

Guidelines for e-Courts Management Information System

Step 1 Login with the user ID and password as you received by e-Mail.

Step 2 For your first time login, you will need to change your Password.

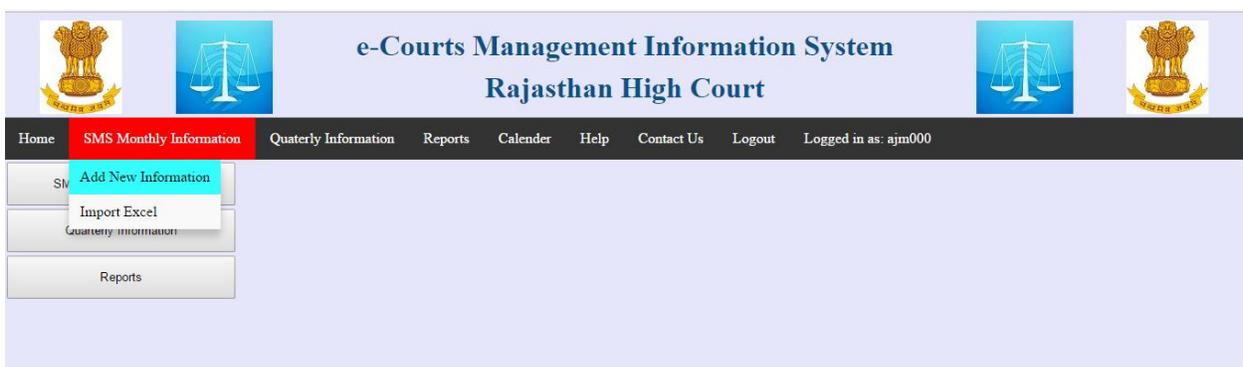
Note: New Password must be between 8-15 characters.

Step 3 Now you can see a left hand side menu and more links added to main menu, having SMS Monthly Information, Quarterly Information and Reports sections as shown below-



Section – Add SMS Monthly Information

For filling SMS Monthly Information move cursor over it, there are two options available either you can fill data using form or directly import it from excel.



Method 1 :- Add New Information

Fill all the required details marked with *. For example –

Select **Judicial District Name** (already selected), **Report Month** (for which you want to submit details) and Select **Report Year**. For example see to below picture –



Home SMS Monthly Information Quarterly Information Reports Calender Help Contact Us Logout Logged in as: ajm000

SMS Monthly Information

Judicial District Name *

Report Month *

Report Year *

Now you will get complete form –

There are 4 possible cases-

- 1) If details are not previously filled for that particular month and previous month data also not available, in this case only blank form will be opened and you need to fill details as shown



SMS Monthly Information

Judicial District Name *

Report Month *

Report Year *

Total no. of court complexes *

Total no. of court complexes where leased line connection is available *

Total no. of court complexes where SMS services are functioning *

Total no. of court complexes where SMS services are not functioning *

Total no. of SMS sent during last month *

Total no. of SMS sent so far from 01.01.2016 (including last month) *

Reason for non functioning

After this Press **Save as Draft** button to save details and you can modify these details later also.

And Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

- 2) If details are not filled for that particular month and previous month data is available, in this case **previous month data** is shown on right hand side. Please click '**Copy Previous Month Data**' button to copy data into the form. For Example-

SMS Monthly Information

Previous month data is shown on right hand side. Please click 'Copy Previous Month Data' button to copy data into the form

Judicial District Name *	Ajmer ▼	
Report Month *	December ▼	
Report Year *	2016 ▼	Copy Previous Month Data
Total no. of court complexes *	<input type="text"/>	11
Total no. of court complexes where leased line connection is available *	<input type="text"/>	2
Total no. of court complexes where SMS services are functioning *	<input type="text"/>	2
Total no. of court complexes where SMS services are not functioning *	<input type="text"/>	0
Total no. of SMS sent during last month *	<input type="text"/>	322
Total no. of SMS sent so far from 01.01.2016 (including last month) *	<input type="text"/>	348
Reason for non functioning	<input type="text"/>	dfjlsdjf

[Save as Draft](#) [Final Submit](#)

After Pressing '**Copy Previous Month Data**' button, page will display with previous month data. You can make changes accordingly.

