

e-Copying



User Instructions Manual



Supreme Court of India

CONTENTS

<u>1. PURPOSE</u>	<u>1</u>
<u>2. FEATURES</u>	<u>1</u>
A) EXISTING COPYING S/W FEATURES:	1
B) E-COPYING S/W FEATURES:	2
<u>3. ELIGIBILITY OF USER FOR MAKING REQUEST THROUGH E-COPYING</u>	<u>3</u>
A. ADVOCATE-ON-RECORD	3
B. PARTY IN A CASE	4
C. APPEARING OR ARGUING COUNSEL:	4
D. ADVOCATE AUTHORIZED BY AOR	5
E. THIRD PARTY	ERROR! BOOKMARK NOT DEFINED.
<u>4. LOGGING IN AND VERIFICATION</u>	<u>6</u>
A. ADVOCATE-ON-RECORD	6
B. APPEARING OR ARGUING COUNSEL	7
C. PARTY IN A CASE	10
D. THIRD PARTY	ERROR! BOOKMARK NOT DEFINED.
SELECT YOUR CAPACITY AS THIRD PARTY AND ENTER DETAILS.	ERROR! BOOKMARK NOT DEFINED.
E. AUTHENTICATED BY AOR	16
<u>5. APPLY FOR COPYING</u>	<u>18</u>
<u>6. MAKE PAYMENT</u>	<u>21</u>
<u>8. TRACK THE CONSIGNMENT</u>	<u>28</u>
<u>9. CHECK COPY STATUS</u>	<u>29</u>
<u>10. DASHBOARD</u>	<u>30</u>
<u>11. FREQUENTLY ASKED QUESTIONS (FAQ)</u>	<u>30</u>
<u>12. CONTACT US</u>	<u>31</u>

1. Purpose

e-Copying software has been designed and developed for bringing speed and efficacy in obtaining certified copies in the Supreme Court of India. Using the portal link of the e-Copying module, the Advocate-On-Record, Parties to cases, and persons authorized under Rules for obtaining certified / unauthenticated copies of case under the Rules may apply for or give requisition for the certified or digitized copy of the Supreme Court cases, as may be admissible under Rules, through online mode.

First Soft copy of any record (if admissible to the user) is provided free of cost by the Supreme Court of India. Soft-copy is provided on the registered email address of the user. However, online request can be made for hard copy and delivery mode may be chosen by the user. Delivery may be obtained physically on the counter or copy may be delivered by speed post to the concerned user at the address provided by the user.

2. Features

A) Existing Copying S/w Features:

1. Receiving applications through the Copying Counter, Email, Post and RTI.
2. Verification of the AOR/party/advocate is done manually by way of checking ID Card, signature, etc.
3. Calculation of copying fees is completely manual. Dealing assistant checks the number of pages in each order/judgement/Record of Proceedings/document and calculates copying charges manually for making payment by AOR/party/advocate, who purchases the stamps from a registered stamp vendor.

4. In several instances. If the required document is not available on the file, copying fee is returned.
5. The process of certification of order/Judgement/Record of proceedings/document involves various stages undertaken by respective Dealing Assistant.
6. The process of certification normally takes 24-48 hours depending on the category of application; however, in the case of documents, it takes approximately 7 days
7. The application number which is generated at the time of registration may be used to track the status of the certified copy of Order/Judgment/Record of Proceedings/document.

B) E-Copying S/w Features:

1. Receive applications through the online e-Copying software is now possible.
2. At the time of registration, verification of the AOR/party-in-person/Appearing counsel is done by software through verification of mobile number and email address.
3. Calculation of copying fees is automated. Payment for copying fees can be made online using debit card, credit card, net banking, UPI, wallet etc. which directly sends amount to government account through the API integrated with **Bharatkosh**.
4. Access to record is as per capacity of the user i.e. AOR, Party, Appearing counsel or Third party. Access control to certain portion of record (document or part of document) is defined as per Rules for certain users viz. AOR and Party-in-person.

5. Online applications do not require further entry by the Registry manually.
6. Process of issuing e-copy is accelerated by automation once process of verification by copying section is complete.
7. QR code embedded in the copies issued and authenticity can be verified online via the QR code link.
8. Provision is made to share digitally signed PDFs to the applicant by email.
9. Provision is available to search the document and also to request unavailable documents (not found in 'search' results).

3. Eligibility of User for making request through e-Copying

There are following types of users

1. Advocate-on-Record (AOR)
2. Party in a case
3. Appearing counsel
4. Advocate authorized by AOR

A. Advocate-on-Record

AOR must be registered with the Supreme Court Integrated Case management and Information System (ICMIS) and he/she must have been engaged by parties for which e-Copying request is made.

AOR may obtain copies of Judgement, Order, Record of Proceedings (RoP), complete document or part of document in a case in which he/she is engaged. First copy of bail order can be obtained free of cost.

Normally, all AORs are registered with ICMIS, however, if an AOR is not registered, he/she may get himself registered by filling in the form available on the website of the Supreme Court and submit the same to Record Room. On successful verification, his/her name would automatically appear in e-Copying database.

ICMIS maintains database of AOR and their appearance with respect to parties to the case. On this basis, system determines as to whether an AOR's appearance is recorded in the system along with date of appearance.

B. Party in a case

Party-in-person is eligible to apply through e-Copying. It is possible that details of mobile number of the parties already exist in erstwhile e-Copying database. In such case, system identifies user and allows him/her to apply for the copy without further verification. However, if any party desires to apply through e-Copying but is not registered with the system, he/she may the verification process and once complete, he/she may be eligible to apply through e-Copying.

Party-in-person may obtain copies of Judgement, Order, Record of Proceedings (ROP), complete document or part of document in which case he/she is a party.

C. Appearing or Arguing Counsel:

Appearing Counsel needs to be registered with e-Copying system in order to be eligible to apply for e-Copying. In case an Appearing Counsel is not registered, he/she may complete the verification process using his/her mobile number and email ID in order to get himself/herself registered. ON successful registration. The applicant becomes eligible to apply through e-Copying. Apart from registration, Appearing Counsel must have his/her appearance recorded along with date of appearance in the ICMIS, particularly in the case for which request for e-Copying is made

Apart from registration, Advocates or appearing counsel must have marked appearance and the same must have been recorded in the Integrated Case

management and Information System (ICMIS) of the Supreme Court particularly for the case for which request for e-Copying is made.

Appearing or Arguing Counsel may obtain copies of Judgement, Order, Record of Proceedings (RoP), in a case in which he/she has appeared as per ICMIS data.

D. Advocate authorized by AOR

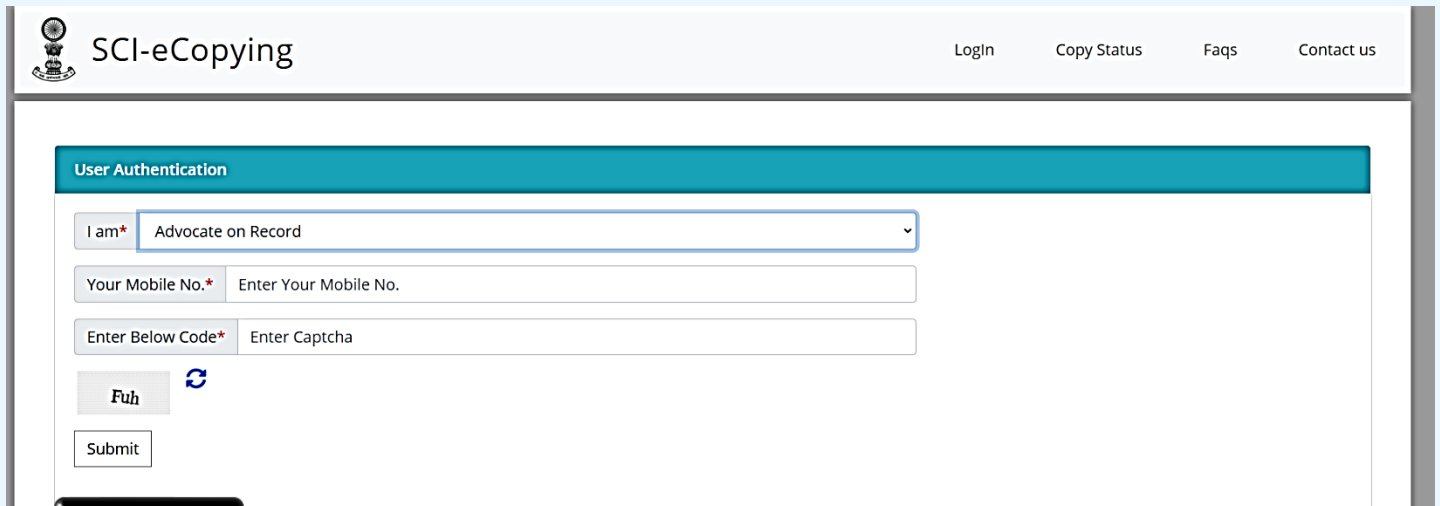
Advocate authorized by AOR is an agent for and on behalf of AOR. All requests are treated as if they are made by AOR and each development is notified to the AOR by the system. The advocate authorized by AOR also needs to undergo verification of mobile number and email address and he/she needs to be authorized by AOR on whose behalf the request for e-Copying is likely to be made.

