STEP - I: (FILING CASES IN THE CIS SOFTWARE)

DATA ENTRY OF FRESH CASES (CIVIL CASE FILING)

Civil Case Filing (Add):

[Civil Case Filing → Civil Stamp Case Filing → Add]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Civil Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Add** sub-menu and fill the format which appears in the side window with respect to the case details and click the **Submit** icon. The filed case will be added successfully. The generated SR number and Case code for the filed case will be displayed in the window.

Civil Case Filing (Modify):

[Civil Case Filing → Civil Stamp Case Filing → Modify]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Civil Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Modify** sub-menu and fill the format which appears in the side window with respect to the registration details of the case which has to be modify and click the **Submit** icon.

Civil Case Filing (Delete):

[Civil Case Filing → Civil Stamp Case Filing → Delete]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Civil Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Delete** sub-menu and fill the format which appears in the side window with respect to the registration details of the case which has to be deleted. Click the **Delete** radio button and click the **Submit** icon. The Case will be deleted successfully.

Civil Case Filing (Acknowledgement):

[Civil Case Filing → Civil Stamp Case Filing → Acknowledgement Civil]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Civil Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Acknowledgement Civil** sub-menu and fill the format which appears in the side window with respect to the registration details of the case for which the receipt has to be generated and click the icon **Go.** The receipt will be generated successfully.

DATA ENTRY OF FRESH CASES (CRIMINAL CASE FILING)

Criminal Case Filing (Add):

[Criminal Case Filing → Criminal Stamp Case Filing → Add]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Criminal Case Filing** menu, which is available in the list of menu bar.
3. Click the **Add** sub-menu and fill the format which appears in the side window with respect to the case details.

Criminal Case Filing (Modify):

[Criminal Case Filing → Criminal Stamp Case Filing → Modify]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Criminal Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Modify** sub-menu and fill the format which appears in the side window with respect to the registration details of the case which has to be modify.

Criminal Case Filing (Delete):

[Criminal Case Filing → Criminal Stamp Case Filing → Delete]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Criminal Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Delete** sub-menu and fill the format which appears in the side window with respect to the registration details of the case which has to be deleted. Click the **Delete** radio button and click the **Submit** icon. The Case will be deleted successfully.

Criminal Case Filing (Acknowledgement):

[Criminal Case Filing → Criminal Stamp Case Filing → Acknowledgement Civil]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Criminal Stamp Case Filing** menu, which is available in the list of menu bar.
3. Click the **Acknowledgement Civil** sub-menu and fill the format which appears in the side window with respect to the registration details of the case for which the receipt has to be generated and click the icon **Go.** The receipt will be generated successfully.

STEP - II: (REGISTRATION OF FILED CASES IN THE CIS SOFTWARE)

REGISTRATION

Case Scrutiny:

[Registration → Case Scrutiny]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Registration** menu, which is available in the list of menu bar.

3. Click the **Case Scrutiny** sub-menu and select the filed case details from the **SR or CFR or DDR No.** drop down box. As soon as selecting the number, the details of the parties who are involved in the case will be filled automatically.

4. Select the **Objection Compliance Date** from the calendar table and scrutinize the case.

5. If there is any reason is suitable for objecting the case from the available Objection types, then select the click the radio button **Yes** in the respective **Objection type**.

6. Instead of the available Objection types, if there is any other reasons to object the case, then mention that objection reason in the **Other Objection** text box.

7. If there is any objection selected in the Objection type radio button or any objection mentioned in the Other objection box, then provide the date on which the relevant document to be submitted for registering the case in the **Doc. Return Date** calendar table and click **Submit.**

8. If there is no objection, then check the **Forward – for Registration** check box and click **Submit**.

(** If there is no objection during the scrutiny, then as soon as providing the Objection Compliance Date, just check the Forward – for Registration check box and click Submit.)

Case Rejection:

[Registration → Case Rejection]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Registration** menu, which is available in the list of menu bar.

3. Click the **Case Rejection** sub-menu and select the filed case details from the **Case** drop down box. As soon as selecting the number, the details of the parties who are involved in the case and the objection date will be filled automatically.

