

A dark blue vertical bar runs down the left side of the page. A blue arrow points to the right from this bar, containing the text 'DDA'.

DDA

User Manual

Court Case Management
Registration of Court Cases, Case
Hearing Details, Judgement Details

Submitted By

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STEP 1: Enter this URL to your browser <https://ddalmis.org.in/>

STEP 2: Now, User will see Login Page.

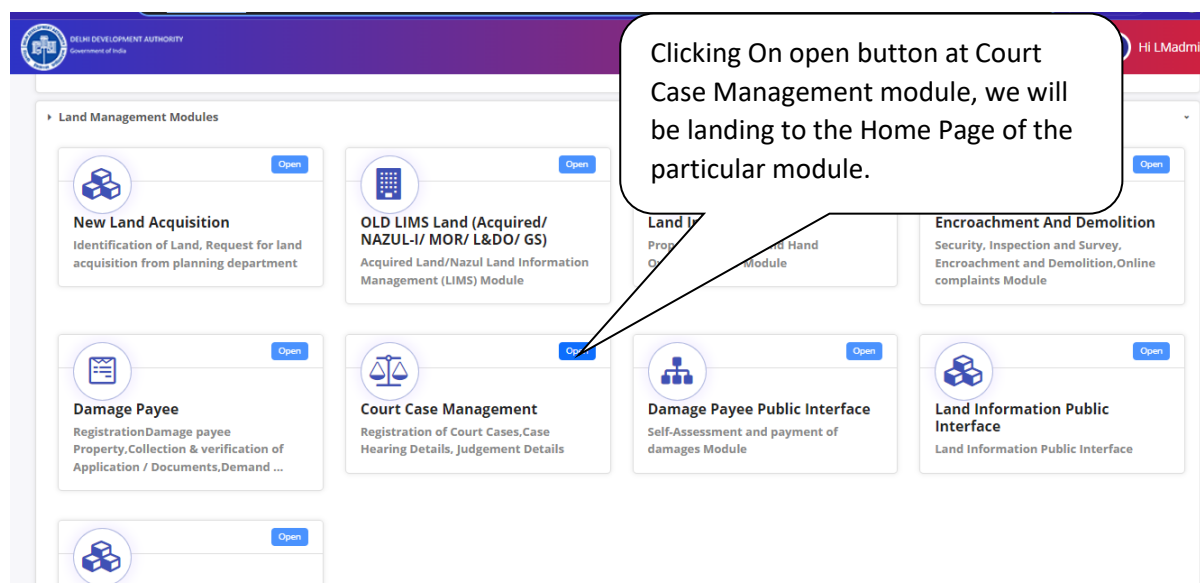
Login Page: User will Enter Login Credentials given to you and Click on Login Button, if you wish to Remember username / password to the browser so check on “Remember Me link”.

The screenshot shows the 'Authority Login' page for the Delhi Development Authority. It includes fields for Username (pre-filled with 'Imadmin'), Password, a 'show password' checkbox, a Captcha Code (Case-Sensitive), and a 'Remember Me' checkbox. There are 'Login' and 'Cancel' buttons, and a 'Forgot Password?' link. Callouts provide the following information:

