

HIGH COURT OF TRIPURA AGARTALA

No.F.3(35)-HC/2021/ 28151

Dated, Agartala, the 17th December, 2021

NOTIFICATION

In exercise of the powers conferred by Article 225 & Article 227 of the Constitution of India, the Hon'ble Chief Justice of the High Court of Tripura, so far as the Rules relate to On-line Electronic Filing (E-filing) of cases in the High Court and Subordinate Courts of Tripura is hereby pleased to make the following rules:-

1. Short Title, Applicability and Commencement:

- (1) These Rules will be called **ON-LINE ELECTRONIC FILING (E-FILING) OF CASES IN THE HIGH COURT AND SUBORDINATE COURTS OF TRIPURA RULES, 2021.**
- (2) They will be applicable to the High Court of Tripura and to the District Courts and Tribunals over which it has supervisory jurisdiction.
- (3) These Rules will come into force from the date notified by the High Court.
- (4) These Rules will apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres / e-Sewa Kendra.
- (5) The Rules will apply to such categories of cases as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions.

2. Definitions

- (1) Action: includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases and interlocutory applications.

- (2) Administrator: means the Registrar (IT) or an officer appointed by the Chief Justice for administering and dealing with matters connected with or relating to e-filing.
- (3) Bench: means and includes one or more Judges assigned to adjudicate upon Actions or the Presiding Officer of the Court or Tribunal as the case may be.
- (4) Physical Filing: means Actions and pleadings filed as hard copies.
- (5) Designated Counters: means and includes those counters which find mention in Appendix-I and those that may be included or excluded from Appendix -I from time to time.
- (6) District Courts: means and includes the courts established and functioning under the control and supervision of the High Court.
- (7) Electronic Filing (e-filing): means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.
- (8) Evidence: means and includes evidence as defined under the Indian Evidence Act, 1872.
- (9) High Court: High Court means the High Court of Tripura.
- (10) Objections: means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.
- (11) Opposite Party: means defendant(s), respondents, judgment debtor(s) and non-applicant(s).
- (12) Party: means appellant(s), plaintiff(s), petitioner(s), complainant(s) and applicant(s).
- (13) Pleadings: means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.
- (14) PDF: means an electronic document filed in a portable document format.

(15) PDF/A: means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

(16) Registry: means the Registry of the Court.

(17) Statement of Defence: means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.

(18) Technical failure: means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.

(19) Third Party: means and includes any person or entity seeking to become a party or to intervene in an Action.

(20) Working Day: means and includes a day when the Registry of the Court is working under the Calendar published or as directed by the Court.

3. General Instructions

(1) On-line e-filing shall be made by visiting the web portal of the Court as may be notified from time to time.

(2) Except as provided in these Rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by an advocate or litigant in person from their home, office or other remote location in the manner provided in these Rules.

(3) Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges if stipulated.

(4) The size of the e-file should not exceed 100 MB. In case the file size exceeds 100 MB, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet.

4. Steps for Registration

(1) Persons other than Advocates and litigants in person who are already registered on the Court web portal will take the following steps to register themselves.

i) Advocates

- a) Should visit the web portal as may be notified from time to time to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).

ii) Litigants in person

- a) Should visit the web portal as may be notified from time to time to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

(2) Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in person, who subsequently engages an Advocate, shall make an

application before the Administrator for transferring the data in respect of the Action to the Advocate's account in. Once the Administrator allows the application, the data in the Action shall be transferred in the user account of the Advocate. The litigant in person will not be in a position to modify the data of the subject Action, without the permission of the Administrator.

(3) A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in Appendix-II.

5. Frame of Pleadings

The pleadings should be clear and concise. Parties and third parties should set forth their claims/averments in separate paragraphs. The statement of truth/ affidavit of the concerned person must bear their signature. Opposite parties should also file their replies under sequentially numbered paragraphs and headings (such as Preliminary Objections and Objections on Merits).

6. Formatting

(1) All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style:

- Paper size : A-4
- Top Margin : 1.5"
- Bottom Margin : 1.5"
- Left Margin : 1.75"
- Right Margin : 1.0"
- Alignment : Justified

- Font : Times New Roman
- Font size : 14
- Line spacing : 1.5
- If any document is typed in a local language in Trial Courts, it must be prepared using xxx Unicode Font 14

(2) The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format.

(3) A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in Appendix — III.

7. Digital Signatures

(1) The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possesses a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.

(2) A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in Appendix - IV.

(3) A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication.

8. Dos and Don'ts

- (1) The text documents and scanned documents set out in clauses 6.3 and 7.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in Appendix -V.
- (2) The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence in a pending case are set out in Appendix - I.
- (3) Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in person.
- (4) In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.
- (5) Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.
- (6) Document Binary File Name Standards

The following special characters are not allowed in a file name:

- A quotation mark (")
- A number sign/Pound (#)
- Per cent (%)
- Ampersand (&)
- Asterisk (*)

- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash (\)
- Forward slash (/)
- Braces (left and right) ({ })
- Pipe (|)
- A tilde (~)
- The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.

(7) On-line e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

9. Payment of Court Fees/Other Charges

Court Fees and other charges payable under the relevant Acts and Rules shall be made through Electronic Payment [e-payment] in the manner and mode as notified by the High Court from time to time and the notification shall also be available in the web portal of the relevant courts. The Transaction ID or GRN (Government Reference Number) provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

10. Retention of Originals

- (1) Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing should be preserved, for production or inspection, as may be directed by the Bench.
- (2) The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.
- (3) Notwithstanding anything above, the following documents will have to be preserved permanently:-
 - a) A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
 - b) A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
 - c) A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
 - d) A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
 - e) Any contract for the sale or conveyance of immovable property or any interest in such property.
 - f) Any other document as may be directed by the Bench.
- (4) The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

11. Access to the Electronic Data of the Action

Free of cost access will be available to authorized person(s) to data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies.

12. Exemption from e-filing

Exemption from on-line e-filing of the entire pleading or a part of the pleadings and/or documents may be permitted by the Bench upon an application being made for that purpose in the following circumstances:

- i. where on-line e-filing is for reasons set out in the application not feasible; or
- ii. where there are concerns about confidentiality and protection of privacy; or
- iii. where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- iv. where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
- v. for a just and sufficient cause.

13. Service of Electronic Documents

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

14. Computation of Time

(1) Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any

working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

(2) E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On-line e-filing carried out after 1600 hours on any day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.

(3) The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing between 1600 hours on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.

(4) Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions will commence from the date when e-filing is made as per the procedure prescribed in these Rules.

15. Procedure for Filing Caveat

All caveats can be filed on-line. The procedure for this purpose is set out in Appendix —VI.

16. Hard Copies of Pleadings and Documents filed electronically

(1) The Advocates and Party-in-person can take hard copies of the pleadings and documents filed electronically for their use in the Court.

(2) The Registry of the Court shall take hard copies of the pleadings and documents meant for the use of the Court or for other official purposes.

17. Storage and Retrieval of e-Filed Documents and Pleadings

E-filings will be stored on an exclusive server maintained under the control and directions of the Court. Each such filing will be separately labelled and encrypted to facilitate easy identification and retrieval. The security of such filings will be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

18. Powers of High Court

(1) When the High Court is satisfied that the operation of any Rule causes undue hardship, it may order to dispense with or relax the requirements of that Rule to such extent and subject to such conditions, if any, as is necessary to deal with the case in a just and equitable manner.

(2) The High Court may also from time to time issue practice directions under these Rules and the said directions shall be effective from the dates as may be notified.

19. Residuary provisions

(1) The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.

(2) Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the plaintiff/ petitioner can be called upon to deposit the charges calculated on the basis of the number of pages per defendant/respondent which are required to be photocopied. This facility will

be provided by the Registry on a written request being made by the defendant(s)/respondent(s).

(3) The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.

(4) Procedural matters with respect to which no express provision has been made in these Rules shall be decided by the Court consisted with the principle of furthering the interest of justice.

(5) These Rules shall be in addition to the extant Rules of Practice followed in the High Court and the District Courts of Tripura.

19. General Caution

Email is not a secure medium of communication. Any communication transmitted by email can be intercepted or read by a third party. An Advocate or litigant in person seeking to transmit confidential or sensitive document/material, shall approach the Registry for requisite assistance/advice.

Appendices

APPENDIX - I Screenshots showing the procedure for accessing the on line portal, electronic filing of documents and list of Designated Counters.

APPENDIX - II Screenshots showing the procedure for registration.

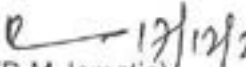
APPENDIX - III Screenshots showing the procedure for converting a document into an OCR searchable PDF.

APPENDIX - IV Screenshots showing the procedure for appending single or multiple digital signatures.

APPENDIX - V Screenshots showing the procedure for book-marking.

APPENDIX - VI Screenshots showing the procedure for filing Caveat.

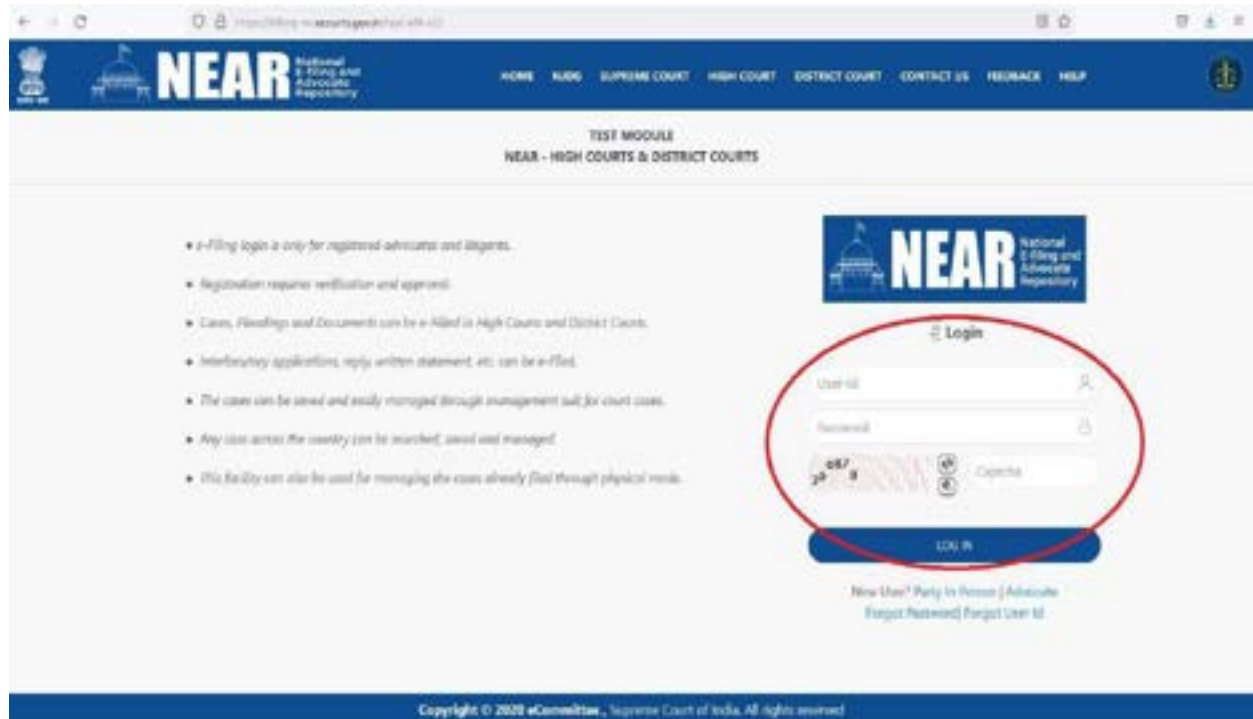
By Order,

 17/12/2
(D.M. Jamatia)

Registrar General

APPENDIX I -SCREENSHOTS SHOWING THE PROCEDURE FOR ACCESSING ONLINE PORTAL OF E-FILING AND E-FILE A CASE

- The screenshots given below are self explanatory.



