

User Manual

Online RTI Portal Nagaland District Courts Citizen Module

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Designed and Developed by eCourts Team, Gauhati High Court Kohima Bench.

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INTRODUCTION

Welcome to the user manual for the RTI Portal of Nagaland District Courts. This portal is designed to facilitate the process of filing Right To Information (RTI) requests and appeals. This document provides a detailed guide for the citizens. Please follow these instructions carefully to ensure efficient and effective use of the portal.

GUIDELINES



HANDATORY APPLICANT GUIDANCE

Guidelines for Use of Online RTI Portal

Gauhati High Court, Kohima Bench

12. The application filed through this Web Portal would reach electronically to the "Public Information Officer (PIO)" and First Appellate Authority of the concerned establishment, as the case may be.

13. In case additional fee/copying charges are required representing the cost for providing information, the Public Information Officer (PIO) would intimate the applicant and the applicant can pay the same through Web Portal.

14. For making First Appeal to the First Appellate Authority, the applicant has to click on the tab "Apply First Appeal" as provided on the concerned webpage and fill up the information as sought on the webpages.

15. The registration number of original application has to be used for reference at the time of filing the First Appeal.

16. The applicant/the appellant should submit their email ID and mobile number to receive notifications in connection with their application.

17. To see the status of RTI Application/First Appeal filed through this Web Portal, a user can check by clicking at "View" link.

18. All the requirements for filing an RTI application and First Appeal as well as other provisions regarding time limit, exemptions etc., as provided in the Gauhati High Court (Right to Information) Rules, 2008 will continue to apply.

19. The permissible maximum file size allowed on this Web Portal is 1MB.

20. The permissible file format allowed to be uploaded on this Web Portal is PDF files.

21. Fee/copying charges once paid through this Web Portal shall not be refunded.

22. For any clarification regarding the online RTI process, kindly send an e-mail at [nagaland.districtcourtrti\[at\]gmail\[dot\]com](mailto:nagaland.districtcourtrti[at]gmail[dot]com).

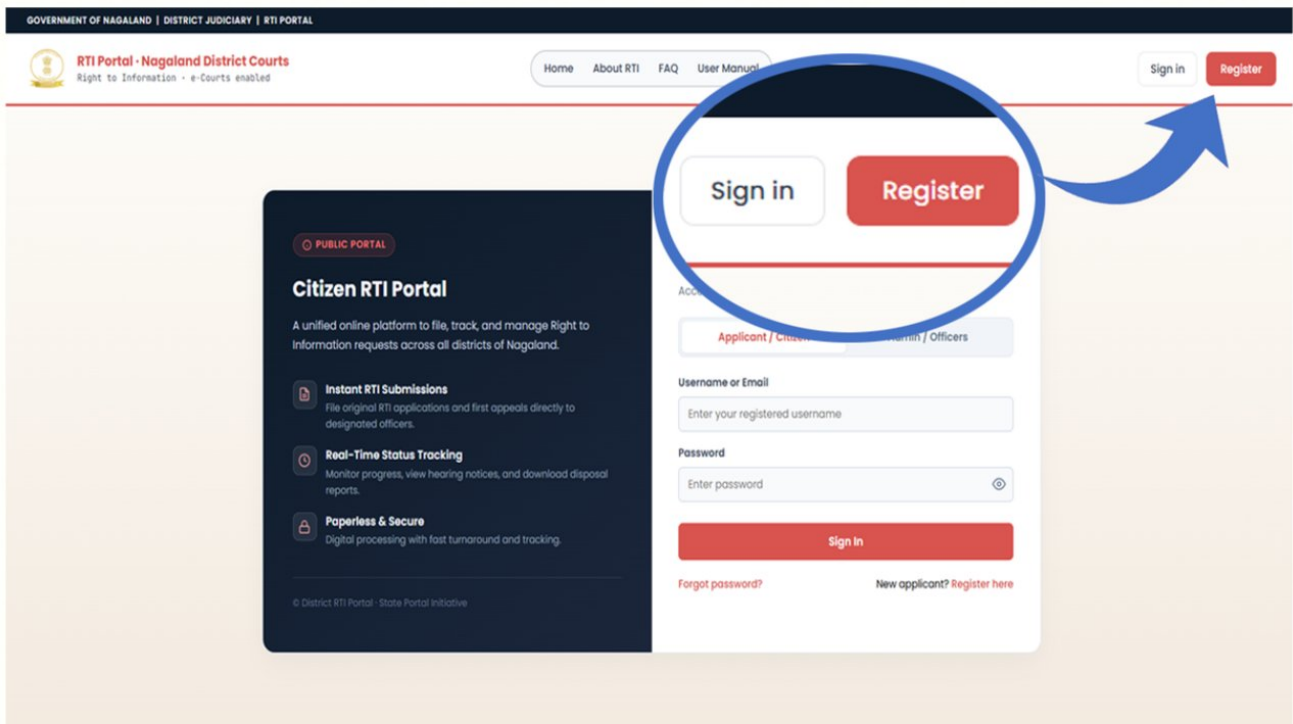
☒ I have read and understand the guidelines above.

