Self Help-eFiling

Enabling, Configuration & Administration

e-Filing Instructions

Table of contents

eFiling Self-Help

1. To do list for starting efiling at new Court Establishment.

1. Take database and code backup of Live server.

2. Update CIS 3.1 with latest eFiling Patch and replicate data to NJDG(Provided by Pune NIC team available on release portal http://10.153.13.56/index.php).

3. Run this command from terminal of live server. (**Step Nos. 3 and 4 to be followed only when required version of Curl is not available on CIS server**)

   curl -k https://efiling.ecourts.gov.in

   If any error encountered Do step 4 and otherwise move to Step 5

4. Enable Curl and libssl-dev on live server using these commands
   1. sudo apt-get install libssl-dev
   2. sudo apt-get install curl

      Please restart apache server after these commands

5. mailto:mpm-ecommittee@aij.gov.in?subject=Request to give State Admin credentials for eFiling and get your Super admin Credentials for State.

2. To do list for Super admin and District Admin :-

1. Enabling eFiling to selected Establishment
2. Add CIS Case type
3. Create Admin
4. Create contact

3. Enabling eFiling to selected Establishments:

State Admin only can enable selected Court Establishment for eFiling. While enabling any Court Establishment State Admin needs to enter following details

➔ Live Application server IP.

➔ Payment mode: - Offline/Online. If online, required parameters for Online Gateway integration need to be entered.

➔ Enable required fields for establishment.

4. Enable eFiling for specific Case Types :

This feature is to add case types to be shown in efiling. By default, all Case Types will be available. In case requirement is to enable eFiling only for chosen few Case Types then this facility needs to be used.

5. Create Admin: -

There are four different logins for Admin Users: -

- ✓ **Superadmin(State admin)(**A**)** :- Super Admin can create

  - High court admin: - The High Court Admin has privilege to handle all efiled cases under the selected high court.

  - District admin: - The District Admin has privilege to create admin for Court Establishments under the selected District only. It will not handle any efiled cases.

  - Establishment admin: - The Establishment Admin has privilege to handle efiled cases f the selected establishment.

✓ **High Court Admin** (B): - The High Court Admin has privilege to handle all efiled cases under the selected high court.

✓ **District Admin(C)**: - The District Admin has privilege to create admin for Court Establishments under the selected District only. It will not handle any efiled cases.

✓ **Establishment Admin(D)**: - The Establishment Admin has privilege to handle efiled cases of the selected establishment.

Note: - Super Admin (State Admin) and District Admin do not handle work of efiled cases. These two admin have administrative privileges to create further admins. High Court Admin and Establishment Admin are related with actual work of handling eFiled cases.

6. Admin privileges:

While creating admin users through State Admin(A) or District Admin(C) following types of privileges can be assigned to High Court Admin(B) or Establishment Admin(D).

➢ **Core Admin(E)** : - Generally when only one admin has to handle all efiled cases in the selected establishment, Core Admin type privileges needs to be given to High Court or Establishment Admin. All the business of efiling administration will be handled by Core Admin. Core Admin has authority to accept or reject newly registered users or advocates.

➢ **Master Admin(F)** :- Master Admin can only create Action Admins(G). There shall be only one Master Admin for each Court Establishment, if created. If Master Admin is created authority to accept or reject newly registered users is given to Master Admin.

➢ **Action Admin(G)**: - Action Admin actually handles business of efiled cases for the selected establishment. There can be one or more Action admins. Action Admin has authority to accept or reject files, he can mark objections and he can send file to CIS after initial scrutiny.

Note: - Take a case that initially while starting efiling in an establishment requirement of only one admin was felt necessary and, therefore, core admin(E) account was created. However, after passage of time, need is felt for more admin accounts to handle business of efiled cases or work of admin needs to be separated for each branch or section. In such situation, it is necessary to first create a master admin(F). In the event of creating Master Admin when Core admin already exists, existing Core Admin will be automatically shown as Action Admin(G). Master Admin(F) can further create more Action Admins(G)

7. Create Contact:

It is necessary for the users to contact efiling admin for various reasons. Therefore, a provision is made to show email address of authorised person where users can send emails for queries and

grievances. For this purpose, email address needs to be entered and the same will be showed as authorised contact to all the users.

Additional Features given to State and District Admin users

8. Change Case Status:

When efiled case is proceeded erroneously or otherwise to next stage, the efiled case can reverted back to original stage using this feature. Stages viz. Not Accepted, Deficit Court Fee Awaited, Transfer to Section and Idle/Unprocessed can be reverted. However, if the efiled data is consumed in CIS, thereafter, the this feature cannot be used to revert the stage.

