

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.

То

- 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.

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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<br/>Filing" sub-menu under the Registration Section menu as shown below,

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## **<u>Step 2:</u>** Provide the Main Case details and click on the "*Go*" button as shown below.

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**<u>Step 3</u>**: Fill the Act details, Under Section details and the Prayer details and click on the "*Next*" button as shown below,

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- **<u>Step 4</u>**: 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.

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

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# **<u>Step 6:</u>** Click on the "*File IA*" button as shown below,

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Urgent Case	Petitioner Advocate: Thangavel.P	Respondent Advocate:					
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## **<u>Step 7:</u>** The Acknowledgment for the IA filing process will appears as shown below,

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## Case Summary Report – Sample Copy

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Case Type	: OS		a development as the second	
Filing No.	: 1320/2019	Filing Date: 13-03	-2019	
Registration No.	: 135/2019	Date of Registration	n: 01-04-2019	
CNR NO.	: TNNM01-001096-201	9		
	Case	Status		
First Hearing Date	: 01st April 2019			
Date of Decision	: 21st September 202	20		
Case Status	: Case Disposed	Sub Purpose :		
Nature of Disposal	: ContestedDecreed	d with cost		
Court No. and Judge	: 2-Additional Distric	t Judge, Namakkal		
	Detitioner	nd Advocato		
Advocate- Thangavel.P 2) P.Nallasamy D.No.4/34 Akkampalayam, E	Emapalli Po, Tiruchengode Tk, Nai	makkal Dt		
Advocate- Thangavel.P 2) P.Nallasamy D.No.4/34 Akkampalayam, E Avocate-Thangavel.P 1) Rajamani and another Address - D.No.5/8, West St 2) V.Kathiravan	Emapalli Po, Tiruchengode Tk, Nai <b>Respondent</b> a treet, Nallipalayam village and Po,	makkal Dt <b>and Advocate</b> Namakkal Tk and Dt		
Advocate- Thangavel P 2) P.Nallasamy D.No.4/34 Akkampalayam, E Advocate-Thangavel P 1) Rajamani and another Address - D.No.5/8, West St 2) V.Kathiravan D.No.5/8 West street, Nallip	Emapalli Po, Tiruchengode Tk, Nai Respondent a treet, Nallipalayam village and Po, alayam Village and Po, Namakkal	makkal Dt and Advocate Namakkal Tk and Dt Tk and Dt		
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Advocate- Thangavel.P 2) P.Nallasamy D.No.4/34 Akkampalayam, E Advocate-Thangavel.P 1) Rajamani and another Address - D.No.5/8, West St 2) V.Kathiravan D.No.5/8 West street, Nallip Unde CodeofCivilProcedure IA Number IA/1/2020	Emapalli Po, Tiruchengode Tk, Nai Respondent i treet, Nallipalayam village and Po, alayam Village and Po, Namakkal Ar Party Party	makkal Dt and Advocate Namakkal Tk and Dt Tk and Dt cts U cts Cetails Date of Filing 28-07-2020	nder Section(s) r6R1,0r34R1to15 Next Date (Purpose) 28-07-2020 (Orders)	IA Status Disposed

# GENERATION OF CAUSE LIST REPORT [BOTH MAIN & MISCELLANEOUS CASE TYPE]

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



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

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Case Represent				2		Su Mo Tu We Th Fr Sa	
Document Filing	•					1 2 3 4 5 6 7 8 9 10 11	
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Cause List	•						
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U Logout							High Court, Madras All Rights Reserved

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

### Sample 1:

Cause List - Report PDF			2 / 15	- 125% +   : •		± 🖶 :
			Princi	In the Court of Tmt. A. BALKIS, B. pal District and Sessions Judge, Pera Civil Cause List As on 07-12-2021	L., ambalur.	
		S.No.	Case No.	Party Name	Advocate Name	
1		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.,	
				APPEARANCE		
2		12	MCOP 238/2021	Muthuramalingam Vs R.K.Venkudusamy	R. THAMILZHARASAN, B.SC., B.L.,	
				ARGUMENTS		
	Sample Cause List	13	MCOP 897/2016	Sivakumar Vs R. Yoganathan	P.V. SHANKAR, B.Sc., B.L., Vs EXPARTE	
	Report for IA in Pending Main Case		IA 000004/2021	M/s. United India Insurance Company Ltd, The Branch Manager, Vs Sivakumar	EXPARTE Vs P.V. SHANKAR, B.Sc., B.L.,	
			LA 000005/2021	M/s. United India Insurance		

