



# TAMIL NADU GOVERNMENT GAZETTE

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## Part III—Section 2

Statutory Notifications and Orders issued by  
Heads of Departments.

NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.

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#### JUDICIAL NOTIFICATIONS

Madras High Court E-Filing Rules, 2020. .. .. . 112-164

**NOTIFICATIONS BY HEADS OF DEPARTMENTS, ETC.****JUDICIAL NOTIFICATIONS****MADRAS HIGH COURT E-FILING RULES, 2020.***(R.O.C.No.36712-A/2020/Comp9)*

No. SRO C-22/2020.

**Preamble:**

Whereas it is necessary and expedient to enable and regulate the filing procedure in Courts and Tribunals through online electronic filing; and

In exercise of powers under Articles 225 and 227(2)(b) of the Constitution of India, Section 122 of the Code of Civil Procedure, 1908, Section 477(1)(d) of the Code of Criminal Procedure, 1973, Clauses 37 and 38 of the Letters Patent and all other powers enabling and with the approval of the Governments of Tamil Nadu and Puducherry, the High Court of Judicature at Madras makes the following Rules:

**1. Short Title, Applicability and Commencement:**

1.1. These Rules shall be called Madras High Court e-Filing Rules, 2020.

1.2. These Rules shall apply to Madras High Court and to all Courts/Tribunals (except Tribunals established by Acts of Parliament) situate within the territories of the State of Tamil Nadu and the Union Territory of Puducherry under the supervisory jurisdiction of the Madras High Court.

1.3. These Rules shall apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres.

1.4. These rules shall apply to such categories of cases as would be notified by the Chief Justice of the High Court from time to time.

1.5. These Rules shall come into effect on such date as the High Court of Judicature at Madras may appoint by notifications in the Tamil Nadu and Puducherry Government Gazettes.

**2. Definitions**

2.1. Action: includes all proceedings instituted in the Court such as suits, criminal complaints, writ petitions, execution petitions, arbitration applications, probate cases, contempt petitions, including interlocutory applications, appeals, review and revisions arising thereof, by whatever name called;

but does not include actions to be presented into Court in person like private complaint under section 200 of the Criminal Procedure Code, 1973, indigent suit under Order XXXIII of Code of Civil Procedure, 1908 or any other action which is required to be presented in person under the applicable law.

2.2. Administrator: means the Registrar (IT) or an officer appointed / nominated by the Chief Justice of High Court and includes an officer appointed / nominated by the Principal District Judge / Chairman or President of Tribunals, as the case may be, for administering and dealing with matters connected with or relating to e-filing.

2.3. Designated Counters: means and includes those counters as mentioned in Appendix-I.

2.4. Electronic Filing (e-filing): means e-filing as prescribed through the Internet (at the web portal of the Court) or through the internet/intranet at Designated Counters, unless the context requires otherwise.

2.5. Objections: means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.

2.6. Original Party: means any person or entity who initiates an action, by whatever name called / described.

2.7. Opposite Party: means any person or entity who is adversary to an action, by whatever name called / described.

2.8. Physical Filing: means Actions and pleadings filed as hard copies at the Registry of the Court or the Tribunal as the case may be.

2.9. Pleadings: means statements filed in support or defence of an Action as provided under applicable law.

2.10. PDF: means an electronic document filed in a Portable Document Format.

2.11. PDF/A: means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

2.12. Practice Directions: means directions issued by the Chief Justice from time to time for effective and efficient filing of proceedings in Court by e-Filing.

2.13. Registered user: means an Advocate or a party in person who is registered in the e-Filing portal by complying with the required registration procedure.

2.14. Registry: means the Registry of the Court / Tribunal.

2.15. Technical failure: means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file for initiating an action.

2.16. Third Party: means any person or entity seeking to become a party or to intervene in an action, by whatever name called / described.

2.17. Working Day: means and includes a day when the Registry of the Court functions.

### 3. General Instructions

3.1. On-line e-filing shall be made through designated web portals of the respective courts.

3.2. Except as provided in these Rules, Actions, whether fresh, pending or disposed shall be filed electronically by a registered user from their home, office or other remote location in the manner provided in these Rules.

3.3. Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges as prescribed and notified by the High Court.

3.4. The size of the e-file should not exceed 20 MB. However, if the file exceeds 20 MB, it can be split up and uploaded separately.

### 4. Registration

4.1. Every Advocate or Party in Person who intends to make e-filing shall register on the e-filing portal of Hon'ble E-Committee of Supreme Court of India. The Registered User's login ID/username, password, and profile will constitute the Registered User's electronic identity and user account for the purpose of e-filing.

4.2. Registration of an Advocate or litigant in person as a Registered User shall be as per the procedure prescribed in the practice directions.

4.3. Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action in the format provided in Appendix VII.

4.4. Responsibilities of Registered User:-

(a) It will be the responsibility of the registered user to have a valid and working email address to receive notification from e-filing portal electronically. It will not be the responsibility of Court to ascertain whether a registered user is receiving notifications from the e-filing system via email or not.

(b) If the registered user's email address, phone number, or other information provided on e-filing portal has changed, the registered user must promptly make the necessary changes to his or her profile.

(c) A registered user shall be liable for:

(i) any conduct undertaken using his / her user ID;

(ii) the conduct of any person to whom access is provided by him/her by sharing his/her user ID and password;

(iii) any inappropriate conduct may result in suspension of the account or other proceedings as may be initiated under the Law for the time being for contempt of court, or commission of an offence under relevant laws in force at the time of the inappropriate conduct. It shall be presumed that the document(s) has(ve) been filed by the person using the user id;

(d) It shall be the responsibility of the registered user to maintain the secrecy of his / her user id and password. If a registered user believes that the security of his or her electronic identity has been compromised or that a threat to the system exists, the registered user must intimate the Registry of Madras High Court.

4.5. A litigant in person who subsequently engages an Advocate, or a litigant who subsequently changes the Advocate, or a litigant who subsequently chooses to appear as party in person, on being permitted by the Court concerned, wherever required, shall make an application before the Administrator for transferring the data in respect of their Action suitably.

4.6. Once the Administrator receives the application, the data in the Action shall be transferred in the user account of the subsequent Advocate / litigant in person, as the case may be. Thereafter, the previous advocate or the litigant in person, as the case may be, shall not be permitted to modify the data of the subject Action.

4.7. A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in Appendix-II.

#### **5. Frame of Pleadings**

The format and frame of pleadings presented through online shall comply with the Applicable Laws and the Practice Directions.

#### **6. Digital Signatures**

6.1. The PDF document shall be digitally signed either by the parties and/or by their Advocate.

6.2. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules.

6.3. If neither the litigant nor the advocate who has been engaged possess a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their advocate in accordance with rules and it shall thereafter be scanned and uploaded.

6.4. A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in Appendix — IV.

6.5. A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication.

#### **7. Payment of Court Fees/Other Charges**

Court fee and other charges can be paid electronically either by purchase on the on-line facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

#### **8. Retention of signed pleadings and original documents.**

8.1. The original(s) of the signed vakalatnama, notarized/attested affidavit and pleadings or any other document presented in an action at the time of e-filing through online shall be filed in the Registry of the court concerned as and when directed by the Registry.

8.2. 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 Registry at the earliest point of time, preferably before the commencement of trial or hearing.

8.3. The Registry shall ensure the originals of the signed pleadings / documents involved in an action are received for its safe custody. Any destruction of the records so received and preserved shall be only in accordance with the applicable rules for destruction.

#### **9. Access to the Electronic Data of the Action**

Access shall be available to a registered user free of cost on due permission to access data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies on payment of appropriate / prescribed charges.

#### **10. Exemption from e-filing**

In any Action, exemption from on-line e-filing of the entire pleading or a part of the pleadings and/or documents may be permitted by the court concerned upon an application being made for that purpose in the following circumstances:

- i) where on-line e-filing is not feasible for reasons set out in the application; or
- ii) where there are concerns about confidentiality and protection of privacy; or
- iii) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- iv) where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
- v) for any other just and sufficient cause.

#### **11. Service of Electronic Documents**

In addition to the prescribed modes of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

## 12. Computation of Time

12.1. Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (1ST) as in the Registry Portal will apply.

12.2. E-filing through Designated Counters will be permissible up to 16.00 hours on any court working day. On-line e-filing carried out after midnight, i.e. 24.00 hours of the day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.

12.3. The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing during court hours on working days or take recourse to physical filing along with soft copies in CD or pen drive.

12.4. Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions shall commence from the date when e-filing is made as per the procedure prescribed in these Rules.

## 13. Procedure for Filing Caveat

All caveats can be filed on-line. The procedure for this purpose is set out in Appendix —VI.

## 14. Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry shall, wherever required, prepare hard copies for official use.

## 15. Storage and Retrieval of e-Filed Documents and Pleadings

E-filings shall be stored on an exclusive server maintained under the control and directions of the Court. Each such filing shall be separately labelled and encrypted to facilitate easy identification and retrieval. The security of such filings shall be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

## 16. Residuary provisions

For the purpose of implementing these Rules

i) The Chief Justice shall have the power to notify the charges payable for the facilities provided through designated counters.

ii) The Chief Justice shall have the power to include or exclude any place or premises as Designated Counters.

iii) The Chief Justice shall have the power to issue any additional directions apart from Practice Directions for effective implementation of these Rules which shall be and in consistent with the principle of furthering the interests of justice.

## 17. Power to Remove Difficulties

The High Court may, if satisfied that the operation of any Rule is causing undue hardship, by an order dispense with or relax the requirements of that Rule to such extent and subject to such conditions, as may be stipulated, to deal with the case in a just and equitable manner.

## 18. Repeal and Savings

18.1. All Rules, circulars, administrative orders (ROC) and guidelines in the nature of directions governing the e-filing procedure so far, shall stand repealed with effect from the date of coming into force of these Rules in Tamil Nadu and the Union Territory of Puducherry, respectively.

18.2. Such repeal shall not affect the validity of actions commenced and completed under the repealed rules or pending as on the date of coming into force of these Rules. Such pending actions shall be deemed to have been undertaken under these Rules and may be proceeded with on that basis.

18.3. These Rules are for the purpose of e-filing procedures and shall not be read in derogation of any provision, rule, expression and definition in other Statutes / Rules and shall be read as supplemental to the same.

**Practice Directions:****I. Registration Procedure:**

Advocates and Litigants in person who seek to register as a Registered User in the e-filing Portal shall comply with the following procedures.

**i) Advocates**

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/tn/>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with a self-attested copy of The Bar Council Registration Certificate or Bar Council ID-card (in PDF format only).

**ii) Litigants in person**

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/tn/>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

**II. Formatting**

(i) All the e-Filings in relation to an action shall conform to the following requirements:

- 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
- If any document is typed in a local language in Trial Courts, it must be in prepared using Tamil Unicode Marutham Font 14 (Font available at <http://www.tamilvu.org/tkbd/index.htm>.)

(ii) The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or inbuilt PDF conversion plug-in provided in the software. PDF/A is the preferred format.

(iii) A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in Appendix —III.

(iv) The text documents and scanned documents set out in clauses stated above and the PDF documents referred in Rule 6.1 should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in Appendix -V.

(v) The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for e-Filings in relation to an Action are set out in Appendix-I.

(vi) Once e-filing is accepted, a time stamped automated filing or registration number shall be generated and notified to the Registered User.

(vii) In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.

(viii) Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.

(ix) Document Binary File Name Standards

The following special characters are not allowed in a file name:

- A quotation mark (")
- A number sign/Pound (#)
- Per cent (%)
- Ampersand (&)
- Asterisk (\*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash (\)
- Forward slash (/)
- Braces (left and right) ({ })
- Pipe (|)
- A tilde (~)
- The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

(x) No File name should exceed 45 characters in length, including spaces. Single space must be counted as one character each.

(xi) On-line e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

(xii) The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.

(xiii) Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the Original Party can be called upon to deposit the charges calculated on the basis of the number of pages per Opposite Party which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the Opposite Party.

(xiv) The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.

(xv) Any communication transmitted by email can be intercepted or read by a third party. An Advocate or litigant in person seeking to transmit confidential or sensitive document/material, shall approach the Registry for requisite assistance/advice.

- - - -

High Court, Madras,  
16th October, 2020.

C.KUMARAPPAN,  
*Registrar General.*

## APPENDIXES

- APPENDIX I      Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.
- APPENDIX II     Screenshots showing the procedure for registration.
- APPENDIX III    Screenshots showing the procedure for converting a Document into an OCR searchable PDF.
- APPENDIX IV    Screenshots showing the procedure for appending single or multiple digital signatures.
- APPENDIX V     Screenshots showing the procedure for bookmarking.
- APPENDIX VI    Screenshots showing the procedure for filing Caveat.
- APPENDIX VII    Template of the Affidavit / Undertaking by Party in Person.



