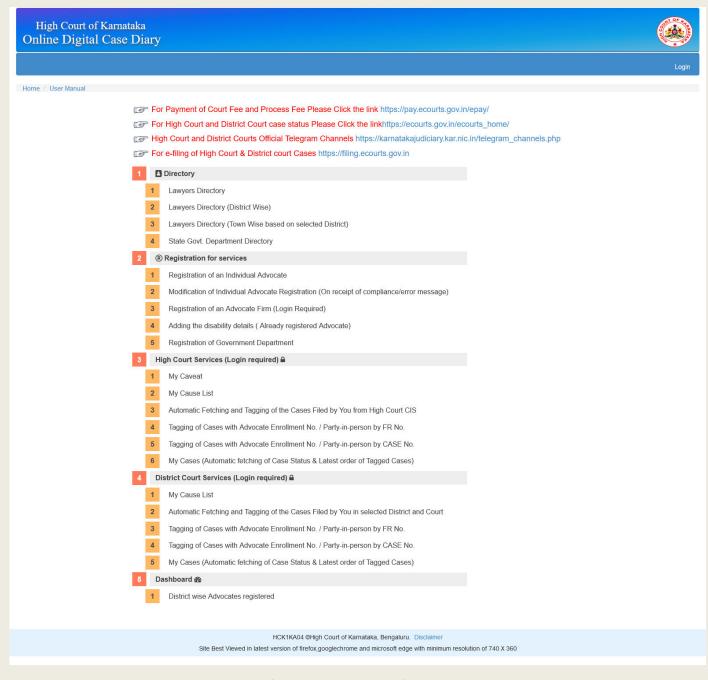
User Manual FOR



Online Digital Case Diary (High Court Of Karnataka, Bengaluru)

INDEX SCREEN:-

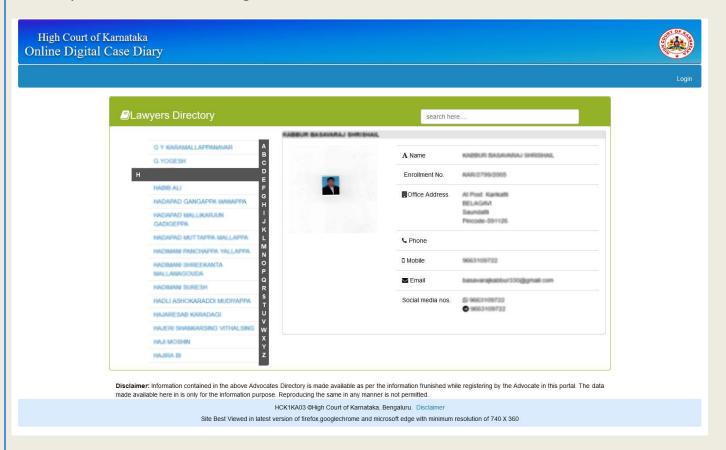
The index screen is having following menus:-



(Figure-1:Index screen)

1. Lawyers Directory

Registered and successfully verified advocates details will be displayed in the Lawyers Directory as below picture. The said directory is useful in service of notice/petition copy / IA etc to other side of the advocate. And also the contact details may be used by the Courts for sending notices etc.



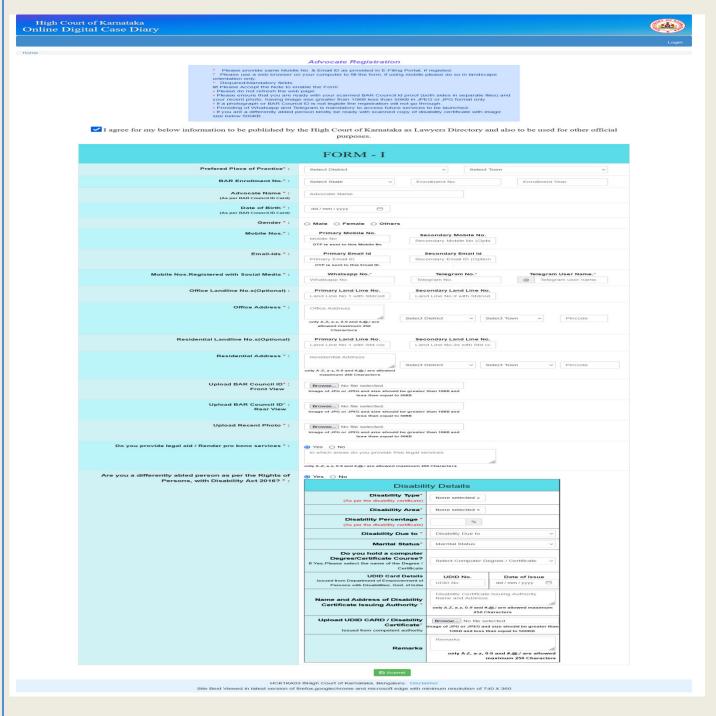
2. Registration for Services

1. Registration of an Individual Advocate:-

Advocates need to enter the details of the enrollment details like Enrollment No. and Name of the Advocate, date of birth, gender and their contact details like Mobile No., Email ID, WhatsApp No., Telegram No., office address, residential address etc in Form-I.

