



## User Guide for Advocates

### Vconsol Court - Kerala Tribunals

## Introduction

This user guide will be handy to familiarise **Vconsol Court** video conferencing software. It gives a simple look to understand what and how it works.

Install the Vconsol court VC Application on the Desktop / Laptop/ Mobile Devices.

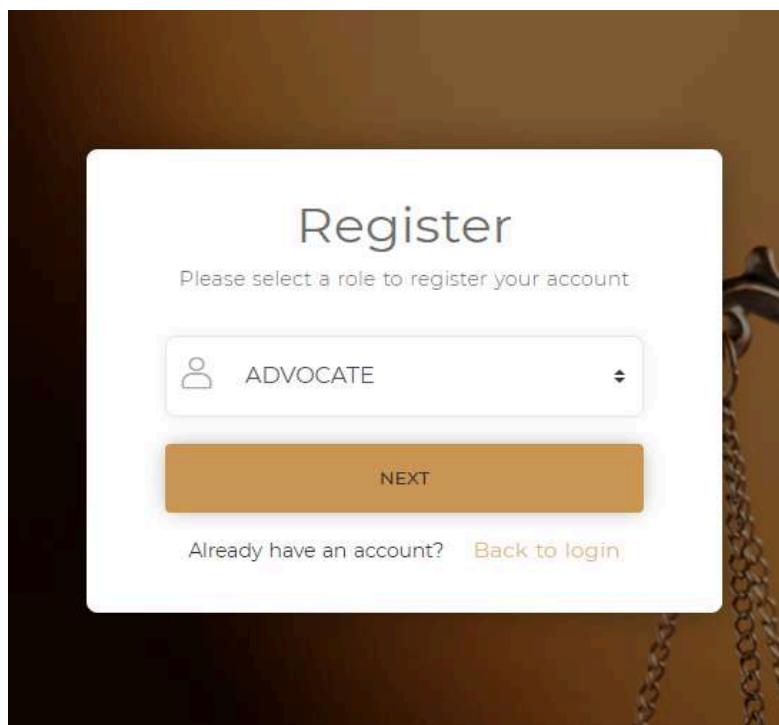
<b>LINKS TO DOWNLOAD THE APPLICATIONS</b>	
<b>Android Mobile Devices</b>	<a href="https://play.google.com/store/apps/details?id=com.vc.tribunals&amp;pcampaignid=web_share">https://play.google.com/store/apps/details?id=com.vc.tribunals&amp;pcampaignid=web_share</a>
<b>iOS Devices</b>	<a href="https://apps.apple.com/in/app/vconsol-tribunals/id6743107384">https://apps.apple.com/in/app/vconsol-tribunals/id6743107384</a>

## 1. How to Register as an ADVOCATE/PUBLIC

To register as an advocate/public, please go to the web URL

<https://tribunals.vconsol.com/register>

1. Click on the 'select your role' option
2. Select the option "**ADVOCATE/PARTY IN PERSON/PUBLIC**" from the list and click the next button
3. Fill all the required fields in the registration form and accept the terms and conditions, and click on the **NEXT** button
4. An OTP will be sent to your given phone number. Enter the OTP, type the password for the account and click on the **SUBMIT** button. The registration process is completed, and you can log in with your given **Phone Number** as user ID and password, which is set during registration.



# Register

Please enter the following details to register your account

Registering as: ADVOCATE [Change](#)

