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**ROC.NO.728/SO/2020**

To

All the Unit Heads in the State of Telangana.

Sir/Madam,


Sub: High Court for the State of Telangana - Letter received from Hon'ble Dr. Justice D.Y. Chandrachud, Judge, Supreme Court of India framed User Manual in view of COVID -19 to be adopted by the District Judiciary to avoid overcrowding of Court premises, etc - Request to circulate the User Manual to the Unit Heads – Circulated for adoption of User Manual – Reg.

Ref: Letter dated 18-6-2020 from Hon'ble Dr. Justice D.Y.Chandrachud, Judge, Supreme Court of India.

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Adverting to the above subject and reference cited, as directed, I am enclosing herewith a copy of the User Manual forwarded by the Hon'ble Dr. Justice D.Y.Chandrachud, Judge, Supreme Court of India and request you to adopt the same, so as to enable Unit Heads to proceed in a systematic and planned manner to reduce the risks associated with the presence of a large number of persons in Court premises during COVID-19 and also request to circulate the same to all the Judicial Officers in your respective unit, for compliance.

Yours sincerely,

  
REGISTRAR GENERAL

20.06.2020



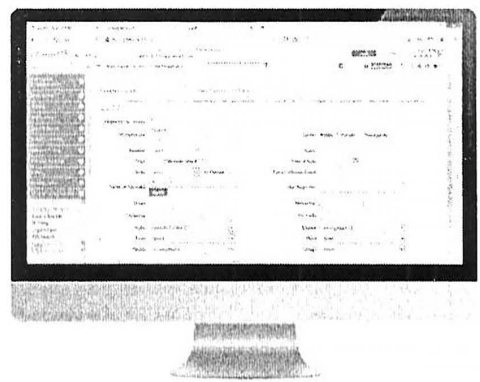
# Covid-19 Management

## User Manual

June 2020

Case Information System

Covid-19 Management  
User Manual



**NIC** National  
Informatics  
Centre

**eCommittee**  
Supreme Court of India

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## 1. Introduction

Management of Daily Board or Cause List is crucial to avoid overcrowding in the courts. High Courts are taking different measures like listing few matters on the board and sequencing matters in staggered form. In District and Civil/Criminal Courts generally more than fifty matters are listed before every court every day. During the lock-down period cases had been adjourned in bulk and they too may add to cases already listed during the coming working days. Filing may also increase as it was stalled for last two months. This will result in heavy cause lists and rush of litigants and advocates to Courts, posing a problem in maintaining social distancing.

To avoid this, the facility is developed for Judicial officer to manage the Board/Cause List by either **Retaining** or **Adjourning** the matter listed on a particular day well in advance and intimate concerned Advocates and Litigants by SMS.

CIS already provides for the facility to allot specific time slots to cases listed in the cause list on any day. It is suggested that Courts may also indicate time slot for hearing cases so that all the advocates and parties do not have to attend the Court throughout the day. This facility will enable to organize the cause list in staggered form and ensure minimizing the crowd.

Likewise Courts may also use the facility for finding out occupancy of advocates not only in the concerned court but other courts in the same campus, to ensure availability of the advocate during the time slot and also intelligent listing, so that the work of the advocate in all courts can be arranged in a sequence and the advocate is free to leave the Court campus without being required to wait.

The new facility includes following features shown under a "Covid-19 Menu available under Court Proceedings" option:

- **Covid-19:** Various facilities to manage the cause list and generate reports are placed under Covid-19 menu. These options will be available upto 31<sup>st</sup> December 2020 and can be extended beyond specified date if decided by e-Committee.
- **Retain Case:** If the Case is marked as retained on the cause list, the Court may choose from the time slots shown on the screen. This facility will help court to arrange cause list in such a way that not more than 3-4 cases are listed in an hour.

Once matter is retained on board and time slot is allocated, SMS is sent to the Advocates and Litigants for appearing in the Case at particular reporting time as mentioned in SMS.

