

कार्यालय नोडल अधिकारी कम्प्यूटर, जनपद न्यायालय,  
ललितपुर।

दिनांक— 23.07.2024.

सूचना

माननीय उच्च न्यायालय, इलाहाबाद के पत्र सं० 3609, 3610/सी०पी०सी०/ई-कोर्टस दिनांकित 23.04.2024 के अनुपालन में यह सूचित किया जाता है कि उत्तर प्रदेश के जिला न्यायालयों में स्थापित ई-सेवा केंद्रों के अधिकतम उपयोग के लिए और वादकारियों/अधिवक्ताओं को अधिक से अधिक नागरिक केंद्रित सेवाएं प्रदान करने के लिए मा० उच्च न्यायालय, इलाहाबाद में ई-फाइलिंग की सुविधा क्रियाशील है। मुझे माननीय न्यायालय के निम्नलिखित निर्देशों को संप्रेषित करने का निर्देश दिया गया है —

... उत्तर प्रदेश के जिला न्यायालयों के ई-सेवा केंद्रों पर ई-फाइलिंग की सुविधा उपलब्ध है। जिला न्यायालयों के ई-सेवा केंद्रों पर ई-फाइलिंग की प्रक्रिया से फोटो पहचान सत्यापन का विकल्प हटा दिया गया है। वादीगण को ई-फाइलिंग के लिए ई-सेवा केंद्र में व्यक्तिगत रूप से उपस्थित होना होगा। इस संबंध में, माननीय उच्च न्यायालय इलाहाबाद के ई-फाइलिंग पोर्टल पर जिला न्यायालय, ललितपुर में स्थित ई-सेवा केन्द्र से वादीगण अपने मामलों को ई-फाइल कर सकते हैं। ई-फाइल किये किए गये मामलो के साथ अभिसाक्षी की तस्वीर वाले स्कैन किए गये नोटरी शपथपत्र का उपयोग कर सकते हैं। ई-सेवा केंद्रों में अधिवक्ताओं द्वारा ई-फाइलिंग मा० उच्च न्यायालय, इलाहाबाद नियम, 1952 के अध्याय XXIV के नियम 3-ए के प्रावधानों के अनुपालन के अधीन होगी। ई-फाइलिंग के लिए एसओपी सलग्न है।

उक्त सूचना व सलग्नक ई-फाइलिंग एस०ओ०पी० को जनपद न्यायालय, ललितपुर की वेबसाईट एवं नोटिस बोर्ड एवं अन्य सार्वजनिक स्थानों पर चस्पा किया जावे।

संलग्नक— e-filing SOP.

Sd/-

(सुनील सिंह)

नोडल अधिकारी कम्प्यूटर/  
अपर जिला एवं सत्र न्यायाधीश(द०प्र०क्ष०) ,  
ललितपुर।

**INSTRUCTIONS FOR ELECTRONIC FILING (E-FILING) IN THE ALLAHABAD HIGH COURT FROM DISTRICT COURTS/ E-SEWA KENDRAS**

1.1 These instructions will apply to Electronic Filing (e-filing) of cases in the High Court of Allahabad from District Courts/ e-Sewa Kendras.

1.2 Except as provided elsewhere in these instructions, all petitions, applications, appeals and all pleadings/documents in fresh, pending and disposed of cases will be filed electronically in the manner hereafter provided.

**2. PREPARATION OF AN E-FILE**

2.1 The original text material, documents, notice of motion, memorandum of parties, main petition or appeal, annexures as the case may be, and interlocutory applications etc. will be prepared electronically using MS Word or Open Office, or any other word processor. The formatting style of the text will be as under:

*Paper size: Legal (8.5' X 14')*

*Margins: Top: 1.5"*

*Bottom: 1"*

*Left: 1.75"*

*Right: 0.5"*

*Justification: Full*

*Font Size: English (Arial size: 12)*

*Hindi (any unicode font, font size: 14)*

*Line spacing : Double*

2.2 Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings as an annexure, it should be scanned as black & white, at a resolution of 300 dpi (dot per inch) and saved as a PDF document.