First Name

Last Name

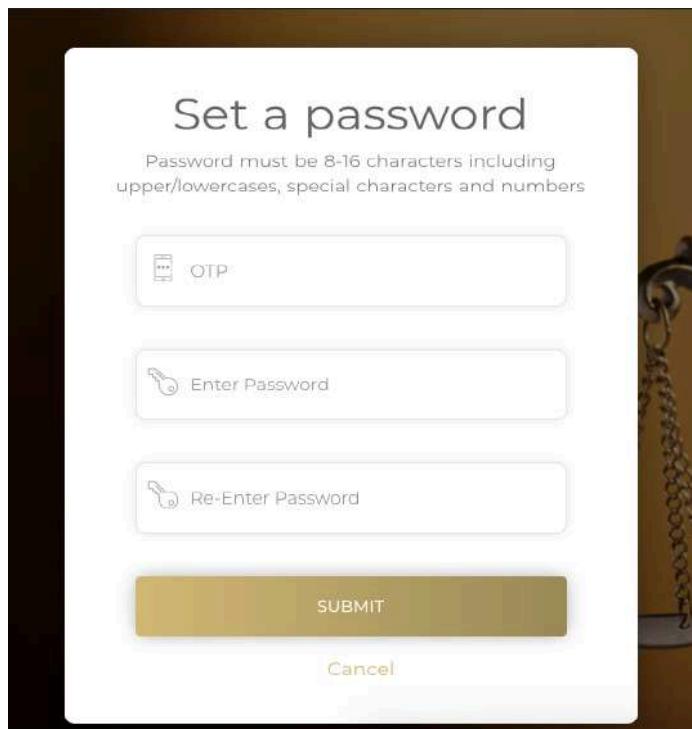
Enrollment No

Phone No

I accept the terms & conditions

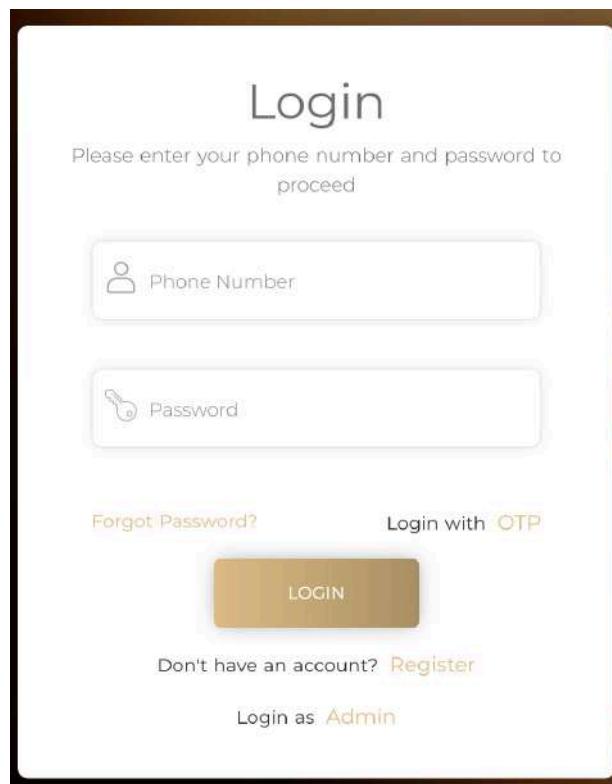
**NEXT**

Already have an account? [Back to login](#)



## 2. How to log in as an Advocate/Public and View/Appear in Court Proceedings

1. To log in as an Advocate/Party in person/public on the web, please go to the URL <https://tribunals.vconsol.com/login>



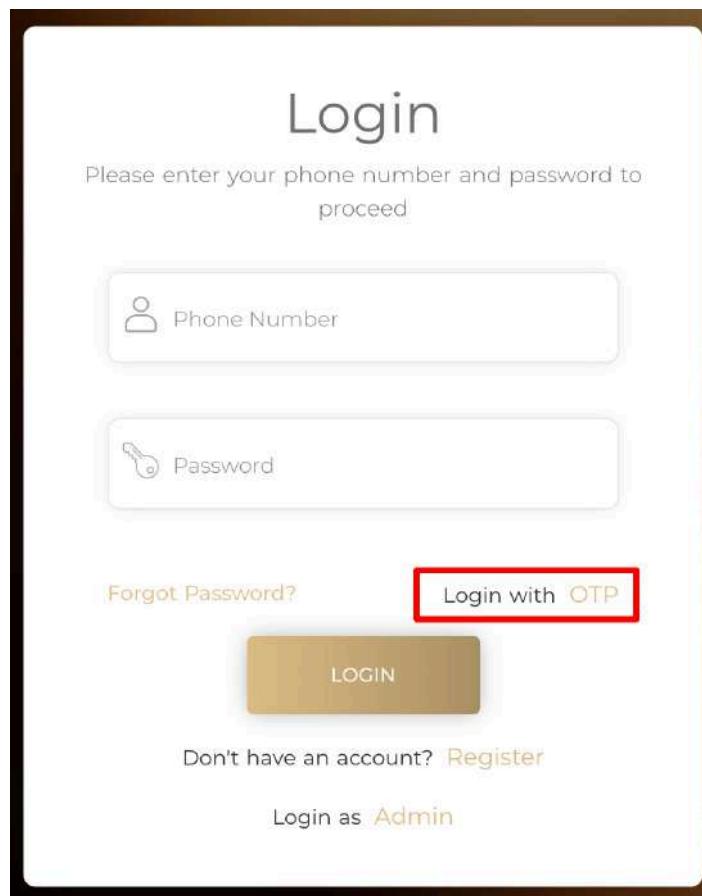
2. After typing the **phone number** (user ID) and **password**, click on the login button. After a successful login, an advocate/public will be redirected to the **Category selection page**