**Sample SMS when matter is retained on Cause List:** *"Case L.R.DKST./10/2018 listed on 18-06-2020, in Court of Principal District and Sessions Judge, Abad. scheduled at 2:30 PM".*

- **View occupancy of Advocates:** Facility is provided to view the occupancy of Advocates appearing in the case. If the Advocates are appearing in other courts, on the selected date, respective occupied time slots are displayed. This may assist the courts to accordingly allocate the time slot to the present case to avoid adjournments because of unavailability of advocates.
- **Adjourn Case:** If the Case is marked as adjourned, future date/next date may be selected. Facility to give time slot on future date is also provided. This will enable courts to adjourn the matters by giving next date to the cases and inform all the concerned stakeholders well in advance to avoid overcrowding in the court.

Once matter is adjourned for future date, SMS is sent to the Advocates and Litigants mentioning the date and reporting time of the case.

**Sample SMS when matter is Adjourned** *“Case Reg Dkst/181/2018 listed on 18-06-2020, in Court of District Judge-13 and Asst Sessions Judge Abad adjourned to 02-07-2020, 11:00 AM due to COVID-19”.*

- **Digital Pass:** The above types of SMS about listing of the case along with reporting time sent by Court may also serve as digital pass for entering in the court premises on the given date and time.
- **Covid Cause List:** Unlike regular cause lists which are currently used by the courts a common facility is provided to generate cause list in the order of time slots. Cases which are adjourned to future dates are also listed along with the next date, time and reason for adjournment. All such adjourned cases are separately listed in the same reports with the title as “Cases listed below are adjourned because of Covid-19”.
- **Advocate List:** As the date and time is given to every case on the cause list, facility is provided to generate list of Advocates expected to visit premises (attending court) on a given day along with time slots. This will enable management authorities to estimate crowd in the courts on a given date and time.

## 2. Retain Cases

The facility is used to retain some of the previously scheduled cases on the cause list and assign time slots to the cases.

1. Select **Covid Case Management** under Covid 19 menu.
2. Select the cause list **Date**. All the cases scheduled for the selected date will be displayed.
3. For the cases that need to be retained, select the **Retain** radio button.
4. The user may check the occupancy of the advocate while allocating the time slot by clicking **View Occupancy** link. If the Advocates are appearing in other courts, on the selected date, respective occupied time slots are displayed. This may assist the courts to accordingly allocate the time slot to the present case to avoid adjournments because of unavailability of advocates.
5. Select appropriate **Time Slot** on which the matter is to be listed in the court and click **Submit**. 'Case Proceeding Successful' message will be displayed.

