

# *User Manual*

FOR



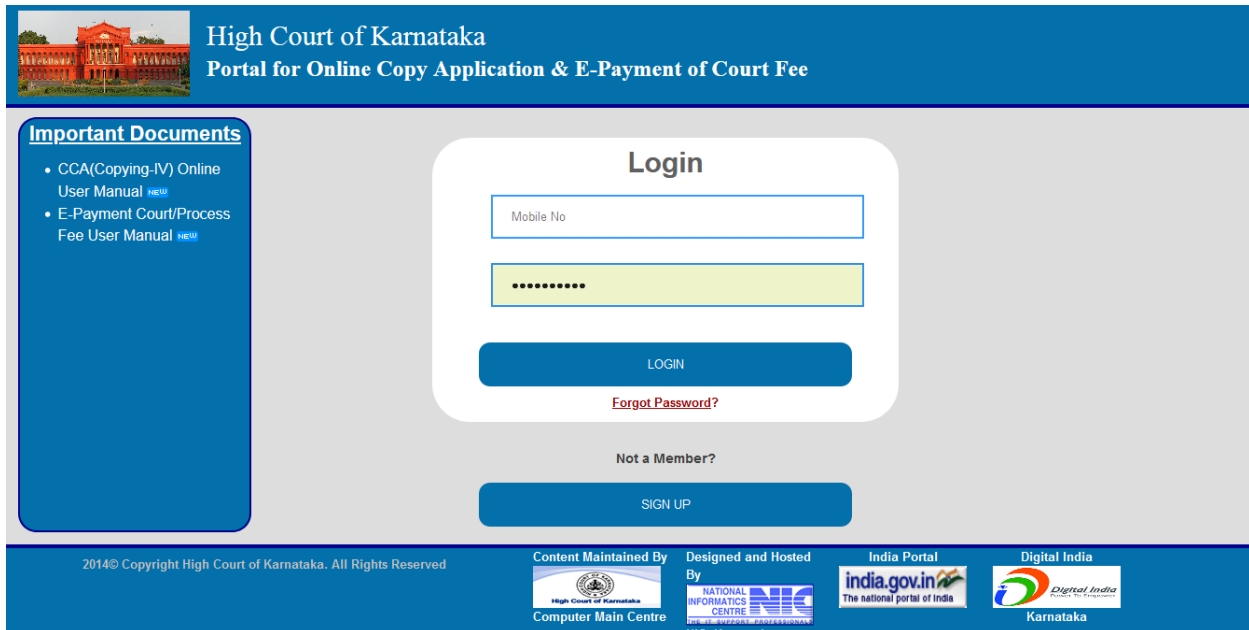
## **Online Certified Copy Application – Interim Orders** **(High Court Of Karnataka, Bengaluru)**



**National Informatics Centre, KSC**

**Bengaluru**

## Login Screen



High Court of Karnataka  
Portal for Online Copy Application & E-Payment of Court Fee

**Important Documents**

- CCA(Copying-IV) Online User Manual [view](#)
- E-Payment Court/Process Fee User Manual [view](#)

**Login**

Mobile No

.....

LOGIN

[Forgot Password?](#)

Not a Member?

SIGN UP

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Fig.1.1 Login Form

User can login from login screen after successfully registration. For registration user have to click on '**SIGN UP**' button. After registration enter registered Mobile number and Password to login. On successful authentication of the credentials, Page is redirected to dashboard.

## Registration Screen

Users can register to get the access to the portal by giving their Name, Mobile Number, Email ID and Password.

**Password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.**

High Court of Karnataka  
Portal for Online Copy Application & E-Payment of Court Fee

----- Register -----

Name

Mobile Number

E-Mail ID

Password  i

Confirm Password

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Fig. 2.1 Registration Form

**NOTE:** - **After the successful registration, user needs to login with registered mobile number and password.**

## Forgot Password Screen

High Court of Karnataka  
Portal for Online Copy Application & E-Payment of Court Fee

Reset Password

9844124737

OTP is sent to Your Mobile Number

420420

New Password\*  i

Confirm Password\*

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Fig. 3.1 Forgot Password Form

To reset the password user needs to enter their registered Mobile Number. One Time Password (OTP) will be sent to their mobile.

