User Manual

FOR

Online Certified Copy Application
(High Court Of Karnataka, Bengaluru)

National Informatics Centre, KSC

Bengaluru

Login Screen

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.

Fig. 2.1 Registration Form

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

Forgot Password Screen

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.
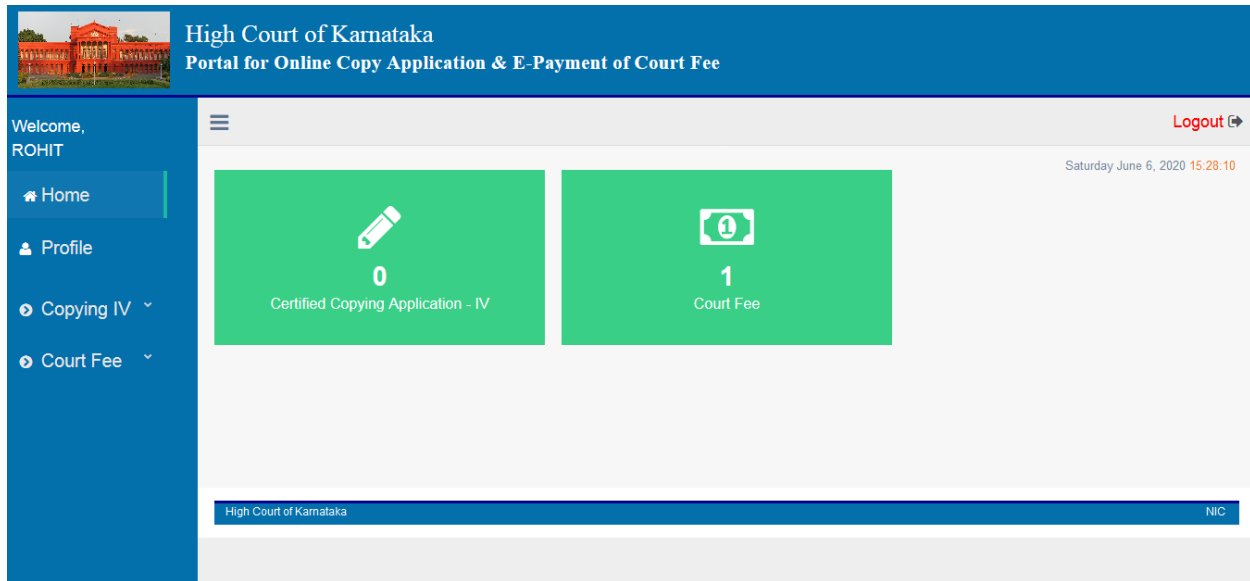
Dashboard

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

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.

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, Decision Date, Hon'ble Judge Name, Classification, Date of Filing, Date of Order are displayed to verify the details.

Click Submit button if the details are correct.

Fig. 5.3 Final Order Form

On Click of Submit the user has to select the type of request and enter number of copies required and the Copying fee will be calculated automatically based on the number of pages, type of request and number of copies. If number of pages are not available, minimum amount (Rs. 15/-) is displayed

