

# **POINTS TO REMEMBER FOR E-FILING 3.0**

## **FOR EXISTING USER**

- **Advocates, who already had an account in e-Filing 1.0, can login in e-Filing 3.0 portal with following credentials:-**
  - Bar Number**
  - Registered Mobile No.**
  - E-mail ID**
- **The password will be remained same as it was in e-Filing 1.0**

## **FOR NEW USER**

- **How to register in e-Filing 3.0 portal:**
  1. **Visit to <https://filing.ecourts.gov.in/>.**
  2. **Click on “Register here”**
  3. **Fill the requisite information**
  4. **Verify email id through OTP.**
  5. **Upload documents for verification of the account.**
- **In case the requisite information is not filled, request for registration may be rejected. Please follow the above procedure (New User) again.**

# Handbook for registration in e-Filing 3.0

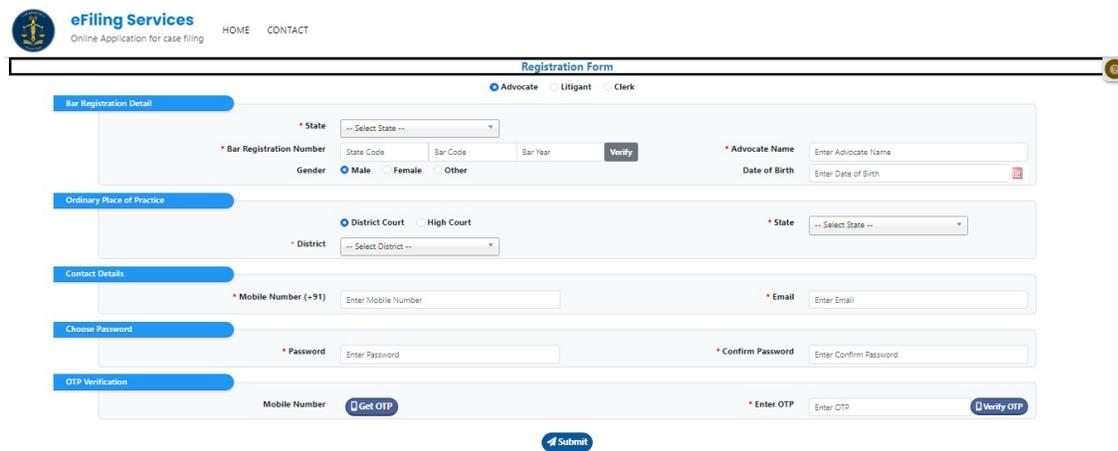
**Step 1:** For e-Filing 3.0 portal, the URL is: <https://filing.ecourts.gov.in/> . The following screen will be displayed.



**Step 2:** New Advocate registration process (Who doesn't have account in e-filing 1.0)



Advocate will have to click on the “New user? Register here”. After clicking, the following screen will be displayed. Fill up the following registration form, verify the mobile number through OTP and submit it.



**Note:** Advocate who already has an account in e-Filing 1.0, they can login in e-Filing 3.0 portal through their old existing registered Mobile no, email id and old password (User ID of e-Filing 1.0 will be invalid for e-Filing 3.0)

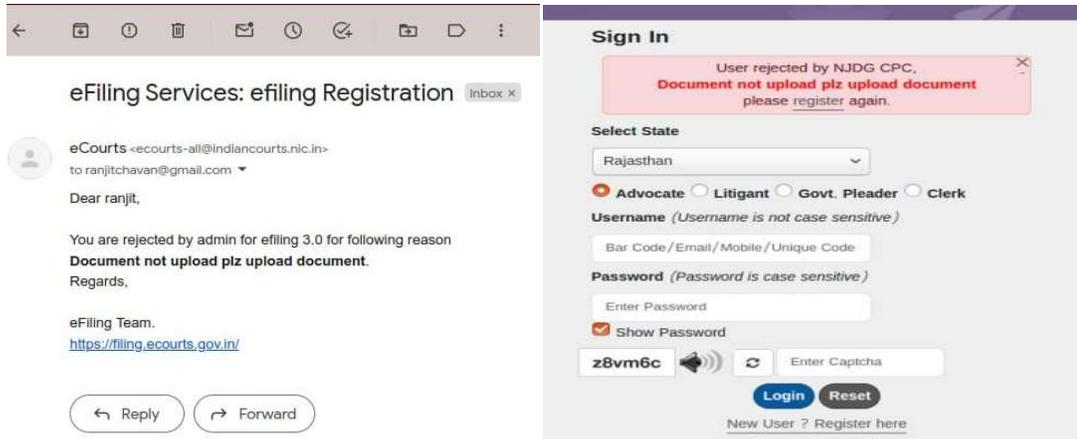
**Step 3:** After registration, Advocate will login by using username (Unique ID, Mobile no, Email id and Bar no) and password. The following screen will be displayed.

**Step 4:** After Login, Click on the “Verify Mobile/ Email” and verify email id through OTP.

**Step 5:** After verifying email id, Advocate needs to upload documents. If an Advocate fails to upload the documents within 3 days of registration, his/her registration will be rejected automatically.

## Note:

- Documents will be verified through the concerned authority. It will take 2-3 working days to verify the credentials submitted by the Advocates.
- Due to any reason, if the registration of advocate is rejected by the concerned authority. Advocate will receive information on registered email id or rejected reason/ message will be shown in red color after login in the e-Filing 3.0 portal.



- **If the registration of advocate is rejected, then he/she has to re-register.**
- Advocate cannot use facility of e-Filing 3.0 portal till the concerned authority verify the uploaded documents of the advocate.

**For more information, Advocates can read Manuals, FAQ and watch Video Tutorials.**

