HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

CORRECTION SLIP

No. 44 Rules/II.D4 dated 07/02/2023.

Pursuant to formulation of 'Model Rules on e-filing' by Hon'ble E-Committee, Supreme Court of India, sent vide letter dated 24.06.2020, Hon'ble the Chief Justice and Judges of this Court have been pleased to make 'The Electronic Filing (E-Filing) Rules' to be inserted as Part-BC of Chapter-1 of the Rules and Orders of Punjab and Haryana High Court, Volume-III :-

> "The procedure for Electronic Filing (e-filing) in Subordinate Courts shall be followed as prescribed in Part-J of Chapter-1 of Rules and Orders of Punjab and Haryana High Court, Volume-V titled as 'THE ELECTRONIC FILING (E-FILING) RULES".

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3598 Rules/II.D4 dated 07-02-2023

Two copies of the Correction Slip are forwarded to the Legal Remembrancer and Principal Secretary to Government of Punjab, Department of Legal and Legislative Affairs, Chandigarh, with the request that the correction slip be got published in the Punjab Government Gazette (Extraordinary). Two spare copies of the printed Correction Slip be sent for the use of this Court.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3599 Rules/II.D4 dated 07-02-2023

Two copies of the Correction Slip are forwarded to the Legal Remembrancer and Secretary to Government of Haryana, Department of Legal and Legislative Affairs, Chandigarh, with the request that the correction slip be got published in the Haryana Government Gazette (Extraordinary). Two spare copies of the printed Correction Slip be sent for the use of this Court.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3600 Rules/II.D4 dated 07-02-2023

A copy of Correction Slip is uploaded on the portal i.e. http://egazette.chd.gov.in in terms of letter dated 23.09.2019 of Printing and Stationery Department, U.T., Chandigarh.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3601 Rules/II.D4 dated 07-02-2023

Copy of the Correction Slip is forwarded to the following for information :-

1 The Secretary to Government of Punjab, Department of Home Affairs and Justice (Judicial Department), Chandigarh.
2 The Financial Commissioner and Secretary to Government of Haryana, Administration of Justice Department, Chandigarh.
3 The Home Secretary, Chandigarh Administration, Chandigarh.
4 The Secretary General, Supreme Court of India, New Delhi.
5 The Registrar General, High Court of Delhi, New Delhi.
6 The Registrar General, High Court of Himachal Pradesh, Shimla.
7 The Chairman, Bar Council of Punjab and Haryana, Chandigarh.
8 The President, Punjab & Haryana High Court Bar Association, Chandigarh.
9 All the District & Sessions Judges of the States of Punjab, Haryana and Union Territory, Chandigarh.
10 The Advocate General, Punjab, Chandigarh.
11 The Advocate General, Haryana, Chandigarh.
12 The Principal Secretary (Administration) to Hon'ble the Chief Justice, Punjab & Haryana High Court, Chandigarh.
13 All the Special Secretaries/ Court Secretaries/ Private Secretaries/Readers to Hon'ble the Chief Justice and Hon'ble Judges.
14 The Registrar General, Punjab and Haryana High Court through his Secretary/ Private Secretaries.
15 The Co-ordinator, Chandigarh Arbitration Centre, Sec.-17, Chandigarh.
16 The Director, Chandigarh Judicial Academy, Sector 43, Chandigarh.
17 All the Registrars.
18 All the OSDs.
19 All the Joint Registrars.
20 All the Deputy Registrars;
21 All the Assistant Registrars;
22 The Librarian;
23 All the Superintendents.
24 The Superintendent Computer Branch for necessary action.
25 The Reporter, ILR Section.
26 Incharge ASD Lab High Court.

Note:- As per circular dt. 10.08.2018 & 10.07.2019, it be downloaded for immediate necessary compliance, if any, by all concerned.

Punjab & Haryana High Court at Chandigarh.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAPURTHALA.

District & Sessions Judge Receipt No 776 Date 23/2/23

Endst. No. Endst No. - 1331 Dated: 24/2/23

Seen.

Reader/Ahlmad of this Court/System Officer/System Assistants, as well as, officials working in Judicial Suwidha Centers at Kapurthala, Phagwara, Sultanpur Lodhi and Bholath to note.

Library Assistant of this Court to place a copy of the correction slip on the relevant book.

Its copy be sent to each of the followings, for information and necessary compliance:-

1. All the Judicial Officers posted in the District;
2. The Senior Superintendent of Police, Kapurthala;
3. The District Attorney, Kapurthala; and
4. The Presidents, Bar Associations, Kapurthala, Phagwara, Sultanpur Lodhi and Bholath.

District & Sessions Judge,
Kapurthala.

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

CORRECTION SLIP

No. 85 Rules/II.D4 dated 07/02/2023

Pursuant to formulation of 'Model Rules on e-filing' by Hon'ble E-Committee, Supreme Court of India, sent vide letter dated 24.06.2020, Hon'ble the Chief Justice and Judges of this Court have been pleased to make 'The Electronic Filing (E-Filing) Rules' to be inserted as Part-Q of Chapter-1 of the Rules and Orders of Punjab and Haryana High Court, Volume-I :-

> "The procedure for Electronic Filing (e-filing) in Subordinate Courts shall be followed as prescribed in Part-J of Chapter-1 of Rules and Orders of Punjab and Haryana High Court, Volume-V titled as **'THE ELECTRONIC FILING (E-FILING) RULES".**

BY ORDER OF HON'BLE THE CHIEF JUSTICE AND JUDGES.

07/02/2023
(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3602 Rules/II.D4 dated 07/02/2023

Two copies of the Correction Slip are forwarded to the Legal Remembrancer and Principal Secretary to Government of Punjab, Department of Legal and Legislative Affairs, Chandigarh, with the request that the correction slip be got published in the Punjab Government Gazette (Extraordinary). Two spare copies of the printed Correction Slip be sent for the use of this Court.

07/02/2023
(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3603 Rules/II.D4 dated 07/02/2023

Two copies of the Correction Slip are forwarded to the Legal Remembrancer and Secretary to Government of Haryana, Department of Legal and Legislative Affairs, Chandigarh, with the request that the correction slip be got published in the Haryana Government Gazette (Extraordinary). Two spare copies of the printed Correction Slip be sent for the use of this Court.

07/02/2023
(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3604 Rules/II.D4 dated 07/02/2023

A copy of Correction Slip is uploaded on the portal i.e. http://egazette.chd.gov.in in terms of letter dated 23.09.2019 of Printing and Stationery Department, U.T., Chandigarh.

07/02/2023
(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

No. 3605 Rules/II.D4 dated 07/02/2023

Copy of the Correction Slip is forwarded to the following for information :-

1 The Secretary to Government of Punjab, Department of Home Affairs and Justice (Judicial Department), Chandigarh.
2 The Financial Commissioner and Secretary to Government of Haryana, Administration of Justice Department, Chandigarh.
3 The Home Secretary, Chandigarh Administration, Chandigarh.
4 The Secretary General, Supreme Court of India, New Delhi.
5 The Registrar General, High Court of Delhi, New Delhi.
6 The Registrar General, High Court of Himachal Pradesh, Shimla.
7 The Chairman, Bar Council of Punjab and Haryana, Chandigarh.
8 The President, Punjab & Haryana High Court Bar Association, Chandigarh.
9 All the District & Sessions Judges of the States of Punjab, Haryana and Union Territory, Chandigarh.
10 The Advocate General, Punjab, Chandigarh.
11 The Advocate General, Haryana, Chandigarh.
12 The Principal Secretary (Administration) to Hon'ble the Chief Justice, PHHC.
13 All the Special Secretaries/ Court Secretaries/ Private Secretaries/Readers to Hon'ble the Chief Justice and Hon'ble Judges.
14 The Registrar General, Punjab and Haryana High Court through his Secretary/ Private Secretaries.
15 The Co-ordinator, Chandigarh Arbitration Centre, Sec.-17, Chandigarh.
16 The Director, Chandigarh Judicial Academy, Sector 43, Chandigarh.
17 All the Registrars.
18 All the OSDs.
19 All the Joint Registrars.
20 All the Deputy Registrars;
21 All the Assistant Registrars;
22 The Librarian;
23 All the Superintendent(s).
24 The Superintendent Computer Branch for necessary action.
25 The Reporter, ILR Section.
26 Incharge ASD Lab High Court.

Note:- As per circular dt. 10.08.2018 & 10.07.2019, it be downloaded for immediate necessary compliance, if any, by all concerned.

Punjab & Haryana High Court at Chandigarh.

07/02/2023

(Arun Kumar Aggarwal)
Registrar (Rules)
for Registrar General

District & Sessions Judge Kapurthala

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAPURTHALA.

Endst. No. 775 Endst No - 1330 Dated: 24/2/23
Seen: 23/2/23

Reader/Ahlmad of this Court/System Officer/System Assistants, as well as, officials working in Judicial Suwidha Centers at Kapurthala, Phagwara, Sultanpur Lodhi and Bholath to note.

Library Assistant of this Court to place a copy of the correction slip on the relevant book.

Its copy be sent to each of the followings, for information and necessary compliance:-

1. All the Judicial Officers posted in the District;
2. The Senior Superintendent of Police, Kapurthala;
3. The District Attorney, Kapurthala; and
4. The Presidents, Bar Associations, Kapurthala, Phagwara, Sultanpur Lodhi and Bholath.

District & Sessions Judge,
Kapurthala.

District & Sessions Judge
Diary No. 777
Date 23/2/23
KAPURTHALA

HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

CORRECTION SLIP

No. 190 Rules/II.D4 dated 07/02/2023.

Pursuant to formulation of 'Model Rules on e-filing' by Hon'ble E-Committee, Supreme Court of India, sent vide letter dated 24.06.2020, Hon'ble the Chief Justice and Judges of this Court have been pleased to make **'The Electronic Filing (E-Filing) Rules'** to be inserted as Part-J of Chapter 1 of the Rules and Orders of Punjab and Haryana High Court, Volume-V as under :-

THE ELECTRONIC FILING (E-FILING) RULES

In exercise of powers under Articles 225 and 227 of the Constitution of India and all other powers enabling it in this behalf the High Court of Punjab and Haryana at Chandigarh makes the following rules:

1. **Nomenclature**
   These rules will be called 'THE ELECTRONIC FILING (E-FILING) RULES'.

2. **Applicability and Commencement:**
   These rules will be applicable to the High Court of Judicature at Punjab & Haryana and to the Courts and Tribunals over which it has supervisory jurisdiction.
   These Rules shall come into force from the date of notification in the official gazettes of Punjab, Haryana and U.T. Chandigarh.

   These Rules will apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres. The rules will apply to such categories of cases or proceedings as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions except in the matter of filing hardcopies till the issuance of appropriate direction on creation of paperless court.

3. **Definitions**
   3.1 **Action**: includes all proceedings instituted in the Court or Tribunal such as suits, petitions, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases, caveats, miscellaneous cases, cancellation or untraced reports, reports under Section 173 of Code of Criminal Procedure, 1973 and interlocutory applications.

   3.2 **Administrator**: means in case of High Court, the Registrar (IT) or an officer appointed by the Chief Justice and in case of District Court, the officer or official appointed by the District and Sessions Judge concerned, for administering and dealing with matters connected with or relating to e-filing.

   3.3 **Bench**: means and includes one or more Judges assigned to adjudicate upon Actions or the presiding officer of the Court or Tribunal as the case may be.

   3.4 **Chief Justice**: means the Chief Justice of High Court of Punjab & Haryana at Chandigarh.

   3.5 **Physical Filing**: means Actions and pleadings filed as hard copies.

3.6 **Designated Counters:** means and includes those counters that may be included in **Appendix-I** from time to time.

3.7 **District Courts:** means and includes the courts established and functioning under the control and supervision of the High Court.

3.8 **District and Sessions Judge:** in relation to these rules means the District & Sessions Judge of the district concerned.

3.9 **Electronic Filing (e-filing):** means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.

3.10 **Evidence:** means and includes evidence as defined under the Indian Evidence Act, 1872.

3.11 **High Court:** High Court means the High Court of Punjab & Haryana at Chandigarh.

3.12 **Objections:** means and includes deficiencies and errors pointed out by the Registry/office in relation to the Actions instituted in the Court or Tribunal.

3.13 **Opposite Party:** means defendant(s), accused, respondents, judgment debtor(s) and non-applicant(s).

3.14 **Party:** means caveator(s), appellant(s), plaintiff(s), petitioner(s), decree holder(s), complainant(s) and applicant(s).

3.15 **Pleadings:** means pleadings filed in support or defence of an Action including replication, affidavits, additional affidavits and supplementary affidavits.

3.16 **PDF:** means an electronic document filed in a portable document format.

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

3.18 **Registry:** in case of High Court means the Registry of High Court and in case of District Courts/Tribunal means the office of District and Sessions Judge/Tribunal.

3.19 **Statement of Defence:** means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.

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

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

3.22 **Working Day:** means and includes a day when the Registry/office of the Court or Tribunal is working under the Calendar published or as directed by the Court.

4 **General Instructions:** Following or as may be prescribed by the Chief Justice:-

4.1 On-line e-filing in High Court or District Court shall be made by visiting the web portal of the Court, namely https://efiling-phc.ecourts.gov.in/ or by clicking on e-filing link on the official website of High Court.

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

4.3 Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose, upon payment of charges, if any prescribed by the High Court.

4.4 The size of the e-file should not exceed the limit as prescribed on web-portal from time to time. In case the file size exceeds the prescribed limit, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet.

5 **Steps for Registration**

5.1 Persons other than Advocates and litigants in-person who are already registered on the Court web portal will take the following steps to register themselves:

i) Advocates

a) Should visit the web portal (https://efiling-phc.ecourts.gov.in/) to view the form.
b) Click the registration link. Select the option of 'Advocate'.
c) Fill the form with requisite details.
d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).

ii)Litigants in-person

a) Should visit the web portal (https://efiling-phc.ecourts.gov.in/) to view the form.
b) Click the registration link. Select the option of 'Party in-person'.
c) Fill the form with requisite details.
d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

5.2 Litigants in-person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in-person, who subsequently engages an Advocate, shall make an application before the Administrator for transferring the data in respect of the Action to the Advocate's account. Once the Administrator allows the application, the data in the Action shall be transferred in the user account of the Advocate. The litigant in-person will not be in a position to modify the data of the subject Action, without the permission of the Administrator.

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

6 **Frame of Pleadings**

All the pleadings of the parties should be in accordance with Rules and Orders of the Punjab & Haryana High Court and the instructions issued from time to time by the High Court.

7 Formatting

7.1 All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared as per Rules and Orders of Punjab and Haryana High Court rules and orders and the instructions issued from time to time by the High Court.

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

7.3 A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 9.1 is set out in **Appendix-III.**

8 Digital Signatures

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

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

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

9 Dos and Don'ts

9.1 The text documents and scanned documents set out in clauses 7.3 and 8.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in **Appendix-V.**

9.2 The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence in a pending case are set out in **Appendix-I.**

9.3 Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in-person.

9.4 In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.

9.5 Special Characters are not allowed while e-filling Memo of Parties and Advocate remarks.

9.6 Document Binary File Name Standards
The following special characters are not allowed in a file name:
- A quotation mark (")
- A number sign/Pound (#)

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

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

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

10 Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the on-line facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

11 Retention of Originals

11.1 Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in-person at the time of e-filing should be preserved, for production or inspection, as may be directed by the Bench.

11.2 The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.

11.3 Notwithstanding anything above, the following documents will have to be preserved permanently: -

a) A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
b) A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
c) A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
d) A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
e) Any contract for the sale or conveyance of immovable property or any interest in such property.
f) Any other document as may be directed by the Bench.

11.4 The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

12 Access to the Electronic Data of the Action

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

13 Exemption from e-filing

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

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

14 Service of Electronic Documents

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

15 Computation of Time

15.1 Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time and hardcopy thereof (if required) be provided within the prescribed time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

15.2 E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On-line e-filing carried out after midnight i.e. 2400 hours of the day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.

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

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

16 Procedure for Filing Caveat

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

17 Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry will whenever required prepare hard copies for official use.

18 Storage and Retrieval of e-filed Documents and Pleadings

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

19 Residuary provisions

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

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

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

20 General Caution

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

Appendices

APPENDIX-I	Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
APPENDIX-II	Screenshots showing the procedure for registration.
APPENDIX-III	Screenshots showing the procedure for converting a document into an OCR searchable PDF.
APPENDIX-IV	Screenshots showing the procedure for appending single or multiple digital signatures.
APPENDIX-V	Screenshots showing the procedure for book-marking.
APPENDIX-VI	Screenshots showing the procedure for filing Caveat.

OFFICE OF THE DISTRICT & SESSIONS JUDGE, KAPURTHALA.

Endst. No. 1298 Dated: 24/2/23

Seen.

Reader/Ahlmad of this Court/System Officer/System Assistants, as well as, officials working in Judicial Suwidha Centers at Kapurthala, Phagwara, Sultanpur Lodhi and Bholath to note.

Library Assistant of this Court to place a copy of the correction slip on the relevant book. alongwith its enclosure(s)

Its copy be sent to each of the followings, for information and necessary compliance:-

1. All the Judicial Officers posted in the District;
2. The Senior Superintendent of Police, Kapurthala;
3. The District Attorney, Kapurthala; and
4. The Presidents, Bar Associations, Kapurthala, Phagwara, Sultanpur Lodhi and Bholath.

District & Sessions Judge,
Kapurthala.

E-Filing System

USER MANUAL



Contents

1. General Information 1
2. Getting Started 4
   2.1 Accessing the system 4
   2.2 Registering new users 4
   2.3 Forgot Password 6
3. Profile Menu 8
   3.1 Basic Profile 8
   3.2 Profile Forms for Advocates 9
      3.2.1 Profile Details 9
      3.2.2 Update Practice Locations 10
      3.2.3 Verify Mobile Number/ Email 11
      3.2.4 Upload Documents 15
      3.2.5 Record Oath 19
   3.3 Profile Forms for Litigants 20
      3.3.1 Profile Details 20
      3.3.2 Verify Mobile Number/ Email 21
   3.4 Profile Forms for Party-in-Person Litigant 21
4. Dashboard 23
   4.1 Opening Screen 23
   4.2 Dashboard 25
      4.2.1 Draft Pleadings 25
      4.2.2 Completed Pleadings 28
      4.2.3 Draft IAs 31
      4.2.4 Completed IAs 32
      4.2.5 Objections 33
      4.2.6 My Cases 34
5. Help Section 35
6. Main Menu 36
   6.1 My Partners (only for Advocates) 36
      6.1.1 Add Partner/ Associates/ Colleague 36
      6.1.2 Accept Partnership 37

6.1.3 Revoke Partnership 39
6.1.4 Accept Revocation 40
6.1.5 My Partners Report 42
6.2 Case Filing 44
6.2.1 New Case Filing (only for Advocates and Party-in-Person Litigants) 44
6.2.2 Managing Favorite Clients 57
6.2.3 Case Editing (only for Litigant) 58
6.3 Vakalat 60
6.3.1 Assign Partners to Case (For Advocates) 60
6.3.2 Offer to Advocate (For Litigants) 62
6.3.3 Accept Offer (For Advocates) 63
6.3.4 Print Vakalat (For Advocates) 64
6.4 Pleadings 66
6.4.1 Use Templates (For Advocates) 66
6.4.2 Pleadings 67
6.4.3 Record Oath 78
6.5 e-Payments 81
6.5.1 Payments (For Advocate and Litigant) 81
6.5.2 Court Fee Wallet (For Advocate) 83
6.6 Applications 87
6.6.1 Interlocutory Applications Filing (only for Advocate) 87
6.6.2 Submitted Applications (only for Advocates) 93
6.6.3 Application Authentication (only for Litigant) 94
6.7 Portfolio Menu 97
6.7.1 Search Cases 97
6.7.2 My Cases 98
6.7.3 Import Cases 104
6.7.4 Export Cases 105
6.7.5 Delete Cases 106
6.7.6 Planner 106

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.

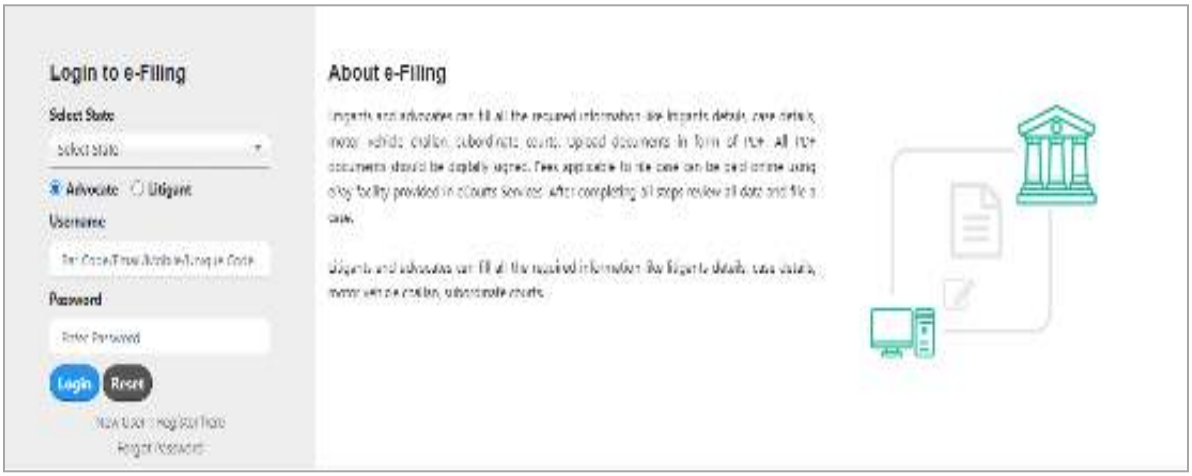


Fig: Log-in Menu

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.

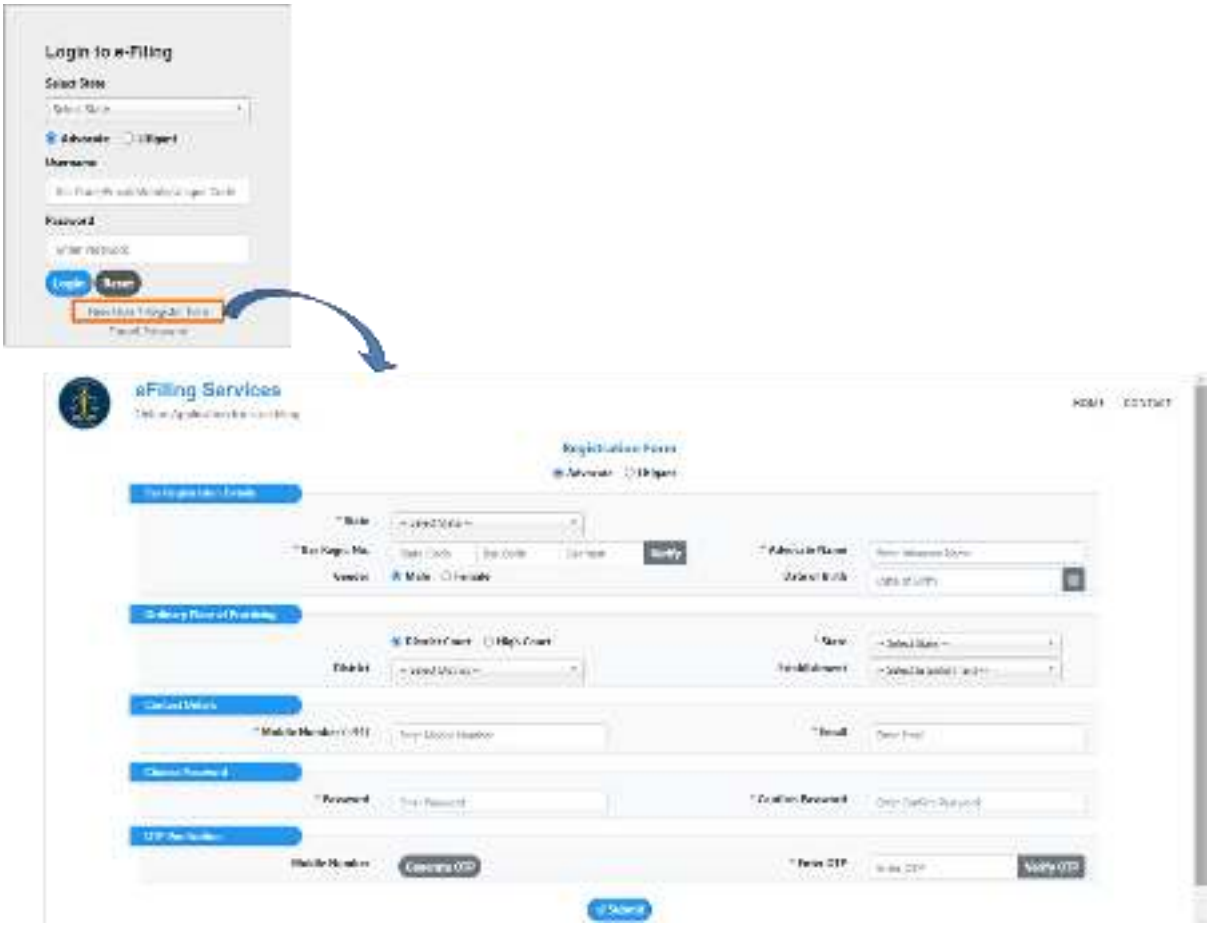


Fig: Register New User – Advocate

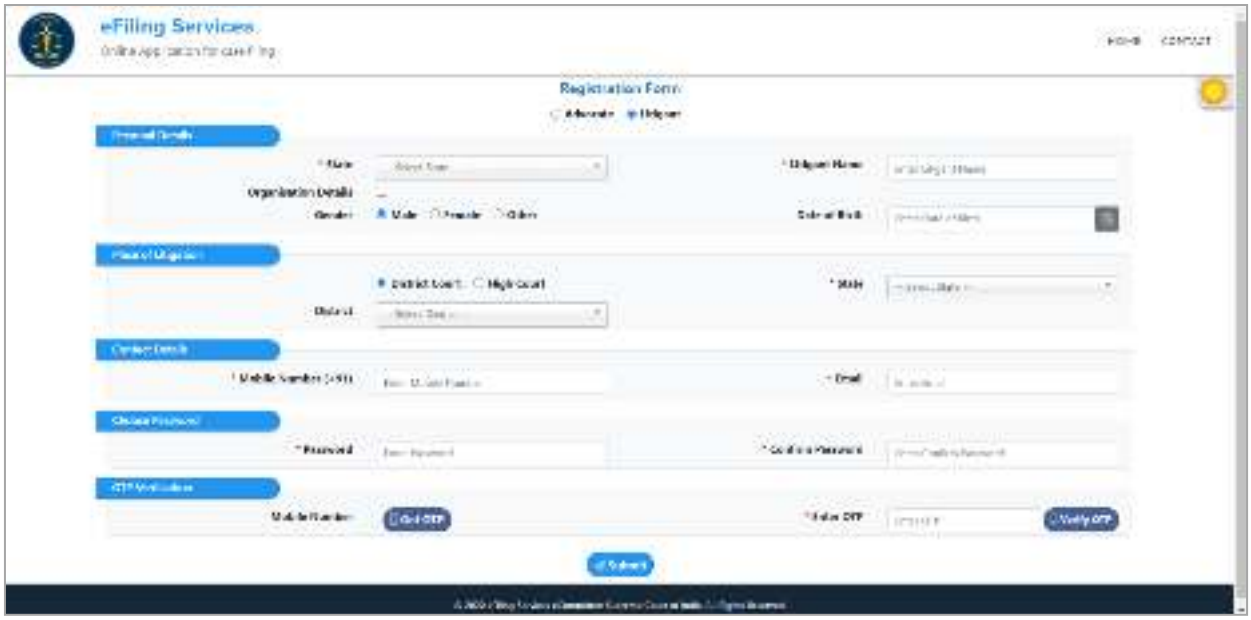


Fig: Register New User – Litigant



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.