On authentication of OTP the user is allowed to change the password.

**Password criteria - Password must be more than 8 characters long, should contain at-least 1 Uppercase, 1 Lowercase, 1 Numeric and 1 special character.**

Enter new Password and re-enter the same password to confirm and click on submit button to change the password.

## Dashboard

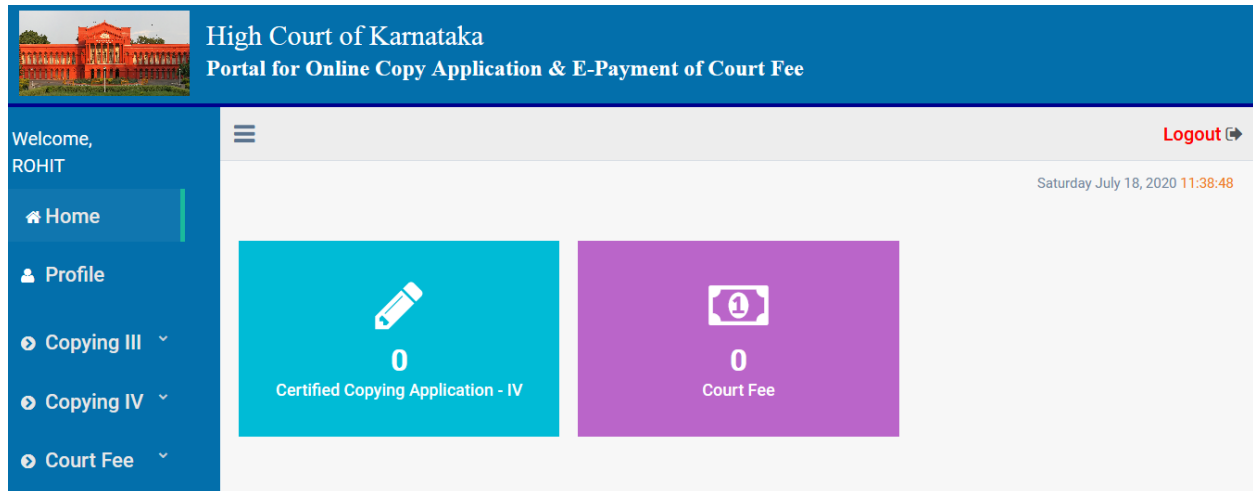


Fig. 4.1 Menu Form

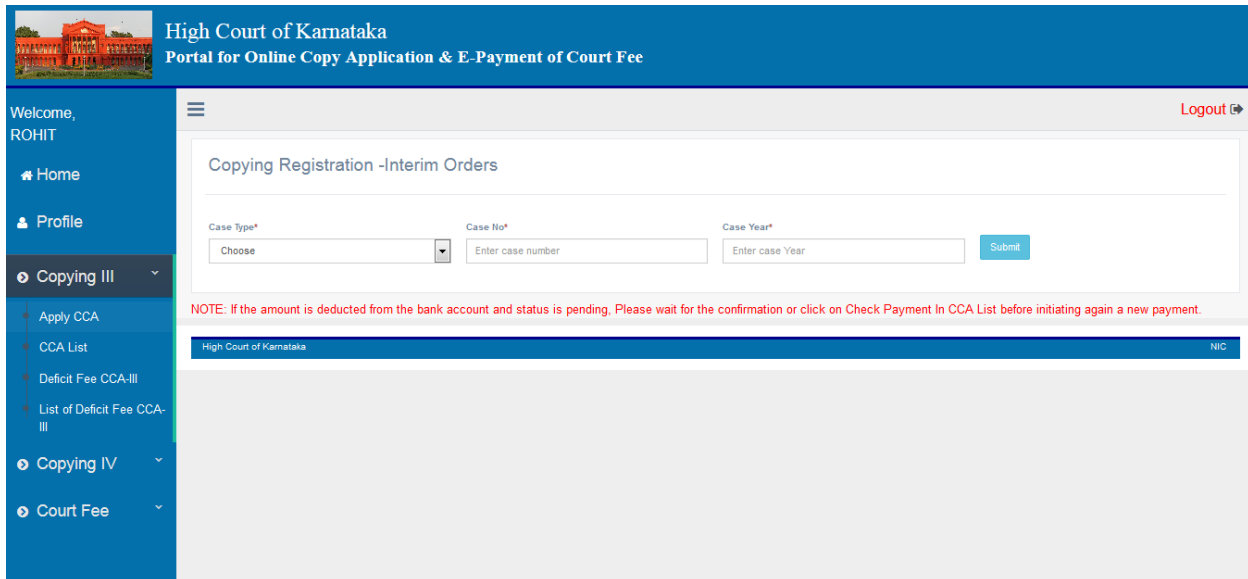
On successful login, Logged in Name will be displayed.

Show the total no. of certified copy application applied online by the user.

When user clicks on Profile button the profile of the user is displayed. When user clicks on Logout button, the user is logged off.

