

Procedure being followed in Scanning/ digitization of Court Record

MODULE FOR DIGITIZATION/SCANNING

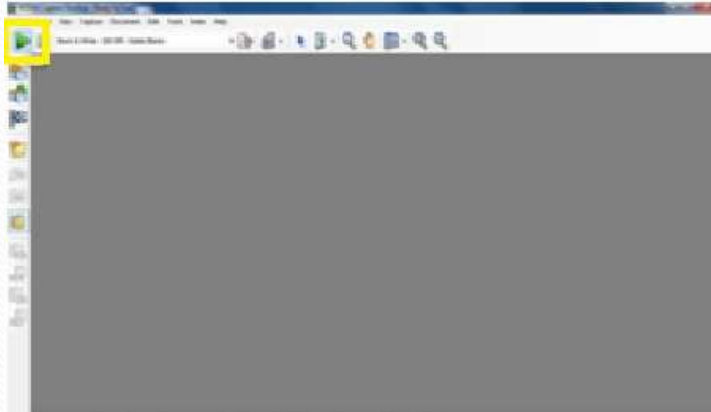
A rudimentary Module of DMS was locally developed for the purpose of scanning and digitization which has been integrated with CMIS and the scanned/digitized court records is being stored in the same.

- The scanned record can be uploaded on this module on the basis of nature of the case and number thereof & can be searched by using the query module having three searching fields v.i.z. case number or party name or advocate name.
- SAN storage of 10 TB has also been purchased in the year, 2016 for the purpose of storage of scanned/digitized record.

Work Flow of Scanning Work

Open Kodak Capture Software is being used with following work flow:

1



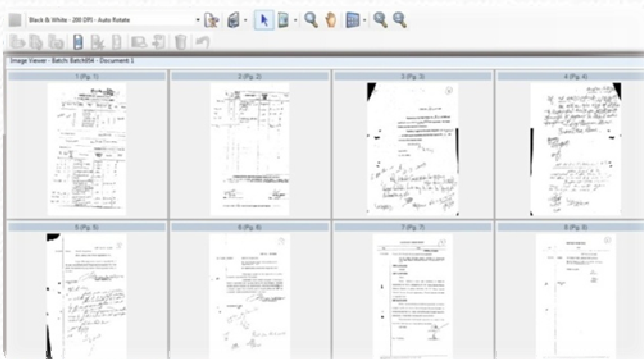
Click on the green button available on the top left corner.

2



Insert the documents to be scanned.

3



Preview of scanned documents appear in the Kodak Capture Software.

Uploading of Scanned Documents in Digitization Module (DMS)

- When the document is scanned it can be uploaded on Digitization module by feeding the type of the case, number and year of the case.

The screenshot displays the 'High Court of H.P. Shimla - Case Management Information System' web application. The browser address bar shows '192.9.200.4/cishcborn/digitization/scanmatterupload.php'. The page header includes the system name, a timestamp 'July 29, 2016 02:26:55 PM', the user 'Nisha Kumari(CV)', and a 'Logout' link. A navigation menu on the left lists 'digitization', '2.Query', '3 Case Create', and '4 Disposal', with '1.1 Scanned File Uploading' selected. The main content area features a 'Scan Matter Upload' form with the following fields: 'Stamp/Regn.' (Register), 'High Court' (Shimla), 'Type' (text input), 'No.' (text input), 'Year' (text input), 'Document Name' (Select dropdown), 'Whether Ammended?' (No dropdown), and 'Uplaod File' (text input with a 'Browse...' button). A 'Submit' button is located below the form. The Windows taskbar at the bottom shows the system clock as 2:25 PM on 29/7/2016.

High Court of H.P. Shimla - Case Management Information System

July 29, 2016 02:26:55 PM Nisha Kumari(CV) Logout

digitization 2.Query 3 Case Create 4 Disposal

1.1 Scanned File Uploading

Scan Matter Upload

Stamp/Regn. Register High Court : Shimla

Type No. Year

Document Name Select

Whether Ammended? No

Uplaod File Browse...

Submit

Uploading of Scanned Documents in Digitization Module (DMS) (contd.)

- Thereafter, the case details shall appear as shown in the screen shot.

The screenshot displays a web browser window with the address bar showing `192.9.200.4/cishcbom/digitization/scanmatterupload.php`. The page title is "High Court of H.P. Shimla - Case Management Information System". The user is logged in as "Nisha Kumari(CV)" and the date/time is "July 29, 2016 02:27:27 PM". A navigation menu includes "1 digitization", "2.Query", "3 Case Create", and "4 Disposal".

The main form is titled "Scan Matter Upload" and contains the following fields:

- Stamp/Regn. High Court :
- Type No. Year
- Civil Writ Petition
- This Case Is Disposed..!
- Parties:
- Advocates:
- Document Name
- Whether Ammended?
- Uplaod File

A "Submit" button is located at the bottom of the form.

Uploading of Scanned Documents in Digitization Module (DMS) (contd.)

- After that the name of the document is selected from the drop down list available in the field namely 'Document Name', as shown in the screen shot. The documents are selected in the order, the same are to be uploaded. The list of documents available can be customized by the Admin. User.

