



### **User Manual**

( Management User )



#### **Management Manual**

# Management Manual eCourt Information Systems (eCourtIS)Project National Informatics Centre, Pune (NIC-SDUPN-eCourtIS-Management)

National Informatics Centre

Department of Electronics and Information Technology

Ministry of Communications and Information Technology

Government of India

## Management Manual eCourtIS Project National Informatics Centre, Pune

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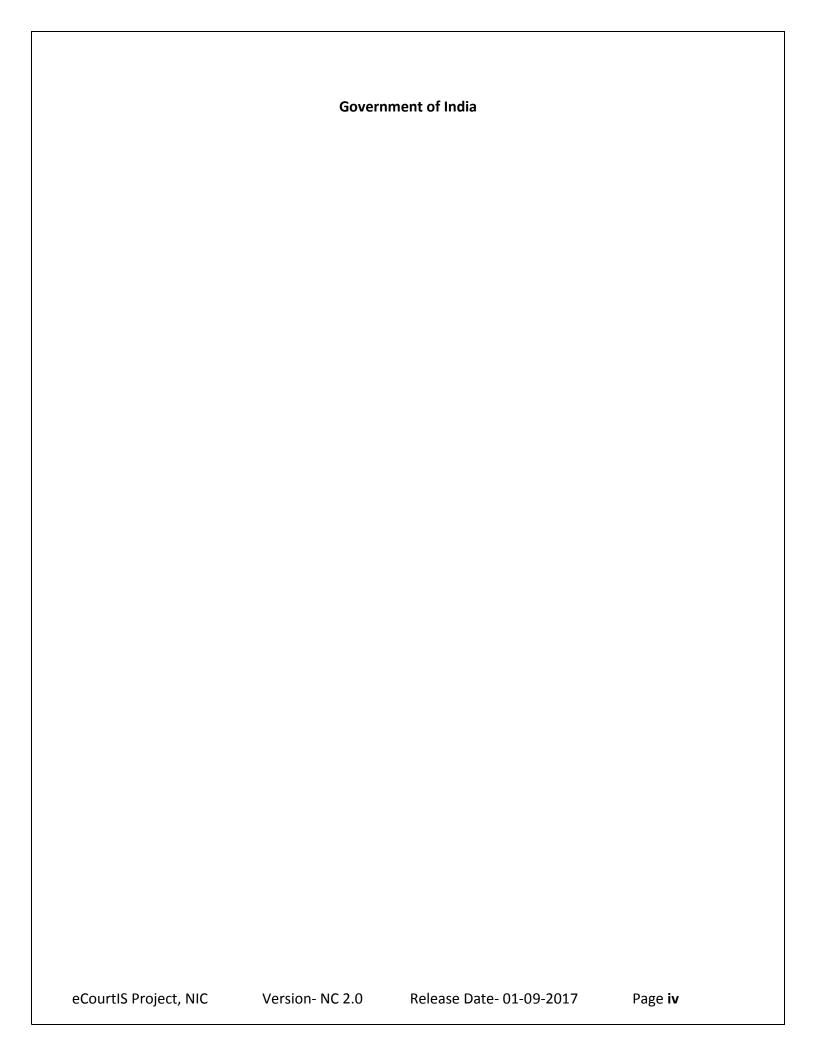
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National Informatics Centre

Department of Electronics and Information Technology

Ministry of Communications and Information Technology



#### **National Informatics Centre**

#### **Management Manual**

**eCourtIS Project** 

#### **Amendment Log**

Version Number	Date	Change Number	Brief Descriptions	Sections Changed

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#### 1. Introduction

National Informatics Centre Software Development Unit (NIC SDU), Pune, has been entrusted with the task of software development of eCourts application for the country. The eCourts is an eCourtIS (eCourt Information System) Software which is currently implemented in all the Establishments (District Courts and Taluka Courts) across India. The application is completely based on Open Source Technology.

#### **1.1.** *Scope*

The scope of this document is to provide assistance to the **Judicial Management** on how to use various tools provided in the ecourts application to monitor the pendency and performance of the courts.

#### 1.1.1. Audience

This target audience for this document is the **Judicial Management**. This manual will guide the **Individual Judges/Establishment Heads/High Court Management** to use **various modules** and reports of the eCourtIS Application.

#### 1.1.2. Purpose of this Document

This document will assist **Judges** to oversee the performance, monitor the pendency and expedite the process of justice delivery of own court or complete establishment. It provides an insight on the various modules and reports provided in the eCourtIS application that help the judges achieve this goal.

#### 1.1.3. Objective of this Document

The main objective of this document is to provide insight on the following modules to enable Judges to monitor the pendency:

- Dashboard
- Today's Cases
- Daily Proceedings
- Disposal Report in the Proceedings Report Section
- Balance Sheet in the DJPMC Section
- Pending Reports (Court Wise, Stage Wise, Nature of Case and Party Wise) in the DJPMC
   Section
- Data Health Card in DJPMC Section
- Calendar
- Query Builder
- Mobile APP

#### 1.1.4. Document Organization

The structure of the document first includes the **Title page**, followed by Chapters which are then subdivided into subtopics.

For example, DJPMC denotes the chapter which is further subdivided into topics such as Judge wise Monthly Report, Contested Disposal Report etc. Each topic may be further subdivided into two subtopics to explain options such as Add, Modify, Delete, or Report subunits.

#### 1.1.5. Conventions

**Table 1: Table for Conventions** 

S.No.	Convention	Description			
1.	Call-outs	Call outs are included in the screenshots which highlights the steps.			
		This calloutnstructs you to perform a step like Click here.			
2.	Emphasis	Unusual or important words and phrases are marked with a special font.			
		For example messages are displayed as, "Modification Successful" or			
		All the mandatory fields are marked with an asterix (*). Please fill all mandatory fields			
3.	Internal cross references	Cross References within the document is displayed as <b>Hyperlinks</b> . These hyperlinks will direct you to the related text within the document.			
		For example, consider the step given below:			
		Enter all the details as explained in <u>section 2.1.1.1</u> , step 05 onwards, here section 2.1.1.1 is a hyperlink that will take you to the mentioned section for reference content.			
4.	Fonts	We have used Calibri with size 12 points for content throughout the manual.			
		For heading we have used the Style <b>Heading 1(Main Headings)</b> from MS Word Styles.			
		For subheading (subtopics) we have used <b>Heading 2</b> and <b>Heading 3</b> from MS Word Styles.			
5.	Bold	We have used bold formats for words which represent <b>fields</b> , <b>tabs</b> , and <b>buttons</b> .			
		For example: Show Menu tab, Case Type select box, or More Acts button			

		and so on.
6.	Submit	<b>Submit</b> button is used to save the information. The <b>Submit</b> button performs the <b>Save</b> function.

#### 1.1.6. References

**Table 2: Table for References** 

S.No.	Title	Publisher/Author	Version	Release Date
1.	Management Manual	eCourts Project	1.0	

#### 1.1.7. Problem Reporting

For problem reporting in **Technical** issues please contact **National Informatics Centre**, **Software Development Unit**, in Pune and for **Functional** issues please contact **eCommittee**, **Supreme Court of India**.

#### 2. Product Features

This section gives information about **Installation Instructions** and **General Operating Instructions**.

*Installation Instructions* covers the **Hardware Requirements** and **Software Requirements** for the **Court Module**.

**General Operating Instructions** guides you to login into the **Court Module**.

#### 2.1. Installation Instructions

#### 2.1.1. Hardware Requirements

S.No.	Operating System	Configuration
1.	Ubuntu	3.7
2.	Server API	2.0 Handler

#### 2.1.2. Software Requirements

S.No.	Software	Version
1.	Apache (Server Software)	Apache/2.2.22 (Ubuntu)
2.	Postgres	9.2
3.	PHP	5.3.10

#### 2.2. General Operating Instructions

One has to login as a Court User in order to use the modules and reports provided .

- You have to select the **Establishment** from the **Select** field and login using the **Login ID** and the **Password**.
- When you login, the **Home Page** with the **Show Menu** tab is displayed.

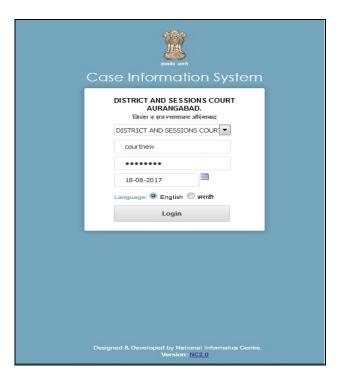


Figure 1: Login screen

#### 3. Dashboard

After you log in, the **Dashboard** is displayed. The **Dashboard** interface displays important information (key performance) at a glance using Statistical Reports and Graphical elements such as **Pie charts** and **Bar charts**. The dashboard aims to help communicate the key information to the Court User/Management/Judges. It is also a very helpful tool for the Court User/Management/Judges to monitor the overall performance of the court. This section covers in detail all the features included in the dashboard. **Refer to Figure Number 2** for the Dashboard.

Dashboard

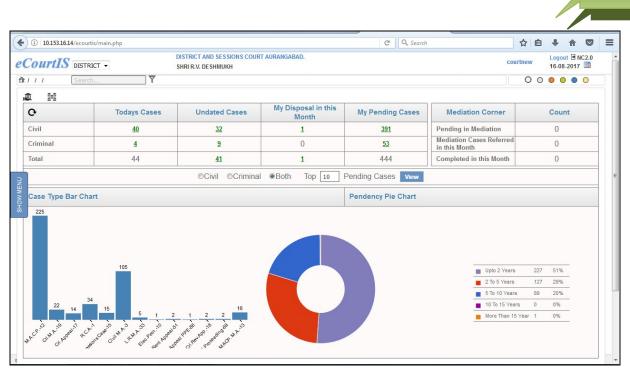


Figure 2: Dashboard

The Dashboard displays the information given below:

Result set for Civil and Criminal Cases is shown in table format. Here, the system displays the Civil, Criminal, and Total (Civil and Criminal) in terms of Today's Listed Cases, Undated Cases as on date, My Disposal in this Month (Disposed Cases for this month), and My Pending Cases. The table format will show the details given below:

- Today's Cases
- Undated Cases
- My Disposal in this Month
- My Pending Cases
- Total of all cases

(\*Note: All the entries displayed in the screen shots are as examples only)

#### 3.1. Today's Cases

Today's Cases shows all the cases that are to be listed on the given day. Refer to Figure Number 3

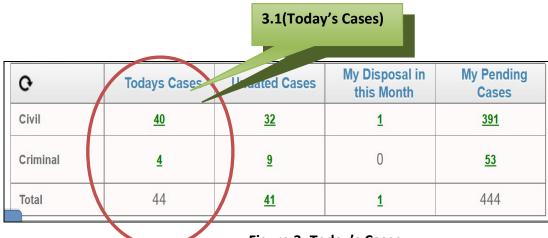


Figure 3: Today's Cases

The **Number of Cases** is displayed as **links**. When you click this **link**, the system will display **The List of Cases Listed Today** report.