9. Create News and Events:

Many a times High Court or District Court issue various circulars relating to eFiling. There are various notices or public messages which given by the Courts. Standard Operating Procedure, Rules, Notifications etc are also required to be displayed for the benefit of users. All such and like things can be handled through News and Events. There are two types of News events that can be created using this feature e.g. "Public view" is one which can be viewed by one and all, whereas, "Private view" is one where view can be restricted to Admins only. News item can be uploaded and showed for the chosen period.

10. Management Reports:

State Admins and District Admins can generate reports regarding efiling and work done. The report can be generated for selected establishment or selected period or month.

11. One login at a time:

A user can login through his credentials only through one machine and one browser. Multiple logins are programmatically deprecated.

12. Test Environment:

Test Environment for eFiling is created on National eFiling Portal (https://efiling.ecourts.gov.in/test_efiling). Login as "AURG-ADMIN" Passkey is Admin@1234 Similarly test environment for CIS is created on http://10.153.16.185/ecourtishc. Select District and Sessions Court, Aurangabad as establishment. Login as "supuser" and passkey is supuser.

1. All users of Test Environment to first create user for efiling of cases.

2. Get the user approved through AURG-ADMIN. This user has privilege to accept or reject newly registered users.

3. Whenever efiling is to be tested for filing of cases, it is necessary to select State Maharashtra, District Aurangabad and Court Establishment 'District and Sessions Court, Aurangabad'. Unless this establishment is selected, user will not able to consume data in CIS on above given URL.

1. Process of efiling for filing User:

- User will file case
- User will file IA.
- User will file document or Written Statement or reply.
- User will pay Court fee or deficit court fee
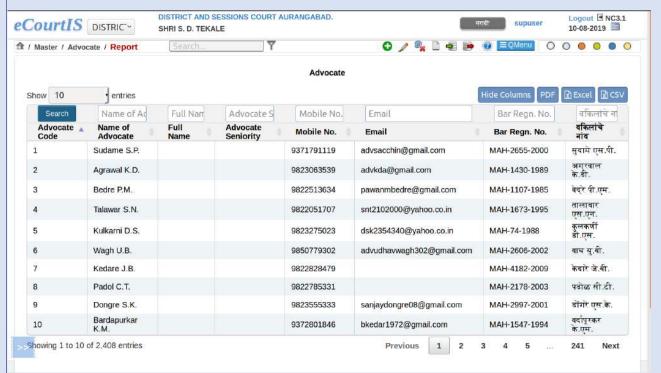- Remove objections
- Refile case

2. Process of efiling for Admin user:

- Accept or reject newly registered users.
- After cases are shown in New Filing, Admin can Approve or Disapprove or ask to pay deficit Court Fee.
- If the Admin decides to disapprove the case, he will get the list of objections maintained in CIS under Objection Type Master. Therefore, if the Court Decides, process of objection compliance can be completed online.
- Approve efiled case after scrutiny and transfer to Section so that the case is available for CIS .
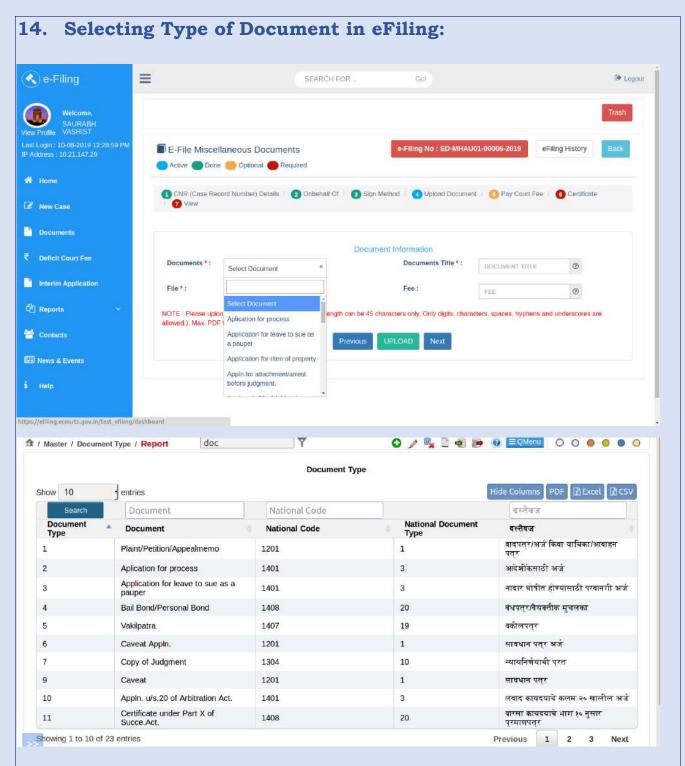- Mark Objections, approve compliance and transfer CIS.

