

GUIDELINES FOR e-FILING OF DOCUMENT

In terms of Notification No. 3096-G, dated 16th December, 2021 the e-Filing Rules of High Court at Calcutta has been notified. **Please click on the following link for e-Filing Rules :**

<https://www.calcuttahighcourt.gov.in/Notice-Files/general-notice/5351>

In terms of **Clause 4.1** of the e-Filing Rules Persons other than Advocates and litigants in person who are already registered on the Court web portal will have to register themselves. **[Please refer to Bookmark in this PDF document titled “REGISTRATION IN EFILING” for the procedural screenshots].**

The procedural screenshots of e-filing is placed at **Bookmark titled “Efiling and uploading documents” for the procedural screenshots.**

Clause 6.1 of the said e-Filing Rules provides the Formatting style which is as follows :-

- Page Size : A-4
- Top Margin : 1.5”
- Bottom Margin : 1.5”
- Left Margin : 1.75”
- Right Margin : 1.0”
- Alignment : Justified
- Font : Times New Roman or Bookman Old Style or Courier New
- Font size : 14 or 12
- Line spacing :1.5

If any document is typed in a local language in Trial Courts, it must be prepared using .x Unicode Font 14.

Clause 6.2 of the e-Filing Rules provides for converting into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in- built PDF conversion plug-in provided in the software. PDF/A is the preferred format. **[Please refer to Bookmark in this PDF document titled “Making OCR PDF” for the procedural screenshots].**

Clause 8.1 of the e-Filing Rules inter alia provides for Bookmarking of the document. **[Please refer to Bookmark in this PDF document titled “Bookmarking PDF” for the procedural screenshots].**

Clause 14.2 e-Filing Rules provides that e-filing through Designated Counters will be permissible up to 16.00 hours on any court working day. On-line e-filing carried out after 16.00 hours on any day, will be treated as the date which follows the actual filing date, provided it is a court working day. Actions filed on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above.

By Order.

SCREENSHOTS SHOWING
PROCEDURE FOR
REGISTRATION OF
ADVOCATES IN E-FILING
PORTAL



HOME PAGE OF E-FILING PORTAL

The screenshot displays the e-filing portal's home page. At the top, the browser address bar shows the URL efiling.ecourts.gov.in. The page header includes the text "High Courts & District Courts e-Filing Application" and a navigation menu with links for "NJDG", "Supreme Court", "High Court", "District Court", and "Help". A central feature is a map of India with state names labeled, and a "Please select" dropdown menu above it. To the right of the map is a banner image of a gavel on a keyboard. Below the map, there is a "News & Events" section with a "Help" link and a news item titled "DELHI- Protocol for eFiling DelhiDistrictCourts (24-05-2019)". The footer contains the copyright notice "© 2018 | All Rights Reserved | eCommittee, Supreme Court of India" and a Windows taskbar at the bottom with the system clock showing 10:37 on 17-02-2022.

LOGIN PAGE OF E-FILING PORTAL

e-Filing Login

efiling.ecourts.gov.in/wb/login

Calcutta High Court and Sub Ordinate Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

LOGIN

USER-ID
ianabil

PASSWORD
.....

CAPTCHA
912537 912537

LOGIN

[Forgot your password?](#)
[Forgot your User-Id?](#)

[New User? Register](#) | [Help](#)

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10:38
17-02-2022

REGISTRATION IN E-FILING PORTAL

The screenshot displays the e-filing portal interface. At the top, the browser tabs show 'e-Filing Login' and 'e-Filing - High Court & District C'. The address bar contains 'efiling.ecourts.gov.in/wb/register'. The header features the Calcutta High Court and Subordinate Courts logo and the text 'e-Filing Application'. Navigation links include 'NJDG', 'Supreme Court', 'High Court', 'District Court', 'Contact Us', and 'Help'. The main content area is titled 'REGISTRATION REQUEST' and contains the following text and form elements:

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *

Mobile Number

EMAIL *

Email Id

BAR REGISTRATION NO *

Bar Registration Number

CHOOSE USER ID *

Enter User Id for Login

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE.

HIGH COURT DISTRICT COURT

HIGH COURT *

Select High Court

CAPTCHA

292343

Captcha

The Windows taskbar at the bottom shows various application icons and the system clock indicating 11:17 on 17-02-2022.

USER REGISTRATION REQUEST

Session will expire in 17:54

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *
Mobile Number

EMAIL *
Email Id

BAR REGISTRATION NO *
Bar Registration Number

CHOOSE USER ID *
Enter User Id for Login

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE.

HIGH COURT DISTRICT COURT

HIGH COURT *
Select High Court

CAPTCHA
342437
Captcha

GET OTP

Already Registered? [Back to Login](#)

FOR ADVOCATES

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *
Mobile Number

EMAIL *
Email Id

CHOOSE USER ID *
Enter User Id for Login

CHOOSE WHERE YOU WANT TO E-FILE .

HIGH COURT DISTRICT COURT

HIGH COURT *
Select High Court

CAPTCHA
342437
Captcha

GET OTP

Already Registered? [Back to Login](#)

FOR PARTY IN PERSON

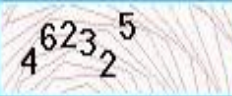
MOBILE NUMBER AND EMAIL ID VERIFICATION

Session will expire in 16:28

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

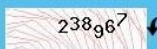
MOBILE OTP *



[Already Registered? Back to Login](#)

PERSONAL DETAILS

NOTE: PASSWORD MUST CONTAIN ATLEAST 1 SPECIAL CHARACTER, 1 DIGIT, 1 LOWER CASE CHARACTER, 1 UPPER CASE CHARACTER AND ATLEAST 8 DIGIT LENGTH (EG. QWERTY@123).

PASSWORD *	CONFIRM PASSWORD *
<input type="password" value="....."/>	<input type="password" value="Confirm Password"/>
FIRST NAME *	LAST NAME *
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>
OTHER CONTACT NO	GENDER
<input type="text" value="Enter Other Contact Number"/>	<input type="text" value="Male"/>
DATE OF BIRTH *	ADDRESS LINE 1 *
<input type="text" value="Enter Date of Birth"/>	<input type="text" value="Address Line 1"/>
ADDRESS LINE 2	CITY *
<input type="text" value="Address Line 2"/>	<input type="text" value="Enter City"/>
STATE *	PINCODE *
<input type="text" value="Select State"/>	<input type="text" value="Enter PinCode"/>
PHOTO *(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT)	ID *(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT)
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
CAPTCHA *	ID TYPE *
 <input type="text" value="Captcha"/>	<input type="text" value="Select Id Proof Type"/>

SCREENSHOTS SHOWING
PROCEDURE FOR ACCESSING
ON-LINE PORTAL AND FILING
ELECTRONIC DOCUMENTS



HOME PAGE OF E-FILING PORTAL

The screenshot displays the e-filing portal's home page. At the top, the browser address bar shows the URL efiling.ecourts.gov.in. The page header includes the text "High Courts & District Courts e-Filing Application" and navigation links for "NJDG", "Supreme Court", "High Court", "District Court", and "Help". A central feature is a map of India with state names labeled, and a "Please select" dropdown menu above it. To the right, there is a large image of a gavel on a keyboard. Below this, a "News & Events" section contains a link for "DELHI- Protocol for eFiling DelhiDistrictCourts (24-05-2019)". The footer of the page states "© 2018 | All Rights Reserved | eCommittee, Supreme Court of India". The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:37 on 17-02-2022.

LOGIN PAGE

e-Filing Login

efiling.ecourts.gov.in/wb/login

Calcutta High Court and Sub Ordinate Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

LOGIN

USER-ID
ianabil

PASSWORD
.....

CAPTCHA
912537 912537

LOGIN

[Forgot your password?](#)
[Forgot your User-Id?](#)

[New User? Register | Help](#)

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10:38
17-02-2022

DASHBOARD

The screenshot displays the e-Filing dashboard for a user named TEST ADVOCATE. The dashboard is organized into several sections:

- Header:** Includes a search bar for "SEARCH FOR..." and "LAW SEARCH ...", and a "Logout" button.
- Left Sidebar:** Contains navigation links for Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help.
- My e-Filing Status:** A grid of colored boxes showing the status of various cases:
 - Draft: 4
 - Pending Acceptance: 0
 - Not Accepted: 0
 - Deficit Court Fee: 0
 - Pending Scrutiny: 0
 - Defective: 0
- My e-filed Cases:** A grid of colored boxes showing the number of e-filed cases and documents:
 - e-Filed Cases: 2
 - e-Filed Documents: 0
 - Deficit Court Fee: 0
 - IA: 0
 - Rejected Cases: 0
 - Idle/Unprocessed e-Filed No.'s: 0

The Windows taskbar at the bottom shows the system time as 10:38 on 17-02-2022, along with various application icons.

FILING OF NEW CASE

The screenshot displays a web browser window with two tabs: 'e-Filing Login' and 'e-Filing - High Court & District C'. The address bar shows 'efiling.ecourts.gov.in/wb/case_file'. The page features a blue sidebar on the left with a user profile for 'TEST ADVOCATE' and a menu with options like Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'New Case : Where to file' and contains a form with the following fields and options:

- 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 petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party".
- COURT TYPE:** HIGH COURT LOWER COURT
- High Court * :** CALCUTTA HIGH COURT, APPELLATE SIDE
- Matter Type * :** ORIGINAL
- Case Type * :** CRR(CRIMINAL REVISION)
- Is MACT Matter * :** Yes No
Is choosen case type of MACT (Motor Accident Claim).
- Matter Nature * :** Urgent Ordinary
- To Be Listed Before:** SINGLE BENCH

At the bottom of the form are 'Reset' and 'Submit' buttons. The Windows taskbar at the bottom shows the time as 10:39 on 17-02-2022.

