

<sup>[1]</sup>**PART- J - ‘THE ELECTRONIC FILING (E-FILING) RULES’**

In exercise of powers under Articles 225 and 227 of the Constitution of India and all other powers enabling it in this behalf the High Court of Punjab and Haryana at Chandigarh makes the following rules:

**1. Nomenclature**

**These rules will be called ‘THE ELECTRONIC FILING (E-FILING) RULES’.**

**2. Applicability and Commencement:**

These rules will be applicable to the High Court of Judicature at Punjab & Haryana and to the Courts and Tribunals over which it has supervisory jurisdiction.

These Rules shall come into force from the date of notification in the official gazettes of Punjab, Haryana and U.T. Chandigarh.

These Rules will apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres. The rules will apply to such categories of cases or proceedings as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions except in the matter of filing hardcopies till the issuance of appropriate direction on creation of paperless court.

**3. Definitions**

**3.1 Action:** includes all proceedings instituted in the Court or Tribunal such as suits, petitions, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases, caveats, miscellaneous cases, cancellation or untraced reports, reports under Section 173 of Code of Criminal Procedure, 1973 and interlocutory applications.

**3.2 Administrator:** means in case of High Court, the Registrar (IT) or an officer appointed by the Chief Justice and in case of District Court, the officer or official appointed by the District and Sessions Judge concerned, for administering and dealing with matters connected with or relating to e-filing.

**3.3 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.

**3.4 Chief Justice:** means the Chief Justice of High Court of Punjab & Haryana at Chandigarh.

**3.5 Physical Filing:** means Actions and pleadings filed as hard copies.

**3.6 Designated Counters:** means and includes those counters that may be included in **Appendix-I** from time to time.

**3.7 District Courts:** means and includes the courts established and functioning under the control and supervision of the High Court.

**3.8 District and Sessions Judge:** in relation to these rules means the District & Sessions Judge of the district concerned.

**3.9 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.

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[1] Chp.-1 Part J, inserted vide Correction Slip No.190 Rules/II.D.4, dated 07.02.2023.

- 3.10 **Evidence:** means and includes evidence as defined under the Indian Evidence Act, 1872.
- 3.11 **High Court:** High Court means the High Court of Punjab & Haryana at Chandigarh.
- 3.12 **Objections:** means and includes deficiencies and errors pointed out by the Registry/office in relation to the Actions instituted in the Court or Tribunal.
- 3.13 **Opposite Party:** means defendant(s), accused, respondents, judgment debtor(s) and non-applicant(s).
- 3.14 **Party:** means caveator(s), appellant(s), plaintiff(s), petitioner(s), decree holder(s), complainant(s) and applicant(s).
- 3.15 **Pleadings:** means pleadings filed in support or defence of an Action including replication, affidavits, additional affidavits and supplementary affidavits.
- 3.16 **PDF:** means an electronic document filed in a portable document format.
- 3.17 **PDF/A:** means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.
- 3.18 **Registry:** in case of High Court means the Registry of High Court and in case of District Courts/Tribunal means the office of District and Sessions Judge/Tribunal.
- 3.19 **Statement of Defence:** means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.
- 3.20 **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.
- 3.21 **Third Party:** means and includes any person or entity seeking to become a party or to intervene in an Action.
- 3.22 **Working Day:** means and includes a day when the Registry/office of the Court or Tribunal is working under the Calendar published or as directed by the Court.
- 4 **General Instructions:** Following or as may be prescribed by the Chief Justice:-
- 4.1 On-line e-filing in High Court or District Court shall be made by visiting the web portal of the Court, namely <https://efiling-phc.ecourts.gov.in/> or by clicking on e-filing link on the official website of High Court.
- 4.2 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.
- 4.3 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 any prescribed by the High Court.

- 4.4 The size of the e-file should not exceed the limit as prescribed on web-portal from time to time. In case the file size exceeds the prescribed limit, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet.

## 5 Steps for Registration

- 5.1 Persons other than Advocates and litigants in-person who are already registered on the Court web portal will take the following steps to register themselves:

### i) Advocates

- a) Should visit the web portal (<https://efiling-phc.ecourts.gov.in/>) to view the form.
- b) Click the registration link. Select the option of 'Advocate'.
- 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 I-card (in PDF format only).

### ii) Litigants in-person

- a) Should visit the web portal (<https://efiling-phc.ecourts.gov.in/>) to view the form.
- b) Click the registration link. Select the option of 'Party in-person'.
- 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).

- 5.2 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 Action 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.

- 5.3 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**.

## 6 Frame of Pleadings

All the pleadings of the parties should be in accordance with Rules and Orders of the Punjab & Haryana High Court and the instructions issued from time to time by the High Court.

## 7 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 as per Rules and Orders of Punjab and Haryana High Court rules and orders and the instructions issued from time to time by the High Court.
- 7.2 The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software.

- 7.3 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 a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 9.1 is set out in **Appendix-III**.

## 8 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 signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.
- 8.2 A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in **Appendix-IV**.
- 8.3 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.

## 9 Dos and Don'ts

- 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**.
- 9.2 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, replications, rejoinders, affidavits and evidence in a pending case are set out in **Appendix-I**.
- 9.3 Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in-person.
- 9.4 In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.
- 9.5 Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.
- 9.6 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.

- 9.7 On-line 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.

## 10 Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the on-line facility provided by the authorised 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.

## 11 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.

11.2 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.

11.3 Notwithstanding anything above, the following documents will have to be preserved permanently: -

- A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
- A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
- A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
- 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.
- Any contract for the sale or conveyance of immovable property or any interest in such property.
- Any other document as may be directed by the Bench.

11.4 The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

## 12 Access to the Electronic Data of the Action

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.

## 13 Exemption from e-filing

Exemption from on-line 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.

#### **14 Service of Electronic Documents**

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 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.

#### **15 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 and hardcopy thereof (if required) be provided within the prescribed 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.

15.2 E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On-line e-filing carried out after midnight i.e. 2400 hours of the 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.

15.3 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 working hours 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.

15.4 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.

#### **16 Procedure for Filing Caveat**

All caveats can be filed on-line. The procedure for this purpose is set out in **Appendix-VI**.

**17 Hard Copies of Pleadings and Documents filed Electronically**

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 whenever required prepare hard copies for official use.

**18 Storage and Retrieval of e-filed Documents and Pleadings**

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 for facilitating 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.

**19 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.

19.2 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).

19.3 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.

**20 General Caution**

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 or requisite assistance/advice.

**Appendices**

- APPENDIX-I** Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
- APPENDIX-II** Screenshots showing the procedure for registration.
- APPENDIX-III** Screenshots showing the procedure for converting a document into an OCR searchable PDF.
- APPENDIX-IV** Screenshots showing the procedure for appending single or multiple digital signatures.
- APPENDIX-V** Screenshots showing the procedure for book-marking.
- APPENDIX-VI** Screenshots showing the procedure for filing Caveat.

# **A STEP BY STEP GUIDE FOR EFILING**

## **(efiling for High courts & District Courts of India)**



**Circulated by  
e committee  
Supreme Court of India**



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# A Step by Step Guide for E-filing

## (For High courts & District Courts of India )

### 1.1.Introduction

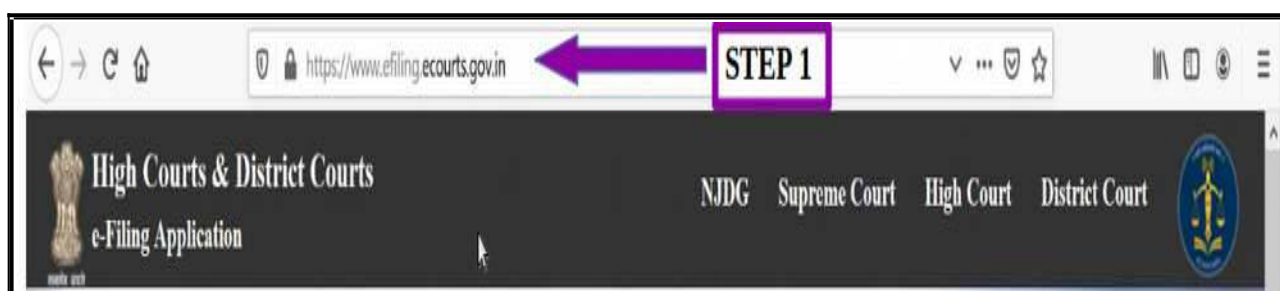
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efileing portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE** .

### 1.2.Getting Started

- Before starting efileing confirm and ensure the following details:
- You must be a registered Advocate in [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)
- If you are not a registered Advocate, immediately register today in the efileing portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink <https://efiling.ecourts.gov.in/help>.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efileing a new case
- Lets start e filing a new case .

### 1.3 E.Filing portal [www.efiling.ecourts.gov.in/](http://www.efiling.ecourts.gov.in/) <https://efiling-phc.ecourts.gov.in/>

Type ([www.efiling.ecourts.gov.in/](http://www.efiling.ecourts.gov.in/) OR <https://efiling-phc.ecourts.gov.in/>) in your browser you will reach the filing online portal.