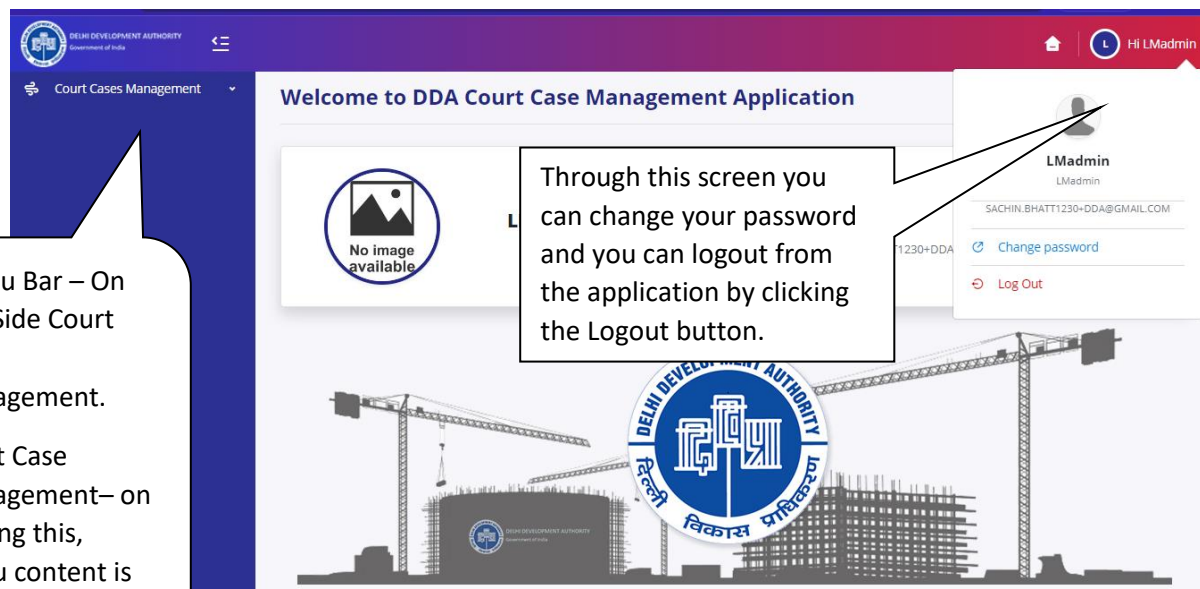
- Here, we will fill Login Credentials given to User by DDA.** (pointing to the Username field)
- Check this box and show your Password.** (pointing to the 'show password' checkbox)
- If You wants to recover your Password, then click on “Forgot Password” Link.** (pointing to the 'Forgot Password?' link)
- Cancel button is using for cancelling all The process and clear all the Credentials.** (pointing to the 'Cancel' button)
- Clicking on Login Button, we will redirect to Home Page of this Module.** (pointing to the 'Login' button)

STEP 3: After login successfully, we will redirect to landing page.

Landing Page: Here, we can see authorized modules List and we can choose the module where we want to visit.

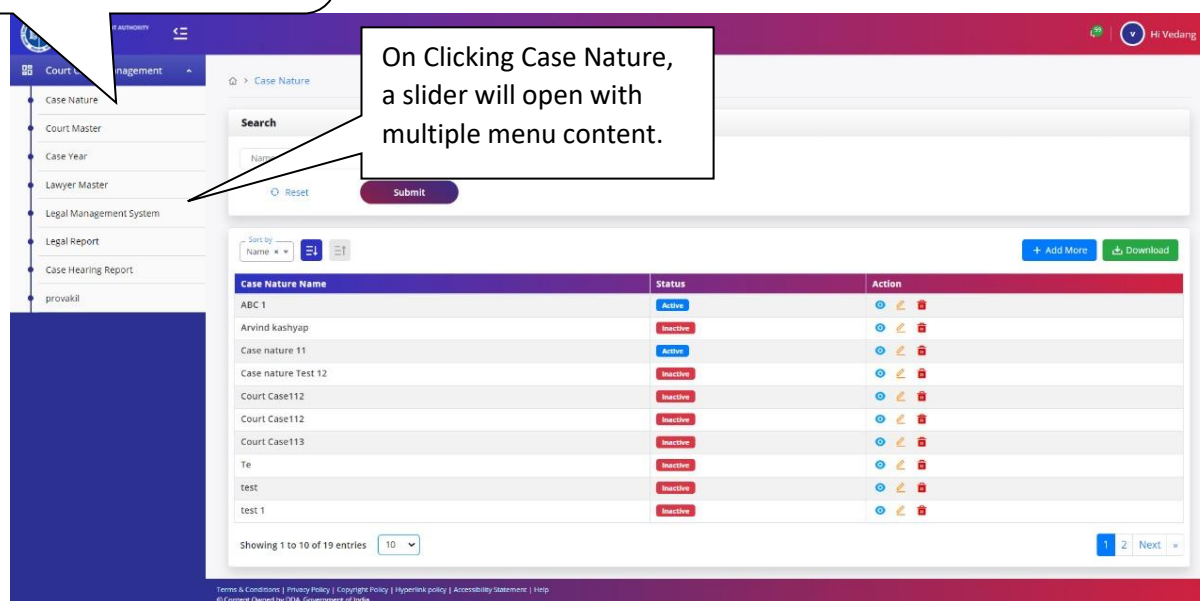


Home Page: This is the Home Page of Court case management we will redirect to Home page.



Case Nature

On Clicking Case Nature, we will be redirected to Home page of Case Nature. Refer Next Figure.



Case Nature Home Page.

Reset Button will be used to clear applied filter.

Clicking on search button we can search records on basis of above text boxes.

Clicking on add more we will redirect to create page (refer next figure).

Existing Records.

For sorting records ascending & Descending order.

Here we can perform different operation as View/Edit/Delete.

