

# **STANDARD OPERATING PROCEDURE**

## **[FOR E-FILING OF CHARGESHEET]**

1. The Authorized Representative of Police Station/Investigation Agencies concerned shall register themselves in e-filing Portal (<https://efiling.ecourts.gov.in/tn>) through the Party in Person option.
  1. First Name should be the Designation (i.e., ***Inspector of Police/Sub Inspector of Police***)
  2. Last Name should be the Police Station Name (i.e., ***Adyar Police Station***)
  3. Mobile Number should be the Official mobile number of the Police Station.
  4. E-Mail ID should be the Official e-mail ID of the Police Station. (i.e. **CCTNS Email ID**)
2. The Authorized Representative of Police Station / Investigation Agencies should upload clear Photograph and Department ID Proof in e-filing portal for the user registration.
3. Upon approval of the User Registration request, the Officer of the Police Station concerned would be enabled to file the Chargesheet through the e-filing portal.
4. The Police Officials should login to the e-filing portal (<https://efiling.ecourts.gov.in/tn>) and file the case relevant details under the different information tabs (viz., ***Petitioner, Respondent, Extra Information,***

*Extra Party, Case Detail, Act-Section, Main Matter, Police Station, Sign Method, Upload Document and Affirmation*) to complete the filing process.

5. Under the Petitioner tab, the Organization checkbox should be selected and the Organization Name has to be kept as “**State of Tamil Nadu Rep by XXXXX PS**” and all other details of Accused Person viz., Name of the Accused, Mobile Number(s), email ID should be entered in the E-Filing Portal under the Respondent tab & Extra Party tab accordingly.(i.e. A1 should be entered in Respondent Tab and the other accused persons should be entered in extra party tab)
6. While filing of Referred Charge Sheet / Action Drop Chargesheet, the Case Type viz., **RCS** should be selected in e-filing portal.
7. The Hide Party must be selected under case detail tab, while filing cases related to offences against women and children (i.e., POCSO, Mahila Court Cases etc.,)
8. All the Annexures of the Chargesheet including FIR, Remand Report, Viscera Report, Postmortem certificate, shall be scanned with an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a PDF document. The Hand written documents should also be scanned in the same image resolution and uploaded.
9. Apart from the charge sheet, all other papers (example : Remand report, Arrest memo, Form 91, Form 95 etc.) already sent to the Court should be scanned with

an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a searchable PDF document and should be uploaded.

10. Chargesheet and its annexure(s) should be uploaded as separate documents along with their captions in the e-filing Portal.

11. The Photograph images/unclear images of documents will not be accepted.

12. The Registry shall communicate the objections/return/queries (**if any**), regarding the filed Chargesheet through email/SMS/e-filing Portal Dashboard.

13. In case of any defect pointed out by the court concerned, the Investigation Officer concerned should rectify the defect and re-present the rectified version only through the e-filing portal.

14. Upon rectification of Defects/Objection, the Court concerned shall approve the Charge sheet for the registration process and the Case Number will be generated for the respective Chargesheet and the status of same will be informed through email/SMS/e-Filing Portal Dashboard.

15. Once the final report is registered/taken cognizance, the Investigation Officer concerned should submit the required number of copies to the court concerned, as per the Criminal Rules of Practise 2019, for the purpose of supplying it to the accused.