

# E-Filing System

USER MANUAL





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## 1. General Information

- **Introduction**

eFiling service is specially designed for advocates and litigants to provide convenience of working from home, reduce delays and minimize physical presence of the parties in the court. The facility allows user to file a case online and upload all the case documents from home. The system also features e-signing facility and oath recording using in-system camera to ensure authentication of the document.

- **Audience**

The document is intended for Advocates and Litigants who need to frequently file cases and upload documents.

- **Purpose of the document**

The purpose of the document is to familiarize the advocates and litigants with online procedures for filing the cases and uploading the documents.

- **Objectives of the document**

The main objectives of the document are to enable the user to:

- Register with eFiling system
- File New Cases
- Complete vakalat procedure
- Upload Pleadings for cases
- E-sign pleading for authentication
- Record oath for pleadings
- IA filing
- Online payments for court
- Add or revoke partners
- Manage exclusive portfolio



## Quick Reference

Sr No.	Task	Ref. Section	Procedure in Short
1	Registration	2.2	Login screen → New User link
2	Update Profile	3.1, 3.2/3.3	Profile Menu → Update Profile
3	Change Password	3.1	Profile Menu → Update Profile → Change Password
4	View my Cases	6.7.2	Dashboard → My Cases  OR Portfolio Menu → My Cases
5	Import / Export cases from /to mobile app	6.7.3/ 6.7.4	Portfolio Menu → Import Cases/ Export Cases
6	Manage Court Calendar	6.7.6	Portfolio Menu → Planner
7	Search Cases (all)	6.7.1	Portfolio Menu → Search Cases
8	Add individual case to portfolio (My Cases)	6.7.1	Portfolio Menu → Search Cases → (search the case) → Case Number link → Add Case button
9	Add or Revoke Partners (for advocates)	6.1.1/ 6.1.3	Main Menu → My Partners → Add Partner/Revoke Partner
10	Enter Case Information	6.2.1	Main Menu → Case Filing → New Case Filing
11	Pay Fees (for cases)	6.5.1	Main Menu → ePayments → ePayments
12	Court Fee Payment	6.6.1	Main Menu → Applications → Interlocutory application Filing → Pay Fees
13	Add balance to Court Fee Wallet	6.5.2	Main Menu → ePayments → Court



			Fee Wallet
14	Upload Case Documents	6.4.2	Main Menu → Pleadings → Pleadings → Pleadings Upload tab
15	View uploaded documents status	4.2.1	Dashboard → Draft Pleadings
16	Submit Pleading to court	4.2.1	Dashboard → Draft Pleading → Submit

Table: Procedure-wise Reference



## 2. Getting Started

### 2.1 Accessing the system

Visit <https://filing.ecourts.gov.in/> to access the eFiling system.

Registered users can log in into the system by using username (bar code/ email/ mobile number/ unique code given at the time of registration) and password. If you are not a registered user, follow the procedure for registration explained in the next section.

**Login to e-Filing**

**Select State**

Select State

☒ Advocate ☐ Litigant

**Username**

Bar Code/Email/Mobile/Unique Code

**Password**

Enter Password

**Login** **Reset**

New User? Register here

Forgot Password

**About e-Filing**

Litigants and advocates can fill all the required information like litigants details, case details, motor vehicle challan, subordinate courts. Upload documents in form of PDF. All PDF documents should be digitally signed. Fees applicable to file case can be paid online using ePay facility provided in eCourts Services. After completing all steps review all data and file a case.

Litigants and advocates can fill all the required information like litigants details, case details, motor vehicle challan, subordinate courts.

Fig: Log-in Menu

### 2.2 Registering new users

- Click on the '[New User? Register here](#)' link in the log-in screen. A registration form will be displayed.
- Fill in the following details:

**For Advocates:**

- Select the **State** in which the advocate is registered with the bar council.
- Bar Registration Details – When you enter the **Bar Registration** number, click **Verify**. The system will verify the bar registration number with bar council data and fetch the contact details. A message is displayed at the top of the screen informing whether the verification was successful or not. Verify the fetched contact details and change, if required.  
Even if mobile number changed or user is not verified, he can still register with the eFiling system. The user will be verified by the bar council later.
- Practice Place Details
- Contact Details
- Password



**For Litigants:**

- Personal Details – Select state where the case needs to be filed. If the party is an organization, fill in the organization details also.
- Place of Litigation
- Contact Details
- Password
- Once all details are filled in, click **Generate OTP**; 'OTP sent to your mobile number' message is displayed. Enter the OTP received on your mobile and click **Verify OTP**. 'User registered successfully' message will appear along with your unique code.

**Login to e-Filing**

Select State  
 Select State

☒ Advocate ☐ Litigant

Username  
 Bar Code/Email/Mobile/Unique Code

Password  
 Enter Password

[Login](#) [Reset](#)

[New User? Register here](#)

[Forgot Password](#)

**eFiling Services**  
 Online Application for case filing

**Registration Form**  
☒ Advocate ☐ Litigant

**Bar Registration Details**

\* State: -- Select State --

\* Bar Regn. No.: State Code Bar Code Bar Year [Verify](#)

Gender: ☒ Male ☐ Female

\* Advocate Name: Enter Advocate Name

Date of Birth: Date of Birth

**Ordinary Place of Practicing**

☒ District Court ☐ High Court

District: -- Select District --

\* State: -- Select State --

Establishment: -- Select Establishment --

**Contact Details**

\* Mobile Number (+91): Enter Mobile Number

\* Email: Enter Email

**Choose Password**

\* Password: Enter Password

\* Confirm Password: Enter Confirm Password

**OTP Verification**

Mobile Number [Generate OTP](#)

\* Enter OTP: Enter OTP [Verify OTP](#)

[Submit](#)

Fig: Register New User – Advocate



The screenshot shows the 'Registration Form' for a 'Litigant' on the eFiling Services portal. The form is divided into several sections: 'Personal Details', 'Place of Litigation', 'Contact Details', 'Choose Password', and 'OTP Verification'. The 'Personal Details' section includes fields for State, Litigant Name, Date of Birth, and Gender. The 'Place of Litigation' section includes fields for District Court/High Court, District, and State. The 'Contact Details' section includes fields for Mobile Number (+91) and Email. The 'Choose Password' section includes fields for Password and Confirm Password. The 'OTP Verification' section includes a 'Get OTP' button and an 'Enter OTP' field with a 'Verify OTP' button. A 'Submit' button is located at the bottom of the form. The footer of the page states '© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.'

Fig: Register New User – Litigant

The screenshot shows a success message overlay on the eFiling Services portal. The message states: 'You have successfully registered. Your unique registration code is AMH20200000213. You can login using Bar Registration Number, Mobile Number, eMail ID or Unique Code.' The background shows the 'Bar Registration Detail' form with fields for State, Bar Registration Number, Gender, Advocate Name, Date of Birth, District Court/High Court, District, Mobile Number (+91), Email, Password, and Confirm Password. A 'Verify' button is visible next to the Bar Registration Number field.

Fig: User Registration Success Message

## 2.3 Forgot Password

If your password is lost or forgotten, click on the '[Forgot Password](#)' link on the log in screen.

- Select **State** and whether **Advocate** or **Litigant**
- Enter Mobile No or Email and click **Send OTP**
- Enter the OTP and click **Verify OTP**.



- On OTP verification, user will receive one time password on the mobile and email. Use this password to log-in into the system and then set a new password from profile page.

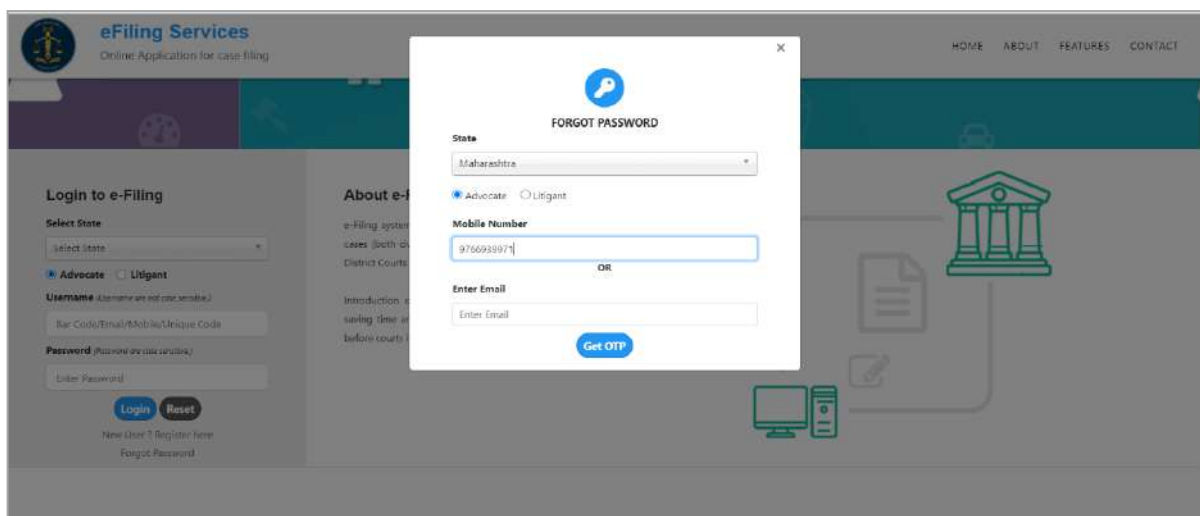


Fig: Forgot Password

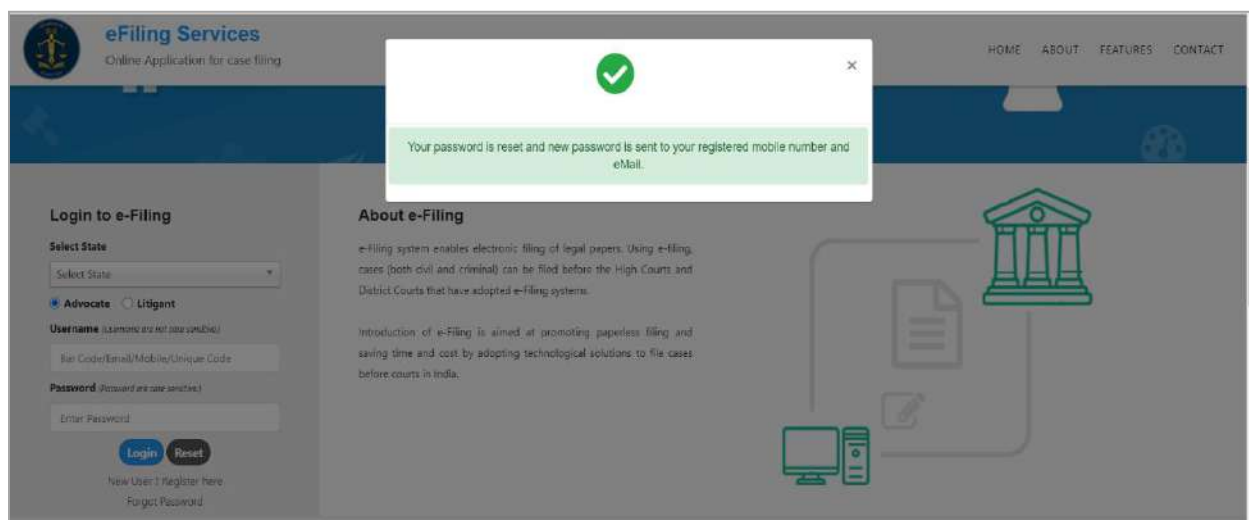


Fig: System message notifying password sent for logging in



### 3. Profile Menu

New users will land in profile page directly. Email/Mobile verification and user verification is necessary to access the system. Following profile details need to be filled in:

**Basic profile** – Includes Photo, email, mobile and user verification details; It is similar for Advocate and litigant.

**Profile Forms:** (Different for advocates and Litigants)

- Profile details – Includes personal information; Litigant may opt for ‘party-in-person’ through this form.
- Verify email/ Mobile – compulsory form; system cannot be accessed without completing this.
- Update practice locations – Only for Advocates
- Upload documents/ Record Oath – Only for Advocates whose bar council verification is pending and for party-in-person litigants.

**Note:** *User cannot access any other menu till profile is complete.*

#### 3.1 Basic Profile

User can upload/ change photo and change password from this menu. The e-mail and mobile number appear automatically after verification is successful.

##### User Verification Icon

**For Advocate** - If Bar Registration Number and the Mobile number of the advocate is matched with the bar council data during registration, ‘Verified by Bar Council’ icon appears in the basic profile. If it is not matched during registration, the bar council will verify the user after registration and then the icon will change to ‘Verified by Bar Council’.

**For litigant-** When all the profile details of litigant are verified by the court, ‘verified by court’ icon appears in the basic profile.



### Upload Picture/ Change Password:

- Click **Upload Profile Picture** to add/change the profile picture. A message window would pop-up prompting to choose the picture file.
- Choose the file. If you wish to crop the picture, click **Crop and Save**.
- The user can change password of the login by clicking on **Change Password**.

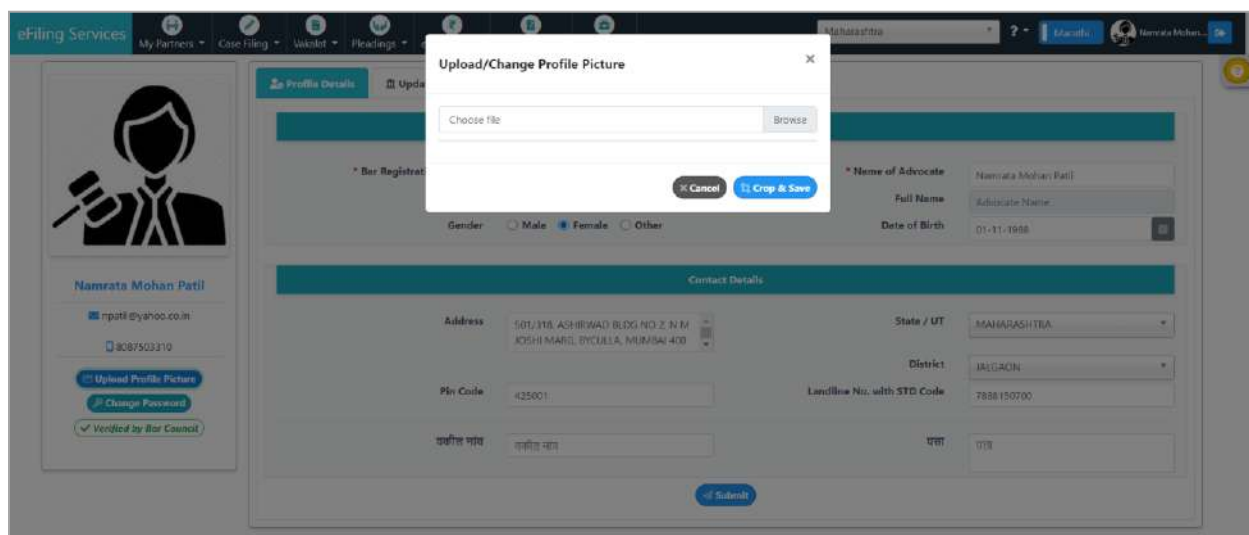


Fig: Upload/Change Profile Picture

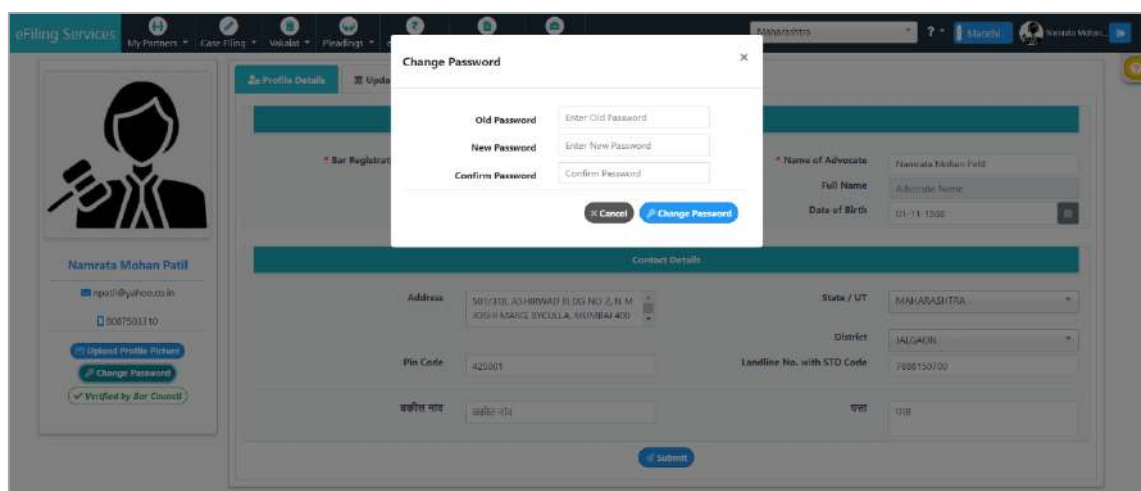


Fig: Change Password

## 3.2 Profile Forms for Advocates

### 3.2.1 Profile Details

- **Bar Registration Details** appear automatically.



- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline No. with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**
- The message '**User Profile Changes has been updated Successfully**' is displayed.

Fig: Profile Details – Advocate

Fig: Profile Changes Updated Successfully

### 3.2.2 Update Practice Locations

This form allows user to update his practice locations.

- Select **Update Practice Locations** tab.
- Enter **High Court Details** by selecting High Court and Bench from drop down list.



- Enter **District Court Details** by selecting State and District from the drop down list.
- Note:** The state of the Bar Council, with which the advocate is registered, cannot be removed from the **State** list.
- Click on **Submit** button.
  - The message '**User Practice Locations Updated Successfully**' is displayed.

Fig: Update Practice Location

Fig: User Practice Locations Updated Successfully

### 3.2.3 Verify Mobile Number/ Email

This form allows user to verify their mobile number and Email address in the profile.

**Note:** Initially Verify Mobile/Email tab is highlighted in Red. After verification, the red highlight gets removed.

- Select **Verify Mobile Number/ Email** tab.



- If a contact detail is previously verified, 'Verified' icon and **Edit** button appears in front of it. Edit button allows user to change the provided contact detail.
- If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.

- **Verify** the contact detail:
  - Click on the **Get OTP** button. 'OTP sent to [email/mobile no]' message is displayed.
  - Enter the OTP and click **Verify OTP**.
  - After successful verification, message will be displayed, '**OTP Verified Successfully**'.
  - Click on **Submit** button.
  - The message, '**Data updated Successfully**' is displayed and the red highlight of the tab is removed.
- **Edit** the verified contact detail (if it needs to be changed):
  - Edit the **Mobile number** or **Email** by clicking on **Edit** button.
  - Click on **Get OTP** and then enter the OTP and **verify**.
  - After successful verification, message will be displayed, '**OTP Verified Successfully**'.

Fig: Verify Mobile/ Email Screen (before verification)



The screenshot displays the 'eFiling Services' portal. On the left, a user profile for 'Namrata Mohan Patil' is visible, including her email 'npatil@yahoo.co.in' and phone number '8087503310'. The main area is titled 'Verify Mobile/Email'. Under the 'Verify Mobile Number / Email' section, there are two verification options: Mobile Number and Email. The Mobile Number section shows '8087503310' with 'Get OTP' and 'Verify OTP' buttons. The Email section shows 'npatil@yahoo.co.in' with 'Get OTP' and 'Verify OTP' buttons. Below these, there are 'Submit' and 'Reset' buttons. The top navigation bar includes links for 'My Partners', 'Case Filing', 'Valuator', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'.

Fig: OTP verification for Email address

This screenshot shows the same eFiling Services portal as the previous one, but with a green success message overlay. The message box contains a green checkmark icon and the text 'OTP verified successfully'. The background interface is dimmed, showing the user profile and the verification form.

Fig: Email Verification Successful

This screenshot shows the eFiling Services portal with a green success message overlay. The message box contains a green checkmark icon and the text 'Data updated successfully'. The background interface is dimmed, showing the user profile and the verification form.

Fig: User Changes Successfully updated



Fig: Mobile and Email Verified (Red highlight removed)

Fig: Edit Mobile Number

Fig: Edit Mobile Number Successful



### 3.2.4 Upload Documents

This form is used to upload and verify user documents. The tab appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Upload Documents** tab.
- Select the documents for **Bar Registration Certificate**, **Photo ID** and **Address Proof** by clicking on browse button.
- Click on **Upload** to upload the selected documents. On upload, the document appears in the verify documents list.
- Select suitable verification option.
  - If you want to e-sign, select the **eSign** button. You will be directed to C-DAC site for e-signing. User needs to have a virtual ID for completing the e-signing procedure. Virtual ID can be generated on UID (Aadhaar) site.
  - If the document is already digitally signed, check the **Digitally Sign** checkbox.
  - For OTP based verification-
    - Click on **OTP** and then on **Get OTP**.
    - OTP is sent to the registered mobile number.
    - **Verify** the entered OTP.
    - After successful verification of OTP, the process is completed.

The screenshot displays the 'eFiling Services' web application. The top navigation bar includes links for My Partners, Case Filing, Vakalat, Pleadings, ePayments, and Applications. The user is logged in as XYZ Kumar. The main content area is titled 'Upload Documents' and contains three sections: 'Bar Registration Certificate', 'Photo ID', and 'Address Proof'. Each section has a 'Choose file' input field and a 'Browse' button. Below these sections are 'Cancel' and 'Upload' buttons. A yellow banner provides file format and size instructions: 'File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.' At the bottom, there is a 'Verify Documents' table with columns for 'Sr. No.', 'Document Name', and 'Verification Type'.

Fig: Upload Documents



**Upload Documents**

Bar Registration Certificate:  [Browse](#)

Photo ID:  [Browse](#)

Address Proof:  [Browse](#)

[Cancel](#) [Upload](#)

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

**Verify Documents**

Sr. No.	Document Name	Verification Type

Fig: Select Document File

**Document Uploaded Successfully**

**Verify Documents**

Sr. No.	Document Name	Verification Type
1	Bar Registration Certificate	<a href="#">3rd e-Step</a> <a href="#">Digital Sign</a> <a href="#">OTP</a>
2	Photo ID	<a href="#">3rd e-Step</a> <a href="#">Digital Sign</a> <a href="#">OTP</a>
2	Address Proof	<a href="#">3rd e-Step</a> <a href="#">Digital Sign</a> <a href="#">OTP</a>

Fig: Document Uploaded Successfully



**Profile Details** | **Update Practice Locations** | **Verify Mobile/Email** | **Upload Documents** | **Record Oath**

**Upload Documents**

Bar Registration Certificate  Choose file

Photo ID  Choose file

Address Proof  Choose file

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

**Verify Documents**

Sr. No.	Document Name	Verification Type	
1	Bar Registration Certificate	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>	
2	Photo ID	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>	
2	Address Proof	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>	

Fig: Verify Documents

**Profile Details** | **Update Practice Locations** | **Verify Mobile/Email** | **Upload Documents** | **Record Oath**

**Upload Documents**

Bar Registration Certificate  Choose file

Photo ID  Choose file

Address Proof  Choose file

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

**Verify Documents**

Sr. No.	Document Name	Verification Type	
1	Bar Registration Certificate	<input type="button" value="OTP Authentication"/> Mobile No. <input type="text" value="7972397503"/> <input type="button" value="Get OTP"/> OTP <input type="text" value="****"/> <input type="button" value="Verify OTP"/>	
2	Photo ID	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>	

Fig: OTP Authentication



XYZ Kumar  
avinashkadam2009@gmail.com  
7972397503

Upload Profile Picture  
Change Password  
Yet to be verified by Bar Council

Photo ID: Choose file, Browse  
Address Proof: Choose file, Browse  
Cancel Upload

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

Sr. No.	Document Name	Verification Type	
1	Bar Registration Certificate	OTP Authenticated	
2	Photo ID	Digitally signed	
2	Address Proof	e-Sign	

Prepare PDF for eSign

Fig: Prepare document for eSign

Ministry of Electronics and Information Technology  
Government of India

Digital India  
Power To Empower

सी डैक  
CDAC  
Centre for Development of Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from

हस्ताक्षर  
C-DAC's eSign Service

Aadhaar Based e-Authentication

690098055463  
Get Virtual ID

\*\*\*\*\*

☒ I have read and provide my consent  
View Document Information

Submit Cancel  
Not Received OTP? Request OTP

Fig: Uploaded Document – eSign Verification



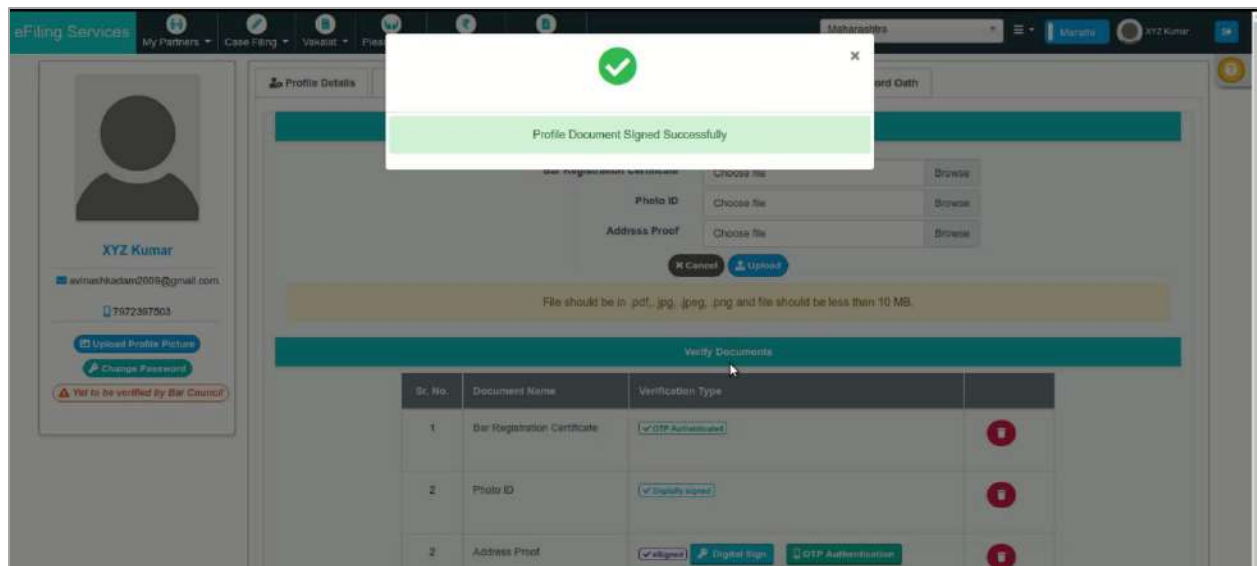


Fig: Profile Document Signed Successfully

### 3.2.5 Record Oath

This tab allows the advocate to record their oath with in-system video recording. Similar to upload documents, this tab also appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Record Oath** tab.
- Click on **Start Recording**. You can now record the oath.
- After oath recording, upload the oath by clicking on **Upload to Server** button.

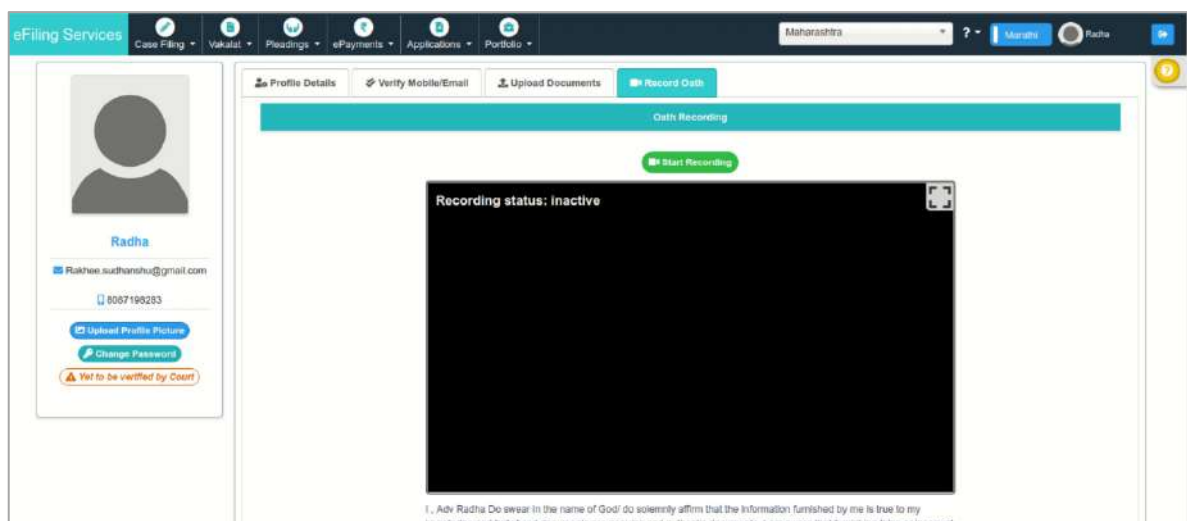


Fig: Record Oath





Fig: Oath recording status

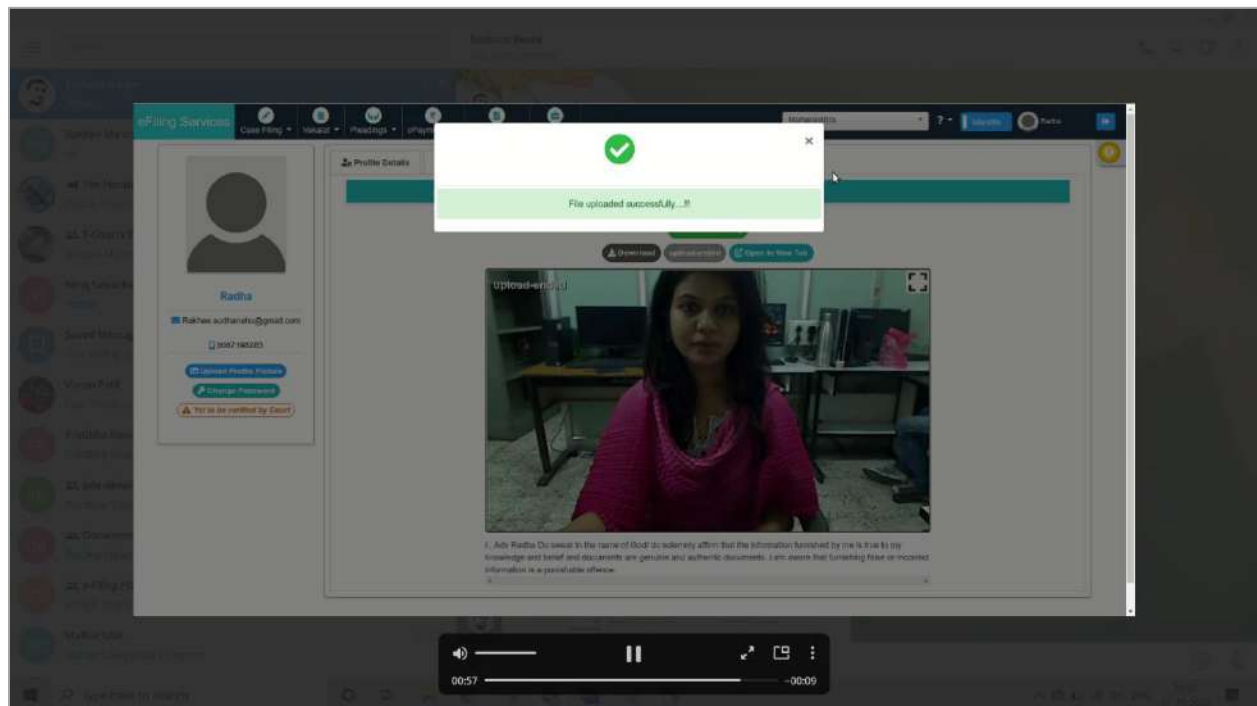


Fig: File uploaded Successfully

### 3.3 Profile Forms for Litigants

#### 3.3.1 Profile Details

- **Personal Details** appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline Number with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**



- The message “User Profile Changes has been updated Successfully” is displayed.

