Steps For e-Filing

Fig. 1 – Main page of e-filing the cases in *High Courts* or *District Courts*

This (Fig. 1) is the main page of portal for e-filing the cases in *High Courts* or *District Courts.* Users or any legal entity must have registered themselves for using this system.

Steps for Registration:- A new user can register himself using the following option in the main page of the portal (Fig. 1).

New to website? Create Account

On clicking 'Create Account', registration form will open. There are two options for registration viz. Advocate and In-Person.

Registration (Advocate/In Person):

For registration, a user (Advocate/In Person) must enter the following details in the form [Fig. 2 (a) for Advocate & Fig. 2 (b) for In Person]

- Mobile Number
- Email ID
- Bar Registration Number (Only in case of **Advocate**)
- User ID
- Enrolled State
- Enrolled District
- Enrolled Establishment

All the fields are mandatory. After filling the form, click 'Get OTP'. Two individual OTPs gets generated and are sent to the registered mobile number and email address.

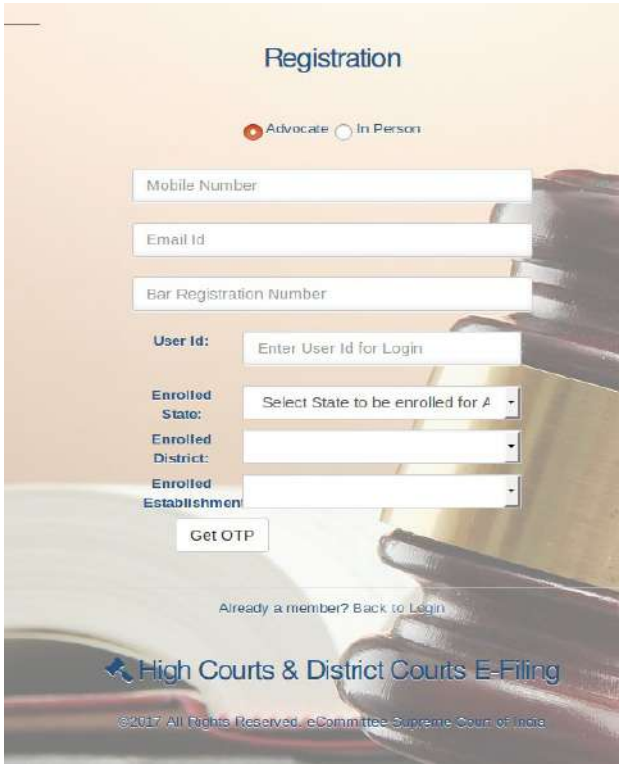

Fig. 2 (a) – Registration Form (Advocate)

Fig. 2 (b) – Registration Form (In Person)

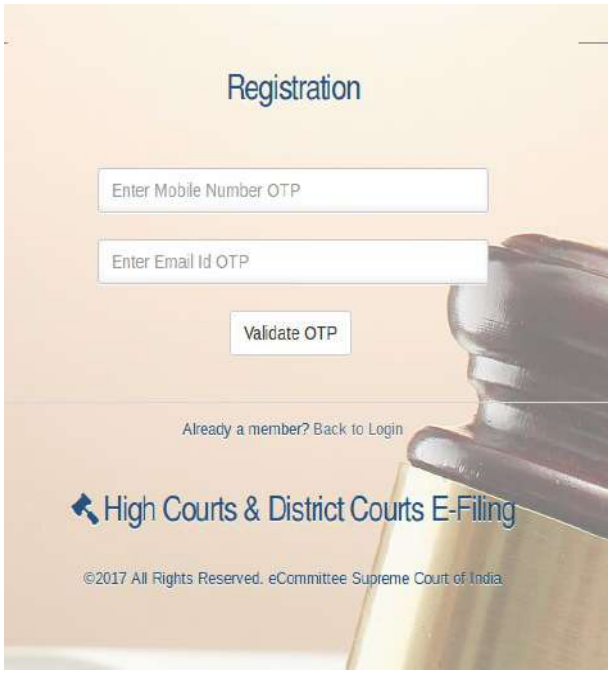

Fig. 2 (c) – Registration Form (OTP validation)

The OTP thus received in mobile number and email address is then entered into the Validate OTP form of Registration Page (Fig. 2(c)).

Fig. 2 (d) – Registration Form (Password & Other details)

Once the OTPs gets validated the user is taken to the another form (Fig 2(d)) in Registration Form to fill in Password (Password must contain atleast 1 Special Character, 1 Digit, 1 lower case Character, 1 Upper Case Character and atleast 8 digit length) and other details. All the fields are mandatory (except 'Other Contact Number) and the user also need to upload his photo (in jpg, less than 50 kb) and ID card (in jpg, less than 50 kb)

Lost Password:- In case the user forget his password, then the same can be retrieved by clicking on 'Lost Password' link displayed on main page of portal (Fig. 1).

The user would be taken to 'Lost Password' form (Fig. 3 (a)) and then the OTP gets generated by entering User ID and clicking 'Get OTP' button.

OTP thus generated would be sent to user's registered mobile no. and the user would be taken to next form to enter new password (Fig. 3 (b))

The user can generate new password in this form by entering mobile number OTP, new password, confirm Password and then by clicking the 'Change Password' button, the new password will be updated against the respective User ID.

Fig. 3 (a)– Lost Password (Retrieval) Password

Fig. 3 (b)– Lost Password (New Generation)

User Login:-

The Registered User can log into portal from the main page of portal for e-filing (Fig. 1)

My e-Filing Status (Dashboard):-

After login user will be redirected to the My e-Filing Status (Fig. 4) which is the Dashboard for the user displaying the following information on the left side panel :

- **Home**:- This is to return to the home screen of e-Filing.

- **New Case:-** This allows to e-file the new case.
- **Documents:-** This allows to e-file the Miscellaneous document.
- **Deficit Court Fee:-** This allows to e-file the deficit court fee.
- **Reports:-** This allows to see the report specific to the user.
- **Help:-** This is for user guideline.

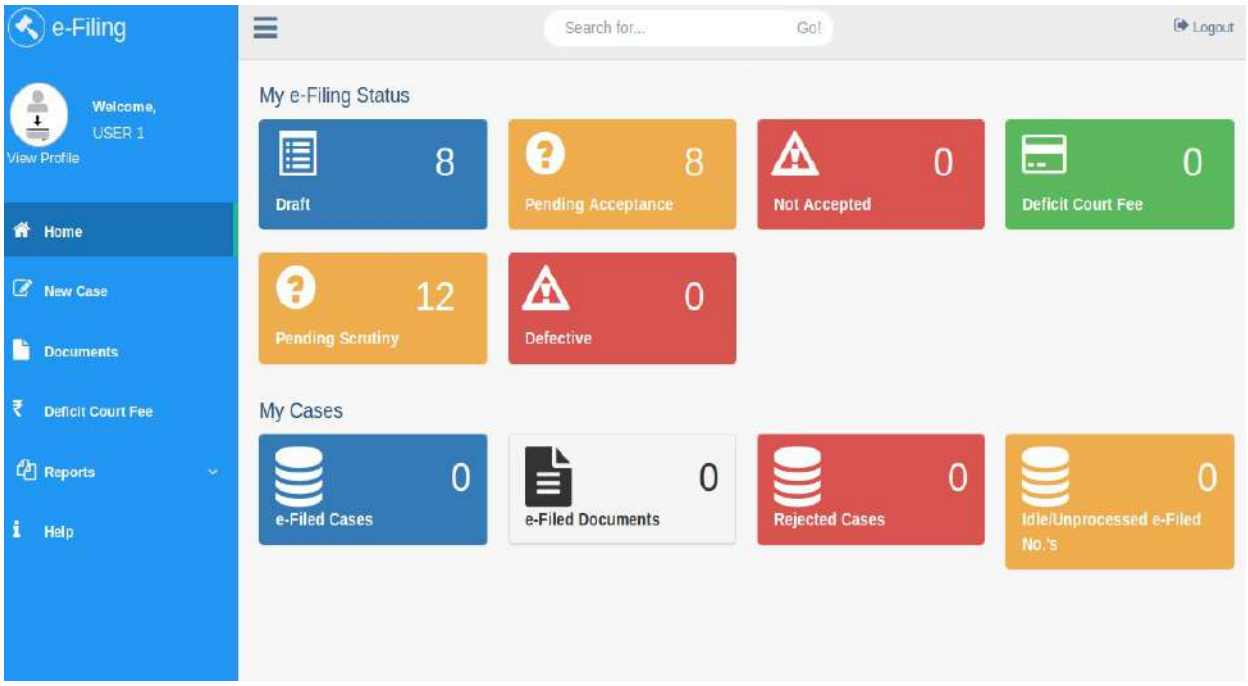

Fig. 4 - My e-Filing Status (Dashboard)

Profile (View/Updation):-

To view/update profile click on the profile picture or click on 'View Profile' option placed before profile picture on left side panel (Fig. 4).

Fig. 5 (a) - Profile Settings

In this screen (Fig. 5 (a)) user can view their profile. If the user wants to update his email id, phone, other contact, and address he can click the icon ( ) given next to such details.

In the Email Id updation form (Fig. 5 (b), the new email id is to be entered and the 'Update' button is to be clicked. An email OTP would be generated and sent to this newly entered email id.

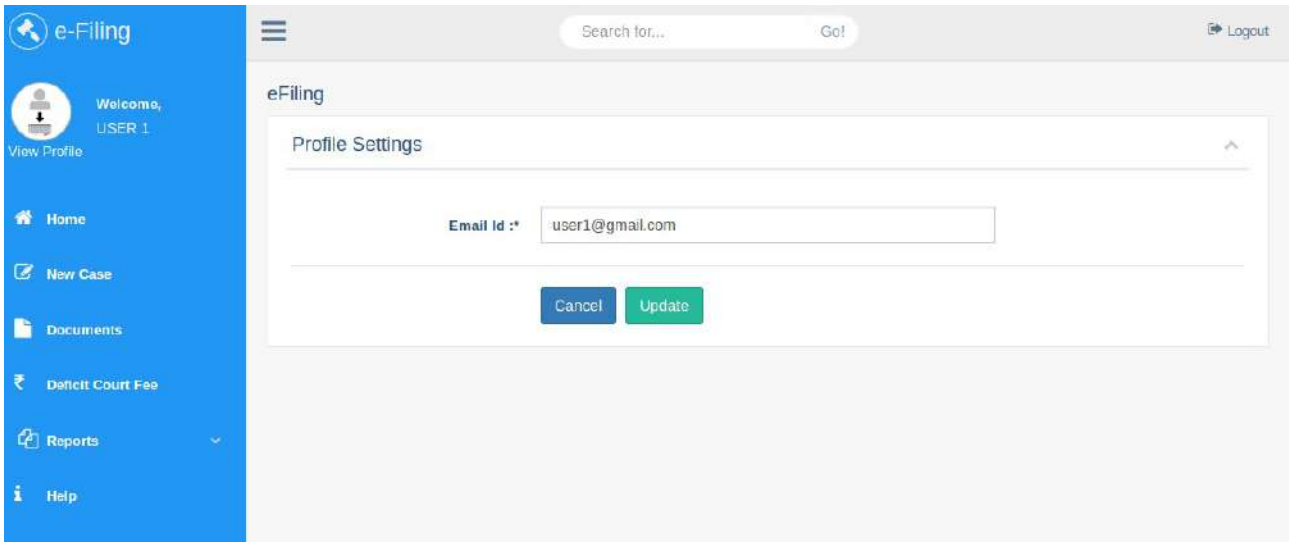

Fig. 5 (b) - Profile Settings (Email Updation)

