



# Digital Courts

End user manual

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## 1 General Information

**Digital Courts – Green Initiative of Indian Judiciary** has been developed to make court paperless/digital with ease to view case-files/documents while sitting at home. Judges can view all the case-related pleadings, chargesheets, court orders etc of both civil and criminal cases which aims at making the court paperless.

### Key Features

- Facility to monitor the pendency and disposal of cases
- Provision for document viewing
  - View e-Filed cases
  - View Chargesheets
  - View Interim Orders/Judgments
  - Digitize existing documents in pending case and upload for further viewing
- Auto-downloading documents, viewing for single case or cause-list
- Annotations, highlighting and editing facilities using open-source tool
- Integrated with JustIS mobile app
  - For single sign on
  - To view important case marked through JustIS mobile app
- Facilities to view pendency/disposal/brief-case

The Digital Courts has following two components:

- Digital Courts **web portal**
- Digital Courts **desktop app**

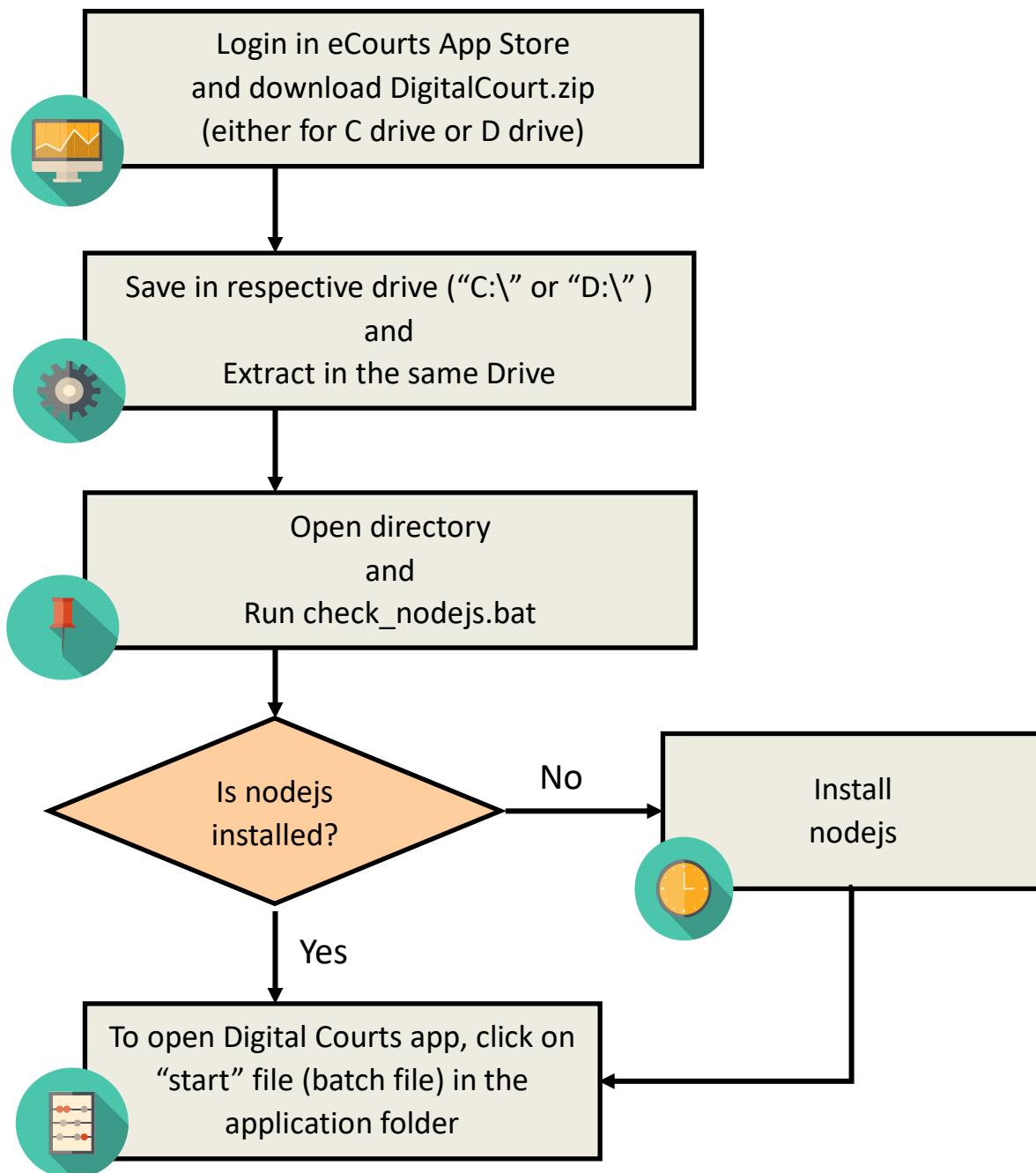
Majority features are common for both the components. However, Digital Courts **web portal** has facility to upload case related documents and Digital Courts **desktop app** has facility to add annotations.

The document will cover the Installation steps and detailed functionality of the Desktop App and Web Portal.

## 2 Digital Courts Installation Steps

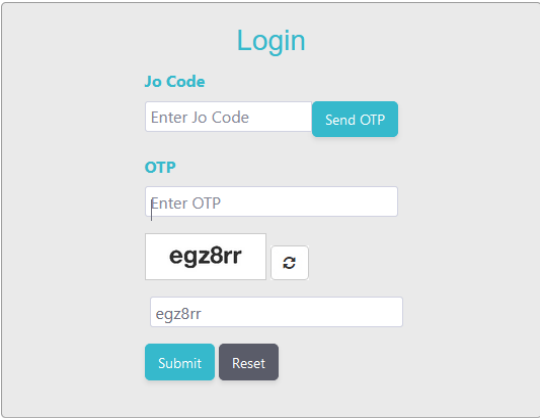
### 2.1 Installation Flowchart

The below diagram illustrates the installation steps for Digital Courts on the local machine.

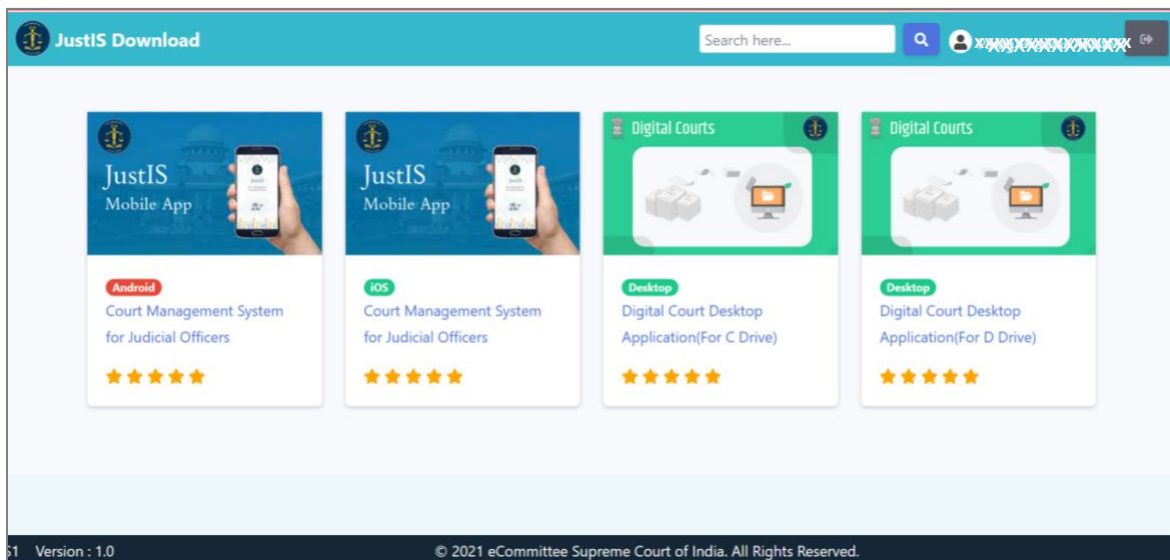


## 2.2 Installation Steps

- Login into the eCourts app store (<https://justis.ecourts.gov.in/appstore/>)

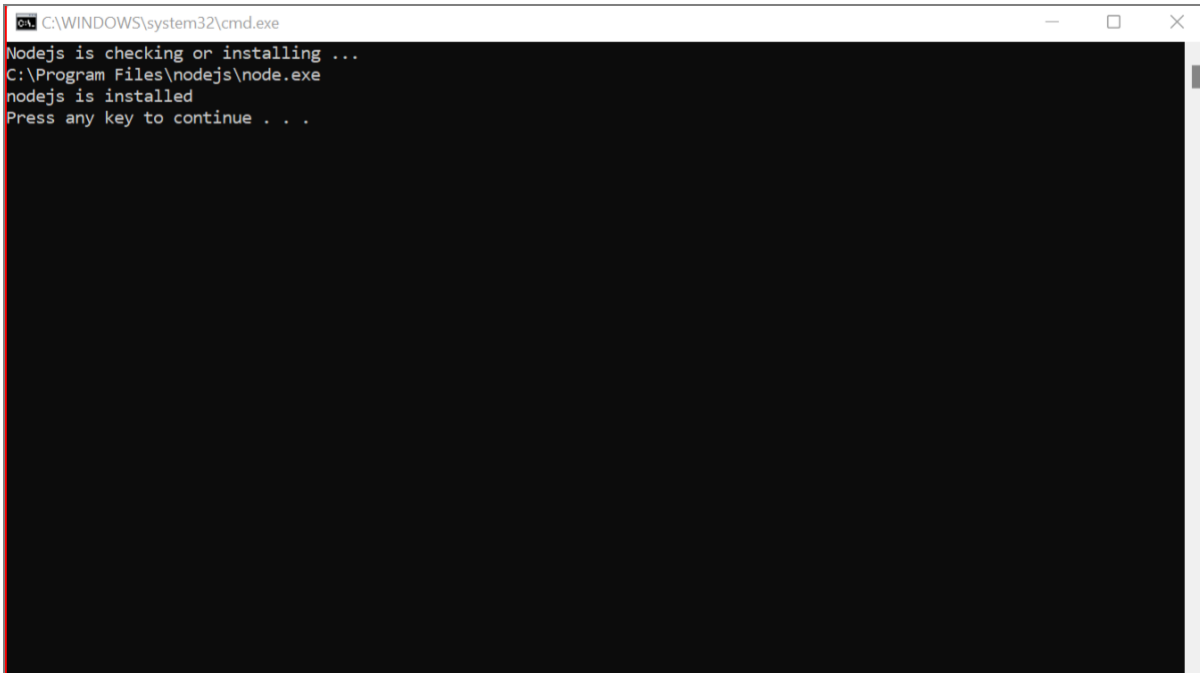


- Download “DigitalCourt.zip” (either for C drive or D drive) file from eCourts app store and save into the corresponding (“C” or “D”) drive.



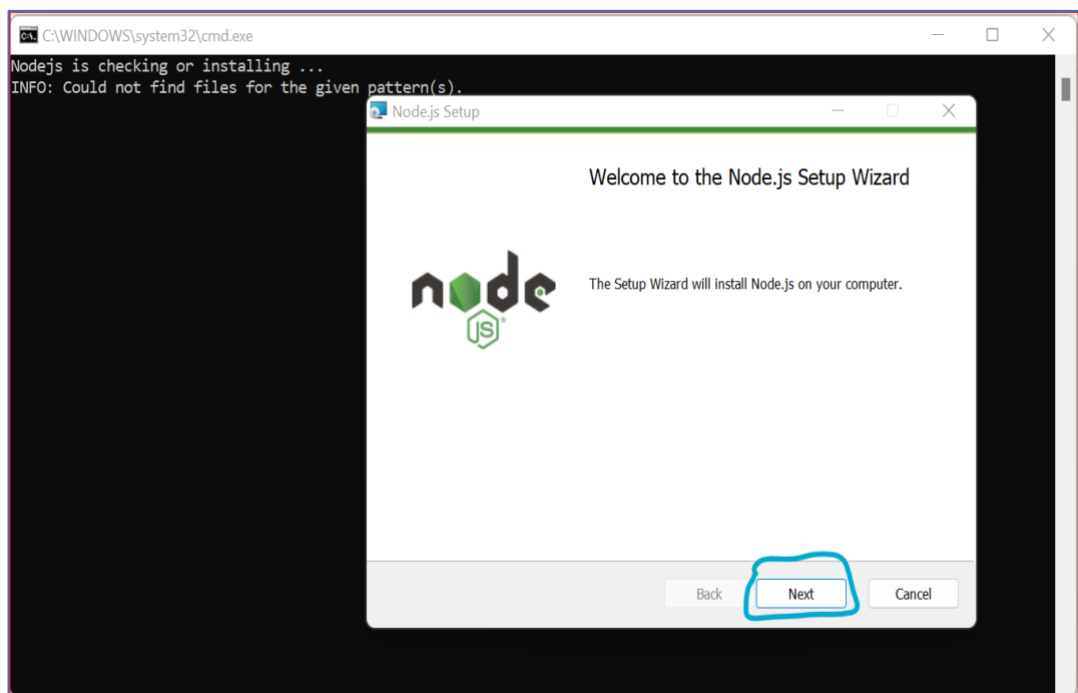
- Right click on “DigitalCourt.zip” and click on “extract here” option (For Windows 11, click on “show more options” and then “extract here” option).

- Click on “**check\_nodejs.bat**” file. In case already installed (Refer step 6), “**nodejs is installed**” message will appear.

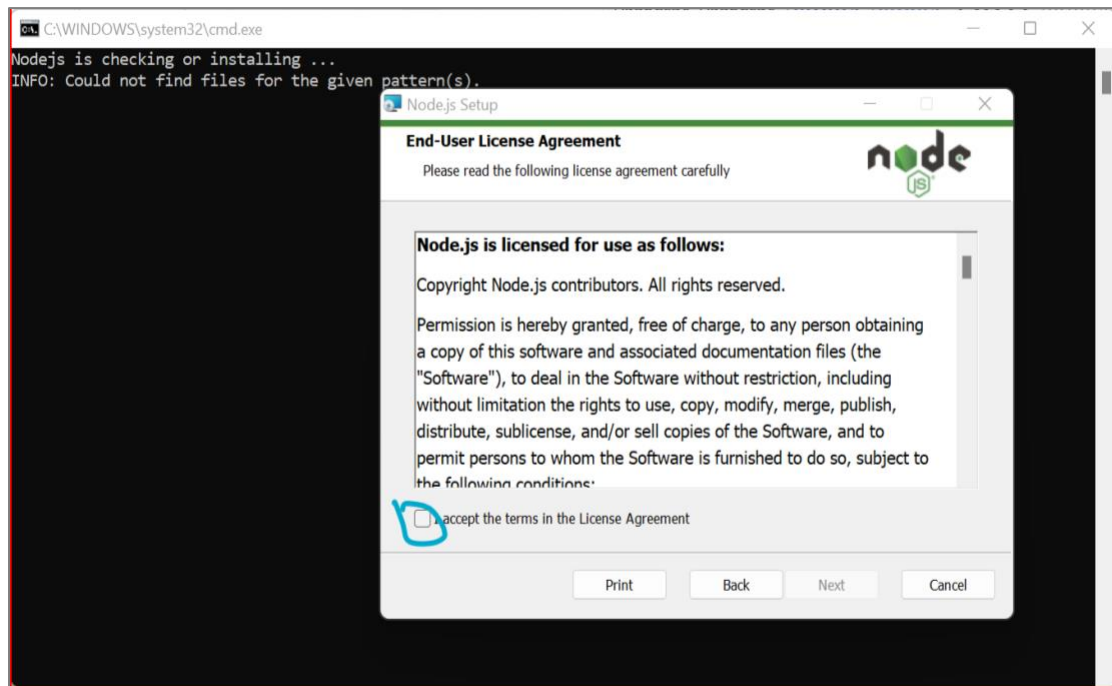


```
C:\WINDOWS\system32\cmd.exe
Nodejs is checking or installing ...
C:\Program Files\nodejs\node.exe
nodejs is installed
Press any key to continue . . .
```