Fig: Profile Details – Litigant

Fig: User Profile changes has been updated successfully

### 3.3.2 Verify Mobile Number/ Email

Please refer section 3.2.3 (Profile Forms for Advocates- Verify Mobile Number/ Email) for this form. The form is same for Advocates and Litigants.

## 3.4 Profile Forms for Party-in-Person Litigant

A litigant may choose to be party-in-person and contest the case on own.

- In litigant profile details, enter the details and check **I wish to appear as Party in Person for my case** checkbox; click **Submit**. (Refer section 3.3 for litigant profile details.)



- User Profile updated successfully message is displayed and two additional tabs appear- **Upload Documents** and **Record Oath**.
- Refer section 3.2.3 for **Verify Mobile/ Email**.
- Refer sections 3.2.4 and 3.2.5 for **Upload Documents** and **Record Oath** tabs respectively.

The screenshot shows the 'eFiling Services' user interface. On the left, a sidebar displays the user's profile: PRASHANT ASHOKRAO WADGAIVE, email prashantwadgaive@gmail.com, and phone number 7620009649. It includes buttons for 'Upload Profile Picture', 'Change Password', and a 'Verified by Court' status. The main area shows the 'Profile Details' tab with two sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section contains fields for 'Litigant Name' (PRASHANT ASHOKRAO WADGAIVE), 'Gender' (Male selected), and 'Date of Birth' (24-09-1982). The 'Contact Details' section includes 'Address' (N 4 CIDCO AURANGABAD), 'State / UT' (MAHARASHTRA), 'District' (AURANGABAD), 'Pin Code' (431009), and 'Landline No. with STD Code'. A checkbox 'I wish to appear as Party in Person in my Case.' is checked. At the bottom, there are fields for 'Litigant नांव' (Prashant Ashokrao Wadgaive) and 'पता' (N 4 CIDCO Aurangabad), followed by a 'Submit' button.

Fig: Party in Person Litigant Profile Forms



## 4. Dashboard

### 4.1 Opening Screen

Once you log-in into the system, following screen will appear. It shows –

- latest status of your portfolio through **dashboard**
- **calendar** of the current month with cases marked on respective dates
- **list** of today's cases.

User may click on any date in the calendar to view case list for the selected date.

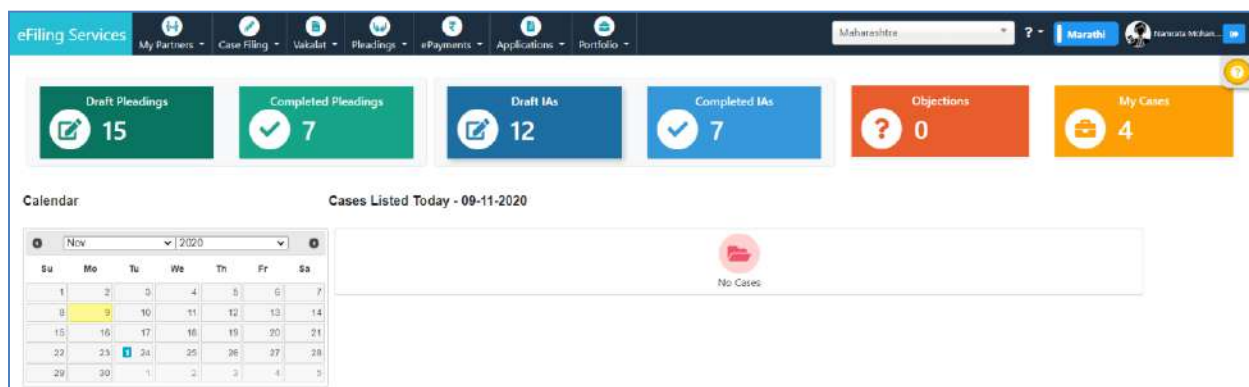


Fig: Opening Screen

Following menus are available for the user. Detailed description of each menu is available in the subsequent sections.



Fig: Different Menus in eFiling System

Considering the user requirements, main menu items are different for Advocates and Litigant as litigants mostly have facilities for editing and authentications. Overall main menu items are listed below. Further details are mentioned wherever necessary.

Fig: Main Menu Items for Advocates



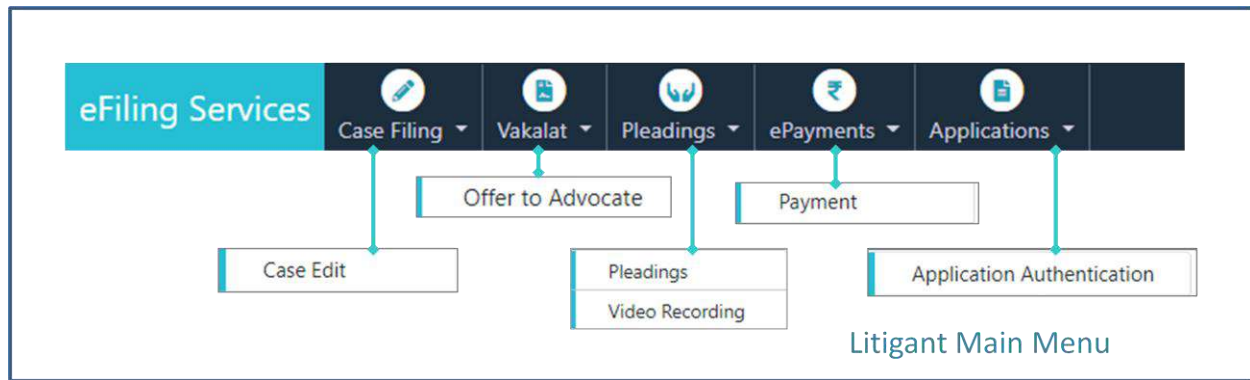


Fig: Main Menu for Litigant

## 4.2 Dashboard

Dashboard displays current status of the user's portfolio. It includes following buttons:

- Draft Pleadings
- Completed Pleadings
- Draft IAs
- Completed IAs
- Objections
- My Cases

### 4.2.1 Draft Pleadings

Displays history of all the uploaded pleadings and payment related actions taken for a case. Service is also provided to submit the pleading to the court, if all the formalities are complete.

- Click the **Draft Pleading** button to view the list of cases. The list displays status of all the pleadings activities related to a case. The details include efilling number/ case number, Case Title, Upload Pleading, Oath recording, ePayment and Action.
- Click **View Document** button to view uploaded pleading.
- **ePayments** column lists GRN number for all the completed payments. Select the appropriate GRN (if applicable) for the document.
- Click **Submit** for submitting the pleading to the court. Submission success message is displayed along with the e-filing number and the case is removed from the pleadings submission list.

**Note:** After submission, the case appears in the completed pleading tab and it is not available for modifications or additional uploads till verification process is completed in the court.



Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Action
1	Arbitration Petition - C202000051	Gorta Raja Vs Rajiv Shukla	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
2	Civil revision Application - C202000019	Yash Jagtap Vs Taraga Kharwal	View Documents	Oath is not Recorded	Select GRN	Submit
3	Arbitration Petition - C202000061	Rajiv Vs Anil	View Documents	Oath is not Recorded	Select GRN	Submit
4	Execution petition (Draft) on the basis of a decree of Civil Court - C202000032	Tastur Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
5	Sessions Case/361/2017	State of Maharashtra Vs Rajkumar Tejraj Chavan	View Documents	Oath is not Recorded	Select GRN	Submit
6	First Appeal/Civil Appeal - C202000034	Appellant 123 Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
7	Civil suit (compensation) - C202000016	Test Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
8	Civil suit (compensation) - C202000001	Ramkrishna Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
9	Commercial Suit - C202000030	Shri	Document is not uploaded	Oath is not Recorded	Select GRN	Submit

Fig: Draft Pleadings

Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Action
1	Arbitration Petition - C202000051	Gorta Raja Vs Rajiv Shukla	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
2	Civil revision Application - C202000019	Yash Jagtap Vs Taraga Kharwal	View Documents	Oath is not Recorded	Select GRN	Submit
3	Arbitration Petition - C202000061	Rajiv Vs Anil	View Documents	Oath is not Recorded	Select GRN	Submit
4	Execution petition (Draft) on the basis of a decree of Civil Court - C202000032	Tastur Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
5	Sessions Case/361/2017	State of Maharashtra Vs Rajkumar Tejraj Chavan	View Documents	Oath is not Recorded	Select GRN	Submit
6	First Appeal/Civil Appeal - C202000034	Appellant 123 Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
7	Civil suit (compensation) - C202000016	Test Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
8	Civil suit (compensation) - C202000001	Ramkrishna Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
9	Commercial Suit - C202000030	Shri	Document is not uploaded	Oath is not Recorded	Select GRN	Submit

Sr. No.	File Name	uploaded on	Status
1	yashuDineshSeni	05-11-2020	Pending

Fig: View Uploaded Document



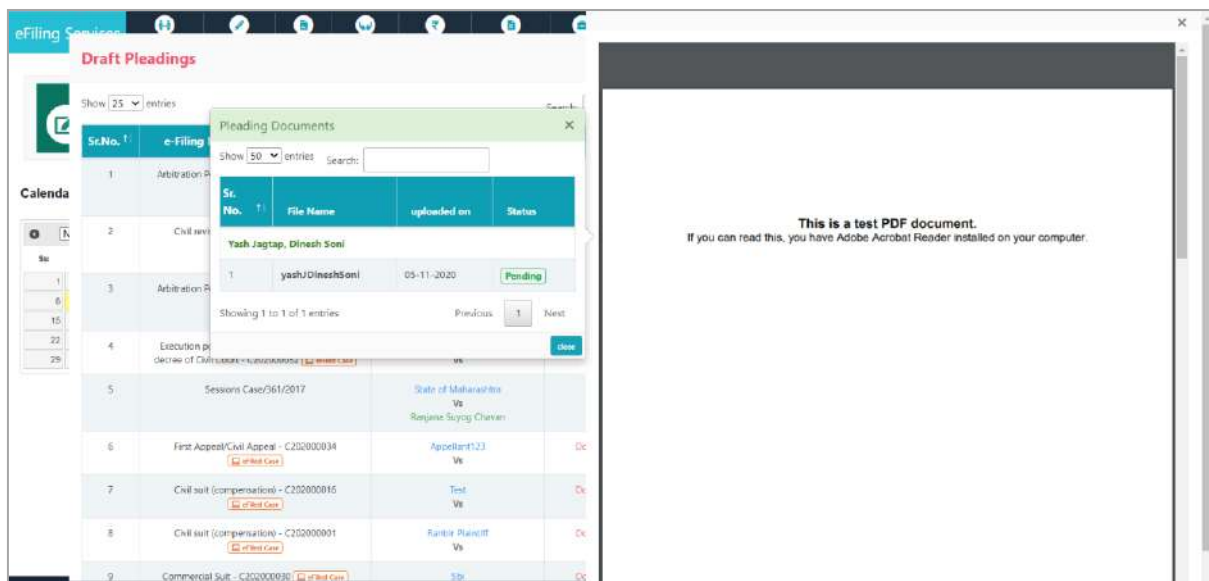


Fig: View File

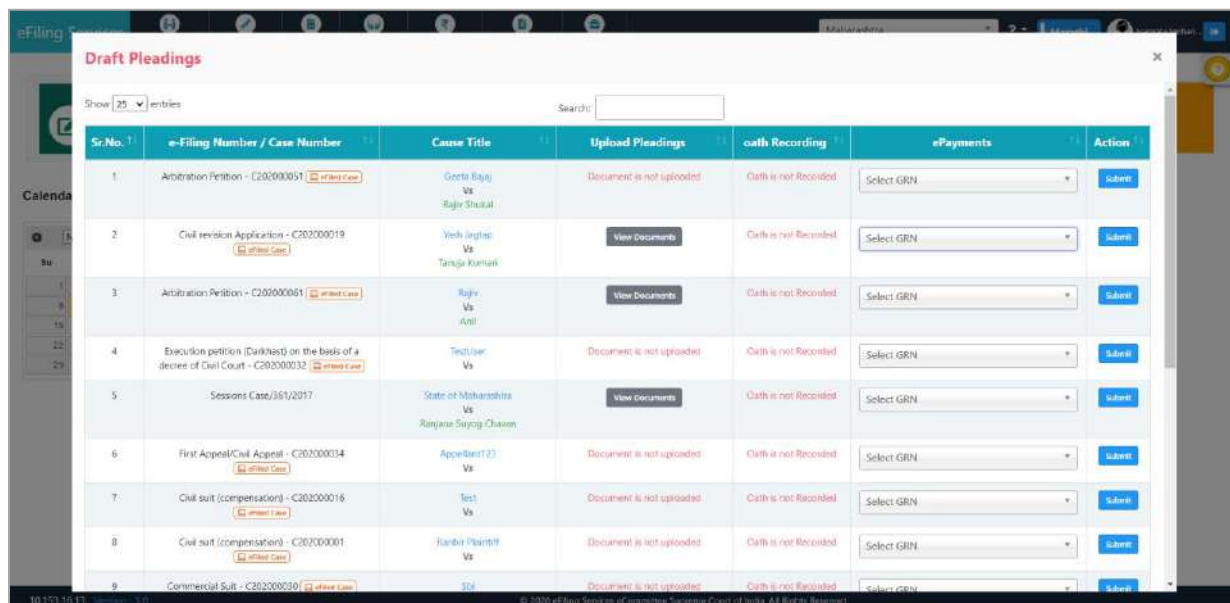


Fig: Select GRN



AMH2020000004C202000019 submitted successfully

Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Action
1	Arbitration Petition - C202000051	Gentle Rajee Vs Rajiv Shukul	Document is not uploaded. Click Here to show list of Documents	Oath is not Recorded	Select GRN	Submit
2	Arbitration Petition - C202000061	Rajiv Vs Anil	View Documents	Oath is not Recorded	Select GRN	Submit
3	Execution petition (Draft) on the basis of a decree of Civil Court - C202000032	NetUser Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
4	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Sanyog Chavan	View Documents	Oath is not Recorded	Select GRN	Submit
5	First Appeal/Civil Appeal - C202000094	Appellant T23 Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
6	Civil suit (compensation) - C202000916	Tariq Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
7	Civil suit (compensation) - C202000001	Ramji Plaintiff Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
8	Commercial Suit - C202000030	Shi Vs Eco	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
9	Domestic violence - C202000014	Sund Bhagwanrao Phendhal	Document is not uploaded	Oath is not Recorded	Select GRN	Submit

Fig: Submission Successful

## 4.2.2 Completed Pleadings

This button shows count of all the submitted pleadings and the status.

- Click the **Completed Pleadings** button to view the list of all the pleadings
- The report consists of e-Filing Number, Case Title, Upload Pleadings, Oath Recording, ePayment details and Status.
- Facility to view submitted documents and oath video is provided. Click on the corresponding buttons to view the same.

**Note:** *View Status* button appears only after the case verification is done in the court. On click, the status is displayed, whether verified or rejected.



Sr.No.1	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Status
1	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Arpit Kumar	<a href="#">View Documents</a>	<a href="#">View Video</a>	MH000038177202021E - 10.00	Case rejected in CIS on, now it is available for modification
2	Cancellation of Bail - C202000065	Amit Vs Meena	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>
3	Execution petition (Decreed) on the basis of a decree of Civil Court - C202000018	State Of Maharashtra Vs Test Doodachia	<a href="#">View Documents</a>	<a href="#">View Video</a>		<a href="#">View Status</a>
4	Civil revision Application - C202000019	Yash Jagtap Vs Tanuja Karmali	<a href="#">View Documents</a>	Oath is not Recorded	MH000041161202021E - 20000.00	<a href="#">View Status</a>
5	Caveat - C202000062	Rajni Vs Kapil	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>
6	Arbitration Petition - C202000060	Punit Vs Jagruti	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>
7	Caveat - C202000064	Aashna Vs Rohini	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>

Fig: Completed Pleadings

Sr.No.1	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Status
1	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Arpit Kumar	<a href="#">View Documents</a>	<a href="#">View Video</a>	MH000038177202021E - 10.00	Case rejected in CIS on, now it is available for modification
2	Cancellation of Bail - C202000065	Amit Vs Meena	<a href="#">View Documents</a>	Oath is not Recorded		Case rejected in CIS on 01-01-1970, now it is available for modification
3	Execution petition (Decreed) on the basis of a decree of Civil Court - C202000018	State Of Maharashtra Vs Test Doodachia	<a href="#">View Documents</a>	<a href="#">View Video</a>		<a href="#">View Status</a>
4	Civil revision Application - C202000019	Yash Jagtap Vs Tanuja Karmali	<a href="#">View Documents</a>	Oath is not Recorded	MH000041161202021E - 20000.00	<a href="#">View Status</a>
5	Caveat - C202000062	Rajni Vs Kapil	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>
6	Arbitration Petition - C202000060	Punit Vs Jagruti	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>
7	Caveat - C202000064	Aashna Vs Rohini	<a href="#">View Documents</a>	Oath is not Recorded		<a href="#">View Status</a>

Sr.No.1	File Name	uploaded on	Status
1	xxxx	23-10-2020	Submitted
2	File Name	19-10-2020	Submitted ✓ Digitally Signed

Fig: Completed Pleadings: View Documents



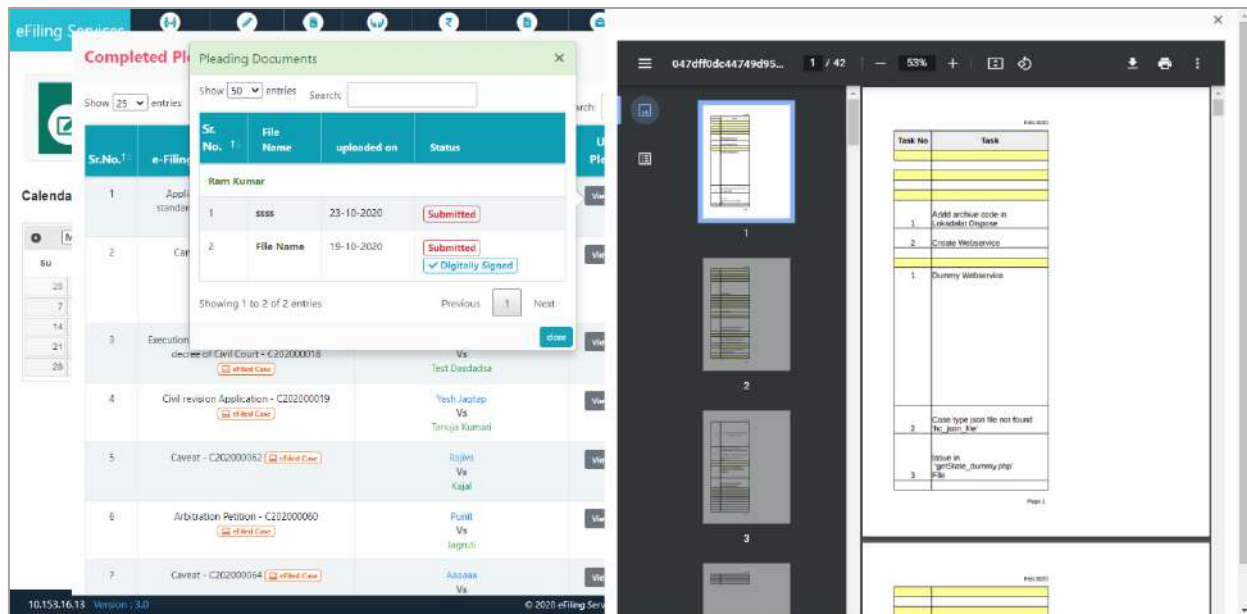


Fig: Completed Pleadings: View File

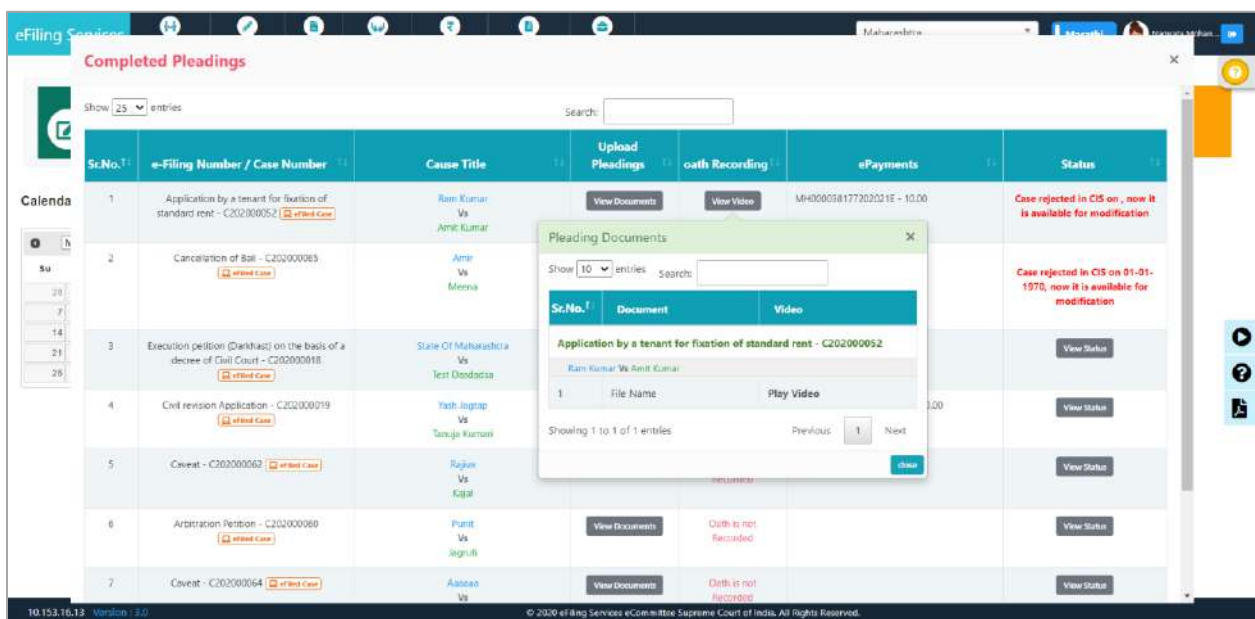


Fig: Completed Pleadings: View Video



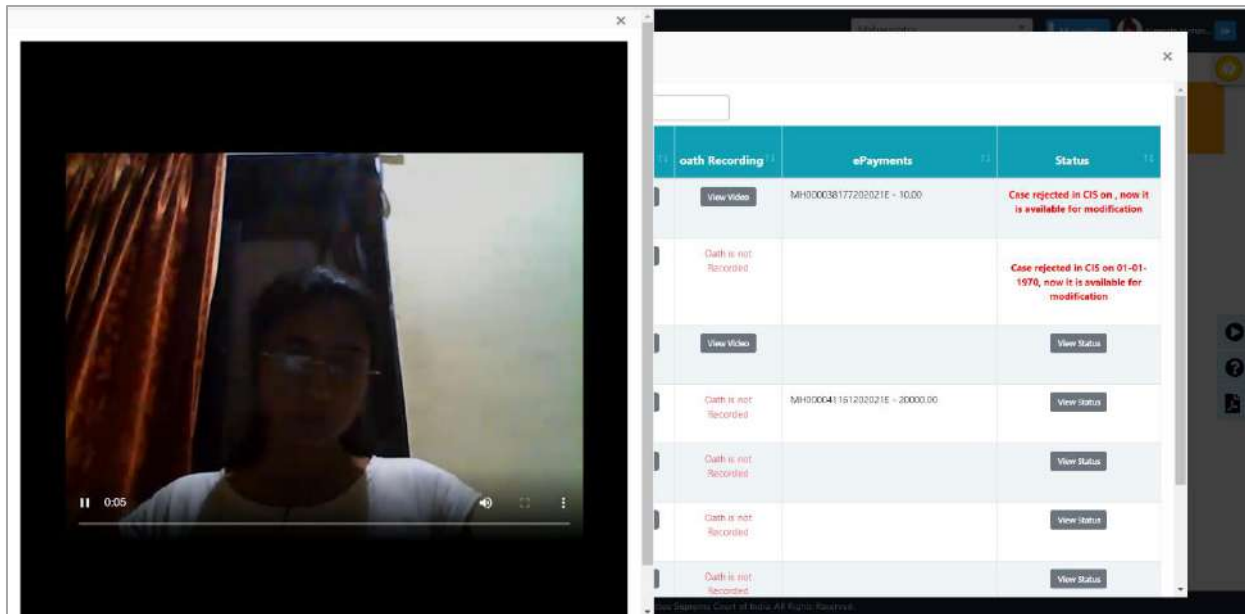


Fig: Completed Pleadings: Play Video

### 4.2.3 Draft IAs

This button shows count of all the incomplete IAs. These applications can be edited through Applications menu.

- Click the **Draft IAs** button to view the list. The details include Application, e-filing/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.

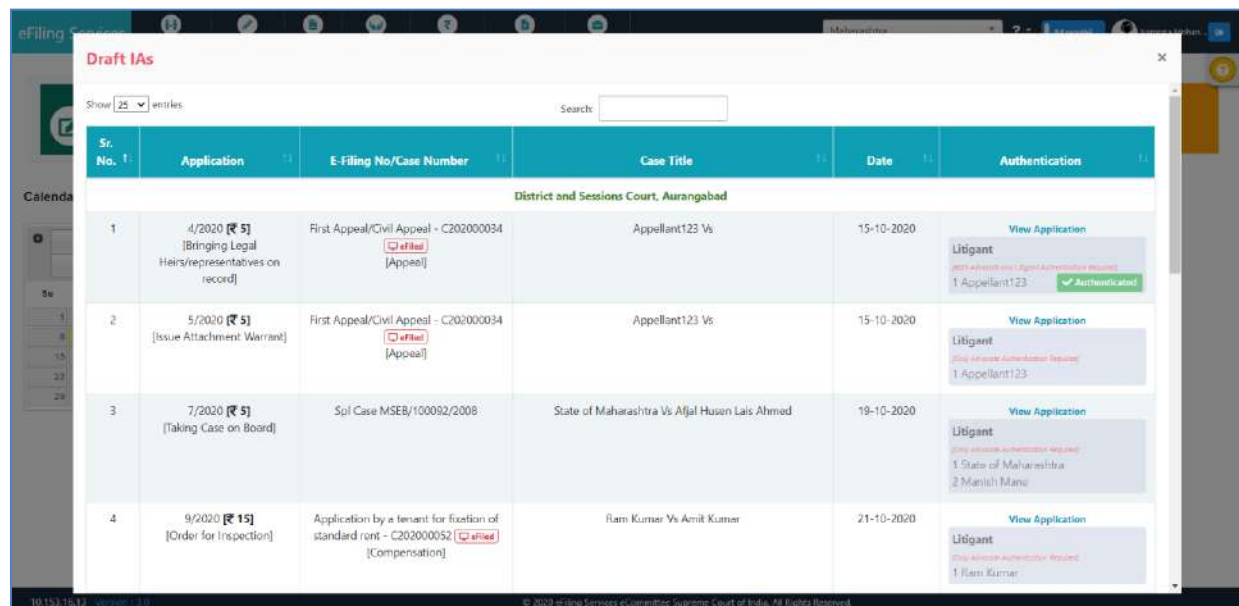


Fig: Draft IAs



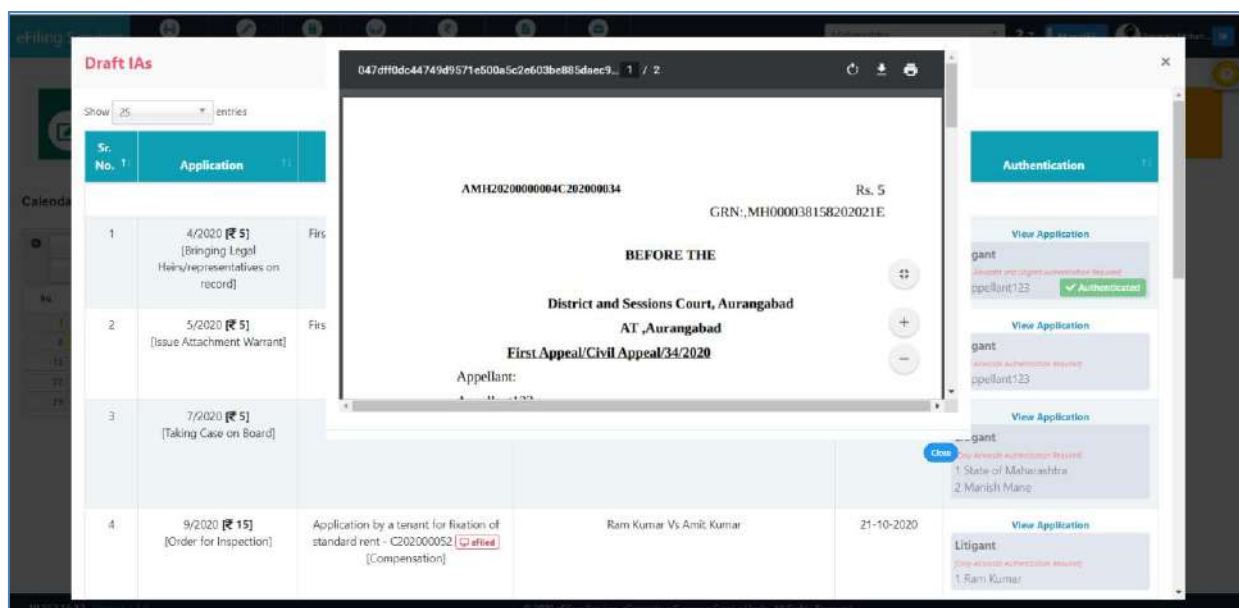


Fig: Draft IAs – View Application

#### 4.2.4 Completed IAs

The button displays the number of completed applications. When the court fee for an application is paid and it is authenticated by required parties, it is automatically submitted to the court. All such submitted applications are listed under this category.

- Click on the Completed IAs button to view the list of submitted applications. The details include Application, e-filing/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.



