# Digital Courts

End user manual

## Table of Contents

# 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
    - o View e-Filed cases
    - o View Chargesheets
    - o View Interim Orders/Judgments
    - o 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
    - o For single sign on
    - o To view important case marked through JustIS mobile app
- ➢ Facilities to view pendency/disposal/brief-case

The Digital Courts has following two components:
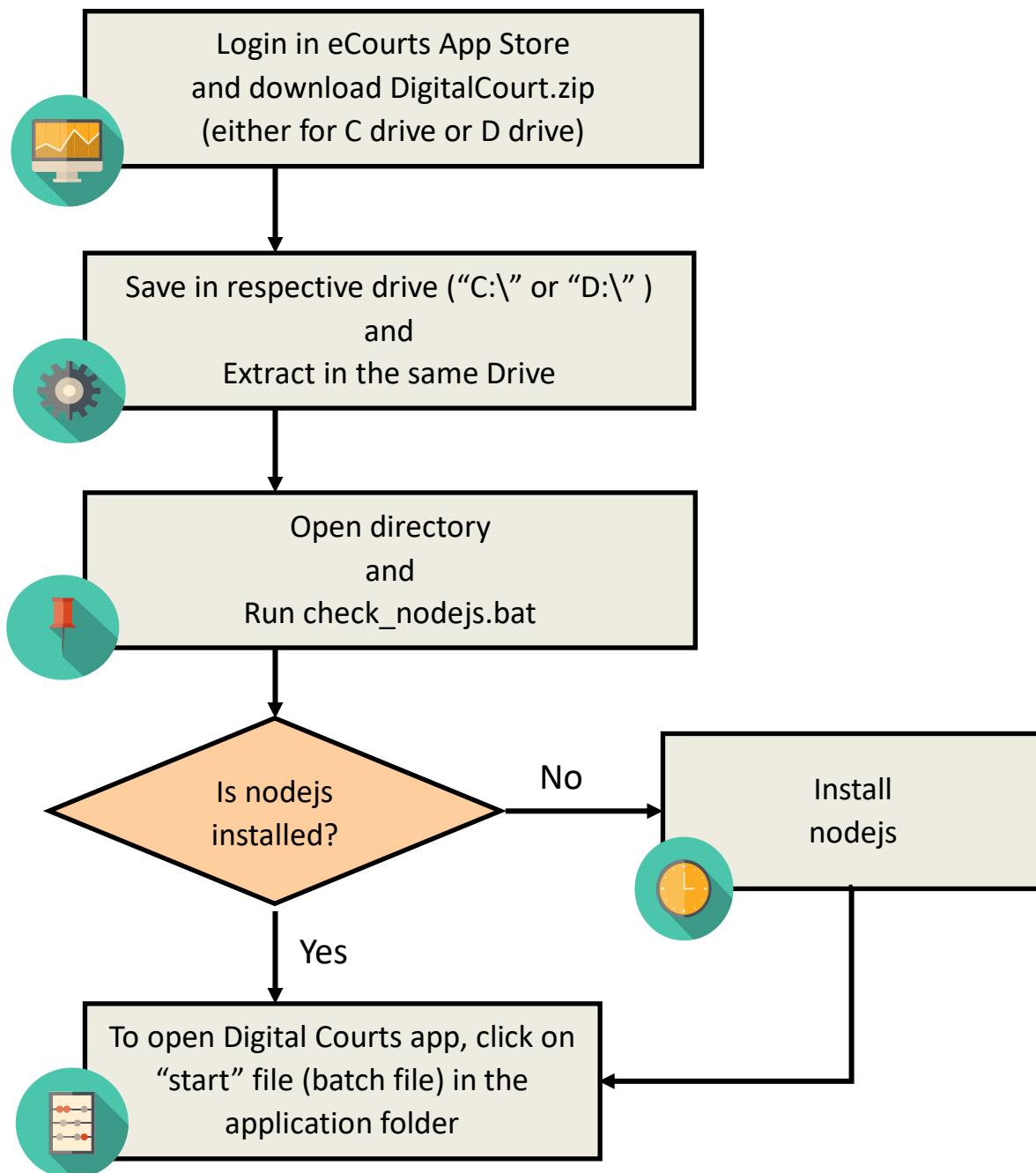- • Digital Courts **web portal**
- • Digital Courts **desktop app**

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.
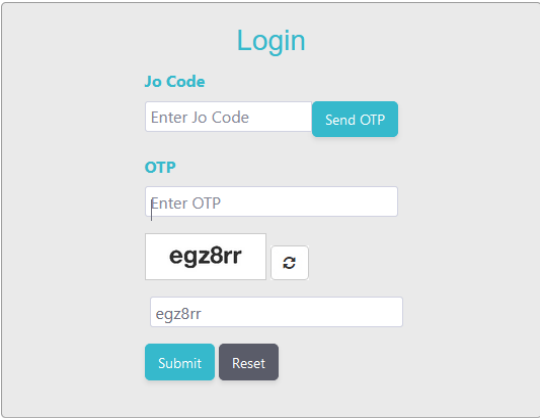
## 2 Digital Courts Installation Steps

### 2.1 Installation Flowchart

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

```
┌─────────────────────────────────────┐
│      Login in eCourts App Store      │
│    and download DigitalCourt.zip     │
│     (either for C drive or D drive)  │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│   Save in respective drive ("C:\" or │
│              "D:\" )                  │
│                 and                   │
│       Extract in the same Drive       │
└─────────────────────────────────────┘
                  │
                  ▼
┌─────────────────────────────────────┐
│           Open directory              │
│                 and                   │
│        Run check_nodejs.bat           │
└─────────────────────────────────────┘
                  │
                  ▼
           ◇ Is nodejs          No    ┌──────────────┐
           installed? ◇ ──────────────▶│   Install    │
                  │                     │    nodejs    │
                  │ Yes                 └──────────────┘
                  ▼                            │
┌─────────────────────────────────────┐       │
│ To open Digital Courts app, click on │◀──────┘
│   "start" file (batch file) in the    │
│         application folder            │
└─────────────────────────────────────┘
```

## 2.2   Installation Steps

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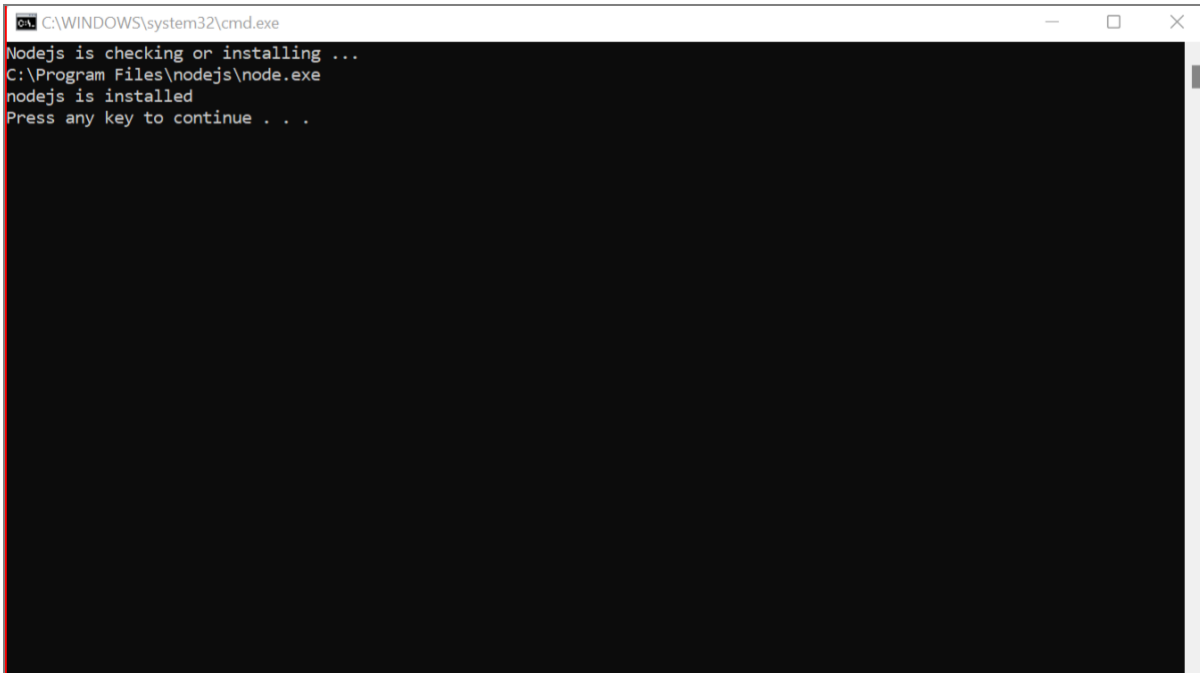


- Download "**DigitalCourt.zip" (either for C drive or D drive)** file from eCourts app store and save into the corresponding ("C" or "**D**") drive.
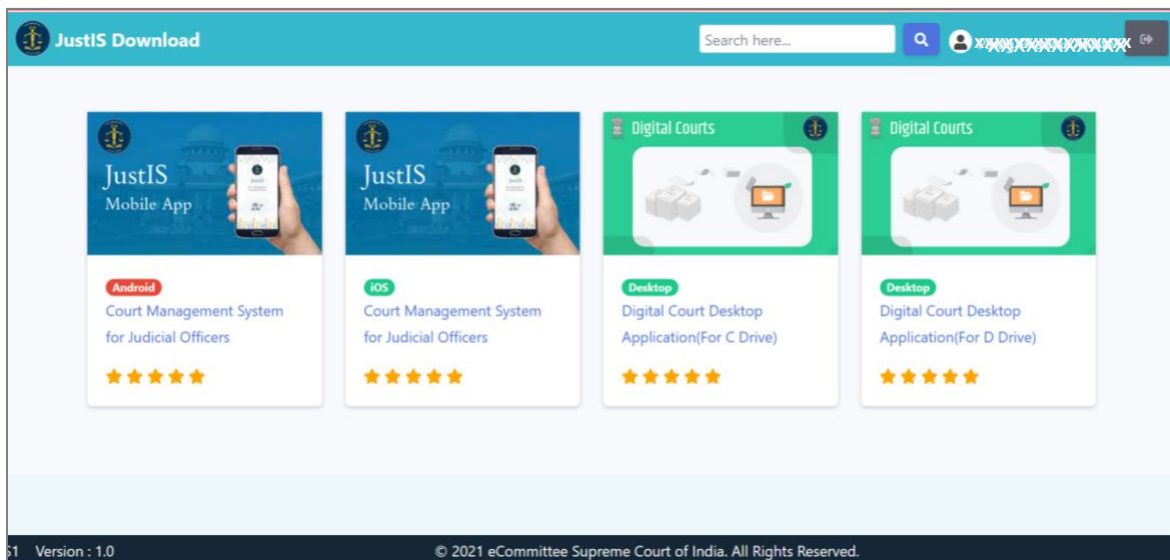


- Right click on "**DigitalCourt.zip**" and click on "**extract here**" option (For **Windows 11**, click on "**show more options**" and then "**extract here**" option).

- Click on "**check_nodejs.bat**" file. In case already installed (Refer step 6), "**nodejs is installed**" message will appear.



- If nodejs is not installed, installation window opens. Follow the steps below to install the nodejs.
    a. Click on next button
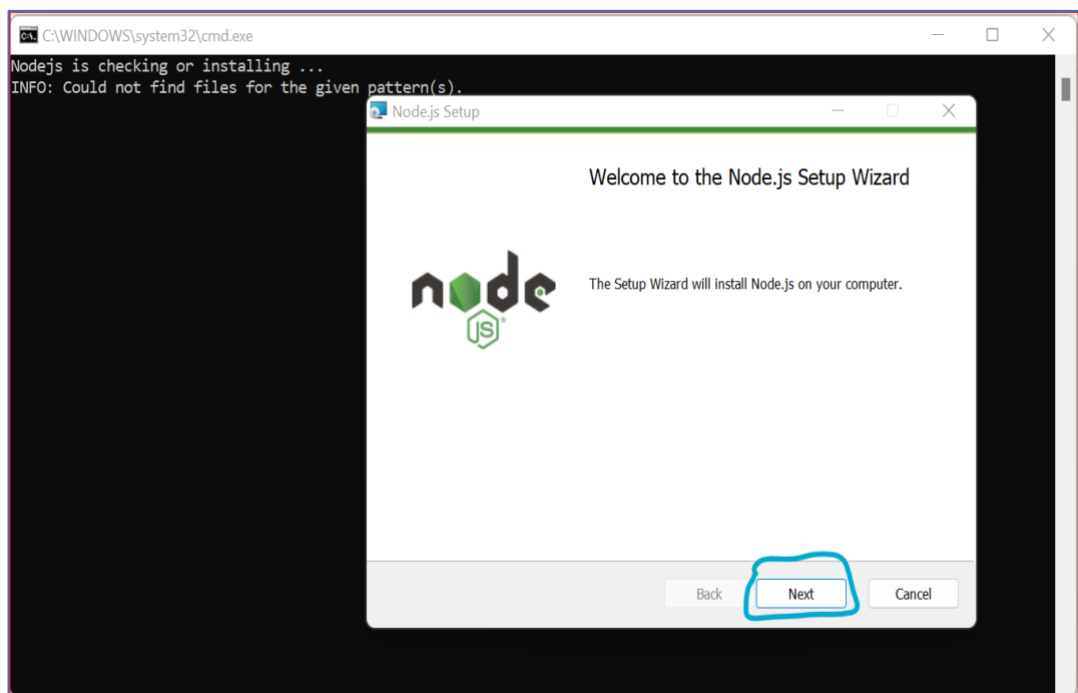
b. Please check "accept the terms in license agreement".
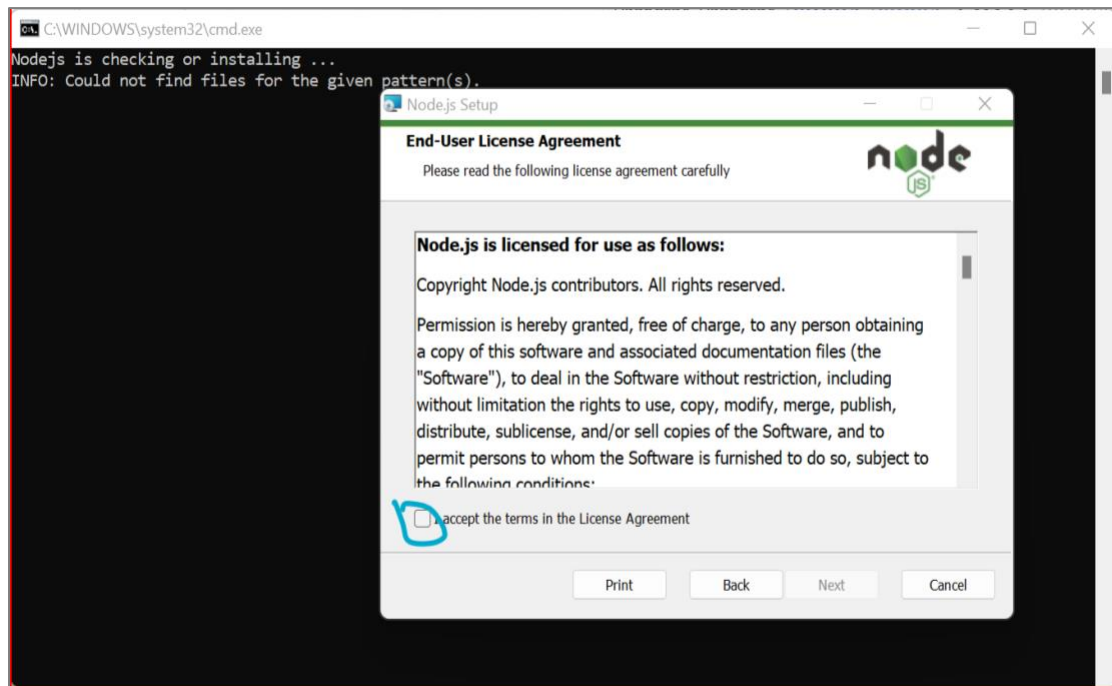


