

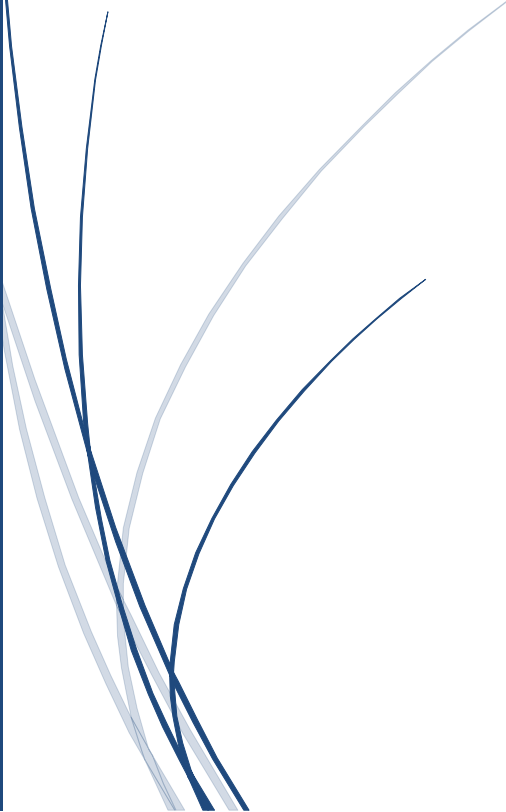


National Legal Services Authority (NALSA)

Getting Started Guide

National Legal Services Authority

Legal Services Management System



National Legal Services Authority (NALSA)		
Getting Started Guide	Version: 1.0	Issue Date: 14-Oct-2016

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1. Introduction

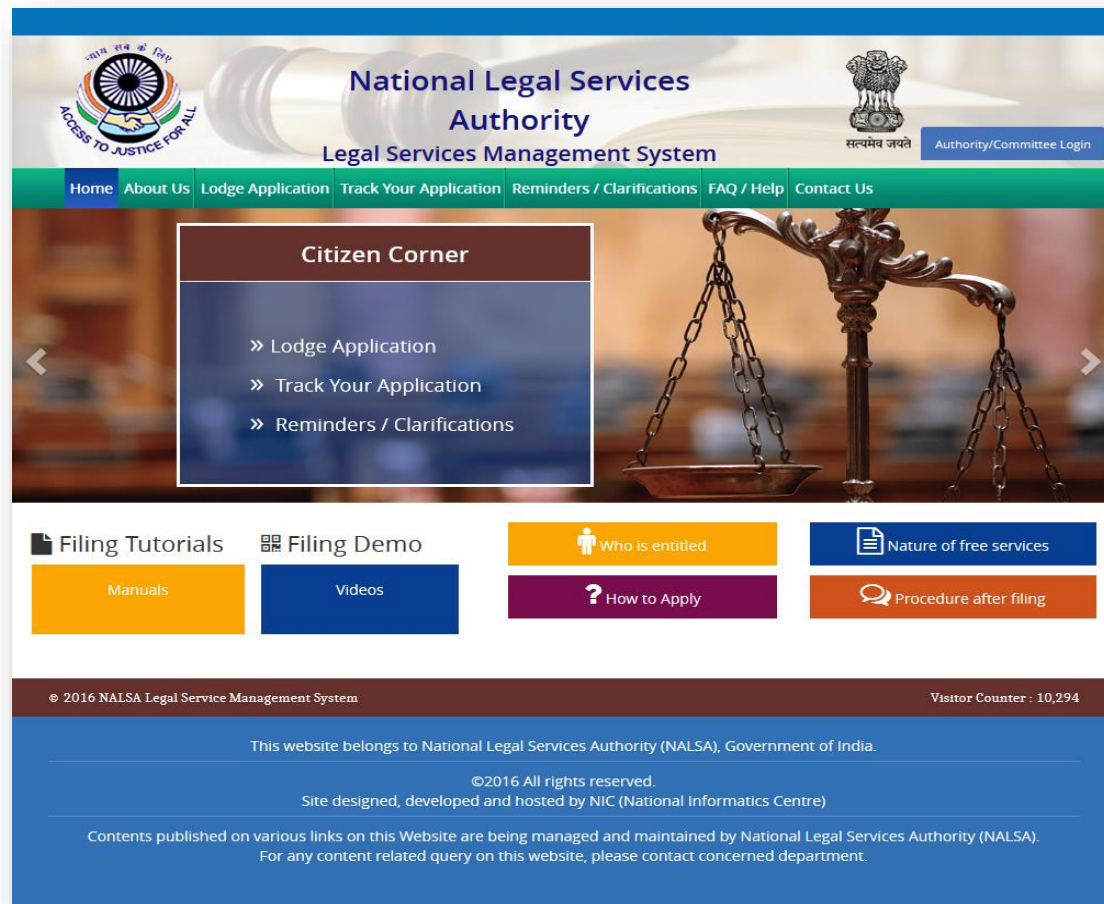
The National Legal Services Authority (NALSA) has been constituted under the Legal Services Authorities Act, 1987 to monitor and evaluate implementation of legal aid programs and to lay down policies and principles for making legal services available under the Act. Actually, Article 39A of the Constitution of India provides for free legal aid to the poor and weaker sections of the society and ensures justice for all. Articles 14 and 22(1) of the Constitution also make it obligatory for the State to ensure equality before law and a legal system which promotes justice on the basis of equal opportunity to all.

