



# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise Training for Advocates through the Advocate Master Trainers**

**in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Jowai & Khliehriat Bar Association**

**Venue : Jowai District Court VC Room**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy (Through VC)</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"> <li>• Introduction about eCommittee</li> <li>• Role of Advocate as a Game Changer</li> <li>• Key take aways of this training</li> <li>• eCourts project getting Digital India Award 2020</li> </ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong (Through VC)</b>

**Shri. Albert Lanong, CJM, Resubelpara & TOT Master Trainer to Supervise the following training:-**

10:15 AM– 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates eCourts related Websites</b> <ul style="list-style-type: none"> <li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li> <li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li> <li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li> <li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li> </ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"> <li>• Cause list/Judgments/Orders/Case Status</li> <li>• Automatic receipt of SMS and eMail on Court listing,</li> <li>• SMS Push And Pull services</li> <li>• Benefits of registration of Advocates in Court CIS</li> </ul>	<b>Shri. Markos Surong Advocate Master Trainer, Jaintia Hills Bar Association, Jowai</b>
10:35 AM– 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"> <li>• Vertical integration of Lower Court Data</li> <li>• Saves the data entry in appellate Court</li> </ul>	

**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"><li>➤ <b>Service Delivery in Court Complexes:</b><ul style="list-style-type: none"><li>• eSewa Kendra</li><li>• Kiosks</li><li>• Digital display boards</li></ul></li><li>➤ <b>Other eServices:</b><ul style="list-style-type: none"><li>• Online certified copies</li></ul></li></ul>	<b>Shri. Ohileyoo Shylla</b> <b>Advocate Master</b> <b>Trainer,</b> <b>Jaintia Hills Bar</b> <b>Association, Jowai</b>
11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
12:25 PM - 12:45 PM	<ul style="list-style-type: none"><li>➤ <b>Virtual courts</b> -Payment of online fine.</li><li>➤ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li><li>➤ <b>NSTEP</b> -National Service and Tracking of Electronic Processe</li></ul>	
12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Shri. Markos Surong</b> <b>Advocate Master</b> <b>Trainer,</b> <b>Jaintia Hills Bar</b> <b>Association, Jowai</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
2:45 PM - 3:00 PM	<ul style="list-style-type: none"><li>➤ <b>How to appear in Video Conferencing</b></li><li>➤ <b>How to scan the document and make PDF</b></li><li>➤ <b>Making Accessible PDFs</b></li><li>➤ <b>Uploading documents</b></li></ul>	<b>Shri. Ohileyoo Shylla</b> <b>Advocate Master</b> <b>Trainer,</b> <b>Jaintia Hills Bar</b> <b>Association, Jowai</b>
3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		





# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Nongpoh Bar Association**

**Venue : Nongpoh District Court VC Room**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy (Through VC)</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"><li>• Introduction about eCommitee</li><li>• Role of Advocate as a Game Changer</li><li>• Key take aways of this training</li><li>• eCourts project getting Digital India Award 2020</li></ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong (Through VC)</b>
<b>Shri. F.S Sangma, Special Judge, Nongpoh &amp; Core Master Trainer to Supervise the following training</b>		
10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates</b> <b>eCourts related Websites</b> <ul style="list-style-type: none"><li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"><li>• Cause list/Judgments/Orders/Case Status</li><li>• Automatic receipt of SMS and eMail on Court listing,</li><li>• SMS Push And Pull services</li><li>• Benefits of registration of Advocates in Court CIS</li></ul>	<b>Miss. Ibansaralin F. Sweetly Advocate Master Trainer, Nongpoh Bar Association.</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"><li>• Vertical integration of Lower Court Data</li><li>• Saves the data entry in appellate Court</li></ul>	
11:10 A.M-11:25 AM <b>TEA BREAK</b>		

Duration	Topic	Resource Person/Speaker
11:25 AM– 11.55 AM	<ul style="list-style-type: none"><li>➤ <b>Service Delivery in Court Complexes:</b><ul style="list-style-type: none"><li>• eSewa Kendra</li><li>• Kiosks</li><li>• Digital display boards</li></ul></li><li>➤ <b>Other eServices:</b><ul style="list-style-type: none"><li>• Online certified copies</li></ul></li></ul>	<b>Miss Larishaibiang Lapang Advocate Master Trainer, Nongpoh Bar Association.</b>
11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
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12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Miss. Ibansaralin F. Sweetly Advocate Master Trainer, Nongpoh Bar Association..</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
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3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		