## 1.4. Select your< state>

- (i) by clicking on the drop list (or)
- (ii) by clicking the state directly from the India map



## 1.5.Login

- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

### 1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then reset your password..

### 1.6. Dashboard :

Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

### 1.6.1. My e filing status:



The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

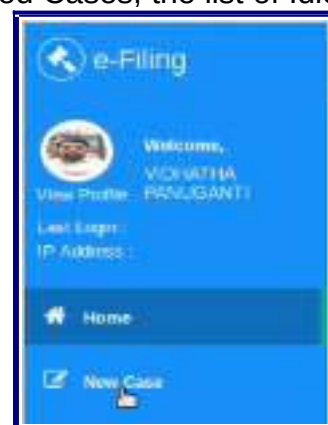
### 1.6.2 My e filed cases:



Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/ Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.

### 1.7.New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on 'New Case' Option under the dash board which will take you to the form where to file the case .



## 1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the



High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.

Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

## 1.9.Filling up of forms:

### 1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- **Blue** colour for the form in use and **Active**
- **Green** colour for the form which is **completed** or **Done** .
- **Orange** colour for the forms which are **optional**;
- **Red** colour for the forms which are **mandatory** to be filled up.

Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click "SAVE" and then "NEXT" .



### 1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click "SAVE" and then "NEXT" .

### 1.9.3.e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.



### 1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click “SAVE” and then “NEXT” ..

After adding all the details you will get the message as **respondent added successfully**



### 1.9.5. Extra information Form (optional):

If you wish to fill up any extra information regarding complainant or accused, like the Passport number, Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

### 1.9.6. Extra Party Details :

The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .

### 1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.



### 1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

### 1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .

### 1.9.9. Signing Method:

- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .

## 1.9.10. Upload Document:

Document Information

Documents \* : Select Document Documents Title \* : DOCUMENT TITLE

File \*\* : Browse... No file selected.

NOTE : Please upload 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.

Previous UPLOAD Next

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	PETITION	ECKABIFF000122020_PETITION.pdf, PETITION COPY, 66919f9061128dd85411e9de1b132cb5f91790cda/0f9ac1996aed9cf61e	1-1	1	Delete
2	VAKALATHANAMA	ECKABIFF000122020_VAKALATHANAMA.pdf, VAKALATHANAMA, 8f108e59071a36a81a0a60426161641048186e38179d1778d046e5a1f9d1d3	1-3	2	Delete

Showing 1 of 2 entries

When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and delete it. Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.

Document Information

Documents \* : Select Document Documents Title \* : DOCUMENT TITLE

File \*\* : Browse... No file selected.

NOTE : Please upload 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.

Previous UPLOAD Next

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	PETITION	ECKABIFF000122020_PETITION.pdf, PETITION COPY, 66919f9061128dd85411e9de1b132cb5f91790cda/0f9ac1996aed9cf61e	1-1	1	Delete
2	VAKALATHANAMA	ECKABIFF000122020_VAKALATHANAMA.pdf, VAKALATHANAMA, 8f108e59071a36a81a0a60426161641048186e38179d1778d046e5a1f9d1d3	1-3	2	Delete

Showing 1 of 2 entries

### 1.9.11. Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.

### 1.9.12 Affirmation and Verification of Applicant.

#### I. Applicant/Complainant/ Litigant Affirmation.

- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.

### 1.9.13. Advocate Identification and Verification:

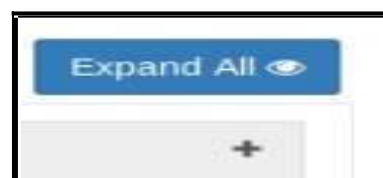
- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button**. Then, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.



- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

### 1.9.14 . View:

After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on + to view the details against each category.



### 1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"



### 1.11. Submitted for approval of e filing admin :

E-filing number EC-KABIFF-00012-2020 submitted successfully for approval of E-filing Admin.!

After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

### 1.12. Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **“Pending Acceptance option”**, find



out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.

Pending Acceptance

Show 10 entries Search:


#	eFiling No.	Type	Case Details	Submitted On
1	EC-KABIFF-00012-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAVINDRA MADHAVA Vs. RAHUL KUMAR	02/05/2020 09.30.33 PM
2	EC-KABIFF-00011-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAMAKRISHNA Vs. RENUKESH	02/05/2020 08.54.42 PM
3	EC-KABIFF-00010-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	PRAGATHI KRISHNA GRAMINA BANK Vs. ABC	02/05/2020 08.14.43 PM

Showing 1 to 3 of 3 entries

Then Click on the e Filing **Acknowledgment** button  
 Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.



**EFILING TEST, BALLARI, KARNATAKA  
Acknowledgement**



e-Filing No : EC-KABIFF-00012-2020

Petitioner : RAVINDRA MADHAVA

Respondent : RAHUL KUMAR

W(s) : 0

Advocate : Guni Prasad (KAR/1000/2019)

eFiling Admin : IV ADDL DISTRICT AND  
SESSIONS JUDGE BALLARI  
COMMERCIAL COURT

Payment Details :

e-Filed Date/Time : 02-05-2020 09:30:33 PM

Matter Nature : Ordinary

Generated Date: 02-05-2020

### 1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.

eFiling Acknowledgement
Case Parties
Expand All

**eFiling Details**

e-Filed for : Efilng Test, Ballari, Karnataka

Nature : Civil

Case Type : COM EX.(CO CASES)

Matter Nature : Ordinary

e-Filed By : GURU PRASAD

---

Complainant / Petitioner

Accused / Respondent

Extra Information

Extra Party

Opening efilng\_ECKABIFF000122020.docx

You have chosen to open:

efiling\_ECKABIFF000122020.docx  
 which is: Microsoft Word Document (1.7 KB)  
 from: https://efiling.ecourts.gov.in

What should Firefox do with this file?

Open with LibreOffice Writer (default)

Save File

Do this automatically for files like this from now on.

Cancel OK

<b>HIGH COURT OF JUDICATURE FOR EFILING TEST,,</b>	
<b>COM.EX.(COMMERCIAL EXECUTION CASES)</b>	
1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka, India
----Petitioners	
Versus	
1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka, India

## 1.14. Logout:


Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.




## 1.15. Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of 'Digital Era Advocate'.









-----Start e filing new cases in [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in) -----.

 **e-Filing**

 **Welcome,**  
VIDHATHA  
PANUGANTI

[View Profile](#)

Last Login :  
IP Address :

-  Home
-  New Case
-  Documents
-  Deficit Court Fee
-  Interim Application
-  Reports
-  Contacts
-  News & Events

## My e-Filing Status



## My e-Filed Cases



**ONLINE EFILING PORTAL  
FOR HIGHCOURTS &  
DISTRICT COURTS IN INDIA**



**eCommittee**  
Supreme Court of India





**Register for efiling for  
High courts/District courts in India  
And Become a Digital Era- Advocate**



**Are you an advocate practicing in High court / District court of India ?**

**Do you want to file your case in the comfort of your office !**

**Do you want to file your case without visiting court complex !**

**Then choose *efiling* -the digital online filing process.**

**[10 step Registration procedure for Advocate  
at efiling portal www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)**

**Visit efiling portal [www.efiling .ecourts.gov.in](http://www.efiling.ecourts.gov.in) and become a registered user by following the 10 steps hereunder .**

**GETTING STARTED**

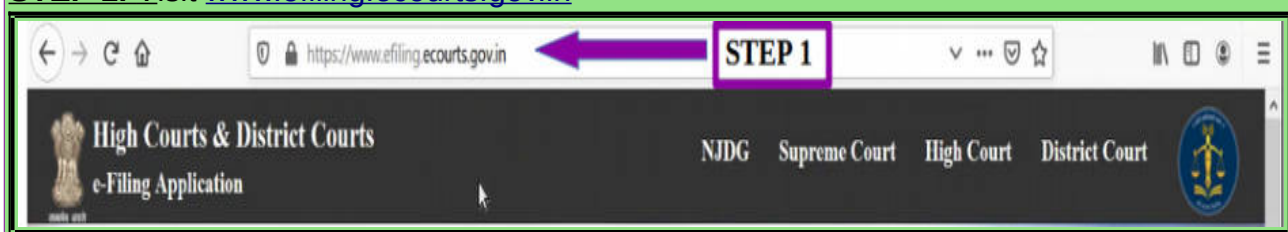
*Before starting registration keep the following details ready*

- (i) Details of your mobile number, email ID registered with court database
- (ii) Details of your bar enrollement number
- (iii) Digital Photo in Jpeg/Jpg format of size of size between 5KB and 5 MB .
- (iv) Identity proof (Any one Pan card /aadhar card/ Voter card/ Driving license/  
Bar Registration certificate formate of size between 5KB and 5 MB .
- (v) Smartphone/laptop with internet connection

***As it is a time bound registration you need to complete within 18 minutes  
Dont start registartion without having all the above details ready !***

**Lets start Registration .**

**STEP 1.** Visit [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)



**STEP-2** Select your < state >

- (i) by clicking on the drop list (or)  
(ii) by clicking the state directly from the India map

**STEP 3:** Click “Register ” in the login page



**STEP 4:** Select the radio button “ Advocate ”  
in the registration form

**STEP 5:** Fill up the following details

- Mobile Number\*
- Email ID\*
- *(\* The mobile number and the email ID that is registered with the court where the advocate practices must be furnished . If mobile number and email id are not registered with court database then registration will not be completed and in that case contact concerned court for registering the same )*
- Bar Registration Number of the Advocate
- Choose User ID ( your preferable choice)
- Choose where you are Enrolled
- High Court/ court establishment
- Choose the Highcourt
- Enter the captcha
- Click “ **GET OTP** ”

**Step 6:** Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP in your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone, in that case enter the OTP received in your mobile number and proceed further.

