

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**

<p>Short Title, Applicability and Commencement</p>	<p align="center">1</p>	<p>These Rules shall be called "Electronic Filing (e-Filing) in the High Court and District Courts of Himachal Pradesh Rules, 2022".</p> <p>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.</p> <p>These Rules shall come into force from the date of publication in the Himachal Pradesh Rajpatra.</p>
<p>Preface</p>	<p align="center">2</p>	<p>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.</p>
<p>Definitions</p>	<p align="center">3</p>	<p>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.</p> <p>2. "Administrator" means the Registrar (IT) or an officer appointed by the Chief Justice for administering and dealing with</p>

	<p>matters connected with or relating to e-filing.</p> <ol style="list-style-type: none">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
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		<p>applicant(s).</p> <p>13. "Pleadings" means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.</p> <p>14. "PDF" means an electronic document filed in a portable document format.</p> <p>15. "PDF/A" means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.</p> <p>16. "Registry" means the Registry of the Court.</p> <p>17. "Statement of Defence" means and includes written statements, replies, counter affidavits and additional or supplementary affidavits.</p> <p>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.</p> <p>19. "Third Party" means and includes any person or entity seeking to become a party or to intervene in an Action.</p> <p>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.</p>
<p>General Instructions</p>	<p>4</p>	<p>1. Online e-filing shall be made by visiting the web portal of the Court, namely: https://www.hphighcourt.nic.in/</p> <p>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</p>

		<p>person from their home, office or other remote location in the manner provided in these Rules.</p> <p>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.</p> <p>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.</p>
<p>Steps for Registration</p>	<p>5</p>	<p>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.</p> <p>(i) Advocates</p> <p>(a) Should visit the web portal (https://www.hphighcourt.nic.in) to view the form.</p> <p>(b) Click the registration link.</p> <p>(c) Fill the form with requisite details.</p> <p>(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).</p> <p>(ii) Litigants in person</p> <p>(a) Should visit the web portal (https://www.hphighcourt.nic.in) to view the form.</p> <p>(b) Click the registration link.</p> <p>(c) Fill the form with requisite details.</p> <p>(d) Submit the filled up form along with the self attested copy of any identity document issued by the Government (in PDF format only).</p> <p>2. Litigants in person shall submit an affidavit/undertaking that they have not</p>

		<p>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.</p> <p>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.</p>
Frame of Pleadings	6	<p>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).</p>
Formatting	7	<p>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:</p> <ul style="list-style-type: none"> • Paper size: A-4 • Top Margin : 2 cm • Bottom Margin : 2 cm • Left Margin : 4 cm

		<ul style="list-style-type: none"> • 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. <p>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.</p> <p>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 procedure 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.</p>
Digital Signatures	8	<p>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 signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.</p>

		<ol style="list-style-type: none">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	<ol style="list-style-type: none">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:<ul style="list-style-type: none">• A quotation mark (")

		<ul style="list-style-type: none"> • 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. <p>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.</p>
Payment of court Fees/ Other Charges	10	<p>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.</p>

<p>Retention Originals</p>	<p>of 11</p>	<ol style="list-style-type: none"> 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:- <ol style="list-style-type: none"> (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
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		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	<ol style="list-style-type: none"> 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

		<p>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).</p> <p>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.</p>
General Caution	20	<p>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.</p>

BY ORDER OF THE

HIGH COURT OF HIMACHAL PRADESH
REGISTRAR GENERAL

Endst.No.HHC/Rules/E-filing-2019-

Dated: 27.7.2022

20900-12.

Copy forwarded for information to:

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

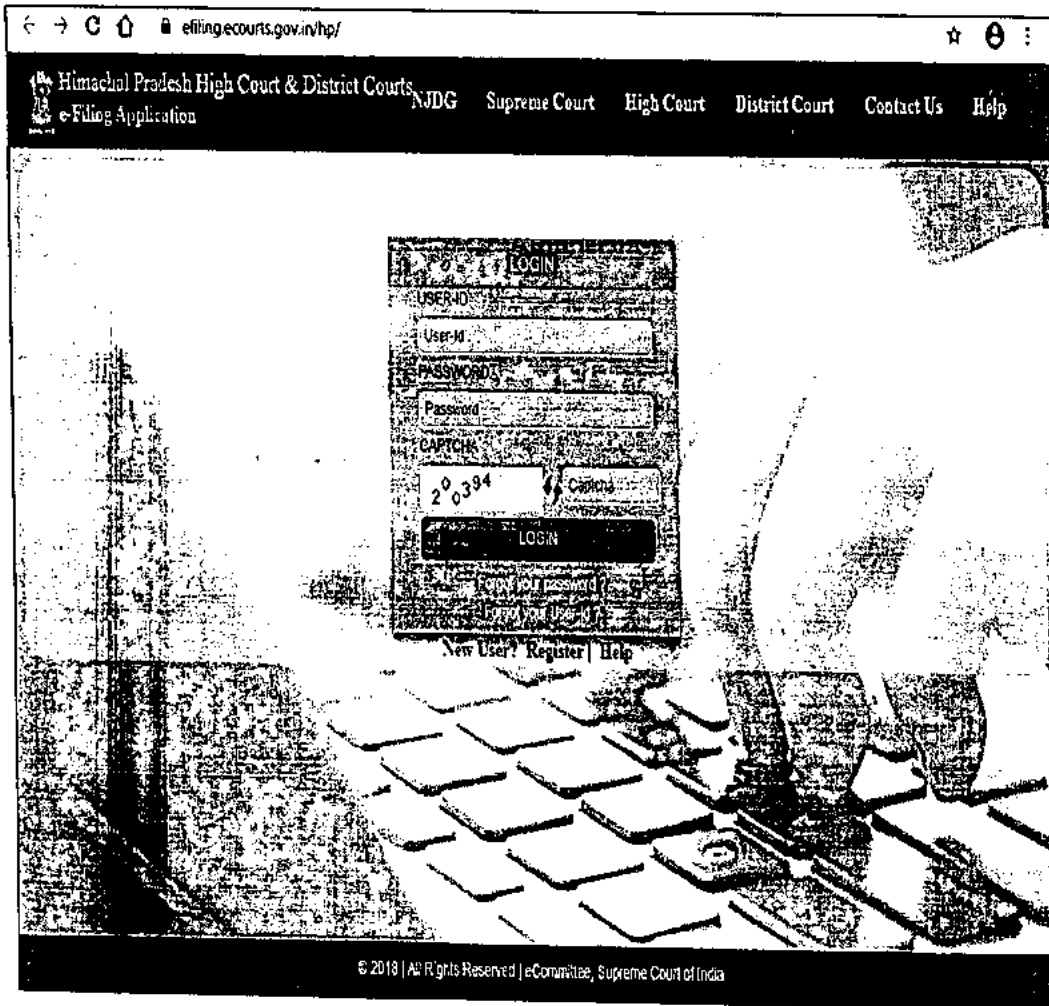
- 2) The Secretary(ies) to Hon'ble Judges High Court of Himachal Pradesh, Shimla - 171 001.
- 3) The Additional Chief Secretary (Home) to the Government of Himachal Pradesh, Shimla -171002.
- 4) The Advocate General Himachal Pradesh, Shimla -171001.
- 5) The L.R.-cum-Principal Secretary (Law) to the 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



LOGIN FOR ADVOCATE

1) PROFILE

The screenshot shows the user profile page for Abhishek Dogra. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Reports, and Contacts. The main content area displays the user's name, email, mobile number, and address. A 'Change Password' link is visible next to the profile picture.

Profile

Abhishek Dogra dsdsf

Email Id : abhishek.dogra13@gmail.com

Mobile # : 911872302013

Other Contact # :

Address : HAZARAT PRADRESH HIGH COURT,
City - SHIBHOLA, Pincode - 110045

Change Password

2) DASHBOARD

The screenshot shows the user's dashboard with various metrics and case status. The left sidebar is the same as in the profile view. The main content area is divided into 'My e-Filing Status' and 'My Cases' sections.