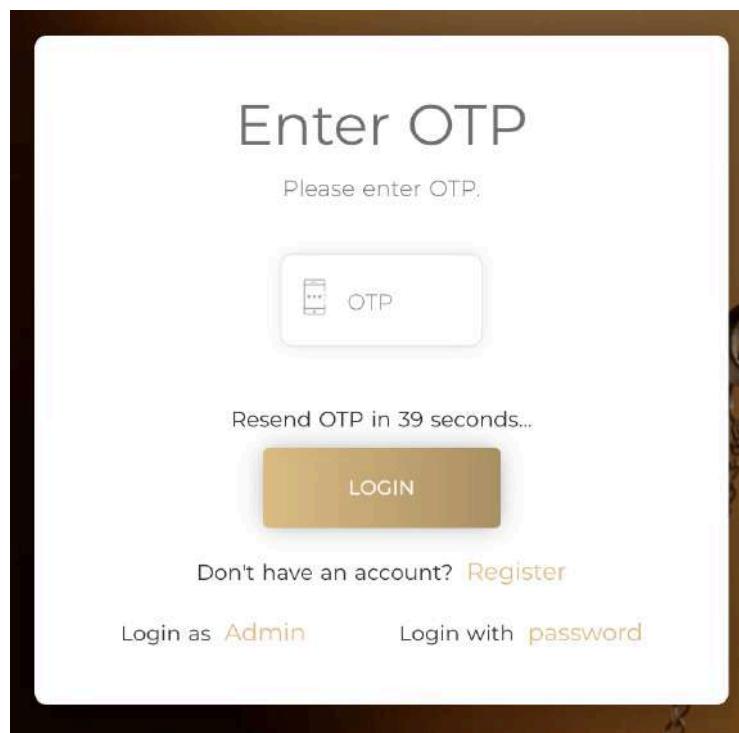
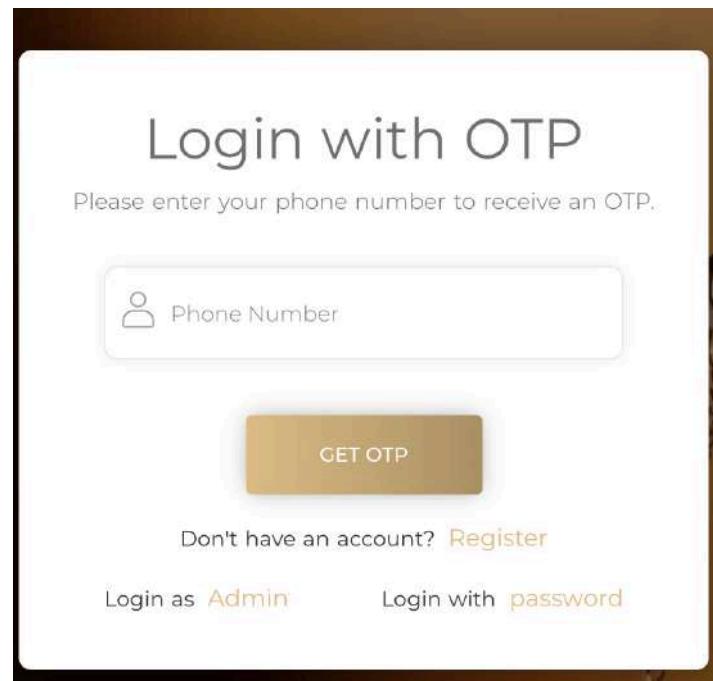
### 3. Log in with OTP

For Login with OTP, click on the Login with OTP link

Enter the registered phone number to get the OTP

Type the correct OTP and click on the login button. You will be redirected to the **Category selection page**.



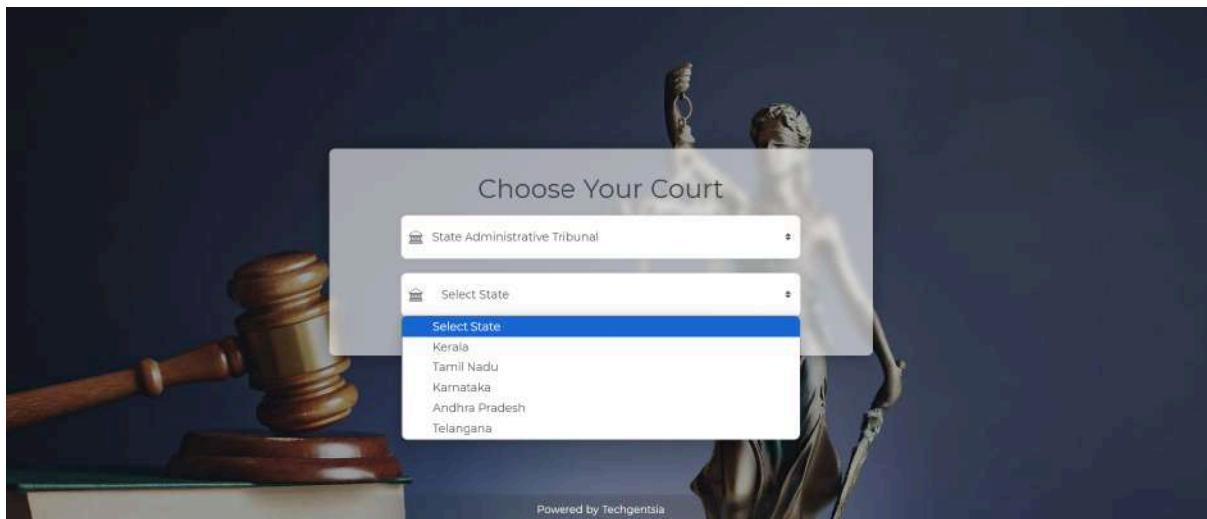


#### 4. How to appear for a Serial Number in a court by an Advocate/Parties

After logging in, the user will be redirected to the Category selection page. where the user has the option to select the tribunal category.