The dashboard provides option for registration with online payment of request for certified copy (Apply CC), View the list of applications registered (CC List), Pay DCF by application number (Deficit Fee) and view the list of copying requests due for DCF (List of deficit Fee).

## Certified Copy Application – Interim Orders



High Court of Karnataka  
Portal for Online Copy Application & E-Payment of Court Fee

Welcome, ROHIT Logout

Copying Registration -Interim Orders

Case Type\*  Case No\*  Case Year\*

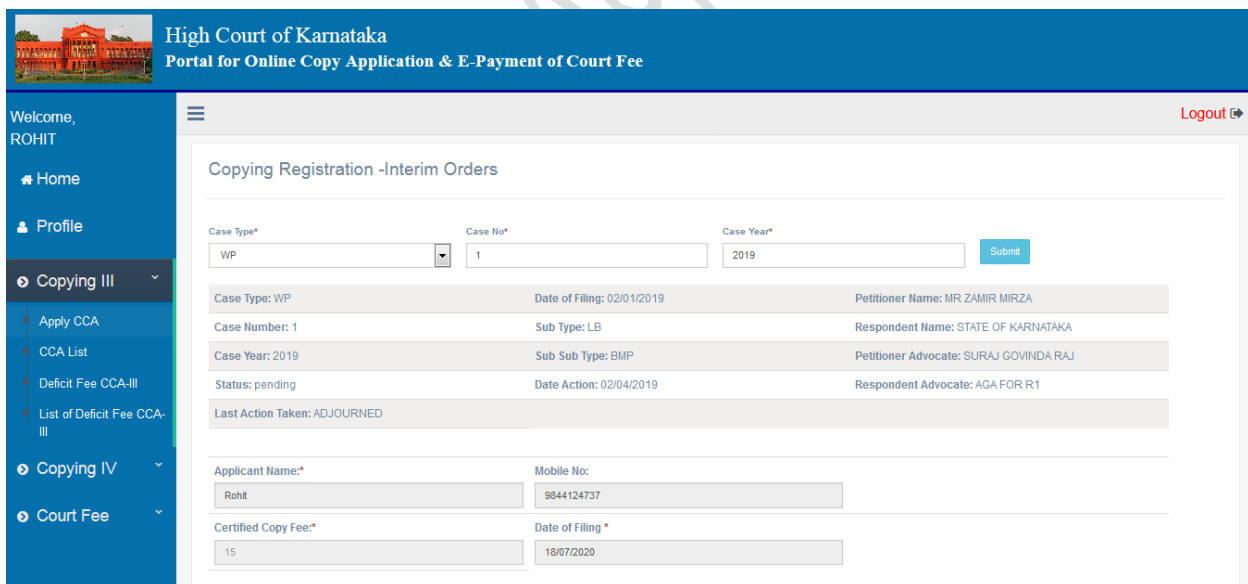
NOTE: If the amount is deducted from the bank account and status is pending, Please wait for the confirmation or click on Check Payment In CCA List before initiating again a new payment.