My e-Filing Status

Draft	5	Waiting Acceptance	7	Not Accepted	1	Deficit Court Fee	0
Defective	0						

My Cases

e-Filed Cases	0	e-Filed Documents	0	Deficit Court Fee	0	Rejected Cases	0
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3) FILING OF NEW CASE

e-Filing

Welcome
Aadhaar Enabled e-Service (AAEDS)

Home

New Case

Case Search

Case Court Fee

Reports

Complaints

Help

Search for Go

New Case : Where to file

State * :

District * :

Court Establishment * :

• CIVIL CRIMINAL

Matter Type * :

Case Type * :

Is MACP Matter * : Yes No Is chosen case type a MACP -- Actor Accident Claim Petition.

Documents will be signed by * : Aadhaar Digital Token

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents signed by token. Otherwise you have to eSign by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change it later during filing of this case.

e-Filing

Welcome
Aadhaar Enabled e-Service (AAEDS)

Home

New Case

Case Search

Case Court Fee

Reports

Complaints

Help

Filing Form

Petitioner Requester Email/Notification Act Section Extra Party Upload Documents

Organization Details: Email * :

Parent / Complainant * : Mobile * :

Relation * : Father Mother Husband None/Other

Relative Name: Address * :

Date of Birth: District:

Age * : Taluka:

Gender * : Male Female Other Town:

Region: Ward:

Case: Village:

Police Station Code: Pincode * :

Existing name Parent / Complainant Existing name Petitioner / Complainant Police Station Code:

Filing Form

Person | Responder | Extra Information | Arrests | Employment | Used Courts

Organization Data:

Defendant / Arrested:

Relationship:

Relative Name:

Date of Birth:

Age:

Gender:

Religion:

Race:

Escaping from Defendant / Arrested Count:

Email:

Mobile:

Address:

District:

Town:

Ward:

Village:

Parade:

Police Station Code:

Person | Responder | Extra Information | Arrests | Employment | Used Courts

Person / Respondent Extra Information

Essential:

Mobile:

Postal:

Parade:

Occupation:

County:

Ethnicity:

Alternate Address:

District:

Town:

Ward:

Village:

Defendant / Arrested Extra Information

Parade No:

Parade:

Essential:

Parade No:

Occupation:

County:

Ethnicity:

Alternate Address:

District:

Town:

Ward:

Village:

Filing Form

Act: Insurance Act

Act Section: 74

[Add more](#)

Relator Respondent Extra Information Act Section Extra Party Upload Documents

Act: Insurance Act Act Section: 74

[Add more](#)

[Print](#) [Save](#) [Go](#)

Filing Form

Act: Insurance Act

Act Section: 74

[Add more](#)

Relator Respondent Extra Information Act Section Extra Party Upload Documents

Type: Complainant Accuse

Organization Details: Email: @

Complainant Accused: Mobile: @

Relation: Father, Son, Husband, None Other Address: #, State, Co. @

Relative Name: @

Age: @ District: Select Dist

Gender: Male, Female, Other Taluka: Select Taluka

Religion: Select Religion Town: Select Town

Caste: Select Caste Ward: Select Ward

Occupation: @ Village: Select Village

Pincode: @

Police Station Code: Select Police Station

Other Information:

[Print](#) [Save](#)

Search for Go Logout

Filing Form

(Only in PDF format & stored (*) are required documents)

Documents: Documents Title:

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

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	Appeal	EG-2010303018_Appeal.pdf 3e277951a1cd04b462d5041450f60905ea70c40652c4335865659e8a7	1-1	1	<input type="button" value="Delete"/>

Search for Go Logout

Make Payment

Submit Court fee

Transaction Number: Transaction Date:

Court Fee:

#	Document Name	Pages	No. of Copies
1	EG-2010303018_Appeal.pdf	1	1

Court Fee: ₹ Total Payment To Make
₹ 0 (In words Zero Rupees Only)

Upload Receipts: 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

e-Filing

Search

Go

Logout

Preview

New Case Preview

Petitioner

Respondent

Extra Information

Subordinate Court

Act-Section

Extra Party

Upload Documents

Court Fee

Affirmation

eFiling

Search

Logout

Filing Form

Filing No: ECF-2012-011201

Review

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

eFiling

Search

Logout

Case already exists!

Filing Form

Filing No: ECF-2012-011201

Review

Applicant/Complainant/Litigant Affirmation submitted! ✓

[View Signed Applicant/Complainant/Litigant Affirmation](#)

Advocate Identification and Verification submitted! ✓

[View Signed Advocate Identification and Verification](#)






Back

4) DRAFTS

Search:

Draft

Show 10 entries

#	eFiling No.	Type	Cause Title	Created On	Action
1	ECHP00100152018	New Case	ss vs Respondent	15/08/2018 11:02:10 AM	
2	ECHP00100142018	New Case	aa vs dd	15/08/2018 11:00:53 AM	
3	ECHP001000022018	New Case	dsds vs Respondent	21/05/2018 03:25:50 PM	
4	ECHP001000022018	New Case	Virek vs amar	21/05/2018 03:25:16 PM	
5	ECHP001000012018	New Case	abc vs xyz	21/05/2018 03:15:17 PM	

Showing 1 to 5 of 5 entries

[Previous](#) [Next](#)

5) PENDING ACCEPTANCE

Pending Acceptance

Show 10 entries

#	eFiling No.	Type	Cause Title	Submitted On
1	EG-PMO100162018	New Case	VKAS dhama vs rtm	15/08/2018 11:12:02 AM
2	EG-PM180602018	New Case	zzz vs nyy	07/09/2018 02:37:02 PM
3	EG-PM18080302018	New Case	zdk vs yjh	24/05/2018 04:55:13 PM
4	EG-PM18080302018	New Case	sidsl vs hg	24/05/2018 04:51:57 PM
5	EG-PM18080302018	New Case	gfg vs klls	24/05/2018 04:49:13 PM

Showing 1 to 5 of 5 entries

Previous Next

6) NOT ACCEPTED

Waiting Re-submit

Show 10 entries

#	eFiling No.	Type	Cause Title	Rejected On	Action
1	EG-PM180100082018	New Case	qqq vs mmo	23/05/2018 03:43:41 PM	View Details


Showing 1 to 1 of 1 entries

Previous Next

7) PENDING SCRUTINY

e-Filing		Search Box	ESL	Logout
<p>Welcome</p> <p>ASST. REGISTRAR (S) SHER DARGA DISTRICT</p>				
<p>Pending Scrutiny</p>				
Show 10 entries		Search:		
#	eFiling No.	Type	CHR, Case No., Cause Title	Updated On
1	EC-PRG162072018	New Case	State of HP Vs. Jirshan	07/05/2018 02:26:32 PM
2	EC-PRG16100052018	New Case	ram Vs. through App	07/05/2018 10:52:14 AM
3	EC-PRG1621102018	New Case	opp Vs. www	07/05/2018 10:17:43 AM
4	EC-PRG163302018	New Case	lohit Vs. rohit	06/06/2018 12:32:06 PM
5	EC-PRG163042018	New Case	Sunit Vs. Ravi	06/05/2018 12:25:28 PM
6	EC-PRG163032018	New Case	kiran Vs. tanuja	06/05/2018 04:23:58 PM
7	EC-PRG163012018	New Case	himanshu Vs. prakash	06/05/2018 04:23:47 PM
8	EC-PRG163002018	New Case	kiran Vs. deepak	30/05/2018 02:51:33 PM
9	EC-PRG163002018	New Case	himanshu Vs. vishal	30/05/2018 02:41:38 PM

8) MISCELLANEOUS DOCUMENTS


Search for
Go
Logout

Miscellaneous Docs : Where to file

State :

District :

Court Establishment :

Case No. :

Document will be signed by : • Digital Token

NOTE : e-Filing portal accepts digitally signed documents only. If you have digital token, you can upload documents signed by token. Otherwise you have to eSign by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change it later during filing of this Miscellaneous Docs

Documents

Case No. :

Cause Title :

Case No. :

Documents :

Documents Title :

File :

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 25MB

Uploaded Documents

E-filing No. :

Document	Uploaded Documents	Pages	Action
1	<input type="checkbox"/> EDMPK0100012018 Appeal.pdf APPEAL 52e643101426c4260847865494eeb3e733227b13ee636804db24680	1	<input type="button" value="Delete"/>

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9) DEFICIT COURT FEE

e-Filing
Search for
Go!
Logout

Deficit Court Fee : Where to file

State : **HEMACHAL PRADESH**



District : **WIMZER**

Court Establishment : **District sessions court, wimzer**

CHR No. : **HP701002062017**

Document will be signed by : **Aadhaar** **Digital Token**

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents signed by token. Otherwise you have to eSign by providing your Aadhaar no. Therefore it is suggested to choose the option carefully as you will not be able to change it later during filing of this Deficit Court Fee.

