

Advocate Appearance Portal

{{ Go Paperless }}

User Instructions Manual

December 15, 2022



Supreme Court of India

TABLE OF CONTENTS

1.	<u>Purpose</u>	3
2.	<u>Features</u>	3
	A. Existing Process for Appearance Slip	3
	B. New process for Appearance slip & Software Features	3
3.	<u>Eligibility of User to send Appearance Slip</u>	4
4.	<u>Logging in and Verification</u>	5
5.	<u>Cause List</u>	7
	A. Time Out	7
	B. For Appearance Slip	8
	I. Master List	10
	II. Add Name of Advocates	11
	III. List of Advocates Added	11
	IV. I Certify	11
	V. Final Submit	11
6.	<u>Reports</u>	13
7.	<u>Sign Out</u>	14

1. Purpose

Advocate Appearance Portal has been designed and developed for bringing paperless, speed, accuracy and efficacy for recording the appearance of the Advocates in the Record of Proceedings, the Advocates on Record may certify the appearance of Advocates in a matter and send the appearance slip through this portal.

2. Features

A. Existing Process for Appearance Slip

1. Receiving appearance slips through Advocates directly in the court or through email on the same day of the case listed.
2. Verification of the AOR is done manually
3. Name of Sr. Advocates and Advocates type manually in Record of Proceedings.

B. New process for Appearance slip & Software Features

1. Receiving appearance slips online through the Advocate Appearance Portal is now possible.
2. At the time of login, verification of the AOR is done by software through One Time Password (OTP).

3. Access to case for appearance slip is as per capacity of the user i.e. AOR. Access control to a certain portion of the cause list is defined and entry of Appearance Slip is allowed only in his/her cases.
4. Appearance Slips do not require further entry by the Registry manually in Record of Proceedings.
5. Provision is available to search appearance slips which were earlier submitted.
6. Allowed to send appearance slips 2 to 3 days in advance after the cause list is published on the supreme court website.
7. This will eliminate the need to submit appearance slips to the court masters manually by the AORs. Hence making the process paperless.

3. Eligibility of User to send Appearance Slip

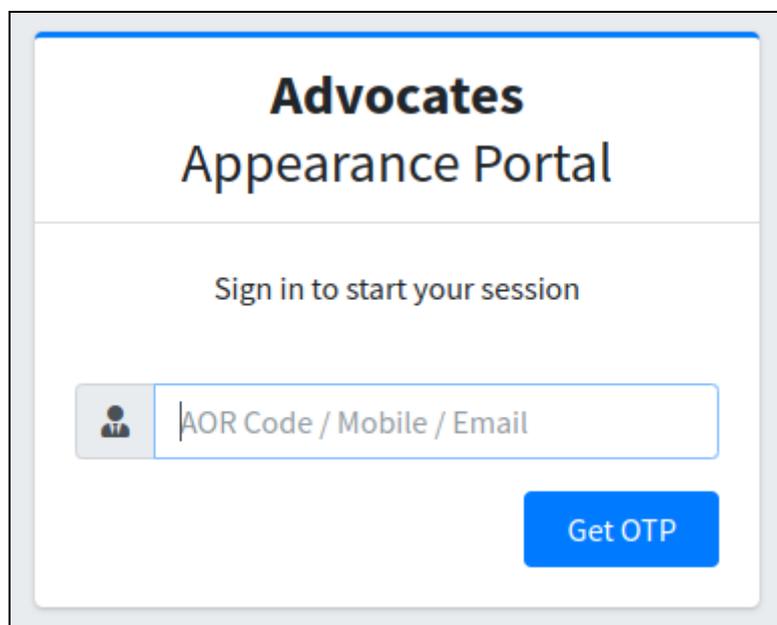
This portal is developed for Advocate-On-Record (AOR). AOR must be registered with the Supreme Court Integrated Case management and Information System (ICMIS) and he/she must have been engaged by parties for which an Appearance Slip request is made. AOR may submit an Appearance Slip in a case in which he/she is engaged. 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 the Record Room. On successful verification, his/her name would automatically appear in Advocate Appearance Portal.

ICMIS maintains a database of AOR with respect to parties to the case. On this basis, the system determines whether an AOR's registered in the system along with the date of listing.

4. Logging in and Verification

Step 1 : To login, enter AOR Code or Mobile No. or eMail then click on Get OTP button

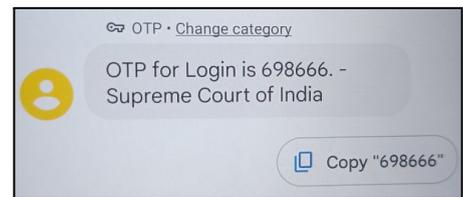


The screenshot shows the login interface for the Advocate Appearance Portal. At the top, the title "Advocates Appearance Portal" is displayed in a large, bold, black font. Below the title, the instruction "Sign in to start your session" is centered. A text input field is provided for the user to enter their AOR Code, Mobile No., or Email. The input field has a light blue border and a small person icon on the left. To the right of the input field is a blue button with the text "Get OTP" in white.