I Understand — Proceed

Before you proceed, kindly read the guidelines carefully and check the "I have read and understand the guidelines above." box.

Register

New users must register before accessing any services.



- Navigate to the "Register" link on the homepage.
- Fill in the required details.

The image shows the 'Applicant Registration' form on the Nagaland Judiciary RTI Portal. The form is titled 'Applicant Registration' and 'Nagaland Judiciary RTI Portal'. It is divided into three steps: 1. Personal Info, 2. Address & BPL, and 3. Credentials. The first step is active, showing fields for First Name, Second Name, Gender, Date of Birth, Age, Identity Proof Type, Aadhaar Number, Upload Identity Proof Document, Mobile Number, and Email Address. The form includes a progress bar at the top with three steps: 1. Personal Info, 2. Address & BPL, and 3. Credentials. The first step is highlighted with a red circle and the number 1. The form fields are as follows: First Name (text input), Second Name (text input), Gender (radio buttons for Male and Female), Date of Birth (date picker), Age (text input), Identity Proof Type (dropdown menu with Aadhaar Card selected), Aadhaar Number (text input), Upload Identity Proof Document (PDF / Image) (file upload button), Mobile Number (text input), and Email Address (text input). There are 'Cancel' and 'Next -->' buttons at the bottom of the form.

GOVERNMENT OF NAGALAND | DISTRICT JUDICIARY | RTI PORTAL

RTI Portal - Nagaland District Courts
Right to Information - e-Courts enabled

Home About RTI FAQ

Sign in Register

Applicant Registration

Nagaland Judiciary RTI Portal

1 Personal Info 2 Address & BPL 3 Credentials

Create Username *

Choose a unique username

Password *

8+ chars, upper/lowercase, number & special c

Confirm Password *

Re-enter password

Security Verification (CAPTCHA) *

6 S X D K

Enter the Captcha *

ENTER THE CAPTCHA

Back Register

- Create a secure password.
- Click "Submit" to complete the registration.

File an RTI Request

Registered users can file a new RTI request.

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Home View Application File RTI Request Payments About RTI FAQ

John Logout

0 TOTAL RTI REQUESTS 0 APPEALS FILED 0 PENDING ACTION 0 REJECTED PAYMENTS 0 DISPOSED & CLOSED + File RTI

RTI Request

All Pending Under Review In Progress Disposed Rejected

No RTI applications filed yet.
Submit your query directly to any Public Information Officer.
File an Application -->

First Appeal

All Pending Under Review In Progress Disposed Rejected

No First Appeals filed yet.
If you have not received a decision within 30 days or are aggrieved by a PIO response, you can file an appeal using the "Appeal" button.

+ File RTI

INFO • Portal access: Conveniently submit, monitor, and manage your Right to Information applications in one place. • Information guidelines: Frame your queries clearly and concisely to prevent processing delays. • Appeal provisions: No response within th

- Log in to your account using your credentials.
- Click on "File RTI Request"

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Home View Application **File RTI Request** Payments About RTI FAQ

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File New RTI Request

Under Section 6(i) of the Right to Information Act, 2005

1 RTI Request Details 2 Payment & Final Submission

Full Name
John Miller

District *
Select District

Subject *
Summary of information sought

Body / Specific Request *
Detail the exact information, records, or documents required under RTI Act..