After choosing the tribunal category, the user needs to select the proper state from the state dropdown list.



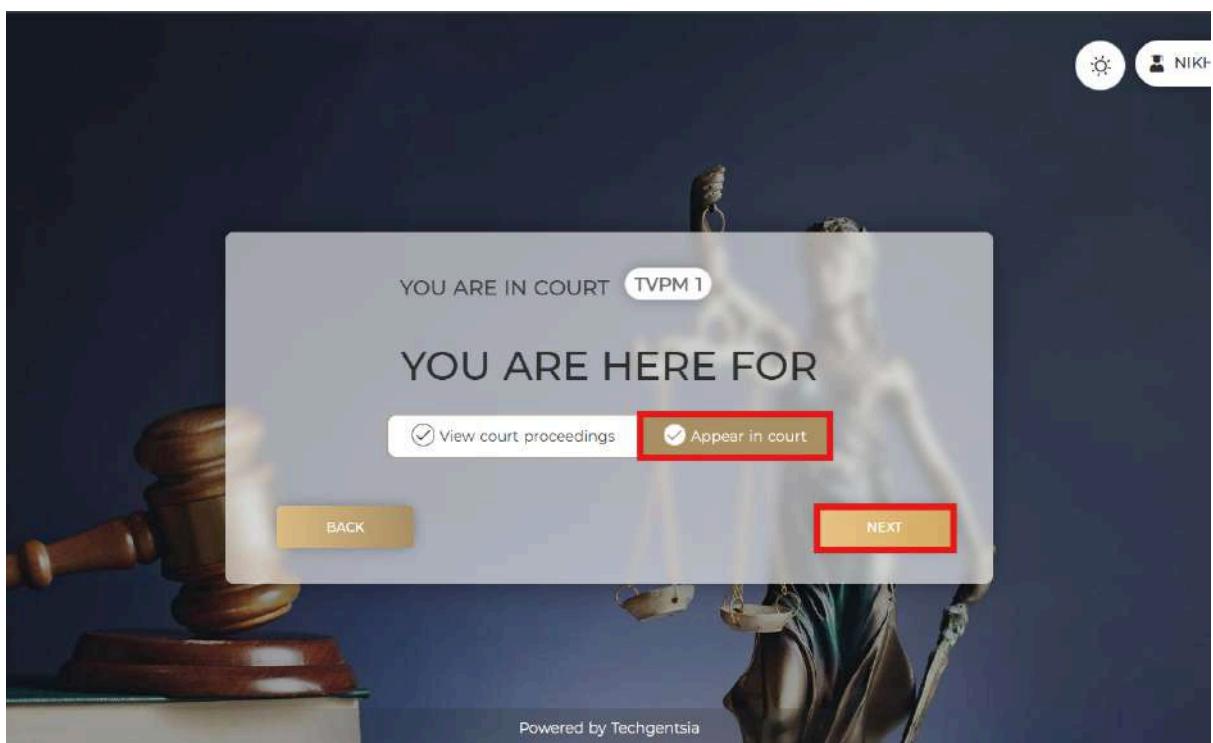
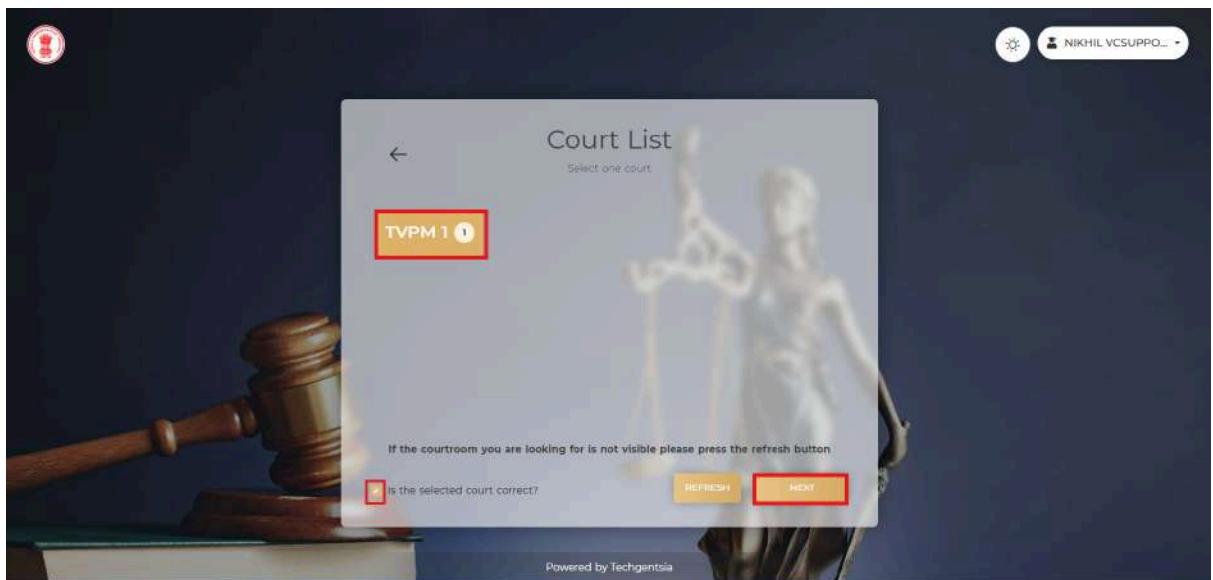
Once the proper selection of state has been made, the Advocate / will be redirected to the active court listing pages

An advocate has an option to choose the active courts where he can appear for a case or he can view. The number right to the Court name denotes the Serial numbers which are called in that court.