Deficit Court Fee : Where to file

State : **HEMACHAL PRADESH**



District : **WIMZER**

Court Establishment : **District sessions court, wimzer**

CHR No. : **HP701002062017**

Document will be signed by : **Aadhaar** **Digital Token**

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents signed by token. Otherwise you have to eSign by providing your Aadhaar no. Therefore it is suggested to choose the option carefully as you will not be able to change it later during filing of this Deficit Court Fee.

e-Filing
Search for
Go!
Logout

Deficit Court Fee

Case No. & Case Title : **MACT - MACT-332017**
Ramp Dev Vs. Mohinder Dutt Sharma

Transaction Number : **TRANSACTION NUMBER**

Transaction Date : **Transaction Date**


Court Fee : **C. Fee**

Court Fee : ₹

Total Payment To Make
₹ (In words : Rupees Only)

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

Upload Receipts : **Choose File** / No file chosen



Deficit Court Fee

Case No. & Case Title : **MACT - MACT-332017**
Ramp Dev Vs. Mohinder Dutt Sharma

Transaction Number : **TRANSACTION NUMBER**

Transaction Date : **Transaction Date**


Court Fee : **C. Fee**

Court Fee : ₹

Total Payment To Make
₹ (In words : Rupees Only)

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

Upload Receipts : **Choose File** / No file chosen



Search 20 Logout

Deficit Court Fee

Case No. & Cause Title: MACT - MACT-332017
: Ranju Dev Vs Mohinder Dutt Sharma

CHR No: HPND030205201

Paid Court Fee

#	Transaction Number	Transaction Date	Court Fee (₹)	Receipt	Deficit Court Fee	Action
1	12325869999999999999	15-06-2018	500	View	NA	Delete

10) REPORTS -> COURT FEE DETAILS

Search 20 Logout

Court Fee

From Date: To Date: [Search](#)

Court Fee details from 01-06-2018 to 15-06-2018

Show 10 entries Search

#	eFiling No., Type, Cause Title	Submitted On	Transaction No.	Receipt	Court Fee
1	EPHP-421022212016 Deficit Court Fee MACT - MACT - 33:2017, Ranju Dev Vs Mohinder Dutt Sharma	15-06-2018	12325869999999999999	View	₹500
Total...					₹500

Showing 1 to 1 of 1 entries

[Previous](#) [Next](#)

ACTION MASTER ADMIN LOGIN

1) PROFILE

The screenshot shows the 'Profile' page of the e-Filing system. The left sidebar contains navigation options: Home, Reports, Registration, and Account Users. The main content area displays the user's profile for 'DIVYA BANSAL'. A 'Change Password' link is visible above the profile details. The profile information includes:

- Name:** DIVYA BANSAL
- Email Id:** dgupta@great.com
- License #:** JAJ0445454
- Other Contact #:** [Link]
- Address:** NA
- City - NA Pincode - NA** [Link]

2) DASHBOARD

The screenshot shows the 'Dashboard' page of the e-Filing system. The left sidebar contains navigation options: Home, Reports, Registration, and Account Users. The main content area displays various status metrics:

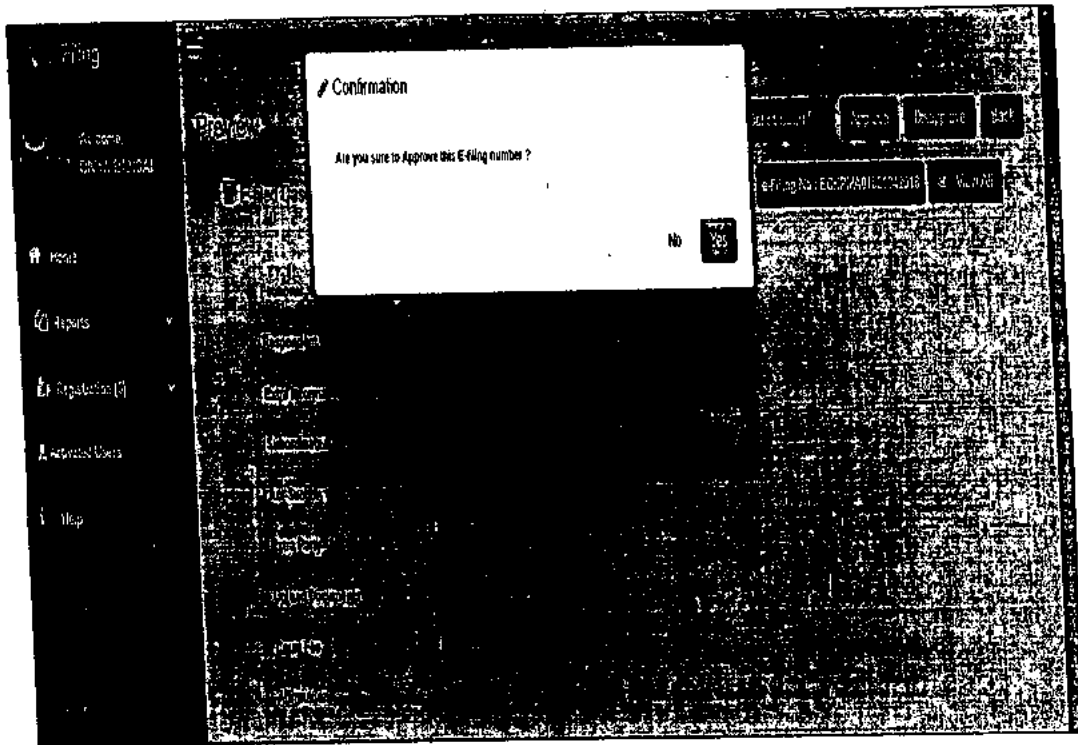
- e-Filing Status:**
 - New Filing: 1
 - Not Accepted: 2
 - Re-Filing: 0
- Transfer to Section:** 0
- Filing Section Status:**
 - Available for CIS: 6
 - Defective: 0
 - Defects Cured: 0
- E-Filed Status:**
 - Cases: 0
 - Documents: 0
 - Default Court Fee: 0
 - Rejected: 0