Pagination

Case Nature Name	Status	Action
ABC 1	Active	View Edit Delete
Arvind kashyap	Inactive	View Edit Delete
Case nature 11	Active	View Edit Delete
Case nature Test 12	Inactive	View Edit Delete
Court Case112	Inactive	View Edit Delete
Court Case113	Inactive	View Edit Delete
Te	Inactive	View Edit Delete
test	Inactive	View Edit Delete
test 1	Inactive	View Edit Delete

Add More Page- Here, we can add new records by entering data into the given fields.

clicking on create button we will save records & redirect to home Page.

Clicking on Back Button, we will redirect to home page of the same module.

Here we choose record status as Active /Inactive.

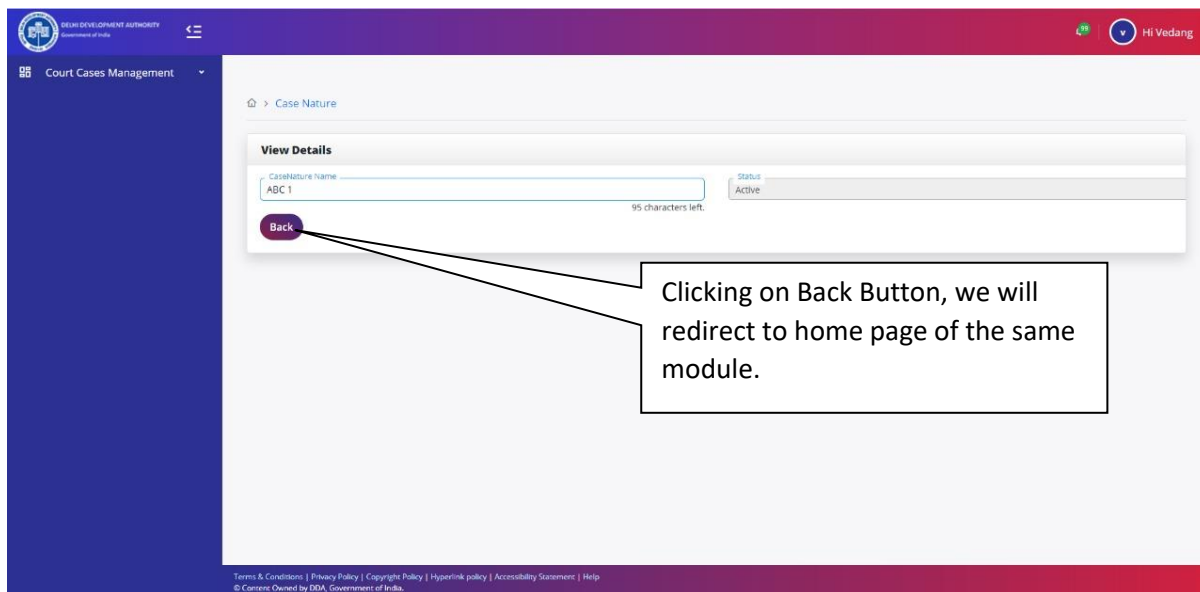
Add Details

CaseNature Name 30 characters left

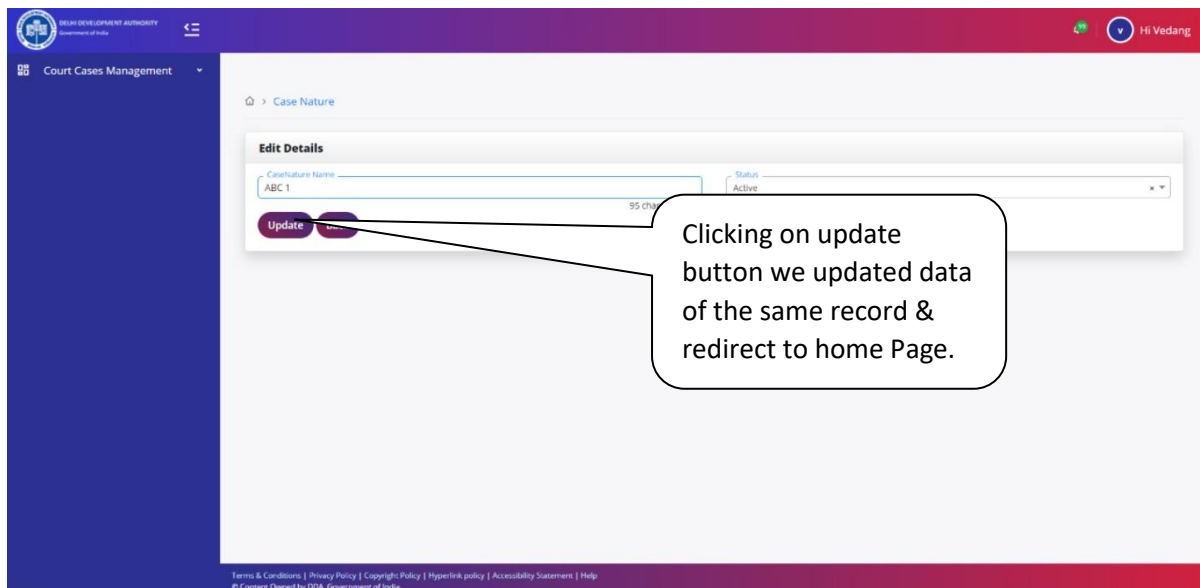
Status

Create Back

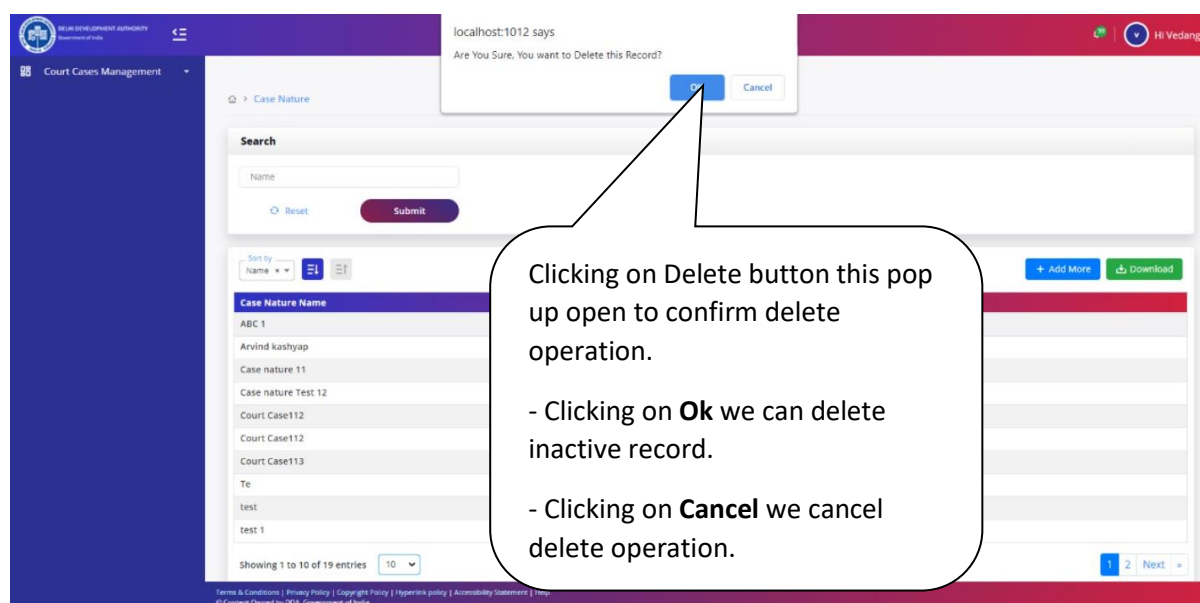
View Page – Clicking on View button at home page under operation column, we will redirect to view page. Here we can read and verify the data.



Edit Page- Clicking on Edit button at home page under operation column, we will redirect to edit page. Here we can modify the data related to that particular record.

