

Government of India Ministry of Commerce & Industry Office of the Development Commissioner SEEPZ Special Economic Zone Andheri (E), Mumbai - 400096

भारत सरकार वाणिज्य और उद्योग मंत्रालय विकास आयुक्त का कार्यालय सीप्ज़ विशेष आर्थिक क्षेत्र अंधेरी (पूर्व), मुंबई - 400096

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कार्यकारी आदेश संख्या/ Executive Order No. 🔽 44 / 2025

डी.ओ. संख्या ए-60011/14/2014-प्रशासन IV(LA) दिनांक 03-03-2016 के अनुसार, विधि मंत्रालय ने एकीकृत मंच के माध्यम से कानूनी मामलों की केंद्रीय निगरानी के लिए सभी मंत्रालयों और विभागों में LIMBS एप्लिकेशन के कार्यान्वयन को अनिवार्य किया है। इस निर्देश के अनुरूप, डीसी कार्यालय वर्तमान में कानूनी अनुभाग गतिविधियों को सुव्यवस्थित करने और LIMBS एप्लिकेशन के साथ सहज एकीकरण सुनिश्चित करने के लिए ERP समाधान के भीतर एक कोर्ट केस मॉड्यूल को लागू करने की प्रक्रिया में है।

वर्तमान में सीप्ज एसईज़ेड का डीसी कार्यालय मैनुअल प्रक्रियाओं के माध्यम से सीप्ज द्वारा या उसके विरुद्ध दायर सभी कानूनी मामलों के रिकॉर्ड का प्रबंधन कर रहा है। वर्तमान में, मामले का विवरण औपचारिक रूप से प्राप्त किया जाता है, और मामले/इकाई से संबंधित प्रासंगिक दस्तावेजों के साथ-साथ सभी अनुवर्ती कार्रवाई मैन्युअल रूप से समेकित की जाती है। सुनवाई की तिथियां, निर्णय और अन्य मामले से संबंधित विवरण भी मैन्युअल रूप से ट्रैक किए जाते हैं।

कानूनी मामलों की निगरानी प्रक्रिया को सरल और मजबूत बनाने के लिए, आरआईएसई ईआरपी प्लेटफॉर्म के तहत एक ऑनलाइन कोर्ट केस मैनेजमेंट मॉड्यूल विकसित किया गया है। यह मॉड्यूल सभी कानूनी मामलों की केंद्रीकृत डिजिटल ट्रैकिंग को सक्षम करेगा, सुनवाई के कार्यक्रम और मामले की स्थिति पर अपडेट को स्वचालित करेगा, और संबंधित दस्तावेजों का सुरक्षित भंडारण और आसान पुनर्प्राप्ति

As per D.O. No. A-60011/14/2014-Admn.IV(LA) dated 03-03-2016, the Ministry ∙of Law mandated the implementation of the LIMBS application across all ministries and departments to centrally monitor legal cases through a unified platform. In line with this directive, the DC Office is currently in the process of implementing a Court Case module within the ERP solution to streamline legal section activities and ensure seamless integration with the LIMBS application.

At present DC Office of SEEPZ SEZ has been managing records of all legal cases filed by or against SEEPZ through manual processes. Currently, case details are received formally, and all follow-ups, along with relevant documents related to the case/unit, are consolidated manually. Hearing dates, judgments, and other case-related details are also tracked manually.

To streamline and strengthen the legal case monitoring process, an **Online Court Case Management Module** has been developed under the **RISe ERP platform**. This module will enable centralized digital tracking of all legal cases, automate updates on hearing schedules and case status, and ensure secure सुनिश्चित करेगा, जिससे कानूनी निगरानी और परिचालन दक्षता बढ़ेगी।

वर्तमान में, SEEPZ विधि एवं न्याय मंत्रालय द्वारा संचालित LRMS सॉफ्टवेयर में आंशिक डेटा दर्ज कर रहा है। LRMS को केंद्रीय स्तर पर मामलों की निगरानी के लिए डिज़ाइन किया गया है; हालाँकि, SEEPZ की क्षेत्रीय और प्राधिकरण-स्तरीय आवश्यकताओं के लिए, अतिरिक्त डेटा की आवश्यकता है। परिणामस्वरूप, वर्तमान में डेटा दो अलग-अलग प्रणालियों में दर्ज किया जा रहा है। एक बार LIMBS और ERP RISe के बीच API एकीकरण पूरा हो जाने के बाद, डेटा प्रविष्टि का एक एकल बिंदु स्थापित हो जाएगा, जिससे प्रक्रिया सुव्यवस्थित हो जाएगी

यह SEEPZ SEZ के सभी हितधारकों को सूचित करने के लिए है कि अब से, सभी न्यायालय केस प्रबंधन प्रक्रियाओं को SEEPZ SEZ के लिए लागू RISe ERP एप्लिकेशन (rise.seepz.gov.in) के माध्यम से संभाला जाएगा। यह मॉड्यूल विभिन्न गतिविधियों की सुविधा प्रदान करता है, जिसमें एक नया मामला जोड़ना, न्यायालय और SEEPZ के बीच संचार विवरण रिकॉर्ड करना, सुनवाई और निर्णय विवरण को ट्रैक करना, अपील विवरण प्रबंधित करना, न्यायालय के मामलों की अवमानना और निष्पादन याचिकाएँ शामिल हैं। इसके अतिरिक्त, मॉड्यूल आगामी सुनवाई तिथियों के लिए अलर्ट प्रदान करता है।

कोर्ट केस मैनेजमेंट मॉड्यूल दिनांक 30.11.2023 से उपयोगकर्ता स्वीकृति परीक्षण (यूएटी) के लिए उपलब्ध है, जिसमें अंतिम उपयोगकर्ता डेटा दर्ज करते हैं और सुधार के लिए प्रतिक्रिया प्रदान करते हैं। इस प्रतिक्रिया के आधार पर, सुझाए गए संवर्द्धन के साथ एक अद्यतन संस्करण दिनांक 27.01.2025 को जारी किया गया था और अब संबंधित हितधारकों के लिए उपयोगकर्ता विशेषाधिकार सक्षम किए गए हैं। storage and easy retrieval of related documents, thereby reducing legal oversight and enhancing operational efficiency.

Presently, SEEPZ is entering partial data into the LRMS software governed by the Ministry of Law and Justice. The LRMS is designed for monitoring cases at the central level; however, for SEEPZ's zonal and authority-level requirements, additional data is needed. As a result, data is currently being entered into two separate systems. Once the API integration between LIMBS and the ERP RISe is completed, a single point of data entry will be established, streamlining the process

This is to inform all stakeholders of SEEPZ SEZ that, henceforth, all Court Case Management processes shall henceforth be handled through the RISe ERP application (rise.seepz.gov.in) implemented for SEEPZ SEZ. This module facilitates various activities, including adding a new case, recording communication details between the court and the SEEPZ, tracking hearing and judgment details, managing appeal details, contempt of court cases, and execution petitions. Additionally, the module provides alerts for upcoming hearing dates.