## APPENDIX - I

SCREENSHOTS SHOWING THE  
PROCEDURE FOR ACCESSING  
THE ON-LINE PORTAL, ELECTRONIC  
FILING OF DOCUMENTS

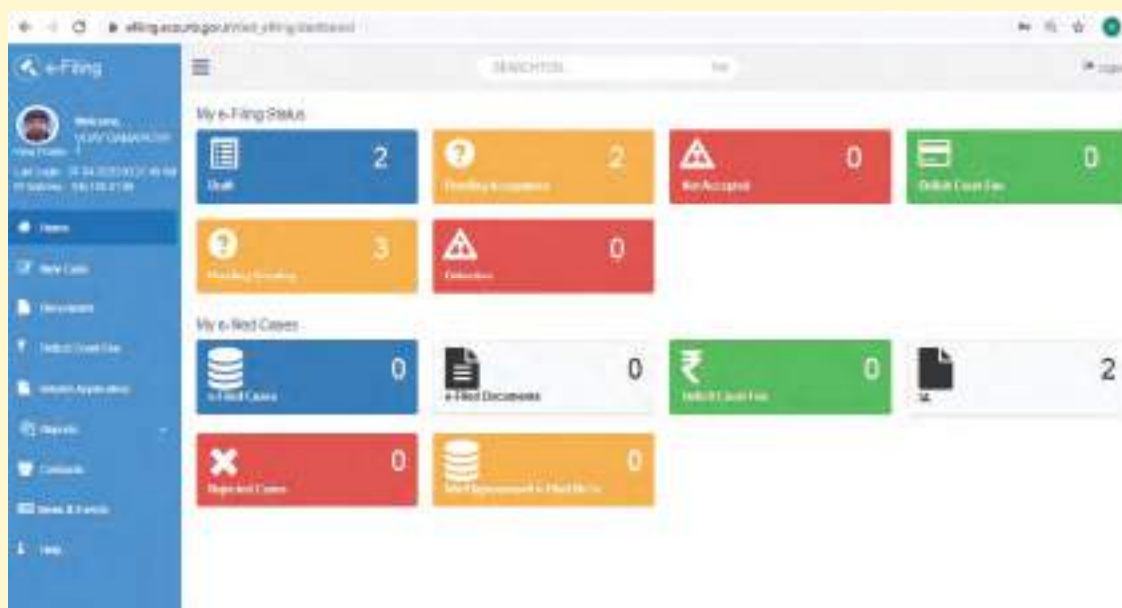
### HOME PAGE OF E-FILING PORTAL



# LOGIN PAGE



# DASH HOME



## FILING OF NEW CASE

The screenshot shows the 'New Case' form on the e-Filing portal. The 'Wages to Me' option is selected under the 'ACTS' section. The form fields are as follows:

- Wages to Me:**  (Selected)
- Wages to Other Party:**
- Wages to Both Parties:**

Instructions for 'Wages to Me':

- Complete case related to the case, who have is provided in paragraph, is mandatory to fill at the time of filing of the case.
- City of Name, Address, Age and Religion of Petitioner/Respondent should be same as provided in Return of Party.
- Details of Entry self-employment is required to be enter in 'Self Party' field and it should be same as self/other 'Name of Party'.

Form Fields:

- Wages Court:** SELECT
- Case Type:** SELECT
- Case Type:** Select
- Is MACT Matter:**  Yes  No
- Matter Name:**  (Placeholder: Enter matter name type of MACT case)
- Is Deceased:**  Yes  No
- File Lead Name:** Select

Buttons: **Reset** (blue), **Submit** (green)

## SELECTION OF FILING COURT

The screenshot shows the 'New Case' form on the e-Filing portal. The 'Wages to Me' option is selected under the 'ACTS' section. The 'Wages Court' is set to 'MADRAS'. The form fields are as follows:

- Wages to Me:**  (Selected)
- Wages to Other Party:**
- Wages to Both Parties:**

Instructions for 'Wages to Me':

- Complete case related to the case, who have is provided in paragraph, is mandatory to fill at the time of filing of the case.
- City of Name, Address, Age and Religion of Petitioner/Respondent should be same as provided in Return of Party.
- Details of Entry self-employment is required to be enter in 'Self Party' field and it should be same as provided in 'Name of Party'.

Form Fields:

- Wages Court:** MADRAS
- Case Type:** SELECT
- Case Type:** ORIGINAL
- Case Type:** DISCONTINUED / MISC. PETITION
- Is MACT Matter:**  Yes  No
- Matter Name:**  (Placeholder: Enter matter name type of MACT case)
- Is Deceased:**  Yes  No
- File Lead Name:** SINGLE BENCH

Buttons: **Reset** (blue), **Submit** (green)

## STAGE 1 – PETITIONER DETAILS

The screenshot shows the 'Complainant / Petitioner Information' form. The form is divided into two main sections: 'Complainant / Petitioner Information' and 'Personal Details'. The 'Complainant / Petitioner Information' section includes fields for 'Complainant / Petitioner' (with a dropdown menu), 'Name of Complainant / Petitioner with address name', 'Address Name', 'Date of Birth', 'Age', 'Gender', 'Religion', and 'Caste'. The 'Personal Details' section includes fields for 'Email', 'Mobile', 'Address', 'PIN', 'District', 'Taleuk', 'Taluk', 'Section', 'Ward', 'Police Station', and 'Police Station Code'. A 'Save' button is visible at the bottom right of the form.

## STAGE 2 – RESPONDENT DETAILS

The screenshot shows the 'Respondent Information' form. The form is divided into two main sections: 'Respondent Information' and 'Personal Details'. The 'Respondent Information' section includes fields for 'Respondent', 'Name of Respondent with address name', 'Address Name', 'Date of Birth', 'Age', 'Gender', 'Religion', and 'Caste'. The 'Personal Details' section includes fields for 'Email', 'Mobile', 'Address', 'PIN', 'District', 'Taleuk', 'Taluk', 'Section', 'Ward', 'Police Station', and 'Police Station Code'. A 'Save' button is visible at the bottom right of the form.

### STAGE 3 - MAIN PARTIES – EXTRA INFORMATION

The screenshot shows the 'Component / Person Extra Information' form. It is divided into two main sections: 'Component / Person Extra Information' and 'Attorney / Representative Extra Information'. Each section contains fields for Name, Address, Gender, Date of Birth, and other details. The 'Component / Person Extra Information' section has fields for Name, Address, Gender, Date of Birth, and other details. The 'Attorney / Representative Extra Information' section has fields for Name, Address, Gender, Date of Birth, and other details.

### STAGE 4 – EXTRA PARTY INFORMATION

The screenshot shows the 'Extra Party Information' form. It is divided into two main sections: 'Step 1 - Component/Person' and 'Step 2 - Consideration/Reserve'. Each section contains fields for Name, Address, Gender, Date of Birth, and other details. The 'Step 1 - Component/Person' section has fields for Name, Address, Gender, Date of Birth, and other details. The 'Step 2 - Consideration/Reserve' section has fields for Name, Address, Gender, Date of Birth, and other details.

## STAGE 5 – LEGAL REPRESENTATIVE DETAILS

The screenshot shows the 'Legal Representative Information' form in the e-Filing system. The form is titled 'Legal Representative Information' and has three tabs: 'Spec', 'Employment Pattern', and 'General Information'. The 'Spec' tab is active. The form contains the following fields:

- Legal Representative ID:** 28761
- Organization:** [Redacted]
- Employment Pattern:** INDIVIDUAL
- Business of Organization/Pattern with which name:** Data Centre
- Business Name:** [Redacted]
- Age:** 32
- Gender:** Male
- Religion:** SELECT RELIGION
- State:** SELECT STATE
- City:** [Redacted]
- Mobile:** 98421 12345
- Address:** [Redacted]
- Year:** 2018
- Event:** RETURN
- File:** RETURN
- Case:** SELECT CASE
- Page:** SELECT PAGE
- Image:** SELECT IMAGE
- Phone:** 98421 12345
- File Name Code:** [Redacted]

Buttons: Previous, Next, Save

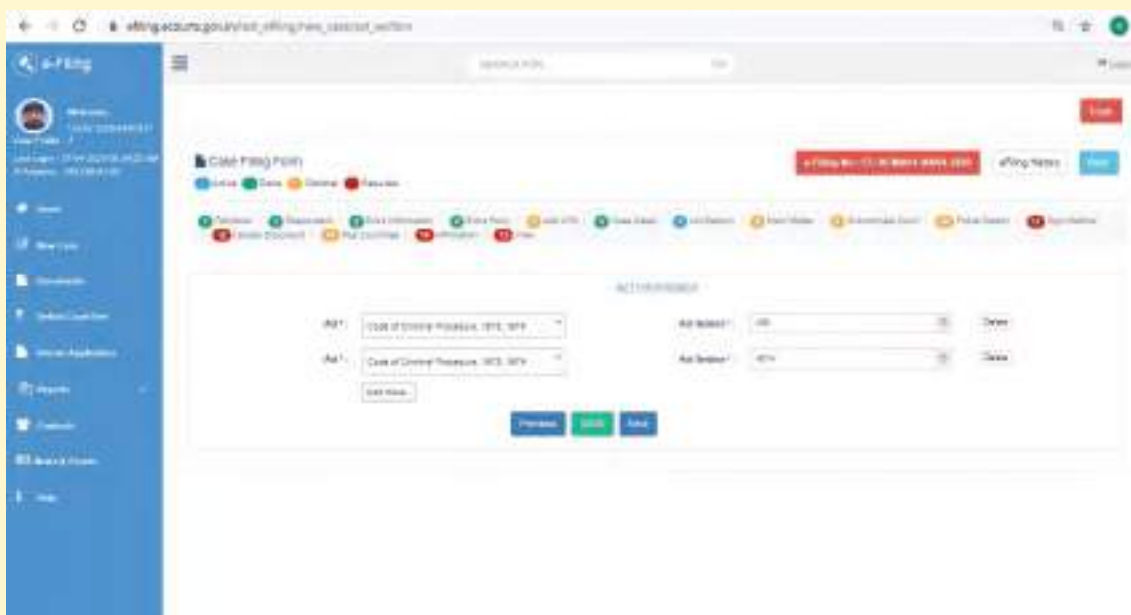
## STAGE 6 – CASE DETAILS

The screenshot shows the 'Case Detail' form in the e-Filing system. The form is titled 'Case Detail' and contains the following fields:

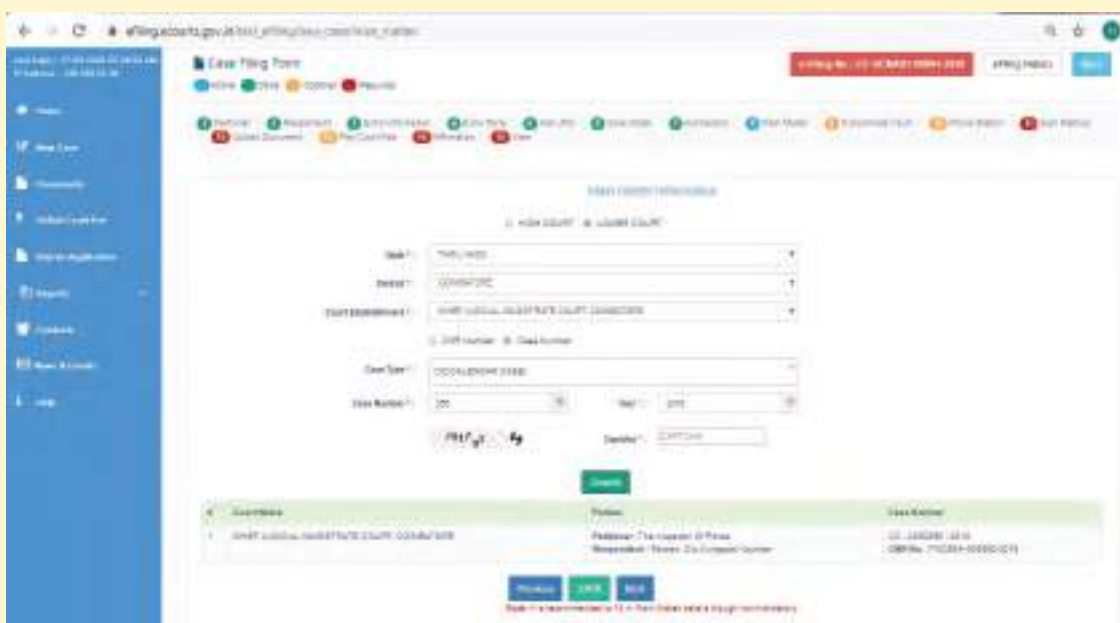
- Case ID:** [Redacted]
- Case Name:** [Redacted]
- Case Type:** [Redacted]
- Case Status:** [Redacted]
- Case Category:** [Redacted]
- Case Sub-Category:** [Redacted]
- Case Description:** [Redacted]
- Case Date:** [Redacted]
- Case Time:** [Redacted]
- Case Location:** [Redacted]
- Case Address:** [Redacted]
- Case City:** [Redacted]
- Case State:** [Redacted]
- Case Country:** [Redacted]
- Case Zip Code:** [Redacted]
- Case Phone:** [Redacted]
- Case Email:** [Redacted]
- Case Website:** [Redacted]
- Case Social Media:** [Redacted]
- Case Other:** [Redacted]

Buttons: Previous, Next, Save

## STAGE 7 – ACT / SECTION DETAILS



## STAGE 8 – MAIN MATTER DETAILS



## STAGE 9 - LOWER COURT DETAILS

The screenshot shows the 'Lower Court Details' form in the e-Filing portal. The form is titled 'Lower Court Details' and contains the following fields:

- District:** TIRUVIDYAI
- Sub-District:** CHIDAMBARAM
- Sub-District Court Name:** District Subordinate court
- Sub-District Court Code:** CHIDAMBARAM
- Sub-District Court Type:** District
- Sub-District Court Address:** CHIDAMBARAM
- Sub-District Court Phone:** CHIDAMBARAM
- Sub-District Court Email:** CHIDAMBARAM
- Sub-District Court Website:** CHIDAMBARAM
- Sub-District Court Fax:** CHIDAMBARAM
- Sub-District Court Mobile:** CHIDAMBARAM
- Sub-District Court Other:** CHIDAMBARAM

At the bottom of the form, there are buttons for 'Previous', 'Next', and 'Save'.

