



R.O.C. No.42577A/2024/Comp.3

Through e-Mail only

Date: 11.12.2025

From

S.Ganapathisamy, B.A., B.L.,
Registrar (IT-cum-Statistics),
High Court, Madras – 104.

To

1. The Principal Judge, City Civil Court, Chennai,
2. All the Principal District Judges/ District Judges in the State of Tamil Nadu,
3. The Chief Judge, U.T. of Puducherry.

Sir/Madam,

Sub: e-Courts Project – Implementation of e-Filing of cases –
Mandatory of e-Filing for all types of cases in the District
Judiciary – Revised Notification issued – Requested to give
necessary instructions to all concerned in the District Judiciary –
Regarding.

I am to state that the High Court vide Notification No.265/2025, dated 24.09.2025 has notified that mandatory e-Filing of cases has been extended to all case types, applications / petitions, pleadings and documents in the District Judiciary.

In this regard, I am directed to inform that the High Court has issued a Revised Notification (Notification No.327/2025, dated 10.12.2025) stating that

- (i) **All new cases shall be filed only through e-Filing portal.**
- (ii) **All the applications / petitions to be filed in disposed cases may be done manually (physical mode).**
- (iii) **In pending cases, which have been filed manually, all application / petitions shall be processed in hybrid mode.**

- (iv) **Matrimonial related cases in Family Courts should be filed by litigant itself in the capacity of Party-in-Person by creating and using login credentials and thereafter, Advocates may with the permission of Court continue e-Filing in such cases.**
- (v) **The Staff concerned shall assign SR number immediately on daily basis in working days and complete scrutiny of e-Filed cases within 3 working days without fail.**

In this connection, I am to request that necessary instructions may be issued to all concerned towards hosting of the Notification in the District Court Website; sensitizing the Advocates towards e-Filing facility through their respective Bar Association and not to insist the filing of physical copies to the Offices under their control.

Further, all the Principal District Judges are requested to adhere the following points:

- (i) Ensure that the Staff concerned assigns the Filing number / SR Number for all the cases received in e-Filing on daily basis as notified without keeping any pendency. The Staff Members shall verify / scrutinize the case only after issuing Filing number/SR Number and after locking the Court Fee.
- (ii) Sensitize the Advocates to upload the digital documents (such as Certificates, Encumbrance Certificates, Sale Deed, Bank Statement etc) directly without taking printout and rescanning such documents and to upload the documents separately, i.e. Petition, Affidavit, Sale Deed, etc., and not as a single file.
- (iii) Sensitize the advocates to utilize the e-Sewa Kendra established in your District for digitization of physical documents if required.

- (iv) Sensitize the Advocates to avoid taking OTP for documents in which signature is already present. Further as a part of digitalization encourage them to utilize Digital Signatures / e-Signatures.
- (v) Instruct the Scrutinizing Officers to properly scrutinize the e-Filed case within a period of 3 days and to avoid piece meal returns.
- (vi) Ensure that at the time of scrutiny the physical copies are not collected in e-Filed cases and only to collect documents if required at the time of hearing/trail.
- (vii) Instruct the Bench Clerks to verify documents e-Filed in pending cases (existing e-Filed cases) immediately without any delay.
- (viii) In pending cases, which have been filed manually, all application / petitions shall be processed in hybrid mode (Physically or electronically). Avoid insisting physical copies if such documents are filed through e-Mode.
- (ix) Ensure that the Advocate entries are properly made and the e-Filed documents are reflected to the opposite Advocates / Parties through e-Filing portal.
- (x) Sensitize advocates to upload documents separately, i.e. petition, affidavit, sale deed, etc and not as a single file.
- (xi) Impart periodical trainings to Advocates and Staff Members regarding e-Filing.

I am also to request that necessary instructions may be issued to all the Judicial Officers and the Technical team concerned working in your District to monitor the adherence of above instructions.

Yours faithfully,

Shanapaul Singh
11.12.25

Registrar (IT-cum-Statistics)