Upload Supporting Files if any (For images max 5MB)
Choose File No file chosen

Cancel Payment

- Select the appropriate district. Example: Kohima
- Enter the required subject and clearly state your request in the text area.
- Attach supporting documents, if required. Accepted file format: PDF/images & Maximum file size: 5 MB.
- Click the “Payment” button to proceed.

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Home View Application **File RTI Request** Payments About RTI FAQ

John Logout

File New RTI Request

Under Section 6(i) of the Right to Information Act, 2005

1 RTI Request Details 2 Payment & Final Submission

RTI Application Fee: ₹10.00 (Choose Either Method)

BANK TRANSFER (NEFT / IMPS)

ACCOUNT NAME
CENTRAL PROJECT COORDINATOR ECOURTS PROJECT NAGALAND
GAUHATI HIGH COURT

BANK NAME
Yes Bank

ACCOUNT NUMBER
123688700000264

IFSC CODE
YESB0001236

Pay via Mobile/Net banking and note the UTR/Transaction number.

UPI / QR CODE

PAYEE NAME
RTI Portal - Nagaland District Courts

UPI ID
yespay.b1rsb1z28760@yesbank1td

Scan with GPay, PhonePe, Paytm, BHIM or enter the UPI ID manually.

Payment Reference / UTR No. *
12-digit UTR / UPI Transaction ID

Upload Payment Receipt * (Image or PDF)
Choose File No file chosen

Back Submit

- Pay the RTI Fee (₹10) via BANK TRANSFER (NEFT / IMPS) or UPI Payment. Enter your transaction ID and upload the screenshot or payment receipt.
- Click "Submit".

Note: BPL applicants are exempt from paying the fee.

File First Appeal

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Home View Application File RTI Request Payments About RTI FAQ

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TOTAL RTI REQUESTS: 1 APPEALS FILED: 0 PENDING ACTION: 1 REJECTED PAYMENTS: 0 DISPOSED & CLOSED: 0

+ File RTI

RTI Request

ALL Pending Under Review In Progress Disposed Rejected

Search RTI applications...

REGISTRATION NO.	DISTRICT	SUBJECT MATTER	SUBMISSION DATE	STATUS	ACTIONS
RTI/KOH/2026-0003	Kohima	No. of POCSO Cases disposed in the	05 Aug 2026	Pending	View Correspondence Appeal

First Appeal

ALL Pending Under Review In Progress Disposed Rejected

Search appeals...

No First Appeals filed yet.

If you have not received a decision within 30 days or are aggrieved by a PIO response, you can file an appeal using the "Appeal" button in the table above.

- Log in to your account.
- Navigate to "View Application" page.
- Click on "Appeal" button for the respective RTI under actions.

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Home View Application File RTI Request Payments About RTI FAQ

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File First Appeal
Under Section 19(1) of the Right to Information Act, 2005

1 Appeal Particulars 2 Fee & Submission

Full Name: John Miller

Original RTI Registration No.: RTI/KOH/2026-0003

District: Kohima

Subject: First Appeal: No. of POCSO Cases disposed in the year 2025

Reason of Appeal: Specify reasons (e.g. Non-receipt of reply within statutory 30 days, deemed refusal, incomplete or misleading information provided by PIO).