**STEP 7: Two OTP verification:** If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email id in the respective entry bar and click verify OTP.

(OR)

**Step 7:One OTP verification :**In some cases if you have received one OTP in your mobile number alone , then enter that OTP in the mobile OTP entry bar and click verify OTP .

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

MOBILE OTP \*

Enter Mobile Number OTP

EMAIL OTP \*

Enter Email id OTP

198938

Captcha

VERIFY OTP

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

MOBILE OTP \*

123

102260

Captcha

VERIFY OTP

**STEP 8**

REGISTER

PASSWORD

Choose Password

CONFIRM PASSWORD

Confirm Password

FIRST NAME

Enter First Name

LAST NAME

Enter Last Name

OTHER CONTACT NO

Enter Other Contact Number

GENDER

Male

DATE OF BIRTH

Enter Date of Birth

ADDRESS LINE 1

Address Line 1

ADDRESS LINE 2

Address Line 2

CITY

Enter City

STATE

Select State

PINCODE

Enter PinCode

PHOTO (IMAGE SIZE SHOULD BE BETWEEN 50 KB AND 500 KB. IN .JPG FORMAT)

Choose file No file chosen

PHOTO (IMAGE SIZE SHOULD BE BETWEEN 50 KB AND 500 KB. IN .JPG FORMAT)

Choose file No file chosen

CAPTCHA

267106

ID TYPE

Select Id Proof Type

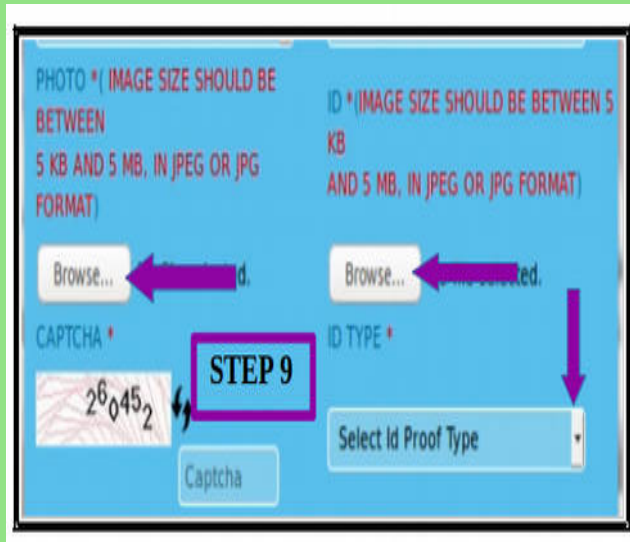
REGISTER

**STEP 8: Fill other Details**

- Password \*
- *( Password must contain minimum 8 digit and must include 1 uppercase character, 1 lowercase character, 1 number, 1 special character)*
- Confirm password
- First name
- Last name
- Other contact number
- Gender
- Date of Birth (DD/MM/YYYY)
- Address Line 1
- Address Line 2
- City
- State
- Pincode

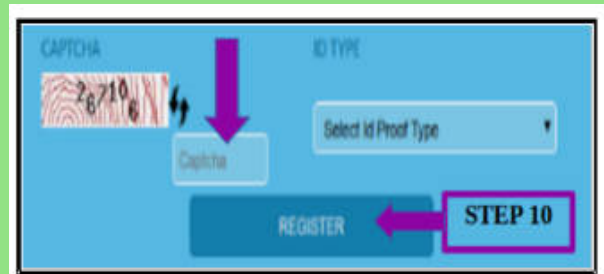
### Step 9 Upload your Photo and ID:

- Upload your Photo (in Jpeg/Jpg format of size less between 5 KB and 5 MB) using “Choose file” option.
- Upload Identity proof in image size less than 5 KB and 5 MB using the “Choose file” option.
- Suppose you don't have digital photograph, just take a photo from your smart phone and upload.
- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or jpg and in size between 5 KB and 5 MB.
- Then you have to choose the type of ID card uploaded i.e Pan card/ aadhar card/ Voter Card/Driving license/Bar registration certificate from the drop box.



**STEP 10:** Finally enters the captcha code given in box and click the “**Register**” button to complete the Registration process.

You will finally get the message “**Registered successfully**”



You have successfully become a registered Advocate of efilng .

Welcome to the digital world of efilng of High courts /District courts of India .

Start efilng your cases from the comfort of your office



Circulated by  
eCommittee, Supreme Court of India.



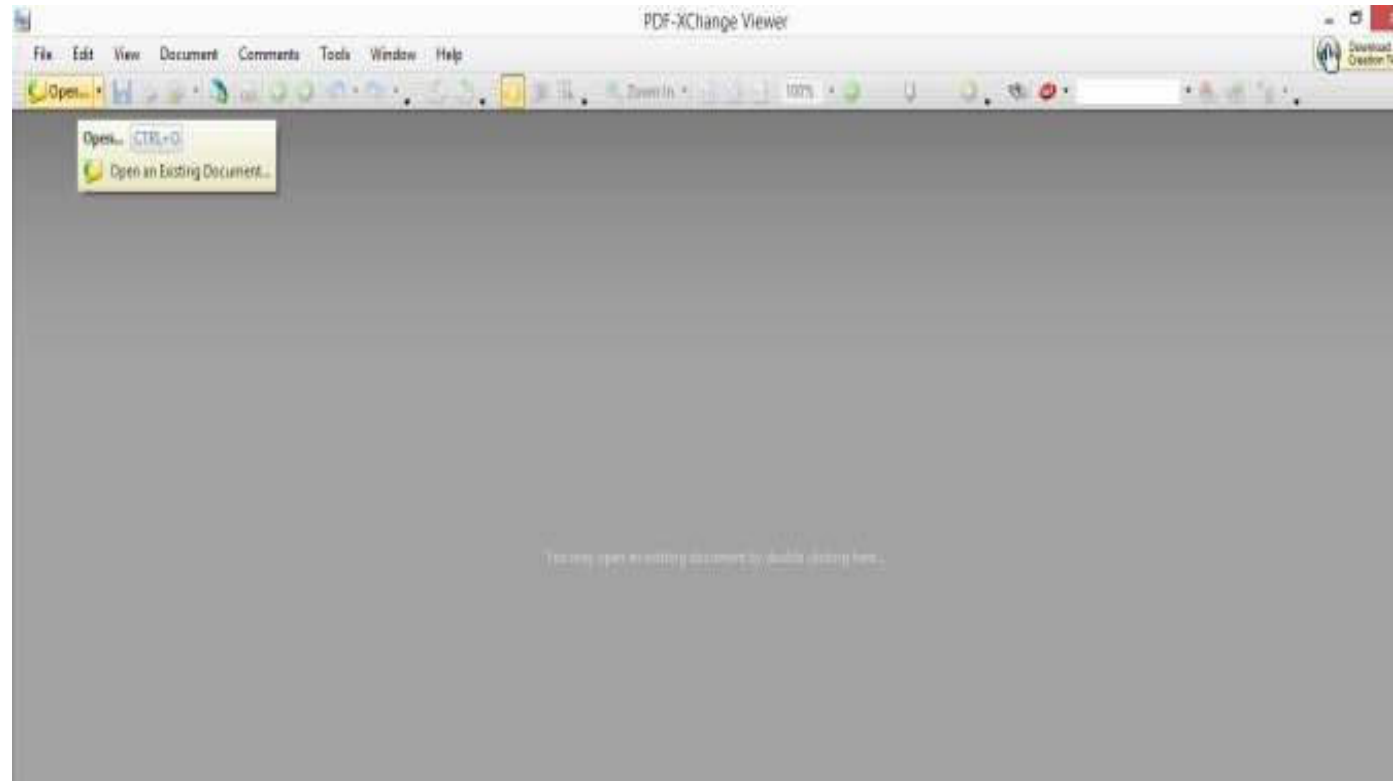
**Procedure for  
converting a document  
into an OCR searchable  
PDF.**

