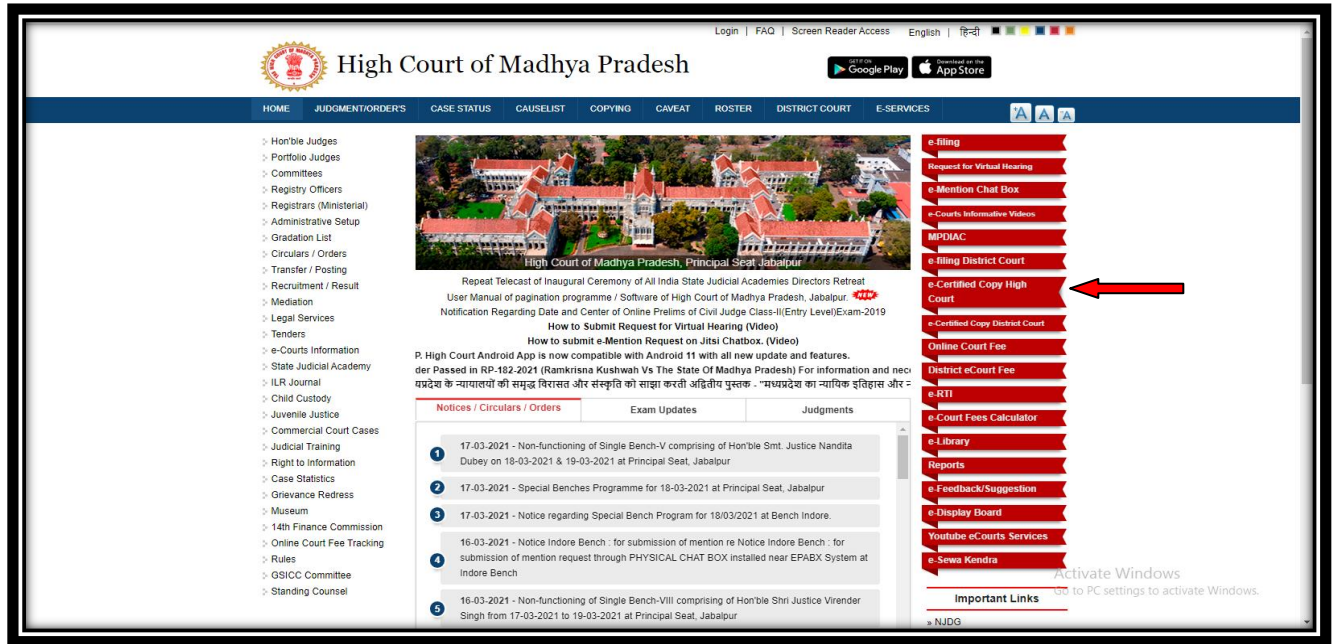## For the High Court Certified Copy

(i) For Disposed cases

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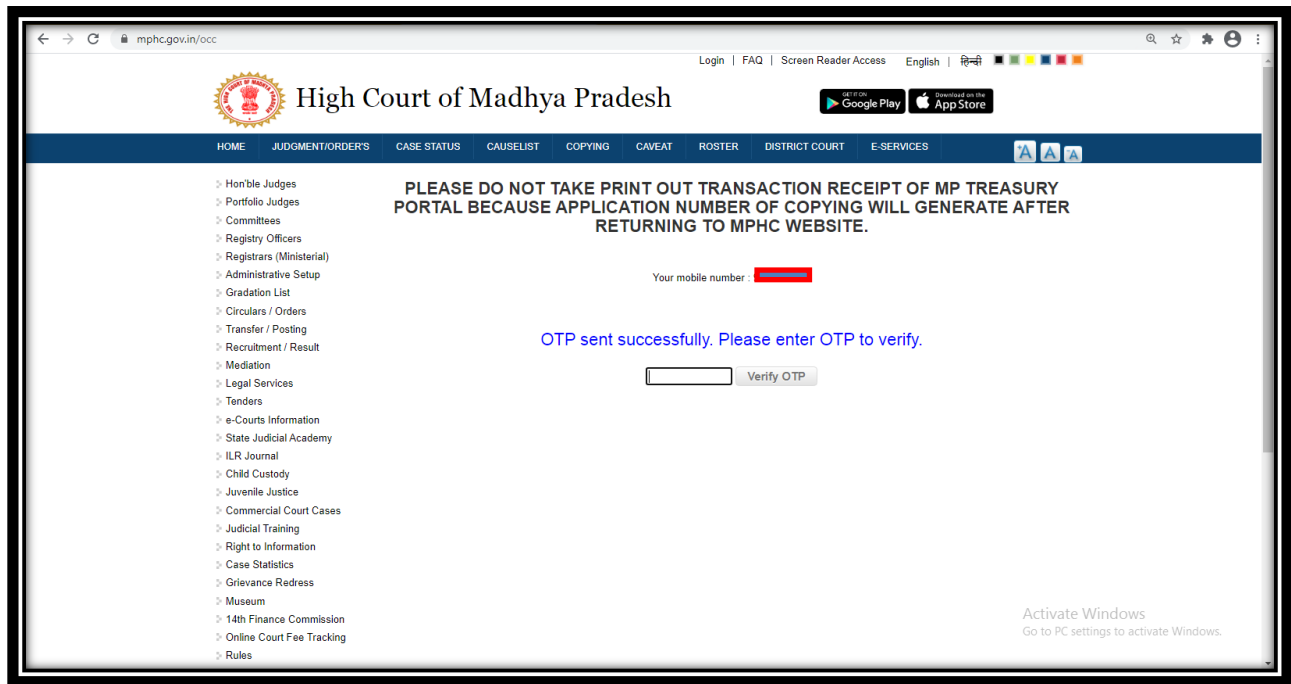

