HIGH COURT OF HIMACHAL PRADESH, SHIMLA - 171 001

No. HHC/Rules/e-filing/2019- Dated: 27.7.2022

RULES FOR ONLINE ELECTRONIC FILING (E-FILING) FRAMED UNDER ARTICLE 225 AND 227 OF THE CONSTITUTION OF INDIA

Short Title, Applicability and Commencement	1	These Rules shall be called "Electronic Filing (e-Filing) in the High Court and District Courts of Himachal Pradesh Rules, 2022". These Rules shall be applicable to the High Court of Himachal Pradesh and to the District Courts and Tribunals over which it has supervisory jurisdiction. These Rules shall come into force from the date of publication in the Himachal Pradesh Rajpatra.
Preface	2	These Rules will apply to online e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service centers. The rules will apply to such categories of cases as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions.
Definitions	3	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. **"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.

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.
4. **"Physical Filing"** means Actions and pleadings filed as hard copies.
5. **"Designated Counters"** means and includes those counters which find mention in Appendix–I and those that may be included or excluded from Appendix – I from time to time.
6. **"District Courts"** means and includes the courts established and functioning under the control and supervision of the High Court.
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.
8. **"Evidence"** means and includes evidence as defined under the Indian Evidence Act, 1872.
9. **"High Court"** means the High Court of Himachal Pradesh.
10. **"Objections"** means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.
11. **"Opposite Party"** means defendant(s), respondent(s), judgment debtor(s) and non-applicant(s).
12. **"Party"** means appellant(s), plaintiff(s), petitioner(s), complainant(s) and

		applicant(s). 13. **"Pleadings"** means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits. 14. **"PDF"** means an electronic document filed in a portable document format. 15. **"PDF/A"** means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents. 16. **"Registry"** means the Registry of the Court. 17. **"Statement of Defence"** means and includes written statements, replies, counter affidavits and additional or supplementary affidavits. 18. **"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. 19. **"Third Party"** means and includes any person or entity seeking to become a party or to intervene in an Action. 20. **"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.
General Instructions	4	1. Online e-filing shall be made by visiting the web portal of the Court, namely: https://www.hphighcourt.nic.in/ 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. 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. 4. The size of the e-file should not exceed 20 MB. In case the file size exceeds 20 MB, the Advocate or litigants should visit any one of the Designated Centres for enabling e- filing through the intranet.
Steps for Registration	5	1. Person other than Advocates and litigants in person who are already registered on the Court web portal will take following steps to register themselves. (i) Advocates (a) Should visit the web portal (https://www.hphighcourt.nic.in) 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 ID-card (in PDF format only). (ii) Litigants in person (a) Should visit the web portal (https://www.hphighcourt.nic.in) 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). 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. Once the Administrator allows the application the data in the Actions 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. 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 in Appendix-II.
Frame of Pleadings	6	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).
Formatting	7	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 • Top Margin : 2 cm • Bottom Margin : 2 cm • Left Margin : 4 cm

		• Right Margin : 4 cm • Alignment: Justified • Font: Times New Roman • Font size:16 • Line spacing:1.5 • Other : For heading, font size should be 18, Times New Roman • If any document is typed in local language in Trial Courts, it must be prepared using xxx Unicode Font 16. 2. The document should be converted into Optical Character Recognition (OCR) searchable Portable Document format (PDF) or PDF/A using any PDF converter or inbuilt PDF conversion plug-in provided in the software. PDF/A is the preferred format. 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 PDF document. The procédure 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.
Digital Signatures	8	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 singed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.

		2. A list of recognized Digital Signatures Providers and the procedure involved in appending single or multiple signatures is set out in Appendix-IV. 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.
Dos and Don't's	9	1. The text documents and scanned documents set out in clauses 7.3 and 8.1 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. 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 and replications, rejoinders, affidavits and evidence in a pending case are set out in Appendix – I. 3. Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in person. 4. In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value. 5. Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks. 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 (%) • Ampersand(&) • Asterisk(*) • Colon (:) • Angle brackets (less than, greater than) (<>) • A question mark (?) • Backslash (\) • Forward slash (/) • 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. 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.
Payment of court Fees/ Other Charges	10	Court fees and other charges can be paid either electronically by purchase on the online facility provided by the authorized 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.

Retention of Originals	11	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. 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. 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 Instrument 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. 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.
Access to the Electronic Data of the Action	12	Free of cost access will be available to authorized person(s) to data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies.
Exemption from e-filing	13	Exemption from online e-filing of 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 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 on-line e-filing portal is either inaccessible or not available for some reason; and /or v) For a just and sufficient cause.
Service of Electronic Documents	14	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 the 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.
Computation of Time	15	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. 2. E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On line e-filing carried out after 16.00 hours 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, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above. 3. The facility for on-line 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 10:00 A.M. to 04:00 P.M. on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility. 4. Provisions for limitation governing on-line

		e-filing will be the same as those applicable to 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.
Procedure for Filing Caveat	16	All caveats can be filled on line.
Hard Copies of Pleadings and Documents filed Electronically	17	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 prepare hard copies for official use.
Storage and Retrieval of e-Filed Documents and Pleadings	18	E-filings will be stored on an exclusive server maintained under the control and directions of the Court. 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 Court.
Residuary provisions	19	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. 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 e-mail. 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 on the basis of 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). 3. The Registry will communicate the objections, if any, regarding the cases filed by e-mail/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 e-mail/SMS.
General Caution	20	E-mail is not a secure medium of communication. Any communication transmitted by e-mail 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.

BY ORDER OF THE

HIGH COURT OF HIMACHAL PRADESH
REGISTRAR GENERAL

Endst.No.HHC/Rules/E-filing-2019-20900-12. Dated: 27.7.2022

Copy forwarded for information to:

1. The Principal Private Secretary to Hon'ble the Chief Justice, High Court of H.P. Shimla.

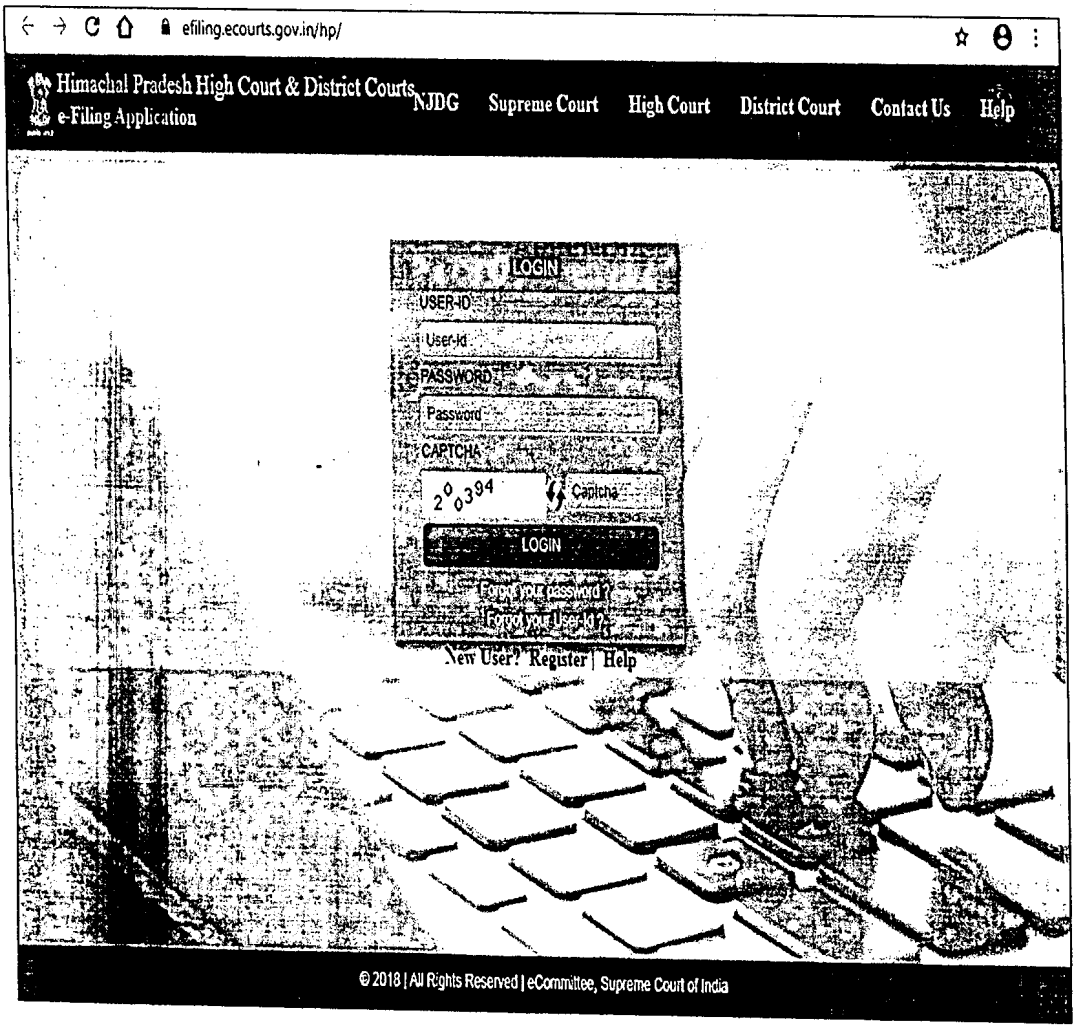
2) The Secretary(ies) to Hon'ble Judges High Court of Himachal Pradesh, Shimla – 171 001.
3) The Additional Chief Secretary (Home) to the Government of Himachal Pradesh, Shimla -171002.
4) The Advocate General Himachal Pradesh, Shimla -171001.
5) The L.R.-cum-Principal Secretary (Law) to the Government of Himachal Pradesh, Shimla -171 002.
6) The President, High Court Bar Association, Shimla, Himachal Pradesh, Shimla.
7) The Secretary/ Private Secretary/PAs to the Registrar General/ Registrar(Judicial)/ Registrar(Vigilance)/ Registrar(Rules)/ Registrar(Admn.)/ D&SJ(L/TR)/ Registrar(Establishment)/ Registrar(Accounts)/ CPC, High Court of H.P., Shimla-171 001.
8) The District and Sessions Judges in the State of Himachal Pradesh with a request to circulate the same in the respective division(s).
9) The Additional Registrars (Judicial) of this Hon'ble High Court for bringing the contents of this notification into the notice of all concerned.
10) All the Deputy Registrars/Assistant Registrars/ Court Masters/ Chief Librarian of the High Court of Himachal Pradesh, Shimla.
11) The Section Officer(Computer) High Court of Himachal Pradesh for conversion into digital form.
12) The Technical Director, NIC of this Registry for updating the High Court website.
13) Guard file.

(Yogesh Jaswal)
Registrar (Judicial)

EFILING SCREENSHOTS

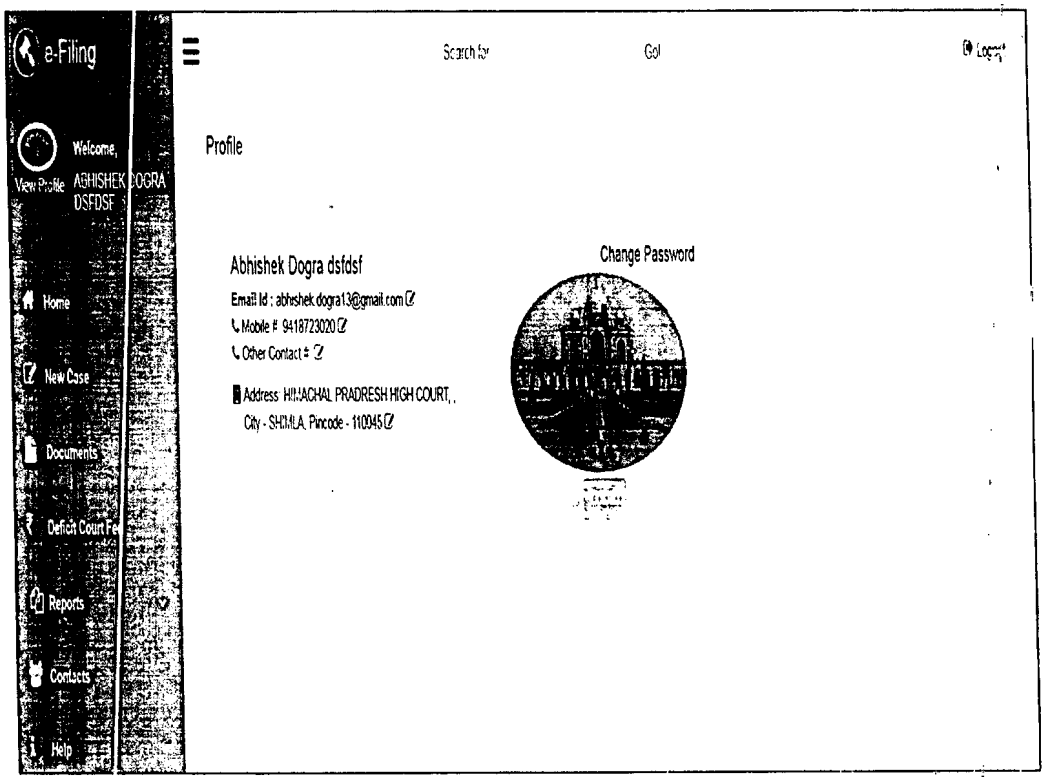
APPENDIX-I

Online Portal accessing page

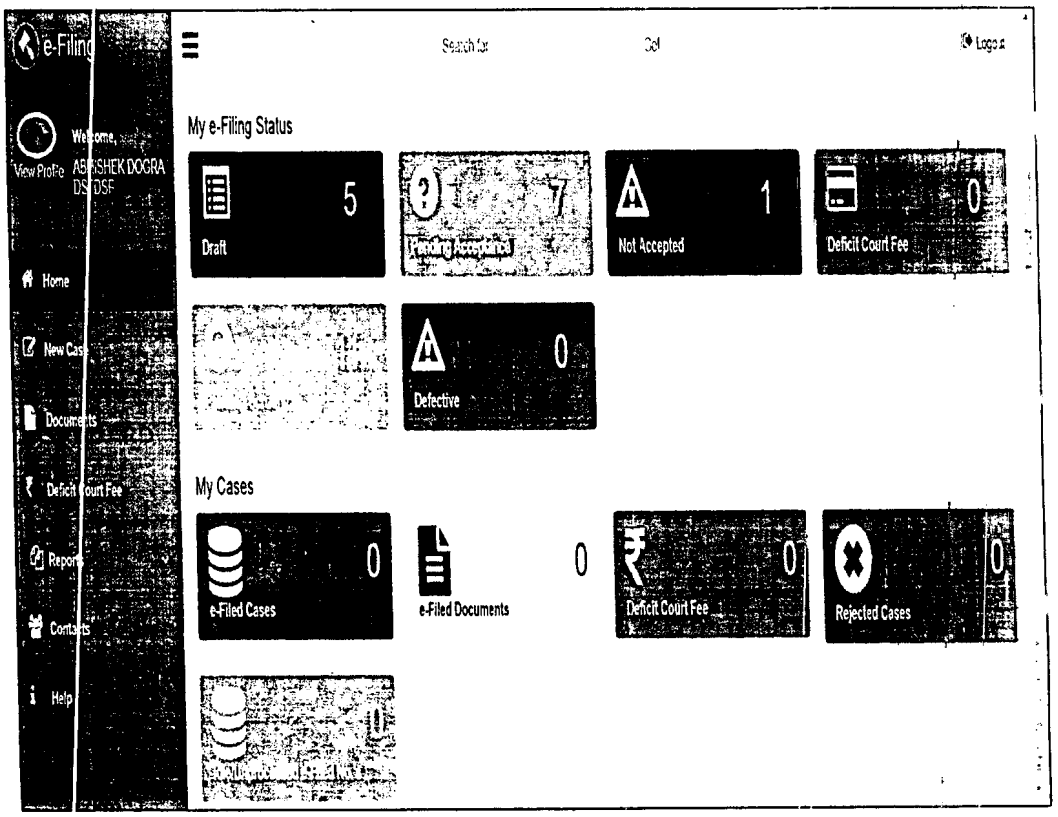


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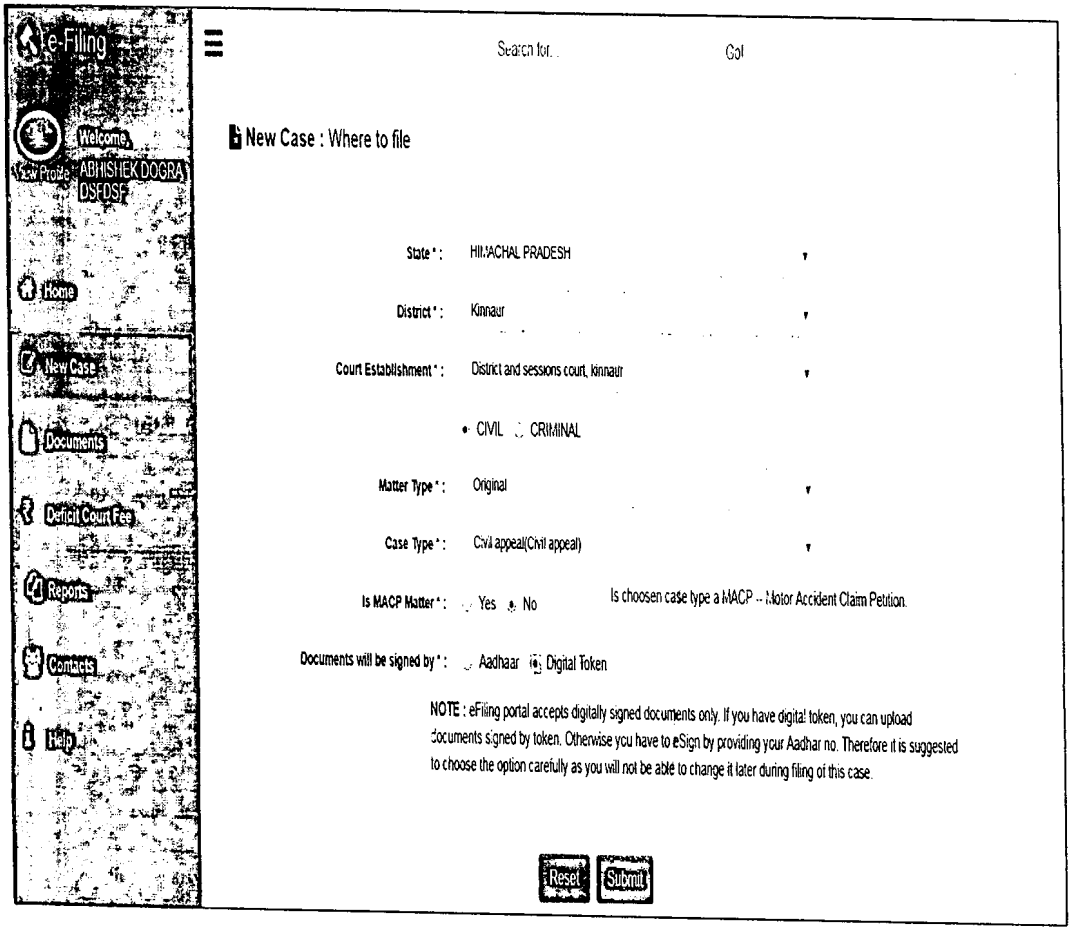
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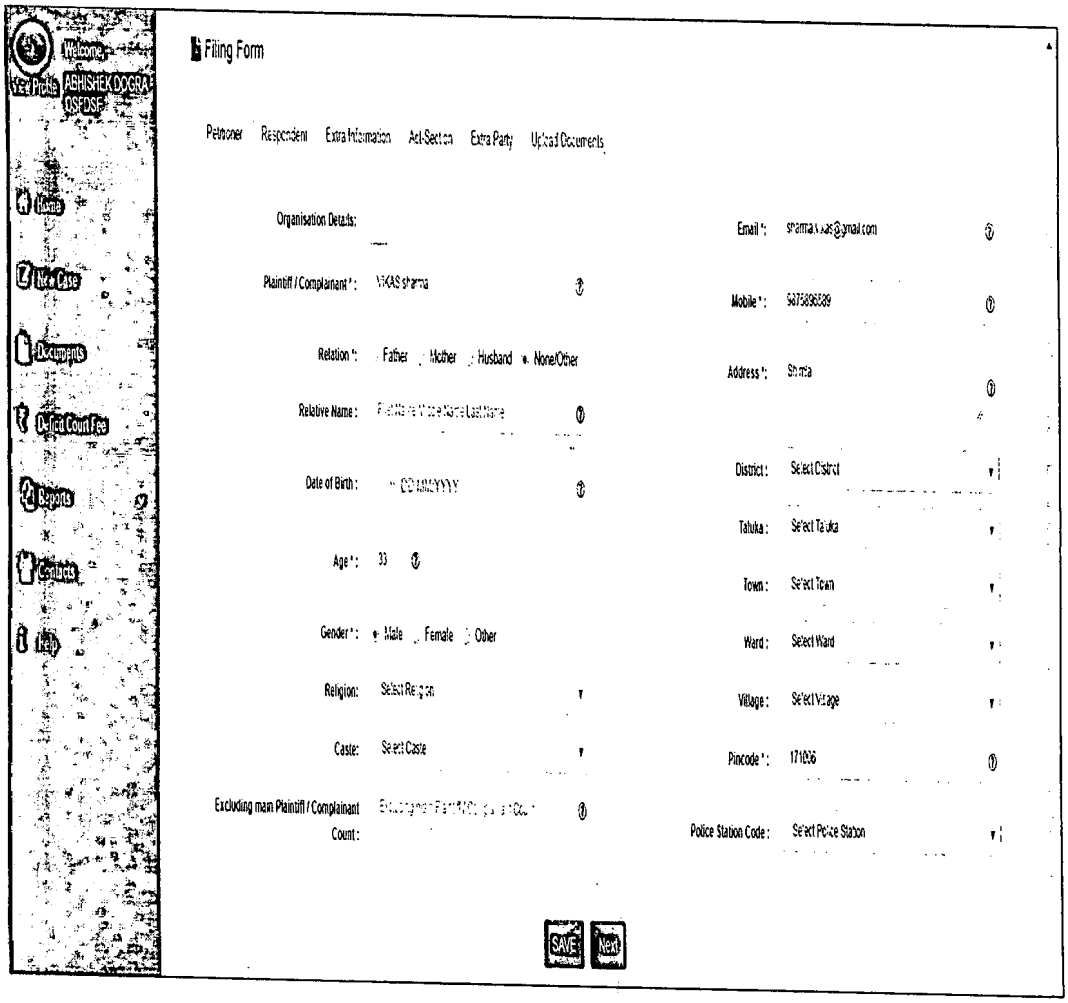


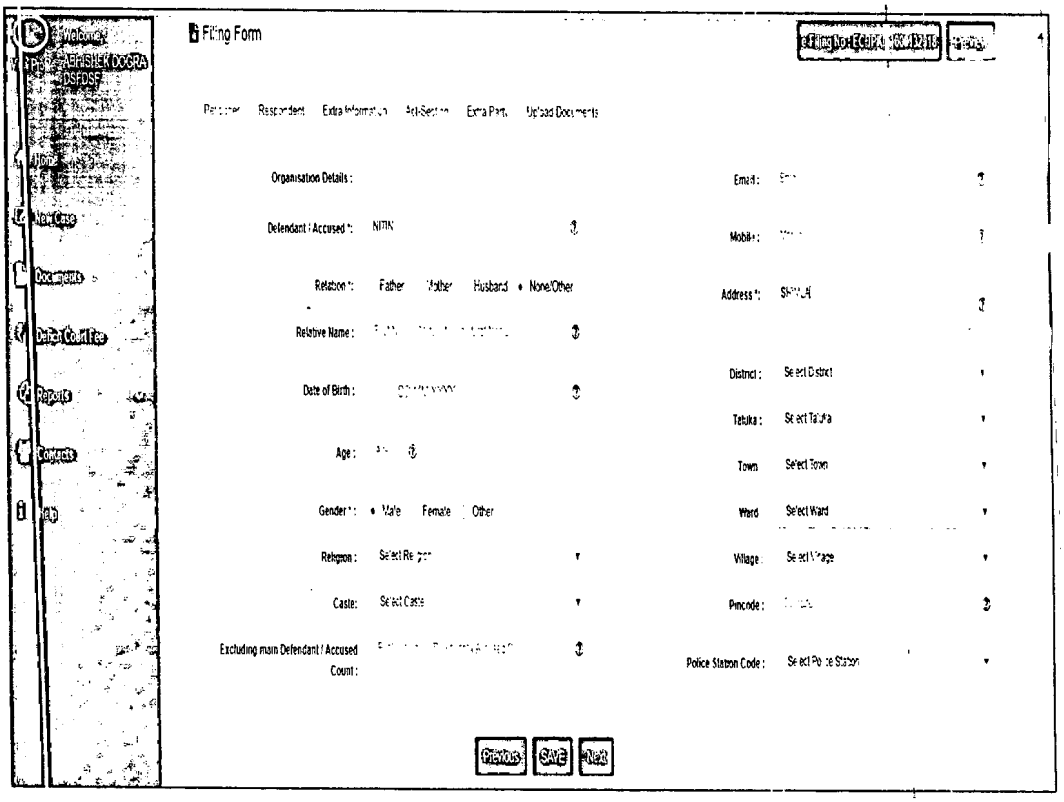
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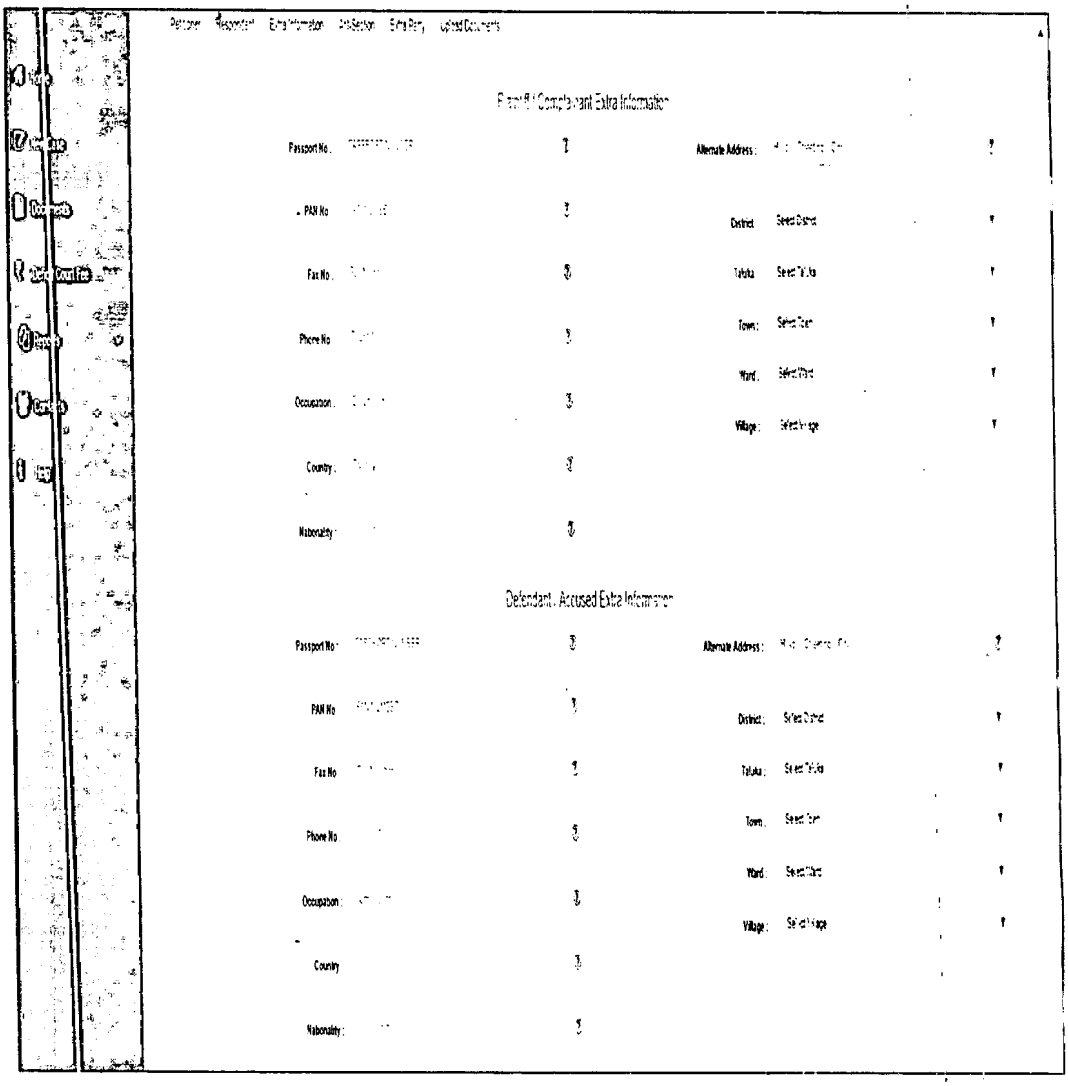