### Sample 2:

Cause List - Report PDF			14 / 15   - 125% +	E \$		± a :
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		S.No.	Case No.	Party Name	Advocate Name	
	Sample Cause List Report for IA in Disposed Main Case	113	IA 7/2021 IN MCOP 100260/2013	Susila Vs Senthil Kumar		
12		114	IA 4/2021 IN MCOP 159/2015	Abdul Pari Vs The Managing Diretor Ms. Tamilnadu State Transport Corporation Kumbakonam Division Ltd		
		115	IA 6/2021 IN MCOP 159/2015	Rafik Vs The Managing Diretor 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		
A compared for the second seco	•	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 separetely 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.

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Master 💿	Today's Purpose: Service Pending (3) 🔴 Pending Since: 4 Month 19 [	Days Time Table	
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Select Date	தொழில், வணிகம்	சான்றுப்பொருட்கள்	
Case Proceedings			
Time Table Details			
Bulk Proceedings			
Bulk Disposal Units for Disposal			
Convicted			
Filing Proceedings		Next	
Order and Judgment			
Agen Filing For Court User			

**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.

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# **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.

eCourtIS Principal ~	
Home 🔶	☆ / Court Proceedings / Add         Search.         ▼         ●
Configure Establishment 🛛 😁	Civil O Criminal "Case No. IA-1 In OS/100114/20
User Menu 📀	
Master 📀	A Proceedings
Unification 🕒	
Admin Menu 📀	IA No.: [14/1/2020 V]
Filing Counter 🕒	Date of Filing: (6601:2020) Notice Served Date:
Appeal Filing 🛛 💿	Dispose IA
Caveat Section 🛛 🕒	*Date of Hearing: 22-12-2021
Fees 💿	Short Certer 2-Allered Langte base
I-Court Fees 📀	3-Amendment Applicativ
Registration Section 📀	* Purpose of Listing: Orders-433 v Sub Purpose: Select v
Case Allocation 📀	Exhibits.
Court Proceedings	Land Survey document Case to be listed on 22.12.2021 for
Select Court	Business: interim kraets
Daily Proceedings	
Case Proceedings	
Time Table Details	#:/fib
Bulk Proceedings	
Bulk Disposal	enamoulaungusan
Units for Disposal	
Filing Proceedings	தொழில், வணிகம்:
Order and Informant	
1A on Filing For Court User	submit < 🗔

**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.

COULTIN Principal V			தமிழ் supu	ser	Logout 0 08-12-202	3 NC: 21
ne	🛉 🏦 / Court Proceedings / Case Proceedings / Add 🛛 Search	0 0	≡ QMenu (	0 0		0
nfigure Establishment 🛛 😋	Civil O Criminal *Case No.: IA-1 In OS/100114/20					
r Menu 🛛 🖸						
ster C	IA Proceedings					
ication 🕢 🚱						
in Menu 🛛 🚱	IA No.: 14/1/2020 V					
a Counter 🛛 🖸	Party Applying Details: S.P.Nachiappan and another Vs Neethimathy					
ol Filing	Date of Filing: 06-01-2020	Notice Served Date:				
arrining G	A monotrant Application					
at Section	Short Order: 4-Appeal is Allowed					
6	C Anneal is Distributed					
rt Fees 🤮	Exhibits:					
stration Section	Land Suniou desument	No objection endorsed petition is				
Allocation	Land Survey document	Business: allowed				
rt Proceedings 🗧						
ct Court	"Date Ordered:	* Nature of Disposal: Select	~			
t Date						
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me Table Details	சான்றுப்பொருட்கள்:					
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# GENERATION OF A-DIARY REPORT [BOTH MAIN & MISCELLANEOUS CASE TYPE]

**<u>Step 1</u>**: 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.



<u>Step 2</u>: 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.