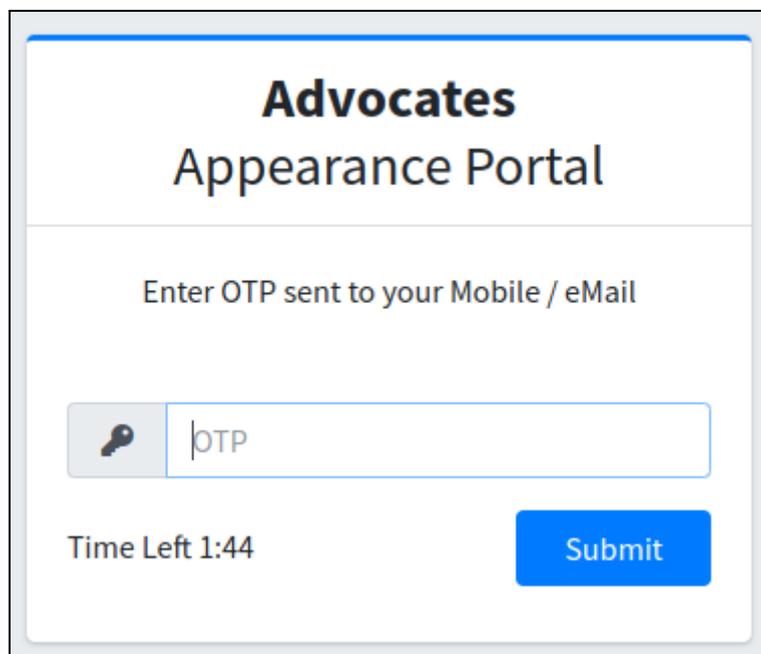
Step 2 : Enter OTP received in your Mobile / eMail

OTP received in eMail

OTP received in Mobile



Enter OTP received on registered Mobile / eMail



The screenshot shows the 'Advocates Appearance Portal' login interface. It prompts the user to 'Enter OTP sent to your Mobile / eMail'. There is a text input field with a key icon and the text 'OTP'. Below the input field, it says 'Time Left 1:44' and there is a blue 'Submit' button.

5. Cause List

Cause List of logged in AOR with cases listed today and in future dates will display here for the purpose of appearance slip.

A. Time Out

Time Out message will appear after **11:30 AM** on the day of cases listed and will not allow AOR to enter for an appearance slip.

CAUSE LIST						
SNo.	Listed On	Court No.	Item No.	Case No.	Cause Title	For Appearance
1	15-12-2022	21	583	SLP(C) No. 1068-1069/2020	JAI PARKASH Vs. RAJBIR AND ORS.	Time Out

On Click Time Out button message will display :

Appearance Slip - Time Out ×

Please contact court master of court room no. 21.

Close

B. For Appearance Slip

Once entered to the cause list menu, click on the green button namely "Click" in "For Appearance" column.

CAUSE LIST							
SNo.	Listed On	Court No.	Item No.	Case No.	Cause Title	For Appearance	
1	15-12-2022	21	583	SLP(C) No. 1068-1069/2020	JAI PARKASH Vs. RAJBIR AND ORS.	Time Out	
2	15-12-2022	21	717	53742020	THE STATE OF HIMACHAL PRADESH AND ORS. Vs. JASWANT SINGH AND ORS.	Time Out	
3	16-12-2022	5	2	C.A. No. 6736/2013	ALAKNANDA HYDRO POWER CO. LTD THROUGH ITS AUTHORISED SIGNATORY MR. S. DHAWAN Vs. ANUJ JOSHI AND ORS.	Click	
4	16-12-2022	21	58	SLP(C) No. 6200/2021	SOLAPUR GRAM UDYOG TELGHANA SOCIETY LTD., SOLAPUR Vs. LOKMANGAL MULTISTATE CO-OPERATIVE SOCIETY LTD. AND ANR.	Click	
5	16-12-2022	21	58	SLP(C) No. 6413/2021	SUNIL KASHINATH DODMAN AND ANR. Vs. LOKMANGAL MULTI STATE COOPERATIVE SOCIETY LIMITED AND ANR.	Click	

A Pop up modal will open with case details

Appearance Slip
✕

The appearance should be updated by 11:30 A.M. on the day when the matter is listed.

List Date	09-01-2023
Court No.	5
Item No.	1
Case No.	C.A. No. 6106/2017
Title	M/S DARVELL INVESTMENT AND LEASING (INDIA) PVT. LTD. Vs. THE STATE OF WEST BENGAL
Appearing For	Petitioner

Add - Name of Advocates ✕

AOR

▼

Dr.