4. Logging in and Verification

A. Advocate-on-record

Step 1

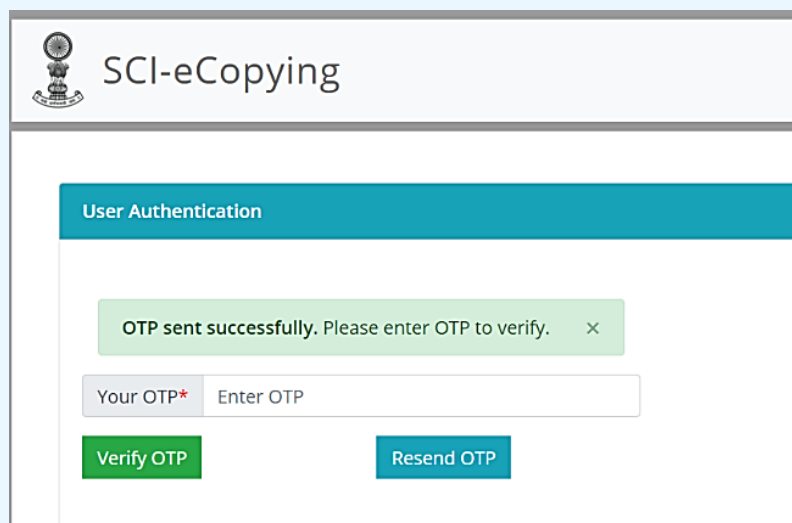
Select your capacity as Advocate on Record and enter details.



The screenshot shows the SCI-eCopying website's user authentication interface. At the top, there is a navigation bar with the SCI-eCopying logo on the left and links for 'Login', 'Copy Status', 'Faqs', and 'Contact us' on the right. Below the navigation bar is a teal header with the text 'User Authentication'. The main content area contains a form with the following elements: a dropdown menu labeled 'I am*' with 'Advocate on Record' selected; a text input field labeled 'Your Mobile No.*' with the placeholder 'Enter Your Mobile No.'; another text input field labeled 'Enter Below Code*' with the placeholder 'Enter Captcha'; a 'Fuh' button with a refresh icon; and a 'Submit' button.

Step 2

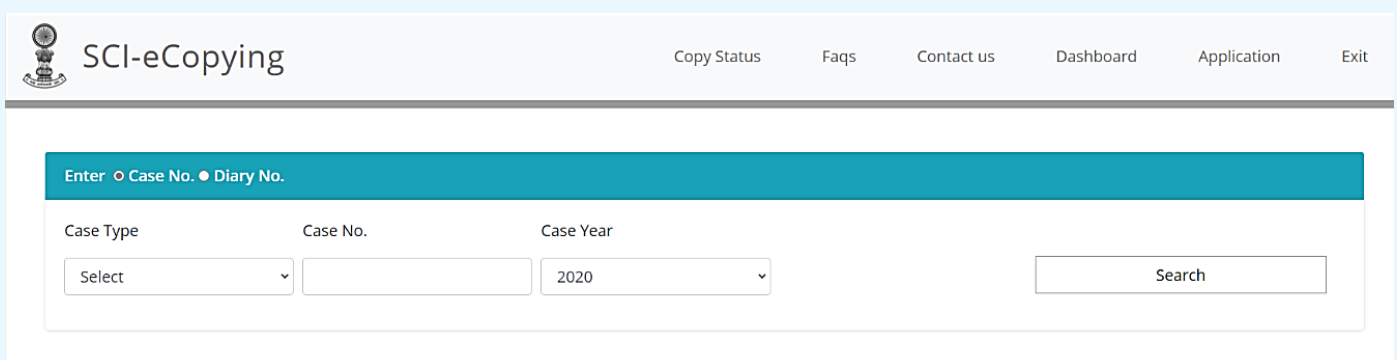
Enter OTP sent on Registered Mobile Number



This screenshot shows the same SCI-eCopying website, but the authentication process has advanced. A green notification box at the top of the form area displays the message 'OTP sent successfully. Please enter OTP to verify.' with a close icon. Below this, the 'Your Mobile No.*' field now contains the text 'Enter OTP'. At the bottom of the form area, there are two buttons: a green 'Verify OTP' button and a blue 'Resend OTP' button.

Step 3

You can now enter case number for e-Copying request.

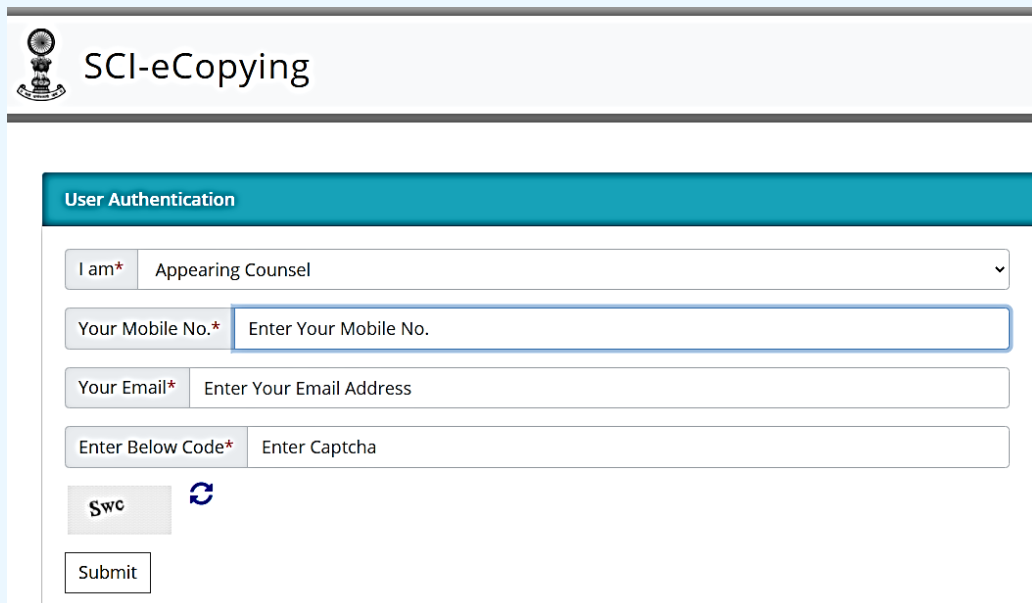


The screenshot displays the SCI-eCopying website's case search interface. The navigation bar at the top includes the SCI-eCopying logo and links for 'Copy Status', 'Faqs', 'Contact us', 'Dashboard', 'Application', and 'Exit'. Below the navigation bar is a teal header with the text 'Enter ○ Case No. ● Diary No.'. The main content area features a search form with three input fields: 'Case Type' with a dropdown menu showing 'Select', 'Case No.' with an empty text box, and 'Case Year' with a dropdown menu showing '2020'. A 'Search' button is positioned to the right of these fields.

B. Appearing or Arguing counsel

Step 1

Select your capacity as Appearing counsel and enter details.

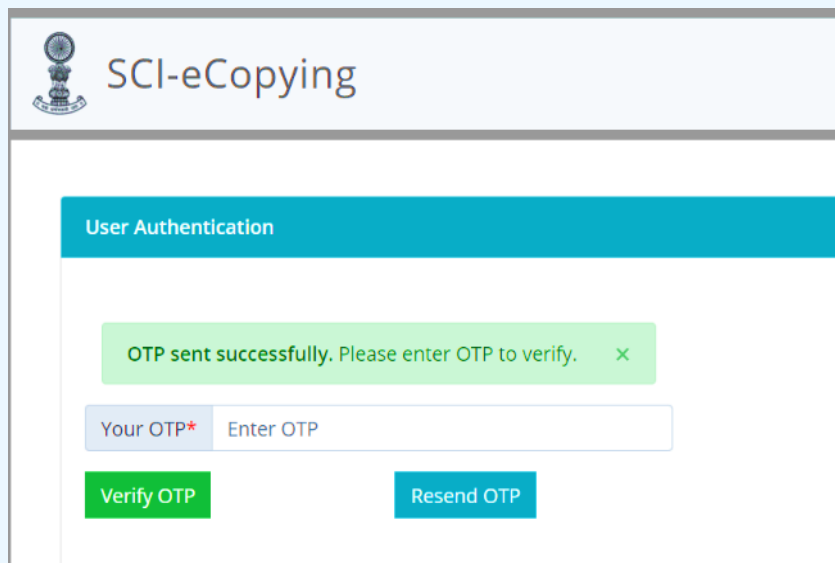


The screenshot shows the SCI-eCopying User Authentication interface. At the top left is the SCI-eCopying logo. Below it is a teal header with the text "User Authentication". The form contains the following fields and elements:

- A dropdown menu labeled "I am*" with the selected option "Appearing Counsel".
- A text input field labeled "Your Mobile No.*" with the placeholder text "Enter Your Mobile No.".
- A text input field labeled "Your Email*" with the placeholder text "Enter Your Email Address".
- A text input field labeled "Enter Below Code*" with the placeholder text "Enter Captcha".
- A CAPTCHA image showing the letters "Swc" and a refresh icon.
- A "Submit" button at the bottom.

