#### For the District Court Certified Copy

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



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



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

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> Child (	Custody										

Now select your district , case type , case numberand 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.

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		Case No BA/1/2021 ( Su	ineel Choudhary	Vs State)				
Applicant Name*			Email*					
Postal Address *							1	
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Copying Details								
Application Type *	O Express O Ordinary	APPLICATION FORM : Rs. /-	Copying Fee					
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	PLEAS	SE FILL ALL THE DETAILS A	AND SEL	ECT APPLI	CATION T	YPE		
	PLEAS	SE FILL ALL THE DETAILS A	AND SEL	ECT APPLI	CATION T	YPE		

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

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 ( Sur	neel Choudhary	Vs State)
Applicant Name*			Email*	
Postal Address *				<i>"</i>
Landmark*		]	Pincode*	
Copying Details				
Application Type *	Express O Ordinary	APPLICATION FORM : Rs. /-	Copying Fee	(Tentative Delivery Dt. 01-04-2021)
Application purpose *	O Personal		Delivered Mode *	Counter By Post Email
	PLEASE	SELECT APPLICATION F	PURPOS	SE 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.

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

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.

								Login   FAO   Sco	een Reader Ac	tess English				
				Case No.	- BA/1/2021 ( Su	uneel C	houdhary 1	Vs State)						
Applicant Name*							Email*							
Postal Address *												11		
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Applied For *	Select	Doc Name	Date	Page	Select	Doc N	Name	Date	Page	Select	Doc Name	Date	Page	٦
	0	ORDER	05-01-2021	3		-								
	Application Aplong Char Documents Postal Charg TOTAL CH	Charges - Rs. 10/- ges - Rs. 4/- Charges - Rs. 0/- ges - Rs. 0/- IARGES Rs. 14/-												
I have read and veri	ified above cont	ent and I know that above ar	nount will not be refunded.					अपेक्षित दस्तावेज प्रा	प्त करने की जा	नकारी भरे				
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Applied For *	Select	Doc Name	Date	Page	Select	Doc Name	Date	Page	Select	Doc Name	Date	Page
		ORDER	05-01-2021	3								
	No. of Copies : ORDER~05-01-2	1 021~(Pg:S)	×		_							

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:

र्ण्लि मध्य प्रदेश शासन वित्त विभाग		<b>Treasuries &amp; Accounts</b> Department of Finance Govt. of MP
		E-form for Cyber Receipt
<ul> <li>About Cyber Treasury</li> <li>Help</li> <li>FAQ</li> <li>Home</li> <li>Verifier</li> <li>Verifier</li> </ul>	MP ONLINE CRN TIN/REGISTRATION NO OFFICE NAME* DISTRICT* DEPOSITOR/ DEALER NAME* HEAD OF ACCOUNT NAME OF ACT * PURPOSE/SUBHEAD* FROM DATE * TO DATE * ADDRESS :	LAW003031012019000161 null mphc JABALPUR+null eee 0030+01+102+0000+COPYING COPYING+FEES 31012019 FLAT/BLOCK NO: FLAT/BLOCK NO: FLAT/BLOCK NO: COPYING+FEES CITY/DISTRICT: Jabalpur STATE/UT MADHYA PRADESH
	E - MAIL * AMOUNT * BANK NAME* All fields marked with * are mandatory The option for Challan Amount will be avaiilable on	(if other city, specify) PINCODE abc@gmail.com 35 Central Bank Of India  n the Bank's Site Submit

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.

ि मण्य प्रदेश सामन चित्र विभाग	reasuries & Accounts Department of Finance Govt. of MP	
CYBER TREASURY		
DEPARTMENT CRN HEAD OF ACCOUNT SCHEME HEAD DISTRICT/DIVISION DEPOSITOR NAME FLAT /BLOCK NO. NAME OF PREMISSS /BUILDING/VILLAGE ROAD/STREET/LANE AREA/LOCATISS/ DUILDING/VILLAGE ROAD/STREET/LANE AREA/LOCATISS/ DUILDING/VILLAGE ROAD/STREET/LANE AREA/LOCATISS/ DUILDING/VILLAGE ROAD/STREET/LANE AREA/LOCATISS/ DUILDING/VILLAGE ROAD/STREET/LANE FLAT STATE/UT PINCODE E-MAIL TIN/REGISTRATION NO OFFICE NAME FROM DATE TO DATE PURFOSE	Law 00301012019000161 0030+01+102+0000+COPYING 0000 JABALPUR eee Jabalpur MADHYA PRADESH abc@gmail.com null mphc 31012019 31012019 31012019 31012019	Picase Verify Your Details 10therwise your money will be lost.
AMOUNT BANK NAME Please verify the information entered , click Confirm to make the payments otherwise click Back to m Confirm	35 Central Bank Of India uodify details 1 B 7 4 MB74 Unter Code	

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.



- 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:

Please Select Appropriate Card Type	e To Avoid Failures (C-Credit Card Options/D Fo
Net Banking	
SBI Bank Charges:	Cther Banks Bank Charges: 0.0
Click Here	Click Here
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	

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):	SBIN000615984431005202108715
Bank Reference No. (BRN):	CPAAUWMEK2	Treasury Challan No. :	8443115
Applicant Name:		Address:	tradical 4800
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	