

Digitization of Case Records



01

Monthly Status - Number of pages digitized in the current month and Total No. of pages digitized in up to current month is sought from Registry of the Hon'ble High Court and District Courts

02

The data is collated and uploaded in the iJURIS (Integrated Judicial Upgradation and Reforms on Infrastructure and Services) Portal under "Monthly Statistics" Survey

03

The data is published in the eCommittee, Monthly Newsletter and also is maintained as a part of official records.

04

[Newsletter February 2026](#)

No. of pages scanned:

High Courts : 2,44,16,90,525 (11,84,999)

District Courts: 4,37,62,56,301 (54,26,712)





Huge volumes of
pages stored
across Cours



Degradation of
old physical
records with time



Searching of
misplaced
physical files time
consuming and
cumbersome



No backup



Digitization of Case Records: The Need of the Hour

5 Crore + Pending Cases

Average case disposal takes 3-5 years approximately

Huge Financial implications

Erosion of public trust in Judiciary



Scanning, Digitization & Digitalization

of Case Records

Understanding the Differences

SCANNING

DIGITIZATION

DIGITALIZATION





SCANNING

Stage 1 of 3

KEY FACT

Scanning alone does NOT make records digital in a meaningful sense. It is the first and most basic step.

Converting physical paper documents into digital images (picture files).



What it produces

A digital photograph of the document — typically a PDF file. The text is NOT searchable at this stage.



What it changes

The physical document now has a digital copy. But the court workflow — how files are accessed, processed, and managed — remains unchanged.



Simple analogy

Like photocopying a document — except the 'copy' is saved to a computer instead of printed on paper.



Limitation

A scanned image is just a picture. You cannot search it by case name, edit it, or automatically process it without further steps.



DIGITIZATION

Stage 2 of 3

KEY ADVANCE

Digitization makes information **SEARCHABLE** and **USABLE**. This is the foundation on which all other reforms are built.

Converting scanned images into structured, searchable, and usable digital data.



What it produces

Searchable text (via OCR), structured databases, indexed records.



What it changes

Data is now extracted and stored in a database. Case numbers, party names, dates are all structured fields that can be queried.



Simple analogy

Scanning gave you a photograph of a library book. Digitization reads the book and builds an index — so you can find any word instantly.



What it includes

OCR processing, metadata tagging, data validation, indexing, quality checks, and loading into a Document Management Repository.

KEY TECHNICAL TERMS

DPI (Resolution)

How sharp the scan is

Like the megapixels on your phone camera. Higher DPI = clearer image. Courts use 300 DPI minimum.

PDF / PDF A

The type of file created

PDF is like a sealed envelope — it looks the same on every device.

OCR (Text Search)

Making scanned text searchable

Like teaching a computer to read. After OCR, you can search for text within the document.

Metadata

Information about the file

Like the label on a file folder — case number, date, court name. It helps you find files quickly.

Server / Cloud Storage

Where files are stored

Think of it as a very large, secure filing cabinet in a remote building — accessible from any court terminal.



DIGITALIZATION

Stage 3 of 3

THE BIG SHIFT

Digitalization changes the EXPERIENCE of justice — for litigants, lawyers, and Hon'ble Judges.

Using digital data to transform HOW courts operate, serve citizens, and deliver justice.



What it produces

Transformed workflows: e-filing, virtual hearings, automated cause lists, online payment of fines, real-time case tracking by citizens.



What it changes

Everything. The entire model of how justice is delivered. Courts move from paper-driven processes to data-driven, citizen-centric services.



