THE GAUHATI HIGH COURT AT GUWAHATI

(HIGH COURT OF ASSAM, NAGALAND, MIZORAM AND ARUNACHAL PRADESH)

NOTIFICATION NO. 60

Dated Guwahati, the 27th August, 2020

THE GAUHATI HIGH COURT ELECTRONIC FILING (e-FILING) RULES, 2020

In exercise of power conferred under Articles 225 and 227 of the Constitution of India, the Gauhati High Court is pleased to frame these Rules to regulate e-filing.

1. Short Title, Applicability and Commencement:

1.1 These Rules may be called the Gauhati High Court Electronic Filing (e-filing) Rules, 2020.

1.2 These rules will apply to Electronic Filing (e-filing) of cases in the Gauhati High Court (Principal Seat and all the outlying Benches), District & Sessions Courts, Family Courts, Special Courts and Tribunals under the administrative control of the Gauhati High Court.

1.3 These rules will apply to such categories of cases as would be notified by the Gauhati High Court from time to time.

1.4 These Rules shall amend and consolidate the existing Rules and Practice Directions including those prescribed in (1) the Gauhati High Court Rules, (2) Civil Court Rules & Orders of Gauhati High Court, (3) and Criminal Court Rules and Orders of Gauhati High Court.

1.5 These Rules shall come into force from the date notified by the Gauhati High Court.

2. Definitions:

2.1 **'Action'** means and includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases, caveat and interlocutory applications.

2.2 **'Administrator'** means the Registrar (IT)/Central Project Coordinator or any officer designated by the Chief Justice of Gauhati High Court or any officer designated by the District & Sessions Judge, Special Judge, Principal Judge of Family Courts, Presiding Officer/Member of Tribunals under the administrative control of the Gauhati High Court for administering and dealing with matters connected with or relating to e- filing.

2.3 **'Authorised person'** means the engaged advocate or recognized agent as defined in Code of Civil Procedure.

2.4 **'Bench'** means one or more Judges assigned to adjudicate upon an action and includes the Presiding Officer of a District Court, Family Court, Special Court or Tribunal, as the case may be.

2.5 **'Designated Counters'** means the counters designated for e-filings.

2.6 **'District Court'** means and includes the Courts and Tribunals established and functioning under the administrative control of the Gauhati High Court.

2.7 **'Electronic Filing (e-filing)'** means e-filing through the internet (at the web portal of the Court), or through the internet/intranet at the designated counters, unless the context requires otherwise.

2.8 **'Evidence'** means and includes evidence as defined under the Indian Evidence Act, 1872.

2.9 **'High Court'** means Gauhati High Court (Principal Seat and Outlying Benches).

2.10 **'Objection(s)'** means and includes deficiencies and errors pointed out by the Registry in relation to the actions instituted in the Bench.

2.11 **'Party'** means and includes plaintiff(s), petitioner(s), complainant(s), applicant(s), decree holder (s), and appellant(s).

2.12 **'Opposite Party'** means and includes defendant(s), respondent(s), judgment debtor(s), opposite party/parties, and non- applicant(s).

2.12 **'Physical Filing'** means actions and pleadings filed as hard copies.

2.14 **'Pleadings'** means pleadings, both original and amended, filed in support or defence of an action including affidavits, additional affidavits and supplementary affidavits.

2.15 **'Statement of Defence'** means and includes written statement(s), both original and amended, reply/replies, counter- affidavits, and additional or supplementary affidavits.

2.16 **'PDF'** means an electronic document filed in a portable document format.

2.17 **'PDF/A'** means an ISO-standardized version of the portable document format (PDF) specialized for the digital preservation of electronic documents.

2.18 **'Registry'** means the Registry of the Gauhati High Court or the filing section of the District Court.

2.19 **'Technical Failure'** means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.

2.20 **'Third Party'** means and includes any person or entity seeking to become a party or to intervene in an action.

2.21 **'Working Day'** means and includes a day when the Registry of the Court is working under the calendar published or as directed by the Court.

3. Filing of Pleadings

3.1 Except as provided elsewhere in these rules, all petitions, applications, appeals and other pleadings/documents in fresh, pending cases, may be filed electronically in the manner hereinafter provided. A document that an advocate or party files electronically under these Rules has the same procedural effect as a document in paper form.

Provided that the parties and advocates shall continue to file the hard copy within 3 days of e-filing in urgent cases and 7 days in ordinary cases.

Provided further that the Gauhati High Court in its discretion may direct for mandatory filing of pleadings under certain conditions by way of e-filing as per these Rules.

3.2 If the parties and advocate file the hard copy within 3 days of e-filing in urgent cases and 7 days in ordinary cases, the date of e-filing shall be taken to be the date of filing for computing the period of limitation and for other purposes.

3.3 The pleadings should be clear and concise. Parties and third parties should set forth their claims, averments in separate paragraphs. The statement of truth, verification, affidavit of the concerned person must bear their signature. Opposite parties should also file their replies under sequentially numbered paragraphs and headings (such as Preliminary Objections and Objections on Merits).

3.4 Filing of pleadings and document through e-filing shall be also subject to provisions of Section 4 of the Information Technology Act, 2000.

4. Digital Signatures:

4.1 The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possesses a digital signature, a print out of the action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.

4.2 A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-signature based on Aadhaar authentication.

5. Payment of Court Fees/Other Charges:

The Court fee and other charges can be paid online electronically, subject to the orders of Gauhati High Court to be notified from time to time in this regard. The Transaction ID provided upon online payment of court fee and other charges is required to be entered along with uploading the e-payment receipt in the appropriate fields at the time of on-line e-filing.

6. Retention of Original(s):

6.1 The originals of the documents that are scanned and digitally signed either by the Advocate or the litigant in person at the time of e-filing should be preserved, for production or inspection, as may be directed by the Bench.

6.2 In any event, signed vakalatnama, signed and notarized/attested affidavit shall be filed in original in the Registry. Any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the action. Final disposal shall include disposal of the action by the superior appellate court.

6.3 Notwithstanding anything above and subject to any law in force, the following documents shall have to be preserved :-

a. A Negotiable Instrument (other than a cheque) as defined in Section 13 of

The Negotiable Instruments Act, 1881 (26 of 1881).

b. A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
c. A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
d. A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
e. Any contract for the sale or conveyance of immovable property or any interest in such property.
f. Any other document as may be directed by the Bench/Court.

6.4 The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.

7. Access to the Electronic Data of the action

The authorized person(s) of the parties shall have access to the data e-filed by any of the parties to the specific action free of cost, as is presently being provided in pending actions, save and except those which are not permissible under the relevant rules. This facility shall be in addition to the procedure of obtaining certified copies.

8. Exemption from e-filing

The Bench upon an application being made for that purpose may exempt a party from on-line e-filing of the entire pleading or a part of the pleadings and/or documents under the following circumstances:

a) where on-line e-filing is for reasons set out in the application not feasible; or
b) where there are concerns about confidentiality and protection of privacy; or
c) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
d) where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
e) for a just and sufficient cause.

9. Service of Electronic Documents:

The notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available in addition to the prescribed mode of service, or any other mode as directed by the Bench. The e-mail IDs of the Registry officials shall be published on the Court website to enable the recipients to verify the source of the e-mail.

10. Computation of Time

10.1 Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time

(IST) will apply.

10.2 E-filing through designated counters will be permissible from 10.00 A.M up to 04.00 P.M. on any court working day. On-line e-filing carried out after 04.00 P.M. 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.

10.3 The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the designated counters for e- filing from 10.00 A.M up to 04.00 P.M. on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.

10.4 Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions will commence from the date when e-filing is made as per the procedure prescribed in these Rules.

11. Procedure for filing caveat.

All caveats may be filed on-line as laid down in these Rules.

12. Hard Copies of Pleadings and Documents filed electronically.

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. The Registry will wherever required prepare hard copies for official use.

13. Storage and Retrieval of e-Filed Documents and Pleadings.

E-filings will be stored on an exclusive server under the control of the Court. Each such filing will be separately labeled and encrypted to facilitate easy identification and retrieval. The security of such filings will be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

14. Residuary provisions.

14.1 The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.

14.2 Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be

provided to the opposite party. In such circumstances, the plaintiff/ petitioner can be called upon to deposit the charges calculated on the basis of the number of pages per defendant/respondent which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s).

14.3 The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/ litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.

15. General caution.

15.1 e-mail is not a secure medium of communication. Any communication transmitted by e-mail can be intercepted or read by a third party. An Advocate or litigant in person seeking to transmit confidential or sensitive document/material, shall approach the Registry for requisite permission/advice.

15.2 The Registry shall not be responsible in any manner if any pleading or document is filed by way of impersonation.

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Schedule-I
General Instructions

1. On-line e-filing shall be made by visiting the web-portal of the Court, namely :https://efiling.ecourts.gov.in/as.
2. Except as provided in these Rules, actions, whether fresh or pending cases, will be filed electronically by an advocate or litigant in person from their home, office or other remote location in the manner provided in these Rules.
3. Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the designated counters for that purpose upon payment of stipulated charges, if any.
4. The size of the e-file should not exceed 20 MB. In case the file size exceeds 20 MB, the Advocate or litigant should visit any one of the designated centres for enabling e-filing through the intranet.

Schedule-II
Steps for Registration

1. Persons other than Advocates and litigants in person who are already registered on the Court web-portal will take the following steps to register themselves.
    i. Advocates
        a. Should visit the web-portal (https://efiling.ecourts.gov.in/as) to view the form.
        b. Click the registration link.
        c. Fill the form with requisite details.
        d. While entering the mobile number and email id, enter the mobile number and email id as registered in software of the respective Court.



e. While entering the 'Bar Registration Number' which is the Bar Council Enrollment Number, enter the same enrollment number in the same format as entered in the software of the respective Court. The format for entering the Bar Registration No in the requisite field of the registration form is as follows:

AS-1-2020
AS-11-2020
AS-111-2020
AS-1111-2020

'AS' is the Assam State code followed by hyphen '-', then enrollment number, again hyphen '-' and then the enrollment year. There should not be any blank space in between the Bar Council registration number.

Similarly, 'NL' is the State code for Nagaland, 'MZ' for Mizoram and 'AR' for Arunachal Pradesh.

f. Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).

ii. Litigants in person

a. Should visit the web-portal (https://efiling.ecourts.gov.in/as) to view the form.
b. Click the registration link.
c. Fill the form with requisite details.
d. Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).

2. Litigants in person shall submit an affidavit/undertaking that they have not engaged an advocate in the action. A litigant in person, who subsequently engages an advocate, shall make an application before the Administrator for transferring the data in respect of the action to the advocate's account. Once the Administrator allows the application, the data in the action shall be transferred in the user account of the advocate. The litigant in person will not be in a position to modify the data of the subject action without the permission of the Administrator.
3. A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in user manual at Appendix-I.

Schedule-III
Formatting

1. All the original typed text material including notice of motion, memorandum of parties, main petition or memo of appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style for the High Court and all subordinate Courts under its jurisdiction:
   - Page should be A4 size white paper.
   - Maximum 26/27 lines be typed out in each sheet in 1.5 space in between the lines.
   - Words in size 11 of Tahoma font.

- Margins 4 cm at top, 1 cm below, 5 cm left and 2 cm right.
- If any document is typed in a local language, it must be in prepared using Unicode Font only.

2. The document should be converted 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.
3. A document which is not a text document and has to be enclosed with the action, should be scanned using an image resolution of 300DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF is given at Appendix-II.

Schedule-IV
Do's and Don'ts

1. The text documents and scanned documents should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry/Court.
2. The merged documents should be uploaded at the time of on-line e-filing. Screen shots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence in a pending case as set out in user manual at Appendix-I.
3. Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in person.
4. In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.
5. Special characters are not allowed while e-filling Memo of Parties and Advocate remarks.
6. Document Binary File Name Standards.
   The following special characters are not allowed in a file name:
   - A quotation mark (") or (')
   - A number sign/Pound (#)
   - Percent (%)
   - Ampersand (&)
   - Asterisk (*)
   - Colon (:)
   - Angle brackets (less than, greater than) (<>)
   - A question mark (?)
   - Back slash (\)
   - Forward slash (/)
   - Braces (left and right)({ })
   - Pipe (|)
   - A tilde (~)
   - The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

File names will not end with any of the following strings:

- .files
- _files
- -Dateien
- _fichiers
- _bestanden
- _file
- _archivos
- -filer
- _tiedostot
- _pliki
- _soubory
- _elemei
- _ficheiros
- _arquivos
- _dosyalar
- _datoteke
- _fitxers
- _failid
- _fails
- _bylos
- _fajlovi
- _fitxategiak.

Provided that the Registry from time to time may amend/ modify/ alter the list of (a) special characters, and (b) strings.

7. File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.
8. On-line e-filing shall not be water marked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, Trojan horse or the like and the same is to be certified by the e-filing applicant in the format given at Appendix-III. All the e-filed documents shall be legible and free of markings, track changes or annotations.

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Appendices

APPENDIX – I	eFiling User Manual.
APPENDIX – II	Procedure for converting a document into an OCR searchable PDF.
APPENDIX – III	Procedure for book-marking.
APPENDIX – IV	Undertaking for Virus, etc., free uploaded documents.

By Order
Registrar General
Gauhati High Court

Memo No. HC.III-12/2020/2222-2251 /G, Dated: 27th August, 2020.

