

SOP for Court Fee verification and defacement in CIS NC 3.2 (District Judiciary)

Users of CIS NC 3.2 can verify/deface challans paid by advocates or party-in-persons from eFiling 3.0 portal. While verifying fresh cases/existing cases/applications, payment details (GRN, amount, etc.) can be seen under 'Fees' label in the verify page. After case verification, user can follow below steps for verification and defacement of challan in CIS NC 3.2

- **EPayment configuration**

Please fill in 'Office Code' from the 'Periphery->Configure eTreasury' menu. All other details like verification url and defacement url will be filled by default.

Verification url :

<https://etreasury.kerala.gov.in/challan/models/frmgrnverificationoutsidebe.php>

Defacement url :

<https://etreasury.kerala.gov.in/challan/models/frmDefaceChallanBE.php>

- **Challan verification**

GRN verification is required before defacing a challan. Verification/defacement can be done from the 'I-Court Fees->I-Court Fees' menu.

1. Select Case No/Filing No.
2. Enter Case Type, Case No/Filing No, Year and press 'Go' button.
3. Choose 'Party Name' from dropdownlist on whose behalf payment is made.
4. Enter the total amount paid and GRN, press 'Verify' button.
5. Challan details will be displayed on successful verification.

- **Challan defacement**

The Chalan should be defaced before providing the service to the party. Once it is defaced, it will be marked as utilized. There are two types of defacement: partial and full.

Full defacement can be used, when the challan is utilized fully. For example, if an advocate uploaded the documents in freshcase/existing case and paid the amount via 'Court Fee' facility from eFiling Portal, then it can be defaced fully in CIS.

Partial defacement can be used when the advocate/party-in-person uses 'Court Fee Wallet' facility for payment. For example, while submitting IAs/CMPs through 'Interlocutory Application Filing' menu from eFiling portal, advocate/party-in-person can make use of wallet facility. In that case, IAs/CMPs will be available under 'Applications' while verifying the case. Amount needed for the application is only needed to be defaced in this case and the court user can use partial defacement.

On selecting defacement type, entering amount and pressing 'Deface' button, defacement successful message will be shown on success.

CIS users can also view details of defaced challans, deface already verified challans, generate reports of challan verification/defacement activities using other menus listed under 'I Court Fees' in CIS NC 3.2.