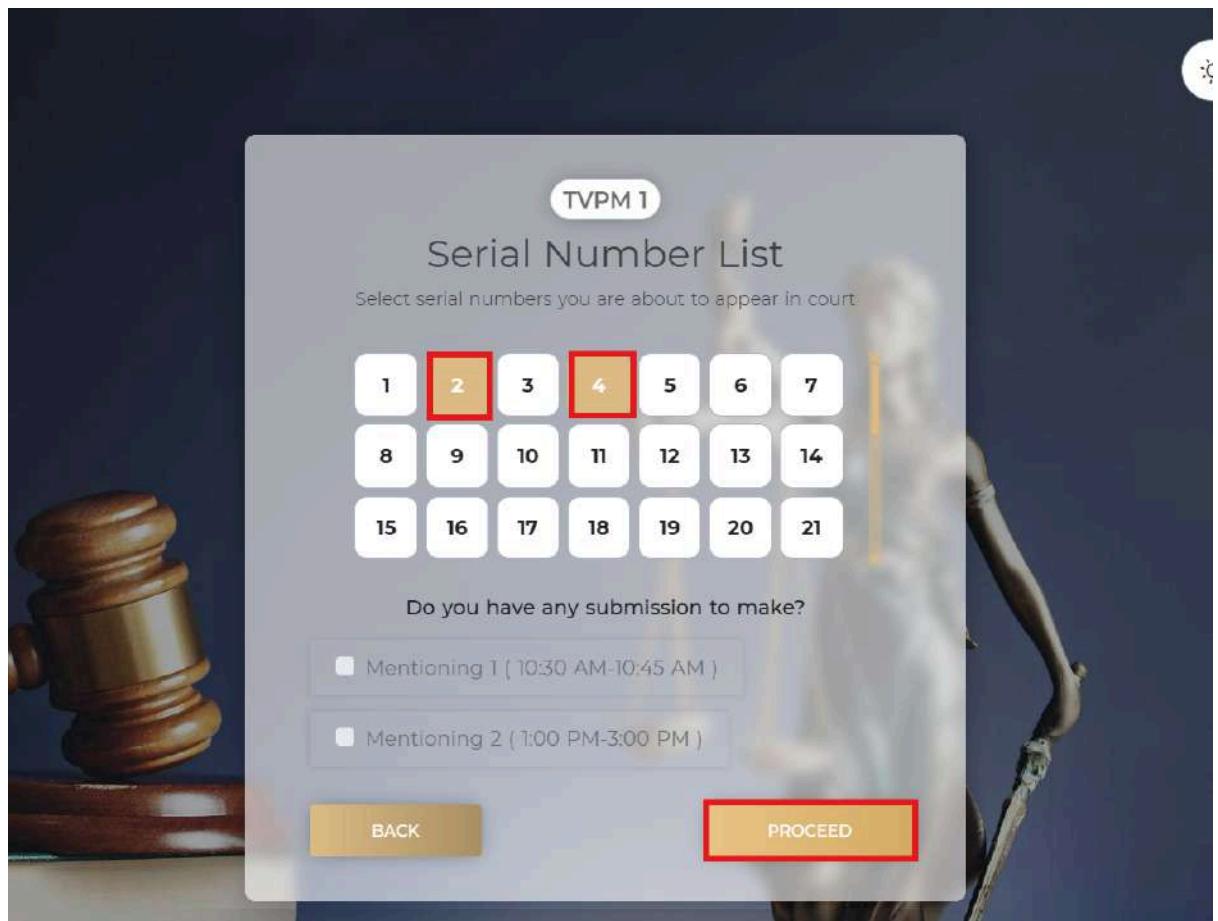
**E.g.:** An Advocate wish to enter Court **TVPM1**

First, select the court and confirm that the selected court is correct by clicking the checkbox.

