

USER MANUAL

High Court of Orissa Online Certified Copy

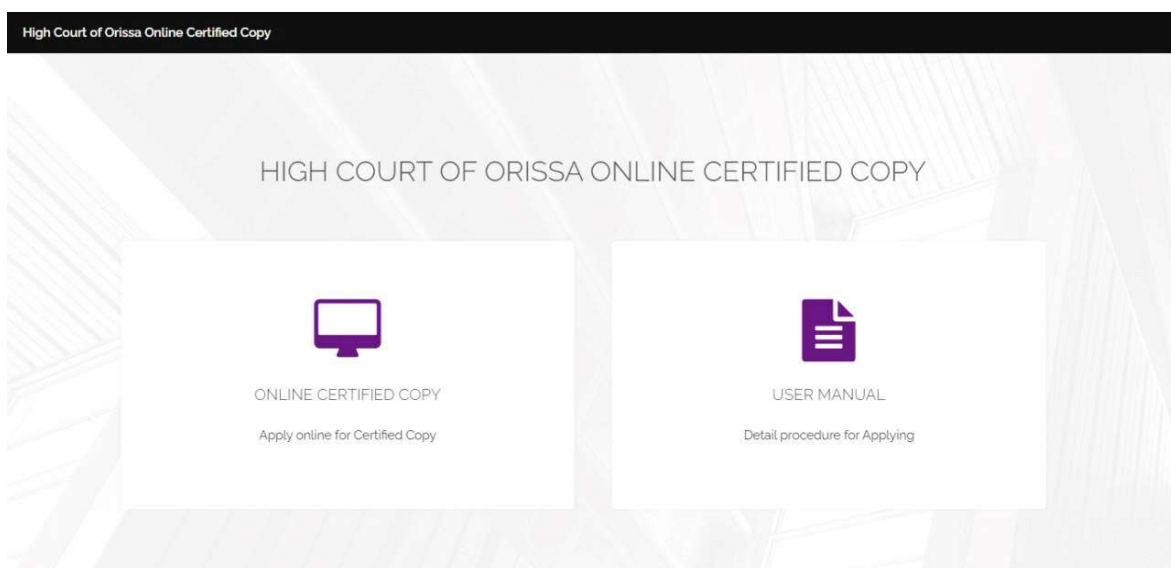
Open the website of High Court of Orissa (<https://orissahighcourt.nic.in>).

Select 'Online Certified Copy' from the dropdown menu of 'e-Services'



The 'Online Certified Copy' option will redirect you to the Registration & login screen of the application.

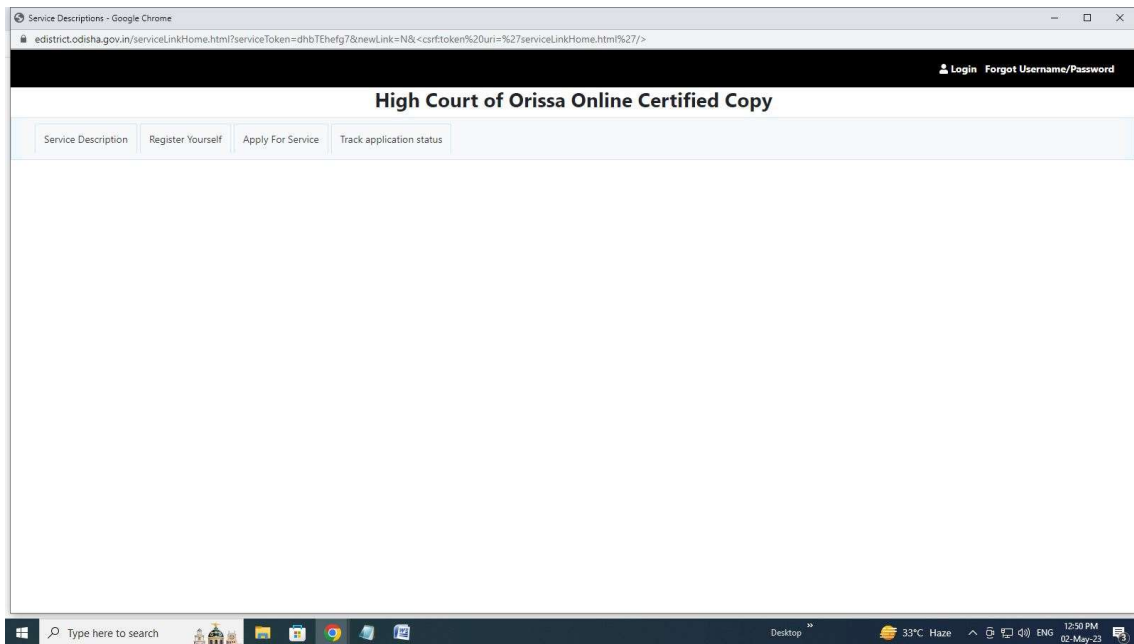
User Manual can be selected to view the detailed procedure of applying.



