sessions Court Aurangabad. The report is dated from 30-01-2015 to 30-01-2015. The results are presented in a table with columns for S.No., Particulars, Opening Balance, Receipt Institution and Transfer, Disposal Contested and UnContested, Closing Balance, Interlocutory Disposed, and Total Weightage.

S.No.	Particulars	Opening		Receipt		Disposal		Closing Balance	Interlocutory Disposed	Total Weightage
		Balance	Institution	Transfer	Contested	UnContested	Transfer			
1	Civil Appeal	90	0	0	0	0	0	90	0	0
2	Civil M.A.									
	Transfer Petition	14	0	0	0	0	0	14	0	0
	Other	41	0	0	0	0	0	41	0	0
3	M.A.C.P.									
	U/sec 166 M.V. Act.	62	0	0	0	0	0	62	0	0
	U/sec 163-A M.V. Act	2	0	0	0	0	0	2	0	0
	Other	1	0	0	0	0	0	1	0	0
4	MACP. M.A.									
	2	0	0	0	0	0	0	2	0	0
5	Reg.Civil Suit	4	0	0	0	0	0	4	0	0
6	Rent Appeal	5	0	0	0	0	0	5	0	0
7	Contempt Proceeding	1	0	0	0	0	0	1	0	0
8	Civil Appeal PPE	6	0	0	0	0	0	6	0	0
	Total	228	0	0	0	0	0	228	0	0

Figure 471: Return Report

Court User Manual

11. Click **Case Wise** button to view the Report with all case details.

S.No.	Particulars	Opening Balance	Receipt			Disposal			Closing Balance	Interlocutory Disposed	Total Weightage
			Institution	Transfer	Contested	UnContested	Transfer				
1	Civil Appeal	90	0	0	0	0	0	90	0	0	0
1		200101000032010									
2		200101000082010									
3		200101000082013									
4		200101000092012									
5		200101000162012									
6		200101000172012									
7		200101000202012									
8		200101000252010									
9		200101000252011									
10		200101000252012									

Figure Number 471a: Return Report (Case Wise)

10.5.2. Disposal Report

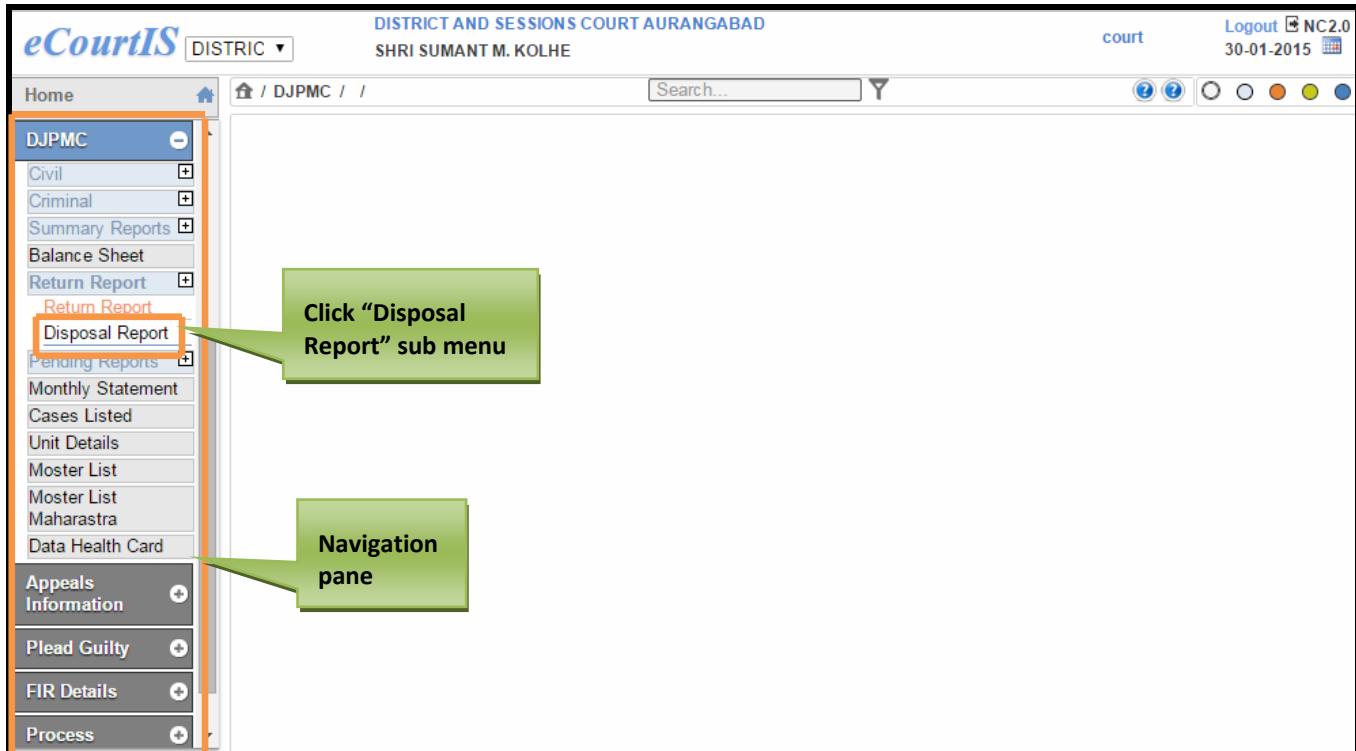


Figure 472: Navigation for "Disposal Report" screen

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

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

Court User Manual

2. Then, click **Return Report** sub menu followed by **Disposal Report**. (Refer Figure Number 472)
3. When you click **Disposal Report** sub menu, the “**Disposal Report**” screen is displayed. (Refer Figure Number 473).
4. By default the current date is displayed in **From Date** and **To Date** fields.
5. You can view the **Disposal Report** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
6. For **Criminal cases**, select the **Criminal** radio button.

The screenshot shows a web browser window titled 'DJPMC / Disposal Report / Report'. The main title is 'Disposal Report'. Below it, there are two radio buttons: 'Civil' (selected) and 'Criminal'. Underneath are two input fields labeled '*From Date:' and '*To Date:', both containing the value '30-01-2015'. To the right of these fields is a blue 'Go' button. The entire interface is set against a light gray background.

Figure 473: Disposal Report screen

7. If you want to view the **Disposal Report for Criminal cases**; select the radio button for the **Criminal** cases.
8. By default the current date displayed in **From Date** and **To Date** fields. You can change the date with the help of calendar control.
9. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 474)

This screenshot is identical to Figure 473, showing the 'Disposal Report' screen. However, a green callout bubble with the text 'View link' points to the orange-bordered 'View' button located at the bottom left of the form area.

Figure 474: Disposal Report with View link

10. Click the **View link**. The **Disposal Report** for the selected period is displayed. (Refer to Figure Number 475).

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF : SHRI S.L. PATHAN Principal District and Sessions Judge, Abad. Disposal Register As on Date: 21-10-2015 To:21-12-2015							
S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Unit and Value Total Units
R.C.A.							
1	R.C.A.	100005/2012	Tameej Shah Lal ShahVs Bhikan Shah Jamal Shah	03-01-2012	21-10-2015	JUDGMENT	1-1.50 1.50
2	R.C.A.	100175/2011	Rajdhari Manikrao RautVs Dattu Shankar Sapkal	28-04-2011	02-11-2015	OTHERWISE	- 0.00
3	R.C.A.	100300/2011	Asha Pandit ShelkeVs Nilima Chitra Kokila Parshant Dahmukh	26-09-2011	02-11-2015	JUDGMENT	1-1.50 1.50
Civil M.A.							
4	Civil M.A.	100356/2015	Pandharinath Ramrao PawarVs Namdeo Sarjerao Gaiké	02-11-2015	02-11-2015	OTHERWISE	- 0.00
5	Civil M.A.	100273/2015	R. K. Consto Project Pvt. Ltd.Vs Akola Janta Commerical Co. Op. Bank Ltd	29-08-2015	19-12-2015	CONVICTED	- 0.00
Civil M.A.(Transfer Petition)							
6	Civil M.A.	100110/2015	Rajendrasing Surrendersing ChhabdaVs Amarjis sing Harbhajansing Paliya	19-03-2015	26-10-2015	OTHERWISE	1-0.20 0.20
7	Civil M.A.	100346/2015	Somnath Babanrao SontakkeVs Abdul Samd Mohmmad Yasin Qureshi	27-10-2015	28-10-2015	OTHERWISE	- 0.00

Figure 475: Disposal Report

11. The **Disposal Report** will display each case type with details such as **Party Names, Date of Registration, Date of Decision, Result, Unit and Value and Total Number of Units**.

For example, **Civil Appeal Case Type** will display all the Civil Appeal cases with the details given above.

The Report will also display the Unit Type and the Unit Description. For example, the Unit Type of Civil Appeal case type is 1 and with Regular Norms as the Unit Description.

Case Type	Unit Type	Unit Description
Civil Appeal	1	Regular Norms
	2	5 Years
	9	Ex-Parte Matter
	6	Matter by Common Judgment upto 10
Civil M.A.	1	Regular Norms
M.A.C.P.	1	Regular Norms
	6	Ex-Parte Matter
MACP. M.A.	1	Regular Norms
Rent Appeal	1	Regular Norms

Figure Number 475a: Disposal Report with details

10.6. Pending Reports

These reports are generated for the purpose of monitoring the pending cases based on various parameters.

Court User Manual

10.6.1. Court Wise Pending Report

This report generates **Case type** wise list of pending cases.

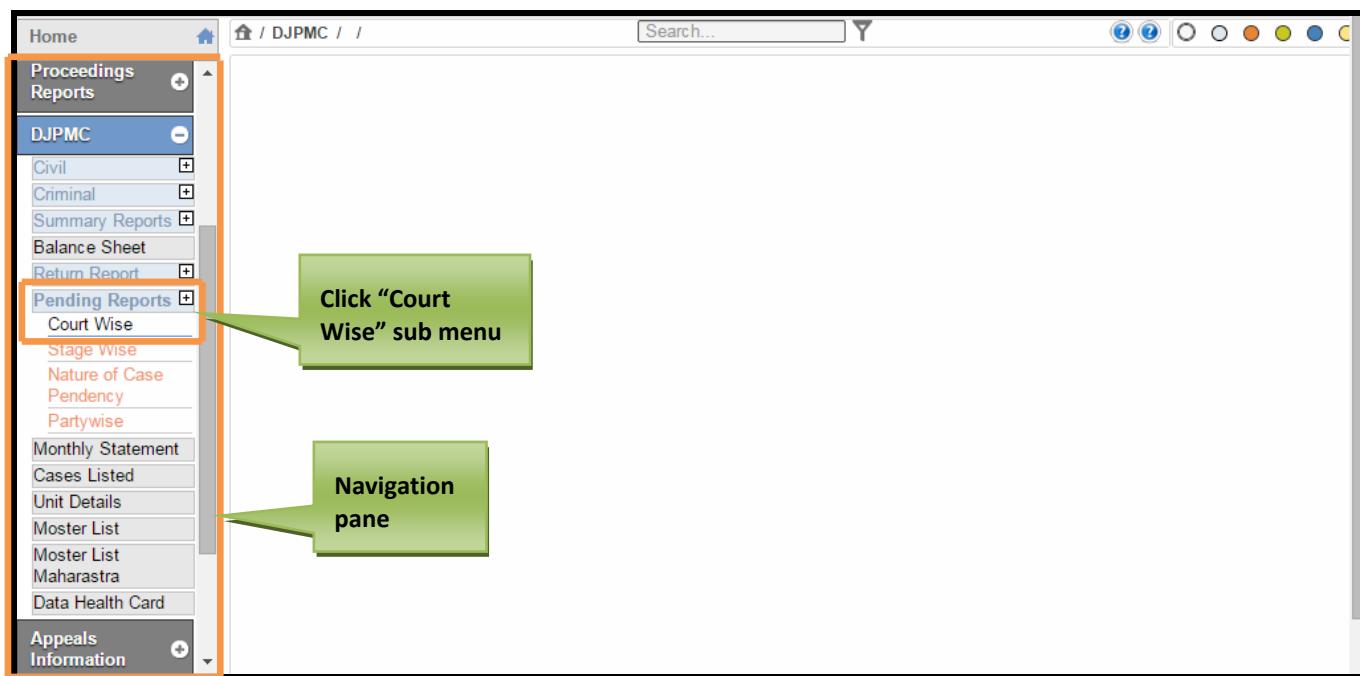


Figure 476: Navigation for "Court Wise Pendency Report" screen

To access the **Court Wise** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Pending Reports** followed by **Court Wise** sub menu. (Refer Figure Number 476)
3. When you click **Court Wise** sub menu, the "**Court Wise Pendency Report**" screen is displayed.
4. You can view the **Court Wise Pendency Report** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
5. For **Criminal cases**, select the **Criminal** radio button. (Refer to Figure Number 477)

The screenshot shows the search interface for the Court Wise Pendency Report. It includes fields for 'Court No.' (with a dropdown menu showing 'Select'), 'Civil' (radio button selected), 'Criminal' (radio button unselected), 'Case Type' (with a dropdown menu showing 'Select'), and a 'Go' button.

Figure 477: Court Wise Pendency Report screen

6. Select the court number from the **Court Number** select box.
7. Select the radio button for **Criminal** option, if you want to view the **Court Wise Pendency Report** for Criminal Cases.

Court User Manual

8. Select the case type from the **Case Type** select box.
9. Click **Go** button. The system will display the **View link**. (Refer to Figure Number 478)

The screenshot shows a web-based application titled "Court wise Pendency Report". At the top, there are input fields for "Court No." (set to "1-SHRI SUMANT M.") and "Case Type" (set to "Civil Appeal-1"). Below these are two radio buttons: "Civil" (selected) and "Criminal". There are also "Go" and "View" buttons. A green callout box points to the "View" button, which is highlighted with an orange border. The "View" button is located directly below the "Case Type" dropdown.

Figure 478: Court Wise Pendency Report with View link

10. Click the **View link**. The **Court Wise Pendency Report** for the current date is displayed. (Refer to Figure Number 479)

The screenshot shows a table titled "DISTRICT AND SESSIONS COURT AURANGABAD" under "Principal District and Sessions Judge, Abad." It specifies "SHRI SUMANT M. KOLHE" and "Court wise Pending Cases:30-01-2015". The table has columns for S.No., Case No., Date of Filing, Applying Party Name, Defendant Party Name, and Name of Advocate. Three cases are listed:

S.No.	Case No.	Date of Filing	Applying Party Name	Defendant Party Name	Name of Advocate
1	Civil Appeal/100099/2007	09-04-2007	Nagpal Projects Construction Pvt Ltd	Municipal Corporation Aurangabad Ors	Vakil D.L.Vs Nehri S.R.
2	Civil Appeal/100317/2009	20-11-2009	Shaikh Aftab Ahmed Sk. Akhaq	Yakub Khan Muhammad Khan	Khan M.A.
3	Civil Appeal/100003/2010	28-12-2009	Shankarlal Papalal Jaiswal	Madanlal Shrikishanlal Jaiswal	Bhosale A.B.

Figure 479: Court Wise Pending Report

11. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Date of Filing
- Applying Party Name
- Defendant Party Name
- Name of Advocate

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

Court User Manual

10.6.2. Stage Wise

This report generates the list of pending cases based on the **Stage/Purpose**. Those cases which are on the same stage for a very long period are shown in this report.

For example, Cases pending for submission of WS, Cases awaiting commissioner report.

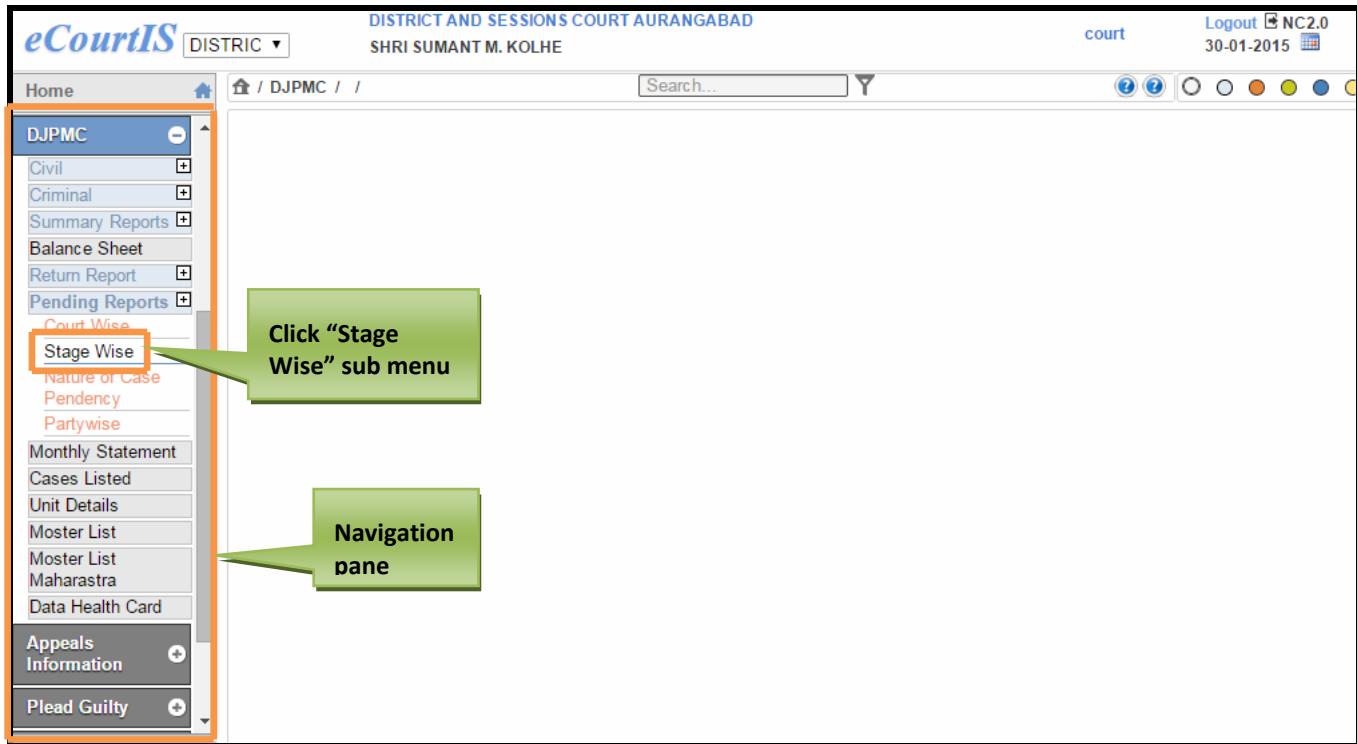


Figure 480: Navigation for "Stage Wise Pending Report" screen

To access the **Stage Wise Pending Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Pending Reports** sub menu followed by **Stage Wise** sub menu. (**Refer Figure Number 480**)
3. When you click **Stage Wise** sub menu, the "**Stage Wise Pending Report**" screen is displayed.
4. You can view the **Stage Wise Pending Report** for **Civil** and **Criminal** cases. By default **Civil** is displayed as the selected option.
5. For **Criminal cases**, select the **Criminal** radio button. (**Refer to Figure Number 481**)

Court User Manual

Stage Wise Pending Report

*Court No.:

Civil Criminal

Purpose of Listing:

Sub Purpose:

Go

Figure 481: Stage Wise Pending Report screen

6. Select the **Court Number** from the **Court No.** select box.
7. By default **Civil** is displayed as the selected option, for **Criminal** cases, select the **Criminal** radio button.
8. Select **Purpose of Listing** from the **Purpose of listing** select box.
9. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 482)

The screenshot shows the Stage Wise Pending Report interface. A green callout bubble labeled "View link" points to a blue rectangular button labeled "View". The "View" button is highlighted with an orange border. The rest of the form fields are visible: Court No. (2-SHRI S.L. PATHAN), Purpose of Listing (AMENDED W.S.-101), and Sub Purpose (Select). The Go button is also visible at the bottom left of the form area.

Figure 482: Stage Wise Pending Report screen with View link

10. Click the **View link**. The **Stage Wise Pending Report** for the current date is displayed. (Refer to Figure Number 482)

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD

Principal District and Sessions Judge, Abad. / District Judge-5 and Addl. Sessions Judge, Abad. / District Judge-7 and Addl. Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.

**SHRI R.V. DESHMUKH / SHRI A.N. KHADSE / SMT S.S. NAIR / SHRI T.V.
NALAWADE
cases on:31-12-2015**

S.No.	Case Type	Case No.	Pending Since	Next Date	Pending Period
Stage: 1	Admission and Denial Civil M.A.	100404/2015	Total(1) 31-12-2015	31-12-2015	0 years 0 month 0 days

Figure 483: Stage Wise Pending Report

11. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Pending Since
- Next Date
- Pending Period

10.6.3. Nature of Case Pendency

This report generates balance sheet of cases based on their nature. This report is generated for a given period.

Court User Manual

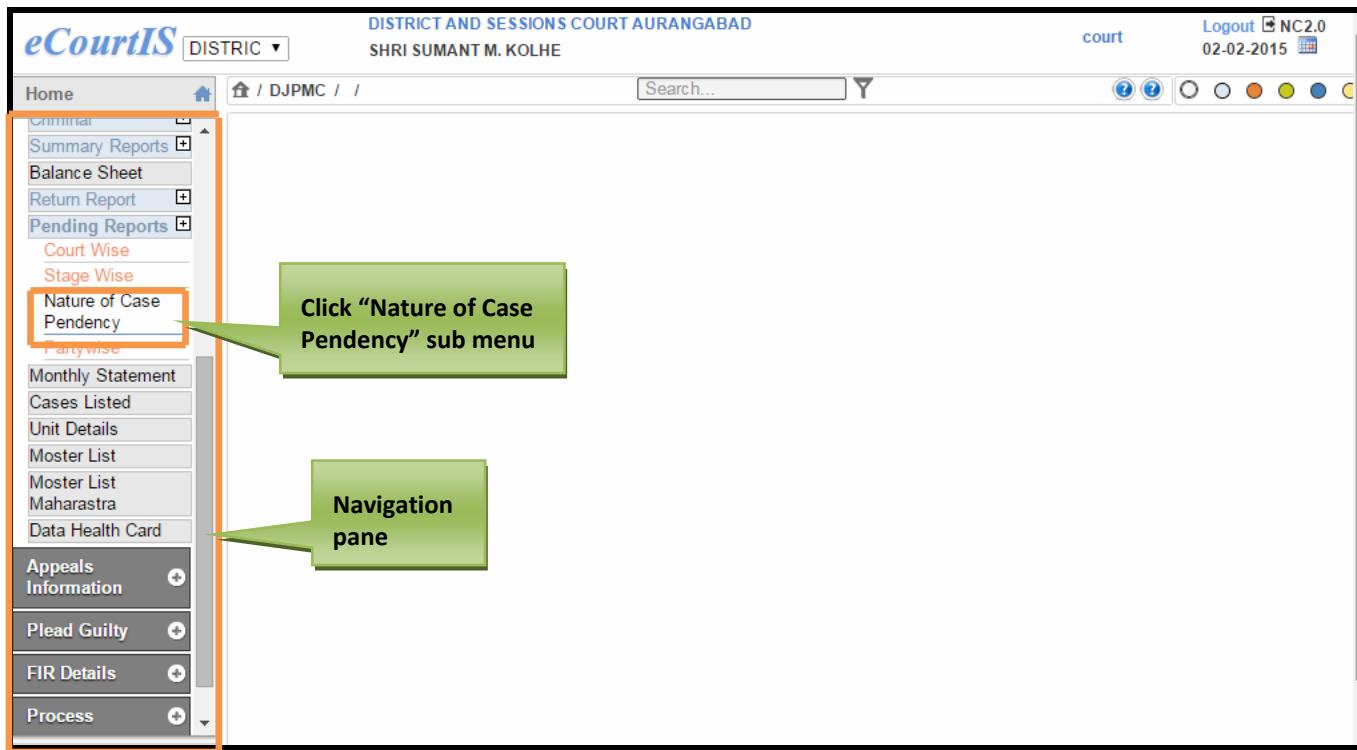


Figure 484: Navigation for "Nature Wise Pending of Cases" screen

To access the **Nature Wise Pending of Cases** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Pending Reports** sub menu followed by **Nature of Case Pending**. (Refer Figure Number 484)
3. When you click **Nature of Case Pending** sub menu, the “**Nature Wise Pending of Cases**” screen is displayed. (Refer to Figure Number 485)
4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control.

This screenshot shows the 'Nature wise Pending of Cases' report screen. The top header includes the court name and date. The main area displays a title 'Nature wise Pending of Cases' and several input fields: a dropdown for 'Court No.' with 'Select' as the default value, and two date fields for 'From Date' (02-02-2015) and 'To Date' (02-02-2015), each accompanied by a calendar icon. A blue 'Go' button is located to the right of the date fields.

Figure 485: Nature Wise Pending of Cases screen

5. Select the court number from the **Court No.** select box.
6. To choose date other than the Current Date, select the **From Date** and **To Date** using the calendar control.
7. Click **Go** button. The system will load the **View** link. (Refer to Figure Number 486)

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The screenshot shows a web-based application interface for 'Nature wise Pendency of Cases'. At the top, there are fields for 'Court No.' (set to '1-SHRI SUMANT M.'), 'From Date' (set to '02-02-2015'), and 'To Date' (set to '02-02-2015'). Below these are two buttons: a green 'View' button and a larger green 'View link' button. A callout arrow points from the 'View link' button to the 'View' button.

Figure 486: Nature Wise Pendency of Cases screen with View link

- Click the **View link**, the system will display the **Nature Wise Pendency of Cases** report according to the selected period. (Refer to Figure Number 487)

The screenshot displays the 'Nature wise Pendency of Cases' report. It includes a header with the court details: 'DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF: SHRI SUMANT M. KOLHE Principal District and Sessions Judge, Abad.' and the date range 'Nature wise Pendency of Cases From:02-02-2015 To: 02-02-2015'. The report is presented in a table format with columns for 'S.No.', 'Case Type', 'Nature', 'Filing', 'Disposal', and 'Pending'. The data is categorized into sections: Civil M.A., M.A.C.P., Sessions Case, Cri.Appeal, and Cri.M.A. The table shows various case types like Condonation of Delay, Restoration, Transfer Petition, etc., along with their respective counts in each category.

S.No.	Case Type	Nature	Filing	Disposal	Pending
Civil M.A.					
1	Condonation of Delay	0	0	0	0
2	Restoration	0	0	0	0
3	Transfer Petition	0	0	14	
	Sub Total:	0	0	14	
M.A.C.P.					
1	U/sec 166 M.V. Act.	0	0	61	
2	U/sec 163-A M.V. Act	0	0	2	
	Sub Total:	0	0	63	
Sessions Case					
1	302 IPC Cases	0	0	19	
2	Other than 302 IPC	0	0	5	
3	Women Atrocities	0	0	3	
4	Other than IPC Case	0	0	0	
	Sub Total:	0	0	27	
Cri.Appeal					
1	Against Judgment of Asstt. Sessions Judge	0	0	0	
2	Against Judgment of J.M.F.C.	0	0	6	
	Sub Total:	0	0	6	
Cri.M.A.					
1	Transfer Petition	0	0	8	
2	Relaxation of Condition	0	0	0	
3	Condonation of Delay	0	0	2	

Figure 487: Nature Wise Pendency of Cases Report

- The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Nature
- Filing
- Disposal
- Pending

- The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

10.6.4. Party Wise

This report generates party wise list of pending cases.

