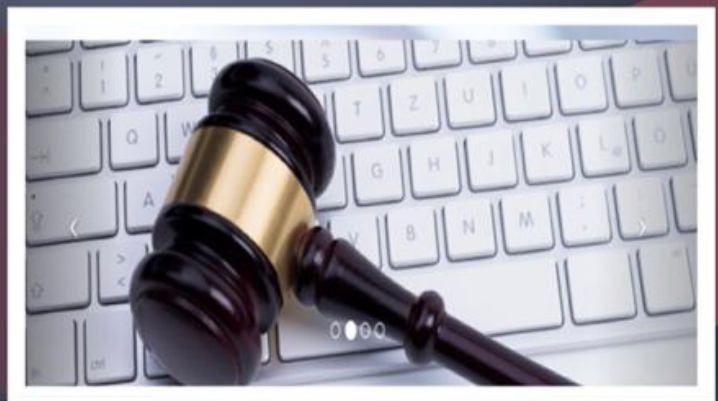# A STEP BY STEP GUIDE FOR EFILING

(efiling for High courts & District Courts of India)

Circulated by
e committee
Supreme Court of India

A Step by Step Guide for efiling

(For High courts & District Courts of India)

Authored by
R.Arulmozhiselvi,
Ubuntu cum CIS Master Trainer;
OSD, Tamil Nadu State Judicial Academy .

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First Edition : May, 2020.

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A Step by Step Guide for E-filing

# (For High courts & District Courts of India)

1.1.Introduction

Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efiling portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE .**

1.2.Getting Started

- Before starting efiling confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efiling portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink https://efiling.ecourts.gov.in/help.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efiling a new case
- Lets start e filing a new case .

1.3. E.Filing portal www.efiling.ecourts.gov.in

Type (www.efiling.ecourts.gov.in) in your browser you will reach the filing online portal.
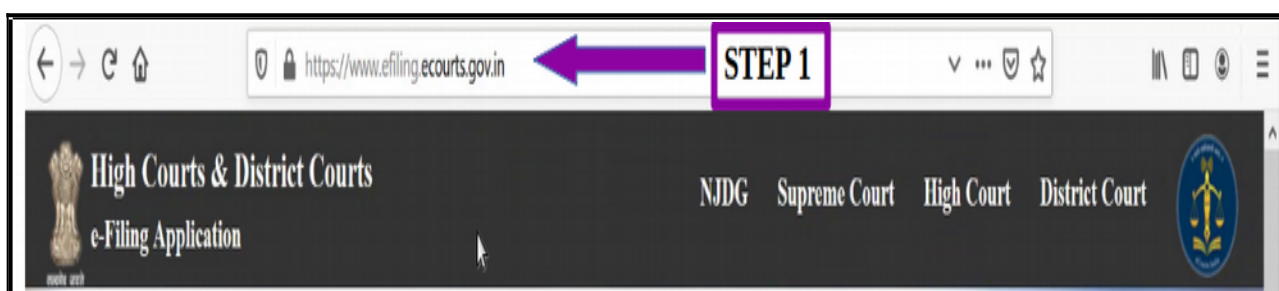
1.4. Select your< state>

(i) by clicking on the drop list (or)

(ii) by clicking the state directly from the India map

1.5.Login

● Type the login id and password

● Enter the captcha

● Click on **LOGIN** button.

1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then rest your password..

