

# Manual for Advocates and Litigants

## Cases converted from Vellore District to Ranipet District.

( CNR no's changed from (vellore code → Ranipet code) TNVLxxxx → TNRPxxxx)

**Already existing cases in the Mycases menu to be Removed and Need to add all your cases again under the Ranipet District to My Cases.**

- **Then only the Case Updates will be reflected to your Cases in the Mycase Menu,**
- **Also for Re-Submission of already efiled Cases - need to add again the cases to Mycases menu under Ranipet District and to submit by selecting the case.**
- **In Cases, if returned the eFiled cases from Court side with objection, it will reflect only if added again in the Mycases menu under Ranipet District.**

**Screenshots with Steps to follow is attached below**

## How to Add the case in the E filling Website in the My Cases Menu.

### Step 1:

Login the E-Filing portal <https://filing.ecourts.gov.in/pdedev/> , After Enter the User Name & Password, Main page appeared.

The screenshot displays the eFiling Services portal for Madras High Court. The top navigation bar includes 'eFiling Services' and dropdown menus for 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The main dashboard features six colored tiles: 'Draft Pleadings' (green), 'Completed Pleadings' (green), 'Draft IAs' (blue), 'Completed IAs' (blue), 'Objections' (orange), and 'My Cases' (brown). The 'My Cases' tile shows a briefcase icon and the number '0'. A red arrow points to this tile. Below the tiles, there is a 'Calendar' for September 2024 and a 'Cases Listed Today - 04-09-2024' section showing 'No Cases' with a red folder icon. A vertical sidebar on the right contains icons for home, help, and profile.

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Step 2:**

Click on the **“Portfolio”** menu.

The screenshot shows the eFiling Services dashboard. At the top, there is a navigation bar with the following items: eFiling Services, My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. A red arrow points to the Portfolio menu. Below the navigation bar, there are several summary cards: Draft Pleadings (0), Completed Pleadings (12), Completed IAs (0), Objections (3), and My Cases (7). A central menu is open, showing options: Search Cases, My Cases, Planner, Import Cases, and Export Cases. Below the summary cards, there is a calendar for August 2024 and a section titled 'Cases Listed Today - 20-08-2024' which currently shows 'No Cases'.

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

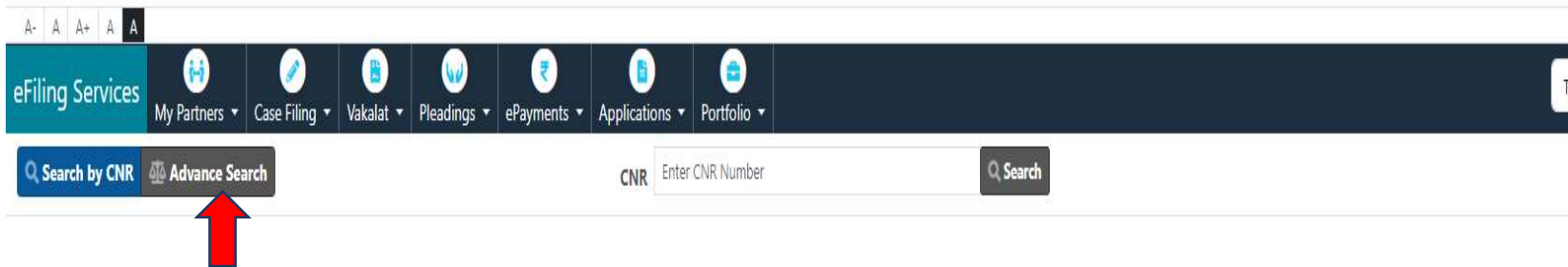
**Step 3:**

Click on the **“Search Cases”**

The screenshot shows the eFiling Services dashboard. At the top, there is a navigation bar with 'eFiling Services' and several menu items: 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. Below this, there are several summary cards: 'Draft Pleadings' (0), 'Completed Pleadings' (12), 'Completed IAs' (0), and 'Objections' (3). A 'Search Cases' menu is open, showing options for 'Search Cases', 'Planner', 'Import Cases', and 'Export Cases'. A red arrow points to the 'Search Cases' option. Below the summary cards, there is a 'Calendar' section for August 2024, with the 20th highlighted. To the right of the calendar, there is a section titled 'Cases Listed Today - 20-08-2024' which currently shows 'No Cases'.

**Step 4:**

You get new window. Click on the **“Advance Search”**,



**Step 5:**

Select **District** and Court **Establishment** from the dropdown List.

