

User Manual For Advocate Clerk Module

Role: Clerk

Registration

Clerk can register on Online Copy Application portal by using the same URL which is used for advocate/party registration. The registration process is verified through a mobile OTP system. Only after verification applicants can login to the online copy application portal.

Create an Account!

Advocate Public Clerk

First Name * Last Name *

Email Address * Mobile Number *

Password * Confirm Password *

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kjrBBT

Enter the code from image here

Register Account

[Forgot Password?](#) [Already have an account? Login!](#)

Website Designed, Developed by NIC Computer Cell, High Court of Kerala
Content owned, maintained and updated by the Office of the High Court of Kerala

Login

Registered Users can login from the login screen after successfully registration. For registration users have to click on the 'SIGN UP' button. After registration, enter the registered Mobile number and Password to login. On successful authentication of the credentials, Page is redirected to the dashboard.

ONLINE COPY APPLICATION PORTAL --Select Advocate-- Screen Reader A- A A+ advclerk

Dashboard

APPLICATION

- Copy Application Filing
- Application Status
- Defective Application
- Issued Application
- For Assistance

TOTAL APPLICATIONS 1 View Details

ACTIVE/OPEN APPLICATIONS 1 View Details

ISSUED/CLOSED APPLICATIONS 0 View Details

DEFECTIVE APPLICATIONS 0 View Details

Coming Soon |

ONLINE APPLICATION No:-	COURT	
EC0389110017992022	Judicial First class Magistrate Court, Kolenchery	VIEW STATUS
		See More...

Applications Overview

Total Applications-1 Active Applications-1 Closed

Profile

Registered users can edit their details using the 'Profile' menu.

ONLINE COPY APPLICATION PORTAL --Select Advocate-- Screen Reader A- A A+ advclerk