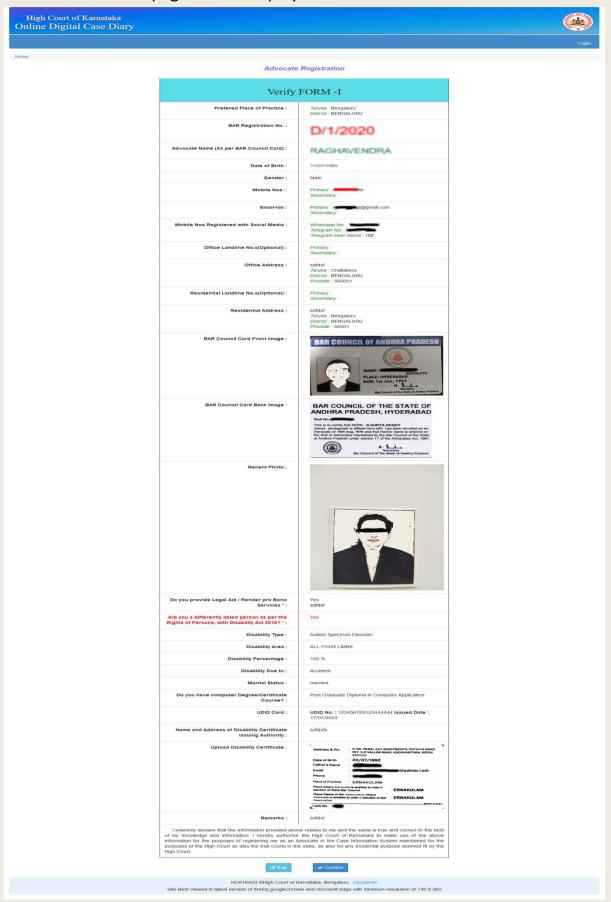
To enable the FORM-I click the checkbox.

The details collected in FORM-I will be utilized for the purpose of official communication. The screen of the Advocate Details Entry is as shown below:-



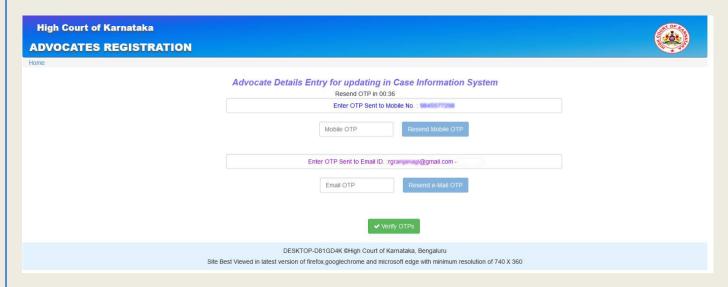
(Figure-2: Advocates Details Entry Form-I)

Click on the **Submit** button on completion of filling up details in Form-I. On successful submission the below page will be displayed for verification of the details entered:-



(Figure-3: Advocates Details Entry Form-I verification)

Click on the **Edit** button to carry out the changes to the details entered. Click on the **Confirm** button if entered details are correct. On click of **Confirm** button OTP (One Time Password) will be sent to Primary Mobile No. and Primary Email ID entered in FORM-I for verification. Enter the OTPs received through primary mobile no. and primary email ID as shown in the below screen.



(Figure-4: OTP Verification Screen)

If OTP is not received then click on **Resend OTP** button. On filling received OTPs click on **Verify OTPs** button. On successful authentication of OTP(s) FORM-I will be generated as shown below and Advocate Registration is successful.

