

PHC

Office of District & Sessions Judge
Patiala House Court, New Delhi
Diary No. 2459
Dated 24/1/23
New Delhi District

HIGH COURT OF DELHI AT NEW DELHI

No. 163/IT Cell/DHC

Dated: 21.01.2023

Instruction For Availing Online e-inspection of Digitized Judicial Files

Preface

1. *The purpose of these instructions is to enable the applicants to seek online inspection of digitized judicial files through the e-inspection portal in addition to the existing facility of providing physical inspection.*
2. *The directions issued concerning inspection via judicial orders and judgments will continue to apply to the extent relevant to e-inspection.*

Instructions

3. To avail of the online e-inspection facility, the link of the e-inspection portal available on the home page of the official website of Delhi High Court, i.e., www.delhihighcourt.nic.in, as well as in the official Mobile App is required to be opened.
4. Any Advocate/litigant, who has registered his/her mobile phone number on the e-filing portal of the High Court of Delhi, can log into the e-inspection portal by providing the registered mobile number and having the same validated via One Time Passwords (OTPs) sent on the registered mobile number and e-mail ID.
5. However, a new applicant will have to get himself/herself registered with the e-filing portal before logging into the e-inspection portal.
6. Once logged in, the applicant will have to provide details as sought by the online application form.
7. The online application form will be accompanied by an inspection fee of Rs.5/- by making an entry in the relevant box/table, of the number of the

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e-court fee purchased from the website of Stock Holding Corporation of India Limited.

8. Upon completion of the aforesaid steps online application form can be submitted.
9. To check the inbox of applications for *e-inspections*, the concerned officers/officials of the Inspection Branch will access the *e-Inspection* portal through the intranet link and log into the portal by using their respective Usernames & passwords.
10. Upon scrutiny, if the details given in the online inspection application are found correct, the concerned Officer/official of the Inspection Branch will accept the online inspection application and upload the entire digitized judicial file in PDF format on the portal by using the 'Upload' button, except the records, papers, documents, and things or matter prohibited for inspections or ordered to be kept as confidential by the Hon'ble Court/Authority.
11. In case the size of the PDF file to be uploaded is large, the concerned Officer/official of the Inspection Branch will split the PDF file into multiple PDF files and then upload all such PDF files.
12. After acceptance of the online inspection application and uploading of the digitized file, an email will be sent to the concerned Advocate/litigant at the registered email address containing the link to the relevant PDF file(s) for online inspection. To open the link the applicant would have to key in the password received on the registered mobile phone number.
13. The email sent to the applicant would contain a Disclaimer Clause that this is a confidential court document(s)/ file(s) meant only for the stated personal use of the applicant and hence cannot be transmitted to a third party. The same shall not be shared in the public domain. If this e-mail is

not meant for you, please do not download it, and if downloaded, the same should be deleted, failing which legal consequences may follow.

14. The PDF file link sent to the applicant for *e-inspection* will remain active for five [5] days only.
15. If the online inspection application is found incorrect/incomplete, the concerned Officer/official of the Inspection Branch will reject the application with appropriate observation. An email in this regard will also be sent to the concerned Advocate/litigant at the registered e-mail address.
16. The inspection fee will be locked only if the online inspection application is accepted by the concerned Officer/official of the Inspection Branch.
17. The online inspection application will be processed by the concerned Inspection Branch ordinarily within three [3] working days, excluding the day when the application is lodged.
18. The e-inspection application form will be received up to 1600 hours on any court working day. Any application filed after 1600 hours on any working day or filed on any non-working day, will be treated as having been filed on the date which follows the actual filing date provided it is a court working day.
19. These instructions shall come into force w.e.f. 25th January, 2023.

By Order,

Sd/-

**(RAVINDER DUDEJA)
REGISTRAR GENERAL**

PHC

Esst. No. 1863-85/IT Cell/DHC

Dated: 21.01.2023

1. All Principal District & Sessions judges, Delhi.
2. The Principal Judge, Family Courts (Hq), Dwarka Courts Complex, New Delhi.
3. The Secretary, Bar Council of India, New Delhi.
4. The Secretary, Bar Council of Delhi, New Delhi.
5. The Secretary, Supreme Court of India Bar Association, New Delhi.
6. The Secretary, Delhi High Court Bar Association, New Delhi.
7. The Member Secretary, Delhi Legal Services Authority (DLSA), Patiala House Court, New Delhi.
8. The Member Secretary, Delhi High Court Legal Services Committee, Delhi High Court, New Delhi.
9. The Secretary, Delhi Bar Association, Tis Hazari, Delhi.
10. The Secretary, Delhi Bar Association, New Delhi Courts, New Delhi.
11. The Secretary, Delhi Bar Association, Karkardooma Courts, New Delhi.
12. The Secretary, Delhi Bar Association, Rohini Courts, New Delhi.
13. The Secretary, Delhi Bar Association, Dwarka Courts, New Delhi.
14. The Secretary, Delhi Bar Association, Saket Courts, New Delhi.
15. Registrar-cum-Secretary to Hon'ble the Chief Justice/All Registrars/OSDs/Coordinator (DIAC).
16. All Joint Registrars/Deputy Registrars/Director(IT)/Assistant Registrars/Deputy Controller of Accounts/Assistant Registrar (Library)/Joint Director (IT).
17. The Joint Registrar, Registrar General's Secretariat.
18. Private Secretaries of all Hon'ble Judges.
19. Court Masters of all Hon'ble Judges.
20. All Admn. Officers (Judicial)/Branch In-charge/Librarian.
21. Joint Director (IT) with the request to upload the Office Order on the website of this Court.
22. Copy to be displayed on the Notice Board.
23. Guard File.


21/01/2023

(Rajeev Kumar Chauhan)
Joint Registrar (IT)