Dashboard

Profile

- Logged In Devices
- Logout

TOTAL APPLICATIONS 1 View Details

ACTIVE/OPEN APPLICATIONS 1 View Details

ISSUED/CLOSED APPLICATIONS 0 View Details

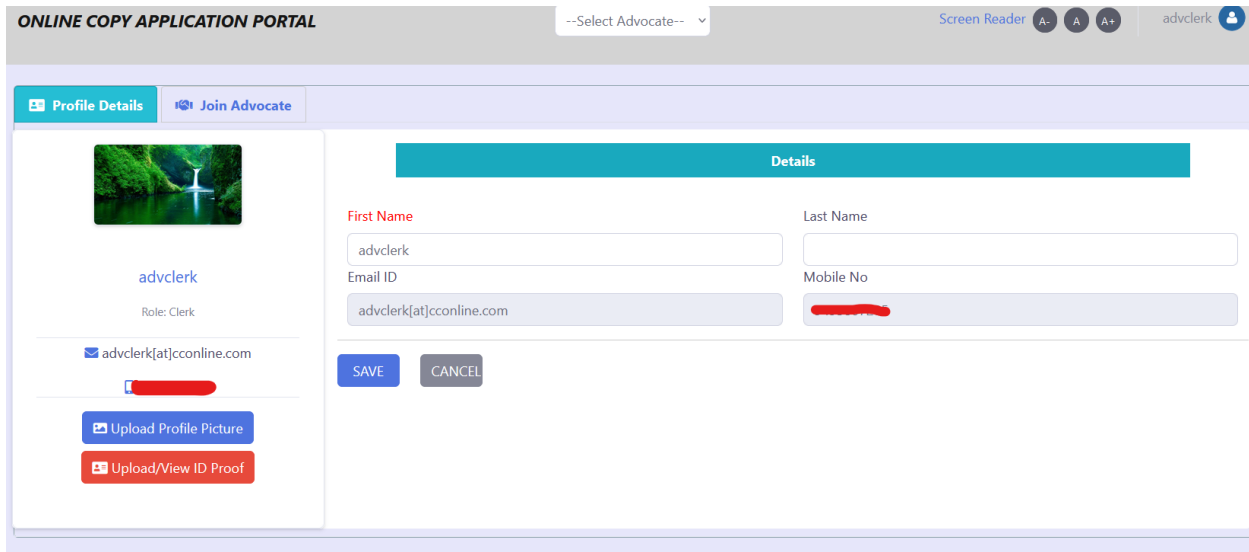
DEFECTIVE APPLICATIONS 0 View Details

Coming Soon |

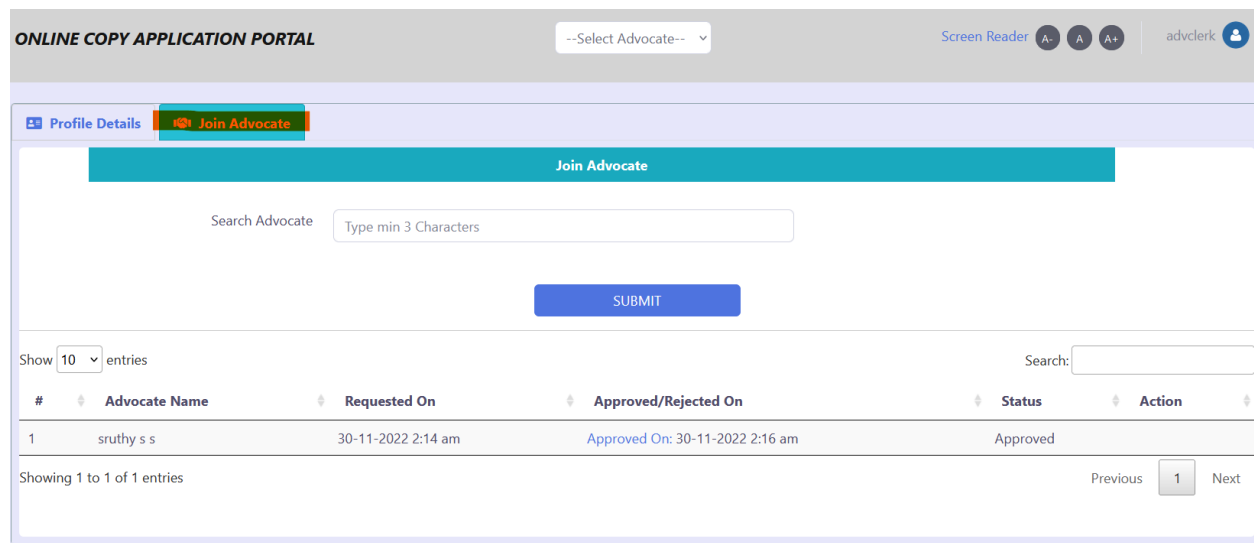
ONLINE APPLICATION No:-	COURT	
EC0389110017992022	Judicial First class Magistrate Court, Kolenchery	See More...