Upload Supporting Files if any (For only, max 1MB): Choose File No file chosen

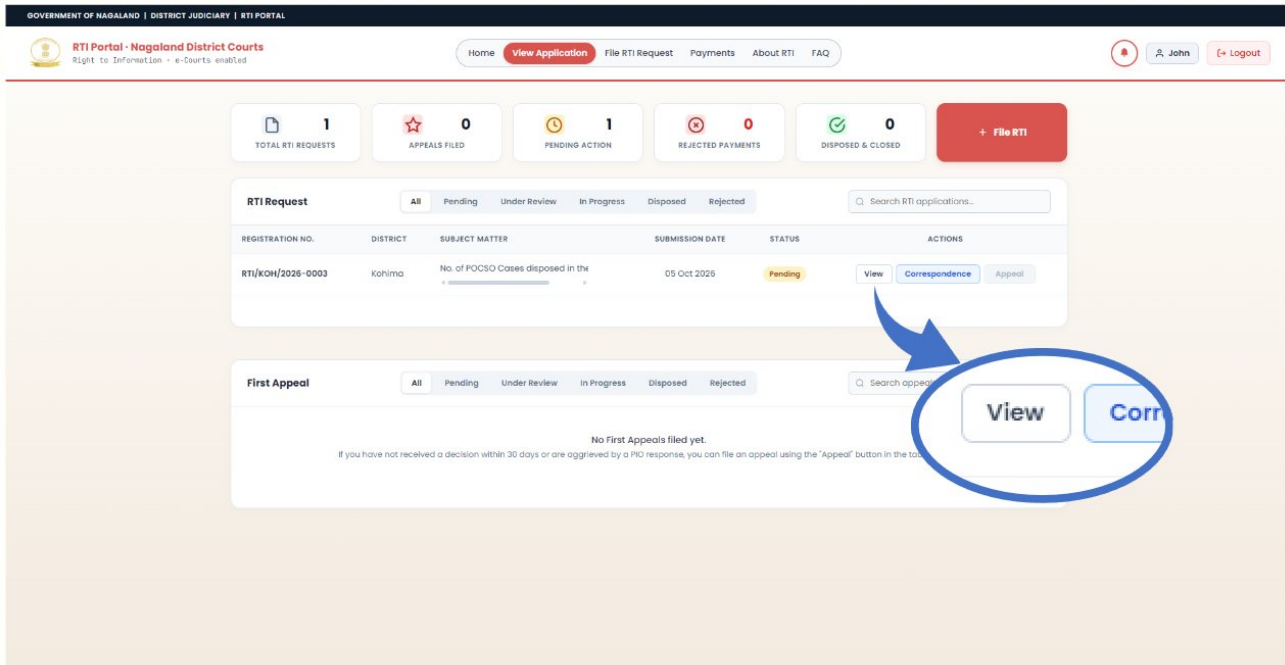
Cancel Payment -->

- Select the appropriate district. Example: Kohima
- Provide the grounds for your appeal. Clearly state your reasoning.
- Attach supporting documents, if required. Accepted format: PDF/Images & Maximum file size: 5 MB.
- Click the "Payment" button to proceed.