3. Process of consuming efiled cases in CIS:

- User needs to login CIS and then try to consume data of efiled cases.
- User try to verify and accept the data.
- Please verify whether CNR number is passed on to efiling user
- Please verify whether objections marked can be seen in the efiling user account
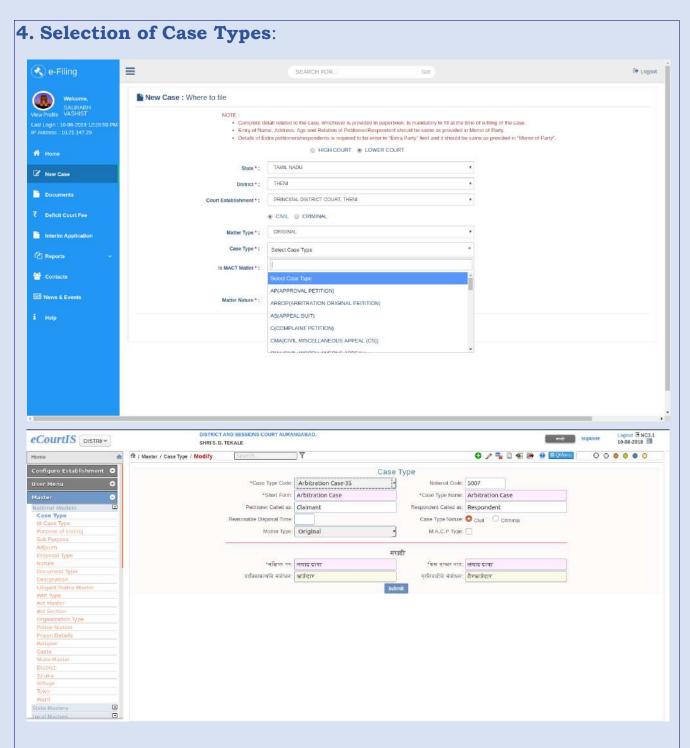- Please verify whether data of cases is correctly shown in registration tabs.