**There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abbyy FineReader etc.**

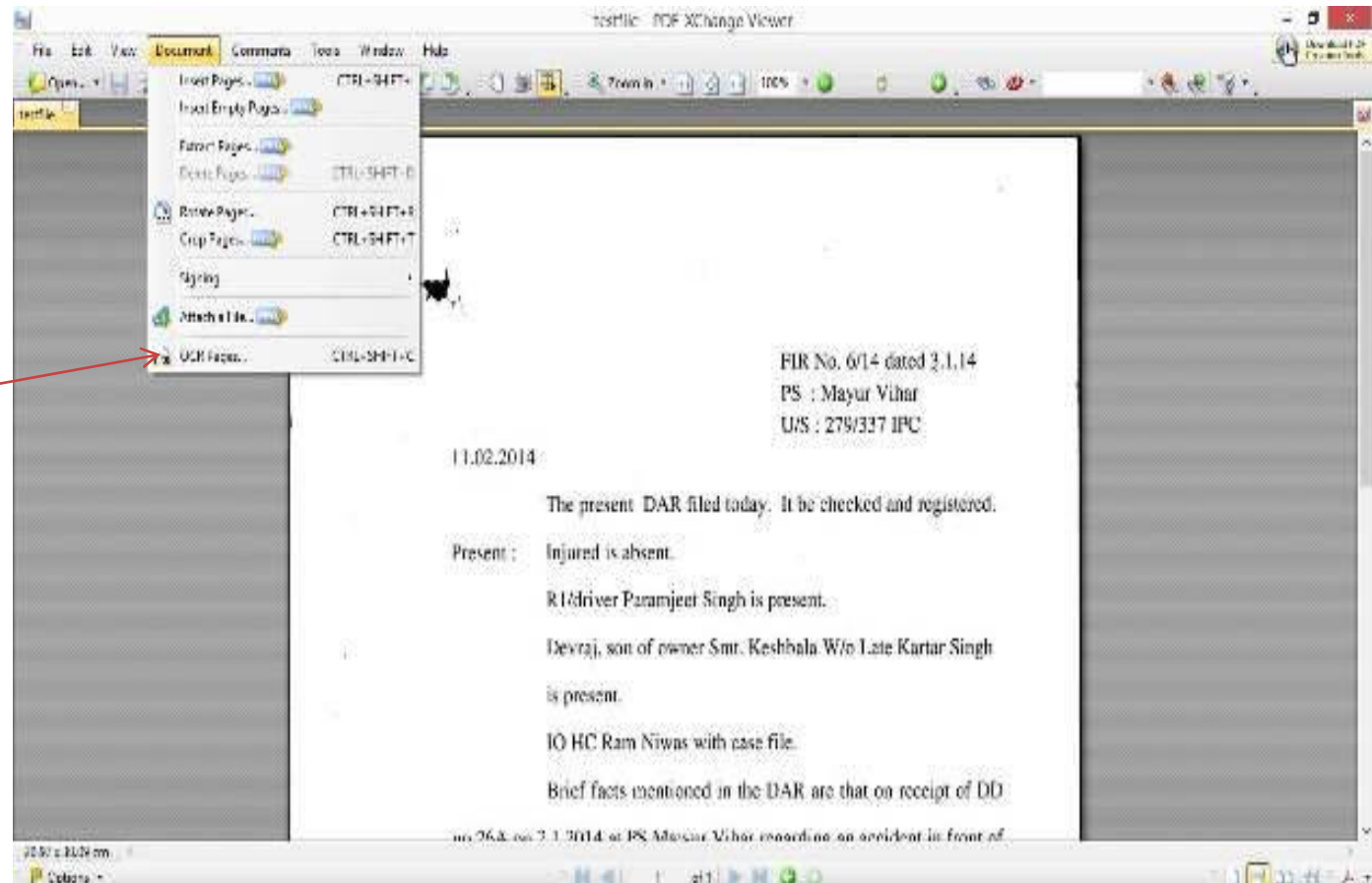
**Open the PDF file containing a scanned image you wish to Convert in OCR Format**

**Using PDF- XChange Viewer – free**

From the main menu, select  
“*Open*” →  
“*Open an Existing Document*” →  
Open any PDF Document.



From the main menu, select "Document" → "OCR Pages".