Sr. No.	Application	E-Filing No/Case Number	Case Title	Date	Authentication
District and Sessions Court, Aurangabad					
1	1/2020 [₹ 5] [Framing of additional issues]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant: 1 Appellant123
2	3/2020 [₹ 5] [Granting leave to deliver interrogatories]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant: 1 Appellant123
3	8/2020 [₹ 15] [Taking Adjournment]	Application by a tenant for fixation of standard rent - C202000052 [eFiled] [Compensation]	Ram Kumar Vs Amit Kumar	27-10-2020	<a href="#">View Application</a> Litigant: 1 Ram Kumar
4	16/2020 [₹ 5] [Order for Inspection]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	29-10-2020	<a href="#">View Application</a> Litigant: 1 State of Maharashtra
5	19/2020 [₹ 10232] [Taking Adjournment]	Civil revision Application - C202000019 [eFiled] [Review/Revision]	Yash Jagtap Vs Tanuja Kumari	05-11-2020	<a href="#">View Application</a> Litigant: 1 Yash Jagtap 2 Dinesh Sori

Fig: Completed IAs

Sr. No.	Application	E-Filing No/Case Number	Case Title	Date	Authentication
District and Sessions Court, Aurangabad					
1	1/2020 [₹ 5] [Framing of additional issues]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant: 1 Appellant123
2	3/2020 [₹ 5] [Granting leave to deliver interrogatories]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant: 1 Appellant123
3	8/2020 [₹ 15] [Taking Adjournment]	Application by a tenant for fixation of standard rent - C202000052 [eFiled] [Compensation]	Ram Kumar Vs Amit Kumar	27-10-2020	<a href="#">View Application</a> Litigant: 1 Ram Kumar
4	16/2020 [₹ 5] [Order for Inspection]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	29-10-2020	<a href="#">View Application</a> Litigant: 1 State of Maharashtra
5	19/2020 [₹ 10232] [Taking Adjournment]	Civil revision Application - C202000019 [eFiled] [Review/Revision]	Yash Jagtap Vs Tanuja Kumari	05-11-2020	<a href="#">View Application</a> Litigant: 1 Yash Jagtap 2 Dinesh Sori

047df0de44749d9571e500a5c2e603be885daec9... 1 / 2

AMH2020000004C202000034 Rs. 5  
GRN:MH000038158202021E

**BEFORE THE**

**District and Sessions Court, Aurangabad**

**AT ,Aurangabad**

**First Appeal/Civil Appeal/34/2020**

Appellant: Appellant123

Fig: Completed IAs – View Application

## 4.2.5 Objections

All the objections raised by the court on the submitted case, pleadings or IAs are reported here. Click on the button to view the objection details.



Sr.No.	Reason	Date
1	Return for correction	22-02-2021
2	Return for correction	22-02-2021
3	Return for correction	22-02-2021
4	Remark	22-02-2021
5	Remark	01-02-2021
6	Return for correction	26-01-2021
7	Return for correction	26-01-2021
8	Return for correction	26-01-2021
9	now reject this case, Petitioner Name Petitioner Age	26-01-2021
10	Document not found	26-01-2021
11	Fees not found	26-01-2021
12	Remark	26-01-2021
13	Fees Remark	26-01-2021
14	Remark	25-01-2021
15	Remark	01-01-1970

Fig: Objections

#### 4.2.6 My Cases

This button shows the count of all the cases in the user portfolio. It includes efiled as well as manually registered cases. Please refer section 5.2 for the details.

Case No.	Case Name	Status	Date
1	Return for correction	Pending	22-02-2021
2	Return for correction	Pending	22-02-2021
3	Return for correction	Pending	22-02-2021
4	Remark	Pending	22-02-2021
5	Remark	Pending	01-02-2021
6	Return for correction	Pending	26-01-2021
7	Return for correction	Pending	26-01-2021
8	Return for correction	Pending	26-01-2021
9	now reject this case, Petitioner Name Petitioner Age	Pending	26-01-2021
10	Document not found	Pending	26-01-2021
11	Fees not found	Pending	26-01-2021
12	Remark	Pending	26-01-2021
13	Fees Remark	Pending	26-01-2021
14	Remark	Pending	25-01-2021
15	Remark	Pending	01-01-1970

Fig: My Cases



## 5. Help Section

Help is available in the form of Tutorial Videos, FAQ and user manual. Additionally, you can view descriptions of any open form by clicking on the orange question mark in the top right corner.

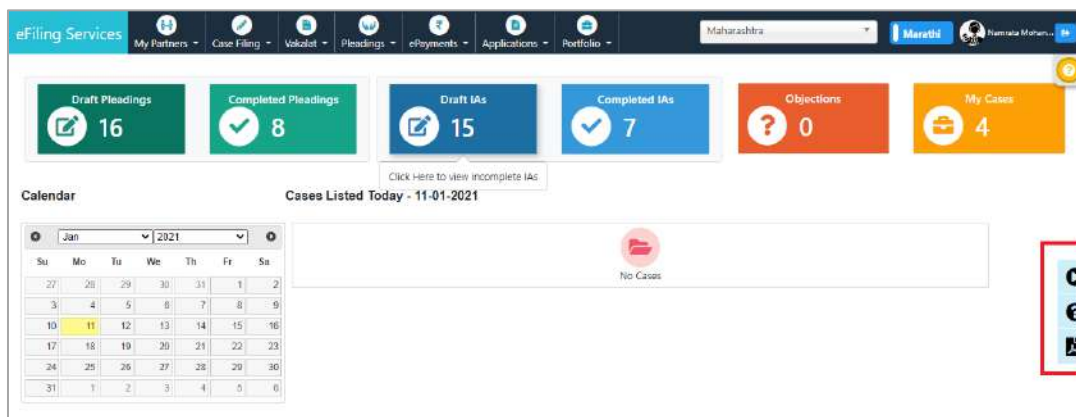


Fig: Help Section



## 6. Main Menu

### 6.1 My Partners (only for Advocates)

The menu enables advocates to manage partners by adding or revoking partnerships.

#### 6.1.1 Add Partner/ Associates/ Colleague

This submenu allows the user to add partner/ associates/ colleagues; which could be of the same State or other state.

- Select **My Partners** from the menu.
- Select **Add Partners/ Associates/ Colleagues**.
- Select the radio button for **My State** or **Other State**, indicating from which state the partner is to be added.
- On selecting **My State**, proceed to select **Advocate**. For **Other State**, select the **State** first and then proceed.
- Select the **Advocate** to be added in the My Partner list.  
**Note:** Only the advocates registered with eFiling system can be added as partners.
- On selecting the advocate, the Bar **Registration Number**, **Email** and **Mobile Number** are retrieved automatically.
- Click on **Submit** to add the partner. Notification of your partnership request is sent to the advocate automatically.

**Note:** Process of addition of the partner is complete only after acceptance of the same from the partner.

The screenshot shows the 'Add Partners/Associates/colleague' interface. At the top, there's a navigation bar with 'eFiling Services' and various menu items like 'My Partners', 'Case Filing', 'Valuation', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The 'My Partners' menu is active. Below the navigation bar, the title 'Add Partners/Associates/colleague' is displayed. Underneath, there are two radio buttons: 'My State' (selected) and 'Other State'. The form fields are as follows:

Field	Value
Advocate	Adv. R. V. CHAVAN (MAH/2836/2011)
Bar Registration Number	MAH/2836/2011
Email	avinashmkadam@yahoo.com
Mobile No.	7276605487

At the bottom of the form, there are two buttons: 'Submit' and 'Reset'.



Fig: Add Partner for My State

The screenshot shows the 'Add Partner' form in the eFiling Services portal. The user is logged in as 'Adv. R. V. CHAV...' and the state is set to 'Maharashtra'. The form is titled 'Add Partner' and has two radio buttons: 'My State' (selected) and 'Other State'. Below the radio buttons, there are input fields for 'State' (Rajasthan), 'Advocate' (SH. RAM NARAYAN SAXENA (R/4/1930)), 'Bar Regn. No.' (R/4/1930), 'Email' (rs@gmail.com), and 'Mobile No.' (8975842310). At the bottom of the form are 'Submit' and 'Reset' buttons. A 'Delete' button is visible in the top right corner of the form area.

Fig: Add Partner for Other State

The screenshot shows the 'Add Partner' form for 'Other State'. A green checkmark icon and a message box 'Partner Request sent successfully' are overlaid on the form. The form fields are partially visible behind the overlay, showing 'Bar Registration Number', 'Email', and 'Mobile No.' with placeholder text 'Enter Bar Registration Number', 'Enter Email', and 'Enter Mobile No.' respectively. The 'Submit' and 'Reset' buttons are also visible at the bottom.

Fig: Partner Request sent successfully

### 6.1.2 Accept Partnership

This submenu enables user to accept or reject partnership requests from other advocates.

- Select **My Partners** from the menu.
- Select **Accept Partnership**. List of all the advocates who have sent the partnership request to you is displayed.
- Select **Accept** or **Reject** for accepting or rejecting the partnership request from the other advocate. A dialogue box pops up to confirm the acceptance or rejection.



- Check the box to confirm and complete OTP verification (Get OTP, enter it and click Submit).
- The message **“Partner Request updated successfully”** for acceptance or rejection will be displayed.

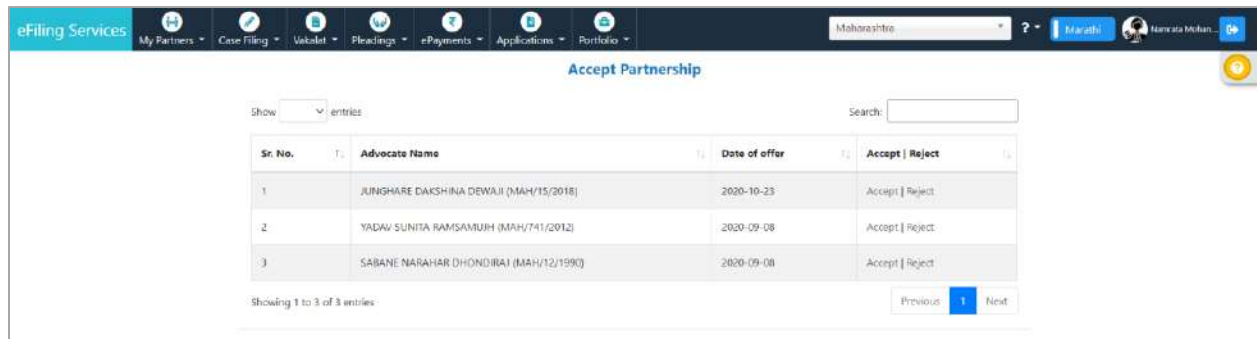


Fig: Accept Partnership

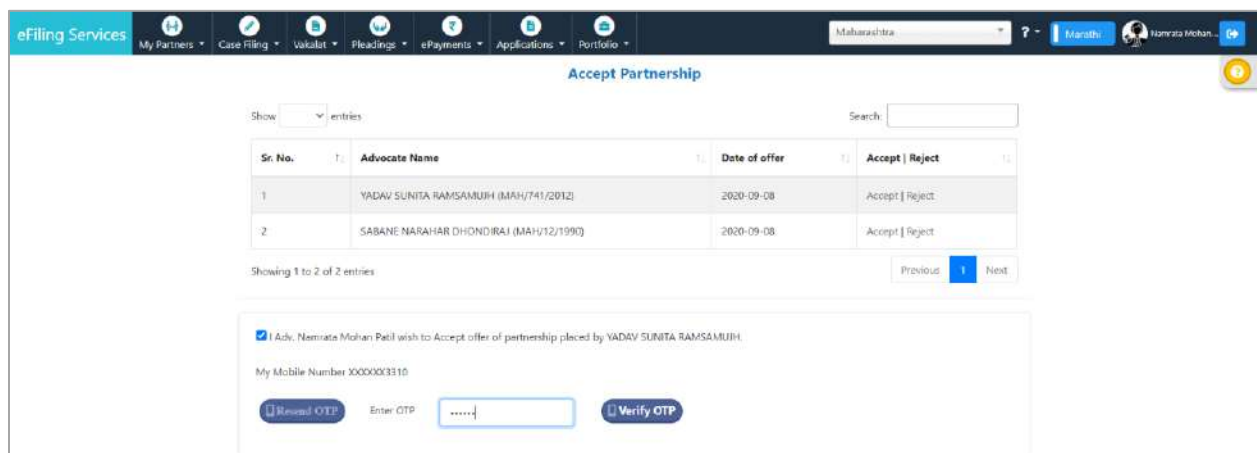


Fig: Accept partnership Get OTP and Verification

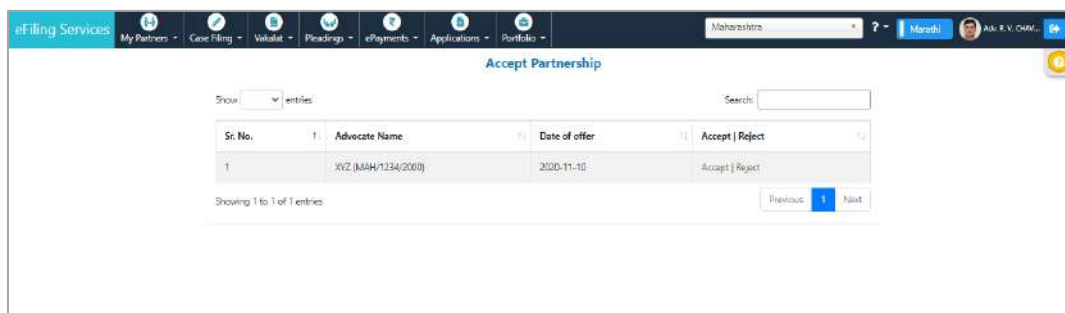


Fig: Partner request updated Successfully



### 6.1.3 Revoke Partnership

This submenu enables user to revoke existing partnership with an advocate.

- Select **My Partners** from the menu.
- Select **Revoke Partnership**. List of all the partnerships will be displayed. Partnership details include Offered to Advocate/ Offered by Advocate, Date of Offer, Date of Acceptance, Status (Accepted/ Offered) and a Revoke button.
- Click **Revoke** in the required row for revoking the partnership. A confirmation dialogue will appear. Click **OK** if you want to continue.
- Check on the box to confirm and click **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revoked Successfully**' will be displayed. The revoke request will be sent to the respective advocate immediately.

**Note:** Process of Revocation of the partner is complete only after acceptance of the same from the partner.

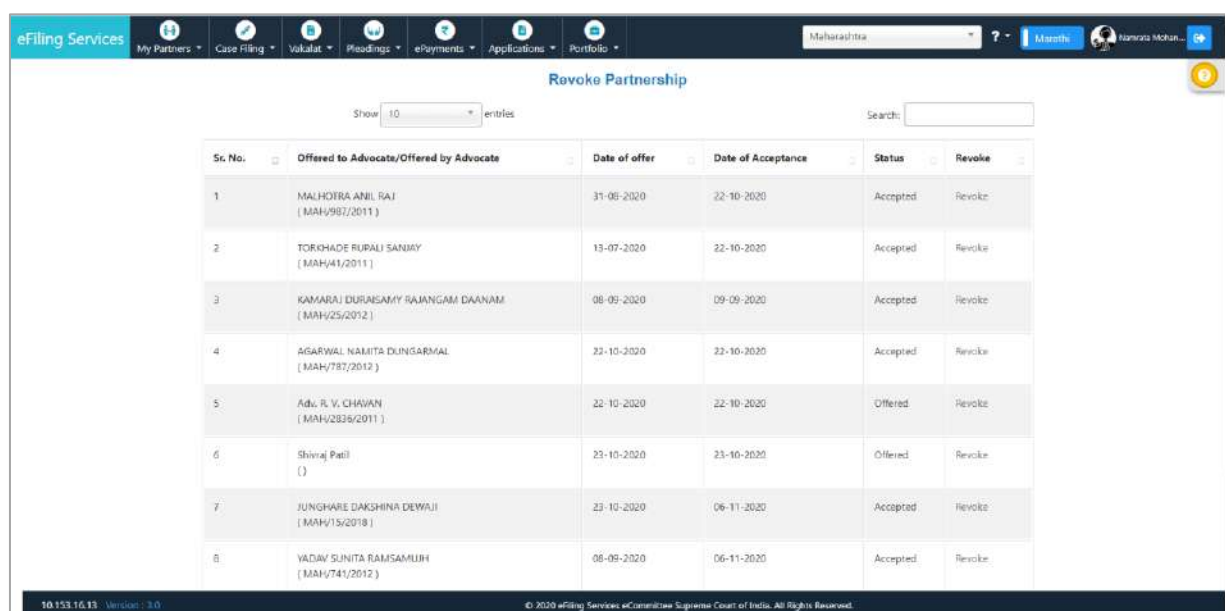


Fig: Revoke Partnership

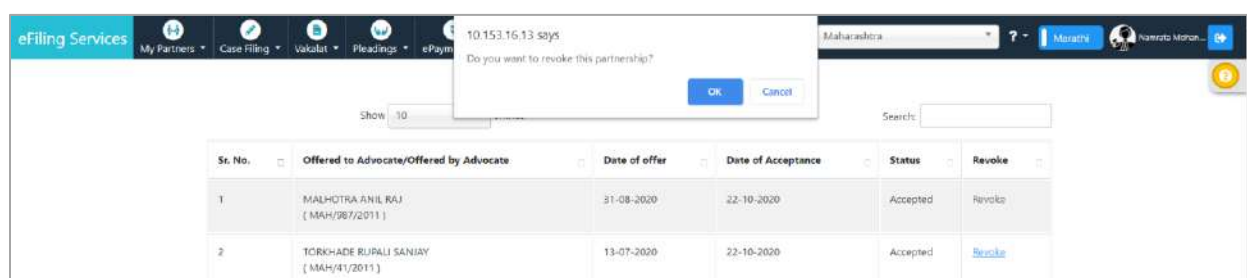




Fig: Confirmation

☒ I Advocate Namrata Mohan Patil wish to revoke partners Advocate AGARWAL NAMITA DUNGARMAL

My Mobile Number XXXXXX3310

Enter OTP

Fig: Get OTP

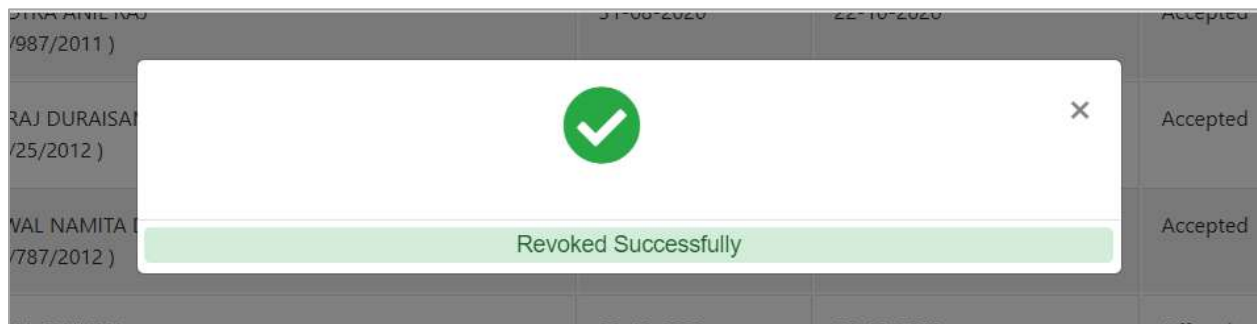


Fig: Revoked Successfully

#### 6.1.4 Accept Revocation

This submenu enables user to accept revocation requests sent by a partner.

- Select **My Partners** from the menu.
- Select **Accept Revocation**. List of all the revocation requests will be displayed. For every request, details such as Revocation Initiated By, Date of Offer, Date of Acceptance, Date of Revocation and a button for Accept will be displayed.
- Click **Accept** in the required row to revoke the partnership with the advocate. A dialogue box pops up to confirm the acceptance. Confirm by clicking OK.
- Tick on the box and select **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revocation Accepted Successfully**' will be displayed.



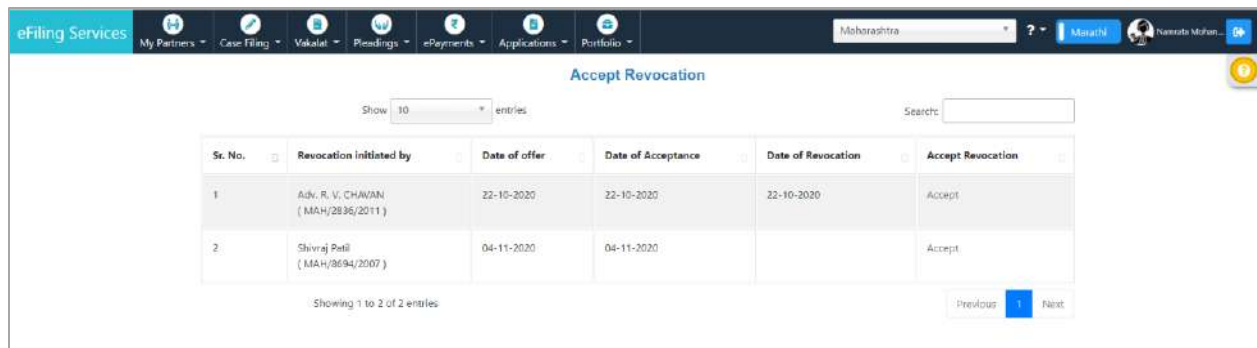


Fig: Accept Revocation

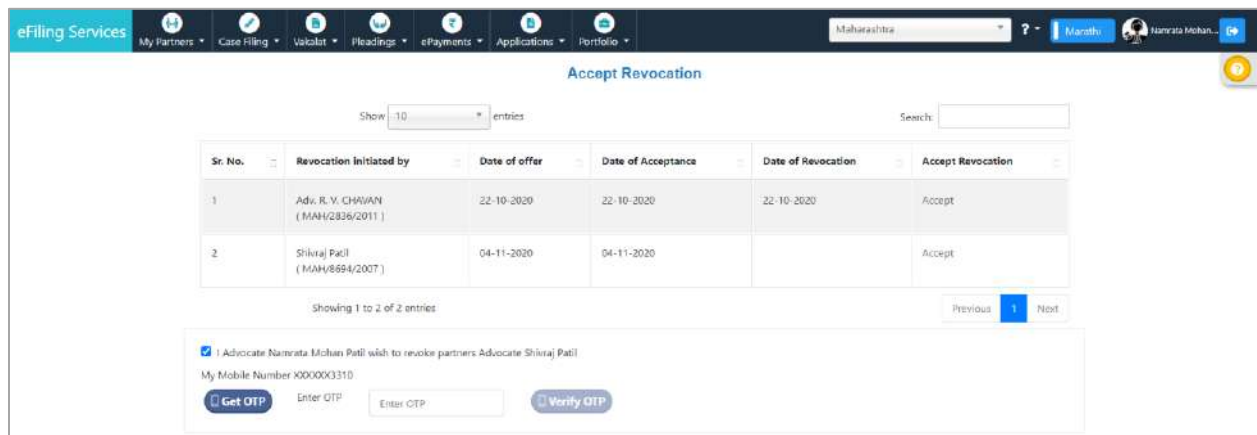


Fig: Get OTP for Accept Revocation

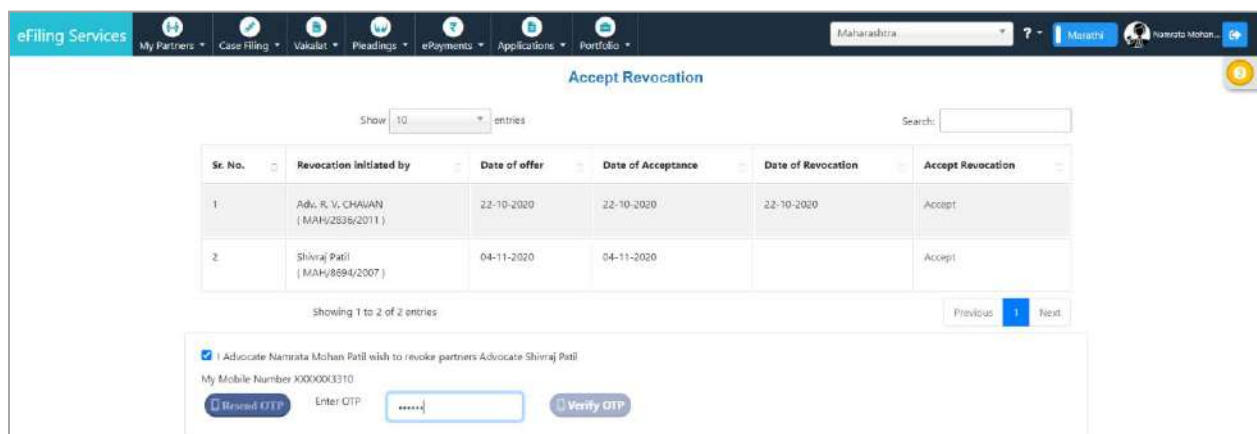


Fig: Enter OTP and click on Verify OTP

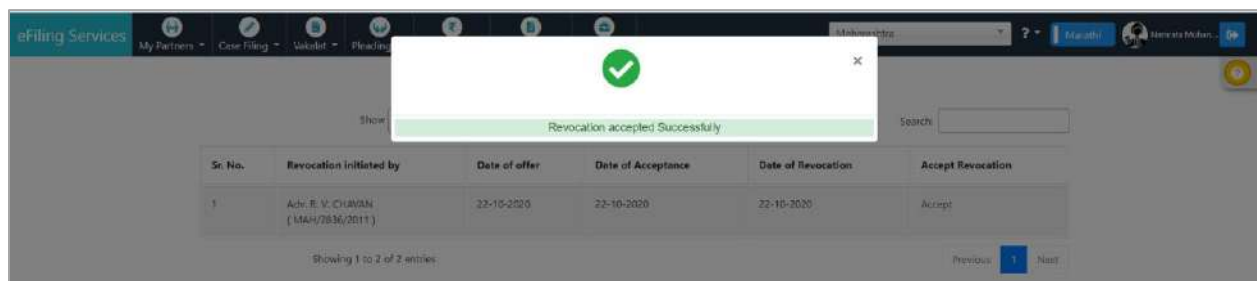


Fig: Revocation Accepted Successfully



### 6.1.5 My Partners Report

This submenu generates report for Friendship Request and Revoked Request.

- Select **My Partners**.
- Select **My Partners Report**.
- By default, report for **Friendship Request** is displayed with details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status (Pending/ Accepted).
- To view the **Revoked Request** Report, click on the corresponding tab.
- Select the radio button for **Offered by Me** or **Accepted by Me** in **Revoked Request**. By default, Offered by Me radio button is selected. The details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status are displayed.

Sr. No.	Partner Name	Advocate Code/Bar Number	Requested date	Accepted / Rejected Date	Status
1	Adv. Kumar raja	MAH-2024-2020	28-10-2020	---	Pending
2	Anil R.	MAH-3121-2001	06-11-2020	---	Pending
3	BAWANKAR KRUSHNAKUMAR CHARANDAS	MAH-44-2012	06-10-2020	---	Pending
4	SHINGNE SOHAN ANIL	MAH-4545-2011	29-07-2020	---	Pending

Showing 1 to 4 of 4 entries

Fig: My Partners Report

Sr. No.	Offered to Advocate	Advocate Code/Bar Number	Revoked On	Accepted On	Status
1	Adv. R.V. CHAWAN	MAH/2035/2011	22-10-2020	---	Pending

Showing 1 to 1 of 1 entries

Fig: Revoked Request Offered by Me



eFiling Services

My Partners Case Filing Maharashtra Filings ePayments Applications Portfolio

Maharashtra ? Marathi Namrata Mohan...

Friendship Request Revoked Request

☐ Offered by Me ☒ Accepted by Me

Show 10 entries Search:

Sr. No.	Offered by Advocate	Advocate Code/Bar Number	Revoked On	Accepted On	Status
1	AGARWAL NAMITA DUNGARMAL	MAH/787/2012	06-11-2020	---	Pending
2	TORKHADE RUPALI SANJAY	MAH/41/2011	06-11-2020	---	Pending
3	Shivraj Patil	MAH/8694/2007	06-11-2020	05-11-2020	Accepted

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig: Revoked Request Accepted by Me



## 6.2 Case Filing

New case filing can be considered to have 3 parts:

- **Initial filing** – This can be done only by advocates or Party-in-person litigants. It includes all the basic case information.
- **Entering case details** - These details can be entered either by advocate or by litigant, as per the convenience. These include:
  - Litigant – information of all the concerned parties
  - Legal Heir – enabled only if legal heir option is checked in the initial case information by advocate
  - Fact Details
  - Case Details
  - MVC – enabled only if the case type is chosen as motor vehicle compensation in the initial case information by advocate
- **Final Submission** – This again can be done only by the advocate or by party-in-person litigant.

**Note:** *Once the Final Submission is done, the case details cannot be modified. As a result, the case cannot be viewed by Litigant for editing.*

Accordingly, the different menu and forms appear for advocates and litigants.

### 6.2.1 New Case Filing (only for Advocates and Party-in-Person Litigants)

#### 6.2.1.1 Initial Inputs

The initial inputs required to file a case are to be filled in this form.

- Select **Case Filing** menu; select **Initial Inputs** tab.
- Enter **District/ Establishment Details** where case needs to be filed.
- Enter **Case Type Details**. If the selected case type is MVC, **MVC** tab appears to fill in the additional details.
- Enter **Party (client) Details**.
- Click on **Submit**.
- The message '**New Case Added**' is displayed along with temporary E-Filing Number.



**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio

Maharashtra | Marathi | Namrata Mohan...

**Initial Inputs** | Litigant | Fact Details | Case Details | e-File

**District/Establishment** | Note: Following Fields are Compulsory

\* Select District: Aurangabad | \* Select Establishment: District and Sessions Court, Au...

**Case Types** | Note: Following Fields are Compulsory

\* Case Type: ☒ Civil ☐ Criminal | \* Case Type: First Appeal/Civil Appeal

\* Relief Sought: Appeal

**Subordinate Court**

District: Select District | Select Establishment: Select Establishment

Case Type: Select an Option | Case Number: Case Num | Year Year

Disposal Date: DD-MM-YYYY | CC Applied Date: DD-MM-YYYY

**Party Details** | Note: Following Fields are Compulsory

\* Appellant/Respondent: abhishek | \* Mobile Number: 1234567890

**Submit** **Reset**

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Fig: Initial Inputs

**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio

Maharashtra | Marathi | Namrata Mohan...

**Initial Inputs** | **Litigant** | Fact Details | Case Details | e-File

Note: This tab is compulsory

\* Type: ☒ Appellant ☐ Respondent

**Organization Details** ☐

**Personal Details**

\* Complainant/Accused: Select | abhishek

Relation: Select | Date of Birth: DD-MM-YYYY | Caste: Select

\* Gender: ☒ Male ☐ Female ☐ Other

Name: Name | \* Age: Age | Differently Aided: ☐

Extra Petitioner Count: Extra P

**Contact Details**

Email: Email | Mobile No.: 1234567890

Occupation: Occupation | Pin Code: Pin Code

\* Address: Address

Fig: New Case Added Successfully

### 6.2.1.2 Litigant

This tab is used to fill Litigant details. To access this tab, click **Next** button on the Initial Input form. However, this tab is accessible only after successfully filing out the Initial Input tab.

**Note:** It is required to fill the details of all the parties before clicking **Next** button. Litigant may also enter these details using his login.

User can check previously saved litigant details by clicking the **View Previous Parties** link in top right corner.



Enter the following details-

- Select the **Type** (Appellant/ Respondent).
- Enter **Personal Details**.
- Enter **Contact Details**.
- Enter **State Information**.
- Check on **Other Information** to fill more details.
- Check **Legal Heir Add** to add legal heir. If this is checked, **Legal Heir** tab appears after submission to add the legal heir details.
- Enter information in Local Language.
- If required, check on **Add to Favorites**. If a party is added as favorite, the details of the litigant are saved for future use, thereby enabling easy and quick access to frequent party details. Parties, added as favorite, can be viewed/deleted through '**Manage Favorite Clients**'. However, this step is not mandatory.
- Click on **Update** to save the details.
- If the Appellant or Respondent is an organization, check on **Organization Details** after selecting the Type.
- Select **Organization Name** and enter all above mentioned details and click on **Update** to save the details.
- When details of all the parties are entered, click on **Next** button. To check whether all party details are entered, click on the **View Previous Parties** link in the top right corner. The link is visible only if entered party details are saved.