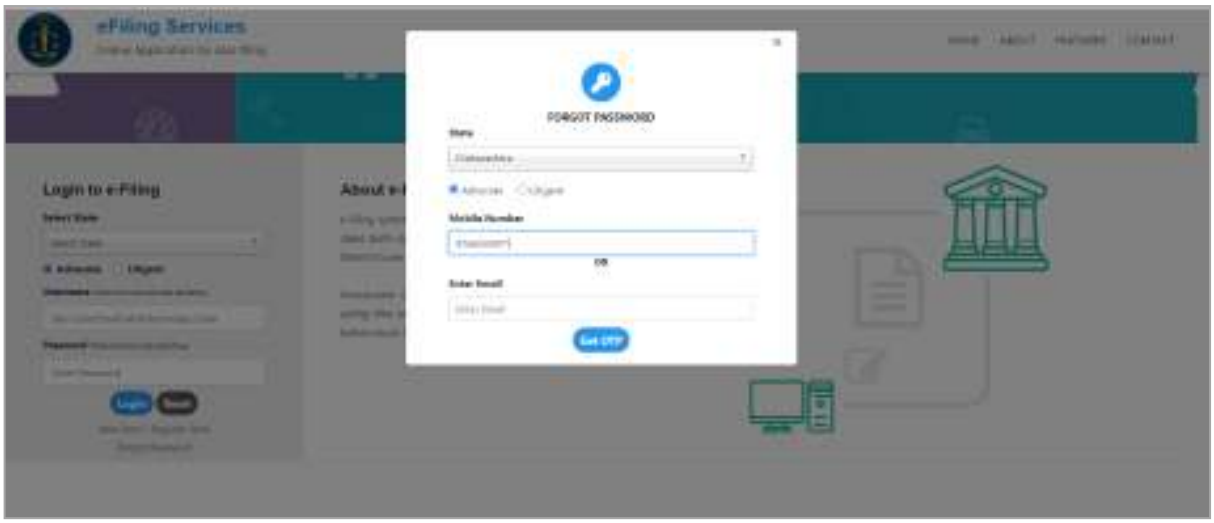


Fig: Forgot Password



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

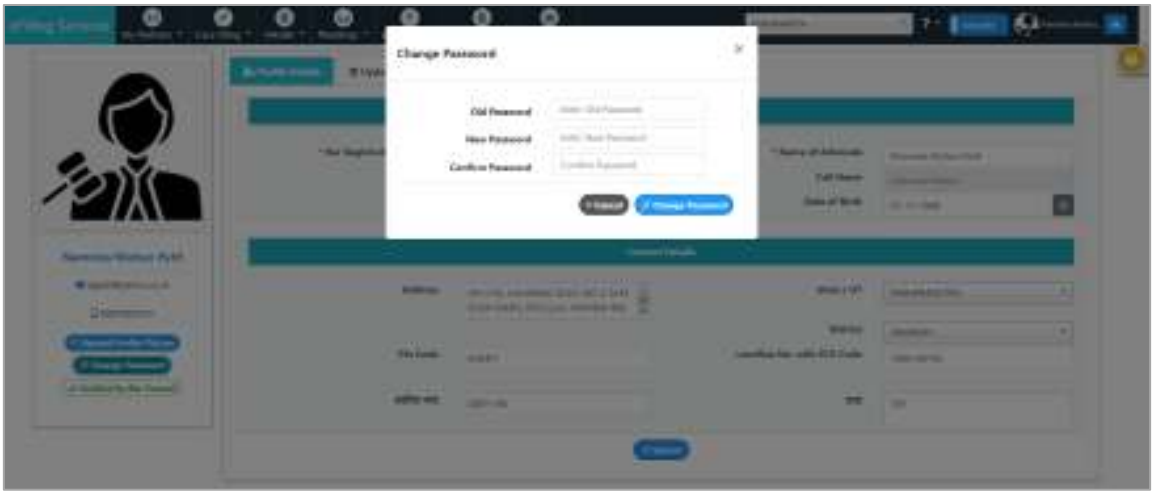


Fig: Change Password

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

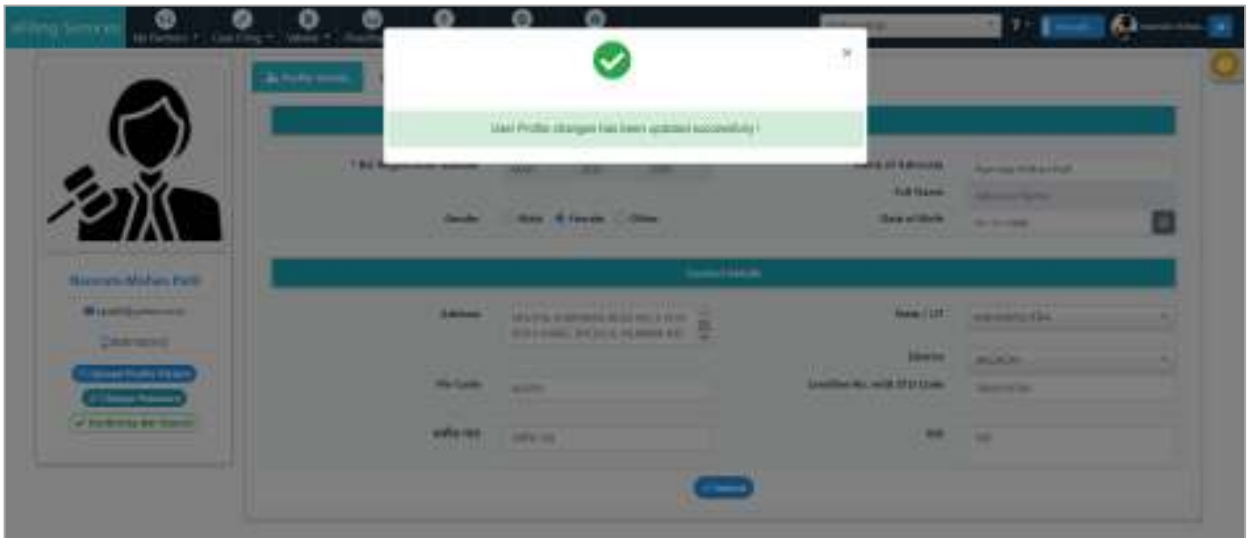


Fig: Profile Changes Updated Successfully

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.

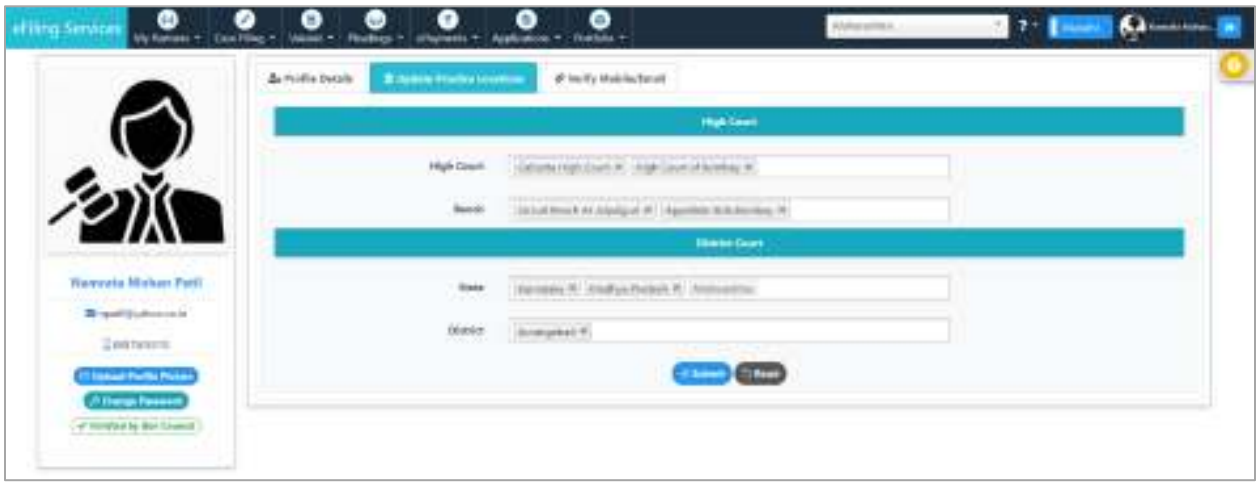


Fig: Update Practice Location

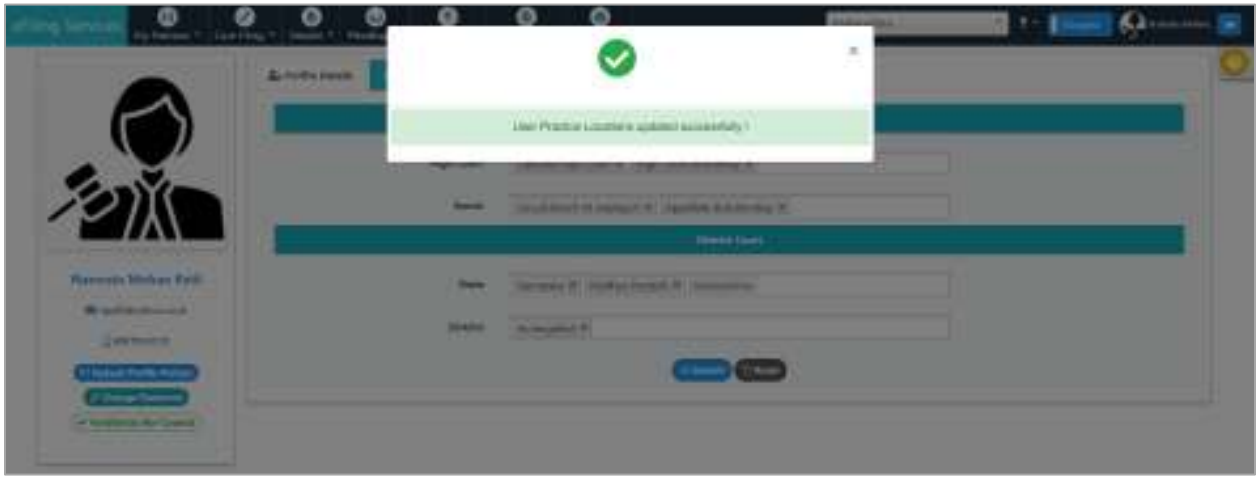


Fig: User Practice Locations Updated Successfully

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)

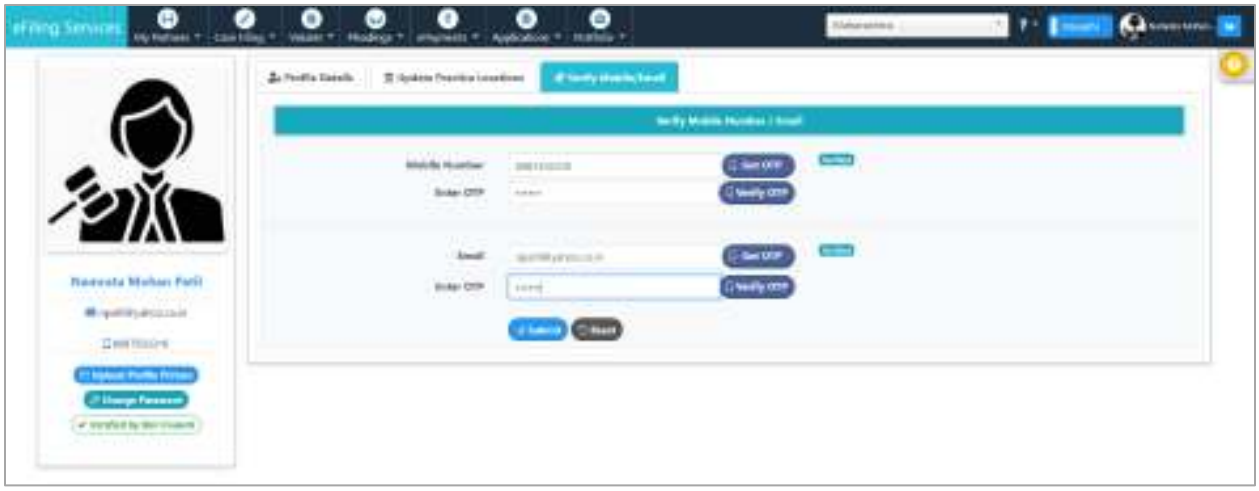


Fig: OTP verification for Email address

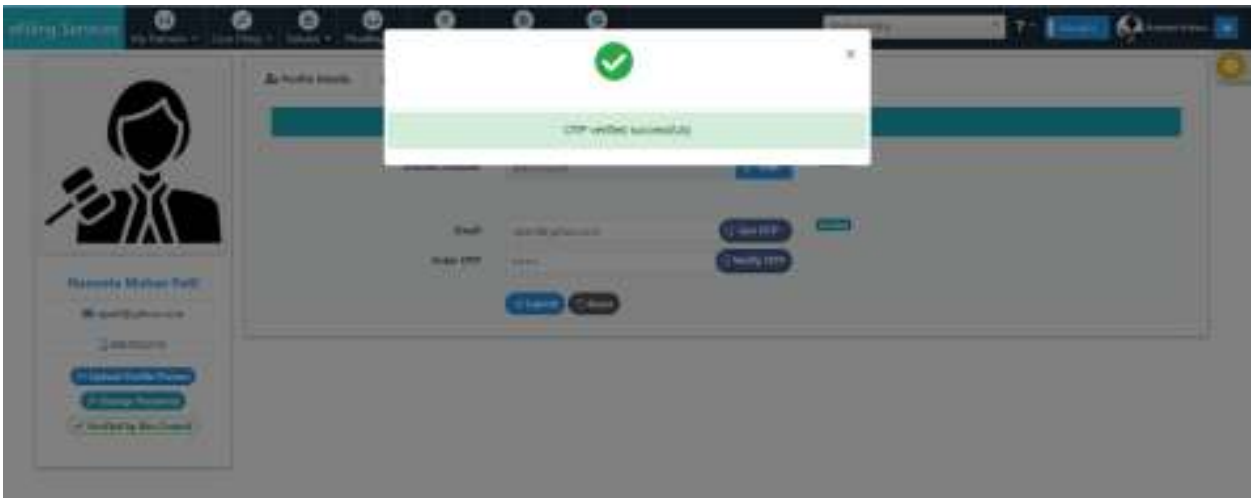


Fig: Email Verification Successful

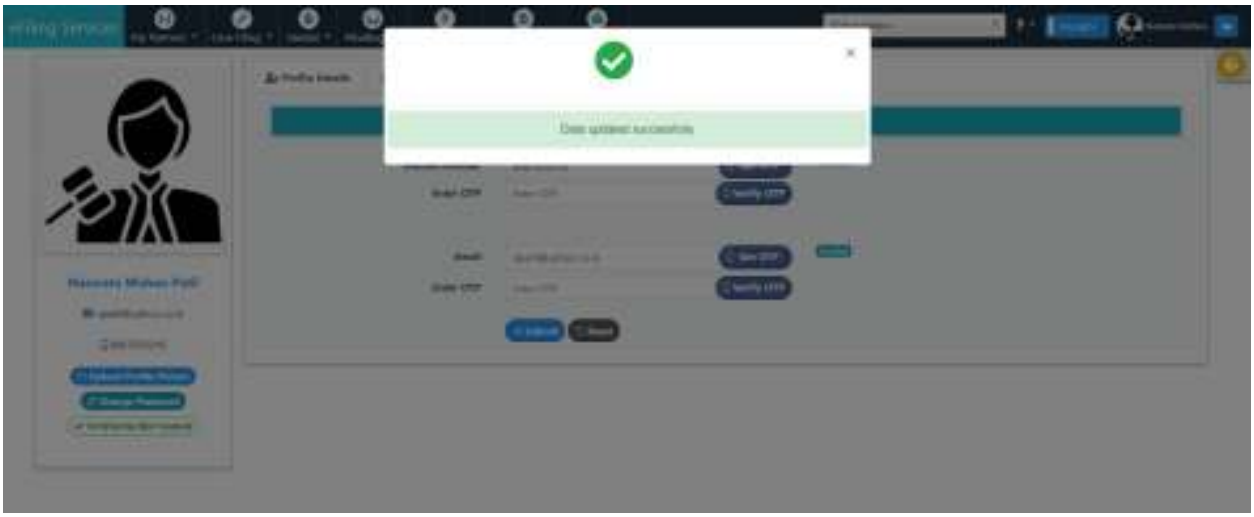


Fig: User Changes Successfully updated



Fig: Mobile and Email Verified (Red highlight removed)

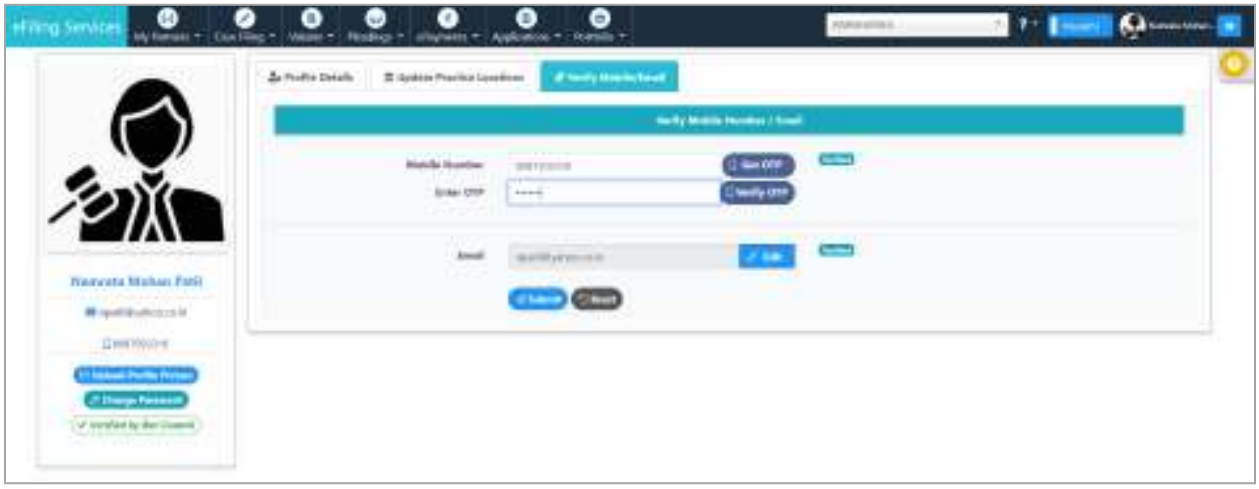


Fig: Edit Mobile Number

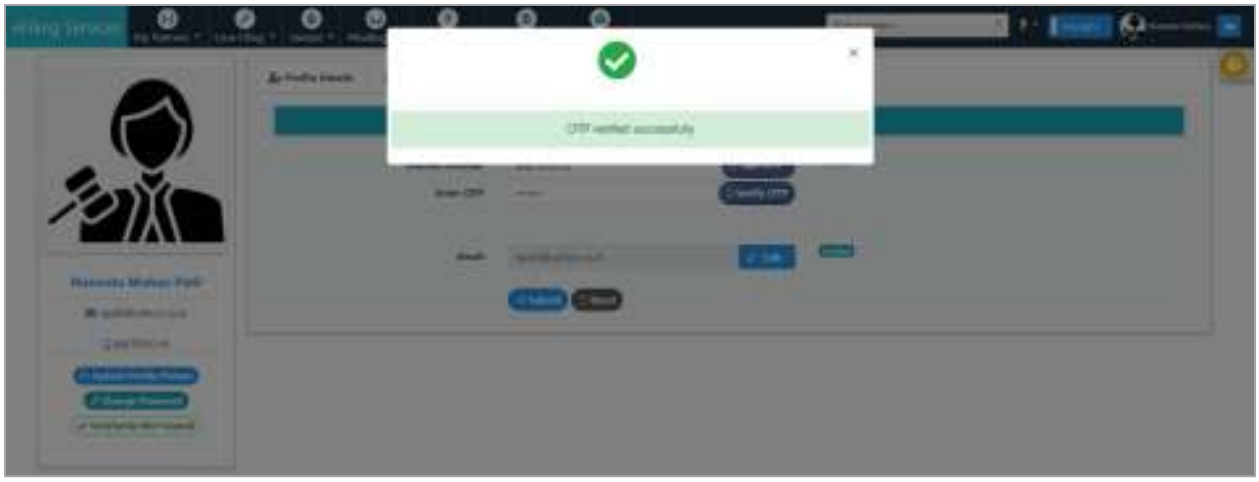


Fig: Edit Mobile Number Successful

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.

