



**ROC No.377A/2010/Comp3**

**Through e-Mail only**

**Date: .12.2021**

From

A.Saravanakumar, B.A., B.L.,  
Registrar (IT-cum-Statistics),  
High Court, Madras – 104.

To

1. The Principal Judge, City Civil Court, Chennai,
2. All the Principal District Judges in the State of Tamil Nadu,
3. The Chief Judge, U.T. of Puducherry (w.e)

Sir/Madam,

Sub: Implementation of CIS in all the Subordinate Courts in the State of Tamil Nadu and U.T. of Puducherry – Interlocutory Application(s) - Filing, Cause List generation, A-Diary report - Usage Manual Enclosed-Regarding.

\*\*\*\*\*

I am to state that as per the directions of the Hon'ble e-Committee, Supreme Court of India and the Hon'ble Computer Committee, Madras High Court, Case Information System (CIS NC v3.2) has been put into use in all the Courts across the State of Tamil Nadu and U.T of Puducherry. The Registry has already enabled the feature of filing of Interlocutory Application(s) through CIS periphery module. In addition to the above, the Registry has enabled the features viz., generation of Cause List Report and generation of A-Diary Report reflecting the IA details.

I am further to state that the details of I.A reflected in the Reports (Cause List/A-Diary) would not be reflected / counted in the overall pendency of cases/ in the concerned court.

In this regard, I am to enclose herewith the Manual related to Filing, Cause List generation, A-Diary report of Interlocutory Applications.

Therefore, I am to request your goodselves to kindly instruct the Staff concerned to follow the steps mentioned in the manual towards Filing, Cause List generation, A-Diary report of Interlocutory Applications in CIS and Periphery Module.

