

**Supreme Court of India**  
Allotment of Lawyer's Chamber

**USER MANUAL**

**Login**

1. Only registered users are allowed to login to Chamber Allotment Application.

**If you are a registered user,**

2. Enter the user name, password and security code and click on Sign in button to login.

3. **If you are not a registered user,** click on “Create Account” Link on Login form for registration.

Lawyer Login

**Username**

2308

**Password**

..

1 5 3 7  
0 3

105337

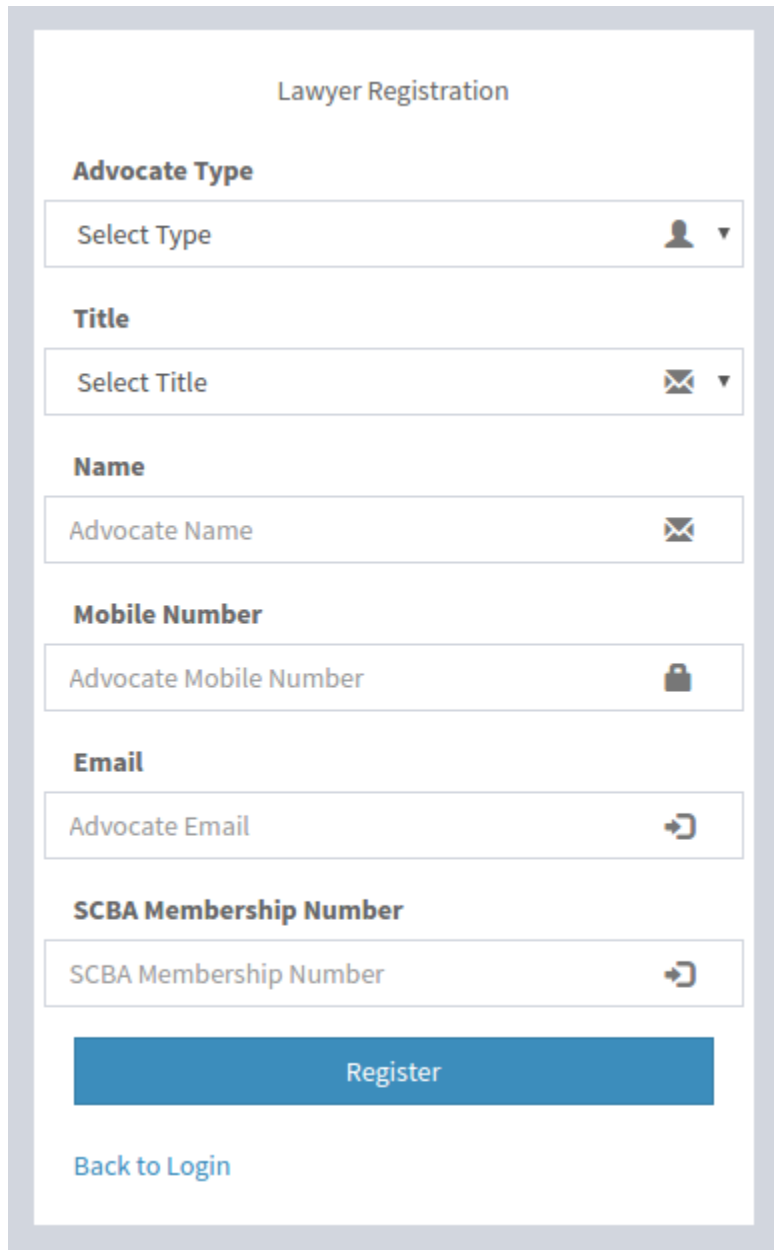
Sign In

Don't have an account? [Create Account](#)

[Forgot Password](#)

## **Registration**

1. Click on 'Create Account' link on the login form.
2. You will be directed to the form as shown below-



The image shows a registration form titled "Lawyer Registration". The form contains the following fields and options:

- Advocate Type**: A dropdown menu with the text "Select Type" and a person icon.
- Title**: A dropdown menu with the text "Select Title" and an envelope icon.
- Name**: A text input field with the placeholder "Advocate Name" and an envelope icon.
- Mobile Number**: A text input field with the placeholder "Advocate Mobile Number" and a lock icon.
- Email**: A text input field with the placeholder "Advocate Email" and a refresh icon.
- SCBA Membership Number**: A text input field with the placeholder "SCBA Membership Number" and a refresh icon.