## STAGE 10 - FIR / CHARGESHEET DETAILS

The screenshot shows the 'FIR / CHARGESHEET DETAILS' form in the e-Filing portal. The form is titled 'FIR / CHARGESHEET DETAILS' and contains the following fields:

- Police Station or Police District:** TIRUVIDYAI
- District:** TIRUVIDYAI
- Sub-District:** CHIDAMBARAM
- Police Station Code:** CHIDAMBARAM
- Police Station Name:** CHIDAMBARAM
- Police Station Address:** CHIDAMBARAM
- Police Station Phone:** CHIDAMBARAM
- Police Station Email:** CHIDAMBARAM
- Police Station Website:** CHIDAMBARAM
- Police Station Fax:** CHIDAMBARAM
- Police Station Mobile:** CHIDAMBARAM
- Police Station Other:** CHIDAMBARAM
- FIR Type:** SELECT
- FIR No.:** 2017
- FIR Date:** 2017
- FIR File No.:** 2017
- Investigation Agency:** SELECT
- Investigation Officer:** CHIDAMBARAM
- Investigation Officer 1:** CHIDAMBARAM
- Investigation Officer 2:** CHIDAMBARAM

At the bottom of the form, there are buttons for 'Previous', 'Next', and 'Save'.



## STAGE 11 – OPTING DIGITAL AUTHORIZATION METHOD

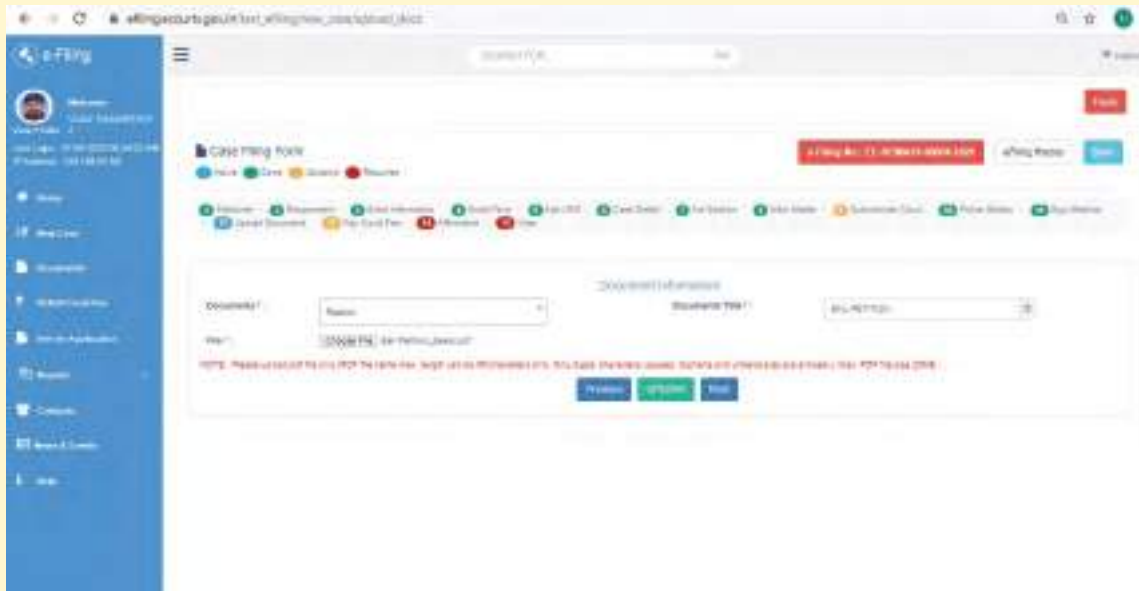


**\*\* To know about signing documents digitally - Refer Appendix IV**

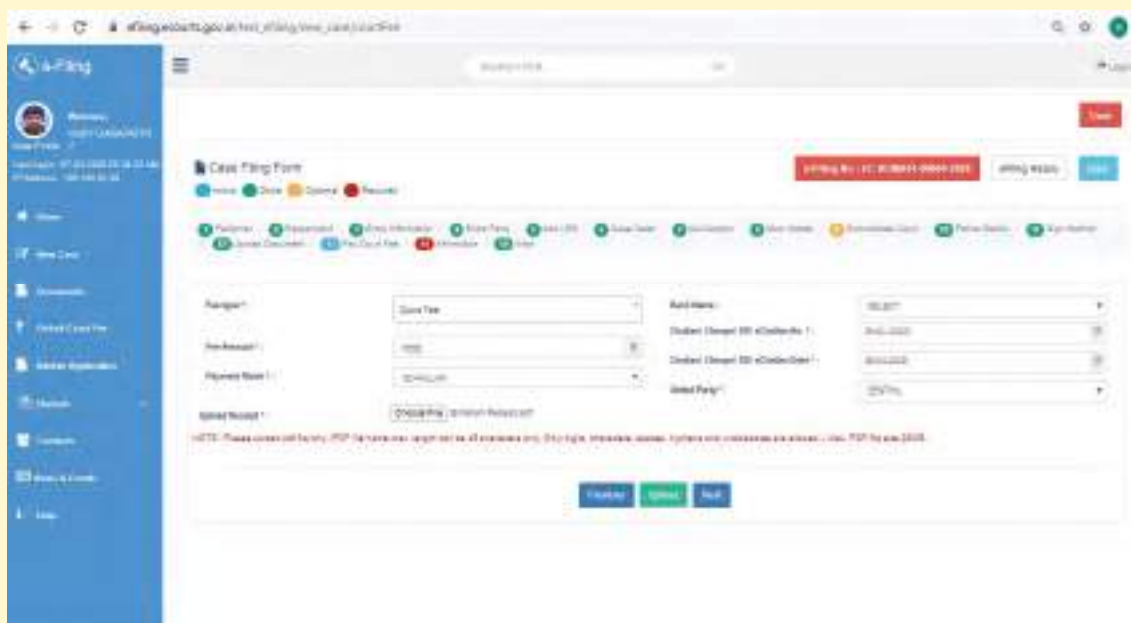
## STAGE 11 – OPTING DIGITAL AUTHORIZATION METHOD



## STAGE 12 - UPLOADING OF DOCUMENTS

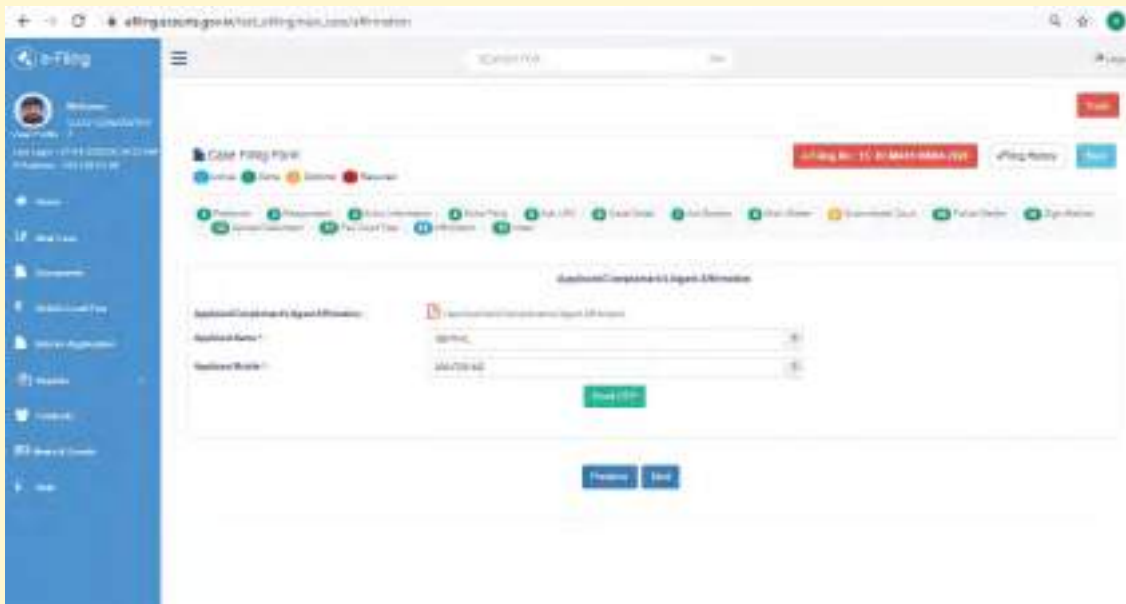


## STAGE 13 - PAYMENT OF COURT FEE



\*\* Payment Modes – Challan, E-Challan,

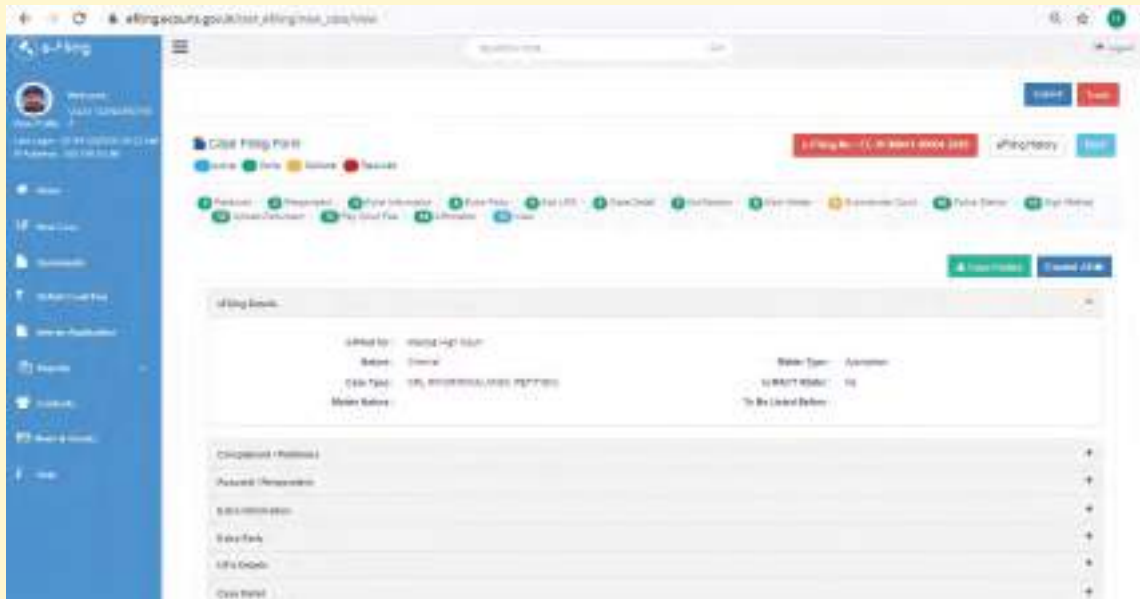
## STAGE 14 - AFFIRMATION



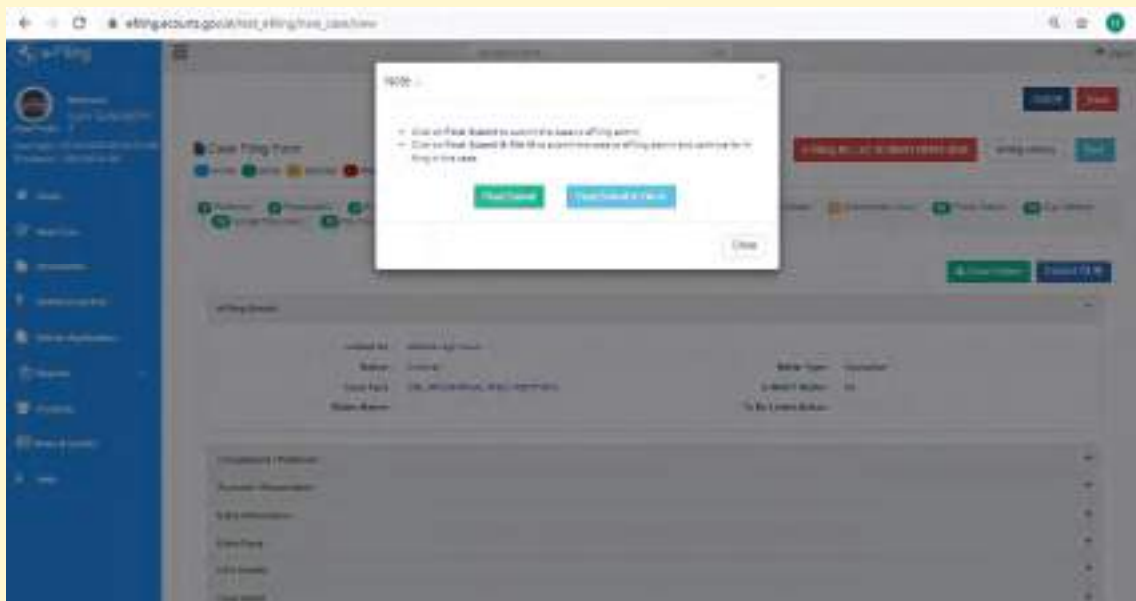
## STAGE 14 - DIGITALLY VERIFYING AFFIRMATION



