

### **Additional guidelines to follow for eFiling**

It is informed that the mandatory eFiling case type cases must be filed through the e-filing portal and eStamps from 17.07.2023 (NI Act Sec 138) and 01.09.2023 (high court noticed some case types). Before the eFiling mandatory commence date, some cases were manually filed and paid court fees to date it may be unnumbered, mistakenly numbered, and the case may be returned by the court. In such kind of circumstances, the eStamp Court fee mode may be exempted if already paid the court fee through a paper stamp and if it is punched and returned by the court. This kind of scenario cases also must be filed through eFiling mode. Therefore, eFiling and eStamps are mandatory from the date of commencement.

Advocates are asked to use A4 sheets without folding any case-related documents they might submit the scanned copy to the court, such as the Vakkalath, Process memo, Surety papers, etc. Folding causes damage/paper stuck or jammed in the scanner while scanning the content of the documents whereas the case bundle is being digitalized

Initially from 17.07.2023 (NI Act Sec 138) and 01.09.2023 (high court noticed some case types), the Hon'ble High Court of Madras will move towards digitization and becoming a paperless court. It is therefore informed that the old cases, which were filed prior to the e-filing mandatory period, case records are physically retained. If force practice to mandate eFiling for old cases, the case records are partially physically and partially digitally accessible. It is exceedingly tough to conduct the trial of the case, index case records, prepare judgment, etc. According to the eFiling SOP, the court should not require a physical copy of the case records. Therefore, until the digitalization process is complete, the physically filed cases will remain in physical form. Mandatory case types may only be filed digitally and without paper.

The section 317 Cr PC, 256 Cr PC, 257 Cr PC, etc. petitions should be filed as MP (Miscellaneous Petition) Interim Application in the IA category

through the eFiling portal under the Interim Application menu and it is mandatory for eFiling.

\* Petitions of cases registered under the NI Act (Section 138) from 17.07.2023. \*DVC Case, and Private Complaints from 01.09.2023.\*\*Criminal Appeal and Criminal Revision and Party in person of police filing cases from 15.09.2023.

Other than the eFiling mandatory cases (i.e. CC, PRC, SC, etc.) eFiling of the 317 Cr PC, 256 Cr PC, 257 Cr PC, etc. section petitions is NOT MANDATORY and it directed to submit before the open court then it record by the CFC and they made entry as MP in Interlocutory Application Filing of CIS.

Therefore the CrI.MP's such as 317 Cr PC, 256 Cr PC, 257 Cr PC, etc. section petitions are **MANDATORY filing as an MP (Miscellaneous Petition)** Interim Application in the IA category through the eFiling portal or manual filing which is applicable as per the SOP.

08.09.2023  
PERAMBALUR.

**Sd/- A. BALKIS**  
**PRINCIPAL DISTRICT JUDGE**

**D.No.4610/2023,**

## **Notification** **eFiling & eStamps**

This notice to inform that with effect from September 1, 2023, all the courts in the Perambalur District have to be **Extend of Mandatory eFiling** to the cases of Matrimonial Cases, Cases under Domestic Violence Act, cases to file under Sec.125 to 128 of Criminal Procedure Code,1973, Intellectual Property Cases and Arbitration matters, Anticipatory Bail Applications, Commercial cases and their Appeals, MCOP Cases, Rent Control Cases and Rent Control Appeals, Trust OPs, Succession OPs and its Appeals, Guardian OPs, ALL OPs, Review Petition, Execution Petitions, Private Complaints made before Magistrate and Revision thereon and to all the cases filed by Banks and Financial Institutions in the District Judiciary as eFiling is mandatory as per the directions of the Hon'ble High Court of Madras in R.O.C.No's. 64621A, 71816A, 75635A and 76436A/2023/Comp3, Dt. 16.08.2023.

Further noted that, with effect from March 15, 2023, eFiling in courts of Perambalur District dealing with Mutual Consent Petitions, MCOP, and Criminal MPs cases has already been made mandatory, as per the directions of the Hon'ble Computer Committee, Madras High Court in ROC.No.121139A/2020/eCourt dated 19-12-2022.

In addition, with effect from July 17, 2023, eFiling in courts of Perambalur District dealing cases under S.138 Negotiable Instruments (NI) Act has also been made mandatory, as per the

directions of the Hon'ble High Court of Madras in R.O.C.No.63233-A/2023/Comp3, Dt.03.07.2023.