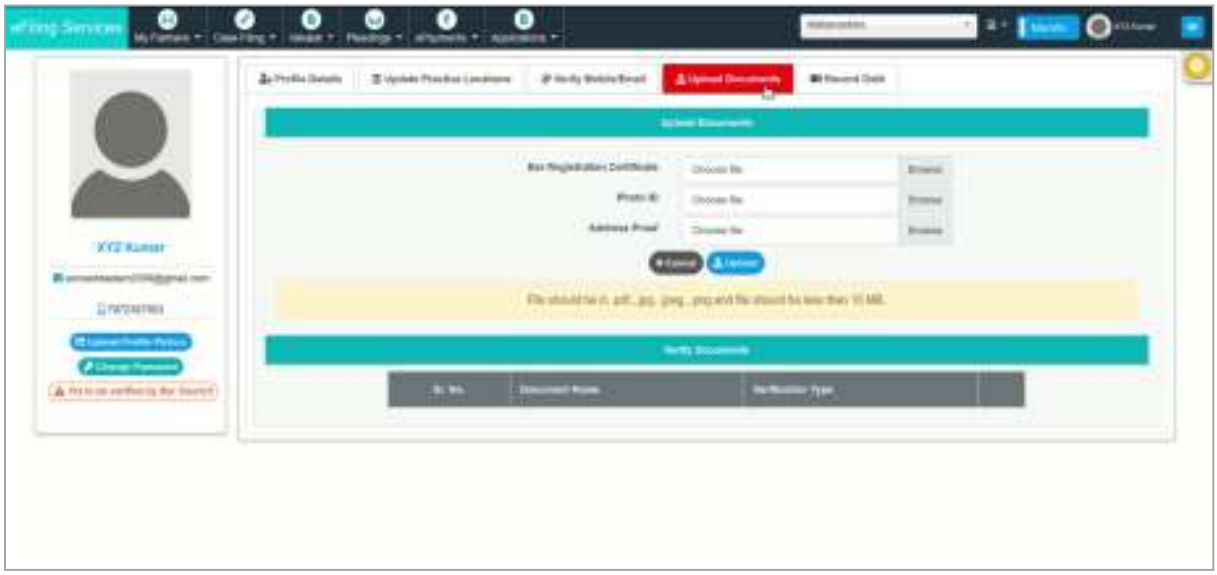


Fig: Upload Documents



Fig: Select Document File



Fig: Document Uploaded Successfully

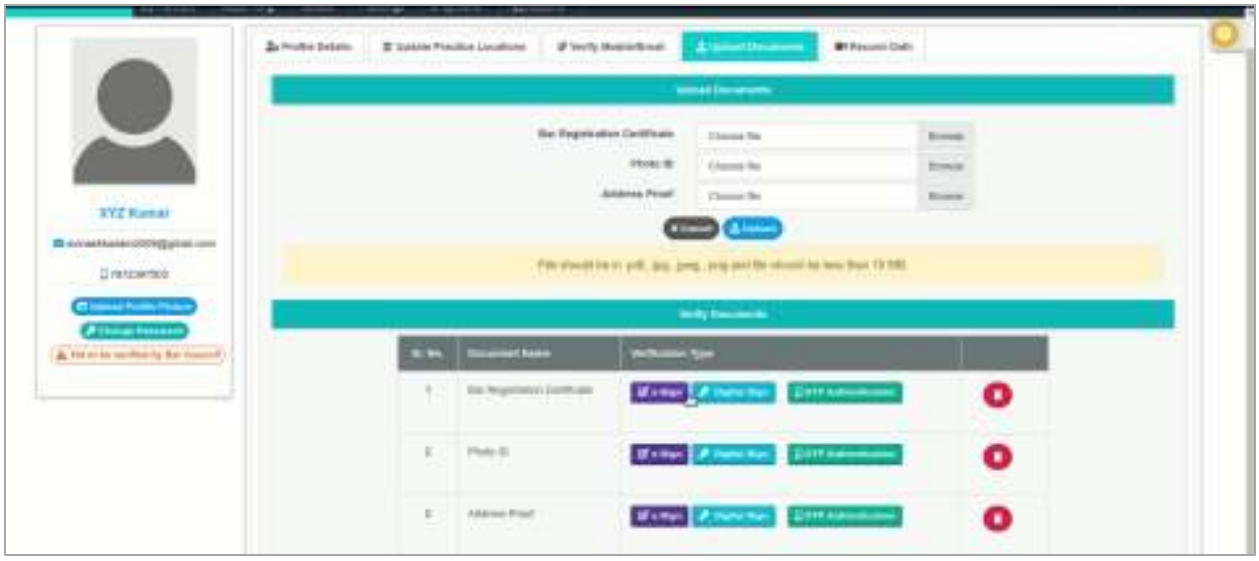


Fig: Verify Documents

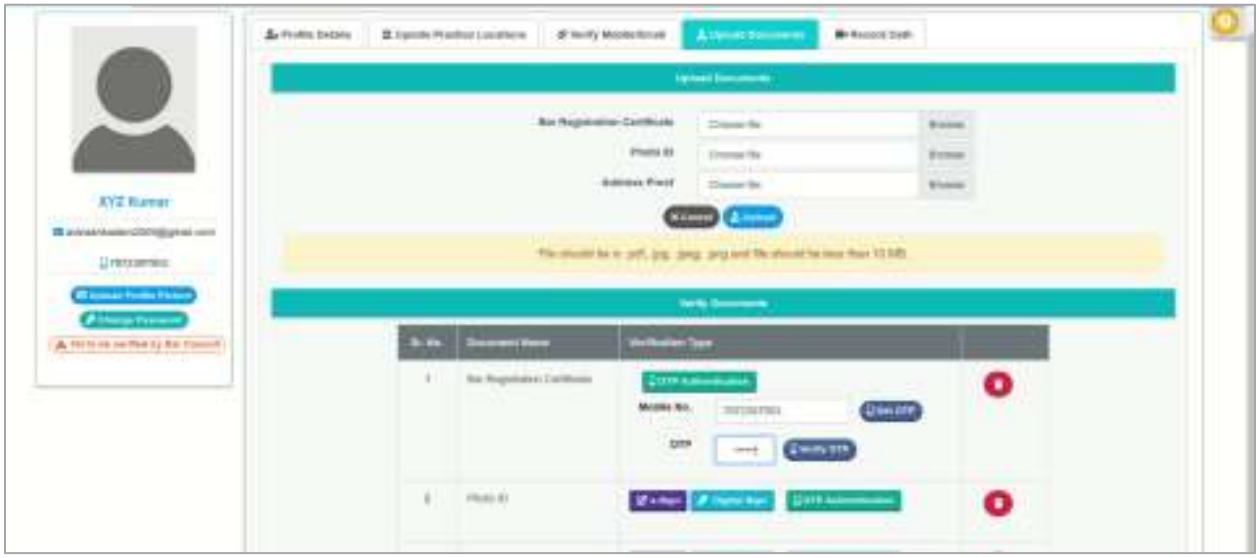


Fig: OTP Authentication

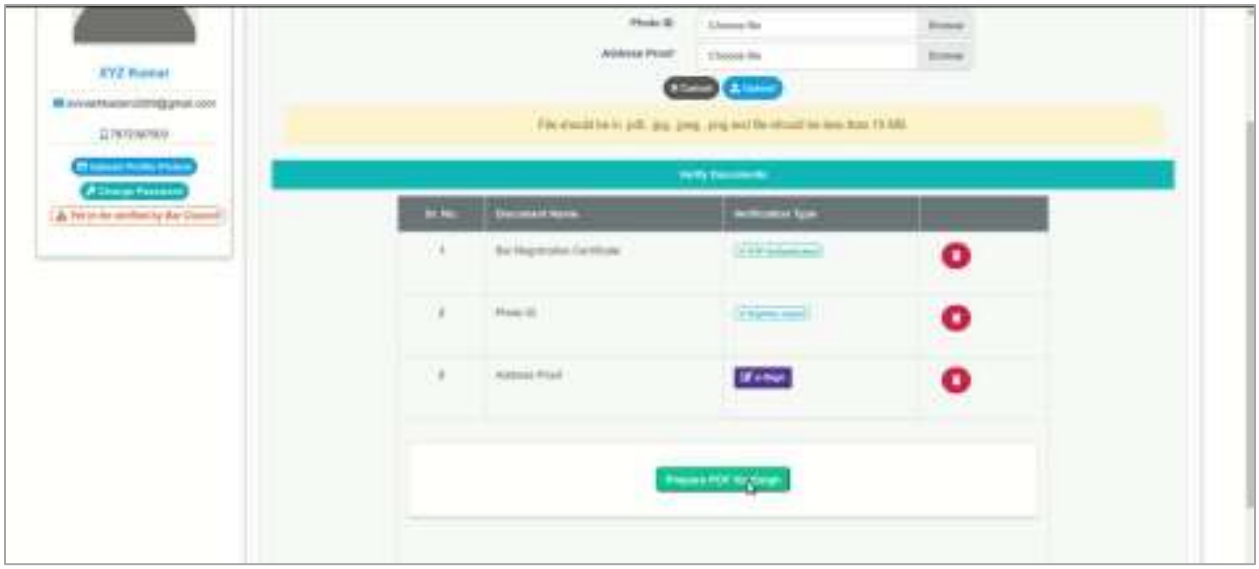


Fig: Prepare document for eSign



Fig: Uploaded Document – eSign Verification

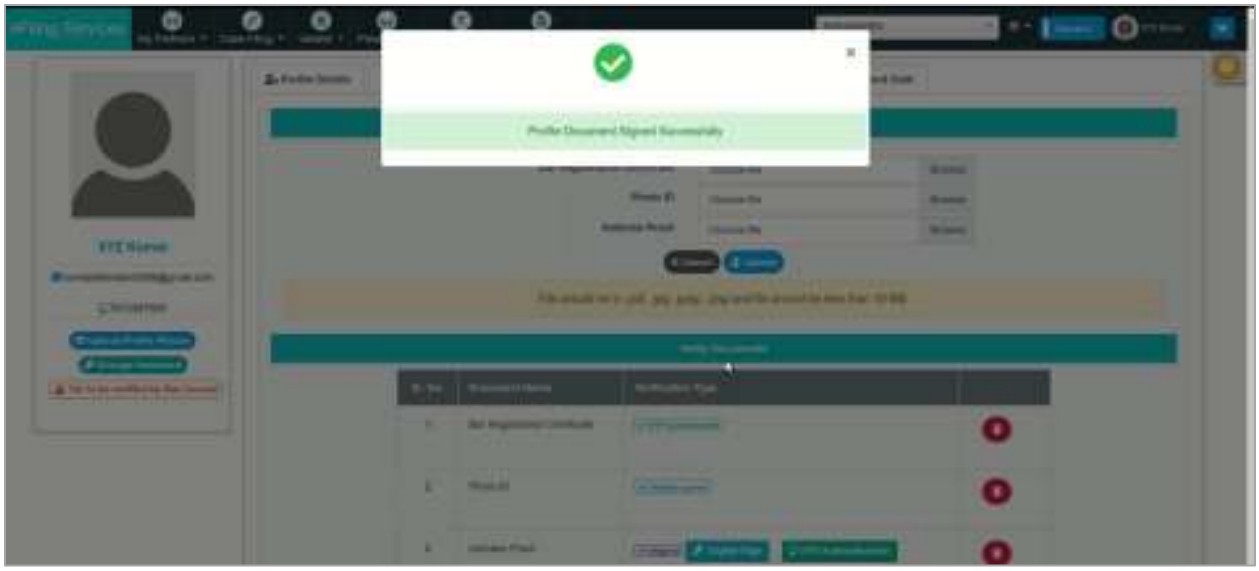


Fig: Profile Document Signed Successfully

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

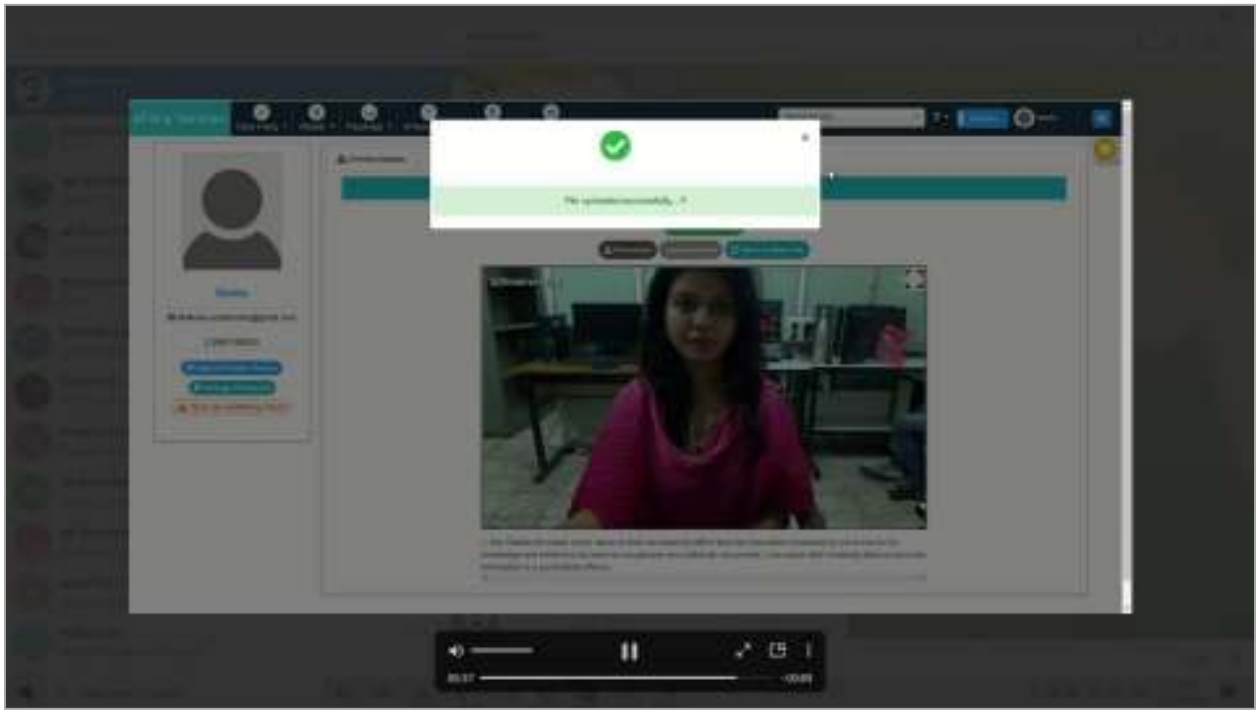


Fig: File uploaded Successfully

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

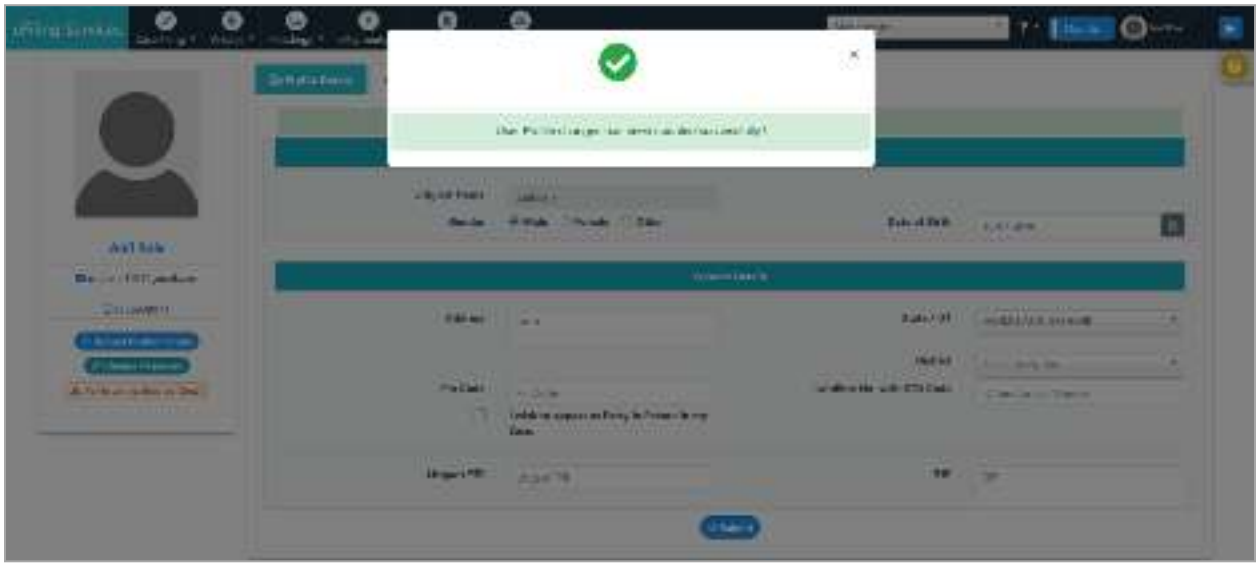


Fig: User Profile changes has been updated successfully

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.

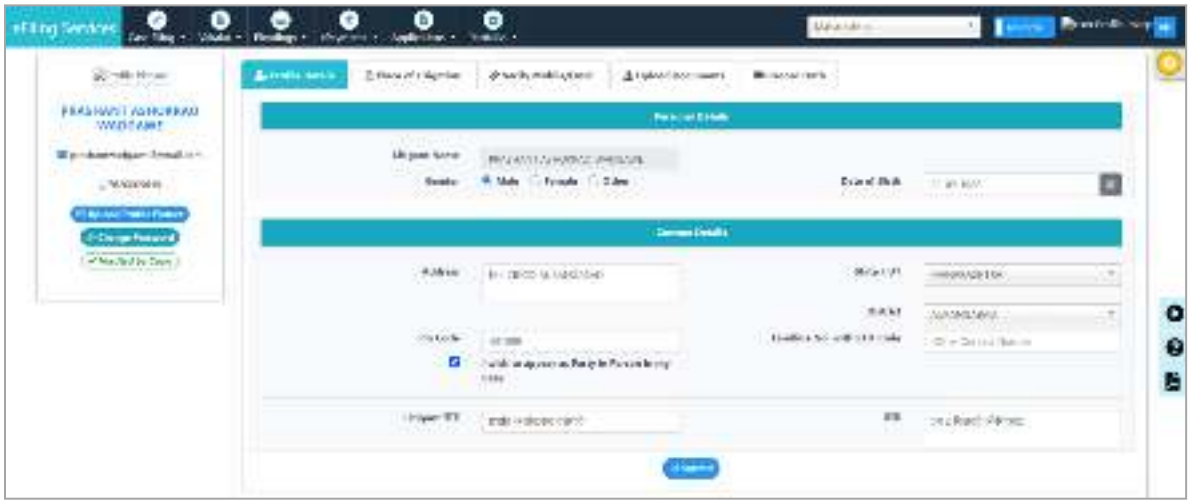


Fig: Party in Person Litigant Profile Forms

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.*

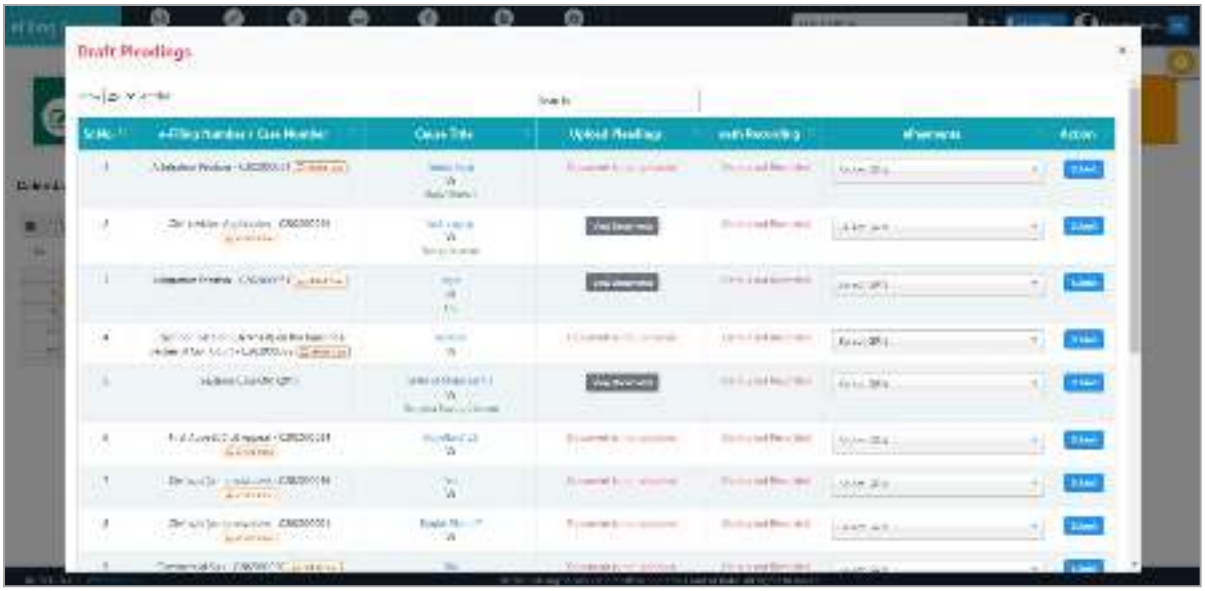


Fig: Draft Pleadings

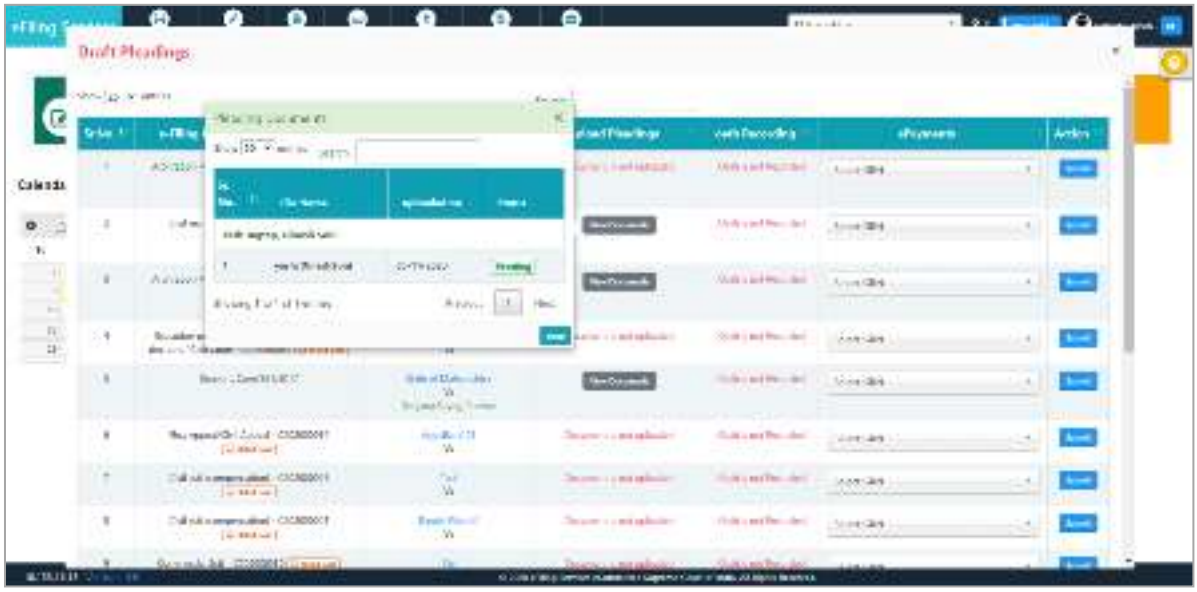


Fig: View Uploaded Document

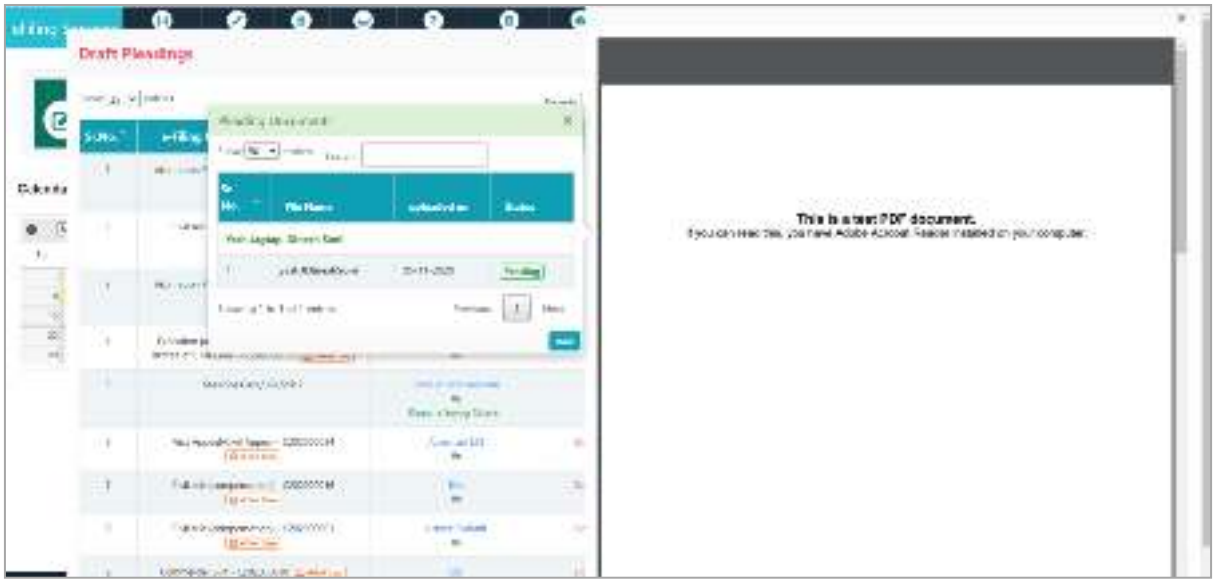


Fig: View File

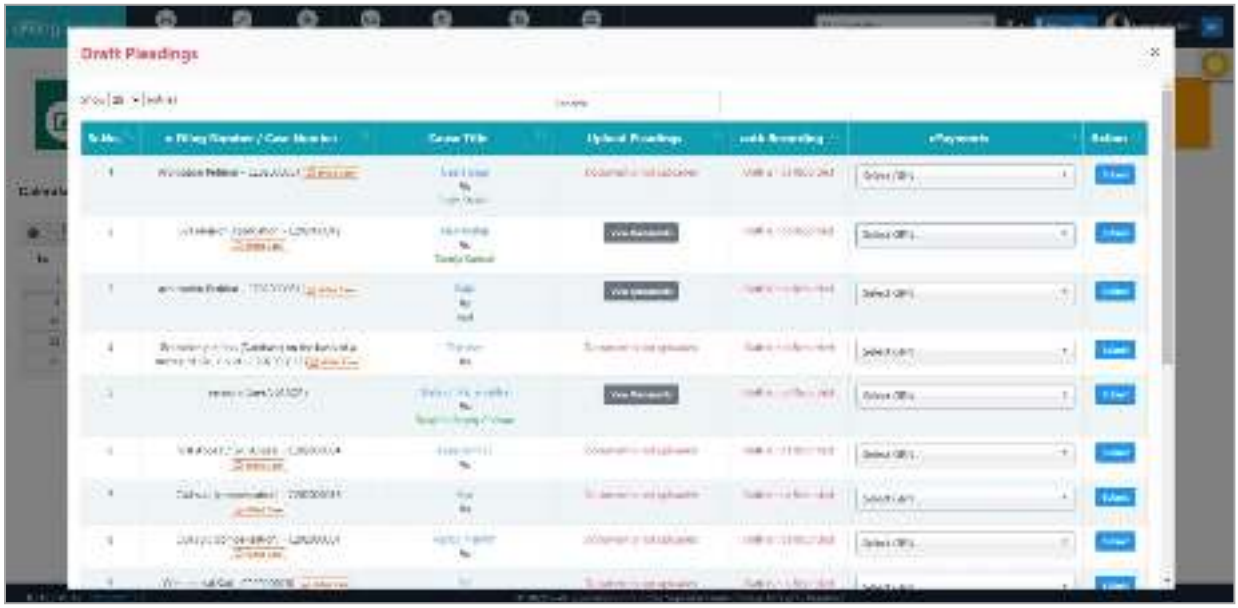


Fig: Select GRN



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.*

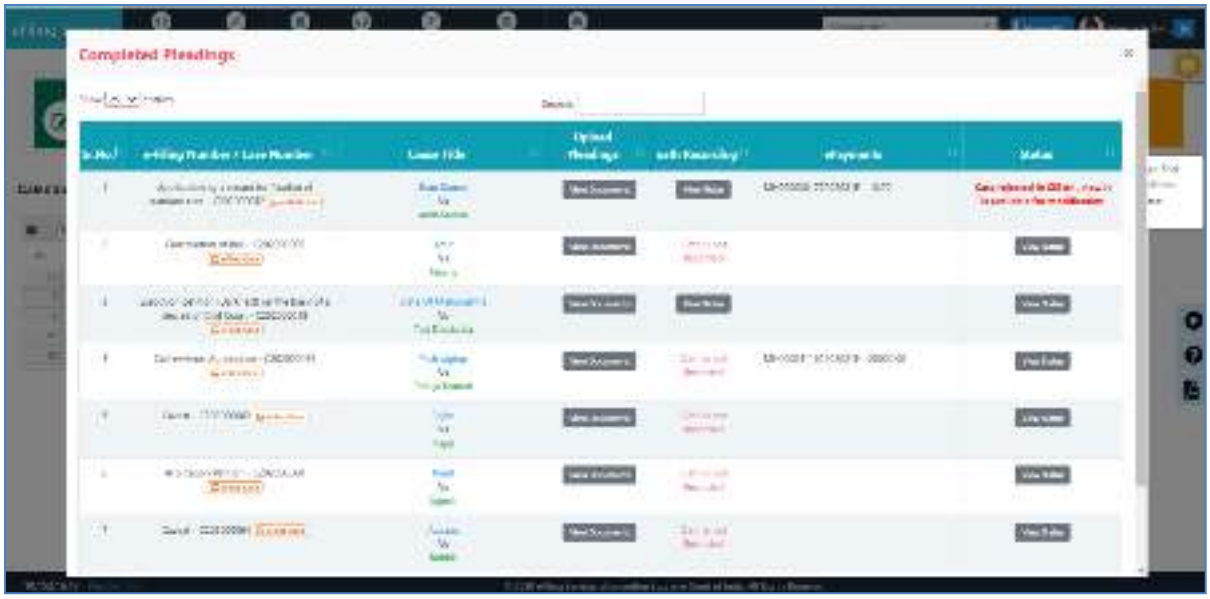


Fig: Completed Pleadings

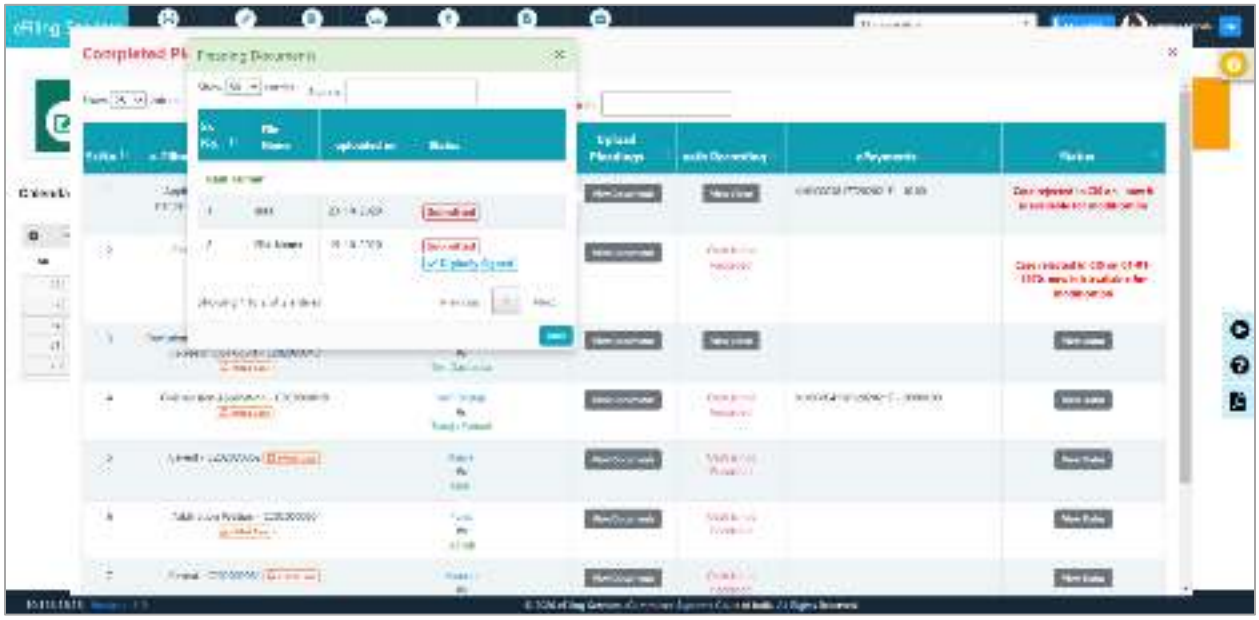


Fig: Completed Pleadings: View Documents

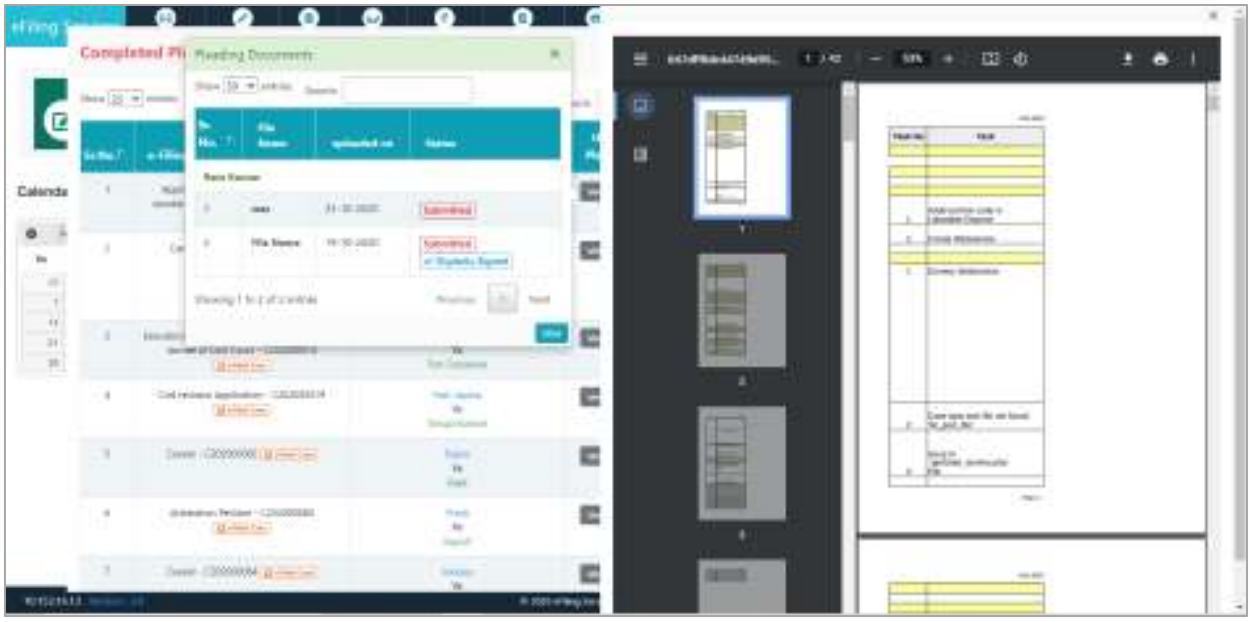


Fig: Completed Pleadings: View File

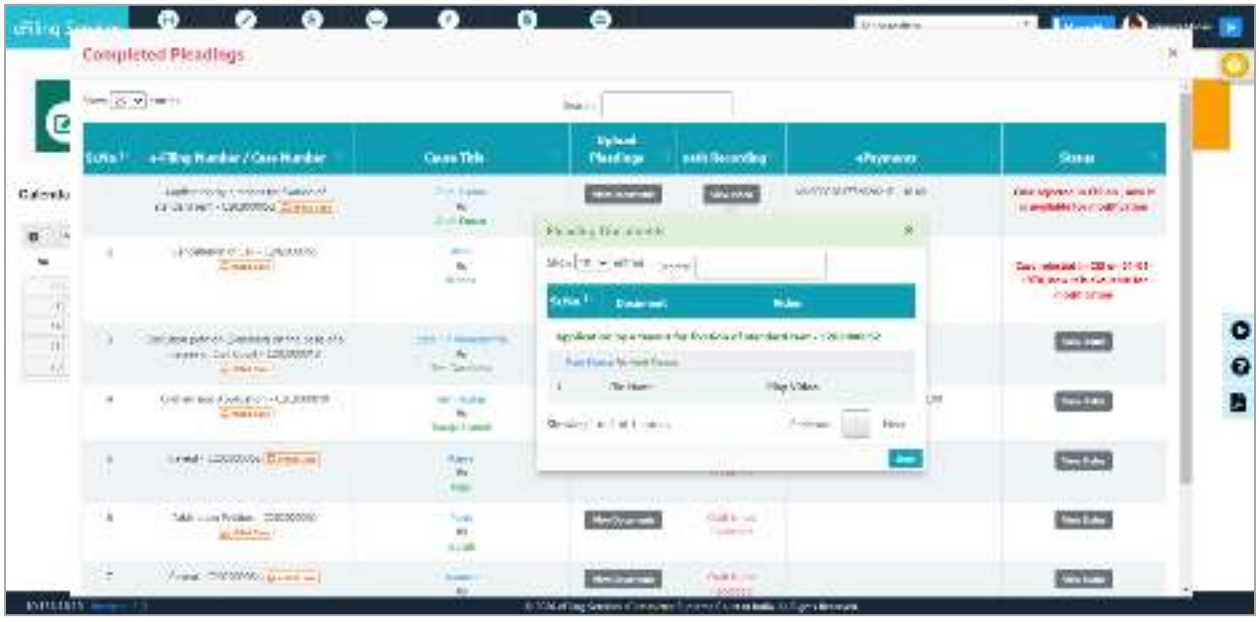


Fig: Completed Pleadings: View Video

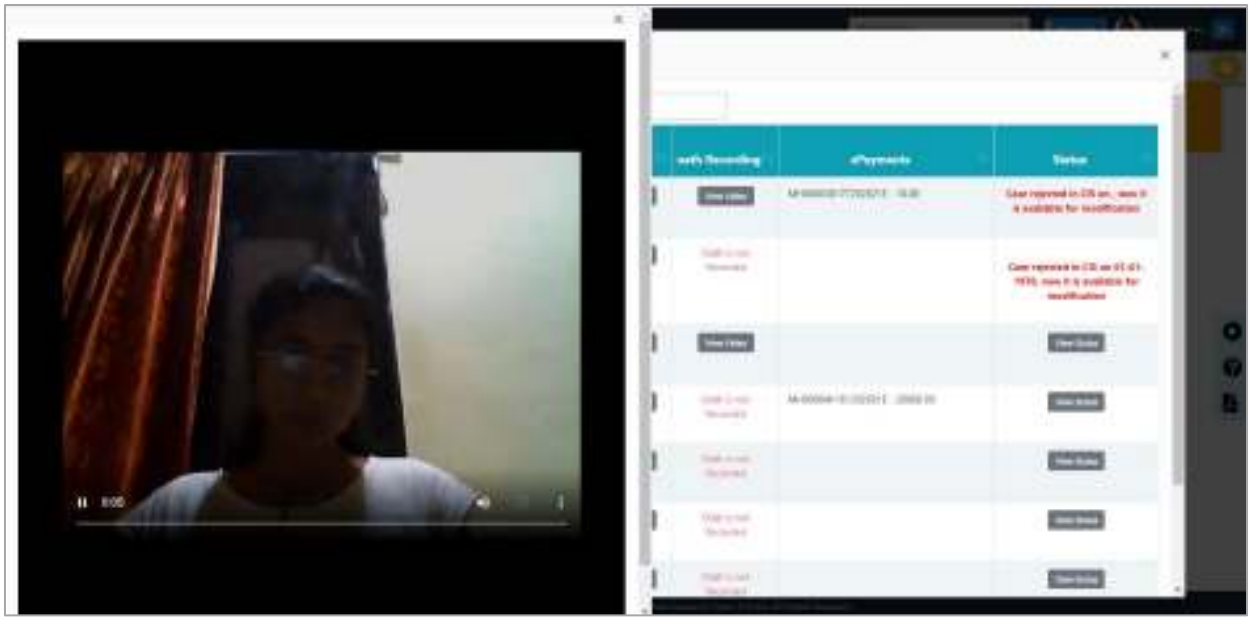


Fig: Completed Pleadings: Play Video

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

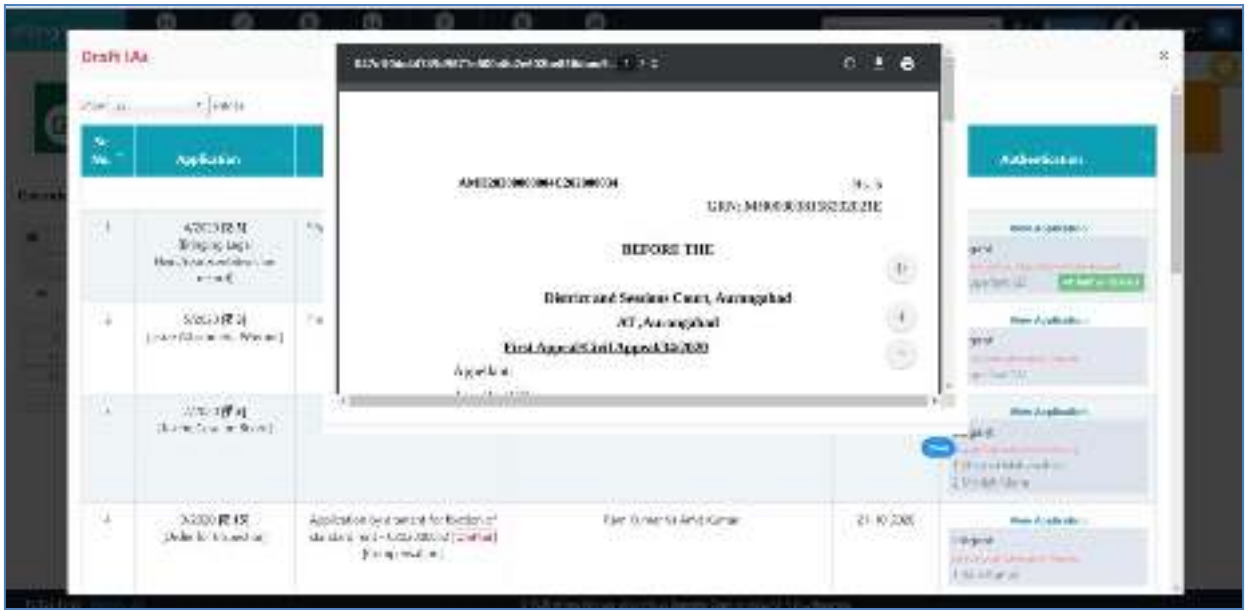


Fig: Draft IAs – View Application

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.