SMS Monthly Information

Form has been pre-populated with previous month data. Please make changes accordingly.

Judicial District Name *	Ajmer ▼	
Report Month *	December ▼	
Report Year *	2016 ▼	Copy Previous Month Data
Total no. of court complexes *	<input type="text" value="11"/>	11
Total no. of court complexes where leased line connection is available *	<input type="text" value="2"/>	2
Total no. of court complexes where SMS services are functioning *	<input type="text" value="2"/>	2
Total no. of court complexes where SMS services are not functioning *	<input type="text" value="0"/>	0
Total no. of SMS sent during last month *	<input type="text" value="322"/>	322
Total no. of SMS sent so far from 01.01.2016 (including last month) *	<input type="text" value="348"/>	348
Reason for non functioning	<input type="text" value="dfjlsdjf"/>	dfjlsdjf

[Save as Draft](#) [Final Submit](#)

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

3) If details are saved as draft for that particular month but not final submitted, in this case **previously saved data** is displayed into the form. You can make changes accordingly. For Example:

SMS Monthly Information

Record already added for March/2016 corresponding to district Ajmer. Press 'Final Submit' button to submit and lock the record.

Judicial District Name *	Ajmer ▼
Report Month *	March ▼
Report Year *	2016 ▼
Total no. of court complexes *	2
Total no. of court complexes where leased line connection is available *	5
Total no. of court complexes where SMS services are functioning *	5
Total no. of court complexes where SMS services are not functioning *	8
Total no. of SMS sent during last month *	0
Total no. of SMS sent so far from 01.01.2016 (including last month) *	213
Reason for non functioning	network error

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

4) If details are already submitted and locked for that particular month, in this case **Save as Draft** and **Final Submit** buttons will be disabled. You cannot edit or resubmit data for that month. For Example-

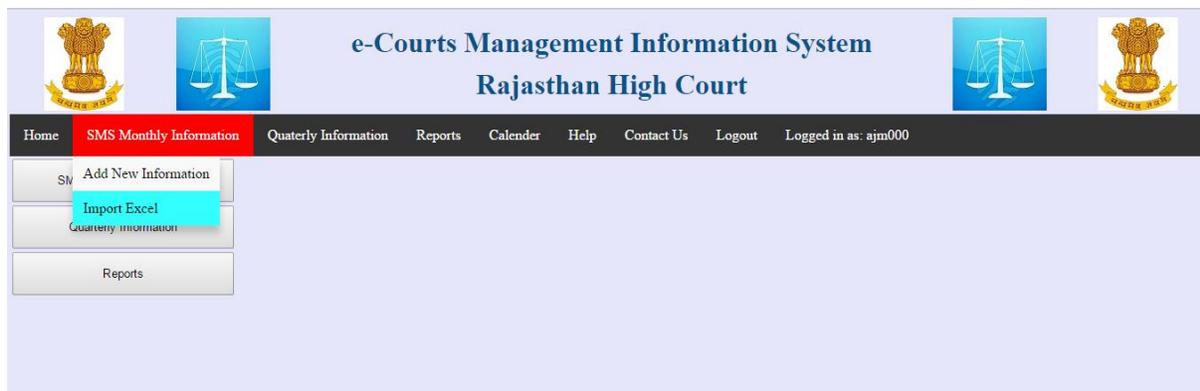
SMS Monthly Information

Record already submitted and locked for September/2016 corresponding to district Ajmer

Judicial District Name *	Ajmer ▼
Report Month *	September ▼
Report Year *	2016 ▼
Total no. of court complexes *	5
Total no. of court complexes where leased line connection is available *	5
Total no. of court complexes where SMS services are functioning *	5
Total no. of court complexes where SMS services are not functioning *	0
Total no. of SMS sent during last month *	70
Total no. of SMS sent so far from 01.01.2016 (including last month) *	350
Reason for non functioning	na

Method 2:- Import Excel

Press Import Excel menu, a form will be displayed.



In this method, first of all download the template from '**Download Template**' button. Excel template will be downloaded and you need to fill the details of SMS monthly information of your district and save it.

