Judicial Academy Jharkhand

e-Courts programme & CIS Training for Trainers Advocate / Advocates' Clerk {Training for Trainers (T.O.T.) (Course No. TOT-1)

on 14th September, 2025

Date	Time	Topics	Resource Person
14/09/2025 Sunday	10:00 am to 10:30 am	Registration followed by Group Photography	
	10:30 am to 11:30 am Orientation	Introduction of trainers Focus of training Change Management O Concept and need for change management Process re-engineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment. Change management through training Need for continuous training and sensitization of stakeholders Role of Master trainers Role of advocates & advocate clerks in the e-initiatives	Sri Sajio Akhtar, Assistant- cum- DSA Civil Court Ranchi
	11:30 am to 12:00 pm	O Advocate as a game changer Tea break	Sri Bhaska Kumar,
	12:00 pm to 1:00 pm Introduction to eCommittee and eCourts Project	A brief history of ICT in judiciary National e-governance Programme (NeGP) eCommittee i. Constitution ii. Hierarchy • eCourts project	Assistant- cum- DSA, Civil Court, Ranchi
	Digitization & Basics of Computers	 Aim of eCourts Phases of ecourts project-Phase I, II & III Importance of digitisation Digitization workflow, management & usage. 	
	01:00 pm to 2:00 pm	Lunch	
	02:00 pm to 3:30 pm Basics of Computers, Internet and electronic documentation.	 Introduction to computers Operating systems MS Windows 7/8/10/11 Introduction to MS Windows Components of Windows Ubuntu-Linux-A brief overview Advantages of Open Source over proprietary software Working with Operating Systems Desktop & Taskbar System Date & Time File Management: File Extensions. Word Processing Software Microsoft Office, LibreOffice,OpenOffice MS Word, LibreOffice & OpenOffice-Writer - An Overview Browser Google Chrome, Mozilla Firefox e-Mail: An Overview Creating email account Making Accessible PDFs Scanning to PDF & JPEG-difference 	

	Optimum size of the scanned document and managing size of document	
	 Advantages of Video Conferencing, VC Rules 	
	Courts websites for information gathering.	
	 Payment of Court fees by the litigants/ 	
	advocates online through the eGRAS portal of	
	the State Government.	
03:30 pm to 3:45 pm	Tea Break	
3:45 pm to 5:00 pm		
	F-filing Versions	
2 ming introduction		
	• Features of the website	
	Data consumption of efiling to CIS	
	 Helpdesks for efiling 	•
	 E-Sewa Kendras & facilities available therein. 	
2	• Case filing	
Features of efiling nortal	 Vakalath 	
a state of or ording portar	Pleadings	
Efiling- Registration &		
Case filing		
Cuse mag		
	Registration of advocates on efiling portal	
1/1/	• Registration process of others in efiling	
10		
V	• Steps to effice a case	
	 Uploading pleadings in an existing case 	
	Case management	
	 Case management Partner and client management	
	03:30 pm to 3:45 pm 3:45 pm to 5:00 pm E-filing Introduction Features of efiling portal- Efiling- Registration & Case filing	● Advantages of Video Conferencing, VC Rules Outline of Citizen centric services provided under the e-Courts Project. ○ eCourts Services Mobile Application. ■ Obtaining case-related information ○ KIOSK Services ■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK ● Utilisation of the District Courts & High Courts websites for information gathering. ● Payment of Court fees by the litigants/ advocates online through the eGRAS portal of the State Government. O3:30 pm to 3:45 pm Tea Break 3:45 pm to 5:00 pm E-filing Introduction ■ E-filing Versions ● Importance of efiling cases ● efiling website ○ How to access ○ Features of the website Data consumption of efiling to CIS ● Helpdesks for efiling ● E-Sewa Kendras & facilities available therein. ● Efiling videos and manual Overview of State-Specific eFiling rules, for eg: Electronic Filing Rules for Courts ● Advocate profile ● Dashboard ● Partner management ● Case filing ● Vakalath ● Pleadings ● E Payment ● Applications ● Portfolio ● Portfolio ● Portfolio