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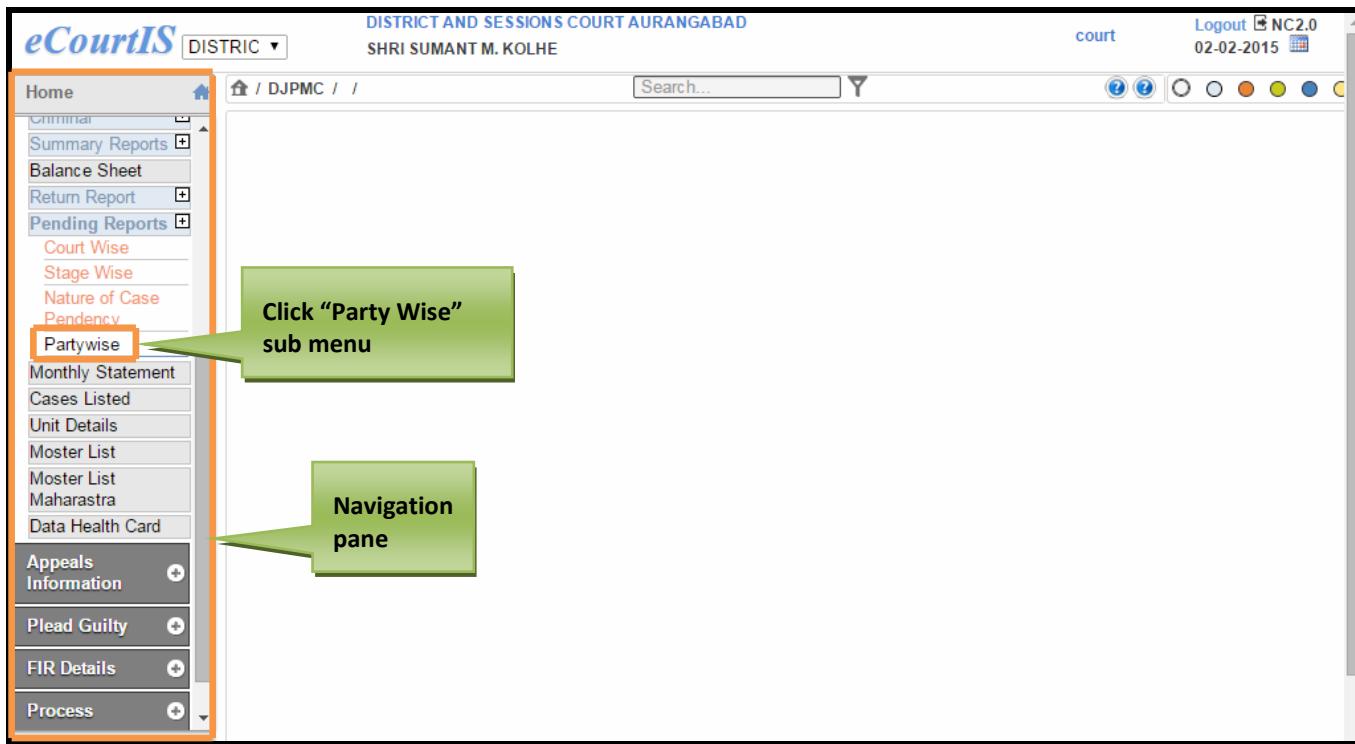


Figure 488: Navigation for "Party Wise Pendency Report" screen

To access the **Party Wise Pendency Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Pending Reports** sub menu followed by **Party Wise**. (Refer Figure Number 488)
3. When you click on **Party Wise** sub menu, the "**Party Wise Pendency Report**" screen is displayed. (Refer to Figure Number 489)
4. You can view the **Party Wise Pending Report** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
5. For **Criminal cases**, select the **Criminal** radio button.

The screenshot shows the 'Party wise Pendency Report' form. The top header includes the court name and date. The form has several input fields:

- *Court No.: 1-SHRI SUMANT M.
- *Party Name: sdd
- Civil Criminal
- Purpose of Listing: Additional Issues-37
- Sub Purpose: Select
- *From Date: 30-07-2015
- *To Date: 30-07-2015
- Go button

A blue 'MK MENU' button is located on the far left.

Figure 489: Party Wise Pendency Report screen

6. Select the court number from the **Court No.** select box.
7. Enter the party name in the **Party Name** select box.

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8. By default the Civil option is selected. If you want to view the report for Criminal cases; select the radio button for **Criminal**.
9. Select the purpose of listing from the **Purpose of Listing** select box.
10. Select **From Date** and **To Date** from the calendar control.
11. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 490)

Party wise Pendency Report

*Court No.: 1-SHRI S.L. PATHAN, ▾

*Party Name: patil

Civil Criminal

Purpose of Listing: Select ▾

Sub Purpose: Select ▾

*From Date: 21-12-2014 *To Date: 21-12-2015

Go

View link

Figure 490: Party Wise Pendency Report screen

12. Click the **View link**. The **Party Wise Pendency Report** is displayed.

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: SHRI S.L. PATHAN
Principal District and Sessions Judge, Abad.
Party wise Pendency Report From:21-12-2014 To: 21-12-2015

Stage:Appearance 67

Applying Party Name:Kachru Patilba Shirasath VS Suryabhan Dhondiba Gaike

Case No.	Date of Filing	Date of Filing
Civil M.A./100297/2015	10-09-2015	02-12-2015

Stage:Steps_Unready 29

Figure 491: Party Wise Pendency Report

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

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10.7. Monthly Statement

This report generates the **Monthly Statement** for a selected period. This report will display the **Statement** showing the **Institution**, **Disposal** and **Pendency** of all kinds of cases that are pending before Judge of the selected **Court** for the selected period.

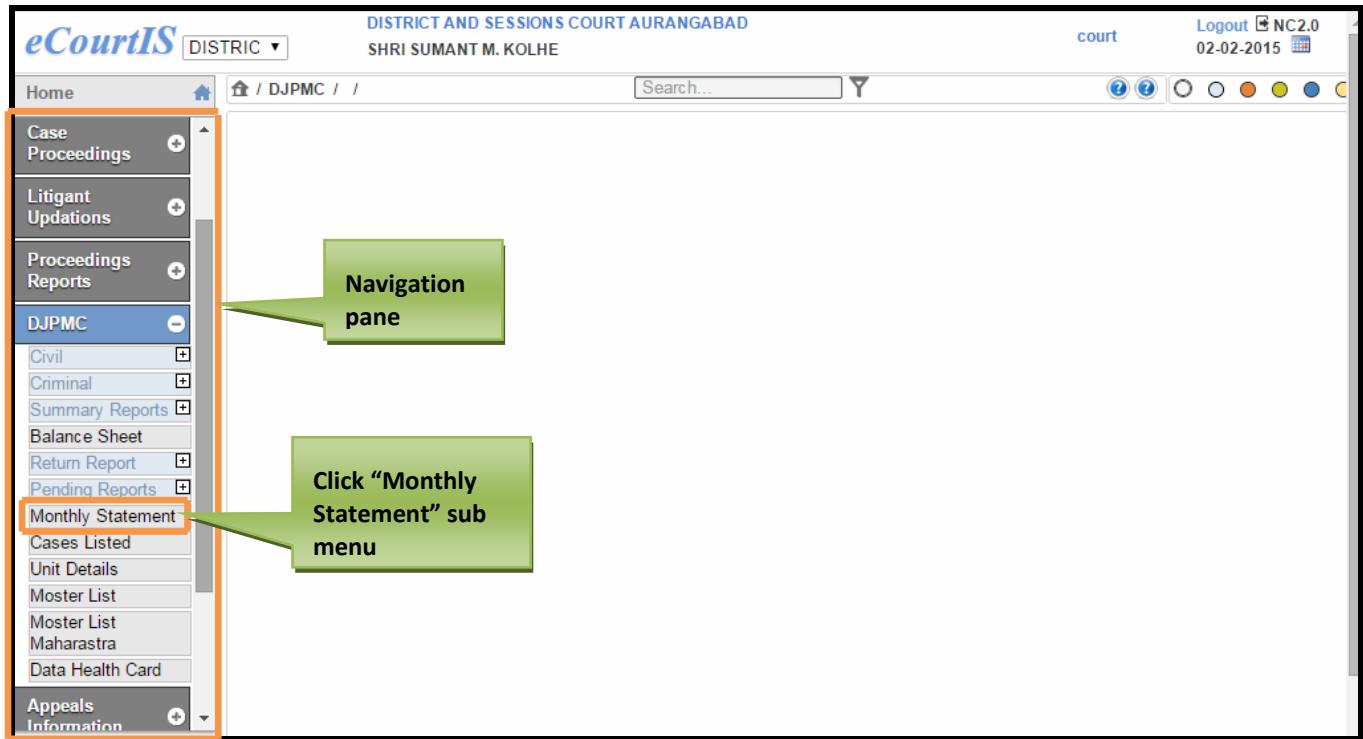


Figure 492: Navigation for "Monthly Statement" screen

To access the **Monthly Statement** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Monthly Statement** sub menu. (Refer Figure Number 492)
3. When you click the **Monthly Statement** sub menu, the "**Monthly Statement**" screen is displayed.
4. You can view the **Monthly Statement** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
5. For **Criminal cases**, select the **Criminal** radio button. (Refer to Figure Number 493)

The screenshot shows the 'Monthly Statement' report screen. The title 'Monthly Statement' is at the top. Below it, there are fields for 'Court No.' (a dropdown menu with 'Select'), 'Civil' (radio button) and 'Criminal' (radio button, which is selected), 'From Date' (text input '02-02-2015' with a calendar icon), and 'To Date' (text input '02-02-2015' with a calendar icon). A 'Go' button is located to the right of the 'To Date' field.

Figure 493: Monthly Statement screen

6. Select the court number from the **Court No.** select box.

Court User Manual

7. If you want to view the report for Criminal cases; select the radio button for **Criminal**.
8. Select the **From Date** and **To Date** from the calendar control. By default the system displays the current date in **From Date** and **To Date** fields.
9. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 494)

The screenshot shows a web-based application titled 'Monthly Statement'. At the top, there are fields for 'Court No.' (set to '1-Principal District and'), 'Civil' (radio button selected), 'Criminal' (radio button unselected), 'From Date' (set to '02-02-2015'), 'To Date' (set to '02-02-2015'), and a 'Go' button. Below these fields is a green rectangular box containing the text 'View link' with an arrow pointing to the word 'View' in the original screenshot. The 'View' button is highlighted with an orange border.

Figure 494: Monthly Statement screen with View link

10. Click the **View link**. The **Monthly Statement Report** for the selected period is displayed. (Refer to Figure Number 495)

The screenshot displays a monthly statement report table. The header includes the title 'Monthly Statement', a subtitle 'Statement showing the Institution, Disposal and Pendency of all kinds of cases pending before SHRI S.L. PATHAN Principal District and Sessions Judge, Abad.', and a date range 'From Date: 21-10-2015 To Date: 21-12-2015'. The table has 26 columns representing the years from 2006 to 2015. The rows list various case types with their corresponding counts for each column. For example, in the first row, R.C.A. cases start at 58 in 2006 and end at 0 in 2015. The table is organized with columns for Case Type, Pending at the Beginning of the Month, Institution during the Month, Transfer In, Total for Disposal, Disposed off during the Month (CJ/Orders pronounced), Transfer Out, Pending at the End of Month, and Prior to 2006, followed by the years 2006 through 2015.

S.No.	Case Type	Pending at the Beginning of the Month	Institution during the Month	Transfer In	Total for Disposal	Disposed off during the Month (CJ/Orders pronounced)	Transfer Out	Pending at the End of Month	Prior to 2006	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
1	R.C.A.	58	0	0	58	3(2)	0	55	0	0	0	0	2	13	13	14	12	1	0
2	M.C.A.	0	1	0	1	0(0)	0	1	0	0	0	0	0	0	0	0	0	0	1
3	Civil M.A.	79	15	0	94	9(5)	0	85	0	0	0	0	1	1	2	2	9	16	53
4	Elec.Petn.	1	0	0	1	0(0)	0	1	0	0	0	0	0	0	0	0	0	0	1
5	M.A.C.P.	94	0	0	94	11(11)	0	83	0	2	0	1	1	14	29	30	4	1	1
6	MACP. M.A.	2	2	0	4	1(0)	0	3	0	0	0	0	0	0	0	0	0	0	3
7	R.C.S.	5	0	0	5	0(0)	0	5	0	0	0	0	0	0	2	0	2	0	1
8	Reg Dkst	1	0	0	1	0(0)	0	1	0	0	0	0	0	0	0	1	0	0	0
9	Rent Appeal	1	0	0	1	0(0)	0	1	0	0	0	0	0	0	1	0	0	0	0

Figure 495: Monthly Statement Report

11. This report will display the **Statement** showing the **Institution**, **Disposal** and **Pendency** of all kinds of cases that are pending before Judge of the selected **Court** for the selected period.

10.8. Cases Listed

This option provides the facility to generate the **Cases Listed** report. This report displays the cases that are listed of the selected **Court Number** and on a particular date.

Court User Manual

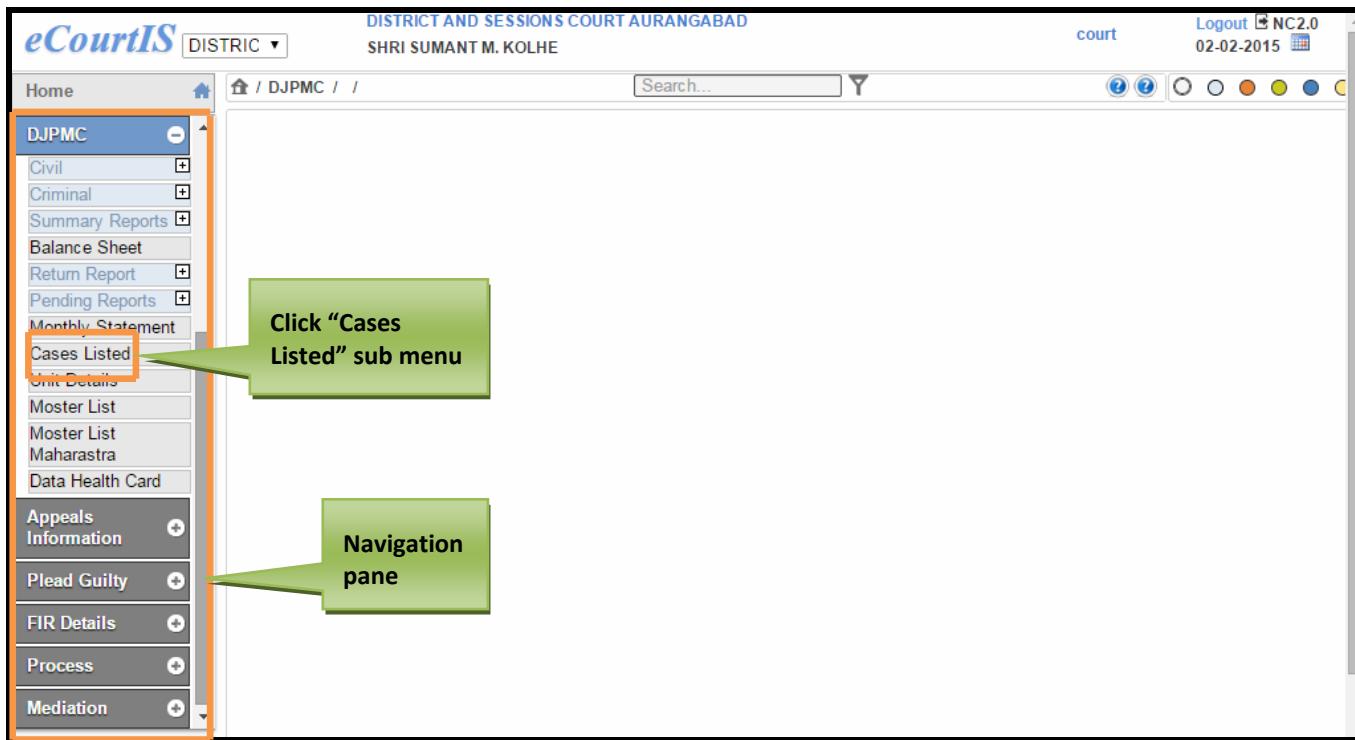


Figure 496: Navigation for "Cases Listed" screen

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Click **Cases Listed** sub menu. (Refer Figure Number 496)
3. When you click on the **Cases Listed** sub menu, the "**Cases Listed**" screen with Current **Date** as the default date is displayed. (Refer to Figure Number 497)

The screenshot shows the 'Cases Listed' report search interface. The URL in the address bar is '/DJPMC / Cases Listed / Report'. The page title is 'Cases Listed'. It features a 'Search...' input field and a set of system status icons. Below the title, there are two dropdown menus: '*Court No.: Select' and '*Date: 02-02-2015'. A 'Go' button is located to the right of the date field.

Figure 497: Cases Listed screen

4. Select the **Court Number** from the **Court No. select box**.
5. Select **Date** from the calendar control if you want to generate the **Cases Listed Report** for another date.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 498)

Court User Manual

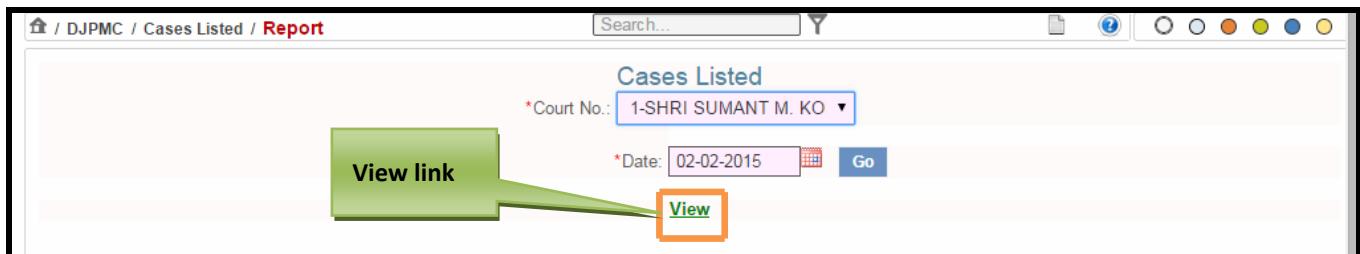


Figure 498: Cases Listed screen with View link

7. Click the **View link**. The system will display the report which displays the cases listed on a particular date. (Refer to Figure Number 498)

A screenshot of a report titled 'Principal District and Sessions Judge, Abad. Cases Listed As on Date 02-02-2015'. The report is presented in a table format with three columns: 'Case Type', 'Stage', and 'No. of Cases'. The data is categorized by Case Type (Civil and Criminal) and Stage (Evidence Part Heard, Hearing, Filing of Say on Exh__ Ready, Steps, Evidence, Appearance, Judgment, Civil Total, Charge, Order, Appearance, Criminal Total, Grand Total). The table shows a total of 27 cases across all categories.

Case Type	Stage	No. of Cases
Civil	Evidence Part Heard	6
	Hearing	6
	Filing of Say on Exh__ Ready	1
	Steps	1
	Evidence	1
	Appearance	3
Criminal	Civil Total	18
	Judgment	1
	Hearing	4
	Charge	1
	Order	1
	Appearance	2
	Criminal Total	9
	Grand Total	27

Figure 499: Cases Listed Report

8. The report will display the details given below:
 - Case Type
 - Stage
 - No. of Cases
9. **The mandatory field is marked with an asterix (*). Please fill the mandatory fields.**

10.9. Unit Details

This option provides the facility to generate the **Unit Details** report. This report displays the Unit Details such as S. No., Case No., Party Name, Date of Disposal Units, Total of the selected **Court Number** and of a selected period.

Court User Manual

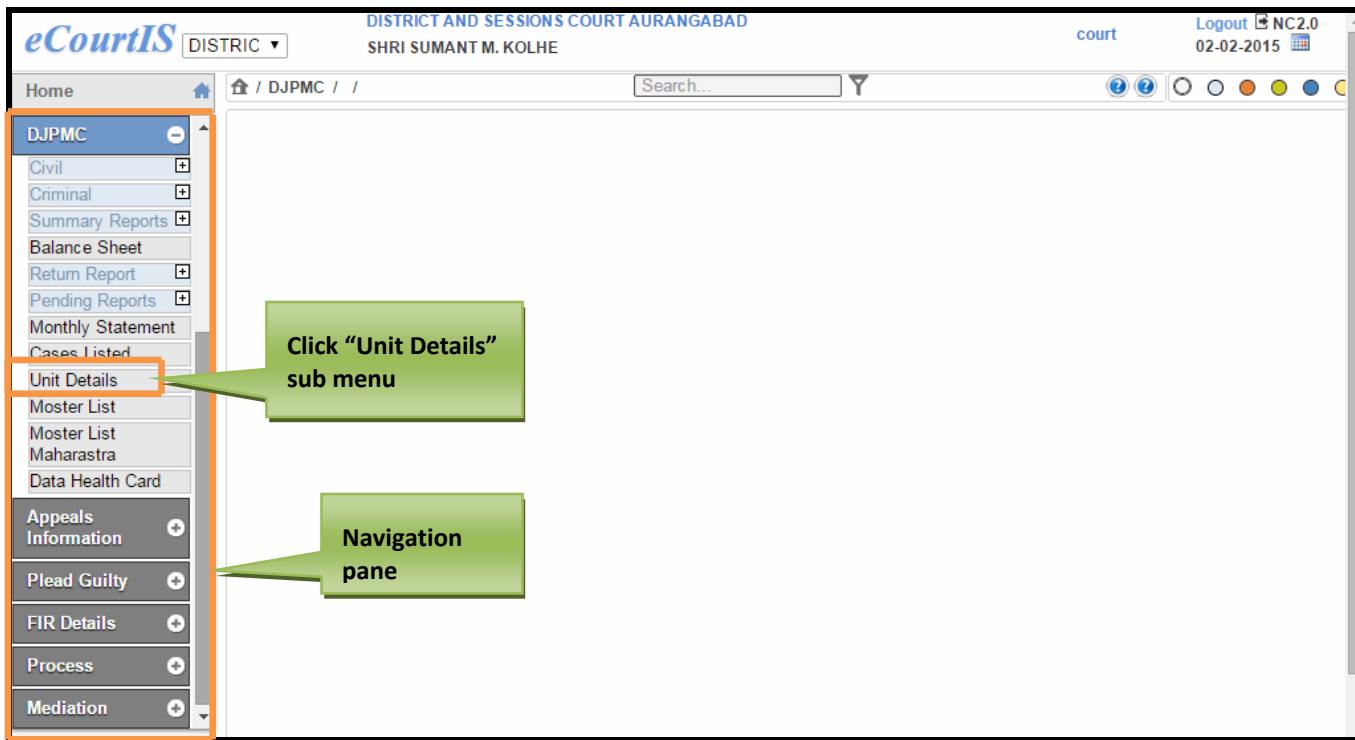


Figure 500: Navigation for "Unit Details" screen

To access the **Unit Details Report** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Unit Details** sub menu. (**Refer Figure Number 500**)
3. When you click on the **Unit Details** sub menu, the “**Unit Details Report**” screen is displayed.
4. By default, the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control. (**Refer Figure Number 501**)

The screenshot shows the "Unit Details Report" screen. The title bar includes the path "eCourtIS / DJPMC / Unit Details / Report". Below the title, there is a search bar and a toolbar with various icons. The main area is titled "Unit Details Report" and contains a "Court No." dropdown menu with "Select" option. At the bottom, there are two date input fields: "From Date" set to "02-02-2015" and "To Date" also set to "02-02-2015", followed by a "Go" button.

Figure 501: Unit Details Report screen

5. Select the **Court Number** from the **Court No. select box**.
6. Select **From Date** and **To Date** from the calendar control.
7. Click **Go** button. The system will load the **View link**. (**Refer to Figure Number 502**)

Court User Manual



Figure 502: Unit Details Report screen with View link

8. Click the **View link**. The **Units Details Report** for a selected period is displayed. (**Refer to Figure Number 503**)

The screenshot displays the 'Unit Details Report' for the 'DISTRICT AND SESSIONS COURT AURANGABAD' in the 'COURT OF SHRI SUMANT M. KOLHE'. The report covers the period from 'From Date 21-01-2015 To Date 02-02-2015'. The table lists three cases:

S.No.	Case No.	Party Name	Date of Disposal	Units	Total
1	Cri.M.A./100014/2015	Narayan Ramdayal Gattani Vs Ramesh Gopalrao Lingayat	21-01-2015		
2	Civil M.A./100287/2014	Gram Panchayat Viramgaon Vs Yadavrao Sadashiv Gangawane	22-01-2015	1) Regular Norms	0.20
3	M.A.C.P./100543/2010	Shahjahan Begum Syed Taheruddin Vs Reliance General Insu. Co.Ltd., Aurangabad	23-01-2015	1) Regular Norms	1.20

Below the table, there are two summary rows:

- OTHERWISE UnContested**
- Total 0.2**
- OTHERWISE Contested**
- Total JUDGMENT Contested 1.2**

Figure 503: Unit Details Report

9. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Party Name
- Date of Disposal
- Units
- Total

10. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

Court User Manual

10.10. Muster List

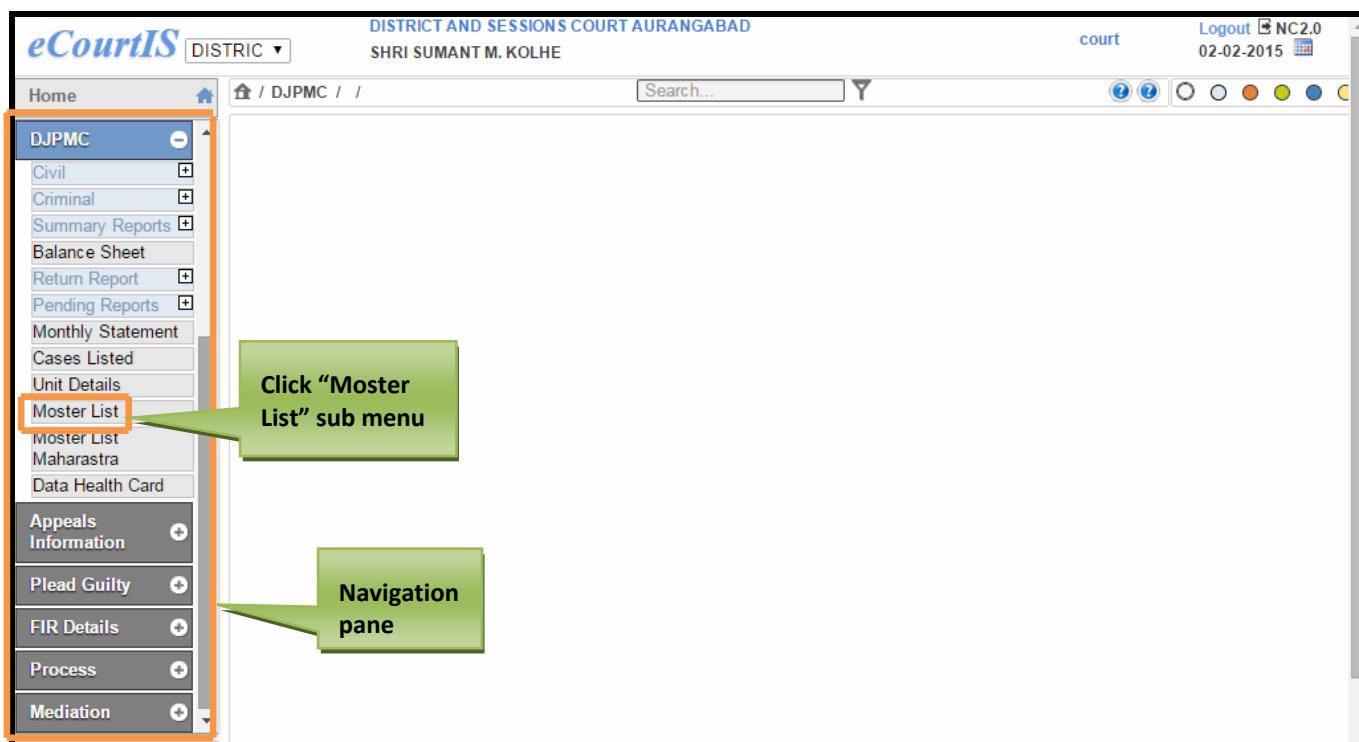


Figure 504: Navigation for "Muster List" screen

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Muster List** sub menu. **(Refer Figure Number 504)**
3. When you click on the **Muster List** sub menu, the "**Muster List**" screen is displayed.
4. By default the current date is displayed in the **From Date** and **To Date fields** and **Civil** as selected option. **(Refer Figure Number 505)**

This screenshot shows the 'Muster List' screen. The title bar reads '/ DJPMC / Muster List / Report'. The main area is titled 'Muster List'. It contains two radio buttons: 'Civil' (selected) and 'Criminal'. Below these are two input fields: '*From Date:' with the value '02-02-2015' and a calendar icon, and '*To Date:' with the value '02-02-2015' and a calendar icon. To the right of these fields is a 'Go' button.

