OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE: ROHINI COURTS: DELHI

No. 13599-685 **/Circular/Accessibility/RC/2026** **Dated:** 25/03/26

Digital Copy of Circular and its enclosures forwarded (through electronic mode) for information and necessary compliance, to: -

1. All Ld. Judicial Officers posted at North-West & North District, Rohini Courts, Delhi.
2. The Officer In-charge, Filing Section, North-West & North District, Rohini Courts, Delhi.
3. The Officer In-charge, eSewa Kendra/Facilitation Centre, Rohini Courts, Delhi.
4. The PS to Ld. Principal District & Sessions Judge, North-West & North District, Rohini Courts, Delhi.
5. The Hony. Secretary, Rohini Court Bar Association, to circulate amongst the members of Bar.
6. The Dealing Official, R&I Branch, Rohini Courts, Delhi for uploading the same on LAYERS.
7. The Dealing Official, Computer Branch, Rohini Courts, for uploading the same on the official website.

(SHAILENDER MALIK)
Chairperson, Accessibility Committee,
District Judge Comm. Court-02 (North),
Rohini Courts, Delhi

OFFICE OF THE PRINCIPAL DISTRICT & SESSIONS JUDGE, (HQs)/ CENTRAL DISTRICT, TIS HAZARI COURTS, DELHI.

CIRCULAR

Sub:- **Regarding OCR enable e-Filing**

In terms of the directions conveyed by the Hon'ble High Court of Delhi vide letter No. 69/Accessibility/DHC, dated 15.01.2026 along-with extracts of the Minutes of the Meeting of the Hon'ble Accessibility Committee of the Delhi High Court held on 23.12.2025, all concerned are hereby directed to ensure that ***all pages of any e-Filing of the documents shall be OCR-enabled and not merely first and last pages of the documents.***

The OCR parameters and the guidelines laid down in Standard Operating Procedure (SOP) for Preparing Accessible Court Documents by the Hon'ble e- Committee, Supreme Court of India as well as in the e-Filing Rules 2021 issued by the Hon'ble High Court of Delhi vide Notification dated 22.02.2022 are enclosed herewith for reference.

All concerned are hereby directed to adhere to the above directions meticulously.

Aditi Choudhary

(ADITI CHOUDHARY)
Principal District & Sessions Judge, (West)

(ANJU BAJAJ CHANDNA)
Principal District & Sessions Judge (Central)

No 16901-16917 **F.13/OCREnabled/AccessibilityCommittee/2026**

Dated 23 MAR 2026

Digital copy of circular and its enclosures are forwarded for information and necessary compliance to:-

1. The Registrar General, Hon'ble High Court of Delhi, New Delhi.
2. The Principal District and Sessions Judges, Patiala House Courts, New Delhi District
3. The Principal District and Sessions Judges North-West, Rohini, Delhi
4. The Principal District and Sessions Judges North, Rohini, Delhi
5. The Principal District and Sessions Judges South West, Dwarka, New Delhi
6. The Principal District and Sessions Judges East, KKD, Delhi.
7. The Principal District and Sessions Judges North East, KKD, Delhi.
8. The Principal District and Sessions Judges Shahdara, KKD, Delhi.
9. The Principal District and Sessions Judges South East, Saket, New Delhi.
10. The Principal District and Sessions Judges South, Saket, Delhi.
11. The Principal District and Sessions Judges Rouse Avenue Court Complex,New Delhi.
12. The Officer In-Charge, e-Sewa Kendra, Tis Hazari Courts, Delhi
13. The Secretary, Delhi Bar Association, Tis Hazari Courts, Delhi.
    With request to issue necessary directions/orders accordingly for compliance of the directions of the Hon'ble High Court of Delhi.
14. The Computer Branch, Tis Hazari Court for uploading on the official website.
15. The Branch In-Charge, e- Sewa Kendra, Tis Hazari Courts, Delhi.
16. PS to the principal District & Sessions Judge, Central & West District, Tis Hazari Courts, Delhi.

Chairperson(Accessibility Committee).
Tis Hazari Courts, Delhi.

HIGH COURT OF DELHI: NEW DELHI
(Accessibility Branch)

No. **69**/Accessibility/DHC
Dated: **15.01.2026**

कार्यालय प्रधान जिला एवं सत्र न्यायाधीश (केन्द्रीय)
डायरी सं. 171
21 JAN 2026

To

The Principal District & Sessions Judge (Hqr)(Central),
Tis Hazari Courts, Delhi

Subject: Compliance with Order dated 15.01.2019 passed by the Hon'ble Supreme Court of India in I.A. No.96163/2018 in W.P. (C) 243/2005 titled "Rajive Raturi Vs Union of India & Ors.

Sir,

I am directed to forward herewith the relevant extract of the minutes of the meeting of the Hon'ble Accessibility Committee of this Court held on 23.12.2025 on the above subject with a request to take necessary steps in respect of all the District Courts in Delhi and submit a compliance report in the matter.

Yours faithfully,

(Ashok Kumar)
Deputy Registrar-cum-
Nodal Officer (Accessibility)
Delhi High Court

Nodal officer Accessibility
Pr. DJSJ/HQs/THC
21/1/2026

EXTRACTS OF THE MINUTES OF THE MEETING OF HON'BLE ACCESSIBILITY COMMITTEE OF DELHI HIGH COURT HELD ON 23.12.2025, DULY APPROVED BY HON'BLE THE CHIEF JUSTICE.

Sl. No.	Agenda	Minutes
6.	To consider the matter regarding approval of a draft Practice Direction prepared by Rules Branch in pursuance of Order dated 15.01.2019 passed by the Hon'ble Supreme Court of India in I.A. No.96163/2018 in W.P. © 243/2005 titled "Rajive Raturi Vs Union of India & Ors.	Considered. The Practice Direction, so prepared by Rules Branch of this Court in pursuance of Order dated 15.01.2019 passed by the Hon'ble Supreme Court of India in I.A. No.96163/2018 in W.P. © 243/2005 titled "Rajive Raturi Vs Union of India & Ors placed before this Committee, is approved and the same be notified. The Registrar [IT] is directed to submit a report with regard to website/ICT accessibility audit of this Court within one month. The Committee is informed that Equal Opportunity Policy for Persons with Disabilities has already been issued and Grievance Redressal Officer has also been appointed by this Court. The Registry is directed to ensure that all the pages of any filing before this Court are OCR-enabled and not merely first and last pages thereof. The PDJ of Tis Hazari Courts (HQ) be directed to take similar steps accordingly in respect of all the District Courts in Delhi and submit a compliance report.

Letter No:- 69/Accessibility/DHC dt. 15/01/2026

To,

The Ld. Principal District & Sessions Judge (HQ) (central)
Tis Hazari Courts, Delhi 54

278/B
21 JAN 2025

Registrar General
High Court of Delhi
New Delhi

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From:-
Sh. Ashok Kumar
Deputy Registrar-cum-
Nodal officer (Accessibility)
Delhi High Court, New Delhi

Standard Operating Procedure for Preparing Accessible Court Documents

E-Committee, Supreme Court of India
2022

Standard Operating Procedure for Preparing Accessible Court Documents



e-Committee Supreme Court of India

2022

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Procedure for Preparing Accessible Court Documents:

I Preparing Accessible Documents:

1. The original text material and documents [including main petition or appeal, interlocutory applications etc.] can be prepared electronically using Microsoft Word or LibreOffice Writer software.
2. When creating a document, there are a few basic steps that should be followed in order to ensure the document is accessible. The core steps needed for accessibility are:
    a. Use headings (Build-in Heading styles available in Styles tab must be used).
        i. Headings should form an outline, using the “Heading 1” style for the main heading, and “Heading 2” for sub-headings. If there are additional levels of headings within the document’s outline, using “Heading 3”, “Heading 4”, etc.
    b. Use lists (Build-in lists styles must be used)
    c. Use meaningful hyperlinks. Ensure that the text of the hyperlink serves the purpose.
    d. Provide an image description of pictorial evidence. In other words, add ‘Alt Tag’ to images, shapes, smart art or charts.
    e. Using accessible fonts:
    These include Arial and Calibri. Font size 13. Line spacing 1.5. Gap between two paragraphs should be 20 cm. Cursive fonts should not be used.
    f. For newspaper cuttings and other forms of evidence that are illegible/ image-based, provide a plain text transcript of the same.
    g. Text in the document should not be underlined, as it hampers smooth access for the disabled.

h. All capitals in the text, mostly used in title of the applications are also a challenge to accessibility of text. Thus sentence case should be used and small caps should be avoided.

i. The paragraphs in the document should be left-aligned. Although justified text may look more visually appealing, it must be avoided as extra spaces within lines make it inaccessible for users.

j. Identify document language.

k. Use tables wisely, by clearly labelling column and row headers. The headers must be in the first row only. If need be, more detailed labelling for CSV type formatting would be good [e.g. spreadsheets found on data.gov.in]. Do not use 'merged cells' or 'split cells' or do not put in blank lines.

l. Regional/vernacular content must be rendered in unicode font.

m. Use sufficient colour contrast between the foreground text and background colour. Use accessibility checker or applications like Color Contrast to analyse the document for insufficient colour contrast.

n. Use the Accessibility Checker for ensuring that the document contains no errors or warnings.

3. The documents should be converted into Portable Document Format (PDF) using any PDF converter or in-built PDF conversion plug-in provided in the software. The process of converting word file to PDF is provided in **Annexure 1**.

4. Fonts in PDF documents should not be compressed. To this end, when optimizing PDFs for size, ensure that this is done without un-embedding the fonts or their subsets. When compressed fonts are used, the screen reader used by the visually challenged reads multiple words together, without spaces. For instance, "It Can be Done" is read as "itcanbedone". Letter spacing should be used, so that different characters can be distinguished from one another. Otherwise, for instance, "rn" used together, without spacing, can be mistaken for the letter "m".

5. Documents in Electronic Publication [EPUB] format make for a more conducive reading experience. To the extent possible, all documents should be made available in EPub format.

6. Documents prepared using automatic workflow methods, such as dynamic PDFs, must be made accessible to persons with disabilities.

II Generating Accessible PDFs:

Microsoft Word (Windows)

7. Go to File > “Save As…” and select PDF from the choices provided. By default this produces a PDF that preserves the document’s accessibility features.
8. When saving, select Options and be sure that “Document structure tags for accessibility” is checked. This is checked by default but could become unchecked under certain circumstances.
9. If you select “Minimize Size” to reduce the size of your PDF, be sure to repeat the preceding step, as this option might uncheck the “Document structure tags for accessibility” checkbox.

LibreOffice Writer

10. Open the file you wish to save. Go to "File" > "Export As" > “Export as PDF”. It will open PDF options window. Select “Archive (PDF/A)”, “Universal Accessibility (PDF/UA)” and “Tagged PDF (add document structure)” options. Click the Export button. This will create PDF file.

Microsoft Word (Mac)

11. Go to File > “Save As…” and select PDF from the choices provided. By default this produces a PDF that preserves the document’s accessibility features.

12. When saving, be sure the radio button labelled “Best for electronic distribution and accessibility” is selected.

III Checking Accessibility:

In Microsoft Word

Select Review Tab -> Select Check Accessibility.

Note: the precise way to access the ‘check accessibility’ option may change in future versions of Microsoft Word or LibreOffice Writer.

In LibreOffice Writer:

Select Tools Tab -> Select Accessibility Check.

For activating the “Accessibility Check” feature, the experimental features has to be enabled for LibreOffice.

Review your results. You'll see a list of errors, warnings, and tips with how-to-fix recommendations for each.

IV PDF Remediation

13. In exceptional circumstances, for instance where certain documents that are to be enclosed are originally in hard copy form and have to be scanned, they must be in Optical Character Recognition (OCR) enabled PDF format. They should not be scanned using poor quality solutions like Cam Scanner, or by taking pictures of the physical copy. The document should be scanned using an image resolution of 300 dpi (dot per inch). This exception of scanning documents is only allowed if the document that is to be scanned is legible and has not been electronically prepared using Microsoft Word or LibreOffice Writer Software by the advocate or the party concerned. If the document is illegible, it must be typed and

directly converted to PDF. The process of creating accessible scanned documents is provided in **Annexure 2**.

V Bookmarking

14. The text documents prepared in Microsoft Word/LibreOffice Writer as well as scanned documents should be merged as a single PDF file and any PDFs generated through merging or otherwise should be book-marked. Any free open source or paid software can be used to split and merge PDFs and add bookmarks. Preferably headings should be used as bookmarks.

VI Digital Signatures

15. All documents should be digitally signed.

VII Pagination:

- The process of pagination needs to be more accessible and streamlined. The High Courts need to develop proper mechanism for the same by issuing appropriate practice notes or directions. The properly paginated paper-book can be shared with lawyers. This will ensure that lawyers and judges work with the same pagination and are able to communicate with each other more seamlessly during oral arguments. In addition to improving accessibility, this will also enhance judicial efficiency.
- The Registry can publicly display the last page of the filing to enable the lawyers to electronically paginate their filings for, *inter alia*, any additional documents, interlocutory applications and miscellaneous application.
- Footers can be used to insert page numbers so that they can be read by screen readers.

VIII Tagging PDFs

16. A tagged PDF includes hidden accessibility mark-ups that, when properly applied, help to optimize the reading experience of those who use screen readers and other assistive technology. Tags can be added to untagged documents using Adobe Acrobat Pro. There are several ways to do this:

(i) add tags from the Make Accessible Action Wizard (Acrobat Pro Latest Version);

(ii) add tags from the Accessibility Checker results; or

(iii) add tags manually via the Tags panel. For example, "Add tags to the Document" feature of Acrobat Pro can be used to add tagging to the document.

(iv) In LibreOffice Writer, Open the file you wish to save. Go to "File" > "Export As" > “Export as PDF”. It will open PDF options window. Select “Archive (PDF/A)”, “Universal Accessibility (PDF/UA)” and “Tagged PDF (add document structure)” options. Click the Export button. This will create tagged PDF file.

18. Ensure that the tagged PDF’s reading order is logical.

19. Set the document’s primary language. This helps screen readers to detect the language of the text and switch to the appropriate text to speech synthesizer. When there are parts of the document which are other than in the primary language, make sure to set their appropriate language.

20. Add the document title so that it is reported in the toolbar and screen reader pronounces the document title correctly.

21. Use high-contrast colours. Or ensure that the foreground colour of the text against the background colour meets the ratio of 4*5*1.

Add the tags as per the content structure such as marking the content as headings, lists, tables, footnotes, endnotes.

22. Ensure that the page thumbnails and tab order are aligned from the page properties as the users of screen readers use tabs to navigate a pdf.

23. Make sure to tag all form fields and include relevant description so that the PDF forms can be filled independently by screen reader users. This will only be relevant if any forms are prescribed in PDF format for e-filing.

IX E-Stamps

24. E-Stamps should be used instead of physical stamps as physical stamps cause difficulty in a screen reader being able to access the text. Whenever physical stamps have to be used, these stamps should not be placed in the pleadings but instead on a separate white paper. Physical stamps should not be placed on judgement copies.

X Configuring Security Settings to Enable Screen Reader Access

25. Security settings of PDFs must be configured to enable 'copying content for accessibility'. Specifically, in the security tab of the document properties, verify that “copying content for accessibility” is allowed.

XI Avoidance of Use of Water Marks

26. They make PDFs inaccessible [by coming in the way of the screen reader being able to interact with the textual content directly] and should not be used.

XII No Handwritten Data Entries in the PDF

27. Handwritten content cannot be identified by screen readers. Therefore, all such data points must be typed out.

XIII Having a special dispensation for lawyers/judges/litigants with disabilities

28. While the aforesaid measures must be implemented with urgency and seriousness, it is important to recognize that, in many High Courts and District Courts, hard copy [physical] filing is still the norm. Therefore, every High Court and District Court must ensure that a disabled lawyer can opt for e-filing. Presently, physical filing is the norm and even though a lawyer may navigate through this process with the help of his attorney/clerk, everyone cannot afford this luxury. Further, placing the onus on the disabled lawyer to do so is inconsistent with the text and objects of the Rights of Persons with Disabilities Act, 2016. In order to effectuate this, the registry can maintain a list of disabled lawyers practicing in the concerned Court. As soon as a lawyer whose name is in such a list, the option of digital filing should become available to him/her. Under this option, the entire proceedings should go the digital route. Appropriate practice directions in this regard need to be issued by all High Courts within a period of three months from the date of receipt of this Standard Operating Procedure.

XIV Accessibility committee in every High Court and District Court:

29. Addressing accessibility barriers is an ongoing challenge and therefore requires sustained institutional attention. As a result, it is desirable that every High Court and District Court must set up an Accessibility Committee at the earliest on the receipt of this model Standard Operating Procedure.
30. As mentioned in point 28 above, a disabled lawyer/litigant/judge can request the Committee to enable him/her to access any filings in digital format that comply with the accessibility protocols outlined in this Standard Operating Procedure as well as to make their own filings using the e-filing

system. For this purpose, the email address of the Committee should be widely publicized on the website of the concerned court. A disabled lawyer/litigant/judicial officer can contact the Committee via email to request access to an accessible filing. On verifying that the requesting party's name is contained in the database of disabled lawyers maintained by the concerned Court, the Accessibility Committee should pass an order, directing the registry to comply with the request for providing accessible filings in a given matter within a reasonable time period, as prescribed by the Accessibility Committee.

31. The composition of the Committee for the High Court can be as follows: one High Court judge, one registrar level officer, two assistant registrar level officers, one technical expert, one staff member and one or two advocates. It is desirable to have One or two members of the committee be persons with disability.

32. The composition of the Committee for the District Court can be as follows: one additional district judge, one Sub Judge/Senior, one advocate and a District System Administrator. One or two members of the Committee should be persons with disability. The High Court Accessibility Committee should monitor the work of the District Court Accessibility Committees coming within the concerned High Court's remit.

33. The composition of the Committee and its contact details must be publicized on the website of the concerned Court. Any accessibility challenges faced by the disabled in accessing the justice system [in addition to those mentioned in point 28] can be brought to the Committee's attention and must be dealt with in a swift and effective fashion, in a manner consistent with the Rights of Persons with Disabilities Act, 2016, and the rules framed thereunder. The Committee should also publish, on a quarterly basis, data as to how many requests for accessible filings/court documents or any other reasonable accommodation were made to it and how many amongst them were disposed of.

XV. Training and sensitization

34. All State Judicial Academies, and the National Judicial Academy, ~~shall~~, in co-ordination with the relevant courts, should conduct regular trainings for lawyers and court staff on: [a] creating accessible documents and [b] dealing with the needs of persons with disabilities with appropriate care and sensitivity.

Such trainings should be made part of the annual calendar of the aforesaid Academies.

XVI. Review and revision:

35. As technology proceeds at a rapid pace, so do the standards to ensure accessibility. Consequently, this Standard Operating Procedure must be reviewed every two years and suitably modified.

XVII Accessible PDF Techniques for WCAG 2.0:

36. For more information It can be accessed from the following link:

https://www.w3.org/TR/WCAG20-TECHS/pdf.html

Note: Whilst the links and references are provided to help relevant stakeholders for guidance only, it shall be the responsibility of each stakeholder to ensure compliance with the latest guidelines, standards and international best practices recommended by the relevant application provider.

Annexure 1

How to convert word file to PDF

Microsoft Word 2007

Microsoft Word 2007: Open the file you wish to save. Click the "File" button in the top left-hand corner. Go to "Save As" > "PDF". In case of unavailability of this option, open the URL - http://www.microsoft.com/downloads for the downloading of Microsoft's free PDF and XPS converter.