Copy to:

1. The Secretary General, Supreme Court of India, Tilak Marg, Mandi House, New Delhi-110001.
2. The Registrar General, High Court of _____.
3. The Registrar (Vigilance/Judicial/Administration/Establishment), Gauhati High Court, Guwahati.
4. The Registrar, Gauhati High Court, Kohima Bench, Kohima / Aizawl Bench, Aizawl/ Itanagar Permanent Bench, Naharlagun. They are requested to forward this Notification amongst the respective District/ Subordinate Courts within their jurisdiction.
5. The Registrar-cum-Principal Secretary to Hon'ble the Chief Justice, Gauhati High Court, Guwahati. Guwahati.
6. The District & Sessions Judge,_____ Assam.
7. The L.R.–cum-Commissioner & Secretary to the Govt. of Assam, Judicial Department, Dispur, Guwahati, Assam.
8. The Principal Judge, Family Court, _____ Assam.
9. The Member, MACT, _____, Assam.
10. The Presiding Officer, Special Court _____, Assam.
11. The Presiding Officer, Labour Court _____, Assam.
12. The President/Secretary General, Gauhati High Court Bar Association, Guwahati.
13. The President/General Secretary, Gauhati High Court Advocates' Association, Guwahati.
14. The Chairman, N.E. Bar Council, Gauhati High Court, Guwahati.
15. The President/Secretary, All Assam Lawyers' Association, Guwahati.
16. The President/Secretary, Lawyers' Association, Guwahati.
17. The Joint Registrar (_____), Gauhati High Court, Guwahati.
18. The Deputy Registrar (_____), Gauhati High Court, Guwahati.
19. The Librarian-cum-Research Officer, Gauhati High Court, Guwahati.
20. The Asstt. Registrar (_____), Gauhati High Court, Guwahati.
21. The Court Manager, Gauhati High Court, Guwahati.
22. The Special Officer, Translation Wing, Gauhati High Court, Guwahati.
23. The Project Manager, Gauhati High Court, Guwahati. *He is requested to upload this Notification in the website of the Gauhati High Court.*
24. The P.S. to Hon'ble Mr. /Mrs. Justice _____, Gauhati High Court, Guwahati.
25. The A.O. (Judicial), _____ Section, Gauhati High Court, Guwahati.
26. The Court Masters, Court No._____, Gauha;ti High Court, Guwahati.
27. The Court Officer Nos. 1 & 2, Gauhati High Court, Guwahati.
28. The Chief Security Officer, Gauhati High Court, Guwahati.
29. The C.A. to the Registrar General, Gauhati High Court, Guwahati.
30. The Gauhati High Court Notice Board, (Old Block & New Block).

27/8/2020

REGISTRAR GENERAL

27/8/2020

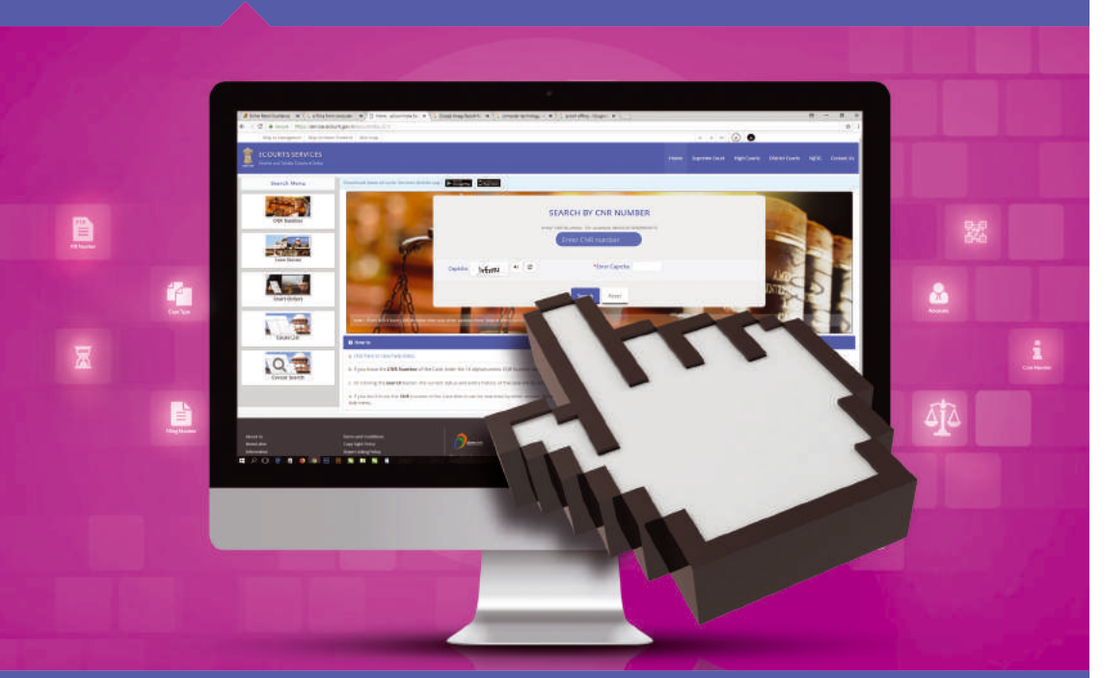
Department of Justice
Ministry of Law and Justice
Government of India

eCommittee
Supreme Court of India

USER MANUAL

E-FILING PROCEDURE

FOR HIGH COURTS & DISTRICT COURTS IN INDIA



Department of Justice
Ministry of Law and Justice
Government of India

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Printed: August 2018

USER MANUAL

E-FILING PROCEDURE

FOR HIGH COURTS
&
DISTRICT COURTS IN INDIA

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eCommittee
Supreme Court of India
2018

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1. Introduction

1.1. Key Purpose

The e- Committee of the Supreme Court of India has designed & set up the e-filing System which enables electronic filing of legal papers ("e-filing"). Using the e-filing, cases (both civil and criminal) can be filed before all high courts and district courts that adopt this e-filing system. Introduction of this e-filing system is aimed at promoting paperless filing & create time and cost saving efficiencies by adopting technological solution to file cases before various courts in India.

This User Manual is for enabling the users to understand the step by step process involved in e-filing, to facilitate use of e-filing system and offer support to users. The e-filing system can be used by any Advocate enrolled to practice in the Bar Council of any State in India or by any Petitioner in Person to file cases before the High court and District Courts of States that adopt this e-filing system. The system will also enable the police stations across India to e-file the charge sheets and other documents pertaining to criminal cases. The list of courts that have adopted this e-filing system will be shown to you in the form of drop down list the moment you select any State and District. Before use of e-filing, a user is required to read the User Manual carefully and abide by its terms and follow its step by step guidance.

1.2. Hardware & Software Requirements for e-Filing

A User must have a personal computer running a Linux or Windows or Macintosh, internet access, a web browser such as Mozilla Firefox or Google Chrome, Adobe Acrobat Reader 11 software and a scanner to scan documents for e-filing. Documents in only PDF format will be accepted for e-filing. Adobe Acrobat reader is available at no charge from Adobe by download at the following address: www.adobe.com/products/reader. PDF documents can also be created by scanning hard copies of documents. When paper documents are scanned, the resolution must be set to 200 dpi. Currently the maximum size a document can be uploaded is 25MB per document pages for a .doc or .docx format.

1.3. Format requirements

The formatting requirements for any cases filed through the e-filing shall be as far as possible in compliance with the respective provisions/rules of the concerned court where a user e-files the case.

It is recommended to file cases/documents using this facility in double space, Times new Roman 14 font only.

Please note that this facility is for e-filing cases/documents. However, concerned court where a case/document is e-filed may require physical submission/filing of documents as well. Please note that at present e-filing does not support filing of audio/video clips as documents and only PDF format is supported by this software. Also, please do not submit encryption or password protected documents. Before filing the documents, please ensure that you have removed any hidden text, such as markings, track changes or annotations from source documents before converting them to PDF.

1.4. Security & Making Payments

The user account of every registered user is password-protected using encryption or other security features. We use industry standard measures to protect all information that is stored on our servers and within our database.

Accepting Court Fees by online or electronic transaction depends on whether the State Government has any system in place to accept payment of Court Fees in electronic form. If such system is in place, in that case it may be possible to make online payment of Court Fees while using this website and e-filing cases.

In order to pay any court fees through e-filing, using netbanking/credit cards, a SSL secure payment gateway has been integrated into the e-filing website where mechanism is available with State Government to accept the payment of Court Fees in electronic form. Any financial details submitted by a user shall be in an encrypted form and not saved on the website's server but will be processed only by the SSL secure server of the payment gateway service. Alternatively, you can also upload scanned copy of receipt obtained after payment of Court Fees. No Money orders/ Demand Drafts are accepted for payment of Court Fee in the e-filing facility.

1.5. User responsibility

It is the responsibility of a user to ensure that an e-filed document does not contain a virus or malware that disrupts an e-filing function or causes any other damage or loss to any party or the e-filing system. A user shall not post anything that is spam, abusive, harassing, defamatory or objectionable or illegal. It is the responsibility of a user to keep their Username and Password confidential at all times and contact Helpdesk in case of any suspicious activity using their account.

1.6. Suspension or Termination of User Account

If it is discovered or reported that any member is using e-filing to engage or indulge in any unlawful or illegal activity or has committed breach of any term of this User Manual, his/her membership will be suspended for inquiry/ terminated forthwith without any liability on providers of e-filing facility. Any illegal activity shall attract criminal and civil penalties.

1.7. Disclaimer

This service is provided on an 'as is basis' and provides no assurances of uninterrupted access, technical error free data or availability at all times. User agrees that e-committee has no liability in case a user is unable to avail the e-filing service at any given point of time or case e-filed is rejected for non-compliance with e-filing rules or rules of concerned court where a case is e-filed.

1.8. Helpdesk

Technical assistance on e-filing is provided by the E-filing Resource center, where the staff is available to answer queries from 9 am to 7 pm IST on each business day. There shall be e-filing admin to each Court Complex who can be contacted by email or phone or like mechanism.

2. Begin Use of e-filing

2.1. The log in screen of e-filing

In order to begin using the e-filing system for filing cases in high courts & district courts, type the address https://efiling.ecourts.gov.in (For example, in Google Chrome, Internet Explorer, Mozilla Firefox, etc.), the Home Page of the said Website shall display a log in screen.

In case a user is new, it will require the user to register to create a user id and password to use the e-filing facility by clicking on the 'New to Website?' Create Account' option. On clicking 'Create Account' registration form will be displayed.

In case a user has already registered with the e-filing facility, such user will simply type his user id and password and log in to the e-filing system.

Fig. 1 below displays how the main page of the e-filing facility will appear to a user.



Fig 1 Home page of e-filing -Log in screen

3. User Registration

A new user can register using the 'create account' option in the log in screen shown in Fig 1. For registration purpose, a user must choose whether it registers as an Advocate or Petitioner in Person or as authorized representative of a police station.

3.1. Registration as an advocate

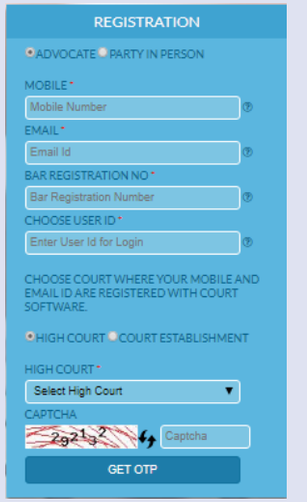
The fields in the registration form must be filled by a User. For registration, in case a User is an Advocate, he must enter the following details in the form as shown in Fig. 2 for Registration as an Advocate

• Mobile Number • Email ID • Bar Registration Number (Only in case of Advocate)
• User ID • Enrolled State • Enrolled District • Enrolled Establishment

In case a User is an Advocate, he must submit the same mobile number and e-mail id that is registered by the person with the concerned court where he practices. In case he does not submit the same, the registration process will not be complete. Incase an advocate chooses to change his e-mail id or mobile number from the registered mobile and email address with the concerned court database, he can do so subsequent to registration formalities on e-filing system is complete. The Advocate must provide details of state, district and establishment details where Advocate's Bar Registration number, mobile and e-mail id are registered.

All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. Two different OTPs gets generated and are sent to the registered mobile number and email address submitted at time of registration by the User. A user then needs to follow steps explained in 3.3 -3.4 to complete the registration process.

Fig 2 Registration form for Petitioner in person



3.2. Registration as a Petitioner in Person

In case a user is a Petitioner in Person, he is required to register by submitting below information as shown in Fig 3 below namely-

• Mobile Number • E-mail id • User id

Nearest court establishment details, such as State, District & Establishment

All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. Two different OTPs gets generated and are sent to the registered mobile number and email address submitted at time of registration by the user. A User then needs to follow process given in 3.3. And 3.4 below to complete the registration process.

NOTE: *Incase an Advocate is filing case using e-filing system as a Petitioner in Person, he needs to make a separate registration as a Petitioner in Person with separate email address and mobile number despite he is already registered as an Advocate in the e-filing system.*

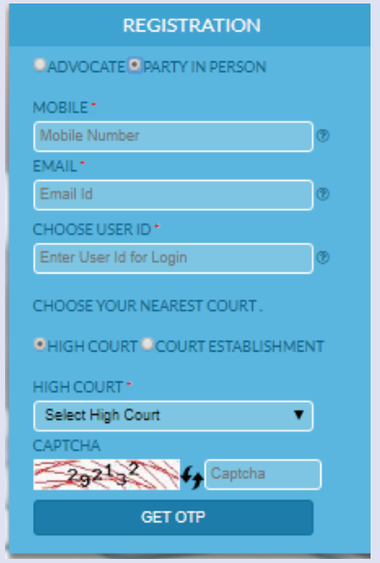


Fig 3 Registration form for Petitioner in person

3.3. Registration as authorized representative of a police station

To register as a police station, the following information will be required to be submitted-
Details of State, district, address and location of the police station
• Mobile Number
• E-mail id
• User id

All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. Two different OTPs get generated and are sent to the registered mobile number and email address submitted at time of registration by the user.