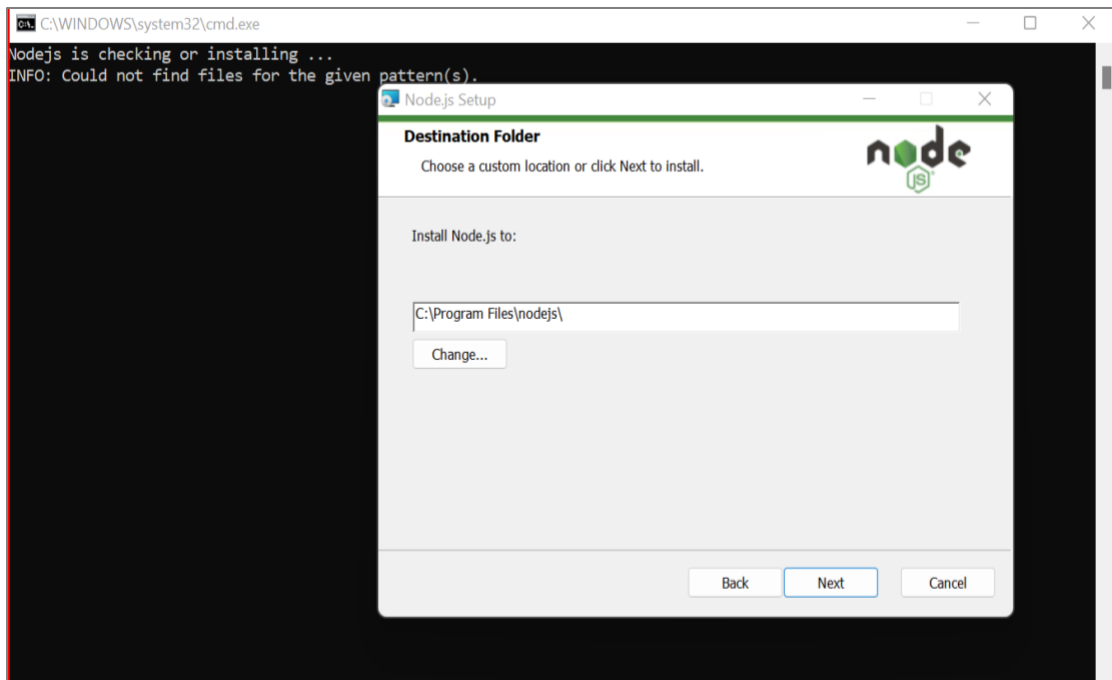
- If nodejs is not installed, installation window opens. Follow the steps below to install the nodejs.
  - a. Click on next button



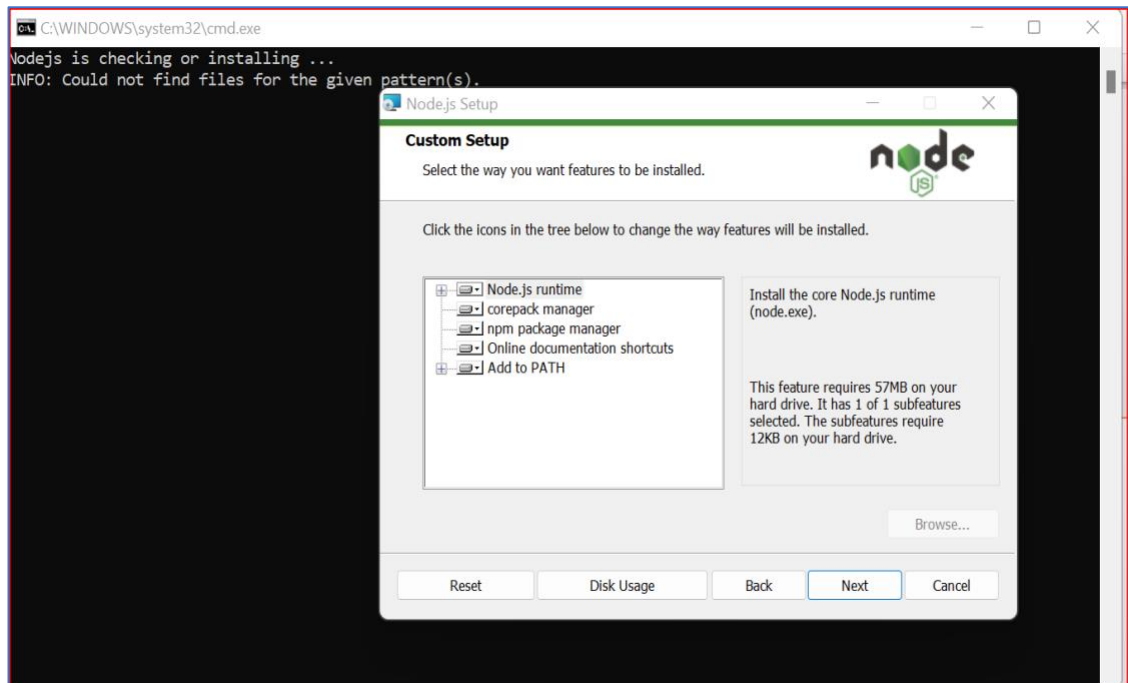
b. Please check “accept the terms in license agreement”.



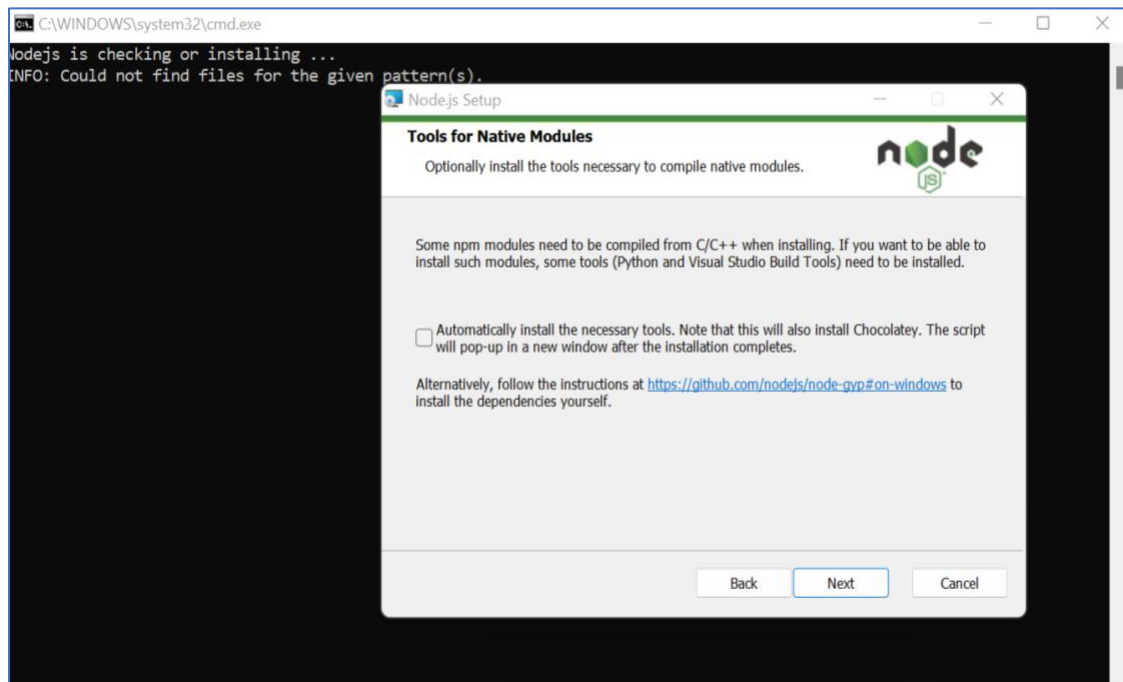
c. Click on next button (Destination Folder)



