## **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.

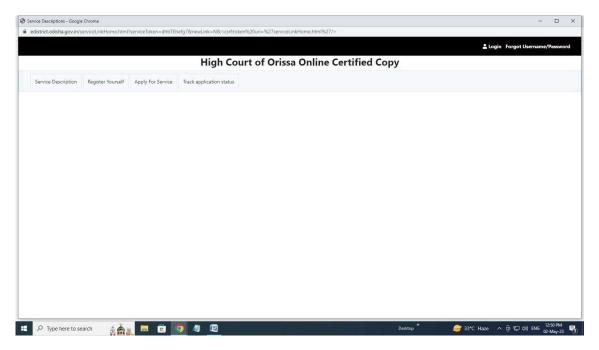


## User Registration:-

.

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

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

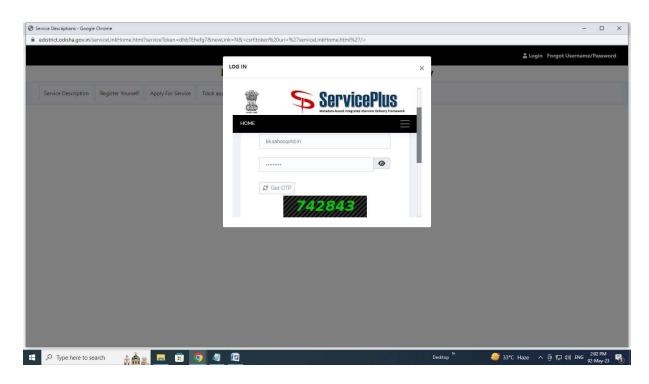


Alternatively, the applicant can also register himself by directly accessing the ServicePlus platform of NIC (<u>https://serviceonline.gov.in</u>). Click on 'Register' and do as instructed to complete registration.

		ServicePlus
HOME 🔀 DOWNLOAD THE APP		LOGIN
	REGISTRATION Full Name"	
	Email Id'	
	Etter avsild enail.ld Mobile No.	
	Ester Mobie No. Password	
	Enter passeord Note: Password should be 8 to 15 characters with all least one special character(1)##5\"6+-i), one numeric, one small case and one upper case letter (in Abcd(s):2)	
	Select State	
	623492 2 Entr Cipitos	
	Last reviewed and updated on March 17, 2022   © All Rights Reserved (20232	

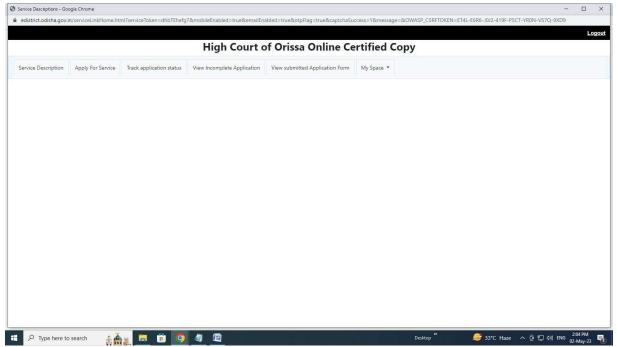
## Login :

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.