STAGE 1 - PETITIONER DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/petitioner

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Complainant / Petitioner Information

Organisation :	<input type="checkbox"/>	Email * :	ANAND@GMAIL.COM ?
Complainant / Petitioner * :	ANANDA ?	Mobile * :	7439494695 ?
Relation of Complainant / Petitioner with relative name * :	Father	Address * :	KOLKATA ?
Relative Name * :	PRAMIT ?	State * :	WEST BENGAL
Date of Birth :	DD/MM/YYYY ?	District * :	KOLKATA
Age * :	32 ?	Taluka :	KOLKATA SOUTH
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Town :	SELECT TOWN
		Ward :	SELECT WARD
		Village :	SELECT VILLAGE
		Pincode :	700001 ?

Windows taskbar: 10:41 17-02-2022

STAGE 2 -RESPONDENT DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/respondent

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Accused / Respondent Information

Organisation :	<input type="checkbox"/>	Email :	EMAIL <input type="text"/>
Accused / Respondent * :	MONIDEEP <input type="text"/>	Mobile :	MOBILE <input type="text"/>
Relation of Complainant / Petitioner with relative name:	Select Relation <input type="text"/>	Address * :	KOLKATA <input type="text"/>
Relative Name :	FIRST NAME MIDDLE NAME LAST NA <input type="text"/>	State * :	WEST BENGAL <input type="text"/>
Date of Birth :	<input type="text"/> DD/MM/YYYY <input type="text"/>	District * :	HOOGLHY <input type="text"/>
Age :	AGE <input type="text"/>	Taluka :	SELECT TALUKA <input type="text"/>
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Town :	SELECT TOWN <input type="text"/>
		Ward :	SELECT WARD <input type="text"/>
		Village :	SELECT VILLAGE <input type="text"/>
		Pincode :	PINCODE <input type="text"/>

Windows taskbar: 10:42 17-02-2022

STAGE 3 – MAIN PARTIES – EXTRA INFORMATION

IP Address : 10.173.34.29

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/extra_info

e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

Case Filing Form

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Complainant / Petitioner Extra Information

Passport No :	PASSPORT NUMBER ?	Alternate Address :	H.NO., STREET NO, CITY ?
PAN No :	PAN NUMBER ?	State :	SELECT STATE v
Fax No :	FAX NUMBER ?	District :	SELECT DISTRICT v
Phone No :	PHONE NUMBER ?	Taluka :	SELECT TALUKA v
Occupation :	OCCUPATION ?	Town :	SELECT TOWN v
Country :	COUNTRY ?	Ward :	SELECT WARD v
Nationality :	NATIONALITY ?	Village :	SELECT VILLAGE v

Accused / Respondent Extra Information

Passport No :	PASSPORT NUMBER ?	Alternate Address :	H.NO., STREET NO, CITY ?
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Windows Taskbar: 10:43 17-02-2022

STAGE 4 – EXTRA PARTY INFORMATION

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/extra_party

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Extra Party Information

Type* : Complainant / Petitioner Accused / Respondent

Organisation :	<input type="checkbox"/>	Email :	EMAIL <input type="text"/>
Complainant / Petitioner* :	FIRST MIDDLE & LAST NAME <input type="text"/>	Mobile :	MOBILE <input type="text"/>
Relation of Complainant / Petitioner with relative name:	Select Relation <input type="text"/>	Address* :	H.NO., STREET NO, CITY <input type="text"/>
Relative Name :	FIRST MIDDLE & LAST NAME <input type="text"/>	State* :	SELECT STATE <input type="text"/>
Age* :	AGE <input type="text"/>	District* :	SELECT DISTRICT <input type="text"/>
Gender* :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Taluka :	SELECT TALUKA <input type="text"/>
		Town :	SELECT TOWN <input type="text"/>
		Ward :	SELECT WARD <input type="text"/>
		Village :	SELECT VILLAGE <input type="text"/>

Windows Taskbar: 10:46 17-02-2022

STAGE 5 – LEGAL REPRESENTATIVE DETAILS

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 [eFiling History](#) [Back](#)

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Legal Representative Information

Type * : Complainant / Petitioner Accused / Respondent

Legal Representative of * :	<input type="text" value="Select"/>	Email :	<input type="text" value="EMAIL"/>
Organisation :	<input type="checkbox"/>	Mobile :	<input type="text" value="MOBILE"/>
Complainant / Petitioner * :	<input type="text" value="FIRST MIDDLE & LAST NAME"/>	Address * :	<input type="text" value="H.NO., STREET NO, CITY"/>
Relation of Complainant / Petitioner with relative name:	<input type="text" value="Select Relation"/>	State * :	<input type="text" value="SELECT STATE"/>
Relative Name :	<input type="text" value="FIRST MIDDLE & LAST NAME"/>	District * :	<input type="text" value="SELECT DISTRICT"/>
Age * :	<input type="text" value="AGE"/>	Taluka :	<input type="text" value="SELECT TALUKA"/>
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Town :	<input type="text" value="SELECT TOWN"/>
		Ward :	<input type="text" value="SELECT WARD"/>

Windows Taskbar: 10:47 17-02-2022

STAGE 6 – CASE DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/case_detail

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Case Detail

Cause of Action :	CAUSE OF ACTION	Date of Cause of Action :	DD/MM/YYYY
Important Information or Subject or Reason :	SUBJECT OR REASON	Claim Amount :	AMOUNT
Prayer :	Select	Relief Claim :	RELIEF CLAIM

>>

Hide Parties:

Dispute Arising Out Of

State :	SELECT STATE	Taluka :	SELECT TALUKA
District :	SELECT DISTRICT	Village :	SELECT VILLAGE

Previous SAVE Next

Windows Taskbar: 10:49 17-02-2022

STAGE 7 – ACT / SECTION DETAILS

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/act_section`. The user is logged in as 'TEST ADVOCATE' with a 'Welcome' message and profile information: 'View Profile', 'Last Login : 17-02-2022 10:33:09 AM', and 'IP Address : 10.173.34.29'. The sidebar on the left contains navigation links: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help.

The main content area features a 'Case Filing Form' section with a red 'Trash' button. The 'e-Filing No' is `EC-WBCHCA-00020-2021`. Below this is a progress bar with 14 steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Act-Section (current stage), 8. Subordinate Court, 9. Police Station, 10. Sign Method, 11. Upload Document, 12. Pay Court Fee, 13. Affirmation, and 14. View. A legend indicates the status of each step: Active (blue), Done (green), Optional (yellow), and Required (red).

The 'Act Information' section contains a form with the following fields:

- Act *: Apprentices Act, 1961 (dropdown menu)
- Act Section *: 78 (text input)
- Buttons: Previous, SAVE, Next
- Additional buttons: Add more.., Delete

The footer of the page states: 'Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved.' The system tray at the bottom shows the time as 10:50 on 17-02-2022.

STAGE 8 – LOWER COURT DETAILS

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 [eFiling History](#) [Back](#)

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Subordinate Court Information

Subordinate Court Quasi Judicial High Court

Case Type*: FAT(TENDER FIRST...
Case No.*: CASE NO ?
Case Year*: CASE YEAR ?

109460 CAPTCHA

[Search](#)

Note: It is recommended to fill in Subordinate Court details though not mandatory.

[Previous](#) [Next](#)

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STAGE 9 – FIR / CHARGESHEET DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/police_station

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Police Station Information

Police Challan or Private Complaint *	SELECT	FIR Type :	SELECT
State *	SELECT	FIR No. *	FIR NO Year * : YEAR
District *	SELECT	FIR Filing Date *	DD/MM/YYYY
Police Station Code *	SELECT	Investigation Agency :	SELECT
Date of Offence :	DD/MM/YYYY	Investigating Officer :	OFFICER NAME
Date of Filing Charge Sheet :	DD/MM/YYYY	Belt No :	BELT NUMBER
Trials :	SELECT	Investigating Officer 1 :	OFFICER NAME
Offence Remark:			
		Belt No 1:	BELT NUMBER

Note: It is recommended to fill in Police Station details though not mandatory.

Previous SAVE Next

Windows Taskbar: 10:52 17-02-2022

STAGE 10 – OPTING DIGITAL AUTHORIZATION METHOD

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL: `efiling.ecourts.gov.in/wb/new_case/sign_method`. The user is logged in as 'TEST ADVOCATE'.

Case Filing Form (e-Filing No : EC-WBCHCA-00020-2021)

Legend: Active (Blue), Done (Green), Optional (Yellow), Required (Red)

Progress: 1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Document(s) PDF(s) will be * :

- uploaded and later on eSigned using my Aadhaar
- uploaded digitally signed using Digital Token
- uploaded and later on eVerified using mobile OTP

If eSign using Aadhaar will be failed two times due to any technical reasons. e-Verification using Mobile will be automatically displayed at the very same page to proceed further.

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise later you have to eSign those by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.

Buttons: Previous, SAVE, Next

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STAGE 10 - OPTING DIGITAL AUTHORIZATION METHOD

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/sign_method`. The left sidebar contains a navigation menu with items: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled "Case Filing Form" and includes a "Trash" button, "e-Filing No : EC-WBCHCA-00020-2021", "eFiling History", and "Back" buttons. A progress bar below the title shows steps 1 through 14, with step 10 "Sign Method" highlighted in blue. The "Sign Method" section contains the text: "Document(s) PDF(s) will be : uploaded and later on eVerified using mobile OTP" and a red "NOTE" stating: "NOTE :- If you want to reset sign method. Please first delete the uploaded documents then only you can reset the sign method." Below the note are three buttons: "Previous", "Reset", and "Next". The footer of the page reads "Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved." The Windows taskbar at the bottom shows the time as 10:55 on 17-02-2022.