High Court of Karnataka ADVOCATES REGISTRATION								
Advocate Details Entry for updating in Case Information System								
FO	FORM -I							
Prefered Court of Practice :	Taluka : Bengaluru District : BENGALURU							
BAR Registration No. :	KAR/1825/2017							
Advocate Name (As per BAR Council Card) :	RAGHAVENDRA G RANJANAGI							
Date of Birth :	22/07/1980							
Gender :	Male							
Mobile Nos. :	Primary : S Secondary :							
Email-Ids:	Primary : Secondary:							
Mobile Nos.Registered with Social Media :	Whatsapp No.: Telegram No.: 9							
Office Landline No.s(Optional):	Primary : Secondary :							
Office Address :	#14, Swagath Shanthi Niwas, 18th Main Taluka : Bengaluru Distriot : BENGALURU Pincode : 560001							
Residential Landline No.s(Optional):	Primary : Secondary :							
Residential Address :	W14, Swagath Shanthi Niwas, 18th Maindential Taluke : Bengaluru District : BENGALURU Pincode : 560044							
of my knowledge and information. I hereby authorise information for the purposes of registering me as an a	I solemnly declare that the information provided above relates to me and the same is true and correct to the best of my knowledge and information. I hereby authorise the High Court of Karnataka to make use of the above information for the purposes of registering me as an Advocate in the Case information System maintained for the purposes of the High Court as also the trial courts in the state, as also for any incidental purpose deemed fit by the High Court.							
	Advocate	Signature						
	Home Print							
	th Court of Karnataka, Bengaluru me and microsoft edge with minimum resolution of 740 X 360							

(Figure-5: Acknowledge)

2. <u>Modification of Individual Advocate Registration (On receipt of compliance/error message).</u>

On verification of Form-I, sms will be sent to Individual advocate indicating the defects in registration of FORM-I. The option is provided in the below screen can be used to rectifying defects. Advocate has to select that he has received the message for rectifying the defects in Advocate registration.

To enable the Rectify Advocate details click the checkbox.

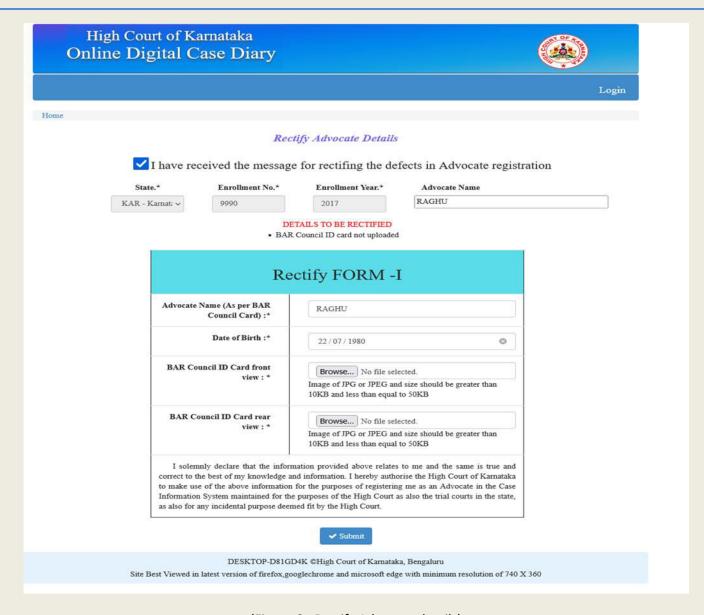
Advocate has to select the state of enrollment, enter the enrollment no., enrollment year on success advocate name will be displayed in the Advocate Name box to clarify himself/herself that the enrollment entered is correct.

On verification of Advocate name click on the **Get OTP** button, OTP will be sent to the Registered Mobile No. while submitting the Form-I.



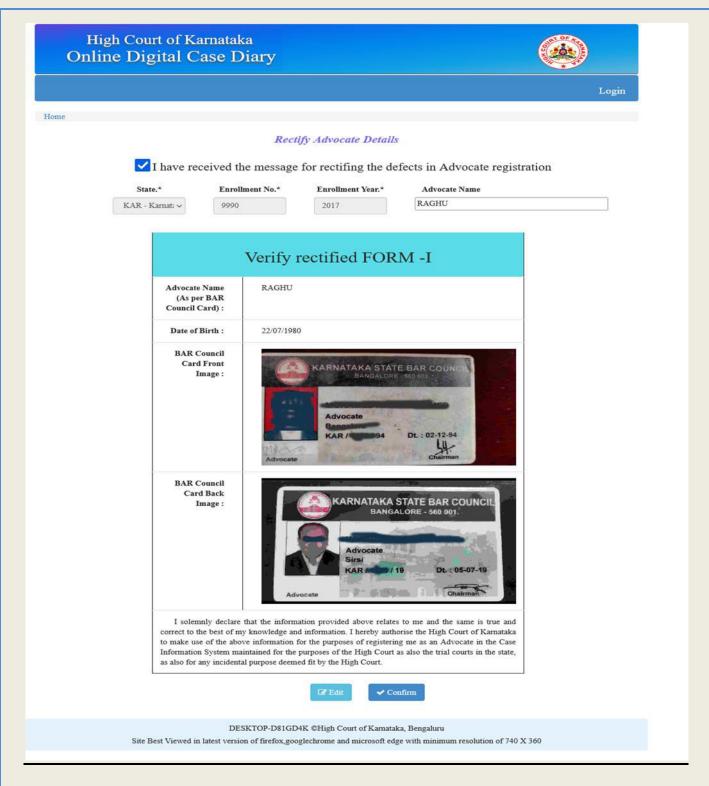
(Figure-7: Rectify Advocate details)