Step 2

Enter OTP received on registered mobile number.



The screenshot shows the SCI-eCopying User Authentication interface for Step 2. At the top left is the SCI-eCopying logo. Below it is a teal header with the text "User Authentication". The form contains the following elements:

- A green notification box with the text "OTP sent successfully. Please enter OTP to verify." and a close icon (X).
- A text input field labeled "Your OTP*" with the placeholder text "Enter OTP".
- A green "Verify OTP" button.
- A blue "Resend OTP" button.

Step 3

Record video speaking your name, DOB and Code generated on screen

SCI-eCopying

Record Applicant Video

After you click start recording speak following things and record :

1. Speak your full name
2. Speak date of birth
3. Speak this Code : **U8MGZ**

Start Recording

Start Recording

Save recorded video

SCI-eCopying Copy Sta

Record Applicant Video

After you click start recording speak following things and record :

1. Speak your full name
2. Speak date of birth
3. Speak this Code : **F180H**

Preview

recording for 2 seconds...
Successfully recorded 622417 bytes of video/webm media.

Try Again! Save & Next

SCI-eCopying Copy Status Track Faqs Conta

Record Applicant Video

After you click start recording speak following things and record :

1. Speak your full name
2. Speak date of birth
3. Speak this Code : **F180H**

Preview

recording for 2 seconds...
Successfully recorded 622417 bytes of video/webm media.

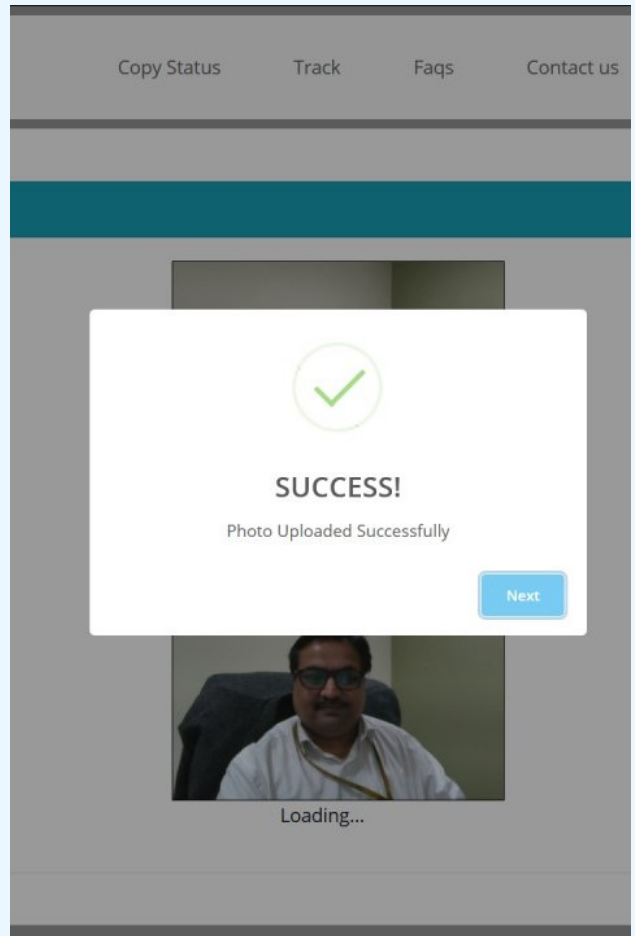
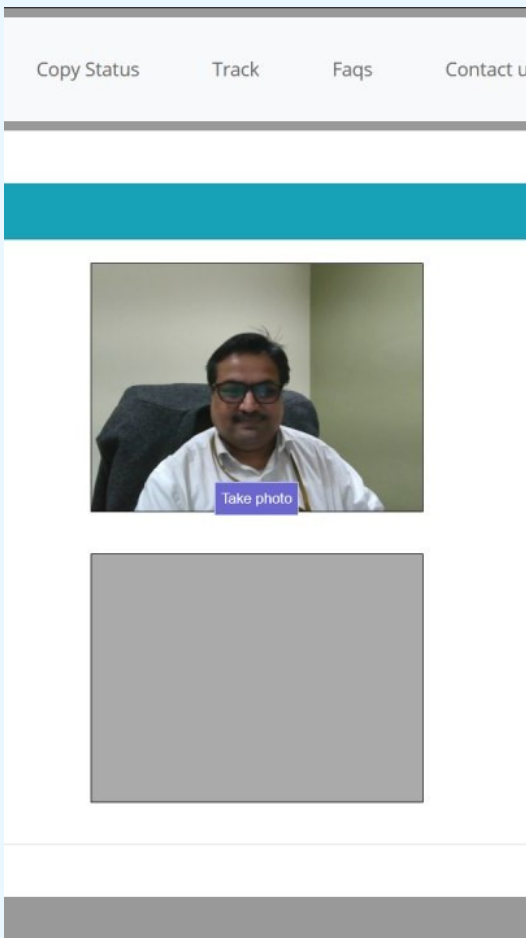
Try Again! Save & Next

SUCCESS!
Video Uploaded Successfully

Next

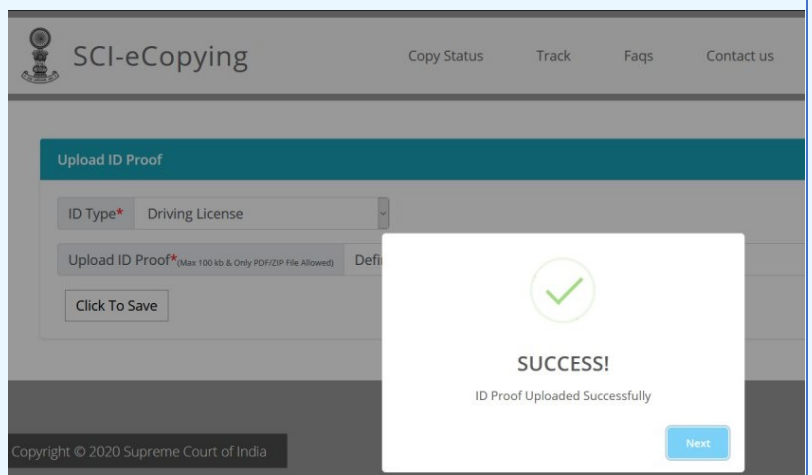
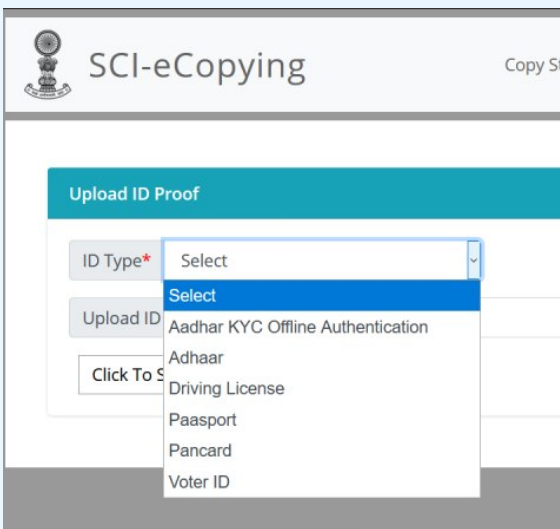
Step 4

Click Photo and save



Step 5

Upload Proof of Identity (including Bar Association ID) in PDF file and save



Step 6

You can now enter case number for e-Copying request.

The screenshot shows the SCI-eCopying application interface. At the top left is the SCI-eCopying logo. To the right are navigation links: Copy Status, Faqs, Contact us, Dashboard, Application, and Exit. Below the navigation bar is a teal header with the text "Enter Case No. Diary No.". Underneath is a search form with three input fields: "Case Type" (a dropdown menu with "Select" selected), "Case No." (a text input field), and "Case Year" (a dropdown menu with "2020" selected). To the right of these fields is a "Search" button.

C. Party in a case

Step 1

Select your capacity as Party and enter details.

The screenshot shows the SCI-eCopying application interface. At the top left is the SCI-eCopying logo. To the right are navigation links: Copy Status, Faqs, and Cor. Below the navigation bar is a teal header with the text "User Authentication". Underneath is a form with four input fields: "I am*" (a dropdown menu with "Party/Party-in-person" selected), "Your Mobile No.*" (a text input field with placeholder text "Enter Your Mobile No."), "Enter Below Code*" (a text input field with placeholder text "Enter Captcha"), and a CAPTCHA image showing "9dFW" with a refresh button. Below the input fields is a "Submit" button.

