PRINCIPAL DISTRICT COURT, EAST GODAVARI, RAJAMAHENDRAVARAM: DATED 28-07-2026.

***

The copy of the Hon'ble High Court letter in ROC No. 505/2024-CPS, dated 28-07-2026, has been communicated to all the Judicial Officers as well as the Presidents of all Bar Associations in the District Judiciary of East Godavari District for information, strict compliance, and necessary action regarding the implementation of **e-Filing Version 3.0 for the filing of all types of criminal cases, including bail petitions in the District Judiciary of East Godavari District.**

In this regard, I am herewith forwarding the Gazette Notification containing the Rules governing online electronic filing (e-Filing) in all Courts under the District Judiciary in the State of Andhra Pradesh, issued vide ROC No. 505/2021-CPS, dated 20-05-2025 for information and necessary compliance. The same has also been uploaded to the official website of the District Court and is available for download for ready reference.

All Nodal Officers of the respective Court Complexes are requested to communicate this circular, along with the Gazette Notification containing the Rules governing online electronic filing (e-Filing), to the respective Bar Associations forthwith.

Further, requested to ensure that the contents of this circular and the enclosed Notification are brought to the notice of all members of the Bar Association through the office bearers concerned. This is intended to create awareness of the e-Filing Rules and to facilitate their smooth and effective implementation in all Courts under the District Judiciary of East Godavari District.

Dis: 7395
28/7/26.

Prl. District Court, East Godavari,
Rajamahendravaram, Dt.28-07-2026. (FAC)PRINCIPAL DISTRICT JUDGE

Encl: As Stated

Cont ..2..

To

1. All the Judicial Officers working in the unit of East Godavari District
2. All the Presidents of Bar Associations in the unit of East Godavari District are hereby requested to circulate this Circular among the members of their respective Bar Associations.
3. All the Superintendents working in the Principal District Court, Rajamahendravaram, are hereby directed to take immediate steps to ensure strict compliance with the above instructions, without fail.
4. Notice Board, Principal District Court, Rajamahenedravaram.
5. All e-Sewa Kendra at Kakinad and Rajamahendravaram
6. The copy of the same has been uploaded on the official website of the District Court, East Godavari: https://eastgodavari.dcourts.gov.in.

DISTRICT COURT
RAJAMAHENDRAVARAM.
RECEIVED
28 JUL 2026
PRL. DISTRICT JUDGE

Y.V.S.B.G.PARDHA SARADHI
REGISTRAR GENERAL

AMARAVATHI
Dated 28-07-2026.

ROC.NO.505/2024-CPS

To
All the Unit Heads,
District Judiciary, Andhra Pradesh.

Sir/Madam,

Sub: HIGH COURT – COMPUTER SECTION – eCourts – e-Filing – Forwarding the Rules governing online electronic filing in all Courts under the District Judiciary in the State of Andhra Pradesh, along with the Gazette Notification – Implementation of e-Filing 3.0 – Information and necessary action - Reg.

Ref: 1. Gazette Notification vide G.199, dated:19.06.2026.
2. Circular vide ROC.No.505-2024-CPS, dated: 25.06.2026.

****

I invite your kind attention to the subject and references cited above.

I am directed to forward herewith a copy of the Rules governing online electronic filing in all Courts under the District Judiciary in the State of Andhra Pradesh, along with the corresponding Gazette Notification in the 1st reference cited, for information and necessary implementation in all the Court establishments under your respective Units.

It is further informed that the eFiling 3.0 was implemented with effect from 01.07.2026, initially in respect of Bail Applications and other Criminal Matters before the District Courts, Civil Judge (Senior Division) Courts and Civil Judge (Junior Division) Courts, vide circular instructions in the 2nd reference cited.

Therefore, all the Unit Heads are requested to take immediate necessary steps to ensure the implementation of eFiling 3.0 in accordance with Circular Instructions vide 2nd reference cited, in the aforesaid Courts, without fail, on priority basis.

Yours Sincerely,

REGISTRAR GENERAL

Encl: a/a

Registered No. HSE-49/2016

DISTRICT COURT
RAJAMAHENDRAVARAM.
RECEIVED
20 JUL 2026
PRL. DISTRICT JUDGE

RIGHT TO INFORMATION

ఆంధ్రప్రదేశ్ రాజపత్రము

THE ANDHRA PRADESH GAZETTE

PUBLISHED BY AUTHORITY

W.No.25 AMARAVATI, FRIDAY, JUNE 19, 2026 G.199

PART II - MISCELLANEOUS NOTIFICATIONS OF INTEREST TO THE PUBLIC

--x--

NOTIFICATIONS BY HEADS OF DEPARTMENTS Etc.,

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

DISTNCT JUDICIARY E-FILLNG RULES- REQUEST TO TAKE STEPS FOR PUBLISHING THE RULES FOR ONLINE ELECTRONIC FILING FOR ALL COURTS IN THE DISTRICT JUDICIARY IN ANDHRA PRADESH IN THE OFFICIAL GAZETTE - RULES NOT FALLING WITHIN THE JURISDICTION OF THE HON'BLE RULES COMMITTEE UNDER SECTION 123 OF CPC.

ROC.No.505/2021-CPS. **DATED: 20.05.2025.**

REF:- High Court letter ROC No.96/2019-CPS, dated.08.01.2024.

***

RULES FOR ONLINE ELECTRONIC FILING FOR ALL THE COURTS IN THE DISTRICT JUDICIARY IN ANDHRA PRADESH

Short Title, Applicability and Commencement:

These Rules will be called e-filing Rules. They will be applicable to all the Courts In District Judiciary in Andhra Pradesh.

These Rules will come into force from the date of publication in the Official Gazette.

1. Preface

These Rules will apply to online e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centers. The Rules will apply to such categories of cases as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions.

2. Definitions

2.1. **Action:** includes all proceedings Instituted In the District Judiciary In Andhra Pradesh such as Original Suits, Original Petitions, Appeals, Revision Petitions, Contempt Petitions, Execution Petitions, Arbitration Applications, Probate Cases, etc., Petitions on the criminal side and also to all Interlocutory applications.

2.2. **Administrator:** means the Principal District Judge or an Officer appointed by the High Court for administering and dealing with the matters connected with or relating to e-filing.

2.3. **Court:** means the Presiding Officer of the Court or Tribunal as the case may be.

2.4. **Physical Filing:** means all Actions and pleadings filed as hardcopies.

2.5. **Designated Counters:** means and includes those counters which are notified and those that may be included or excluded from time to time in **Appendix-I.**

2.6. **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.

2.7. **High Court:** High Court means the High Court of Andhra Pradesh.

2.8. **Objections:** means and includes deficiencies and errors pointed out by the Presiding Officer/Superintendent/Officer In-charge in relation to the Actions instituted in the Court.

2.9. **Opposite Party:** means defendant(s), respondent(s), judgment debtor(s) opposite parties and non- applicant(s).

2.10. **Party:** means appellant(s), plaintiff(s), petitioner(s), complainant(s) and applicant(s).

2.11. **Pleadings:** means pleadings filed in support or defiance of an Action including affidavits, counter affidavit, additional affidavits reply/rejoinder affidavits and supplementary affidavits.

2.12. **PDF:** means an electronic document filed in a Portable Document Format.

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

2.14. **Registry:** means the Office of the Court.

2.15. Statement **of Defence:** means and includes written statements, replies, counter-affidavits filed in respect of an "Action" and additional or supplementary affidavits.

2.16. **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 or internet problems at his / her end.

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

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

3. General Instructions

3.1. Online e-filing shall be made by visiting the web portal of the Court, namely: https://aphc.gov.in/efiling.php or https://filing.ecourts.gov.in

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

3.3. 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 as stipulated by the High Court.

3.4. The size of the e-file should not exceed **20 MB**. In case the file size exceeds **20 MB**, it must be split-up and uploaded separately.

4. Steps for Registration by Advocates; Litigants/Party-in-Person.

i) Advocates

a) Should visit the web portal https://aphc.gov.in/efiling.php or https://filing.ecourts.gov.in to view the form.

b) Click the registration link.

c) Fill the form with requisite details.

d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council Identity Card (in pdf format only).

ii) Litigants/Party-in-person

a) Should visit the web portal https://aphc.gov.in/efiling.php or https://filing.ecourts.gov.in to view the form.

b) Click the registration link.

c) Fill the form with requisite details.

d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in pdf format only).

4.2. 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 Administrative Officer/Superintendent for transferring the data in respect of the action to the Advocate's account. Once the Administrative Officer/Superintendent 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 Administrative Officer/ Superintendent.

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

5. Frame of Pleadings shall be as per Rules of Practice/applicable Code.

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

6. Formatting

6.1. Every Action and Documents filed shall be prepared electronically using the following formatting style:

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

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

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

6.3. 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 6.1 as set out in **Appendix – III**.

7. Digital Signatures

7.1. 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 possess 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.

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

7.3. Where the party or the advocate does not possess the digital signature issued by the competent authority such an advocate or the party may authenticate e-filed documents by using the AADHAR number belonging

to the advocate or the party and the OTP sent to the registered mobile number of the advocate or party with UIDAI (Unique Identification Authority of India). Such authentication shall be considered valid for all intents and purposes and it shall be the responsibility of the party or the advocate to maintain the security of the AADHAR number and the mobile phone registered with the UIDAI.

7.4. Where a document requires signatures of more than one party it may be filed either by:

i) Representing the consent of the other parties on the document by inserting in the location their each hand written signature/s would otherwise appear the typed signature of each person, other than the filing party, preceded by a "/sd/" and followed by the words "permission" (e.g. "sd" AB by permission"); or by

ii) Electronically filing a scanned document containing all necessary signatures.

8. Payment of Court Fees/Fines/Deposits/Other Charges etc.

Court fee and all other charges can be paid by online payment to the CFMS of AP Treasury or through any authorized service provider approved by High Court of Andhra Pradesh. The payment code whether automatically generated on payment of court fee online through the CFMS of AP Treasury or through any authorized service provider approved by High Court of Andhra Pradesh has to be filed in the appropriate box at the time of e-filing. The petitioner shall mention the name of the party paying the court fee on the receipt and upload the same.

9. Retention of Originals

9.1. Scanned copies of all the Original documents which are digitally signed by the Advocate or the litigant in person should be filed at the time of e-filing. Originals of the documents and the certified copies of the Orders /Judgments/Decrees which are questioned / challenged etc., should be

filed at the time of the first hearing, before the court concerned

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

10. Filing of Originals:

10.1. Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing of pleadings, the signed vakalathnama, signed and notarized/attested affidavit shall be filed in the Registry of the District Judiciary or in the Filing Section/e-Seva centre of the District Judiciary as the case may be within seven working days of online Registration through web portal.

The Plaintiff and the advocate who files the suit for urgent relief with 'out of order', petition shall certify in writing that the copies of documents that are furnished or true extracts of the originals and that they are genuine and they are not fabricated and tampered and that they will be liable for legal action if it is found that they are tampered, fabricated and not genuine documents in future.

10.1A. If e-filing of pleadings is made in the designated counters provided for e-filing, such documents shall be filed along with the e-filing of action/pleadings.

10.1B. In addition to the above, if the authority of any other document relied by the party is likely to be questioned, such document shall be filed in the Registry of High Court, or before the authorized person of the Court concerned in the District Judiciary as the case may be.

10.2. 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.

10.3.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 right or ownership in immovable property or any interest in such property.

f). Any other document as may be directed by the Bench.

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

11. Access to the Electronic Data of the Action

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

copies.

12. **Exemption from e-filing**

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

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

13. **Service of Electronic Documents**

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry Officials, to the e-mail address of the advocates or parties, If available, e-mail IDs of Registry Officials will be published on the Court website to enable the recipients to verify the source of the e-mail. Proof of service should be supported by an affidavit.

14. **Computation of Time**

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

b. E-filing through Designated Counters will be permissible up to 16:00 hours on any 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, online e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided hereinabove.

c. The facility for online 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 online e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing during Court hours on 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 online e-filing facility.