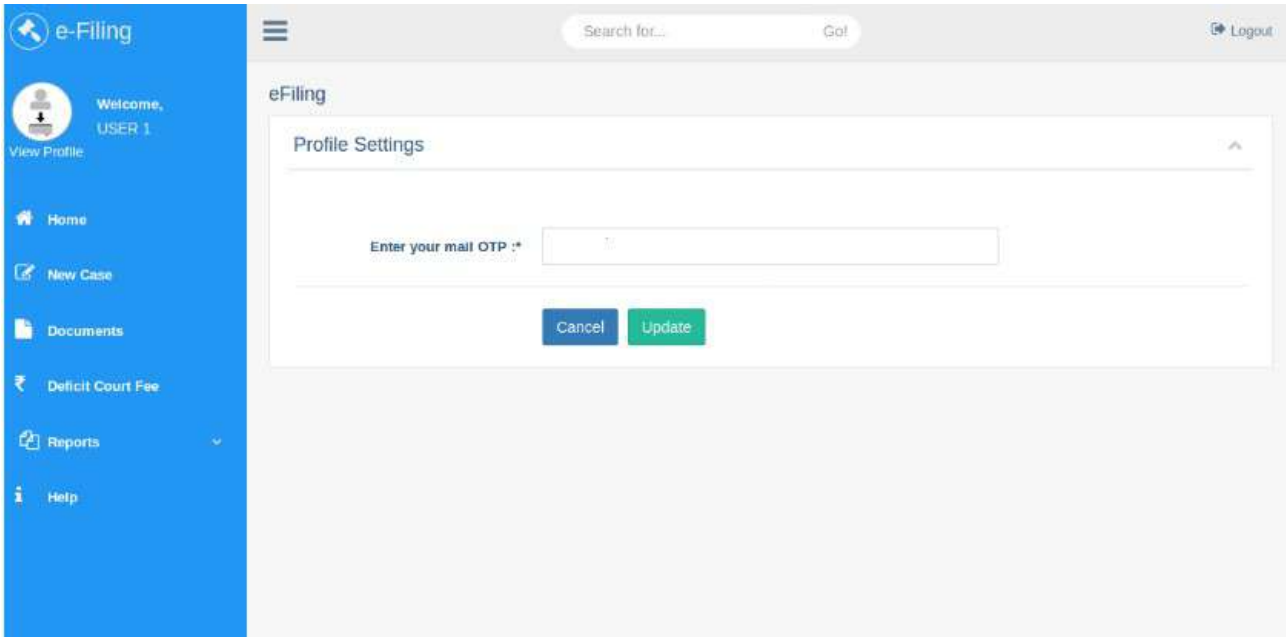

Fig. 5 (c) - Profile Settings (Email Updation – OTP Form)

On entering the mail OTP, and clicking 'Update' button, the email id thus entered gets updated against the concerned user profile.

Similary, the Phone displayed in Profile Settings (Fig. 5 (a)) can be updated by editing contact number, clicking the 'Update' button, and entering the mobile OTP, received at the newly entered mobile number, to update it against the concerned user profile.

However, 'Other Contact' and 'Address' can be simply be updated by entering the desired details. Not OTP is required for them.

The Password can be changed from the Profile Setting page (Fig. 5 (a)) by clicking ' Change Password'. The Password can be changed by entering Current Password and New Password (also confirm New Password), and clicking 'Update' in the form (Fig. 5 (d)). The new Password gets updated against the concerned user profile.

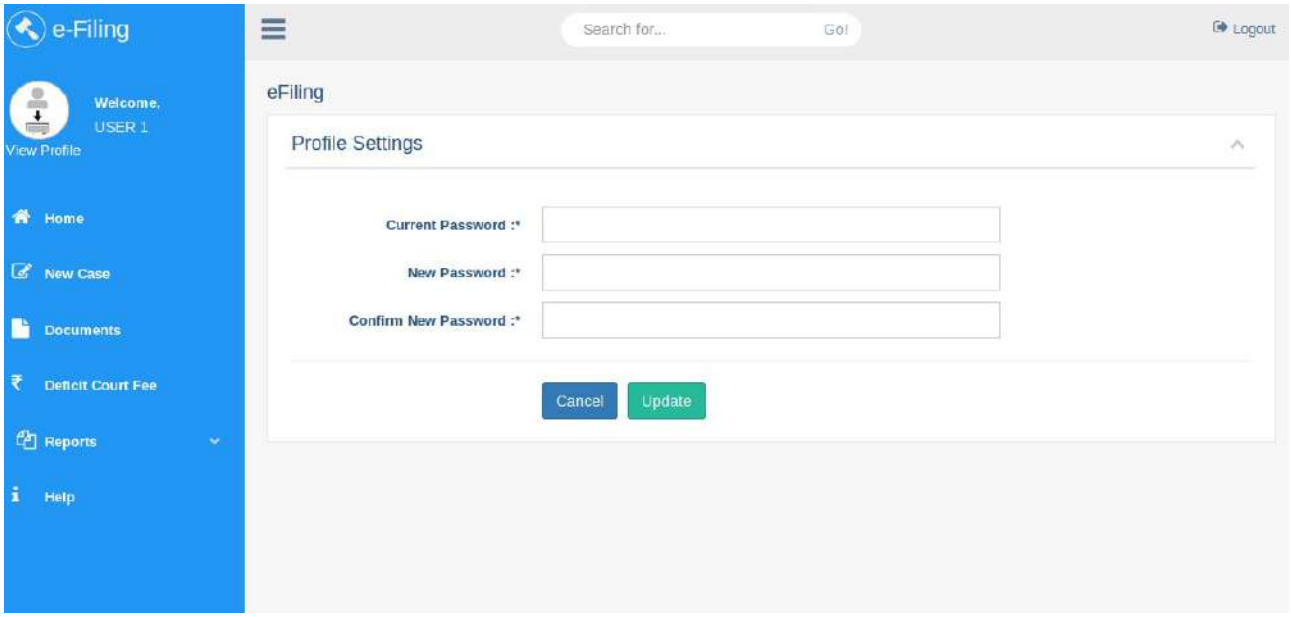

Fig. 5 (d) - Profile Settings (Password Change)

To update picture click on check box given in the Profile Setting page (Fig. 5 (a)) and then choose the picture and then upload it. Profile picture will be uploaded.

Logout:- A user can sign out by clicking the 'Logout Button' which is given to the right corner of the screen at all times.

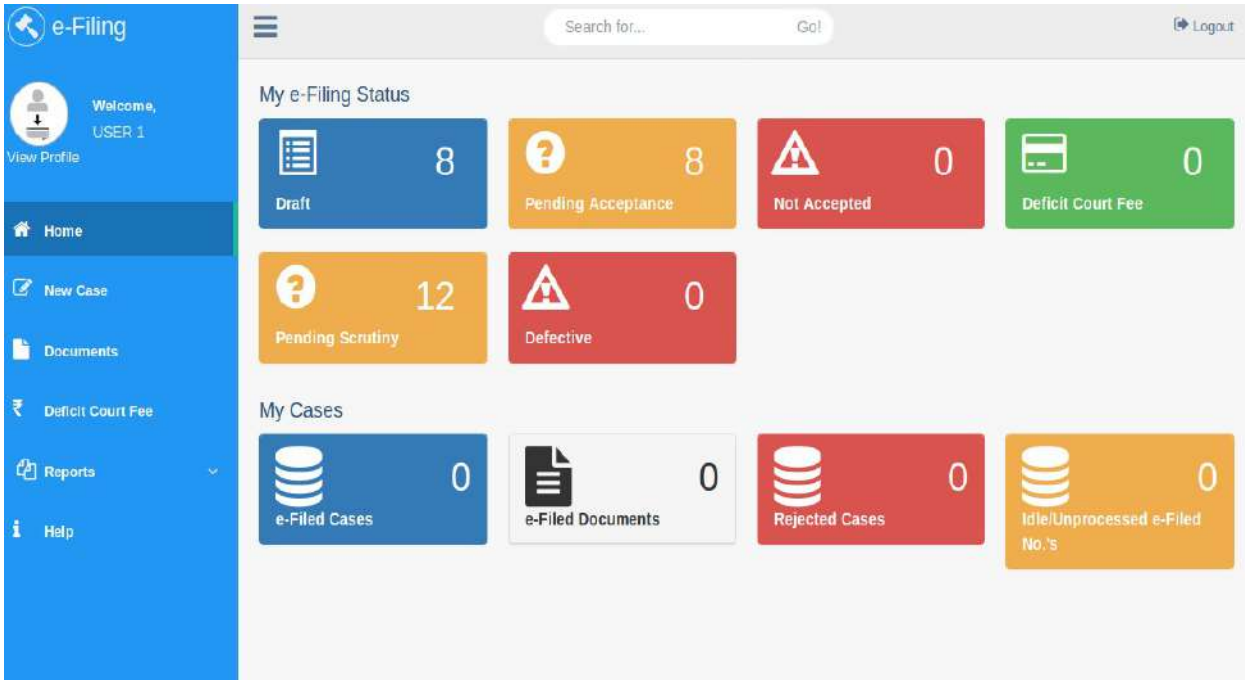

Fig. 6 - My e-Filing Status (Logout button)

New E-Filing:-

For new e-Filing click on 'New Case' option given in the left panel. 'Where to file (Fig. 7(a)) page will open.

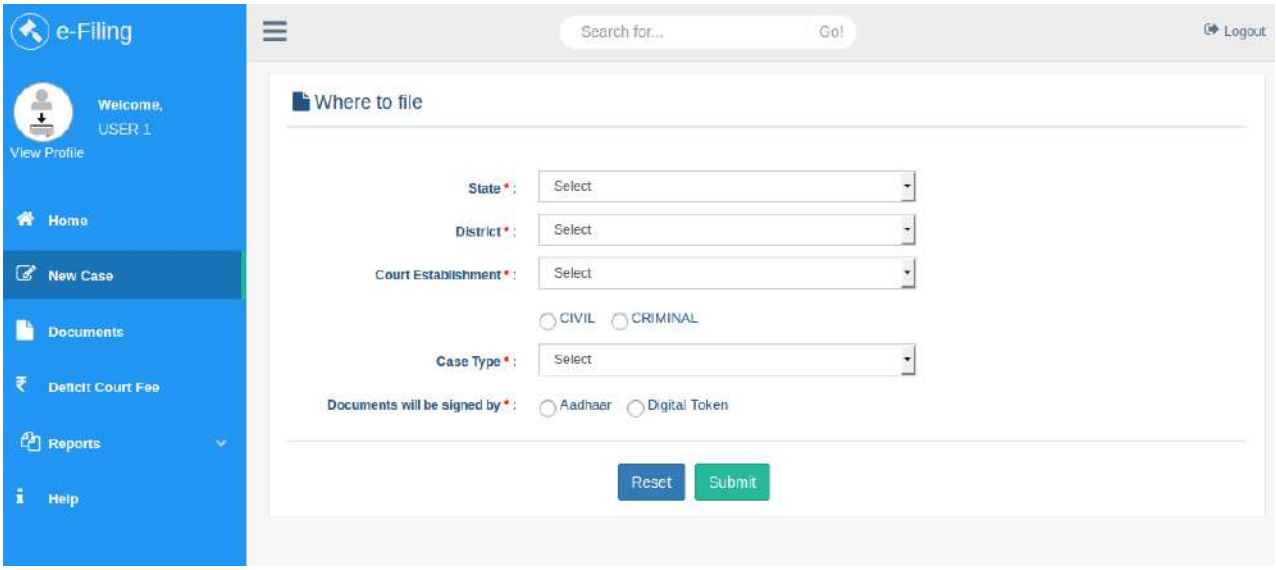

Fig. 7 (a) – New Case (Where to File)

The user is required to fill in the following fields:

State:- Select State from the option.

District:-Select District from the option.

Court Establishment:-Select Court establishment.

Case Type:- First select one option from the given two radio buttons viz. *Civil* or *Criminal.* Then select the relevant case type from the 'Case Type' dropdown. Then select whether the documents will be signed by 'Aadhar' or 'Digital Token' and click 'Submit'. The user need to fill this signing details very carefully, as he/she would accordingly be directed to specific page in later stage of new case filing. If the user wants to reset at any point before clicking 'Submit', then *Reset* button is to be clicked. If the data filled in is correct, the user would be taken to 'Filing Form' (Fig. 7 (b)) on clicking 'Submit' in 'Where to file' page.