On successful verification of the mobile OTP, the following screen will be displayed with only registration details to be rectified. The Advocate needs to comply the defects and click on the **Submit** button.



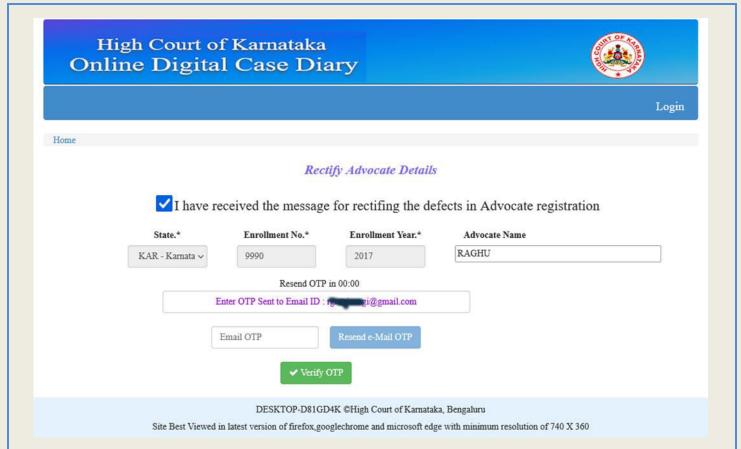
(Figure-8: Rectify Advocate details)

On click of the **Submit** button the following screen will be displayed for verification of the details entered, if details are correct then click on the **Confirm** button if any details needs to be rectified click on the **Edit** button to edit the details.



(Figure-9: Rectify Advocate details)

On click of the confirm button OTP will be sent to the registered email ID while submitting the Form-I.

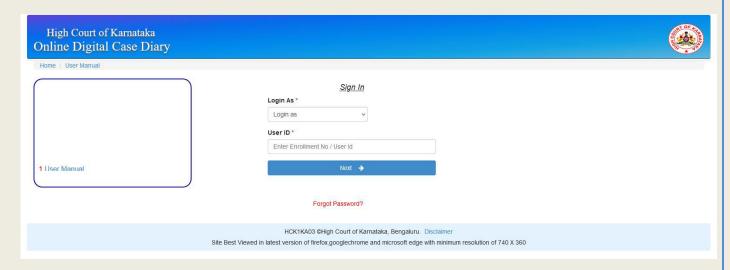


(Figure-10: Rectify Advocate details)

'Modification Success' message will be displayed on verification of the email OTP.

Login:-

To access services listed under High Court / District Court services, login is required. On receipt of the successful verification message to the registered mobile number, Advocate can login using the following screen.



(Figure-11: Login)

User has to select Advocate/litigant/ registry radio button and then he/ she has to enter the user ID(enrollment no. will be User Id for Advocate, registered mobile no. will be User Id for Party-in-person and High Court given ID will be User Id for staff), click on the **Next** button. On first time login OTP will be sent to the registered mobile number as in following screen:-



(Figure-12: Login (OTP))

On successful verification of the mobile OTP a system generated password will be displayed on the screen as in the below screen. Please note down the system generated password to login.



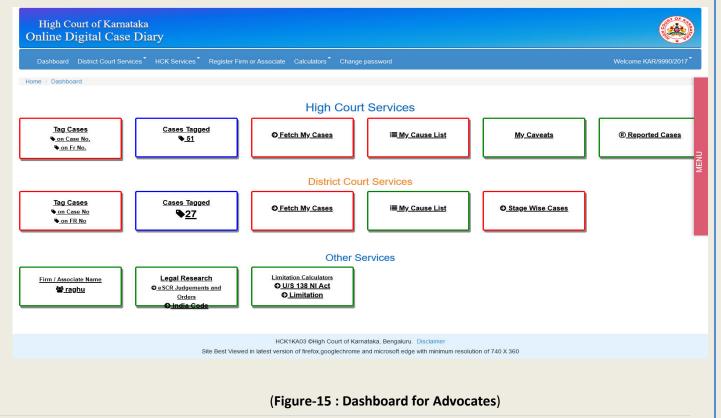
(Figure-13: System generated password screen)

In the following screen user has to enter the password, captcha and click on the Login button.

