

**HIGH COURT OF MADHYA PRADESH: JABALPUR**

Endt.No.....B/2088...../  
Misc Covid -2019

Jabalpur, dt ...24/06/2020

The copy of Covid-19 Management User Manual prepared by NIC Pune received from the office of Hon'ble Dr. Justice D.Y. Chandrachud, Judge, Supreme Court of India, New Delhi and E-Committee of Supreme Court, is forwarded to :-

- (i) The District & Sessions Judge.....(all in the State)
- (ii) The District & Sessions Judge (Inspection & Vigilance), Jabalpur / Indore / Gwalior;
- (iii) The Director MPSJA for needful,
- (iv) The Member Secretary, SALSA, 54, South Civil Lines, Jabalpur
- (v) The Principal Registrar, Bench at Indore/Gwalior High Court of M.P., Jabalpur.
- (vi) P.S. to Hon'ble the Chief Justice ,High Court of Madhya Pradesh Jabalpur for placing the matter before His Lordships,
- (vii) P.S. to Registrar General/ Principal Registrar(Judl)/ Principal Registrar (Inspection & Vigilance),/ Principal Registrar (Examination) / Principal Registrar (ILR) High court of Madhya Pradesh Jabalpur,
- (viii) Registrar(J.)/(D.E.)/(A)/ (Vig.)/ (VI.)/ Member Secretary SCMS, OSD(IT) High Court of Madhya Pradesh, Jabalpur.
- (x) Server Room (Computer) for making available in the official website of the High Court under the hyperlink circular/orders etc. in compliance of the orders of Registrar General dated 01-03-2018 & endt No. Reg(IT)/SA/2018/368 dated 01-03-2018.

for information & necessary compliance.

  
(B.P. SHARMA)  
REGISTRAR(DE)



# Covid-19 Management User Manual

June 2020

Case Information System

Covid-19 Management  
User Manual



### Table of Contents

1. INTRODUCTION .....	3
2. RETAIN CASES.....	5
3. ADJOURN CASES.....	7
4. GENERATE COVID CAUSE-LIST .....	8
5. GENERATE ADVOCATE LIST .....	9
6. MANAGE TIME-SLOT MASTER .....	10
7. COLLECT AND SEND SMS.....	11

### Table of Figures

FIGURE 1 : COVID CASE MANAGEMENT - RETAIN CASE.....	5
FIGURE 2 : VIEW OCCUPANCY .....	6
FIGURE 3 : COVID CASE MANAGEMENT - ADJOURN CASE.....	7
FIGURE 4 : COVID CAUSELIST - RETAINED CASES .....	8
FIGURE 5 : COVID CAUSELIST - ADJOURNED CASES.....	8
FIGURE 6 : ADVOCATE LIST .....	9
FIGURE 7 : MANAGE TIME-SLOT MASTER.....	10
FIGURE 8 ; COVID SMS COLECTION.....	11
FIGURE 9 : SMS COLLECTION SUCCESSFUL .....	12

## 1. Introduction

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

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

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

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

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

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

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

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

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

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

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

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

## 2. Retain Cases

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

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

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 Lende Vs State of Maharashtra	Palkunepati N.J.	Appearance-57/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	<a href="#">View Occupancy</a> Select
2	L.R.DKST./2/2018	Sakharam Vishwanath Salunke Vs State of Maharashtra	Sawal V.J.	Appearance-57/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	<a href="#">View Occupancy</a> Select
3	L.R.DKST./3/2018	Kachou Sakharam Bharade Vs State of Maharashtra	Sawal V.J.	Appearance-57/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	<a href="#">View Occupancy</a> Select
4	L.R.DKST./5/2018	Hanasaheb Bhausaheb Choudhari Vs State of Maharashtra	Sawal V.J.	Appearance-57/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	<a href="#">View Occupancy</a> Select
5	L.R.DKST./6/2018	Hanchandra Gopinath Choudhari Vs State of Maharashtra	Sawal V.J.	Appearance-57/	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	<a href="#">View Occupancy</a> Select

Figure 1 : Covid Case Management - Retain Case

Covid-19 Management User Manual

The screenshot shows the 'eCourts DISTRICT' interface for the District and Sessions Court, Aurangabad. The main content area displays 'Covid Case Management' for a specific date (17/06/2020) and advocate (Sawal V.J.). A table lists five cases with their respective details and occupancy status.

Sr No	Case No	Case Name	Advocate	Appearance	Duration	Retain/Adjoin	View Occupancy
1	LR DKST/1/2018	Laxmi Vs State of Maharashtra	Pankajkumar N J	Appearance-67	2 years 5 months 16 days	Retain Adjoin	Select
2	LR DKST/3/2018	Kesho Sakheram Bherade Vs State of Maharashtra	Sawal V J	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjoin	View Occupancy Select
3	LR DKST/5/2018	Narasheeb Bhaushob Choudhan Vs State of Maharashtra	Sawal V J Mota R P	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjoin	View Occupancy Select
4	LR DKST/6/2018	Manichandra Gopinath Choudhan Vs State of Maharashtra	Sawal V J	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjoin	View Occupancy Select
5	LR DKST/7/2018	Bhagmati Bajrabharade Vs State of Maharashtra	Sawal V J Mota R P	Appearance-67	01-01-2018 2 years 5 months 16 days	Retain Adjoin	View Occupancy Select