For example take **Today's Cases**; here the total numbers of cases are **40** in the Civil row. This number is displayed as a link (green in colour). When you click this number, the **Today's Cases Report** screen is displayed. **Refer to Figure Number 4**. The report shows the following details:

- a) Cases (is highlighted in green as a link, which when clicked shows the Case Details)
- b) Party Name
- c) Name of Advocate
- d) Next Purpose
- e) Next Listing Date

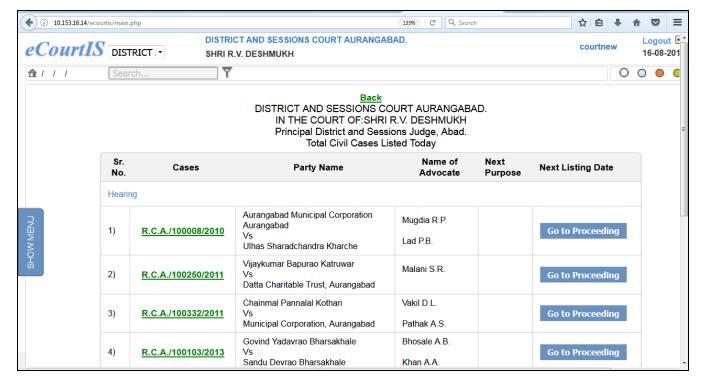


Figure 4: Today's Cases Report with View Link

#### 3.1.1. Case History

The **Cases** column displays the **Case Details** as a link . When you **Click** this link, the system will display the **"Case History"** of that particular case. The **Case History** will display the case information such as:

- Case Details
- Case Status
- Petitioner and Advocate
- Respondent and Advocate
- Acts
- Subordinate Court Information
- Writ Information
- Case Transfer details between the Courts
- In case you want to navigate back to the Home Page, Click Back link.

(Refer to Figure Number 5 for the Case History screen)

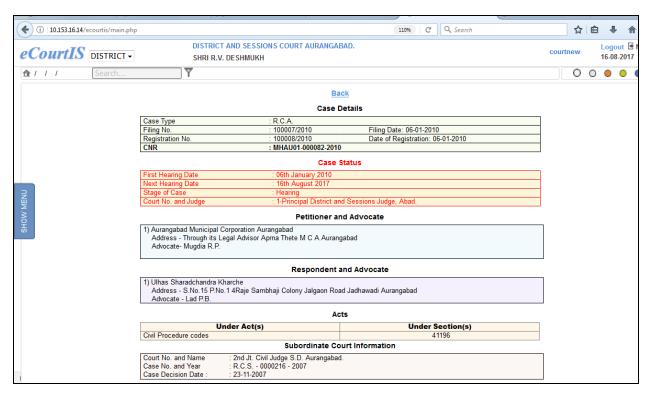


Figure 5: Case History

#### 3.2. Undated Cases

Undated Cases shows all the cases where Next Date of Hearing has not been given. **The count should ideally be '0'**. This can be taken care of by giving **next date** to these cases. **Refer to Figure Number 6.** 



**Figure 6: Undated Cases** 

The **Number of Cases** is displayed as **links.**; here the total numbers of cases are **32** in the Civil row. This number is displayed as a link (green in colour). When you click this **link**, the system will display the following screen. **Refer to Figure Number 7.** 



**Figure 7: Undated Cases Report Selection Screen** 

To view the report you can either select Civi, Crimnal or Both- Civil and Criminal, from the options provided and click on **View** button to see the Undated Cases Report. **Refer to Figure Number 8** for the Undated Cases Report.

The report shows the following details:

- a) Case No.
- b) Party Name
- c) Next Date



**Figure 8: Undated Cases Report** 

#### 3.3. My Disposal in this month

My Disposal in this month will show the judge the list of all the cases that has been disposed in the current month in his/her court.

3.3 (My Disposal in this month)



O	Todays Cases	Undated Cases	My Disposal in this Month	Cases month)
Civil	<u>40</u>	<u>32</u>	1	<u>391</u>
Criminal	<u>4</u>	<u>9</u>	0	<u>53</u>
Total	44	<u>41</u>	1	444

Figure 9: My Disposal in this month

The **Number of Cases** is displayed as **links.**; Here the total numbers of cases are **1** in the Civil row. This number is displayed as a link (green in colour). When you click this **link**, the system will display the following screen. **Refer to Figure Number 10**.

The report shows the following details:

- a) Cases
- b) Party Name
- c) Name of Advocate



Figure 10: My Disposal in this month Report

The Cases column displays the Case Details as a link

L.R.M.A./14/2017

When you Click on this link, the system will display the "Case History" of that particular case. Refer to Figure 5 for Case History.

.

#### 3.4. My Pending Cases

My Pending Cases will show the judge the list of all the cases that are pending as on date in

his/her court. Refer to Figure Number 12.

3.4 (My Pending Cases)

O	Todays Cases	Undated Cases	My Disposal in this Month	My Pending Cases
Civil	<u>40</u>	<u>32</u>	<u>1</u>	<u>391</u>
Criminal	4	9	0	<u>53</u>
Total	44	<u>41</u>	1	444

Figure 11: My Pending Cases

The **Number of Cases** is displayed as **links.**; Here the total numbers of cases are **391** in the Civil row. This number is displayed as a link (green in colour). When you click this **link**, the system will display the following screen. **Refer to Figure Number 12**.

The report shows the following details:

- a) Cases
- b) Party Name
- c) Name of Advocate

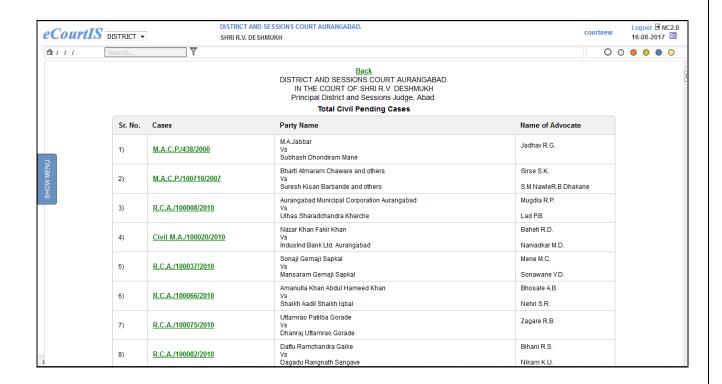


Figure 12: My Pending Cases Report

#### 3.5. Mediation Corner and Count

Here, the count of matters referred to **Mediation** is displayed in a table format. It displays the count of cases that are referred and **Pending in Mediation**, Cases **Referred for mediation in this Month, and the Cases that have Completed Mediation** in this Month and are referred back to the court, Cases along with their count to Figure Number 13)

Mediation Corner	Count
Pending in Mediation	1
Mediation Cases Referred in this Month	1
Completed in this Month	0

**Figure 13: Mediation Corner and Count** 

The figure above shows the count of cases that are **Pending in Mediation** and the **Mediation Cases Referred in This Month** as 1. This count is displayed as a link. When you click this link, the system will display the report. For example, take the count 1 of cases **pending in Mediation**. When you click this link the **Pending Cases in Mediation** report will be displayed. This report will display details such as:

- Case with Case Type, Registration Number and Year of Registration
   Sessions Case/100298/2013
- Reference Date
- Result
- Member Name

(Refer to Figure Number 14)

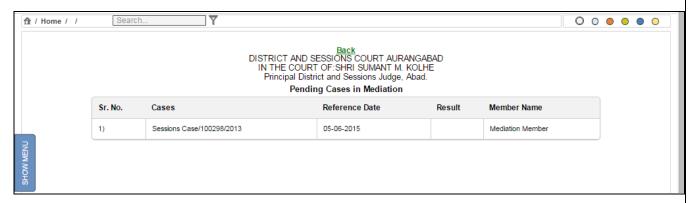


Figure 14: Pending Cases in Mediation report



Figure 15: View Pending Cases feature

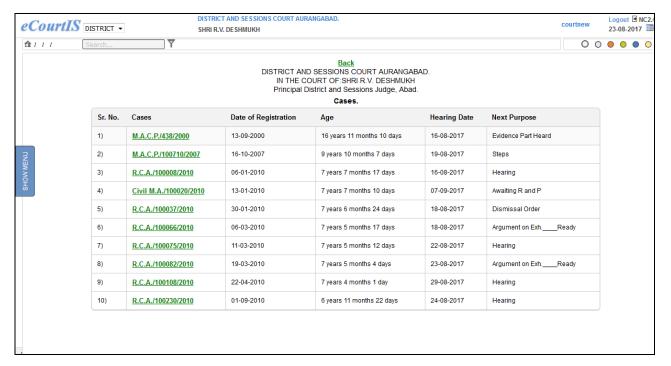
This block displays the list of **Pending Cases.** You can view the pending list for **Civil**, **Criminal** or **Both** the types of cases together. Here, you have to enter the **Top** number of pending cases that you want to view.

By default **10** is shown in the text box. The system will display the list of **top 10 Pending** cases. Facility is available to user to change the default **10** figure to any number of choice. For ex top 100, 50 etc can be given in the text box.

#### **Procedure:**

- 1. Select the radio button for Civil, Criminal, or Both.
- 2. Enter the number for e.g. 10, in the Top field to view the Top 10 pending cases.
- 3. Click the **Pending Cases View** button. The list of top **10 Pending cases** is displayed. (**Refer to Figure given below**)





**Figure 16: Pending Cases Report** 

(\*Note: All the entries displayed in the screen shot are as examples only)

This report will show the **Cases** with the details given below:

- Cases
- Date of Registration
- Age
- Hearing Date
- Next Purpose
  - If Civil is selected Top 10 Civil Cases are shown.
  - o If Criminal is Selected Top 10 Criminal Cases are shown.
  - o If Both is selected Top 10 Cases (including Civil and Criminal) are shown.

The Cases column displays the Case Details as a link MAC.P./438/2000. When you Click this link, the system will display the "Case History" of that particular case. Refer to Figure 5 for Case History.

