

User Manual How To Apply For Certified Copy

For the District Court Certified Copy

Go to high court website mphc.gov.in . Click on e-Certified Copy District Court tab on the right corner of the website as shown in the below screen .

The screenshot shows the homepage of the High Court of Madhya Pradesh. The header includes the court's name, navigation links (Login, FAQ, Screen Reader Access), language options (English, हिन्दी), and app download buttons for Google Play and the App Store. The main navigation bar contains tabs for HOME, JUDGMENT/ORDER'S, CASE STATUS, CAUSELIST, COPYING, CAVEAT, ROSTER, DISTRICT COURT, and E-SERVICES. A left-hand menu lists various court services. The central content area features an aerial view of the court building and several news items. On the right-hand side, a vertical menu of red buttons lists various e-services, with 'e-Certified Copy District Court' circled in blue.

Now the following screen will open .Enter your mobile number and click on generate OTP button.

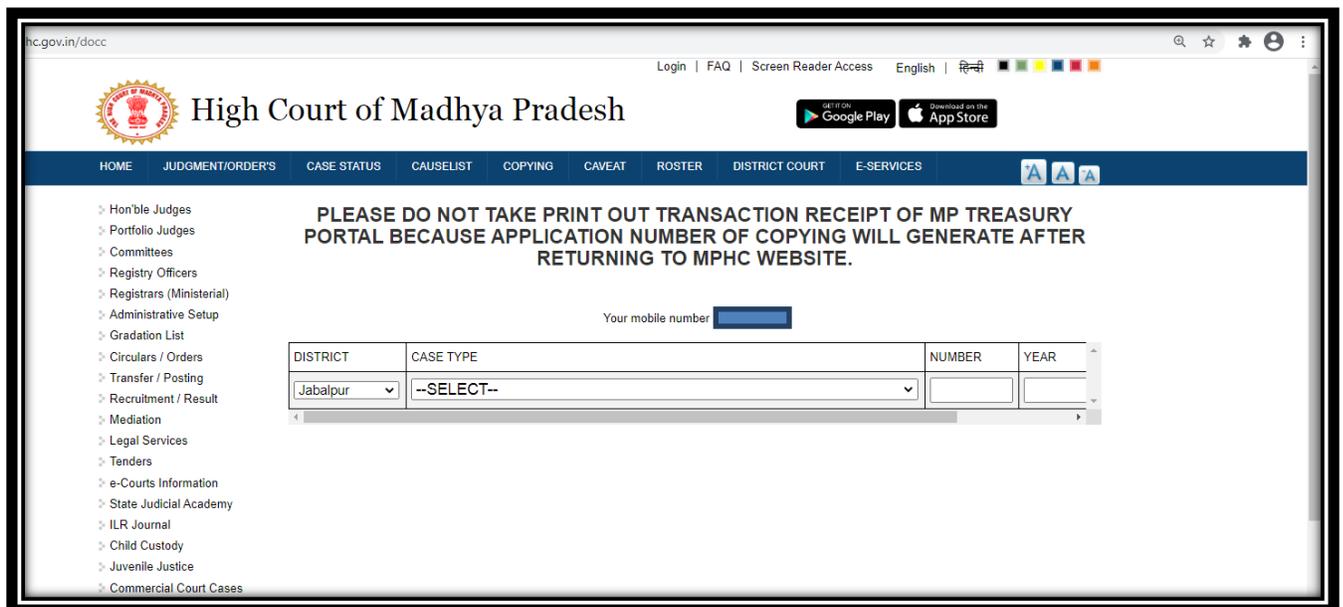
The screenshot shows the OTP generation screen on the High Court of Madhya Pradesh website. The header and navigation bar are identical to the previous screenshot. The main content area displays a warning message: "PLEASE DO NOT TAKE PRINT OUT TRANSACTION RECEIPT OF MP TREASURY PORTAL BECAUSE APPLICATION NUMBER OF COPYING WILL GENERATE AFTER RETURNING TO MPH C WEBSITE." Below the message is a form with an input field labeled "Enter Mobile Number" and a "GENERATE OTP" button. A link below the button reads "CLICK HERE TO GENERATE DUPLICATE RECEIPT OF ONLINE CERTIFIED COPIES".

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Now enter the OTP received on your mobile number and click on Verify OTP button as shown below:



Now select your district , case type , case number and year then click on search button given after year tab as shown below:



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Now you get the case details click on the click button under apply head.

High Court of Madhya Pradesh

PLEASE DO NOT TAKE PRINT OUT TRANSACTION RECEIPT OF MP TREASURY PORTAL BECAUSE APPLICATION NUMBER OF COPYING WILL GENERATE AFTER RETURNING TO MPHC WEBSITE.

