



Court Master User Manual

Developed by:



भारत सरकार Government of India



सत्यमेव जयते



एनआईसी
National
Informatics
Centre



CONTENT

1. INTRODUCTION	3
2. COURT MASTER OVERVIEW.....	4
WHY NYAYSHRUTI IS VALUABLE FOR COURT MASTERS	5
HOW THE COURT MASTER WORKS IN NYAYSHRUTI.....	6
3. COURT MASTER ACCESS	7
COURT MASTER LOGIN	7
ACCESS CONTROL AND SECURITY	7
LOGIN PROCESS	8
IMPORTANT GUIDELINES	9
4. DASHBOARD	10
NOTE: DEMO SCREEN – CHOOSE YOUR COURT	10
5. COURT	11
5.1 COURT LISTING.....	13
5.2 COURT LISTING PAGE	14
5.3 SCHEDULE HEARING PAGE:.....	14
SCHEDULE HEARING – PROCESS.....	16
SORT BY	17
5.4 COURT PROCEEDINGS.....	19
5.5 NYAYSHRUTI SUPPORT	35
6. CONCLUSION.....	36



1. Introduction

NyayShruti is a digital platform developed to facilitate **virtual court proceedings through video conferencing**, making judicial services more accessible and convenient.

The platform enables **advocates, litigants, and other authorized participants** to attend court proceedings remotely, reducing the need for physical visits to the court.

It provides a **secure, efficient, and user-friendly digital environment** for participating in court hearings and supports the modernization of the judicial process through technology.

Key Benefits:

- Remote participation in court hearings
- Reduced need for physical court visits
- Convenient access to judicial proceedings
- Secure digital communication
- Improved efficiency and accessibility
- Supports technology-enabled justice delivery

The **Admin** plays an important role in managing and monitoring the NyayShruti platform. The Admin is responsible for ensuring that the system, users, courts, and virtual hearing processes operate smoothly.

Key Responsibilities of Admin:

- **User Management:** Manage and monitor user accounts and their access permissions.
- **Court Management:** Maintain court, district, and hearing-related information.
- **Hearing Management:** Monitor and manage virtual court hearing schedules and sessions.
- **Access Control:** Ensure that only authorized users can access the relevant services.
- **System Monitoring:** Monitor the platform and address technical or operational issues.
- **Data Management:** Maintain accurate and up-to-date court and user information.
- **Support & Assistance:** Handle user queries and coordinate with support teams when required.
- **Reports & Monitoring:** Track system activities and generate necessary reports for administrative purposes.



2. Court Master Overview

How Nyayshruti Empowers the Court Master's Role

Nyayshruti provides Court Masters with organized and easy-to-use tools that simplify daily court operations. The platform reduces manual effort and helps ensure that proceedings run smoothly and efficiently.

The Court Master's key empowered roles include:

- **Court Proceedings Coordinator**

Manage court schedules, hearing activities, and daily proceedings through a centralized platform. Nyayshruti helps keep all case-related activities organized and easily accessible.

- **Case Record Manager**

Maintain and update case information accurately. The system ensures records remain structured, searchable, and readily available whenever required.

- **Hearing Administrator**

Coordinate hearing schedules, manage cause lists, and support smooth courtroom operations with minimal manual intervention.

- **Communication Facilitator**

Enable effective coordination between judges, advocates, litigants, and court staff through timely updates and notifications.

- **Process Supervisor**

Monitor ongoing proceedings and ensure court activities are updated promptly within the system for accurate tracking and reporting.



How Nyayshruti Makes the Court Master's Work Easier

Nyayshruti is designed to simplify daily responsibilities and reduce administrative burden. Key benefits include:

- **A Clear and Centralized Dashboard**

Secure access provides a complete view of court activities, hearings, schedules, and case information from a single location

- **Easy Case and Hearing Management**

Court Masters can quickly update hearing details, maintain cause lists, and manage proceedings without relying on manual registers.

- **Streamlined Court Proceedings**

Live proceedings, case updates, recordings, and hearing management are integrated into the platform, reducing coordination effort.

- **Automatic Activity Tracking**

All important actions and updates are automatically recorded, allowing easy review and audit whenever required.

- **Built-in Data Security**

Nyayshruti safeguards court information through secure access controls and system-managed data protection measures.

- **Simplified Coordination**

Notifications and workflow-driven updates help Court Masters coordinate effectively with judges, advocates, and court staff.

Why Nyayshruti is Valuable for Court Masters

Nyayshruti helps Court Masters manage court operations efficiently by centralizing information and automating routine processes.

Key benefits include:

- **Easy Coordination** – Judges, advocates, and court staff remain connected through a unified system.
- **Reduced Manual Work** – Automated processes minimize paperwork and repetitive tasks.
- **Real-Time Updates** – Instant notifications help keep court proceedings on schedule.
- **Enhanced Accuracy** – Structured workflows reduce errors in record management.



- Secure Operations – Role-based access and activity tracking ensure data protection and accountability.
- Improved Efficiency – Simplified workflows support faster and more transparent court administration.

How the Court Master Works in Nyayshruti

Nyayshruti provides Court Masters with a secure and centralized workspace where court-related activities can be managed efficiently.

The Court Master can easily:

- Manage daily cause lists and hearing schedules.
- Update proceeding details and maintain hearing records.
- Monitor case activities and track hearing progress.
- Coordinate with judges, advocates, and court staff through the platform.



3. Court Master Access

Court Master Login

<https://haryana.nyayshruti.nic.in/auth/login/captcha>

(Note: The Court Master URL is generated based on the selected State and is uniquely configured for each State. For example, the URL shown above is for Odisha and is accessible only to authorized Court Masters within that State.)

A screenshot of the Court Master Login page. The page has a light blue background. On the left, there is a large circular logo with a camera lens icon and the text 'न्याय श्रुति @ ICJS'. On the right, there is a 'Login' section with the heading 'Please enter your phone number and password to proceed'. Below this, there are input fields for 'Phone Number' (containing '2020202020') and 'Password' (containing '*****'). There is a 'Captcha Answer' field with a captcha image showing '7 + 19'. Below the captcha field, there is a 'Forgot Password?' link. A large orange 'LOGIN' button is present. At the bottom, there is a 'Login As Admin' link and a 'Help' button. The footer text reads 'Powered by Vconsole from Techgentsia'.

The Court Master access in Nyayshruti is provided through a secure, state-specific login URL. Each State receives a dedicated access link to ensure proper data segregation, security, and controlled access to court operations.

Access is restricted exclusively to authorized Court Masters using approved credentials, ensuring all court-related activities are performed in a secure and governed environment.

The Court Master URL is generated according to the selected State. For example, when Odisha is selected, a dedicated Odisha Court Master URL is created and is not accessible to users from any other State.

Access Control and Security

To maintain system security and operational integrity, the following controls are implemented:



- Role-based authentication for all Court Master users
- Credential issuance only after proper verification and authorization
- Automatic session timeout for inactive users
- Logging of all system activities for audit and compliance purposes
- Continuous monitoring to detect and prevent unauthorized access attempts

Login Process

Court Masters can access the system by following these steps:

The screenshot shows a web browser window with the URL `haryana.nyaayshruti.nic.in/auth/login/captcha`. The page has a light blue background. On the left, there is a large circular logo with the text 'न्याय श्रुति @ ICJS' and 'Impermeable Criminal Justice System'. On the right, there is a 'Login' section with the instruction 'Please enter your phone number and password to proceed'. It contains three input fields: a phone number field with the value '2020202020', a password field with masked characters, and a captcha field with the value '7 + 19'. Below the captcha field is a 'Captcha Answer' input field. There is a 'LOGIN' button, a 'Forgot Password?' link, a 'Login As Admin' link, and a 'Help' button. At the bottom, it says 'Powered by Vconsole from Techgentsia'.

Key Features:

- **Phone Number:** Enter the registered phone number.
- **Password:** Enter the account password. The eye icon allows the password to be shown or hidden.
- **Captcha:** Enter the characters displayed in the captcha image to verify that the user is human.
- **Refresh Captcha:** Click the refresh icon to generate a new captcha.
- **Forgot Password:** Use this option to recover or reset the account password.
- **Login:** Click **LOGIN** after entering the required credentials.
- **Login As Admin:** Provides a separate login option for authorized administrators.
- **Help:** Provides assistance for login-related issues.

Important Guidelines

- Court Master URLs are State-specific and must not be shared with unauthorized users
- Unauthorized access attempts are strictly prohibited and monitored continuously
- Login credentials must remain confidential at all times
- Any suspicious activity should be reported immediately to the designated system support team
- Users must always log out after completing their work to maintain account security

This version is fully rewritten for the **Court Master role** while preserving the structure, tone, and documentation style of the Admin manual.



4. Dashboard

These are the main navigation options in a legal/court portal or case management system:

- **Home:** The dashboard where you can view an overview, access active cases, or start new actions.
- **Archives:** A section for viewing past or completed cases and documents stored for reference.
- **Profile:** Your account area containing personal details, contact information, login settings, and user role (e.g., lawyer, petitioner).
- **Help:** Support section with FAQs, guides, and contact options for assistance.

If you're filing or managing a case, the usual workflow typically follows:

Home → Court Selection → District → Bench → Case Details

NOTE: DEMO SCREEN – CHOOSE YOUR COURT

This is a **demo/training screen only**. The District (e.g., Ambala) and Courts shown are **sample data** and not for actual use.

Important Instructions:

- Select only your **assigned District and Court/Bench** in real use.
- Do **not use demo courts** for live hearings or official work.



- Wrong selection may lead to **missing hearings or joining incorrect courtroom**.
- Court Masters/Judicial Officers must always log in to their **designated court only**.
- Advocates/Parties should join via the **shared VC link only**, no selection required.

5. Court

Choose Your Court: It is a system option that allows the user to select the appropriate **court jurisdiction (district and bench)** where a legal case will be filed or managed, ensuring it is assigned to the correct authority.

The screenshot displays the 'Choose Your Court' interface. On the left, a dark panel features a statue of Lady Justice and the text 'Choose Your Court' and 'Select the jurisdiction that best suits your legal needs and take control of your case with precision and confidence.' The right panel, titled 'Court Selection', contains two sections: 'Select District' with a dropdown menu showing 'Ambala' and 'Choose the specific district where your case will be filed or managed', and 'Select Bench' with a dropdown menu showing 'Chief Judicial Magistrate, Ambala' and 'Choose the specific court or judicial bench that will preside over your case'. At the bottom are 'Reload' and 'Next' buttons.