The screenshot shows the eCourts portal search interface. The browser address bar displays the URL: `filing.ecourts.gov.in/pdedev/?p=Portfolio/search_cases`. The page header includes a navigation menu with icons for My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. A search bar is located below the navigation menu, with options for Search by CNR and Advance Search. The search criteria are set to District: Ranipet and Establishment: Select Establishment. A dropdown menu is open for the Establishment field, showing a list of court establishments. A red arrow points to the dropdown arrow of the Establishment field, and another red arrow points to the dropdown arrow of the Establishment dropdown menu.

Search by CNR Advance Search

District Ranipet Establishment Select Establishment

Select Establishment

- Chief Judicial Magistrate Court, Ranipet
- Principal District Court, Ranipet
- Additional District and Sessions Court, Arakkonam
- Judicial Magistrate Court No. II, Arakkonam
- Special Sub Court to deal with LAOP Cases, Arakkonam
- District Munsif Court, Sholingur
- District Munsif Court, Arakkonam
- Judicial Magistrate Court, Arakkonam
- Sub Court, Arakkonam
- Judicial Magistrate Court, Sholingur
- District Munsif cum Judicial Magistrate Court, Arcot
- Judicial Magistrate Court No. II, Walajapet
- District Munsif cum Judicial Magistrate Court, Ranipet
- Sub Court, Ranipet
- District Munsif cum Judicial Magistrate No. I Court, Walajapet

### Step 6:

After select the Court Establishment, new window appeared, Enter the **“Filing Number”** , **Case Number**, or **others** and click on Go.

The screenshot shows a web application interface for searching cases. At the top, there is a navigation bar with "Filing Services" and several menu items: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The location is set to "Tamil Nadu". Below the navigation bar, there are search options: "Search by CNR" and "Advance Search". The "District" is set to "Ranipet" and the "Establishment" is set to "Sub Court, Arakkonam". A row of search filters includes "Case Number", "Party Name", "Filing Number" (highlighted), "FIR Number", "Advocate Name", "Act", "Case Type", and "Caveat". The main search area is titled "Search By Filing Number" and contains two input fields: "Filing Number \*" with the value "479" and "Year \*" with the value "2024". Both input fields have red arrows pointing to them. Below the input fields are "Go" and "Reset" buttons.

Step 7:

Then Click the **Case Number**,

Navigation menu: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, Portfolio

Advance Search: District: Ranipet, Establishment: Sub Court, Arakkonam

Search filters: Case Number, Party Name, **Filing Number**, FIR Number, Advocate Name, Act, Case Type

Number

Filing Number\*: 479, Year\*: 2024

Buttons: Go, Reset

Total Number of Cases : 1  
Sub Court, Arakkonam

Sr. No.	Case Number	Party Name
1	<a href="#">EP/479/2024</a>	Nandhan Vs Valliammal



### Step 8:

The case Details will be appeared, Right side **“ADD Case”** Option Available click on this to add to MyCases

by CNR [Advance Search](#) District:  establishment:

[Case Number](#) [Party Name](#) **[Filing Number](#)** [FIR Number](#) [Advocate Name](#) [Act](#) [Case Type](#) [Caveat](#)


h By Filing Number

Filing Number \*  Year \*

[Go](#) [Reset](#)

[Back](#)

Subordinate Court, Arakkonam

**Case Details**  [Add Case +](#)

Case Code	230800004792024		
Filing Number	EP/479/2024	Filing Date	08-07-2024
CNR Number	TNRP060004952024		

**Petitioner and Advocate**

Petitioner	Advocate
1) Nandhan	P.RAMAMOORTHY

**Respondent and Advocate**

Respondent	Advocate
1) Valliammal	

**OBJECTION**

Redressal Date	08-08-2024
2	08.07.2024 1. ALL DOCUMENTS TO BE FILED TO CLEAR COPY AND OCR FORMAT. HENCE THIS PETITION RETURNED TIME ONE MONTH.
Objection Compliance Date	08-08-2024
Scrutiny Date	08-07-2024

Step 9:

After notification Tab will be appeared **“Case Added Successfully”**

The screenshot displays a web interface for a court system. At the top, there are search filters for District (Rampet), Establishment (Sub Court, Arakkonam), and various search icons for Case Number, Party Name, Act, Case Type, and Caveat. A central notification box with a green checkmark and the text "Case Added Successfully" is overlaid on the page, with a red arrow pointing to it from the "Filing Number" field. Below the notification, there are "Go" and "Reset" buttons. The main content area is titled "Subordinate Court, Arakkonam" and includes a "Back" button, "My Clients", and "Events" tabs. The "Case Details" section contains a table with the following information:

Case Code	230800004792024		
Filing Number	EP/479/2024	Filing Date	08-07-2024
CNR Number	TNRP060004952024		

Below the case details, there are two sections: "Petitioner and Advocate" and "Respondent and Advocate".