The screenshot displays the NEAR website interface. At the top, there is a navigation bar with the NEAR logo and the text "National E-filing and Advocate Repository". Below the navigation bar, the page title reads "TEST MODULE NEAR - HIGH COURTS & DISTRICT COURTS".

On the left side, there is a list of bullet points describing the e-filing process:

- e-filing login is only for registered advocates and litigants.
- Registration requires verification and approval.
- Cases, Filings and Documents can be e-Filed in High Courts and District Courts.
- Interlocutory applications, reply written statement, etc. can be e-Filed.
- The cases can be viewed and easily managed through management tool for court cases.
- Any case across the country can be searched, viewed and managed.
- This facility can also be used for managing the cases already filed through physical mode.

On the right side, there is a "Login" form. The form includes fields for "User id" and "Password", a "Captcha" field, and a "LOG IN" button. The "Login" form is circled in red. Below the "LOG IN" button, there are links for "New User? Party in Person | Advocate", "Forgot Password", and "Forgot User ID".


At the bottom of the page, there is a footer with the text: "Copyright © 2009 eCommittee, Supreme Court of India. All rights reserved."

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TEST MODULE

NEAR - HIGH COURTS & DISTRICT COURTS

- e-filing login is only for registered advocates and litigants.
- Registration requires verification and approval.
- Cases, Hearings and Documents can be e-filed in High Courts and District Courts.
- Interlocutory applications, reply, written statement, etc. can be e-filed.
- The cases can be saved and easily managed through management tool for court cases.
- Any case across the country can be searched, saved and managed.
- This facility can also be used for managing the cases already filed through physical mode.



NEAR National e-filing and Advocate Repository
Login
 pravej123@gmail.com

 Remember Me
 CAPTCHA

[New User? Party In Person / Advocate](#)
[Forgot Password](#) | [Forgot User ID](#)


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TEST MODULE

NEAR - HIGH COURTS & DISTRICT COURTS

eFile Status (Before Acceptance by Court)

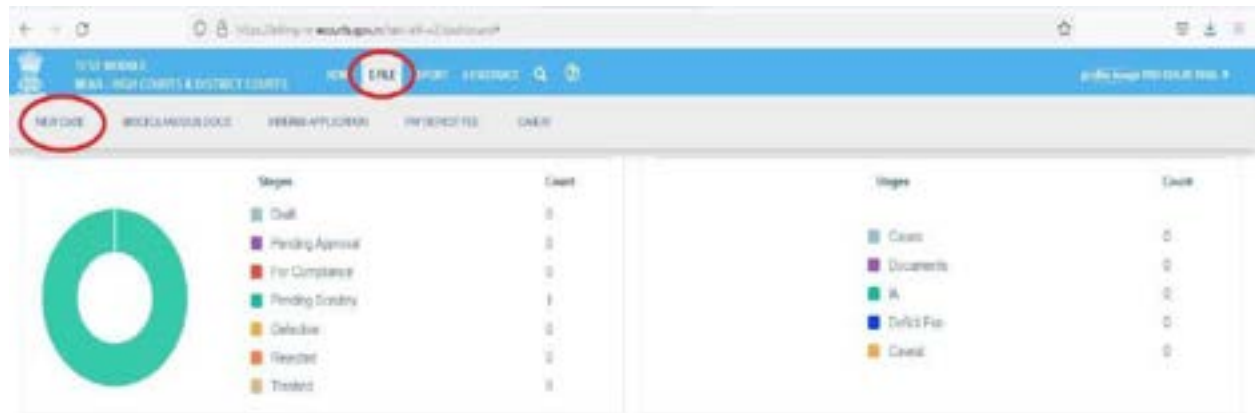


Stages	Count
Done	0
Pending Approval	0
Pending Scrubbing	1
Delictive	0
Rejected	0
Trashed	0

eFile Status (After Acceptance by Court)

Stages	Count
Claim	0
Documents	0
IR	0
Defect File	0
Cancel	0

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The screenshot shows the 'New Case : Where to file' form. The 'FILE' button in the top navigation bar is circled in red. The form includes a 'My County' dropdown menu and radio buttons for 'MY COUNTY', 'FISH COURT', and 'DISTRICT COURT'. The 'My County' dropdown is also circled in red.

NOTE:

- Complete details related to case, whichever is provided in paper/filing, are mandatory to be filed in at the time of a filing of a case.
- City of Same, Address, Age and Relation of Parties/officer/constit should be same as provided in Cause Title (Name of Party).
- Details of Facts/Background/Concomitant should be same as provided in Cause Title (Name of Party).

MY COUNTY
 FISH COURT
 DISTRICT COURT

My County:

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Case Filing Form

Petitioner
 Respondent
 Jury Information
 Jury Party
 Legal Representative
 Case Detail
 Act Section
 Main Matter
 Subordinate Court
 Police Station
 BVC
 Act 18 Matter Details
 Special Document
 Index
 Pay Court Fee
 Affidavit
 View

Appellant / Petitioner / Plaintiff / Complainant Information

Party: Individual
 Appellant / Petitioner / Plaintiff / Complainant: SURESH KUMAR
 Relative Name: SPOUSE
 Relative Name: SPOUSE OF OTHER OR OTHER OR HUSBAND OR WIFE
 Date of Birth: 21/03/1977
 Age: 47
 Gender: Male Female Other
 Email: 407kumar@gmail.com
 Mobile: 8756008

Address: SURYODI COLONY, BANGALORE, KARNATAKA
 State: KARNATAKA
 District: WEST BANGALORE
 Taluk: Select Taluk
 Town: Select Town
 Ward: Select Ward
 Village: Select Village
 Pincode: 560022
 Police Station: Select Police Station

Save

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Case Filing Form

Petitioner
 Respondent
 Jury Information
 Jury Party
 Legal Representative
 Case Detail
 Act Section
 Main Matter
 Subordinate Court
 Police Station
 BVC
 Act 18 Matter Details
 Special Document
 Index
 Pay Court Fee
 Affidavit
 View

Opponent / Respondent / Defendant / Accused Information

Party: Individual
 Opponent / Respondent / Defendant / Accused: SURESH KUMAR SURESH KUMAR
 Relative Name: Select Relative
 Relative Name: SPOUSE OF OTHER OR OTHER OR HUSBAND OR WIFE
 Date of Birth: 21/03/1977
 Age: 47
 Gender: Male Female Other
 Email: SURESH
 Mobile: 8756008

Address: 100, WESTCHAL, BANGALORE, KARNATAKA
 State: Select State
 District: Select District
 Taluk: Select Taluk
 Town: Select Town
 Ward: Select Ward
 Village: Select Village
 Pincode: 560022
 Police Station: Select Police Station

Previous Save End

Case Filing Form

Opponent / Respondent / Defendant / Accused Information

Party In: [dropdown]

Opponent / Respondent / Defendant / Accused: [dropdown]

Relationship: SPOUSE

Relationship: HUSBAND

Date of Birth: [calendar]

Age: 40

Gender: Male Female Other

Email: [text]

Phone: [text]

Address: [text]

State: [dropdown]

County: [dropdown]

City: [dropdown]

Zip: [dropdown]

Street: [dropdown]

City: [dropdown]

State: [dropdown]

Zip: [dropdown]

Street: [dropdown]

City: [dropdown]

State: [dropdown]

Zip: [dropdown]

Police Station: [dropdown]

Previous **Save** Next

Case Detail

Case Nature: CIVIL CRIMINAL

Case Type: [dropdown]

Order Type: [dropdown]

Case of Subject: [dropdown]

Report Information or Subjectal Reason: [dropdown]

Phone: [dropdown]

Place of Dispute for Jurisdiction

State: [dropdown]

County: [dropdown]

City: [dropdown]

State: [dropdown]

City: [dropdown]

State: [dropdown]

City: [dropdown]