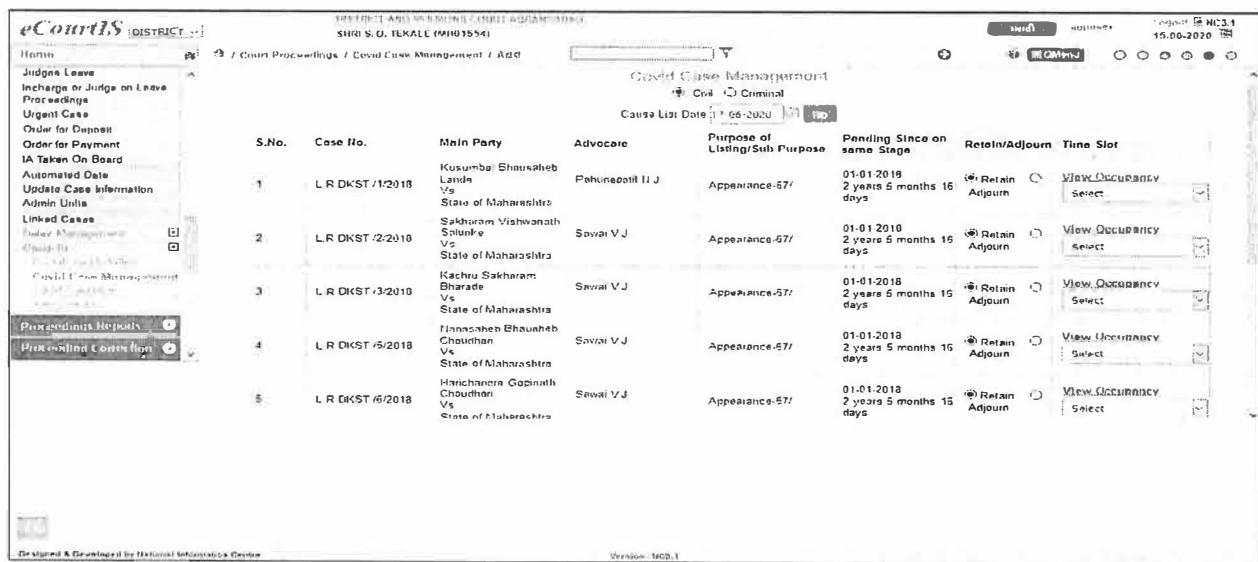


Figure 1 : Covid Case Management - Retain Case

**eCourts DISTRICT**  
 DISTRICT AND SESSIONS COURT AURANGABAD  
 SHRI S. D. TEKALE (MID15554)  
 Home / Court Proceedings / Court Case Management / Add

**View Occupancy**

File Dates: 17-06-2020  
 Advocate: Sawai V.J.  
 DISTRICT AND SESSIONS COURT AURANGABAD  
 Court No: 1-Principal District and Sessions Judge, Aurangabad  
 Time Slot: 11:00-12:00 AM

Sr No	Case No	Parties	Advocate	Appearance	File Date	Case Status	Action
1	L.R.DKST/1/2018	Lando Vs State of Maharashtra	Palanisetti H J	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjourn	View Occupancy Select
2	L.R.DKST/3/2018	Kachru Sachin Bhirade Vs State of Maharashtra	Sawai V J	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjourn	View Occupancy Select
3	L.R.DKST/5/2018	Narasimh Bhanubh Choudhari Vs State of Maharashtra	Sawai V J Mote R P	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjourn	View Occupancy Select
4	L.R.DKST/6/2018	Harichandra Gopinath Choudhari Vs State of Maharashtra	Sawai V J	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjourn	View Occupancy Select
5	L.R.DKST/7/2018	Bhajiresh Bajirao Bhirade Vs State of Maharashtra	Sawai V J Mote R P	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjourn	View Occupancy Select
		Baban Chandras...	Sawai V J		01-01-2018	Retain Adjourn	View Occupancy Select

Figure 2 : View Occupancy

### 3. Adjourn Cases

The cases which cannot be retained on the cause list due to working constraints can be adjourned to a future date. User can assign a new date and time slot through this service.

1. Select **Covid Case Management** under Covid 19 menu.
2. Select the cause list **Date**. All the cases scheduled for the selected date will be displayed.
3. For the cases that need to be adjourned, select the **Adjourn** radio button. Date field will appear for the selected cases in the Time Slot column.
4. Select next **Date** on which the Case may be listed. Along with the date time slot can also be selected.
5. The user may also check occupancy of the advocate while giving next date to the case **View Occupancy** link. This will show availability of the Advocates on the selected date.
6. After giving next dates to all adjourned matters, click on **Submit**. 'Case Proceeding Successful' message will be displayed.

S.No.	Case No.	Main Party	Advocate	Purpose of Listing/Sub Purpose	Pending Since on same Stage	Retain/Adjourn	Time Slot
1	L.R.DKST./1/2018	Kusumbal Bhausaheb Lande Vs State of Maharashtra	Pahaneptal N.J.	Appearance-6/7	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	10:00-11:00 AM View Occupancy
2	L.R.DKST./3/2018	Kachru Sakharan Bharade Vs State of Maharashtra	Sawai V.J.	Appearance-6/7	01-01-2018 2 years 5 months 16 days	<input type="radio"/> Retain <input checked="" type="radio"/> Adjourn	04-06-2020 View Occupancy
3	L.R.DKST./5/2018	Hanasahab Bhausaheb Choudhari Vs State of Maharashtra	Sawai V.J.	Appearance-6/7	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	10:00-11:00 AM 11:00-12:00 AM
4	L.R.DKST./6/2018	Hanichandra Gopinath Choudhari Vs State of Maharashtra	Sawai V.J.	Appearance-6/7	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select
5	L.R.DKST./7/2018	Rhaginath Baljion Bharade Vs	Sawai V.J.	Appearance-6/7	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select

Figure 3 : Covid Case Management - Adjourn Case



### 4. Generate Covid Cause-list

This menu is used to generate modified Cause List including retained as well as adjourned cases with their re-scheduled details.