## d. Click on next button (Custom Setup)

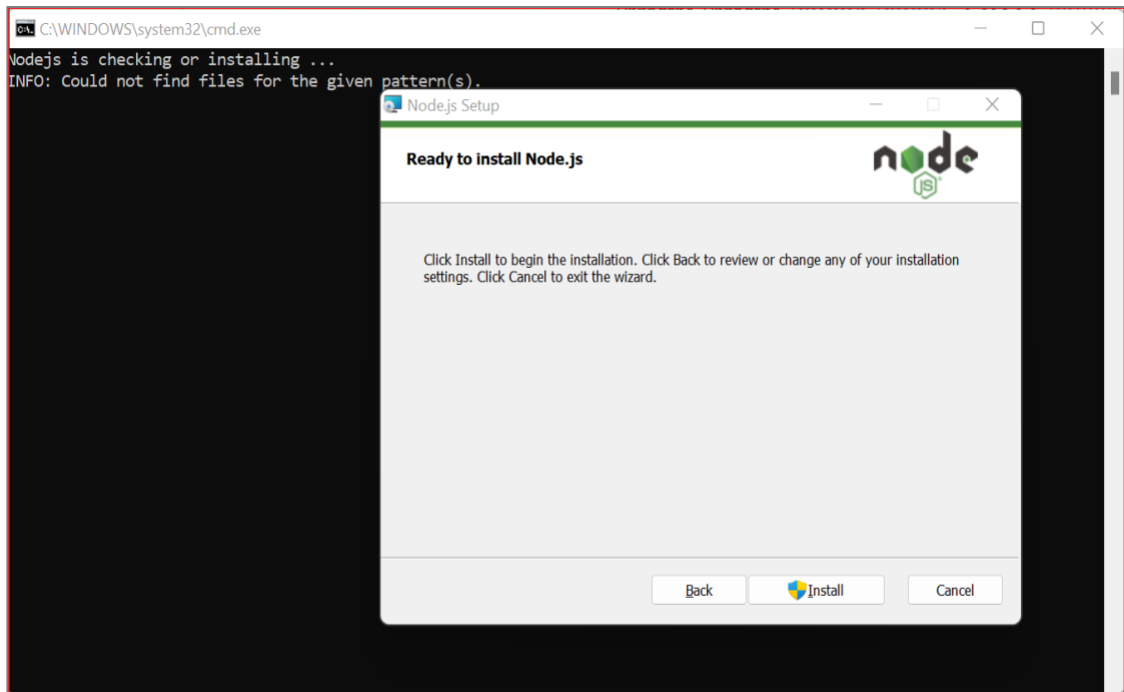


## e. Click on next button (Tools for Native Modules)

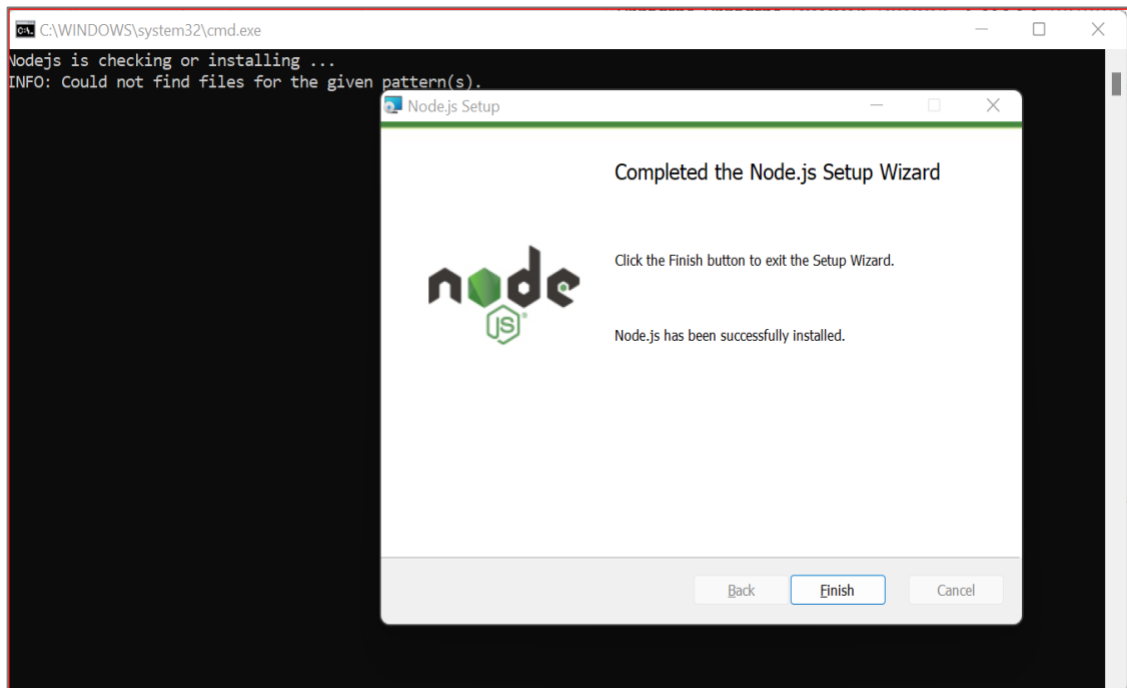




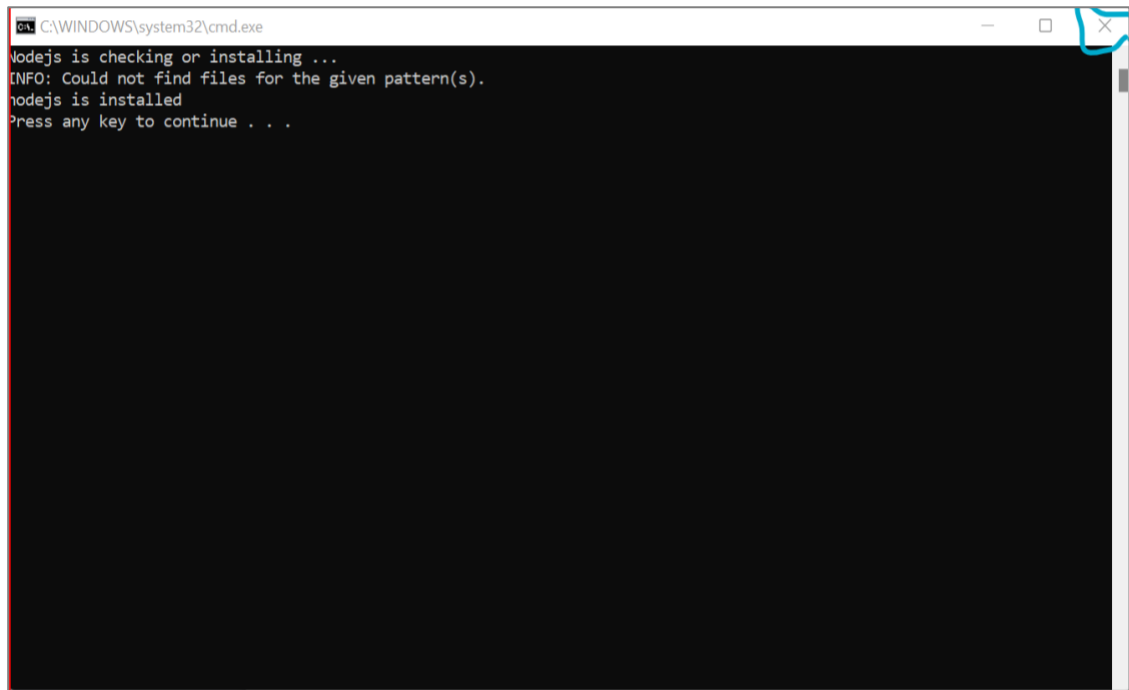
## f. Click on install button



## g. Click on finish button

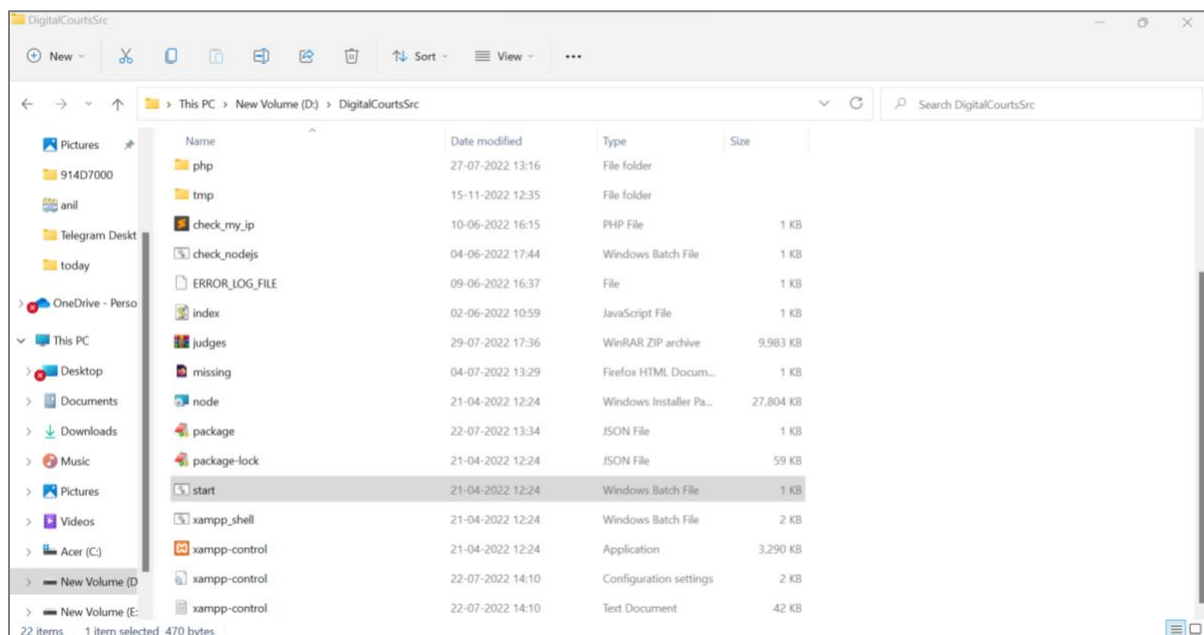


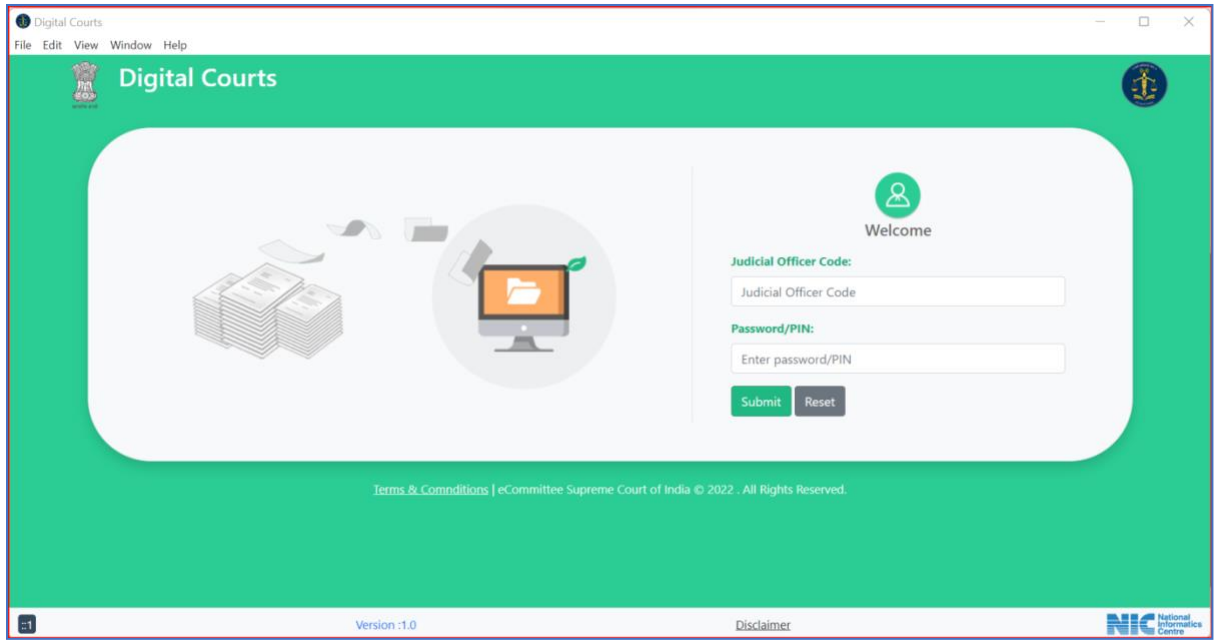
h. Close the command prompt.



```
C:\WINDOWS\system32\cmd.exe
nodejs is checking or installing ...
[INFO: Could not find files for the given pattern(s).
nodejs is installed
Press any key to continue . . .
```

- To start the Digital Courts app, click on the “start” file from the app folder in the respective drive (“C:\” or “D\”). Server starting command prompt window will appear then application window will be opened. Upon completion of work on application, close command prompt window to stop the server.





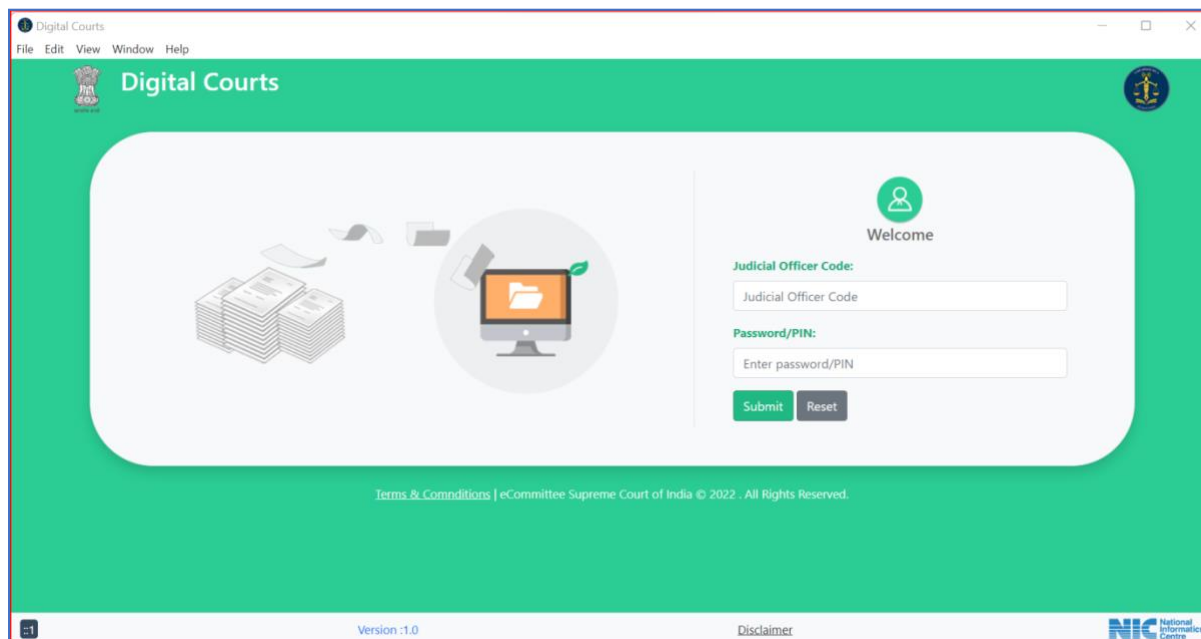
## 3 Desktop App

The desktop app can be used in online or offline mode. Some of the facilities such as pendency monitoring, dashboards are not available in the offline mode.

Functionality of Desktop app is explained below.

### 3.1 Log in to the app

The Judge can log-in into the system using JustIS app log-in credentials.

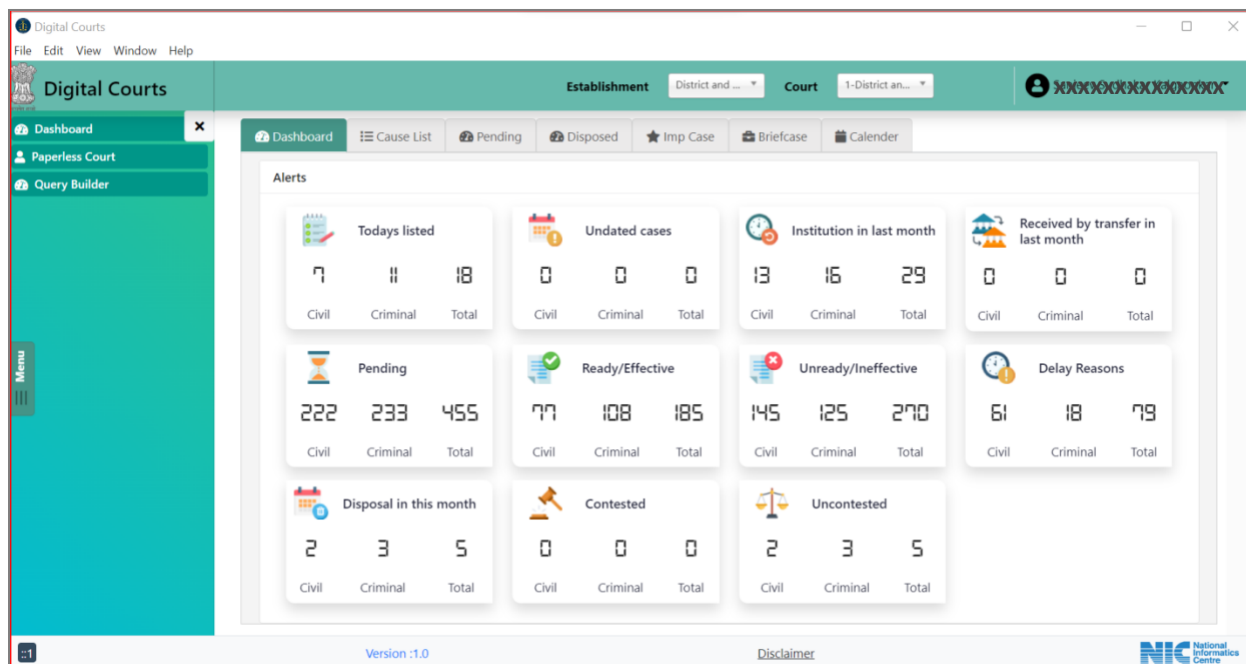


### 3.2 Dashboard

Upon successful login, the dashboard is visible on the home page.

The following menu options are available in the system. The menu options can be accessed on the left side of the dashboard.

1. **Dashboard** – Overall status of the cases
2. **Paperless Court** – Enables searching of individual cases and viewing of all the uploaded documents
3. **Query Builder** – Enables search / list cases based on different combinations of various criteria



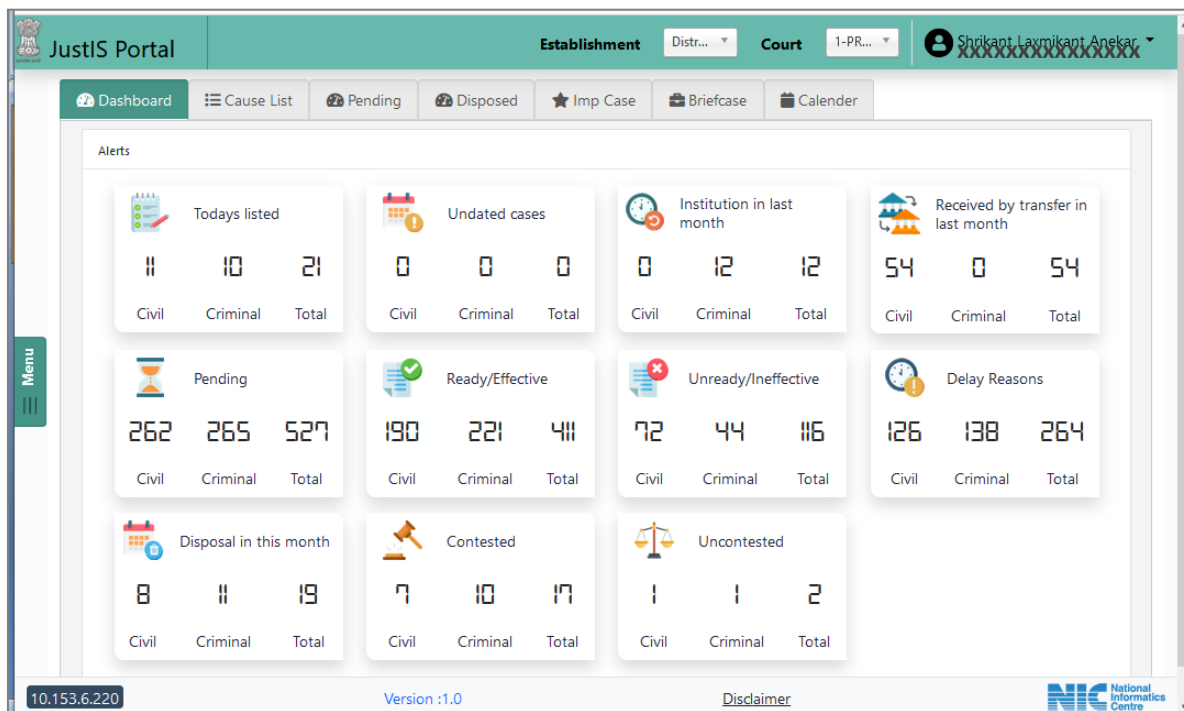
The home page has seven tabs listed. They are:

1. Dashboard
2. Cause List
3. Pending
4. Disposed
5. Imp Case
6. Briefcase
7. Calendar

### 3.2.1 Dashboard

The dashboard provides single view snapshot of cases for the judge. Details are available for each dashboard category by clicking on the respective buttons. The counts of listed, pending, disposed, undated, delayed, transferred cases are available on the dashboard. The counts of cases are segregated into civil and criminal along with the total number of cases.

Dashboard provides a quick glance of the performance of the court and thereby helps in prioritising tasks for effective justice delivery.



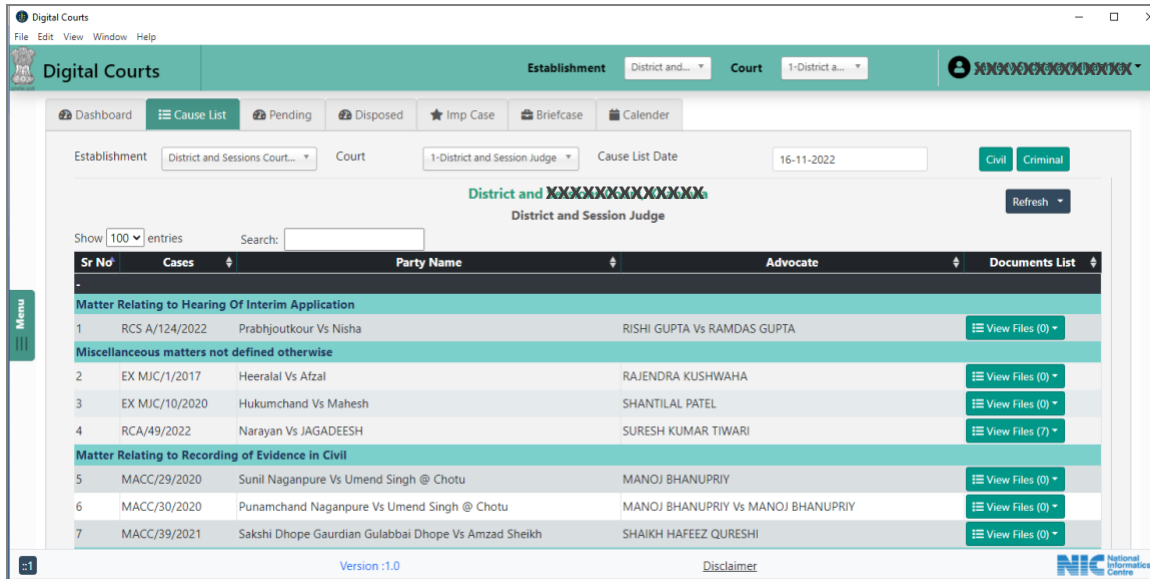
### 3.2.2 Cause List

In the Cause List tab, the date-wise cause list is displayed. Details of all the scheduled cases are also available for review. The urgent cases are pinned to the top of the page.

The user can see the cause list as per Establishment, Court and Cause List Date. The details for courts under the Judge's jurisdiction are accessible to the Judge.

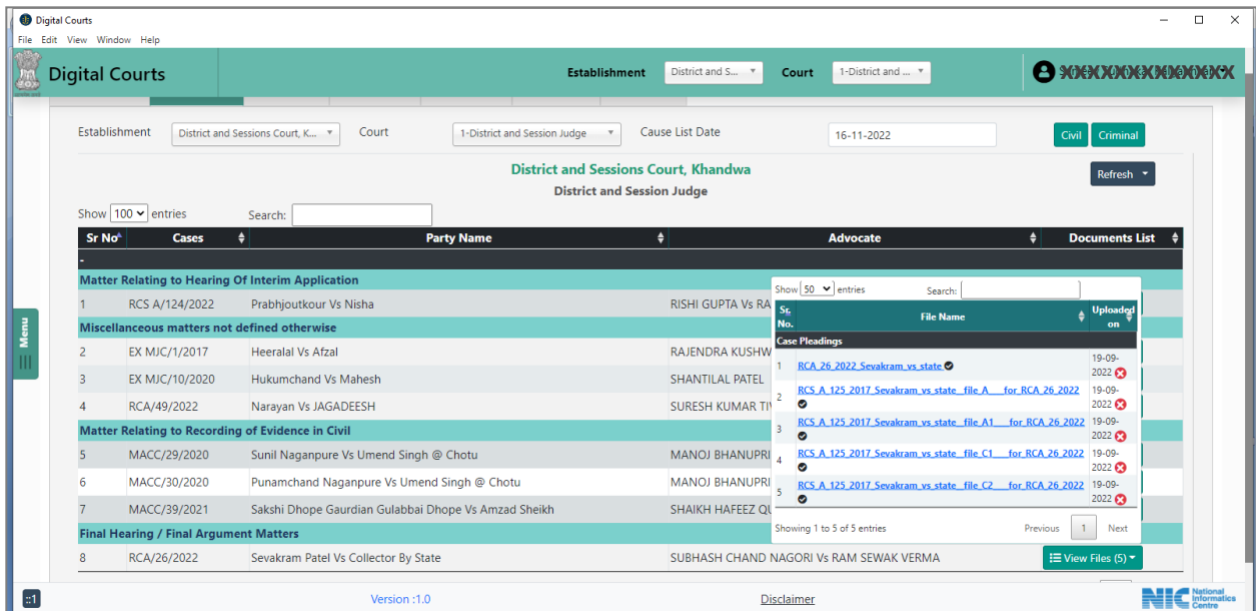
- Select Establishment, Court and Date.
- Click on civil or criminal button to view respective cause list.
- Click on the Refresh button to update the data.