c. Click on next button (Destination Folder)
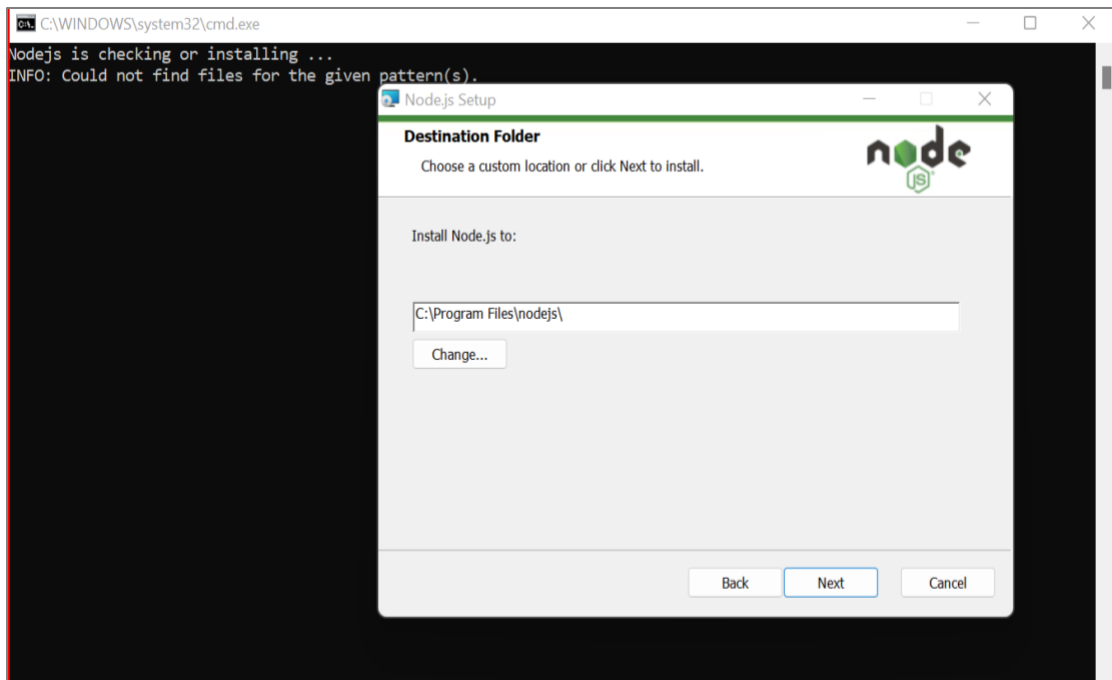
d.  Click on next button (Custom Setup)
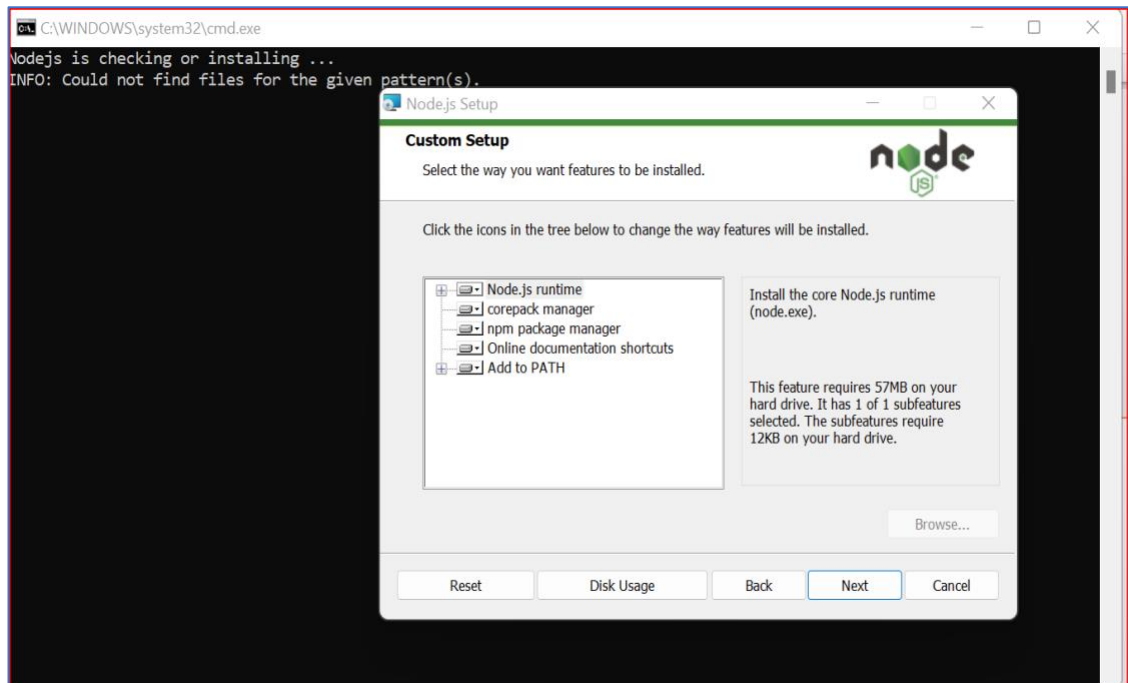


e.  Click on next button (Tools for Native Modules)
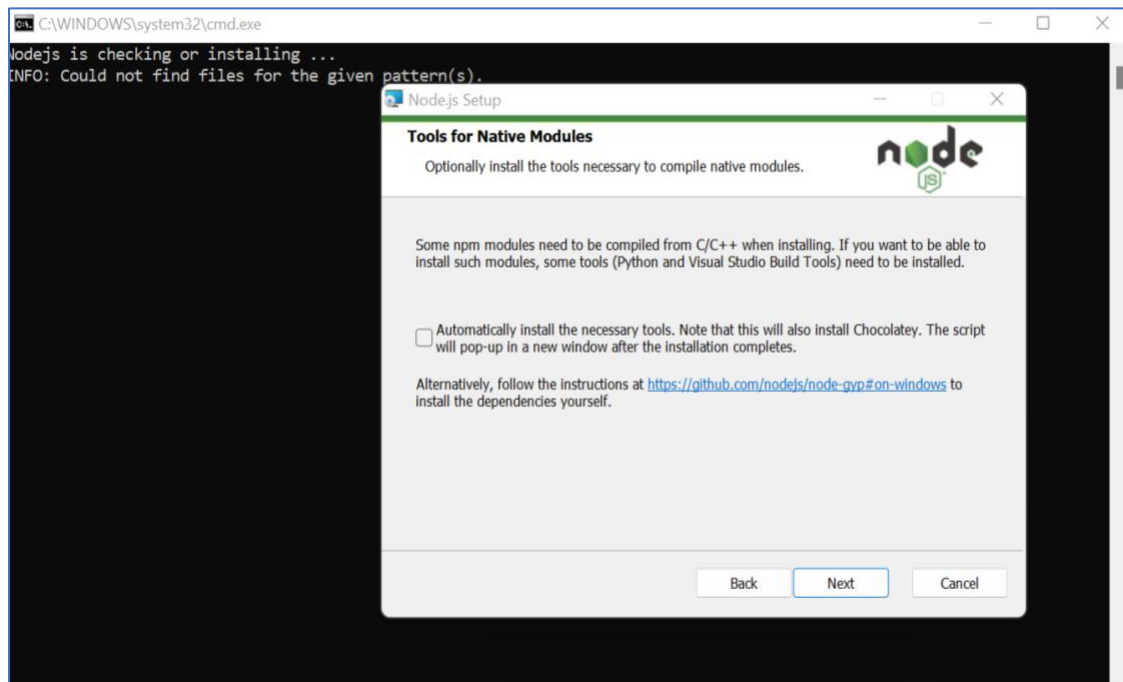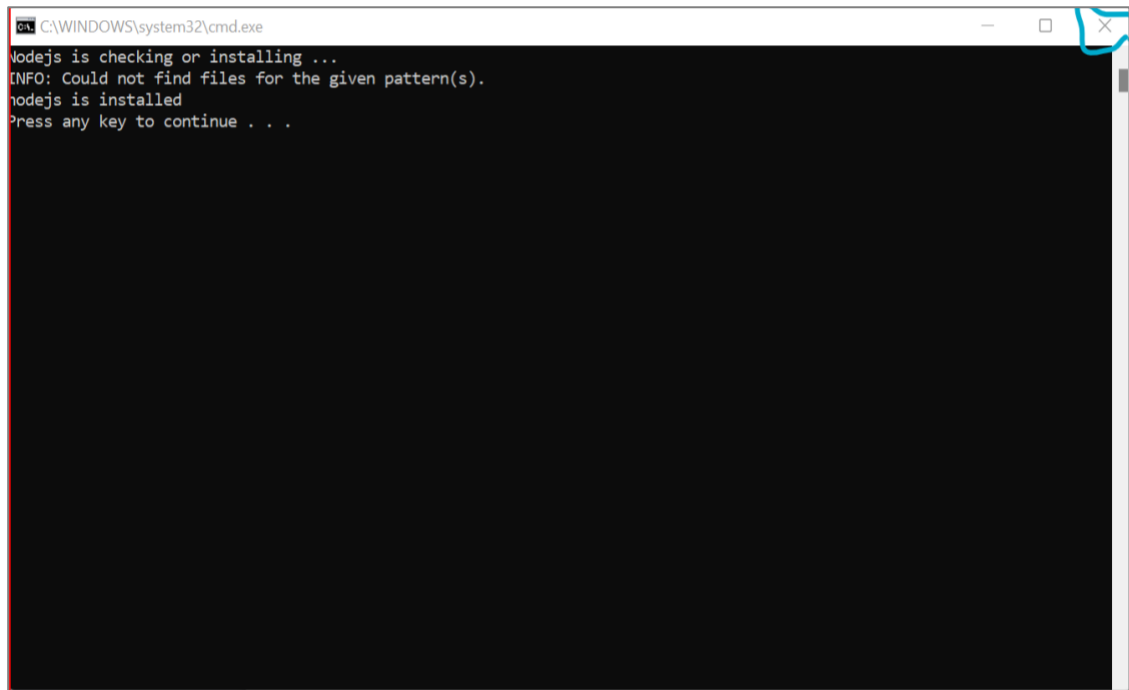
f.  Click on install button
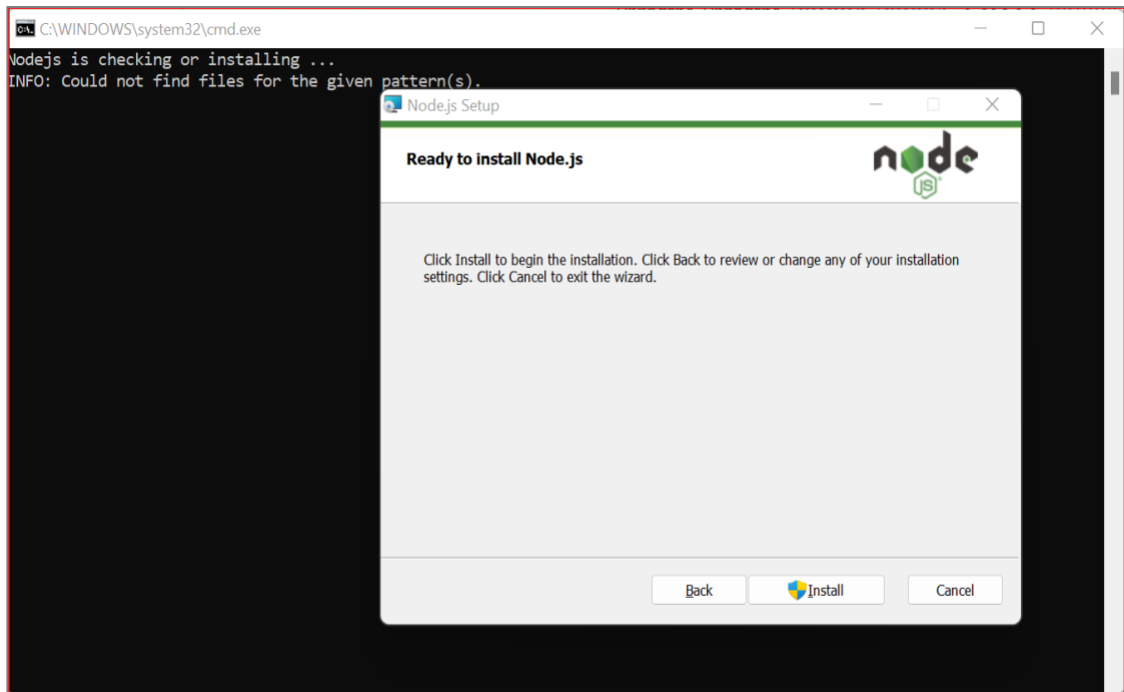


g.  Click on finish button
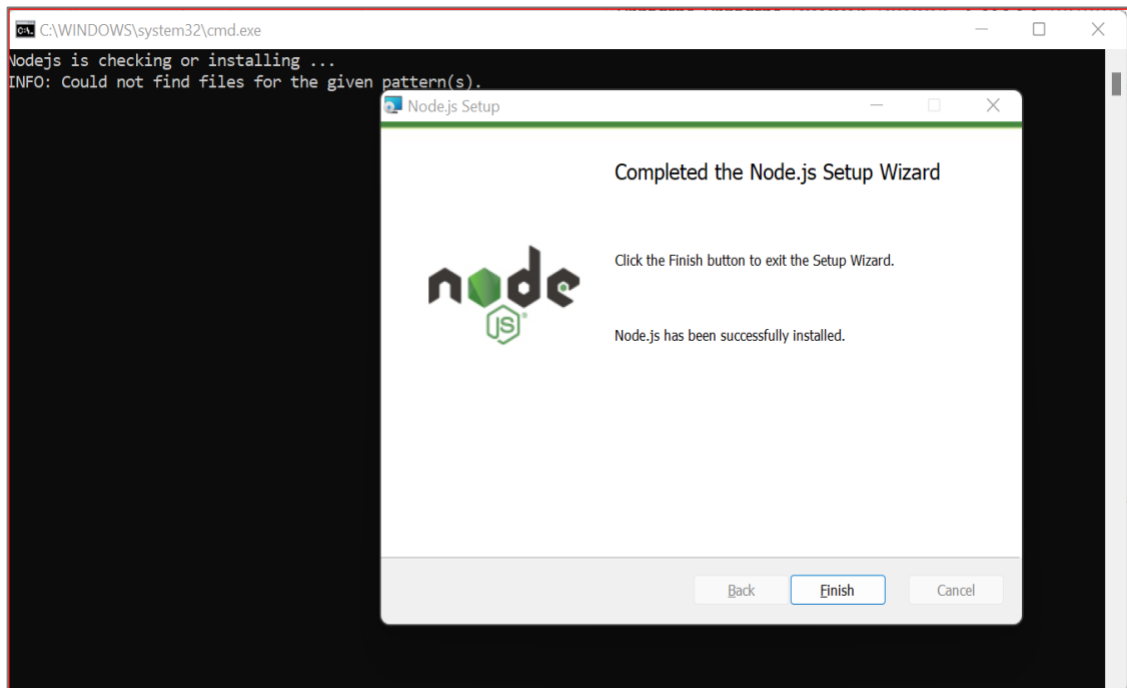
h. Close the command prompt.



