



MEGHALAYA STATE JUDICIAL ACADEMY

(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 20th March, 2021

Venue: Williamnagar District Court Premises

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	<p>➤ 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)</p>	Smti.C. Dkhar, Director, Meghalaya State Judicial Academy
10:05 AM– 10:15 AM	<p>➤ Overview of eCourts project</p> <ul style="list-style-type: none">• Introduction about eCommittee• 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	<p>➤ Electronic Case Management Tools for Advocates</p> <p>eCourts related Websites</p> <ul style="list-style-type: none">• 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/) <p>➤ How to get eCourts services 24 x 7</p> <ul style="list-style-type: none">• 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	<p>➤ Updated features of CIS 3.2- Appeal Filing</p> <ul style="list-style-type: none">• 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	<ul style="list-style-type: none">➤ Service Delivery in Court Complexes:<ul style="list-style-type: none">• eSewa Kendra• Kiosks• Digital display boards➤ Other eServices:<ul style="list-style-type: none">• Online certified copies	Shri. A.Lanong, CJM cum Secretary DLSA, Resubelpara, TOT Master Trainer
11:55 AM - 12:25 PM	<ul style="list-style-type: none">➤ eCourts services mobile app for Advocates<ul style="list-style-type: none">• Case Management:• Get Case status/cause list/orders• My Cases/ Export and Import• QR scan option and its utility for Advocates	
12:25 PM - 12:45 PM	<ul style="list-style-type: none">➤ 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	<ul style="list-style-type: none">➤ ICJS Interoperable Criminal Justice Delivery System<ul style="list-style-type: none">• 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 Charge sheet - Fetching Charge Sheet data-	
1:15 PM - 1:45 PM - LUNCH BREAK		
1:45 PM - 2:25 PM	<ul style="list-style-type: none">➤ eFiling - the digital online filing process<ul style="list-style-type: none">• 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	<ul style="list-style-type: none">➤ ECMT Tools for Commercial Courts under CIS➤ Case Management Hearing/Pre-Trial Conference Tool	
2:45 PM - 3:00 PM	<ul style="list-style-type: none">➤ 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	<ul style="list-style-type: none">➤ 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		