3) NEW FILING

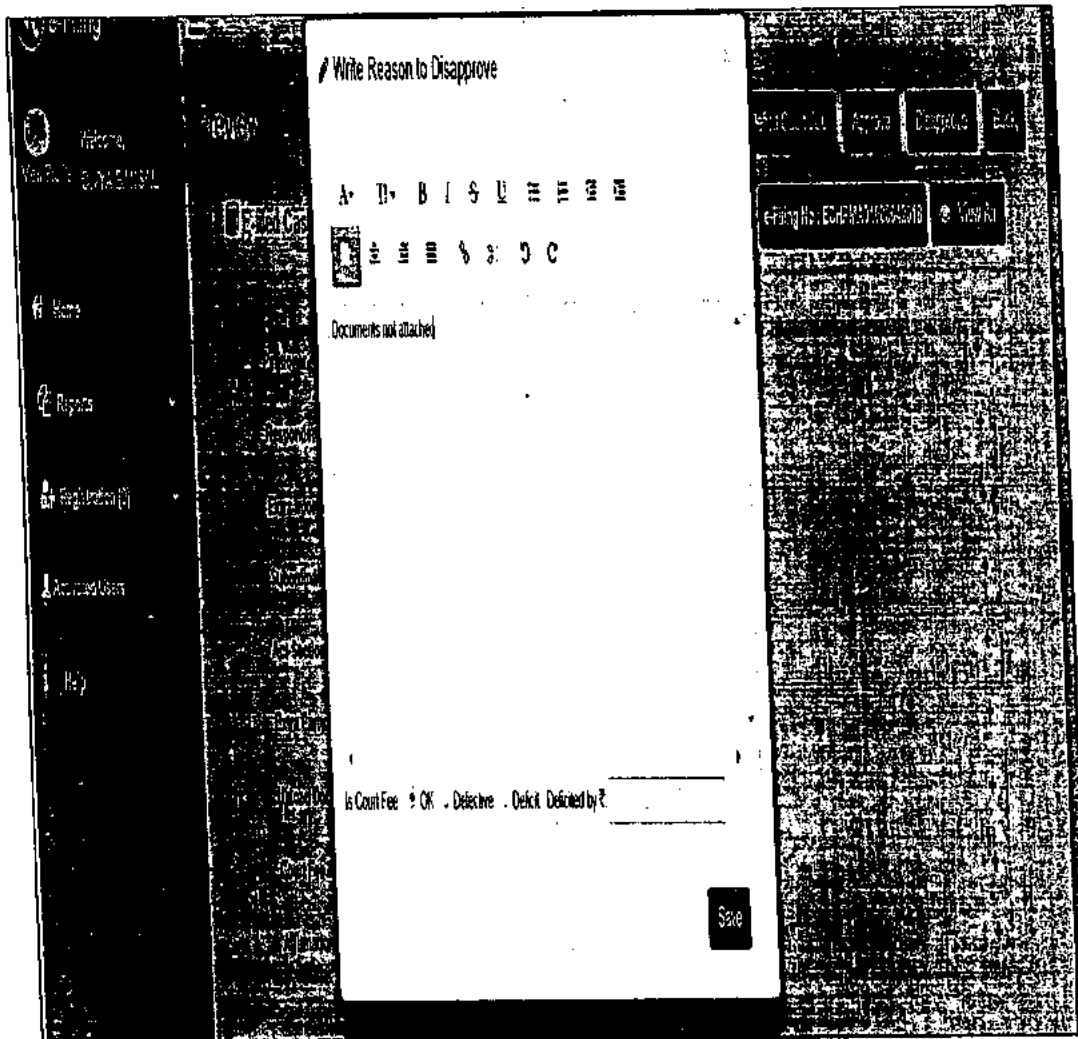
New Filing		Search:	Go	Logout	
#	e-Filing No.	Type	Cause Title	Submitted On	Action
1	ECHPK001000132018	New Case	WKAS shama Vs. nsh	15/06/2018 11:12:00 AM	Action
2	ECHPK001000012018	Misc. Docs	HFAR10002052017 HACT-HACT-33-2017 Rana Dev Vs. Mahinder Dutt Sharma	15/06/2018 11:15:00 AM	Action
3	ECHPK001000012018	Deficit Court Fee	HFAR10002052017 HACT-HACT-33-2017 Rana Dev Vs. Mahinder Dutt Sharma	15/06/2018 11:22:11 AM	Action
4	ECHPK0010000162018	New Case	WKAS SHARMA Vs. NITIN	15/06/2018 12:37:04 PM	Action

Preview		Search:	Go	Logout
<div style="text-align: right;"> <input type="button" value="Go to Case File"/> <input type="button" value="Print"/> <input type="button" value="Download"/> <input type="button" value="Close"/> </div> <div style="text-align: right; border: 1px solid black; padding: 2px;"> e-Filing No: ECHPK001000132018 </div>				
E-Filed Case Preview				
Prisoner				+
Respondent				+
Extra Information				+
Subordinate Court				+
Act-Section				+
Extra Party				+
Uploaded Documents				+
Court Fee				+
Affirmation				+

