The **eFiling Services 3.0** system is a comprehensive end-to-end solution for the online filing of plaints, written statements, and applications for both Civil and Criminal cases before High Courts and District Courts.

The following procedures are extracted from the user manual provided:

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1. Getting Started and Registration

Accessing the System

- **URL:** Visit https://filing.ecourts.gov.in/.
- **Login:** Registered users log in using a username (bar code, email, mobile number, or unique code) and password.

New User Registration

- **Advocates:** Select State -> Enter Bar Registration Number -> Verify details fetched from Bar Council data -> Set password -> OTP Authentication via mobile registered with the Bar Council.
- **Litigants:** Choose type (Individual or Organizational) -> Enter personal information and contact details -> Place of litigation -> Set password -> OTP Authentication.
- **Unique Code:** Upon successful registration, a **Unique Advocate/Litigant Code** is generated for future logins.

Forgot Password

- Select State and Role -> Enter registered mobile/email -> Verify via OTP -> Receive a one-time password via SMS/Email -> Reset password through the profile page.

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2. User Profile Management

Users cannot access the main menu until their profile is complete.

- **Mandatory Steps:** Fill in Profile Details and **Verify Mobile/Email** (essential for system access).
- **Advocate Specifics:** Must update **Practice Locations** (High Court/District Court).
- **Verification:** Advocates not verified during registration and **Party-in-Person Litigants** must upload a Bar Registration Certificate, Photo ID, and Address Proof, followed by **Recording an Oath** via in-system video.

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3. Case Filing Procedure

Case filing is divided into three functional parts:

Part I: Initial Filing

- Performed only by Advocates or Party-in-Person Litigants.
- Enter District/Establishment, Case Type (Civil/Criminal), and primary Party (Client) details.
- A temporary **eFiling Number** is generated upon submission.

Part II: Entering Case Details

- **Litigant Info:** Details of all concerned parties (Appellants/Respondents).
- **Legal Heir:** Added if the petitioner is deceased.
- **Fact Details:** Enter the date, time, and description of facts.
- **Case Details:** Cause of Action, prayer, valuation, and relevant Acts/Sections.
- **MVC:** Additional tab for Motor Vehicle Compensation cases to enter accident and insurance details.

Part III: Final Submission (e-File)

- Review all entered information in the **e-File tab**.
- Click **e-File Case** to submit. **Note:** Details cannot be modified once final submission is complete.

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4. Vakalat Procedure

This formally assigns lawyers to a case through a three-step workflow:

1. **Advocate Assigns Lawyer:** The Advocate selects a case and searches for the registered litigant via mobile number to assign themselves or partners.
2. **Litigant Sends Offer:** The Litigant logs in, selects the case under **Vakalat -> Offer to Advocate**, and confirms via OTP.
3. **Advocate Accepts Offer:** The Advocate accepts the pending offer via OTP to complete the assignment.

- **Print Vakalat:** Advocates can download the completed Vakalat in .doc format for physical records.

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5. Pleadings and e-Signing

Uploading Pleadings

- Advocates search for a case and upload legal documents in **PDF format**.
- **Templates:** Standardized formats (Affidavits, Petitions) can be downloaded in .doc format, edited, and converted to PDF for upload.
- **Merging:** Multiple PDFs (except digitally signed ones) can be merged into a single document.
- **Indexing:** Optional step to create a table of contents with page numbers.

Authentication and e-Signing

- **Authorize Signatories:** The Advocate selects which parties (advocates or litigants) must sign the document and the method (**eSign** or **OTP**).
- **eSign:** Conducted via C-DAC using Aadhaar-based OTP verification.
- **Submission:** Once all formalities are complete, the pleading is submitted to the court via the **Dashboard -> Draft Pleadings**.

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6. ePayments and Applications

- **ePayments:** Users can pay court fees for cases or applications using the **ePayments** menu.
- **Court Fee Wallet:** Advocates can maintain a balance in an online wallet for quick payments.
- **Interlocutory Applications (IA):** Advocates file IAs by choosing the application type, paying the fee via GRN, and completing required authentication.

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7. Portfolio Management

The **Portfolio Menu** allows users to:

- **Search Cases:** Find cases across the system and add them to a personal portfolio.
- **Planner:** Manage a court calendar.
- **Import/Export:** Sync cases with the mobile app.
- **My Cases:** View current status, objections, and today's listed cases.

Detailed Guide to e-Signing and MVC Forms in eFiling 3.0

The eFiling 3.0 system provides specialized workflows for digital authentication and handling specific case types like Motor Vehicle Compensation.

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1. The e-Signing Process

The e-signing module allows for the secure, paperless authentication of legal documents and pleadings.

Signatory Authorization

- The primary Advocate or Party-in-Person must first designate who is required to sign the document.
- Signatories can include the lead Advocate, partner Advocates, or the Litigants themselves.
- The system allows the Advocate to select the specific method of authentication for each signatory: **Aadhaar-based eSign** or **OTP-based verification**.

Execution Steps

- **Document Selection:** Navigate to the **Pleadings** menu and select the document intended for signing.
- **Aadhaar eSign (C-DAC):** If eSign is selected, the user is redirected to the C-DAC authentication gateway.
- **Verification:** The user enters their Aadhaar number and the OTP received on their Aadhaar-linked mobile device.
- **Digital Attachment:** Once verified, a digital signature is cryptographically attached to the PDF document.
- **OTP Verification:** For the OTP method, the signatory receives a code on their registered mobile number to confirm they have reviewed and approved the document.

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2. Motor Vehicle Compensation (MVC) Forms

When a case is identified as an MVC claim during the initial filing, the system activates a specialized **MVC Tab** to capture accident-specific data.

Accident and Police Details

- **Occurrence:** Users must provide the exact date, time, and location of the accident.
- **Police Records:** Fields are provided for the **FIR Number**, the year of the FIR, and the specific Police Station where the incident was reported.

Vehicle and Insurance Information

- **Vehicle Data:** Requires the registration number, type, and ownership details of the offending vehicle.
- **Driver Details:** Information regarding the driver's license and identity must be entered.
- **Insurance Coverage:** A dedicated section for the Insurance Policy number, the insurance company name, and the policy validity period.

Victim and Claim Details

- **Nature of Injury:** Users specify if the claim relates to a "Grievous Injury," "Minor Injury," or "Death".
- **Medical Evidence:** Documentation regarding hospital records and disability certificates can be noted here.
- **Compensation Claim:** A structured form to enter the total amount claimed, often broken down by medical expenses, loss of earnings, and other legal heads.

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3. Finalizing the Filing

- **Verification:** Before final submission, the system provides a summary of all entered MVC and signatory data.

- **e-Filing:** Once all signatures (Advocate and Litigant) are obtained and MVC forms are filled, the user clicks **e-File** to transmit the case to the court's Case Information System (CIS).
- **Acknowledgment:** The system generates a final e-Filing number and a digital receipt for the user’s records.