

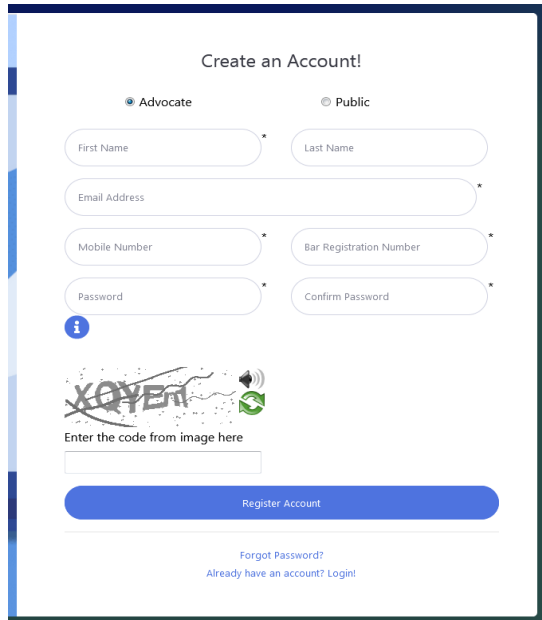
ONLINE COPY APPLICATION PROCEDURE

For Subordinate Courts, Kerala



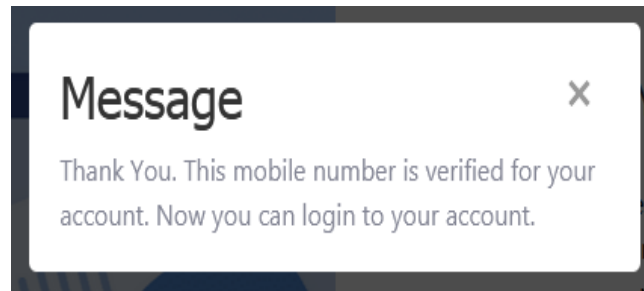
Overview

Online copy application solution is designed and developed for subordinate courts. One time registration of the Advocate/Party irrespective of the establishment in the entire state. The advocates and public can avail the service for applying certified copy of Judgements, Orders and other documents like lower court documents through this system.