▼

Nirmal Chopra

Add

List of Advocates Added

#	Advocate Name	
+	Mr. Ram, Sr. Adv.	31-12-2022 01:55:59 PM ✕
+	Dr. Nirmal Chopra, AOR	31-12-2022 01:56:03 PM ✕

I certify that above Senior Advocates/Advocates will appear/appeared in the above mentioned matter.

Dr. Nirmal Chopra
For the Petitioner

Close

Submit

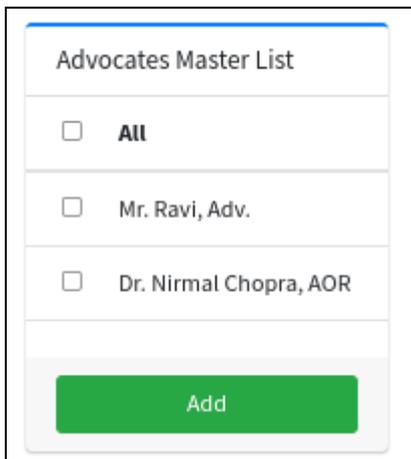
Following steps to follow to submit appearance slip :

Step I : Master List

Click on right side of icon



You may add previously added names of advocates.



Step II : Add Name of Advocates



Step III : List of Advocates Added

List of Advocates Added			
#	Advocate Name		
+	Dr. Nirmal Chopra, AOR	14-12-2022 01:41:16 PM	
+	Ram, Sr. Adv.	14-12-2022 01:41:08 PM	

Step IV : I Certify

I certify that above Senior Advocates/Advocates will appear/appeared in the above mentioned matter.

Step V : Final Submit

Display Appearance Slip Format with message **submitted successfully**.

Appearance Slip ×

Status: Submitted Successfully

I certify that following Senior Advocates/Advocates will appear/appeared in the below mentioned matter.

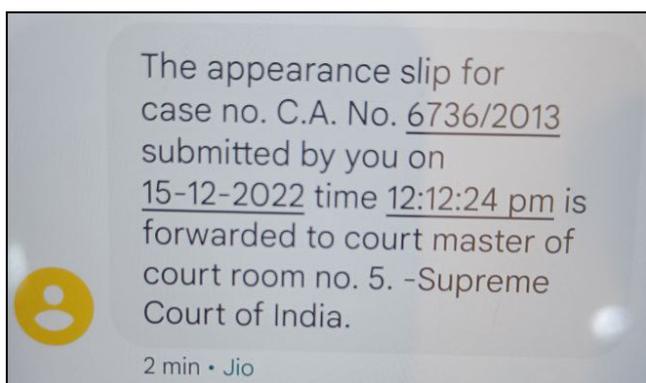
List Date : **16-12-2022**
Court No. : **5**
Item No. : **2**
Case No. : **C.A. No. 6736/2013**
Title : **ALAKNANDA HYDRO POWER CO. LTD THROUGH ITS AUTHORISED SIGNATORY MR. S. DHAWAN Vs. ANUJ JOSHI**
Appearing For : **Respondent**

#	Name of Advocates
1	Dr. Nirmal Chopra, AOR
2	Ram, Sr. Adv.
3	Mr. Rahul Bajaj, Sr. Adv.

Dr. Nirmal Chopra
For the Respondent

Close

Delivered message



6. Reports

Submitted Appearance Slips report can be accessed from Report menu :

Advocates Appearing

Search

List Date (dd-mm-yyyy)

📅

Search

Advocates Appearing

Search

List Date (dd-mm-yyyy)

📅

Search

Advocates Appearing for List Date 16-12-2022

SNo.	Listed On	Court No.	Item No.	Case No.	Cause Title	Name of Advocates
1	16-12-2022	21	58	SLP(C) No. 6413/2021	SUNIL KASHINATH DODMAN AND ANR. Vs. LOKMANGAL MULTI STATE COOPERATIVE SOCIETY LIMITED AND ANR.	For Respondent 1. Mr. Ram, Sr. Adv.
2	16-12-2022	5	2	C.A. No. 6736/2013	ALAKNANDA HYDRO POWER CO. LTD THROUGH ITS AUTHORISED SIGNATORY MR. S. DHAWAN Vs. ANUJ JOSHI AND ORS.	For Respondent 1. Dr. Nirmal Chopra, AOR 2. Ram, Sr. Adv. 3. Mr. Rahul Bajaj, Sr. Adv.

7. Sign Out

Click on the Sign Out option in the menu to exit from the portal.

A decorative footer graphic consisting of a dark blue horizontal bar at the bottom, with a pink and red geometric shape on the right side that overlaps the blue bar.