Page Purpose: This screen is for **routing a case to the correct jurisdiction** before proceeding with filing or case management.

Top Navigation

- **Home** → dashboard
- **Archives** → past cases
- **Profile** → account menu (you can log out here)
- **Help** → support



🔑 Main Workflow

“Choose a district”



“Choose a bench”



1. Select District

- Dropdown labeled: *“Choose a district”*
- You must pick the **geographical district** where the case belongs.
- Without this, the next step stays inactive.

2. Select Bench

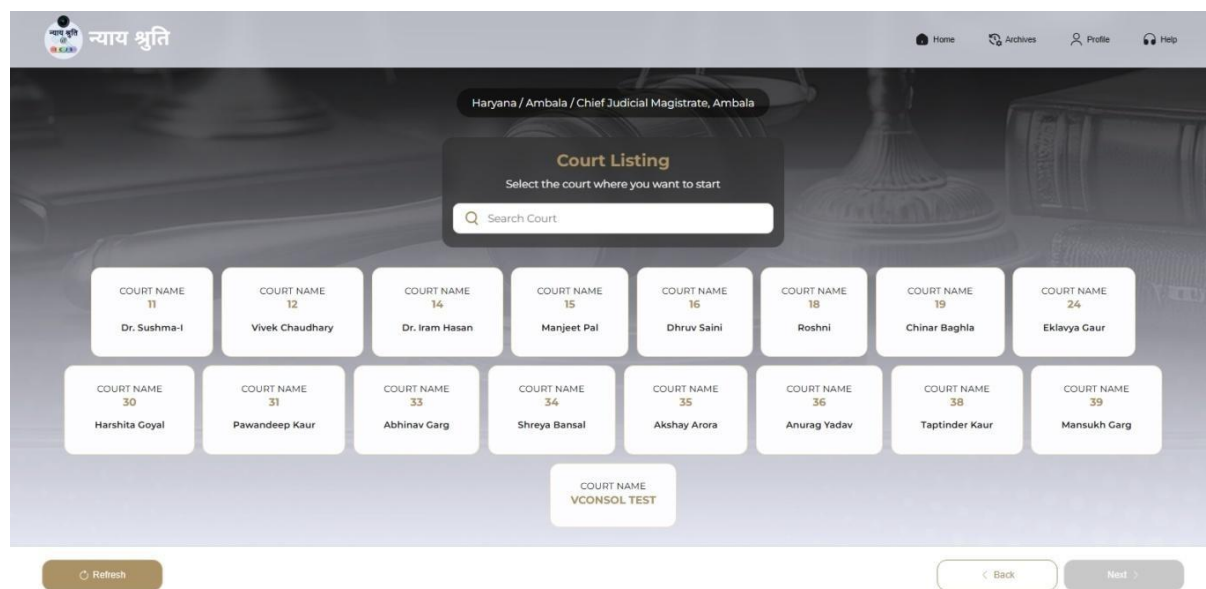
- Dropdown labeled: *“Choose a bench”*
- Becomes active after selecting a district.
- This is the **specific court division/judicial bench** that will handle the case.

🕒 Buttons at the Bottom

- **Reload**
 - Refreshes district/bench data if something doesn't load correctly.
- **Next (currently disabled/greyed out)**
 - Will become clickable only after both:
 - District is selected
 - Bench is selected
 - Takes you to the next step of the case filing process.

5.1 Court Listing

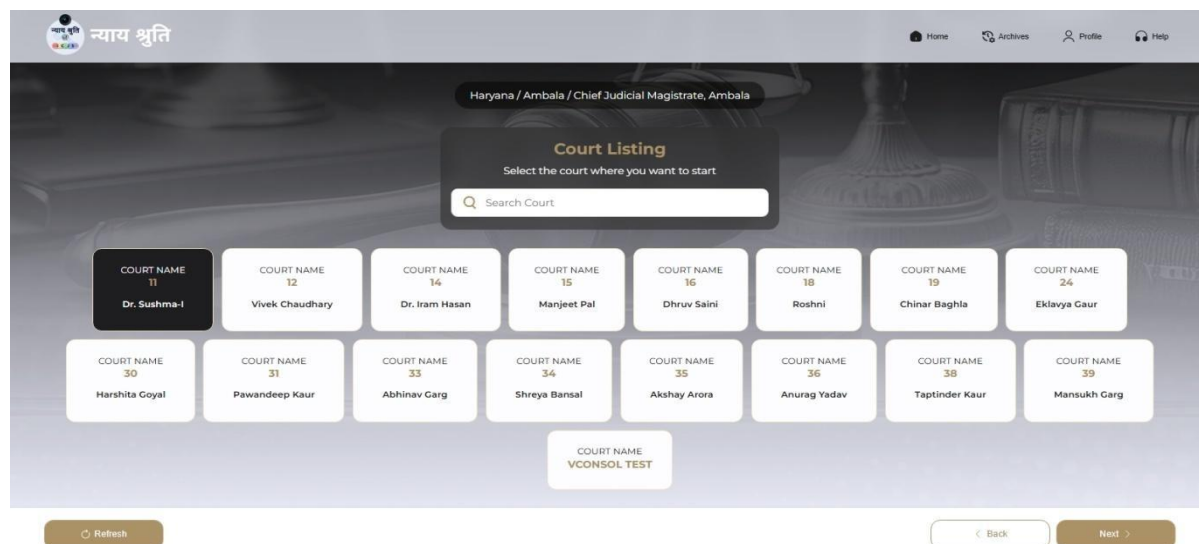
The **Court Listing** page displays all available courts under the selected district and bench. It allows the user to search for and select the specific court where the case will be initiated or managed. Once a court is selected, the user can proceed to the next step.



This is the Court Listing page. After selecting the district and bench, all available courts are displayed here. Users can search for a court using the search bar or select a court directly from the list. Once the required court is selected, they can click 'Next' to proceed to the next stage of case processing. The 'Refresh' button reloads the court list, and the 'Back' button returns to the previous screen.

5.2 Court Listing Page

"This page displays the list of courts available under the selected District and Bench. The user can search for a court using the search bar or select a court directly from the displayed court cards.

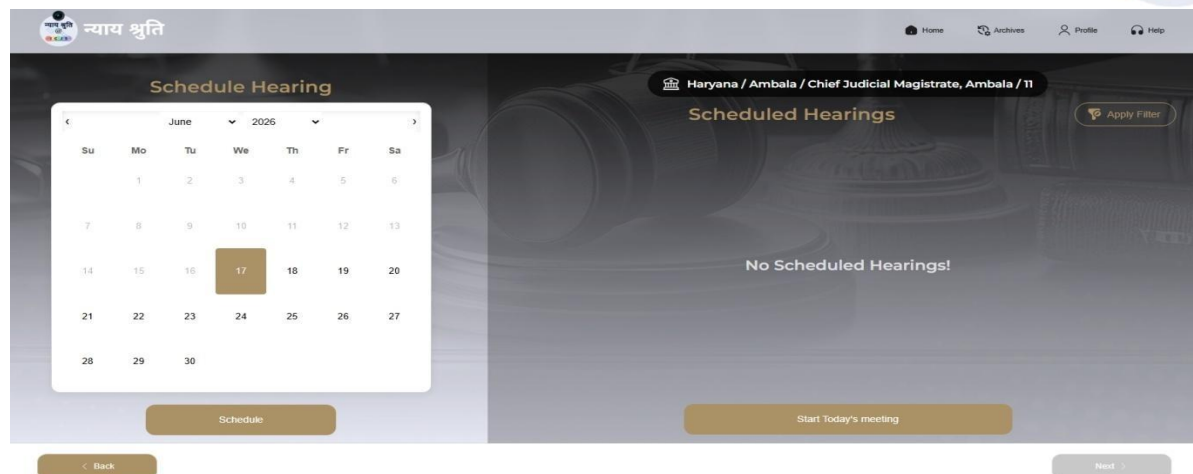


The selected court is highlighted, confirming the user's choice. Once the appropriate court is selected, the **Next** button becomes active, allowing the user to proceed to the next step. The **Back** button returns to the previous page, and the **Refresh** button reloads the court list if required.

This step ensures that the case is assigned to the correct court for further processing."

5.3 Schedule Hearing Page:

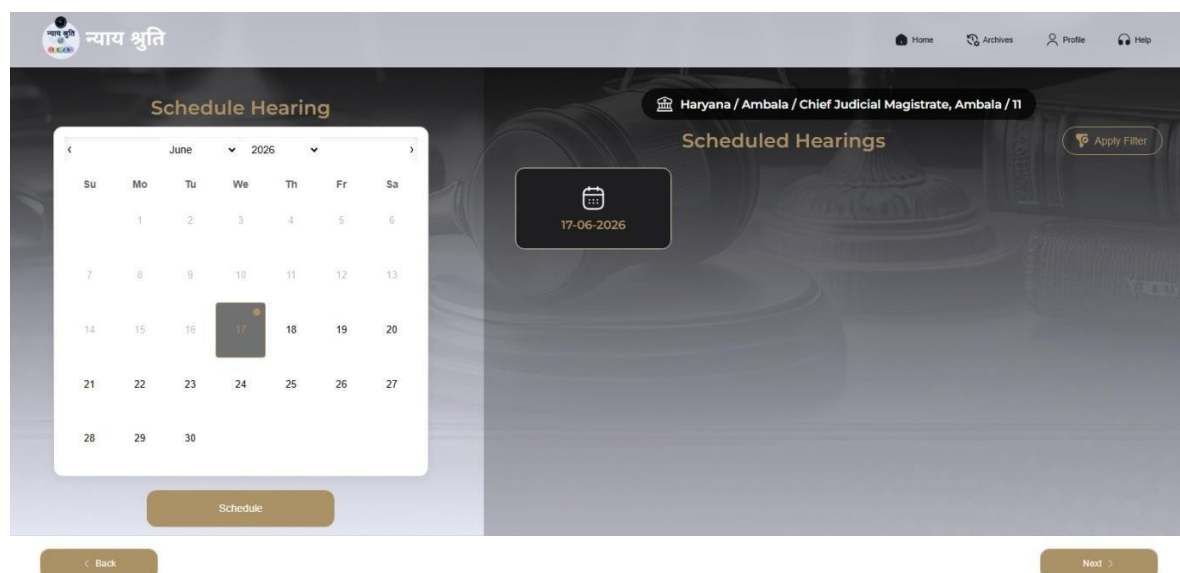
This page is used to schedule and manage hearing dates for a selected court.



The calendar allows the user to navigate between months and years and select a specific hearing date. Below the calendar, the selected court's jurisdiction is displayed, helping the user confirm they are working in the correct court.