#### 3.7. Case Type wise Pendency Bar Chart

The **Bar Chart** displays the graphical representation of **Case Type wise Pendency** count. This chart displays the pendency Case Type wise. **(Refer to Figure Number 17).** 

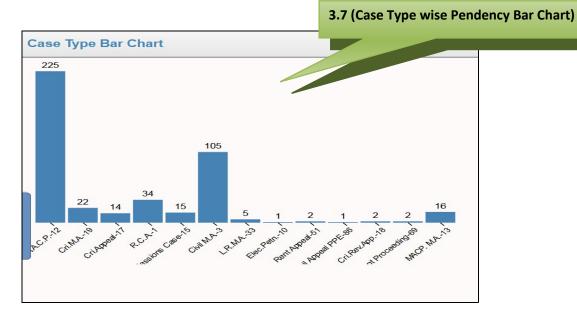


Figure 17: Case Type Wise Bar Chart

(Note\*: All the entries displayed in the screen shot are as examples only)

#### 3.8. Case Type wise Pendency Pie Chart

**Pie Chart** is the circle graph used for presentation of **Pending Cases** data. This data is represented in form of a circle with divided sections or segments. Each of these sections or segments represents the percentage of pending cases for each **Case Type**.

The pending cases are grouped or classified according to the number of years they have been pending, as given below:

- o Less Than 2 Years
- o 2 To 5 Years
- o 5 To 10 Years
- o 10 To 15 Years
- More Than 15 Years

The categories are marked with a color which makes it easy to identify and understand the pendency of the cases at a glance. (Refer to figure 18 given below)



Figure 18: Year wise breakup of Pendency

The colors assigned are described in the table given below:

**Table 3: Table for Color Code** 

S.N o	Color Code used	Years	Number of Cases	Pendency in Percentage
1		Upto 2 Years	226	51%
2		2 to 5 Years	128	29%
3		5 to 10 Years	89	20%
4	•	10 To 15	0	0%
5	•	More Than 15 Years	1	0%

The Pie Chart in Figure Number 22 displays the cases pending for 51 % of cases Less than 2 Years displayed by colour, 29 % of cases pending in the range of 2 to 5 Years displayed by colour, and 20% of cases pending between 5 to 10 years displayed by colour.

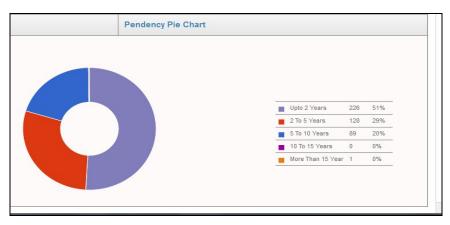


Figure 19: Pendency Pie Chart

When you place the mouse on a segment of the **Pie Chart,** the corresponding bar chart will display the same data in a more detailed manner, which means that the bar chart will display the total number of each pending Case Type. **Refer to Fit**Number 20.

Place mouse on the Pie chart segments to view

the details on the Bar

chart

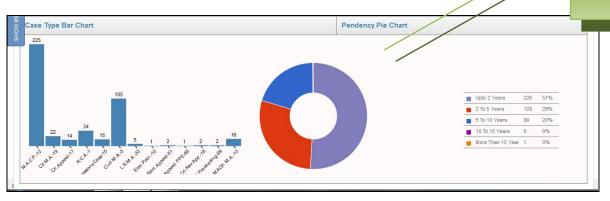


Figure 20: Pendency Pie Chart with details

#### 4. Daily Proceedings

This option provides the facility to record the business transacted during the course of the day. It allows the court to understand the pendency of a matter, to give the **Next Date**, **Record Business** and **Exhibit**, view the entire **Case History** and so on.

#### 4.1 Case Proceedings

This option provides the facility to record the **business transactions** during the course of the day. It will also allow the court to understand the **pendency of a matter** so as to give the **Next Date**, **Record Business** and **Exhibits**, or to view the entire **Case History** and so on. All the cases that are listed for the day will be displayed in the **Case Number** select box.

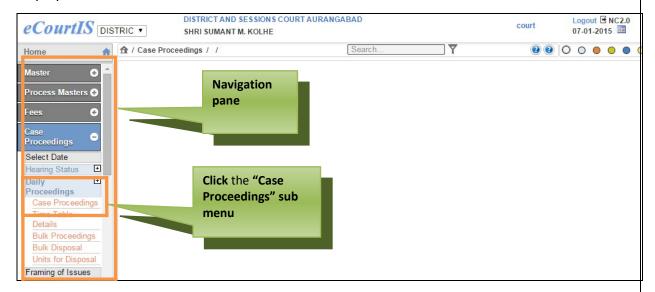


Figure 21: Navigation pane for "Case Proceeding" screen

To access the **Case Proceedings** screen, follow the steps given below:

- On the Navigation pane, click the Case Proceeding menu. (Refer to Figure Number 21)
- 2. Then, click the Daily Proceedings sub menu followed by Case Proceedings.
- **3.** When you click **Case Proceedings** sub menu, the **Case Proceedings** screen with **Civil** as the selected option is displayed. **(Refer to Figure Number 22)**

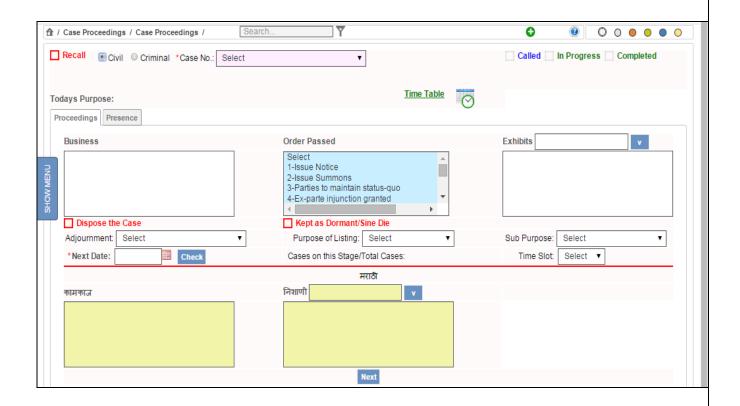


Figure 22: Case Proceedings screen

You can record the business transactions for **Civil** and **Criminal** cases. By default, the system will display **Civil** as the selected option. You can choose the options mentioned above by selecting their respective radio buttons. The system will load the cases in the **Case No**. select box according to your selection.

The various features are as described below:

There are two tabs, the **Proceedings** tab and the **Presence** tab.

#### Proceeding tab:

In the **Proceedings tab**, you need to add details such as **Next Date**, **Purpose of Listing**, **Business**, **Order Passed**, **Exhibits and Adjournment**.

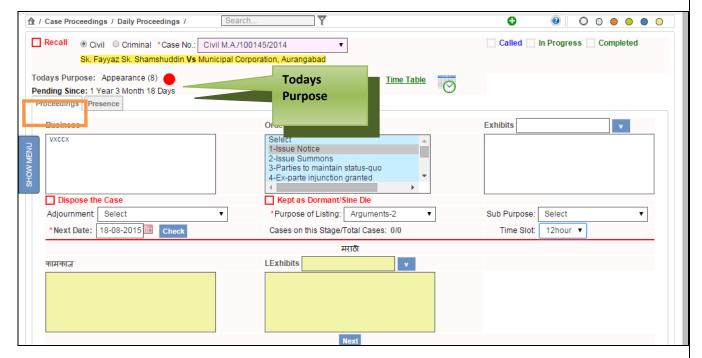


Figure 23: Proceedings tab, Todays Date

#### a. Todays Purpose, Pending Since

This option lists the Purpose for which the case is listed, for example "Arguments (18)" - indicates the number of times the Case is listed for the same purpose i.e. the Case is listed for Arguments 18<sup>th</sup> time.

The round circle next to the count is shown in "Green", "Orange" or "Red" depending on the number of times the Case is listed on the same stage. The Colour Coding is as listed below:

#### For example

- indicates that, the case is listed on the same stage for less than 3 times.
- indicates that, the case is listed on the same stage more than 3 times but less than 6 times.
  - indicates that, the case is listed on the same stage for more than 6 times.

**Pending Since-** indicates the pending status of the case

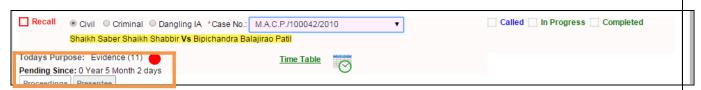


Figure 24: Today's Purpose, Pending since feature

**For example,** consider **Figure Number 24,** where **Today's Purpose** shows red circle which means that the case is listed on the same stage for 11 times which is more than 6 times and is pending on the stage Evidence since 5 Months and 2 Days.

#### b. Next Date

This option is used to select the **Next Date** on which the case is to be listed. Select the **Next Date** using the calendar control. The calendar control will show the holidays in red, if they are properly updated in the **Holiday Master**, it will also display the already listed cases scheduled, as per the calendar date. **Refer to Figure 25.** 

#### **Purpose of Listing**

This field selects the **Purpose/Stage** for which the case is to be listed on the next date. By default, the purpose listed on the current date is selected. **Refer to Figure 25.** 

#### Cases on this Stage/Total Cases

With this feature, you can view the scheduled cases to be listed on the selected date (Next Date). The total number of cases that are matching with the **Purpose/Stage** of the selected case is displayed. This gives a general idea to the court, on whether the current case can be accommodated on that particular day. **Refer to Figure 25.** 

**For example** 1/43- indicates that a total of 43 cases are listed, on the selected date (next date) and out of these, 1 Case is listed for the same **Purpose/Stage** as that of the current case

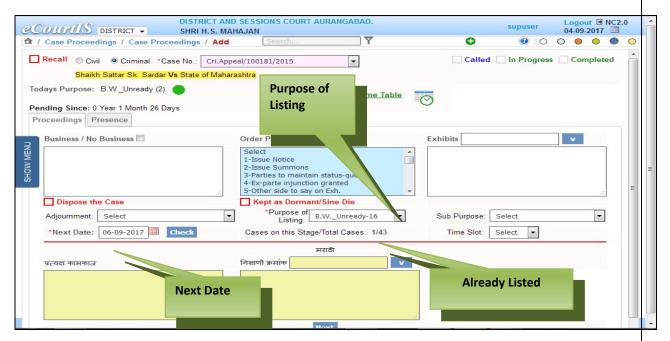


Figure 25: Next Date, Purpose of Listing feature

#### c. Business

This option is used to type the short description or summary of the business which is recorded during the day. For example "The Arguments have been heard by both the Advocates". This is then recorded in the diary and is visible on the kiosk and the website. The full deposition is not expected to be recorded here. Refer to Figure 26.