**Petitioner and Advocate**

Petitioner	Advocate
1) Nandhan	P.RAMAMOORTHY

**Respondent and Advocate**

Respondent	Advocate
1) Valliammal	

At the bottom of the page, the word "OBJECTION" is displayed.

Step 10:

Click to portfolio Again, select **“My Cases”**, now the Added case will be appeared in My case List.

**My Cases**

Date wise District wise 9 Search Keyword Select

Pending Disposed Both


**District Court Cases**

Tamil Nadu (4)

Subordinate Court, Arakkonam(4 showing)

Sr. No.	Case Number	Next/Disposal Date	Status	Cause Title	Registration date
1	EP/453/2024(F) CIVIL	No Date	Pending	Dhanalakshmi Vs Parthiban	
2	EP/479/2024(F) CIVIL	No Date	Pending	Nandhan Vs Valliammal	
3	EP/516/2024(F) CIVIL	No Date	Pending	M Rajendiran Vs S Kanchana	
4	EP/517/2024(F) CIVIL	No Date	Pending	R Ravichandran Vs Ramesh	

Ranipet, Tamil Nadu (5)



**Steps to Remove the Already Existing Cases under Vellore District which were already added Under Ranipet District.**

**Or**

**to remove the unwanted cases from the Mycases Menu.**

## Step 1:

After adding the cases, we need to remove already Existing Cases in portal.

- i. Click the Portfolio,
- ii. Select My cases,
- iii. Click the already Existing Case, click on it.  
"Remove Case" Option Available in Right Side Corner, click on this, after Existing Cases removed successfully.

The screenshot displays the 'My Cases' interface. At the top, there are filters for 'Date wise' and 'District wise' with a count of 9. A search bar is also present. Below the filters, there are buttons for 'Pending', 'Disposed', and 'Both'. The main section is titled 'District Court Cases' and shows a list of cases under 'Tamil Nadu (4)'. The table has columns for 'Sr. No.', 'Case Number', 'Next/Disposal Date', 'Status', 'Cause Title', and 'Registration date'. The cases listed are:

Sr. No.	Case Number	Next/Disposal Date	Status	Cause Title	Registration date
1	EP/453/2024(F) CIVIL	No Date	Pending	Dhanalakshmi Vs Parithiban	
2	EP/479/2024(F) CIVIL	No Date	Pending	Nandhan Vs Valliammal	
3	EP/516/2024(F) CIVIL	No Date	Pending	M Rajendiran Vs S Kanchana	
4	EP/517/2024(F) CIVIL	No Date	Pending	R Ravichandran Vs Ramesh	

Red arrows point to the 'Remove Case' option in the right side corner of the table rows.

Below the table, there is a section for 'Ranipet, Tamil Nadu (5)'.

## Step 2:

Click the already Existing Case, click on it.

**“Remove Case”** Option Available in Right Side Corner, click on this, after Existing Cases removed successfully.

**Note :** for the existing cases under Vellore district the details will be empty and no updating will be done. Remove and add the same under Ranipet District.

The screenshot displays the 'My Cases' interface. At the top, there is a 'Back' button and a 'Case Details' section. The 'Case Details' section includes a table with the following fields:

Case Type	Filing Number	Filing Date
	/	--
Registration Number	Registration Date	
	/	--
CNR Number		

Below the 'Case Details' section is the 'Case Status' section, which includes:

Next Hearing Date	--
Stage of Case	
Court Number and Judge	-

At the bottom of the page, there are sections for 'Petitioner and Advocate' and 'Respondent and Advocate':

