

THE GAUHATI HIGH COURT AT GUWAHATI
(HIGH COURT OF ASSAM : NAGALAND : MIZORAM AND ARUNACHAL PRADESH)

N O T I F I C A T I O N

Dated: Guwahati, the 6th of July, 2021

No. HC.VII-348/Pt-I/2018/2822/A: It is for information of all learned Advocates practicing in the Hon'ble Gauhati High Court and the subordinate Courts of Assam that, as per mandate of the e-Committee of the Hon'ble Supreme Court of India, an online training for learned Advocates on ***Electronic Case Management Tools (ECMT) for Advocates & Updated Features of CIS*** is being organized by the Judicial Academy, Assam, on **11-07-2021 (Sunday) from 10:00 A.M. to 2:00 P.M.** The online training will be conducted by Advocate Master Trainers.

All learned Advocates are requested to join the training through the following link:

<https://bit.ly/35ZV72A>

The live link is also uploaded in the official website of the Judicial Academy, Assam, at **www.jaassam.gov.in**.

The procedure to join the training and the Agenda are attached herewith.

By order,
Sd/- R. A. Tapadar
REGISTRAR (JUDICIAL)

Memo No. HC.VII-348/Pt-I/2012/2823-2836/A, dated 06-07-2021.

Copy forwarded for information and necessary action to:

1. The L.R.-cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati.
2. The Director, Judicial Academy, Assam.
3. The Registrar (Vig. / Admn.), Gauhati High Court, Guwahati.
4. The Registrar-cum- Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati.
5. The District & Sessions Judge, All.

He / She is requested to widely circulate the notification amongst the learned Advocates practicing within their respective

jurisdictions, requesting them to participate in the online training.

6. The Chief Judicial Magistrates, All.

He / She is requested to widely circulate this Notification amongst the learned Advocates practicing within their respective jurisdictions, requesting them to participate in the online training.

7. The Sub-Divisional Judicial Magistrates (M), All.

He / She is requested to widely circulate this Notification amongst the young Advocates practicing within their respective jurisdictions, requesting them to participate in the online training.

8. The Member Secretary, Assam State Legal Services Authority,

He is requested to widely circulate the Notification amongst the Legal Aid Counsel directly and/or through the Secretary, District Legal Services Authority, requesting them to participate in the online training.

9. The Joint Registrar (Vig. / Judl. / PM&P / R. Cell), Gauhati High Court, Guwahati.

10. The Deputy Registrar (_____), Gauhati High Court, Guwahati.

11. The Project Manager, Gauhati High Court, Guwahati.

He is requested to upload the Notification immediately in the official website of the Gauhati High Court, Guwahati.

12. The P.S. to Hon'ble Mr. Justice M. R. Pathak, Gauhati High Court, Guwahati.

13. The C.A. to the Registrar General, Gauhati High Court, Guwahati.

14. Office File.

(THE LIST OF OFFICERS HERE IN ABOVE IS NOT NECESSARILY IN ORDER OF SENIORITY)

R. A. Tapadar

06.07.21

REGISTRAR (JUDICIAL)

Procedure to join Online Training on Microsoft Teams

- Participants are requested to go through the information brochure/user manual and the Video Tutorial of online webinar software well before commencement of the Webinar and to download/install the required software in their Laptops/Smartphones from the following link.
 - <https://www.microsoft.com/en-in/microsoft-365/microsoft-teams/download-app>
 - <https://support.microsoft.com/en-us/office/join-a-meeting-in-teams-1613bb53-f3fa-431e-85a9-d6a91e3468c9#bkmk> link

- The summarised procedure to join is given below-

How to join through PC/Laptop

1. Click on the given link or type the given link on the browser.
2. A new tab with a pop-up will open
 - Select 'Open Microsoft Teams' if you have Microsoft Teams App installed in your device.
 - OR*
 - Cancel the pop-up and click on 'Continue on this browser'.

How to join in Android device

1. Download and Install "Microsoft Teams" from Google Play
2. After installing, click on the webinar link
3. Click on "open with Microsoft Teams"
4. Enter your name and click Join

How to join in iOS-iPad/iPhone

1. Download "Microsoft Teams" from 'App Store'
2. Click on the invitation link, the application will open up, then click on 'Join as a guest'
3. Click on 'Allow access'
4. Type your name and click on Join meeting

**ECT 004-2021-(4TH PHASE) TRAINING PROGRAMME
FOR ADVOCATES AND ADVOCATE CLERKS OF STATE
OF ASSAM**

**On
Electronic Case Management Tools (ECMT) for Advocates &
Updated features of CIS**

LINK: <https://bit.ly/35ZV72A>

Date: 11.07.2021 (Sunday) (10.00 A.M. to 2.00 P.M.)

Master Trainer Judicial Officer-cum- Programme moderator: Mr. Kiran Lal Baishnab, AJS and Mr. Satyajit Karmakar, AJS.

AGENDA

Duration	Topic	Advocate Master Trainer
10.00 AM _ 10.05 AM	Opening remarks by Director Judicial Academy, Assam	
10.05 AM – 10.20 AM	<p>> Overview of eCourts project Introduction about eCommittee. Role of Advocate as a Game Changer. Key take aways of this training. eCourts project getting Digital India Award 2020.</p>	Mr. Mahmud Hassan Mazumdar Advocate
10.20 AM – 10.35 AM	<p>> Electronic Case Management Tools for Advocates. > eCourts related Websites.</p> <ul style="list-style-type: none"> • eCommittee website (https://ecommitteesci.gov.in/) • NJDG (https://njdq.ecourts.gov.in/njdqnew/index.php) • eCourts services (https://services.ecourts.gov.in/ecourtindia_v6/) • District Court Websites (https://districts.ecourts.gov.in/) 	Mr. Tapan Kr. Bhowmick Advocate &
10.35 AM – 10.50 AM	<p>> How to get eCourts services 24 x 7</p> <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. Nandan Kumar Nath Advocate
10.50 AM – 11.15 AM	<p>> eCourts services mobile app for Advocates</p> <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. Sibujogoi Advocate &

11.15 AM _ 11.40 AM	> Service Delivery in Court Complexes : <ul style="list-style-type: none"> • eSewa Kendra • Kiosks • Digital Display Boards > Other Services <ul style="list-style-type: none"> • Online certified copies • eGate Pass 	Ms. Sangeeta Kumari Verma Advocate
11.40 AM – 11.50 AM	TEA BREAK	
11.50 AM – 12.20 PM	> eFiling - the digital on line filing process <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. 	Mr. Salimul Islam Advocate
12.20 PM – 12.35 PM	> Virtual courts > ePayment portal of court fee, Fine, civil deposits	Mr. Raju Choudhury Advocate
12.35 PM – 12.55 PM	> NSTEP	Mr. Kartik Dey Advocate
12.55 PM – 01.15 PM	> How to appear in Video Conferencing. > How to scan the document and make PDF. > Making Accessible PDFs. > Uploading documents	Mr. Devanjan Boruha Advocate
01.15 PM – 01.30 PM	> Help desk for Advocates > (if available in High court it can be informed) > Help Manuals & Videos in Regional Languages.	Ms. Gitanjali Gogoi Advocate
01.30 PM – 02.00 PM	> Interaction & Feedbacks	