3.4. Validation of OTP

Once the registration details requested from a User are submitted by a User, a new screen for validation of OTP is displayed. A User is required to type the OTP received on his registered mobile number and e-mail address and then click on 'Validate OTP' Button shown in Fig 4 below.

Once the OTP gets validated, or in other words, if the OTP entered by a User matches with OTP generated by the e-filing system, the Registration process proceeds further.



Fig 4 Validate OTP screen

3.5. Fill user data

After the OTP is validated, a new screen is displayed with a registration form where a User is required to fill following details to complete the Registration process as shown in Fig. 5 below.

Password (must contain 1 uppercase character, 1 lowercase character, 1 character, 1 number, 1 special character with minimum length of password at least 8 digit length)

• Confirm password • First name • Last name • Other contact number
• Gender • Date of Birth (DD/MM/YYYY) • Address • City
• State • Pin code

Photo (in Jpg format of size less than 50 KB). Files from User's system may be chosen and uploaded for photo by pressing Browse button.

Identity proof (ID Type). Image of the ID card can be uploaded (less than 50KB) using the Browse button to select the file from a User's system. All fields are mandatory except other contact number. User finally enters the captcha code given in box and press the Register' button to complete the Registration process.



Fig 5 Registration form with user data

3.6. Landing on the Dashboard

Once a Registered User logs in from home page for e-filing (fig 1), a Dashboard page appears displaying the following information on the left side panel:

Home: - This is to return to the home page of e-Filing.

New Case: - This allows e-filing of a new case.

Documents: - This allows any miscellaneous document such as an affidavit or an application to e-filed.

Deficit Court Fee: - This enables e-filing of any deficit court fee.

Reports: - This gives access to see /print any report specific to the user.

Help: - This is for user guidance.

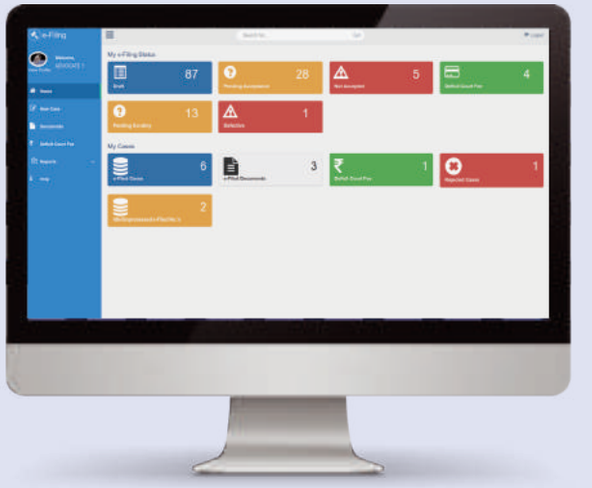


Fig 6 Registered User e-filing status page (Dashboard)

3.7. The Dashboard

The Dashboard provides information to a user about the e-filing status of any case filed by him including saved drafts (Drafts), cases filed but pending acceptance from technical standpoint (Pending acceptance), cases failed technical checking (Not accepted), deficient court fees (deficit court fees), cases pending scrutiny check by court Registry (Pending Scrutiny) and defective cases after checking by court registry (Defective cases). If Court registry finds the case filed to be in order, it will be shown in 'e-filed cases' Tab in 'My Cases' section below. In case the Registry finds the case filing to be defective, it will show in the 'defective' tab in 'My e-filing cases status' Section.

The 'My Cases' section of the Dashboard comprises of information on 'e-filed cases', 'e-filed documents' , 'deficit court fees', 'rejected cases' and 'unprocessed e-filed cases'. These Tabs will be explained in detail after the process to file a 'New Case' has been explained as these Tabs on Dashboard will be useful only after a new case has been filed by a User.

Logout: - A user can sign out by clicking the 'Logout Button' which is given to the right corner of the screen at all times.

3.8. Forgot Password

In case a registered user forgets his password, the same can be retrieved by clicking on 'Forgot password' link in Log in screen shown in Fig 1 which is first screen that shows when a User accesses the website of e-filing system at https://efiling.ecourts.gov.in clicking on Forgot password option opens a Forgot password screen shown in Fig 7.



Fig 7 Forgot password screen

A User is required to fill the registered email id or registered mobile number and enter captcha code shown and press the 'Get OTP' option.

On pressing Get OTP, a new screen is displayed wherein a User is asked to Enter OTP number received by him on e-mail/mobile filled by user on the forgot password screen. User can then change his password and confirm the same by entering new password in fields as shown in fig 8 below.

User then types the captcha code and presses 'Change Password' Option to complete the process of changing his password.



Fig 8 Forgot password screen

3.9. Forgot User Name

In case a User has forgotten his User Name he used to register on this website, he can press the 'Forgot username' option on Log in screen to retrieve the same at Fig 1 as provided. This opens a new screen which requires User to fill in his registered mobile number and registered e-mail address. A User needs to enter the captcha code shown and press the Send Mail button to receive the User name on his registered e-mail address.



Fig 9 Forgot user name screen

On pressing Send Mail button in fig 9 a screen notification appears showing user name has been successfully mailed at user's registered mail id as shown in fig 10.



Fig 10 Message confirmation for retrieval of user id.

3.10. Filing a New Case

In order to e-file a new case, click on 'New case' option in the left panel of the Dashboard screen (Fig 6 above).
(Note: *The Dashboard screen appears as soon as a Registered User logs in his registered user id and Password for this e-filing system in the Home page of the website (Fig 1).*

3.11. Click New Case

On clicking 'New case' option in the left panel of the Dashboard screen, a screen 'Where to file' will be shown.



Fig 11 New Case> Where to file screen for High Court

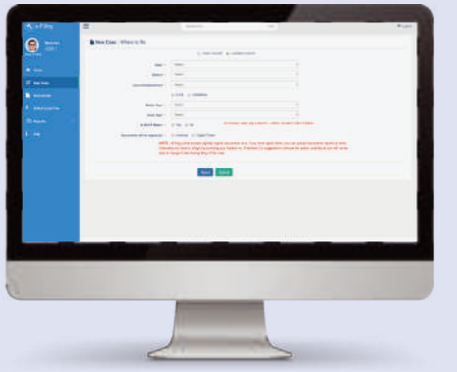


Fig 11(a) New Case> Where to file screen for Lower Court

A User is required to fill in the following fields:

State: - Select State from the listed options.
District: -Select District from the listed options.
Court Establishment: -Select Court establishment where the case is to be filed.

Case Type: - First select one option from the given two options viz. Civil or Criminal. Then select the relevant case type from the 'Case Type' dropdown.

A User is then required to select whether the documents being e-filed will be signed by 'Aadhar' or 'Digital Token' and click 'Submit' button.

The User must select the signing option carefully, as he/she would be automatically directed to concerned specific page for signing new case when it is finally submitted. If the User wants to reset the chosen options at any point before clicking 'Submit', then press the Reset button. If the data filled in is correct, the user would be taken to 'Filing Form' (Fig.12).

4. New Case-Filing Form

- **Filing Form** – Petitioner Form - In Petitioner form (Fig.12) under Filing Form, the requisite details about the Petitioner are required to be filled by a user. The field marked with red asterisk (*) are mandatory. If the user is an organization, then on clicking the checkbox of 'Organization details', the user is taken to a form (Fig. 13) for filling in the organization details. The user should fill the requisite details in 'Petitioner' tab and then click 'Save' button.
- An e-filing number gets generated and displayed on screen on clicking 'Save' button and the user is taken to the next screen (Fig. 14) for filing the details required for 'Respondent ' (fig 15). Pressing previous button takes a user back to petitioner tab and pressing next takes user to next page.
- A user can also fill in the details between various tabs in the Filing Form, without click 'Save' button, but all the data thus entered may get lost if the current session ends/expire, or any other option is selected by the user, hence, the best practice is to keep on saving data at regular intervals, to prevent data loss. The user can access other tabs, by clicking on their respective tabs, or by clicking 'Next' to access the next option.

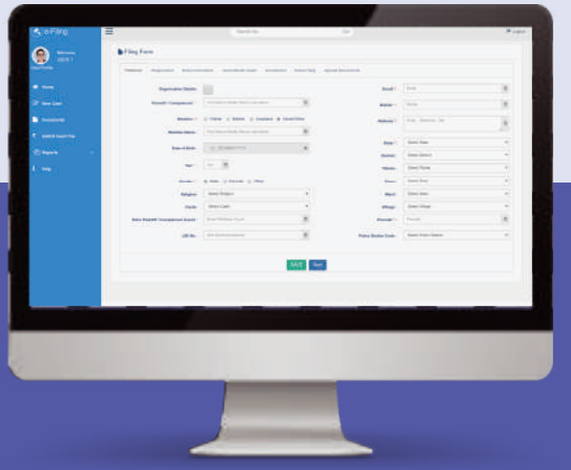


Fig 12 New Case> Filing form -Petitioner

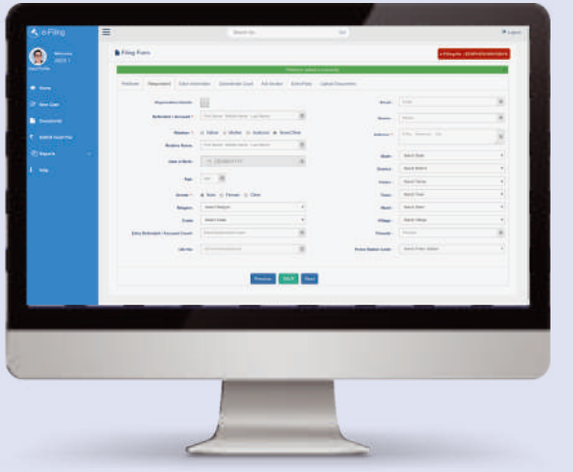


Fig 13 New Case>Filing form –Petitioner (Organization)

Fig 14 New case>e-filing number generated

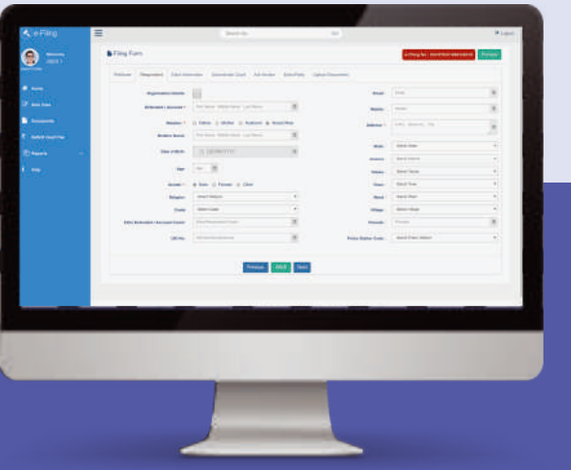


Fig 15 New Case> Filing Form>Respondent details

4.1. Submit Extra information

Any Extra information about a Petitioner and/or Respondent in a new case to be e-filed can be submitted in the 'Extra Information' tab such as Passport number, nationality, occupation, PAN number, contact details. After details are added, User clicks on 'Save' to submit the information. Pressing 'Previous' button will take a user to Respondent tab and pressing 'Next' to the Subordinate Court Tab as shown in Fig 16 below.

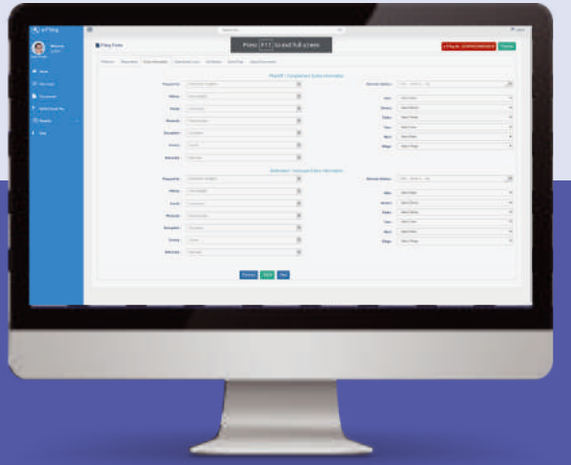


Fig 16 New Case >Fill form>Extra Information Tab

4.2. Details of Subordinate Court

After completing 'Extra information', 'the Subordinate court' screen will open. A User must fill all mandatory fields and then submit the form such as name of subordinate Court, Case Registration number (CNR), type of case, case no/filing no, year of filing, name of Judge who passed the judgement that is being challenged in new case being e-filed, date of impugned decision, CC applied date and CC ready date as shown in fig 17.

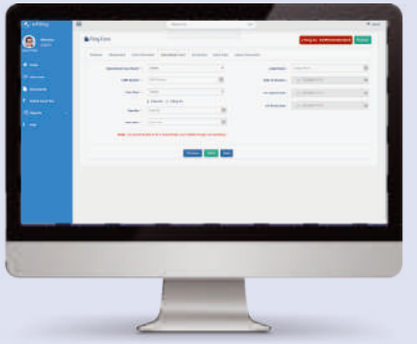


Fig 17 New Case> Subordinate court details

Generally when you are filing appeal or revision or other appellate type of cases, you may be required to fill in details regarding 'Subordinate Court' details. You may have to choose appropriate Court from the drop down list appearing before you. Pressing the 'Previous' button takes a user to extra information tab and pressing 'Next' button sends user to next tab i.e. 'Act-Section' tab.

