eFiling Services 3.0

USER MANUAL

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1. General Information

• Introduction

eFiling system is a complete end to end solution developed for online filing of plaints, written statements, replies and various applications related to cases. Both Civil and Criminal cases can be filed before any High Court or District Court of the country. It is designed in Bilingual (English and local language) to reach wider group covering advocates/litigants.

eFiling system provides several benefits;

- Save time, money, travel of advocates and clients
- Obviate the need to physically visit the court
- Reduce the need of meetings between clients and advocates
- Automatic digitization of case records
- Positive impact on environment by reducing paper footprint

• Audience

The document is intended for Advocates and Litigants who need to frequently file cases and upload documents.

• Purpose of the document

The purpose of the document is to familiarize the advocates and litigants with online procedures for filing the cases and uploading the documents.

• Objectives of the document

The main objectives of the document are to enable the user to:

- Register with eFiling system
- File New Cases
- Complete Vakalat procedure
- Upload Pleadings for cases
- E-sign pleading for authentication
- Record Oath for pleadings
- IA filing
- Online payments
- Add or revoke partners
- Manage exclusive portfolio

Quick Reference

Sr No.	Task	Ref. Section	Procedure in Short
1	Registration	2.2	Login screen → New User link
2	Update Profile	3.1, 3.2/3.3	Profile Menu→Update Profile
3	Change Password	3.1	Profile Menu→Update Profile→ Change Password
4	View my Cases	6.7.2 / 4.2.6	Dashboard → My Cases OR Portfolio Menu → My Cases
5	Import / Export cases from /to mobile app	6.7.3/6.7.4	Portfolio Menu → Import Cases/ Export Cases
6	Manage Court Calendar	6.7.6	Portfolio Menu →Planner
7	Search Cases (all)	6.7.1	Portfolio Menu →Search Cases
8	Add individual case to portfolio (My Cases)	6.7.1	Portfolio Menu →Search Cases→ (search the case) → Case Number link → Add Case button
9	Add or Revoke Partners (for advocates)	6.1.1/ 6.1.3	Main Menu →My Partners →Add Partner/Revoke Partner
10	Enter Case Information	6.2.1	Main Menu → Case Filing →New Case Filing
11	Pay Fees (for cases)	6.5.1	Main Menu →ePayments→
12	Court Fee Payment	6.6.1	Main Menu→ Applications → Interlocutory application Filing → Pay Fees
13	Add balance to Court Fee Wallet	6.5.2	Main Menu →ePayments→Court Fee Wallet
14	Upload Case Documents	6.4.2	Main Menu → Pleadings→→ Upload tab
15	View uploaded documents status	4.2.1	Dashboard →Draft Pleadings
16	Submit Pleading to court	4.2.1	Dashboard →Draft Pleading → Submit

Table: Procedure-wise Reference

2. Getting Started

2.1 Accessing the system

Visit https://filing.ecourts.gov.in/ to access the eFiling system.

Registered users can log in into the system by using username (bar code/ email/ mobile number/ unique code given at the time of registration) and password. If you are not a registered user, follow the procedure for registration explained in the next section.

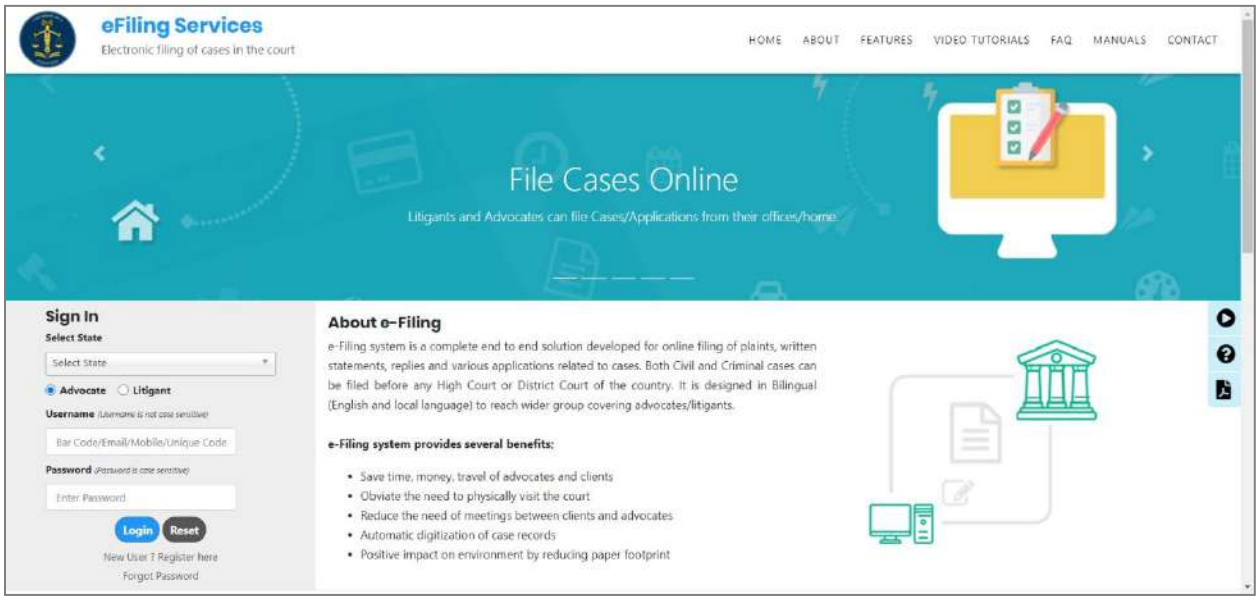


Fig: eFiling Services – Sign in

2.2 Registering new users

The registration process differs for different users. Basic flow of events during registration is depicted in the block diagrams.

For Advocates:

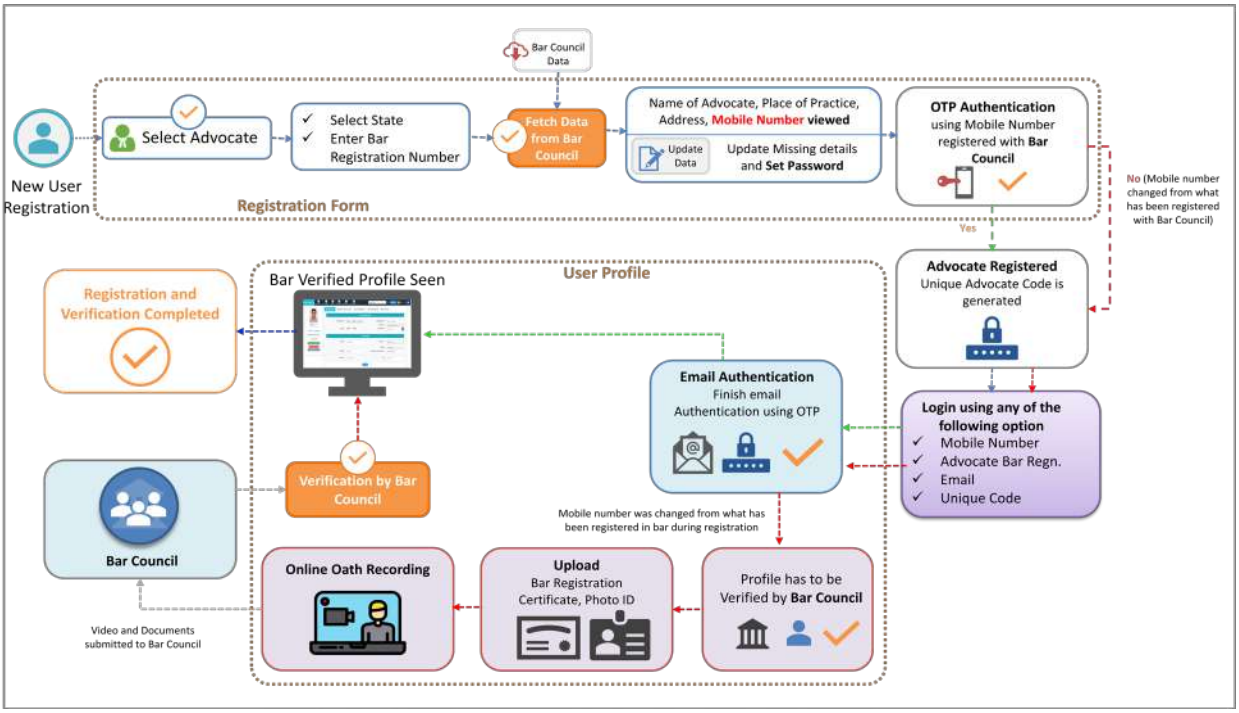


Fig: Advocate Registration Flow

To register with the eFiling system-

- Click on the '<u>New User Register here</u>' link in the log-in screen; a registration form will be displayed. Select **Advocate** radio button.
- Select the **State** in which the advocate is registered with the bar council.
- Enter the following details
  - Bar Registration Details – When you enter the **Bar Registration** number, click **Verify**. The system will verify the bar registration number with bar council data and fetch the contact details. A message will be displayed at the top of the screen informing whether the verification was successful or not. Verify the fetched contact details and change, if required.

    Note: *Even if mobile number is changed or user is not verified, he can still register with the eFiling system. The user will be verified by the bar council later.*
  - Practice Place Details
  - Contact Details
  - Password
- Once all details are filled in, click Generate OTP; message 'OTP sent to your mobile number' will be displayed. Enter the OTP received on your mobile and click Verify OTP. 'User registered successfully' message will appear along with your unique code.

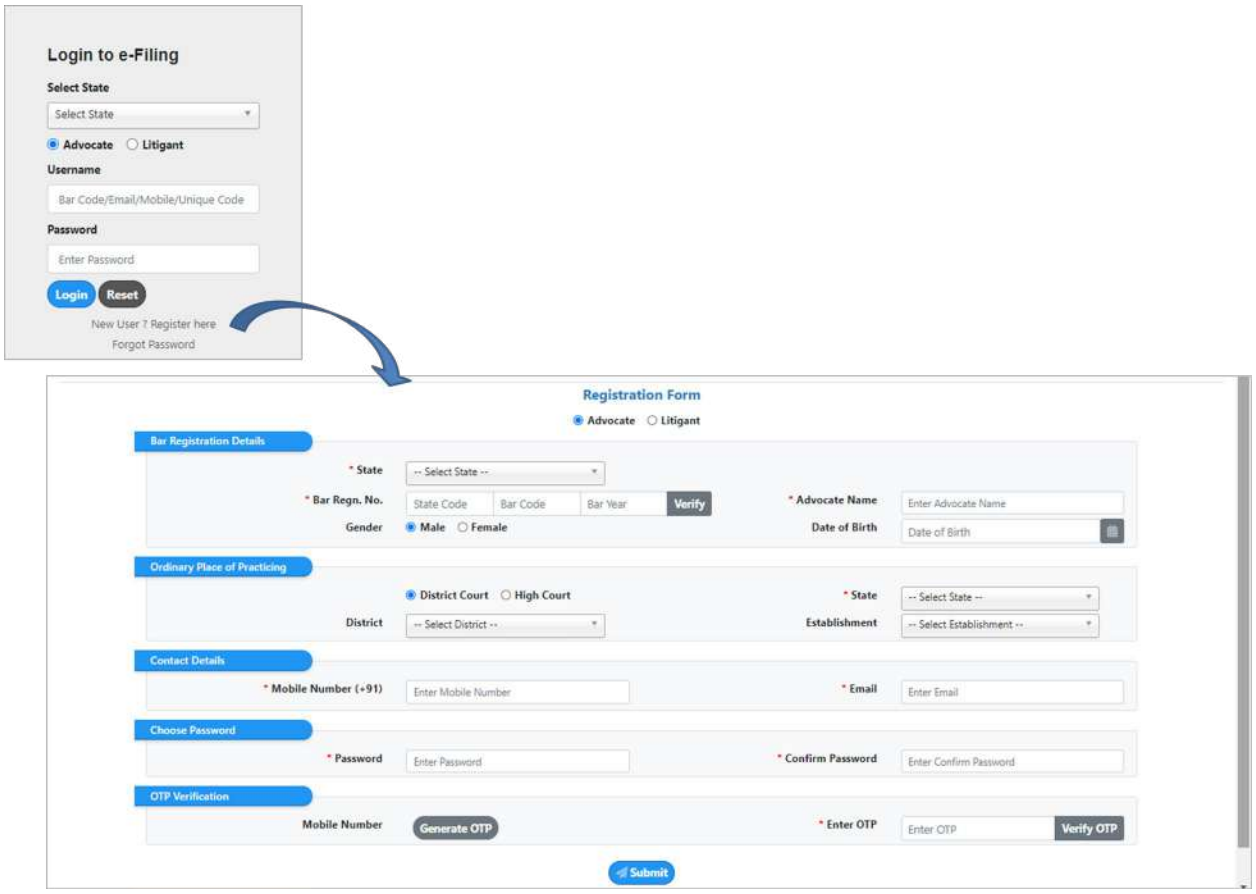


Fig: Register New User – Advocate

For Litigants:

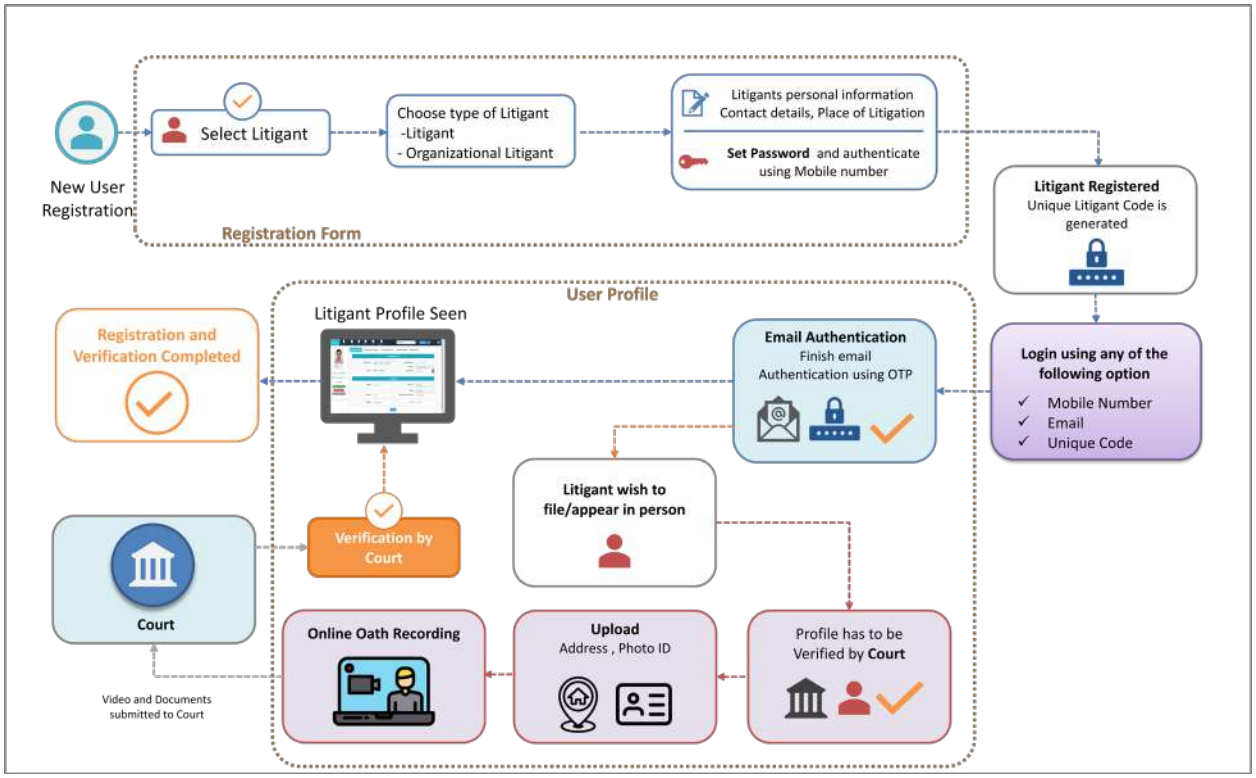


Fig: Litigant Registration Flow

Follow the procedure given below to register with the eFiling system.

- Click on the '<u>New User Register here</u>' link in the log-in screen; a registration form will be displayed. Select **Litigant** radio button.
- Fill in the following details
  - Personal Details – Select state where the case needs to be filed. If the party is an organization, fill in the organization details.
  - Place of Litigation
  - Contact Details
  - Password
- Once all details are filled in, click Generate OTP; message 'OTP sent to your mobile number' will be displayed. Enter the OTP received on your mobile and click Verify OTP. 'User registered successfully' message will appear along with your unique code.

