

Practice Directions for E-Filing (Phase-II) in The Supreme Court of India

1. The practice directions for E-Filing (Phase-II) of Cases in the Supreme Court of India will be effective from the date to be notified by Hon'ble The Chief Justice of India.
2. These practice directions will not affect the procedure for regular filing of cases in the Supreme Court of India.
3. The E-Filing (Phase-II) is for Advocates-on-record registered with the Supreme Court of India and the Petitioners-in-Person.
4. AOR's are required to register his/her E-mail ID and Phone number one time with the Computer Cell by submitting a specimen signature form available on the website, under the link
<http://sci.gov.in/pdf/Forms/AOR%20application%20form%20specimen%20signature.pdf>
5. In the "first instance", the Petitioner/Respondent-in-Person must register on the website by providing the required details.

Steps to be followed

- Open the official website of the Supreme court of India i.e <http://www.sci.gov.in>
Click on E-Filing tab/icon on the front page of the website.
- Or
- Use URL - <http://www.sci.gov.in/efiling-registration>
- Now User Registration page will be opened as shown in the following picture

USER REGISTRATION

User Type *	<input type="radio"/>	Petitioner In Person	<input type="radio"/>	AOR Number
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- In case of the Petitioner/Respondent-in-Person, the following screen will appear for accepting basic details Name, Address, mobile number, e-mail etc.

User Type *	<input type="radio"/>	<input checked="" type="radio"/> Petitioner In Person	<input type="radio"/>	AOR Number
Name *	<input type="text" value="eg: Ankur"/>			
Address *	<input type="text" value="eg: S S Nagar"/>			
State *	Select ▼			
District *	Select ▼			
Pin Code *	<input type="text" value="eg: 111001"/>			
Mobile No. *	<input type="text" value="eg: 9999999999"/>			
Email *	<input type="text" value="eg: a@gmail.com"/>			
Aadhaar Card No.	<input type="text" value="eg: 1234"/>	<input type="text" value="eg: 5678"/>	<input type="text" value="eg: 9876"/>	

[Back to Login](#)

- In case of the Advocates-on-Record, the following screen will appear for accepting basic details Name, Address, mobile number, e-mail etc.

User Type *	<input type="radio"/>	Petitioner In Person	<input checked="" type="radio"/>	AOR Number
<input type="text" value="---"/> <input type="button" value="Search"/>				
Name *	<input type="text"/>			
Address *	<input type="text"/>			
State *	Select ▼			
District *	Select ▼			
Pin Code *	<input type="text"/>			
Mobile No. *	<input type="text"/>			
Email *	<input type="text"/>			
Aadhaar Card No.	<input type="text" value="eg: 1234"/>	<input type="text" value="eg: 5678"/>	<input type="text" value="eg: 9876"/>	

[Back to Login](#)

- After the signup on the registration form, a link will be forwarded to your e-mail id along with the following message

User XXX You have been successfully Registered at Supreme Court of India. Activate your account by clicking verification link sent in your registered email id.

[Register](#)

[Login](#)

- An e-mail will be received as shown will below

userid@domain.com

Thank you for registering at Supreme Court of India. You may now log in by clicking this link or copying and pasting it to your browser:

http://www.sci.gov.in/user/reset/401/1498657084/z8XtCnwSyjnFKKMwLpK_IzSc7ES4kPneg3O5cUS8jeU

This link can only be used once to log in and will lead you to a page where you can set your password.

After setting your password, you will be able to log in at <http://www.sci.gov.in/user> in the future using:

username: userid@domain.com

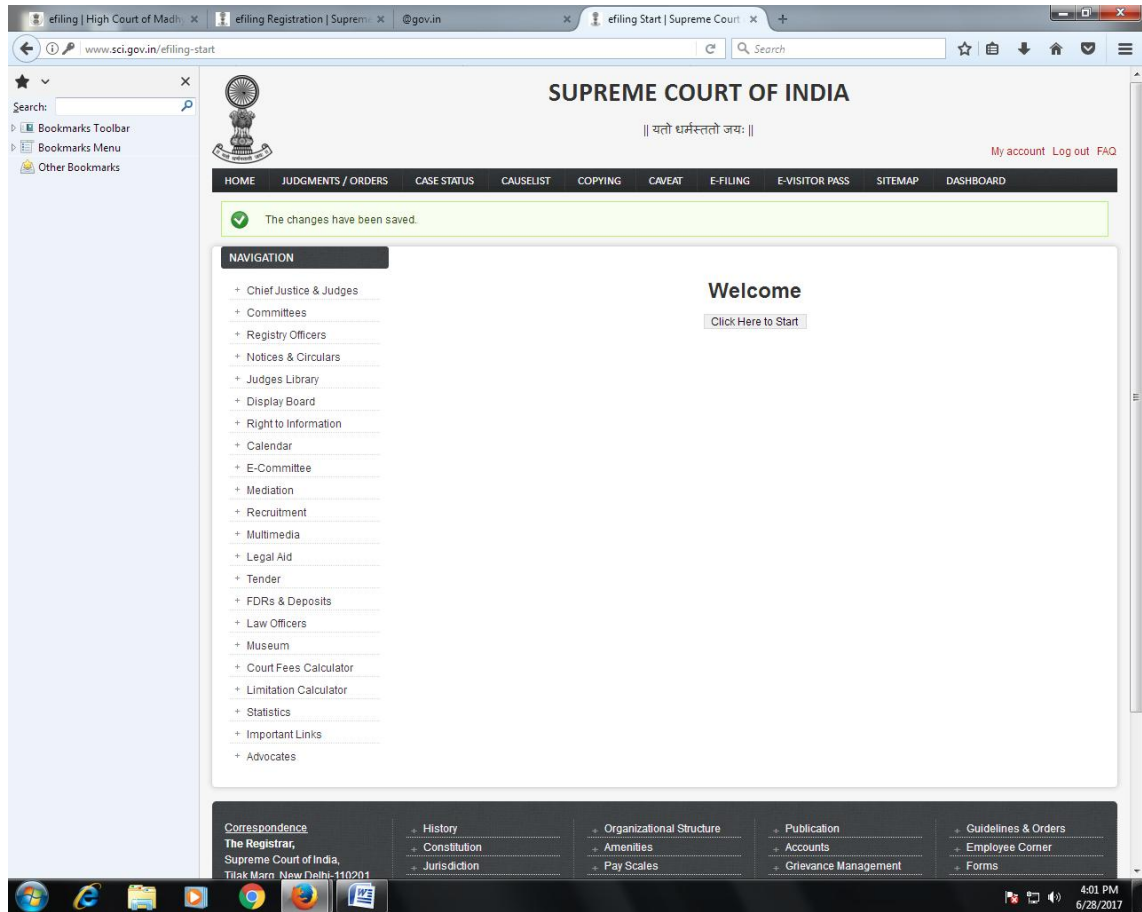
password: Your password

-- Supreme Court of India team

- On Clicking the link provided in the e-mail password for the account will be saved

The screenshot shows a user profile page with a navigation menu on the left and a main content area. The navigation menu includes items like Chief Justice & Judges, Committees, Registry Officers, Notices & Circulars, Judges Library, Display Board, Right to Information, Calendar, E-Committee, Mediation, Recruitment, Multimedia, Legal Aid, Tender, FDRs & Deposits, Law Officers, Museum, Court Fees Calculator, Limitation Calculator, Statistics, Important Links, and Advocates. The main content area has tabs for 'Account' and 'Main profile'. Under 'Account', there are fields for 'E-mail address', 'Password', and 'Confirm password'. The password strength is shown as 'Strong'. There are also sections for 'Contact settings' (Personal contact form) and 'Locale settings' (Time zone). At the bottom, there are fields for 'First Name' (Durgesh) and 'Last Name' (Negi), and a 'Save' button.

- Using these credentials one can login to file a case. After clicking the login button, you will be directed to the e-filing page where you get the details of old cases if any filed by you and can also open a window for filing of new case.



