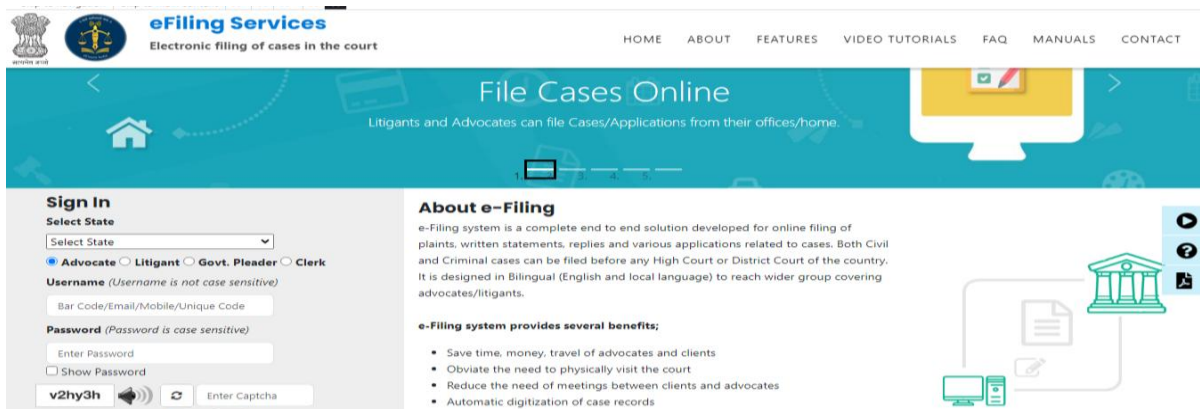


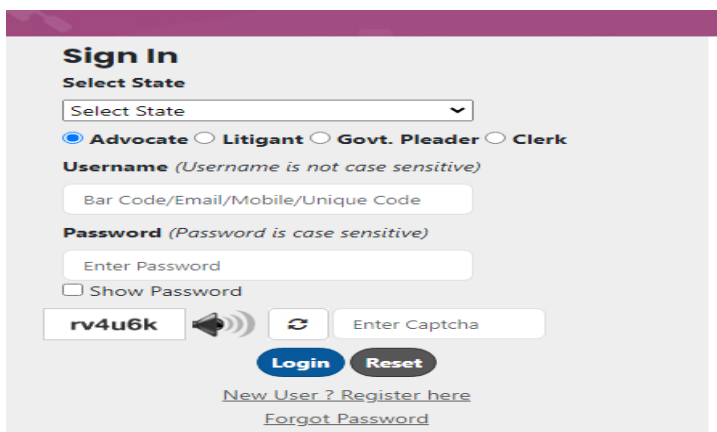
Handbook for registration in e-Filing 3.0

Step 1: For e-Filing 3.0 portal, the URL is: <https://filing.ecourts.gov.in/> . The following screen will be displayed.



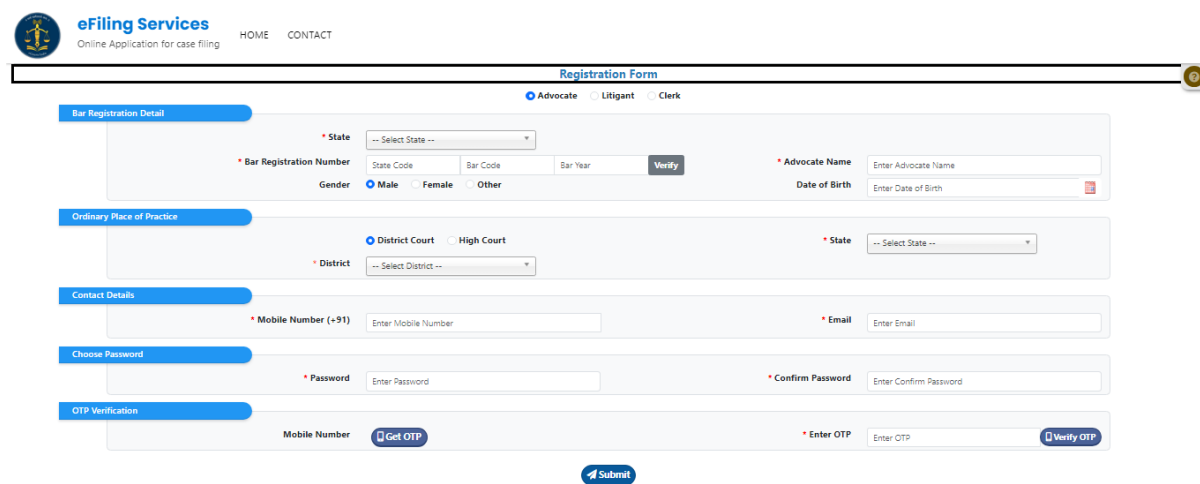
The screenshot shows the homepage of the eFiling Services portal. At the top, there is a navigation menu with links for HOME, ABOUT, FEATURES, VIDEO TUTORIALS, FAQ, MANUALS, and CONTACT. The main header features the text "File Cases Online" and "Litigants and Advocates can file Cases/Applications from their offices/home." Below this, there is a "Sign In" section with a "Select State" dropdown, radio buttons for "Advocate", "Litigant", "Govt. Pleader", and "Clerk", and input fields for "Username" (Bar Code/Email/Mobile/Unique Code) and "Password". A "Show Password" checkbox and a "v2hy3h" captcha are also present. To the right, there is an "About e-Filing" section explaining the system's purpose and benefits, such as saving time and money, and reducing the need for physical court visits. An illustration of a court building and a computer monitor is shown on the right side.