After clicking the checkbox, the “**NEXT**” button gets active



Select the Option **“Appear in Court”** and click on the Next Button



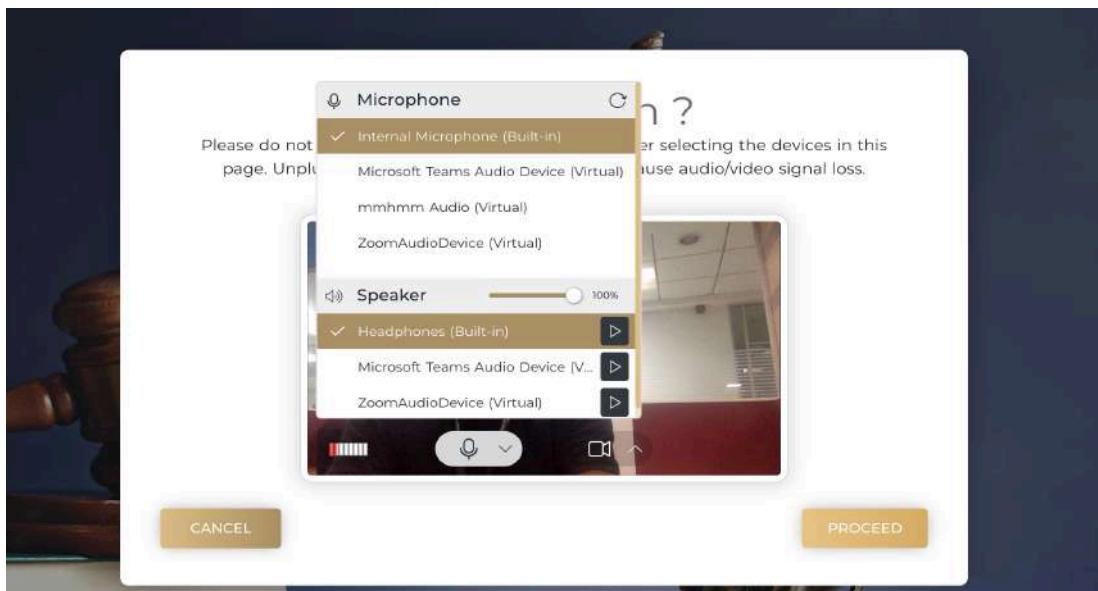
On this page, an Advocate has an option to select the **Serial Numbers** / Submission that they wish to appear.

On clicking the **PROCEED** button, you are redirected to the Audio/Video input Settings Page. where you can select your audio/video devices connected to the Computer/Laptop.

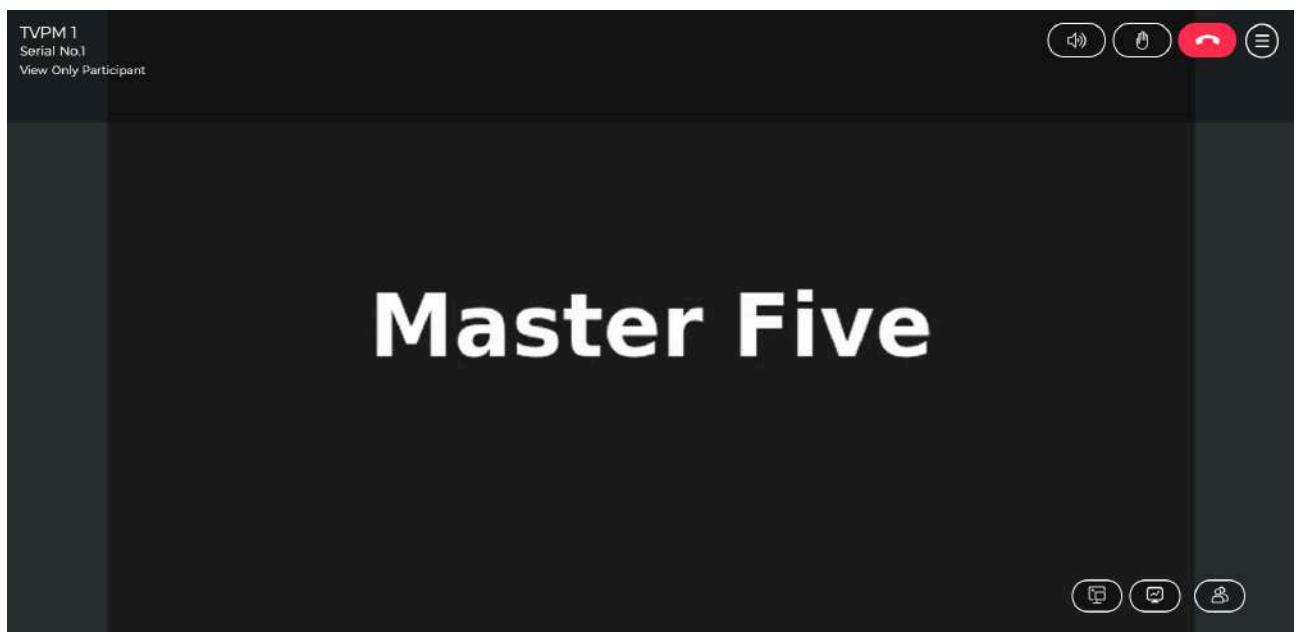
#### **4.1 Audio/Video input Settings selection page**

It provides an option to select the proper audio input devices, like Microphones, audio output devices such as Headphones and video input such as Cameras.