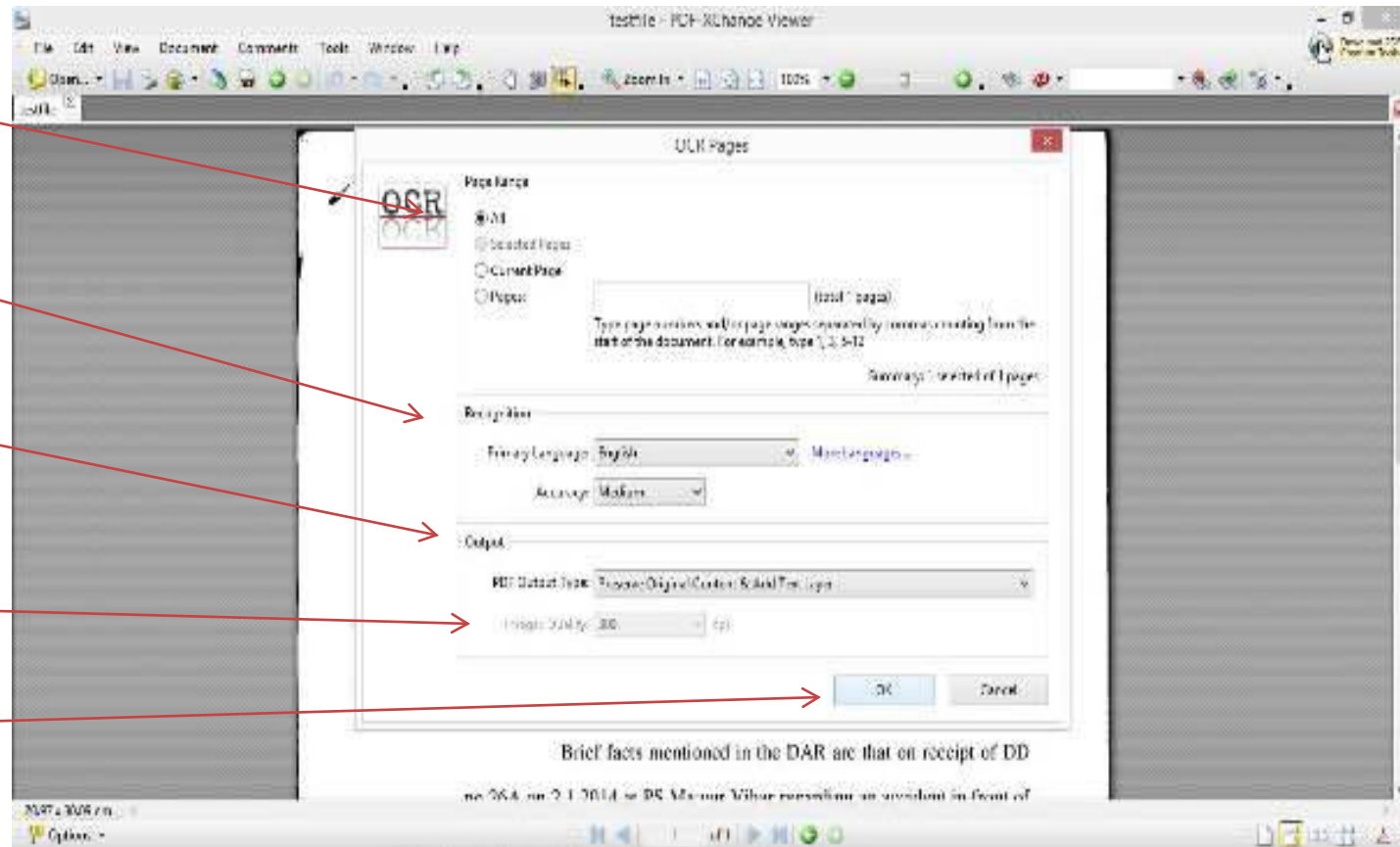
Select *“Page Range”*

Select *“Recognition”*

Select *“Output”*

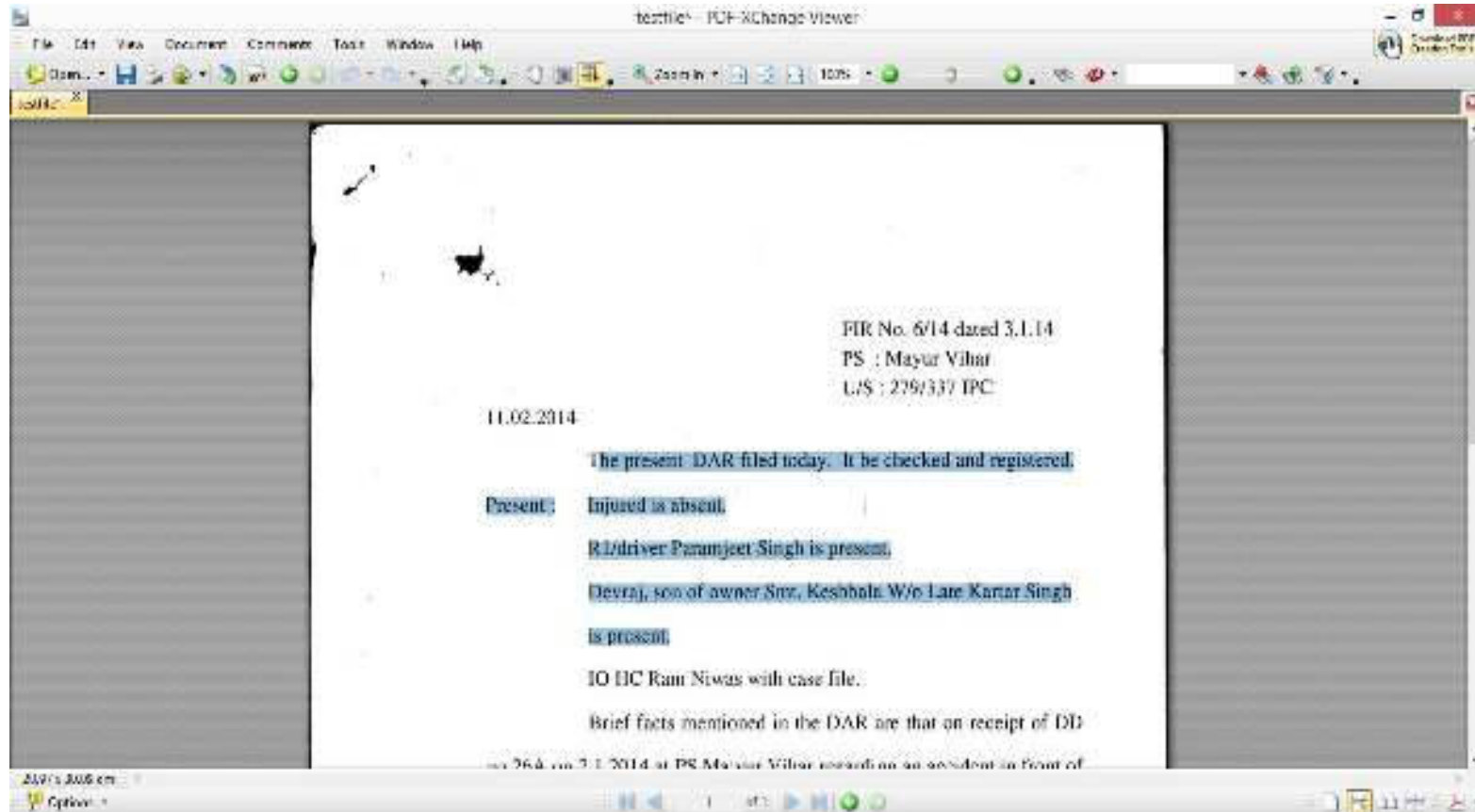
Image Quality at least 300 dpi

Click *“OK”*





## Document in OCR Format



Please go to the website - <http://cca.gov.in> to get the list of Licensed CAs-

PKI Framework   Root CA of India   Licensed CAs   Root Certificate   CA Certificates   eSign   Guidelines

Home » Licensed CAs

### Licensed CAs

1. Safescrypt
2. IDRBT
3. (n)Code Solutions
4. e-Mudhra
5. CDAC
6. Capricorn
7. NSDL e-Gov
8. Vsign (Verasys)
9. Indian Air Force
10. CSC
11. RISL (RajComp)
12. Indian Army
13. IDSign
14. CDL Ventures
15. Panta Sign

CA Services Overview

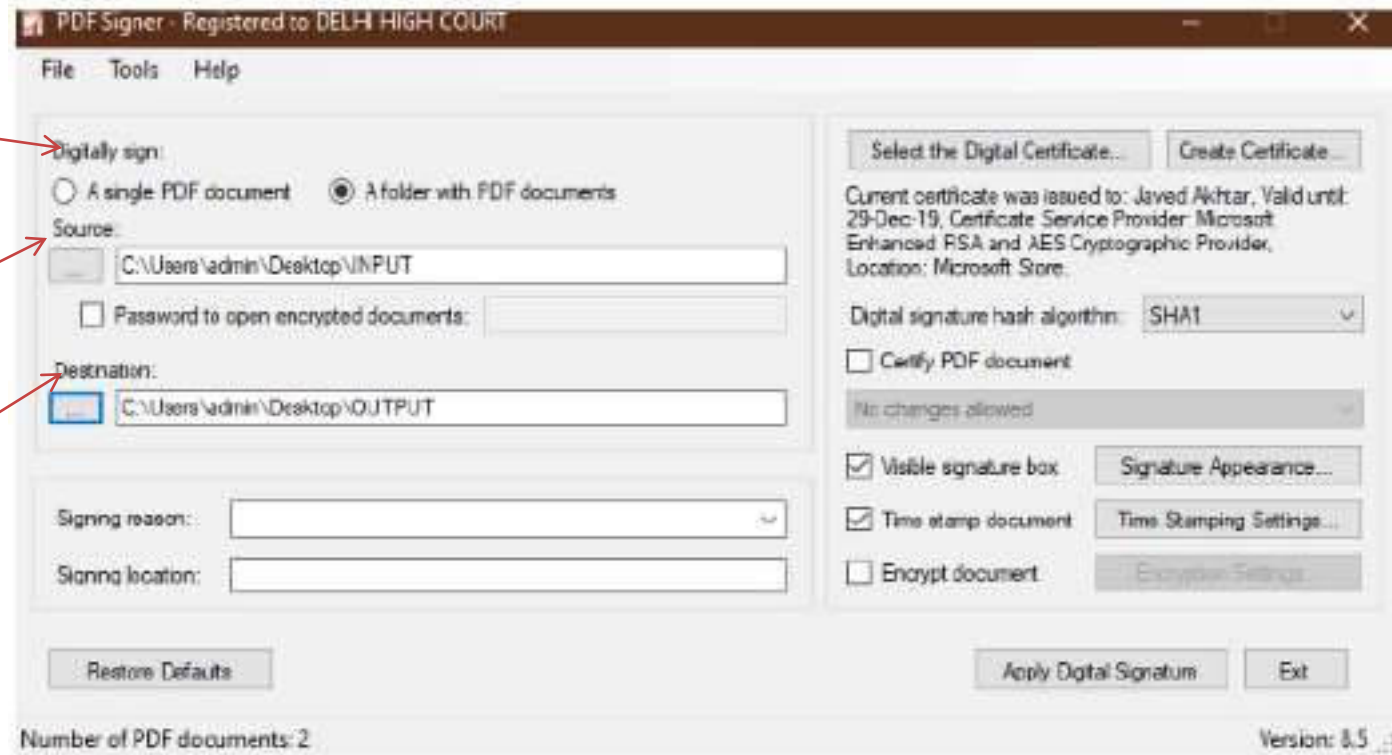


### Licensed CAs - Disclosure Records

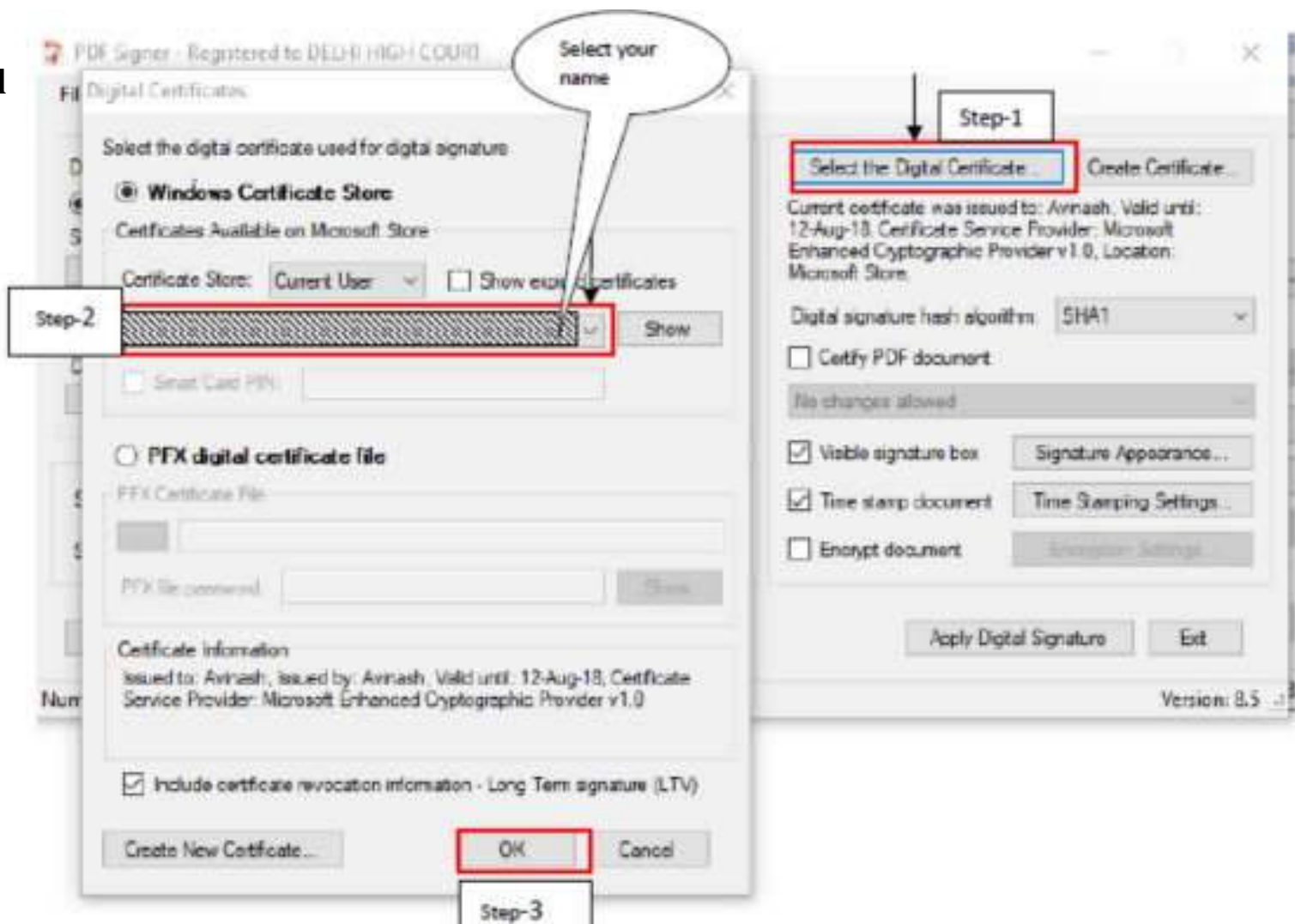
			
			
			