Figure 505: Muster List screen

Procedure

1. By default **Civil** is displayed as the selected option.
2. Select the radio button or **Criminal** if you want to generate the **Muster List** for Criminal cases.
3. Select the **From Date** and **To Date** from the calendar control.
4. Click **Go** button. The system will load the **View link**. **(Refer to Figure Number 506)**

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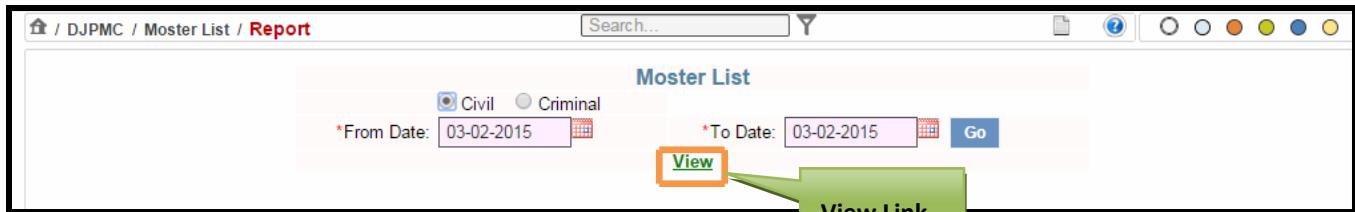


Figure 506: Muster List screen with View link

5. Click the View link. The Muster List for the selected period is displayed. (Refer to Figure Number 507)

The screenshot shows the 'Muster List Report for Civil Cases' generated from the system. It includes the following details:

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: Principal District and Sessions Judge, Abad.
SHRI SUMANT M. KOLHE
Muster List From Date: 20-01-2015 To Date: 03-02-2015
Category: Civil Appeal

S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Total Exhibits	Total Pages
1	Civil Appeal	100028/2010	Dhondabai Damodhar Dashrath Vs State of Maharashtra Through Collector	20-01-2010	29-01-2015			

CERTIFICATE
This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

Figure 507: Muster List Report for Civil Cases

6. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Party Name
- Date of Registration
- Date of Decision
- Result
- Total Exhibits
- Total Pages

7. When you select the Criminal option, the system will generate the Muster List report for Criminal cases. (Refer to Figure Number 508)

Court User Manual

8. The figure given below displays the **Moster List** report for **Criminal M.A** case, when you select the radio button for Criminal cases.

The screenshot shows a computer window titled "DJP MC / Moster List / Report". The main content area displays the following details:

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: Principal District and Sessions Judge, Abad.
SHRI SUMANT M. KOLHE
Moster List From Date: 28-01-2015 To Date: 03-02-2015
Category:Cri.M.A.

S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Total Exhibits	Total Pages
1	Cri.M.A.	100173/2014	Mirabai Baburao Jadhav Vs Videocon International Ltd.	04-09-2014	29-01-2015			

CERTIFICATE

This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

Figure 508: Moster List Report for Criminal cases

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

Court User Manual

10.11. Moster List Maharashtra

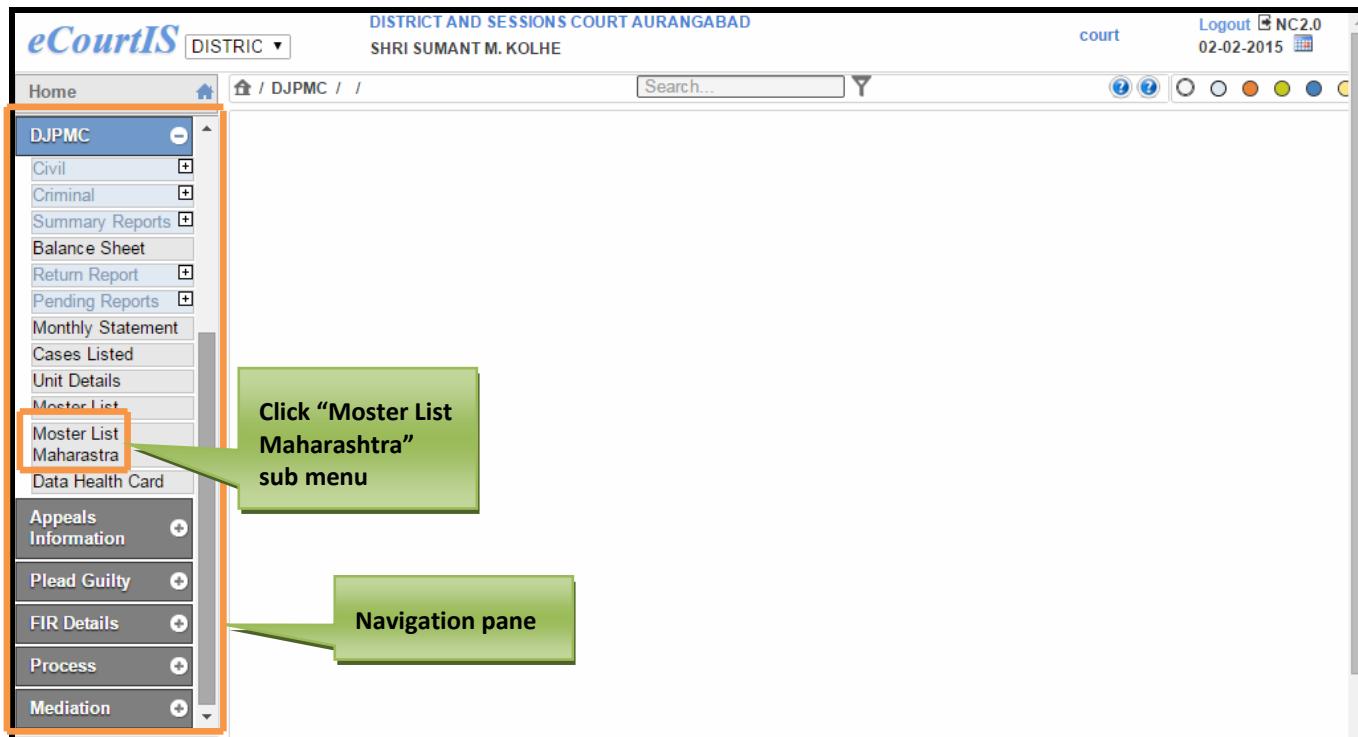


Figure 509: Navigation for "Moster List" screen

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

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Moster List Maharashtra** sub menu. (Refer Figure Number 509)
3. When you click on the **Moster List Maharashtra** sub menu, the "**Moster List Maharashtra**" screen is displayed. (Refer Figure Number 510)
4. You can view the **Moster List** for **Civil** and **Criminal** cases. By default **Civil** is displayed as the selected option.
5. For Criminal cases, select the **Criminal** radio button.
6. Also, by default the current date is displayed in **From Date** and **To Date** fields.

The screenshot shows the 'Moster List' screen. At the top, there is a header with a search bar. Below it is a section titled 'Moster List' with two radio buttons: 'Civil' (selected) and 'Criminal'. Underneath are two date input fields labeled 'From Date' and 'To Date', both showing '03-02-2015'. To the right of these fields is a 'Go' button. The entire interface is enclosed in a black border.

Figure 510: Muster List Screen

Procedure

1. By default **Civil** is displayed as the selected option.
2. Select the **Criminal** radio button if you want to generate the **Moster List** for Criminal cases.
3. Select the **From Date** and **To Date** from the calendar control.

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4. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 511)



Figure 511: Muster List Screen with View link

5. Click the **View link**. The **Moster List** for the selected period is displayed. (Refer to Figure Number 512)

The screenshot displays the 'Muster List Report for Civil cases'. The title of the report is 'DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF: Principal District and Sessions Judge, Abad. SHRI SUMANT M. KOLHE'. Below the title, it specifies 'Moster List From Date: 28-01-2015 To Date: 03-02-2015'. On the left side, there is a vertical 'SHOW MENU' bar. The main content area contains a table with the following data:

S.No.	Case Type	Case No.	Party Name	Date of Decision	Total Exhibits	Total Pages	Remarks
1	Civil Appeal	100028/2010	Dhondabai Damodhar Dashrathe Vs State of Maharashtra Through Collector	29-01-2015			

CERTIFICATE

This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

Figure 512: Muster List Report for Civil cases

6. The report will display the details given below:

- S. No. (Serial Number)
- Case Type
- Case Number
- Party Name
- Date of Decision
- Result
- Total Exhibits
- Total Pages
- Remarks

7. When you select the **Criminal** radio button, the system will generate the **Moster List** report of **Criminal** cases. (Refer to Figure Number 513)
8. The figure given below displays the **Moster List** report for **Criminal M.A** case, when you select the **Criminal** radio button.

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The screenshot shows a computer interface for the Court User Manual. At the top, there is a navigation bar with links to 'Home', 'DJPMC', 'Moster List', and 'Report'. A search bar is also present. On the left, a vertical blue button labeled 'SHOW MENU' is visible. The main content area displays the following text:

DISTRICT AND SESSIONS COURT AURANGABAD
IN THE COURT OF: Principal District and Sessions Judge, Abad.
SHRI SUMANT M. KOLHE
Moster List From Date: 28-01-2015 To Date: 03-02-2015
Category:Cri.M.A.

S.No.	Case Type	Case No.	Party Name	Date of Registration	Date of Decision	Result	Total Exhibits	Total Pages
1	Cri.M.A.	100173/2014	Mirabai Baburao Jadhav Vs Videocon International Ltd.	04-09-2014	29-01-2015			

CERTIFICATE

This is to certify that all the Court fees stamps are punched and cancelled and the disposal entries have been taken in the concerned register

Figure 513: Muster List for Criminal cases

9. The report will display the details given below:

- S. No. (Number)
- Case Type
- Case Number
- Party Name
- Date of Registration
- Date of Decision
- Result
- Total Exhibits
- Total Pages

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

Court User Manual

10.12. Data Health Card

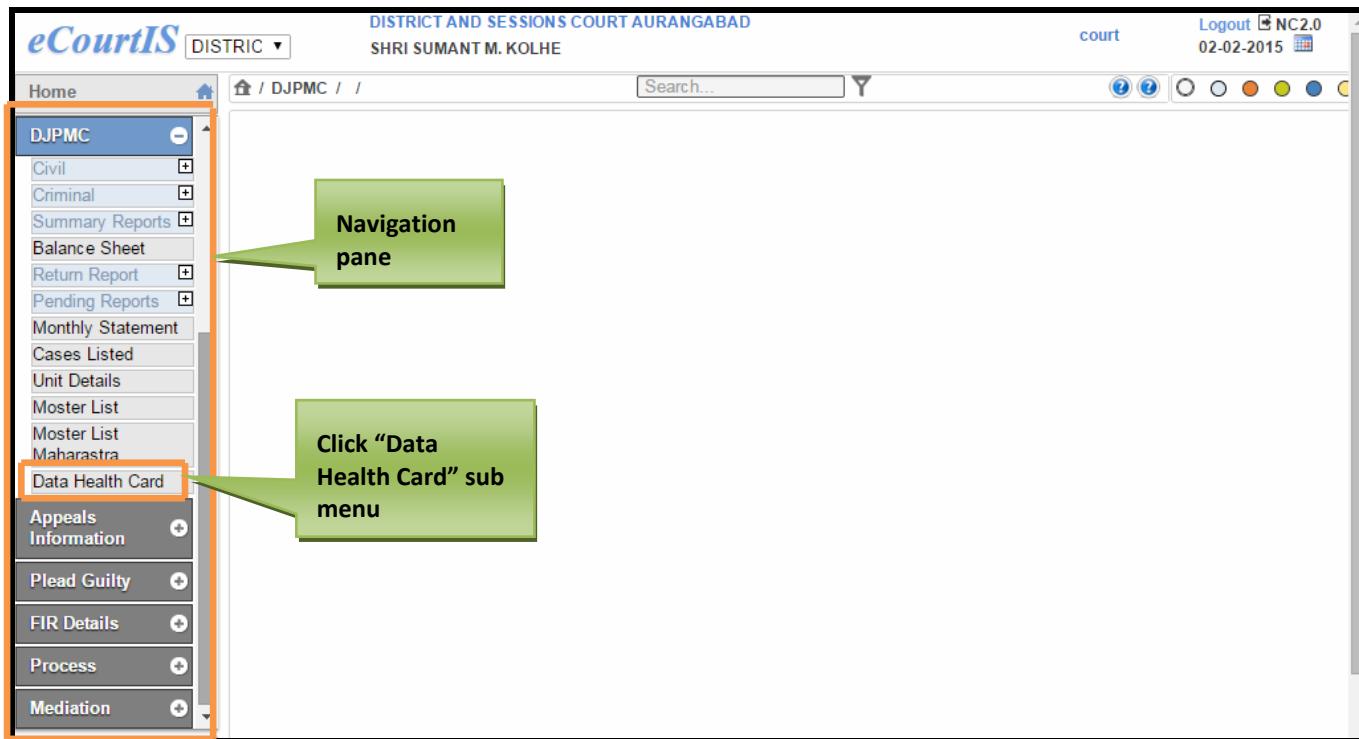


Figure 514: Navigation for "Data Health Card" screen

To access the **Data Health Card** screen, follow the steps given below:

1. On the Navigation pane, click the **DJPMC** menu.
2. Then, click **Data Health Card** sub menu. (**Refer Figure Number 514**)
3. When you click **Data Health Card** sub menu, the "**Data Health Card**" screen is displayed.
7. You can view the **Data Health Card** for **Civil** and **Criminal** cases. By default **Civil** is displayed as the selected option.
8. For Criminal cases, select the **Criminal** radio button.
4. Also, you can view the **Data Health Card** for **Inconsistent** and **All Records**. By default All Records is displayed as the selected option. (**Refer to Figure Number 515**)

This screenshot shows the 'Data Health Card' screen. It has a header with a search bar and a toolbar with various icons. Below the header, the title 'Data Health Card' is displayed. Underneath the title are two radio buttons: 'Civil' (selected) and 'Criminal'. Further down are two more radio buttons: 'All Records' (selected) and 'Inconsistent'. At the bottom is a blue 'Submit' button.

Figure 515: Data Health Card screen

Procedure

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- 1 By default **Civil** is displayed as the selected option. For **Criminal** cases, select the radio button for Criminal.
- 2 By default, **All Records** is displayed as the selected option. For **Inconsistent** option, select the Inconsistent radio button.
- 3 Click **Submit button**. The system will load the **View link**. (Refer to Figure Number 516)



Figure 516: Data Health Card screen with View link

- 4 Click **View link**. The Data Health Card report is displayed. (Refer to Figure Number 517)

The screenshot shows a table titled 'Data Health Card' with various columns: Sr. No., Case No., Date of Registration, No. of Parties, No. of Parties With Single Word, Address, Advocate, Advocate Code codes, Act, Section, Nature, LNo. of Parties, and a local language column. The first row is highlighted with a yellow background. A green callout bubble with the text 'Click for Case History of the case' points to the 'Case No.' column of the first row. On the far left, there is a vertical blue bar labeled 'SHOW MENU'.

Sr. No.	Case No.	Date of Registration	No. of Parties	No. of Parties With Single Word	Address	Advocate	Advocate Code codes	Act	Section	Nature	LNo. of Parties	परा
1	Civil Appeal/100099/2007	10-04-2007	10		10	2	2	1	1		10	10
2	Civil Appeal/100051/2008	05-12-2009	4		4	1	1	1	1		4	4
3	Civil Appeal/100008/2010	06-01-2010	2		2	2		1	1		2	2
4	Civil Appeal/100025/2010	19-01-2010	3		3	2	1	1	1		3	3
5	Civil Appeal/100037/2010	30-01-2010	5		5	2	1	1	1		5	5
6	Civil Appeal/100040/2010	02-02-2010	10		10	2	2	1	1		10	10
7	Civil Appeal/100045/2010	06-02-2010	3		3	2	1	1	1		3	3

Figure 517: Data Health Card report

- 5 The report will display the details given below:

- Sr. No. (Serial Number)
- Case No. (Case Number)
- Date of Registration
- No. of Parties
- Number of Parties With Single Word
- Address
- Advocate
- Advocate Code codes
- Act
- Section
- Nature
- No. Of Parties in local language
- Address in local language

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6. Each **Case No.** is displayed as a hyperlink [Civil Appeal/100037/2009]. When you click this link the Case History of that particular case is displayed. (**Refer to Figure Number 518**)

The screenshot shows the 'Case History' page of the eCourtIS system. At the top, it displays the case number 'Civil Appeal/100037/2009'. Below this, the page is divided into several sections:

- Case Details:** Shows basic information like Case Type (M.A.C.P.), Filing No. (100673/2006), and Date of Registration (03-11-2006).
- Case Status:** Displays the First Hearing Date (03rd November 2006), Next Hearing Date (07th January 2015), Stage of Case (Evidence), and Court No. and Judge (1-PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD).
- Petitioner and Advocate:** Lists the petitioner's details: Sharad Vithal Patre, Address - M2 55 H-6 CIDCO Aurangabad, Advocate - Bhale V.S.
- Respondent and Advocate:** Lists the respondent's details: Mohammad Farooq & Sh. Mohammad Rayyan, Address - Indra Gandhi Nagar Kothi Karpurbaug, Advocate - Chander R.S.
- Act:** Under Act(s) - Motor Vehicle Act, Under Section(s) - 166(4A), Subject -
- Subordinate Court Information:** Shows Court No. and Name, Case No. and Year, and Case Decision Date.
- History of Case Hearing:** A table showing hearings from 03-11-2006 to 22-12-2014, listing judges like JUDGE ABAD, JUDGE ARAB, and PRINCIPAL DISTRICT AND SESSIONS JUDGE AURANGABAD, along with dates, hearing times, and purpose (Appearance, Witness Statement, Step_Hearday, etc.).
- Writ Information:** A table for filing writs, with columns for Regd. No., Appellate Case No., Appellate Authority, and Date of Receipt.
- Case Transfer details between the Courts:** A table showing transfers between courts, with columns for Regd. No., Date of Transfer, From Court No. and Judge, and To Court No. and Judge.

Figure 518: Case History report

11. Appeals Information

11.1. Appellate Case Info

When the **Application** or **Case** is filed in the **Appellate Court** against the order of the lower court, the **Appellate Authority** issues certain directions on the progress of the case.

These directions may be issued by the appellate authorities like the **Supreme Court (SC)**, **High Court (HC)**, **District Court (DC)** or any **Other Appellate Authorities (OT)**. Such directions (brief order), action taken, date of compliance, are to be recorded in the “**Writ Register**”, “**Register of Stayed matters**” etc.

This feature provides the facility to record the decision of appellate authority, and mark the Case as stayed, if the directions for stay are issued. The **Date of Compliance**, if any, can also be recorded.

11.1.1. Appellate Case Info (Add)

This option provides the facility to add an **Appellate Case Info**.

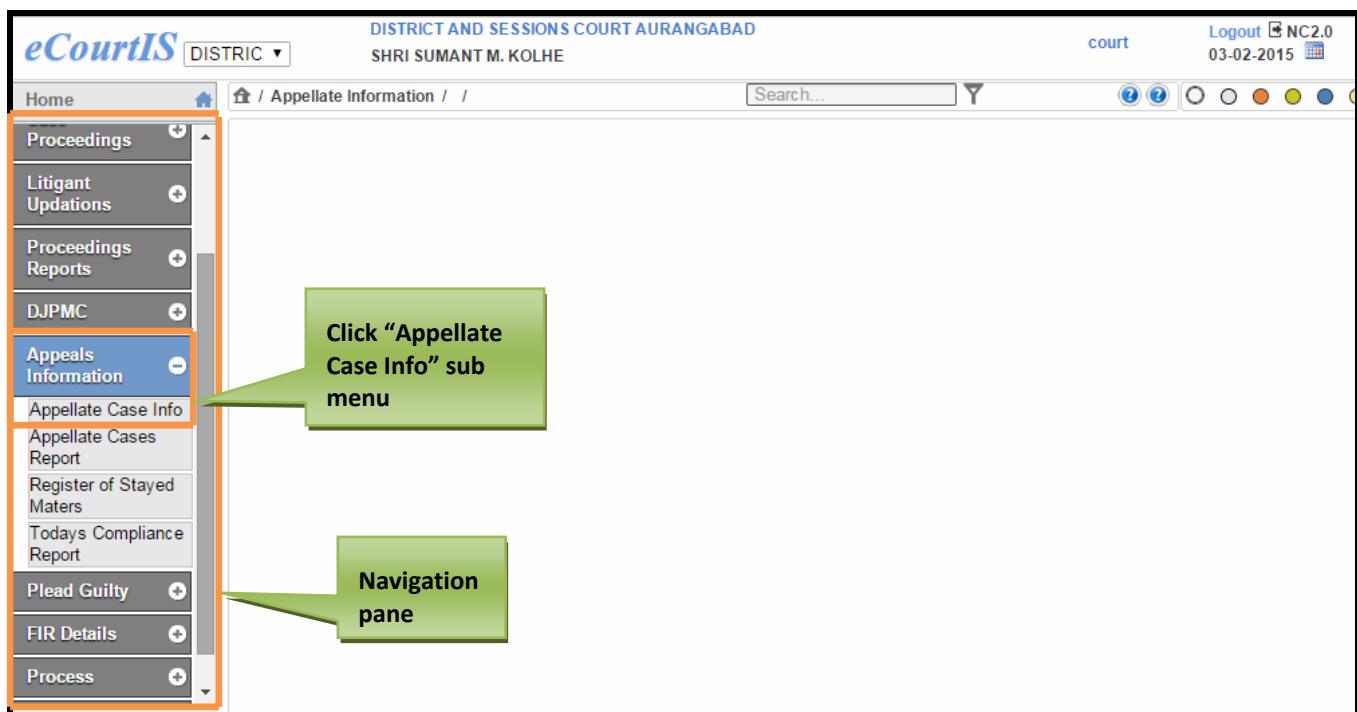


Figure 519: Navigation for "Appellate Case Info" screen

To access the **Appellate Case Info** screen, follow the steps given below:

1. On the Navigation pane, click the **Appeals Information** menu.
2. Then, click **Appellate Case Info** sub menu. (Refer Figure Number 519)
3. When you click **Appellate Case Info** sub menu, the “**Appellate Case Info**” screen is displayed. (Refer Figure Number 520)

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The screenshot shows the 'Appellate Information' screen. At the top left is a 'SHOW MENU' button. The main area contains several input fields:

- *Case Type: Select dropdown menu.
- *Case No.: Text input field.
- *Year: Text input field.
- *Petitioner/Respondent Name: Select dropdown menu.
- *Appellate Case No.: Text input field.
- *Date of Receipt: Date input field.
- *Appellate Court: Radio buttons for SC, HC, DC, OT.
- Brief Order: Text input field.
- *Serial Number: Text input field.
- *OrderDate: Date input field.
- Stayed: Checkbox.
- WritType: Select dropdown menu.
- Dispatch Number: Text input field.
- Action Taken: Text input field.
- Compliance Date: Date input field.
- Certified Copy Date: Date input field.

At the bottom, there are two text boxes labeled 'Marathi' and 'केलेली कारवाई:' and 'धोडकयात आदेश:' respectively, followed by a 'Submit' button.

Figure 520: Appellate Information screen

Procedure

1. Select the case type from the **Case Type** select box.
2. Enter the case number for which you want to add the **Appellate Information** of the selected case type in the **Case Number** field.
3. Enter the year of registration in the **Year** field.
4. Click **Go** button. The name of the **Petitioner** and the **Respondent** is displayed. (Refer to Figure Number 521)

The screenshot shows the same 'Appellate Information' screen as Figure 520, but with a specific focus on the 'Petitioner/Respondent Name' field. A dropdown menu is open, displaying the names 'Uttamrao Patilba Gorade Vs Dhanraj' and 'Uttamrao Gorade'. Both names are highlighted with a red rectangular box. The rest of the screen and its components are identical to Figure 520.

Figure 521: Appellate Information screen with Petitioner and Respondent Name

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5. Select the **Petitioner** or the **Respondent** from the **Petitioner/Respondent Name** select box.
6. Enter the **Appellate Case Number** in **Appellate Case No.** text box.
7. Select the **Date of Receipt** from the calendar control.
8. Select the type of **Appellate Court (SC, HC, DC or OT)** by selecting their respective radio buttons.
9. The **Serial Number** will be automatically displayed by the system.
10. Enter the **Brief Order in Brief Order** field.
11. Select the **Order Date** from the calendar control.
12. Select the check box for **Stayed**, if there is a stay on the order.
13. Select the **Writ type** from the select box.
14. Enter the **Dispatch Number** in **Dispatch Number** field.
15. Enter the **Action Taken** in **Action Taken** field.
16. Select the **Compliance Date** from the calendar control.
17. Select the **Certified Copy Date** from the calendar control.
18. You can also enter the **Action Taken** and **Brief Order** in local language also.
19. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**".
20. **The mandatory field is marked with an asterix(*). Please fill the mandatory fields.**

11.1.2. Appellate Case Info (Modify)

This option provides the facility to modify or update **Appellate Case Info** already present in the system.

The screenshot shows the 'Appellate Information' modification screen. The interface includes a header with a search bar and various icons. On the left, a vertical toolbar has a 'SHOW MENU' button. The main form contains the following fields:

- *Case Type: Civil Appeal-1
- *Petitioner/Respondent Name: Uttamrao Patilba Gorade
Uttamrao Patilba Gorade Vs Dhanraj
Uttamrao Gorade
- *Case No.: 100075 *Year: 2010 Go
- *Appellate Case No.: c1
- *Appellate Court: SC (radio button selected)
- Brief Order: [text input field]
- *Date of Receipt: 05-02-2015 [calendar icon]
- *OrderDate: 05-02-2015 [calendar icon] Stayed: [checkbox]
- Dispatch Number: 0
- Compliance Date: [calendar icon]
- *Serial Number: 1
- WritType: Select [dropdown menu]
- Action Taken: [text input field]
- Certified Copy Date: [calendar icon]

At the bottom, there are two text boxes labeled 'Marathi' containing text in Marathi script, and a 'Submit' button.

Figure 522: Appellate Information (Modify) screen

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Procedure



1. Click the **Edit** icon located at the upper right corner on the menu bar.
2. The **Appellate Information (Modify)** screen is displayed. (Refer to Figure Number 522)
3. Select the case type from the **Case Type** select box, enter the **Case No.** and **Year** and click on the **Go** button.
4. The system will display all the details of the selected **Case** that already exists in the database.
5. You can now modify or update the details.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **All the mandatory fields are marked with an asterisk (*). Please fill all mandatory details.**

11.1.3. Appellate Case Info (Delete)

This option provides the facility to **Delete** or **Undelete** the **Appellate Case Info** already present in the system.

Figure 523: Appellate Information (Delete) screen

Procedure



Click **Delete** icon located on the upper right corner of the menu box.

1. The **Appellate Information (Delete)** screen is displayed. (Refer to Figure Number 523)
2. Select the case type from the **Case Type** select box, enter the **Case No.** and **Year** and click on the **Go** button.