1. Select **Covid Causelist** under Covid 19 menu.
2. Select type of Cause List (Civil or Criminal) and Cause List **Date**.
3. Click **View**. The Cause List will be generated as .pdf file. The 'Retained' cases will be shown segregated in time slots in ascending order. 'Adjourned' cases are listed below the retained cases in the Cause List under heading "Cases listed below are adjourned due to Covid 19".

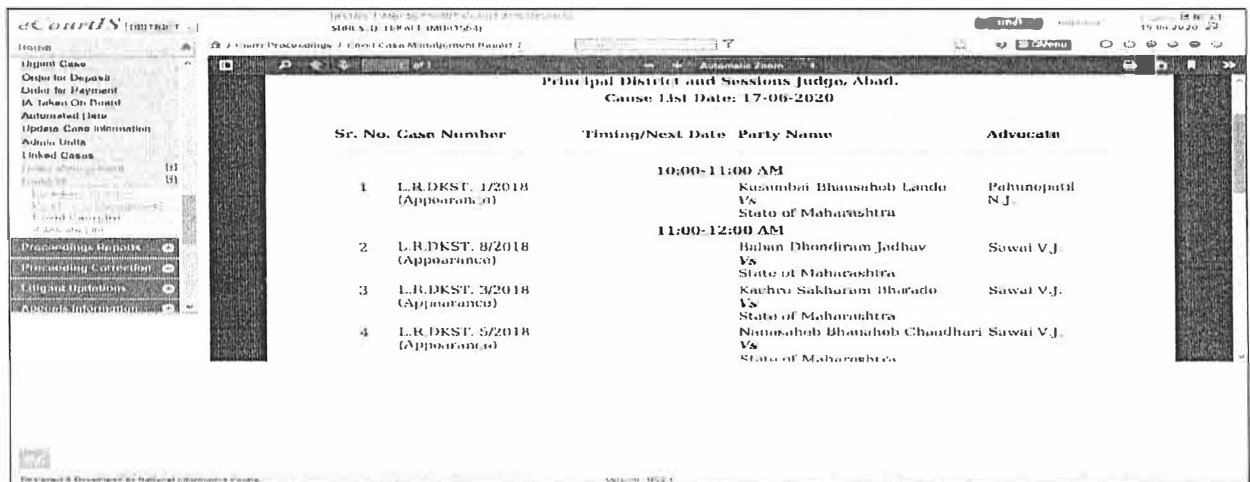


Figure 4 : Covid Causelist - Retained Cases

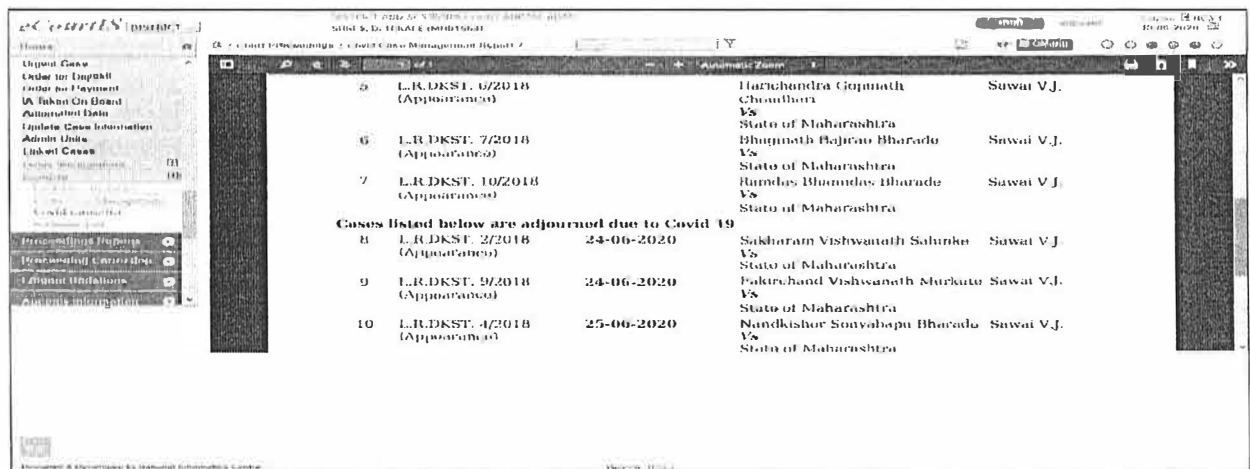


Figure 5 : Covid Causelist - Adjourned Cases

## 5. Generate Advocate List

As the date and time is given to every case on the cause list, facility is provided to generate list of Advocates expected to visit premises (attending court) on a given day along with time slots. This will enable management authorities to estimate crowd in the courts on a given date and time.

1. Select **Advocate List** under Covid 19 menu.
2. Select the **Date**. List of advocates and their time slots for the day will be displayed.
