

**E-filing Notification**

Principal District Court, Tiruvarur  
Dated: 07.07.2023.

Sub : e-Courts Project – Implementation of Mandatory e-filing to the Courts dealing with Negotiable Instrument Act Cases in the District Judiciary – Instructions – Issued – Regarding.

Read: Letter in Roc.No.63233-A/2023/Comp3, dated:03.07.2023 of the Hon'ble High Court of Madras.

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It is notified that the facility of mandatory e-filing cases to the Courts dealing with the Cases arising ***under Sec.138 of Negotiable Instrument (NI) Act*** and to the Courts dealing with **Criminal Appeals and Criminal Revisions and allied matters** arising in Cheque Bounce cases in Tiruvarur District Judiciary through e-filing portal (<https://efiling.ecourts.gov.in>) developed by the Hon'ble e-Committee, Supreme Court of India will **commence on and from 17.07.2023**.

The account creation process shall be verified by one Time Password (OTP) which will be sent to the Mobile Number and email address of the concerned Advocate/Party-in-person. In case of Non -Availability of Advocate on record while registering, the advocate shall be required to send the details of Advocate in the format enclosed herewith to [efilingtiruvarur@gmail.com](mailto:efilingtiruvarur@gmail.com) on all working days.

The detailed guidelines and tutorial video prepared by the Hon'ble High Court, Madras for the e-filing and the detailed user manual prepared by the Hon'ble e-Committee, Supreme Court of India along with the steps required to be taken as per the practice prevailing in Madras High Court is available on the website of Hon'ble High Court, Madras (<https://www.hcmadras.tn.nic.in>).

Advocate / Party-in-person should follow the 'Madras High Court e-Filing Rules 2020' which was notified in the Official Gazette and the same is available in the website of Madras High Court. (<http://www.hcmadras.tn.nic.in>)

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Advocates / Party-in-Person are informed that as per in Rule 8.2 of the 'Madras High Court e-Filing Rules 2020', in all cases, unless exempted, the originals of the documents relied as evidence that are scanned and digitally signed by the Advocate or the litigant in person, as the case may be, presented at the time of e-filing should be filed in the Concerned Court at the earliest point of time, preferably before the commencement of trial or hearing.

Further, all the Judicial Officers in this District are hereby requested to instruct the staff concerned not to insist the filing of physical copies unless and until it is required and also take necessary steps towards sensitizing the Advocates towards e-filing facility through respective Bar Associations.

For the purpose of remitting Court fee, the Advocate / Party-in-person are instructed to avail the e-Stamping and facility through the URLs:<https://pay.ecourts.gov.in/epay/> and <https://www.shcilestamp.com> for online payment.

Sd/-----  
Principal District Judge (FAC)  
Tiruvarur.

To

1. All the Judicial Officers of this District. (Through e-mail)  
( With a request to communicate this Notification to the Bar Association in respect of their Court Complexes concerned)
2. The Presidents, Bar Associations, Tiruvarur, Mannargudi, Thiruthuraipoondi, Nannilam, Needamangalam, Valangaiman.
3. Notice Board of this Office.
4. Host in the Official website of this Office.

Copy To

The Court Manager, System Analyst, Sherishtadars (AWI,AWII, JW) Grade.I Bench Clerks, Head Clerks, Central Nazir, Record Keeper and Copyist Superintendent of this Court.

# **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.**