

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

**KOHIMA BENCH**

**NOTIFICATION**

Dated Kohima the, 22<sup>nd</sup> June, 2021

No. HC(K)62/2011/REG/ 267 /::

It is for information of all Learned Advocates practicing in the Gauhati High Court Kohima Bench and the Subordinate Courts of Nagaland that as per mandate of the e-Committee of Hon'ble Supreme Court of India, online training for Learned Advocates of Nagaland on ***Electronic Case Management Tools (ECMT) for Advocates & Updated Features of CIS*** is being organized on **26-06-2021 (Saturday)** from **10:00 AM to 2:00 PM** through Advocate Master Trainers.

All the Learned Advocates are sincerely requested to join the online training through the link given herein below:-

**JOINING LINK** - <https://bit.ly/3wHXX83>

Live link is also uploaded on the website of the Judicial Academy, Assam at [www.jaassam.gov.in](http://www.jaassam.gov.in)

The procedure to join the Online Training and the Agenda of Training is attached herewith.

By Order,

**Sd/-**

(ATOKA ACHUMI) NJS

**Registrar (I/C)**

Gauhati High Court Kohima Bench

Memo No. HC(K)62/2011/REG/ 267-297 / Dated Kohima, the 22<sup>nd</sup> June 2021

Copy to:-

1. The Member Secretary, Nagaland Legal Services Authority, Nagaland, with a request to widely circulate amongst legal Aid counsels requesting them to participate in the online training.

2. The Principal District & Sessions Judge, Kohima, Dimapur, Tuensang, Mokokchung, with a request to widely circulate amongst the Learned Advocates practicing within their respective jurisdictions, requesting them to participate in the online training.
3. The District & Sessions Judge, Zunheboto, Wokha, Mon, Phek, with a request to widely circulate amongst the Learned Advocates practicing within their respective jurisdictions, requesting them to participate in the online training.
4. The Chief Judicial Magistrate, Peren, Longleng, Kiphire, with a request to widely circulate amongst the Learned Advocates practicing within their respective jurisdictions, requesting them to participate in the online training.
5. The President Nagaland Bar Association, Dimapur, Nagaland, with a request to widely circulate amongst the members of the Bar, encouraging them to participate in the online training.
6. The President, High Court Bar Association, Kohima Bench, with a request to widely circulate amongst the members of the Bar, encouraging them to participate in the online training.
7. The System Officer/ Programmer, Kohima Bench to upload in Registry's website.
8. Office File.