**eFiling Services** | My Partners | Case Filing | Vakalat | Filings | ePayments | Applications | Portfolio | Maharashtra | ? | Marathi | Namrata Mohan...

**Initial Inputs** | **Litigant** | Fact Details | Case Details | e-File

Note: This tab is compulsory

### Litigant

\* Type: ☒ Appellant ☐ Respondent

Organisation Details: ☐

#### Personal Details

\* Complainant/Accused:

Relation:

Date of Birth:

Caste:

\* Gender: ☒ Male ☐ Female ☐ Other

Name:

\* Age:  Differently Abled: ☐

Extra Petitioner Count:

#### Contact Details

Email:

Occupation:

\* Address:

Mobile No.:

Pin Code:

#### State Information

State:

Taluka:

District:

Village:

#### Other Information

Other Information: ☐

Add Legal Heir: ☐

**MARATHI**

किर्यादी/आरोपी:

पत्ता:

व्यवसाय:

वहीस/अर्ज/द/पती चे नाव:

☐ Add to favourite

10:15:16:13 - Version : 3.0 © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: Litigant Details



**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Maharashtra | Marathi | Namrata Mohan...

**Litigant**

Note: This tab is compulsory

\* Type: ☒ Appellant ☐ Respondent

Organisation Details: ☒ \* Organisation Type: State Government Departments

**Personal Details**

\* Complainant/Accused: sakshi

**Contact Details**

Email: Email | Mobile No.: 1234567890

Occupation: Occupation | Pin Code: Pin Code

\* Address: address

**State Information**

State: Select State | District: Select District

Taluka: Select Taluka | Village: Select Village

**Other Information**

Other Information: ☐ Add Legal Heir: ☐

MARATHI

फिरादी/आरोपी: | बहील/आदि/परी वे नांव:

पता: |

पदनाम: |

☐ Add to favourite

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Fig: Litigant details for Organization

**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Maharashtra | Marathi | Namrata Mohan...

**District and Sessions Court, Aurangabad**

e-Filing Number: First Appeal/Civil Appeal - C302000007 - Rofel Naught: Appeal - Case Type: First Appeal/Civil Appeal

Abhishek Vs

Note: This tab is compulsory

**Litigant**

\* Type: ☒ Appellant ☐ Respondent

Organisation Details: ☐

**Personal Details**

\* Complainant/Accused: Select

Relation: Select

Date of Birth: DD.MM.YYYY

Caste: Select

**Contact Details**

**View Previous Parties (1)**

Sr. No.	Party Name	Type	Edit	Delete
1	Abhishek	Main Petitioner		

Previous 1 Next

Fig: View Previous Parties

### 6.2.1.3 Legal Heir

Legal Heir form enables user to enter details of the Heir. This is required in case the petitioner dies after case filing. In such situations, the assigned legal heir fights the case on behalf of the deceased.



**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Maharashtra | ? | Marathi | Namrata Mohan...

**District and Sessions Court, Aurangabad**  
E-Filing Number: First Appeal/Civil Appeal - C302000067 - Relief Sought: Appeal - Case Type: First Appeal/Civil Appeal  
Abhishek Vs

**Legal Heir**

\* Party Name: Abhishek (Main Petitioner)

**Personal Details**

\* Type: ☒ Plaintiff ☐ Defendant

\* Legal Heir Name: Select abhis

Relation: Select

\* Date of Birth: 01-11-1982

Caste: Select

\* Gender: ☒ Male ☐ Female ☐ Other

Name: Name

\* Age: 37 Differently Abled ☐

Extra Petitioner Count: Extra P

**Contact Details**

Email: Email

Occupation: Occupation

\* Address: address

State: Select State

Taluka: Select Taluka

Mobile No.: Mobile No.

Pin Code: Pin Code

District: Select District

Village: Select Village

**Other Information**

Other Information ☐

मर्यादा/आरोपी

पक्ष

वकील/अड/पक्षी के नाव

व्यवसाय

Save Prev Next

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Fig: Legal Heir Form

#### 6.2.1.4 Fact Details

This tab allows the user to enter fact details for the filed case.

- After successfully filling Litigant details, proceed to next tab, that is, **Fact details**.
- Select **Fact Date** from the calendar.
- Select **Fact Time** in hours and minutes.
- Describe the details of the fact in the **Fact** text box.
- The user can add more facts by clicking on **Add More Fact**.
- Click on **Save**.



The screenshot shows the 'Fact Details' tab in the eFiling Services application. The top navigation bar includes icons for My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The sidebar on the left has tabs for Initial inputs, Litigant, Legal fees, Fact Details (selected), Case Details, and e-Filing. The main content area is titled 'District and Sessions Court, Aurangabad' and 'E-Filing Number: First Appeal/Civil Appeal - C202000067 - Relief Sought: Appeal - Case Type: First Appeal/Civil Appeal - Abhishek Vs'. Below this, there is a note: '\*Note: Fact details tab is not compulsory'. The 'Fact Details' form has fields for 'Sn.No.' (1), 'Fact Date' (03-11-2020), 'Fact Times' (12:56), and 'Fact' (Fact). There is an 'Add More Fact' button and 'Save', 'Prev', and 'Next' buttons at the bottom. The footer bar shows the version (10.153.16.13) and copyright information.

Fig: Fact Details

### 6.2.1.5 Case Details

This tab allows user to enter more case details.

- On successfully adding the fact details, proceed to next tab, that is, **Case Details**.
- Enter **Cause of Action**.
- Enter **Date of Cause of Action**.
- Enter **Important Information or Subject or Reason**.
- Enter **Prayer**.
- Enter **Valuation**.
- Enter **Plaint in Local Language**.
- Enter **Dispute arising out of details**.
- Enter **Act Details**. The user can add more than one act by selecting **More Acts**.
- Enter details in Local Language.
- Click on **Save**.



#### 6.2.1.6 MVC (only for MVC case type)

- Enter the **MVC Information** required such as Item Number, State, District, Taluka, Police Station, FIR Type, FIR Number and Year.
- In MVC information, if **Other Police Station** is checked, additional details are required such as Other Police Station, FIR Type, FIR Number and Year.
- Enter **Accident Information** Details such as Date of Accident, Place of Accident, Time of Accident, Type of Injury (Simple/ Serious/ Death/ Other) and Name.
- Enter **Claim Information** such as Compensation Claimed and Insurance Company.
- Enter **Vehicle Information** such as Vehicle Type, Vehicle Registration Number, Driving License and Issuing Authority.
- Enter Name, Place of Accident and Issuing authority in **Local Language**.
- Click on **Save**.
- The message, **“Record Added Successfully [eFiling Number]”** is displayed.



**Motor Vehicle Chalan**

**MVC Information**

Item Number: 1

\* State: MAHARASHTRA

\* Taluka: Aurangabad

\* Police Station: Select Police Station

\* FIR Number: 28

Other Police Station: ☐

\* District: AURANGABAD

FIR Type: Select

\* Year: 2018

**Accident Information**

\* Date of Accident: 20-11-2018

\* Place of Accident: Road Chalk

Type of Injury: ☐ Simple ☒ Serious ☐ Death ☐ Other

Time of Accident: --:--:--

Name: Rajesh

**Claim Information**

Compensation Claimed: Compensation Claimed

Insurance Company: Insurance Company

**Vehicle Information**

Vehicle Type: Vehicle Type

Driving License: Driving License

Vehicle Regn. No.: Vehicle Regn. No.

Issuing Authority: Issuing Authority

नाम:

पत्ता:

अपराध विवरण:

Save Prev Next

Fig: MVC details

### 6.2.1.7 e-File

This tab is used for e-filing the case.

- On successfully adding case details, proceed to **e-File** tab.
- The e-File tab displays all the entered details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details for review.
- Click on **eFile Case**.  
**Note:** Please ensure that all the entered case details are correct before clicking on eFile Case button as the details cannot be modified after submission of the case.
- The message **“Case registration is Successful”** is displayed along with thee-filing registration number.



**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Maharashtra | Marathi | Namrata Mohan...

**District and Sessions Court, Aurangabad**  
 E-Filing Number: First Appeal/Chall Appeal - C202000067 - Bailed Sought: Appeal - Case Type: First Appeal/Chall Appeal  
 Abhishek Vs

**Litigant**

Main Petitioner

Complainant Name: Abhishek | Organisation Type: |  
 Email: | Mobile No.: 1234567890

Fact Details  
 Case Details

**eFile Case**

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Fig: eFile Case

**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Maharashtra | Marathi | Namrata Mohan...

10.153.16.13 says  
 Do you want to submit the case?  
 Once submitted, case details can not be modified.  
 OK Cancel

**District and Sessions Court, Aurangabad**  
 E-Filing Number: First Appeal/Chall Appeal - C202000067 - Bailed Sought: Appeal - Case Type: First Appeal/Chall Appeal  
 Abhishek Vs

**Litigant**

Main Petitioner

Complainant Name: Abhishek | Organisation Type: |  
 Email: | Mobile No.: 1234567890

Fact Details  
 Case Details

**eFile Case**

Fig: Confirmation to file a case

**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Maharashtra | Marathi | Anshu R. V. Chav...

Case registration successfully AMH20200000002C202000067

Sr.No.	E-Filing No	Petitioner Name	Respondent Name	Registration date	Case PDF
Civil Court Junior Division, Kandhar					
Desertion and Maintenance					
1	55/2020	Santosh Patil	Margesh Sharma	31-07-2020	<a href="#">View</a>
District and Session Court, Nanded					

Fig: Case Registered Successfully



### 6.2.1.8 Editing the existing e-filed cases

There is a provision to add or modify a case and view PDF of the case filed. These buttons are provided on the upper right corner of the screen, in Case Filing tab. The functionality of each tab is described below.

**Note:** Only draft cases can be edited. Once case is submitted through eFile tab, it is not available for editing.

Fig: Buttons provided to add or modify a case and view PDF of the case

#### ❖ Add Case Button

- This button is useful when the user has already filed a case, but requires another new case to file.
- On clicking this button, the user is directed towards the screen of new case filing. Refer section 6.2.1 for new case filing details.

#### ❖ Edit Button

This service enables user to modify or delete a case.

- This button allows user to select case from provided list that includes E-Filing Number, Litigant Name, Mobile Number and Action (Edit or Delete).
- The Edit button allows user to edit the details of the selected case. The user is able to edit case from Litigant tab onwards, similar to new case filing.
- The Delete button allows user to delete the selected case.



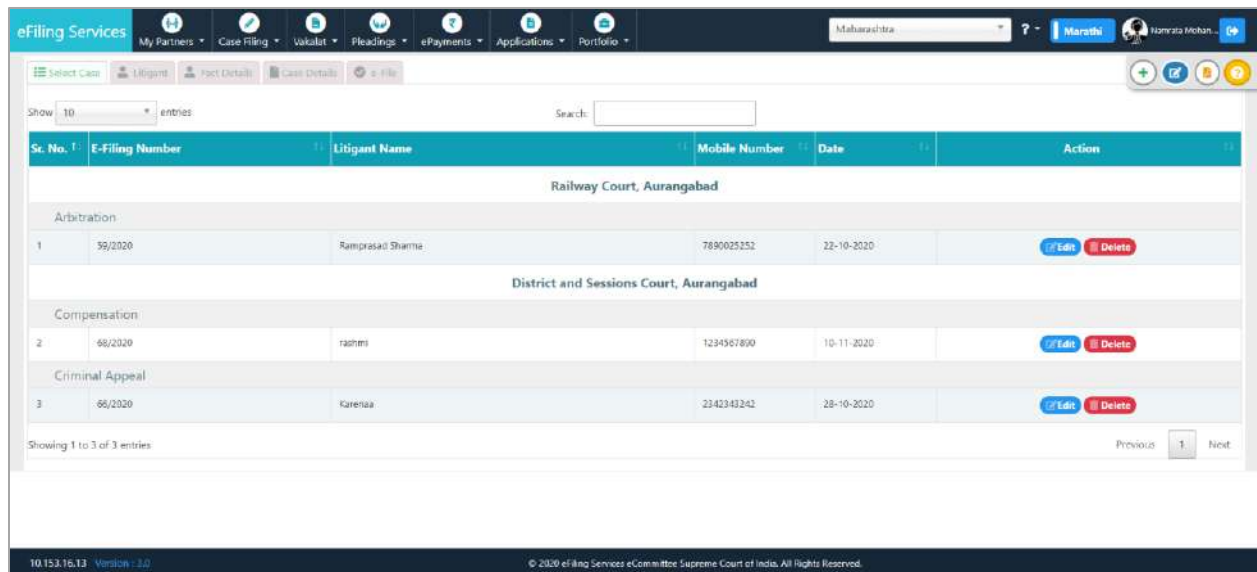


Fig: Select Case to Edit/ Delete

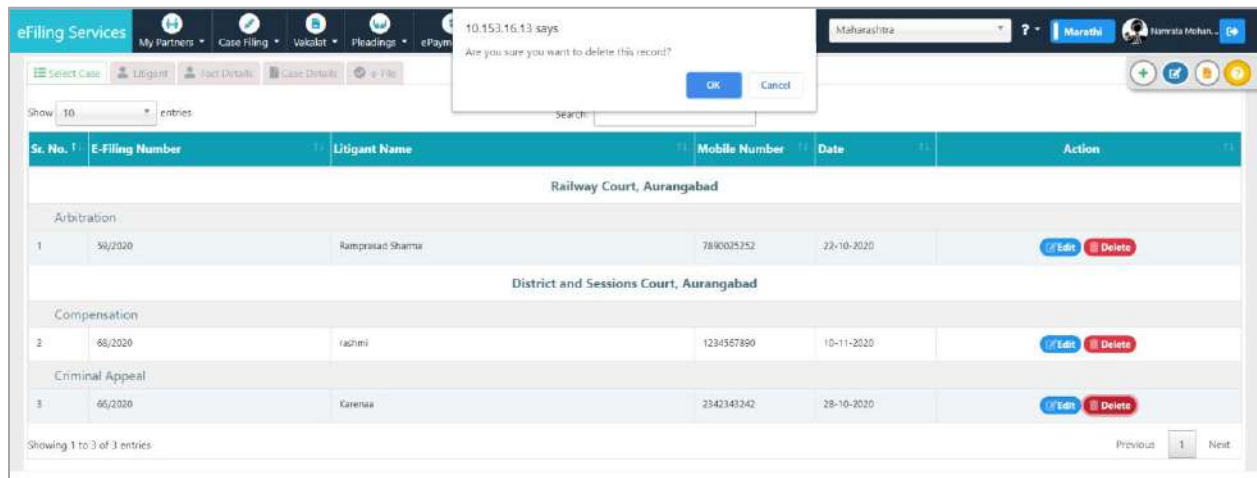


Fig: Delete Case – Confirmation

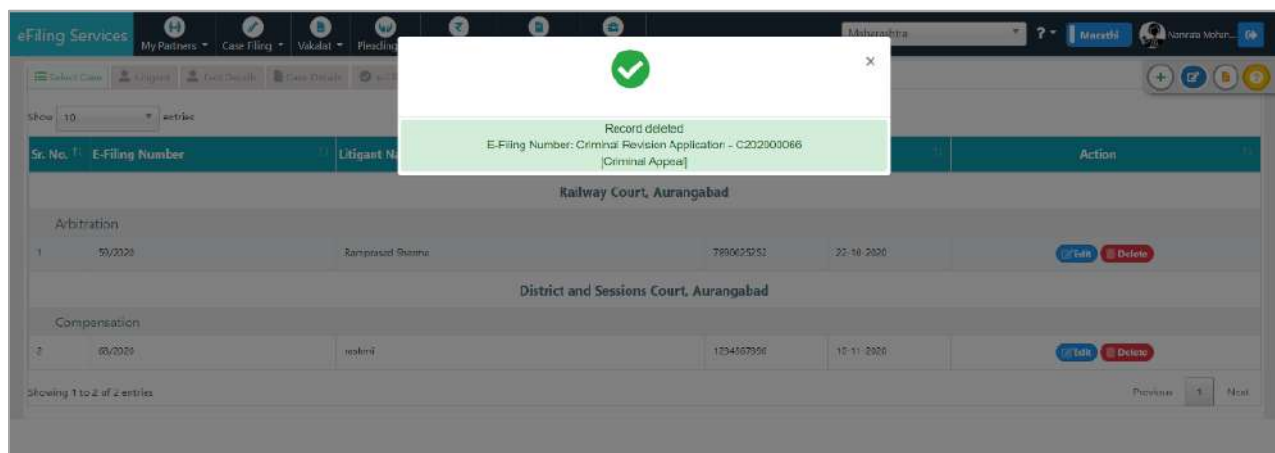


Fig: Delete Case – Success



## ❖ PDF Button

This button allows user to view PDF of the selected case.

- Click on View button for the case to open the PDF.
- The PDF includes all case details such as Litigant Information, Other Information, Main Respondent, Fact Details, and Case Details.
- The PDF is downloadable and printable.

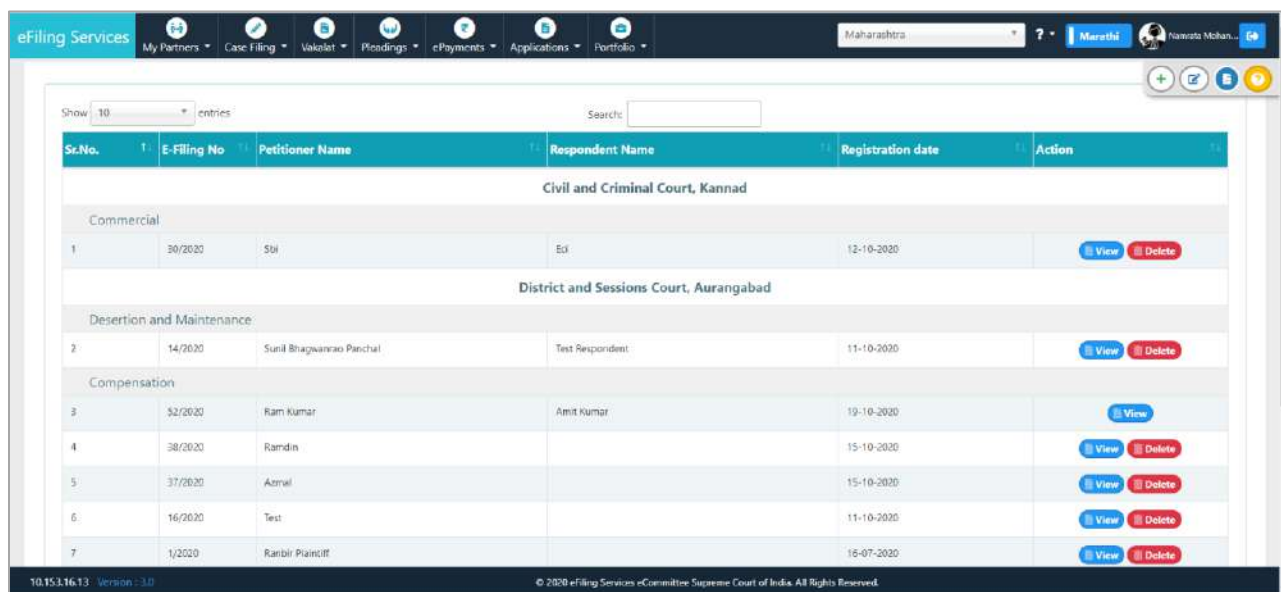


Fig: View PDF

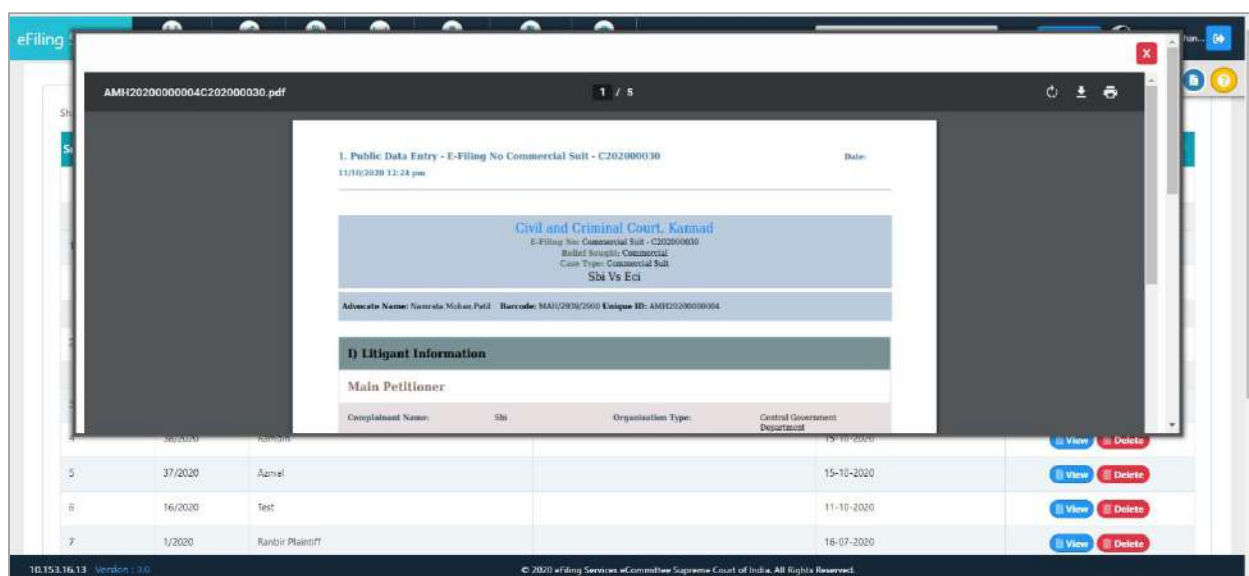


Fig: PDF of the selected Case



### 6.2.2 Managing Favorite Clients

This submenu lists all the clients that are added by the user as Favourite while filing the case.

- Select Case Filing.
- Select Manage Favorite Clients.
- The report displays Party name, Total Cases of the party, and a button for Delete.
- On clicking the number of total cases, the details of the case such as e-Filing Number, Case Title, Main Case Type and Role Type is displayed.

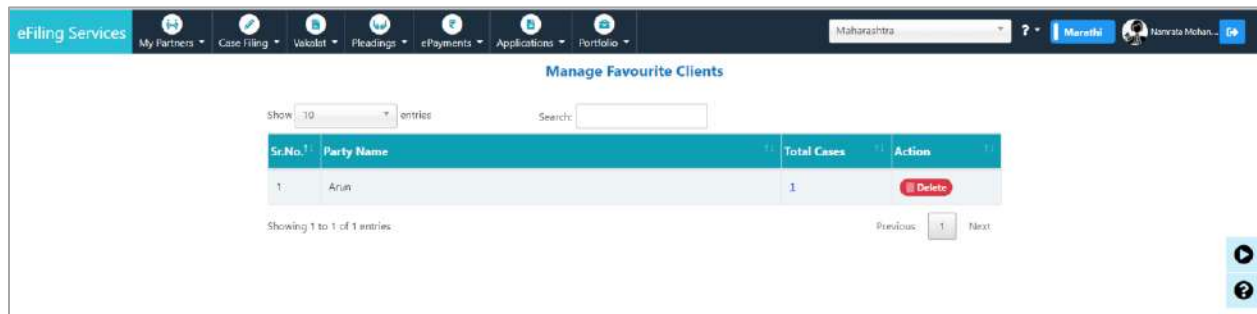


Fig: Manage Favourite Client

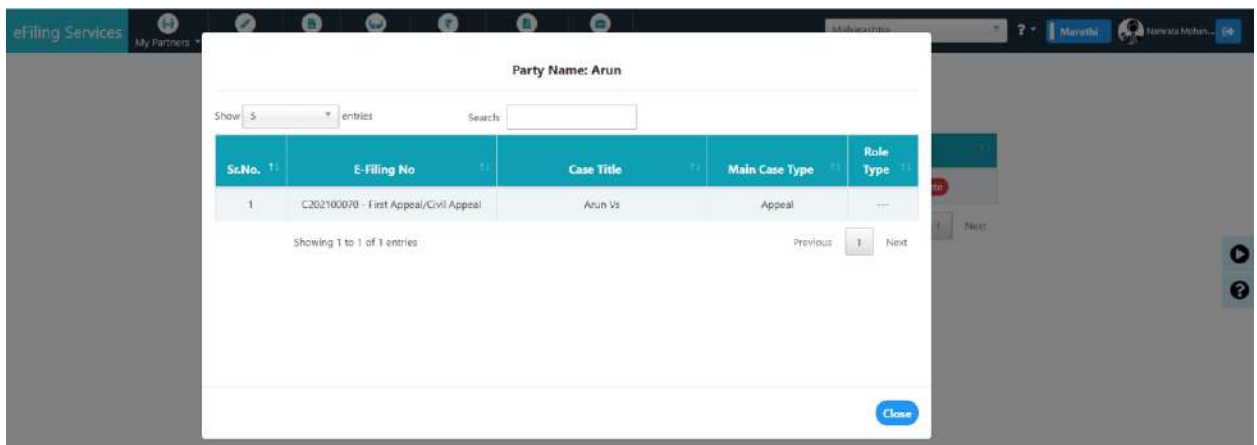


Fig: Party Case Details



### 6.2.3 Case Editing (only for Litigant)

This menu is available only for Litigant user. The advocate who has filed the case may not fill all the details. Using this submenu, the litigant can select the case and add the information. However, litigant cannot have final submission of the case. The final submission of the case can be done by advocate only.

#### 6.2.3.1 Select Case

- Select **Advocate** from the drop down list.
- The details such as Establishment Name, e-Filing Number, Relief Sought, Litigant Name, Mobile Number and Action (Edit or Delete) are displayed.
- If the litigant wishes to delete the case, click on **delete** button provided in the Action column.
- To edit the case, click on **Edit** button in the Action column.
- On clicking the edit button, the screen automatically shifts to next tab, that is, Litigant.

**Case Edit**

Advocate: Adv. R. V. CHAVAN (MAH/2836/20...)

Show 10 entries

Sr. No.	Establishment Name	E-Filing Number	Relief Sought	Litigant Name	Mobile Number	Action
1	CCH1 PRL CITY CIVIL and SESSIONS JUDGE	1/2020	Family disputes	Anil Role	9766999971	<a href="#">Edit</a> <a href="#">Delete</a>
2	District and Sessions Court, Aurangabad	61/2020	Possession	Ayub Khan Mujib Khan	9766999971	<a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 2 of 2 entries

Previous 1 Next

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Fig: Select Case

#### 6.2.3.2 Litigant

Refer section 6.2.1.2 (Same for advocate and litigant)



### 6.2.3.3 Legal Heir

Refer section 6.2.1.3 (Same for advocate and litigant)

### 6.2.3.4 Fact Details

Refer section 6.2.1.4 (Same for advocate and litigant)

### 6.2.3.5 Case Details

Refer section 6.2.1.5 (Same for advocate and litigant)

### 6.2.3.6 MVC (only for MVC case type)

Refer section 6.2.1.6 (Same for advocate and litigant)

### 6.2.3.7 e-File

Litigant can review all the entered case details under this tab.

- Select **e-File** tab.
- The e-File tab displays all the details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details.

The screenshot displays the eFiling Services interface. At the top, there is a navigation bar with tabs for Case Filing, Vakalat, Pleadings, ePayments, and Applications. Below this, a secondary navigation bar shows tabs for Select Case, Litigant, Fact Details, Case Details, and e-File. The e-File tab is currently selected. The main content area shows the case details for 'CCH1 PRL. CITY CIVIL and SESSIONS JUDGE' with E-Filing Number 1/2020. The case type is 'Relief Soughts Family disputes' and the case details are 'Anil Role Vs Avinash kadam'. The litigant details are displayed in a table format:

Main Petitioner			
Complainant Name: Anil Role	Organisation Name:	Extra Petitioner Count: 0	
Gender: M	Relation:	Father/Mother/Husband Name:	
Age: 25	Date of Birth: 10-07-1987	Caste:	
Email:	Mobile No.: 9766939971	Address: Jalur	Pin Code: 0

Below the table, there are expandable sections for Fact Details and Case Details. The footer of the interface states: © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: e-File Case



## 6.3 Vakalat

Vakalat allows user to formally assign lawyers to the cases. It includes following steps-

1. Advocate assigns self and partner/s to the case.
2. Litigant appoints the lawyer by sending offer to the advocate.
3. Advocate accepts the offer to complete the process.

Lawyer's assignment to the case is complete only after all the three steps are done. All the three steps can be completed with this menu. Send offer menu (step 2) is visible only to Litigant.

### 6.3.1 Assign Partners to Case (For Advocates)

This submenu allows the Advocate to assign self and partners to the client.

**Note:** The menu is visible only to the Advocates.

- Select **Vakalat**.
- Select **Assign Partners to case**.
- Select search option - **Search my case** or **New Case**.
  - For New Case, select **e-Filing number** from the dropdown list.
  - Select **Search My Case** and enter any three characters of **Search Keyword**; list of cases will appear in the dropdown list, select the required case.

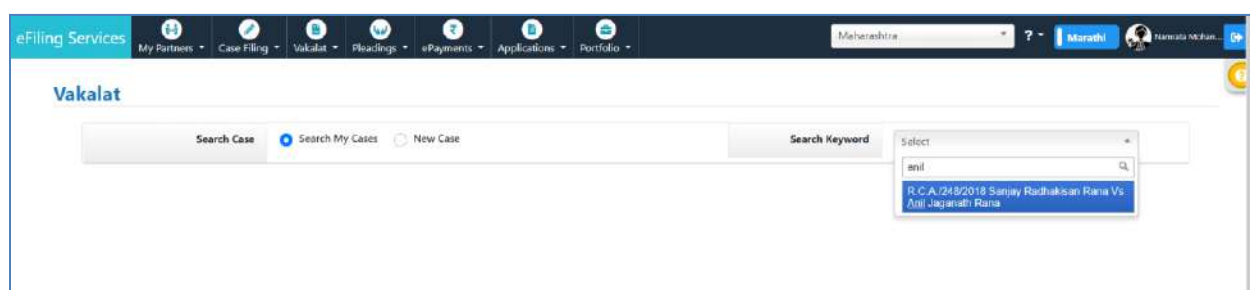


Fig: Assign Partner to Case– Search My Case

- The details for the selected case are displayed such as Name of the Appellant, My Clients, and Establishment name. By default, all the clients are selected in the My Clients list. If user wants to assign advocate only to particular client/s, uncheck the other client/s.
- Select the client by checking the name in the My Client list.



- Click **Search user** button; if the user is found, his/her name appears in the dropdown list of **Select user**. Select the required user from the dropdown list.

**Note:** Please note that Client registration is mandatory; without registration of the client, users will not be found.

- Select **Name of the Advocate**. By default, name of the advocate is selected as **Myself**, meaning that the user himself is already assigned to the case. The user may add more advocates (partners) for the case.
- Check on the box below name of advocate to accept the partner.
- Click on **Submit**; a success message will be displayed. On successful submission, Litigant will be able to see this notification in his/her vakalat menu for further processing.

The screenshot shows the 'Vakalat' form in the eFiling Services portal. The top navigation bar includes 'eFiling Services' and various icons for 'My Partners', 'Case Filing', 'Vakalat', 'Hearings', 'ePayments', 'Applications', and 'Portfolio'. The user is logged in as 'Maharashtra' with a 'Main menu' and 'ABC' profile icon.

