

7.3 Process generation Template

The option of generating summons and warrants are available under process generation.

- **Summons auto generation Templates**
- **Warrant auto generation Templates**

7.4 Summons auto generation Templates :

This enhanced feature of auto generation of summons is a path breaking option available under CIS 3.0. Once the summons are auto generated they are uploaded and published through CIS and the draft of the process is generated. With this digital generation of process the next stage of tracking the service of summons becomes possible and already steps are underway with the E-committee of Supreme Court of India to give GPS enabled instruments to the process servers who are serving in person to the litigants. This is a sure revolutionary tool for the District judiciary. Let us now see how to generate summons through this CIS 3.0



7.4.1 Generating summons to appear in person -Steps

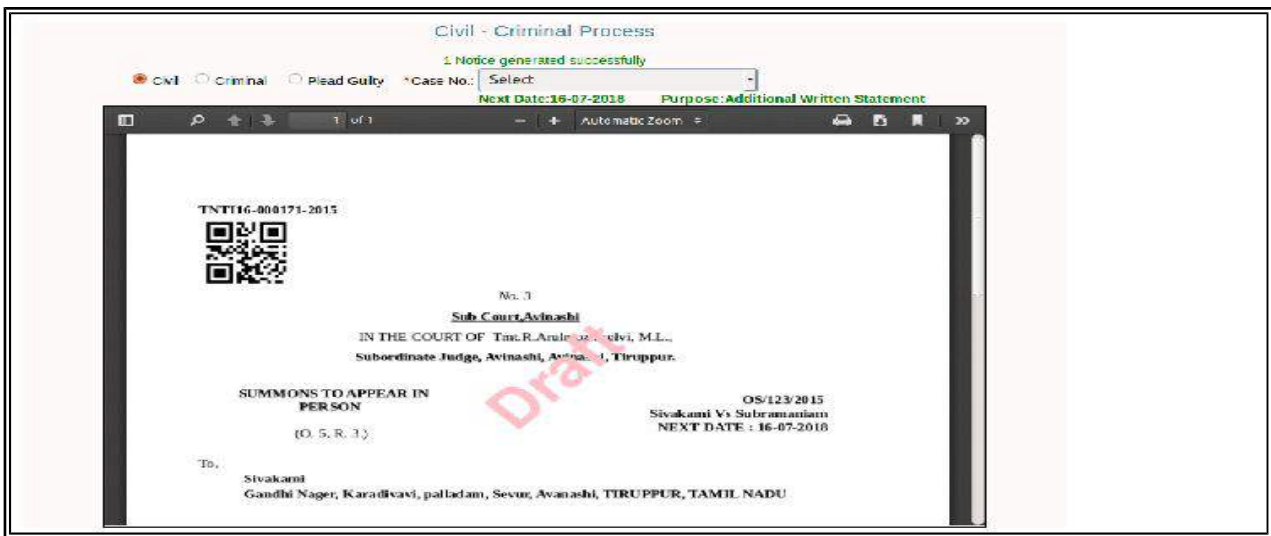
Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type, and select the address needed as shown in the screen shot herewith.

The screenshot shows the 'Civil - Criminal Process' form. At the top, there are radio buttons for 'Civil' (selected), 'Criminal', and 'Plead Guilty'. The 'Case No.' is 'OS/123/2015'. The 'Process' is 'Summons to appear in person [0.5, -]' with a help icon. Below this, it shows 'Next Date:16-07-2018' and 'Purpose:Additional Written Statement'. The 'Select Addressee' section has 'Fees type: Paid' (selected) and 'Free/On Court Motion'. 'Addressee Type' is set to 'Both'. 'Process Fee' is '20'. The 'Addressee Name' dropdown is open, showing 'Select' and 'Sivakami'. There is a 'Save' button at the bottom.

Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with addressee details appears which need to be filled up as shown in the screen shot

The screenshot shows the 'Civil - Criminal Process' form with the 'Addressee Details' tab selected. The 'Addressee Name' is 'Sivakami'. The 'Relation' is 'Spouse' and 'H/O' is 'Rangasamy'. The 'Address' is 'Main Address' (selected) and 'Alternate Address'. The 'State' is 'TAMIL NADU', 'Taluk' is 'Avanashi', and 'Police Station' is 'Select'. The 'Address' field contains 'Gandhi Nager, Karadivavi, palladam'. The 'District' is 'TIRUPPUR' and 'Village' is 'Sevur'. There are fields for 'Pin code', 'Mobile No.', and 'Email'. A 'Remarks' field is also present. A 'Save' button is at the bottom.

Step 3: After filling the address details and if the save option is clicked it will open up the option of generate draft and by clicking it '**1 Notice Generated successfully**' message appears and the draft is generated as shown in the screen shot



7.4.2.Upload process option:

Step 4: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit. The option of Publish appears and if it is clicked It will give “**Process uploaded successfully**” message on the screen.

Upload Process

Civil Criminal Plead Guilty *Case No.: OS/123/2015

* Process: Summons to appear in person (O.S.)

* Addressee Type: Defendant Name

* Addressee Name: 1 - Subramaniam (R)

Relation: Father R/O : Shanmuga gounder

Address: Main Address Alternate Address

State: TAMIL NADU

Town: Select

Taluka: Avinashi

Police Station: Select

Pin code: Mobile No.:

Email:

* Address: Earipalayam, thekkatur village Avinashi

District: TIRUPPUR

Ward: Select

Village: Sevur

Remarks:

* Upload: Browse... TNT1160001712015_1_draft.pdf [Preview](#)

Submit

Process Uploaded Successfully

Upload Process

Civil Criminal Plead Guilty *Case No.: Select

7.4.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option which clicked will give “**Notices Published successfully**” message on the screen. After this the notices can be printed with acknowledgment

The screenshot shows a web interface for publishing notices. At the top, there are radio buttons for 'Civil' (selected) and 'Criminal'. Below that, there are date pickers for 'From Date' (01-07-2018) and 'To Date' (09-07-2018), followed by a 'Go' button. A search bar is visible with a 'Search' button. Below the search bar is a table with the following columns: Sr. No., Date, Case No., Main Party, Notice, Party Name, Draft, and Publish. The table contains two rows of data:

Sr. No.	Date	Case No.	Main Party	Notice	Party Name	Draft	Publish
1	09-07-2018	OS/123/2015	Sivakami V.S Subramaniam	Summons to appear in person [0.5, R. 3]	Sivakami	Show/Delete	Publish
2	09-07-2018	OS/123/2015	Sivakami V.S Subramaniam	Summons to appear in person [0.5, R. 3]	Subramaniam	Show/Delete	Publish

Below the table, it says 'Showing 1 to 2 of 2 entries'. At the bottom of the interface, there is a confirmation message: 'Civil Criminal Notices Published successfully'. Below this message, there are date pickers for 'From Date' (01-07-2018) and 'To Date' (09-07-2018), and a 'Go' button.

7.4.4 Summon Print and Acknowledgement print

Step 6: After “**Notices Published successfully**” message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.

The screenshot shows a web interface for printing and acknowledging notices. At the top, there are radio buttons for 'Civil' (selected) and 'Criminal'. Below that, there are date pickers for 'From Date' (09-07-2018) and 'To Date' (09-07-2018), followed by a 'Go' button. The main content is a table with the following columns: Process Date, Process ID, Notice, Party Name, Print, Check For, and Acknowledgement. The table contains two rows of data:

Process Date	Process ID	Notice	Party Name	Print	Check For	Acknowledgement
09-07-2018	PTNT01600017/2015_1_1	Summons to appear in person [0.5, R. 3]	Sivakami, Candi Nagar, Karadivai, Niladam	Print	<input checked="" type="checkbox"/>	Acknowledgement
09-07-2018	PTNT01600017/2015_2_1	Summons to appear in person [0.5, R. 3]	Subramaniam, Laripalayam, thekkalur village, Avrashi	Print	<input type="checkbox"/>	Acknowledgement

At the top of the table, there is a header for 'Print/Acknowledgement' and a sub-header for 'Case No.: OS/123/2015 Main Party: Sivakami Vs Subramaniam'.