Select **Judicial District Name** (already selected), **Report Month** (for which you want to fill details) and Select **Report Year** and **Choose File** (template which you downloaded and filled with details). For example:

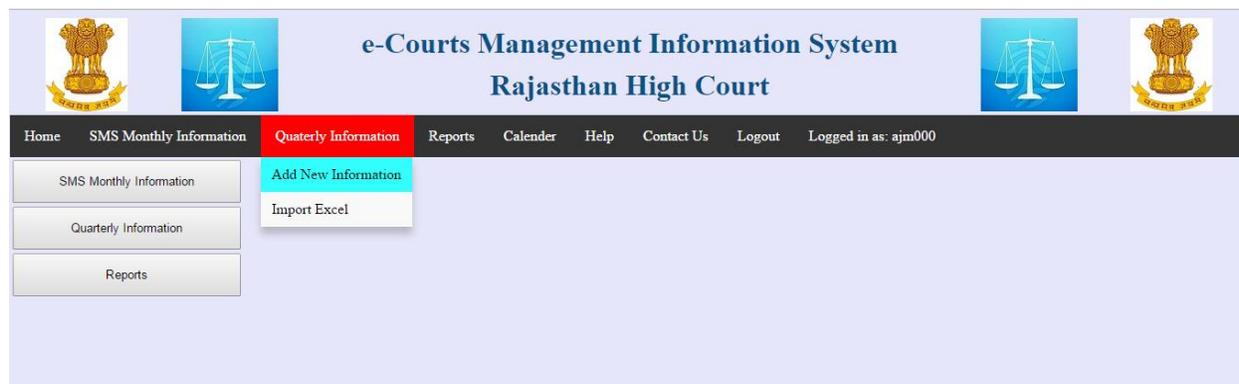
After this upload file and **form has been pre-populated with excel file data. Please make changes accordingly.**

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

Section – Add Quarterly Information

For filling Quarterly Information click over it, there are two options available either you can fill your data using form or directly import from excel.



Method 1 :- Add New Information

Fill all the required details marked with *.

Select **Quarter End Date** (for which you want to fill details), **Judicial District Name** (already selected) and Select **Name of the Court Complex**. For example see to below picture –

Quarterly Progress Information

0 - Quarter End Date *	Select ▼
1 - Judicial District Name *	Ajmer ▼
2 - Name of the Court Complex *	Select ▼

Now you will get complete form –

There are 4 possible cases for selected Quarter-

- 1) If details are not filled for that particular court complex and previous quarter data also not available, in this case only blank form will be displayed and you need to fill details as shown below:

Quarterly Progress Information

0 - Quarter End Date *	31-03-2016 ▾
1 - Judicial District Name *	Ajmer ▾
2 - Name of the Court Complex *	Ajmer District Court Complex ▾
2a - Latitude/Longitude of the court complex *	<input type="text"/>
3 - Type of court complex (District/Taluka) *	Select ▾
4a - Total courts sanctioned *	<input type="text"/>
4b - Total courts functioning *	<input type="text"/>
5 - Number of courts covered in the eCourts project *	<input type="text"/>
6 - Number of courts for which site preparation has taken place *	<input type="text"/>
7 - Last site preparation date *	<input type="text"/> Clear
8 - Number of Courts for which LAN has been installed *	<input type="text"/>
9 - Last LAN installation date *	<input type="text"/> Clear
10 - Number of court rooms as per LAN survey *	<input type="text"/>

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

- 2) If details are not previously filled for that particular court complex and previous quarter data is available, in this case **previous quarter data** is shown on right hand side. Please click '**Copy Previous Quarter Data**' button to copy data into the form. For Example-

Quarterly Progress Information

Previous quarter data is shown on right hand side. Please click 'Copy Previous Quarter Data' button to copy data into the form

0 - Quarter End Date *	31-12-2016 ▾	
1 - Judicial District Name *	Ajmer ▾	
2 - Name of the Court Complex *	Ajmer District Court Complex ▾	Copy Previous Quarter Data
2a - Latitude/Longitude of the court complex *	<input type="text"/>	10.25.05.02/10.25.10.25
3 - Type of court complex (District/Taluka) *	Select ▾	District
4a - Total courts sanctioned *	<input type="text"/>	2
4b - Total courts functioning *	<input type="text"/>	2
5 - Number of courts covered in the eCourts project *	<input type="text"/>	2
6 - Number of courts for which site preparation has taken place *	<input type="text"/>	2
7 - Last site preparation date *	<input type="text"/> Clear	
8 - Number of Courts for which LAN has been installed *	<input type="text"/>	2
9 - Last LAN installation date *	<input type="text"/> Clear	01/11/2016
10 - Number of court rooms as per LAN survey *	<input type="text"/>	2
11 - Number of courts for which hardware has been received *	<input type="text"/>	