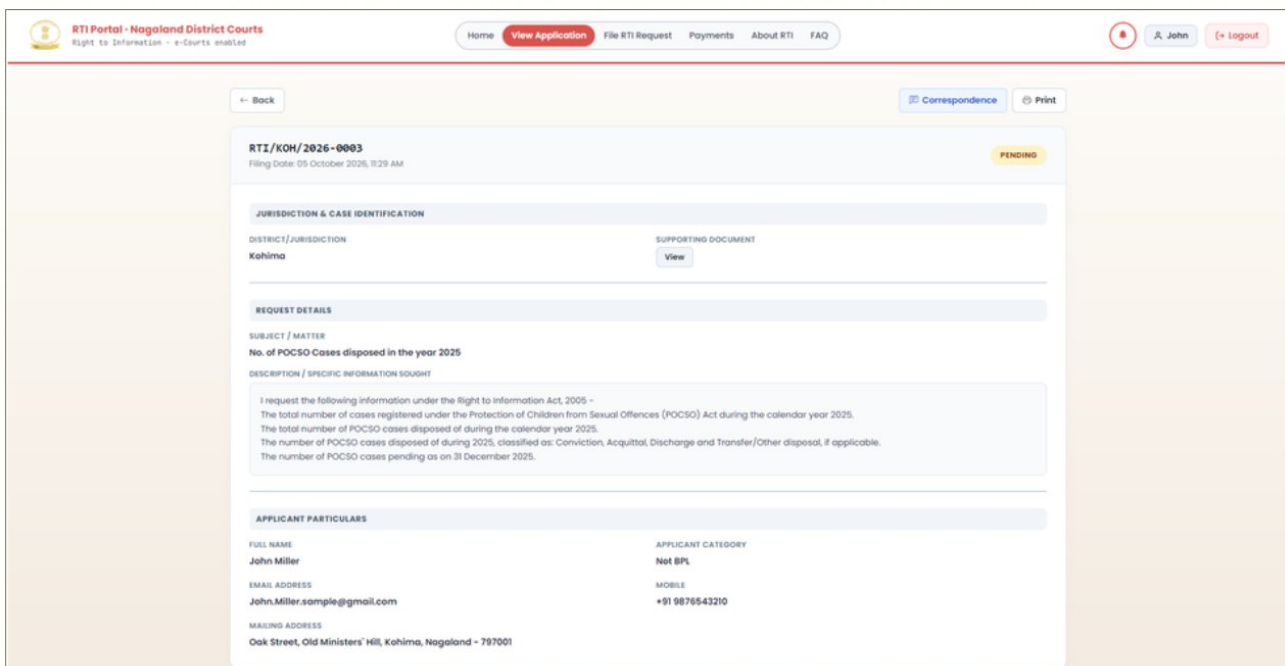
View Application

Track the progress of your RTI requests and appeals.

- Log in to your account.
- Navigate to "View Application" page.



- Click on the “View” button in actions to view the RTI request details.



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Home View Application File RTI Request Payments About RTI FAQ

John Logout

1 TOTAL RTI REQUESTS 0 APPEALS FILED 1 PENDING ACTION 0 REJECTED PAYMENTS 0 DISPOSED & CLOSED + File RTI

RTI Request All Pending Under Review In Progress Disposed Rejected Search RTI applications...

REGISTRATION NO.	DISTRICT	SUBJECT MATTER	SUBMISSION DATE	STATUS	ACTIONS
RTI/KOH/2026-0003	Kohima	No. of POCSO Cases disposed in the	05 Oct 2026	Pending	View Correspondence Appeal

First Appeal All Pending Under Review In Progress Disposed Rejected Search appeals...

No First Appeals filed yet.

If you have not received a decision within 30 days or are aggrieved by a PIO response, you can file an appeal using the "Appeal" button in the table above.

Correspondence

- Click on the "Correspondence" button in actions to view official notices and communications.

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Home View Application File RTI Request Payments About RTI FAQ