Under 18? Yes No

Water Rights: Upland Ordinary

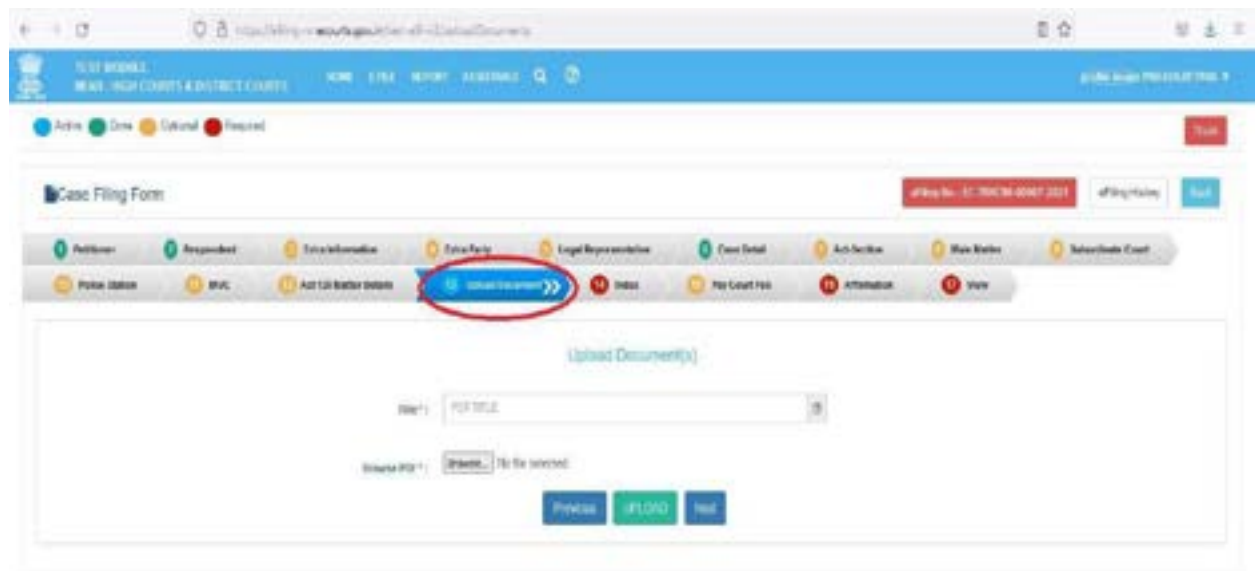
To Be Laid Before: [dropdown]

Date of Case of Subject: [calendar]

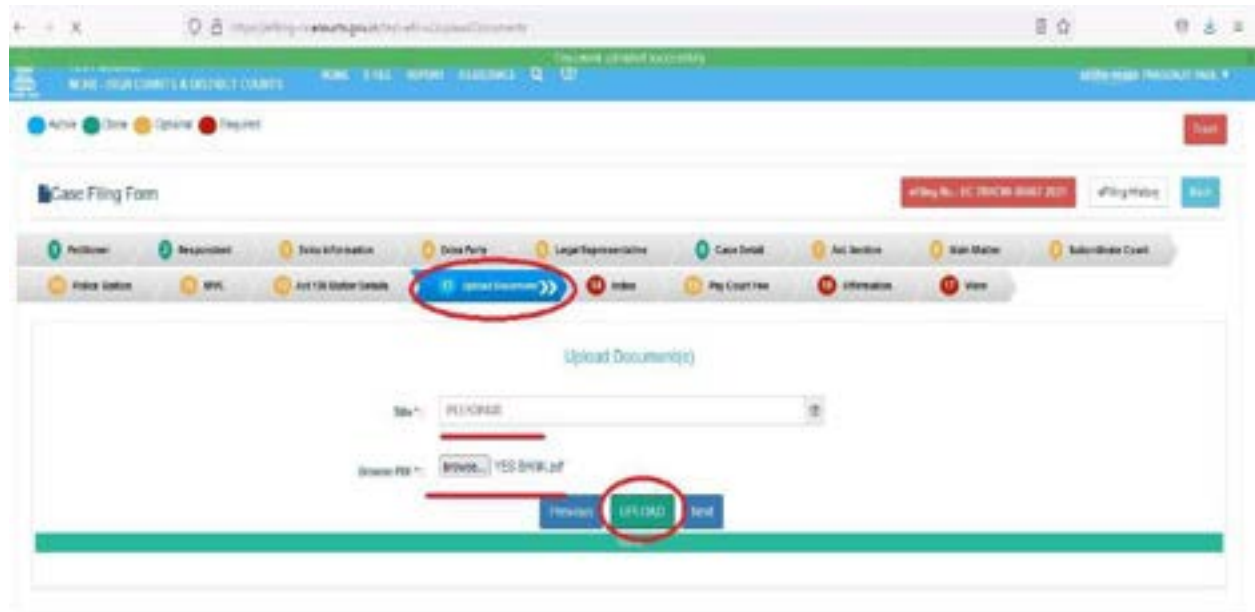
Value of Subject Matter: [text]

Subject/Claim: [text]

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https://filing.myspace.gov/veraffirmation

TEST MODE | 10:58 AM HIGH COURTS & DISTRICT COURTS | 1199 | 1.261 | 607661 | 437726812 |

Active Done Optional Required Back

Case Filing Form

eFiling No. 10-2023-00007-001 | eFiling History | Back

Petitioner Respondent Extra Information Extra Party Legal Representative Case Status Act Section Case Order Subordinate Court
Police Station MTC Act CD Matter Details Special Document **Mobile OTP** View

Certificate

Sign Method: Digital Sign Using Signer eSign Using Author **Mobile OTP**

✔ One Time Password (OTP) has been sent to your mobile

Verified Code: Apply Code

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https://filing.myspace.gov/veraffirmation

TEST MODE | 10:58 AM HIGH COURTS & DISTRICT COURTS | 1199 | 1.261 | 607661 | 437726812 |

Active Done Optional Required New Query | Back

Case Filing Form

eFiling No. 10-2023-00007-001 | eFiling History | Back

Petitioner Respondent Extra Information Extra Party Legal Representative Case Status Act Section Case Order Subordinate Court
Police Station MTC Act CD Matter Details Special Document **Mobile OTP** View

Document eVerified by Mobile OTP ✔

On Date - 25-11-2023 10:58:36 AM

Using Mobile -

By Advocate - PRADEEP PRAJAPATI

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Active Done Optional Required

Case Filing Form

[Print Name](#) [Print](#)

1 Petitioner 2 Respondent 3 Extra Information 4 Extra Party 5 Legal Representative 6 Case Detail 7 Act Section 8 **Step Status** 9 Substantive Case

10 Filing Value 11 FVC 12 Art 12 Matter Details 13 Special Document 14 Issues 15 Pay Court Fee 16 **Attorney**

17 **View >>**

eFiling Details

[Clear Fields](#) [Close](#) [Expand All](#)

eFiling For: **Supreme High Court**
 Name: **Civil**
 Case Type: **WRIT/JUDICIAL PETITION UNDER ARTICLE 20 AND 22 OF THE CONSTITUTION**

Matter Type: **Original**
 Priority: **Ordinary**
 To Be Listed Before: **Nil**

Applicant / Petitioner / Plaintiff / Complainant
 Opponent / Respondent / Defendant / Accused
 Extra Information
 Extra Parties
 Legal Representative Details
 Case Details

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17 May 2021 12:05:45 PM

17 May 2021 12:05:45 PM

eFile Status (Before Acceptance by Court)

Steps	Count
■ Draft	0
■ Pending Approval	1
■ For Compliance	0
■ Pending Scrutiny	1
■ Defective	0
■ Rejected	0
■ Trashed	0

eFile Status (After Acceptance by Court)

Steps	Count
■ Cases	0
■ Documents	0
■ IL	0
■ Defect Fee	0
■ Cancel	0

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NEW JUDICIAL COMES & DISTANCE COURT

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0 1 0 1 0 0 0 0 0 0 0 0

Pending Approval

Show 10 entries Search

#	Case No.	Type	Case Details	Submitted On
1	CC 2021/09/08/2021 2021	New Case	RAJESH SARGAR vs. SARMA BATH	23/9/2021 10:28:15 AM

Showing 1 of 1 entries

Previous Next

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All the above mentioned steps are indicative only.

APPENDIX II -SCREENSHOTS SHOWING THE PROCEDURE FOR REGISTRATION

- The screenshots given below are self explanatory.

Step – 1.

TEST MODULE
NEAR - HIGH COURTS & DISTRICT COURTS

- e-filing login is only for registered advocates and litigants.
- Registration requires verification and approval.
- Cases, Pleadings and Documents can be e-Filed in High Courts and District Courts.
- interlocutory applications, reply, written statements, etc. can be e-Filed.
- The cases can be saved and easily managed through management suit for court cases.
- Any case across the country can be searched, saved and managed.
- This facility can also be used for managing the cases already filed through physical means.

NEAR National e-Filing and Advocate Repository

HOME | JUDGE | SUPREME COURT | HIGH COURT | DISTRICT COURT | CONTACT US | FEEDBACK | HELP

LOG IN

User id

Password

140302 Get OTP

LOG IN

New User? Party in Person | Advocate | Forgot Password | Forgot User id

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TEST MODULE
NEAR - HIGH COURTS & DISTRICT COURTS

NEAR National e-Filing and Advocate Repository

HOME | JUDGE | SUPREME COURT | HIGH COURT | DISTRICT COURT | CONTACT US | FEEDBACK | HELP

Prerequisite :-

- Mobile number and e-mail ID of the advocate must be available in Case Information Software of the concerned Court where the advocate wants to register.
- Passport size photo and identification proof are having a size between 5KB and 5MB in JPEG or JPG format.

Step 1 :-

- Please enter the registered mobile number, e-mail ID and Bar Registration/Enrollment Number.
- Click the High Court or District Court. If you clicked the High Court, then select the name of High Court from the drop-down list.
- If you clicked District Court then Select State, District and Court Establishment from the drop-down list.
- Please enter the captcha code and click 'Get OTP'.
- Two different OTPs will be sent to the registered mobile number and e-mail address separately.

Step 2 :-

Advocate (Registration)

Mobile

Email ID

Bar Enrollment Number

Wants to Register For

High Court District Court

Select High Court

6 5
226 2 Captcha

GET OTP

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Step – 2. OTP will be received in Mobile as well as in E-Mail of the Advocate. Need to enter the respective OTPs.

NEAR National E-filing and Advocate Repository

HOME | NJDG | SUPREME COURT | HIGH COURT | DISTRICT COURT | CONTACT US | FEEDBACK | HELP

TEST MODULE
NEAR - HIGH COURTS & DISTRICT COURTS

- ✓ e-filing login is only for registered advocates and litigants.
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- ✓ Interlocutory applications, reply, written statement, etc. can be e-Filed.
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- ✓ Any case across the country can be searched, saved and managed.
- ✓ This facility can also be used for managing the cases already filed through physical mode.

OTP Verification
OTP Sent

Mobile : 97*****79

Enter Mobile OTP

Email ID : AD*****@GMAIL.COM

Enter Email OTP

Captcha

Verify

Reset OTP ? click
New User? Party in Person | Advocate
Forgot Password | Login

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Step – 3.

NEAR National E-filing and Advocate Repository

HOME | NJDG | SUPREME COURT | HIGH COURT | DISTRICT COURT | CONTACT US | FEEDBACK | HELP

TEST MODULE
NEAR - HIGH COURTS & DISTRICT COURTS

- ✓ e-filing login is only for registered advocates and litigants.
- ✓ Registration requires verification and approval.
- ✓ Cases, Pleadings and Documents can be e-Filed in High Courts and District Courts.
- ✓ Interlocutory applications, reply, written statement, etc. can be e-Filed.
- ✓ The cases can be saved and easily managed through management suit for court cases.
- ✓ Any case across the country can be searched, saved and managed.
- ✓ This facility can also be used for managing the cases already filed through physical mode.