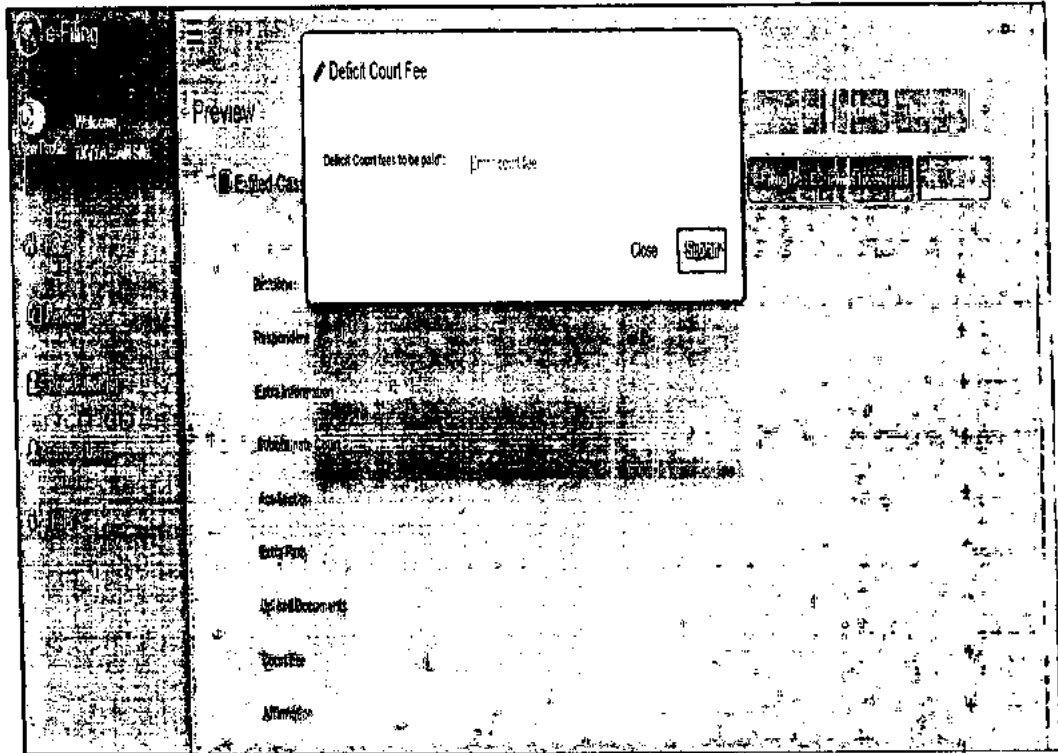
APPROVE



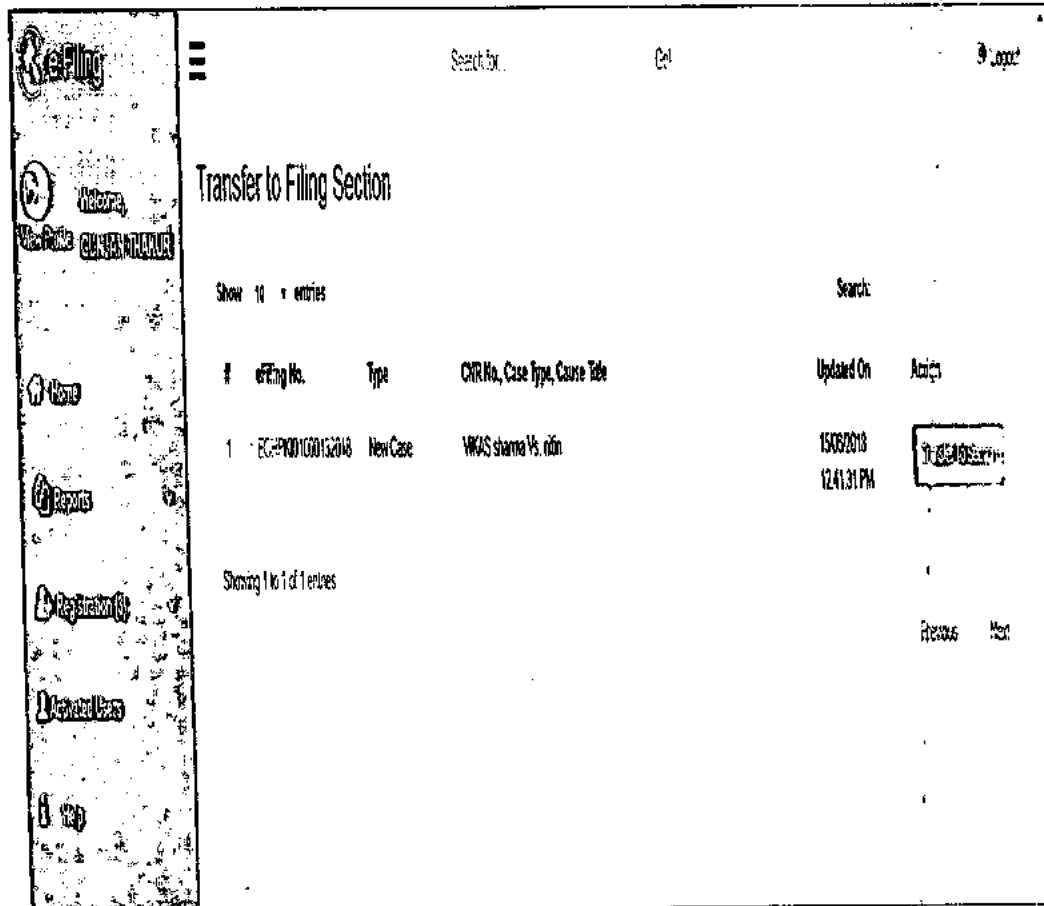
DISAPPROVE



DEFICIT COURT FEE



4) TRANSFER TO SECTION



5) AVAILABLE FOR CIS

Available for CIS		Search for	Gal	Logout	
#	eFiling No.	Type	Cause Title	Updated On	Action
1	ECHPK01000012018	New Case	Imranoh Vs. prakash	01/06/2018 04:23:47 PM	Get Status From CIS
2	ECHPK01000022018	New Case	Kiran Vs. tanuj	01/06/2018 04:23:50 PM	Get Status From CIS
3	ECHPK01000042018	New Case	Sunil Vs. Ravi	06/06/2018 12:25:28 PM	Get Status From CIS
4	ECHPK01000062018	New Case	Kanka Vs. preeth	06/06/2018 12:25:36 PM	Get Status From CIS
5	ECHPK01000082018	New Case	Mohit Vs. rohit	06/06/2018 12:32:06 PM	Get Status From CIS
6	ECHPK01000102018	New Case	ggq Vs. nww	07/06/2018 10:17:43 AM	Get Status From CIS
7	ECHPK01000052018	New Case	ram Vs. through App	07/06/2018 10:52:14 AM	Get Status From CIS
8	ECHPK01000062018	New Case	Anush Vs. Amt	07/06/2018 11:48:19 AM	Get Status From CIS

6) NOT ACCEPTED

Initially Defective		Search for	Gal	Logout
#	eFiling No.	Type	Cause Title	Defect Raised On
1	ECSFR001000112018	New Case	abc Vs. def	07/06/2018 02:28:27 PM
2	EDAPR001000012018	Misc. Docs	HF0010002052017 :EAC.T - :SAC T - 33 / 2017 Rajy Dev Vs. Alexander Dutt Sharma	15/06/2018 12:42:48 PM

Showing 1 to 2 of 2 entries

Previous Next

9) REPORTS -> COURT FEE

Search for: [] Go

Logout

Court Fee

From Date: [] To Date: []

Court Fee details from 01-06-2018 to 15-06-2018

Show 10 entries

Search: []

#	e-filing No.	Type	Cause Title	Submitted On	Transaction No.	Receipt	Court Fee
No data available in table							
Total...							00

Showing 0 to 0 of 0 entries

Previous Next

10) REPORTS -> USERWISE EFILING

Search for: [] Go

Logout

Userwise e-filing Reports:

Show 10 entries

Search: []

#	Name	Users Type	Drafts	Not Accepted	Deficit Court Fee	Defective
1	Prashant Sharma	Advocate		1		
2	Abhishek Dogra Oslodi	Advocate	3	1		

Showing 1 to 2 of 2 entries

Previous Next

11) REPORTS -> TRANSACTION DETAILS

Transaction Details

Show 10 entries

S No.	Title	Reference No.	GRN (Government Receipt Number)	Bank GRN (Challan Identification Number)	Transaction Amount	Transaction Date
No data available in table						

Showing 0 to 0 of 0 entries

12) ACTIVATED USERS

Activated Users

Show 10 entries

S No.	Name	Type	Email	Mobile	Date of Birth
1	Abhishek Dogra (Abhis)	Advocate	abhishek.dogra13@gmail.com	9418723000	07/01/1970

Showing 1 to 1 of 1 entries

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

The screenshot displays the District Admin Dashboard. On the left is a vertical sidebar with navigation options: e-Filing, Home, Reports, New Alerts, and Contacts. The main content area is titled "District Admin Dashboard" and features five primary action buttons: "Change Case Status", "Create New Admin", "Create Contact", "CIS Case type for eFiling", and "Filing No. Re-Allocation". A user profile card at the top left of the main area identifies the user as Manoj Kumar VERMA, with contact details for phone and email. A "Logout" link is visible in the top right corner.

e-Filing

Home

Reports

New Alerts

Contacts

Logout

District Admin Dashboard

Change Case Status

Create New Admin

Create Contact

CIS Case type for eFiling

Filing No. Re-Allocation

User Profile:
Manoj Kumar VERMA
Phone: 9753729370, 9222312474
Email: 97416318233

STATE ADMIN

1) DASHBOARD

eFiling Logout

Super Admin Dashboard

Welcome, **SUPERADMIN@MP**
View Profile
Last Login: 21-08-2020 10:23:11 AM
IP Address: 101.45.18.70

- Home
- Reports
- View Login Log Details
- Help

Change Case Status	Create New Admin
Create Contact	Create News And Events
CIS Case type for eFiling	Add Establishment
Test Payment Gateway	Check CIS Master
Go Live	E-filing No. Re-Allocation

Screenshots of E-Filing after data consumption from CIS

1) CONSUME DATA

The screenshot displays the eCourts interface. At the top, it identifies the user as 'SN. P. S. SAHAYAL' and the court as 'District and Sessions Judge, Kinnairat Rampur'. The user is logged in as 'supuser' on '17-05-2018'. The navigation menu on the left includes 'Consume Data', 'e-Filing', 'e-Witness Information', 'e-Victim', 'e-Plead Guilty', 'e-Fir', 'e-Status', and 'e-Registry'. The 'Consume Data' section is active, showing a search bar and a list of records. The records list includes the following error messages:

- Record inserted in e-civil
- Record not found for e-civ. address
- Record not found for e-extract
- Record not found for e-mw.
- Record not found for e-egress

2) E-FILING

a) Date wise extracting of e-filed cases.

The screenshot shows the eCourts Noida interface for District and Sessions Judge, Munger at Rampur, SH. P. S. SAMYAL. The user is logged in as 'supuser' on 27-06-2018. The 'E-Filing' section is active, displaying a search filter for 'From Date: 27-06-2018' and 'To Date: 27-06-2018'. A dropdown menu for 'Filing No.' is open, showing a list of case numbers: ECHPRO1000152018, ECHPRO100022018, ECHPRO1000302018, and ECHPRO1000292018. The left sidebar contains various menu items such as 'Ligam Updates', 'Appeals Information', 'Plead Guilty', 'Mediation', 'Lok Adalat', 'Query Builder', 'DUPMC', 'FIR Details', 'Legacy Data', 'Copying Branch', 'E-Filing', 'Consume Data', 'e-Filing', 'e-Witness Information', 'e-Victim', 'e-Plead Guilty', 'e-Fir', 'Hazarat', and 'Property'.

b) Extracting today's e-filed cases

The screenshot shows the eCourts Noida interface for District and Sessions Judge, Munger at Rampur, SH. P. S. SAMYAL. The user is logged in as 'supuser' on 27-06-2018. The 'E-Filing' section is active, displaying a search filter for 'Today's Filing No.' and 'Select Date'. A dropdown menu for 'Today's Filing No.' is open, showing a list of case numbers: ECHPRO100022018, ECHPRO1000302018, and ECHPRO1000292018. The left sidebar contains various menu items such as 'Ligam Updates', 'Appeals Information', 'Plead Guilty', 'Mediation', 'Lok Adalat', 'Query Builder', 'DUPMC', 'FIR Details', 'Legacy Data', 'Copying Branch', 'E-Filing', 'Consume Data', 'e-Filing', 'e-Witness Information', 'e-Victim', 'e-Plead Guilty', 'e-Fir', 'Hazarat', and 'Property'.