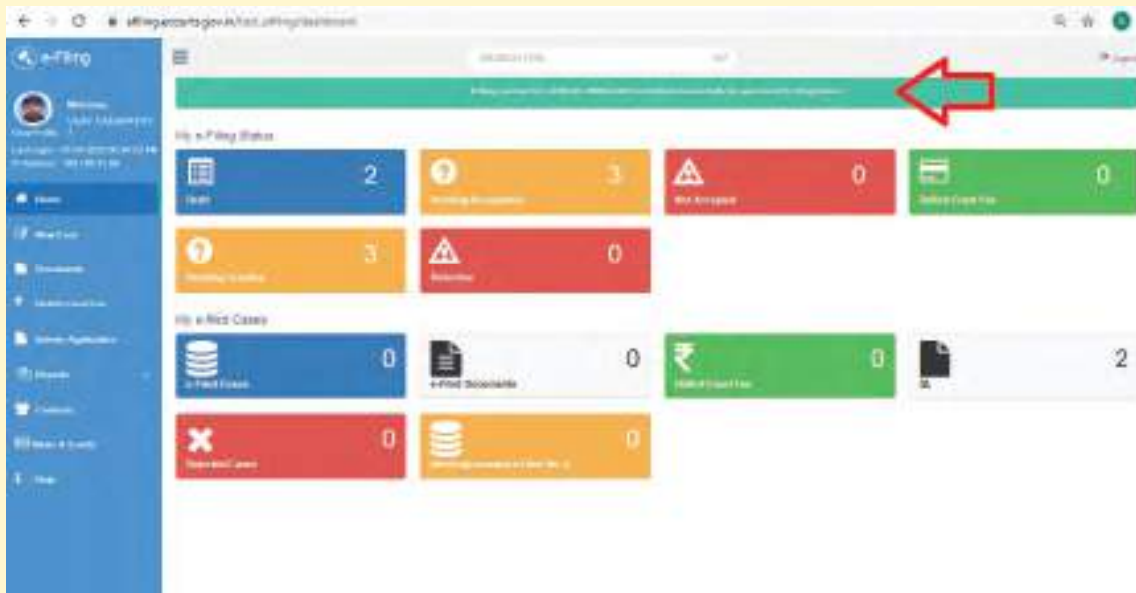
### STAGE 15 – FINAL VERIFICATION – BEFORE SUBMIT



### FINAL SUBMIT – E-FILING PROCESS



### NOTIFICATION - E-FILING PROCESS COMPLETION



## LIST OF E-FILING DESIGNATED COUNTERS

<b>E-FILING</b>		
<b>LIST OF DESIGNATED COUNTERS</b>		
<b>IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY</b>		
<b>S.No</b>	<b>NAME OF THE JUDICIAL DISTRICT</b>	<b>NAME OF THE COURT COMPLEX WITH ADDRESS</b>
1	ARIYALUR	COMBINED COURT COMPLEX, ARIYALUR -621704
2	CHENNAI	CITY CIVIL COURT COMPLEX, MADRAS HIGH COURT CAMPUS, CHENNAI-600104
3	COIMBATORE	COMBINED COURT COMPLEX, GOVT. ARTS COLLEGE ROAD, COIMBATORE-641018
4	CUDDALORE	DISTRICT COURT COMPLEX, OLD COLLECTOR OFFICE ROAD, CUDDALORE-607001
5	DHARMAPURI	COMBINED COURT COMPLEX, THOKKAMPATTI (POST), THADANGAM, DHARMAPURI-636705
6	DINDIGUL	COMBINED COURT COMPLEX, V .N VALAGAM, NEAR COLLECTORATE OFFICE, DINDIGUL-620004
7	ERODE	PRINCIPAL DISTRICT COURT COMPLEX, COMBINED COURT BUILDING, SAMPATH NAGAR, ERODE-638011
8	KANCHEEPURAM	COMBINED COURT COMPLEX, GST ROAD, CHENGALPATTU, KANCHEEPURAM-603001
9	KANNIYAKUMARI	COMBINED COURT COMPLEX, NAGERCOIL COURT ROAD, NAGERCOIL KANNIYAKUMARI-629001

<b>E-FILING</b>		
<b>LIST OF DESIGNATED COUNTERS</b>		
<b>IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY</b>		
<b>S.No</b>	<b>NAME OF THE JUDICIAL DISTRICT</b>	<b>NAME OF THE COURT COMPLEX WITH ADDRESS</b>
10	KARUR	COMPLEX, COMBINED COURT COMPLEX, THANTHONIMALAI, KARUR-639007
11	KRISHNAGIRI	COMBINED COURT COMPLEX, RAYAKOTTAI ROAD, KRISHNAGIRI-635001
12	MADURAI	COMBINED COURT COMPLEX, MELUR ROAD, MADURAI-625020
13	NAGAPATTINAM	COMBINED COURT COMPLEX, PUBLIC OFFICE ROAD, NAGAPATTINAM-611001
14	NAMAKKAL	COMBINED COURT COMPLEX, NEAR COLLECTOR OFFICE. TIRUCHENGODE ROAD, NAMAKKAL-637003
15	NILGIRIS	DISTRICT COURT COMPLEX, UDHAGAMANDALAM, NILGIRIS-643001
16	PERAMBALUR	COMBINED COURTS COMPLEX, DISTRICT MASTER PLAN CAMPUS, PERAMBALUR-621212
17	PUDUKKOTTAI	PRINCIPAL DISTRICT COURT COMPLEX, PUBLIC OFFICE COMPOUND, PUDUKKOTTAI,-622001
18	RAMANATHAPURAM	PRINCIPAL DISTRICT COURT COMPLEX, COMBINED COURT BUILDING, RAMANATHAPURAM-623503

<b>E-FILING</b>		
<b>LIST OF DESIGNATED COUNTERS</b>		
<b>IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY</b>		
<b>S.No</b>	<b>NAME OF THE JUDICIAL DISTRICT</b>	<b>NAME OF THE COURT COMPLEX WITH ADDRESS</b>
19	SALEM	COMBINED COURT BUILDING, YERCAUD MAIN ROAD, HASTHAMPATTY, SALEM-636007
20	SIVAGANGAI	NEW COMBINED COURT BUILDING, NEAR COLLECTRATE COMPLEX, SIVAGANGAI,-630561
21	THANJAVUR	COMBINED COURT COMPLEX, TRICHY ROAD, NEAR MANIMANDABAM, THANJAVUR-613001
22	THENI	COMBINED COURT COMPLEX, LAKSHMIPURAM, THENI-625523
23	THOOTHUKUDI	COMBINED COURT COMPLEX, NEAR SOUTH POLICE STATION, THOOTHUKUDI-628003
24	TIRUCHIRAPPALLI	COMBINED COURT COMPLEX, CANTONMENT, TIRUCHIRAPPALLI-620001
25	TIRUNELVELI	COMBINED COURT COMPLEX, TIRUCHENDUR ROAD, PALAYAMKOTTAI, TIRUNELVELI-627002
26	TIRUPPUR	DISTRICT COURT COMPLEX, JV TAPES BUILDING, LAKSHMI NAGAR, TIRUPPUR-641602
27	TIRUVALLUR	COMBINED COURT COMPLEX, NEAR BUS STAND, POONAMALLEE, TIRUVALLUR -600056



<b>E-FILING</b>		
<b>LIST OF DESIGNATED COUNTERS</b>		
<b>IN THE STATE OF TAMIL NADU AND THE U.T OF PUDUCHERRY</b>		
<b>S.No</b>	<b>NAME OF THE JUDICIAL DISTRICT</b>	<b>NAME OF THE COURT COMPLEX WITH ADDRESS</b>
28	TIRUVANNAMALAI	COMBINED COURT COMPLEX, TIRUVANNAMALAI-606604
29	TIRUVARUR	COMBINED COURT COMPLEX, TIRUVARUR-610004
30	VELLORE	COMBINED COURT COMPLEX, SATHUVACHARI, VELLORE-632009
31	VILLUPURAM	COMBINED COURT COMPLEX, VILLUPURAM-605602
32	VIRUDHUNAGAR	COMBINED COURT COMPLEX, SIVAKASI MAIN ROAD, SRIVILLIPUTTUR, VIRUDHUNAGAR-626125
33	PUDUCHERRY	INTEGRATED NEW COURT BUILDING, PUDUCHERRY TO CUDDLORE MAIN ROAD, PUDUCHERRY - 605004

## APPENDIX II

# SCREENSHOTS SHOWING THE PROCEDURE FOR REGISTRATION

## HOME PAGE OF E-FILING PORTAL



## LOGIN PAGE OF E-FILING PORTAL



## REGISTRATION IN E-FILING PORTAL



## USER REGISTRATION REQUEST

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE  PARTY IN PERSON

MOBILE:

EMAIL:

NAME OF DISTRICT/SESSION:

PHONE (OPTIONAL):

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE:

HIGH COURT  DISTRICT COURT

HIGH COURT:

CAPTCHA:

GET OTP

FOR ADVOCATES

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE  PARTY IN PERSON

MOBILE:

EMAIL:

CHOOSE USER ID:

CHOOSE WHERE YOU WANT TO FILE:

HIGH COURT  DISTRICT COURT

HIGH COURT:

CAPTCHA:

GET OTP

FOR PARTY IN PERSON

## MOBILE NUMBER & EMAIL ID VERIFICATION

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAIL ID AND MOBILE NUMBER.

MOBILE OTP\*

Enter Mobile Number OTP

EMAIL OTP\*

Enter Email Id OTP

VALIDATE OTP

## PERSONAL DETAILS - FINAL REGISTRATION

**PERSONAL DETAILS**

**PASSWORD \***  
[password field]

**CONFIRM PASSWORD \***  
[confirm password field]

**FIRST NAME \***  
[Enter First Name]

**LAST NAME \***  
[Enter Last Name]

**OTHER CONTACT NO.**  
[Enter other Contact Number]

**DATE OF BIRTH \***  
[Enter Date of Birth]

**ADDRESS LINE 1 \***  
[Address Line 1]

**ADDRESS LINE 2 \***  
[Address Line 2]

**STATE \***  
[SELECT STATE]

**GENDER \***  
[MALE]

**PHOTO \*** (IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 10 KB. IN JPG FORMAT)  
[Browse... No file selected.]

**IDENTIFICATION IMAGE \*** (IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 10 KB. IN JPG FORMAT)  
[Browse... No file selected.]

**CITY \***  
[Enter City]

**PINCODE \***  
[Enter PinCode]

**CAPTCHA \***  
[123456] [Captcha]

**ID TYPE \***  
[SELECT ID PROOF TYPE]

**REGISTER**

## LOGIN PAGE

Test module  
e-Filing Application

NJDG | Supreme Court | High Court | District Court

**LOGIN**

**USER ID:**  
[KARATHYAR]

**PASSWORD:**  
[password field]

**CAPTCHA:**  
[86021] [Captcha]

**LOGIN**

[New User](#) | [Register](#) | [How do I?](#)

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## APPENDIX-III

### SCREENSHOTS SHOWING THE PROCEDURE FOR CONVERTING A DOCUMENT INTO AN OCR SEARCHABLE PDF

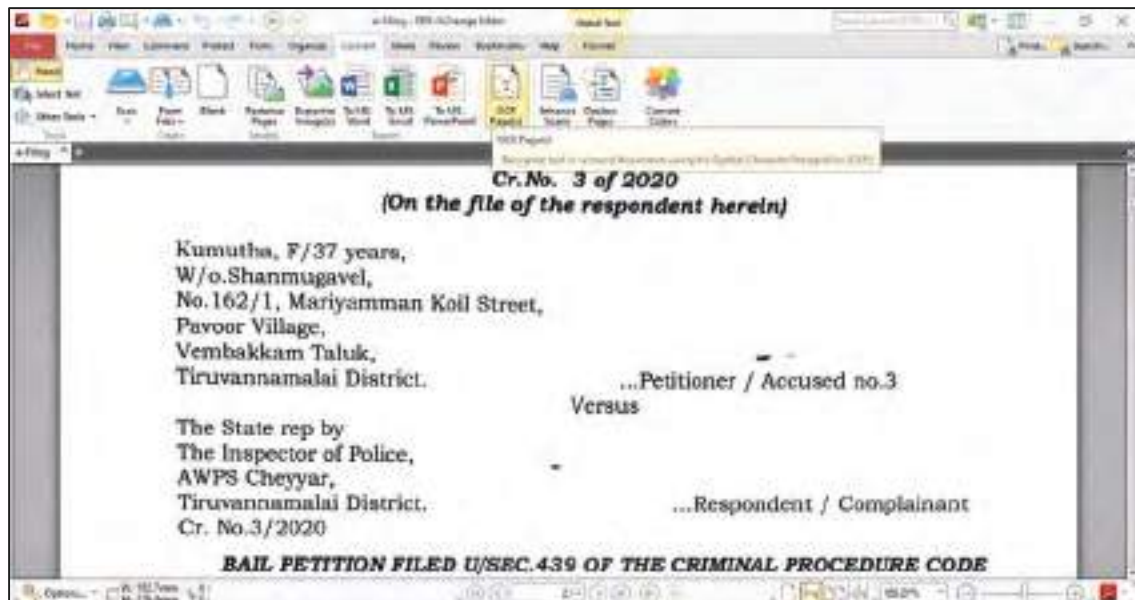
Several free & trial version software(s) were available online which can be downloaded from internet for creating OCR in PDF files. Some of the available Software(s) are PDF-XChange Viewer, Acrobat Adobe Reader, ABBYY FineReader etc.,

Open the PDF file containing a scanned image you wish to convert in OCR Format using PDF-XChange Viewer.

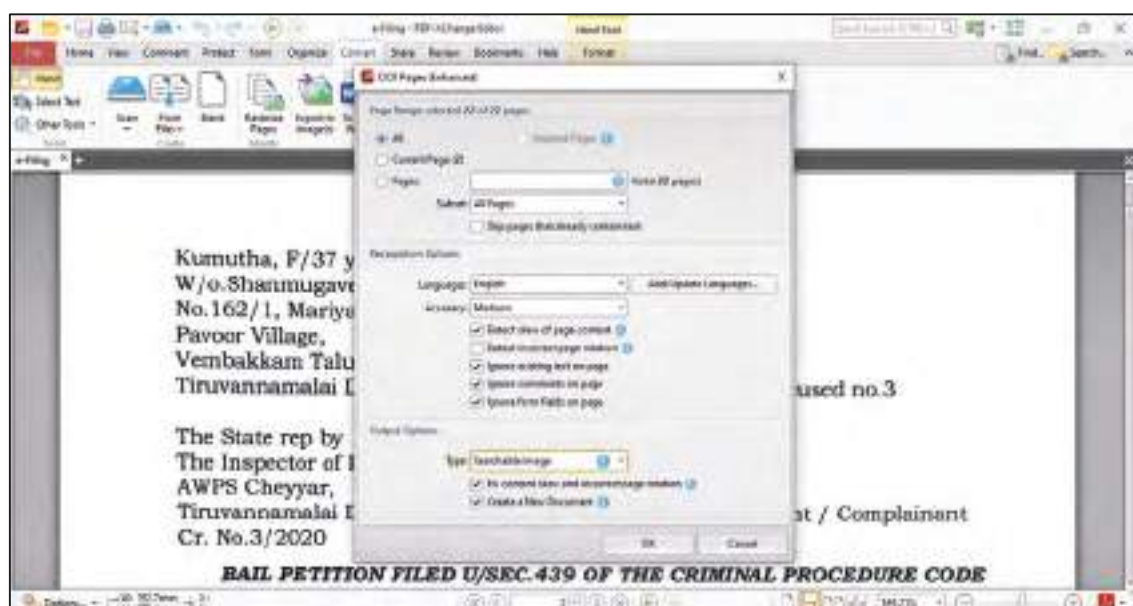
**Step 1:** Click the “**File**” menu and select the document which has to be opened and click on the “**Open**” button as shown below.