OTP Verification
OTP Sent

Mobile : 97*****79
479139

Email ID : AD*****@GMAIL.COM
331543

Captcha
00043

Verify

Reset OTP ? click
New User? Party in Person | Advocate
Forgot Password | Login

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Step – 4.

https://nirp.nic.in/ncourtsgov/next-efil-4/2/register/Signin.htm

NEAR National e-Filing and Advocate Repository

HOME NJDG SUPREME COURT HIGH COURT DISTRICT COURT CONTACT US FEEDBACK HELP

Party In Person (Registration)

(OTP Verification Successful)

Please upload your photo for Profile. No file selected.

NOTE: Please upload only JPG or JPEG file with max. size of 20 MB. File name can be of max. 40 characters in length. Only digits, characters, spaces, hyphens and underscore are allowed. (No double dots) are allowed in file name.

Name*	<input type="text" value="9999"/>	Address*	<input type="text" value="H/104, 10th St, Conroy, East York"/>
Date of Birth*	<input type="text" value="DDMMYYYY"/>	City*	<input type="text" value="City"/>
Mobile	<input type="text" value="877453178"/>	District*	<input type="text" value="District"/>
Email ID:	<input type="text" value="9278220URT@GMAIL.COM"/>	State*	<input type="text" value="Select State"/>
Gender*	<input type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Pin Code*	<input type="text" value="Pin Code"/>

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Step – 5.

https://nirp.nic.in/ncourtsgov/next-efil-4/2/register/Upload

NEAR National e-Filing and Advocate Repository

HOME NJDG SUPREME COURT HIGH COURT DISTRICT COURT CONTACT US FEEDBACK HELP

Upload ID Proof

NOTE: Please upload only JPG or JPEG file with max. size of 20 MB. File name can be of max. 40 characters in length. Only digits, characters, spaces, hyphens and underscore are allowed. (No double dots) are allowed in file name.

ID Proof Type:

Upload ID Proof: No file selected

Step – 6.

The screenshot shows the NEAR (National E-filing and Advocate Repository) website interface. The header includes the NEAR logo and navigation links: HOME, NEWS, SUPREME COURT, HIGH COURT, DISTRICT COURT, CONTACT US, FEEDBACK, and HELP. The main heading is "TEST MODULE NEAR - HIGH COURTS & DISTRICT COURTS".

- e-Filing login is only for registered advocates and litigants.
- Registration requires verification and approval.
- Cases, Pleadings and Documents can be e-Filed in High Courts and District Courts.
- Interlocutory applications, reply, written statement, etc. can be e-Filed.
- The cases can be saved and easily managed through management suit for court cases.
- Any case across the country can be searched, saved and managed.
- This facility can also be used for managing the cases already filed through physical mode.

On the right side, there is a "Login" button and a "Registration Successful" notification. Below the notification are input fields for "User-Id" and "Password", a Captcha verification area, and a "LOG IN" button. At the bottom, there is a link for "New User? Party in Person | Advocate".

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Step – 7.

The screenshot shows a WhatsApp chat conversation from a contact named "VM-ORHCDC". The date is Friday, 19 November 2021.

Message 1 (1:58 pm): Verification code [479339](#) to verify your new mobile no. with e-filing portal.

Message 2 (2:14 pm): Verification code [689730](#) to verify your new mobile no. with e-filing portal.

Message 3 (2:20 pm): Registered successfully with e-filing portal. Your Password is : otXVf4GHwG.

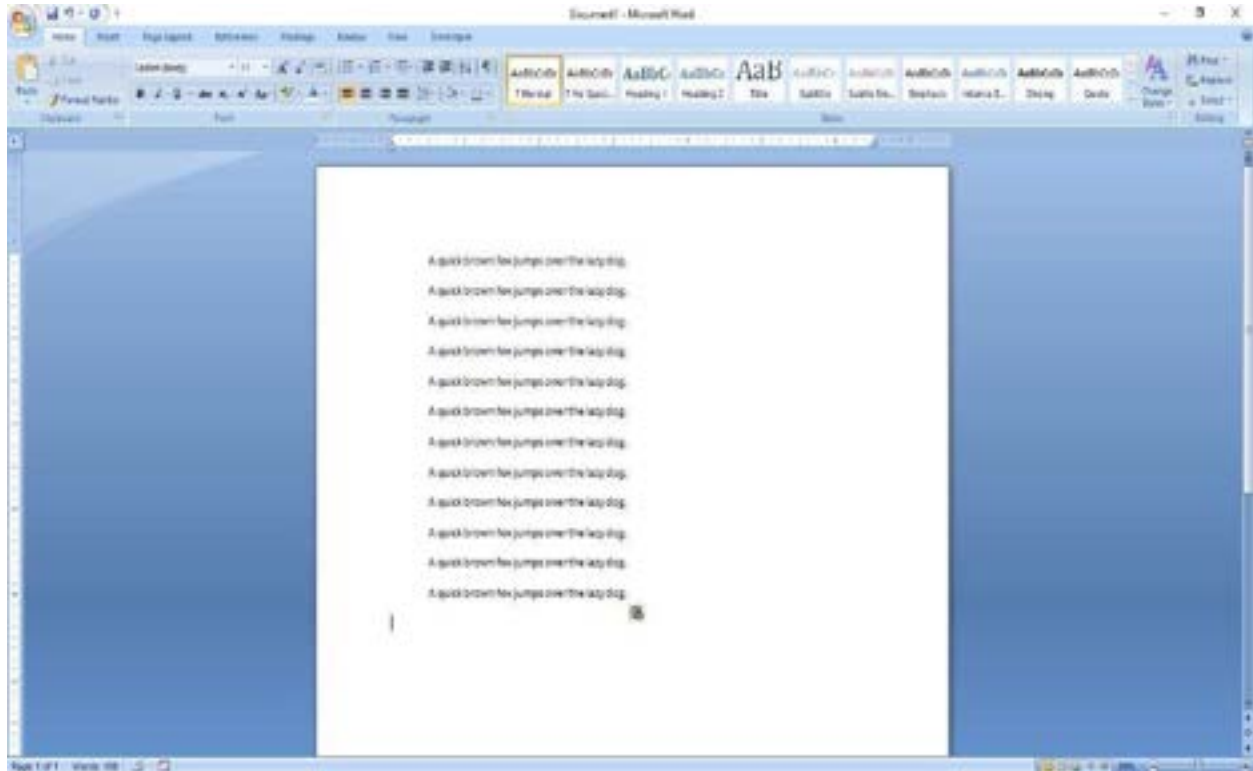
Step – 8.

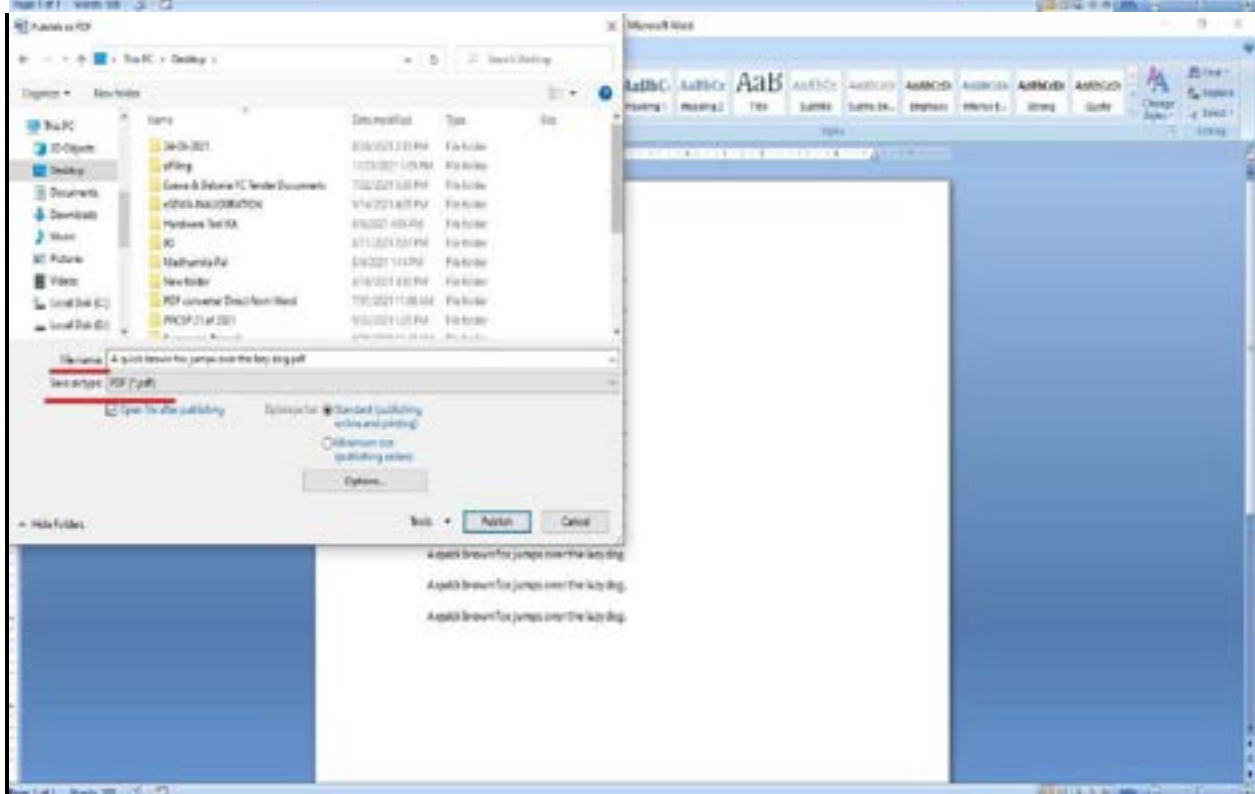
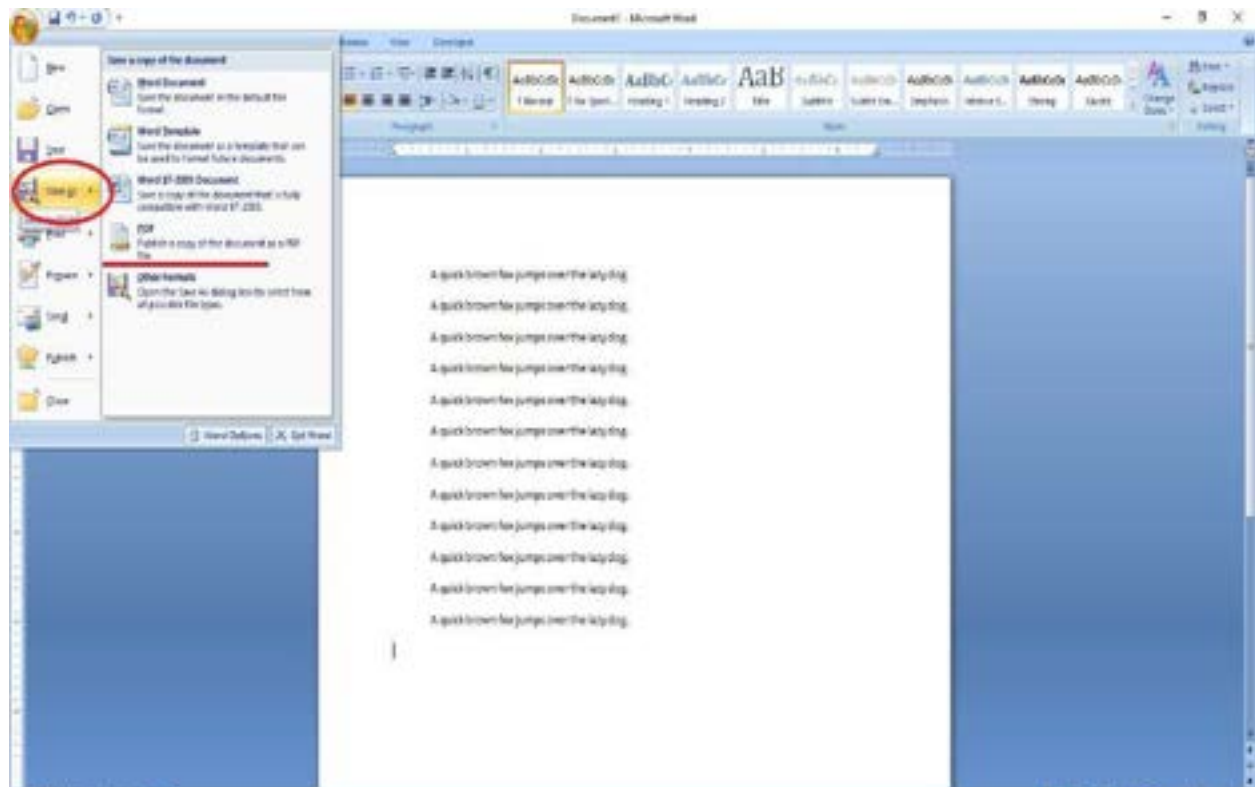
Login into the e-Filing Portal by using the credentials.