Your mobile number : 9826714027

DIST	CASE TYPE	NUMBER	YEAR
Indur	BA - BAIL APPLICATION	1	2021

Case No.	Petitioner V/S Respondent	Apply
BA-1-2021	Suneel Choudhary V/S State	Click

Case No. - BA/1/2021 (Suneel Choudhary Vs State)

Applicant Name* Email*

Postal Address*

Landmark* Pincode*

Copying Details

Application Type* Express Ordinary APPLICATION FORM : Rs. /- Copying Fee

PLEASE FILL ALL THE DETAILS AND SELECT APPLICATION TYPE

In the above form user has to fill the applicant name, email, postal address, landmark and pincode.

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Now user will have to select the mode of application type i.e. through **express** or **ordinary**.

- i. **Express** - Certified Copy will be completed within 3 days from request.
- ii. **Ordinary** -Certified Copy will be completed within 7 days from request.

After selecting the application type the user will have to select the application purpose.

Case No. - BA/1/2021 (Suneel Choudhary Vs State)

Applicant Name*		Email*	
Postal Address *			
Landmark*		Pincode*	
Copying Details			
Application Type *	<input checked="" type="radio"/> Express <input type="radio"/> Ordinary	APPLICATION FORM : Rs. /-	Copying Fee (Tentative Delivery Dt. 01-04-2021)
Application purpose *	<input type="radio"/> Personal	Delivered Mode *	<input type="radio"/> Counter <input type="radio"/> By Post <input type="radio"/> Email

PLEASE SELECT APPLICATION PURPOSE AND DELIVERY MODE

After selecting the purpose, user has to select the **Rule**. After selecting the rule, the application charges, preparation charges and court fees is shown in tabular form beside the rule column.

Rule *	(1.) Nothing ▼	Application Charge	:	10
		Preparation Charge	:	4 Per Page
		Court Fee	:	0 for Whole records

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After selecting the delivery mode, it will show list of documents available in the case. User can select as per their requirement one or more documents with one or more number of copies and charges as per selection will be shown next to number of copies.

Case No. - BA/1/2021 (Suneel Choudhary Vs State)

Applicant Name* Email*

Postal Address*

Landmark* Pincode*

Copying Details

Application Type* Express Ordinary APPLICATION FORM : Rs. 10/- Copying Fee 4 Rs. per page (Tentative Delivery Dt. 01-04-2021)

Application purpose* Personal Delivered Mode* Counter By Post Email

Rule* (1) Nothing

Select	Doc Name	Date	Page	Select	Doc Name	Date	Page	Select	Doc Name	Date	Page
<input type="checkbox"/>	ORDER	05-01-2021	3								

Application Charges - Rs. 10/-
Aplong Charges - Rs. 4/-
Documents Charges - Rs. 0/-
Postal Charges - Rs. 0/-
TOTAL CHARGES Rs. 14/-

I have read and verified above content and I know that above amount will not be refunded.

अभिहित दस्तावेज प्राप्त करने की जानकारी भरे

Submit

Select	Doc Name	Date	Page	Select	Doc Name	Date	Page	Select	Doc Name	Date	Page
<input checked="" type="checkbox"/>	ORDER	05-01-2021	3								

No. of Copies: 1

ORDER~05-01-2021~(Pg : 3)

If the desired document is not available in above list please mention the detail of document in box mentioned below. We will notify you by SMS once the document is scanned and available for E-copying.

After filling the such information applicant will have to accept the terms as follows “I have read and verified above content and I know that above amount will not be refunded.”, after that the user will have to click the payment button. Once user clicks on “**Payment**” Button, the treasury portal for payment will be open.

1. Now the user will need to select the payment option
 - a. For internet banking user will have to select the name of the bank from the list.
 - b. If user want to pay by using **Debit / Credit Card**, user have to choose “**Other Banks and Debit / Credit Card**” option from the list as shown below:

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मध्य प्रदेश शासन
वित्त विभाग

Treasuries & Accounts

Department of Finance
Govt. of MP

E-form for Cyber Receipt

MP ONLINE CRN	LAW003031012019000161			
TIN/REGISTRATION NO	null			
OFFICE NAME*	mphc			
DISTRICT*	JABALPUR+null			
DEPOSITOR/ DEALER NAME*	eee			
HEAD OF ACCOUNT	0030+01+102+0000+COPYING			
NAME OF ACT *				
PURPOSE/SUBHEAD*	COPYING+FEES			
FROM DATE *	31012019			
TO DATE *	31012019			
ADDRESS :				
	FLAT/BLOCK NO:	<input type="text"/>	PREMISES / BUILDING / VILLAGE	<input type="text"/>
	ROAD/STREET/LANE:	<input type="text"/>	AREA/LOCALITY	<input type="text"/>
	CITY/DISTRICT:	Jabalpur	STATE/UT	MADHYA PRADESH
	(if other city, specify)	<input type="text"/>	PINCODE	<input type="text"/>
E - MAIL *	abc@gmail.com			
AMOUNT *	35			
BANK NAME *	Central Bank Of India ▼			

All fields marked with * are mandatory
The option for Challan Amount will be available on the Bank's Site

Now user will have to select the name of the bank from the list and then click on Submit button. Once user clicks on **“Submit”** Button, following page will appear, in which user will have to verify the details. For security reasons CAPTCHA characters to be entered by the user.