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

eCourts INDIA District and Sessions Judge, Kinnair at Ranpur
S.H.P. S. SAMYAL supuser Login 27-06-2018

Home / e-Filing / e-Filing / SEARCH

E-Filing
Filing No. * Select Date
From Date: 27-06-2018 To Date: 27-06-2018
Filing No.: ECHPK01000152018

Petitioner			
Complain: VIKAS SHARMA	Gender: Male	Age: 22	Relation: None/Other
Father/Mother/Husband Name:	Date of Birth:	Case:	Extra Petitioner Count:
Name of Advocate:	Advocate Code/Bar No.:	Email: s@gmail.com	Mobile No.: 1234564567
Address: ss	Pin code: 121212	UID No.:	State:
District:	Town:	Ward:	Taluka:
Village:	Police Station Code:	Differently Abled:	
Respondent			
Extra Information			
Subordinate Court			
Act-Section			
MVC			
Extra Party			
Case Details			

Verify - Reject

d) Verifying an e-filed case

eCourts INDIA District and Sessions Judge, Kinnair at Ranpur
S.H.P. S. SAMYAL supuser Login 27-06-2018

Home / e-Filing / e-Filing / SEARCH

E-Filing
Filing No. * Select Date
From Date: 27-06-2018 To Date: 27-06-2018
Filing No.: ECHPK01000152018

Petitioner			
Complain: VIKAS SHARMA	Gender: Male	Age: 22	Relation: None/Other
Father/Mother/Husband Name:	Date of Birth:	Case:	Extra Petitioner Count:
Name of Advocate:	Advocate Code/Bar No.:	Email: s@gmail.com	Mobile No.: 1234564567
Address: ss	Pin code: 121212	UID No.:	State:
District:	Town:	Ward:	Taluka:
Village:	Police Station Code:	Differently Abled:	
Respondent			
Extra Information			
Subordinate Court			
Act-Section			
MVC			
Extra Party			
Case Details			

Verify - Reject
Civil - Criminal

Case Type: Civil Appeal 66

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

District and Sessions Judge, Kannaur at Rampur
SH. P. S. SAHAYAL

supuser Login 15/06/2018 27-06-2018

Home / e-Filing / e-Filing / Search

E-Filing
Case Filed successfully
Filing No CIVIL Appeal/16/2018
CINO is FES1010006412018
Filing No. Select Date

Today's Filing No: Select

Left sidebar menu items: Home, e-Filing, e-Witness Information, e-Victim, e-Plead Guilty, e-Fir, etc.

f) Rejecting an e-filed case.

District and Sessions Judge, Kannaur at Rampur
SH. P. S. SAHAYAL

supuser Login 15/06/2018 27-06-2018

Home / e-Filing / e-Filing / Search

E-Filing
Filing No. / Select Date

Today's Filing No: ECH49301000302018

Petitioner
Complaint: shrey
Father/Mother/Husband Name: Gender: Male
Name of Advocate: Date of Birth: Age: 27
Address: shimla Advocate Code/Bar No.: Caste:
District: Pin code: 121212 Email: sh@gmail.com
Village: Town: UD No.:
Police Station Code: Differently Abled: Ward:

Respondent

Extra Information
Subordinate Court: Relator: None/Other
Act-Section: Extra Prisoner Count:
MVC: Mobile No.: 4548534545
Extra Party: State:
Case Details: Taluka:

Verify & Reject
Documents not attached
Remark:

- Home
- Litigant Updates
- Appeals Information
- Plead Guilty
- Medication
- Lok Adalat
- Query Builder
- LDJRNAC
- FIR Details
- Logon Data
- Copying Branch
- e-Filing
- Consume Data
- e-Filing
- e-Witness Information
- e-Auction
- e-Plead Guilty
- e-Fr
- Logout
- Property

e-filing | e-filing | Search

E-Filing

Case is Rejected

Filing No. - Select Date

Today's Filing No. : Select

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

Session will expire in 17:59

Himachal Pradesh High Court & District Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

REGISTRATION REQUEST

NOTE: PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 900 AND 1000 BY 1000 OR J20 FORMAT.

BARRISTER ADVOCATE NOT A MEMBER

Mobile Number:

EMAIL:

First Name:

LAST NAME:

BAR REGISTRATION NO.:

Bar Registration Number:

CHOOSE USER ID

Enter User ID for Login:

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT'S SOFTWARE

DISTRICT COURT DISTRICT COURT DISTRICT COURT

HIGH COURT HIGH COURT HIGH COURT

Select High Court:

CAPTCHA:

253 17

APPENDIX-III

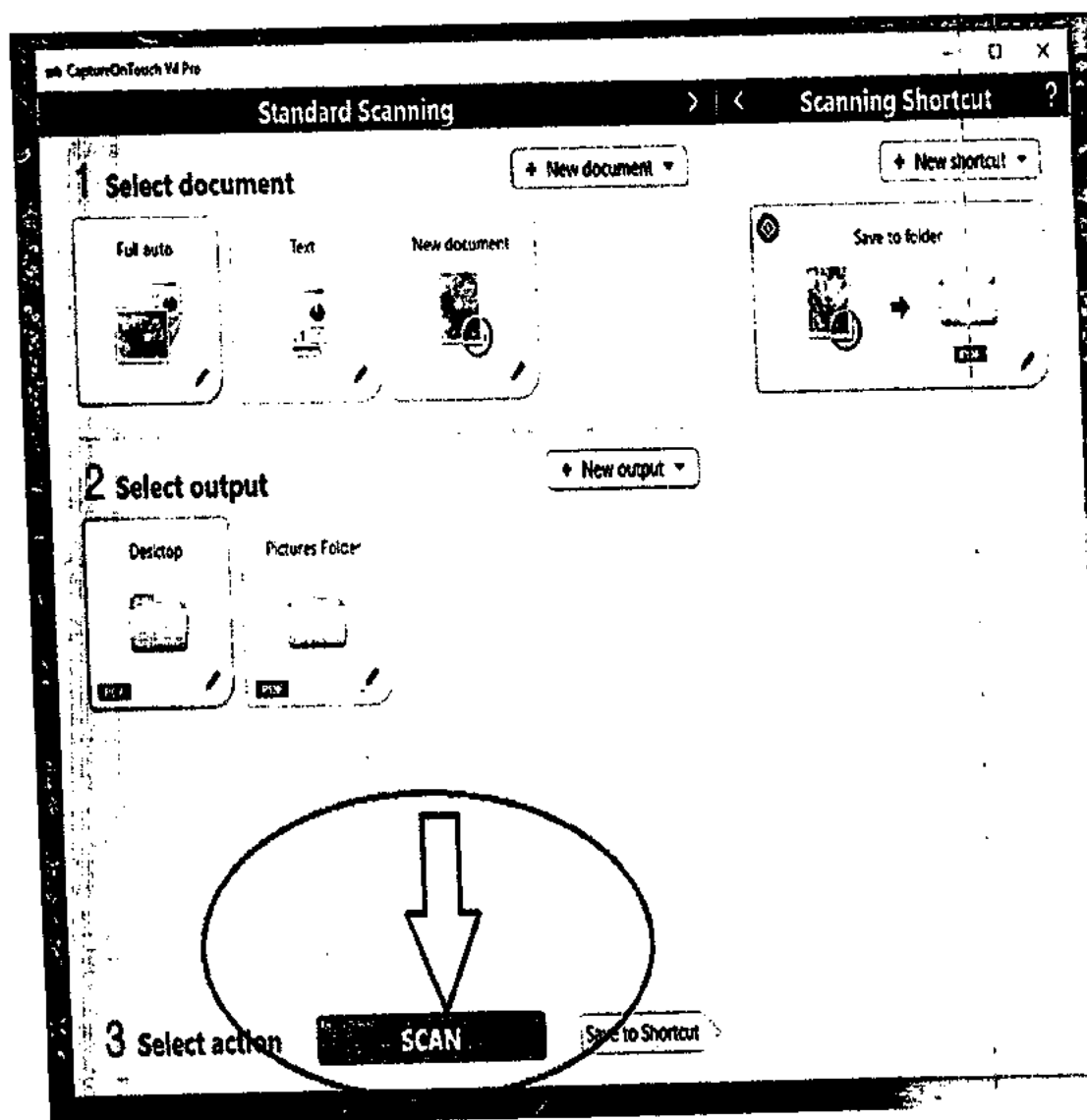
Screenshots showing the procedure for converting a document into an OCR searchable PDF.