Microsoft Word 2010/13 : Click File, Share. From the Share menu, Click Create PDF Document then on the right-side click Create a PDF.

Other Versions of Microsoft Word: Open the file you wish to save. Go to “File” > “Print”. Click the dropdown list of installed printers and select “PDF”.

LibreOffice Writer

It is a free, open-source word processor that is fully compatible with MS Word. It will run in Windows, Mac and Linux operating systems.

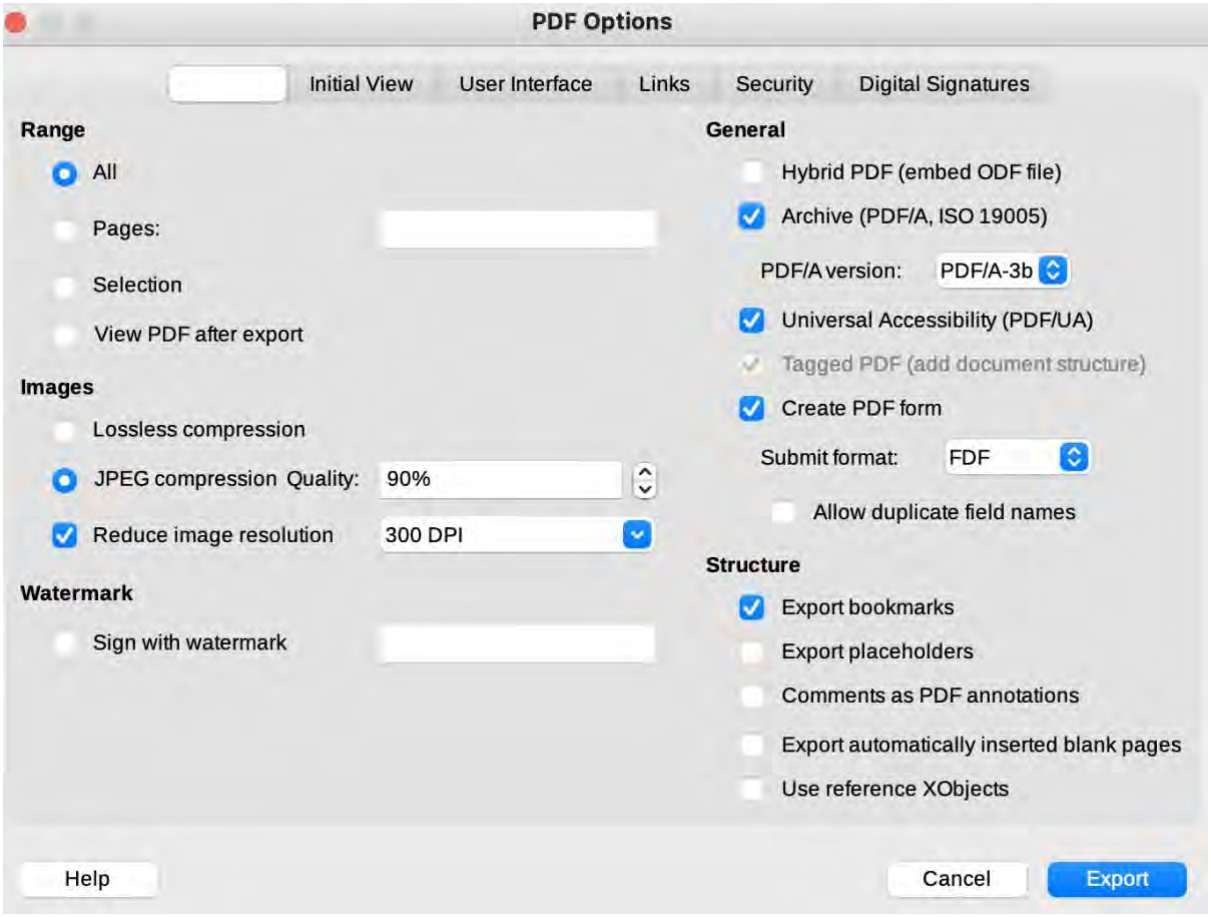
LibreOffice can be freely downloaded from the following link:

https://www.libreoffice.org/download/download/

Double click on the downloaded file to install LibreOffice on your computer. Open the Word document you want to convert in LibreOffice Writer.

From the main menu, select "File" > “Export As” > "Export as PDF". There is also an export to PDF button right on the main taskbar.

Choose a file name for your PDF. Make sure that everything else is how you want it. Click "Okay" or "Save" to convert. This will convert your document.



Free PDF conversion website.

There are many free, easy to use PDF conversion sites available online.

Annexure 2

Creating Accessible Scanned Documents (PDF Remediation)

PDF remediation is the process by which digital information is clearly labelled (or, “tagged”) and organized so that people using assistive technology can get the same information from the document that anyone would. It requires a remediation tool and some understanding of remediation procedures.

Process of creating an accessible scanned document in Acrobat Pro:

(i) open image scanned document in Acrobat Pro;
(ii) perform OCR Text Recognition and find all OCR suspect;
(iii) add tags to the document;
(iv) use Reading Order and Editing Tools etc. and perform Full Check Features in Acrobat Pro;
(v) if any errors are found, fix them;
(vi) if no errors are found, check the document in PDF Accessibility Software (PAC3) for PDF/UA compliance; and
(vii) if any errors are found, edit the document in Acrobat Pro as per point (iv).

Open-Source software for PDF Remediation:

OCRMYPDF

OCRMYPDF adds an optical character recognition (OCR) text layer to scanned PDF files, allowing them to be searched. It is working as a terminal application. Basic knowledge of terminal usage is required for using this software application.

A. *Installation: In Ubuntu 20.04*

sudo apt install ocrmypdf

B. *Add an OCR layer and convert to PDF/A*

ocrmypdf input.pdf output.pdf

C. *Installing local language packages:*

sudo apt install tesseract-ocr-kan (For installing Kannada OCR package)

sudo apt install tesseract-ocr-hin (For installing Hindi OCR package)

D. *Example (For OCR in local languages):*

ocrmypdf -l kan k1.pdf k1_ocr.pdf

ocrmypdf ṁṁṁ-l tam output.pdf test-tamil.pdfcc

****



(Corrected as per Corrigendum No. 48/Rules/DHC dated 04.04.2022)

HIGH COURT OF DELHI: NEW DELHI

NOTIFICATION

No. 11/Rules/DHC Dated: 22.02.2022

RULES FOR ON-LINE ELECTRONIC FILING (E-FILING) FRAMED BY THE HIGH COURT OF DELHI UNDER SECTION 7 OF THE DELHI HIGH COURT ACT, 1966 (Act 26 of 1966) AND ARTICLE 227 OF THE CONSTITUTION OF INDIA WITH THE PREVIOUS APPROVAL OF THE LT. GOVERNOR OF NATIONAL CAPITAL TERRITORY OF DELHI.

Short Title, Applicability and Commencement:

These Rules will be called "e-Filing Rules of the High Court of Delhi 2021". They will apply to the High Court of Delhi and the District Courts and Tribunals under the control and supervision of the High Court of Delhi.

These Rules will come into force from the date notified by the High Court and will apply to such categories of cases and courts and tribunals as would be notified by the High Court.

1. Preface

These Rules will apply to on-line e-filing and e-filing via Designated Counters and facilities provided for e-filing through e-Sewa Kendras. These Rules amend and consolidate the existing Rules and Practice Directions.

2. Definitions

2.1. **Action:** includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases and interlocutory applications.

2.2. **Administrator:** means the Registrar (IT) or an officer appointed by the Chief Justice for administering and dealing with matters connected with or relating to e-filing for the High Court. In so far as the District Courts are concerned it would mean the In-Charge Computer Branch or any other Officer nominated by the District and Sessions Judge (HQ).

2.3. **Bench:** means and includes one or more Judges assigned to adjudicate upon Actions or the Presiding Officer of the Court or Tribunal as the case may be.

2.4. **Designated Counter:** means and includes that counter which finds mention in **APPENDIX – I** & **APPENDIX – IA** concerning the High Court and District Courts

respectively and those that may be included or excluded therefrom from time to time.

2.5. **District Courts:** means and includes the courts established and functioning under the control and supervision of the High Court.

2.6. **E-Committee:** means the Committee constituted and mandated by Hon'ble Chief Justice of India from time to time.

2.7. **Electronic Filing (e-filing):** means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.

2.8. **Evidence:** means and includes evidence as defined under the Indian Evidence Act,1872.

2.9. **High Court:** High Court means the High Court of Delhi.

2.10. **Objections:** means and includes deficiencies and errors pointed out by the Registry concerning the Actions instituted in the Court.

2.11. **Opposite Party:** means defendant(s), respondents, judgment debtor(s) and non-applicant(s).

2.12. **Party:** means appellant(s), plaintiff(s), petitioner(s), complainant(s) and applicant(s).

2.13. **PDF:** means an electronic document filed in a portable document format.

2.14. **PDF/A:** means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

2.15. **Physical Filing:** means Actions and pleadings filed as hard copies.

2.16. **Pleadings:** means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.

2.17. **Registry:** means and includes the Registry of the High Court and the Filing Centre of the concerned District Court.

2.18. **Statement of Defence:** means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.

2.19. **Sterile Environment** shall include environment protected from dirt, humidity, fluids, extreme temperatures, external electric, nuclear and magnetic fields.

2.20. **Technical failure:** means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.

2.21. **Third Party:** means and includes any person or entity seeking to become a party or to

intervene in an Action.

2.22. **Tribunal** means and includes all Tribunals under the control and supervision of the High Court.

2.23. **Working Day:** means and includes a day when the Registry of the Court is working under the Calendar published or as directed by the Court.

3. General Instructions

3.1 Online e-filing shall be made by visiting the web portal of the Court[1].

3.2. Except as provided in these Rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by an advocate or litigant in person from their home, office or other remote location in the manner provided in these Rules.

3.3. Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges if stipulated.

3.4. For the moment the maximum size of the e-file is fixed at 100 MB for the High Court and 20 MB for the District Court, subject to enhancement of the e-file size upon a notification being issued in that behalf by the Administrator. Where the High Court is concerned, in case the size of the e-file exceeds 100 MB, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet. Likewise, where the District Courts is concerned, in case the size of e-file exceeds 20 MB, the Advocate or litigant should either split the e-file in parts not exceeding 20 MB or seek the assistance of the E-Sewa Kendra located at the concerned District Court.

4. Steps for Registration

4.1. Persons other than Advocates and litigants in person who are already registered on the Court web portal will take the following steps to register themselves.

i) Advocates

a) Should visit the web portal[2] to view the form.
b) Click the registration link.
c) Fill the form with requisite details.
d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format

[1] For the High Court http://dhcefiling.nic.in:8080/eFiling/. For District Courts and Tribunals https://efiling-dl.ecourts.gov.in/

[2] For High Court http://dhcefiling.nic.in:8080/eFiling/GetRegistration.do For District Courts and Tribunals https://efiling-dl.ecourts.gov.in/register.

only).

ii) Litigants in person

a) Should visit the web portal[2] to view the form.
b) Click the registration link.
c) Fill the form with requisite details.
d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

4.2 Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in person who subsequently engages an Advocate shall make an application before the Administrator for transferring the data in respect of the Action to the Advocate's account in. Once the Administrator allows the application, the data in the Action shall be transferred in the user account of the Advocate. The litigant in person will not be in a position to modify the data of the subject Action, without the permission of the Administrator. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator.

4.3. A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out qua High Court and District Courts in **APPENDIX – II** & **APPENDIX – IIA** respectively.

5. Frame of Pleadings

The pleadings should be clear and concise. Parties and third parties should set forth their claims/averments in separate paragraphs. The statement of truth/ affidavit of the concerned person must bear their signature. Opposite parties should also file their replies under sequentially numbered paragraphs and headings (such as Preliminary Objections and Objections on Merits).

6. Formatting

6.1. All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style:

Paper size	:	A-4 (29.7 cm x 21 cm)
Top Margin	:	2 cm
Bottom Margin	:	2 cm
Left Margin	:	4 cm
Right Margin	:	4 cm
Alignment	:	Justified
Font	:	Times New Roman
Font size	:	14
Line spacing	:	1.5

(for quotations and indents – font size 12 in single line spacing)

If any document is typed in a local language in Trial Courts, it must be prepared using xxx Unicode Font 14.

6.2. The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format.

6.3. A document which is not a text document and has to be enclosed with the Action should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in **APPENDIX – III.**

7. Digital Signatures

7.1. The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possesses a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.

7.2. A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in **APPENDIX – IV**.

7.3. A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication. In addition to the above, for the District Courts a litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by making use of One Time Password (OTP) transmitted to the mobile phone of the concerned person.

8. Do's and Don'ts

8.1. The text documents and scanned documents set out in clauses 6.3 and 7.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is, set out in **APPENDIX – V.**

8.2. The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence by way of affidavit in a pending case are set out in **APPENDIX – VI** & **APPENDIX – VIA** concerning the High Court and District

Courts respectively.

8.3. Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in person.

8.4. In so far as evidence in the form of an electronic record, such as audio and/or video files, which are to be filed in the High Court as set out in **APPENDIX – VII** shall be followed. As and when this facility is made available for District Courts, the procedure to be followed will be notified by the Administrator.

8.5. Special Characters are not allowed while e-filling Memo of Parties and Advocate remarks.

8.6. Document Binary File Name Standards

The following special characters are not allowed in a file name:

A quotation mark (")
A number sign/Pound (#)
Per cent (%)
An ampersand (&)
Asterisk (*)
Colon (:)
Angle brackets (less than, greater than) (<>)
A question mark (?) (*allowed in Delhi High Court)
Backslash (\)
Forward slash (/) (*allowed in Delhi High Court)
Braces (left and right) ({ })
Pipe (|)
A tilde (~)

The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.

8.7. Online e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

9. Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the online facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

10. Retention of Originals

10.1. Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing should be preserved, for production or inspection, as may be directed by the Bench.

10.2. The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.

10.3. Notwithstanding anything above, the following documents will have to be preserved permanently:-

a) A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
b) A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
c) A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
d) A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
e) Any contract for the sale or conveyance of immovable property or any interest in such property.
f) Any other document as may be directed by the Bench.

10.4. The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

11. Access to the Electronic Data of the Action

Free of cost access will be available to the authorized person(s) in respect of data e-filed by any of the parties to an Action, as is presently being provided qua pending Actions. This facility shall be in addition to the procedure put in place for obtaining certified copies.

12. Exemption from e-filing

Exemption from online e-filing and e-filing via Designated Counters qua either the entire pleading or a part of the pleadings and/or documents, may be permitted by the Bench upon an application being made for that purpose or by Hon'ble the Chief Justice upon issuance of an appropriate order on the administrative side, albeit in the following circumstances:

i) where on-line e-filing is for reasons set out in the application not feasible; or
ii) where there are concerns about confidentiality and protection of privacy; or

iii) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
iv) where the online e-filing portal is either inaccessible or not available for some reason; and/or
v) for a just and sufficient cause.

13. Service of Electronic Documents

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

14. Computation of Time

14.1. Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

14.2. E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. Online e-filing carried out after 1600hours on any day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, online e-filing shall be subject to the same legal regime as applicable to the physical filing, save and except as provided hereinabove.

14.3. The facility for online e-filing through the web portal shall be available during all twenty-four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing between 10 am to 4 pm on court working days or take recourse to the physical filing. No exemption from limitation shall be permitted on the ground of failure of the web-based online e-filing facility.

14.4. Provisions for limitation governing online e-filing will be the same as those applicable to the physical filing. The period of limitation for such actions will commence from the date when e-filing is made as per the procedure prescribed in these Rules.

15. Procedure for Filing Caveat

All caveats can be filed on-line. In so far as the High Court is concerned, the procedure is set out in **Appendix– VIII**. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator.

16. Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry will wherever required to prepare hard copies for official use.

17. Storage and Retrieval of e-Filed Documents and Pleadings

E-filings will be stored on an exclusive server maintained under the control and directions of the High Court / E-Committee. Each such filing will be separately labelled and encrypted to facilitate easy identification and retrieval. The security of such filings will be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the High Court / E-Committee.

Provided for marking electronic records as exhibits in the course of the trial, the protocol set out in **Appendix IX** shall be followed qua the Actions instituted in the High Court. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator. However, the mere assigning of a unique number to the electronic record will not amount to the authentication or proof of such electronic record. Nothing in these rules shall be construed as dispensing with the proof of the electronic record as required under the law.

18. Residuary provisions

18.1. The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.

18.2. Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the plaintiff/ petitioner can be called upon to deposit the charges calculated based on the number of pages per defendant/respondent which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s).

18.3. The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.

19. General Caution

Email is not a secure medium of communication. Any communication transmitted by email can be intercepted or read by a third party. An Advocate or litigant in person

seeking to transmit confidential or sensitive document/material shall approach the Registry for requisite assistance/advice.

APPENDICES

APPENDIX – I	List of Designated Counters **(For High Court)**.
APPENDIX – IA	List of Designated Counters **(For District Courts)**.
APPENDIX – II	Screenshots showing the procedure for registration. **(For High Court)**
APPENDIX – IIA	Screenshots showing the procedure for registration. **(For District Courts)**
APPENDIX – III	Screenshots showing the procedure for converting a document into an OCR searchable PDF.
APPENDIX – IV	Screenshots showing the procedure for appending single or multiple digital signatures.
APPENDIX – V	Screenshots showing the procedure for book-marking.
APPENDIX – VI	Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence by way of affidavit. **(For High Court)**
APPENDIX – VIA	Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence by way of affidavit. **(For District Courts)**
APPENDIX – VII	Procedure for filing of all evidence in the form of an electronic record, such as audio and/or video files, etc.
APPENDIX – VIII	Procedure for on-line filing of Caveat with screenshots.
APPENDIX – IX	Protocol for marking of electronic records as exhibits in the course of the trial.

ANNEXURE - I

LIST OF DESIGNATED COUNTERS

- ✓ **eFiling Center 1, Chamber No. 4, LCB-1 Delhi High Court**
- ✓ **eFiling Center 2, Filing Counter Original Side, LCB-1 Delhi High Court**

- ✓ **eFiling Ext. Counter, Facilitation Centre, Ground floor, Karkardooma Courts, Delhi**
- ✓ **eFiling Ext. Counter, Facilitation Centre 2, Ground floor, Dwarka Courts, New Delhi**
- ✓ **eFiling Ext. Counter, Facilitation Centre, Ground floor, Near Gate No. 2, Patiala House Courts, New Delhi**
- ✓ **eFiling Ext. Counter, Facilitation Centre, Ground floor, Rouse Avenue District Courts, New Delhi**
- ✓ **eFiling Ext. Counter, Facilitation Center Ground floor, Near Sub Post Office, Rohini Courts Complex, Rohini Delhi**
- ✓ **eFiling Ext. Counter, Filing Counter, Tis Hazari Delhi**
- ✓ **eFiling Ext. Counter, Lawyer's Chamber Block, Ground floor, Saket Court Complex, New Delhi**

ANNEXURE – IA

Information regarding e-filing counters functioning in Delhi District Courts

Sl. No.	Name of Court Complex	No. of e-filing counter	Location of e-filing counter	
1.	Patiala House Court	3	1)	Facilitation Centre (Admin Block)
			2)	Bail Section Counter (Admin Block)
			3)	Facilitation Centre (Family Court Building)
2.	Rohini Court	2	Ground Floor, Near Post Office	
3.	Saket Court	1	Lawyers Block	
4.	Rouse Avenue Court	2	Facilitation Centre/Filing Section	
5.	Dwarka Court	1	Facilitation Centre-2	
6.	Karkardooma Court	4	1)	Facilitation Centre, Ground Floor
			2)	Porta Cabin near Police Chowki outside the Court building
			3)	Porta Cabin near Police Chowki outside the Court building
			4)	Porta Cabin near Police Chowki outside the Court building
7.	Tis Hazari Court	2	Facilitation Centre/Filing Section	

APPENDIX-II

Procedure for REGISTRATION

USER REGISTRATION AS: ADVOCATE

At the time of registration a valid Email Id & Mobile number to be provided so that electronic notification confirming the status of online filing can be sent.