High Court of Karnataka NIC

Fig. 5.1 Copy Application Form

Enter Case Type, Case Number and Case Year and on Click on Submit Button the case details are populated.

User cannot apply copy application for pending cases.



High Court of Karnataka  
Portal for Online Copy Application & E-Payment of Court Fee

Welcome, ROHIT Logout

Copying Registration -Interim Orders

Case Type\*  Case No\*  Case Year\*

Case Type: WP	Date of Filing: 02/01/2019	Petitioner Name: MR ZAMIR MIRZA
Case Number: 1	Sub Type: LB	Respondent Name: STATE OF KARNATAKA
Case Year: 2019	Sub Sub Type: BMP	Petitioner Advocate: SURAJ GOVINDA RAJ
Status: pending	Date Action: 02/04/2019	Respondent Advocate: AGA FOR R1
Last Action Taken: ADJOURNED		

Applicant Name:\*  Mobile No:

Certified Copy Fee:\*  Date of Filing \*

Fig. 5.2 Case Status

Case details such as Case Type, Case Number, Case year, Status, Petitioner Name, Respondent Name, Petitioner Advocate, Respondent Advocate, Filing Date, Classification, Date of Filing, Last Action Taken, Date of Action are displayed to verify the details.

The screenshot shows the 'Final Order Form' interface. On the left is a navigation menu with options like 'Apply CCA', 'CCA List', 'Deficit Fee CCA-III', 'Copying IV', and 'Court Fee'. The main form area contains the following fields and information:

- Case Information:** Case Number: 1, Sub Type: LB, Respondent Name: STATE OF KARNATAKA, Case Year: 2019, Sub Sub Type: BMP, Petitioner Advocate: SURAJ GOVINDA RAJ, Status: pending, Date Action: 02/04/2019, Respondent Advocate: AGA FOR R1, Last Action Taken: ADJOURNED.
- Applicant Details:** Applicant Name: Rohit, Mobile No: 9844124737.
- Payment and Filing:** Certified Copy Fee: 15, Date of Filing: 18/07/2020.
- Request Form:** Type of Request (dropdown: --Select--), No. of Copies (input field), Date of Order [DD/MM/YYYY] (input field), and an 'Add' button.
- Declaration:** A checked checkbox with the text 'I hereby declare that I am the Advocate/Applicant of this case.' and a 'Submit' button.
- Notes:** A red note states: 'NOTE: If you are not an Advocate/Applicant of this case then your application will be cancelled and no refund will be given.' Another note at the bottom says: 'NOTE: If the amount is deducted from the bank account and status is pending, Please wait for the confirmation or click on Check Payment In CCA List before initiating again a new payment.'

Fig. 5.3 Final Order Form

Select the Type of Request, enter number of Copies required and Date of Order. Minimum amount (Rs. 15/-) is displayed.

Click on Add button to add multiple Request Types. Declare that you are Advocate/Applicant of this case by selecting the check box to register the application.

Click on Submit button to register the copying application number. Now, the Application will be redirected to payment portal for online payment of copying charges.

The screenshot shows the user interface after successful registration. A modal window is displayed with a green checkmark icon and the text:

**Thank You!**  
Your Copying Interim Application is Registered.  
Application No: 300085/2020

The background shows the user's profile page with a 'Welcome, ROHIT' message and a navigation menu. The 'Copying III' option is selected in the menu. A 'Logout' button is visible in the top right corner. A 'Close' button is located at the bottom right of the modal window.

