

Department of School Education, TS

User Manual for

“LCMIS - Legal Case Data Entry”

By

The logo for TSONline, featuring the letters "TS" in blue and "Online" in black, with a green circular icon containing a white map of Texas between the "S" and "O".

Contents

1. INTRODUCTION	3
2. OBJECTIVE	3
3. SCOPE	3
4. PROCESS – by State (CDSE), RJD (Wgl and Hyd) and DEO Users.....	4

List of Figures

Figure 1 : Service details	4
Figure 2 : Login details	4
Figure 3 : Legal Cases service	5
Figure 4 : School details form.....	6
Figure 5 : Petition details	7
Figure 6 : Respondent and Prayer details	7
Figure 7 : Notice before Admission, Interim order Issued and Final order details.....	8
Figure 8 : Alert message details	8

1. INTRODUCTION

Department of school education portal <http://schooledu.telangana.gov.in/ISMS/> was developed to bring all information related to education on a single platform. It was desired to monitor all data to make education an ennobling experience.

2. OBJECTIVE

Department of school education would like capture the Legal Cases details. For this, the department is desirous to having an online application.

3. SCOPE

This document explains the process of Legal Cases Details Entry.

4. PROCESS – by State (CDSE), RJD (Wgl and Hyd) and DEO Users

- Browse <https://schooledu.telangana.gov.in/ISMS/>, below screen is displayed select **Legal Monitoring** tab as depicted in the below figure.



Figure 1 : Service details

- Below screen is displayed enter User Id, Password and Captcha and click Login as depicted in the below figure.



Figure 2 : Login details

- Below screen is displayed Select Legal Cases Service under Services tab as depicted in the below.



Figure 3 : Legal Cases service

- Details entry form is displayed as depicted in the below figure.

Legal Case Management System

Petition Filing

Petition Type *	--select--	Petition Number *	
Petition Year *	---Select---	Petition Filed date *	dd-mm-yyyy

Petition Details

Petitioner Name *		Petitioner Designation	
Address		District *	--select--

Respondents Details

Respondent	Select
------------	--------

Prayer Details

Whether there is any lower court order	--select--
Main Prayer *	
Status of the Main Case	--select--
Next date of Listing	dd-mm-yyyy
Competent Authority as per Prayer	--select--
Subject Prayer	--select--

Notice Before Admission

A. Notice Before Admission	--select--
----------------------------	------------

Interim Order Issued

B. Interim Order issued	--select--
-------------------------	------------

Final Order

C. Final Order	--select--
----------------	------------

Submit

Figure 4 : School details form

- Enter Petition details as depicted in the below figure.

Legal Case Management System			
Petition Filing			
Petition Type *	WP	Petition Number *	464564
Petition Year *	2021	Petition Filed date *	27-11-2023
Petition Details			
Petitioner Name *	Ravikumar	Petitioner Designation	School assistant
Address	Sattupally, Khammam, Telangana	District *	3631-KHAMMAM

Figure 5 : Petition details

- Enter Respondent and Prayer Details as depicted in the below figure.

Respondents Details			
Respondent	2 options selected		
Prayer Details			
Whether there is any lower court order			Yes
Lower Court Order	Test Lower Court Order	Order Number	757574
Order Date	27-11-2023	Upload Document (Upto 5MB PDF)	Choose File No file chosen
Main Prayer *			Test Main Prayer
Status of the Main Case	Pending	Next date of Listing	07-12-2023
Competent Authority as per Prayer	DEO	Subject Prayer	Transfers

Figure 6 : Respondent and Prayer details

- Enter Notice before Admission, Interim order Issued and Final order details as depicted in the below figure.

Notice Before Admission	
A. Notice Before Admission	--select--
Interim Order Issued	
B. Interim Order issued	--select--
Final Order	
C. Final Order	--select--
<input type="button" value="Submit"/>	

Figure 7 : Notice before Admission, Interim order Issued and Final order details

- On success full submission below alert message is displayed as depicted in the below figure.

Legal Case Management System

Legal Case Management Details Submitted Successfully

Petition Filing

Petition Type *	--select--	Petition Number *	
-----------------	------------	-------------------	--

Figure 8 : Alert message details

=====END OF DOCUMENT=====