4. Select the **Rejection Date** from the calendar table.

5. Provide the **Serial number** of the case and the **Reason for Rejection** in the respective text box and click **Submit**.

Case Registration:

[Registration → Case Registration]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Registration** menu, which is available in the list of menu bar.

3. Click the **Case Registration** sub-menu and select the SR number from the **SR Number** drop down box. As soon as selecting the number, the details of the parties and the case details will be filled automatically.

4. Now fill the required fields and mention the first listing date of the case in the **Listing Date** Calendar table and select the listing purpose from the **Purpose of Listing** drop down box and click **Submit.**

CASE ALLOCATION:

Allocation of Case:

[Case Allocation → Allocation of Case]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Allocation** menu, which is available in the list of menu bar.

3. Click the **Allocation of Case** sub-menu and select the **Case Type** from the drop down box and provide the Registration number and year in the text box and click **Go**. As soon as clicking, the details of the parties and the case allocated date will be filled automatically.

4. Now mention the listing purpose in the **Purpose** drop down box and provide the first hearing date in the **Next Date** calendar table.

5. Click the Radio button with respect to the **designation of the judicial officer** in the court to which the case has to be allocated for hearing and click **Submit**.

Bulk Allocation:

[Case Allocation → Allocation of Case → Bulk Allocation]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Allocation** menu, which is available in the list of menu bar.

3. Click the **Allocation of Case** sub-menu.

4. Click the **Bulk Allocation** sub-menu and select the court to which the case has to be allocated from the **To Court No**. drop down box.

5. Click the check box with respect to the case number of the case which has to be allocated to the selected court and click **Submit**.

STEP - III: (INCLUDING ADDITONAL DETAILS OF THE CASE IN THE CIS SOFTWARE)

LITIGANT UPDATIONS

Extra Party (Add):

[Litigant Updations → Extra Party → Add]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Litigant Updations** menu, which is available in the list of menu bar.
3. Click the **Extra Party** sub-menu.
4. Click the **Add** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be filled automatically.
5. Provide the additional party details in the text box and click **Submit**.

Extra Party (Modify):

[Litigant Updations → Extra Party → Modify]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Litigant Updations** menu, which is available in the list of menu bar.
3. Click the **Extra Party** sub-menu.
4. Click the **Modify** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be filled automatically.
5. Modify the additional party details in the text box and click **Submit**.

Extra Party (Delete):

[Litigant Updations → Extra Party → Delete]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Litigant Updations** menu, which is available in the list of menu bar.
3. Click the **Extra Party** sub-menu.
4. Click the **Delete** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be filled automatically.
5. Select the additional party details which has to be deleted from the drop down box and click the **Delete** radio button in the Display and click **Submit**.

Extra Advocate (Add):

[Litigant Updations → Extra Advocate → Add]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Extra Advocate** sub-menu.

4. Click the **Add** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

5. Select the party name to which the advocate name is to be added from the drop down box.

6. Provide the additional advocate details for the selected party in the **Advocate name** text box and click **Submit**.

Extra Advocate (Modify):

[Litigant Updations → Extra Advocate → Modify]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Extra Advocate** sub-menu.

4. Click the **Modify** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

5. Select the party name to which the extra advocate name is to be modified from the drop down box.

6. Select the extra advocate name which has to be modified from the **Old Advocate Name** drop down box and provide the new extra advocate name in the text box and click **Submit**.

Change Advocates:

[Litigant Updations → Change Advocates]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Litigant Updations** menu, which is available in the list of menu bar.
3. Click the **Change Advocates** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.
4. Select the party name to which the advocate name has to changed from the drop down box.
5. Provide the name of the new advocate in the **new advocate name** text box and click **Submit**.

Change Address:

[Litigant Updations → Change Address]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Litigant Updations** menu, which is available in the list of menu bar.
3. Click the **Change Address** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.
4. Select the party name to which the address has to changed from the drop down box.
5. Provide the modified address of the party in the **Address** text box and click **Submit**.

Legal Heir Notification:

[Litigant Updations → Legal Heir → Legal Heir Notification]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Legal Heir** sub-menu.