By default the cause list displays 100 entries. The user can change the view to 10 or 20 or 50 entries as well.



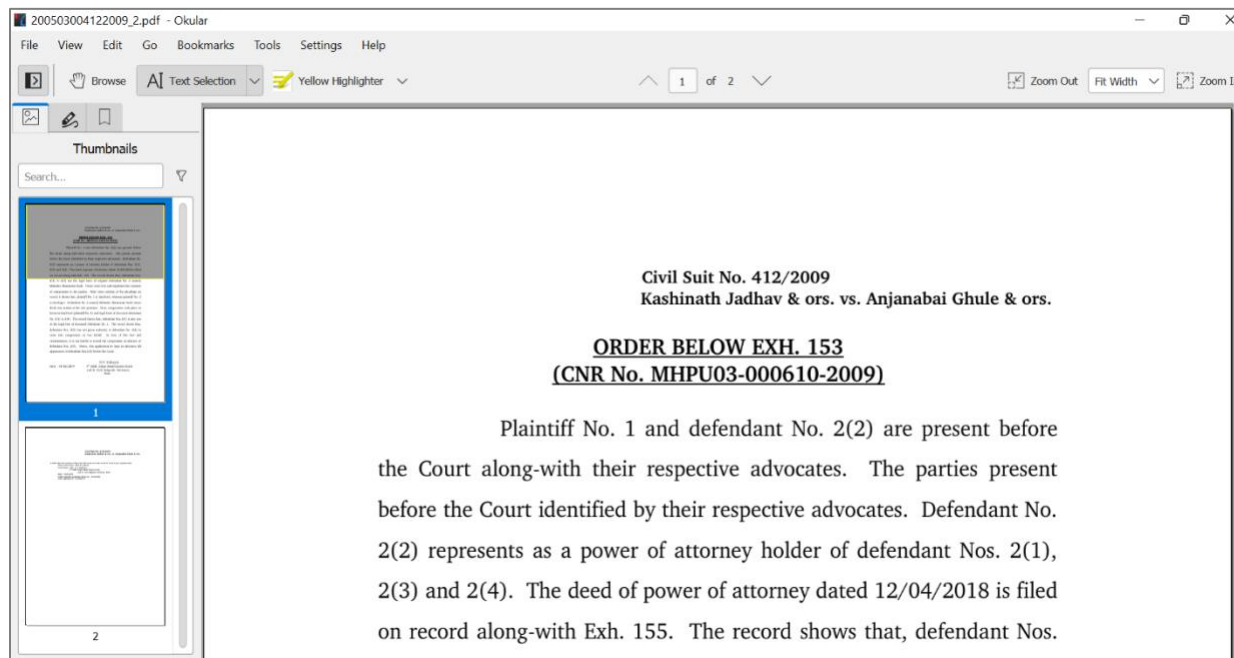
For each case, the user can click on View Files to see the relevant case files. The types of files that can be accessed are:

- E-Filed documents
- Chargesheet
- Order/Judgement



- Newly synced files and downloaded files are distinguished by relevant icons to aid access to Judicial Officers
- Already viewed files are shown with a  icon

Once the file is opened, it opens in the Okular Tools which has multiple options for annotations.



### Adding Annotation

Paperless court provides multiple **annotation options** for Judges to digitally read and provide comments on case files. There are multiple annotation tools available on the portal:

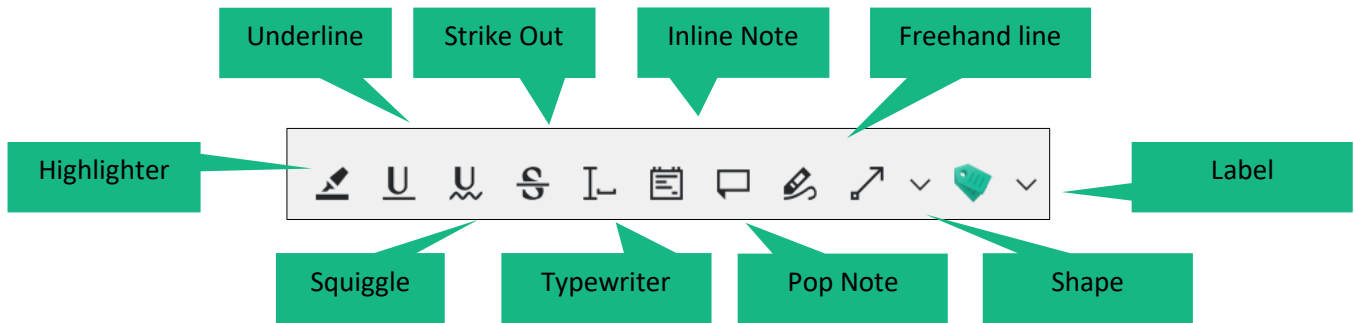
- |                  |                |
|------------------|----------------|
| 1. Highlighter   | 6. Label       |
| 2. Underline     | 7. Squiggle    |
| 3. Strike Out    | 8. Typewriter  |
| 4. Inline Note   | 9. Pop up note |
| 5. Freehand Line | 10. Shape      |

There are multiple **formatting options** available for each of the annotation type where the option is to choose:

1. Color
2. Thickness
3. Transparency
4. Font

**Note** – *This facility is available only in desktop app.*

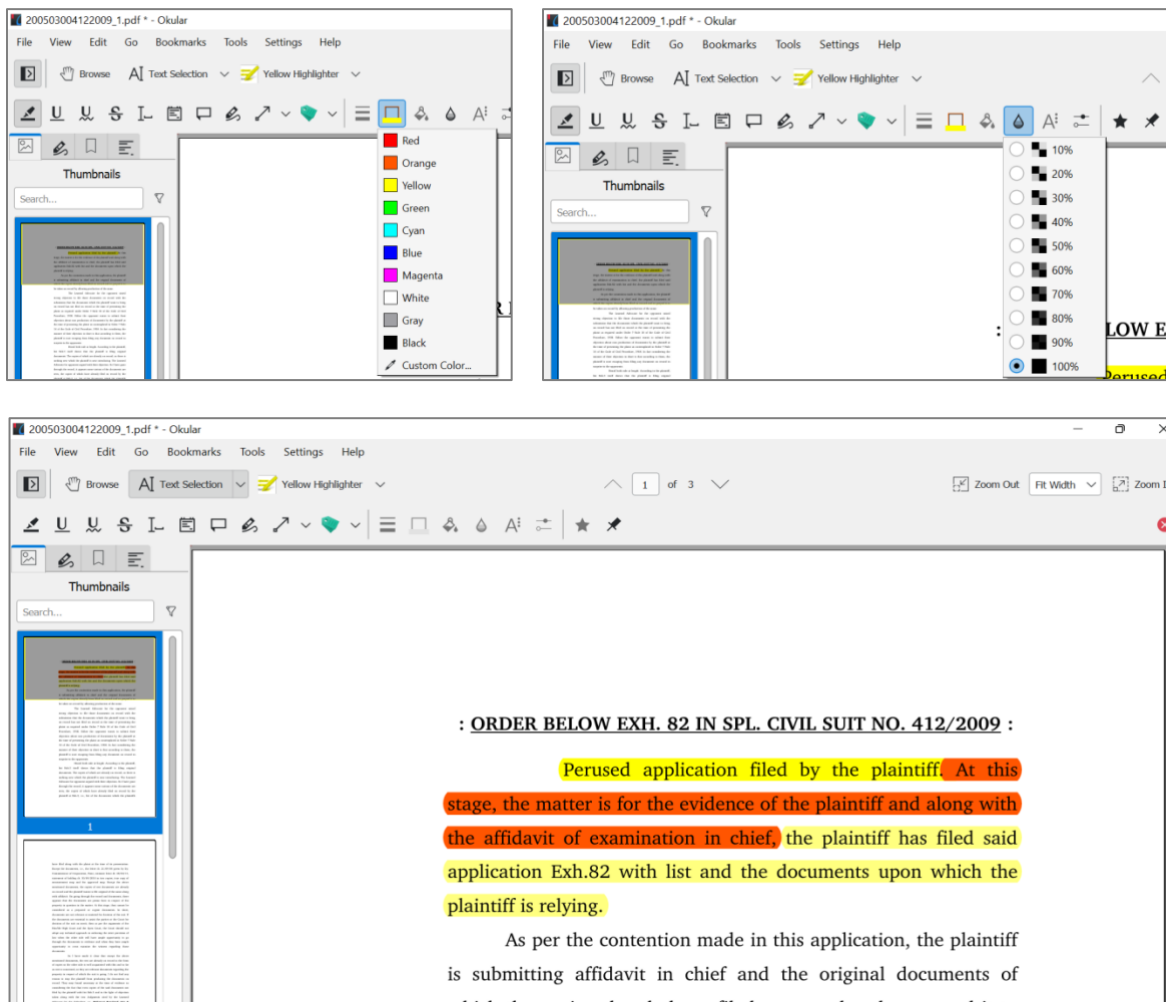




In case the toolbar is not visible, click on settings → toolbars shown, and check the required annotation tool bar.

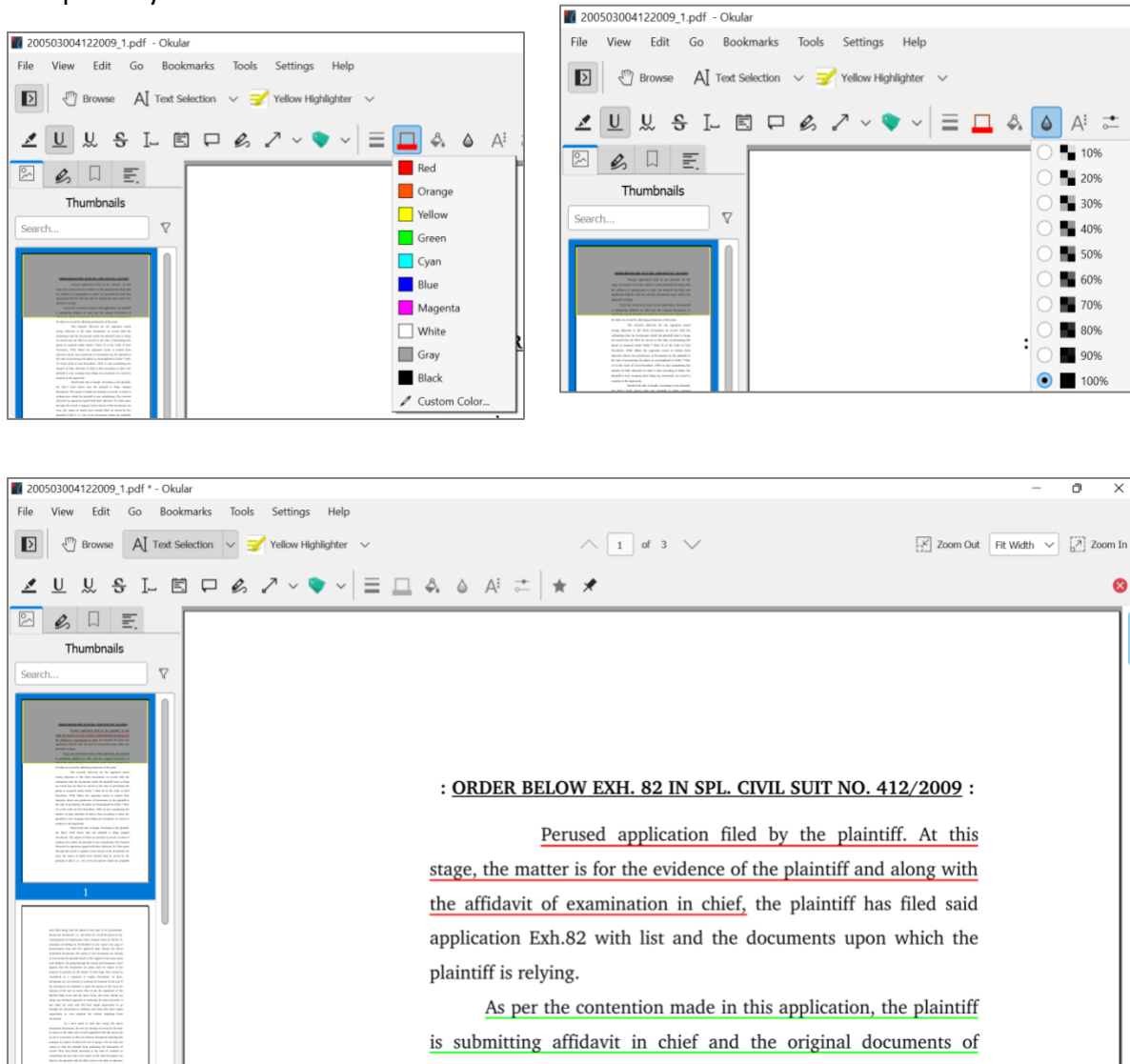
### Highlighter

The tool provides facility to highlight any text of the document. Various colour and transparency options are available.



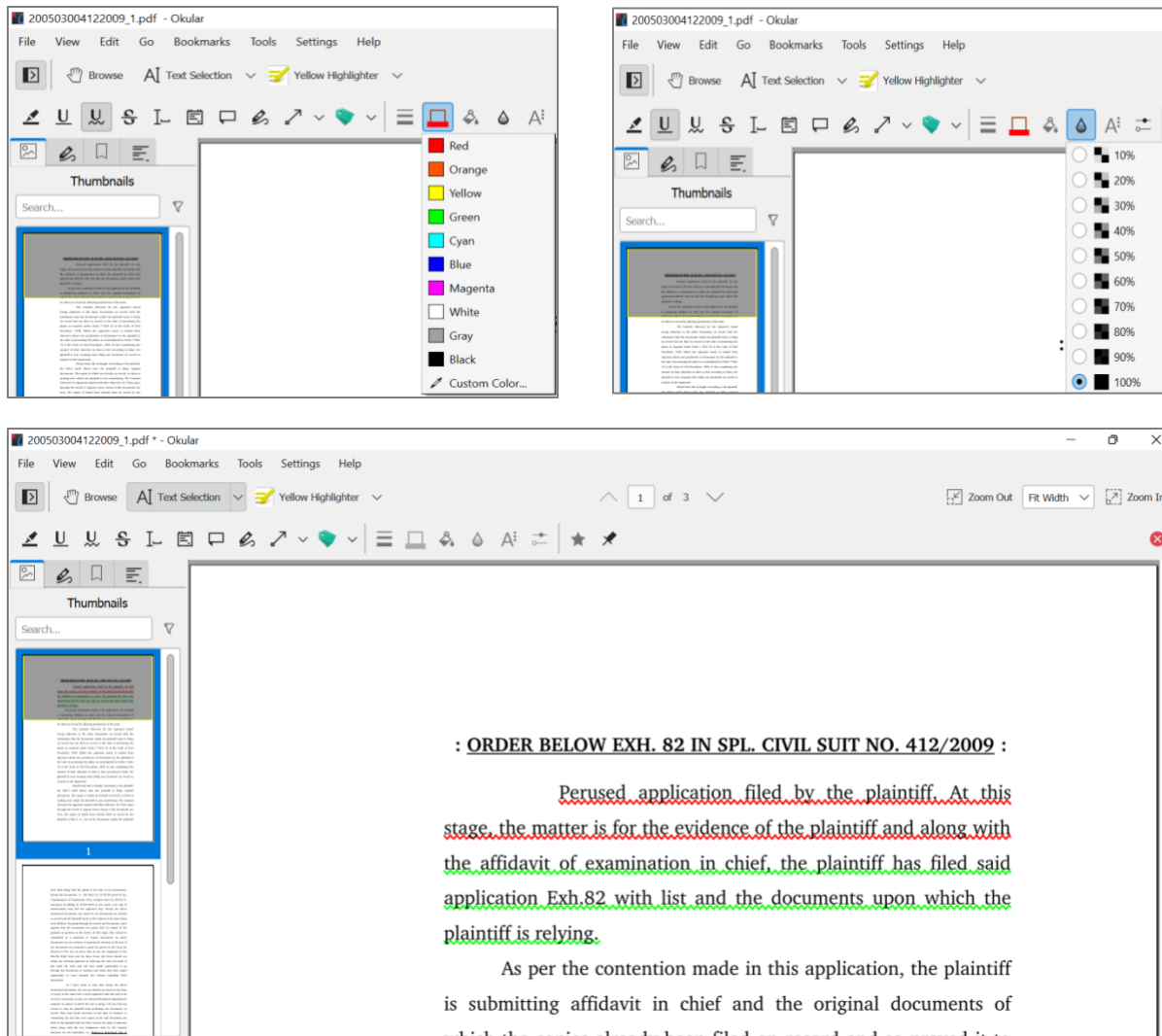
## Underline

The tool provides the option to underline the text using different available colours. The transparency can also be varied.