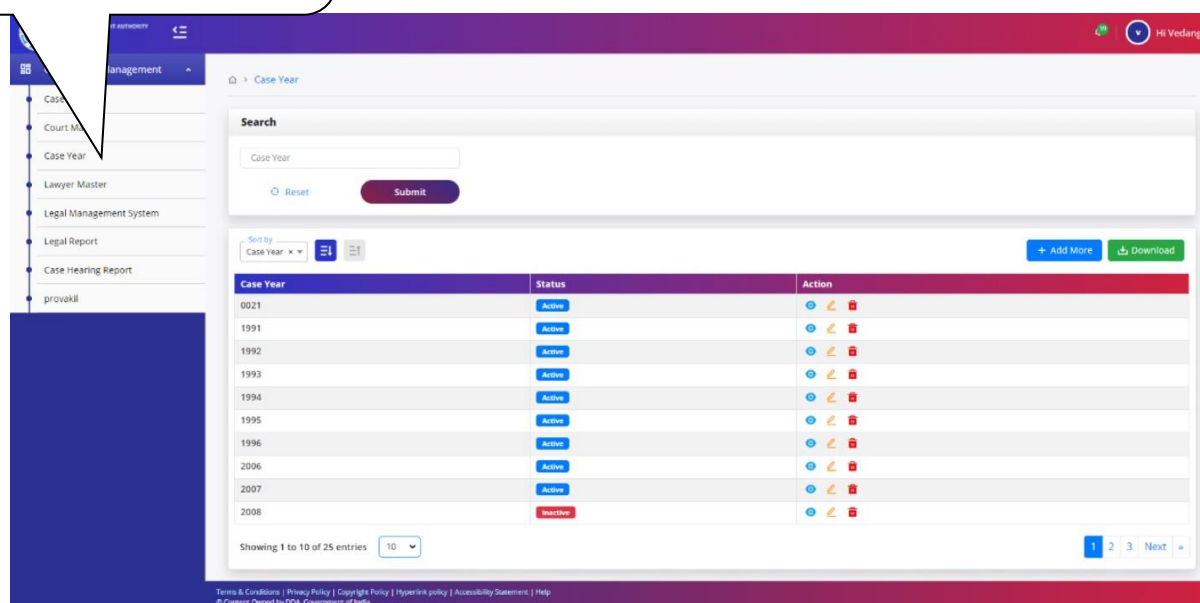


Delete Operation- Clicking on Delete button at home page under operation column a pop up will open to confirm the delete operation, we can delete (inactive) record of the module.



Case Year

On Clicking Case year, we will be redirected to Home page of Case year. Refer Next Figure.



Case Year Home Page.

Reset Button will be used to clear applied filter.

Clicking on Submit button we can search records on the basis of above text box.

Clicking on add more we will redirect to create page (refer next figure).

Existing Records.

For sorting records ascending & Descending order.

Here we can perform different operation as View/Edit/Delete.

Pagination

The screenshot shows the 'Case Year' home page. It features a search bar with a 'Reset' button and a 'Submit' button. Below the search bar is a table with columns 'Case Year', 'Status', and 'Action'. The table lists years from 0021 to 2008. The 'Status' column shows 'Active' for each year. The 'Action' column contains icons for view, edit, and delete. A 'Pagination' bar at the bottom indicates 'Showing 1 to 10 of 25 entries'. A sidebar on the left contains a menu with items like 'Case Year', 'Lawyer Master', 'Legal Management System', 'Legal Report', 'Case Hearing Report', and 'provakill'. A top navigation bar includes a user profile icon and the name 'Hi Vedang'.

Add More Page- Here, we can add new records by entering data into the given fields.

Here we fill Case year.

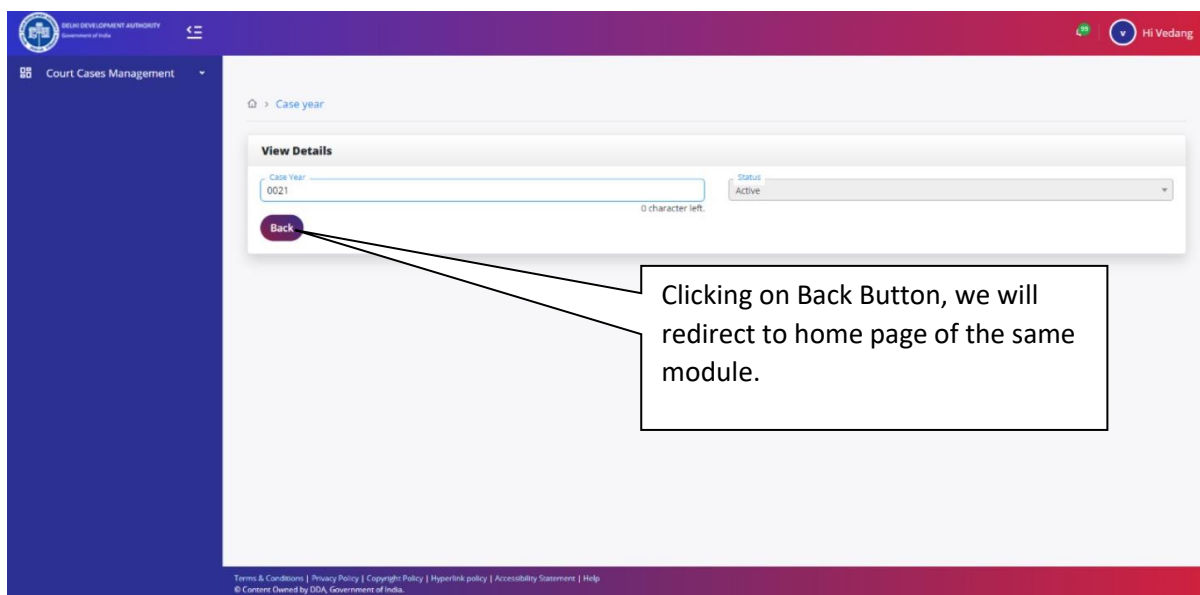
clicking on create button we will save records & redirect to home Page.