			

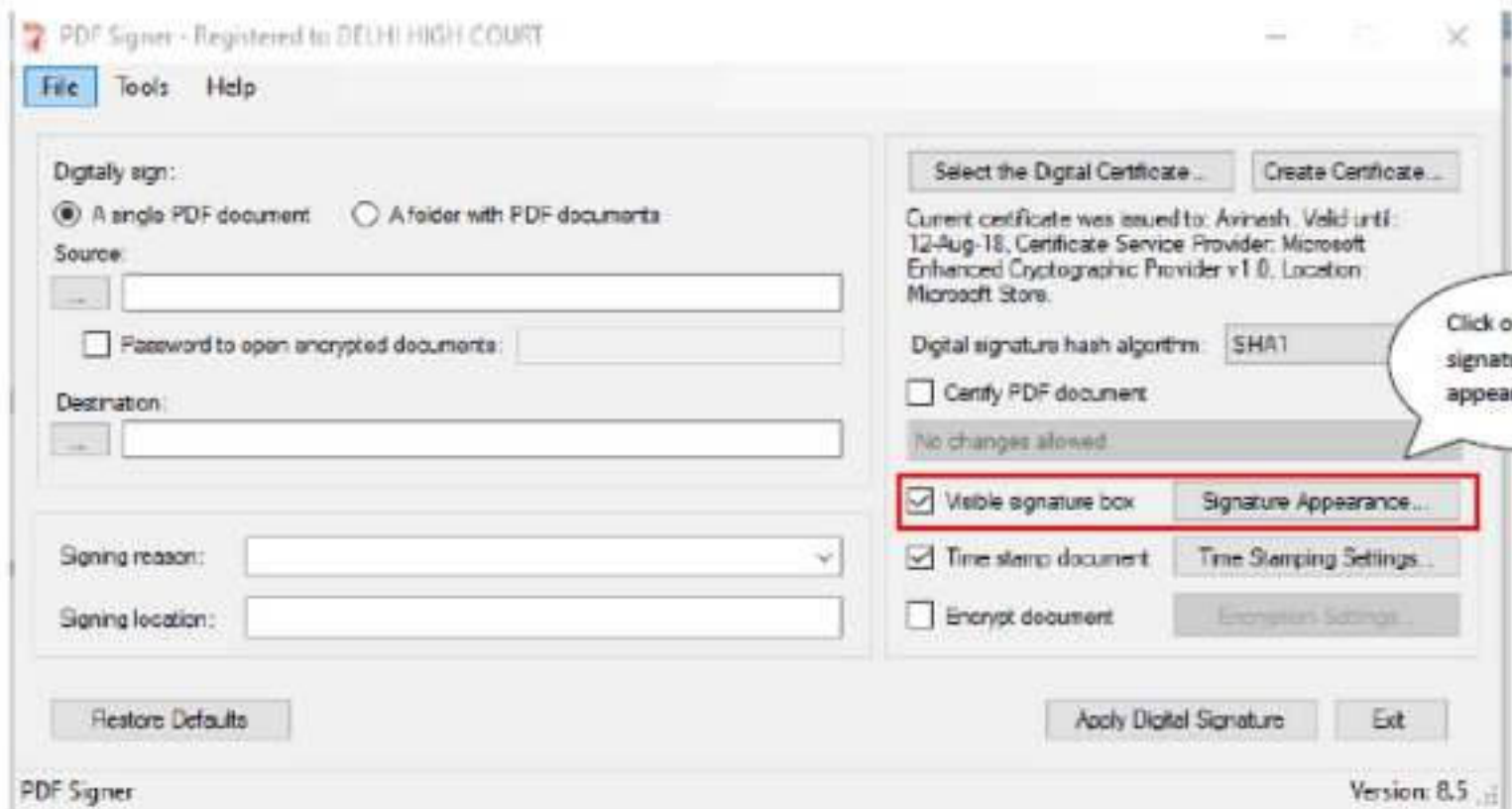
# Procedure for Digital Signature

1. Using PDF Signer.
2. Select “A single PDF document” or “A Folder with PDF documents”.
3. Select Source
4. Select Destination



1. **Select Digital Certificate**
2. **Select your Name.**
3. **Click OK**





Configure Signature Appearance

Signature Page: All Pages

Include Adobe signature status images (e.g. question mark, green tick)

Position: Bottom Left

Large signature box

Custom position

X-axis: 30 Width: 85

Y-axis: 30 Height: 50

Place an image on the signature box

Image and text  Image as background  Image with no text

Restore Defaults

Fonts

Font size: 10  Right to Left text

Standard fonts: Times-Roman

Use a custom font

Configure Signature Box

Name from digital certificate  Entire certificate subject

Reason  Location

Signing Date Date format: dd/MM/yyyy HH:mm:ss

Labels

Labels

Signed By: Italy signed by:

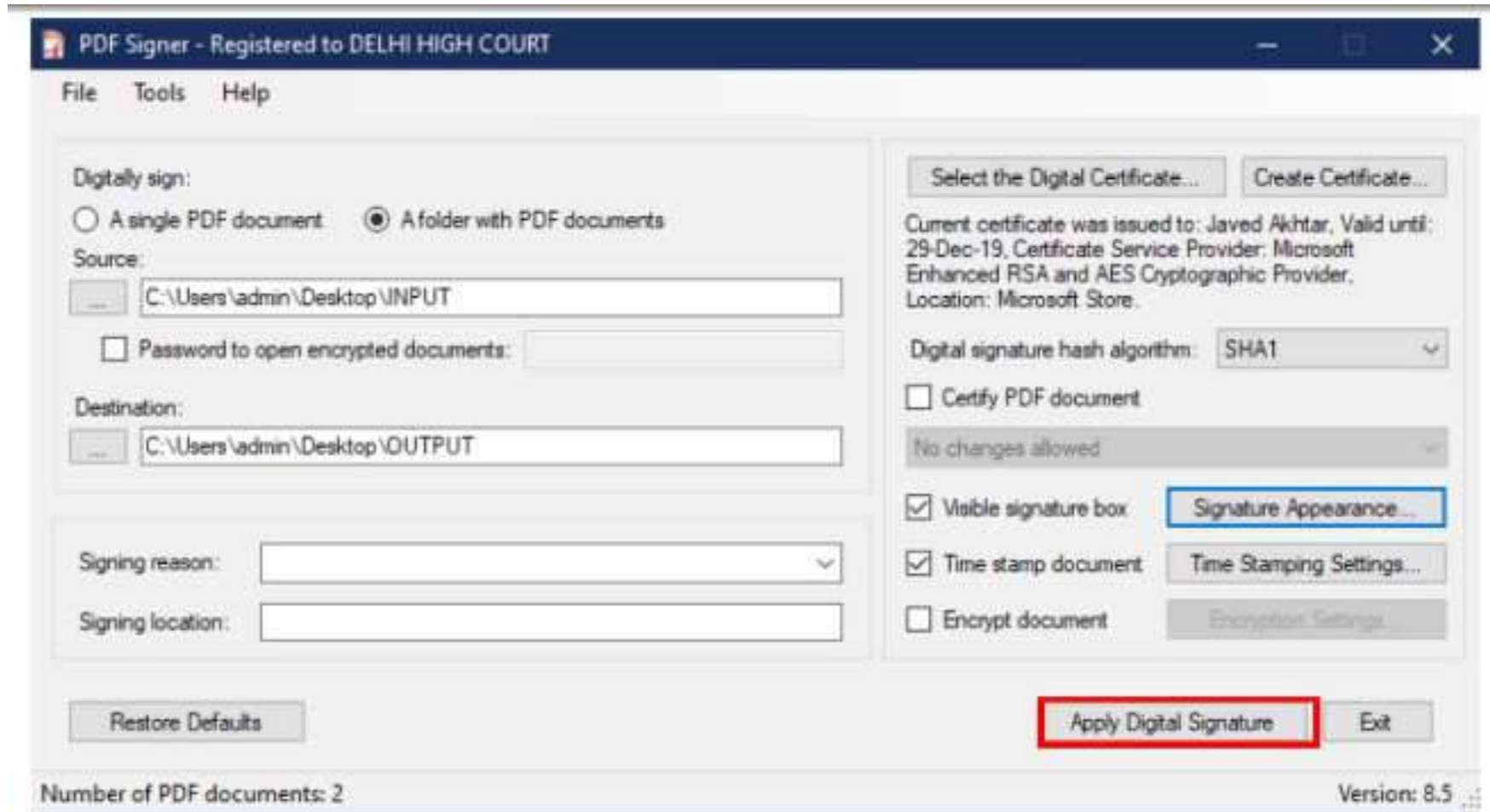
Location:

Reason:

Signing Date: Signing Date:

Digitally signed by:

OK Cancel

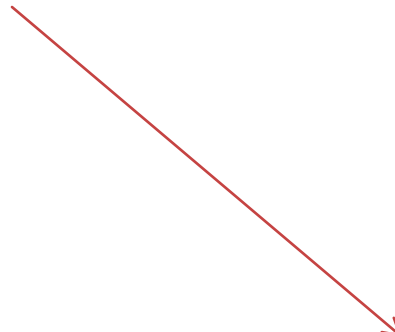


1. Go to Destination Folder & check Digitally signed PDF File

2. PDF File After Digital Signature

3. Digital Signature

• IN THE HIGH COURT OF DELHI AT NEW DELHI  
- ABC XYZ/2020  
X  
..... Appellant  
Through  
versus  
Y  
..... Respondent  
Through  
CORAM  
H.M.J.  
% ORDER  
01.10.2019  
H.M.J.  
OCTOBER 01, 2019





There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abby FineReader, Adobe Acrobat etc.