The **Scheduled Hearings** section shows hearings already assigned for the selected date. Users can also use the **Apply Filter** option to refine the displayed hearing records.

The **Back** button returns to the previous screen, while the **Next** button proceeds to the next step in the case management process."



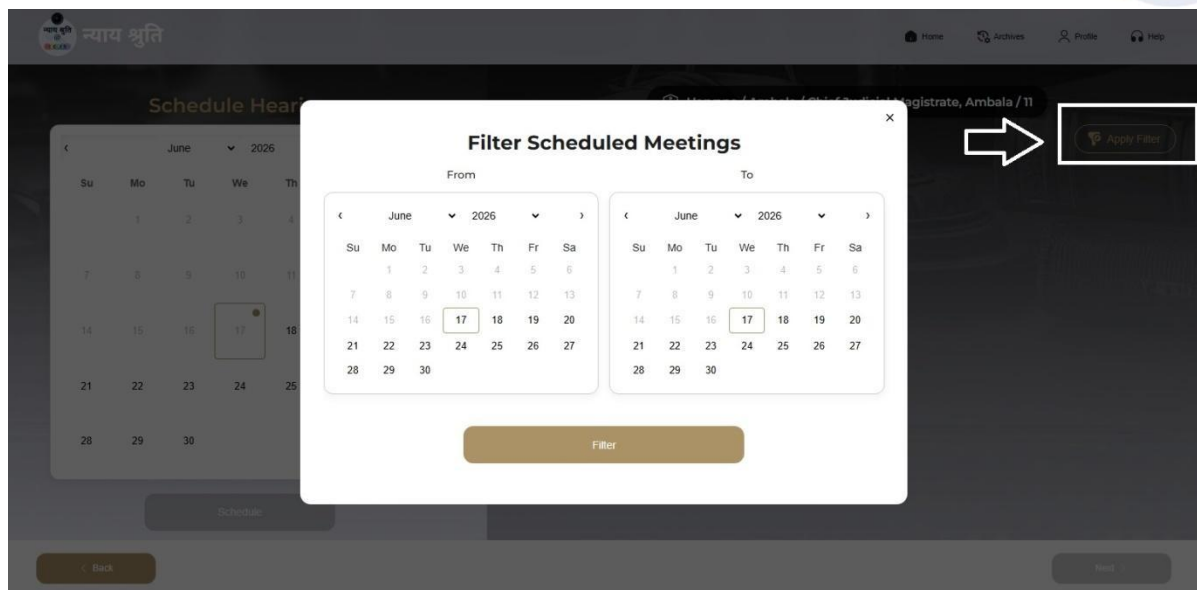


Schedule Hearing – Process

The **Schedule Hearing** page is used to select a hearing date and manage the listing of cases for that date in the selected court, ensuring proper scheduling and tracking of court proceedings.

The screenshot displays the 'List of Cases' interface on the Nyaay Shrutti platform. At the top, there's a navigation bar with 'Home', 'Archives', 'Profile', and 'Help'. Below this, a breadcrumb trail indicates the location: 'Haryana / Ambala / Chief Judicial Magistrate, Ambala / II'. The main heading is 'List of Cases' with a sub-header 'Est Code: HRAM03' and 'Dated at: 17-06-2025'. A search bar labeled 'Search cases' is on the left, and a 'Sort By' dropdown is on the right. The first case entry is 'CHA/615/2021'. It includes a 'Cause Title: State of Haryana Vs SIKANDER', 'Purpose: Appearance', 'Police Station: BALDEV NAGAR', 'FIR No. 13221014210202', and 'CI No. HRAM030144402021'. To the right of the case details are filter buttons: 'Police Station', 'Prison', 'Forensic', 'Prosecutor', and 'Others'. At the bottom, there are 'Refresh', 'Back', and 'Next' buttons.

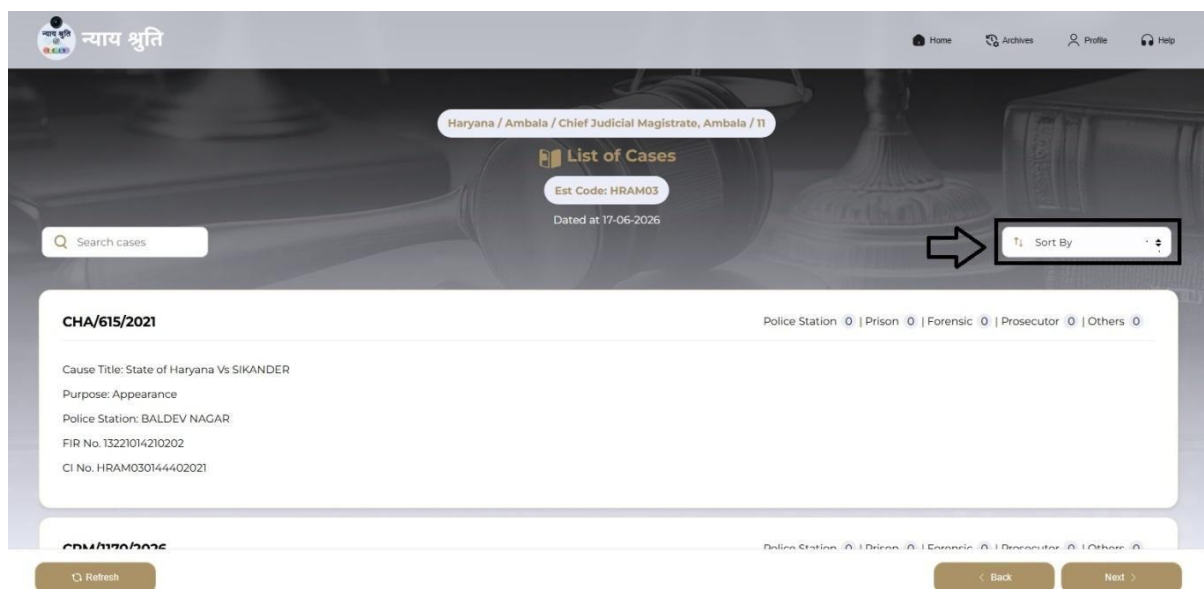
1. **Select the Hearing Date**
 - Choose the required hearing date from the calendar.
2. **View Court Details**
 - Verify the selected court jurisdiction displayed on the screen (District → Bench → Court).
3. **Check Scheduled Hearings**
 - Review the list of hearings already scheduled for the selected date.
4. **Apply Filters (Optional)**
 - Use the **Apply Filter** option to search or narrow down hearing records



Sort By

The **Sort By** feature is used to organize the case list in a specific order for easy viewing and management.

Users can sort cases based on parameters such as Case Number, Filing Date, Next Hearing Date, Cause Title, or Purpose.



The **Sort By** option is used to arrange the case list in a particular order.



Depending on the system configuration, cases may be sorted by:

- Case Number
- Case Filing Date
- Next Hearing Date
- Cause Title
- Purpose (Appearance, Evidence, etc.)

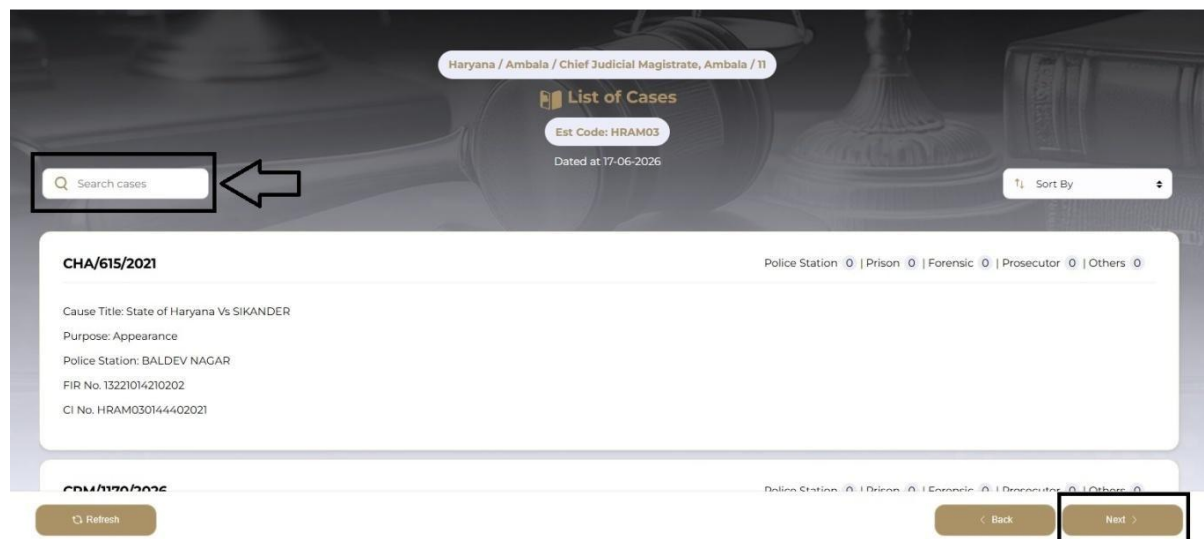
Example:

- **Sort by Case Number** → CHA/615/2021, CHI/103/2024, CRM/1170/2026
- **Sort by Purpose** → Cases with the same purpose (Appearance, Evidence, etc.) are grouped together.

Search Cases is a feature that allows users to quickly find a specific case from the case list without scrolling through all records.

5. Proceed

- Click **Back** to return to the previous page.
- Click **Next** to continue to the next stage of the case workflow.