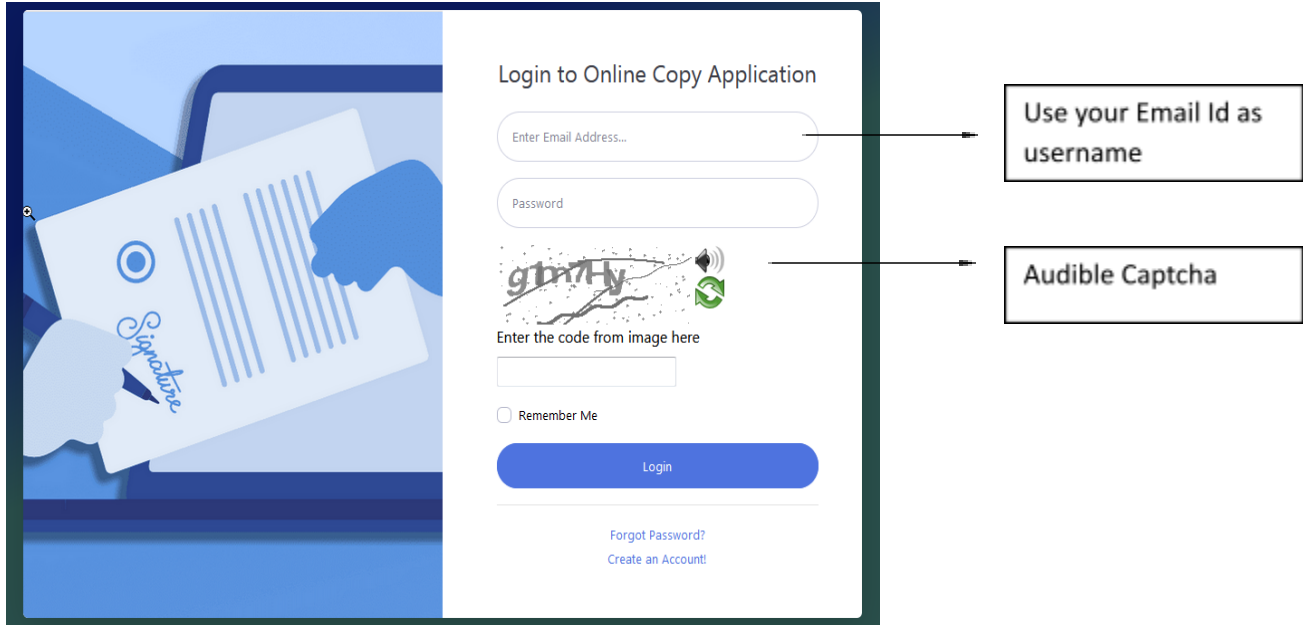
Registration

Advocates and the public can register on Online Copy Application by using the above URL. The registration process is verified through a mobile OTP system. Advocates can register with their bar registration number. Only after verification applicants can login to the online copy application portal.



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.



Dashboard

The dashboard shows overall information about copy applications that they are applied to.

The dashboard is titled "ONLINE COPY APPLICATION PORTAL" and includes a sidebar with navigation options: Dashboard, Copy Application Filing, Application Status, Defective Application, Issued Application, and For Assistance. The main content area features four summary cards: "TOTAL APPLICATIONS" (5), "ACTIVE/OPEN APPLICATIONS" (3), "ISSUED/CLOSED APPLICATIONS" (2), and "DEFECTIVE APPLICATIONS" (0). A notification states "Online payment facility will be available soon!". Below this is a table of application details:

ONLINE APPLICATION NO:-	COURT	VIEW STATUS
EC0399010000052021	Munsiff Court Ernakulam	VIEW STATUS
EC0388010000042021	Munsiff Court, Kolenchery	VIEW STATUS
EC0388010000032021	Munsiff Court, Kolenchery	VIEW STATUS
EC0399010000022021	Munsiff Court Ernakulam	VIEW STATUS
EC0388050000012021	Munsiff Court, Kolenchery	VIEW STATUS

At the bottom right, there is an "Applications Overview" section with a donut chart and a legend: Total Applications:-5, Active Applications:-3, Closed Applications:-2, Defective Applications:-0. A "See More..." button is located at the bottom of the table.

Copy Application Filing

The copy application filing is done in 2 steps.

- Case details. When an applicant enters a case number they will get the details of the case automatically.
- Document Details. – including orders, judgments, petitions and lower court documents

Copy Application Filing

Fields marked (*) Mandatory

1. Application Details
2. Documents

District*

Courts*

Case No* Year

Fields marked (*) Mandatory

1. Application Details
2. Documents

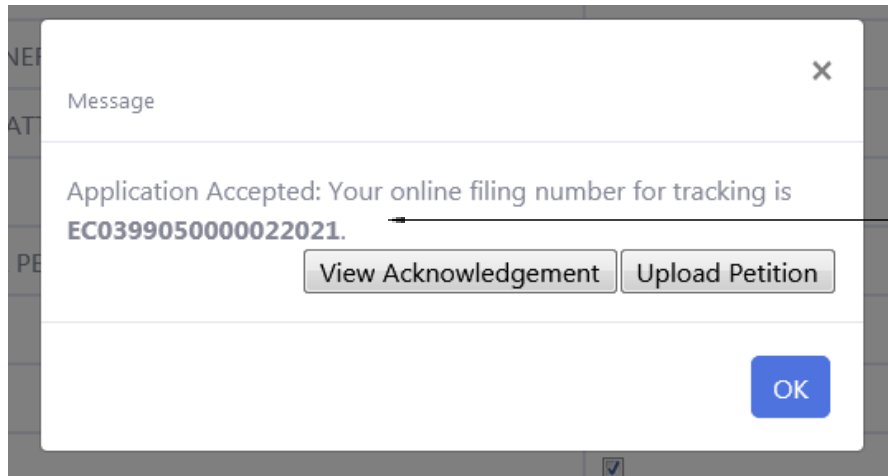
Documents

Search:

Document Name	Copies
164 STATEMENT	<input type="checkbox"/>
APPEAL MEMMORANDUM	<input type="checkbox"/>
ATTACHMENT BATTI	<input type="checkbox"/>
BCF MEMO	<input type="checkbox"/>
CAVEAT	<input type="checkbox"/>
COMPLAINT	<input type="checkbox"/>
COPY APPLICATION	<input type="checkbox"/>
COUNTER CLAIM	<input type="checkbox"/>
DECREE	<input type="checkbox"/>
DOCUMENTS	<input type="checkbox"/>
EXECUTION PETITION	<input type="checkbox"/>
INUNCTION BATTI	<input type="checkbox"/>

Showing 1 to 27 of 27 entries

On a successful application, the applicant will get acknowledgement and the applicant can file sanction/section8/affidavit/restoration petition whichever is applicable either along with the application or later on.



This is the unique application number for your online copy application.

Acknowledgement slip after successful application

Munsiff Court Ernakulam Acknowledgement	
	e-Filing No : EC0399050000032021
	Applicant Name : Adv. sruthy
	Case Number: : OS 30/2020
	Court: : Munsiff Court Ernakulam
	Application Date: : 28-05-2021 3:39 pm
Generated Date: 28-05-2021 3:39 pm	

Petition Uploading

For civil cases an affidavit has to be filed. For getting lower court documents sanction petition to be filed. If a copy application is filed during vacation section 8 petition to be filed.

If the required petitions are not filed the applications are treated as defective. If the required petition is re-filed after scrutiny the copy application will be treated as non defective.

Please upload documents only in 'pdf', 'docx', 'jpg', 'jpeg' & 'png' format.

Petition Documents

Sanction Petition

Affidavit

If the petition is not uploaded at the time of filing then it will be shown in the status and the applicant can file a petition from there on.

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COPY APPLICATION DETAILS

EC0399060000032021 (Certified Copy)

Case No. : OS 58/2020

Application Date : 02-06-2021

Filing No. : 8/ 2021

Scrutiny Date : 02-06-2021

Defect Details

1 Sanction Petition Not Filed

00022021 Munsiff Court Ernakulam

Application Status

Applicants will get the status of their applications at each and every stage of application from this page.

Copy Application Status

Home | Copy Application Status

Show entries Search:

#	eFiling CNR	Court	Case No.	Action
1	EC0399010000052021	Munsiff Court Ernakulam	OS 2/2018	View Details
2	EC0388010000042021	Munsiff Court, Kolenchery	OS 2/2016	View Details
3	EC0399050000032021	Munsiff Court Ernakulam	OS 30/2020	View Details
4	EC0388010000032021	Munsiff Court, Kolenchery	OS 2/2019	View Details
5	EC0399050000022021	Munsiff Court Ernakulam	OS 15/2019	View Details
6	EC0399010000022021	Munsiff Court Ernakulam	OS 1/2019	View Details
7	EC0388050000012021	Munsiff Court, Kolenchery	OS 2/2020	View Details

Showing 1 to 7 of 7 entries Previous Next

COPY APPLICATION DETAILS

EC0399050000022021 (Certified Copy)

Case No. : OS 15/2019

Application Date : 31-05-2021

Filing No. : 3/ 2021

[Close](#)

COPY APPLICATION DETAILS

EC0399050000022021 (Certified Copy)

Case No. : OS 15/2019

Application Date : 31-05-2021

Filing No. : 3/ 2021

Scrutiny Date : 31-05-2021

Application No. : 3/2021

Payment Intimation Date : 31-05-2021

Total Fee. : 12.50

Please affix stamp in the downloadable pdf file. [Download](#)

Last date of Payment : 02-06-2021

Mode of Payment Online Offline

[Proceed](#)

The applicant can download documents from their profile and it will also be sent to their registered Email Id. The documents will be available in their profile for one month.