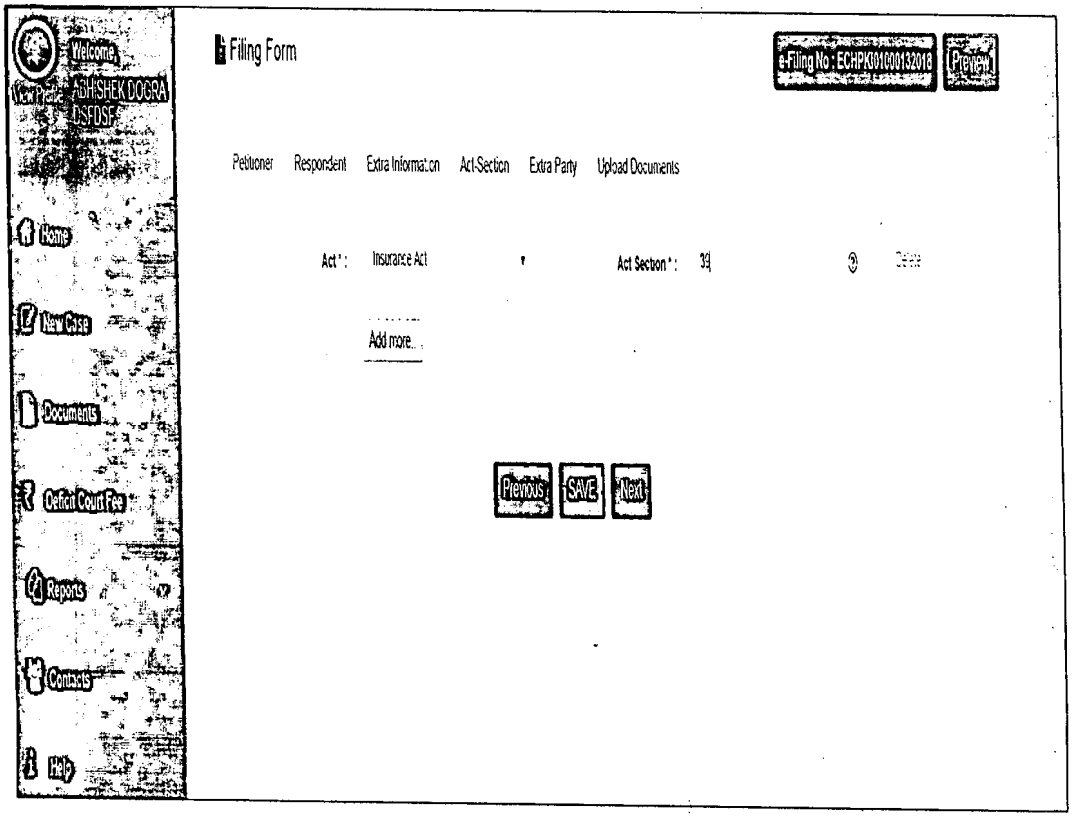
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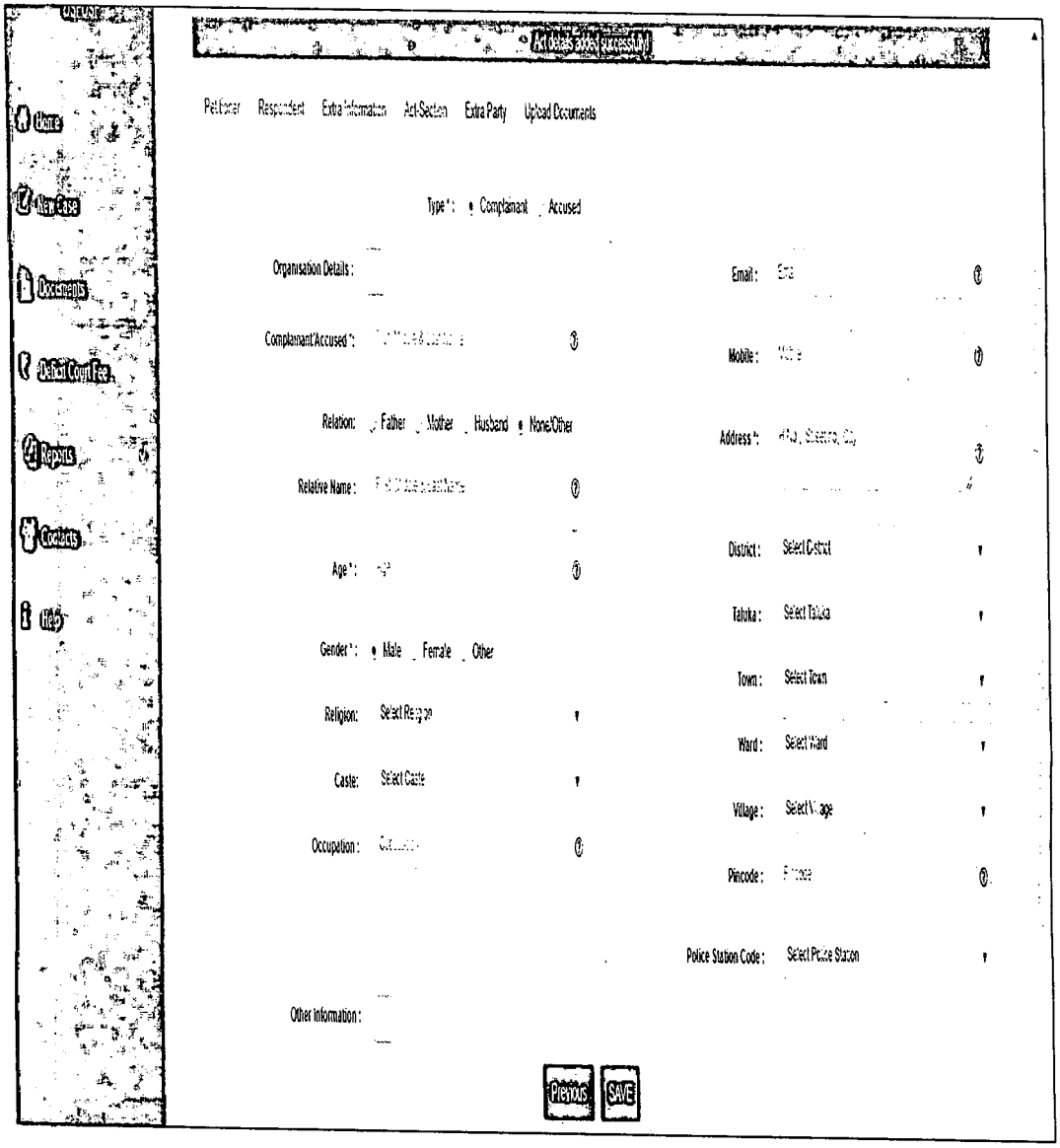


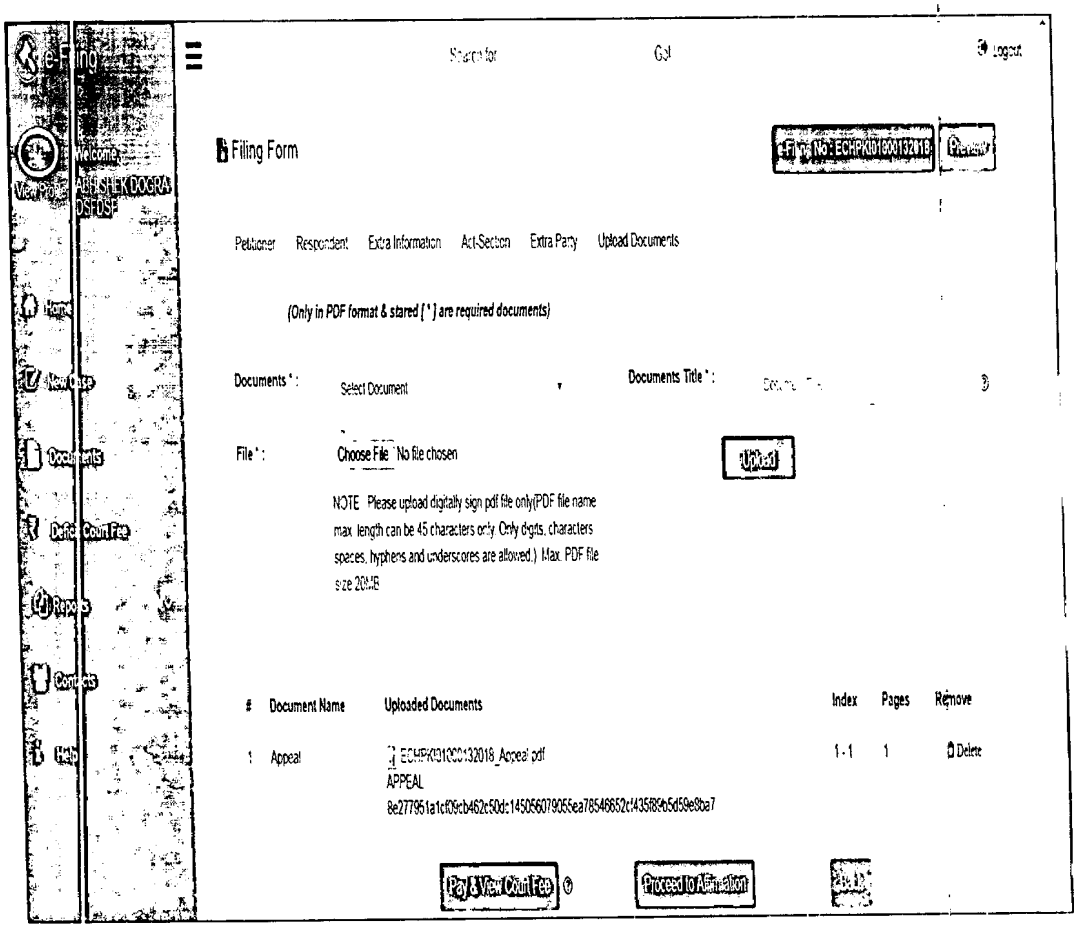


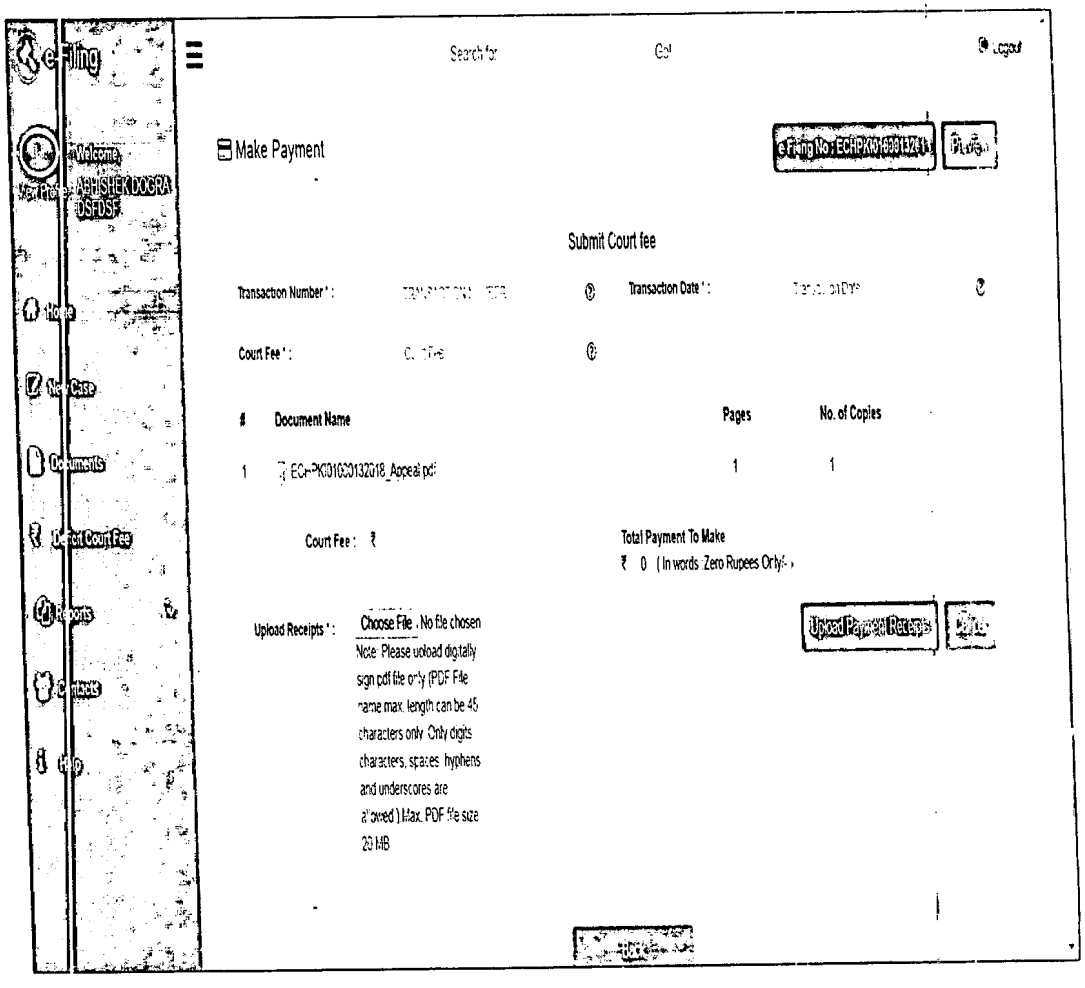

Filing Form
Petitioner
Respondent
Extra Information
Act Section
Extra Party
Upload Documents
Organisation Details :
Defendant / Accused * :
NITIN
Relation * :
Father
Mother
Husband
None/Other
Relative Name :
Date of Birth :
Age :
Gender * :
Male
Female
Other
Religion :
Select Religion
Caste :
Select Caste
Excluding main Defendant / Accused Count :
Email :
Mobile :
Address * :
District :
Select District
Taluka :
Select Taluka
Town
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Ward
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Village :
Select Village
Pincode :
Police Station Code :
Select Police Station
Previous
SAVE
Next

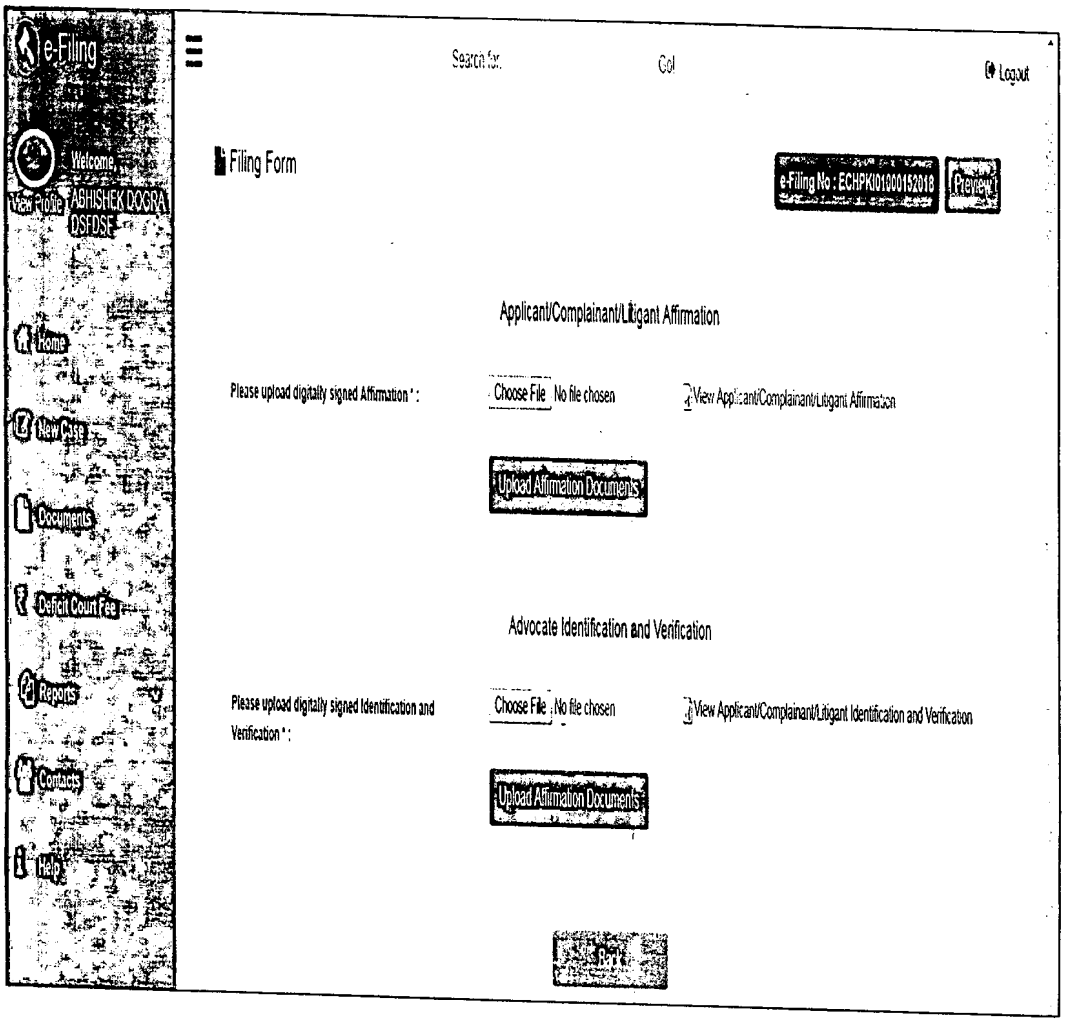

Petitioner
Respondent
Extra Information
Act Section
Extra Party
Upload Documents
Passport No.
PAN No
Fax No.
Phone No
Occupation
Country
Nationality
Alternate Address :
District
Select District
Taluka
Select Taluka
Town
Select Town
Ward
Select Ward
Village
Select Village
Defendant / Accused Extra Information
Passport No
PAN No
Fax No
Phone No
Occupation
Country
Nationality
Alternate Address :
District :
Select District
Taluka :
Select Taluka
Town
Select Town
Ward
Select Ward
Village :
Select Village

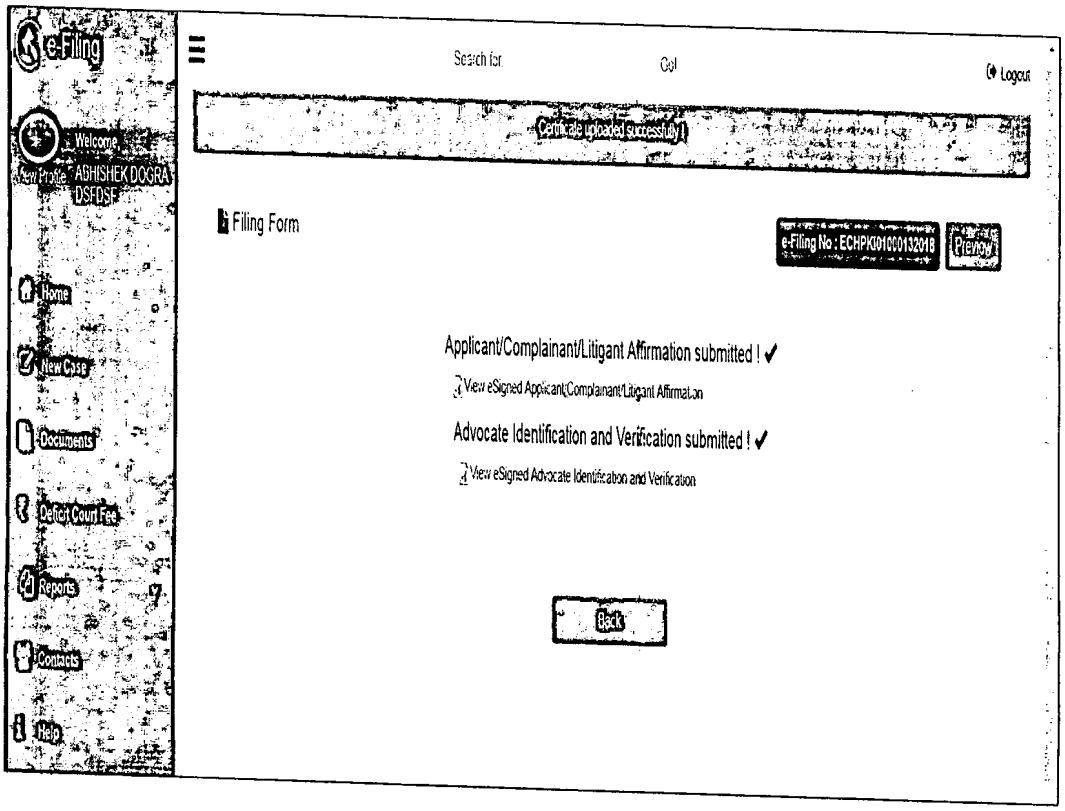

Welcome
ABHISHEK DOGRA
DSFDSF
Home
New Case
Documents
Defect Court Fee
Reports
Contacts
Help
Filing Form
Filing No : ECHPKI01000132018
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Petitioner
Respondent
Extra Information
Act-Section
Extra Party
Upload Documents
Act * :
Insurance Act
Act Section * :
39
Add more...
Previous
SAVE
Next

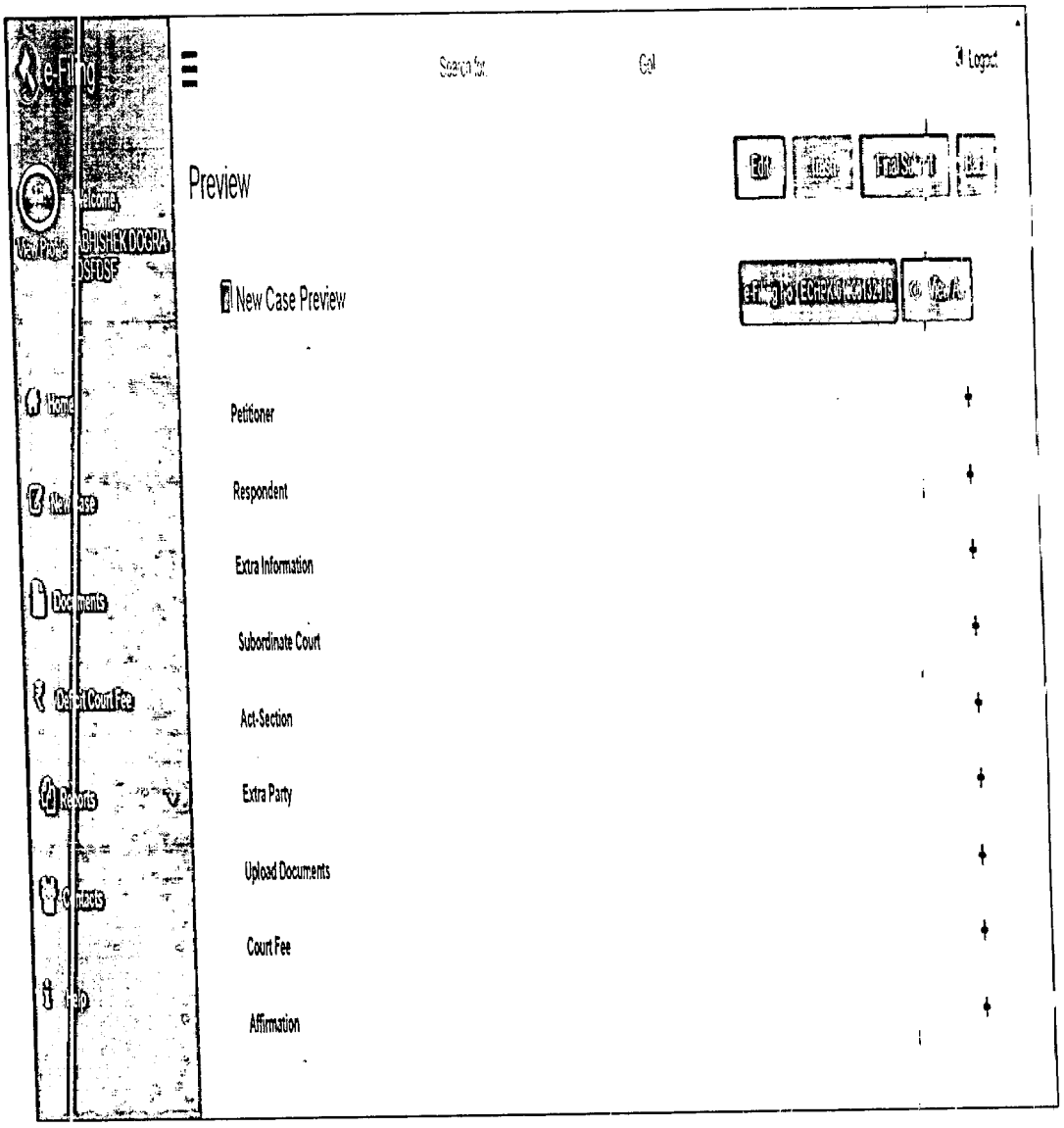

Home
New Case
Documents
Defect Court Fee
Reports
Contacts
Help
Petitioner
Respondent
Extra Information
Act-Section
Extra Party
Upload Documents
Type * :
Complainant
Accused
Organisation Details :
Complainant/Accused * :
Relation :
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Mother
Husband
None/Other
Relative Name :
Age * :
Gender * :
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Religion :
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Caste :
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Occupation :
Other Information :
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Act-Section
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(Only in PDF format & stared [*] are required documents)
Documents * :
Select Document
Documents Title * :
File * :
Choose File
No file chosen
Upload
NOTE Please upload digitally sign pdf file only(PDF file name max length can be 45 characters only Only digits, characters spaces, hyphens and underscores are allowed.) Max. PDF file size 20MB
Document Name
Uploaded Documents
Index
Pages
Remove
1 Appeal
ECHPK01000132018_Appeal.pdf
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Pay & View Court Fee
Proceed to Affirmation

