MEGHALAYA STATE JUDICIAL ACDEMY SHILLONG
(Revised FINAL DRAFT)

ECT-003-2021-(3rd Phase)
TOT Awareness Programme for Advocate Master Trainers (Duration 6 hrs)
Topic: Electronic Case Management Tools (ECMT) for Advocates
held on 13th March, 2021
Venue: Meghalaya State Judicial Academy

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	**Opening remarks by** (Director of SJA/Chairman , Board of Governors of Academy/Computer Committee Chairperson/Any other person as decided by the State Judicial Academies)	**Smti C.Dkhar, Director, Meghalaya State Judicial Academy**
10:05 AM– 10:15 AM	**Overview of eCourts project** • Introduction about eCommitee • Role of Advocate as a Game Changer • Key take aways of this training • eCourts project getting Digital India Award 2020	**Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong**
10:15 AM- 10:35 AM	**Electronic Case Management Tools for Advocates** **eCourts related Websites** • eCommittee website(https://ecommitteesci.gov.in/) • NJDG(https://njdg.ecourts.gov.in/njdgnew/index.php) • eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/) • District Court Websites (https://districts.ecourts.gov.in/ **How to get eCourts services 24 x 7** • Cause list/Judgments/Orders/Case Status • Automatic receipt of SMS and eMail on Court listing, • SMS Push And Pull services • Benefits of registration of Advocates in Court CIS	**Smti. B.Khriam, District & Sessions Judge, Nongstoin, TOT Master Trainer**
10:35 AM- 11:10 AM	**Updated features of CIS 3.2- Appeal Filing** • Vertical integration of Lower Court Data • Saves the data entry in appellate Court	
11:10 A.M-11:25 AM - TEA BREAK		

Duration	Topic	Resource Person/Speaker
11:25 AM– 11.55 AM	**Service Delivery in Court Complexes:** • eSewa Kendra • Kiosks • Digital display boards **Other eServices:** • Online certified copies	
11:55 AM - 12:25 PM	**eCourts services mobile app for Advocates** • Case Management: • Get Case status/causelist/orders • My Cases/ Export and Import • QR scan option and its utility for Advocates	**Shri. A.Lanong, CJM cum Secretary DLSA, Resubelpara, TOT Master Trainer**
12:25 PM - 12:45 PM	**Virtual courts** -Payment of online fine. **ePayment portal** of court fee, Fine, civil deposits. **NSTEP** -National Service and Tracking of Electronic Process	
12:45 PM - 1:15 PM	**ICJS Interoperable Criminal Justice Delivery System** • Concept of ICJS ; ICJS Pillar ; • ICJS speciality ; ICJS features ; • ICJS menu under CIS 3.2 ; ICJS Dash Board • Consume FIR- fetching FIR Data From Police Station • Consume Chargesheet - Fetching Charge Sheet data-	
1:15 PM - 1:45 PM - LUNCH BREAK		
1:45 PM - 2:25 PM	**eFiling - the digital on line filing process** • Registration of Advocate in eFiling website. • Steps to eFile a case. • Advantages of eFiling • Case portfolio management • Know the case status any time	**Shri T.T.M Sangma, CJM cum Secretary DLSA, Baghmara, TOT Master Trainer**
2:25 PM - 2:45 PM	• **ECMT Tools for Commercial Courts under CIS** • **Case Management Hearing/Pre Trial Conference Tool**	
2:45 PM - 3:00 PM	• **How to appear in Video Conferencing** • **How to scan the document and make PDF** • **Making Accessible PDFs** • **Uploading documents**	
3:00 PM - 3:15 PM	• **Help desk for Advocates** (if available in High court it can be informed) • **Help Manuals& Videos in Regional Languages**	
3:15 PM - 3: 45 PM - INTERACTION & FEEDBACKS		