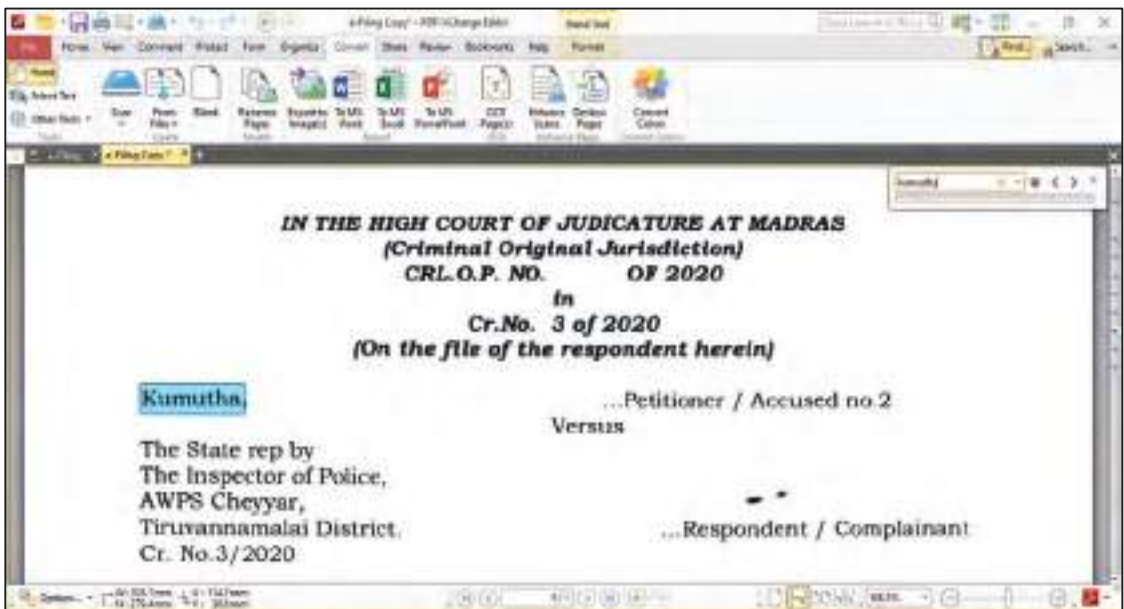
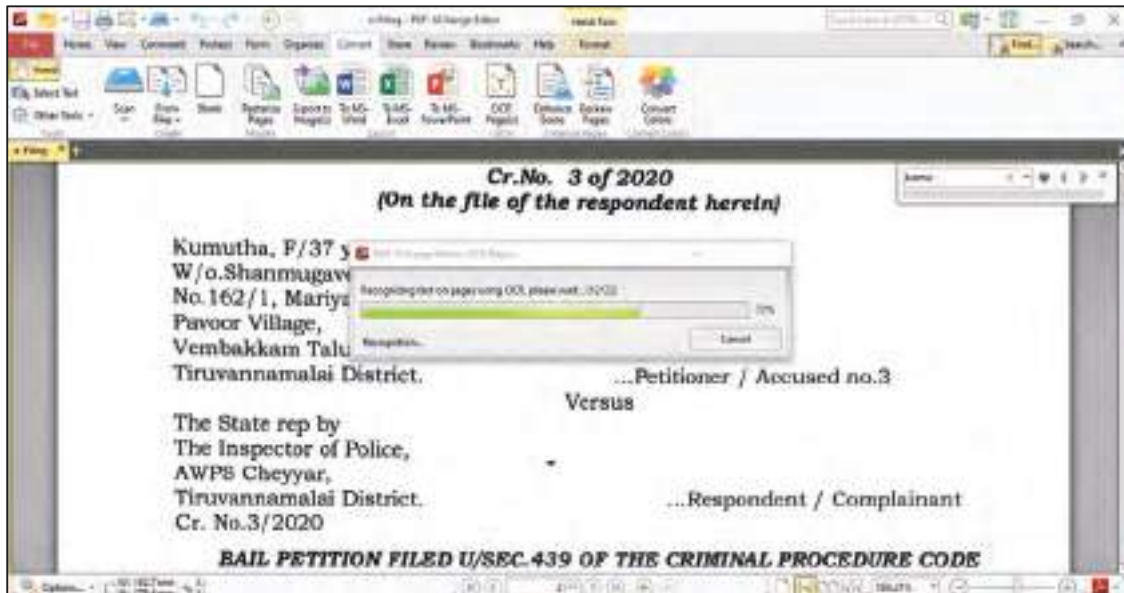
**Step 2:** Click on the “*Convert*” menu and select the “*OCR Pages*” tool as shown below.



**Step 3:** Mention the range of pages for the conversion process and select the type as Searchable Image under the Output Options and click on the “*OK*” button as shown below.



The conversion process will work as shown below.





## APPENDIX IV

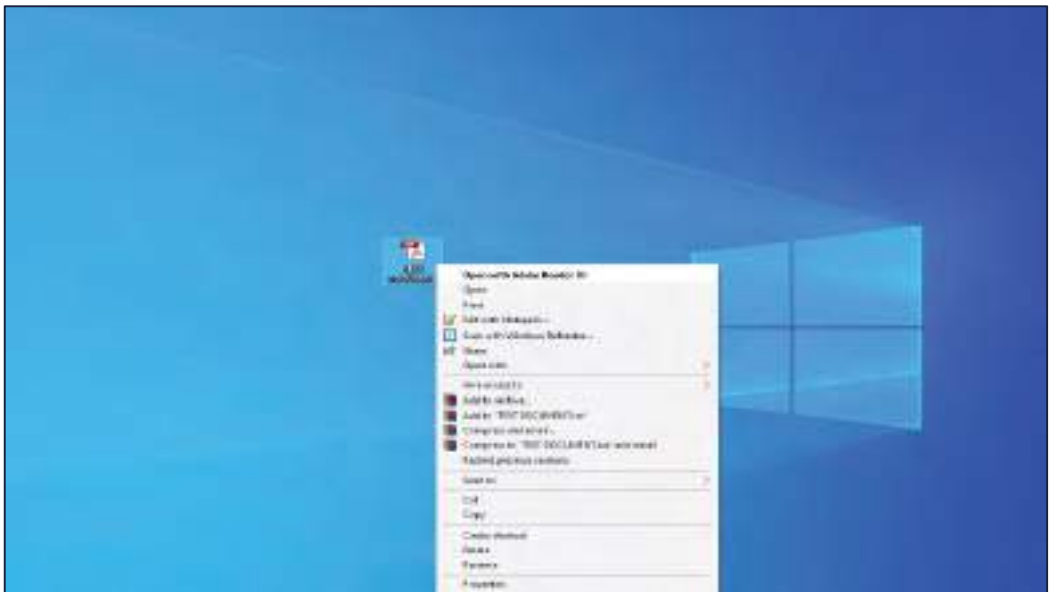
### SCREENSHOTS SHOWING THE PROCEDURE FOR APPENDING SINGLE OR MULTIPLE DIGITAL SIGNATURES

PLEASE VISIT THE WEBSITE OF CONTROLLER OF CERTIFYING AUTHORITIES ([http://cca.gov.in/licensed\\_ca.html](http://cca.gov.in/licensed_ca.html)), TO GET THE LIST OF LICENSED CAs

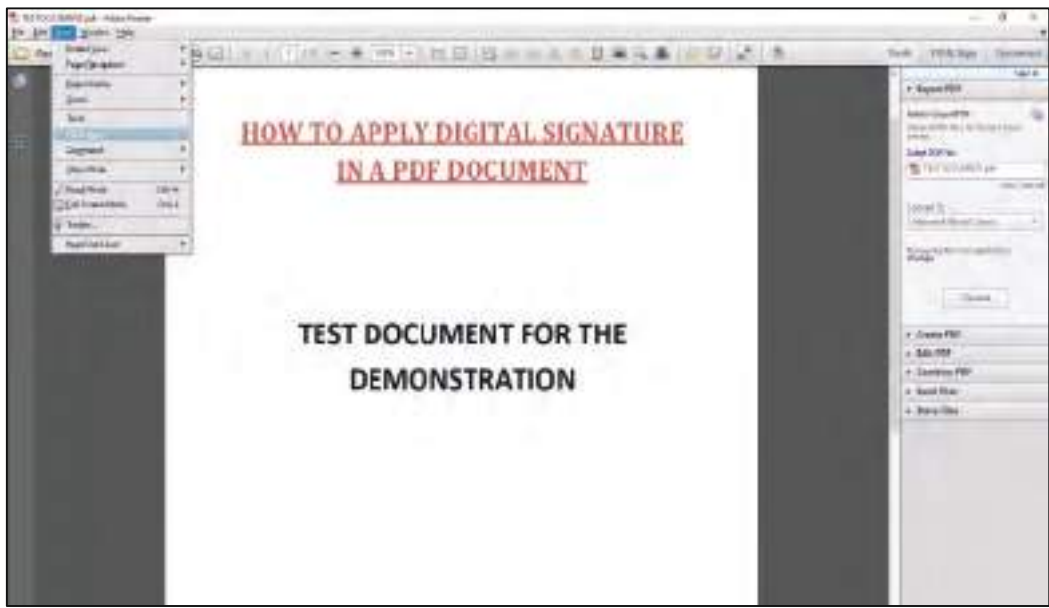


**PROCEDURE TO SIGN THE PDF DOCUMENT WITH DIGITAL SIGNATURE**

**Step 1:** Open a PDF document with the Adobe Reader Software.



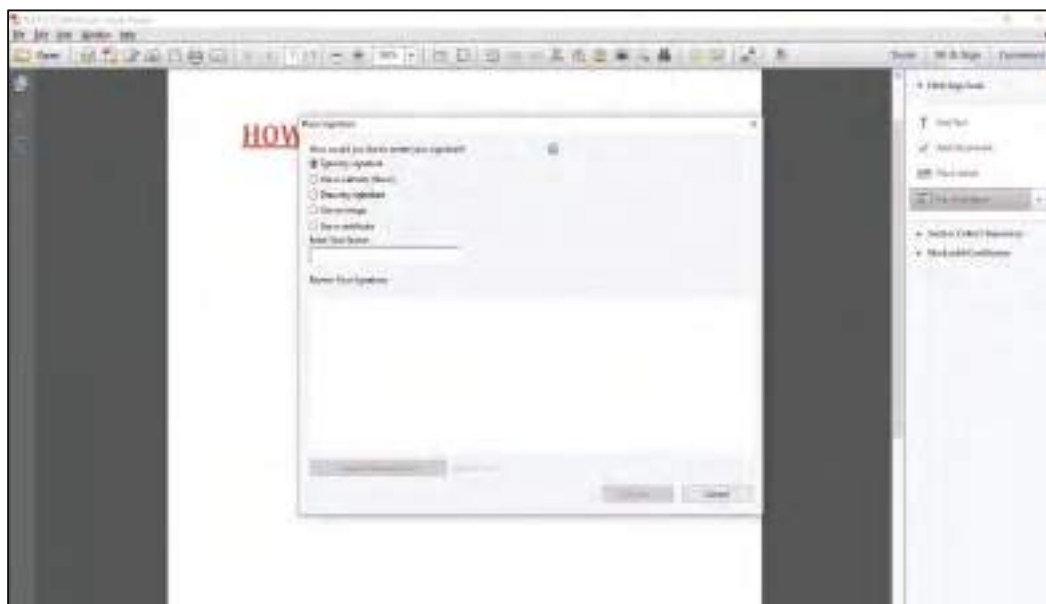
**Step 2:** Click on the **Fill & Sign** sub-menu which is available under the **View** menu as shown below:



**Step 3:** Upon Selecting the **Fill & Sign** sub-menu, the screen will appears as shown below. After inserting the **Digital Signature USB Dongle**, click on the **Place Signature** menu as shown below



**Step 4:** The Adobe Reader will prompts the user to select the *method of signature* as shown below.



**Step 5:** Select the Option **“Use a certificate”** and click on the Next Button as shown below.



**Step 6:** Locate and **draw the portion in a document**, where the Digital Signature needs to be affixed as shown below.