# MEGHALAYA STATE JUDICIAL ACADEMY

**ECT-004-2021- (4<sup>th</sup> Phase)**

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Nongstoin & Mawkyrwat Bar Association**

**Venue : Nongstoin District Court VC Room**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy (Through VC)</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"><li>• Introduction about eCommittee</li><li>• Role of Advocate as a Game Changer</li><li>• Key take aways of this training</li><li>• eCourts project getting Digital India Award 2020</li></ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong (Through VC)</b>
<b>Smti B. Khriam, D&amp; SJ, Nongstoin &amp; TOT Master Trainer to Supervise the following training</b>		
10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates</b> <b>eCourts related Websites</b> <ul style="list-style-type: none"><li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"><li>• Cause list/Judgments/Orders/Case Status</li><li>• Automatic receipt of SMS and eMail on Court listing,</li><li>• SMS Push And Pull services</li><li>• Benefits of registration of Advocates in Court CIS</li></ul>	<b>Shri. Peter Aiborlang Dohkrut, Advocate Master Trainer, High Court Bar Association.</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"><li>• Vertical integration of Lower Court Data</li><li>• Saves the data entry in appellate Court</li></ul>	
11:10 A.M-11:25 AM <b>TEA BREAK</b>		

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11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
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12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Shri. Peter Aiborlang Dohkrut, Advocate Master Trainer, High Court Bar Association.</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
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3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		







# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Shillong Bar Association**

**Venue : Meghalaya State Judicial Academy**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"><li>• Introduction about eCommittee</li><li>• Role of Advocate as a Game Changer</li><li>• Key take aways of this training</li><li>• eCourts project getting Digital India Award 2020</li></ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong</b>
<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong to Supervise the following training</b>		
10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates eCourts related Websites</b> <ul style="list-style-type: none"><li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"><li>• Cause list/Judgments/Orders/Case Status</li><li>• Automatic receipt of SMS and eMail on Court listing,</li><li>• SMS Push And Pull services</li><li>• Benefits of registration of Advocates in Court CIS</li></ul>	<b>Shri. Shyambor Marpan Advocate Master Trainer, Shillong Bar Association</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"><li>• Vertical integration of Lower Court Data</li><li>• Saves the data entry in appellate Court</li></ul>	
11:10 A.M-11:25 AM <b>TEA BREAK</b>		

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11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
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2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
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# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 17<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from High Court Bar Association**

**Venue : Meghalaya State Judicial Academy**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"><li>• Introduction about eCommittee</li><li>• Role of Advocate as a Game Changer</li><li>• Key take aways of this training</li><li>• eCourts project getting Digital India Award 2020</li></ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong</b>
<b>Shri. F.S Sangma, Special Judge, Nongpoh &amp; Core Master Trainer &amp; to Supervise the following training</b>		
10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates</b> <b>eCourts related Websites</b> <ul style="list-style-type: none"><li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnw/index.php">https://njdg.ecourts.gov.in/njdgnw/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"><li>• Cause list/Judgments/Orders/Case Status</li><li>• Automatic receipt of SMS and eMail on Court listing,</li><li>• SMS Push And Pull services</li><li>• Benefits of registration of Advocates in Court CIS</li></ul>	<b>Miss. Lucy Phanjom Advocate Master Trainer, High Court Bar Association</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"><li>• Vertical integration of Lower Court Data</li><li>• Saves the data entry in appellate Court</li></ul>	
11:10 A.M-11:25 AM <b>TEA BREAK</b>		