2. Home

Open the URL: <http://205.147.98.236:8080/lsams/> in any browser or device to access the “National Legal Services Authority (NALSA)”.

The Home page will look like

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3. Modules in Application

3.1 About Us

3.2 Lodge Application

There will be a Lodge Application Form for Legal Services. Lodge Application Form has been divided into six parts: Legal Aid Application, Legal Aid, Personal Details, Legal Aid Details, Case Details and Attach Document. These forms look like

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Hindi

APPLICATION FORM FOR LEGAL AID

Legal Aid Application

Application For *:

-- Choose an Item --

Received Through *:

-- Choose an Item --

State:

-- Choose an Item --

District:

-- Choose an Item --

Taluka:

-- Choose an Item --

Legal Aid

Nature of Legal Aid *:

-- Choose an Item --

Summary of problem for which legal aid is sought *:

Text Here...


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Personal Details
—

<p>Applicant Name *: <input type="text" value="Click here to enter text"/></p> <p>Fathers Name: <input type="text" value="Click here to enter text"/></p> <p>Gender *: -- Choose an Item -- ▼</p> <p>Phone: <input type="text" value="Please Enter Phone Num"/></p> <p>Aadhaar No: <input type="text" value="Enter Aadhaar Number"/></p> <p>Religion *: -- Choose an Item -- ▼</p> <p>Occupation: -- Choose an Item -- ▼</p> <p>Eligibility Category*: -- Choose an Item -- ▼</p> <p>Current Address *: <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div></p> <p>State *: -- Choose an Item -- ▼</p> <p>District : -- Choose an Item -- ▼</p> <p>Taluka : -- Choose an Item -- ▼</p>	<p>Upload Photograph: Browse... No file selected. <small>(gif,jpeg Image only)</small></p> <p>Mothers Name: <input type="text" value="Click here to enter text"/></p> <p>Date of Birth: <input type="text"/></p> <p>Mobile: <input type="text" value="Please Enter Mobile Number"/></p> <p>Caste *: -- Choose an Item -- ▼</p> <p>Employment Details: <input type="text" value="Click here to enter text"/></p> <p>Permanent Address: <div style="border: 1px solid #ccc; height: 60px; margin-top: 5px;"></div></p> <p>State: -- Choose an Item -- ▼</p> <p>District: -- Choose an Item -- ▼</p> <p>Taluka: -- Choose an Item -- ▼</p>	<div style="text-align: center; border: 1px solid #ccc; width: 100px; height: 100px; margin: 0 auto; background-color: #eee;">  <p>No Image</p> </div> <p>Email: <input type="text" value="Enter Email Id"/></p> <p>Caste Certificate No.: <input type="text" value="Click here to ente"/></p> <p>Annual Income: -- Choose an Item -- ▼</p>
--	--	---

