

## Updated Manual for Online Court Fee For District Court

Step 1) Open website url <https://www.mphc.gov.in/>

The screenshot shows the homepage of the High Court of Madhya Pradesh. The header includes the court's name and a navigation menu with links like HOME, JUDGMENT/ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, ROSTER, SITEMAP, and DISTRICT COURT. A central banner commemorates 15 years of celebrating Mahatma. Below the banner, there are sections for Notices/Circulars/Orders, Exam Updates, and Judgments. On the right, a sidebar contains various service links, with 'District eCourt Fee' highlighted in red. Other links include e-filing, Advocate (Office), Paper Book, Online Court Fee, District eCourt Fee (New), e-Governance, RTI (Online Filled), Court Fees Calculator, e-Library, Commercial Court, Feedback/Suggestion, and Display Board. Below these are Important Links (SCLSC, Webmail, Family Court) and News and Events.

Step 2) Click On “[District eCourt Fee](#)” Link at right side of website.

This screenshot is similar to the first one, but the 'District eCourt Fee' link in the right-hand sidebar is circled in blue, indicating the step to click on this link.

Step 3) A form will be open, and user will select District Court from dropdown, Screen options to pay user payment as per their case status/nature etc.

Radio button will show to select user for

- Fresh Case
- Pending Case

Fee Details	
Court *	Select District Court ▼
Period Year *	2017-2018 ▼ One Time/Adhoc ▼
Select Pay for *	<input type="radio"/> Fresh Case (Unregistered Case) <input checked="" type="radio"/> Pending Case (Registered Case)
Case Number	Case Type AC ▼ Case No. <input type="text"/> Year 2018 ▼ Select Party Type ▼
	<input type="button" value="Search Pending Case"/>
Name of Party *	<input type="text"/>
Main Case Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Subject	Interlocutory Application Subject <input type="text"/> (If IA Fee Applicable.)
Power Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Document Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Document Subject	Document Subject <input type="text"/> (If Document Fee Applicable.)
Certified Copy Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Process Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)

Payer will have to enter details of payment as follow.

Payer Details (Advocate or Party self)	
Aadhaar No. (optional)	<input type="text"/>
Name *	Test User MPHIC
Email *	ankit.jbp@gmail.com
Block No/ House No. *	Test User
Address *	<input type="text"/>
City *	Test User
PIN *	<input type="text"/>
Mobile No. *	<input type="text"/>

**Step 4)** If User select **Fresh Case**, for “**Select Pay for**”, then user can select **case type** and continue to fill fee form.

Select Pay for *	<input checked="" type="radio"/> Fresh Case <input type="radio"/> Pending Case
Case Type	Select Case Type ▼
Name of First Party *	<input type="text"/>
Court Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Subject	Interlocutory Application Subject <input type="text"/> (If IA Fee Applicable.)
Affidavit Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Power Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)

**Step 5)** (d) If User select **Pending Case**, for “**Select Pay for**”, then user will have to select **case type**, **case number** and **year**. This option will be used in case of pay fee for pending case.

Select Pay for *	<input type="radio"/> Fresh Case <input checked="" type="radio"/> Pending Case
Case Number	Case Type <input type="text"/> ▼ Case No. <input type="text"/> Year 2017 ▼ <input type="button" value="Search Pending Case"/>
Name of First Party *	<input type="text"/>
Court Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)
Interlocutory Application Subject	Interlocutory Application Subject <input type="text"/> (If IA Fee Applicable.)
Affidavit Fee	(Amount in Rs.) <input type="text"/> (amount in Rs.)

After select of **case type**, **case number** and **year** Click on “**Search Pending Case**” Button, case details will shown Petitioner and Respondent details as below.

Select Pay for \*  Fresh Case  Pending Case

Case Number Case Type **WP** Case No. **12345** Year **1981** [Search Pending Case](#)

**Petitioner vs Respondent** ← Case detail

Name of First Party \*  ↑ First Petitioner Name

Court Fee  (amount in Rs.)

Interlocutory Application Fee  (amount in Rs.)

Interlocutory Application Subject  (If IA Fee Applicable.)

**Step 6)** To fill details, user will have to follow instructions.

Court Fee  (amount in Rs.)

Interlocutory Application Fee  (amount in Rs.)

Interlocutory Application Subject  (If IA Fee Applicable.)

Power Fee  (amount in Rs.)

Document Fee  (amount in Rs.)

Document Subject  (If Document Fee Applicable.)

Certified Copy Fee  (amount in Rs.)

Process Fee  (amount in Rs.)

Total Fee  (amount in Rs.) (Process fee of Rs 100/- is to be applied for fresh case only)

- User will enter amount for fields he/she want to pay,
- If user is pay for **Interlocutory Application Fee**, he/she will have to enter subject for **Interlocutory Application**.
- If user is pay for **Document Fee**, he/she will have to enter subject for **Document fee**.
- In Payee Details, fill all details.

**Step 7)** Click on Payment Button, It will take to treasury website. Where User will need to Select "**State Bank Of India**" in "**BANK NAME**" field.