Fig: Completed IAs



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.



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.

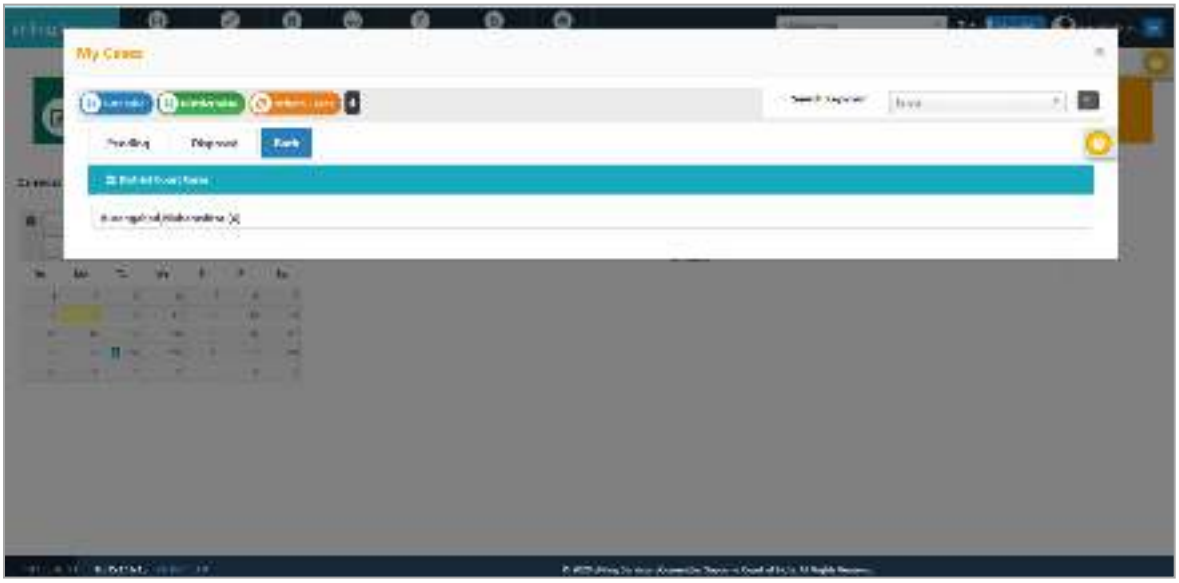


Fig: My Cases

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.*

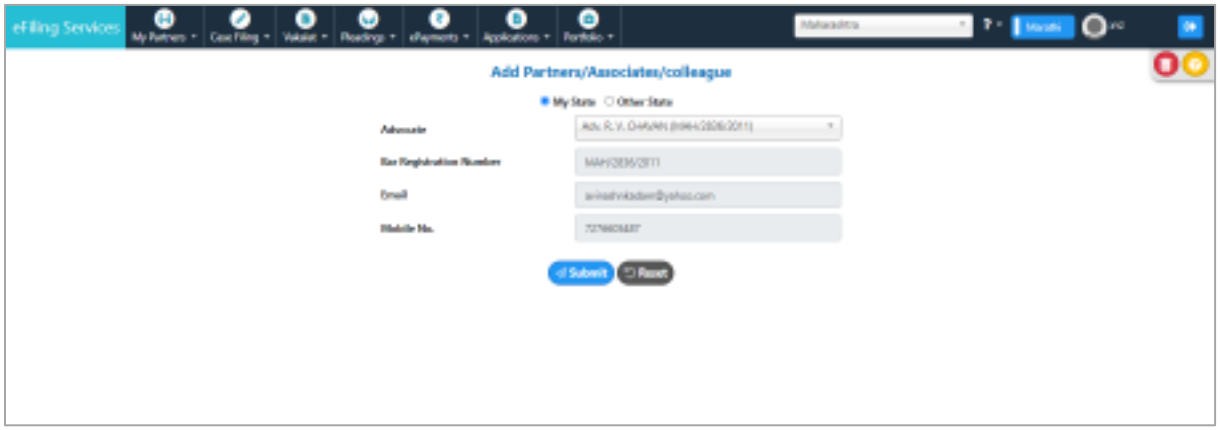


Fig: Add Partner for My State

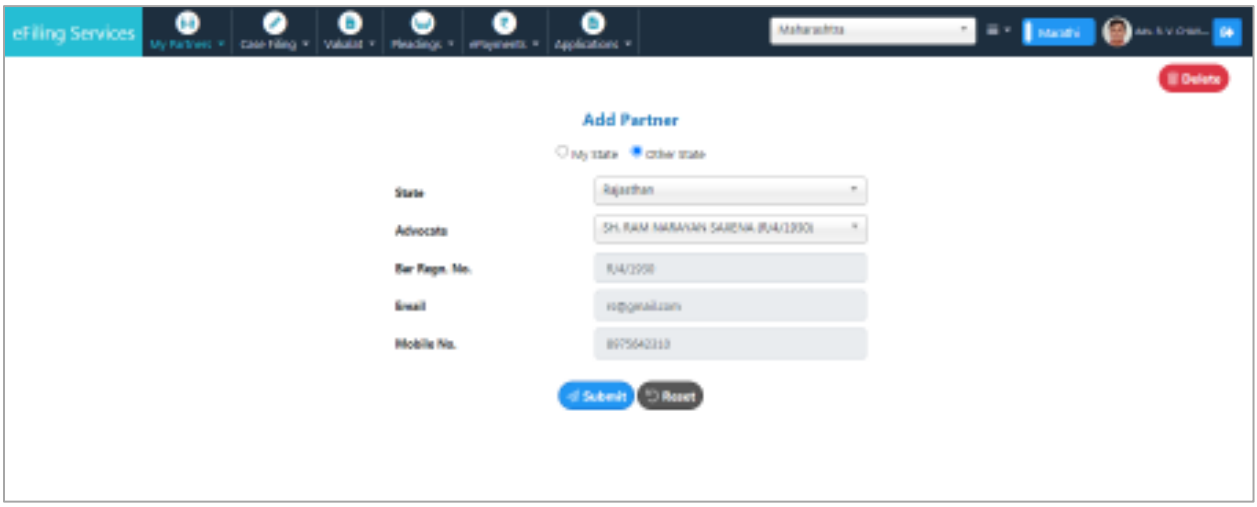


Fig: Add Partner for Other State



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

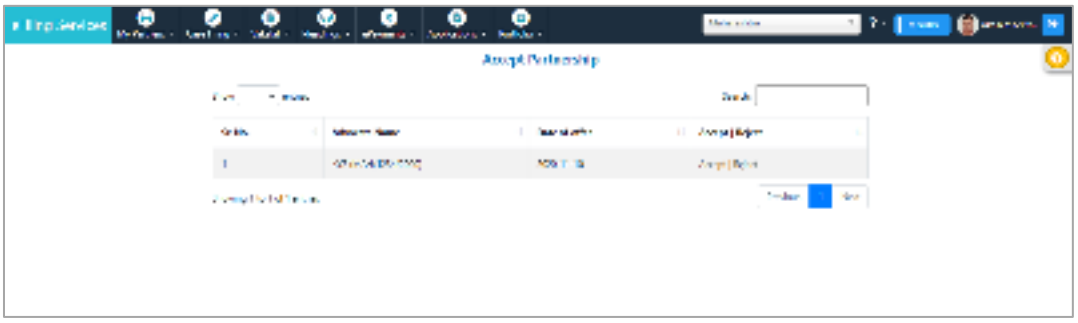


Fig: Partner request updated Successfully

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.*

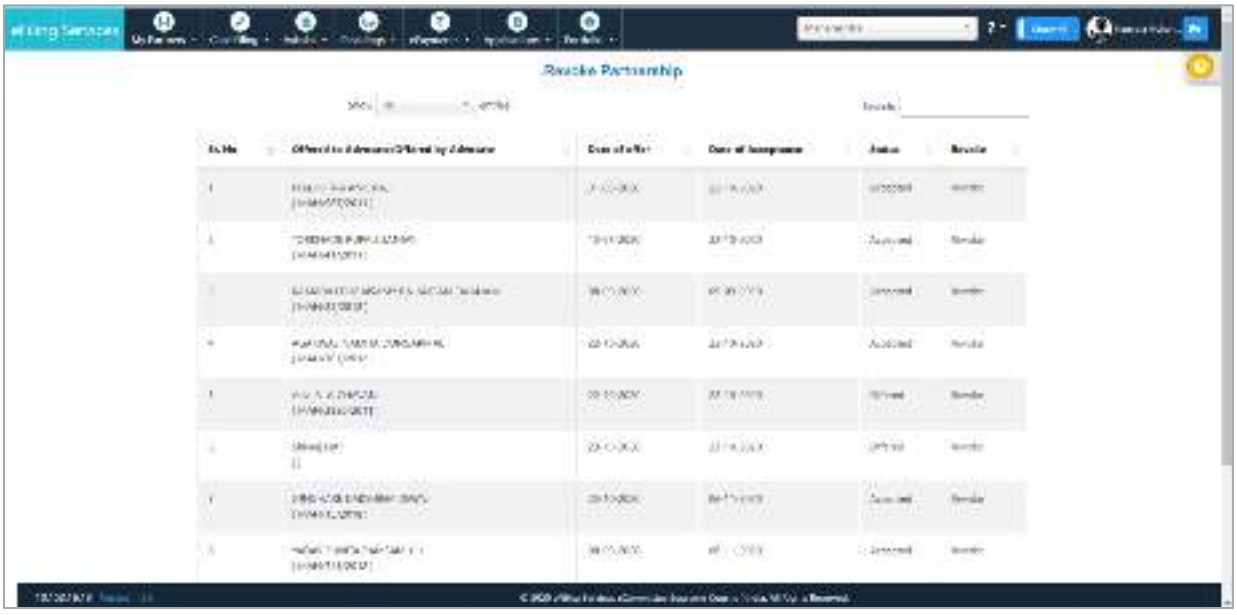


Fig: Revoke Partnership



Fig: Confirmation

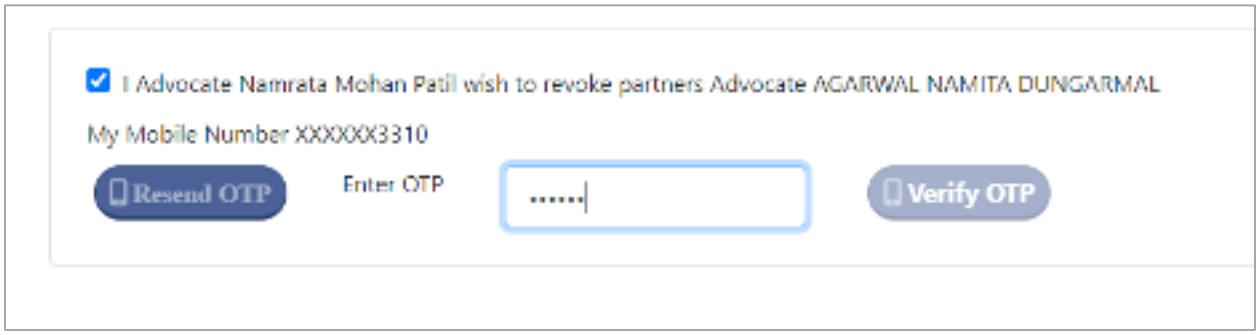


Fig: Get OTP

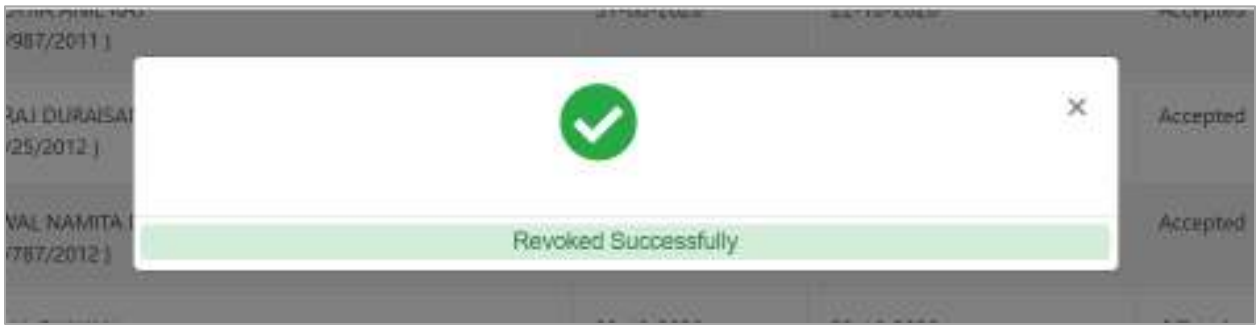


Fig: Revoked Successfully

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.

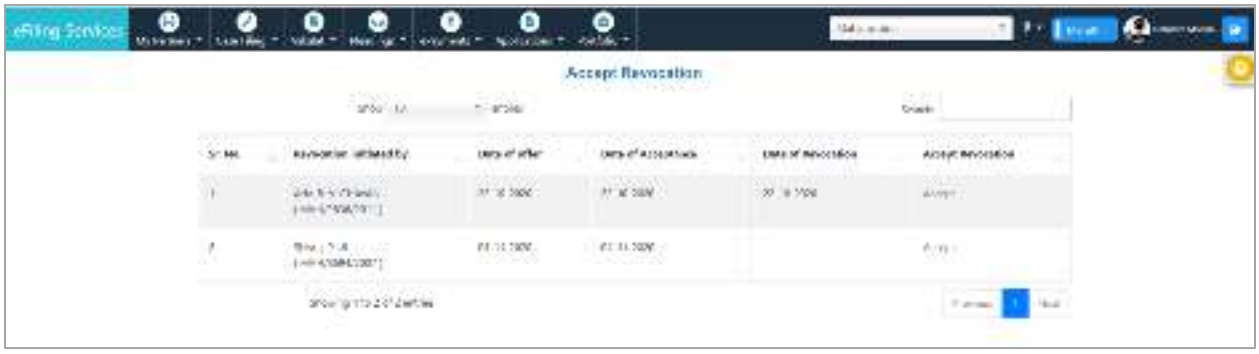


Fig: Accept Revocation



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.



Fig: My Partners Report



Fig: Revoked Request Offered by Me

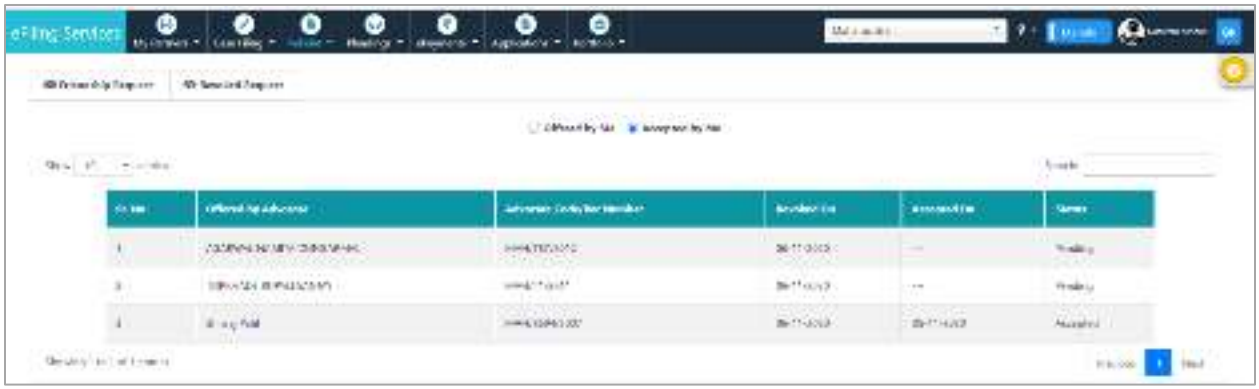


Fig: Revoked Request Accepted by Me

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.

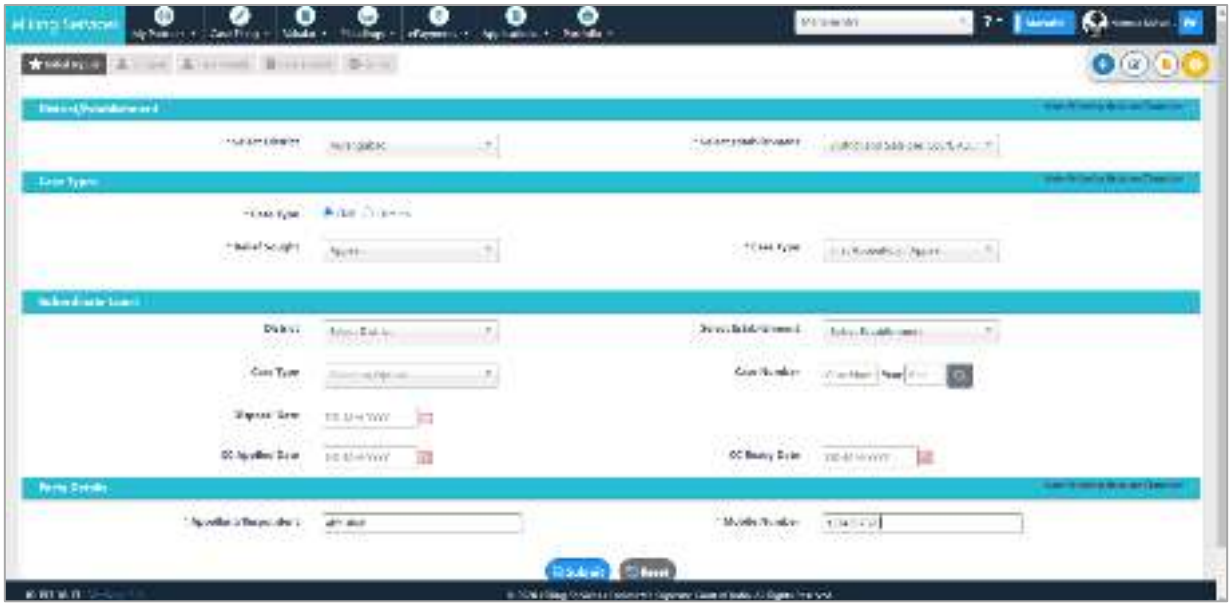


Fig: Initial Inputs



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.

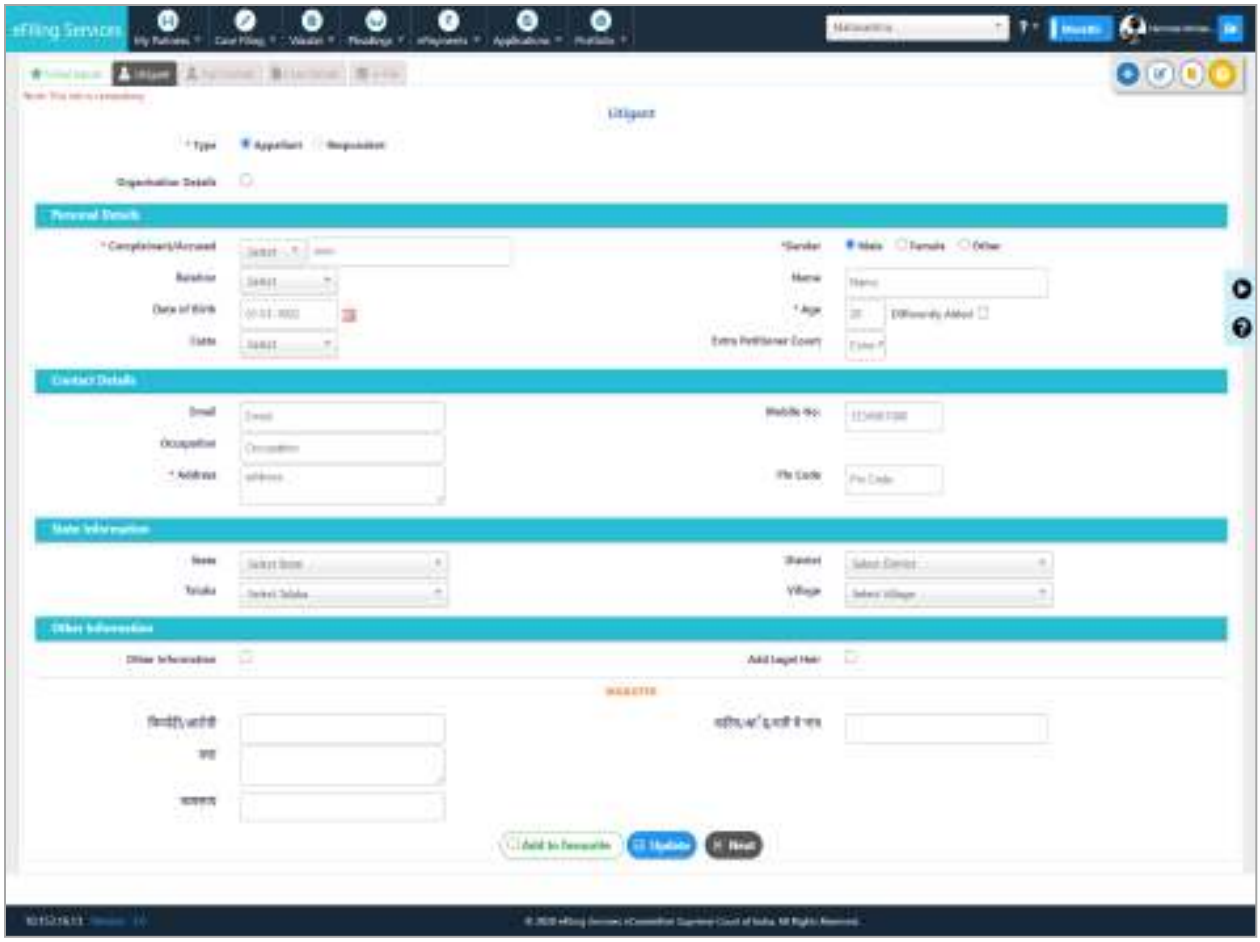


Fig: Litigant Details

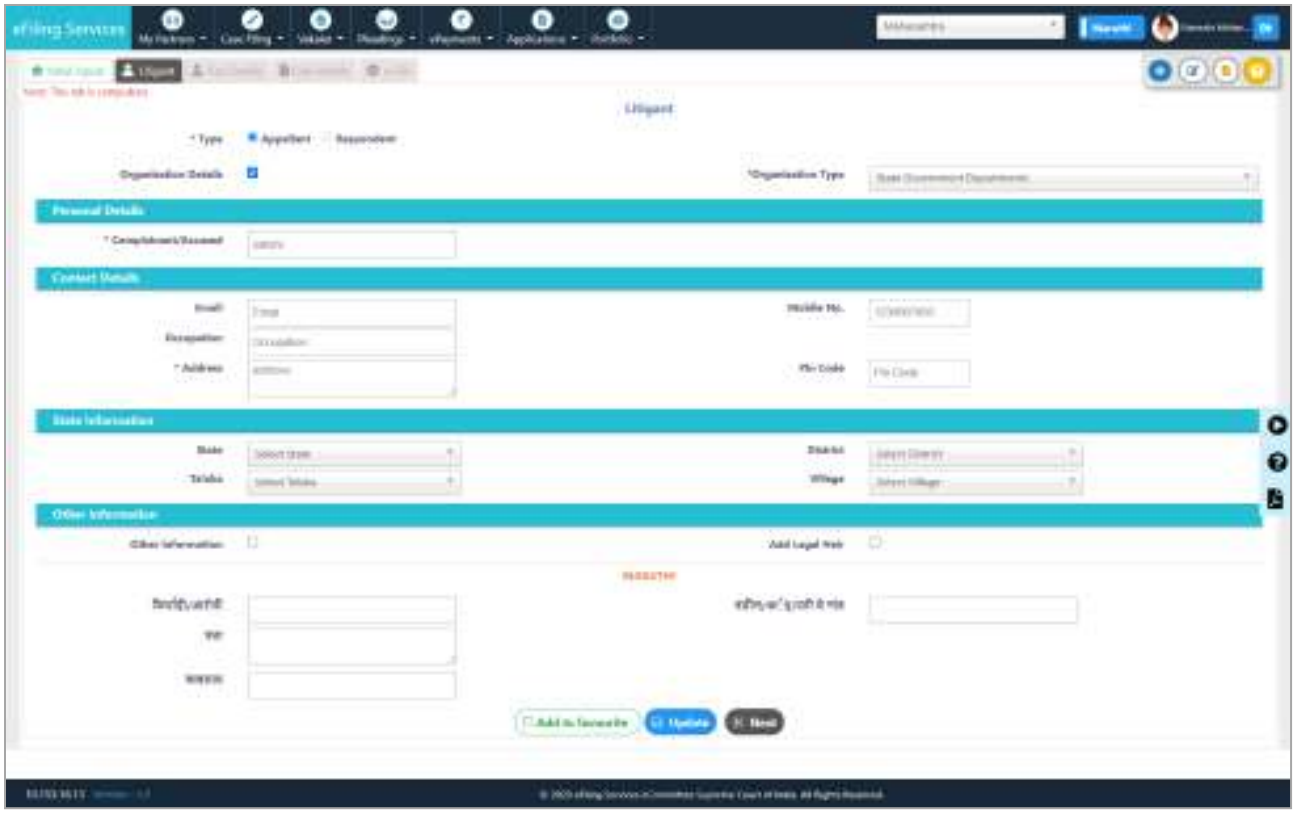


Fig: Litigant details for Organization



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.

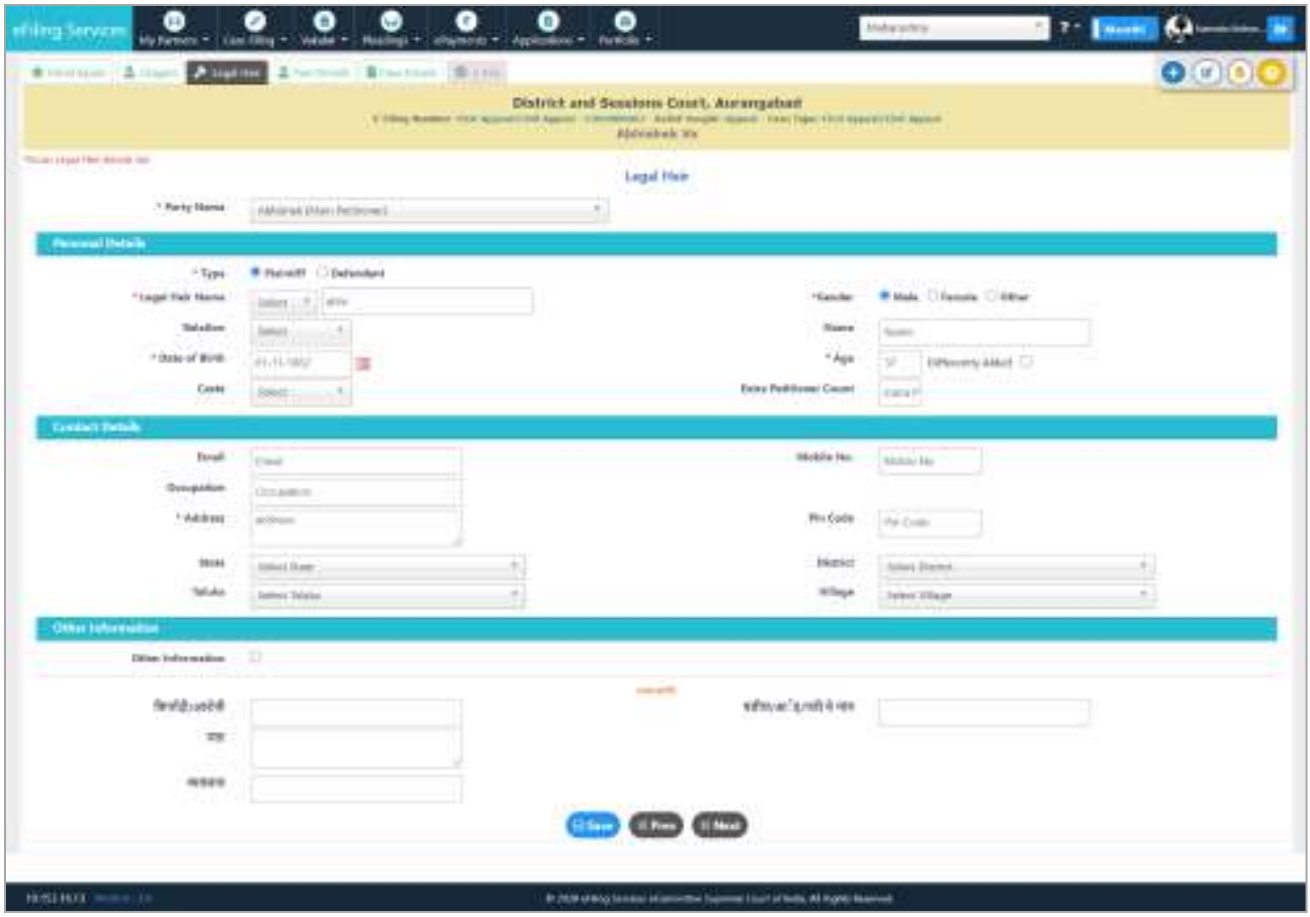


Fig: Legal Heir Form

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**.