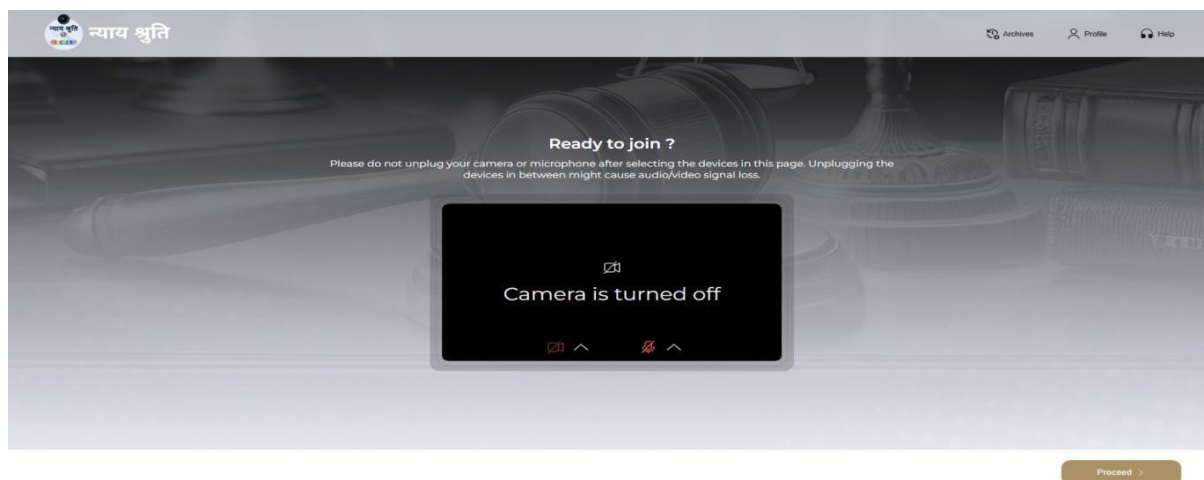
How to Use

1. Click on the **Search Cases** field.
2. Enter any relevant case detail, such as:



- **Case Number** (e.g., CHA/615/2021)
 - **Party Name** (e.g., SIKANDER)
 - **FIR Number** (e.g., 13221014210202)
 - **CI Number** (e.g., HRAM030144402021)
3. Press **Enter** or click the search icon (if available).
 4. The system will display matching case(s).

5.4 Court Proceedings

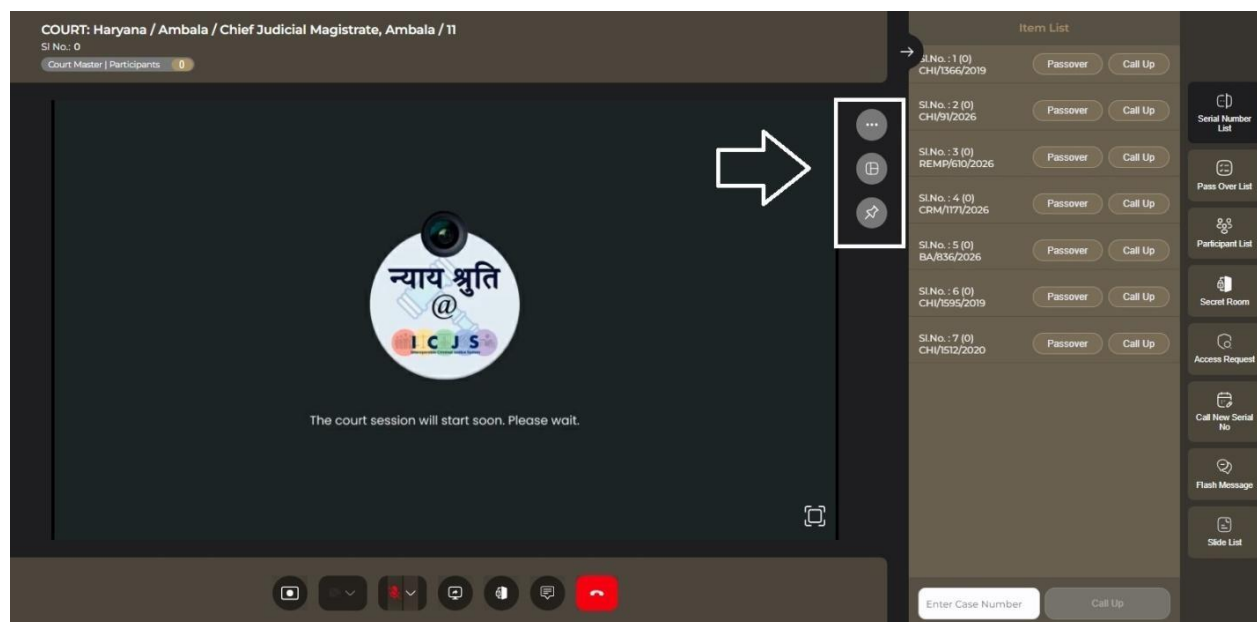


Key details visible

- Page heading: “Ready to join ?”
- Message asks users not to unplug camera/microphone after selecting devices.
- Center preview shows “Camera is turned off”.
- Both camera and microphone icons appear muted/off.
- A Proceed button is available at the bottom-right.



NyayShruti VC Interface – Additional Control Options



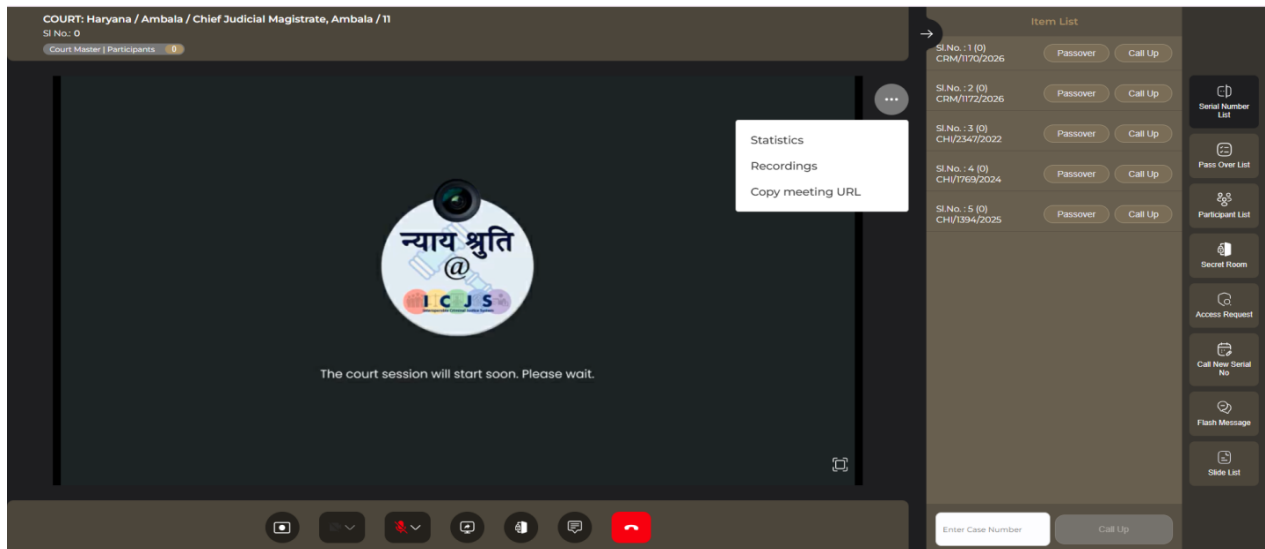
Additional Control Options

- 1. Three Dots / More Options**
 - Opens additional meeting/session options.
 - Usually contains settings like audio/video controls, layout options, help, or other available actions.
- 2. Square/Grid Icon (Layout / View Option)**
 - Used to change the video display layout.
 - May switch between views like speaker view, grid view, participant view, or screen arrangement.
- 3. Pin Icon (Pin/Focus)**
 - Used to pin or lock a specific video feed/screen.
 - Keeps the selected participant, court video, or shared content fixed on the main display instead of automatically switching.

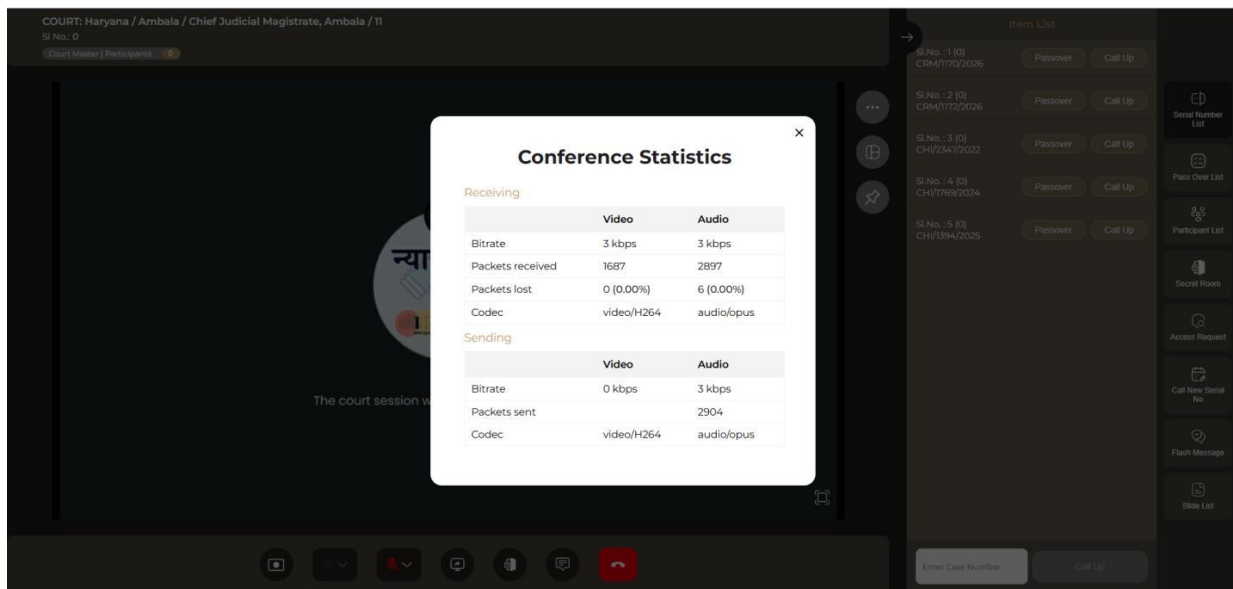
These are common controls in the NyayShruti VC interface for managing the virtual court session view.



