

Electronic Delivery of Process through E-mail

User Manual – Recipient of Process/ Addressee

Contents

1 INTRODUCTION 1

2 ACCESSING COURT PROCESS THROUGH E-MAIL 1

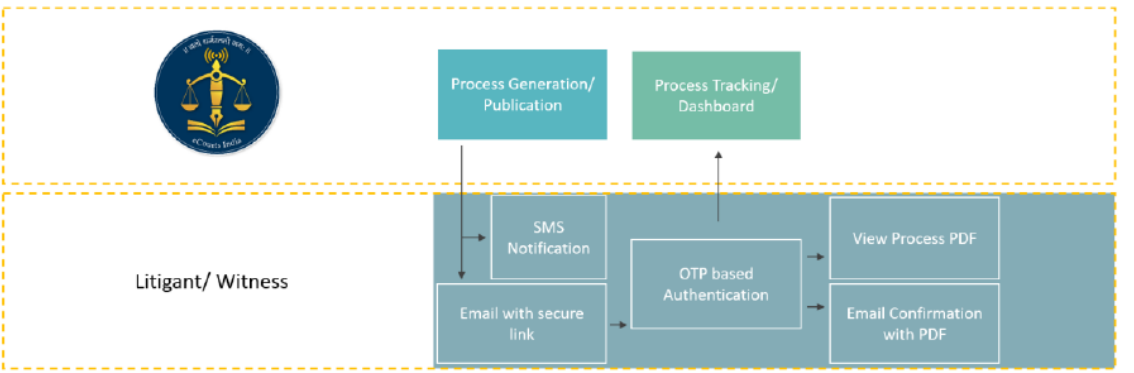
2.1 ACCESSING THE PORTAL 1
2.2 GENERATING OTP 2
2.3 VERIFICATION 3
2.4 VIEWING THE DOCUMENT 3

3 SEARCH BY PROCESS ID 4

1 Introduction

Court processes are now delivered electronically to the litigants and witnesses through their registered email. The addressee can access the court process through a secure link provided in the e-mail along with a unique Process ID, after completing OTP-based authentication. This facility ensures secure and timely communication of Summons and Notices.

The workflow for email-based process delivery consists of the following stages:



2 Accessing Court Process through E-mail

Addressee will be notified via registered email once the process is published. This secure communication contains case information, a unique Process ID, and an access link required for authentication and viewing.

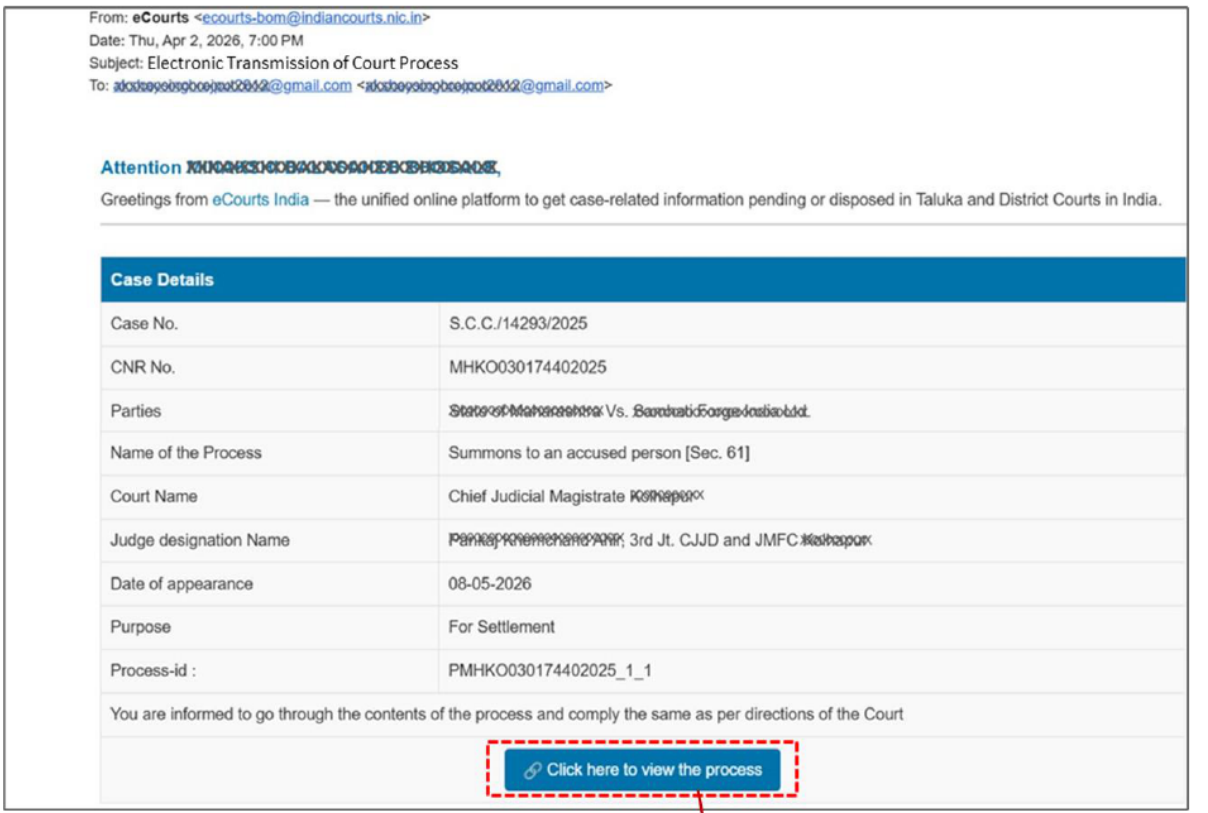
Along with the email notification, an SMS notification will also be sent to the registered mobile number associated with the addresses.