Foxit Reader(Using for Bookmark)

Download the software from website

<https://www.foxitsoftware.com/pdf-reader>. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.

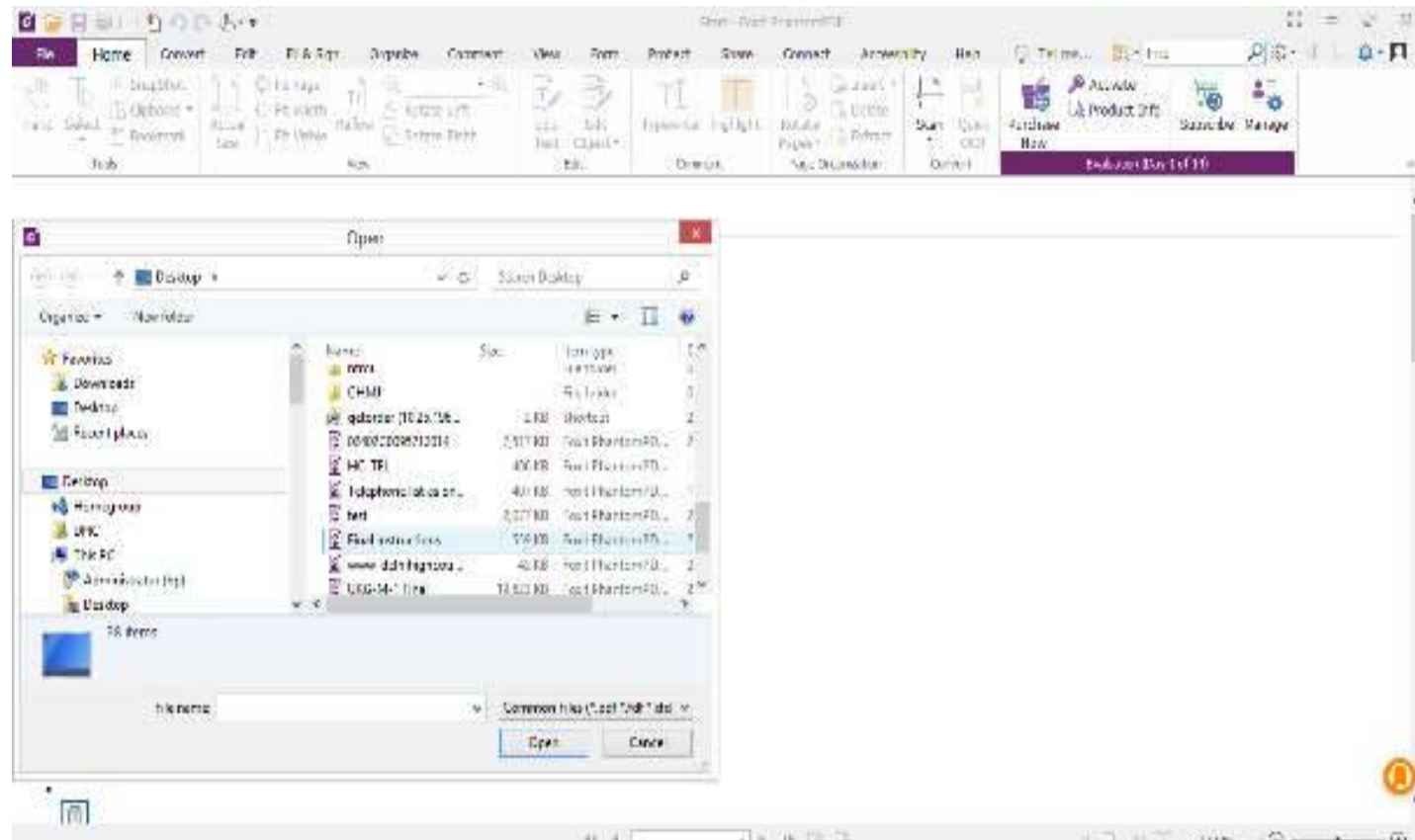


The screenshot shows the homepage of the Foxit Reader website. The header features the Foxit logo on the left and navigation links for Products, Solutions, Resources, Learn, Company, and Support on the right. A prominent blue button labeled "Download For Free" is located in the top right corner. The main content area has an orange background. On the left, the text "Foxit Reader" is displayed in a large, bold font, followed by the tagline "Industry's Most Powerful PDF Reader". Below this, three bullet points list key features: "Small, Fast, and Feature-Rich PDF Reader", "View, Annotate, Form Fill, and Sign", and "Integrates with Popular ECMs and Cloud Storage". At the bottom left, there is a blue button for "Free Foxit Reader Download" with a note that "No registration required". Below that is a white button for "Enterprise Packaging". On the right side of the main content area, there is a video player showing a world map with the text "275 MILLION" overlaid, indicating the number of users.

