

8/13/2019

# Self Help-eFiling

Enabling, Configuration & Administration



eCommittee, Supreme Court of India



# e-Filing Instructions

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# 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@aj.gov.in?subject=Request to give State Admin credentials for eFiling](mailto:mpm-ecommittee@aj.gov.in?subject=Request%20to%20give%20State%20Admin%20credentials%20for%20eFiling) 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 of 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 efilng 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 efilng 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 efilng 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](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 e filing 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 e filing 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 e filing user
- Please verify whether objections marked can be seen in the e filing user account
- Please verify whether data of cases is correctly shown in registration tabs.

### 13. Advocate information – Most essential information for eFiling.

The screenshot shows the eCourtIS interface for District and Sessions Court Aurangabad. The user is logged in as 'supuser'. The page displays a list of advocates with the following columns: Advocate Code, Name of Advocate, Full Name, Advocate Seniority, Mobile No., Email, Bar Regn. No., and वकिलाचे नांव. The table contains 10 entries, with the first entry being Sudame S.P. with Bar Regn. No. MAH-2655-2000.

Advocate Code	Name of Advocate	Full Name	Advocate Seniority	Mobile No.	Email	Bar Regn. No.	वकिलाचे नांव
1	Sudame S.P.			9371791119	advsacchin@gmail.com	MAH-2655-2000	सुदामे एम्.पी.
2	Agrawal K.D.			9823063539	advkda@gmail.com	MAH-1430-1989	अग्रवाल के.डी.
3	Bedre P.M.			9822513634	pawanmbedre@gmail.com	MAH-1107-1985	बेद्रे पी.एम.
4	Talawar S.N.			9822051707	snt2102000@yahoo.co.in	MAH-1673-1995	तालावार एम्.एन.
5	Kulkarni D.S.			9823275023	dsk2354340@yahoo.co.in	MAH-74-1988	कुलकर्णी डी.एस.
6	Wagh U.B.			9850779302	advudhavwagh302@gmail.com	MAH-2606-2002	वाघ यु.बी.
7	Kedare J.B.			9822828479		MAH-4182-2009	केदारे जे.बी.
8	Padol C.T.			9822785331		MAH-2178-2003	पडोळ सी.टी.
9	Dongre S.K.			9823555333	sanjaydongre08@gmail.com	MAH-2997-2001	डोंगरे एस.के.
10	Bardapurkar K.M.			9372801846	bkedar1972@gmail.com	MAH-1547-1994	बर्दापुरकर के.एम.

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:

https://efiling.ecourts.gov.in/test\_efiling/dashboard

Master / Document Type / Report doc

Document Type

Show 10 entries

Hide Columns PDF Excel CSV

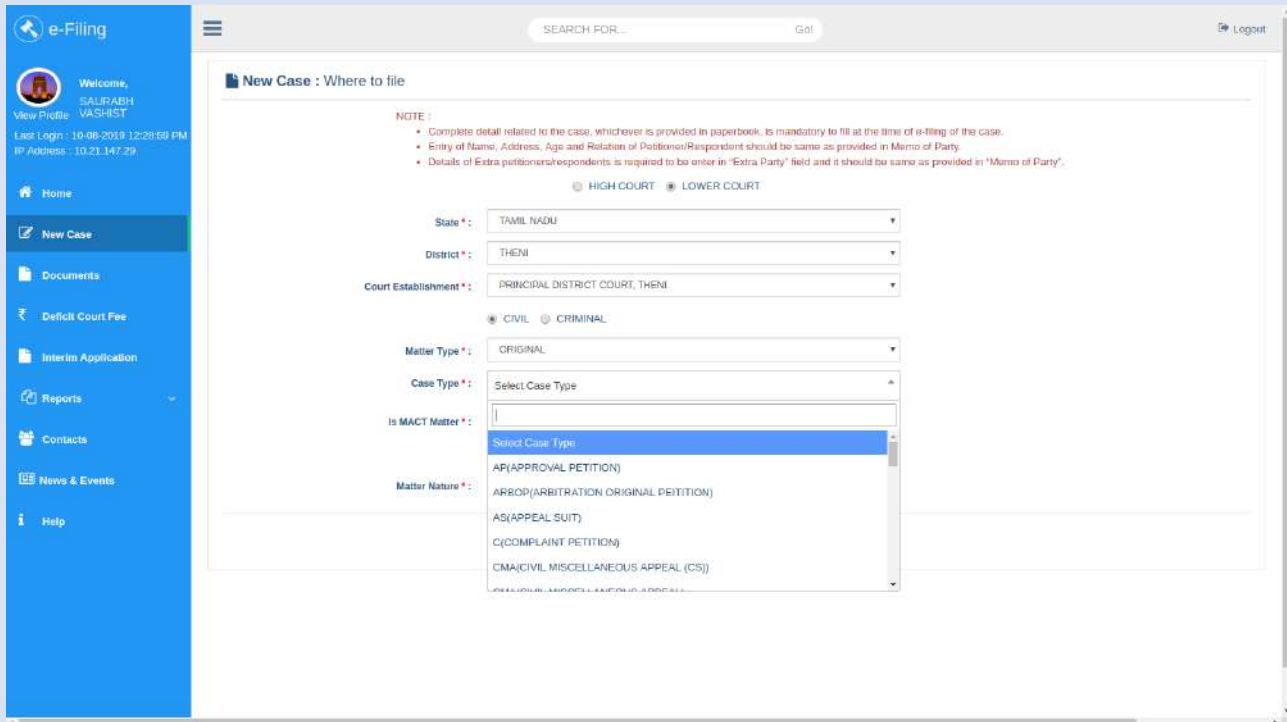
Document Type	Document	National Code	National Document Type	दस्तावेज
1	Plaint/Petition/Appealmemo	1201	1	वादपत्र/अर्ज किंवा याचिका/आवाहन पत्र
2	Application for process	1401	3	अदेशीकेसाठी अर्ज
3	Application for leave to sue as a pauper	1401	3	नादार घोषित होण्यासाठी परवानगी अर्ज
4	Bail Bond/Personal Bond	1408	20	बंधपत्र/वियक्तीक मुचलका
5	Vakilpatra	1407	19	वकीलपत्र
6	Caveat Appln.	1201	1	सावधान पत्र अर्ज
7	Copy of Judgment	1304	10	न्यायनिर्णयाची प्रत
9	Caveat	1201	1	सावधान पत्र
10	Appln. u/s.20 of Arbitration Act.	1401	3	लवाद कायद्याचे कलम २० खालील अर्ज
11	Certificate under Part X of Succe.Act.	1408	20	वारसा कायद्याचे भाग १० नुसार प्रमाणपत्र

Showing 1 to 10 of 23 entries

Previous 1 2 3 Next

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:



**New Case : Where to file**

NOTE :

- Complete detail related to the case, whichever is provided in paperbook, is mandatory to fill at the time of e-filing of the case.
- Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
- Details of Extra petitioner/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party".

HIGH COURT  LOWER COURT

State \* : TAMIL NADU

District \* : THENIL

Court Establishment \* : PRINCIPAL DISTRICT COURT, THENI

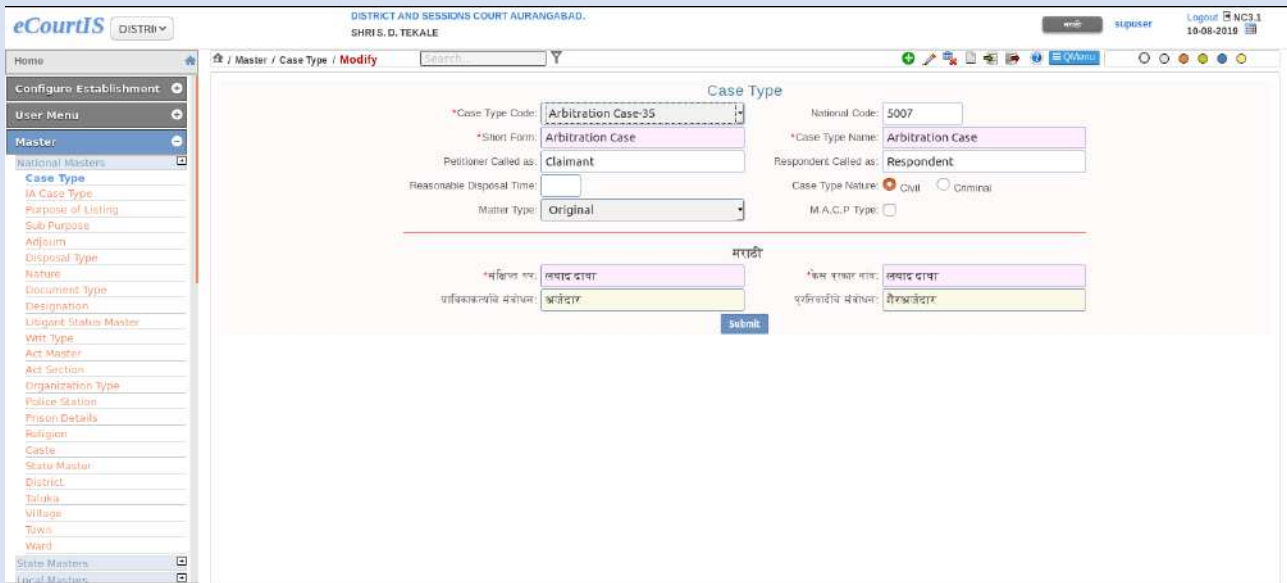
CIVIL  CRIMINAL

Matter Type \* : ORIGINAL

Case Type \* : Select Case Type

Is MACT Matter \* :