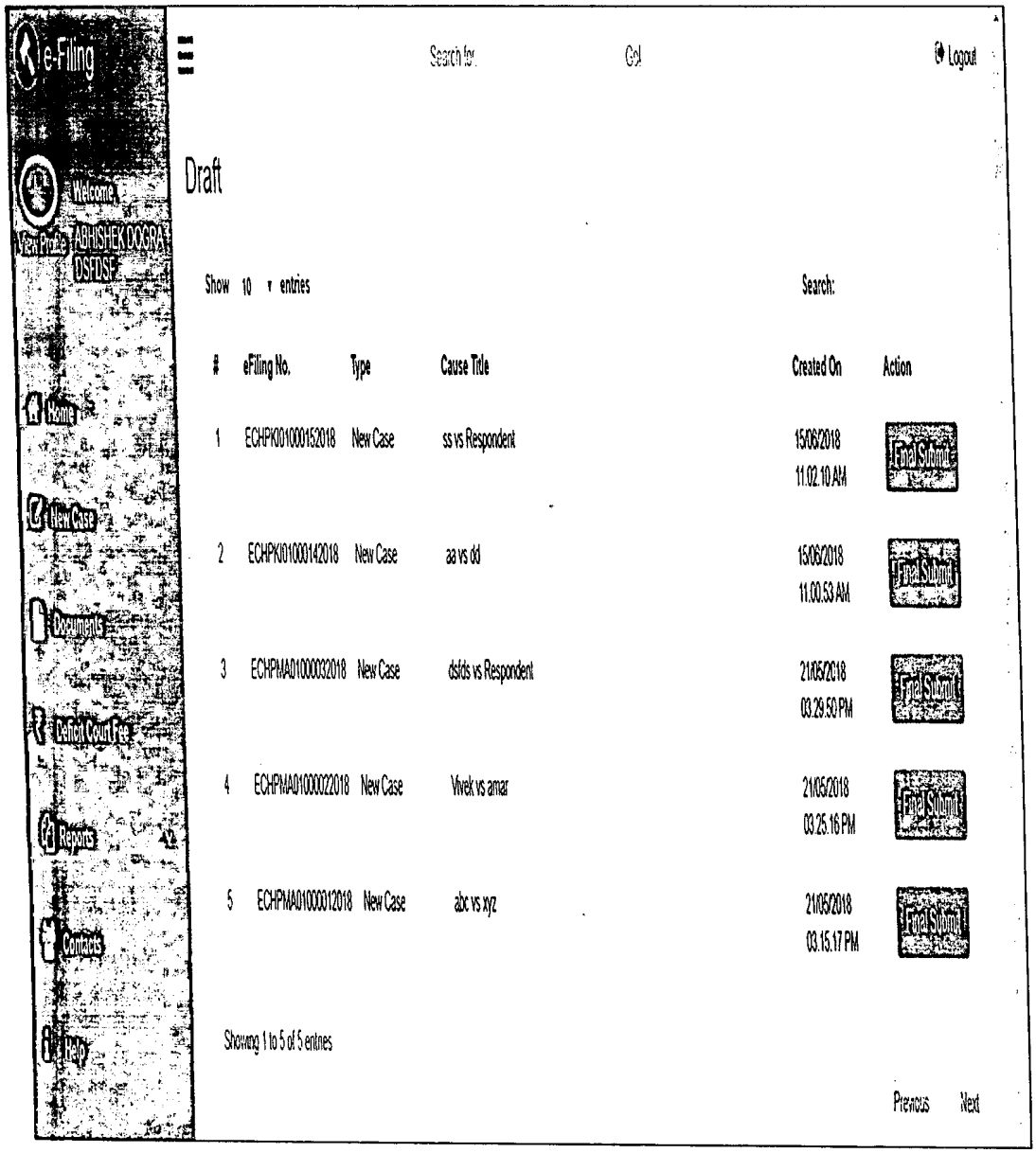

e-Filing
Search for
Go!
Logout
Welcome
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DSFDSF
Make Payment
e-Filing No: ECHPK01000132018
Submit Court fee
Transaction Number * :
Transaction Date * :
Court Fee * :
Document Name
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Court Fee : ₹
Total Payment To Make
₹ 0 (In words: Zero Rupees Only/-)
Upload Receipts * :
Choose File
No file chosen
Note: Please upload digitally sign pdf file only (PDF File name max. length can be 45 characters only. Only digits characters, spaces hyphens and underscores are allowed.) Max. PDF file size 20 MB
Upload Payment Receipts


e-Filing
Search for:
Col
Logout
Welcome ,
View Profile
ABHISHEK DOGRA
DSFDSF
Home
New Case
Documents
Deficit Court Fee
Reports
Contacts
Help
Filing Form
e-Filing No : ECHPK010001620 18
Preview
Applicant/Complainant/Litigant Affirmation
Please upload digitally signed Affirmation * :
Choose File
No file chosen
View Applicant/Complainant/Litigant Affirmation
Upload Affirmation Documents
Advocate Identification and Verification
Please upload digitally signed Identification and Verification * :
Choose File
No file chosen
View Applicant/Complainant/Litigant Identification and Verification
Upload Affirmation Documents
Back

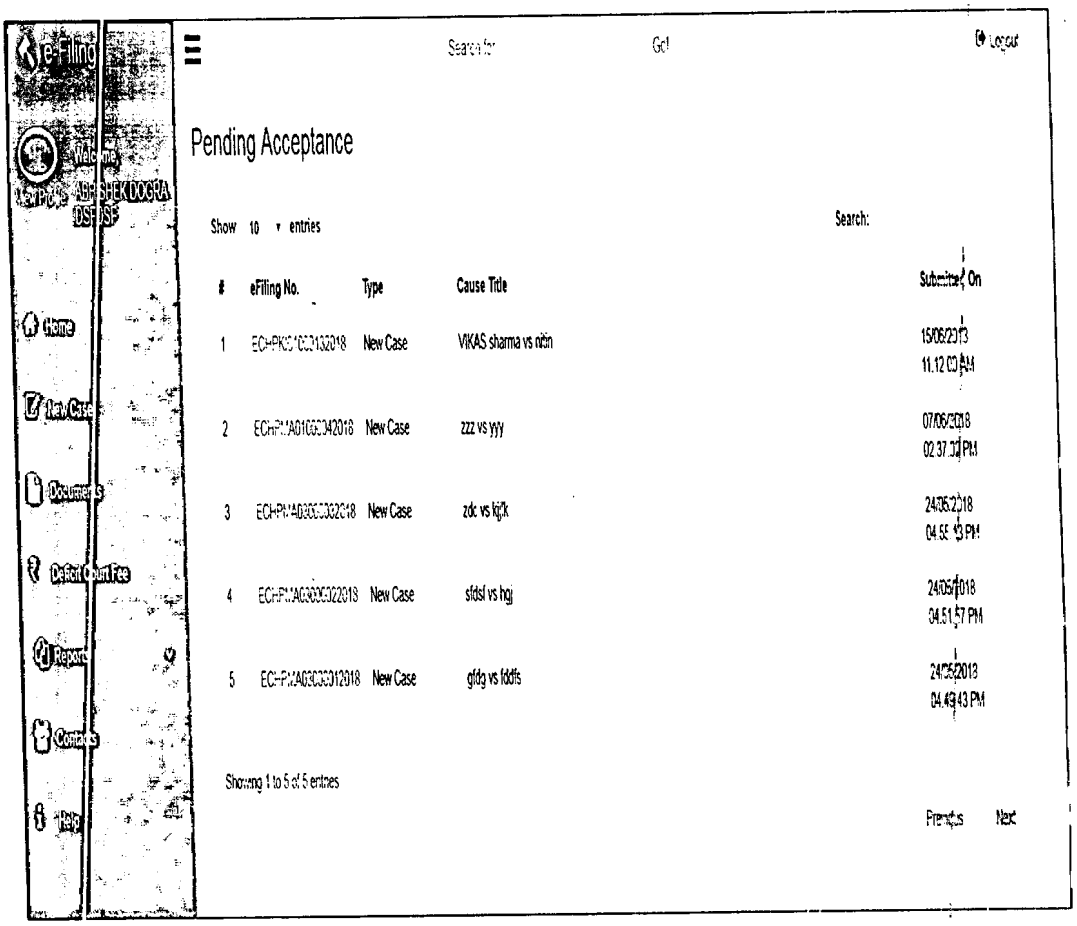

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Preview
Applicant/Complainant/Litigant Affirmation submitted ! ✓
View eSigned Applicant/Complainant/Litigant Affirmation
Advocate Identification and Verification submitted ! ✓
View eSigned Advocate Identification and Verification
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Preview
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Petitioner
Respondent
Extra Information
Subordinate Court
Act-Section
Extra Party
Upload Documents
Court Fee
Affirmation

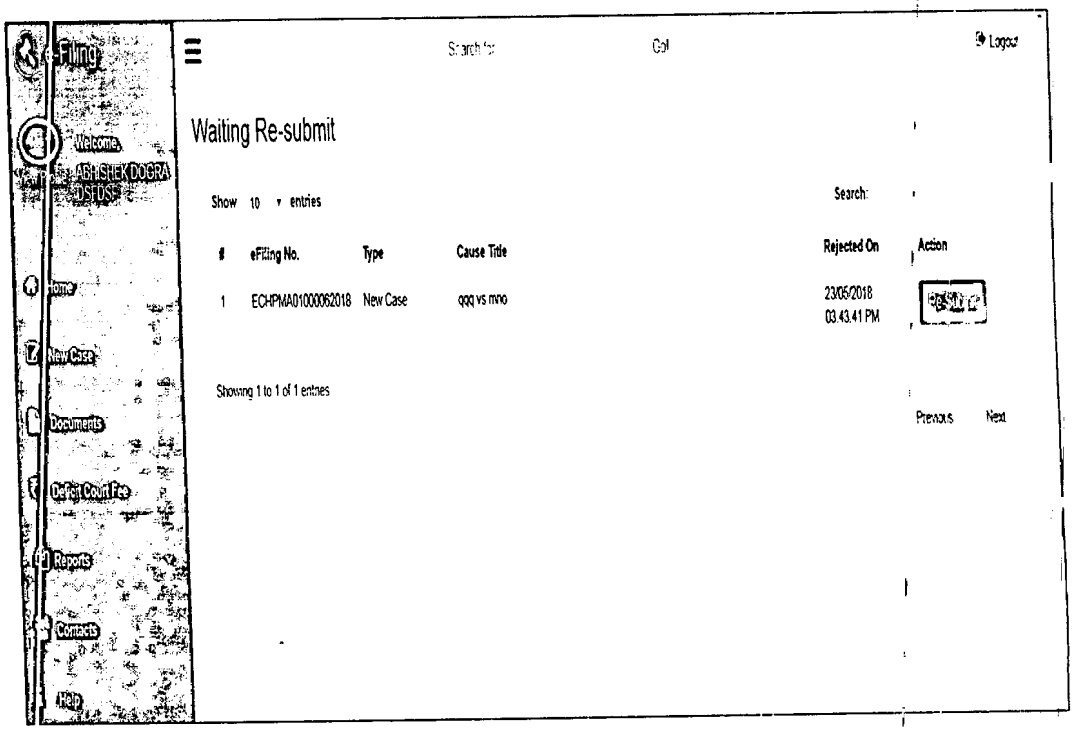
4) **DRAFTS**


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eFiling No. Type Cause Title Created On Action
1 ECHPK010000152018 New Case ss vs Respondent 15/06/2018 11.02.10 AM Final Submit
2 ECHPK010000142018 New Case aa vs dd 15/06/2018 11.00.53 AM Final Submit
3 ECHPMA010000032018 New Case dsfds vs Respondent 21/05/2018 03.29.50 PM Final Submit
4 ECHPMA010000022018 New Case Vivek vs amar 21/05/2018 03.25.16 PM Final Submit
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Showing 1 to 5 of 5 entries
Previous
Next

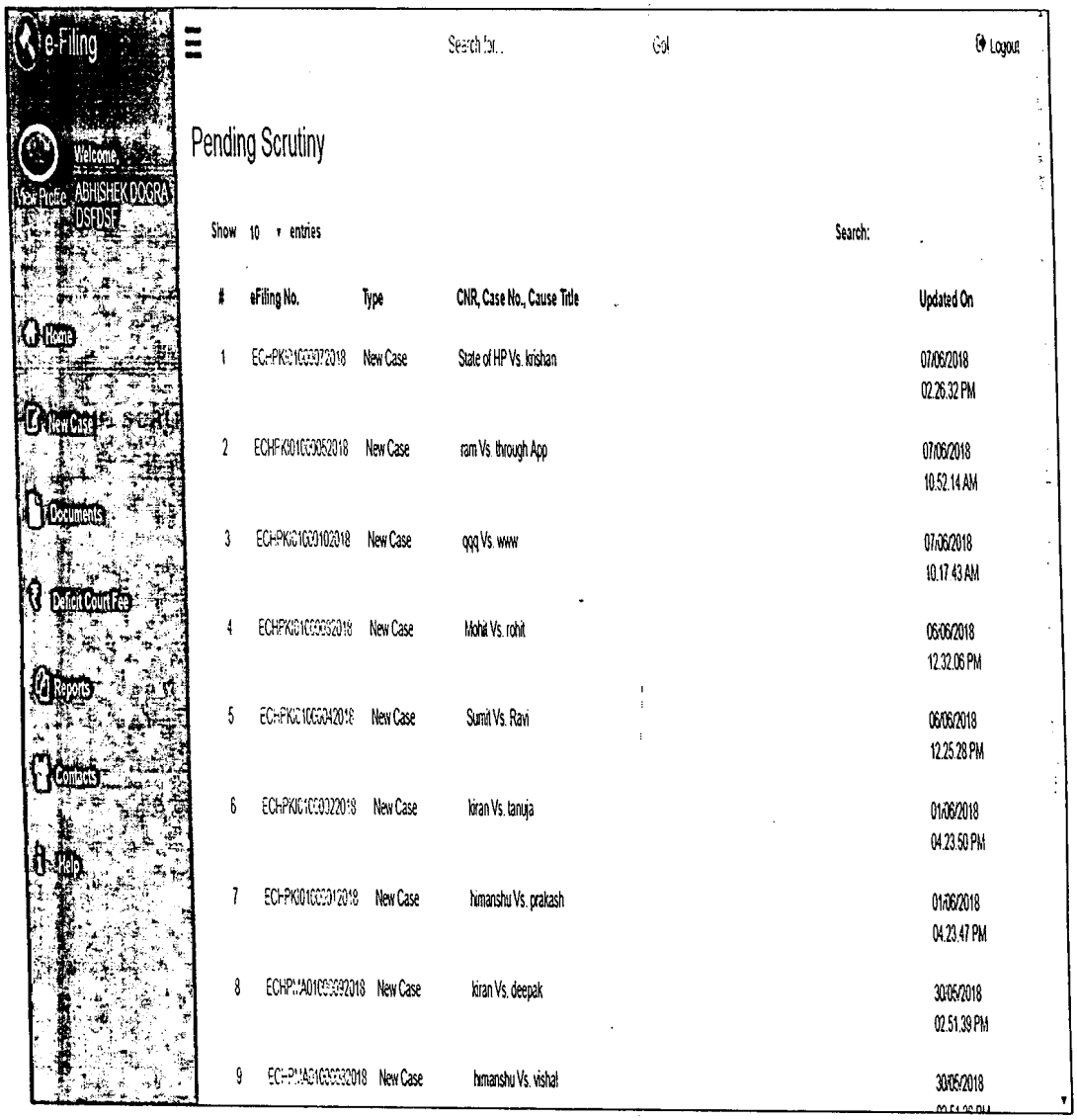
5) PENDING ACCEPTANCE



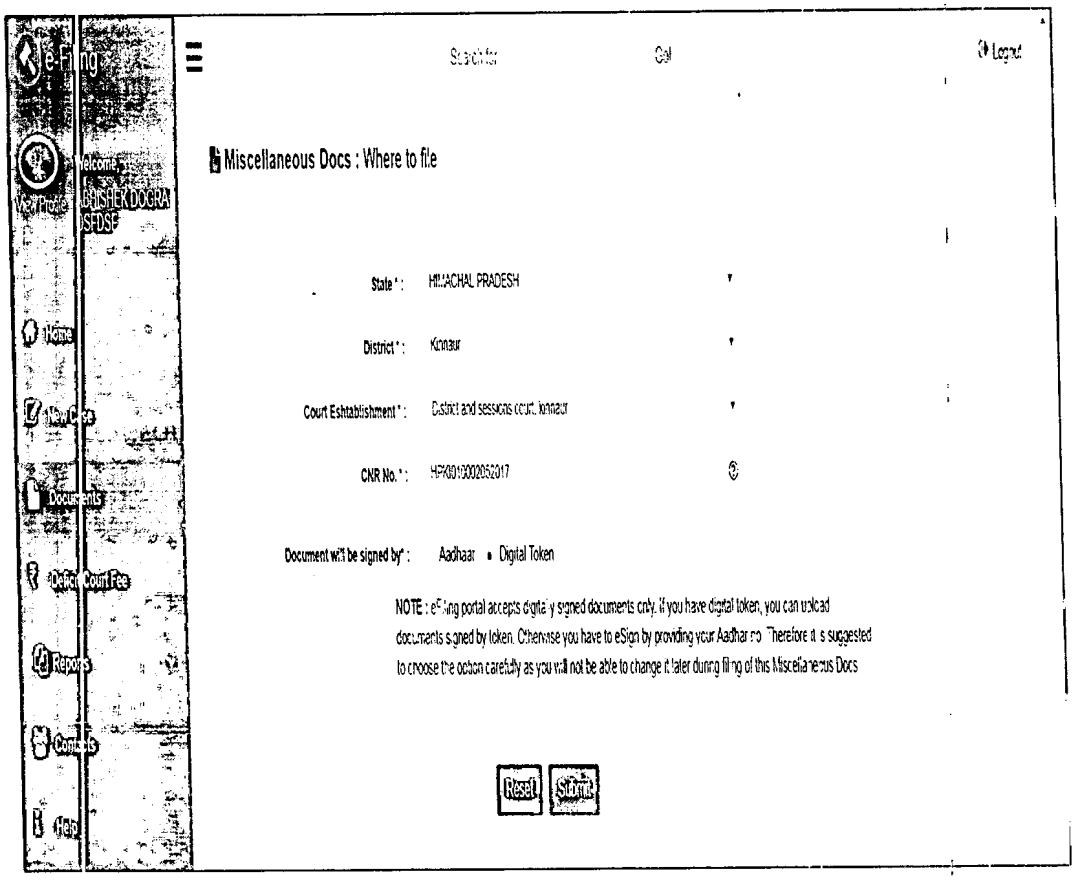
6) NOT ACCEPTED

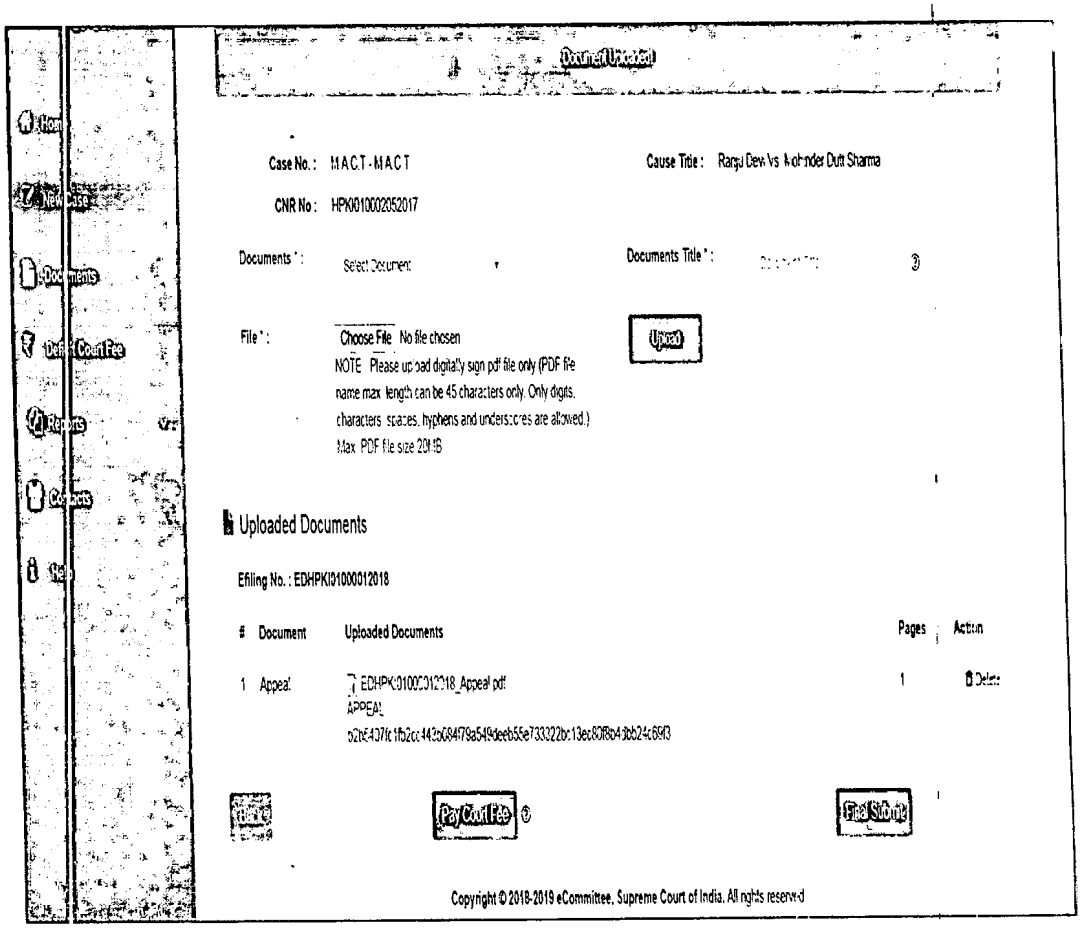


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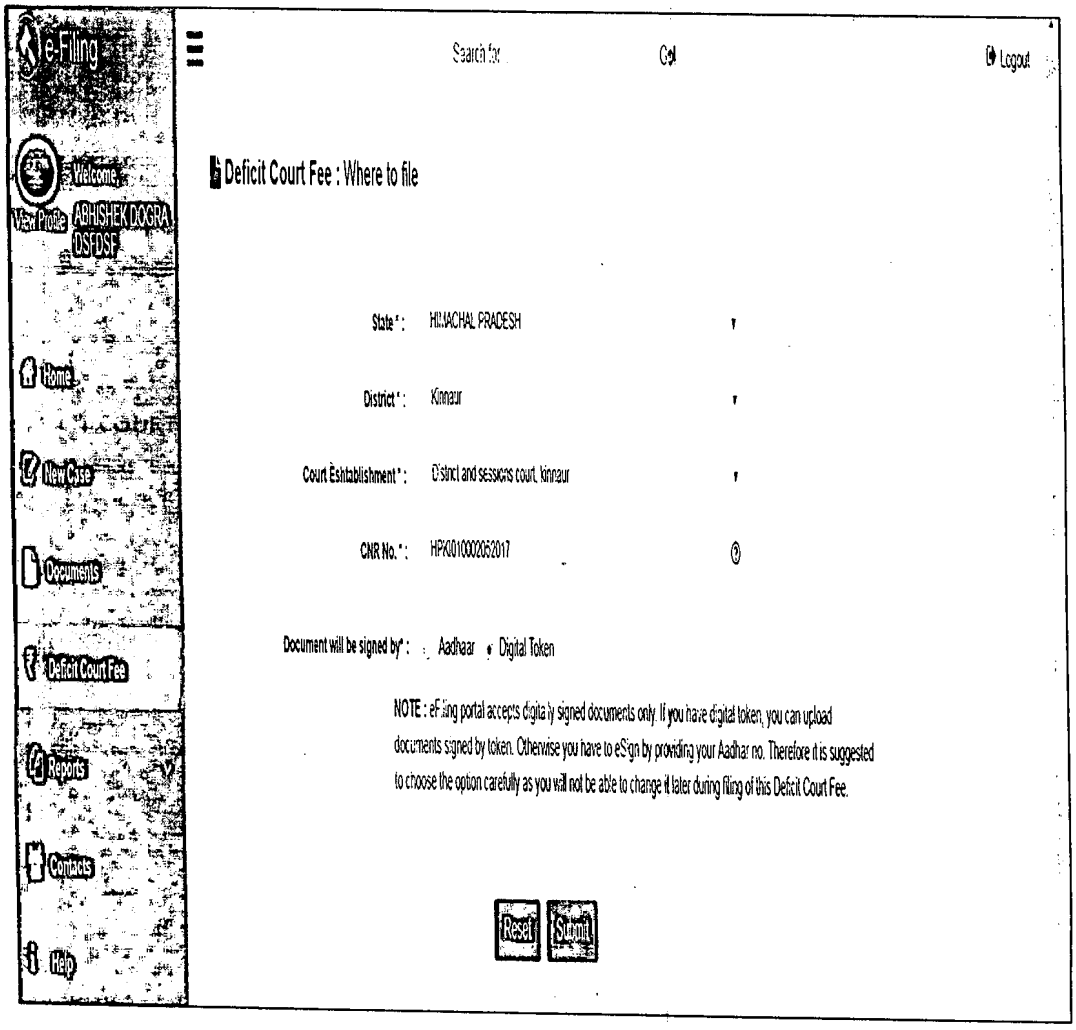