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.**

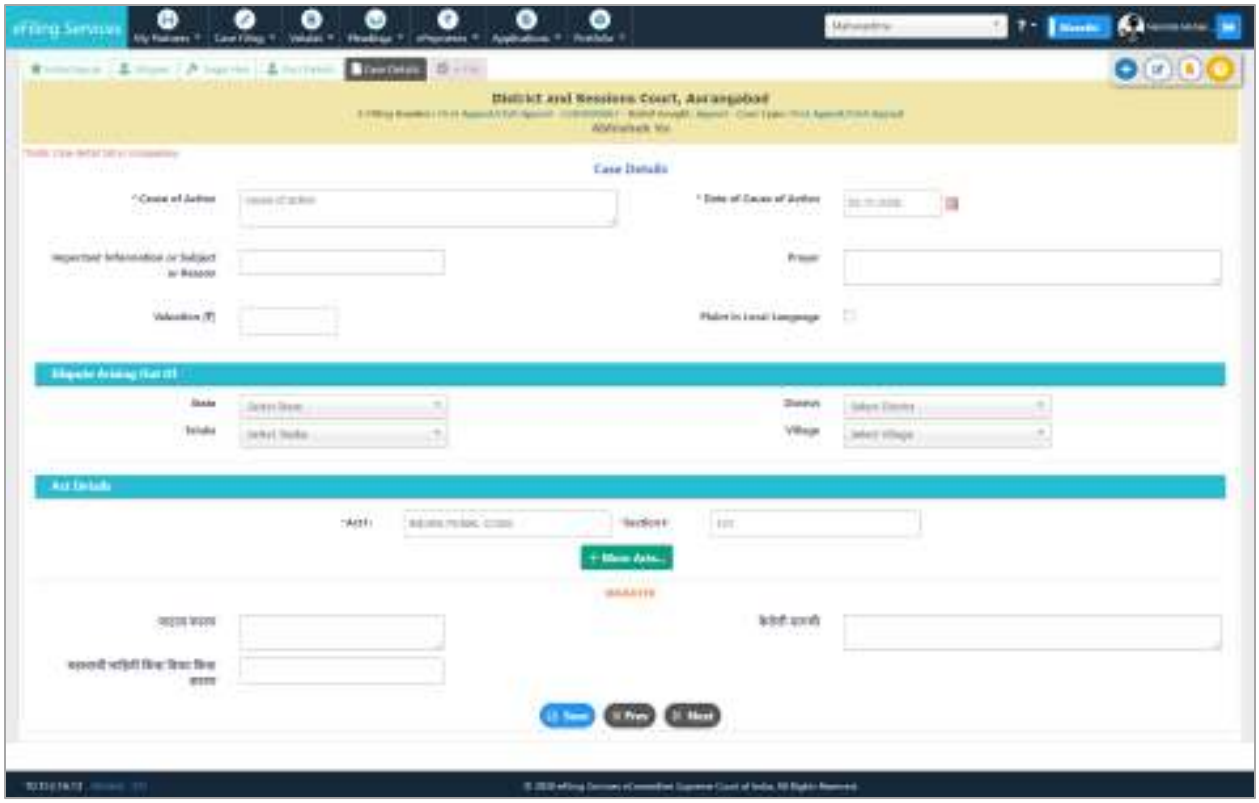


Fig: Case Details

6.2.1.6 MVC (only for MVC case type)

This tab is available only for MVC cases. Select the tab to fill the additional information. The MVC form is to be filled after filling out the Case Details form.

- 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.



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.

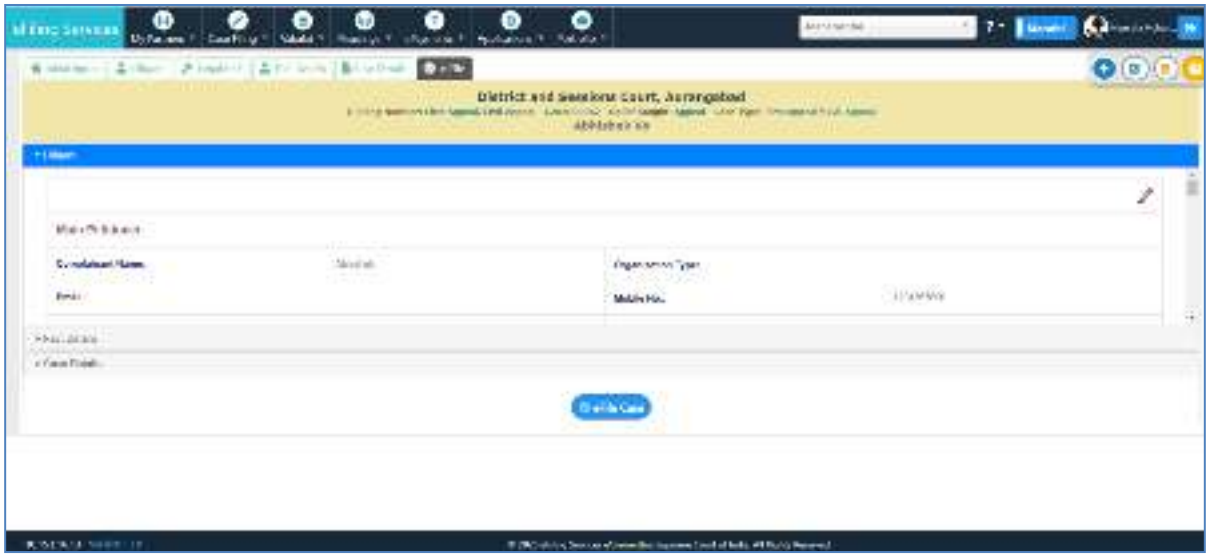


Fig: eFile Case



Fig: Confirmation to file a case

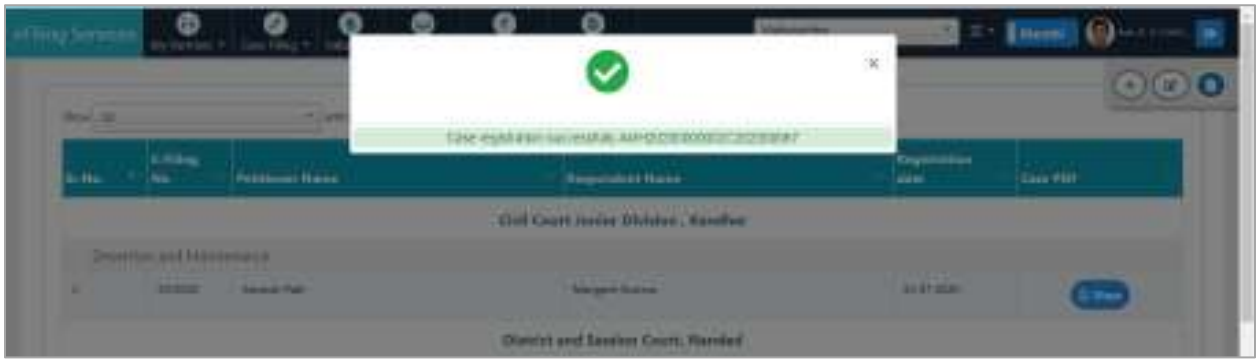


Fig: Case Registered Successfully

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.*

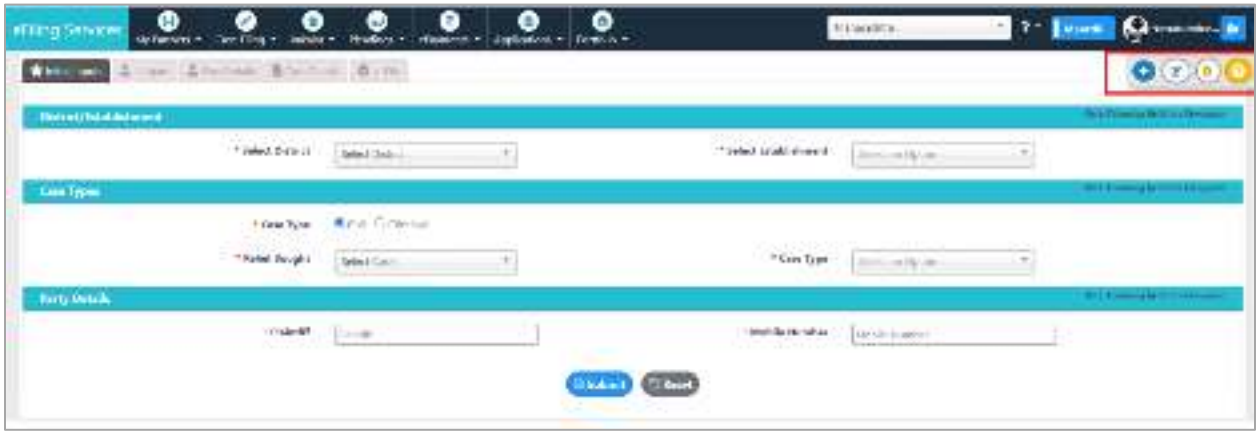


Fig: Buttons provided to add or modify a case and view PDF of the case

❖ **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 filling. 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.

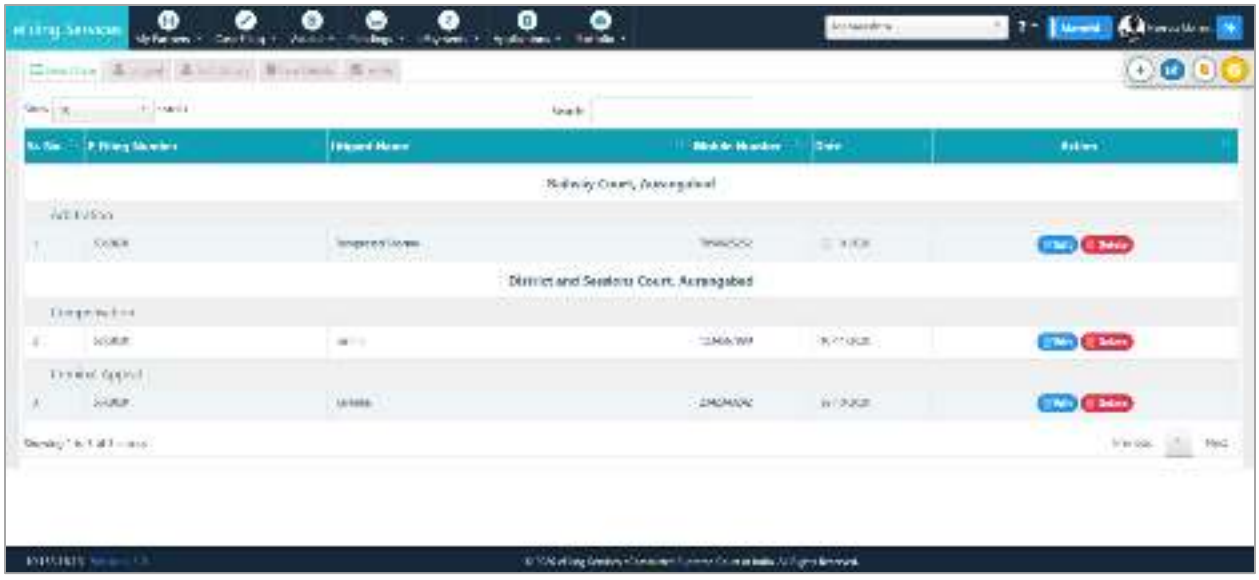


Fig: Select Case to Edit/ Delete

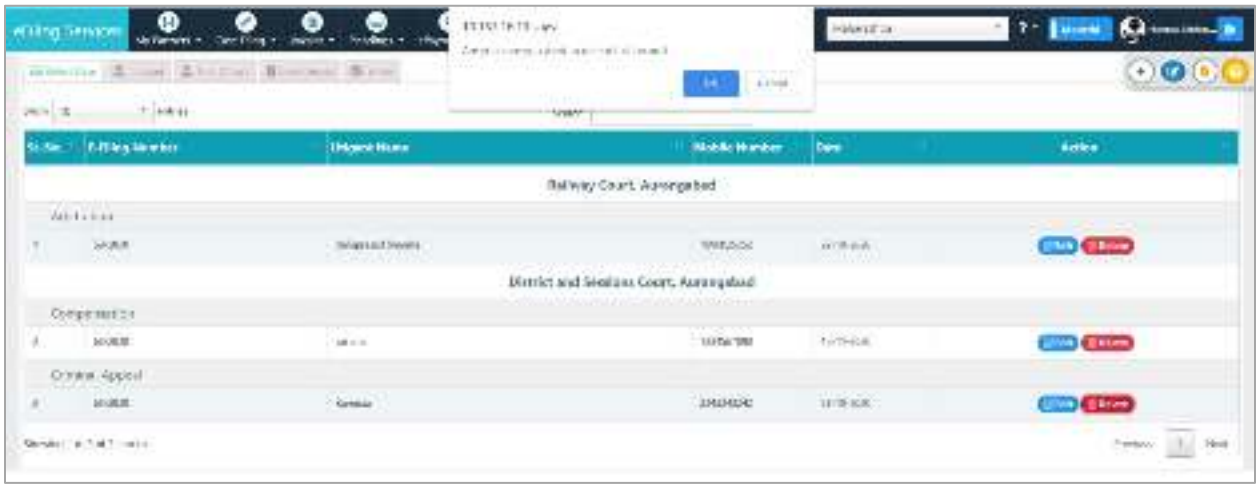


Fig: Delete Case – Confirmation



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.

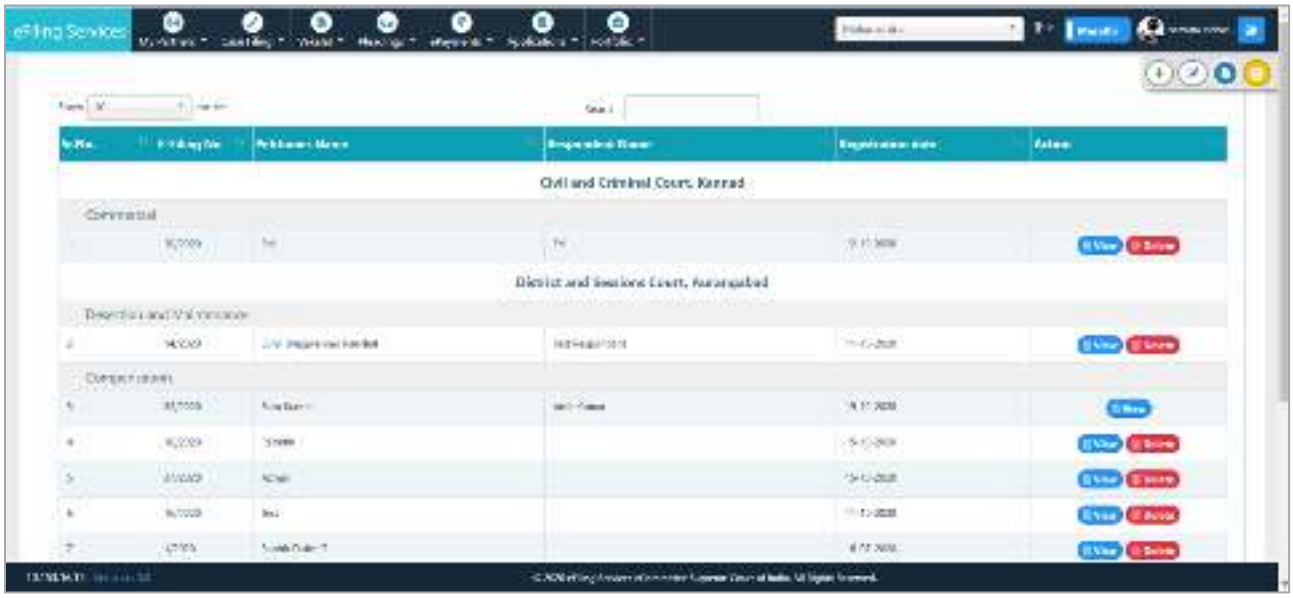


Fig: View PDF



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.

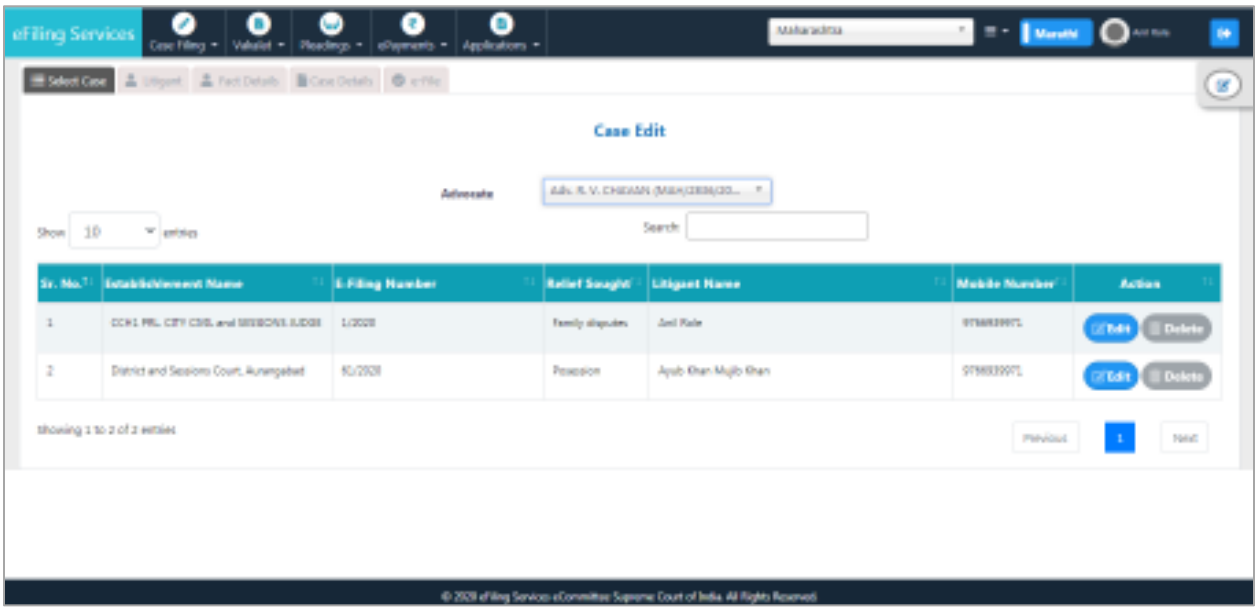


Fig: Select Case

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.



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.

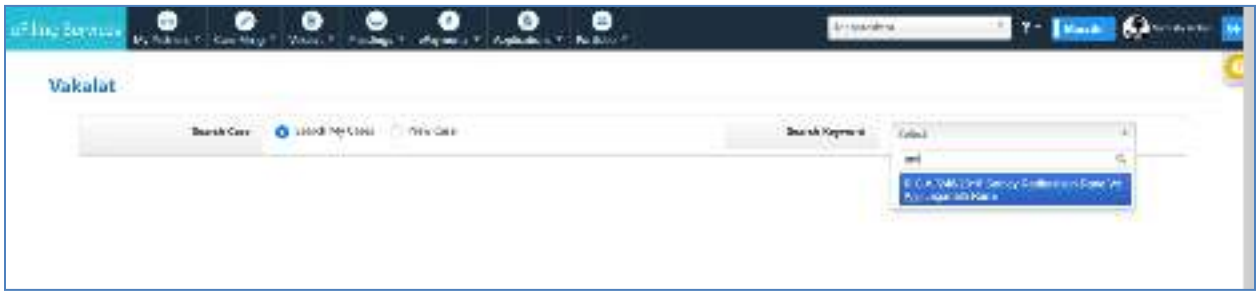


Fig: Assign Partner to Case– Search My Case

- 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.

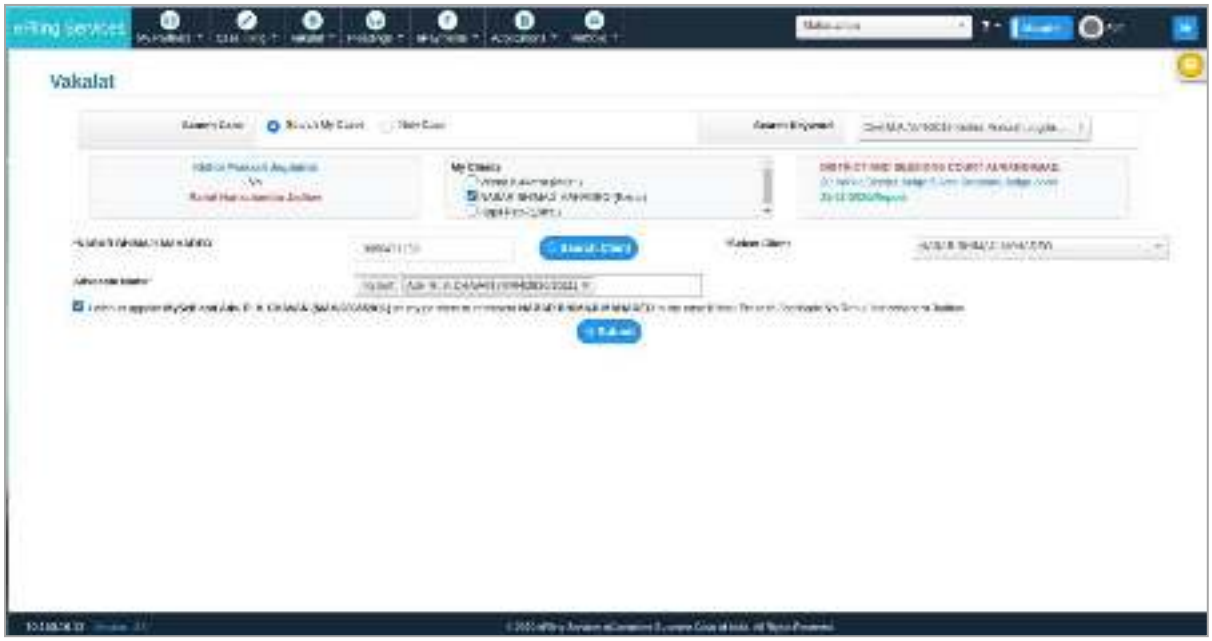


Fig: Assign Partner to Case



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.

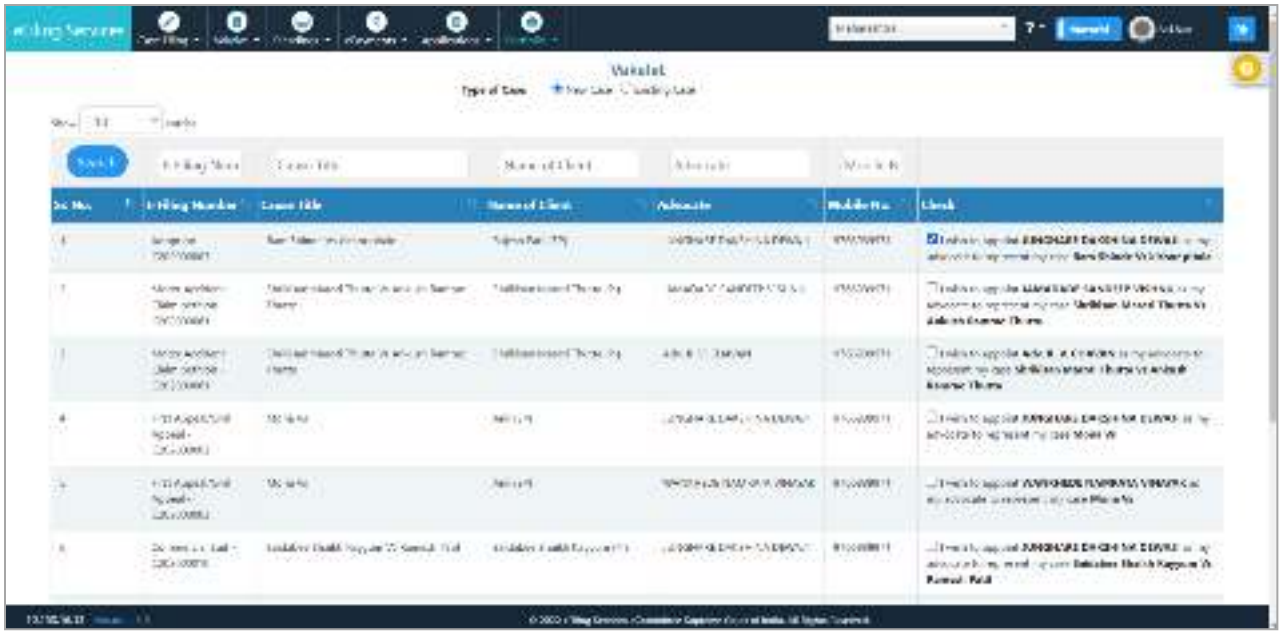


Fig: Offer to Advocate

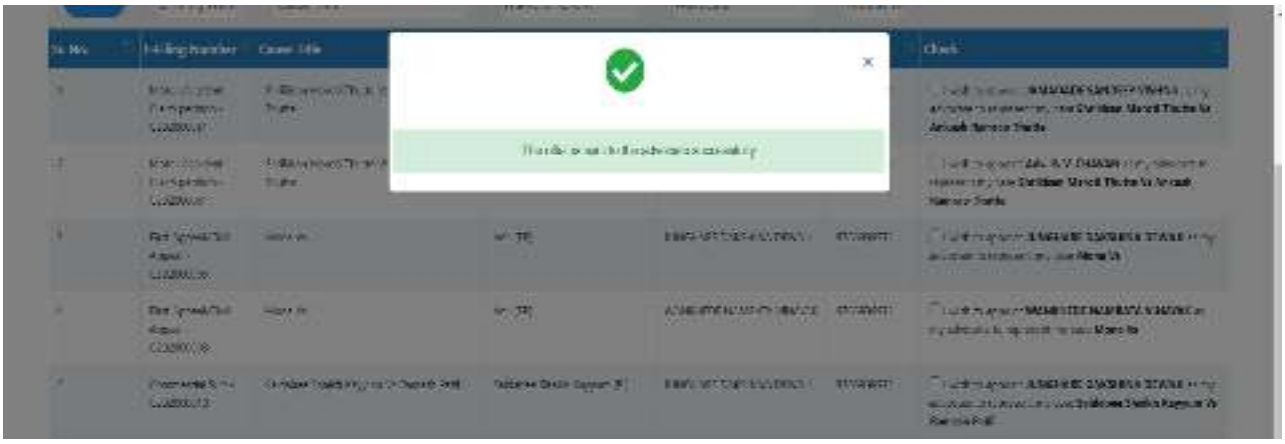


Fig: Offer to Advocate Successful

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.

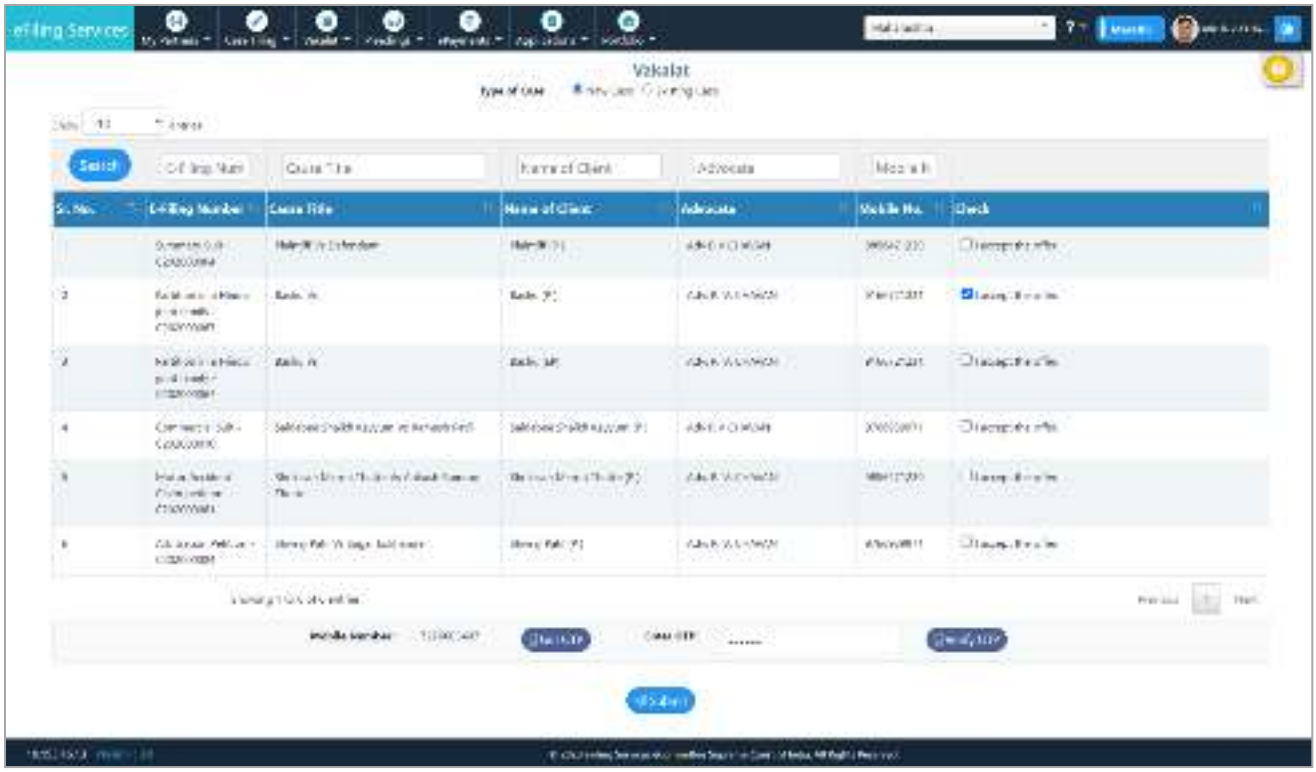


Fig: Accept Offer



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.