STAGE 11 – UPLOADING OF DOCUMENTS

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/upload_docs`. The page header includes a search bar and a "Logout" link. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area shows a "Case Filing For" dropdown menu with a "Select Document" dropdown open, listing options like Judgement, Order, VOKALATNAMA, AFFIDAVIT OF SERVICE, and AFFIDAVIT OF REPLY. The "AFFIDAVIT OF REPLY" option is highlighted. Below the dropdown, there is a "Documents Title *" field with the placeholder text "DOCUMENT TITLE". A "File *" field with a "Choose File" button and "No file chosen" text is also present. A note states: "NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB .". At the bottom, there are "Previous", "UPLOAD", and "Next" buttons. The system tray at the bottom right shows the time as 10:55 on 17-02-2022.

STAGE 12 – PAYMENT OF COURT FEE

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/courtFee`. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'Case Filing Form' and shows the current stage as '12 Pay Court Fee' in a red circle. The 'e-Filing No' is EC-WBCHCA-00020-2021. A progress bar at the top lists 14 steps: 1 Petitioner, 2 Respondent, 3 Extra Information, 4 Extra Party, 5 Add LRS, 6 Case Detail, 7 Act-Section, 8 Subordinate Court, 9 Police Station, 10 Sign Method, 11 Upload Document, 12 Pay Court Fee (highlighted), 13 Affirmation, and 14 View. The form fields include: Fee type (dropdown), Fee Amount (input), Payment Mode (dropdown with 'Court Fees' selected), Bank Name (dropdown), eChallan No. (input), eChallan Date (input), and Select Party (dropdown). An 'Upload Receipt' section has a 'Choose File' button and 'No file chosen' text. A note states: 'NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB.' At the bottom, there are 'Previous', 'Upload', and 'Next' buttons. The Windows taskbar at the bottom shows the system clock at 10:57 on 17-02-2022.

STAGE 13 - AFFIRMATION

The screenshot displays a web browser window with two tabs: "e-Filing Login" and "e-Filing - High Court & District C". The address bar shows the URL "efiling.ecourts.gov.in/wb/new_case/affirmation".

Left Sidebar (Blue):

- Logo: DEMO
- Welcome, TEST ADVOCATE
- View Profile
- Last Login : 17-02-2022 10:33:09 AM
- IP Address : 10.173.34.29
- Home
- New Case
- Documents
- Deficit Court Fee
- Interim Application
- Reports
- Contacts
- News & Events
- Help

Main Content Area:

- Case Filing Form** (e-Filing No : EC-WBCHCA-00020-2021)
- Buttons: eFiling History, Back
- Legend: Active (Blue), Done (Green), Optional (Yellow), Required (Red)
- Progress Bar: 1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View
- Applicant/Complainant/Litigant Affirmation**
- Section: Applicant/Complainant/Litigant Affirmation
- View Applicant/Complainant/Litigant Affirmation (Document icon)
- Form Fields:
 - Applicant Name * : NAME
 - Applicant Mobile * : MOBILE
- Buttons: Send OTP, Previous, Next

STAGE 13 – DIGITALLY VERIFYING AFFIRMATION

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/affirmation`. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area features a 'Case Filing Form' section with a progress bar. The progress bar includes 14 steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Act-Section, 8. Subordinate Court, 9. Police Station, 10. Sign Method, 11. Upload Document, 12. Pay Court Fee, 13. Affirmation, and 14. View. Step 13 is currently active. A red box displays the 'e-Filing No : EC-WBCHCA-00020-2021'. Below the progress bar, a message states 'Document eVerified by Mobile OTP' with a green checkmark. The verification details are: On Date : 17-02-2022 10:59:22 AM, Using Mobile : *****98, and By Litigent : ANANDA. A 'View eVerification' link is provided. At the bottom of the page, there are 'Previous' and 'Next' buttons. The system tray at the bottom right shows the time as 10:59 on 17-02-2022.

STAGE 14 – FINAL VERIFICATION BEFORE SUBMIT

The screenshot displays the e-Filing portal interface. The browser tabs show 'e-Filing Login' and 'e-Filing - High Court & District C'. The address bar shows 'efiling.ecourts.gov.in/wb/new_case/view'. The page header includes 'e-Filing', search bars, and a 'Logout' button. The user profile section on the left shows 'Welcome, TEST ADVOCATE' with a 'View Profile' link and login details: 'Last Login : 17-02-2022 10:33:09 AM' and 'IP Address : 10.173.34.29'. The navigation menu includes 'Home', 'New Case', 'Documents', 'Deficit Court Fee', 'Interim Application', 'Reports', 'Contacts', 'News & Events', and 'Help'. The main content area features a 'Case Filing Form' with an 'e-Filing No : EC-WBCHCA-00020-2021' and buttons for 'Final Submit' and 'Trash'. A progress indicator shows 14 steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Act-Section, 8. Subordinate Court, 9. Police Station, 10. Sign Method, 11. Upload Document, 12. Pay Court Fee, 13. Affirmation, and 14. View. The 'eFiling Details' section provides case information: 'e-Filed for : Calcutta High Court, Appellate Side High Court', 'Nature : Criminal', 'Matter Type : Appeal', 'Case Type : CRLCP(CRIMINAL(CONTEMPT))', 'Is MACT Matter : No', and 'Matter Nature :'. The 'Complainant / Petitioner' section is partially visible at the bottom.

If You want to file any Interim Application in any existing or e-filed cases then You should select the Interim Application Menu appearing in the left side panel and move ahead accordingly. You should not use “New Case” option to file Interim Applications. After searching the relevant case by using CNR or Case Number the following screen will appear.

The screenshot displays the e-Filing portal interface. The left sidebar contains a navigation menu with the following items: Home, New Case, Documents, Deficit Court Fee, Interim Application (highlighted with a red underline), Reports, Contacts, News & Events, and Help. The main content area shows the details of a searched e-filing case:

eFiling No. :	EC-WBCHCA-00019-2021	Matter Type :	Appeal
eFiling Date :	30-12-2021	Extra Petitioner:	
eFiling Year :	2021	Extra Respondent:	
Petitioner/Complainant :	ABC		
Respondent/Accused :	STATE OF WEST BENGAL		

Below the case details, a confirmation prompt asks: "Is the detail is of the same case in which you want to file Interim application?". This prompt includes two radio buttons labeled "YES" and "NO", and a green "Submit" button.

If You want to file documents in any case then Click on “Documents” menu on left pane and on searching the desired case using the provided options the following screen will appear.

The screenshot displays the e-Filing portal interface. On the left, a blue sidebar contains the 'e-Filing' logo and a navigation menu with items: Home, New Case, Documents (highlighted), Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'Miscellaneous Docs : Where to file' and includes a search form with the following fields: 'High Court *' (set to 'CALCUTTA HIGH COURT, APPELLATE SIDE'), 'File In *' (radio buttons for 'CNR Number' and 'Case Number', with 'Case Number' selected), 'Case Type *' (set to 'WPA(P)(WRIT (PIL MATTER))'), 'Case Number *' (set to '40'), and 'Year *' (set to '2022'). A 'Search' button is located below the form. Below the search form is a table with the following data:

#	Case Type / Case Number / Case Year	Petitioner Name Vs. Respondent Name	Select
1	WPA(P) / 40 / 2022	LAZMIPUR, BIRNAGAR ANCHAL NAGORIK ADHIKAR RAKSHA COMMITTEE AND ANR Vs. STATE OF WEST BENGAL AND ORS.	<input checked="" type="radio"/>

At the bottom of the search area are 'Submit' and 'Cancel' buttons. The browser's address bar shows 'efiling.ecourts.gov.in/wb/whereToFile/type/73.B7D4B68A'. The Windows taskbar at the bottom indicates the system time as 19:59 on 20-02-2022.

On clicking the “Submit” button the screen as shown below will appear and then You can upload the document by choosing “Yes” and then “Submit” button and thereafter follow the same procedure for filing documents in any “New Case”.

The screenshot displays the e-Filing portal interface. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area shows the 'Searched CNR (Case Record Number) Details' for case WBCCHA-003752-2022. Below the details, a confirmation prompt asks: 'Is the detail is of the same case in which you want to file documents?' with radio buttons for YES and NO, and a green 'Submit' button.

Searched CNR (Case Record Number) Details			
CNR No. :	WBCCHA-003752-2022	Case Type :	WPA(P) - WRIT (PIL MATTER)
Filing Date :	01-02-2022	Registration Date :	01-02-2022
Filing No. :	40	Registration No. :	40
Filing Year :	2022	Registration Year :	2022
Petitioner/Complainant :	LAZMIPUR, BIRNAGAR ANCHAL NAGORIK ADHIKAR RAKSHA COMMITTEE AND ANR	First Listed On :	18-02-2022
Respondent/Accused :	STATE OF WEST BENGAL AND ORS.	Last Listed On :	
		Purpose was :	PIL
		Next Listing On :	21-02-2022
		Extra Petitioner :	
		Extra Respondent :	

Is the detail is of the same case in which you want to file documents?

