

ADVANCED CIS TRAINING FOR JUDICIAL OFFICERS CUM MASTER TRAINERS

17-18 August - SCHEDULE

DAY ONE - 17.08.2011

| Session No. | Time | Subject (CIS NC 3.1 and Developmental facilities under eCourts Project) |
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| 1 | 9.45 - 10.00 | <ul style="list-style-type: none"> ➤ Q Menu <ul style="list-style-type: none"> • Select Court <ul style="list-style-type: none"> ◆ Select the Court No. from the list on which user has to work. • Select Date <ul style="list-style-type: none"> ◆ Select the Date from the Calender. This is Date of which information is to be searched. • Query Search (Search Pending Cases, Disposed Cases OR Both) <ul style="list-style-type: none"> ◆ Case Status <ul style="list-style-type: none"> • CNR Number • Filing No. • Registration No. • FIR Number • Party Name • Subordinate Court ◆ Advocate <ul style="list-style-type: none"> • Advocate Name • Advocate Bar Code • Today's Case List of Advocate ◆ Cause List (Civil or Criminal Cases Cause List) <ul style="list-style-type: none"> • Select Court • Today's Cause List or Tomorrow's Cause List ◆ Search Caveat (Caveator / Caveatee Name) <ul style="list-style-type: none"> • Search Anywhere • Search Starting with • Search Subordinate Court • Search Caveat No. ◆ Pre-Trial Application <ul style="list-style-type: none"> • Remand • Bail • Application • Calender <ul style="list-style-type: none"> ◆ Month Wise and Day Wise List of Civil and Criminal Cases. ◆ Click No. of Civil/Criminal Cases to get Purpose Wise list of cases. ◆ Click the Purpose to get list of Case Numbers. • Mail <ul style="list-style-type: none"> ◆ Inbox ◆ Compose • Act/Section <ul style="list-style-type: none"> ◆ Details of Provision of Laws |
| 2 | 10.00-11.15 | <ul style="list-style-type: none"> ➤ Dash Board <ul style="list-style-type: none"> • Name of the Establishment • Name of the Judicial Officer |

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| | | <ul style="list-style-type: none"> • Name of the User • Language Toggle • Date and Calender to change the Date • Version of CIS • Today's Cases (Civil, Criminal and Total) • Undated Cases (Civil, Criminal and Total) • My Disposal This Month (Civil, Criminal and Total) • My Pending Cases (Civil, Criminal and Total) • ADR Corner <ul style="list-style-type: none"> ◆ Pending (Mediation / Lokadalat) ◆ Referred this Month (Mediation/Lokadalat) ◆ Completed this Month (Mediation/Lokadalat) • Case Type Wise Top Pending Cases. • Pendency Charts <ul style="list-style-type: none"> ◆ Bar Chart ◆ Pie Chart • Search Bar • New Show Menu Button • My Court and All Court Icon. ➤ Configure Establishment, <ul style="list-style-type: none"> • Details of Establishments in the Court Complex. ➤ Masters and Unification, <ul style="list-style-type: none"> • National Masters • State Masters • Local Masters • Periphery Master • Unification : Mapping of all masters i.e. Case Type Master, Purpose Master etc.. with the National Codes. |
| | 11.15-11.30 | TEA BREAK |
| 3 | 11.30-12.30 | <ul style="list-style-type: none"> ➤ Filing of Case <ul style="list-style-type: none"> • Case Filing (Civil or Criminal) Or Caveat Filing • Selecting Case Type • Party Details • Case Details • Reports <ul style="list-style-type: none"> ◆ Filing Check List ◆ Generate Cause Title • Case Data Entry <ul style="list-style-type: none"> ◆ Entering Details in a Filed Cases <ul style="list-style-type: none"> • Copy Previous Case Data option ➤ Appeal filing <ul style="list-style-type: none"> • Filing Appeal against Disposed Case or Pending Case • Filing Appeal as per CNR or Case No. ➤ Proceeding Correction ➤ Objections and Scrutiny <ul style="list-style-type: none"> • Specifying objection/s in filed cases • Objection Compliance Date • Forwarding for Objection with objection/s • Check Slip • Scrutiny List • Objection Compliance Board |