4.3. Filing Form-Act & Section Tab

After adding ' Subordinate Court' tab, 'Act-Section' screen will open.

Fill in all mandatory fields and then submit the form by clicking the 'Save' button. If user wants to add more than one Act then he needs to click on 'Add More' Button. If user wants to delete a particular Act & Section he must press 'Delete' option next to relevant Act and Section to be deleted.

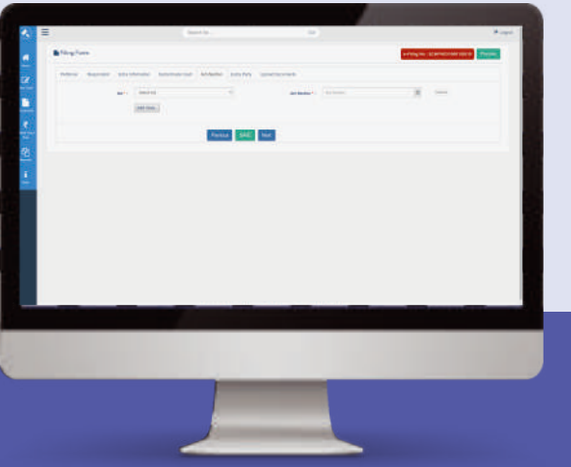


Fig 18 New case>Act-Section screen

Previous Button- Send back to previous tab i.e. 'Subordinate Court'' tab.

Next Button- Send forward to next tab i.e. 'Extra Party'' tab.

4.4. Add Extra Party

After entering data in 'Act-Section', 'Extra Party' form (Fig. 19) will open. There are two options provided here iz. Complainant/Petitioner and Accused/Respondent depending on type of case to be e-filed.

Select applicable option. Fill all mandatory fields and then submit the form.

If the User selects 'Complainant', then complainant form will open and incase he selects 'Respondent', corresponding form will open. If user selects organization detail, the relevant form will open.

User fills the required details and shall press 'Save' to submit the relevant data. Incase user has any other information to add select 'other information' option in fig 19 to open required form.

Pressing 'previous' button will send back to previous tab-Act-Section tab.

If extra party has been added successfully a message appears at top of screen 'extra party details added successfully'.



Fig 19 New case>Extra party

4.5. Upload documents

After filling all the forms provided for filing new case, users can upload the relevant file in 'Upload Documents' screen (Fig. 20).

The file should be in pdf. If you have token to digitally sign pdf document, then you can use it to sign the document. Otherwise, the document can be signed by a user using Aadhar based e-signing process as shown in new case screen in fig 22 below. The type of document to be uploaded can be chosen from the drop down menu and by pressing 'browse' button, file can be selected by user for upload. User needs to type the 'document title' and then press the 'upload' button to upload the chosen file.

Upon successful upload, document name, along with its hash value will be shown and number of pages as shown in screen below in a list format.

A user can delete the uploaded document by pressing 'delete' option at the 'Remove' tab.

User can then click on 'pay & view court fees' and pay applicable fees by clicking the 'court fee' button and upload the physically signed oath document, by clicking 'proceed to Affirmation' button

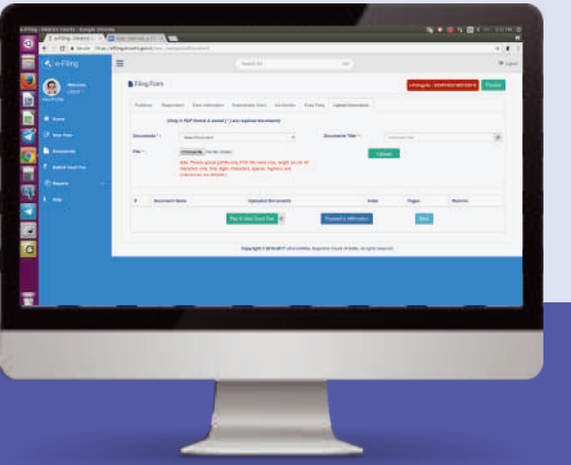


Fig 20 New case>upload documents screen

4.6. Pay the court fees

A user is required to pay the applicable court fees by clicking on pay court fees tab as shown in fig 21 below. The court fees can be paid either using the payment gateway or uploading the scanned payment receipt. User can make the payment of court fees using the payment gateway integrated into the website through net banking/credit cards/debit cards.

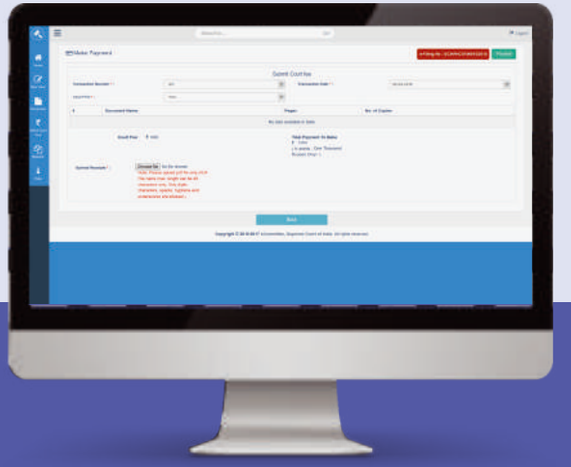


Fig 21 Submit court fees screen

4.7. Proceed to Affirmation

After 'proceed to affirmation' button is pressed in upload document screen, affirmation is complete when applicant submits e-signed affirmation in pdf and advocate uploads e-signed affirmation in pdf. E-signatures can be made using Aadhar number or digital token. A sample affirmation page is shown in fig 22.



Fig 22 Sample affirmation page

Through Aadhar number

In case applicant provides Aadhar number for signatures, fig 23 shows screen as will then appear. If applicant does not wish to provide Aadhar number, he can physically sign and upload his document of affirmation and Advocate can submit his Aadhar to sign as shown in fig 24 below. Please note that a user is required to accept the consent form to use Aadhar for e-signing.

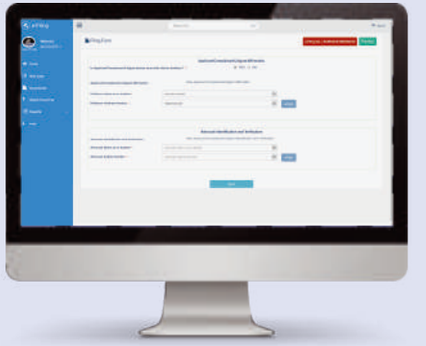


Fig 23 Applicant affirmation signed using his Aadhar

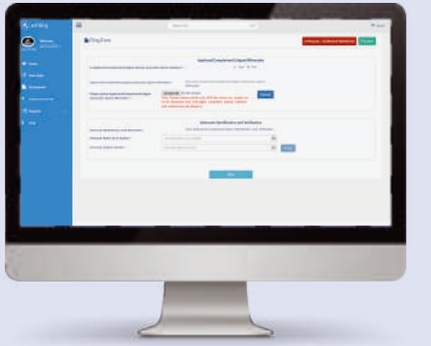


Fig 24 Applicant affirmation (physically signed) signed using Advocate's Aadhar

4.8. OTP validation

Where Aadhar is submitted for e-signing the affirmation, an OTP will be received on user's registered mobile number with UIDAI for authentication. Once correct OTP is entered for validation as shown in Fig 25 below, a message showing Affirmation is submitted successfully is displayed on screen. Once it is successfully validated, affirmation is e-signed using Aadhar.

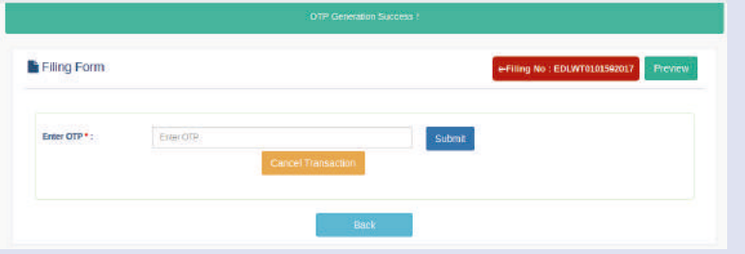


Fig 25 OTP validation to confirm submission of Affirmation

Through digital token

The screen showing option to digitally sign affirmation if a user has chosen digital signature token to sign the affirmation is shown at fig 26(below).

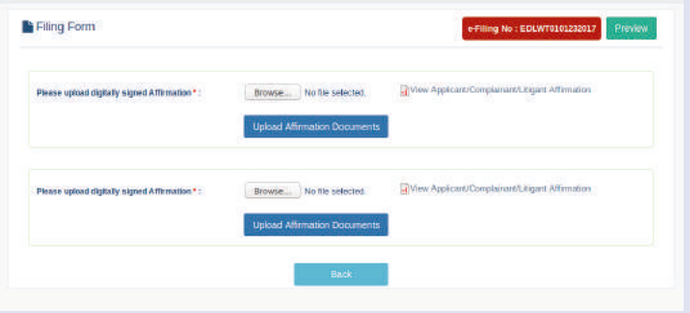


Fig 26 Affirmation through digitally signed document.

4.9. Preview

When a user presses the 'Preview' button at top right corner as shown in fig 26 above, the 'Preview' screen appears with saved data in all forms filled by a user in a new case to be filed. (Fig 27 below)

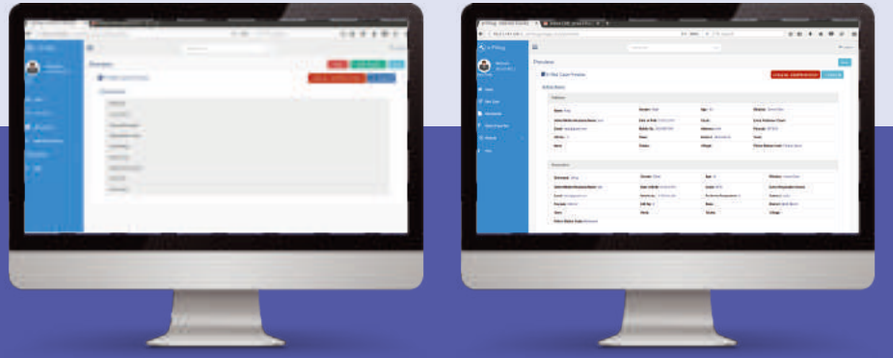


Fig 27 Preview of forms filled by user to file new case

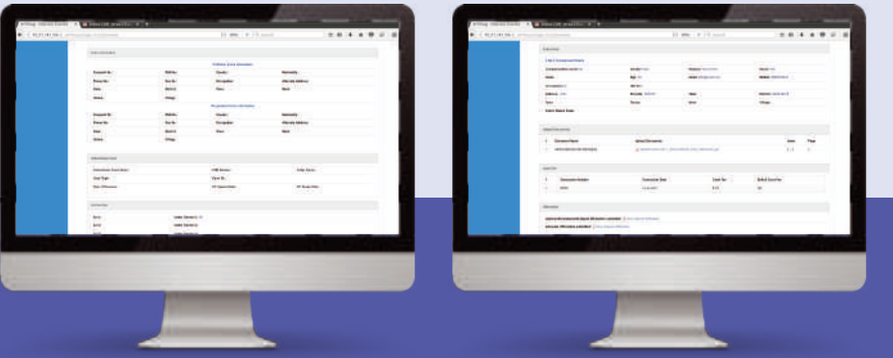


Fig 27 (a) Preview of forms filled by user to file new case

4.10. Press 'Final submit' button

If the Preview is in order, press the Final Submit button (fig 27) at top right corner of form above to finally e-file the case.

In case any information is not complete, a warning button at the top right corner of preview screen (fig 28 below) will show the information that must be filled by a user before pressing Final Submit.

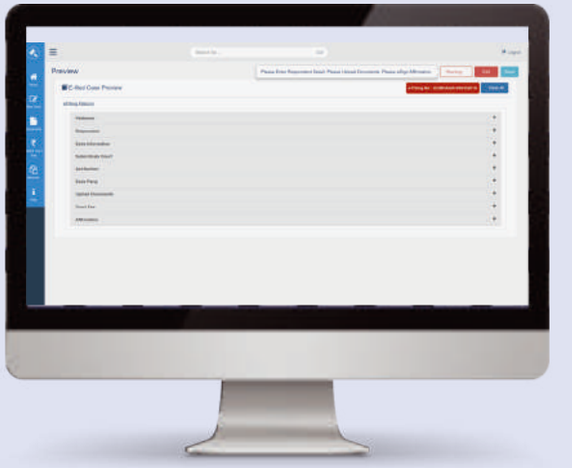


Fig 28 Warning alert at final submit

5. How to File a Miscellaneous Document

5.1. Where to file miscellaneous documents

In case a user intends to e-file documents in an already filed case in a court (both in cases where the case was e-filed or physically filed), it can be filed using this e-filing facility. To do so, a User must click on 'Documents' link after logging in to this facility from the dashboard screen's left panel (as in fig 6 above & fig 29 below). On clicking the 'Documents' link, a new screen opens, the 'Where to file' page (fig 29) .The system will automatically cross-check registration information of an advocate to enable e-filing through the website.