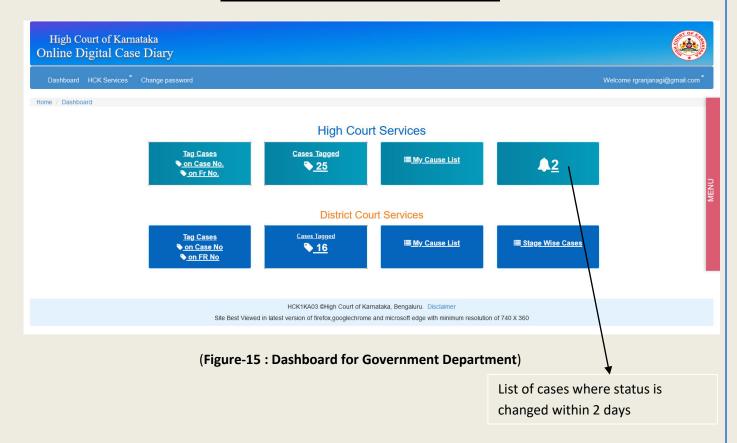


(Figure-14: Login (Password and captcha code))

On successful verification of the user credentials the user will be redirected to the dashboard screen as below:-

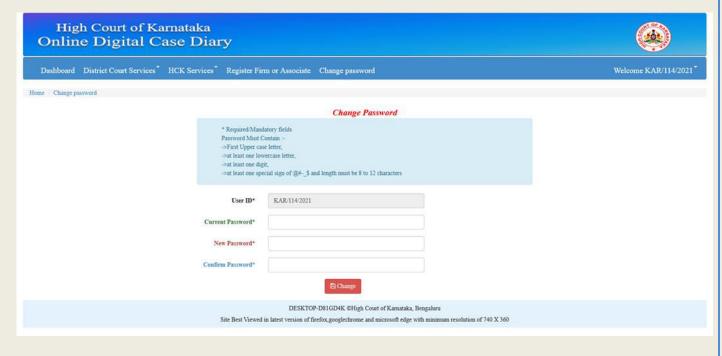


Dashboard for Government Users



Change Password:-

On successful login the user can change the password as shown in below screen. User has to enter the current password and New Password, confirm new password and click on the **Change**. The success message of password change is displayed.

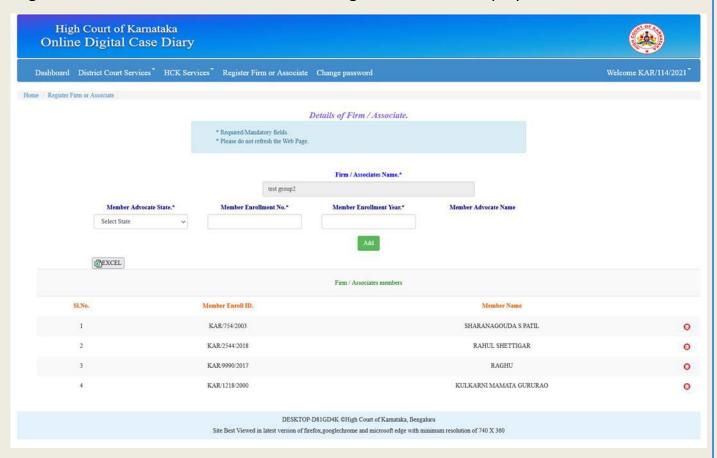


(Figure-16: Change Password)

3. Registration of an Advocate firm:-

The purpose of this menu is to receive the messages relating to tagged cases of the members of Firm/Associates.

To enter the advocates Firm /Associates, after successful login one has to select the Register Firm or Associate menu the following screen will be displayed.



(Figure-17: Details of Firm / Associates)

Enter the Firm / Associate name , click on the *Add Firm / Associate* button. On successful entry, the member adding screen will be displayed as follows:-

For adding the members to the Firm / Associate, one has to select the member advocate state, member enrollment no, enrollment year, if the entered member is registered in the portal, his/her name will be displayed in the member advocate name column. Click on the **Add** button to add the member. The added members of the firm / associate will be displayed in the table.

To remove the members of the Firm / Associate click on this symbol 🗓 .

