

Dis.No. /2023/COMP.

Office of the Principal District Judge,
Vellore.

Dated: 27.01.2023.

Official Memorandum

Sub:- e-Courts – e-Filing of cases – Dissemination of case information through SMS and E-mail – Verification of already existing credentials of Advocates and Litigants and addition of New Advocates and litigants – Instructions Issued - Regarding.

Read:- Letter in Roc.No. 121139-A/2020/eCourt of the Hon'ble High Court of Madras dated:19.12.2022.

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As per the directions of the Hon'ble Computer Committee, High Court of Madras, eFiling of cases in respect of some areas, such as mutual consent petitions, MCOPs, Criminal M.Ps are going to be mandatory and therefore, it would be in the interest of the Bar to start the process of eFiling and encourage the Bar members to be familiar with the system.

The registration of Advocates and Litigants in eFiling portals as well as in CIS for eFiling of cases and dissemination of case information through SMS and E-mail shall be completed preferably within a time frame of one month.

In this connection, to ensure the credentials of Advocates and Litigants i.e., Name(Both English and Tamil), Gender, Phone Number, Bar Enrollment Number, Date of Birth, E-mail ID, Office Address with PIN Code, Residential Address and the addition of Advocates and Litigants.

Hence, the Judicial Officers are hereby requested to communicate the particulars of Advocates and Litigants, generated from e-filing Portal and CIS Application software with Bar Associations in their respective court complexes and instructed to verify the particulars and make correction, if any and send the particulars to this office as early as possible.

Encl: As Above

Principal District Judge,
Vellore.

Note:-

In case of any difficulty can also contact the following persons between 10.30 am to 5.30 pm on all working days.

Thiru.S.Senthilkumar, System Analyst – 9894359400

Thiru.D.Prem Kumar, Typist – 8438410697

Advocates are requested to furnish the details in the format enclosed herewith for Registration of E-filing and CIS through email, (email id- efilingvellore@gmail.com.)

To

1. All the Judicial Officers of Vellore District, with a request to communicate to all the Bar Associations in respect of their courts concerned.
2. The President & Secretary of all the Bar Associations/Advocates Associations in respect of Vellore District, through the respective Judicial Officers concerned.
3. The President & Secretary of Bar Association, Vellore, Advocates' Association, Vellore and Women Lawyers Association, Vellore.
4. Notice Board of this office.
5. Official Website of this office.

Copy to:-

CAO, Court Manager, Sheristadars, Grade I BC and HC of this Court.

PRESCRIBED FORMAT

**NEW REGISTRATION AND UPDATION OF ADVOCATE DETAILS IN CIS
SOFTWARE (in Capital Letters)**

Name of the Advocate *			
Bar Enrollment Number (MS/XXXX/YYYY) *			
Gender(M/F/T) *	Male / Female / Third-gender		
E-Mail Id *			
Office Number			
Mobile Number *			
Fax Number			
Date of Birth *	DD	MM	YYYY
Office Address with pin code *			
Residential Address with pin code			

[* - Mandatory]

Place :

Date :

Signature of the Advocate