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Legal Aid Details

Whether any Application has been filed previously:	<input type="text" value="No"/>	Application No:	<input type="text" value="Click here to enter text"/>	Action Taken:	<input type="text" value="-- Choose an Item --"/>
Name of Opposite Party:	<input type="text" value="Click here to enter text"/>				
Phone:	<input type="text" value="Please Enter Phone Num"/>	Mobile:	<input type="text" value="Please Enter Mobile Num"/>	Email:	<input type="text" value="Enter Email Id"/>
Address	<input type="text" value="Text Here..."/>				
State:	<input type="text" value="-- Choose an Item --"/>	District:	<input type="text" value="-- Choose an Item --"/>		
Taluka:	<input type="text" value="-- Choose an Item --"/>				

Case Details

Whether any Case has been filed previously:	<input type="text" value="No"/>				
Case Type:	<input type="text" value="-- Choose an Item --"/>				
Case No:	<input type="text" value="Click here to enter text"/>				
Court Type:	<input type="text" value="-- Choose an Item --"/>				
State:	<input type="text" value="-- Choose an Item --"/>	District:	<input type="text" value="-- Choose an Item --"/>	Taluka:	<input type="text" value="-- Choose an Item --"/>

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Attach Document


Attach Document:

 No file selected.

(pdf files only)
 Note : Consolidated size of uploaded documents should not exceed 10 MB.


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User can change the medium of Lodge Application Form by clicking on Hindi/English button on top left side of form. After submitting the form user will get the Diary Number for future reference which shown in below screen:



National Legal Services Authority

Legal Services Management System



[Home](#)
[About Us](#)
[Lodge Application](#)
[Track Your Application](#)
[Reminders / Clarifications](#)
[FAQ / Help](#)
[Contact Us](#)

Application has been filed successfully. For future reference please refer following Diary Number.

The Diary Number for generated application is **10/00495/2016**

3.3 Track Your Application

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3.4 Reminders/Clarifications

User can see your Lodge Application Form's details by putting diary number and respective details in Reminder/Clarifications form.

The screenshot displays the NALSA Legal Services Management System interface. At the top, there is a header with the NALSA logo on the left, the text 'National Legal Services Authority' and 'Legal Services Management System' in the center, and the State Emblem of India on the right. Below the header is a green navigation bar with links: Home, About Us, Lodge Application, Track Your Application, Reminders / Clarifications (highlighted), FAQ / Help, and Contact Us.

The main content area features a dark red banner with the text 'APPLICATION FOR REMINDER / CLARIFICATION'. Below this is a form titled 'Reminder / clarification Form'. The form has two radio buttons: 'Reminder' and 'Clarification', with 'Clarification' selected. Below the radio buttons are four input fields: 'Diary Number' (a dropdown menu), 'Month' (a dropdown menu showing 'August'), 'Number' (a text input field with the placeholder 'Enter Number'), and 'Year' (a dropdown menu showing '2016'). Below these fields is a 'Remarks' section with a large text area containing the placeholder 'Text Here.....'. At the bottom of the form are two buttons: 'SUBMIT' (green) and 'CANCEL' (red).

The footer of the page is dark red and contains the text '© 2016 NALSA Legal Service Management System' on the left and 'Visitor Counter : 10,294' on the right.

3.5 FAQ/Help

3.6 Contact Us

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3.7 Who is Entitled

Screen of above page looks like as under

National Legal Services Authority
Legal Services Management System

Home About Us Lodge Application Track Your Application Reminders / Clarifications FAQ / Help Contact Us

Who Is Entitled To Free Legal Services

The sections of the society as enlisted under Section 12 of the Legal Services Authorities Act are entitled for free legal services, they are :