COPY APPLICATION DETAILS
×

EC0399050000022021 (Certified Copy)

Case No.	: OS 15/2019
Application Date	: 31-05-2021
Filing No.	: 3/ 2021
Scrutiny Date	: 31-05-2021
Application No.	: 3/2021
Payment Intimation Date	: 31-05-2021
Total Fee.	: 12.50

Please affix stamp in the downloadable pdf file. Download

Last date of Payment : 02-06-2021

#	Document Name	Action
1	Plaint	Download Document
2	Judgement	Download Document

If the copy application is made over to another court then that made over details will be shown in status of the application.

COPY APPLICATION DETAILS
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EC0399050000042021 (Certified Copy)

MADEOVER TO: DISTRICT AND SESSIONS COURT ERNAKULAM

Case No.	: OS 33/2020
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Stamp Details

The pdf of stamp details is generated from application status. Applicants can download stamp amounts from their registered account. And submit to the copying section. Then only the documents will be issued.

COPY APPLICATION DETAILS ×

EC0399050000022021 (Certified Copy)

Case No.	: OS 15/2019
Application Date	: 31-05-2021
Filing No.	: 3/ 2021
Scrutiny Date	: 31-05-2021
Application No.	: 3/2021
Payment Intimation Date	: 31-05-2021
Total Fee.	: 12.50

Please affix stamp in the downloadable pdf file. [Download](#)

Last date of Payment : 02-06-2021

Mode of Payment Online Offline

[Proceed](#)

Munsiff Court Ernakulam

Application No : EC039905000022021
Applicant Name : SRUTHY
Case No : OS 15/2019
Total Amount : Rs.8.00/-

#	Document	Amount (No: of pages * fee)	Affix Stamp
1	Application Fee	5	
2	Plaint	2 * 1.5 = 3	
3	Judgement	3 * 1.5 = 4.5	

Issued Applications

Issued Applications

Home | Issued Applications

Show entries Search:

#	eFiling CNR	Court	Case No.	Action
1	EC039901000022021	Munsiff Court Ernakulam	OS 1/2019	View Details
2	EC039901000052021	Munsiff Court Ernakulam	OS 2/2018	View Details

Showing 1 to 2 of 2 entries Previous Next

Defective Application

In the copy application procedure there are 2 types of defects: - Filing Defects and stamp defects.

For civil cases an affidavit has to be filed. For getting lower court documents sanction petition to be filed. If a copy application is filed during vacation section 8 petition to be filed.

If the required petitions are not filed the applications are treated as defective. If the required petition is re-filed after scrutiny the copy application will be treated as non defective. If the application's defects are not cured within a given time it will be rejected automatically.

#	eFiling CNR	Court	Case No.	Action
1	EC0397120000152020	District and Sessions Court Ernakulam	AS 5/2019	View Details

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COPY APPLICATION DETAILS

EC0399060000032021 (Certified Copy)

Case No.	: OS 58/2020
Application Date	: 02-06-2021
Filing No.	: 8/ 2021
Scrutiny Date	: 02-06-2021

Defect Details

1 Sanction Petition Not Filed	<input type="button" value="Apply Now"/>
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COPY APPLICATION DETAILS

EC0399060000012021 (Certified Copy)

Case No.	: OS 5/2015
Application Date	: 02-06-2021
Filing No.	: 6/ 2021
Filing Defect Cured on	: 02-06-2021
Scrutiny Date	: 02-06-2021

For Assistance

Applicants can send their queries/feedback to us. Also applicants can check old tickets that are filed earlier.

Tickets / Feedback

Past Tickets

District*

Message

Send