1.6. Dashboard :

Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

1.6.1. My e filing status:
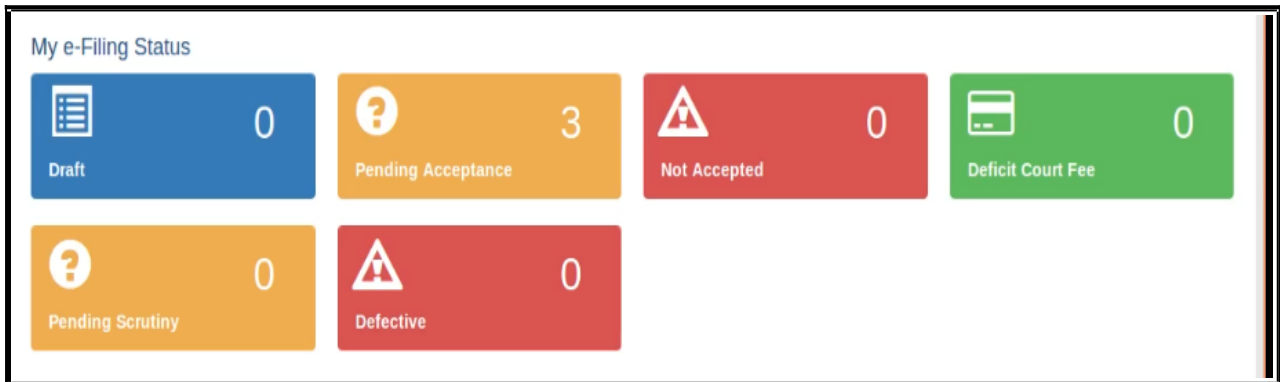
The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

1.6.2 My e filed cases:
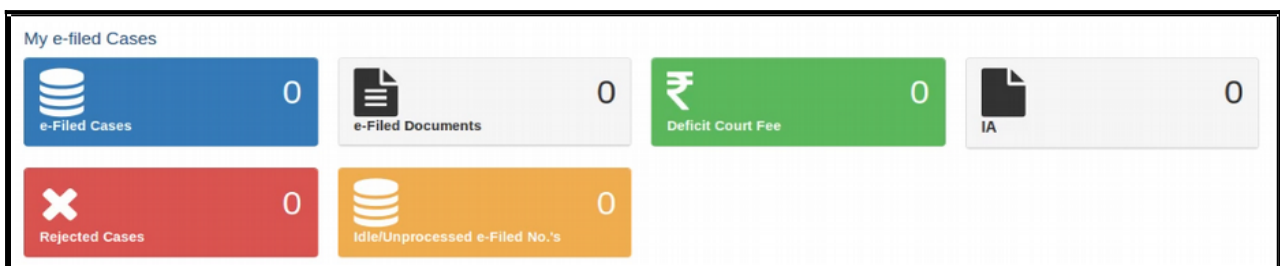
Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/ Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.

1.7.New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on '**New Case'** Option under the dash board which will take you to the form where to file the case .
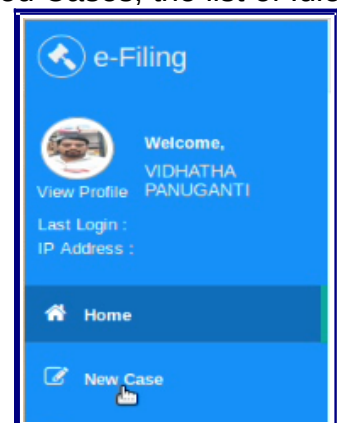
1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the

High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.

 Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

1.9.Filling up of forms:

1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

➢ **Blue** colour for the form in use and **Active**

➢ **Green** colour for the form which is **completed** or **Done** .

➢ **Orange** colour for the forms which are **optional;**

➢ **Red** colour for the forms which are **mandatory** to be filled up.

Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click "SAVE" and then "NEXT" .


1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click "SAVE" and then "NEXT" .

1.9.3.e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.

e-Filing No : EC-KABIFF-00012-2020
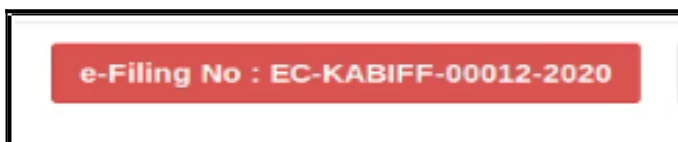
1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click "SAVE" and then "NEXT" ..

After adding all the details you will get the message as **respondent added successfully**

1.9.5. Extra information Form (optional):

If you wish to fill up any extra information regarding complainant or accused, like the Passport number,Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

1.9.6. Extra Party Details :

The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .

1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.

1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .

1.9.9.Signing Method:

● In the e-signing option, there are three options to sign

● uploaded and later on e signing Using Aadhar

● uploaded using digital signature digital token.

● Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .

1.9.10. Upload Document:

When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and the delete it Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.

1.9.11.Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.

1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.

- Type the Name of the Applicant

- Type the mobile number of the Applicant

- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.