**A user is able to enter the meeting page only after selecting the input/output devices properly.**

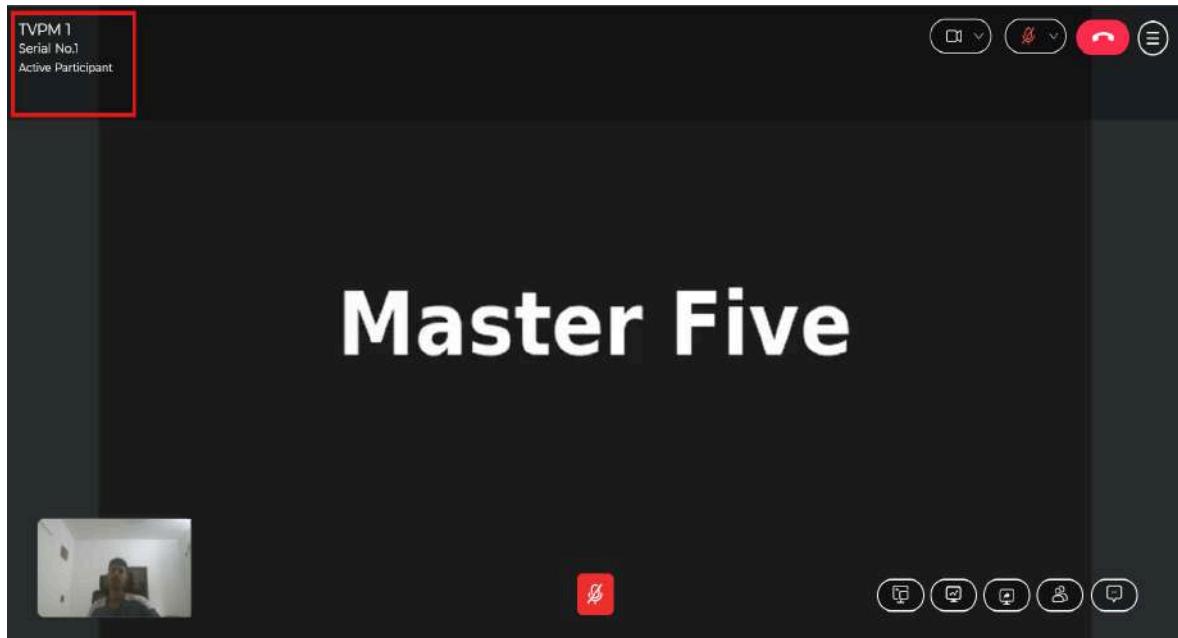


## 5. Court View for an Advocate as a viewer.



## 5.1 Active User Court View:

When the court Officer calls the Serial numbers selected by the advocates, they are automatically active in that particular case and appear in the court with their audio and video.



### 5.1.1 The meeting room options available for active users are:

#### 1. Raise hand button (For passive users)

This feature allows users to notify the Court Officer when they wish to participate. When an advocate or member of the public uses the "Raise Hand" button, a request is sent to the Court Officer. If the Court Officer approves the request, the user will be promoted to an active participant and will then have the option to speak in the court session.

#### 2. Exit Court button

It will help to exit all the courts.

#### 3. Menu button

It helps the advocate to see all the courts active at present. An advocate can switch to other courts easily and view the proceedings happening in each court.

#### 4. Screen share option (For active users only)

By clicking this button, a request is sent to the court officer's side. After approving the request, the user can share their screen.

**\*\*\*\* Note: Starting screen share from the desktop app on Mac requires additional permission, which is to be enabled from the Security and Privacy section**

**Steps to enable the screen share permission in Mac:**

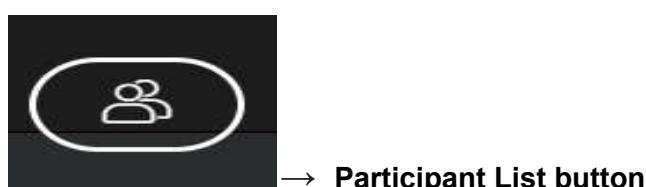
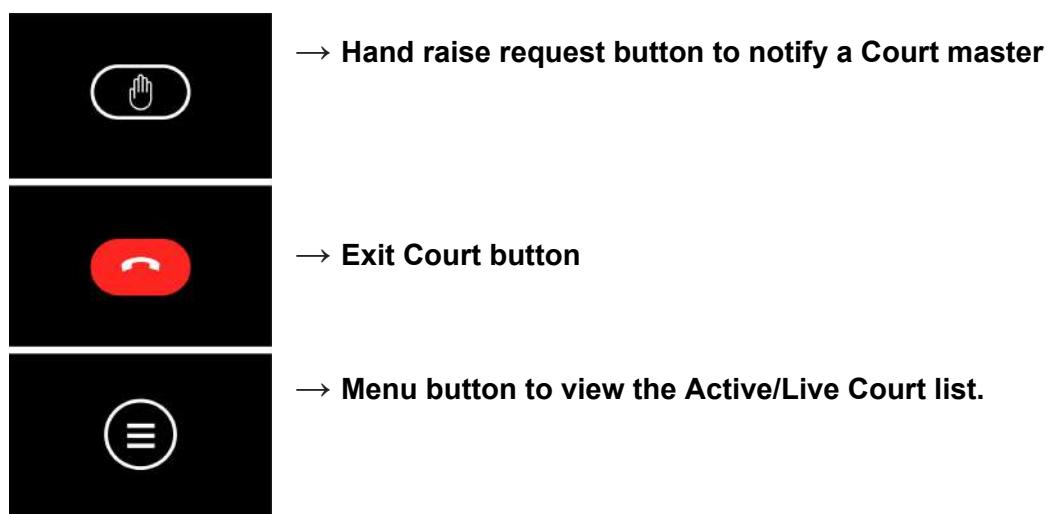
1. Go to the system preferences on Mac
2. Click on Security and privacy
3. Select the vconsol court app from the list

## **6. Participant List**

This button provides an option to see the active and passive participants.