13. Advocate information – Most essential information for eFiling.
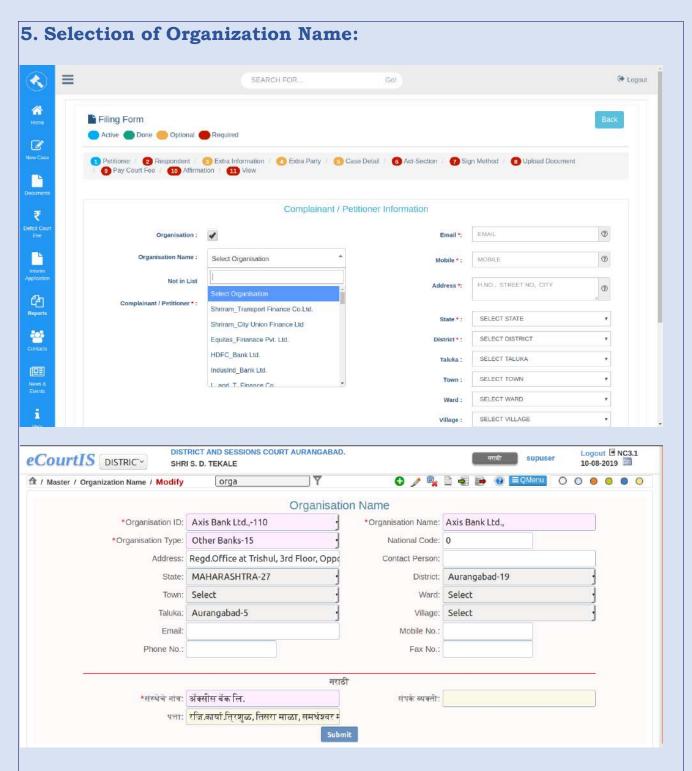

Information about Bar Registration Code, mobile number and email address of the advocate is most essential information for registering any advocate on National eFiling Portal. Please ensure that advocate code is entered in uniform manner everywhere in Your State. If there are some corrections please carry out those corrections in Bar Code entry. eFiling identifies advocates only on the basis of Bar Registration Code. Therefore, these entries are must and it is necessary that manner of entering Bar Registration Code is uniform across the State.
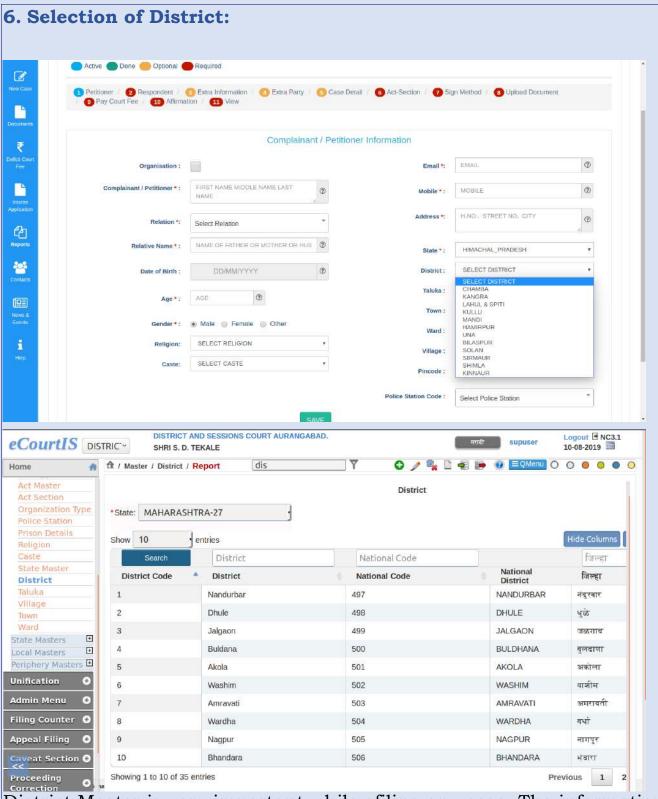
14. Selecting Type of Document in eFiling:

One needs to remember that document filing under eFiling also includes filing of reply or written statement or counter or affidavit in reply or rejoinder or sur-rejoinder etc. Similarly, while filing affidavit of evidence or documents in support of any reply or written statement or evidence, one needs to go through document filing option. Therefore, it is necessary to ensure that list of documents meet requirements of user from all angles. This information is fetched from document master in CIS.
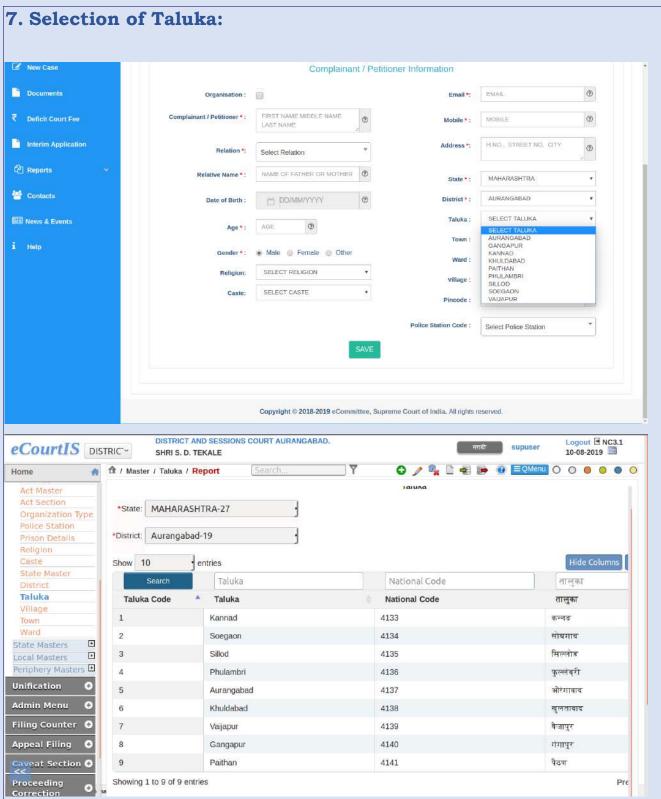
4. Selection of Case Types:

While filing cases through efiling, user needs to select appropriate Case Type. When clicks Case Type fields a drop-down list appears. Please ensure that short from and description of Case Type is properly filled in your Case Type Master. If the details are not filled in user may not be able to make proper selection of Case Types. More particularly, party in person may not understand short forms of Case Types, therefore, it is necessary to ensure that all the details in Case Types are filled in Correctly.
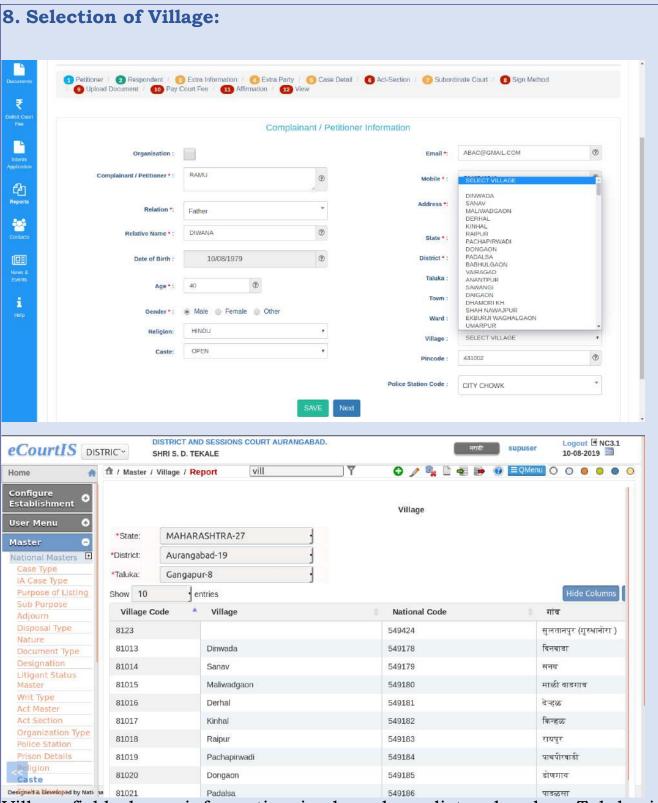
5. Selection of Organization Name:

Organization Name is necessary when case filed by or against any Institution, Authority, College, School, University, Company, Corporation, Bank, Cooperative Society etc. Please ensure that organization name master is properly filled in along with all details of address, authorised person, email and mobile number etc. While efiling any case by or against any organization, data will be fetched from your CIS Server i.e. Organization Name Master.
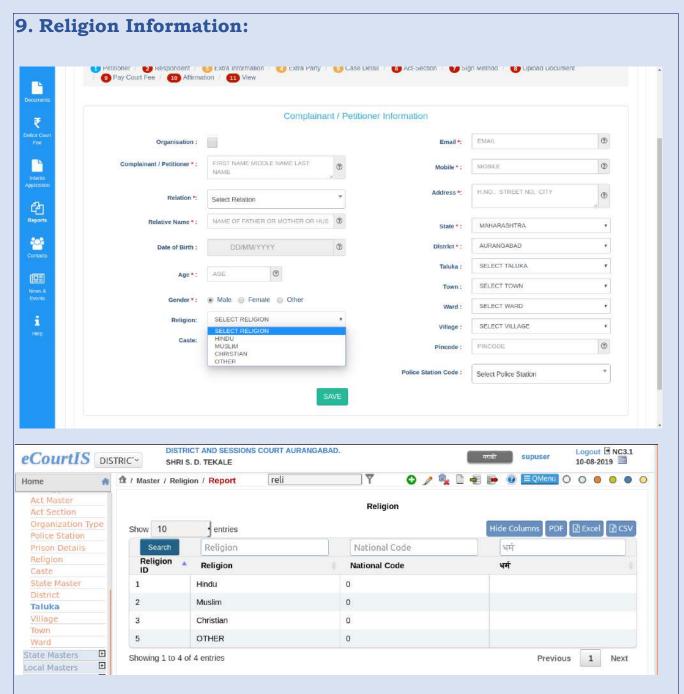
6. Selection of District:

District Master is very important while efiling any case. The information relating to Districts is fetched from your CIS District Master. Please ensure that your District Master contains all necessary information and shows all the Districts in your State.
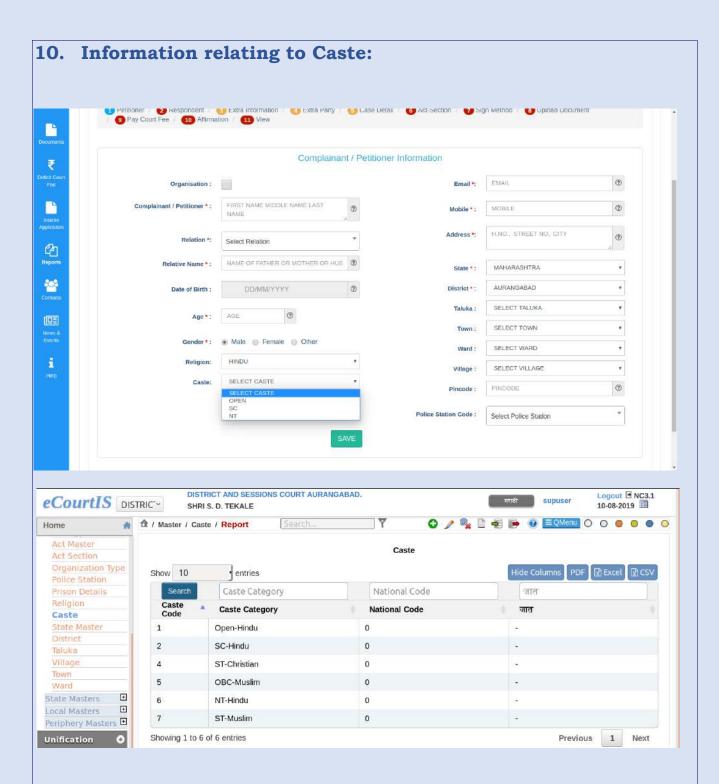
7. Selection of Taluka:

Taluka Master shows information in drop-down list only when District is selected. This Taluka selection is important while efiling any case. The information relating to Taluka is fetched from your CIS Taluka Master. Please ensure that your Taluka Master contains all necessary information and shows all the Talukas in the State.
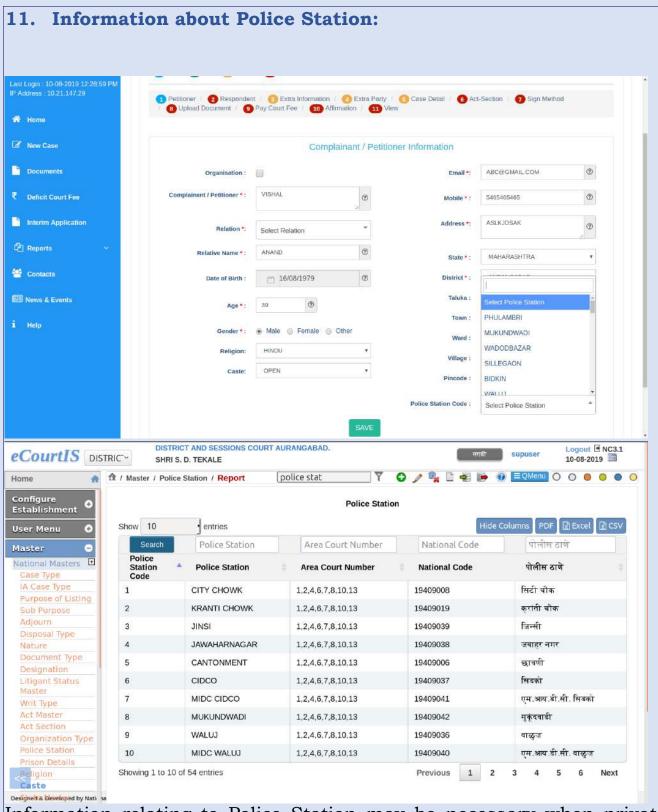
8. Selection of Village:

Village field shows information in drop-down list only when Taluka is selected. This Village selection is very important while efiling any case. The information relating to villages is fetched from your CIS Village Master. Please ensure that your Village Master contains all necessary information and shows all villages in selected Taluka.
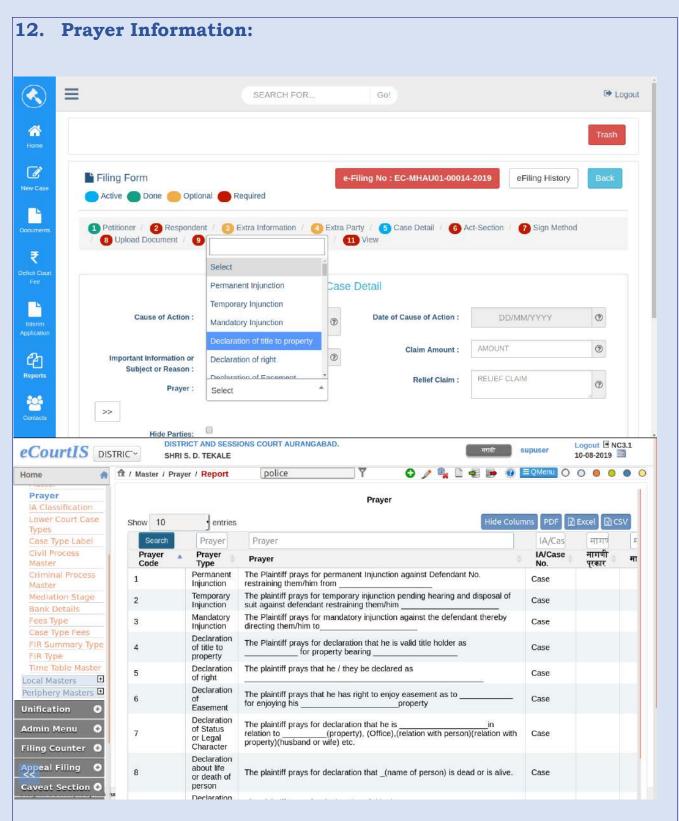
9. Religion Information:

Religion information is optional in nature. If you wish that the user can select appropriate information about religion in that case you need to check your religion master in CIS. Ensure that necessary information is available for selection to user, in case he opts to fill in the information.
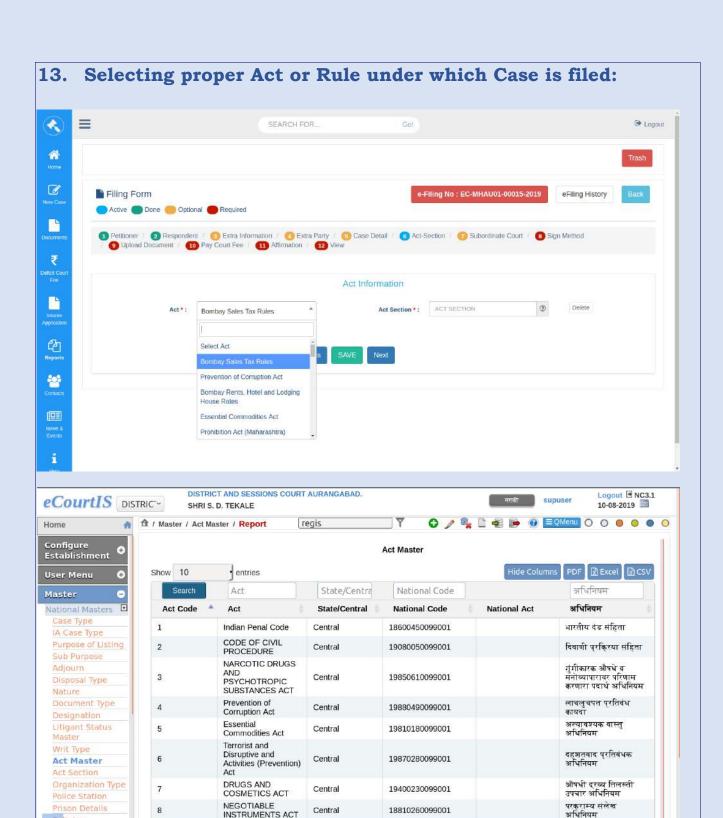
10. Information relating to Caste:

The information relating to caste can be filled in only when religion is selected. If you need information relating to caste and, if you desire that the information is available for user to select appropriate caste, if user opts to fill in the information, in that case, you need to update your Caste Master in CIS.

11. Information about Police Station:

Information relating to Police Station may be necessary when private criminal complaints (e.g. Section 138 N.I. Act) are filed or criminal applications are filed (e.g. Section 125 Cr. P.C.). User will be able to select appropriate police station only when Police Station Master in CIS contains proper information. Police Station drop-down list will be shown only after selection of District.

12. Prayer Information:

Information relating to prayer is fetched from CIS. A drop-down list is shown as contained in your CIS Prayer Master. Please ensure that relevant and useful information is available to the user for selecting appropriate prayer.

13. Selecting proper Act or Rule under which Case is filed:

Enabling user to select relevant Act or Rule or Regulation is very fundamental in eFiling. Please ensure that your Act Master is updated. Central Act Master is updated in CIS. Please ensure that necessary Central Acts are entered and mapped with National Codes. You may have to enter required State Acts and map the State Acts with its National Code through Unification>>Mapping in CIS.
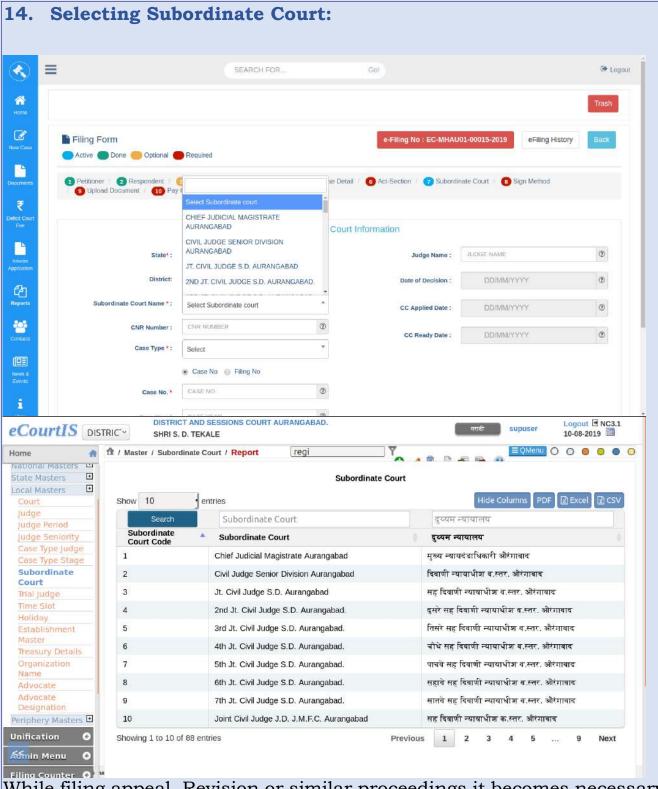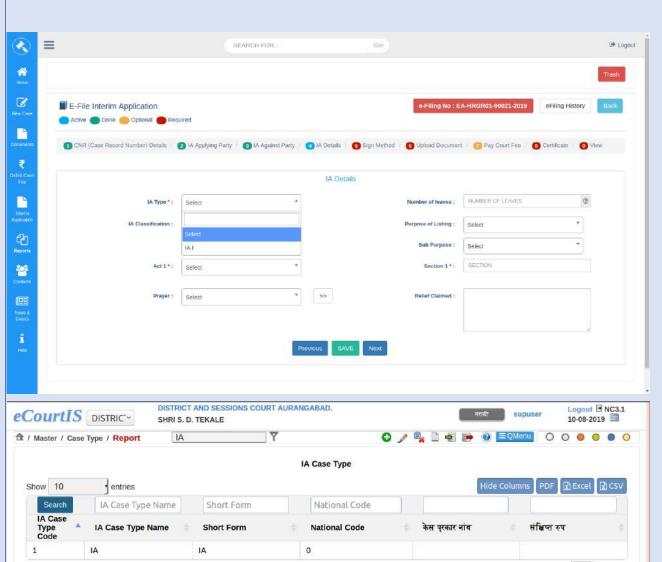
14. Selecting Subordinate Court:

While filing appeal, Revision or similar proceedings it becomes necessary to fill in the information relating to subordinate Court against whose order appeal is intended to be filed. The information shown on eFiling is fetched from subordinate Court master. Please ensure that all the designations are entered in all appeal court establishments CIS under Subordinate Court Master.
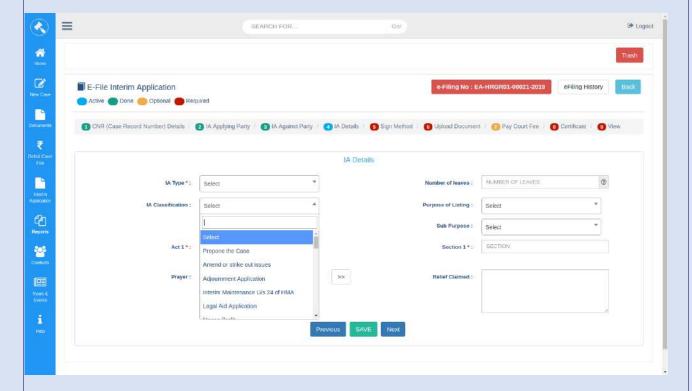
15. IA – Interim Application Type:

User can file Interim Applications through eFiling. Type of Interim Application (IA) is fetched from your CIS. Therefore, please ensure that IA type master contains all required information which will enable the user file appropriate IA by selecting suitable type of IA.
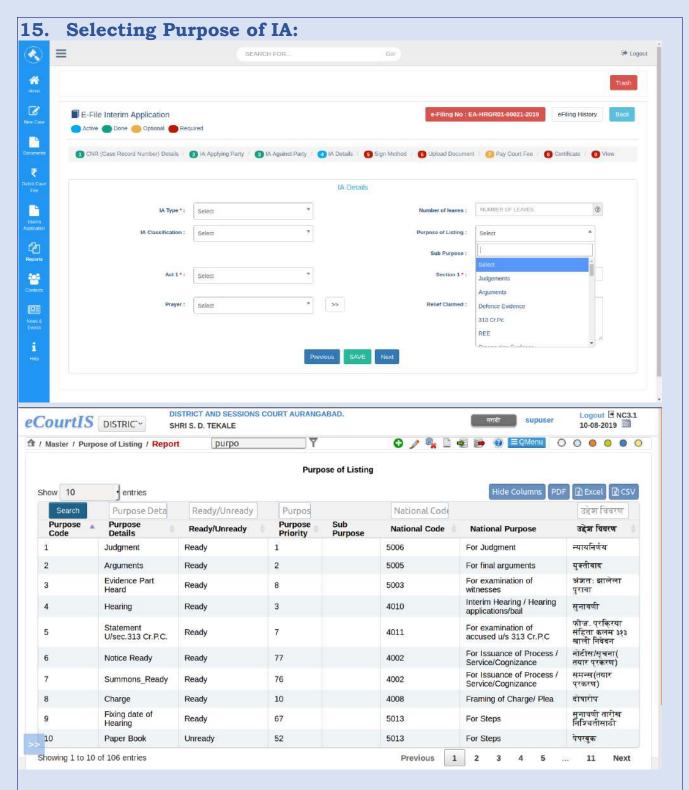
16. Selecting Nature of IA – Interim Application:

Nature of Interim Application can be selected while eFiling any Interim Application (IA). However, classification of IA is fetched from CIS. National Types of Classification of IAs is also provided in CIS. Local types of Classification need to be mapped with National Types. If any classification type is not available in local CIS, a decision can be taken at High Court level to add such type so that the same is available across the State properly mapped with National Types.

15. Selecting Purpose of IA:

Purpose of IA can be selected while filing IA. The drop-down list shown after selecting the field purpose, displays information fetched from purpose master in CIS. Please ensure that useful and required information is available to the user while filing IA.