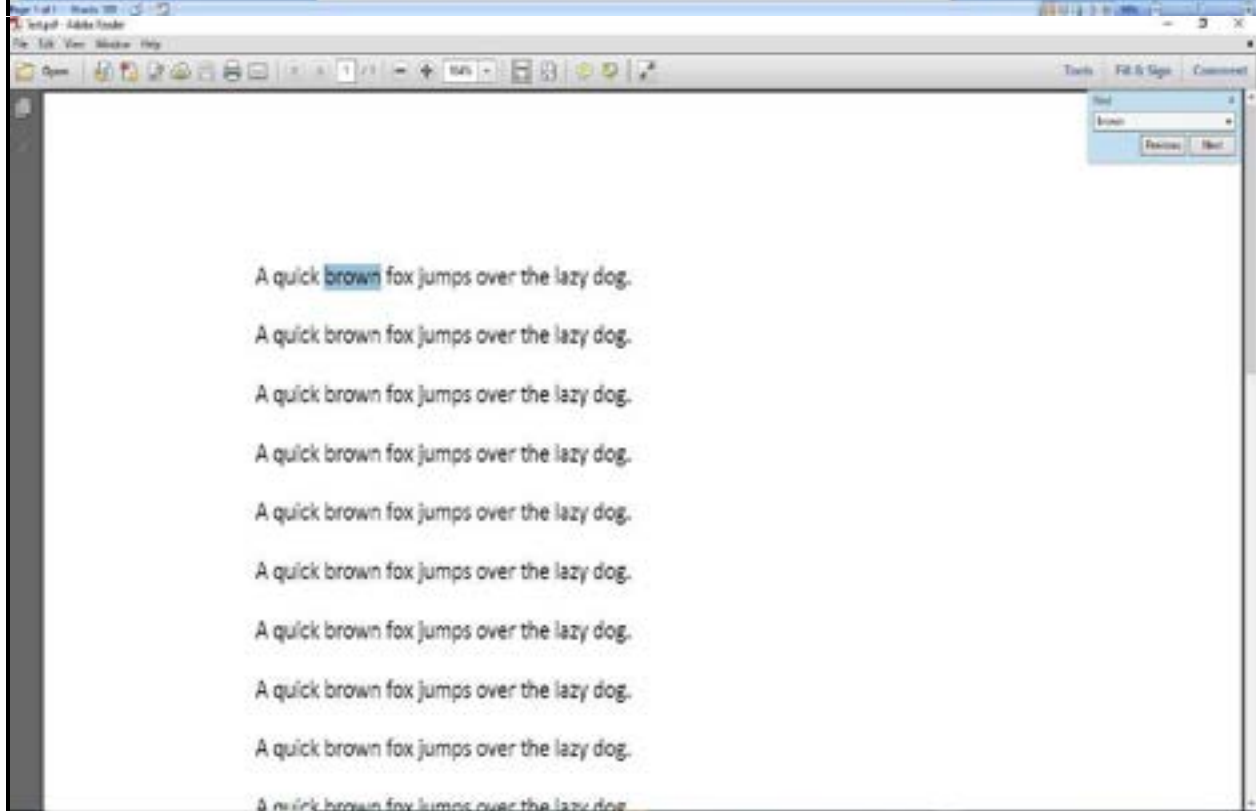
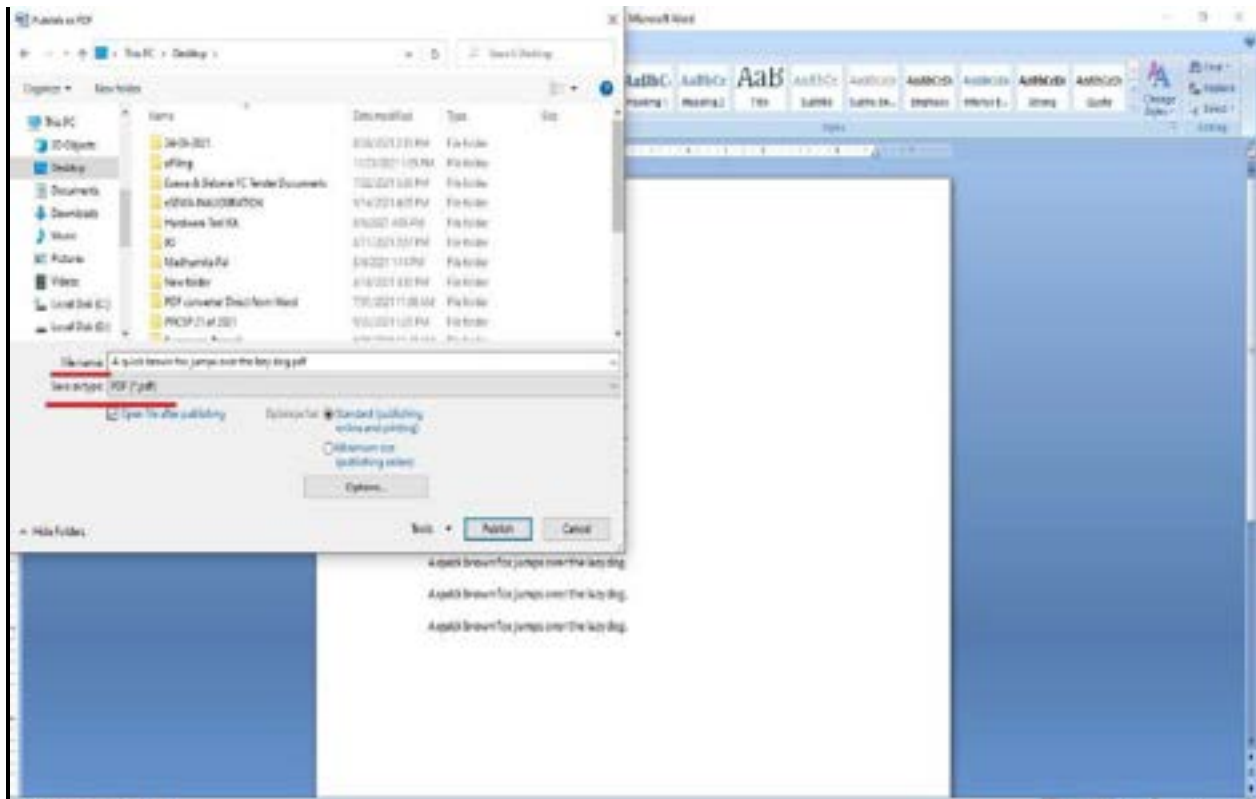
All the above mentioned steps are indicative only.