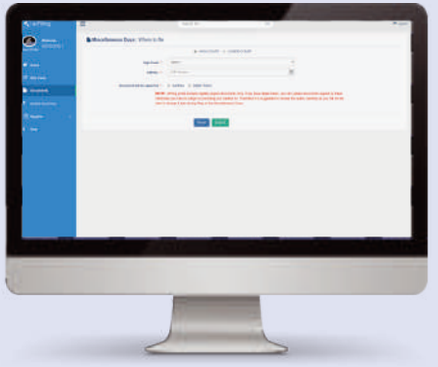


Fig 29 File misc documents page

User is required to fill in the requisite details on the 'Where to file' section such as CNR number, court establishment details, and submit the form after signing the document either using Aadhar or Digital token. By clicking 'Submit' button the user would be taken to next 'E-File Miscellaneous Documents' page to upload the misc document.



Fig 29 (a) Registration information of advocate

5.2. Uploading the miscellaneous document

The next screen displayed is to enable user to select and upload the miscellaneous document from his computer system. User selects document type, document title, and select the file to be uploaded as shown in fig 30.

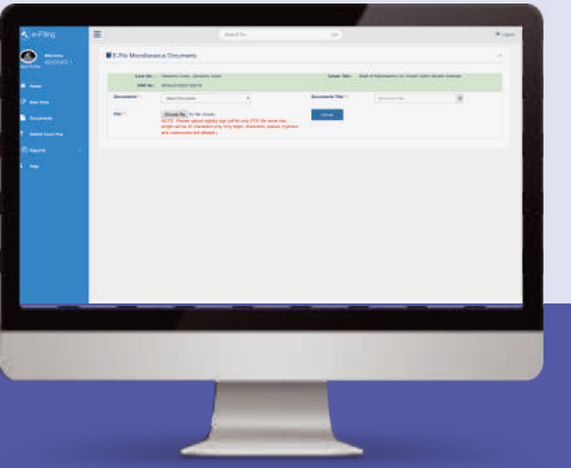


Fig 30 Upload miscellaneous document screen

The user can select the type of document to be filed from the drop down menu, and select the file to be filed from his system by pressing the browse button. After selecting the file and typing the document title, user must press the 'upload' button to upload the pdf document which is uploaded with an automatic hash value generated. Uploaded document is shown in screen (Fig 31) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon.

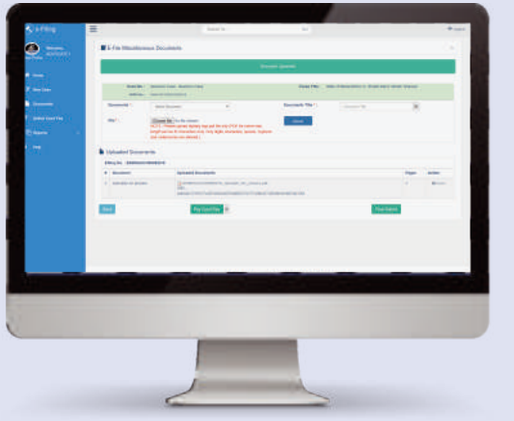


Fig 31Uploaded miscellaneous document screen

5.3. Submit court fees to file miscellaneous document

The user can submit Court Fee by clicking 'Pay Court Fee' button to e-file a miscellaneous document (fig 32).

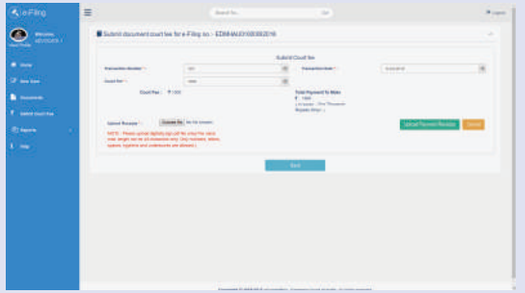


Fig 32 Submit court fees to e-file document

5.4. Screen to e-file miscellaneous document

After making payment of court fees to e- file miscellaneous document, user shall be displayed a screen showing uploaded miscellaneous document along with its hash value, court fees paid etc. (fig 33).

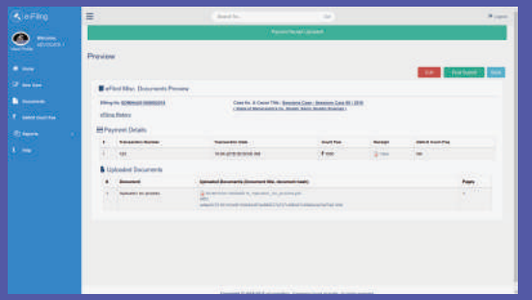


Fig 33 Screen showing the uploaded miscellaneous document ourt fees to e-file document

5.5. E-sign the document

User then would be asked to e-sign the uploaded miscellaneous document either using Aadhar or digital token. Incase Aadhar is chosen to e-sign, a certificate will be generated showing document uploaded and its hash value which will then be signed using Aadhar.



Fig 34 e sign the uploaded miscellaneous documents

5.6. OTP validation for e-filing miscellaneous documents

After last step, incase Aadhar is used to e-sign the uploaded document, another page will open asking advocate to input the OTP received on his registered mobile number and press 'submit' button. If OTP matches, e-filing process takes user to preview screen. (fig 35).



Fig 35 OTP validation for filing of miscellaneous documents

5.7. Preview

A preview screen will open asking user to click on 'Final submit' button to e-file miscellaneous document. (fig 36)

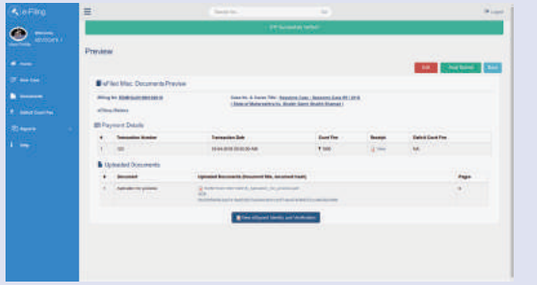


Fig 36 Preview misc document to be e-filed

5.8. Pay Deficit Court Fees

Incase the court fees filed by a User for an e-filed document/case (even if filed physically with a court registry) is deficient, user can file the deficient court fees by clicking the 'deficient court fees' option in the left panel of the dashboard . The fees can be paid either using the payment gateway integrated into this website or by uploading the payment receipt in pdf if paid offline.

5.9. Deficit court fees tab

In the deficit court fees tab on left side panel of dashboard, User is required to fill the CNR Number of the case, and details of court establishment where the case has been filed. (fig 37)

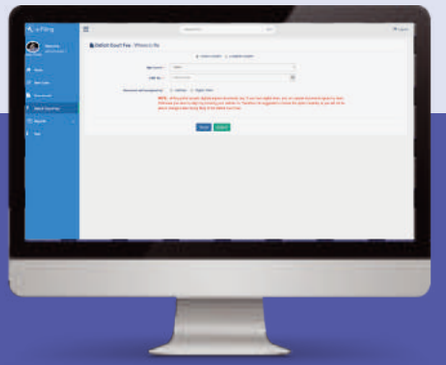


Fig 37 Deficit court fees screen

5.10. Pay the court fees

User will be directed to a page that asks user to mention the amount of deficit court fees to be paid. On inserting the value, user can make the payment by clicking the 'Make Payment' button. (fig 38). A User may cancel the transaction, using the 'cancel' button.

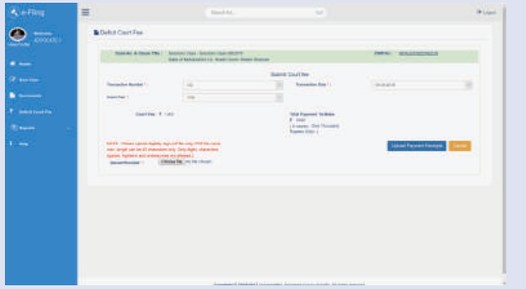


Fig 38 Pay deficit court fees screen

5.11. Preview page

After paying deficit court fees, user is directed to view the 'Preview' page (fig.39) where he can check the details for correctness before pressing the 'Final submit' button and 'edit' it if required. Where Aadhar is chosen to e-sign, the Aadhar e-sign process including OTP validation process will follow. User then presses the 'final submit' button to finally e-file the deficit court fees (fig. 40).



Fig 39 Preview of miscellaneous document to be filed

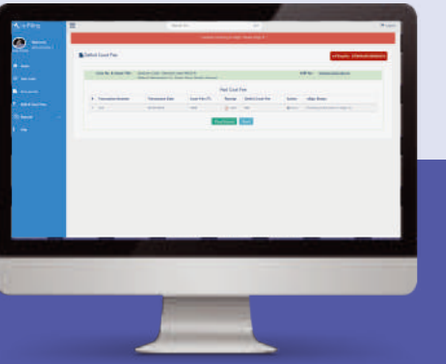


Fig 40 Pending document to e-sign deficient court fees

6. Reports

Incase a user wants to check reports of his activity on e-filing facility, he can press the Reports option on left panel of the dashboard and select type of report he wants to view, such as court fees filing (fig 41). The relevant report about user's activity will be displayed on screen. For example, in case of court fees filing, the following screen will be displayed.

The court fees report can be filtered using the relevant period of time by selecting the 'From Date' and 'To Date' fields provided therein. The report will display case details, deficit court fees paid along with receipt, and transaction ID.

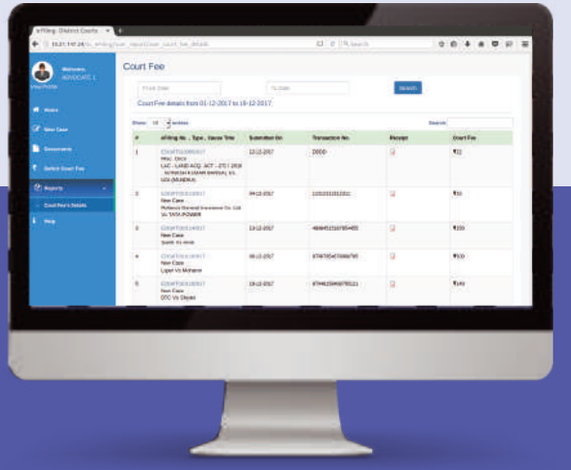


Fig 41 Report of court fees filed by a user

7. Dashboard

7.1. Accessing dashboard

When a user accesses efiling.ecourts.gov.in, he reaches the Home page of e-filing facility (fig 1.). User is required to submit his user id and password. On correctly submitting his user id and password, he is directed to the dashboard screen. (fig 6.)



Fig 42 Home page of e-filing

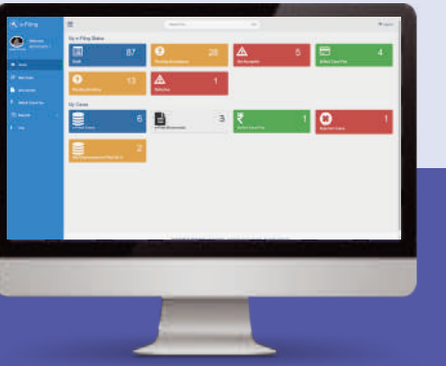


Fig 43 Dashboard screen

7.2. My e-filing status

A user can check the status of the cases in the process of being e-filed by him/e-filed by him by checking the Tabs on the Dashboard under 'My e-filing status'

7.3. Drafts

By clicking on the 'draft' Tab under 'My e-filing status', user can view all the saved drafts of cases to be e-filed which are not yet finally submitted. User can access the drafts, edit or complete them for submission. The screen shows e-filing number, type of case, cause title, date of creation. If the draft is ready, user can press the 'Final Submit' button to finally submit it.

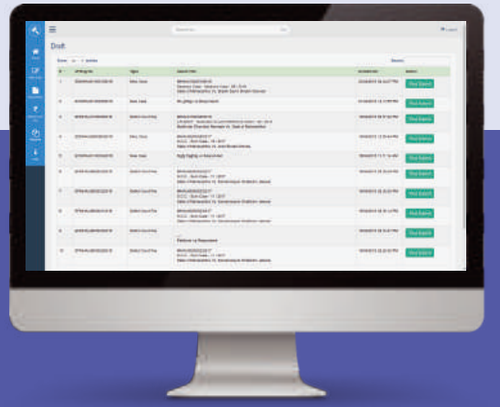


Fig 44 My e-filing status> Drafts screen

7.4. Pending acceptance

When a user has finally e-filed a case, the e-filing Administrator checks the forms filled by the user known as "Acceptance" checking. The e-filed cases which are pending such administrator checking can be viewed in the 'Pending Acceptance' Tab of the Dashboard.