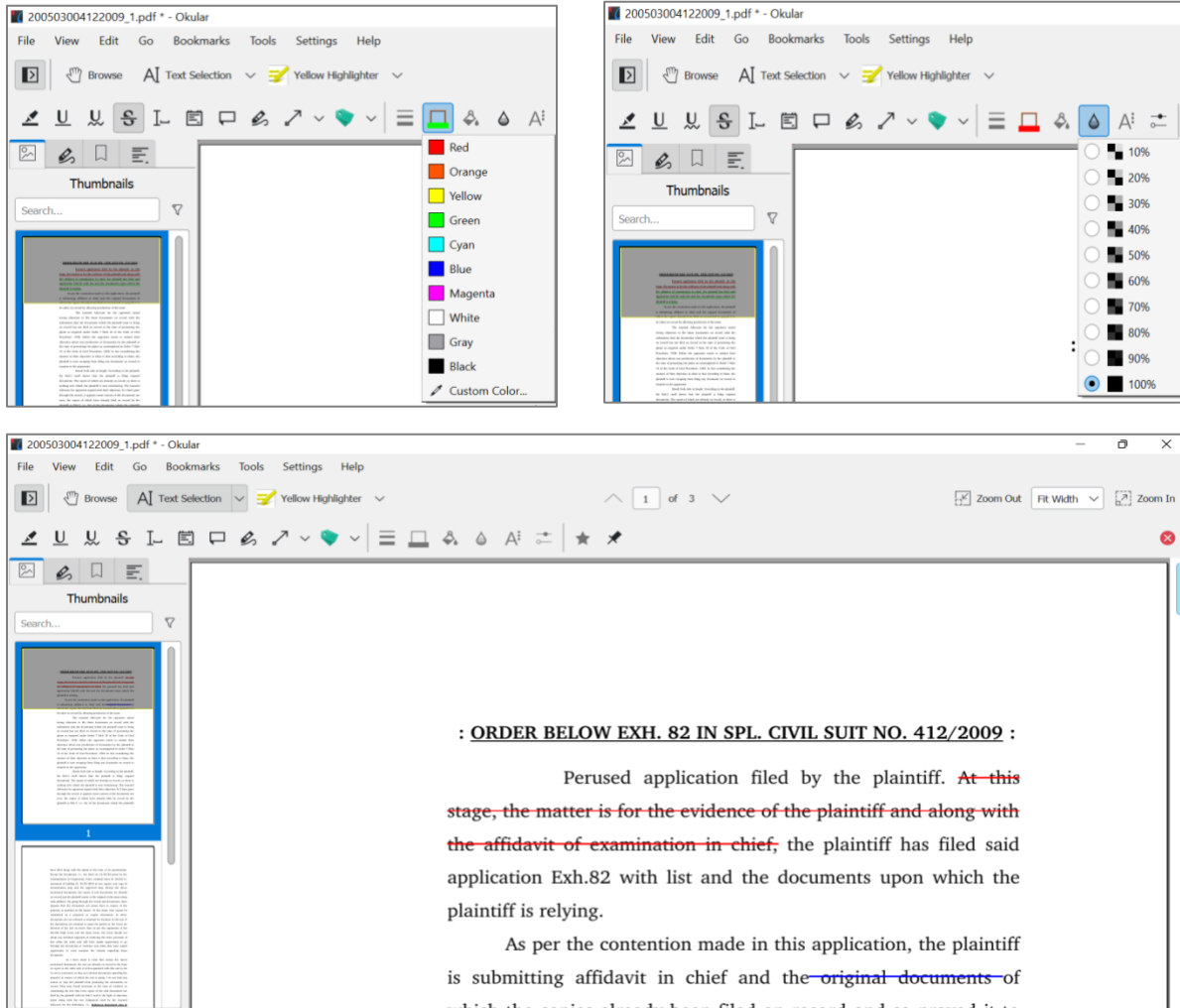
## Squiggle

The tool provides the option to squiggle the text using different available colours. The transparency can also be varied.



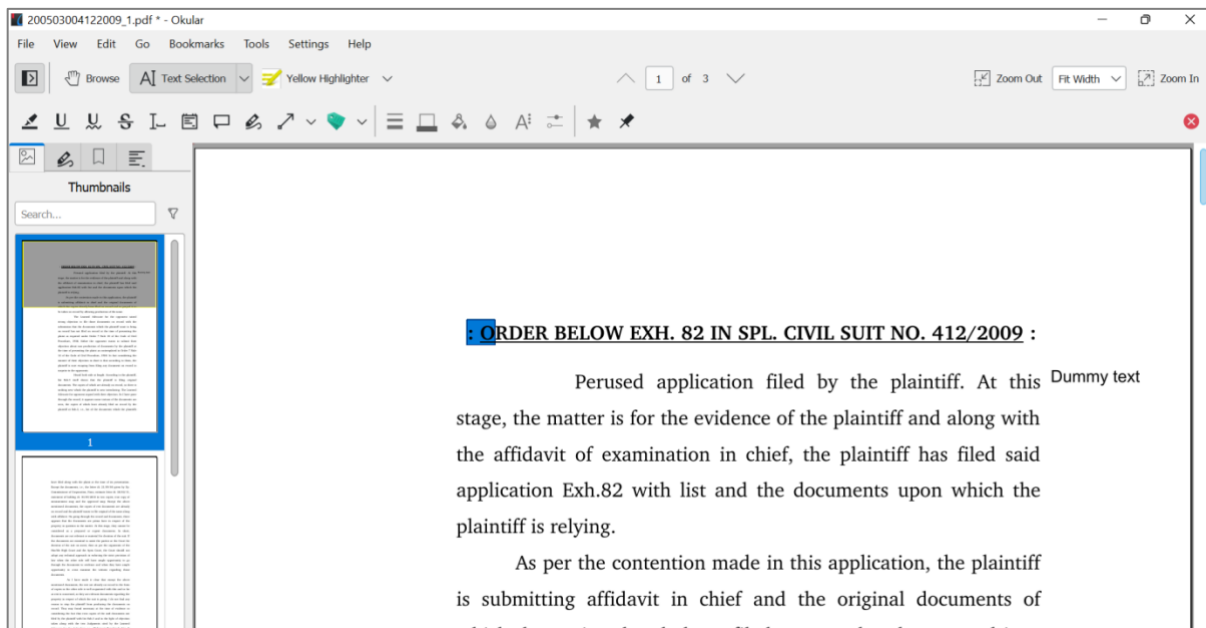
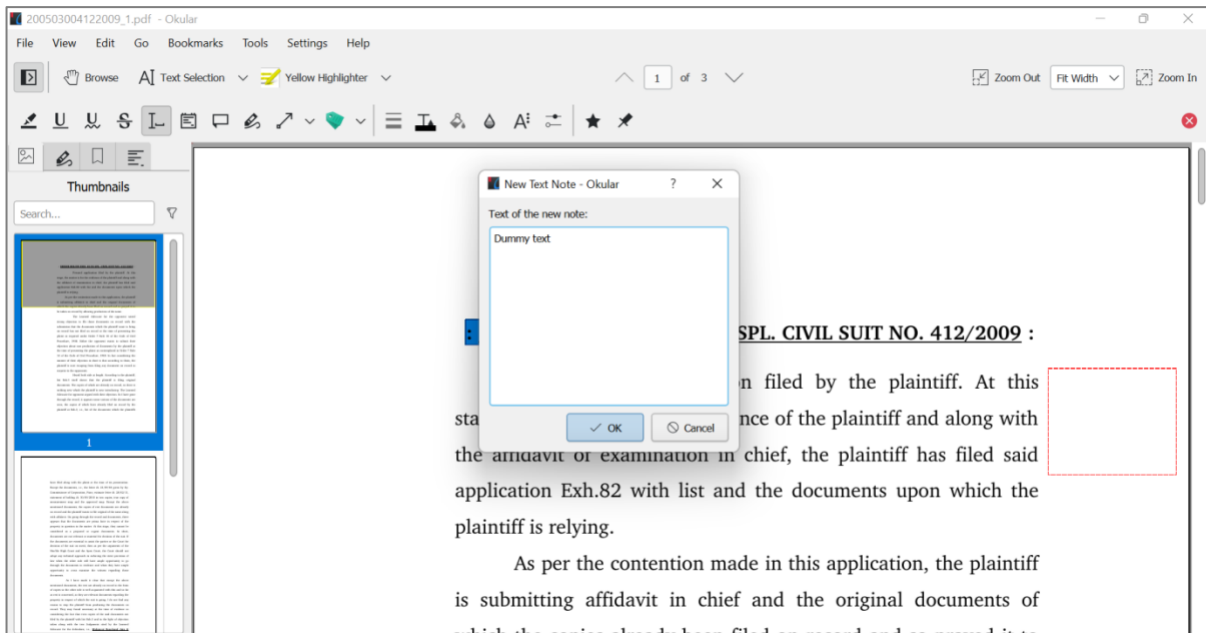
## Strike Out

The tool provides the option to strikethrough the text using different available colours. The transparency can also be varied.



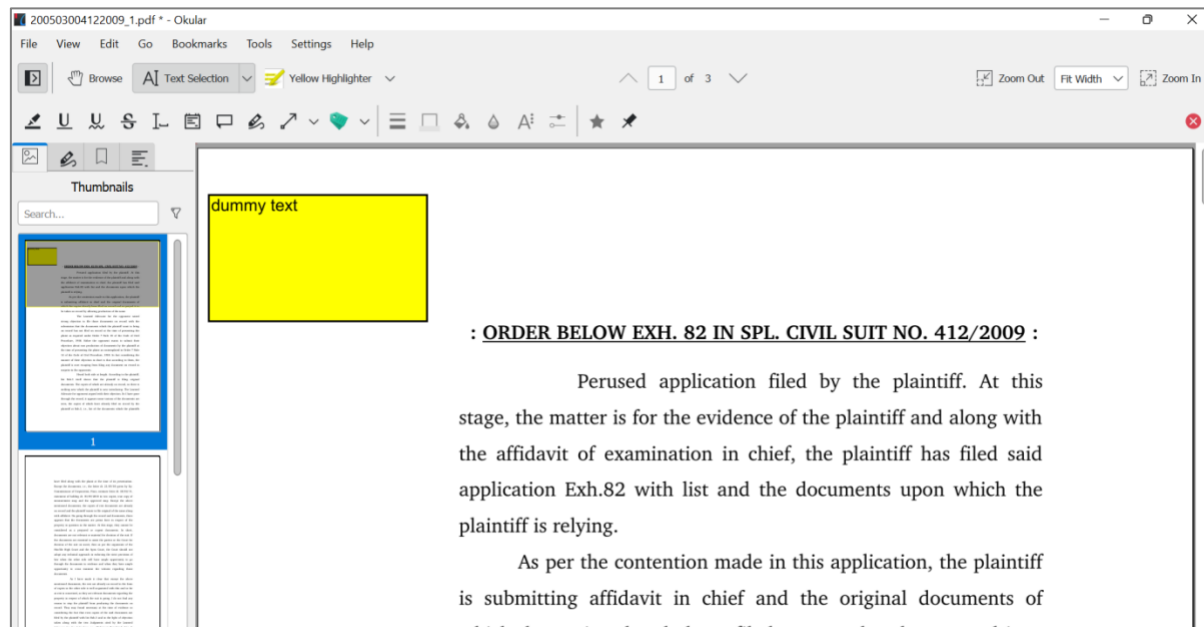
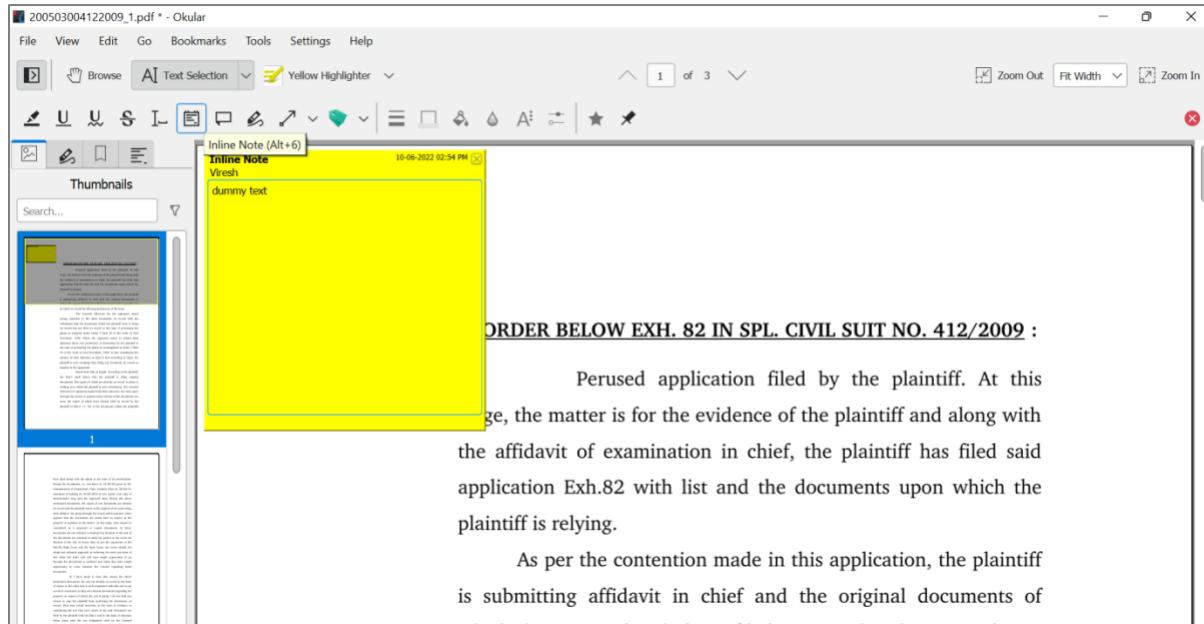
## Type writer

The tool provides the option add additional text in the document.