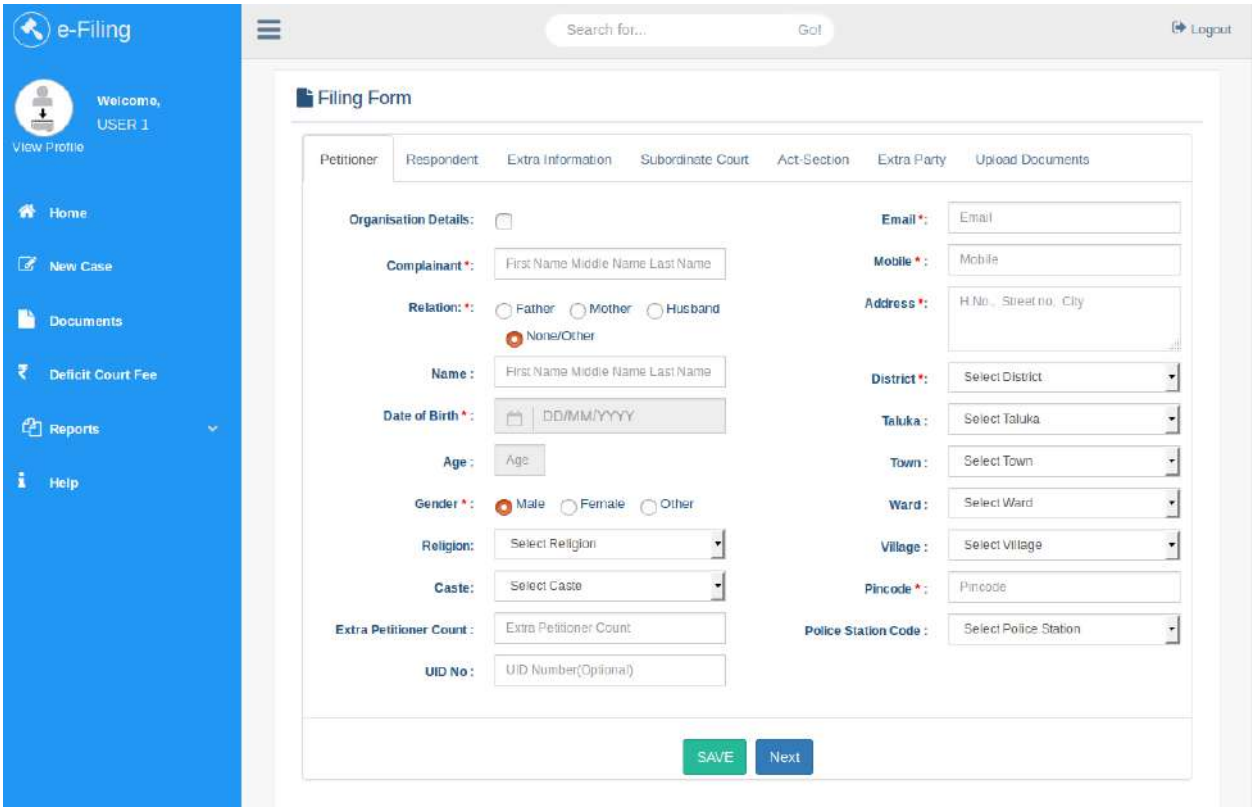

Fig. 7 (b)– New Case (Filing Form – Petitioner)

Filing Form – Petitioner Form - In Petitioner form (Fig. 7 (b)) under Filing Form, the requisite details is to be filled by user. The field marked with red asterisk (*) are mandatory. If the user is an organization, then on clicking the checkbox of 'Organization details', the user is taken to a form (Fig. 7 (c)) for fill in the organization details. The user should fill the requisite details in 'Petitioner' tab and then click 'Save' button. An e-filing number gets generated and displayed on screen on clicking 'Save' button and the user is taken to the next screen (Fig. 7 (d)) for filing 'Respondent' details. A user can also fill in the details between various tabs in the Filing Form, without click 'Save' button, but all the data thus entered may get lost if the current session ends/expire, or any other option is selected by the user, hence, the best practice is to keep on saving data at regular intervals, to prevent data loss. The user can access other tabs, by clicking on their respective tabs, or by clicking 'Next' to access the next option.

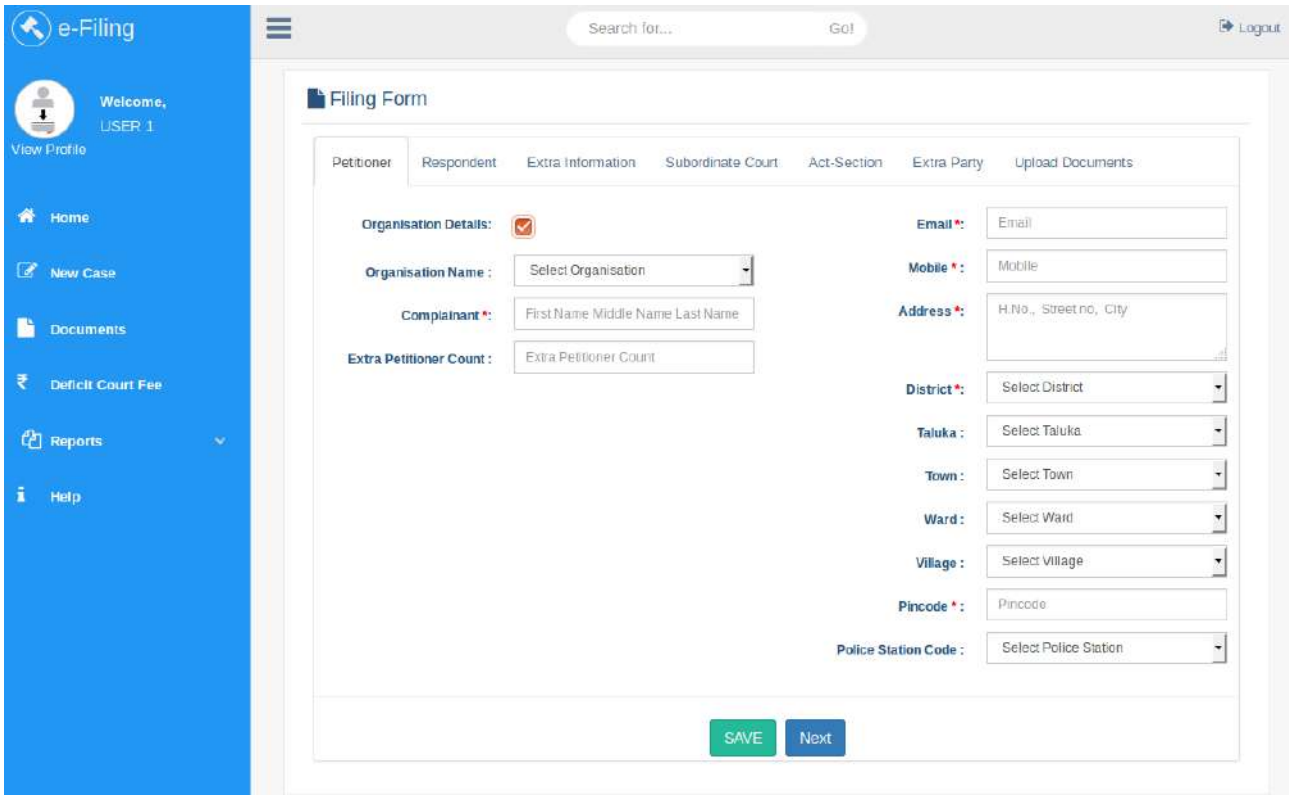

Fig. 7 (c)– New Case (Filing Form – Petitioner – Organization Details)

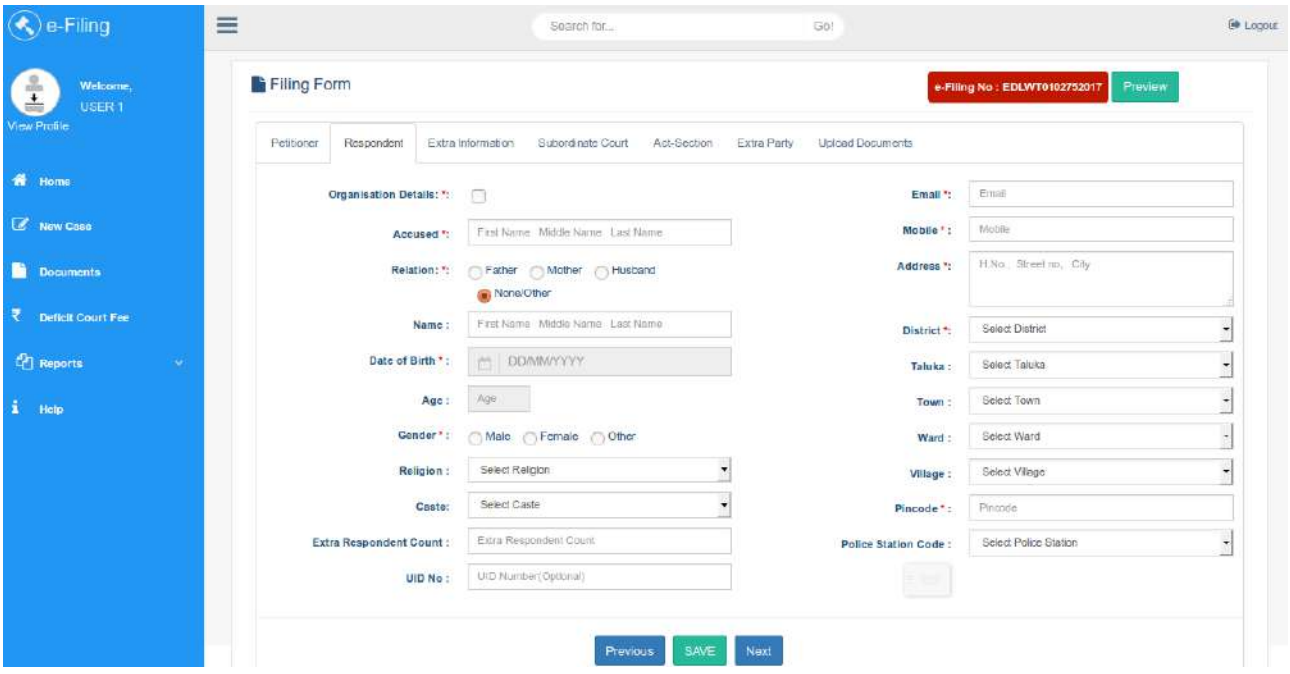

Fig. 7 (d)– New Case (Filing Form – Respondent)

Filing Form – Respondent Form – In 'Respondent' form (Fig. 7 (d)), fill in the requisite details and click 'Save' to submit the form and move to next screen (Fig. 7 (e)) for entering 'Extra Information' .

Previous Button- Send back to previous tab i.e. 'Petitioner' tab.

Next Button- Send forward to next tab i.e. ' Respondent' tab.

Filing Form – Extra Information:- After adding Respondent, 'Extra Information' tab (Fig. 7 (e)) will open here. Add extra information of Petitioner and Respondent and click 'Save' button to submit the information.

Previous Button- Send back to previous tab i.e. 'Respondent' tab.

Next Button- Send forward to next tab i.e. 'Subordinate Court' tab.

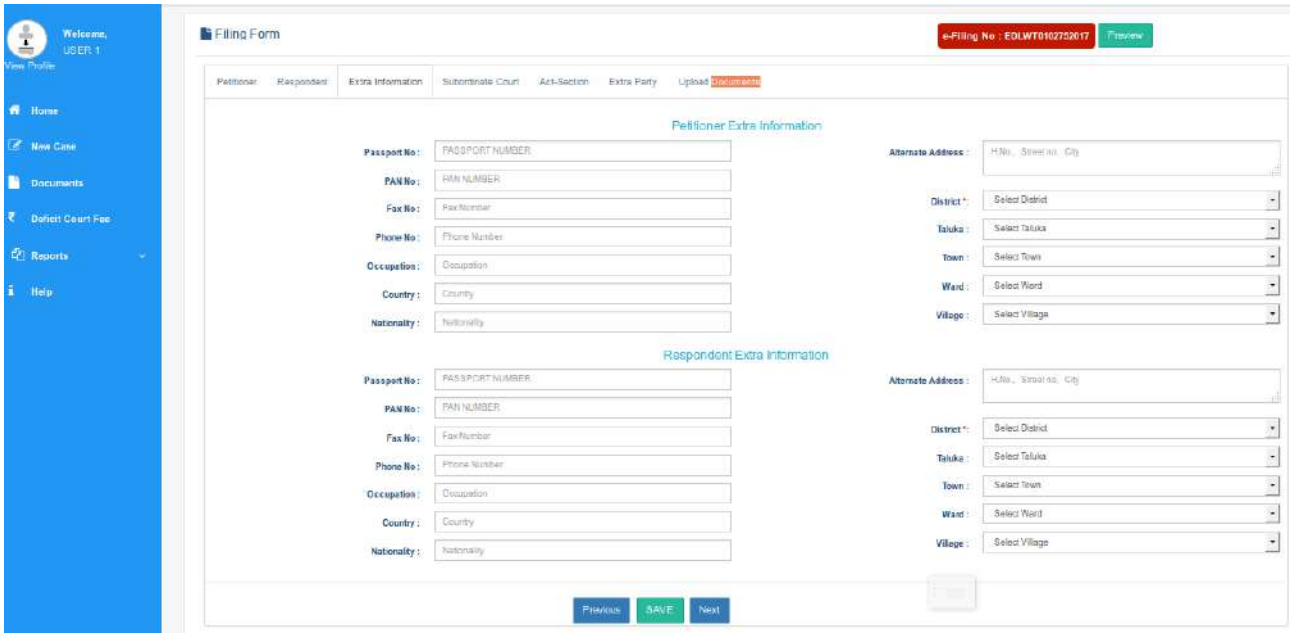

Fig. 7 (e)– New Case (Filing Form – Extra Information)

Filing Form – Subordinate Court:- After adding Extra Information tab, 'Subordinate Court' screen (Fig. 7 (f)) will open. Fill in all mandatory fields and then submit the form.