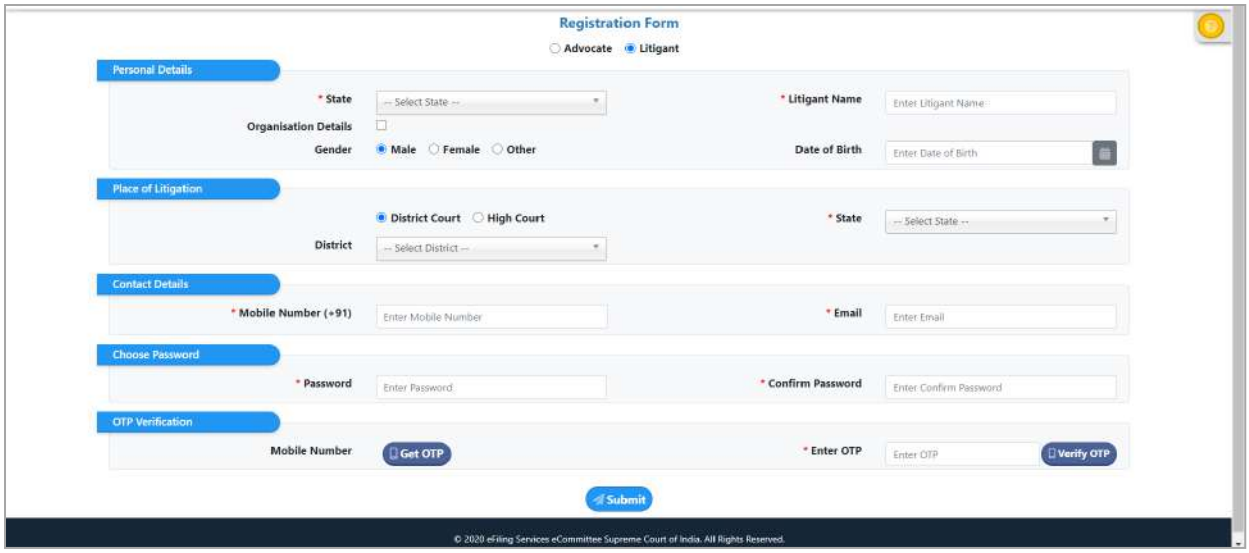


Fig: Register New User – Litigant

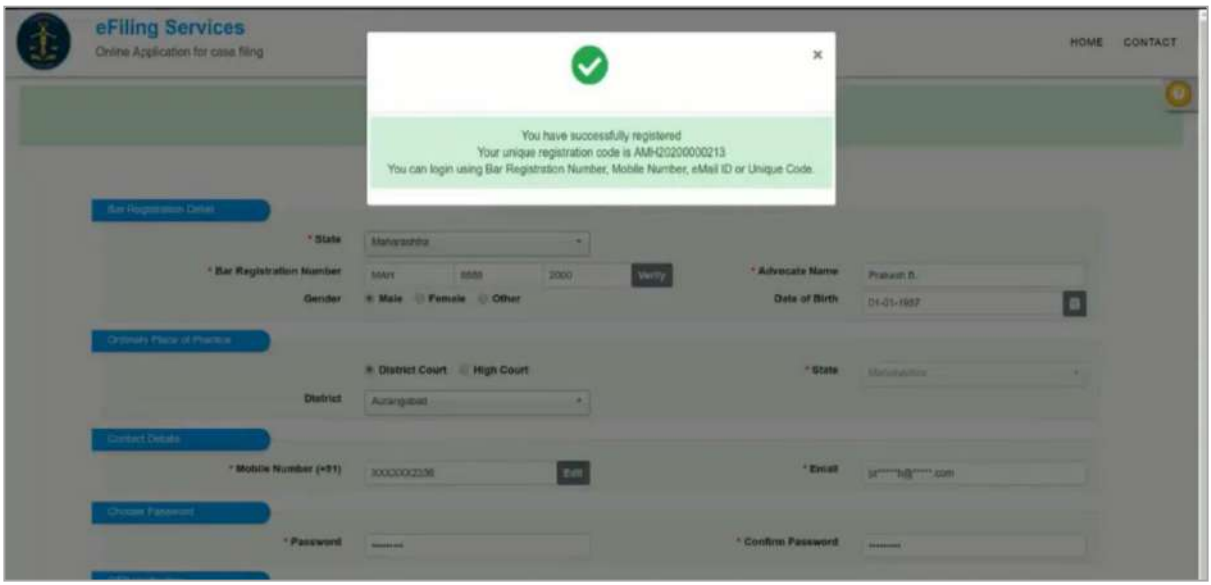


Fig: User Registration Success Message

2.3 Forgot Password

If your password is lost or forgotten, click on the 'Forgot Password' link on the log in screen.

- Select **State** and whether **Advocate** or **Litigant**
- Enter Mobile No or Email and click **Send OTP**
- Enter the OTP and click **Verify OTP**.
- On OTP verification, user will receive one time password on the mobile and email. Use this password to log-in into the system and then set a new password from profile page.

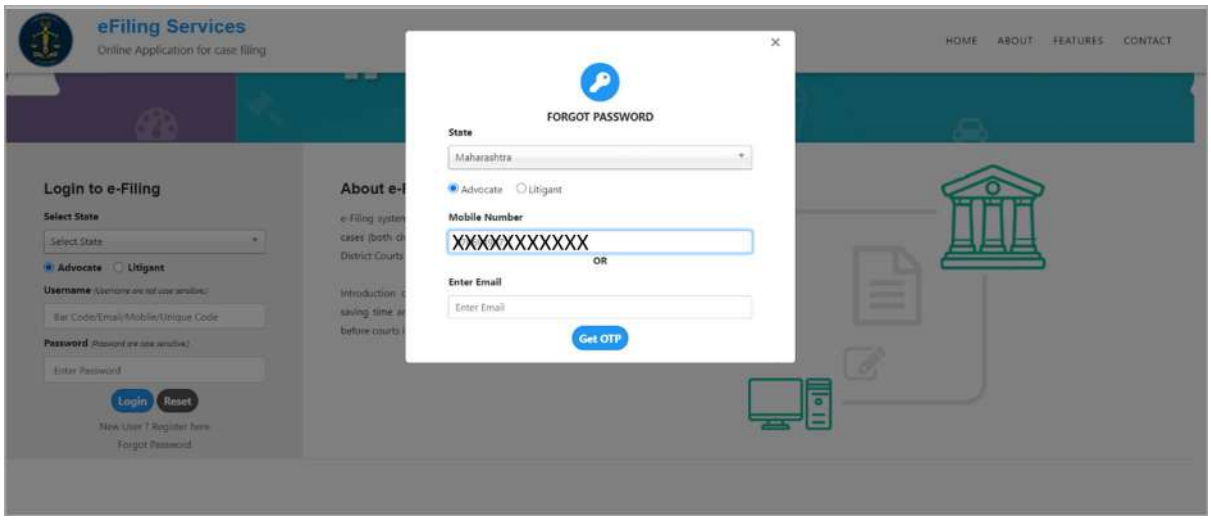


Fig: Forgot Password

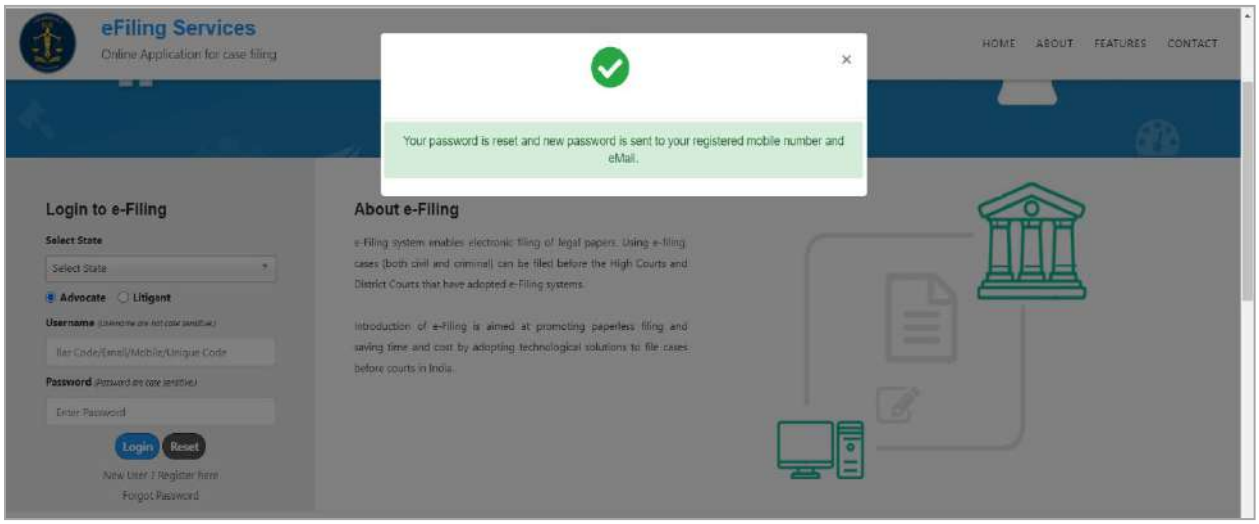


Fig: System message notifying password sent for logging in

3. User Profile

Profile page will be displayed when the new users enter the system. Email/Mobile and user verification is necessary to access the system. Following profile details need to be filled in:

Basic profile – Includes Photo, email, mobile and user verification details; It is similar for Advocate and litigant.

Profile Forms: (Different for advocates and Litigants)

- Profile details – Includes personal information; Litigant may opt for 'party-in-person' through this form.
- Verify email/ mobile – compulsory form; system cannot be accessed without completing this.
- Update practice locations – Only for Advocates
- Upload documents/ Record Oath – Only for Advocates whose bar council verification is pending and for party-in-person litigants.

Note*: User cannot access any other menu till profile is complete*.

3.1 Basic Profile

User can upload/ change photo and change password through this menu. The e-mail and mobile number appear automatically after verification is successful.

User Verification Icon

For Advocate - If Bar Registration Number and the Mobile number of the advocate is matched with the bar council data during registration, 'Verified by Bar Council' icon appears in the basic profile. If it is not matched during registration, the bar council will verify the user after registration and then the icon will change to 'Verified by Bar Council'.

For litigant- When all the profile details of litigant are verified by the court, 'verified by court' icon appears in the basic profile.

Upload Picture:

- Click **Upload Profile Picture** to add/change the profile picture**.** A message window would pop-up prompting to choose the picture file.
- Choose the file. If you wish to crop the picture, click **Crop and Save.**

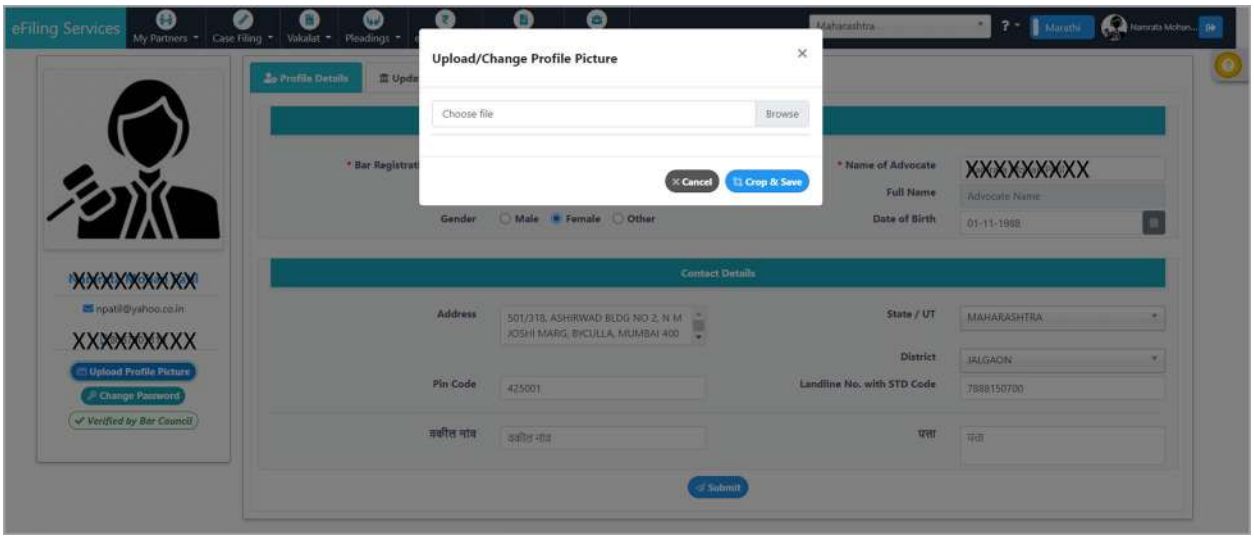


Fig: Upload/Change Profile Picture

Change Password

- The user can change password of the login by clicking on **Change Password**.

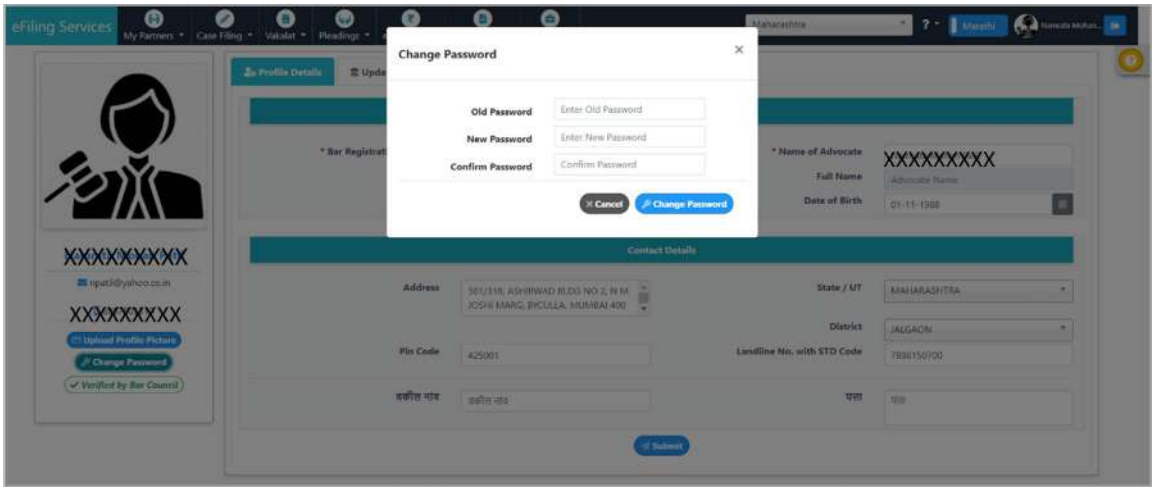


Fig: Change Password

3.2 Profile Forms for Advocates

3.2.1 Profile Details

- **Bar Registration Details** appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline No. with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**

- The message **'User Profile Changes has been updated Successfully'** is displayed.

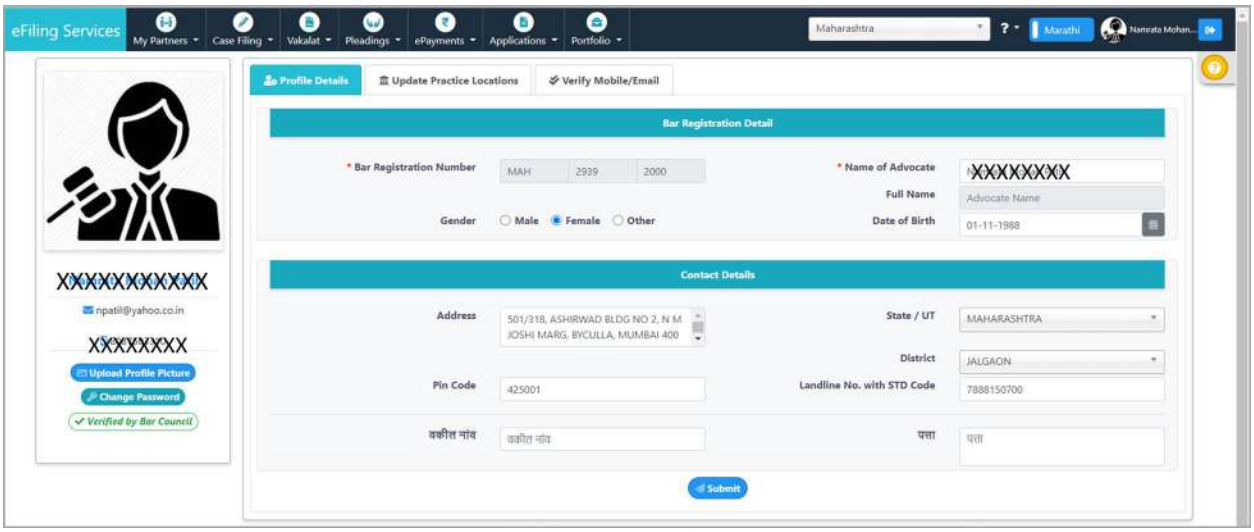


Fig: Profile Details – Advocate

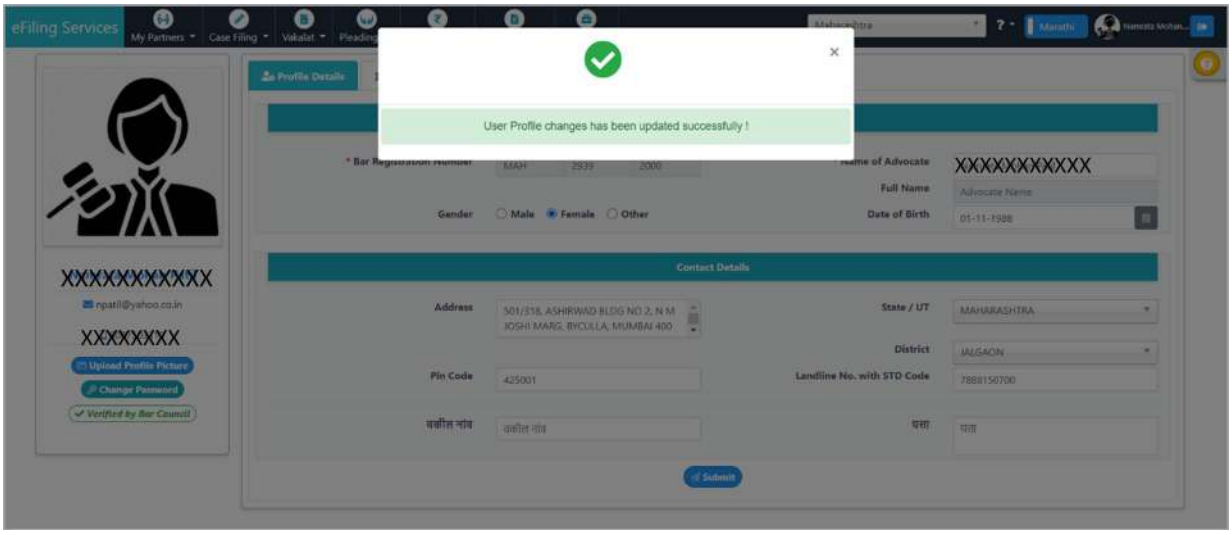


Fig: Profile Changes Updated Successfully

3.2.2 Update Practice Locations

This form allows user to update his practice locations.