- 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.
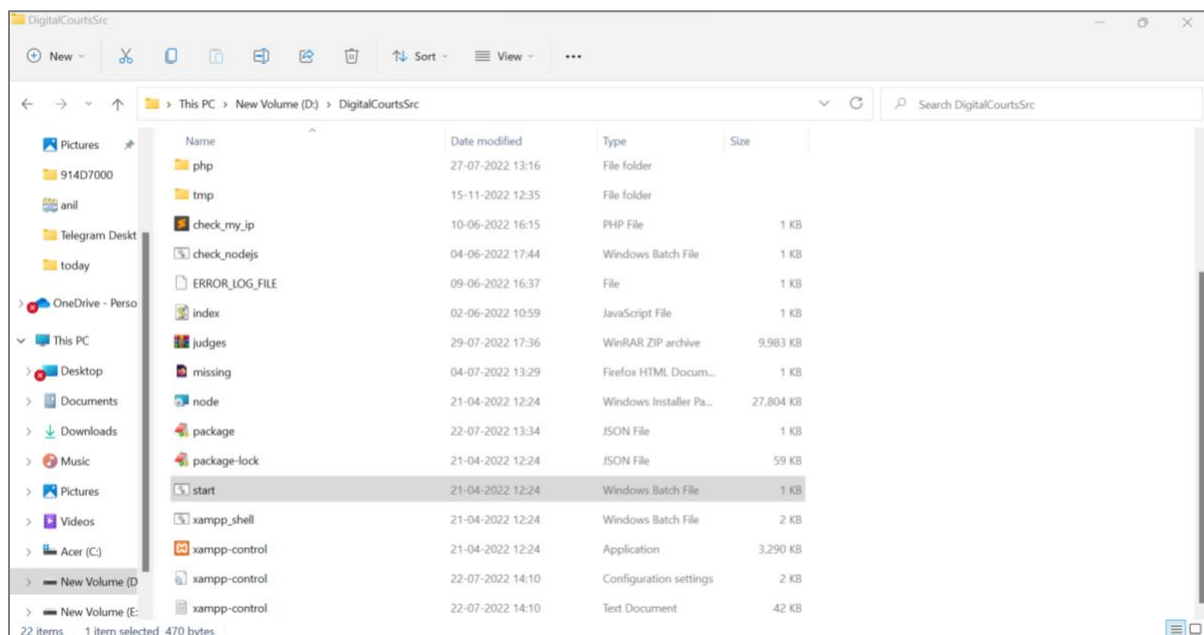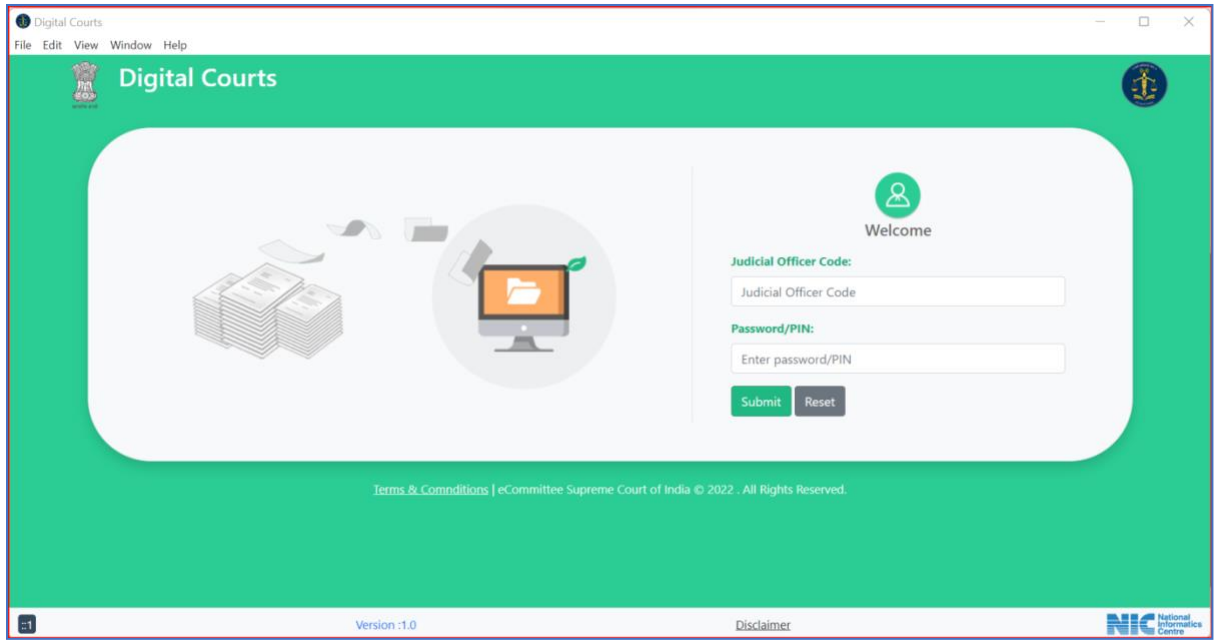
# 3   Desktop App

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.
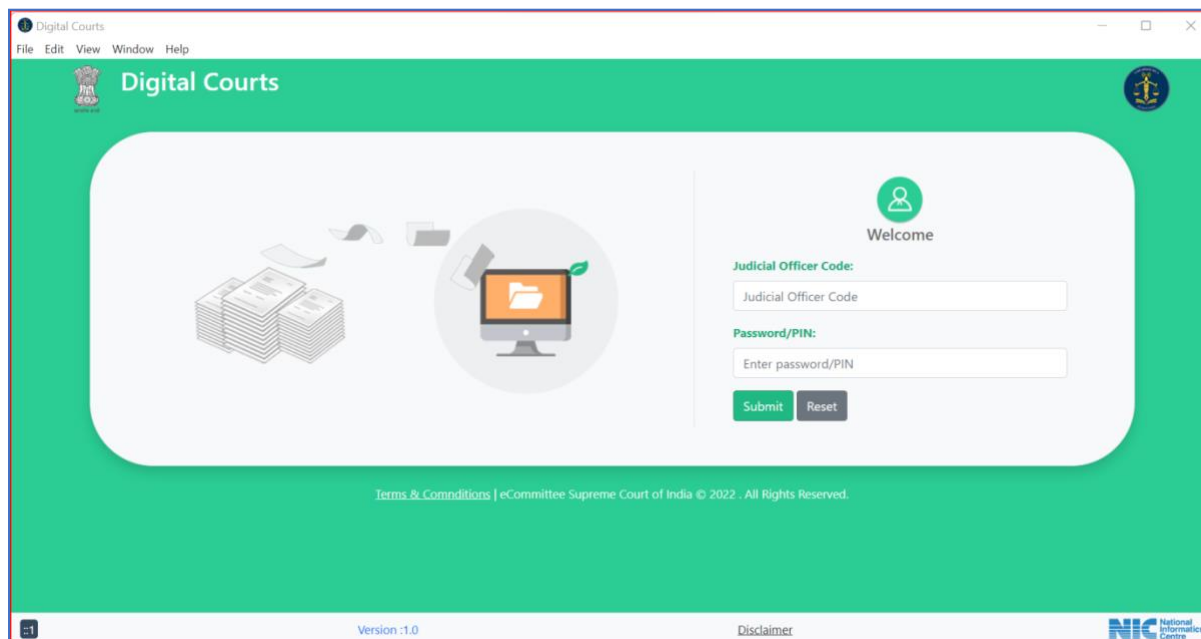


## 3.2   Dashboard

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
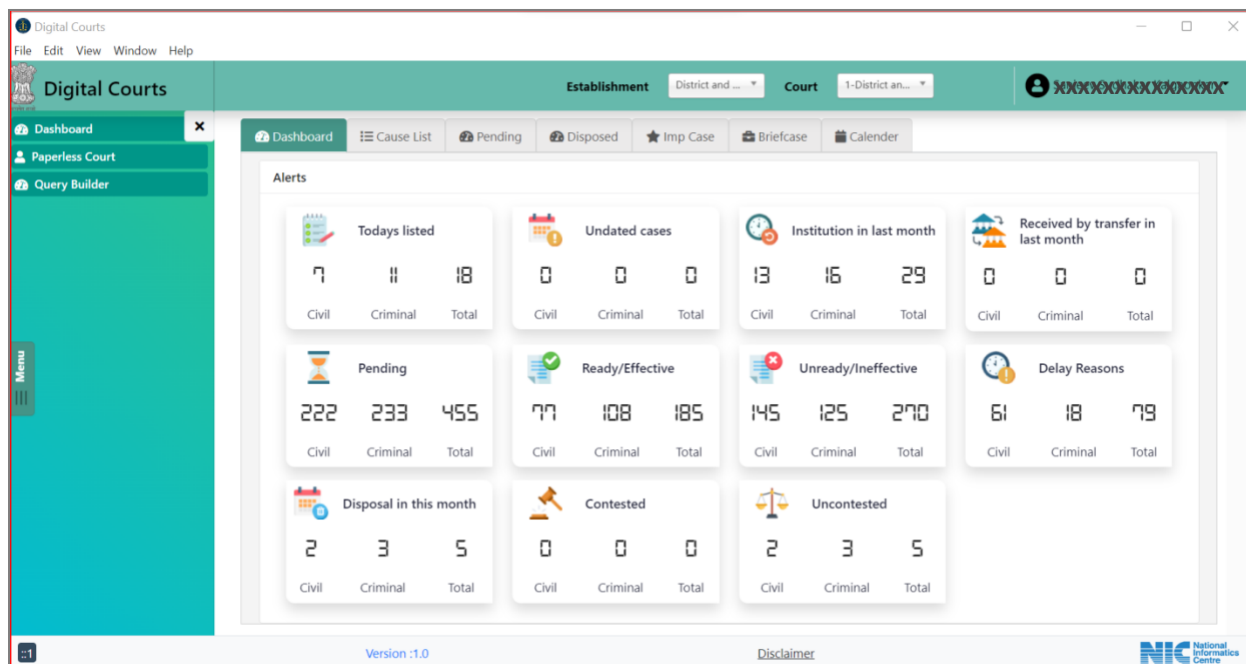
The home page has seven tabs listed. They are:

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.
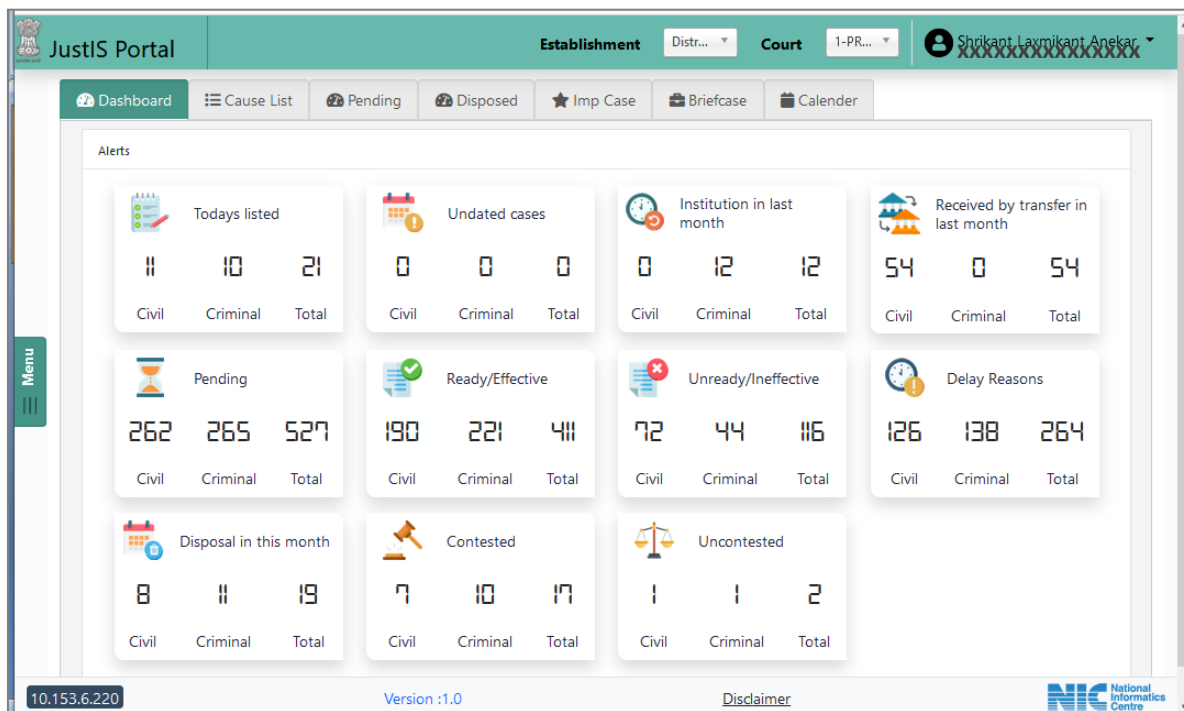
### 3.2.2 Cause List

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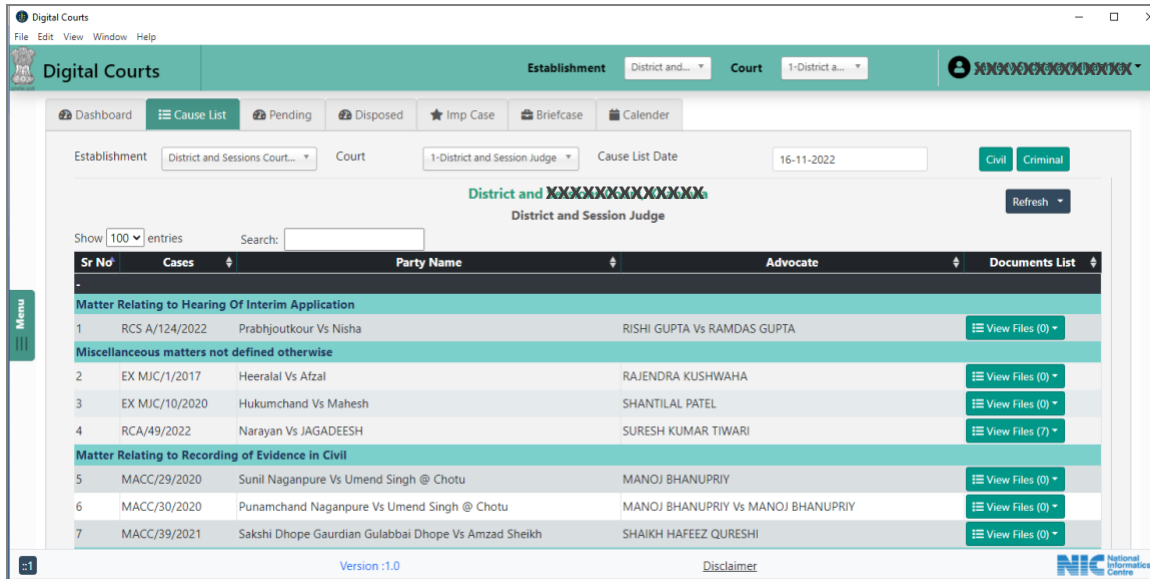
For each case, the user can click on View Files to see the relevant case files. The types of files that can be accessed are:

- E-Filed documents
- Chargesheet
- Order/Judgement
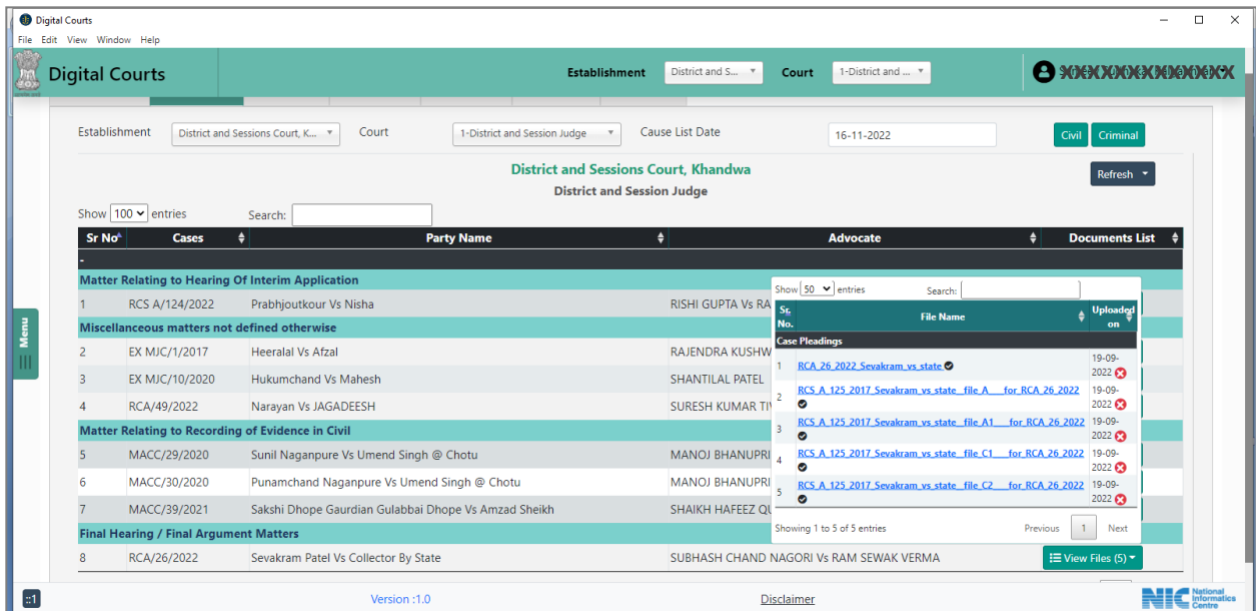


- Newly synced files and downloaded files are distinguished by relevant icons to aid access to Judicial Officers
- Already viewed files are shown with a ✓ icon

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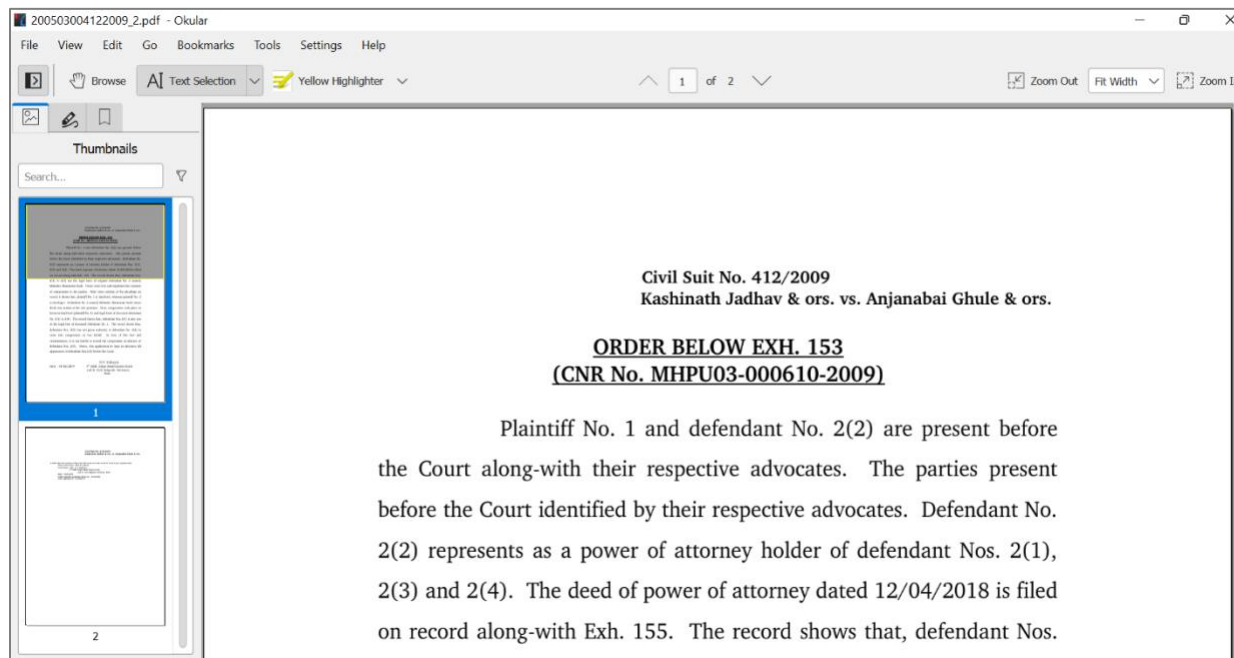


**Adding Annotation**

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
2. Underline
3. Strike Out
4. Inline Note
5. Freehand Line
6. Label
7. Squiggle
8. Typewriter
9. Pop up note
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.*
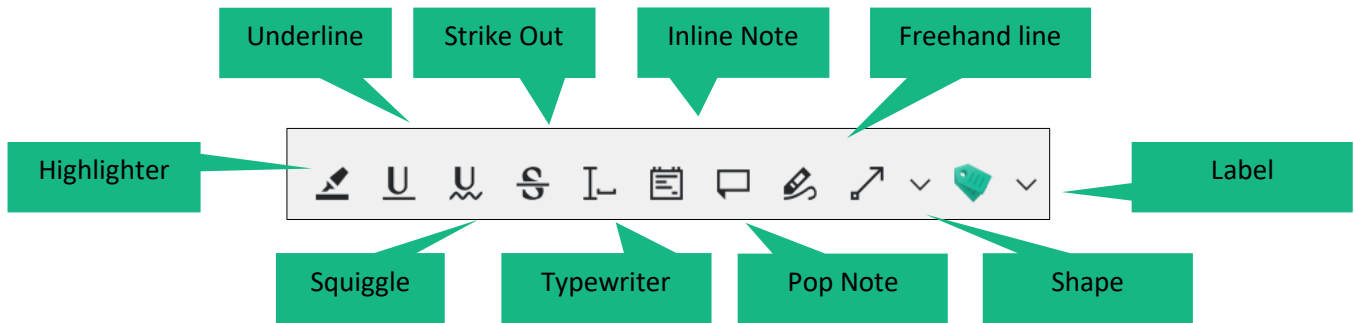
In case the toolbar is not visible, click on settings→toolbars shown, and check the required annotation tool bar.

## Highlighter

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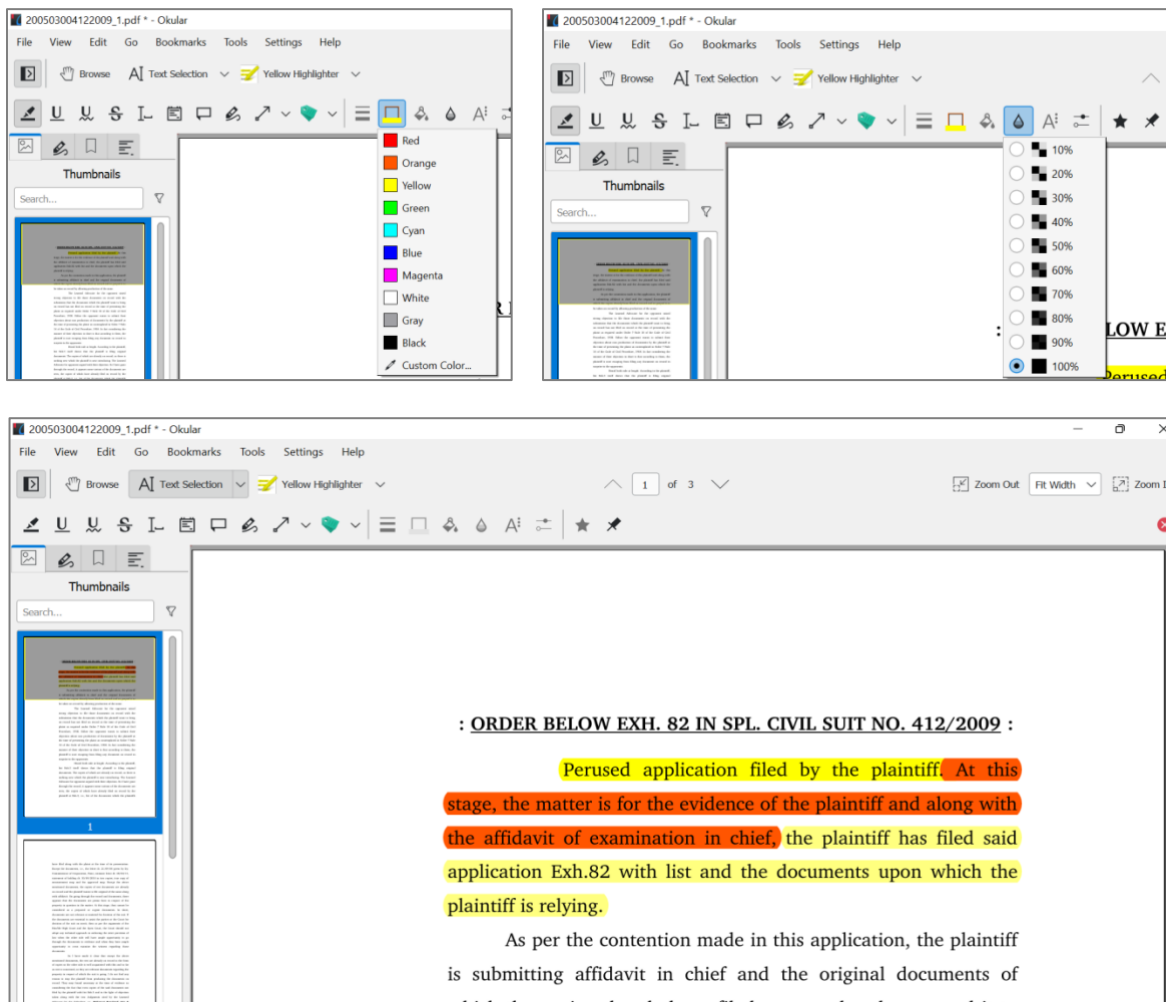
## Underline

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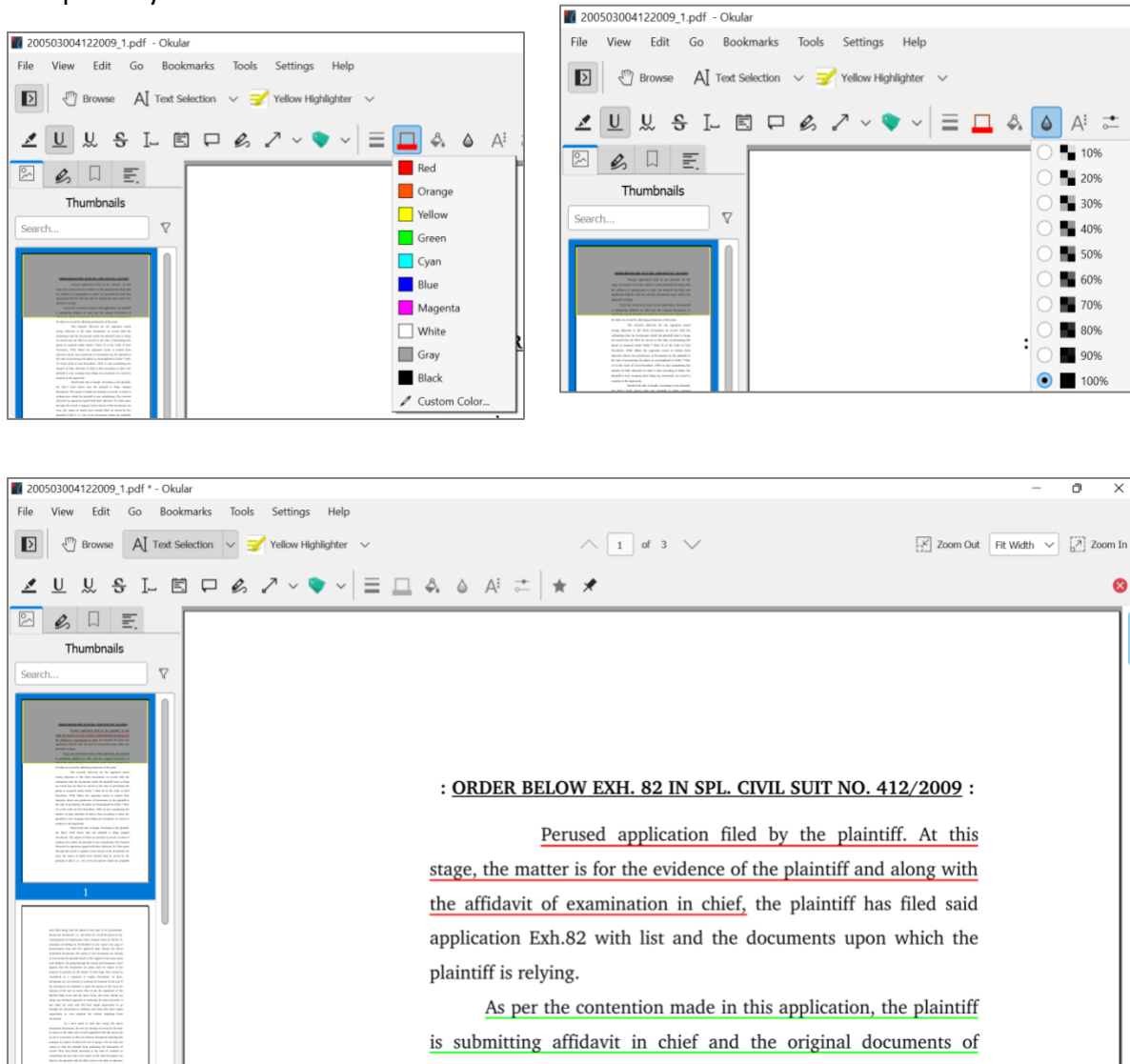
## Squiggle