**3. Notaraised Affidavit:** Scanned Notaraised affidavit bearing a photograph of the deponent be used with e-filled cases.

**4.** Once all the documents have been collated, they shall be attached in a single file as per the Index. The file shall be converted into Portable Document Format (PDF), using any PDF converter or in-built PDF conversion plug-in provided in the software and **bookmarked** as per index. The index must also be duly linked so that each entry in the index gets hyperlinked to the relevant part of the document and can be accessed from the index itself.

For bookmarking the document according to the index, any free software can be used as per convenience, eg **Foxit PDF, JpdfEdit995** etc., Such softwares are available for free download on the internet. Paid software like Adobe Acrobat Pro can also be used for this

purpose.

5. The bookmarked PDF should be uploaded at the time of e-filing by using the facility provided at the eSewa Kendras of the District Court and also on the High Court website.

## **6. DIGITAL SIGNATURE**

All PDF's filed using the e-filing system need to be digitally signed by the filing the party (in person) concerned.

A digital signature is required to maintain integrity of the uploaded file or document and to eliminate any chance of its tampering.

## **7. MODE OF e-FILING**

i) e-files can be brought by the Party 'in-person' either on CD/DVD or in Pen drive at eSewa Kendras where he can upload the e-file. The e-file can also be uploaded via internet through the link provided in the Allahabad High Court official website for this purpose.

Note: It would be advisable that a pen drive be used for this purpose because it is a common experience that a CD/DVD written on one computer often fails to open on other computers.

ii) The manner of accessing the e-filing portal and filling up the relevant columns for the purpose of e-filing are as follows:

(A) User Registration (one time):

### **■ Party in Person**

User (party in person) has to provide his Aadhar (UID) No., email id and mobile number for registration. User has to enter the OTP to validate it by clicking on 'Validate OTP' button. After validation a Registration Form will open where user has to provide basic details viz. Name, password (minimum 8 characters and must contain at least one upper case letter, one lower case letter, one digit, one special characters), gender, Date of Birth (DoB), other contact number, address, pin etc.

(B) Case Filing:

(B-1) User has to login with login Id and password.

(B-2) After login a dashboard will appear. It will consist of features viz. filing of new case, upload documents etc. as well as statistics of filed cases, pending cases, drafts, defects, payments etc. of that user.

(B-3) To file a new case the user has to click on "New Case" button, where upon a proforma will appear. The proforma will contain multiple tabs in reference of case details, petitioner(s), respondent(s) etc. User has to fill all the relevant information viz. case type, First petitioner, first respondent etc.

(B-4) The proforma will also contain a section called "Special Category" for first petitioner only which will have options (check boxes) which can be selected viz. "Senior Citizen", "SC/ST", "Women/Child", "Disabled", "Legal Aid Case", "In Custody".

(B-5) After the user enters the basic details of cases mentioned above and presses

“Next” a draft number e.g. 102/2017 will be generated for that particular case.

(B-6) The next tab will be for “Act details” where a drop down list of Central or State rules/ Acts/ Sections etc. will be available. After selecting the relevant provision/ Act/ Rule etc the user will click on “Add” button. All the details selected in this tab will be displayed to the user which can be edited before proceeding to the next tab.

(B-7) In the next tab “Petitioners”, the user will enter all the details viz. Name, address, contact details etc. of the petitioner(s). The user can add numbers of petitioners as required. To eliminate the necessity of manual entry, provision to upload CSV (Comma Separated Value) file for Petitioner(s) will also be provided to the user - Party ‘in-person’.

(B-8) In the next tab “Respondents”, the user will enter all the details viz. Name, address, contact details etc. of the Respondent(s). The user can add numbers of Respondents as required. To eliminate the necessity of manual entry, provision to upload CSV (Comma Separated Value) file for Respondent(s) will also be provided to the user - Party ‘in-person’.

(B-9) “Upload File”: the user will be required to upload case file which will be a bookmarked (as per the index) PDF file duly digitally signed.

(B-10) On completion, a “Preview” page will open containing all the previously filled details. User can view/ modify previously filed information before the “final submission”.