Statistics

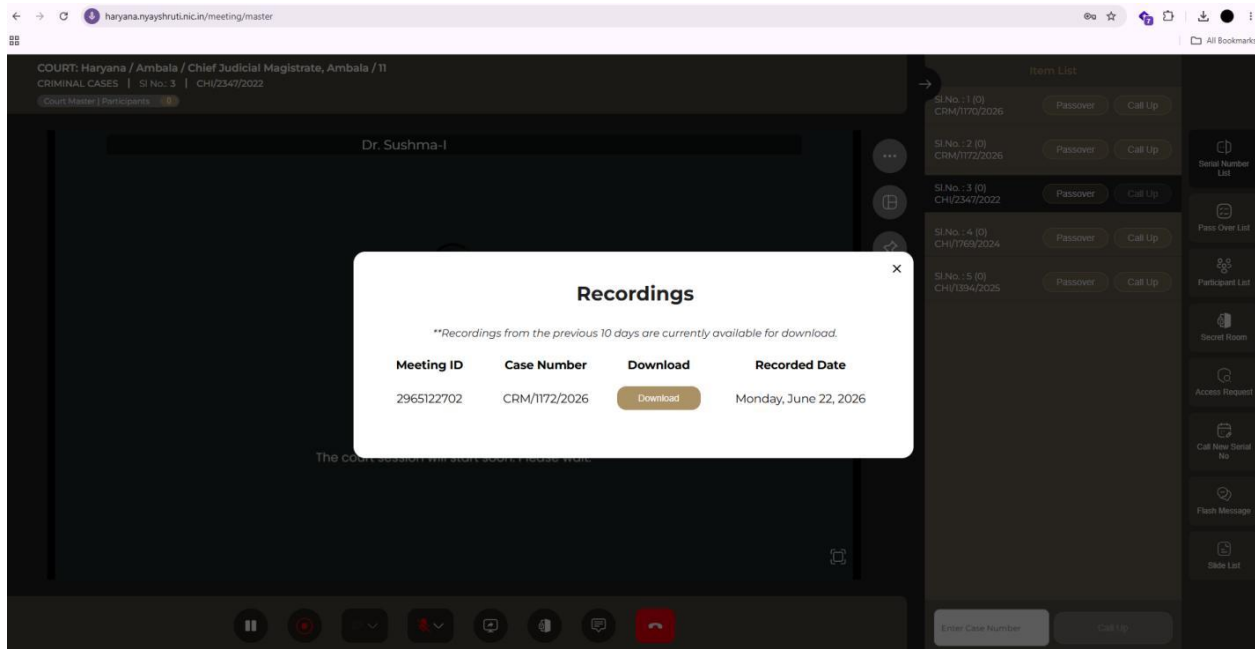


1. **Statistics** — Usually opens information about the meeting, such as network quality, or other session metrics.





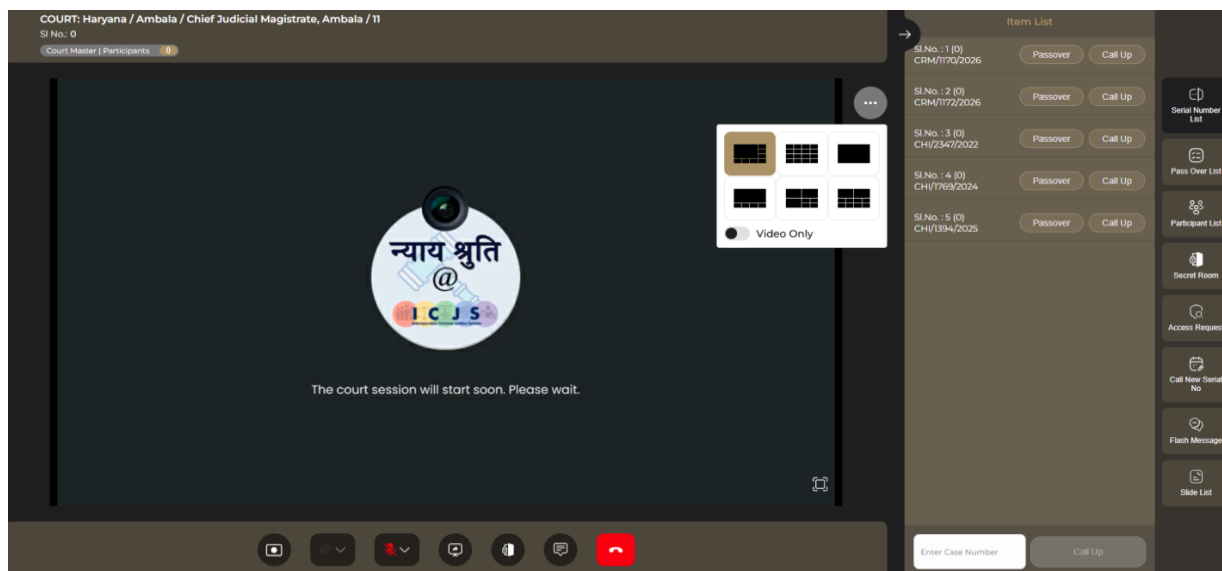
2. **Recordings** — Lets you view, manage, start, stop, or access recordings associated with the meeting.



3. **Copy meeting URL** — Copies the meeting's web link to your clipboard so you can share it with others.

This appears to be a menu from a video conferencing or online meeting application

Change Layout





- **Top-left (currently selected)** – Main speaker or active video is shown prominently, with smaller participant thumbnails.
- **Top-middle** – Grid/Tiled view with participants arranged in rows and columns.
- **Top-right** – Single-speaker or focused view showing only one video feed.
- **Bottom-left** – Horizontal filmstrip layout with participant thumbnails along the bottom.
- **Bottom-middle** – Vertical filmstrip layout with participant thumbnails on the side.
- **Bottom-right** – Equal-sized gallery/grid view for all participants.

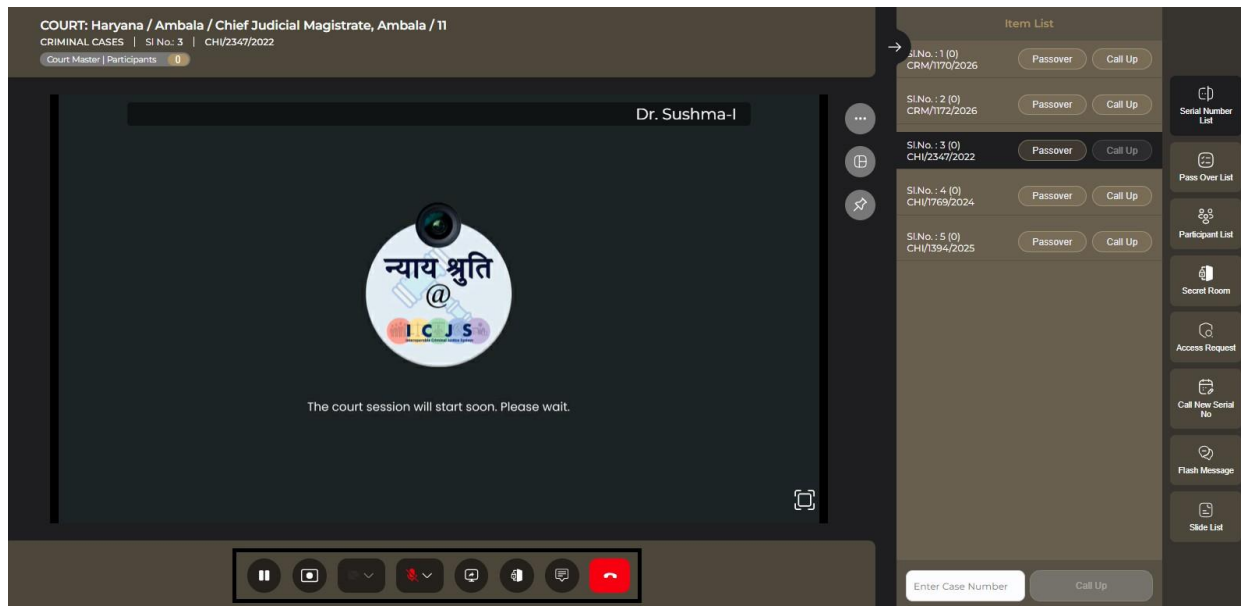
Video Only (toggle at the bottom):

- **ON:** Displays only video feeds and hides most interface panels.
- **OFF:** Shows the full interface, including participant lists, case lists, and controls.



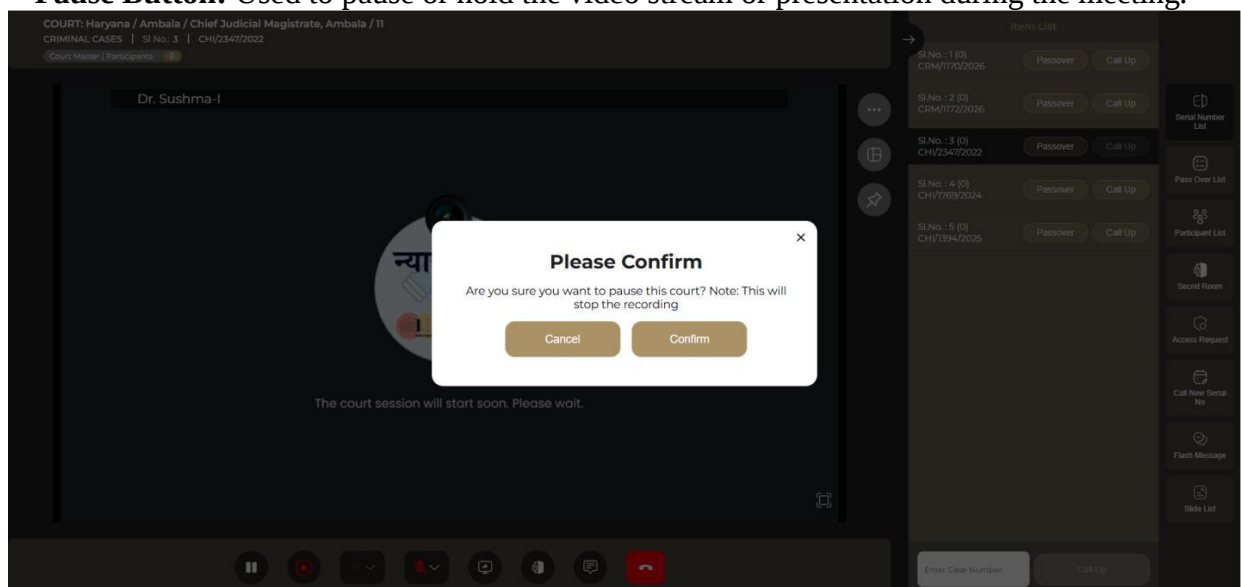
Nyayshruti VC Interface

NyayShruti Virtual Court Hearing Interface, which provides facilities for video conferencing, case management, participant management, hearing controls, and court proceedings management in an online court environment.