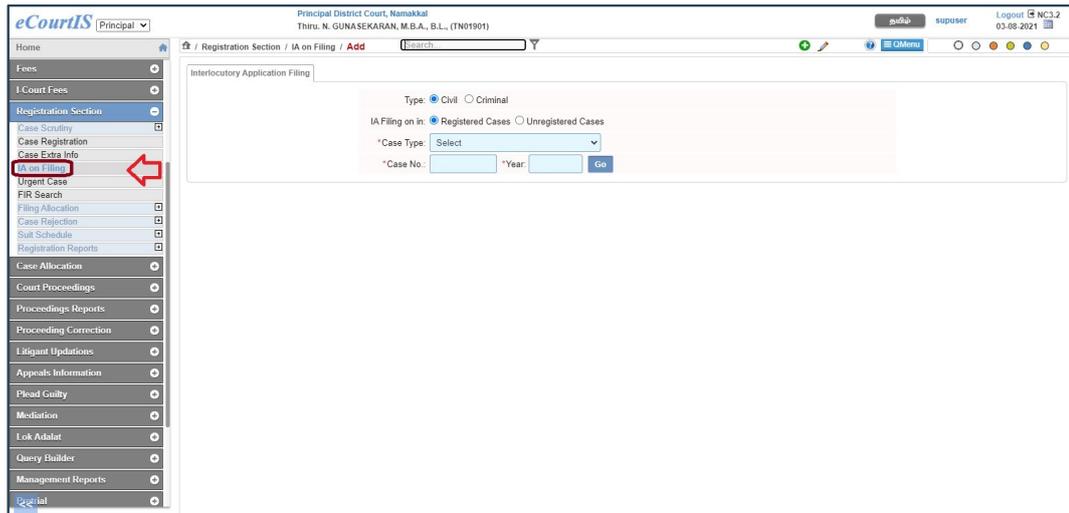
Yours faithfully,

**Registrar (IT-cum-Statistics)**

**MANUAL FOR  
USAGE OF  
CIS & PERIPHERY  
SOFTWARE FOR  
INTERLOCUTORY  
APPLICATION (IA) CASES**

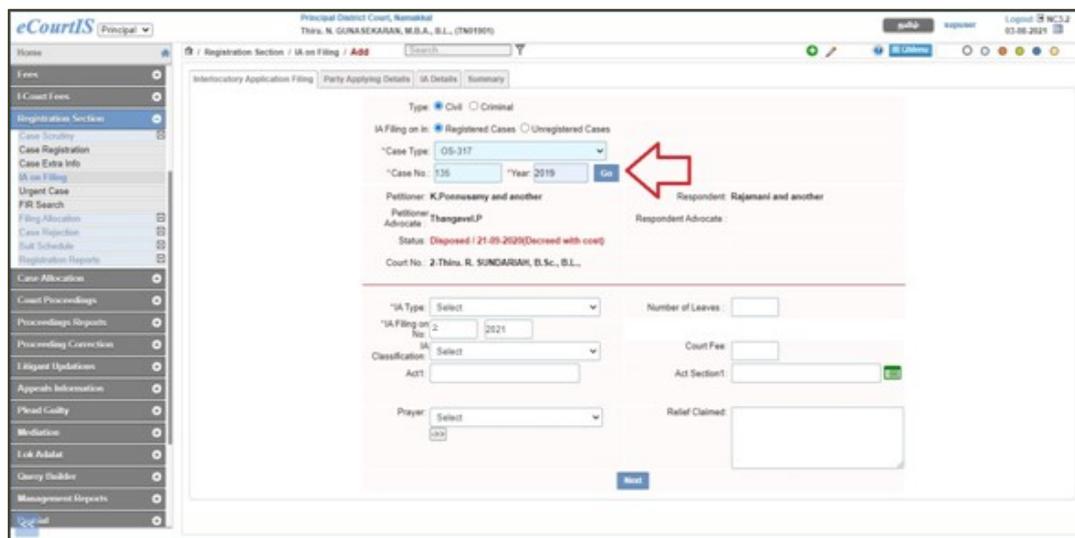
# FILING OF INTERLOCUTORY APPLICATION (IA) IN CIS

**Step 1:** Logon to the CIS Software with respective credentials and click on the “**IA on Filing**” sub-menu under the **Registration Section** menu as shown below,



The screenshot displays the eCourtIS web application interface. The left-hand navigation menu is visible, with the 'IA on Filing' option under the 'Registration Section' highlighted by a red box and a red arrow. The main content area shows the 'Interlocutory Application Filing' form, which includes fields for 'Type' (Civil/Criminal), 'IA Filing on in' (Registered/Unregistered Cases), '\*Case Type' (a dropdown menu), '\*Case No.', and '\*Year' with a 'Go' button.

**Step 2:** Provide the Main Case details and click on the “**Go**” button as shown below.



The screenshot shows the 'Interlocutory Application Filing' form with the 'Party Applying Details' tab selected. The form contains the following details: 'Type' is set to 'Civil'; 'IA Filing on in' is 'Registered Cases'; '\*Case Type' is 'OS-317'; '\*Case No.' is '135' and '\*Year' is '2019', with a red arrow pointing to the 'Go' button; 'Petitioner' is 'K.Ponnasamy and another'; 'Respondent' is 'Rajamend and another'; 'Petitioner Advocate' is 'Thangavel.P'; 'Respondent Advocate' is blank; 'Status' is 'Disposed / 21-05-2020(Decreed with cost)'; and 'Court No.' is '2.Thiru. R. SUNDARIAN, B.Sc., B.L.'. Below this, there are fields for '\*IA Type', 'Number of Leaves', '\*IA Filing on No.' (set to 2021), 'Classification', 'Act1', 'Prayer', 'Court Fee', 'Act Section1', and 'Relief Claimed'. A 'Next' button is located at the bottom right of the form.

**Step 3:** Fill the Act details, Under Section details and the Prayer details and click on the “Next” button as shown below,

The screenshot shows the 'IA Details' form in the eCourtIS system. The form is titled 'Interlocutory Application Filing' and is part of the 'Party Applying Details' section. It contains the following information:

- Type:  Civil,  Criminal
- IA Filing on in:  Registered Cases,  Unregistered Cases
- \*Case Type: 05-317
- \*Case No: 735, \*Year: 2019
- Petitioner: K.Ponnusamy and another
- Respondent: Rajamani and another
- Petitioner Advocate: Thangavel P
- Respondent Advocate: [Empty]
- Status: Disposed / 21-09-2020/Deceased with case
- Court No: 2.Thiru. R. SUNDARAM, B.Sc., B.L.
- \*IA Type: IA
- \*IA Filing on: 2, 2021
- Classification: IA
- Act: [Empty]
- Prayer: Restoration-67
- Relief Claimed: [Empty]

A red arrow points to the 'Next' button at the bottom right of the form.