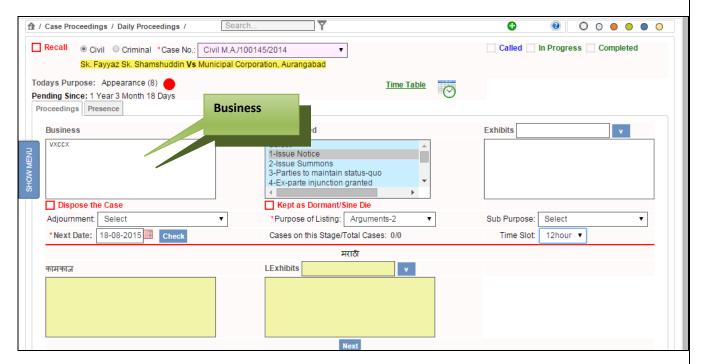


Figure 26: Business feature

#### d. Order Passed

Short Orders passed in the current case may be selected from the select box. Multiple selections can also be made. **Refer to Figure 27.** 

#### **Exhibits**

Documents submitted in the court, by the parties or their advocates are marked as Exhibits. Such exhibits are numbered and recorded in the diary. The serial number of the exhibit and its title are entered in this text box. **Refer to Figure 27.** 

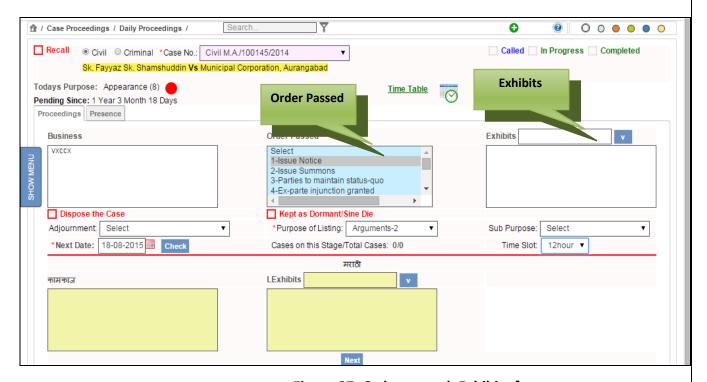


Figure 27: Order passed, Exhibits feature

#### e. Adjournment

This field is used to select the reason for adjournment, if the case is adjourned. **Refer to Figure 28.** 

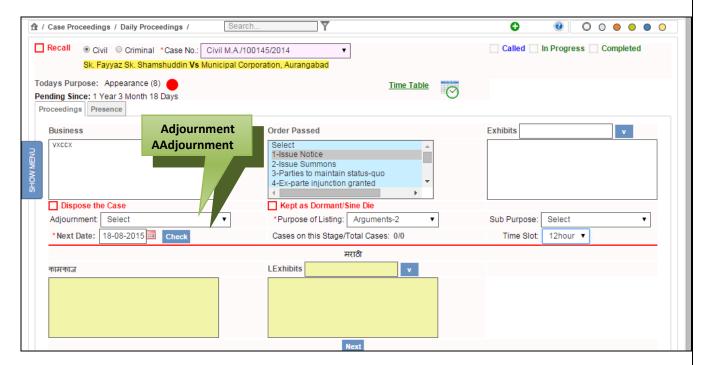


Figure 28: Adjournment feature

#### **Procedure for Case Proceedings**

#### **Procedure**

- 1. Select the case no. from the Case No. select box.
- 2. The Name of the Parties (Petitioner and the Respondent), "Today's Purpose" and "Pending Since" details of the case type are displayed.
- Select Next Date of hearing for the case from the calendar control for Next Date and click Check button. Select the Purpose of Listing from the Purpose of Listing select box.
- 4. When you click the Check button, the number of Cases on this Stage/Total Cases is displayed. (For example, 3/8 shows that there are 3 cases on this stage out of the total 8 cases)

- **5.** Enter the business transacted for the day in the **Business** text box. (Enter in local language also)
- **6.** Select the **Orders Passed** from the **Order** select box. To select more than one Order, press **Ctrl** key on the Keyboard and Click on the order that you want to select.
- 7. Enter the **Exhibits** and Click the button, the **Exhibits** will be displayed in the text box. (Enter in local language also)
- 8. Select the Adjournment from the Adjournment select box, if the case is adjourned.
- 9. All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.
- **10**. Once it is saved, the case will not be shown in the list box and will not be available in the proceedings option again.

#### Presentee tab

This option is used to mark the **attendance** of the **Parties** and their **Advocates**. You can mark the attendance of the **Petitioner**, **Respondent**, **Extra Parties** and their **Advocates**, by selecting the checkbox provided against them, depending on whether they are present or absent in the court. By default, the attendance is marked as present for all.

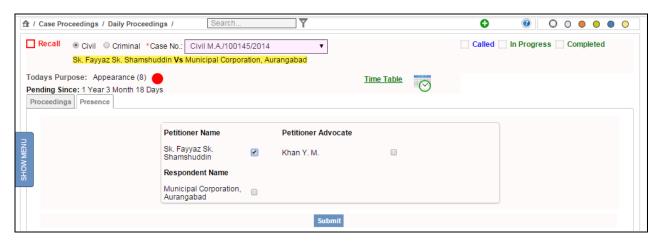


Figure 29: Presence tab

#### Presence tab

In this tab, you can mark the attendance of the **Parties** and the **Advocates**.

- 1. Select the check boxes of the **Parties** and their **Advocates** to mark their attendance.
- 2. Select the check box of **Called**, **In Progress**, or **Completed** to mark the status of the case.
- 3. Click **Submit** to save the information into the system. The system will display the message, "Addition Successful".
- 4. All the mandatory fields are marked with an asterix (\*). Please fill all mandatory fields.
- 5. Once it is saved, the case will not be shown in the list box and will not be available in the proceedings option again.

# **5. Proceeding Reports**

# 5.1. Disposal Report

This option provides the facility to generate the **Disposal Report**.

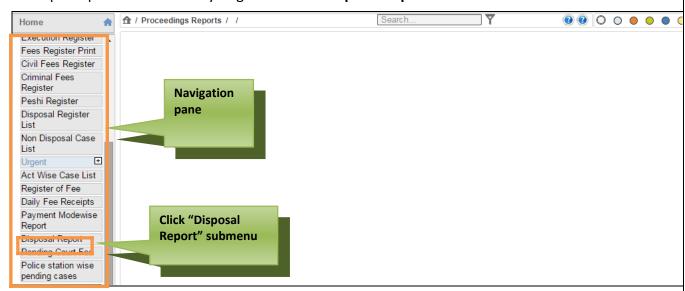


Figure 30: Navigation for "Disposal Report" screen

To access the **Disposal Report** screen, follow the steps given below:

- 1. On the Navigation pane, click the **Proceedings Reports** menu.
- 2. Then, click Disposal Report sub menu. (Refer Figure Number 30)
- When you click Disposal Report sub menu, the "Disposal Report" screen with current date in From Date and To Date fields is displayed. (Refer to Figure 31)



Figure 31: Disposal Report screen

- 1. By default, the current date is displayed in the **Today's Date** field.
- 2. You can change the date from the calendar control.
- 3. Click **Go** button, the system will load the **View link**. (Refer to Figure Number 32).
- 4. Click the **View** link. The Disposal Report for the selected period is displayed. **(Refer to Figure 33)**



Figure 32: Disposal Report screen with View link

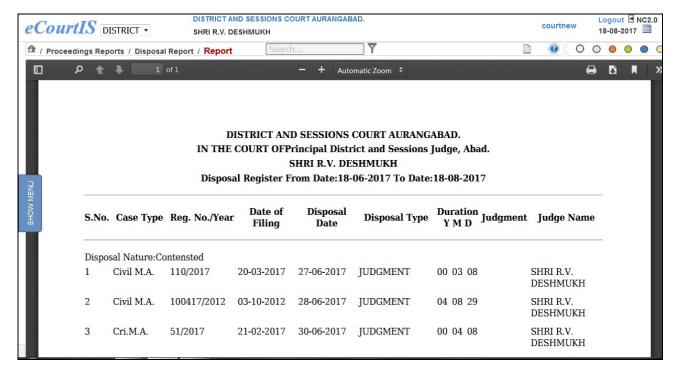


Figure 33: Disposal Report

- 3. The report will display the details given below:
  - S. No. (Serial Number)
  - Case Type
  - Registration Number/Year
  - Date of Filing
  - Disposal Date
  - Disposal Type
  - Duration Y M D (Year Month Day)
  - Judgment
  - Judge Name

The mandatory field is marked with an asterix(\*). Please fill the mandatory fields.

# 6. DJPMC

Several reports for managing pendency have been made available in the eCourtis. This option provides the facility to generate various reports such as Court Wise Pendency Report, Stage Wise Pendency Report, Nature of Case wise Pendency Report, Party Wise Pendency Report are generated through the following options.

These reports are generated for the purpose of monitoring the pending cases based on various parameters.

## **6.1.1. Court Wise Pending Report**

This report generates **Court wise, Case type wise** (Civi or Criminal) list of pending cases.

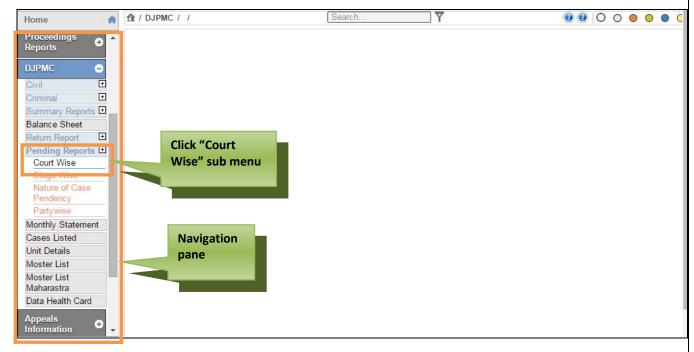


Figure 34: Navigation for "Court Wise Pendency Report" screen

To access the **Court Wise** screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click **Pending Reports** followed by **Court Wise** sub menu. **(Refer Figure Number 34)**
- 3. When you click **Court Wise** sub menu, the **"Court Wise Pendency Report"** screen is displayed.
- 4. You can view the **Court Wise Pendency Report** for **Civil** and **Criminal** cases. By default **Civil** is displayed as the selected option.
- 5. For Criminal cases, select the Criminal radio button. (Refer to Figure Number 35)



Figure 35: Court Wise Pendency Report screen

6. Select the court number from the **Court Number** select box.

- 7. Select the radio button for **Criminal** option, if you want to view the **Court Wise Pendency Report** for Criminal Cases.
- 8. Select the case type from the **Case Type** select box.
- Click Go button. The system will display the View link. (Refer to Figure Number 36)

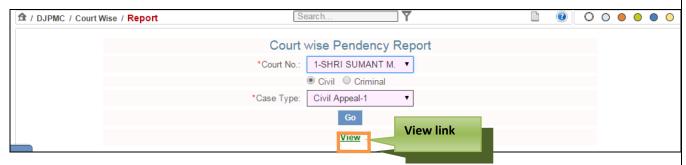
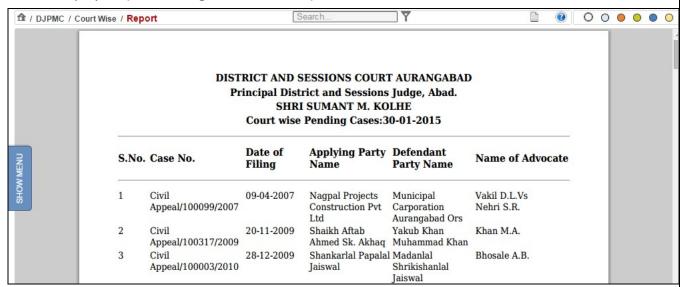


Figure 36: Court Wise Pendency Report with View link

10. Click the **View link**. The **Court Wise Pendency Report** for the current date is displayed. **(Refer to Figure Number 37)** 



**Figure 37: Court Wise Pending Report** 

- 11. The report will display the details given below:
  - S. No. (Serial Number)
  - Case Number
  - Date of Filing
  - Applying Party Name

- Defendant Party Name
- Name of Advocate

# 12. <u>The mandatory field is marked with an asterix (\*). Please fill the mandatory fields.</u>

## 6.1.2. Stage Wise

This report generates the list of pending cases based on the **Stage/Purpose**. Those cases which are on the same stage for a very long period are shown in this report.