User Registration:-

The new applicants need to register themselves in the ServicePlus platform .

Click on 'register yourself' and do as instructed to complete registration.

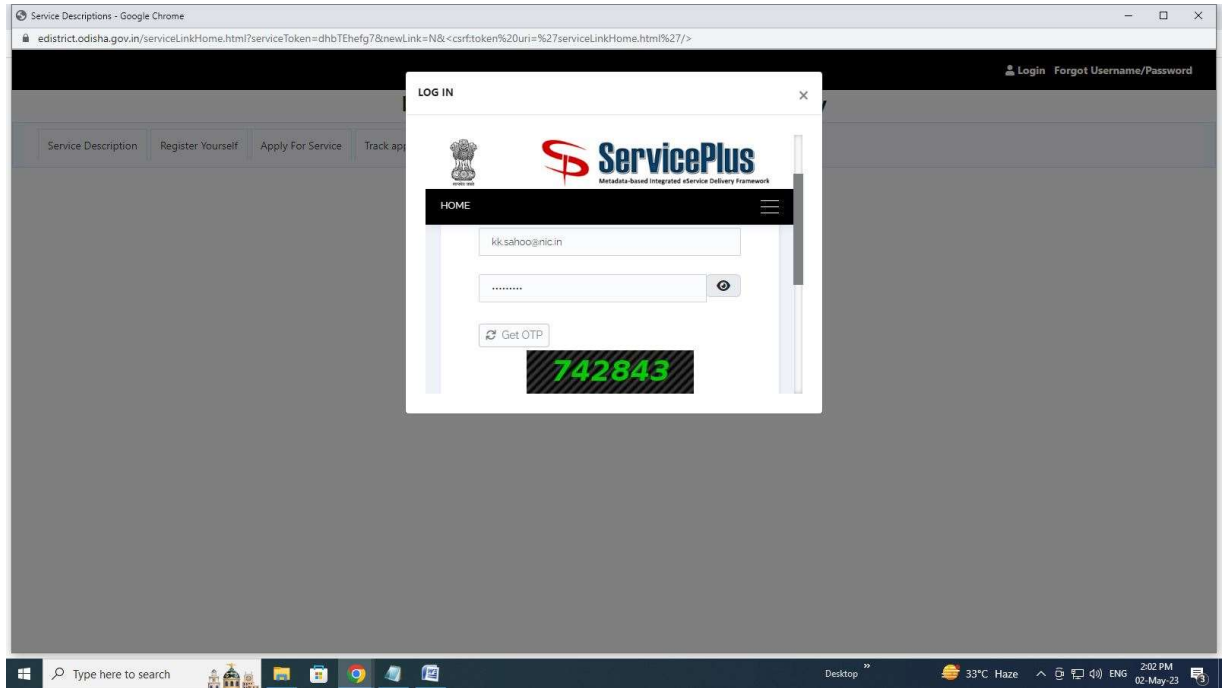


Alternatively, the applicant can also register himself by directly accessing the ServicePlus platform of NIC (<https://serviceonline.gov.in>) . Click on 'Register' and do as instructed to complete registration.