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| | | <ul style="list-style-type: none"> ➤ Registration <ul style="list-style-type: none"> • Entering Complete Data of Petitioner, Respondent, Extra Information, Subordinate Court, Act Section, Police Station, Extra Party, Party wise Act, Case Details, Caveat, Registration. • Change Registration Date • Date of Hearing • Purpose of Hearing • Case Extra Information ➤ IA filing (IA can be filed in Civil / Criminal Cases) <ul style="list-style-type: none"> • IA Filing in Registered Cases or Unregistered Cases ➤ Urgent Case <ul style="list-style-type: none"> • Urgent Case Option in - <ul style="list-style-type: none"> ◆ Why Urgent Case Option ? ◆ Admin Menu ◆ Registration Section ◆ Court Proceeding ◆ Urgent Case Reports. |
| 4 | 12.30-13.00 | <ul style="list-style-type: none"> ➤ Random Allocation <ul style="list-style-type: none"> • Why Random Allocation ? • First assign Case Type Judges. • Allocate Case to Case Type assigned Judges randomly ➤ Case Type Judge <ul style="list-style-type: none"> • Select Case Type and Check the Judges from the List to whom Cases of selected Case Types is to be allocated randomly. ➤ Police Station Master and arrangements. <ul style="list-style-type: none"> • Entry details of Police Station under the jurisdiction of Court. • Allocate National to Police Station along with other details. • Police Station wise Cause List • Police Station wise Pending Cases |
| | 13.00-14.00 | LUNCH |
| 5 | 14.00-16.00 | <ul style="list-style-type: none"> ➤ Case Proceedings <ul style="list-style-type: none"> • Recall of Case • Display Board Management : Called – In Progress – Completed • Business • ON VC • Order passed • Exhibits • Court Event • Dispose the Case <ul style="list-style-type: none"> ◆ Date of Decision ◆ Contested or Uncontested ◆ Nature of Disposal • Kept as Dormant Case <ul style="list-style-type: none"> ◆ Next Date ◆ Dormant or Sine Die • Specify Reason of Adjournment • Purpose and Sub Purpose of Listing • Next Date • Purpose wise view of Next Date (check) • Time Slot • Presence / Attendance |


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| | | <ul style="list-style-type: none"> ➤ Bulk Proceedings ➤ Bulk Disposal ➤ Court Event and DCMS <ul style="list-style-type: none"> • Issues Framed • Witnesses Examined • Appearance • Written Statement • Legal Heir ➤ Process Generation <ul style="list-style-type: none"> • Process Generation in Civil / Criminal or Plead Guilty Case • Select the Case • Select the Process to be generated • Select Address and provide other details • Generate Draft • Copy Previous Process • Upload Process • Publish Process • Process Acknowledgement / Print • Process Status ➤ Linking and Grouping of Cases – Introduction |
| 6 | 16.00-17.30 | <ul style="list-style-type: none"> ➤ Judgment Order Templates <ul style="list-style-type: none"> • Select Case (List of Cases Listed Today) • Enter Case No. to generate Template of Order / Judgment from the list. ➤ Issue charge framing ➤ Order-sheet/Roznama <ul style="list-style-type: none"> • Roznama Pdf (A Diary) • B Diary ➤ Delay Status <ul style="list-style-type: none"> • Importance of this Option • Delay Status in Civil or Civil or Both Cases • Specify the Age of Cases • Select the Delay Reason • Specify if case is Sine Die or Dormant Case ➤ Under Trail <ul style="list-style-type: none"> • Specify the Under Trial Prisoner in case • UT Query • Updating the Release Date • UT Report • UT Release Report • UT Half Release Report • UT Released Report ➤ Litigant Updation ➤ Appellate Info <ul style="list-style-type: none"> • Update the information of Appeal Cases • Subordinate Case Information • Appellate Court Information |

DAY TWO - 18.08.2017

| Session No. | Time | Subject (CIS NC 3.1 and Developmental facilities under eCourts Project) |
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| 7 | 9.30-11.15 | <ul style="list-style-type: none">➤ Mediation<ul style="list-style-type: none">• List of Mediators• Select Mediators• Refer to Mediation• Mediation Allocation• Mediation Proceeding• Mediation Members• Mediation Transfer• Mediation Report• Mediation Cause List➤ Lok-Adalat<ul style="list-style-type: none">• Lok Adalat Details<ul style="list-style-type: none">◆ Id of Lok Adalat◆ Name of Lok Adalat etc.• Lok Adalat Member<ul style="list-style-type: none">◆ Advocate◆ Judge◆ Retired Judicial Officer◆ Other• Add Lok Adalat Panel• Assign Cases to Lok Adalat• Assign Cases to Panel• Settlement of Cases• Lok Adalat Reports• Lok Adalat Notices• Lok Adalat Archive |
| | 11.15-11.30 | TEA BREAK |
| 8 | 11.30-12.30 | <ul style="list-style-type: none">➤ Remand (Pre-Trial)<ul style="list-style-type: none">• How to Register FIR and FIR Details in CIS• FIR Details• Remand• Remand Order• Bail• Release• Bail Order• Application and Application Order• Pretrial Order Uploading➤ Charge Sheet / Summary<ul style="list-style-type: none">• Charge Sheet Received Report• Summary Received Report |
| 9 | 12.30-13.00 | <ul style="list-style-type: none">➤ Various Reports<ul style="list-style-type: none">• Management Reports (Civil and Criminal)<ul style="list-style-type: none">◆ Case List◆ Judge Wise Monthly Report◆ Unit Wise Disposal◆ Contested Disposal Report◆ Unit IA Disposal |

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| | | <ul style="list-style-type: none"> • Pending Monitoring • Disposal Monitoring <ul style="list-style-type: none"> ◆ Balance Sheets ➤ Return Reports ➤ Summary Reports ➤ Unit/Norms Calculation ➤ Judge Leave and Proceedings |
| | 13.00-14.00 | LUNCH |
| 10 | 14.00-15.00 | <ul style="list-style-type: none"> ➤ New NJDG ➤ NSTEP ➤ JUSTIS Mobile Application |
| 11 | 15.00-16.00 | <ul style="list-style-type: none"> ➤ eFiling Introduction ➤ ePay Introduction |

// By order //


14/08/2019
Asst. Registrar