After Pressing button '**Copy Previous Quarter Data**', page will be displayed with previous quarter data. **You can make changes accordingly.**

Quaterly Progress Information

Form has been pre-populated with previous quarter data. Please make changes accordingly.

0 - Quarter End Date *	31-12-2016 ▼	
1 - Judicial District Name *	Ajmer ▼	
2 - Name of the Court Complex *	Ajmer District Court Complex ▼	Copy Previous Quarter Data
2a - Latitude/Longitude of the court complex *	10.25.05.02/10.25.10.25	10.25.05.02/10.25.10.25
3 - Type of court complex (District/Taluka) *	District ▼	District
4a - Total courts sanctioned *	2	2
4b - Total courts functioning *	2	2
5 - Number of courts covered in the eCourts project *	2	2
6 - Number of courts for which site preparation has taken place *	2	2
7 - Last site preparation date *	<input type="text"/> Clear	
8 - Number of Courts for which LAN has been installed *	2	2
9 - Last LAN installation date *	01/11/2016 Clear	01/11/2016
10 - Number of court rooms as per LAN survey *	2	2
11 - Number of courts for which hardware has been received *	2	

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

3) If details are saved as draft for that particular court complex but not final submitted, in this case **previously saved data** is displayed into form. For Example-

Quaterly Progress Information

Record already added for quarter ending 31-12-2016 corresponding to district Ajmer. Press 'Final Submit' button to submit and lock the record.

0 - Quarter End Date *	31-12-2016 ▼	
1 - Judicial District Name *	Ajmer ▼	
2 - Name of the Court Complex *	Bijaynagar Court Complex ▼	
2a - Latitude/Longitude of the court complex *	1	
3 - Type of court complex (District/Taluka) *	Taluka ▼	
4a - Total courts sanctioned *	1	
4b - Total courts functioning *	1	
5 - Number of courts covered in the eCourts project *	1	
6 - Number of courts for which site preparation has taken place *	1	
7 - Last site preparation date *	01/11/2016 Clear	
8 - Number of Courts for which LAN has been installed *	1	
9 - Last LAN installation date *	01/11/2016 Clear	
10 - Number of court rooms as per LAN survey *	1	

You can make changes accordingly.

After this Press **Save as Draft** button to save details and you can modify these details later also. Press **Final Submit** to submit details to Rajasthan High Court.

Note:- It would not be possible to modify details after final submission. After this if you still want to change data, then you can request to Rajasthan High Court for access.

- 4) If details are already submitted and locked for that particular court complex, in this case **Save as Draft** and **Final Submit** buttons will be disabled. You cannot edit or resubmit data for that court complex. For Example-

Quarterly Progress Information

Record already submitted and locked for quarter ending 31-12-2016 corresponding to district Ajmer

0 - Quarter End Date *	31-12-2016 ▾
1 - Judicial District Name *	Ajmer ▾
2 - Name of the Court Complex *	Beawar Court Complex ▾
2a - Latitude/Longitude of the court complex *	14
3 - Type of court complex (District/Taluka) *	District ▾
4a - Total courts sanctioned *	2
4b - Total courts functioning *	1
5 - Number of courts covered in the eCourts project *	2
6 - Number of courts for which site preparation has taken place *	3
7 - Last site preparation date *	05/11/2016 Clear
8 - Number of Courts for which LAN has been installed *	2
9 - Last LAN installation date *	04/11/2016 Clear
10 - Number of court rooms as per LAN survey *	3
11 - Number of courts for which hardware has been received *	4

Method 2 :- Import Excel

Press Import excel option, a form will be displayed-

  **e-Courts Management Information System**
Rajasthan High Court  

Home SMS Monthly Information **Quarterly Information** Reports Calender Help Contact Us Logout Logged in as: ajm000

SMS Monthly Information Add New Information
Quarterly Information **Import Excel**
Reports

There are two options to import data using excel:

- 1) **Import for specific Court Complex**- in this case, excel file must be filled with only one court complex details at a time and you need to upload it separately for each and every court complex.
- 2) **Import for multiple Court Complex** -in this case, excel file can be filled with multiple court complex details at a time and you need to upload it.