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

15. Procedure for Filing Caveat

All caveats can be filed online. The procedure for this purpose is set out in Appendix–VI. All caveats shall be filed as per e-filing module.

16. 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, but not as certified copies. The Registry will, wherever required, prepare hard copies for official use.

17. Residuary provisions

a. 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.

b. Subject to such further directions as may be issued, an Opposite Party may, for valid reasons, refuse to accept the service of pleadings, documents etc., by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the Opposite Party. In such circumstances, the petitioner can be called upon to deposit the charges calculated on the basis of the number of pages which are required to be photocopied, at the rate of Rs.1/- per page which shall be deposited by the petitioner. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s). This rate of Rs.1/- page may be varied by a notification/further order by the High Court.

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

18. Dos and Don'ts

a. The text documents and scanned documents set out in clauses 6.3 and 7.1 should be merged as a single OCR searchable PDF or PDF/A 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.**

The merged documents should be uploaded at the time of online e-filing. Screen shots of the manner of accessing the online 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.**

b. Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or Litigant in person, through SMS.

c. In case of online e-filing includes, audio and/or video files, the Administrative Officer/Superintendent shall generate a hash value.

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

e. Document Binary File Name Standards

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

- A quotation mark(")
- A number sign/Pound(#)
- Percent(%)
- 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 filename.

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

f. Online 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.

19. **General Caution**

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

20. Notwithstanding anything contained in the High Court Writ proceeding Rules, 1980 and the Criminal Rules of the practice 1990 to the extent provided herein these Rules shall prevail and the words/terms defined herein shall be applicable herein after.

APPENDICES

SL.NO.	APPENDIX NO.	Description
1	**APPENDIX–I**	Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
2	**APPENDIX–II**	Screenshots showing the procedure for registration
3	**APPENDIX–III**	Screenshots showing the procedure for converting a document into an OCR searchable PDF.
4	**APPENDIX–IV**	Screenshots showing the procedure for appending single or multiple digital signatures.
5	**APPENDIX–V**	Screenshots showing the procedure for book-marking.
6	**APPENDIX–VI**	Screenshots showing the procedure for filing Caveat.

Y.V.S.B.G. PARDHA SARADHI,
Registrar General.

APPENDIX - I

A STEP BY STEP GUIDE FOR EFILING

(efiling for High courts & District Courts of India)





Circulated by
e committee
Supreme Court of India

Table of Contents

1.1.Introduction.....1

1.2.Getting Started.....1

1.3. E.Filing portal www.efiling.ecourts.gov.in.....1

1.4. Select your< state>.....2

1.5.Login.....2

1.5.1. Forgot password :.....2

1.6. Dashboard :.....2

1.6.1. My e filing status:.....3

1.6.2 My e filed cases:.....3

1.7.New case option:.....3

1.8. Where to file High court /Lower court:.....4

1.9.Filling up of forms:.....4

1.9.1.Colour coding:.....4

1.9.2. Complainant/Petitioner form:.....5

1.9.3.E-filing number:.....5

1.9.4. Respondent form:.....6

1.9.5. Extra information Form (optional):.....6

1.9.6. Extra Party Details :.....7

1.9.7 Case Details:.....7

1.9.7.1. Hide Party:.....8

1.9.8. Act-Section:.....8

1.9.9.Signing Method:.....8

1.9.10. Upload Document:.....9

1.9.11.Pay court fees:.....10

1.9.12 Affirmation and Verification of Applicant.....10

1.9.13. Advocate Identification and Verification:.....11

1.9.14 . View:.....11

1.10. Final submit:.....11

1.11. Submitted for approval of e filing admin :.....12

1.12.Generate acknowledgment:.....12

1.13. Generate Case party details:.....13

1.14. Logout:.....14

1.15.Conclusion:.....14

A Step by Step Guide for E-filing

(For High courts & District Courts of India)

1.1.Introduction

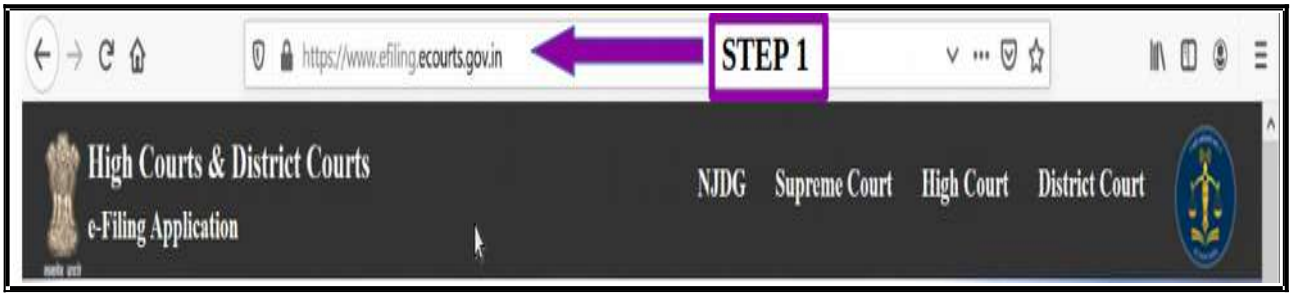
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efiling portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE .**

1.2.Getting Started

- Before starting efiling confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efiling portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink https://efiling.ecourts.gov.in/help.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efiling a new case
- Lets start e filing a new case .

1.3. E.Filing portal www.efiling.ecourts.gov.in

Type (www.efiling.ecourts.gov.in) in your browser you will reach the filing online portal.



1.4. Select your< state>

(i) by clicking on the drop list (or)

(ii) by clicking the state directly from the India map





1.5.Login

- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then rest your password..



1.6. Dashboard :



Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

1.6.1. My e filing status:



The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

1.6.2 My e filed cases:



Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/ Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.



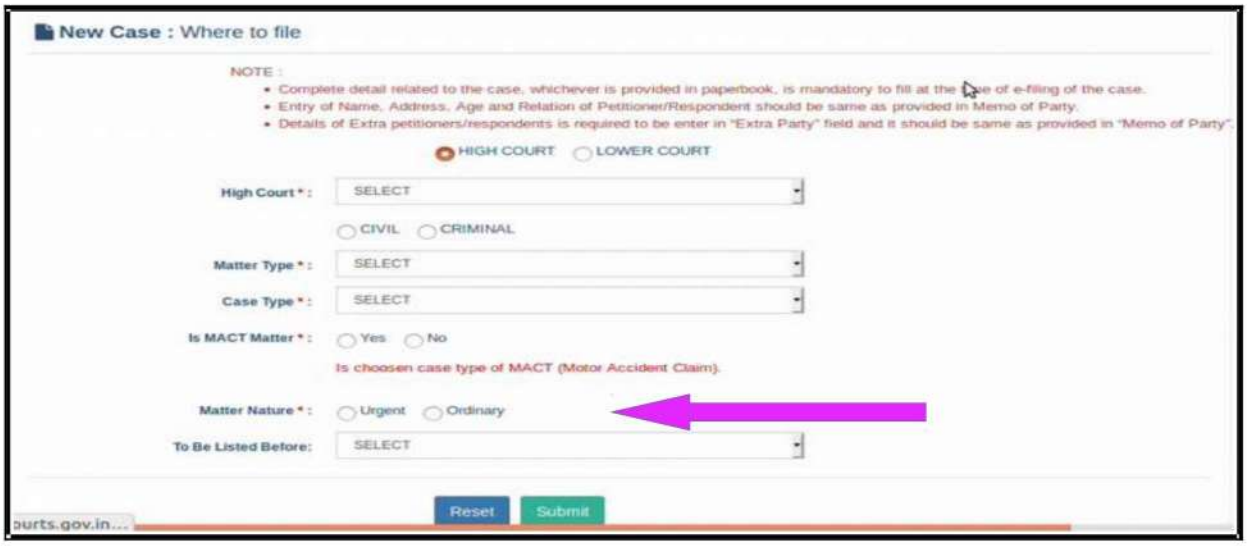
1.7.New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on '**New Case'** Option under the dash board which will take you to the form where to file the case .

1.8. Where to file High court /Lower court:



After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.



Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

1.9.Filling up of forms:

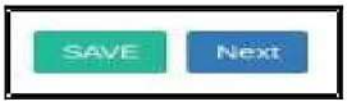
1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- **Blue** colour for the form in use and **Active**
- **Green** colour for the form which is **completed** or **Done** .
- **Orange** colour for the forms which are **optional;**
- **Red** colour for the forms which are **mandatory** to be filled up.

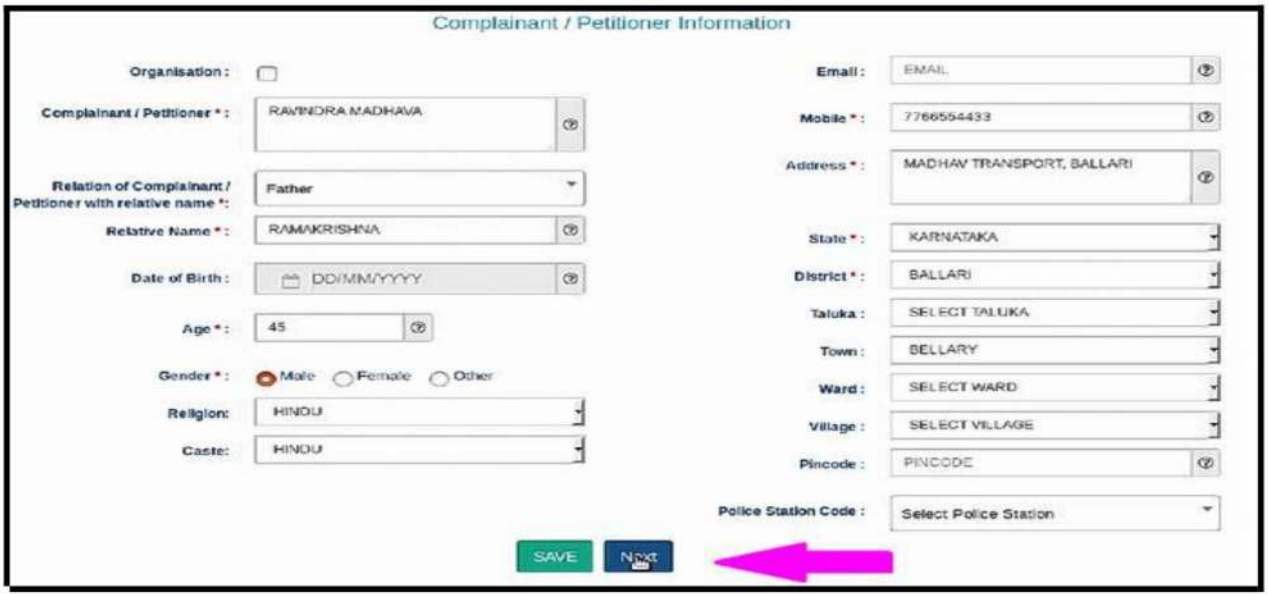


Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click “SAVE” and then “NEXT” .



1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click “SAVE” and then “NEXT” .