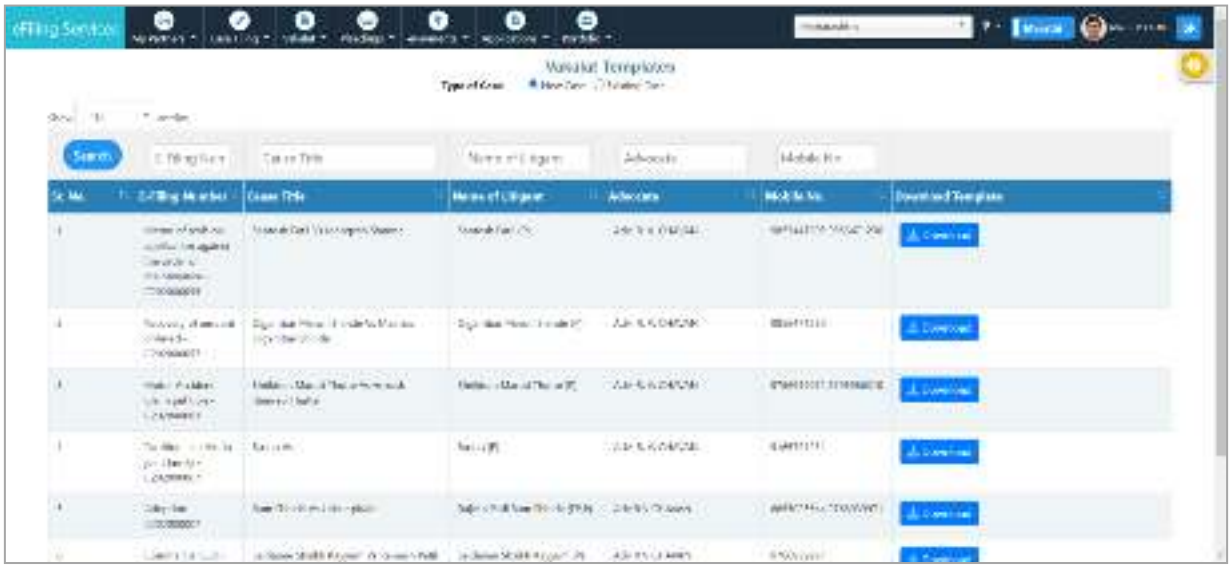


Fig: Print Vakalat



VAKALATNAMA

BEFORE THE

Civil Court, Junior Division, Kandhar

AT Kandhal

Applicant:

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.



Fig: Use Template



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.



Fig: Pleading Upload

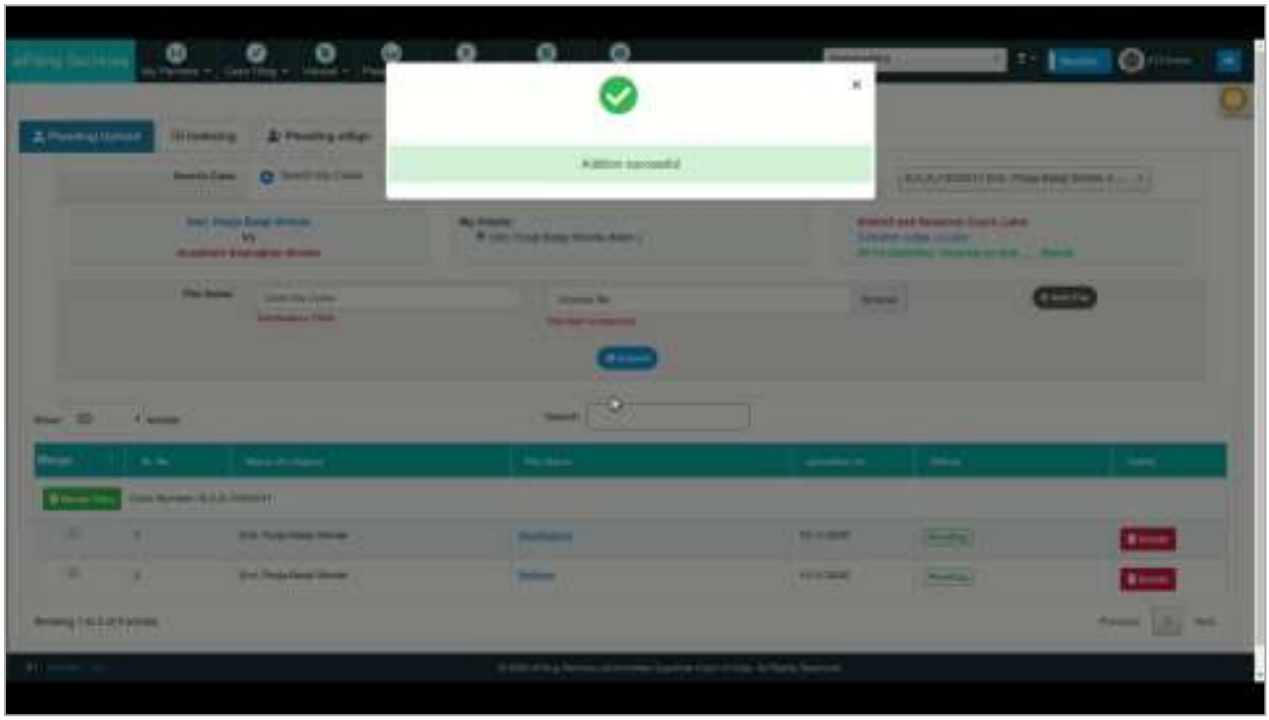


Fig: Addition of Pleading Successful

❖ View / Search Uploaded Documents:

- Select **Pleadings** form 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.

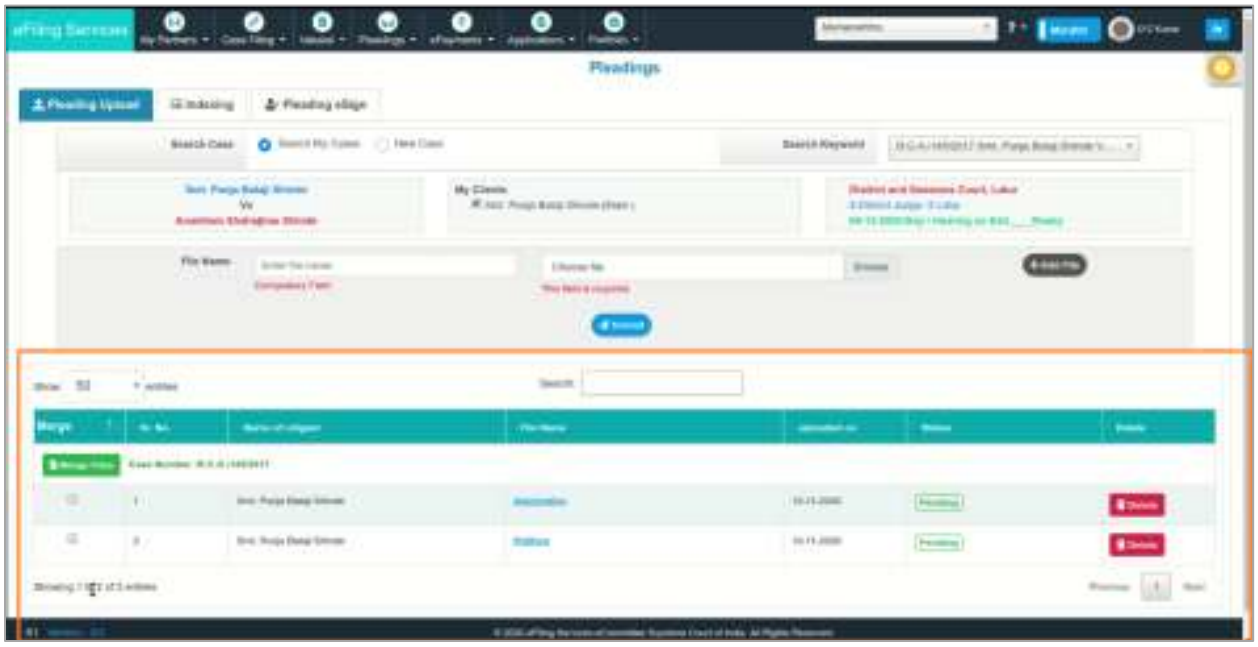


Fig: Pleadings

❖ 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.

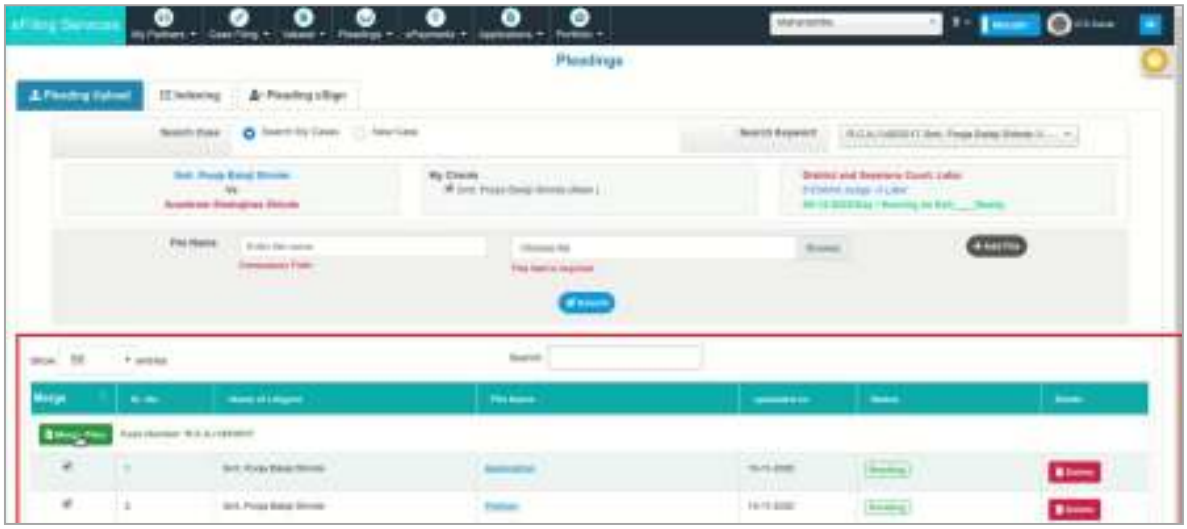


Fig: Pleading Table – Select Documents for Merging



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.

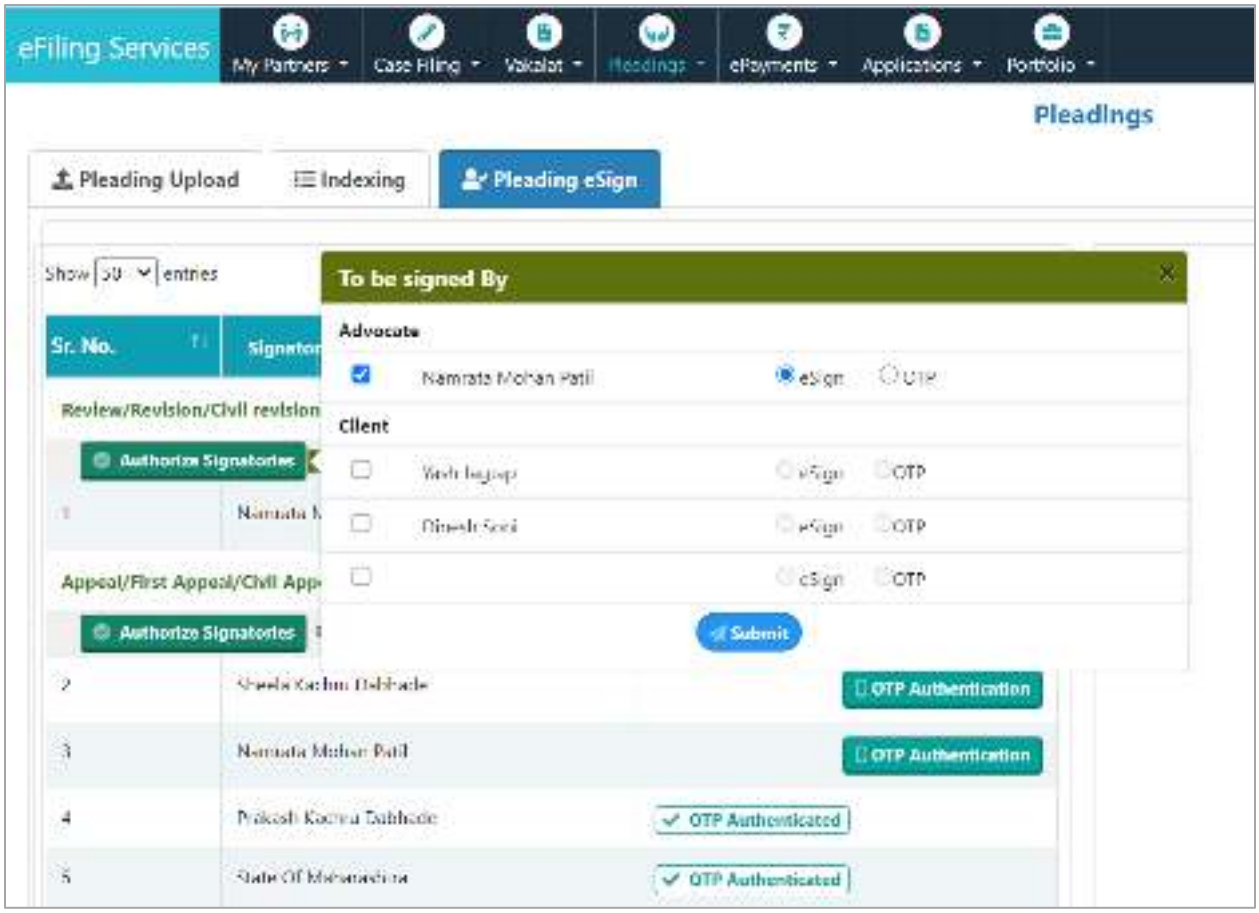


Fig: Authorize Signatories

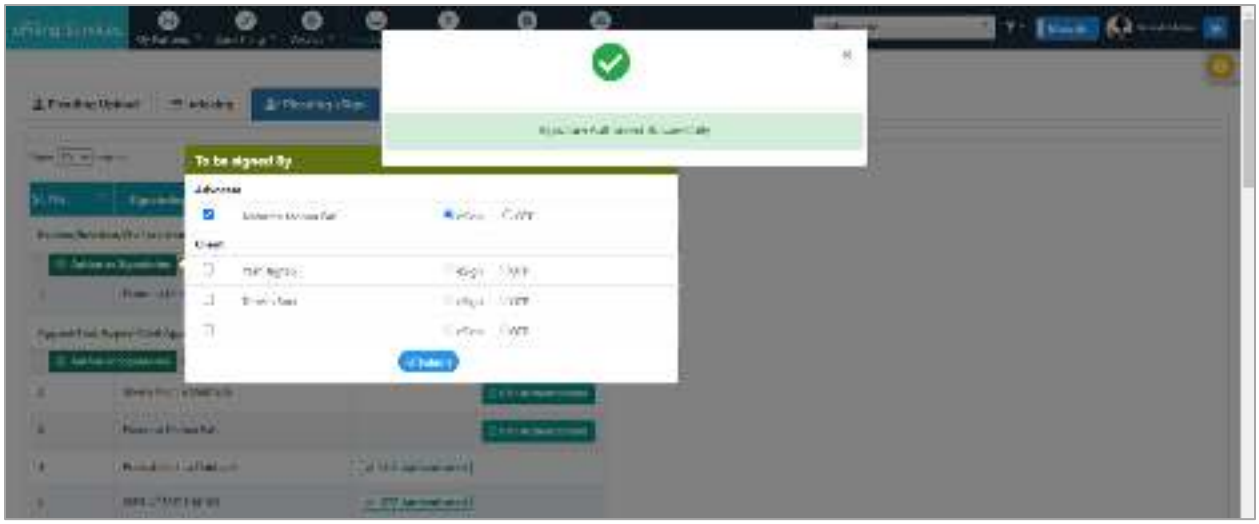


Fig: Signatory Authorized Successfully

❖ 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.

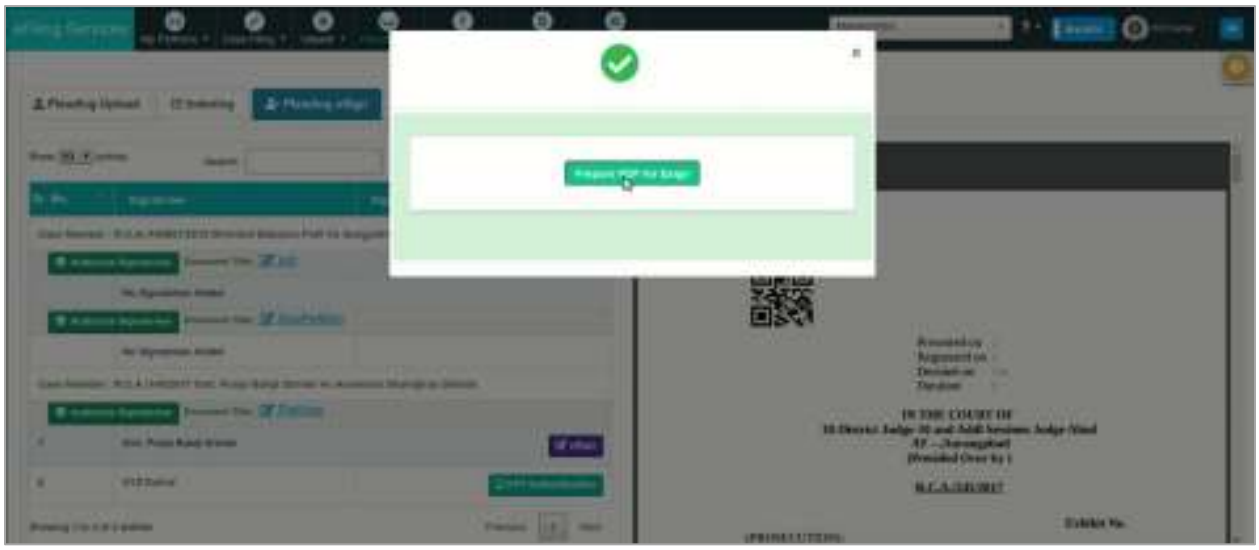


Fig: Prepare PDF for eSign

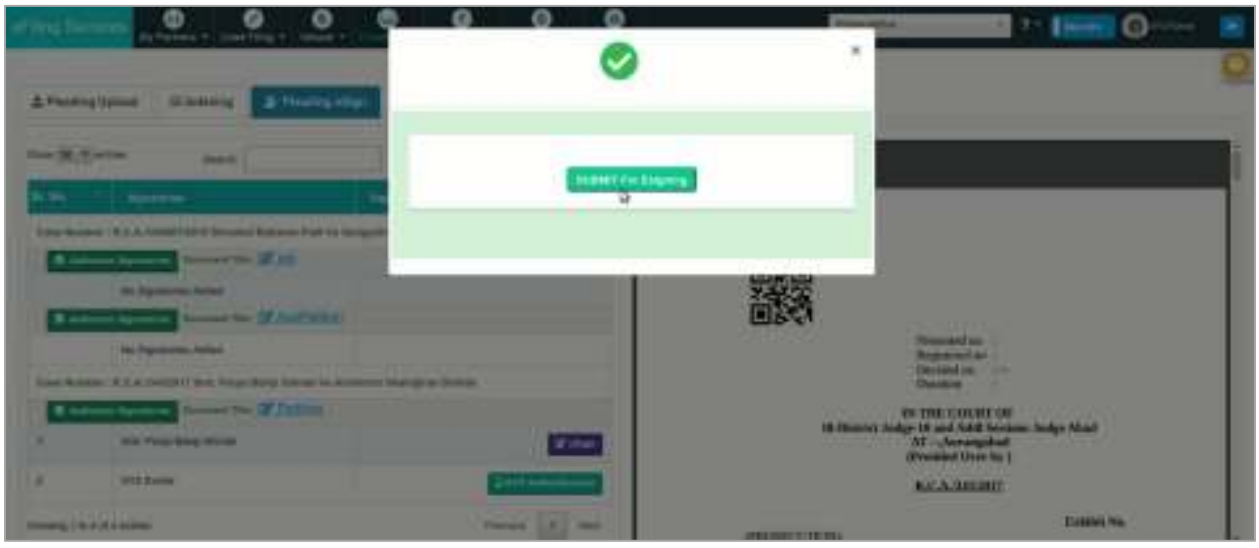


Fig: Submit for eSigning



Fig: Authentication for Aadhaar

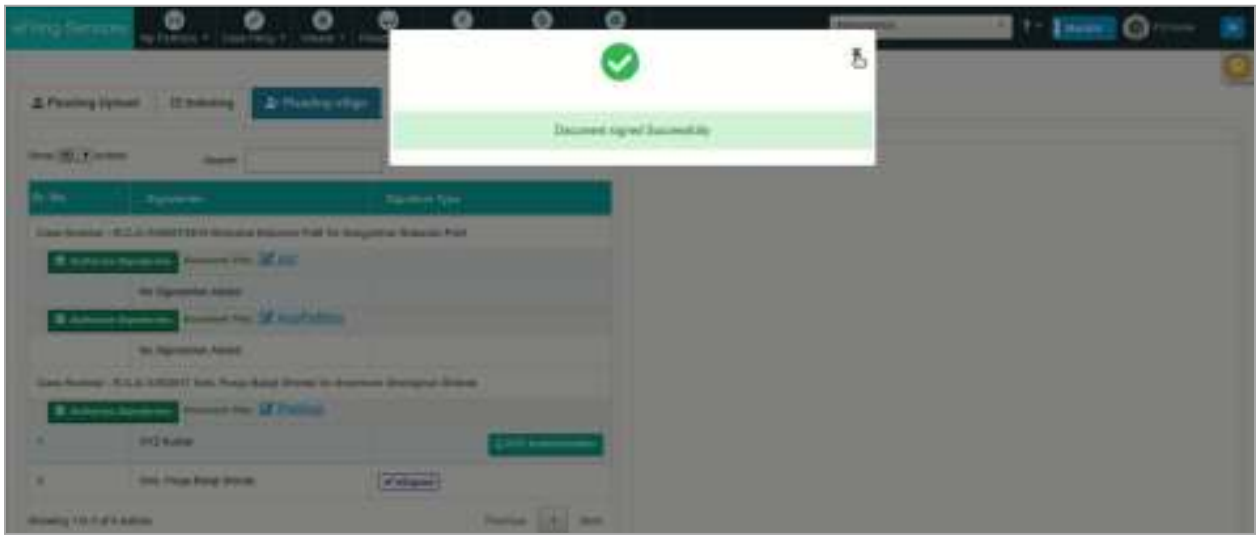


Fig: Document eSigned Successfully

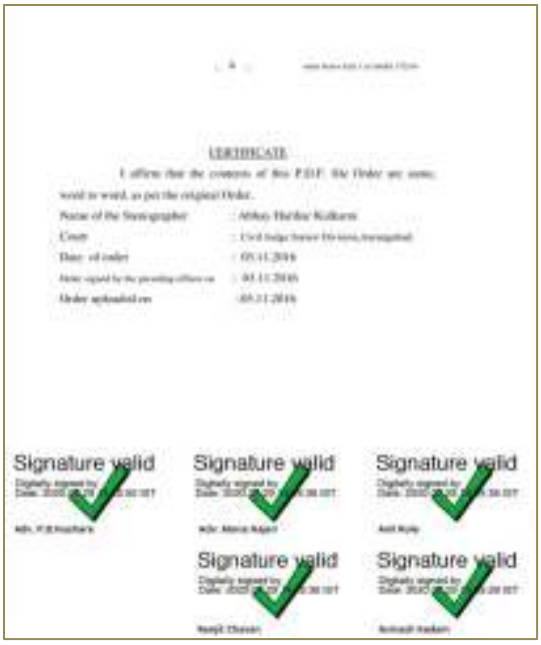


Fig: E-signed Document

❖ 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.

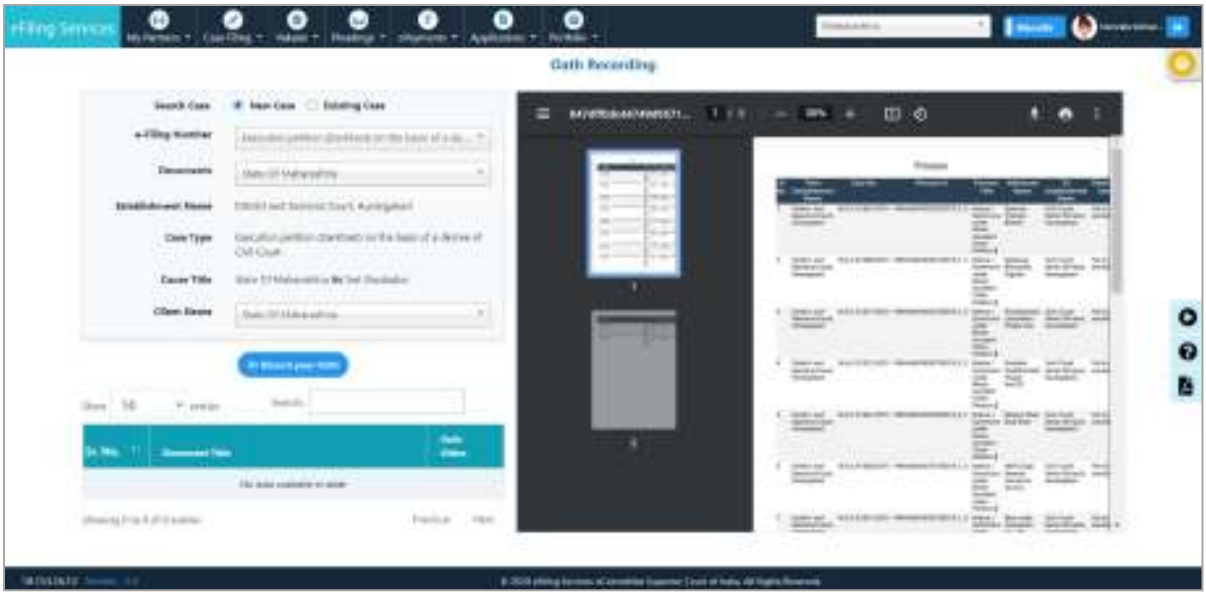


Fig: Oath Recording



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.