Step 2

Enter OTP received on registered mobile number.

The screenshot shows the SCI-eCopying application interface. At the top left is the SCI-eCopying logo. To the right are navigation links: Copy Status, Faqs, and Cor. Below the navigation bar is a teal header with the text "User Authentication". Underneath is a form with a green notification box that says "OTP sent successfully. Please enter OTP to verify." with a close button. Below the notification box is a text input field with the label "Your OTP*" and placeholder text "Enter OTP". Below the input field is a green "Verify OTP" button.

Step 3

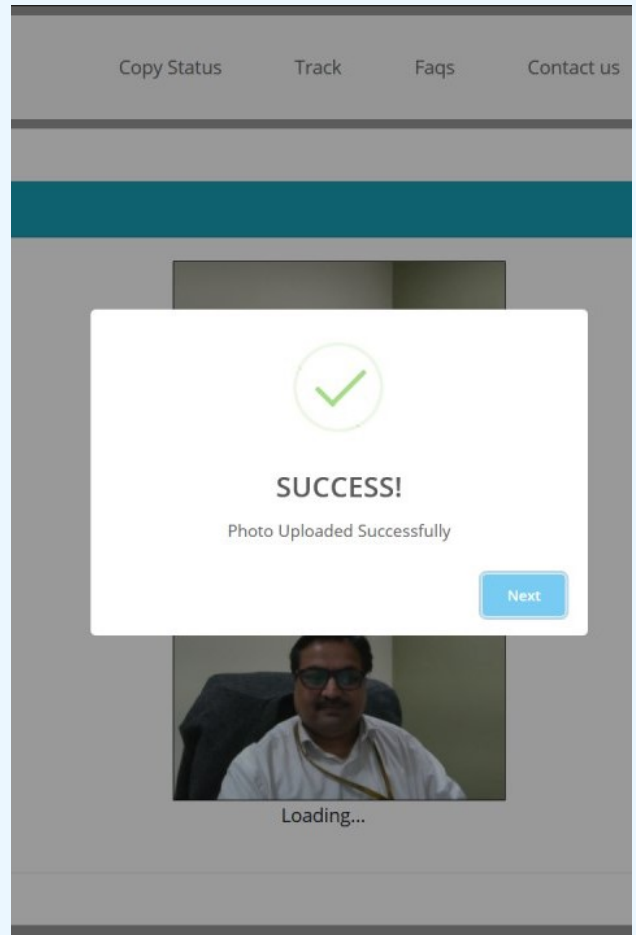
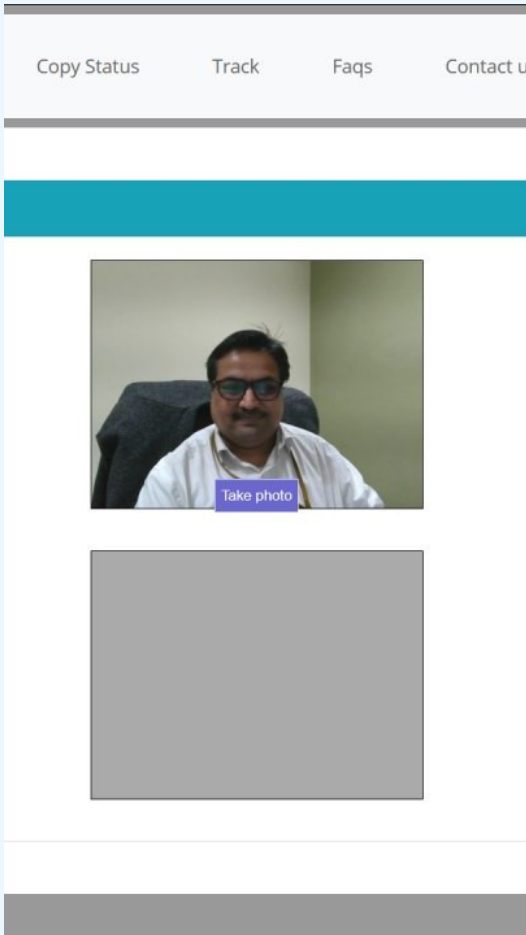
Record video speaking your name, DOB and Code generated on screen.

The screenshot shows the top header with the SCI-eCopying logo and a menu icon. Below the header is a teal banner with the text "Record Applicant Video". Underneath, there is a list of instructions: "After you click start recording speak following things and record : 1. Speak your full name 2. Speak date of birth 3. Speak this Code : U8MGZ". A "Start Recording" button is positioned below the instructions.

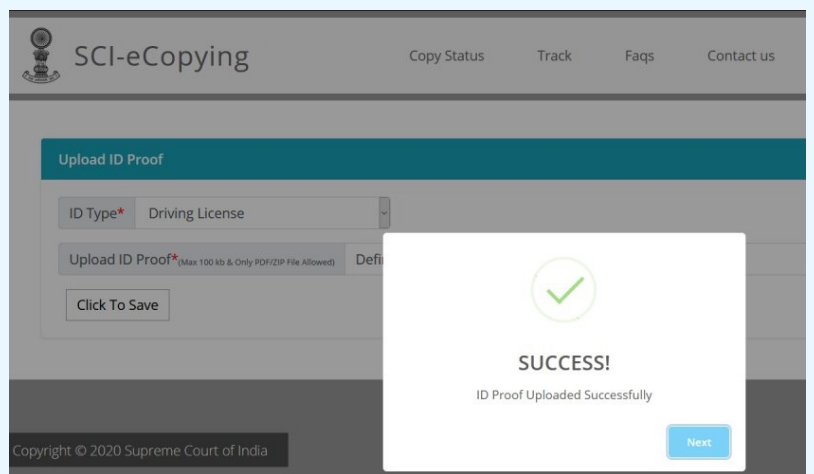
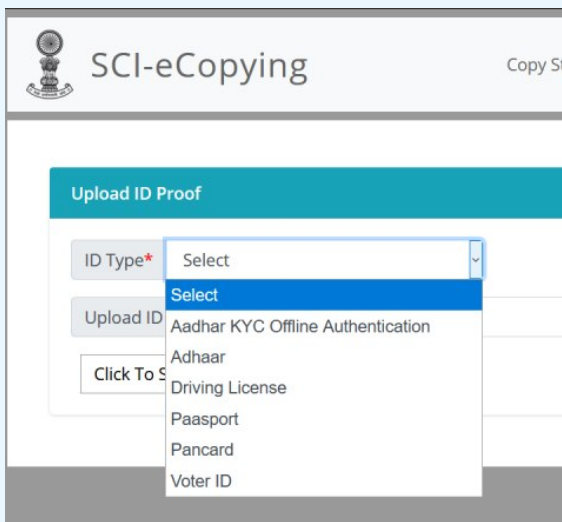
This screenshot shows the "Start Recording" button highlighted. Below it, the "Record Applicant Video" section is visible, including the instructions and a video preview window. The preview shows a man speaking, with text below it stating "recording for 2 seconds... Successfully recorded 622417 bytes of video/webm media." At the bottom, there are "Try Again!" and "Save & Next" buttons.

This screenshot shows the "Save recorded video" button highlighted. A large white box with a green checkmark and the text "SUCCESS! Video Uploaded Successfully" is overlaid on the right side of the page. Below the video preview, text indicates "recording for 2 seconds... Successfully recorded 622417 bytes of video/webm media." At the bottom, there are "Try Again!" and "Save & Next" buttons, and a "Next" button is visible in the bottom right corner.

Step 4 Click Photo and save.



Step 5 Upload Proof of Identity in PDF file and save



OFFLINE UID BASED VERIFICATION

1. Once you selected offline UID or VID based verification visit <https://resident.uidai.gov.in/offline-kyc>

Home - Unique Identification Au... resident.uidai.gov.in/offline-kyc

Unique Identification Authority of India
Government of India

My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)

Aadhaar Paperless Offline e-KYC

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification.

After entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded into the Resident's device/desktop.

To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.

Aadhaar Number Virtual ID

Aadhaar Number *

12 Digit UID (1234/1234/1234)

Enter Security Code *

Type the character you see in the picture.

SYAk1

Send OTP Or Enter TOTP

Frequently Asked Questions

- Use Aadhaar Freely
- E-Aadhaar
- mAadhaar FAQs
- Aadhaar Paperless Offline e-kyc

View All

The new mAadhaar app
now available on

INSTALL NOW

Uninstall any previous version and install the new mAadhaar App

Ask Aadhaar

2. Enter you VID or UID (Aadhar Number) and Captcha Code

My Aadhaar > Aadhaar Services > Aadhaar Paperless Offline e-kyc (Beta)

Please Enter Valid Captcha

Aadhaar Paperless Offline e-KYC

Aadhaar Paperless Offline e-KYC is a secure and shareable document which can be used by any Aadhaar holder for offline verification of identification.