A screenshot of the ServicePlus registration form. The form is titled 'REGISTRATION' and includes the following fields: 'Full Name' (with a placeholder 'Enter your full name'), 'Email Id' (with a placeholder 'Enter a valid email id'), 'Mobile No.' (with a placeholder 'Enter Mobile No.'), and 'Password' (with a placeholder 'Enter password'). Below the password field, there is a note: 'Note: Password should be 8 to 16 characters with at least one special character (!@#\$%^&*~), one numeric, one small case and one upper case letter (i.e.Abcd@123)'. There is also a 'Select State' dropdown menu and a 'Select' button. A CAPTCHA image showing the number '623492' is displayed, along with a 'Enter Captcha' input field. A green 'Submit' button is located at the bottom of the form. The ServicePlus logo is visible in the top right corner, and a 'LOGIN' button is in the top right corner of the page. The footer text reads: 'Last reviewed and updated on March 17, 2022 | © All Rights Reserved | 2022'.

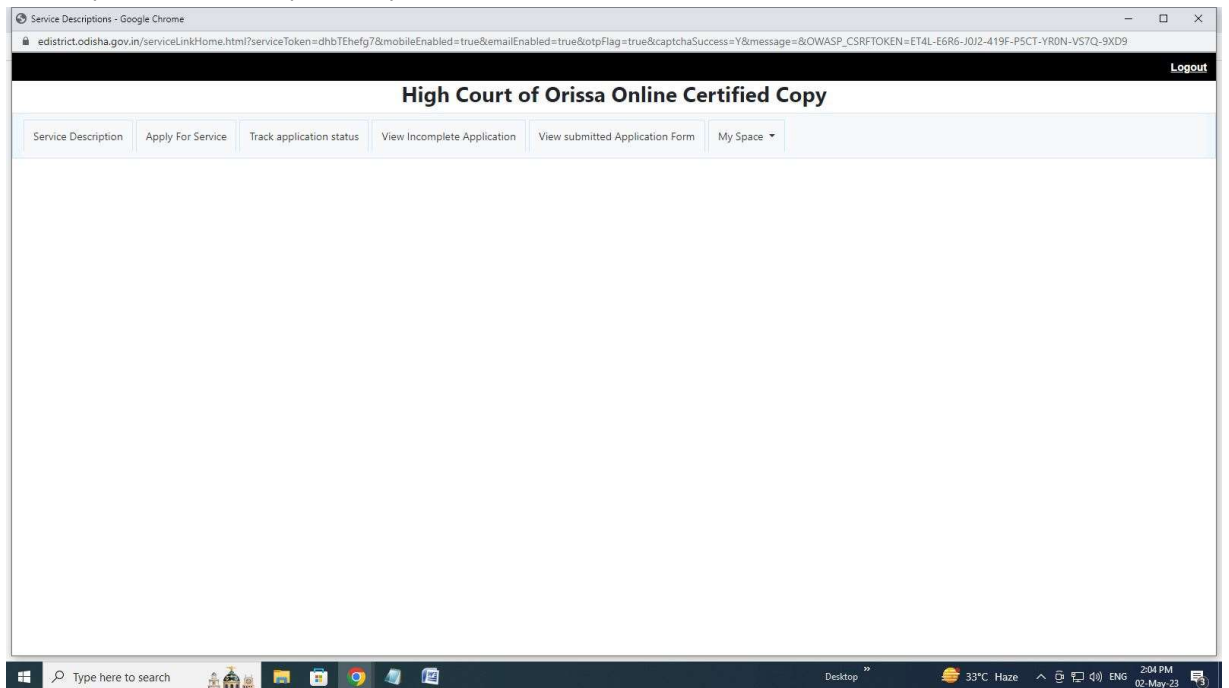
Login :

Enter into the system by giving the user-id & password in Login screen.



Select 'Apply for Service' to apply online.

Other options are self explanatory.



Enter details in the application form.