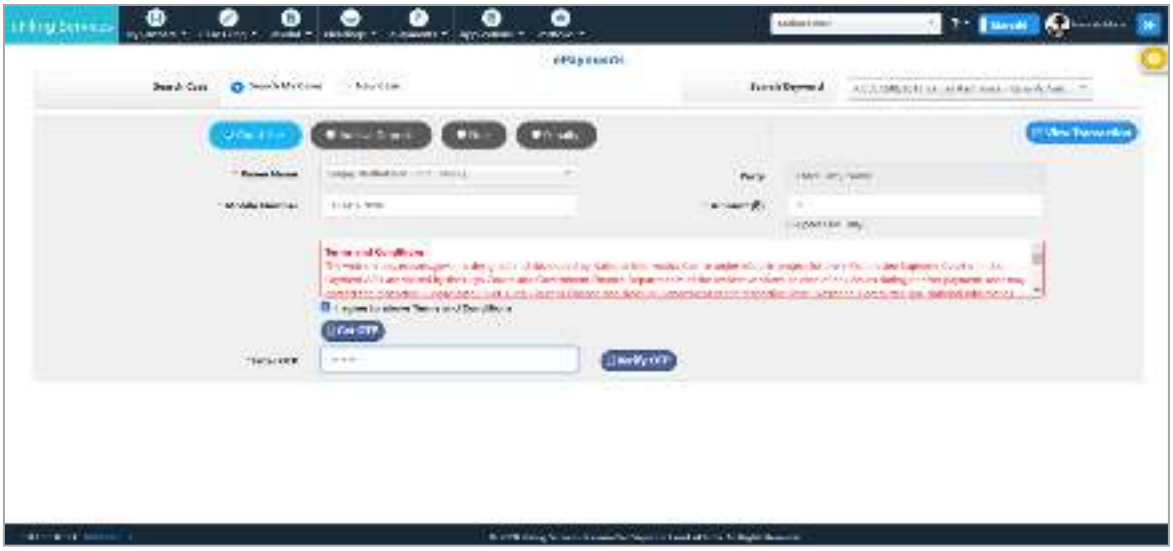


Fig: e-Payment



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



Fig: GRN Number



Fig: Acknowledgement

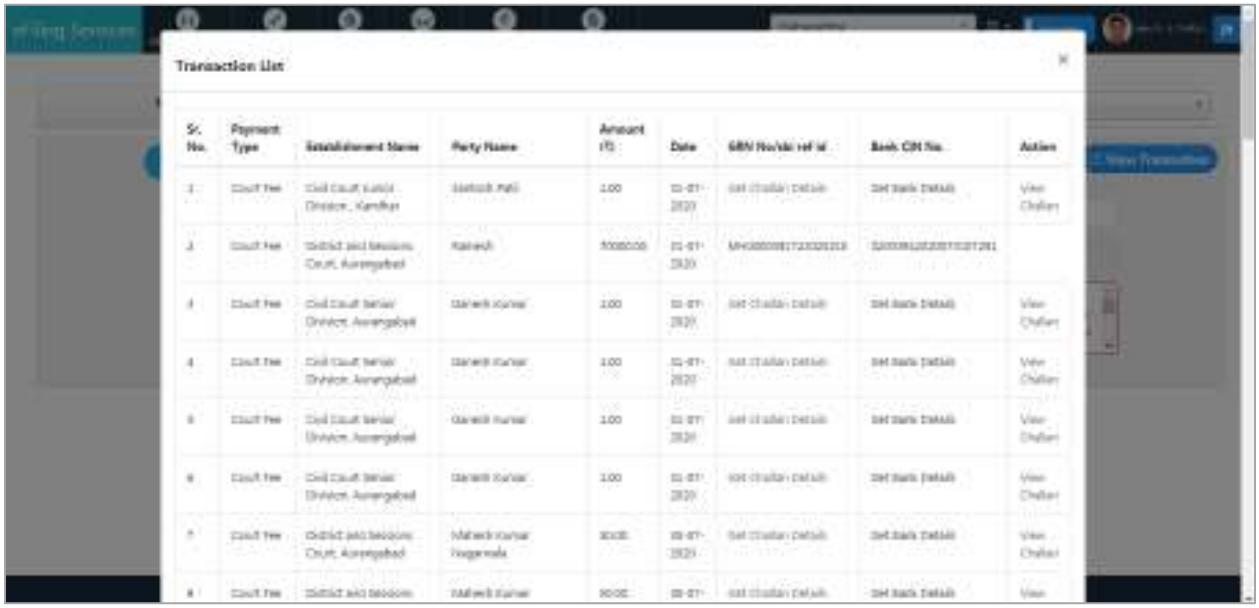


Fig: View Transaction

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.

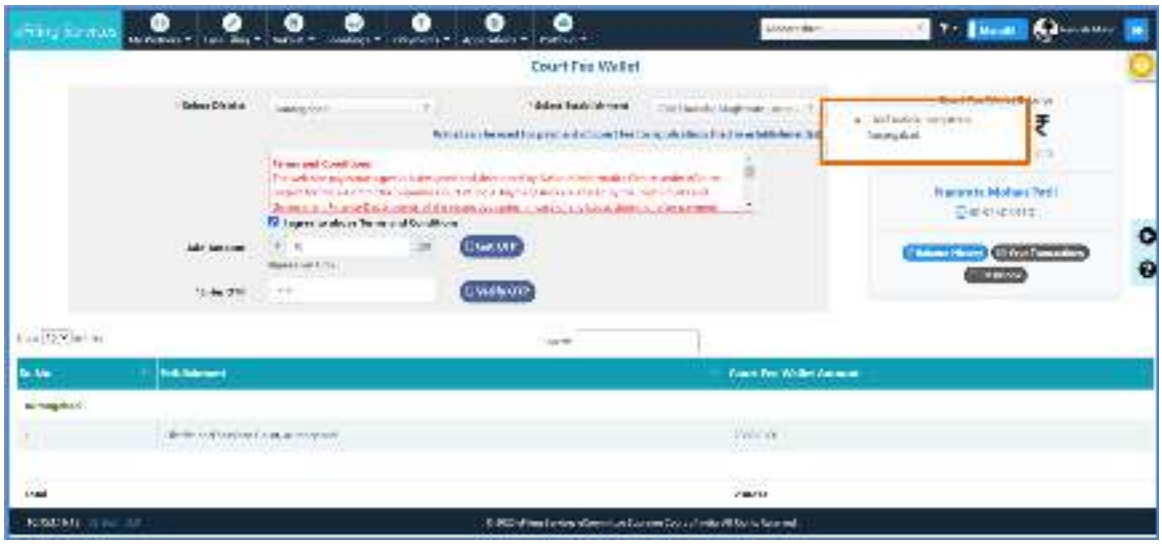


Fig: Court Fee Wallet and establishments for which the wallet is applicable



Fig: Acknowledgement court fee wallet



Fig: Transaction List



Fig: Balance History

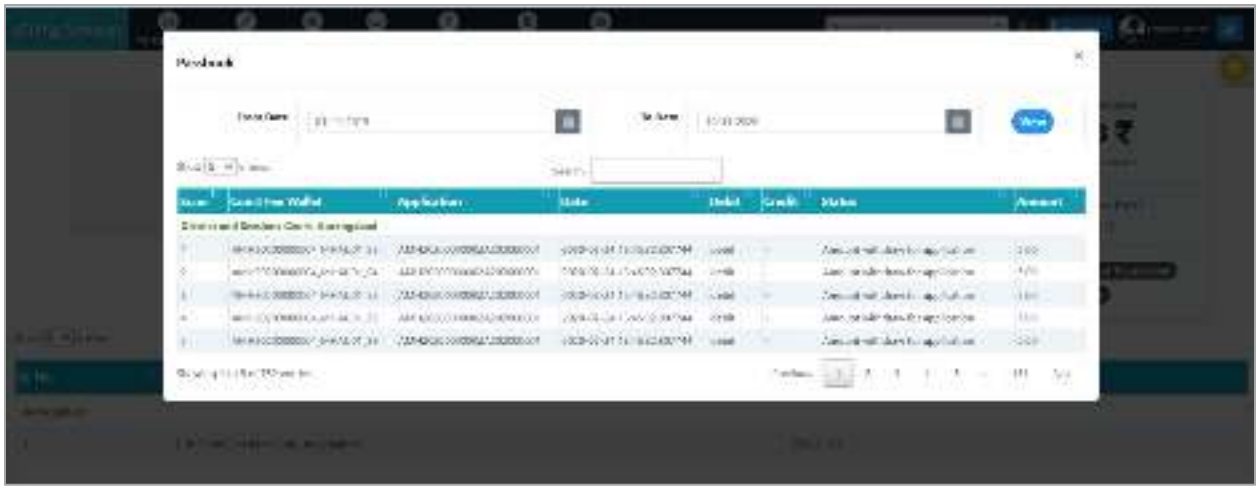


Fig: Passbook

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.



Fig: Search Case by Search My Cases



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.

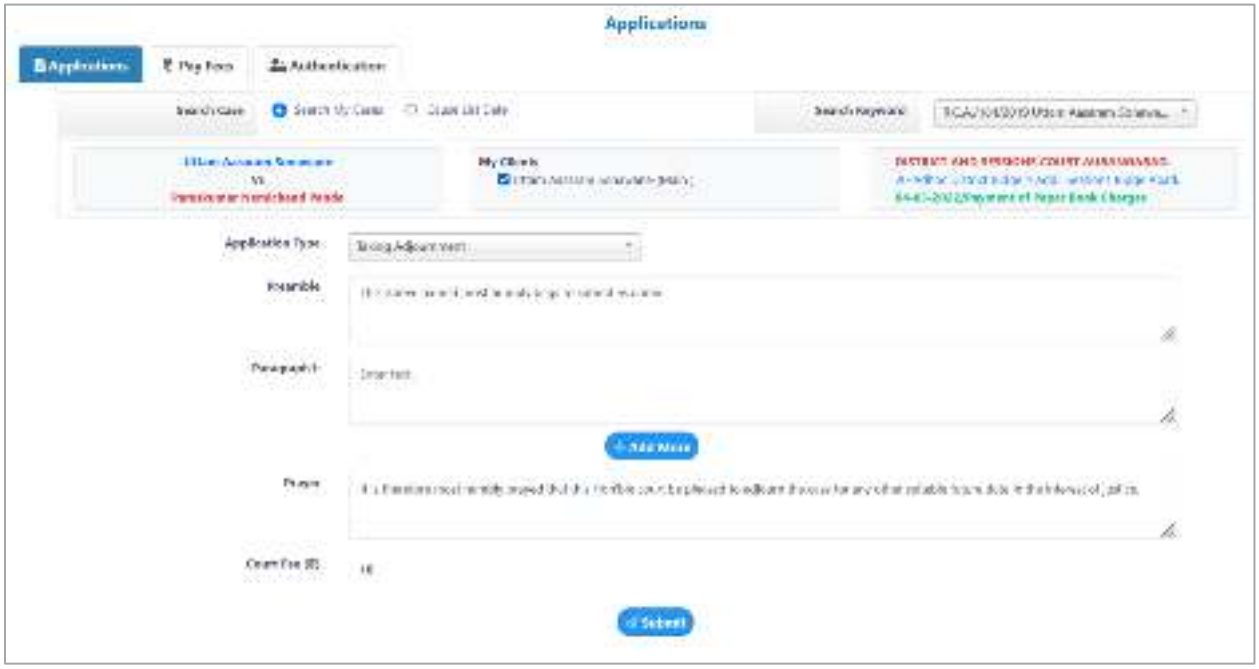


Fig: Application Filing



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.

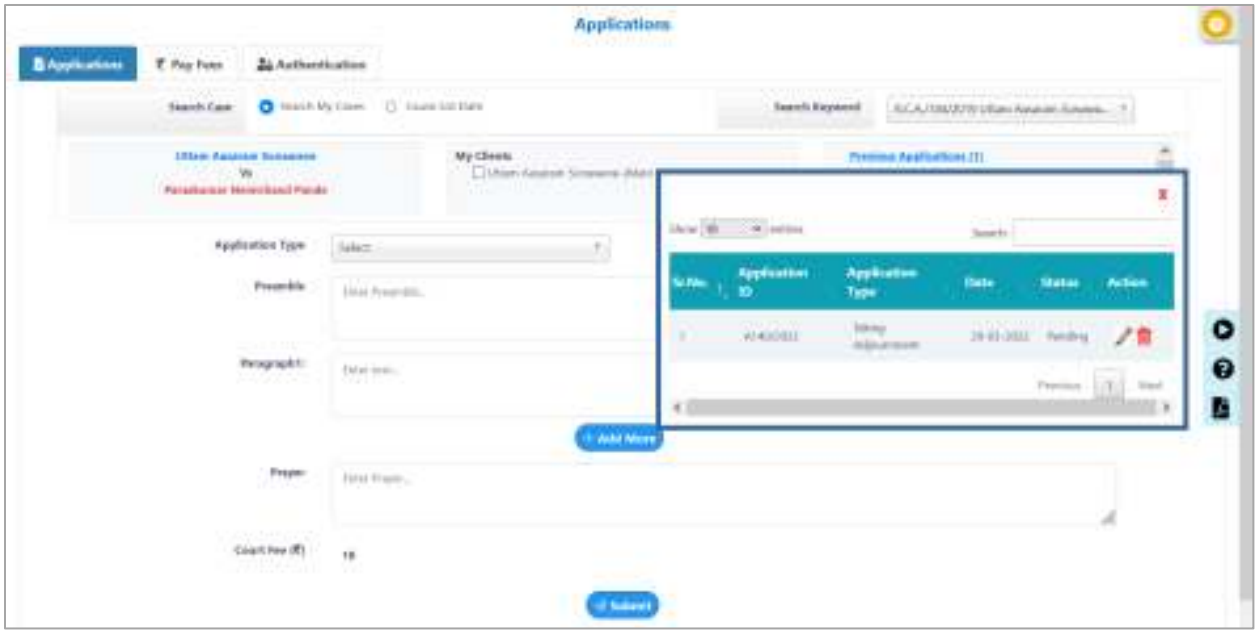


Fig: View Previous Application

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.

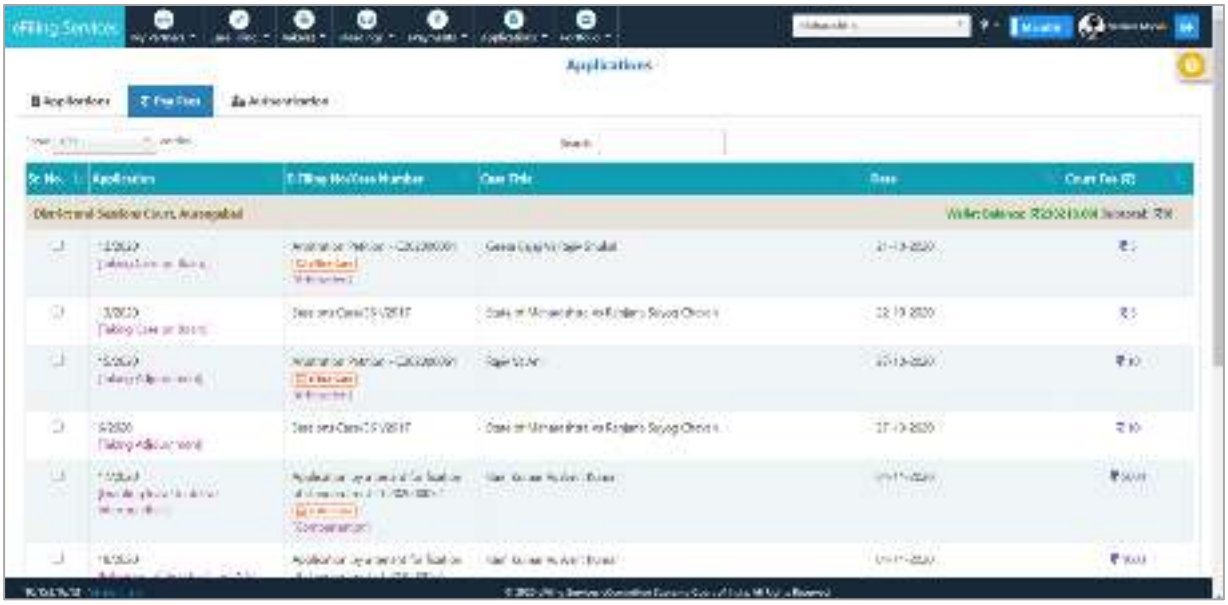


Fig: Pay Fee



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.

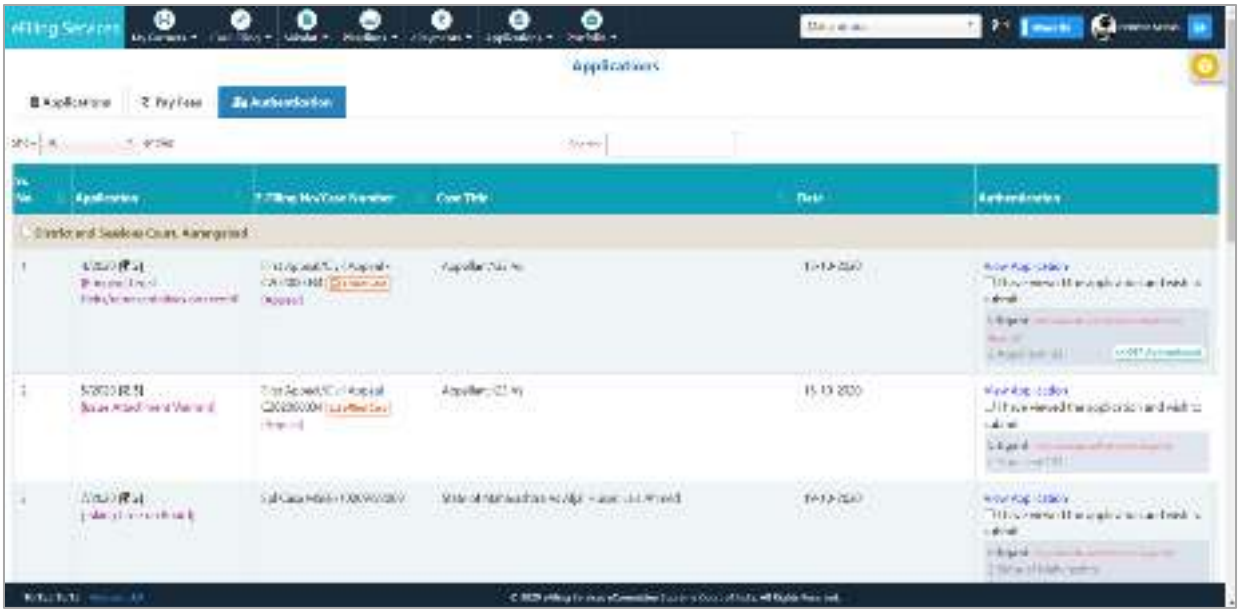


Fig: Application Authentication Form

❖ 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



Fig: Select (check) the Application to be Authenticated



Fig: Authentication Pending Button for Advocate

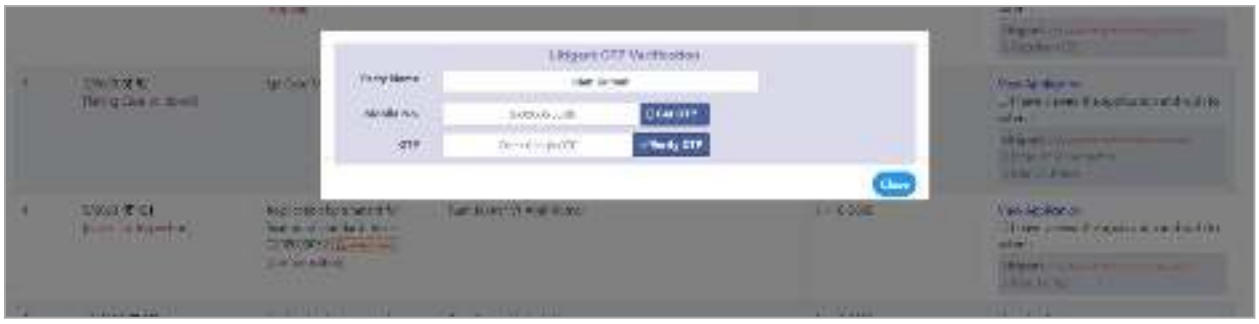


Fig: OTP Verification for Advocate



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.

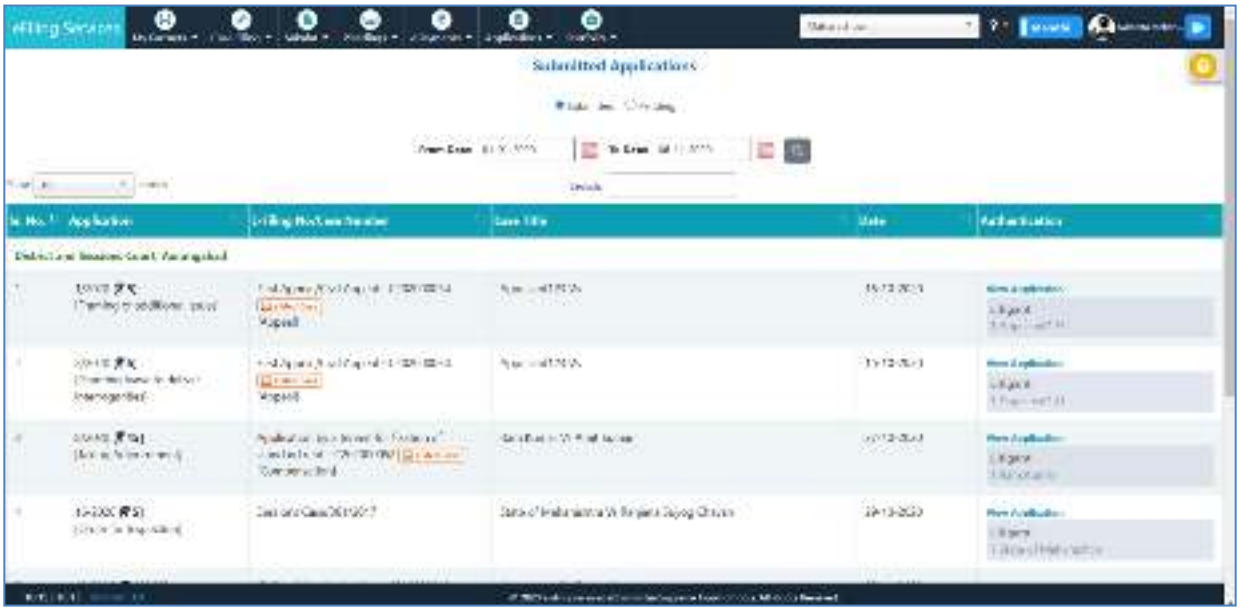


Fig: Submitted Applications

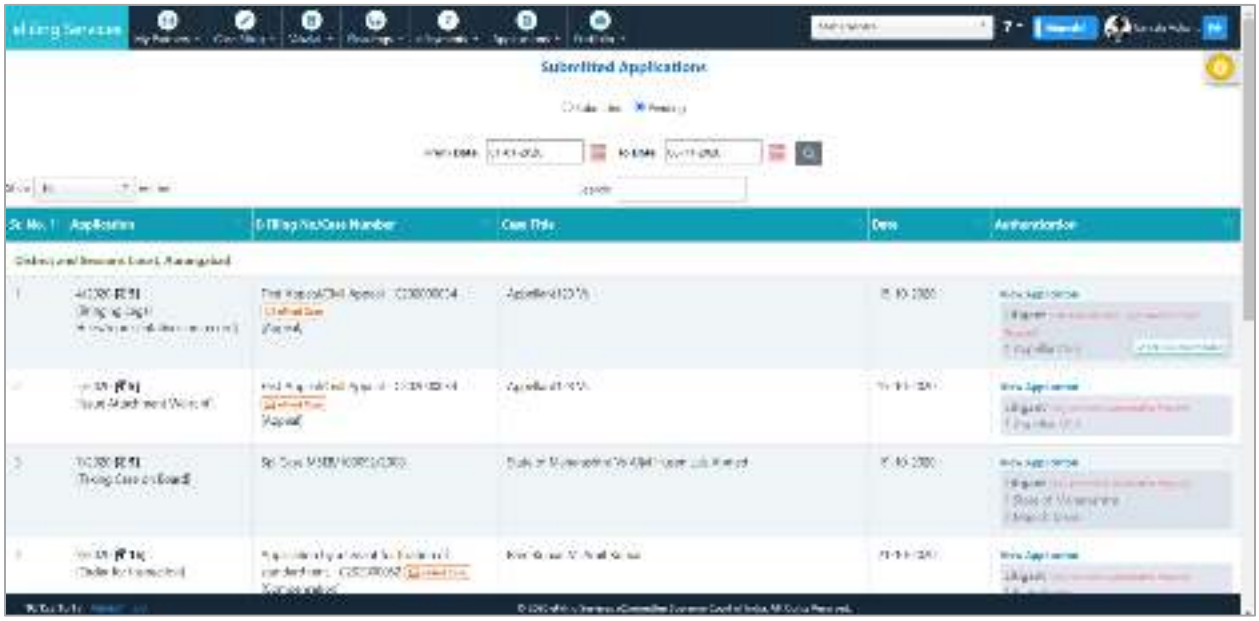


Fig: Pending Application

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.

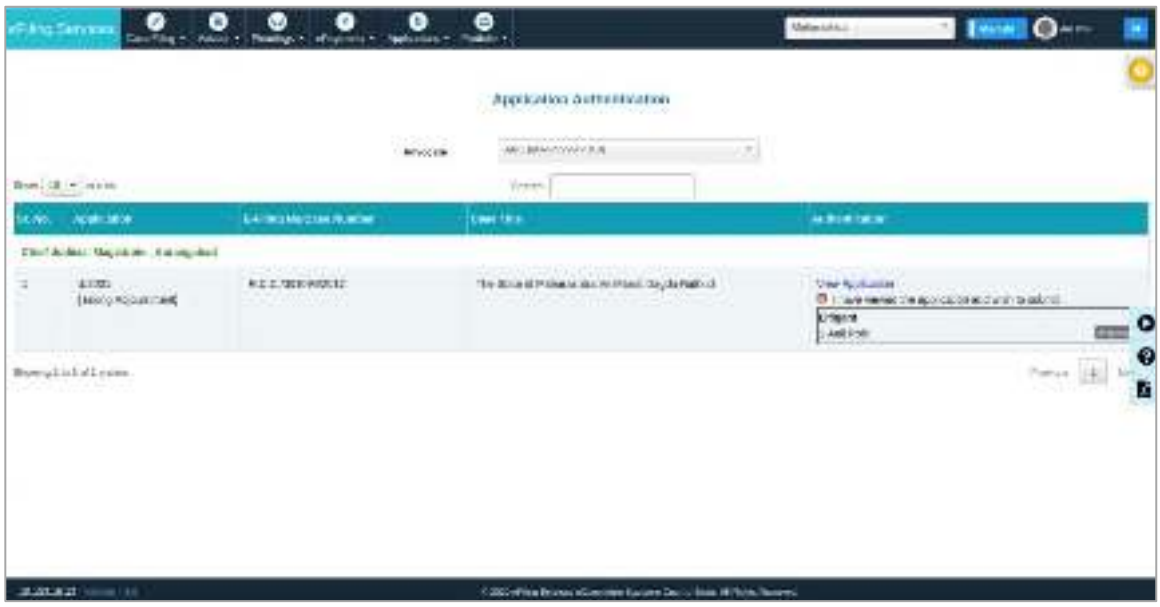


Fig: Application Authentication

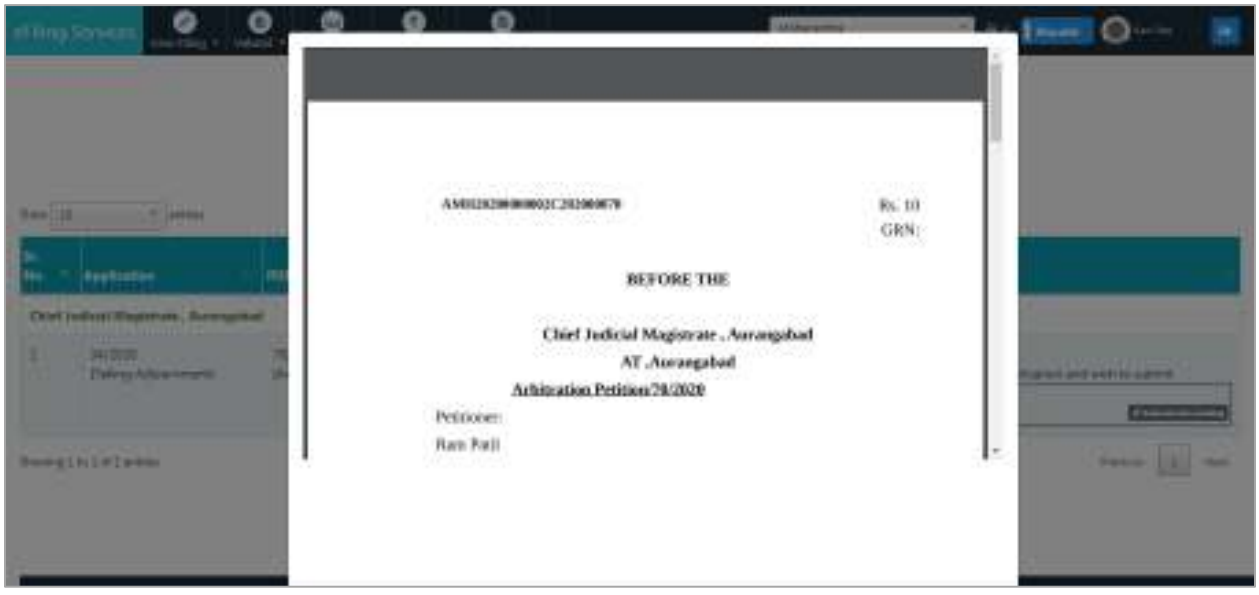


Fig: View Application

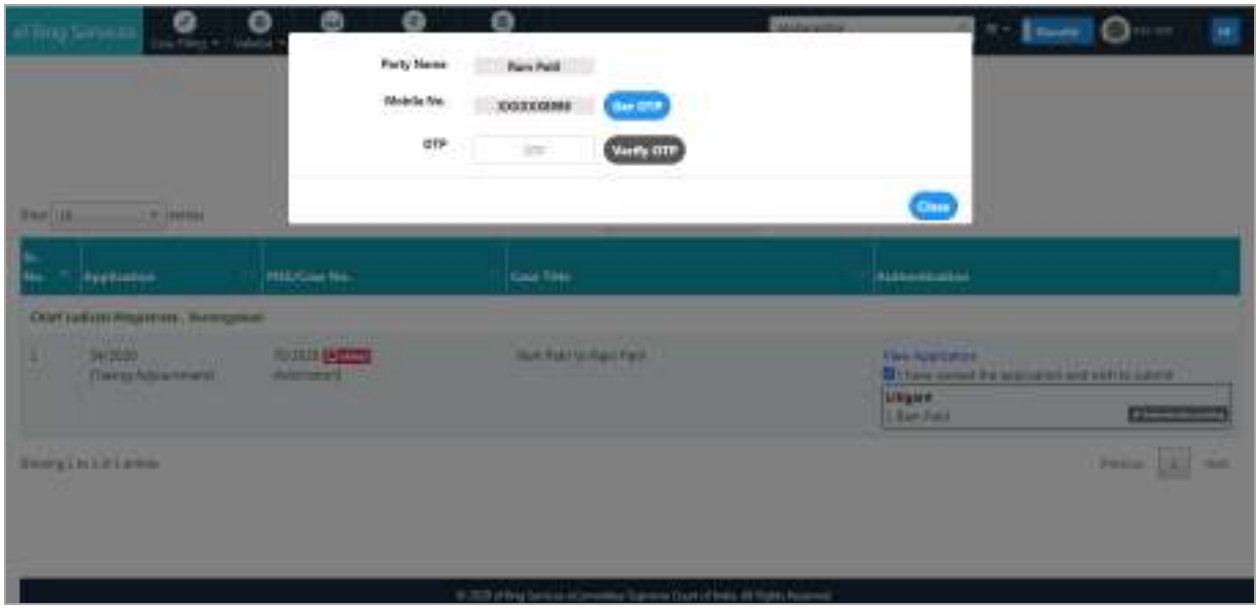


Fig: Get OTP

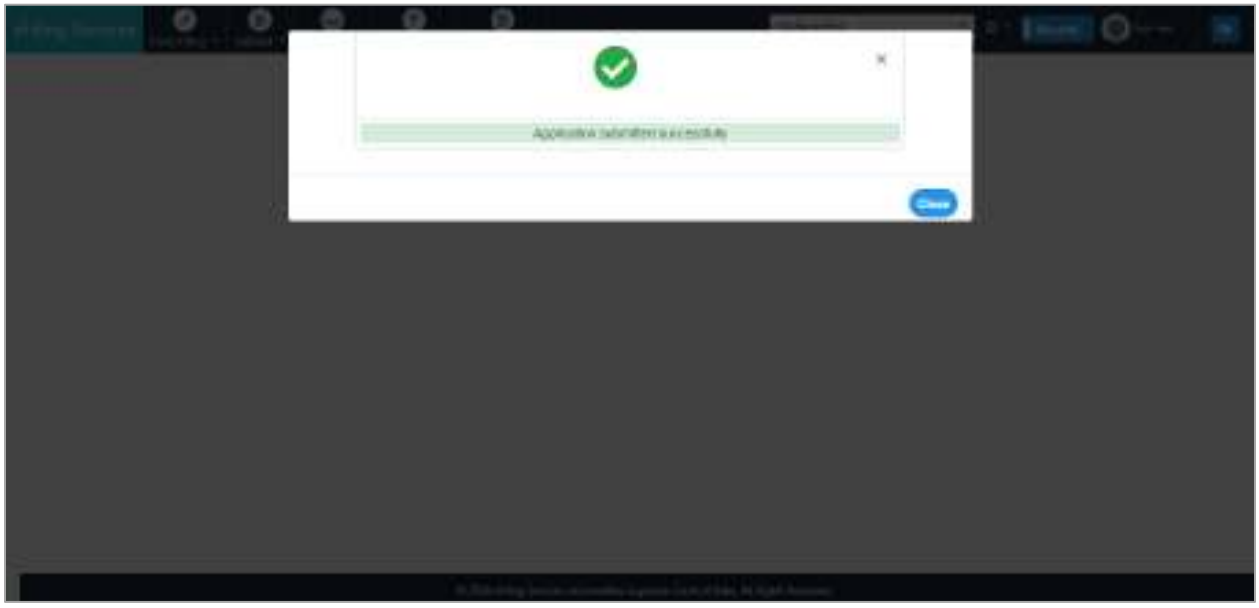


Fig: Application Submitted Successfully

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.