In continuation of that, Physical or direct filing is strictly prohibited for the above-mentioned case types. Further, the Courts concerned not to insist the filing of physical copies unless and until it is required.

It further informs that, with effect from **September 1, 2023, eFiling** is mandatory and **eStamps** are **mandatory** for payment of court fees for all above-mentioned case categories. The concerned Court Judicial Officers, Staffs, and all the Advocates / Litigants / Public should adhere to this without any deviations.

All the Advocates / Litigants / Publics are requested to avail the eFiling facility, using their own electronic gadgets and should follow the Madras High Court eFiling Rules-2020.

If any queries in this regard, the advocate or party-in-person please contact the individual listed below during working hours.

Thiru.A.Yesubalan, System Analyst – 97893 35050.

Thiru.M.Jeyaraj, Assistant Programmer – 75029 16676.

PRINCIPAL DISTRICT COURT,  
PERAMBALUR.

DATED: 17.08.2023.

*S/d.,* A. BALKIS  
**PRINCIPAL DISTRICT JUDGE**

# **STANDARD OPERATING PROCEDURE**

[FOR E-FILING OF CASES UNDER SECTION 138 OF NEGOTIABLE INSTRUMENTATION ACT]

## **FOR E-FILING OF CASES**

- ❖ The Registered Advocates / Party in Person should login to e-filing portal (<https://efiling.ecourts.gov.in/tn>) and file the case relevant details under the different information tabs (viz., *Petitioner, Respondent, Extra Information, Extra Party, Add LRS, Case Detail, Act-Section, Main Matter, Subordinate Court, Police Station, Sign Method, Upload Document, Pay Court Fee and Affirmation*) to complete the case filing process. Special Characters are not allowed while filing Memo of Parties and Advocate remarks.
  
- ❖ The Advocate / Party in Person should prepare the following pre-requisite parameters:
  - ✓ As per the *Madras High Court e-Filing Rules 2020*, the Alignment of Case related documents should be in the following format:
    - Paper size : A-4
    - Top Margin : 1.5"
    - Bottom Margin : 1.5"
    - Left Margin : 1.75"
    - Right Margin : 1.0"
    - Alignment : Justified
    - Font : Times New Roman
    - Font size : 14
    - Line spacing : 1.5

- ✓ The documents which have to be enclosed along with the Petition viz., Cheque, Bank Statement etc., should be scanned with an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a PDF document.
- ✓ The File Name of the e-file document **should not exceed 45 Characters** in length. Special Characters should not be used in a file name.
- ✓ The Size of the document **should not exceed 20 MB**. However, if the file exceeds 20 MB, it can be split up and uploaded separately using any PDF converter / online tool.
- ✓ The document should be converted into searchable Portable Document Format (PDF) or PDF/A using any PDF converter. (**PDF/A is the preferred format**)
- ✓ The Photograph images/unclear images of documents are not accepted
- ✓ E-file document shall not be watermarked or encrypted.
- ✓ The e-file documents shall not contain any virus, malware, spam-ware, Trojan horse or the like.
- ✓ All the e-file documents shall be legible and free of markings, track changes or annotations

✓ *The merged documents should be uploaded at the time of online e-filing process.*

✓ *Court fee and other charges* should be paid electronically either by purchase on the on-line facility provided by the authorized agency [https://www.shcilestamp.com/estamp\\_CFS\\_home.html](https://www.shcilestamp.com/estamp_CFS_home.html) <https://pay.ecourts.gov.in/epay/> (*or*) from the Designated Counters provided for the purpose in the High Court and District Courts.

- ❖ Upon filling the requisite case related information in the relevant filing tabs, the user can view the composite information of filed data in **View** tab, before proceeding for final submission.
- ❖ Upon successful filing, the e-filed case would be forwarded to the section concerned for the Scrutiny Process.
- ❖ The Registry will communicate the objections (**if any**), regarding the cases filed to the concerned Advocate/Party -in- Person through email/SMS/Portal Dashboard. After the objections are cleared, the case will be processed for the registration process and the Advocate/ Party -in- Person will be informed by email/SMS/Portal Dashboard.
- ❖ Miscellaneous Petitions such as 317 Cr.PC, 256 Cr.PC, 257 Cr.PC etc., which are related to the cases u/s 138 of Negotiable Instruments Act, shall be filed through the **Interim Application** menu in e-Filing Portal.