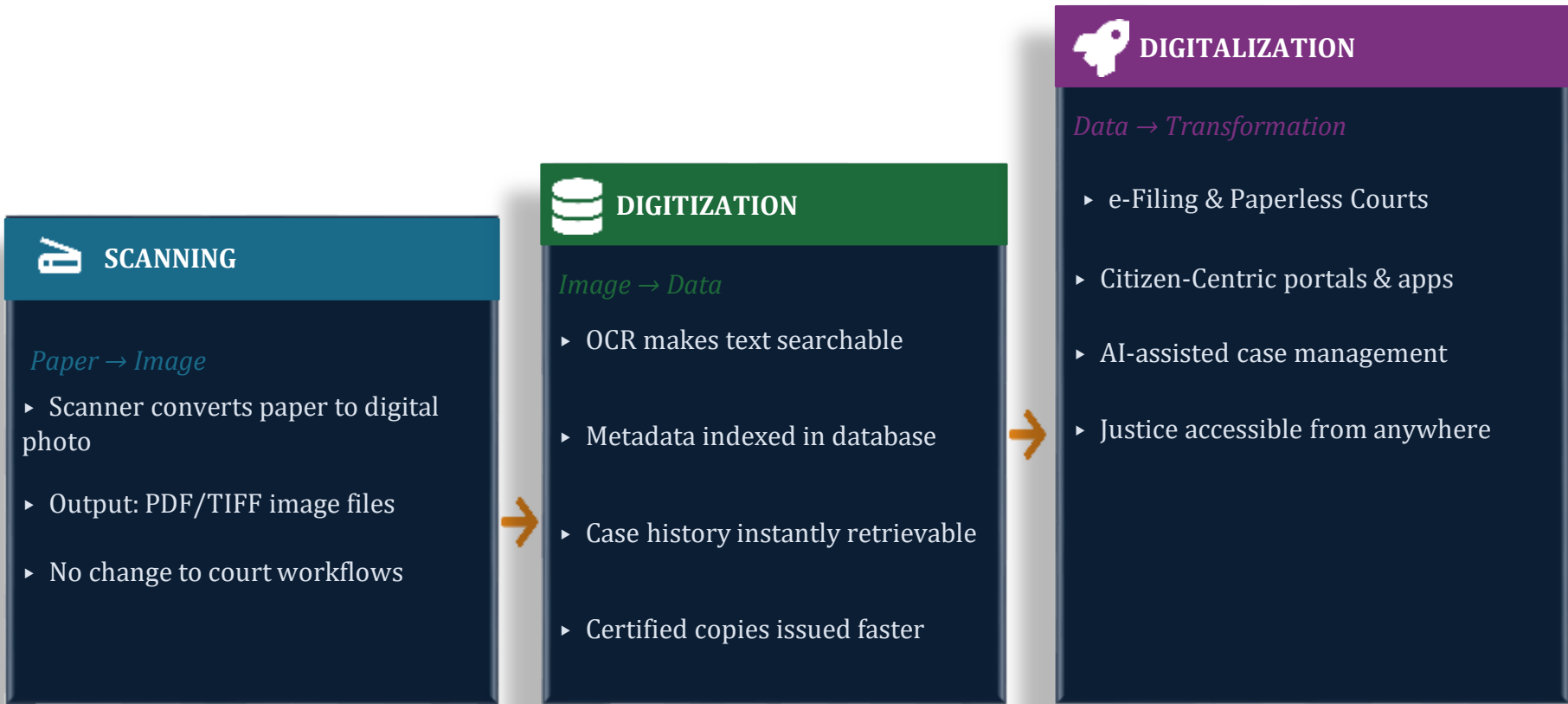
Simple analogy

Scanning photocopied the library. Digitization built the index. Digitalization turned the library into an online service — accessible anywhere, any time.



What it includes

Case Management Systems, e-Courts portals, video conferencing for hearings, AI-assisted scheduling, automated notifications to litigants.



← Each stage is a prerequisite for the next. Courts cannot skip stages.

CLEARING THE CONFUSION

MYTH

"We have scanned all our files — we are now fully digital."

REALITY → Scanning is only the first step. Without digitization (indexing, OCR, structured data), scanned files are just unsearchable image archives. You have changed the format, not the workflow.

MYTH

"Digitization and digitalization are the same word — just spelled differently."

REALITY → They describe fundamentally different transformations. Digitization converts information to digital form. Digitalization uses that digital information to change how an entire system operates.

MYTH

"We can skip straight to digitalization without completing scanning first."

REALITY → Impossible. You cannot build workflows around digital data that does not yet exist. Scanning and digitization are not optional steps — they are the prerequisite infrastructure.

eCOURTS PROJECT IN A GLANCE



Phase I

- Formation of e-Committee
- National Policy & Action Plan
- Initial rollout of e-Courts Project
- Development of customized applications
- Introduction of CIS 1.0 & NJDG

Phase II

- CIS 2.0 & CIS 3.0 implementation
- e-Filing 2.0 / 3.0 and ePay
- Integration with ICJS
- eSewa Kendras
- Neutral Citation
- NSTEP
- Solar
- Justice Clock

Phase III

- Live Streaming
- Paperless and Online Courts
- Digitization
- ICT in High Courts
- Capacity Building
- Digital Component for SJA

eCOURTS implementation in the State of Sikkim

✔ eFiling and ePay (Launched 3rd August 2020)
(Towards Paperless Judiciary)