The 'Vakalat' section has a 'Search Case' tab selected, showing 'Kishor Prakash Jogdande Vs Rahul Harichandra Jadhav'. A 'Search Keyword' field contains 'Civil M.A./374/2019 Kishor Prakash Jogda...'. Below this, the 'My Clients' list includes 'NABAR BHIMAJI MAHADEO (Extra)' with a checked box. The 'DISTRICT AND SESSIONS COURT AURANGABAD' is noted as the '25-Adhoc District Judge-5 Asst Sessions Judge Abad' with a '25-11-2020 Report' link.

The form fields include:
 

- \*NABAR BHIMAJI MAHADEO (Client Name)
- 9856471230 (Phone Number)
- Search Client (button)
- \*Select Client (dropdown menu showing NABAR BHIMAJI MAHADEO)
- Advocate Name: MySelf (dropdown menu)
- Adv. R. V. CHAVAN (MAH2838/2011) (text input)
- ☒ I wish to appoint MySelf and Adv. R. V. CHAVAN (MAH2838/2011) as my partners to represent NABAR BHIMAJI MAHADEO in the case Kishor Prakash Jogdande Vs Rahul Harichandra Jadhav.
- Submit (button)

The footer shows '10.153.16.13 Version : 3.0' and '© 2020 eFiling Services e-Casefiled Supreme Court of India. All Rights Reserved.'

Fig: Assign Partner to Case



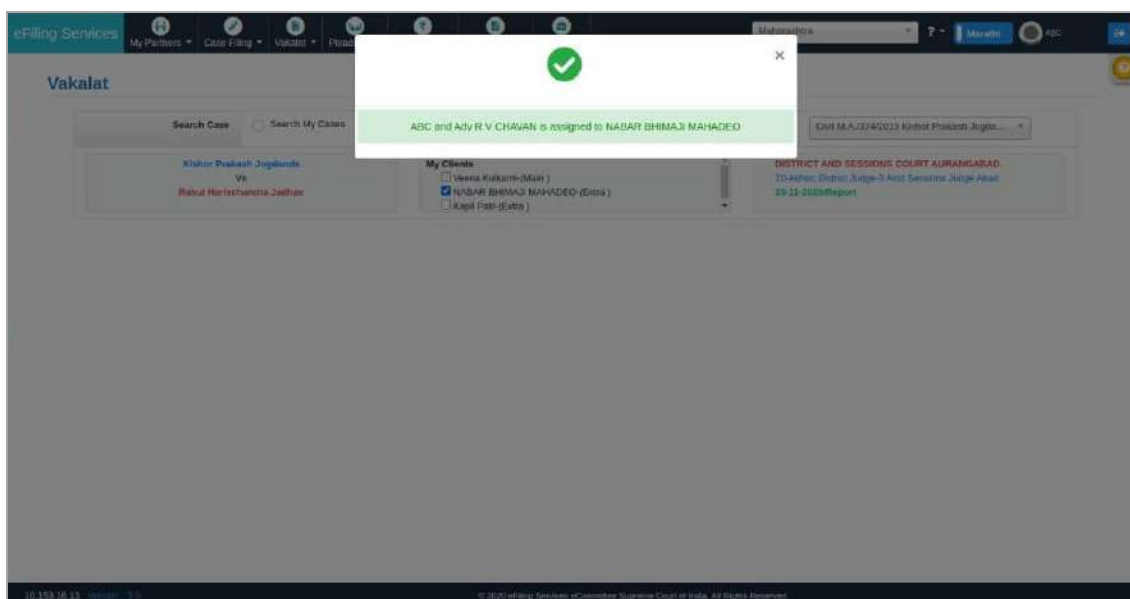


Fig: Assign Partner – e-Filed Cases Success

### 6.3.2 Offer to Advocate (For Litigants)

This menu allows litigant user to send offer to the advocate.

**Note:** This menu is visible only to litigant user.

- Select **Vakalat**.
- Select **Offer to Advocate**. All the cases assigned by lawyer are visible.
- Select the radio button for **New Case** or **Existing Case**.
- Check the checkbox **I wish to appoint ...** for the required case in the table.
- Click on **Get OTP**; OTP will be sent to your mobile; enter the OTP and click **Verify**.
- On successful verification click **Submit**. A success message will be displayed.



Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Adoption - C202000007	Ram Shinde Vs kishor pitale	Rajesh Potli (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input checked="" type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Ram Shinde Vs kishor pitale
2	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	JAMADADE SANDEEP VISHNU	9766939971	<input type="checkbox"/> I wish to appoint JAMADADE SANDEEP VISHNU as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
3	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9766939971	<input type="checkbox"/> I wish to appoint Adv. R. V. CHAVAN as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
4	First Appeal/Civil Appeal - C202000003	Mona Vs	Anil (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Mona Vs
5	First Appeal/Civil Appeal - C202000003	Mona Vs	Anil (EP)	WANKHEDE NAMRATA VINAYAK	9766939971	<input type="checkbox"/> I wish to appoint WANKHEDE NAMRATA VINAYAK as my advocate to represent my case Mona Vs
6	Commercial Suit - C202000010	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Saidabee Shaikh Kayyum Vs Ramesh Patil

Fig: Offer to Advocate

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	JAMADADE SANDEEP VISHNU	9766939971	<input type="checkbox"/> I wish to appoint JAMADADE SANDEEP VISHNU as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
2	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9766939971	<input type="checkbox"/> I wish to appoint Adv. R. V. CHAVAN as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
3	First Appeal/Civil Appeal - C202000003	Mona Vs	Anil (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Mona Vs
4	First Appeal/Civil Appeal - C202000003	Mona Vs	Anil (EP)	WANKHEDE NAMRATA VINAYAK	9766939971	<input type="checkbox"/> I wish to appoint WANKHEDE NAMRATA VINAYAK as my advocate to represent my case Mona Vs
5	Commercial Suit - C202000010	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Saidabee Shaikh Kayyum Vs Ramesh Patil

Fig: Offer to Advocate Successful

### 6.3.3 Accept Offer (For Advocates)

This submenu allows Advocate user to accept offer from litigant.

- Select **Vakalat**.
- Select **Accept Offer**. All the cases for which litigant has sent the offer are displayed.
- Select the radio button for **New Case** or **Existing Case**.
- Check on **I accept the offer** in the table.
- Click on **Get OTP** for the mobile number. Enter the OTP and click on **Verify**.
- On successful OTP verification, click **Submit**.
- The message '**Offer Accepted**' is displayed.



**Vakalat**

Type of Case: ☒ New Case ☐ Existing Case

Show 10 entries

Search E-Filing Num Cause Title Name of Client Advocate Mobile No.

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Summary Suit - C202000004	Plaintiff Vs Defendant	Plaintiff (P)	Adv. R.V. CHAVAN	9856471230	<input type="checkbox"/> I accept the offer.
2	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (P)	Adv. R.V. CHAVAN	9166721231	<input checked="" type="checkbox"/> I accept the offer.
3	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (EP)	Adv. R.V. CHAVAN	9166721231	<input type="checkbox"/> I accept the offer.
4	Commercial Suit - C202000010	Seidebee Sheikh Kayyum Vs Ramesh Patil	Seidebee Sheikh Kayyum (P)	Adv. R.V. CHAVAN	9766939971	<input type="checkbox"/> I accept the offer.
5	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R.V. CHAVAN	9856471230	<input type="checkbox"/> I accept the offer.
6	Arbitration Petition - C202000084	Shivraj Patil Vs Sagar Lokhande	Shivraj Patil (P)	Adv. R.V. CHAVAN	9766939971	<input type="checkbox"/> I accept the offer.

Showing 1 to 6 of 6 entries.

Mobile Number: 7276605487  Enter OTP:

10.153.16.13 Version : 3.0 © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: Accept Offer

Offer Accepted

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Summary Suit - C202000004	Plaintiff Vs Defendant	Plaintiff (P)	Adv. R.V. CHAVAN	9856471230	<input type="checkbox"/> I accept the offer.
2	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (EP)	Adv. R.V. CHAVAN	9166721231	<input checked="" type="checkbox"/> I accept the offer.

Fig: Offer Accepted

### 6.3.4 Print Vakalat (For Advocates)

Facility is provided to download the Vakalatnama for creating the physical document after online vakalat procedure is completed.

- Select **Vakalat** from main menu.
- Select **Print Vakalat** from submenu.
- Select radio button for New Case or Existing Case.
- A list of all the cases for which vakalat procedure is completed online is displayed. The details include e-Filing Number, Cause Title, Name of Litigant, Advocate, and Mobile Number.



- Click on the **Download** button for downloading the vakalatnama. The downloaded file is in .odt format and can be edited.

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**Vakalat Templates**  
Type of Case: ☒ New Case ☐ Existing Case

Show 10 entries

Sr. No.	E-Filing Number	Cause Title	Name of Litigant	Advocate	Mobile No.	Download Template
1	Memo of revision application against the order of maintenance - C202000055	Santosh Patil Vs Mangesh Sharma	Santosh Patil (P)	Adv. R. V. CHAVAN	9855447895,9856471230	<a href="#">Download</a>
2	Recovery of amount ordered - C202000057	Digambar Maroti Shinde Vs Madhav Digambar Shinde	Digambar Maroti Shinde (P)	Adv. R. V. CHAVAN	9856471230,	<a href="#">Download</a>
3	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Anikush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9766939971,8706586310	<a href="#">Download</a>
4	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (P)	Adv. R. V. CHAVAN	9166721231	<a href="#">Download</a>
5	Adoption - C202000007	Ram Shinde Vs kishor pitale	Rajesh Patil,Ram Shinde (EP,P)	Adv. R. V. CHAVAN	8855025644,9766939971	<a href="#">Download</a>
6	Commercial Suit -	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	Adv. R. V. CHAVAN	9766939971	<a href="#">Download</a>

Fig: Print Vakalat

Advocate E-filing Number: AMH20200000002C202000055

**VAKALAT NAMA**

**BEFORE THE**

**Civil Court Junior Division, Kaudhar**

**AT Nanded**

**CASE NUMBER: Memo of revision application against the order of maintenance \_\_\_\_\_**

Applicant:  
Santosh Patil

Fig: Vakalatnama Sample



## 6.4 Pleadings

Pleadings are nothing but legal documents of the case, and this menu makes provision to upload and authenticate such documents. Uploading needs to be done by advocates; litigant can only authenticate the pleadings.

### 6.4.1 Use Templates (For Advocates)

The formats for legal documents such as Affidavit, Complaint, Petition and other similar documents are standardized by the court. Since these documents are regularly required for most of the cases, standard templates are provided for ease of preparing the documents.

- Select **Pleadings**.
- Select **Use Templates**.
- Select search option -**Search my Case** or **New Cases**.
  - For **Search my case**, enter **Search Keyword** and then select a case from the dropdown list.
  - For **New Case**, select **e-Filing Number** from the dropdown list.
- The details of the case are displayed such as Name, My Clients, and Establishment Name.
- Select **Type of Pleading** from drop down list. Only applicable pleadings for the selected case type appear in dropdown list.
- Click on **submit**. Click on **Open** to download the template.
- The downloaded template is in ODT format (Open Document Text), and can be edited; it may then be converted to pdf format for uploading.

The screenshot displays the 'Use Templates' section of the eFiling Services portal. The top navigation bar includes 'eFiling Services' and various service icons. The main content area has a 'Search Case' section with radio buttons for 'Search My Cases' (selected) and 'New Case'. A 'Search Keyword' field contains 'R.C.A./145/2017 Smt. Pooja Balaji Shinde Vs A...'. Below the search bar, a dropdown menu shows the selected case: 'Smt. Pooja Balaji Shinde Vs Anantram Shahajirao Shinde'. To the right, the 'My Clients' section lists 'Smt. Pooja Balaji Shinde (Main)'. Further right, the court details are shown: 'District and Sessions Court, Latur', 'S-District Judge -3 Latur', and '09-12-2020/Bay / Hearing on Exh...Ready'. At the bottom, the 'Type of Pleading' dropdown is set to 'Petition'. Two buttons, 'Submit' and 'Open', are located at the bottom right of the form.

Fig: Use Template



BHUAD1803202017  
 Presented on :  
 Registered on :  
 Decided on :  
 Duration :  
 IN THE COURT OF  
 B-District Judge -3, Latur  
 AT Latur  
 (Presented Over by)  
 R.C.A.145/2017  
 Exhibit No.  
 Appellant/PROSECUTION:  
 Smt. Datta Bhabu Shinde  
 Through Police Station Officer --  
 (MAIN PET ADD)  
 Latur  
 VERSUS  
 Respondent:  
 Anantam Shahujiro Shinde  
 Age  
 Occupation :  
 APP for State Appellant :  
 Advocate for -- appearing for Anantam Shahujiro Shinde Advocate appearing for,  
 respectively.  
 Offence punishable under :  
 141 of CODE OF CIVIL  
 PROCEDURE  
 of  
 of  
 of  
 JUDGMENT  
 (Delivered on --)  
 ORDER  
 1. The accused is/are convicted for the offence punishable under 141 of  
 CODE OF CIVIL PROCEDURE, of , of , of under section 240(2) of  
 238(2) of the Code of Criminal Procedure.  
 2. Accused is sentenced to suffer rigorous imprisonment for  
 years and to pay a fine of ₹-----; in default to suffer  
 rigorous imprisonment for one month in respect of the offence punishable  
 under Section ----- of the Indian Penal Code.  
 3. Accused is sentenced to suffer rigorous imprisonment for  
 years and to pay a fine of ₹----- in default to suffer rigorous  
 imprisonment for one month in respect of the offence punishable  
 under -----Section of the Indian Penal Code.

Fig: A Template Sample

## 6.4.2 Pleadings

This submenu allows user to upload their legal documents, provide indexing, authorise signatories and e-Sign the pleadings.

The details of the submenu are described further below.

### 6.4.2.1 Pleading Upload (For Advocates)

This tab enables user to perform following actions:

- Upload new legal documents (in PDF format) for a selected case
- View/ Search previously uploaded documents
- Merge uploaded documents

#### ❖ Upload New Documents

Following steps are to be performed for uploading:

**Select the Case:** Search the case for which documents need to be uploaded.

- Select suitable search option - **Search my Case** or **New Case**.
  - For **Search My Case** radio button, enter **Search Keyword** and select a case from the drop down list.
  - For New Case, select **e-Filing number** from the drop down list.
- The details of the case are displayed such as Name, My Clients, and Establishment Name.



## Upload the Document:

- Enter the file name (document name) in the text box provided.
- Choose the file to be uploaded by clicking on **Browse** button and click **Add File**.

The file name and file (in PDF format) is displayed in the table below. Click on **Submit** button.

- The message, '**Addition Successful**' will be displayed and the document can be viewed in the table provided at the bottom of the form.

The screenshot shows the 'Pleadings' section of the eFiling Services portal. The 'Pleading Upload' tab is active. The form includes a search bar with 'Search My Cases' selected, a search keyword 'R.C.A./145/2017 Smt. Pooja Balaji Shinde V...', and a dropdown for 'District and Sessions Court, Latur'. Below this, there are fields for 'File Name' and 'Choose File', with a 'Browse' button. A table shows the uploaded file 'Petition.pdf' (45,107,42,1875 KB). A 'Submit' button is at the bottom.

Fig: Pleading Upload

The screenshot shows the 'Pleadings' section of the eFiling Services portal after a successful upload. A green checkmark icon and the message 'Addition successful' are displayed. The 'File Name' field is now 'Compulsory Field'. The 'Submit' button is still present. Below the form, a table shows the uploaded files:

Sl. No.	Name of Litigant	File Name	uploaded on	Status	Delete
1	Smt. Pooja Balaji Shinde	Application	19-11-2020	Pending	Delete
2	Smt. Pooja Balaji Shinde	Petition	19-11-2020	Pending	Delete

Showing 1 to 2 of 2 entries

Fig: Addition of Pleading Successful



### ❖ View / Search Uploaded Documents:

- Select **Pleadings** from main menu and again select **Pleadings** from sub menu.
- A list of all previously uploaded documents is displayed. The details of the table include Name of Litigant, File Name, Uploaded On, Status of the document and Delete option.
- Uploaded documents listed in the table can be searched with the help of filing number or CNR number.
- **Digitally Signed** and **eSigned** icons appear when the document is digitally signed or e-signed.
- The document can be viewed by clicking on the name of the document.

The screenshot displays the 'Pleadings' section of the eFiling Services portal. At the top, there's a navigation bar with options like 'My Partners', 'Case Filing', 'Validate', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. Below this, the 'Pleadings' sub-menu is active. The main area contains a 'Pleading Upload' section with a search bar and a 'Search Case' dropdown. Below the search bar, there's a table showing the details of the selected case: 'Smt. Pooja Balaji Shinde Vs Anantram Shahajirao Shinde'. The table includes columns for 'File Name', 'Choose file', 'Browse', and 'Add File'. Below the table, there's a 'Merge Files' button. The bottom section shows a list of uploaded documents with columns for 'Sr. No.', 'Name of Litigant', 'File Name', 'uploaded on', 'Status', and 'Delete'. Two documents are listed: 'Application' and 'Petition', both with status 'Pending'.

Sr. No.	Name of Litigant	File Name	uploaded on	Status	Delete
1	Smt. Pooja Balaji Shinde	Application	10-11-2020	Pending	Delete
2	Smt. Pooja Balaji Shinde	Petition	10-11-2020	Pending	Delete

Fig: Pleadings

### ❖ Merge Uploaded Documents

This service allows user to combine two or more documents into one document.

**Note:** Please note that digitally signed documents cannot be merged.

- Select the documents to be merged by checking the check boxes (in the **Sr No** column) for the respective documents.
- Click **Merge Files** button below the Cause Title.



- A dialogue box will pop up with files to be merged. Click on the file name button to view the document. You may also change the sequence of files before merging by dragging and dropping the file buttons at desired positions.
- Enter the **File Document Title** and click **Merge** button.
- The message, “**Merged Successfully**” is displayed.
- On merging the files, a single document is formed and the individual files are removed from the table. **Merged** icon appears in front of the single document.

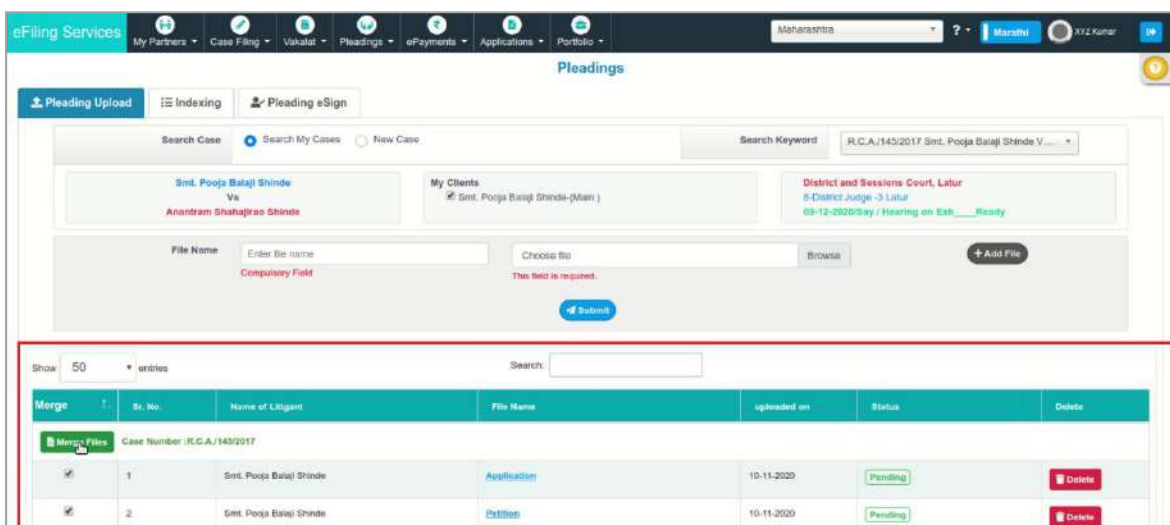


Fig: Pleading Table – Select Documents for Merging

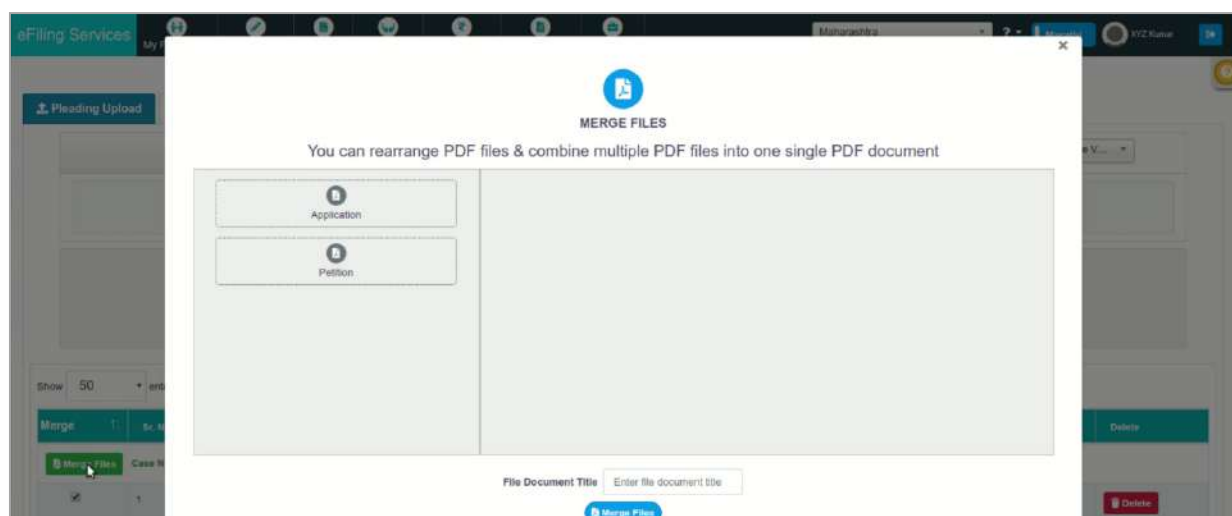


Fig: Enter File Document Title for Merging

**Note:** Click on the file name button to view the file. You may change the sequence of documents by dragging and dropping before merging.



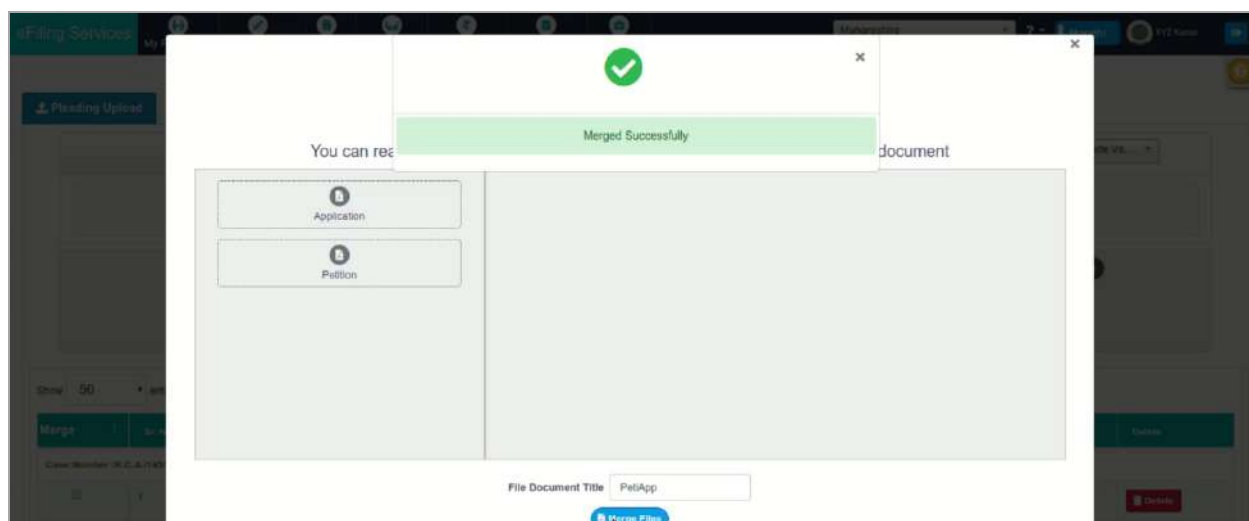


Fig: Merging Successful

#### 6.4.2.2 Indexing (For Advocates)

Indexing for the document is nothing but preparing index for the contents of the document. This step is not mandatory; however, it is always better to index the documents.

This tab also provides provision to authorize signatories, as to who will be signing the documents. The details of both indexing and signatories are provided below.

##### ❖ Indexing

Indexing allows the user to create index for the selected document. It provides more clear view of the contents of the document. Through indexing, the user can jump to his required content without going through the whole document.

Indexing can be done for individual as well as merged files.

- Select **Pleadings** from the main menu.
- Select **Pleadings** from the submenu.
- Select **Indexing** tab.
- Select radio button for **New case** or **Existing Case**. If 'new cases' is selected, only the e-filed cases are shown; if 'existing case' is selected manually filed and efiled, both types of cases are shown.

A table is shown with details Index Title, From Page Number, To Page Number, and View Document. The title of each document is also displayed, clicking on which will open the document.

- To add index to the selected document



- Click on **Add Index** button.
- Enter the details for **Index Title**, **From Page No.**, and **To Page No.**
- Click on **Index Document** button.
- The message, “**Document Indexed Successfully**” is displayed.
- When indexing is complete, it is displayed in the table. The indexed parts of the document can be viewed separately by clicking on the **View Document** link in front of the index.
- The index can be deleted by clicking on **Delete** button.

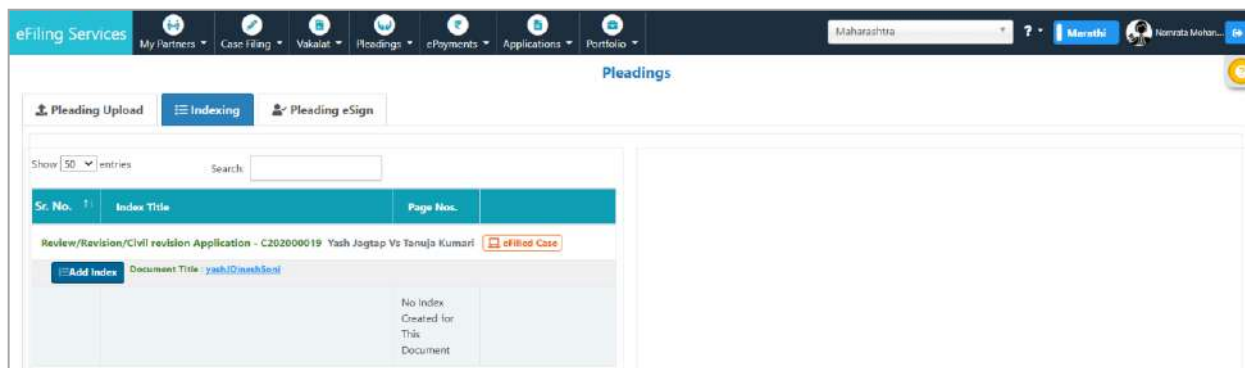


Fig: Indexing form

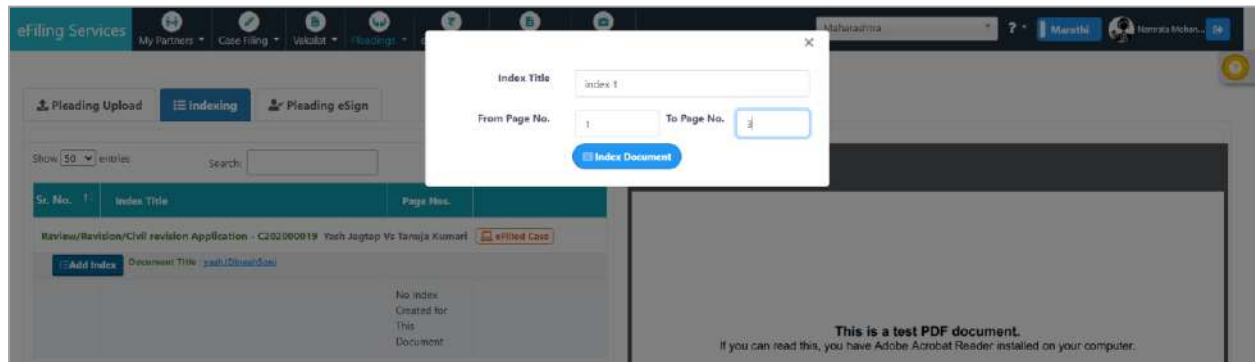


Fig: Add Index

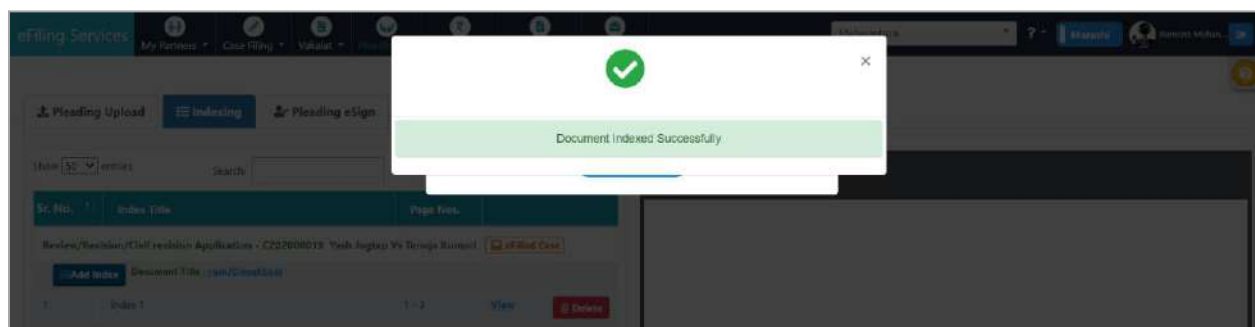


Fig: Document Indexed Successfully



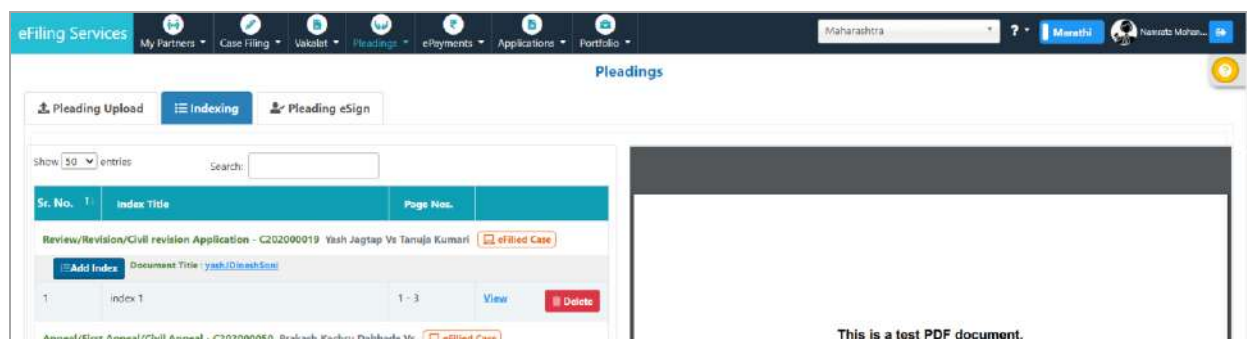


Fig: Indexing Appears in the Table.

### 6.4.2.3 Pleading eSign (For Advocate and Litigant)

Pleading eSign tab enables user to assign signatories and e-sign a pleadings (document). Multiple parties can e-sign a single document.

