**Page 1 – Sign In**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts | Sign In  For the Registered Users  Username (Registered Mobile Number)  Password  Forgot Password  **Sign In Button**  Not Registered yet? Sign Up now  Terms of uses  Data Privacy  How to use this portal? |

**Page 2 – Registration**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Registration for Delhi Courts Online Services  Register as :  Individual | Advocate  Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ID Proof \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BAR ID \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BAR Registration Number \_\_\_\_\_\_\_\_\_\_\_\_  (BAR registration number and ID in case of Advocate only)  Submit Button |

**Page 3 – OTP**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Registration for Delhi Courts Online Services  Registering as : Advocate  Submit OTP received on your mobile number 88\*\*\*\*\*\*84  OTP \_\_\_\_\_\_\_\_\_\_\_\_\_  Submit Button  Cancel Registration  Please Note, your registration shall be activated only after Two working days.  The registration process is a one time exercise. |

**Page 4 – Set Password**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Registration for Delhi Courts Online Services  Registering as : Advocate  Set New Password  Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repeat Password \_\_\_\_\_\_\_\_\_\_\_\_\_  Submit Button  Cancel Registration  Please Note, your registration shall be activated only after Two working days.  The registration process is only one time exercise. |

**Page 5 – Registration Success**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Registration for Delhi Courts Online Services  Congratulations! You are successfully registered as : Advocate  Name : Amit Kumar  Mobile : 88\*\*\*\*\*\*84  Email : am\*\*\*\*\*\*\*\*\*mail.com  Please Note, after successful registration, your login shall be activated only after Two working days.  The registration process is only one time exercise. |

**Page 6 – Forgot Password**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Forgot Password  Please provide your registered mobile number on Delhi District Courts online portal  Mobile Number \_\_\_\_\_\_\_\_\_\_\_\_\_  Submit Button  Cancel  Go to Login |

**Page 7 – Forgot Password - OTP**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Forgot Password  Please submit OTP received on your mobile number 88\*\*\*\*\*\*84  OTP \_\_\_\_\_\_\_\_\_\_\_\_\_  Submit Button  Cancel  OTP not received? Resend OTP after 60 seconds |

**Page 8 – Forgot Password : Set Password**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Forgot Password  OTP verified  Set New Password  Password \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Repeat Password \_\_\_\_\_\_\_\_\_\_\_\_\_  Submit Button  Cancel |

**Page 9 – Forgot Password : Password Reset Success**

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| Graphic  **Delhi District Courts**  This is an integrated portal for all the online services offered at Delhi District Courts. As of now Certified Copy Application can be submitted online only for Disposed Cases having a CNR Number. In future whenever a new service is offered online, it shall be available through this portal.  Copyright remains with Delhi District Courts  Terms of uses  Data Privacy | Forgot Password  Password has been reset successfully.  Login Now. |

**Page 10 – User Management (Verify / Reject)**

|  |  |
| --- | --- |
| Certified Copy  Certified Copy Admin | Admin (Copying Agency)  User Management  **Pending for Verification** | Verified | Rejected  Name | Mobile | Email | ID Proof | Bar ID | Bar Number | Action  Abc | 8860085584 | amitk.tis@gmail.com| | | DBA/52145/2018 |  User Type – Individual/Advocate, Date of Submission  = ID proof small icon expandable to original submitted size  = BAR ID small icon expandable to original submitted size  = Action Button having options – Verify, Reject, User details  On click of Reject a box will appear with reason for rejection. |

**Page 11 – User Management (Rejection to Verified)**

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| --- | --- |
| Certified Copy  Certified Copy Admin | Admin (Copying Agency)  User Management  Pending for Verification | Verified | **Rejected**  Name | Mobile | Email | ID Proof | Bar ID | Bar Number | Action  Abc | 8860085584 | amitk.tis@gmail.com| | | DBA/52145/2018 |  User Type – Individual/Advocate, Date of Submission  = ID proof small icon expandable to original submitted size  = BAR ID small icon expandable to original submitted size  = Action Button having options – Verify Now, User details  On click of Verify Now, a box will appear with reason for Verification and an OTP will be sent to the administrator, after submitting OTP user will be verified. |

**Page 12 – User Management (User Details)**

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| Certified Copy  Certified Copy Admin | Admin (Copying Agency)  User Management : User Details  Name –  Mobile –  Email –  ID Proof –  BAR ID –  BAR Number –  Registration Date and Time –  Current Status – **User Verified**  **Timeline**  02.05.2023 (10.11 PM) – Applied for Registration  03.05.2023 (10.32 AM) – User Rejected by **Amit Kumar** with remarks “ID Proof not legible”  05.05.2023 (02.14 PM) – User reconsidered and verified by **Amit Kumar**  12.06.2023 (11.20 AM) – Profile Updated by **Amit Kumar (View old profile)**  **REJECT**  **VERIFY** |

**Page 13 – User Profile Update**

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| Certified Copy Admin | Admin (Copying Agency)  User Management : User Profile Update  Name – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Mobile – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Email – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  ID Proof – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BAR ID – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  BAR Number – \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Browse  Upload Noting/Order to update profile -  **SUBMIT**  OTP - \_\_\_\_\_\_\_\_\_  **SUBMIT** |

**Page 14 – DDC Services Users Dashboard**

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| My Cases  Certified Copy  E-Inspection  RTI | Welcome to Delhi District Courts  Active Service  One (01) Certified Copy application pending  C:\Users\amitk\Desktop\metronic_v8.1.7\copy_web\demo1\dist\assets\media\auth\LogoDelhiCourts.png |

**Page 15 – DDC Services Users Dashboard**

|  |  |  |
| --- | --- | --- |
| My Cases  **Certified Copy**  E-Inspection  RTI | CERTIFIED COPY   |  | | --- | | X  Please note:  Through this online module, certified copies can be applied in any Court Complex / District at Delhi through CNR number in Disposed cases only, and a fixed fee of Rs. 100 shall be charged online, which will be settled at the time of delivery of copy. If prompted, the additional amount may be required to be deposited in the Certified Copy Filing counter physically and the copies shall be supplied physically at the respective court complex as well.  Updates on status of copy shall be made in this login, you must check the same and receive the copy within 30 days of its preparation, otherwise the copies shall be destroyed and the entire fee shall be forfeited. |   **Active** | Prepared but Undelivered | Completed | Rejected  **CNR | Title | Applied on | Status**  DLCT1C0005622019 | ABC Vs. XYZ | 12.05.23 | Prepared  DLCT1C0005622019 | ABC Vs. XYZ | 12.05.23 | Applied  DLCT1C0005622019 | ABC Vs. XYZ | 12.05.23 | Applied  DLCT1C0005622019 | ABC Vs. XYZ | 12.05.23 | Marked |