- ❖ Any additional documents which are submitted during the trial as per the court direction, shall be filed in e-filing Portal under the **Document** menu.
- ❖ For filing of appeal in cases which are already disposed in physical mode, the appeal should be filed only through the e-filing portal and the appellant is required to upload all the exhibits which are marked in the trial court only in searchable PDF format.
- ❖ On appearance of the Accused / Respondent, the Vakalatnama (Memo of Appearance) filed by the counsel for the accused / respondent must comprise the details of Mobile Number & e-mail ID(s) of Accused / Respondent and their counsel.
- ❖ It is desirable that when the accused sent his reply notice for the notice issued by the complainant seeking for the Cheque amount, the Accused / Respondent may specify their e-mail ID in the reply notice so that they can obtain the copy of the complaint immediately on taking cognizance of offence. Where the reply notice contains the e-mail ID of Accused / Respondent (not counsel), the complainant should specify the e-mail ID of the accused in the complaint / relevant column.

***\*\* Similar Steps to be followed by the Respondent(s) for filing of Counter Petition through the Documents menu in the e-filing portal.***



# Notification

## eFiling of Criminal Case Types

### Crl.MP, Crl. A, Crl.R.

This notice is to inform you that, all of us know Crl.MP, Crl.A, Crl.R is a criminal case type. Commonly Criminal Case litigants are segregated with \*Prosecution/Accused. It is apt to mention in PRC/CC/SC/Spl.SC etc as \*Prosecution/Accused. Conversely, the Crl.MP Bail Application cannot segregate the litigants as \*Prosecution/Accused even though it is also a criminal case type. Crl.MP Petition (Bail, Anticipatory Bail, Condition Relaxation, etc), Crl. Appeal, Crl. Revision case litigants update tab to be segregated as a \*\*Petitioner/Respondent instead of Prosecution/Accused in eFiling portal 3.0.

Until the above mentioned criminal case litigants type segregation is done in the eFiling portal 3.0 by the Technical Team of the eCommittee, Supreme Court of India and Hon'ble High Court of Madras, the learned Advocates are requested to mention the above said Criminal case type filing through eFiling portal in **Party Details** tab **\*Prosecution/Accused**

**Prosecution** \*Should mention the Bail applicant Petitioner's name i.e., the Accused person's name in the FIR.

**Accused** \*Should mention the Bail Respondent Prosecution name i.e. **“State Govt of Tamil Nadu Rep by Inspector of Police XXX PS”** (XXX name of police station ex: Perambalur or Kunnam or Mangalamedu etc).

This should be in practice for eFiling of CrI.MP Petition (Bail, Anticipatory Bail, Condition Relaxation, etc), CrI. Appeal, CrI. Revision until further order/notification.

- ❖ Further, this is to inform you that the entire data field to be filled accurately in the \*mandatory fields and including the \*\*non-mandatory fields i.e. police station details, official email, and mobile number, etc.
- ❖ All the Pleadings documents including the receipt of Payment must be uploaded separately and they must be indexed through the **add index** through the **indexing tab**.
- ❖ OTP verification must be done for all the uploaded and indexed documents through the **eSign tab**.
- ❖ All the Advocates / Litigants / Public must be following the eFiling SOP of Hon'ble High Court, Madras, and Notifications of this Court without any deviations. Continuously watching the eFiling updates through this court and Hon'ble High Court websites.

If any queries contact - System Analyst: 97893 35050  
Assistant Programmer: 75029 16676.

**Note: EFILING 1.0 ONLINE USER REGISTERED ADVOCATES ARE REQUESTED PROPERLY DO UPDATE AND VERIFY YOUR PROFILE DETAILS IN THE EFILING PORTAL 3.0.**

PRINCIPAL DISTRICT COURT,  
PERAMBALUR.

*S/d.,* A. BALKIS  
**PRINCIPAL DISTRICT JUDGE**

DATED: 12.10.2023.

