

THE HIGH COURT OF MANIPUR

AT IMPHAL

NOTIFICATION

Imphal, the 28th June, 2024

No. HCM/H-1/76-Estt/Vol-V/Pt.-1/ **13719**
concerned that

: It is hereby informed to all

1. The mandatory e-filing of cases in the District and Session Courts will commence w.e.f 01.07.2024 as a pilot project, with the goal of extending it to all courts in the state after successful implementation.
2. From 01-07-2024, it will be mandatory for Advocates to file new cases through the e-filing portal. For cases filed before this date, miscellaneous applications and supporting documents may still be submitted directly to the court through physical mode. The Advocates must ensure that the content of e-filed cases matches with the physical/hard copies submitted to the Court.
3. The Hard Copy for the e-filed case has to be submitted on the same day before the Court for listing. In urgent situations after giving reasonable justification, the Presiding Officer may grant an exemption from e-filing, provided that the Advocate completes the e-filing within 10 days from such exemption and submits a report to the court confirming that the case has been e-filed.
4. In cases where the hard copy of a file is difficult to be submitted to the court on the same day after e-filing, the Advocate can email to the concerned court's official e-mail ID, explaining the reasons for the difficulty. Upon reviewing his/her application, the court may exempt the physical submission, subject to the condition that the case has been filed through the e-filing portal and the Advocate is giving a declaration to submit the physical file within 10 days to the Court.
5. The approval for granting the registration of new Advocates in the e-filing portal will be given to the President of the High Court Bar Association Manipur, Chairman of the Bar Council of Manipur, President of All Manipur Bar Association and Presidents of District Bar Associations in order to expedite the registration process.
6. All courts are requested to upload the contact information of at least two staff with phone numbers and official email addresses on the district court website to ensure better coordination between Advocates, litigants, and the court. These designated staff will serve as points of contact for e-filing and hybrid hearings, facilitating smooth communication and assistance.
7. A WhatsApp group has been created by the IT team of the High Court to assist the Advocates in e-filing. Additionally, a helpline number will be provided to the Advocates for resolving their online filing issues.
8. The list of the System Officer for the concerned District Court along with their contact number is enclosed as **Annexure-A**.
9. The staff of the concerned court are required to maintain records of cases filed through the e-filing portal. For cases filed after the 1st of July, 2024, the staff must ensure that subsequent documents and miscellaneous applications are filed through the e-filing portal. Furthermore, they need to include the e-filing number in the hard copy of the file for proper documentation and reference.
10. The E-filing services will be available at e-Sewa Kendra and Help Desk Counter.

By Order etc.,

Sd/-

(**OJESH MUTUM**)

REGISTRAR GENERAL
HIGH COURT OF MANIPUR

Endt. No. HCM/H-1/76-Estt/Vol-V/Pt.-1/ **13720-45** Imphal, the 28th June, 2024
Copy to :

1. The Principal Secretary to Hon'ble the Chief Justice, High Court of Manipur.
2. The Private Secretary to Hon'ble Mr. Justice A. Bimol Singh, High Court of Manipur.

3. The Private Secretary to Hon'ble Mr. Justice A. Guneshwar Sharma, High Court of Manipur.
4. The Private Secretary to Hon'ble Mrs. Justice Golmei Gaiphulshillu, High Court of Manipur.
5. The Advocate General, Manipur.
6. The Staff Officer to the Chief Secretary, Government of Manipur.
7. The Commissioner (Law), Government of Manipur.
8. All Registrars, High Court of Manipur.
9. All District & Sessions Judges/Addl. District & Sessions Judges/all the Judges, Family Courts/Member Secretary, MASLSA/The Judge, Special Court (ND&PS), Manipur/FTC.
10. The Government Advocates, Government of Manipur.
11. The Deputy Solicitor General of India.
12. The Chairman, Bar Council of Manipur.
13. The President, High Court Bar Association of Manipur.
14. The President, All Manipur Bar Association.
15. The Director IT, Government of Manipur.
16. The Joint Director, Manipur Judicial Academy.
17. All Joint Registrars, High Court of Manipur.
18. All CJM/Civil Judge (Sr. Divn.)/All Secretaries, DLSA.
19. All Deputy Registrars, High Court of Manipur.
20. All the JMFCs/Judge (Jr. Divn.)/All Pr. Magistrates, JJB.
21. The Deputy Director (IT), NIC, Imphal.
22. The Assistant Registrars/Court Manager/Sr. Private Secretary, High Court of Manipur.
23. The System analyst, High Court of Manipur.
- for uploading the same on the official website.*
24. All Private Secretaries, High court of Manipur.
25. All Superintendents/Stamp Reporter/Court Officers/Protocol Officer/ Sr. Grade Translator/Computer Programmer/Librarian, High Court of Manipur.
26. Guard File/Concerned File/Notice Board.



REGISTRAR GENERAL
HIGH COURT OF MANIPUR

The required e-mail address and contact nos. of staff members of the Court is provided hereunder. These designated staff members will serve as points of contact to facilitate smooth communication and assistance in the process of e-filing.

Court	Contact Person
District and Sessions Court, Imphal West	1) Azimush- Contact no:- 9366219800 2) Takhellambam Rishikanta Contact no:-7005618076
Email Id	djiwfilingsection@gmail.com