Applications Overview

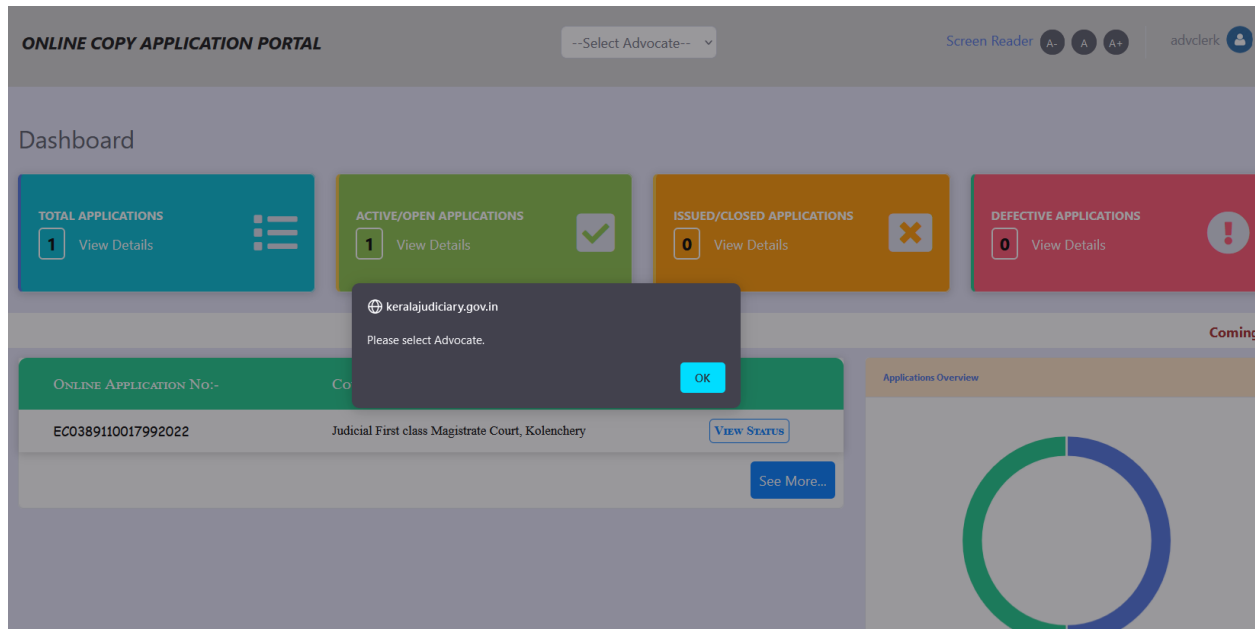
Users can upload their profile picture and ID proof for recognition.



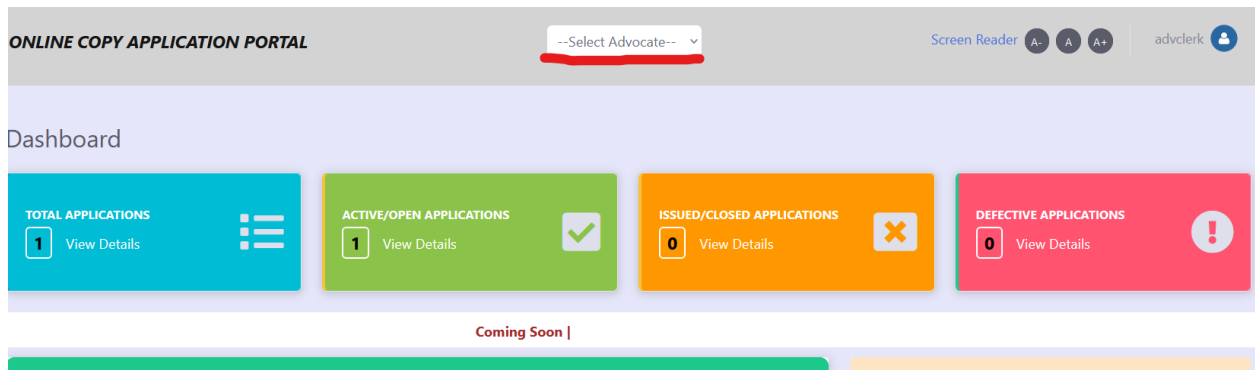
For selecting Advocate use the tab 'Join Advocate'. In this page search for an advocate and submit your request. You can search for an advocate who is registered with Online Copy Application Portal.



After getting approval from the advocate side, the clerk can file copy applications on behalf of the advocate using the portal. Before submitting applications you should select the corresponding advocate from the list. Otherwise it will show the following message.



To select an advocate from the list.



Role: Advocate

Advocate can approve/reject clerk requests from their profile.

[Profile Details](#) [Approve Clerk](#)

Show 10 entries

Search:

#	Clerk Name	Requested On	Approved/Rejected On	Status	Action
1	advclerk Clerk Identification	30-11-2022 2:14 am	Approved On: 30-11-2022 2:16 am	Approved	Delete

Showing 1 to 1 of 1 entries

Previous Next

Clerk Identification

[Profile Details](#) [Approve Clerk](#)


Show 10 entries

Search:

#	Clerk Name	Status
1	advclerk Clerk Identification	Approved

Showing 1 to 1 of 1 entries

View Details ✕



[ID Preview](#)

[Close](#)