HIGH COURT OF MANIPUR
AT IMPHAL

Practice Direction

Imphal, 5th November, 2026

No. HCM/Misc./89-Estt(V)/ In compliance with the **'One Case One Data'** initiative launched by the Hon'ble Chief Justice of India on 11th May, 2026, Hon'ble the Chief Justice, High Court of Manipur is hereby pleased to issue the following practice direction for compliance by all concerned:-

> *'Case Number Record (CNR) numbers of all cases are to be conspicuously reflected, preferably in the heading portion of the first page of orders/judgments of High Court and District Judiciary on the digital copies of orders and judgments (which are available on the National Judicial Data Grid [NJDG]) as well as on the certified copies. Wherever applicable, standardized template (as per the enclosed manual) be used in the Case Information System [CIS] to generate orders/judgments with CNRs."*

The practice is to facilitate the automatic retrieval of case-related information in the Integrated Case Management Information System (ICMIS) through the AUTO DATA ENTRY MODULE (ADEM).

Sd/-

OJESH MUTUM
REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. No. HCM/Misc./89-Estt(V)/23710 – 15 Imphal, 5th November, 2026,

Copy to:

1. *Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.*
2. *P.S. to Hon'ble Mr. Justice A. Bimol Singh, Judge, High Court of Manipur.*
3. *P.S. to Hon'ble Mr. Justice A. Guneshwar Sharma, Judge, High Court of Manipur.*
4. *All District & Sessions Judges/Presiding Officers of all the Courts and Tribunals of Manipur.*
5. *The System Analyst - for uploading the same to the official website.*
6. *Guard file.*

05/11/26

REGISTRAR GENERAL
HIGH COURT OF MANIPUR



Orders and Judgments

Case Information System (CIS)

May 2026

eCommittee, Supreme Court of India

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1 Orders and Judgments

The Orders and Judgment facility in the Case Information System (CIS) facilitate courts to digitally generate, store, and publish judicial orders and judgments. It offers **standardized templates** for drafting orders and judgments. These facilities help reduces manual errors and ensures timely availability of judicial decisions for both court users and the public.

Following facilities are available for orders and judgments-

- Download templates – individual or in bulk
- Upload orders and judgements - individual or in bulk
- View Reports