TO REGISTER:

1. Click "Register as Advocate/ Party In-Person"

2. You will be directed to the Registration Page where you can Register as an Advocate or a Party In-Person



USER REGISTRATION AS ADVOCATE: THE REGISTRATION FORM

The registration form requests information about you.

1.) Select option Advocate

2.) Enter your Bar Council Enrolment Number and Date of Enrolment

3.) Enter Your Personal Information.

4) Upload self attested copy of Bar Council ID/ Bar Council Certificate

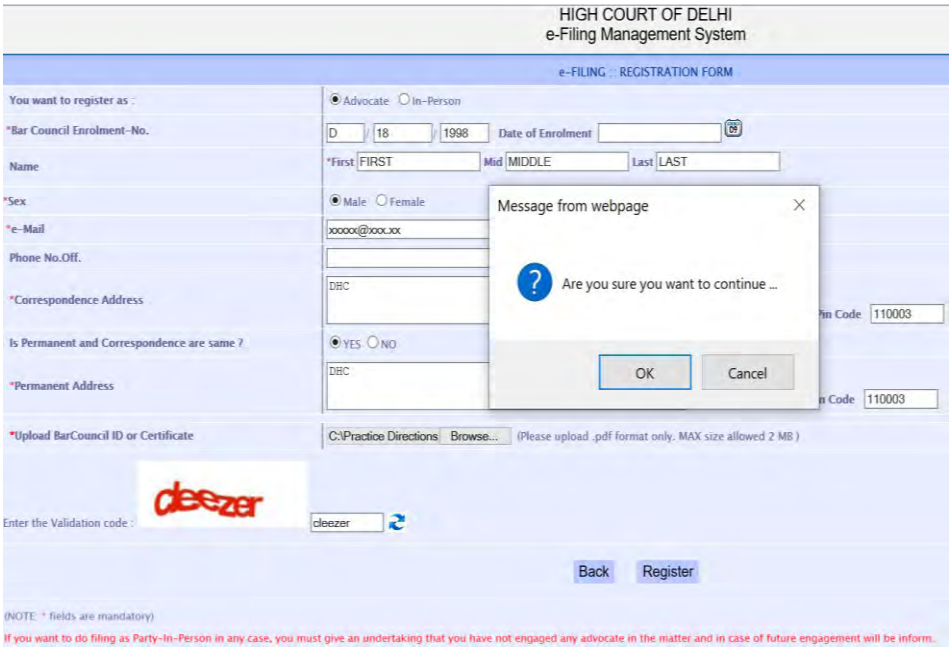
5) Enter Vaild Captcha

6) Click Register Button to register your profile



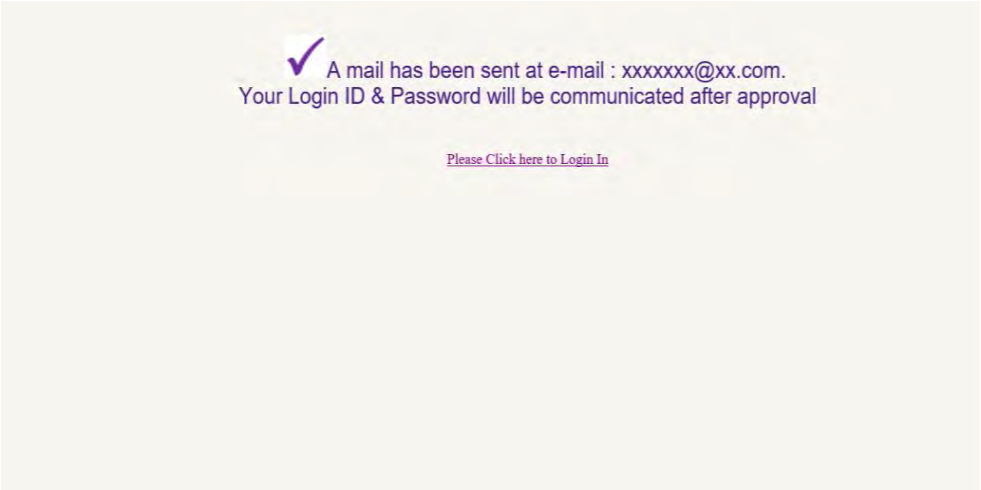
USER REGISTRATION AS ADVOCATE

1. **After filling of the details, click on the "Register" button.**
2. **A pop is generated to confirm about the information filled by you.**
3. **If all the information is correct click on "OK" button else on "Cancel" button to correct the details.**



USER REGISTRATION AS ADVOCATE: LOGIN INFORMATION

The login ID will be allotted on the next working day, only if, the application is found complete in all respects.

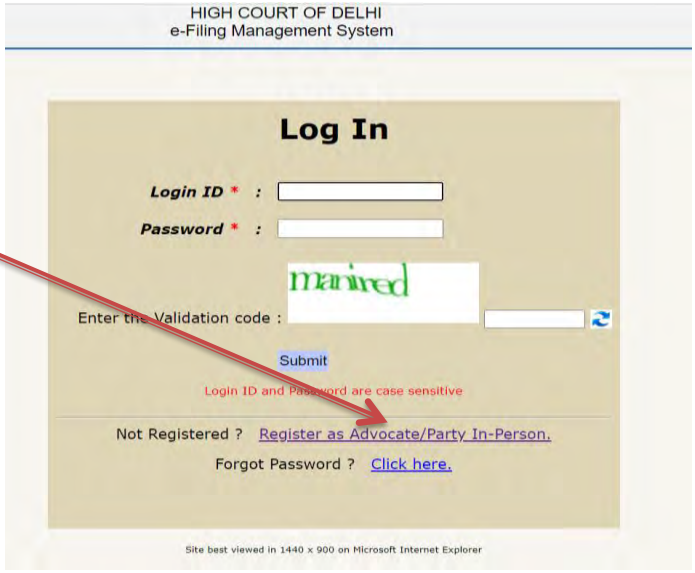


USER REGISTRATION AS PARTY-IN PERSON

TO REGISTER:

1. Click "Register asAdvocate/ Party In-Person" link

2. You will be directed to the Registration Page where you can Register as a Party In-Person



USER REGISTRATION AS PARTY-IN PERSON: THE REGISTRATION FORM

FILLING OUT THE REGISTRATION:

1) Select **In-Person** radio button.

2.) Enter Your Personal Information

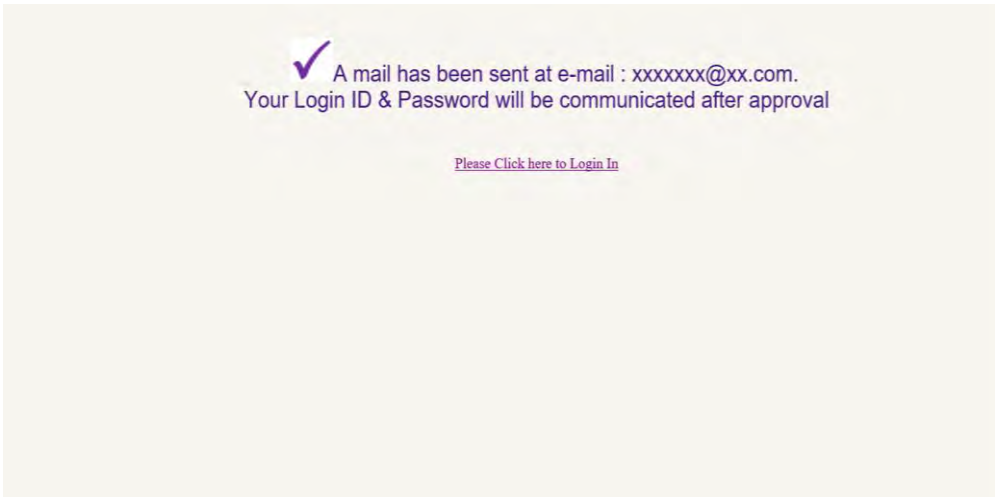
3.) Upload self attested copy of any Govt ID card

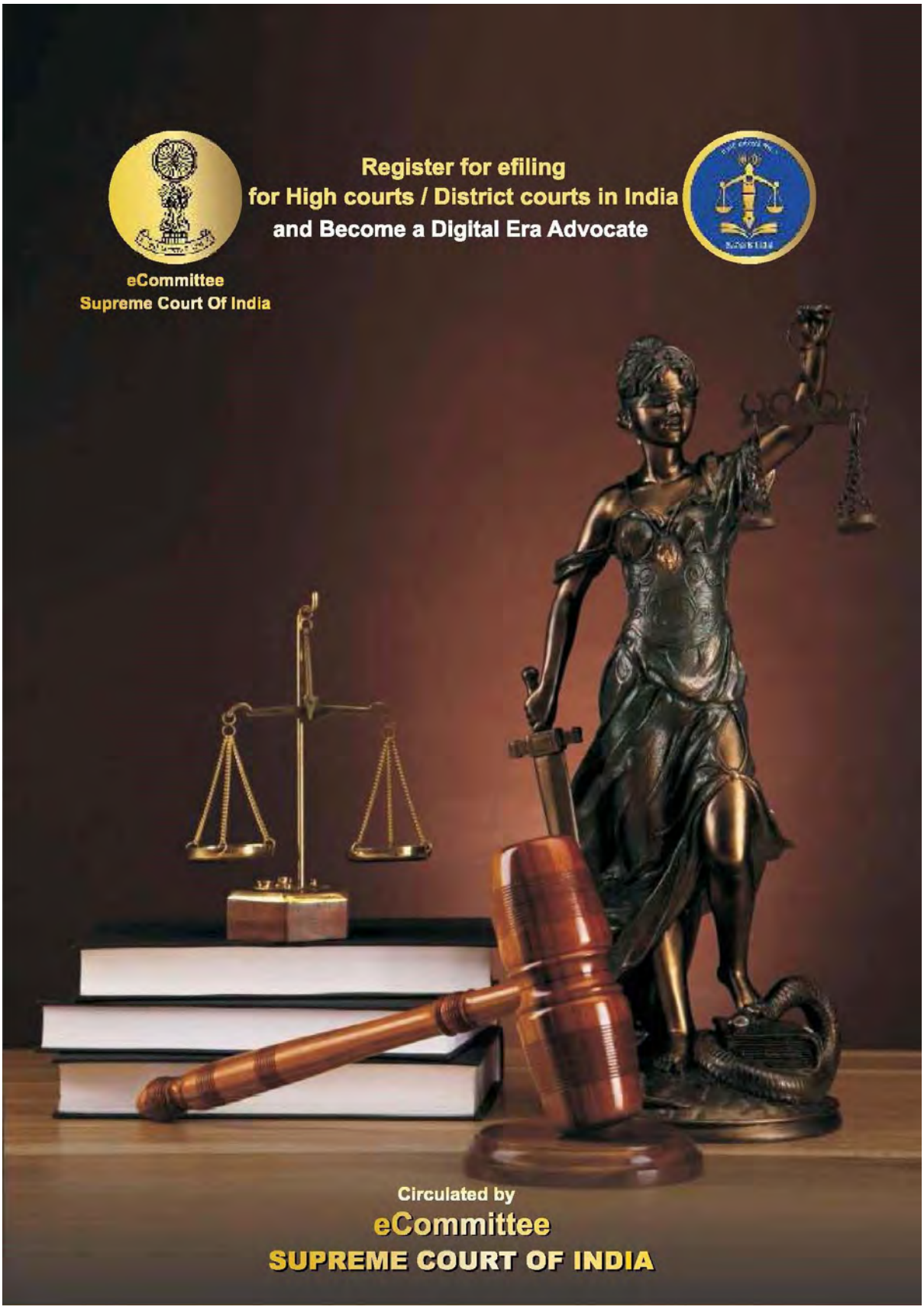
4.) Click "**Register**" Button to register your profile



USER REGISTRATION AS PARTY-IN PERSON
LOGIN INFORMATION

The login ID will be allotted on the next working day, only if, the application is found complete in all respects.




Register for efiling
for High courts / District courts in India
and Become a Digital Era Advocate
eCommittee
Supreme Court Of India
Circulated by
eCommittee
SUPREME COURT OF INDIA



Register for efiling
for High courts / District courts in India
and Become a Digital Era Advocate

Register for efiling

- Are you an advocate practicing in High court / District court of India ?
- Do you want to file your case in the comfort of your office ?
- Do you want to file your case without visiting court complex ?

✓ **Then choose efiling -the digital online filing process**

- 10 step Registration procedure for Advocate at efiling portal www.efiling.ecourts.gov.in
- Visit efiling portal www.efiling.ecourts.gov.in and become registered user by following the 10 steps hereunder

Getting started

"Before starting registration keep the following details ready"

- Details of your mobile number, email ID registered with court database
- Details of your bar enrollment number
- Digital photo in Jpeg/Jpg format size between 5 KB and 5 MB
- Identity proof (Any one Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate in Jpeg / Jpg format size between 5 KB and 5 MB
- Smart Phone / Laptop with internet connection

- As it is a time bound registration you need to complete within 18 minutes. Dont start registration without having all the above details ready !



Lets start Registration

STEP : 1

Visit www.efiling.ecourts.gov.in



HIGH COURTS & DISTRICT COURTS
E-FILING REGISTRATION

Please select

STEP : 2

select your <state>

- by clicking on the drop list (or)
- by clicking the state directly from the India map





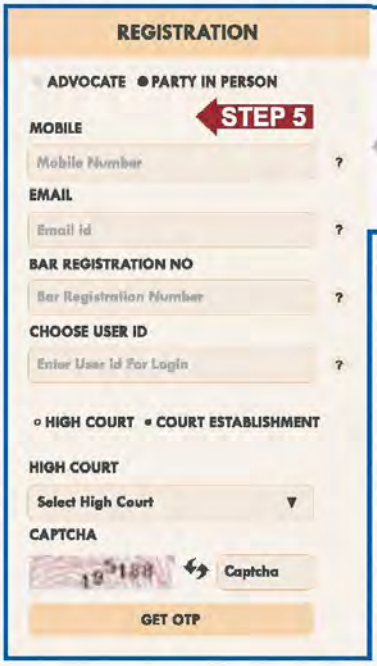
STEP : 3

Click "Register" in the login page



STEP : 4

Select the radio button **"Advocate"** in the registration form



STEP : 5

Fill up the following details

- **Mobile Number ***
- **Email ID ***
- (* The mobile number and the email ID that is registered with the court here the advocate practices must be furnished. If mobile number and email id are not registered with court database then registration will not be completed and in that case contact concerned court for registering the same)
- **Bar Registration Number of the Advocate**
- **Choose User ID (your preferable choice)**
- **Choose where you are Enrolled**
- **High Court / court establishment**
- **Choose the High court**
- **Enter the captcha**
- **Click "GET OTP"**

STEP : 6

- **Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP in your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone, in that case enter the OTP received in your mobile number and proceed further.**

STEP : 7

Two OTP verification : If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email Id in the respective entrybar and click verify OTP

(or)

One OTP verification : In some cases if you have received one OTP in your mobile number alone, then enter that OTP in the mobile OTP entry bar and click verify OTP.





STEP : 8

Fill other Details

- Password

  (Password must contain minimum 8 digit and must include 1 uppercase character, 1 lower case character, 1 number, 1 special character)

- Confirm Password
- First Name — Last Name
- Other contact number — Gender
- Date of Birth (DD/MM/YY)
- Address Line 1 — Address Line 2
- City — State
- Pincode

STEP : 9

Upload your Photo and ID

- Upload your Photo (in Jpeg/Jpg format of size less between 5 KB and 5 MB) using "Choose file" option
- Upload Identity proof in image size less than 5 KB and 5 MB using the "Choose file" option
- Suppose you don't have digital photograph just take a photo from your smart phone and upload



- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or Jpg and in size between 5 KB and 5 MB
- Then you have to choose the type of ID card uploaded i.e. Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate from the drop box.



STEP : 10

- Finally enters the captcha code given in box and click the "Register" button to complete the Registration process. You will finally get the message "Registered Sucessfully"

You have sucessfully become a registered Advocate of efiling
Welcome to the digital world of efiling of High Courts / District Courts of India
Start efiling you cases from the comfort of your office



Circulated by
ecommittee
Supreme Court of India

APPENDIX-III

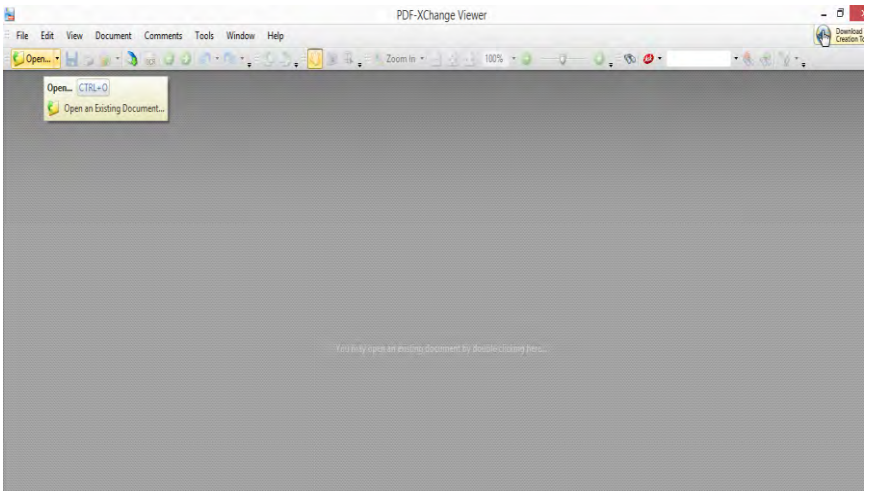
Procedure for converting a document into an OCR searchable PDF.

There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abbyy FineReader etc.

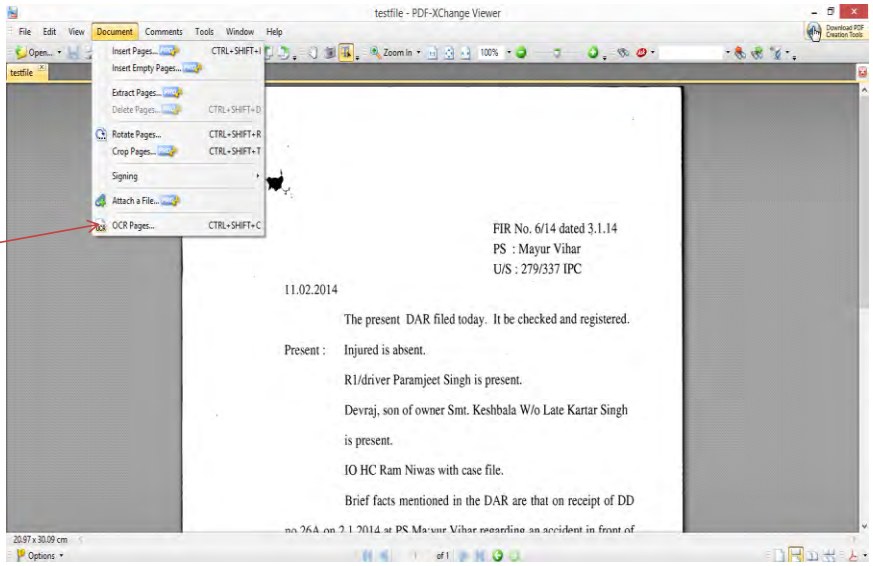
Open the PDF file containing a scanned image you wish to Convert in OCR Format

Using PDF- XChange Viewer – free

From the main menu, select "*Open*" → "*Open an Existing Document*"→ Open any PDF Document.