3. Report can be generated in .pdf, excel or .csv formats.

The screenshot displays the eCourts District interface for the District and Sessions Court Aurangabad. The main content area shows the Advocate List for the date 15-06-2020. The table lists the following data:

Sr. No.	Bar Registration Code	Advocate	10:00-11:00 AM	11:00-12:00 AM
1	MAH 1326 2002	Shri V. J.		
2	MAH 1866 1981	Shri Phiroze M. J.		
3	MAH 1193 2001	Shri Anand M. S.		
4	MAH 2856 2005	Shri Anand M. S.		

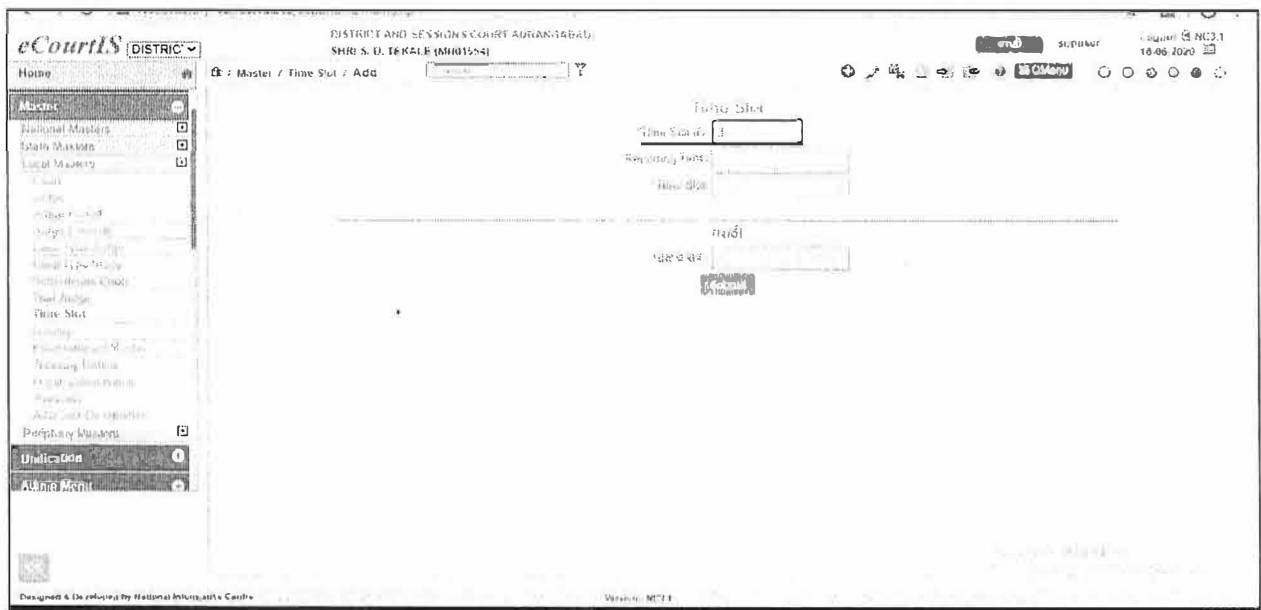
The interface also shows a sidebar menu with options like Urgent Case, Order for Deposit, Order for Payment, IA Taken On Board, Automated Date, Update Case Information, Admin Units, and Linked Cases. The main content area includes a search bar, a date selector (15-06-2020), and a table with columns for Sr. No., Bar Registration Code, Advocate, and time slots. The table shows 4 entries, and the interface includes pagination controls (Previous, 1, Next) and a 'Showing 1 to 4 of 4 entries' indicator.