[Language](#) ▾

[Logout](#)

High Court of Orissa Online Certified Copy

Service DescriptionApply For ServiceTrack application statusView Incomplete ApplicationView Acknowledgement SlipView submitted Application FormMy Space ▾

High Court of Orissa
APPLICATION FOR CERTIFIED COPIES

Application Details

Case Type * <input type="text" value="Please Select"/>	Case No * <input type="text"/>	Year * <input type="text"/>
Main Party * <input type="text"/>	Status * <input type="radio"/> Pending <input type="radio"/> Disposed	Last Listing Date/ Disposal Date <input type="text"/>
Application Date * <input type="text" value="02/05/2023"/>	District Of The Applicant * <input type="text" value="Please Select"/>	

Applicant's Information

Applicant Type * <input type="text" value="Please Select"/>	Address * <input type="text"/>	Mobile Number * <input type="text"/>
Full Name * <input type="text"/>	PIN * <input type="text"/>	
E-Mail *		

Mode Of Delivery

Mode Of Delivery *

Through Email

Document Information

Document Type <input type="text" value="Please Select"/>	Order/ Judgement Date <input type="text"/>	Type Of Case <input type="radio"/> Ordinary <input type="radio"/> Court Order
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DISCLAIMER


Disclaimer has to be displayed in the module regarding the possible reasons for delay in providing certified copies through online module and it shall be stated *inter alia* that by opting for online module an applicant agrees -

- I. To abide by all Rules and Guidelines specifically in force for online certified copy module and
- II. That High Court of Orissa shall not be responsible for any unexpected technical error which may occur in making online payment through the module and receipt of its intimation by Court or in case of any unexpected delay in providing certified copy when applied for the same through the Module.

