OFFICE OF THE DISTRICT JUDGE,
UTTAR DINAJPUR AT RAIGANJ
ENGLISH DEPARTMENT.

NOTICE

Dated: 22nd July, 2026

In pursuance of the e-mail dated 15.07.2026 received from the Hon'ble High Court at Calcutta under the subject **"Accept eFiling of all the categories of cases"**, it is hereby notified for information of all concerned that e-Filing has been enabled for all categories of cases in the Courts under the Judgeship of Uttar Dinajpur.

The learned Advocates, litigants and all other stakeholders may avail themselves of the e-Filing facility for institution of cases.

Further, the System Assistant under the eCourts Project, Uttar Dinajpur Judgeship at Raiganj, has submitted a report stating that the following workflow for digital e-Filing and Case Information System (CIS) integration has been prepared after due consultation with the office of the Learned Central Project Coordinator (CPC), High Court at Calcutta. Accordingly, the following workflow shall be followed in processing all cases instituted through the e-Filing Portal:

Phase 1: Online Submission

Summary: The advocate logs into the official e-Filing portal, inputs the case details, uploads the appropriate documents along with its annexures, and pays the court fees online to receive a digital receipt with a unique token number.

Phase 2: Physical Visit to the Court

Visiting the Counter: The advocate goes to the Court's Judicial Service Centre (JSC) and presents the digital filing receipt or token number.

Handing Over Papers: The advocate submits the printed, physical copies of the petition and documents to notify the staff that the case was filed online.

Note: This physical paper submission is a temporary requirement. It might be completely removed once Courts transition to a fully paperless system.

Phase 3: Importing and Checking Data in CIS

Pulling the Data: The Filing Official opens the Court's Case Information System (CIS) software and consumes the e-Filing data. This automatically pulls all the online data and uploaded PDFs directly into the Court's local system.

Side-by-Side Comparison: The Filing Official checks the online files against the physical paper documents side-by-side to make sure all details match and no pages or information are missing.

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Phase 4: Approval or Return for Correction

Option A — Verification (Approval): If everything matches and all fees are correct, the Filing Official clicks **"Verify"** in CIS. This locks the case into the system under its correct case type.

Option B — Return for Correction (Defective Filing): If the Filing Official finds any mistakes or discrepancies, they mark the status as **"Return for Correction."**

Phase 5: Final Registration & Listing (Gist)

Once the filing clears the verification threshold, the case smoothly exits the e-Filing intake queue and enters the standard CIS operational pipeline:

- **Case Scrutiny;**
- **Case Registration;**
- **Case Allocation.**

Finally, a standard **Case Registration Number** is generated, which serves as the official reference for tracking and managing the case throughout all subsequent legal proceedings.

It is further clarified that e-Filing is optional and not mandatory. The existing system of physical filing of cases shall continue to remain available as an alternative mode of institution of cases until further orders.

All learned Judicial Officers, learned Advocates, litigants, officers and staff members concerned are requested to take note of the above workflow and act accordingly.

Sd/-
District Judge
Uttar Dinajpur at Raiganj