CC XXXXXX Petn./0000XX/202X XXXXXX VS XXXXXXX, Process Issued eCourts-MAHADC

2.1 Accessing the Portal

Click on the link provided within the email; you will be automatically redirected to the official eCourts Services Portal.

When the addressee clicks the **'Click here to view the process'** button in the email, the system redirects the user to the eCourts Services Portal.



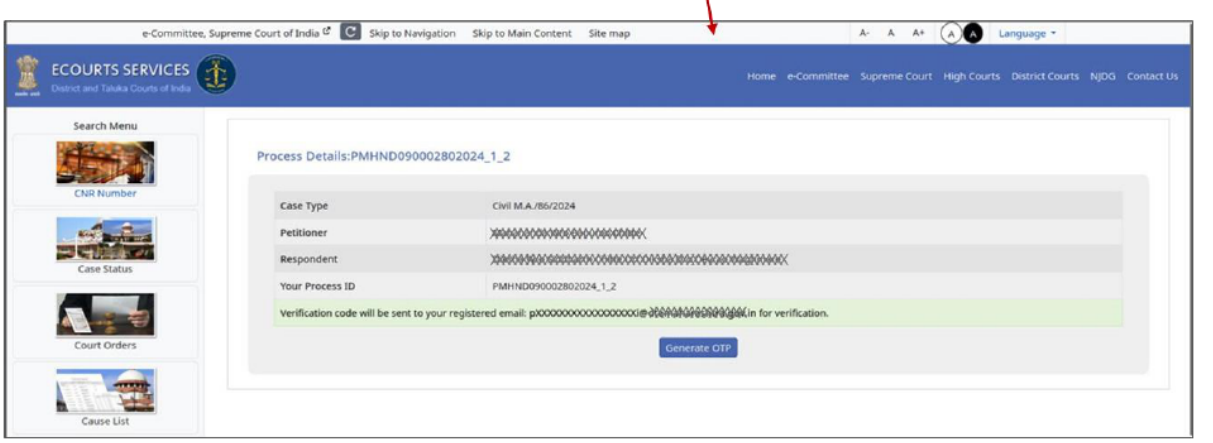
From: **eCourts** <ecourts-bom@indiancourts.nic.in>
Date: Thu, Apr 2, 2026, 7:00 PM
Subject: Electronic Transmission of Court Process
To: [redacted]

Attention [redacted],

Greetings from eCourts India — the unified online platform to get case-related information pending or disposed in Taluka and District Courts in India.