#### ❖ Authorize Signatories

This facility allows user to assign signatories for a document including the advocates or clients. The service also enables to specify the mode of signing- whether it will be e-signed or OTP verified by the signatory. Only the assigned advocates and clients are able to sign the document. When a client is assigned as signatory by the advocate, he will be able to see the document for e-signing under pleadings menu.

- Click on **Authorize Signatories** to authorize who can sign the selected document.
- Check the box for those who the user wishes to authorize. Check box is provided in front of their names.
- Select the method of signing, by selecting the radio button for **eSign** or **OTP**. For OTP, enter the mobile number and the OTP is sent to that number.
- Click on **Submit** button.
- The message, **“Signatory Authorized Successfully”** is displayed. This signatory will now be able to eSign/ OTP verify document through own login.



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**Pleadings**

[Pleading Upload](#) | 
 [Indexing](#) | 
 [Pleading eSign](#)

Show  entries

Sr. No.	Signatories	Action
<b>Review/Revision/Civil revision</b> <a href="#">Authorize Signatories</a>		
1	Namrata Mohan Patil	<div> <b>To be signed By</b> </div> <div> <b>Advocate</b>  <input checked="" type="checkbox"/> Namrata Mohan Patil <input checked="" type="radio"/> eSign <input type="radio"/> OTP                 </div> <div> <b>Client</b>  <input type="checkbox"/> Yash Jagtap <input type="radio"/> eSign <input type="radio"/> OTP  <input type="checkbox"/> Dinesh Soni <input type="radio"/> eSign <input type="radio"/> OTP  <input type="checkbox"/> <input type="radio"/> eSign <input type="radio"/> OTP                 </div> <div> <a href="#">Submit</a> </div>
2	Sheela Kachru Dabhade	<a href="#">OTP Authentication</a>
3	Namrata Mohan Patil	<a href="#">OTP Authentication</a>
4	Prakash Kachru Dabhade	<a href="#">✓ OTP Authenticated</a>
5	State Of Maharashtra	<a href="#">✓ OTP Authenticated</a>

Fig: Authorize Signatories

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**Pleadings**

[Pleading Upload](#) | 
 [Indexing](#) | 
 [Pleading eSign](#)

Show  entries

Sr. No.	Signatories	Action
<b>Review/Revision/Civil revision</b> <a href="#">Authorize Signatories</a>		
1	Namrata Mohan Patil	<div> <b>To be signed By</b> </div> <div> <b>Advocate</b>  <input checked="" type="checkbox"/> Namrata Mohan Patil <input checked="" type="radio"/> eSign <input type="radio"/> OTP                 </div> <div> <b>Client</b>  <input type="checkbox"/> Yash Jagtap <input type="radio"/> eSign <input type="radio"/> OTP  <input type="checkbox"/> Dinesh Soni <input type="radio"/> eSign <input type="radio"/> OTP  <input type="checkbox"/> <input type="radio"/> eSign <input type="radio"/> OTP                 </div> <div> <a href="#">Submit</a> </div>
2	Sheela Kachru Dabhade	<a href="#">OTP Authentication</a>
3	Namrata Mohan Patil	<a href="#">OTP Authentication</a>
4	Prakash Kachru Dabhade	<a href="#">✓ OTP Authenticated</a>
5	State Of Maharashtra	<a href="#">✓ OTP Authenticated</a>

✓

Signature Authorised Successfully

Fig: Signatory Authorized Successfully



### ❖ eSign Verification

Click on **eSign** button next to the party name. Click on **Prepare PDF for e-sign** and then on **Submit for e-signing**. You will be directed to C-DAC site for e-signing. The procedure requires aadhar based OTP verification.

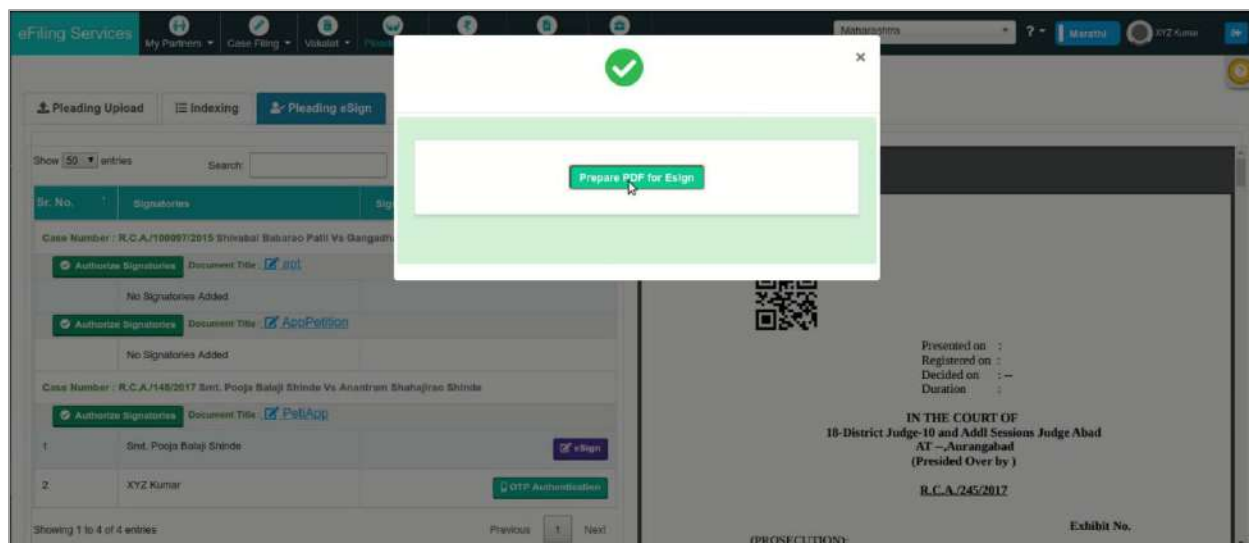


Fig: Prepare PDF for eSign

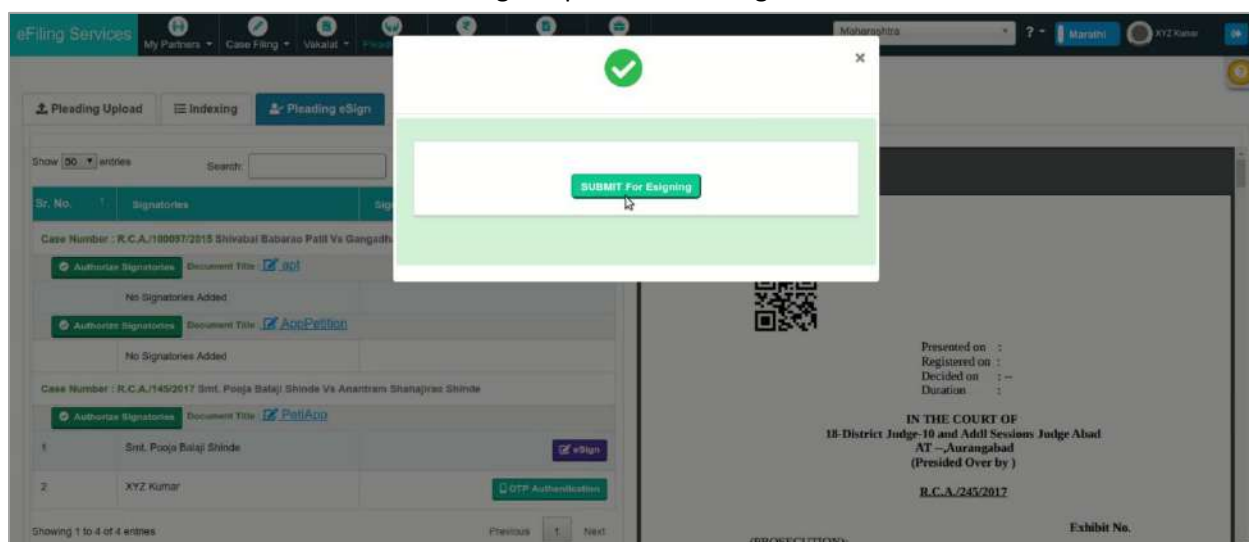


Fig: Submit for eSigning



Ministry of Electronics and Information Technology  
Government of India

Digital India  
Power To Empower

सी डैक  
CDAC  
Centre for Development of Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from

Hastakshar  
C-DAC's eSign Service

**Aadhaar Based e-Authentication**

Enter Your Virtual ID / Aadhaar Number [Get Virtual ID](#)

Enter Your Aadhaar OTP [View Document Information](#)

[Get OTP](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

Fig: Authentication for Aadhaar

eFiling Services

My Partners Case Filing Virtual Pending

Pleading Upload Indexing Pleading eSign

Show 50 entries Search

Sr. No.	Signatories	Signature Type
Case Number : R.C.A./900017/2015 Shivalal Babarao Patil Vs Gangadhar Babarao Patil		
	Document Title : aot	
	No Signatories Added	
Case Number : R.C.A./145/2017 Smt. Pooja Balaji Shinde Vs Anantram Shahajirao Shinde		
	Document Title : AppPetition	
	No Signatories Added	
1	XYZ Kumar	<a href="#">Q OTP Authentication</a>
2	Smt. Pooja Balaji Shinde	<a href="#">eSigned</a>

Showing 1 to 4 of 4 entries Previous 1 Next

Fig: Document eSigned Successfully





Fig: E-signed Document

### ❖ OTP Verification

- Click on **Get OTP** button in front of the desired document.
- Click Get OTP.
- Enter the OTP and click Verify.
- OTP verification success message is displayed.

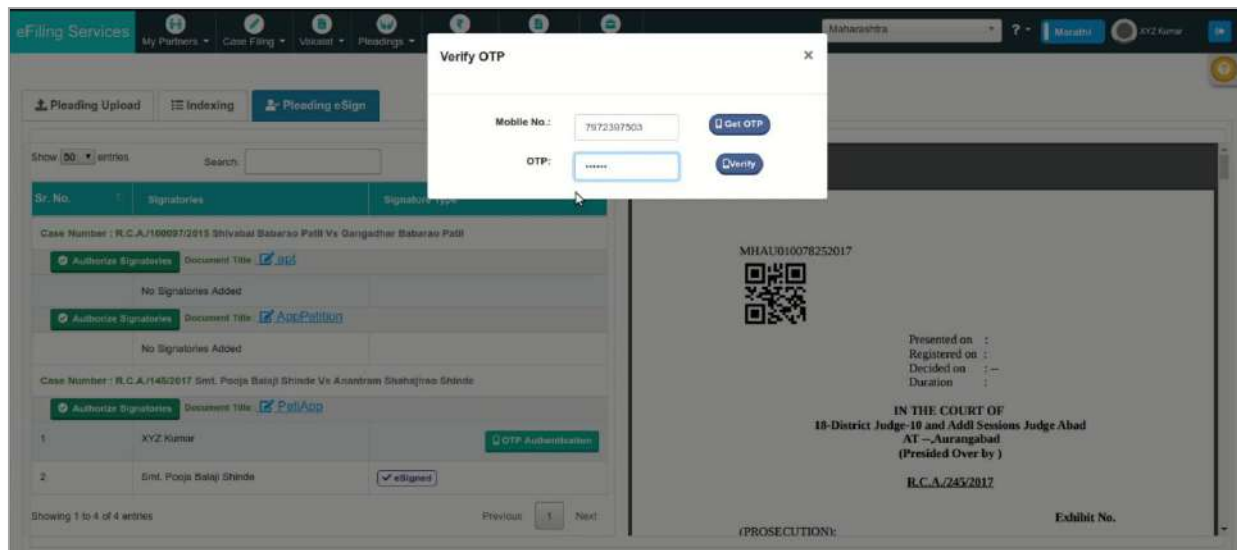


Fig: OTP Verification



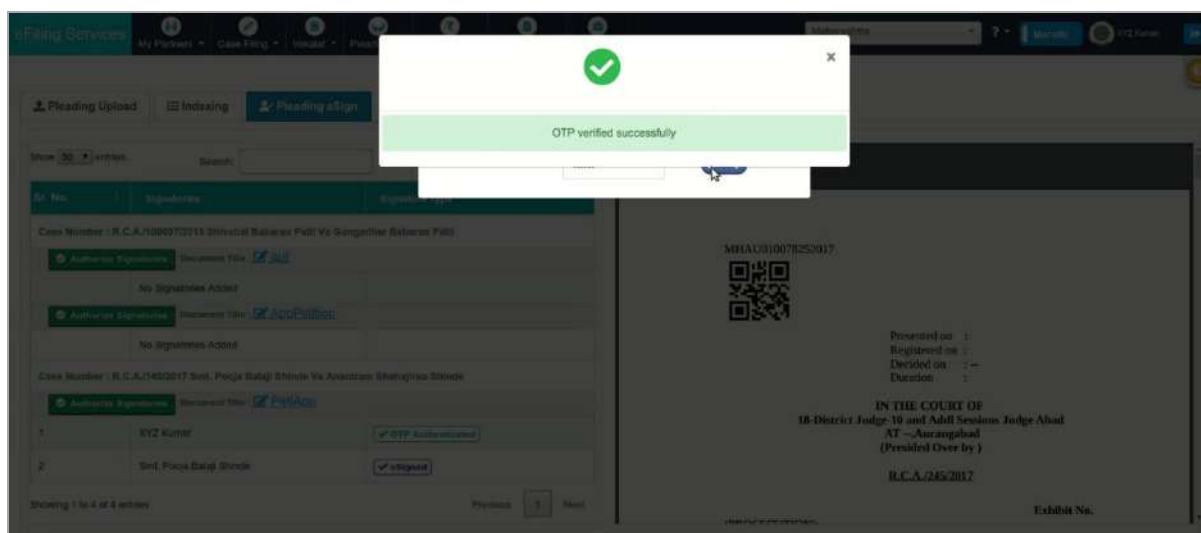


Fig: OTP Verification Success

### 6.4.3 Record Oath

This submenu allows user to record their oath online. The oath is a way of proof that all the uploaded documents are true and verified.

- Select **Pleadings**.
- Select **Record Your Oath**.
- Select radio button for **New Case** or **Existing Case**.
- Select the required **e-Filing Number**.
- Select the **document**.  
The case details such as Establishment Name, Case Type, Cause Title, and Client Name are displayed and the document is displayed in the right-side window.
- Click on **Record your Oath**. A window with capture screen and oath affirmation is displayed.
- Click **Start Recording** to record the oath.
- When oath recording is complete, click **Upload to Server** to upload the oath.
- After oath recording the document is added in list of documents (left bottom part of the screen) for which oath is recorded. The report can be downloaded in the PDF, Excel or CSV formats.



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**Oath Recording**

Search Case: ☐ New Case ☐ Existing Case

e-Filing Number: Execution petition (Darkhast) on the basis of a de...

Documents: State Of Maharashtra

Establishment Name: District and Sessions Court, Aurangabad

Case Type: Execution petition (Darkhast) on the basis of a decree of Civil Court

Cause Title: State Of Maharashtra Vs Test Dandadisa

Client Name: State Of Maharashtra

**Record your Oath**

Show 50 entries Search

Sr. No.	Document Title	Oath Video
No data available in table		

Showing 0 to 0 of 0 entries Previous Next

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Fig: Oath Recording

**eFiling Services** | My Partners | Case Filing | Vakalat | Pleadings

**Oath Recording**

**Start Recording**

Recording status: Inactive

I, XYZ Kumar do swear in the name of God/ do solemnly affirm that the contents in the pleadings/applications are true to my knowledge and belief and relevant supporting documents are genuine and authentic. I am aware that furnishing false or incorrect information is a punishable offence.

Showing 0 to 0 of 0 entries Previous Next

Fig: Start Oath Recording



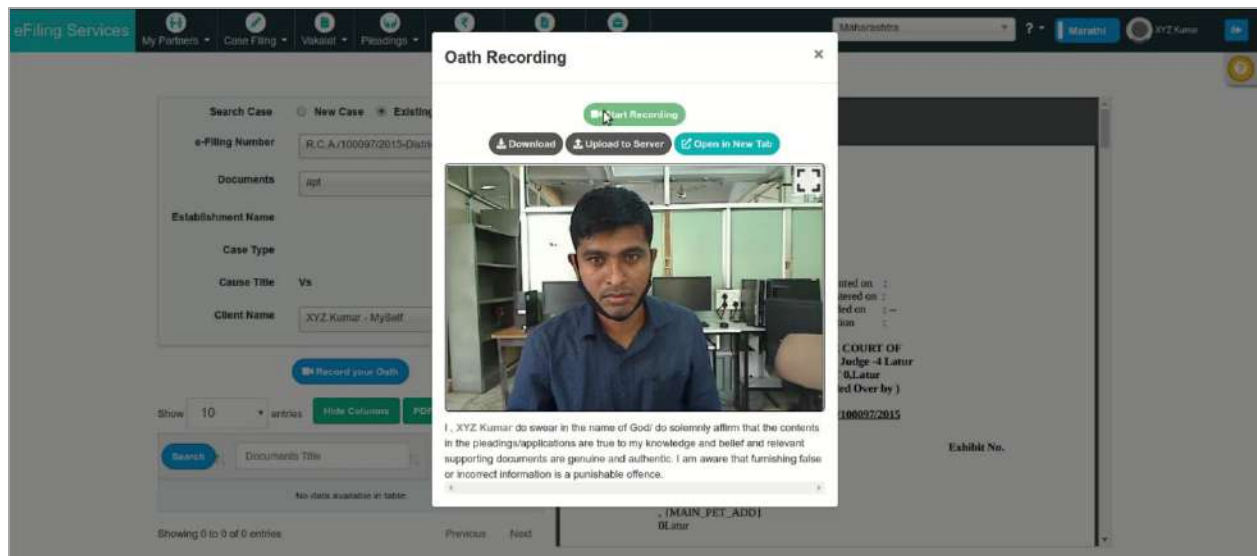


Fig: Oath Recording in Process

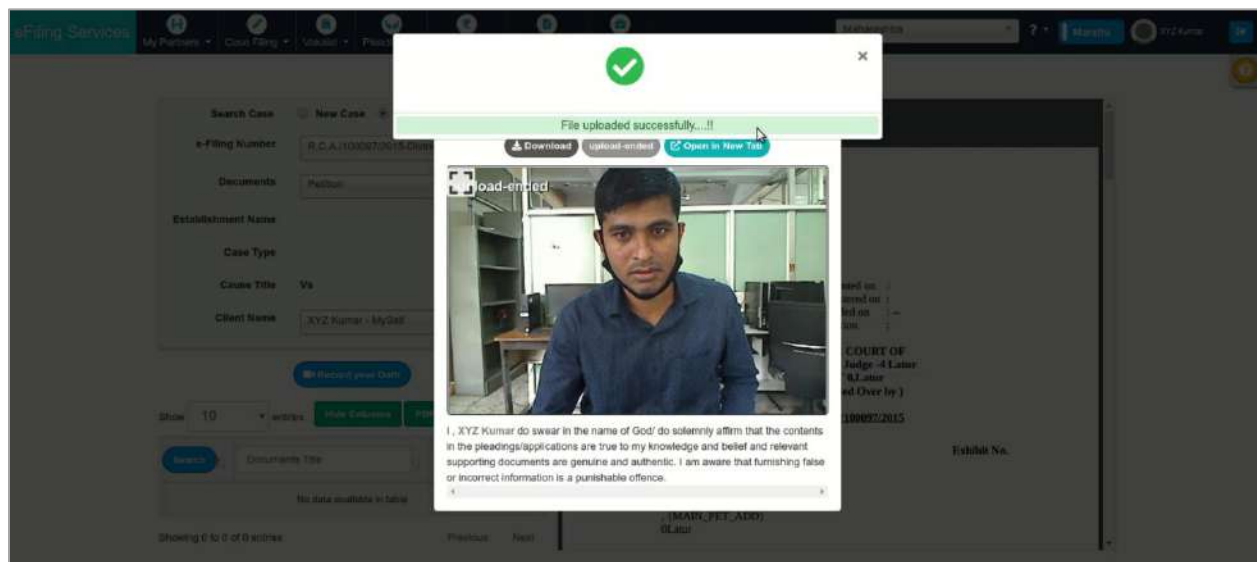


Fig: File uploaded Successfully



## 6.5 e-Payments

This menu facilitates the online transaction for different court payments.

### 6.5.1 Payments (For Advocate and Litigant)

This submenu enables user to make payment to the court, through means of Court Fee, Judicial Deposit, Fine, Penalty or Others. The type of payments may vary for different states depending on the payment types enabled for that state.

- Select **ePayments** from main menu.
- Select **Payments** from submenu.
- Select suitable search option - **Search my Case** or **New Case**.
  - For **Search My Case**, enter the **Search Keyword** and select case from the drop down list.
  - For **New Case**, select **e-Filing Number** from drop down list.
- The details of the case such as Appellant Name, My Case details and Establishment details are displayed.
- Select type of payment by clicking the required radio button. Only the payment types which are applicable for the selected case type appear.
- Enter the details such as **Payee Name, Party Name, Mobile Number** and **Amount** to be paid for each payment type.
- Check on **I agree to above terms and conditions**; Generate OTP button appears.
- Click on **Get OTP**; the OTP is sent to the entered mobile number.
- Enter the OTP generated and click on **Verify**.
- The page is redirected to respective vendors for payment. (refer screenshots below)
- The transactions can be viewed by clicking on **View Transactions** button provided on the right hand side.



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Fig: e-Payment

Available Banks in GRAS: IDBI BANK, State Bank of India, etc.

Modes of Payment: e-Payment, Payment Across Bank Counter

Fig: For payment, the site is redirected to respective vendor

10.153.16.145 says  
Your GRN no is [ MH000038318202021E ]

OK

Fig: GRN Number



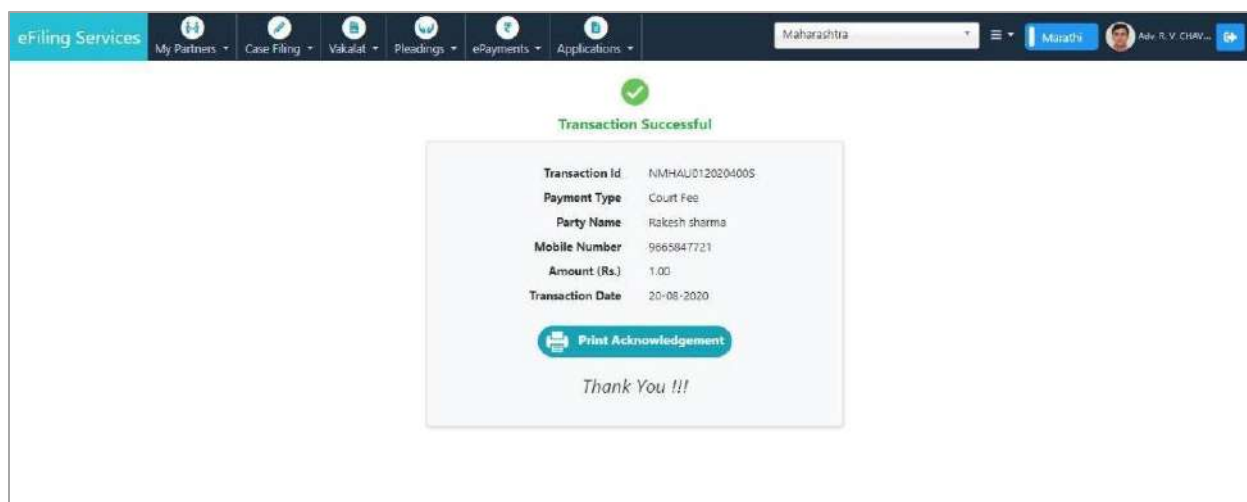


Fig: Acknowledgement

Sr. No.	Payment Type	Establishment Name	Party Name	Amount (₹)	Date	GRN No/sbi ref id	Bank CIN No.	Action
1	Court Fee	Civil Court Junior Division, Kandhar	Santosh Patil	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
2	Court Fee	District and Sessions Court, Aurangabad	Ramesh	70000.00	31-07-2020	MH000038172202021E	02003942020073107281	
3	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
4	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
5	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
6	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
7	Court Fee	District and Sessions Court, Aurangabad	Mahesh Kumar Naganwala	50.00	30-07-2020	Get Challan Details	Get Bank Details	View Challan
8	Court Fee	District and Sessions	Mahesh Kumar	50.00	30-07-	Get Challan Details	Get Bank Details	View

Fig: View Transaction

### 6.5.2 Court Fee Wallet (For Advocate)

This submenu is used to add money to your wallet establishment-wise to pay court fee. Current available balance is visible on the right side. This is total of all the establishment-wise wallet balances.

**Note:** The money added to the selected establishment can be used for that establishment only, and cannot be used in other establishments.

#### To add balance:

- Select e-Payments.



- Select **Court Fee Wallet**. Current wallet balance (for all establishments) is displayed on right hand side of the screen.
- To add balance to wallet:
  - Select **District**.
  - Select **Establishment Name**. Click on the link “Wallet can be used..” to view the establishments for which this wallet can be used for payment of court fee.
  - Check on **I agree to above Terms and Conditions**.
  - Enter the amount to be added to Court Fee Wallet.
  - Click on **Get OTP**.
  - Enter **OTP** and click on Verify.
  - The page is redirected to respective vendors for payment. (refer screenshots below)
  - On successful transaction, new balance is reflected on the screen.
- Facilities to view **Balance History**, **Transactions** and **Passbook** are provided. Click on the corresponding button to view the lists.

**Court Fee Wallet**

Select District: Aurangabad

Select Establishment: Chief Judicial Magistrate, Aurangabad

Wallet can be used for payment of court fee for applications filed in establishment/s

**Terms and Conditions**  
The web site pay.ecourts.gov.in is designed and developed by National Informatics Centre under eCourts project for the e-Committee Supreme Court of India. Payment APIs are shared by the High Courts and Government Finance Departments of the respective states. In case of any issues during or after payment.

☒ I agree to above Terms and Conditions

Add Amount: ₹ 10.00

Rupees Ten Only

Get OTP

Enter OTP: \*\*\*\*

Verify OTP

**Court Fee Wallet Balance**

Chief Judicial Magistrate, Aurangabad

**Namrata Mohan Patil**  
8087503310

Balance History | Your Transactions | Passbook

Show 10 entries

Sr. No.	Establishment	Court Fee Wallet Amount
<b>Aurangabad</b>		
1	District and Sessions Court, Aurangabad	238213.00
<b>Total</b>		238213

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Fig: Court Fee Wallet and establishments for which the wallet is applicable





Fig: Acknowledgement court fee wallet

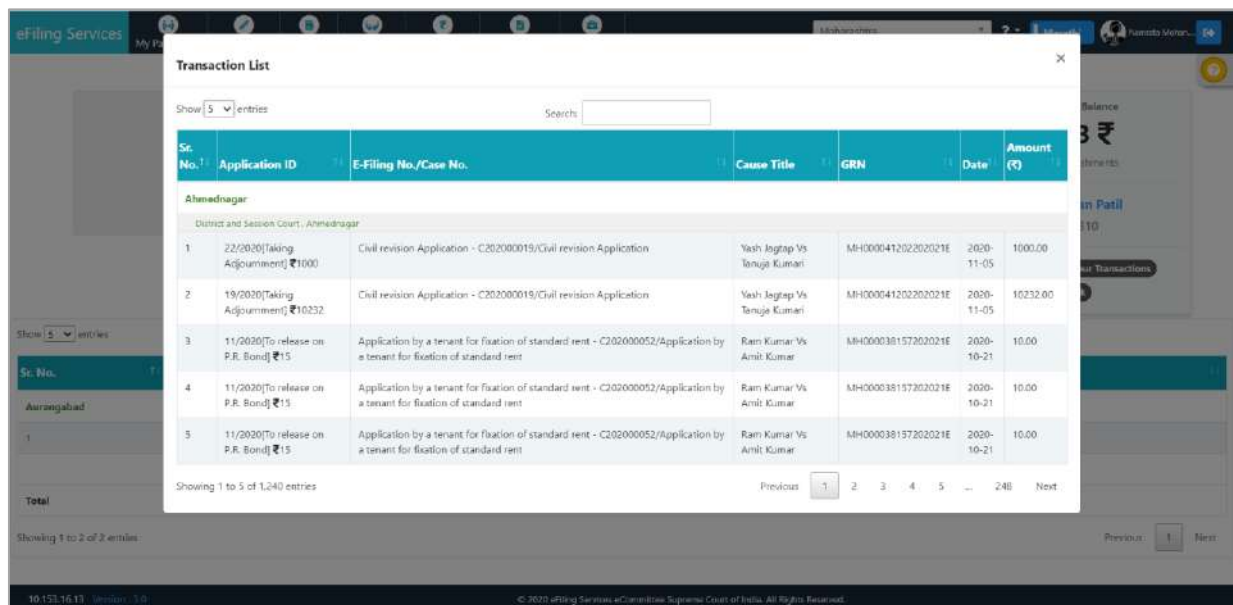


Fig: Transaction List

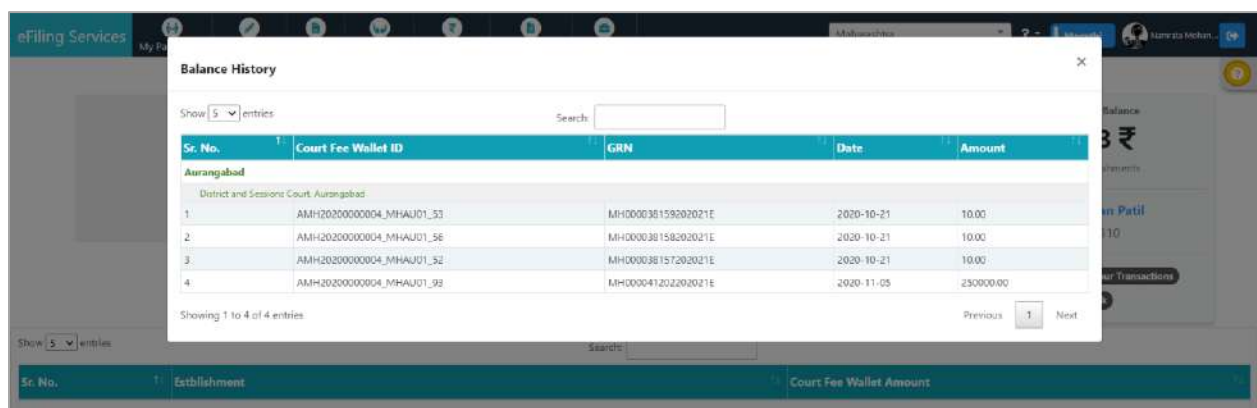


Fig: Balance History



**Passbook**

From Date: 01-11-2019 To Date: 10-11-2020 [View](#)

Show 5 entries Search:

Sr.no	Court Fee Wallet	Application	Date	Debit	Credit	Status	Amount
<b>District and Sessions Court, Aurangabad</b>							
1.	AMH20200000004_MHAUJ01_52	AMH202000000002A2020000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
2.	AMH20200000004_MHAUJ01_94	AMH202000000002A2020000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
3.	AMH20200000004_MHAUJ01_52	AMH202000000002A2020000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
4.	AMH20200000004_MHAUJ01_52	AMH202000000002A2020000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
5.	AMH20200000004_MHAUJ01_89	AMH202000000002A2020000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00

Showing 1 to 5 of 752 entries

Previous 1 2 3 4 5 ... 151 Next

Aurangabad

District and Sessions Court, Aurangabad

238213.00

Fig: Passbook



## 6.6 Applications

The menu enables user to file Interlocutory Applications. Only advocates can file the applications and pay the fee. However, the application needs to be authenticated by advocate as well by litigant. Accordingly, only authentication menu is available for the litigant user.