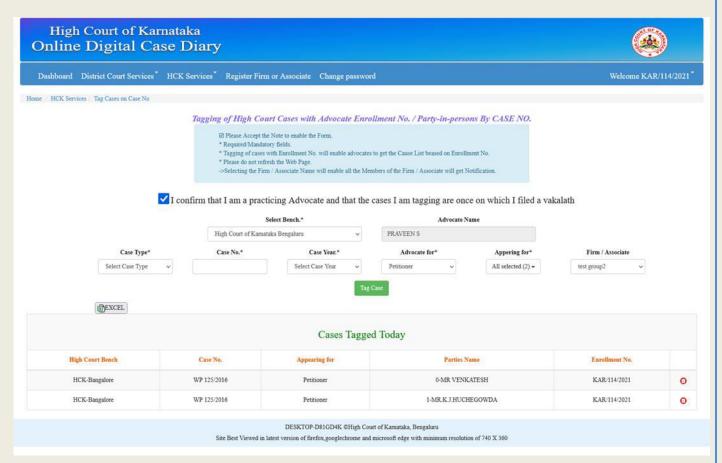
13 | Page

High Court Services

1. High Court Cases Tagging with Advocate Enrollment No on Case NO.

Advocates can tag cases filed by them which will enable them to get the case status of the tagged cases and also its full history on a click.

To enable the Case Tagging form clicks the checkbox.



(Figure-18: High Court Cases Tagging with Advocate Enrollment No. By Case no)

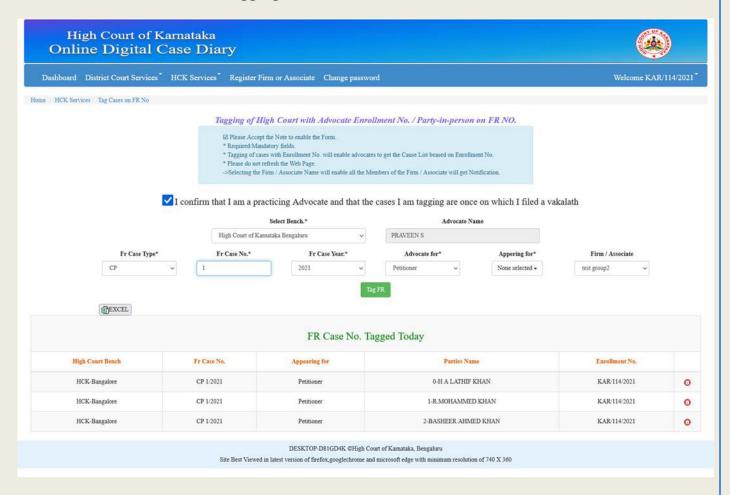
Advocate has to select the High Court Bench, Case Type, enter the Case No, Case Year and select the appearance for Petitioner or Respondent. The parties name will be displayed in the Appearing for Parties combo box, select parties' name to whom you are appearing. Select Firm / Associate combo box to receive messages of the case to all the members of the Firm/Associate, click the **Tag Case** button to tag the enrollment no.

Current date tagged cases will be displayed in the table. If the case tagged to a particular party is a typo mistake, click on this symbol to untag the Enrollment No. to a particular case of a particular party.

2. High Court Cases Tagging with Advocate Enrollment No on FR NO.

On successful login user can tag his/ her cases by selecting the Tag cases on FR No. menu from HCK Services menu.

To enable the Case Tagging form clicks the checkbox.



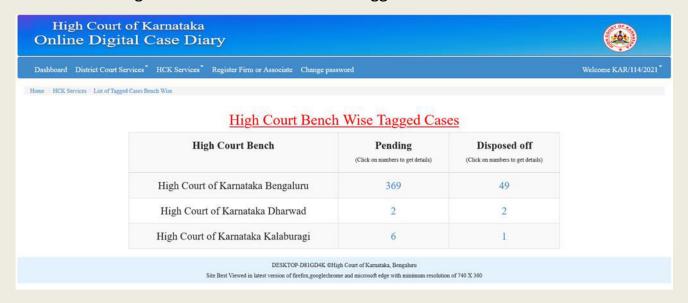
(Figure-19: High Court Cases Tagging with Advocate Enrollment No. By FR No.)

Advocate has to select the High Court Bench, **FR** Case Type, enter the FR No, FR Year and select the appearance for Petitioner or Respondent. The parties name will be displayed in the Appearing for Parties combo box, select parties' name to whom you are appearing. Select Firm / Associate combo box to receive messages of the cases to all the members of the Firm/Associate, click the **Tag FR** button to tag the enrollment no.

Current date tagged FR cases will be displayed in the table. If the FR case tagged to a particular party is a typo mistake, click on this symbol to untag the Enrollment No. to a particular case of a particular party.