4. Click the **Legal Heir Notification** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

5. Select the party name from the drop down box and check the **Legal Heir (Yes /No)** check box if the party is having the legal heir and click **Submit**.

6. In case, if the party is not having the Legal Heir, then uncheck the **Legal Heir (Yes/No)** check box and click **Submit**.

Legal Heir Addition:

[Litigant Updations → Legal Heir → Legal Heir Addition]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Legal Heir** sub-menu.

4. Click the **Legal Heir Addition** sub-menu and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

5. Select the party name from the drop down box to which the legal heir details are to be included.

6. Provide the Legal heir details in the text box and click **Submit**.

Guardian / Attorney Info (Add):

[Litigant Updations → Guardian / Attorney Info → Add]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Guardian/ Attorney Info** sub-menu.

4. Click the **Add** sub-menu.

5. Click the Guardian or Attorney radio button in the **Type** and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

6. Select the party name from the drop down box to which the guardian / attorney details are to be included.

7. Provide the Guardian / Attorney details in the text box and click **Submit**.

Guardian / Attorney Info (Modify):

[Litigant Updations → Guardian / Attorney Info → Modify]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Guardian/ Attorney Info** sub-menu.

4. Click the **Modify** sub-menu.

5. Click the Guardian or Attorney radio button in the **Type** and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

6. Select the party name from the drop down box to which the guardian / attorney details are to be modified.

7. Provide the modified Guardian / Attorney details in the text box and click **Submit**.

Guardian / Attorney Info (Delete):

[Litigant Updations → Guardian / Attorney Info → Delete]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Litigant Updations** menu, which is available in the list of menu bar.

3. Click the **Guardian/ Attorney Info** sub-menu.

4. Click the **Delete** sub-menu.

5. Click the Guardian or Attorney radio button in the **Type** and select the Case type from the drop down box and fill the registration number and year in the text box and click **Go**. As soon as clicking the **Go**, the details of the parties who are involved in the case will be listed in the drop down box.

6. Select the party name from the drop down box to which the guardian / attorney details are to be deleted and select **Delete** in the Display radio button and click **Submit**.

STEP - IV: (DAILY CASE PROCEEDINGS)

Hearing Status:

[Case Proceedings → Hearing Status]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Hearing Status** sub-menu and select the Case number from the **Case** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically. Now select the Hearing status radio button such as **Called / In progress /Completed** and Click **Submit.**

4. The Status of the hearing can be updated based on the present hearing status.

Presentee:

[Case Proceedings → Presentee]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click **Presentee**.

4. Select the Case Type / Reg. No /Reg. Year of the case from the drop down box. As soon as selecting the case the parties details will be listed below.

5. If the parties and their advocates are present then just click **Submit**.

6. If in case, one of the party or their advocate is absent or both the parties and their advocates are absent, then uncheck the name box who is absent and click **Submit**.

Daily Proceedings:

[Case Proceedings → Daily Proceedings]

4. Login to the Case Information System (CIS) software with the respective user account.

5. Click the **Case Proceedings** menu, which is available in the list of menu bar.

6. Click the **Daily Proceedings** sub-menu and select the Case number from the **Case** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

7. Select the listing purpose for the next hearing date from the **Purpose of Listing** drop down box and provide the Next hearing date in the **Next Date** calendar table and click Submit.

** While giving the next listing date, the filing user can check whether the time slot and date is free for the particular judicial officer on the particular date for hearing this case.

IA Proceedings:

[Case Proceedings → Daily Proceedings → IA Proceedings]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Daily Proceedings** sub-menu.

4. Click the **IA Proceedings** sub-menu and select the Case Registration number or Case SR number from the **Case** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

5. Select the listing purpose for the next hearing date from the **Purpose** drop down box and provide the Next hearing date in the **Next Date** calendar table and click Submit.

IA SR Proceedings:

[Case Proceedings → Daily Proceedings → IA SR Proceedings]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Daily Proceedings** sub-menu.