- Select **Update Practice Locations** tab.
- Enter **High Court Details** by selecting High Court and Bench from drop down list.
- Enter **District Court Details** by selecting State and District from the drop down list.

  Note: The state of the Bar Council, with which the advocate is registered, cannot be removed from the **State** list.

- Click on **Submit** button.
- The message '**User Practice Locations Updated Successfully'** is displayed.

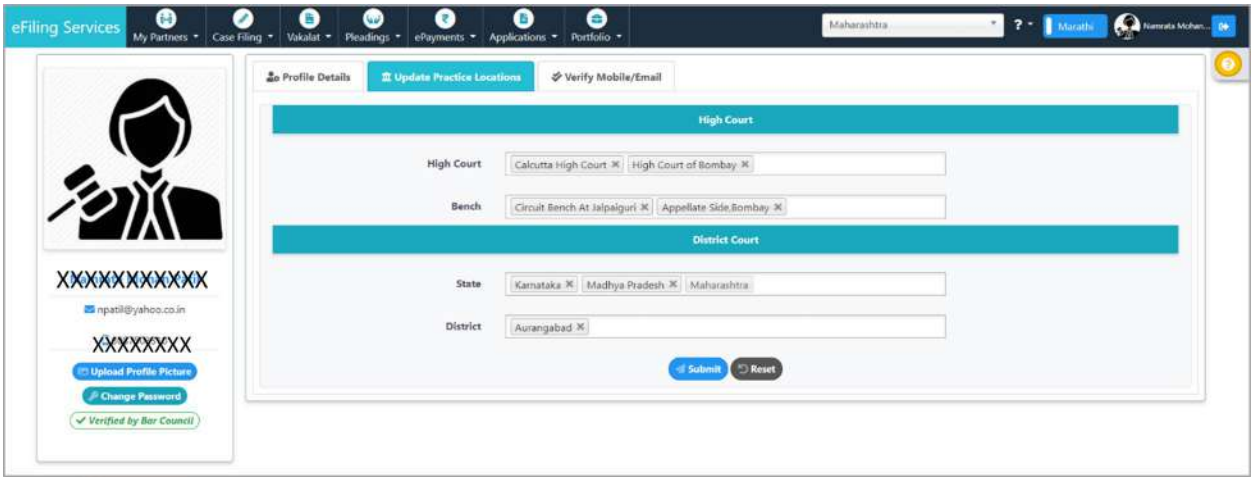


Fig: Update Practice Location

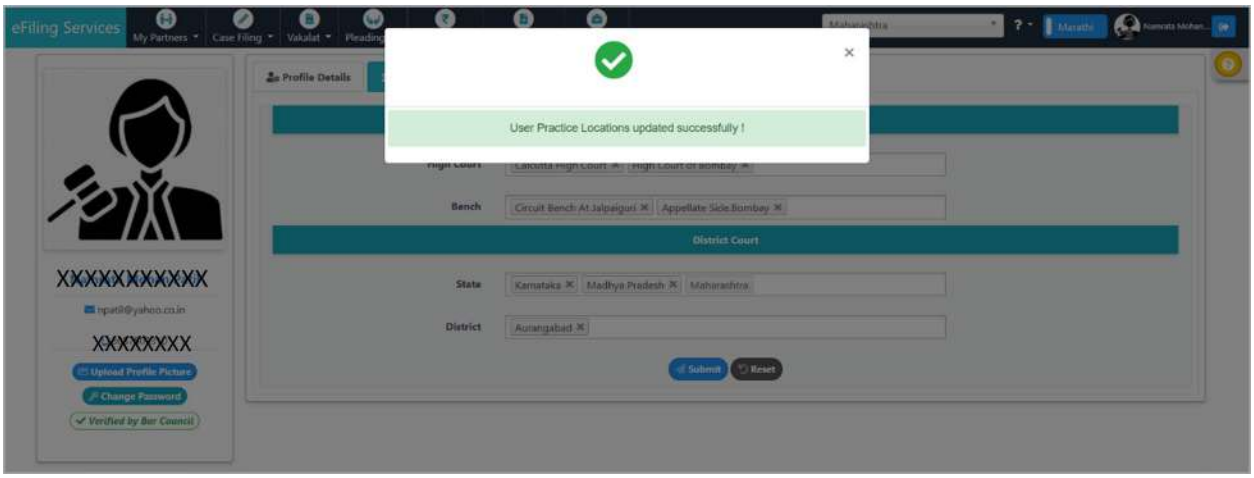


Fig: User Practice Locations Updated Successfully

3.2.3 Verify Mobile Number/ Email

This form allows user to verify their mobile number and Email address in the profile.

Note: *Initially Verify Mobile/Email tab is highlighted in Red. After verification, the red highlight gets removed.*

- Select **Verify Mobile Number/ Email** tab**.**

  - If a contact detail is previously verified, 'Verified' icon and **Edit** button appears in front of it. Edit button allows user to change the provided contact detail.

  - If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.
- **Verify** the contact detail:
  - Click on the **Get OTP** button. 'OTP sent to [email/mobile no]' message is displayed.

- Enter the OTP and click **Verify OTP**.
- After successful verification, message will be displayed, '**OTP Verified Successfully'.**
- Click on **Submit** button.
- The message, '**Data updated successfully'** is displayed and the red highlight of the tab is removed.

- **Edit** the verified contact detail (if it needs to be changed):
  - Edit the **Mobile number** or **Email** by clicking on **Edit** button.
  - Click on **Get OTP** and then enter the OTP and **verify**.
  - After successful verification, message will be displayed, **'OTP Verified successfully'.**

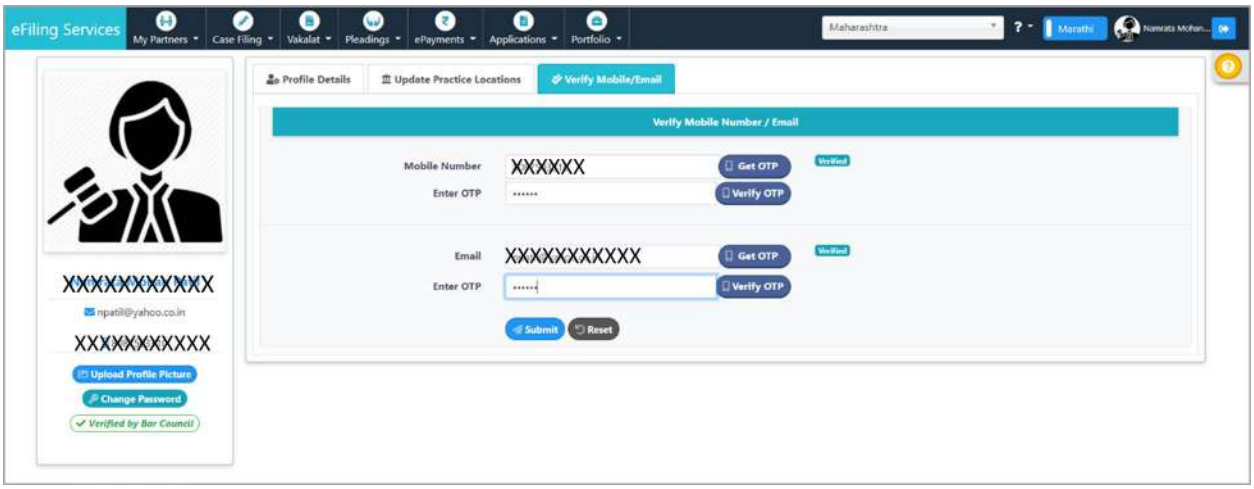


Fig: OTP verification for Email address

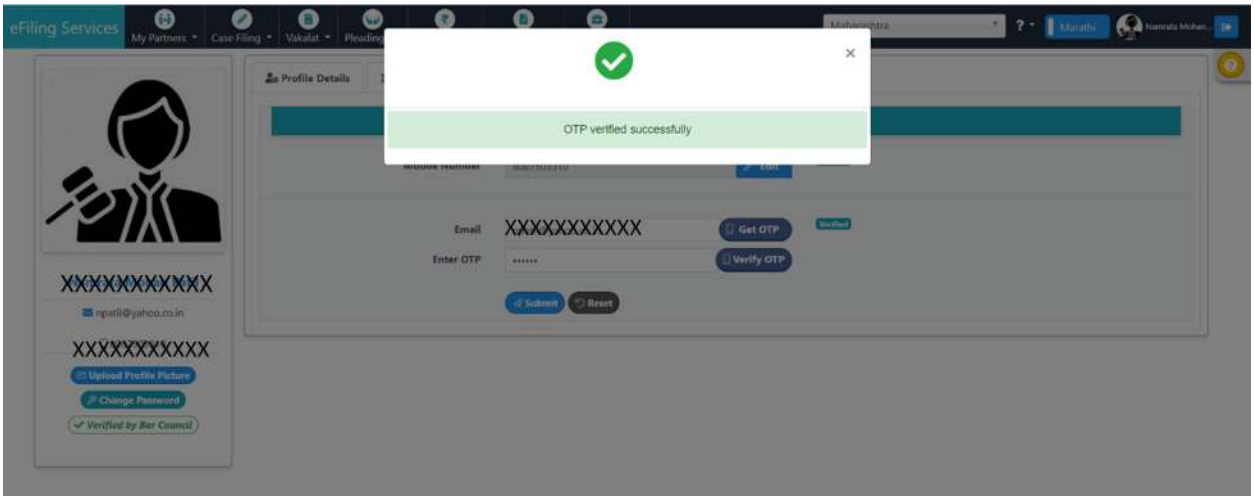


Fig: Email Verification Successful

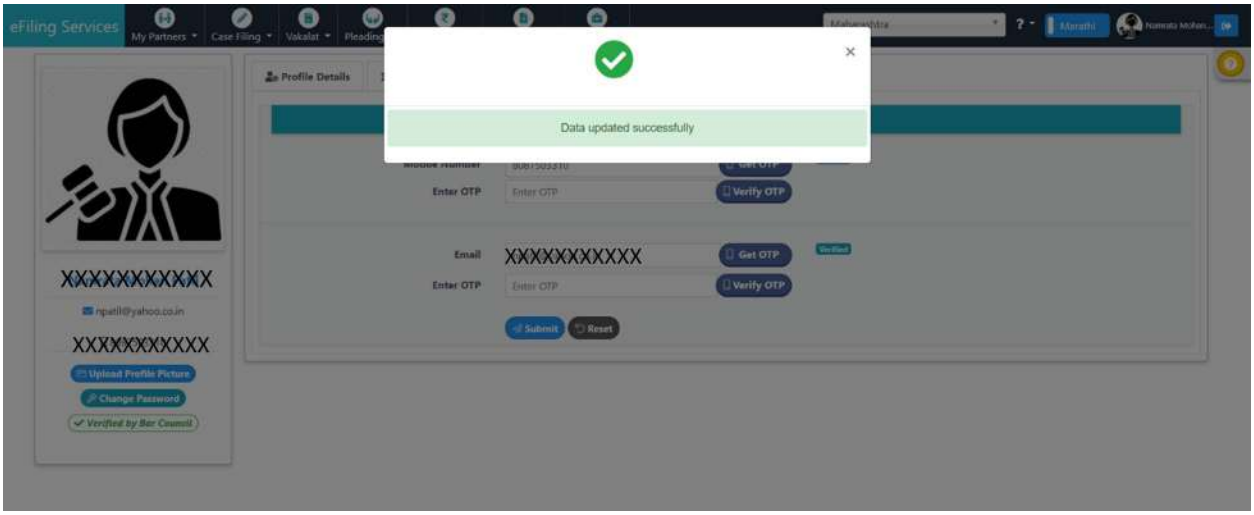


Fig: User Changes Successfully updated

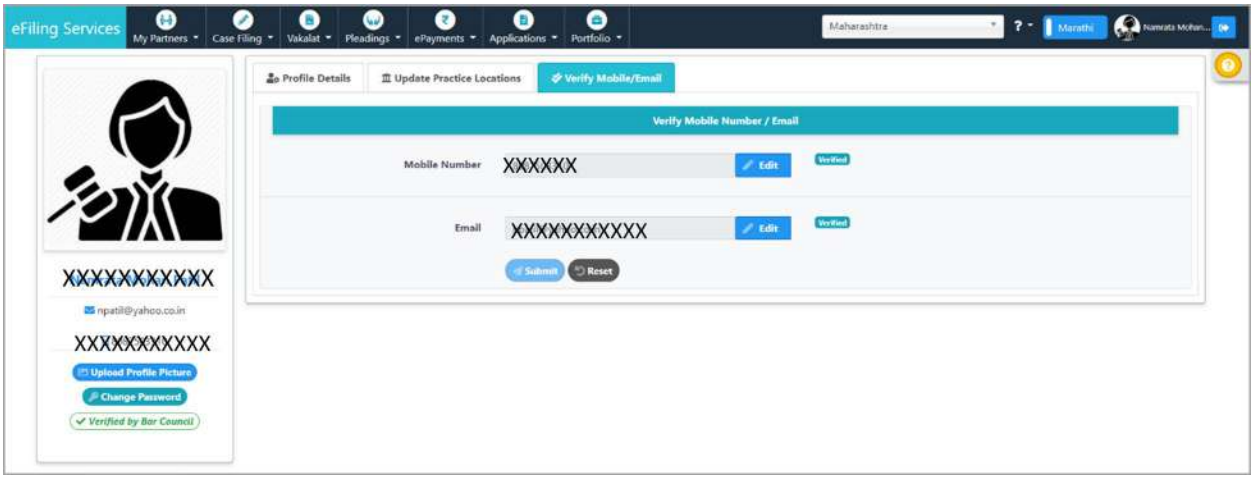


Fig: Mobile and Email Verified (Red highlight removed)

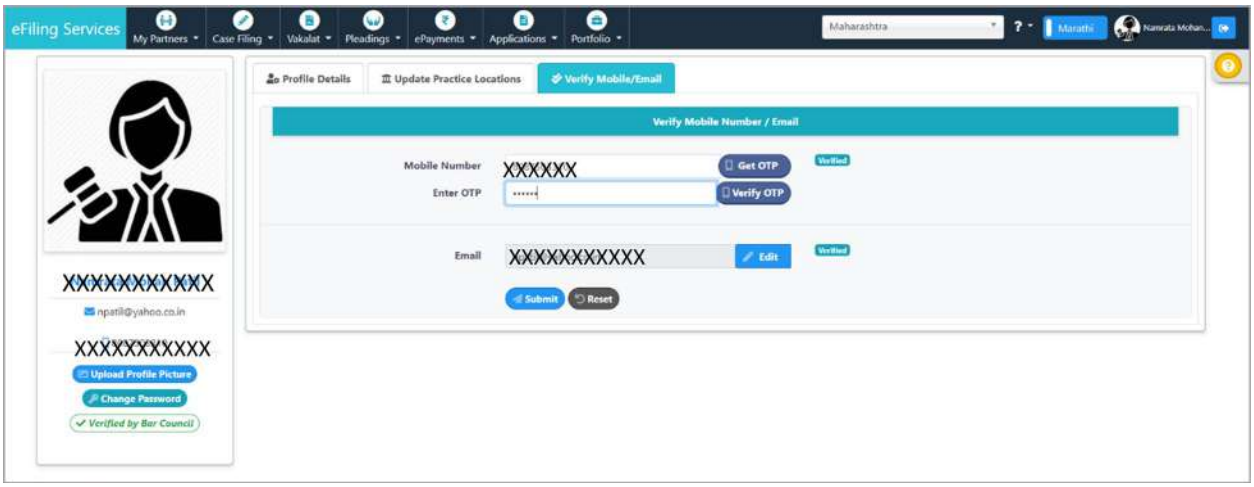


Fig: Edit Mobile Number

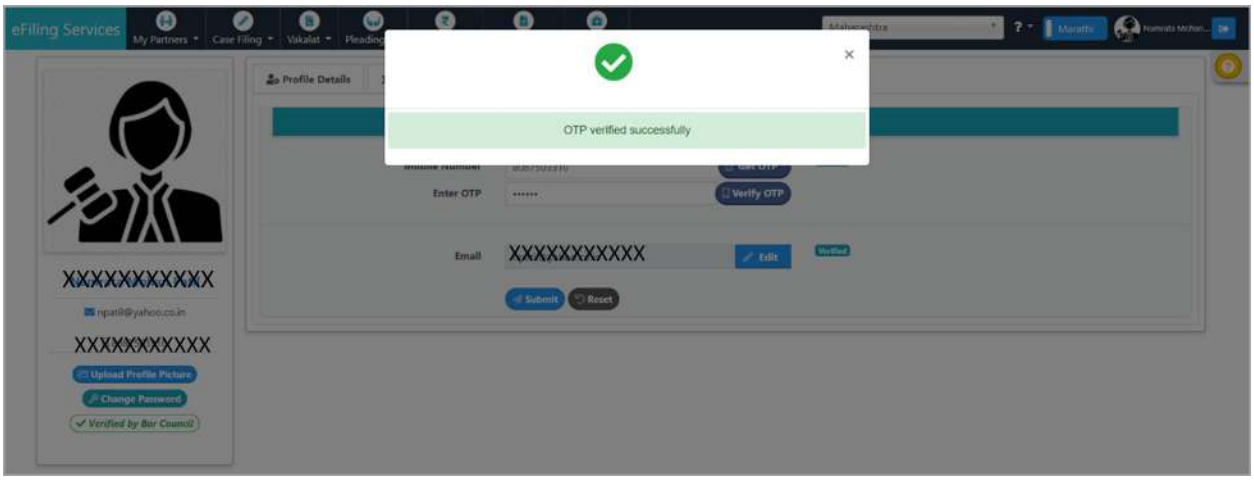


Fig: Edit Mobile Number Successful

3.2.4 Upload Documents

This form is used to upload and verify user documents. The tab appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Upload Documents** tab**.**
- Select the documents **Bar Registration Certificate, Photo ID** and **Address Proof** by clicking on browse button.
- Click on **Upload** to upload the selected documents. On upload, the document appears in the verify documents list.
- Select suitable verification option.
  - If you want to e-sign, select the **eSign** button. You will be directed to C-DAC site for e-signing. User needs to have a virtual ID for completing the e-signing procedure. Virtual ID can be generated on UID (Aadhaar) site.
  - If the document is already digitally signed, check the **Digitally Sign** checkbox.
  - For OTP based verification-
    - Click on **OTP** and then on **Get OTP**.
    - OTP is sent to the registered mobile number.
    - **Verify** the entered OTP.
    - After successful verification of OTP, the process is completed.

