

DELHI JUDICIAL ACADEMY

Programme name : ICT & eCourts Induction Programme for the newly recruited Direct District Judges
Programme Code : (ECT_18_2022)
Duration : Two Days (22nd & 23rd July, 2022)
Participants : Newly Recruited Direct District Judges
Venue : Lecture Hall, 4th Floor, Delhi Judicial Academy (Hands on Training)
Programme Coordinator : Dr. Sumedh Kumar Sethi, Additional Director, Delhi Judicial Academy

Sr. No	Date & Day	Time (mins.)	Tentative time table	Main Topic	Sub Topics	Resource Person
DAY 1						
1(a)	22.07.2022 (Friday)	15	10.00 a.m. – 10.15 a.m.	Orientation and Overview of the Program	<ul style="list-style-type: none"> ● Focus of training ● Change Management ● Need for training ● Training methodology 	<ul style="list-style-type: none"> ● Sh. Man Mohan Sharma, Director (Administration) / Chairperson (Officiating), DJA
1(b)		15	10.15 a.m. – 10.30 a.m.	About e-Committee, Hon'ble Supreme Court of India and e-Courts Project	<ul style="list-style-type: none"> ● Overview on Policy and initiatives ● Phases of e-Courts Project and thrust of Phase-I, II and III of e-Courts Project. ● The role of DoJ, e-Committee, NIC and other (<i>State Specific</i>) agencies in e-Courts Project implementation. 	

1(c)	22.07.2022 (Friday)	45	10.30 a.m. – 11.15 a.m.	Introduction to Computer Infrastructure: Hardware	<ul style="list-style-type: none"> ● Basic Hardware ● <i>State Specific</i> Hardware: ● Types of Electronic Hardware <ul style="list-style-type: none"> ○ Computers-desktops & laptops ○ Peripherals including printers ○ Photocopying equipment ○ Scanners ○ VC equipment ○ Cables ○ Battery ○ UPS ○ Generator ○ Network equipment & accessories including Wifi solutions ● Procurement and Management of Electronic hardware in Courts <ul style="list-style-type: none"> ○ Electronic Hardware register ○ AMC management ○ Laptop handling management & protocol ● Maintenance of eRegisters, and generation of reports relating to IT hardware inventory (<i>State Specific</i>) and physical verification ● Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments 	
1(d)		15	11.15 a.m. – 11.30 a.m.	Introduction to Computer Infrastructure: Software	<ul style="list-style-type: none"> ● Basic Operating System Concepts ● Open source vs. patented/ proprietary ● Operating system options <ul style="list-style-type: none"> ○ Windows ○ Mac ○ Linux 	
Break						
2(a)	22.07.2022 (Friday)	15	11.45 a.m. - 12.00 noon	Introduction to Ubuntu: User interface and features	<ul style="list-style-type: none"> ● Why Ubuntu Linux- features & benefits ● Various distributions of Ubuntu-Linux & its version philosophy-LTS ● LTS (Long term support) versions ● Ubuntu-Linux updates ● Additional Software for Ubuntu-Linux 	<ul style="list-style-type: none"> ● Dr. Sumedh Kumar Sethi, Additional Director, DJA

2(b)	22.07.2022 (Friday)	30	12.00 noon - 12.30 pm	UBUNTU: Advance use- I: Files and Folders	<ul style="list-style-type: none"> ● e-Committee customized Ubuntu-Linux Gnome Desktop ● Applications & Places Menu Design ● Understanding the Ubuntu-Linux File System <ul style="list-style-type: none"> ○ Home Folder ○ Desktop ○ Documents ○ Downloads Folders ○ PDF (output folder for virtual pdf printer) Folder ○ ReadMe Folder ○ Location (Path) of files & folders in Ubuntu- Linux ● Using the File Browser ● Understanding the use of Copy To, Move To, Other Pane (F3)
2(c)		15	12.30 p.m. - 12.45 p.m.	UBUNTU: Advance use- II: Utilities and Applications	<ul style="list-style-type: none"> ● Accessing recently copied data/clipboard ● Creating new user and changing user/root passwords ● Typing in Indian Languages- <ul style="list-style-type: none"> ○ Selecting Keyboard Input Language ○ Using specific Keyboard Layout: ● Using a webcam with Ubuntu-Linux ● installing a new program in Ubuntu Linux
2(d)		30	12.45 p.m. - 01.15 p.m.	UBUNTU: Advance use- III: Utilities and Applications (Continued)	<ul style="list-style-type: none"> ● Recording desktop movements & voice input (Screen Recorder with voice) ● Recording voice using Sound Recorder ● Taking a screenshot ● Force quit (force kill) an errant/misbehaving application ● The StarDict talking dictionary and other Dictionaries ● Text to speech (TTS) feature ● Other useful applications
Break					

