

## 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



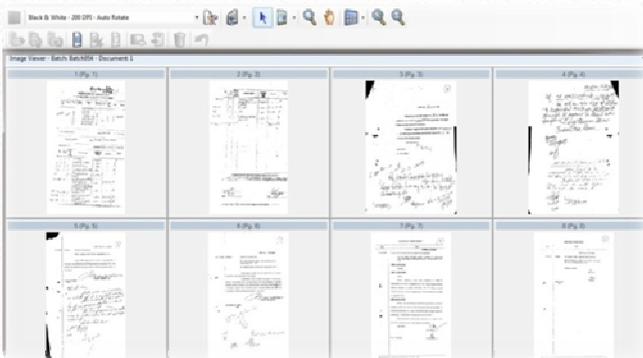
Click on the green button available on the top left corner.

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 web interface of the High Court of H.P. Shimla Case Management Information System. The browser address bar shows the URL `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 current date and time are "July 29, 2016 02:26:55 PM". A navigation menu includes "digitization", "Query", "Case Create", and "Disposal". The "digitization" menu is expanded, showing "1. Scanned File" and "Uploading". The main content area features a "Scan Matter Upload" form with the following fields:

- Stamp/Regn.  High Court:
- Type  No.  Year
- Document Name
- Whether Ammended?
- Uplaod File

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.

# 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 URL `192.9.200.4/cishcborn/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 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. Register (dropdown)
- High Court : Shimla (dropdown)
- Type (dropdown, highlighted in yellow)
- CWP (dropdown)
- No. (dropdown, highlighted in yellow)
- 1471 (text input)
- Year (dropdown, highlighted in yellow)
- 2009 (text input)

Below these fields, it says "Civil Writ Petition" and "This Case Is Disposed..!".

The "Parties" section includes:

- DAYAWATI (dropdown)
- STATE (dropdown)

The "Advocates" section includes:

- ROMESH VERMA,BC VERMA (dropdown)
- AG.HARSH KHANNA (dropdown)

Other fields include:

- Document Name (dropdown with "Select" selected)
- Whether Ammended? No (dropdown)
- Upload File (text input) and Browse.. (button)

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 date 'July 29, 2016 02:28:03 PM', the user 'Nisha Kumari(CV)', and a 'Logout' link. A navigation menu shows '1 digitization', '2.Query', '3 Case Create', and '4 Disposal'. The main form contains the following fields:

- Stamp/Regn.
- Type
- Parties
- Document Name  (highlighted with a yellow box)
- Whether Ammended?
- Upload File
- 

A dropdown menu is open, listing various document types such as 'DOCUMENT FILED BY DEFENDANT', 'EVIDENCE OF PETITIONER', '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' (highlighted in blue).

# 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 shows a web browser window with the address bar displaying `192.9.200.4/cishcbonh/digitization/scanmatterupload.php?scnmsg=FileUploadedSuccessfully..!`. 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 is *July 29, 2016 02:29:08 PM*. The navigation menu includes *1 digitization*, *2.Query*, *3 Case Create*, and *4 Disposal*. The main content area is titled **Scan Matter Upload** and contains a yellow-bordered box with the message `FileUploadedSuccessfully..!`. Below this, there are several form fields: **Stamp/Regn.** with a dropdown menu set to *Register*; **High Court :** with a dropdown menu set to *Shimla*; **Type** with an empty text box, **No.** with an empty text box, and **Year.** with an empty text box; **Document Name** with a dropdown menu set to *Select*; **Whether Ammended?** with a dropdown menu set to *No*; and **Uplaod File** with an empty text box and a *Browse...* button. A *Submit* button is located at the bottom of the form area.

# 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 browser address bar shows '192.9.200.4/cishcbom/newquery/case\_query.php'. The system header includes the date 'August 03, 2016 12:17:55 PM', the user 'CPC(CV)', and a 'Logout' link. A navigation menu shows '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 main content area is titled 'Case Query' and contains a search form with the following fields: 'Stamp/Regn.: Register', 'High Court: Shimla', 'Type: [input]', 'No.: [input]', 'Year: [input]', and a 'Go' button.

# 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:

The screenshot displays the 'High Court of H.P. Shimla - Case Management Information System' interface. 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 is 'July 29, 2016 02:24:59 PM'. The navigation menu includes '1 digitization', '2.Query', '3 Case Create', and '4 Disposal'. The main section is titled 'CASE DETAILS' and contains the following information:

<b>Filing Type:-</b>	CIVIL WRIT PETITION	<b>Register Type:-</b>	CIVIL WRIT PETITION				
<b>Stamp No.:-</b>	CWPST/61186/2009	<b>Filing Date:-</b>	16/04/2009	<b>Reg. No.:-</b>	CWP/1186/2009	<b>Reg. Date:-</b>	00/00/0000
<b>Petitioner:-</b>	1] SDA COLONY RESIDENTS WELFAE SOCIETY	<b>Respondent:-</b>	1] STATE -				
<b>Petn. Adv.:-</b>	DIGVIJAY SINGH	<b>Resp. Adv.:-</b>	S.DOGRAANIL CHAUHAN				
<b>District:-</b>	SHIMLA						
<b>Bench:-</b>	SINGLE						
<b>Status:-</b>	Disposed						
<b>Disp. Date:-</b>	28/05/2009						
<b>Disp. Type:-</b>	Dismissed	<b>Disp. Remark:-</b>	Disposed Off				
<b>Disp. By:-</b>	HON'BLE MR. JUSTICE DEEPAK GUPTA HON'BLE MR. JUSTICE V.K. AHUJA						
<b>Next Date:-</b>	28/05/2079	<b>Purpose:-</b>	(7)				
<b>Coram:-</b>	HON'BLE THE CHIEF JUSTICE A.M. KHANWILKAR HON'BLE MR. JUSTICE KULDIP SINGH						

At the bottom of the page, there is a grid of buttons for navigating through the case details. The 'Scanned Document' button is highlighted in yellow.

Office Information	Lower Court Details	Connected Matters	Application cases	Listing Dates	Last 5 Updates
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 a web browser window with the address bar showing 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=](http://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 title is "High Court of H.P. Shimla - Case Management Information System". The user is logged in as "Nisha Kumari(CV)". The navigation menu includes "digitization", "2.Query", "3 Case Create", and "4 Disposal".

The main content area displays "Document info of Stamp No. :- CWP/61186/2009 & Reg. No. :- CWP/1186/2009". Below this is a table with the following data:

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

At the bottom of the page, there is a "Back" button and a system tray showing the time as 2:24 PM.

# 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.

File Edit View Window Help

Open [Icons] 1 / 5 142% [Icons] Tool

.....S.D.A. Glozy Residents Welfare Society.....Petitioner/Appellant/Plaintiff.

Versus

.....State of H.P. & Ors.....Respondent/Defendant.

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.