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CYBER TREASURY	
DEPARTMENT	Law
CRN	LAW003031012019000161
HEAD OF ACCOUNT	0030+01+102+0000+COPYING
SCHEME HEAD	0000
DISTRICT/DIVISION	JABALPUR
DEPOSITOR NAME	eee
FLAT /BLOCK NO.	
NAME OF PREMISES /BUILDING/VILLAGE	
ROAD/STREET/LANE	
AREA/LOCALITY	
CITY/DISTRICT	Jabalpur
STATE/UT	MADHYA PRADESH
PINCODE	
E-MAIL	abc@gmail.com
TIN/REGISTRATION NO	null
OFFICE NAME	mphc
FROM DATE	31012019
TO DATE	31012019
PURPOSE	COPYING+FEES
AMOUNT	35
BANK NAME	Central Bank Of India

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

M1B74 Enter Code

Confirm Back

After submitting the confirmation option, a unique number will be generated for future reference. On clicking "OK" button, the option of mode of payment will be open for the user.

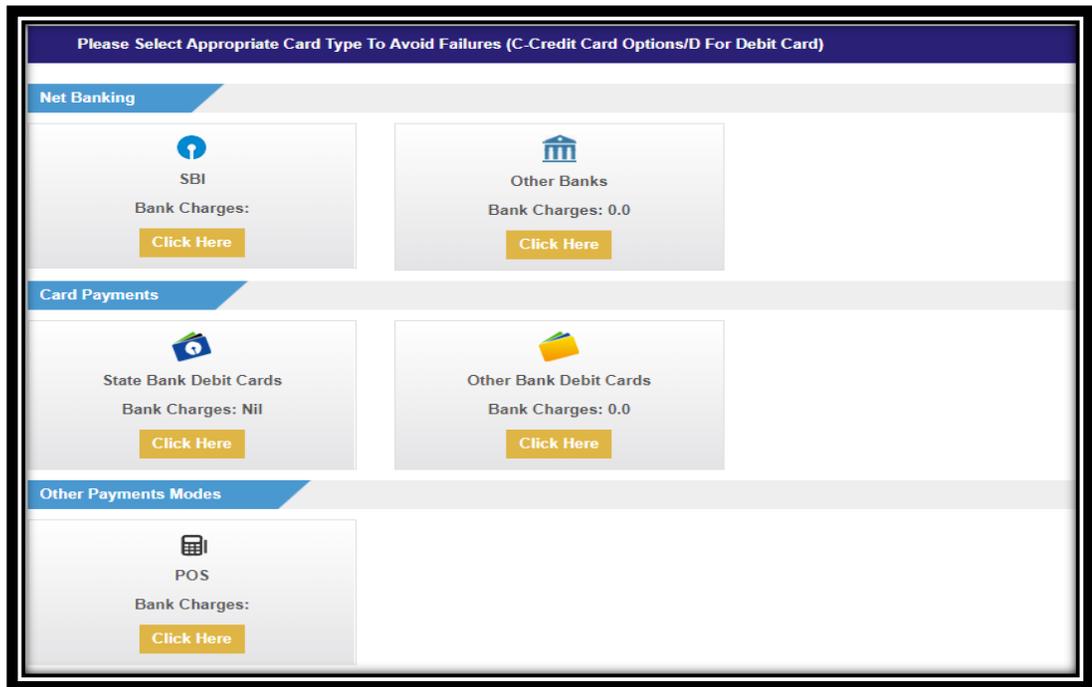
Treasuries & Accounts
Department of Finance
Govt. of MP

Please note your CRN: LAW003031012019000161 for future refrence.
Please click OK button to proceed to payment.

OK

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1. For internet banking user will have to select the name of the bank from the list.
2. If user want to pay by using **Debit / Credit Card**, user have to choose “**Other Banks and Debit / Credit Card**” option from the list as shown below:



After completion of payment, user has to wait until the page will be redirected to the High Court website and then the Application Receipt will be generated. Now the user can take the printout of that receipt.

District & Session Court, Jabalpur e-Copying Application Receipt			
Application No.:	11165 / 2021		
Case No.:	SC ATR/0000097/2021		
Petitioner V/S Respondent	V/S		
Online Application Fees Received:	Rs. 27/-		
Cyber Receipt No. (CRN):	LAW844310052021000070	Bank Scroll Number:	08715
Date of Transaction:	10-05-2021	Challan Identification No. (CIN):	SBIN00615984431005202108715
Bank Reference No. (BRN):	CPAAUWMEK2	Treasury Challan No. :	8443115
Applicant Name:		Address:	
Mobile:		Email:	
Application Type:	Express	Desired Mode:	email
Applied for :	ORDER~17-04-2021~(Pg : 2)APLONG	Purpose:	Personal
Tentative Delivery Date:	13-05-2021	Received Date	10-05-2021

[Print](#)