## Handbook for registration in e-Filing 3.0

**Step 1**: For e-Filing 3.0 portal, the URL is: <u>https://filing.ecourts.gov.in/</u>. The following screen will be displayed.



Step 2: New Advocate registration process (Who doesn't have account in e-filing 1.0)



Advocate will have to click on the "**New user? Register here**". After clicking, the following screen will be displayed. Fill up the following registration form, verify the mobile number through OTP and submit it.

		Registration Form		
		O Advocate 🔷 Litigant 🔷 Clerk		
Bar Registration Detail				
	* State	Select State *		
	* Bar Registration Number	State Code Bar Code Bar Year Verify	* Advocate Name	Enter Advocate Name
	Gender	Male Female Other	Date of Birth	Enter Date of Birth
Ordinary Place of Practice				
ordinary place of plactice		O District Court High Court	* State	Select State *
	* District	Select District *		
Contact Details				
	* Mobile Number (+91)	Enter Mobile Number	* Email	Enter Email
Choose Password				
	* Password		Confirm Password	
	14530014	Enter Password	committassiona	Enter Confirm Password
OTP Verification				
	Mobile Number	Get OTP	* Enter OTP	Enter OTP

**Note:** Advocate who already has an account in e-Filing 1.0, they can login in e-Filing 3.0 portal through their old existing registered Mobile no, email id and old password (User ID of e-Filing 1.0 will be invalid for e-Filing 3.0)

**Step 3**: After registration, Advocate will login by using username (Unique ID, Mobile no, Email id and Bar no) and password. The following screen will be displayed.

20 Pr	ofile Details 🛛 🗳 Verify Mobile/Er	nail			
		Personal Deta	ails		
	Litigant Name	Rajeev Kanaujia			
	Gender	O Male Female Other	Date of Birth	Date of Birth	
-		Contact Deta	iils		
	Address	Address	State / UT	DELHI	•
			District	Select an Option	*
	Pin code	Pin code	Landline No. with STD c	Other Contact Number	
		I wish to appear as Party in Person in my Case.			

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

Profile Details 🕅 Update Practice Locations	I Upload Documents
Verify Mol	bile Number / Email
Mobile Number 9422344551	乱 Edit
 Email ranjitchavan@gmail.com	C Get OTP
Enter OTP Enter OTP	E verity OTP
Le Submit Le Reset	

**Step 5**: After verifying email id, Advocate needs to upload documents. If an Advocate fails to upload the documents within 3 days of registration, his/her registration will be rejected automatically.

A Profile Details	Update Practice Locations	tions - Portfolio -	1 Upload Documents	Record Oath		
		Uplo	ad Documents			
	Bar	Registration Certificate	Choose File No file chosen	Choose file		
		Photo ID	Choose File No file chosen	Choose file		
		Address Proof	Choose File No file chosen	Choose file		
		× Can	cel 土 Upload			
	Fil	e should be in .pdf,. jpg, .jpeg	, .png and file should be less t	nan 10 MB.		
		Veri	fy Documents			
Sr. No.	Document Name		Verification Type		Action	

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## Note:

- Documents will be verified through the concerned authority. It will take 2-3 working days to verify the credentials submitted by the Advocates.
- Due to any reason, if the registration of advocate is rejected by the concerned authority. Advocate will receive information on registered email id or rejected reason/ message will be shown in red color after login in the e-Filing 3.0 portal.

÷		Sign In				
	eFiling Services: efiling Registration Inbox ×	User rejected by NJDG CPC, Document not upload plz upload document please register again.				
-	eCourts <ecourts-ail@indiancourts.nic.in> to ranjitchavan@gmail.com ▼</ecourts-ail@indiancourts.nic.in>	Select State Rajasthan ~				
	Dear ranjit,	Advocate Litigant Ocov. Pleader Clerk Username (Username is not case sensitive) Bar Code/Email/Mobile/Unique Code Password (Password is case sensitive) Enter Password Show Password				
	You are rejected by admin for efiling 3.0 for following reason Document not upload plz upload document. Regards,					
	eFiling Team. https://filing.ecourts.gov.in/					
	( Reply ( Forward	z8vm6c (Cogin) C Enter Captcha Login) Reset New User ? Register here				

- If the registration of advocate is rejected, then he/she has to re-register.
- Advocate cannot use facility of e-Filing 3.0 portal till the concerned authority verify the uploaded documents of the advocate.

## For more information, Advocates can read Manuals, FAQ and watch Video Tutorials.

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