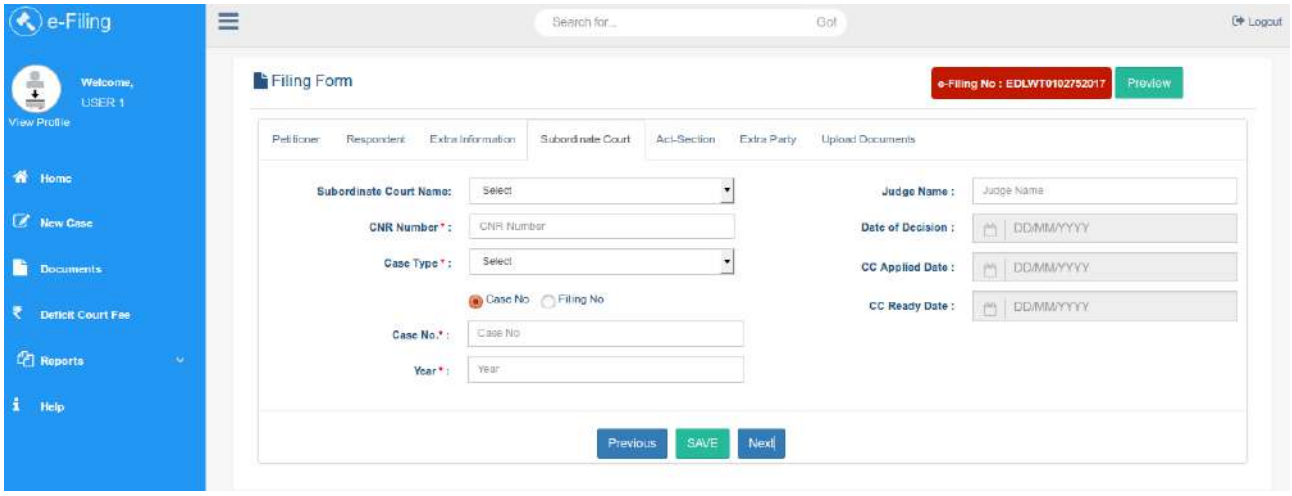

Fig. 7 (f)– New Case (Filing Form – Subordinate Court)

Previous Button- Send back to previous tab i.e. 'Extra information' tab.

Next Button- Send forward to next tab i.e. 'Act-Section' tab.

Filing Form – Act -Section:- After adding' Subordinate Court' tab, 'Act-Section' screen will open.

Fill in all mandatory fields and then submit the form by clicking the 'Save' button. If user wants to add more than one act than click on ***Add More*** Button.

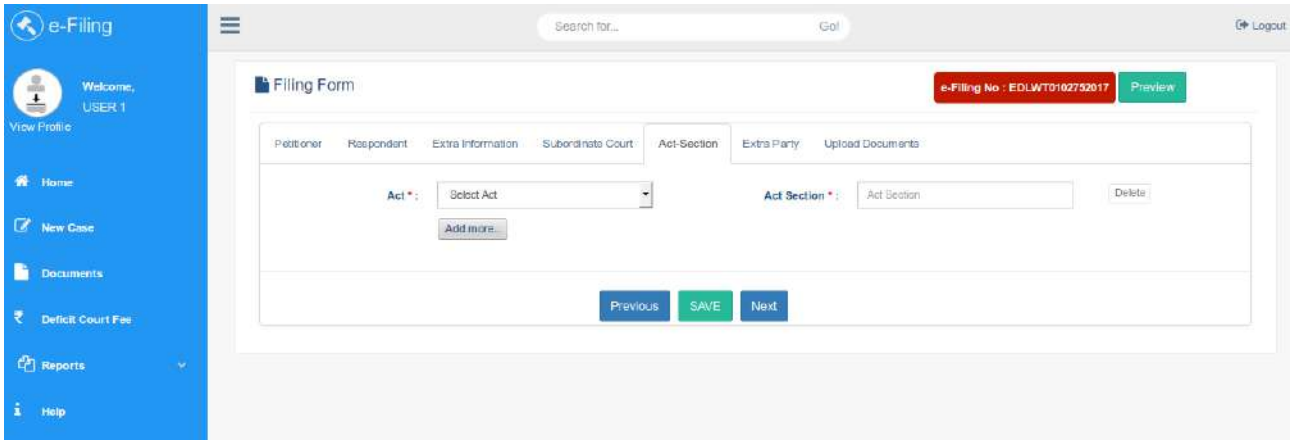

Fig. 7 (g)– New Case (Filing Form – Act-Section)

Previous Button- Send back to previous tab i.e. 'Subordinate Court'′tab.

Next Button- Send forward to next tab i.e. 'Extra Party'′tab.

Filing Form – Add Extra Party:- After entering data in 'Act-Section', 'Extra Party′form (Fig. 7 (h)) will open. There are two option viz. Complainant and Accused. Select any option according to the need. Fill all mandatory fields and then submit the form. If the user select Complainant than complainant form (Fig. 7 (h)) will open.

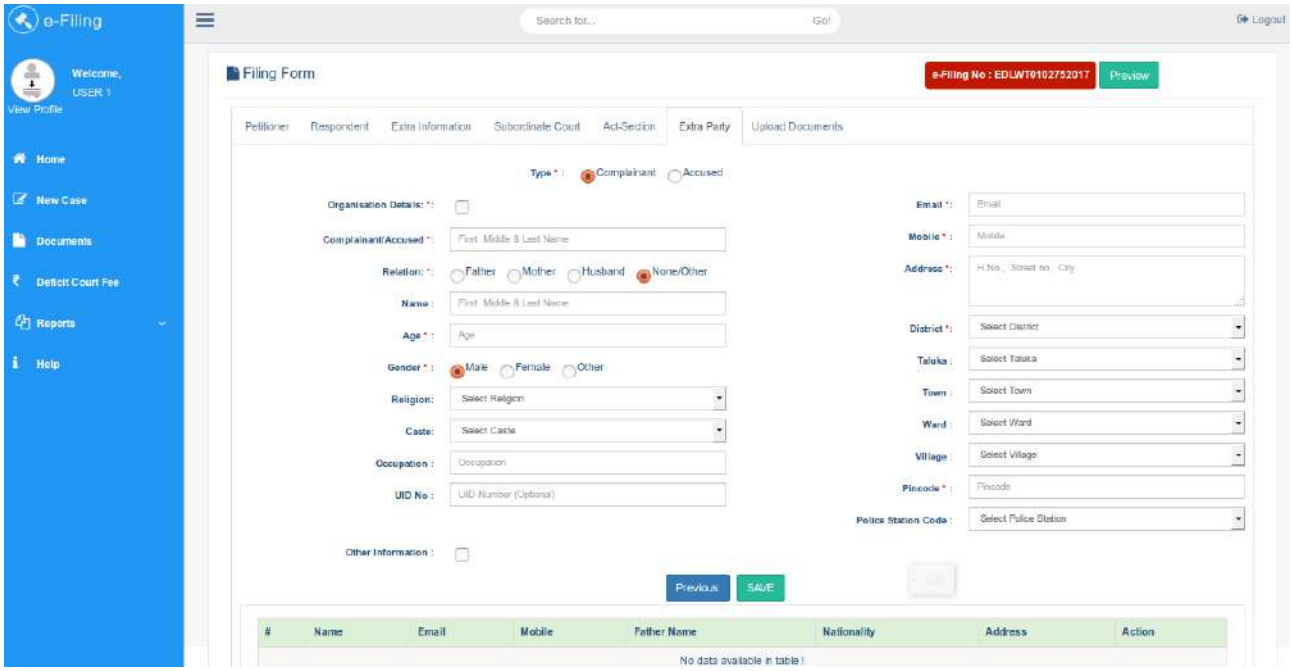

Fig. 7 (h)– New Case (Filing Form – Extra Party - Complainant)

If user wants to add organization detail than by clicking on 'Organization Details' check box, the concerned form (Fig. 7 (i)) will be opened.

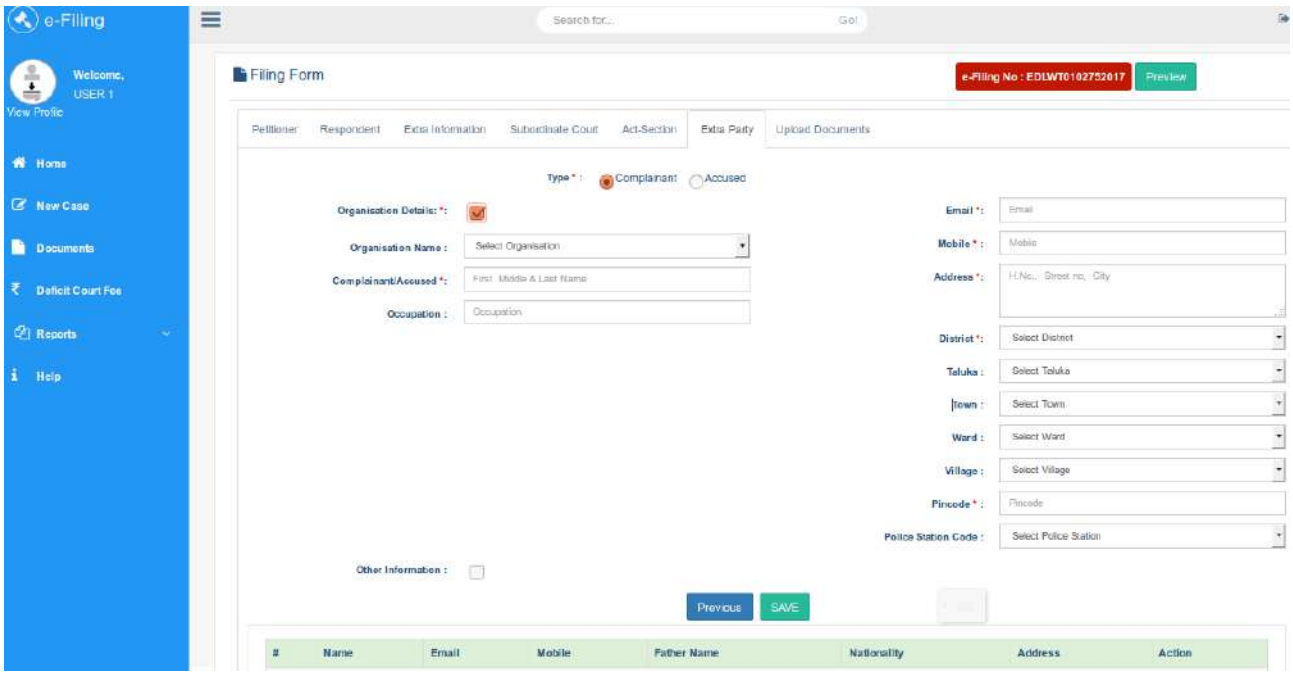

Fig. 7 (i)– New Case (Filing Form – Extra Party – Complainant – Organization Details)

If user wants to add some more information than click the check box of 'Other Information'. A form (Fig. 7(j)) containing some more details would be opened.