			High Court of Orissa	Opline Cortifi	od Conv	L
			High Court of Orissa	Comme Certin	ed Copy	
ervice Description	Apply For Service	Track application status	View Incomplete Application View Acknowle	edgement Slip View submi	Itted Application Form My Space *	
			High Co	urt of Orissa		
			APPLICATION FO	OR CERTIFIED COPIES		
			Applica	tion Details		
ase Type *			Case No *		Year *	
Please Select		~				
lain Party			Status *		Last Listing Date/ Disposal Date	
			○ Pending ○ Disposed			
pplication Date			District Of The Applicant			
02/05/2023			Please Select	~		
			Applicant'	's Information		
pplicant Type						
Please Select		~				
ull Name *			Address *		Mobile Number *	
			Dist. 1			
			PIN *	Of Delivery		
lode Of Delivery *				Of Delivery		
ode Of Delivery *			Mode (	Of Delivery t Information		_
lode Of Delivery * ) Through Email		_	Mode (		Type Of Case	_
ode Of Delivery * > Through Email ocument Type	_	~	Mode ( Document		<b>Type Of Case</b> ○ Ordinary ○ Court Order	_
ode Of Delivery * Through Email socument Type	_	~	Mode ( Document	t Information		_
ode Of Delivery * > Through Email pocument Type	_	~	Mode ( Document Order/ Judgement Date	t Information		_
ode Of Delivery * ) Through Email ocument Type Please Select	claimer has to be d		Mode ( Document Order/ Judgement Date Disc	t Information	Ordinary O Court Order	for online module an
lode Of Delivery * > Through Email ocument Type Please Select Dis	sclaimer has to be d		Mode ( Document Order/ Judgement Date Disc	t Information		for online module an
lode Of Delivery * ) Through Email coument Type Please Select Dia app • I. To abide by al	plicant agrees - Il Rules and Guidelii	displayed in the module rej	Mode ( Document Order/ Judgement Date DISC Igarding the possible reasons for delay in provi	t Information	Ordinary O Court Order	
ode Of Delivery * ) Through Email occument Type Please Select Dis app • I. To abide by a • II. That High Select	plicant agrees - Il Rules and Guidelin art of Orissa shall not	displayed in the module re- ines specifically in force fo t be responsible for any unexp	Mode ( Document Order/ Judgement Date DISC Igarding the possible reasons for delay in provi	t Information	Ordinary O Court Order	
ode Of Delivery * ) Through Email occument Type Please Select Dis app • I. To abide by a • II. That High Select	plicant agrees - Il Rules and Guidelin art of Orissa shall not	displayed in the module rej	Mode ( Document Order/ Judgement Date DISC Igarding the possible reasons for delay in provi	t Information	Ordinary O Court Order	
ode Of Delivery * ) Through Email occument Type Please Select Dis app • I. To abide by a • II. That High Select	plicant agrees - Il Rules and Guidelin art of Orissa shall not	displayed in the module re- ines specifically in force fo t be responsible for any unexp	Mode ( Document Order/ Judgement Date DISC orgarding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on	t Information	Ordinary O Court Order	
lode Of Delivery * > Through Email occument Type Please Select Dis app • 1. To abide by al • II. That High Cor certified copy who	plicant agrees - Il Rules and Guidelin art of Orissa shall not	displayed in the module re- ines specifically in force fo t be responsible for any unexp	Mode ( Document Order/ Judgement Date DISC orgarding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on	t Information	Ordinary O Court Order	
ode Of Delivery * ) Through Email ocument Type Please Select Dia app + 1. To abide by al + 11. That High Cot certified copy who	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode ( Document Order/ Judgement Date DISC orgarding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on	t Information	Ordinary O Court Order	
ode Of Delivery * ) Through Email ocument Type Please Select Dia app + 1. To abide by al + 11. That High Cot certified copy who	plicant agrees - Il Rules and Guidelin art of Orissa shall not	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode ( Document Order/ Judgement Date DISC orgarding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on	t Information	Ordinary O Court Order	
Acide Of Delivery * Through Email Document Type Please Select Dia provide by al + II - To abide by al + II - That High Cot certified copy who	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode ( Document Order/ Judgement Date DISC garding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on Additio	t Information	Ordinary O Court Order	
Dia app • I. To abide by al • II. That High Cox certified copy who Apply to the Office *	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode ( Document Order/ Judgement Date DISC garding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on Additio	t Information	Ordinary O Court Order	
Acide Of Delivery * Through Email Document Type Please Select Dia property of the Office *	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode ( Document Order/ Judgement Date DISC garding the possible reasons for delay in provi or online certified copy module and pected technical error which may occur in making on Additio	t Information	Ordinary O Court Order	
Acide Of Delivery * Through Email Document Type Please Select Dia provide by al + II - To abide by al + II - That High Cot certified copy who	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode of Control of Con	t Information	Ordinary O Court Order	
lode Of Delivery * > Through Email cournent Type Please Select Dia app • 1. To abide by al • II. That High Cot certified copy who	plicant agrees - Il Rules and Guideli art of Orissa shall not en applied for the sam	displayed in the module rep ines specifically in force of be responsible for any unexp the through the Module.	Mode of Control of Con	t Information	Ordinary O Court Order	

		ServicePlus
HOME 🔀 DOWNLOAD THE APP		REGISTER
	LOGIN	
	ashish11939; gmail.com	
	•	
	299584 C 29984	
	Login	
	Forget Password ?	