1.9.13. Advocate Identification and Verification:

- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button. Then**, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.
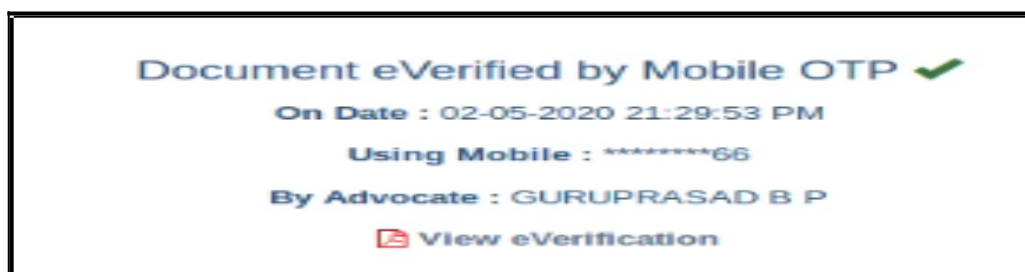
- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

1.9.14 . View:

After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on **+** to view the details against each category.
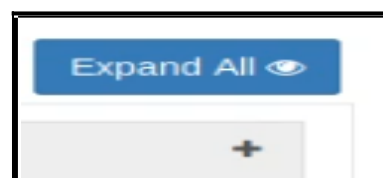
1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"
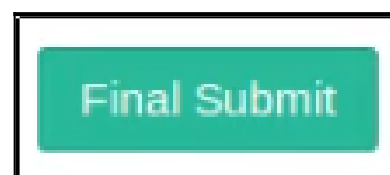
1.11. Submitted for approval of e filing admin :

E-filing number EC-KABIFF-00012-2020 submitted successfully for approval of E-filing Admin.!
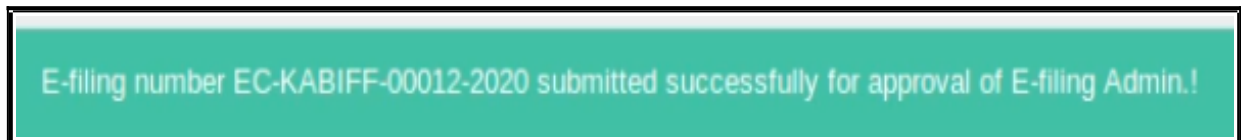
After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

1.12.Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **"Pending Acceptance option",** find

out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.

Then Click on the e Filing **Acknowledgment** button

Now, the e filing acknowledgment gets downloaded

automatically in PDF form as shown below.
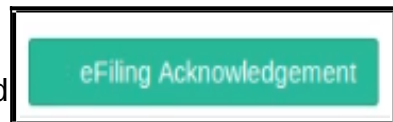
1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.

HIGH COURT OF JUDICATURE FOR EFILING TEST,,

COM.EX.(COMMERCIAL EXECUTION CASES)

| 1 | Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka , India |

----Petitioners

Versus

| 1 | Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka ,India |

1.14. Logout:

Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.
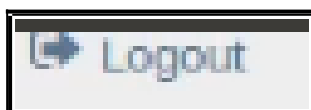
1.15.Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of **'Digital Era Advocate".**

--------------------*Start e filing new cases in* www.efiling.ecourts.gov.in -----------------.

www.efiling.ecourts.gov.in

e-Filing

Welcome,
VIDHATHA PANUGANTI

View Profile

Last Login :
IP Address :

- 🏠 Home
- ✏️ New Case
- 📄 Documents
- ₹ Deficit Court Fee
- 📄 Interim Application
- 📑 Reports ⌄
- 👥 Contacts
- 📰 News & Events

My e-Filing Status

📋 **29** Draft	❓ **17** Pending Acceptance
❓ **3** Pending Scrutiny	⚠️ **0** Defective
⚠️ **0** Not Accepted	💳 **0** Deficit Court Fee

My e-Filed Cases

🗄️ **0** e-Filed Cases	📄 **0** e-Filed Documents
❌ **0** Rejected Cases	🗄️ **0** Idle/Unprocessed e-Filed No.'s
₹ **0** Deficit Court Fee	📄 **0** IA

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eCommittee
Supreme Court of india