4. Click the **IA SR Proceedings** sub-menu and select the Case Registration number or Case SR number from the **Case** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

5. Select the listing purpose for the next hearing date from the **Purpose** drop down box and provide the Next hearing date in the **Next Date** calendar table and click Submit.

Bulk Daily Proceedings:

[Case Proceedings → Daily Proceedings → Bulk Daily Proceedings]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Daily Proceedings** sub-menu.

4. Click the **Bulk Daily Proceedings** sub-menu.

5. Select the listing purpose for each case from the **Purpose of Listing** drop down box and provide the next hearing date in the **Next Date** calendar table and fill the reason for adjourning in the **Proceedings** text box and in the **Reason For Adjournment** drop don box and click Submit.

Recall:

[Case Proceedings → Daily Proceedings → Recall]

4. Login to the Case Information System (CIS) software with the respective user account.

5. Click the **Case Proceedings** menu, which is available in the list of menu bar.

6. Click the **Daily Proceedings** sub-menu.

7. Click the **Recall** sub-menu and select the Case number from the **Case** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case, the purpose of listing, the next hearing date and the time slot will be filled automatically.

8. If there is any change to made in the listing purpose for the next hearing date, then select the modified listing purpose from the **Purpose of Listing** drop down box. Similarly, if there is any change to made in the next hearing date, then provide the modified next hearing date in the **Next Date** calendar table and click Submit.

Disposal of Cases:

[Case Proceedings → Disposal of Cases]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Disposal of Cases** sub-menu and select the Case number from the **Case type / Registration number / Registration year** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

4. Select the disposal reason from the **Nature of Disposal** drop down box and fill the proceeding details.

5. Select the order provided during the disposal from the **Order Passed** drop down box and click **Submit**.

Bulk Disposal of Cases:

[Case Proceedings → Disposal of Cases → Bulk Disposal of Cases]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Disposal of Cases** sub-menu.

4. Click the **Bulk Disposal of Cases** sub-menu.

5. Select the disposal reason for each case from the **Nature of Disposal** drop down box and Click **Submit** for disposing all the cases.

Order Uploading:

[Case Proceedings →Order → Order Uploading]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Order** sub-menu.

4. Click the **Order Uploading** sub-menu and select the Case number from the **Case type / Registration number / Registration year** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

5. Locate the path of the Judgment order which is in the PDF format using the Browse option and upload the located file into the Case Information System (CIS) software by clicking the **Upload** button.

Order Uploading Modify:

[Case Proceedings →Order → Order Uploading]

1. Login to the Case Information System (CIS) software with the respective user account.

2. Click the **Case Proceedings** menu, which is available in the list of menu bar.

3. Click the **Order** sub-menu.

4. Click the **Order Uploading Modify** sub-menu and select the Case number from the **Case type / Registration number / Registration year** drop down box. As soon as selecting the Case number, the details of the parties who are involved in the case will be filled automatically.

5. Locate the path of the Judgment order which has to be replace instead of the old judgment order using the Browse option and upload the located file into the Case Information System (CIS) software by clicking the **Upload** button.

STEP - V: (DAILY CASE PROCEEDINGS REPORTS)

PROCEEDINGS REPORTS

Civil Cause List:

[Proceedings Reports → Civil Cause List]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Proceedings Reports** menu, which is available in the list of menu bar.
3. Click the **Civil Cause List** sub-menu.
4. Click the **Party wise** or **Advocate Wise** radio button in the side window and click **View Report** to generate the report.

Criminal Cause List:

[Proceedings Reports → Criminal Cause List]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Proceedings Reports** menu, which is available in the list of menu bar.
3. Click the **Criminal Cause List** sub-menu.
4. Click the **Party wise** or **Advocate Wise** radio button in the side window and click **View Report** to generate the report.

Police Station Cause List:

[Proceedings Reports → Police Station Cause List]

1. Login to the Case Information System (CIS) software with the respective user account.
2. Click the **Proceedings Reports** menu, which is available in the list of menu bar.
3. Click the **Police Station Cause List** sub-menu.
4. Click the **Party wise** or **Advocate Wise** radio button in the side window and click **View Report** to generate the report.