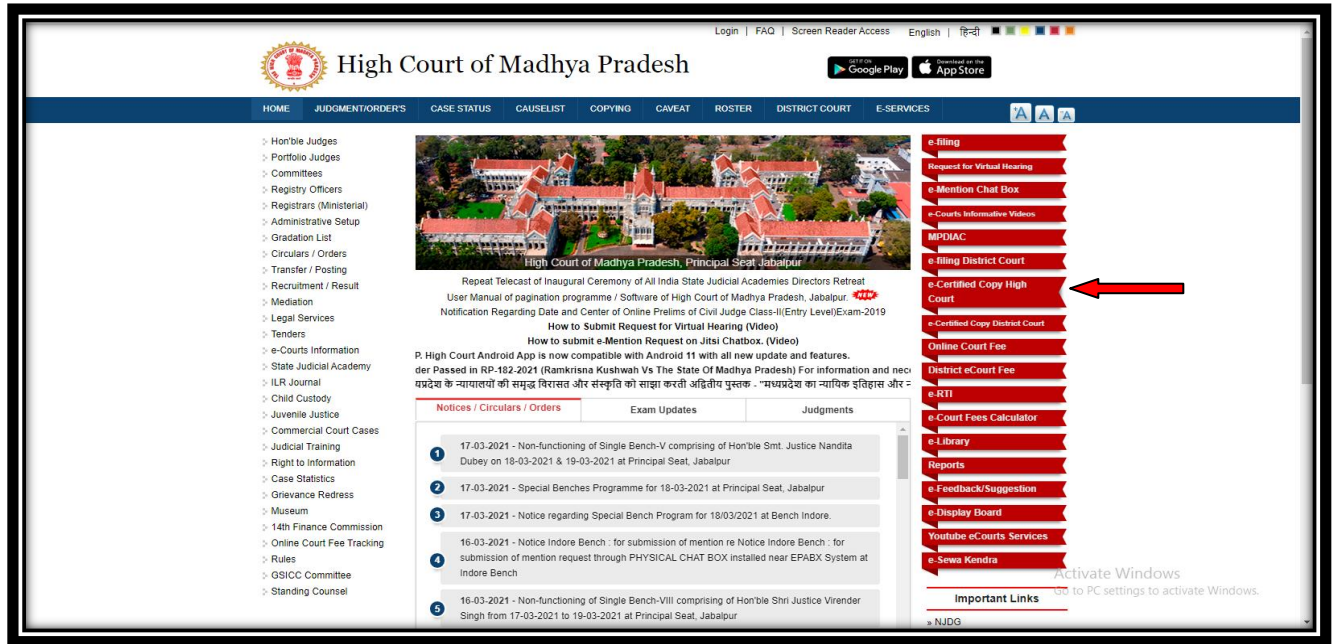


## For the High Court Certified Copy

### (i) For Disposed cases

Go to high court website [mphc.gov.in](http://mphc.gov.in) . Click on e-Certified Copy High Court tab on the right corner of the website as shown in the below screen .