# **STANDARD OPERATING PROCEDURE**

[TO BE FOLLOWED BY ADVOCATES/ PARTY IN PERSON]

## **FOR E-FILING OF CASES**

- ❖ The Party in Person / Advocate(s) shall register themselves in E-Filing Portal through the Party in Person / Advocate option.
- ❖ The Party in Person / Advocate(s) should upload clear Photograph and ID Proof for the user registration.
- ❖ The Users registered under the Party in Person / Advocate category shall start filing the cases, only upon the acceptance of their User Registration Request by the concerned Court/Establishment.
- ❖ The Registered User Name & Password is valid for the filing of cases throughout the State of Tamil Nadu & the U.T of Puducherry.
- ❖ As per Section 13 of Family Courts Act, cases must be filed in Family Courts by the party only through the Party in Person Login.
- ❖ For Private Complaint U/s 200 of the Criminal Procedure Code, Indigent Suit under Order XXXIII of Code of Civil Procedure, Election Original Petition and Insolvency Petition or any other action which is required to be presented in person under the applicable law, the party shall file the cases through e-filing portal and appear in person with the e-filing case receipt for further cognizance.
- ❖ The Registered Advocates / Party in Person should login to e-filing portal (<https://efiling.ecourts.gov.in/tn>) and file the case relevant details under the different information tabs (viz., *Petitioner, Respondent, Extra*

*Information, Extra Party, Add LRS, Case Detail, Act-Section, Main Matter, Subordinate Court, Police Station, Sign Method, Upload Document, Pay Court Fee and Affirmation*) to complete the case filing process. Special Characters are not allowed while filing Memo of Parties and Advocate remarks.

- ❖ In Case of Mutual Consent in Divorce Petitions, **2nd Petitioner Name** shall be added in Extra Party Details and the Respondent details shall be marked as '**NIL**'.
- ❖ Name of all extra parties must be added in **Extra Party** Tab.
- ❖ The Advocate / Party in Person should prepare the following pre-requisite parameters:
  - ✓ As per the **Madras High Court e-Filing Rules 2020**, the Alignment of Case related documents should be in the following format:
    - Paper size : A-4
    - Top Margin : 1.5"
    - Bottom Margin : 1.5"
    - Left Margin : 1.75"
    - Right Margin : 1.0"
    - Alignment : Justified
    - Font : Times New Roman
    - Font size : 14
    - Line spacing : 1.5
    - Document/Pleadings prepared in Tamil must be in Tamil Unicode (preferably Marutham Font )

- ✓ 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.
- ✓ 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 Pleadings shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.
- ✓ The documents which have to be enclosed along with the Petition should be scanned with an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a PDF document.
- ✓ The File Name of the e-file document **should not exceed 45 Characters** in length. Special Characters should not be used in a file name.

- ✓ The Size of the document ***should not exceed 20 MB.***  
However, if the file exceeds 20 MB, it can be split up and uploaded separately using any PDF converter / online tool.
- ✓ The document should be converted into searchable Portable Document Format (PDF) or PDF/A using any PDF converter. (***PDF/A is the preferred format***)
- ✓ The Photograph images/unclear images of documents are not accepted
- ✓ E-file Pleadings shall not be watermarked or encrypted.
- ✓ The e-file documents shall not contain any virus, malware, spam-ware, Trojan horse or the like.
- ✓ All the e-file documents shall be legible and free of markings, track changes or annotations
- ✓ ***The merged documents should be uploaded at the time of online e-filing process.***
- ✓ ***Court fee and other charges*** should be paid electronically either by purchase on the on-line facility provided by the authorized agency [https://www.shcilestamp.com/estamp\\_CFS\\_home.html](https://www.shcilestamp.com/estamp_CFS_home.html) <https://pay.ecourts.gov.in/epay/> (***or***) from the Designated Counters provided for the purpose in the High Court and District Courts.

- ❖ Upon filing the requisite case related information in the relevant filing tabs, the user can view the composite information of filed data in **View** tab, before proceeding for final submission.
- ❖ Upon successful filing, the e-filed case would be forwarded to the section concerned for the Scrutiny Process.
- ❖ The Registry will communicate the objections (**if any**), regarding the cases filed to the concerned Advocate/Party –in– Person through email/SMS/Portal Dashboard. After the objections are cleared, the case will be processed for the registration process and the Advocate/ Party –in– Person will be informed by email/SMS/Portal Dashboard.
- ❖ Interlocutory Petitions in Civil Cases such as Condonation of Delay, Injunction Petition, Stay Petition etc. shall be filed as an IA through the **Interim Application** menu in e-Filing Portal.
- ❖ Miscellaneous Petitions such as 317 Cr.PC, 256 Cr.PC, 257 Cr.PC etc., which are related to Criminal Cases shall be filed as MP through the **Interim Application** menu in e-Filing Portal.
- ❖ Any additional documents which are submitted during the trial as per the court direction shall be filed in e-filing Portal under the **Document** menu.
- ❖ For filing of appeal in cases, which are already disposed in physical mode, the appeal should be filed only through the e-filing portal and the appellant is required to upload all the exhibits, which are marked in the trial court only in searchable PDF format.