Now the following screen will open .Enter your mobile number and click on generate OTP button.
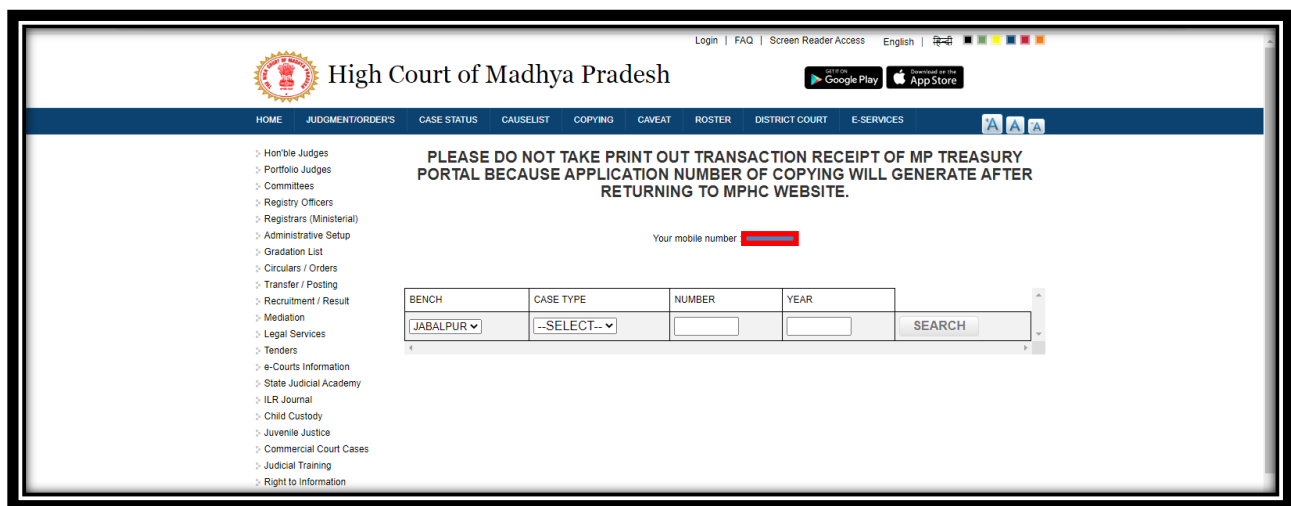
Now fill with the OTP sent on your mobile number.And click on Verify OTP button as shown in below screen.