From the main menu, select "*Document*" → "*OCR Pages*".



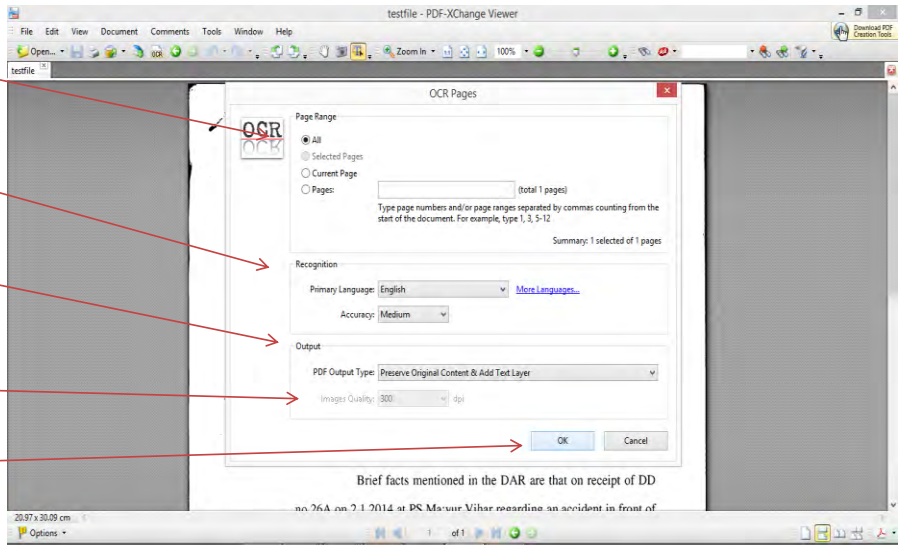
Select “*Page Range*“

Select “*Recognition*“

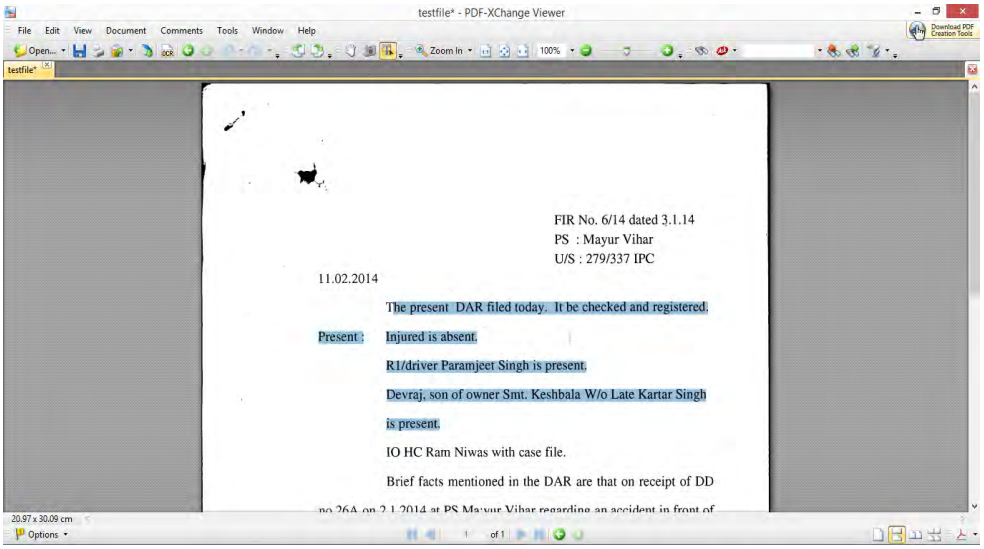
Select “*Output*“

Image Quality at least 300 dpi

Click “*OK*“



Document in OCR Format



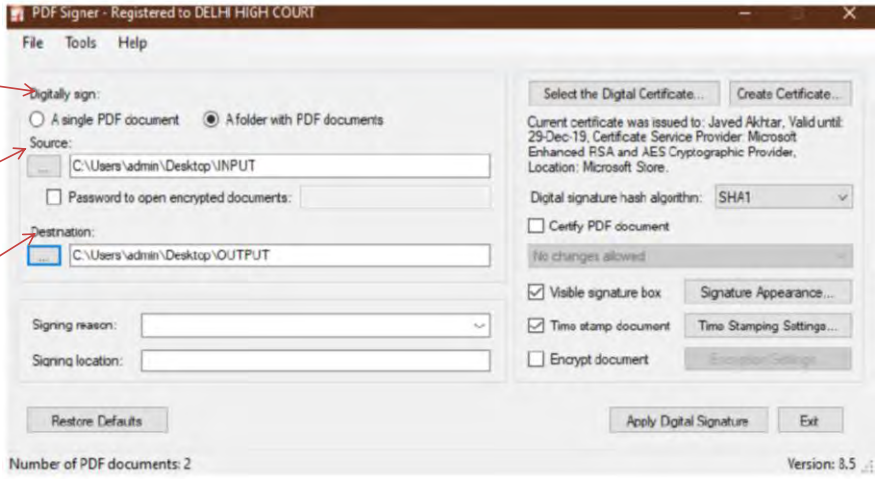
APPENDIX - IV

Please go to the website - http://cca.gov.in to get the list of Licensed CAs-

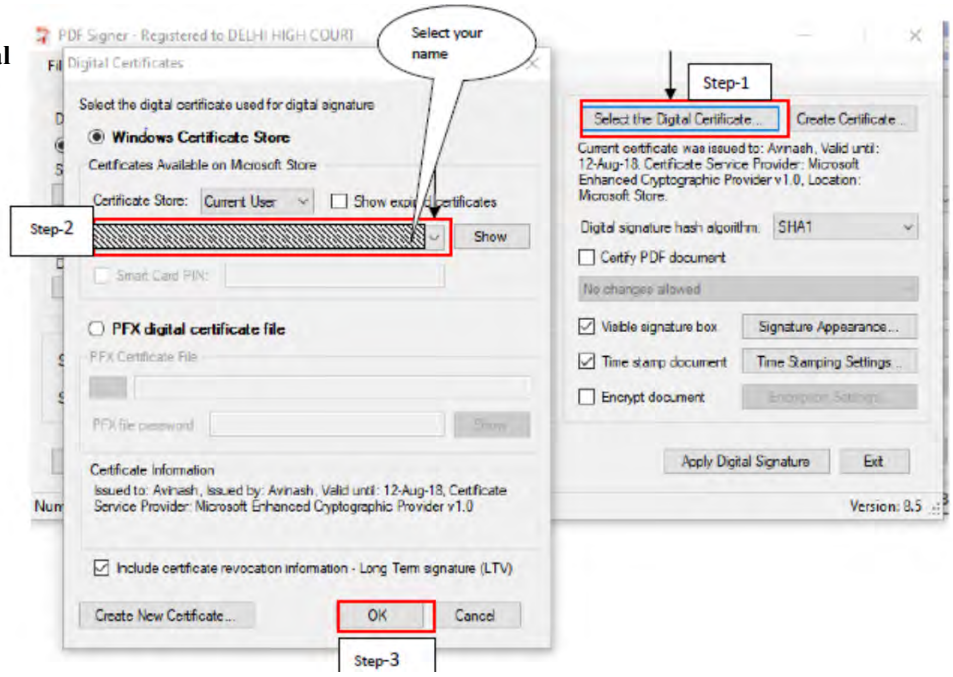


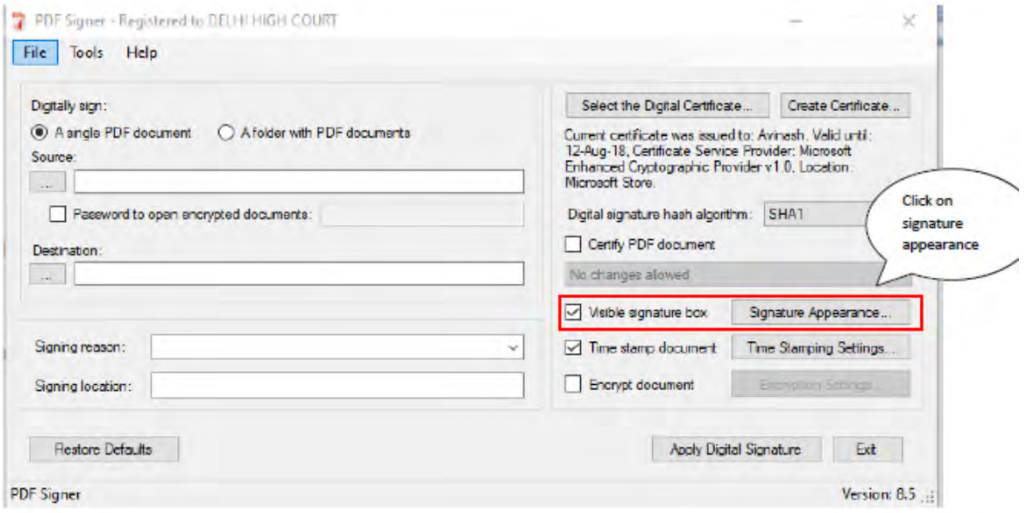
Procedure for Digital Signature

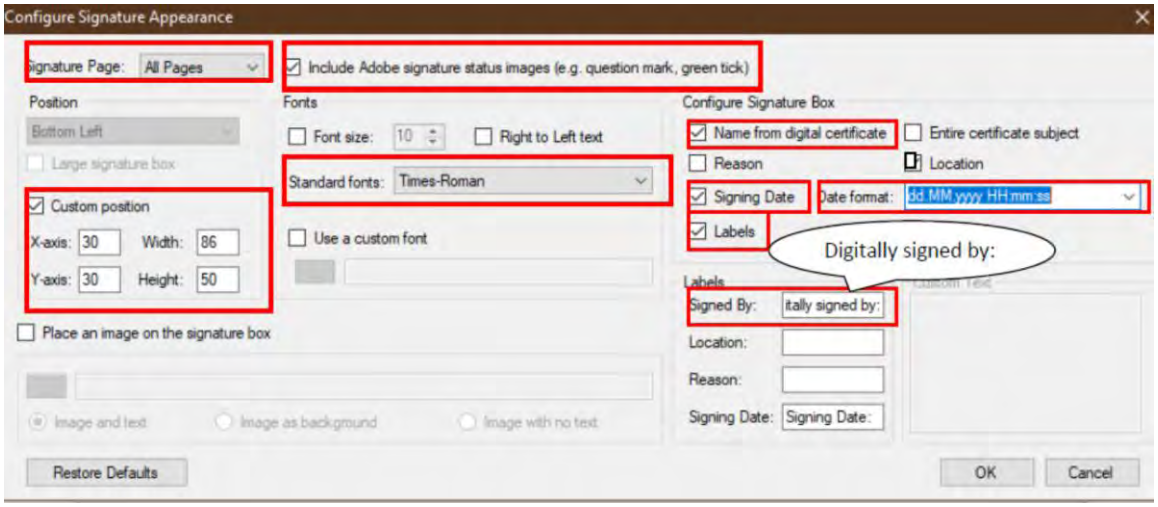
1. **Using PDF Signer.**
2. **Select "A single PDF document" or "A Folder with PDF documents".**
3. **Select Source**
4. **Select Destination**

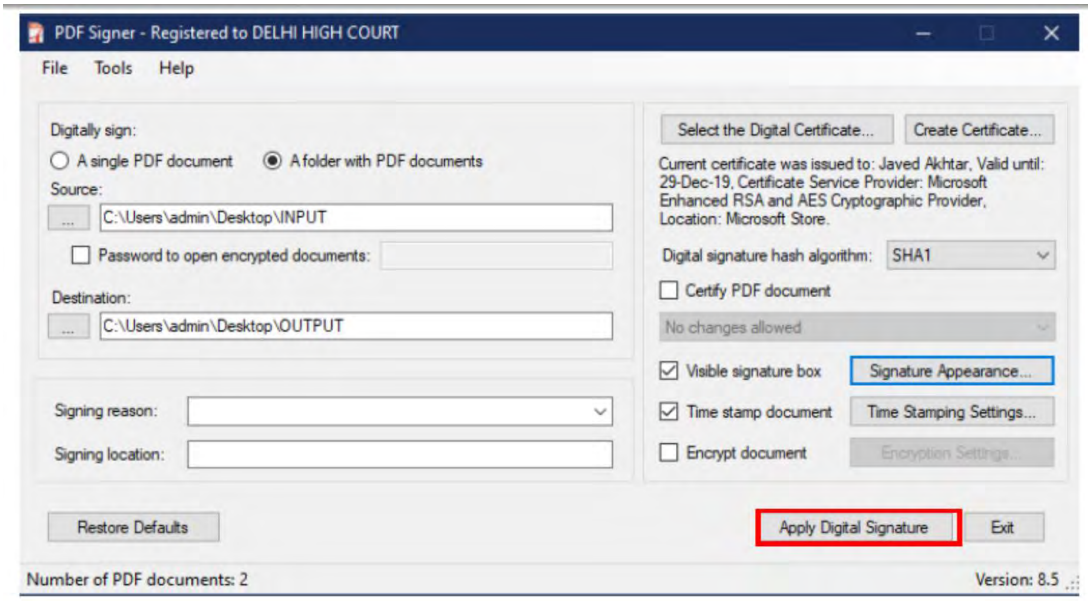


1. **Select Digital Certificate**
2. **Select your Name.**
3. **Click *OK***




PDF Signer - Registered to DELHI HIGH COURT
File
Tools
Help
Digitally sign:
A single PDF document
A folder with PDF documents
Source:
Password to open encrypted documents:
Destination:
Signing reason:
Signing location:
Select the Digital Certificate...
Create Certificate...
Current certificate was issued to: Avinash, Valid until: 12-Aug-18, Certificate Service Provider: Microsoft Enhanced Cryptographic Provider v1.0, Location: Microsoft Store.
Digital signature hash algorithm:
SHA1
Certify PDF document
No changes allowed
Visible signature box
Signature Appearance...
Time stamp document
Time Stamping Settings...
Encrypt document
Encryption Settings...
Click on signature appearance
Restore Defaults
Apply Digital Signature
Exit
PDF Signer
Version: 8.5


Configure Signature Appearance
Signature Page: All Pages
Include Adobe signature status images (e.g. question mark, green tick)
Position
Bottom Left
Large signature box
Custom position
X-axis: 30
Width: 86
Y-axis: 30
Height: 50
Place an image on the signature box
Image and text
Image as background
Image with no text
Fonts
Font size: 10
Right to Left text
Standard fonts: Times-Roman
Use a custom font
Configure Signature Box
Name from digital certificate
Entire certificate subject
Reason
Location
Signing Date
Date format: dd.MM.yyyy HH:mm:ss
Labels
Digitally signed by:
Labels
Signed By: itally signed by:
Location:
Reason:
Signing Date: Signing Date:
Restore Defaults
OK
Cancel


PDF Signer - Registered to DELHI HIGH COURT
File
Tools
Help
Digitally sign:
A single PDF document
A folder with PDF documents
Source:
C:\Users\admin\Desktop\INPUT
Password to open encrypted documents:
Destination:
C:\Users\admin\Desktop\OUTPUT
Signing reason:
Signing location:
Select the Digital Certificate...
Create Certificate...
Current certificate was issued to: Javed Akhtar, Valid until: 29-Dec-19, Certificate Service Provider: Microsoft Enhanced RSA and AES Cryptographic Provider, Location: Microsoft Store.
Digital signature hash algorithm:
SHA1
Certify PDF document
No changes allowed
Visible signature box
Signature Appearance...
Time stamp document
Time Stamping Settings...
Encrypt document
Encryption Settings...
Restore Defaults
Apply Digital Signature
Exit
Number of PDF documents: 2
Version: 8.5

1. **Go to Destination Folder & check Digitally signed PDF File**

2. **PDF File After Digital Signature**

3. **Digital Signature**

* IN THE HIGH COURT OF DELHI AT NEW DELHI

\+ ABC XYZ/2020

X

..... Appellant

Through

versus

Y

..... Respondent

Through

CORAM:
HMJ

% ORDER
01.10.2019

HMJ

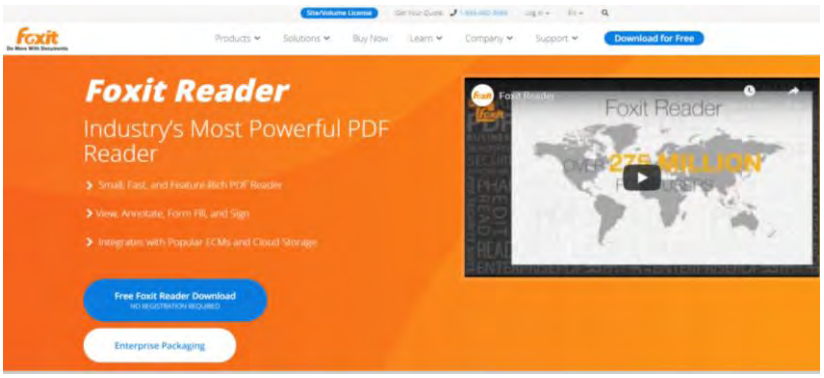
OCTOBER 01, 2019

Signature valid

APPENDIX - V

There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abbyy FineReader, Adobe Acrobat etc.