- A member of a Scheduled Caste or Scheduled Tribe
- A victim of trafficking in human beings or begar as referred to in Article 23 of the Constitution
- A woman or a child
- A mentally ill or otherwise disabled person
- A person under circumstances of undeserved want such as being a victim of a mass disaster, ethnic violence, caste atrocity, flood, drought, earthquake or industrial disaster; or
- An industrial workman; or
- In custody, including custody in a protective home within the meaning of clause (g) of Section 2 of the Immoral Traffic (Prevention) Act, 1956(104 of 1956); or in a juvenile home within the meaning of clause(j) of Section 2 of the Juvenile Justice Act, 1986 (53 of 1986); or in a psychiatric hospital or psychiatric nursing home within the meaning of clause (g) of Section 2 of the Mental Health Act, 1987(14 of 1987);or
- In receipt of annual income less than rupees nine thousand or such other higher amount as may be prescribed by the State Government, if the case is before a court other than the Supreme Court, and less than rupees twelve thousand or such other higher amount as may be prescribed by the Central Government, if the case is before the Supreme Court.

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3.8 How to apply

In this page, process of 'how to apply' the application has been mentioned which shown in below screen:



3.9 Nature of Free Services

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**National Legal Services
Authority**
Legal Services Management System



[Home](#)
[About Us](#)
[Lodge Application](#)
[Track Your Application](#)
[Reminders / Clarifications](#)
[FAQ / Help](#)
[Contact Us](#)

Nature Of Free Legal Services

Free legal services entail the provision of free legal aid in civil and criminal matters for those poor and marginalized people who cannot afford the services of a lawyer for the conduct of a case or a legal proceeding in any court, tribunal or before an authority.

Provision of free legal aid may include:

- Representation by an Advocate in legal proceedings.
- Preparation of pleadings, memo of appeal, paper book including printing and translation of documents in legal proceedings;
- Drafting of legal documents, special leave petition etc.
- Rendering of any service in the conduct of any case or other legal proceeding before any court or other Authority or tribunal and;
- Giving of advice on any legal matter.

Free Legal Services also include provision of aid and advice to the beneficiaries to access the benefits under the welfare statutes and schemes framed by the Central Government or the State Government and to ensure access to justice in any other manner.

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3.10 Procedure after Filing

Procedure after filing the application, has been given in this page

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4. Type of Users

There will be two types of users which is given below:

4.1 Committee – Supreme Court and High Court legal services committees come under this type.

4.2 Authorities – Authority is given to below users

- State Level
- District Level
- Taluka Level
- NALSA itself

All users will work according to above mentioned hierarchy.

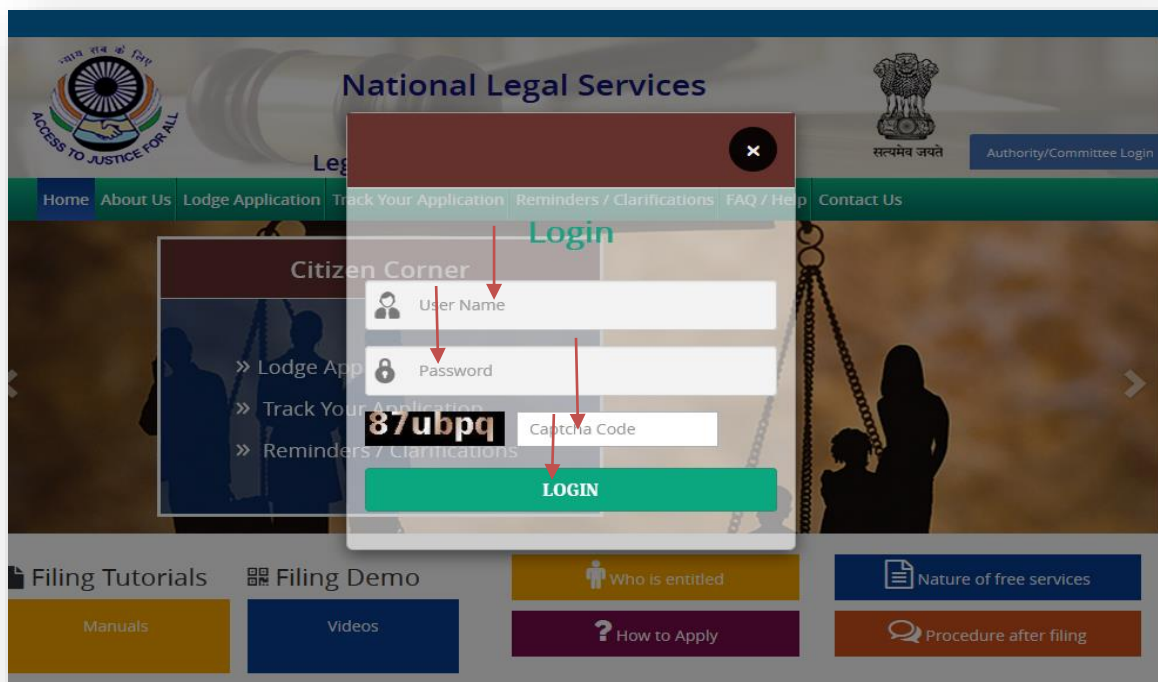
National Legal Services Authority (NALSA)		
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5. Authority/Committee Login