Home SMS Monthly Information Quaterly Information Reports Calender Help Contact Us Logout Logged in as: ajm000

Import Quarterly Progress Information from Excel

Import for specific Court Complex [Download Template](#)

Select Quarter End Date *

Select Judicial District Name *

Select Court Complex Name *

Select Excel File * No file chosen

OR

Import for multiple Court Complexes [Download Template](#)

Select Quarter End Date *

Select Judicial District Name *

Select Excel File * No file chosen

In this method, first of all download the template from '**Download Template**' button. Excel template will be downloaded and you need to fill the details of quarterly information of your district and save it.

Select Quarter End Date (for which you want to fill details), **Judicial District Name** (already selected) and Select **Court Complex Name** and **Excel File** (template which you downloaded and filled with details). After this upload file.

Form will be pre-populated with excel file data. Please make changes accordingly and proceed further similar to 'Add New Information' option.

Note:- Please don't make changes with Template which you have downloaded. If you make any changes to the template or data format, then excel will not populate data into the form.

Section – Reports

In this section you can check your Reports for SMS Monthly Information and Quarterly Information.

Reports for SMS Monthly Information-

Select Month for which you want to check report, select year and Press '**Generate Report**' button. For Example-

Report for selected month and year will be displayed with two options - Export to Pdf and Export to Excel.

SMS Information Report										
For the Period : November 2016										
Status of SMS Services as on 30/11/2016										
S.No.	High Court	State	Name of the District	Total no. of court Complexes (only in numbers)	Total No of Court Complexes where Leased Line connection is available (only in numbers)	Total no. of court complexes where SMS services are functioning (only in numbers)	Total no. of court complexes where SMS services are not functioning (only in numbers)	Total Number of SMS Sent during Last Month.	Total Number of SMS Sent so far from 01.01.2016 (Including last month)	Reasons for non functioning
1	Rajasthan High Court	Rajasthan	Ajmer	11	2	2	0	322	348	dfjlsdjf
	Total			11	2	2	0	322	348	

Click on '**Export to Pdf**' button to download report in pdf format.

Click on 'Export to Excel' button to download report in excel format.

Reports for Quarterly Information-

The screenshot shows the 'e-Courts Management Information System' for the 'Rajasthan High Court'. The user is logged in as 'ajm000'. The 'Reports' menu is active, and the 'Quarterly Information' option is selected.

Select Quarter End Date for which you want to check report, Judicial District Name is already selected and Press 'Generate Report' button. For Example-

The form is titled 'Quarterly Progress Report'. It contains two dropdown menus: 'Select Quarter End Date' (set to 'Select') and 'Select Judicial District Name' (set to 'Ajmer'). Below the dropdowns are two buttons: 'Generate Report' and 'Reset'.

Report for selected quarter end date will be displayed with Export to Excel option.

The table is titled 'Quarterly Progress Report' and is for the quarter ending 31-12-2016 in the district of Ajmer. It contains the following data:

S.No.	Judicial District Name	Name of the Court Complex	Lattitude/Longitude of the Court Complex	Type of Court Complex i.e. District/Taluka (DC/TC)	Total Courts Sanctioned	Total Courts Functioning	Number of Courts covered in the eCourts Project	Number of Courts for which Site Preparation has taken place	Last Site Preparation Date	Number of Courts for which LAN has been Installed	Last LAN Installed Date	Number of Court Rooms as per LAN Survey	Number of Courts for which Hardware has been Received	Last Date of Receipt of Hardware	Number of Courts where Hardwar has been Installed
1	2	2a	3	4a	4b	5	6	7	8	9	10	11	12	13	
1	Ajmer	Beawar Court Complex	14	District	2	1	2	3	05/11/2016	2	04/11/2016	3	4	03/11/2016	5
Total					2	1	2	3		2		3	4		5

Click on 'Export to Excel' button to download report in excel format.