



## **HIGH COURT OF TRIPURA**

### **AGARTALA**

#### **STANDARD OPERATING PROCEDURE (SOP) FOR E-FILING OF CASES IN THE DISTRICT JUDICIARY OF TRIPURA**

The SOP is intended to cover the following types of cases filed by the private parties and institutional litigants in the Civil and Criminal Courts of the District Judiciary (including Family Courts) and Tribunals of Tripura over which the High Court of Tripura has supervisory jurisdiction:

- a)** Suits for money filed by banks and other financial institutions including Commercial Suits and Commercial Appeals under the Commercial Courts Act, 2015;
- b)** Complaints filed in respect of the offence punishable under Section 138 of the Negotiable Instrument Act, 1881;
- c)** Applications filed under Section 125 of the Code of Criminal Procedure, 1973 for grant of maintenance;
- d)** Regular Civil Suits, Petitions, Appeals, Applications, Revisions and Execution Petitions filed under different statutes before any Civil Court of competent jurisdiction in the District Judiciary;
- e)** Claim Petitions for compensation filed under the provisions of Motor Vehicles Act, 1988;
- f)** Petitions and Applications filed under the provisions of the Arbitration and Conciliation Act, 1996;
- g)** Petitions filed under the provisions of the Indian Succession Act, 1925;
- h)** Petitions filed in the District Courts under the provisions of the Guardian and Wards Act, 1890;
- i)** Regular and Anticipatory Bail Applications filed in the District Courts;
- j)** Private Complaints filed with respect to criminal offences cognizable by a Magistrate of competent jurisdiction under Section 190(1)(a) of the Code of Criminal Procedure, 1973;
- k)** Criminal Appeals and Criminal Revision Petitions, Civil Appeals including Civil Misc. Appeals filed in the District Court.

- 1) This SOP shall be effective immediately and shall be supplemental to the **ONLINE ELECTRONIC FILING (E-FILING) OF CASES IN THE HIGH COURT AND SUBORDINATE COURTS OF TRIPURA RULES, 2021** (*hereinafter referred to as 'the Rules'*). The Advocates / Govt. Pleaders / Litigants should follow the Rules notified by the High Court on 17<sup>th</sup> December, 2021 and the same is available in the official website of the High Court in the link <https://thc.tripura.gov.in/page/Noticedettc.aspx?NoticeId=25002>.
- 2) For the purpose of functioning as “**Administrator**” as defined in Rule 2(2) of the Rules, the High Court has nominated the Central Project Coordinator (CPC), High Court of Tripura as the “**State Admin**” and the respective Nodal Officers of the District Court Complexes as “**District Admin**” in e-Filing 3.0 portal.
- 3) e-Filing of cases shall be applicable only for fresh filings and not in the pending cases as on date.
- 4) User Manual and Video Tutorials on e-Filing Version 3.0 are available in the eFiling Portal itself in the tabs “**VIDEO TUTORIALS**” & “**MANUAL**” Advocates/litigants/other users are requested to go through the user manual and video tutorials indicated before to understand the process of advocate/user registration and other processes relating to e-Filing.
- 5) For e-Filing, one should visit the portal <https://filing.ecourts.gov.in/> and shall select the name of the State as ‘Tripura’ from the drop-down menu and choose the appropriate role for the registration (*viz.* Advocate/ Clerk/Litigant/Govt. Pleader).
- 6) Registration as an Advocate or Litigant on the portal <https://filing.ecourts.gov.in/> is required for e-Filing of cases. Without registration, no one can e-File any case or pleadings or documents.
- 7) Any Advocate willing/required to create User Account in eFiling 3.0 (<https://filing.ecourts.gov.in>) must have **Unique Advocate Code** (*A Unique Number allotted to an Advocate for identification by the eFiling software for eg. TR/WT0012/2022*). If any advocate is not having the **Unique Advocate Code** then request may be made to the **District Admin** (Nodal Officer of the District Court Complex) by submitting the duly filled-in prescribed form (*proforma given at the end of this SOP at Annexure- A*) along with a self attested legible copy of Bar Council Enrolment Certificate for the purpose of creation of **Unique**

**Advocate Code.** Thereafter, the form submitted by the advocate needs to be sent by the District Admin to the State Admin for creation & allotment of the **Unique Advocate Code**. After creation of **Unique Advocate Code** by the State Admin, intimation shall be given to the District Admin as well as Advocate concerned through email. System Officers of respective District Courts shall make the necessary entry of the particulars of the Advocate as per the form in the CIS NC 3.2 Master Database.