- The different stages of e-Filing sequentially arranged are as follows:-

- (i) Filing
- (ii) Lower Court.
- (iii) Indexing.
- (iv) Additional Party and Additional Advocate
- (v) Subject Category
- (vi) Limitation
- (vii) Generate ID.
- (viii) Reports
 - a) Report
 - b) History
 - c) Cases



Step by Step Procedure

Step-1:- Click on New Efiling: Fill the details and save it

The screenshot displays the Supreme Court of India's E-Filing portal. The page title is "SUPREME COURT OF INDIA" with the motto "॥ यतो धर्मस्ततो जयः ॥". The navigation menu includes HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITMAP, and DASHBOARD. The "E-FILING" menu is expanded, showing options like Filing, Lower Court, Index, Add. Party, Add. Advocate, Categorization, Limitation, Generate Id, Report, History, Cases, and Dashboard. The "Filing" option is selected.

The form fields are as follows:

- Court:** High Court (dropdown)
- State:** Select (dropdown)
- Bench:** Select (dropdown)
- Case Type:** Select (dropdown)
- Special Type:** None (dropdown)
- Petitioner Individual / Dept.:** Individual (dropdown)
- Name:** [Text Field]
- Relation:** Select (dropdown)
- Father/Husband:** [Text Field]
- Gender:** Select (dropdown)
- Age:** [Text Field]
- Occupation/Dept.:** [Text Field]
- Address:** [Text Field]
- Tehsil/City:** [Text Field]
- Pin:** [Text Field]
- Country:** India (dropdown)
- State:** Select (dropdown)
- District:** Select (dropdown)
- Phone/Mobile:** [Text Field]
- Email Id.:** [Text Field]
- Total Pet(s):** 1 (text)
- Respondent Individual / Dept.:** Individual (dropdown)
- Name:** [Text Field]
- Relation:** Select (dropdown)
- Father/Husband:** [Text Field]
- Gender:** Select (dropdown)
- Age:** [Text Field]
- Occupation/Dept.:** [Text Field]
- Address:** [Text Field]
- Tehsil/City:** [Text Field]
- Pin:** [Text Field]
- Country:** India (dropdown)
- State:** Select (dropdown)
- District:** Select (dropdown)
- Phone/Mobile:** [Text Field]
- Email Id.:** [Text Field]
- Total Res(s):** 1 (text)

Buttons: Add Additional Petitioner Address, Add Additional Respondent Address, Save, Reset.

Footer information:

- Correspondence:** The Registrar, Supreme Court of India, Tilak Marg, New Delhi-110201, 011-23388922-24, 23388942, FAX 011-23381508, 23381584, e-mail :- supremecourt@scj.in
- History:** Constitution, Jurisdiction, Former Chief Justices, Former Justices, Assets of Judges
- Organizational Structure:** Amenities, Pay Scales, Officers / Officials, Officers Servant Rules, Telephone Directory
- Publication:** Accounts, Grievance Management, Practice And Procedure, SC Rules - 1966, SC Rules - 2013
- Guidelines & Orders:** Employee Corner, Forms, India Code, Indian Courts, Disclaimer

System tray: 4:05 PM, 6/28/2017

Step-2: Enter Lower Court details:

The screenshot shows the Supreme Court of India e-filing portal. The page title is "SUPREME COURT OF INDIA" with the motto "|| यतो धर्मस्ततो जयः ||". The navigation menu includes HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITEMAP, and DASHBOARD. The main menu has options like Filing, Lower Court, Index, Add. Party, Add. Advocate, Categorization, Limitation, Generate Id, Report, History, Cases, and Dashboard. The current page is titled "ABC VS XYZ" and has radio buttons for Supreme Court, High Court, District Court, Other, and State Agency. Below this is a form with columns for S.No., Court Agency, Agency Code, Case No., Order No., CHR No., Judge 1/Description, Judge 2/Subject, Judge 3/Law, Police Crime Station No./Year, Authority / Organisation, Impugned Order No., Judgement/Challenged, Judgement Type, Covered in Number, Vehicle Reference, and Relied Upon. A "Submit" button is located below the form, and a "Complete" button is below it. The footer contains contact information for The Registrar, Supreme Court of India, and a list of links such as History, Constitution, Jurisdiction, Organizational Structure, Amenities, Pay Scales, Officers / Officials, Officers Servant Rules, Telephone Directory, Publication, Accounts, Grievance Management, Practice And Procedure, SC Rules - 1966, Guidelines & Orders, Employee Corner, Forms, India Code, Indian Courts, and Disclaimer. The system clock shows 4:09 PM on 6/28/2017.