TNT116-000171-2015

PTNT1160001712015_1



No. 3

Sub Court, Avinashi

IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,
Subordinate Judge, Avinashi, Avinashi, Tiruppur.

**SUMMONS TO APPEAR IN
PERSON**

(O. 5, R. 3.)

OS/123/2015
Sivakami Vs Subramaniam
NEXT DATE : 16-07-2018

To,

Whereas **Sivakami** has instituted a suit against you for **Title** you are hereby summoned to appear in this Court in person on the **16-07-2018 at 11:00 o'clock in the forenoon**, to answer the claim; and you are directed to produce on that day all the documents upon which you intend to rely in support of your defence.

ACKNOWLEDGMENT

The undersigned acknowledge receipt of this process in the above mentioned case **OS/123/2015** .

S.N.	Name and Address of the party	Service Date	Personal through	or	Signature T.I.	or
	1. Sivakami, Gandhi Nager, Karadivavi, palladam, TAMIL NADU, TIRUPPUR, Avinashi, Sevur (PTNT1160001712015_1_1)					

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7.4.5 List of Process :

In case where numerous process are generated the same can be viewed from the published process option available under upload process option as shown hereunder

Process ID	Notice	Party Name	Print
PTNT1160001712015_1_1	Summons to appear in person (O.S. R. 3)	Sivakami, Gandhi Nagar, Karadivavi, palladam	Print
PTNT1160001712015_2_1	Summons to appear in person (O.S. R. 3)	Subramaniam, Earipalayam, thekkalur village Avinashi	Print

7.4.6 Process status monitoring

The status of the process can be monitored using the process status option

Process ID	Notice Title	Party Name	Draft Date	Process Date	Establishment Name	Bailiff	Process Messenger	Delivery On Date	Served / Unserved	Reason For Unserved	General Remark
PTNT1160001712015_1_1	Summons to appear in person (O.S. R. 3)	Sivakami	08-07-2018	09-07-2018							
PTNT1180001712015_2_1	Summons to appear in person (O.S. R. 3)	Subramaniam	09-07-2018	09-07-2018							

7.5 Warrant auto generation Templates

Let us now see how to generate as Warrant through this CIS 3.0

Go to Navigation panel – click Civil / Criminal process – click process generation and select the civil / criminal case type and the process type (Warrant) - select State / District / Police Station / FIR Number - select the addressee and fill up as shown in the screen shot herewith.



7.5.1 Generating warrant of Arrest -Steps

Step No 1 Go to Navigation panel – click Civil / Criminal process – click process generation and select the **criminal case type** and the process type as **Warrant of arrest** , and **select the address** needed as shown in the screen shot herewith.

Step 2: Fill up the tab forms which appears one by one. First After filling the select addressee option next tab with **addressee details** appears which need to be filled up as shown in the screen shot

Step 3: After filling the address details and if the save option is clicked it will open up the next tab of **Part Concerned** which has to be filed up and **click next** it will as shown in the screen shot

Step 4: After filling the Party concerned details and if the save option is clicked it will open up the next tab of **Selected Party details** which has to be filed up and **click next** it will as shown in the screen shot

Civil - Criminal Process

Civil Criminal Plead Guilty *Case No.: SC/80/2016
 * Process: Warrant of arrest [Sec. 70] -200002
 State: TAMIL NADU District: TIRUPPUR Police Station: Select FIR No.: 1149 Year: 2018
 Process Draft(1) Next Date:05-06-2018 Purpose:CHARGES

Select Addressee | Addressee Details | Party Concerned | Selected Party Details | Act Section | Case Details | Generate Draft

Party Name: Inspector of Police, Avinashi Ps 0 Out of 1 Update
 Relation: Oth R/O:
 Address: Main Address Alternate Address Address: Avinashi Police Station, Avinashi
 State: TAMIL NADU District: TIRUPPUR
 Taluka: Avinashi Village: Select
 Police Station: Select
 Pin code: Mobile No.:
 Email: Remarks:

Step 5: After filling the selected Party details and if the save option is clicked it will open up the next tab of **Act/section details** which has to be filled up and **click next** as shown in the screen shot

Civil - Criminal Process

Addition successful

Civil Criminal Plead Guilty *Case No.: SC/80/2016
 * Process: Warrant of arrest [Sec. 70] -200002
 State: TAMIL NADU District: TIRUPPUR Police Station: Select FIR No.: 1149 Year: 2018
 Process Draft(1) Next Date:05-06-2018 Purpose:CHARGES

Select Addressee | Addressee Details | Party Concerned | Selected Party Details | Act Section | Case Details | Generate Draft

Act Details
 Act: CodeofCriminalProcedure-99 Ac: Section: 106

Step 6: After filling the act/section details and if the next option is clicked it will open up the **Case details option** which has to be filled up and click next as shown in the screen shot

Step 7: After filling the case details and if the next option is clicked it will open up the option of generate draft and by clicking it '**1 Notice Generated successfully**' message appears and the draft is generated as shown in the screen shot

7.5.2 Upload process option:

Step 6: Once the draft is generate then click the upload process option which is available in the navigation panel and click submit.It will also give the preview option

7.5.3 Publish process option:

Step 5: After process uploaded the next step is click the publish process option from the navigation pane and which clicked will give “**Notices Published successfully**” message on the screen. After this the notices can be printed with acknowledgment

Sr. No.	Date	Case No	Main Party	Notice	Party Name	Draft	Publish
1	04-05-2018	SC/80/2016	Inspector of Police, Avinashi Ps V S Vellaiyan @ Vellaisamy	Warrant of arrest [Sec. 70]	Vellaiyan @ Vellaisamy	Show/Delete	Publish

7.5.4 Warrant Print and Acknowledgement print


Step 6: After “**Notices Published successfully**” message on the screen. After this click process acknowledgement option from navigation panel → Print / acknowledgement option opens up choose the field By clicking the **print** and **acknowledgement** option one can print the draft and also print the acknowledgement.

Print/Acknowledgement
 Civil Criminal

*From Date: 04-06-2018 *To Date: 04-06-2018 Go

Process Date	Process ID	Summons	Party Name	Print	Check For	Acknowledgement
Case No.: SC/80/2016 Main Party: Inspector of Police, Avinashi Ps Vs Vellaiyan @ Vellaisamy						
04-06-2018	PTNTI160004432016_3_2	Warrant of arrest [Sec. 70]	Vellaiyan @ Vellaisamy, Dasaiyan Thottam, Royarpalayam.	Print	<input checked="" type="checkbox"/>	Acknowledgement

TNTI16-000443-2016
P1N11160004432016_3_2



Form No. 1
Sub Court, Avinashi
 IN THE COURT OF Tmt.R.Arulmozhiselvi, M.L.,
 Subordinate Judge, Avinashi

WARRANT OF ARREST
(See Section 70)

SC/80/2016
Inspector of Police, Avinashi Ps Vs Vellaiyan @ Vellaisamy /1149/2018
NEXT DATE : 05-06-2018

To,
Vellaiyan @ Vellaisamy
{ADDRESSEE POLICE STATION}
Dasaiyan Thottam, Royarpalayam,, Avinashi, TIRUPPUR, TAMIL NADU

WHEREAS **Inspector of Police, Avinashi Ps** of Avinashi Police Station, Avinashi stands

7.5.5 Warrant status monitoring

The status of the warrant can be monitored using the process status option

Process Status
 Civil Criminal

*Case Type: SC-321 *Case No.: 80 *Year: 2016 Go

Process ID	Summons Title	Party Name	Draft Date	Process Date	Establishment Name	Bailiff	Process Messenger	Delivery On Date
PTNTI160004432016_3_2	Warrant of arrest [Sec. 70]	Vellaiyan @ Vellaisamy	04-06-2018	04-06-2018				