2015-2023 - Digitization

✔ Ten case types made compulsory to be e-filed w.e.f.
1st January, 2022

✔ eSewa Kendra (Bridging the Divide)

✔ Video conferencing/hybrid mode of hearings

✔ Solar Energy for power backup

✔ Justice Clocks (Gangtok, Gyalshing,
Mangan, Namchi, Soreng & Chungthang)

✔ VC for all the Courts with Jails and
Hospitals

✔ Internet connectivity for the Courts of
Sikkim

✔ Live Streaming

✔ Paperless and Online Courts

✔ Digitization

✔ ICT in High Courts

✔ Capacity Building

✔ Digital Component for SJA

Deployment of Scanners for Digitization Component

- **Total 29 Scanners Procured** (June, 2020)

Allocation:

- High Court of Sikkim: **5 scanners**
- District Courts: **3 scanners each**
- Sub-Divisional Courts: **2 scanners each**

Funding Source:

- Procured under the **14th Finance Commission**

- **Total 28 High Speed A3 Scanners procured** in the month April, 2024

Allocation:

- High Court of Sikkim: **3 scanners**
- District Courts: **17 scanners**
- Sub-Divisional Courts: **7 scanners**
- Sikkim Judicial Academy: **1 scanner**

Funding Source:

- Procured under the **eCourts Project, Phase III**

Capacity Building



Capacity building is essential to equip all stakeholders with the skills required to effectively use ICT tools in the judiciary.

Since 2023, the Sikkim Judicial Academy has been conducting ECT Training Programmes under the e-Courts Project to facilitate the smooth adoption of technology.

No. of Trainings conducted:

F.Y. 2023-24 : **4**

F.Y. 2022-25 : **15**

F.Y. 2025-26 : **17**

Funds received for 15 ECT_Training Programmes for the F.Y. 2026-27

AI Assisted Translation- Making Justice Accessible

What is SUVAS?

- **Supreme Court Vidhik Anuvaad Software (SUVAS)** AI-tool launched in **2019**, designed to translate **judgments, orders, and legal documents**.

Ongoing Translation Includes:

- Reportable judgments of the Hon'ble Supreme Court arising from the State of Sikkim, available on the **e-SCR portal**,
- Historical and significant **Constitution Bench judgments** of the Hon'ble Supreme Court &
- Reportable judgments of the **High Court of Sikkim (2015-2022)**



Digitization & Legacy Data Management (Kerala Model)

Approach:

2011-2015 - Infrastructure

2015-2023 - Digitization

- High-volume, process-driven digitization
- End-to-end execution through **third-party vendors**
- Use of **Document Management System (DMS)** for data storage

Workflow:

1. Weeding (identification of records for destruction)
2. Data entry into Digitization Tracking Software
3. Scanning (overhead/sheet-feed scanners)
4. Verification & storage (6 months)
5. Destruction of physical records



Digitization & Legacy Data Management (Kerala Model)

Workforce & Institutional Support

2011-2015 - Infrastructure

2015-2023 - Digitization

Third-Party Workforce:

- 84 personnel for weeding
- 12 personnel for data entry

In-House Support:

- **Digitization Officers (DOs):**
 - Contractual (retired gazetted court staff)
 - Responsible for verification of scanned records
- **Computer Assistants:** 12 (data entry)
- **Office Assistants:** 44 (operational support)





YOUR ROLE

Record Room Incharge

- ✓ Coordinate retrieval of files for scanning batches
- ✓ Maintain register of files sent for digitization
- ✓ Verify return of files after scanning
- ✓ Report missing or damaged files immediately

Scanning Operator

- ✓ Check scanner settings before each batch (300 DPI min.)
- ✓ Verify each page is scanned fully and clearly
- ✓ Ensure no pages are skipped or duplicated
- ✓ Report equipment issues immediately

Data Entry Operator

- ✓ Accurately enter all indexing information
- ✓ Verify page count matches physical file
- ✓ Flag any illegible or damaged pages to supervisor
- ✓ Never share login credentials with anyone

Supervisory Staff / Officers

- ✓ Review and approve completed digitization batches
- ✓ Conduct spot checks on quality and accuracy
- ✓ Ensure audit trail is maintained properly
- ✓ Address staff concerns and escalate issues

THANK YOU

SCANNING

Paper → Image

DIGITIZATION

Image → Data

DIGITALIZATION

Data → Transformation