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

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

Service Metadata based integrated of			Select and click to apply Online certified copy			
Menu	=			The	emes • Language •	🌡 ashish •
Managen Provide        % Apply for services        Ø View all available services        Ø View Status of Application		vr Services / View All Available Services view ODISHA	S	Services	Search: high	
Submit Feedback <	SI.No.	Service Name		Department Name		
Report Show <	1	Issue Of Provisional Certificates		Council of Higher Secondary Education		
	2	Issue of Duplicate Marksheet (CHSE)		Council of Higher Secondary Education		
	3	Issuance Of Online MEMO		HIGH COURT OF ORISSA		
		High Court of Orissa Online Certified Copy		HIGH COURT OF ORISSA		
	5	Authentication of Original Educational Qualification		Higher Education Department		
	6	AUTHENTICATION OF ORIGINAL CERTIFICATE OR MARKSHEE	ET	Council of Higher Secondary Education		
	Showing pa	get of 1			First Previous 1	Next Last
		MINISTR				
			Site is Individually designed, hoaled and maintained by National Informatics Centre Contents on hits website is owned, updated and managed by the Ministry of Panchayal Raj POMERED BY SERVICEPLUS			

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.

Servic										
Menu					π	emes - Language - 🌡 ashish -				
Manage Profile <						Language 💌				
Manage Profile     C     Apply for services						20190390				
View all available services				0.110.1						
View Status of Application <	< .			Court of Orissa						
Submit Feedback K			APPLOAIN	NFOR CERTIFIED COPIES						
Report Show	« [		and the second	cation Details						
	Case Type *	~	Case No * 2459876		Year *					
	Main Party *		Status *		Last Listing Date/ Disposal Date					
	pet A		O Pending   Disposed							
	Application Date *		District Of The Applicant *							
	01/05/2023		Cuttack	~						
		D 11 11 14 EACHART 12 11	H H H H H H H H H H H H H H H H H H H	nt's Information						
	Applicant Type * Advocate for Petitioner	~	Statecode-bar Reg Number		Registration Year					
	Full Name *		Address *		Mobile Number *					
	A MOHANTY		CDA 11		620XXXXXXX					
	E-Mail * e		PIN *							
	XXXXX@gmail.com		753014							
			Moc	de Of Delivery						
	Mode Of Delivery *		E-Mail *							
	Through Email		XXXXX@gmail.com							
			Docume	ent Information						
	Document Type	7. 11. 11. 11. m. m. 11. 11. 11.	Order/ Judgement Date		Type Of Case					
	Order	~	31/12/2015		Ordinary      Court Order					
				ISCLAIMER						
	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 alle that by opting for online module an applicant agrees -									
	<ul> <li>i. To abide by all Rules and Guidelines specifically in force for online certified copy module and</li> <li>ii. That High corr of Orins shall not be repeatible for any unexpected technical error which may occur in making caline payment through the module and receipt of intiatimation by Court or in case of any unexpected delay in providing certified copy when applied for the same through the Module.</li> </ul>									
			۵dd	litional Details						
	Apply to the Office *									
	HIGH COURT OF OR	ISSA								
				rd verification						
			Wor	rd verification						
				1374						
			Please enter th	e characters shown above						
			714	374						
					Dra	t Submit ♥ Close \$\$ Reset				
		MINIST		ita.govin   toola   t						
			Contents on this website is owned, upd POWERE	I and maintained by National Informatics Ce lated and managed by the Ministry of Panch ED BY SERVICEPLUS	ayab Raj					