**Step 4:** Mention the Applying party details and the party against details in the respective text box.

- I. If the Interlocutory Application (IA) is filed by the Person who is one of the Parties in the main case, then the check box against the respective Party Name should be selected.
- II. If the Interlocutory Application (IA) is filed by the Person who is not a party in the main case then the Party Name should be entered in the respective text box as shown below.

The screenshot shows the 'Party Applying Details' and 'Party Against Details' forms in the eCourtIS system. The 'Party Applying Details' form has a 'Party Name' dropdown menu with the following options:

- K.Ponnusamy and another(MP)
- Rajamani and another(MR)
- P.Nallasamy(EP)
- V.Kathiravan(ER)

A red box highlights the 'Party Name' field, and a red arrow points to it. The 'Party Against Details' form has a 'Party Name' field with 'Other Main Party' entered. A red box highlights the 'Party Name' field, and a red arrow points to it.

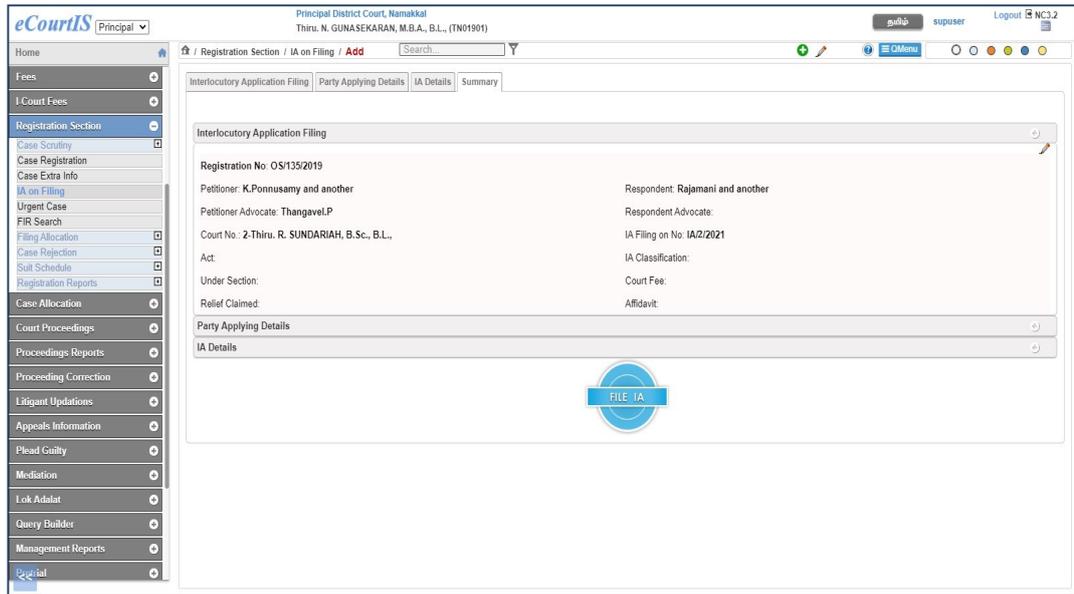
The Party details would appear as shown below,

The screenshot shows the 'Party Applying Details' form in the eCourtIS application. The form is divided into two main sections: 'Party Applying Details' and 'Party Against Details'. Each section contains a list of party names with checkboxes, an 'Advocate' field, and a 'Main Party' radio button. The 'Party Applying Details' section lists 'P.Nallasamy(EP)' and 'V.Kathiravan(ER)'. The 'Party Against Details' section lists 'Other Main Party' and 'Rajamani and another(MR)'. A 'Next' button is visible at the bottom right of the form.