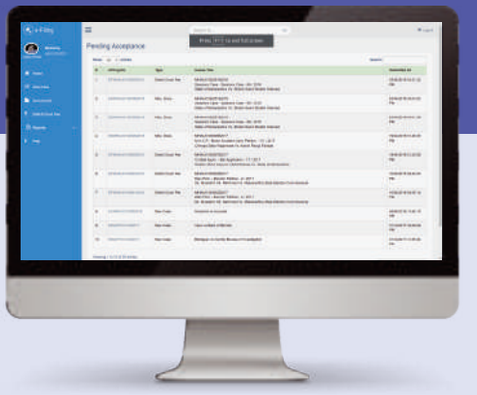


Fig 45 My e-filing status>Pending acceptance

7.5. Not accepted

The e-filed cases which are not accepted by E-filing Administrator are shown by selecting this Tab. Details shown are e-filing case no., cause title, and rejection date, etc. A user can choose to resubmit it for curing the defects/ checking by pressing the 'Re-Submit' Button. Reasons for rejection are shown in screen displayed after pressing 're-submit' button. (fig 44)

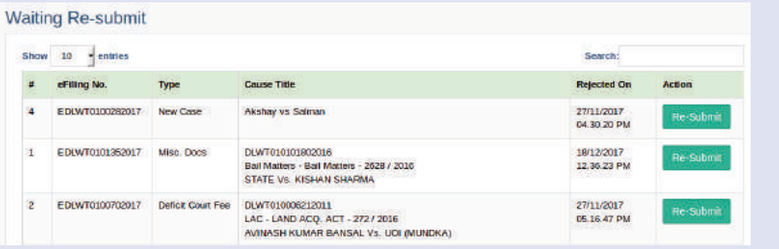


Fig 46 My e-filing status>Waiting Re-Submit

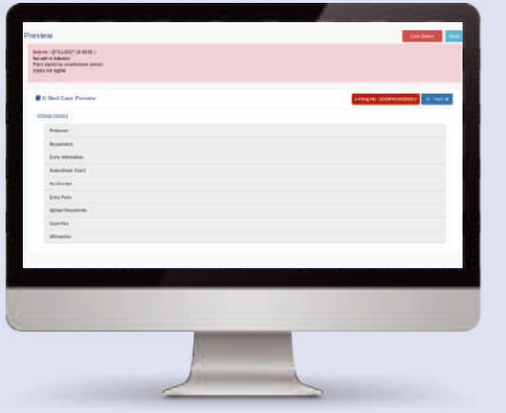


Fig 46 (a) E-filed case preview

7.6. Deficit court fees

A user can check if the fees paid by him for e-filing a case is deficit or not by pressing the 'Deficit court fees' tab under 'My e-filing status' on Dashboard. The cases listed there have been accepted by the E-filing Administrator after these have been finally e-filed by a user. User can pay the deficit court fees shown therein by pressing relevant 'Make Payment' button. (fig 45)

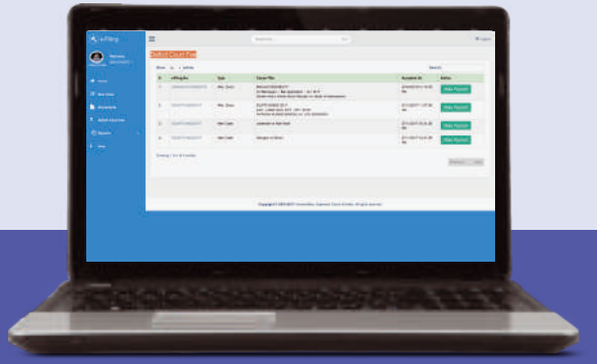


Fig 47 E-filing status>Deficit court fees

7.7. Pending Scrutiny

A user can check the cases e-filed by him which are pending scrutiny of the concerned court registry where it is been filed. The page displays e-filing number, CNR number and cause title of case and date when updated by the E-filing Admin (fig 46)

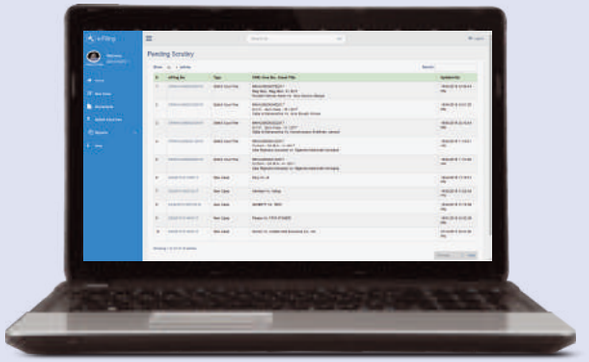


Fig 48 Case status> e-filed cases pending scrutiny screen

7.8. Defective cases

A user can view the e-filed case has defects or not by clicking on the 'Defective' tab in the My e-filing status on Dashboard. These cases have been scrutinized by the filing Section of concerned court and found to contain defects that are required to be cured. The page shows e-filing number of the case, cause title and when the defects were raised by. It displays a button 'Cure defects' to cure the defects raised by the concerned court registry. Clicking on a particular case shown in this list will open a preview page of the case listing the defects and a cure defect button on top right corner, if clicked by a user will resubmit it after he cures the defects. (fig 47)

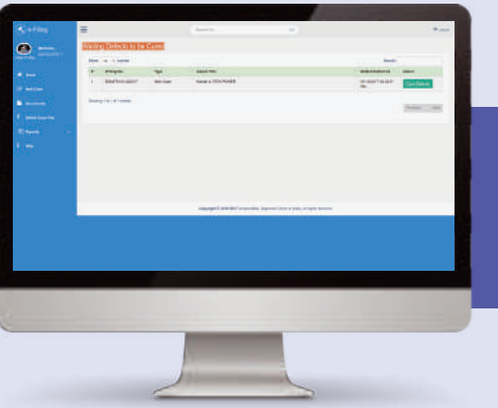


Fig 49 Case status>defects cure screen

8. My Cases

Once a user cures the defects raised by the concerned court registry, if any, the details of e-filed case can be found under 'My cases' category of the dashboard under 'e-filed cases 'tab.

8.1. E-filed cases Tab

Clicking on the e-filed cases Tab, opens a page where user can view list of cases e-filed by him successfully along with e-filing number, CNR number, cause title, and date when it was updated last. (fig 48)

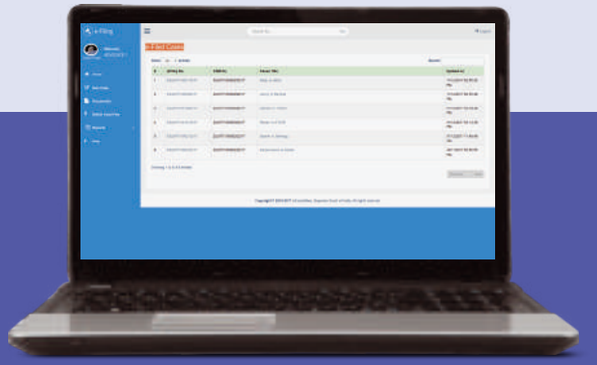


Fig 50 E-filed cases Tab on dashboard

8.2. 10.3.2 E-filed document

A user can access any document successfully e-filed by him (for which CNR number has been allotted) using this facility by clicking the e-filed document tab under 'My cases' category on the dashboard. The screen will display case details and document filed and last update date. (fig 49)

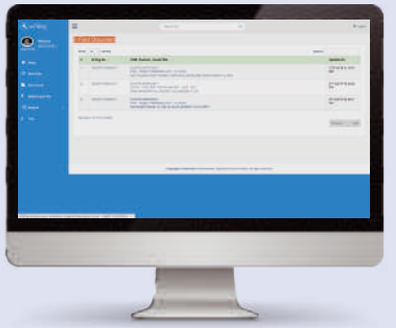


Fig 51 My cases>E-filed document

8.3. E-filed Deficit court fees

A user can access the cases where he has filed any deficit court fees by clicking on the 'E-filed deficit court fees' tab under 'My cases' category on the dashboard. User can then view the e-filing number, CNR no. and cause title and last updated date. By clicking on a case user wants to view, deficit court fees paid in the case is shown. (fig 50)

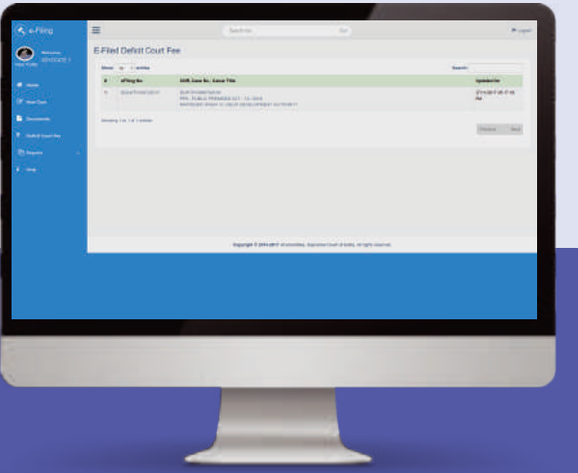


Fig 52 My cases> deficit court fees filed

8.4. Rejected matters

All such cases which are rejected by the filing section of the concerned court and in which defects are not of curable nature are shown under rejected matters page. The page shows its e-filing number, type of case, cause title and date of last update. (fig 51)

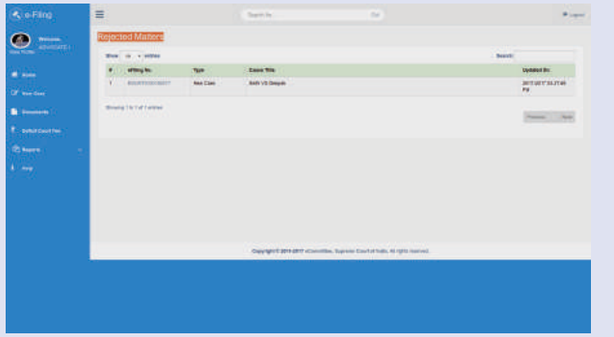


Fig 53 My cases>Rejected cases

8.5. Idle/unprocessed e-filed Nos.

The cases for which an e-filing number has been generated but user has not taken any action are reflected in this section. If a case e-filed has incurable defects, it may be shown in this section. (fig 52)

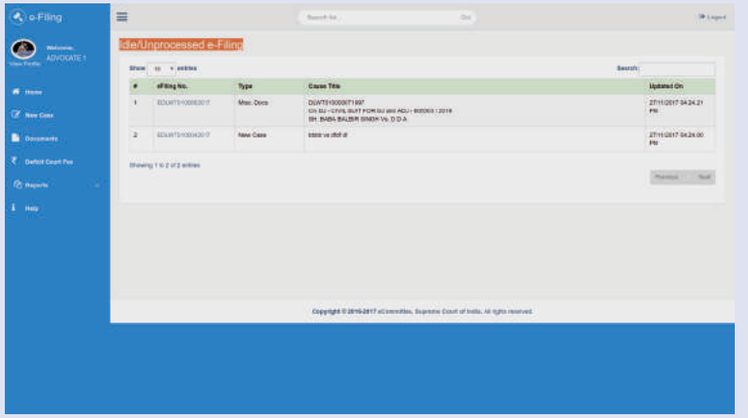


Fig 54 Idle/unprocessed cases screen

8.6. Viewing e-filed cases, documents & court fees

A unique feature of this e-filing facility enables users to access details about e-filed cases filed by a user undergoing process of filing and checking by the Registry of concerned court , e-filing of miscellaneous documents and deficit court fees. This is accessible also by clicking on the e-filing number at any place in the e-filing facility website.

8.7. e-filed cases

E-filed cases can be accessed by clicking on the e-filing number at any place in the e-filing facility website. (fig 53)

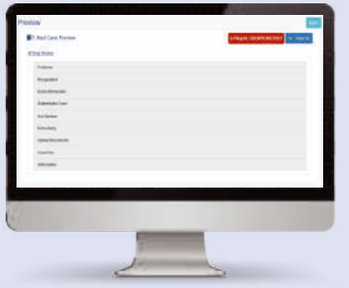


Fig 55 Screen showing details of an e-filed case

8.8. View e-filed miscellaneous document

Similarly a user can view an e filed miscellaneous document by clicking on its e-filing number at any place in the e-filing system. (fig 54)

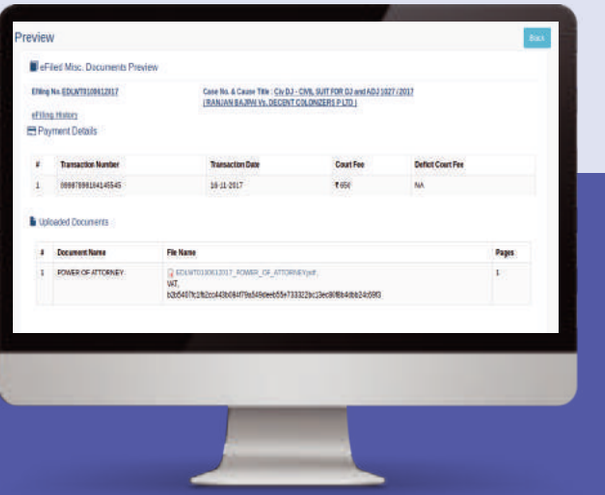


Fig 56 Screen showing details of an e-filed miscellaneous document

8.9. View e-filed deficit court fees

A user can view details of an e-filed deficit court fees by clicking on e-filing number of concerned case. (fig 55)



Fig 57 Screen showing details of deficit court fees

8.10. View case status

A user can access the case status of a successfully e-filed case by clicking 'My e-filed cases'/clicking option of case status on left panel of dashboard once a CNR number is issued for an e-filed case. A screen is displayed as shown below showing all details of a case, names of parties and their advocates and interim orders passed in a case.(fig 56)

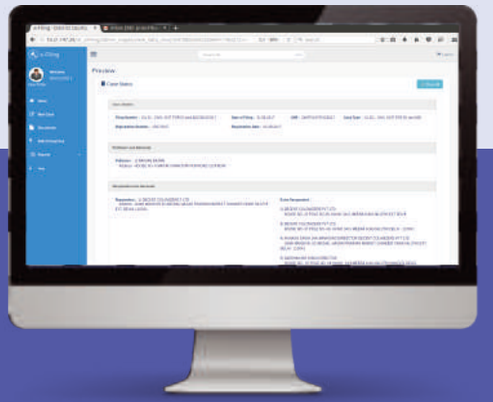


Fig 58 Case status screen

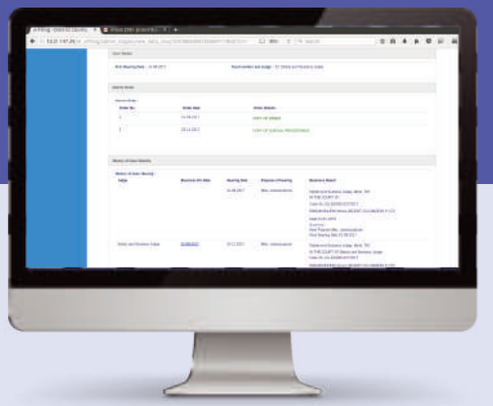


Fig 58 (a) Case status screen

9. Editing a User's Profile Page

9.1. View & edit user profile

In order to view or edit user's profile, a user must click on 'view profile' page at the top of the left panel on the Dashboard. Clicking on view profile tab, will open a page displaying name and contact details of the Advocate submitted by him at the time of registration for using the e-filing facility. User profile displays his contact details or other information submitted by him at the time of registration which he can edit by selecting required field.