**Treasuries & Accounts**  
Department of Finance  
Govt. of MP

**E-form for Cyber Receipt**

MP ONLINE CRN: LAW003026092017000011

TIN/REGISTRATION NO: null

OFFICE NAME\*: mpfc

DISTRICT\*: JABALPUR+null

DEPOSITOR/ DEALER NAME\*: testing

HEAD OF ACCOUNT: 0030+01+102+0000+CourtFee

NAME OF ACT\*: COURT+FEES

PURPOSE/SUBHEAD\*: COURT+FEES

FROM DATE\*: 26092017

TO DATE\*: 26092017

ADDRESS:

FLAT/BLOCK NO: [ ] PREMISES / BUILDING / VILLAGE: [ ]

ROAD/STREET/LANE: [ ] AREA/LOCALITY: tesitng road

CITY/DISTRICT: testing City STATE/UT: Madhya Pradesh

(if other city, specify) PINCODE: 556655

E-MAIL\*: testing.gmail@gmail.com

AMOUNT\*: 1

BANK NAME\*: Click to select Bank Name

**Step 8)** Select bank for payment process and click on “[Submit](#)”.

The screenshot shows the 'CYBER TREASURY' interface with the following details:

DEPARTMENT	Law
CRN	LAW003026092017000011
HEAD OF ACCOUNT	0030+01+102+0000+CourtFee
SCHEME HEAD	0000
DISTRICT/DIVISION	JABALPUR
DEPOSITOR NAME	testing
FLAT / BLOCK NO.	
NAME OF PREMISES / BUILDING/VILLAGE	
ROAD/STREET/LANE	
AREA/LOCALITY	tesitng road
CITY/DISTRICT	testing City
STATE/UT	Madhya Pradesh
PINCODE	556655
E-MAIL	testing.gmail@gmail.com
TIN/REGISTRATION NO	null
OFFICE NAME	mphc
FROM DATE	26092017
TO DATE	26092017
PURPOSE	COURT+FEES
AMOUNT	1
BANK NAME	State Bank Of India

Please Verify Your Details !Otherwise your money will be lost.

Please verify the information entered, click Confirm to make the payments otherwise click Back to modify details

**Step 9)** Enter Captcha code and click on “[Confirm](#)” Button.

The screenshot shows the same 'CYBER TREASURY' interface as in Step 8, but with a captcha code '065kj' displayed in a box. Below the captcha box is an input field containing '065kj' and a label '\*Enter Code'. A blue 'Confirm' button is visible below the input field.

**Step 10)** It will show CRN, click OK to continue.



Please note your CRN: *LAW003026092017000011* for future reference.

Please click OK button to proceed to payment.

OK

Activate Windows  
Go to Settings to activate Windows.

**Step 11)** Now User will be redirected to Net Banking site, user will click on “Click Here” Text in **Other Payment Modes** section under POS.

Net Banking

SBI  
Bank Charges:  
Click Here

Other Banks  
Bank Charges: 0.0  
Click Here

Card Payments

State Bank Debit Cards  
Bank Charges: Nil  
Click Here

Other Bank Debit Cards  
Bank Charges: 0.0  
Click Here

Other Payments Modes

POS  
Bank Charges:  
Click Here

Cancel

**STEP 12)** Now User will have to enter Mobile number of Payee, and click on “Confirm” Button.

SBI ONLINE

Your site visit: 10-Jan-2019 [16:25 IST]

MP Treasury

Amount in words: One Rupees only

Amount: 1

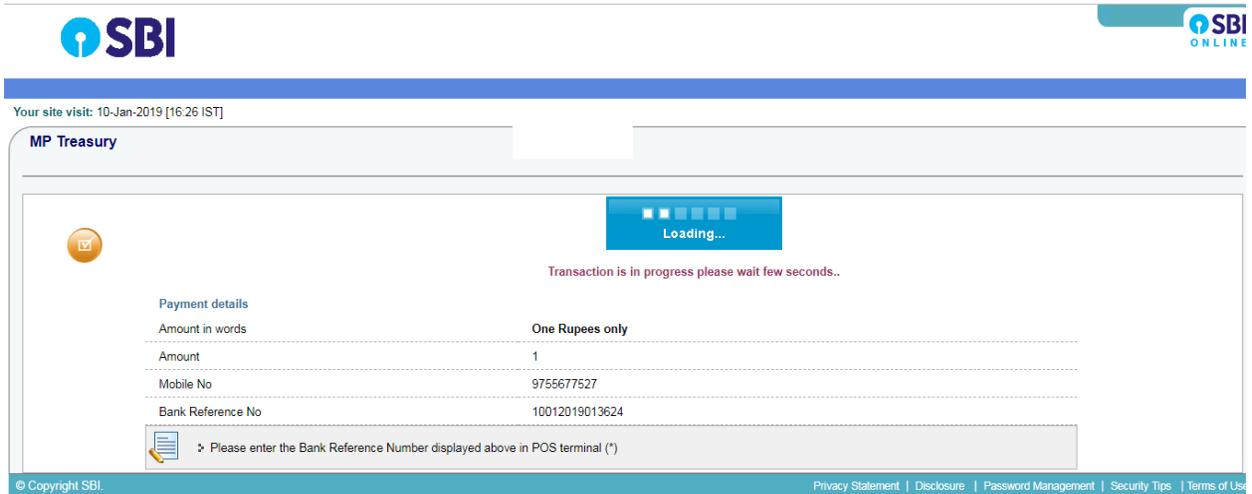
Mobile No \*

Confirm

Enter the Mobile No(\*)

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**Step 13)** **Bank Reference Number** for transaction will be appear at screen, user will enter this number in **POS** machine. Then details will be populated in monitor of **POS** machine. Now Debit Card of payee will be need to Swipe for complete transaction, and PIN of card to be entered by Payee.



**Step 14)** After payment completion, email and SMS acknowledgement shall be sent to the respective user on his/her given email and mobile number.



**Step 15)** User will take printout of the above acknowledgement.