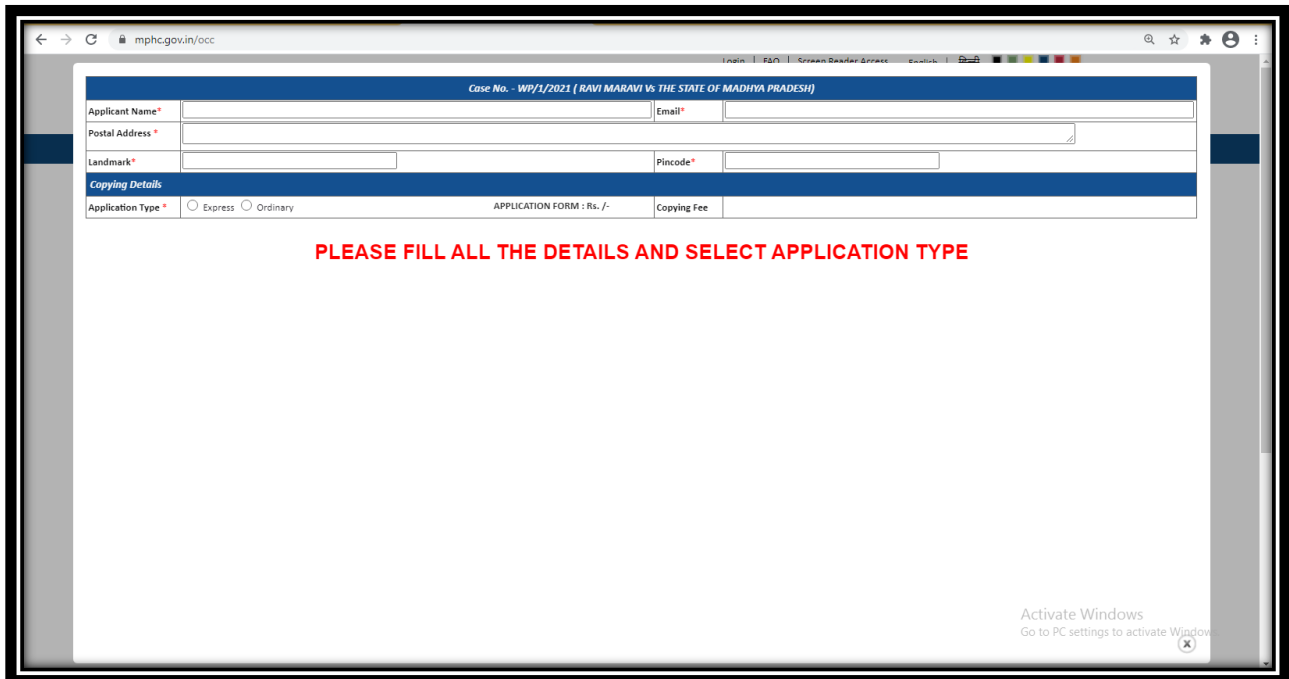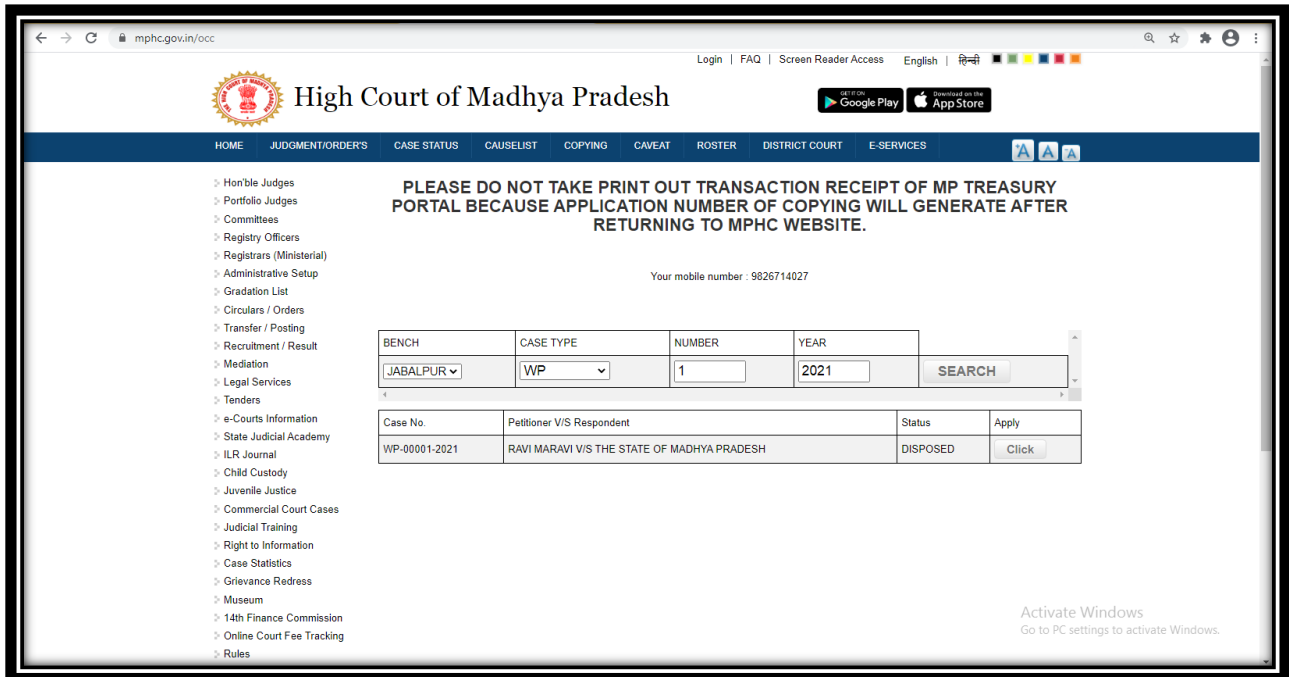

Now select the bench , case type. Enter your case number and year. Then click on search button as shown below:

Now the case details will show.Click on the click button under the head apply as shown below:

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

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 mode of delivery of certified copy i.e. through by post or on email .Then the following screen will show:

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.

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. Certified copy will be provided as per CC rules",*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.

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.

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:

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.

(ii) For Pending cases

Go to High Court website mphc.gov.in . Click on login tab as shown in the below screen.
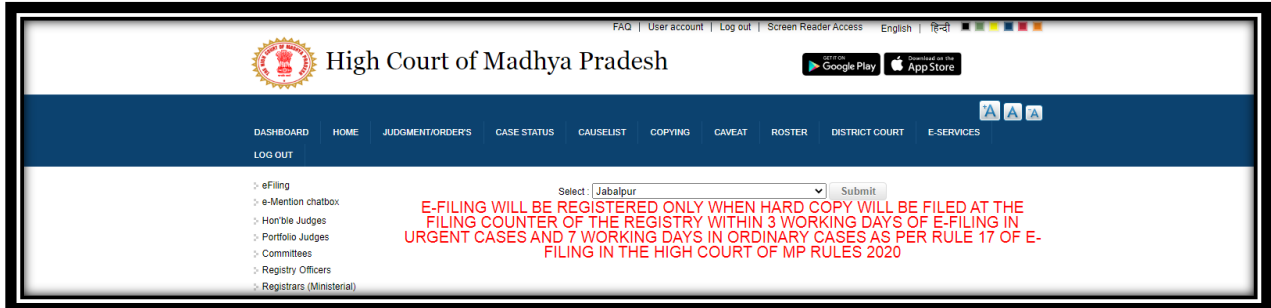