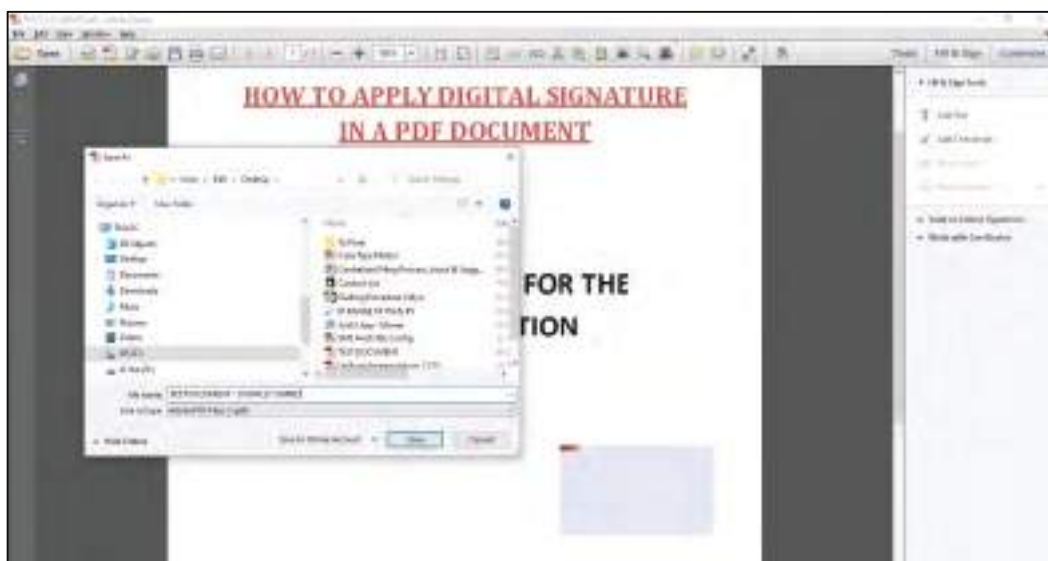


**Step 7:** The User will be prompted to select the Digital Signature Details as shown below. Select the Signature Name from the “**Sign As**” drop down box and click on the “**Sign**” Button as shown below.



**\*\* The User can also review the document using the Review Button**

**Step 8:** Upon clicking the **Sign** button, the user will be prompted to specify a new **File name** for the Digitally Signed Document as shown below.



**Step 9:** The User has to authenticate the digital signature by providing the **User PIN** for the **Digital Signature USB Token** in the next step as shown below.



**Step 10:** Upon **successful authentication**, the Digital Signature will be affixed in the PDF document as shown below.



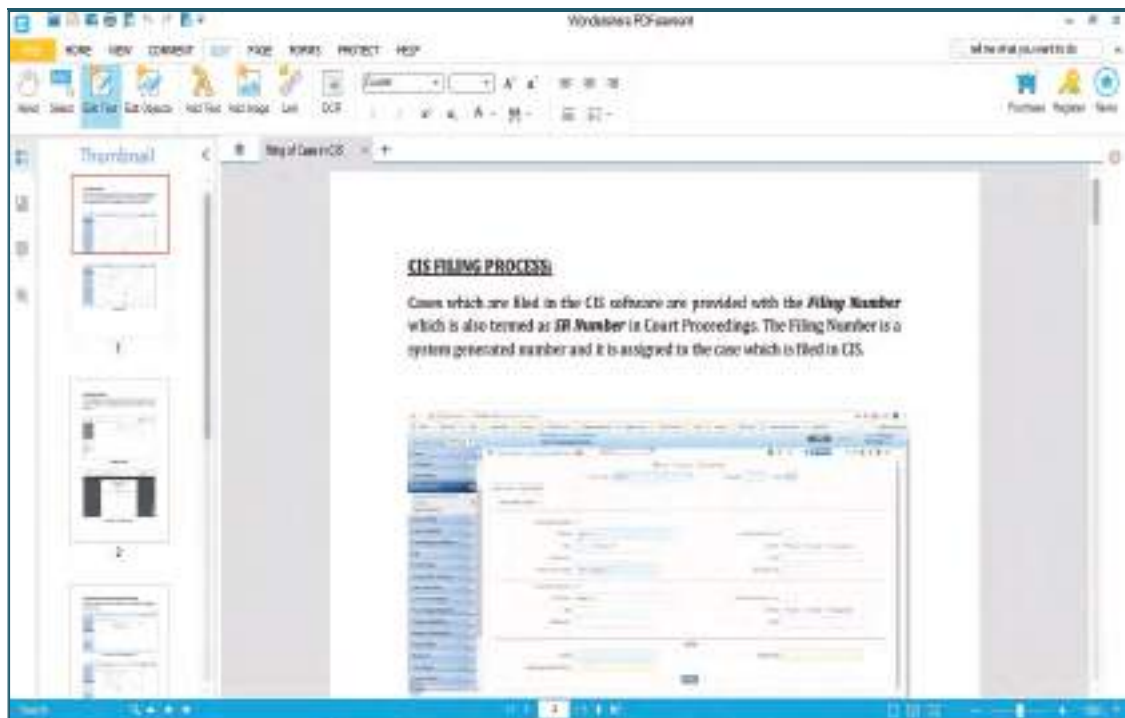
# APPENDIX - V

## SCREENSHOTS SHOWING THE PROCEDURE FOR BOOKMARKING

Several free & trial version software(s) were available online which can be downloaded from internet for bookmarking the PDF files. Some of the available Software(s) are Foxit Reader, ABBYY FineReader, Adobe Acrobat etc.

### HOW TO OPEN THE BOOKMARKING SOFTWARE

**Step 1:** Open the PDF document with the *bookmarking* application software. The screen will appears as shown below,

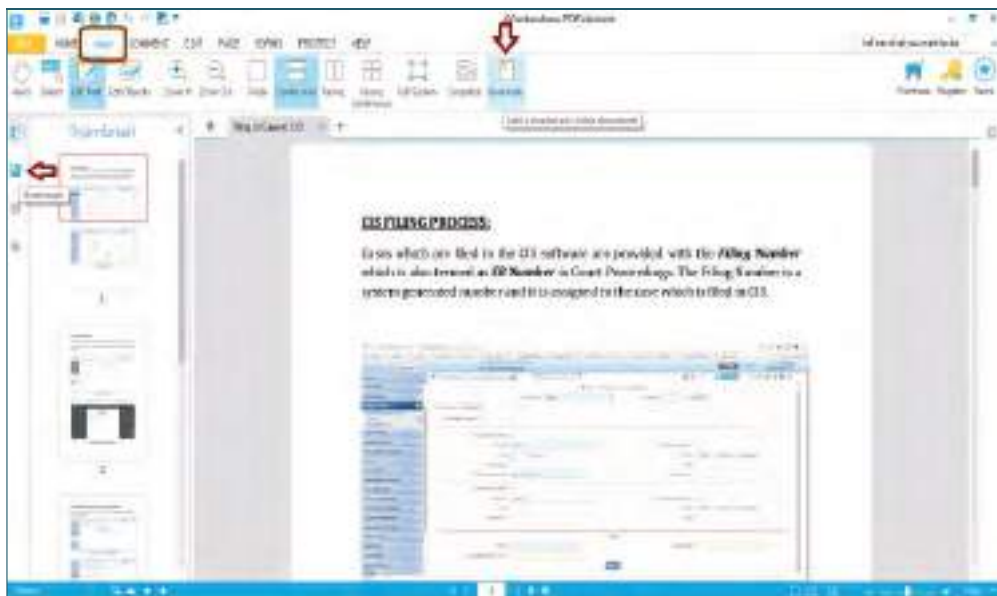


### CREATION OF BOOKMARK

**Step 2:** Click on the “**Bookmark**” menu which is available under the **View** Menu as shown below

(Or)

Click on the “**Bookmark**” button which is available in the left pane of the application window as shown below,

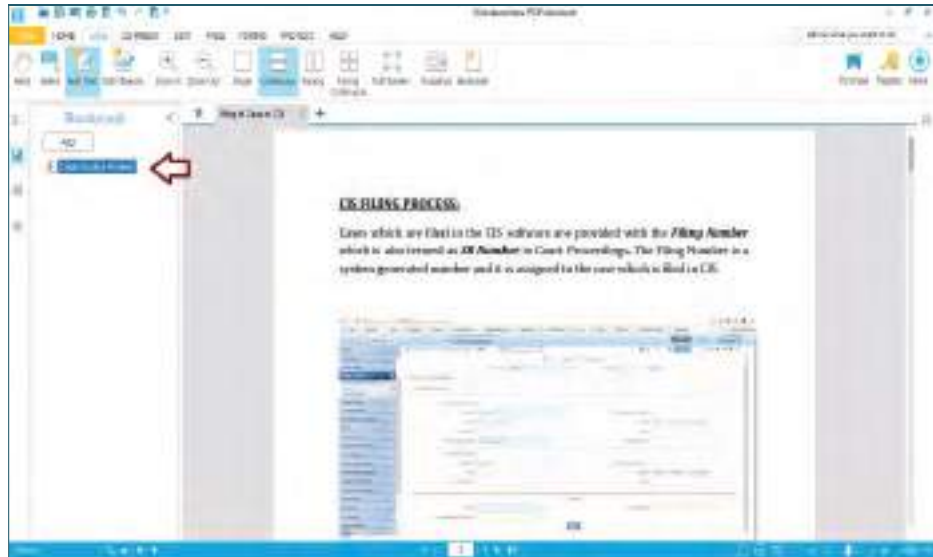


**Step 3:** Once the **Bookmark** button is clicked, the user will be allowed to create the Bookmark for the PDF file using the “**Add**” button as shown below,





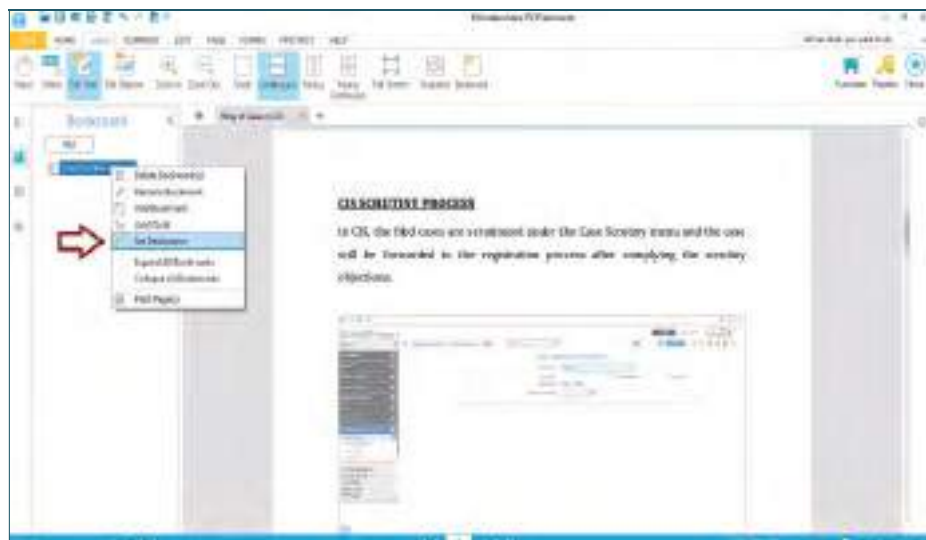
- Step 4:** Click on the “**Add**” button and set the name for the created Bookmark as shown below,



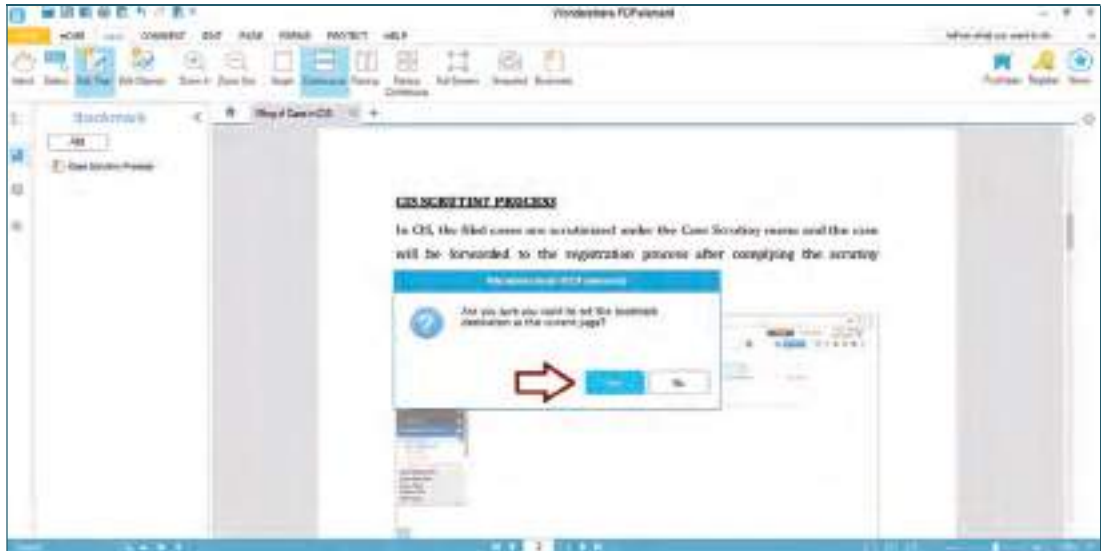
### MAPPING OF PAGES TO THE CREATED BOOKMARK

- Step 5:** Now the user should *set the pages which are to be mapped under the created bookmark.*

In order to map the pages, scroll down the PDF file and select the page which has to be *kept as the first page / destination page for the created bookmark* and make a *right click* on the created bookmark and select the “*Set Destination*” as shown below,



**Step 6:** Once the “*Set Destination*” is selected, the screen will prompts the user to confirm the first page / destination page for the created bookmark once again. Click on “*Yes*” button to set the selected page as the first page / destination page for the created bookmark.