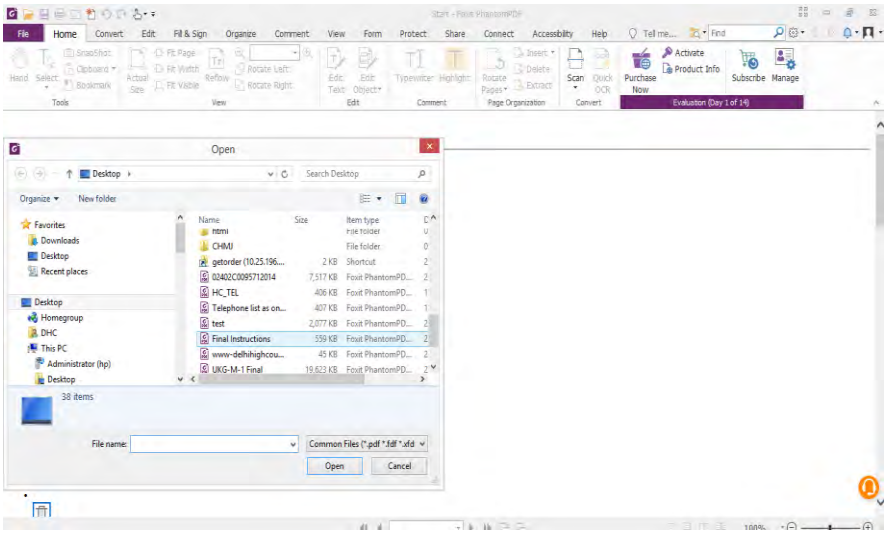
Foxit Reader(Using for Bookmark)
Download the software from website https://www.foxitsoftware.com/pdf-reader. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



Open the PDF file to Bookmark

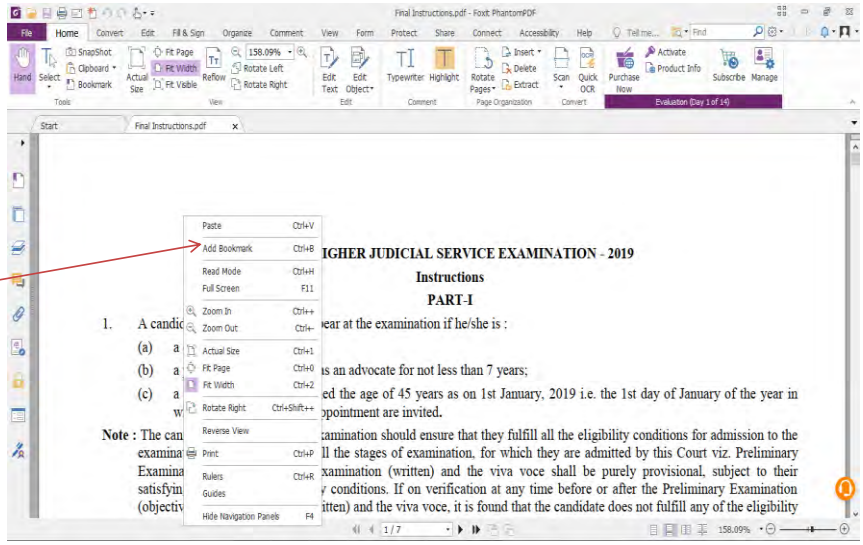
Using Foxit Reader – free trial

Select & open the PDF document to make bookmark



Using Foxit Reader – free trial

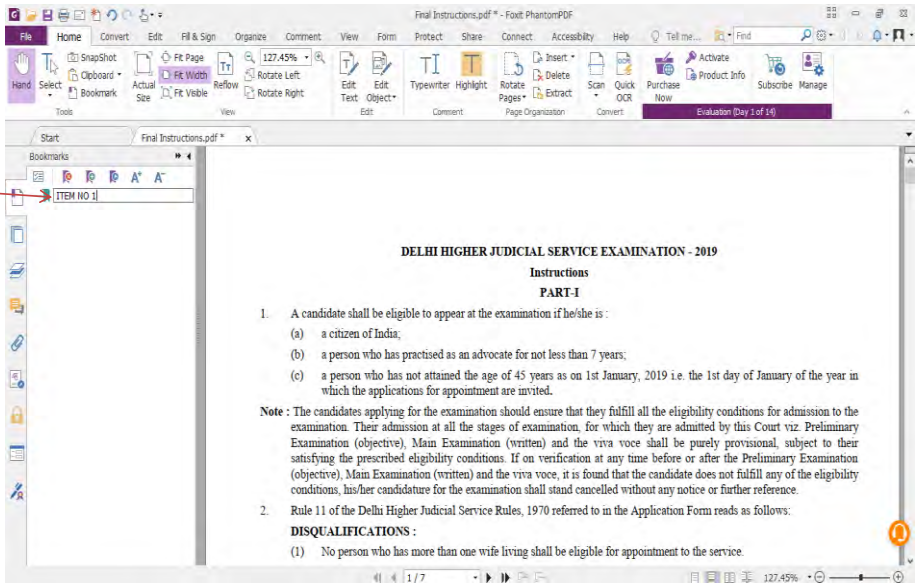
Right-click the selection and click **Add Bookmark...** on the shortcut menu or Press Ctrl+B → Click on Add Bookmark (**Bookmarks** panel will open)



Using Foxit Reader – free trial

1. Type the name of your Bookmark

2. By default, the newly created bookmark will point to the start of the current page.



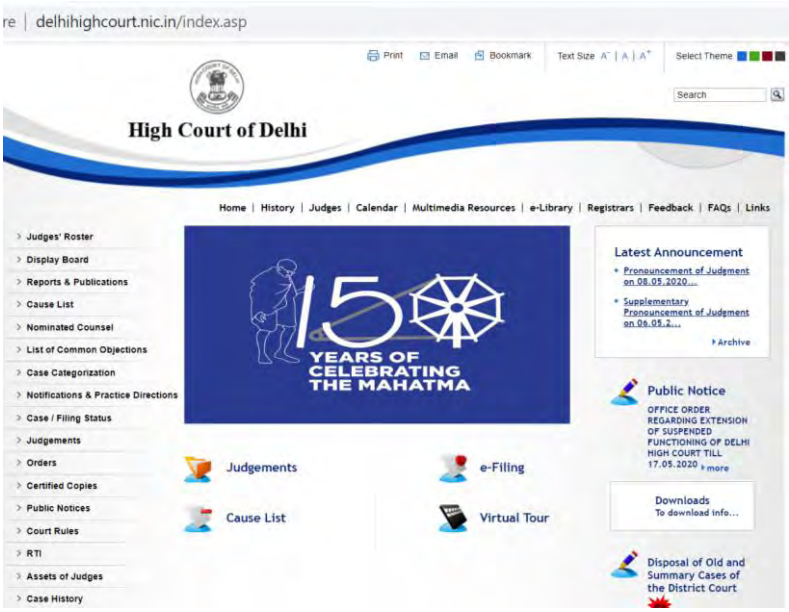
APPENDIX-VI

Procedure for accessing the online web portal and electronically filing documents

DELHI HIGH COURT WEBSITE

1) Go to
www.delhihighcourt.nic.in

2) click on e-filing link



LOGIN

Only Registered Advocate/ Party In Person can file the cases

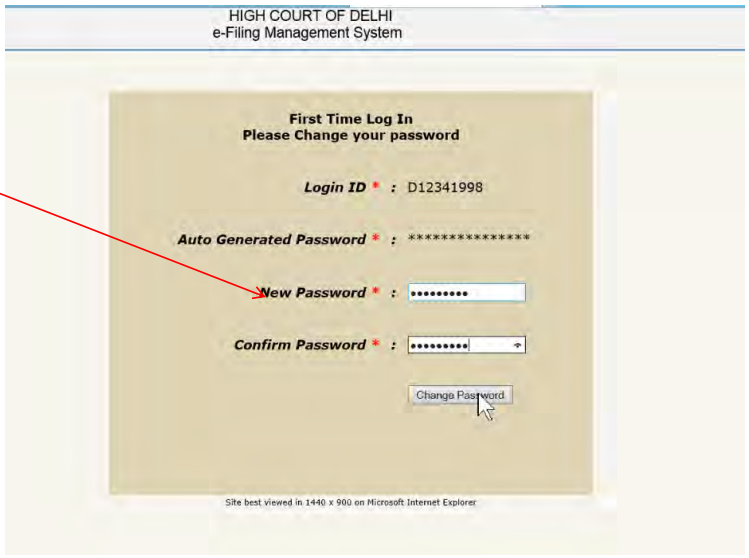
1. Please Enter Login Credentials & Click Submit



LOGIN

First Time Login

When login first time in e-filing system user will be prompted to change the password



Guidelines for usage of password

- **Sharing Login IDs and password is prohibited. Access to the online application account is restricted to the individual/firm to whom that account is assigned.**

- **Do not share password with anyone.**

- **If you fail to Logout your account will be locked & activated after 30 minutes.**

- **As a user of the E-File Application, you can change your password anytime. However it will be mandatory for the new user to change the password at the time of first login.**

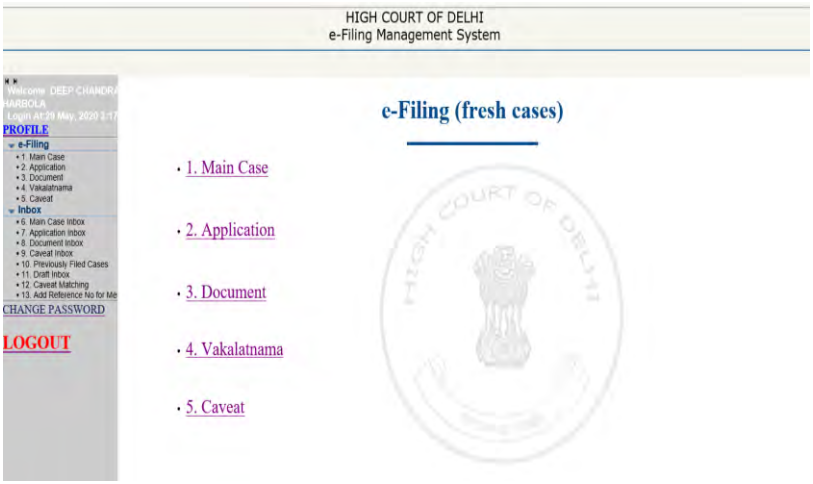
- **A valid E-Filing Application password must be at least eight characters in length and contain at least one special character one capital letter & one number.**

- **The password should not be the same as or a subset of your User ID. Other methods of protecting your password identity is to make sure that it is not easily discernible, such as a common name or location and should not be posted or stored in a location easily accessible by others.**

- **If you forget your password, you may reset your Password by using Forgot Password link.**

AFTER LOGIN

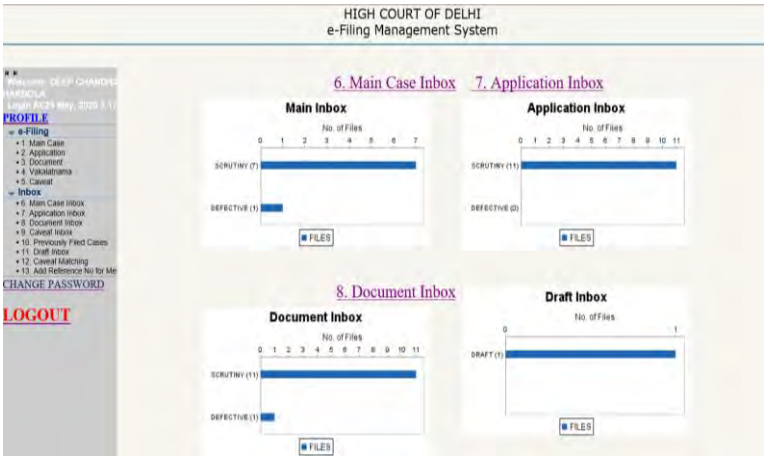
1) **After login to e-filing system you will get the status of the cases filed under different categories MAIN, APPLICATION, DOCUMENT & DRAFT**
2.) **There are two main menu items**
i) e-Filing :-Under this menu there are following sub-menu items
- ✓ **1. Main Case**
- ✓ **2. Application**
- ✓ **3. Document**
- ✓ **4. Vakalatnama**
- ✓ **5. Caveat**



AFTER LOGIN

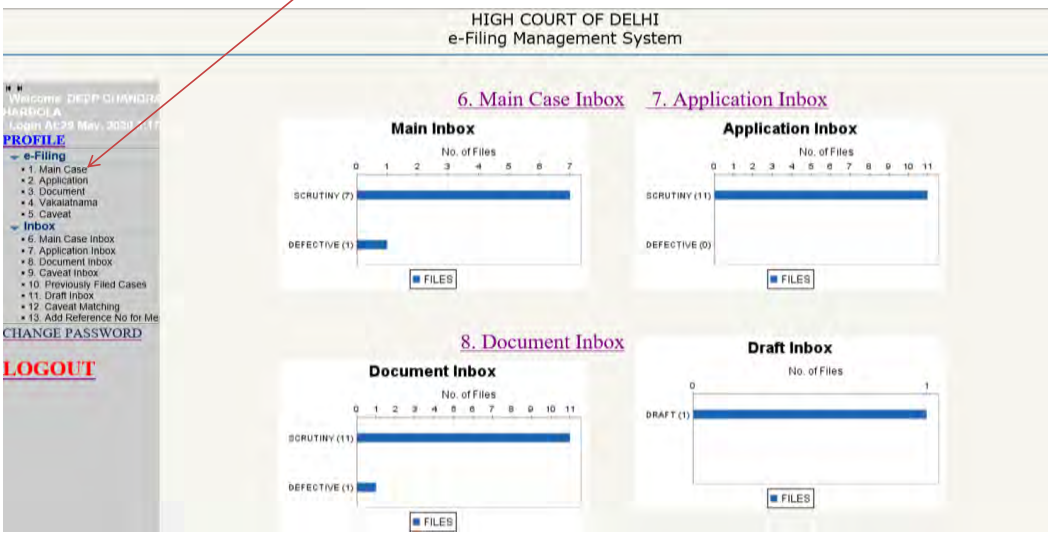
ii) Inbox :- Under this menu there are sub-menu items

- ✓ **6. Main Case Inbox**
- ✓ **7. Application Inbox**
- ✓ **8. Document Inbox**
- ✓ **9. Caveat Inbox**
- ✓ **10. Previously Filed Cases**
- ✓ **11. Draft Inbox**
- ✓ **12. Caveat Match**
- ✓ **13. Add Reference No for mentioned cases**



MAIN CASE FILING

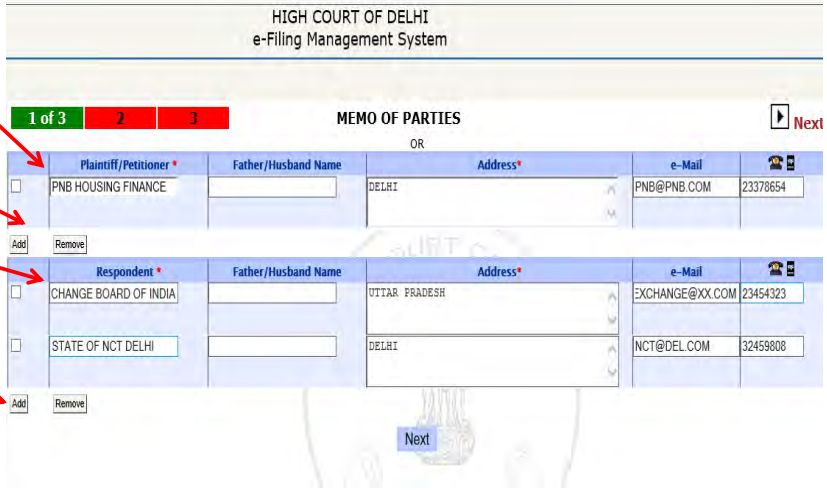
Click on the link e-Filing → 1. Main Case



MAIN CASE FILING

Step 1 On completion of form of MEMO OF PARTIES, click on the button **Next**.

1. **Enter Petitioner / Plaintiff details**
2. **To add another Petitioner/ Plaintiff details click on "ADD".**
3. **Enter Respondent details.**
4. **To add another respondent details, click on "ADD".**



MAIN CASE FILING

Step 2 Now the screen for filling other detail will appear with the Petitioner and respondent details as you had entered in the previous screen.

•Select Case Type (*Mandatory*)

After filling above fields you may fill the following as per your requirement.

- **Impugned Order**
- **Name of Organization**
- **Constitutional**
- **Criminal**
- **Land Acquisition**
- **Tax**
- **Motor Accident**
- **Acts**



You can choose any option to fill and can go to the next page anytime.

MAIN CASE FILING

Step 2. Impugned Order → To use this option Click on *Impugned Order* Tap

•**Select Court Name**

•**Enter Case Details**

•**Enter Decision Date & Select the decision**



MAIN CASE FILING

Step 2. Name of Organization→ To use this option Click on *Name of Organization* Tap

•**Enter Organization Name**



MAIN CASE FILING

Step 2. Constitutional → To use this option Click on *Constitutional* Tap

•**Enter Details**



MAIN CASE FILING

Step 2. Criminal → To use this option Click on *Criminal* Tap

- **Select Police Station**
- **Enter FIR No.**
- **Enter FIR Date**
- **Enter Sections of IPC**



MAIN CASE FILING

Step 2. Land Acquisition → To use this option Click on *Land Acquisition* Tap

• **Enter Details**



MAIN CASE FILING

Step 2. Tax → To use this option Click on *Tax* Tap

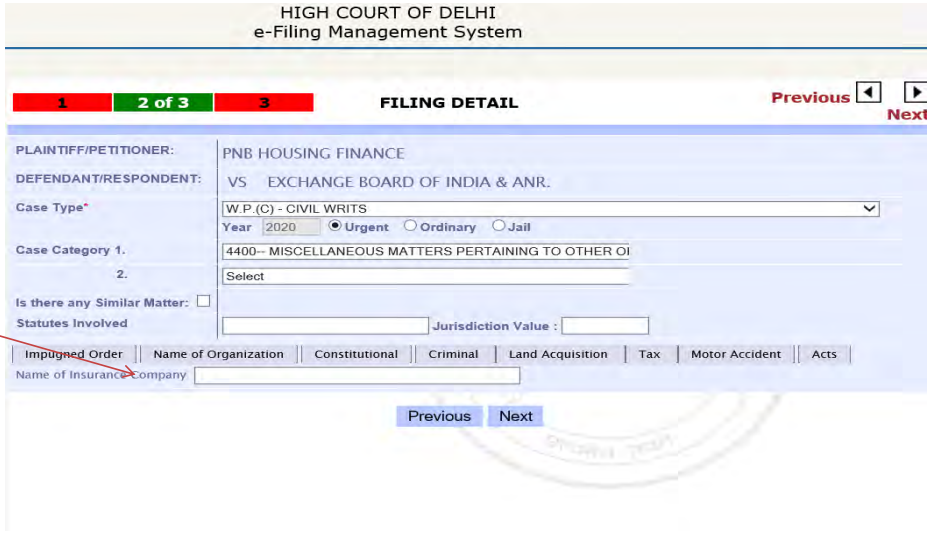
• **Enter Assessment Year**



MAIN CASE FILING

Step 2. Motor Accident → To use this option Click on *Motor Accident* Tap

• **Enter Name of Insurance Company**



MAIN CASE FILING

Step 2. Acts → To use this option Click on *Acts* Tap

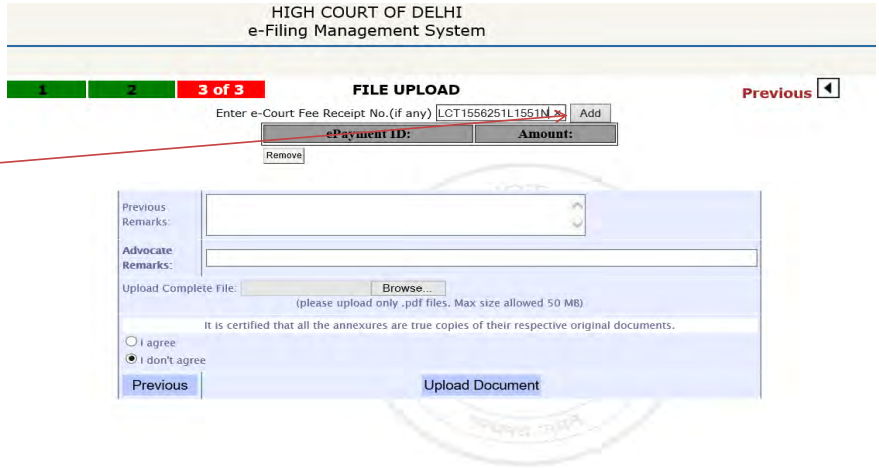


• **Select Act**

MAIN CASE FILING

Step 3.