Step-2.1:

The screenshot shows a web browser window with the URL www.sci.gov.in/efiling-lowercourt. The page displays a case registration form with fields for Case Type (AA), Case No. (1), Year (2013), Description, Subject/Law, Judgement Challenged (checked), Judgement Type (Final), and various dropdown menus for Court, State, District, and Type. A modal dialog box with the text "Data Save Successfully" and an "OK" button is centered over the form. Below the form is a table with columns for S.No., Court, Agency Code, Case No., Order Date, CNR No., Designation, Police Station No./Year, Crime Organisation, Authority / Impugned Order No., Judgement Challenged, Judgement Type, and Judgement Covered in Number. The table contains one row of data for a case in the High Court of Assam, Gauhati ITANAGAR.

S.No.	Court	Agency Code	Case No.	Order Date	CNR No.	Designation	Police Station No./Year	Crime Organisation	Authority / Impugned Order No.	Judgement Challenged	Judgement Type	Judgement Covered in Number
1	High Assam Court	HIGH COURT OF ASSAM, GAUHATI AT ITANAGAR::HCGI	AA-1-201301-06-2017	01-06-2017		A. HAZAIKA, A. POTSANDBAM			/ - / /	Yes	Final	Select

At the bottom of the page, there is a navigation menu with links for Correspondence, History, Organizational Structure, Publication, and Guidelines & Orders. The site counter shows 1,124,622 Unique Visitors and 179,862. The system clock shows 4:10 PM on 6/28/2017.

Click on Complete button.

Step-3: Indexing :

Fill all the details and upload PDF with correct indexing and click on complete button.

The screenshot displays the Supreme Court of India e-filing portal. The page title is "SUPREME COURT OF INDIA" with the motto "|| यतो धर्मस्ततो जयः ||". The navigation menu includes HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITEMAP, and DASHBOARD. The "E-FILING" section is active, showing options like Filing, Lower Court, Index, Add. Party, Add. Advocate, Categorization, Limitation, Generate Id, Report, History, Cases, and Dashboard.

The "INDEXING OF CASES" section is titled "ABC Versus XYZ". It contains a form for entering indexing details:

- Indexing For: Part 1
- Document: Select
- Other: [Blank]
- From Page - 1 To Page - [Blank] No. of Pages - [Blank]
- Upload PDF: [Browse...] No file selected.
- Court: Select State: Select Bench: Select Case No.: Select
- Save Record button

Below the form is a table for "INDEX Part 1":

SNo.	Particulars of Document	Page No. of part to which it belongs		Against case	Uploaded PDF	Total No. of Pages
		Part I (Contents of Paper Book)	Part II (Contents of file alone)			
		From PageTo PageNo. of Pages	From PageTo PageNo. of Pages			
Dealing Assistant						

Buttons for "Print" and "Complete" are visible at the bottom of the indexing section.

The footer contains contact information for the Registrar, Supreme Court of India, and a list of links including History, Organizational Structure, Publication, and Guidelines & Orders.

Step-4 : Additional Party and Additional Advocate details: In this enter all Parties / Advocate name in respective column. After completion **process id** will be generated.

The screenshot displays the 'SUPREME COURT OF INDIA' e-filing portal. The main navigation bar includes: HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CA/EA/T, E-FILING, E-VISITOR PASS, SITEMAP, DASHBOARD. A secondary menu highlights 'Filing', 'Lower Court', 'Index', 'Add. Party', 'Add. Advocate', 'Categorization', 'Limitation', 'Generate Id', 'Report', 'History', 'Cases', 'Dashboard'. The 'Add. Party' tab is active.