**Step 7:** Click on the “*Add*” button to create the next bookmark as shown below,

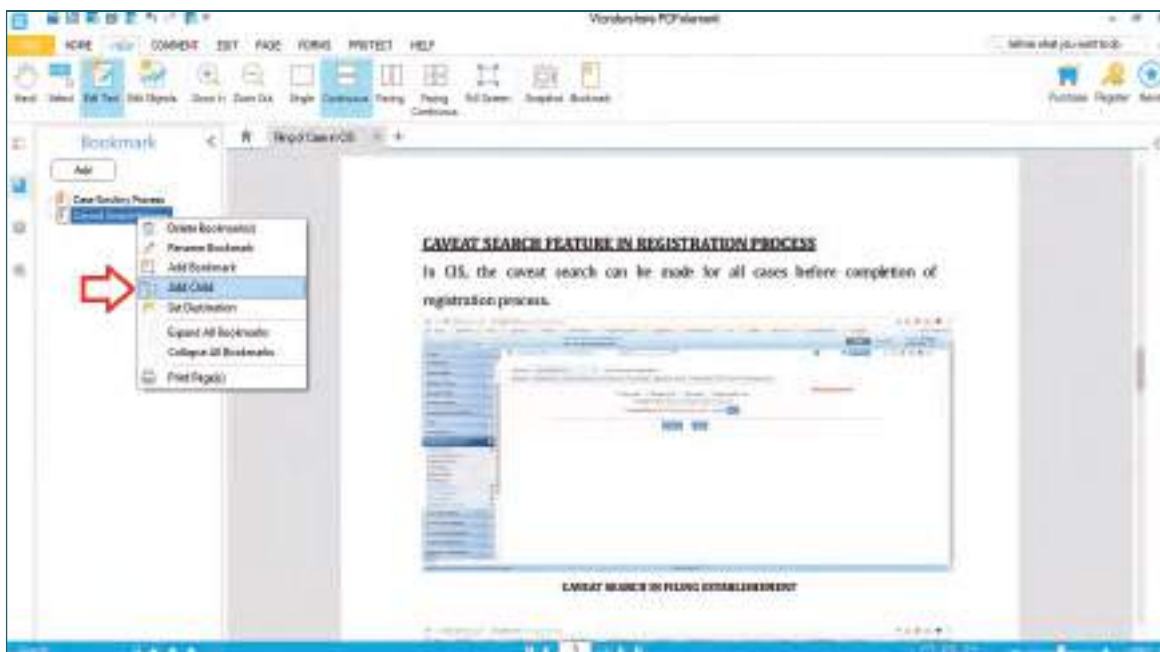


Repeat the **Steps 5 and 6**, for setting destination page to the newly added bookmark.

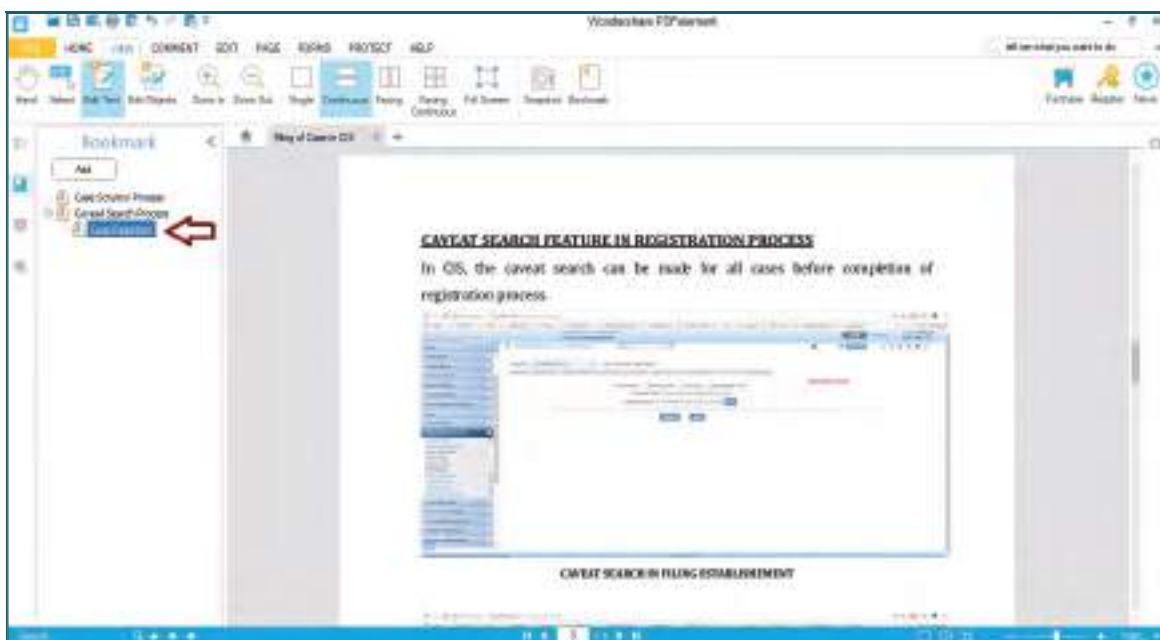
**\*\* Similarly repeat the Step 4, 5 and 6 for the creation of new bookmarks and setting destination page to the newly created bookmarks.**

## **ADDING A CHILD BOOKMARK UNDER THE CREATED BOOKMARK**

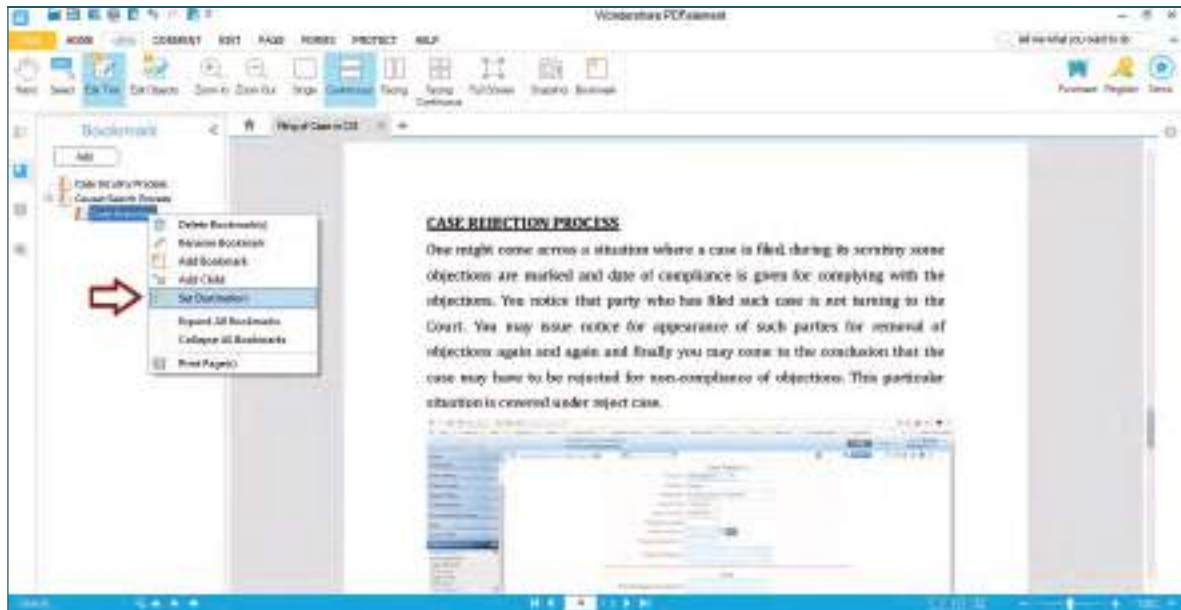
- The user can add a ***“Child Bookmark”*** under the already created bookmark. In order to do this process, make a right click on the already bookmark and select the ***“Add Child”*** as shown below,



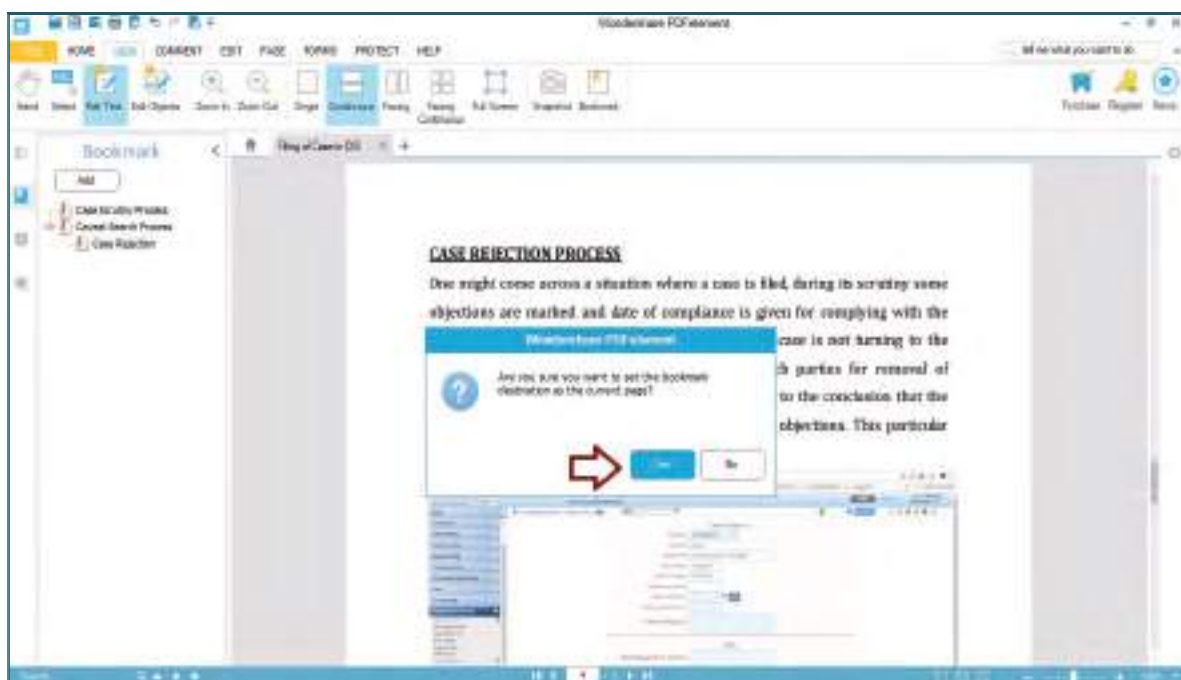
- The newly created ***“Child Bookmark”*** will appear as shown below,



- To Set the first page for the “**Child Bookmark**”, scroll down the PDF file and select the page which has to be **kept as the first page / destination page for the child bookmark** and make a **right click** on the child bookmark and select the “**Set Destination**” as shown below,



- Once the “**Set Destination**” is selected, the screen will prompts the user to confirm the first page for the child bookmark once again. Click on “**Yes**” button to set the selected page as the first page for the Child Bookmark.



## APPENDIX - VI

### SCREENSHOTS SHOWING THE PROCEDURE FOR FILING CAVEAT.

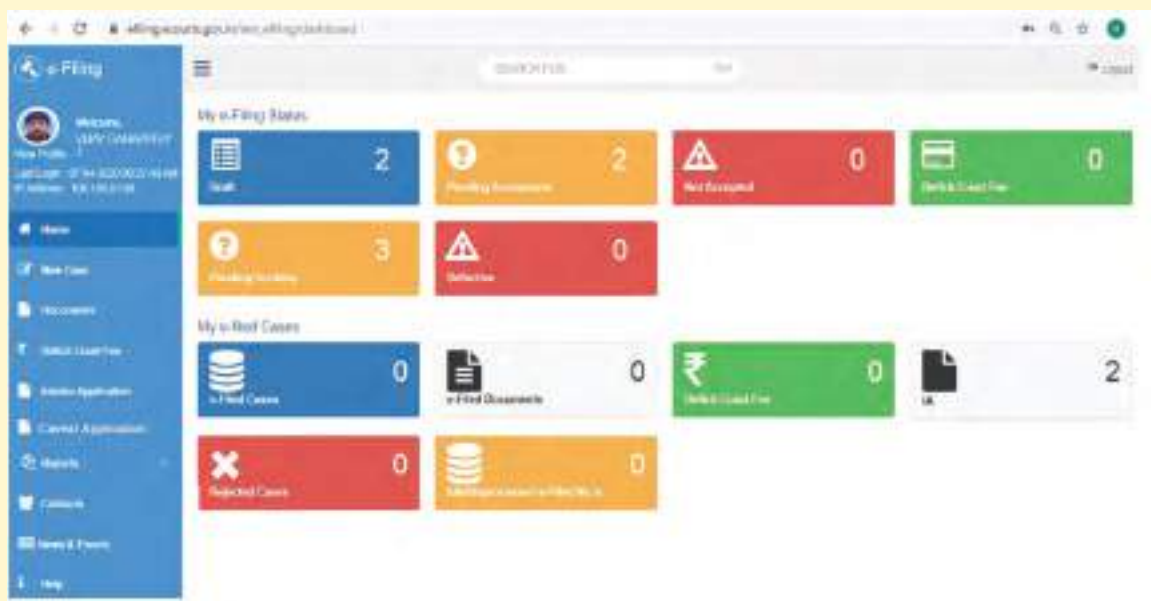
#### HOME PAGE OF E-FILING PORTAL



## LOGIN PAGE



## DASH HOME



## FILING OF NEW CAVEAT APPLICATION

**Caveat Information**

Registration: [Field]

Caveater Name: [Field]

Address of Caveater with PIN: [Field]

Address Name: [Field]

Area of Jurisdiction: [Field]

Age: [Field]

Gender: [Field]

Religion: [Field]

Sex: [Field]

Dist: [Field]

State: [Field]

Doc No: [Field]

Doc Date: [Field]

Doc Type: [Field]

Doc Sub Type: [Field]

Doc Sub Code: [Field]

## STAGE 2 – CAVEATEE DETAILS

**Caveatee Information**

Registration: [Field]

Caveatee Name: [Field]

Address of Caveatee with PIN: [Field]

Address Name: [Field]

Area of Jurisdiction: [Field]

Age: [Field]