For example, Cases pending for submission of WS, Cases awaiting commissioner report.

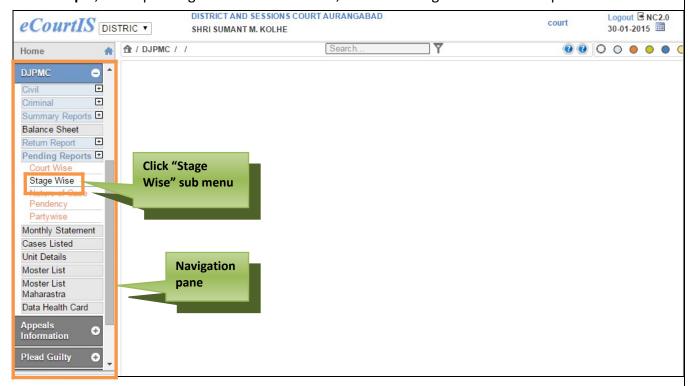


Figure 38: Navigation for "Stage Wise Pending Report" screen

To access the **Stage Wise Pending Report** screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click **Pending Reports** sub menu followed by **Stage Wise** sub menu. **(Refer Figure Number 38)**
- When you click Stage Wise sub menu, the "Stage Wise Pending Report" screen is displayed.

- 4. You can view the **Stage Wise Pending Report** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
- 5. For Criminal cases, select the Criminal radio button. (Refer to Figure Number 39)



Figure 39: Stage Wise Pending Report screen

- 6. Select the Court Number from the Court No. select box.
- 7. By default **Civil** is displayed as the selected option, for **Criminal** cases, select the **Criminal** radio button.
- 8. Select Purpose of Listing from the Purpose of listing select box.
- 9. Click Go button. The system will load the View link. (Refer to Figure Number 40)



Figure 40: Stage Wise Pending Report screen with View link

10. Click the **View link**. The **Stage Wise Pending Report** for the current date is displayed. **(Refer to Figure Number 41)** 

## DISTRICT AND SESSIONS COURT AURANGABAD

Principal District and Sessions Judge, Abad. / District Judge-5 and Addl. Sessions Judge, Abad. / District Judge-7 and Addl. Sessions Judge, Abad. / Principal District and Sessions Judge, Abad.

# SHRI R.V. DESHMUKH / SHRI A.N. KHADSE / SMT S.S. NAIR / SHRI T.V. NALAWADE

cases on:31-12-2015

S.No.	Case Type	e Case No.	Pending Sin	ce Next Date	Pending Period
Stage:	Admission Civil M.A.	and Denial 100404/2015	Total(1) 31-12-2015	31-12-2015	0 years 0 month
1	CIVII M.A.	100404/2013	31-12-2013	31-12-2013	0 days

# Figure 41: Stage Wise Pending Report

- 11. The report will display the details given below:
  - S. No. (Serial Number)
  - Case Type
  - Case Number
  - Pending Since
  - Next Date
  - Pending Period

# **6.1.3. Nature of Case Pendency**

This report generates the nature wise pendency report. This report is generated for a given period.

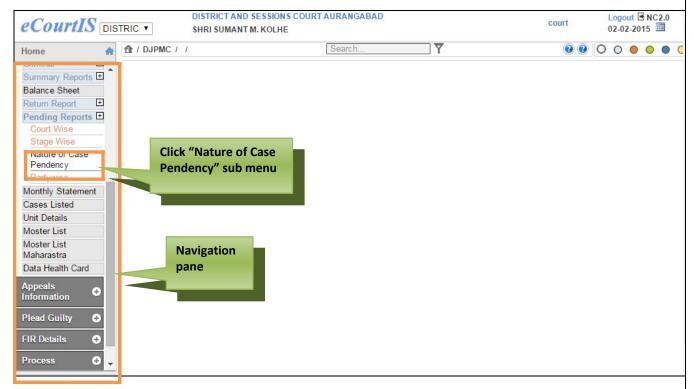


Figure 42: Navigation for "Nature Wise Pendency of Cases" screen

To access the **Nature Wise Pendency of Cases** screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click **Pending Reports** sub menu followed by **Nature of Case Pendency**. (Refer Figure Number 42)
- 3. When you click **Nature of Case Pendency** sub menu, the "**Nature Wise Pendency** of Cases" screen is displayed. (**Refer to Figure Number 43**)
- 4. By default the current date is displayed in **From Date** and **To Date** fields. You can change the date from the calendar control.

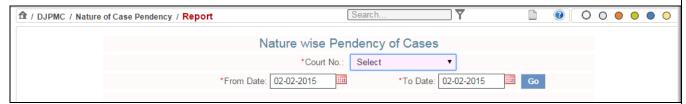


Figure 43: Nature Wise Pendency of Cases screen

- 5. Select the court number from the **Court No**. select box.
- 6. To choose date other than the Current Date, select the **From Date** and **To Date** using the calendar control.

7. Click **Go** button. The system will load the **View link**. (Refer to Figure Number 44)

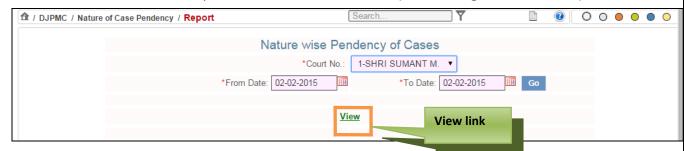


Figure 44: Nature Wise Pendency of Cases screen with View link

8. Click the **View link**, the system will display the **Nature Wise Pendency of Cases** report according to the selected period. **(Refer to Figure Number 45)** 

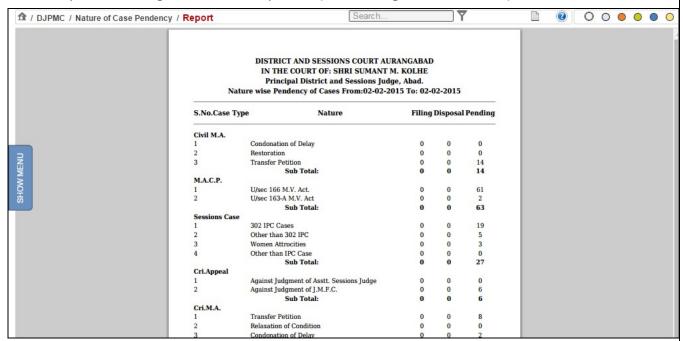


Figure 45: Nature Wise Pendency of Cases Report

- 9. The report will display the details given below:
  - S. No. (Serial Number)
  - Case Type
  - Nature
  - Filing
  - Disposal

- Pending
- 10. <u>The mandatory field is marked with an asterix (\*). Please fill the mandatory fields.</u>

# 6.1.4. Party Wise

This report generates party wise list of pending cases.

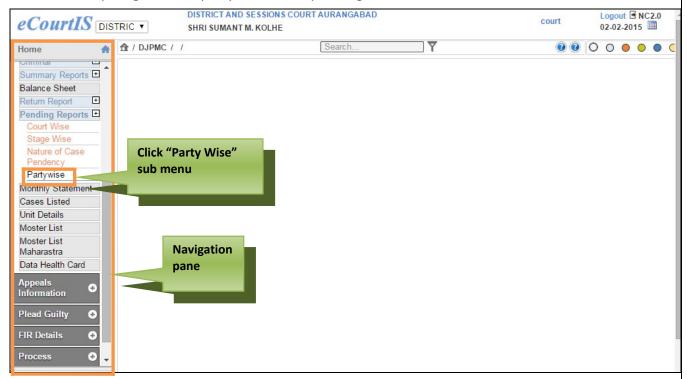


Figure 46: Navigation for "Party Wise Pendency Report" screen

To access the **Party Wise Pendency Report** screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click **Pending Reports** sub menu followed by **Party Wise**. (**Refer Figure Number 46**)
- 3. When you click on **Party Wise** sub menu, the **"Party Wise Pendency Report"** screen is displayed. **(Refer to Figure Number 47)**
- 4. You can view the **Party Wise Pending Report** for **Civil** and **Criminal** cases. By default Civil is displayed as the selected option.
- 5. For **Criminal cases**, select the **Criminal** radio button.