YES NO

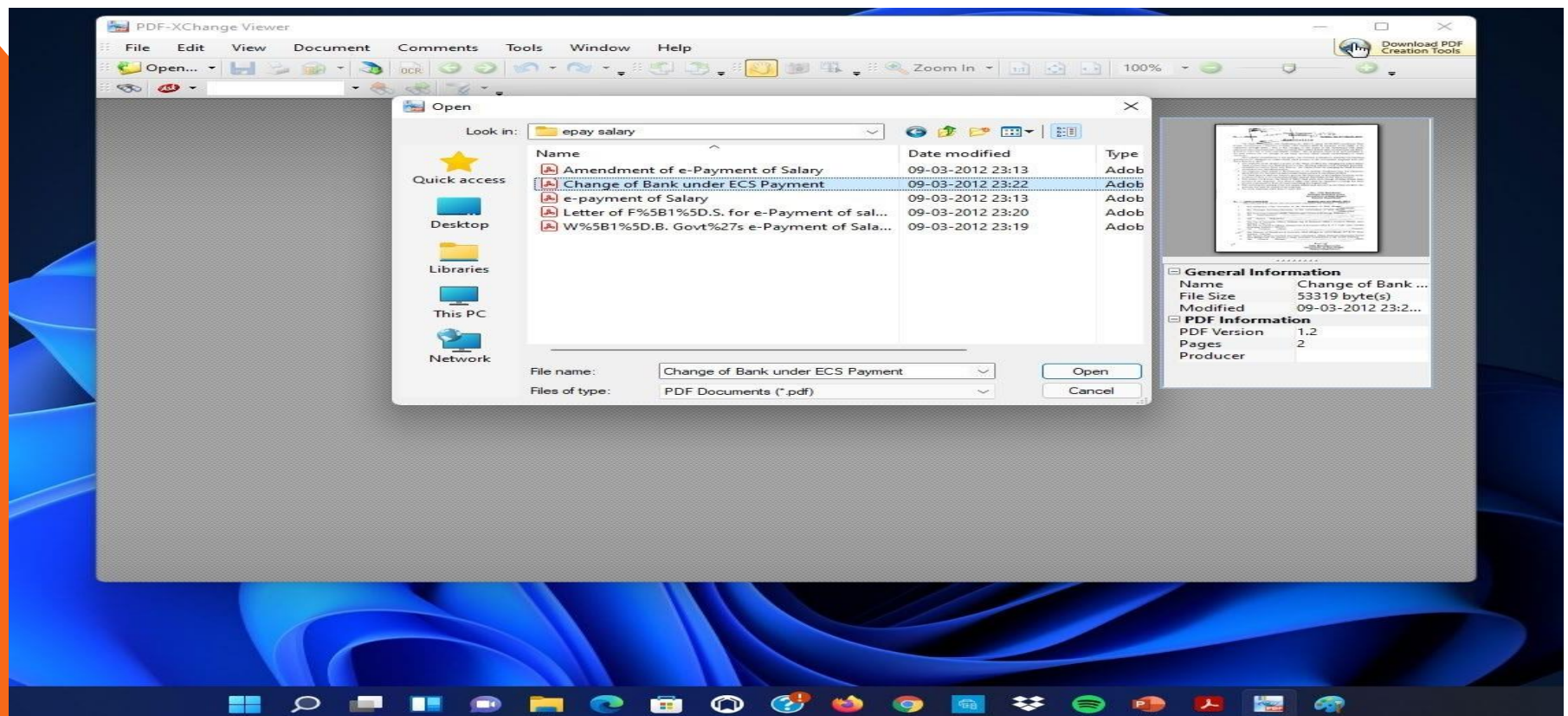
Submit

SCREENSHOTS SHOWING THE PROCEDURE FOR CONVERTING A DOCUMENT INTO AN OCR SEARCHABLE PDF

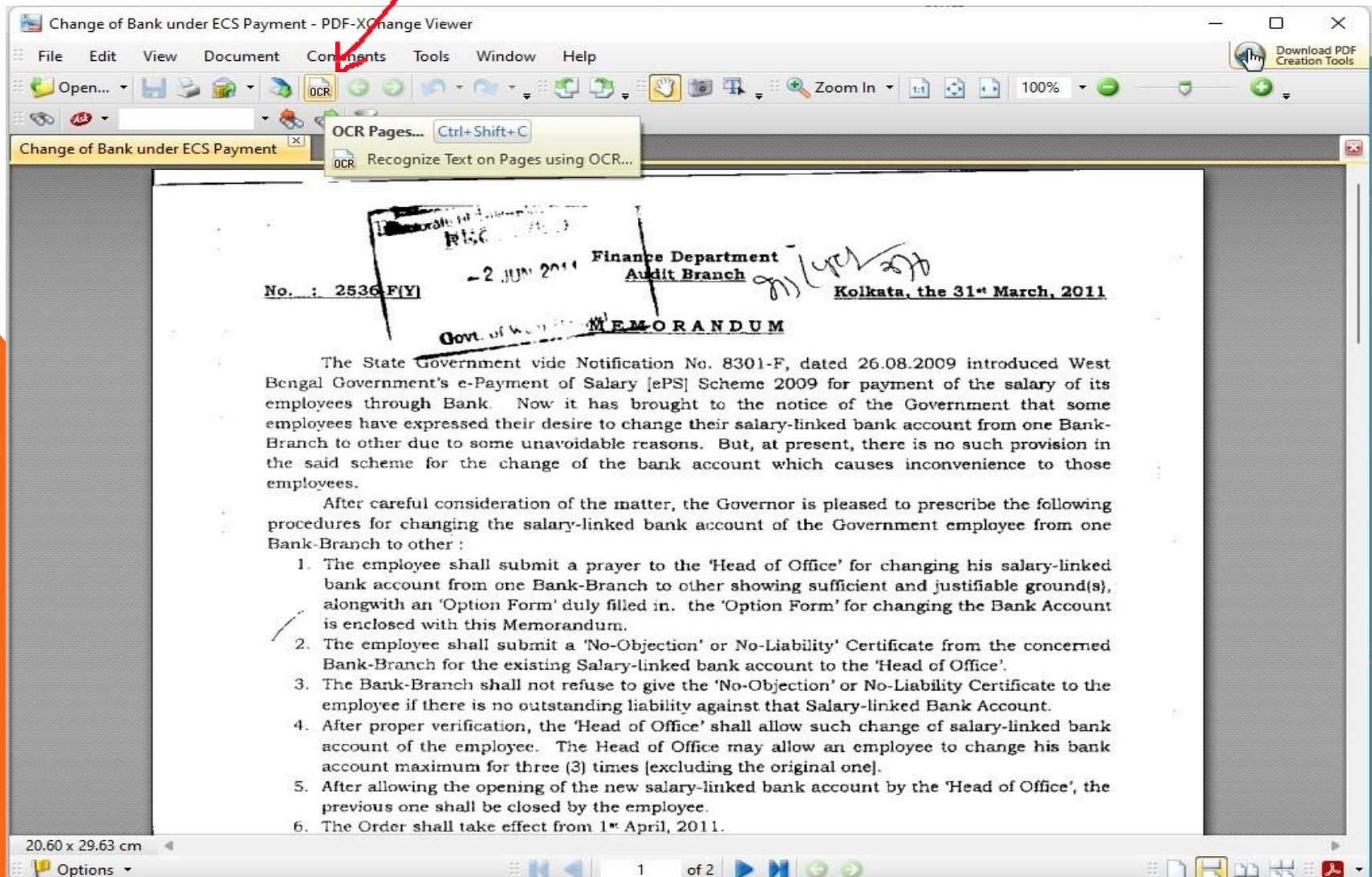
Several free & trial version software(s) are available online which can be downloaded from internet for creating OCR in PDF files. Some of the available software(s) are PDF-Xchange Viewer, Acrobat Adobe Reader, ABBYY Fine Reader etc.

Open the PDF file containing a scanned image you wish to convert in OCR Format using PDF-Xchange Viewer.

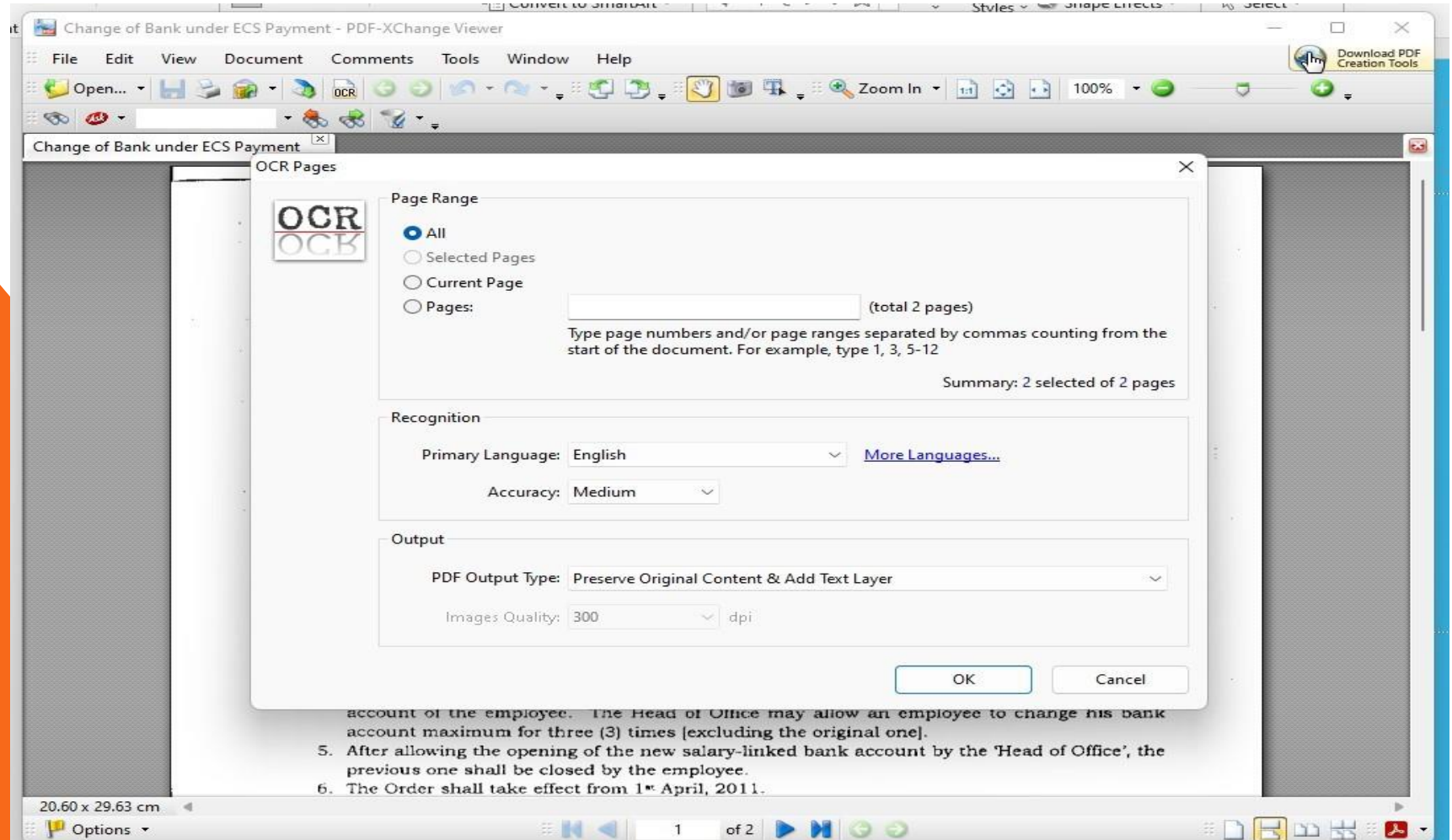
Step 1 : Click the “File” menu and select the document which has to be opened and click on the “Open” button as shown below.