Fig. 5.4 Generation of CR Number

The Application number is generated and displayed on the screen and message is sent to the registered mobile number of the user.

## Payment Page

at, aggregator service charges may be applicable.

ಪಾವತಿ ವಿವರಗಳು \ Payment Details

ಪಾವತಿ ವಿಧ Mode of Payment \* Netbanking

ಇ-ಪಾವತಿ ವಿಧ Type of E-Payment \* Direct Integration with Banks

Direct Integration with Banks \* State Bank of India

Enter CAPTCHA Code \* 5830XJ

ಸಲ್ಲಿಸು \ Submit ಮರುಜೋಡಿಸು \ Reset

Fig. 5.5 Payment Page

Click on submit button after selecting Mode of Payment as Net banking, select type of E-payment as Direct Integration with Banks and select the required bank and entering the displayed captcha.

The user will be redirected to net banking site of the selected bank. On complete of the transaction by clicking confirm button the user will be shown the acknowledgment, a print of which can be taken for further reference.

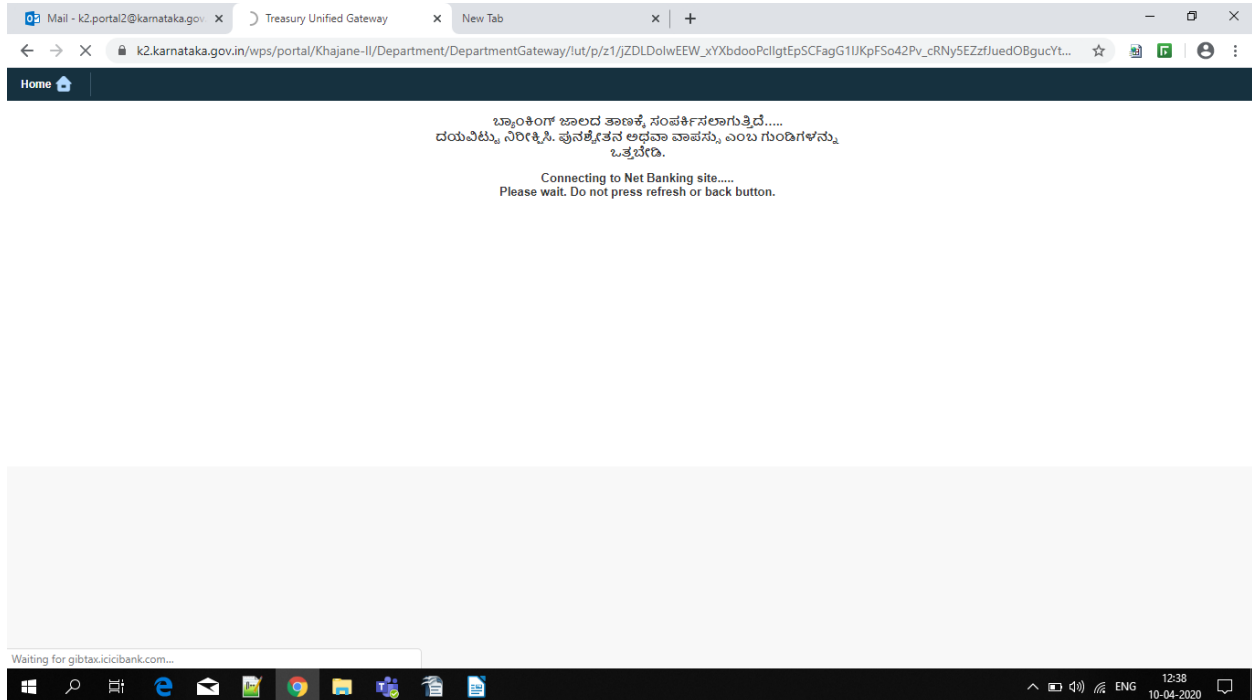


Fig. 5.6 Redirecting to Payment Page

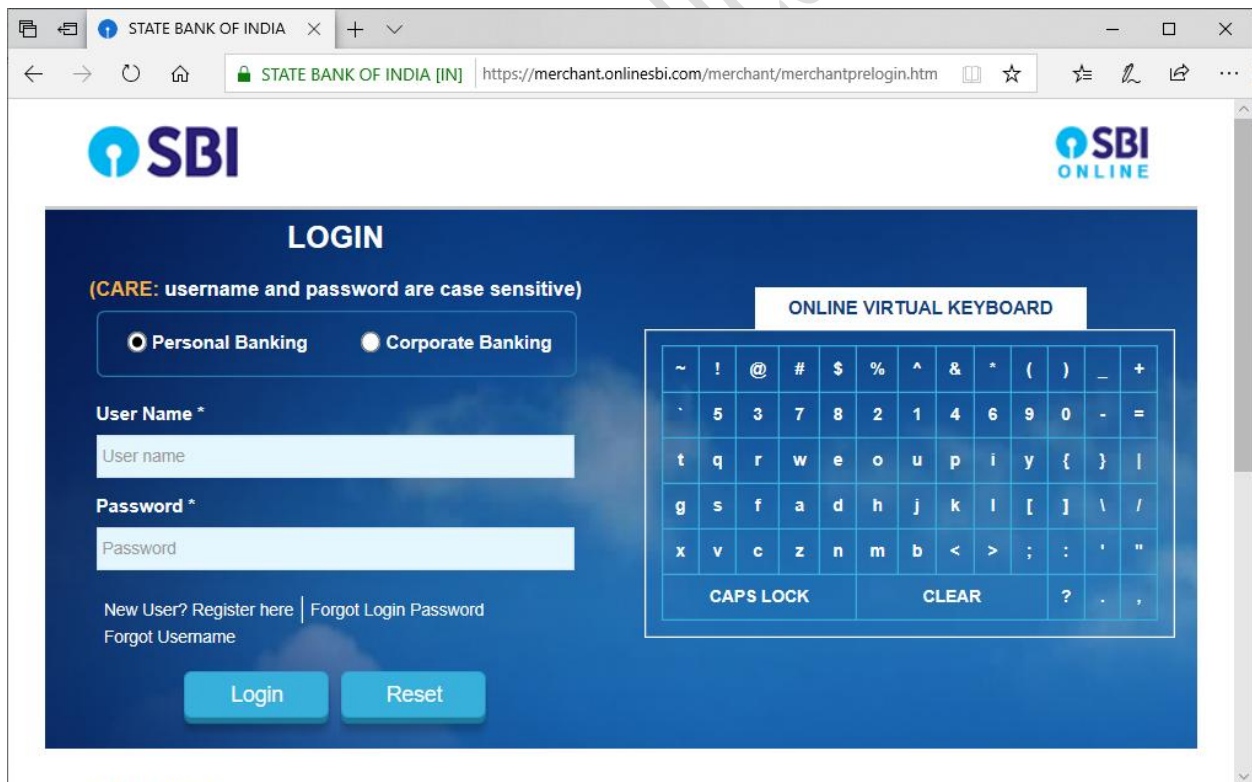


Fig. 5.7 Payment Page



gibtax.icicibank.com/corp/GIBAuthenticationController?FORMSGROUP\_ID\_=AuthenticationFG&\_START\_TRAN\_FLAG\_=Y&FG\_BUTTONS\_=LOAD&ACTION.LO... ☆

**Payment Details**      Preview and Confirm      Summary

\* Indicates Mandatory Fields

<b>Tax Type :</b>	Khajane State Tax
<b>Reference Number :</b>	48331188
<b>Pay From Account : *</b>	Select