Matter Nature \* : Select Case Type  
AP(APPROVAL PETITION)  
ARROP(ARBITRATION ORIGINAL PETITION)  
AS(APPEAL SUIT)  
C(COMPLAINT PETITION)  
CMA(CIVIL MISCELLANEOUS APPEAL (CS))



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Home / Master / Case Type / Modify

Case Type

\*Case Type Code: Arbitration Case-35 National Code: 5007

\*Short Form: Arbitration Case \*Case Type Name: Arbitration Case

Petitioner Called as: Claimant Respondent Called as: Respondent

Reasonable Disposal Time: [ ] Case Type Nature:  Civil  Criminal

Matter Type: Original M.A.C.P. Type:

सहित का: लयाद दावा विरुद्ध का: लयाद दावा

वैयभक्तदार का संबंधन: वैयभक्तदार

Submit

While filing cases through e-filing, user needs to select appropriate Case Type. When clicks Case Type fields a drop-down list appears. Please ensure that short form 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:

**Filing Form**

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Case Detail / 6 Act-Section / 7 Sign Method / 8 Upload Document / 9 Pay Court Fee / 10 Affirmation / 11 View

**Complainant / Petitioner Information**

Organisation:

Organisation Name: Select Organisation

Not in List:

Complainant / Petitioner \*:

- Select Organisation
- Shriram\_Transport Finance Co.Ltd.
- Shriram\_City Union Finance Ltd.
- Equitas\_Finance Pvt. Ltd.
- HDFC\_Bank Ltd.
- IndusInd\_Bank Ltd.
- L... T. Finance Co.

Email \*: EMAIL

Mobile \*: MOBILE

Address \*: H.NO., STREET NO., CITY

State \*: SELECT STATE

District \*: SELECT DISTRICT

Taluka: SELECT TALUKA

Town: SELECT TOWN

Ward: SELECT WARD

Village: SELECT VILLAGE

**eCourtIS** DISTRICT AND SESSIONS COURT AURANGABAD. SHRI S. D. TEKALE Logout NC3.1 10-08-2019

Master / Organization Name / Modify orga

**Organisation Name**

\*Organisation ID: Axis Bank Ltd.,-110

\*Organisation Type: Other Banks-15

Address: Regd.Office at Trishul, 3rd Floor, Oppo

State: MAHARASHTRA-27

Town: Select

Taluka: Aurangabad-5

Email:

Phone No.:

\*Organisation Name: Axis Bank Ltd.,

National Code: 0

Contact Person:

District: Aurangabad-19

Ward: Select

Village: Select

Mobile No.:

Fax No.:

मराठी

\*संस्थेचे नाव: अॅक्सिस बँक लि.

संपर्क व्यक्ती:

पत्ता: रजि.कार्या.तिरशुळ, तिसरा माळा, समर्थेश्वर म

Submit

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 e-filing any case by or against any organization, data will be fetched from your CIS Server i.e. Organization Name Master.



## 6. Selection of District:

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Case Detail / 6 Act-Section / 7 Sign Method / 8 Upload Document  
9 Pay Court Fee / 10 Affirmation / 11 View

### Complainant / Petitioner Information

**Organisation :**

**Complainant / Petitioner \* :**

**Relation \* :**

**Relative Name \* :**

**Date of Birth \* :**

**Age \* :**

**Gender \* :**  Male  Female  Other

**Religion :**

**Caste :**

**Email \* :**

**Mobile \* :**

**Address \* :**

**State \* :**

**District \* :**

**Taluka :**

**Town :**

**Ward :**

**Village :**

**Pincode :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**Police Station Code :**

**SAVE**

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Home / Master / District / Report dis