- ❖ Filing of Counter Petitions / any subsequent documents shall be filed only through the ***Document Menu*** in E-Filing Portal.
- ❖ The Party in Person(s) / Advocate(s) may avail the designated E-Filing Help Desks/e-Seva Kendra(s) for support in Filing of Cases through the e-filing Portal.
- ❖ Originals of the documents that are scanned, Vakalatnama, notarized/attested affidavit by the Advocate or the litigant in person at the time of e-filing shall be collected at the time of trial or as and when instructed by the court concerned and should be preserved, for production or inspection.
- ❖ Notwithstanding anything above, the documents will have to be preserved as per Order 13 of Code of Civil Procedure and other applicable laws.
- ❖ The responsibility of producing the originals and proving their genuineness is vested with the party who has electronically filed the document (i.e., scanned document copy).
- ❖ The documents produced shall be stored securely by the court concerned. The documents shall be produced in the open court as and when required. The Pleadings and e-filed document shall be viewed in Open Court through CIS Periphery Software.
- ❖ Petitioner(s) should submit the Copy of Complaint / Petition in the court concerned, for the purpose of service of same along with the Notice / Summon, irrespective of e-mail ID of the Respondent is mentioned or



not . Service of Notice / Summon through e-mail cannot be treated as sufficient service. The Serving of Plaint / Petition through e-mail is only for the purpose of enabling the Defendant / Respondent to know the case.

*\* Similar Steps to be followed by the Respondent(s) for filing of Counter Petition through the Documents menu in the e-filing portal.*

*\*\* The appointed Advocate Commissioners / Arbitrators / Mediators / Conciliators / Official Receivers for the case concerned should file their Report or Memo etc., only through the Documents menu in the e-filing portal.*

# **STANDARD OPERATING PROCEDURE**

[FOR E-FILING OF CASES UNDER SECTION 138 OF NEGOTIABLE INSTRUMENTATION ACT]

## **FOR E-FILING OF CASES**

- ❖ The Registered Advocates / Party in Person should login to e-filing portal (<https://efiling.ecourts.gov.in/tn>) and file the case relevant details under the different information tabs (viz., *Petitioner, Respondent, Extra Information, Extra Party, Add LRS, Case Detail, Act-Section, Main Matter, Subordinate Court, Police Station, Sign Method, Upload Document, Pay Court Fee and Affirmation*) to complete the case filing process. Special Characters are not allowed while filing Memo of Parties and Advocate remarks.
  
- ❖ The Advocate / Party in Person should prepare the following pre-requisite parameters:
  - ✓ As per the *Madras High Court e-Filing Rules 2020*, the Alignment of Case related documents should be in the following format:
    - Paper size : A-4
    - Top Margin : 1.5"
    - Bottom Margin : 1.5"
    - Left Margin : 1.75"
    - Right Margin : 1.0"
    - Alignment : Justified
    - Font : Times New Roman
    - Font size : 14
    - Line spacing : 1.5

- ✓ The documents which have to be enclosed along with the Petition viz., Cheque, Bank Statement etc., should be scanned with an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a PDF document.
- ✓ The File Name of the e-file document **should not exceed 45 Characters** in length. Special Characters should not be used in a file name.
- ✓ The Size of the document **should not exceed 20 MB**. However, if the file exceeds 20 MB, it can be split up and uploaded separately using any PDF converter / online tool.
- ✓ The document should be converted into searchable Portable Document Format (PDF) or PDF/A using any PDF converter. (**PDF/A is the preferred format**)
- ✓ The Photograph images/unclear images of documents are not accepted
- ✓ E-file document shall not be watermarked or encrypted.
- ✓ The e-file documents shall not contain any virus, malware, spam-ware, Trojan horse or the like.
- ✓ All the e-file documents shall be legible and free of markings, track changes or annotations

✓ *The merged documents should be uploaded at the time of online e-filing process.*

✓ *Court fee and other charges* should be paid electronically either by purchase on the on-line facility provided by the authorized agency [https://www.shcilestamp.com/estamp\\_CFS\\_home.html](https://www.shcilestamp.com/estamp_CFS_home.html) <https://pay.ecourts.gov.in/epay/> (*or*) from the Designated Counters provided for the purpose in the High Court and District Courts.