### 6.6.1 Interlocutory Applications Filing (only for Advocate)

#### 6.6.1.1 Applications

This tab allows user to file a new IA and edit/delete previous applications.

- Select **Interlocutory Applications Filing**.
- Select **Applications**.
- Select radio button for **Search My Cases** or **Cause List Date**. By default, Search My Cases is selected.
  - For **Search My Case**, enter at least 3 characters of **Search Keyword** and select the case from the dropdown list.
  - For **Cause List Date**, select the date and select the case on that date by checking on **Select Case** on the right side of the table.
- The details of the case are displayed.

 The screenshot shows the 'eFiling Services' interface. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The 'Applications' tab is active. Below the navigation bar, there are three tabs: 'Applications', 'Pay Fees', and 'Authentication'. Under the 'Applications' tab, there are two radio buttons: 'Search My Cases' (which is selected) and 'Cause List Date'. To the right of these buttons is a 'Search Keyword' input field with a dropdown arrow. The user's name 'Adv. R. V. CHAW...' is visible in the top right corner.

Fig: Search Case by Search My Cases

 The screenshot shows the same 'eFiling Services' interface. In this view, the 'Cause List Date' radio button is selected. To the right of the radio buttons is a 'Select Date' input field showing '29-03-2022' and a calendar icon. A 'Go' button is located to the right of the date field. The rest of the interface, including the navigation bar and user profile, remains the same.

Fig: Search Case by Cause List Date



### ❖ File new Application

- Select the required case by searching it.
- Select **Application** from the dropdown list.
- The **Preamble**, **Prayer** and **Court Fee** are retrieved on selecting the application. User can change these, if required.
- Enter text in **Paragraph**. The user can add more paragraphs by clicking on **Add More**.
- Click on **Submit** button.
- The message '**Application Added Successfully**' is displayed.

Fig: Application Filing

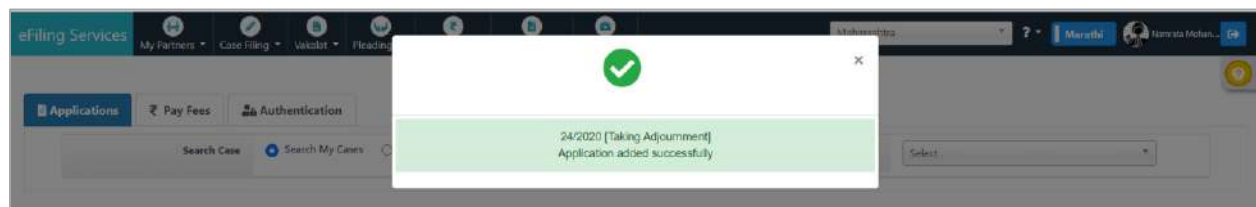


Fig: Application Added Successfully

### ❖ Edit Applications

- Click the link **View Previous Application**; list of all the applications for the selected eFiling number or keyword is displayed.
- The user is able to edit or delete application by clicking the corresponding icons.



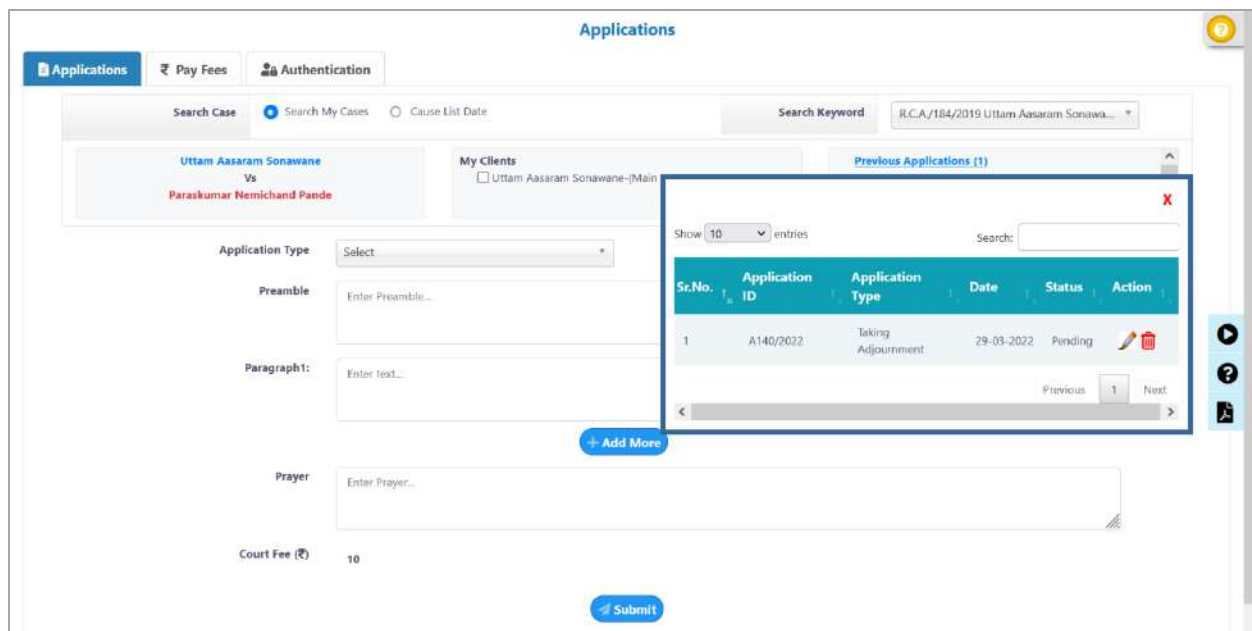


Fig: View Previous Application

### 6.6.1.2 Pay Fees

This tab allows user to pay fees for the application filing using court fee wallet.

- Select **Applications**.
- Select **Interlocutory Application Filing**.
- Select **Pay Fees**.
- A table is displayed with entries of Application, PDE/ Case Number, Case Title, and Court Fees for every establishment that is displayed.
- The **wallet** balance for every establishment is also shown in the table.
- To pay the fee, select the case for which the payment is to be made by checking the check box provided on left in each case row, and then click on **Pay** button on the bottom of the table.

**Note:** Court fee wallet balance of one establishment cannot be used to pay fees in other establishment. Please ensure that enough balance is available in the wallet of the required establishment. If not, add balance through e-payment menu.

- On clicking the Pay button, the message, **“Payment Done Successfully [Application Type][Amount]”** is displayed.



Sr. No.	Application	E-Filing No/Case Number	Case Title	Date	Court Fee (₹)
District and Sessions Court, Aurangabad					
12/2020 [Taking Case on Board]	Arbitration Petition - C202000051	Gesta Bajaj Vs Rajiv Shukla	21-10-2020	₹ 5	
13/2020 [Taking Case on Board]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	22-10-2020	₹ 5	
15/2020 [Taking Adjournment]	Arbitration Petition - C202000061	Rajiv Vs Anil	27-10-2020	₹ 10	
6/2020 [Taking Adjournment]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	27-10-2020	₹ 10	
17/2020 [Granting leave to deliver interparties]	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Amit Kumar	04-11-2020	₹ 5000	
18/2020 [Granting leave to deliver interparties]	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Amit Kumar	04-11-2020	₹ 1000	

Fig: Pay Fee

Sr. No.	Application	E-Filing No/Case Number	Case Title	Date	Court Fee (₹)
District and Sessions Court, Aurangabad					
13/2020 [Taking Case on Board]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	22-10-2020	₹ 5	
15/2020 [Taking Adjournment]	Arbitration Petition - C202000061	Rajiv Vs Anil	27-10-2020	₹ 10	
6/2020 [Taking Adjournment]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	27-10-2020	₹ 10	

Fig: Payment Done Successfully

### 6.6.1.3 Authentication

The tab enables advocate to authenticate the application before submission. The application needs to be authenticated by all the litigants and advocate before final submission.

- Select **Application**.
- Select **Interlocutory Application Filing**.
- Select **Authentication**.

An establishment-wise list of the applications is displayed with details such as Application, e-Filing/ Case Number, Case Title and Authentication.

- In the authentication column, status is displayed whether the application is authenticated by the litigants.
- Advocate authentication status is displayed at the bottom of the table.



The screenshot shows the 'Applications' section of the eFiling Services portal. It features a table with the following columns: Sr. No., Application, E-Filing No./Case Number, Case Title, Date, and Authentication. The table is filtered for 'District and Sessions Court, Aurangabad'. There are three entries in the table, each with a 'View Application' link and a checkbox for 'I have viewed the application and wish to submit'. The 'Litigant' dropdown menu is also visible in the Authentication column.

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Authentication
1	4/2020 [₹ 5] [Bringing Legal Heirs/representatives on record]	First Appeal/Civil Appeal - C202000034 [Filed Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant: [Select Advocate and Litigant Authentication Required] 2 Appellant123 [OTP Authenticated]
2	5/2020 [₹ 5] [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [Filed Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant: [Select Advocate and Litigant Authentication Required] 2 Appellant123
3	7/2020 [₹ 5] [Taking Case on Board]	Spl Case MSBB/100092/2008	State of Maharashtra Vs Afjal Husen Lais Ahmed	19-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant: [Select Advocate and Litigant Authentication Required] 2 State of Maharashtra

Fig: Application Authentication Form

### ❖ Authentication Procedure

- User may view the application by clicking on **View Application** link in Authentication column.
- Select the application to be authenticated by checking the checkbox **I have viewed the application and wish to submit** in the application row.
- Click the **Authentication Pending** button in front of advocate name at the bottom of the table. A message for OTP verification is displayed.
- Click **Send OTP** to receive the OTP on your registered mobile number; enter it and click **Verify**.
- On successful verification '**Application Submitted Successfully**' message is displayed.

**Note:** Advocate may also authenticate of the Litigant's behalf by clicking the **Authentication Pending** button in front of the litigant name. However, OTP is received on the litigant's mobile number and with permission; it can be entered by the advocate.





Fig: View Application

2	5/2020 [₹ 5] [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Appellant123
3	7/2020 [₹ 5] [Taking Case on Board]	Spl Case M5EB/100092/2008	State of Maharashtra Vs Ajal Husen Lais Ahmed	19-10-2020	View Application <input checked="" type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 State of Maharashtra 3 Mariah Mane
4	9/2020 [₹ 15] [Order for Inspection]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	21-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Ram Kumar

Fig: Select (check) the Application to be Authenticated

10	18/2020 [₹ 1000] [Extension of time for filing W.S.]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	04-11-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Ram Kumar
----	---	---	-------------------------	------------	--

Showing 1 to 10 of 13 entries

Previous 1 2 Next

Advocate: Namrata Mohan Patel [Click here]

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Fig: Authentication Pending Button for Advocate

**Litigant OTP Verification**

Party Name: Ram Kumar

Mobile No.: XXXXXX-8888 [Get OTP]

OTP: Enter 6 digit OTP [Verify OTP]

[Close]

Fig: OTP Verification for Advocate



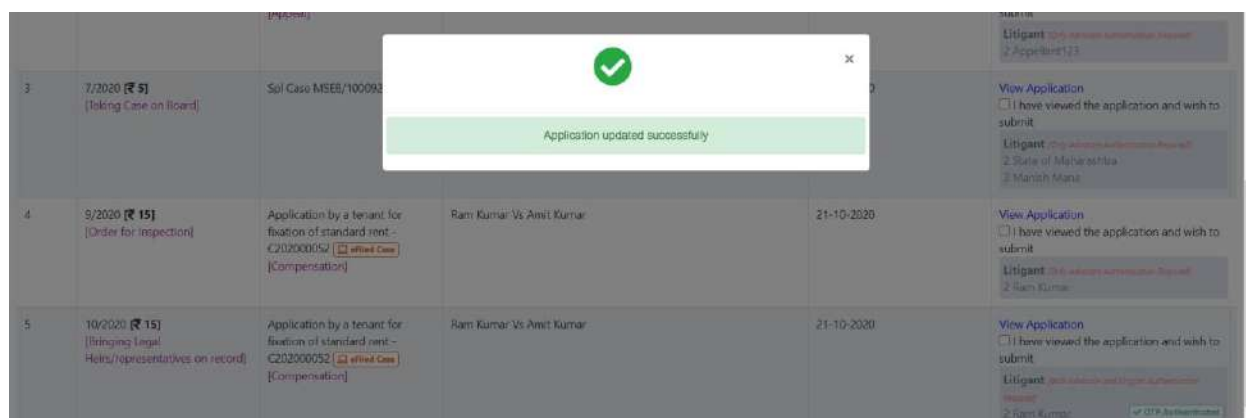


Fig: Application Submitted Successfully

### 6.6.2 Submitted Applications (only for Advocates)

The service enables user to view report of all submitted or pending for submission applications.

- Select **Applications** from main menu.
- Select **Submitted Applications** Report from submenu.
- Select whether report for **submitted** or **pending** applications is to be generated
- Specify the time period for which report needs to be generated and click on the search icon.
- A list with details including application type, d-filing no./ case number/ case title and authentication status is displayed.
- User may click on the **view application** link to see the application.

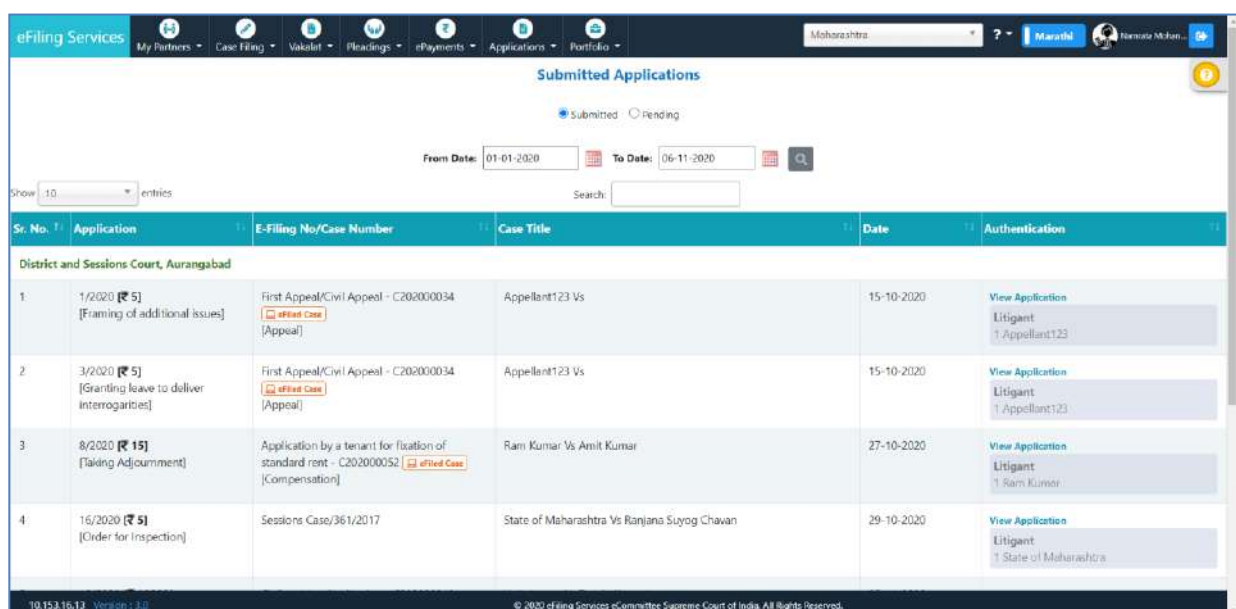


Fig: Submitted Applications



Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Authentication
1	4/2020 (R 5) [Bringing Legal Heirs/representatives on record]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant (Only Advocate and Litigant Authentication Required) 1 Appellant123 [Get OTP Authenticated]
2	5/2020 (R 5) [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	<a href="#">View Application</a> Litigant (Only Advocate Authentication Required) 1 Appellant123
3	7/2020 (R 5) [Taking Case on Board]	Spl Case MSEB/100092/2008	State of Maharashtra Vs Afjal Husen Laif Ahmed	19-10-2020	<a href="#">View Application</a> Litigant (Only Advocate Authentication Required) 1 State of Maharashtra 2 Manish Mane
4	9/2020 (R 15) [Order for Inspection]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	21-10-2020	<a href="#">View Application</a> Litigant (Only Advocate Authentication Required) 1 Ram Kumar

Fig: Pending Application

### 6.6.3 Application Authentication (only for Litigant)

Litigants can authenticate an application using this menu.

- Select **Application**.
- Select **Application Authentication**.
- Select Advocate from **search advocate**.
- The information such as Application, PDE/ Case Number, Case Title and Authentication is displayed in the table.
- In the Authentication column, the user can view the document by clicking on **View Application**.
- To Authenticate the document:
  - In authentication column, check on **I have viewed the application** and wish to submit.
  - Click on **Authentication Pending** icon shown in front of the litigant name. A dialogue box will pop up with details of the Litigant namely Party Name and Mobile Number.
  - Click on **Get OTP** beside mobile number to get the OTP.
  - The OTP will be sent to the registered mobile number of the Litigant.
  - Enter the OTP and click on **Verify**.
  - The message, **“Application Submitted Successfully”** is displayed.



- When the Litigant authenticates the application, Authenticated sign appears in the place of Authentication Pending button. The changes are visible to the Advocate also.

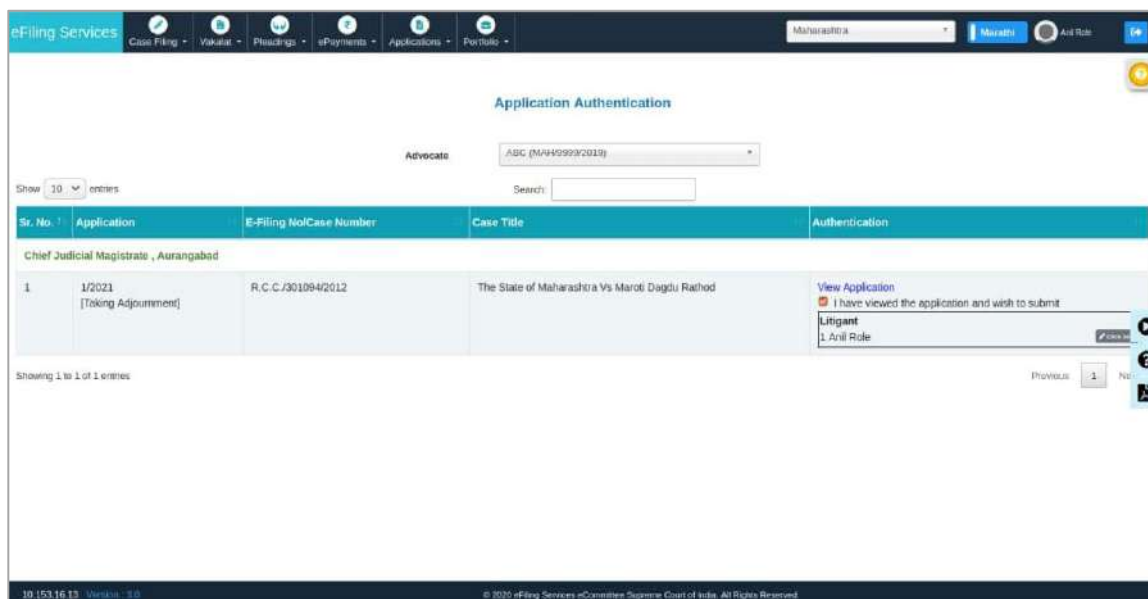


Fig: Application Authentication

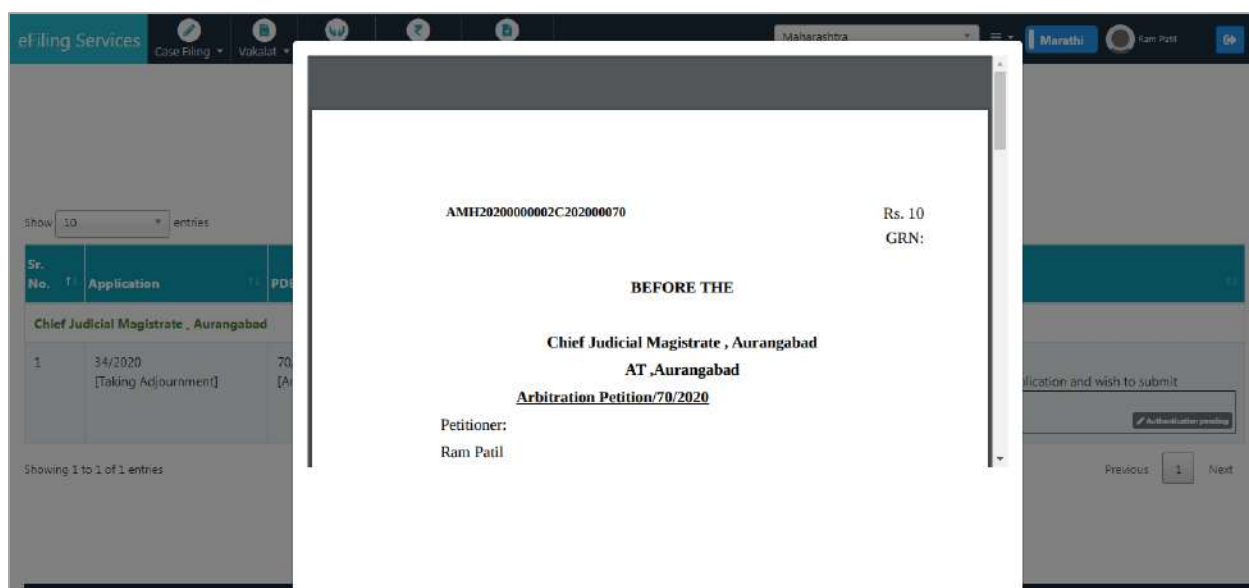


Fig: View Application



Party Name: Ram Patil

Mobile No.: XXXXXX8989 [Get OTP](#)

OTP:  [Verify OTP](#)

[Close](#)

Sr. No.	Application	PDE/Case No.	Case Title	Authentication
<b>Chief Judicial Magistrate, Aurangabad</b>				
1	34/2020 [Taking Adjournment]	70/2020 [Affidavit] [Arbitration]	Ram Patil Vs Rajiv Patil	<a href="#">View Application</a> <input checked="" type="checkbox"/> I have viewed the application and wish to submit <b>Litigant</b> 1 Ram Patil <a href="#">Authentication pending</a>

Showing 1 to 1 of 1 entries

Previous [1](#) Next

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Fig: Get OTP

[Close](#)

Application submitted successfully

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Fig: Application Submitted Successfully



## 6.7 Portfolio Menu

This menu provides various utilities for the user such as searching cases, viewing in your portfolio, importing and exporting cases and maintaining planner.

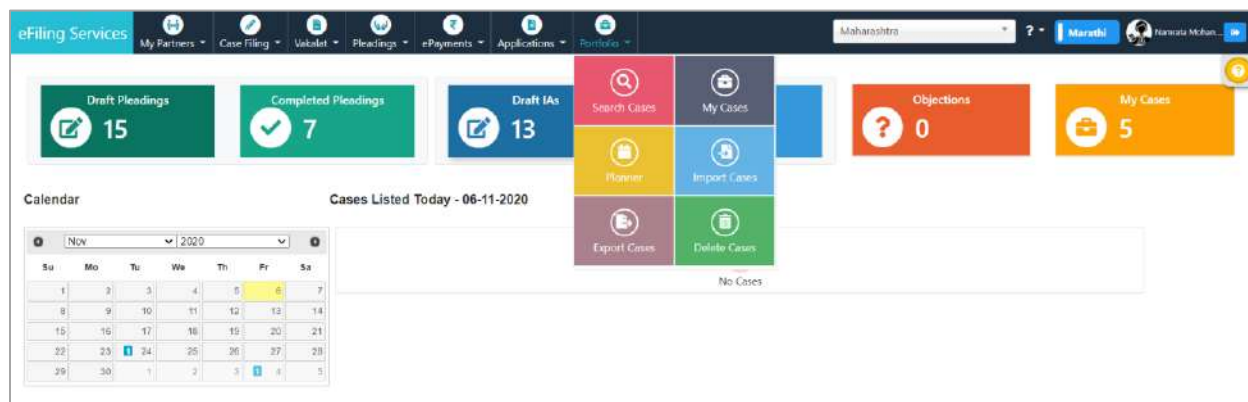


Fig: Portfolio Menu

### 6.7.1 Search Cases

The service enables user to search cases with different options and **add** the searched case to the portfolio, if required.

#### 6.7.1.1 CNR Search

- Select the radio button **CNR number** and click Search. Details of the case with given CNR number are displayed.
- Click the **Add Case** button in case details for adding the case in your portfolio.

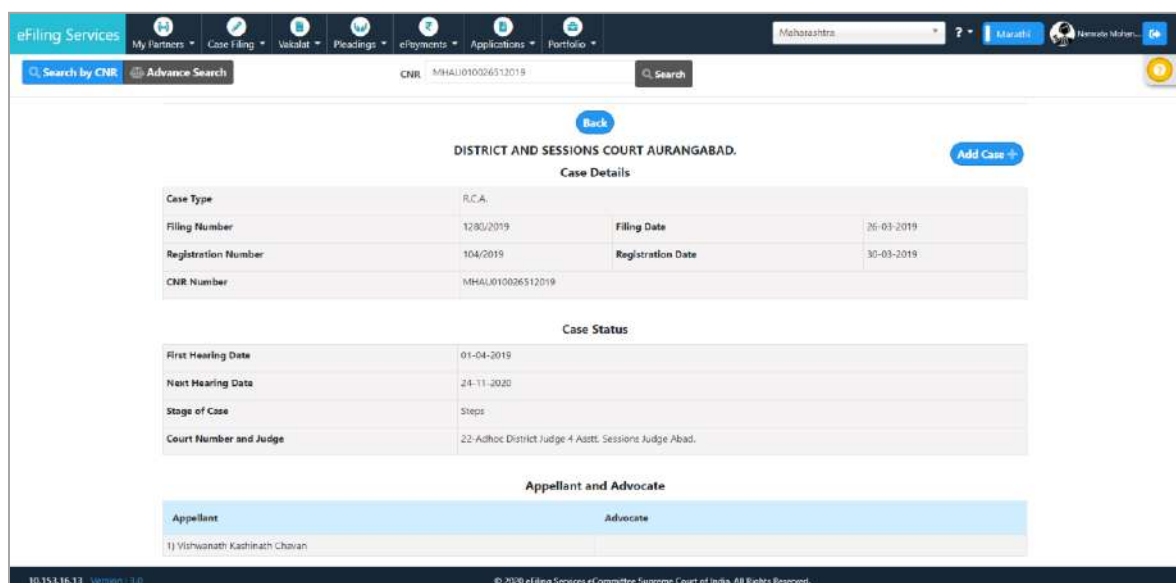


Fig: CNR Search Result



### 6.7.1.2 Advance Search

Advance Search provide multiple options for search including Case Number, Party Name, Filing Number, FIR Number, Advocate Name, Act, Case Type and Caveat.

- Select Advance Search
- Select District and Establishment; different options for search are displayed.
- Select the desired option and enter the required data. List of all the cases matching given search criteria is displayed.
- To view all the case details of a particular case, click on the **Case Number** link. Click on **Add Case** button in the case details for adding the case in the portfolio.

Example search with Party Name is shown below.



Fig: Advance Search

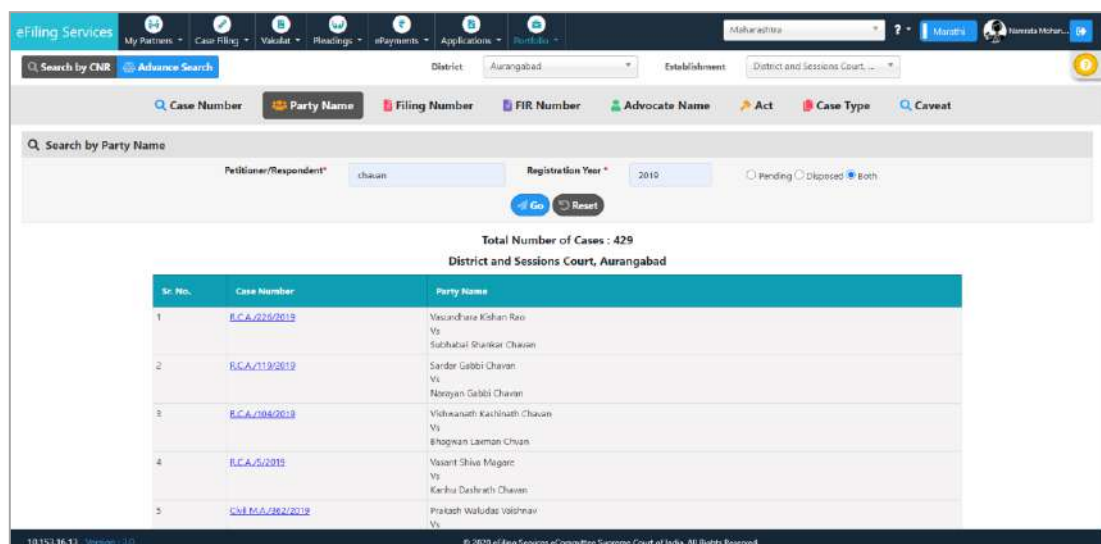


Fig: Advance Search Example – Party Name Search

### 6.7.2 My Cases

This menu allows user to:

- View all the cases in the portfolio
- Add clients to a particular case



- Add events for a particular case
- Remove case from the portfolio

### 6.7.2.1 View Cases

- The cases can be viewed **Date wise** or **District wise**. By default, cases are displayed districtwise.
- **Refresh Cases** allows refreshing the portfolio so that all the latest updates are reflected in the list.
- User may also choose to view only **Pending** cases or **Disposed** cases or **Both** by selecting corresponding buttons. By default, both types of cases are listed.
- Click on the **district** (or **Date**, if selected date-wise) row to expand the view and see all cases list.
- Click on the **Case Number** link to view individual case details.
- **Search** option is provided in the top right corner to search cases in the portfolio.