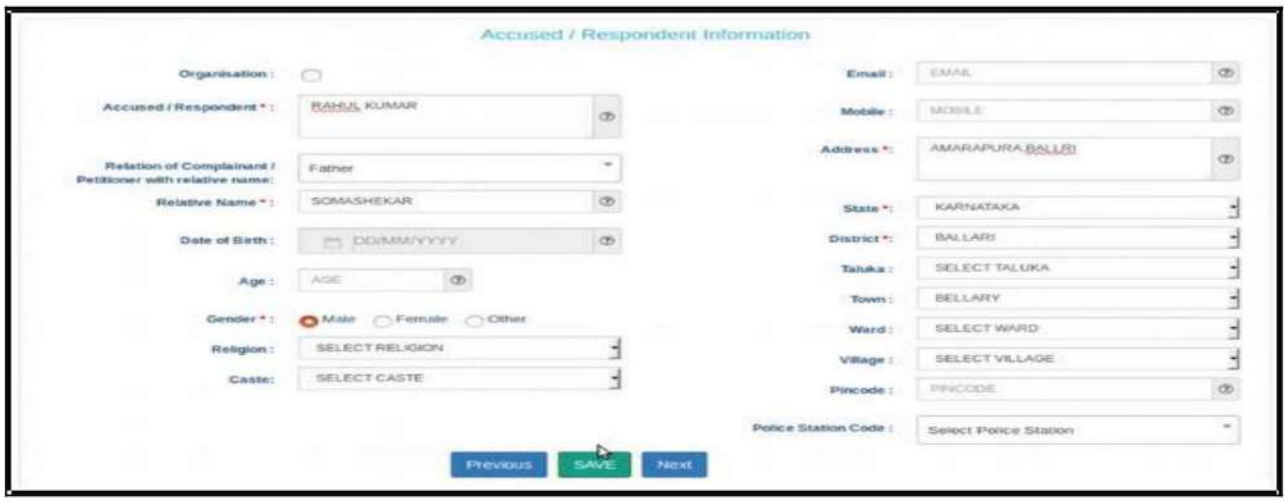
1.9.3.e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.



1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click “SAVE” and then “NEXT” ..



After adding all the details you will get the message as **respondent added successfully**



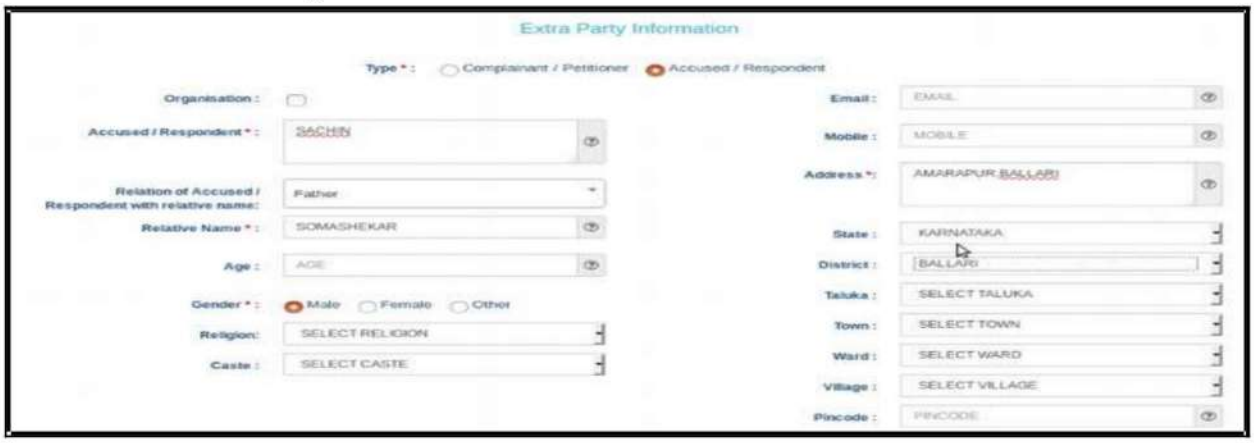
1.9.5. Extra information Form (optional):



If you wish to fill up any extra information regarding complainant or accused, like the Passport number,Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

1.9.6. Extra Party Details :

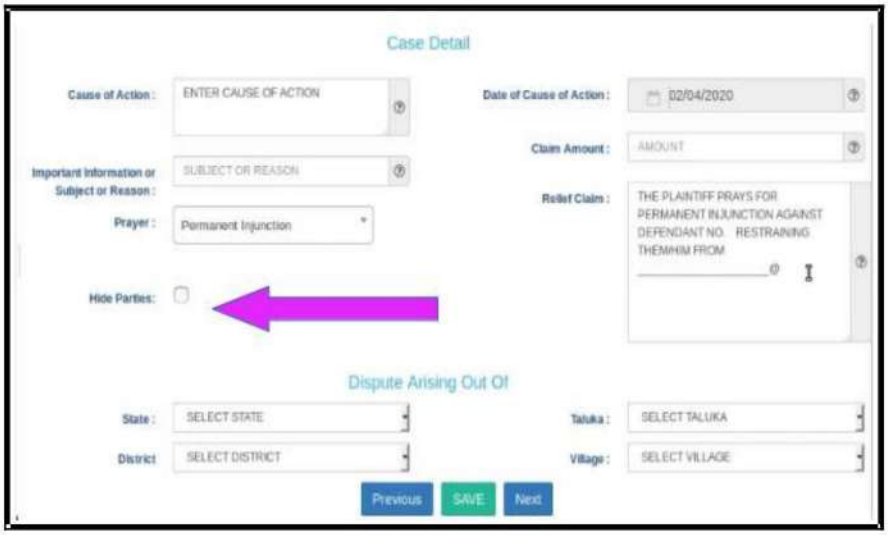


The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .



1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.

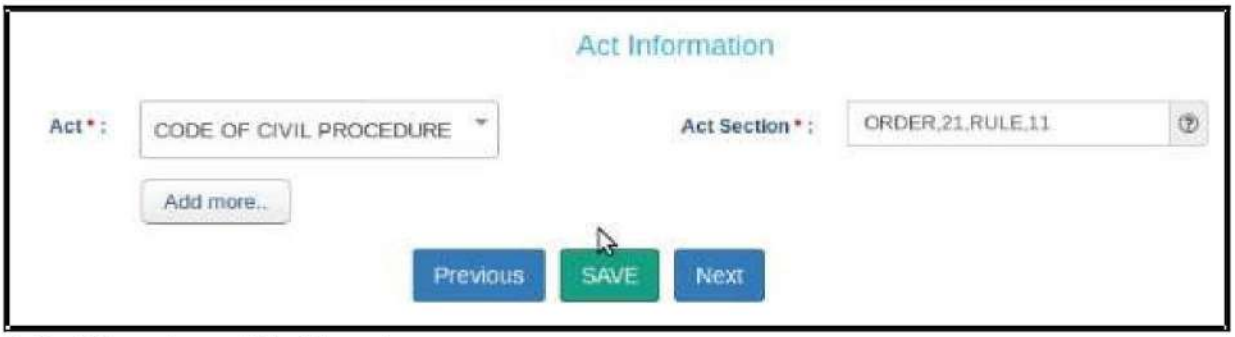


1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .

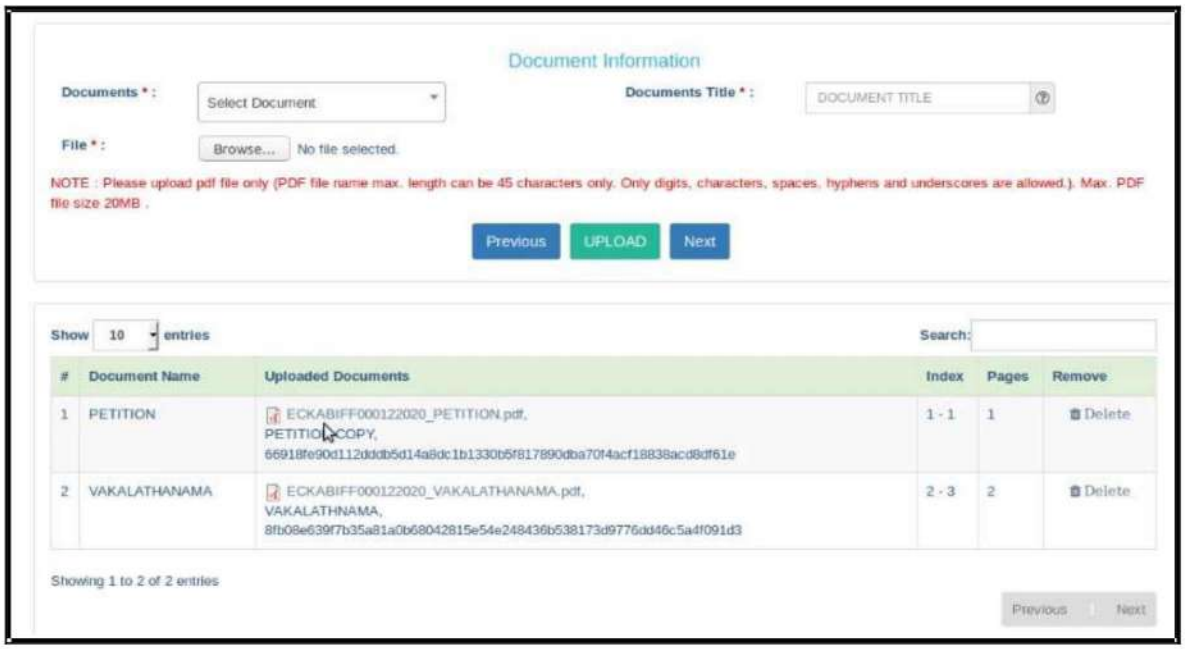


1.9.9.Signing Method:

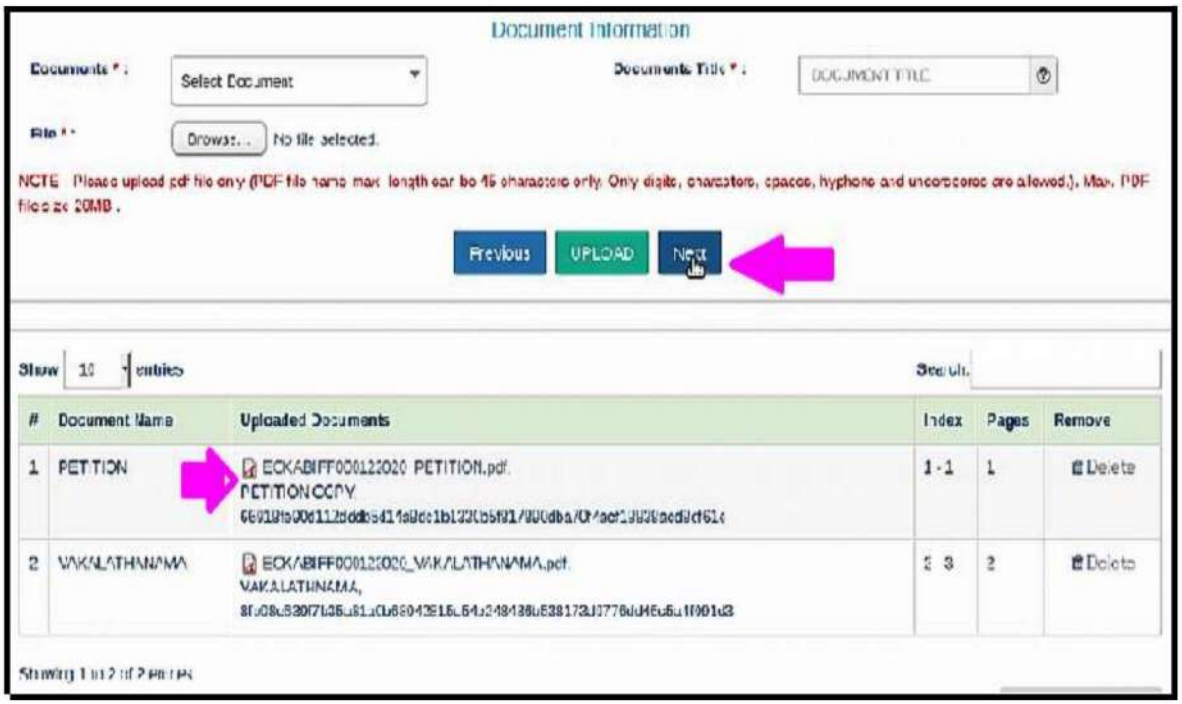
- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .



1.9.10. Upload Document:



When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and the delete it Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.