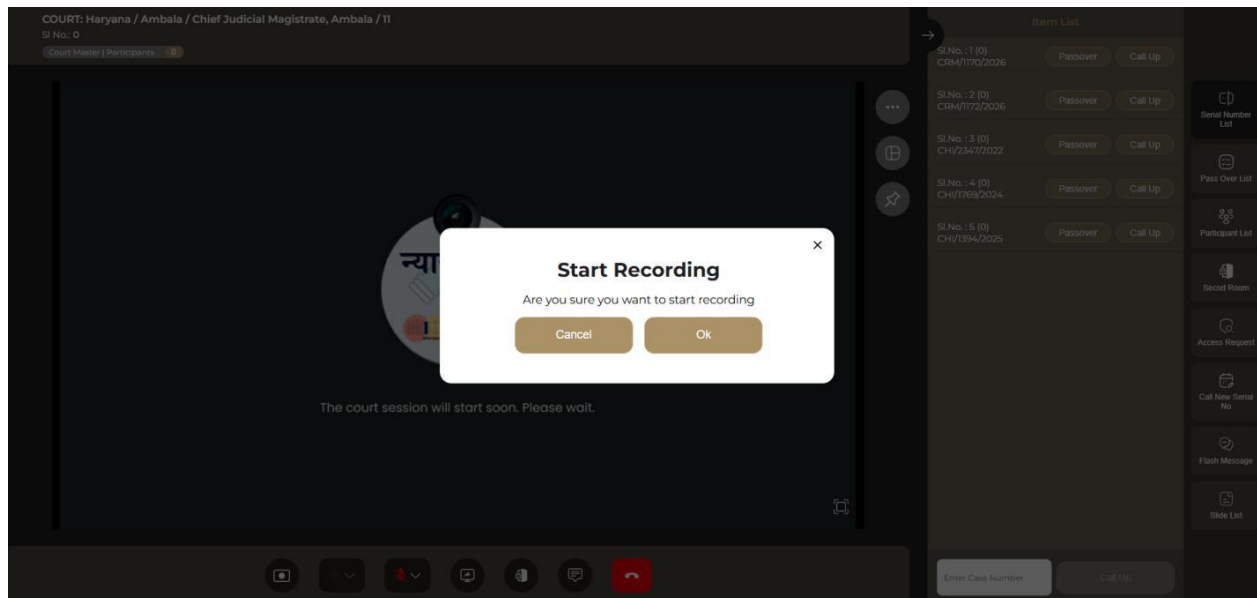
VC Interface Controls

- **Pause Button:** Used to pause or hold the video stream or presentation during the meeting.





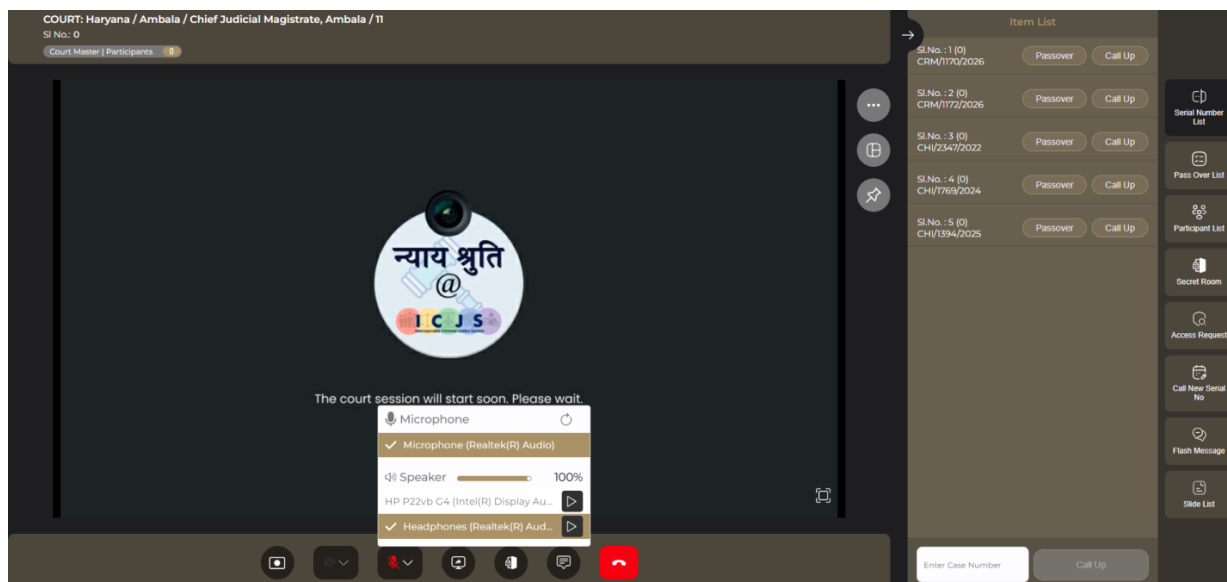
- **Recording Button:** Used to start, stop, or manage the recording of the video conference session for future reference and documentation.



Camera:

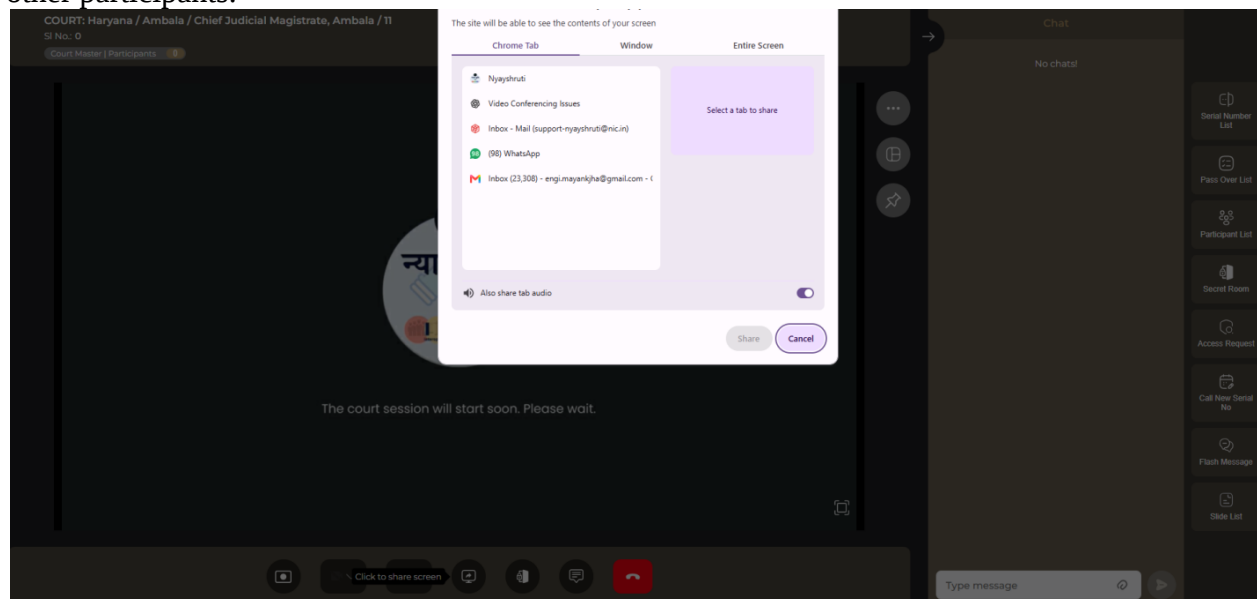
- **Camera Button:** Used to turn the camera on or off.
- **Camera Settings:** Allows users to select and configure the camera device.

• Microphone Button:

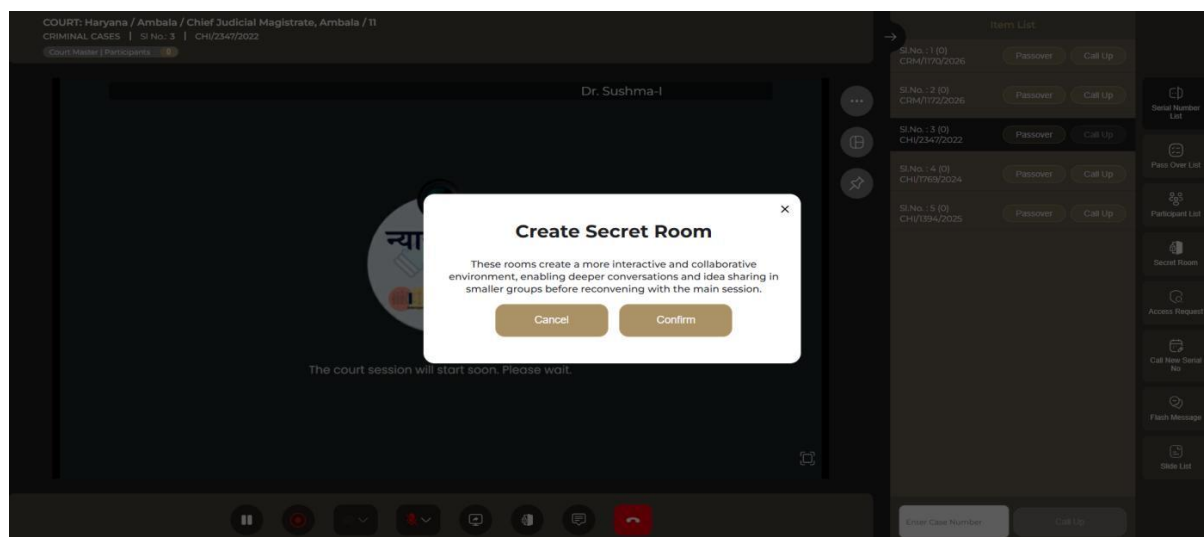




- Used to mute or unmute the participant's audio.
 - The microphone icon is displayed with a red slash, indicating that the participant's audio is muted.
-
- **Screen Sharing Button:** Used to share the screen, application window, or presentation with other participants.

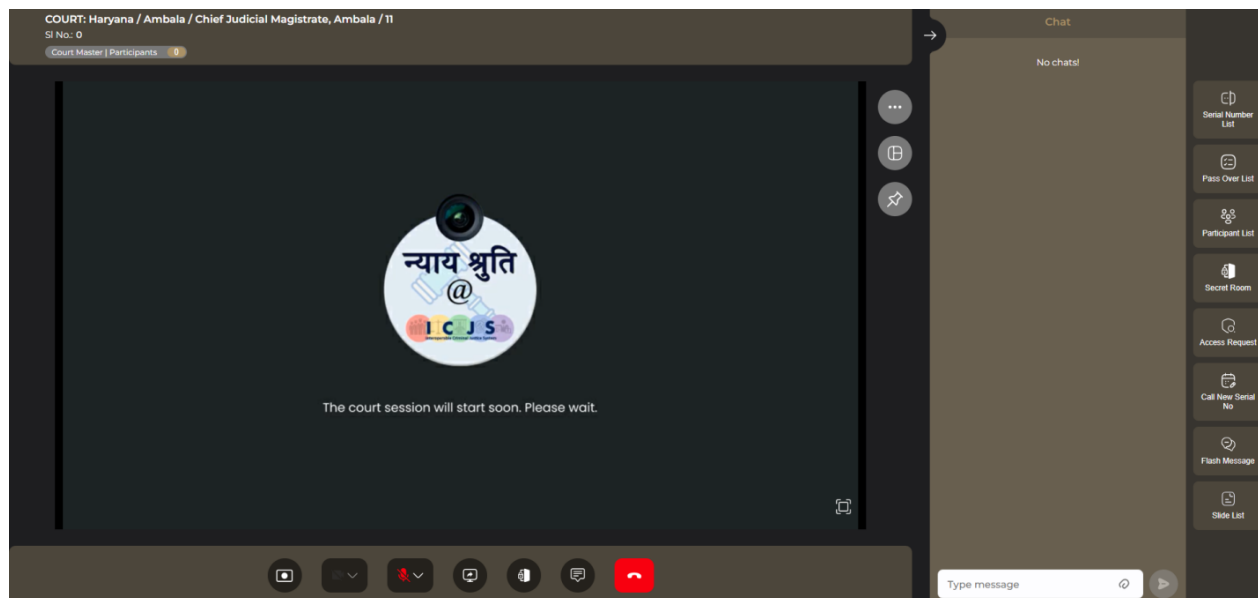


- **Secret Room/ Breakout Room** – we can create secret room for selected active participants to join court proceeding for special cases as per direction of judge.