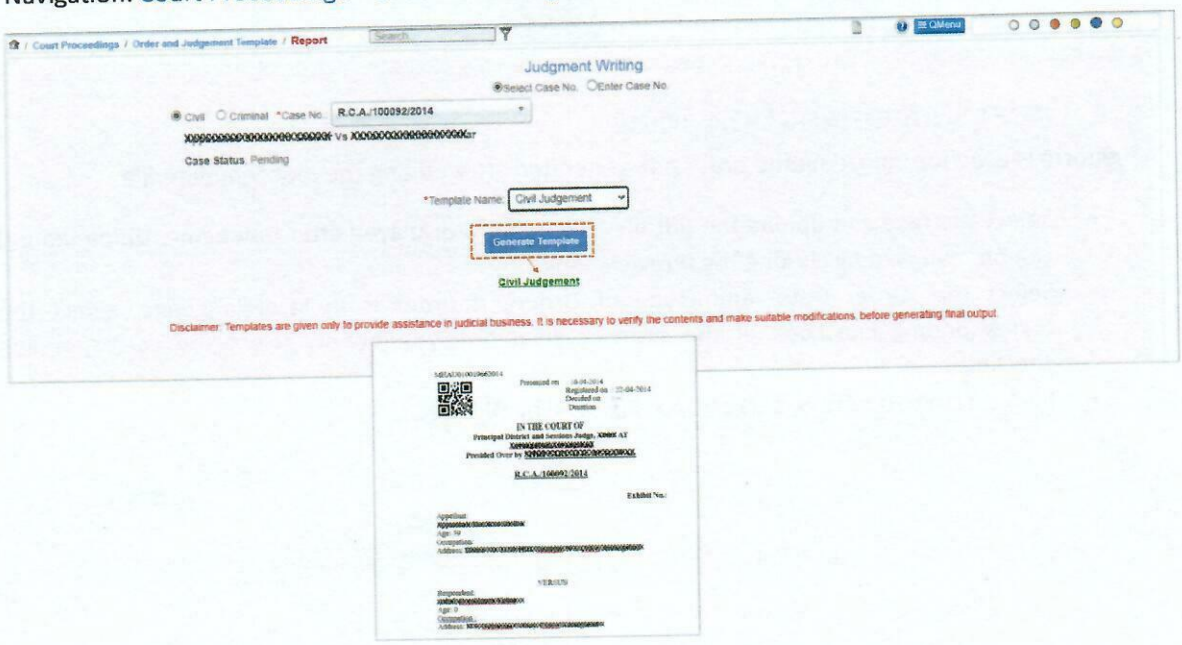
1.1 Order and Judgment Templates

1.1.1 Download template

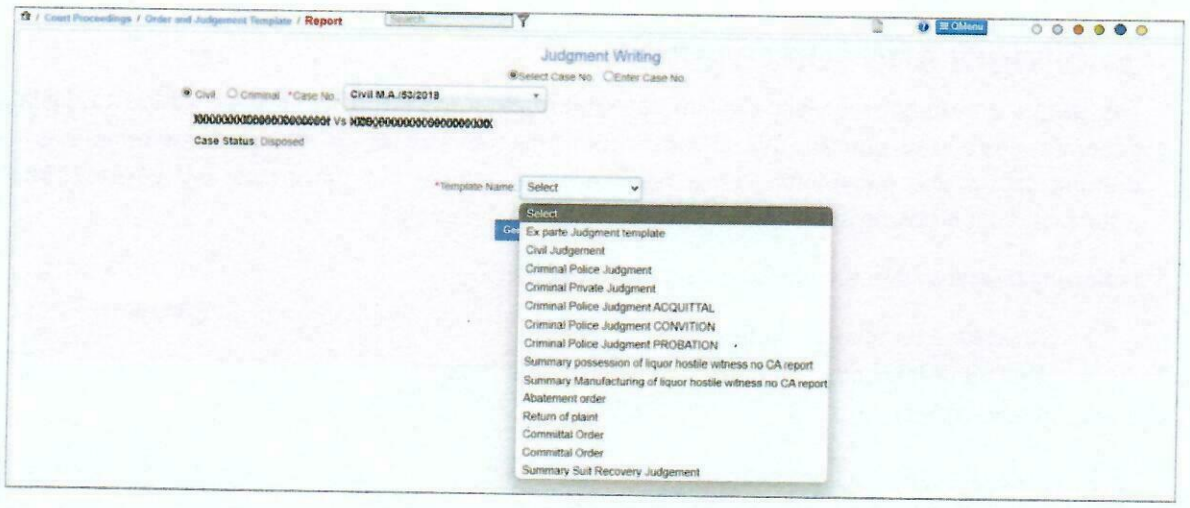
Templates are provided in CIS to generate orders and judgements. Standard case information required for drafting orders and judgments — such as **cause title, advocates representing the parties, date of filing, the presiding judge's name with designation, CNR, registration date, QR code etc. — is automatically populated** through the selected case template. The system generates these details seamlessly, reducing manual entry and ensuring accuracy. The downloaded templates are provided in an **editable format (.odt files),** allowing authorized users to make necessary modifications before finalization and digital signing.

- Select the case from dropdown or by entering the case number; case title and case status will be displayed
- Select the template and click on 'Generate Template' button. Link will be displayed to download the template. Click on the link to download the .odt file of the template.

Navigation: Court Proceedings > Orders and Judgment > Orders and Judgment Template



CIS provides 14 standardized templates for the generation of orders and judgments.