## **7. Flash messages**

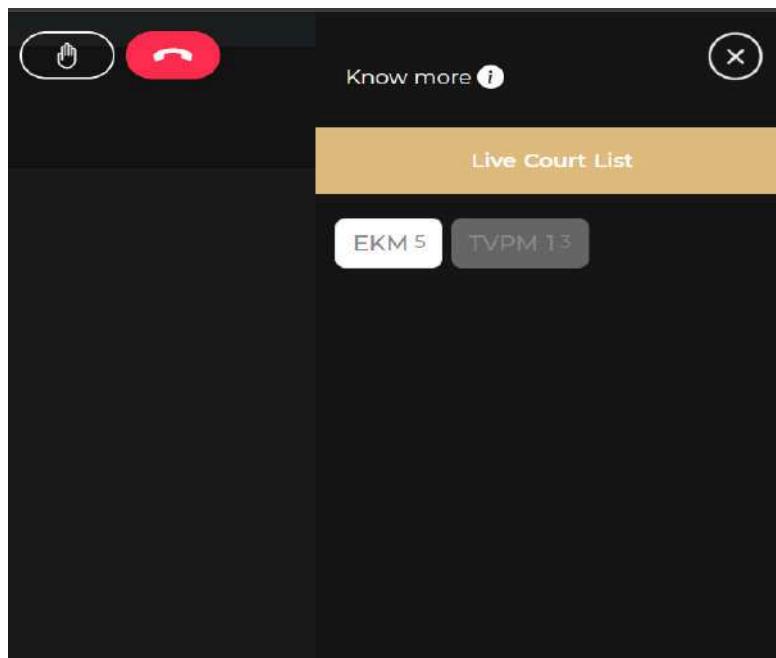
By clicking this button, we can see the Flash messages from the Court officer and admin.



### 5.1.2 Meeting Page menu

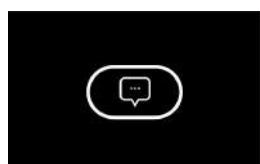
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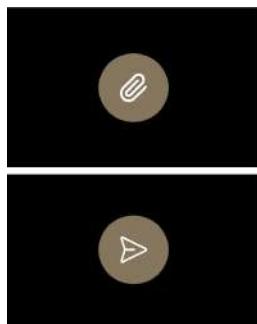
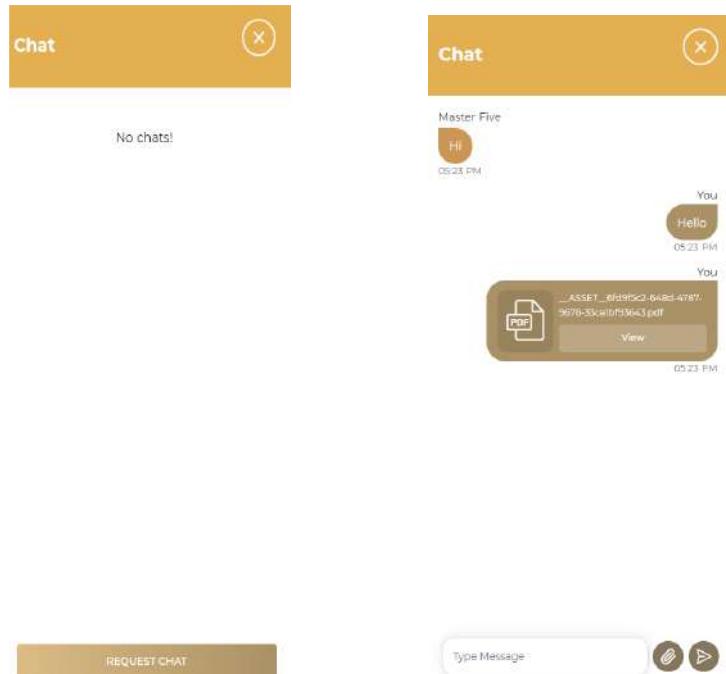


→ An Advocate will easily switch to other courts by clicking the Active courts listed here.

Advocates can chat and share documents once they are active in court, by sending a chat request that must be approved by the court officer.



→ Chat Button



## 6. How to change/reset the password of an Advocate/Party in person/Public

1. Click on the forgot password link (<https://tribunals.vconsol.com/forgot-password>) on the login page
- 2 . Enter your registered phone number
- 3 . Enter the OTP, new password and click on the submit button.



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