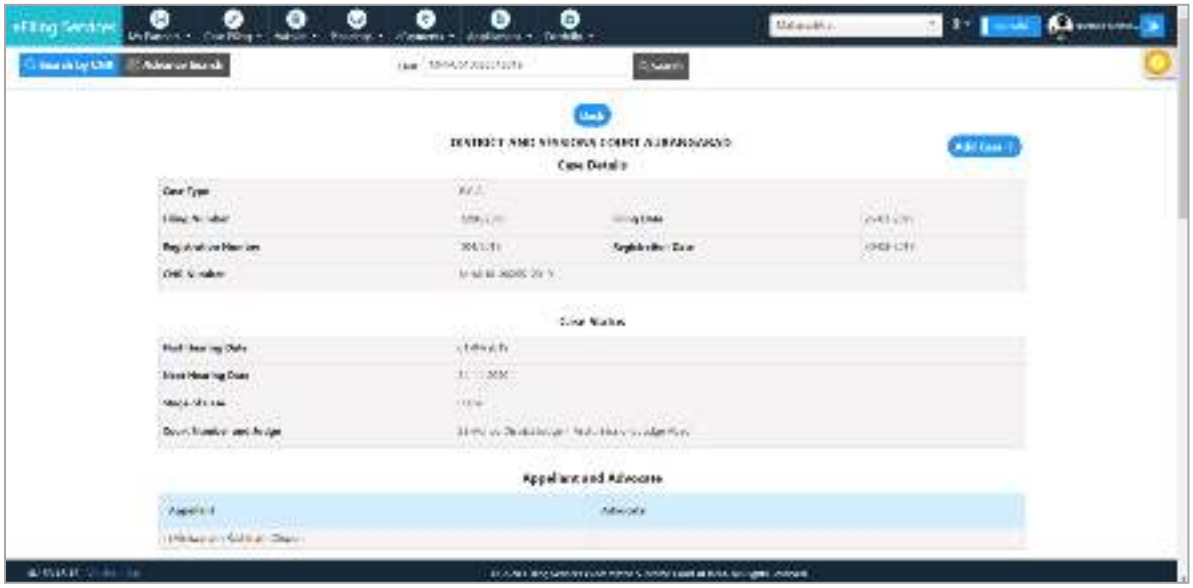


Fig: CNR Search Result

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

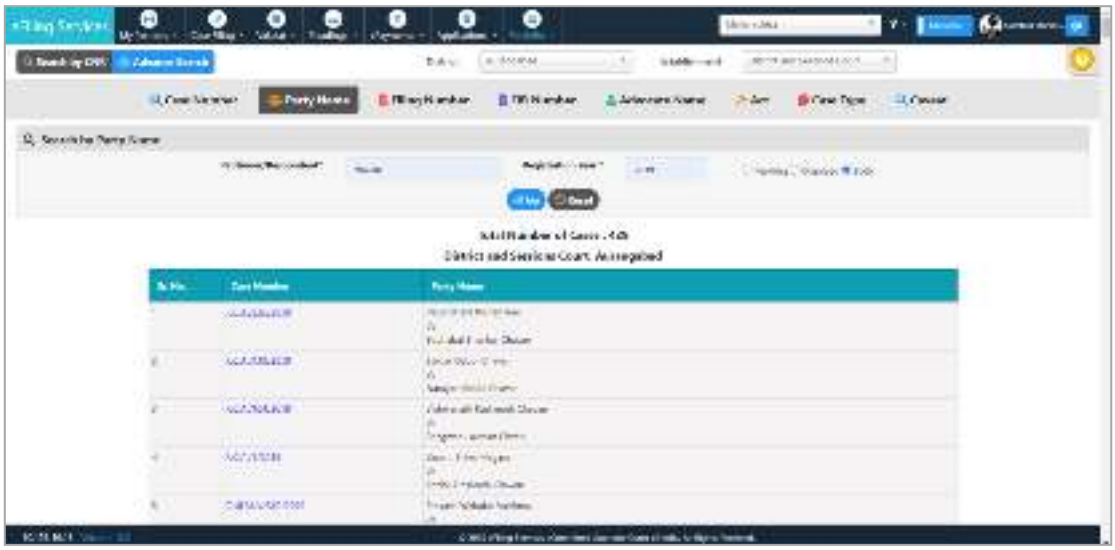


Fig: Advance Search Example – Party Name Search

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.

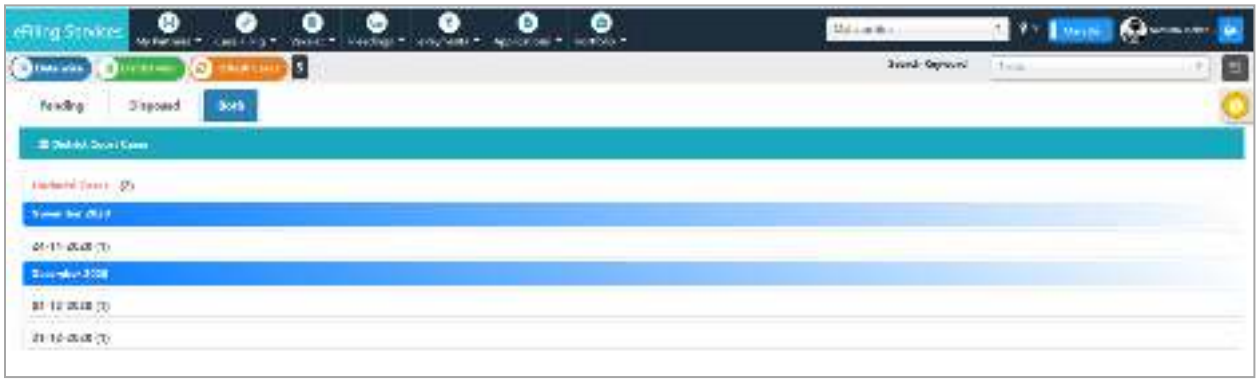


Fig: My Cases – Date wise, both (Pending and disposed)



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



Fig: Expanded view of district cases



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.

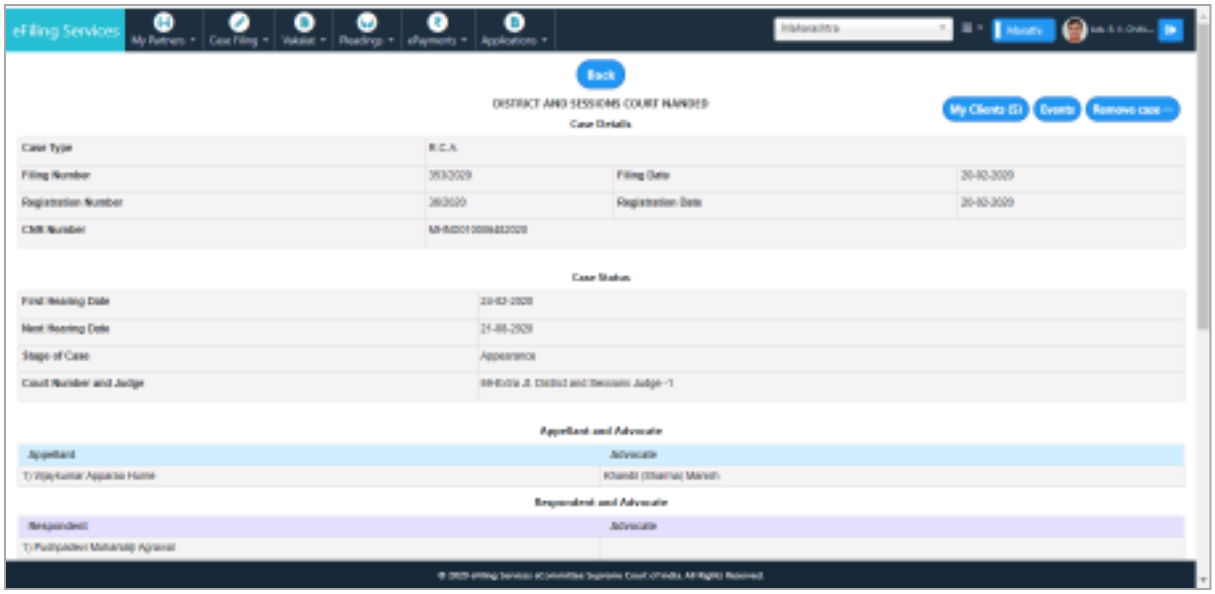


Fig: Case Details

❖ 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.



Fig: My Clients (existing)



Fig: Add New Client



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.

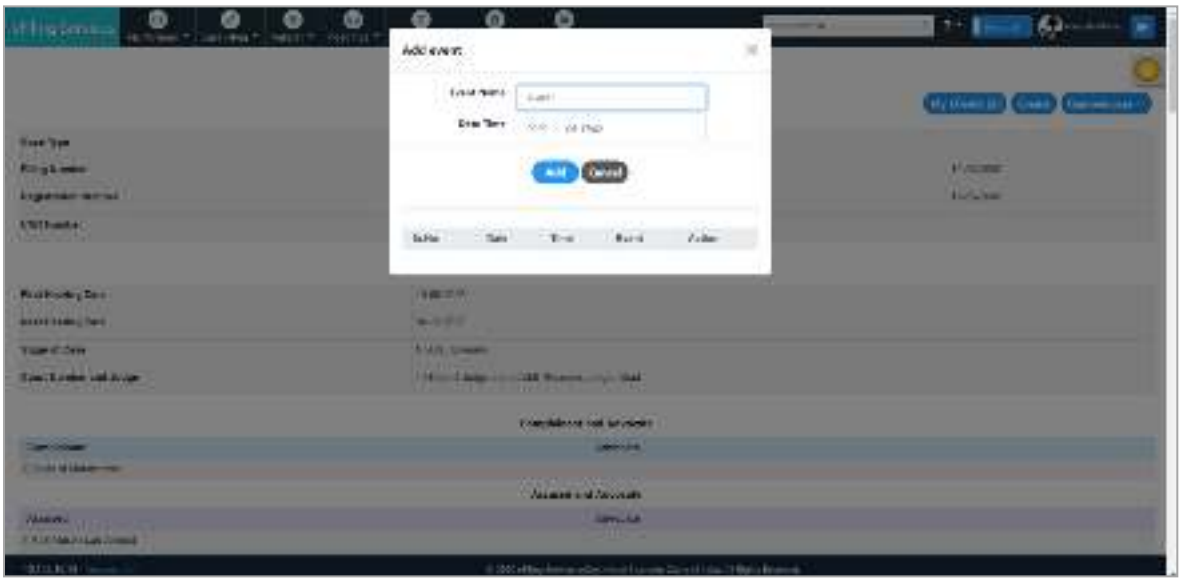


Fig: Events

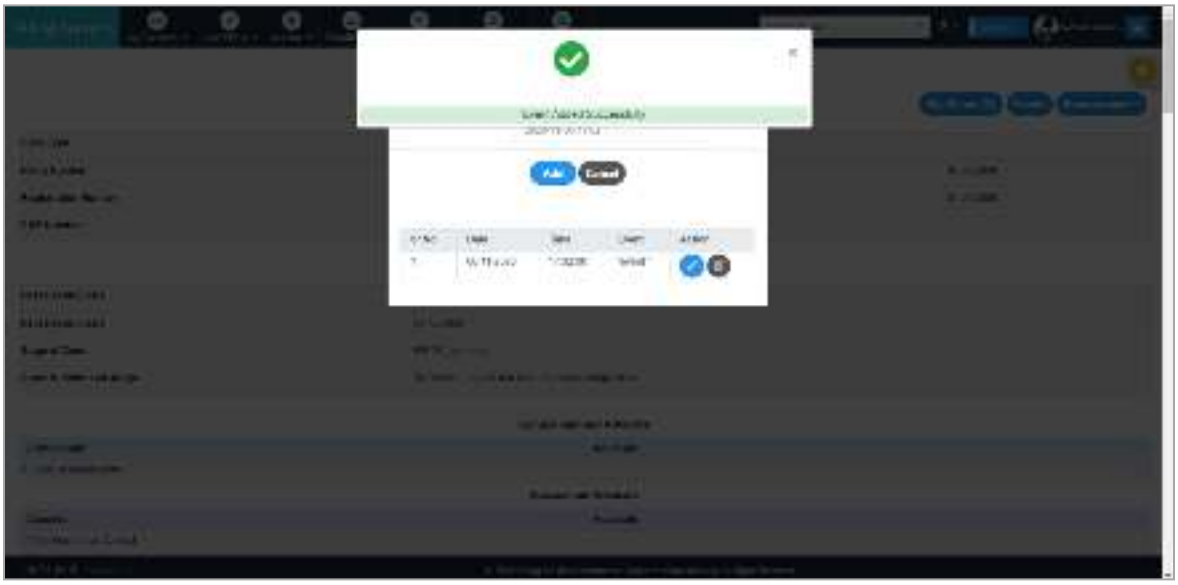


Fig: Event added Successfully

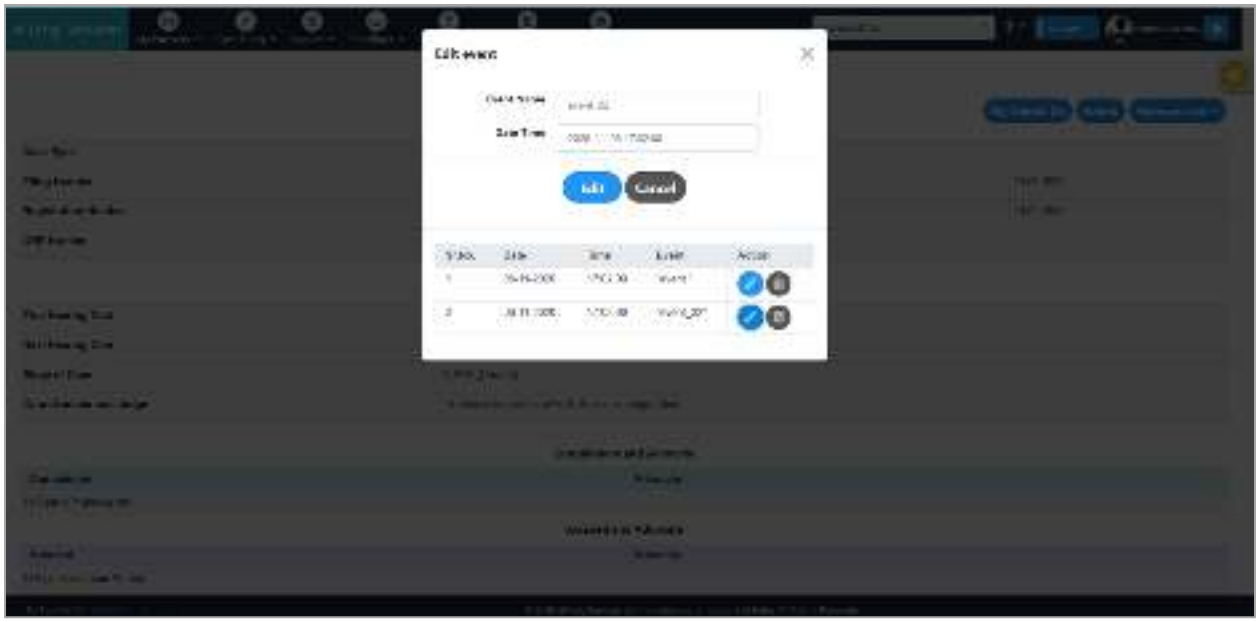


Fig: Edit Event

❖ 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

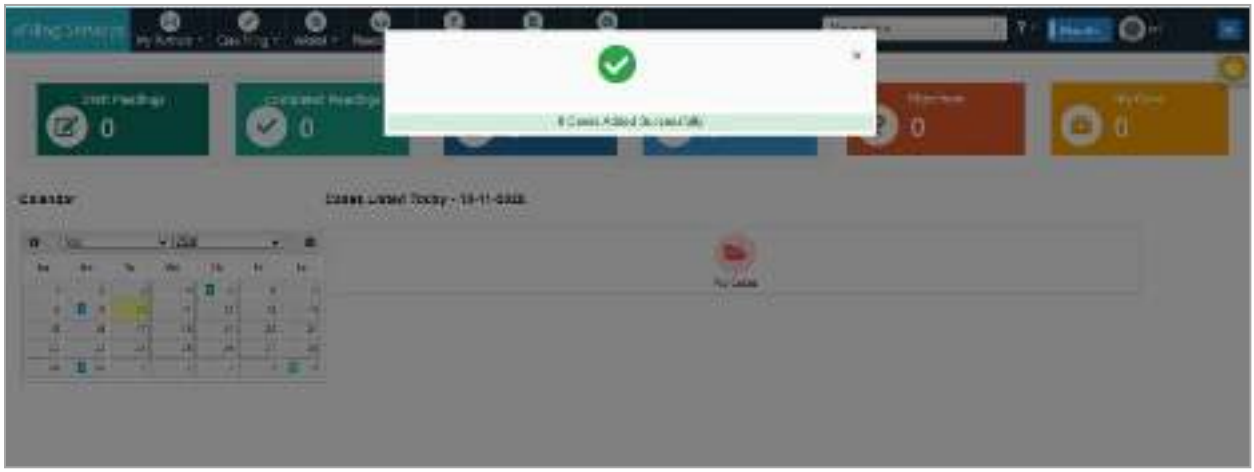


Fig: Import Cases Success

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.

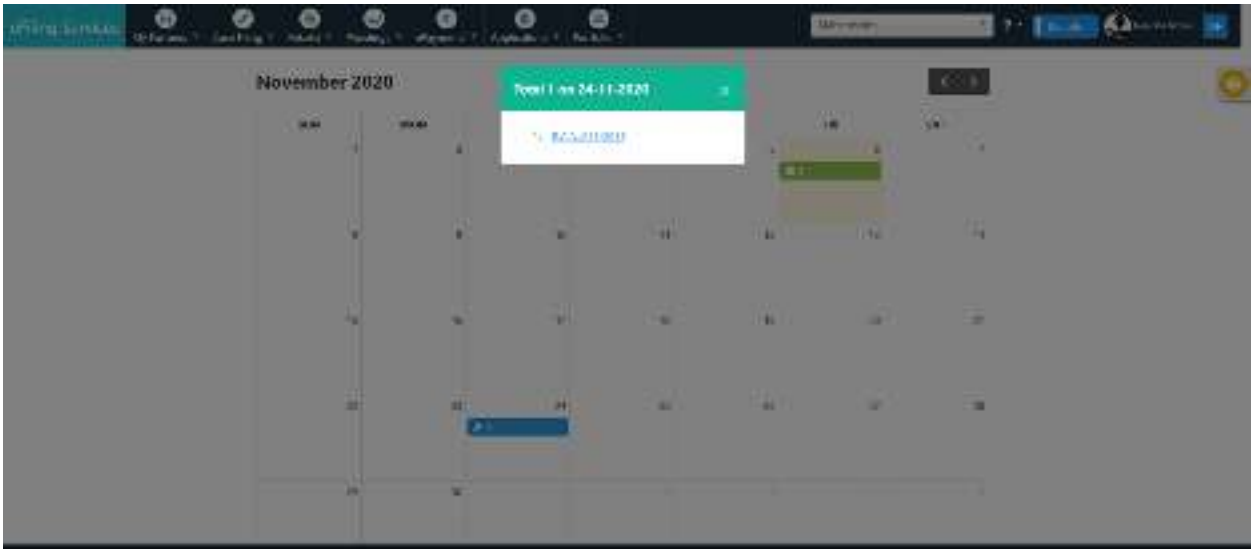


Fig: List of Cases scheduled for the date

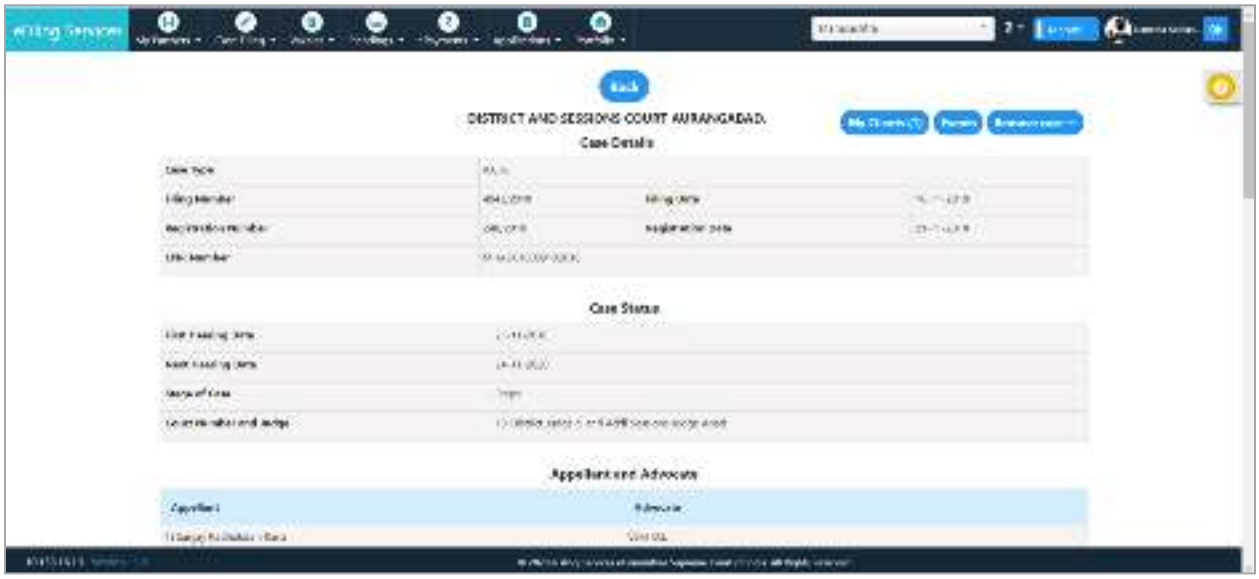


Fig: Case Details with My Clients, Events and Remove Case buttons

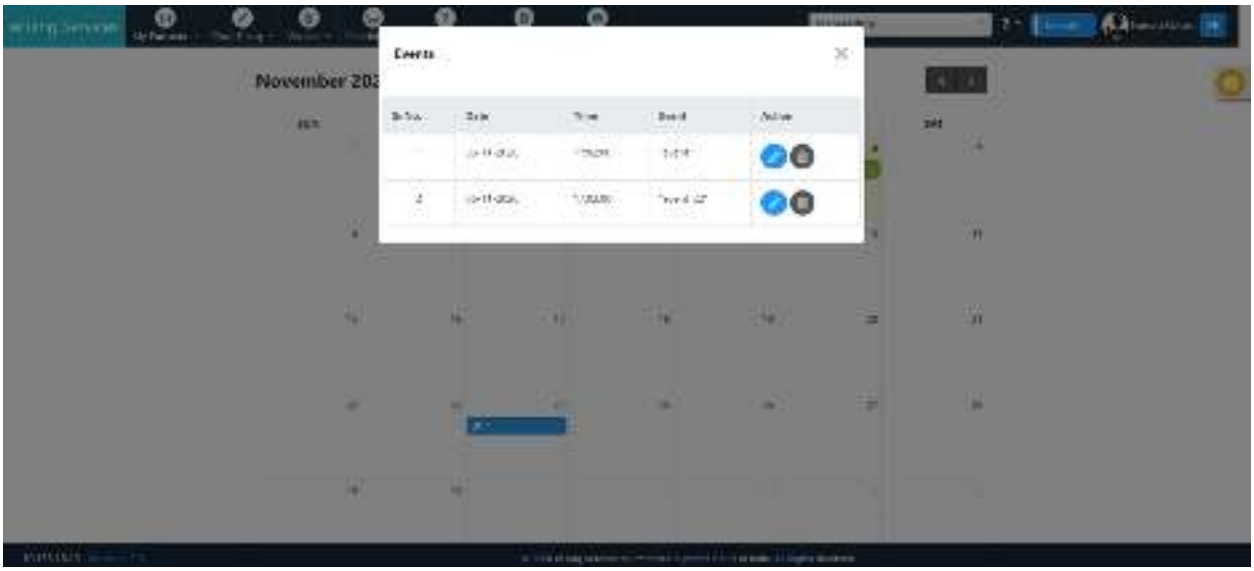


Fig: List of Events scheduled for the date

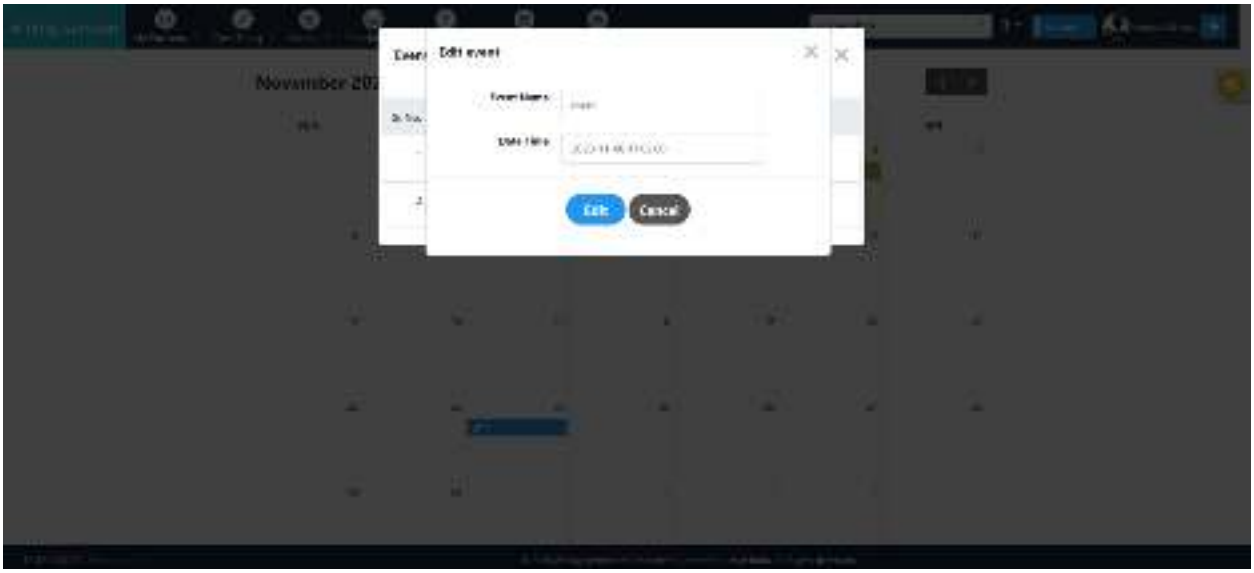


Fig: Edit Event