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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
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
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:

3.3 Track Your Application
3.4 Reminders/Clarifications

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

3.5 FAQ/Help

3.6 Contact Us
3.7 Who is Entitled

Screen of above page looks like as under
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
3.10 Procedure after Filing

Procedure after filing the application, has been given in this page
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.
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
6. Authority/Committee’s Dashboard

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

![Dashboard Screen](image)

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:
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:
### Application Form for Legal Aid - 10/00475/2016

#### Legal Aid Application

- **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:**

#### Personal Details

- **Diary Number:** 10/00475/2016
- **Date of Filing:** 06/10/2016
- **Registration Number:**
- **Date of Registration:**
- ** Applicant Name:**
- **Upload Photograph:**
- **Father Name:**
- **Mother Name:**
- **Gender:** Male
- **Date of Birth:** 02/10/2016
- **Phone:**
- **Mobile:**
- **Email:**
- **Adhaar No.:**
- **Caste:** Scheduled Tribe
- **Caste Certificate No.:**
- **Occupation:** House Wife
- **Employment Details:**
- **Annual Income:** Above permissible limit
- **Eligibility Category:** Income < 1 Lac per annum
- **Current Address:**
- **Permanent Address:**
- **State:** MANIPUR
- **District:**
- **Taluka:**

#### Legal Aid Details

- **Nature of Legal Aid:**
- **Panel Lawyer for defending court case:**
- **Summary of problem for which legal aid is sought:**
- **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.:**
- **State:**
- **District:**
- **Taluka:**

#### Uploaded Documents

<table>
<thead>
<tr>
<th>GSN No.</th>
<th>Document Name</th>
<th>Uploaded On</th>
<th>Action</th>
</tr>
</thead>
</table>

*Visitor Counter - 10*
Authorities/Committee can forward respected application to other authorities by clicking on Forward button. **Forward** form will look like the screen below:

![Forward Form](image)

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

Through Forward button, authority/committee can forward the filed application to other authorities.
After clicking on Forward button, following screen will be displayed:
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.
7.2.2 Registered Applications – All registered applications details will be displayed under this section which will look as follows:

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