After entering Aadhaar/VID, create a Share Code of 4-characters. A ZIP file containing the Resident's Paperless Offline eKYC will be password protected using the same Share Code. The file will be downloaded into the Resident's device/desktop.

To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.

Aadhaar Number Virtual ID

Aadhaar Number *

12 Digit UID (1234/1234/1234)

2 3 8 7 5 4 3 8 7 3 6 2

Please enter a valid Aadhaar number

Enter Security Code *

Type the character you see in the picture.

g s k Y 3

Send OTP Or Enter TOTP

Frequently Asked Questions

- Use Aadhaar Freely
- E-Aadhaar
- mAadhaar FAQs
- Aadhaar Paperless Offline e-kyc

View All

The new mAadhaar app
now available on

INSTALL NOW

Uninstall any previous version and install the new mAadhaar App

Ask Aadhaar

3. Enter your own created password and OTP received and click to download zip file

into the Resident's device/desktop.

To avail the service the resident will have to share the ZIP file, the Share Code and registered mobile number with the service provider.

Enter your 12 digit Aadhaar number or 16 digit Virtual ID to begin.

Aadhaar Number Virtual ID

Aadhaar Number *

12 Digit UID (1234/1234/1234)

2 6 8 1 3 1 2 8 5 6 7 7

[Send OTP](#) Or [Enter TOTP](#)

Create a Share Code for your Paperless Offline eKYC *

Create a Share Code of 4 Characters to secure your Paperless Offline eKYC. It is important for Aadhaar Number holder to remember this Share Code as it will be required to unlock the ZIP file.

B a b a

Enter OTP / TOTP *

Please enter 6 digit OTP or 8 digit TOTP.

7 9 7 4 6 2

[Download](#)

mAadhaar FAQs

Aadhaar Paperless Offline e-kyc

View All

The new mAadhaar app now available on [INSTALL NOW](#)

Uninstall any previous version and install the new mAadhaar App

4. Save your downloaded file.
5. Enter your created password again and upload the saved zip file.

SCI-eCopying

Copy Status Track Faqs Contact us Application Account ▾

Upload ID Proof

ID Type* Aadhaar KYC Offline Authentication Share Code* Your chosen Code

Upload ID Proof* (Max 100 kb & Only PDF/ZIP File Allowed) offlineaadhaar20201124122716003.zip [Browse](#)

[Click To Save](#)

SCI-eCopying

Copy Status Track Faqs Contact us Application Account ▾

Upload ID Proof

ID Type* Aadhaar KYC Offline Authentication

Upload ID Proof* (Max 100 kb & Only PDF/ZIP File Allowed) offli [Browse](#)

[Click To Save](#)

SUCCESS!

ID Proof Uploaded Successfully

[Next](#)

Copyright © 2020 Supreme Court of India

Step 6

Register your Home, Office and Other Addresses.

The screenshot shows the 'Applicant Address' registration form. At the top, there is a header with the SCI-eCopying logo and navigation links: Copy Status, Track, Faqs, Contact us, Application, and Account. The form itself has a teal header 'Applicant Address'. Below this, there are radio buttons for 'Address Type*' with 'Home' selected. The form contains several input fields: 'First Name*' (Yashwant), 'Second Name*' (Goswami), 'Pincode*' (110049), 'Address*' (19, Hudco Place Extension), 'City*' (New Delhi), 'District*' (SOUTH DELHI), 'State*' (Delhi), and 'Country*' (India). A 'Save Address' button is located at the bottom of the form.

The screenshot shows the 'Applicant Address' management page. It features the same header as the previous page. The main content area has a teal header 'Applicant Address'. Below it, a card displays the saved address details: 'Yashwant Goswami' with 'Home' as the address type. The full address is listed as 'X-19, Hudco Place Extension, New Delhi, SOUTH DELHI, Delhi 110049, India'. There are 'Remove' and 'Edit' buttons at the bottom of the card. A yellow 'Add New Address' button is positioned below the card.

Step 7

You can now enter case number for e-Copying request

The screenshot shows the search interface for e-Copying requests. The header includes the SCI-eCopying logo and navigation links: Copy Status, Faqs, Contact us, Dashboard, Application, and Exit. Below the header, there is a teal bar with radio buttons for 'Enter Case No.' (selected) and 'Diary No.'. The search form consists of three input fields: 'Case Type' (a dropdown menu with 'Select' selected), 'Case No.' (a text input field), and 'Case Year' (a dropdown menu with '2020' selected). A 'Search' button is located to the right of these fields.

D. Authenticated by AOR

Step 1

Select your capacity as Authenticated by AOR and enter Your details and AOR details as well to identify your association with AOR.

The screenshot shows the 'User Authentication' section of the SCI-eCopying portal. At the top, there is a header with the SCI-eCopying logo and navigation links for 'Copy Status', 'Faqs', and 'Co'. Below the header, the 'User Authentication' section is highlighted with a teal bar. The form contains several input fields: 'I am*' with a dropdown menu set to 'Authenticated By AOR'; 'Using*' with radio buttons for 'AOR Mobile No.' (selected) and 'AOR Code'; 'AOR Mobile No.*' with a text input field; 'Your Mobile No.*' with a text input field; 'Your Email*' with a text input field; and 'Enter Below Code*' with a text input field for a captcha. There is also a 'Submit' button and a refresh icon.

Step 2

Enter OTP received on registered mobile number.

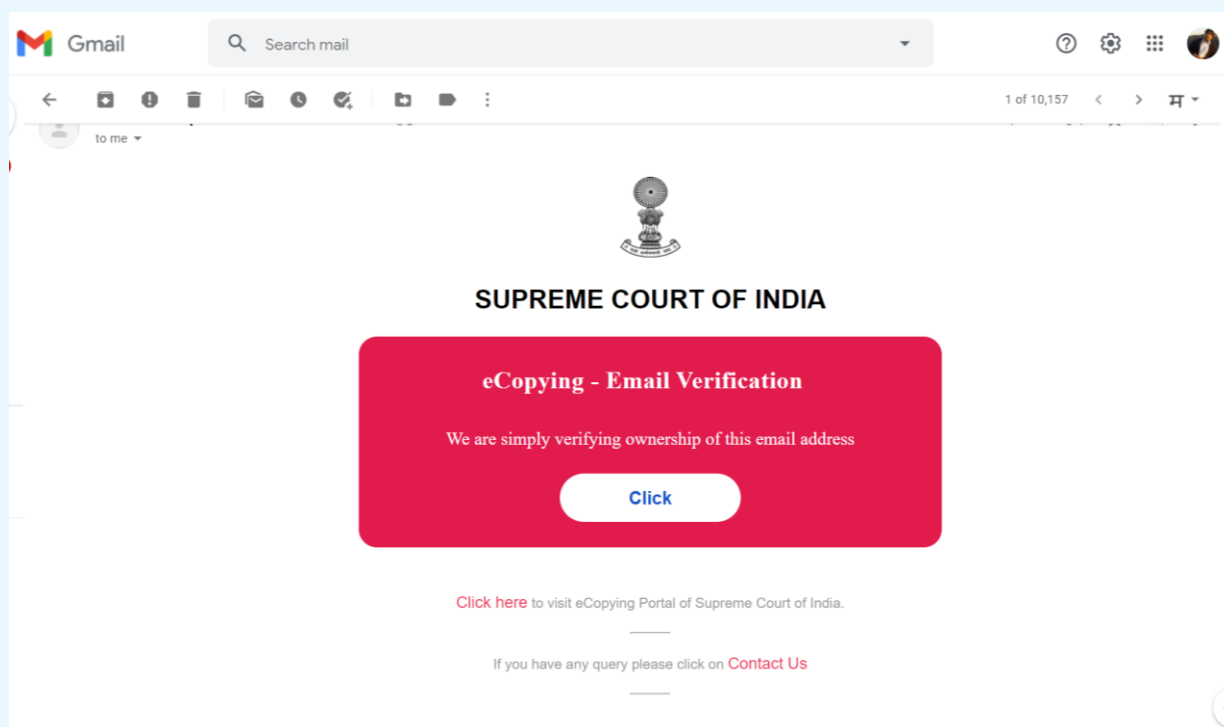
The screenshot shows the 'User Authentication' section of the SCI-eCopying portal. At the top, there is a header with the SCI-eCopying logo and navigation links for 'Copy Status', 'Faqs', and 'Co'. Below the header, the 'User Authentication' section is highlighted with a teal bar. A green notification box at the top of the form area says 'OTP sent successfully. Please enter OTP to verify.' with a close button. Below the notification, there is a 'Your OTP*' label and a text input field containing 'Enter OTP'. At the bottom of the form area, there is a green 'Verify OTP' button.