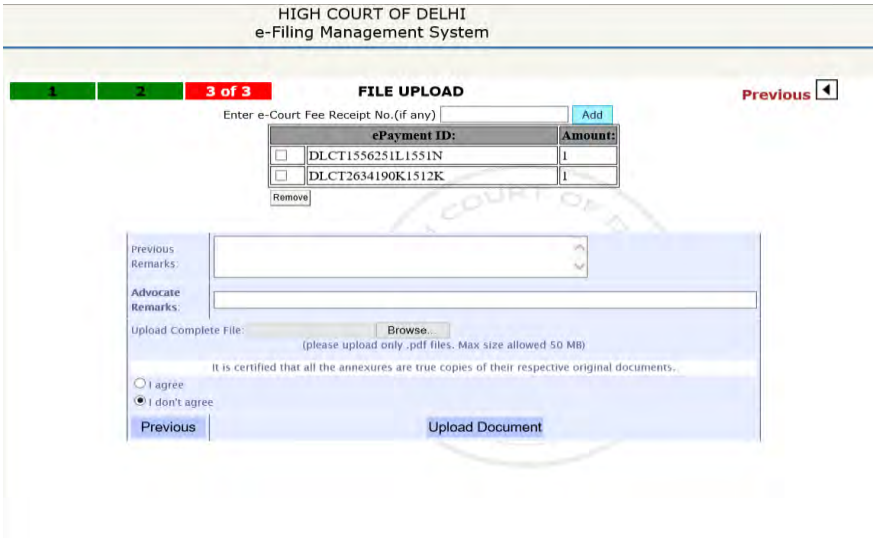
• **Enter 17 digits eCourt fee number & Click ADD**



MAIN CASE FILING

Step 3.

1. Multiple eCourt fee receipts can be clubbed.
2. You can also remove e-Court Fee, if it is wrongly added by selecting the checkbox before the locking of e-Court Fee and click on Remove button
3. Advocate Remarks can be added, if any
4. Upload the prepared petition in PDF format
5. Click on *Upload Document* button to complete the process of main case filing



MAIN CASE FILING

After uploading the case, the following screen will appear with the Diary number for the case you have filed

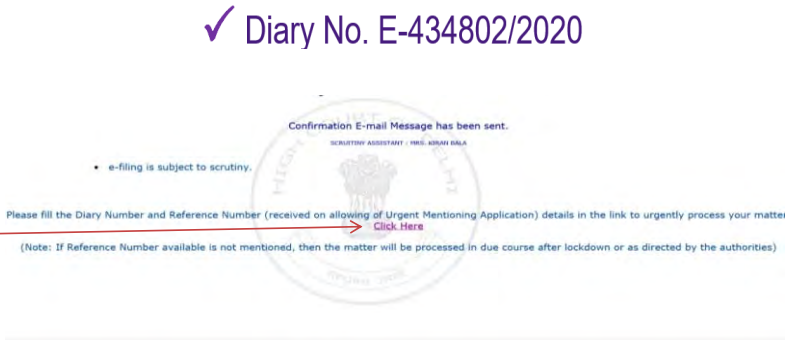
Diary no. for the current filed case.

Email & SMS has been sent to your registered email id & Mobile No.

File is forwarded to scrutiny assistant.

Please *Click here* and fill details if matter is urgent

Check inbox for status.



Add Reference Number

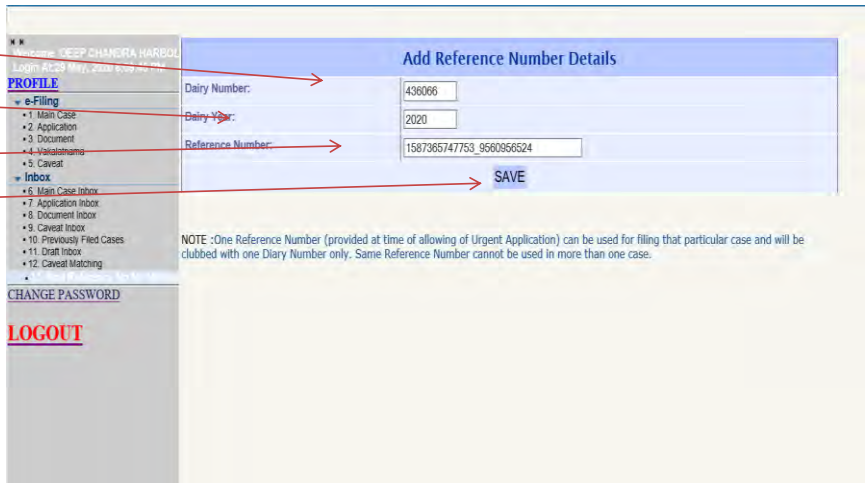
One Reference Number (provided at time of allowing of Urgent Application) can be used for filing that particular case and will be clubbed with one Diary Number only. Same Reference Number cannot be used in more than one case.

Diary number

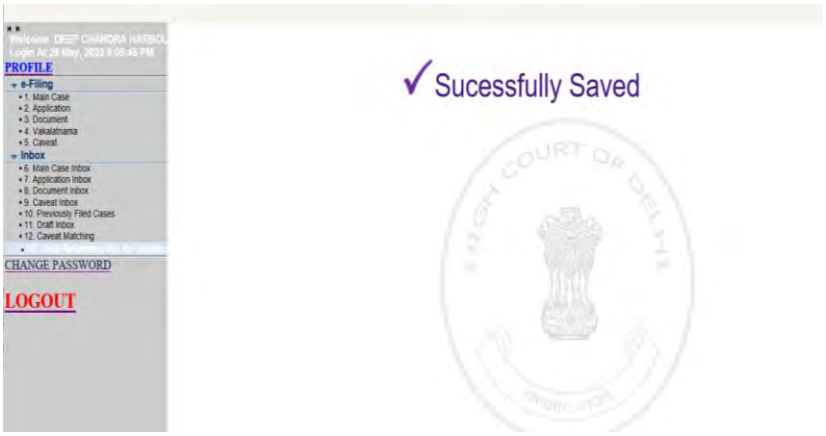
Diary Year

Reference Number

Please *Save*



Add Reference Number



MAIN CASE INBOX

INBOX: Now you can track the status of case filed through your inbox.

1.) In the system there is facility of tracking the status of different types of filings viz Main, Application etc.

2.) Click on the Main Case Inbox sub menu under Inbox menu

3.) under Main Case Inbox there are two tabs viz SCRUTINY--- Lists the cases which are in scrutiny stage



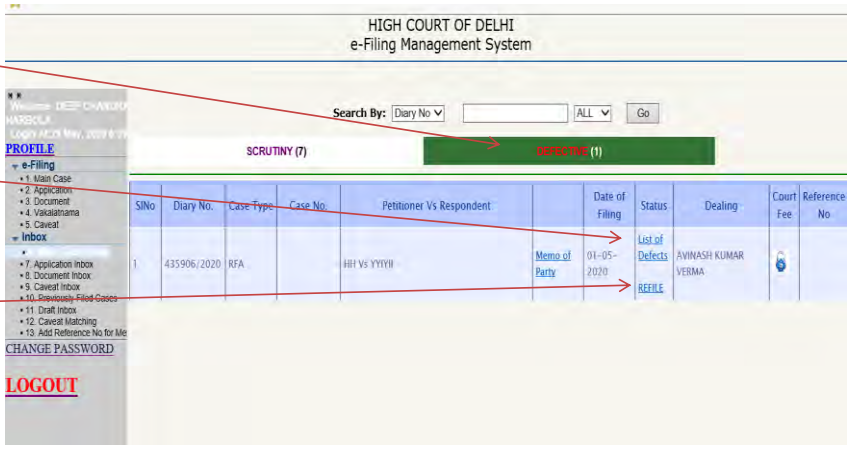
MAIN CASE INBOX

INBOX: In this you can track the status of your cases.

1.) DEFECTIVE→ Lists the cases which are in defective stage

2.) To view the defect in case click on List Of Defects link

3.) In DEFECTIVE → option are given to REFILE the defective cases, after removing the objections.

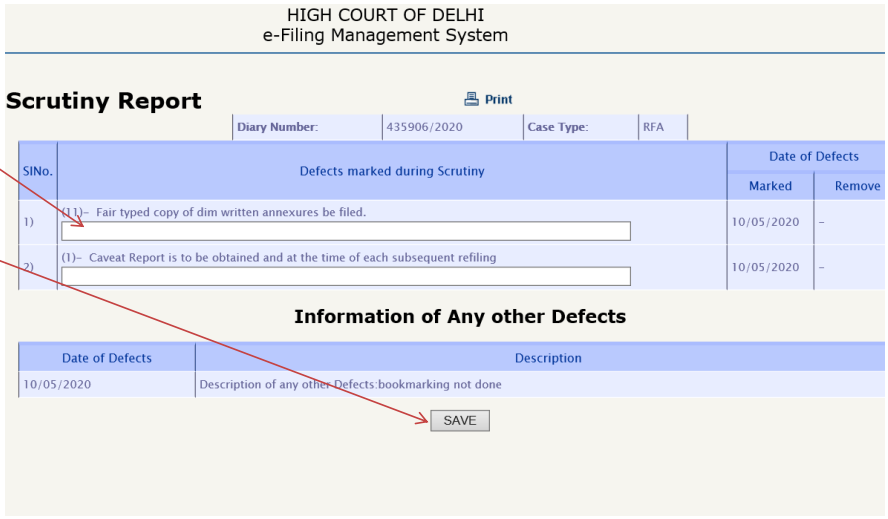


MAIN CASE INBOX

On Clicking List of Defects, all the objections raised by the Scrutiny Assistant(s) will be displayed

1.) Option to enter remarks with respect to every defect(s) raised by scrutiny assistant.

2.) Click "*Save*" after giving remarks, if any

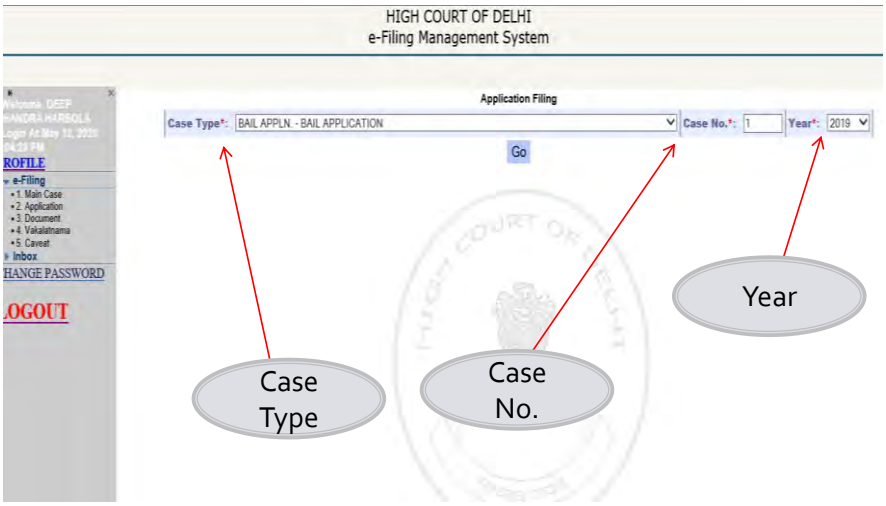


APPLICATION FILING

In this you can do Application filing in the already filed matter.

1) There is a submenu Application available in e-Filing menu .

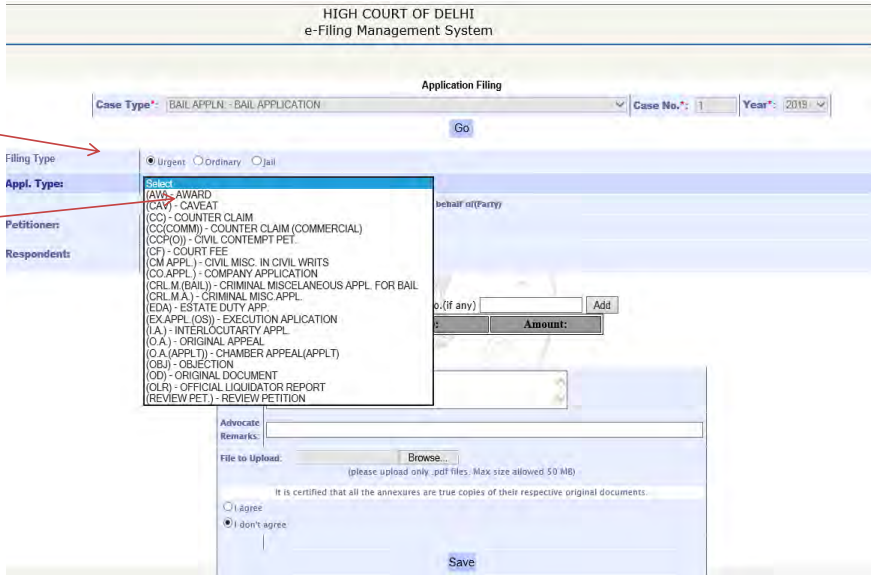
2) Select Case Type, Case No., Year of the already filed matter and click on Go button



APPLICATION FILING

1)Select Filing Type
Select the Type of filing you want to do

2)Select Application Type
Select the Type of Application to be filed.



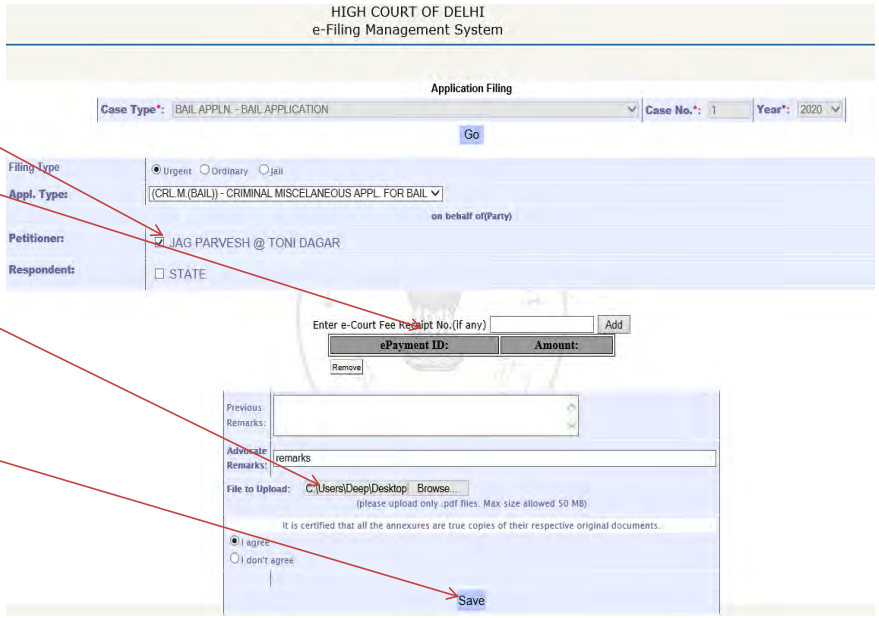
APPLICATION FILING

1) **Select parties**

2) **Add e-court fee**

3) **Select document To upload**

4) **Click on *Save* button to submit the Filing.**



APPLICATION FILING

After uploading, following screen will appear with the Diary number for the case you have filed

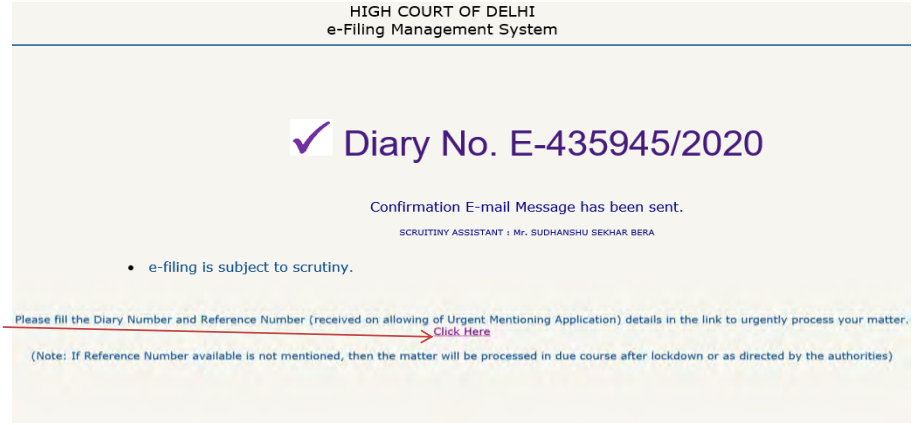
Diary no. for the current filed case.

Email & SMS has been sent to your registered email id & Mobile No.

File is forwarded to scrutiny assistant.

Please *Click here* and fill details if matter is urgent

Check inbox for status.



APPLICATION INBOX

INBOX: Now you can track the status of Application Filing through your inbox.

1.) Click on the Application Inbox sub menu under Inbox menu

2.) under Application Inbox there are two tabs viz
SCRUTINY--- Lists the cases which are in scrutiny stage
DEFECTIVE--- Lists the cases which are in defective stage

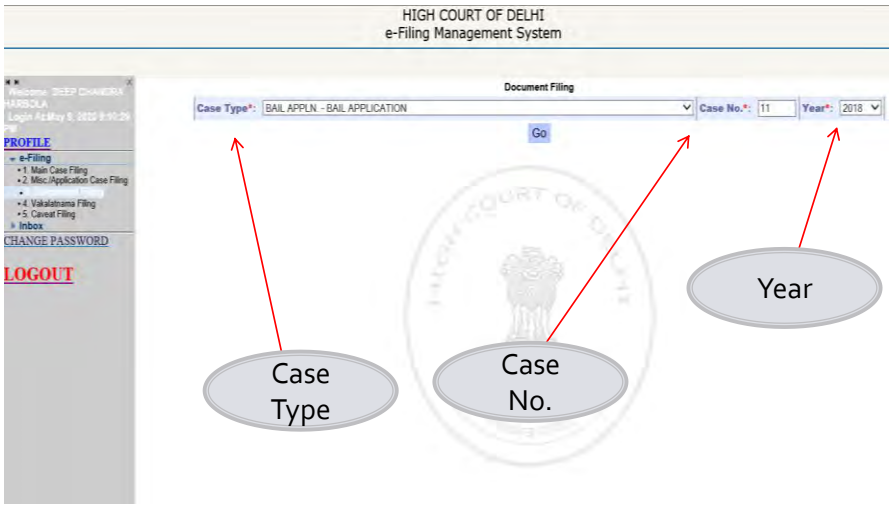


DOCUMENT FILING

In this you can do Document filing in the already filed matter.

1) There is a submenu Document available in e-Filing menu .

2) Select Case Type, Case No., Year of the already filed matter and click on Go button



DOCUMENT FILING

In this you can do Document filing in the already filed matter.

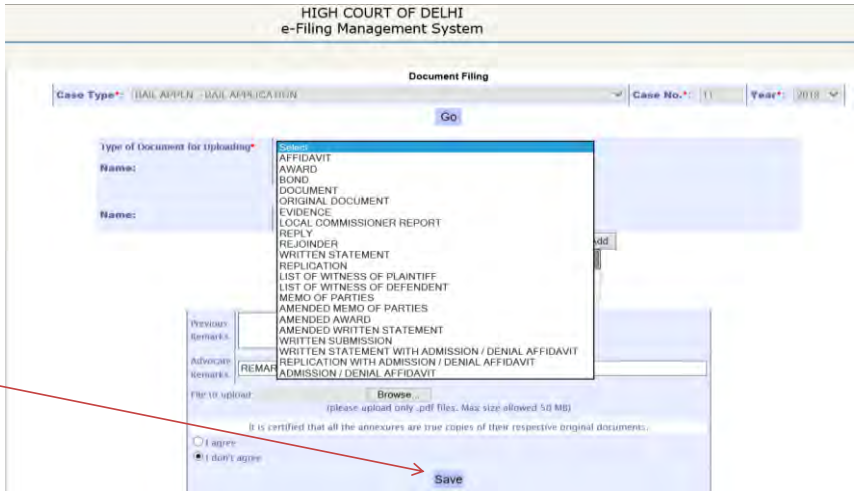
1) Select Type of Document for Uploading

2) Select Party

3) Add e-court fee

4) Select document To upload

5) Click on Save button to submit the Filing.