Figure 6 : Advocate List

## 6. Manage Time-Slot Master

Number of time slots available per day can be managed using this master. Flexibility is available to the local courts to manage the slots depending on the Covid situation.

1. Select **Masters, Local Masters, Time Slot** menu to manage time-slots.
2. Time Slot ID is auto generated. Enter **Reporting Time** and required **Time Slot**.  
(Ex: If time slot is to be fixed as **10.30 AM to 11.30 AM**, reporting time may be entered as **10.30 AM** or the starting time of the Slot. Reporting time will be sent to the Advocates and Litigants through SMS).
3. It is to be noted that entry of the time slot is crucial. Board will be arranged in ascending order of the Time Slot ID and not as per the reporting time or entered time slot.
4. Click **Submit**; success message will be displayed.



The screenshot displays the eCourts District portal interface for the District and Sessions Court, Adilnagar. The user is logged in as 'SHRI S. D. TEKALE (MID1554)'. The page title is 'Master / Time Slot / Add'. The left sidebar shows the navigation menu with 'Time Slot' selected. The main content area contains a form with the following fields: 'Time Slot ID' (auto-generated), 'Reporting Time', and 'Time Slot'. A 'Submit' button is visible at the bottom of the form. The footer of the page indicates 'Designed & Developed by National Informatics Centre' and 'Version: MTS 1'.

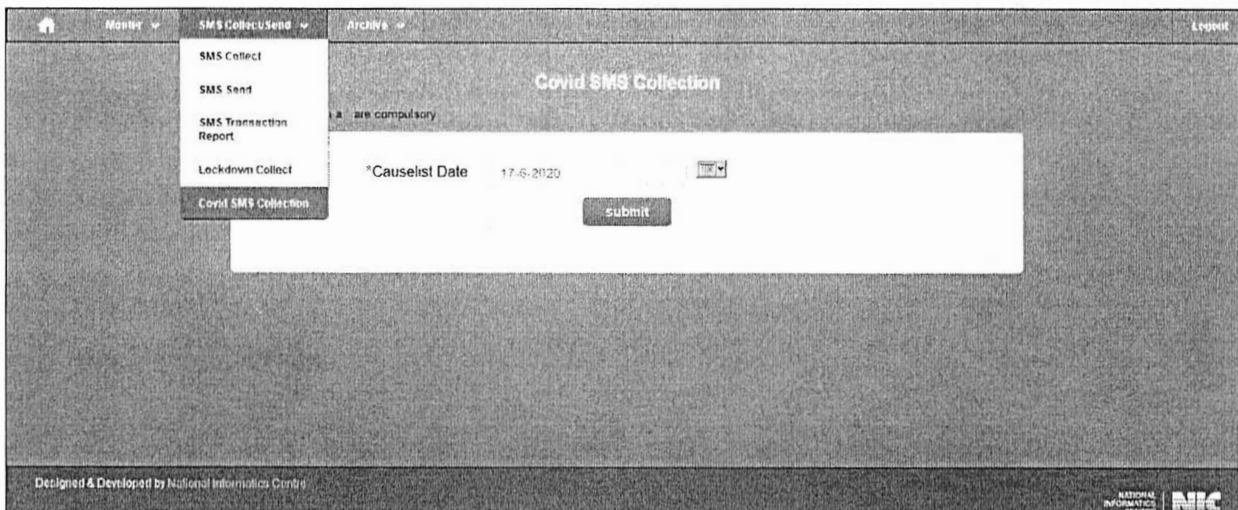
Figure 7 : Manage Time-slot Master

## 7. Collect and Send SMS

New option to collect SMS for Covid Board Management is provided in the SMS Module. Once new cause list is generated, the revised data can be collected for sending messages through this functionality. The messages can then be sent using the regular 'SMS send' menu.