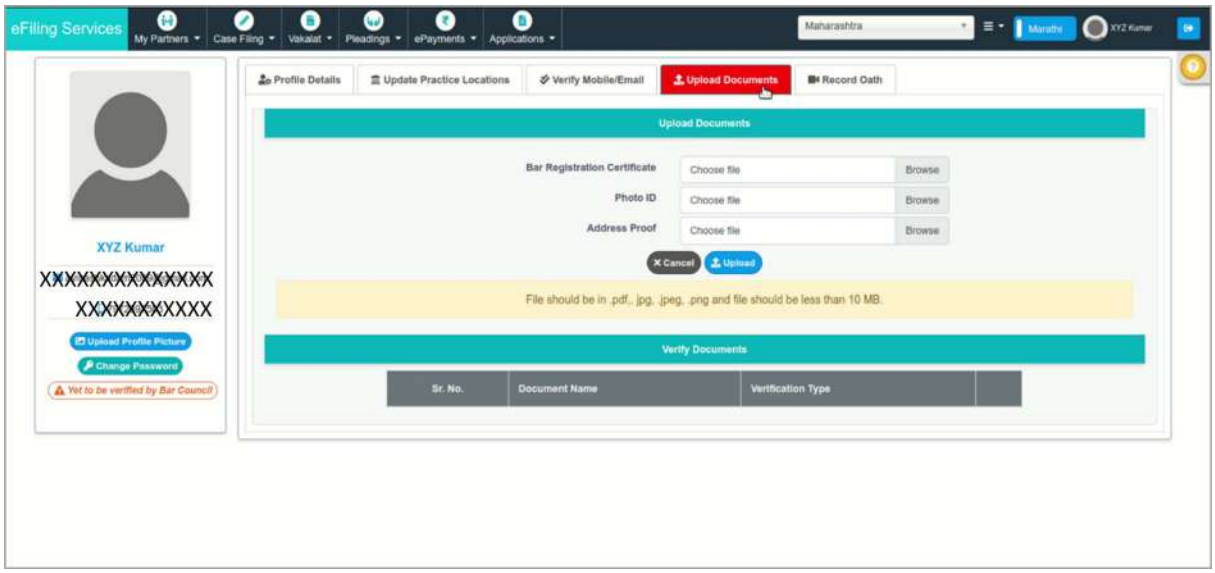


Fig: Upload Documents

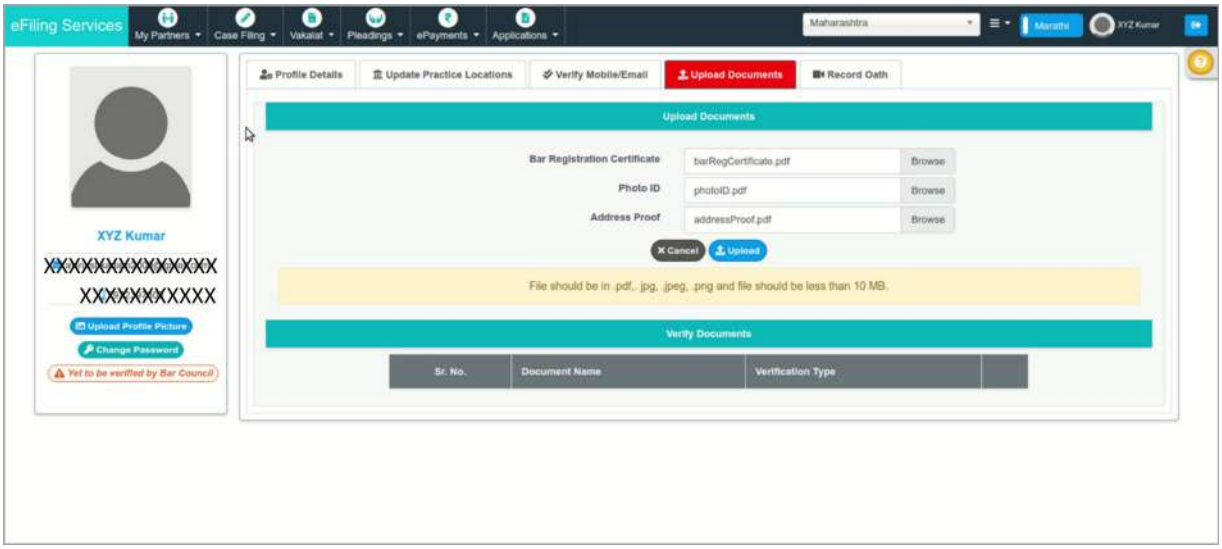


Fig: Select Document File

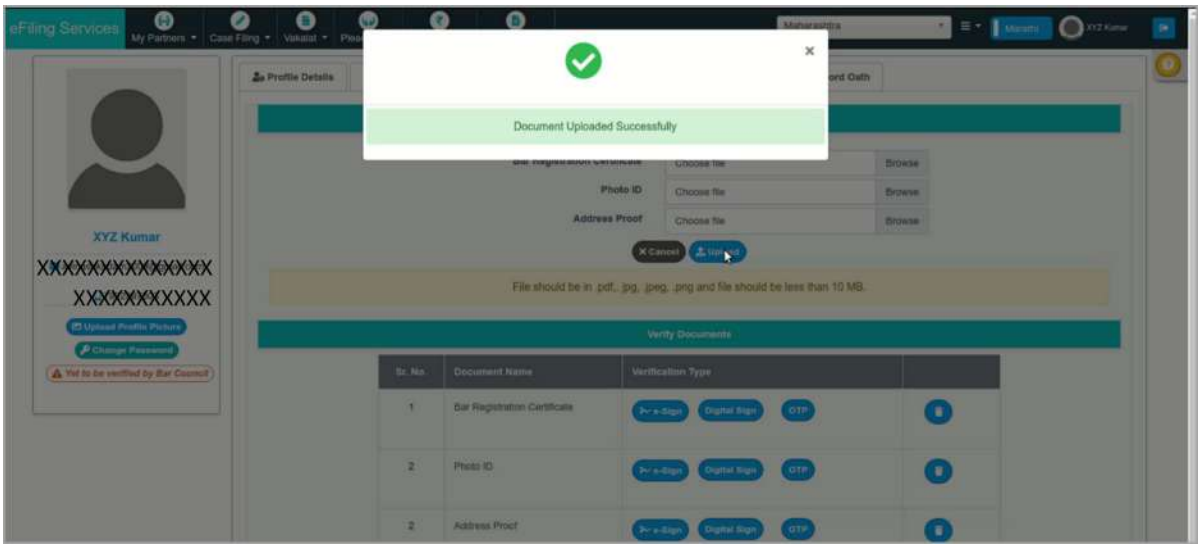


Fig: Document Uploaded Successfully

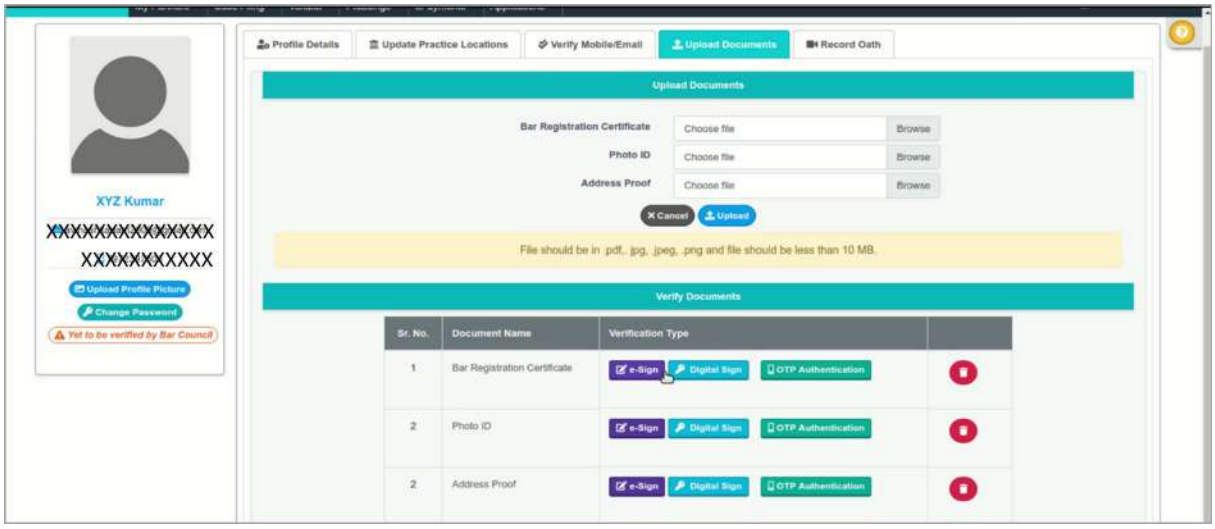


Fig: Verify Documents

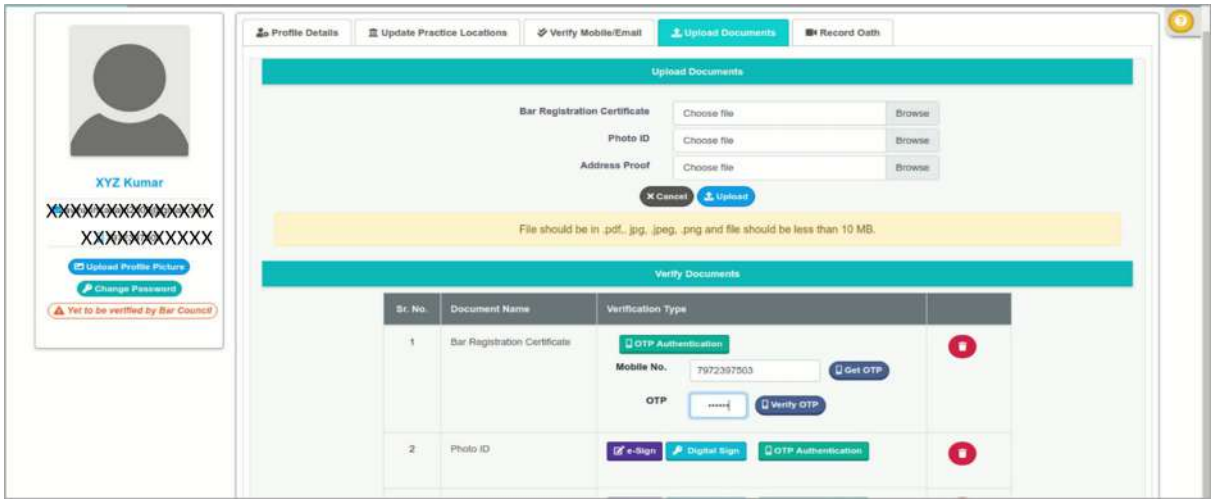


Fig: OTP Authentication

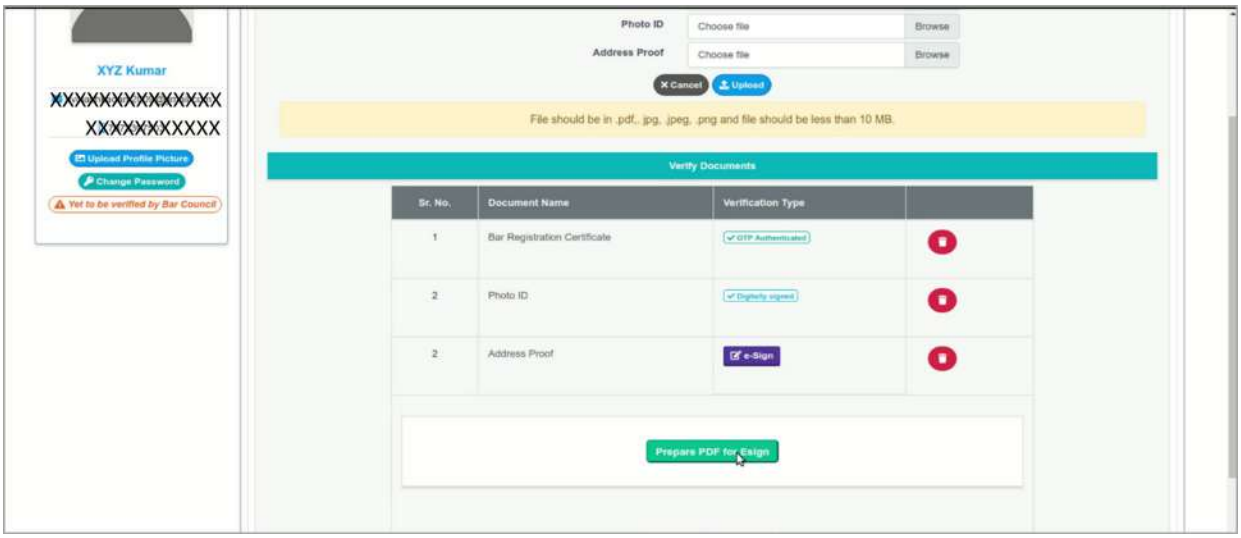


Fig: Prepare document for eSign

Fig: Uploaded Document – Aadhar Based Verification for e-signing

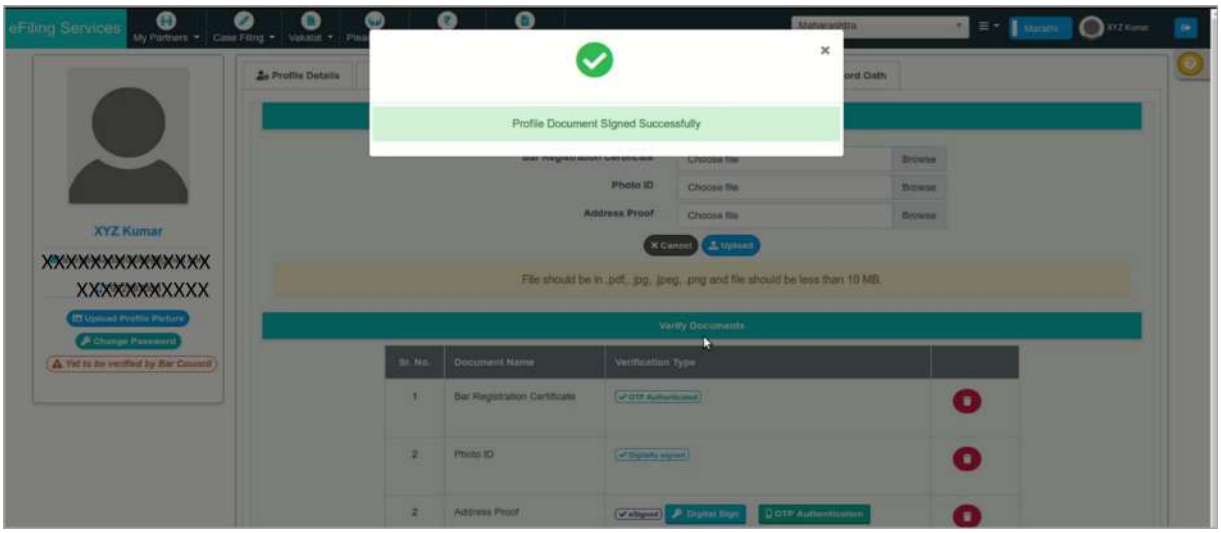


Fig: Profile Document Signed Successfully

3.2.5 Record Oath

This tab allows the advocate to record their oath with in-system video recording. Similar to upload documents, this tab also appears if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Record Oath** tab.
- Click on **Start Recording**. You can now record the oath.
- After oath recording, upload the oath by clicking on **Upload to Server** button.