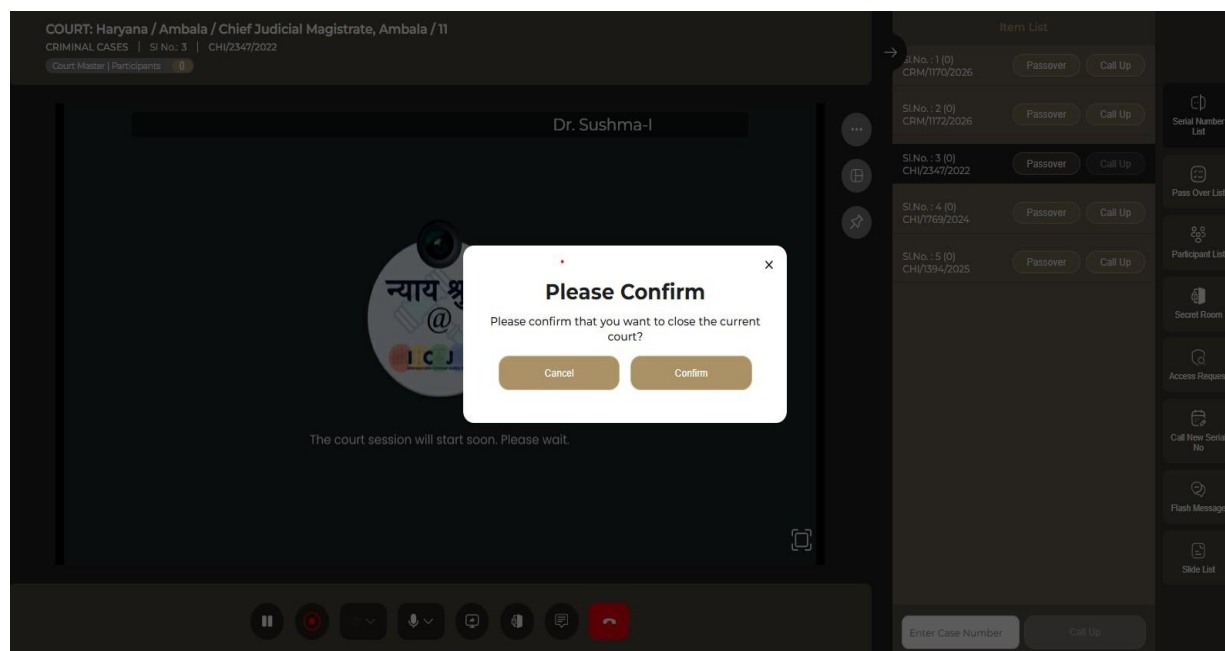




- **Chat Function** – Allows users to send text messages and communicate during the VC session.



- **End Call Button** – Used to disconnect and exit the virtual court session.



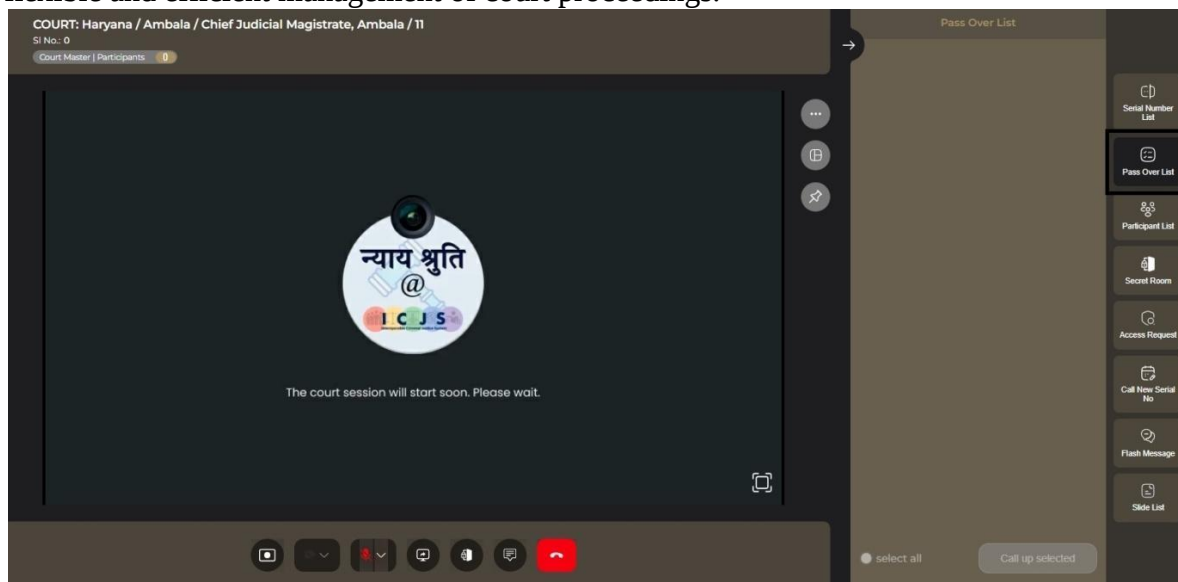


Serial Number List



Pass Over List:

Pass over List feature enables the Court Master to temporarily defer cases during an ongoing Video Conference session when parties are not present, not ready, or require additional time. The deferred case is moved to the Pass Over List and taken up later during the same session, ensuring flexible and efficient management of court proceedings.





Key Features – Pass Over List

- Defer cases temporarily to manage court time effectively
- Court Master/Host can move cases to **Pass Over List** during live proceedings
- Ensures smooth flow of cause list without unnecessary delays
- Cases are recalled later in the same session after completion of regular list
- Maintains transparency — all participants can view which cases are passed over
- Prevents case dismissal due to temporary absence of parties/advocates
- Preserves the order of justice by giving parties a fair second opportunity to be heard

Participant List and Secret Room

Participant List

- Shows all active users connected to the session.
- Helps the court master manage who is present in the hearing.

Secret Room

- A secure/private area where selected participants are added before being moved into the main court session.
- Used for controlled entry, waiting, or verification of participants.





Access Request

The Access Request feature enables participants to seek permission to join an ongoing Video Conference session when they are not already part of the meeting or require authorization from the Court Master/Host. The request is sent to the host for review and approval, ensuring secure and controlled access to the proceedings.



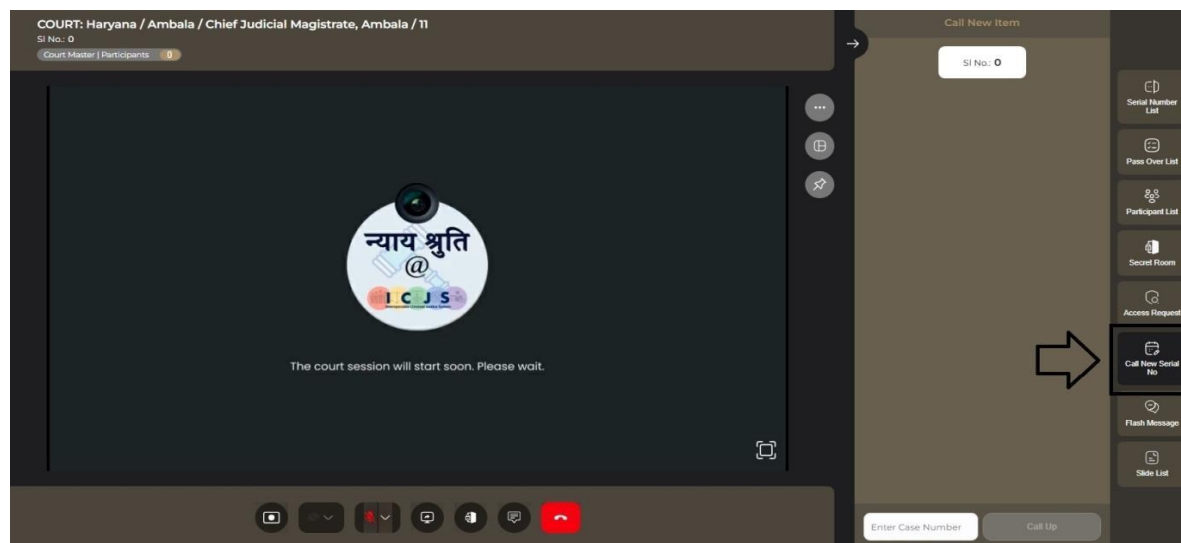
Key Features:

- Request access to an ongoing VC session.
- Host/Court Master can approve or reject requests.
- Ensures secure and authorized participation.
- Prevents unauthorized entry into court proceedings.
- Maintains confidentiality and access control.



Call New Serial No.

The Call New Serial No. feature enables the Court Master/Host to call or invite the next scheduled case/serial number into the ongoing Video Conference session. This feature helps streamline court proceedings by ensuring that the concerned participants are notified and admitted in an orderly manner according to the cause list or hearing schedule.



Key Features:

- Call the next scheduled serial number/case.
- Notify concerned participants to join the proceedings.
- Facilitate orderly conduct of hearings.
- Reduce waiting time and improve session management.
- Ensure smooth transition between cases during court proceedings.



Flash Message

The Flash Message feature enables the Court Master/Host to send instant notifications or alerts to all participants during an active Video Conference session. It is designed for quick communication of important instructions, announcements, reminders, or urgent updates without interrupting the ongoing proceedings.