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

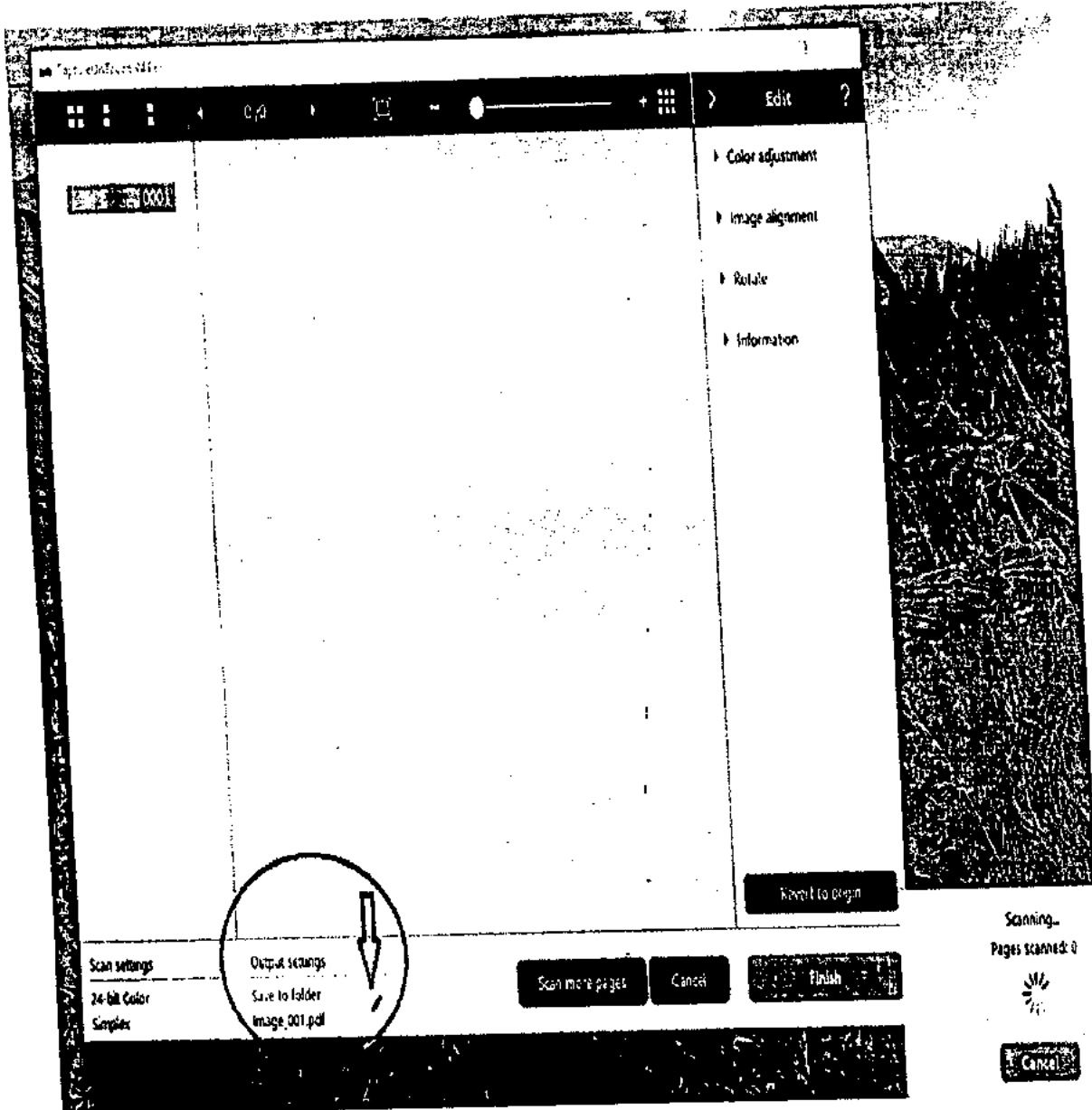
STEPS TO CONVERT A DOCUMENT INTO OCR SEARCHABLE PDF (Scanner used for this

is : Canon DRF 120)

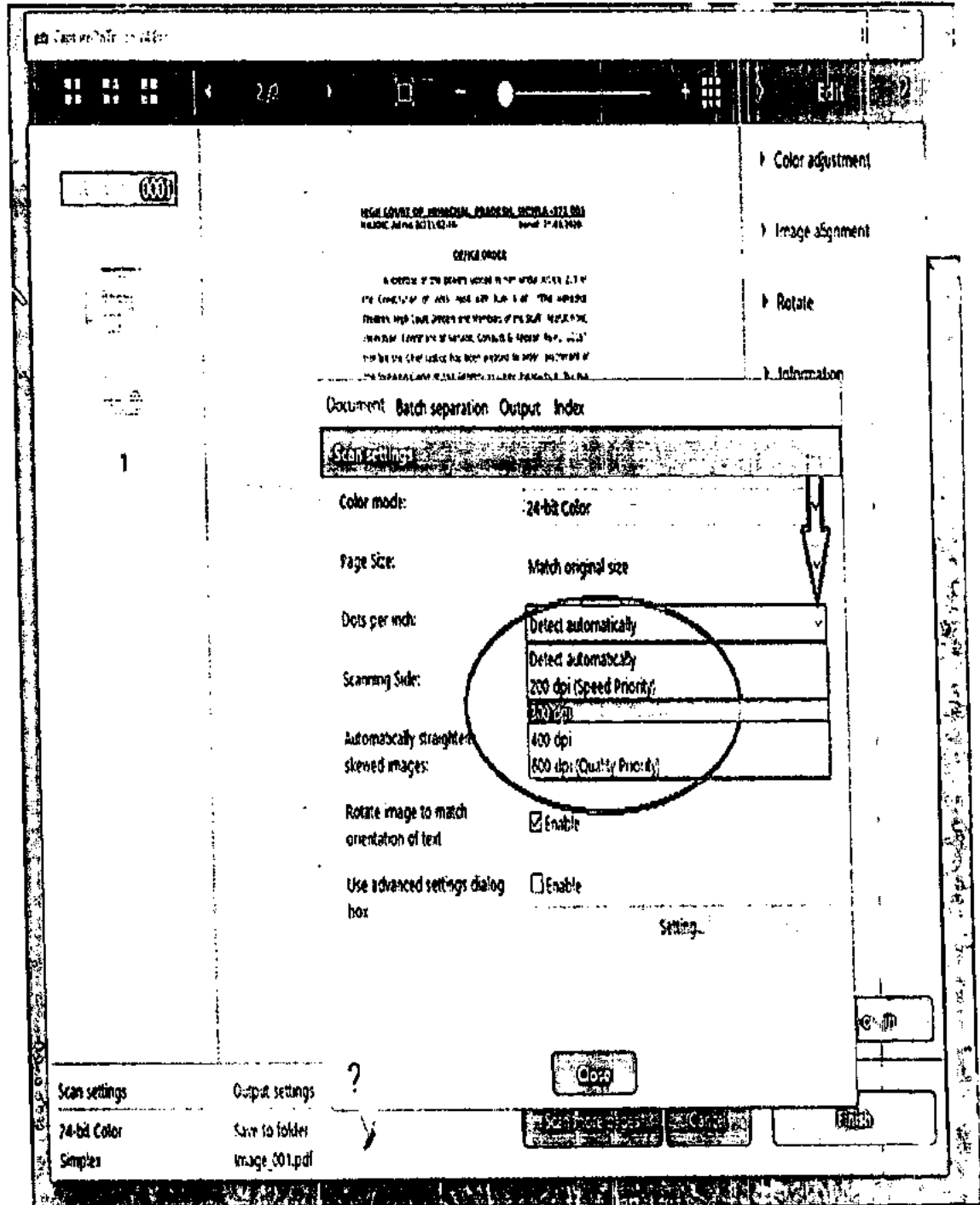
- 1) Place the document in scanner and click on Scanner ICON in your system to scan the document!



