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.

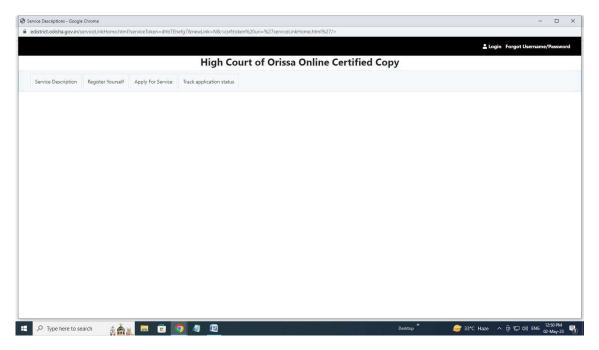


User Registration:-

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

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

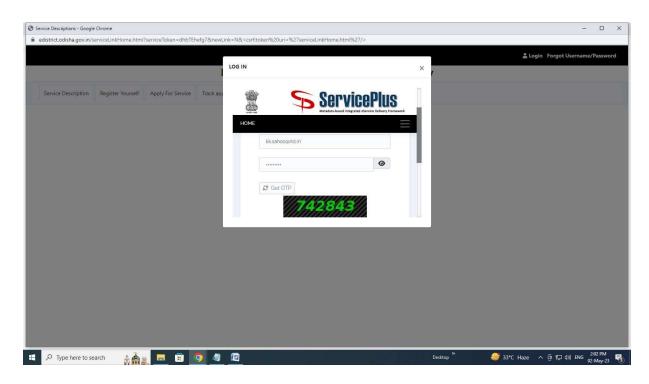


Alternatively, the applicant can also register himself by directly accessing the ServicePlus platform of NIC (<u>https://serviceonline.gov.in</u>). Click on 'Register' and do as instructed to complete registration.

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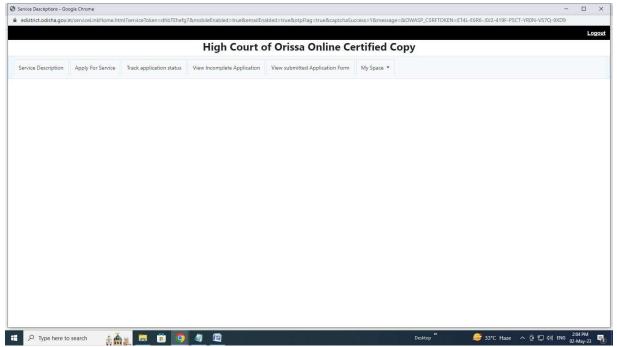
Login :

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.

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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'

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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.

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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'.

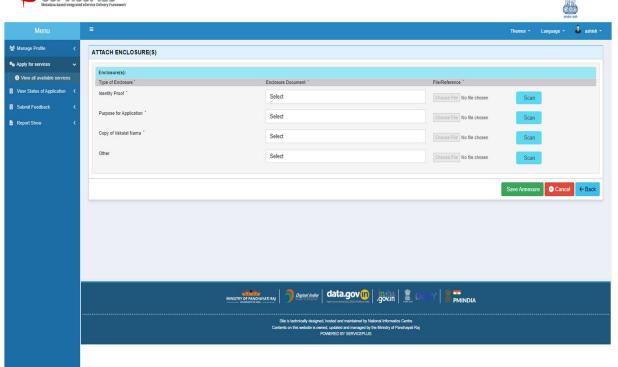
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Upload required documents as per the selection from your local drive. Click on 'Save annexure'.

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.





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



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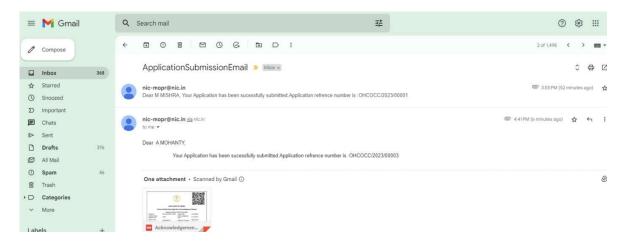
An unique **'Application Number'** will be generated automatically (e.g. OHCOCC/2023/00001). The acknowledgement receipt can be printed/ downloaded by selecting print/ export to pdf respectively. The Application number may be preserved for future reference.



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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.



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

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

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

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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.