*Atok*  
22-06-2024

(ATOKA ACHUMI) NJS  
**Registrar (I/C)**  
Gauhati High Court Kohima Bench

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

**On**

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

Link: <https://bit.ly/3wHXX83>

**Date: 26.06.2021** (Saturday) (10.00 A.M. to 2.00 P.M.)

**Master Trainer Judicial Officer-cum- Programme moderator:** Mr. Ajongba Imchen  
and Ms. Wonchibeni Patton.

**AGENDA**

Duration	Topic	Advocate Master Trainer
10.00 AM to 10.05 AM	<b>Opening remarks by Director Judicial Academy, Assam</b>	
10.05 AM – 10.20 AM	<p>➤ <b>Overview of eCourts project</b> Introduction about eCommittee. Role of Advocate as a Game Changer. Key take aways of this training. eCourts project getting Digital India Award 2020.</p>	<b>Group A Ms K Kire Advocate</b>
10.20 AM – 10.35 AM	<p>➤ <b>Electronic Case Management Tools for Advocates.</b> ➤ <b>eCourts related Websites.</b></p> <ul style="list-style-type: none"> <li>• eCommittee website ( <a href="https://ecommitteesci.gov.in/">https://ecommitteesci.gov.in/</a>)</li> <li>• NJDG (<a href="https://njdg.ecourts.gov.in/njdgnew/index.php">https://njdg.ecourts.gov.in/njdgnew/index.php</a>)</li> <li>• eCourts services (<a href="https://services.ecourts.gov.in/ecourtindia_v6/">https://services.ecourts.gov.in/ecourtindia_v6/</a>)</li> <li>• District Court Websites (<a href="https://districts.ecourts.gov.in/">https://districts.ecourts.gov.in/</a>)</li> </ul>	<b>Group B  Mr. Alemwapang Imsong Advocate And</b>
10.35 AM – 10.50 AM	<p>➤ <b>How to get eCourts services 24 x 7</b></p> <ul style="list-style-type: none"> <li>• Cause list/Judgments/Orders/Case Status.</li> <li>• Automatic receipt of SMS and eMail on Court listing,</li> <li>• SMS Push and Pull services.</li> <li>• Benefits of registration of Advocates in Court CIS</li> </ul>	<b>Mr. Mamang Singson Advocate</b>
10.50 AM – 11.15 AM	<p>➤ <b>eCourts services mobile app for Advocates</b></p> <ul style="list-style-type: none"> <li>• Case Management.</li> <li>• Get Case status/causelist/orders.</li> <li>• My Cases/ Export and Import.</li> <li>• QR scan option and its utility for Advocates.</li> </ul>	<b>Group C Ms P Monyei Phom Advocate</b>
11.15 AM to 11.40 AM	<p>➤ <b>Service Delivery in Court Complexes :</b></p> <ul style="list-style-type: none"> <li>• eSewa Kendra</li> <li>• Kiosks</li> <li>• Digital Display Boards</li> </ul> <p>➤ <b>Other Services</b></p>	<b>and Mr Kitoka Sumi Advocate</b>



	<ul style="list-style-type: none"> <li>• Online certified copies</li> <li>• eGate Pass</li> </ul>	
11.40 AM – 11.50 AM	<b>TEA BREAK</b>	
11.50 AM – 12.20 PM	<ul style="list-style-type: none"> <li>➤ <b>eFiling - the digital on line filing process</b> <ul style="list-style-type: none"> <li>• Registration of Advocate in eFiling website.</li> <li>• Steps to eFile a case.</li> <li>• Advantages of eFiling .</li> <li>• Case portfolio management.</li> <li>• Know the case status any time.</li> </ul> </li> </ul>	<b>Group D</b> <b>Mr Moa Jamir</b>  <b>Advocate</b> <b>and</b> <b>Mr Moba</b> <b>Advocate</b>
12.20 PM – 12.35 PM	<ul style="list-style-type: none"> <li>➤ <b>Virtual courts</b></li> <li>➤ <b>ePayment portal of court fee, Fine, civil deposits</b></li> </ul>	
12.35 PM – 12.55 PM	<ul style="list-style-type: none"> <li>➤ <b>NSTEP</b></li> </ul>	<b>Group E</b> <b>Ms Tonika</b>  <b>Shohe</b> <b>Advocate</b> <b>and</b> <b>Mr Sangto</b> <b>Longchar</b> <b>Advocate</b>
12.55 PM – 01.15 PM	<ul style="list-style-type: none"> <li>➤ <b>How to appear in Video Conferencing.</b></li> <li>➤ <b>How to scan the document and make PDF.</b></li> <li>➤ <b>Making Accessible PDFs.</b></li> <li>➤ <b>Uploading documents</b></li> </ul>	
01.15 PM – 01.30 PM	<ul style="list-style-type: none"> <li>➤ <b>Help desk for Advocates</b></li> <li>➤ <b>(if available in High court it can be informed)</b></li> <li>➤ <b>Help Manuals &amp; Videos in Regional Languages.</b></li> </ul>	<b>Group A</b> <b>Mr Molodongba</b>  <b>Jamir</b> <b>Advocate</b>
01.30 PM – 02.00 PM	<ul style="list-style-type: none"> <li>➤ <b>Interaction &amp; Feedbacks</b></li> </ul>	

## **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](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