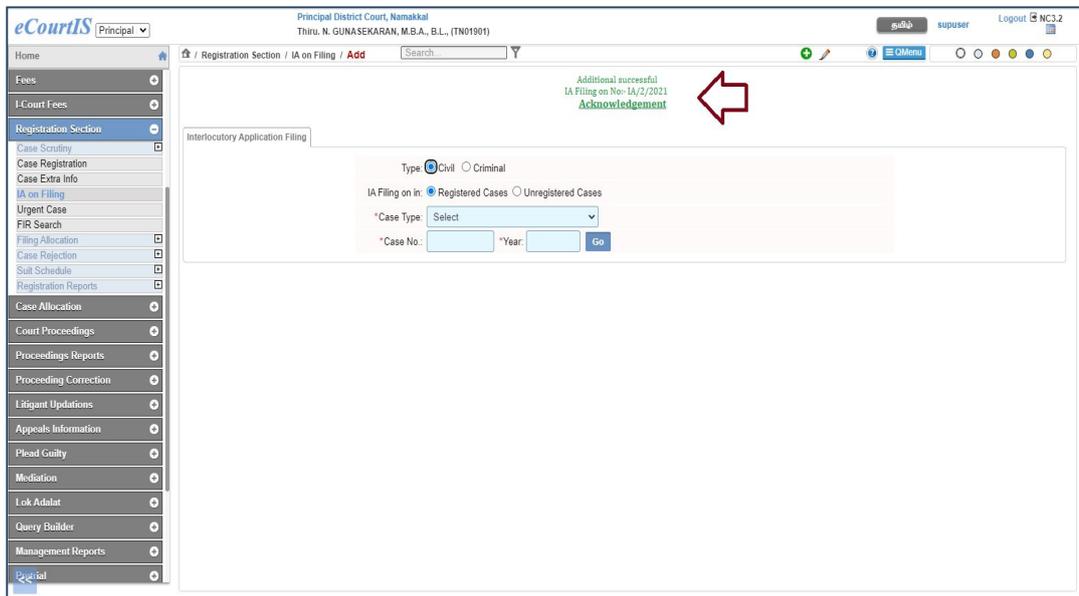
**Step 5:** Mention the **Date of Filing**, **Date of Hearing** and the **Purpose of Listing** details in the respective boxes as shown below,

The screenshot shows the 'IA Details' form in the eCourtIS application. The form contains fields for 'Date of Filing' (10-02-2021), 'Date of Hearing', 'Purpose of Listing' (Select), and 'Sub Purpose' (Select). A 'Next' button is visible at the bottom right of the form.

**Step 6:** Click on the **“File IA”** button as shown below,



**Step 7:** The Acknowledgment for the IA filing process will appear as shown below,



## Case Summary Report – Sample Copy

### Case Details

Case Type	: OS	
Filing No.	: 1320/2019	Filing Date: 13-03-2019
Registration No.	: 135/2019	Date of Registration: 01-04-2019
CNR NO.	: TNNM01-001096-2019	

### Case Status

First Hearing Date	: 01st April 2019	
Date of Decision	: 21st September 2020	
Case Status	: Case Disposed	Sub Purpose :
Nature of Disposal	: Contested–Decreed with cost	
Court No. and Judge	: 2-Additional District Judge, Namakkal	

### Petitioner and Advocate

1) K.Ponnusamy and another Address - D.No.5/58 West street, Nallipalayam village, Po, Namakkal Tk Namakkal Dt Advocate- Thangavel.P
2) P.Nallasamy D.No.4/34 Akkampalayam, Emapalli Po, Tiruchengode Tk, Namakkal Dt Advocate-Thangavel.P

### Respondent and Advocate

1) Rajamani and another Address - D.No.5/8, West Street, Nallipalayam village and Po, Namakkal Tk and Dt
2) V.Kathiravan D.No.5/8 West street, Nallipalayam Village and Po, Namakkal Tk and Dt

