

SOP for ePayment in eFiling Ver 3.0 for Case filing and IAs/CMPs in District Judiciary

Advocates and Party-In-Persons can use the ePayment facility in eFiling 3.0 portal for different court payments.

For case filing, advocates/party-in-persons can pay the Court Fee using the 'Payment' menu. Please see below steps for payment of Court Fee.

- ❖ Select ePayments from the main menu.
- ❖ Select Payments from the submenu.
- ❖ Select suitable search option - Search my Case or New Case.
 - For Search My Case, enter the Search Keyword and select case from the drop down list.
 - For New Case, select e-Filing Number from drop down list.
- ❖ Select type of payment (Court Fee) by clicking the required radio button.
- ❖ Enter the details such as Payee Name, Party Name, Mobile Number and Amount to be paid for each payment type.
- ❖ Check on I agree to above terms and conditions; Generate OTP button appears.
- ❖ Click on Get OTP; the OTP is sent to the mobile number provided.
- ❖ Enter the OTP generated and click on Verify.
- ❖ The page will be redirected to the eTreasury payment page.
- ❖ The transactions can be viewed by clicking on the 'View Transactions' button provided on the right hand side.
- ❖ Users can then submit the case from 'Draft Pleadings' after selecting GRN from the dropdown list.

Advocate/party-In-Persons can make use of the Court fee Wallet facility for

Interlocutory Applications (IA) (filed before the Civil Courts) as well as Criminal Miscellaneous Petitions (CMP) (filed before the Criminal Courts). The Court fee Wallet facility automatically consumes court fee from wallet in the form of small adhesive stamps for interlocutory applications. **It may be noted that the wallet feature is establishment-wise.** So, the money deposited to the selected establishment can be used for that establishment only, and cannot be used in other establishments. In the Court Fee Wallet page of eFiling 3.0 portal, current available balance is visible on the right side. This is the total of all the establishment-wise wallet balances.

Please follow the below steps for adding money to the Court Fee Wallet.

- ❖ Select e-Payments
- ❖ Select Court Fee Wallet. Current wallet balance (for all establishments) is displayed on the right hand side of the screen.
- ❖ To add balance to wallet:
 - Select District.
 - Select Establishment Name. Click on the link “Wallet can be used..” to view the establishments for which this wallet can be used for payment of court fee.
 - Check on “I agree to above Terms and Conditions”.
 - Enter the amount to be added to the Court Fee Wallet.
 - Click on Get OTP.
 - Enter OTP and click on Verify.
 - The page will be redirected to the eTreasury payment page.
 - On successful transactions, updated balance will be reflected on the screen.
- ❖ Facilities to view Balance History, Transactions and Passbook are provided. Click on the corresponding button to view the lists.
- ❖ If IAs/CMPs are filed through ‘Interlocutory Applications Filing’ menu, payment is mandatory. Users can use the Court Fee Wallet facility for payment.

- ❖ IAs/CMPs can also be filed through 'Pleadings' menu, in which case the court staff has to convert the document to IA/CMP in the respective court. In this case, users can submit the document from 'Draft Pleadings' by optionally selecting GRN (if payment is made).