

**MADHYA PRADESH STATE JUDICIAL ACADEMY,  
JABALPUR**

**Special Programme for Advocates/Advocate Clerks “Computer Skill  
Enhancement Programme (ECT\_12\_2024)**

23.11.2024 (Online)

**Schedule**

<b>Duration</b>	<b>Topic</b>	<b>Resource person</b>
11.00AM–11.05AM	➤ Opening remarks	Director, MPSJA
11.05AM–12.00 noon	<ul style="list-style-type: none"><li>➤ Electronic Case Management Tools for Advocates</li><li>➤ e-Courts and e-Committee related Websites</li><li>➤ Cause list/Judgments/Orders/Case Status<ul style="list-style-type: none"><li>➤ Automatic receipt of SMS and e-Mail on Court listing, SMS Push &amp; Pull services</li></ul></li><li>➤ Service Delivery in Court Complexes</li><li>➤ e-Sewa Kendra, Kiosks Digital display boards and other e-Services</li><li>➤ Online certified copies</li></ul>	Shri Umesh Kumar Patel II District & Additional Sessions Judge, Ashta Distt. Sehore
12.00 Noon–12.30PM	➤ e-Courts services mobile app for Advocates Case Management: Get Case status/cause list/orders My Cases/Export And Import QR scan option and its utility for Advocates	Shri Paras Kumar Jain I District & Additional Sessions Judge, Dhar

12.30PM–01.00PM	<ul style="list-style-type: none"> <li>➤ Virtual courts – Payment of online fine</li> <li>➤ e-Payment portal of Court fee, Fine, Civil deposits.</li> <li>➤ NSTEP - National Service and Tracking of Electronic Processes</li> </ul>	Smt. Anupriya Parashar Tripathi Civil Judge, Senior Division Alote, Distt. Ratlam
01.00PM–01.30PM	<ul style="list-style-type: none"> <li>➤ E-Filing - <ul style="list-style-type: none"> <li>• Digital online filing process</li> <li>• Registration of Advocate in e-Filing website</li> <li>• Steps to e-File a case</li> <li>• Advantages of e-Filing</li> <li>• Case portfolio management</li> <li>• Know the case status any time</li> </ul> </li> <li>➤ How to scan the document and make PDF</li> <li>➤ Making Accessible PDF</li> <li>➤ Uploading documents</li> </ul>	Shri Manish Pandey I Additional Judge to I Civil Judge Senior Division, Datia
01.30 PM–02.00PM	<ul style="list-style-type: none"> <li>➤ How to appear in Video Conferencing</li> <li>➤ Help desk for Advocates</li> <li>➤ Help Manuals &amp; Videos in Regional Languages</li> </ul>	Dhirendra Singh Parihar XIX District & Additional Sessions Judge, Gwalior

Director  
MPSJA

Please click the below link for join us.

[https://www.youtube.com/live/jPpjIY\\_S1pk?si=jiipG02kFpcw6L8r](https://www.youtube.com/live/jPpjIY_S1pk?si=jiipG02kFpcw6L8r)