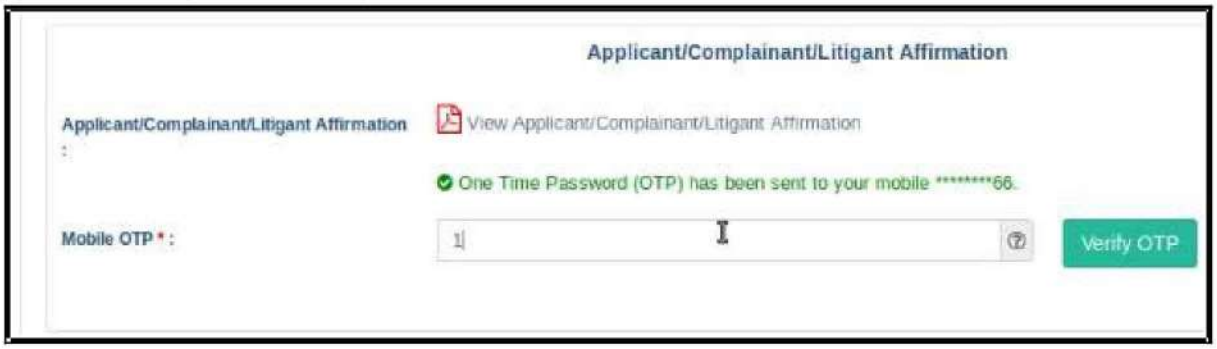
1.9.11.Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.



1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.



- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.



1.9.13. Advocate Identification and Verification:



- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button. Then**, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.



- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

1.9.14 . View:

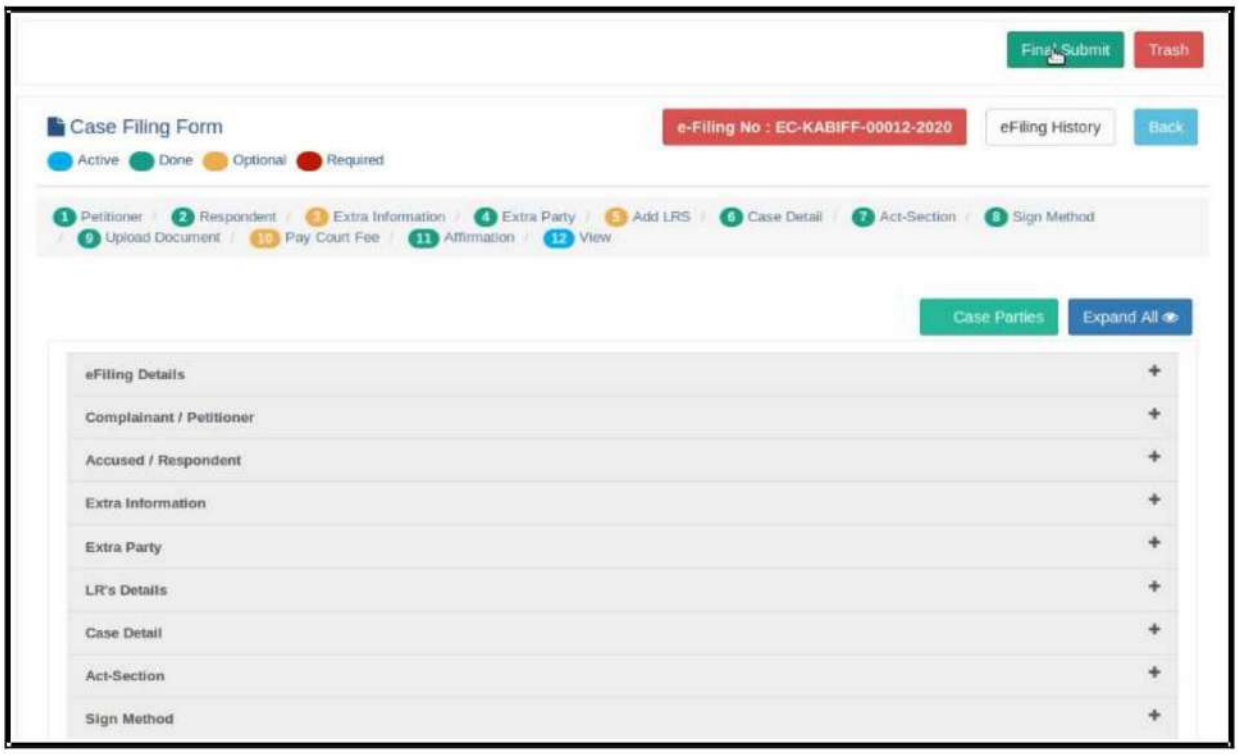
After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on **+** to view the details against each category.



1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"





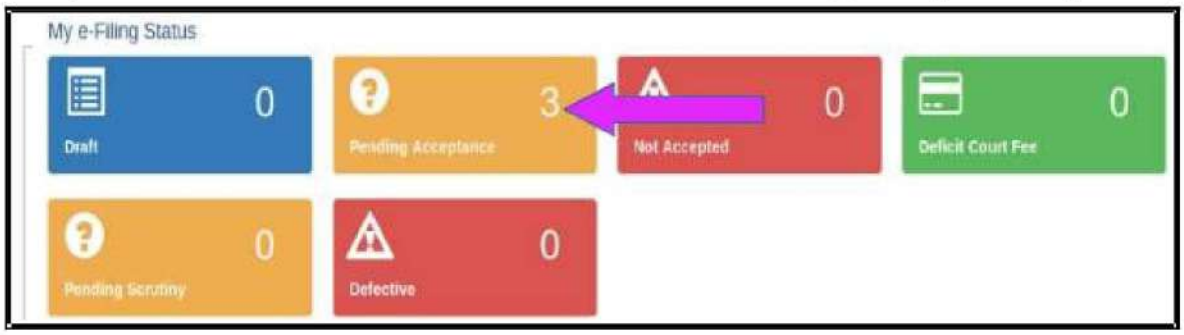
1.11. Submitted for approval of e filing admin :



After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

1.12.Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **"Pending Acceptance option",** find



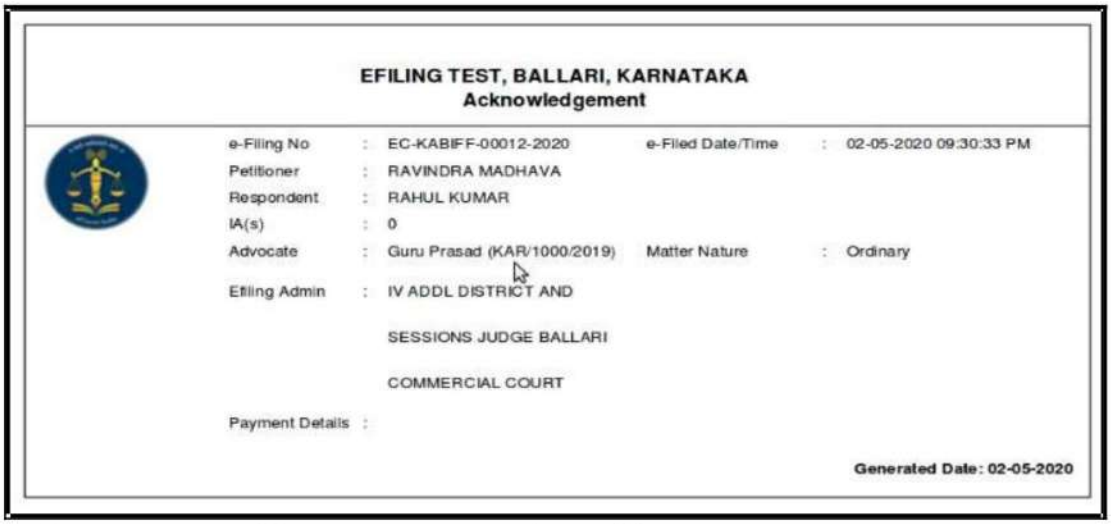
out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.



Then Click on the e Filing **Acknowledgment** button



Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.



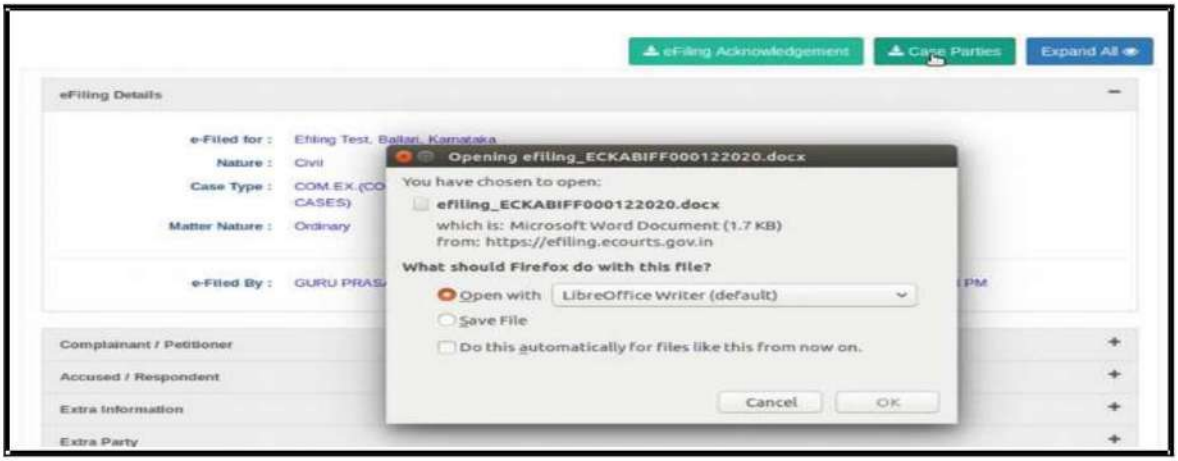
EFILING TEST, BALLARI, KARNATAKA
Acknowledgement

e-Filing No	:	EC-KABIFF-00012-2020	e-Filed Date/Time	:	02-05-2020 09:30:33 PM
Petitioner	:	RAVINDRA MADHAVA			
Respondent	:	RAHUL KUMAR			
IA(s)	:	0			
Advocate	:	Guru Prasad (KAR/1000/2019)	Matter Nature	:	Ordinary
Efiling Admin	:	IV ADDL DISTRICT AND SESSIONS JUDGE BALLARI COMMERCIAL COURT			
Payment Details	:				

Generated Date: 02-05-2020

1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.



	HIGH COURT OF JUDICATURE FOR EFILING TEST,,
	COM.EX.(COMMERCIAL EXECUTION CASES)
1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka , India
	----Petitioners
	Versus
1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka ,India

1.14. Logout:

Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.