Duration	Topic	Resource Person/Speaker
11:25 AM– 11:55 AM	<ul style="list-style-type: none"><li>➤ <b>Service Delivery in Court Complexes:</b><ul style="list-style-type: none"><li>• eSewa Kendra</li><li>• Kiosks</li><li>• Digital display boards</li></ul></li><li>➤ <b>Other eServices:</b><ul style="list-style-type: none"><li>• Online certified copies</li></ul></li></ul>	<b>Miss Priyanka Roy</b> <b>Advocate Master</b> <b>Trainer,</b> <b>High Court Bar</b> <b>Association</b>
11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
12:25 PM - 12:45 PM	<ul style="list-style-type: none"><li>➤ <b>Virtual courts</b> -Payment of online fine.</li><li>➤ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li><li>➤ <b>NSTEP</b> -National Service and Tracking of Electronic Processe</li></ul>	
12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Miss Mixdalin Iawsai</b> <b>Advocate Master</b> <b>Trainer,</b> <b>High Court Bar</b> <b>Association</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
2:45 PM - 3:00 PM	<ul style="list-style-type: none"><li>➤ <b>How to appear in Video Conferencing</b></li><li>➤ <b>How to scan the document and make PDF</b></li><li>➤ <b>Making Accessible PDFs</b></li><li>➤ <b>Uploading documents</b></li></ul>	
3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		



# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Tura, Ampati Bar Association**

**Venue : Tura District Court VC Room**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy (Through VC)</b>
10:05AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"><li>• Introduction about eCommittee</li><li>• Role of Advocate as a Game Changer</li><li>• Key take aways of this training</li><li>• eCourts project getting Digital India Award 2020</li></ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong (Through VC)</b>
<b>Smti D. Kharbteng, D&amp;SJ, Tura &amp; Former CPC to Supervise the following training.</b>		
10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates</b> <b>eCourts related Websites</b> <ul style="list-style-type: none"><li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"><li>• Cause list/Judgments/Orders/Case Status</li><li>• Automatic receipt of SMS and eMail on Court listing,</li><li>• SMS Push And Pull services</li><li>• Benefits of registration of Advocates in Court CIS</li></ul>	<b>Shri. Devorsi Momin, Advocate Master Trainer, Tura Bar Association.</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"><li>• Vertical integration of Lower Court Data</li><li>• Saves the data entry in appellate Court</li></ul>	
11:10 A.M-11:25 AM <b>TEA BREAK</b>		

Duration	Topic	Resource Person/Speaker
11:25AM– 11.55 AM	<ul style="list-style-type: none"><li>➤ <b>Service Delivery in Court Complexes:</b><ul style="list-style-type: none"><li>• eSewa Kendra</li><li>• Kiosks</li><li>• Digital display boards</li></ul></li><li>➤ <b>Other eServices:</b><ul style="list-style-type: none"><li>• Online certified copies</li></ul></li></ul>	<b>Shri. Jerill R. Marak, Advocate Master Trainer, Tura Bar Association.</b>
11:55 AM - 12:25PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
12:25 PM -12:45 PM	<ul style="list-style-type: none"><li>➤ <b>Virtual courts</b> -Payment of online fine.</li><li>➤ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li><li>➤ <b>NSTEP</b> -National Service and Tracking of Electronic Processe</li></ul>	
12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Shri. Devorsi Momin, Advocate Master Trainer, Tura Bar Association.</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
2:45 PM - 3:00 PM	<ul style="list-style-type: none"><li>➤ <b>How to appear in Video Conferencing</b></li><li>➤ <b>How to scan the document and make PDF</b></li><li>➤ <b>Making Accessible PDFs</b></li><li>➤ <b>Uploading documents</b></li></ul>	<b>Shri. Jerill R. Marak, Advocate Master Trainer, Tura Bar Association.</b>
3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		



# MEGHALAYA STATE JUDICIAL ACADEMY

## ECT-004-2021- (4<sup>th</sup> Phase)

**eCommittee, SCI- High court / District & Taluk level Bar Association wise  
Training for Advocates through the Advocate Master Trainers  
in Coordination with the SJA & CPC**

***Topic: Electronic Case Management Tools (ECMT) for Advocates***

**Dated : 10<sup>th</sup> April , 2021**

**Target Group : Nominated Advocates from Williamnagar, Resubelpara & Baghmara Bar Association**

**Venue : Williamnagar District Court VC Room**

Duration	Topic	Resource Person/Speaker
10:00AM - 10:05 AM	➤ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)	<b>Smti. C.Dkhar, Director, Meghalaya State Judicial Academy (Through VC)</b>
10:05 AM– 10:15 AM	➤ <b>Overview of eCourts project</b> <ul style="list-style-type: none"> <li>• Introduction about eCommittee</li> <li>• Role of Advocate as a Game Changer</li> <li>• Key take aways of this training</li> <li>• eCourts project getting Digital India Award 2020</li> </ul>	<b>Smti. D.Sohtun, CPC, High Court of Meghalaya, Shillong (Through VC)</b>

