

**ECT-003-2021-(3rd Phase)****Online TOT Awareness Programme for Advocate Master Trainers (Duration 3 hrs)*****Topic: Electronic Case Management Tools (ECMT) for Advocates*****Draft- Time Table**

<b>Duration</b>	<b>Topic</b>
10.00 AM to 10.05 AM	<ul style="list-style-type: none"><li>○ <b>Opening remarks by</b> ( Director of SJA/ Chairman , Board of Governors of Academy/ Computer Committee Chairperson/ Any other person as decided by the State Judicial Academies)</li></ul>
10.05 AM – 10.15 AM	<ul style="list-style-type: none"><li>○ <b>Overview of eCourts project</b><ul style="list-style-type: none"><li>□ Introduction about eCommittee</li><li>□ Role of Advocate as a Game Changer</li><li>□ Key take aways of this training</li><li>□ eCourts project getting Digital India Award 2020</li></ul></li></ul>
10.15 AM to 10.35 AM	<ul style="list-style-type: none"><li>○ <b>Electronic Case Management Tools for Advocates</b></li><li>○ <b>eCourts related Websites</b><ul style="list-style-type: none"><li>□ eCommittee website( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li><li>□ NJDG( <a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li><li>□ eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li><li>□ District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li></ul></li><li>○ <b>How to get eCourts services 24 x 7</b><ul style="list-style-type: none"><li>□ Cause list/Judgments/Orders/Case Status</li><li>□ Automatic receipt of SMS and eMail on Court listing,</li><li>□ SMS Push And Pull services</li><li>□ Benefits of registration of Advocates in Court CIS</li></ul></li></ul>
10.35 AM – 10.55 AM	<ul style="list-style-type: none"><li>○ <b>eCourts services mobile app for Advocates</b><ul style="list-style-type: none"><li>□ Case Management:</li></ul></li></ul>

	<ul style="list-style-type: none"> <li>☐ Get Case status/causelist/orders</li> <li>☐ My Cases/ Export and Import</li> <li>☐ QR scan option and its utility for Advocates</li> </ul>
10.55 A.M-11.15 A.M	<b>TEA BREAK</b>
11.15 AM - 11.35 AM	<ul style="list-style-type: none"> <li>○ <b>Service Delivery in Court Complexes:</b> <ul style="list-style-type: none"> <li>☐ eSewa Kendra</li> <li>☐ Kiosks</li> <li>☐ Digital display boards</li> </ul> </li> <li>○ <b>Other eServices:</b> <ul style="list-style-type: none"> <li>☐ Online certified copies</li> </ul> </li> </ul>
11.35 AM -11.55 AM	<ul style="list-style-type: none"> <li>○ <b>eFiling - the digital on line filing process</b> <ul style="list-style-type: none"> <li>☐ Registration of Advocate in eFiling website.</li> <li>☐ Steps to eFile a case.</li> <li>☐ Advantages of eFiling</li> <li>☐ Case portfolio management</li> <li>☐ Know the case status any time</li> </ul> </li> </ul>
11.55 AM - 12.15 PM	<ul style="list-style-type: none"> <li>○ <b>Virtual courts</b> -Payment of online fine.</li> <li>○ <b>ePayment</b> portal of court fee, Fine, civil deposits.</li> <li>○ <b>NSTEP</b> -National Service and Tracking of Electronic Processes</li> </ul>
12.15 PM - 12.35 PM	<ul style="list-style-type: none"> <li>○ <b>How to appear in Video Conferencing</b></li> <li>○ <b>How to scan the document and make PDF</b></li> <li>○ <b>Making Accessible PDFs</b></li> <li>○ <b>Uploading documents</b></li> </ul>
12.35 PM -12.45 PM	<ul style="list-style-type: none"> <li>○ <b>Help desk for Advocates</b> (if available in High court it can be informed)</li> <li>○ <b>Help Manuals&amp; Videos in Regional Languages</b></li> </ul>
12.45 PM - 1.00 PM	○ <b>Interaction &amp; Feedbacks</b>