Clicking on Back Button, we will redirect to home page of the same module.

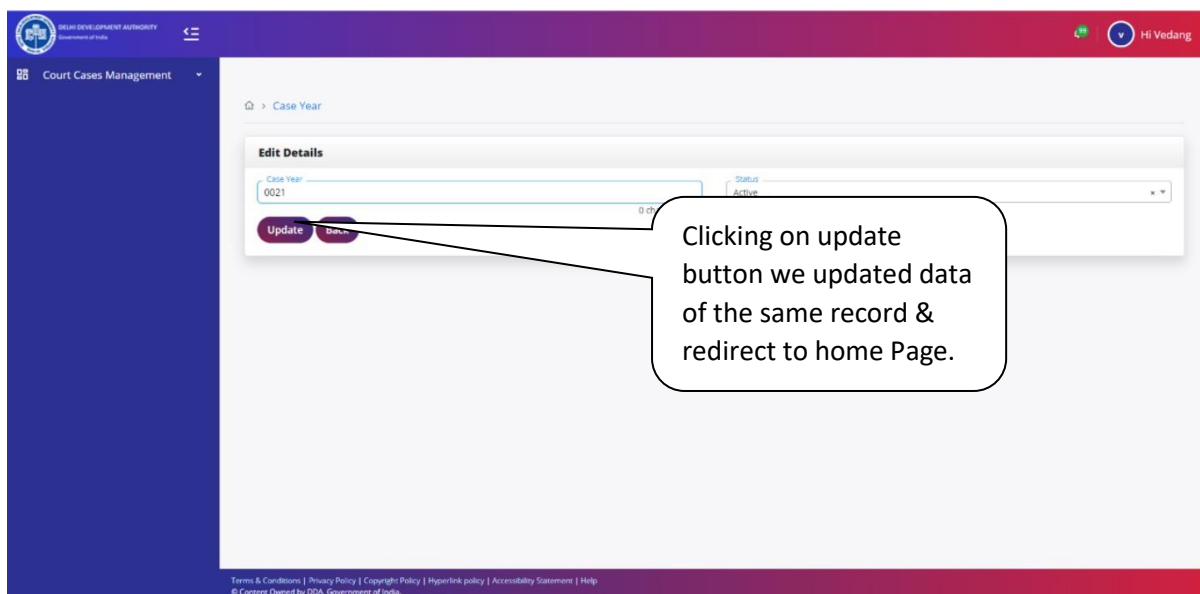
Here we choose record status as Active /Inactive.

The screenshot shows the 'Add Details' form for the 'Case Year' module. It has a text input field for 'Case Year' and a dropdown menu for 'Status'. Below the form are 'Create' and 'Back' buttons. The 'Status' dropdown is currently set to 'Active'. The 'Create' button is highlighted. The 'Back' button is also visible. The sidebar and top navigation bar are consistent with the previous screenshot.

View Page – Clicking on View button at home page under operation column, we will redirect to view page. Here we can read and verify the data.



Edit Page- Clicking on Edit button at home page under operation column, we will redirect to edit page. Here we can modify the data related to that particular record.



Delete Operation- Clicking on Delete button at home page under operation column a pop up will open to confirm the delete operation, we can delete (inactive) record of the module.

The screenshot shows the 'Court Cases Management' interface. A pop-up window is displayed with the text: 'Are You Sure, You want to Delete this Record?'. It has 'OK' and 'Cancel' buttons. A speech bubble points to the 'Delete' button in the table, stating: 'Clicking on Delete button this pop up open to confirm delete operation.' Below the speech bubble, it says: '- Clicking on **Ok** we can delete inactive record.' and '- Clicking on **Cancel** we cancel delete operation.'

Case Year	Status
0021	Active
1991	Active
1992	Active
1993	Active
1994	Active
1995	Active
1996	Active
2006	Active
2007	Active

Lawyer Master

On Clicking Lawyer Master, we will be redirected to Home page of Lawyer Master. Refer Next Figure.