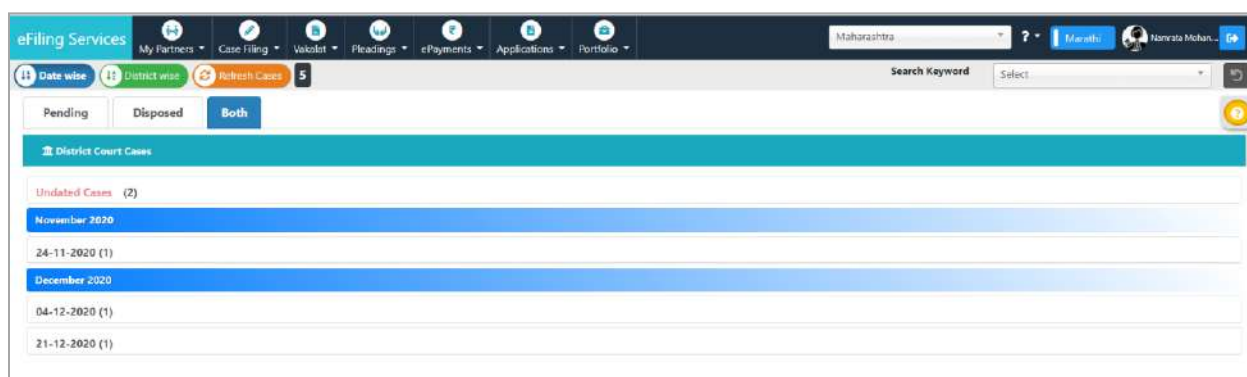


Fig: My Cases – Date wise, both (Pending and disposed)



Fig: My Cases – District wise, both (Pending and disposed)



Sr No	Case Number	Next Disposal Date	Status	Cause Title	Representing	Registration Date
1	Spl.Case.M&B/100082/2008 14-District Judge-6 and Addl. Sessions Judge, Abad 15-M.B.W. Unready	04 OCT 2020	Pending	State of Maharashtra Vs Ajit Husein Loh Ahmed		19-06-2008 ( 12 year(s) 4 month(s))
2	B.C.A./248/2018 19-District Judge-9 and Addl. Sessions Judge Abad 28-Steps	24 NOV 2020	Pending	Sanjay Radhakisan Rana Vs Anil Jagannath Rana		21-11-2018 ( 1 year(s) 10 month(s))
3	Spl.Case.Child Prot./84/2019 23-Extra Jt District Judge and Addl Sessions Judge Abad 8-Charge	17 OCT 2020	Pending	State of Maharashtra Vs Kiran Sheshrao Dondge		09-05-2019 ( 1 year(s) 5 month(s))
4	B.C.Act.Spl.Case/9/2018 18-District Judge-10 and Addl Sessions Judge Abad 95-Awaiting Muddental	21 OCT 2020	Pending	State of Maharashtra Vs Kales Prabakarappa Lakade		22-10-2018 ( 1 year(s) 11 month(s))
5	Sessions Case/41/2017 16-District Judge-7 and Addl. Sessions Judge, Abad 71-Say / Hearing on Exh. Ready	28 OCT 2020	Pending	State of Maharashtra Vs Ranjana Suyog Chavan		19-12-2017 ( 2 year(s) 9 month(s))

Fig: Expanded view of district cases

Sr No	Case Number	Next Disposal Date	Status	Cause Title	Representing	Registration Date
1	Spl.Case.Child Prot./84/2019 23-Extra Jt District Judge and Addl Sessions Judge Abad 8-Charge	17 OCT 2020	Pending	State of Maharashtra Vs Kiran Sheshrao Dondge		09-05-2019 ( 1 year(s) 5 month(s))
2	Sessions Case/38/2017 16-District Judge-7 and Addl. Sessions Judge, Abad 71-Say / Hearing on Exh. Ready	28 OCT 2020	Pending	State of Maharashtra Vs Ranjana Suyog Chavan		19-12-2017 ( 2 year(s) 9 month(s))

Sr No	Case Number	Next Disposal Date	Status	Cause Title	Representing	Registration Date
1	B.C.A./248/2018 19-District Judge-9 and Addl Sessions Judge Abad 28-Steps	24 NOV 2020	Pending	Sanjay Radhakisan Rana Vs Anil Jagannath Rana		21-11-2018 ( 1 year(s) 10 month(s))

Fig: Expanded View of cases for Datewise

### 6.7.2.2 Add Clients, Events or Remove Cases

- Select the required case and click on the **Case Number** to view case details. My Clients, Events and Remove Case buttons are visible at the top right corner.
  - Click **My Clients** to add clients
  - Click **Events** to add events for the case.
  - Click **Remove case** to delete the case from the portfolio.
- Further steps are explained in next part of this section.



**Back**

**DISTRICT AND SESSIONS COURT NANDED**

**Case Details**

**My Clients (5)** **Events** **Remove case**

Case Type	R.C.A.		
Filing Number	353/2020	Filing Date	20-02-2020
Registration Number	36/2020	Registration Date	20-02-2020
CNR Number	MHND010006482020		

**Case Status**

First Hearing Date	24-02-2020
Next Hearing Date	21-03-2020
Stage of Case	Appearance
Court Number and Judge	59 Extra Jt. District and Sessions Judge -1

**Appellant and Advocate**

Appellant	Advocate
1) Vijaykumar Apparao Hume	Khandil (Sharma) Manish

**Respondent and Advocate**

Respondent	Advocate
1) Pushpadevi Mohanlal Agrawal	

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Fig: Case Details

### ❖ Add Client

- When user clicks on **My Clients** button, a list of existing clients is displayed.
- To add new client, click on **Add More** button.
- Enter the Litigant Name, Mobile, Email, Age and Address in the corresponding fields and click **Submit**.
- A success message will be displayed.

I am Representing following clients in case number Spl Case MSEB/100092/2008

State of Maharashtra Vs Ajal Husein Lais Ahmed

☒ Complainant ☐ Accused

St. No.		Litigant Name	Mobile	Email	Address
1	<input checked="" type="checkbox"/>	State of Maharashtra HENDU KARAN	7808080808	avi@gmail.com	
2	<input checked="" type="checkbox"/>	Manish Mane	7909090909	abc@gmail.com	

**Submit** **+ Add More**

Complainant: 1) State of Maharashtra  
Advocate:

Fig: My Clients (existing)



I am Representing following clients in case number R.C.A./10/2020

Vajenath Ishwarao Deshmukh Vs The Administrator, CIDCO Ltd, New Nanded Tq.Dist.Nanded

☒ Appellant ☐ Respondent

Sr. No.	<input checked="" type="checkbox"/>	Litigant Name	Mobile	Email	Age	Address
1	<input checked="" type="checkbox"/>	Vajenath Ishwarao Deshmukh वजेनाथ इश्वराव देशमुख	9998767054			
2	<input checked="" type="checkbox"/>					

Appellant and Advocate

Appellant: 1) Vajenath Ishwarao Deshmukh

Advocate: Mulhare R. G

Respondent and Advocate

Respondent: 1) The Administrator, CIDCO Ltd, New Nanded Tq.Dist.Nanded

Advocate:

Fig: Add New Client

I am Representing following client

☒ Litigants Added Successfully

Sr. No.	<input checked="" type="checkbox"/>	Litigant Name	Mobile	Email	Address
1	<input checked="" type="checkbox"/>	State of Maharashtra महाराष्ट्र शासन	7988088888	sv@gmail.com	
2	<input checked="" type="checkbox"/>	Manish Mane	7990099999	abc@gmail.com	

Fig: Client Added Successfully Message

### ❖ Add Events

The events added for a case are visible in the calendar under planner menu and can be edited through planner.

To add a new event or edit/ delete existing event, click **Events** button. List of already existing events and a form for entering a new event is displayed.

- Enter Name, Date and Time for the new event; click Add.
- A success message will be displayed and the new event is visible in the existing events list.
- To edit an event, click on the **edit icon** in the **Action** column. Details of the event are displayed.



- Change the required data and click **Edit**. Edited data is reflected in the list immediately.
- To delete an event, click delete icon in the Action column. The event gets removed from the list.

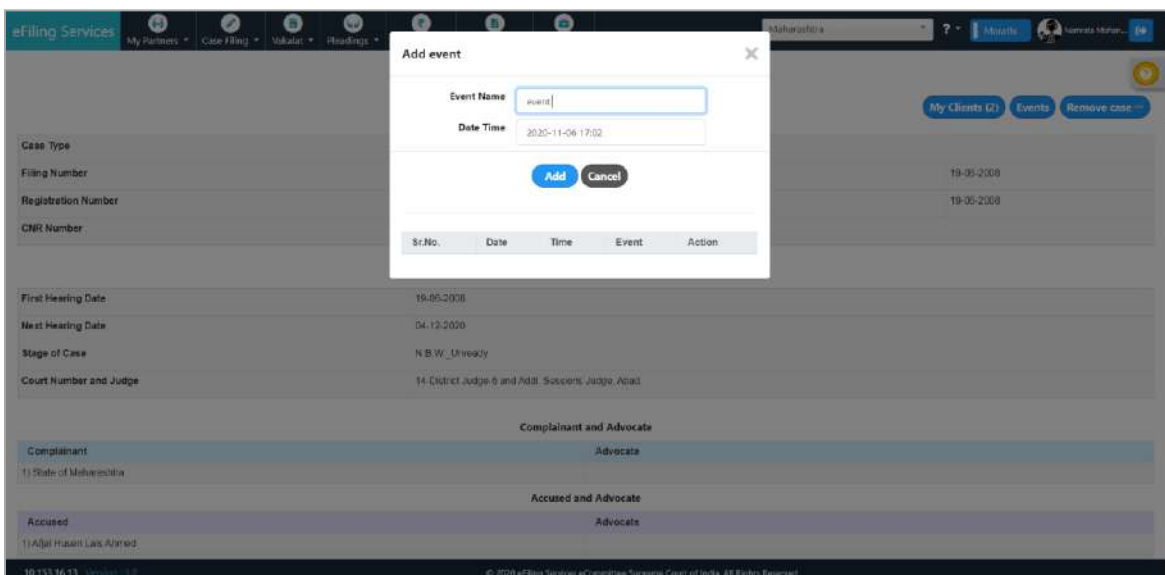


Fig: Events

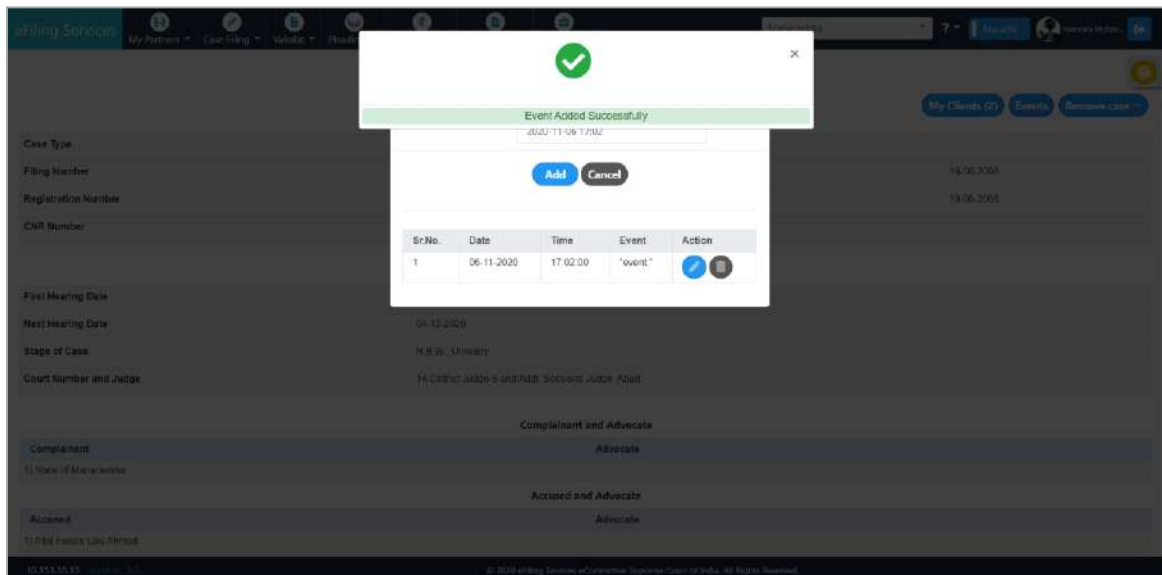


Fig: Event added Successfully



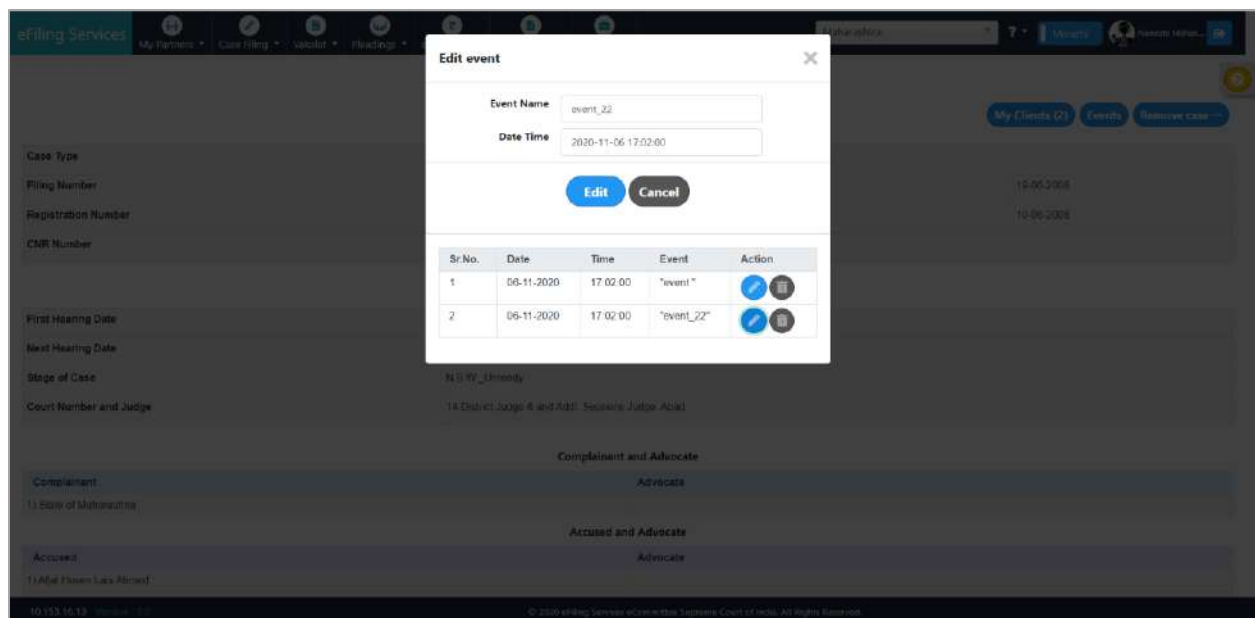


Fig: Edit Event

### ❖ Remove Case

- To remove a case, click Remove Case button.
- “Case Removed Successfully” message is displayed.



Fig: Remove Case Success Message

### 6.7.3 Import Cases

The menu enables user to import cases from your mobile app portfolio.

- To import cases, first export cases from your mobile app and save the file on your machine.
- Select **Import Cases** in the Portfolio menu of eFiling system.
- The system will prompt for choosing the case file. Choose the file which you have saved by exporting from mobile app. Specify whether the file contain district court cases (**DC**) or high court cases (**HC**) by selecting corresponding radio button and click **Import**.



- A success message will be displayed and all the imported cases will be visible in the portfolio in eFiling.

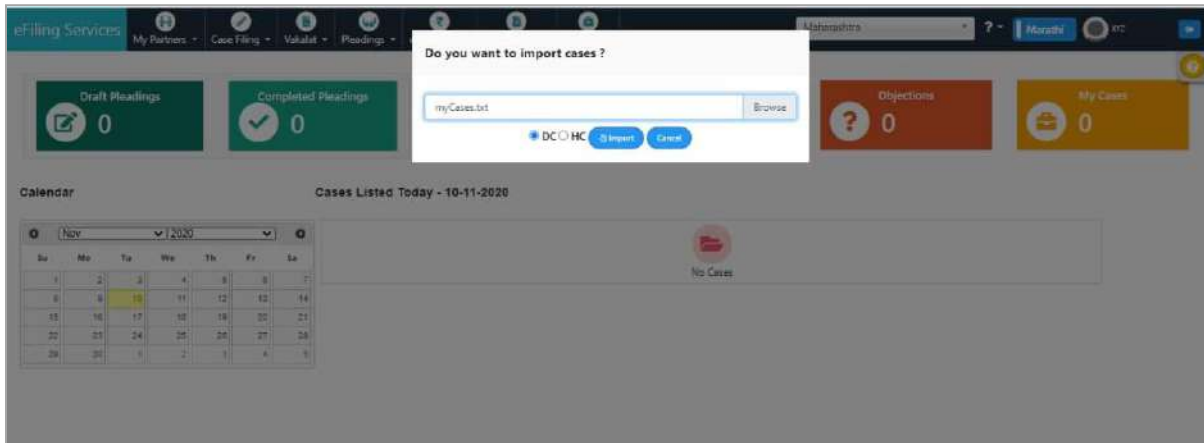


Fig: Import Cases- Choose File

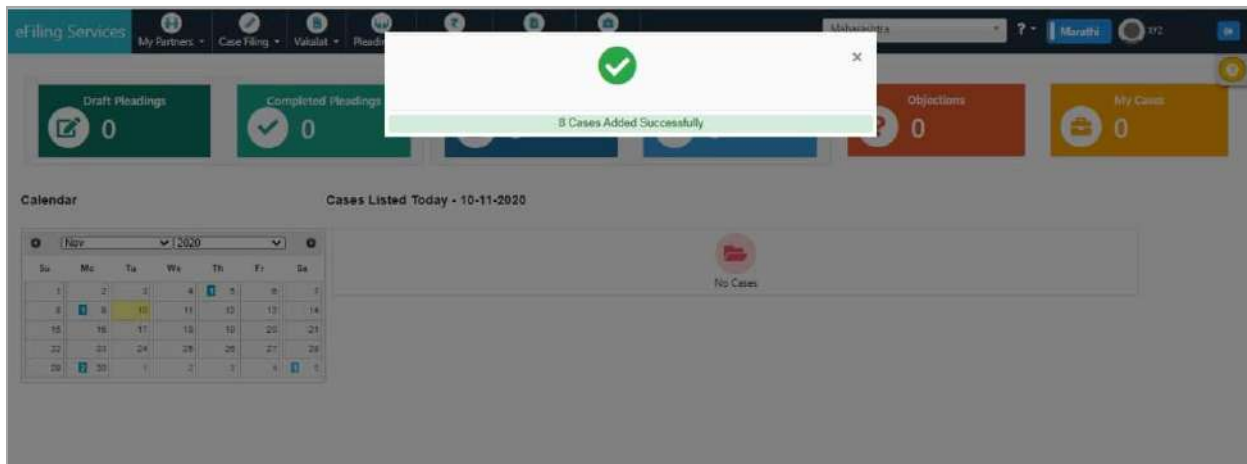


Fig: Import Cases Success

#### 6.7.4 Export Cases

The menu enables user to export cases to your mobile application.

- To export cases, select **Export Cases** in the portfolio menu.
- A system pops up message to download the file; click **Download**.
- Use the downloaded file to import cases in your mobile app.

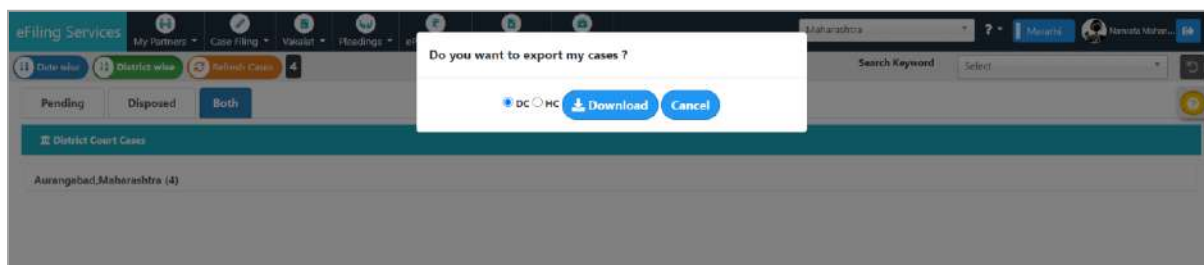


Fig: Export Cases- Download file



### 6.7.5 Delete Cases

The menu can be used to delete all the cases from the portfolio.

### 6.7.6 Planner

This service assists user to manage case calendar. With the facility, user can-

- review the case calendar for planning
- add/edit/remove events
- remove a case from calendar

All cases dated in a month and existing events appear automatically in the calendar.

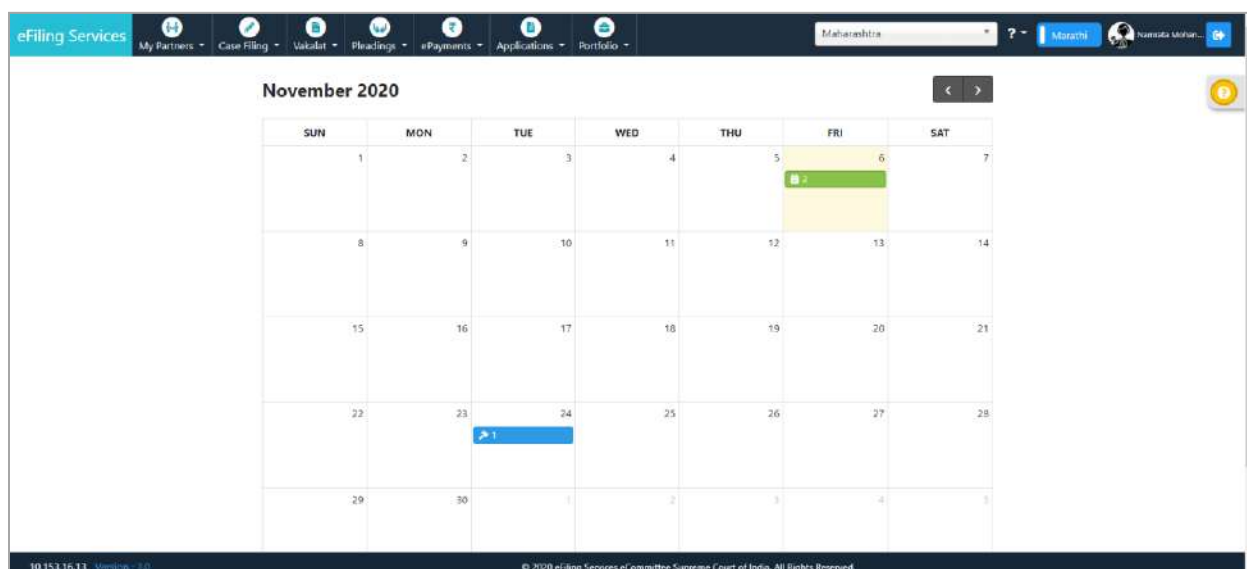


Fig: Planner

- Click the blue box to view **Case** details. A pop-up shows the list of cases scheduled on the date.
    - Click on the required **case link** to view details. All the case details are visible in a new box with three buttons in the top right corner- My Clients, Events and Remove Case.
      - Click **My Clients** to add new clients.
      - Click **Events** to add new events
      - Click **Remove Case** to remove the case from the calendar.
- Refer section 5.2.3 for more details about functionalities of these buttons.
- Click on the Green box to view **events**. A pop-up shows the list of all the events scheduled on the date.
    - To edit the event, click **edit icon** in front of the required event. Event description and date appears in a pop-up.
    - Edit the description and/or date and click **Edit**. Changes will reflect in the list immediately.



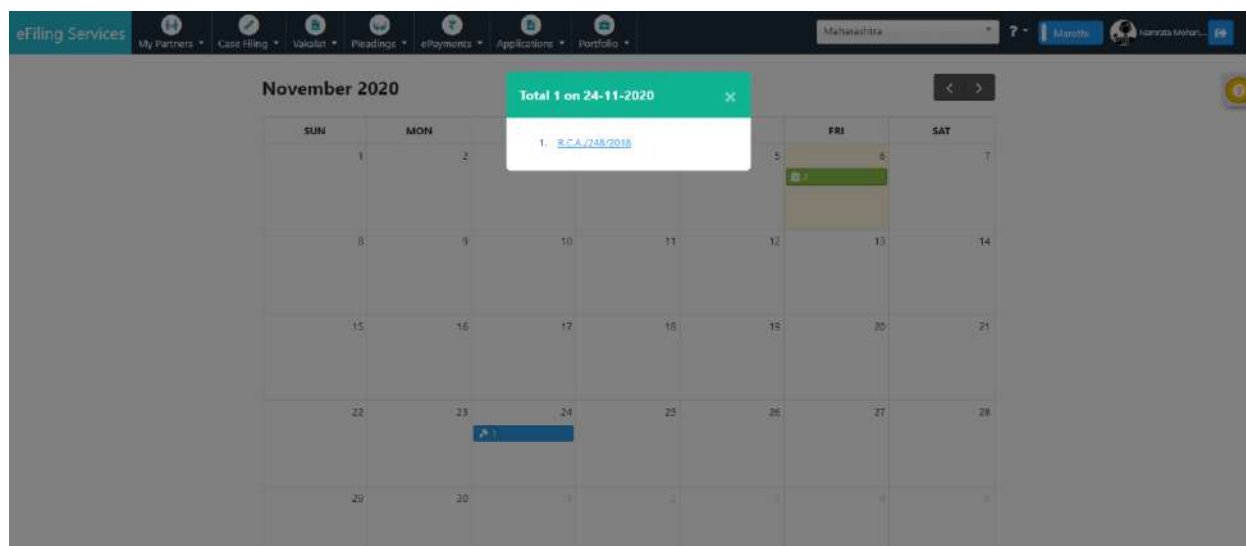


Fig: List of Cases scheduled for the date

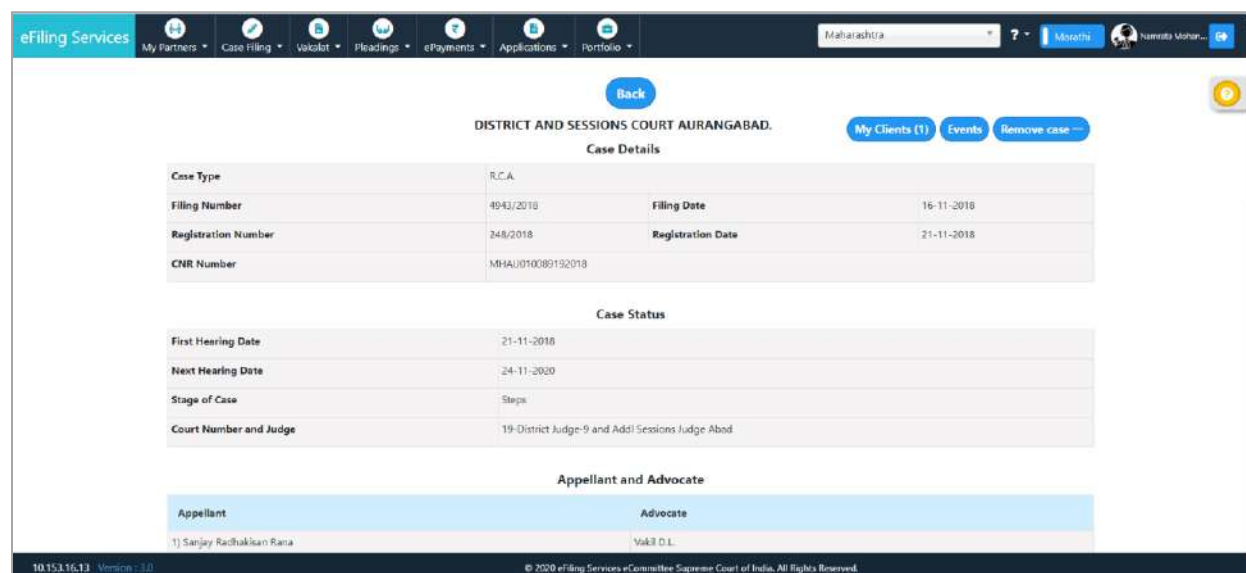


Fig: Case Details with My Clients, Events and Remove Case buttons



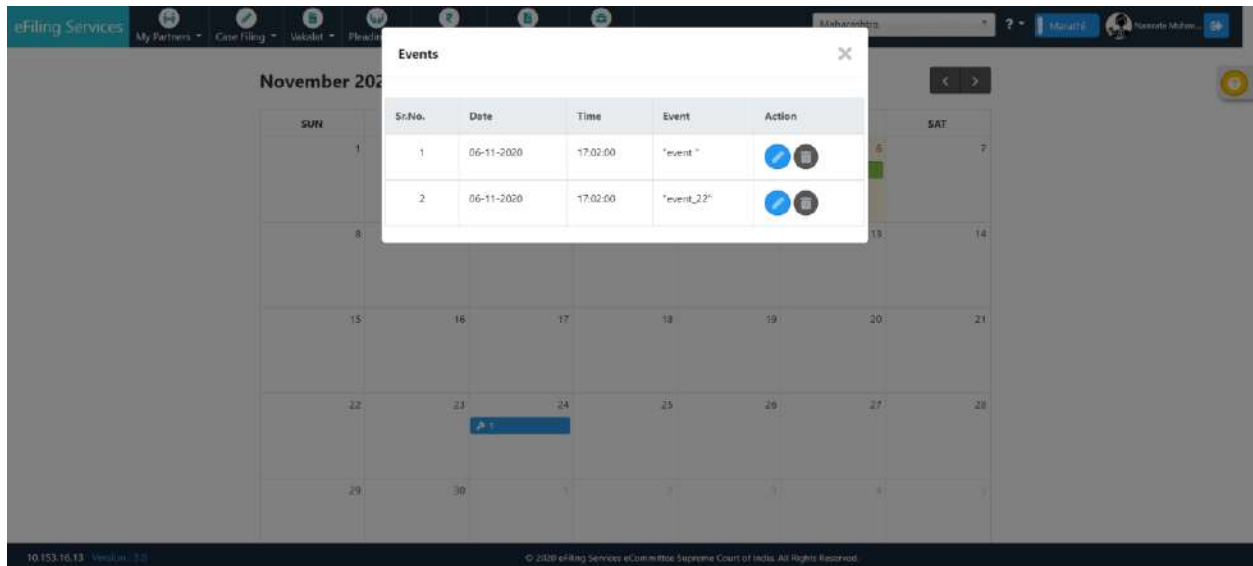


Fig: List of Events scheduled for the date

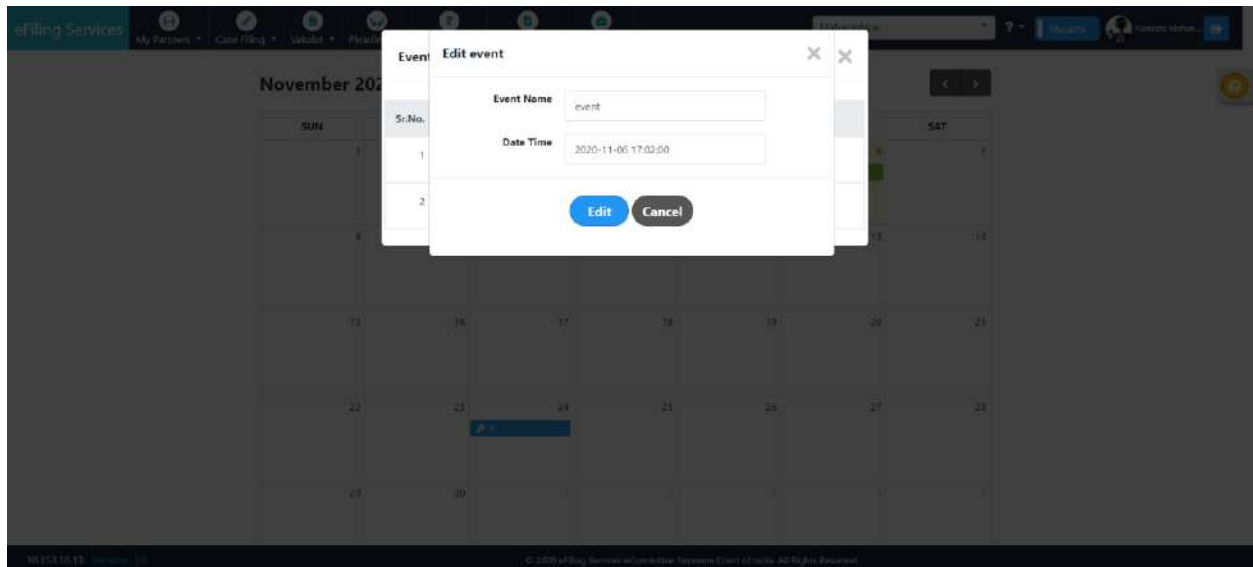


Fig: Edit Event