3(a)	22.07.2022 (Friday)	45	02.00 p.m. - 02.45 p.m.	<p>Case Information System (CIS) – I: Introduction and Case Flow</p>	<ul style="list-style-type: none"> ● Definition of CIS. Implementation, importance and benefits. ● Concept of Establishment in CIS. Concept of Login and Password. ● Overview of Dashboard Data and Functions including Dynamic Opening Side Menu ● Core & Periphery ● Various types of Masters ● Editing Masters data ● Q -Menu ● Transfer of judicial officers in CIS ● Daily data uploading to CIS ● Concept of FAOR or FORA. Workflow of Case ● Balance Sheet ● Filing- <ul style="list-style-type: none"> ○ Cases ○ Caveat ○ Appeal filing ○ IA filing ● Objections <ul style="list-style-type: none"> ○ Specifying objections ○ Objection compliance date ○ Check slip ○ Scrutiny list ○ Objection Compliance board ● Registration- <ul style="list-style-type: none"> ○ Registration of case ○ Data entry ○ Change of registration date ○ Registration Reports ○ Case Extra info, etc. ○ Unregistered Cases ● Allocation- <ul style="list-style-type: none"> ○ Individual & Bulk ○ Random ○ Reports. 	<ul style="list-style-type: none"> ● Sh. Abhilash Malhotra, Joint Registrar (Judicial) (CPC), DHC
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3(b)	22.07.2022 (Friday)	45	02.45 p.m. - 03.30 p.m.	Case Information System (CIS) – II: Court Proceedings	<ul style="list-style-type: none"> ● Court Proceedings- ● Case proceedings <ul style="list-style-type: none"> ○ Undated Cases ○ Bulk proceedings, ○ Linked Cases ○ Update Case Information ○ Urgent Case: <ul style="list-style-type: none"> ■ Why Urgent Case Option? ■ Where to find urgent case option-Admin menu, Registration & court proceedings menu ■ Urgent case reports ○ Order & Judgement Uploading ○ Judges Leave ○ Delay Management etc. ○ Case Proceedings ○ Accessing daily proceedings ○ Proceedings data entry ○ On VC ○ Order passed ○ Exhibits ○ Court event & DCMS ○ Issues framed ○ Witnesses examined ○ Appearance ○ Written statement ○ Disposing the case ○ Next date ○ Reason for adjournment ○ Purpose of listing ○ Presence ○ Digital display boards & Display board management ○ Proceedings correction ● Online copy application ● COVID case management 	
Break						

4(a)		45	03.45 p.m. - 04.30 p.m.	Case Information System (CIS) – III: Important Modules	<ul style="list-style-type: none"> ● Cause lists- <ul style="list-style-type: none"> ○ Civil ○ Criminal ● Additional Party Details- <ul style="list-style-type: none"> ○ Change Advocate, ○ Legal Heir, ○ Witness Information, ● Management Reports- <ul style="list-style-type: none"> ○ Civil & Criminal Reports, ○ Monthly Statement and other reports. ● Transfer of Cases- <ul style="list-style-type: none"> ○ Individual, ○ Bulk ○ Establishment Transfer 	<ul style="list-style-type: none"> ● Sh. Abhilash Malhotra, Joint Registrar (Judicial) (CPC), DHC
4(b)	22.07.2022 (Friday)	30	04.30 p.m. - 05.00 p.m.	Case Information System (CIS) – IV: Important Modules (Continued)	<ul style="list-style-type: none"> ● Lok Adalat- Assign Cases, Disposal, Reports. ● Mediation ● Query Builder. ● Overview of Admin Module- <ul style="list-style-type: none"> ○ Case Restoration, ○ Taken on Board, ○ Modify Case Details, ○ Modify Business, ○ Case Conversion, ○ Delete cases etc. ● Overview of Masters Module. ● Overview of the User Module. ● Plead Guilty- <ul style="list-style-type: none"> ○ Plead Guilty cases & Proceeding ○ Virtual Court Cases ○ Consume ○ Verification. 	