3. Mycases (Automatic fetching of case status & Latest order of Tagged cases).

The logged in user can view and select menu **HCK services** --> **List of Tagged Cases Bench wise.** The High Court Benches wise cases tagged are shown in the below screen:-



(Figure-20: High Court Bench Wise Tagged Cases.)

Clicking on the numbers of cases tagged, following screen will be displayed with the case no, petitioner/respondent, last date of action, last action taken, latest order is business of the last listed date, next hearing date, case history clicking on it will go to High Court website displaying the case history of the selected case.

High Court of Karnataka Online Digital Case Diary								
Dash	Dashboard District Court Services HCK Services Register Firm or Associate Change password						Welcome KAR/114/2021	
Home	HCK Services HCK	Bengaluru My Case HCK Bengaluru Pending						
		High Court of	Karnataka,	Bengaluru				
			ases (Pendin					
							Excel Pdf Print Search:	
SL.No.	Case No.	Petitoner/Respondent - Rank	Last Date of Action (YYYY-MM-DD)	Last Action Taken	Latest Order (Click on the text read full order)	Next Hearing Date (YYYY-MM-DD)	Case Histor	
7	WP 12/2019	Petitioner-1,2	2021-09-20	ADJOURNED			ď	
8	WA 3518/2011	Respondent-4	2021-09-20	ADJOURNED			C	
9	WA 1023/2014	Respondent-4	2021-09-20	ADJOURNED			ď	
10	RFA 665/2018	Respondent-1	2021-09-20	ADJOURNED		2021-09-23	ď	
11	WP 45671/2015	Respondent-29,30	2021-09-20	ADJOURNED		2021-11-09	œ	
12	WP 31652/2019	Respondent-4	2021-09-20	Needfull done			C	
13	MFA 4875/2017	Petitioner-1	2021-09-20	ADJOURNED			ď	
14	WP 2308/2021	Respondent-2	2021-09-17	ADJOURNED	Respondent Nos.4 and 5 have not been se	2021-11-18	C.	
15	WP 36476/2016	Petitioner-1	2021-09-17	ADJOURNED	Due to paucity of time, the matter coul	2021-10-21	ď	
16	RFA 611/2009	Respondent-2	2021-09-17	PARTLY HEARD	Heard-in-Part. List this matter for further	2021-09-24	ď	
		E 170 M						

(Figure-21: Auto generated tagged case status)



(Figure-21-a: Auto generated tagged case status for Disposed off cases)

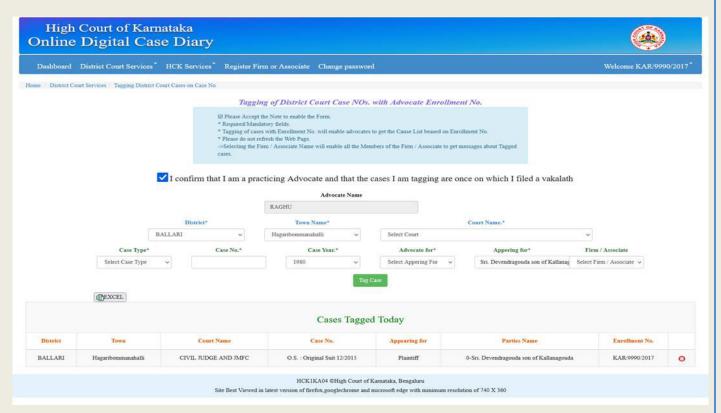
District Court Services

1. District Court Cases Tagging with Advocate Enrollment No on

Case NO.

After successful login user can tag his/her cases by selecting the District Court Services menu in that Tagging District Court Cases on Case No. menu the following screen will be displayed:-

To enable the Case Tagging form clicks the checkbox.



(Figure-22: Tagging of District Court Case Nos with Advocate Enrollment No.)

Advocate has to select the District, Town name, Filing Court Name, Case Type, enter the Case No, Case Year and select the appearing for Petitioner or Respondent. The parties name will be displayed in the Appearing for Parties combo box, select parties' name to whom you are appearing. Select Firm / Associate combo box to receive messages of the case to all the members of the Firm/Associate, click the Tag Case button to tag the enrollment no.