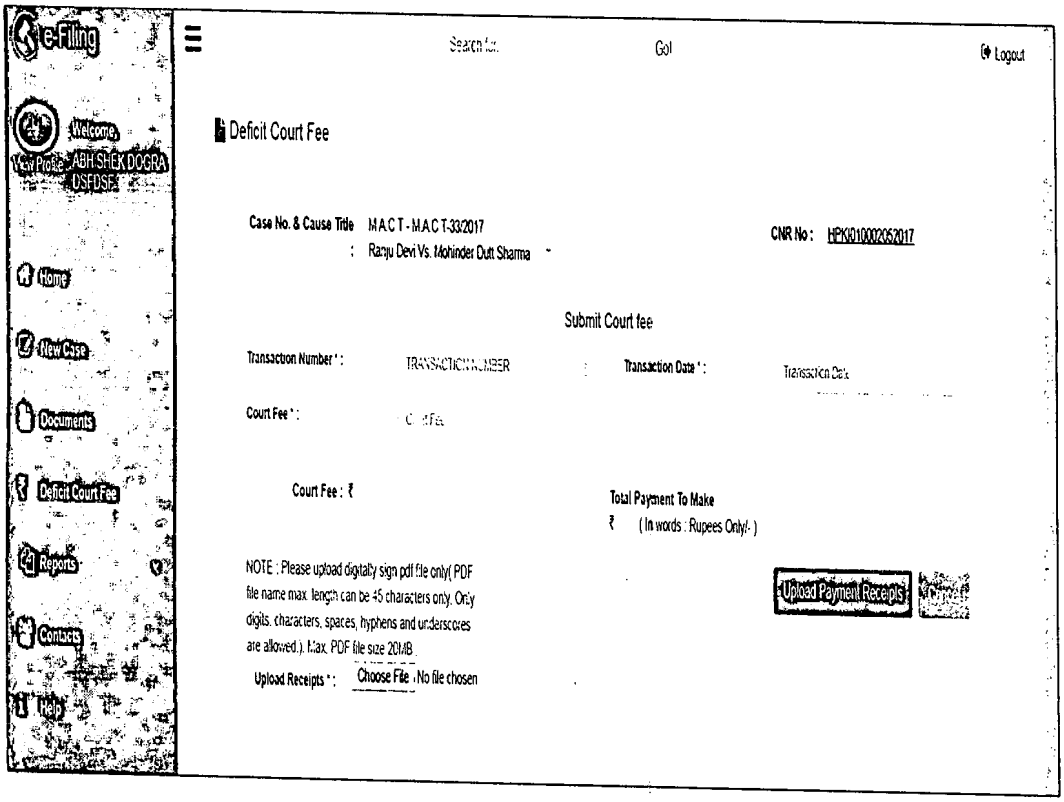
8) MISCELLANEOUS DOCUMENTS

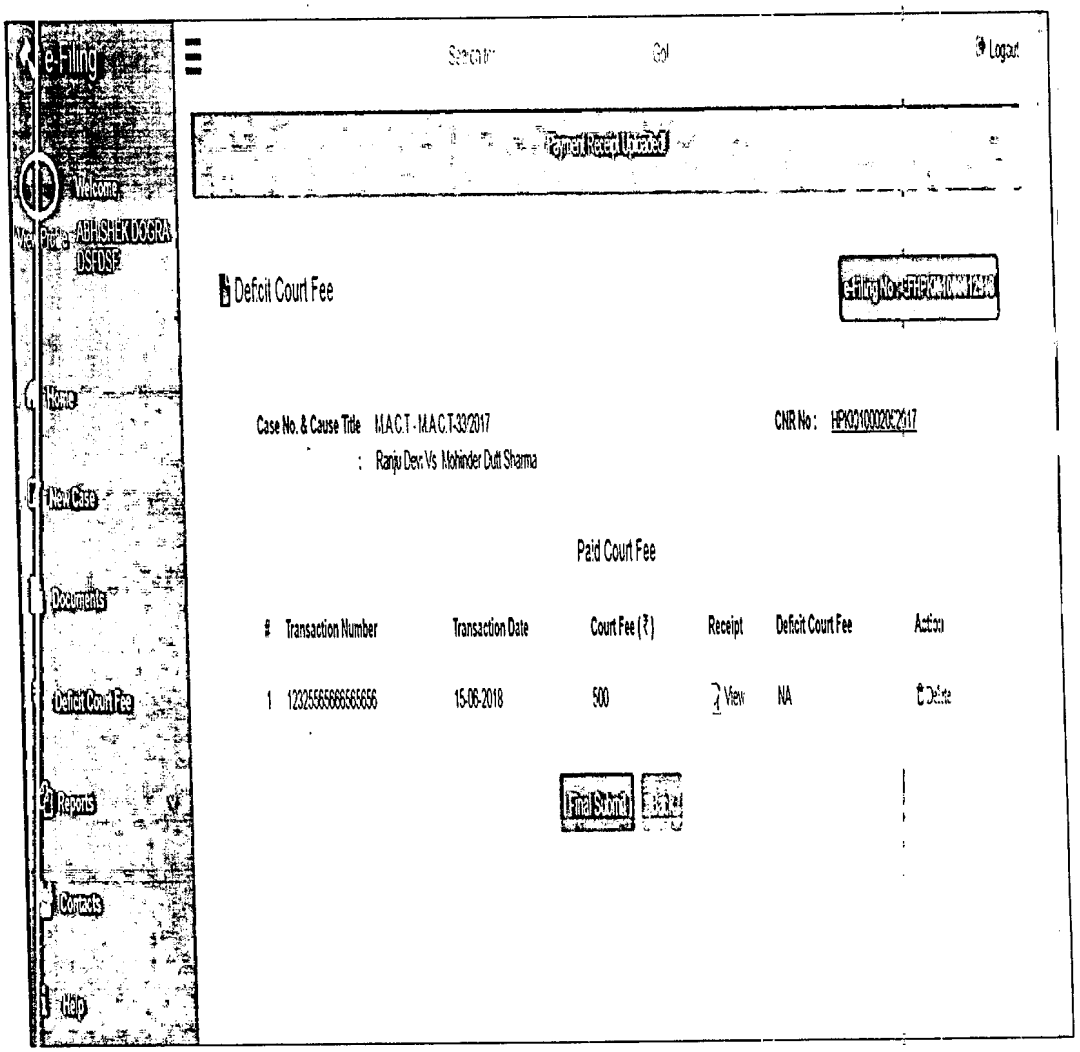




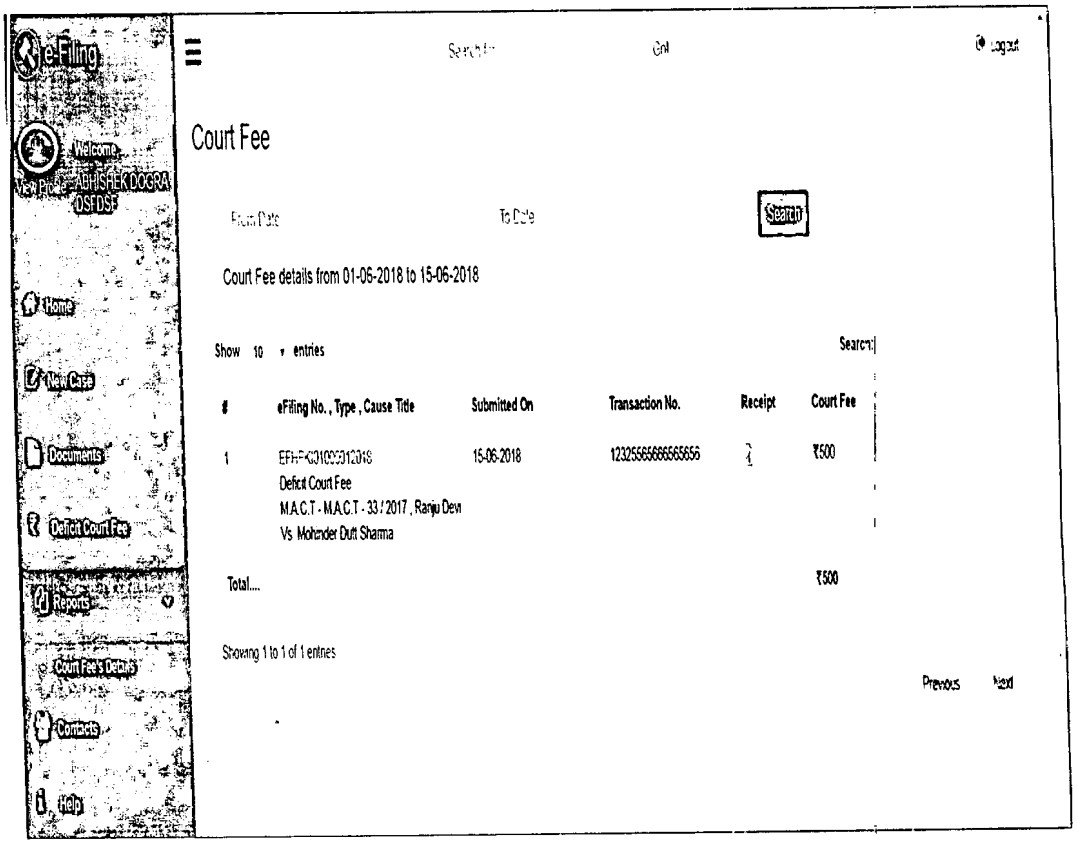
9) DEFICIT COURT FEE





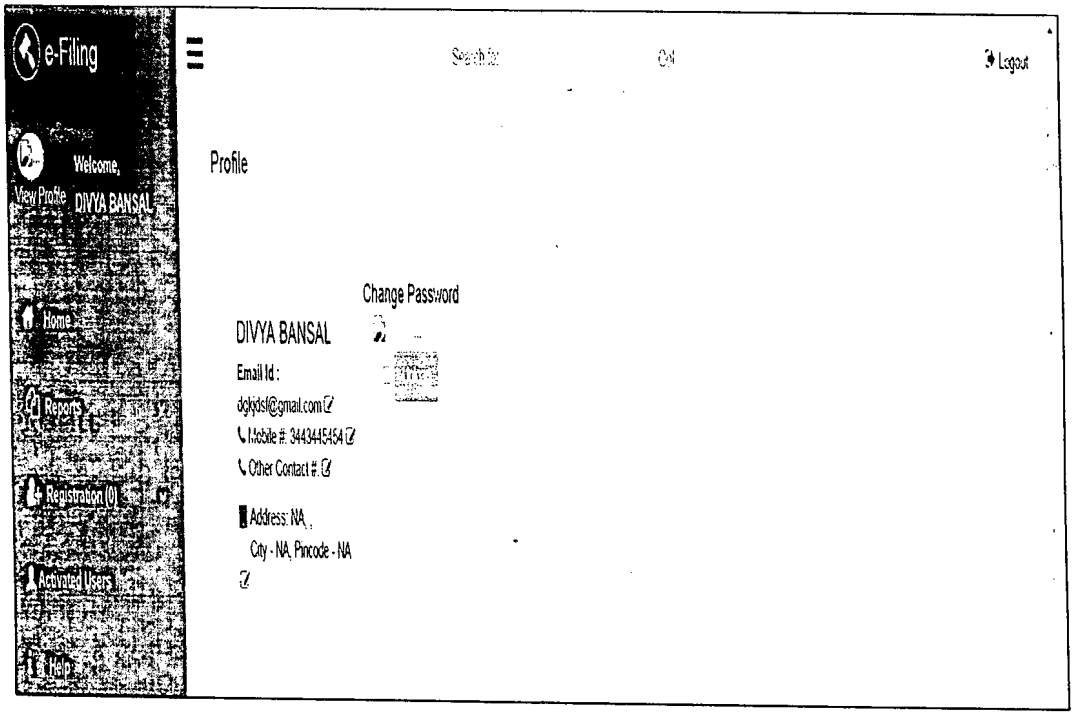


10) REPORTS -> COURT FEE DETAILS

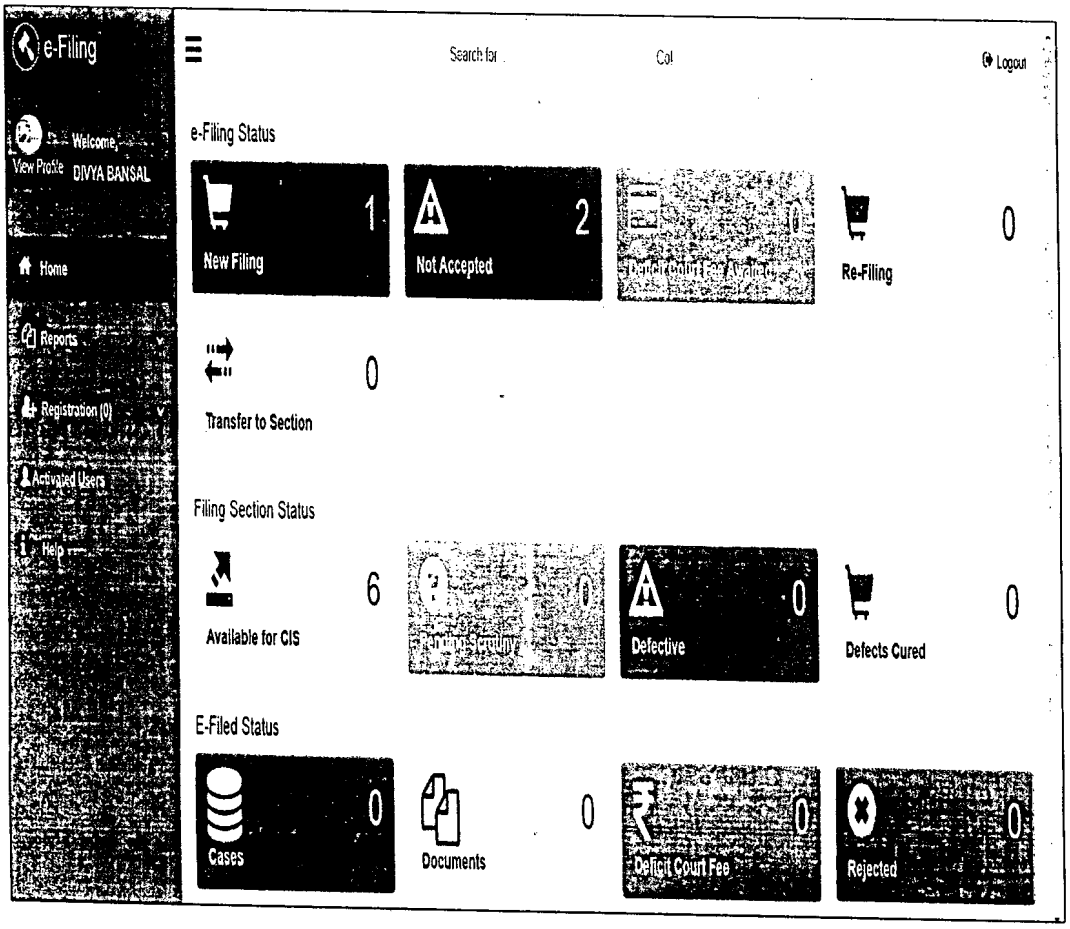


ACTION MASTER ADMIN LOGIN

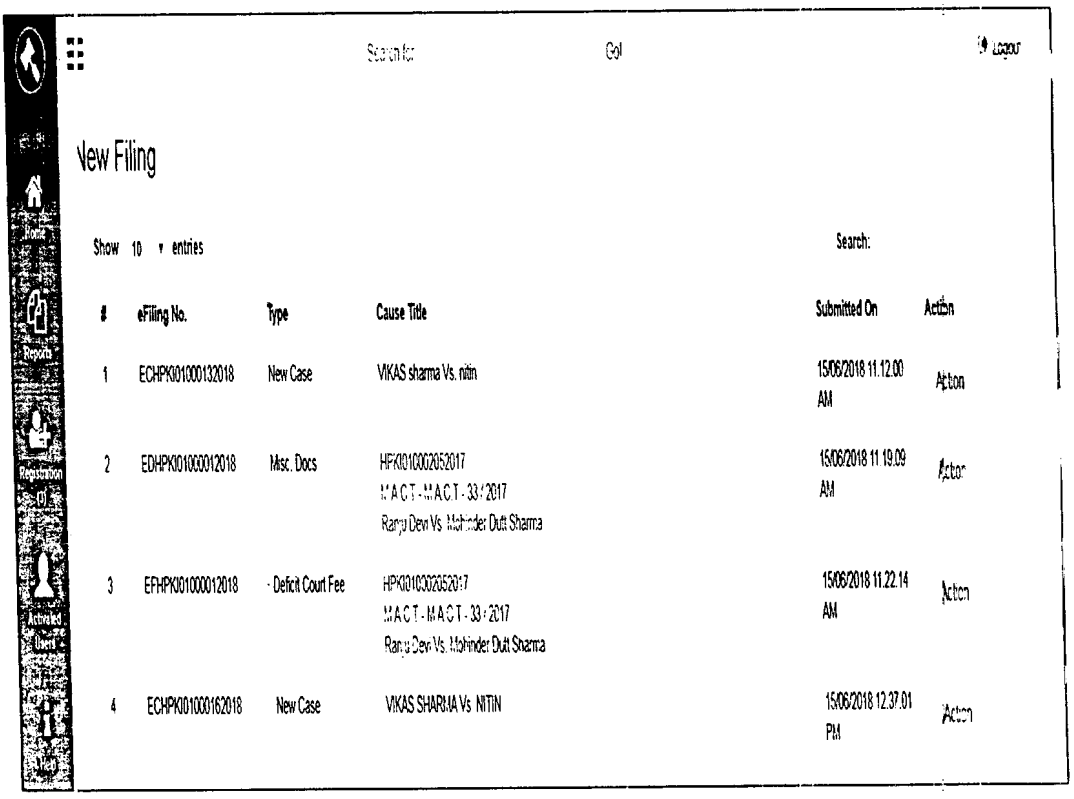
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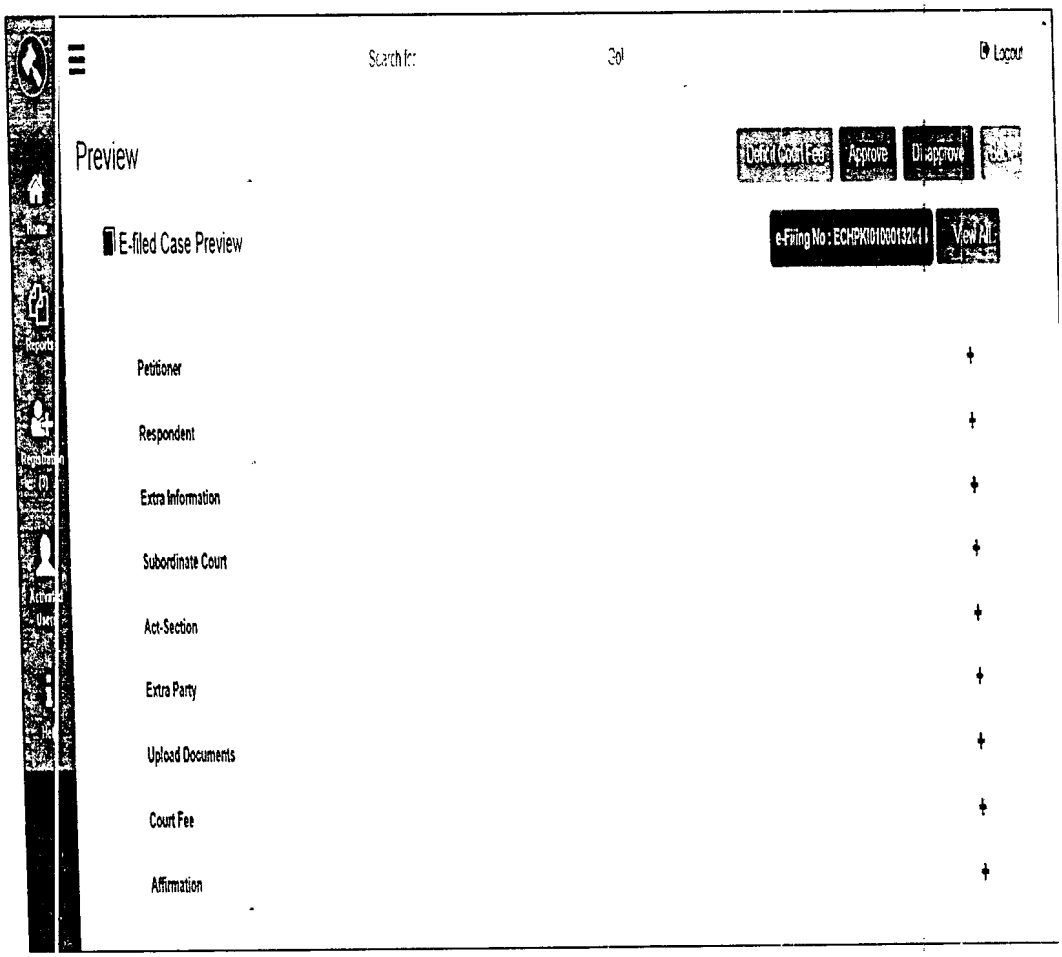


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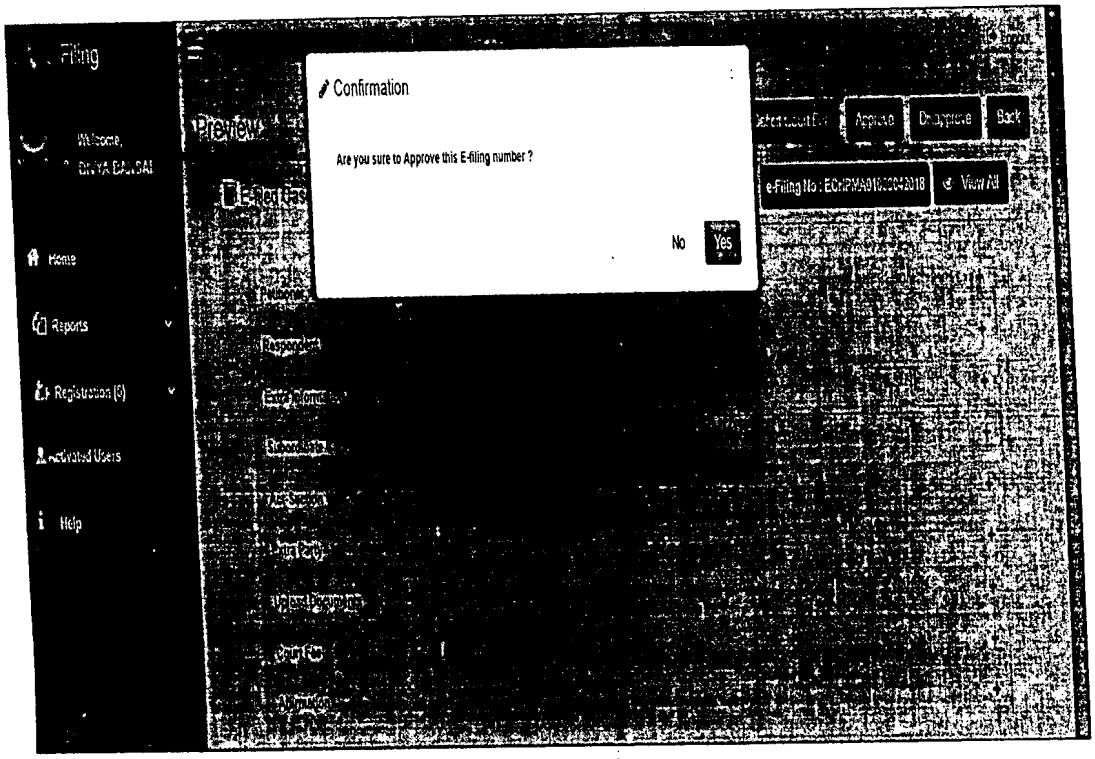


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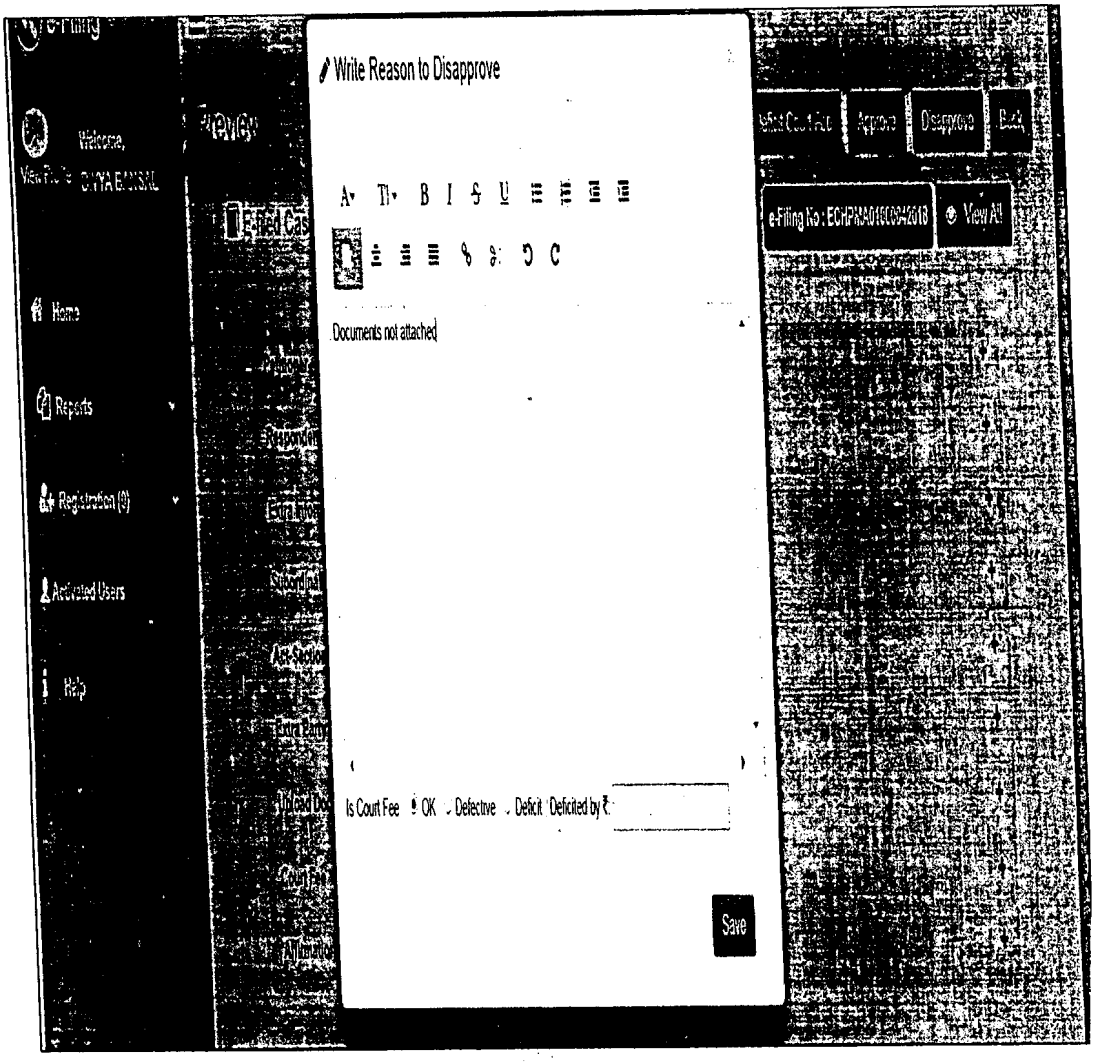