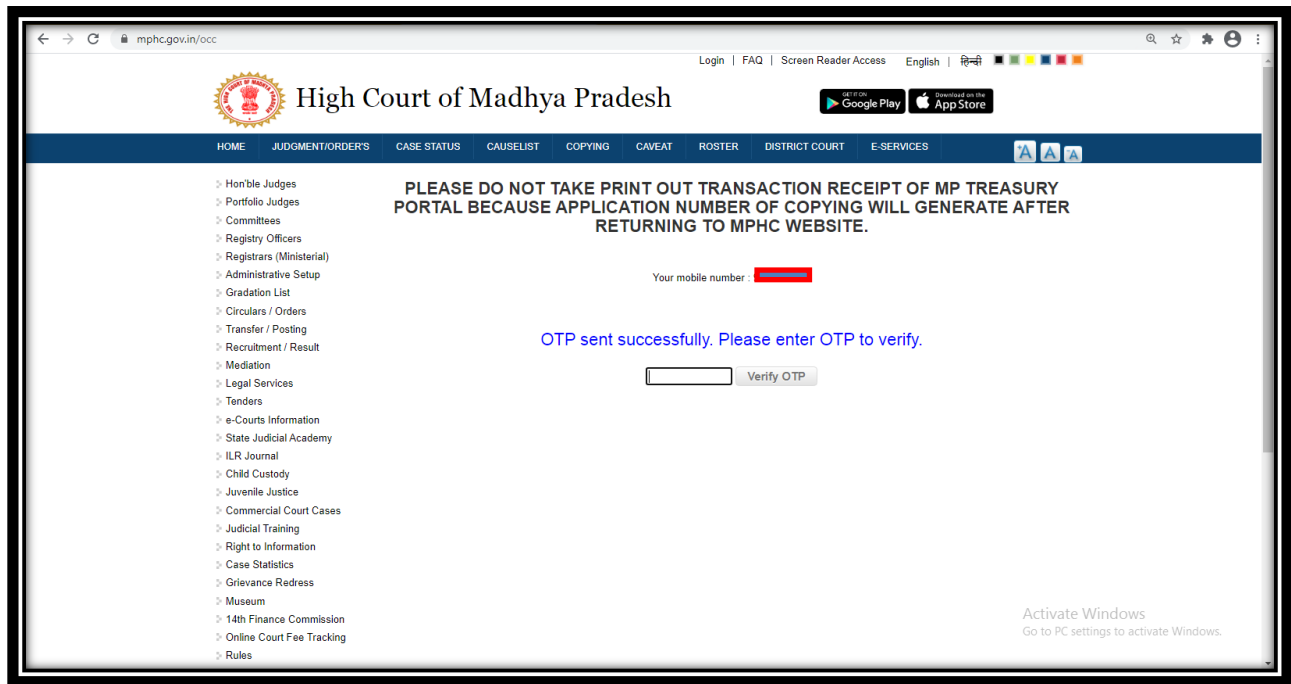


Now the following screen will open .Enter your mobile number and click on generate OTP button.

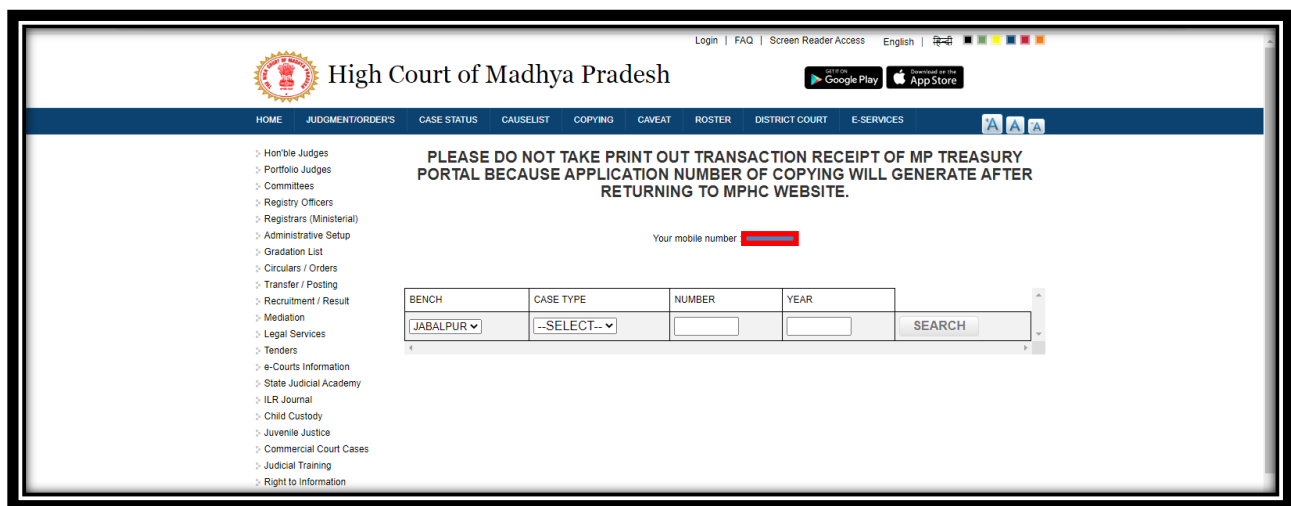


# User Manual How To Apply For Certified Copy

Now fill with the OTP sent on your mobile number. And click on Verify OTP button as shown in below screen.