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3. The existing details of the selected **Case** are displayed.
4. Select the **Delete** button to delete the selected **Case Type**. The details though deleted will remain in the database and can be retrieved if required.
5. Select the **Undelete** button, to retrieve the deleted Case.
6. The system will display the message, “**Deleted successfully**” for deleted cases.
7. The system will display the message, “**Undeleted successfully**” for the retrieved cases.
8. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory details.**

11.2. Appellate Cases Report

This option is used to generate the **Appellate information Report**. The report lists all the cases in which directions are issued by the appellate authorities during selected period. This report is generated appellate authority wise for example SC wise, HC wise, DC wise or Other Authority wise.

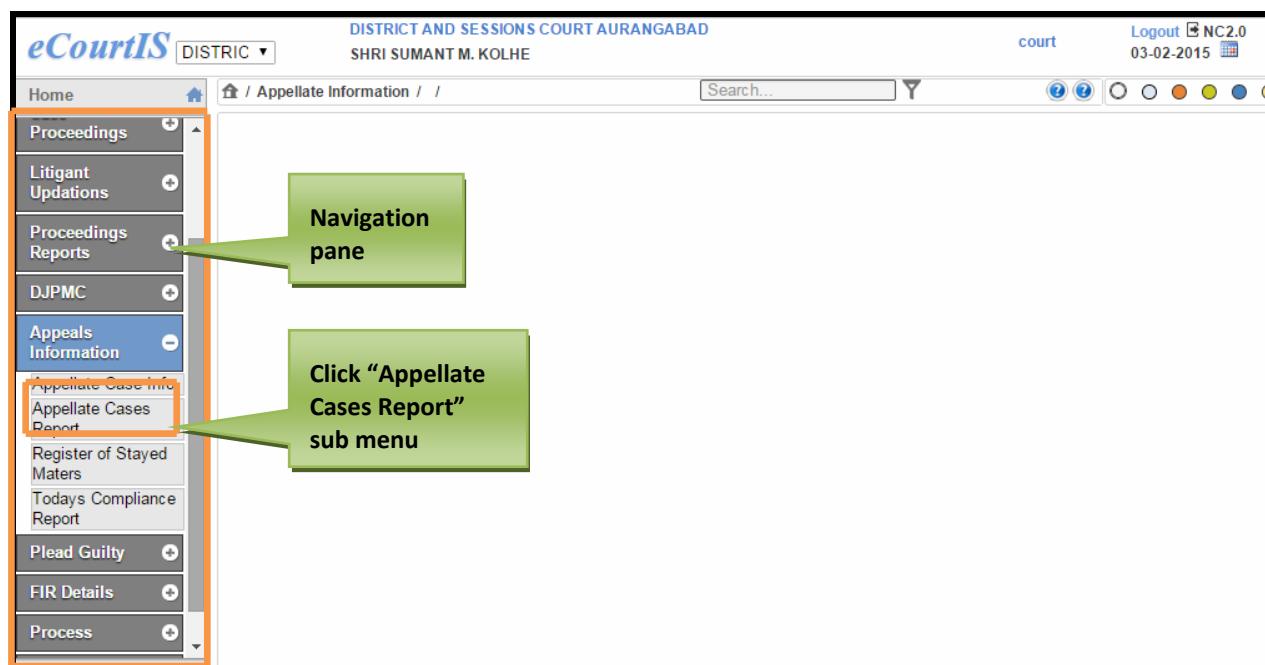


Figure 524: Navigation for "Appellate Information Report" screen

To access the **Appellate Case Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Appeals Information** menu.
2. Then, click **Appellate Cases Report** sub menu. (Refer Figure Number 524)
3. When you click **Appellate Cases Report** sub menu, the “**Appellate Information Report**” screen is displayed. (Refer Figure Number 525)

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The screenshot shows the 'Appellate Information Report' page. At the top, there are radio buttons for selecting the Appellate Court: SC, HC, DC, or OT. Below these are two date input fields labeled 'From Date' and 'To Date', both set to '03-02-2015'. A 'Go' button is located to the right of the date fields.

Figure 525: Appellate Information screen

Procedure

1. Select the radio buttons for SC, HC, DC, or OT to select the Type of **Appellate Court**. By default OT is displayed as the selected option.
2. Select the **From Date** and **To Date** from the calendar control.
3. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 526)

The screenshot shows the same 'Appellate Information Report' page as Figure 525. A green callout points to the 'View' link, which is highlighted with an orange border. The 'View' link is located below the date fields and to the left of the 'Go' button.

Figure 526: Appellate Information Report screen with View link

4. Click **View link**. The system will display the **Appellate Cases Report**. (Refer to Figure Number 526)
(Note: The figure given below is for the High Court (HC))

The screenshot shows the 'Appellate Cases Report' page. The title is 'High Court Report' under 'DISTRICT AND SESSIONS COURT AURANGABAD'. The report details are: Appellate Information :SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR, From:01-12-2015 To:22-12-2015. The table has columns for S.No., Date of Receipt, High Court Appellate Case No., High Court Case Type/Case No., Writ Name, Name of the Court which sent for compliance, No. & Date when writ is certified with dispatch No., and Action Remarks.

S.No.	Date of Receipt	High Court Appellate Case No.	High Court Case Type/Case No.	Writ Name	Name of the Court which sent for compliance	No. & Date when writ is certified with dispatch No.	Action Remarks
3	22-12-2015	AC/23/koul/15-12-2015	M.A.C.P./100881/2006	Mandamus	DISTRICT AND SESSIONS COURT AURANGABAD	0	

Figure 527: Appellate Cases Report

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5. The report for OT will display the details given below:

- S. No. (Serial Number)
- Date of Receipt
- High Court Appellate Case Number
- High Court Case Type/Case Number
- Writ Name
- Name of the Court which sent for Compliance
- Number and Date when Writ is certified with Dispatch Number
- Action
- Remarks

6. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

11.3. Register of Stayed Matters

In this report, the cases in which proceedings are stayed by the **Appellate Authority** are listed. The report lists all such cases in which directions are issued by the **Appellate Authority** for the selected period.

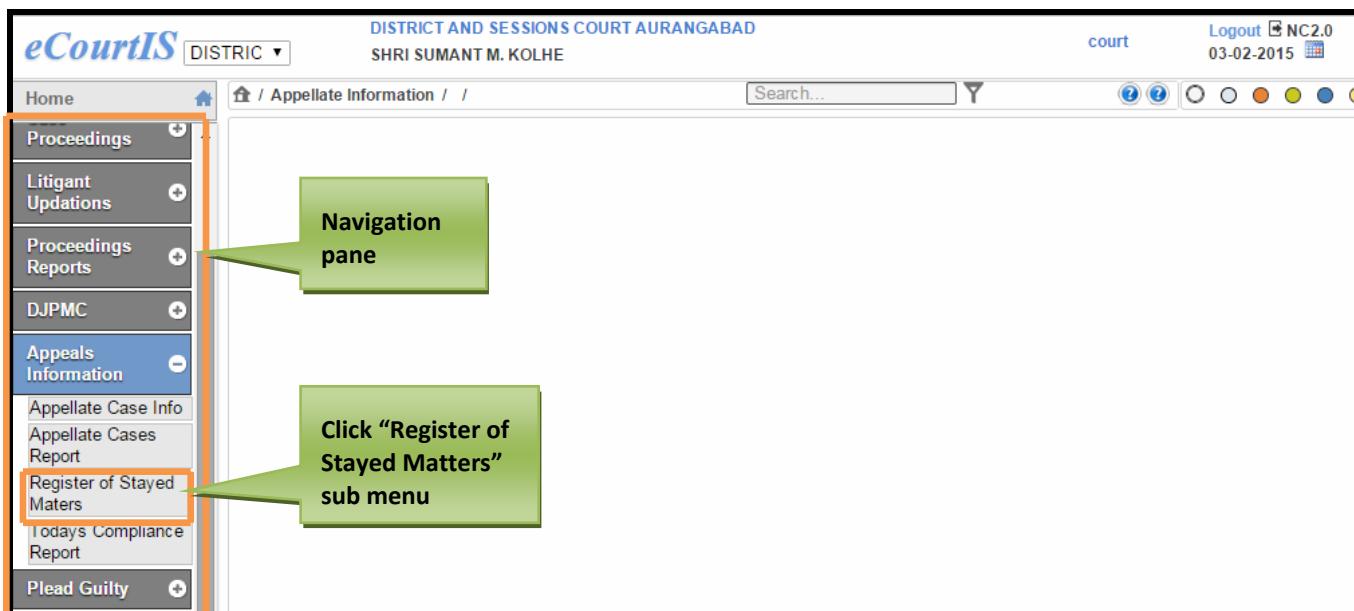


Figure 528: Navigation for "Register of Stayed Matters" screen

To access the **Register of Stayed Matters** screen, follow the steps given below:

1. On the Navigation pane, click the **Appeals Information** menu.
2. Then, click **Register of Stayed Matters** sub menu. (**Refer Figure Number 528**)
3. When you click **Register of Stayed Matters** sub menu, the "**Register of Stayed Matters**" screen is displayed. (**Refer Figure Number 529**)
4. By default the current date displayed in **From Date** and **To Date** fields.

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The screenshot shows a web-based application interface for the 'Register of Stayed Matter'. At the top, there's a navigation bar with links to 'Appeals Information / Register of Stayed Matters / Report'. Below the navigation is a search bar with placeholder text 'Search...'. On the right side of the search bar are several small icons. The main content area has a title 'Register of Stayed Matter' and two input fields: one for 'From Date' containing '04-02-2015' and another for 'To Date' also containing '04-02-2015'. Below these fields is a blue 'Go' button.

Figure 529: Register of Stayed Matter screen

5. To generate the **Register of Stayed Matter** for other than the current date; Select **From Date** and **To Date** from the calendar control.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 530)

This screenshot is similar to Figure 529, showing the 'Register of Stayed Matter' screen. It includes the same header information and search fields. A green callout box points to the 'View' link, which is highlighted with an orange border. The 'View' link is located next to the 'Go' button in the search results area.

Figure 530: Register of Stayed Matter screen with View link

7. Click **View link**. The **Register of Stayed Matter** is displayed. (Refer to Figure Number 531)

This screenshot displays the 'Register of Stayed Matter' report. The header information includes 'DISTRICT AND SESSIONS COURT AURANGABAD', 'SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR', and the date range 'From Date:01-01-2013 To Date:22-12-2015'. The report table has columns for 'S.No.', 'Case No.', 'Party Name', 'Order', and 'Remarks'. Two cases are listed:

S.No.	Case No.	Party Name	Order	Remarks
1	Civil M.A./100182/2012	Jagdish Chandrakant Dahatonde	Other Court Writ Petition No. 7300 of 2012 29-07-2013	Until the next date the ad interim relief granted earlier to continue.
6	M.A.C.P./100124/2008	Mainabai Dattu Katkar	High Court Civil Appln No.9435 of 12 in F.A. No. Vs 1422 of 2012	12-09-2012

Figure 531: Register of Stayed Matter

8. The report will display the details given below:

- S. No. (Serial Number)
- Case No.
- Party Name
- Order
- Remarks

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9. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

11.4. Today's Compliance Report

This option provides the facility to generate the report indicating the directions issued by several such **Appellate Authorities** as on the current date. This report may be used for reviewing the urgency at the end of the day.

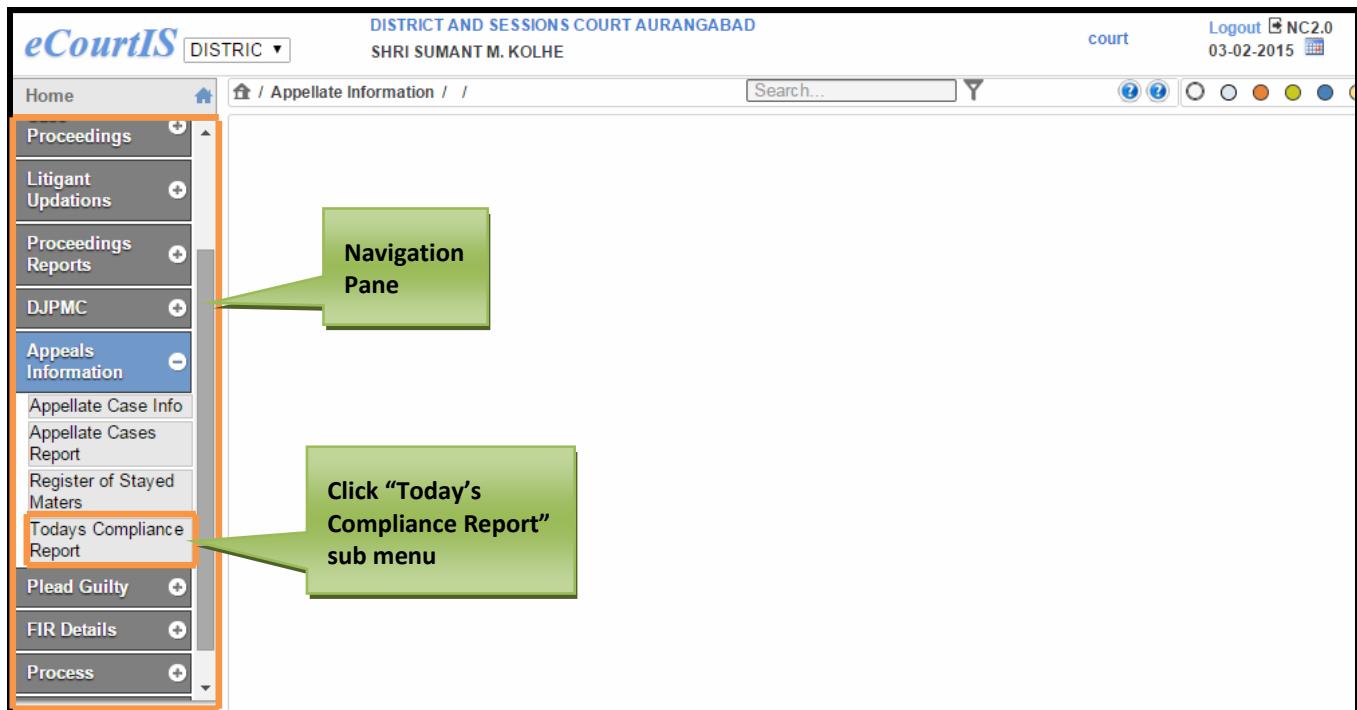


Figure 532: Navigation for "Appellate Information Report" screen

To access the **Today's Compliance Report** screen, follow the steps given below:

1. On the Navigation pane, click the **Appeals Information** menu.
2. Then, click **Today's Compliance Report** sub menu. (Refer Figure Number 532)
3. When you click **Today's Compliance Report** sub menu, the "**Today's Compliance Report**" screen with the **View link** is displayed. (Refer Figure Number 533)

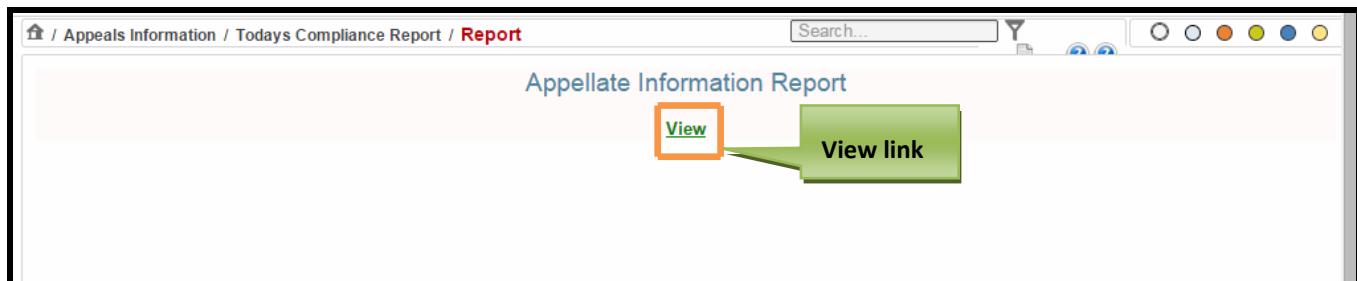
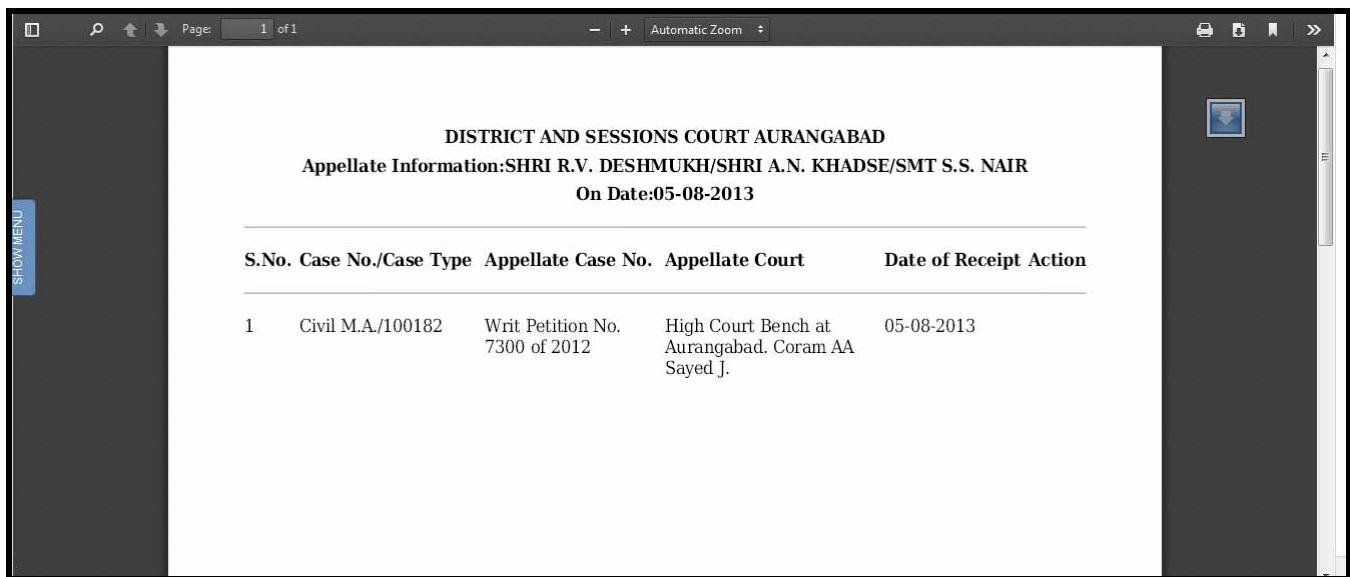


Figure 533: Appellate Information Report screen with View link

4. Click the **View link**. The system will display the **Compliance Report** of the current (Today's) date. (Refer to Figure Number 534)

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S.No.	Case No./Case Type	Appellate Case No.	Appellate Court	Date of Receipt Action	Action
1	Civil M.A./100182	Writ Petition No. 7300 of 2012	High Court Bench at Aurangabad. Coram AA Sayed J.	05-08-2013	

Figure 534: Appellate Information Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Case Number/Case Type
- Appellate Case Number
- Appellate Court
- Date of Receipt
- Action

6. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

12. Plead Guilty

12.1. Plead Guilty Case

12.1.1. Plead Guilty Case (Add)

This option is used to record the Summary Cases or Plead Guilty Cases where the Accused pleads guilty and the Court imposes fine or simple imprisonment. Using this option, the Case is filed, registered and disposed off at the same time i.e. no Case proceedings or trial commences in such Cases. For e.g. Cases under Motor Vehicle Act, where the accused pleads guilty and the fine is imposed. The order is automatically generated.

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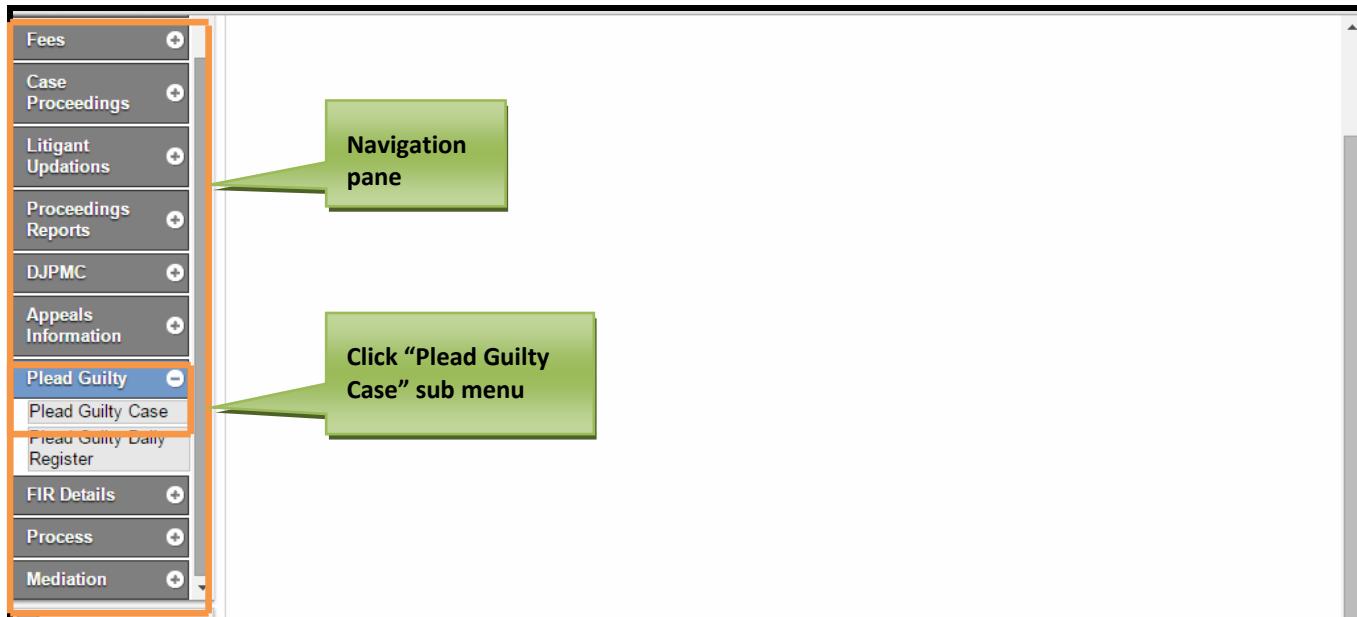


Figure 535: Navigation for "Plead Guilty Case (Add)" screen

To access the **Plead Guilty Case** screen, follow the steps given below:

1. On the Navigation pane, click the **Plead Guilty** menu.
2. Then, click **Plead Guilty Case** sub menu. (Refer Figure Number 535)
3. When you click **Plead Guilty Case** sub menu, the "**Plead Guilty Case (Add)**" screen is displayed. (Refer Figure Number 536)

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Figure 536: Plead Guilty Case (Add) screen

Procedure

1. Select the case type from the **Case Type** select box.
2. The **Filing Number**, **Year of Filing**, **Case Number**, and **Year of Registration** are displayed.
3. Enter the name of the complainant for the selected case type in the **Complainant** field.
4. Enter the **Address** of the **Complainant** in the **Address** field.
5. In the block for **Accused**, Enter the **Name** of the **Accused**.
6. Enter the details of the accused such as **Address**, **Gender**, **Age**, **Mobile Number**, **Email**, **Name of the Advocate**, and **Bar Registration Number of the Advocate**.
7. In the block for **Police Station**; Select the **Police Station Code** and **FIR Type** from the select box.
8. Enter **Police Station** details such as **FIR Number**, **Year**, and **Offence Remark**.
9. The system will automatically display the **Date of Filing Charge sheet** and **Date of Offence**.
10. Select **Act 1** from the **Act 1** select box and Enter **Act Section 1** in the **Act Section 1** field.
11. Enter the amount of fine in **Fine Amount** field and tenure of **Imprisonment** in months in **Imprisonment** field.
12. The **Time of Registration** with current date as the **Date of Decision** and **Date of Registration** are displayed.
13. Select the radio buttons for **Disposed** or **Pending**.
14. When you select the **Disposed** radio button, the **Disposal Type** select box is displayed.
15. Select the **Disposal Type** from the select box and the radio buttons for **Contested** or **Uncontested Type of Disposal**.
16. When you select the **Pending** radio button, the **Purpose of Listing** select box is displayed.
17. Select the purpose of Listing from the **Purpose of Listing** select box.

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18. You can also enter the **Plaintiff, Defendant, Offence Remark, Address of Plaintiff and Defendant, and Name of Advocate** in local language also.
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.**

12.1.2. Plead Guilty Case (Modify)

This option is used to modify the information entered through the **Plead Guilty Case (Add)** option. On giving the case number and pressing the **Go** button, the information entered earlier is displayed, which can be further edited or modified as required.

The screenshot shows the eCourtIS interface for modifying a Plead Guilty Case. The top navigation bar includes links for Home, Plead Guilty, Plead Guilty Case, and Modify. The main form contains the following fields:

- *Case Type: MACP C Appln.-41
- *Case No.: 1
- *Year: 2015
- *Complainant: State of Maharashtra
- *Address: Navi Mumbai
- *Accused: Sushant Beske
- Gender: Male
- Mobile No.: 8975897898
- Name of Advocate: Robin KOUL
- *Address: Karve Nagar
- Age: 25
- Email: sushant@gmail.com
- Bar Registration Number: [empty]
- Police Station Code: CITY CHOWK-1
- FIR Type: Select
- *FIR No.: [empty]
- *Date of Filing Charge Sheet: 22-12-2015
- Date of Offence: 22-12-2015
- *Offence Remark: [empty]
- *Act1: Bombay Childrens Act
- *Act Section1: 302
- Fine Amount: 2500.00
- *Time of Filing: 17:11:29
- *Imprisonment: 1
- *Type: Disposed
- *Date of Registration: 22-12-2015
- Purpose of Listing: Awaiting R and P-18
- *Sub Purpose: Select
- *Date of Hearing: 22-12-2015

Figure 537: Plead Guilty Case (Modify) screen

1. Click the **Edit** icon  located on the upper right corner of the menu bar.
2. The **Plead Guilty Case (Modify)** screen is displayed. (Refer to Figure Number 537)
3. Select the case type from the **Case Type** select box and Click **Go** button.
4. The existing information is displayed.
5. Now you can update or modify the required details.
6. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**".
7. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory details.**

12.2. Plead Guilty Daily Register

This option is used to generate **Register of Summary Cases** which was disposed after the **Accused** plea's guilty. The report is generated for all matters filed and disposed in the court on that day.