### Acts

Under Act(s)	Under Section(s)
CodeofCivilProcedure	Or6R1,Or34R1to15

### IA Details

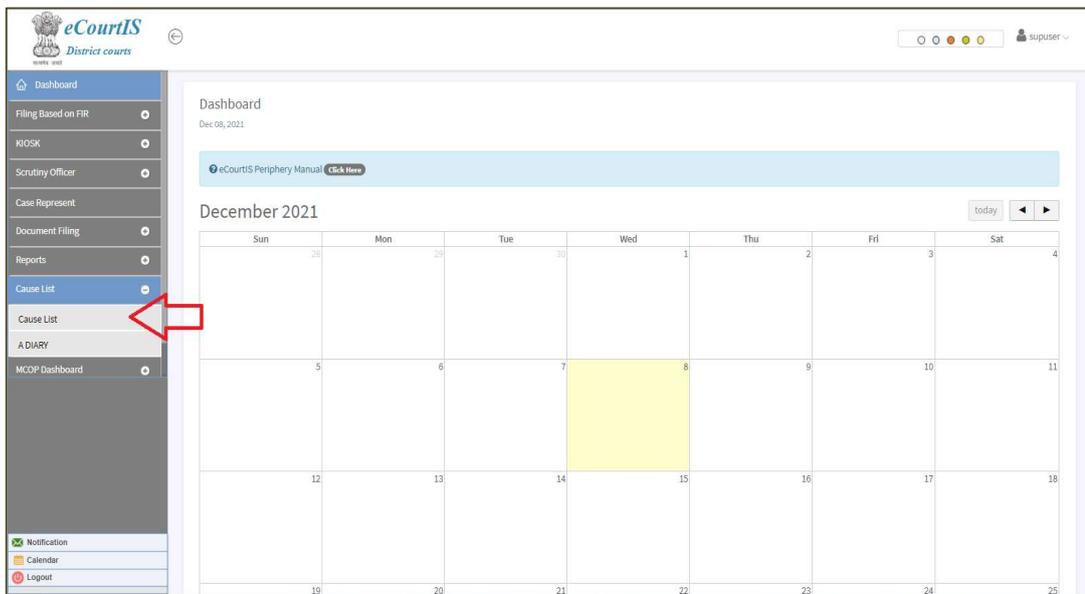
IA Number	Party	Date of Filing	Next Date (Purpose)	IA Status
IA/1/2020		28-07-2020	28-07-2020 (Orders)	Disposed
IA/2/2021	K.Ponnusamy and another Rajamani and another	10-02-2021	05-08-2021 (Evidence)	Pending

### History of Case Hearing

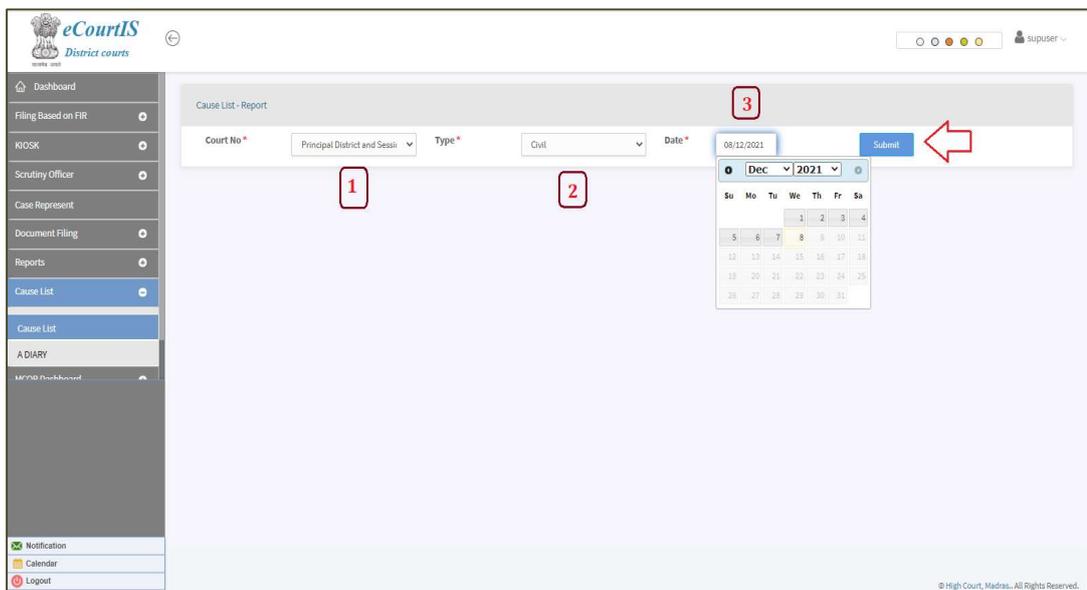
# GENERATION OF CAUSE LIST REPORT

## [BOTH MAIN & MISCELLANEOUS CASE TYPE]

**Step 1:** Log in to the CIS Periphery Software with the necessary credentials and click on the **Cause List** sub-menu as shown below.



