

**OFFICE OF THE PR. DIST. & SESSIONS JUDGE
UDHAMPUR**

CIRCULAR

No. 184-92/PDSJU.

Dated:- 21-04-2017.

Data entry of cases is an important component of e-courts project on which depends the host of services to the litigant public, delivery of which is the ultimate objective of the e- courts project. In order to ensure the correct and complete data entry of cases in CIS software in District Court Udhampur it is hereby ordered that all advocates and concerned clerks shall henceforth strictly follow the procedure mentioned here under for filing new cases.

(A) Filing of new cases:

All Advocates / Prosecution wing are directed to approach the Computer Section in the first instance for filing new cases and get the computer filing number for the case.

(B) Allocation of Cases:

Civil Cases

The concerned clerk of District Court is directed to get the cases registered in the concerned register and allocate the case in CIS software to the court as directed by Principal District Judge.

Criminal Challans

The concerned clerk of CJM Court is directed to get the cases registered in the concerned register and allocate the case to the court in CIS software as directed by Chief Judicial Magistrate.

Special Challans

The concerned clerk of Principal Sessions Court is directed to get the cases registered in the concerned register and allocate the case in CIS software to the court as directed by Principal Sessions Judge.

(C) Scrutiny:

The concerned clerk of the court to which the case has been allocated is directed to perform the scrutiny on the case in CIS S/W.

(D) Registration:

The concerned clerk of the court is directed to get the case registered in CIS S/W and in the concerned register also and note down the computer registration number on the file.

ESM
PR. DIST. & SESSIONS JUDGE
Principal Distt. & Sessions Judge
UDHAMPUR 21-4-2017

No. 184-92/PDSM.

Dated:- 21-04-2017.

Copy to:-

1. Additonal District & Sessions Judge Udhampur.
2. Chief Judicial Magistrate Court Udhampur .
3. Special Mobile Magistrate (under 13th F.C) Udhampur.
4. Munsiff JMIC Udhampur
5. Additional Special Mobile Magistrate (under 13th F.C) Udhampur.
6. District JudicialMobile Magistrate (Traffic) Udhampur.
7. President Bar Association Udhampur.
- for information and compliance.
8. Notice Board.
9. Office Record File.

ESM
PR. DIST. & SESSIONS JUDGE
Principal Distt. & Sessions Judge
UDHAMPUR

O/C
By. officer
ESM