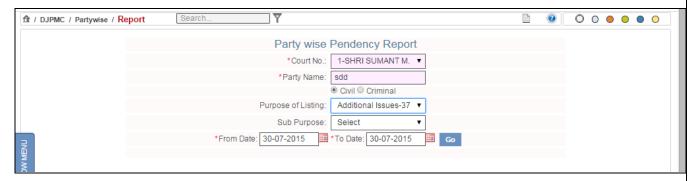


Figure 47: Party Wise Pendency Report screen

- 6. Select the court number from the **Court No.** select box.
- 7. Enter the party name in the Party Name select box.
- 8. By default the Civil option is selected. If you want to view the report for Criminal cases; select the radio button for **Criminal**.
- 9. Select the purpose of listing from the **Purpose of Listing** select box.
- 10. Select From Date and To Date from the calendar control.
- 11. Click Go button. The system will load the View link. (Refer to Figure Number 48)

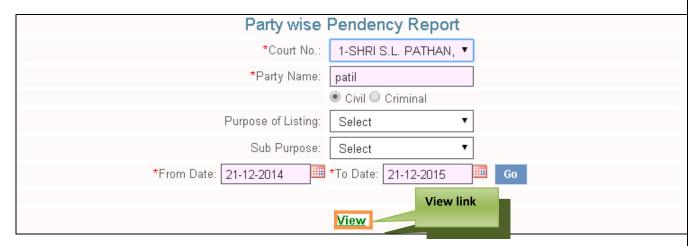


Figure 48: Party Wise Pendency Report screen

- 12. Click the View link. The Party Wise Pendency Report is displayed. (Refer to Figure Number 49)
- 13. <u>The mandatory field is marked with an asterix (\*). Please fill the mandatory fields.</u>

# DISTRICT AND SESSIONS COURT AURANGABAD IN THE COURT OF: SHRI S.L. PATHAN Principal District and Sessions Judge, Abad. Party wise Pendency Report From:21-12-2014 To: 21-12-2015

Stage:Appearance 67

Applying Party Name: Kachru Patilba Shirsath VS Suryabhan Dhondiba Gaike

Case No.	Date of Filing	Date of Filing	
Civil M.A./100297/2015	10-09-2015	02-12-2015	

Stage:Steps\_Unready 29

**Figure 49: Party Wise Pendency Report** 

#### 6.2 Balance Sheet

This option provides the facility to generate the Balance Sheet (Current Pendency) of the court. The list of cases pending as on date in a particular court is generated. The report is generated Case Type wise, Case Nature wise, and Year wise. Classification based on Ready (R), Unready (U) and Stayed matters is also generated. At the end of the Balance Sheet, Case Type wise, Year wise summary is also generated.

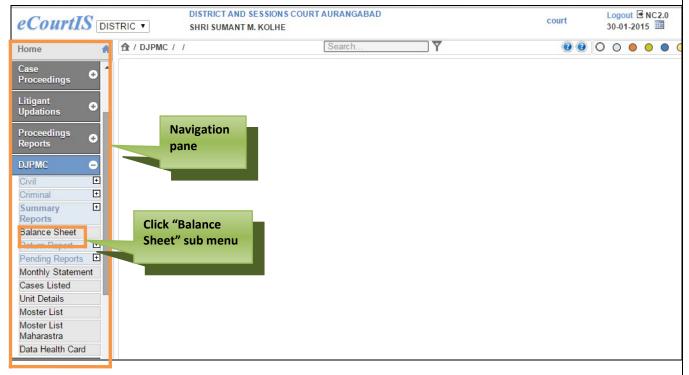


Figure 50: Navigation for "Balance Sheet" screen

To access the Balance Sheet screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click Balance Sheet sub menu. (Refer Figure Number 50).
- 3. When you click **Balance Sheet** sub menu, the **"Balance Sheet**" screen is displayed. (Refer to Figure Number 51).
- 4. You can view the **Balance Sheet** for **Civil** and **Criminal** cases.
- 5. By default **Civil** is displayed as the selected option. For **Criminal** cases, select the **Criminal** radio button.



Figure 51: Balance Sheet screen

6. The system will load the cases according to the selection of **Civil or Criminal** cases.

- 7. Select the court number from the **Court No.** select box.
- 8. Click Go button. The system will load the View link. (Refer to Figure Number 52).

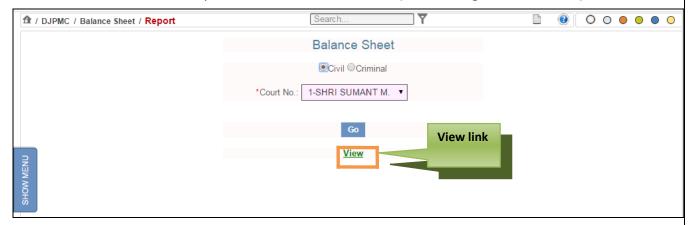
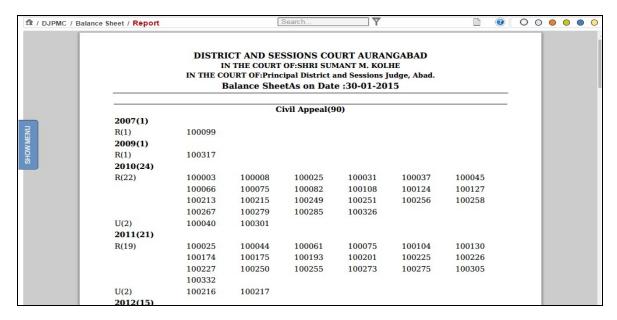


Figure 52: Balance Sheet screen with View link

- 9. Click the **View link**. The system will load the **Balance Sheet** of the current date. (Refer to Figure Number 53)
- 10. The **Balance Sheet Report** displays the total count of each **Case Type** pending in the particular **Court No.**
- 11. It also displays the classification based on **Ready (R)**, **Unready (U)** and **Stayed** matters.



**Figure 53: Balance Sheet Report** 

12. The **Balance Sheet** also displays the **Summary** of the total cases. **(Refer to Figure Number 54).** 

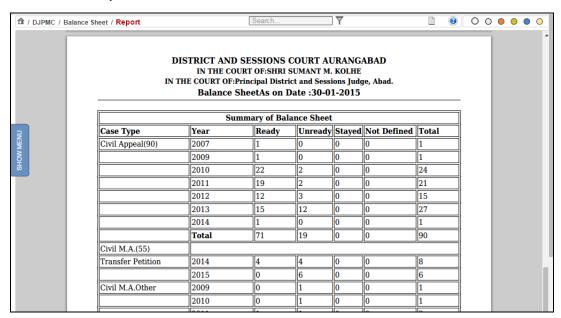


Figure 54: Balance Sheet (Summary)

#### 6.3 Data Health Card

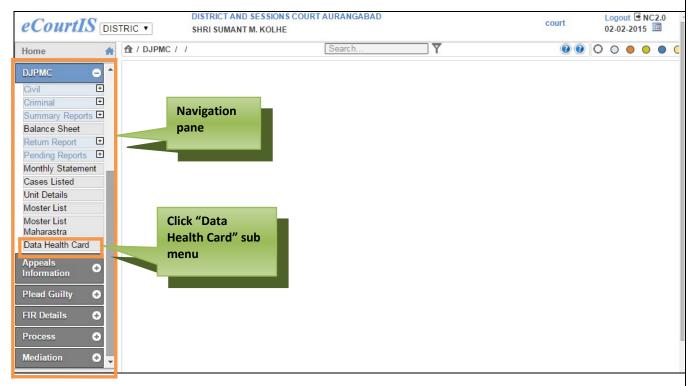


Figure 55: Navigation for "Data Health Card" screen

To generate various reports, monitor pendency and to provide services to Advocates and Litigants, data should be entered properly. It is possible that the data of the cases may have been missed while entering or incorrectly entered. Data Health Card provides the facility to get the glimpse of case wise correctnes of the data and also prompt for missing data. The Cases can be noted and the Data can be updated.

To access the **Data Health Card** screen, follow the steps given below:

- 1. On the Navigation pane, click the **DJPMC** menu.
- 2. Then, click Data Health Card sub menu. (Refer Figure Number 55)
- 3. When you click **Data Health Card** sub menu, the "**Data Health Card**" screen is displayed.
- 4. You can view the **Data Health Card** for **Civil** and **Criminal** cases. By default **Civil** is displayed as the selected option.
- 5. For Criminal cases, select the **Criminal** radio button.

Also, you can view the Data Health Card for Inconsistent and All Records. By default All Records is displayed as the selected option. (Refer to Figure Number 56)



Figure 56: Data Health Card screen

#### **Procedure**

- 1. By default **Civil** is displayed as the selected option. For **Criminal** cases, select the radio button for Criminal.
- 2. By default, **All Records** is displayed as the selected option. For **Inconsistent** option, select the Inconsistent radio button.
- 3. Click **Submit button**. The system will load the **View link**. (**Refer to Figure Number 57**)



Figure 57: Data Health Card screen with View link

4. Click View link. The Data Health Card report is displayed. (Refer to Figure Number 58)

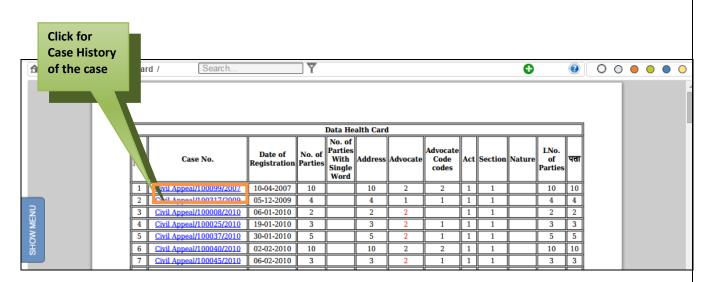


Figure 58: Data Health Card report

- 5. The report will display the details given below:
  - Sr. No. (Serial Number)
  - Case No. (Case Number)
  - Date of Registration
  - No. of Parties
  - Number of Parties With Single Word
  - Address
  - Advocate
  - Advocate Code codes
  - Act
  - Section
  - Nature
  - No. Of Parties in local language
  - Address in local language

In the above figure 208, see the Sr. No. 3 , Case Civil Appeal/100008/2010 , here the No. of Advocates are 2 , but data of Advocate Codes is not updated for both the advocates , hence the Advocates 2 is displayed in "RED" colour.

This means that the data entered is inconsistent.

6. Each **Case No.** is displayed as a hyperlink Civil Appeal/100037/2009. When you click this link the Case History of that particular case is displayed. Refer to Figure 5 for Case History.

## 7. Query Builder

Most often pendency or disposal of the cases is monitored based on various parameters. The parameters are not known in advance. However the end result is the requirement of count of the cases and list of the cases satisfying the query raised by management. **Query Builder** is a dynamic and powerful tool that satisfies most of the requirements of Judicial Management and answers many simple and complex queries instantly. The tool can be used for various purposes and is easy to use. Following examples will help understand how query builder answers the commonly raised queries.

# Query no. 1: How many Criminal Cases are pending for Judgment?

- 1. Select the type radio button 'Criminal'
- 2. Select the status radio button 'Pending'
- 3. Select the Purpose of Listing 'Judgment'
- 4. Give the report title as 'List of Criminal Cases Pending for Judgment'

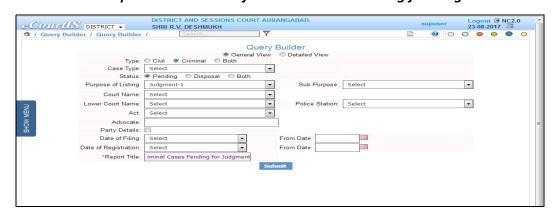


Figure 59: Query No.1 Selection

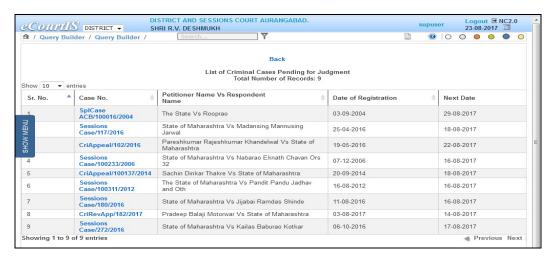


Figure 60: Result of Query No. 1

Similarly we can find cases pending for charge, written statement, or any other stage either for Civil, Criminal or both.