**Shri T.T M Sangma, CJM, Baghmara & TOT Master Trainer to Supervise the following training**

10:15 AM- 10:35 AM	➤ <b>Electronic Case Management Tools for Advocates</b> <b>eCourts related Websites</b> <ul style="list-style-type: none"> <li>• eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li> <li>• NJDG( <a href="https://njdg.ecourts.gov.in/njdgnw/index.php">https://njdg.ecourts.gov.in/njdgnw/index.php</a>)</li> <li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li> <li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li> </ul> ➤ <b>How to get eCourts services 24 x 7</b> <ul style="list-style-type: none"> <li>• Cause list/Judgments/Orders/Case Status</li> <li>• Automatic receipt of SMS and eMail on Court listing,</li> <li>• SMS Push And Pull services</li> <li>• Benefits of registration of Advocates in Court CIS</li> </ul>	<b>Shri. Chicko D Sangma, Advocate Master Trainer, Williamnagar Bar Association.</b>
10:35 AM- 11:10 AM	➤ <b>Updated features of CIS 3.2- Appeal Filing</b> <ul style="list-style-type: none"> <li>• Vertical integration of Lower Court Data</li> <li>• Saves the data entry in appellate Court</li> </ul>	

11:10 A.M-11:25 AM

**TEA BREAK**

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Duration	Topic	Resource Person/Speaker
11:25 AM– 11:55 AM	<ul style="list-style-type: none"><li>➤ <b>Service Delivery in Court Complexes:</b><ul style="list-style-type: none"><li>• eSewa Kendra</li><li>• Kiosks</li><li>• Digital display boards</li></ul></li><li>➤ <b>Other eServices:</b><ul style="list-style-type: none"><li>• Online certified copies</li></ul></li></ul>	<b>Shri. Pinpin A Sangma, Advocate Master Trainer, Williamnagar Bar Association.</b>
11:55 AM - 12:25 PM	<ul style="list-style-type: none"><li>➤ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>• Case Management:</li><li>• Get Case status/causelist/orders</li><li>• My Cases/ Export and Import</li><li>• QR scan option and its utility for Advocates</li></ul></li></ul>	
12:25 PM - 12:45 PM	<ul style="list-style-type: none"><li>➤ <b>Virtual courts</b> -Payment of online fine.</li><li>➤ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li><li>➤ <b>NSTEP</b> -National Service and Tracking of Electronic Processe</li></ul>	
12:45 PM - 1:15 PM	<ul style="list-style-type: none"><li>➤ <b>ICJS Interoperable Criminal Justice Delivery System</b><ul style="list-style-type: none"><li>• Concept of ICJS ; ICJS Pillar ;</li><li>• ICJS speciality ; ICJS features ;</li><li>• ICJS menu under CIS 3.2 ; ICJS Dash Board</li><li>• Consume FIR- fetching FIR Data From Police Station</li><li>• Consume Chargesheet - Fetching Charge Sheet data-</li></ul></li></ul>	
<b>1:15 PM - 1:45 PM - LUNCH BREAK</b>		
1:45 PM - 2:25 PM	<ul style="list-style-type: none"><li>➤ <b>eFiling - the digital on line filing process</b><ul style="list-style-type: none"><li>• Registration of Advocate in eFiling website.</li><li>• Steps to eFile a case.</li><li>• Advantages of eFiling</li><li>• Case portfolio management</li><li>• Know the case status any time</li></ul></li></ul>	<b>Shri. Chicko D Sangma, Advocate Master Trainer, Williamnagar Bar Association.</b>
2:25 PM - 2:45 PM	<ul style="list-style-type: none"><li>➤ <b>ECMT Tools for Commercial Courts under CIS</b></li><li>➤ <b>Case Management Hearing/Pre Trial Conference Tool</b></li></ul>	
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3:00 PM - 3:15 PM	<ul style="list-style-type: none"><li>➤ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li><li>➤ <b>Help Manuals&amp; Videos in Regional Languages</b></li></ul>	
<b>3:15 PM - 3: 45 PM INTERACTION &amp; FEEDBACKS</b>		