The Court Case Management module has been available for User Acceptance Testing (UAT) since 30.11.2023, with end users entering data and providing feedback for improvements. Based on this feedback, an updated version with the suggested enhancements was released on 27.01.2025, and user privileges have now been enabled for the respective stakeholders. मामले का विवरण दर्ज करने की विस्तृत प्रक्रिया उपयोगकर्ता पुस्तिका में संलग्न है::

<u>SEEPZ कार्यालय की कानूनी टीम:</u>

- 1. rise.seepz.gov.in पर जाए।
- अपने क्रेडेंशियल के साथ लॉग इन करें और कोर्ट केस मॉड्यूल पर जाएँ।
- 3. कोर्ट केस मॉड्यूल का चयन करके और केस लिस्ट टैब पर क्लिक करके नया केस जोड़ें और फाइलिंग तिथि, पार्टी का प्रकार, कोर्ट विवरण, SEEPZ अनुभाग, केस श्रेणी, अधिनियम विवरण और वित्तीय निहितार्थ जैसे विवरण दर्ज करें। सुनवाई की प्रगति के साथ केस विवरण अपडेट करें, जिसमें याचिकाकर्ता/प्रतिवादी विवरण, अधिवक्ता विवरण, सुनवाई की स्थिति और अनुपालन शामिल हैं। यदि आवश्यक हो तो अपील को भी टैक किया जा सकता है।
- प्रत्येक मामले के लिए इतिहास देखें टैब पर क्रिक करके पूरा केस इतिहास देखें।
- प्रत्येक मामले के लिए इतिहास देखें टैब पर क्रिक करके पूरा मामला इतिहास देखें
- यदि आवश्यक हो तो निपटाए गए मामलों को फिर से खोलें। फिर से खोले गए मामलों को आर्काइव्ड सेक्शन के भीतर फिर से खोले गए टैब के माध्यम से एक्सेस किया जा सकता है।
- 7. महत्वपूर्ण केस दस्तावेजों को रिपॉजिटरी टैब में बनाए रखें, उन्हें आसान एक्सेस और संदर्भ के लिए प्रासंगिक मामलों से लिंक करें।

इस आदेश के साथ एक विस्तृत उपयोगकर्ता पुस्तिका संलग्न है। किसी भी प्रश्न या प्रशिक्षण आवश्यकताओं को प्रबंधित करने के लिए एक समर्पित सहायता इकाई स्थापित की गई है। उपयोगकर्ताओं की भूमिकाएं अनुलग्नक-क में उपलब्ध हैं।

यदि हितधारकों को किसी भी कठिनाई का

The detailed Process involved in registering case details is attached in user manual:

Legal Team of SEEPZ office:

- 1. Visit *rise.seepz.gov.in*.
- 2. Log in with your credentials and navigate to the **Court Case Module**.
- 3. Add a New Case by selecting the Court Case Module and clicking on the Case List tab and enter details such as filing date, party type, court details, SEEPZ section, case category, act and financial implications. details, Update details hearings case as progress, including petitioner/respondent details, advocate details, hearing status, and compliance. Appeals can also be tracked if needed.
- 4. **View complete case history** by clicking the **View History** tab for each case.
- 5. Access archived cases in the Archived tab to facilitate retrieval of closed case information.
- 6. **Reopen disposed cases** if needed. Reopened cases can be accessed via the **Reopened** tab within the **Archived** section.
- 7. **Maintain important case documents** in the **Repository** tab, linking them to relevant cases for easy access and reference.

A detailed user manual is enclosed with this order. There is a dedicated support unit set up to manage any queries or training requirements. The roles of Users are available in Annexure-A. सामना करना पड़ता है, तो उन्हें RISe सिस्टम में सक्षम तकनीकी हेल्पडेस्क मॉड्यूल पर टिकट उठाना चाहिए। इससे सीप्ज प्राधिकरण को मुद्दों और किसी भी लंबित मामले को ट्रैक करने और निगरानी करने में मदद मिलेगी।

यह सक्षम प्राधिकारी के अनुमोदन से जारी किया जाता है। difficulty, they should raise tickets on the Technical Helpdesk module enabled in the RISe system. This will help the SEEPZ Authority track and monitor the issues and pendency as well.

This issues with the approval of the Development Commissioner, SEEPZ-SEZ.

Digitally signed by Mital Sudhir Hiremath संयुक्त विकास आयुक्त**Dateeodlop7n2026**ommissioner सीप्ज-सेज, मुंबेई/45EEPZ-SEZ, Mumbai

F.No.: SEEPZ-SEZ/ADMIN/RISeERP/2024-25/ 46145

Date: 0 .06.2025

प्रतिलिपि/ Copy to:

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- 2. विआका/संविआका/उविआका/विआ/ DCO/JDCO/DDCO/SO
- 3. कार्यालय आदेश फ़ाइल / रजिस्टर/ Office Order file/register
- 4. सीप्ज वेबसाइट/ SEEPZ Website
- 5. नोटिस बोर्ड/ Notice Board
- 6. ईआरपी टीम/ ERP Team

<u>Annexure A</u>

Roles of Users in Courtcase Management Module

User	Roles in Module
	1. View Dashboard
Development Commissioner	2. Generate Reports
Development Commissioner	3. Search and view Case details
	4. Alert on upcoming hearings
	1. View Dashboard
Loint Development Commissioner	2. Generate Reports
Joint Development Commissioner	3. Search and view Case details
	4. Alert on upcoming hearings
· · · ·	1. View Dashboard
Denuty Development Commissioner	2. Generate Reports
Deputy Development Commissioner	3. Search and view Case details
	4. Alert on upcoming hearings
	1. View Dashboard
	2. Generate Reports
Assistant Development Commissioner Legel	3. Add Case
Assistant Development Commissioner, Legal	4. Update Case details
	5. Search and view Case details
	6. Alert on upcoming hearings
· · · · · ·	1. View Dashboard
	2. Generate Reports
Agrictor t/ UDC/ IDC I age	3. Add Case
Assistant/ UDC/ LDC - Legar	4. Update Case details
	5. Search and view Case details
	6. Alert on upcoming hearings
	1. View Dashboard
	2. Generate Reports
Executives I agel	3. Add Case
Executives - Legai	4. Update Case details
	5. Search and view Case details
	6. Alert on upcoming hearings





RISe ERP for SEEPZ SEZ

USER MANUAL

for

COURT CASE MANAGEMENT

Submitted to

SEEPZ SPECIAL ECONOMIC ZONE

Office of Zonal Development Commissioner (Maharashtra, Goa, Union Territory of Daman, Diu & Dadra Nagar Haveli)

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1 VERSION HISTORY

VER NO	CHANGE SUMMARY	DATE	PREPARED BY	REVIEWED BY	APPROVED BY
1.0	First Version	26-07-2024	Anakha S	Sourav K	Vishnu K S
1.1	Second Version	20-03-2025	Nageswari G	Sourav K	Vishnu K S

2 INTRODUCTION – COURT CASE MANAGEMENT

2.1. PRODUCT FUNCTION

The Court Case Management module maintains the information pertaining to all court cases of SEEPZ SEZ. The information on the cases filed by SEEPZ SEZ or against SEEPZ SEZ shall be managed using this module.

The User Manual is designed to offer a comprehensive understanding on the details regarding case register, filing/ communication details, hearings, judgment, appeal, compliance, facility for the user to generate multiple reports like case profile, period wise list of cases – settled, disposed, moved for appeal, based on judgment and reports on hearing dates / filing / communication details, and also configuring setup details for case registration.

Each highlighted feature in this User Manual is supported by accompanying screenshots to enhance user assistance.

2.2. INTENDED AUDIENCE AND FUNCTIONALITIES

This manual is designed mainly for:

- 1. SEEPZ User:
- SEEPZ user have various functionalities, including case registration, updating registered case details, report generation.

3 LOGIN – LDC

3.1. CASE REGISTRATION PROCEDURE

<image/> <image/> <image/>	Image: Second	
RISe SEEPZ User Public User Utertane: Password: © Captcha Forgot Password? Login	Enter Username, Password and the provided Captcha. Click the [Login] Button.	
Figure 2 – Login Credentials		
On login, the respective user enters for seat selection.		