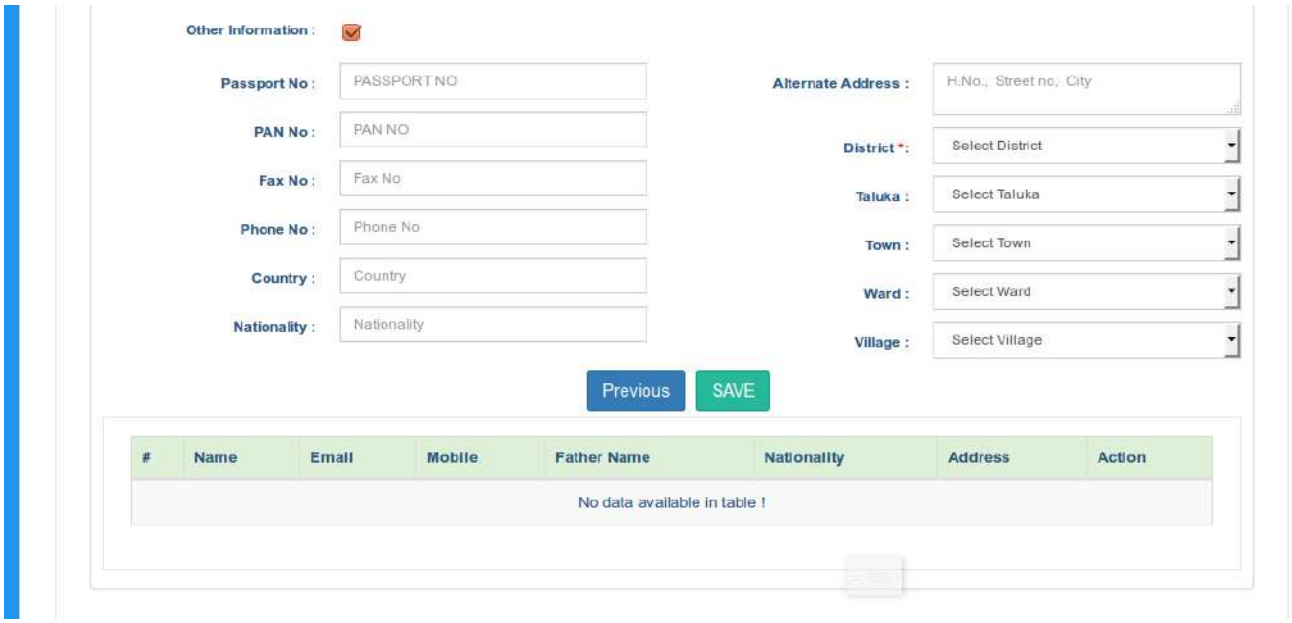

Fig. 7 (j)– New Case (Filing Form – Extra Party – Complainant – Other Information)

Similar process is to be followed for filling in 'Extra Party' details for accused. The user should select 'Accused' and filled in the requisite details in the form (Fig. 7(k)).

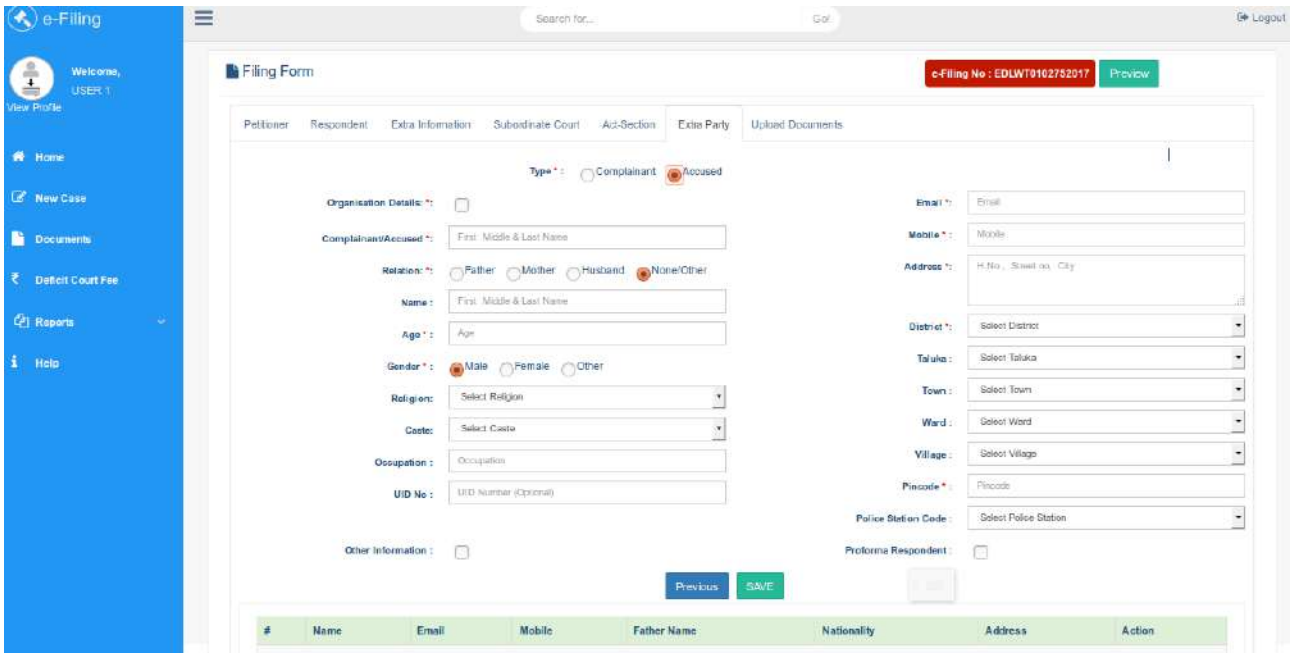

Fig. 7 (k)– New Case (Filing Form – Extra Party – Accused)

User can fill in the details of the organization, by clicking the check box of 'Organization Details' in the form (Fig. 7 (l))

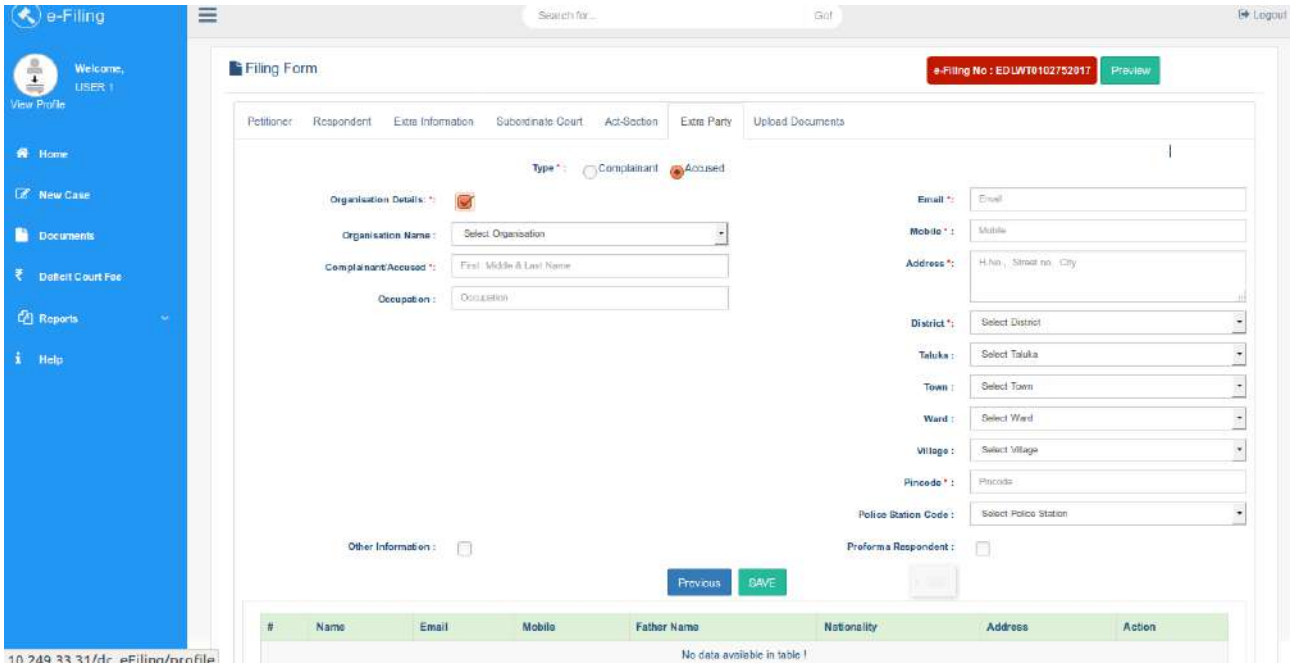

Fig. 7 (l)– New Case (Filing Form – Extra Party – Accused – Organization Details)

If user wants to add other information than click on check box of 'Other Information'. Following form (Fig. 7 (m)) will open, fill in the form.

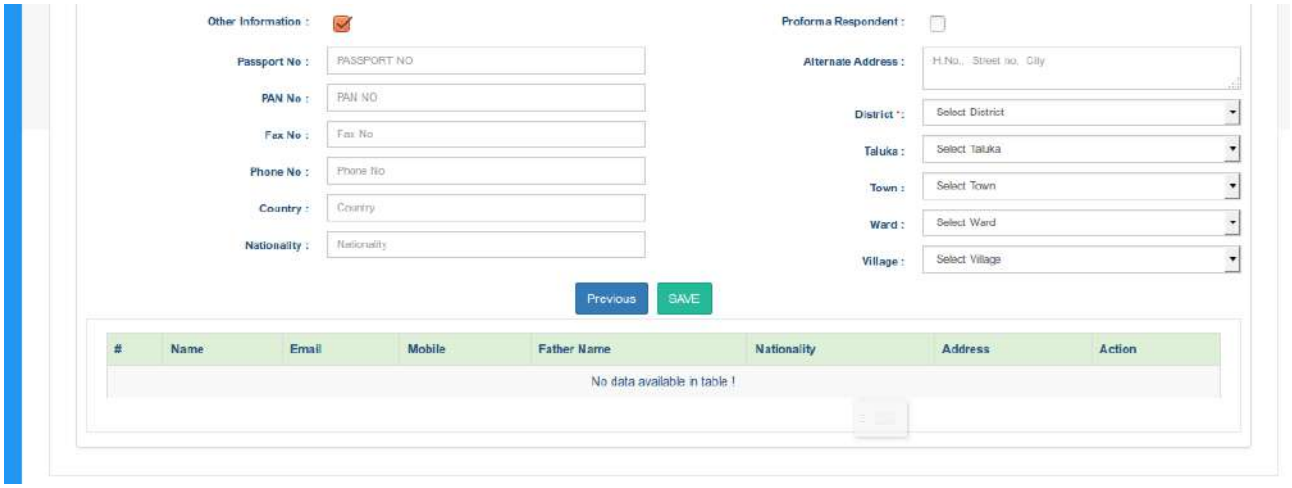

Fig. 7 (l)– New Case (Filing Form – Extra Party – Accused – Other Information)

Previous Button- Send back to previous tab i.e. 'Act-Section' tab.

Filing Form – Upload Documents:- After filling all the form users can upload the relevant file (file should be in pdf and signed using Aadhar or Digital Signature, as choosed in earlier stage) in 'Upload Documents' screen (Fig. 7 (m)).

