



Covid-19 Management

User Manual

June 2020

Case Information System

Covid-19 Management User Manual

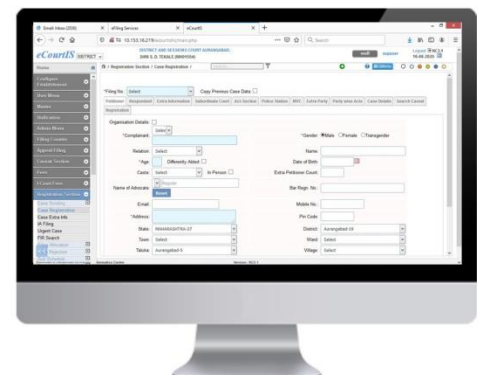


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1. Introduction

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 31st 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.

The screenshot displays the 'Covid Case Management' interface for District and Sessions Court Aurangabad. The interface includes a sidebar with navigation options like 'Judges Leave', 'Incharge or Judge on Leave Proceedings', 'Urgent Case', 'Order for Deposit', 'Order for Payment', 'IA Taken On Board', 'Automated Date', 'Update Case Information', 'Admin Units', 'Linked Cases', 'Delay Management', 'Covid-19', 'Lockdown Updation', 'Covid Case Management', 'Covid Causelist', 'Advocate List', 'Proceedings Reports', and 'Proceeding Correction'. The main area shows a table of cases with columns: S.No., Case No., Main Party, Advocate, Purpose of Listing/Sub Purpose, Pending Since on same Stage, Retain/Adjourn, and Time Slot. The 'Retain/Adjourn' column has radio buttons for 'Retain' and 'Adjourn'. The 'Time Slot' column has a 'View Occupancy' link and a 'Select' dropdown menu.

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	Kusumbai Bhausaheb Lande Vs. State of Maharashtra	Pahunepatil N.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select
2	L.R.DKST./2/2018	Sakharam Vishwanath Salunke Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select
3	L.R.DKST./3/2018	Kachru Sakharan Bhardade Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select
4	L.R.DKST./5/2018	Nanasaheb Bhausaheb Choudhari Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	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./6/2018	Harichandra Gopinath Choudhari Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select

Figure 1 : Covid Case Management - Retain Case

eCourtIS DISTRICT AND SESSIONS COURT AURANGABAD.
SHRI S. D. TEKALE (MH01554)

Home / Court Proceedings / Covid Case Management / Add [Search...]

Covid Case Management

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

						Retain Adjour	Time Slot
1	L.R.DKST./1/2018	Lande Vs. State of Maharashtra	Pahunepatil N.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	View Occupancy Select
2	L.R.DKST./3/2018	Kachru Sakharan Bharade Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	View Occupancy Select
3	L.R.DKST./5/2018	Nanasaheb Bhauaheb Choudhari Vs. State of Maharashtra	Sawai V.J. Mote R.P.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	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	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	View Occupancy Select
5	L.R.DKST./7/2018	Bhaginath Bajirao Bharade Vs. State of Maharashtra	Sawai V.J. Mote R.P.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	View Occupancy Select
		Baban Dhondiram Jadhav	Sawai V.J.		01-01-2018	<input checked="" type="radio"/> Retain <input type="radio"/> Adjour	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.

The screenshot displays the 'Covid Case Management' interface within the eCourtIS system. The interface includes a sidebar menu on the left with options like 'Judges Leave', 'Incharge or Judge on Leave Proceedings', 'Urgent Case', 'Order for Deposit', 'Order for Payment', 'IA Taken On Board', 'Automated Date', 'Update Case Information', 'Admin Units', 'Linked Cases', 'Delay Management', 'Covid-19', 'Lockdown Updation', 'Covid Case Management', 'Covid Causelist', and 'Advocate List'. The main content area shows a table of cases with columns: S.No., Case No., Main Party, Advocate, Purpose of Listing/Sub Purpose, Pending Since on same Stage, Retain/Adjourn, and Time Slot. The 'Cause List Date' is set to 17-06-2020. The table lists five cases, all with 'Appearance-67/' as the purpose. For each case, there are radio buttons for 'Retain' and 'Adjourn'. The 'Time Slot' column contains a 'View Occupancy' link and a dropdown menu for selecting a new date and time slot. The footer indicates the system is 'Designed & Developed by National Informatics Centre' and 'Version:- NC3.1'.

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	Kusumbai Bhausaheb Lande Vs. State of Maharashtra	Pahunepatil N.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy 10:00-11:00 AM
2	L.R.DKST/3/2018	Kachru Sakharan Bharade Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input type="radio"/> Retain <input checked="" type="radio"/> Adjourn	View Occupancy 24-06-2020 Select
3	L.R.DKST/5/2018	Nanasaheb Bhausaheb Choudhari Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy 10:00-11:00 AM 11:00-12:00 AM
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	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy Select
5	L.R.DKST/7/2018	Bhaginath Bajirao Bharade Vs. State of Maharashtra	Sawai V.J.	Appearance-67/	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".