Gender: [Field]

Religion: [Field]

Sex: [Field]

Dist: [Field]

State: [Field]

Doc No: [Field]

Doc Date: [Field]

Doc Type: [Field]

Doc Sub Type: [Field]

Doc Sub Code: [Field]

### STAGE 3 - CAVEATOR/CAVEATEE- EXTRA INFORMATION

**Caveator Extra Information**

**Caveator**

Name: [NAME] Address: [ADDRESS]

**Caveatee**

Name: [NAME] Address: [ADDRESS]

### STAGE 4 - EXTRA PARTY INFORMATION

**Extra Party Information**

Caveator Name: [NAME] Address: [ADDRESS]

Party Name: [PARTY NAME] Party Type: [PARTY TYPE]

Save



## STAGE 5- SUBORDINATE COURT DETAILS

**Subordinate Court Information**

District: [Dropdown]

District: [Dropdown]

Subordinate Court Name: [Text Field]

Case Number: [Text Field]

Case Type: [Dropdown]

Case No.: [Text Field]

Case Year: [Text Field]

Judge Name: [Dropdown]

Date of Birth: [Text Field]

Date of Appointment: [Text Field]

[Save]

## STAGE 6- OPTING DIGITAL AUTHORIZATION METHOD

**Digitally Sign Documents**

1. Select the document to be signed.

2. Select the digital signature method.

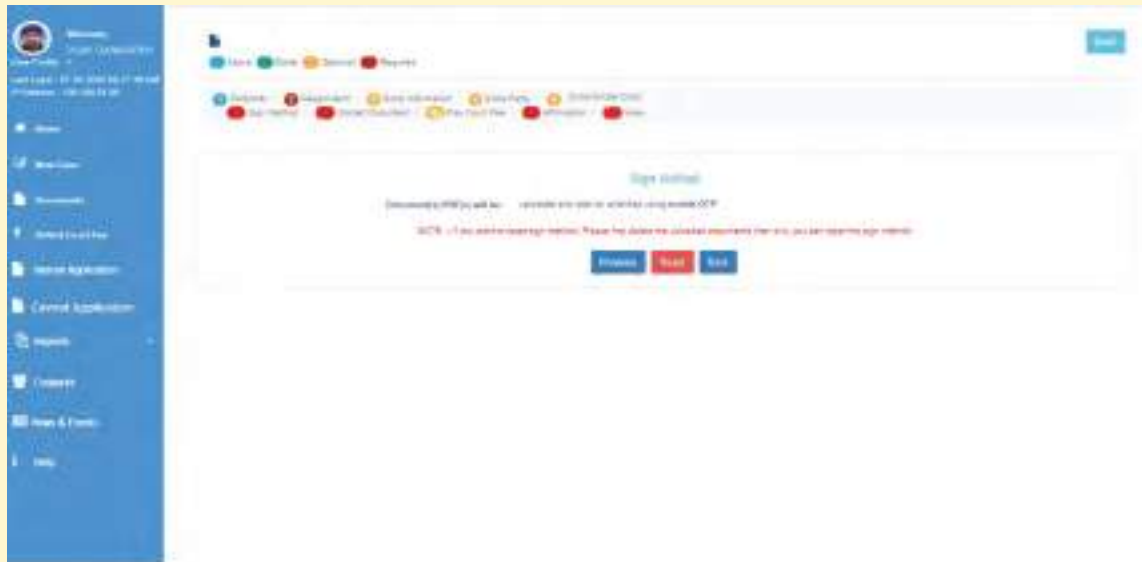
3. Select the digital signature method.

4. Select the digital signature method.

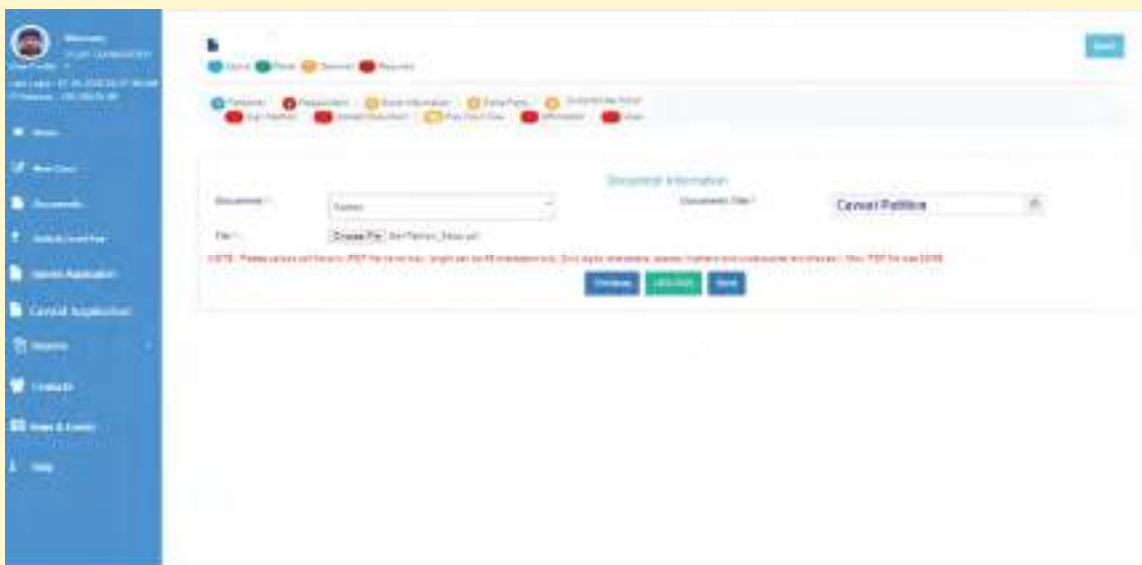
[Save]

**\*\* To know about signing documents digitally - Refer Appendix IV**

### STAGE 7 – OPTING DIGITAL AUTHORIZATION METHOD



### STAGE 8 – UPLOADING OF DOCUMENTS

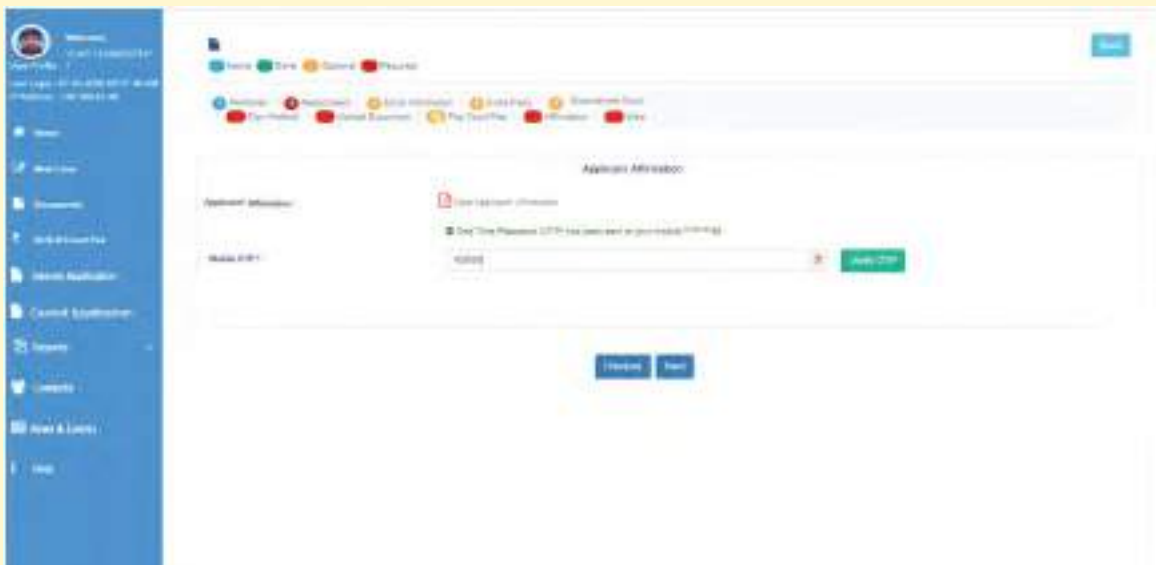


## STAGE 9 - PAYMENT OF COURT FEE

**\*\* Payment Modes – Challan, E-Challan,**

## STAGE 10 - AFFIRMATION

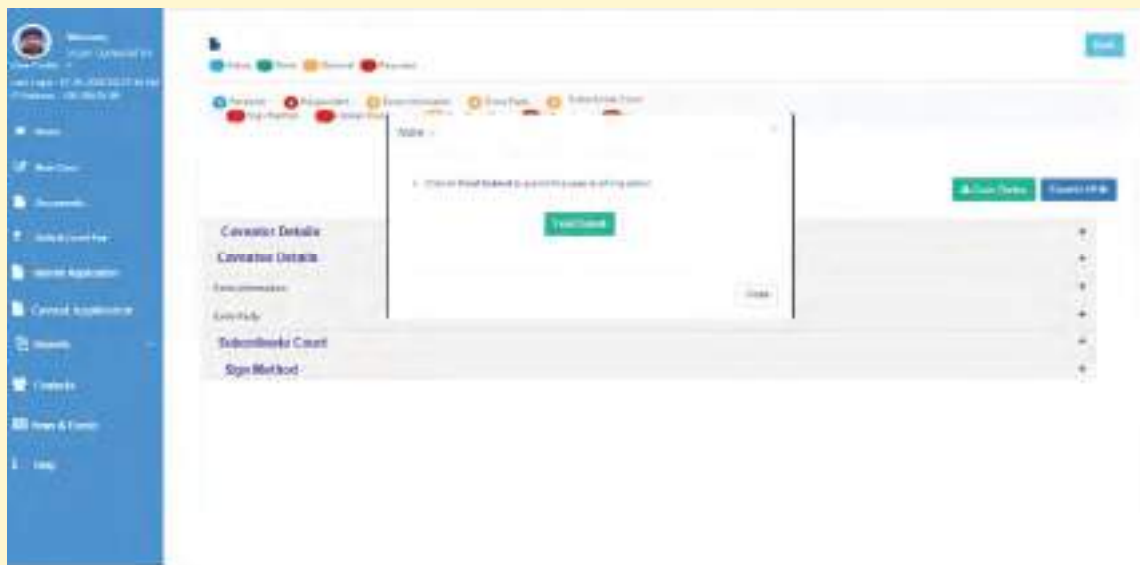
## STAGE 11 – DIGITALLY VERIFYING AFFIRMATION



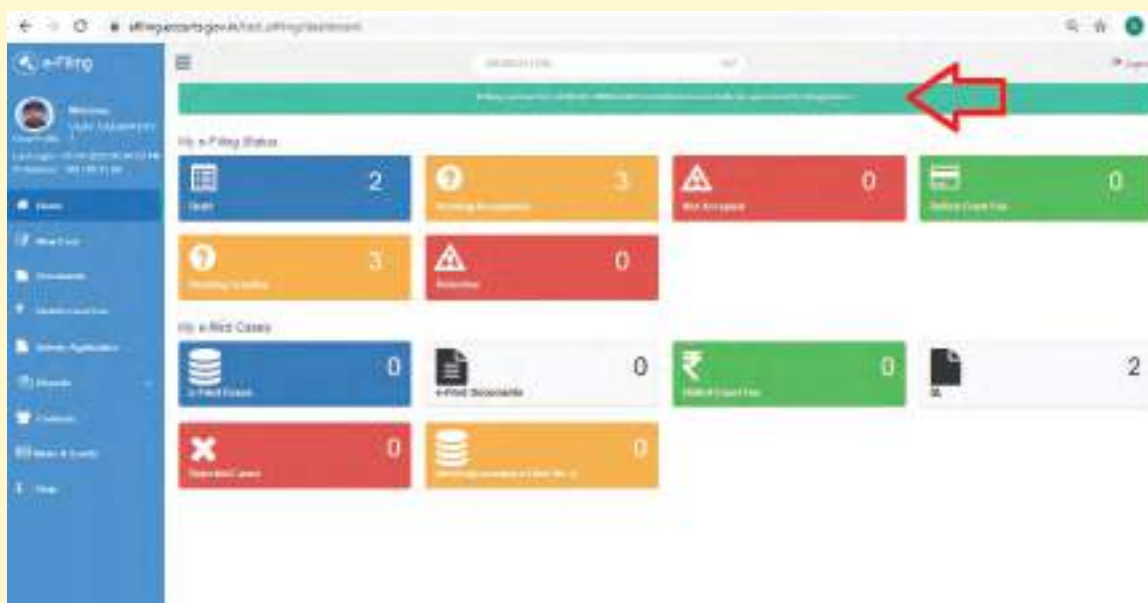
## STAGE 12 – FINAL VERIFICATION – BEFORE SUBMIT



## FINAL SUBMIT - E-FILING PROCESS



## NOTIFICATION - E-FILING PROCESS COMPLETION



## APPENDIX VII

(Rule 4.3)

## AFFIDAVIT / UNDERTAKING

I \_\_\_\_\_ S/o. / D/o. / W/o. \_\_\_\_\_ aged  
 \_\_\_\_\_ years, residing / carrying on business at \_\_\_\_\_  
 \_\_\_\_\_ do hereby  
 solemnly affirm and sincerely state on oath as follows:

- (i) I have brought this action as party in person, I submit that I have not engaged any Advocate and / or not given vakalatnama in this action to any Advocate.
- (ii) I have understood that pursuing this action as party in person is subject to obtaining Rules / Notifications of this Court in this regard.
- (iii) I also undertake to abide by any other notification/s or directives of Hon'ble High Court.
- (iv) I also undertake to abide by all the provisions of obtaining e-Filing Rules of this Court in letter and spirit.

Date:

(Signature)

High Court Madras,  
 16th October 2020.

C. KUMARAPPAN,  
*Registrar General.*