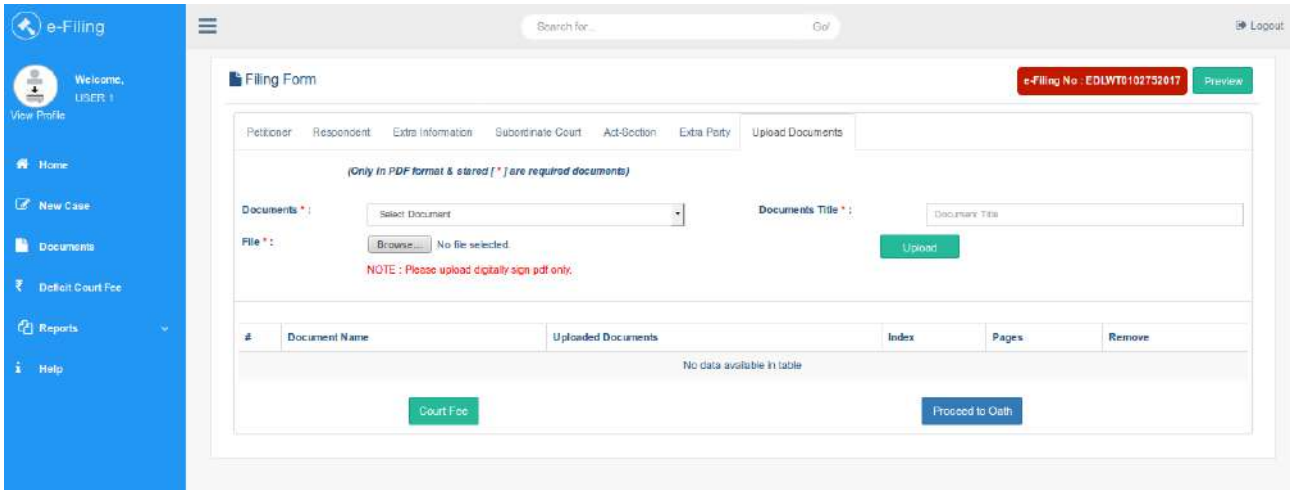

Fig. 7 (m)– New Case (Filing Form – Upload Documents)

Click 'Browse', choose the file and than click on upload button.

The user can also submit 'Court Fee' by clicking 'Court Fee' button, and can also upload the physically signed oath document, by clicking the 'Proceed to Oath' button.

Uploaded document is shown in screen (Fig. 7 (n)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon.

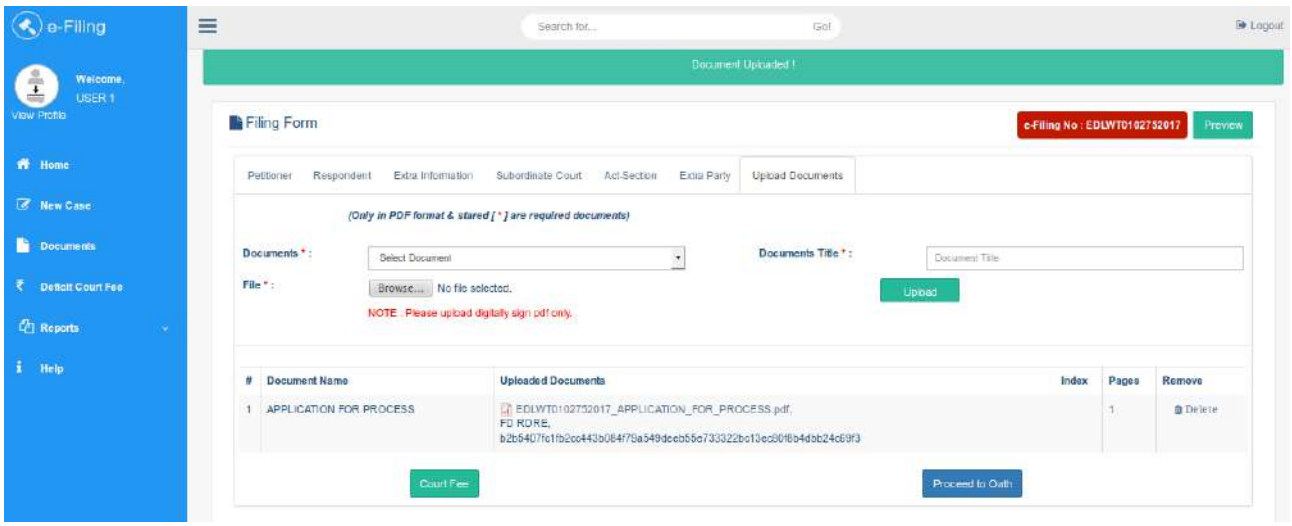

Fig. 7 (n)– New Case (Filing Form – Upload Documents)

Click on Preview Button. It will take to the final submit page (Fig. 7 (o)). Here user can finally Submit the case.

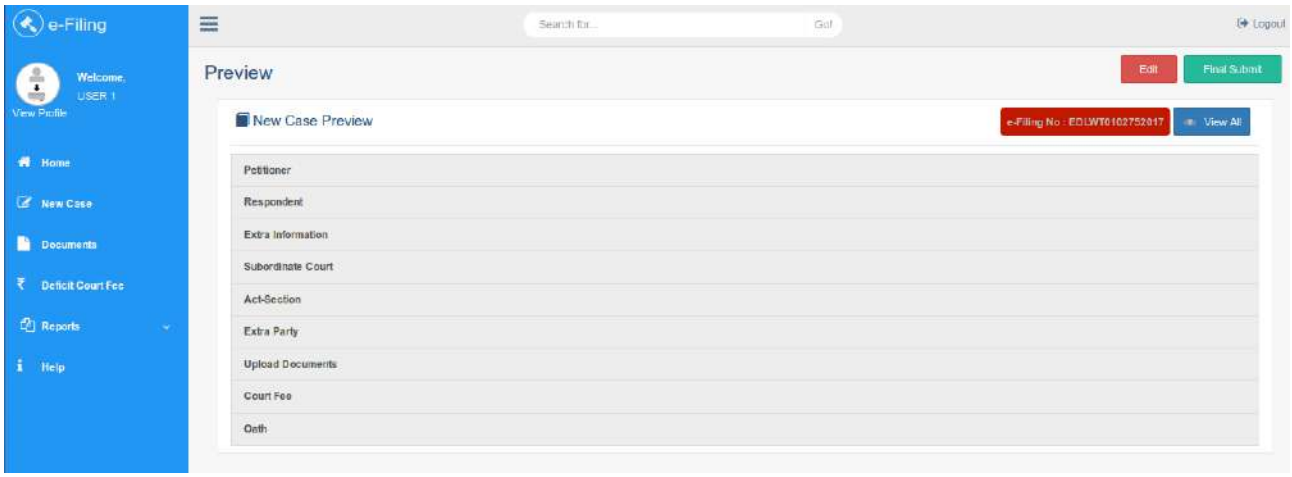

Fig. 7 (o) - New Case Preview (Final Submit)

However, if the user sees a 'Warning' Button blinking in the screen (Fig. 7 (p)), then some information is left to be entered by user. On hovering over this 'Warning' button, user can see the details to be filled in, and can then proceed to fill them, by clicking the 'Edit' button. After filling the requisite details, 'Preview' button is to be clicked and user would be taken to Final Submit page (Fig. 7 (o))

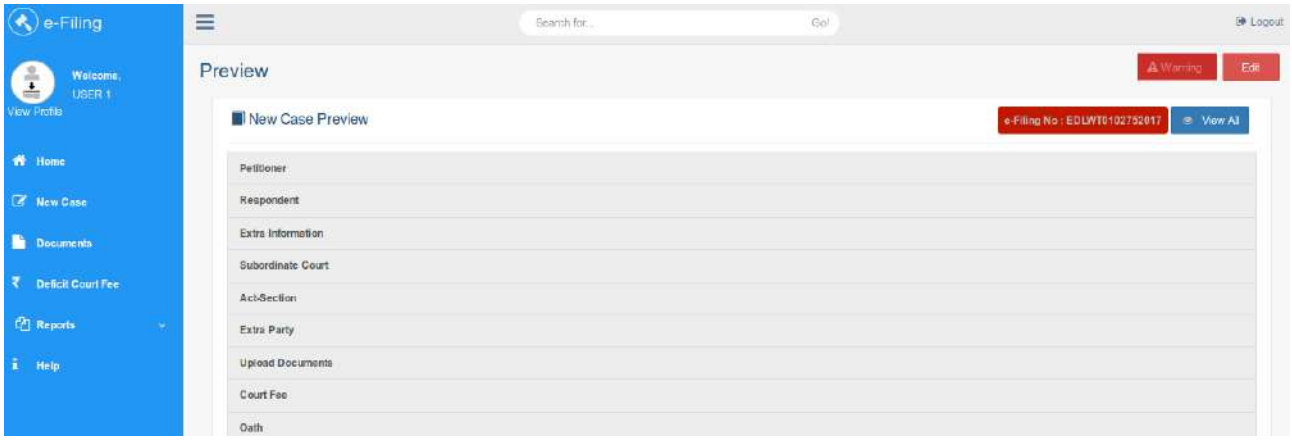

Fig. 7 (p) - New Case Preview (Warning button)

Documents:- Documents can also be upload to the cases already filed in the courts (in both cases where the case has been physically filed or e-filed). Click on Documents link, 'where to file' page (Fig. 8 (a)) open.

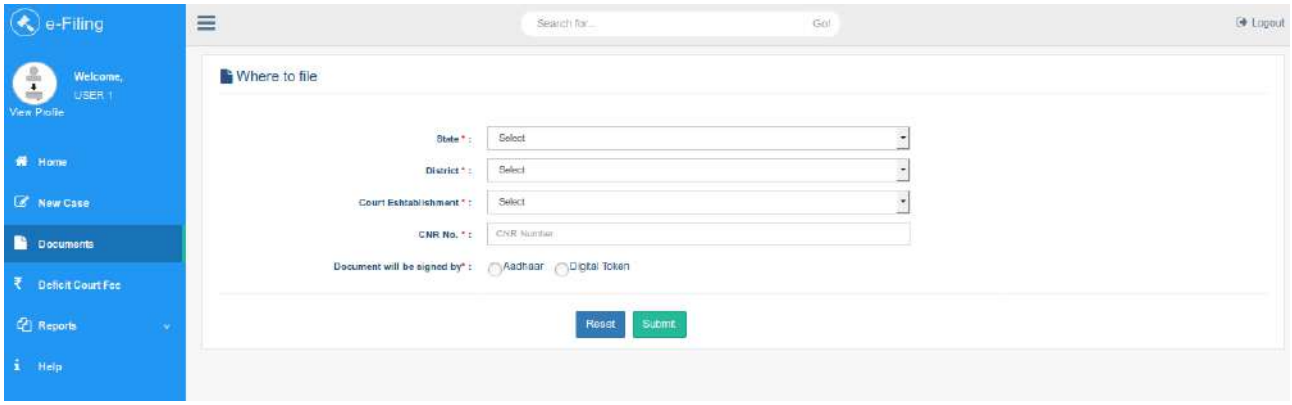

Fig. 8 (a) – Documents (Where to file)

On filling in the requisite details and submitting the form, by clicking 'Submit' the user would be taken to 'E-File Miscellaneous Documents' page (Fig. 8 (b))

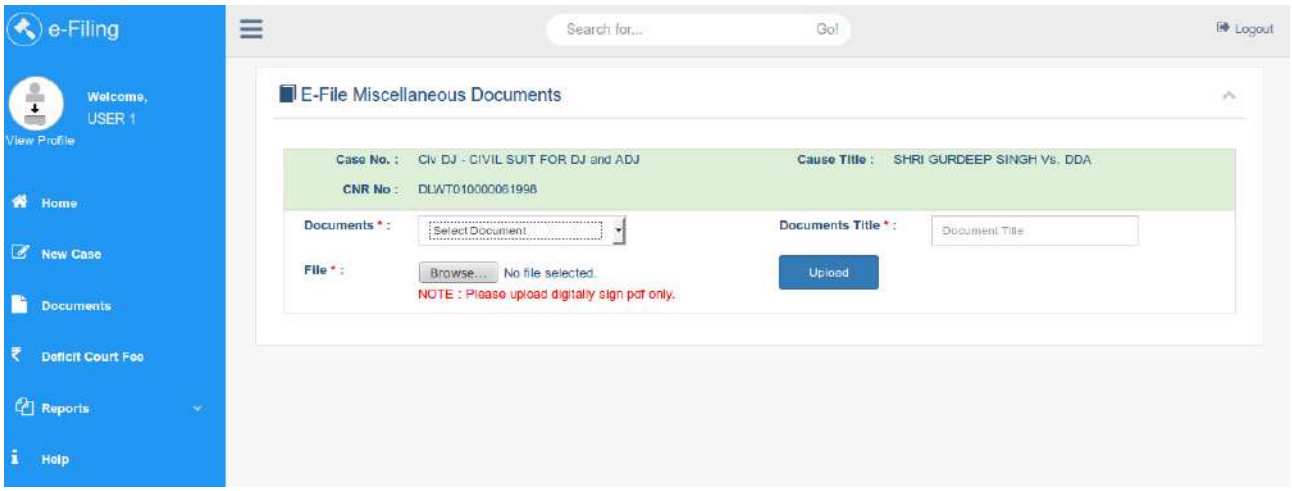

Fig. 8 (b) – Documents (E-File Miscellaneous Documents)

Here, digitally signed pdf document is uploaded, by clicking 'Upload' button.