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

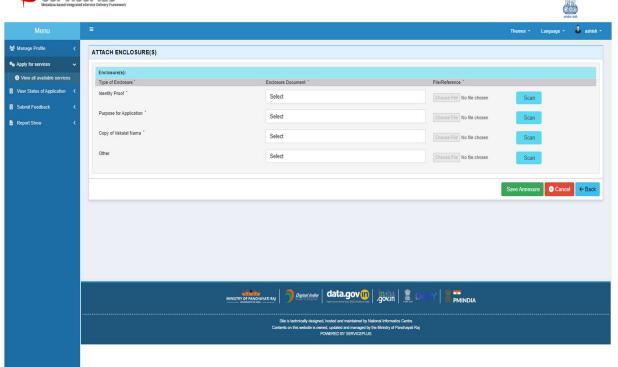
Service Metadata-based integrated es	PIUS ervice Delivery Framework		
Menu	=	Themes *	Language - 🌡 ashish -
🕌 Manage Profile 🛛 🗸			
on Apply for services ✓	Application not yet submitted. To proceed dirok on the	appropriate budon available at the bottom of this page	
View all available services	Application Details		
View Status of Application <	Case Type :	WP(C)	
	Case No :	2459675	
Submit Feedback <	Year :	1998	
Report Show	Main Party : Status :	pet A Discoveri	
	Application Date :	0105/223	
	District Of The Applicant :	Cuttack	
	Applicant's Information		
	Applicant S monitation	Advocate for Petitioner	
	Statecode-bar Reg Number :	00234	
	Registration Year :	1932	
	Full Name :	AMOHANTY	
	Address :	CDA 11	
	Mobile Number :	62010000000	
	E-Mail :	XXXX@gmail.com	
	PIN:	763014	
	Mode Of Delivery		
	Mode Of Delivery :	Through Email	
	E-Mail :	XDOX@gmail.com	
	Description of the second seco		
	Document Information Document Type :	Order	
	Order/ Judgement Date :	31/12/2015	
	Type Of Case :	Ordinary	
	DISCLAIMER		
	i. To abide by all Rules and Guidelines sp	In the module regarding the possible reasons for deay in providing certified capits through online module and is shall be stand offer all that by opting for online module and applicant agrees - pecifically in force for online certified copy module and possible for any unsequently technical error which may occur in making online payment through the module and receipt of its intimation by Court or in case of any unsequented delay is providing certified copy with possible for any unsequently technical error which may occur in making online payment through the module and receipt of its intimation by Court or in case of any unsequented delay is providing certified copy with	ien applied for the same through
	[[]		
	Additional Details Apply to the Office	HIGH COURT OF ORISSA	
	Children on the Outpe	men uvuni uf Unisek	
	Draft Reference No :	Draft_CHC0CC282300003	
	01/5/2023 04:38:40 IST		http://serviceonline.gov.in
		Attach Annexure Edit Cancel Click herr	e to initiate new application
		Site is bachrically designed, hosted and maintained by National Informatics Centre Contents on this website is owned, updated and managed by the Ministry of Pinothayal Raj POMERED BY SERVICE/RUS	

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.





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



		for these
Menu	Ξ.	Themes * Länguage * 🦆 ashish *
🐏 Manage Profile 🛛 <	Application not yet submitted. To proceed clic	on the appropriate buttom available at the bottom of this page
⁰o Apply for services ✓		
View all available services	Application Details	
View Status of Application K	Case Type :	WP(C)
	Case No :	245879
Submit Feedback <	Year :	1998
Report Show	Main Party : Status :	pet A Discosed
	Status : Application Date :	Disposed 0105/023
	District Of The Applicant :	Create
	Applicant's Information Applicant Type :	Advicate for Petitioner
	Statecode-bar Reg Number :	Autocast to Feature  00234
	Registration Year :	102
	Full Name :	AMOHANTY
	Address :	CDA 11
	Mobile Number :	620/00000
	E-Mail :	sociologianal com
	PIN:	73014
	Mode Of Delivery	
	Mode Of Delivery :	Through Email
	E-Mail :	scccc@gmail.com
	Document Information	
	Document Type :	Order
	Order/ Judgement Date :	31/12/2015
	Type Of Case :	Ordinary
	i. To abide by all Rules and Guide	played in the module regarding the possible reasons for delay in providing certified copies through online module and it shall be stated niter alls that by opting for online module an applicant agrees - ines specifically in force for online certified copy module and be respecified to any unexpected declarical error which may occur in making online payment through the module and receipt of its intimation by Court or its case of any unexpected delay is providing certified copy when applied for the same through
	Annexure List	Anthra Card
	1) Identity Proof 2) Purpose for Application	Alashar Card Puppes or Application
	Additional Details	
	Apply to the Office	HIGH COURT OF ORISSA
	Draft Reference No :	Draft_OHCOCC202300003
		= Submit O Cancel
		Site is technically designed, hosted and maintained by National Informatics Centre
		Contents on this website is owned, updated and managed by the Ministry of Panchayati Raj
		POWERED BY SERVICEPULS