9.2. Upload photo

A user may upload his (passport size) photo by selecting the upload button with a click on 'upload' check box. The contact details can be edited by clicking on 'edit' icon given next to each detail. (fig 57)

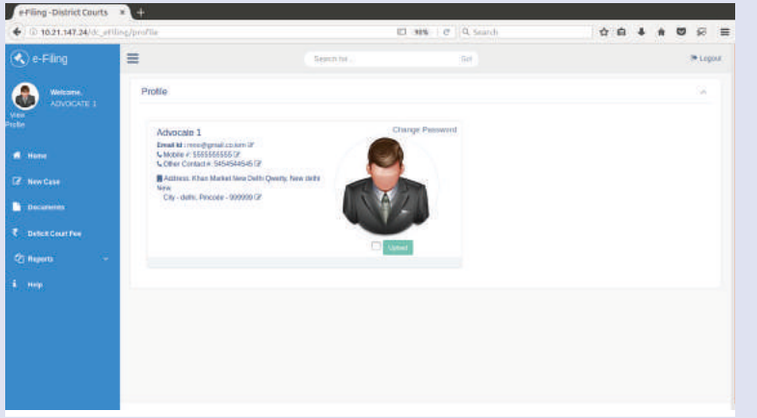


Fig 59 Edit profile page

9.3. Change e-mail address

Clicking on edit icon next to an email address (as shown in fig 57) will display screen below (fig.58). User may enter the new email address and press 'update' button.

An OTP message will be sent to the user on his email which he must input in the OTP validation page (fig 59) to update the new e-mail address input by user (fig 58.)



Fig 60 Update email id of a user



Fig 61 OTP validation to change email id of user

9.4. Update mobile number in a user profile

Similarly, to edit mobile number, a user must select the edit icon next to his Mobile number (fig 57). A new page appears on screen, where the new mobile number must be filled. (fig.60). On clicking the 'Update' button, OTP will be sent to a user on his new mobile number, which he needs to fill in the OTP validation page. (fig 61).

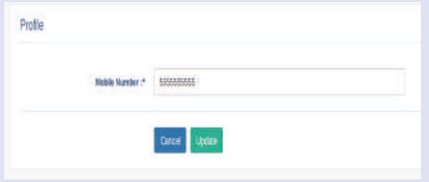


Fig 62 Update user mobile number

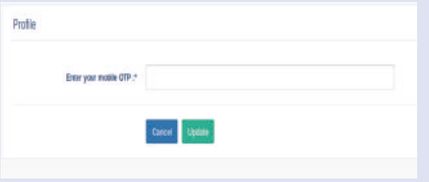


Fig 63 OTP validation to update mobile number of a user

9.5. Update address in a user's profile

Through a similar process (as shown in fig 57), address of a user can be edited in his profile by clicking on edit button next to address. A new screen is displayed as below in fig 62.

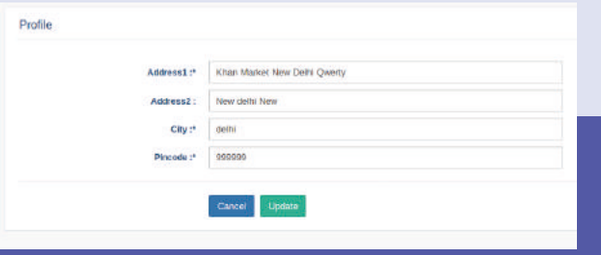


Fig 64 Updating address of user in his profile

On clicking the 'Update' button, the changed address will be updated in a user's profile

9.6. Update password

A user can update his password, by clicking the 'change password' option on the profile screen (fig 57). User can enter his old password and input new password and press update.

Password must atleast be of 8-digit length with one special character, 1 digit, 1 lower case, 1 upper case character.)

Notes

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Notes

APPENDIX-II

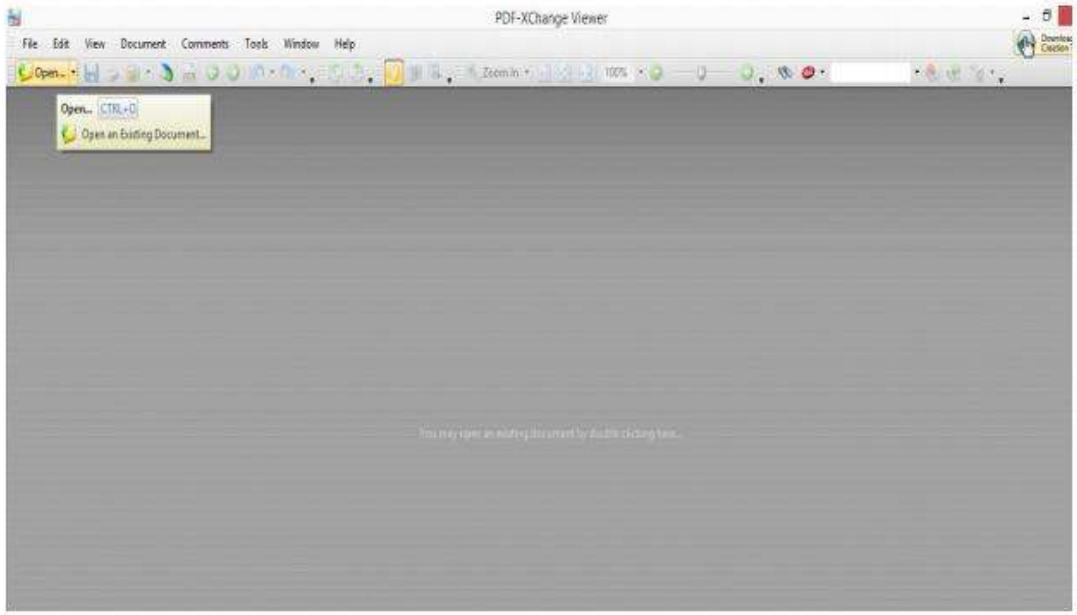
Procedure for converting a document into an OCR searchable PDF

There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abbyy FineReader etc.

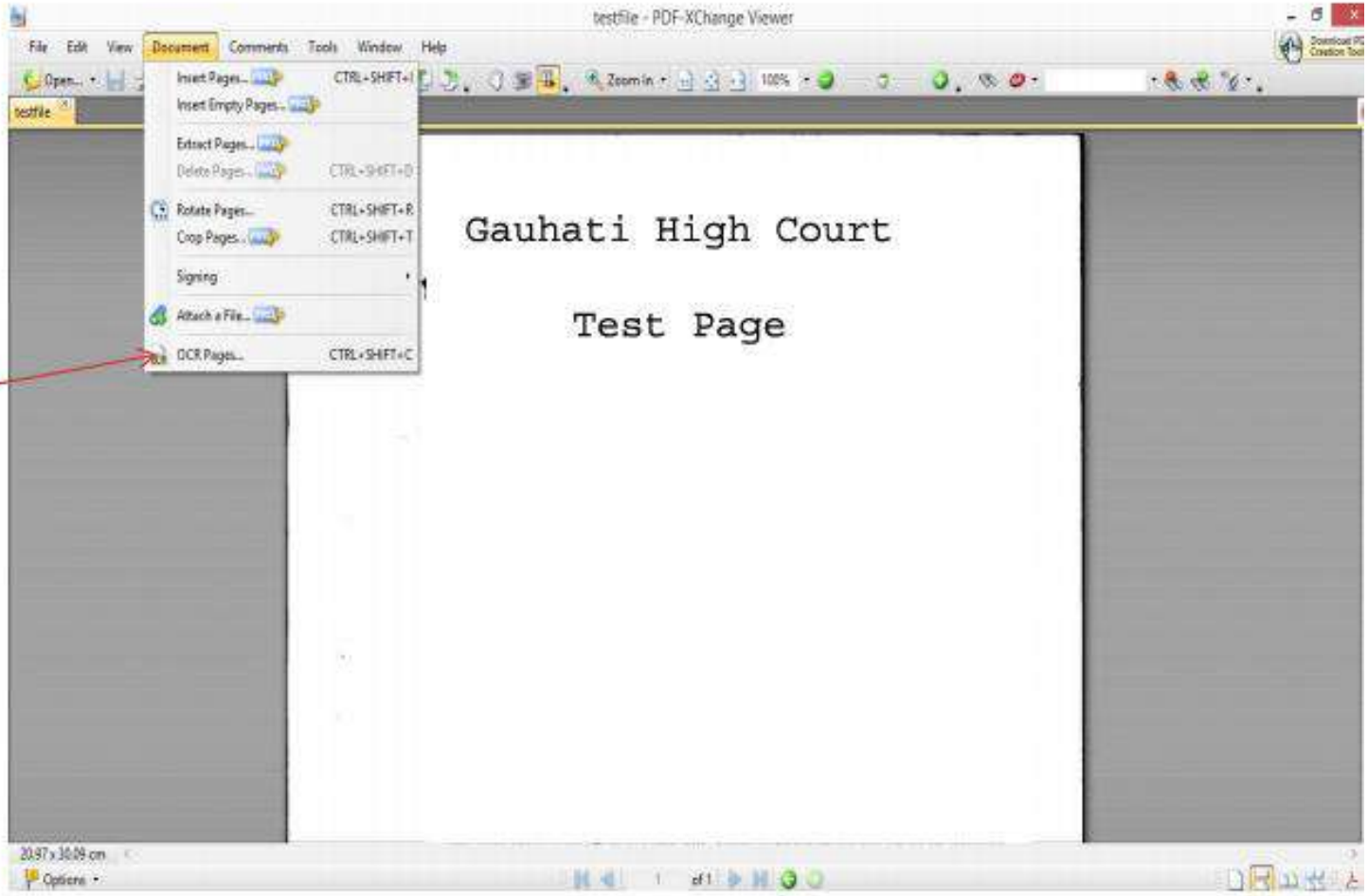
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From the main menu, select "*Document*" → "*OCR Pages*".



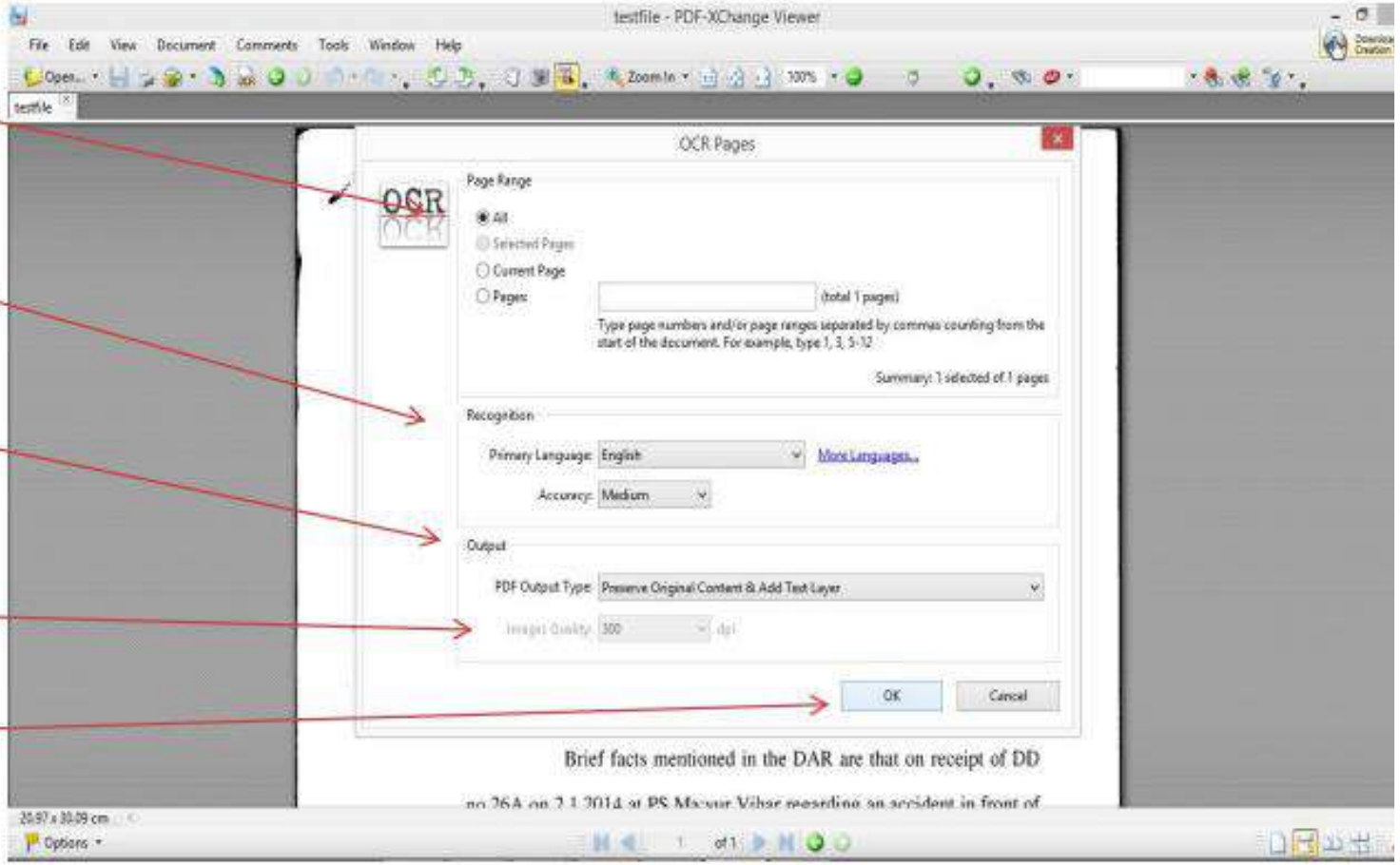
Select "*Page Range*"