### District

\*State: MAHARASHTRA-27

Show 10 entries

District Code	District	National Code	National District	जिल्हा
1	Nandurbar	497	NANDURBAR	नंदुरबार
2	Dhule	498	DHULE	धुळे
3	Jalgaon	499	JALGAON	जळगाव
4	Buldana	500	BULDHANA	बुलढाणा
5	Akola	501	AKOLA	अकोला
6	Washim	502	WASHIM	वाशीम
7	Amravati	503	AMRAVATI	अमरावती
8	Wardha	504	WARDHA	वर्धा
9	Nagpur	505	NAGPUR	नागपूर
10	Bhandara	506	BHANDARA	भंडारा

Showing 1 to 10 of 35 entries Previous 1 2

District Master is very important while e-filing 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:

**Complainant / Petitioner Information**

Organisation :

Complainant / Petitioner \* : FIRST NAME MIDDLE NAME LAST NAME

Relation \* : Select Relation

Relative Name \* : NAME OF FATHER OR MOTHER

Date of Birth : DD/MM/YYYY

Age \* : AGE

Gender \* :  Male  Female  Other

Religion : SELECT RELIGION

Caste : SELECT CASTE

Email \* : EMAIL

Mobile \* : MOBILE

Address \* : H.NO., STREET NO., CITY

State \* : MAHARASHTRA

District \* : AURANGABAD

Taluka : SELECT TALUKA

Town : AURANGABAD, GANGAPUR, KANNAD, KHULDABAD, PAITHAN, PHULAMBRI, SILLOD, SOEGAON, VAJJAPUR

Ward :

Village :

Pincode :

Police Station Code : Select Police Station

**SAVE**

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Home / Master / Taluka / Report Search...

\*State: MAHARASHTRA-27

\*District: Aurangabad-19

Show 10 entries

Taluka Code	Taluka	National Code	तालुका
1	Kannad	4133	कन्नड
2	Soegaon	4134	सोयगाव
3	Sillod	4135	मिल्लोड
4	Phulambri	4136	फुल्लंब्री
5	Aurangabad	4137	औरंगाबाद
6	Khuldabad	4138	खुलताबाद
7	Vajapur	4139	वेजापुर
8	Gangapur	4140	गंगापुर
9	Paithan	4141	पैठण

Showing 1 to 9 of 9 entries

Taluka Master shows information in drop-down list only when District is selected. This Taluka selection is important while e-filing 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:

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Home / Master / Village / Report vill

Configure Establishment  
User Menu  
Master  
National Masters  
Case Type  
IA Case Type  
Purpose of Listing  
Sub Purpose  
Adjourn  
Disposal Type  
Nature  
Document Type  
Designation  
Litigant Status  
Master  
Writ Type  
Act Master  
Act Section  
Organization Type  
Police Station  
Prison Details  
Religion  
Caste

\*State: MAHARASHTRA-27  
\*District: Aurangabad-19  
\*Taluka: Gangapur-8

Show 10 entries

Village Code	Village	National Code	गांव
8123		549424	सुलतानपुर (गुम्धानोरा)
81013	Dinwada	549178	दिनवाडा
81014	Sanav	549179	सनव
81015	Maliwadgaon	549180	माळी वाडगाव
81016	Derhal	549181	देन्हळ
81017	Kinhal	549182	किन्हळ
81018	Raipur	549183	रायपुर
81019	Pachapirwadi	549184	पाचपीरवाडी
81020	Dongaon	549185	डोणगाव
81021	Padalsa	549186	पाडळसा

Village field shows information in drop-down list only when Taluka is selected. This Village selection is very important while e-filing 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:

**Complainant / Petitioner Information**

Organisation :

Complainant / Petitioner \* :

Relation \* :

Relative Name \* :

Date of Birth :

Age \* :

Gender \* :  Male  Female  Other

Religion:

Caste:

Email \* :

Mobile \* :

Address \* :

State \* :

District \* :

Taluka :

Town :

Ward :

Village :

Pincode :

Police Station Code :

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Home / Master / Religion / Report

Religion

Show 10 entries

Hide Columns PDF Excel CSV

Search Religion National Code धर्म

Religion ID	Religion	National Code	धर्म
1	Hindu	0	
2	Muslim	0	
3	Christian	0	
5	OTHER	0	

Showing 1 to 4 of 4 entries

Previous 1 Next

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:

**Complainant / Petitioner Information**

Organisation :

Complainant / Petitioner \* :

Relation \* :

Relative Name \* :

Date of Birth :

Age \* :

Gender \* :  Male  Female  Other

Religion :

Caste :

Email \* :

Mobile \* :

Address \* :

State \* :

District \* :

Taluka :

Town :

Ward :

Village :

Pincode :

Police Station Code :

**eCourtIS** DISTRICT AND SESSIONS COURT AURANGABAD. SHRI S. D. TEKALE

Home / Master / Caste / Report

Search...