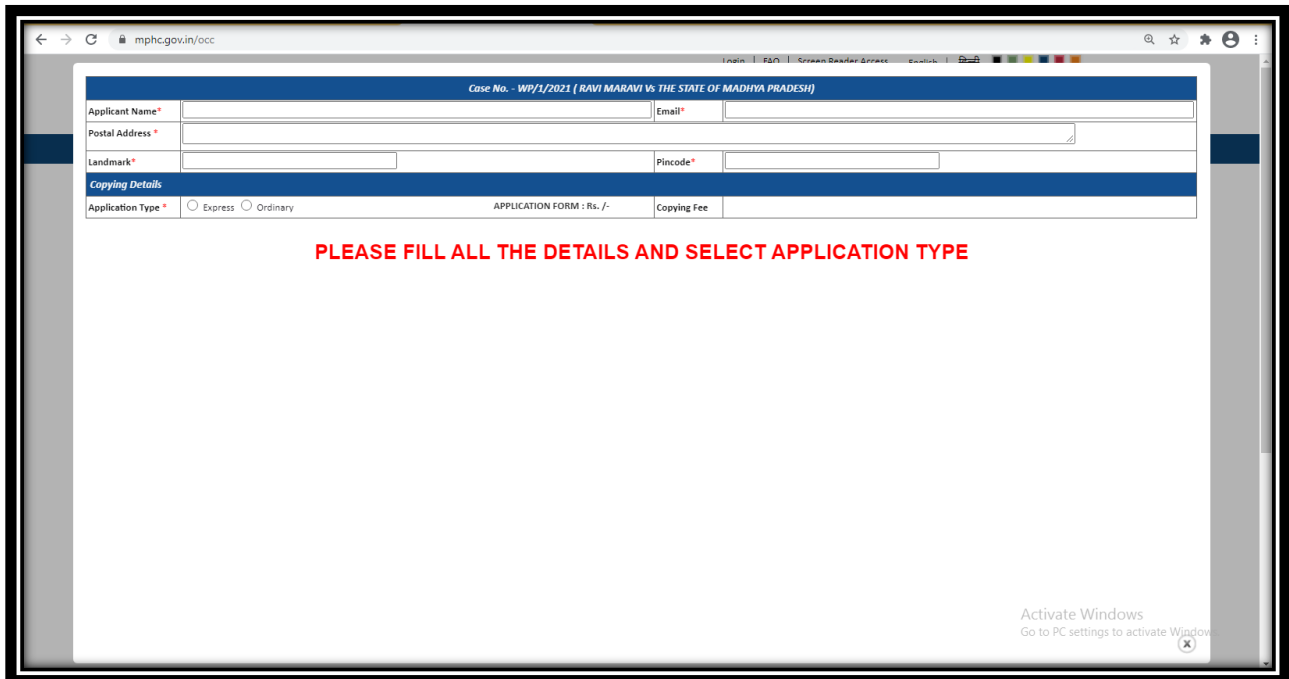
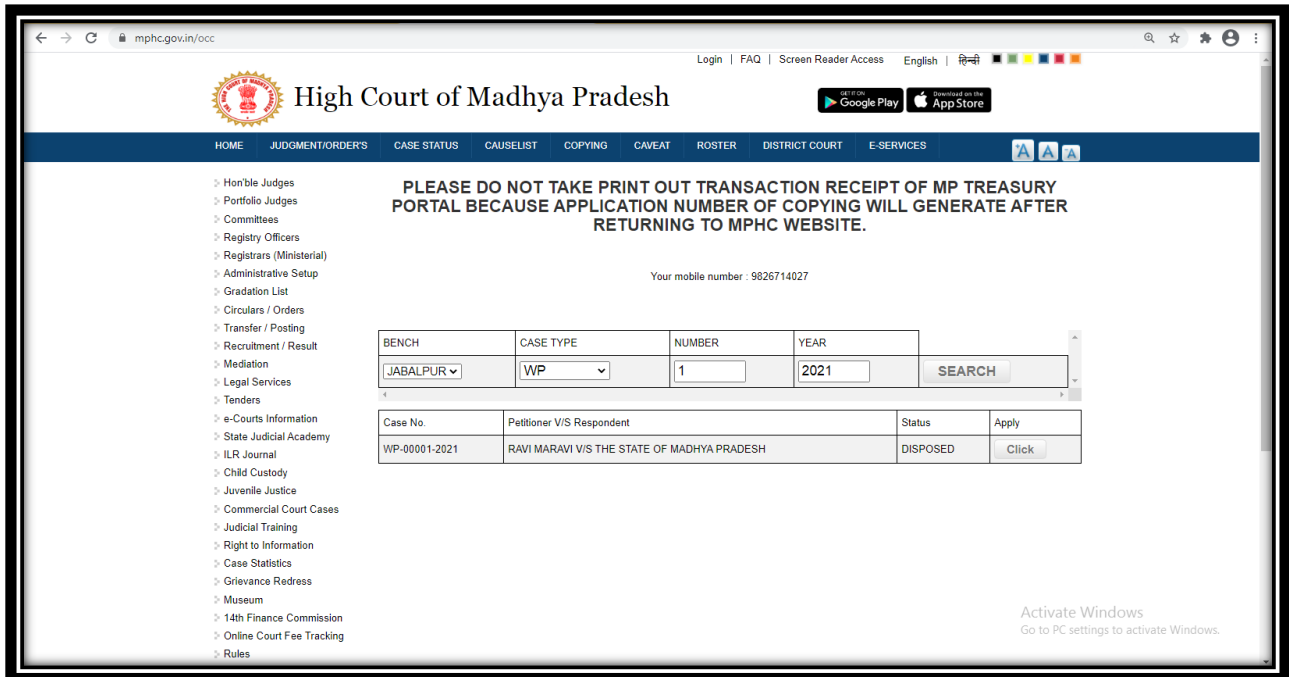