		M	lain Tabs.		
RISe Court Case Manag	ement	lahay -		1	₽ 0 @ .
Filters	Case Management Judgements	and Settlements Appeals and Contempt	Advocate		Î
Financial Year 17 options V	Total cases	Active cases	: Important cases	; Settled cases	:
Case Filed 3 options v	83	67	30	0	
Section 7 options V	Contempt cases	Appealed cases	Execution orders	: Disposed cases	÷
7 options V	0	0	0	16	
5 options V	Cases - Last quarter		; Case status	Total: 83	:
Filters out of scope (0) >			pending for For Com Pending-notice	Pending for Nance	Hearing ng (Hinal Hoa Pre-admission
Apply filters			For Orders		For Admission
		Figure 5 – Ho	ome Page		
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	A = CAS	F DFTAII S	REGISTE	RING	
	51 – CASI	E DETAILS	REGISTE	RING	
		ck on Case L	INCLUSION INCLUSIONI INTERI INCLUSIONI INTERICISTI INCLUSIONI INTERICISTI INCLUS INTERI INTERICISTI INTERICI INTERICISTI INTERICISTI INTE	RING	
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RISC cour cave Manageme Dathboard Case Lits Archive Case Details	Click add ca	E DETAILS ck on <i>Case L</i> gister case details hex <i>Figure 6 – C</i> the [Add Case] ase details.	REGISTE		ନ ତି ଓ ଦ Add Cate
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RISE Court Case Management Deathoard Case Details Case Details Case Details Case Details Case Details Case Details End Important In Not We Story Divertion	effed	E DETAILS ck on <i>Case L</i> gister case details <i>Figure 6 – Ca</i> the [Add Case] ase details.	REGISTE	KING	Add Case
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RISE Court Care Management Datboard Case Details Case Details RISE Court Care Management Datboard Case List Archived Case Details II A I I I I I I I I I I I I I I I I I	et Click Repository Reports 1 Petitioner Respondent	E DETAILS	REGISTE	KING Second second second Petitioner M	Add Case

Important Case: Veto Not Party Type: Pettoner O Respondent Sub Party Type: Man Party O Port Case Number* Date of Filing* State* -Select State* Court Precedench* -Select Court/ Tribunal- Sector* -Select State* Case File Against/ By* Case Category* -Select Case Octogory Select Case Sub Category- -Select Option- Case Category* -Select Case Octogory -Select Case Sub Category- Issue Involved Reason for Claim -Select Filencial Implicator- Claim Amount(Rs.) - Customs Duty Liability Claim Amount(Rs.) - Pending Foreign Brief Facts of the Case Attachment Subject Cloose File No file closes E (Attachment Subject Cloose File No file closes E Eigenume 8 – Recruiter Case Data E E E	Yma Party Court Classification* Sub Section Under the Act Under the Act Claim Amount (Bs.): Estate Dues
Case Number* Date of Filing* State* Case Number* -Select State* -Select Recent* Case Call Tribunal* Select State* -Select Recent* -Select Court/ Tribunal* Select Selector* -Select Recent* Case Callegory Select Selector* -Select Court Case Callegory Case Callegory -Select Court -Select Case Callegory Select Selector* -Select Case Callegory -Select Case Callegory Select Selector* -Select Filenceal implication* -Select Filenceal implication* -Select Filenceal implication* Claim Amount(File) - Customs Duty Liability Claim Amount(File) - Pending Foreign Biref Facts of the Case Attachment Subject Cloose File No file chosen Select (Attachment Subject Cloose File No file chosen Select (Attachment Subject Cloose File No file chosen Select (Attachment Subject Cloose File <	Court Caustification* -Select Court Classification* Sub Section Under the Act Claim Amount (Bs.): Estato Dues
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- Select Pace- - Select Court/ Tribunal- - Select Court/ Tribunal- - Select Court/ Tribunal- - Select Court/ Tribunal- - Select Case Category- - Select Case Category- - Select Case Category- - Select Case Sub Category Select Case Sub Category- - Select Case Sub Category Select Sub Category Select Case Sub Category Select Case Sub Category Select Case Sub Category Select Sub Category	Sub Section Under the Act Claim Amount (Rs.): Estate Dues
Case Casepoy" -Select Case Casepoy" -Select Case Casepoy -Select Case Casepoy -Select Case Casepoy -Select Case Sub Casepoy -Select Case -Select Select Case -Select Select Case -Select Select Case -Select Financial Implication -Select Select Select Select Select -Select Select Select Select Select -Select Select Select Select Select -Select Select Select Select Select Select -Select Select Sel	
Issue Involved Reason for Claim Phancul Implication* Claim Amount(Rs.) - Customs Duty Liability Claim Amount(Rs.) - Pending Foreign Brief Facts of the Case Attachment S Exchange Brief Rots of the Case Attachment Subject Cloose File No file chosen Image (Attachment Subject Cloose File No file chosen Image Exclusion 2 Types: party Mass likes 10 mig Exclusion 2 Exclusion	Claim Amount (Rs.): Estate Dues
Claim Amount(Pis) - Customs Duty Liability Claim Amount(Pis) - Pending Foreign Brief Facts of the Case Attachments Choose File No file chosen Image: Choose File (Attachment Subject Choose File No file chosen Image: Choose File (Attachment Subject Choose File No file chosen Image: Choose File Figure 8 – Requister Case Detail Figure 8 – Requister Case Detail	Cum Anoun (nz) Ende Cos
Calm Amount(Rs) - Customs Duty Liability Calm Amount(Rs) - Pending Foreign Brief Facts of the Case Attachments Exchange It achment Subject It achment Subject (Attachment Subject Choose File No file chosen It achment Subject (Attachment Subject (Attachment Subject) It achment Subject (Attachment Subject Choose File No file chosen It achment Subject	A
Attachments Attachment Subject Choose File No file chosen (Monwel Types: pult) (Mas Size : 20nt) Figure 8 – Register Case Deta	
Attachment Subject Choose File No file chosen	
Figure 8 – Register Case Deta	
Case Number*	
Court Place/Bench *	
Select Place Su Mo Tu We Th Fr Sa	Select Data of Filing
Case Filed Against/ By 23 24 25 26 27 28 1	Select Date of Filling.
Select option 9 10 11 12 13 14 15	
16 17 18 19 20 21 22	
Issue Involved 23 24 25 26 27 28 29	
Glear Today	
Claim Amount(Rs.) - Customs Duty Liability	
Claim Amount(Rs.) - Customs Duty Liability	
Figure 9 – Enter Case Number & Select Da	te of Filing
Figure 9 – Enter Case Number & Select Da	te of Filing
Figure 9 – Enter Case Number & Select Da	te of Filing









USER MANUAL – RISE (COURT CASE MANAGEMENT)	Confidential
	Click on <i>View</i> icon to view registered case details.
Dathbaard Case List Archived Repository Reports Inbox Case Details Important Important Important Not Verified Stow 10 entries	Add Case
Case No Petitioner Peti	Present Status/ Party Sub stage Type Party Action ion Pre-advision Pletitioner Main party 0 10 10
registered case details to ADC. Figure 19 – List of Ca	ises
Do you want to forward this case?	etails to ADC
Successfully Forwarded Figure 21 – Alert: Successfully	v Forwarded
Page 21 of 75	

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4 UPDATION OF REGISTERED CASE DETAILS