Supuser 10-08-2019

**Caste**

Show 10 entries

Hide Columns PDF Excel CSV

Caste Code	Caste Category	National Code	जात
1	Open-Hindu	0	-
2	SC-Hindu	0	-
4	ST-Christian	0	-
5	OBC-Muslim	0	-
6	NT-Hindu	0	-
7	ST-Muslim	0	-

Showing 1 to 6 of 6 entries

Previous 1 Next

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:

Last Login : 10-08-2019 12:28:59 PM  
IP Address : 10.21.147.29

Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, Help

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Case Detail / 6 Act-Section / 7 Sign Method / 8 Upload Document / 9 Pay Court Fee / 10 Affirmation / 11 View

### Complainant / Petitioner Information

Organisation : [ ]      Email : ABC@GMAIL.COM

Complainant / Petitioner \* : VISHAL      Mobile \* : 5465465465

Relation \* : Select Relation      Address \* : ASLKJDSAK

Relative Name \* : ANAND      State \* : MAHARASHTRA

Date of Birth : 16/08/1979      District \* : [ ]

Age \* : 39      Taluka : Select Police Station

Gender \* : Male Female Other      Town : PHULAMBRI

Religion : HINDU      Ward : MUKUNDWADI

Caste : OPEN      Village : WADODBAZAR

Pincode : BIDKIN

Police Station Code : Select Police Station

SAVE

eCourtIS DISTRICT DISTRICT AND SESSIONS COURT AURANGABAD. SHRI S. D. TEKALE supuser Logout NC3.1 10-08-2019

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### Police Station

Show 10 entries

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Search	Police Station	Area Court Number	National Code	पोलीस ठाणे
Police Station Code	Police Station	Area Court Number	National Code	पोलीस ठाणे
1	CITY CHOWK	1,2,4,6,7,8,10,13	19409008	सिटी चौक
2	KRANTI CHOWK	1,2,4,6,7,8,10,13	19409019	क्रांती चौक
3	JINSI	1,2,4,6,7,8,10,13	19409039	जिन्सी
4	JAWAHARNAGAR	1,2,4,6,7,8,10,13	19409038	जवाहर नगर
5	CANTONMENT	1,2,4,6,7,8,10,13	19409006	छावणी
6	CIDCO	1,2,4,6,7,8,10,13	19409037	सिडको
7	MIDC CIDCO	1,2,4,6,7,8,10,13	19409041	एम.आय.डी.सी. सिडको
8	MUKUNDWADI	1,2,4,6,7,8,10,13	19409042	मुकुंदवाडी
9	WALUJ	1,2,4,6,7,8,10,13	19409036	वाळुज
10	MIDC WALUJ	1,2,4,6,7,8,10,13	19409040	एम.आय.डी.सी. वाळुज

Showing 1 to 10 of 54 entries      Previous 1 2 3 4 5 6 Next

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:

The screenshot displays the eCourtIS interface for filing a case. The top navigation bar includes a search field, a 'Logout' button, and a 'Trash' button. The main area shows the 'Filing Form' for case EC-MHAU01-00014-2019, with a progress indicator for steps 1 through 11. A dropdown menu is open for 'Cause of Action', listing options: Permanent Injunction, Temporary Injunction, Mandatory Injunction, Declaration of title to property (highlighted), Declaration of right, Declaration of Easement, and Select. Other form fields include 'Date of Cause of Action', 'Claim Amount', and 'Relief Claim'.