- 8) The data of Advocates practicing in the Courts of the District Judiciary of Tripura as of December, 2021 is already imported in National Judicial Data Grid (NJDG). **The Advocates already allotted with Unique Advocate Code may create their respective User Accounts in e-Filing 3.0 portal for filing cases electronically by using their Unique Advocate Code. Once they click [New User? Register Here](#) link, a page for registration will open and after entering their Unique Advocate Code in the field provided for “Bar Registration Number”, their details will be automatically fetched and displayed.** They only need to set a password for their user name and submit for OTP verification through their registered mobile number and email ID. Once OTP verification is completed and submitted, they can login using Bar Registration Number, mobile number, email ID send to them and start e-Filing.
- 9) In cases where there is no mobile number or email ID or the mobile number and email ID are incorrect or inactive, they need to update the same and complete the process of OTP verification and submission after setting a password for login. Even though the advocate could login the portal, it will ask for OTP verification of mobile number and email ID. Advocates registered may enter the **“Update Practice Locations”** tab for adding districts to enable e-Filing of cases in those districts.
- 10) For registration as Govt. Pleader, one shall have to register as an advocate. **The term “Govt. Pleader” in eFiling 3.0 portal means & includes Addl. Govt. Pleader, Public Prosecutor and Addl./Asst./Special Public Prosecutor.**
- 11) Litigant registration is the same as in the case of advocate registration. Verification is required only if the litigant wishes to file case as a party-in-person (without appointing an advocate). For verification, the litigant shall upload self-attested copy of his photo ID proof and after verification by the competent

authority, he can e-File a case. Verification process shall be completed as expeditiously as possible.

- 12) The pleadings, documents, *vakalatnama* etc. shall be as per the relevant rules and shall be filed electronically in conformity with the Rules.
- 13) Advocates/litigants filing a case electronically through the e-Filing software version 3.0 shall be required to make online payment of Court fees mandatorily through the e-Pay Portal (<https://pay.ecourts.gov.in/epay/>) integrated with the e-Filing software by different online modes *viz.* Debit Card, Credit Card, Internet Banking, UPI etc. and there shall be no liberty to make offline payment of Court fees in a case where it has been filed electronically through the e-Filing portal. The User Manual of the e-Pay portal is available in the official website of the High Court of Tripura in the link <https://thc.nic.in/ePay-Final-USer-manual.pdf> . For further reference, the notification dated 12<sup>th</sup> August, 2022 issued by the High Court of Tripura regarding the implementation of the facility of electronic payment of court fees may be referred by the advocate/litigants in the link <https://thc.tripura.gov.in/page/Noticedettc.aspx?NoticeId=25265> .
- 14) Physical/hard copies (*pleadings and originals of documents alongwith payment acknowledgement of Court Fees finally submitted and accepted for registration*) of e-Filed cases shall be filed by the advocates/litigants on the same day of e-Filing at the filing counter of the Court and as far as possible within the physical filing time specified by such courts under the applicable rules.
- 15) Once e-Filing is accepted, the filing number will be notified to the advocate/litigant in person by SMS alert and / or email.
- 16) The Sr. Sheristadar /Sheristadar or such other officer authorized in this behalf of the Filing Court shall scrutinize the e-Filed cases following the extant procedure (*as currently being done in physical filings*) and also as per the procedure laid down in the ONLINE ELECTRONIC FILING (E-FILING) OF CASES IN THE HIGH COURT AND SUBORDINATE COURTS OF TRIPURA, RULES, 2021 and thereafter register the case under the appropriate '**Case Type**'. **For the purpose of defacement of the Court fees paid online by the advocates/litigants in a case e-Filed through the e-Filing software version 3.0, the respective Filing Courts shall deface the Court fees by using the Court Fees Defacement Periphery Software Module developed by the High Court of Tripura.** The defacement of the Court Fees Challan paid online by the e-filer of a case will

ensure that the same Challan is not used again in another case. The process involves verification of GRN (Government Reference Number) generated by e-GRAS Portal upon online payment of Court Fees by the e-filer and defacement of the Court Fees Challan. This process is nothing but a replication of the extant practice of cancellation Court Fees Stamp (Impressed & Adhesive) by the Filing Courts to prevent its misuse subsequently.