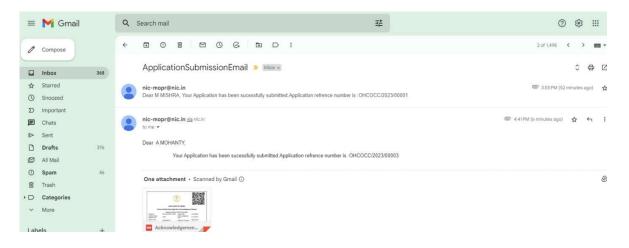
An unique **'Application Number'** will be generated automatically (e.g. OHCOCC/2023/00001). The acknowledgement receipt can be printed/ downloaded by selecting print/ export to pdf respectively. The Application number may be preserved for future reference.



inclusion of the line of the l		
Menu	E Themes * Language *	ashish 👻
🐏 Manage Profile 🛛 <	ACKNOWLEDGEMENT	
🍫 Apply for services 🗸 🗸		
View all available services		륝비
View Status of Application <		ŝ
Submit Feedback <		ê
Report Show <	HIGH COURT OF ORISSA	
	Online Certified Copy Application Acknowledgement Receipt	
	Application Number OHCOCC 2023 00003	
	Case No.::     VIP(C)/249876/1998     Apply Date:     01/05/2023       Ceffied Copy Applied For::     Order     Order Audgement Date:     31/12/2015       Name of the Applicant1:     AM ONHITY     Applicant Category:     Advocate for Petitioner       Mode Of Delivery:     shish, 1193@gmail.com     State of the Applicant Category:     Advocate for Petitioner	Close
	Site is technically divergence), focused and my measurance by historical information Caretre Contents, on this website is under any strategies by the Statistical Program Statistical Program Program Statistical Program Statist	

*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.



	BPIUS Control for the second s
Menu	E Themes + Language + 🌲 ashish +
Manage Profile <	ABOUT SERVICE PLUS
© Apply for services <	Welcome to Service Plus
Norw Status of Application         •           •• Track application status         •           •• Were Normalised Applications         •           •• Were Normalised Payment         •           •• Monity Submissions         •	Service Plays is a generic application to provide an declaration delivery for all the services provide by The Overmment In The citeter. The Overmment Is Allse Overmments are providing various services to benefit the citeters at Center. State or Local word primary (yourneent for all citeter) (yourneent for building). The services provide at a with demain drive or mandate by the logication. The services provide by Covermment is and Local Government and Local Governments are providing transmission. The services provide at a with demain drive or mandate by the logication. The services provide by Covernment can be categorized as:  I plays are provide the covernment and Local Government for the services are services in the services are services in the services are services in the services of the covernment of a building of the larce how denies by the Overnment and Local Government can be categorized as:  D stated synthesis Studenty services are services in the services of the services are services in the services of the covernment or failed by Covernment for the benefit of citizens is the NECOS, LV, Ool age Persion etc.  D structure of the Sale Covernment and the service are services and services of the services are services in the services of the covernment and the logication terms are services in the services are services in the services of the covernment and the logication terms are services in the services are services in the services of the covernment and the logication terms are services in the services are services in the services of the covernment and the logication terms are services in the services are services in the services are services are services in the services are services are services in the service are services are
	MINISTER CONTINUE OF A CONTINU

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

Servic Metadata-based Integrate	CPIUS General Delay Planmeet	
Menu	E Themes -	Language - 🌡 ashish -
the services ←	Vew Status Of Application / Track Application Status	
View Status of Application 🗸	From Date :  01/03/2023 To Date :  01/05/2023	
<ul> <li>Track application status</li> <li>View Incomplete Application</li> </ul>	App Ref No.	
Revalidate Payment     Modify Submissions		Get Data
Submit Feedback <		
B Report Show C		
	Site is tendenative local and an anticet by National Indenation Centre Contents on this website is annual, spatial and managed by the National y Albanchaged Raj POMEISED BY SERVICE/FLUS	