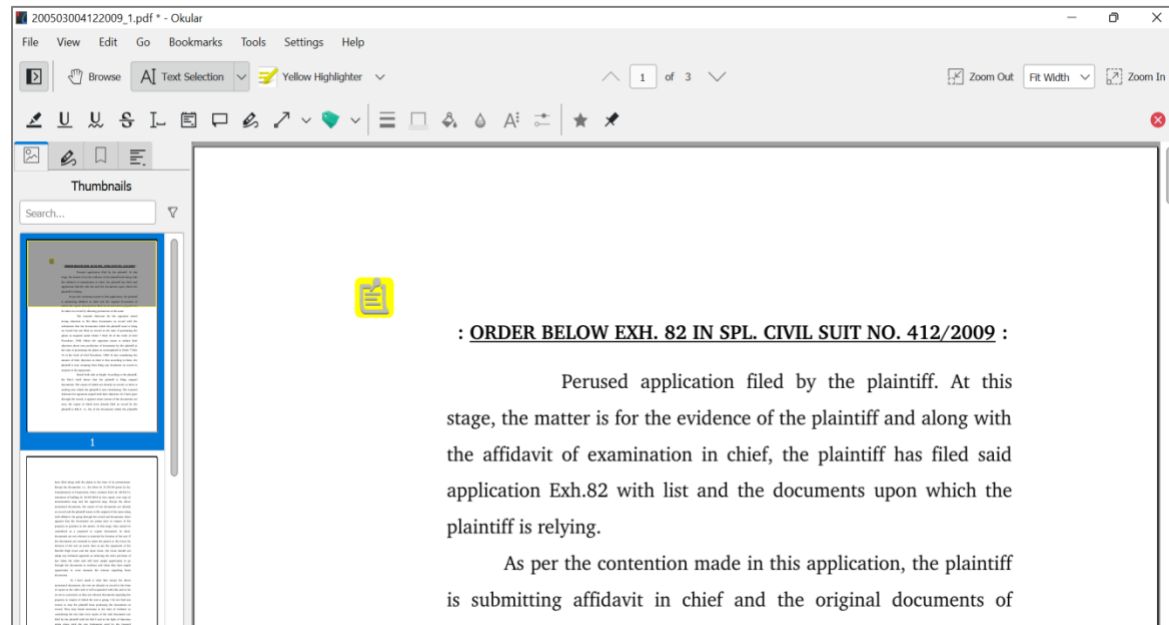
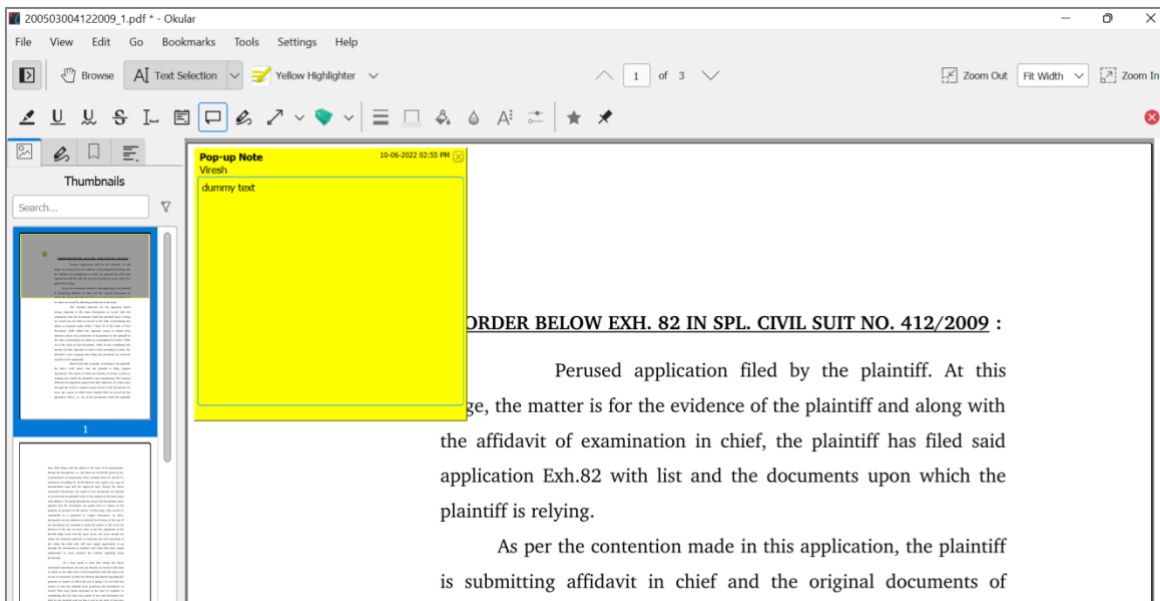
## Inline Note

The tool provides the option add a short note/comment for the selected text.



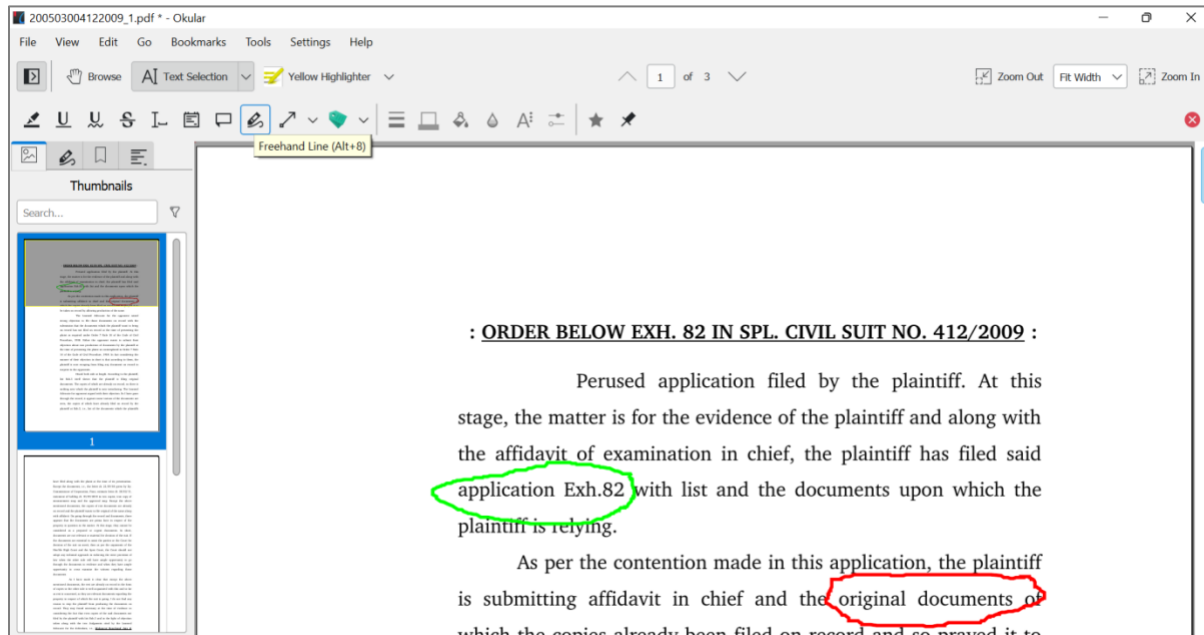
## Popup Note

The tool provides the option add a popup note in the document.



## Freehand Line

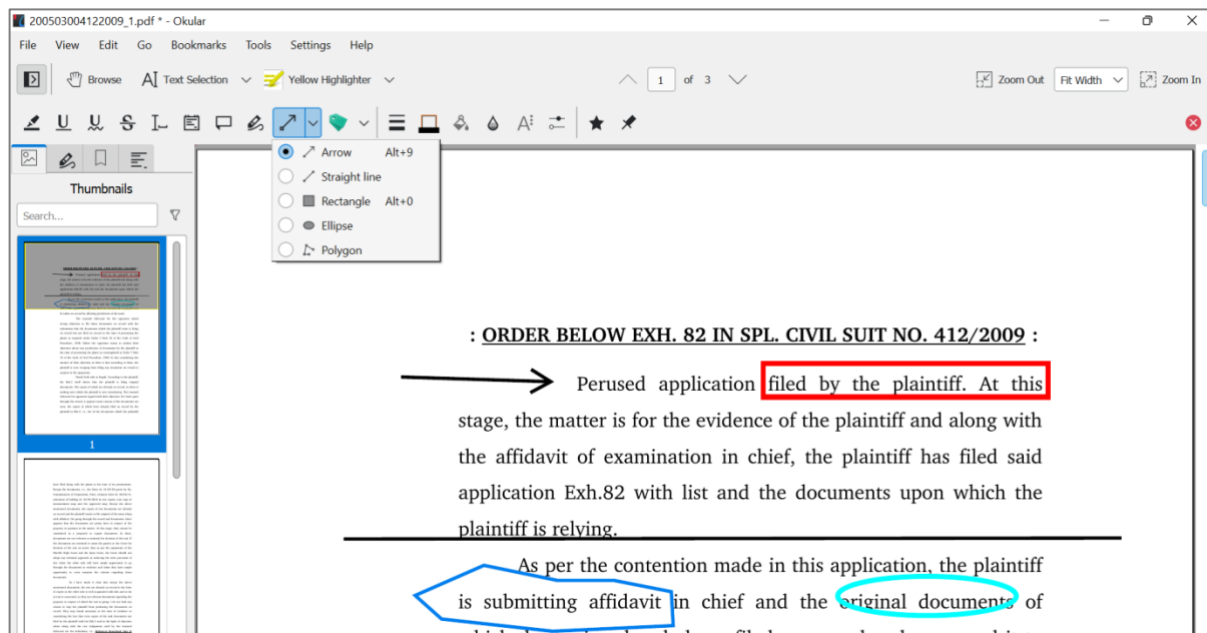
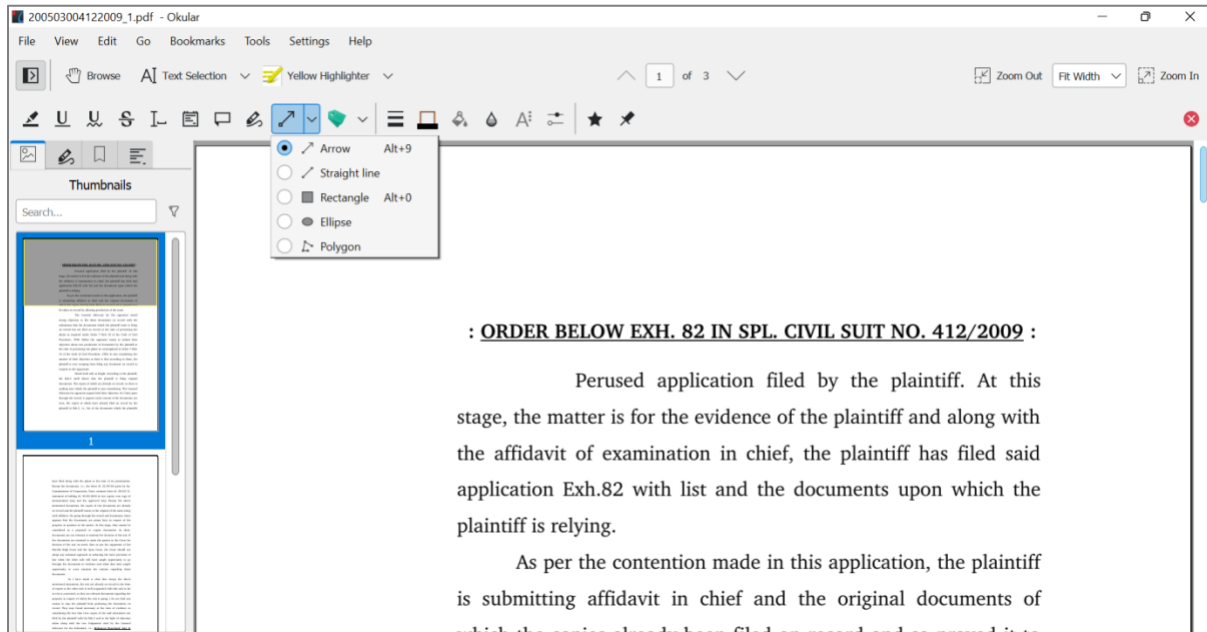
The tool enables user to use freehand line to highlight content.





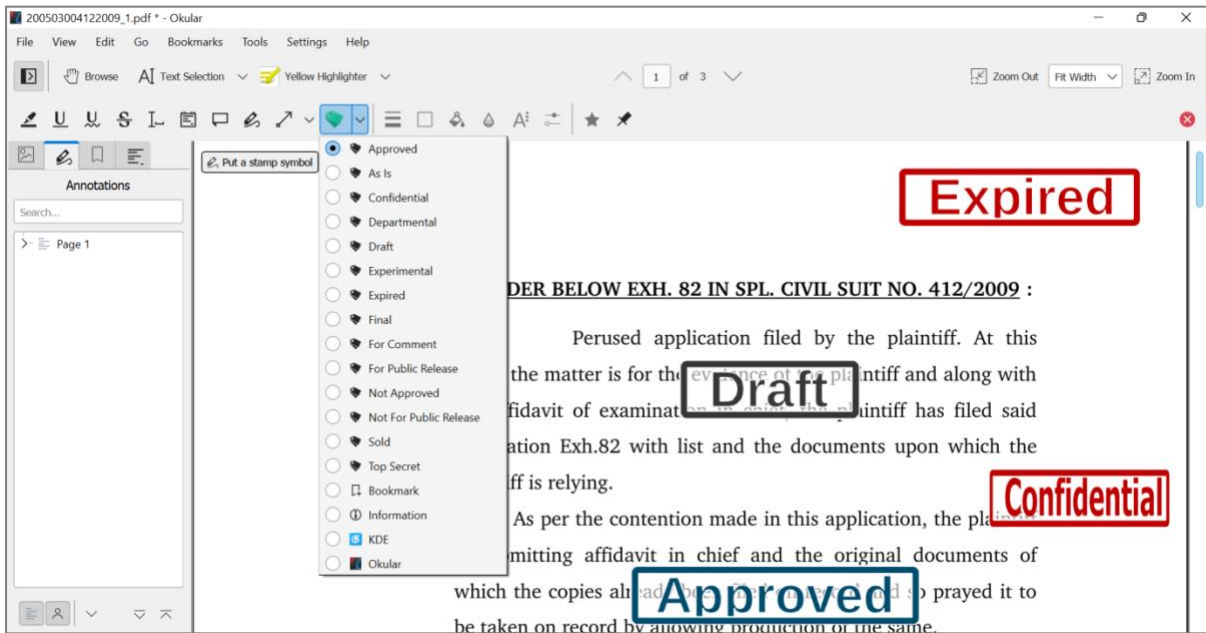
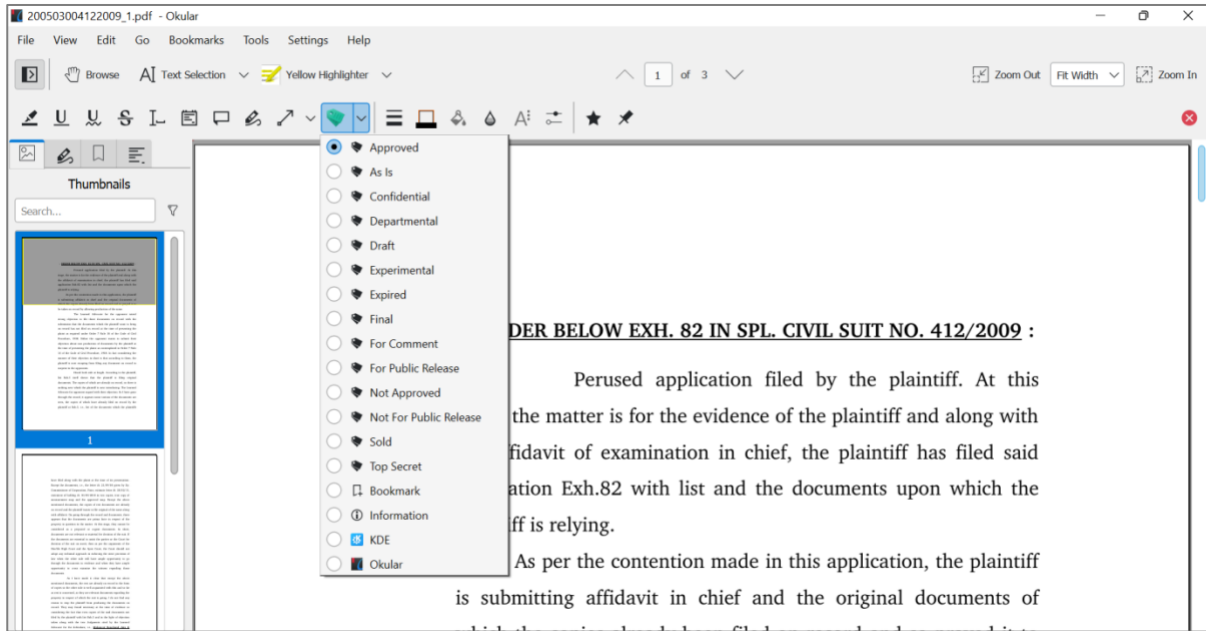
## Shape

The tool provides option to insert various shapes available like arrow, straight line, rectangle, ellipse, and polygon.