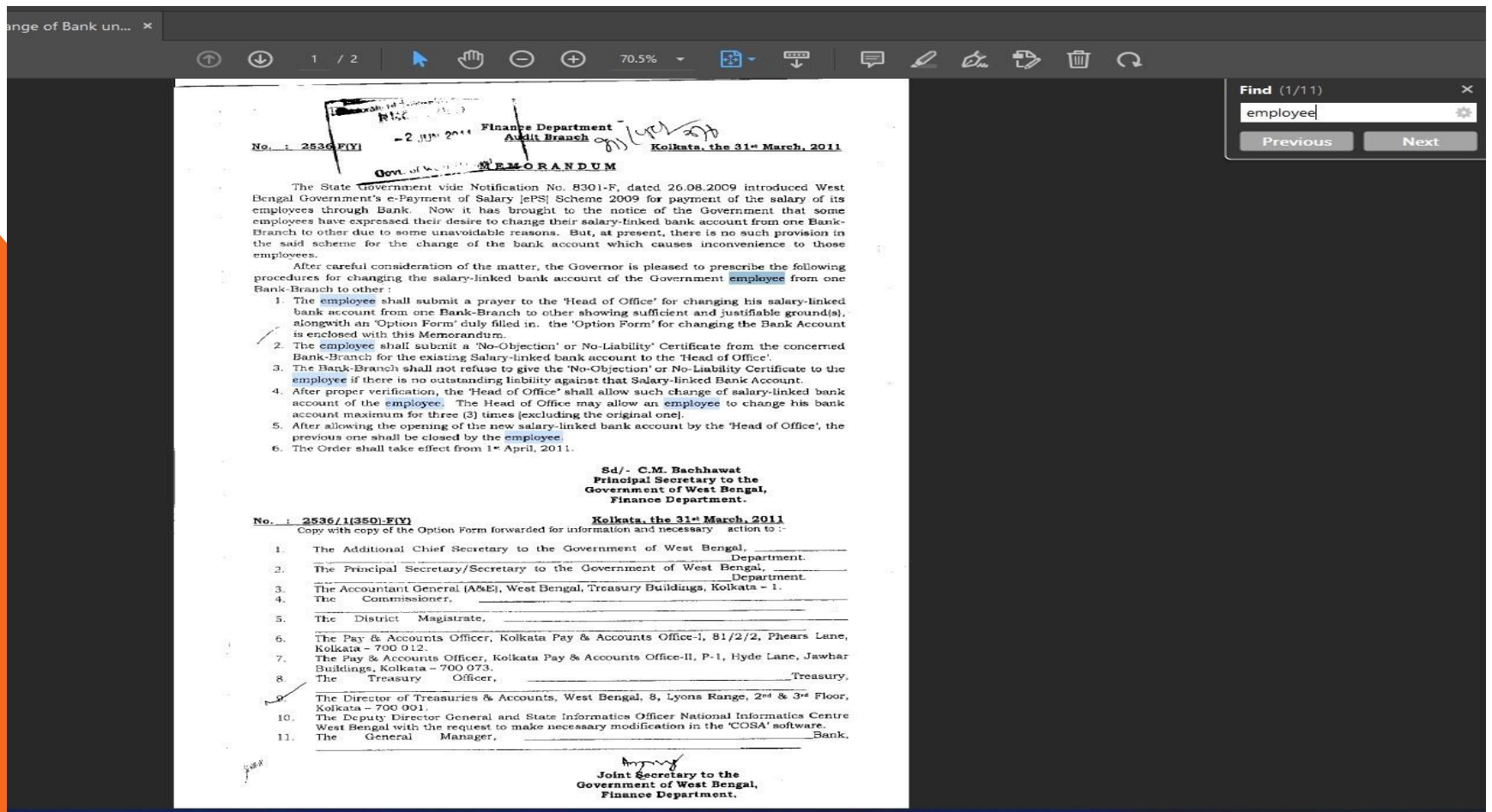
Step 2: Click on the OCR button as shown below or Press Ctrl+Shift+C.



Step 3: Mention the range of pages for the conversion process and select Output Type as Preserve Original Content & Add Text Layer under the options and click on the “OK” button as shown below.



After the conversion process is over save the pdf and then open it. PDF with searchable OCR option will show search result as shown below.

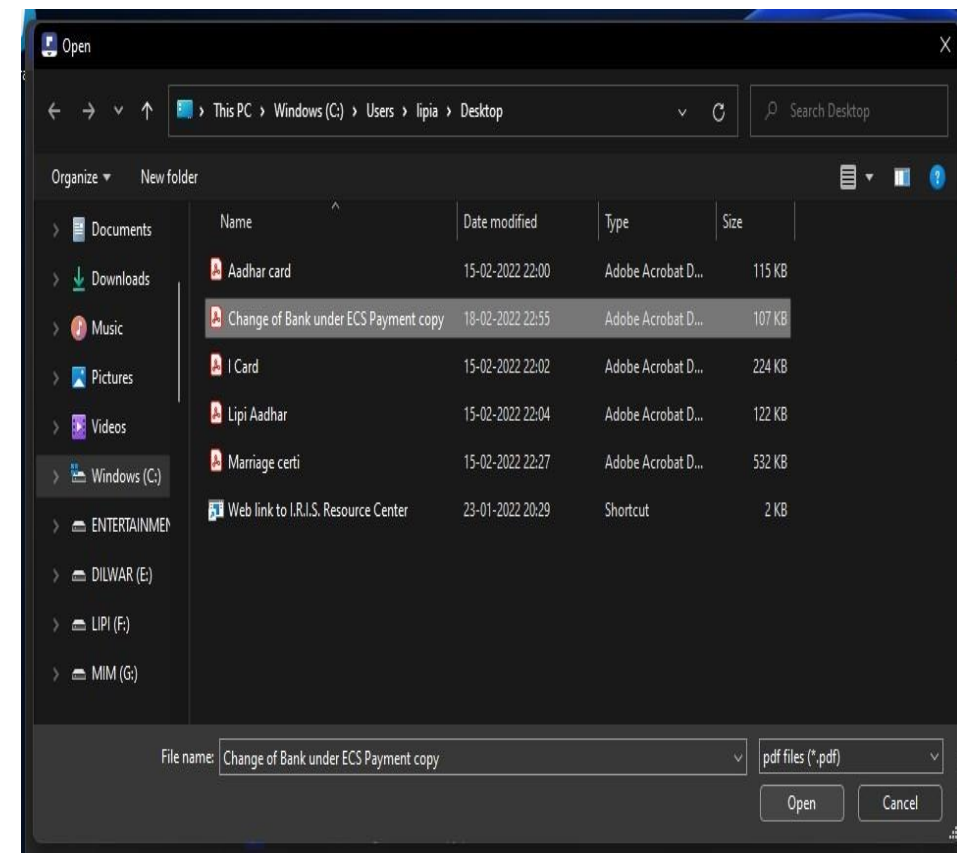
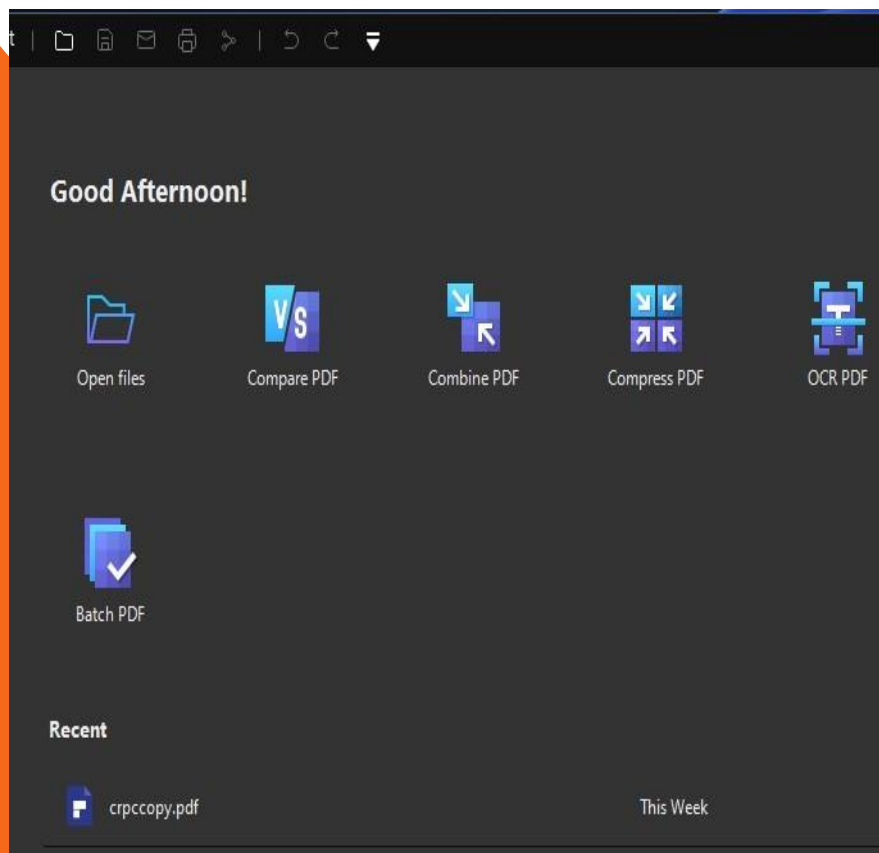