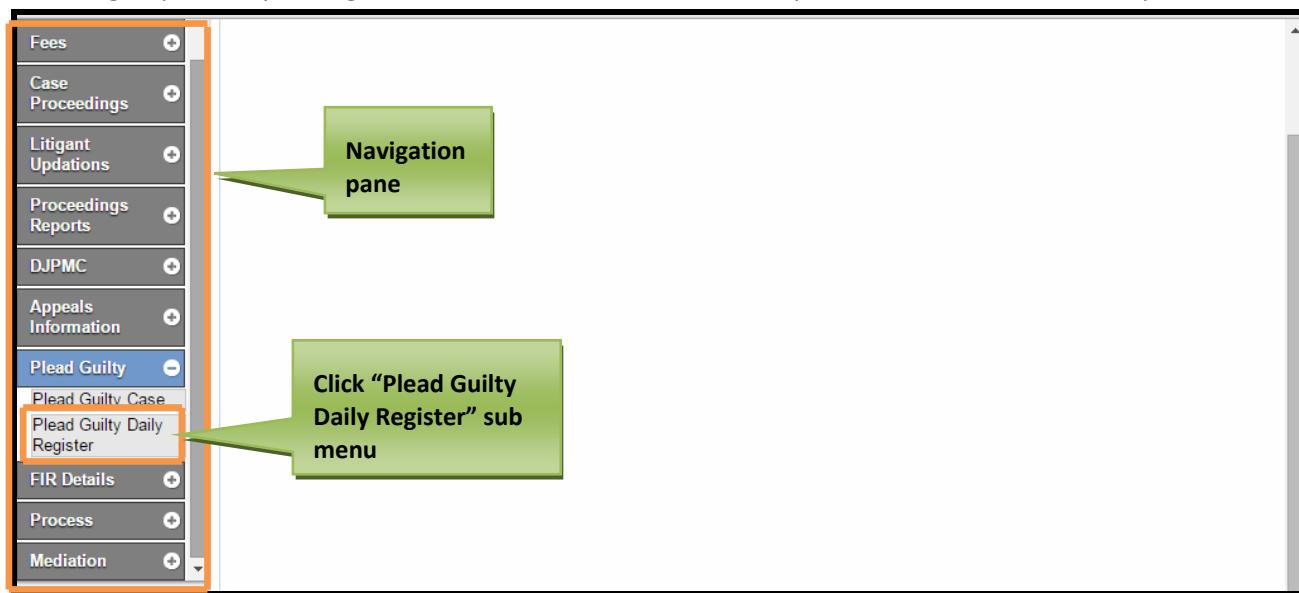


Figure 538: Navigation for "Plea of Guilty Register" screen

To access the **Plead Guilty Daily Register** screen, follow the steps given below:

1. On the Navigation pane, click the **Plead Guilty** menu.
2. Then, click **Plead Guilty Daily Register** sub menu. (Refer Figure Number 538)
3. When you click **Plead Guilty Daily Register** sub menu, the "**Plea of Guilty Register**" screen with the **View** link is displayed. (Refer Figure Number 539)



Figure 539: Plea of Guilty Register screen

4. Click the **View** link. The **Plea of Guilty Register** of the current date is displayed. (Refer to Figure Number 540)

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S.No.	Case No.	Accused	Date of Offence	Fine Amount	Imprisonment	Disposal Date	Particulars of Offence
1	MACP C Appn./1/2015	Sushant Beske	2015-12-22	2500.00	1	22-12-2015	

Figure 540: Plea of Guilty Register Report

7. The report will display the details given below:

- S. No (Serial Number)
- Case Number)
- Accused
- Date of Offence
- Fine Amount
- Imprisonment
- Disposal Date
- Particulars of Offence

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

13. FIR Details

This option provides the facility to enter the information related to **FIR**, **Summary Reports**, and **Charge Sheet**.

On submission of the **Charge Sheet** and selection of the Criminal Case number, the accused information is automatically uploaded as a Criminal Case into the system. Thus, the effort and time needed to enter the data into the system is saved.

13.1. FIR Details

When the FIR is submitted in the court, all the data as mentioned in the FIR has to be entered through this option. With this option you can enter the FIR details such as:

1. Police Station and Occurrence of Offence Details:

This tab includes the **Police Station Details**, **Occurrence of Offence**, and **Place of Occurrence** details.

- In the **Police Station Details block**, you can add details such as **Police Station Name**, **FIR type**, **FIR Number**, **Year**, and **FIR Filing Number**.
- In the **Occurrence of Offence block**, you can add details such as **From Date**, **To Date**, **From Time**, and **To Time**.
- In **Place of Occurrence block**, you can add the **Address** of Place of Occurrence.

2. Act Details:

This tab includes the **Act Details** such as **Act 1** and **Act Section 1**. You can add more Acts using the **More Acts** button.

3. Complainant Information:

This tab includes the **Complainant Information** such as **Complainant Name**, **Relation** (Father, Mother, Husband, None or Other), **Type of Relation** (Name of Father, Mother, or Husband), **Date of Birth**, **Age**, and **Address**.

The **Extra Information of the Complainant** includes **Passport Number**, **Date of Passport Issue**, **Place of Passport Issue**, and **Occupation**.

4. Accused or Suspected Details:

This tab includes the **Accused or Suspect information** such as **Name**, **Gender**, **Age**, and **Address** of the Accused (in local language also). You can add upto 5 Accused in this tab.

5. Extra Accused:

If the number of accused exceeds 5 then we use the **Extra Accused** tab to add them. This tab includes the information of **Accused** such as **Name**, **Gender**, **Age** and **Address**. You can add more number of **Accused** using the **More** button.

6. Investigating Officer:

This tab includes the information such as **Name**, **Rank**, and **Belt Number** of the **Investigating Officer** and **Investigating Officer 1**, **Date** and **Time** when the FIR is received in the court. **FIR Details (Add)**

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This option provides the facility to enter the information related to **FIR**, when the FIR is submitted in the court.

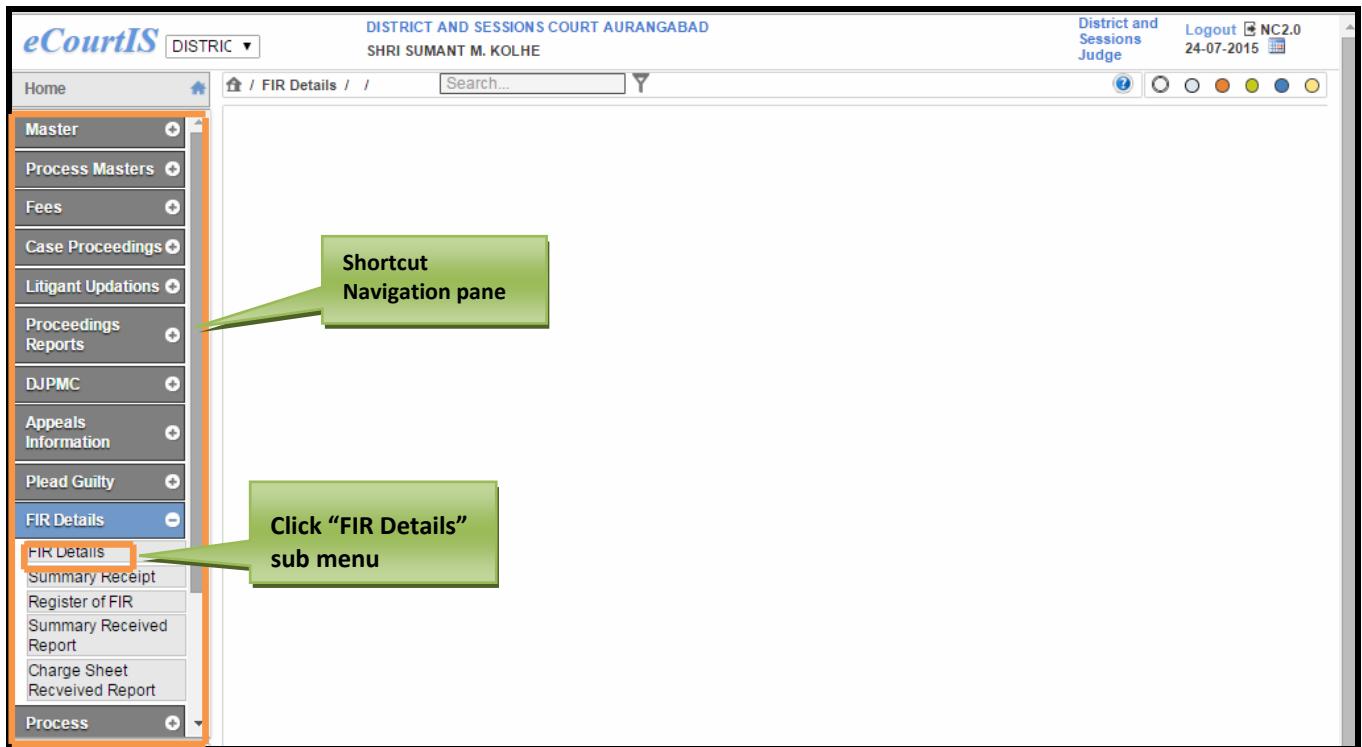


Figure 541: Navigation for “FIR Details” screen

To access the **FIR Details** screen, follow the steps given below:

1. On the Navigation pane, click the **FIR Details** menu.
2. Then, click **FIR Details** sub menu. (**Refer Figure Number 541**)
3. When you click **FIR Details** sub menu, the “**FIR Details**” screen is displayed. (**Refer Figure Number 542**)

The screenshot shows the "FIR Details" screen. At the top, there is a breadcrumb trail: Home / FIR Details / FIR Details / Add. Below it is a search bar and a toolbar with various icons. The main form has several tabs at the top: "Police Station & Occurrence of Offence" (which is selected), "Acts", "Complainant", "Accused/Suspected", "Extra Accused", and "Investigating Officer". The "Police Station Details" section contains fields for "Police Station" (dropdown), "FIR No." (text input), "FIR Filing Date" (date input), "FIR Type" (dropdown), and "Year" (text input). The "Occurrence of Offence" section contains fields for "From Date" and "To Date" (date inputs), and "From Time" and "To Time" (time inputs). The "Place of Occurrence" section has a field for "Address of Occurrence". A blue button labeled "SHOW MENU" is located on the left side. At the bottom right, there is a "Next" button.

Figure 542: Police Station and Occurrence of Offence tab

4. There are six tabs (stages) to add **FIR** details as mentioned below:
 - Police Station and Occurrence of Offence

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- Acts
- Complainant
- Accused or Suspected
- Extra Accused
- Investigating Officer

5. By default display the **Police Station and Occurrence of Offence** tab is displayed. (Refer Figure Number 542)

Police Station and Occurrence of Offence tab

In the **Police Station Details** block, add the details given below:

- Select the **Police Station** from the **Police Station** select box.
- Select the **FIR Type** from the **FIR Type** select box.
- Enter the **FIR Number** and **Year**.
- Select the **FIR Filing Date** from the calendar control.

In the **Occurrence of Offence** block, add the details as given below:

- Select the **From Date** and **To Date** from the calendar control.
- Enter **From Time** and **To Time**.

In the **Place of Occurrence** block, add the details given below:

- Enter the **Address of Occurrence** in the **Address of Occurrence** field.
- Choose the **District**, **Taluka** and **Village** or **Town** and **Ward** from the respective select boxes.
- When you click the **Next** button, the system will move to the **Acts tab**.

Acts tab

Procedure

- Select the Act from the **Act 1** select box. (Refer to Figure Number 543)
- Enter the corresponding the **Act Section** in the **Act Section 1** field.

The screenshot shows a web-based application for FIR Details. At the top, there's a navigation bar with links for Home, FIR Details, and Add. Below it, a header displays 'Court No.: SHRI SUMANT M. KOLHE'. A toolbar with various icons follows. The main content area has several tabs at the top: 'Police Station & Occurrence of Offence' (selected), 'Acts' (highlighted in blue), 'Complainant', 'Accused/Suspected', 'Extra Accused', and 'Investigating Officer'. Under the 'Acts' tab, there's a section labeled 'Act Details' with a dropdown menu for 'Act1' (set to 'Select') and a 'More Acts...' button. To the right, there's a field for 'Act Section1' with a dropdown menu. At the bottom of this section is a 'Next' button.

Figure 543: Acts tab in FIR Details screen

- If you want to add more **Acts**, click **More Acts** button. This will load **Act2** and **Act Section2** fields. (Refer to Figure Number 544)

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The screenshot shows the 'Add More Acts' screen. At the top, there's a header with tabs: Police Station & Occurrence of Offence, Acts, Complainant, Accused/Suspected, Extra Accused, and Investigating Officer. Below this, the 'Act Details' section contains dropdown menus for 'Act1' and 'Act2', and buttons for 'More Acts...', 'Remove Acts...', and 'Next'. A 'Search...' bar and various toolbar icons are also visible.

Figure 544: Add "More Acts" screen

4. Similarly, to add more Acts perform step 3. The system will load more **Acts** and **Acts Section** fields as **Acts3**, **Acts4**, and so on.
5. To remove **Acts**, Click **Remove Acts** button.
6. Click **Next**, to move to the **next tab** which is the **Complainant tab**.

Complainant tab

The **Complainant tab** includes the **Complainant Information** and **Extra Information** block. (Refer to Figure Number 545)

The screenshot shows the 'Complainant tab' in the 'FIR Details' screen. The 'Complainant' tab is selected. The 'Complainant Information' section contains fields for Name, Relation (Father, Mother, Husband, None/Other), Date of Birth, Address, Father/Mother/Husband Name, and Age. The 'Extra Information' section contains fields for Passport No., Place of Passport Issue, Date of Passport Issue, and Occupation. The 'LComplainant Information' section contains fields for LComplainant Name and Father/Husband Name. The 'Attestation' section contains fields for LPlace of Passport Issue and Witness Name. A 'Next' button is at the bottom.

Figure 545: Complainant tab in FIR Details screen

Procedure

In the **Complainant Information block**, add the details given below:

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- 1 Enter the name of the **Complainant** in the **Complainant Name** field.
- 2 Choose the **Relation** type by selecting the radio buttons for **Father, Mother, Husband, None, or Other**.
- 3 Select the **Date of Birth** of the **Complainant** from the calendar control.
- 4 Enter the **Age** of the Complainant in the **Age** field.
- 5 Enter the **Address of the Complainant** in the **Address** field.

In the **Extra Information block**, add the details given below:

- 6 Enter the Passport Number of the **Complainant** in the **Passport No.** field.
- 7 Select the **Date of Passport Issue** from the calendar control.
- 8 Enter the place where the passport was issued in the **Place of Passport Issue** field.
- 9 Enter the occupation of the Complainant in the **Occupation** field.
- 10 You can also enter the **Name of the Complainant, Name of the Relation, Place of Passport Issue, and Occupation** in local language also.
 - a) Click **Next** to move to the next tab which is the **Accused/Suspected** tab.

Accused/Suspected tab

The **Accused or Suspected tab** includes the **Accused Known/Unknown/Suspected** block and the block for **Accused Known/Unknown/Suspected** in local language. You can key in Information of about at most five

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accused, using this option. (Refer to Figure Number 546)

The screenshot shows the 'Accused Known/Unknown/Suspected' section of the FIR Details screen. It contains four rows for entering accused details. Each row has fields for 'Accused Name', 'Gender' (with a dropdown menu), 'Age' (input field), and 'Address' (input field). A red horizontal line separates this section from the 'आरोपी जात/अन्नत/संशयित' (Local Language Input) section. The 'Local Language Input' section contains five rows, each with a 'LAccused नाव' (Name) field and a 'पत्ता:' (Address) field. A 'SHOW MENU' button is located on the left side of the screen.

Figure 546: Accused tab in FIR Details screen

In the **Accused Known/Unknown/Suspected** block, add the details given below:

- 1 Enter the name of the Accused in the **Accused Name** field.
- 2 Select the Gender of the Accused from the **Gender** select box.
- 3 Enter the Age of the Accused in the **Age** field.
- 4 Enter the Address of the Accused in the **Address** field.
- 5 You can enter the **Name and Address** of the **Accused** in local language also.
- 6 Click **Next** to move to the next tab which is the **Extra Accused tab**.

Extra Accused tab

If there are more than 5 Accused, then you can use this option to enter the details of the additional **Accused (Extra Accused)**. (Refer to Figure Number 547)

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The screenshot shows the 'Extra Accused' tab selected in the top navigation bar. The form includes fields for the accused's name, gender, age, and address, along with a 'More...' button and a 'Next' button.

Figure 547: Extra Accused tab in FIR Details screen

Procedure

- 1 Enter the Name of the Accused in the **Accused Name 6** text box.
- 2 Select the Gender of the Accused from the **Gender** select box.
- 3 Enter the **Age** in the Age field
- 4 Enter the address of the Accused in the **Address** field.
- 5 Click the **More** button to add additional Accused if required.
- 6 Click **Next** to move to the next tab which is the **Investigating Officer** tab.

Investigating Officer tab

In this tab you can enter the details of the **Investigating Officers**.

The screenshot shows the 'Investigating Officer' tab selected. It contains fields for the investigating officer's name, rank, belt number, FIR contents, FIR receipt date, FIR receipt time, and LInvestigating Officer details. A 'Submit' button is at the bottom.

Figure 548: Investigating Officers tab in FIR Details screen

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In the **Investigating Officers tab**, add the details given below: (Refer to Figure Number 548)

- 1 Enter the details such as **Name**, **Rank**, and **Belt Number** of the **Investigating Officer**.
- 2 Enter the contents of the **FIR** in the **FIR Contents** field.
- 3 Select the date when the FIR was received in the court in **FIR Receipt Date**. Use calendar control to select the **FIR Receipt Date**.
- 4 Enter the **FIR Receipt Time**.
- 5 Click **Submit** to save the information into the system. The system will display the message, “**Addition Successful**”.
- 6 **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

13.1.1. FIR Details (Modify)

This option provides the facility to update or modify the **FIR Details** that is already added in the **FIR Details (Add)** option.

The screenshot shows the 'FIR Details / FIR Details / Modify' screen. At the top, there is a menu bar with icons for search, edit, delete, etc. Below the menu, the 'Court No./: SHRI SUMANT M. KOLHE' is displayed. There are tabs for 'Police Station & Occurrence of Offence', 'Acts', 'Complainant', 'Accused/Suspected', 'Extra Accused', and 'Investigating Officer'. The 'Police Station & Occurrence of Offence' tab is selected. The form contains the following fields:

- Police Station Details:**
 - *Police Station: Select dropdown
 - *FIR No.: Text input field
 - *FIR Filing Date: Date input field with calendar icon
 - FIR Type: Select dropdown
 - *Year: Text input field
 - Go button
- Occurrence of Offence:**
 - *From Date: Date input field with calendar icon
 - From Time: Time input field
 - To Date: Date input field with calendar icon
 - To Time: Time input field
- Place of Occurrence:**
 - Address of Occurrence: Text input field

A 'SHOW MENU' button is located on the left side of the screen. At the bottom right, there is a 'Next' button.

Figure 549: FIR Details (Modify) screen

Procedure

- 1 Click the **Edit** icon  located in the upper right corner of the menu bar.
- 2 The **FIR Details (Modify)** screen is displayed. (Refer to Figure Number 549)
- 3 Select the Police Station from the **Police Station** select box.
- 4 Select **FIR** which you want to modify or update from the **FIR Type** select box.
- 5 When you select the FIR type, the existing details are displayed.
- 6 Click **Next button** to move to the next tab.
- 7 You can also Click the tab directly in which you want to change the details.
- 8 You can now update or modify the existing details.
- 9 Click **Submit** in the last tab (Investigating Officer) to the data into the system. The system will display the message, “**Modification Successful**”.

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

13.1.2. FIR Details (Delete)

This option provides the facility to **Delete** or **Undelete** the **FIR Details** that has been added to the selected Court Number.

The screenshot displays the 'FIR Details / FIR Details / Delete' screen. At the top, there is a search bar and a menu bar with various icons. Below the header, the court number is set to 'SHRI SUMANT M. KOLHE'. The main form is divided into sections: 'Police Station Details' (Police Station: AJINTHA-32, FIR Type: Select, Year: Select, Go button), 'Occurrence of Offence' (From Date, To Date, From Time, To Time), and 'Place of Occurrence' (Address of Occurrence, District: Select, Town: Select, Taluka: Select, Ward: Select, Village: Select). At the bottom, there are 'Display' buttons for 'Delete' and 'Undelete', and a 'Submit' button. A 'SHOW MENU' button is located on the left side of the screen.

Figure 550: FIR Details (Delete) screen

Procedure

1. Click **Delete** icon  located in the upper right corner of the menu bar.
2. The **FIR Details (Delete)** screen is displayed. (Refer to Figure Number 550)
3. Select the **Police Station** from the **Police Station select box**.
4. The system will display all the added details.
5. Select the **Delete button** to delete the **FIR Details**. The details though deleted will remain in the database and can be retrieved if required.
6. Select the **Undelete button**, to retrieve the deleted **FIR Details**.
7. Click **Submit** to save the details into the system.
8. In case of **Delete**, the system will display the message, “**Deletion Successful**”.
9. In case of **Undelete**, the system will display the message, “**UnDeletion Successful**”.
10. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

13.2. Summary Receipt

After the submission of the FIR, the investigation in the case can proceed. On completion of the investigation, either the **Summary** or **Charge sheet** is submitted in the court.

Court User Manual

This option provides the facility to submit the Summary or Charge Sheet in the court. The system will display radio buttons for Summary and Charge Sheet. When you select Summary or Charge Sheets, the system will display the screen to enter the corresponding details. The information that is already saved in the system for that particular FIR is displayed on the screen.

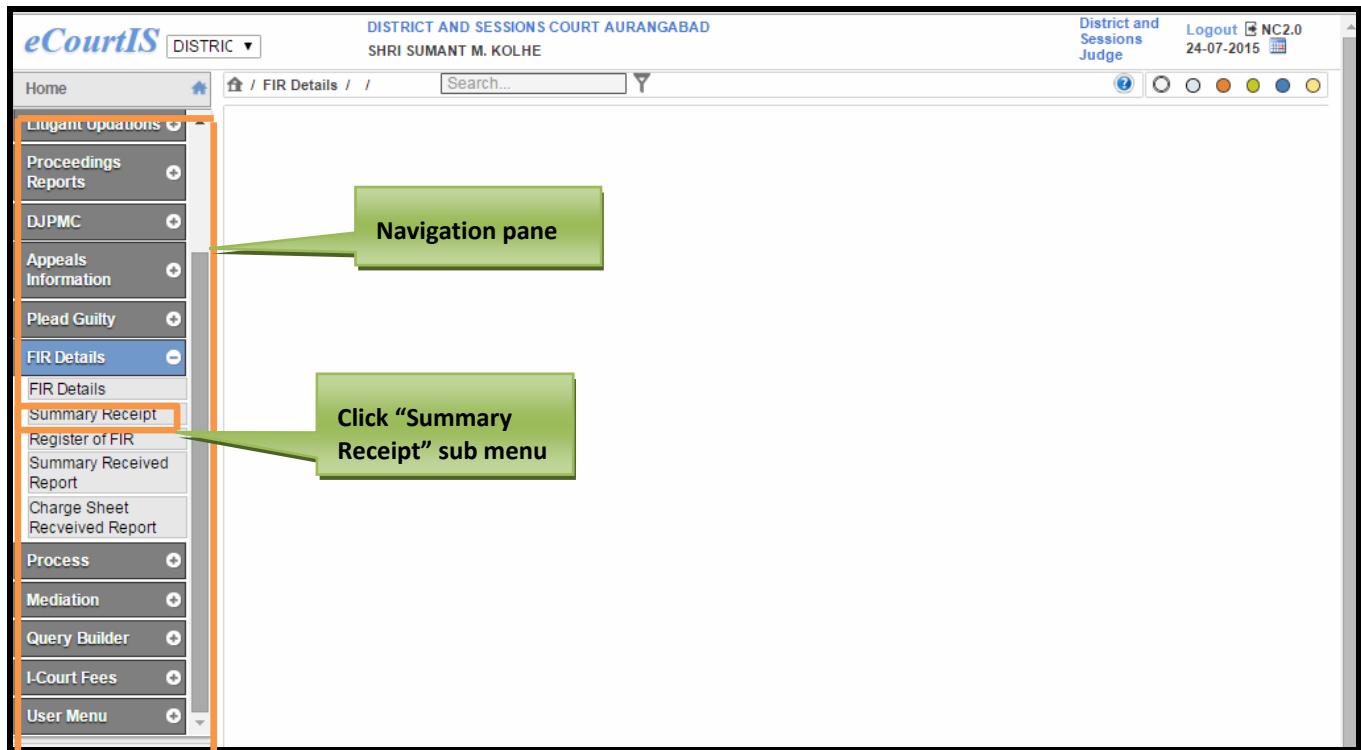


Figure 551: Navigation for “FIR Accused” screen

To access the **Summary Receipt** screen, follow the steps given below:

1. On the Navigation pane, click the **FIR Details** menu.
2. Then, click **Summary Receipt** sub menu. (**Refer Figure Number 551**)
3. When you click **Summary Receipt** sub menu, the system will display the “**Summary Receipt**” screen. (**Refer to Figure Number 552**)
4. This option includes the **Police Station** and **Complainant Information** tabs. By default the **Police Station** tab is displayed.

The screenshot shows the 'FIR Details / Summary Receipt' screen. At the top, it displays 'Court No./Judge Name :1-(SHRI SUMANT M. KOLHE)'. Below this, there are two tabs: 'Police Station' (which is selected and highlighted in blue) and 'Complainant Information'. The main form area contains fields for 'Police Station' (a dropdown menu with 'Select' option), 'FIR Type' (a dropdown menu with 'Select' option), 'FIR No.' (an input field with placeholder text), and 'FIR Year' (an input field). To the right of the 'FIR Year' field is a 'Go' button. The bottom left corner of the form has a small blue icon with three dots.

Figure 552: FIR details screen with Police Station tab

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Procedure

Police Station tab

1. Select the Police Station from the **Police Station** select box.
2. Select the Fir Type for which you want to submit the **Summary** from the **FIR Type** select box.
3. Enter the FIR Number of the selected FIR type in the **Fir Number** field.
4. Enter the FIR filing year in **FIR Year** field.
5. Click the **Go** button. The information is added and the next tab which is the **Complainant Information tab** is displayed. (**Refer to Figure Number 553**)

The screenshot shows a software interface for managing FIR details. At the top, there's a navigation bar with icons for home, FIR Details, Summary Receipt, and Add. A search bar is also present. Below the navigation is a section for 'Court No./Judge Name' with the value '1-(SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR)'. There are two tabs: 'Police Station' (which is selected and highlighted in blue) and 'Complainant Information'. Under the 'Police Station' tab, the following details are visible: 'FIR Filing Date: 22-12-2015', 'Complainant Name: Ram Kapur', 'Relation: none/other', 'Date of Birth: 01-12-1980', and 'FIR Contents: FIR Content'. To the right of these details, under the 'Complainant Information' tab, are fields for 'Father/Mother/Husband/None/Other:' (left empty), 'Age: 35', and two radio buttons: 'Charge Sheets' (unchecked) and 'Summary' (checked). At the bottom of the screen, there are two rows of text in Marathi: 'तक्रान्ती: राम कपूर' and 'एफ आय आर मधील तपशील: एफ आय आर मधील तपशील'.

Figure 553: Summary Receipt screen with Complainant tab

6. This tab displays the details and the radio buttons for Charge Sheet and Summary. For Charge Sheet, select the radio button for Charge Sheet. Similarly, select the radio button for Summary if you want to generate Summary of the case
7. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory details.**

13.3. Register of FIR

The Register of FIR will display all the FIR's submitted on the Current Date.