Uploaded document is shown in screen (Fig. 8 (c)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon. The user can submit Court Fee by clicking 'Pay Court Fee' button and can finally submit this form by clicking 'Final Submit' button.

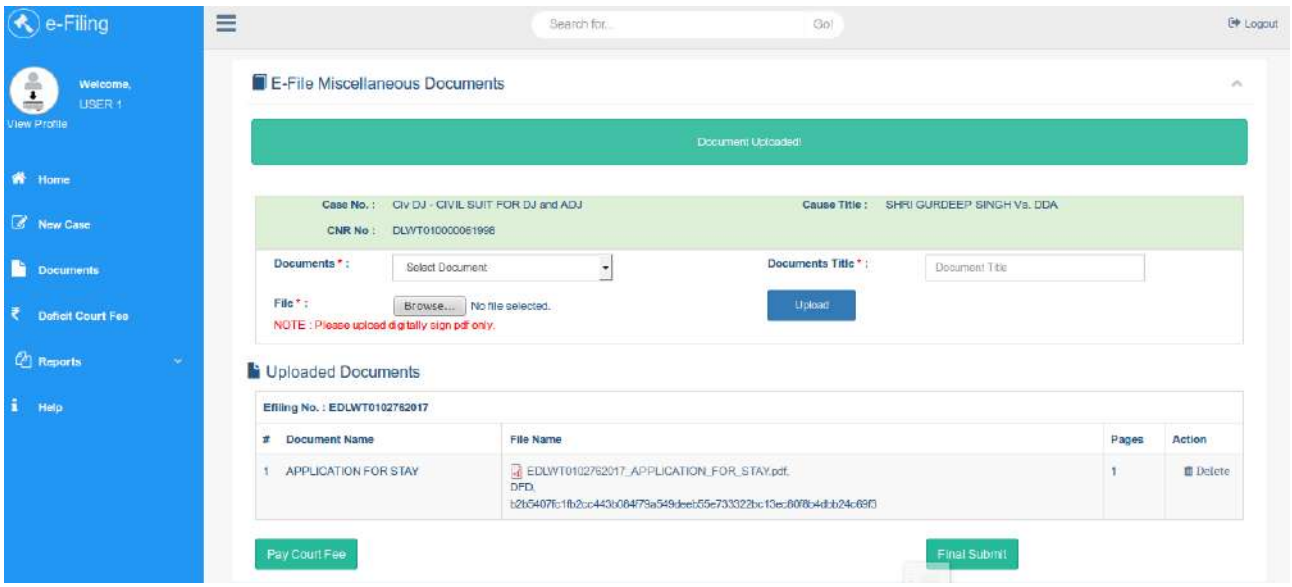

Fig. 8 (c) – Documents (E-File Miscellaneous Documents)

Deficit Court Fee: The user can submit deficit court fee for any document, but clicking the 'Deficit Court Fee' option given in left panel. After entering the requisite details in the Where to file page (Fig. 9 (a)), the user would be taken to the page (Fig. 9 (b)), where the user can upload the payment receipts.

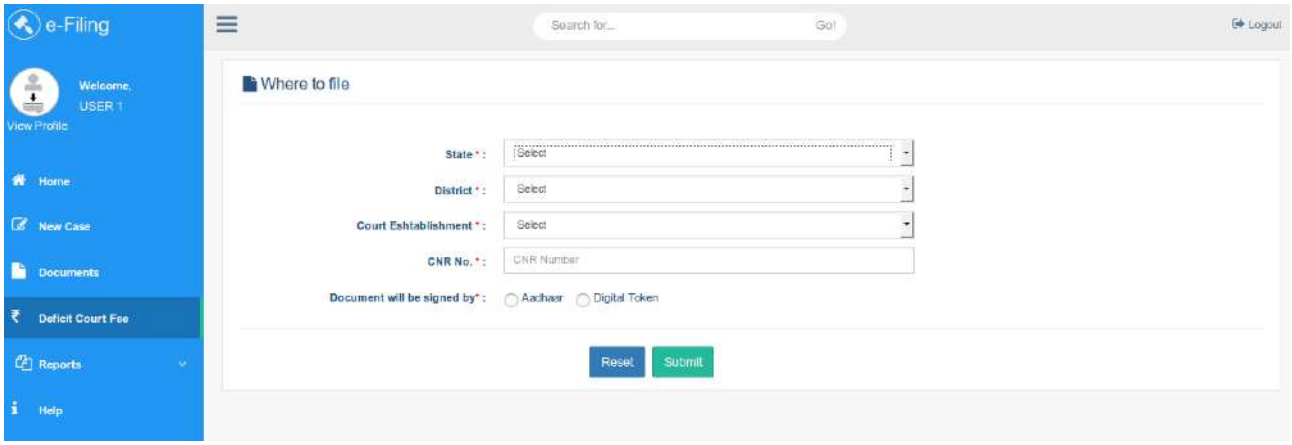

Fig. 9 (a) – Deficit Court Fee (Where to file)

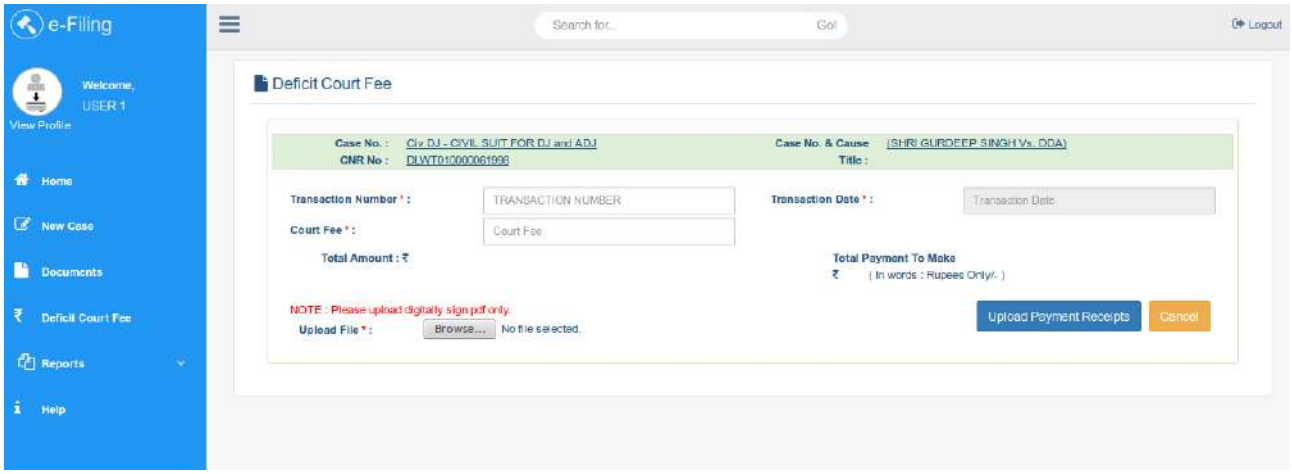

Fig. 9 (b) – Deficit Court Fee (Upload Payment Receipts)

Uploaded document is shown in screen (Fig. 9 (c)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon. The user can submit Payment Receipts by clicking 'Final Submit' button.

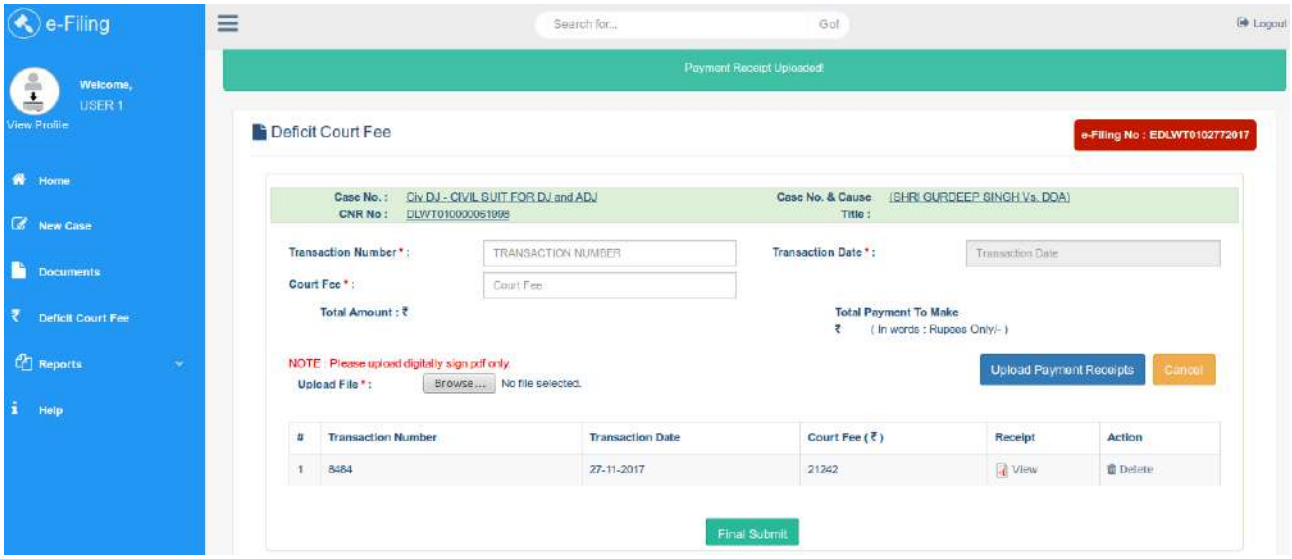

Fig. 9 (c) – Deficit Court Fee (Upload Payment Receipts)

Reports: Reports containing the details of the documents e-filed by the user can be generated from the 'Report' option given in left panel.

On clicking the 'Court Fee's Details' the user would be taken to the page (Fig. 10) containing the Court Fee details in tabular form. User can also generate report for a specific period by giving search criteria in the requisite space.

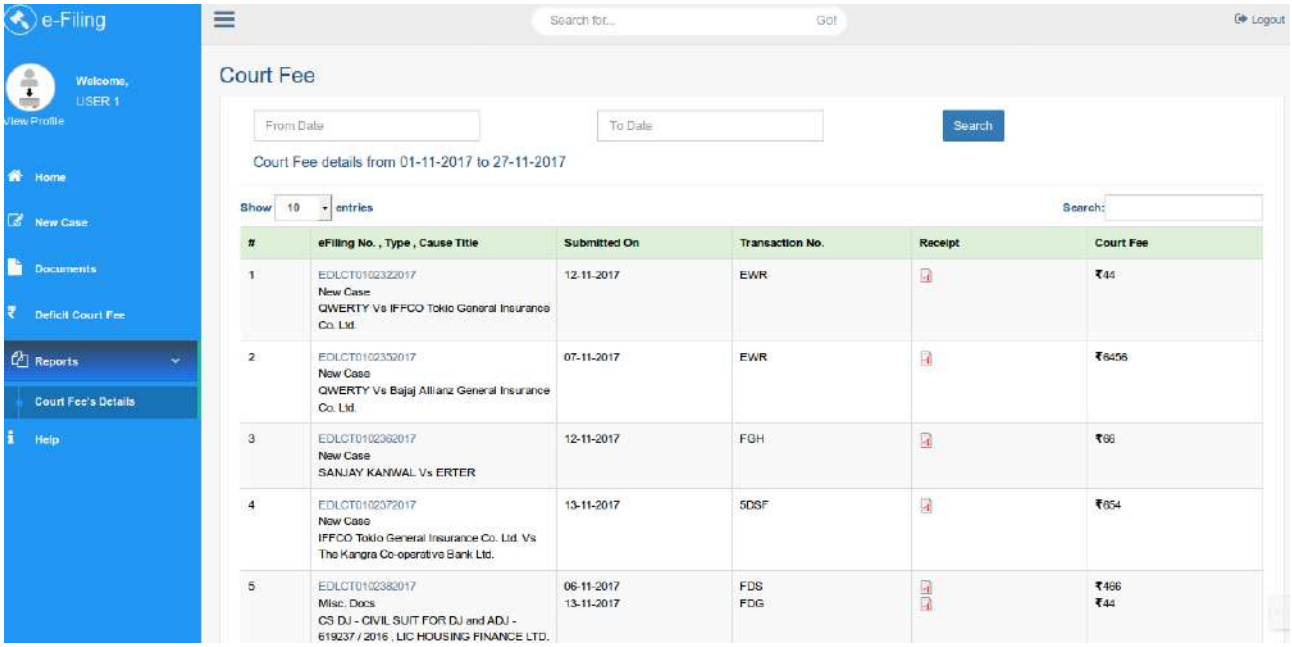

Fig. 10 – Reports (Court Fee's Details)