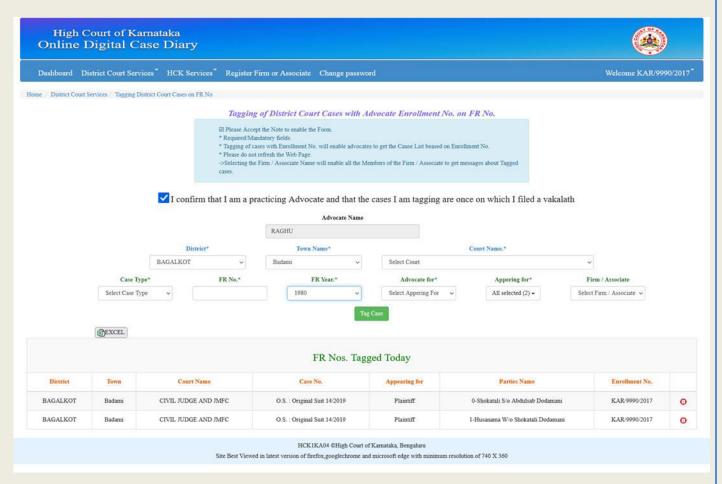
Current date tagged cases will be displayed in the table. If the case tagged to a particular party is a typo mistake, click on this symbol to untag the Enrollment No. to a particular case of a particular party.

2. District Court Cases Tagging with Advocate Enrollment No on FR

NO.

After successful login user can tag his/her cases by selecting the District Court Services menu in that Tagging District Court Cases on FR No. menu the following screen will be displayed:-

To enable the Case Tagging form clicks the checkbox.



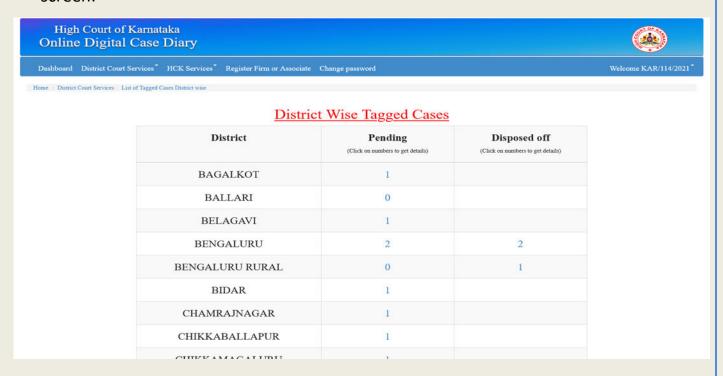
(Figure-23: Tagging of District Court Case Nos with Advocate Enrollment No. on FR No)

Advocate has to select the District, Town name, Filing Court Name, Case Type, enter the FR No, FR Year and select the appearing for Petitioner or Respondent. The parties name will be displayed in the **Appearing for Parties** combo box, select parties' name to whom you are appearing. Select Firm / Associate combo box to receive messages of the case to all the members of the Firm/Associate, click the **Tag Case** button to tag the enrollment no.

Current date tagged cases will be displayed in the table. If the case tagged to a particular party is a typo mistake, click on this symbol to untag the Enrollment No. to a particular case of a particular party.

3. <u>Mycases (Automatic fetching of case status & Latest order of</u> Tagged cases).

The logged in user can view and select the menu **District Court services** --> **List of Tagged Cases District wise**. District wise cases tagged are shown in the below screen:-



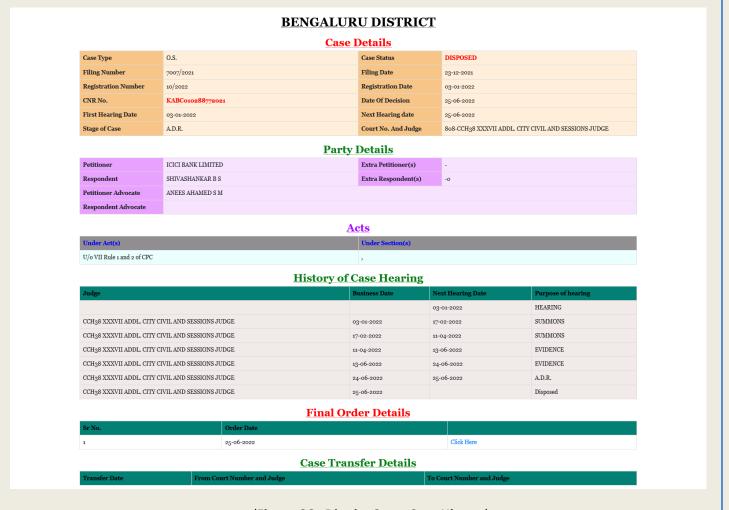
(Figure-24: District Wise Tagged Cases)

Clicking on the numbers of cases tagged following screen will be displayed with the case no, petitioner/respondent, last date of action, last action taken, latest order, next hearing date, case history.



(Figure-25 : Auto generated tagged case status)

Below will be the Sample Case history of the District Court cases tagged. Where full history of cases and if any order / Judgment is/are uploaded for that case is also displayed and same can be downloaded.



(Figure-26 : District Court Case History)