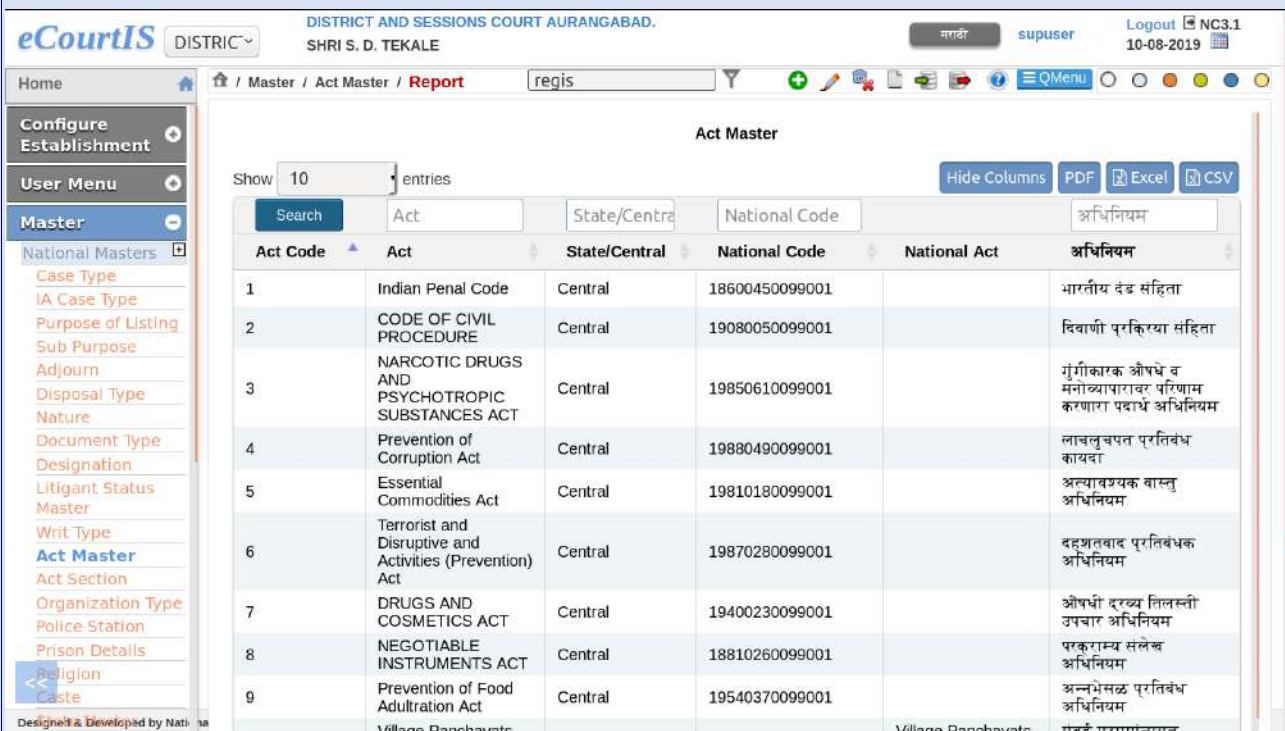
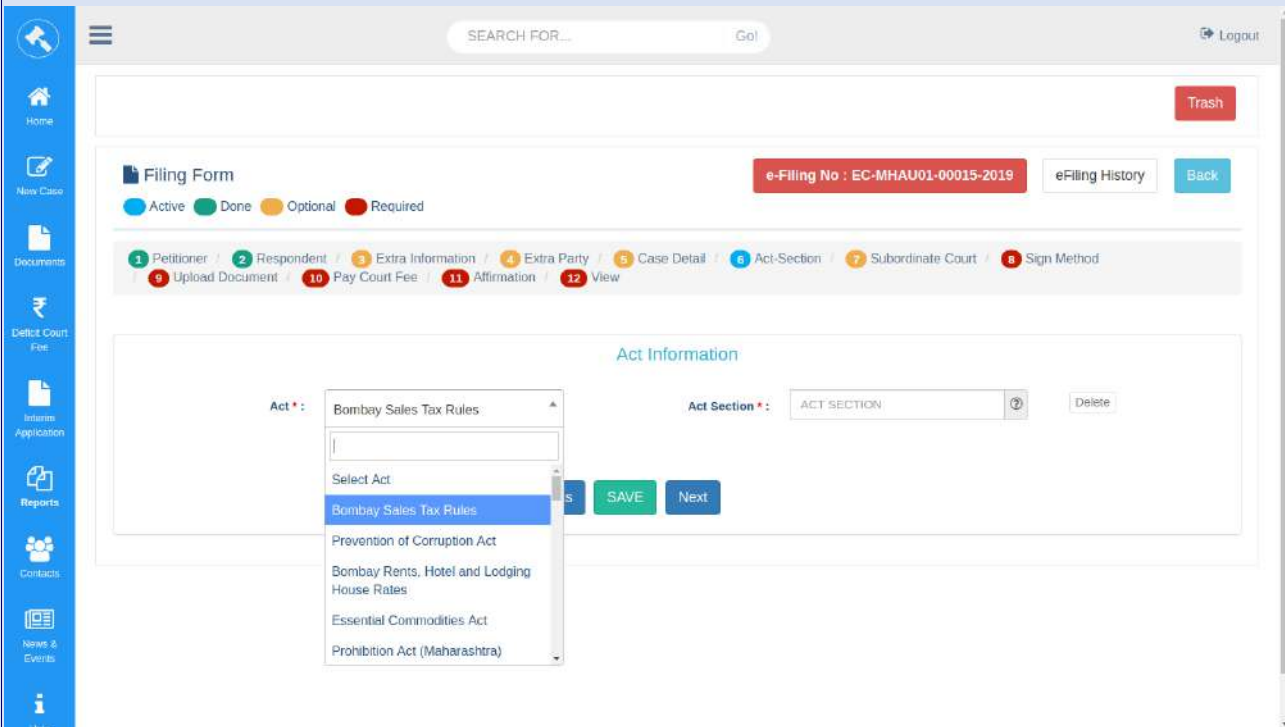
Below the form, the 'Prayer' section is visible, showing a table of prayer types and their descriptions. The table is as follows:

Prayer Code	Prayer Type	Prayer	IA/Case No.	मागणी प्रकार	मा
1	Permanent Injunction	The Plaintiff prays for permanent Injunction against Defendant No. restraining them/him from _____	Case		
2	Temporary Injunction	The plaintiff prays for temporary injunction pending hearing and disposal of suit against defendant restraining them/him _____	Case		
3	Mandatory Injunction	The Plaintiff prays for mandatory injunction against the defendant thereby directing them/him to _____	Case		
4	Declaration of title to property	The Plaintiff prays for declaration that he is valid title holder as _____ for property bearing _____	Case		
5	Declaration of right	The plaintiff prays that he / they be declared as _____	Case		
6	Declaration of Easement	The plaintiff prays that he has right to enjoy easement as to _____ for enjoying his _____ property	Case		
7	Declaration of Status or Legal Character	The plaintiff prays for declaration that he is _____ in relation to _____ (property), (Office),(relation with person)(relation with property)(husband or wife) etc.	Case		
8	Declaration about life or death of person	The plaintiff prays for declaration that _(name of person) is dead or is alive.	Case		

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:

**Filing Form** e-Filing No : EC-MHAU01-00015-2019 eFiling History Back

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Case Detail / 4 Act-Section / 5 Subordinate Court / 6 Sign Method

9 Upload Document / 10 Pay

**Select Subordinate court**

- CHIEF JUDICIAL MAGISTRATE AURANGABAD
- CIVIL JUDGE SENIOR DIVISION AURANGABAD
- JT. CIVIL JUDGE S.D. AURANGABAD
- 2ND JT. CIVIL JUDGE S.D. AURANGABAD.

**Court Information**

Judge Name : JUDGE NAME

Date of Decision : DD/MM/YYYY

CC Applied Date : DD/MM/YYYY

CC Ready Date : DD/MM/YYYY

State : \*  
District : \*  
Subordinate Court Name : \*  
CNR Number : \*  
Case Type : \*  
Case No. : \*

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**Subordinate Court**

Show 10 entries

Subordinate Court Code	Subordinate Court	दुय्यम न्यायालय
1	Chief Judicial Magistrate Aurangabad	मुख्य न्यायदंडाधिकारी औरंगाबाद
2	Civil Judge Senior Division Aurangabad	दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
3	Jt. Civil Judge S.D. Aurangabad	सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
4	2nd Jt. Civil Judge S.D. Aurangabad.	दुसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
5	3rd Jt. Civil Judge S.D. Aurangabad.	तिसरे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
6	4th Jt. Civil Judge S.D. Aurangabad.	चौथे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
7	5th Jt. Civil Judge S.D. Aurangabad.	पाचवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
8	6th Jt. Civil Judge S.D. Aurangabad.	सहावे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
9	7th Jt. Civil Judge S.D. Aurangabad.	सातवे सह दिवाणी न्यायाधीश व.स्तर. औरंगाबाद
10	Joint Civil Judge J.D. J.M.F.C. Aurangabad	सह दिवाणी न्यायाधीश क.स्तर. औरंगाबाद

Showing 1 to 10 of 88 entries

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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:

The screenshot shows the 'E-File Interim Application' form. At the top, there is a search bar and a 'Logout' button. Below the search bar, there is a 'Trash' button and a red box containing the 'e-Filing No : EA-HRGR01-00021-2019'. There are also buttons for 'eFiling History' and 'Back'. The form is divided into several sections: 'Active', 'Done', 'Optional', and 'Required'. A progress bar shows the steps: 1. CNR (Case Record Number) Details, 2. IA Applying Party, 3. IA Against Party, 4. IA Details (current step), 5. Sign Method, 6. Upload Document, 7. Pay Court Fee, 8. Certificate, 9. View. The 'IA Details' section contains several dropdown menus and text boxes: 'IA Type \*', 'IA Classification', 'Act 1 \*', 'Prayer', 'Number of leaves', 'Purpose of Listing', 'Sub Purpose', 'Section 1 \*', and 'Relief Claimed'. At the bottom of the form, there are 'Previous', 'SAVE', and 'Next' buttons.