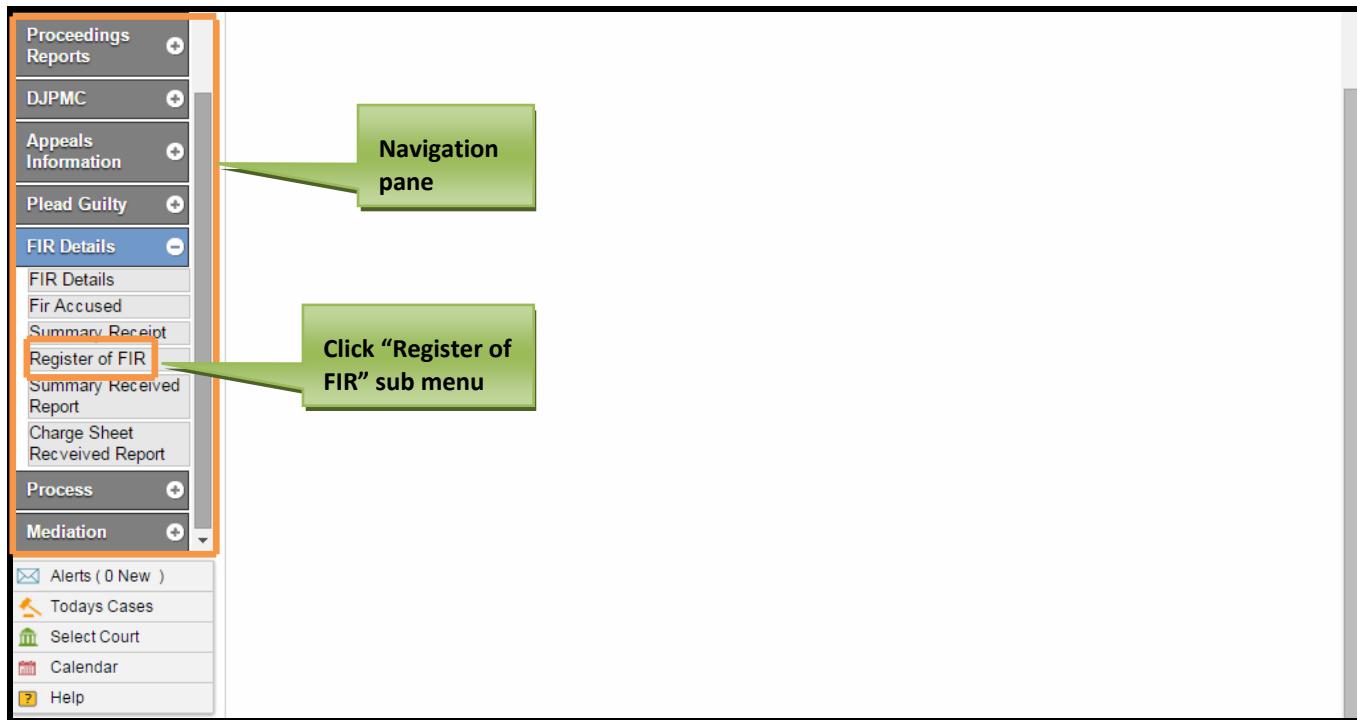


Figure 554: Navigation for "Register for FIR" screen

To access the Register of FIR screen, follow the steps given below:

1. On the Navigation pane, click the **FIR Details** menu.
2. Then, click the **Register of FIR** sub menu. (**Refer Figure Number 554**)
3. When you click **Register of FIR** sub menu, the "**Register of FIR**" screen with the **View link** is displayed. (**Refer to Figure Number 555**)



Figure 555: Register for FIR Screen with View link

4. Click **View link**. The **Register of First Information (FIR)** of the current date is displayed. (**Refer to Figure Number 556**)

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**Register Of First Information Report (F.I.R) SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT
S.S. NAIR/SHRI T.V. NALAWADE**
As on Date:31-12-2015

S.No.	FIR No.	Under Section	Name of Complainant	Accused Name	Name of I.O.	Remarks
1	1 /2015	1. Arbitration Sneha Act/1123		1 Accused Name 1 2 Accused Name 2		

Figure 556: Register for Register of First Information Report (F.I.R)

14. The report will display the details given below:

- S. No (Serial Number)
- FIR No. (FIR Number)
- Under Section
- Name of the Complainant
- Accused Name
- Name of I.O (Investigating Officer)
- Remarks

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

13.4. Summary Received Report

The **Summary Received Report** will display the list of **Summary Reports** received during a particular period.

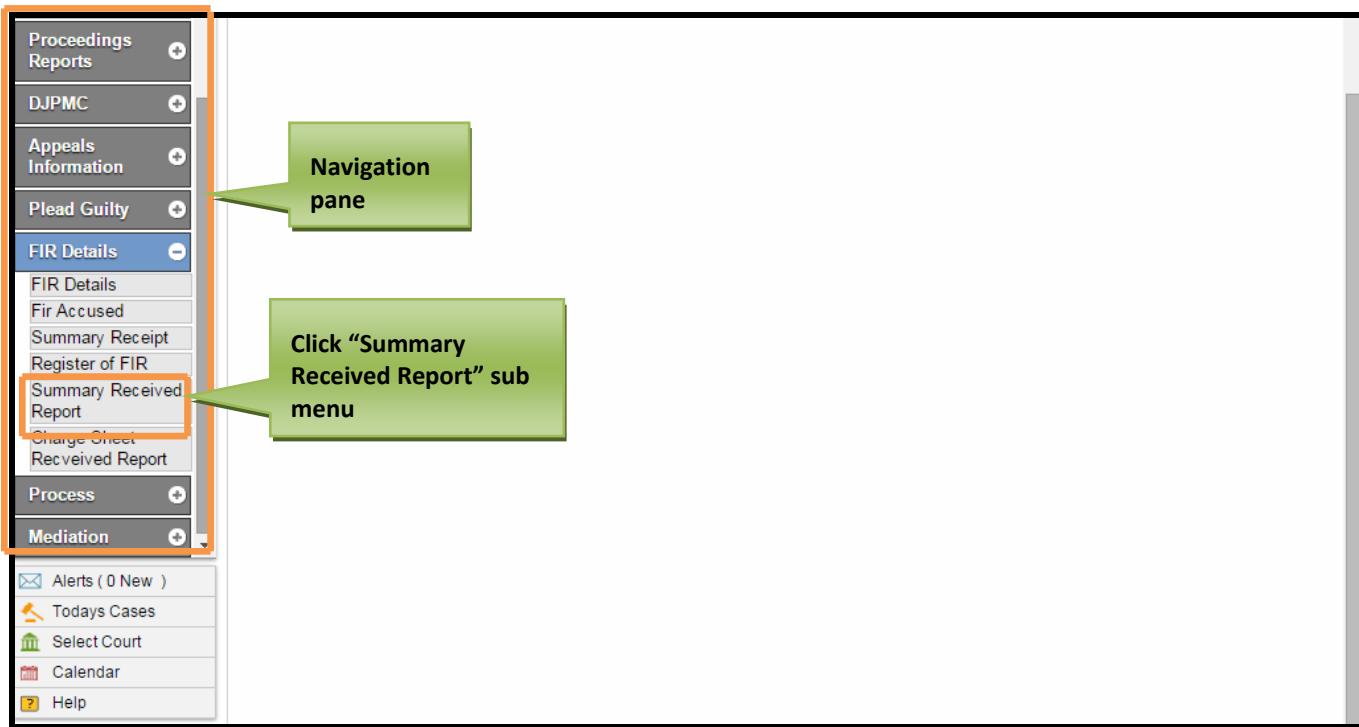


Figure 557: Navigation for "Summary Received Report" screen

To access the **Summary Received Report** screen, follow the steps given below:

1. On the Navigation pane, click the **FIR Details** menu.
2. Then, click **Summary Received Report** sub menu. (**Refer Figure Number 557**)
3. When you click **Summary Received Report** sub menu, the “**Summary Received Report**” screen is displayed. (**Refer to Figure Number 558**)
4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control.

A screenshot of the 'Summary Received Report' screen. At the top, there is a breadcrumb trail: Home / FIR Details / Summary Received Report / Add. Below the breadcrumb is a search bar with a placeholder 'Search...' and a magnifying glass icon. There are also several system status icons. The main title is 'Summary Received Report'. Below the title are two input fields: 'From Date:' containing '06-02-2015' and 'To Date:' containing '06-02-2015'. Next to each date field is a small calendar icon. To the right of these fields is a blue 'Go' button.

Figure 558: Summary Received Report screen

5. Select **From Date** and **To Date** from the calendar control.
6. Click **Go** button. The system will load the **View link**. (**Refer to Figure Number 559**)

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The screenshot shows a web-based application interface. At the top, there's a navigation bar with links for 'FIR Details', 'Summary Received Report', and 'Add'. To the right of the navigation are standard browser controls: a search bar, a magnifying glass icon, and several colored circular icons. Below the navigation, the title 'Summary Received Report' is displayed. Underneath the title are two input fields: 'From Date:' containing '20-01-2015' and 'To Date:' containing '06-02-2015'. Next to these fields is a blue 'Go' button. A green callout bubble points from the word 'View' in a green box to a larger green box labeled 'View link'. The entire interface is framed by a thick black border.

Figure 559: Summary Received Report screen with View link

7. Click the View link. The **Summary Received Report** for the selected period is displayed. (Refer to Figure Number 560)

The screenshot shows the results of the search from Figure 559. On the left, there's a vertical grey sidebar with a blue 'SHOW MENU' button. The main content area has a title 'Summary Received Report' and a subtitle 'From Date: 20-01-2015 To Date: 06-02-2015'. Below this is a table with the following data:

S.No.	FIR No.	U/Section	Name of Complainant	Accused	Summary Type	Received
	400010000012015 12345 /2015		1. (A.P.M.C. Act sda 1963 & 1967)119			2015-02-06

Figure 560: Summary Received Report

8. The report will display the details given below:

- S. No (Serial Number)
- FIR Number
- U/Section
- Name of Complainant
- Accused
- Summary Type
- Received

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

13.5. Charge Sheet Received Report

The **Charge Sheet Received Report** shows list of **Charge Sheets** received during a particular period.

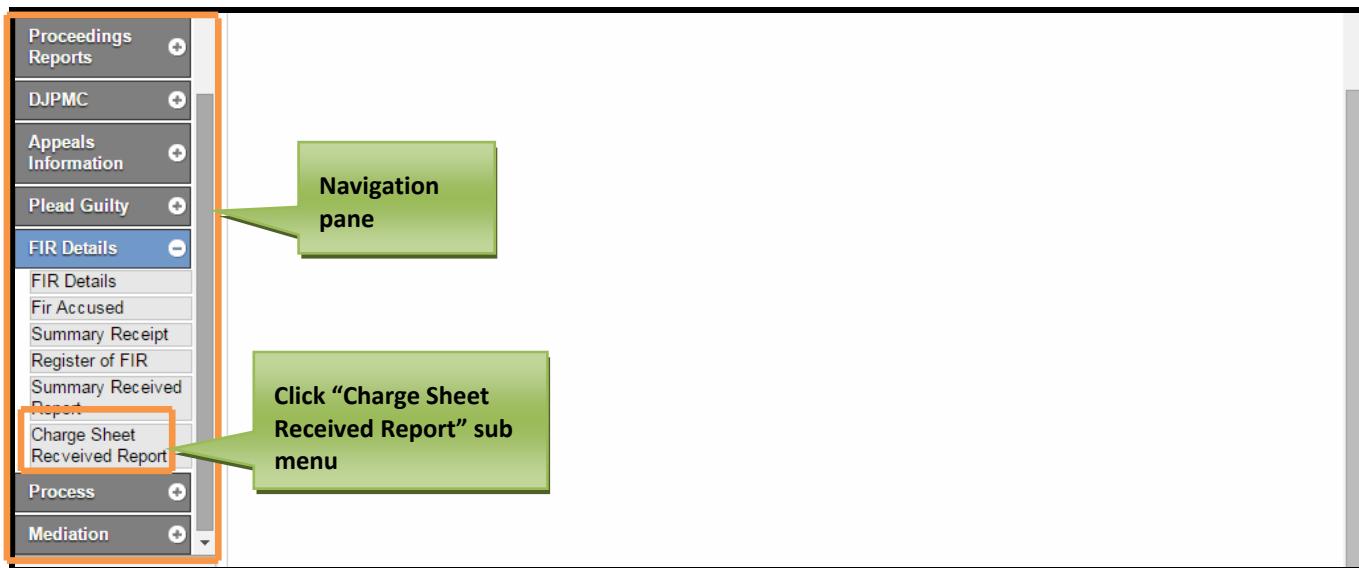


Figure 561: Navigation for “Charge Sheet Received Report” screen

To access the **Charge Sheet Received Report** screen, follow the steps given below:

1. On the Navigation pane, click the **FIR Details** menu.
2. Then, click **Charge Sheet Received Report** sub menu. (Refer Figure Number 561)
3. When you click **Charge Sheet Received Report** sub menu, the “**Charge Sheet Received Report**” screen is displayed. (Refer to Figure Number 562)
4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control.

The screenshot shows the 'Charge Sheet Received Report' screen. At the top, there is a breadcrumb navigation path: Home / FIR Details / Charge Sheet Received Report / Report. Below the path is a search bar with the placeholder 'Search...'. Underneath the search bar, the title 'Charge Sheet Received Report' is centered. Below the title are two input fields: 'From Date:' followed by a calendar icon and the date '06-02-2015', and 'To Date:' followed by a calendar icon and the date '06-02-2015'. To the right of these fields is a blue 'Go' button. The main body of the screen is currently empty, showing a light gray background.

Figure 562: Charge Sheet Received Report screen

5. Select **From Date** and **To Date** from the calendar control.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 563)

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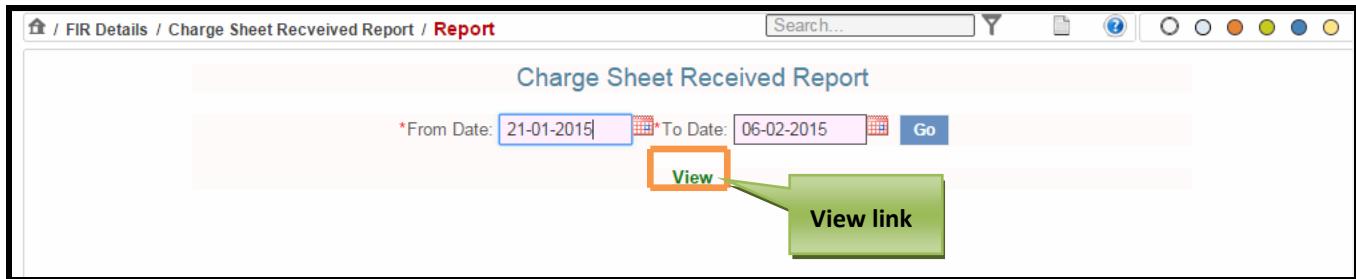


Figure 563: Charge Sheet Received Report screen with View link

7. Click the View link. The Charge Sheet Received Report for the selected period. (Refer to Figure Number 564)

The screenshot shows the generated "Charge Sheet Received Report" for the period from 21-01-2015 to 06-02-2015. The report includes a header with "Charge Sheet Received Report" and the date range. Below the header is a table with the following data:

S.No.	FIR No.	U/Section	Name of Complainant	Accused	Case No.	Received Date
400010000012015	12345 /2015	1. (A.P.M.C. Act 1963 & 1967)119	sda		Civil Appeal/100050/2015	2015-02-06

Figure 564: Charge Sheet Received Report

8. The report will display the details given below:

- S. No. (Serial Number)
- FIR Number
- U/Section (Under Section)
- Name of Complainant
- Accused
- Case Number
- Received Date

9. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

14. Process

14.1. Process Allocation

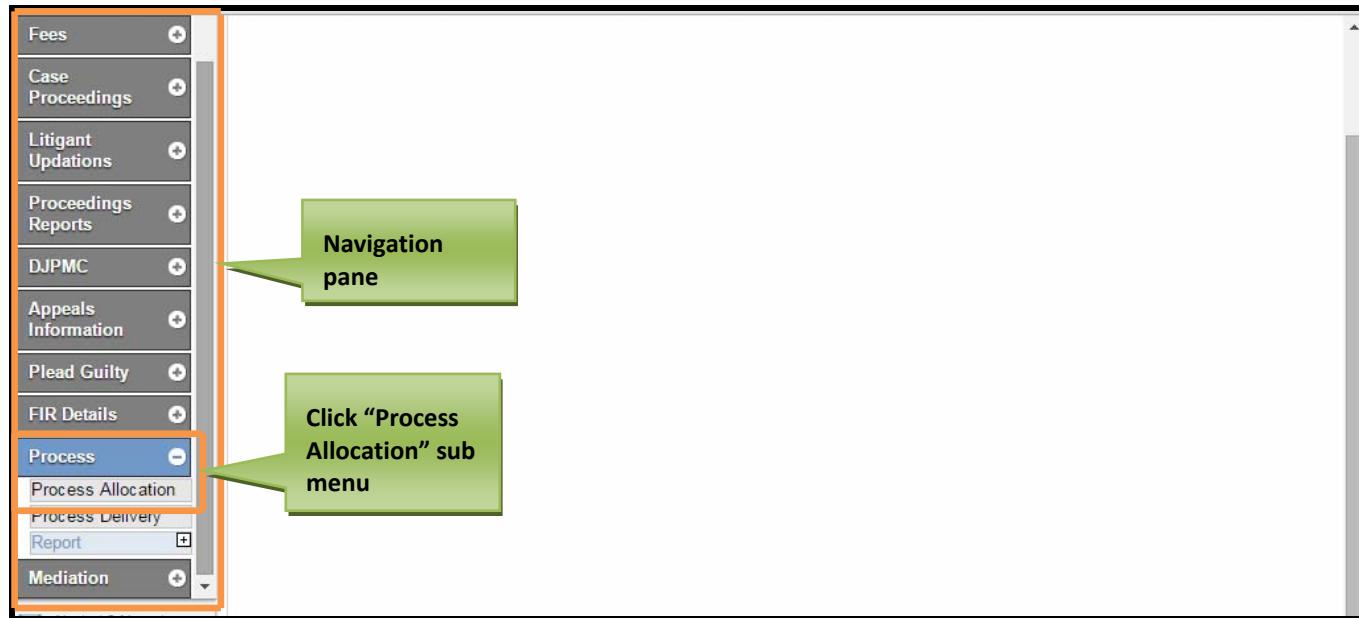


Figure 565: Navigation for "Process Messenger" screen

To access the **Process Messenger** screen, follow the steps given below:

1. On the Navigation pane, click the **Process** menu.
2. Then, click **Process Allocation** sub menu. (**Refer Figure Number 565**)
3. When you click **Process Allocation** sub menu, the "**Process Messenger**" screen with **Civil** as the selected option is displayed. (**Refer to Figure Number 566**)
4. You can add a process for allocation for **Civil** and **Criminal** cases. By default, **Civil** is displayed as the selected option.
5. For **Criminal** cases, select the **Criminal** radio button.

Court User Manual

The screenshot shows the 'Process Messenger' section of the eCourtIS application. At the top, there are radio buttons for 'Civil' and 'Criminal', and a dropdown for 'Case No.' containing 'M.A.C.P./100042/2010'. Below these are fields for 'Process Date' (set to '22-12-2015') and 'Process ID' (containing '567-Shaikh Saber Shaikh Shabbir(P).R'). A blue 'Go' button is next to the process date field. A dropdown for 'Process Messenger Type' has 'Select' at the top, followed by '1-speed post' (which is highlighted in blue) and '2-courier'. Another dropdown for 'Bailiff Code' contains '1-Rakesh ahuja'. At the bottom, there are fields for 'Date of Allocation' and 'Returnable Date', both set to '22-12-2015'. A large blue 'Submit' button is at the very bottom of the form.

Figure 566: Process Messenger screen

Procedure

1. Select the Criminal radio button if you want to allocate a process for criminal cases.
2. Select the case for which you want to allocate a process from the **Case No.** select box.
3. By default, current date (Today's date) is displayed in the **Process Date** field. You can choose another date from the calendar control.
4. Click **Go**, all the process ID is loaded in the **Process ID** select box.
5. Select the Process ID that you want to assign to the selected case type from the **Process ID** select box.
6. Select the type of Process messenger from the **Process Messenger** select box.
7. Select the Bailiff from the **Bailiff Code** select box
8. Select the **Date of Allocation** and **Returnable Date** from the calendar control. By default the current date is displayed in these fields.
9. Click **Submit** button to save the details into the system. The system will display the message, "**FIR Details Added Successfully**".

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

14.1.1. Process Allocation (Modify)

This feature provides the facility to modify any of the above information for **Process Allocation** which has the user has already entered.

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DISTRICT AND SESSIONS COURT AURANGABAD
SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMIT S.S. NAIR

Logout NC2.0
22-12-2015

Process Messenger

Civil Criminal Case No.: M.A.C.P./100042/2010

Process Date: 22-12-2015 Go

Process ID: 567

25_Affidavit as to Documents - O. 11, R. 13.
Next Date: 22-12-2015

Process Messenger Type:
Select
1-speed post
2-courier

Bailiff Code: 1-Rakesh ahuja

Date of Allocation: 22-12-2015

Returnable Date: 22-12-2015

Show MENU

Submit

Figure 567: Process Messenger (Modify) screen

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 **Process Allocation (Modify)** screen is displayed. (Refer to Figure Number 567)
3. Select the case that you want to modify, from the **Case No.** select box.
4. Select the **Process Date** and click **Go**. All the process ids are loaded in the **Process ID** select box.
5. Select the **Process ID** which you want to modify, from the **Process ID** select box.
6. All information that already exists in the system pertaining to the selected **Case type** is fetched and displayed on the screen.
7. You can now modify or update the required information.
8. Click **Submit** to save the information into the system. The system will display the message, "Modification Successful".
9. **The mandatory field is marked with an asterisk (*). Please fill the mandatory fields.**

14.1.2. Process Allocation (Delete)

This feature provides the facility to **Delete** or **Undelete** an Allocated Process that has been wrongly entered by the user.

Court User Manual

The screenshot shows the 'Process Messenger' screen in the CourtIS District application. At the top, it displays 'DISTRICT AND SESSIONS COURT AURANGABAD' and 'SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR'. On the right, there are user details 'supuser' and a logout link 'Logout NC2.0 22-12-2015'. Below the header, a menu bar includes 'Process / Process Allocation / Delete' and a search bar. The main area is titled 'Process Messenger' and contains the following fields:

- Case Type: Civil (radio button selected)
- Case No.: M.A.C.P./100042/2010
- Process Date: 22-12-2015
- Process ID: 567
- Next Date: 22-12-2015
- Process Messenger Type: Select dropdown (1-speed post is highlighted)
- Bailiff Code: 1-Rakesh ahuja
- Date of Allocation: 22-12-2015
- Returnable Date: 22-12-2015
- Display Options: Radio buttons for Delete (selected) and Undelete
- Submit button

Figure 568: Process Messenger (Delete) screen

To delete or undelete the **Process Messenger** information, follow the steps given below:



- Click the **Delete** icon that is located at the upper right corner on the menu bar.
- The **Process Messenger (Delete)** screen is displayed. (**Refer to Figure Number 568**)
- In case of **Criminal** case, select the **Criminal** radio button. By default, **Civil** is displayed as the selected option.
- Select the case from the **Case No.** select box.
- All information that already exists in the system pertaining to the selected **Case** is fetched and displayed on the screen.
- Select the **Delete** radio button to delete the allocated Process. The details though deleted will remain in the database. This deleted data can be retrieved using the **Undelete** radio button.
- Select the **Undelete** radio button to retrieve the deleted details.
- Click **Submit**.
- In case of **Delete**, the system will display the message, "**Deletion Successful**".
- In case of **Undelete**, the system will display the message, "**UnDeletion Successful**".
- All the mandatory fields are marked with an asterisk (*). Please fill all mandatory fields.**

14.2. Process Delivery

14.2.1. Process Return (Add)

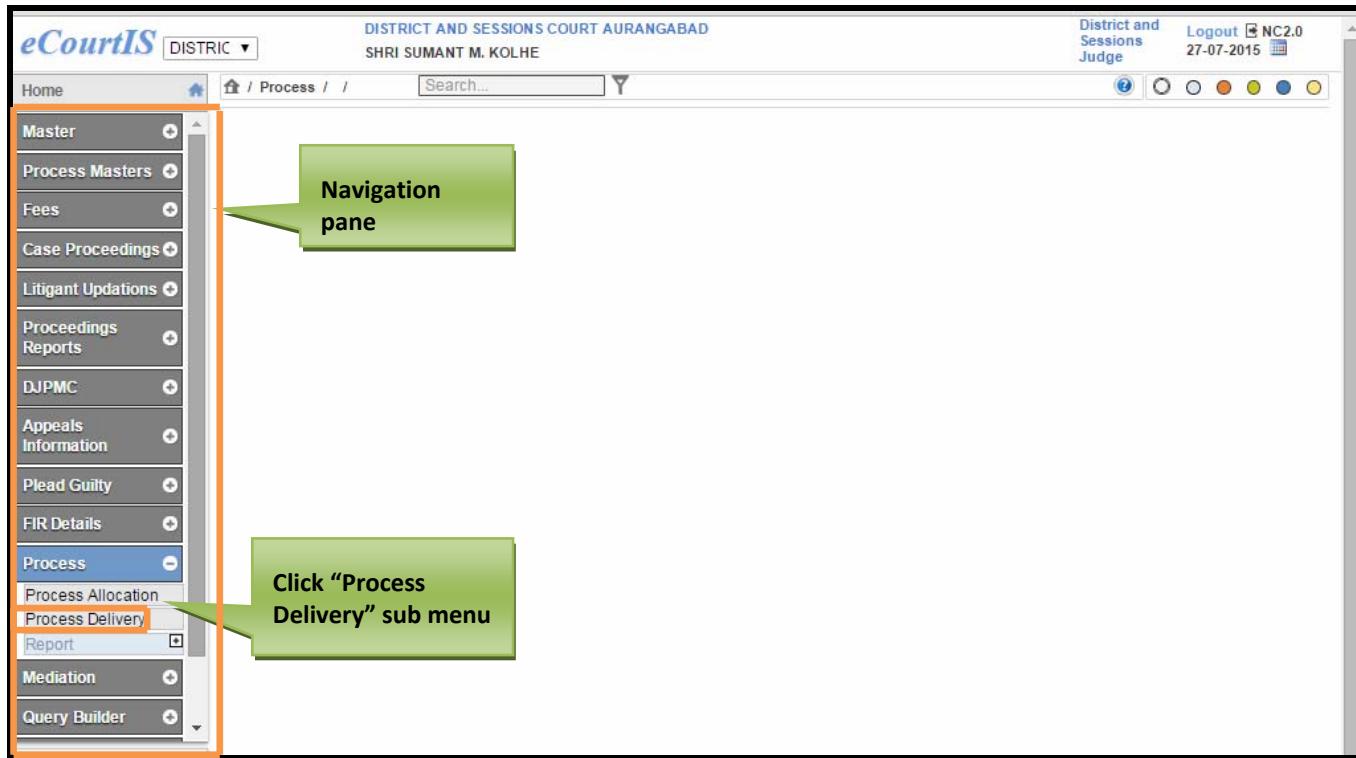


Figure 569: Navigation for "Process Return" screen

To access the **Process Messenger** screen, follow the steps given below:

1. On the Navigation pane, click the **Process** menu.
2. Then, click **Process Delivery** sub menu. (Refer Figure Number 569)
3. When you click **Process Delivery** sub menu, the "**Process Messenger**" screen with **Civil** as the selected option is displayed. (Refer to Figure Number 570)
4. You can add a process for allocation for **Civil** and **Criminal** cases. By default, **Civil** is displayed as the selected option.
5. For **Criminal** cases, select the **Criminal** radio button.

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DISTRICT AND SESSIONS COURT AURANGABAD
SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR

supuser Logout NC2.0
22-12-2015

Process Return

Civil Criminal *Case No.: M.A.C.P./100042/2010

*Process Date: 22-12-2015

*Process ID: 567-Rakesh ahuja

Bailiff Name: Rakesh ahuja
Process Messenger Name: Nil
Date of Allocation: 22-12-2015
Notices/Summons: Affidavit as to Documents - O. 11, R. 13.

Fees:

*Date of Return: 22-12-2015

Result: Served Unserved

Figure 570: Process Return screen

Procedure:

1. Select the **Criminal** radio button for a process return for criminal cases.
2. By default, the current date is displayed in the **Process Date** field. You can change this date from the calendar control.
3. Click **Go**. The process id is loaded in the **Process ID** select box.
4. Select the Process ID for which you want to do a process return from the **Process ID** select box.
5. When you select the Process ID, the existing information such as **Bailiff Name**, **Process Messenger Name**, **Date of Allocation**, **Notices/Summons**, and **Fees** for the selected case type are displayed.
6. Select the **Result** which the **Served** or **Unserved** radio button. By default, **Served** is displayed as the selected option.
7. Click **Submit** button to save the details into the system. The system will display the message, “**Addition Successful**”.
8. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory details.**

14.2.2. Process Return (Modify)

This feature provides the facility to modify the details of **Process Return** the user has already entered.

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD
SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR

Logout NC2.0
supuser 22-12-2015

Process / Process Delivery / **Modify** Search...

Process Return

(Civil) (Criminal) *Case No.: M.A.C.P./100042/2010

*Process Date: 22-12-2015 *Process ID: 567-Rakesh ahuja

Bailiff Name: Rakesh ahuja

Process Messenger Name: NIL

Date of Allocation: 22-12-2015

Notices/Summons: Affidavit as to Documents - O. 11, R. 13.