Now select the bench , case type. Enter your case number and year. Then click on search button as shown below:



# User Manual How To Apply For Certified Copy

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.

## User Manual How To Apply For Certified Copy

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:

The screenshot shows a web browser window with the URL [mphc.gov.in/occ](http://mphc.gov.in/occ). The page title is "Case No. - WP/1/2021 ( RAVI MARAVI Vs THE STATE OF MADHYA PRADESH)". The form contains the following sections:

- Applicant Information:** Applicant Name\*, Postal Address\*, Landmark\*, and Pincode\*.
- Copying Details:** Application Type\* (Express selected, Ordinary unselected), Application Form Fee (Rs. 15/-), Copying Fee (Rs. 8/-), and Application Purpose\* (Private selected).
- Delivered Mode:** By Post selected, Email unselected.
- Details of document available for e-copying:** A table with columns for document name and page count. Documents listed include VAKALATNAMA (Pages: 1), Final Order 11-Jan-2021 (Pages: 2), and MEMO OF PETITION (Pages: 9).
- Charges:** Application Charges - Rs. 15/-, Aplong Charges - Rs. 8/-, Documents Charges - Rs. 0/-, Postal Charges - Rs. 25.00/-, TOTAL CHARGES Rs. 48/-.
- Disclaimer:** A checkbox for "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".
- Additional Information:** A text box for "If the desired document is not available in above list please mention the detail of document in box mentioned below." with a "Submit" button.

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.


Details of document available for e-copying*	JUDGEMENT	Mode*
<input type="checkbox"/>	VAKALATNAMA (Pages : 1)	<input type="checkbox"/>
<input type="checkbox"/>	Final Order 11-Jan-2021 (Pages : 2)	
		<input type="checkbox"/>
		MEMO OF PETITION (Pages : 9)

No. of Copies : 1  
11-Jan-2016 (Pages : 1)  
04-Feb-2016 (Pages : 1)

## User Manual How To Apply For Certified Copy

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.



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 NAME OF ACT *	0030+01+102+0000+COPYING		
PURPOSE/SUBHEAD*	COPYING+FEES		
FROM DATE *	31012019		
TO DATE *	31012019		
ADDRESS :			
	FLAT/BLOCK NO:	PREMISES / BUILDING / VILLAGE	
	ROAD/STREET/LANE:	AREA/LOCALITY	
	CITY/DISTRICT:	Jabalpur	STATE/UT MADHYA PRADESH
	(if other city, specify)		PINCODE
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

## User Manual How To Apply For Certified Copy

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.

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 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

M 1 B 7 4  
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


## User Manual How To Apply For Certified Copy

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 To Avoid Failures (C-Credit Card Options/D For Debit Card)