Authority/Committee users can login through the Login Form by clicking on authority/committee login button near Indian Emblem in top section as shown in the screen below:



Below login form will open



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6. Authority/Committee's Dashboard

After login, dashboard screen will be displayed as shown in screen below:



7. Dashboard's Actions

Dashboard's actions have been divided into three categories which are shown in the screen above:

7.1 Filing – Filing action has been further divided into two categories

7.1.1 Lodge Application – After login authorities/committee can apply application from here.

7.1.2 Reminders/Clarifications – Filed application details can be seen by diary number from this section

7.2 Application Tracking – This action has been further divided into three categories

7.2.1 Filed Applications – Authorities/Committee can see all the filed applications by user/applicant through this section. In this section, there will be four options for editing which are shown in screen below:

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S No.	Diary Number	Filing Date	Authority Type	Applicant Name	Category	Nature of Aid	Action
1	10/00475/2016	09/10/2016	NALSA	ddddddddd	Income < 1 Lac per annum	Panel Lawyer for defending court case	View Print Forward Register
2	10/00474/2016	07/10/2016	NALSA	jhhhhh	Persons with disability	Panel Lawyer for defending court case	View Print Forward Register
3	10/00002/2016	06/10/2016	NALSA	gfngf	Income < 1 Lac per annum	Legal Advice	View Print Forward Register
4	10/00495/2016	14/10/2016	NALSA	erfref	Scheduled Caste	Counselling and Conciliation	View Print Forward Register


When click on view button, filed application will be displayed as in screen below. There is one **Edit Button** for editing the filed application. Authorities/Committee can forward respected application to other authorities by clicking on Forward button. Forward functionality can be performed before registration. **Forward** form will look like the screen below:

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National Legal Services Authority
Legal Services Management System



Home
Welcome : nals01 | Logout

Filed Applications | Forward Application | Register Application

APPLICATION FORM FOR LEGAL AID - 10/00475/2016


LegalAidApplication

Application For:	NALSA - National Legal Service Authority	Received Through:	Self
State:		District:	
Taluka:			

Legal Aid

Nature of Legal Aid:	Panel Lawyer for defending court case	Summary of problem for which legal aid is sought :	dddddddddd
----------------------	---------------------------------------	--	------------

Personal Details

Diary Number:	10/00475/2016	Date of Filing:	09/10/2016
Registration Number:		Date of Registration:	
Applicant Name:	dddddddddd	Upload Photograph:	
Fathers Name:	dddddddddd	Mothers Name:	
Gender:	Male	Date of Birth:	02/10/2016
Phone:		Mobile:	
Email:			
Aadhaar No:		Religion:	Hindu
Caste:	Scheduled Tribe	Caste Certificate No.:	
Occupation:	House Wife	Employment Details:	d
Annual Income:	Above permissible limit	Eligibility Category:	Income < 1 Lac per annum
Current Address:	dddddddddd	Permanent Address:	
State:	MANIPUR	State:	
District:		District:	
Taluka:		Taluka:	

Legal Aid Details

Nature of Legal Aid:	Panel Lawyer for defending court case	Summary of problem for which legal aid is sought :	dddddddddd
Whether any Application has been filed previously:	NO	Application No:	
Name of Opposite Party:		Action Taken:	
Phone:		Mobile:	
Email:		Address:	
State:		District:	
Taluka:			