# Query no. 2: How many 6 Years old Cases are pending for Judgment?

- 1. Select the status radio button 'Pending'
- 2. Select the Purpose of Listing 'Judgment'
- 3. Select the Date of Filing 'less than' from date '01-08-2011'
- 4. Give the report title as 'List of 6 year old Pending Cases, for Judgment'

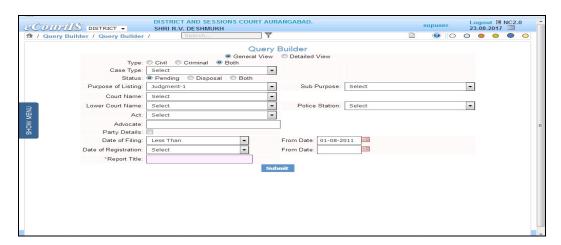


Figure 61: Query no. 2 Selection

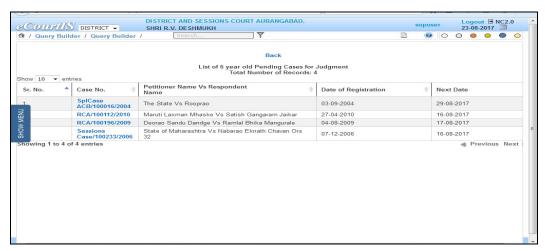


Figure 62: Result of Query no.2

# Query no.3: How many 5 Year Old pending Cases are arising from a Particular Police Station?

- 1. Select the status radio button 'Pending'
- 2. Select the Police Station 'City Chowk'
- 3. Select the Date of Filing 'less than' from date '01-08-2012'
- 4. Give the report title as 'List of 5 year old Pending Cases, from City Chowk Police station'

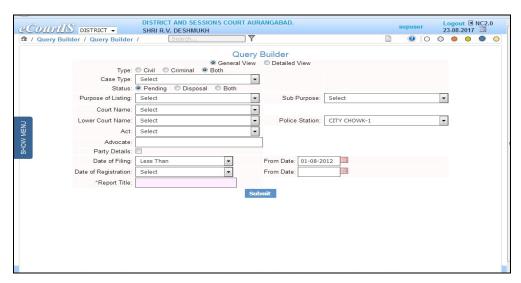


Figure 63: Query no.3 Selection

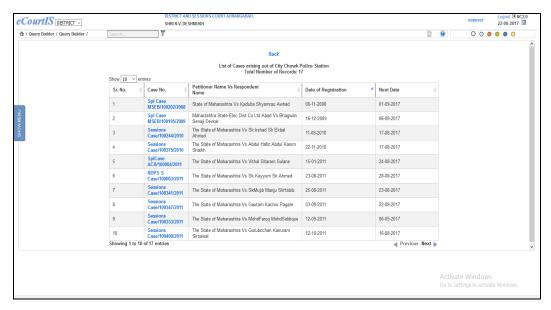


Figure 64: Result of Query no.3

# Query no. 4: How many Appeals are pending from some a particular Subordinate Court?

- 1. Select the status radio button 'Pending'
- 2. Select the Subordinate Court '2 nd Jt. Civil Judge J.D. J.M.F.C. Vaijapur'
- **3.** Give the report title as 'List of Pending Appeals, from '2 nd Jt. Civil Judge J.D. J.M.F.C. Vaijapur' Subordinate Court

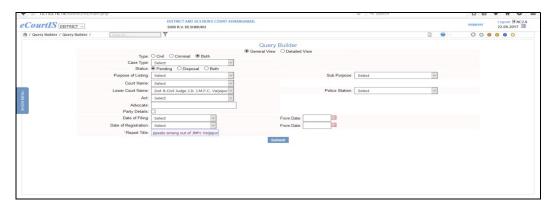


Figure 65: Query no.4 Selection



Figure 66: Result of Query no.4

Query no.5: How many Criminal Appeals are pending against Judgment of a particular subordinate court?

- 1. Select the type radio button 'Criminal'
- 2. Select the Case type 'Cri. Appeal'
- 3. Select the Status radio button 'Pending'
- 4. Select the Nature ' Against Judgment of J.M.F.C.'
- 5. Give the report title as 'List'.

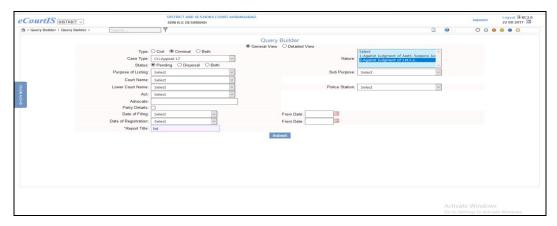


Figure 67: Query no.5 selection



Figure 68: Result of Query no. 5

# Query no.6: How many Civil Appeals are pending which are filed by Senior Citizen Women?

- 1. Select the type radio button 'Civil'
- 2. Select the Case type 'R.C.A.'
- 3. Select 'Party Details'
- 4. Select 'Petitioner'
- 5. Select the Age ' Greater than ' enter 60
- 6. Give the report title as 'List'.

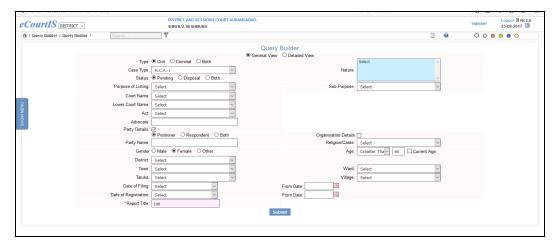


Figure 69: Query no.6 selection

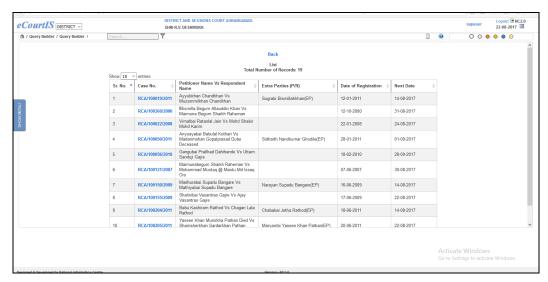


Figure 70: Result of Query no.6

Query no. 7: How many Civil Appeals filed by Women are pending who are Senior Citizens or have now turned Senior Citizens (at the time of filing may not be senior citizen).

- 1. Select the type radio button 'Civil'
- 2. Select the Case type 'R.C.A.'
- 3. Select 'Party Details'
- 4. Select 'Petitioner'
- 5. Select the Gender 'Female'

- 6. Select the Age ' Greater than ' enter 60
- 7. Check Current Age
- 8. Give the report title as 'List'.

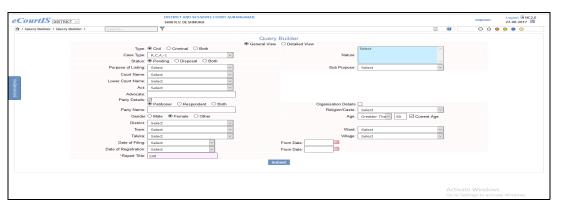


Figure 71: Result of Query no.7

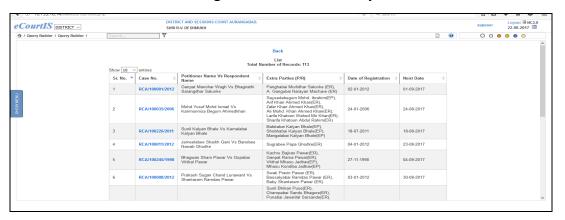


Figure 72: Result of Query no.7

# Query no. 8: How many 7 year old Cases are pending which are filed against women?

- 1. Select the type radio button 'Both'
- 2. Select the status 'Pending'
- 3. Select 'Party Details'
- 4. Select 'Respondent'
- 5. Select the Gender 'Female'
- 6. Select the Date of filing 'Less than 'enter Date '01-08-2010'

7. Give the report title as 'List'.

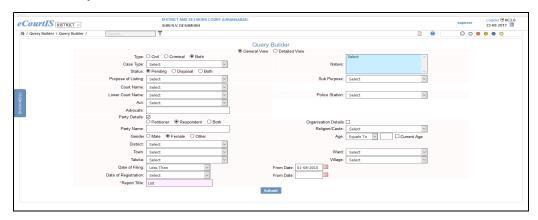


Figure 73: Query no.8 selection

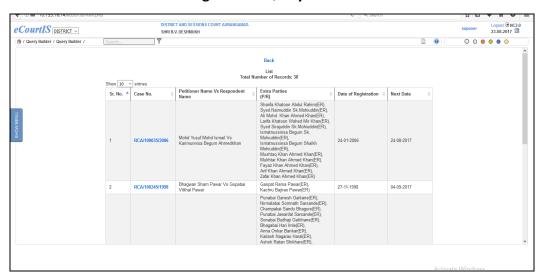


Figure 74: Result of Query no.8

Query no. 9: How many 4 Year Old Criminal Cases Registered Under Indian Penal Code, Section 302 are Pending?

- 1. Select the type radio button 'Criminal'
- 2. Select the status 'Pending'
- 3. Select Act 'Indian Penal Code'
- 4. Select Section '302'
- 5. Select Date of Filing 'Less than' enter date '01-08-2013'

# 6. Give the report title as 'List'.



Figure 75: Query no.9 selection

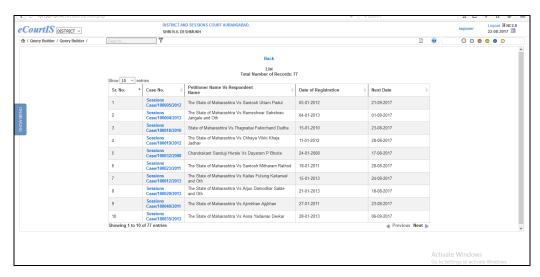


Figure 76: Result of Query no.9

Query no. 10: How many Criminal Cases Registered Under Indian Penal Code, Section 302, Where, accused is women are pending?

- 1. Select the type radio button 'Criminal'
- 2. Select the status 'Pending'
- 3. Select Act 'Indian Penal Code'
- 4. Select 'Party Details'
- 5. Select 'Respondent'

- 6. Select Gender 'Female'
- 7. Give the report title as 'List'.