DOCUMENT FILING

After uploading, the following screen will appear with the Diary number for the case you have filed

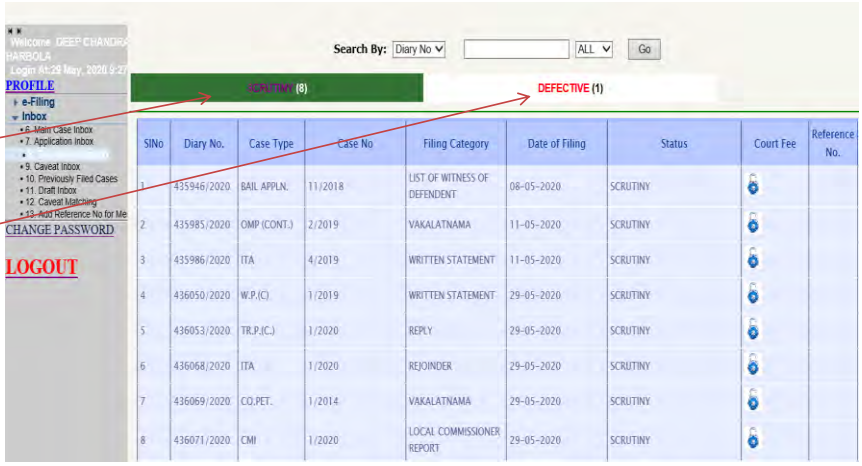


DOCUMENT INBOX

INBOX: Now you can track the status of Document & Vakalatnama Filing through your inbox.

1.) Click on the Document Inbox sub menu under Inbox menu

2.) under Document Inbox there are two tabs viz SCRUTINY--- Lists the cases which are in scrutiny stage
DEFECTIVE--- Lists the cases which are in defective stage



DRAFT INBOX

Draft Inbox: **It keeps the track of main cases which are not filed yet due to some reason.**

1.) Click on the Draft Inbox sub menu under Inbox menu



A STEP BY STEP GUIDE FOR EFILING

(efiling for High courts & District Courts of India)





Circulated by
e committee
Supreme Court of India

A Step by Step Guide for efiling

(For High courts & District Courts of India)



Authored by
R.Arulmozhiselvi,
Ubuntu cum CIS Master Trainer;
OSD, Tamil Nadu State Judicial Academy .

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(For High Courts & District Courts of India)

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Tamilnadu Judicial Service.

First Edition : May, 2020.

Disclaimer

This referance material circulated by e-Committee is meant solely for the study and training purpose. References made are indicative and may not be used for any official or judicial reference.

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A Step by Step Guide for E-filing

(For High courts & District Courts of India)

1.1. Introduction

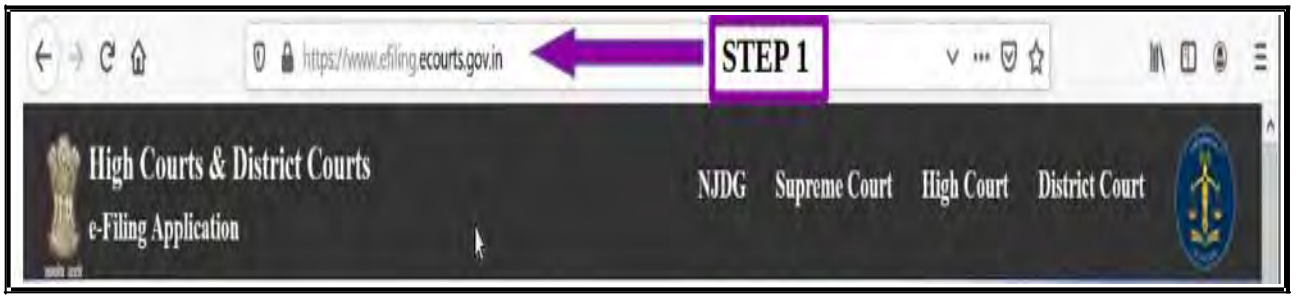
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efiling portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Officeand And join the new band of **DIGITAL ERA ADVOCATE.**

1.2. Getting Started

- Before starting efiling confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efiling portalby watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink https://efiling.ecourts.gov.in/help.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efiling a new case
- Lets start e filing a new case .

1.3. E.Filing portal www.efiling.ecourts.gov.in

Type (www.efiling.ecourts.gov.in) in your browser you will reach the filing online portal.



1.4. Select your< state>



(i) by clicking on the drop list (or)

(ii) by clicking the state directly from the India map



1.5. Login

- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then rest your password..



1.6. Dashboard :



Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

1.6.1. My e filing status:

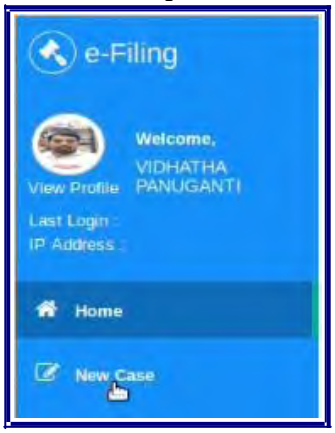


The e filing status shows the cases pending for acceptance, the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing.

1.6.2 My e filed cases:



Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.



1.7. New case option:

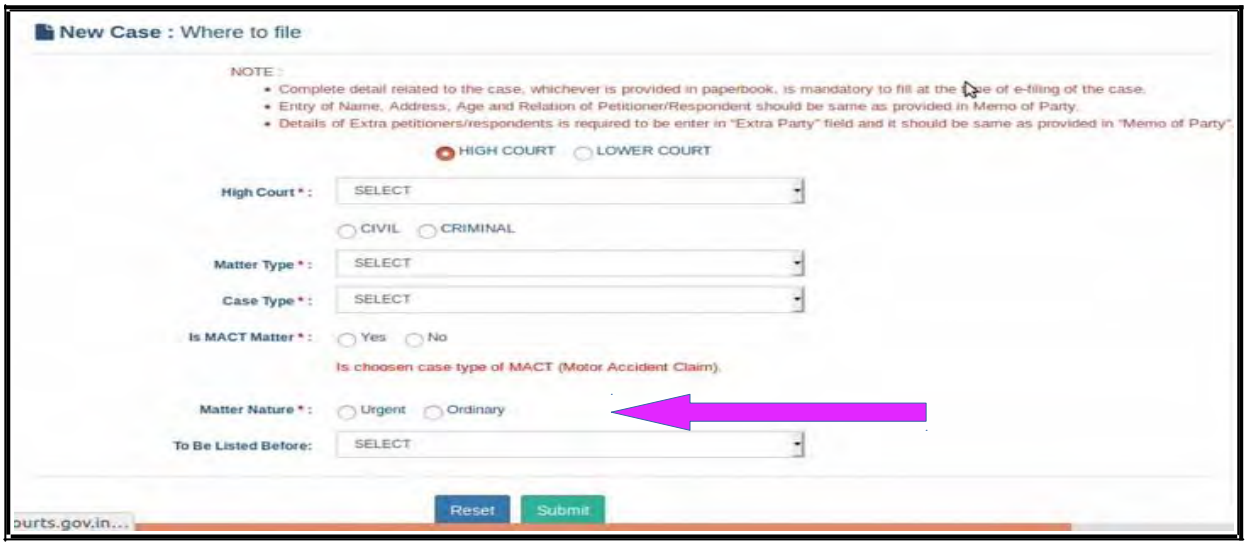
After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu listClick on '**New Case**" Option under the dash board which will take you to the form where to file the case .

1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the



High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.



Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

1.9. Filling up of forms:

1.9.1. Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- **Blue** colour for the form in use and **Active**
- **Green** colour for the form which is **completed** or **Done** .
- **Orange** colour for the forms which are **optional;**
- **Red** colour for the forms which are **mandatory** to be filled up.



Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every

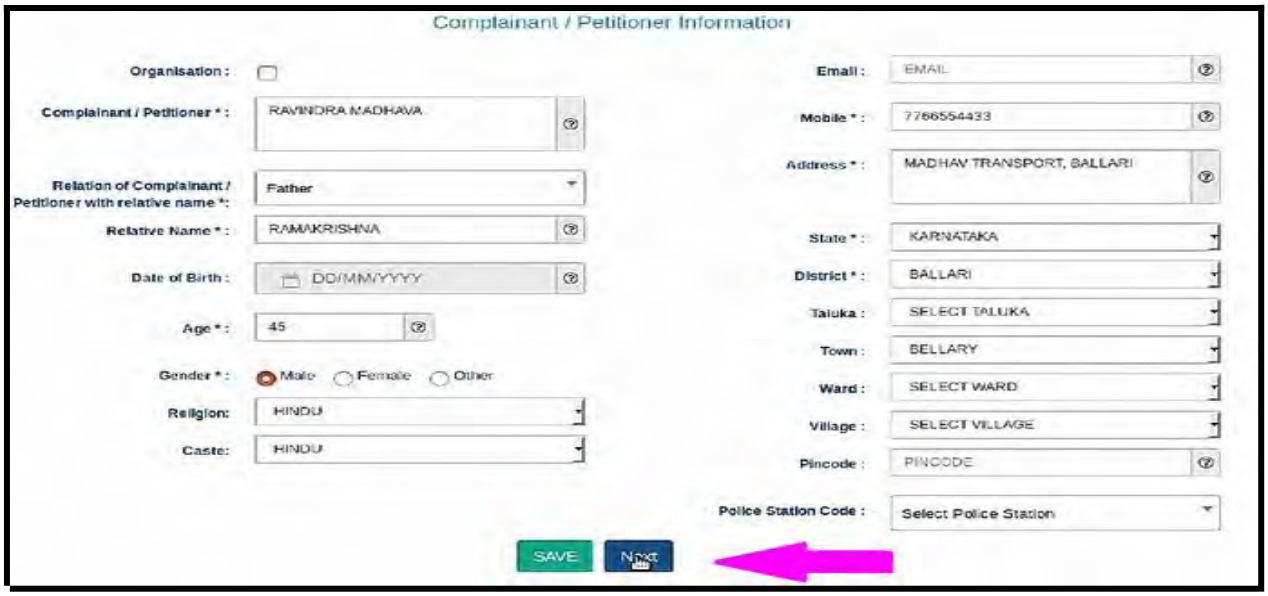
form click “SAVE” and then “NEXT” .



1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up emailyou can get various alerts to your inbox from the ecourts services. Hence fill up all details and click “SAVE” and then “NEXT”

.



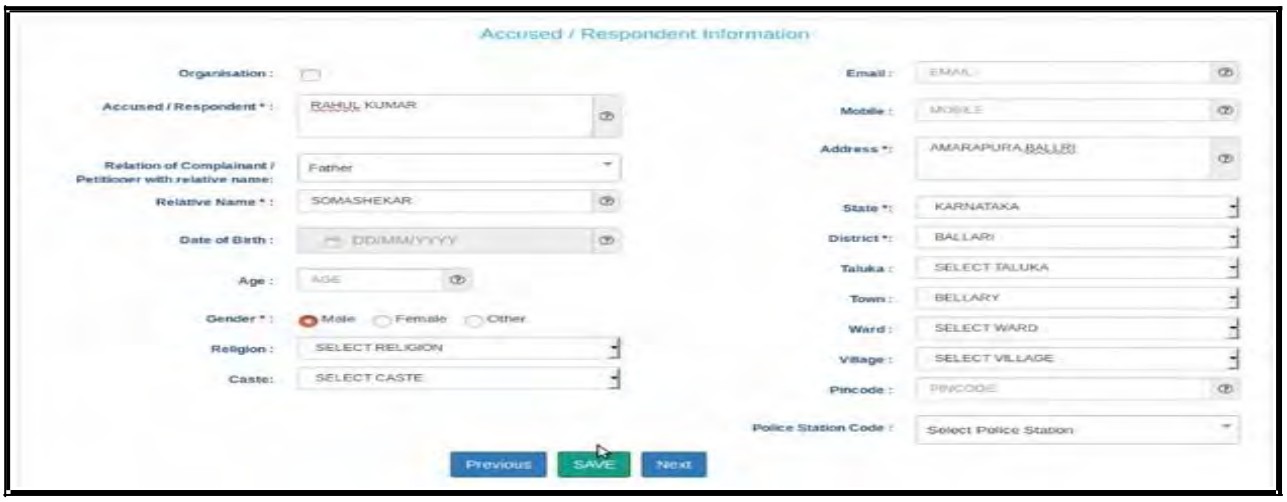
1.9.3. e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.



1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the detailsrelating to the respondent and click “SAVE” and then “NEXT” .



After adding all the details you will get the message as **respondent added successfully**



1.9.5. Extra information Form (optional):



If you wish to fill up any extra information regarding complainant or accused, like the Passport number, Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly clickon the **Next** button.

1.9.6. Extra Party Details :

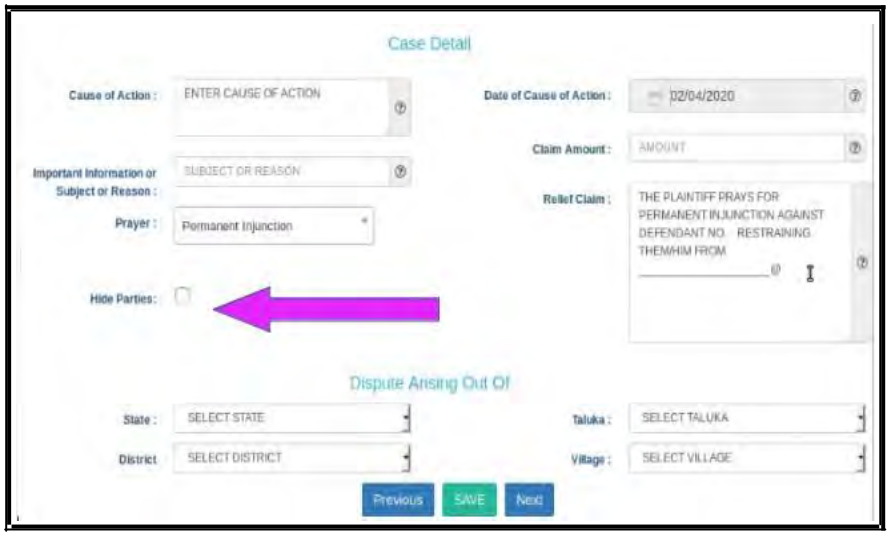


The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .



1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.



1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next tomove to the next form .

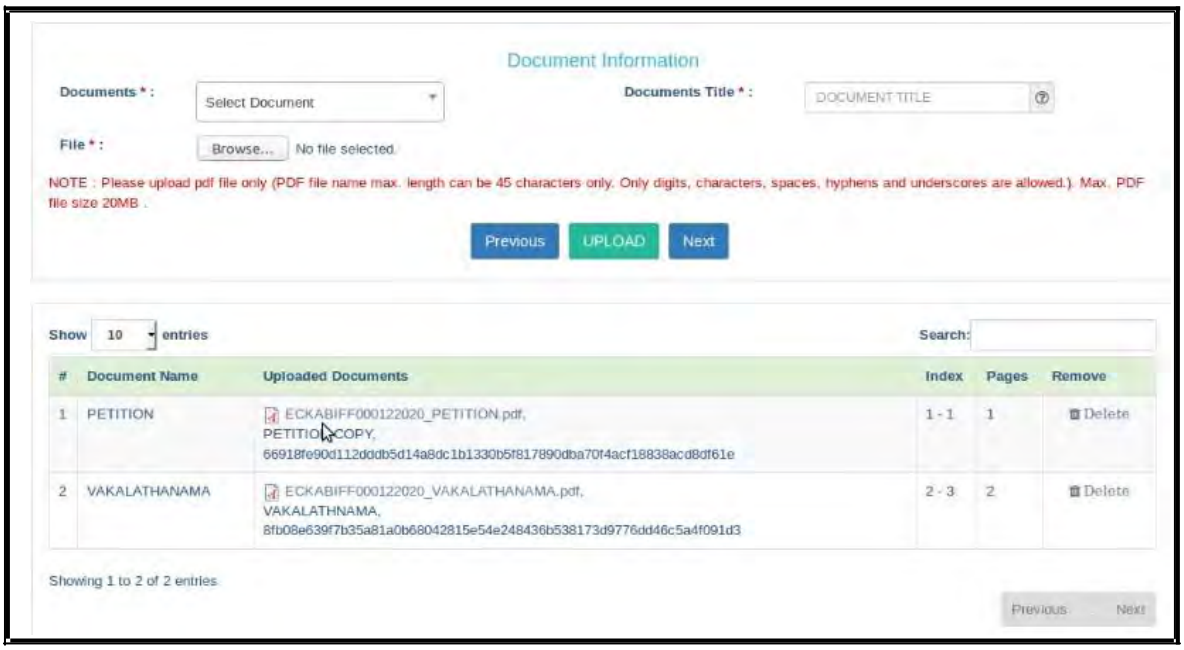


1.9.9. Signing Method:

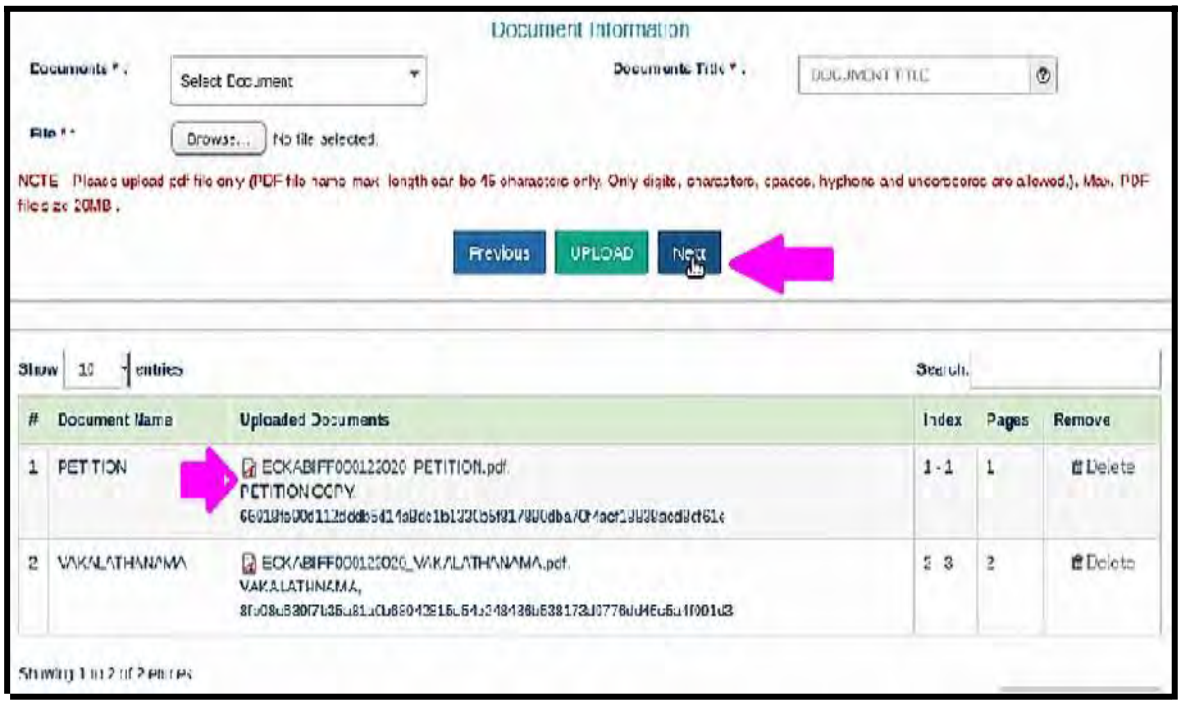
- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one optionand then proceed further by clicking SAVE and NEXT .



1.9.10. Upload Document:



When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and the delete it Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.