Sub- tabs.	Click on + icon to view general details of registered Case.
strowing 0 to 0 of 0 winters	Prevous Next
RISe contraction	Click the [Add Petitioner/Respondent] button to add petitioner or respondent details.
Dathboard Case List Archived Repository Reports Inbox Petitioner/ Respondent Advocate Pleading/Communication Case Status Hearings General Details	Judgement Appeal Add Petitoner/Respondent
Case Number : Case II/312 Important Case : YES Date of Filing : 01-02-2025 Court/Tribunal : DRT Name Section : Caretaker Case Filed : Others Agains/UBy Case Category : Civil Matters Case Category : Civil Matters Case Gay : Civil Matters	Party Type : Petitioner Sub Party Type : Main party Issue involved : Reason for Claim : Birlef Facts of the Case : Attachment : 1.5- €,
Figure 23 – Gene	eral Details of Registered Case
Page 22 of 75	

USER MANUAL – R	ISE (COURT CASE MANAGEMENT)	Confidential
4.1. PETITION	ER / RESPONDENT	
4.1.1 ADD PET	TIONER DE TAILS	
	Click on <i>Petitioner/Respondent</i> sub- tab to add Petitioner Details.	
RISe Court Case Manageme	nt d Recollary Reports May	A D @ AK
Petitioner/Respondent Advocate	e negocitory negocitor indox	
Add Petitioner Details Petitioner Category*Select Petitioner Category-	Petitioner Type	er
Remarks		
		Clear
	Figure 24 – Add Petitioner Details	
Petitioner Category*	Select Detitioner Osterner	
Select Petitioner Cat	egory Select Pelitioner Category.	
Plaintiff Petitioner		
Applicant Appellant		
Intervener		
	Figure 25 – Select Petitioner Category	
Petitioner Type • Select Petitioner Type-	- •	
Select Petitioner Type Unit	Select Detitioner Turce	
Public SEEPZ User Vendor	Select Petitioner Type.	
Minstry Government		
Bank EOU Units		
SEZ Units New SEZ Unit		
SEZ Developers		
	Figure 26 – Select Petitioner Type	
Note: If the user s	elects the Petitioner Type as 'Unit,' they are requi	red to choose
the correspondin	g Unit Name. This information is derived fror	n the details
captured in the Es	state Management module.	
Page 23 of 75		

USER MANUAL – RISE	(COURT CASE MANAGE	EMENT)		Confidentia
	Petitioner Type * Unit	~ [Select Unit Name	✓ Address
Petitioner type selected as Unit.	Remarks			
	Respondent Type *Select Respondent Type	~	e-EMPHASYS SOLUTIONS PVT. LTD. State Bank of India - SEZ Branch ARINA JEWELLERY Shanthigja yewels Pvt Ltd Cool Diamonds Jewellery Pvt. Ltd UNI-Design Jewellery Pvt. Ltd. S. J. INTERNATIONAL Cream Jewellery ADINATH JEWELLERY EXPORTS	
	Figure 27 – Petitione	er Type -	Unit	



The added Petitioner Details will appear in *Case List* tab >> *Petitioner List* table.





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4.1.2 ADD RESPONDENT DETAILS

In this step, the concerned user inputs the details of the respondent against whom the case has been filed.

Click on <i>Petitioner/Respondent</i> sub- tab to add Respondent Details.
RISe court Case Management Destboard Case List Archived Repository Repository Reposit Inbox
Petitioner/Despondent Advocate Pleading/Communication Case Status Hearings Judgement Appeal Add Petitioner Details
Petitioner Category - Petitioner Type + -Select Petitioner Type - Address Contact Number Contact Number
Remarks
Figure 32 – Respondent Sub- tab
Add Respondent Details Respondent Category* Respondent Type* Select Respondent Category Address Contact Number
Remarks
Clear Sine
Figure 33 – Add Respondent Details
Respondent Category* Select Respondent Category Select Respondent Category Defendant Respondent
Figure 34 – Select Respondent Category
Page 26 of 75



<u>Note:</u> If the user selects the Respondent Type as 'Unit,' they are required to choose the corresponding Unit Name. This information is derived from the details captured in the Estate Management module.



The added Respondent details will appear in *Case List* tab >> *Respondent List* table.

	Click on D	elete icon to delete R	espondent detai	ls.	
			Respondent List		
# Respondent 1: Category 1:	Respondent Na Type II	ume of Respondent Unit Name	Address	Contact Number	Action
1 respondent	Unit				0 6 2
		Click on <i>Edit</i> icon	to edit Responde	ent details.	
		Figure 38 -	– Responder	nt List	

Follow the same process mentioned in Figure 30 to forward the *Respondent Details* to ADC.

4.2. ADVOCATE

The concerned user adds the details of Advocate appointed for the registered case.

<u>Note:</u> The general details of registered Case can be viewed by clicking the [+] button as mentioned in Figure 22 & Figure 23.

Dashboard Ca Petitioner/ Respond	nt Advocate Pleading	epository Reports Int g/Communication Case Statu	ox s Hearings	Judgement Appeal		ſ	Add Advocate
General Details						••	-
Case Number	: Case II /312			Party Type	: Petitioner		
Important Case	: YES			Sub Party Type	: Main party		
Date of Filing	: 01-02-2025			Issue Involved			
Court/Tribunal	: DRT			Reason for Claim			
Name				Brief Facts of the Case			
Section	: Caretaker			Attachment	: 1. S- 📥 ,		
Case Filed Against/By	: Others						
Case Category	: Civil Matters						
Case Sub Category	: CIVIL MATTERS						
		Fig	gure	39 – Advod	cate Details		



Note: When certain Advocate Categories are chosen, corresponding subcategories will be displayed. At this juncture, select the appropriate sub category from the provided list in the *Advocate Sub Category* dropdown box.





The saved details will appear in Case List tab >> Advocate Details table.

USE	R MANL	JA	AL – RISE	(C	OURT CAS	ε	MA	٩NA	GEME	NT)					Cor	nfidential
			Click on delete Ad	De	<i>lete</i> icon to ocate details.												
# 11	Advocate Of		Advocate Category		Advocate Sub Category		Stand Name	ing Cour	sel/ Advocate		From Date	To Date	Remar	ks 📊	Contact Number		Action
1	Plaintiff		Panel Counsel		Panel Counsel Group I												
									Click Advo	on cate	<i>Edit</i> icon e details.	to edit	-				
					Figure	ə 4	45 -	- A	dvoca	e I	Details						

Follow the same process mentioned in Figure 30 to forward the *Advocate Details* to ADC.

4.3. PLEADING/COMMUNICATION

Communication between the court and the case registered user is taking place here.

Note: The general details of registered Case can be viewed by clicking the **[+]** button as mentioned in Figure 22 & Figure 23.

	Click on Pleading/Commun sub- tab.	lication	Click the [Add Pleading/Communication] button to add pleading or communication
RISE Court Case M. Aashboard Case List etitioner/Respondent Ad	anagement Archived <u>Peocetory Reports Inbox</u> Vocale <u>Reading Communication</u> Case Status Hearings	Judgement Appeal	Add Peeding/Communication
Case Number : CC Important Case : YE Date of Filing : Of Court/Tribunal : DF Name : Section : C4 Case Filed : Of Against/By Case Category : Ccl Case Sub : Cd Category	ise II/312 15 1-02-2025 RT nretaker thers VII Matters VII Matters	Party Type Sub Party Type Issue Involved Reason for Claim Brief Facts of the Case Attachment	: Potitioner : Main party : : : : 1. S- ♣ ,
	Figure 46 –	Pleading/C	ommunication
age 31 of 75			
4.3.1 COMMUNICATION TO COURT

Specifies about the submission of supporting documents to court by the concerned user.

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The saved details will appear in Case List tab >> Communications to Court table.