Form details:

- Diary No: 42/2017
- ABC Versus XYZ
- Party: [Dropdown]
- No Data For LR's to LR's: [Dropdown]
- Pet/Res: [Select] Party No: [Text] Individual/Dept: [Individual] Relation: [Select]
- Father/Husb. Name: [Text] Gender: [Select] Caste: [Text]
- Occupation: [Text] Education/Qualification: [Text]
- Address: [Text] Tehsil/Place/City: [Text]
- Country: [India] State: [Select] District: [Select] Phone/Mobile: [Text]
- Pin: [Text] Lower Court Case: [Select AA/1/2013 - HIGH COURT OF GA]
- Email Id: [Text] Remark For: [Text]
- Add Party/LRs: [Text]
- Buttons: Save, Reset/New, Complete

Right-side table:

Petitioner Parties [with Lower Case]	
1	ABC
Respondent Parties [with Lower Case]	
1	XYZ

Footer navigation links:

- Correspondence: The Registrar, Supreme Court of India, Tilak Marg, New Delhi-110201
- History
- Organizational Structure
- Publication
- Guidelines & Orders
- Constitution
- Amenities
- Accounts
- Employee Corner
- Jurisdiction
- Pay Scales
- Grievance Management
- Forms
- Former Chief Justices
- Officers / Officials
- Practice And Procedure
- India Code
- Former Justices
- Officers Servant Rules
- SC Rules - 1966
- Indian Courts
- Assets of Judges
- Telephone Directory
- SC Rules - 2013
- Disclaimer

Step 5 : Subject Category Select Subject Category of the case and Submit it.

The screenshot displays the e-filing portal interface. The top navigation bar includes links for HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITEMAP, and DASHBOARD. The breadcrumb trail shows: Filing > Lower Court > Index > Add. Party > Add. Advocate > Categorization > **Limitation** > **Generate Id** > Report > History > Cases > Dashboard.

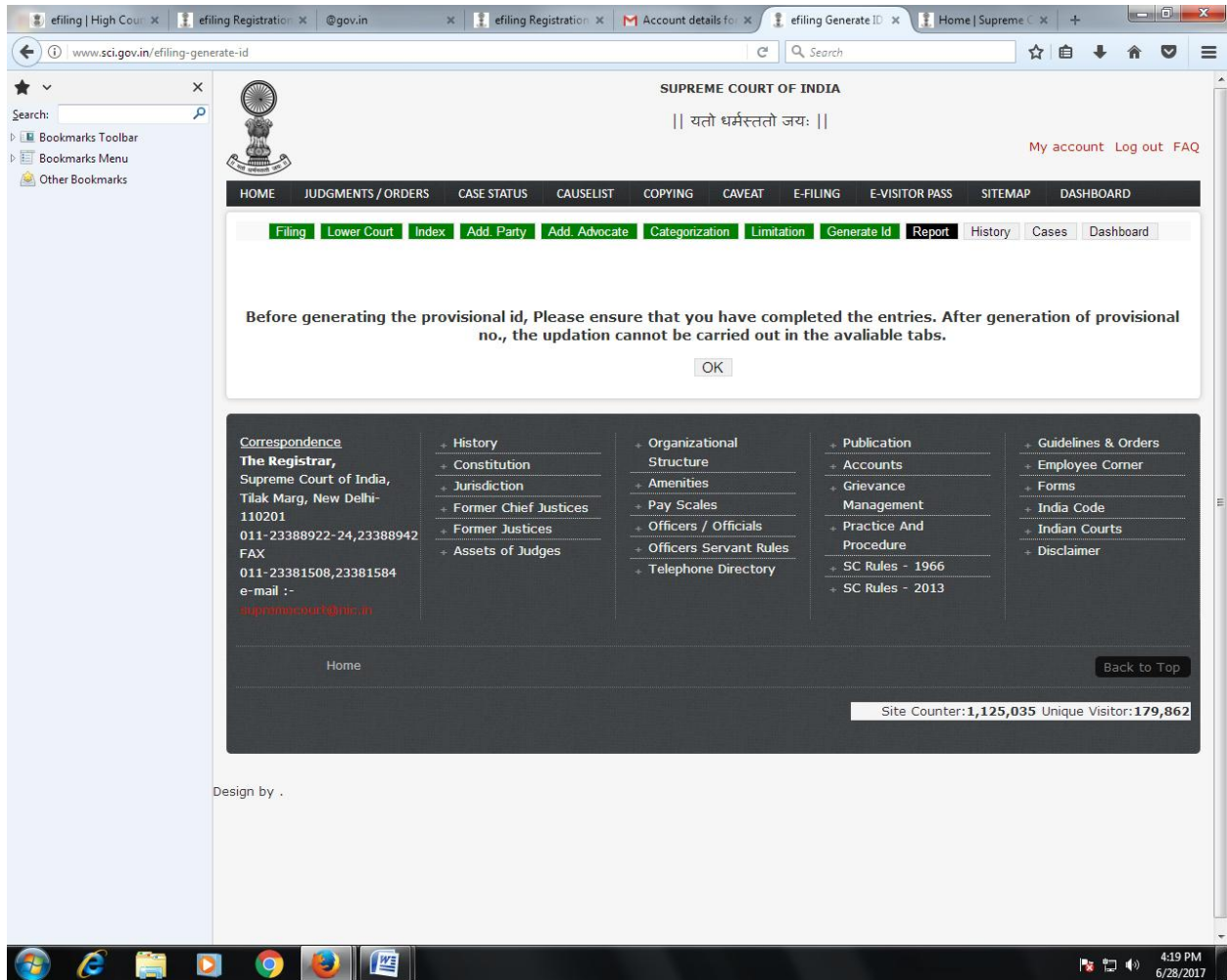
The case title is **ABC Vs XYZ** and the category is **Category @Supreme Court**. A search for 'rent' has been performed, resulting in the following table:

Check	Category Code	Main Category	Sub Category 1	Sub Category 2	Sub Category 3
<input type="checkbox"/>		Labour Matters	-	-	-
<input type="checkbox"/>	0101	Labour Matters	Dismissal	-	-
<input type="checkbox"/>	0102	Labour Matters	Retrenchment	-	-
<input type="checkbox"/>	0103	Labour Matters	Contract Labour	-	-

Below the table, there are fields for 'Act' (Set to 'Select'), 'Section', 'Brief Desc. of IMPUGNED Order/Judgement/Award /Notification etc.', 'Claim Amount' (0), 'Des of Relief Claimed', 'Fixed For' (Admission), 'Listable Before' (Select), 'Provision of Law' (Select), and 'Sensitive Case' (checkbox). A 'Search Keyword' section is also present with a table:

Check	Keyword Description
<input type="checkbox"/>	CRIMINOLOGY
<input type="checkbox"/>	FAIR TRIAL
<input type="checkbox"/>	HEADING

Step 6 : Generate Id: Click on Generate and complete . User will see the following message on the screen



Click on Ok Button.

Step7 : User will get a screen as display below :

The screenshot displays the Supreme Court of India e-filing portal interface. The main content area shows a 'Provisional Application No.- 13 - 2017'. The page is divided into several sections for data entry:

- Petitioner:** Fields for Name (ABC), C/o (D/e XYZ), Department, Address (NJJKNK), District, Pincode, Mobile, Gender, Age, and Email Id.
- Respondent:** Fields for Name (XYZ), C/o (S/o), Department, Address (BBHJHLUIJI), District, Pincode, Mobile, Gender, Age, and Email Id.
- Categories:** Fields for Category (0101-Labour Matters-Dismissal), Act, and Provision of Law.
- Petitioner Main Advocate:** Fields for Name (/ -), From State, Mobile No., and Email id.
- Lower Court Details:** A table with columns: S.No., Court, Agency State, Agency Code, Case No., Order Date, CHR No. / Designation, Judge/Judge, Description, Subject/Law, Police Station, Crime No./Year, Authority / Organisation / Impugned Order No., Judgement Challenged, Judgement Type, Judgement Covered In, Sentence Imposed, Current Status, Period Undergone, and Vehicle Number.
- Limitation:** A table with columns: S.No., Court, State, Bench, Case No., Order Date, Petition In Time, and Description.

The interface also features a navigation menu at the top (HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITMAP, DASHBOARD) and a search bar. The browser's address bar shows 'www.sci.gov.in/efiling-generate-id'.

User will get Provisional Application No. User can use this Provisional Application No. for future reference .