Step 3

You can now enter case number for e-Copying request

The screenshot shows the main interface of the SCI-eCopying portal. At the top, there is a header with the SCI-eCopying logo and navigation links for 'Copy Status', 'Faqs', 'Contact us', 'Dashboard', 'Application', and 'Exit'. Below the header, there is a teal bar with the text 'Enter Case No. Diary No.'. Below this bar, there is a form with three input fields: 'Case Type' with a dropdown menu set to 'Select', 'Case No.' with a text input field, and 'Case Year' with a dropdown menu set to '2020'. To the right of these fields is a 'Search' button.

One Time Verification of email address for all first-time users



An email from Supreme Court of India will be sent to you on your given email address for the purpose of verification as to whether the email account belongs you. Please click the button "Verify Your Email Address" in the email to continue.

5. Apply for Copying

Step 1

Case Search by Diary Number or Case Number

Search for Certified Copy - Case No. Diary No.

Case Type	Case No.	Case Year
SPECIAL LEAVE PETITION (CIVIL)	1	2014

SATISH KUMAR Vs UNION OF INDIA . AND OTHERS
SLP(C) No. 1/2014 Diary No. 40217 - 2013 (Disposed)

Cases which are either pending or disposed of can be searched here. Complete details pertaining to the case will be listed. Only concerned parties including AOR and party-in-person to the case may be able to apply for certified or authenticated copy in this case.

Step 2

Application category and charges

a) Categorization of applications and fees are as follows:

A1- Urgent Certified (₹ 5/- urgency fees + ₹ 10/- per certification + ₹ 1/- per page)

A2 - Ordinary Urgent Copy (₹ 5/- urgency fees + ₹ 1/- per page)

B – Ordinary Certified Copy (₹ 10/- per certification + ₹ 1/- per page)

C – Ordinary Copy (₹ 1/- per page)

On the basis of the selected category, relevant charges will be incurred along with number of copies etc. and the break-up of charges will appear on screen prior to making of payment. A new category has been introduced, namely **"Digital Copy"** i.e. **Authenticated Copy**. In this mode, if user opts for this mode, an authenticated copy may be emailed to user on his/her registered email address. First Digital Copy is provided free of cost by the Supreme Court of India.

Copying Details

Application Category* -Select- Delivery Mode* Select

Applied For*

Order/File Date	No. of Pages
01-04-2002	1
05-08-2020	1

Step 3

Select Delivery Mode and Number of copies

Copying Details

Application Category* A1-Urgent Certified Delivery Mode* By Speed Post No. of Copies* 1

Rs. 5/- urgency fees + 10/- per certification + 1/- per page

Document Details	Order/File Date	No. of Pages

Choose Delivery Mode from following options:

- By Speed Post
- Counter

Delivery mode through email is only available for digital copies and not otherwise.

No. of Copies* 1

1
2
3
4
5
6
7
8

Now select number of copies.

Step 4**Choose from available record.**

Copying Details

Application Category* A1-Urgent Certified | Delivery Mode* By Speed Post | No. of Copies* 1

Rs. 5/- urgency fees + 10/- per certification + 1/- per page

Applied For*

Document Details	Order/File Date	No. of Pages
<input checked="" type="checkbox"/> Record of Proceedings	01-04-2002	1
<input checked="" type="checkbox"/> Formal Order	05-08-2020	1

I agree to [terms and conditions](#) Click To Confirm

User will be shown list of available record. User can choose the items as per the details shown on the screen. At the same time, charges to be paid by the user will be displayed on the screen as shown below in the figure. User will be asked to agree to the terms and conditions and then he will be asked to confirm his choice of record for copying request. However, request may not be processed unless applicant details are complete.

Application Category* C-Ordinary Copy | Delivery Mode* By Speed Post | No. of Copies* 1

Rs. 1/- per page

Applied For*

Document Details	Order/File Date	No. of Pages
<input checked="" type="checkbox"/> Record of Proceedings	01-04-2002	1
<input checked="" type="checkbox"/> Formal Order	05-08-2020	1

S.No.	Document Details	Order/File Date	No. of Pages	No. of Copies	Amount
1	Record of Proceedings	01-04-2002	1	1	1
2	Formal Order	05-08-2020	1	1	1
Speed Post Charges Rs.					18
Total			2	2	20

I agree to [terms and conditions](#) Click To Confirm

6. Make payment

Step 1

Choose to pay the calculated amount.

SUPREME COURT OF INDIA COPYING REQUISITION

M/S. SHAW WALLACE & CO. LTD. Vs DEPUTY COMMERCIAL TAX OFFICER AND ANOTHER
C.A. No. 2400/2002 Diary No. 112 - 2002

Copying Details

Application Date: 01-09-2020 16:09:45 **Application Category:** Ordinary Copy
Applied For: Record of Proceedings Order/File Date 01-04-2002 Pages 1
Formal Order Order/File Date 05-08-2020 Pages 1
No. of Copies: 1 **Fee + Charges:** Rs. 20.00/- **Delivery Mode:** By Speed Post

Applicant Details

Applied By: Adovcate on Record **Mobile No.:** 9689969618 **Email:** reg.adcc@sci.nic.in
Name: A V RANGAM **Address:** 38 LAWYERS CHAMBERS SUPREME COURT NEW DELHI-110001 NEW DELHI
CENTRAL DELHI Delhi India 110001

[CLICK TO PAY RS. 20](#)

Step 2

Confirm after checking the amount credited to Supreme Court.

1
Payment Purpose

2
Depositor's Details

3
Confirm Info

4
Pay

Payment Mode Online

Depositor's Details

Name	A V RANGAM		
Address 1	38 LAWYERS CHAMBERS SUPREME COURT NEW DELHI-110001	Address 2	
City	NEW DELHI	District	
State	DELHI	Country	INDIA
Pincode/Zipcode	110001	Email	reg.adcc@sci.nic.in
Mobile No. (+91)	9689969618		
Aadhar Number		PAN Number	
TAN		TIN	

Purpose Details

Sr. No.	Ministry	PAO Name	DDO Name	Purpose and Payment Type	Payment Period / Frequency	Amount (In INR)
1	LAW & JUSTICE	PAO(Supreme Court), New Delhi[031709]	Joint Registrar[231710]	SC-RECEIPTS,COPYING SERVICE CHARGES	One Time	2
2	LAW & JUSTICE	PAO(Supreme Court), New Delhi[031709]	Joint Registrar[231710]	SC-RECEIPTS,POSTAGE	One Time	18
				INR twenty only		Total::20

[← Back](#)

[Confirm →](#)

Step 3

Choose payment Gate-way and method of online payment

The payment can be made by a depositor using all Indian Credit Cards or Debit Cards (except Diners Club Card) and also via the Internet Banking of banks through the any payment Gateways available below. The payment via American Express Credit Card (AMEX) can be made through SBI ePay payment gateway

<input type="radio"/> AXIS BANK Success Rate 81 %	<input type="radio"/> HDFC BANK We understand your world Success Rate 80 %	<input type="radio"/> Bank of Baroda Success Rate 77 %	<input type="radio"/> Indian Bank Success Rate 76 %	<input type="radio"/> ICICI Bank Success Rate 75 %	<input type="radio"/> Union Bank of India Success Rate 72 %
<input type="radio"/> SBIePay Success Rate 61 %					
<small>Note: Success Rate - No. of Successful Transactions / Total No. of Transactions in a period of 30 days.</small>					

Net banking Debit card Credit card UPI

Enter the letter shown **YvzuTN** [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Transactions pertaining to Min. of Information Technology will go through using Union Bank of India, Axis Bank, Bank of Baroda Payment Gateway only.

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the Terms And condition.

[Back](#) [Pay](#)

After selecting Gate-way, here UPI is selected as method of online payment

Net banking Debit card Credit card UPI

UPI

Enter the letter shown **YvzuTN** [Get a new Captcha](#)

After you click on 'Pay' button, you will be redirected to a secure gateway. After completing the payment you will be redirected back

Note: Transactions pertaining to Min. of Information Technology will go through using Union Bank of India, Axis Bank, Bank of Baroda Payment Gateway only.

Note: Please Wait and do not Press Back or Refresh button of your browser while your transaction is being processed.