The screenshot shows the 'Lawyer Master' interface. It includes a search bar with 'Layer Name' and 'Court Name' fields, and 'Reset' and 'Submit' buttons. Below the search bar is a table with the following data:

Lawyer Type	Court Name	Lawyer Name	PhoneNo	Chamber Address	CourtPhoneNo	Valid From	Valid To	Status	Action
Supreme Court Lawyer	Supreme Court	Lakshay	9897414741	Barrage Colony	9639388741	01-10-2020 00:00:00	30-10-2020 00:00:00	Active	
High Court Lawyer	High Court	Renu	9897414741	Barrage Colony	9639388741	03-11-2020 00:00:00	30-12-2020 00:00:00	Active	
Supreme Court Lawyer	Supreme Court	Lakshay	9897414741	Barrage Colony	9639388741	01-10-2020 00:00:00	30-10-2020 00:00:00	Active	
High Court Lawyer	Supreme Court	TEST	3232324343	DELHI KARKARDOOMA	9834092843	14-04-2021 00:00:00	28-04-2021 00:00:00	Active	

Showing 1 to 4 of 4 entries

Lawyer Master Home Page.

Reset Button will be used to clear applied filter.

Existing Records.

Pagination

For sorting records ascending & Descending order.

Clicking on add more we will redirect to create page (refer next figure).

Here we can perform different operation as View/Edit/Delete.

The screenshot shows the 'Lawyer Master' page with a search bar, a table of existing records, and buttons for adding more records and downloading. The table has columns for Lawyer Type, Court Name, Lawyer Name, PhoneNo, Chamber Address, CourtPhoneNo, Valid From, Valid To, Status, and Action. The table shows 4 entries, with pagination set to 10 per page.

Add More Page- Here, we can add new records by entering data into the given fields.

Here we choose record status as Active /Inactive.

clicking on create button we will save records & redirect to home Page

Clicking On Back button, we will redirect to Home without saving any records.

The screenshot shows the 'Add Details' form for a new lawyer record. It includes fields for Lawyer Type, Court Name, Lawyer Name, Chamber Address, Court Phone No, Residential Address, Valid From, Valid To, and Status. There are 'Create' and 'Back' buttons at the bottom. The form also includes character counts for text fields.

View Page – Clicking on View button at home page under operation column, we will redirect to view page. Here we can read and verify the data.

The screenshot shows the 'View Details' page for a Lawyer Master record. The form contains the following fields:

- Lawyer Type: Supreme Court Lawyer
- Court Name: Supreme Court
- Court Phone No: 9639388741
- Residential Address: Barrage Colony
- Valid Form: 01-10-2020
- Status: Active
- Lawyer Name: Lakshay
- Chamber Address: Barrage Colony
- Pan No: 1313141414
- Phone No: 9897414741

A callout box points to the 'Back' button, stating: "Clicking on Back Button, we will redirect to home page of the same module."

Edit Page- Clicking on Edit button at home page under operation column, we will redirect to edit page. Here we can modify the data related to that particular record.

The screenshot shows the 'Edit Details' page for a Lawyer Master record. The form contains the following fields:

- Lawyer Type: Supreme Court Lawyer
- Court Name: Supreme Court
- Court Phone No: 9639388741
- Residential Address: Barrage Colony
- Valid Form: 01-10-2020
- Status: Active
- Lawyer Name: Lakshay
- Chamber Address: Barrage Colony
- Pan No: 1313141414
- Phone No: 9897414741

A callout box points to the 'Update' button, stating: "Clicking on update button we updated data of the same record & redirect to home Page."

Delete Operation- Clicking on Delete button at home page under operation column a pop up will open to confirm the delete operation, we can delete (inactive) record of the module.

Clicking on Delete button this pop up open to confirm delete operation.

- Clicking on **Ok** we can delete inactive record.
- Clicking on **Cancel** we cancel delete operation.

Legal Management System:

On Clicking Legal Management System, we will be redirected to Home page of Legal Management System. Refer Next Figure.

File No	LM File No	Court Case No	Case Status	Court Name	Case Title	Next Hearing Date	Judgement	Status	Action
F.12(1707)2000/HC/LEGAL		1763/2000	Writ	High Court	The Villagers Of Peera Garhi Vs Uoi & Ors.	-	No	Active	Edit Delete
F.12(460)2001/HC/LEGAL		3612/2001	Writ	High Court	Jyotsna Kashyap Vs Lt. Governor	-	No	Active	Edit Delete
F.12(610)2000/HC/LEGAL		6577/2000	Writ	High Court	Palm	-	No	Active	Edit Delete

Legal Management Home Page.