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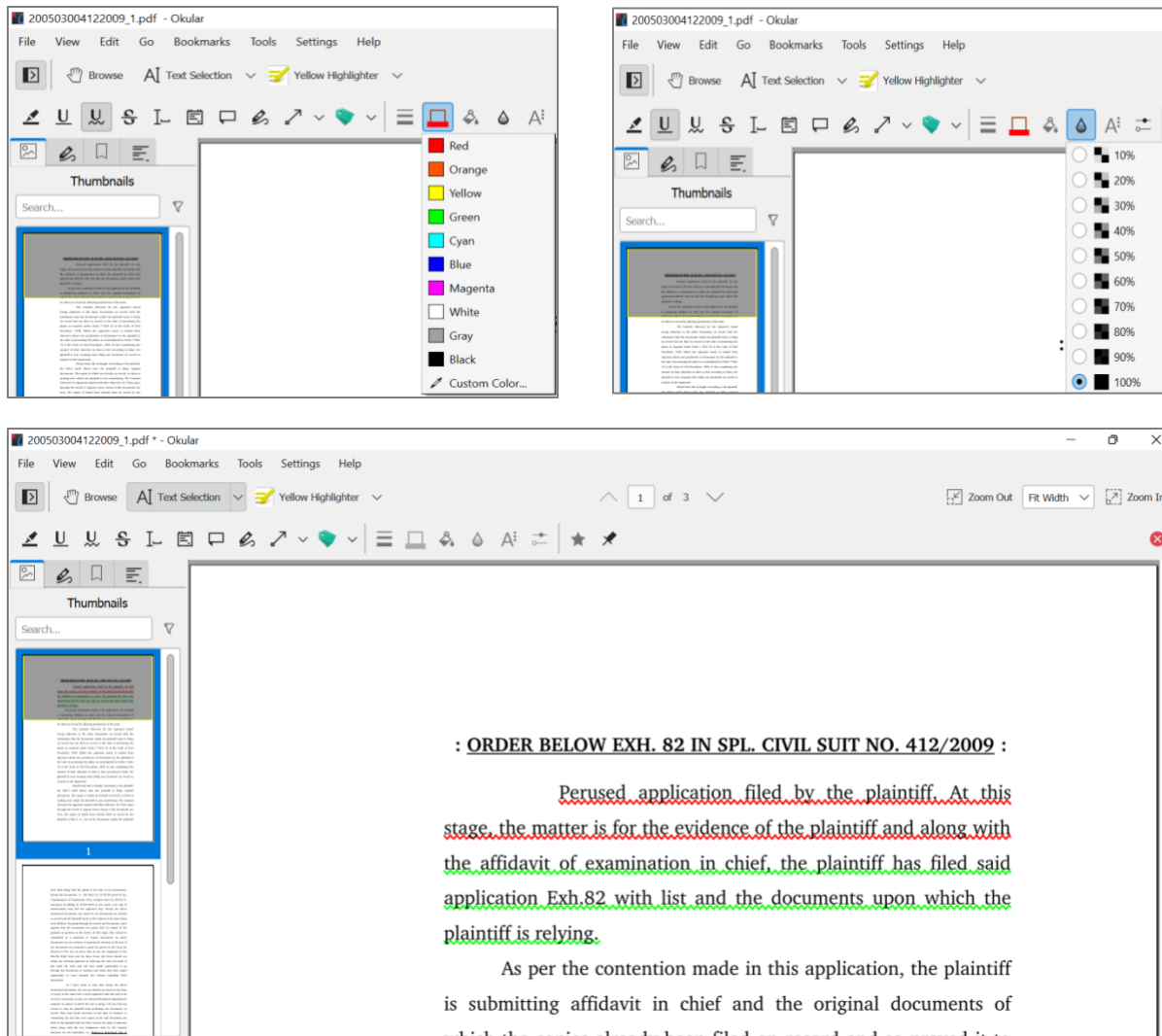
## Strike Out

The tool provides the option to strikeout the text using different available colours. The transparency can also be varied.
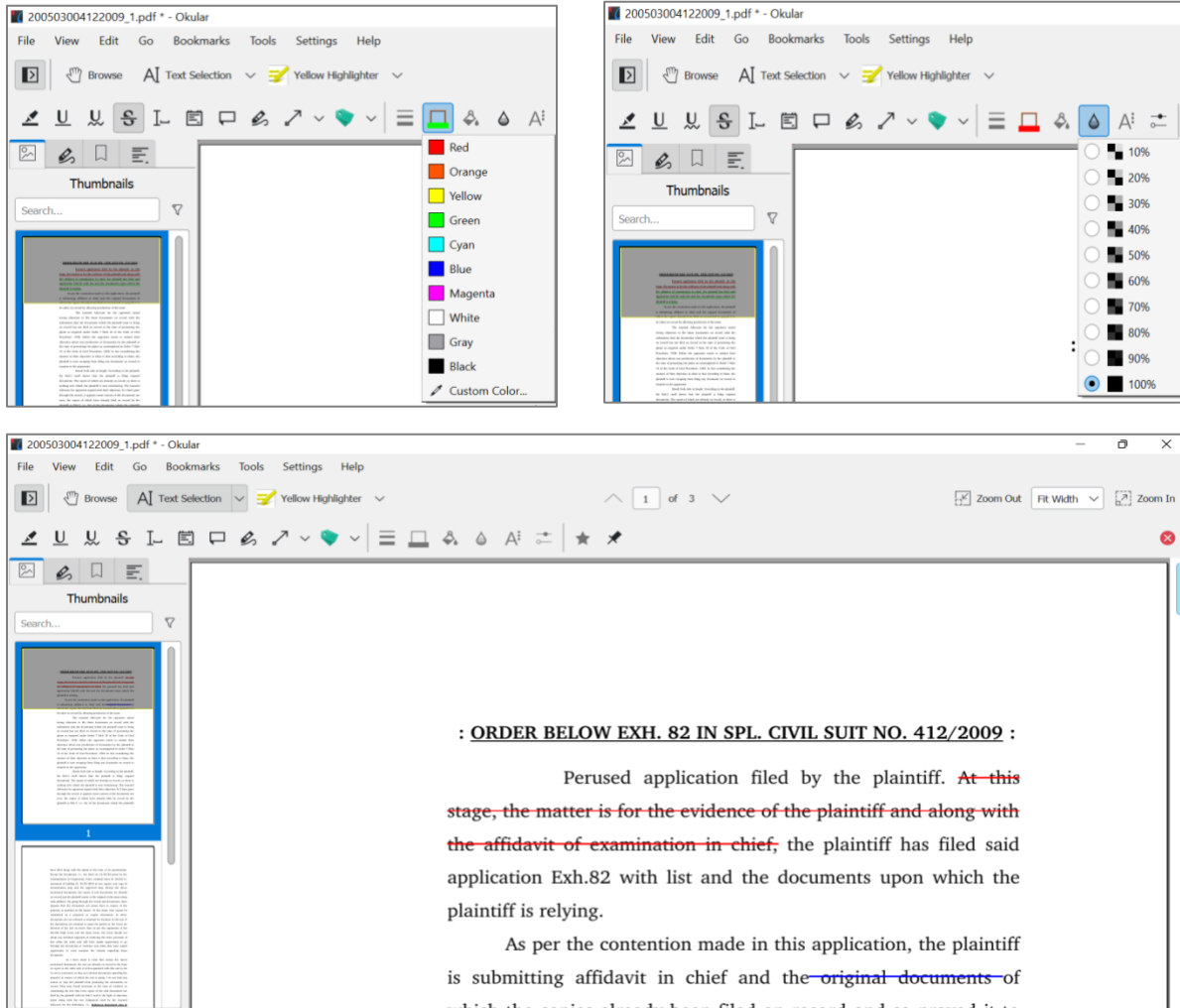
## Type writer

The tool provides the option add additional text in the document.
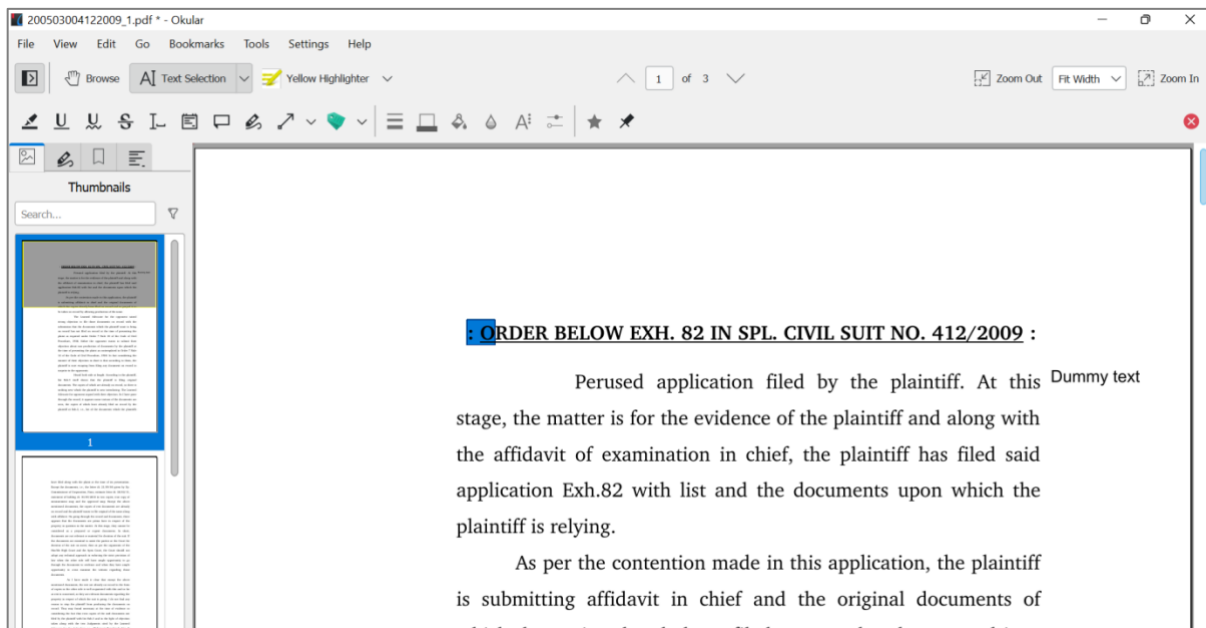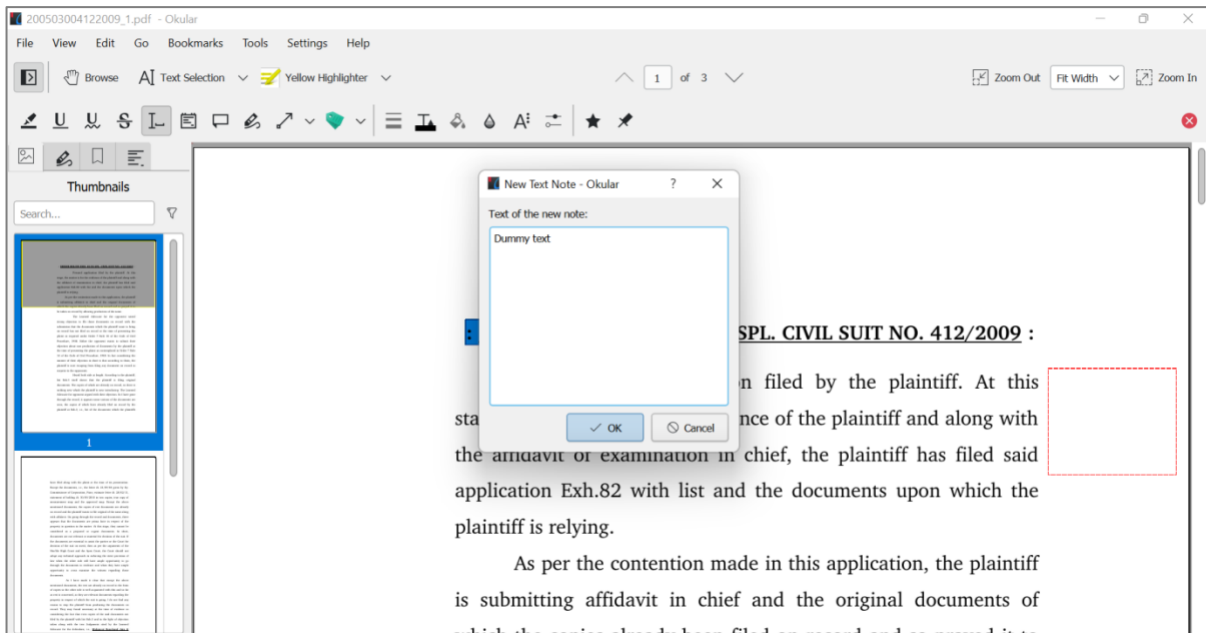
**Inline Note**