Step 2: New Advocate registration process (Who doesn't have account in e-filing 1.0)



The screenshot shows the "Sign In" page of the eFiling Services portal. It features a "Select State" dropdown menu, radio buttons for "Advocate", "Litigant", "Govt. Pleader", and "Clerk", and input fields for "Username" (Bar Code/Email/Mobile/Unique Code) and "Password". A "Show Password" checkbox and a "rv4u6k" captcha are also present. Below the input fields, there are "Login" and "Reset" buttons, and a link for "New User? Register here" with a "Forgot Password" link below it.

Advocate will have to click on the “New user? Register here”. After clicking, the following screen will be displayed. Fill up the following registration form, verify the mobile number through OTP and submit it.



The screenshot shows the "Registration Form" page of the eFiling Services portal. The form is divided into several sections: "Bar Registration Detail" (State, Bar Registration Number, Gender, Advocate Name, Date of Birth), "Ordinary Place of Practice" (District Court/High Court, District, State), "Contact Details" (Mobile Number, Email), "Choose Password" (Password, Confirm Password), and "OTP Verification" (Mobile Number, Get OTP, Enter OTP, Verify OTP). A "Submit" button is located at the bottom of the form.

Note: Advocate who already has an account in e-Filing 1.0, they can login in e-Filing 3.0 portal through their old existing registered Mobile no, email id and old password (User ID of e-Filing 1.0 will be invalid for e-Filing 3.0)

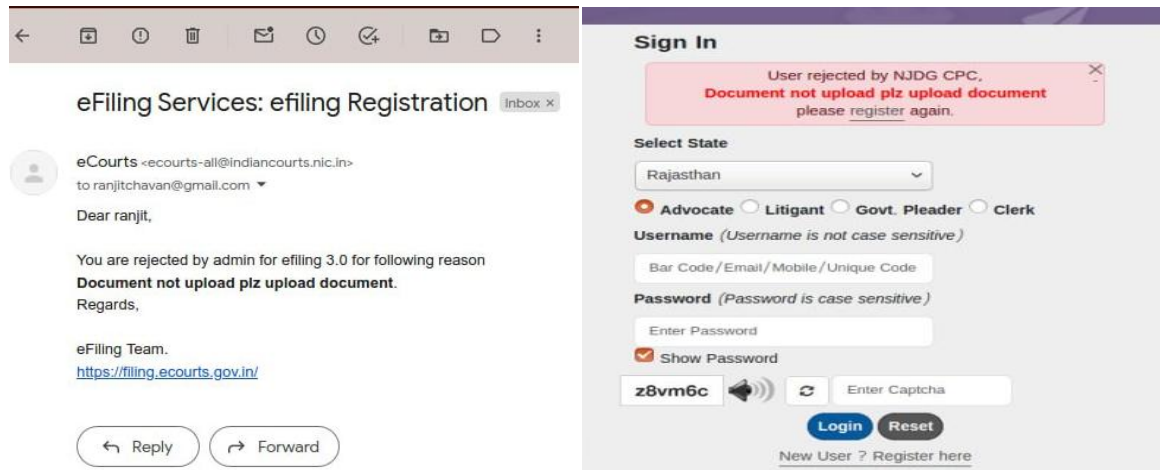
Step 3: After registration, Advocate will login by using username (Unique ID, Mobile no, Email id and Bar no) and password. The following screen will be displayed.

Step 4: After Login, Click on the “Verify Mobile/ Email” and verify email id through OTP.

Step 5: After verifying email id, Advocate needs to upload documents. If an Advocate fails to upload the documents within 3 days of registration, his/her registration will be rejected automatically.

Note:

- Documents will be verified through the concerned authority. It will take 2-3 working days to verify the credentials submitted by the Advocates.
- Due to any reason, if the registration of advocate is rejected by the concerned authority. Advocate will receive information on registered email id or rejected reason/ message will be shown in red color after login in the e-Filing 3.0 portal.



- **If the registration of advocate is rejected, then he/she has to re-register.**
- Advocate cannot use facility of e-Filing 3.0 portal till the concerned authority verify the uploaded documents of the advocate.

For more information, Advocates can read Manuals, FAQ and watch Video Tutorials.