**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](#)

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

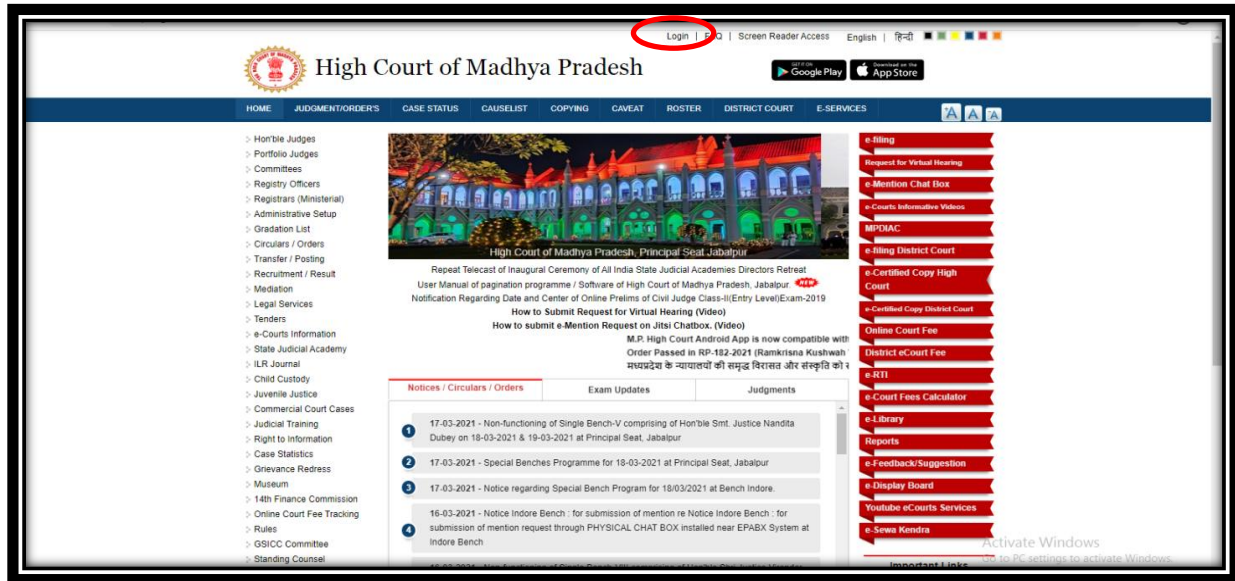


Application No.:	1 / 2019		
Case No.:	WP/16366/2018		
Petitioner V/S Respondent	AABID HUSSAIN V/S THE UNION OF INDIA		
Online Application Fees Received:	Rs. 35/-		
Cyber Receipt No. (CRN):	LAW003031012019000198	Bank Scroll Number:	25193
Date & time of Transaction:	31/01/2019 15:08:01	Challan Identification No. (CIN):	SBIN000615900303101201925193
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

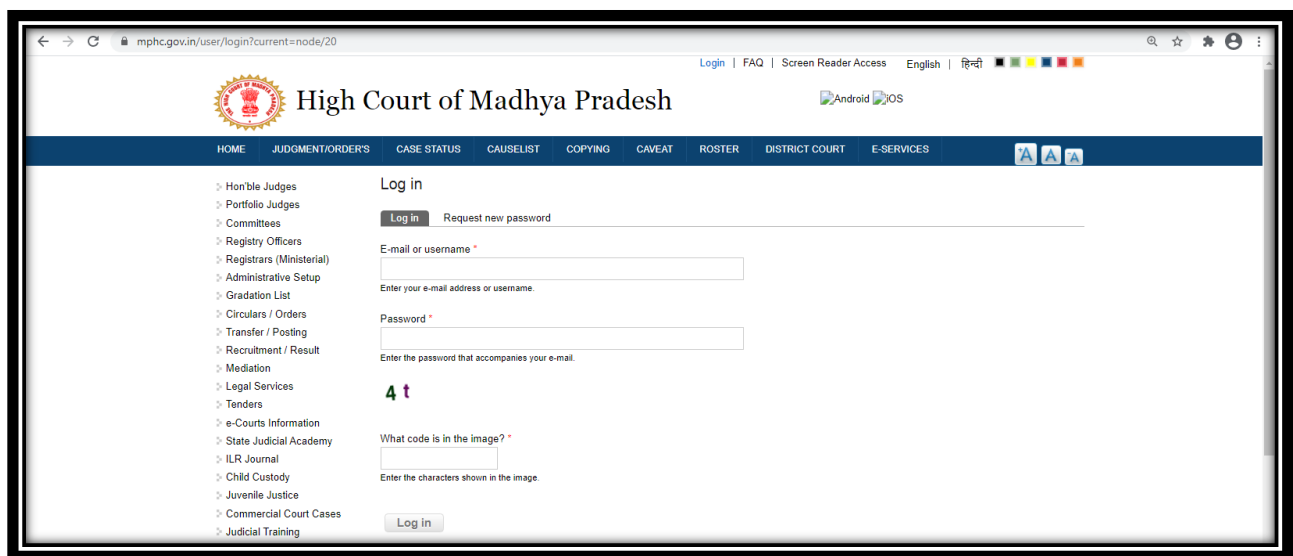
# User Manual How To Apply For Certified Copy

## (ii) For Pending cases

Go to High Court website [mphc.gov.in](http://mphc.gov.in) . Click on login tab as shown in the below screen.