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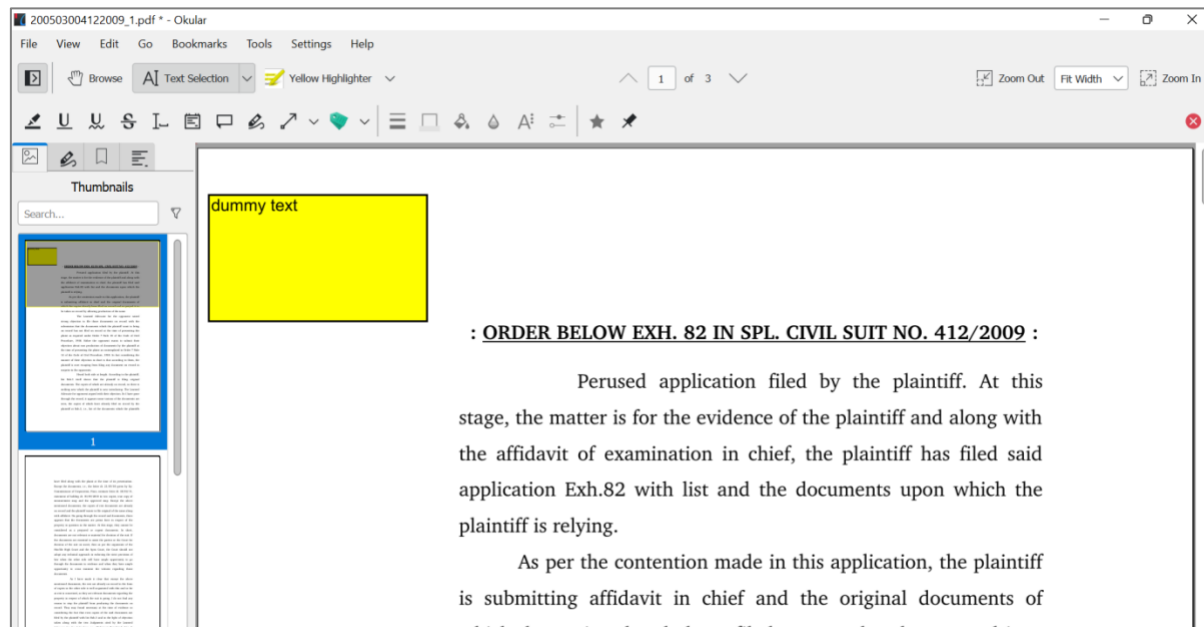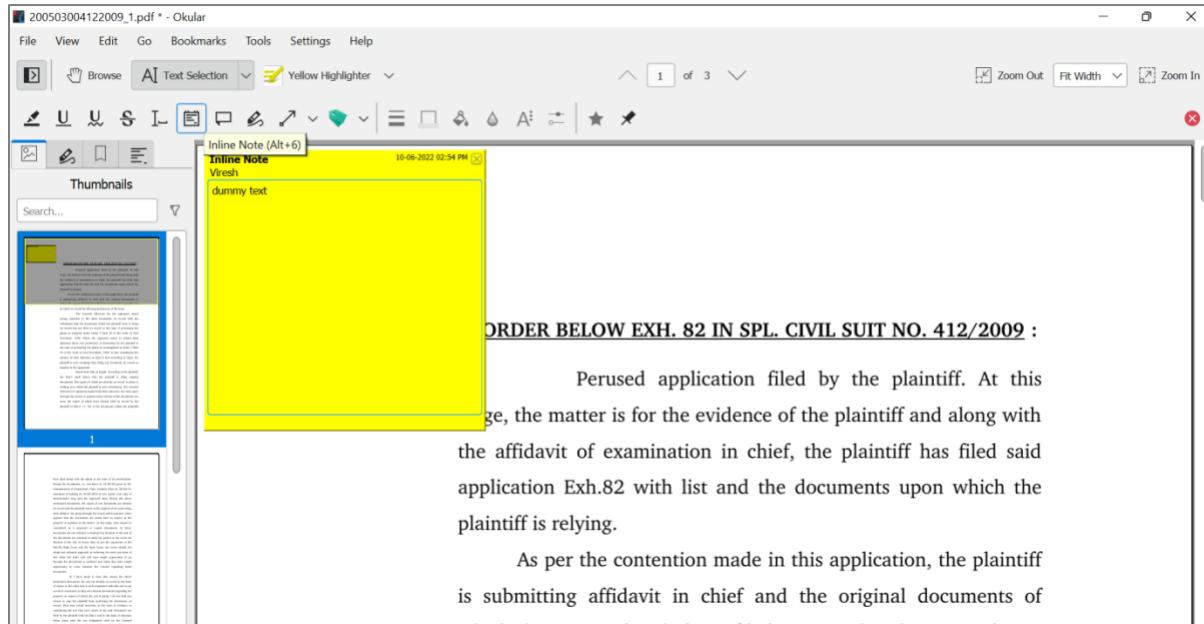
## Popup Note

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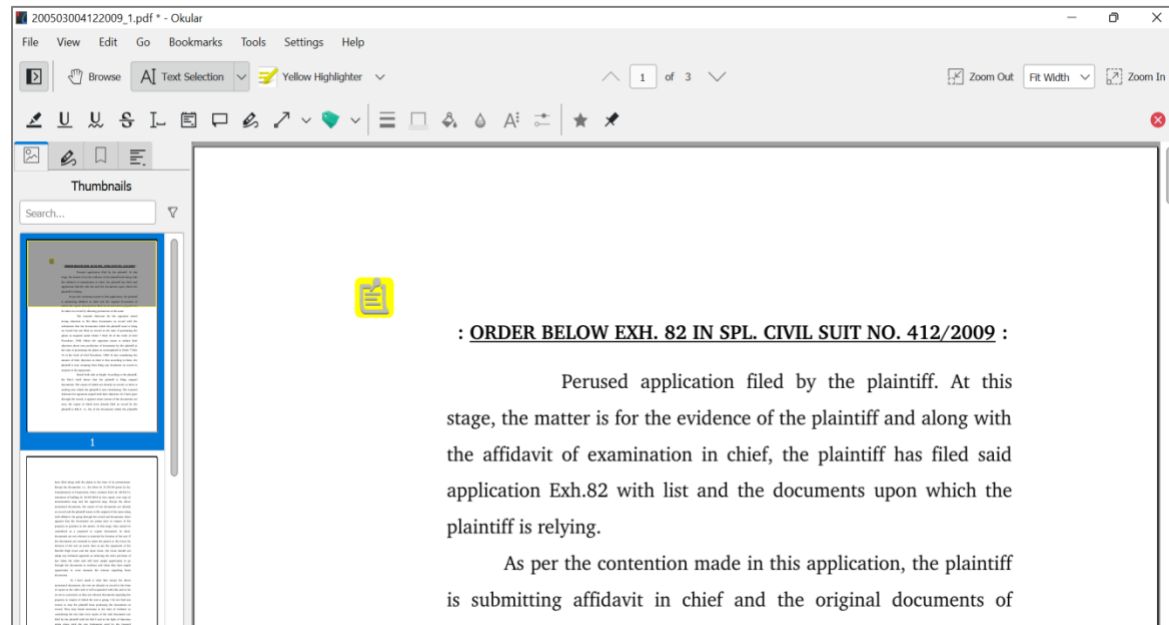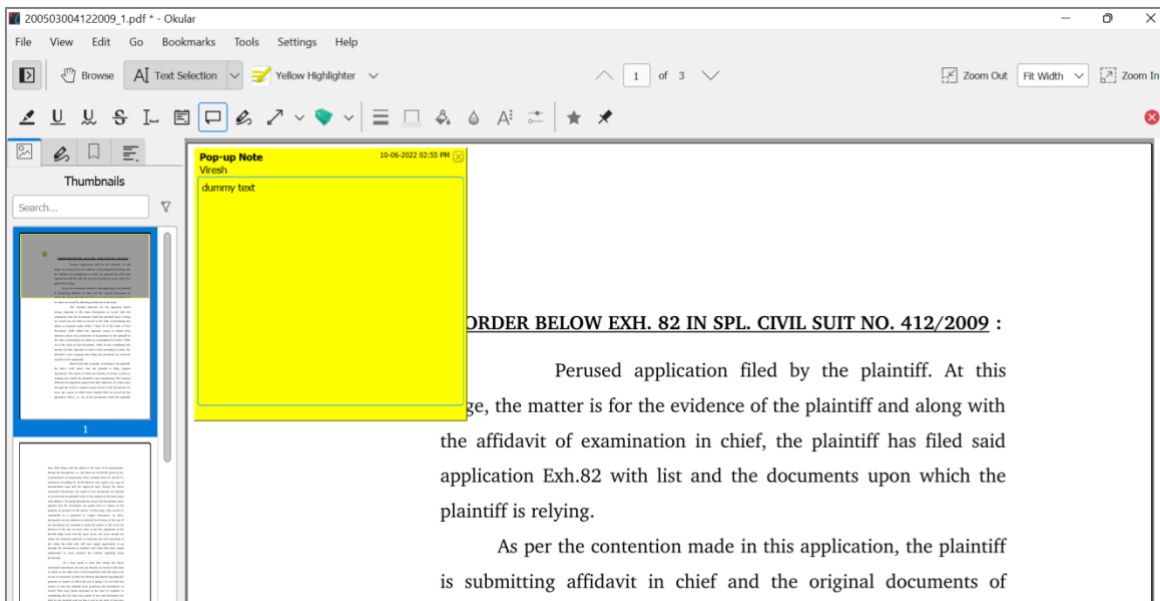
## Freehand Line

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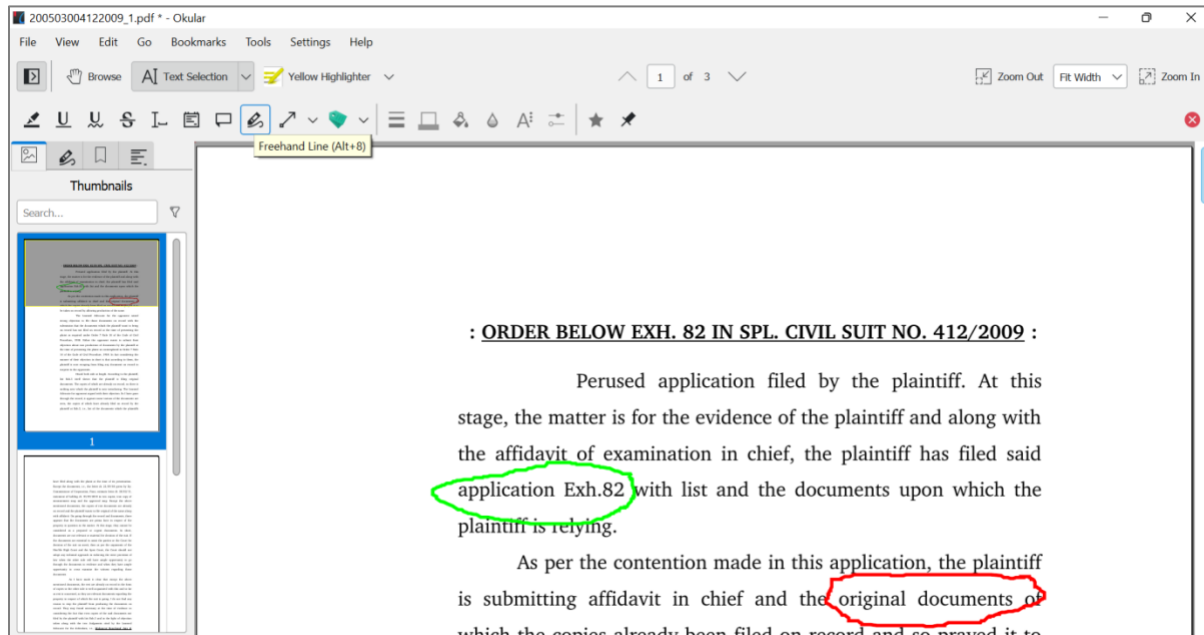
## Shape

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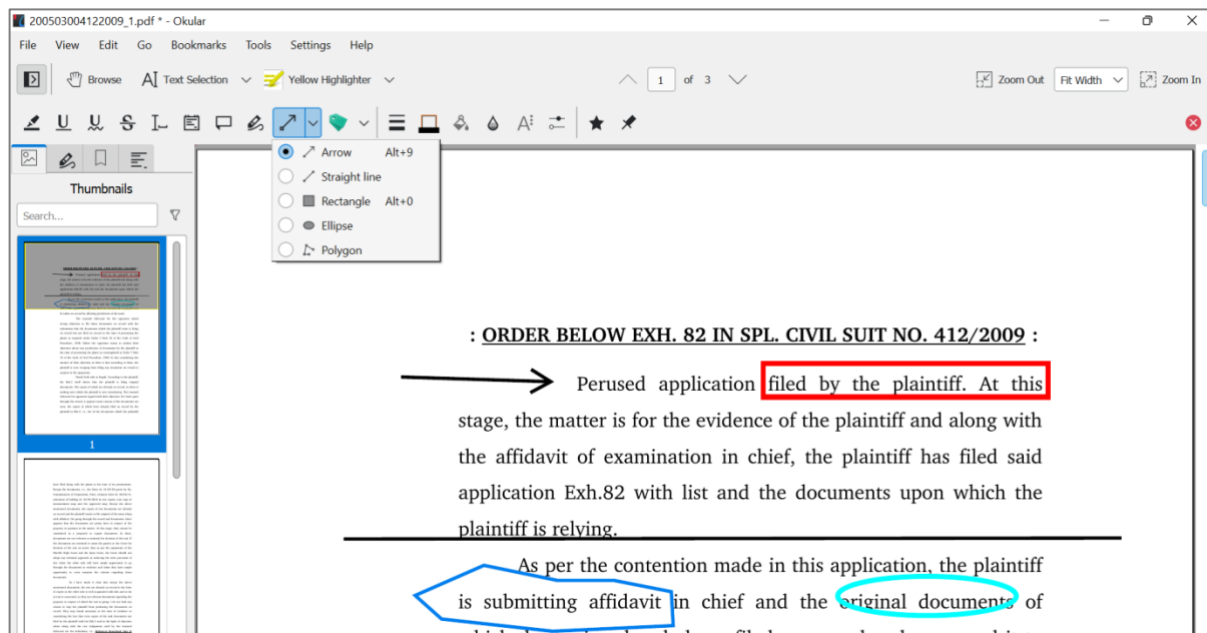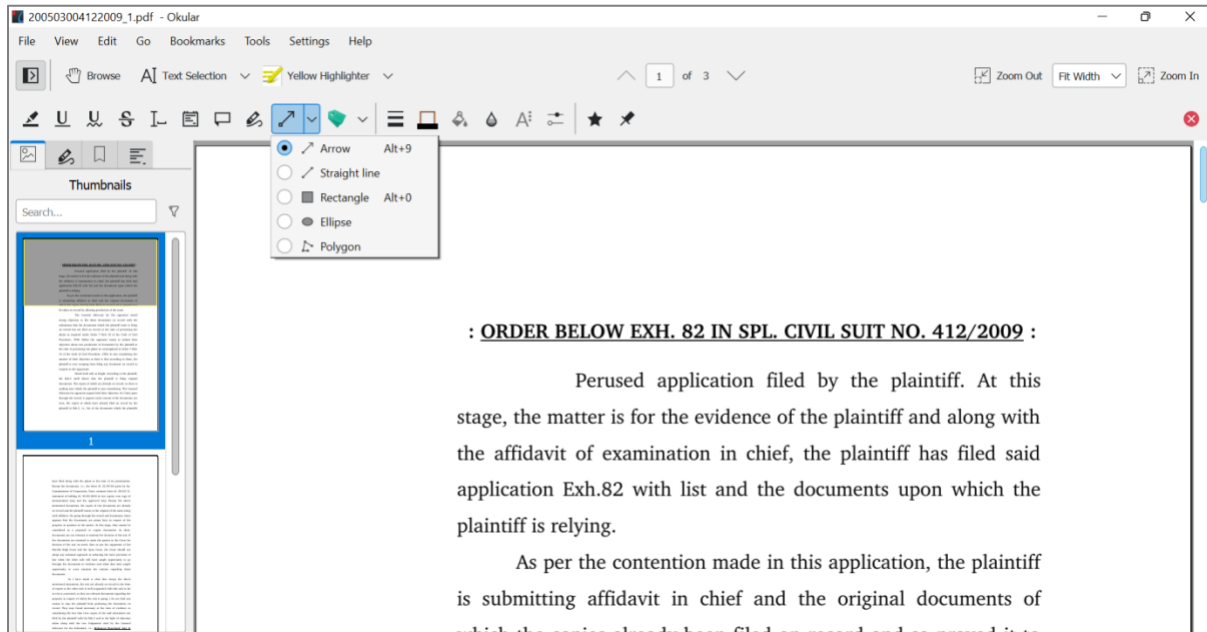
## Label