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Search:
eFiling No. Type Cause Title Submitted On Action
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2 EDHPK001000012018 Misc. Docs HPK010002052017 M A C T - M A C T - 33 / 2017 Ramp Devi Vs. Mohinder Dutt Sharma 15/06/2018 11.19.09 AM Action
3 EFHPK001000012018 Deficit Court Fee HPK010002052017 M A C T - M A C T - 33 / 2017 Ramp Devi Vs. Mohinder Dutt Sharma 15/06/2018 11.22.14 AM Action
4 ECHPK001000162018 New Case VIKAS SHARMA Vs NITIN 15/06/2018 12.37.01 PM Action


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E-filed Case Preview
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View All
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Respondent
Extra Information
Subordinate Court
Act-Section
Extra Party
Upload Documents
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Affirmation

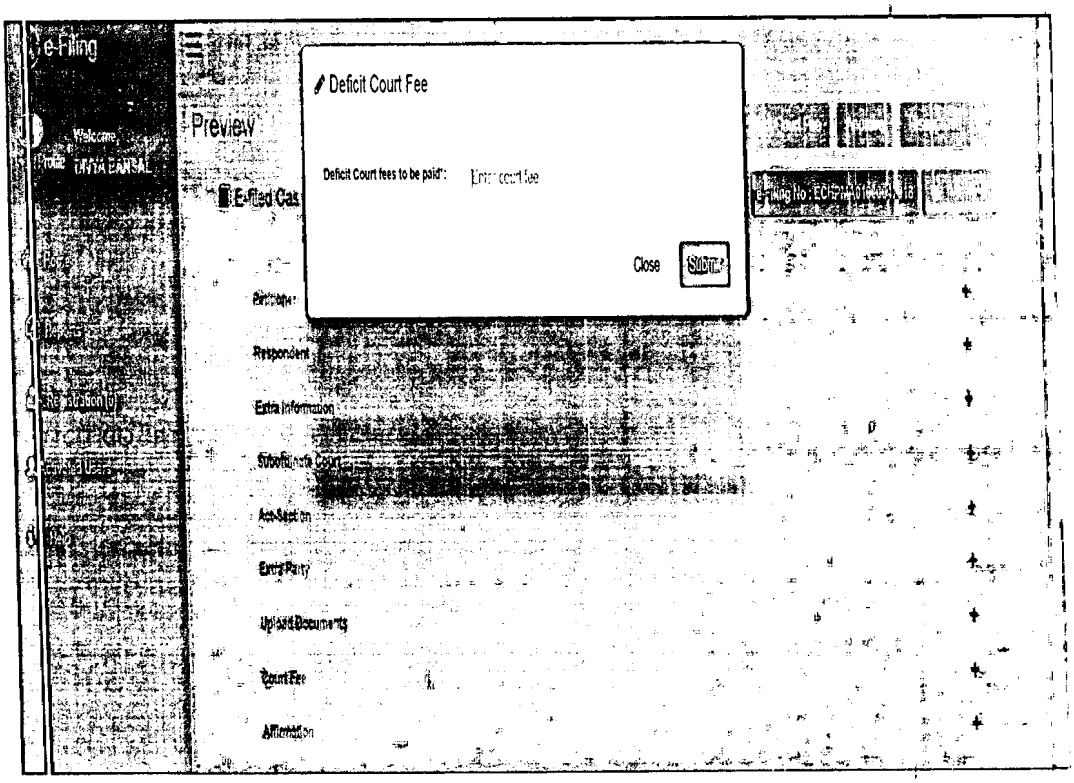
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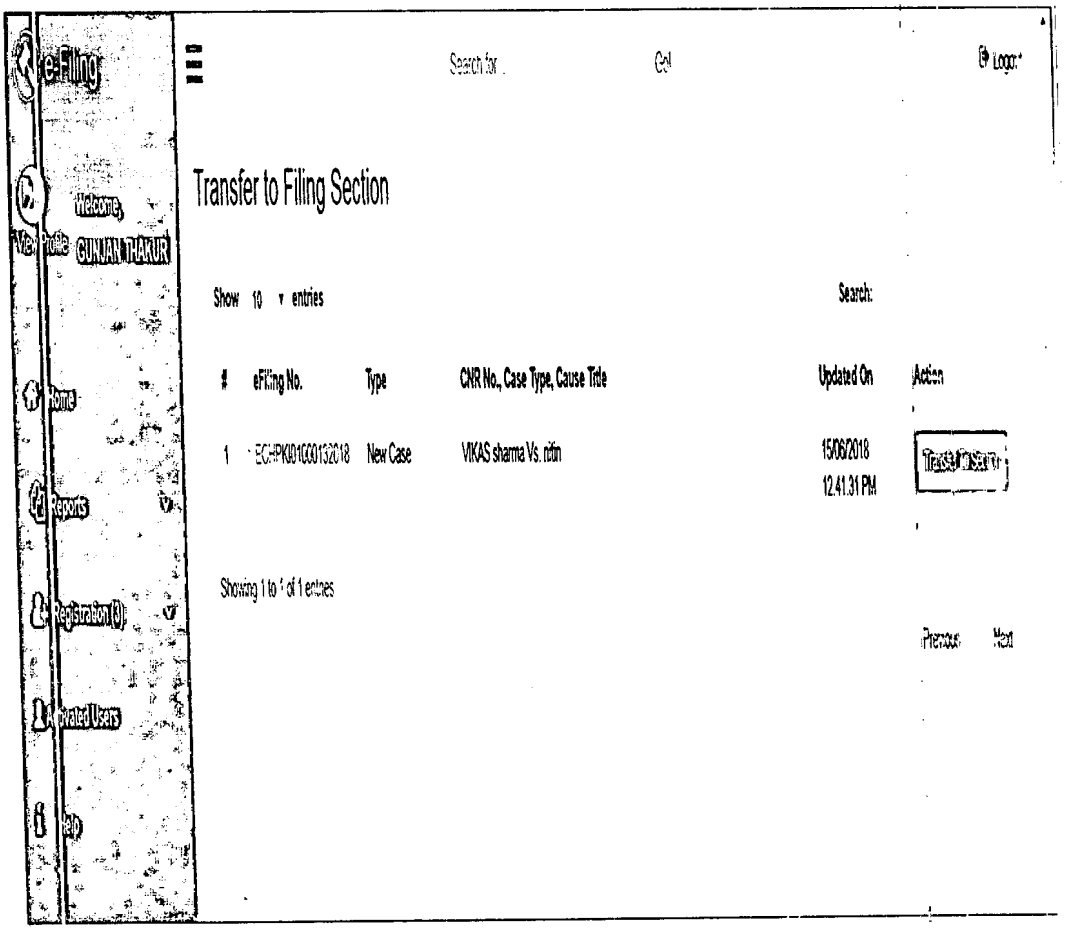
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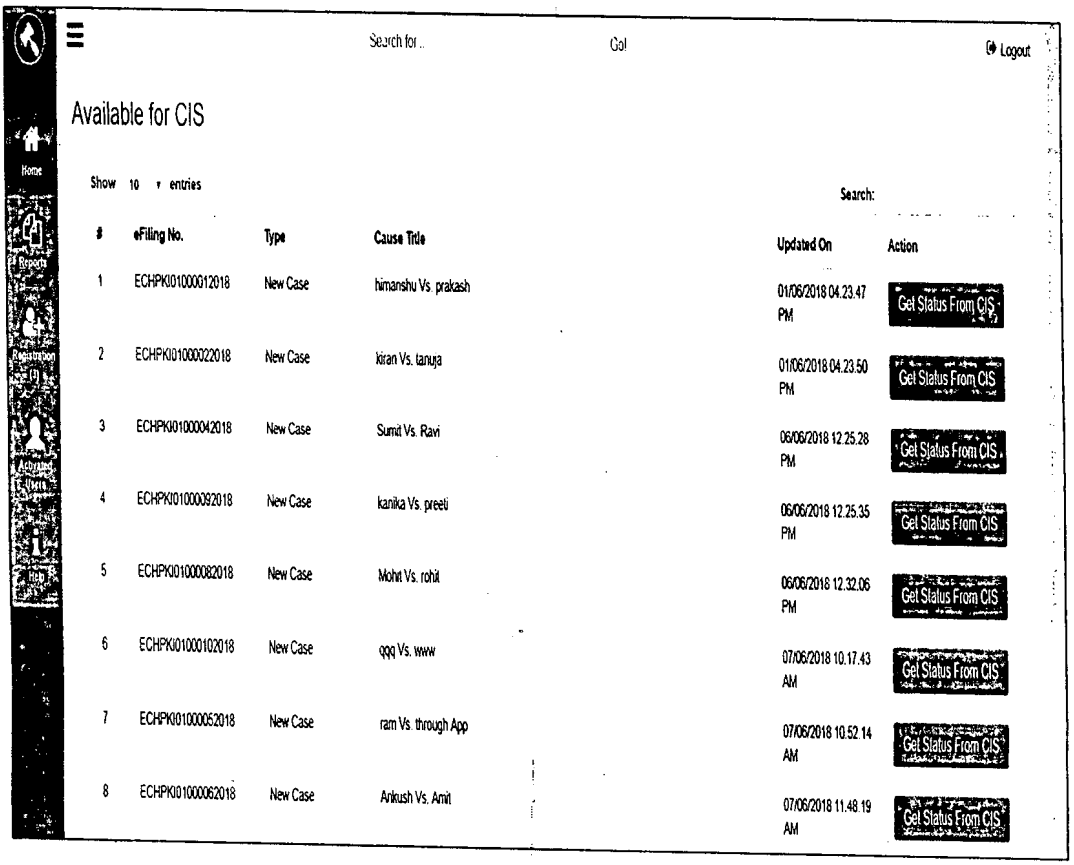
DEFICIT COURT FEE



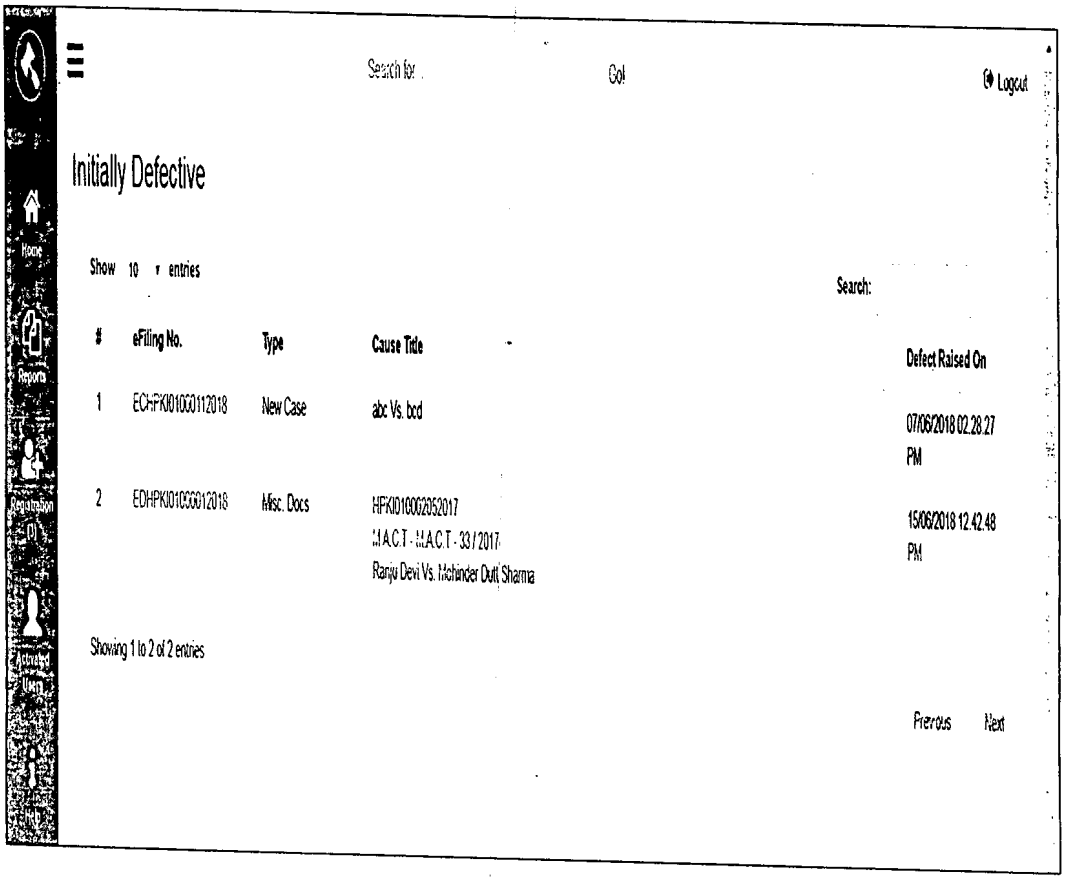
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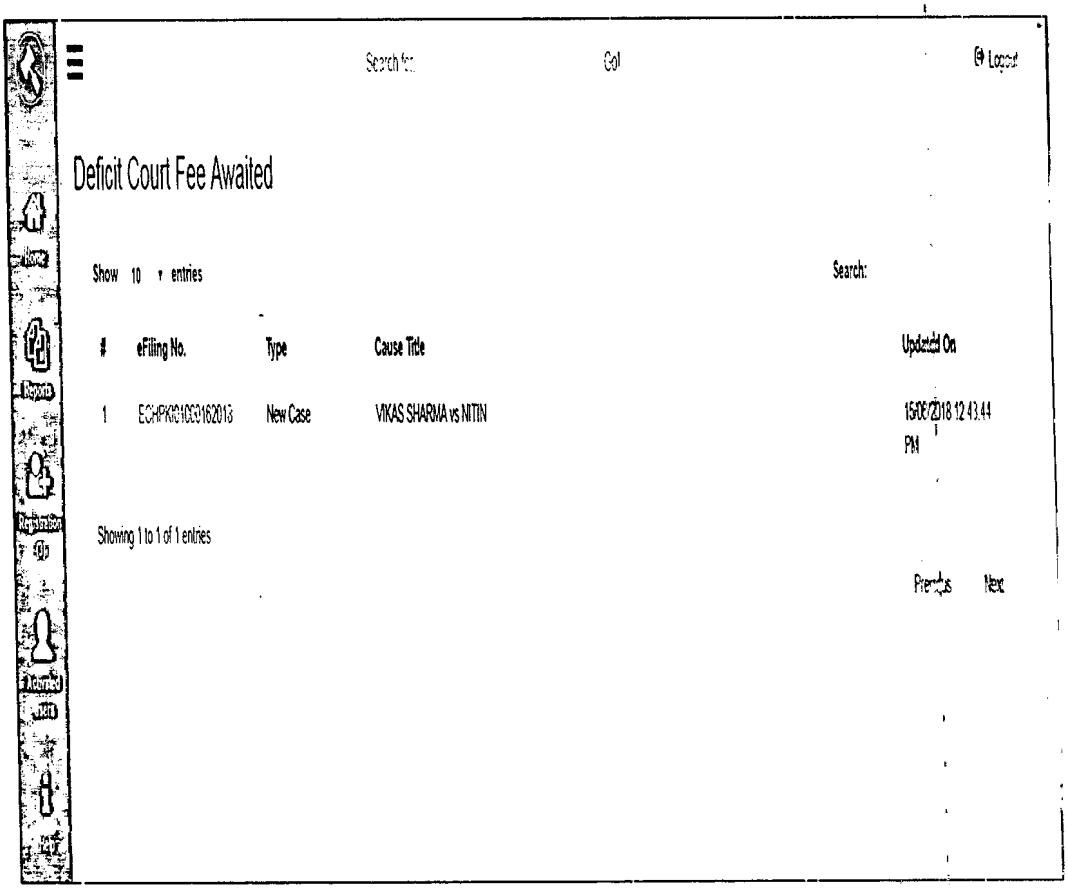
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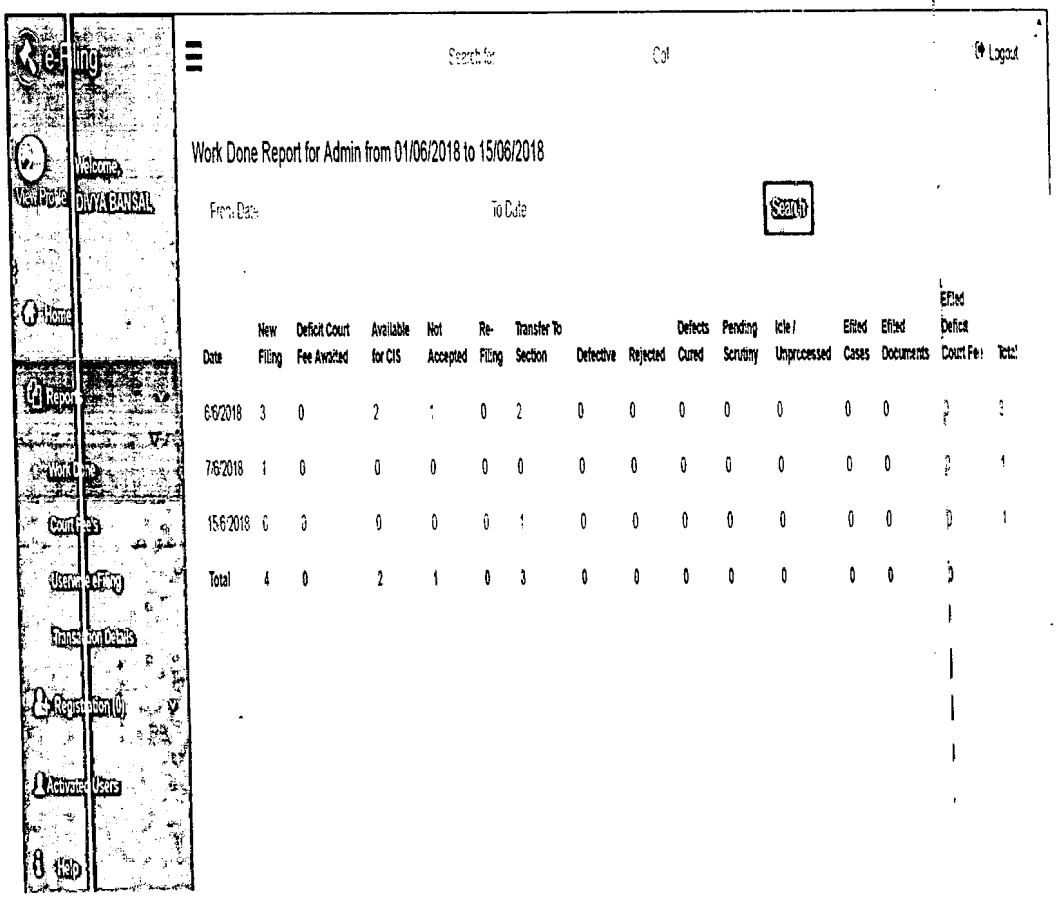
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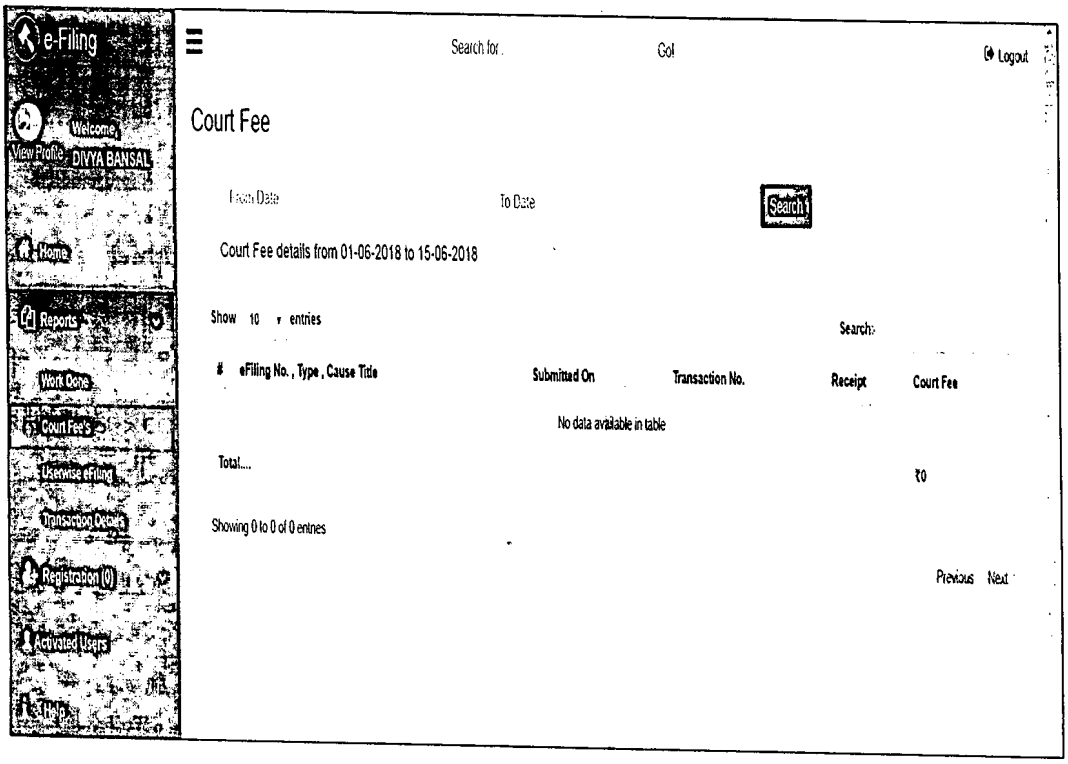
7) DEFICIT COURT FEE AWAITED



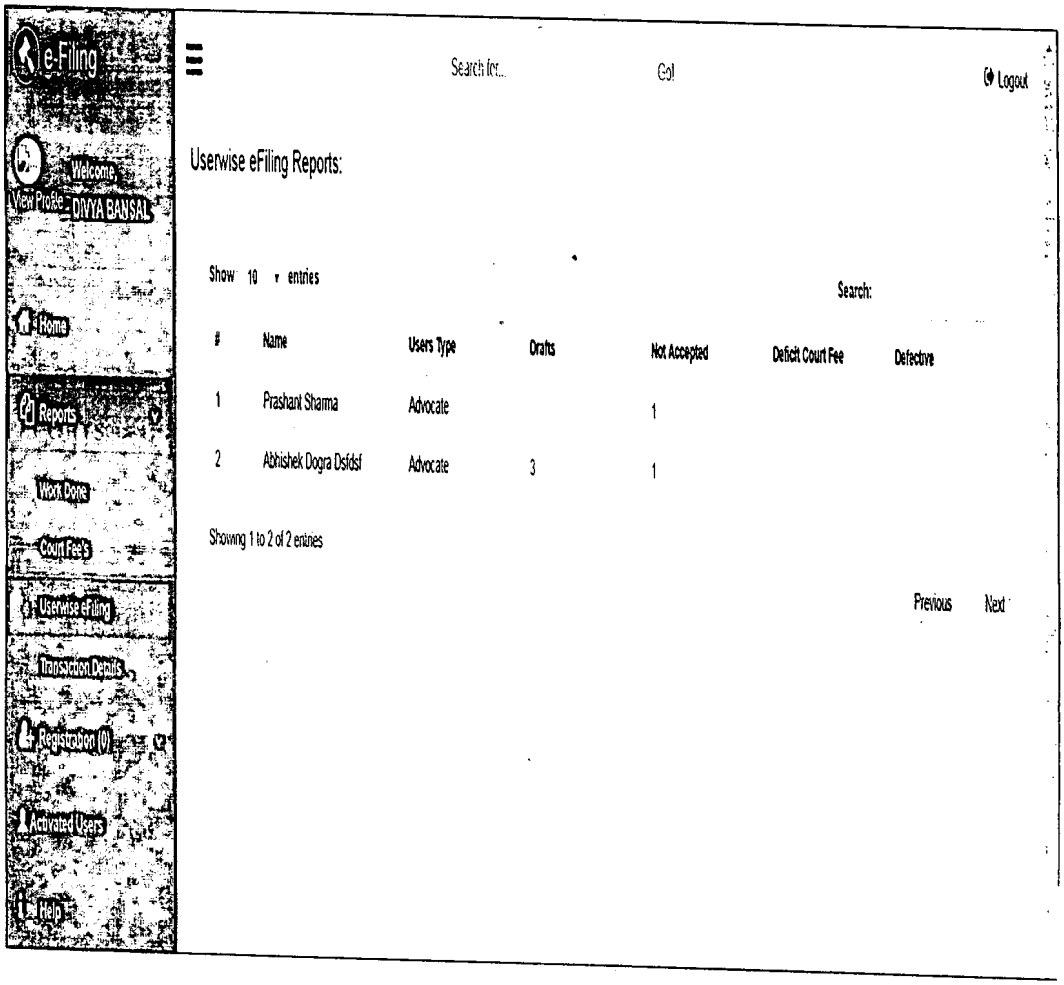
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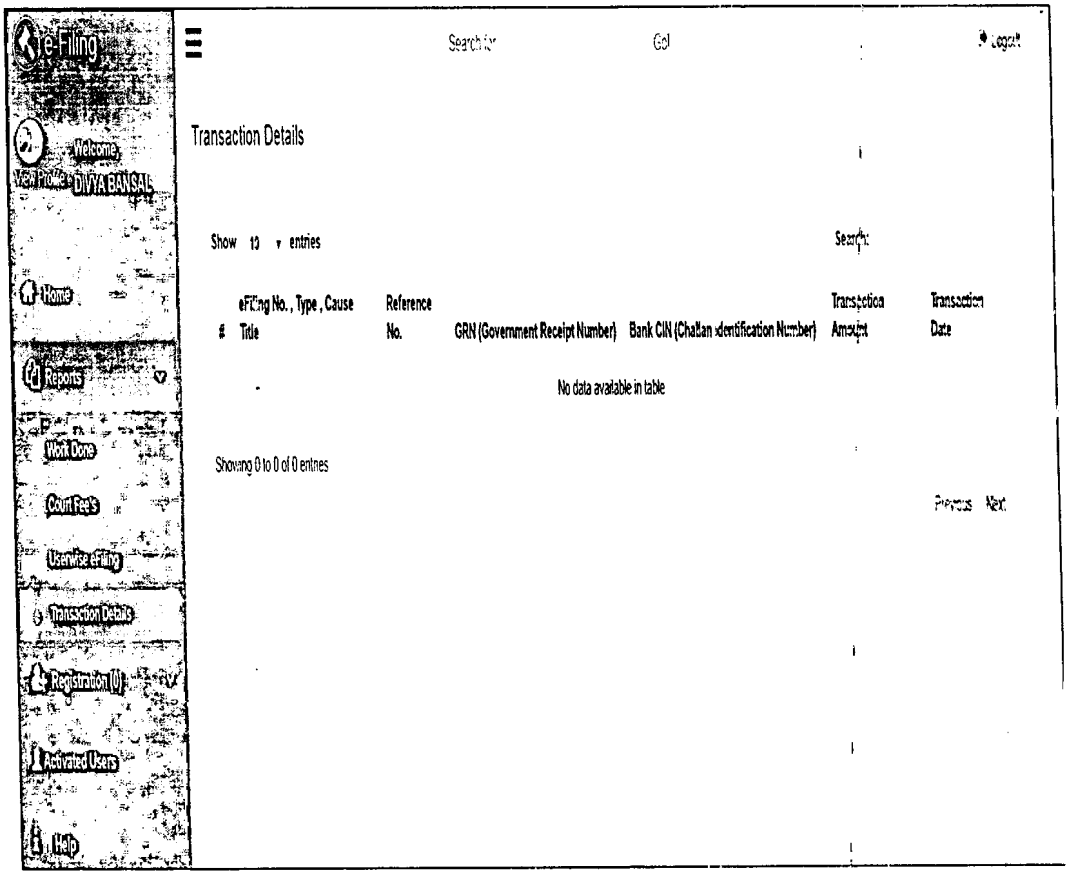
9) REPORTS -> COURT FEE