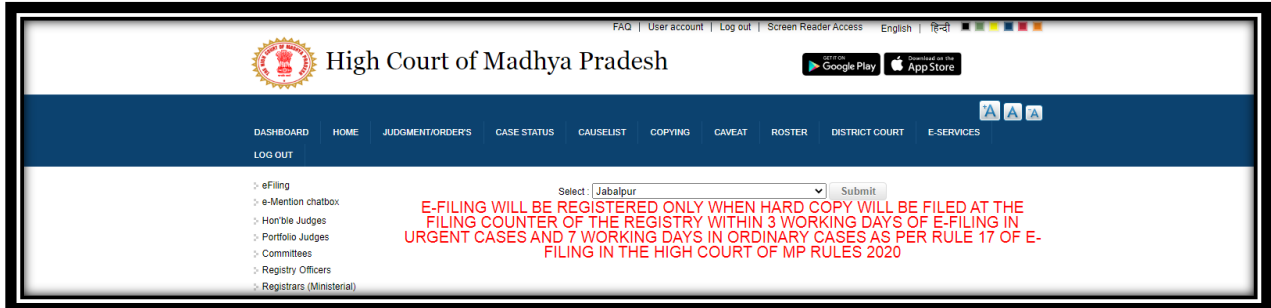
Fill your login details i.e. username and password and enter the captcha. Now click on Log In button as shown in the below screen.





# User Manual How To Apply For Certified Copy

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:



# User Manual How To Apply For Certified Copy

Now click on copying request button as shown in the below screen:

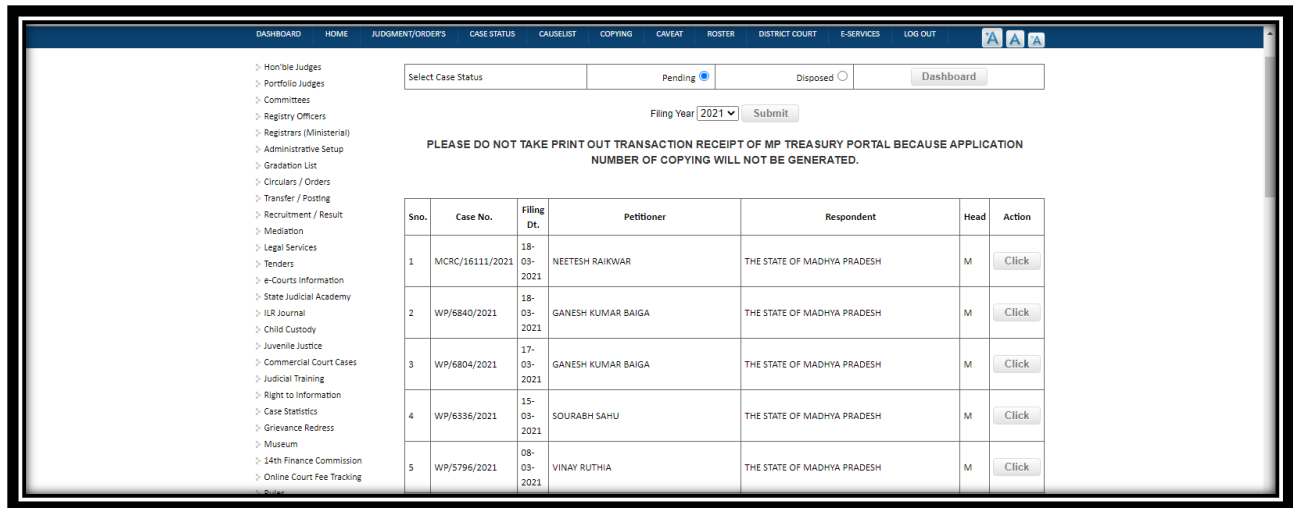


Now select filling year and click on submit button as shown in the below screen:



## User Manual How To Apply For Certified Copy

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.