Fill your login details i.e. username and password and enter the captcha.Now click on Log In button as shown in the below screen.
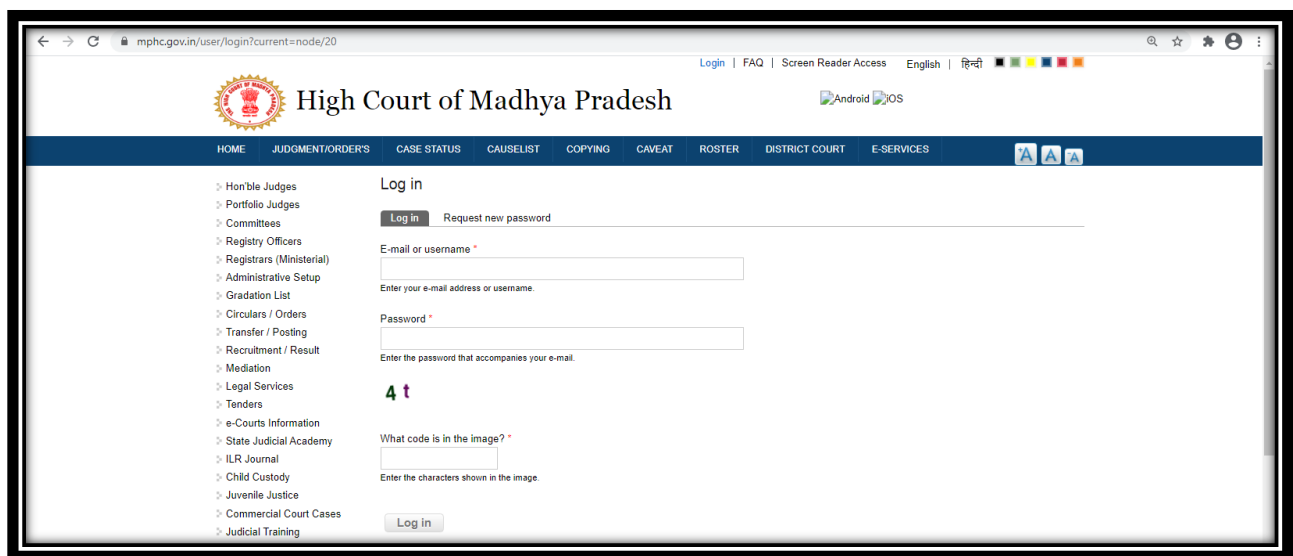
After that your dashboard will open. Click on efilling.After that the below screen will appear.Now select the establishment either Jabalpur/Indore/Gwalior.And click on submit button.

Now click on copying tab as shown below:

Now click on copying request button as shown in the below screen:
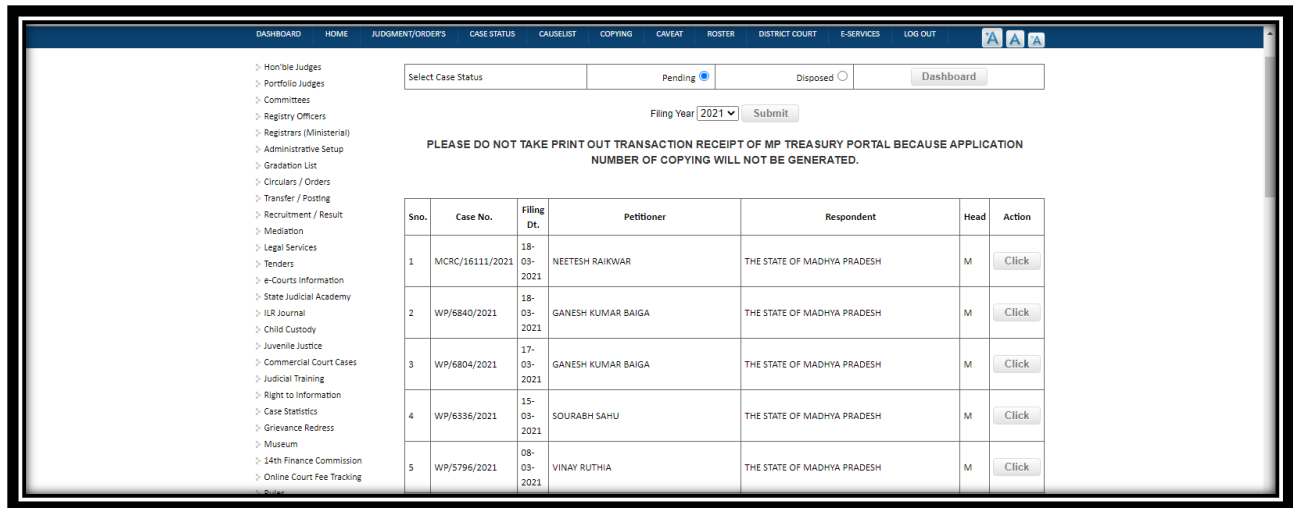
Now select filling year and click on submit button as shown in the below screen:

Now you get all the cases of filling year .In front of the concerned case click the **click** button. As shown below in the screen.