Figure 2 : View Occupancy

### 3. Adjourn Cases

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

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

S.No.	Case No.	Main Party	Advocate	Purpose of Listing/Sub Purpose	Pending Since on same Stage	Retain/Adjourn	Time Slot
1	L.R.DKST.7/2018	Kausarbai Bhanushah Lunde Vs. State of Maharashtra	Pahuripati N.J	Appearance-677	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	View Occupancy 20-06-2020 11:00 AM
2	L.R.DKST.3/2018	Kachru Sakheram Bharade Vs. State of Maharashtra	Sawal V.J	Appearance-677	01-01-2018 2 years 5 months 16 days	<input type="radio"/> Retain <input checked="" type="radio"/> Adjourn	24-06-2020 View Occupancy Select
3	L.R.DKST.5/2018	Hanveshab Bhanushah Choudhari Vs. State of Maharashtra	Sawal V.J	Appearance-677	01-01-2018 2 years 5 months 16 days	<input checked="" type="radio"/> Retain <input type="radio"/> Adjourn	18-06-2020 11:00 AM
4	L.R.DKST.6/2018	Harichandra Gopivish Choudhari Vs. State of Maharashtra	Sawal V.J	Appearance-677	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	Bhagvath Saijee Bharade Vs. State of Maharashtra	Sawal V.J	Appearance-677	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 Landa Vs State of Maharashtra	Pahunopati N.J.
2	L.R.DKST. 8/2018 (Appearance)	11:00-12:00 AM	Babun Dhundiram Jadhav Vs State of Maharashtra	Sawai V.J.
3	L.R.DKST. 3/2018 (Appearance)		Kachru Sakharam 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

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

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)		Rundas Bhanudas Bharade Vs State of Maharashtra	Sawai V.J.
<b>Cases listed below are adjourned due to Covid 19</b>				
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	Falarehand Vishwanath Murkute Vs State of Maharashtra	Sawai V.J.
10	L.R.DKST. 4/2018 (Appearance)	25-06-2020	Nandkishor Soayabapu 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 displays the 'Advocate List' page in the eCourts system. The page title is 'DISTRICT AND SESSIONS COURT AURANGABAD.:15-06-202017-06-2020'. The main content area shows a table with the following data:

Sr. No.	Bar Registration Code	Advocate	10:00-11:00 AM	11:00-12:00 AM
1	MAH-1320-2008	Saxel V J		A
2	MAH-1605-1991	Paltunepati R J	X	
3	MAH-1183-2001	Narvadkar R D	X	
4	MAH-5635-2008	Sodawale V K		

The interface also includes a sidebar with navigation options like 'Urgent Case', 'Order for Deposit', and 'Order for Payment'. The main header shows the court name and the date range. The table has a 'Showing 1 to 4 of 4 entries' indicator and navigation buttons for 'Previous' and 'Next'.

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.

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.



Figure 8 : Covid SMS Collection

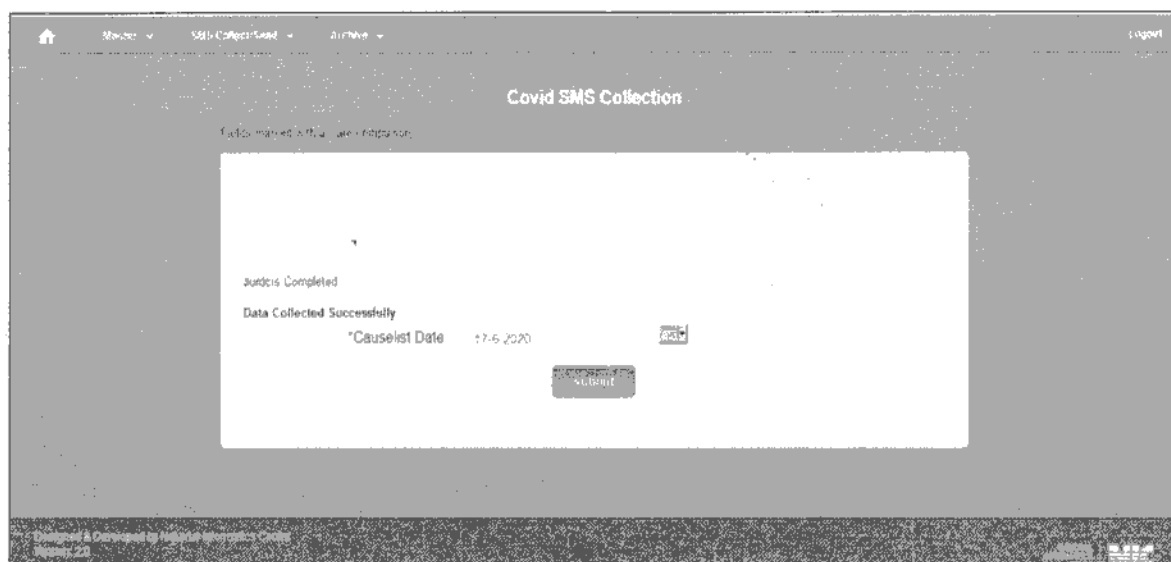


Figure 9 : SMS Collection Successful

## 7.2 Send SMS

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

### Sample Message – Retained case:

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

### Sample Message – Adjourned case:

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