**Step 2:** Select the **Court No.**, **Case Category Type** (Civil / Criminal) and mention the **Date of Causelist** and click on the **Submit** button as shown below.



Upon submission, the **Cause List Report** file would be generated as shown below.

### Sample 1:

In the Court of Tmt. A. BALKIS, B.L.,  
Principal District and Sessions Judge, Perambalur.  
Civil Cause List As on 07-12-2021

S.No.	Case No.	Party Name	Advocate Name
10	MCOP 138/2019	Kumar Vs Rengasamy . R	R. Reka, B.Com., B.L., Vs R. THIRUMALAI, B.A., B.L.,
11	MCOP 139/2019	Dharmaraj Vs Rengasamy . R	R. REKA,B.Com., B.L., Vs R. THIRUMALAI, B.A., B.L.,
<b>APPEARANCE</b>			
12	MCOP 238/2021	Muthuramalingam Vs R.K.Venkudusamy	R. THAMILZHARASAN, B.SC., B.L.,
<b>ARGUMENTS</b>			
13	MCOP 897/2016	Sivakumar Vs R. Yoganathan	P.V. SHANKAR, B.Sc., B.L., Vs EXPARTE
	IA 000004/2021	M/s. United India Insurance Company Ltd, The Branch Manager, Vs Sivakumar	EXPARTE Vs P.V. SHANKAR, B.Sc., B.L.,
	IA 000005/2021	M/s. United India Insurance	

### Sample 2:

In the Court of Tmt. A. BALKIS, B.L.,  
Principal District and Sessions Judge, Perambalur.  
Civil Cause List As on 07-12-2021

S.No.	Case No.	Party Name	Advocate Name
113	IA 7/2021 IN MCOP 100260/2013	Susila Vs Senthil Kumar	
114	IA 4/2021 IN MCOP 159/2015	Abdul Pari Vs The Managing Director Ms. Tamilnadu State Transport Corporation Kumbakonam Division Ltd	
115	IA 6/2021 IN MCOP 159/2015	Rafik Vs The Managing Director Ms. Tamilnadu State Transport Corporation Kumbakonam Division Ltd	P.V.Shankar, B.Sc.,B.L.,
116	IA 3/2021 IN MCOP 219/2016	Minor Dhanapal Vs Ittoop	
117	IA 1/2021 IN MCOP 222/2016	Minor Hema Vs HDFC ERGO General Insurance Company Ltd	

### NOTE:

The generated cause list comprises of Main and Miscellaneous category cases.

- ❖ **IA in Pending Main Case** will be listed along with Main Case Number in the Cause List Report - (**Refer: Sample1**).
- ❖ **IA in Disposed Main Case** will be listed separately in the Cause List Report (**Refer: Sample2**).

## CASE PROCEEDINGS FOR IA LISTED ALONG WITH MAIN CASE

**Step 1:** In CIS Software, select the **Case Proceedings** sub-menu under the **Daily Proceedings** menu and select the main case number for the updation of hearing details viz., Business details, Next Date of hearing and Purpose of hearing etc., and click on the **Next** button as shown below.

The screenshot shows the 'Add' form for Case Proceedings in the eCourtIS system. The interface includes a sidebar menu with 'Court Proceedings' selected. The main form area contains several sections: 'Business / No Business' with an 'On VC' checkbox; 'Order Passed' with a dropdown menu listing options like 'Accused be released on P.B. & S.B.'; 'Disposal Type' with a dropdown set to 'Service Pending-409'; and 'Sub Purpose' with a dropdown. A 'Next' button is located at the bottom right of the form area.

**Step 2:** Under the **IA Proceedings** tab, either the dispose the IA Case / Provide the hearing details viz., Next Date of hearing and Purpose of hearing etc., and click on the **Submit** button as shown below.

The screenshot shows the 'IA Proceedings' tab in the eCourtIS system. A table titled 'Todays Listed IA' is displayed with the following data:

Sr. No.	Dispose	IA No.	Notice Served Date	Date of Hearing / Date Ordered	Purpose / Disposal Type	Sub Purpose
1	<input type="checkbox"/>	IA/3/2021		15-12-2021 08-12-2021	Counter-418	Select

A red arrow points to the 'Date of Hearing / Date Ordered' field, and another red arrow points to the 'Submit' button located below the table.