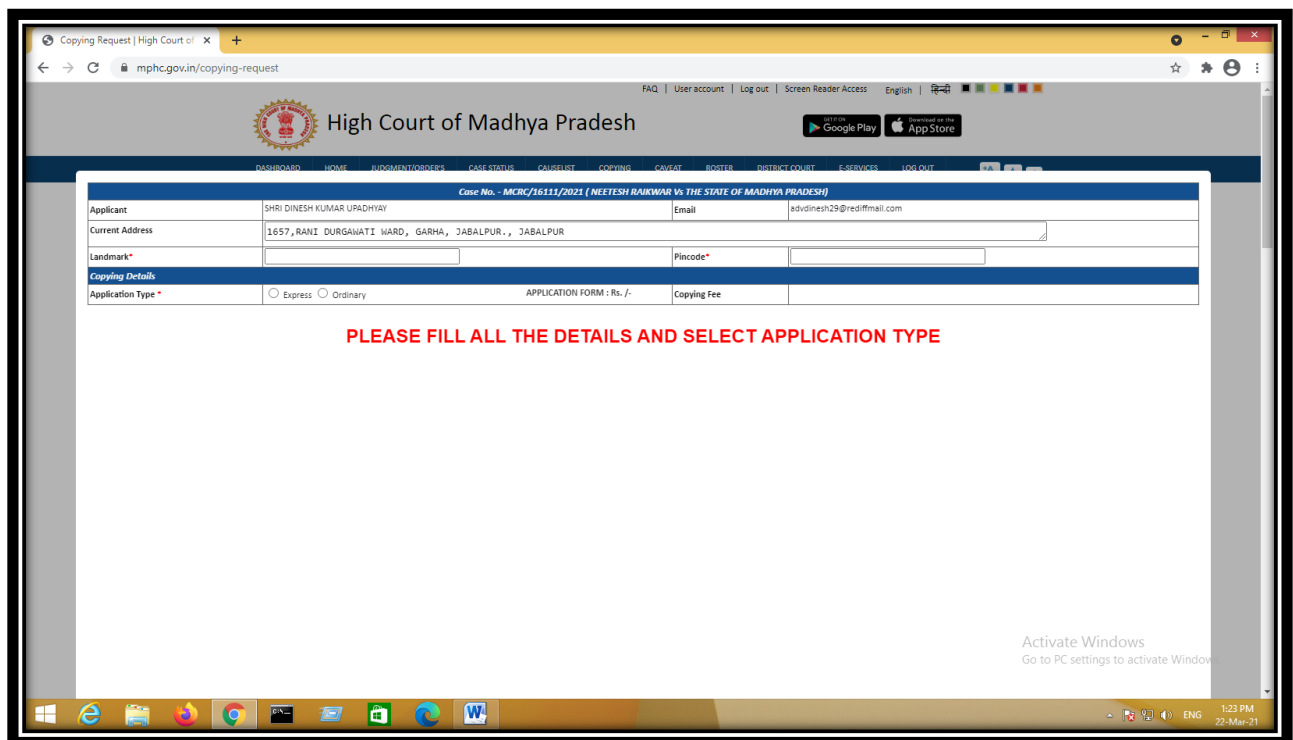
Select Case Status: Pending  Disposed  Dashboard

Filing Year: 2021 Submit

PLEASE DO NOT TAKE PRINT OUT TRANSACTION RECEIPT OF MP TREASURY PORTAL BECAUSE APPLICATION NUMBER OF COPYING WILL NOT BE GENERATED.

Sno.	Case No.	Filing Dt.	Petitioner	Respondent	Head	Action
1	MCRC/16111/2021	18-03-2021	NEETESH RAIKWAR	THE STATE OF MADHYA PRADESH	M	<a href="#">Click</a>
2	WP/6840/2021	18-03-2021	GANESH KUMAR BAIGA	THE STATE OF MADHYA PRADESH	M	<a href="#">Click</a>
3	WP/6804/2021	17-03-2021	GANESH KUMAR BAIGA	THE STATE OF MADHYA PRADESH	M	<a href="#">Click</a>
4	WP/6336/2021	15-03-2021	SOURABH SAHU	THE STATE OF MADHYA PRADESH	M	<a href="#">Click</a>
5	WP/5796/2021	08-03-2021	VINAY RUTHIA	THE STATE OF MADHYA PRADESH	M	<a href="#">Click</a>