Fees: Paid

*Date of Return: 22-12-2015

Result: (Served) (Unserved)

Figure 571: Process Return (Modify) screen

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

1. Click the  that is located at the upper right corner on the menu bar.
2. The **Process Return (Modify)** screen is displayed. (Refer to Figure Number 571)
3. If you want to modify the **Process Return** details for criminal cases, select the **Criminal** radio button.
4. Select the case type for which you want to modify, from the **Case Type** select box.
5. By default, the current date is displayed in the **Process Date** field. You can change this date from the calendar control.
6. Click **Go**. The process id is loaded in the **Process ID** select box.
7. Select the Process ID for which you want to do a process return from the **Process ID** select box.
8. When you select the Process ID, the existing information such as **Bailiff Name**, **Process Messenger Name**, **Date of Allocation**, **Notices/Summons**, and **Fees** for the selected case type are displayed.
9. You can now modify or update the required information.
10. Click **Submit** to save the information into the system. The system will display the message, "**Modification Successful**"

14.2.3. Process Return (Delete)

This feature provides the facility to **Delete** or **Undelete** a **Process Return** that is has been wrongly entered by the user.

Court User Manual

DISTRICT AND SESSIONS COURT AURANGABAD
SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR

Logout NC2.0
22-12-2015 supuser

Process / Process Delivery / Delete Search... ▾

Process Return

(Civil) (Criminal) *Case No.: M.A.C.P./100042/2010
*Process Date: 22-12-2015 Go
*Process ID: 567-Rakesh ahuja

Bailiff Name: Rakesh ahuja
Process Messenger Name: Nil
Date of Allocation: 22-12-2015
Notices/Summons: Affidavit as to Documents - O. 11, R. 13.
Fees: Paid
*Date of Return: 22-12-2015
Result: (Served) (Unserved)
Display: (Delete) (Undelete)

Submit

Figure 572: Process Return (Delete) screen



1. Click the **Delete icon**  that is located at the upper right corner on the menu bar.
2. The **Process Return (Delete)** screen is displayed. (Refer to Figure Number 572)
3. In case of **Criminal** case, select the **Criminal** radio button. By default, **Civil** is displayed as the selected option.
4. Select the case for which you want to modify, from the **Case No.** select box.
5. Select the **Process Date** and click **Go**. The process ids are loaded in the Process ID select box.
6. Select the Process ID which you want to modify, from the **Process ID** select box.
7. All information that already exists in the system pertaining to the selected **Case** is fetched and displayed on the screen.
8. Select the **Delete** radio button to delete the **Process Return**. The details though deleted will remain in the database. This deleted data can be retrieved using the **Undelete** radio button.
9. Select the **Undelete** radio button to retrieve the deleted details.
10. Click **Submit**.
11. In case of **Delete**, the system will display the message, “**Deletion Successful**”.
12. In case of **Undelete**, the system will display the message, “**UnDeletion Successful**”.
13. **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

14.3. Report

14.3.1. Pending Allocation

This report generates the list of all cases which are registered but are not allocated to any court.

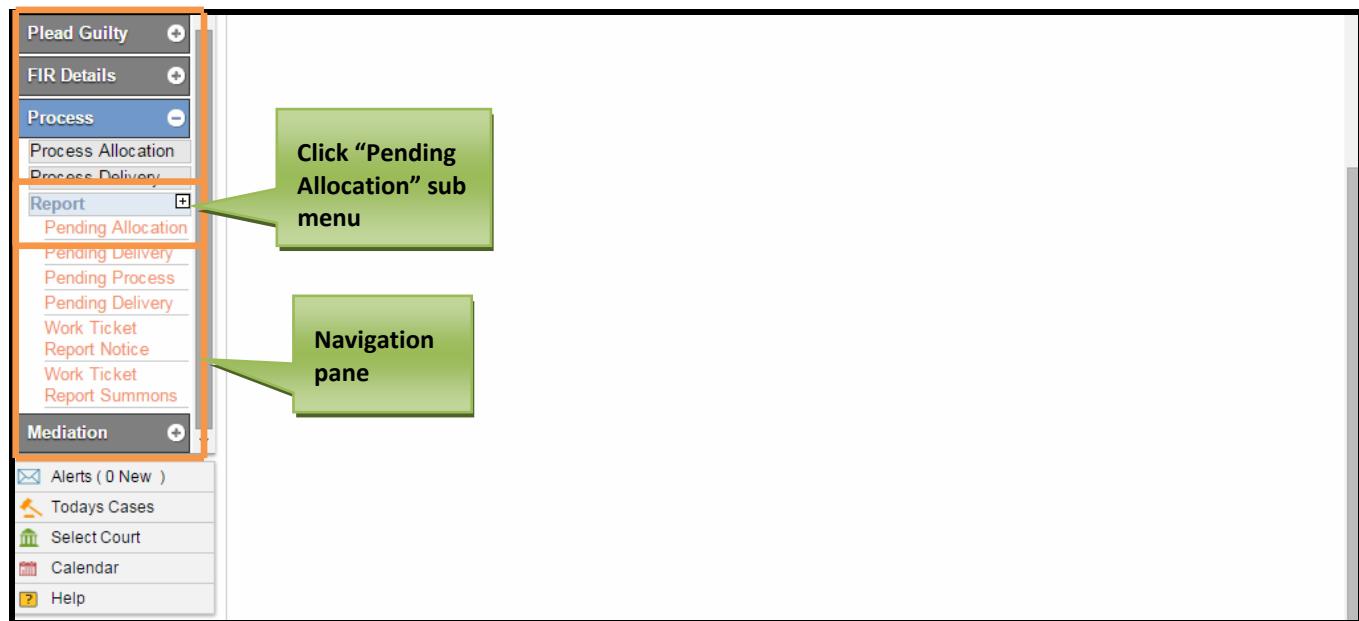


Figure 573: Navigation for "Pending Allocation" screen

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

1. On the Navigation pane, click the **Report** menu.
2. Then, click **Pending Allocation** sub menu. (**Refer Figure Number 573**)
3. When you click **Pending Allocation** sub menu, the "**Pending Allocation**" screen with **View link** is displayed. (**Refer to Figure Number 574**)

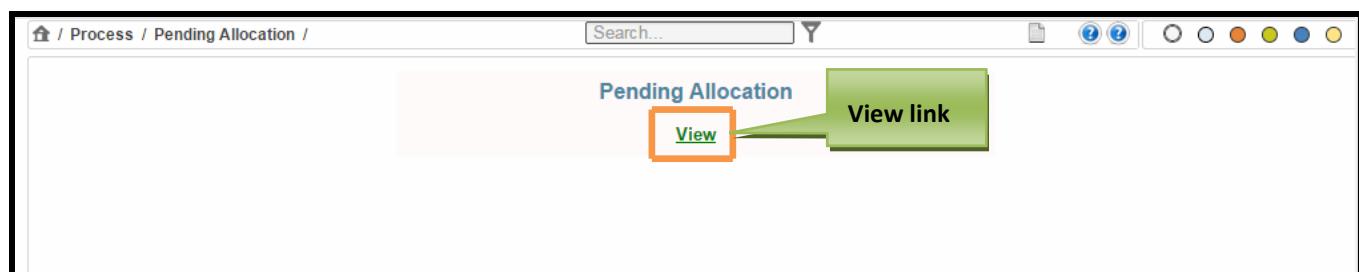


Figure 574: Pending Allocation screen with View link

4. Click the **View link**. The **Pending Allocation** list of the current date is displayed. (**Refer to Figure Number 575**)

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The screenshot shows a computer interface for a court system. At the top, there's a navigation bar with icons for home, process, pending allocation, search, and other system functions. A vertical menu on the left is labeled 'SHOW MENU'. The main content area displays a report titled 'DISTRICT AND SESSIONS COURT AURANGABAD' with the subtitle 'Pending Allocation :06-02-2015'. Below this is a table with 15 rows of data, each containing information about a case. The columns are labeled 'S.No.', 'Case No.', 'Party Name', 'Process Date', and 'Process ID'. The data includes various case types like criminal revision applications and sessions cases, along with their respective parties, dates, and process IDs.

S.No.	Case No.	Party Name	Process Date	Process ID
1	Cri.Rev.App./0100280/2009	Mirza Salat A Baig		1
2	Cri.Rev.App./0100280/2009	Mirza Salat A Baig	08-06-2010	2
3	Cri.Rev.App./0100280/2009	Rafiya Salat Baig	08-06-2010	3
4	M.A.C.P./0100379/2008	Surekha Ganesh Dale	07-05-2010	1
5	M.A.C.P./0100379/2008	सुरेखा गणेश दले	07-05-2010	2
6	Cri.Rev.App./0100125/2008	७७७५६७		1
7	Sessions Case/0100174/2009	Sominath Jagannath Barhate	29-05-2010	1
8	Cri.M.A./0100072/2007	H.P.Kulkarni	15-06-2010	1
9	Sessions Case/0100020/2009	Smt. Pratibha Padmakar Patil	09-06-2010	1
10	Sessions Case/0100020/2009	State of Maharashtra	14-06-2010	2
11	Cri.Rev.App./0100308/2009	Laxman Dagdu Savant	06-07-2010	1
12	Cri.Rev.App./0100266/2008	Dadarao Daulat Sirsath		1
13	Cri.M.A./0100082/2010	Sarala Murlidhar Pardeshi	18-06-2010	1
14	Cri.M.A./0100082/2010	Sarala Murlidhar Pardeshi	05-07-2010	2
15	M.A.C.P./0100671/2008	Anadinath Umakant Sharma	21-06-2010	1

Figure 575: Pending Allocation Report

5. The report will display the details given below:

- S. No (Serial Number)
- Case No. (Case Number)
- Party Name
- Process Date
- Process ID

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

14.3.2. Pending Delivery

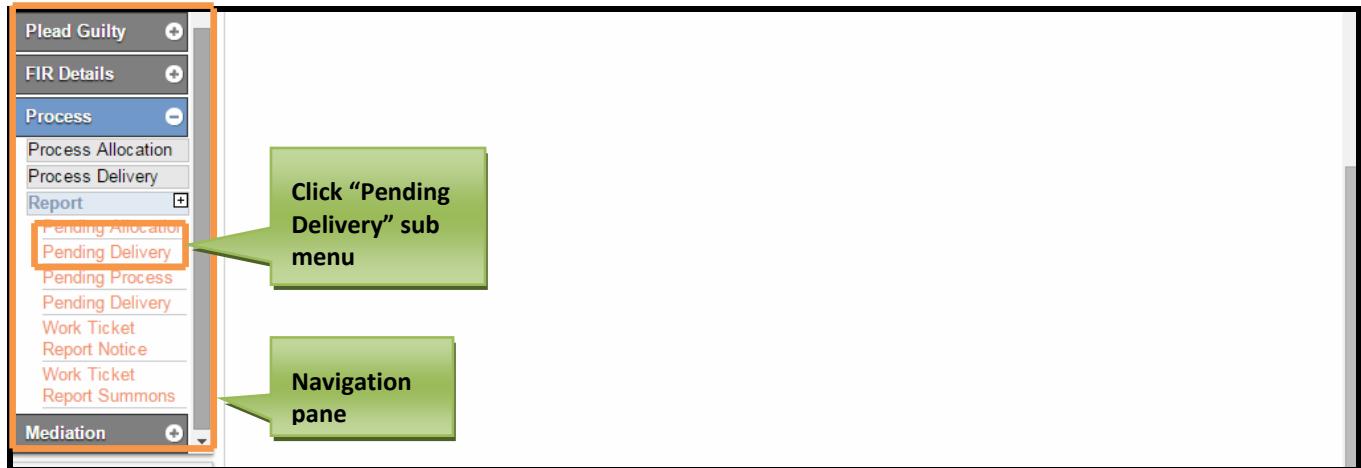


Figure 576: Navigation for "Pending Delivery" screen

To access the **Pending Delivery** screen, follow the steps given below:

1. On the Navigation pane, click the **Report** menu.
2. Then, click **Pending Delivery** sub menu. (Refer Figure Number 576)
3. When you click **Pending Delivery** sub menu, the "**Pending Delivery**" screen with **View link** is displayed. (Refer to Figure Number 577)

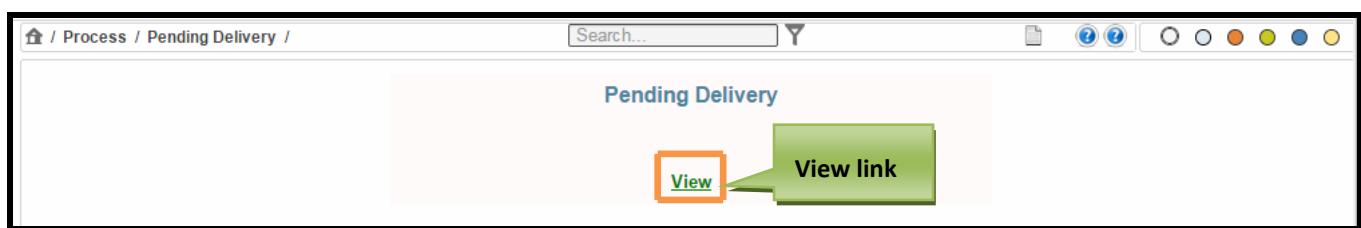


Figure 577: Pending Delivery screen with View link

4. Click the **View link**. The system will display the **Pending Delivery** report of the current date. (Refer to Figure Number 578)

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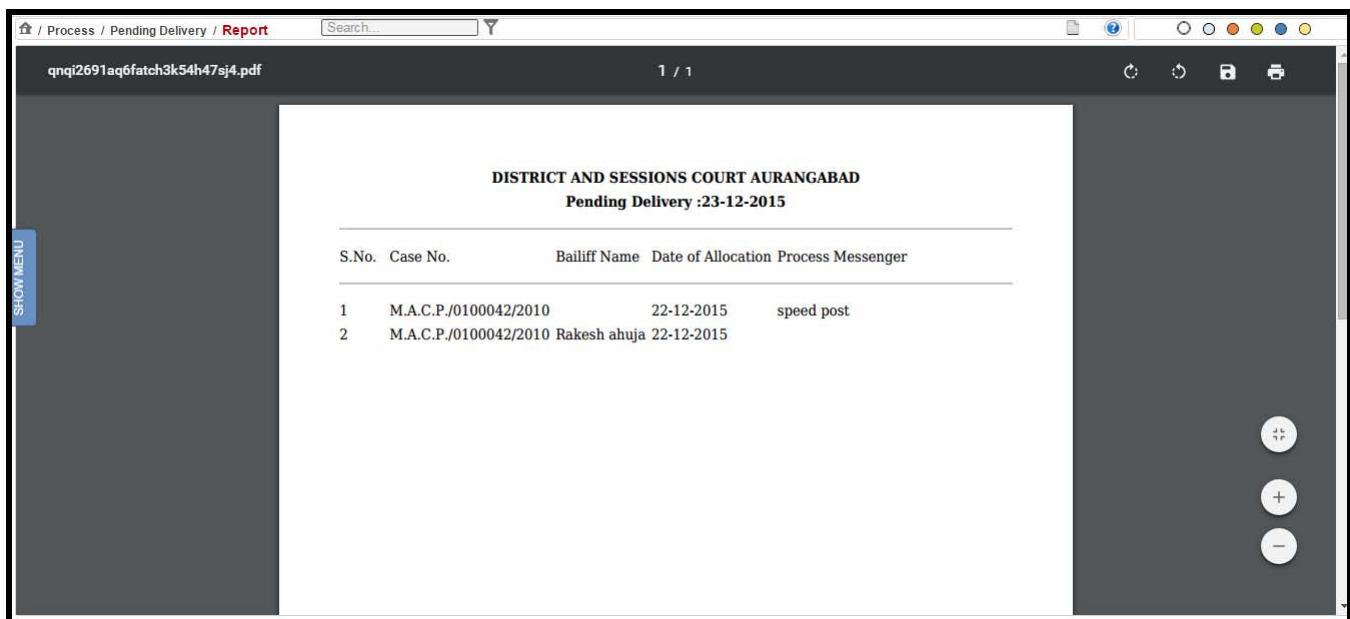


Figure 578: Pending Delivery Report

5. The report will display the details given below:

- S. No (Serial Number)
- Case No.
- Bailiff Name
- Date of Allocation
- Process Messenger

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

14.3.3. Pending Process

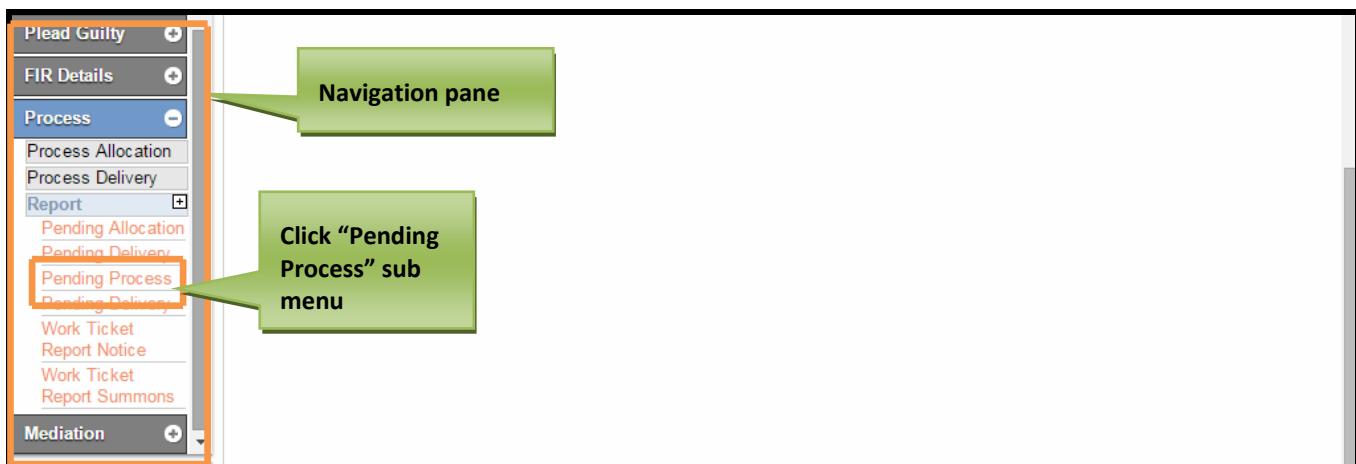


Figure 579: Navigation for "Pending Process" screen

To access the **Pending Process** screen, follow the steps given below:

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1. On the Navigation pane, click the **Report** menu.
2. Then, click **Pending Process** sub menu. (**Refer Figure Number 579**)
3. When you click **Pending Process** sub menu, the “**Pending Process**” screen is displayed.
4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control. (**Refer to Figure Number 580**)

The screenshot shows a web-based application window titled "Pending Process". At the top, there is a search bar labeled "Search...". Below the search bar, the title "Pending Process" is centered. Underneath the title, there are two input fields: "From Date" containing "06-02-2015" and "To Date" containing "06-02-2015". To the right of these fields is a blue "Go" button. The background of the page is white, and the overall layout is clean and professional.

Figure 580: Pending Process screen

5. Select the **From Date** and **To Date** from the calendar control, in case you want the **Pending Process** report other than the current date.
6. Click **Go** button. The system will load the **View** link.

The screenshot shows the same "Pending Process" screen as Figure 580. However, the "View" link in the center of the screen has been highlighted with a green box and a green arrow pointing towards it. This indicates that the next step is to click this link to proceed.

Figure 480a: Pending Process screen with View link

7. Click the **View** link. The **Pending Process** report for the selected period is displayed. (**Refer to Figure Number 571**)

The screenshot shows the "Pending Process Report" for the period from 16-12-2014 to 06-02-2015. The report is titled "DISTRICT AND SESSIONS COURT AURANGABAD". The table lists seven cases, each with a case number, party name, and process date. A vertical "SHOW MENU" button is visible on the left side of the report area.

S.No.	Case No.	Party Name	Process Date
1	MACP. Dkst./0100139/2013	आय.सी.आय.सी.आय लोम्बार्ड जनरल इन्शु. कं. लि.	19-12-2014
2	M.A.C.P./0100316/2014	Devsing Shamasing Bramhanavat	22-12-2014
3	M.A.C.P./0100221/2013		21-01-2015
4	Civil Appeal/0100253/2014	ज्ञानोबा सिताराम मुंदे	29-12-2014
5	Civil Appeal/0100253/2014	गणेश सुधाकर राठोड	29-12-2014
6	Civil Appeal/0100253/2014	वापुसाहेव गणपतराव बांगर	29-12-2014
7	Civil Appeal/0100253/2014	संजय वापुसाहेव बांगर	29-12-2014

Figure 581: Pending Process Report

7. The report will display the details given below:

- S. No (Serial Number)
- Case No. (Number)
- Party Name
- Process Date

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

14.3.4. Pending Delivery

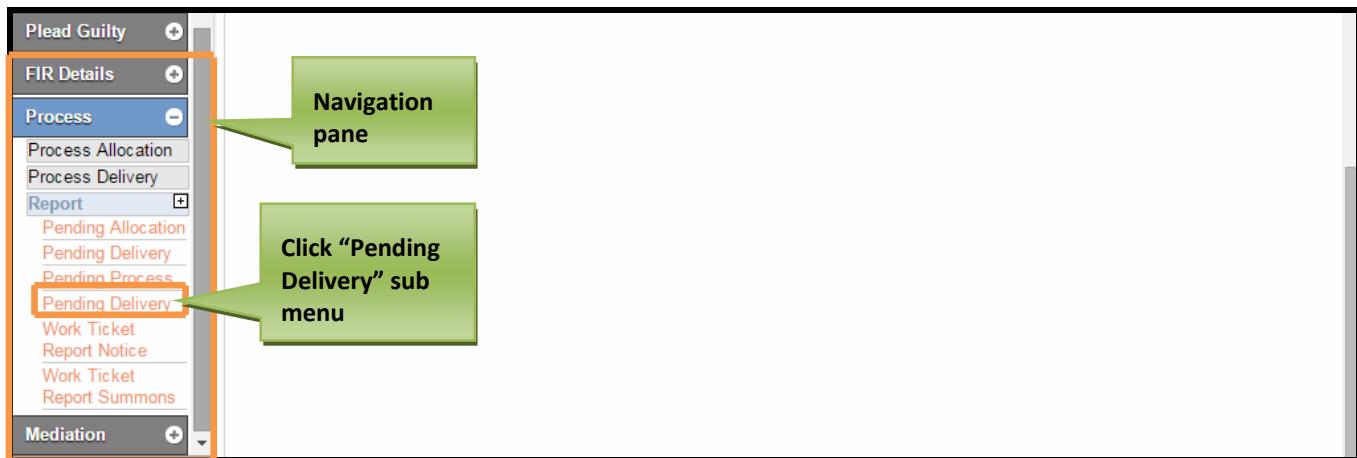


Figure 582: Navigation for "Process Pending Delivery" screen

To access the **Pending Delivery** screen, follow the steps given below:

1. On the Navigation pane, click the **Report** menu.
2. Then, click the **Pending Delivery** sub menu. (Refer Figure Number 582)
3. When you click **Pending Delivery** sub menu, the "**Pending Delivery**" screen is displayed.
4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control.(Refer to Figure Number 583)

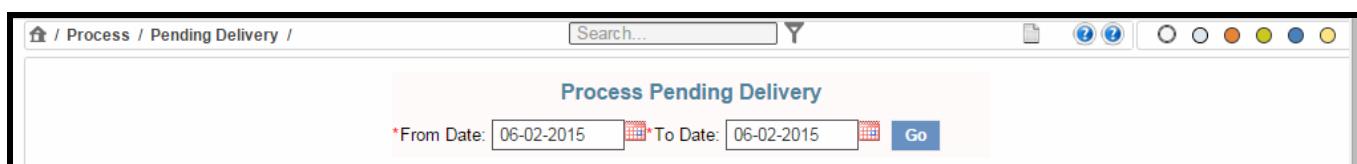


Figure 583: Process Pending Delivery screen

5. Select the **From Date** and **To Date** from the calendar control, in case you want the **Pending Process** report for a particular period.
6. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 584)

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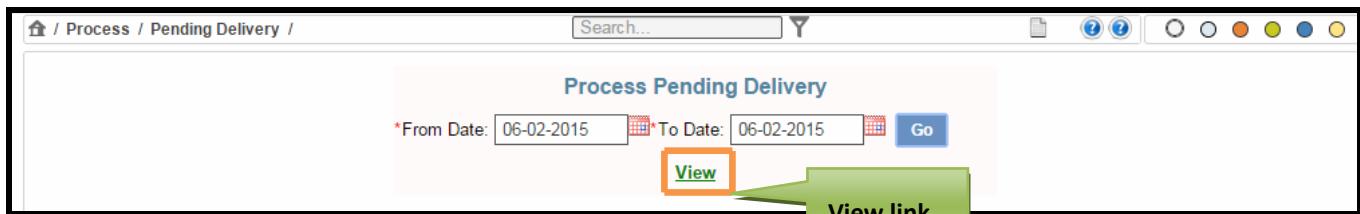


Figure 584: Process Pending Delivery screen with view link

7. Click the View link. The Pending Process report for the selected period is displayed. (Refer to Figure Number 585)

S.No.	Case No.	Bailiff Name	Date of Allocation	Process Messenger
1	M.A.C.P./0100042/2010		22-12-2015	speed post
2	M.A.C.P./0100042/2010	Rakesh ahuja	22-12-2015	

Figure 585: Process Pending Delivery Report

8. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Bailiff Name
- Date of Allocation
- Process Messenger

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

14.3.5. Work Ticket Report Notice

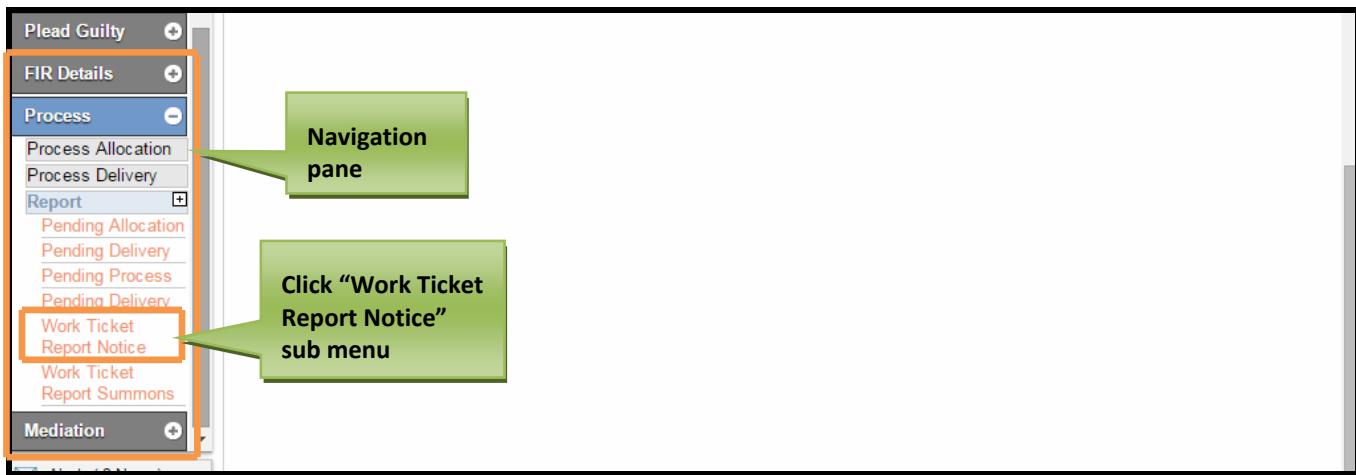


Figure 586: Navigation for “Work Ticket Report Notices” screen

To access the **Work Ticket Report Notice** screen, follow the steps given below:

1. On the Navigation pane, click the **Process** menu.
2. Then, click **Work Ticket Report Notice** sub menu. (**Refer Figure Number 586**)
3. When you click **Work Ticket Report Notice** sub menu, the “**Work Ticket Report Notice**” screen with the **View** link is displayed. (**Refer to Figure Number 587**)