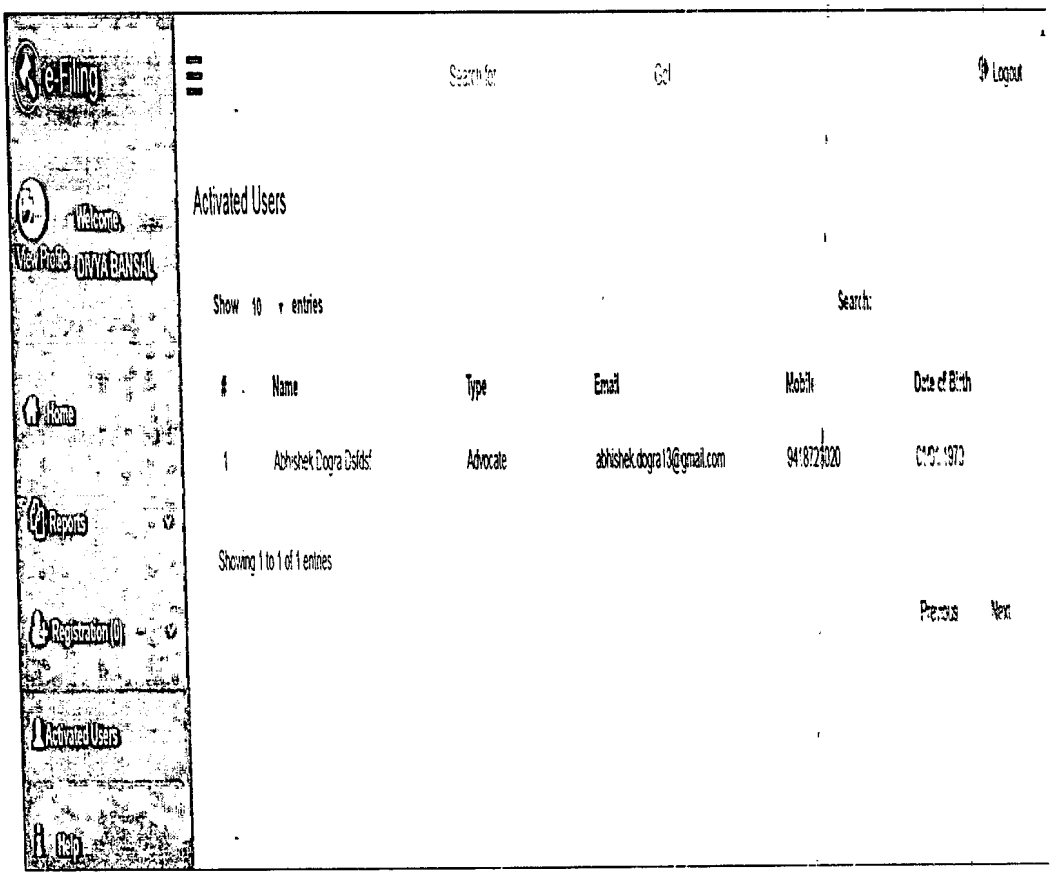
10) REPORTS -> USERWISE EFILING



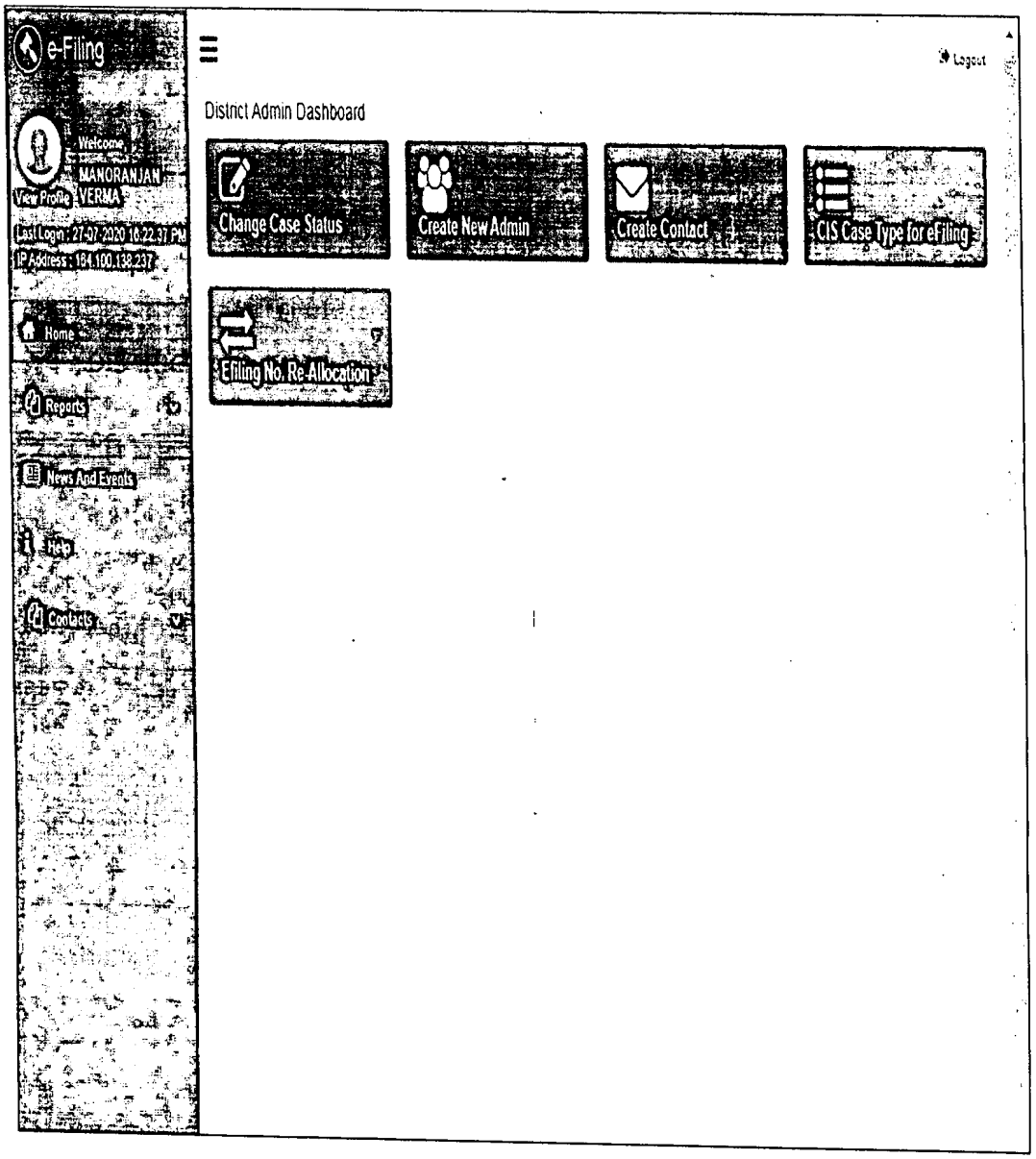
11) REPORTS -> TRANSACTION DETAILS



12) ACTIVATED USERS

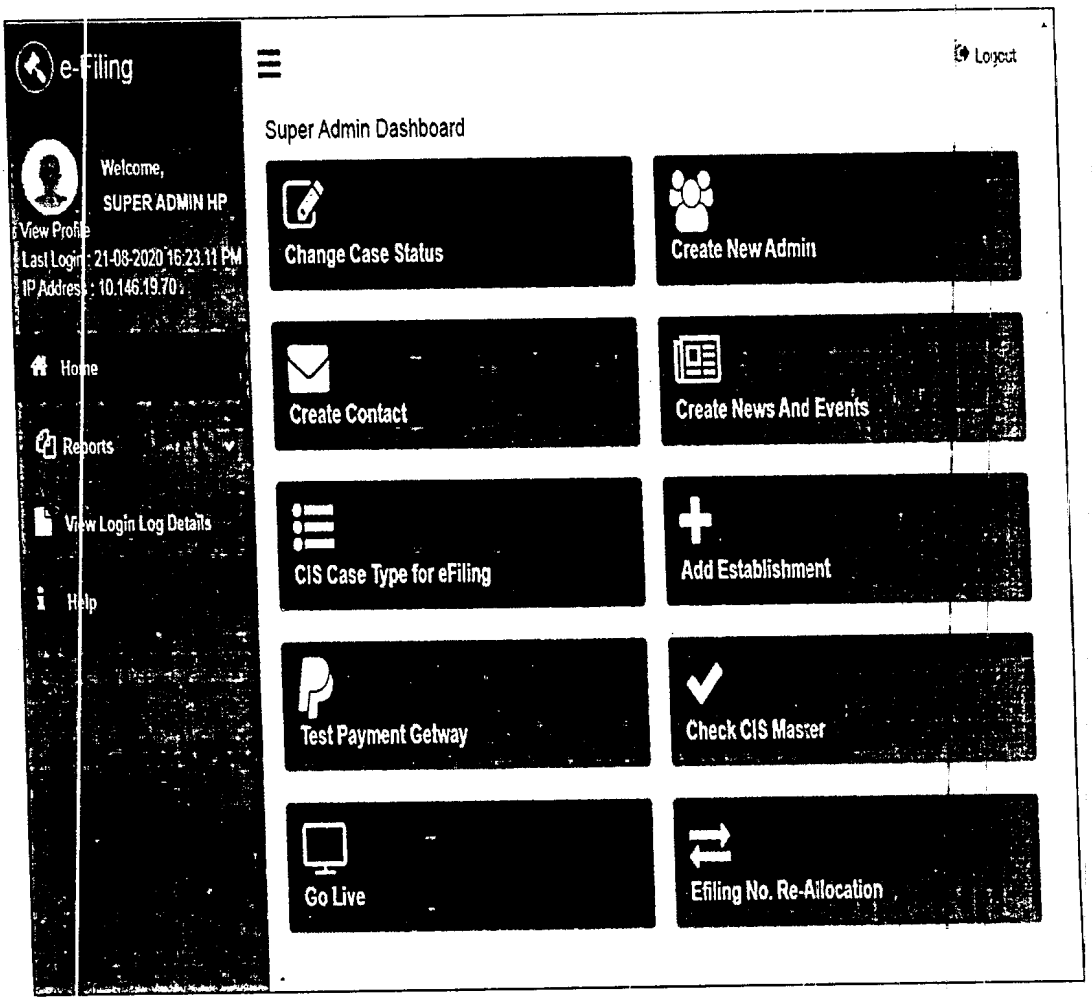


DISTRICT ADMIN(This user is available only For Subordinate Courts)



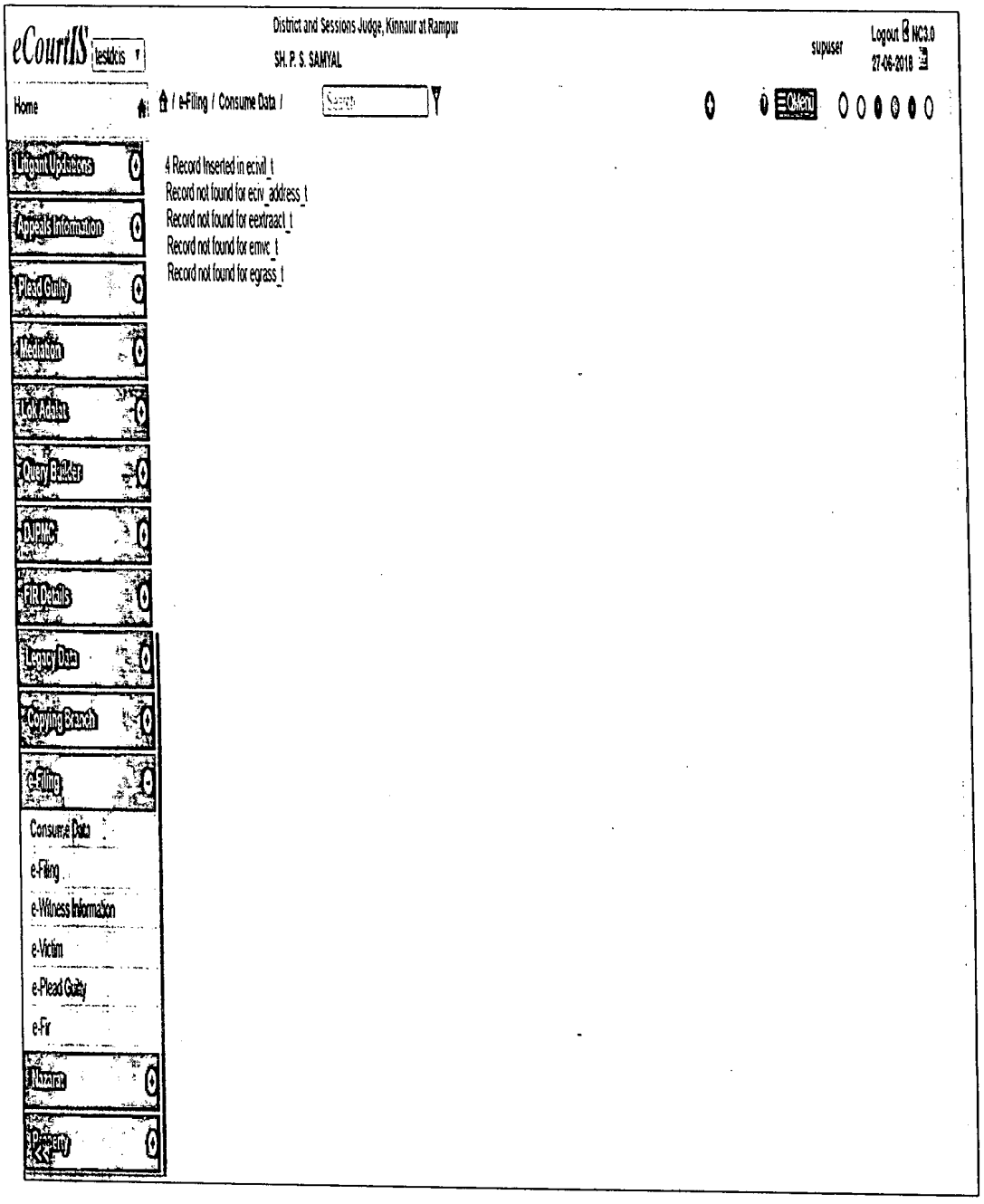
STATE ADMIN

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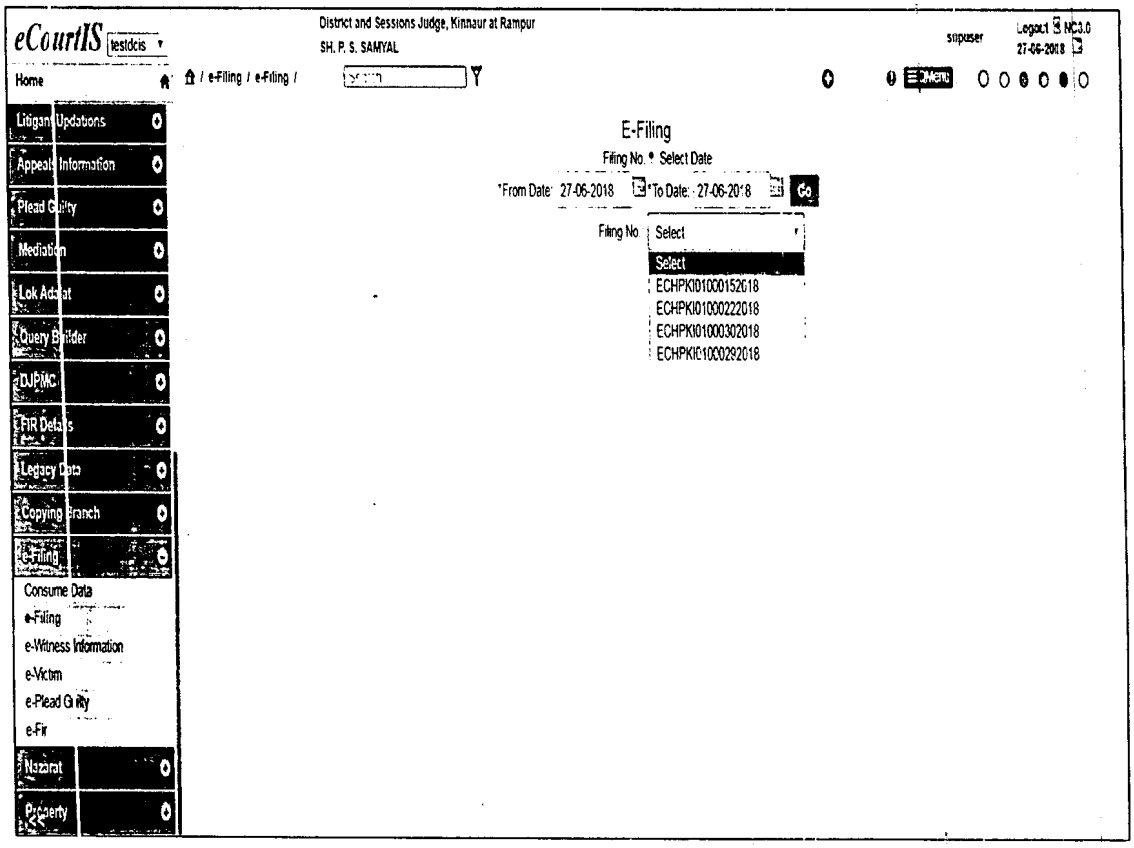
Screenshots of E-Filing after data consumption from CIS

1) CONSUME DATA

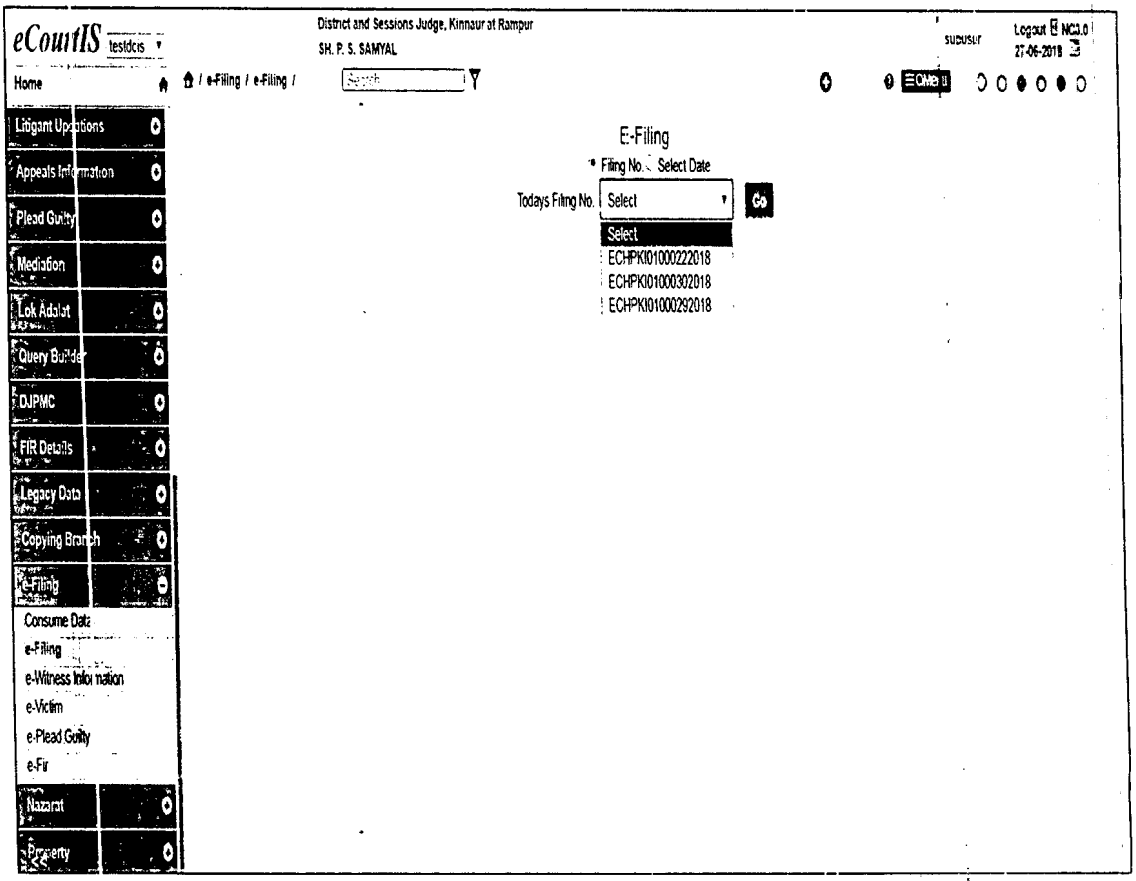


2) E-FILING

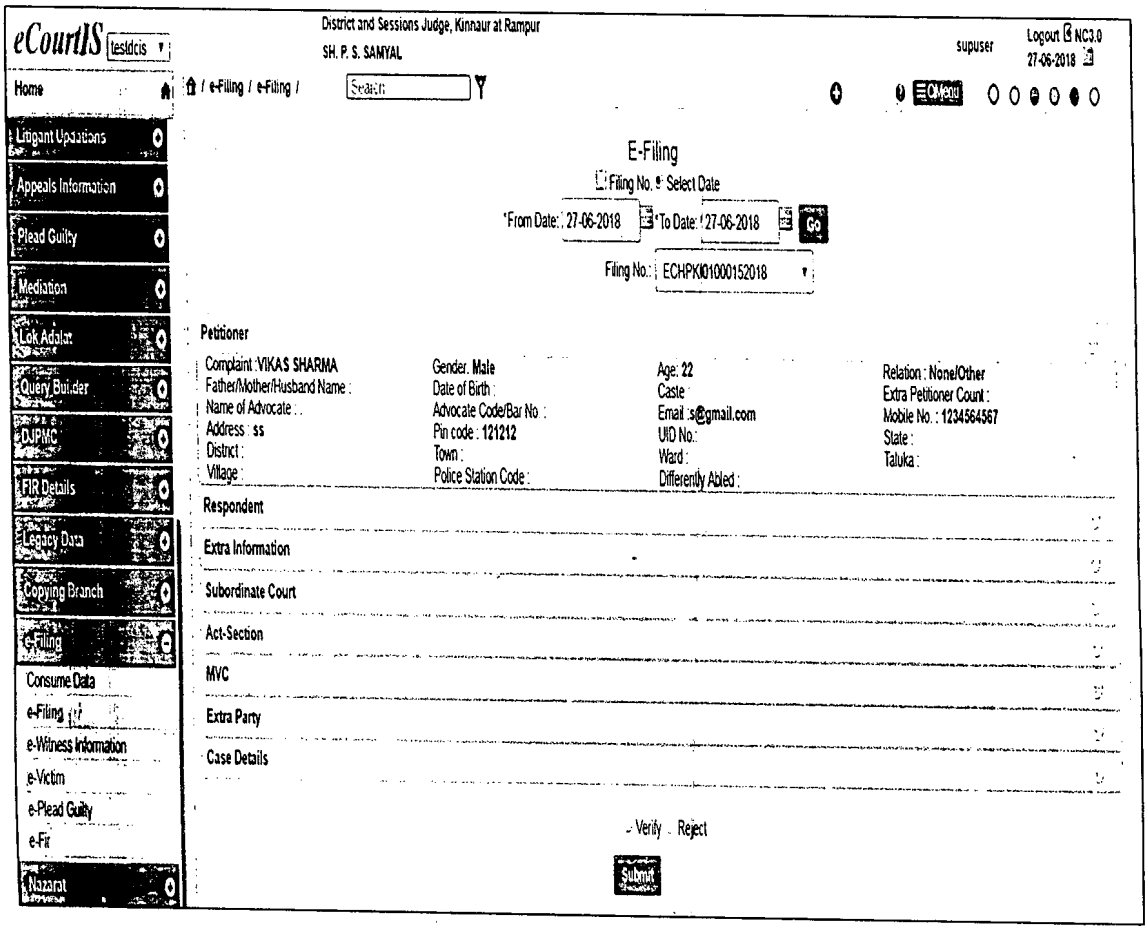
a) Date wise extracting of e-filed cases.