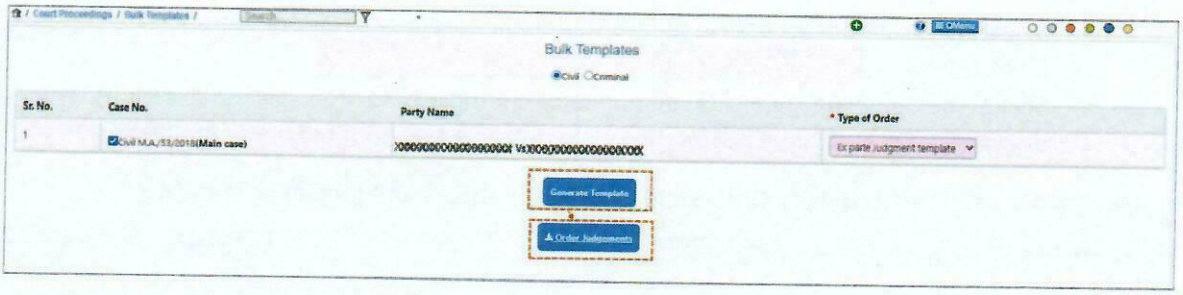
1.1.2 Bulk template download

Templates can be downloaded in bulk i.e. templates for multiple cases are downloaded simultaneously.

Select template required for the required cases and click on 'Generate Template' button.

A folder containing all the orders and judgments will be available for download. Click on 'Order Judgments' button to download the folder. Folder is downloaded in '.tar.gz' format.

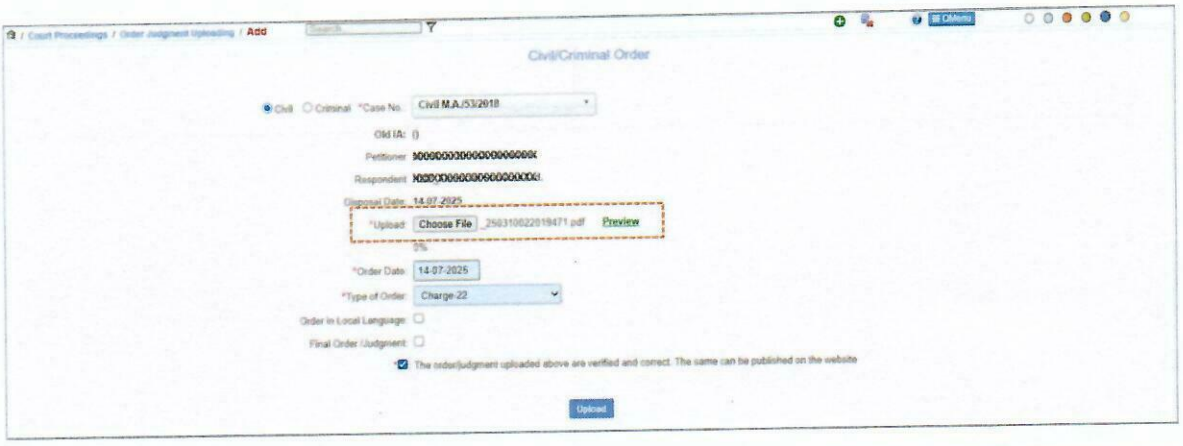
Navigation: Court Proceedings > Orders and Judgment > Bulk Templates