- ❖ Upon filling the requisite case related information in the relevant filing tabs, the user can view the composite information of filed data in **View** tab, before proceeding for final submission.
- ❖ Upon successful filing, the e-filed case would be forwarded to the section concerned for the Scrutiny Process.
- ❖ The Registry will communicate the objections (**if any**), regarding the cases filed to the concerned Advocate/Party -in- Person through email/SMS/Portal Dashboard. After the objections are cleared, the case will be processed for the registration process and the Advocate/ Party -in- Person will be informed by email/SMS/Portal Dashboard.
- ❖ Miscellaneous Petitions such as 317 Cr.PC, 256 Cr.PC, 257 Cr.PC etc., which are related to the cases u/s 138 of Negotiable Instruments Act, shall be filed through the **Interim Application** menu in e-Filing Portal.

- ❖ Any additional documents which are submitted during the trial as per the court direction, shall be filed in e-filing Portal under the **Document** menu.
- ❖ For filing of appeal in cases which are already disposed in physical mode, the appeal should be filed only through the e-filing portal and the appellant is required to upload all the exhibits which are marked in the trial court only in searchable PDF format.
- ❖ On appearance of the Accused / Respondent, the Vakalatnama (Memo of Appearance) filed by the counsel for the accused / respondent must comprise the details of Mobile Number & e-mail ID(s) of Accused / Respondent and their counsel.
- ❖ It is desirable that when the accused sent his reply notice for the notice issued by the complainant seeking for the Cheque amount, the Accused / Respondent may specify their e-mail ID in the reply notice so that they can obtain the copy of the complaint immediately on taking cognizance of offence. Where the reply notice contains the e-mail ID of Accused / Respondent (not counsel), the complainant should specify the e-mail ID of the accused in the complaint / relevant column.

**\*\* Similar Steps to be followed by the Respondent(s) for filing of Counter Petition through the Documents menu in the e-filing portal.**

## **STANDARD OPERATING PROCEDURE FOR E-PAYMENT PROCESS**

### **PURCHASE OF e-COURT FEE**

The e-Court fee can be purchased online through the *e-Pay Web Portal* (<https://pay.ecourts.gov.in>) or through the *e-Court Fee System of SHCIL* ([https://www.shcilestamp.com/estamp\\_CFS\\_home.html](https://www.shcilestamp.com/estamp_CFS_home.html))

The e-Court fee can also be purchased from the *Authorised Collection Centres* (ACCs) of SHCIL.

### **DEFACING / LOCKING OF e-COURT FEE**

The e-Court Fee receipt obtained through the e-Pay Web Portal contains the information of Case Number and Party Name, whereas the receipt obtained through the e-Court Fee System of SHCIL contains only the Party Name.

At the time of presentation of case(s), the Scrutiny Officer i.e., Sheristadars/Head Clerks of the Courts concerned should deface / lock the e-Court Fee in the SHCIL Portal through the provided credentials.

In order to ensure the payment of e-Court fee in the respective case, the CNR Number of the case should be mentioned as the Diary Number in the SHCIL Web Portal, during the defacement process.

The Scrutiny Officer must ensure whether the e-Challan receipt is defaced correctly for the concerned Case Number through the Verify e-Court Fee Receipt option.

**The particulars of e-Challan receipt should be entered in Case Information System (CIS) Software under the Receipt Fees menu.**

In case of re-presentation of same case in another court, the Scrutiny Officer of the Court concerned should ensure whether the e-Court Fee Receipt number is defaced / locked only for the respective case.

Any Additional Court fee(s) paid after the re-presentation process, should be defaced / locked only in the transferee court and the necessary fee entry should be made in CIS Software accordingly.

### **REFUND OF COURT FEE**

The refund of Court Fee for the Unnumbered Case(s) shall be done by the Court concerned by means of rejecting the Complaint and issuing judicial order to refund the court fee, as per the Section.66 of TamilNadu Court Fee and Suit Valuation act.