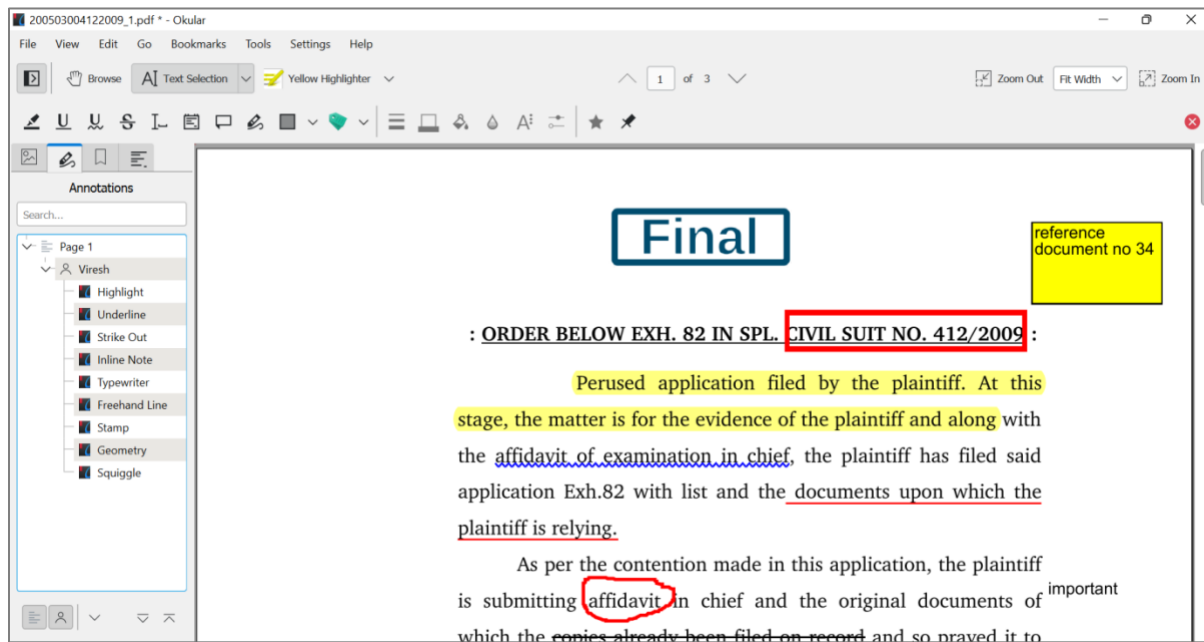


### Label

The tool provides option to add various labels/ stamps in document.

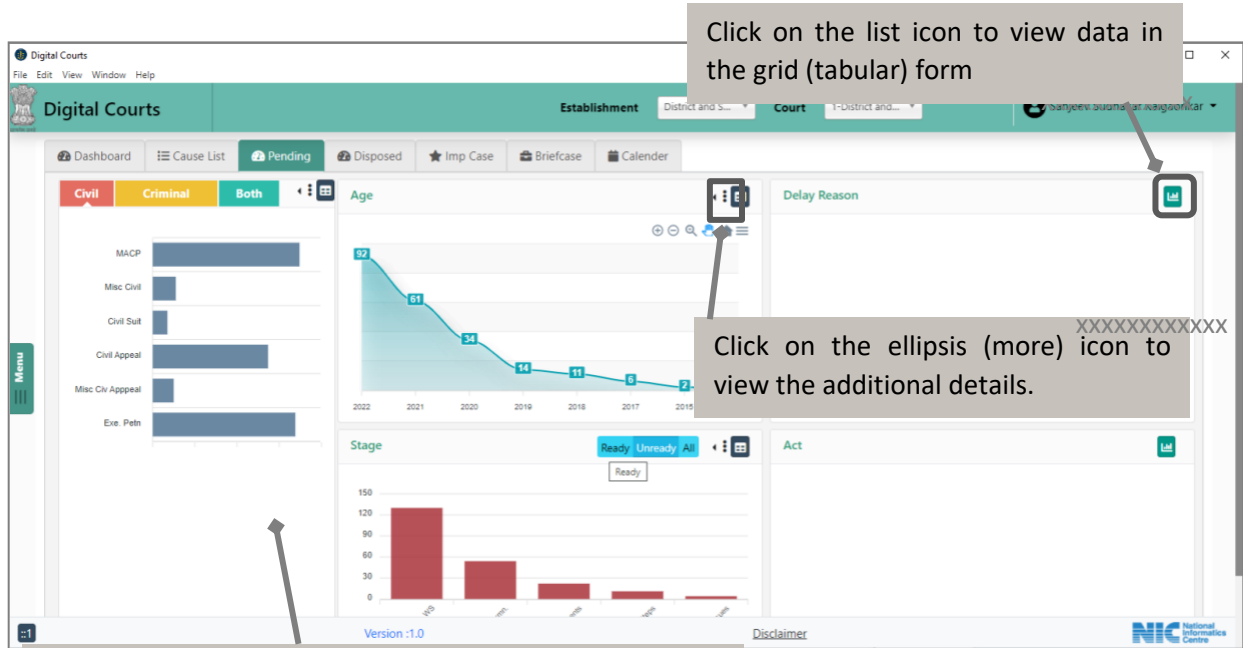


## Annotations Example

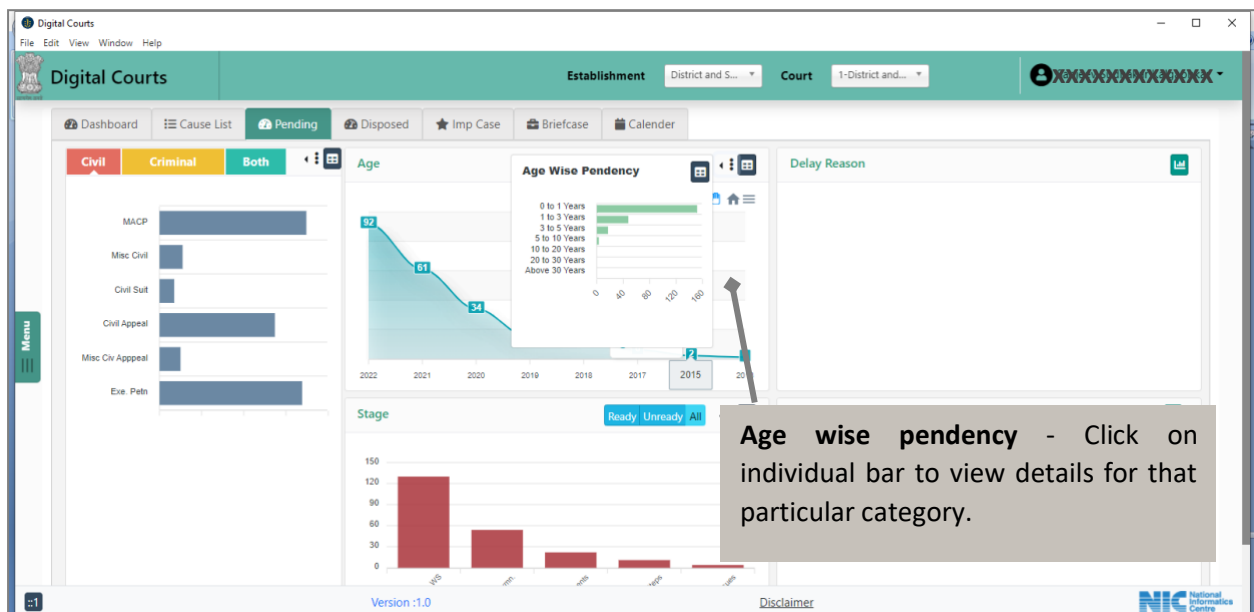


### 3.2.3 Pending

The dashboard gives all the pendency related data. The data is available in grid form as well as graphical form. Additional filters of case type and case category are provided for deeper analysis.



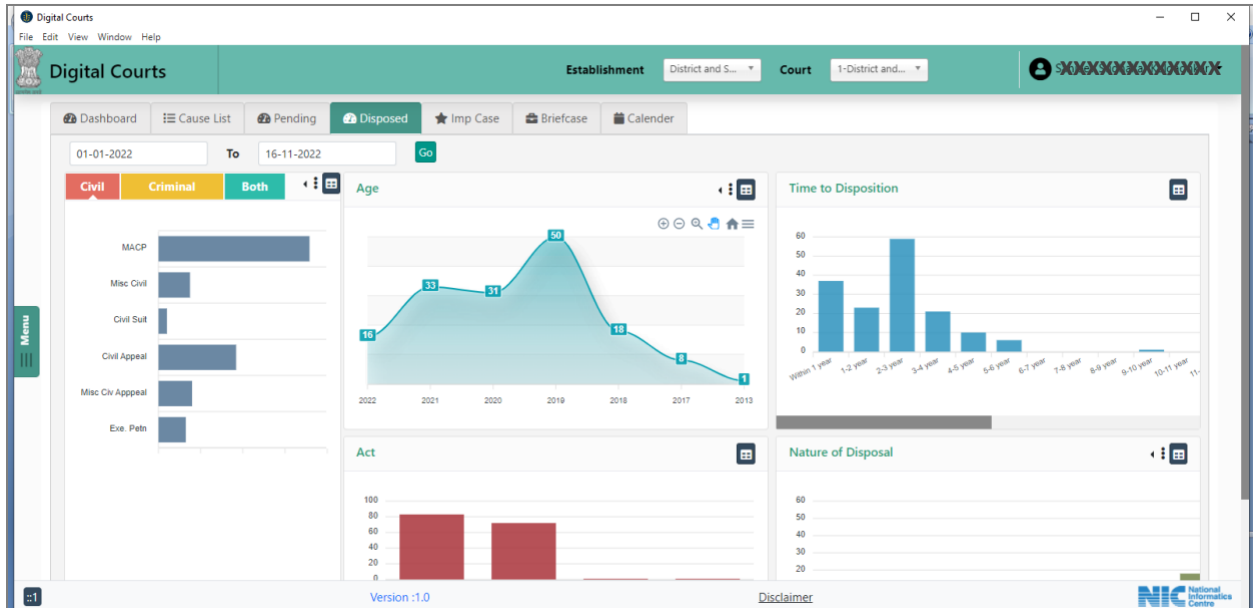
**Case Type wise pendency** - Click on individual bar to view data for that particular category. Other statistics will get automatically updated for this category.



**Age wise pendency** - Click on individual bar to view details for that particular category.

### 3.2.4 Disposed Dashboard

The dashboard provided disposed cases data under different categories. All the facilities are similar to Pending dashboards.



### 3.2.5 Imp Cases

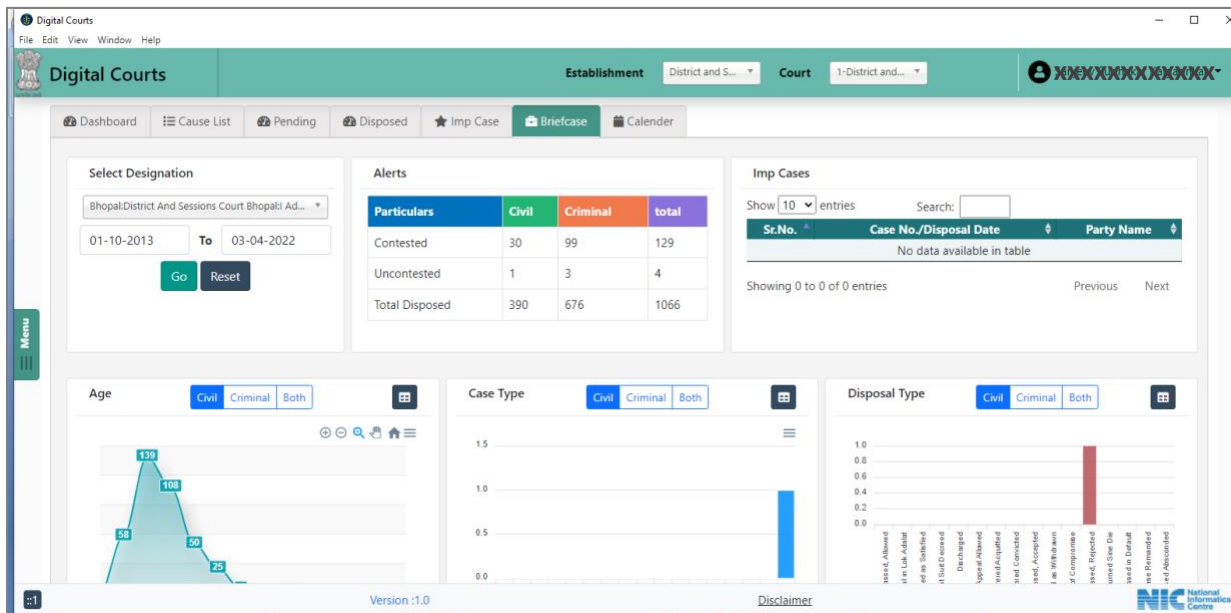
All the cases, which are marked as important in the JustIS mobile app, are visible through this tab.

Sr No	Case No/Disposal Date	Party Name
<b>District and Session Judge</b>		
<b>DISTRICT AND SESSIONS COURT KHANDWA MP</b>		
1	<a href="#">RCA/47/2018</a> 01-01-1970	Vishnubai Vs Jagdish Prasad
2	<a href="#">RCS A/54/2018</a> 01-01-1970	Premnarayan Vs Mohammad Ayyub
3	<a href="#">MACC/147/2018</a> 01-01-1970	Mohsin Khan Vs Prashant
4	<a href="#">MACC/186/2018</a> 01-01-1970	Pratik Vs Jamnabai

### 3.2.6 Briefcase

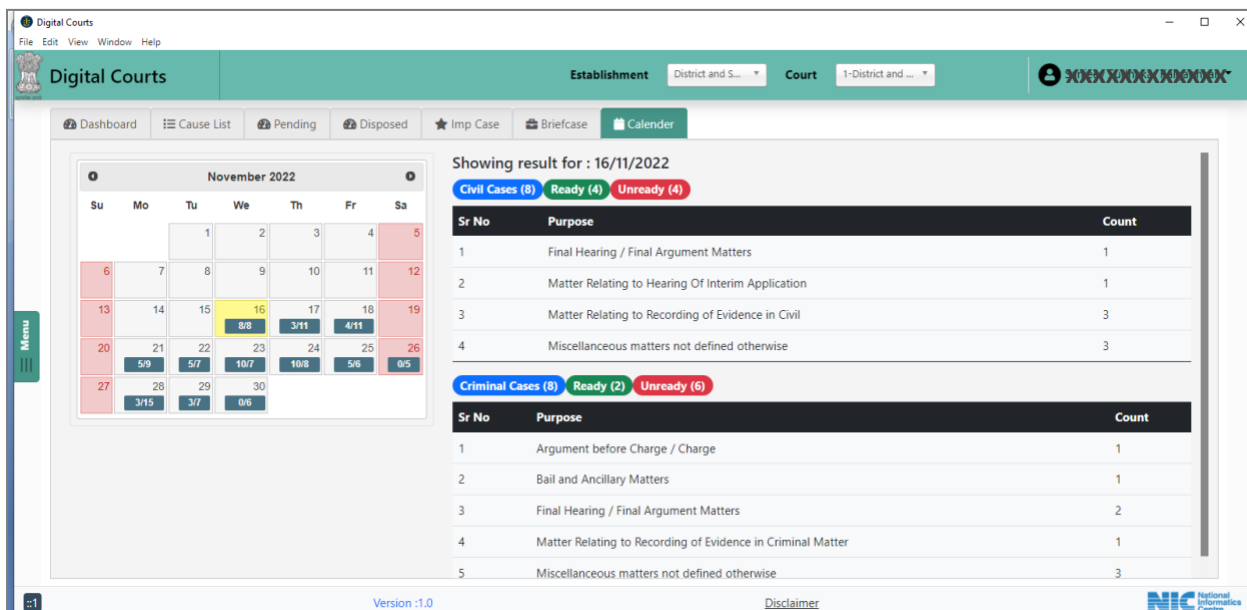
The facility enables Judges to view previous allocation's dashboard. Once the briefcase tab is opened, the user will be prompted to select a court and the date range for which the allocation is to be viewed.

Upon selection of the court, the details of the cases become visible.



### 3.2.7 Calendar

Similar to JustIS mobile app, cases for selected date are listed along with ready and unready counts.



### 3.3 Paperless court

The menu enables judge to review all the case details and documents related to the case. The cases may be searched individually or through cause list.

Select Paperless court → View case pleadings

#### 3.3.1 Individual Cases

The form enables Judge to search individual case.

