



**THE HIGH COURT OF KERALA**

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**HCKL/4892/2023-ECC4**

**Date: 15-09-2023**

**OFFICIAL MEMORANDUM**

Sub:- Introduction of e-Payment of Court Fees in the District Judiciary - reg

The High Court has decided to introduce e-Payment of Court Fees in the District Judiciary for Bail Applications (fresh) filed before the District and Sessions Courts as well as for the Interlocutory Applications (IA) filed before the Civil Courts and Criminal Miscellaneous Petitions (CMP) filed before the Criminal Courts, on optional basis through wallet facility with effect from 25.09.2023.

e-Payment facility for Court fee is enabled in eFiling Version 3.0 portal and for using Court Fee wallet facility the applications has to be submitted using 'Interlocutory Application Filing' menu in eFiling 3.0 portal.

It is informed that Court Fee for applications is fixed for each application type and the wallet facility is establishment wise. Court fee wallet balance of one establishment cannot be used to pay Court Fees in other establishments.

The Standard Operating Procedures for e-Payment in eFiling Version 3.0 for Case filing and IAs/CMPs in District Judiciary and for Court Fee verification and defacement in CIS NC 3.2 are enclosed herewith for information.

All the District Judges are requested to take steps for the successful implementation of e-Payment of Court Fees for Bail Applications (fresh) filed before the District and Sessions Courts as well as for the Interlocutory Applications (IA) filed before the Civil Courts and Criminal Miscellaneous Petitions (CMP) filed before the Criminal Courts in the Courts under their respective jurisdiction, on optional basis through wallet facility with effect from 25.09.2023.

The District Judges are also requested to take steps to convey the above information to the office bearers of all the Bar Associations/ Clerk Associations and other stakeholders including Judicial Officers/Staff in all the Courts in their respective Jurisdiction.

The District Judges are further requested to take steps to upload the SOPs attached herewith in the website of the District Courts and to publish the same in the Notice Board of all the Courts under their respective Jurisdiction.

(By Order)

**Signed by P J Vincent**

**Date: 15-09-2023 12:46:53**

P J Vincent

REGISTRAR (DISTRICT JUDICIARY)

Encl: As above

To:- 1. All the District Judges (District Judges are requested to bring the content of the OM to the notice of all the Judicial Officers under their respective jurisdiction as well as to share the SOPs with them).

2. All the Chief Judicial Magistrates

Copy to:- 1. All the Courts in the District Judiciary

2. All the Nodal Officers and Judicial officers of the e-Cell

3. The Secretary, Rule Committee, High Court

4. The D-I, D-II, E & Finance Wing, High Court

5. All the DSAs & ZOs

6. The Administrative Record Section, High Court

## **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.

# 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).