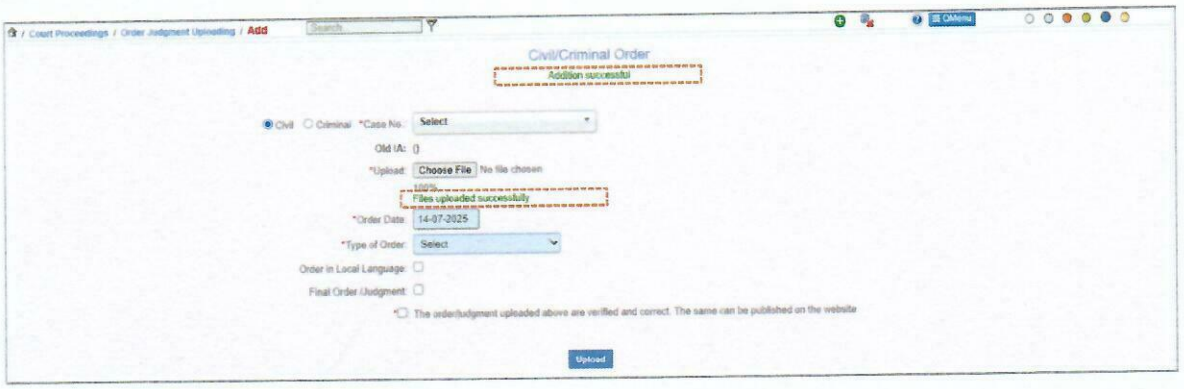


1.2 Order Judgement Uploading

The form is used for uploading the order pdf, generated after editing the .odt template file.

- Select the case and upload the pdf file. File name is displayed after uploading. Uploaded pdf can be reviewed by clicking the 'Preview' link
- Select the 'Order Date' and 'Type of Order'. If order is in local language, select the corresponding checkbox. If the order is final order/judgment, select the corresponding checkbox.
- Click on Upload button, success message will be displayed.

