REPORT

ON

ONLINE COPY ROOM SOFTWARE

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INTRODUCTION

Online Copy Room Software is a web-based application that aims to avail certified copies issued by the High Court of Sikkim to the applicant in physical mode as well as online means (E-Mail). The idea of developing Online Copy Room Software was to bring speed and efficiency in obtaining certified copies in the High Court of Sikkim. The highlighted features of Online Copy Room Software are as follows:

- **Portability**: Online Copy Room Software can be accessed across the globe and is compatible with mobile as well as desktop/laptop.

- **Track Application Status:** Online Copy Room Software allows Applicants to track the status of the application. Applicants will also receive a message on his end when the certified copy is ready.

- **Issue Certified Copies:** Online Copy Room Software allows Applicants to choose the means they can get certified copies. They can avail certified copies via online means i.e. email or they can collect it physically from the issuing authority.

- **Automated Cost Calculation:** Online Copy Room Software has the capability to calculate the pages of orders and judgements and based on the number of pages as well as the method by which the applicant wants to obtain certified copy, the cost will be calculated.

- **Payment Modes:** Online Copy Room Software provides two payment modes, physical and online mode. Applicants can pay either via online mode of payment or via physical mode of payment.

- **Security:** Online Copy Room Software provides certified copy by online means. To prevent any kind of tampering, certified copies issued online will have a digital signature and a Quick Response (QR) code that will help in enabling authenticity of the certified copies

STEPS TO USE ONLINE COPY ROOM SOFTWARE

To use the Online Copy Room Software, login is a must. Hence, there are 2 roles that exist and are applicant and admin. Each role has their own sets of instructions on how to use Online Copy Room Software.

1. **Applicant:** Applicant is a role given to both advocate as well as party-in-person. The main role of an applicant is to apply for the certified copy. There are some steps the Applicants need to follow to use Online Copy Room Software:

❖ **Step 1:** Applicants needed to be registered in order to use Online Copy Room Software. Applicants who are advocates need not to register as his details are fetched from Case Information System (CIS) database. Applicants who are Party in Person need to register himself in Online Copy Room Software. Also, a party in person must upload their photo as well as ID Proof in order for admin to verify the applicants.

❖ **Step 2:** Once the applicant is registered, the applicant can login and apply for the certified copy.

❖ **Step 3:** Applicants can select the relevant case using Case Type, Case Number and Case Year as the parameter. After entering the parameters, the applicant will be displayed with the relevant orders and judgements for the case and the applicant can select the orders/judgements.

❖ **Step 4:** Once the applicant selects the orders/judgements, the pages will be calculated and the applicant will have to choose a method to get certified copies. The applicant will have either online means i.e. email and physical means. Based upon the method chosen by the applicant, the cost will be calculated and the applicant can pay either by online payment method or physical payment method. On choosing the online payment method, the applicant needs to submit a receipt as proof that payment has been made.

❖ **Step 5:** After the payment is done, the applicant will be issued with an Application ID that can be used to track the application status.

2. **Admin:** Admin is a role given to the person who will be responsible to verify the request of the applicant and issue certified copies. There are some steps the Admin needs to follow to use Online Copy Room Software:

❖ **Step 1:** When the applicant submits the request, the admin checks and verifies by his ID proof and payment details whether to issue the certified copy to the applicant.

❖ **Step 2:** Once admin verifies the applicant's request, admin then prepares a certified copy of the relevant case. If the applicant has applied for the physical copy, then the admin prepares a physical copy of the requested certified copies so that it can be collected from the counter. If the applicant has applied for the e-copy, then the admin with the concerned authority's digital signature digitally signs the PDF of certified copies and uploads it against the specific orders and judgements. While uploading the certified copy(s), a Quick Response (QR) code will be generated and will be attached to the certified copy so as to provide authenticity to the certified copy(s).

❖ **Step 3:** After the admin prepares/uploads certified copy(s), then the admin checks whether the payment has been made. If the payment made is in online mode, then the applicant must have attached a copy of the payment and the admin verifies the payment. If the payment made is in offline mode, the admin checks whether the applicant has made the payment and verifies.

❖ **Step 4:** Once the payment is verified, the admin approves the application and a confirmation message will be sent to the registered mobile number of the applicant. If the applicant applied for the e-certified copy(s), then the applicant will receive the e-certified copy(s) in their emails along with the acknowledgement receipt.