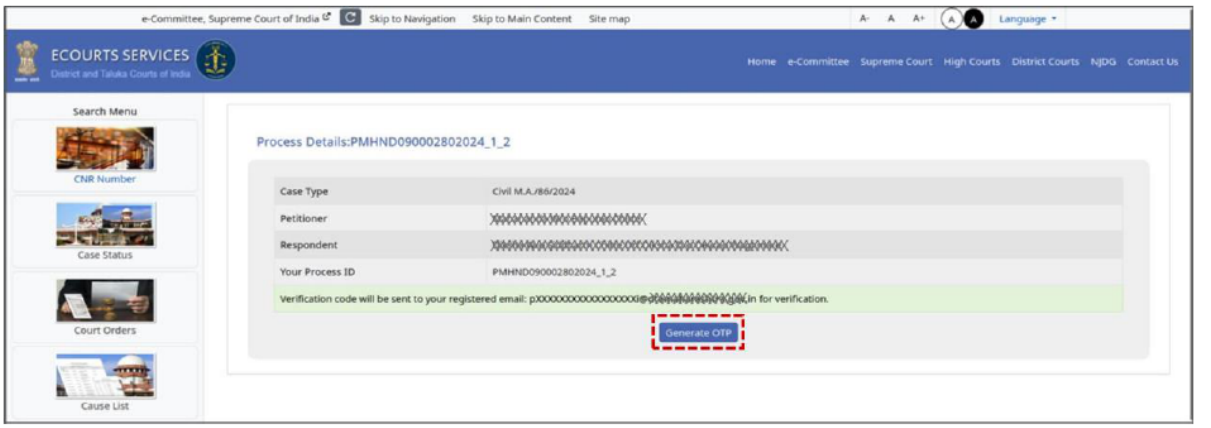
Case Details	
Case No.	S.C.C./14293/2025
CNR No.	MHKO030174402025
Parties	[redacted] Vs. [redacted]
Name of the Process	Summons to an accused person [Sec. 61]
Court Name	Chief Judicial Magistrate [redacted]
Judge designation Name	[redacted], 3rd Jt. CJJD and JMFC [redacted]
Date of appearance	08-05-2026
Purpose	For Settlement
Process-id :	PMHKO030174402025_1_1
You are informed to go through the contents of the process and comply the same as per directions of the Court	

Click here to view the process



2.2 Generating OTP

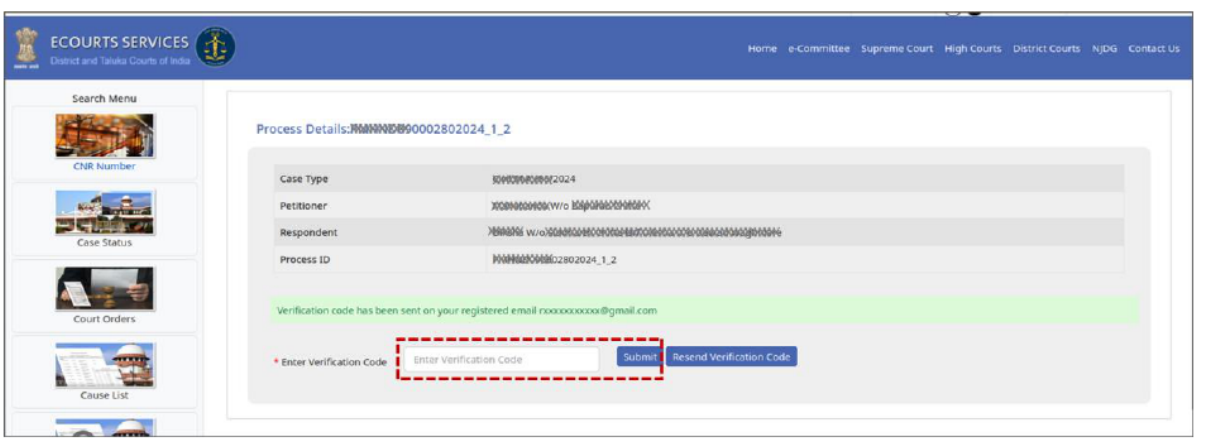
Click on the Generate OTP button. A unique verification code will be sent instantly to both - registered email ID and mobile number



2.3 Verification

Enter the verification code into the required field and click 'Submit' to proceed.

If the code id not received within a minute, addressee may use the 'Resend' facility available on the screen.



2.4 Viewing the Document

After OTP verification, the PDF process document is available for viewing and download.



On successful authentication, a **confirmation email** including the copy of the process PDF is sent to the addressee.

3 Search by Process ID

The addressee can also access the document via the **eCourts Services Portal** (https://services.ecourts.gov.in/) by searching for the Process ID. As noted above, viewing the PDF requires successful OTP authentication.