				_	
# ₁₁	Communication To Court	Remarks			Action
1	12-03-2025				C 🗎 🥔 🔊
			Figure 48 – Communications to Court		

Follow the same process mentioned in Figure 30 to forward the *Communication to Court Details* to ADC.

4.3.2 COMMUNICATION FROM COURT

In this context, the court communicates the specified date for the submission of supporting documents related to the registered case.

USER MANUAL – RISE (COURT	CASE MANAGEMENT)	Confidential
Select date of Communication fro Court.	M Enter last date of submission of documents. Add Remarks	
Date of Communication from Court Last Date of Subm dd-mm-yyyy	Remarks	
Attachments Attachment Subject Choose File (Allowed Types: galf)	No file chosen	
		Clear
Add Attachment Subject and uplo file.	ad the Click the [Save] button to save Communication from Court details.	
Figure 49 – S	ave Communication from Court Details	

The saved details will be captured in *Case List* tab >> *Communications from Court* table.

_			Communications from Court	
# 	Communication from Court	Last Date of Submission 11	Remarks 11	Action
1	12-03-2025	17-03-2025		C D D A
			Figure 50 – Communications from Court	

Follow the same process mentioned in Figure 30 to forward the *Communication from Court Details* to ADC.



The saved details will be captured in *Case List* tab >> *Received from Advocate* table.

				Received from Advocate	
# 11	Received Date	Last Date of Submission 11	Remarks		Action
1	12-03-2025	17-03-2025			C 🕯 🖉 🕈 O
				Figure 52 – Received from Advocate	

Follow the same process mentioned in Figure 30 to forward the *Received from Advocate Details* to ADC.

4.4. CASE STATUS

The status of the registered case is captured in Case Status tab.



The added details will appear in Case list tab >> Case Status List table.



The updated Case status details will also get reflected in *Case List* tab >> *List* of *Cases* table.

	C	lick on	Case L	<i>st</i> tab.						
RISe court	use Management								ଜ	0 © 💌
Dashboard Cas	e List Archived	Repository	Reports	Inbox						Add Case
II AI 0 Imp	ortant O Not Veri	fied								
Show 10 entries								s	earch:	
# Case No		Petitioner	Respondent	Issue Involved	Name of Court/ Tribunal	Date of Filing	Section	Present Status/ Party Stage Type	Sub Party Type 11	Action
1 CASE11					Bombay High Court	19-03- 2025	Estate Division	Pre-admission Petitioner	Main party	1 0 0 1 0
						_		T in the second s		
	Status of	Case	will get r	eflected	I here.	-				
		Fig	gure 56	6 – Sta	atus of	Cas	e in Cas	se List Tab		

Follow the same process mentioned in Figure 30 to forward the *Case Status Details* to ADC.

4.5. HEARINGS

ashboard Case titioner/ Responden	List Archived Repository Reports It Advocate Pleading/Communication Case St	Inbox Judgement Appeal		Add Hearings
General Details				-
Case Number Important Case Date of Filing Court/Tribunal Name Section Case Filed Against/By Case Category Case Sub Category	: Case II /312 : YES : 01-02-2025 : DRT : Caretaker : Others : Civil Matters : CiviL MATTERS	Party Type Sub Party Type Issue involved Reason for Claim Brief Facts of the Case Attachment	: Petitioner : Main party : : : : 1. S- & ,	
		Figure 57 – H	earings	
		Figure 57 – H	earings	



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٦

4.5.1 HEARING STATUS DETAILS – HEARD/ ADJOURNED

If the upcoming hearing status is marked as 'Heard/Adjourned,' indicating that the hearing of the registered case has been postponed to another day, follow the specified steps:

		Hearing status se 'Heard/Adjourned	lected as '.		Select Next Posting the Hearing.	date of
Hearing Details Hearing Date*	•	Houring Status Heard/Adjourned	×.			
Name of Advocate	×	Next Posting dd-mm-yyyy	•			
Remarks						
Attachments		Choose File No file chosen (Allowed Types: .pdf) (Max Size : 30mb)				Clear Save
Select N	ame of Advoca	ate.	Add A buttor	Attachments n to save hea	and click the [Save] aring details.	
	Fig	ure 60 – Hearin	g Status as '	Heard/Ad	journed'	-

The next posting date will be reflected in the *Dashboard* tab as an alert message.

Г

Dashboard	Case List Ar	chived R	epository Reports Inbo	x				
pcoming Hear	ings							X :
							Sea	rch 118 records
FinancialYear 🕈	MonthName 🗢	CaselD ‡	CaseName ¢	HearingDate ≎	CourtClassIfication +	CourtName ≎	PlaintiffOrDefendant	StandingCounselName ©
2019-2020	December	z		11/06/2021	SUPREME COURT	Supreme Court	Petitioner	
	NOATTO	F	igure 61 – N	lext Posting D	ate in Da	ashboar	d Tab	
		F	ïgure 61 – N	lext Posting D	ate in Da	ashboar	d Tab	
		F	igure 61 – N	lext Posting D	oate in Da	ashboar	d Tab	
		F	igure 61 – N	lext Posting D	Date in Da	ashboar	d Tab	
		F	igure 61 – N	lext Posting D	Date in Da	ashboar	d Tab	

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4.5.2 HEARING STATUS DETAILS – INTERIM ORDER

If the hearing status details is selected as 'Interim Order',

Select Next P	Date of Reconsting Date.	eipt of	Interim Order and		Hearing status selected as 'Interim Order'.	Select Interim Relief/Stay as 'Yes' / 'No'.
Hearing Det Hearing Dat dd-mm-yyy	ails e"	•	Hearing Status Interim Order	~		
Date of Reo dd-mm-yyy	elpt of Interim Order*	•	Next Posting Date dd-mm-yyyy	0	- Interim Releit/Stay* Select option	Interim Order Remarks
Domarke					Select option YES NO	
Attachmen	it Subject		Choose File No file chosen (Allowed Types: .pdf) (Max Size : 30mb)			Clear Save
	Add Remar	ks.			▲	
					Add Attac button to s	hments and click the [Save] save Interim Order details.
			Figure 62	_	Interim Order	

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4.5.3 HEARING STATUS DETAILS – AGREED TO SETTLE

If the Respondent and the Petitioner agrees to settle the registered case at the time of hearing, select the status as '*Agreed to Settle*'.

Enter Name of Official Au	thority H	earing status selected as	
whom the case has been	settled.	Agreed to Settle'.	
Hearing Details			
dd-mm-yyyy	Agreed to Settle	~	
Name of Official Authority*	Agreed to Settle Remarks		
		a	
~			
Remarks			
Attachments	^		
Attachment Subject	Choose File No file chosen		
	(Allowed Types: .pdf) (Max Size : 30mb)		Clear
Add Remarks.		Click the [Save] Agreed to Settle	button to save details.
	Figure 63 -	- Agreed to Settle	
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4.5.4 HEARING STATUS DETAILS – REFERRED

If the hearing of the registered case has been referred to another court click on *Referred*.'

Select Referred	I Date and Court Name.	Hearing status selected as 'Referred'.	Add Referred Remarks.
Hearing Details Hearing Date* d-mm-yyyy	- Hoaring Status Referred	· ·	
Referred Date' dd-mm-yyyy	Referred Court Name*	Referred Remarks	
Demode			
Attactments		A	
Attachment Subject	Choose File No file chosen (Allowed Types: .pdf) (Max Size : 30mb)	80	
		A	Clear
	Fig	ire 64 – Referred	3

4.5.5 HEARING STATUS DETAILS – CASE DISPOSED

If the registered case has been disposed at the time of hearing, click '*Case Disposed*' to enter the disposed details.