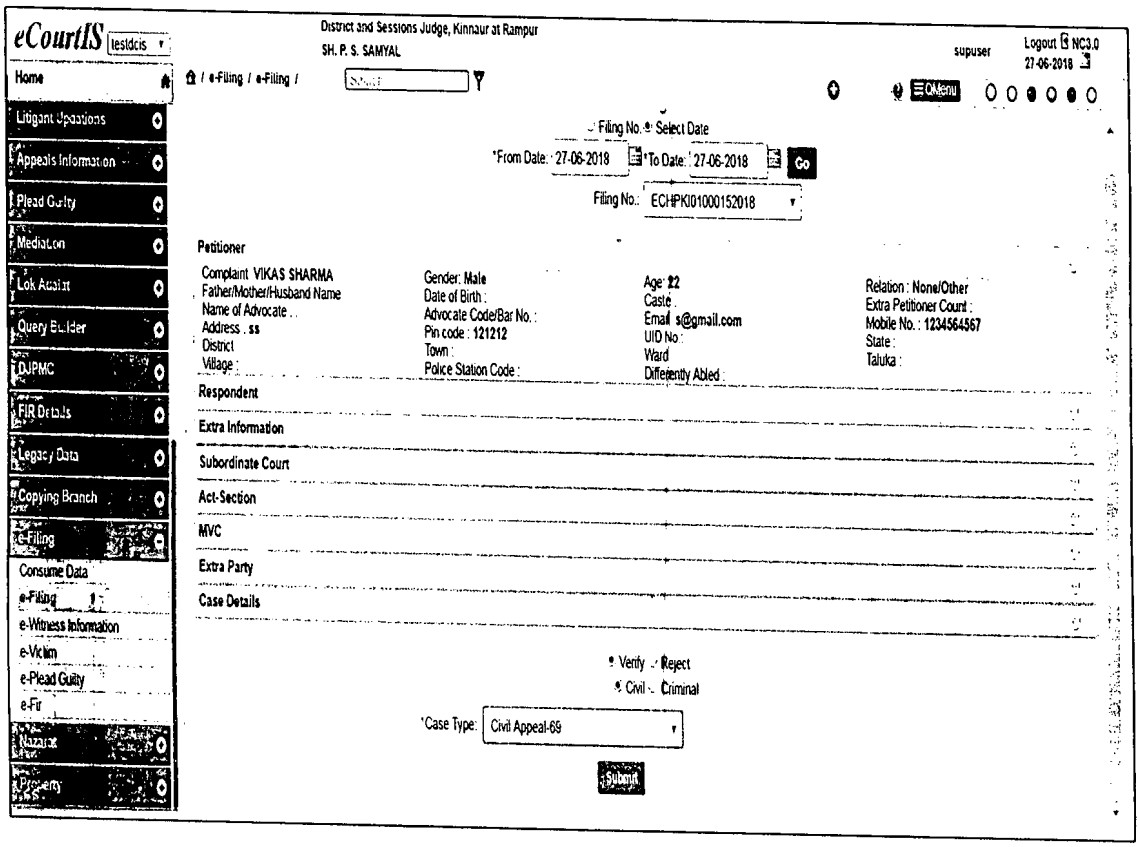
b) Extracting today's e-filed cases



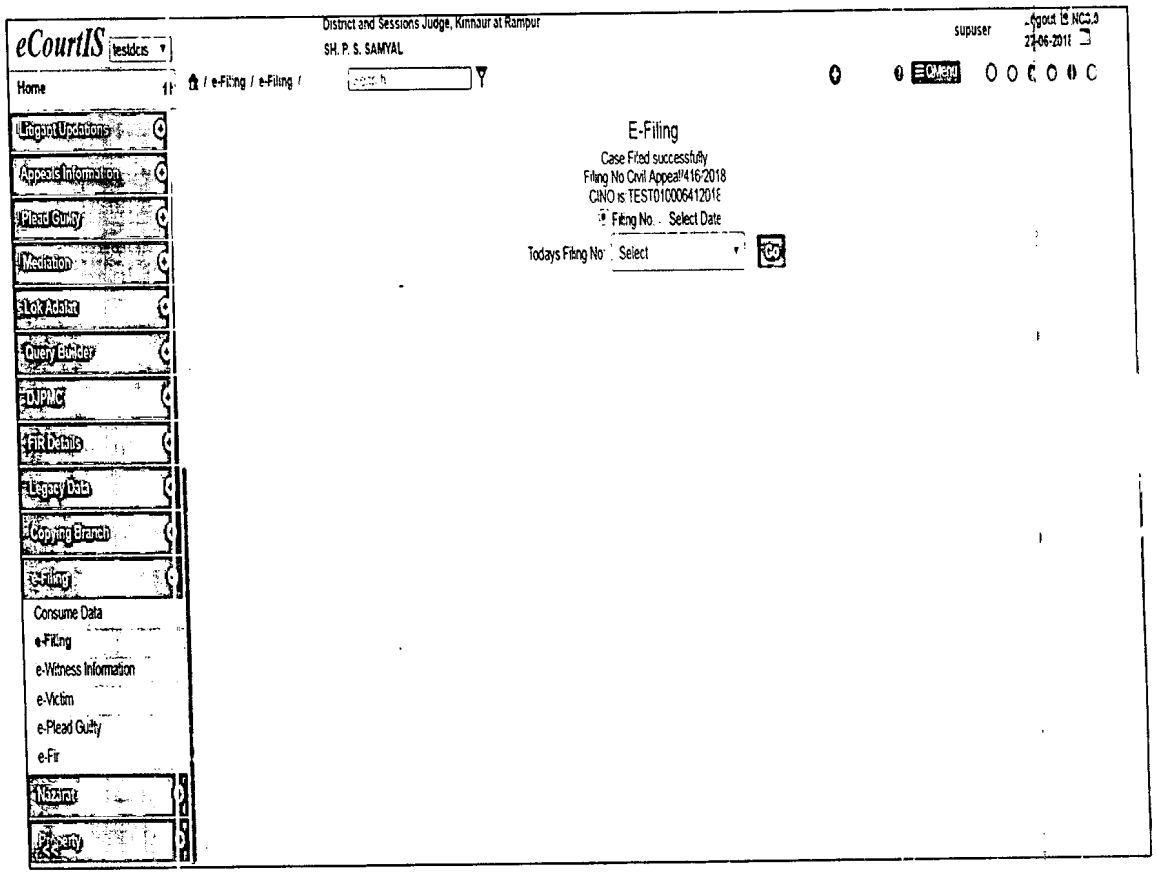
c) Selecting an e-filed case for either verification or rejection



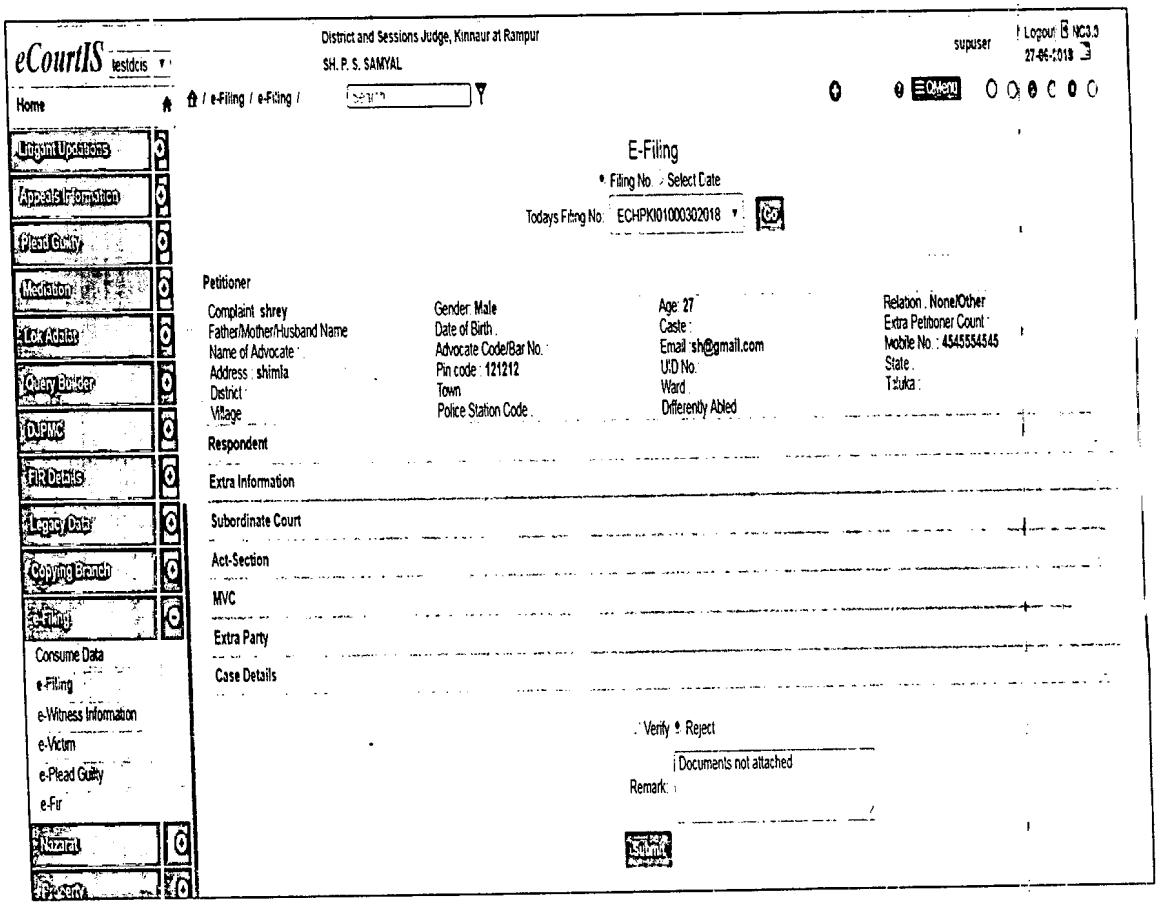
d) Verifying an e-filed case

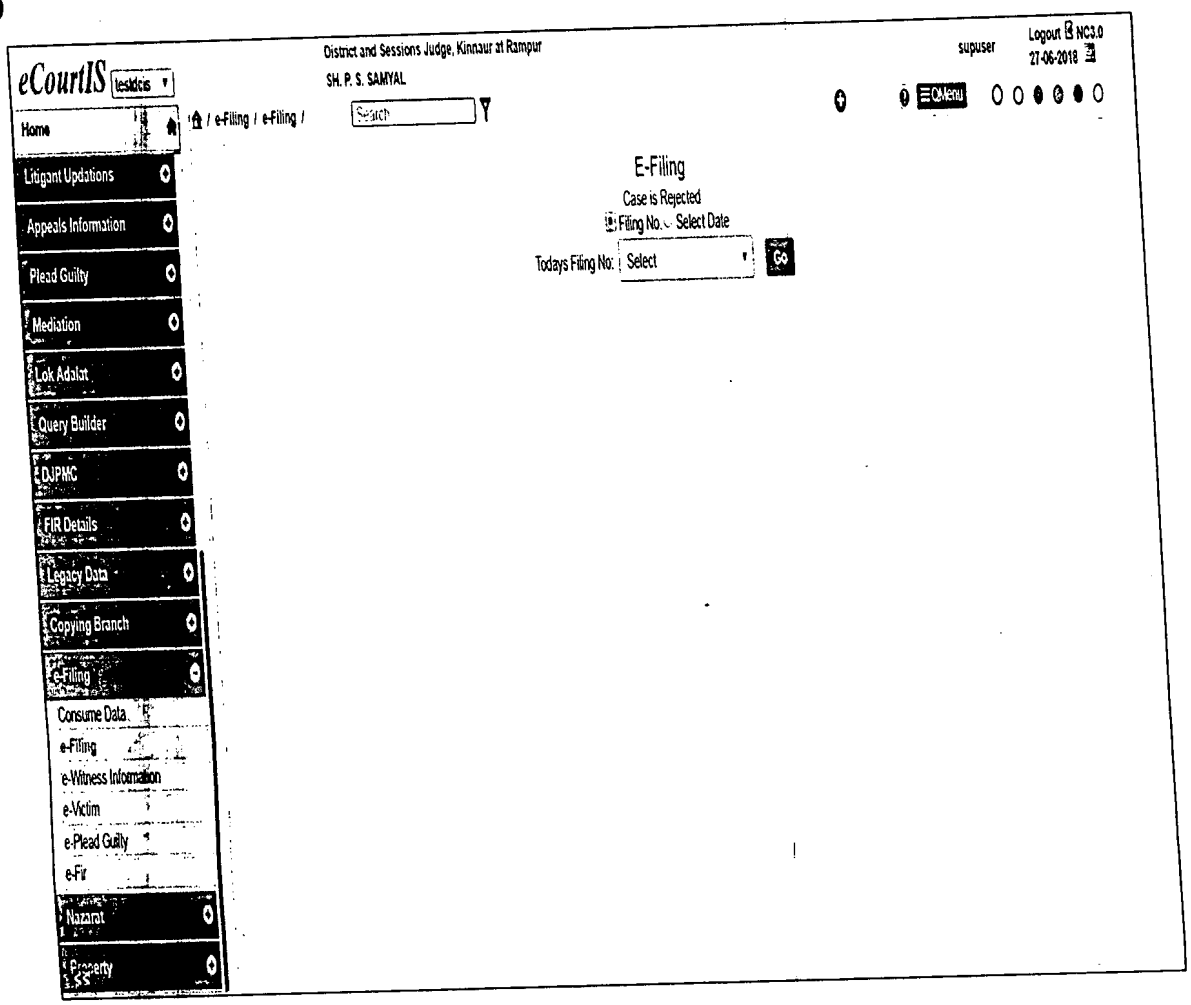


e) Final submission of e-filed case. A filing no is generated in CIS for the e-filed case



f) Rejecting an e-filed case.



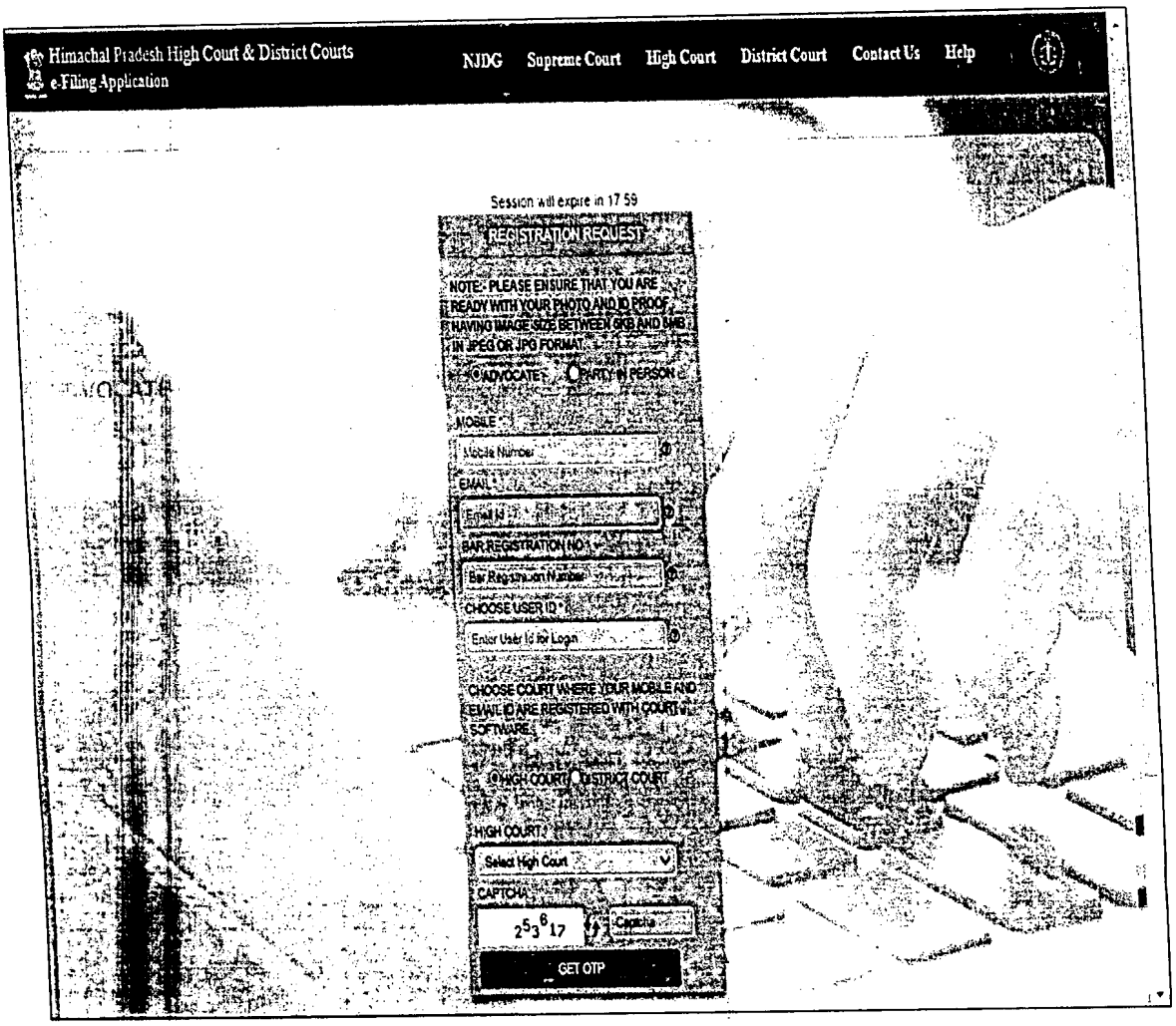

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testdcis
District and Sessions Judge, Kinnaur at Rampur
SH. P. S. SAMYAL
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NC3.0
27-06-2018
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Litigant Updations
Appeals Information
Plead Guilty
Mediation
Lok Adalat
Query Builder
DJPMC
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Legacy Data
Copying Branch
e-Filing
Consume Data
e-Filing
e-Witness Information
e-Victim
e-Plead Guilty
e-Fir
Nazarat
Property
E-Filing
Case is Rejected
Filing No. Select Date
Todays Filing No:
Select
Go

LIST OF DESIGNATED COUNTERS

1. E-Filing counters set up in court complexes from time to time;
2. E-Seva Kendras, wherever set up;
3. Any other designated counters notified by High Court from time to time.

APPENDIX-II

1) ADVOCATE REGISTRATION



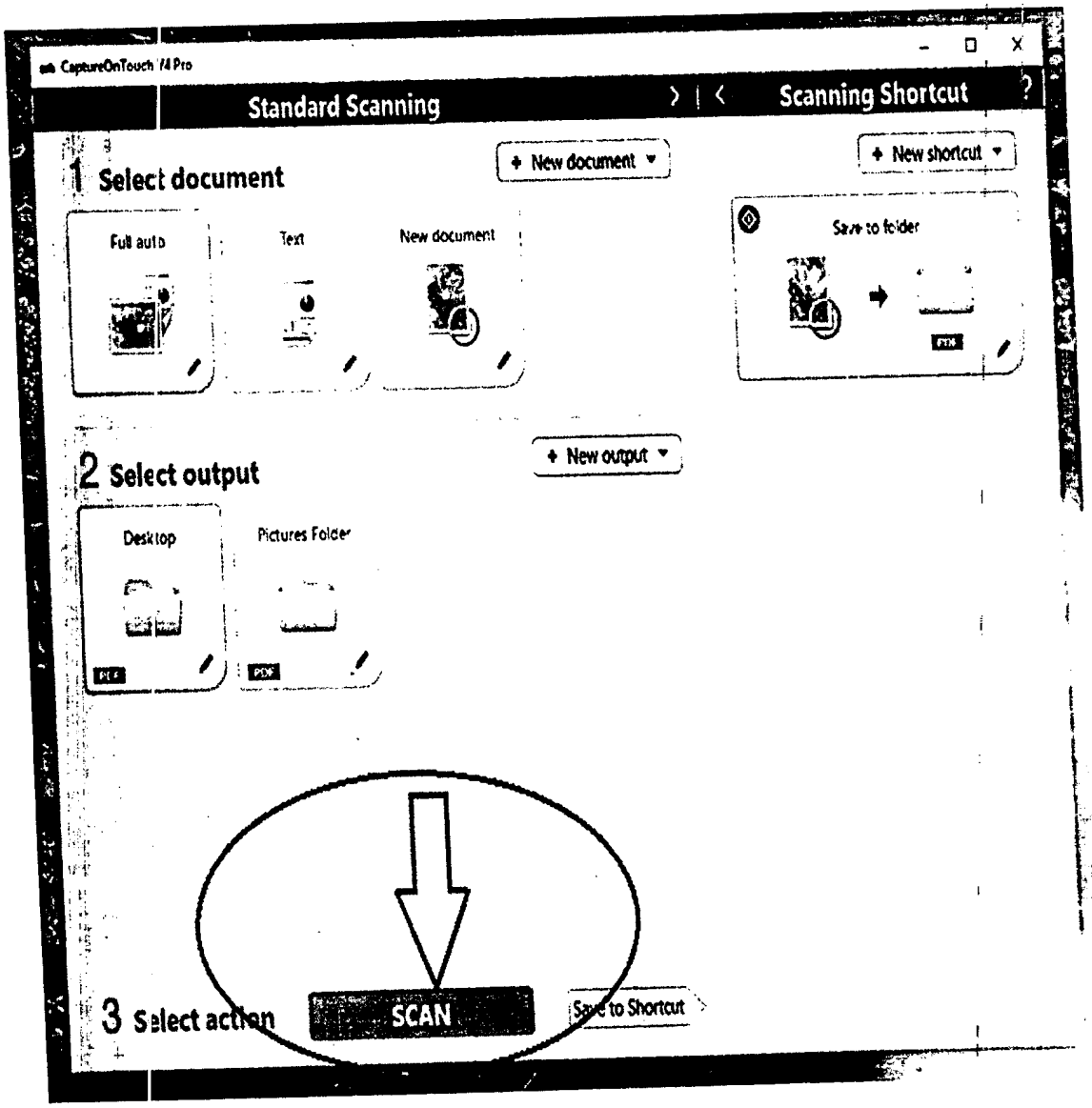
APPENDIX-III

Screenshots showing the procedure for converting a document into an OCR searchable PDF.

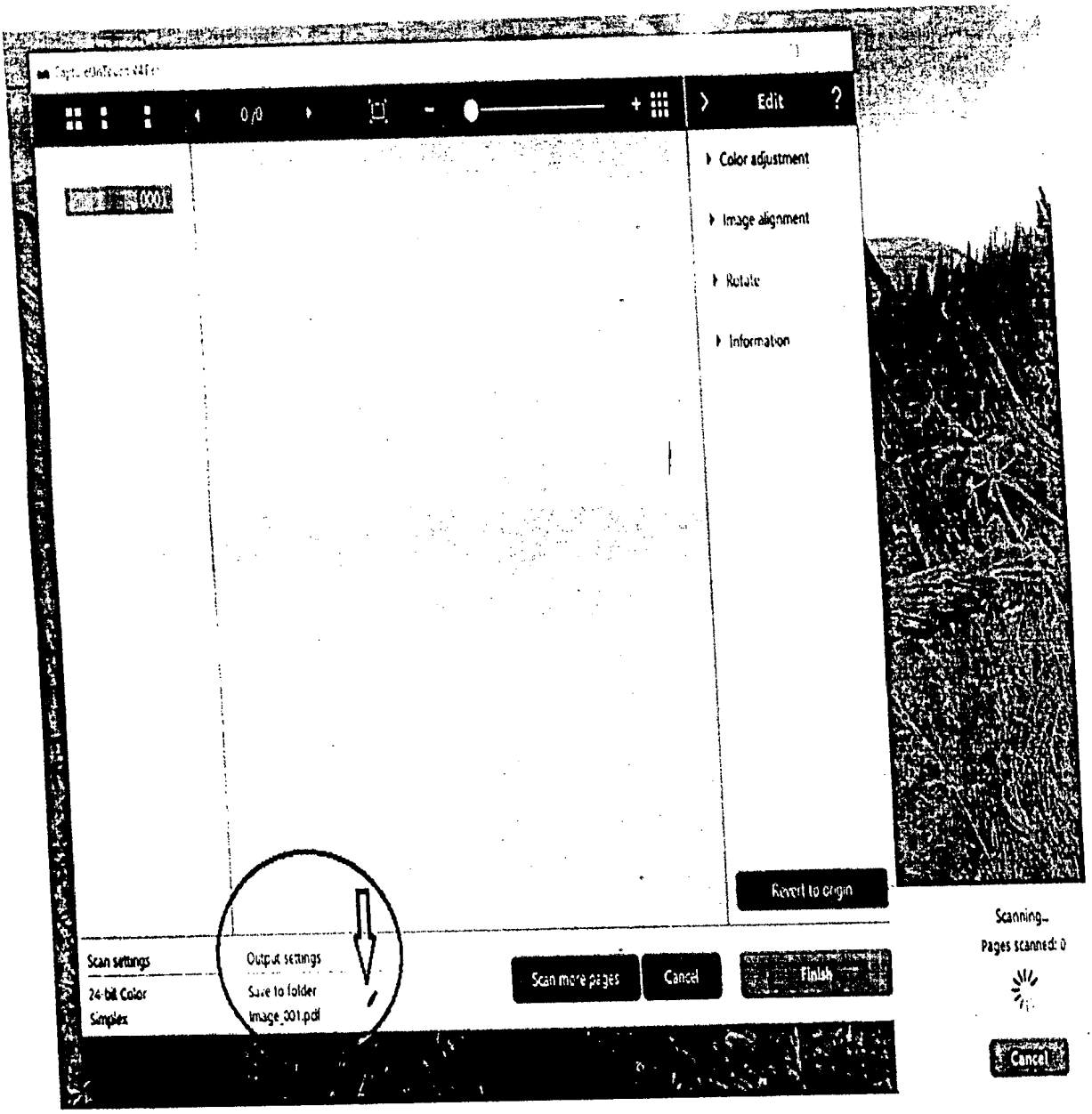
NOTE:A scanner with an option to convert a document into an OCR searchable PDF is required.