Additional Details

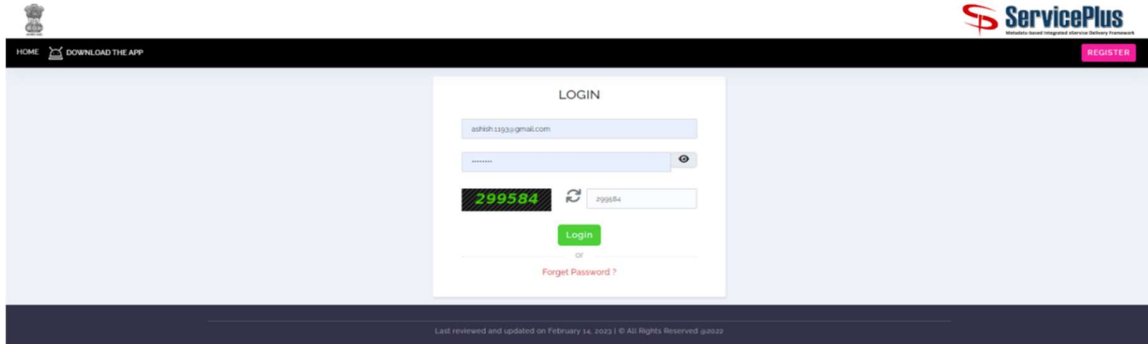
Apply to the Office *

Word verification

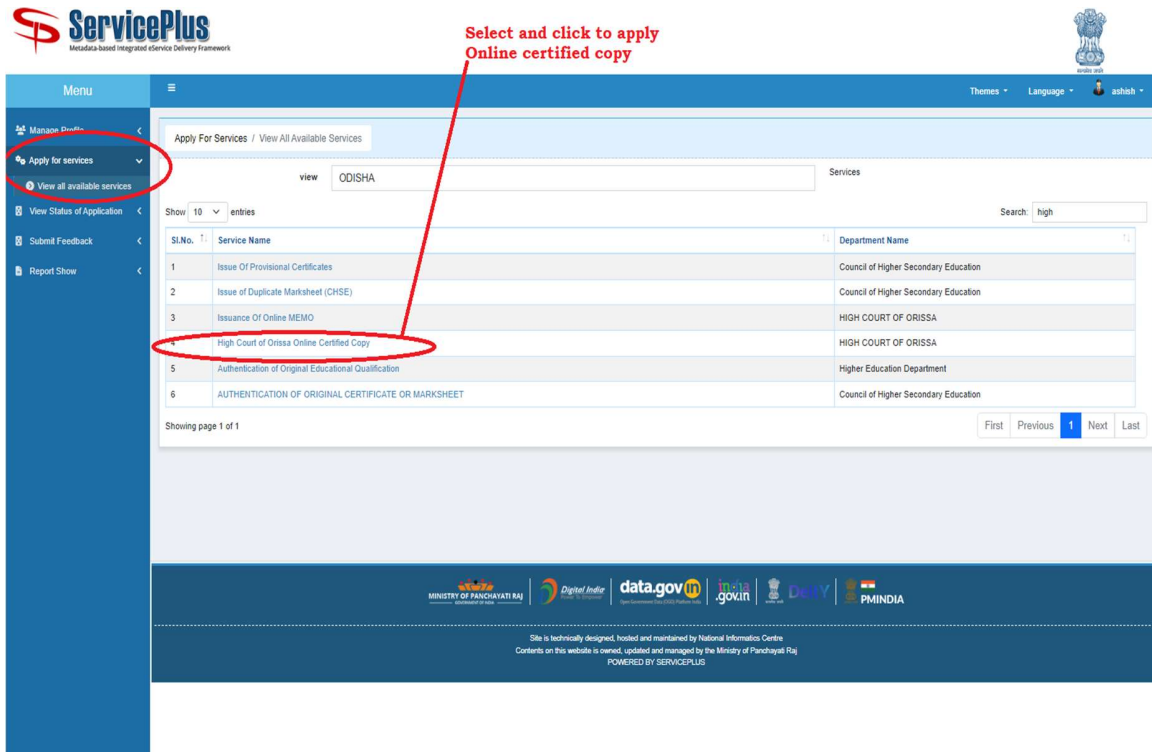

Please enter the characters shown above

Draft Submit Close Reset

Alternatively, one can login from ServicePlus platform directly.(<https://serviceonline.gov.in>)



After successful login click on ' High Court of Orissa Online Certified Copy ' from available services under menu 'Apply for services' → 'view all available services'



It will take you to the “High Court of Orissa Online Certified Copy” application form. Copy Application details will be entered here. Fields marked with Red '*' are mandatory . After the entry of required details click on the 'submit' button to proceed to next step.

High Court of Orissa
APPLICATION FOR CERTIFIED COPIES

Application Details

Case Type * Case No * Year *
 Main Party * Status * Pending Disposed Last Listing Date/ Disposal Date
 Application Date * District Of The Applicant *

Applicant's Information

Applicant Type * Statecode-bar Reg Number Registration Year
 Full Name * Address * Mobile Number *
 E-Mail * PIN *

Mode Of Delivery

Mode Of Delivery * Through Email E-Mail *

Document Information

Document Type Order/ Judgement Date Type Of Case Ordinary Court Order

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Additional Details

Apply to the Office *

Word verification


Please enter the characters shown above

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Verify the entered data and click on the 'Edit' button, if modification is required. Upload supporting documents by clicking on 'Attach Annexure'.

ServicePlus
Metadata based integrated eService Delivery Framework

Themes Language ashish

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page.

Application Details

Case Type :	W.P.(C)
Case No :	2459876
Year :	1998
Main Party :	pet A
Status :	Disposed
Application Date :	01/05/2023
District Of The Applicant :	Cuttack

Applicant's Information

Applicant Type :	Advocate for Petitioner
Statecode-bar Rag Number :	OO234
Registration Year :	1932
Full Name :	A MOHANTY
Address :	CTA 11
Mobile Number :	620XXXXXXX
E-Mail :	XXXX@gmail.com
PIN :	XXXXXX

Mode Of Delivery

Mode Of Delivery :	Through Email
E-Mail :	XXXX@gmail.com

Document Information

Document Type :	Order
Order/Judgement Date :	31/12/2015
Type Of Case :	Ordinary

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Additional Details

Apply to the Office :	HIGH COURT OF ORISSA
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Draft Reference No : Draft_OHCOC2023/00003

01/05/2023 04:38:40 IST <http://serviceonline.gov.in>

[Attach Annexure](#) [Edit](#) [Cancel](#) [Click here to initiate new application](#)

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Upload required documents as per the selection from your local drive. Click on 'Save annexure'.

Note:- Only jpg, pdf, jpeg files formats allowed upto 1024 KB


If uploading of any document is not required then simply click on 'Save Annexure' without selecting any supporting document.