Principal District and Sessions Judge, Abad.
Cause List Date: 17-06-2020

Sr. No.	Case Number	Timing/Next Date	Party Name	Advocate
1	L.R.DKST. 1/2018 (Appearance)	10:00-11:00 AM	Kusumbai Bhausaheb Lande Vs State of Maharashtra	Pahunepatil N.J.
2	L.R.DKST. 8/2018 (Appearance)	11:00-12:00 AM	Baban Dhondiram Jadhav Vs State of Maharashtra	Sawai V.J.
3	L.R.DKST. 3/2018 (Appearance)		Kachru Sakharan Bharade Vs State of Maharashtra	Sawai V.J.
4	L.R.DKST. 5/2018 (Appearance)		Nanasaheb Bhausaheb Choudhari Vs State of Maharashtra	Sawai V.J.

Figure 4 : Covid Causelist - Retained Cases

Cases listed below are adjourned due to Covid 19

Sr. No.	Case Number	Timing/Next Date	Party Name	Advocate
5	L.R.DKST. 6/2018 (Appearance)		Harichandra Gopinath Choudhari Vs State of Maharashtra	Sawai V.J.
6	L.R.DKST. 7/2018 (Appearance)		Bhaginath Bajirao Bharade Vs State of Maharashtra	Sawai V.J.
7	L.R.DKST. 10/2018 (Appearance)		Ramdas Bhanudas Bharade Vs State of Maharashtra	Sawai V.J.
8	L.R.DKST. 2/2018 (Appearance)	24-06-2020	Sakharam Vishwanath Salunke Vs State of Maharashtra	Sawai V.J.
9	L.R.DKST. 9/2018 (Appearance)	24-06-2020	Fakirchand Vishwanath Murkute Vs State of Maharashtra	Sawai V.J.
10	L.R.DKST. 4/2018 (Appearance)	25-06-2020	Nandkishor Sonyabapu Bharade Vs State of Maharashtra	Sawai V.J.

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 shows the eCourtIS interface for the District and Sessions Court Aurangabad. The user is logged in as 'supuser' on 15-06-2020. The 'Advocate List' page is displayed for the date 17-06-2020. The interface includes a sidebar menu with options like 'Urgent Case', 'Order for Deposit', 'IA Taken On Board', 'Automated Date', 'Update Case Information', 'Admin Units', 'Linked Cases', 'Delay Management', 'Covid-19', 'Lockdown Updation', 'Covid Case Management', 'Covid Causelist', and 'Advocate List'. The main content area shows a table of advocates for the specified date. The table has columns for 'Sr. No.', 'Bar Registration Code', 'Advocate', and time slots '10:00-11:00 AM' and '11:00-12:00 AM'. The table displays 4 entries. Below the table, it says 'Showing 1 to 4 of 4 entries'. There are also buttons for 'Columns', 'PDF', 'Excel', and 'CSV' to generate the report in different formats.

Sr. No.	Bar Registration Code	Advocate	10:00-11:00 AM	11:00-12:00 AM
1	MAH-1326-2008	Sawai V.J.		X
2	MAH-1606-1991	Pahunepatil N.J.	X	
3	MAH-1183-2001	Nanradkar M.D.	X	
4	MAH-3696-2006	Sadawarte V.K.		

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 'eCourtIS' web application interface for managing time slots. The left sidebar contains a menu with categories like 'Master', 'Periphery Masters', 'Unification', and 'Admin Menu'. The 'Time Slot' option is highlighted under the 'Master' category. The main content area shows the 'Time Slot' form with the following fields:

- *Time Slot ID:** 3 (auto-generated)
- *Reporting Time:** (empty text box)
- *Time Slot:** (empty text box)
- *वेळेचे सत्र:** मराठी (dropdown menu)

A red horizontal line separates the input fields from the 'Submit' button. The bottom of the page features a footer with the text 'Designed & Developed by National Informatics Centre' and 'Version:- NC3.1'. An 'Activate Windows' watermark is also visible in the bottom right corner.

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 shows a web application interface for 'Covid SMS Collection'. The top navigation bar includes a home icon, 'Master' dropdown, 'SMS Collect/Send' dropdown (which is open, showing options like 'SMS Collect', 'SMS Send', 'SMS Transaction Report', 'Lockdown Collect', and 'Covid SMS Collection'), 'Archive' dropdown, and a 'Logout' link. The main content area has a purple header with the title 'Covid SMS Collection'. Below the header, there is a note: 'a * are compulsory.' followed by a form field for '*Causelist Date' with the value '17-6-2020' and a calendar icon. A 'submit' button is located below the date field. The footer of the application states 'Designed & Developed by National Informatics Centre' and features the NIC logo.

Figure 8 : Covid SMS Coleection

The screenshot shows a web application interface for 'Covid SMS Collection'. At the top, there is a navigation bar with a home icon, 'Master' dropdown, 'SMS Collect/Send' dropdown, 'Archive' dropdown, and a 'Logout' button. Below the navigation bar, the title 'Covid SMS Collection' is centered. A message states 'Fields marked with a * are compulsory.' Below this, a white box contains the following text: 'aurdcis Completed', 'Data Collected Successfully', and a red asterisk followed by 'Causelist Date' next to a date input field showing '17-6-2020'. A 'submit' button is located below the date field. At the bottom of the page, there is a footer with the text 'Designed & Developed by National Informatics Centre Version: 2.0' on the left and the 'NATIONAL INFORMATICS CENTRE' logo on the right.

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