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



Copying Request | High Court of Madhya Pradesh

High Court of Madhya Pradesh

Case No. - MCRC/16111/2021 ( NEETESH RAIKWAR Vs THE STATE OF MADHYA PRADESH)

Applicant	SHRI DINESH KUMAR URADHIYAY	Email	advdinesh29@rediffmail.com
Current Address	1657, RANI DURGAWATI NARD, GARHA, JABALPUR., JABALPUR		
Landmark*		Pincode*	
Copying Details			
Application Type *	<input type="radio"/> Express <input checked="" type="radio"/> Ordinary	APPLICATION FORM : Rs. /-	Copying Fee

PLEASE FILL ALL THE DETAILS AND SELECT APPLICATION TYPE

Activate Windows  
Go to PC settings to activate Windows

## User Manual How To Apply For Certified Copy

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:

Case No. - **CONC/2197/2020 ( RAJENDRA PRASAD PATHAK Vs SMT. RASMI ARUN SAMI)**

Applicant: SHRI DINESH KUMAR UPADHYAY | Email: advdinesh29@rediffmail.com  
Current Address: 1657,RANI DURGANATI WARD, GARHA, JABALPUR., JABALPUR  
Landmark\* | Pincode\*

**Copying Details**

Application Type \*  Express  Ordinary | APPLICATION FORM : Rs. 15/- | Copying fee | Rs. 8/- (Tentative Delivery Dt. 25-03-2021)  
Application purpose \*  Private | Delivered Mode \*  By Post  Email

Details of document available for copying

**JUDGEMENT**

<input type="checkbox"/> VAKALATNAMIA (Pages : 1)	<input type="checkbox"/> VAKALATNAMIA (Pages : 1)	<input type="checkbox"/> MEMO OF PETITION (Pages : 5)
<input type="checkbox"/> Order 08-Jan-2021 (Pages : 1)	<input type="checkbox"/> Order 02-Feb-2021 (Pages : 1)	

Application Charges - Rs. 15/-  
Aplong Charges - Rs. 8/-  
Documents Charges - Rs. 0/-  
**TOTAL CHARGES Rs. 23/-**

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

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.

Submit

Payment

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.

Details of document available for copying

**JUDGEMENT**

<input type="checkbox"/> VAKALATNAMIA (Pages : 1)	<input type="checkbox"/> VAKALATNAMIA (Pages : 1)	<input type="checkbox"/> MEMO OF PETITION (Pages : 5)
<input type="checkbox"/> Order 08-Jan-2021 (Pages : 1)	<input type="checkbox"/> Order 02-Feb-2021 (Pages : 1)	

No. of Copies :


11-Jan-2016 (Pages : 1)

04-Feb-2016 (Pages : 1)

## User Manual How To Apply For Certified Copy

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.



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			
NAME OF ACT *	0030+01+102+0000+COPYING		
PURPOSE/SUBHEAD*	COPYING+FEES		
FROM DATE *	31012019		
TO DATE *	31012019		
ADDRESS :			
FLAT/BLOCK NO:		PREMISES / BUILDING / VILLAGE	
ROAD/STREET/LANE:		AREA/LOCALITY	
CITY/DISTRICT:	Jabalpur	STATE/UT	MADHYA PRADESH
(if other city, specify)		PINCODE	
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

Submit

## User Manual How To Apply For Certified Copy

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.

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 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

M 1 B 7 4  
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.

Treasures & Accounts  
Department of Finance  
Govt. of MP

Please note your CRN: **LAW003031012019000161** for future refrence.

Please click OK button to proceed to payment.



OK

## User Manual How To Apply For Certified Copy



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 To Avoid Failures (C-Credit Card Options/D For Debit Card)


### Net Banking

 SBI Bank Charges: <a href="#">Click Here</a>	 Other Banks Bank Charges: 0.0 <a href="#">Click Here</a>
---	---

### Card Payments

 State Bank Debit Cards Bank Charges: Nil <a href="#">Click Here</a>	 Other Bank Debit Cards Bank Charges: 0.0 <a href="#">Click Here</a>
--	--

### Other Payments Modes

 POS Bank Charges: <a href="#">Click Here</a>
---

## User Manual How To Apply For Certified Copy

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):	LAW003031012019000198	Bank Scroll Number:	25193
Date & time of Transaction:	31/01/2019 15:08:01	Challan Identification No. (CIN):	SBIN000615900303101201925193
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