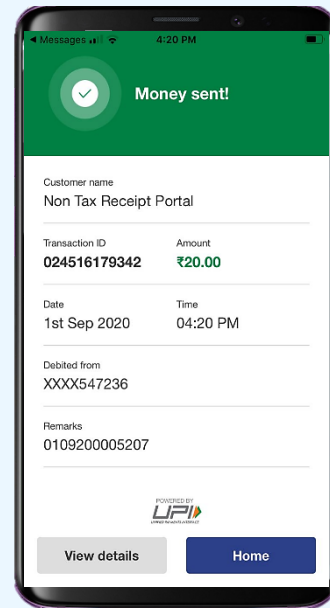
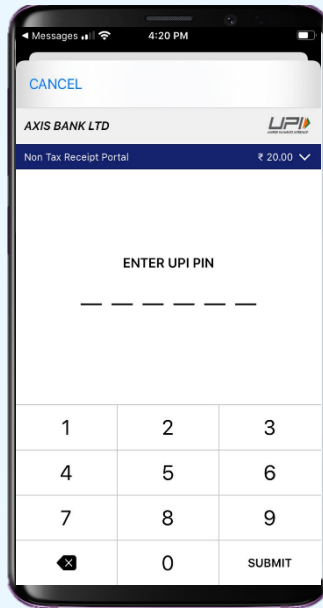
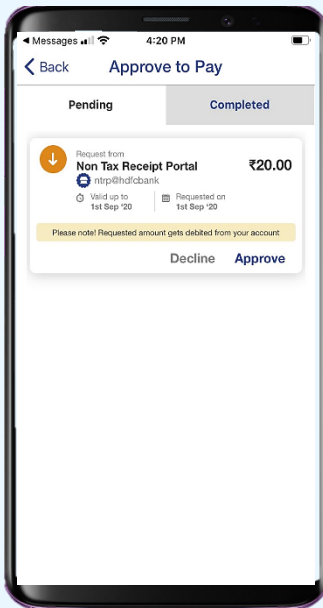
Disclaimer In case you do not receive transaction status as success or failure after completing all steps in payment process, then wait for 30 minutes and check the status of the transaction using the " track your payment " link on Bharatkosh home page. If the status of your transaction is shown as FailRef, then proceed to reinitiate a transaction for same purpose again. In case the amount is debited from your account for the FailRef case, then you can expect the refund to be credited to your account in 3-5 working days.

I acknowledge and confirm that I have read and agree to the Terms And condition.

[Back](#) [Pay](#)


Step 4

Enter your UPI address and complete payment as shown below.



Step 5

Receive acknowledgements of Payment



Supreme Court of India
011-23388922-24,23388942
supremecourt@nic.in
Tilak Marg, New Delhi-110001

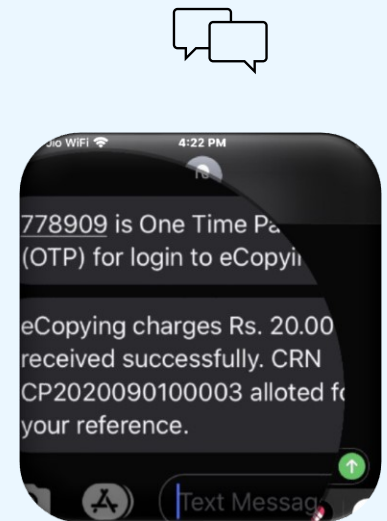
TO:
A V RANGAM
9689969618
reg.adcc@sci.nic.in
38 LAWYERS CHAMBERS SUPREME COURT
NEW DELHI-110001 NEW DELHI CENTRAL DELHI
Delhi 110001 India

Receipt
CRN : CP2020090100003
Date of Receipt: 01-09-2020
Payment Status: SUCCESS

#	DESCRIPTION	TOTAL
1	For Copy of Diary No. 1122002 1. Order Date 01-04-2002 Pages 1 No. of Copy 1 2. Order Date 05-08-2020 Pages 1 No. of Copy 1	Rs. 20.00

Thank you!

NOTICE:
Fee once paid is not refundable or adjustable under any circumstances in future.



Step 6

Receive acknowledgements of e-Copying application

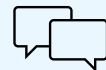


Dear Sir/Madam,

eCopying application no. C-304/2020 generated successfully for DNo. 1122002

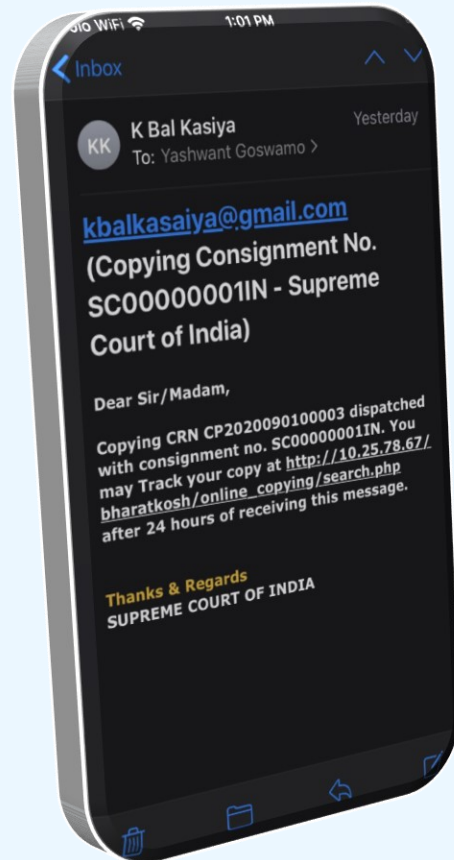
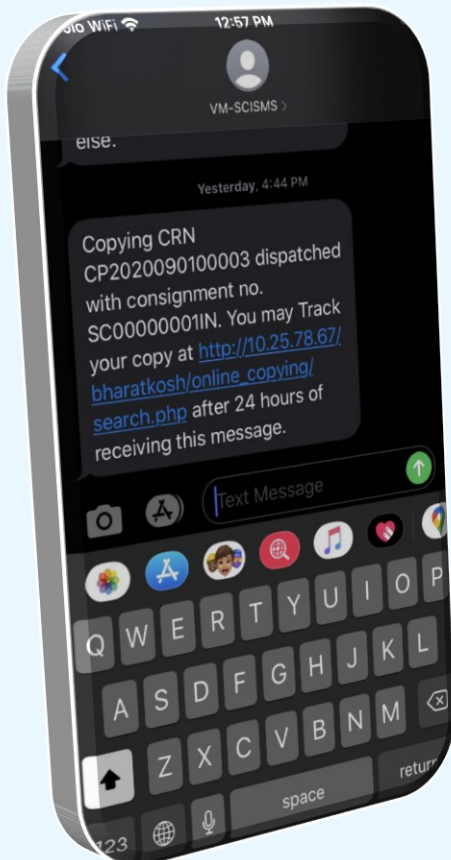
Thanks & Regards

SUPREME COURT OF INDIA



Step 7

Receive Dispatch Alert with consignment Number



7. Request for record readily unavailable for selection

Step 1

User will see Request button to request a copy of record which is not available readily for selection purpose

The screenshot shows the SCI-eCopying application interface. At the top, there is a navigation bar with the following links: Copy Status, Track, Faqs, Contact us, Dashboard, Application, and Exit. Below the navigation bar, there is a search section with a teal header that says "Enter Case No. Diary No.". Underneath, there are two input fields: "Diary No." with the value "12" and "Diary Year" with a dropdown menu showing "2009". A "Search" button is located to the right of these fields. Below the search section, there is a "Case Info" section with a teal header. The case title is "RAVI KUMAR SINHA @ RAVI NANDAN KR.SINHA Vs STATE OF JHARKHAND THR.CBI". Below the title, it says "Applying as : Third Party" and "SLP(CrI) No. 239/2009 Diary No. 12 - 2009 (Disposed)". There are also contact details: a phone number "9630100950" and an email "kbalkasaiya@gmail.com". At the bottom right of the case info section, there is a yellow button labeled "Request Add" and a note: "Note : Click to request for unavailable documents in software".

Step 2

Remove erroneous entries or Add desired entries of required document.

The screenshot shows the SCI-eCopying application interface, specifically the "Case Info" section. The case title is "RAVI KUMAR SINHA @ RAVI NANDAN KR.SINHA Vs STATE OF JHARKHAND THR.CBI". Below the title, it says "Applying as : Third Party" and "SLP(CrI) No. 239/2009 Diary No. 12 - 2009 (Disposed)". There are also contact details: a phone number "9630100950" and an email "kbalkasaiya@gmail.com". At the bottom right of the case info section, there is a yellow button labeled "Request Remove" and a note: "Note : Click to request for unavailable documents in software". Below the case info section, there is a "Request to make available document for eCopying" section with a teal header. This section contains a table with the following columns: Document Type, Order/File Date, Document Detail, and Action. The "Document Type" column has a dropdown menu with the value "-Select-". The "Order/File Date" and "Document Detail" columns have empty input fields. The "Action" column has a green button with a "+" sign.

Step 3

You can enter details of unavailable documents as shown below.

