# **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 <u>https://filing.ecourts.gov.in/</u>.
  - 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: <u>https://filing.ecourts.gov.in/</u>. 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.

	Re	gistration Form	
	<ul> <li>Advocat</li> </ul>	e 🔿 Litigant 🔿 Clerk	
r Registration Detail			
* State	Select State *		
* Bar Registration Number	State Code Bar Code Bar	Year Verify * Advocate Name	Enter Advocate Name
Gender	• Male Female Other	Date of Birth	Enter Date of Birth
dinary Place of Practice			
	District Court     High Court	* State	Colort Crate
* District	Salart District Y		- detect state
	- And bland -		
intact Details			
* Mobile Number (+91)	Enter Mobile Number	* Email	Enter Email
oose Password			
* Password	- Companyed	Confirm Password	Comparison Descent
	Enter Password		Enter Commin Password
'P Verification			
Mobile Number	[] Cot OTP	* Enter OTP	Churche OTR

**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.

	🍰 Profile Details 🛛 🛠 Verify Mobile/En	nail			
		Personal Detail	<b>b</b>		
	Litigant Name	Rajeev Kanaujia			
	Gender	• Male Female Other	Date of Birth	Date of Birth	
		Contact Detail			
Í	Address	Address	State / UT	DELHI	*
			District	Select an Option	
	Pin code	Pin code	Landline No. with STD c	Other Contact Number	
		I wish to appear as Party in Person in my Case.			

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

🗄 Profile Details 🔠 Update Practice Locations 🚆 Verify Mobile/Email 👹 Upload Documents 📓 Record Oath	
Verify Mobile Number / Email	
Mobile Number 9422344551 A Edit	
 Email ranjitchavan@gmail.com & Get OTP	
Enter OTP Enter OTP	
(ii Submit) III Reset	

**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.

Le Profile Details	1 Update Practice Locations	✓ Verify Mobile/Email	1 Upload Documents	Record Oath		
<b>1</b>		Uple	ad Documents			
	Ba	ar Registration Certificate	Choose File No file chosen	Choose file		
		Photo ID	Choose File No file chosen	Choose file		
		Address Proof	Choose File No file chosen	Choose file		
		×Car	scel 1 Upload			
		File should be in .pdf,. jpg, .jpe	g, .png and file should be less th	nan 10 MB.		_
		Veri	fy Documents		1-	
Sr. No.	Document Name		Verification Type		Action	

#### 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.

	Sign In				
eFiling Services: efiling Registration Index ×	User rejected by NJDG CPC, Document not upload piz upload document please register again.				
eCourts <ecourts-ali@indiancourts.nic.in></ecourts-ali@indiancourts.nic.in>	Select State Rajasthan				
Dear ranjit,	Advocate Litigant Govt. Pleader Clerk Username (Username is not case sensitive)				
You are rejected by admin for efiling 3.0 for following reason Document not upload plz upload document. Regards,	Bar Code/Email/Mobile/Unique Code Password (Password is case sensitive)				
eFiling Team. https://filing.ecourts.gov.in/	Enter Password				
← Reply → Forward	28vm6c (Copin Reset				

- 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.

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