Merchant Code (Payee Id) :	ICICI_KHAJANE
Challan Reference Number :	CR0420801100524429
Challan Amount :	1
Transaction Date :	16042020
Name of the Remitter :	xx xx

Reject Remarks:

**CONTINUE**      **REJECT**

Fig. 5.8 Payment Confirmation Page

Payment Receipt  
Payment Confirmation

**Payment Acknowledgement**

**Bank\_transaction\_no** 10001008  
**CCA Application No** WP 100020/2020  
**Status** PAYMENT\_DONE  
**challan\_amount** 75  
**challan\_ref\_no** HIGH130320114124  
**Bank\_name** State Bank Of India  
**Payment\_mode** Direct Integration with Banks  
**trsn\_timestamp** 2020-03-13 11:51:46.607

32 seconds

Fig. 5.9 Payment Acknowledgment

## Certified Copy List

The screenshot displays the 'List of Application Registered CCA-III' on the High Court of Karnataka portal. The page header includes the court's name and the portal's purpose: 'Portal for Online Copy Application & E-Payment of Court Fee'. A user is logged in as 'ROHIT'. The main content area shows a table with the following data:

Sl No.	Case No	Application No	Date of Filed	Application Status	Payment Status
1.	WP 1/2019 Challan NO. - HIGH170720172545	WP 300001/2020	17/07/2020	Pending Amount: Rs.15.00	PAYMENT_FAILED - DCF_ONLINE_CCA3 <a href="#">Check Payment</a>
2.	WP 1/2019 Challan NO. - HIGH170720174511	WP 300001/2020	17/07/2020	Pending Amount: Rs.15.00	PAYMENT_FAILED - DCF_ONLINE_CCA3 <a href="#">Check Payment</a>

Fig. 6.1 List of Application Filed

List of applications registered by the user is displayed along with the status of certified copy application registered. If the payment fails during application registration, the user can re-initiate the payment by clicking on **Re-initiate Payment** button. Click on **Check Payment** button to check the payment status.

## Deficit Fee

The screenshot displays the 'Certified Copy Application - Deficit Fee Entry' form on the High Court of Karnataka portal. The page header includes the court's name and the portal's purpose: 'Portal for Online Copy Application & E-Payment of Court Fee'. A user is logged in as 'ROHIT'. The form contains the following fields:

- Case Type\* (Dropdown menu with 'Choose' selected)
- CCA No\* (Text input field with placeholder 'Enter cr number')
- CCA Year\* (Text input field with placeholder 'Enter cr Year')
- Submit button

A note below the form states: "NOTE: If the amount is deducted from the bank account and status is pending, Please wait for the confirmation or click on Check Payment In CCA List before initiating again a new payment."

Fig. 7.1 Deficit Fee

Select Case Type and enter CR Number and CR Year and Click on Submit Button.