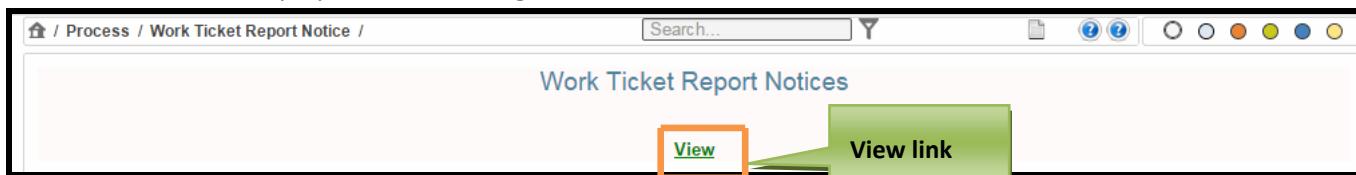


Figure 587: Work Ticket Report Notices screen with View link

4. Click **View** link. **Work Ticket Report Notice** report for the selected period is displayed. (**Refer to Figure Number 588**)

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The screenshot shows a computer application window titled "Work Ticket Report Notice". At the top, there is a navigation bar with icons for Home, Process, Work Ticket Report Notice, and a search bar. Below the title, it says "DISTRICT AND SESSIONS COURT AURANGABAD" and "Work Ticket Report Notices on: 06-02-2015". A message indicates "Total No. of Notices Allotted: 346" and "Total No. of Notices Served: 0". On the left, a vertical blue button labeled "SHOW MENU" is visible. The main area contains a table with the following data:

S.No.	Case No.	Party to whom served	Date of Allotment	Notice	Next Hearing Date	Date when Actually Served	Date When Ps Returned Served	Service Details	Bailiff Name	Process Messenger Name
1	Cri.Rev.App./100280/2009	Mirza Salat A Baig		Summons For Disposal Of Suit - O. 5 R. 1 5.	08-06-2010					
2	Cri.Rev.App./100280/2009	Mirza Salat A Baig		Summons For Disposal Of Suit - O. 5 R. 1 5.	08-06-2010					
3	Cri.Rev.App./100280/2009	Rafiya Salat Baig		Summons For Disposal Of Suit - O. 5 R. 1 5.	08-06-2010					
4	M.A.C.P./100379/2008	Surekha Ganesh Dale		Summons For Disposal Of	07-05-2010					

Figure 588: Work Ticket Report Notices Report

5. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Party to whom served
- Date of Allotment
- Notice
- Next Hearing Date
- Date when Actually Served
- Date When Ps Returned Served
- Service Details
- Bailiff Name
- Process Messenger Name

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

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14.3.6. Work Ticket Report Summons

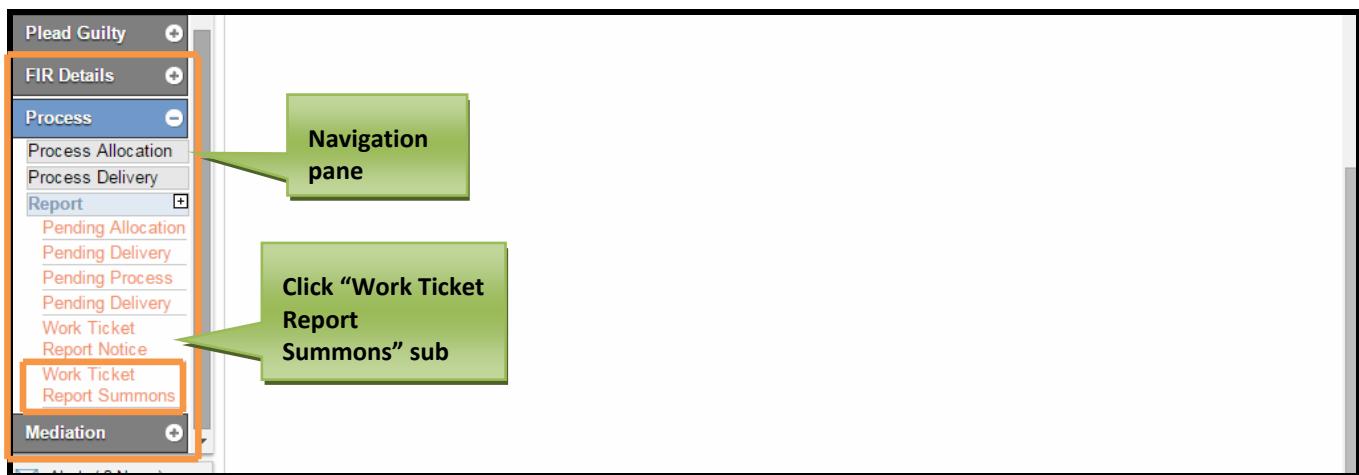


Figure 589: Navigation for “Work Ticket Report Summons” screen

To access the **Work Ticket Report Summons** screen, follow the steps given below:

1. On the Navigation pane, click the **Process** menu.
2. Then, click **Work Ticket Report Summons** sub menu. (Refer Figure Number 589)
3. When you click **Work Ticket Report Summons** sub menu, the “**Work Ticket Report Summons**” screen with the **View** link is displayed. (Refer to Figure Number 590)

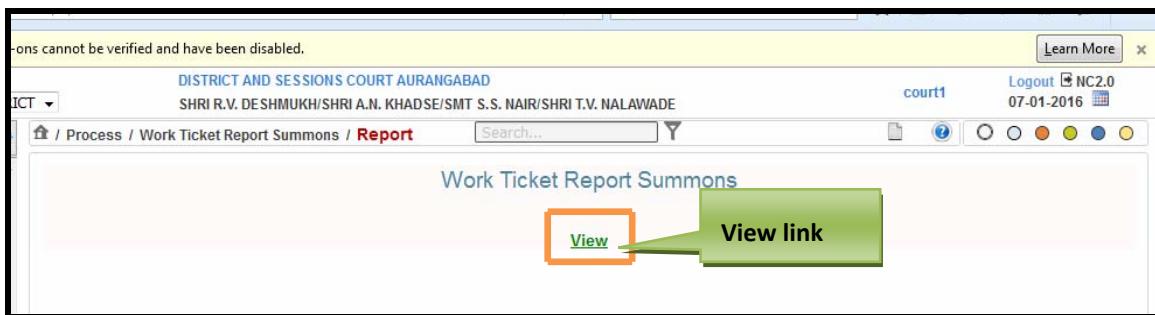


Figure 590: Work Ticket Report Summons screen with View link

4. Click **View link**. The **Work Ticket Report Summons** report for the selected period is displayed. (Refer to Figure Number 591)

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eCourtIS DISTRICT ▾ DISTRICT AND SESSIONS COURT AURANGABAD SHRI R.V. DESHMUKH/SHRI A.N. KHADSE/SMT S.S. NAIR/SHRI T.V. NALAWADE court1 Logout NC2.0 07-01-2016

File / Process / Work Ticket Report Summons / Report Search... ▾

Page: 1 of 45 Automatic Zoom

DISTRICT AND SESSIONS COURT AURANGABAD
Work Ticket Report Summons on: 07-01-2016

Total No. of Summons Allotted: 181 Total No. of Summons Served: 0

S.No.	Case No.	Party to whom served	Date of Allotment	Summons	Next Hearing Date	Date when Actually Served	Date When Ps Returned Served	Service Details	Bailiff Name	Process Messenger Name
1	Sessions Case/100450/2009	Gajanan & Ceju Bhagwan Muley		Form 14 - SUMMONS ON INFORMATION OF A PROBABLE BREACH ON THE PEACE See section 113	19-03-2013					
2	Sessions Case/100238/2013			Form 2 - WARRANT OR ARREST See section 70	03-03-2015					
3	Cri.M.A/100072/2007	H.P.Kulkarni		Form 3 - BOND AND BAIL-BOND AFTER ARREST UNDER A WARRANT See section 81	15-06-2010					
4	Sessions Case/100020/2009	Shri. Pratibha Padnoskar Patil		Form 7 - ORDER OF ATTACHMENT TO COMPEL THE APPEARANCE OF A PERSON ACCUSED See section 83	14-06-2010					

1/45

Figure 591: Work Ticket Report Notices Report

7. The report will display the details given below:

- S. No. (Serial Number)
- Case Number
- Party to whom served
- Date of Allotment
- Summons
- Next Hearing Date
- Date when Actually Served
- Date When Ps Returned Served
- Service Details
- Bailiff Name
- Process Messenger Name

15. Mediation

15.1. Refer to Mediation

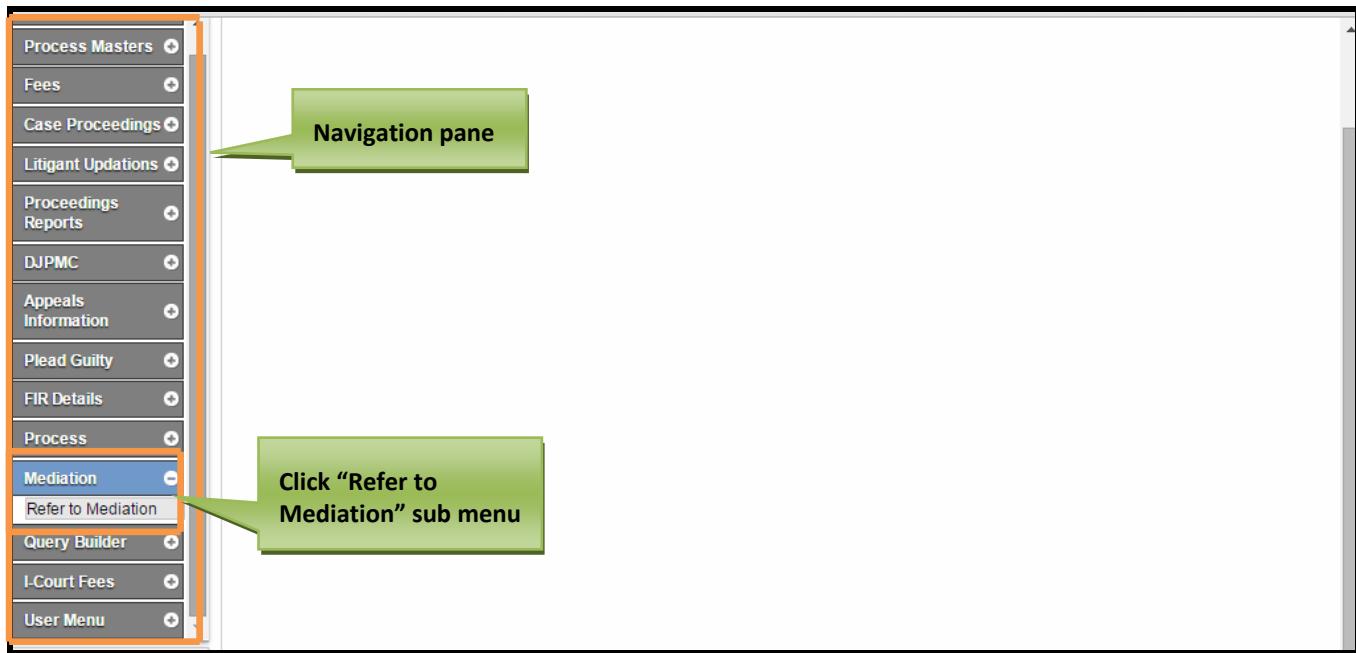


Figure 592: Navigation for "Mediation ID" screen

To access the **Referred to Mediation** screen, follow the steps given below:

1. On the Navigation pane, click the **Mediation** menu.
2. Then, click **Refer to Mediation** sub menu. (**Refer Figure Number 592**)
3. When you click **Refer to Mediation** sub menu, the "**Referred to Mediation**" screen is displayed. (**Refer to Figure Number 593**)

The screenshot shows a web form titled "Referred to Mediation". The form includes the following fields:

- *Case Type: A dropdown menu labeled "Select".
- *Case No.: A text input field.
- *Year: A text input field with a "Go" button next to it.
- *Date of Reference: A text input field containing the date "27-07-2015" and a calendar icon.
- Submit: A blue "Submit" button.

The entire form is enclosed in a white box with a thin black border.

Figure 593: Referred to Mediation screen

4. Select the case type for which you want to refer for Mediation from the **Case Type** select box.
5. Enter the Case number of the selected case type in the **Case Number** field.
6. Enter the year of registration in the **Year** field. Click **Go**. The name of the **Petitioner**, **Respondent**, and the **Stage** is displayed. (**Refer to Figure Number 594**)

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The screenshot shows a web-based application interface for mediation. At the top, there's a navigation bar with links like 'Home', 'Mediation', 'Refer to Mediation', and 'Add'. A search bar is also present. The main content area is titled 'Referred to Mediation'. It contains fields for 'Case Type' (set to 'Civil Appeal-1'), 'Case No.' (100216), 'Year' (2013), and a 'Go' button. Below these, the parties are listed as 'Tarabai Bansilal Ladda VS Satyapal Wadiliyaram Kataria'. The 'Stage' is set to 'Judgment'. There's also a field for 'Date of Reference' with a calendar icon. A 'Submit' button is located at the bottom right.

Figure Number 594: Referred To Mediation screen with details

7. Select the **Date of Reference** from the calendar control.
8. Click **Submit** to save the data into the system. The system will display the message, "**Addition Successful**"
9. **The mandatory field is marked with an asterisk (*). Please fill the mandatory details.**

16. Query Builder

The Query Builder is used to generate queries dynamically on filling any of the fields given and thus helps in generating reports dynamically.

16.1. Query Builder

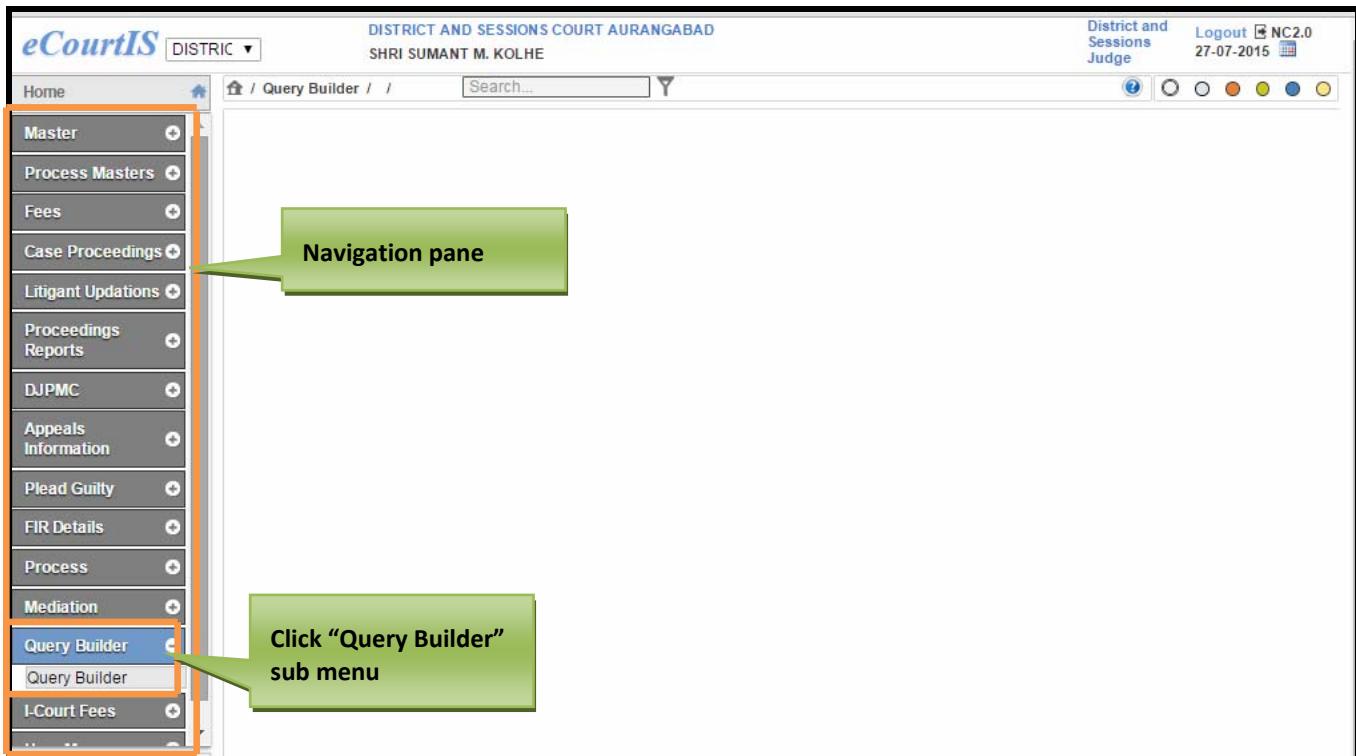


Figure 595: Navigation for "Query Builder" screen

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

1. On the Navigation pane, click the **Query Builder** menu. (Refer to Figure Number 595)
2. Then, click **Query Builder** sub menu.
3. When you click **Query Builder** sub menu, the “**Query Builder**” screen is displayed. (Refer to Figure Number 596)
4. By default **Civil** is displayed as the selected option.
5. For **Criminal** or **Both**, select their respective radio buttons.

The screenshot shows the 'Query Builder' interface. At the top, there's a navigation bar with a home icon, a search bar containing 'Search...', and various tool icons. Below the navigation is a title 'Query Builder'. A sidebar on the left has a 'SHOW MENU' button. The main area contains several dropdown menus and input fields:

- Type: Civil Criminal Both
- Case Type: Select
- Status: Pending Disposal Both
- Court Name: Select
- Lower Court Name: Select
- Act: Select
- Advocate: (empty input field)
- Party Details: (empty input field)
- Date of Filing: Select
- Date of Registration: Select
- *Report Title: (empty input field)

At the bottom, there are two date input fields labeled 'From Date:' and 'To Date:', each with a calendar icon. Below these are report field checkboxes: Act/Section, Nature, Advocate, Date of filing, and Date of Registration. A blue 'Submit' button is at the very bottom.

Figure 596: Query Builder screen

Procedure

Select **any of the fields** listed below to generate the report accordingly. Procedure of selection is given below.

- Select the radio button for **Criminal** or **Both**.
- Select the case type for which you want to build a Query from the **Case Type** select box.
- When you select the case type the **Nature** select box is displayed. (Refer to Figure Number 597)

This screenshot shows the same 'Query Builder' interface as Figure 596, but with a specific change: the 'Case Type' dropdown has been set to 'Civil Appeal-1'. As a result, the 'Nature' dropdown field to its right is now populated with the text 'Select'. All other fields and controls remain the same as in Figure 596.

Figure Number 597: Query Builder screen with details

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- Choose the **Status** by selecting the **Pending**, **Disposal**, or **Both** radio buttons. When you select the **Pending** radio button, the **Purpose of Listing** and the **Sub Purpose** select boxes are displayed. (Refer to Figure Number 598)

The screenshot shows the 'Query Builder' interface. At the top, there are buttons for 'Home', 'Query Builder / Query Builder /', 'Search...', and a magnifying glass icon. Below the search bar are several dropdown menus and radio buttons:

- Type: Civil Criminal Both
- Case Type: Civil Appeal-1
- Status: Pending Disposal Both
- Purpose of Listing: Additional Issues-37
- Court Name: 1-Principal District and Sessions Juc
- Lower Court Name: 10th Jt Civil Judge J.D. J.M.F.C. Aur
- Act: A.P.M.C. Act 1963 & 1967-119
- Advocate: dfsd
- Party Details:
 - Petitioner Respondent Both
- Party Name: [Text input field]
- Gender: Male Female Other
- District: Select
- Town: Select
- Taluka: Select
- Date of Filing: Select
- Date of Registration: Select
- *Report Title: [Text input field]

On the right side, there are more dropdowns and checkboxes:

- Nature: Select
- Sub Purpose: Select
- Section: [Text input field]
- Organisation Details:
- Religion/Caste: Select
- Age: [Text input field]
- Ward: Select
- Village: Select
- From Date: [Text input field]
- From Date: [Text input field]

At the bottom, there are checkboxes for 'Report Fields':

- Ad/Section
- Nature
- Advocate
- Date of filing
- Date of Registration

A blue 'Submit' button is located at the bottom center.

Figure Number 598: Query Builder screen with details

- Select the Purpose of Listing from the **Purpose of Listing** select box.
- Select the court from the **Court Name** select box
- Select the lower court from the **Lower Court Name** select box.
- Select the Act from the **Act** field.
- Enter the corresponding Section in the **Section** field.
- Enter the name of the advocate in the **Advocate** field.
- Select the **Party Details** check box if you want to add the party details for the selected case type.
- Choose the type of Party, by selecting the **Petitioner**, **Respondent**, or **Both** radio buttons.
- If the **Party** is an **Organization**, then select the **Organization Details** check box and select the name of the Organization from the **Organization Name** select box.

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The screenshot displays the 'Query Builder' interface. At the top, there are navigation links for 'Home / Query Builder / Query Builder / Search...' and a toolbar with icons for file operations. The main area is titled 'Query Builder' and contains the following fields:

- Type:** Radio buttons for Civil, Criminal, Both. Civil is selected.
- Case Type:** Select box showing 'Civil Appeal-1'.
- Status:** Radio buttons for Pending, Disposal, Both. Pending is selected.
- Purpose of Listing:** Select box showing 'Additional Issues-37'.
- Court Name:** Select box showing '1-Principal District and Sessions Juc'.
- Lower Court Name:** Select box showing '10th Lt. Civil Judge J.D. J.M.F.C. Aur'.
- Act:** Select box showing 'A.P.M.C. Act 1963 & 1967-119'.
- Advocate:** Text input field containing 'dfsdf'.
- Party Details:** Radio buttons for Petitioner, Respondent, Both. Both is selected.
- Organisation Name:** Text input field showing 'Akola Janta Commerical Co Op Ban'.
- District:** Select box showing 'Select'.
- Town:** Select box showing 'Select'.
- Taluka:** Select box showing 'Select'.
- Date of Filing:** Select box showing 'Select'.
- Date of Registration:** Select box showing 'Select'.
- * Report Title:** Text input field.
- Report Fields:** Radio buttons for Act/Section, Nature, Advocate, Date of filing, Date of Registration. Act/Section is selected.
- Submit** button.

Figure 599: Query Builder screen with details

- Enter the name of the party in the **Party Name** field.
- Select the District from the **District** select box.
- Select the Town from the **Town** select box.
- Select the Ward from the **Ward** select box.
- Select the Taluka from the **Taluka** select box.
- Select the Village from the **Village** select box.
- Select the Date of Filing from the **Date of Filing** select box.
- Select the **From Date** from the calendar control.
- Select the Date of Registration from the **Date of Registration** select box
- Select the **From Date** from the calendar control.
- Enter a name for the **Query Builder** in the **Report Title** field.
- Choose the **Report Fields** by selecting the **Act/Section**, **Nature**, **Advocate**, **Date of Filing**, or **Date of Registration** radio button.
- Click on **Submit**. The **Query Builder Report** is displayed.
- The mandatory field is marked with an asterix (*). Please fill the mandatory details.**

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17. User Menu

17.1. Change Password

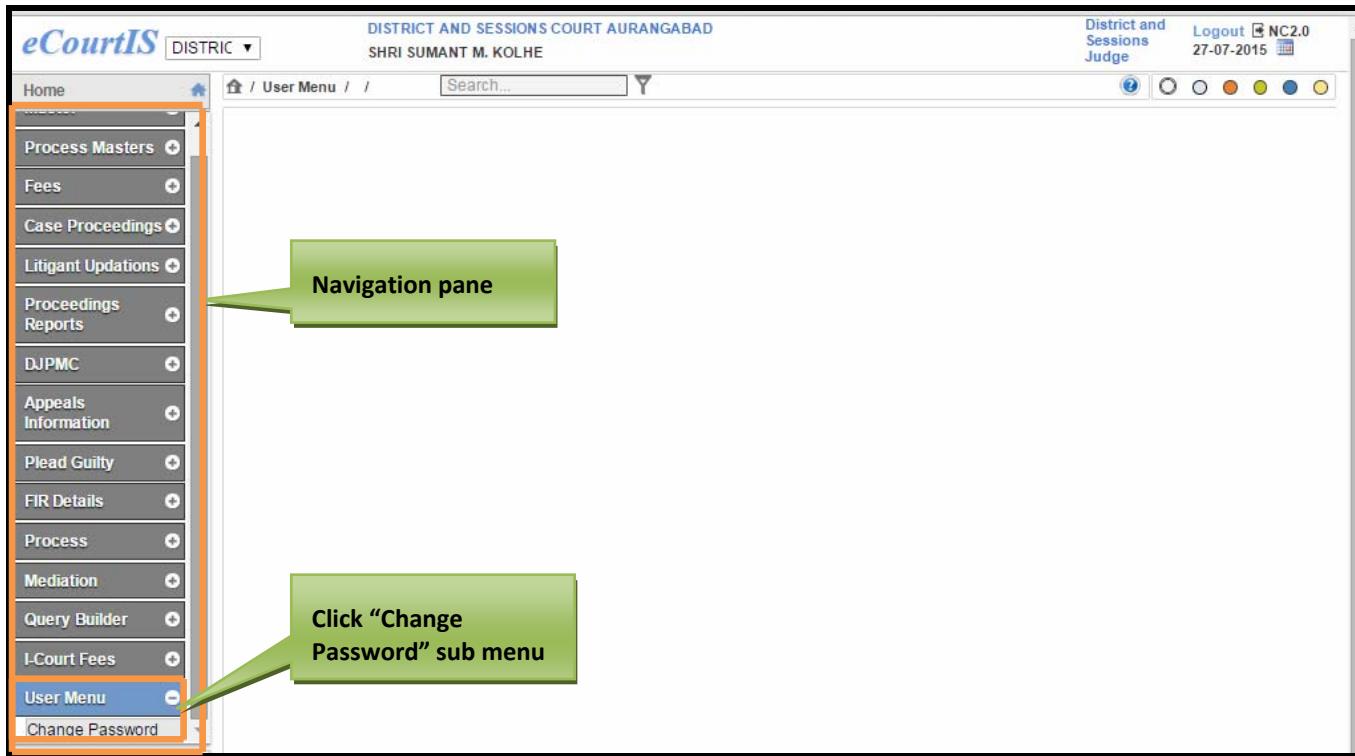


Figure 600: Navigation for "Change Password" screen

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

1. On the Navigation pane, click the **User Menu** menu.
2. Then, click **Change Password** sub menu. **(Refer to Figure Number 600)**
3. When you click **Change Password** sub menu, the system will display the "**Change Password**" screen. **(Refer to Figure Number 601)**

The screenshot shows the "Change Password" screen. It has a header "Change Password". Below it are four input fields with validation messages:

- * Username: court1-3
- * Old Password: *****
- * New New Password: *****
- * Confirm Password: *****

A blue "Submit" button is at the bottom. A small blue "Help" icon is in the bottom-left corner.

Figure 601: Change Password screen

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Procedure

- 1 By default, the end user (court) is displayed in the **Username** select box. Here you can change the password for the **Court** user only.
- 2 Enter the existing password in the **Old Password** field and click **Submit**.
- 3 When you click **Submit**, the **New Password** and **Confirm Password** field is displayed.
- 4 Enter the new password in the **New Password** field.
- 5 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 602**.

The screenshot shows a web-based application window titled "Change Password". At the top, there is a navigation bar with links for "User Menu", "Change Password", and "Modify". A search bar is also present. Below the navigation, the main form has the following fields:

- * Username: court1-3
- * Old Password: (redacted)
- * New New Password: (redacted) Password and Confirm Password
- * Confirm Password: (redacted)

A blue "Submit" button is located at the bottom right of the form area. The overall interface has a light pink background and a standard Windows-style window border.

Figure Number 602: Change Password screen with Error Message

- 6 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**".
- 7 **Retype the** correct new password in the **Confirm Password** field again.
- 8 Click **Submit** to save the information into the system. The system will display the message, "**Changed Password**".
- 9 **All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields.**

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