## Open the PDF file to Bookmark

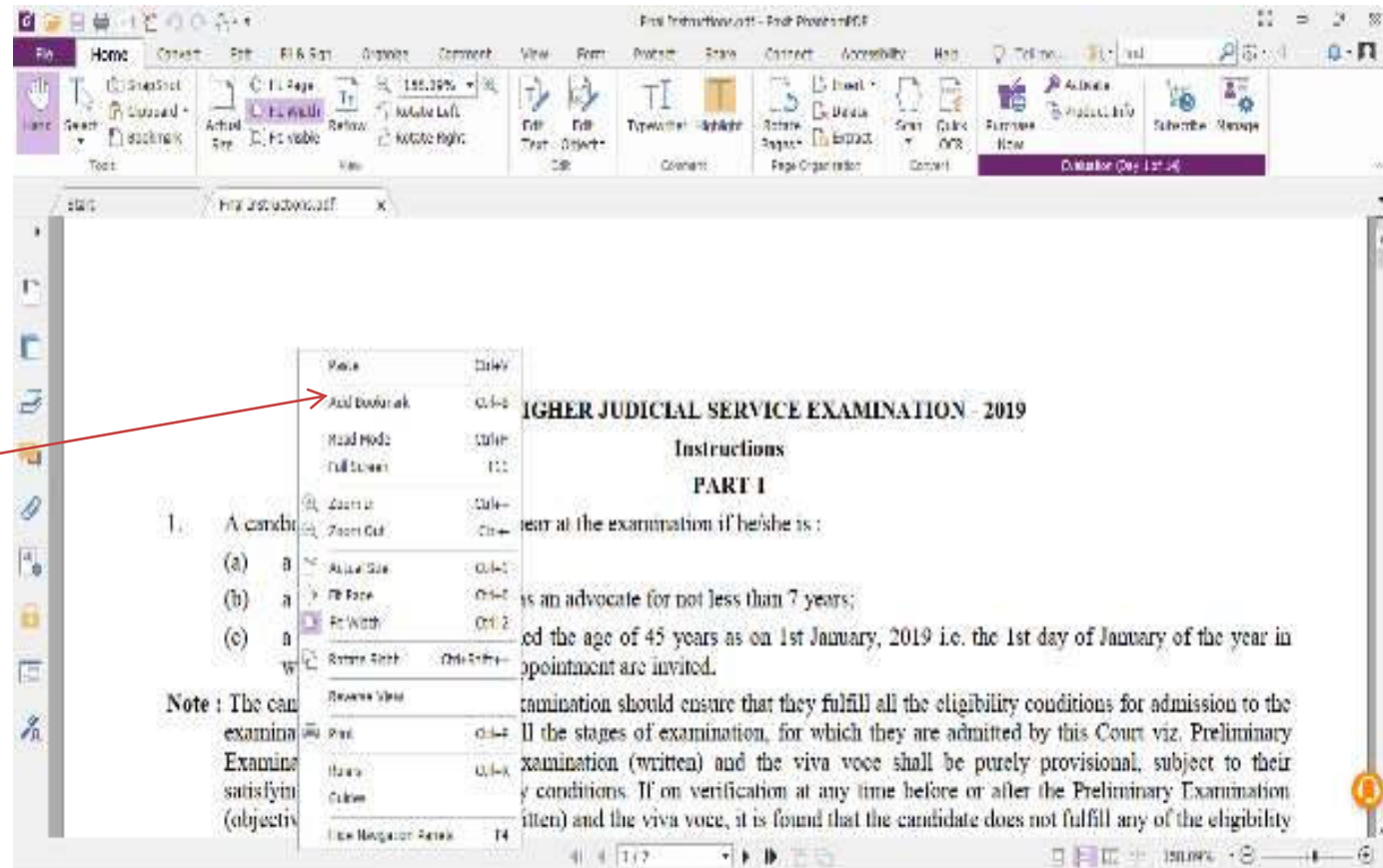
### Using Foxit Reader – free trial

Select & open  
the PDF  
document to  
make  
bookmark



## Using Foxit Reader – free trial

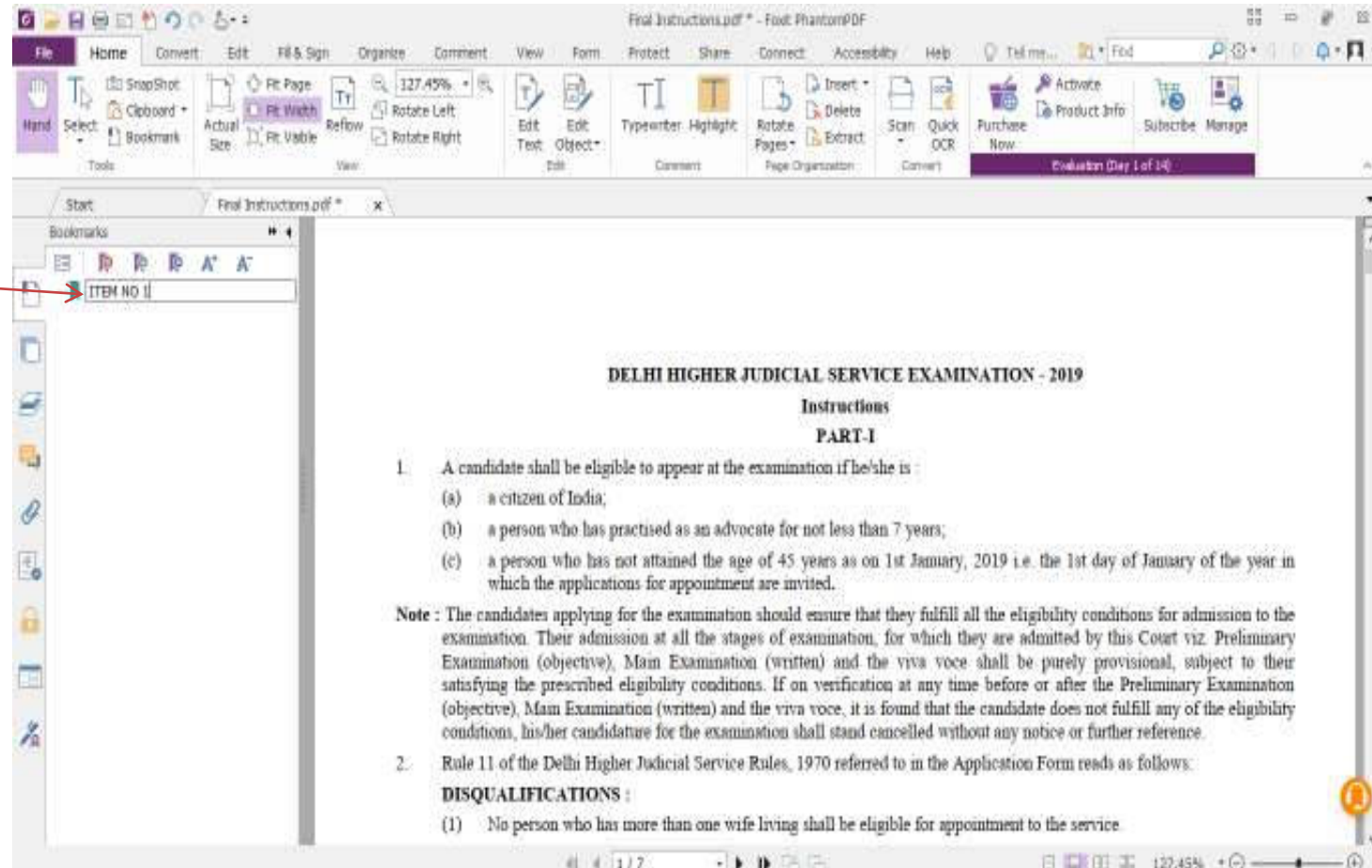
Right-click the selection and click **Add Bookmark...** on the shortcut menu or Press **Ctrl+B** → Click on **Add Bookmark** (**Bookmarks** panel will open)



## Using Foxit Reader – free trial

1. Type the name of your Bookmark

2. By default, the newly created bookmark will point to the start of the current page.



# Procedure for filing Caveat

# CAVEAT FILING

In this you can do Document filing in the already filed matter.

1) There is a submenu **Caveat** available in **e-Filing** menu.

1) Select Case Type

2) Enter Caveator's & Non-Caveator's Details

3) Enter Impugned Order details

3) Add e-court fee

4) Select document to be upload

5) Click on **Save** button to submit the Filing.

The screenshot displays the 'Caveat Filing' interface within the 'HIGH COURT OF DELHI e-Filing Management System'. The interface includes a sidebar menu with options like 'PROFILE', 'CHANGE PASSWORD', and 'LOGOUT'. The main form area contains the following fields and sections:

- Case Type:** A dropdown menu set to 'CS/COMM'.
- Filing Date:** A date and time field showing '12/05/2020 12:35 PM'.
- Non-Caveator Petitioner:** A text field containing 'NON CAVEATOR'.
- ADDRESS:** A text field containing 'ADDRESS'.
- Multiple Non-Caveator Petitioner:** A checkbox that is checked.
- Caveator/Respondent:** A text field containing 'CAVEATOR'.
- ADDRESS:** A text field containing 'ADDRESS'.
- Multiple Caveator/Respondent:** A checkbox that is checked.
- IMPUGNED JUDGMENT DETAIL:** A section with the following fields:
  - Court Name:** A dropdown menu set to 'DEBT RECOVERY TRIBUNAL'.
  - Case Type:** A dropdown menu set to 'WP'.
  - Case No.:** A text field containing '18'.
  - Year:** A dropdown menu set to '2020'.
  - Declaration Date:** A date field set to '04/05/2020'.
  - Court Fee Detail:** A text field containing '100'.
- Enter e-Court Fee Receipt No. (if any):** A text field with an 'Add' button.
- Payment ID:** A text field.
- Amount:** A text field.
- Previous Remarks:** A text field.
- Advocate Remarks:** A text field containing 'REMARKS'.
- File to upload:** A 'Browse...' button.
- Agree/Disagree:** Radio buttons for 'I agree' and 'I don't agree', with 'I don't agree' selected.
- Save:** A blue button at the bottom right.

At the bottom of the page, there is a disclaimer: 'I hereby declare that all the documents are true copies of their respective original documents.' and a note: 'Please upload only pdf files. Max size allowed 50 MB'.

# CAVEAT FILING

After uploading, the following screen will appear with the Diary number for the case you have filed

HIGH COURT OF DELHI  
e-Filing Management System

✓ Diary No. E-435022/2020

Confirmation E-mail Message has been sent.  
COMPLIANCE ASSISTANT : MR. VISHU RAYT

- e-filing is subject to scrutiny of case.
- [Click here to see the defects.](#)

- [Inbox for](#)

- e-Filing
  - + Main Court Filing
  - + Miscellaneous Case Filing
  - + Document Filing
- Inbox
  - + Main Filing Inbox
  - + Document Filing Inbox
  - + Misc. Filing Inbox
- + [Template](#)

# CAVEAT INBOX

**INBOX:** Now you can track the status of Caveat through your inbox.

1.) Click on the **Caveat Inbox** sub menu under Inbox menu

2.) under Caveat Inbox there are two tabs viz

**SCRUTINY**--- Lists the cases which are in scrutiny stage

**DEFECTIVE**--- Lists the cases which are in defective stage

WELCOME DEEP CHANDRA HARBOLA  
Login At: May 12, 2020 11:18:52 PM  
[PROFILE](#)  
e-Filing  
Inbox  
Main Case Inbox  
Application Inbox  
Document Inbox  
Caveat Inbox  
Previously Filed Case  
Draft Inbox  
[CHANGE PASSWORD](#)  
[LOGOUT](#)

HIGH COURT OF DELHI  
e-Filing Management System

Search By: Diary No  ALL

**SCRUTINY (2)** **DEFECTIVE (1)**

SlNo	Diary No.	Case Type	Case No.	Caveator Vs Respondent		Date of Filing	Status
1	435022/2020	CS(COMM)	/0	CAVEATOR Vs NON CAVEATOR	<a href="#">Memo of Party</a>	09-05-2020	SCRUTINY
2	435002/2020	CS(COMM)	/0	RESPONDENT 1 Vs TEST 1	<a href="#">Memo of Party</a>	09-05-2020	SCRUTINY