The screenshot shows the 'Legal Management System' interface. It includes a search bar with fields for File No, Court No, Court Case No, Case Status, Court Name, and Case Title. A 'Reset' button is located below the search fields. A 'Submit' button is also present. Below the search bar is a table of existing records. The table has columns: File No, M File No, Court Case No, Case Status, Court Name, Case Title, Next Hearing Date, Judgement, Status, and Action. The first row shows a case with File No F.12(1707)2000/HC/LEGAL, Court Case No 1763/2000, Case Status Writ, Court Name High Court, Case Title The Villagers Of Peera Garhi Vs Uoi & Ors., Next Hearing Date -, Judgement No, Status Active, and an Action button. Below the table is a pagination bar. Callouts explain the following features:

- Reset Button** will be used to clear applied filter.
- Clicking on **Submit** button we can search records on the basis of above text box.
- Clicking on **add more** we will redirect to create page (refer next figure).
- Existing Records.**
- Pagination**
- For sorting records ascending & Descending order.
- Here we can perform different operation as View/Edit/Delete.

Bulk Upload:

The screenshot shows the 'Bulk Upload' page. It includes a 'Bulk Upload' section with a 'Upload CSV File' button and a 'Download CSV Format' button. Below the upload button are 'Submit' and 'Back' buttons. Callouts explain the following features:

- Clicking on this button, we will download CSV format in excel sheet.
- Here, we can Upload CSV File
- Clicking on submit we save records. And redirect to home page.
- Clicking on back button, we will redirect to Home without saving any records.

Add More Page- Here, we can add new records by entering data into the given fields.

Clicking on Submit button we can search records on the basis of above text box.

Clicking on Back Button, we will redirect to home page of the same module.

Here we choose record status as Active /Inactive.

View Page – Clicking on View button at home page under operation column, we will redirect to view page. Here we can read and verify the data.

Clicking on Back Button, we will redirect to home page of the same module.

Edit Page- Clicking on Edit button at home page under operation column, we will redirect to edit page. Here we can modify the data related to that particular record.

The screenshot shows the 'Edit Page' for a case in the 'Court Cases Management' system. The form includes fields for Case Status (Writ), Zone (Select), Acquired Village (BAKOLI), Case Type (24(2) Case, Other), Panel Lawyer, Judgement (No), Remarks, Status (Active), and Document (if any). A callout box highlights the 'Update' button, indicating that clicking it will update the data and redirect to the home page.

Delete Operation- Clicking on Delete button at home page under operation column a pop up will open to confirm the delete operation, we can delete (inactive) record of the module.

The screenshot shows the 'Delete Operation' in the 'Court Cases Management' system. A modal dialog box asks for confirmation to delete a record. A callout box explains that clicking the 'Delete' button opens this pop-up, and clicking 'Ok' will delete the inactive record, while clicking 'Cancel' will cancel the operation.

File No	Court Case No	COC	Zone	Village	Active	Inactive	Operation
123	123	No	CE(PROJECT)				
1234	cc1234	No	LM/SOUTH				
124	124cc	No	CE(PROJECT)		No	No	Active
13	ccc 13	No	LM/SOUTH		No	No	Inactive
13	ccc 13	No	LM/SOUTH		No	No	Inactive
23	cc23	No	LM/WEST		No	No	Inactive
90014	890	Yes	DWARKA	Ashoka Nagar, Faizroad, Naiwala	No	No	Active

Case Hearing Report

On Clicking Case Hearing Report, we will be redirected to Home page of Case Hearing Report. Refer Next Figure.

Case Hearing Report Home Page.

Legal Report

On Clicking Legal Report, we will be redirected to Home page of Legal Report. Refer Next Figure.

Legal Report Home Page. The page displays a sidebar with 'Legal Report' selected. The main content area shows a 'Details' section with various filters and a table of existing records.

Legal File No	Case No	Case Title	Subject	Hearing Date	Next Date of Hearing(NDOH)	Contempt of Court	Court Type	Case Status
HC/LM(27395)17/L	316/2017	Shri Sat Pal And Ors Vs Uoi And Ors		18-Apr-2022	18-Aug-2022		High Court	Writ

Legal Report Home Page.

Clicking on generate button we can generate records on basis of above text boxes.

Existing Records.

Pagination

For sorting records ascending & Descending order.

Provakil

On Clicking Provakil we will be redirected to Home page of Provakil. Provakil page will be displayed.