SCREENSHOTS OF PROCEDURE FOR BOOKMARKING PDF DOCUMENT

Several free & trial version software(s) are available online which can be downloaded from internet for bookmarking PDF files. Some of the available software(s) are Foxit Reader, Adobe Acrobat etc.

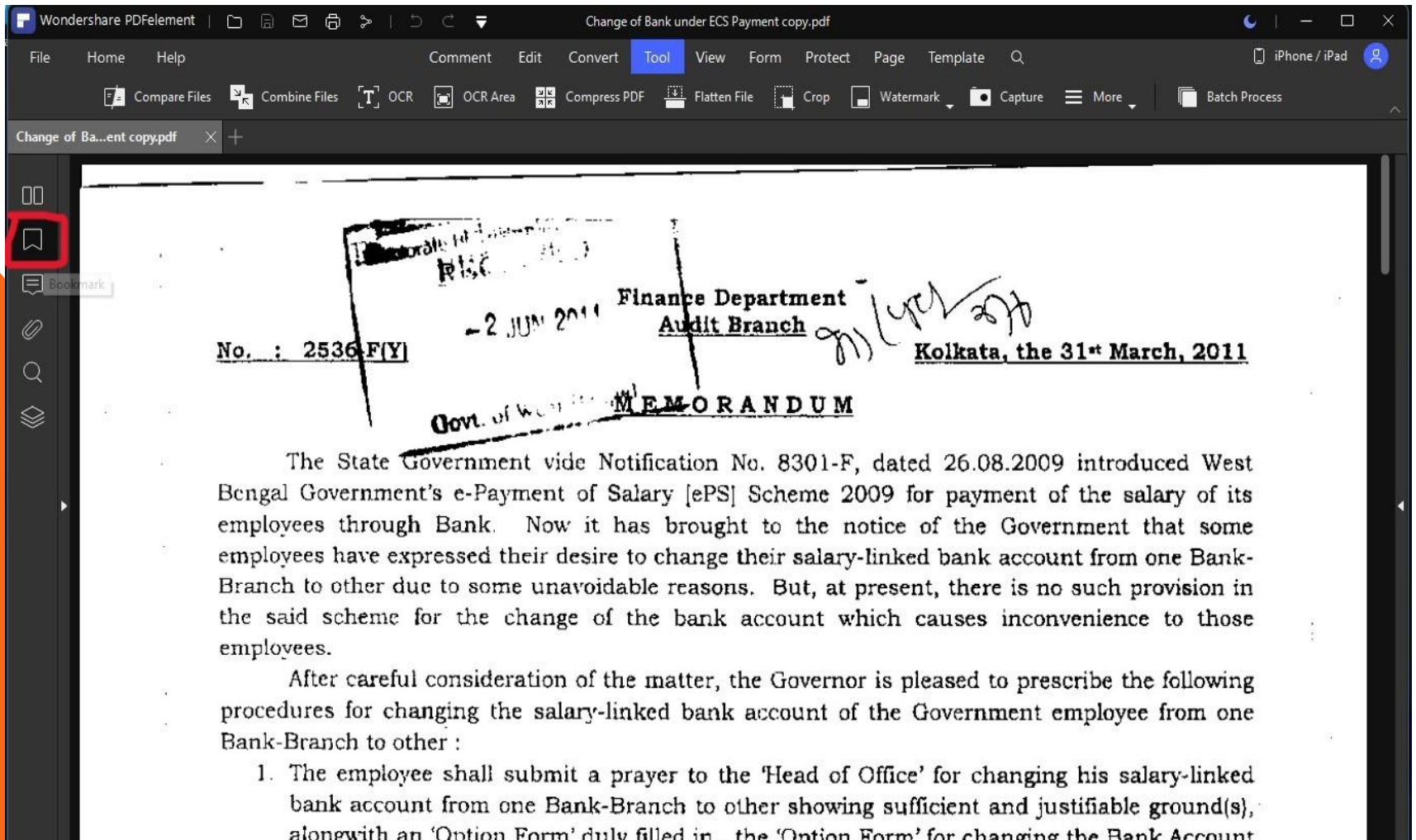
HOW TO OPEN THE BOOKMARKING SOFTWARE

Step 1: Open the bookmarking application software. Here Wondershare PDFelement software is used. Then choose “Open Files” menu and choose the PDF file You want to bookmark.



CREATION OF BOOKMARK

Step 2: Click on the “Bookmark” menu available in the left pane as shown below in red border.



The screenshot displays the Wondershare PDFelement interface. The top menu bar includes File, Home, Help, Comment, Edit, Convert, Tool, View, Form, Protect, Page, and Template. The 'Tool' menu is currently open, showing options like Compare Files, Combine Files, OCR, OCR Area, Compress PDF, Flatten File, Crop, Watermark, Capture, More, and Batch Process. The left sidebar contains icons for Document, Bookmark, Comment, Search, and Layers. The 'Bookmark' icon is highlighted with a red border. The main document area shows a scanned document with the following text:

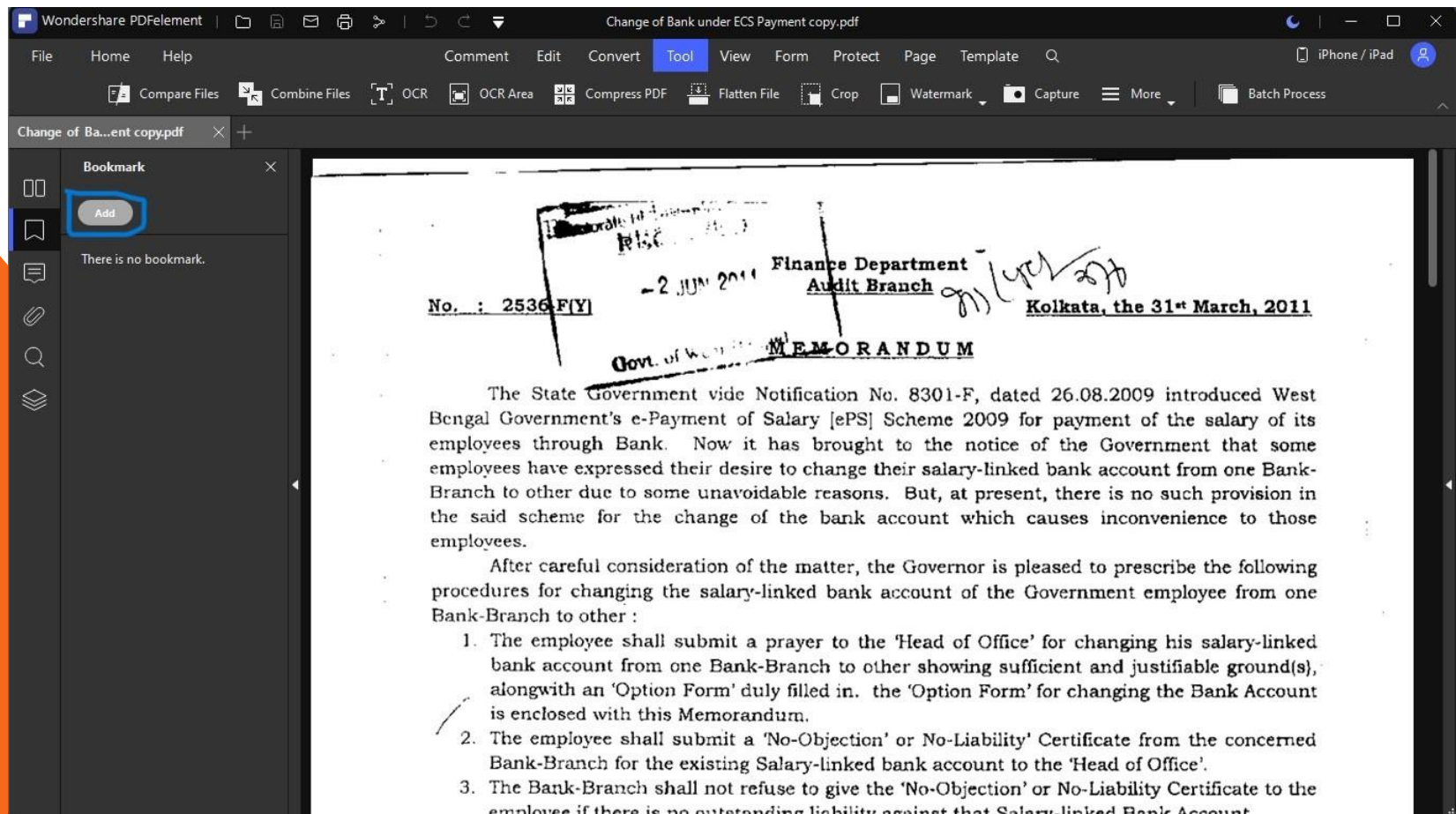
Finance Department
Audit Branch
No. : 2536 F(Y)
- 2 JUN 2011
Kolkata, the 31st March, 2011
Govt. of West Bengal
MEMORANDUM

The State Government vide Notification No. 8301-F, dated 26.08.2009 introduced West Bengal Government's e-Payment of Salary [ePS] Scheme 2009 for payment of the salary of its employees through Bank. Now it has brought to the notice of the Government that some employees have expressed their desire to change their salary-linked bank account from one Bank-Branch to other due to some unavoidable reasons. But, at present, there is no such provision in the said scheme for the change of the bank account which causes inconvenience to those employees.