Menu Themes Language ashish

ATTACH ENCLOSURE(S)

Enclosure(s):	Enclosure Document *	File/Reference *	
Type of Enclosure *	Select	Choose File No file chosen	Scan
Identity Proof *	Select	Choose File No file chosen	Scan
Purpose for Application *	Select	Choose File No file chosen	Scan
Copy of Vakalat Nama *	Select	Choose File No file chosen	Scan
Other	Select	Choose File No file chosen	Scan

[Save Annexure](#) [Cancel](#) [← Back](#)


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Now click On 'Submit' button for final submission of the Copy application.

Menu

- Manage Profile
- Apply for services
 - View all available services
 - View Status of Application
 - Submit Feedback
 - Report Show

Themes Language ashish

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

Application Details

Case Type :	WPI(C)
Case No :	2459879
Year :	1998
Main Party :	pet A
Status :	Disposed
Application Date :	01/05/2023
District Of The Applicant :	Cuttack

Applicant's Information

Applicant Type :	Advocate for Petitioner
Statecode-bar Reg Number :	OO234
Registration Year :	1932
Full Name :	A MOHANTY
Address :	CD A 11
Mobile Number :	620XXXXXXX
E-Mail :	xxxxx@gmail.com
PIN :	753014

Mode Of Delivery

Mode Of Delivery :	Through Email
E-Mail :	xxxxx@gmail.com

Document Information

Document Type :	Order
Order/ Judgement Date :	31/12/2015
Type Of Case :	Ordinary

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Annexure List







1) Identity Proof	Aadhar Card
2) Purpose for Application	Purpose for Application

Additional Details

Apply to the Office	HIGH COURT OF ORISSA
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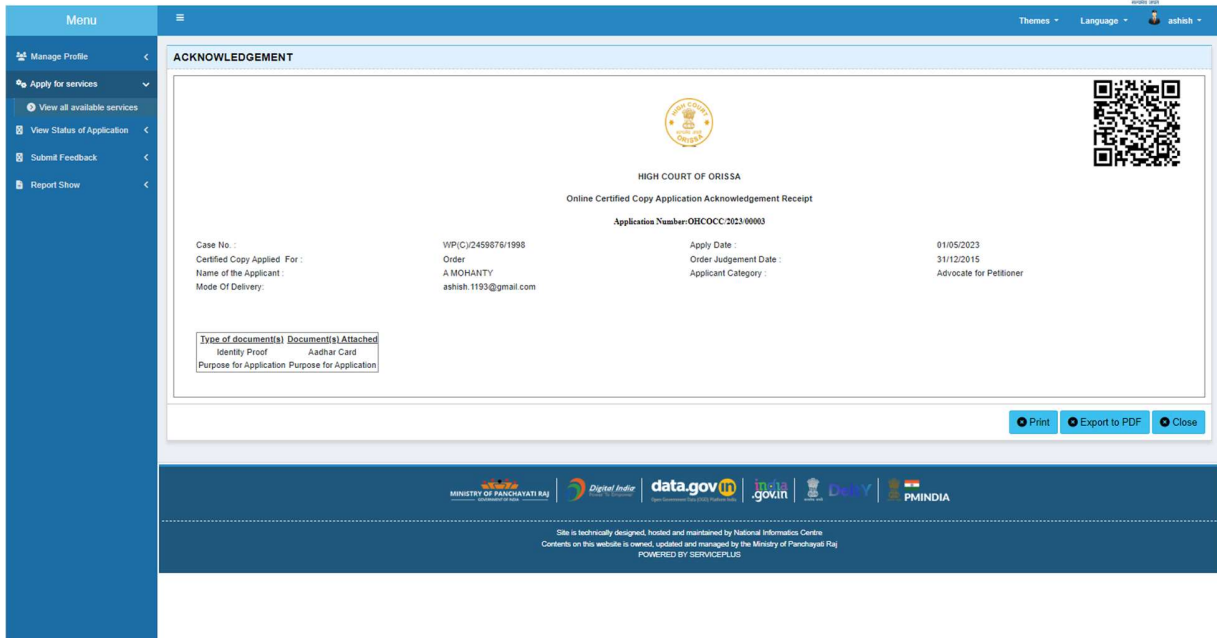
Draft Reference No : Draft_OHCOCC/2023/00001