	Hearing status selected as 'Case Disposed'.	Select Case Disposed Date.
Hearing Details Hearing Date" dd-mm-yyyy	Instant Status Case Disposed ✓	
Judgement Date* dd-mm-yyyy	Judgement Remarks*	Case Disposed Date* dd-mm-yyyy
Remarks		
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Select Judgeme Judgement Rer	ent Date and add narks.	Add Attachments and click the [Save] button to save Case Disposed details.
	Figure 65 – Case I	Disposed

Note: Next posting dates selected for hearing status details such as *Heard/Adjourned, Interim Order* will get reflected in the *Dashboard* tab. The judgement date of the disposed case will be auto- updated in the *Judgement* tab and moved to *Archived* tab.

The saved hearing status details of the registered case such as *Heard/Adjourned, Interim Order, Agreed to Settle, Referred, Case Disposed,* will appear in the *Hearing Details* list table.

				Hearing Details		
SI No 1	Hearing Date	Hearing Status		Next Posting Date	Remarks	Action
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		Figur	e 6	6 – Hearing Deta	ils	

Follow the same process mentioned in Figure 30 to forward the *Hearing Details* to ADC.

Page 42 of 75

4.6. JUDGEMENT

Select Judgement Date and enter Decree Date to mark the conclusion of the case. Select Judgement Date and enter Decree Date to mark the conclusion of the case. Select Judgement Date and enter Decree Date to mark the conclusion of the case. Select the Verdict of the case. Select the Verdict of the case. Figure 68 – Add Judgement Details (1)		Click on J sub- tab.	udgement		Click the add judge	[Add Judgem ement details.	ent] button to	
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	Court/Tribunal	: DRT		Reason for Cla	im :			
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Contract Details			
Contract Name			
Work order number	Work Order Date	Contract category	Name of Vendot/ Agency
GST Number	CIN Number	EIS Namber	PAN Number
PF Number	Email	Phone Number	Contract Value
Sanctioned Amount/ Month	Contract Start Date	Contract End Date	
Bank Account Details			
Name of Bank	Name of Branch	Barik Account Number	IFSC Code
Contact Details			
Primary Contact Name	Primary Contact Number	Primary Contact Email	Primary Contact Designation
Alternate Contact Name	Alternate Contact Number	Alternate Contact Email	Alternate Contact Designation
Sanctioned Amount/ Month	Contract Start Date	Contract End Date	
Resource Details			
Role	Number of Resources	Wage/ Day	
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4.7. APPEAL

To initiate the process of filing an appeal to the higher court against the received judgment for the registered case, navigate to the *Appeal* sub- tab and follow the relevant steps.

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Section : Ca	retaker			Attachment	: 1. S- 👛 ,			
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Section	: Caretaker		
Case Filed Against/By	: Others		
Case Category	: Civil Matters		
Case Sub Category	: CIVIL MATTERS		

4.8. COMPLIANCE

4.8.1 LIST OF INTERIM ORDER ISSUED

In the List of Interim Order Issued, which has been generated from additional details in *Hearings* sub- tab, the concerned user has the capability to capture supplementary information by selecting Update Compliance.

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Figure 82 – List of Complia	nce Entry (Interim Order)	
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4.8.2 JUDGEMENT DETAILS

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The saved details of Judgement compliance will appear in *Judgement* tab >> *List of Compliance Entry* table.



4.9. CASE DETAILS - UPDATED

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The concerned view the updated case details by clicking on *Case Number* from *List of Cases* table.

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Communications from Court	
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1 12-03-2025 17-03-2025	C 🛈 🥔
Received from Advocate	
Last Date g Received of Remarks	Action
1 Date 1 Submission 1	11
1 12034043 117034043	
Figure 90 – Added Communication from Court & To C Received from Advocate	ourt Details &
Show D entries	Search:
Case Status List # 11 Case Status - Description	
1 Pre-admission	_
Showing 1 to 1 of 1 entries	Previous 1 Next
Figure 91 – Added Case Status List	
L	
Page 52 01 /5	

Show 10 entrie	4					s	earch:
			н	earing Details			
SI No 11	Hearing Date	Hearing 5	Status	Next Posting Date	Remarks		Action
1	05/04/2024	Interm	Order		hearing date		<i>ø</i> 00
Showing 1 to 1 of	1 entries						Previous 1 Nex
Show 10 entrie	6					54	sarch:
			but	gement Details			
# 11	Judgement Date	Decreed Date	Period of Limitation	Date of Receipt of Judgement Copy	Verdict	Verdict For	Actio

Figure 92 – Added Hearing Details & Judgement Details

		Appeal Details		
# 11 New Case No 11	Date of Appeal	Court Name	Remarks	
1 2024CR012125	23-04-2024	mumbai high court	case appealed	
howing 1 to 1 of 1 entries				Previous 1 Nex

4.10. CASE DETAILS - FILTERING

The concerned user has the option to filter the registered case details under *Case List* tab.

Da	shboar	rd Case List	Management Archived	Repository	Reports	Inbox						ไปไ	
6	Case	Details											Add Case
	⊞ All	0 Importan	t 🛛 Not Ver	ified									
s	how 1	0 entries									5	Search:	
	# 11	Case No		Petitioner	Respondent	Issue Involved	Name of Court/ Tribunal	Date of Filing	Section	Present Status/ Stage	Party Type	Sub Party Type	Action
	1	CASE11					Bombay High Court	19-03- 2025	Estate Division		Petitioner	Main party	≝ € ∢ ⊙
							Click o	n <i>Atta</i>	<i>chment</i> icon	to view de	etails		
							of the c	case.					
					F	iaure	94 - 1	ist of	Cases (A	//)			

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Click the PDF link to view the attachment.
Click the [Important] button to filter & view high priority cases that have been registered.
RISE cour Case Management Image: Cour Case Management Databased Case Details Case Details Add Case Image: Cour Case Management Add Case
Image: solution to feature Petitioner Respondent Issue involved Name of count/ Date of Count/ Date of the section Person Status/ Party Stage Party Type Action 1 CASE11 Case No Image: solution to the section Bombay High 19-03- Estate Division Petitioner Main party If Image: solution to the section Image: solution to the section to the secti
Figure 96 – List of Cases (Important)
Click the [Not Verified] button to view the list of Not Verified Cases.
Store Do entries Start
1 CASES Descributy High 19:03 2025 Estate Division Petitioner Main party @ ● ● Figure 97 – List of Cases (Not Verified)

5 LOGIN – ADC

5.1. DASHBOARD





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5.2. INBOX

The ADC logs in to verify the case details,

Dashboard Case L	Management it Archived Repository Reports Inbox			សាស	9 W	PS
Show 10 entries			Search			
# 11	Case No	Submitted On			Action	
1	CASE VERIFICATION PENDING FOR CASE NUMBER - (CASE 201)	15-03-2025			•	
2	RESPONDENT DETAILS VERIFICATION PENDING FOR CASE NUMBER - (CASE II / 312)	11-03-2025			Ð	
3	PETITIONER DETAILS VERIFICATION PENDING FOR CASE NUMBER - (CASE II /312)	11-03-2025			8	
	Figure 102 –	Inbox - ADC				

5.3. CASE LIST



JSER MANUAL – RISE (COUR	CASE MANAGEMEN	IT)	Confidential
Case No repetitioner Responde	The para ware to weitly this case?	tion Present Status/ Pa	Q D ⊗ ⊕ Low opening search
Click the [OK] button to verify case.	Click on verify cz	Verify icon to ase.	
	Figure 105 – Verify	Case	
Figure	106 – Alert: Succes	sfully Verified	
Databased See List Archived Repository Reports Detabased See List Archived Repository Reports Petitioner Reported Advocate Peading/Communication Care 5 Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner Petitioner	Doyou ward to verify?	Contact Number R	emaints Action Verity costable
Click the [OK] button to verify case.	Cl	ick on <i>Verify</i> icon to rrify Petitioner Details.	Previous 1 Next
Figu	e 107 – Verify Petitio	oner Details	
he verification process for earing, and Judgment De	Advocate, Pleadi tails is the same a	ng/Communicati s for the Petition	on, Case Statu er Details. Thes

forwarded details can be individually verified by LDC.