REPORT:No. 01 :- Report

User Can take the print of the case filed by him . By Feeding the Provisional Application No. in the following screen. Go to Report ->Enter Provisional Application No. and Year-> Click on Submit.

Note: Please Enter Year in **YYYY** format.

The screenshot shows the 'Report' page on the Supreme Court of India e-filing portal. The page is titled 'Provisional Application No.- 13 - 2017'. It includes a search bar, a navigation menu, and a main content area with the following sections:

- Provisional No. 13** and **Year 2017** with a **Submit** button.
- Supreme Court of India** and **Provisional Application No.- 13 - 2017**.
- CASE TYPE : SLP(C) No.**, **CASE NUMBER :**, **CASE YEAR : 1970**, **Bench :**
- Petitioner** details: Name (ABC), C/o (D/o XYZ), Department, Address (NIKKNK), District, Pincode, Mobile, Gender (F), Age, Email Id.
- Respondent** details: Name (XYZ), C/o (S/o), Department, Address (BBHJHLULJI), District, Pincode, Mobile, Gender (M), Age, Email Id.
- Categories**: Category (0101-Labour Matters-Dismisal), Act, Provision of Law.
- Petitioner Main Advocate** details: Name (/ -), From State, Mobile No., Email id.
- Lower Court Details** table:

S.No.	Court	Agency State	Agency Code	Case No.	Order Date	CNR No. / Designation	Judge1/Judge2 / Judge3	Description	Subject/Law	Police Station	Crime No./Year	Authority / Organisation / Impugned Order No.	Judgement Challenged	Judgement Type	Judgement Covered in	Sentence Imposed	Current Status	Perio Unde
1	High Court	ASSAM	HIGH COURT OF GAUHATI AT ITANAGAR	AA-1-2013	01-06-2017						0/0	- / -	Yes	Final				

Limitation

REPORT:No. 02 History :

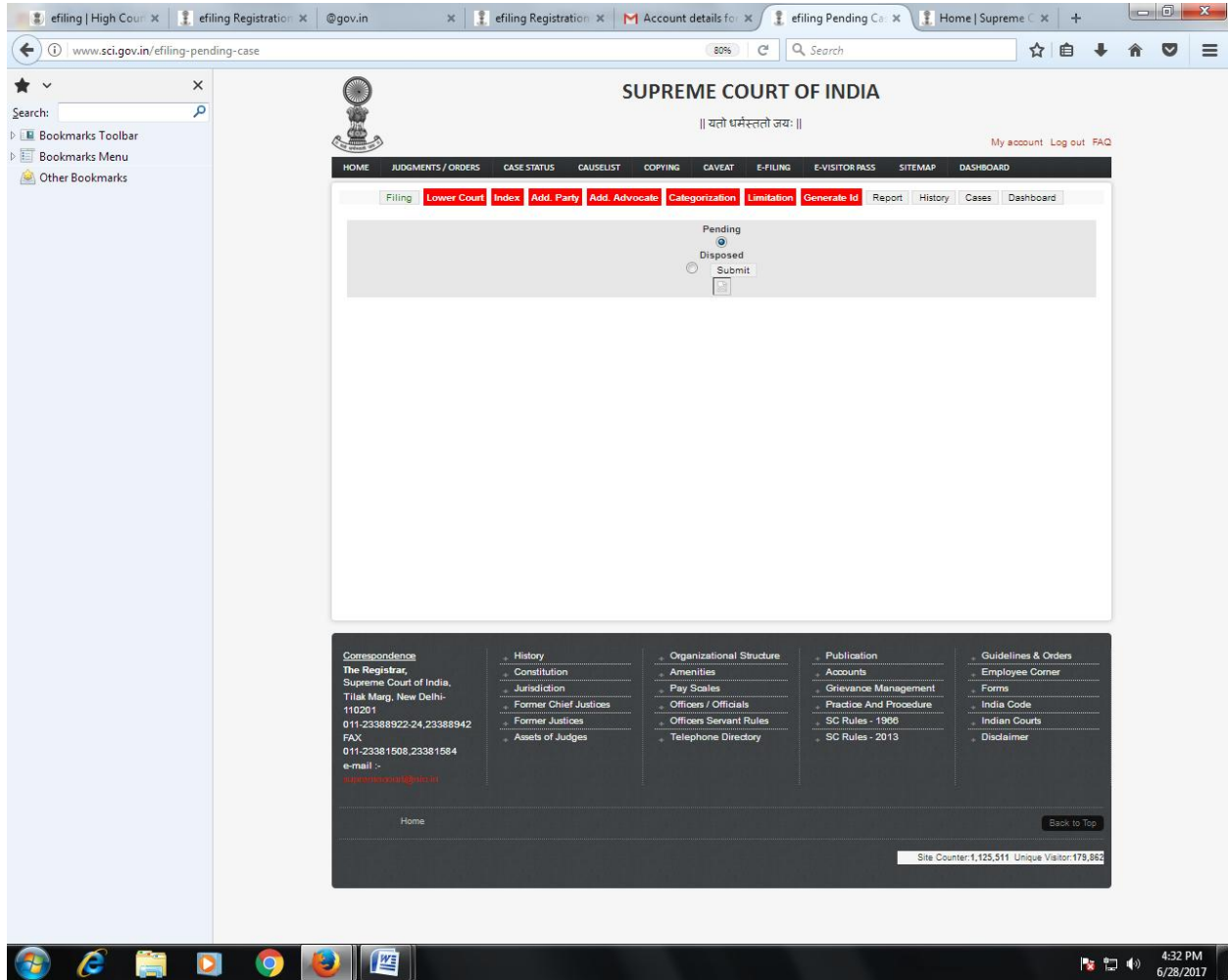
Use of this report –User can get information regarding all the matters filed by him through only E-filing Mode in this report.