Submit Cancel

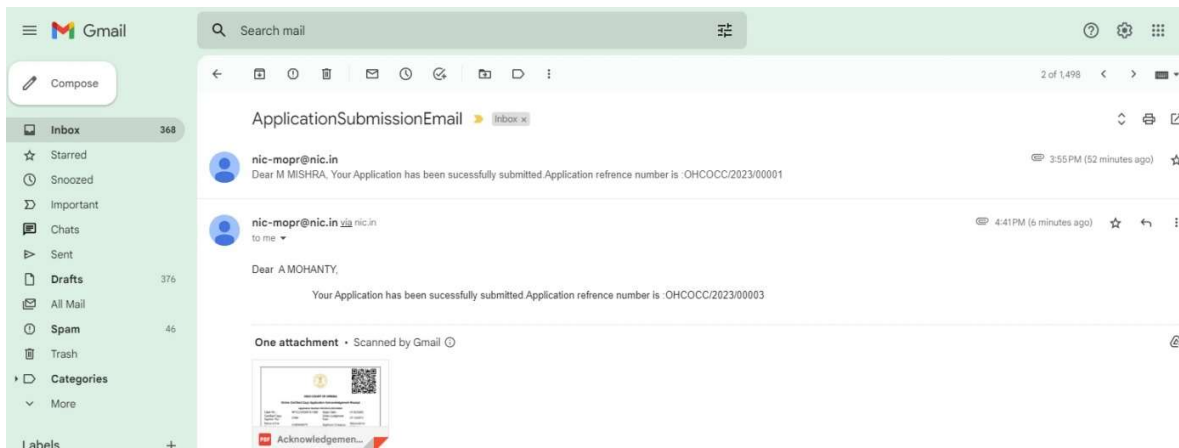
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An unique '**Application Number**' will be generated automatically (e.g. OHCOCC/2023/00001). The acknowledgement receipt can be printed/ downloaded by selecting print/ export to pdf respectively. The Application number may be preserved for future reference.



Note: Once the application is submitted successfully and the 'Application No' is generated, further Modification is not possible.

The copy of the Acknowledgement will also be received by email of applicant..



TRACK APPLICATION STATUS

1. Application status can be viewed using **“Track Application status”** menu.

Menu

- Manage Profile
- Apply for services
- View Status of Application
- Track application status**
- View Incomplete Application
- Revalidate Payment
- Modify Submissions
- Submit Feedback
- Report Show

ABOUT SERVICE PLUS

Welcome to Service Plus

ServicePlus is a generic application to provide an electronic delivery for all the services provided by The Government to The citizen. The Government of India, State Governments and Local Governments are providing various services to benefit the citizens at Centre, State or Local level primarily Government to Citizen (G2C) and Government to Business (G2B). The services provided are either demand driven or mandated by the legislation. The services provided by Government can be categorized as:

- Regulatory Services: Regulatory services are services like trade licence, permit for construction of a building etc. that can be denied by the Government.
- Statutory Services: Statutory services are services like Issuance of Birth/Death certificate which cannot be refused by Government.
- Developmental Services: Developmental Services are services or schemes provided by Government for the benefit of citizens like NREGS, IAY, Old age Pension etc.

The following are the salient features of the software -

- Service(s) will be created online
- Citizens will be submitting applications online
- Service units will be able to receive application online
- Service units will be able to verify documents and application fee online
- Service units will be able to escalate application to some other person, in the case of absence of dealing authority, online
- Citizens will be monitoring Application status online
- Private Service Access Providers will be participating in the application receipt/submission and service delivery process online

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2. View status of applications by giving 'from date' and 'to date' and click on 'Get Data'.

Menu

- Manage Profile
- Apply for services
- View Status of Application
- Track application status
- View Incomplete Application
- Revalidate Payment
- Modify Submissions
- Submit Feedback
- Report Show

View Status Of Application / Track Application Status

From Date : 01/03/2023 To Date : 01/05/2023

App Ref No.

Get Data

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1) All applications submitted during the given date range will be shown along with their status.

Themes
Language
ashish

View Status Of Application / Track Application Status

From Date: 01/03/2023 To Date: 01/05/2023

App Ref No.