John Logout

Back View RTI

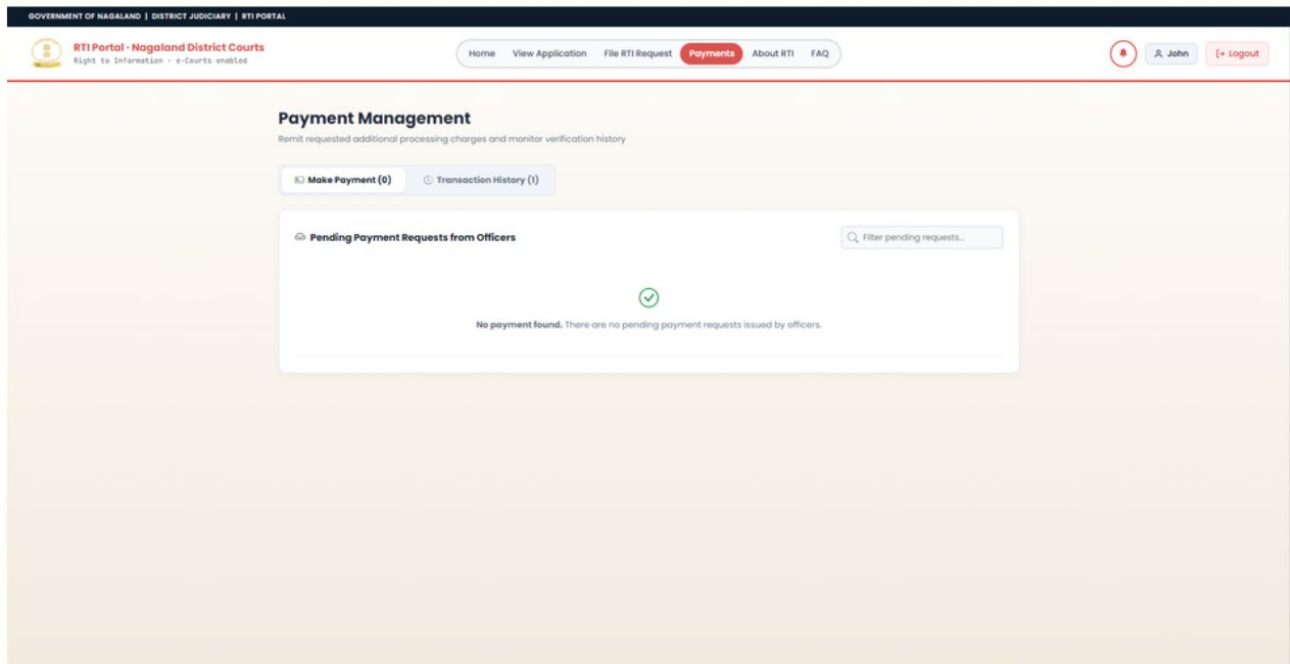
STATUS: PENDING

Payment Verification Pending

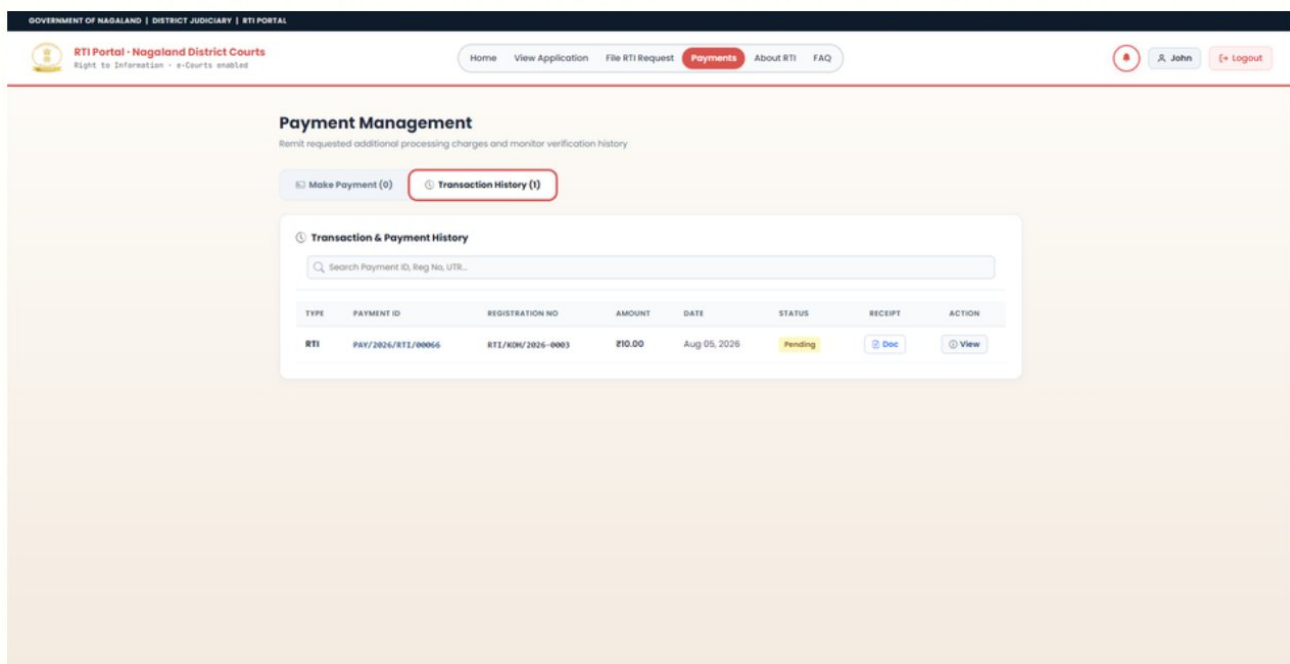
Your statutory fee payment is currently being processed and is awaiting verification by the officer. Once verified, official notices and communications will be displayed here.

Payments

- View and manage the payments of your RTI requests and appeals.
- Log in to your account.
- Navigate to "Payments" page.
- Click on “Make Payment” tab to manage the requested addition processing fees.



- Click on “Transaction History” to view the past transaction records.



Conclusion

The District RTI Portal aims to enhance transparency and efficiency in the RTI process within the Nagaland District Courts. We encourage all users to familiarize themselves with this manual and utilize the portal effectively.