The screenshot shows the Supreme Court of India e-filing portal. The main content area displays a table with the following data:

S No.	Provisional Id	Petitioner Name	Respondent Name	Case No.	Ready/Default	Details
1	13/2017	ABC	XYZ	SLP(C) No.	-	Show

The page also includes a navigation menu with options like HOME, JUDGMENTS / ORDERS, CASE STATUS, CAUSELIST, COPYING, CAVEAT, E-FILING, E-VISITOR PASS, SITEMAP, and DASHBOARD. A search bar is located at the top right. The footer contains contact information for the Registrar and various links such as History, Constitution, Jurisdiction, Former Chief Justices, Former Justices, Assets of Judges, Organizational Structure, Amenities, Pay Scales, Officers / Officials, Officers Servant, Rules, Telephone Directory, Publication, Accounts, Grievance Management, Practice And Procedure, SC Rules - 1966, SC Rules - 2013, Guidelines & Orders, Employee Corner, Forms, India Code, Indian Courts, and Disclaimer.

REPORT No. 03 :- Cases: User will be able to see Pending/Disposed matter .



FAQs

1) How to file electronically or by e-filing?

Ans. By visiting e-filing option provided on - <http://www.sci.gov.in/efiling-registration>
One can e-file cases directly by paying required court fees and printing charges.
Please refer user manual provided on the website before filing the case.

2) What are the steps to be followed to file a defect free case?

Ans. The steps are as follows:

- (a) Petition to be filed according to Supreme Court Rules 2013 and as per Form-28.
- (b) Legible Annexures to be filed with the petition in separate PDF format.
- (c) Relevant application to be filed accordingly.
- (d) Sufficient Court Fee to be paid at the time of filing.
- (e) Digital/Scanned Vakaltnama should be signed by every Petitioner/Respondent digitally.
- (f) Details of the case should be mentioned in Para of SLP & in Prayer Portion.
- (g) SLP civil should be drafted in eight paragraphs as per SCR 2013.
- (h) Digitally/Scanned Petition and applications should be accompanied with an Affidavit.
- (i) In case SLP is filed against a single Judge's order, there should be a Paragraph in Para - 1 of the SLP specifying that no LPA/Writ Appeal lies against the impugned order.

3) How to get email or SMS alerts?

Ans. After submission of a specimen signature form by the ADR or Party-in-Person to the computer cell, which is also available on the website, they can receive alerts via SMS/email.

5) Benefits of defect free filing?

Ans. Matter will be registered easily and will get listed immediately before the Hon'ble Court.