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	Successfully Verified	
	CK	
Figure	e 108 – Alert: Successfully Verified	

Follow the same process mentioned in Figure 107 to verify the Advocate, Pleading/Communication, Case Status, Hearing, and Judgment Details forwarded by LDC.

5.4. ARCHIVED

The registered case which has been disposed at the time of hearing, will appear in *Archived* tab and will no longer be visible in the *Case List* tab. After verification, click on *Move to Archive Tab* icon to move the verified case to *Archived* Tab.



Note: Upon clicking the **Case No**., the respective user can view the archived details of the case such as Case General details, Petitioner details, Respondent details, Advocate details, Communications from court, to court and Received from Advocate details, Case Status details, Hearing details, Judgment details and Appeal details.

Г		Click on Archive	ed tab.					
RISe Court Case Manag, mo	nt d Repository Reports	Inbox					ଜ ୦	© (*
Disposed Reopened	3					Searc	h.	
# Case No	Petitioner Respond	lent Issue Involved		Name of Court/ Tribunal	Date of Filing	Section	Case Disposed Date	Action
1 CASE/416/001 Showing 1 to 1 of 1 entres				NCLT Kochi	01-01-2025	Estate Division	06-02-2025 Previous	O Next
		Click on Case archived case detail	No to v s.	view				
	Fi	gure 110 – Mov	ed Verii	fied Case	;			

Archived tab. It can be reopened if necessary.

Dashboard Case List Archived Repository Disposed Reopened	Reports Ini	
Show 10 entries		Search
# Case No Petitioner	Respondent Issue Involved	Name of Court/ Date of Case Tribunal Filing I Date II Date II Date II Date II
1 CASE/416/001		NCLT Kochi 01-01-2025 Estate Division 06-02-2025
Showing 1 to 1 of 1 entries		Previous 1 Nex
Click the [OK] button to reopen verified case.		Click this icon to reopen verified case from the <i>Archived</i> Tab.

The reopened case will be listed under the Case Details list.

Dashboard	Case List Archiv	ved Repository	Reports	Inbox							
Case De	tails										Add Cas
i≡ ∧II	Important No	t Verified									
Show 10	entries								s	parch	
# C	ase No	Petitioner	Respondent	Issue Involved	Name of Court/ Tribunal	Date of Filing	Section	Present Status/ Stage	Party Type	Sub Party Type	Action
1 R C	eopened from Case Numb ASE/416/001	ier:					Estate Division		Petitioner	Main party	6 0 0 0
			Figu	re 112	– Reo	pene	ed Case De	etails			

USER MANUAL - RISE (COURT CASE MANAGEMENT) Confidential 5.5. REPOSITORY Click on Repository tab. Click the [Add Circular] button to add circular. RISe COURT Case Ma Repository Figure 113 – Repository RISe Court Case Manageme × Add Circular Details Choose File No file chosen Attachment Subject (Allowed Types: .pdf, .png, .jpg, .jpeg) (Max Size : 30mb) Clear Save Add Attachment Subject and upload the document, then click the [Save] button to save circular details. Figure 114 – Add Circular Details RISe Court Case Management A A @ 💌 d Case List Case Details Add Case E Al O Important O Not Verified Show 10 entries Court/ of Party Case No Type Typ Estate Division **E** • • **•** Main party CASE/416/001 Click on Attachment icon to add circular link. Figure 115 – Add Circular Link

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Figure 118 – Full Case Uploads

2 sees August August Select all or any one of the following to add the particular case details attachments.

Case Att	Actment Details/Circular link	dar		×
#	Attachment Subject		Attachment	
		No case list attachment available	2	
		Click the [attachment su	Case Attachments] butt ubject and attachment of the	ton to vie e case detail
	Figur	re 119 – Case Atta	achments	

5.6. REPORTS

IDE Court Case Management	- Inhow	ନ ତା ଭ ୍
Reports	s index	
Case Register Report	Generate	
Case Wise Report	Generate	
General Report	Generate	
Advocate Wise Report	Generate	
Petitioner Wise Report	Generate	
Hearing Date Wise Report	Generate	
Verdict Wise Report	Generate	
Communication Report	Generate	
	Figure 120 – List of Reports	
.1 CASE REGISTEI	R REPORT	
.1 CASE REGISTEI	R REPORT	Generate
.1 CASE REGISTEI	R REPORT Click the [Generate] button to generate Case Register Report.	Generate
.1 CASE REGISTEI	R REPORT Click the [Generate] button to generate Case Register Report. igure 121 – Case Register Report	Generate
.1 CASE REGISTEI	R REPORT Click the [Generate] button to generate Case Register Report. igure 121 – Case Register Report	Generate
.1 CASE REGISTEI	R REPORT Click the [Generate] button to generate Case Register Report. igure 121 – Case Register Report	Generate
.1 CASE REGISTEI	R REPORT Click the [Generate] button to generate Case Register Report. igure 121 – Case Register Report	Generate









Figure 134 – Generate Verdict wise Report

5.6.8 COMMUNICATION REPORT




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Clear

6.2. SET UP - COURT CLASSIFICATION

to add Court Class	sification tab	Enter the details regarding type of Cou Classification & Remarks.	urt
RISe courterse Managemen			
State Court Classification Court	t Advocate Category Advocate Sub Category	Mr. Palash Shankar, ADC ory Advocate Case Category Case Sub Category Case Status	# 4 ±
Court Classification List			×
Add Court Classification Datails			
Add court classification betails			
Court Classification'	Remarks	A	
·			
		Clear	Save
		Click the IS aval button to save	
		click the [Save] button to save	
		court classification setup details.	
		·	
	E		
	Figure 139 –	Setup- Court Classification	
3. SET U	P – COURT	Setup- Court Classification	
3. SET U	P – COURT	Setup- Court Classification Select State and Classification from the following drop- down.	
3. SET U	P – COURT	Setup- Court Classification Select State and Classification from the following drop- down.	
3. SET U Click on <i>Court</i> tab RISe court case Maragemi	P – COURT	Select State and Classification from the following drop- down.	÷ ↑ ↓ ⊥
3. SET U Click on <i>Court</i> tab RISe court Case Managem	P - COURT to add Court details.	Select State and Classification from the following drop- down.	: A Q 1
3. SET UI Click on <i>Court</i> tab RISC court Case Managem State Court Case Managem Court Case Managem	P – COURT to add Court details.	Select State and Classification from the following drop- down.	: A \$ ⊥ ×
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3. SET U Click on <i>Court</i> tab RISC cort Case Managem Size Court Case Managem Court Case Managem Court Case Managem Court Case Managem Court Case Managem Court Case Managem Court Case Managem	P – COURT to add Court details.	Select State and Classification from the following drop- down.	* † ±