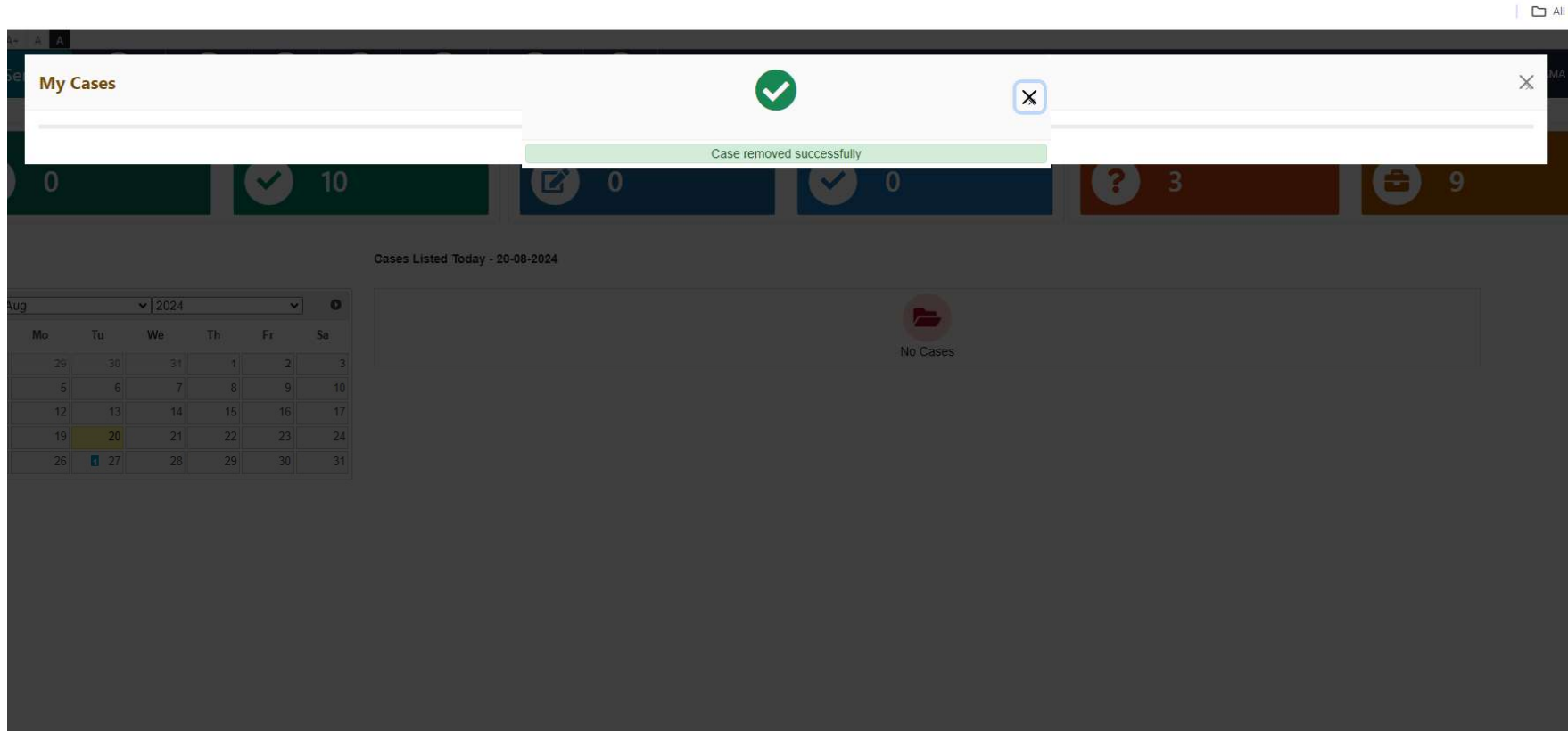
Petitioner and Advocate	
Petitioner	Advocate

Respondent and Advocate	
Respondent	Advocate

In the top right corner of the 'Case Details' section, there are three buttons: 'My Clients (1)', 'Events', and 'Remove case'. A red arrow points to the 'Remove case' button. Other red arrows point to the 'Filing Date' and 'Registration Date' fields in the 'Case Details' section, and the 'Petitioner' field in the 'Petitioner and Advocate' section.

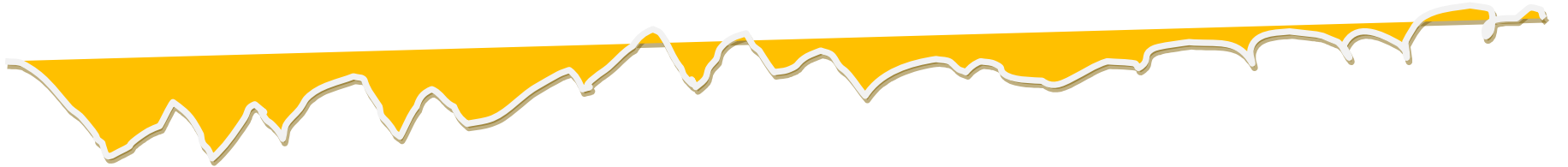
### Step 3:

The Case will be removed from the MyCases List.



*Incase of any Clarification*

*Please contact the eSewa Kendra available at all the Taluks.*





*Thank You*