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

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

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.
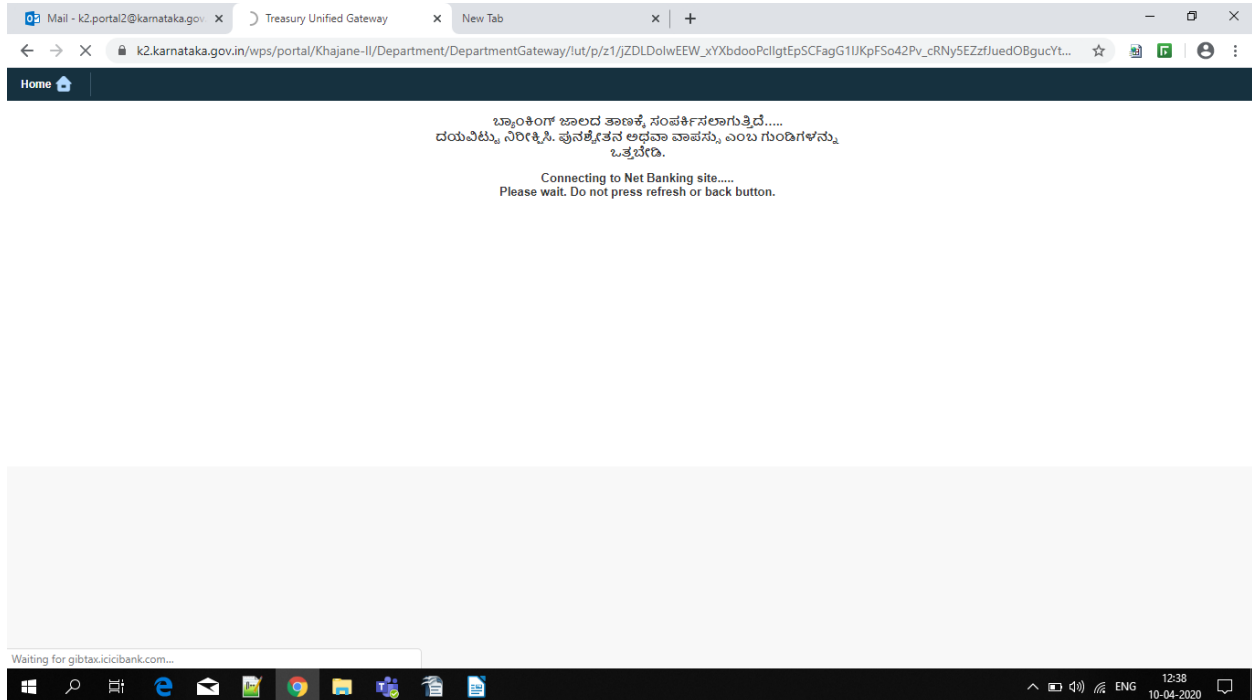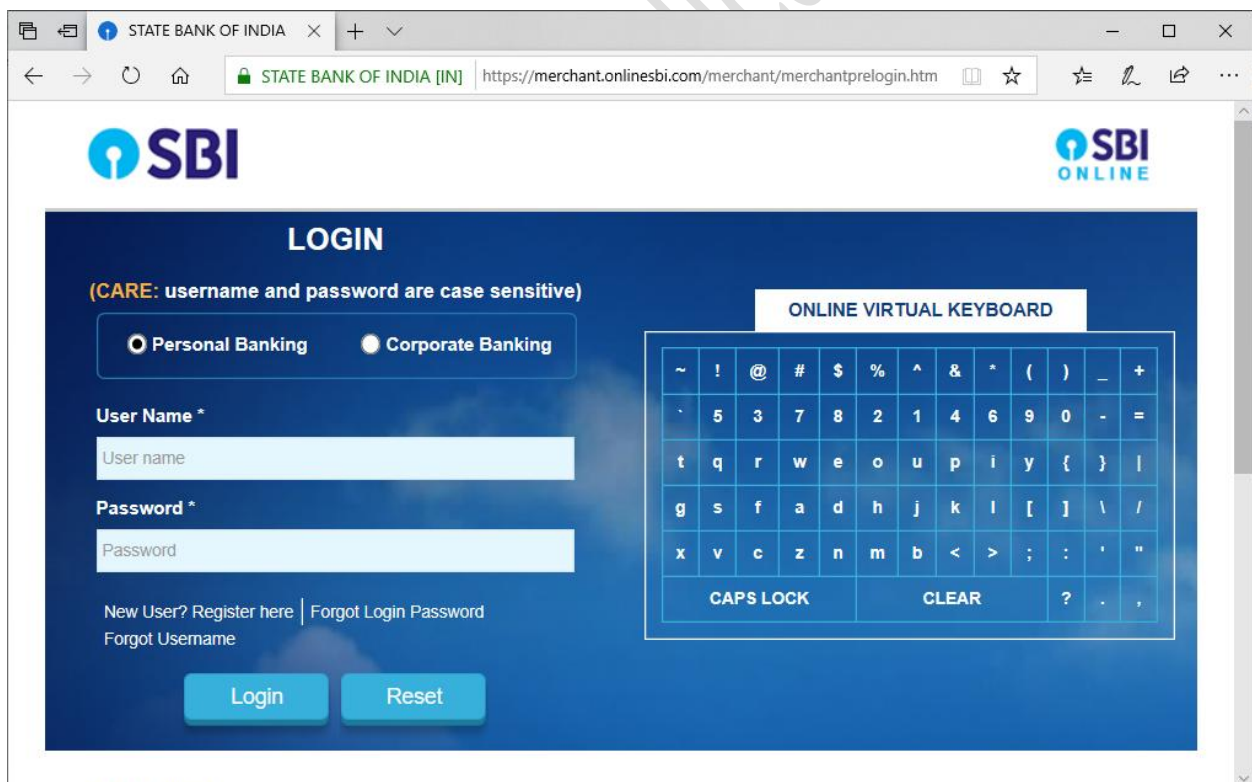
Fig. 5.6 Redirecting to Payment Page

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

Tax Type :   Khajane State Tax

Reference Number :   48331188

Pay From Account : *   [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

[Print Receipt] [Download as Pdf]