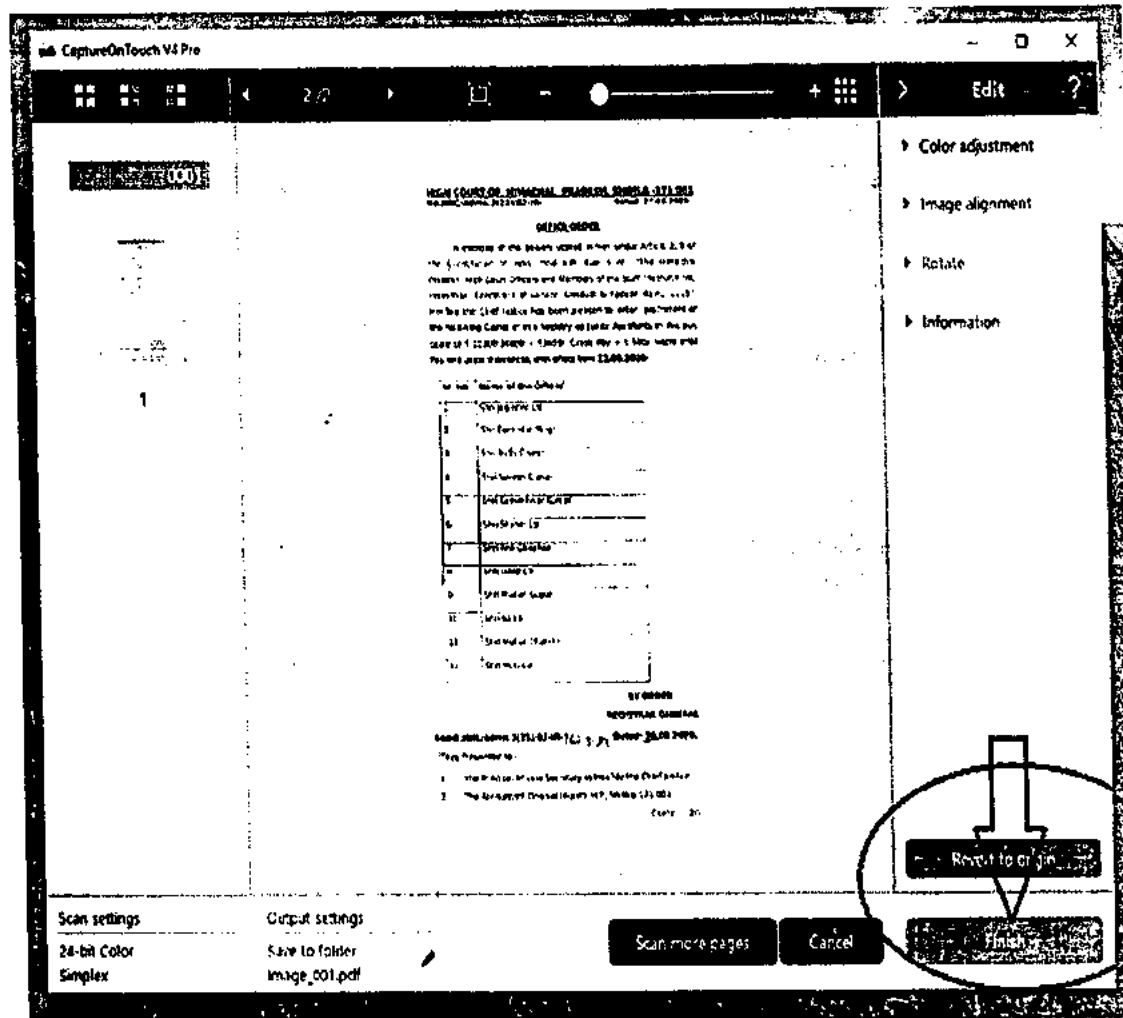
2) Click on the output button to set the settings for converting a document into an OCR searchable PDF.



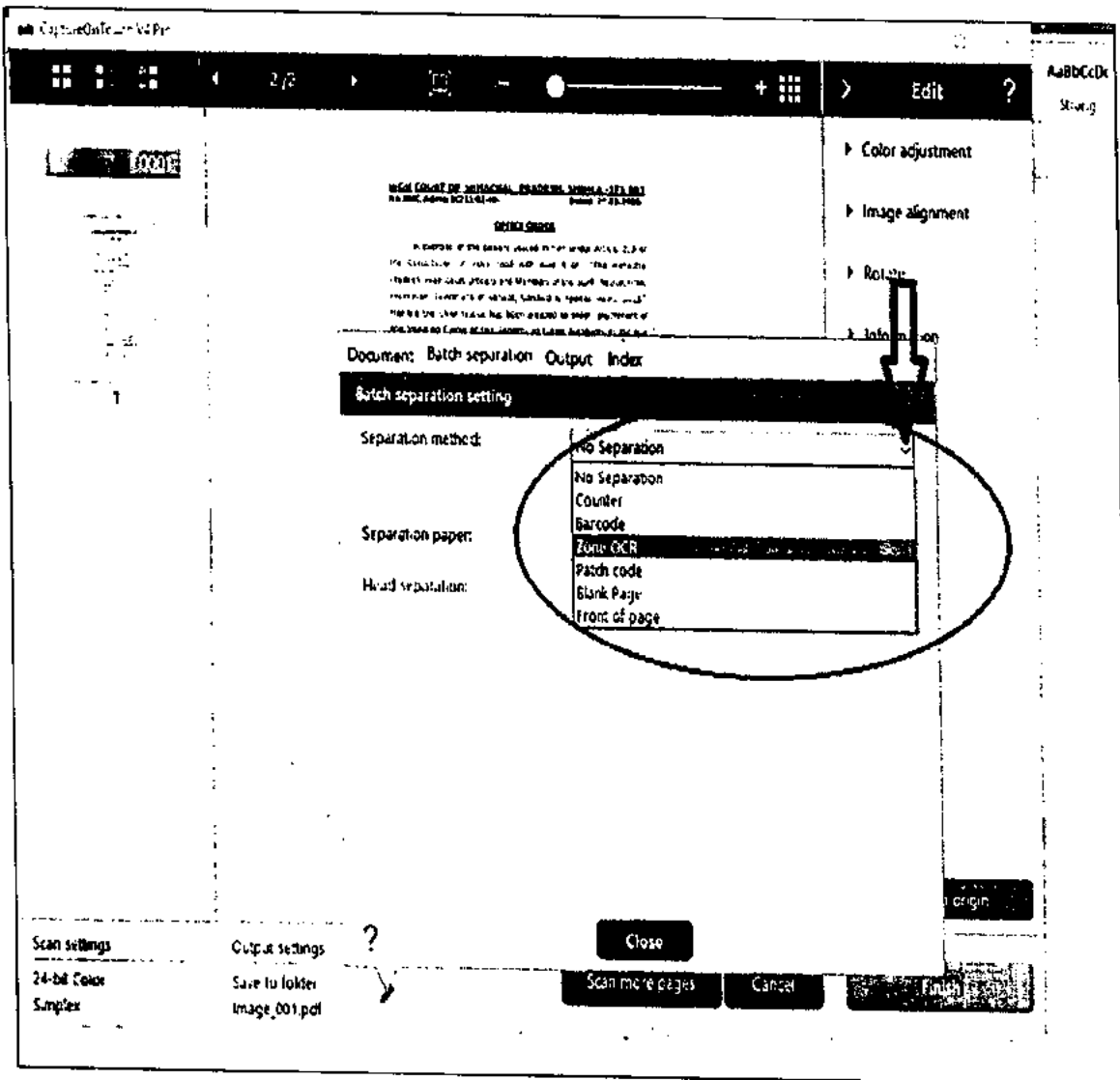
3) Select the option Dots Per Inch to 300dpi.



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



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



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: 26.08.2020

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