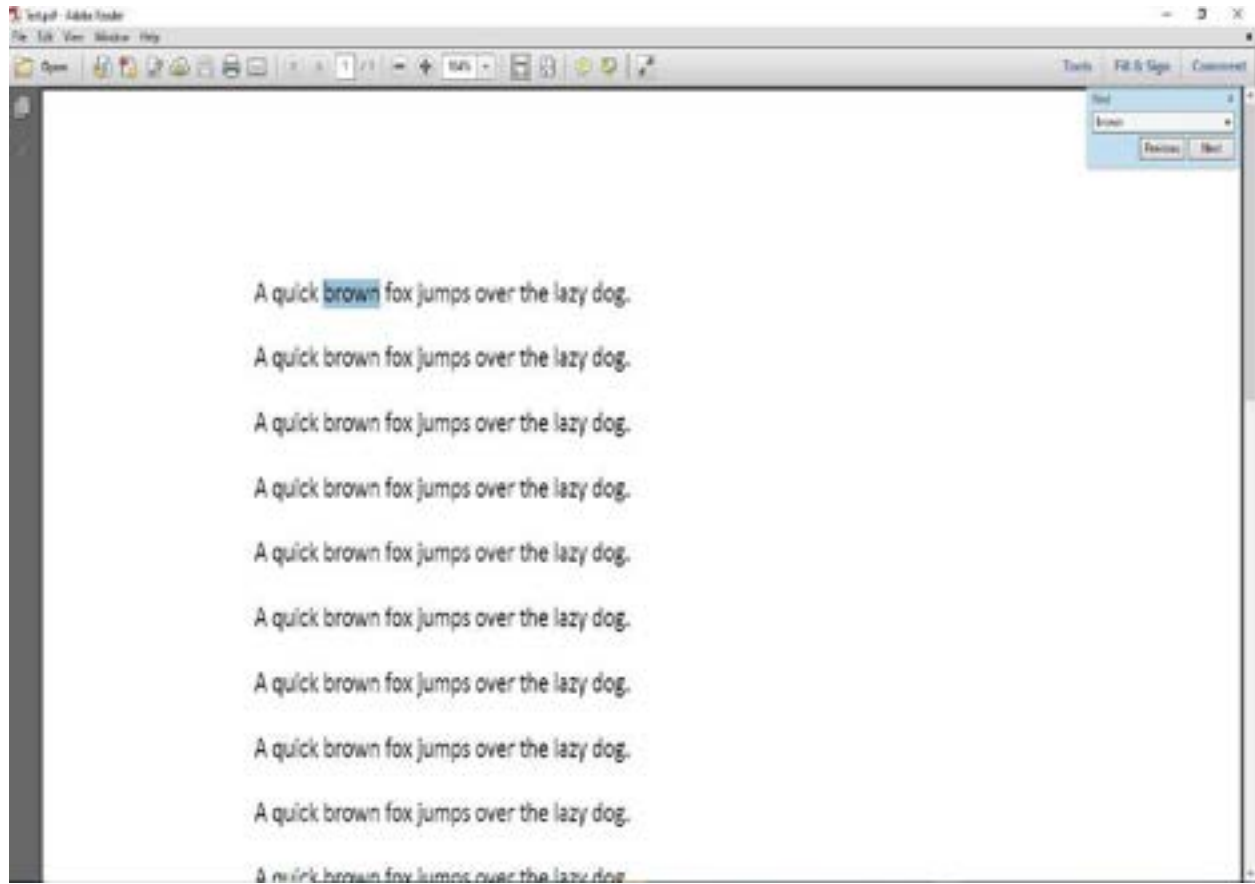
APPENDIX III – SCREENSHOTS SHOWING THE PROCEDURE FOR MAKING OCR PDF

- **Creating OCR PDF from Microsoft Word. The screenshots shown below are self explanatory.**









All the above mentioned steps are indicative only.

Screenshots showing the procedure for appending single or multiple digital signatures in a document (pdf).

Step-1:

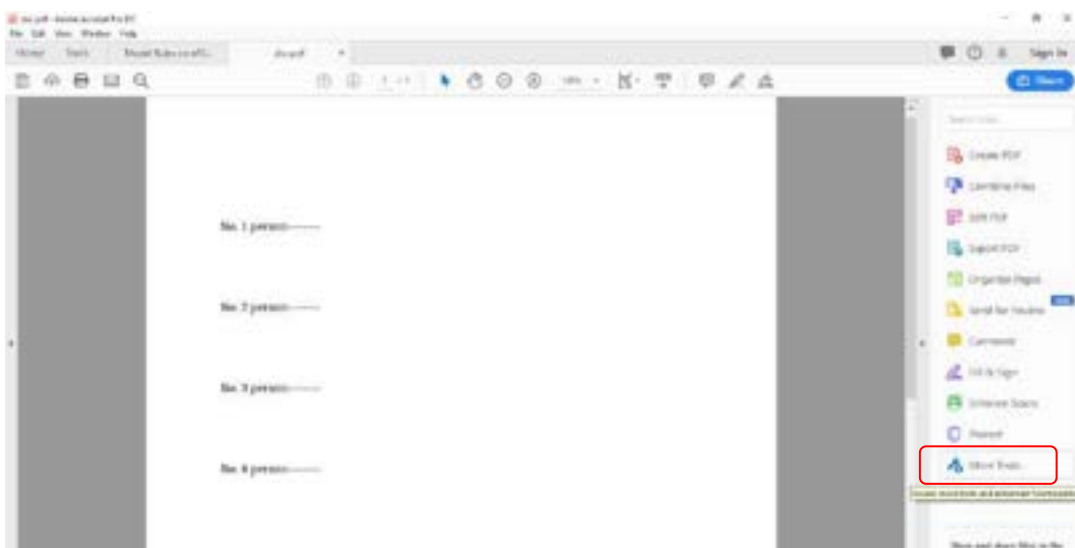
Insert the DSC Token in the USB port of your system (PC/Laptop)

Step-2:

Open the PDF document for signing.

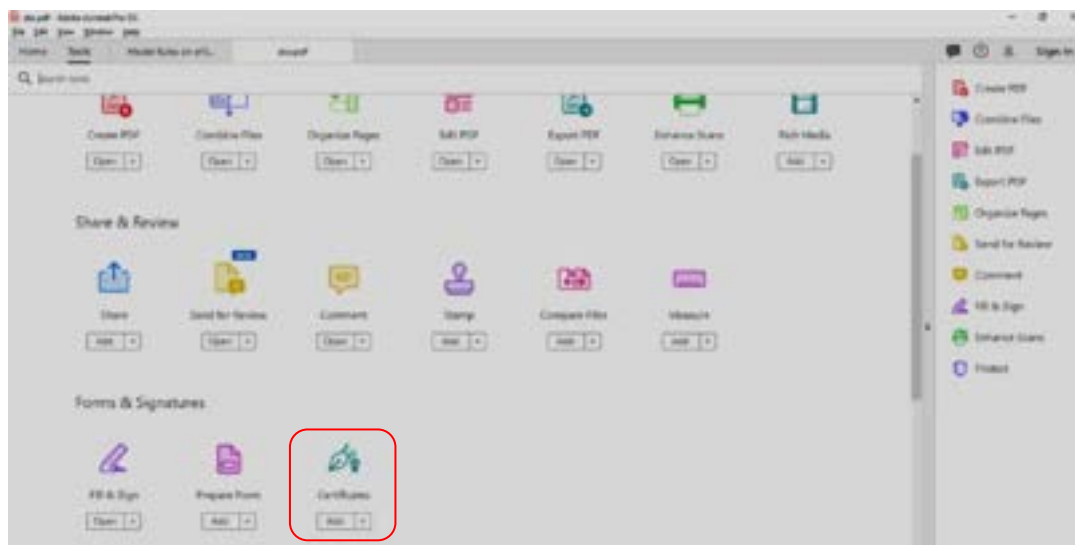
Step-3:

Click on **More Tools**



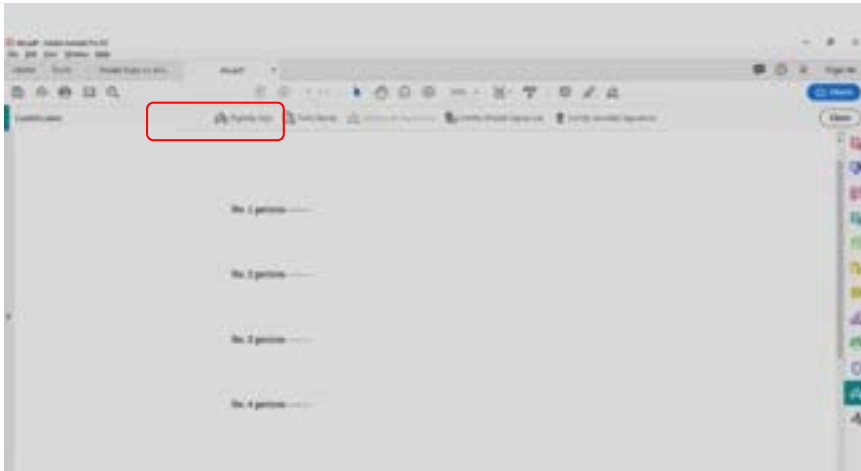
Step-4:

Select **Certificates** Option



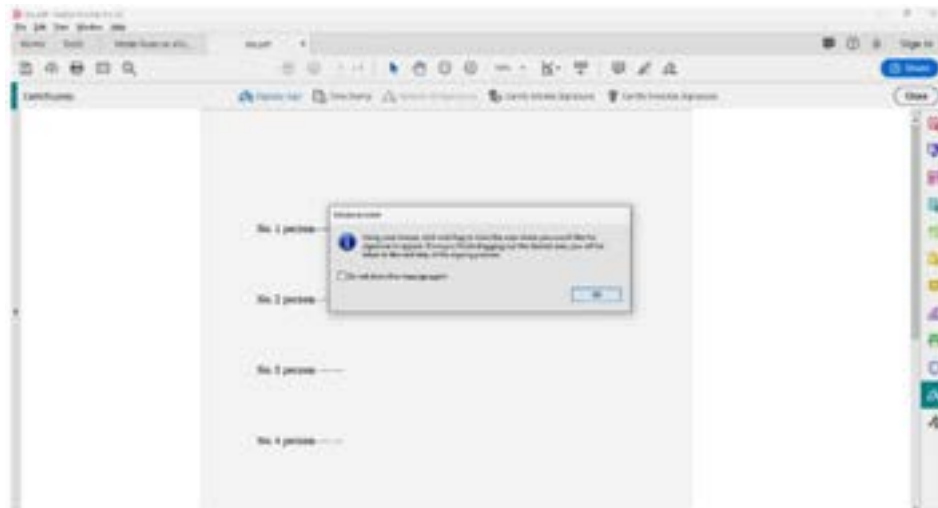
Step-5:

Goto to **Digitally Sign** Option



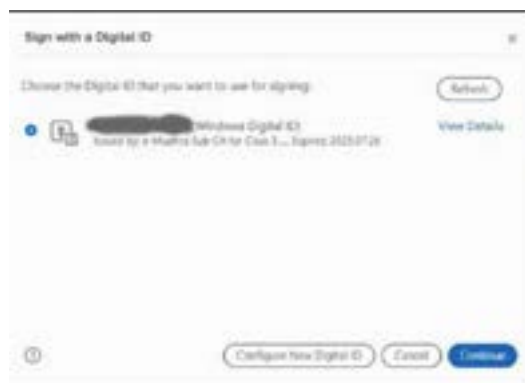
Step-6:

Draw the area where the digital signature is to be placed.