The screenshot displays the 'View Case' interface in the Digital Courts application. The top navigation bar includes 'Digital Courts', 'Establishment' (set to 'District and Se...'), 'Court', and 'Select Designa...'. The main content area is titled 'View Case' and features two tabs: 'Individual Cases' (active) and 'Cause List'. Search filters include 'Establishment' (District and Sessions Court, Khandwa), 'Case Type' (CRA), 'Case No' (105), and 'Year' (2021). A 'Go' button is located next to the search filters. The case details section shows 'Sukhlal Vs State By Ps Pandhana'. A table of 'Case Pleadings' is displayed with the following data:

Sr. No.	File Name	Uploaded on
1	CHARGE	02-08-2022
2	EXAMINATION OF ACCUSED-CONFESSION U-S 164 OF CR. P.C.	02-08-2022
3	INDEX	02-08-2022
4	NON ADMITTED DOCUMENTS	02-08-2022
5	ORDER SHEETS	02-08-2022
6	ORDERS-JUDGEMENTS-APPEAL-REVISION-BAIL ORDERS-SUSPENSION ORDERS-CERT. UNDER 428 CR.P.C.-SENTENCE WARRANT	02-08-2022
7	OTHER DOCUMENTS	02-08-2022
8	PROSECUTION ADMITTED DOCUMENTS	02-08-2022
9	PROSECUTION CASE-CHARGE SHEET-COMPLAINT	02-08-2022
10	PROSECUTION-COMPLAINANT EVIDENCE	02-08-2022
11	CRA_105_2021_SUKHLAL_VS_STATE	13-10-2022

The interface also includes a 'Menu' button on the left, a 'Version :1.0' footer, a 'Disclaimer' footer, and the 'NIC National Informatics Centre' logo.

When the system is offline, only cause list tab is available and 'network not available' message is displayed.

The screenshot displays the 'Cause List' interface for the 'District and Sessions Court, Khandwa'. The interface includes a search filter for 'District and Sessions Court, Khandwa' and a table of cases. The table has columns for 'Sr No', 'Cases', 'Party Name', 'Advocate', and 'Documents List'. The cases are categorized into four groups: 'Matter Relating to Hearing Of Interim Application', 'Miscellaneous matters not defined otherwise', 'Matter Relating to Recording of Evidence in Civil', and 'Final Hearing / Final Argument Matters'. Each case entry includes a 'View Files' button with a count in parentheses.

Sr No	Cases	Party Name	Advocate	Documents List
<b>Matter Relating to Hearing Of Interim Application</b>				
1	RCS A/124/2022	Prabhjoutkour Vs Nisha	RISHI GUPTA Vs RAMDAS GUPTA	View Files (0)
<b>Miscellaneous matters not defined otherwise</b>				
2	EX MJC/1/2017	Heeralal Vs Afzal	RAJENDRA KUSHWAHA	View Files (0)
3	EX MJC/10/2020	Hukumchand Vs Mahesh	SHANTILAL PATEL	View Files (0)
4	RCA/49/2022	Narayan Vs JAGADEESH	SURESH KUMAR TIWARI Vs MRIDUL KUMAR SHUKLA	View Files (7)
<b>Matter Relating to Recording of Evidence in Civil</b>				
5	MACC/29/2020	Sunil Naganpure Vs Umend Singh @ Chotu	MANOJ BHANUPRIY	View Files (0)
6	MACC/30/2020	Punamchand Naganpure Vs Umend Singh @ Chotu	MANOJ BHANUPRIY Vs MANOJ BHANUPRIY	View Files (0)
7	MACC/39/2021	Sakshi Dhope Gaurdian Gulabbai Dhope Vs Amzad Sheikh	SHAIKH HAFEEZ QURESHI	View Files (0)
<b>Final Hearing / Final Argument Matters</b>				
8	RCA/26/2022	Sevakram Patel Vs Collector By State	SUBHASH CHAND NAGORI Vs RAM SEWAK VERMA	View Files (5)

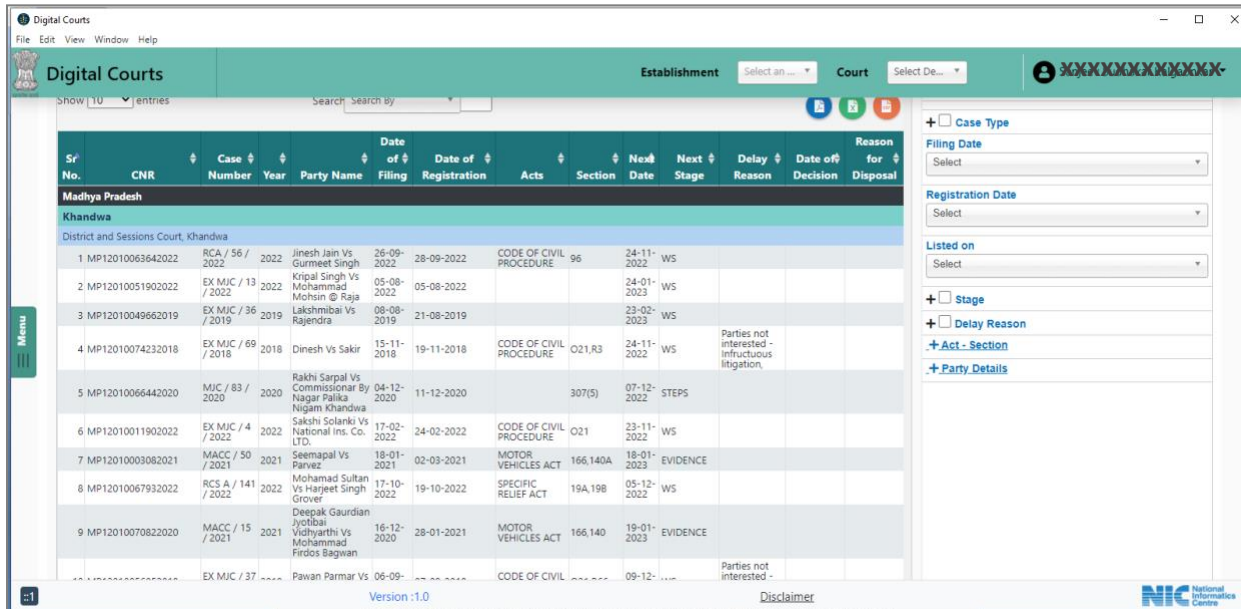
### 3.3.2 Cause List

Refer **Section 3.2.2** for details.

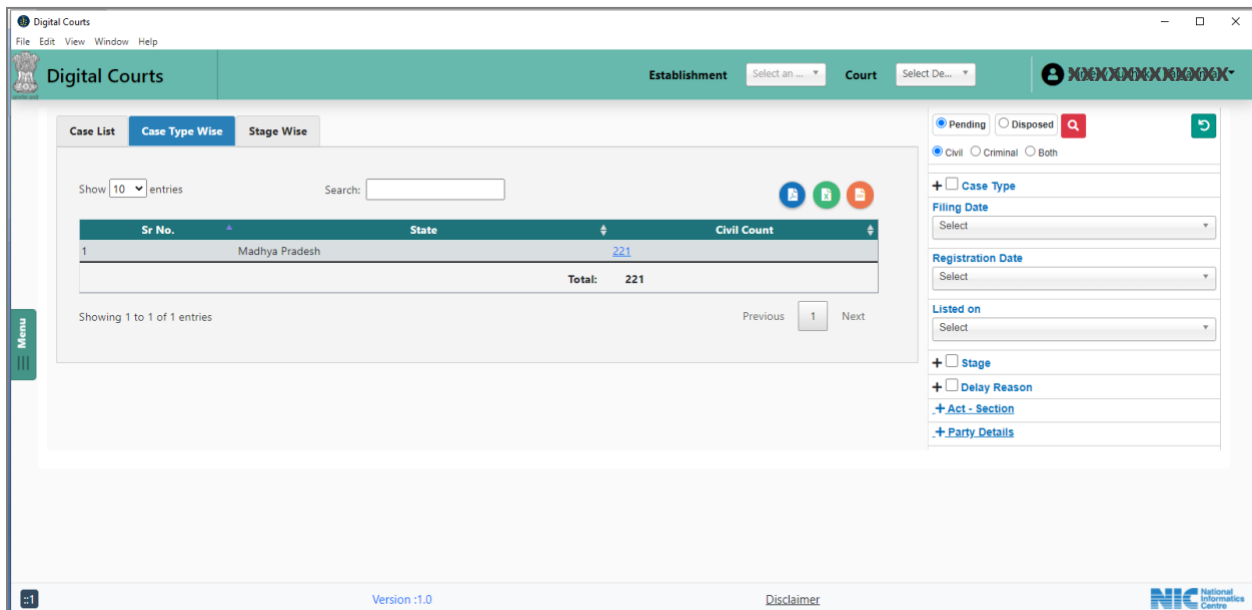


### 3.4 Query Builder

The menu allows customized report generation. Options are provided to select multiple criteria or different combinations of various criteria to view the respective case list/ generate report. The list can further be viewed case type wise or stage-wise by selecting corresponding tab. By default, list of cases in the current briefcase is available.



The case list can be filtered using multiple filtering criteria to generate customised reports. The filtering criteria are available on the right side of the page.



The screenshot displays the 'Digital Courts' web application interface. At the top, there is a navigation bar with 'Digital Courts' on the left, 'Establishment' and 'Court' dropdown menus in the center, and a user profile icon on the right. Below the navigation bar, there are three tabs: 'Case List', 'Case Type Wise', and 'Stage Wise', with 'Stage Wise' being the active tab. The main content area features a search bar and a table with the following data:

Sr No.	State	Civil Count
1	Madhya Pradesh	221
Total:		221

Below the table, it indicates 'Showing 1 to 1 of 1 entries' and includes 'Previous' and 'Next' navigation buttons. On the right side of the interface, there are several filter and action options: 'Pending' (selected) and 'Disposed' radio buttons; 'Civil', 'Criminal', and 'Both' radio buttons; a search icon; a refresh icon; and expandable sections for 'Case Type', 'Filing Date', 'Registration Date', 'Listed on', 'Stage', 'Delay Reason', 'Act - Section', and 'Party Details'. The footer of the application shows 'Version :1.0', a 'Disclaimer' link, and the 'NIC National Informatics Centre' logo.

## 4 Digital Courts Web Portal

The web portal (<http://digital.ecourts.gov.in>) provides the additional facility to upload case related documents whenever required. All the other facilities are common as Desktop App except the annotation facility.

### 4.1 Uploading Case Documents

To upload a case document, select Paperless Court→Upload Case Pleadings

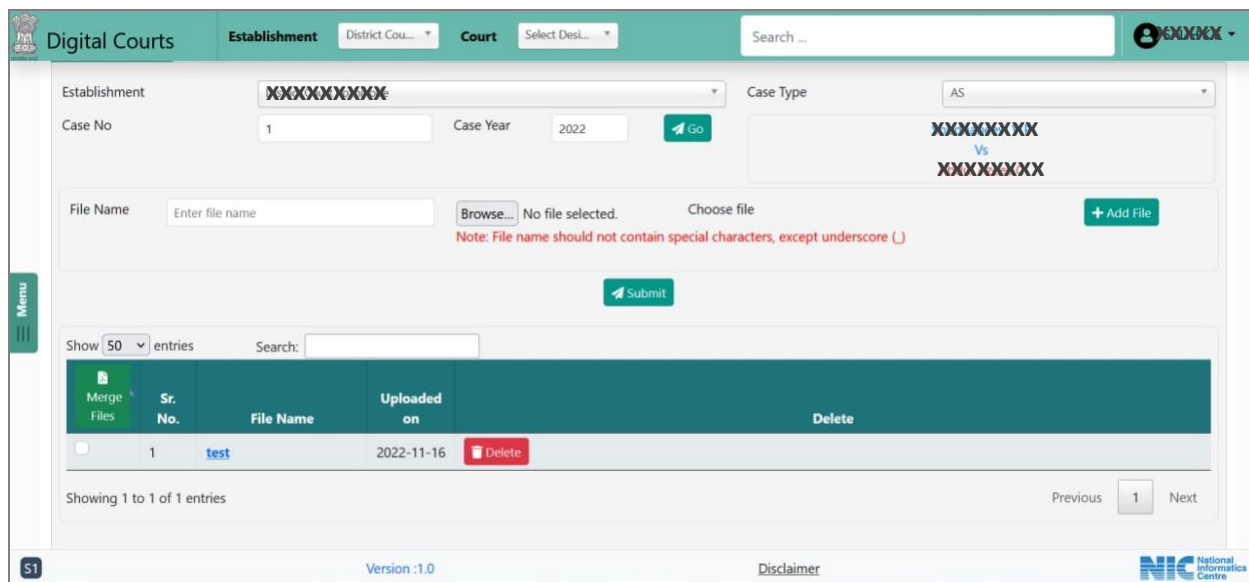
#### 4.1.1 Case Upload

- Select establishment, case type and enter case number and click on Go
- Enter file name and choose the document file.
- Click on Add file; multiple documents can be added for uploading.
- Click on submit to upload the document/s.
- To merge documents, check the boxes corresponding to the required documents under Merge files column

The screenshot displays the 'Digital Courts' web portal interface. The top navigation bar includes 'Establishment' (District and ...), 'Court' (Select Desig...), and a search field. The main content area is titled 'Upload Case Pleadings' and features three tabs: 'Case Upload', 'Causelist Wise Upload', and 'Index'. The 'Case Upload' tab is active, showing a form with the following fields and controls:

- Establishment:** A dropdown menu set to 'District and Sessions Court, Khandwa'.
- Case Type:** A dropdown menu set to 'Select'.
- Case No:** A text input field with 'Case No' entered.
- Case Year:** A text input field with 'Year' entered.
- Go:** A green button with a right-pointing arrow.
- File Name:** A text input field with 'Enter file name' as a placeholder.
- Choose File:** A button that triggers a file selection dialog.
- No file chosen:** Text indicating no file has been selected.
- + Add File:** A green button to add a new file.
- Note:** A red text note stating 'Note: File name should not contain special characters, except underscore (\_)'.
- Submit:** A green button with a right-pointing arrow.

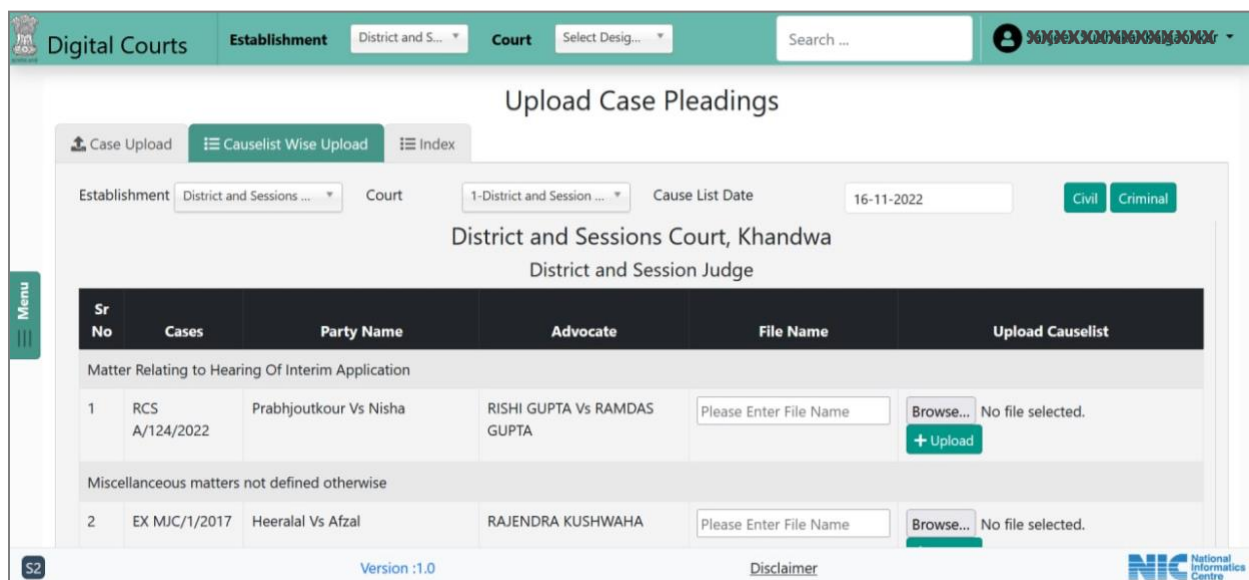
The footer of the page includes 'S3', 'Version :1.0', 'Disclaimer', and the 'NIC National Informatics Centre' logo.



#### 4.1.2 Causelist Wise Upload

Option is provided to select case from cause list for uploading the document.

- Click of Upload button corresponding to the required case and follow the procedure specified in section 4.1.1.



### 4.1.3 Index

Indexing can be done for the uploaded files through this form.

- Click on the Add Index button corresponding to the document to be indexed.
- Enter Index name and corresponding page numbers; click on Index Document button. Added index details will be displayed under the document name.