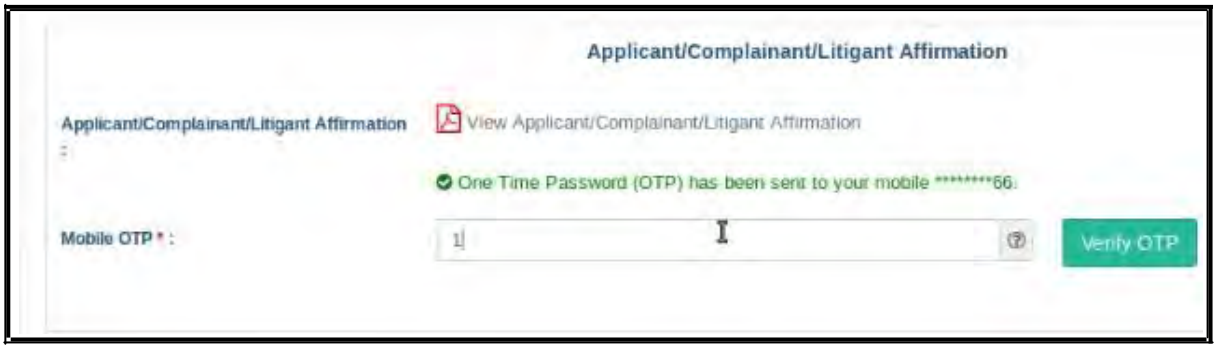
1.9.11. Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.



1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.



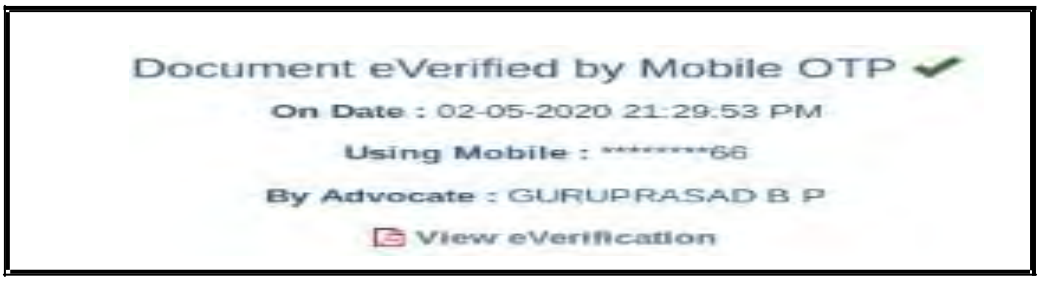
- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number ofthe applicant and then Click on **Verify OTP** button.



1.9.13. Advocate Identification and Verification:



- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button. Then**, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.



- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

1.9.14 . View:



After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on **+** to view the details against each category.

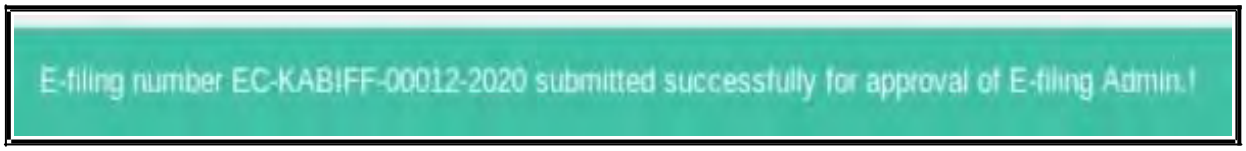
1.10. Final submit:



After checking all the details click the option "FINAL SUBMIT"



1.11. Submitted for approval of e filing admin :



After final submit you will get the message that the e filing case number XXXXsubmitted successfully for approval of e filing admin.

1.12. Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **"Pending Acceptance option",** find



out case by looking into the e filing no, case details, date and time of submission.

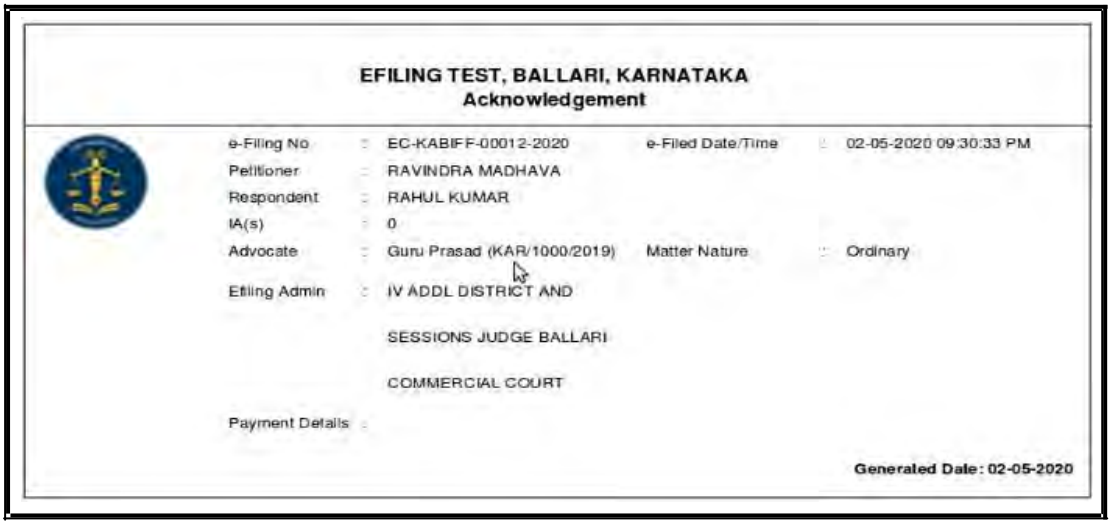
and click on the e filing number of the concerned case as shown below.



Then Click on the e Filing **Acknowledgment** button



Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.



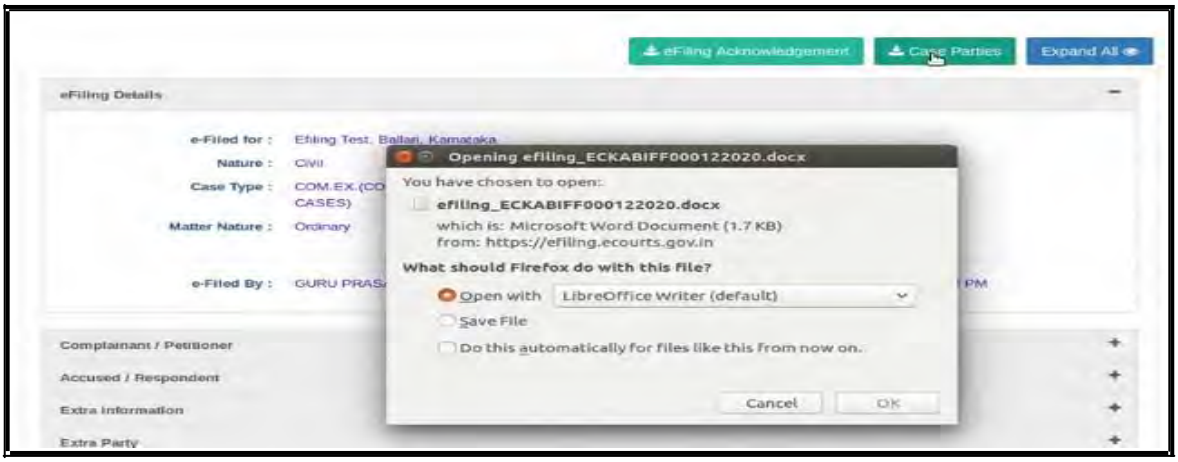
EFILING TEST, BALLARI, KARNATAKA
Acknowledgement

e-Filing No	:	EC-KABIFF-00012-2020	e-Filed Date/Time	:	02-05-2020 09:30:33 PM
Petitioner	:	RAVINDRA MADHAVA			
Respondent	:	RAHUL KUMAR			
IA(s)	:	0			
Advocate	:	Guru Prasad (KAR/1000/2019)	Matter Nature	:	Ordinary
Efiling Admin	:	IV ADDL DISTRICT AND SESSIONS JUDGE BALLARI COMMERCIAL COURT			
Payment Details	:				

Generated Date: 02-05-2020

1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.



HIGH COURT OF JUDICATURE FOR EFILING TEST,,

COM.EX.(COMMERCIAL EXECUTION CASES)

1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka, India

----Petitioners

Versus

1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka ,India

1.14. Logout:

Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.



1.15. Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of**„Digital Era Advocate".**

----------*Start e filing new cases in* www.efiling.ecourts.gov.in **----------.**

www.efiling.ecourts.gov.in







ONLINE EFILING PORTAL
FOR HIGHCOURTS & DISTRICT COURTS IN INDIA

eCommittee
Supreme Court of india

APPENDIX -VII

1. Any information contained in an electronic record that is sought to be produced in an electronic form and/or intended to be proved as per law shall be filed only through Designated Counters. Any party found dumping irrelevant data / electronic records.

2. Where the electronic record is contained in an electronic device it shall, before being produced, be imaged for being produced on to a removable media.

3. The electronic record shall be accompanied by a memo **[see Form A below].** The details and columns shall be filled up to the extent the information is available. Where the Operating System and software required to read/view/access the electronic record is unavailable, it shall be provided by the party producing the electronic record in a separate storage media.

4. Upon the receipt of the electronic record, the hash value thereof shall be verified by the Registry and the electronic record shall be transferred forthwith to the server of the Court following the protocol set out as under:

    - *Image of the electronic record shall be received only by the authorized personnel.*

    - *Image of the electronic record shall be accompanied by a memo **(Form A)** by the party tendering it.*

    - *There shall be a dedicated server for receipt and storage of electronic records with clearly specified access rights.*

    - *A standardized procedure, as reviewed and updated from time to time, shall be followed for the verification of the details mentioned in the memo accompanying the electronic record.*

    - *The file structure of the electronic record based on the case number and the unique reference number shall be generated through the software. For example, Case Number Unique Reference Number of the Electronic Record*

    - *An acknowledgement depicting the unique reference number assigned to the electronic record shall be given to the party tendering the electronic record.*

    - *No electronic record in auto-erase mode shall be received. Every electronic record will be preserved in read-only mode.*

    - *A backup shall be created simultaneously of each electronic record after assignment of the unique reference number and the backup shall be stored at a separate location.*

    - *Logs shall be maintained for all actions and the entire process shall be automated.*

5. Where confidentiality is sought in respect of the whole or any part of the electronic record, directions may be sought from the Court concerned.

6. The extant rules (of the Court concerned) regarding retention and production of original documents will apply *mutatis mutandis* to electronic records produced in terms of these rules.

7. Upon verification and transfer, a unique number will be assigned to the electronic record by the Registry. Such a unique number shall be made available to the person tendering such electronic record.

8. After a unique number is assigned, the storage media will be returned to the party/counsel concerned.

9. A separate register in the prescribed format shall be maintained in every Court or Court complex as the case may be, of the electronic records received, verified and transferred to the server.

10. Till such time the electronic record is transferred to the server and returned to the person tendering it, the storage device containing the electronic record should be placed in antistatic and magnetic proof or another such appropriate envelope, to be provided by the party. Such envelope will be appropriately labelled, by the party with the details of the case and the electronic record in the manner indicated below:

    - *The storage media containing the electronic record will be tendered in an appropriate envelope or cover.*
    - *The envelope or cover should be free of dust, grease and chemical pollutants and kept in a sterile environment*
    - *As far as possible:*
    - *The appropriate size of the envelope would be 6" x 6" for pen drives and memory cards; 7" x 10" for CD, DVD and 8" x 10" for hard disks.*
    - *Electronic record should always be packed in anti-static packing and magnetic proof. Only paper or cardboard should be used with a thin water/dustproof plastic layer on the outside of the envelope.*
    - *A master envelope may be used to hold multiple disks (packed in separate hard plastic cases) if necessary.*
    - *The Label affixed thereupon, should necessarily include the case details, type, make and Sr. no. of the electronic storage media along with the name of the party or the person tendering it.*

    Such envelope should be kept in a sterile environment. After the electronic record is transferred as per the protocol hereinabove, the envelope will be returned along with the storage media. In any event, the storage media and the envelope will not be retained beyond one week, unless otherwise ordered by the Court.

11. The Registry shall maintain logs documenting all processes and protocols for electronic records created in the normal course of business.

12. The court concerned will display on the website the list of the operating systems and the softwares available in the court system. Guidance notes will be uploaded on the websites of the High Court and District Courts.

13. Only authorized personnel shall have access to electronic records.

14. These rules/guidelines do not deal with the destruction of electronic records or devices which

have not been collected under clause 11. These will be governed by the rules framed by the Court concerned for that purpose, as the case may be.

15. These rules will apply also to the production of electronic records during the cross-examination of a witness in the course of the trial.

FORM A

MEMO TO BE ATTACHED TO THE ELECTRONIC RECORD

Name of the Court –

Case No. –

Cause Title of the Case –

The party producing the electronic record and name of person tendering it	
Description (Brand name, Serial number, etc.), if any, of storage media (whether CD/DVD/Pen Drive etc)	
Operating System and Software/Application required to view/read the electronic record	
Number of files and size of each as contained in the storage media.	
Duration of each file in HH:MM: SS (in case of audio/video file)	
The date on which data was stored or copied on said storage media (DD:MM: YY).	
Name of person/agency, if any, which extracted and transferred Electronic Record.	
Hash Function used (SHA-2/MD5and / or any other media notified from time to time) and software used to generate the hash value.	
Hash Value	
Description of the device from which such electronic record was extracted and transferred (Brand name/Serial number/IMEI number, etc.)	
Any other particulars	

Date - **Party (Name & Signature) -**

Place - **Counsel (Name & Signature) -**

FOR OFFICE USE ONLY	
Date of receipt (with time):	
If the record is produced in sealed cover from an agency, description of seal:	
Date of Transfer to the server (with time):	
Reasons for delay in transfer (if any):	
Unique Document ID No. (to be filled by the Registry):	
Verified and transferred by: **(Name, designation, signature):**	

RETURN OF STORAGE MEDIA	
Date of return of the storage media after the transfer of the electronic record to the server.	
Name and signature (with date) of party/counsel to whom returned	

APPENDIX-VIII

Procedure for filing Caveat

CAVEAT FILING

In this you can file Caveat.

1) There is a submenu Caveat available in e-Filing menu.

1) Select Case Type

2) Enter Caveator's & Non-Caveator's Details

3) Enter Impugned Order details (compulsory for Appellate side matter)

3) Add e-court fee

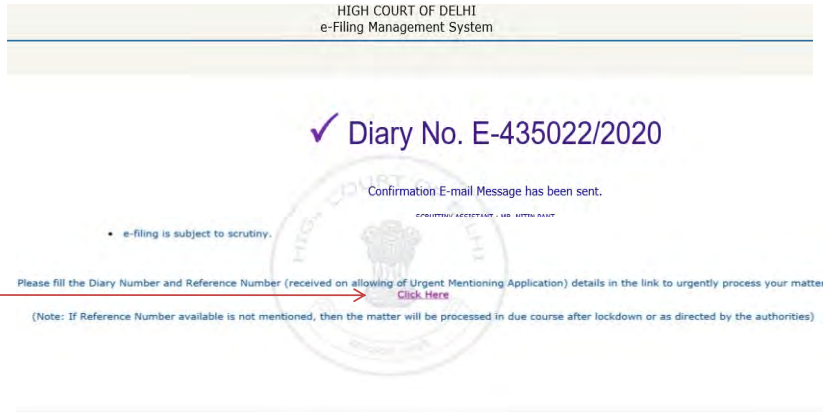
4) Select document to be upload

5) Click on *Save* button to submit the Filing.



CAVEAT FILING

After uploading, the following screen will appear with the Diary number for the case you have filed



Please *Click here* and fill details if matter is urgent

CAVEAT INBOX

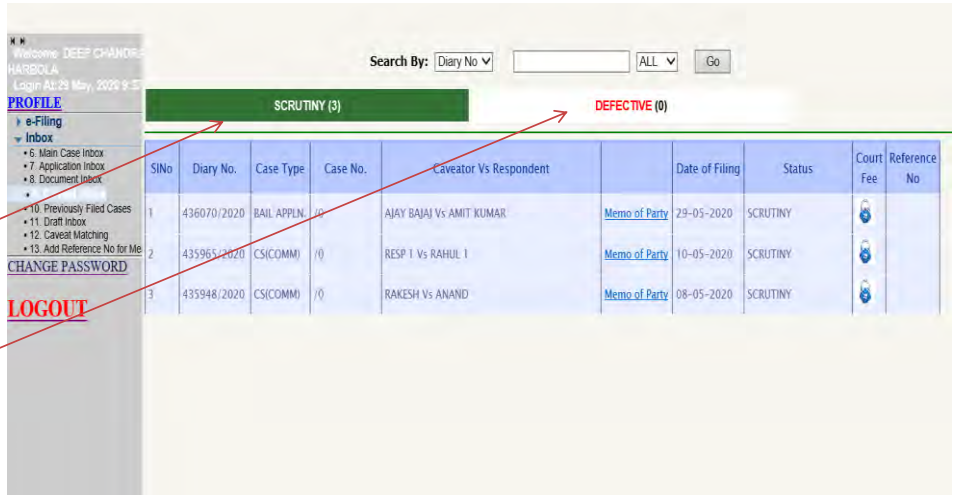
INBOX: Now you can track the status of Caveat through your inbox.

1.) Click on the Caveat Inbox sub menu under Inbox menu

2.) under Caveat Inbox there are two tabs viz

SCRUTINY--- Lists the cases which are in scrutiny stage

DEFECTIVE--- Lists the cases which are in defective stage



APPENDIX –IX

PROTOCOL TO BE FOLLOWED FOR THE MARKING OF ELECTRONIC RECORDS AS EXHIBITS DURING TRIAL

1. Image of the electronic record shall be retrieved from the server of the Court during the stage of trial after verifying its authenticity with reference to its hash value and metadata.

2. Where an electronic record is printable, its print out shall be marked as an exhibit as per applicable rules and practices. This print out so marked as an exhibit be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.

3. Where the image of the electronic record is in the form of an audio recording of a conversation, the parties concerned shall produce transcripts of the recorded conversation. The transcripts must bear all material particulars including the date, time and duration of the recordings, the mobile phone numbers with IMEI numbers of the handsets used and the names of the purported conversationalists. The audio recording shall be played in the Court. The matching transcript of such audio recording will be marked as an exhibit as per applicable rules and practices. The exhibited transcript of the audio recording will be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.

4. Where the image of the electronic record is in the form of an audio recording of a music clip, tune, etc. The audio file may be accessed with the help of prescribed 'audio file visualiser' software for viewing and analysing the contents of music audio files; for viewing their waveforms, audio visualisations such as spectrogram views, with interactive adjustment of display parameters. The relevant portion(s) of the audio data may be annotated by adding labelled time points and defining segments, point values, curves, overlay annotations on top of one another with aligned scales, and overlay annotations on top of waveform or spectrogram views, etc.;

5. Where the image of the electronic record is in the form of a video recording, the same shall be played in the Court. The proceeding of the Court in which the video record is played, statement of the witness including cross-examination in respect of any part of the video record shall be video recorded to form part of the record of the trial. This video recorded deposition of the witness be treated as an exhibit. The Court in its order sheet must record in detail the persons identified by the witness and any other material aspect of the deposition/cross-examination concerning all / any part of the video record played in the Court. Time frame in the video be also mentioned in the order, wherever required.

BY ORDER OF THE COURT
Sd/-
(MANOJ JAIN)
REGISTRAR GENERAL

Notification stands published in Delhi Gazette Extraordinary, Part II, Section I, No. 6 (NCTD No. 476) dated 25.02.2022