District courts						0 0 0 0 0 🕯
Tiling Based on FIR	A Diary - Report				3	
dosk O	Court No * Principal	District and Sessie V Type*	Civil	✓ Date*	07/12/2021	Submit
Scrutiny Officer O			G		● Dec ▼2021 ▼ ●	
Case Represent			2		Su Mo Tu We Th Fr Sa	
Document Filing					1 2 3 4 5 6 7 8 9 10 11	
Reports O						
Cause List O						
Cause List						
A DIARY						
ACOP Dashboard O						
Calendar						

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

≡	A Diary - Report PDF			2 / 9	- 125% +   🗄 🖏		± ⊕ :
				In the Court o	f Principal District and Sessions Judge, Peramb Date 07-12-2021	palur.	
			S.No.	Case No.	Proceedings	Next/Disposal Date	
				IA 000004/2021	No objection endorsed by respondent petition is allowed Allowed	07/12/2021	
	The second secon	Ň		IA 000005/2021	No objection endorsed petition is allowed Allowed	07/12/2021	
	A 2000	Sample A-Diary	14	MCOP 898/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021	
	elementaria de la consecuencia de la consecuen	Report for IA in Pending Main Case		IA 000003/2021	No objection endorsed petition is allowed Allowed	07/12/2021	
	2		15	MCOP 899/2016	Connected With M.COP.897/2016 call on 09.12.2021	09/12/2021	
	The Distance of			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	
	Construction of the second sec			14.000002/2021	No objection on demod notition is allowed Allowed	07/12/2021	

#### Sample 1:

## Sample 2:

≡	A Diary - Report PDF			8/9	- 125% +   🗄 🚯		Ŧ	e :
	ti na secondaria de la consecuencia de la consecuen			In the Court o	of Principal District and Sessions Judge, Peramb Date 07-12-2021	alur.		
		N	S.No.	Case No.	Proceedings	Next/Disposal Date		
		Sample A-Diary Report for IA in Disposed Main Case	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 pendancy he seeks time adjourned to 21.12.2021	21/12/2021		
	6		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		
	Accession and accession and accession and accession and accession and accession access		115	IA 6/2021 IN MCOP 159/2015				
	e de la constante de la consta	*	116	IA 3/2021 IN MCOP 219/2016	The Fatheri's Name of the petitioner is stated as Narayanan on the main Original Petition. The deceased personi'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 separetely in the generated report (*Refer: Sample2*).

## NOTE:

*Interlocutory Application (IA)* cases which are filed in the CIS Application Software would not *reflect in the Pendency Count of the Court concerned*.



eCourtIS Principal	•															5	നിര്	su	puser		ogout 10-12-2	B NC3.2
Home	*	🏦 / Management Reports / Monthly Statement / Rep	port	S	earch		Ÿ								0	)≡0	2Menu		0	0 0	0	• •
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Criminal Desiding Manifester	1				Month	Monu		Disposai	pronounced)		Month											
Disposal Monitoring			1	AS	0	576(1)	2	578	408(325)	120	50	0	0	0	0	0	0	0	0	0	0	50
Balance Sheet			2	CMA	0	223	0	223	200(186)	6	17	0	0	0	0	0	0	0	0	0	0	17
Returns	٠	2	3	EP	0	1941(1)	50	1991	1299(928)	633	59	0	0	0	0	0	0	0	0	0	0	43
Summary Reports	٠		4	LAOP	0	71	0	71	69(63)	1 1007	1	0	0	0	0	0	0	0	0	0	0	1
Cases Listed			6	OP	0	1229(3)	1	1230	1120(919)	1005	101	0	0	0	0	0	0	0	0	0	0	109
Pending Reports	٠		7	05	0	2097(16)	3	2100	1150(558)	686	264	0	0	0	0	0	0	0	0	0	0	263
Monthly Statement			8	IP	0	5	0	5	5(2)	0	0	0	0	0	0	0	0	0	0	0	0	0
Unit Details			9	COS	0	88(2)	4	92	19(6)	4	69	0	0	0	0	0	0	0	0	0	0	69
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Copying Branch	0																					
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