(B-11) After “Final Submission” of a case, eFiling No. (Diary no.) will be generated which will be reflected on the Dashboard.

(B-12) If any defect is reported by the office, such communication will also be reflected on the dashboard and the Party ‘in Person’ has to remove the defects as per Law.

(B-13) Once the defects, if any, are removed, and case file is cleared by the office for registration, case number will be reflected on the Dashboard.

(B-14) The user can view in the Dashboard, his previous history of filed or draft cases.

## **8. REPORT OF STAMP REPORTER**

- i. The Stamp Reporter shall append his reports on the e-case file electronically. Any defects pointed out shall be intimated through SMS/ email, on the registered mobile number/ registered e-mail ID of the person who has filed the case.
- ii. Apart from making good any deficiency in court fee payable, all other defects shall require a complete e-file to be uploaded afresh, after removing the defect
- iii. Once an uploaded e-file is without defects or the defects have been removed, the case shall be duly registered and will be allotted a number. A notification of the same shall be sent to the person who has filed it, via SMS/ email. After 48 hours of registration, the matter shall be placed before the designated Court.

- iv. The same period of 48 hours shall apply to all misc. Applications etc filed by a Party 'in-person'.

## **9. COMPUTATION OF TIME**

1. Electronic filing through the e-filing centre is permissible during normal court hours on the date of filing. All other rules relating to holidays etc. for the purpose of computation of limitation, as specified in the Rules of the Allahabad High Court will apply to online electronic filing as well. The period during which e-filing system is in- operational for any reason will be excluded from the computation of such time. This, however, will not extend limitation for such filing for which the facility of Section 5 of the Limitation Act, 1963 or any other statutory extension of period of limitation is not available.

2. For electronic filing done through the e-Sewa Kendras at District Courts of Uttar Pradesh, the rules relating to time for the purposes of limitation will be no different from those applicable for the normal filing.

## **10. SERVICE OF ELECTRONIC DOCUMENTS**

Notices, documents, pleadings filed electronically shall, unless impossible, be served electronically or through the postal department through their ePost services.

## **11. CAVEATS, SUPPLEMENTARY AFFIDAVITS ETC.**

Caveats can be registered, and all written statements, counter and rejoinder affidavits, documents, applications in pending matters or in disposed of matters, can be filed electronically using the e-filing system.

## **12. AMENDMENT IN PLEADINGS:**

12.1 E-filing of amendments in pleadings shall be permitted/ possible electronically only after the amendment application is allowed by the Court. The option/ facility for uploading amended pleading electronically will be available only during the period provided under law.

12.2 After the amendment application has been allowed the Party 'in-person' shall have to upload a fresh amended copy of the entire pleading so permitted to be amended showing the original pleading which should be struck out by a single line and should incorporate the actual amendment in **red font colour**.

## **13. FACILITY OF SCANNING**

The facility of scanning & uploading of documents for e-filing will be available at e-Sewa Kendras at each District Court.

## **14. RETENTION OF ORIGINALS**

- i. The originals of the documents that are scanned and digitally signed by Party 'in-person' at the time of e-filing should be preserved for production, if so required by the

court, at any time. In any event, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved at least for a period of two years or more, if law provides, after the final disposal of the case: (Final disposal shall include disposal of appeals, if any).

ii. The responsibility for producing the originals and proving their genuineness, if required, shall be of the party that has electronically filed the scanned copies thereof.

#### **15. ACCESS TO ELECTRONIC DOCUMENTS**

Access to documents and pleadings filed electronically in a case will be provided only to the concerned parties themselves.

#### **16. HARD COPIES OF PLEADINGS/ DOCUMENTS FILED ELECTRONICALLY**

Party 'in-person' can print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere.

#### **17. CASE LAW RELIED UPON**

Along with the e-file to be uploaded, the Party 'in-person' can furnish a list of cases / judgments relied upon with full particulars (full citation) so that the relevant case law is available with the Court at the time of arguments. This shall do away with the necessity of producing the relevant Journals or photostat copies of judgments relied upon.