The screenshot shows the 'IA Case Type' report in the eCourtIS system. The header includes the eCourtIS logo, 'DISTRICT AND SESSIONS COURT AURANGABAD.', 'SHRI S. D. TEKALE', and user information 'supuser' with a 'Logout' button and 'NC3.1 10-08-2019'. The report is titled 'IA Case Type' and shows a table with columns for 'IA Case Type Name', 'Short Form', 'National Code', 'केस प्रकार नांव', and 'संक्षिप्त रूप'. The table contains one entry with the following data:

IA Case Type Code	IA Case Type Name	Short Form	National Code	केस प्रकार नांव	संक्षिप्त रूप
1	IA	IA	0		

At the bottom of the table, it says 'Showing 1 to 1 of 1 entries'. There are 'Previous', '1', and 'Next' buttons.

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:

Show 10 entries

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Classification Code	Classification Name	National Code	National IA Classification	वर्गीकरण नाव
1	Amendment of the pleadings	1001	Amendment Of Pleadings	कथनामधे बदलाची मागणी
2	Res-judicata Objections	1002	Res Judicata Objection	रेम जुडिकेटा आक्षेप
3	Stay of Suit	1003	Stay Of Suit	दाव्यामधे स्थगिती
4	Appointment of Receiver	1004	Appointment Of Receiver	प्रापकाची नियुक्ती
5	Arrest Before Judgement	1005	Arrest Before Judgment	निकालापूर्वी अटक
6	Attachment before Judgement	1006	Attachment Before Judgment	निकालापूर्वी जप्ती
7	Discovery of Documents	1007	Discovery Of Documents	दस्तऐवजांची छाननी
8	Inspection of Documents	1008	Inspection Of Documents	दस्तऐवजांची तपासणी
9	Interrogatories	1009	Interogateries	प्रतिप्रश्नावली
10	Temporary - Interim Injunction	1010	Temporary-Interim Injunction	तात्पुरता अंतरिम मनाई हुकुम

Showing 1 to 10 of 105 entries

Previous 1 2 3 4 5 ... 11 Next

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:

**E-File Interim Application** e-Filing No : EA-HRGR01-00021-2019 eFiling History Back

Active Done Optional Required

1 CNR (Case Record Number) Details 2 IA Applying Party 3 IA Against Party 4 IA Details 5 Sign Method 6 Upload Document 7 Pay Court Fee 8 Certificate 9 View

**IA Details**

IA Type \*: Select  
 IA Classification : Select  
 Act 1 \*: Select  
 Prayer : Select >>

Number of leaves : NUMBER OF LEAVES  
 Purpose of Listing : Select  
 Sub Purpose :  
 Section 1 \* :  
 Relief Claimed :

Previous SAVE Next

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**Purpose of Listing**

Show 10 entries Hide Columns PDF Excel CSV

Purpose Code	Purpose Details	Ready/Unready	Purpose Priority	Sub Purpose	National Code	National Purpose	उद्देश विवरण
1	Judgment	Ready	1		5006	For Judgment	न्यायनिर्णय
2	Arguments	Ready	2		5005	For final arguments	युक्तीवाद
3	Evidence Part Heard	Ready	8		5003	For examination of witnesses	अग्रतः झालेला पुरावा
4	Hearing	Ready	3		4010	Interim Hearing / Hearing applications/bail	सुनावणी
5	Statement U/sec.313 Cr.P.C.	Ready	7		4011	For examination of accused u/s 313 Cr.P.C	फौज. प्रक्रिया संहिता कलम ३१३ खाली निवेदन
6	Notice Ready	Ready	77		4002	For Issuance of Process / Service/Cognizance	नोटीस/सूचना (तयार प्रकरण)
7	Summons_Ready	Ready	76		4002	For Issuance of Process / Service/Cognizance	समन्स (तयार प्रकरण)
8	Charge	Ready	10		4008	Framing of Charge/ Plea	दोषारोप
9	Fixing date of Hearing	Ready	67		5013	For Steps	सुनावणी तारीख निश्चितीसाठी
10	Paper Book	Unready	52		5013	For Steps	पेपरबुक

Showing 1 to 10 of 106 entries Previous 1 2 3 4 5 ... 11 Next

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.