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

											Themes -	Language +	i as
ofile 🗸	View S	tatus Of Application / Track App	lication Status										
rvices <			-				( as (						
of Application 🗸		From Date :	<b>6</b> 01/03/	/2023		To Date :	01/05/2023						
cation status		App Ref No.											
omplete Application													
ate Payment Submissions													Gel
edback 🔇													
ow <	Show 10	) ∨ entries									Se	arch:	
	SNo	Service Name			11 A	pplication Reference No		Submission Date		Due Date		Current Status	
	1	High Court of Orissa Online Ce	rtified Copy		c	HCOCC/2023/00003		01/05/2023		NA		Delivered	
	2	2 High Court of Orissa Online Certified Copy			C	OHCOCC/2023/00002			2023 NA			Delivered	
	3	3 High Court of Orissa Online Certified Copy			C	OHCOCC/2023/00001 01/05/20				NA		Initiated	
	Showing 1	Showing 1 to 3 of 3 entries						First	Previous 1 Ne	ext			
	Site is technically designed, hosted and mantalend by National Informatics Centre Contents on his weaked is connext, updated and managed by the Ministry of Panchayal Raj POWNEED STSERVEEPULS												

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

Service Metadata-based integrated et	BPIUS Service Delivery framework	Status of A	pplication					П		8
Menu	=							1 🖬 🔳		Themes - Language - 💰 ashish -
Wentu	-	S.No.	Task Name	Form Details	Issued Document(s)	Status	Remarks			
🐏 Manage Profile 💦 🕻 🕻	View Status Of Application / Track Application	1	Application Submission	Vew	Acknowledgement	Completed	NA			
to Apply for services		2	Verification by ASO	NA	NI	Forwarded	NA			
View Status of Application 🗸	From Date :	3	To Generate Intermediate Certificate	NA	NE	Forwarded	NA	18		
Track application status	App Ref No.	4	Verification and Certificate Generation	NA	View	Approve & Delivered	NA	18		
		Showing 1	to 4 of 4 entries					1.8		
						First Previous	Next Last			Get Data
Modify Submissions	·									
Submit Feedback 🤇	Show 10 ~ entries									Search:
Report Show <	SNo 1- Service Name							*	II In the second	
								lose	Due Date	Current Status
	1 High Court of Orissa Online Certified						C	lose	NA	
	2 High Court of Orissa Online Certified C	ору			OHCOCC/2023/0000	2	01/05/2023	3	NA	
	3 High Court of Orissa Online Certified C	ору			OHCOCC/2023/0000	1	01/05/2023	3	NA	
	Showing 1 to 3 of 3 entries									First Previous 1 Next Last
					Digital India d	ata.gov 🍈			PMINDIA	
					technically designed, host n this website is owned, up	ed and maintained by Natio sdated and managed by the RED BY SERVICEPLUS	nal Informatios Centre	24		

Service Metadata-based Integrated e	PPUS Service Delivery Fra	mework	Status of Ap	plication								
Menu			Related D	ocuments			^					ashish -
م Manage Profile ۲ ه. Apply for services ۲	View Sta	atus Of Application / Track Application	S.No.Document Name 1 <u>view</u> 2 <u>view</u>			CCC/2023/00003 Court of Orissa Onli In	OCC/2023/00003 Court of Orissa Online Certified Copy In					
View Status of Application		From Date :	CLOSE			0SE 3/2023	E \$2023					
Track application status     View Incomplete Application		App Ref No.	Show 10 v entries Search									
												Get Data
Modify Submissions			S.No.	Task Name Application	Form Details	Issued Document(s) Acknowledgement	Status	Remarks	18			Get Data
	Show 10	✓ entries	2	Submission Verification by ASO	NA	NI	Forwarded	NA	1.5		Search	
										Due Date	Current Status	
	1	High Court of Orissa Online Certified							lose	NA		
		2 High Court of Orissa Online Cettified Copy				OHCOCC/2023/00002	000/2023/04002			NA		
	3	High Court of Orissa Online Certified Co							NA			
	Showing 1	to 3 of 3 entries									First Previous 1	
	MINITE OF THE OWNER OF ALL OF											
	Site is technically designed, hosted and maintained by Netional Informatics Centre Contracts on this website for Source () you have been approximately for the Methy of Percentry IR Flag Proc. Methy Source () Source (											

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.