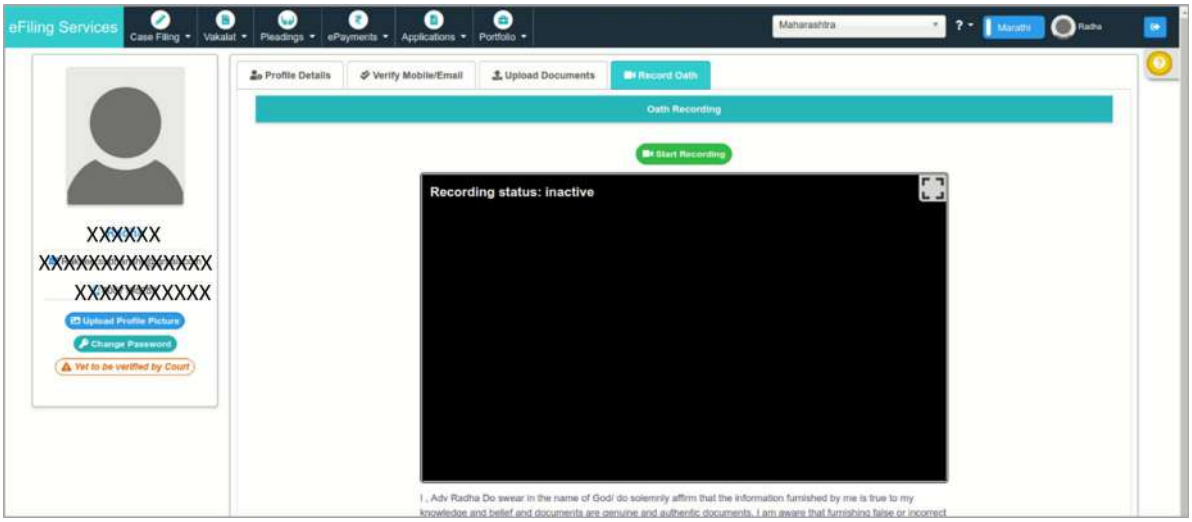


Fig: Record Oath

Fig: Oath recording status

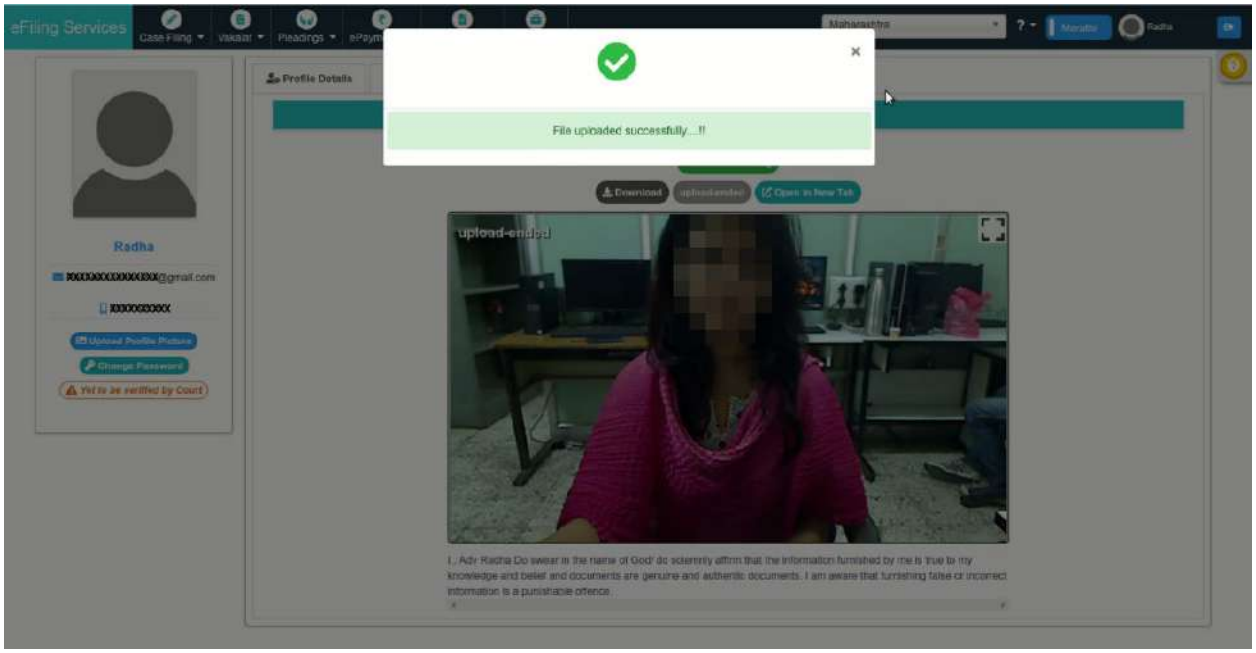


Fig: File uploaded successfully

3.3 Profile Forms for Litigants

3.3.1 Profile Details

- **Personal Details** appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline Number with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**
- The message **"User Profile Changes has been updated successfully"** is displayed.

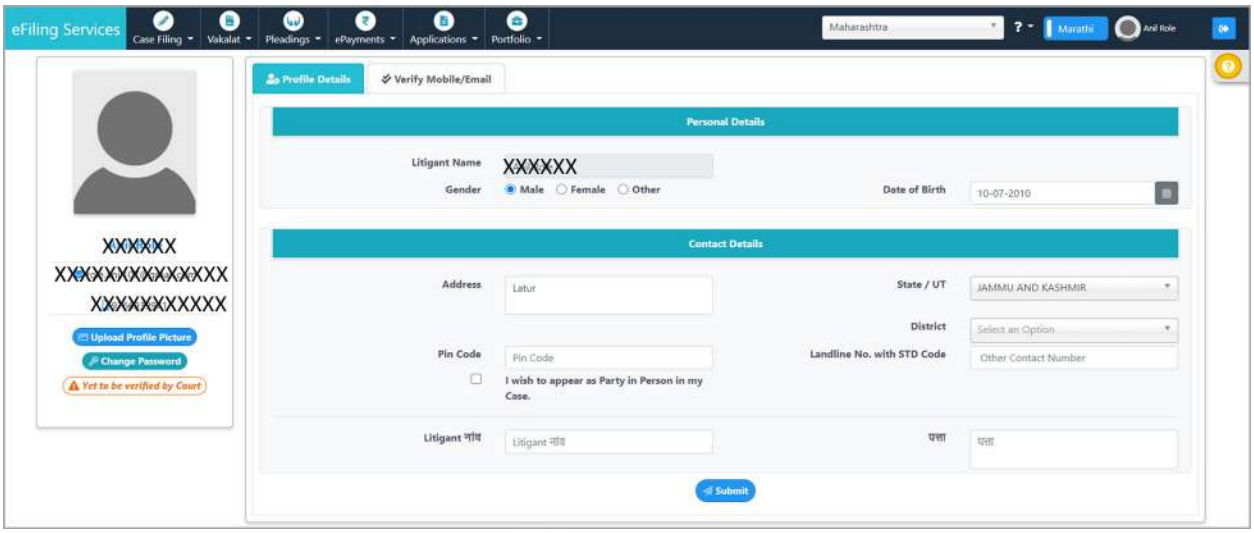


Fig: Profile Details – Litigant

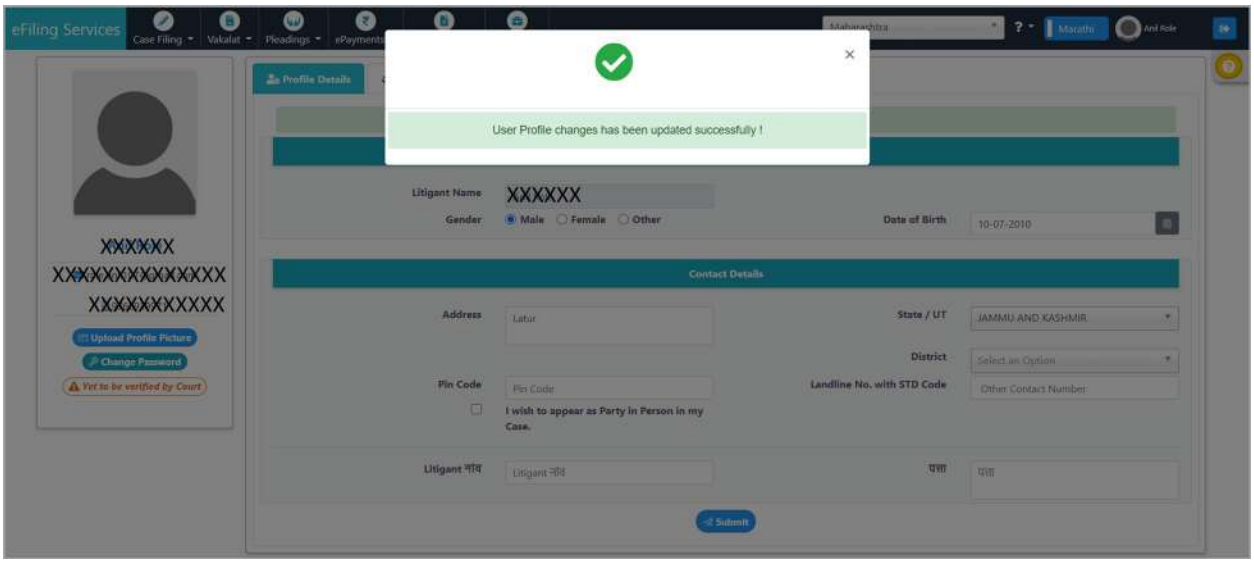


Fig: User Profile changes has been updated successfully

3.3.2 Verify Mobile Number/ Email

Please refer section 3.2.3 (Profile Forms for Advocates- Verify Mobile Number/ Email) for this form. The form is same for Advocates and Litigants.

3.4 Profile Forms for Party-in-Person Litigant

A litigant may choose to be party-in-person and contest the case on its own.

- In litigant profile details, enter the details and check **I wish to appear as Party in Person for my case** checkbox; click **Submit**. (Refer section 3.3 for litigant profile details.)
- User Profile updated successfully message is displayed and two additional tabs appear- **Upload Documents** and **Record Oath.**

- Refer section 3.2.3 for **Verify Mobile/ Email**.
- Refer sections 3.2.4 and 3.2.5 for **Upload Documents** and **Record Oath** tabs respectively.

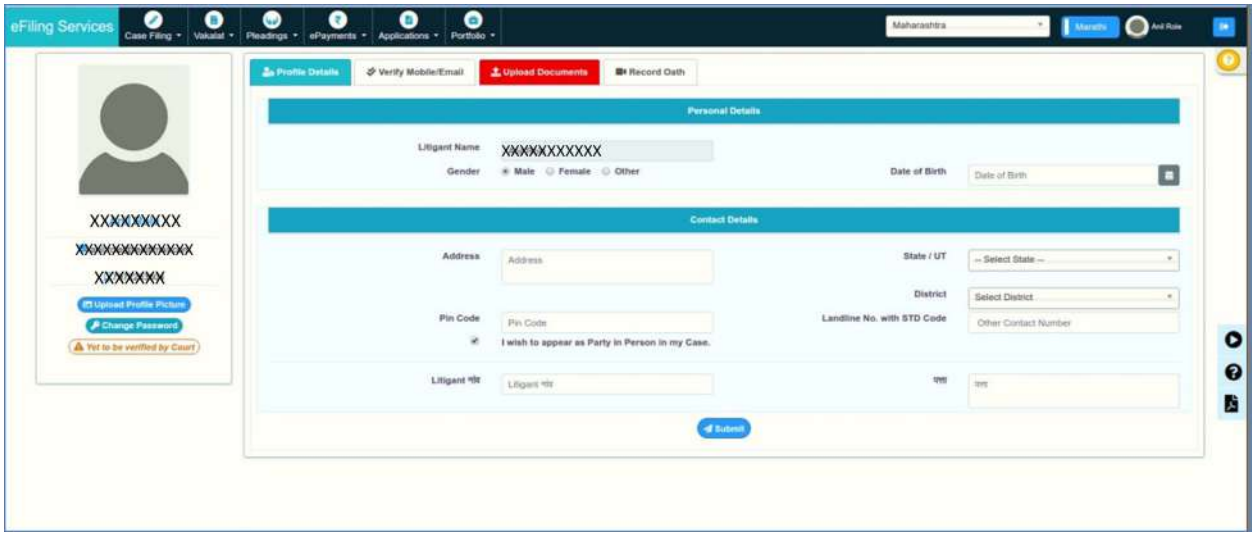


Fig: Party in Person Litigant Profile Forms

4. Home Page

Once you log-in into the system, following screen will appear. It shows –

- latest status of your portfolio through **dashboard**
- **calendar** of the current month with cases marked on respective dates
- **List** of today's cases.

User may click on any date in the calendar to view case list for the selected date.

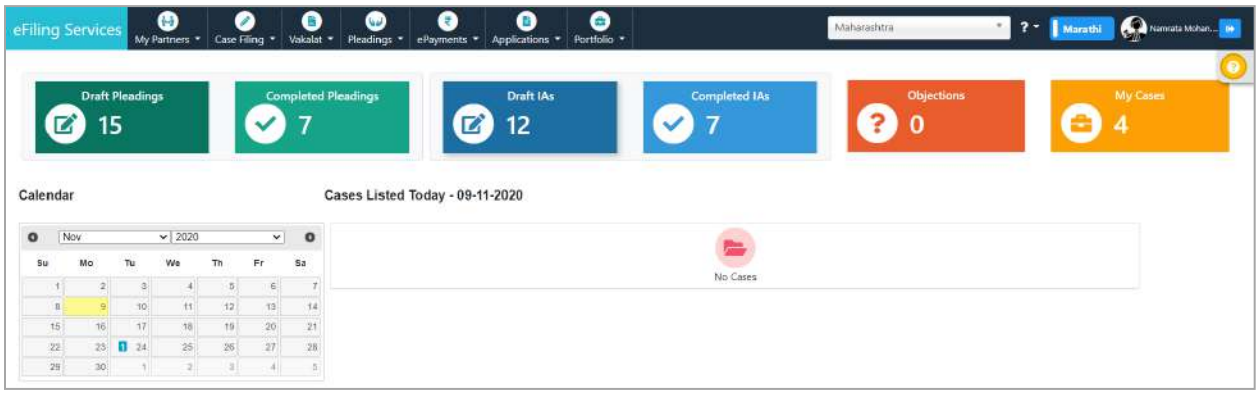


Fig: Opening Screen

Following menus are available for the user. Detailed description of each menu is available in the subsequent sections.

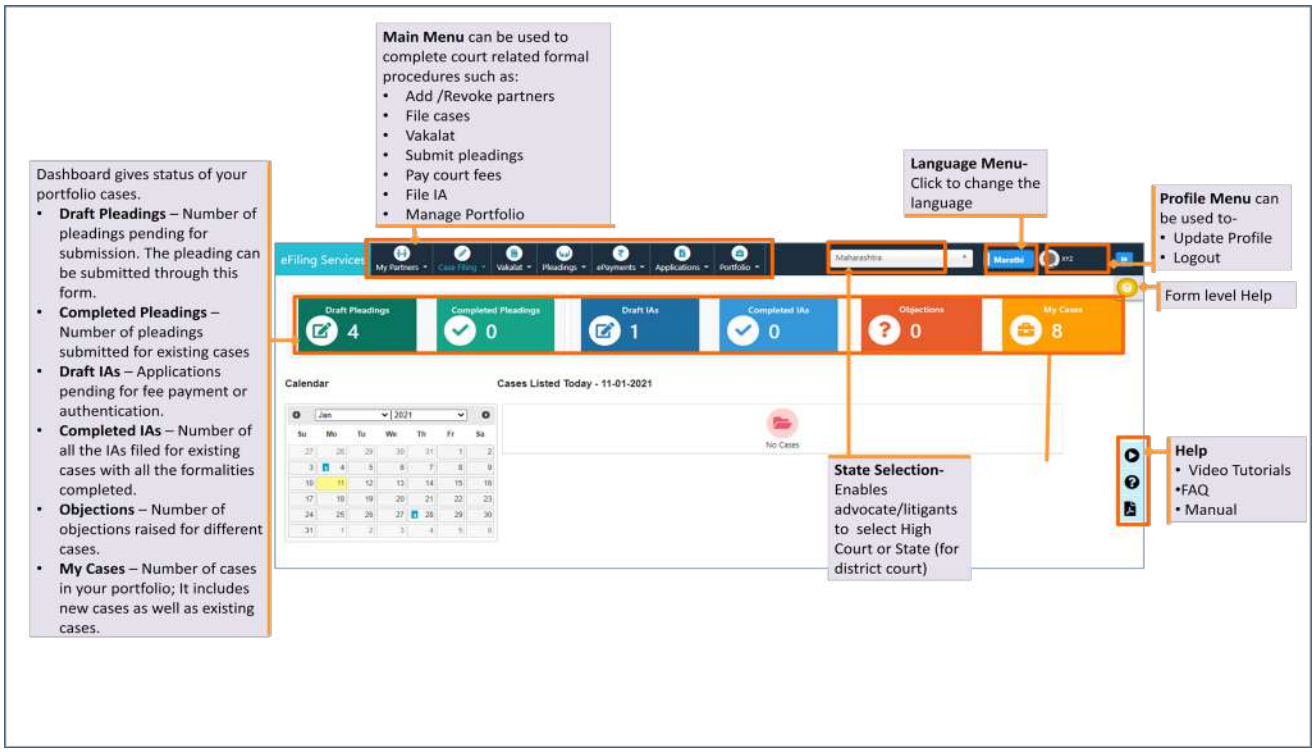


Fig: Different Menus in eFiling System

Considering the user requirements, main menu items are different for Advocates and Litigant as litigants mostly have facilities for editing and authentications. Overall main menu items are listed below. Further details are mentioned wherever necessary.