Case Details

Whether any Case has been filed previously:	NO	Case Type:	
Case No:		Court Type:	
State:		District:	
Taluka:			

Uploaded Documents

SR No	Document Name	Uploaded On	Action

Edit

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Authorities/Committee can forward respected application to other authorities by clicking on Forward button. **Forward** form will look like the screen below:


The screenshot displays the NALSA Legal Services Management System interface. At the top, there is a header with the NALSA logo on the left, the text "National Legal Services Authority Legal Services Management System" in the center, and the Government of India emblem on the right. Below the header is a green navigation bar with "Home" on the left and "Welcome : nals01 | Logout" on the right. Underneath the navigation bar are three tabs: "Filed Applications", "Forward Application", and "Register Application". The main content area features a dark red banner with the text "APPLICATION FORWARDING FOR LEGAL AID- 10/00475/2016". Below this banner is a form titled "Legal Aid Application". The form includes a dropdown menu for "Application For:" set to "NALSA [National Legal Service Authority]". Below this are three dropdown menus for "State:", "District:", and "Taluka:", each with the placeholder text "-- Choose an Item --". At the bottom of the form are two buttons: "Forward" and "Cancel". The footer of the page contains the text "© 2016 NALSA Legal Service Management System" on the left and "Visitor Counter : 10,294" on the right.

All Authorities cannot forward application to members. From Forward screen, authority can register application by clicking on **Register Application** link on top of screen then following screen will be displayed.

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National Legal Services Authority
Legal Services Management System




Home
Welcome : nals01
Logout

Filed Applications
Forward Application
Register Application

APPLICATION FORM FOR LEGAL AID - 10/00475/2016

Personal Details

Diary Number:	10/00475/2016	Date of Filing:	09/10/2016
Applicant Name:	ddddddddd	Photograph:	
Fathers Name:	ddddddddd	Mothers Name:	
Gender:	Male	Date of Birth:	02/10/2016
Phone:		Email:	
Mobile:		Occupation:	House Wife
Employment Details:	d	Annual Income:	Above permissible limit
Eligibility Category:	Income < 1 Lac per annum	Current Address:	ddddddddd


Legal Aid Details

Nature of Legal Aid:	Panel Lawyer for defending court case
Summary of problem for which legal aid is sought :	ddddddddd


Register Application

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After registration of application, registration number will be generated for respected diary number of filed application and following screen will be displayed:



National Legal Services Authority
Legal Services Management System



Home
Welcome : nals01
Logout

Application has been registered successfully. For future reference please refer generated Diary Number / Registration Number.

The Registration Number generated for Diary Number 10/00475/2016 is NALSA/00015/2016

Print Application

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Authorities can also generate Registration Number for particular Diary Number through Register button from filed application's screen which is shown on the screen. Through Print button authorities can print the application for future reference.

The screenshot displays the NALSA Legal Service Management System interface. On the left, a window titled 'run - Mozilla Firefox' shows an 'Application Form for Legal Aid'. The form is divided into several sections: 'Legal Aid Application', 'Personal Details', 'Employment Details', 'Legal Aid Details', and 'Summary of Grievances'. The 'Legal Aid Application' section includes fields for Diary Number, Date of Filing, Application For, State, Taluka, Registration Number, Date of Registration, Received Through, and Ref. The 'Personal Details' section includes fields for Applicant Name, Father's Name, Gender, Date of Birth, Mobile, Email, Religion, Caste, Scheduled Tribe, Cast Certificate No., Occupation, Annual Income, Eligibility Category, Current Address, Permanent Address, State, District, Taluka, Nature of Legal Aid, Summary of Grievances, Whether any application filed previously, Application No., Name of Opposite Party, and Phone. The 'Legal Aid Details' section includes fields for Nature of Legal Aid, Summary of Grievances, Whether any application filed previously, Application No., Name of Opposite Party, and Phone. The 'Summary of Grievances' section includes fields for Whether any application filed previously, Application No., Name of Opposite Party, and Phone.