The screenshot displays the 'High Court of H.P. Shimla - Case Management Information System' interface. The browser address bar shows '192.9.200.4/cishcbom/digitization/scanmatterupload.php'. The page header includes the system name, the date and time 'July 29, 2016 02:28:03 PM', the user 'Nisha Kumari(CV)', and a 'Logout' link. A navigation menu at the top lists '1 digitization', '2.Query', '3 Case Create', and '4 Disposal'. The main form area contains several fields: 'Stamp/Regn.' with a 'Register' button, 'Type' with a 'CWP' button, 'Parties' with 'DAYAWATI' and 'STATE' entries, and a 'Document Name' dropdown menu. The dropdown menu is open, showing a list of document types including 'DOCUMENT FILED BY DEFENDANT', 'DOCUMENT FILED BY PLAINTIFF', 'EVIDENCE OF PETITIONER', 'EVIDENCE OF RESPONDENT', 'EXHIBITS', 'FARAD', 'FORM A AND B', 'GOOD GROUND CERTIFICATE', 'GROUNDS OF APPEAL', 'IMPUGNED DECREE(DJ)', 'IMPUGNED DECREE(JD)', 'IMPUGNED DECREE(SD)', 'IMPUGNED JUDGEMENT(DJ)', 'IMPUGNED JUDGEMENT(JD)', 'IMPUGNED JUDGEMENT(SD)', 'IMPUGNED ORDER(DJ)', 'IMPUGNED ORDER(JD)', 'IMPUGNED ORDER(SD)', 'INDEMNITY BOND', and 'INDEX'. The 'INDEX' option is highlighted. Below the dropdown, there is a 'Whether Ammended?' field with a 'No' button and an 'Upload File' field with a 'Browse...' button. A 'Submit' button is located at the bottom of the form.

Uploading of Scanned Documents in Digitization Module (DMS) (contd.)

- As a next step by using browse button, when the relevant scanned documents are selected and submitted, then this window will appear.

The screenshot displays a web browser window with the address bar showing the URL: 192.9.200.4/cishcbom/digitization/scanmatterupload.php?scnmsg=FileUploadedSuccessfully..! The page title is "High Court of H.P. Shimla - Case Management Information System". The header includes the date and time "July 29, 2016 02:29:08 PM", the user name "Nisha Kumari(CV)", and a "Logout" link. A navigation menu shows "1 digitization", "2.Query", "3 Case Create", and "4 Disposal". The main content area features a "Scan Matter Upload" form. A yellow box highlights the message "FileUploadedSuccessfully..!". The form contains the following fields: "Stamp/Regn." with a dropdown menu set to "Register", "High Court" with a dropdown menu set to "Shimla", "Type" with a text input field, "No." with a text input field, "Year" with a text input field, "Document Name" with a dropdown menu set to "Select", "Whether Ammended?" with a dropdown menu set to "No", and "Uplaod File" with a text input field and a "Browse..." button. A "Submit" button is located below the form.

High Court of H.P. Shimla - Case Management Information System

July 29, 2016 02:29:08 PM Nisha Kumari(CV) Logout

1 digitization 2.Query 3 Case Create 4 Disposal

Scan Matter Upload

FileUploadedSuccessfully..!

Stamp/Regn. Register High Court : Shimla

Type No. Year

Document Name Select

Whether Ammended? No

Uplaod File Browse

Submit

Search of Uploaded Scanned Document in the Digitization Module

- The uploaded scanned document in the Digitization Module can be searched by using the Query link available in such module as shown in the below mentioned screen shot by using any of the three searching fields – Case Number or Party Name or Advocate Name.

The screenshot displays the 'High Court of H.P. Shimla - Case Management Information System' interface. The top navigation bar includes a date and time stamp 'August 03, 2016 12:17:55 PM', the system name, 'CPC(CV)', and a 'Logout' link. A main menu bar contains '1 digitization', '2.Query', '3 Case Create', and '4 Disposal'. The '2.Query' menu is expanded, showing three options: '2.1 Case Number wise', '2.2 Party Name Wise', and '2.3 Advocate Name Wise'. The 'Case Query' section features a form with 'Stamp/Regn.' set to 'Register' and 'High Court' set to 'Shimla'. Below this, there are input fields for 'Type:', 'No.:', and 'Year:', followed by a 'Go' button. The browser's address bar shows the URL '192.9.200.4/cishcbom/newquery/case_query.php'.

Search of Uploaded Scanned Document in the Digitization Module (contd.)