Select "*Recognition*"

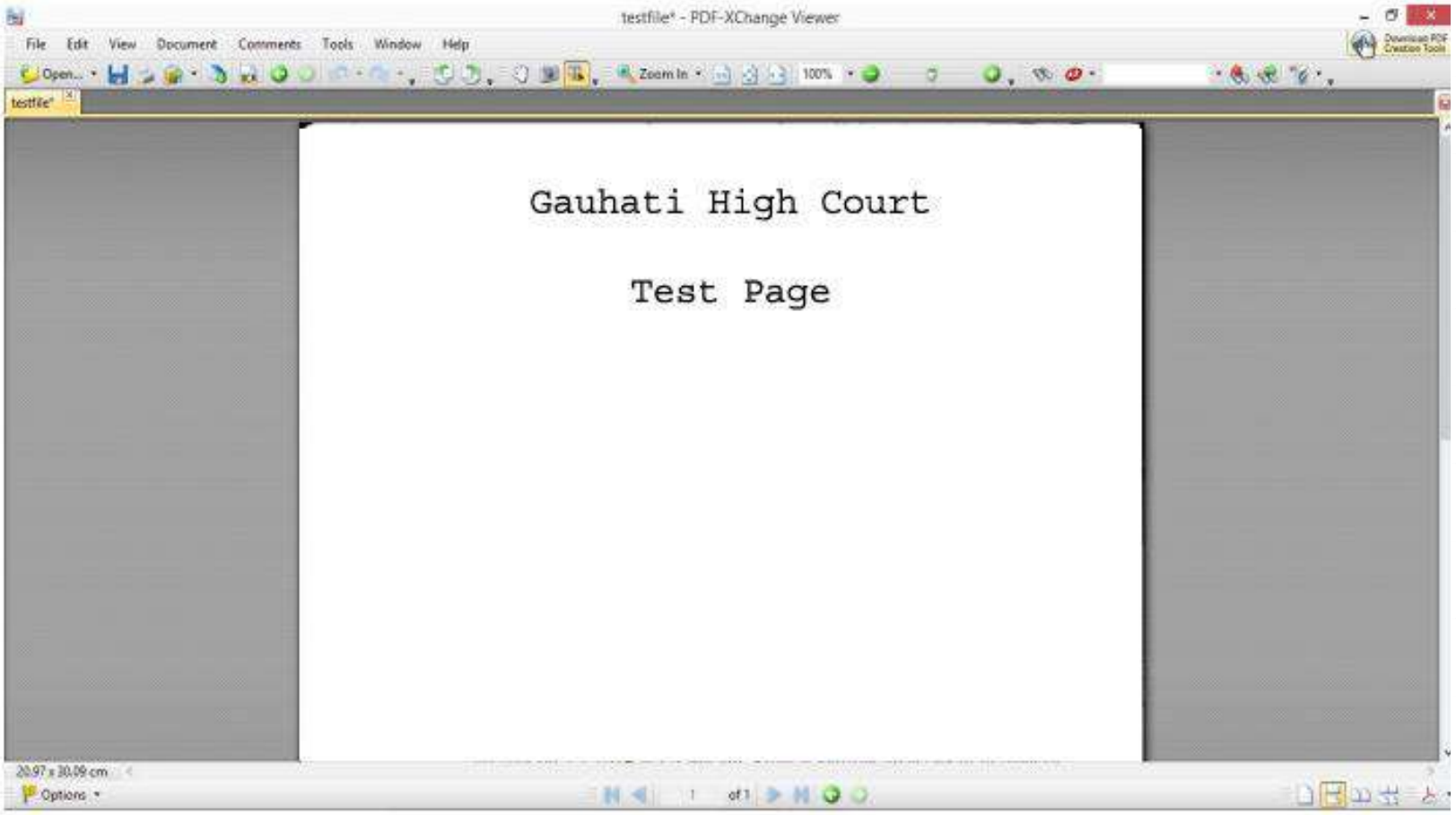
Select "*Output*"

Image Quality at least 300 dpi

Click "*OK*"



Document in OCR Format



Procedure for Creating Bookmarks in PDF File

There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abbyy FineReader, Adobe Acrobat etc.

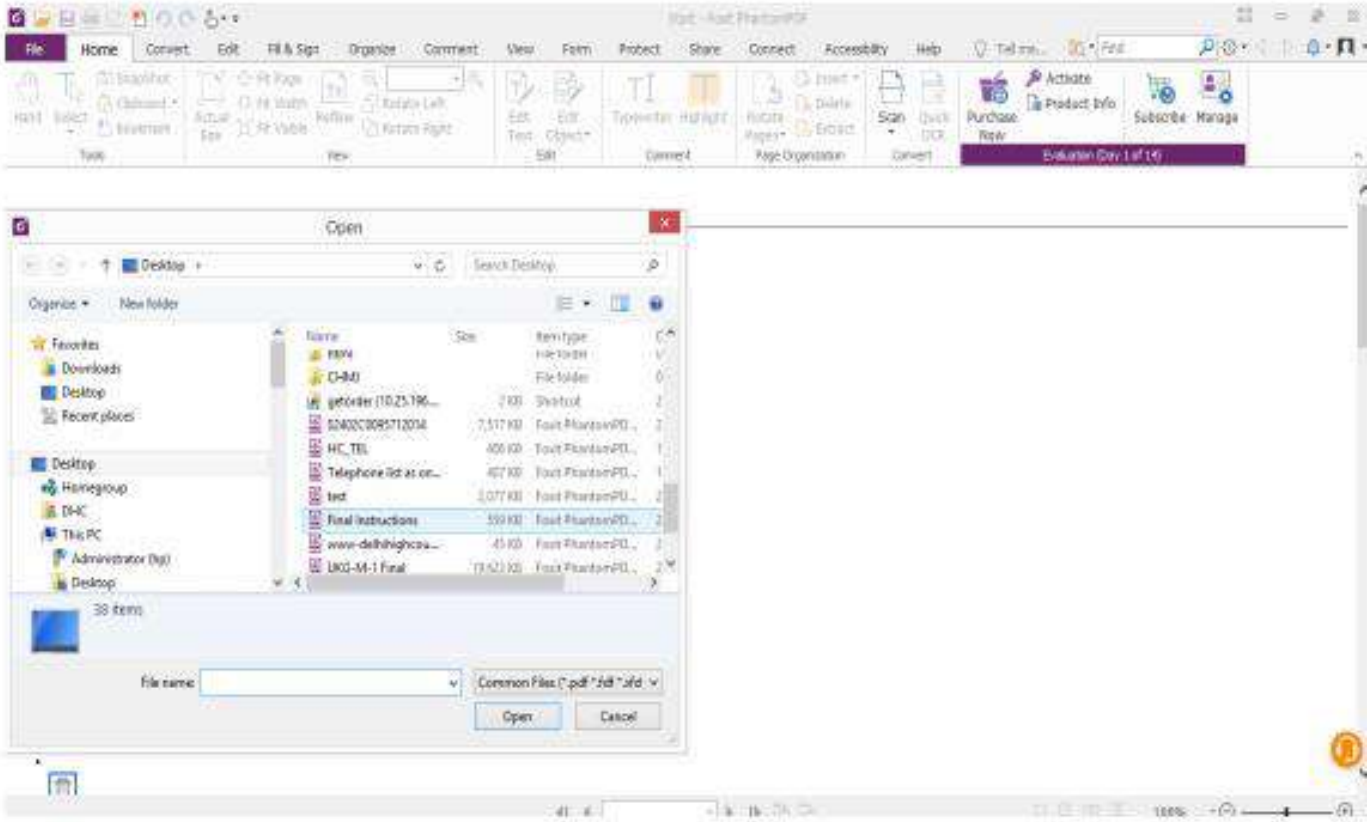
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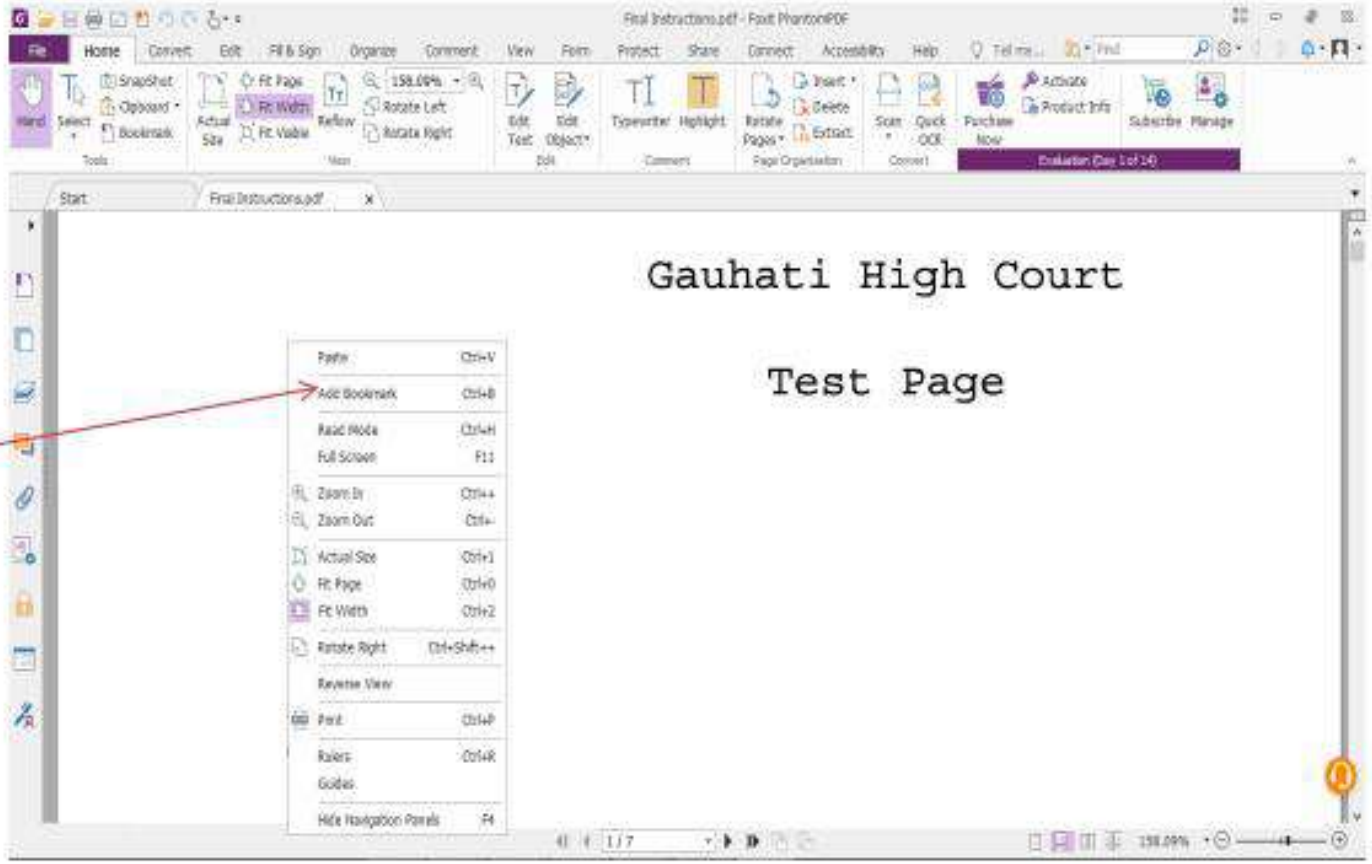
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Select & open the PDF document to make bookmark



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Right-click the selection and click **Add Bookmark...** on the shortcut menu or Press Ctrl+B → Click on Add Bookmark (**Bookmarks** panel will open)



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1. Type the name of your Bookmark

2. By default, the newly created bookmark will point to the start of the current page.



Appendix-IV

UNDERTAKING STATING THAT THE E-FILED DOCUMENTS DO NOT CONTAIN ANY VIRUS, MALWARE, SPAM-WARE, TROJAN HORSE OR THE LIKE

I, _____ hereby declare and undertake that the documents filed and uploaded on e-filing portal i.e. https://efiling.ecourts.gov.in/as with respect to this case does not contain any virus, malware, spam-ware, Trojan horse or the like. If any such virus, malware, spam-ware, Trojan horse or the like, etc., are found in uploaded documents/contents at any stage of case, the same is liable to be rejected along with blocking of the e-filing account.

Applicant

Date –

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