On the right, the main interface of the NALSA Legal Service Management System is visible. It features a header with the NALSA logo and the text 'National Legal Services Authority'. Below the header, there is a 'Welcome : nals01 | Logout' message. A table lists applications with columns for Applicant Name, Category, Nature of Aid, and Action. The table contains three rows of data:

Applicant Name	Category	Nature of Aid	Action
Jhnhhh	Persons with disability	Panel Lawyer for defending court case	View Print Forward Register
ghghf	Income < 1 Lac per annum	Legal Advice	View Print Forward Register
erfref	Scheduled Caste	Counselling and Conciliation	View Print Forward Register

At the bottom of the interface, there is a footer with the text '© 2016 NALSA Legal Service Management System', 'Visitor Counter : 10,294', and a disclaimer: 'This website belongs to National Legal Services Authority (NALSA), Government of India. ©2016 All rights reserved. Site designed, developed and hosted by NIC (National Informatics Centre). Contents published on various links on this Website are being managed and maintained by National Legal Services Authority (NALSA). For any content related query on this website, please contact concerned department.'

Through Forward button, authority/committee can forward the filed application to other authorities

National Legal Services Authority (NALSA)

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S No.	Diary Number	Filing Date	Authority Type	Applicant Name	Category	Nature of Aid	Action
1	11/00005/2016	05/11/2016	SCLSC	rgtrg	Scheduled Tribe	Counselling and Conciliation	View Print Forward Register
2	11/00004/2016	05/11/2016	HCLSC	ds	Persons in custody in a protective home or in a juvenile home or in a psychiatric hospital or nursing home	Panel Lawyer for defending court case	View Print Forward Register
3	11/00003/2016	05/11/2016	DLSA	Name	Victims of Human Trafficking or Beggar	Panel Lawyer for filling new case	View Print Forward Register
4	11/00002/2016	05/11/2016	DLSA	dfgg	Persons in custody in a protective home or in a juvenile home or in a psychiatric hospital or nursing home	Counselling and Conciliation	View Print Forward Register

After clicking on Forward button, following screen will be displayed:

APPLICATION FORWARDING FOR LEGAL AID- 11/00005/2016

Legal Aid Application

Application For: SCLAC [Supreme Court Legal Aid Committee]

State: -- Choose an Item --

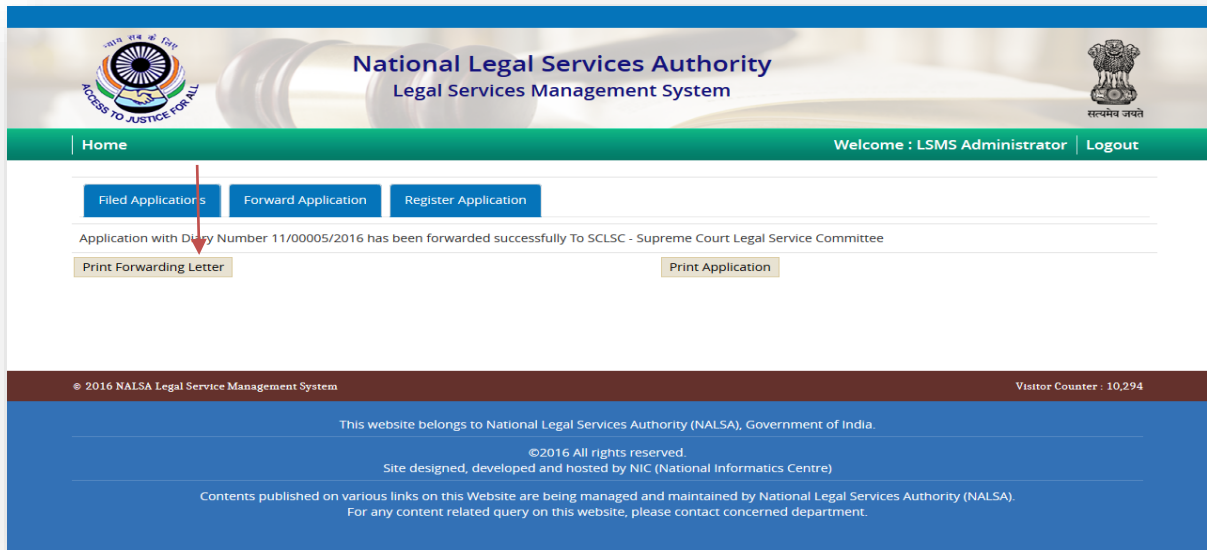
District: -- Choose an Item --

Taluka: -- Choose an Item --

Forward Cancel

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Filed application will be forwarded to respective authority which has been selected then after following screen will be displayed:



If authority want to send forwarded application to the respective applicant then authority will have to click on **Print Forwarding Letter** button and Letter, SMS & Email will be sent to applicant.

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7.2.2 Registered Applications – All registered applications details will be displayed under this section which will look as follows:

S No.	Registration Number (Diary Number)	Registration Date	Authority Type	Applicant Name	Category	Nature of Aid	Action
1	NALSA/00014/2016 (10/00005/2016)	12/10/2016	NALSA	rrrrrrrr	Persons in custody	Counselling and Conciliation	View Print
2	NALSA/00015/2016 (10/00475/2016)	14/10/2016	NALSA	ddddddddd	Income < 1 Lac per annum	Panel Lawyer for defending court case	View Print

There are also two options **View** and **Print** for editing or printing the respected registered applications. Rest of all functionality of **View** action is same as with **Filed Applications**.

7.2.3 Submitted Reminders/Clarifications – In this section reminders/clarifications applications against the particular diary number of respected authority, will be displayed and screen of this section will be displayed as below:

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7.3 User Management – User Management action has been divided into following categories:

7.3.1 Change Password – Authority/Committee can change the password of their login through the Change Password form which is shown below:

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The screenshot displays the NALSA Legal Services Management System interface. At the top, there is a header with the NALSA logo on the left, the text 'National Legal Services Authority Legal Services Management System' in the center, and the Government of India emblem on the right. Below the header is a green navigation bar with 'Home' on the left and 'Welcome : nals01 | Logout' on the right. A left sidebar menu contains sections: 'Menu', 'Filing' (with sub-items 'Lodge Application' and 'Reminders / Clarifications'), 'Application Tracking' (with sub-items 'Filed Applications', 'Registered Applications', and 'Submitted Reminders/Clarifications'), and 'User Management' (with sub-item 'Change Password'). The main content area is titled 'Change Password' and contains a form with two input fields: 'Existing Password *' and 'New Password *'. A note below the fields states: 'Note : Password should be between 8-16 alphanumeric characters & must contain one upper case & special character'. At the bottom of the form are two buttons: 'CHANGE PASSWORD' (green) and 'RESET' (dark red). The footer of the page shows '© 2016 NALSA Legal Service Management System' on the left and 'Visitor Counter : 10,294' on the right. Red arrows in the image point to the 'Change Password' title, the 'Existing Password' field, the 'New Password' field, and the 'CHANGE PASSWORD' button.

After putting above data, when click on Change Password button following screen will be opened and password will be changed.

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The screenshot displays the NALSA LSMS interface. At the top, the header includes the NALSA logo, the text 'National Legal Services Authority Legal Services Management System', and the Government of India emblem. A green navigation bar shows 'Home' and 'Welcome : LSMS Administrator | Logout'. A left-hand menu lists categories: 'Menu', 'Filing' (with sub-items: Lodge Application, Reminders / Clarifications), 'Application Tracking' (with sub-items: Filed Applications, Registered Applications, Submitted Reminders/Clarifications), and 'User Management' (with sub-item: Change Password). The main content area features a dark red header for 'Change Password Status' and a light yellow box with the message: 'Congratulations... Password has been changed successfully.' The footer is dark blue and contains the text: '© 2016 NALSA Legal Service Management System', 'Visitor Counter : 10,294', 'This website belongs to National Legal Services Authority (NALSA), Government of India.', '©2016 All rights reserved.', 'Site designed, developed and hosted by NIC (National Informatics Centre)', and 'Contents published on various links on this Website are being managed and maintained by National Legal Services Authority (NALSA). For any content related query on this website, please contact concerned department.'

*** END OF DOCUMENT ***