Figure 140 – Setup-Court Details

	- RISE (COUR	(I CASE MA	NAGEM	ENT)			Confiden
		Enter	Court/Trit	ounal Name	and nam	ne of Court pla	ace/ Bench.
Add Court Details					•		
Select State	Classificatio Select Cla	on *	✓ Court/T	ibunal Name*		Court Place/Bench*	
Court Address'	Remarks						
					A		
							Clear
Show 10 ontrine						Sourch	
si	Court/Tribunal		Court			Juncie	
No 11 Classification	Name	Court Address	11 Place/Bench	State	Remarks		Action
1 HIGH COURT	Chief Collector	Deini	Deini	DELHI	~		
REVENUE AUTHOR	Revenue Authority	Fulle	Fulle	MADARASITIN			
[Save] buttor	n to save the cou	irt setup detail	s.	the	e court se	tup details.	
[Save] buttor	n to save the cou	Figure 141	^{s.} – Setup	o - Court	e court se	tup details.	
.SET UP	- ADVOC	Figure 141	s. – Setup ATEG(tab	Click the	court se	utton to save	
.SET UP	ADVOC Click on Advoc to add advocat	Figure 141	s. – Setup ATEG(tab	Click the advocate	court se	utton to save details.	
[Save] buttor	ADVOC Click on Advoc to add advocat	Figure 141	s. – Setup ATEG(D - Court DRY Click the advocate	E court se [Save] bu category	tup details. utton to save details.	ersar, ADC 🛧 🛱 🖄
[Save] buttor	- ADVOC	Figure 141	s. - Setup ATEG(tab	Click the advocate	[Save] bi category Category	utton to save details. details.	arkar, ADC 🛧 🗘 🕹
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[Save] buttor	- ADVOC	Figure 141	s. – Setup ATEG(tab	Click the advocate	[Save] bi category Category Case	utton to save details. w. Paten 9	arkar, ADC 🋧 🗘 🗴
[Save] buttor	- ADVOC	Figure 141	s. – Setup ATEG(tab	Click the advocate	[Save] bi category Category Case	utton to save details. w.raun?	whar, ADC 🔦 🗘 🕹
[Save] buttor . SET UP	- ADVOC Click on Advoc to add advocat	Figure 141	s. - Setup ATEGO tab	Click the advocate	[Save] bi category Category Case	utton to save details. .status	wear, ADC 🔶 🗘 🚨
[Save] buttor .SET UP .SET UP .SET Case Manage .Case Court Case Manage .Advocate Category .Advocate Category .Advocate Category	ADVOC	Figure 141	s. - Setup ATEGO tab	Click the advocate	[Save] bi category Category Case	utton to save details. details. status saut: saut:	war, ADC 🛧 🗭 🕹

Enter Advocate Category name.

Click on Edit icon to update Advocate category setup details.



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6.5. SET UP - ADVOCATE SUB CATEGORY

(2	Click on <i>Ad</i> add Advoca	vocate Sub ate Sub Cat	<i>Category</i> tal egory details	b to	Click the advocate	[Save] but sub catego	ton to s ory det	save ails.	
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State Court Classi	fication Court	Advocate Category	Advocate Sub Category	y Advocate Cas	Category Case	Sub Category Ca	se Status		
									Ľ
Add Advocate Sut	o Category								
-Select advocate	Category	✓ Advocate	Sub Category*						
Additional Solicito Assistant Solicitor	r General General								
Panel Counsel Central Law Agen	cy Section							Cito	save
Show 10 entries								Search	
andw in entries			Α	dvocate Sub Catego	v List			atarch.	
SINO	Category			Sub Category			n	Action	
1	Panel Counsel			Special Councel					
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Choose	the Adve	cata cator	ony from the	drondown		Click on	Edit i	con to upo	date
menu.	which has	been adde	d through th	e Advocate		Advocat	e si	ub cateo	gory
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Catego	ry name.								
L		Figure	143 – Seti	ıp- Advoc	ate Sub	o Catego	ry		
		Figure	143 – Setı	ıp- Advoc	ate Sub	o Catego	ry		
		Figure	143 – Setu	up- Advoc	ate Sub	o Catego	ry		
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6.6. SET UP – ADVOCATE

Sector Case Management Centry Advecate Langery Advecate Langery Advecate Langery Centry Centr				Click on Advocate	Advocate tab t e details.	to add	Ent	er Name /ocate.	of the
Contract additional control co	ISd	Court Core Mar							
-seed Advocate statistypy- -seed Advocate statistypy- Preced Practice Lindient Advocate (Feedba) Advocate (Feedba) (Contact Number Contact Number Contact Number Contact Number Contact Number Contact Statisty Contact Category Name Contact Category & Advocate setup details. Click on Edit icon to upda Advocate Category & Advocate Sub Category m the dropdown menu, which has been added through the vocate Category & Advocate Sub Category set up details. Figure 144 – Setup- Advocate	ite MMM	Court Classification	nagement Court Advo	cate Category Advocate : Abiddate sub Category	Sub Category Advocate	Case Category Case S	ub Category Cas	Shri	. Palash Shankar, ADC 1
Advocate feedby	Sele	ct Advocate catego	ry ~	Select Advocate Sub	Category v	Mr. ~	Name of Stand	ng Counsel/ Advocat	e'
Contact Hunder The set of the object of the	PAN N	10		Place	of Practice		Enrollment No		
Contact and the provide the setup details. Or the dropdown menu, which has been added through the vocate Category & Advocate Sub Category set up details. Figure 144 – Setup- Advocate	Conta	ct Number		Email			Advocate Fee(F	ts.)	
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Enter the Officials details of the Advocate, then click the [Save] button to save advocate setup details. Click on <i>Edit</i> icon to upd. Advocate category details	1	Additional		Mr.Arun dev	PAN NO DE Practic	A NO NO	Number		
Enter the Officials details of the Advocate, then click the [Save] button to save advocate setup details. Click on <i>Edit</i> icon to upd Advocate category details. Click on <i>Edit</i> icon to upd Advocate category details. <i>cose</i> the Advocate category & Advocate sub-Category m the dropdown menu, which has been added through the <i>vocate Category & Advocate Sub Category</i> set up details. <i>Figure 144 – Setup- Advocate</i>		General							
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oose the Advocate category & Advocate sub-Category m the dropdown menu, which has been added through the vocate Category & Advocate Sub Category set up details. Figure 144 – Setup- Advocate		the [Sav	e] button	to save advoo	ate setup deta	ails.	Advo	cate cate	gory detail
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6.7. SET UP - CASE CATEGORY

to add Case catego	gory tab ory details.		Click the [Save] button to save case category details.	
RISe Court Case Management		•	Shri, Palash Sha	nkar, ADC 🏫 🏟 🛓
State Court Classification Court Advocate	e Category Advocate Sub Category .	Advocate Case Category	Case Sub Category Case Status	×
Add Case Category Details				
Case Category Name*	Description			
Phone D andrea				Clear Save
Show to churies			acarch.	
SI No TL Case Category name	•	11 Description		Action
SI No TI Case Category name	,	Description other matters	11	Action
SINO I: Case Category name	ry Name & Descriptio	n. Description other matters	on <i>Edit</i> icon to update category details.	Action

6.8. SET UP - CASE SUB CATEGORY



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6.9. SET UP - CASE STATUS

[Click on <i>Case Status</i> tab to add Case status details.	
State Court Case Management State Court Classification Court Advocate Category Case Status List Court Case Status List Court Case Status List Court Case Status List	Advocate Sub Category Advocate Case Category Case Sub Catego	Mr. Palash Shankar, ADC 🔶 🗘 📩
Add Case Status Details		Clair Swo
Show 10 antrior		Courb-
SI No 14 Case Status		Action
1 Pending - (Final Hearing)		
2 Resolution Process		Ø D
Enter the present status of the Case.	Click on <i>Edit</i> icon to update state details.	Click the [Save] button to save Case status details.
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**End Of the Module - RISe (Court Case Management) **

"Thank you for thoroughly exploring the features and information."