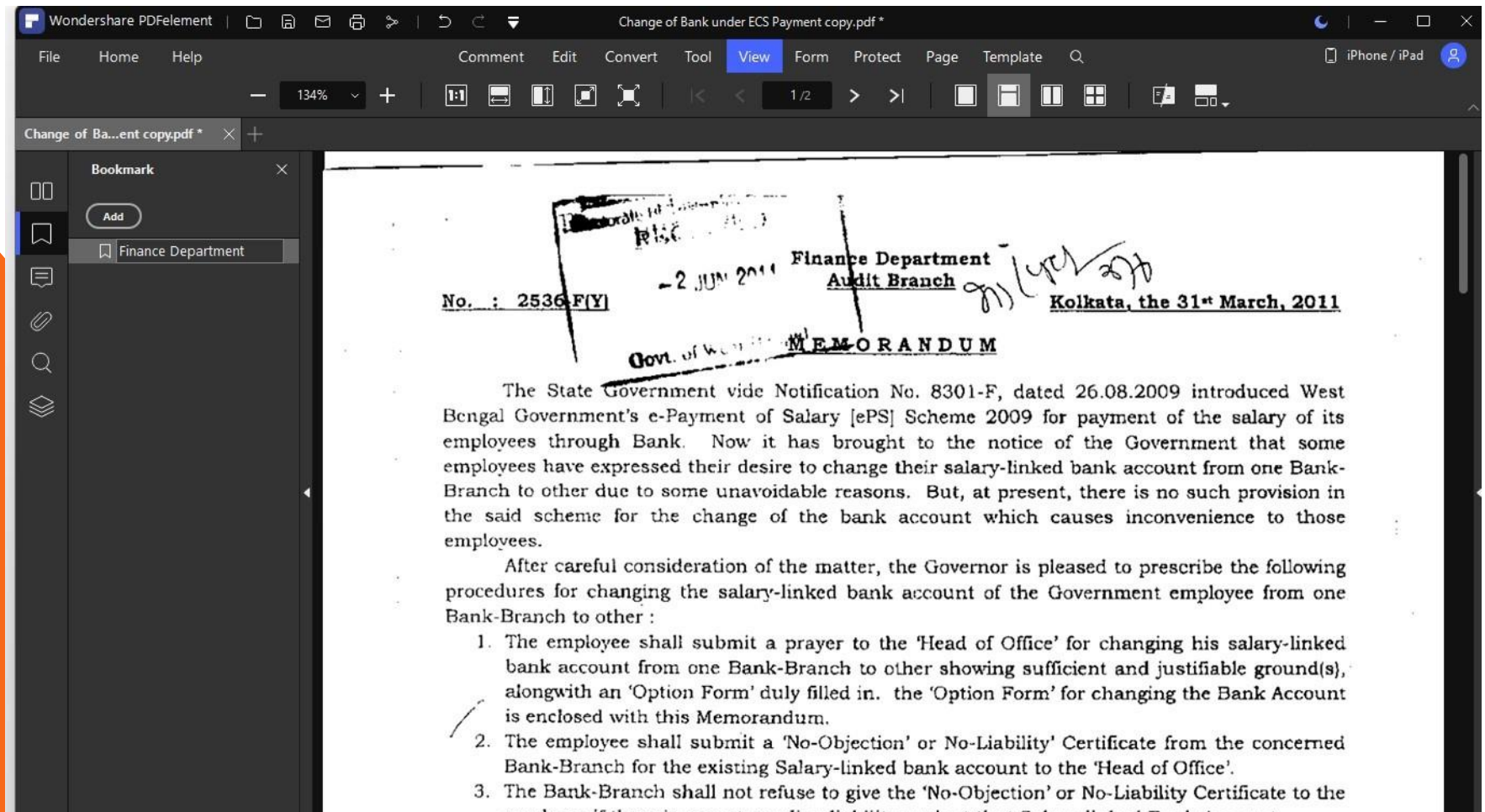
After careful consideration of the matter, the Governor is pleased to prescribe the following procedures for changing the salary-linked bank account of the Government employee from one Bank-Branch to other :

1. The employee shall submit a prayer to the 'Head of Office' for changing his salary-linked bank account from one Bank-Branch to other showing sufficient and justifiable ground(s), alongwith an 'Option Form' duly filled in. the 'Option Form' for changing the Bank Account

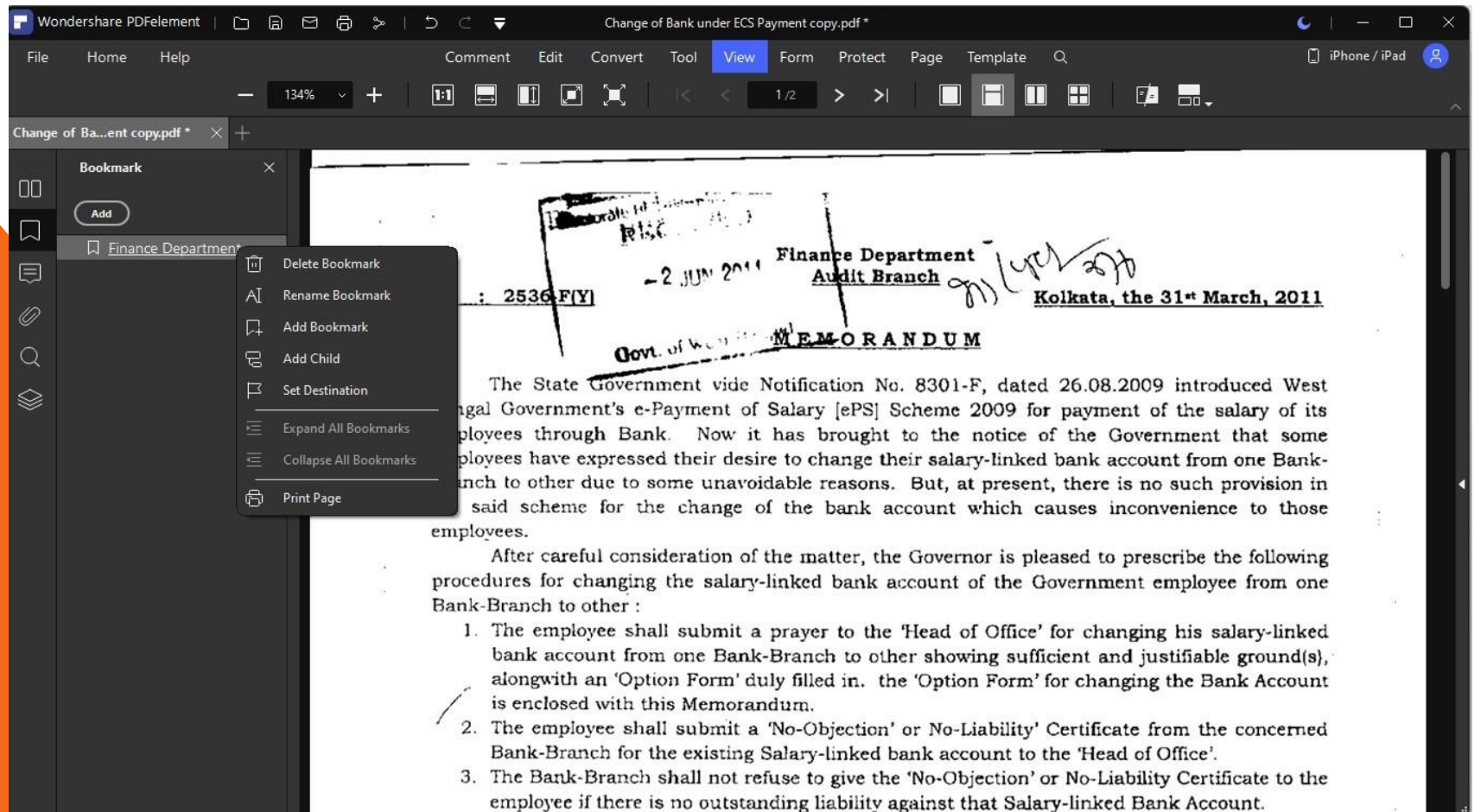
Step 3: Once the Bookmark button is clicked, the user will allowed to create the Bookmark for the PDF file using “Add” button as shown below in blue box.