- When any of the search field is resorted to, the details of the case appear as shown below & to view the scanned document, the button 'Scanned Document' is to be clicked:

Cases Management Information System - Mozilla Firefox

File Edit View History Bookmarks Tools Help

Cases Management Information System +

192.9.200.4/cishcbom/newquery/casequery_action.php

High Court of H.P. Shimla - Case Management Information System

July 29, 2016 02:24:59 PM Nisha Kumari(CV) Logout

1 digitization ▾ 2.Query ▾ 3 Case Create ▾ 4 Disposal ▾

CASE DETAILS

Filing Type:-	CIVIL WRIT PETITION		Register Type:-	CIVIL WRIT PETITION	
Stamp No.:-	CWPST/61186/2009	Filing Date:-	16/04/2009	Reg. No.:-	CWP/1186/2009
Reg. Date:-	00/00/0000		Respondent:-	1) STATE -	
Petitioner:-	1) SDA COLONY RESIDENTS WELFAE SOCIETY		Resp. Adv.:-	S.DOGRAANIL CHAUHAN	
Petn. Adv.:-	DIGVIJAY SINGH				
District:-	SHIMLA				
Bench:-	SINGLE				
Status:-	Disposed		Disp. Remark:-	Disposed Off	
Disp. Date:-	28/05/2009				
Disp. Type:-	Dismissed		Purpose:-	(7)	
Disp. By:-	HON'BLE MR. JUSTICE DEEPAK GUPTA HON'BLE MR. JUSTICE V.K. AHUJA				
Next Date:-	28/05/2019				
Coram:-	HON'BLE THE CHIEF JUSTICE A.M. KHANWILKAR HON'BLE MR. JUSTICE KULDIP SINGH				

Office Information	Lower Court Details	Connected Matters	Application cases	Listing Dates	Last 5 Updatons
Order/Judg.	Remark & Subject	R & P Info.	Affidavit Info.	VP. Info.	Party Details
Prayers	Paper Index	Other Appln. Info.	Scanned Document	Objections	User Log

Search of Uploaded Scanned Document in the Digitization Module (contd.)

- The list of the scanned documents appears as shown in the screen shot and any of the document can be viewed by clicking the same out of the list.

The screenshot displays the 'High Court of H.P. Shimla - Case Management Information System' interface. The browser address bar shows the URL: 192.9.200.4/cishcbom/newquery/scanneddocumentindexfile.php?m_sr=R&m_sideflg=C&mfilno=01001011862009&m_petno=&m_resno=&m_padv=&m_radv=&m_fil_no=. The page header includes the date and time 'July 29, 2016 02:25:32 PM', the user 'Nisha Kumari(CV)', and a 'Logout' link. A navigation bar contains links for 'digitization', '2.Query', '3 Case Create', and '4 Disposal'. The main content area is titled 'Document info of Stamp No. :- CWP/61186/2009 & Reg. No. :- CWP/1186/2009'. It features a table with three columns: 'Document Type', 'Document Pages', and 'Filename(Click to View)'. The table lists 15 documents, including INDEX, NOTING SHEETS, COURT ORDER, PRESENTATION FORM, VALUATION OF SUIT/COURT FEE, LIST OF EVENTS, COMPLETE PETITION, ANNEXTURES, CMP A/W AFFADAVIT, AFFIDAVIT OF RESPONDENT, and POWER OF ATTORNEY. Each document has a corresponding PDF filename listed in the third column. A 'Back' link is located below the table.

Document Type	Document Pages	Filename(Click to View)
INDEX	2	01001611862009-44-25072016123014.pdf
NOTING SHEETS	3	01001611862009-104-25072016123034.pdf
COURT ORDER	5	01001611862009-26-25072016123056.pdf
PRESENTATION FORM	2	01001611862009-58-25072016123118.pdf
INDEX	2	01001611862009-44-25072016123142.pdf
VALUATION OF SUIT/COURT FEE	6	01001611862009-71-25072016123200.pdf
LIST OF EVENTS	2	01001611862009-48-25072016123219.pdf
COMPLETE PETITION	15	01001611862009-23-25072016123237.pdf
ANNEXTURES	35	01001611862009-13-25072016123428.pdf
CMP A/W AFFADAVIT	13	01001611862009-108-25072016123523.pdf
AFFIDAVIT OF RESPONDENT	3	01001611862009-5-25072016125528.pdf
ANNEXTURES	37	01001611862009-13-25072016125624.pdf
POWER OF ATTORNEY	4	01001611862009-57-25072016125704.pdf
ANNEXTURES	5	01001611862009-13-25072016144453.pdf

[Back](#)

A Screenshot of the Document as Visible in the Digitization Module

- The entire selected document can be viewed by scrolling down and a print out thereof can be taken like a print out of normal document.

The screenshot shows a software interface for viewing a digitized document. The interface includes a menu bar (File, Edit, View, Window, Help) and a toolbar with various icons. The document content is displayed in a large area. At the top, the text reads: "S.D.A. Glory Residents Welfare Society ...Petitioner/Appellant/Plaintiff." followed by "Versus" and "State of H.P. & Ors.Respondent/Defendant." Below this, there is a table with two columns: "Date" and "Orders". The table contains one row with the date "18.4.2009" and a list of names and roles under the "Orders" column.

Date	Orders
18.4.2009	Present: Mr. Anand Sharma counsel for the petitioner. Mr. R.K.Bawa, Advocate General with Mr. Ram Murti Bisht, Deputy Advocate General, for the respondents No. 1, 2 and 5. Mr. Shrawan Dogra counsel for respondent No. 3. Mr. J.R Sharma vice Mr. Neel Kamal Sood counsel for respondent No. 4. Mr. Anil Chauhan counsel for respondent No.6.