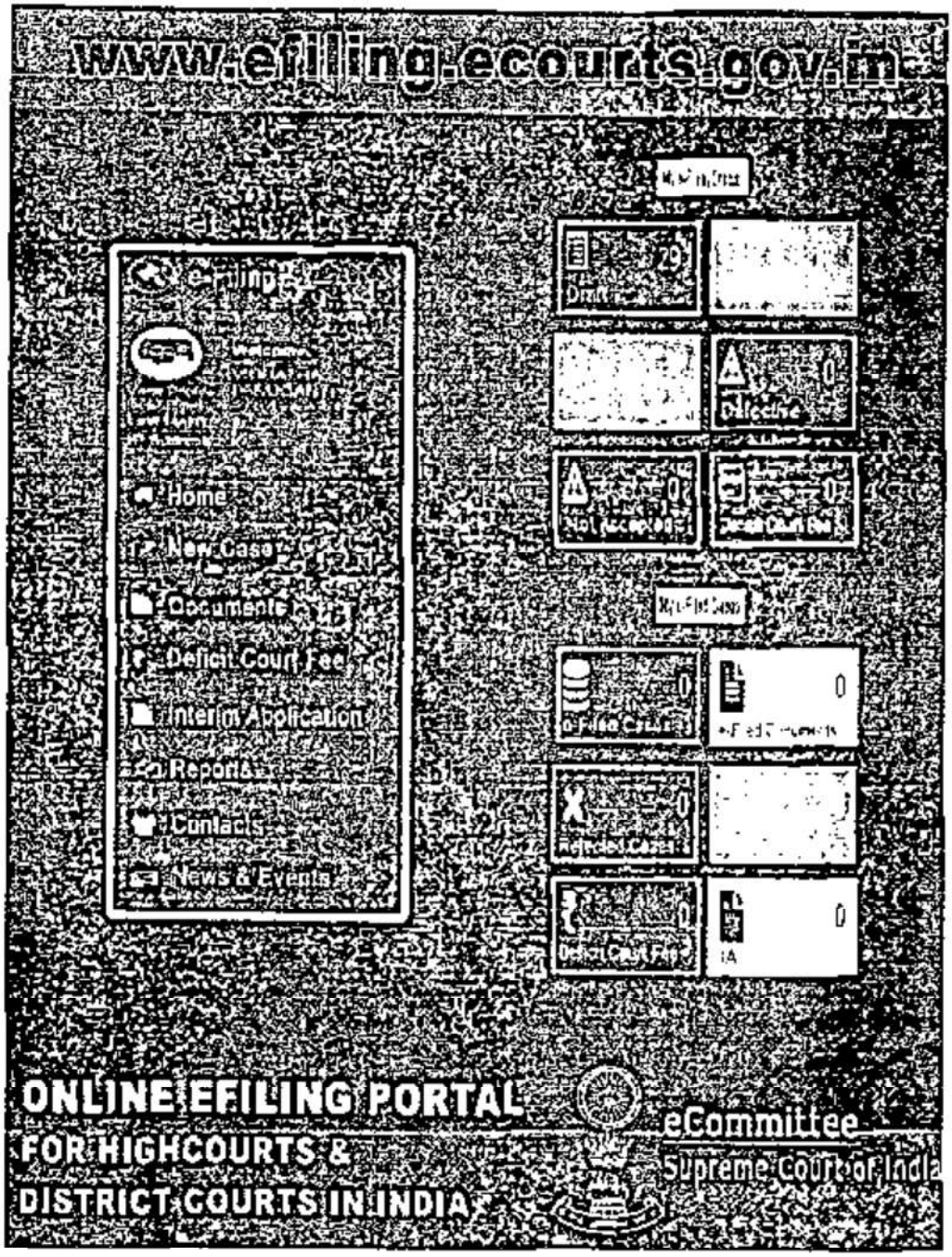


1.15.Conclusion:

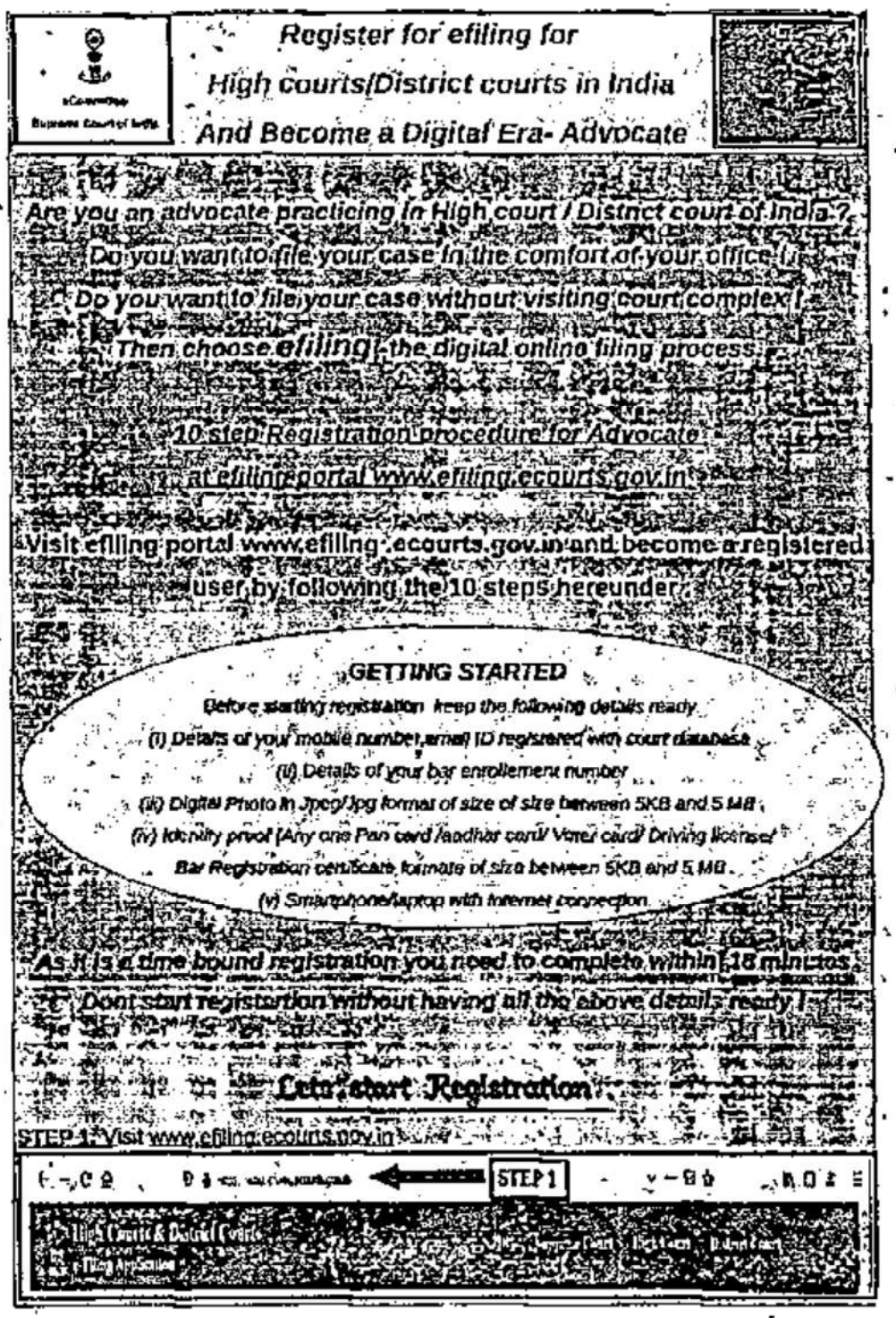
Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of **'Digital Era Advocate".**

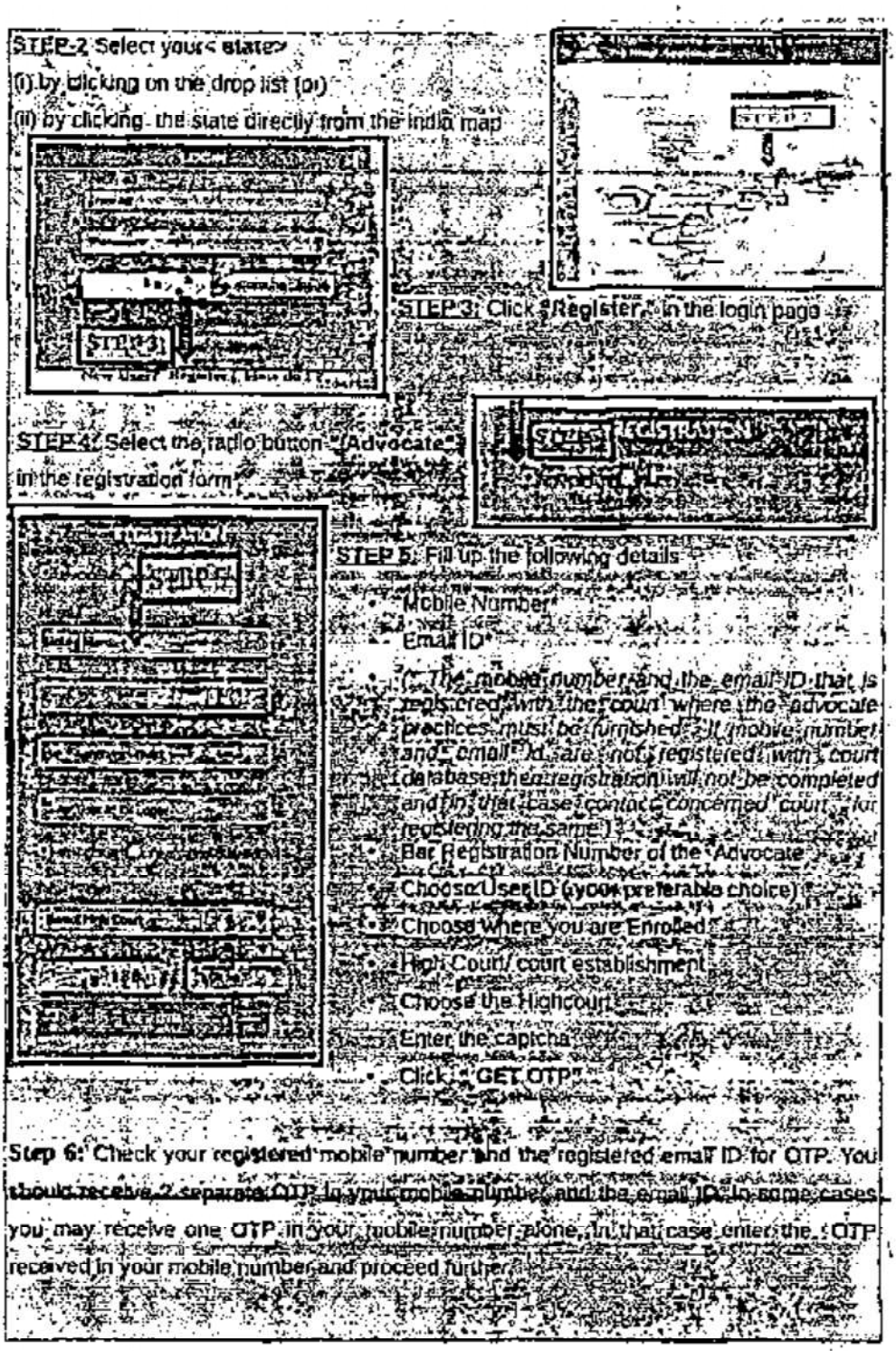
----------***Start e filing new cases in*** www.efiling.ecourts.gov.in **----------.**

APPENDIX-III



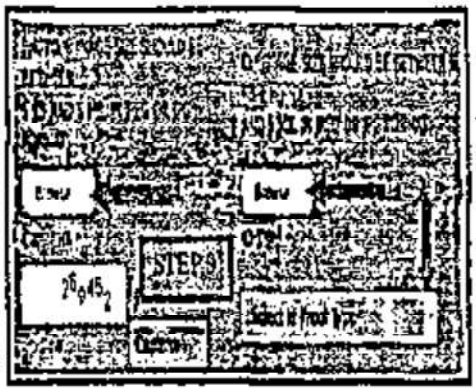
RULES SUPPLEMENT

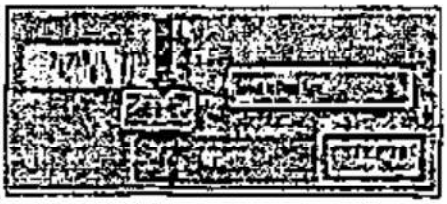



STEP-2 Select your< state>
(i) by clicking on the drop list (or)
(ii) by clicking the state directly from the india map
STEP 3: Click "Register" in the login page
STEP 4: Select the radio button "Advocate" in the registration form
STEP 5: Fill up the following details
Mobile Number*
Email ID*
(The mobile number and the email ID that is registered with the court where the advocate practices must be furnished. If mobile number and email id are not registered with court database the registration will not be completed and in that case contact concerned court for registering the same)
Bar Registration Number of the Advocate
Choose User ID (your preferable choice)
Choose where you are Enrolled
High Court/ court establishment
Choose the Highcourt
Enter the captcha
Click "GET OTP"
Step 6: Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP to your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone. In that case enter the OTP received in your mobile number and proceed further.

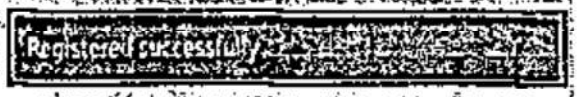
Step 9 Upload your Photo and ID:

- Upload your Photo (in Jpeg/Jpg format of size less bitween 5 KB and 5 MB) using "Choose file" option.
- Upload Identity proof in image size less than 5 KB and 5 MB using the "Choose file" option.
- Suppose you don't have digital photograph, just take a photo from your smart phone and upload.
- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or jpg and in size between 5 KB and 5 MB.
- Then you have to choose the type of ID card uploaded i.e Pan card/ aadhar card/ Voter Card/Driving license/Bar registration certificate from the drop box.