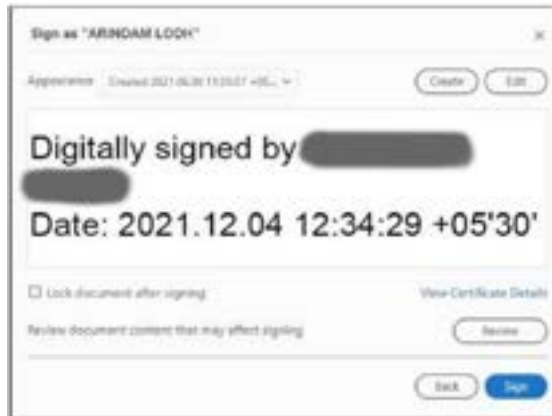
Step-7:

Now the available DSC token name is available for signing. Click on **Continue** option.



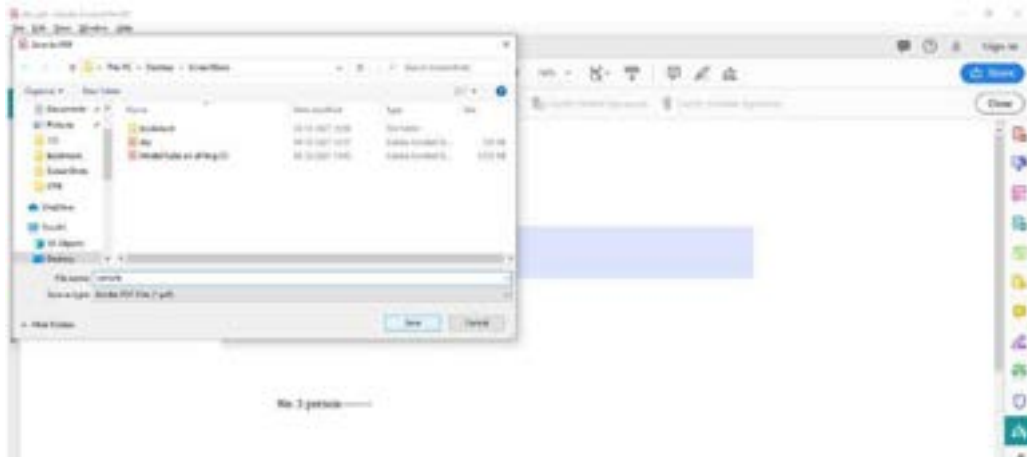
Step-8:

Now click on **Sign** Option



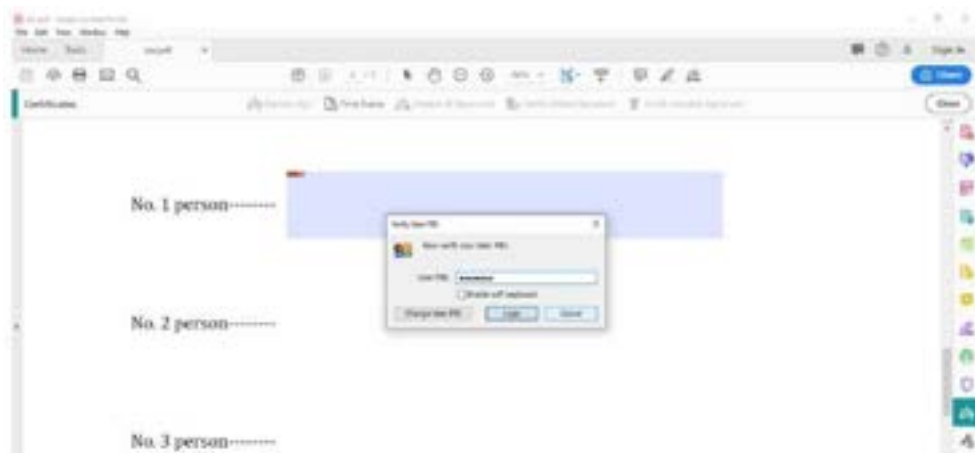
Step-9:

Save the file with appropriate name.



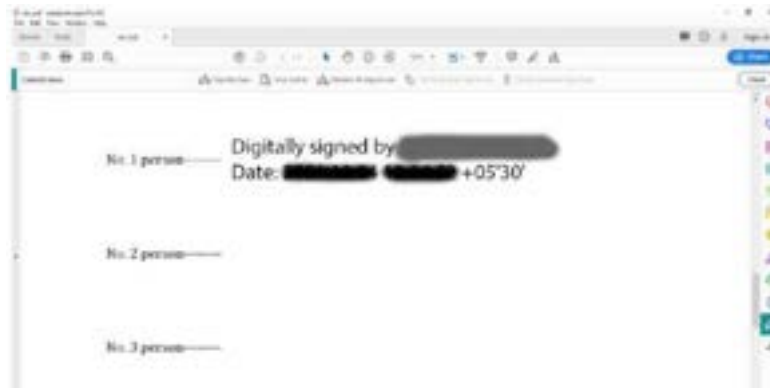
Step-10:

To complete the process, enter the PIN of the Digital Signature and click on Login button.



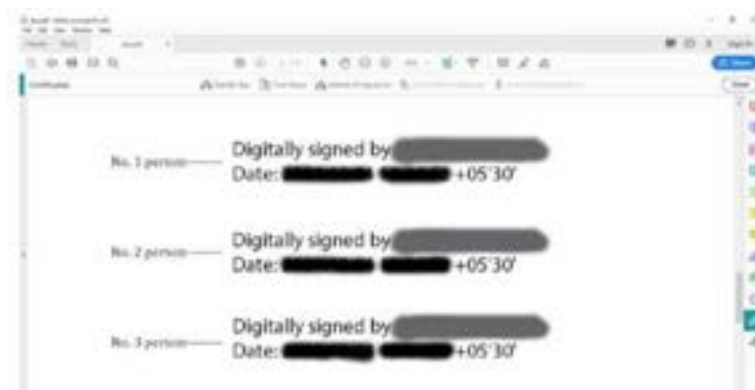
Step-11:

Now the file is digitally signed by the Person No.1.

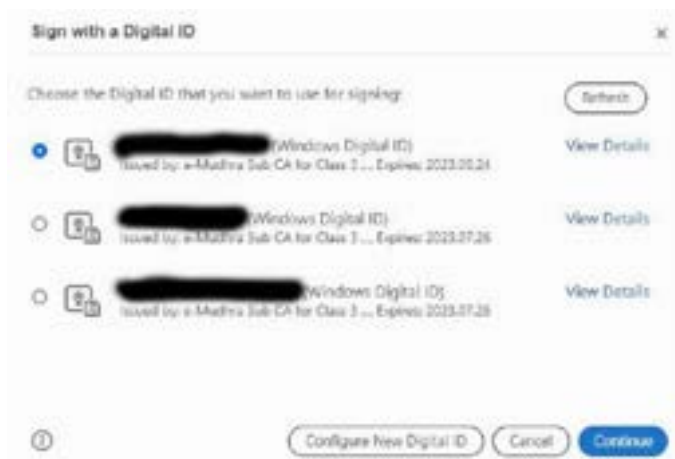


Step-12:

Repeat the same process for multiple signing by changing the DSC token one by one.



N.B.: The eFiler may also insert multiple DSC tokens in the computer system, subject to availability of multiple USB ports in the system and choose between the tokens for signing.





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MCA SERVICES

Home > MCA Services > DSC Services > Acquire DSC > Certifying Authorities

MCA Login

DSC Services

Acquire DSC
Associate DSC
Update DSC

DIN Services

Apply for DIN
Enquire DIN Status
Verify DIN PAN Details of
Director
DIR-3-KYC-WEB

Master Data

About Master Data
View Company or LLP Master
Data
View Index of Charges
View Signatory Details
View Companies/Directors under
Prosecution
View Director Master Data
View Designated Partner's
Details
Advanced Search

LLP Services

About e-Filing for LLP
Check LLP Name
Find LLPIN
Incorporation
Annual e-Filing for LLP
Change LLP Information
Close LLP

LLP Services for Business User



Enter/Update Partner Details
Enter Form 3 Or Form 3&4
Details For LLP Filing
Verify Partners Details for Filing
Annual Return

e-Filing

Forms & Downloads
LLP Forms Download
Company Forms Download

Certifying Authorities

Certifying Authorities (CA) has been granted a license to issue a digital signature certificate under Section 24 of the Indian IT-Act 2008. Class 2 or 3 certificates from any of the certifying authorities.

National Informatics Center (NIC) IDRBT Certifying Authority SafeScript CA Services, Sify Communications Ltd. (n) Code Solutions CA E-MUDHRA CDAC NSDL Capricorn Pantesign IDSIGN Verasys 

Related Links and Artefacts

Acquire Digital Certificate
Important notice on Digital
Certificates (SHA2)
FAQs

PREPARATION OF BOOKMARK FOR E-FILING



Step-1

Download and Install Foxit PDF Reader (a 3rd party free software) from Internet

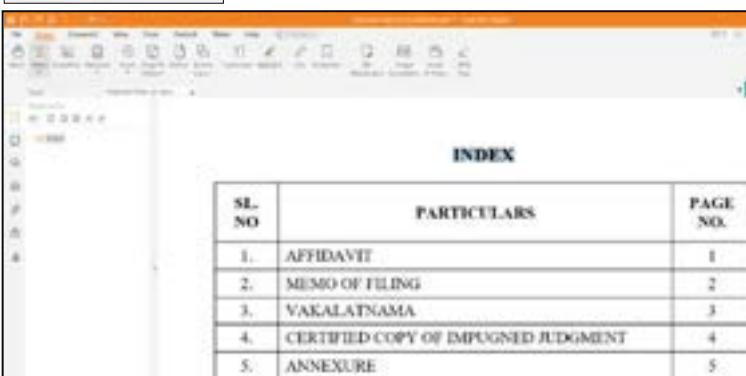
Step-2

Open the PDF file using the Reader software.