**\*\* Upon successful submission, the case proceedings would be updated.**

# CASE PROCEEDINGS FOR IA LISTED SEPARATELY

**Step 1:** In CIS Software, Select the **Case Proceedings** sub-menu under the **Daily Proceedings** menu and select the IA Case number for the updation of IA Hearing Details viz., Next Date of hearing and Purpose of hearing etc., and click on the **Submit** button as shown below.

The screenshot shows the 'eCourtIS' software interface. The left sidebar contains a menu with 'Court Proceedings' selected. The main form is titled 'IA Proceedings' and includes fields for 'IA No.', 'Party Applying Details', 'Date of Filing', 'Date of Hearing', 'Short Order', 'Purpose of Listing', 'Exhibits', 'Sub Purpose', and 'Business'. A red arrow points to the 'Submit' button at the bottom.

**Step 2:** If the IA Case is disposed by the Presiding Officer, then click on the **Dispose IA** radio button in the Case Proceedings window and capture other disposal details and click on the **Submit** button as shown below.

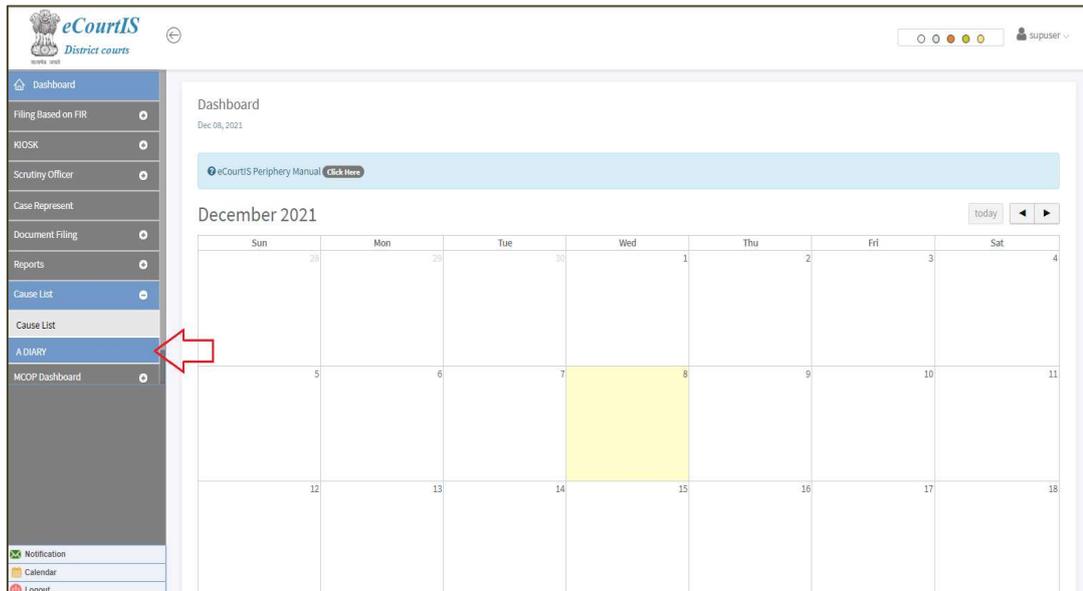
The screenshot shows the 'eCourtIS' software interface. The left sidebar contains a menu with 'Court Proceedings' selected. The main form is titled 'IA Proceedings' and includes fields for 'IA No.', 'Party Applying Details', 'Date of Filing', 'Dispose IA' (radio button), 'Short Order', 'Exhibits', 'Date Ordered', 'Business', and 'Nature of Disposal'. A red arrow points to the 'Submit' button at the bottom.