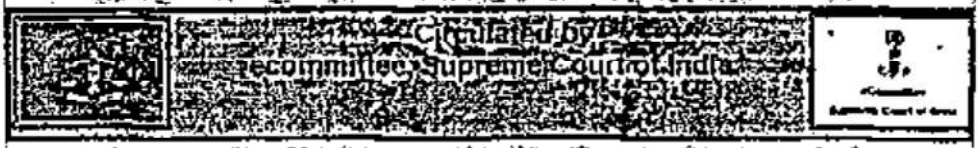
STEP 10: Finally enters the captcha code given in box and click the "Register" button to complete the Registration process. You will finally get the message "Registered successfully"



You have successfully become a registered Advocate of efiling

Welcome to the digital world of efiling of High courts /District courts of India

Start efiling your cases from the comfort of your office

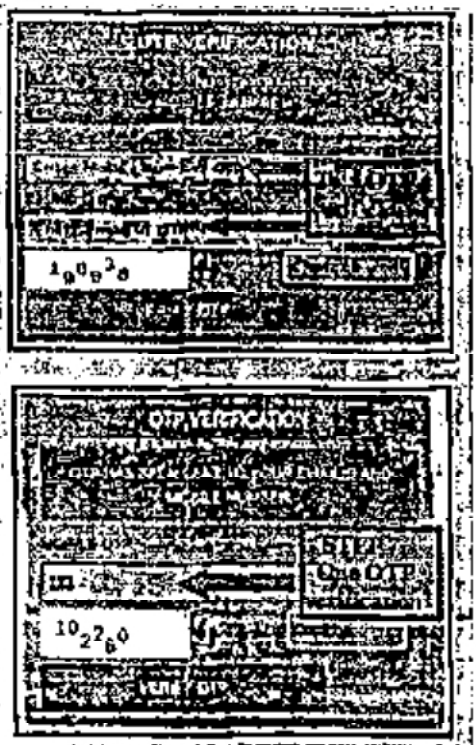


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STEP 7: Two OTP verification: If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email id in the respective entry bar and click verify OTP.

(OR)

Step 7: One OTP verification : In some cases if you have received one OTP in your mobile number alone, then enter that OTP in the mobile OTP entry bar and click verify OTP.



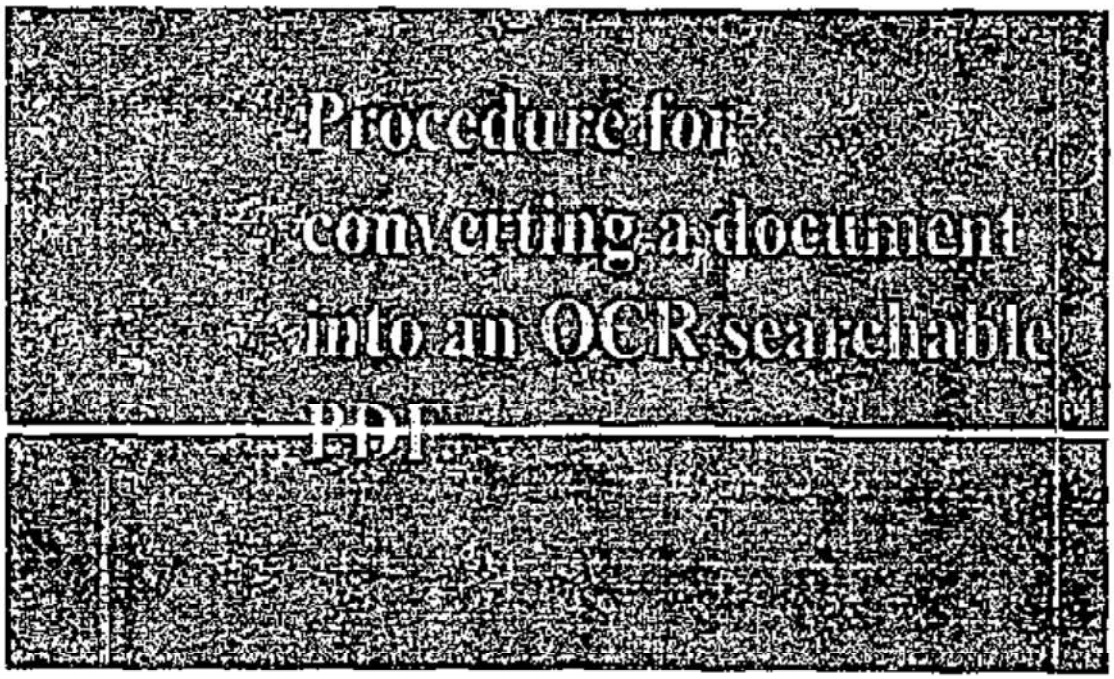
STEP 8: Fill other Details

- Password *
- (Password must contain minimum 8 digit and must include 1 uppercase character, 1 lowercase character, 1 number, 1 special character)
- Confirm password *
- First name
- Last name
- Other contact number
- Gender
- Date of Birth (DD/MM/YYYY)
- Address Line 1
- Address Line 2
- City
- State
- Pincode

G-484/9.

RULES SUPPLEMENT

APPENDIX-III

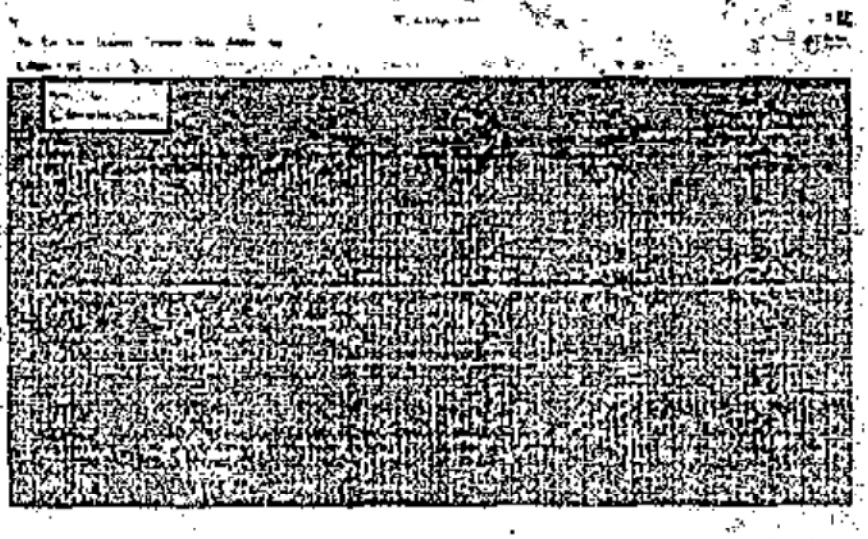


There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abbyy FineReader etc.

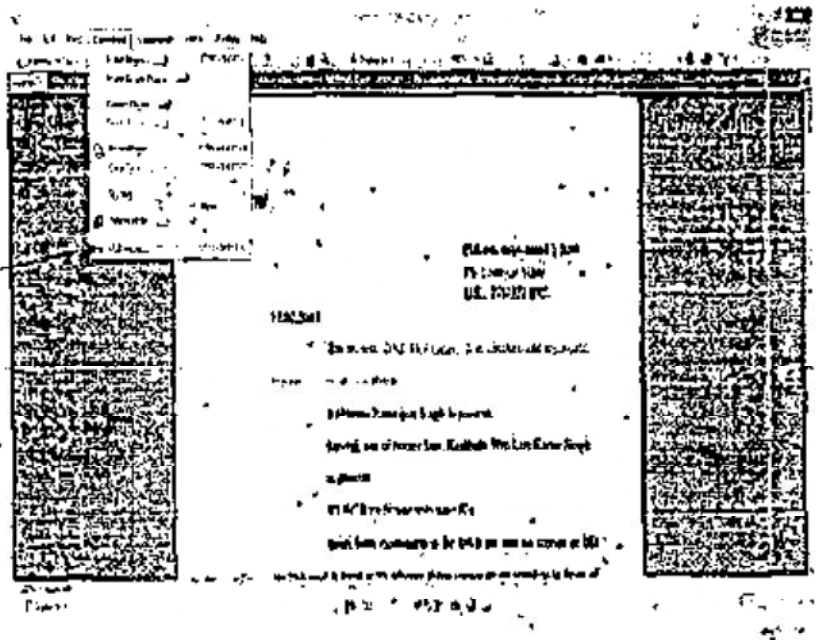
Open the PDF file containing a scanned image you wish to Convert in OCR Format

Using PDF- XChange Viewer – free

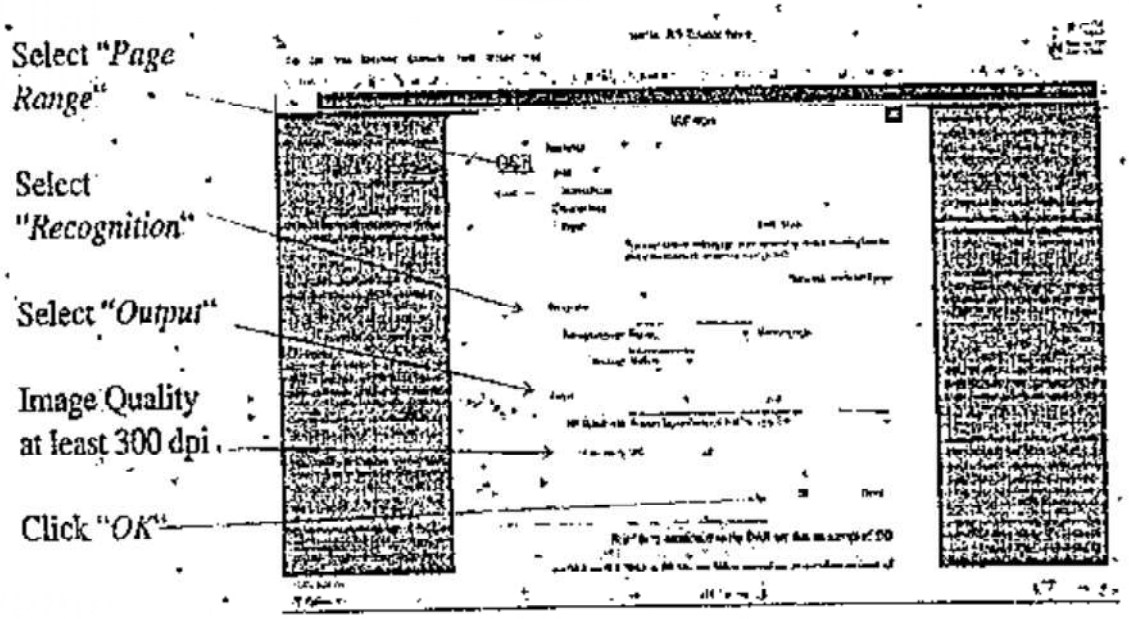
From the main menu, select "*Open*" → "*Open an Existing Document*"→ Open any PDF Document.