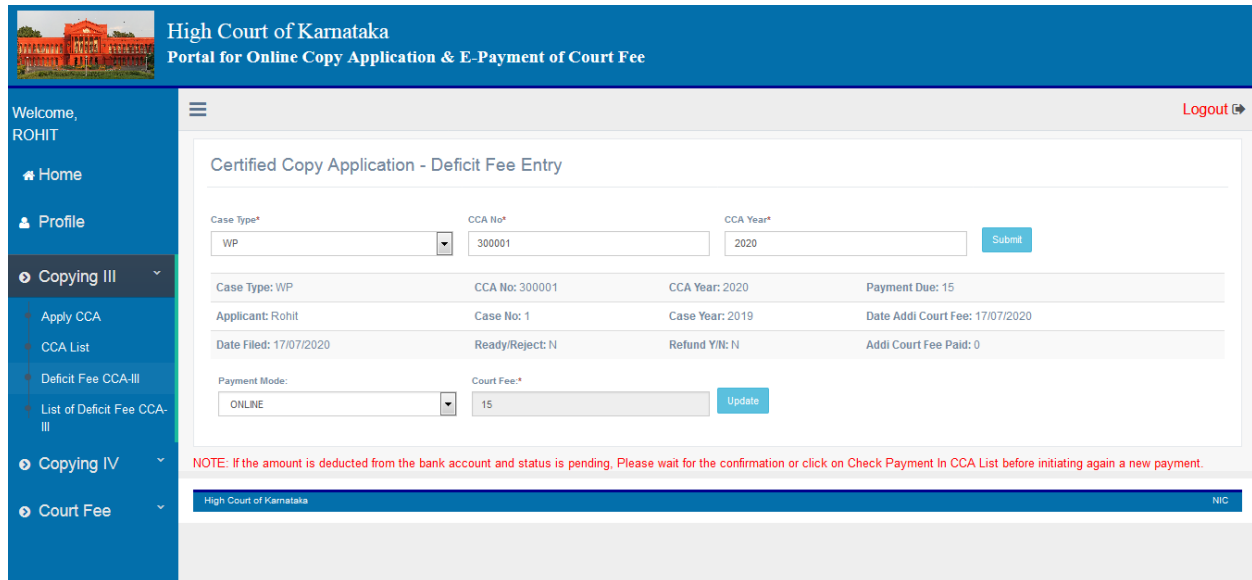


Fig. 7.2 Deficit Fee Details

On Click of Submit Button, copying request details such as Case Type, CCA Number, CCA Year, Date of Filing, Case Number, Case year, Applicant Name, DCF (Payment Due), Additional Fee Paid, Date Additional Court Fee Paid are displayed. If there is any payment due the user can pay the amount.

Click on submit button the page is redirected to payment site for payment of DCF.

### List of Deficit Fee

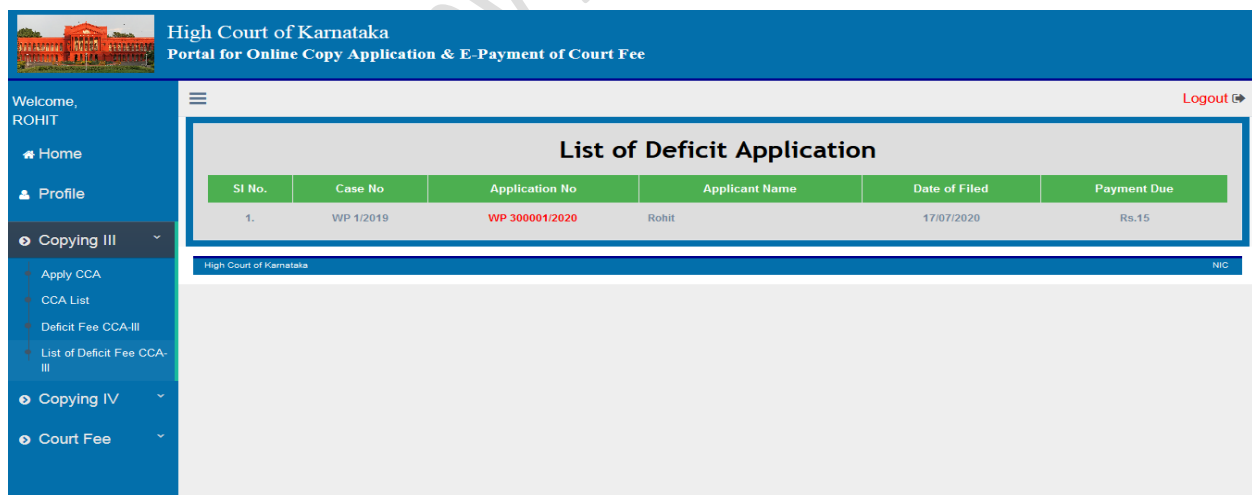


Fig. 8.1 List of Deficit Fee

List of applications due for DCF will be displayed. The user can initiate the payment and pay the deficit amount using Deficit Fee CCA-III.