**\*\* Upon successful submission, the case proceedings would be updated.**

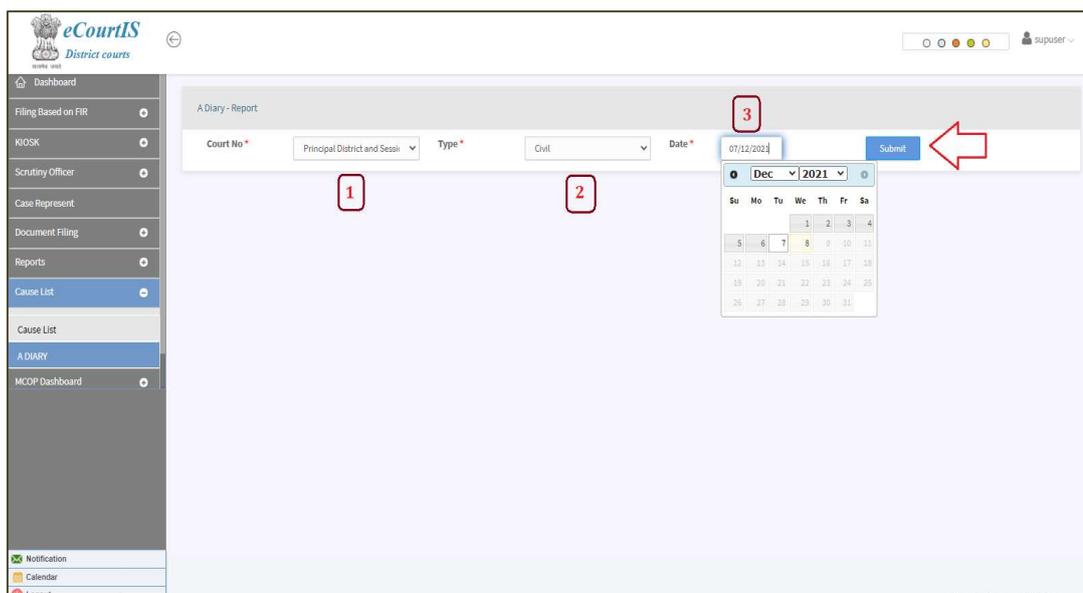
# GENERATION OF A-DIARY REPORT

[BOTH MAIN & MISCELLANEOUS CASE TYPE]

**Step 1:** Log in to the CIS Periphery Software with the necessary credentials and click on the **A-Diary** sub-menu under the **Cause List** menu as shown below.



**Step 2:** Select the **Court No.**, **Case Category Type** (Civil / Criminal) and mention the **Date of A-Diary** and click on the **Submit** button as shown below.



Upon submission, the **A- Diary Report** file would be generated as shown below.

### Sample 1:

S.No.	Case No.	Proceedings	Next/Disposal Date
	IA 000004/2021	No objection endorsed by respondent petition is allowed. - Allowed	07/12/2021
	IA 000005/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021
14	MCOP 898/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021
	IA 000003/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021
15	MCOP 899/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021
	IA 000002/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021
16	MCOP 900/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021
	IA 000003/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021
17	MCOP 901/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021
	IA 000003/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021
18	MCOP 902/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021
	IA 000002/2021	No objection endorsed petition is allowed. - Allowed	07/12/2021

### Sample 2:

S.No.	Case No.	Proceedings	Next/Disposal Date
111	IA 1/2021 IN MCOP 197/2010	Mr.S.Gandi Durai Advocate files memo that he is already on recorded. To report whether appeal pendency he seeks time adjourned to 21.12.2021	21/12/2021
112	IA 2/2021 IN MCOP 197/2010	Mr.S.Gandi Durai already on recorded adjourned to 21.12.2021	21/12/2021
113	IA 7/2021 IN MCOP 100260/2013	For Appearance of LRS call on 14.12.2021	14/12/2021
114	IA 4/2021 IN MCOP 159/2015	Adjourned to 14.12.2021	14/12/2021
115	IA 6/2021 IN MCOP 159/2015		
116	IA 3/2021 IN MCOP 219/2016	The Father's Name of the petitioner is stated as Narayanan on the main Original Petition. The deceased person's name also shown as narayanan. Hence this petition could not be ordered. Hence petition is dismissed - Dismissed	07/12/2021

### NOTE:

The generated A-Diary Report comprises of Main and Miscellaneous category cases.

- ❖ **Proceeding details for IA in Pending Main Case** will be listed along with Main Case Number in the generated report – (Refer: **Sample1**).
- ❖ **Proceeding details for IA in Disposed Main Case** will be listed separately in the generated report – (Refer: **Sample2**).