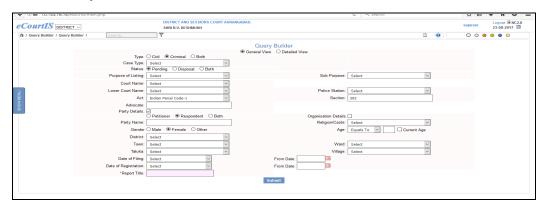


Figure 77: Query no.10 selection

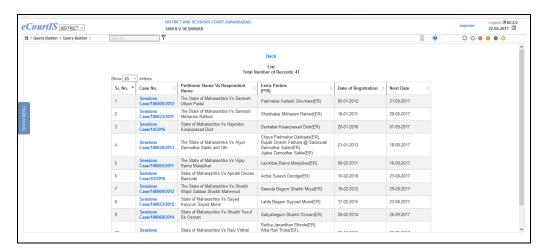


Figure 78: Result of Query no.10

Query no. 11: How many Sessions Cases are disposed in last 1 year (2016), where Nature of Disposal is 'Aquitted'?

- 1. Select the type radio button 'Criminal'
- 2. Select the Case type 'Sessions Case'
- 3. Select Status 'Disposed'
- 4. Select Disposal Type 'Aquitted'

- 5. Select Date of Decision 'Between' enter From Date '01-08-2016' enter To Date '30-07-2017'
- 6. Give the report title as 'List'.

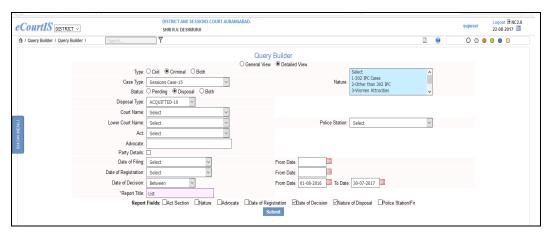


Figure 79: Query no.11 selection

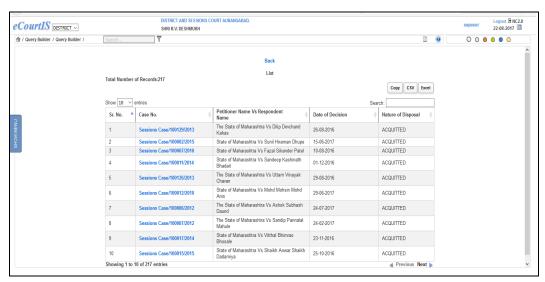


Figure 80: Result of Query no.11

Query no. 12: How many Civil Cases filed by Senior Women Citizen were Disposed in the year 2016?

- 1. Select the type radio button 'Civil'
- 2. Select Status 'Disposed'
- 3. Select Party Details

- 4. Select 'Petitioner
- **5. Select Gender** 'Female', **select Age** 'greater than' **ente**r '60'
- 6. Select Date of Decision 'Between' enter From Date '01-01-2016' enter To Date '31-12-2016'
- 7. Give the report title as 'List'.

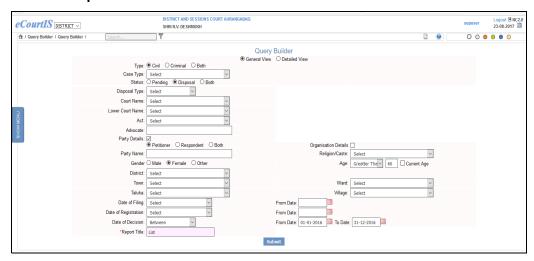


Figure 81: Query no.12 selection



Figure 82: Result of Query no.12

Query no. 13: How many Criminal Cases were disposed by District & Sessions Judge No. 5, in the year 2016.

#### **Procedure**

1. Select the type radio button 'Criminal'

- 2. Select Status 'Disposed'
- 3. Select Court Name 'District and Sessions Judge No. 5'
- 4. Select Party Details
- 5. Select 'Petitioner
- 6. Select Date of Decision 'Between' enter From Date '01-01-2016' enter To Date '31-12-2016'
- 7. Give the report title as 'List'.

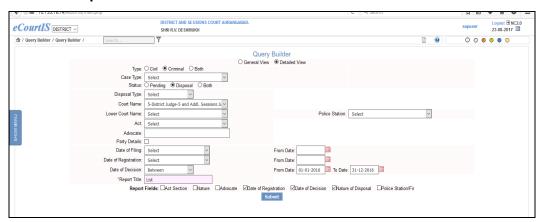


Figure 83: Query no.13 selection



Figure 84: Result of Query no.13

Query no. 14: How many Cases, filed by Women, and disposed by District & Sessions Judge No. 5, in the year 2016.

- 1. Select the type radio button 'Criminal'
- 2. Select Status 'Disposed'
- 3. Select Court Name 'District and Sessions Judge No.5'
- 4. Select Party Details
- 5. Select 'Petitioner, Select Gender 'Female'
- 6. Select Date of Decision 'Between' enter From Date '01-01-2016' enter To Date '31-12-2016'
- 7. Give the report title as 'List'.

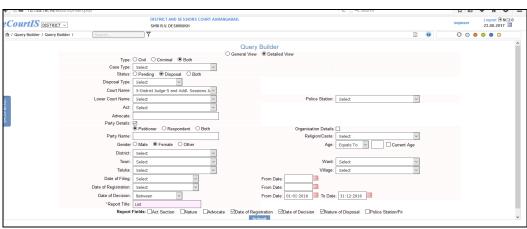


Figure 85: Query no.14 selection



Figure 86: Result of Query no.14

Query no. 15: How many cases which are more than 10 Years old, and are disposed in the year 2016?

- 1. Select the type radio button 'Both'
- 2. Select Status 'Disposed'
- 3. Select Date of Filing 'Less than' From Date '31-12-2006'
- 4. Select Party Details
- 5. Select Date of Decision 'Between' enter From Date '01-01-2016' enter To Date '31-12-2016'
- 6. Give the report title as 'List'.

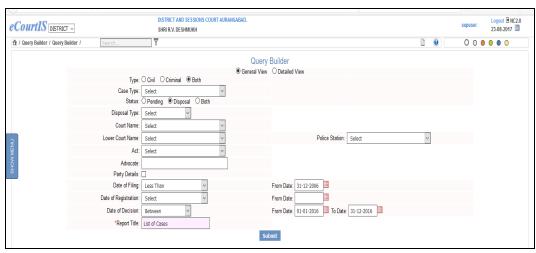


Figure 87: Query no.15 selection

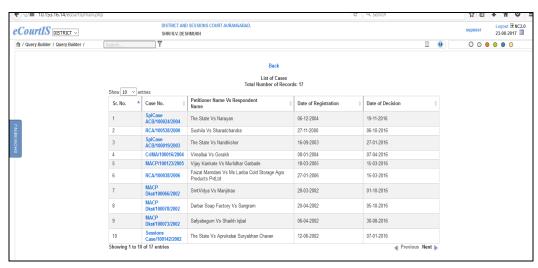


Figure 88: Result of Query no.15

## 8. Calendar

The calendar displays the total number of **listed Civil** and **Criminal** cases for each working day on the calendar.



- 1. Click the Calendar shortcut menu.
- **2.** The system will display the **Calendar** with the total number of **Civil** and **Criminal** cases listed for each day.



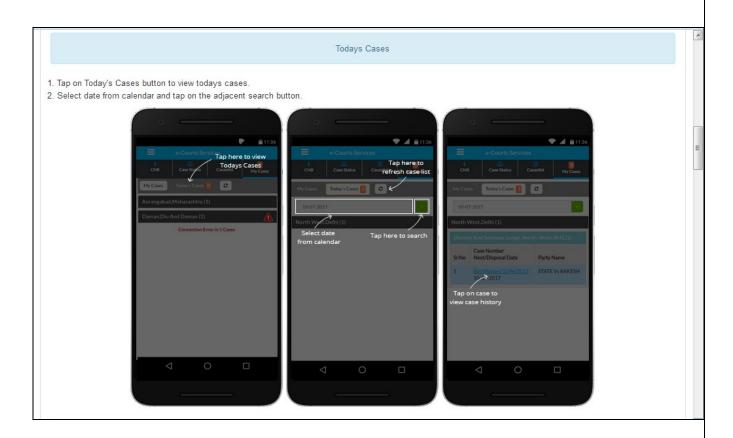
Figure 89 : Calendar

- **3.** The current date (today's date) is displayed in yellow colour and the holidays are displayed in red colour.
- **4.** By default, the system will display the calendar for the current month. You can view the calendar for all months.
- 5. Click arrow button to view the calendar for the next month.
- **6.** Click arrow button to view the calendar for the previous month.
- 7. Click button to view the calendar for the current month.

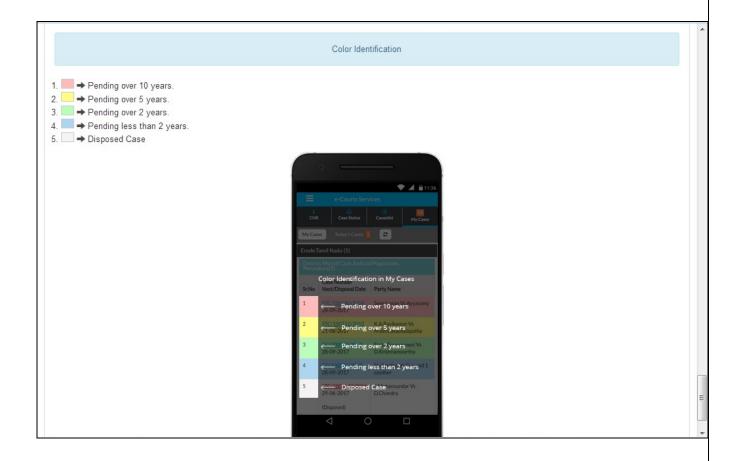
# 9. eCourts Mobile App: - Introduction

The eCourts Services Mobile application, which is available in both Android and iOS versions provides facility in the form of My Cases to create the portfolio of the Cases and track the cases in live mode. Judicial Management can make use of this Mobile App to track the pendency. For example Judge can save top 200 pending cases in the Mobile App and can track and focus on the Cases. The App prompts the Judge that out of 200 saved cases, 4 are listed today in the morning itself. The reminder will assist the Judge to focus in these 4 Cases when all the matters are heard in the court.

## 9.1 Todays Cases



# 9.2 Colour Identification



The Mobile App Can be downloaded from google play store from the for Android Mobiles from following URL.

https://play.google.com/store/apps/details?id=in.gov.ecourts.eCourtsServices

And for iOS from following URL

https://appsto.re/in/yv-jlb.i

The detailed help on how to use the Mobile App is also available on following URL.

http://services.ecourts.gov.in/App/apphelp.html

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