The tool provides option to add various labels/ stamps in document.
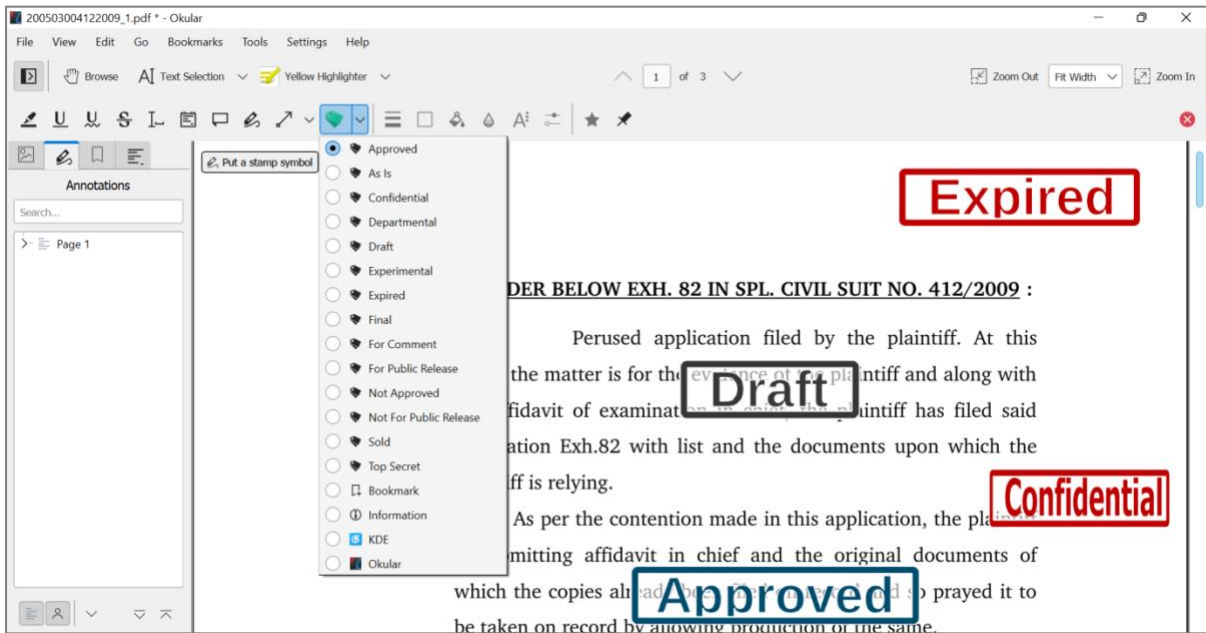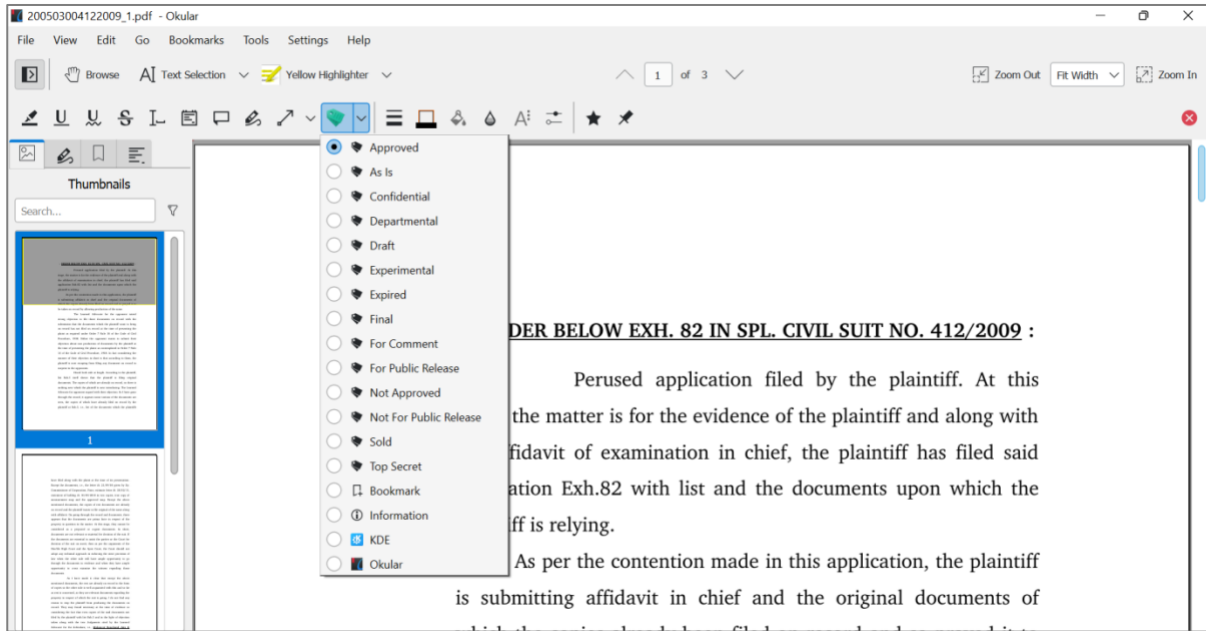
## Annotations Example
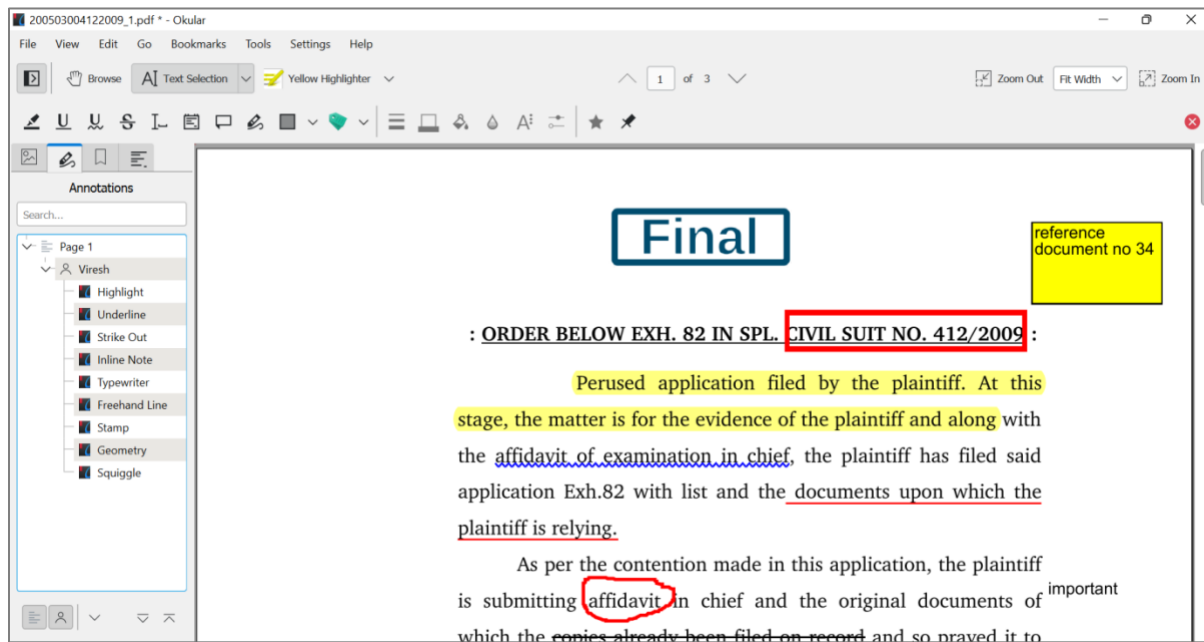
### 3.2.3   Pending

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.



Click on the list icon to view data in the grid (tabular) form

Click on the ellipsis (more) icon to view the additional details.
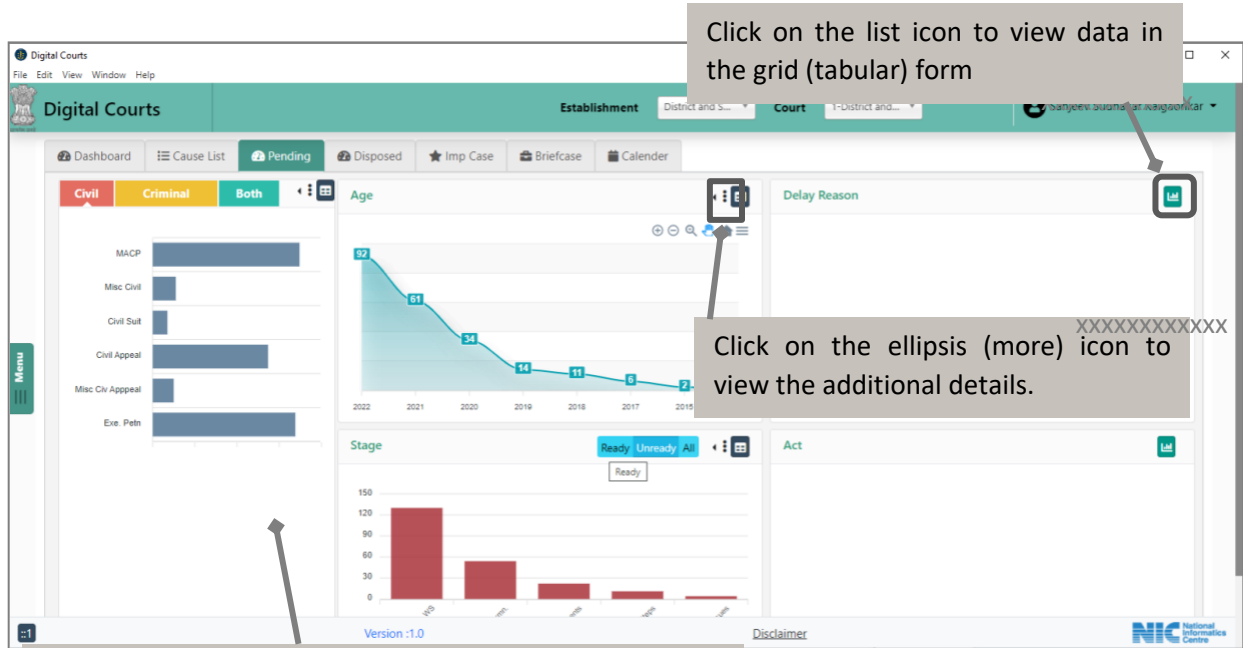
**Case Type wise pendency** - Click on individual bar to view data for that particular category. Other statistics will get automatically updated for this category.
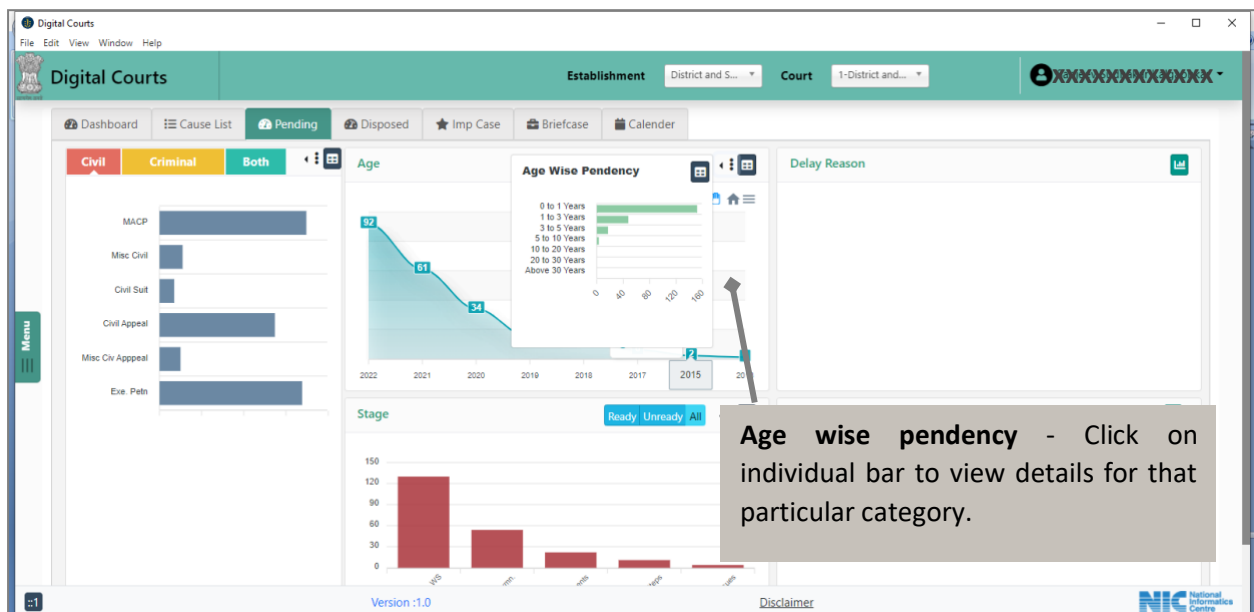


**Age wise pendency** - Click on individual bar to view details for that particular category.

### 3.2.4 Disposed Dashboard

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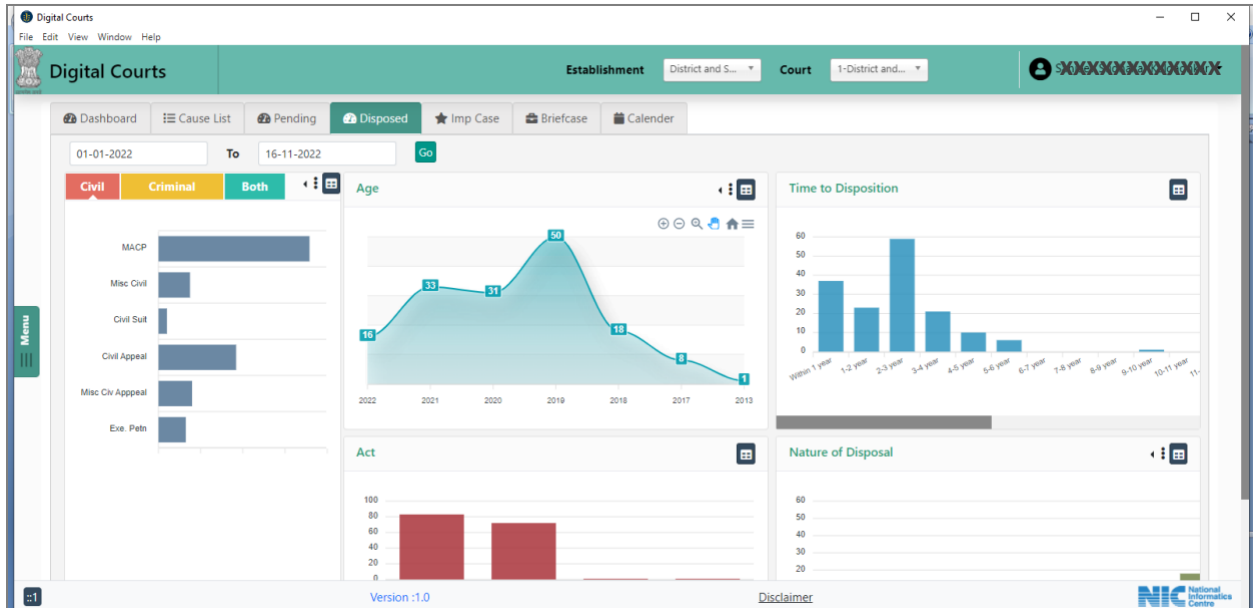