DAY 2

5	23.07.2022 (Saturday)	90	10.00 a.m. - 11.30 a.m.	ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module	<ul style="list-style-type: none"> ● E-filing <ul style="list-style-type: none"> ○ E-filing module ○ Versions ○ Importance of e-filing ○ Advantages of e-filing cases ○ Registration of advocates and litigants on e-filing portal ○ Steps to e-file a case ○ Data consumption of e-filing to CIS ○ E-filing of cases ○ Integration with CIS ○ Movement of file through E-filing portal and CIS ○ Objections in E-Filing vs Objections in CIS ○ E-filing of interim applications ○ E-filing of documents ○ Case data entry-connection with e-filing ○ E-Pay: Facilitation of e-Payment of Court fees, fines and penalties by the Advocates/litigants and verification of Court fees purchased online. ● <i>State Specific</i> E-filing Rules ● ICJS Module <ul style="list-style-type: none"> ○ Consumption of FIR. ○ Consumption of Chargesheet ○ Charge sheet/summary ○ Chargesheet/summary received report ● Pre-trial <ul style="list-style-type: none"> ○ Remand ○ Bail ○ Release ○ Pretrial order uploading ● Maintenance of digital database of Advocates of the District/Taluka Bar Associations and periodical updation of the Advocate details in the database. ● Utilisation of e-Sewa Kendra, eFiling helpdesk counters and VC Cabins as the citizen-centric hubs of a Court Complex for dissemination of various eCourts services. 	<ul style="list-style-type: none"> ● Sh. Abhilash Malhotra, Joint Registrar (Judicial) (CPC), DHC
Break						

6	23.07.2022 (Saturday)	90	11.45 a.m. - 01.15 p.m.	Electronic Case Management Tools (ECMT) for Judges and Court Staff	<ul style="list-style-type: none"> ● JustIS Application ● Sandes (GIMS) Application ● NSTEP <ul style="list-style-type: none"> ○ Process generation ○ Process data entry ○ Draft generation ○ Upload process ○ Copy previous process ○ Publish process ○ Process acknowledgment ○ Process status ○ NSTEP Web interface ○ NSTEP Mobile application ● Justice Clock ● NJDG ● e-Courts Website and application ● Digital Signature Key- Installation and working. ● Official Email ● KAVACH ● Email integration in google ● SMS push and pull services, ● Automated email, ● Live streaming ● SUVAS ● Other <i>State specific</i> tools. Portals, applications, etc. 	<ul style="list-style-type: none"> ● Sh. Sushil Anuj Tyagi, ASJ, Central, THC
Break						

7	23.07.2022 (Saturday)	90	02.00 p.m. - 03.30 p.m.	Working with day-to-day Applications: Office Suites, PDF Tools, Speech to Text Software, etc.	<ul style="list-style-type: none"> ● LibreOffice Writer/ Word Processor Tips <ul style="list-style-type: none"> ○ Free software vs. Paid softwares ○ Advantages of LibreOffice vs. Word ○ Libre Office- Writer, Sheets ○ Basic tips to use a word processor efficiently ○ Saving document ○ Keyboard Shortcuts ○ Formatting ○ Automatic saving ○ Auto text ○ Auto Correct ○ Table of contents ○ Miscellaneous ● Working with Speech to Text Software <ul style="list-style-type: none"> ○ <i>State specific</i> software ○ <i>State specific</i> regional language support and fonts ● Working with Tables ● LibreOffice Calc <ul style="list-style-type: none"> ○ Use of Spreadsheets in Court work ○ Calculation of Units ○ Administrative work ● LibreOffice Presentation ● PDF Tips <ul style="list-style-type: none"> ○ Conversion to as PDF in Ubuntu-Linux ○ Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts ○ PDF Editing Tools in UBUNTU 	<ul style="list-style-type: none"> ● Sh. Sushil Anuj Tyagi, ASJ, Central, THC
Break						

8 (a)	23.07.2022 (Saturday)	45	03.45 p.m. – 04.30 p.m.	<p style="text-align: center;">Video Conferencing, Hybrid Hearing, working in Cyberspace and Data Security: Way Forward</p>	<ul style="list-style-type: none"> ● Video Conferencing <ul style="list-style-type: none"> ○ Judgments on VC ○ Advantages of VC ○ VC equipment ○ VC software <ul style="list-style-type: none"> ■ Vidyo ■ Cisco Webex ■ People link ■ Google meet ■ Zoom ■ Teams ■ Vconsole ○ Creation of accounts ○ Scheduling of meetings ○ Panels ○ Viewing Modes ○ Recording of meetings ○ Hybrid Hearing ● <i>State specific</i> Rules relating to video conferencing. ● Video Conferencing Tips ● Working in Cyberspace <ul style="list-style-type: none"> ○ Internet Safety and Tips ○ Firefox Web browser-tips ○ Search Tips ○ Privacy and Data Protection ● Data Management and Security <ul style="list-style-type: none"> ○ Importance of data security ○ Open data ○ Password management ○ Data auditing ○ Management of Data on devices and Cloud 	<ul style="list-style-type: none"> ● Sh. Sushil Anuj Tyagi, ASJ, Central, THC
8(b)		30	04.30 p.m. - 05.00 p.m.	<p style="text-align: center;">Digitization of Records</p>	<ul style="list-style-type: none"> ● Importance of Scanning and Digitization of Judicial Records and its standard workflow. ● Different types of records ● Principles of digitisation ● Meta data ● <i>State specific</i> Digitisation SOP ● <i>State specific</i> Digitisation Software 	