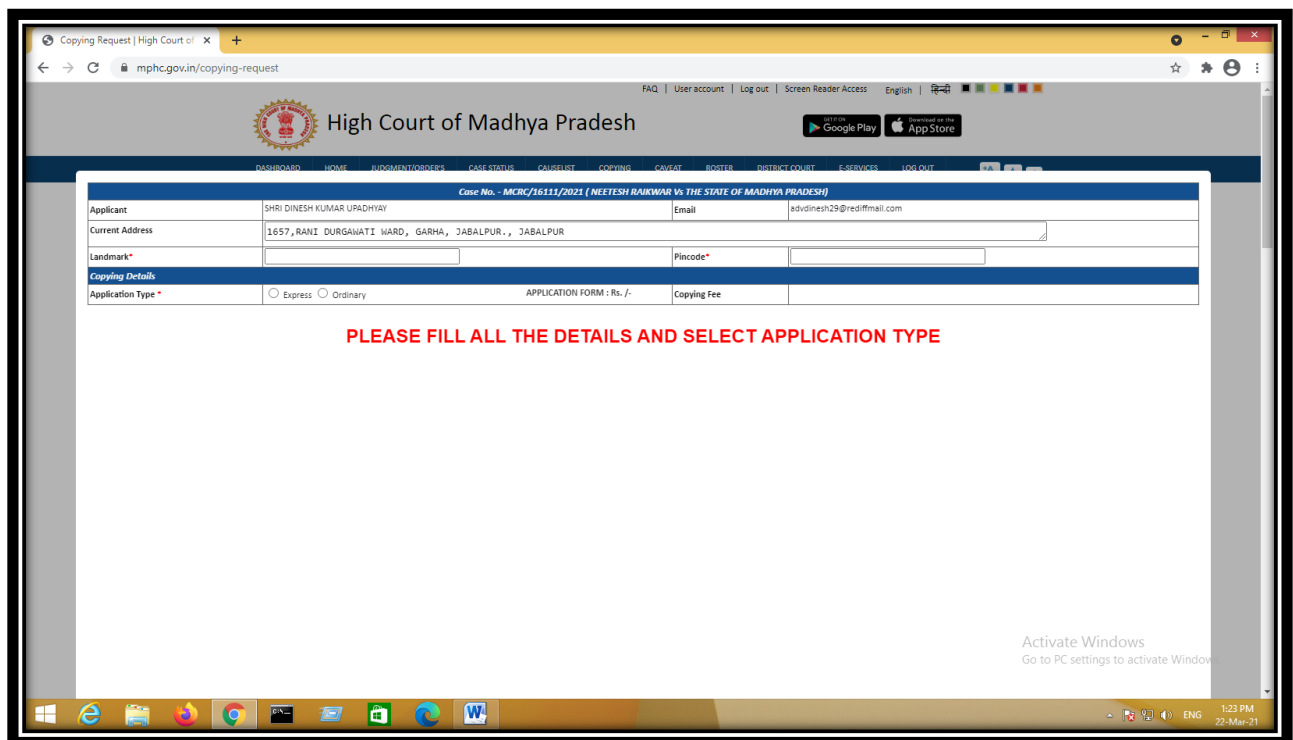On the below page the user can change the email Id, current address, pin code and enter the landmark.

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 mode of delivery of certified copy i.e. through by post or on email .Then the following screen will show:

After selecting the application type the user will have to select the mode of delivery of certified copy i.e. through counter or by post or on email .Then the following screen will show:

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.

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. Certified copy will be provided as per CC rules",*after thatthe user will have to click the payment button.Once user clicks on "**Payment**" Button, the treasury portal for payment will be open.

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.

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:

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.

High Court of Madhya Pradesh,			
e-Copying Application Receipt			
Application No.:	1 / 2019		
Case No.:	WP/16366/2018		
Petitioner V/S Respondent	AABID HUSSAIN V/S THE UNION OF INDIA		
Online Application Fees Received:	Rs. 35/-		
Cyber Receipt No. (CRN):	LAW0030310120190000198	Bank Scroll Number:	25193
Date & time of Transaction:	31/01/2019 15:08:01	Challan Identification No. (CIN):	SBIN0006159003031012019259193
Bank Reference No. (BRN):	CPM9805416	Treasury Challan No. :	003095135
Applicant Name:	eee	Address:	testing, TESTING, 482002
Mobile:	9993475786	Email:	abc@gmail.com
Application Type:	Express	Desired Mode:	post
Applied for :	Annexure P1 (Pages : 5) Qty. 1,	Purpose:	test
Tentative Delivery Date:	04-02-2019	Received Date	31-01-2019