Dashboard :

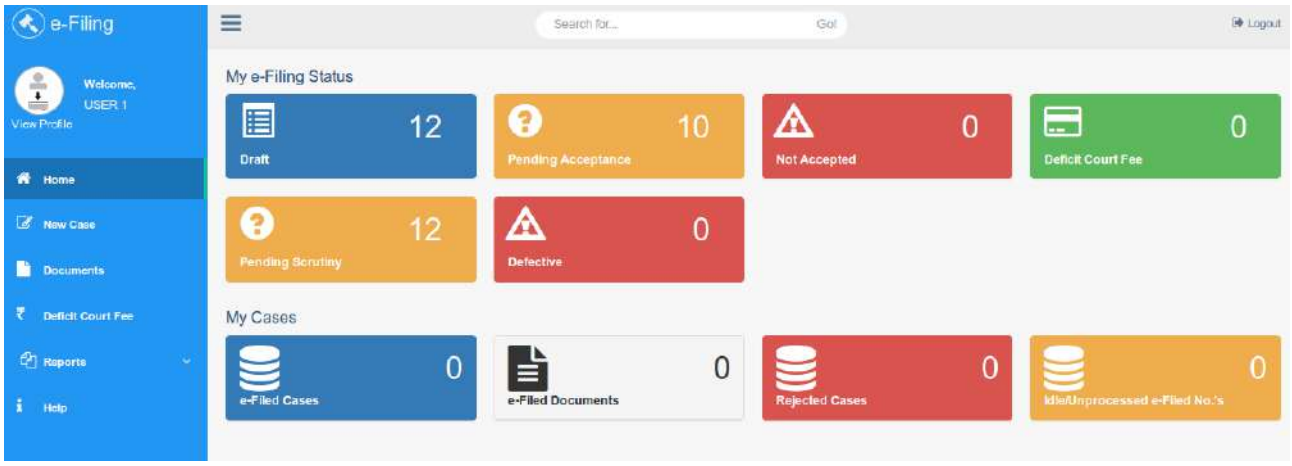

Fig. 11 (a)- My e-Filing Status (Dashboard)

Dashboard Section:- In Dashboard (Fig. 11 (a)) the following tiles are shown.

- My e-Filing Status
  - Draft
  - Pending Acceptance
  - Not Accepted
  - Deficit Court Fee
  - Pending Scrutiny
  - Defective
- My Cases
  - e-Filed Cases
  - e-Filed Documents
  - Rejected Cases
  - Idle/Unprocessed e-Filed No.'s

My e-Filing Status - Draft- If e-filing no. is not finally submitted or if case is incomplete, it goes in Draft option (Fig. 11 (b)). Here user can edit or complete or Finally submitted their e-filing no. by clicking Final submit button.

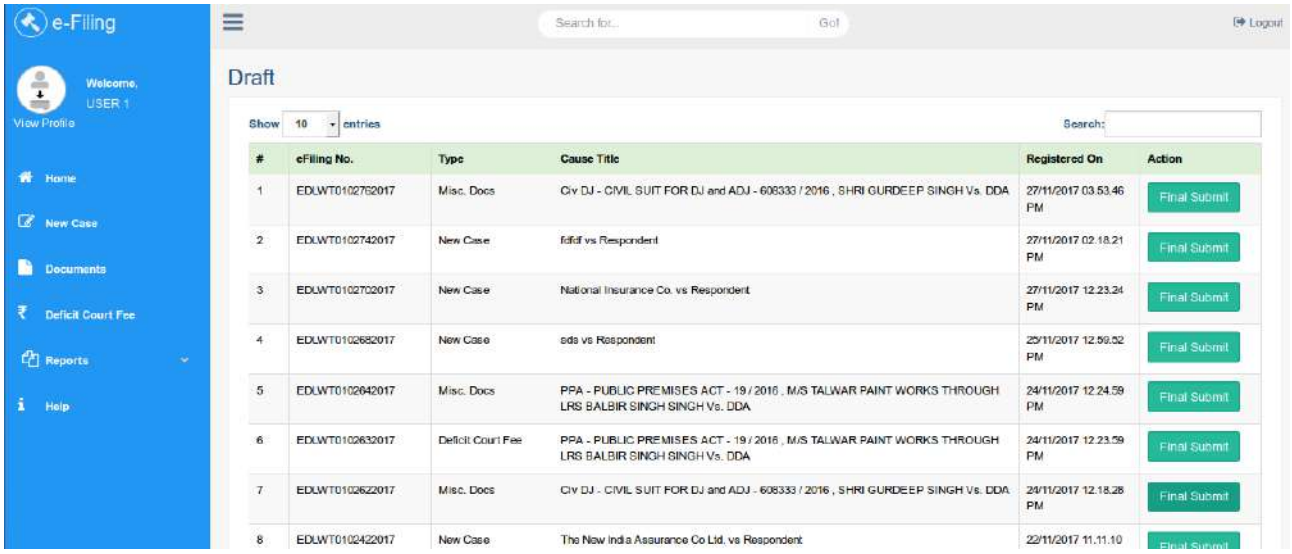

Fig. 11 (b) - My e-Filing Status (Draft)

My e-Filing Status - Pending Acceptance:- In this page (Fig. 11 (c)) the final submitted e-filing no. which is still pending for approval of admin gets displayed.

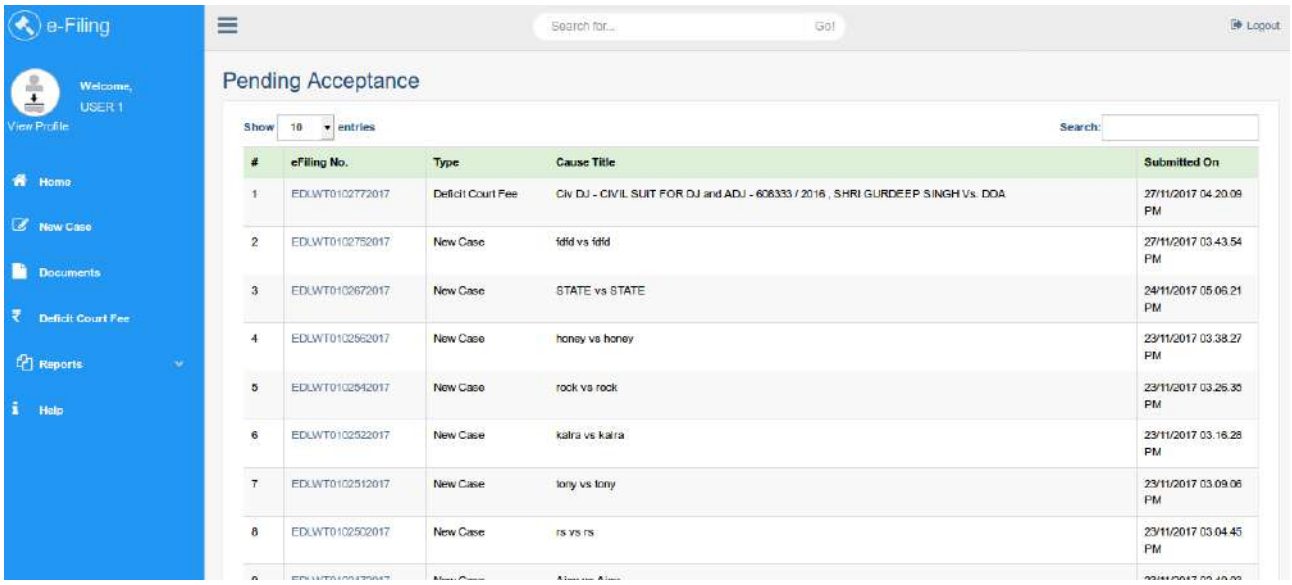

Fig. 11 (c) - My e-Filing Status (Pending Acceptance)

My e-Filing Status - Not Accepted:- This page (Fig. 11 (d)) contains those e-filing no. which are disapproved by admin. Here user can resolve the defect and then refiled the e-filing no..

The defects can be cured by clicking on the 'Re-Submit' Button.

Fig. 11 (d) - My e-Filing Status (Not Accepted)

My e-Filing Status - Deficit Court Fee:- It contains those e-filing no. which are approved by admin. Here user can make payment by clicking 'Make Payment' Button, and then by uploading payment receipts.

Fig. 11 (e) - My e-Filing Status (Deficit Court Fee)

My e-Filing Status - Pending Scrutiny:- This page (Fig. 11 (f)) reflects the cases which are pending in the Filing section of the concerned court, for which e-filing has been done.

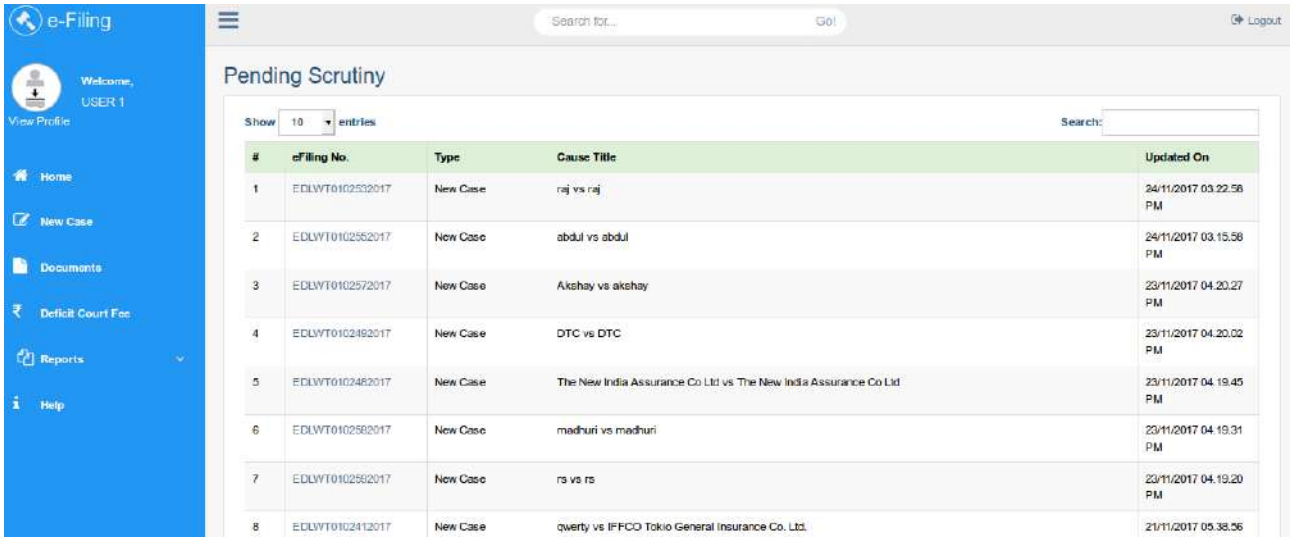

Fig. 11 (f) - My e-Filing Status (Pending Scrutiny)

My e-Filing Status - Defective - This page would reflects the cases which are held defective by the Filing section of the concerned court, for which e-filing has been done. The user can cure the defects by accessing this page.

My Cases - E-Filed Cases:- This page (Fig. 12 (a)) lists e-filing no. which are registered in CIS module..

Fig. 12 (a) – My Cases (E-Filed Cases)

My Cases - E-Filled Documents- If there is no defect in Miscellaneous case, it will move to E-Filled Documents section (Fig. 12 (b)).

Fig. 12 (b) – My Cases (E-Filed Documents)

My Cases – Rejected Cases – The cases which are rejected from the CIS are reflected in this section.

My Cases - Idle/Unprocessed e-Filed No.'s - The e-Filed No.s which are still lying idle/unprocessed due to user inaction are reflected in this section.