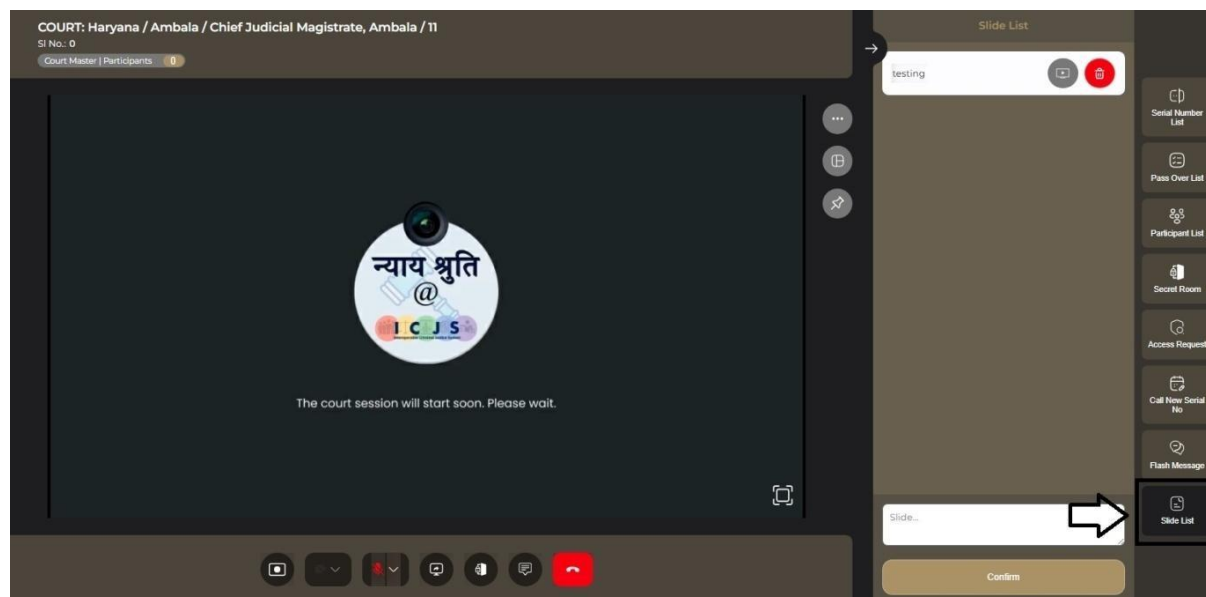
Key Features:

- Send real-time messages to all participants.
- Display important announcements instantly.
- Share instructions, reminders, and alerts during the session.
- Facilitate effective communication without disrupting the VC.
- Ensure participants receive critical information promptly.



Slide List

The Slide List feature enables the Court Master/Host to create, manage, and display predefined text slides/messages during a Video Conference session. These slides can be used to share important instructions, announcements, case-related information, schedules, or other relevant content with all participants in real time.



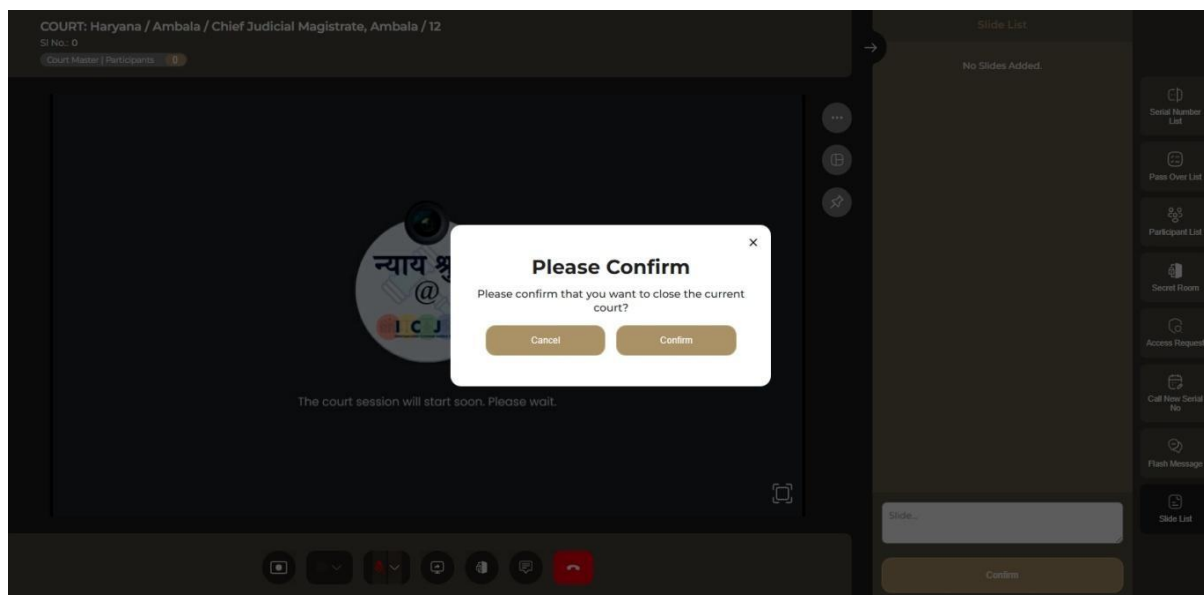
Key Features:

- Create and save custom slides.
- Display slides to all participants during the VC session.
- Edit or delete existing slides.
- Share instructions, announcements, and informational messages instantly.
- Improve communication and coordination among stakeholders during proceedings.



Close Current Court

The **Close Current Court** feature enables the Court Master/Host to formally end the ongoing Video Conference court session. This action disconnects all participants, closes the virtual courtroom, and marks the completion of proceedings for the day or session. It ensures a controlled and authorized closure of judicial activities.



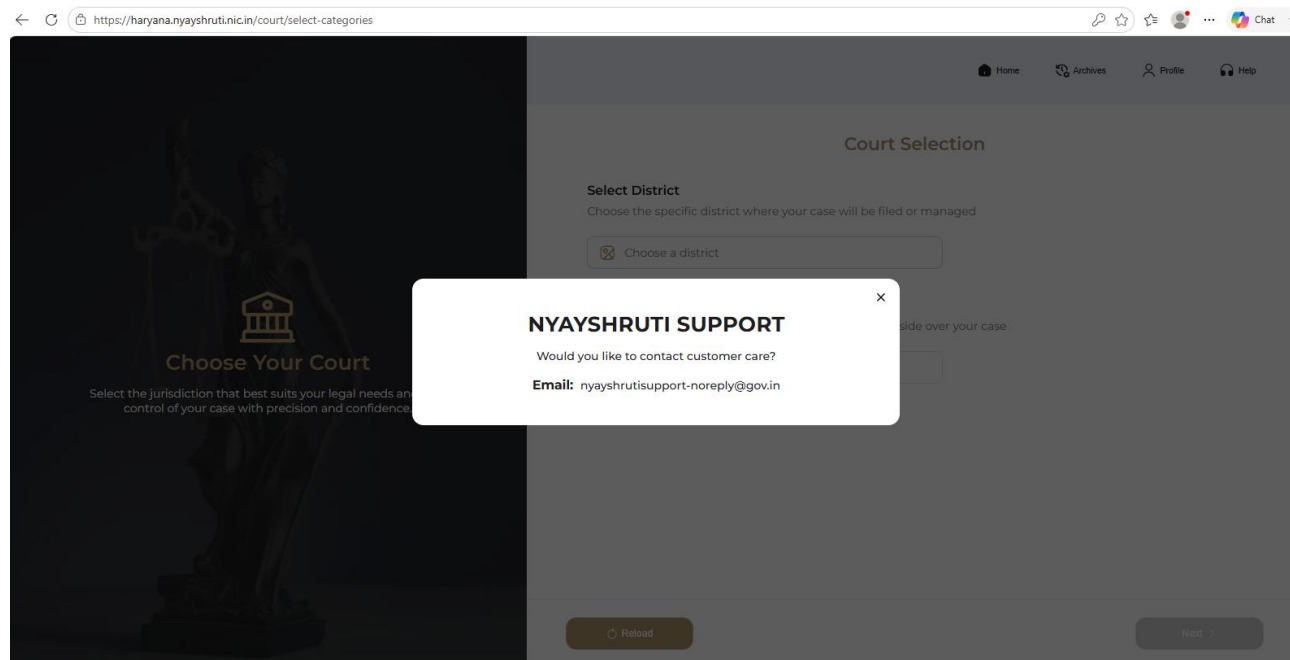
Key Features

- Terminates the VC session and formally ends court proceedings
- Only Court Master/Host can initiate the action, preventing accidental closure by participants
- Disconnects all participants simultaneously from the virtual courtroom
- Confirmation prompt prevents unintended session termination
- Ensures proper closure of judicial records and proceedings
- Maintains decorum by providing a controlled exit for all parties
- Logs session end time for official court records and audit trail



5.5 NYAYSHRUTI SUPPORT

A system-generated confirmation dialog appears asking the user if they wish to contact customer care for assistance.



Customer Support: A system-generated confirmation dialog is displayed, allowing users to contact customer support for assistance.

Support: For assistance or technical issues, please contact **Nyay Shruti Support**.

Email Support: For assistance or support-related queries, please email **nyayshrutisupport-noreply@gov.in**



6. Conclusion

NyayShruti provides a unified, secure, and efficient digital platform for managing court proceedings, with the Court Master playing a central role in ensuring smooth coordination of daily judicial activities. From case scheduling and cause list management to live video conference handling and session closure, every function is designed to reduce manual effort and improve accuracy in court operations.

By centralizing workflows such as **hearing scheduling, participant management, access control, real-time communication, and proceeding updates**, the system strengthens transparency and ensures better synchronization among all stakeholders including judges, advocates, court staff, and litigants.

Features like **Pass Over List, Secret Room, Access Request, Flash Messages, Slide Lists, and Close Court functionality** collectively help maintain order, flexibility, and control during live court sessions while preserving the integrity of judicial proceedings.

Overall, NyayShruti empowers Court Masters to perform their responsibilities more effectively by:

- Enhancing operational efficiency and reducing paperwork
- Ensuring secure, role-based access to court systems
- Improving real-time coordination during hearings
- Maintaining accurate and auditable court records
- Supporting smooth and structured digital court proceedings

This leads to faster, more organized, and transparent court administration, strengthening the overall judicial workflow in a modern digital environment.



Contact us

- **Support and Helpdesk Email :** support-nyayshruti@nic.in
- **For more information, visit :** <https://nyayshruti.nic.in>

For technical or functional support, please contact:

☎ **NyayShruti Support Helpline: +91 1124305000**
(Extension: 63009)