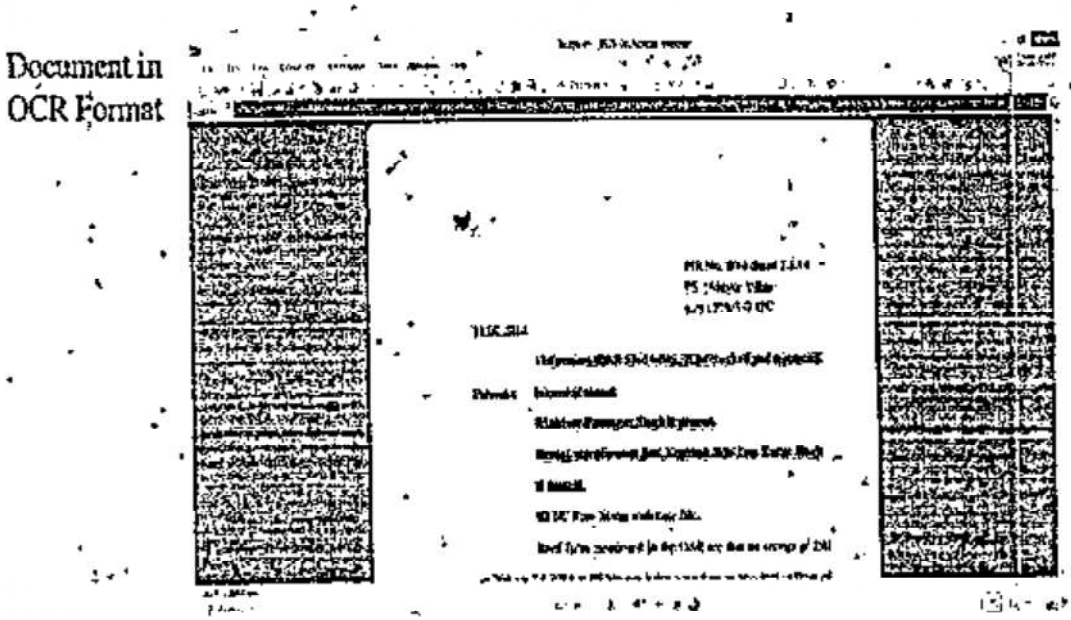


From the main menu, select "*Document*" → "*OCR Pages*".



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G-484/10.

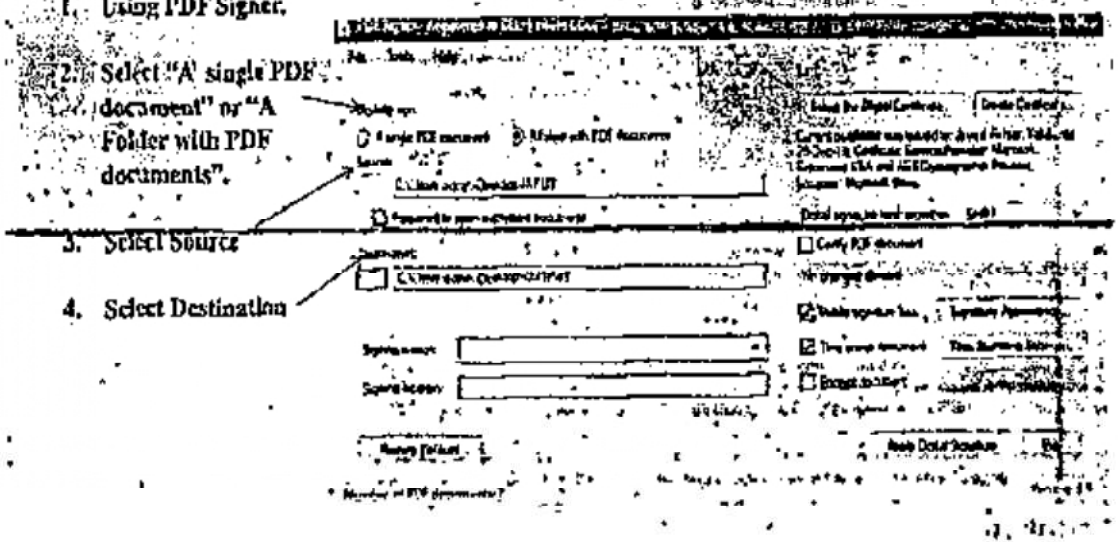
APPENDIX - IV

Please go to the website - http://cca.gov.in to get the list of Licensed CAs



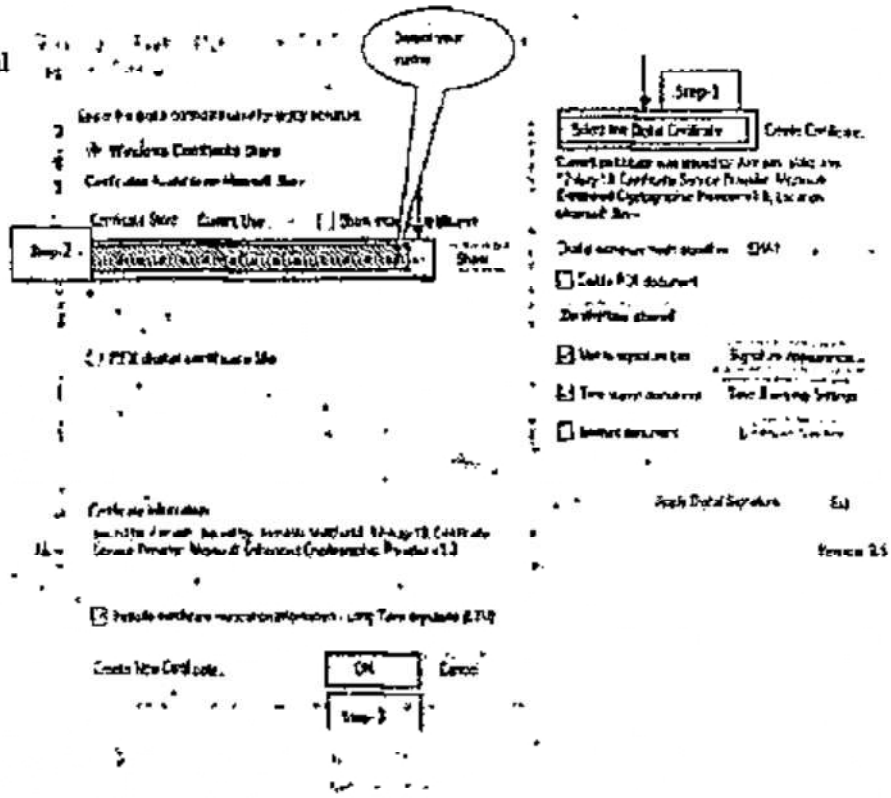
Procedure for Digital Signature

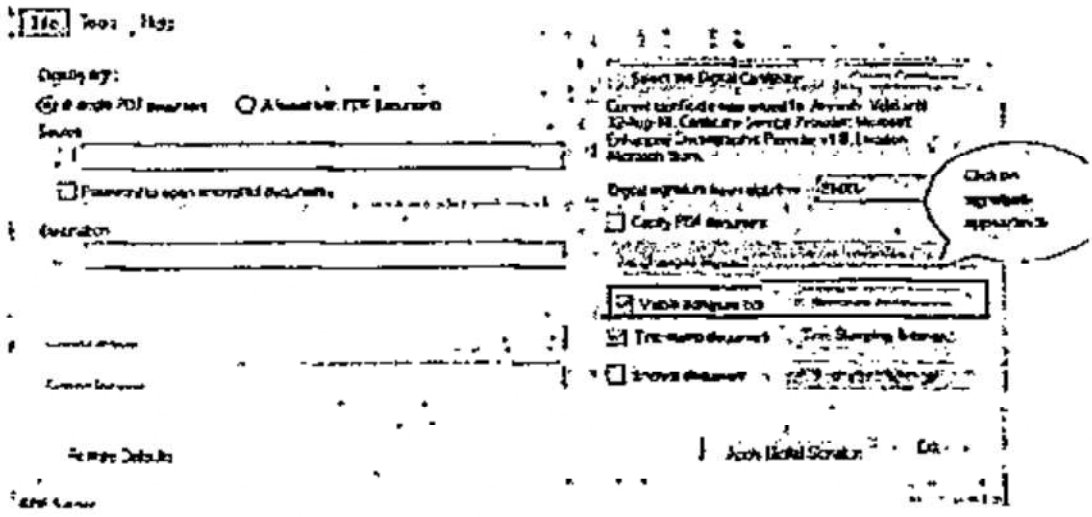
1. Using PDF Signer.
2. Select "A single PDF document" or "A Folder with PDF documents".
3. Select Source
4. Select Destination

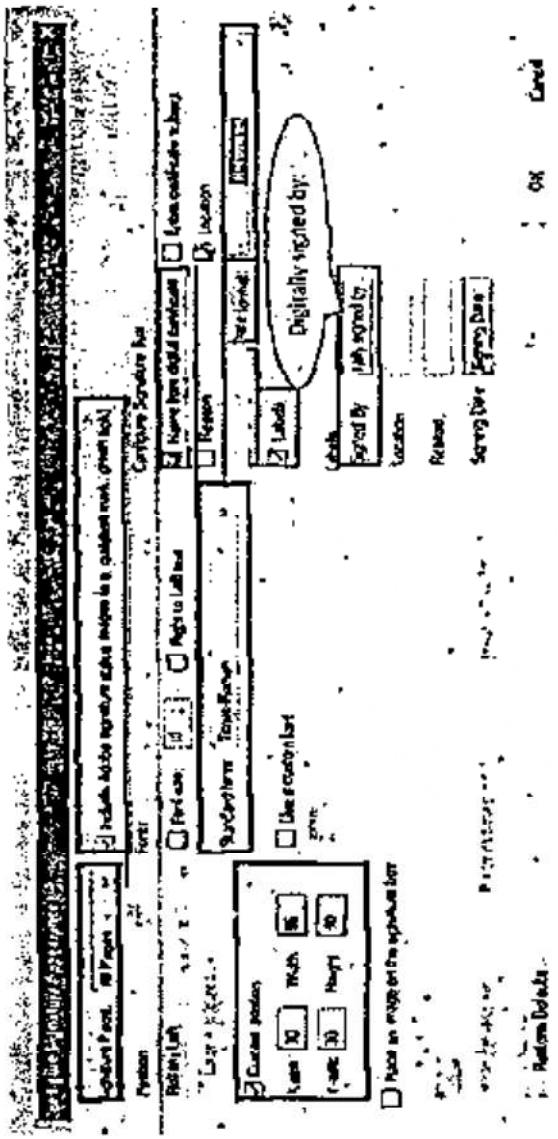


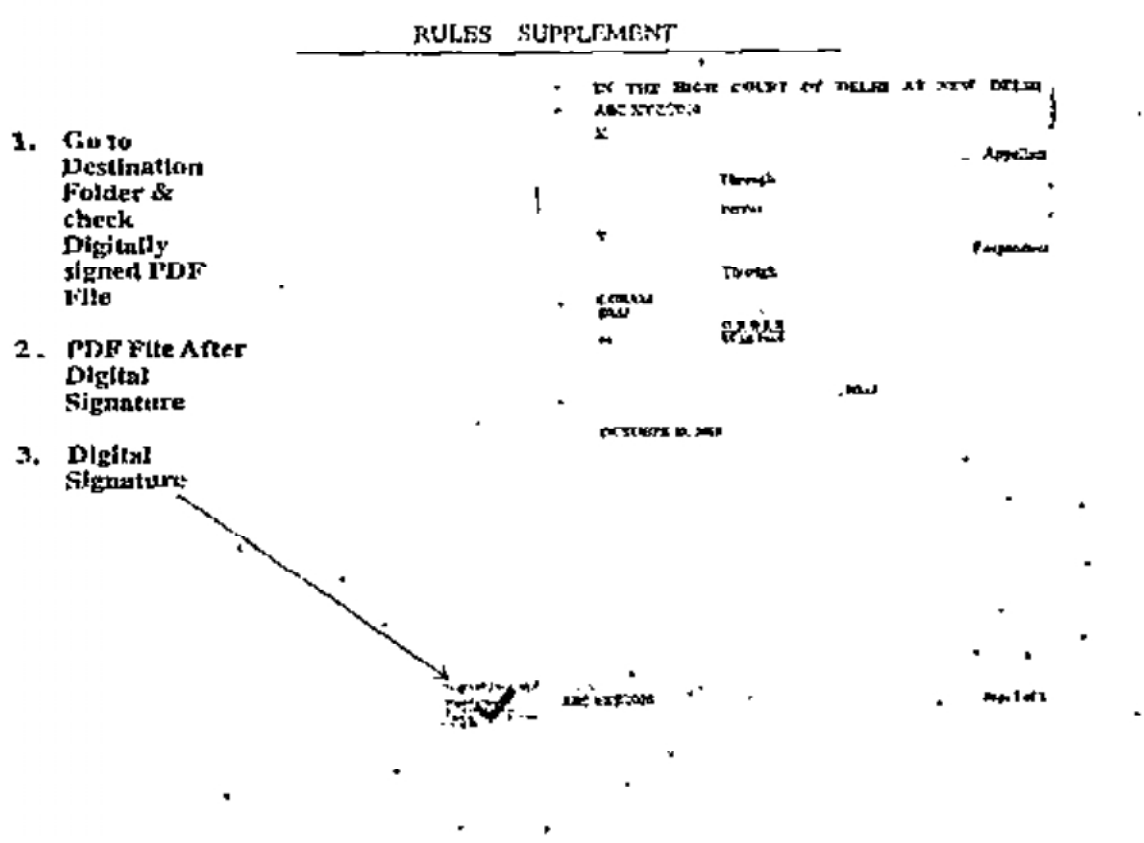
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1. Select Digital Certificate
2. Select your Name.
3. Click *OK*






Digitally signed by:
OK
Cancel


RULES SUPPLEMENT
1. Go to Destination Folder & check Digitally signed PDF File
2. PDF File After Digital Signature
3. Digital Signature

APPENDIX - V.