### 3.2.5 Imp Cases

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

### 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.
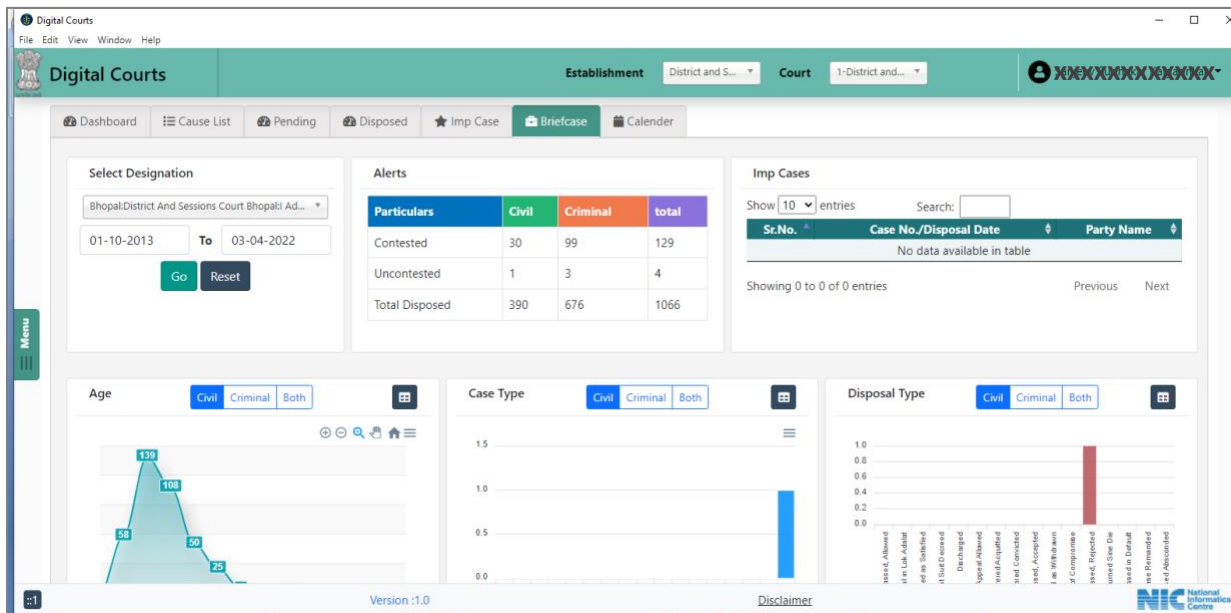


### 3.2.7  Calendar

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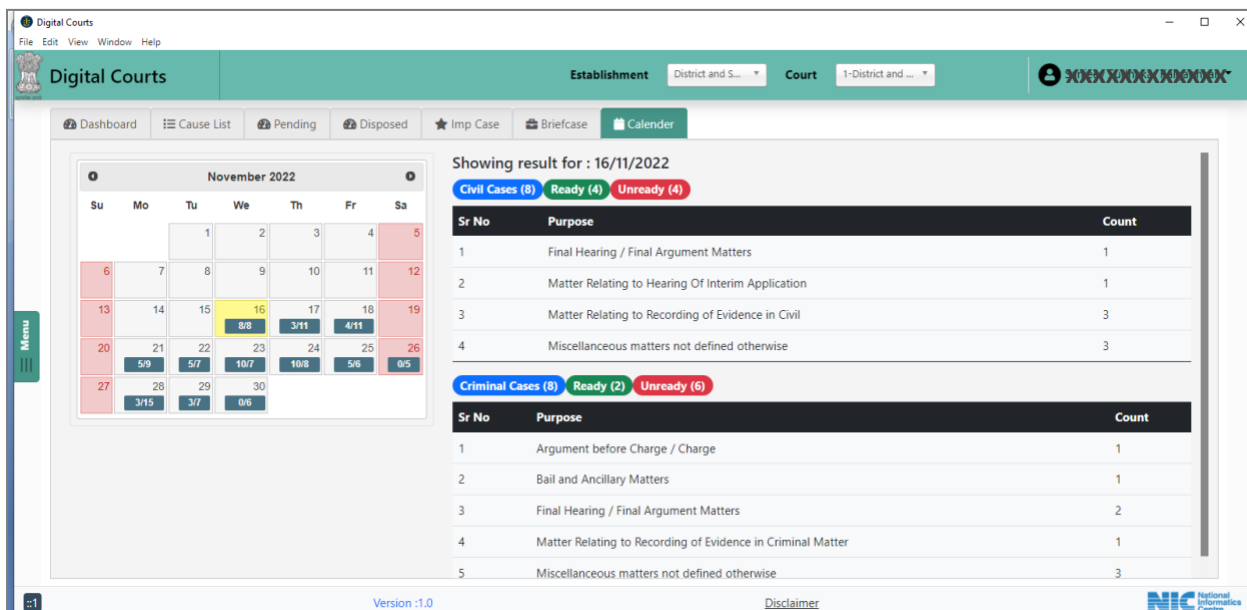
## 3.3    Paperless court

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.



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

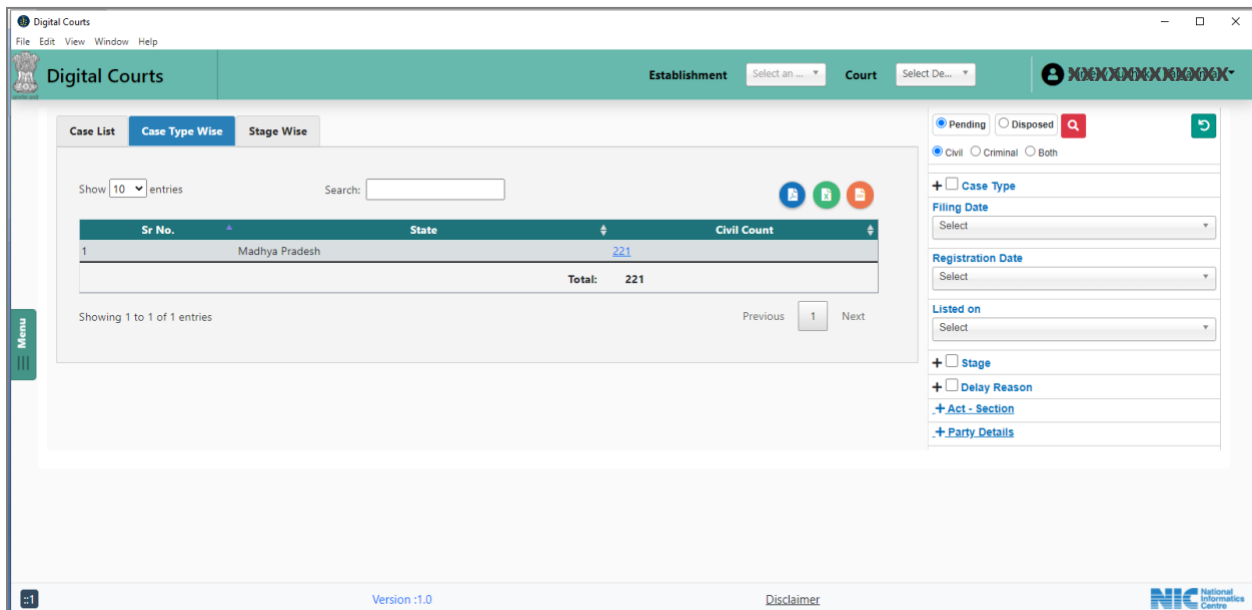### 3.3.2    Cause List

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.
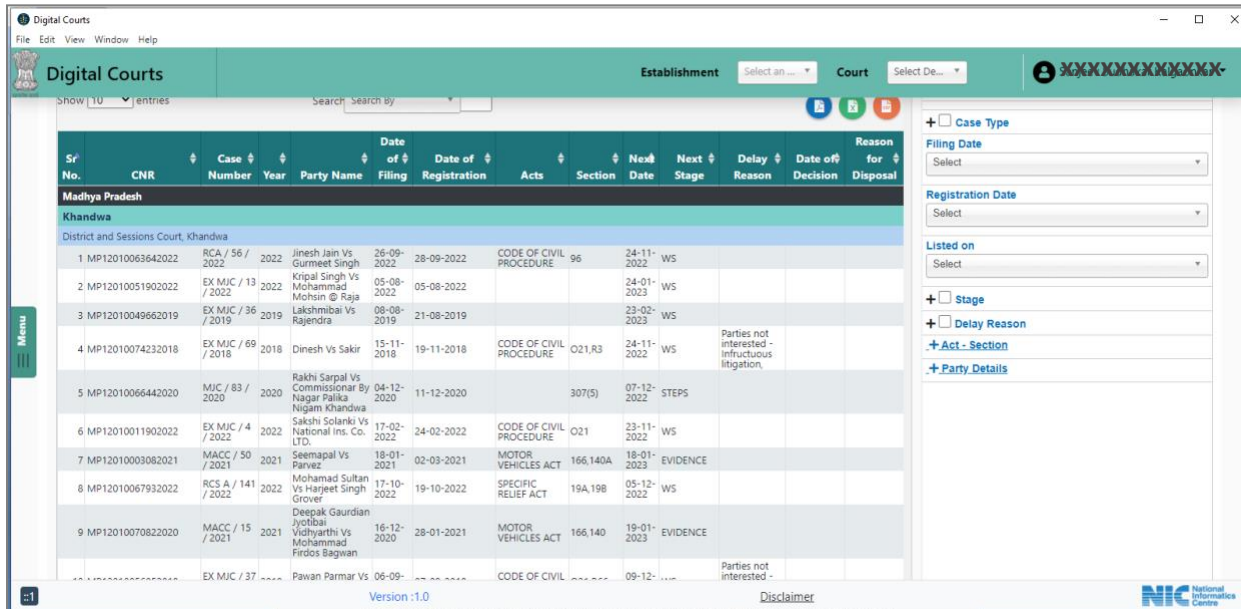


The case list can be filtered using multiple filtering criteria to generate customised reports. The filtering criteria are available on the right side of the page.

# 4   Digital Courts Web Portal

The web portal ([http://digital.ecourts.gov.in](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

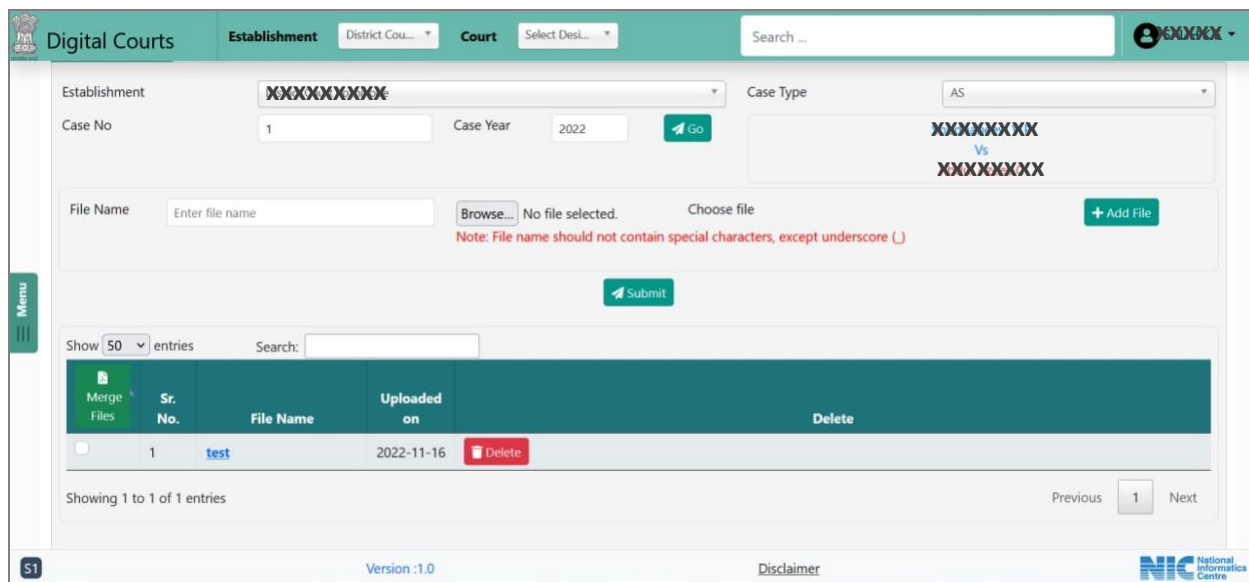To upload a case document, select Paperless Court→Upload Case Pleadings

### 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

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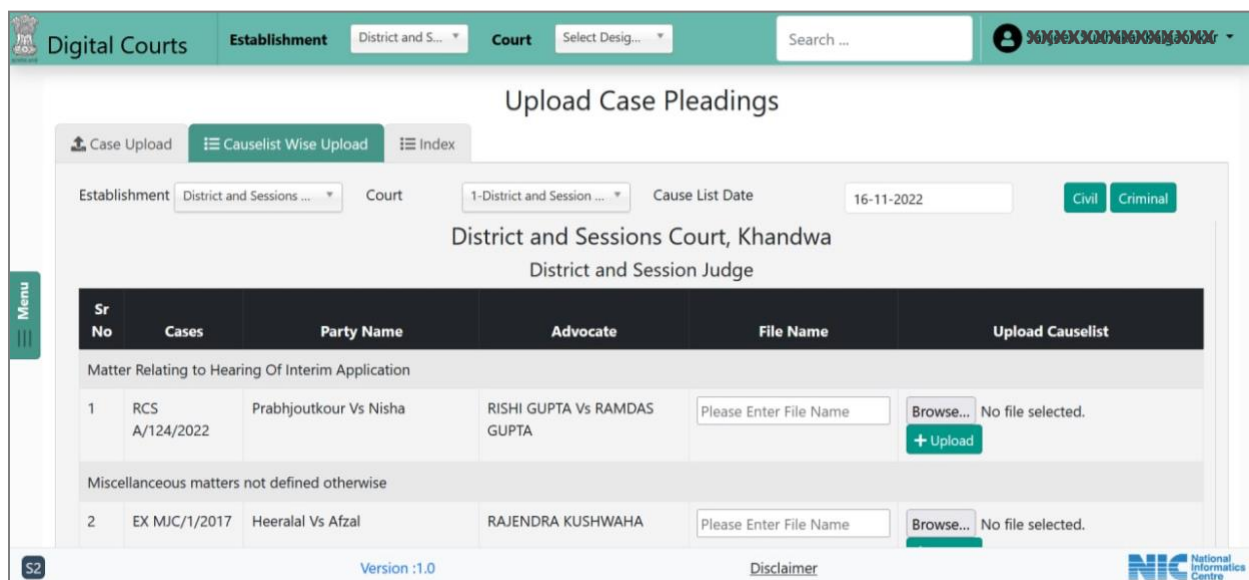
### 4.1.3 Index
Indexing can be done for the uploaded files through this form.

- 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.