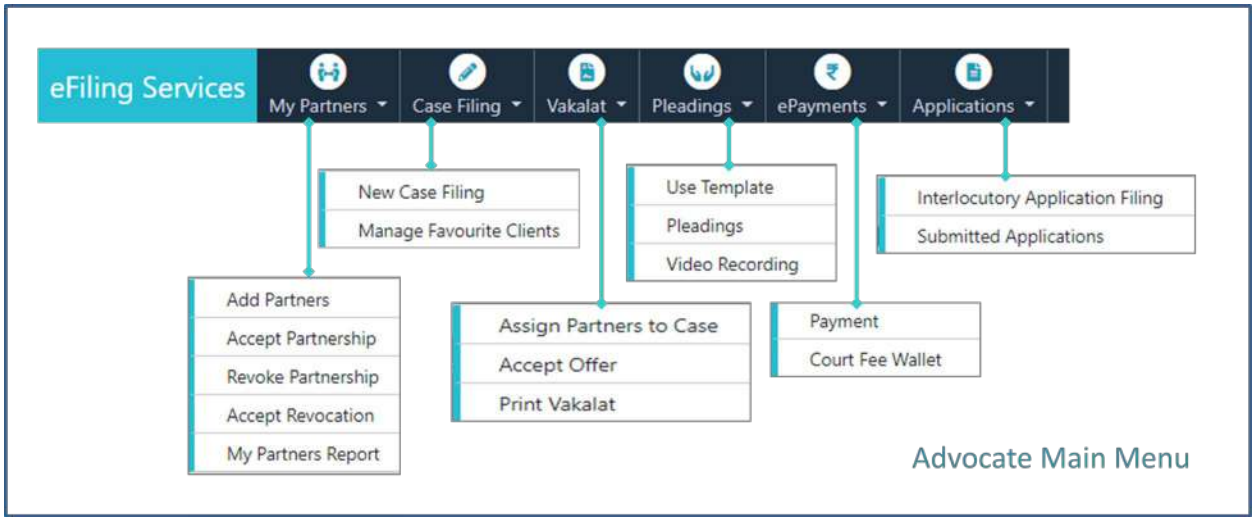


Fig: Main Menu Items for Advocates

Fig: Main Menu for Litigant

4.1 Dashboard

Dashboard displays current status of the user's portfolio. It includes following buttons:

- Draft Pleadings
- Completed Pleadings
- Draft IAs
- Completed IAs
- Objections
- My Cases

4.1.1 Draft Pleadings

Displays history of all the uploaded pleadings and payment related actions taken for a case. Service is also provided to submit the pleading to the court, if all the formalities are complete.

- Click the **Draft Pleading** button to view the list of cases. The list displays status of all the pleadings activities related to a case. The details include eFiling number/ case number, Case Title, Upload Pleading, Oath recording, ePayment and Action.
- Click **View Document** button to view uploaded pleading.
- **ePayments** column lists GRN number for all the completed payments. Select the appropriate GRN (if applicable) for the document.
- Click **Submit** for submitting the pleading to the court. Submission success message is displayed along with the eFiling number and the case is removed from the pleadings submission list.

  Note: *After submission, the case appears in the completed pleading tab and it is not available for modifications or additional uploads till verification process is completed in the court.*

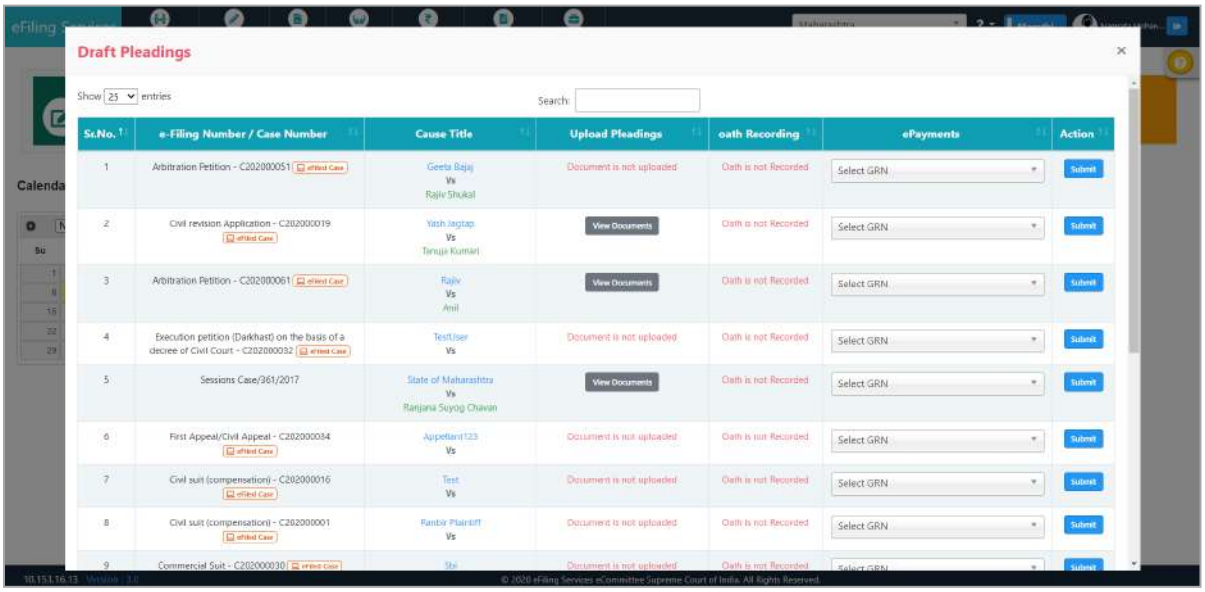


Fig: Draft Pleadings

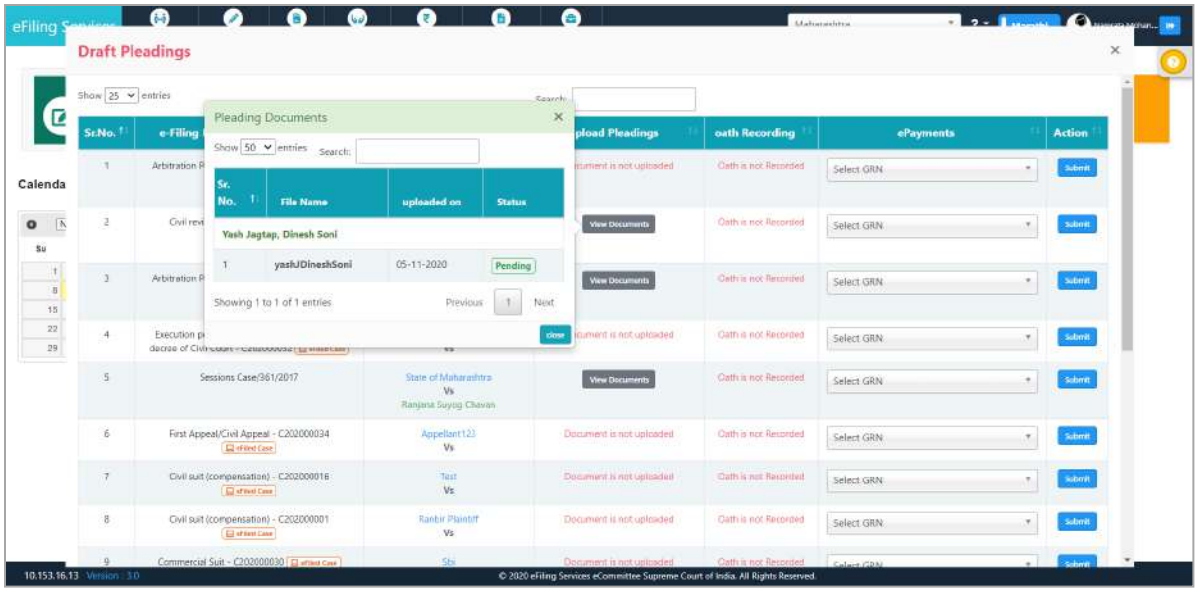


Fig: View Uploaded Document

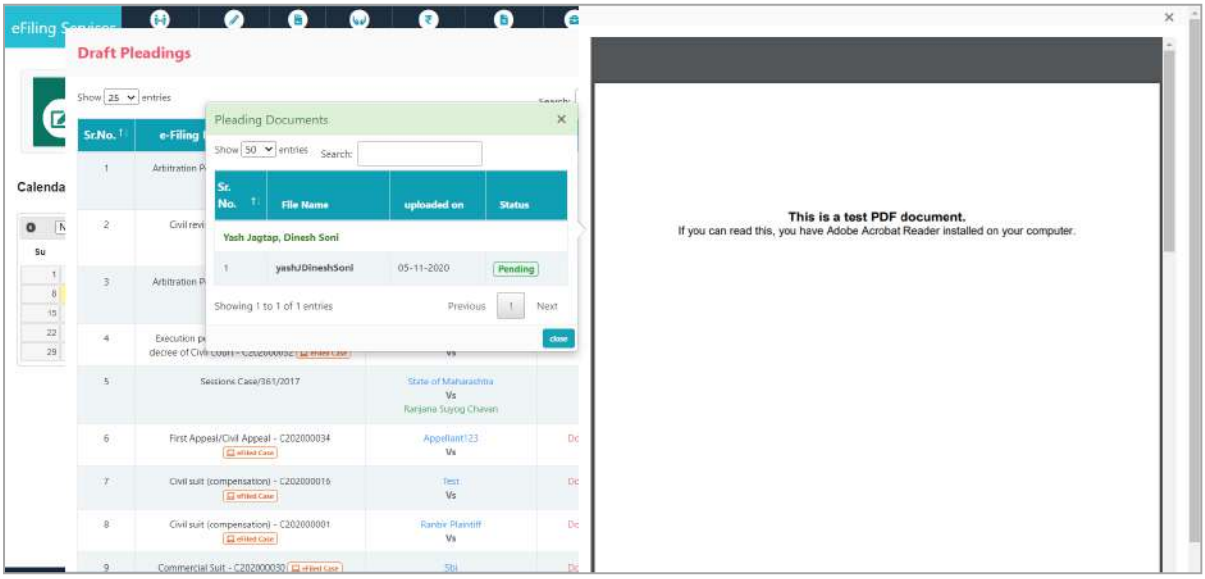


Fig: View File

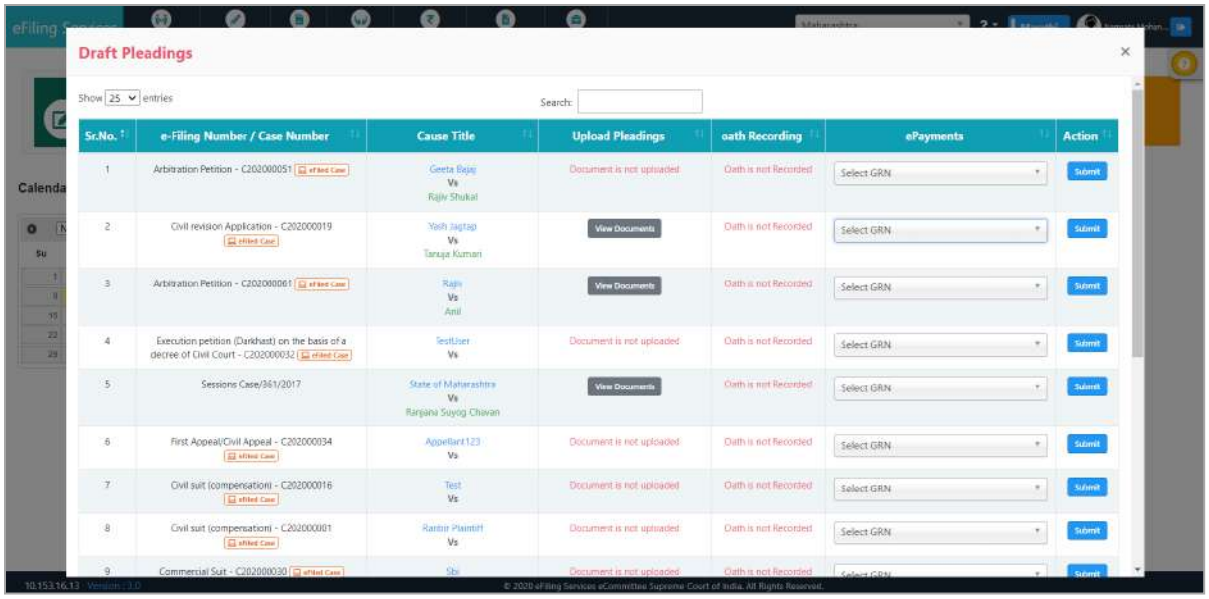


Fig: Select GRN

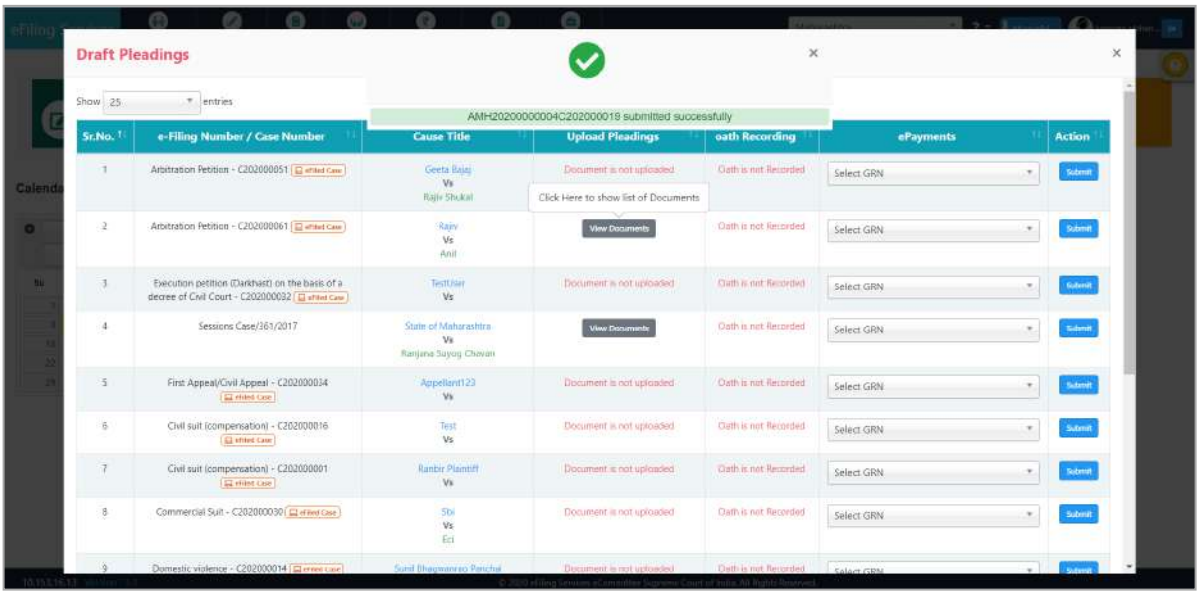


Fig: Submission Successful

4.1.2 Completed Pleadings

This button shows count of all the submitted pleadings and the status.

- Click the **Completed Pleadings** button to view the list of all the pleadings
- The report consists of eFiling Number, Case Title, Upload Pleadings, Oath Recording, ePayment details and Status.
- Facility to view submitted documents and oath video is provided. Click on the corresponding buttons to view the same.