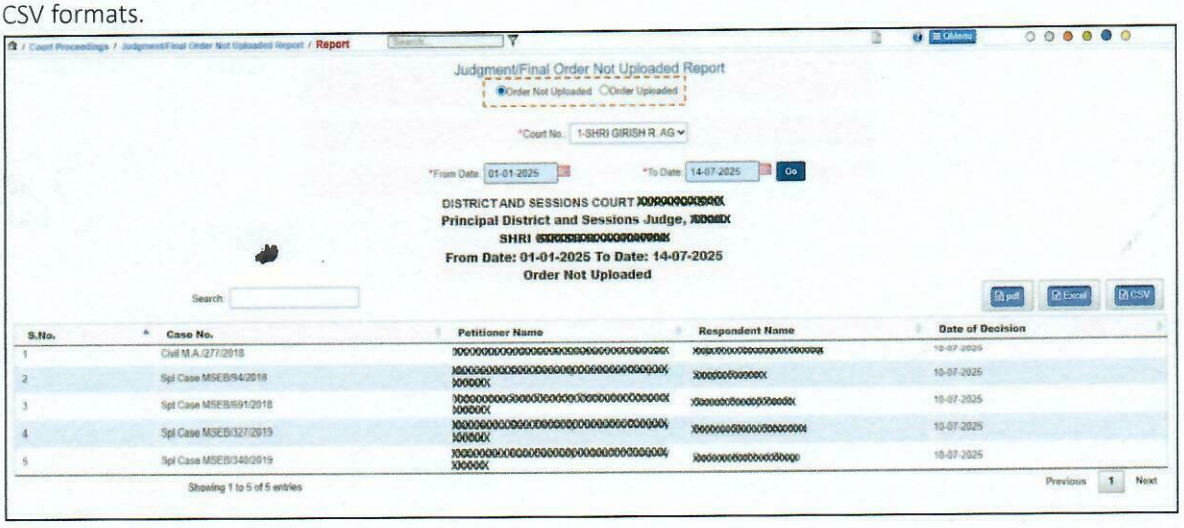




1.3 Reports

1.3.1 Judgement/ Final Order Not Uploaded Report

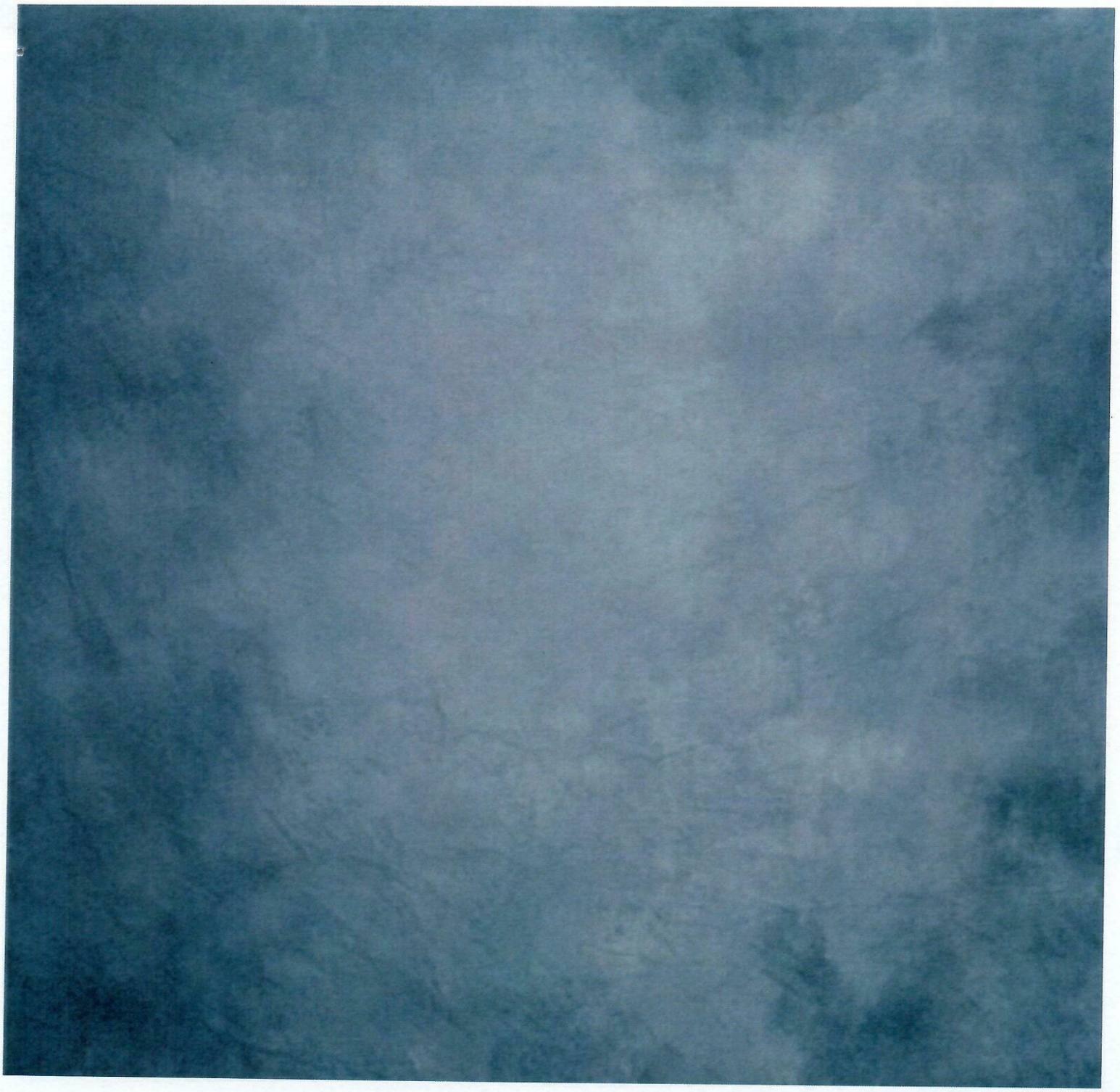
The report lists the cases for which orders are pending for uploading. User can also view the report for uploaded orders by selecting corresponding radio button. Report can be downloaded in PDF, Excel and CSV formats.



1.3.2 Uploaded and Not Uploaded Count

It displays counts for orders that are pending upload and those that have been uploaded.


Court Proceedings / Uploaded and Not Uploaded Count /
Order Uploaded / Not Uploaded Count
Total No of orders uploaded: 6720
Total No. of Orders Not Uploaded: 4068




यतो धर्मस्ततो जयः
eCourts India