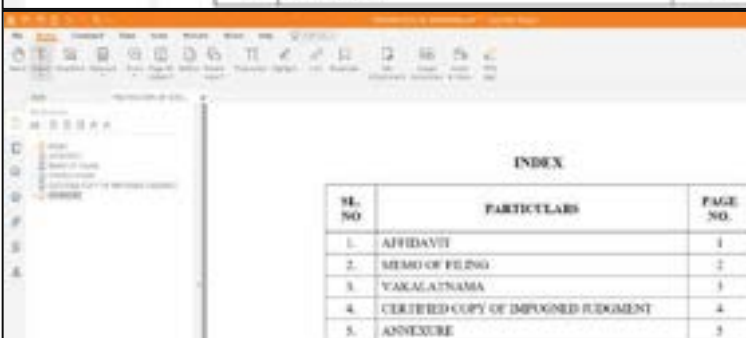
Step-3

Select the text button to enable the selection of text in the pdf file.



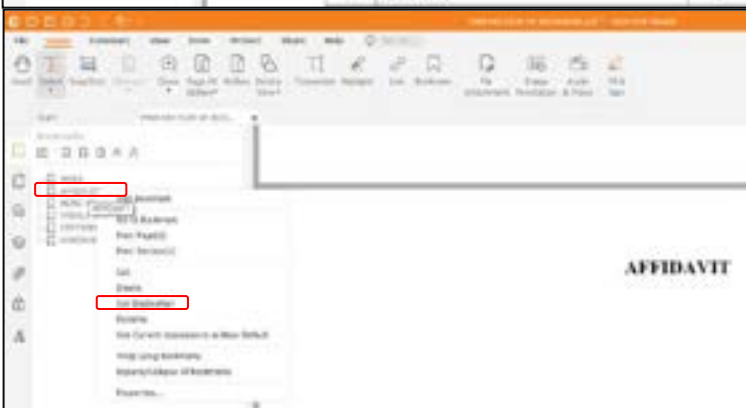
Step-4

Select the content from the Index of the pdf document and press Ctrl+b This will create a bookmark on the left hand side.



Step-5

Repeat the process for each of the content of the Index.



Step-6

Scroll down to the page associated to the concerned bookmark, specified in the index. Now, right click on the concerned book mark and click on Set destination. This will link the book mark with the concerned page.

Step-7

Repeat the process for each bookmark and save the file.

APPENDIX VI- SCREENSHOTS SHOWING THE PROCEDURE TO FILE CAVEATS

- Screenshots shows below are the step by step procedure for filing a Caveat Application. All the screenshots are self-explanatory.
- Open the home page of e-Filing Portal in web browser and fill up all the details step by step as shown below:

Caveat: Where to file

NOTE

- Complete details related to case, whichever is provided in paperbook, are mandatory to be filed in at the time of filing of a case.
- City of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Case Title (Name of Party).
- Details of Extra Petitioner/Respondent(s) are required to be entered in tab 'Extra Party' and it should be same as provided in Case Title (Name of Party).

BY COURTS HIGH COURT DISTRICT COURT

By Court*:

Caveat: Where to file

NOTE

- Complete details related to case, whichever is provided in paperbook, are mandatory to be filed at the time of filing of a case.
- City of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Case Title (Name of Party).
- Details of Extra Petitioner/Respondent(s) are required to be entered in tab 'Extra Party' and it should be same as provided in Case Title (Name of Party).

BY COURTS HIGH COURT DISTRICT COURT

By Court*:

Case Filing Form
 DISTRICT AND BENCH/JUDGE COURT OFFICIAL LOGIN SCREEN

Case >> Case Details >> Case Party >> Subordinate Court >> Select Document >> Index >> Pay Court Fee >> Print

Case Information

Case No: [dropdown: Individual]
 Case No: [text: 10000000000000000000]
 Name of Case with initials case: [dropdown: Select Name]
 Name Name: [text: NAME OF INDIVIDUAL OR CORPORATION OR FIRM]
 Date of Birth: [dropdown: 01/01/2000-12/31/2099]
 Age: [text: 00]
 Gender: Male Female Other
 Email: [text: 0000]
 Mobile: [text: 000000]

Address: [text: 10000000000000000000]
 State: [dropdown: Select State]
 District: [dropdown: Select District]
 Taluk: [dropdown: Select Taluk]
 Ward: [dropdown: Select Ward]
 Block: [dropdown: Select Block]
 Panchayat: [dropdown: Select Panchayat]
 Pincode: [text: 000000]

[Submit]

Case Filing Form
 DISTRICT AND BENCH/JUDGE COURT OFFICIAL LOGIN SCREEN

Case >> Case Details >> Case Party >> Subordinate Court >> Select Document >> Index >> Pay Court Fee >> Print

Case Information

Case No: [dropdown: Individual]
 Case No: [text: 00]
 Name of Case with initials case: [dropdown: Address]
 Name Name: [text: 00]
 Date of Birth: [dropdown: 01/01/2000-12/31/2099]
 Age: [text: 00]
 Gender: Male Female Other
 Email: [text: 0000]
 Mobile: [text: 000000]

Address: [text: 10000000000000000000]
 State: [dropdown: Karnataka]
 District: [dropdown: CHANNarayana District]
 Taluk: [dropdown: Select Taluk]
 Ward: [dropdown: Select Ward]
 Block: [dropdown: Select Block]
 Panchayat: [dropdown: Select Panchayat]
 Pincode: [text: 000000]

[Submit]

[Cover Filing Form](#)

[Check for Updates](#)
[Help](#)

[Cover](#)
[Cover](#)
[Cover](#)
[Cover](#)
[Cover](#)
[Cover](#)
[Cover](#)

Company Information

Company No: <input type="text" value="123456"/>	Address: <input type="text" value="12345 MAIN ST, NEW YORK, NY 10001"/>
Company: <input type="text" value="ABC COMPANY"/>	State: <input type="text" value="NY"/>
Number of Companies with Underwriter: <input type="text" value="12345"/>	Street: <input type="text" value="12345 MAIN ST"/>
Agency Name: <input type="text" value="ABC COMPANY"/>	City: <input type="text" value="New York"/>
State of Ins: <input type="text" value="NY"/>	Zip: <input type="text" value="10001"/>
Age: <input type="text" value="40"/>	State: <input type="text" value="New York"/>
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Street: <input type="text" value="12345 MAIN ST"/>
Email: <input type="text" value="info@abc.com"/>	City: <input type="text" value="New York"/>
Mobile: <input type="text" value="9876543210"/>	Zip: <input type="text" value="10001"/>

[Previous](#)
[Next](#)
[Save](#)

[Cover Filing Form](#)

[Check for Updates](#)
[Help](#)

[Cover](#)
[Cover](#)
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Extra Party Information

Age: Under Over

Company No: <input type="text" value="123456"/>	Address: <input type="text" value="12345 MAIN ST, NEW YORK, NY 10001"/>
Company: <input type="text" value="ABC COMPANY"/>	State: <input type="text" value="NY"/>
Number of Companies with Underwriter: <input type="text" value="12345"/>	Street: <input type="text" value="12345 MAIN ST"/>
Agency Name: <input type="text" value="ABC COMPANY"/>	City: <input type="text" value="New York"/>
Age: <input type="text" value="40"/>	Zip: <input type="text" value="10001"/>
Gender: <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Street: <input type="text" value="12345 MAIN ST"/>
Email: <input type="text" value="info@abc.com"/>	City: <input type="text" value="New York"/>
Mobile: <input type="text" value="9876543210"/>	Zip: <input type="text" value="10001"/>

Other Information

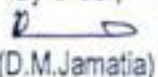
Note: 1. Once you select the file, cannot modify extra party.
 2. For underwriter info in Extra Party, please input all members.

[Previous](#)
[Next](#)
[Save](#)

Copy to:-

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Tripura, Agartala.
2. The Secretary to Hon'ble Mr. Justice S. Talapatra, Judge, High Court of Tripura, Agartala.
3. The Secretary to Hon'ble Mr. Justice T.Amamath Goud, Judge, High Court of Tripura, Agartala
4. The Secretary to Hon'ble Mr. Justice A.Lodh, Judge, High Court of Tripura, Agartala.
5. The Secretary to Hon'ble Mr. Justice S.G.Chattopadhyay, Judge, High Court of Tripura, Agartala.
6. The Member (Project Management) e-Committee, Supreme Court of India, New Delhi for information.
7. The Advocate General, Tripura, Agartala.
8. The Sr. Govt. Advocate, High Court of Tripura, Agartala.
9. The Secretary, High Court Bar Association, Agartala;
10. The Secretary, Tripura Bar Association, Agartala;
11. The Assistant Solicitor General of India, Govt. of India, Agartala;
12. The Public Prosecutor, High Court of Tripura, Agartala;
13. The LR & Secretary, Law, Government of Tripura, Agartala.
14. The Private Secretary to the Registrar General, High Court of Tripura, Agartala.
15. The District & Sessions Judge, Gomati Judicial District, Udaipur/ Khowai Judicial District, Khowai/ North Tripura Judicial District, Dharmanagar/ Dhalai Judicial District, Ambassa/ Sepahijala Judicial District, Sonamura/ West Tripura Judicial District, Agartala/ Unakoti Judicial District, Kailashahar/ South Tripura Judicial District, Belonia for information. They are requested to circulate the same amongst all the Presiding Officers under their respective judgeships for their information. They are also requested to circulate the order to all the Bar Associations under their respective Districts;
16. The Judge, Family Court, Udaipur, Gomati Judicial District/ Khowai, Khowai Judicial District/ Agartala, West Tripura Judicial District / Dharmanagar, North Tripura/ Kailashahar, Unakoti Judicial District/ Sonamura, Sepahijala Judicial District / Ambassa, Dhalai Judicial District / Belonia, South Tripura District. They are requested to circulate the same amongst all the Judicial Officers under their respective judgeships for their information.
17. The Registrar (Vigilance), High Court of Tripura, Agartala.
18. The Registrar (Judicial), High Court of Tripura, Agartala.
19. The Registrar (Admn.P&M), High Court of Tripura, Agartala.
20. The Joint Registrar, High Court of Tripura, Agartala.
21. The Deputy Registrar(s), High Court of Tripura, Agartala.
22. The Chief Librarian, High Court of Tripura, Agartala.
23. The Assistant Registrar(s), High Court of Tripura, Agartala.
24. The System Analyst, High Court of Tripura, Agartala for uploading the notification in the official website of the High Court of Tripura, Agartala.
25. The Manager, Government Press, Agartala, Tripura. He is requested to publish the said Notification in the next extra-ordinary issue of the Tripura Gazette and send at least 5(five) copies of the same to the undersigned after publication.
26. The Superintendants, Establishment Section/Recruitment & Rules/ Filing Section(s), High Court of Tripura, Agartala.
27. Concerned File(s).

By Order,


(D.M. Jamatia)

Registrar General