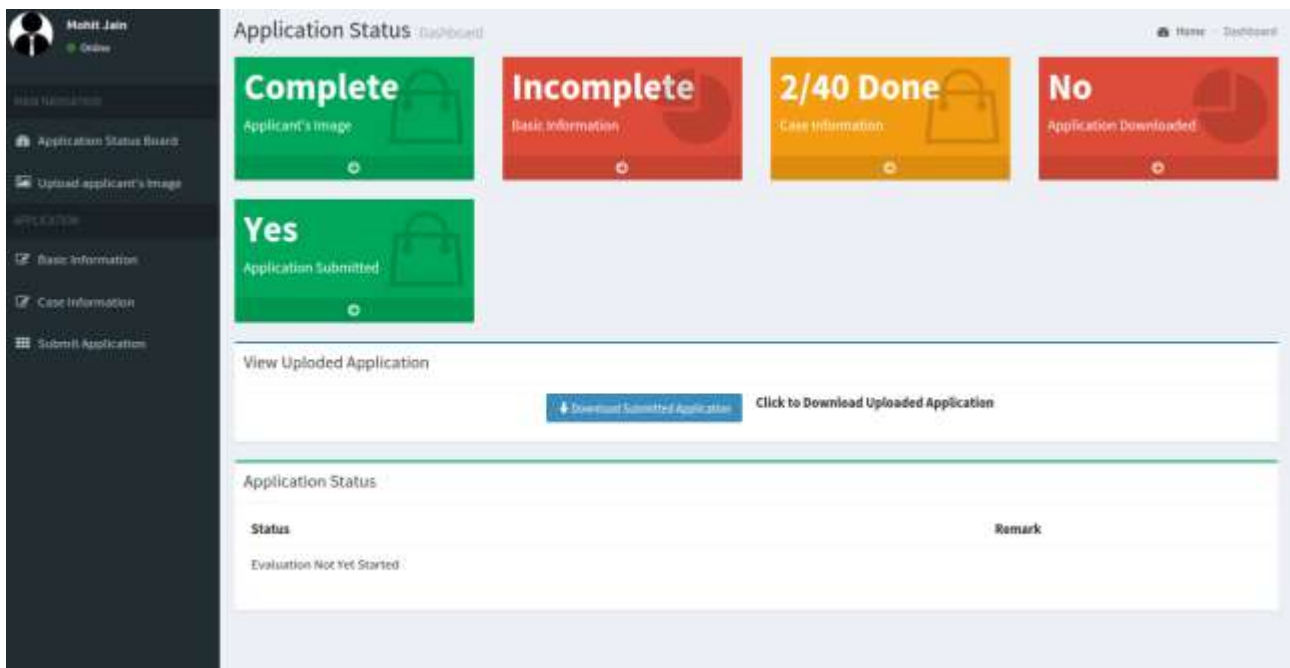
At the bottom of the form, there is a blue "Register" button and a link labeled "Back to Login".

3. Fill up all the information in the form above. After registration, you will receive password via SMS on your specified Mobile Number

## Application Status

1. After successful login, you will be directed to the Application Status Dashboard where summary of your application status is available.

Incomplete actions are shown in Red boxes, In process actions are shown in yellow boxes and Completed actions are shown in green boxes.



The screenshot displays the 'Application Status' dashboard for a user named Mohit Jain. The dashboard features a sidebar with navigation options: 'Application Status Board', 'Upload applicant's image', 'Basic Information', 'Case Information', and 'Submit Application'. The main content area is titled 'Application Status Dashboard' and contains several status indicators:

- Complete:** Applicant's Image (Green box)
- Incomplete:** Basic Information (Red box)
- 2/40 Done:** Case Information (Yellow box)
- No:** Application Downloaded (Red box)
- Yes:** Application Submitted (Green box)

Below these indicators, there is a section for 'View Uploaded Application' with a 'Download Submitted Application' button and a link to 'Click to Download Uploaded Application'. At the bottom, there is a table titled 'Application Status' with the following data:

Status	Remark
Evaluation Not Yet Started	

## APPLICATION PROCESS


### Step - 1. Upload Applicant's Image

1. Click on 'Upload Applicant's Image' on the Main Navigation available on left side of the screen.
2. Click on 'Choose File' button to browse your photograph.
3. Select the crop region to crop the image as shown below and click the upload button to upload applicant's image.