There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abbyy FineReader, Adobe Acrobat etc.

Foxit Reader(Using for Bookmark)

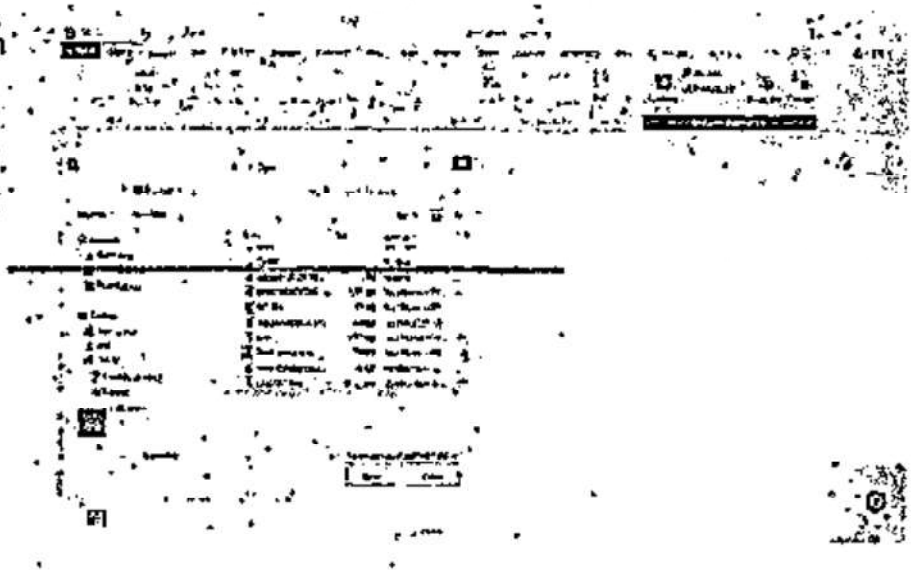
Download the software from website https://www.foxitsoftware.com/pdf-reader. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



Open the PDF file to Bookmark

Using Foxit Reader – free trial

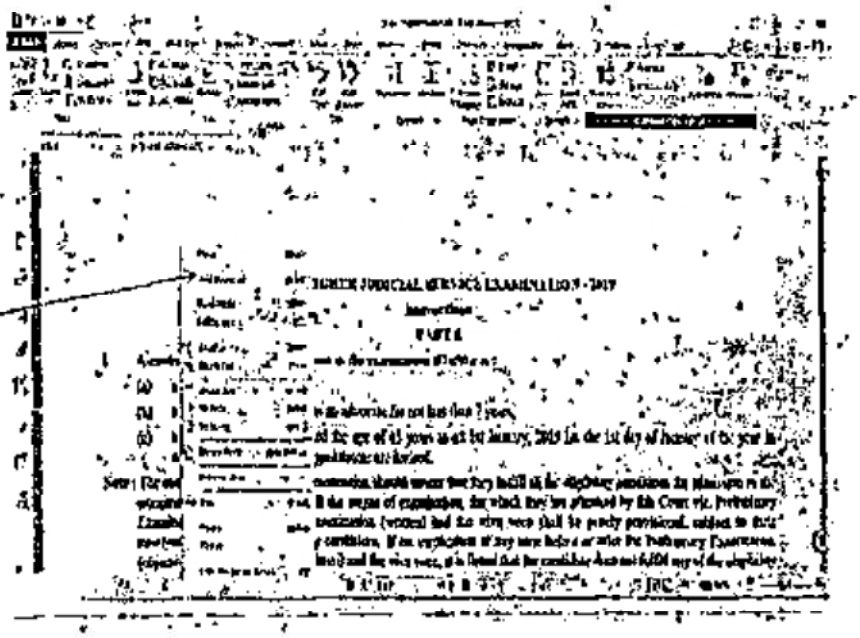
Select & open the PDF document to make bookmark



RULES SUPPLEMENT

Using Foxit Reader – free trial

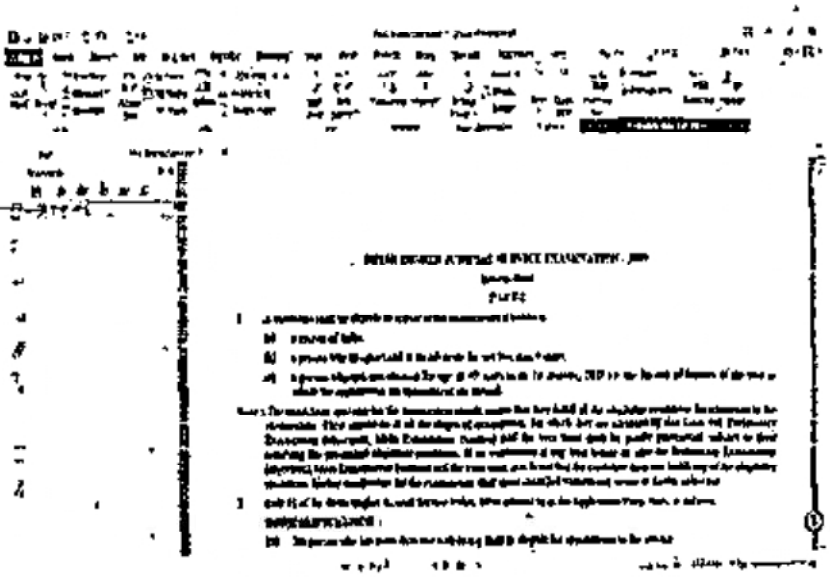
Right-click the selection and click Add Bookmark... on the shortcut menu or Press Ctrl+B → Click on Add Bookmark - (Bookmarks panel will open)



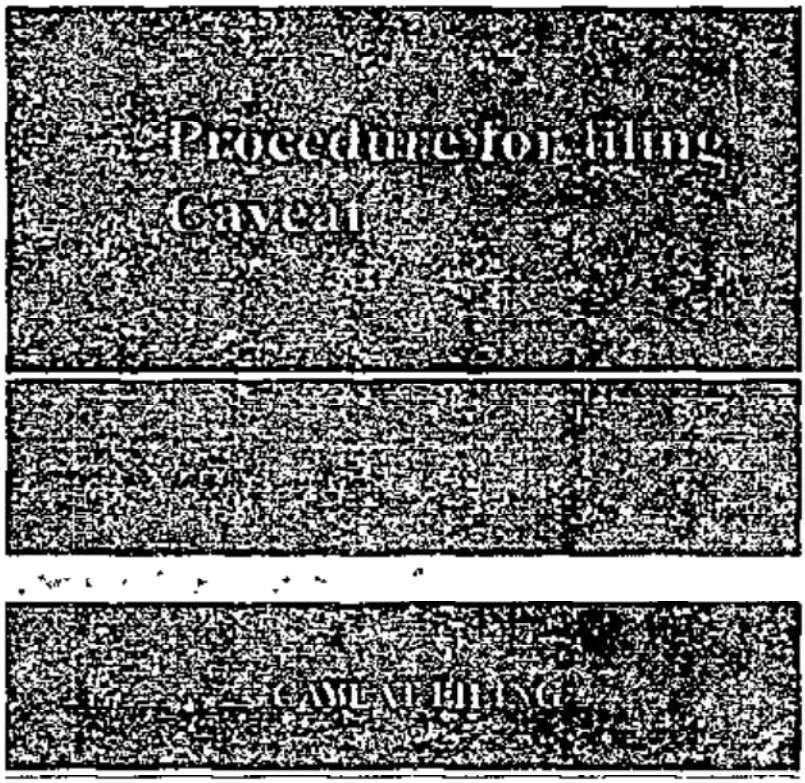
Using Foxit Reader – free trial

1. Type the name of your Bookmark

2. By default, the newly created bookmark will point to the start of the current page.



APPENDIX-VI



In this you can do Document filing in the already filed matter.

1) There is a submenu Caveat available in e-Filing menu.

1) Select Case Type

2) Enter Caveator's & Non-Caveator's Details

3) Enter Impugned Order details

3) Add e-court fee

4) Select document to be upload

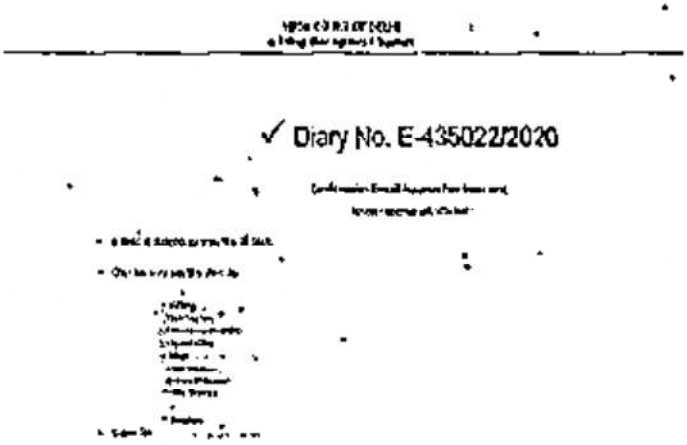
5) Click on *Save* button to submit the Filing.



RULES SUPPLEMENT

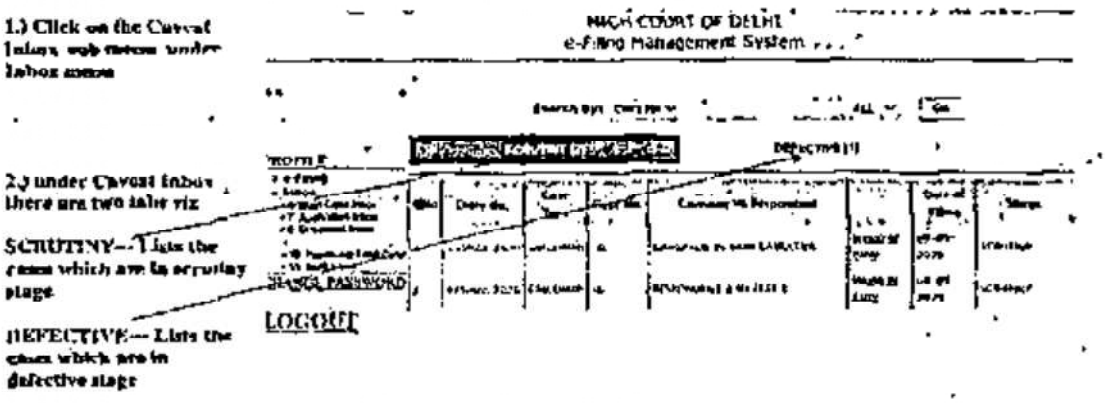


After uploading, the following screen will appear with the Diary number for the case you have filed





INBOX: Now you can track the status of Caveat through your Inbox.



G-484/12.

---x---