

Dis.No. 14221/2023/Comp.

O/o the City Civil Court
Chennai-600 104.
Dated: 22.12.2023

CIRCULAR

Sub: e-filing – Instruction to Advocates regarding filing of cases through e-filing portal- Reg

It is hereby informed to follow the below mentioned instructions related to e-filing of cases

1. Indexing of uploaded documents in e-filing portal is mandatory while filing cases
2. Memo of Valuation of Court fee should be uploaded without fail
3. Copies of the documents to be issued to Defendants/Respondents should be submitted to the court on the first hearing date

Note: For any update, kindly check the official website - <https://chennai.dcourts.gov.in/>

Sd/-S.Alli
PRINCIPAL JUDGE

To,

All Advocates practicing in
Chennai District Judiciary