STEPS TO CONVERT A DOCUMENT INTO OCR SEARCHABLE PDF(Scanner used for this is : Canon DRF 120)

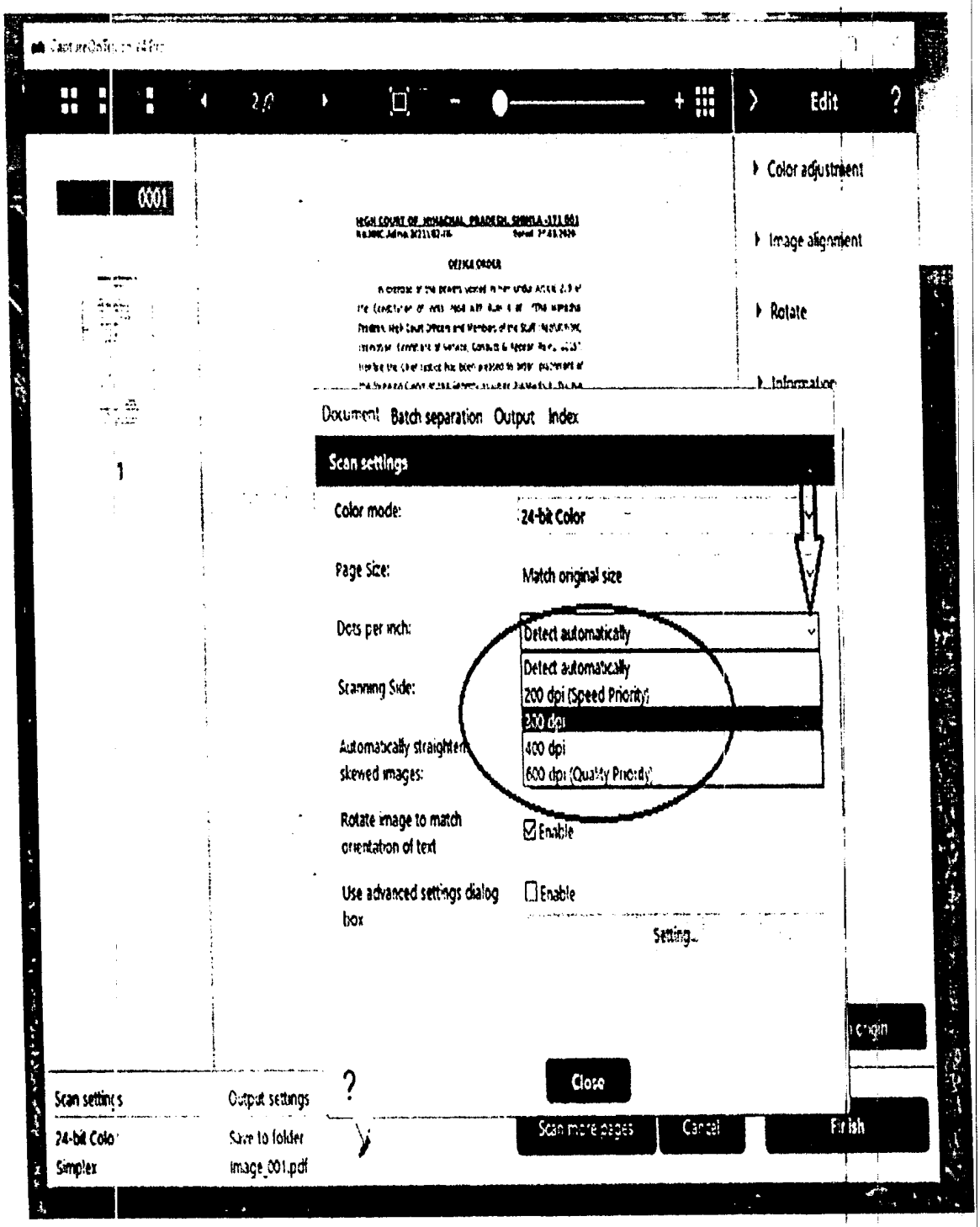
1) Place the document in scanner and click on Scanner ICON in your system to scan the document.



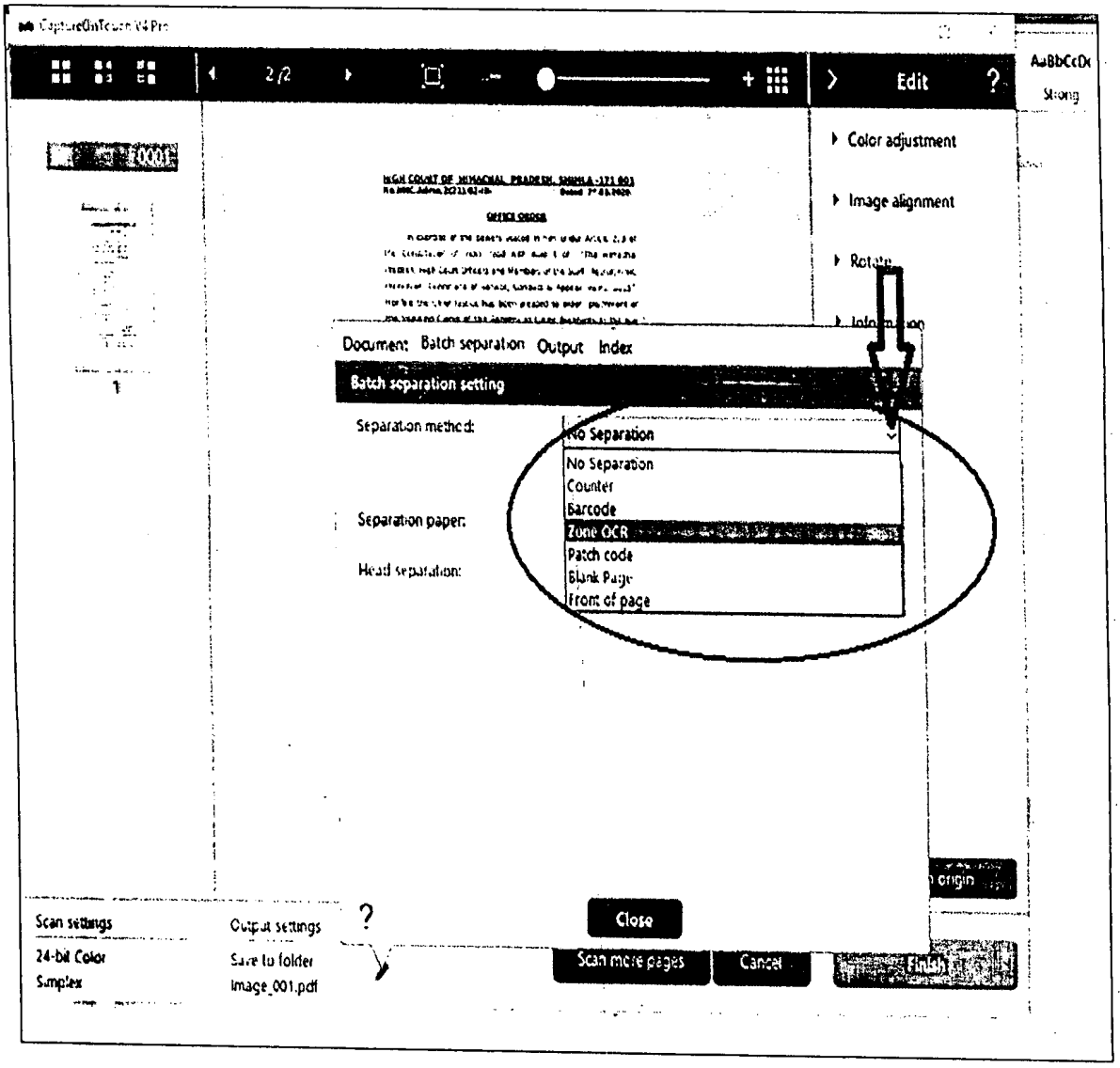
2) Click on the output button to set the settings for converting a document into an OCR searchable PDF.



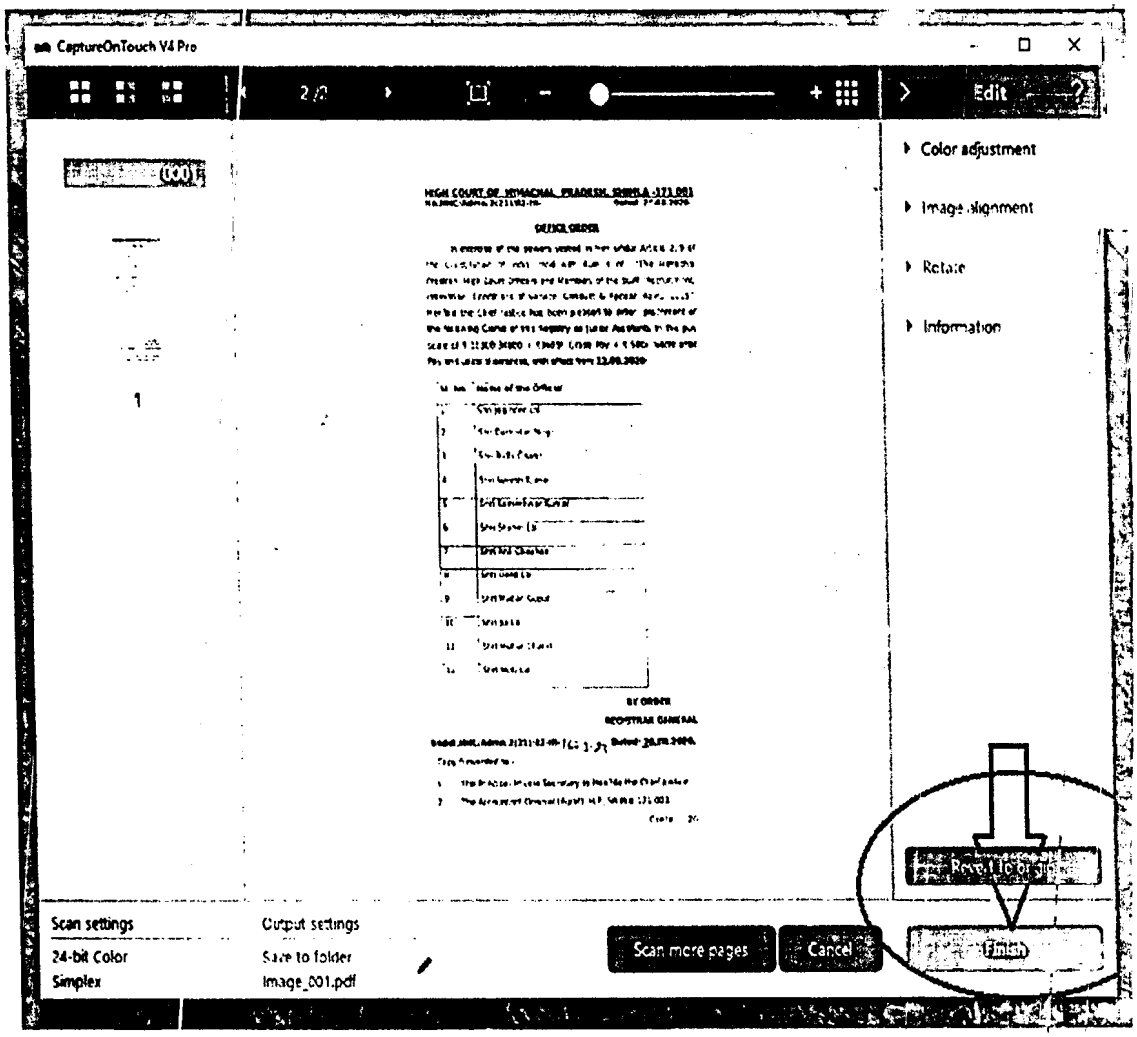
3) Select the option Dots Per Inch to 300dpi.



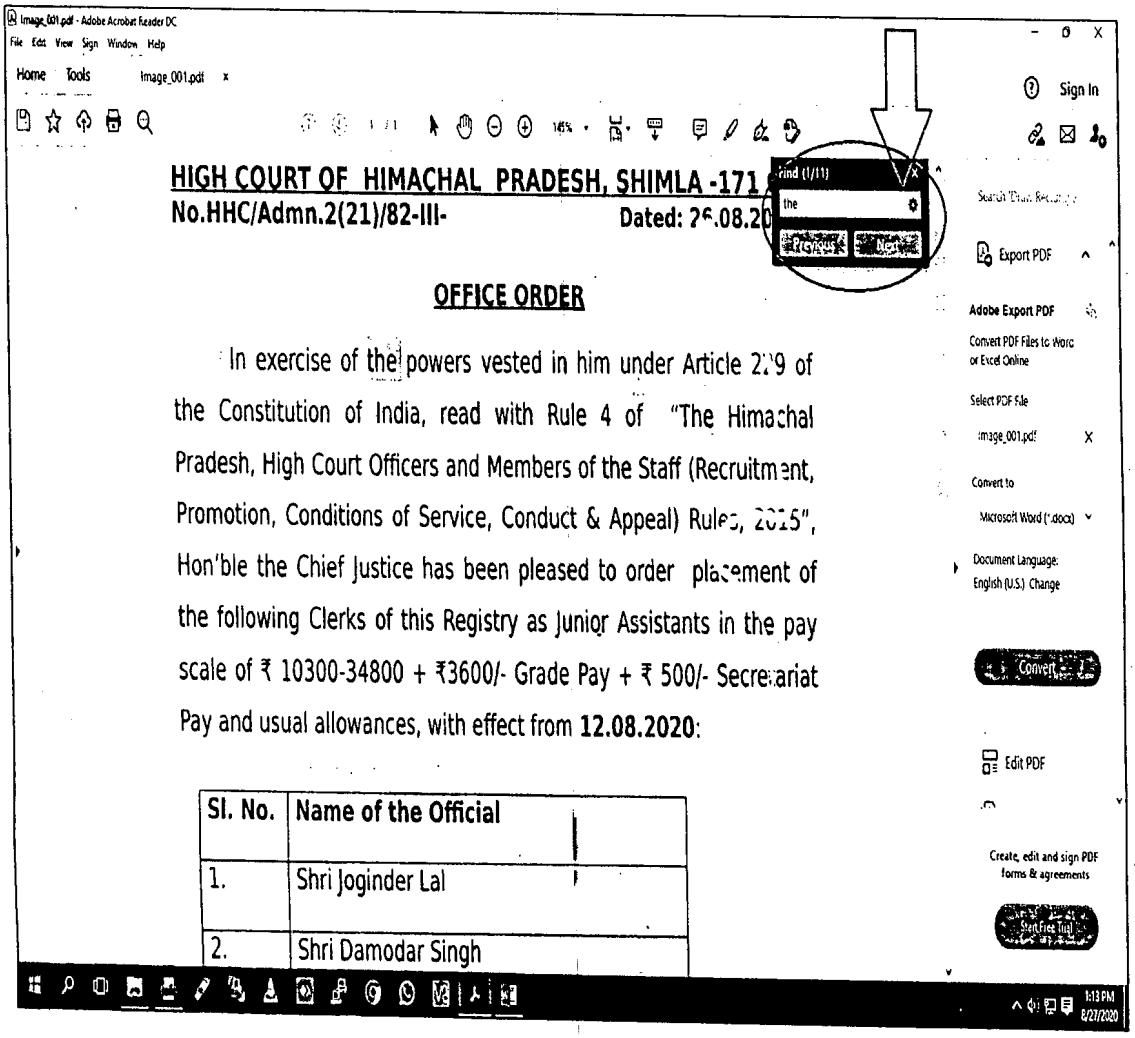
4) Select the option Zone OCR to convert the document into OCR Format.



5) After settings the required option for scanning the document click on finish button.



6) After finishing document is converted to PDF in searchable format as shown below:



HIGH COURT OF HIMACHAL PRADESH, SHIMLA -171
No.HHC/Admn.2(21)/82-III- Dated: 26.08.20

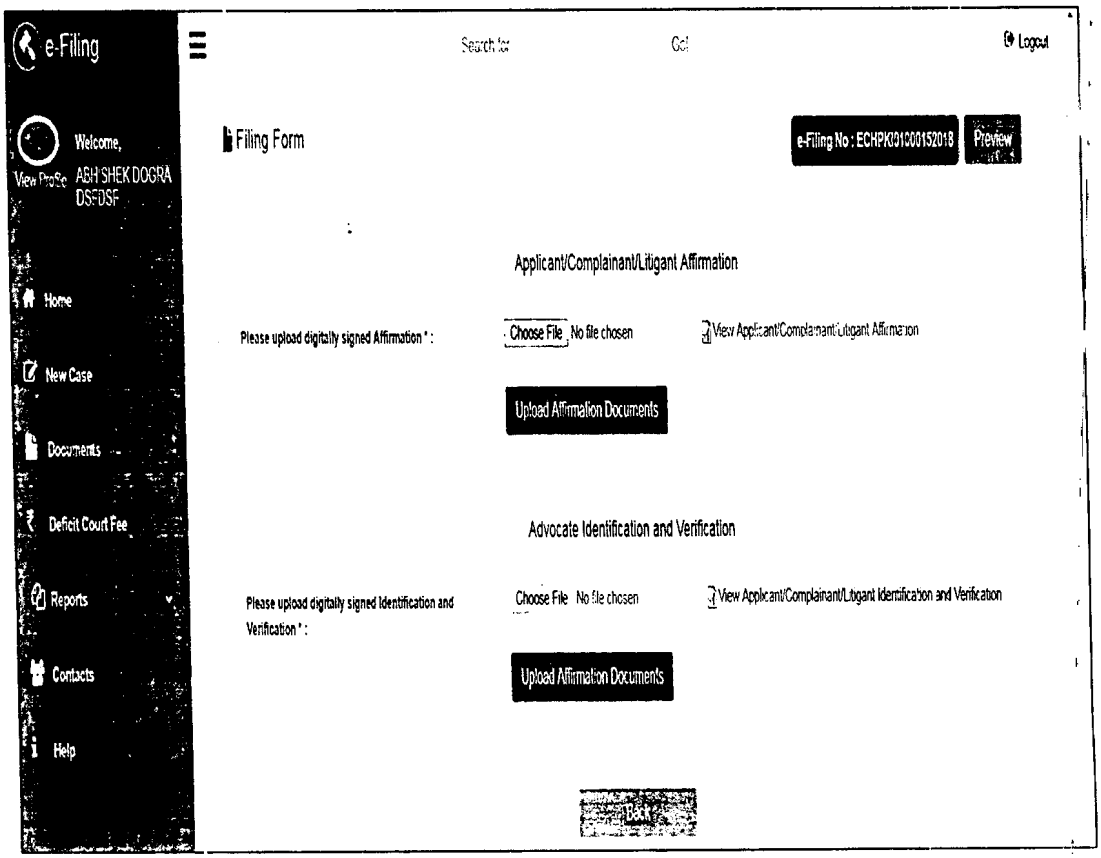
OFFICE ORDER

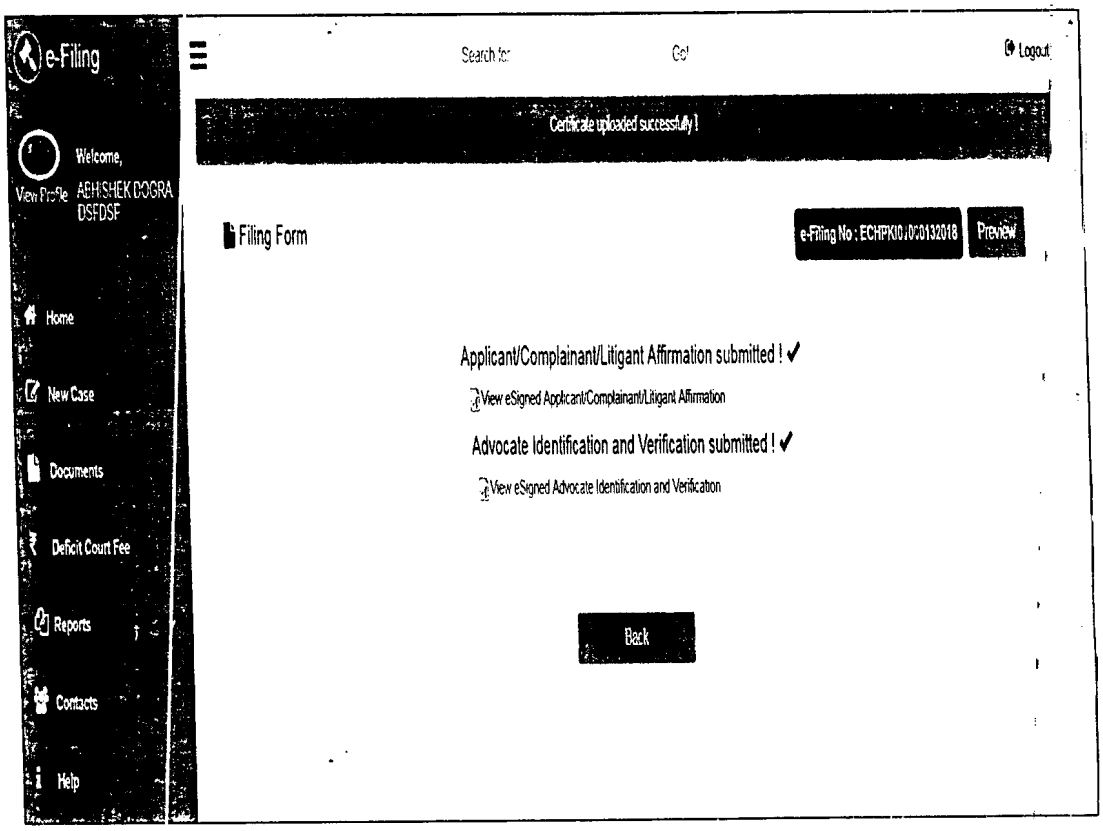
In exercise of the powers vested in him under Article 229 of the Constitution of India, read with Rule 4 of "The Himachal Pradesh, High Court Officers and Members of the Staff (Recruitment, Promotion, Conditions of Service, Conduct & Appeal) Rules, 2015", Hon'ble the Chief Justice has been pleased to order placement of the following Clerks of this Registry as Junior Assistants in the pay scale of ₹ 10300-34800 + ₹3600/- Grade Pay + ₹ 500/- Secretariat Pay and usual allowances, with effect from **12.08.2020**:

Sl. No.	Name of the Official
1.	Shri Joginder Lal
2.	Shri Damodar Singh

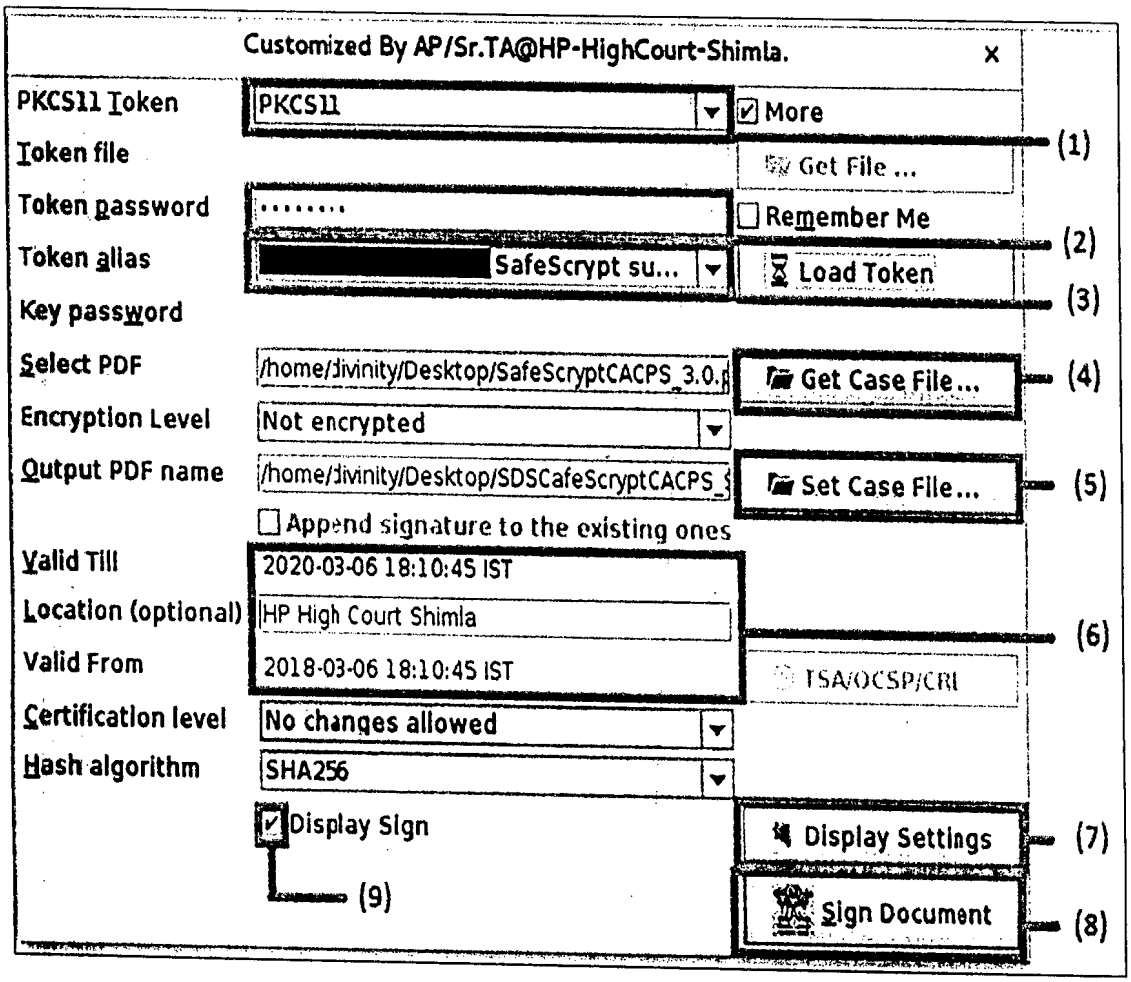
APPENDIX-IV

Uploading of digitally signed affirmations





Screenshot showing the procedure for appending single or multiple digital signatures:-



(1) Select PKSC11 from the dropdown menu.

(2) Type password for token. Default password is '**********'.

(3) Click on 'load token' button and utility will load your alias in the respective field.

(4) Click on 'Get case file' button to select the file which has to be digitally signed.

(5) Click on 'Set case file' button to save file to another location Note:- If left blank, file will be saved at the current location prefixed with '_hphc_signed'.

(6) These three fields show the validity of the token and location. Validity will be filled automatically and location has to fill by the user.

(Note:-'SrNo - (9)'.This checkbox must be checked before setting the position of digital signature.)

(7) Click on the 'Display Setting' tab and a pop up window will appear. Then click on 'Preview and Select' button and then file preview will appear to select where the digital signature is to be placed. One can select the page of his choice and the position too. (Note:-Only one instance of signature will appear on one document)

(8) 'Sign Document' button will initiate the process of signing file digitally. A pop up window of ongoing process will appear with success or failure message.

(Note:-Please check for success message after completion).

APPENDIX-V

Screenshots showing the procedure for book marking