Note: ***View Status*** *button appears only after the case verification is done in the court. On click, the status is displayed, whether verified or rejected.*

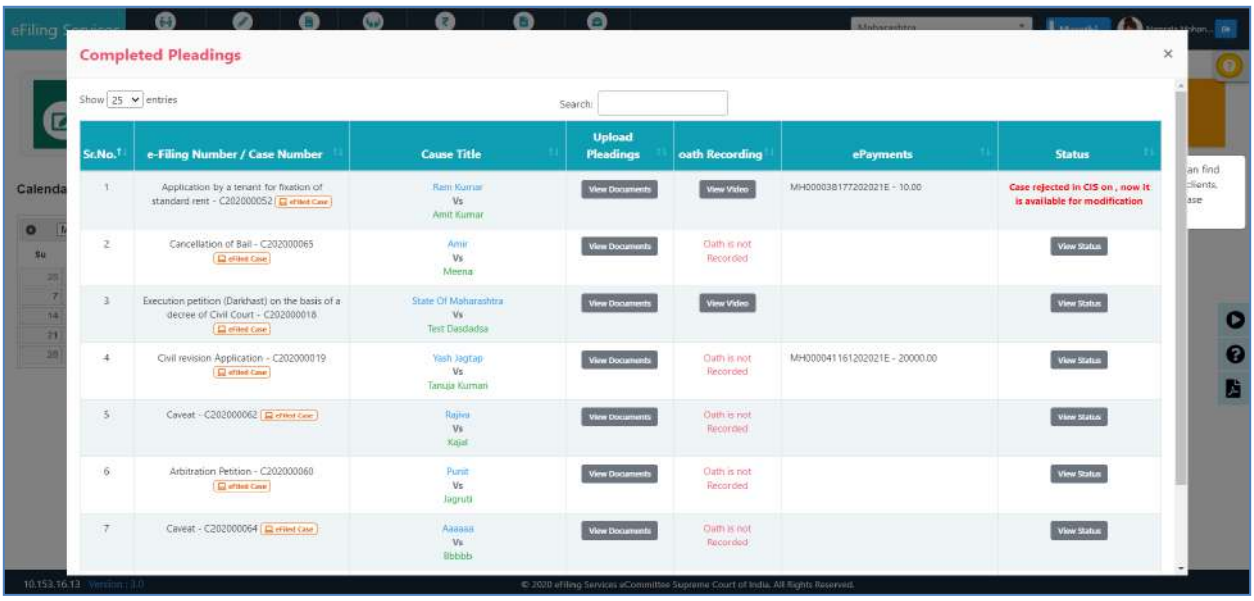


Fig: Completed Pleadings

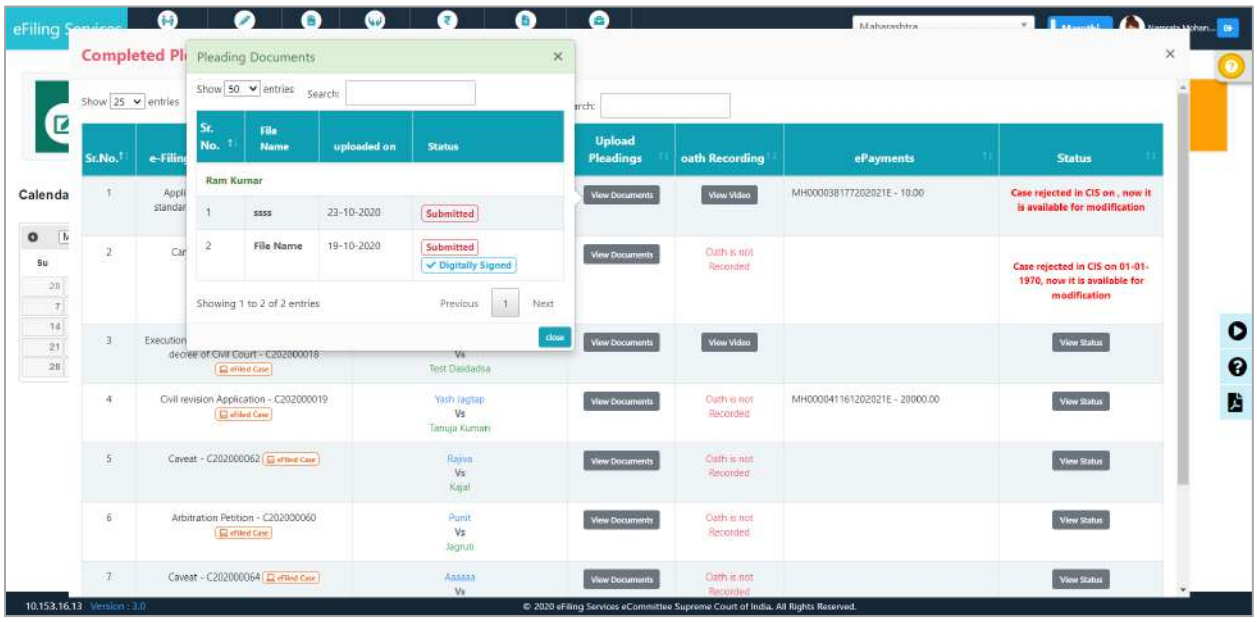


Fig: Completed Pleadings: View Documents

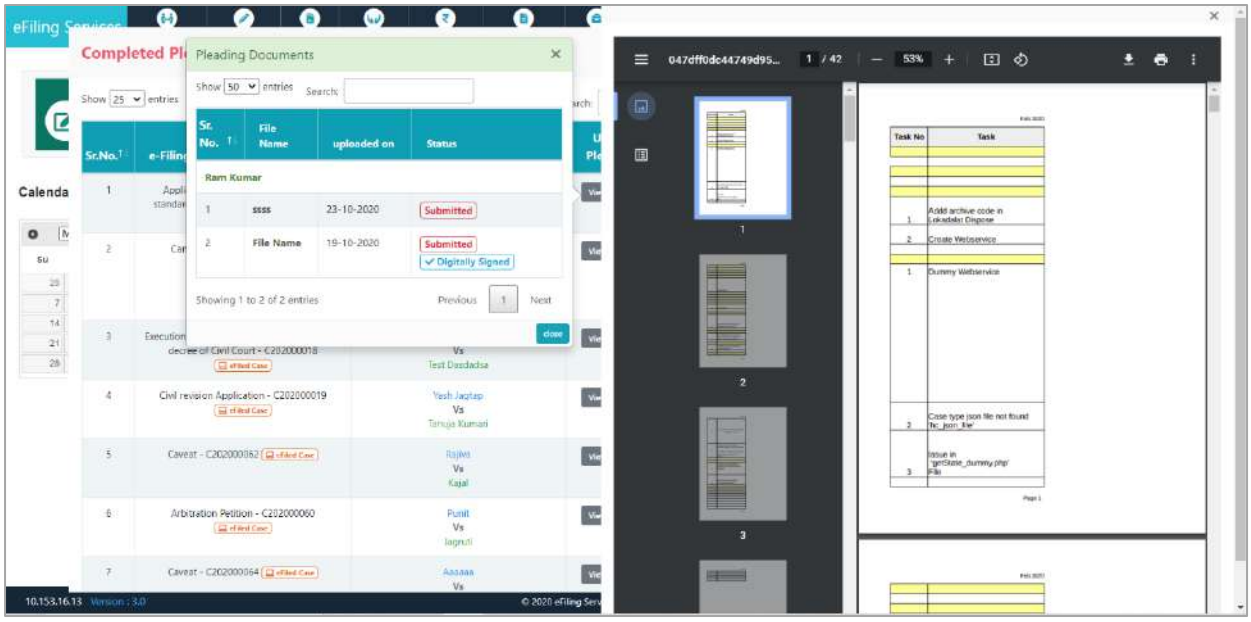


Fig: Completed Pleadings: View File

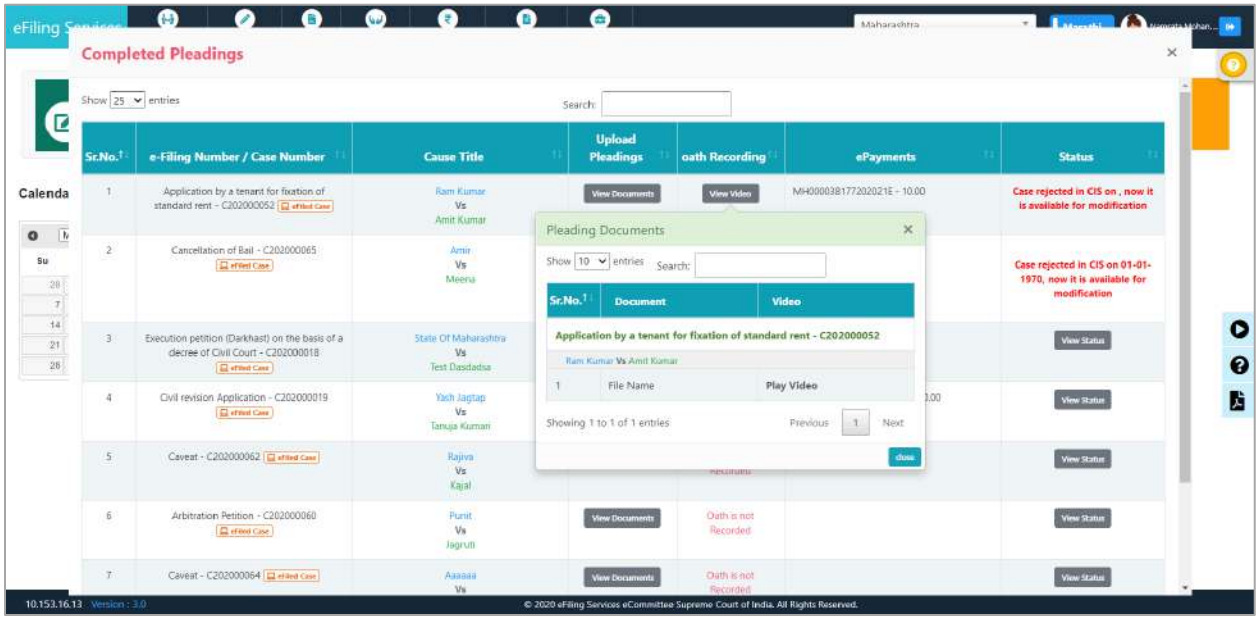


Fig: Completed Pleadings: View Video

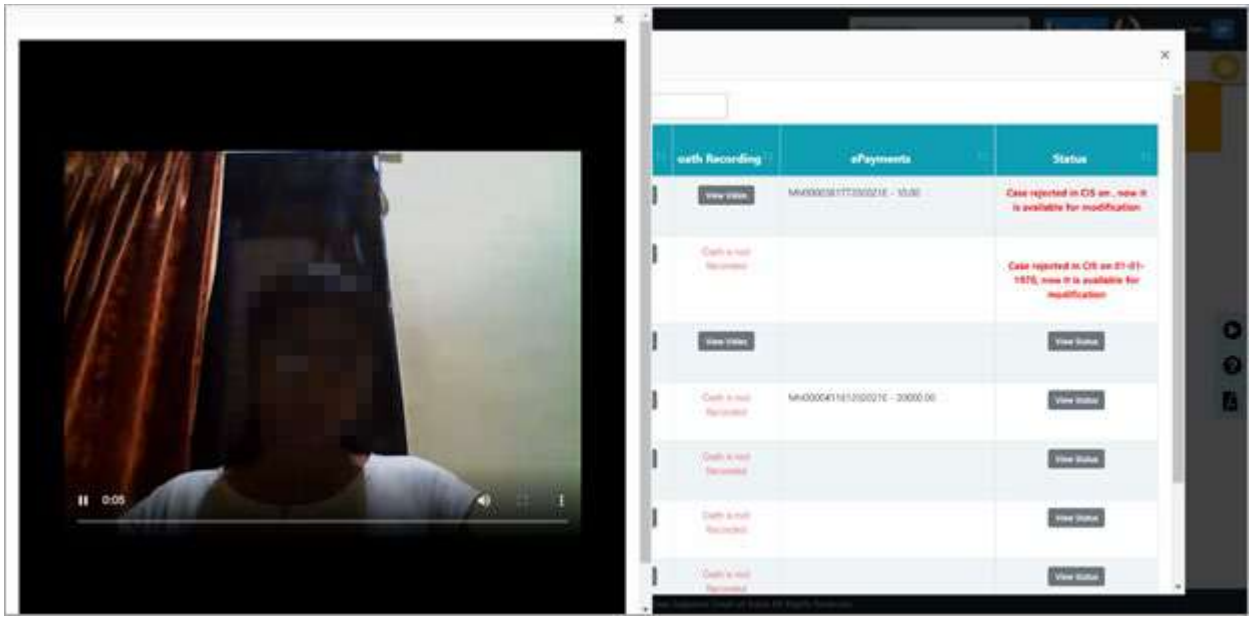


Fig: Completed Pleadings: Play Video

4.1.3 Draft IAs

This button shows count of all the incomplete IAs. These applications can be edited through Applications menu.

- Click the **Draft IAs** button to view the list. The details include Application, eFiling/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.

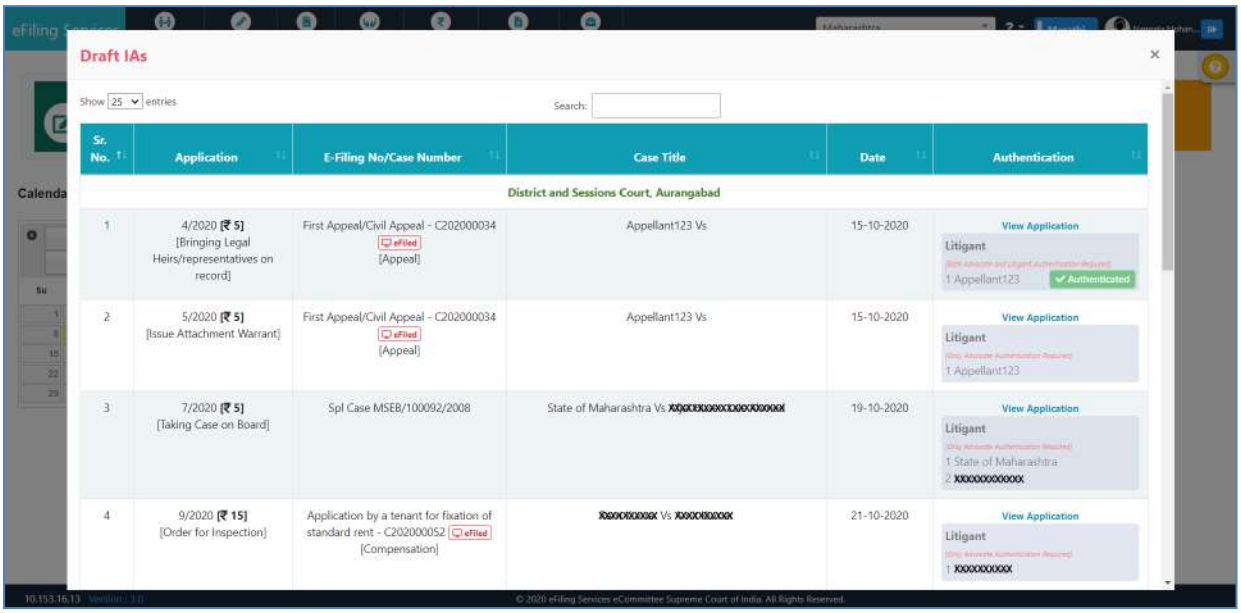


Fig: Draft IAs

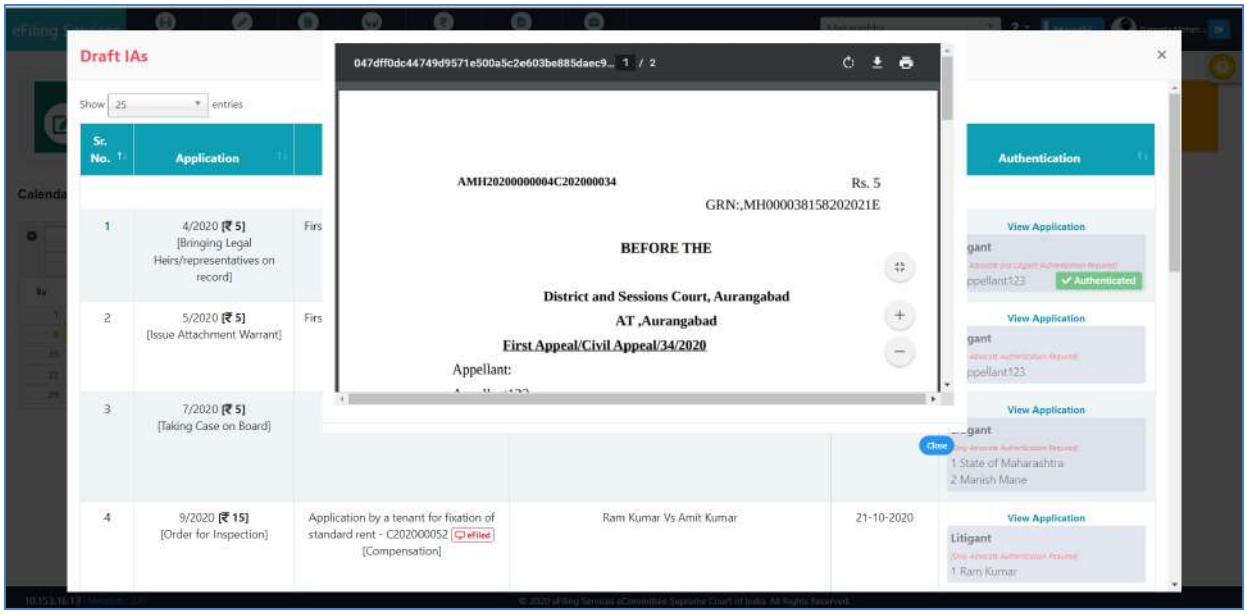


Fig: Draft IAs – View Application

4.1.4 Completed IAs

The button displays the number of completed applications. When the court fee for an application is paid and it is authenticated by required parties, it is automatically submitted to the court. All such submitted applications are listed under this category.