Fig. 5.9 Payment Acknowledgment

Certified Copy List

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

Fig. 7.1 Deficit Fee

Select Case Type and enter CR Number and CR Year and Click on Submit Button.
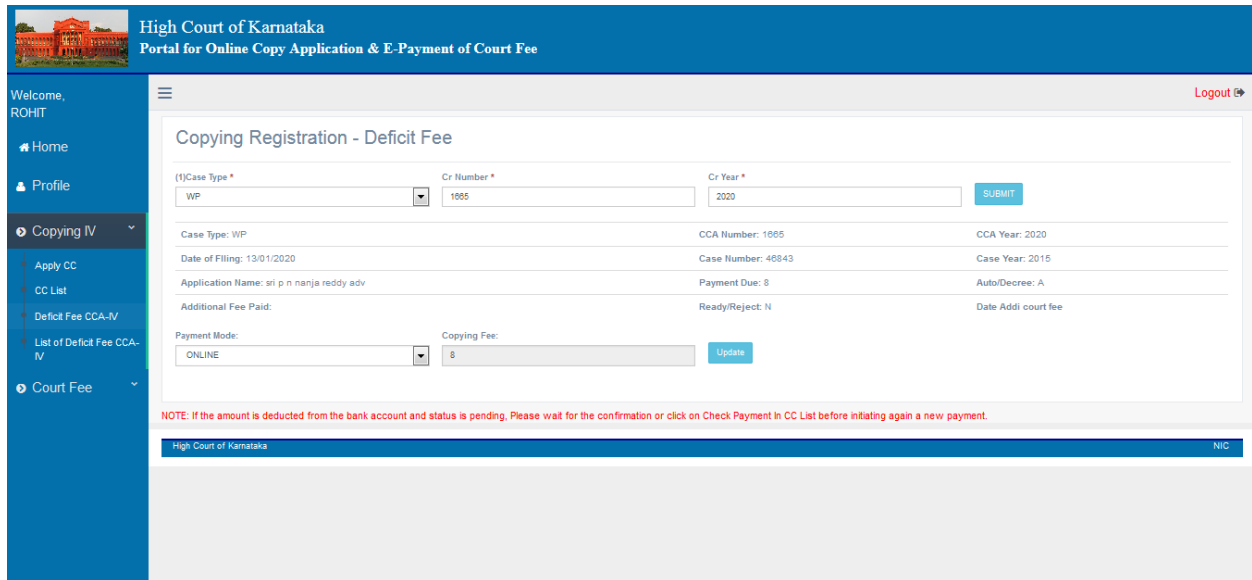
Fig. 7.2 Deficit Fee Details

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), Auto/Decree, Additional Fee Paid, Ready/Reject, 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.
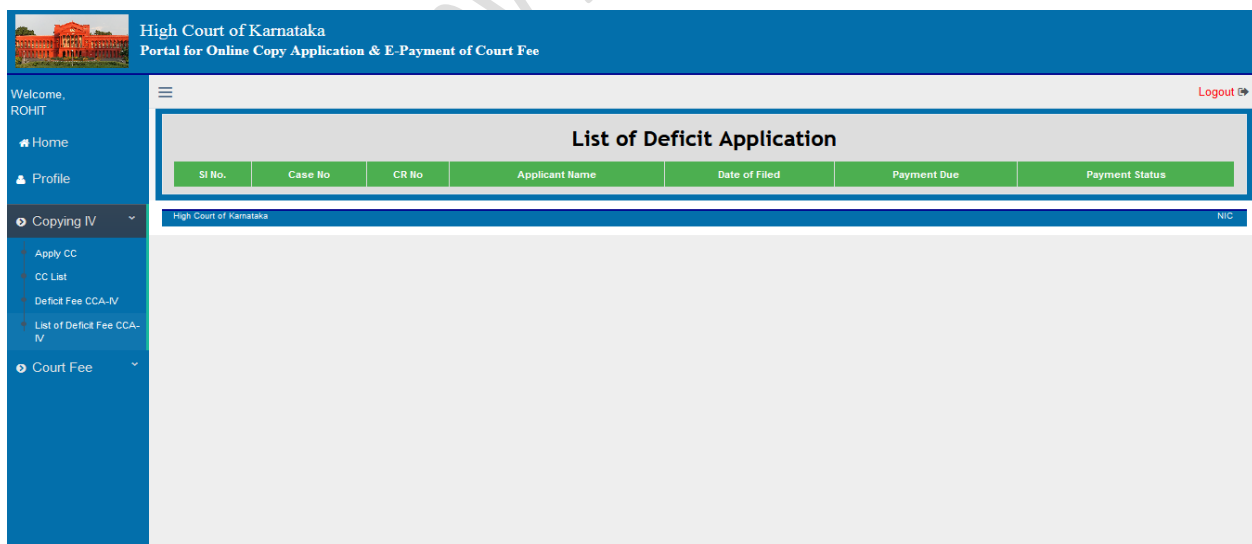
List of Deficit Fee

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.