### 7.1 Collect SMS

1. Select **Covid SMS Collection** under **SMS Collect/Send** in the SMS Application.
2. Select Causelist **Date** for which the SMS data is to be collected.
3. Click **Submit**; 'Data Collected Successfully' message is displayed.



The screenshot displays the 'Covid SMS Collection' web application interface. At the top, there is a navigation bar with 'Home', 'Master', 'SMS Collect/Send', 'Archive', and 'Logout' options. A dropdown menu is open under 'SMS Collect/Send', showing options: 'SMS Collect', 'SMS Send', 'SMS Transaction Report', 'Lockdown Collect', and 'Covid SMS Collection'. The main content area is titled 'Covid SMS Collection' and contains a form with a label '\*Causelist Date' and a date input field showing '17-6-2020'. A 'submit' button is located below the date field. A note above the form states 'are compulsory'. At the bottom of the page, it says 'Designed & Developed by National Informatics Centre' and features the NIC logo.

Figure 8 : Covid SMS Collection

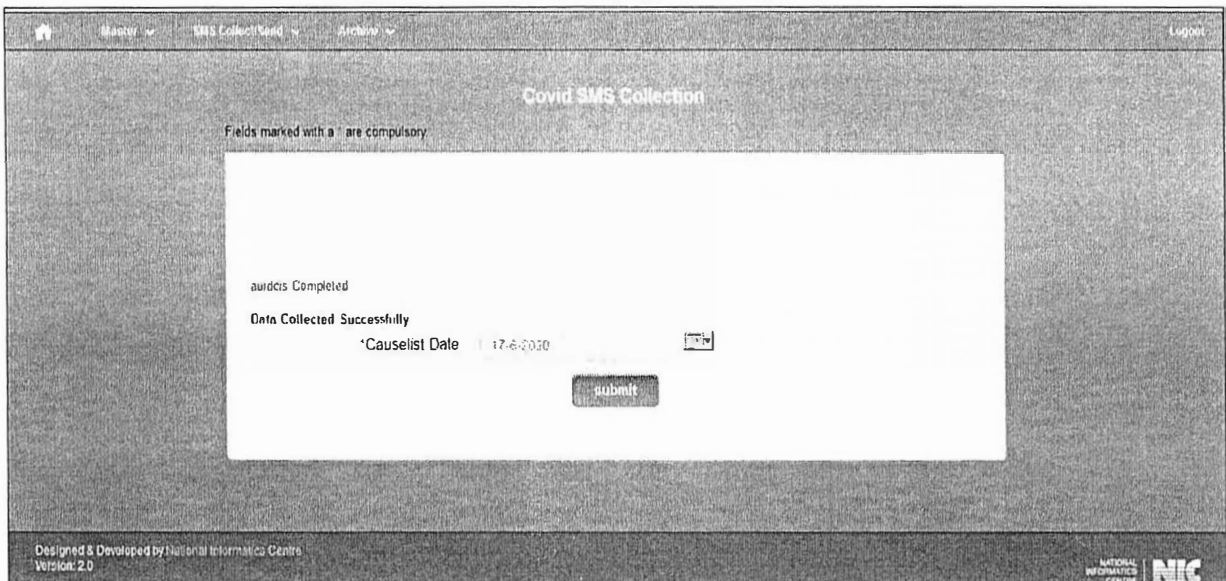


Figure 9 : SMS Collection Successful

## 7.2 Send SMS

1. Select **SMS Send** under **SMS Collect/Send** in the SMS Application. A success message will be displayed.

### Sample Message – Retained case:

Case L.R.DKST./10/2018 listed on 17-06-2020, in Court of Principal District and Sessions Judge, Abad. scheduled at 11:00 AM

### Sample Message – Adjourned case:

Case Reg Dkst/1490/2018 listed on 17-06-2020, in Court of District Judge-13 and Asst Sessions Judge Abad adjourned to 18-06-2020 10:00