Similarly, the refund of Numbered Case(s) shall be done by the Court concerned by issuing judicial order, as per the Section 69 and Section 69-A of Tamil Nadu Court fee and Suit valuation act.

The receipt number of the Cancelled / Refunded e-Challan(s) should be mentioned as Cancelled in CIS Software under the Receipt Fee menu.

### **VERIFICATION OF COURT FEE**

The Judicial Officer of the court concerned should ensure whether the Court Fee Register generated through the CIS Software is accurate and tallied with the Manual Register.

The Nodal Officer of the e-Court Fee process should ensure whether the defaced e-Challan details are entered in CIS Software for all cases.

### **GRIEVANCE MECHANISM**

Any grievance in respect of Defacement / Refund Process should be addressed to the Officials of SHCIL only through the Nodal Officer of the concerned district.

# **STANDARD OPERATING PROCEDURE**

## **[FOR E-FILING OF CHARGESHEET]**

1. The Authorized Representative of Police Station/Investigation Agencies concerned shall register themselves in e-filing Portal (<https://efiling.ecourts.gov.in/tn>) through the Party in Person option.
  1. First Name should be the Designation (i.e., ***Inspector of Police/Sub Inspector of Police***)
  2. Last Name should be the Police Station Name (i.e., ***Adyar Police Station***)
  3. Mobile Number should be the Official mobile number of the Police Station.
  4. E-Mail ID should be the Official e-mail ID of the Police Station. (i.e. **CCTNS Email ID**)
2. The Authorized Representative of Police Station / Investigation Agencies should upload clear Photograph and Department ID Proof in e-filing portal for the user registration.
3. Upon approval of the User Registration request, the Officer of the Police Station concerned would be enabled to file the Chargesheet through the e-filing portal.
4. The Police Officials should login to the e-filing portal (<https://efiling.ecourts.gov.in/tn>) and file the case relevant details under the different information tabs (viz., ***Petitioner, Respondent, Extra Information,***



*Extra Party, Case Detail, Act-Section, Main Matter, Police Station, Sign Method, Upload Document and Affirmation*) to complete the filing process.

5. Under the Petitioner tab, the Organization checkbox should be selected and the Organization Name has to be kept as “**State of Tamil Nadu Rep by XXXXX PS**” and all other details of Accused Person viz., Name of the Accused, Mobile Number(s), email ID should be entered in the E-Filing Portal under the Respondent tab & Extra Party tab accordingly.(i.e. A1 should be entered in Respondent Tab and the other accused persons should be entered in extra party tab)
6. While filing of Referred Charge Sheet / Action Drop Chargesheet, the Case Type viz., **RCS** should be selected in e-filing portal.
7. The Hide Party must be selected under case detail tab, while filing cases related to offences against women and children (i.e., POCSO, Mahila Court Cases etc.,)
8. All the Annexures of the Chargesheet including FIR, Remand Report, Viscera Report, Postmortem certificate, shall be scanned with an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a PDF document. The Hand written documents should also be scanned in the same image resolution and uploaded.
9. Apart from the charge sheet, all other papers (example : Remand report, Arrest memo, Form 91, Form 95 etc.) already sent to the Court should be scanned with

an image resolution of **300 DPI** (Dots per inch) in OCR searchable mode and it has to be saved as a searchable PDF document and should be uploaded.

10.Chargesheet and its annexure(s) should be uploaded as separate documents along with their captions in the e-filing Portal.

11.The Photograph images/unclear images of documents will not be accepted.

12.The Registry shall communicate the objections/return/queries (**if any**), regarding the filed Chargesheet through email/SMS/e-filing Portal Dashboard.

13.In case of any defect pointed out by the court concerned, the Investigation Officer concerned should rectify the defect and re-present the rectified version only through the e-filing portal.

14. Upon rectification of Defects/Objection, the Court concerned shall approve the Charge sheet for the registration process and the Case Number will be generated for the respective Chargesheet and the status of same will be informed through email/SMS/e-Filing Portal Dashboard.

15.Once the final report is registered/taken cognizance, the Investigation Officer concerned should submit the required number of copies to the court concerned, as per the Criminal Rules of Practise 2019, for the purpose of supplying it to the accused.