Document Type*	Affidavit
Order/File Date*	17-06-2020
Document Detail*	Filed by Mr. XYZ

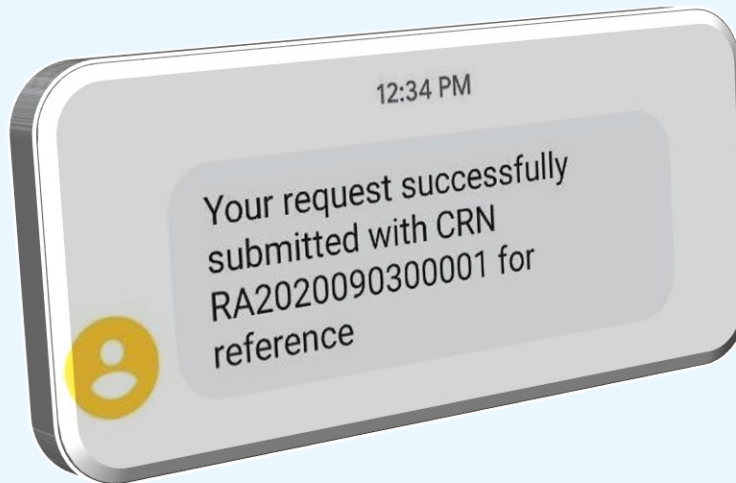
Step 4

Successful submission of request to make available documents

The screenshot shows the SCI-eCopying website interface. At the top, there is a navigation bar with the logo and text 'SCI-eCopying', and links for 'Copy Status', 'Track', 'Faqs', 'Contact us', 'Dashboard', and 'Applicatio'. Below the navigation bar, there is a search section with radio buttons for 'Enter Case No.' and 'Diary No.', and input fields for 'Diary No.' (containing '12') and 'Diary Year' (containing '2009'). A 'Search' button is located to the right of these fields. Below the search section, there is a 'Case Info' section with the following text: 'RAVI KUMAR SINHA @ RAVI NANDAN KR.SINHA Vs STATE OF JHARKHAND THR.CBI', 'SLP(CrI) No. 239/2009 Diary No. 12 - 2009 (Disposed)', and 'Applying as : Third Party' with contact information '9630100950' and 'kbalkasaiya@gmail.com'. At the bottom of the case info section, a green box with a blue border contains the message 'Your Request Forwarded successfully.'

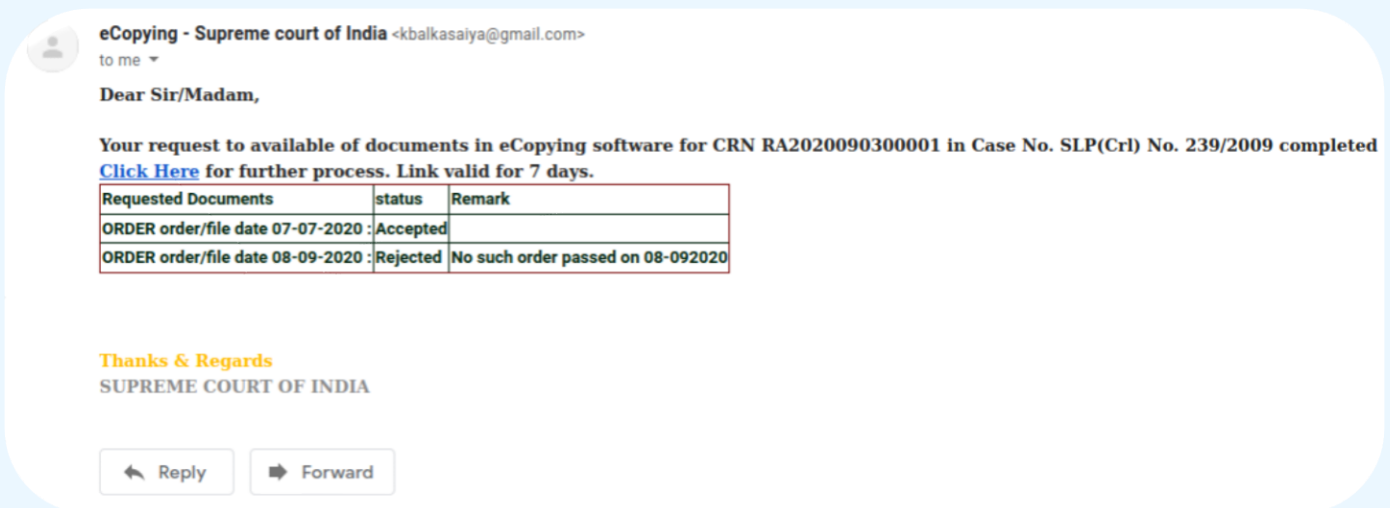
Step 5

Receiving SMS and email acknowledging your request



Step 6

Receiving mailing & SMS alerts when request document is made available.



SMS/Email will be sent to applicant if requested copy is available in the repository so that user can make payment and get the desired copy for which he has requested for. User needs to click to the link, verify copy and make payment as shown in Topic No. 7 by following the steps mentioned there.

8. Track the consignment

Step 1

Track consignment when mode of delivery is Speed-post.

Consignment Number is sent to the concerned user by SMS and mail along with tracking link. The user may check the same by clicking the said link. In the alternate, user may click track option and enter consignment number and results will be as shown below.

Step 2

Date	Time	Event	Office
30-May-2020	06:17 PM	Item Delivered Confirmed	Govindpur SO Dhanbad
30-May-2020	03:13 PM	Item Delivered [To: ALLAHA BAD BANK(Addressee)]	Govindpur SO Dhanbad(Beat Number :1)
26-May-2020	01:24 PM	Item Received	Govindpur SO
18-May-2020	02:00 PM	Item Despatched	Ashok Nagar SO
18-May-2020	11:45 AM	Item Bagged	Ashok Nagar SO
18-May-2020	09:05 AM	Item Booked	Ashok Nagar SO

Track Your Consignment

Consignment No. *

Consignment No. : EI248367806IN

Timeline | **Table**

- 18-May-2020 (09:05 AM)
Event:Item Booked / Office:Ashok Nagar SO
- 18-May-2020 (11:45 AM)
Event:Item Bagged / Office:Ashok Nagar SO
- 18-May-2020 (02:00 PM)
Event:Item Despatched / Office:Ashok Nagar SO
- 26-May-2020 (01:24 PM)
Event:Item Received / Office:Govindpur SO
- 30-May-2020 (03:13 PM)
Event:Item Delivered [To: ALLAHA BAD BANK(Addressee)] / Office:Govindpur SO Dhanbad(Beat Number :1)
- 30-May-2020 (06:17 PM)
Event:Item Delivered Confirmed / Office:Govindpur SO Dhanbad

9. Check Copy Status

Step 1

Click Copy Status and Enter Application Number or CRN

SCI-eCopying Log in **Copy Status** Track Faqs Contact us

Copy Status ● Application No. ● CRN

Type* No.* Year*

KE8pD

SCI-eCopying Log in **Copy Status** Track Faqs Contact us

Copy Status ● Application No. ● **CRN**

CRN*

KE8pD

Step 2

Enter CRN and get details as shown below

Copy Status ● Application No. ● CRN

CRN* PC2020090100001

dGAnk Enter Captcha

Search

Application No.: NA CRN: PC2020090100001 Date: 01-09-2020
Source: Online Applied By: Party Applicant Name: k bal kasaiya

Application Status: Dispatched/Delivered /Action Completed
Delivery Mode: Case No.: SLP(C) No. 1284-1285/2020 DNo. 6-2020

10. Dashboard

Dashboard shows overall position of e-Copying relating to the concerned user. It provides real-time information relating to pending and disposed copying application or requests, as the case may be.

SCI-eCopying Copy Status Track Faqs Contact us Application Account ▾

My Dashboard

Online Applications 🛒	Offline Application 📅	Document Request ✈️
Disposed 0	Disposed 0	Disposed 0
Pending 0	Pending 0	Pending 0

11. Frequently Asked Questions (FAQ)

Frequently Asked Questions are provided for quick reference and “How To” information on fingertips.



1. Who may apply for e-copy ?

Following persons with qualifications given may apply :

- a. AOR in where appearance is made,
- b. Advocate authorized by AOR,
- c. Arguing Counsel,
- d. Party-in-Person & Third Party.

2. What is prerequisite information of person applying for eCopying required before making online request ?

3. When can I make valid request for eCopying after verification of my identity ?

4. How can I verify my Identity as claimed?

5. My mobile number is not registered with SCI registry, what steps should I follow ?

6. I am Advocate authorized by AOR, shall I get OTP on my mobile Number ?

7. I want to obtain copies of orders, judgement or record of proceedings (ROP), am I entitled ?

8. I want to obtain copies of document or part of document of record of the case pending or disposed in the Supreme Court ?

9. I wish to search available record in a case? What are my search options?

10. Documents or copies which I need are not shown on the screen after entering case details. What should I do ?

11. I need to know or check status of my eCopying request, what should I do ?

12. Contact Us

In case those difficult situations where help provided online or through manual is not of optimum use or problem cannot be resolved by any other means and there is every likelihood to hold that contacting the concerned authority relating to e-Copying may not redress the problem, you can make use of contact us link.



Contact Us

Office : [Supreme Court of India](#)
Address: [Tilak Marg, New Delhi-110001](#)
Phone: [011-23388922-24,23388942](#)
Email: supremecourt@nic.in
Website: <https://sci.gov.in>