[Get Data](#)

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	High Court of Orissa Online Certified Copy	OHCOCC/2023/00003	01/05/2023	NA	Delivered
2	High Court of Orissa Online Certified Copy	OHCOCC/2023/00002	01/05/2023	NA	Delivered
3	High Court of Orissa Online Certified Copy	OHCOCC/2023/00001	01/05/2023	NA	Initiated

Showing 1 to 3 of 3 entries

First Previous **1** Next Last

Click on current status of a specific application to view its detail workflow and status.

Themes
Language
ashish

View Status Of Application / Track Application Status

From Date:

App Ref No.

[Get Data](#)

S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks
1	Application Submission	View	Ask/Upload/Attach	Completed	NA
2	Verification by ASD	NA	Nil	Forwarded	NA
3	To Generate Intermediate Certificate	NA	Nil	Forwarded	NA
4	Verification and Certificate Generation	NA	View	Approve & Delivered	NA

Showing 1 to 4 of 4 entries

First Previous **1** Next Last

[Close](#)

Themes
Language
ashish

View Status Of Application / Track Application Status

From Date:

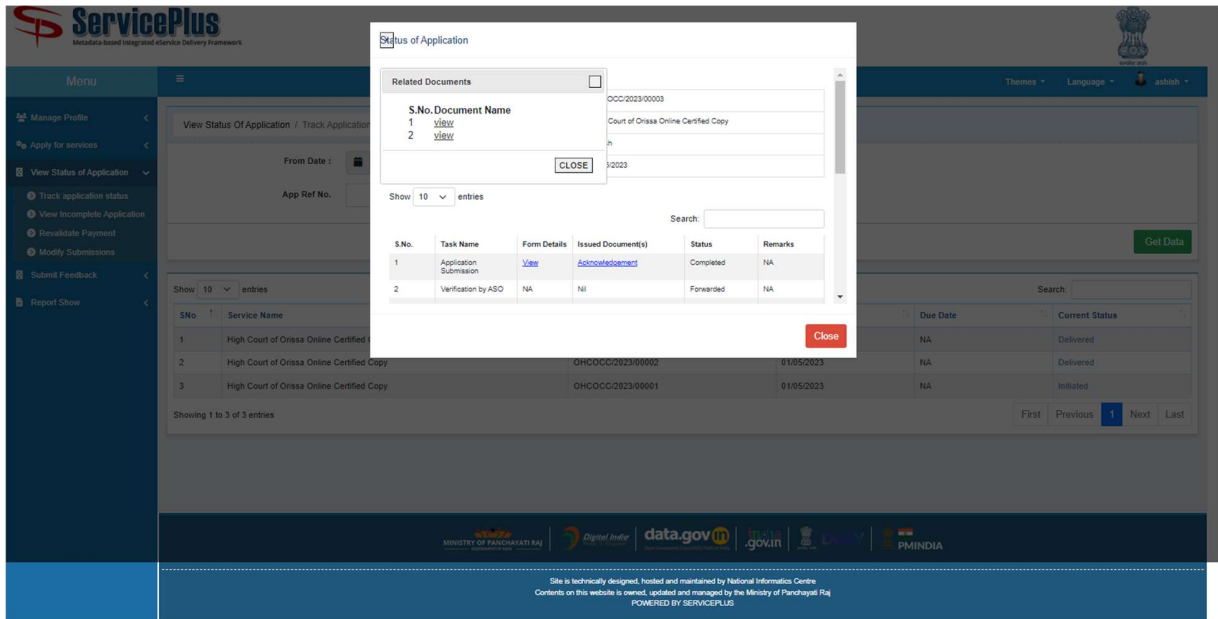
App Ref No.

[Get Data](#)

SNo	Service Name	Application Reference No	Submission Date	Due Date	Current Status
1	High Court of Orissa Online Certified Copy	OHCOCC/2023/00002	01/05/2023	NA	Delivered
2	High Court of Orissa Online Certified Copy	OHCOCC/2023/00001	01/05/2023	NA	Initiated

Showing 1 to 3 of 3 entries

First Previous **1** Next Last



Once the Certified copy is prepared and delivered by Copying section of Hon'ble High Court of Orissa, the applicant will receive an email notification and the Certified copy will be available in the user account of the applicant.