- 17)** Miscellaneous Judicial cases [Misc.(J)] and Vakalatnama to be filed along with fresh cases shall be uploaded after scanning the duly signed and stamped applications / Vakalatnama by using the tab “**Uploading Pleadings**” as pleading along with the main proceedings.
- 18)** The Sr. Sheristadar /Sheristadar or such other officer authorized in this behalf shall verify the Miscellaneous Judicial cases [Misc (J)] filed as above (as pleadings along with new case) and after numbering of the main case it shall be numbered and registered as Misc.(J) cases.
- 19)** The facility for e-Filing through the web portal shall be available 24 hours of each day, subject to uptime and maintenance down time or other emergencies. Exemption from e-Filing shall be as per Rule 12 of the ONLINE ELECTRONIC FILING (E-FILING) OF CASES IN THE HIGH COURT AND SUBORDINATE COURTS OF TRIPURA RULES, 2021.
- 20)** The time for electronic filing of cases for the purpose of computing the period of limitation shall be as per Rule 13 of ONLINE ELECTRONIC FILING (E-FILING) OF CASES IN THE HIGH COURT AND SUBORDINATE COURTS OF TRIPURA RULES, 2021.
- 21)** In cases where urgent and immediate reliefs are sought, even before physical production of the pleadings and documents e-filed, on an application stating the reason with an undertaking that physical filing will be done within the time prescribed by the Court, the Courts are not prohibited from passing urgent orders after recording its reasons for the same and ordering physical filing within such time as may be prescribed by the Court.
- 22)** Advocates/litigants may avail the services of the e-Sewa Kendra and e-Filing Help Desk Counters of the respective Court Complexes for any assistance relating to e-Filing of cases during the working hours of the Court on all working days. These places are equipped with All-In-One (AIO) Desktop Computers and Scanners supplied by the High Court. In case of any technical query or

requirement of technical assistance, the advocates/litigants may contact with the System Officers of the respective District Courts. e-Filing Help Line Numbers, if any, notified by the respective District Courts may also be used by the advocates/litigants for raising the issues faced or assistance required for e-Filing of cases in the District Judiciary.

- 23) Assistance and clarification with respect to e-Filing of cases in the District Judiciary of Tripura through e-Filing portal may also be sought via email at [cpc-trp@aij.gov.in](mailto:cpc-trp@aij.gov.in) and [thc.itcell@indiancourts.nic.in](mailto:thc.itcell@indiancourts.nic.in) .
- 24) Any issues/difficulties faced by the Advocates/Litigants as well as the concerned Courts of a particular District Judiciary shall be escalated to the **State Admin** (CPC, High Court of Tripura) by the **District Admin** (the Nodal Officer concerned of the District Court Complex) if the same cannot be resolved locally.
- 25) Advocates/Advocate Clerks may participate in the hands on training/refresher programme on e-Filing 3.0 which may be conducted from time to time by the District Court Computer Committees to better acquaint themselves regarding the process. Notice regarding such training shall be made available on the official website of the concerned District Court.
- 26) The District Court Computer Committees shall keep the Advocate Master Database in CIS NC 3.2 up-to-date by periodically updating the details of the practicing advocates of the respective District & Sub-divisional Bar Associations of the concerned District Judiciary especially Bar Registration Number, mobile number and email address of such advocates under intimation to the High Court by email at [cpc-trp@aij.gov.in](mailto:cpc-trp@aij.gov.in). The Advocate Master Database may be made available by circulation to the respective District and Sub-divisional Bar Associations and e-Sewa Kendra of the respective Court Complexes for the purpose of accessing the same by any advocate practicing in the District Judiciary.
- 27) The District Court Computer Committees shall also keep the details of the Govt. Pleader, Addl. Govt. pleader, Public Prosecutor and Addl./Asst. P.P. of the respective District Judiciary updated periodically under intimation to the High Court by email at [cpc-trp@aij.gov.in](mailto:cpc-trp@aij.gov.in) .
- 28) The District Court Computer Committees shall provide adequate training and equip the ministerial staff of the Filing Courts in consumption, verification and

registration of e-filed cases in CIS 3.2 for the purpose of capacity building and to familiarize them in their transition to digital filing environment.

This SOP only addresses the technical aspects and requirements of e-Filing as a guide and does not extend to substantive matters such as enquiries, trials and evidence.

DATA MOHAN  
JAMATIA

Digitally signed by DATA MOHAN JAMATIA  
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**(D. M. Jamatia)**  
**Registrar General**



## Annexure - A

### HIGH COURT OF TRIPURA

#### AGARTALA

#### Application Form for allotment of Unique Advocate Code

<b>TO BE FILLED BY THE ADVOCATE/GOVT. PLEADER/PUBLIC PROSECUTOR</b>					
Name of Advocate* :	IN CAPITAL LETTERS				
Gender*:	Male	Female	Transgender	Date of Birth*:	
Mobile No. (Primary)* :			Mobile No. (Secondary)* :		
Phone No.(office) :			Phone (Res)		
Email ID* :					
Bar Reg. No.* (Bar Council Enrolment No.) :			Reg. Date*		
Address (with Area Pin code)* :					
	City :		STATE:		

**Full Signature of the Advocate with date**

***Enclo. – Self-attested copy of Bar Council Enrollment Certificate***

***Verified & Forwarded by  
(Signature & Seal of the District Admin)***

<b>FOR OFFICE USE ONLY (HIGH COURT OF TRIPURA)</b>	
Advocate Code (to be specified by the State Admin.)	TR/_____/____
CIS Code (same Advocate Code to be given by the CIS Admin. in Court CIS)	TR

**Signature of the State Admin  
(Central Project Co-ordinator, High Court of Tripura)**