

TAMIL NADU STATE JUDICIAL ACADEMY

*ECT 004-2021 – District and Taluk Level Bar Association Advocates
/ Advocate Clerks training by the TOT Advocate Master Trainers
Through online*

24.04.2021 (Saturday)

09.40 am – 09.55 am	Joining of Participants
10.00 am – 10.05 am	Welcome Address Mr./Ms..... Master Trainer
10.05 am – 10.10 am	Opening remarks Mr./Ms..... Principal District Judge,
10.10 am – 10.20 am	➤ Overview of eCourts project <ul style="list-style-type: none">○ Introduction about eCommittee○ Role of Advocate as a Game Changer○ Key take aways of this training○ eCourts project getting Digital India Award 2020 Mr. /Ms.....
10.20 am – 10.25 am	Electronic Case Management Tools for Advocates ➤ eCourts related Websites <ul style="list-style-type: none">○ eCommittee website(https://ecommitteesci.gov.in/)○ NJDG(https://njdg.ecourts.gov.in/njdgnew/index.php)○ eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/)○ District Court Websites (https://districts.ecourts.gov.in/) Mr. /Ms.....
10.25 am – 10.40 am	➤ How to get eCourts services 24 x 7 <ul style="list-style-type: none">○ Cause list/Judgments/Orders/Case Status○ Automatic receipt of SMS and eMail on Court listing,○ SMS Push And Pull services○ Benefits of registration of Advocates in Court CIS Mr. /Ms.....
10.40 am – 11.00 am	➤ eCourts services mobile app for Advocates <ul style="list-style-type: none">○ Case Management:○ Get Case status/causelist/orders○ My Cases/ Export and Import○ QR scan option and its utility for Advocates Mr. /Ms.....
11.00 am – 11.15 am	Break

11.15 am – 11.30 am	<p>➤ Service Delivery in Court Complexes:</p> <ul style="list-style-type: none"> ○ eSewa Kendra ○ Kiosks ○ Digital display boards <p>Mr. /Ms.....</p>
11.30 am – 11.35 am	<p>➤ Other eServices:</p> <ul style="list-style-type: none"> ○ Online certified copies <p>Mr. /Ms.....</p>
11.35 am – 11.55 am	<p>➤ eFiling - the digital on line filing process</p> <ul style="list-style-type: none"> ○ Registration of Advocate in eFiling website. ○ Steps to eFile a case. ○ Advantages of eFiling ○ Case portfolio management ○ Know the case status any time <p>Mr. /Ms.....</p>
11.55 am – 12.05 pm	<p>Virtual courts - Payment of online fine</p> <p>Mr. /Ms.....</p>
12.05 pm – 12.10 pm	<p>ePayment portal of court fee, Fine, civil deposits</p> <p>Mr. /Ms.....</p>
12.10 pm – 12.15 pm	<p>NSTEP - National Service and Tracking of Electronic Processes</p> <p>Mr. /Ms.....</p>
12.15 pm – 12.25 pm	<p>How to appear in Video Conferencing</p> <p>Mr. /Ms.....</p>
12.25 pm – 12.35 pm	<p>➤ How to scan the document and make PDF</p> <ul style="list-style-type: none"> ○ Making Accessible PDFs ○ Uploading documents <p>Mr. /Ms.....</p>
12.35 pm – 12.45 pm	<p>➤ Help desk for Advocates (if available in High court it can be informed)</p> <p>➤ Help Manuals & Videos in Regional Languages</p> <p>Mr. /Ms.....</p>
12.45 pm – 01.00 pm	<p>Interaction & Feedbacks</p>
01.00 pm	<p>Vote of Thanks</p>