Step1: Please select image file

Choose File business-person-silhouette-wearing-tie\_318-49988.jpg

Step2: Please select a crop region



File size 19.5 KB Type image/jpeg Image dimension 626 x 626 W 558 H 558

Upload

## Step - 2. Basic Information

1. Click on 'Basic Information' on the Navigation available on left side of the screen.
2. Fill all the fields in the form shown below

<b>Father's Full Name</b> <input type="text" value="Enter Father's Full Name"/>	<b>Whether already an allottee of a Chamber in Supreme Court or High Court of Delhi</b> <input checked="" type="radio"/> Yes <input type="radio"/> No If yes Enter <b>a) Chamber Number:</b> <input type="text" value="Enter Chamber Number"/> <b>b) Place :</b> <input type="text"/>
<b>Date of Birth</b> <input type="text" value="YYYY-MM-DD"/>	
<b>State Bar Council Registration No</b> <input type="text" value="Enter State Bar Council Registration No"/>	
<b>Date of SCBA Membership</b> <input type="text" value="YYYY-MM-DD"/>	
<b>Date of Enrolment as an Advocate with State Bar Council</b> <input type="text" value="YYYY-MM-DD"/>	
<b>Date of Designation as AOR</b> <input type="text" value="YYYY-MM-DD"/>	
<b>Residential Address</b>	<b>Permanent Address</b>
<b>H.No. &amp; Locality</b> <input type="text" value="Enter Address 1"/>	<input type="checkbox"/> Same as Residential Address
<b>City</b> <input type="text" value="Enter Address 2"/>	<b>H.No. &amp; Locality</b> <input type="text" value="Enter Address 1"/>
	<b>City</b>

3. Click 'save' button to save basic information.

### Step - 3. Case Information

1. Click on 'Case Information' on the Navigation available on left side of the screen.
2. Here you can Add/Edit/Delete Case Information.

#### 3(i) Add Case Details

a) Fill all the case details on 'Add New Case' form as shown below-

Add New Case

Case Type	SLP(C) No.	Case Number	4217	Year	2015	Filing Date	15-07-2015
Petitioner/Appellant	MADHUSUDHANAN NAIR & ANR.			Respondent	GOMATHI AMMA		
Appearing as	Appellant	Number of Petitioners	4	Appeared for Govt.?	Yes		
Number of Pages of Proof of Filing/Appearance	5						

[Add Case](#)

b) Click 'Add case' button to save details.

c) All the cases will be shown on lower part of the screen under section 'Your Case Records' as shown below.

Your Case Records								Search
#	Case No	Filing_Date	CauseTitle	Appearing as	Number of Petitioners	Appeared for Govt.?	No. of Pages^	Delete
1	C.A. No. 2/2014	12-03-2014	BOARD OF CONTROL FOR CRICKET vs CRICKET ASSOCIATION OF BIHAR & ORS.	Petitioner	3	N	6	Delete
2	SLP(C) No. 677/2015	20-05-2015	Rishabh Choudhary vs Union of India & Ors.	Respondent	3	Y	5	Delete
3	SLP(C) No. 4217/2015	15-07-2015	MADHUSUDHANAN NAIR & ANR. vs GOMATHI AMMA	Appellant	4	Y	5	Delete

#### 3(ii) Update Case Details

a) Click on the case which you want to edit. It will be shown in the upper section of the screen under section 'Edit Case Information'.

b) You can update case information here and click on 'Save Changes' button to update data.

Edit Case Information				
Case Type	SLP(C) No. ▼	Case Number	4217	
Year	2015 ▼	Filing Date	15-07-2015	
Petitioner/Appellant	MADHUSUDHANAN NAIR & ANR.		Respondent	GOMATHI AMMA
Appearing as	Appellant ▼	Number of Petitioners	4	
Number of Pages of Proof of Filing/Appearance	5			
Appeared for Govt.?	Yes ▼			
Save Changes		Cancel Editing		

### 3(iii) Delete Case Details

a) Click on 'Delete' button against each case which you want to delete.

### 3(iv) Search Case

a) Enter any text you want to search in Case detail including case number, year, petitioner name, respondent name. The filtered results will be shown on the same screen.

## Step - 4. Submit Application

1. AOR has to enter 40 cases and Non-AOR/Senior Advocate has to enter 100 appearances.
2. After completion of the above step, click on 'Submit Application' on the Navigation available on left side of the screen.
3. Click on Download button to download your application. You can download the application form only if you have completed all the above steps.

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### Step 4 - Download Filled Application

[Download PDF](#)

[Click to Download Application](#)

## Step – 5. Upload Application

1. Applicant must sign the duly filled up application get it countersigned by SCBA and enclose all the annexures before uploading the document.
2. Click on 'Submit Application' on the Navigation available on left side of the screen.
3. Upload application form along with all necessary documents as a PDF document. Once the application is submitted, you will no longer be able to make changes to the application.

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### Step 5 - Upload Signed Application

Select signed & Scanned Application (PDF) for Upload

No file chosen

[Upload Scanned Pdf](#)