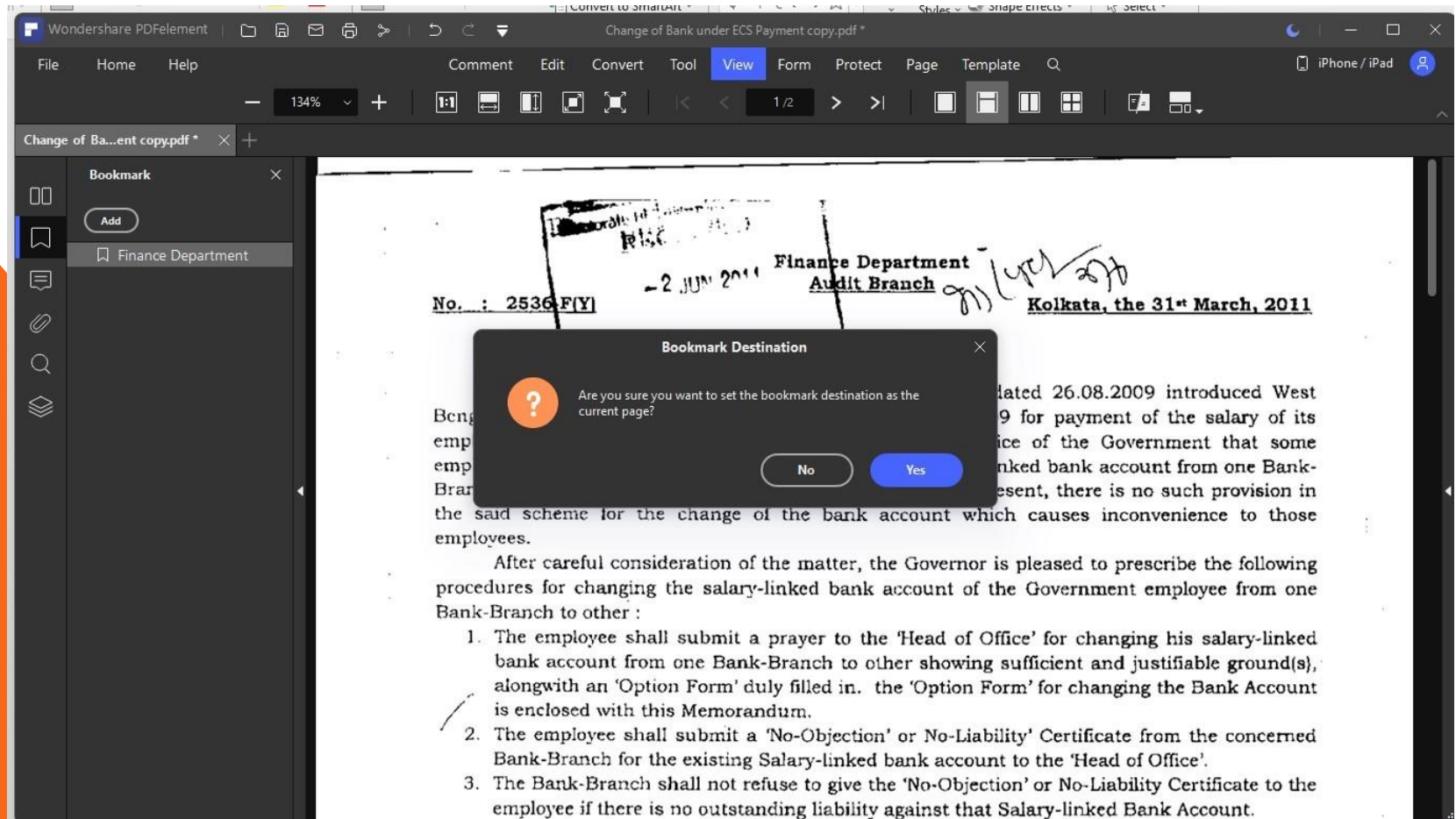
Step 4: Click on the “Add” button and set the name for the created Bookmark as per your choice.



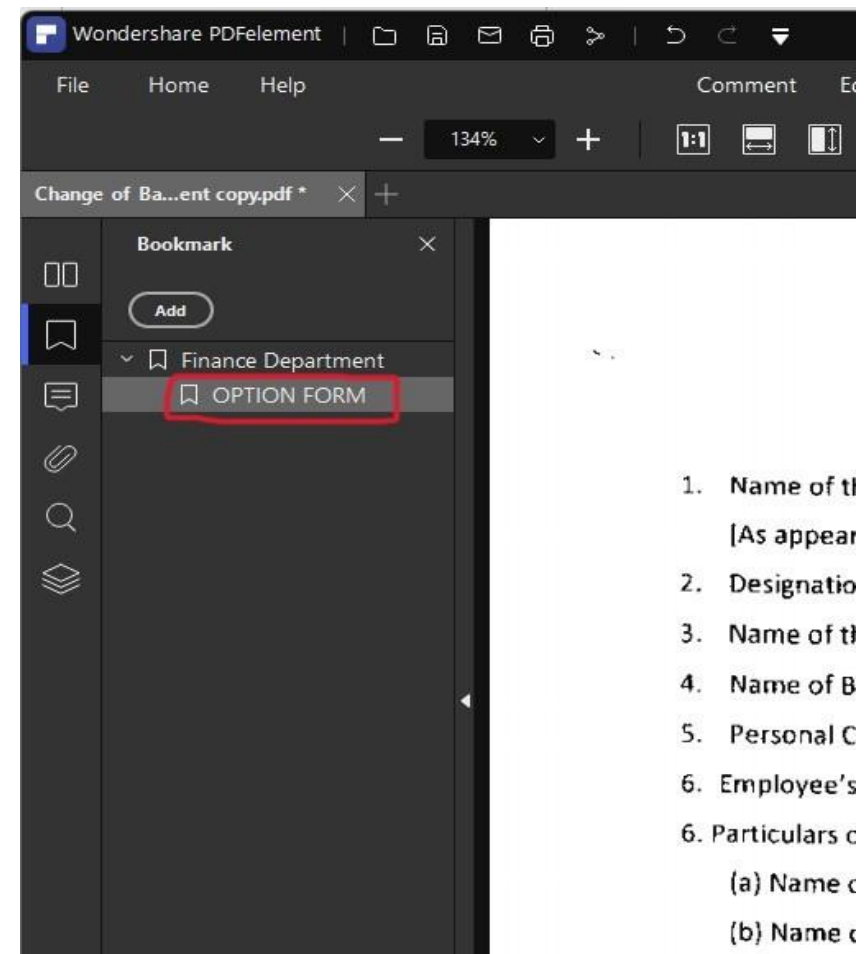
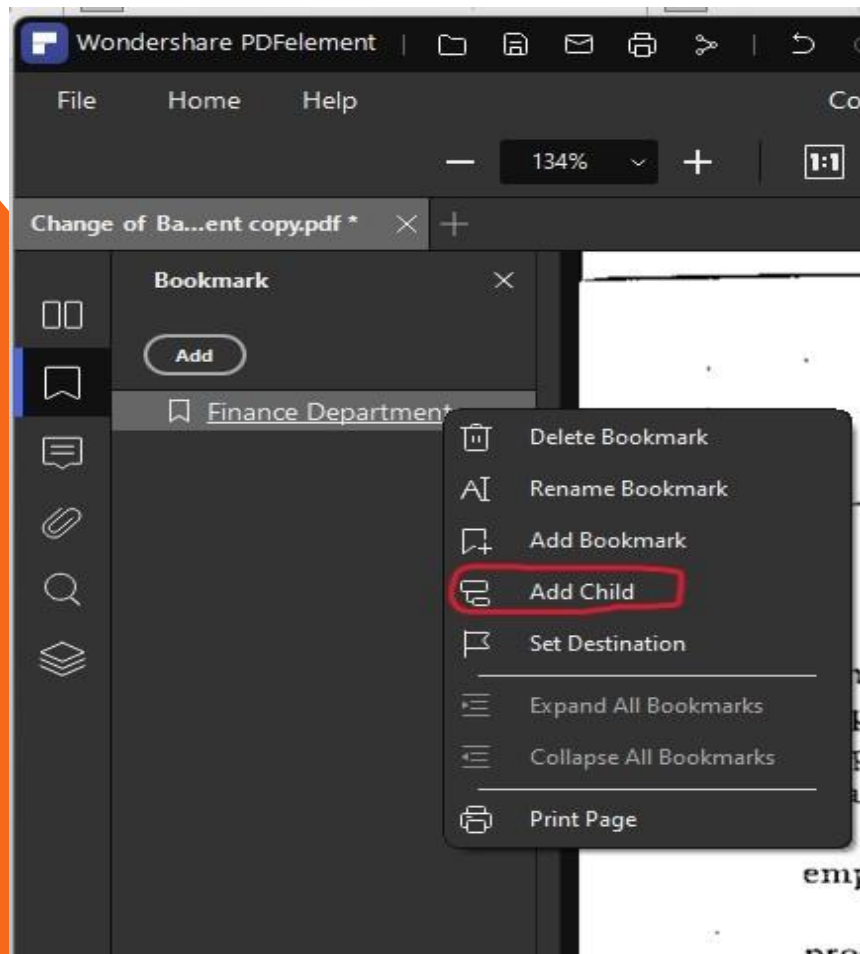
Step 5: User then shall set the pages which are to be mapped under the created bookmark. To map the pages, scroll down the PDF file and select the page which has to be kept as first page / destination page for the created bookmark by right clicking on the created bookmark as shown below.



Step 6: Once the “Set Destination” is selected the screen will ask the user to confirm the selection once again. Click on “Yes” button to set the selected page as destination page. For adding more bookmarks follow Step 3 & 4.



User can add a “Child Bookmark” under the already created bookmark. To do this, right click on the already bookmark and select the “Add Child” as shown below. You have to Set Destination again for the Child Bookmark following the previous Step 5.





THANK YOU