- Click on the Completed IAs button to view the list of submitted applications. The details include Application, eFiling/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.

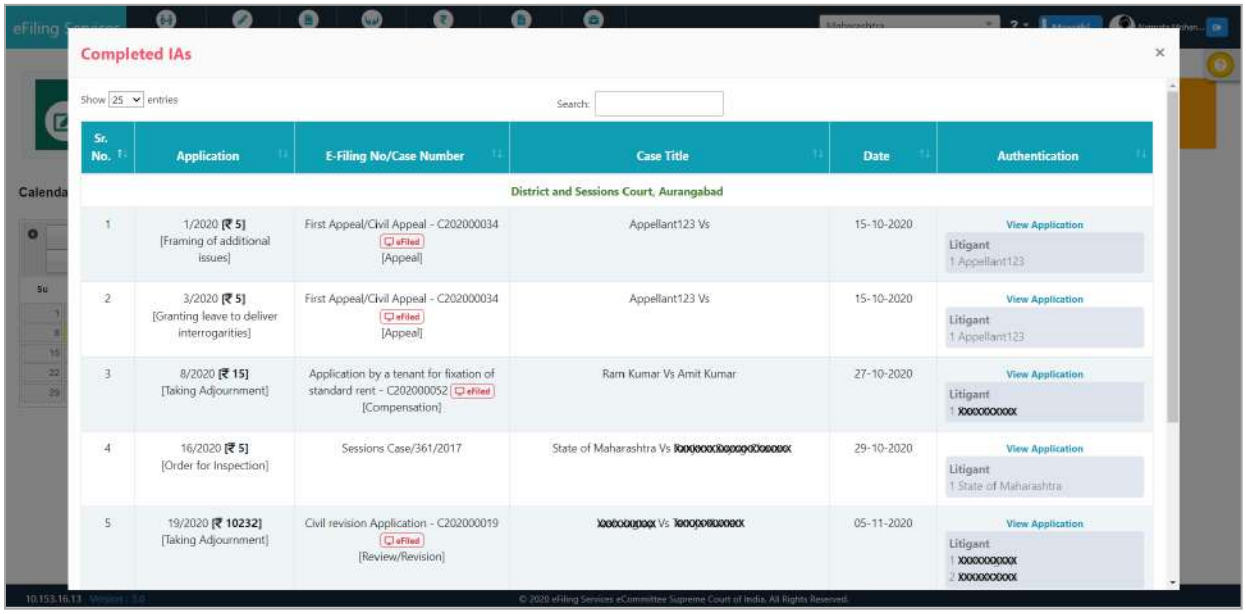


Fig: Completed IAs

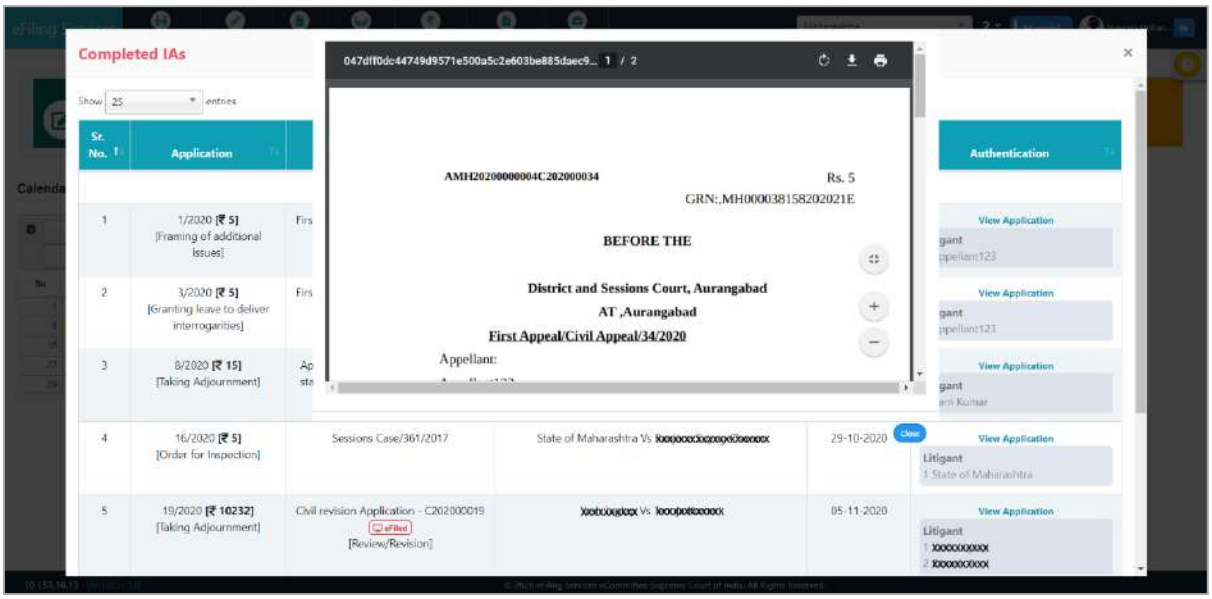


Fig: Completed IAs – View Application

4.1.5 Objections

All the objections raised by the court on the submitted case, pleadings or IAs are reported here. Click on the button to view the objection details.

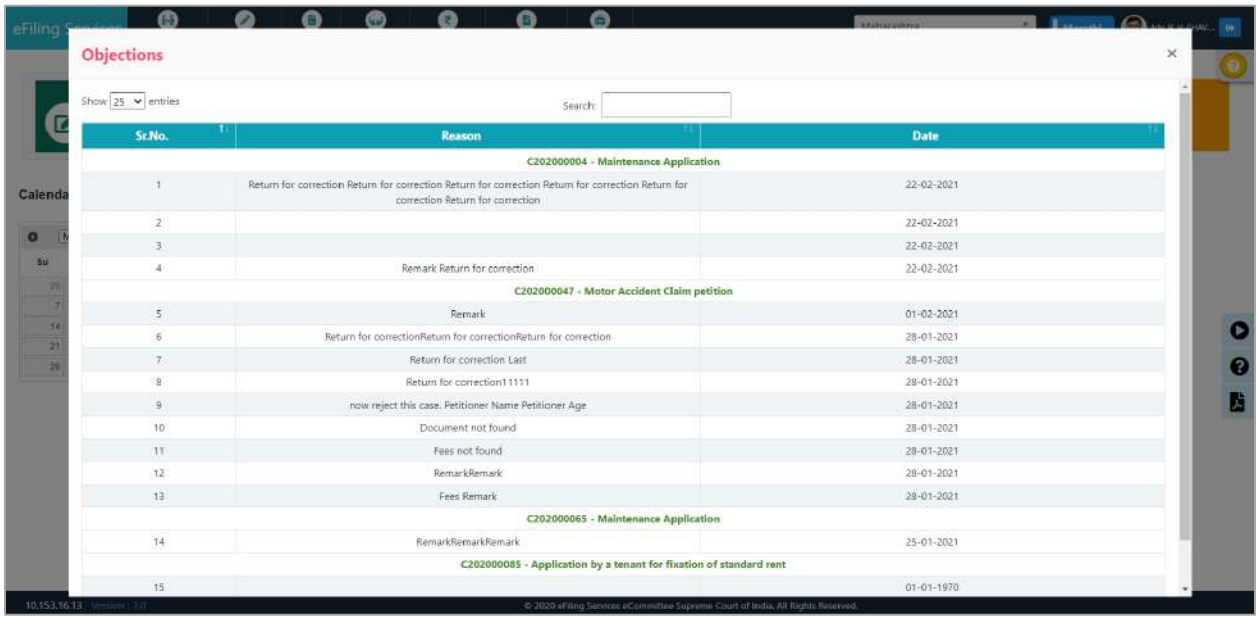


Fig: Objections

4.1.6 My Cases

This button shows the count of all the cases in the user portfolio. It includes efiled as well as manually registered cases. Please refer section **5.2** for the details.

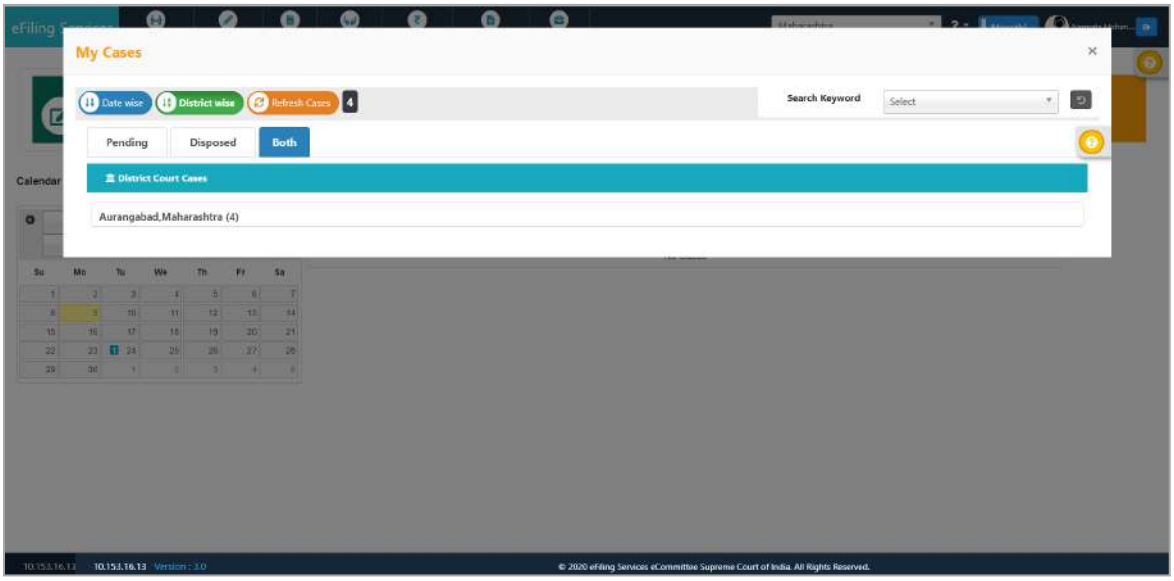


Fig: My Cases

5. Help Section

Help is available in the form of Tutorial Videos, FAQ and user manual. Additionally, you can view descriptions of any open form by clicking on the orange question mark in the top right corner.

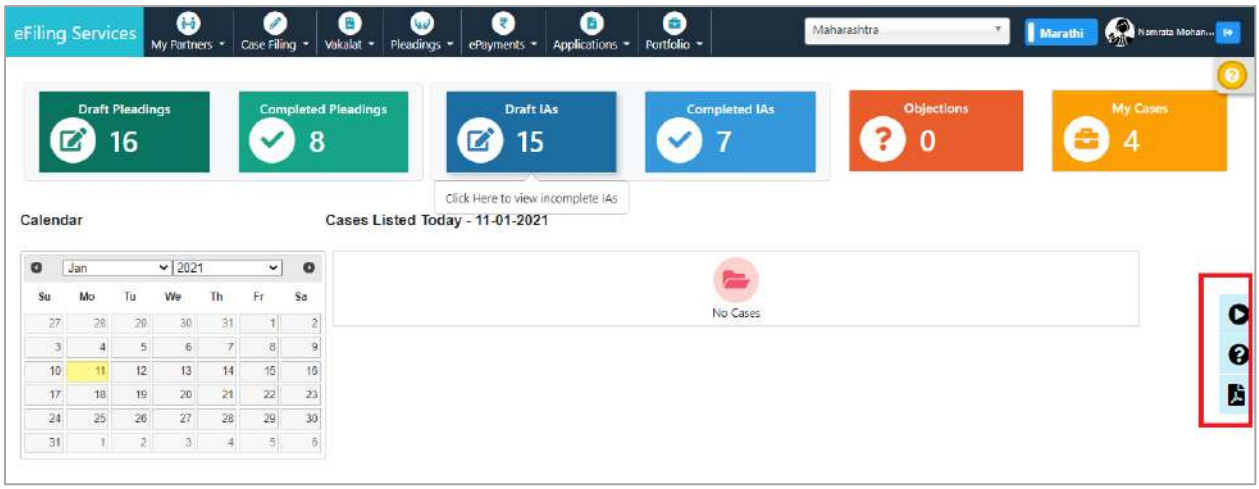


Fig: Help Section

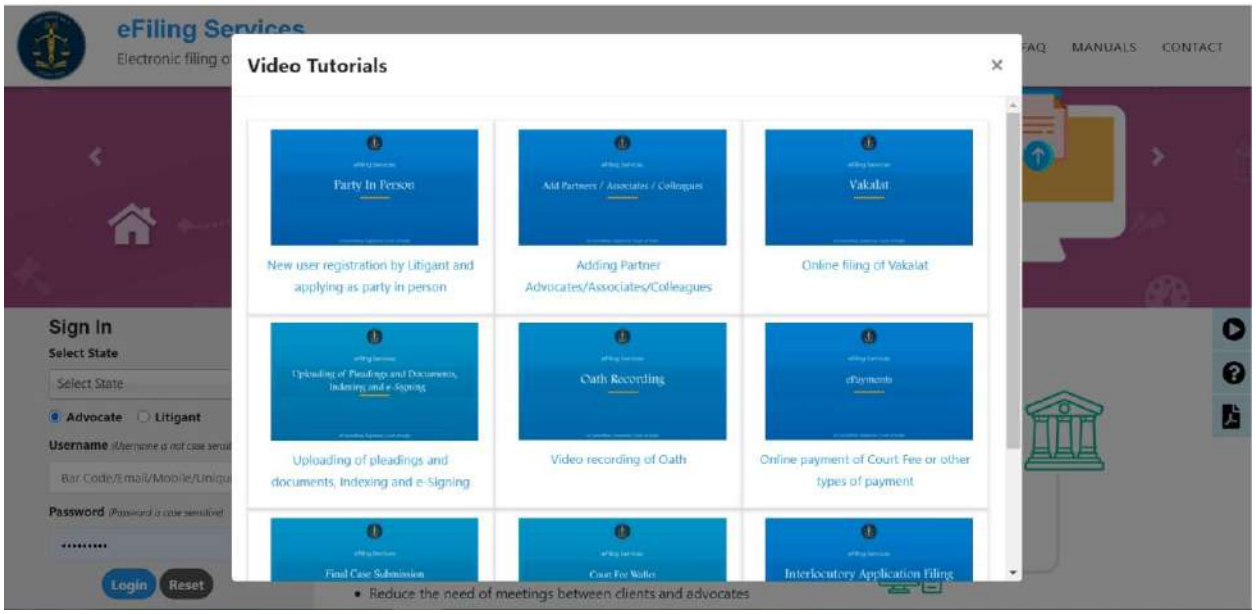


Fig: Help – Video Tutorials

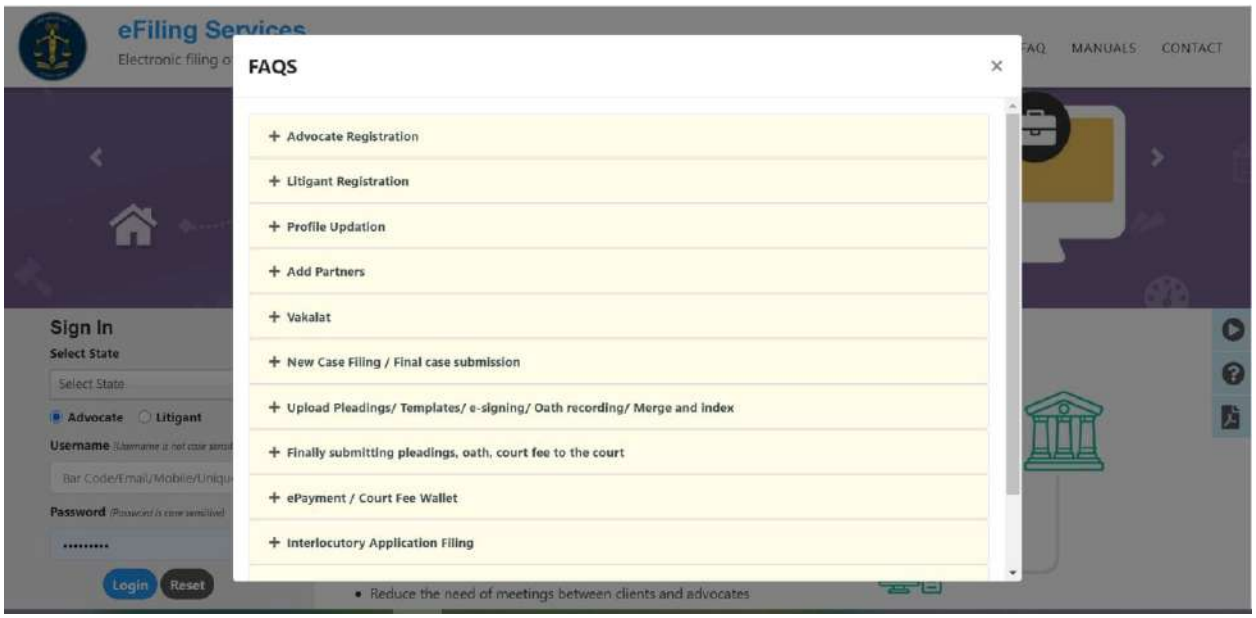


Fig: Help - FAQs

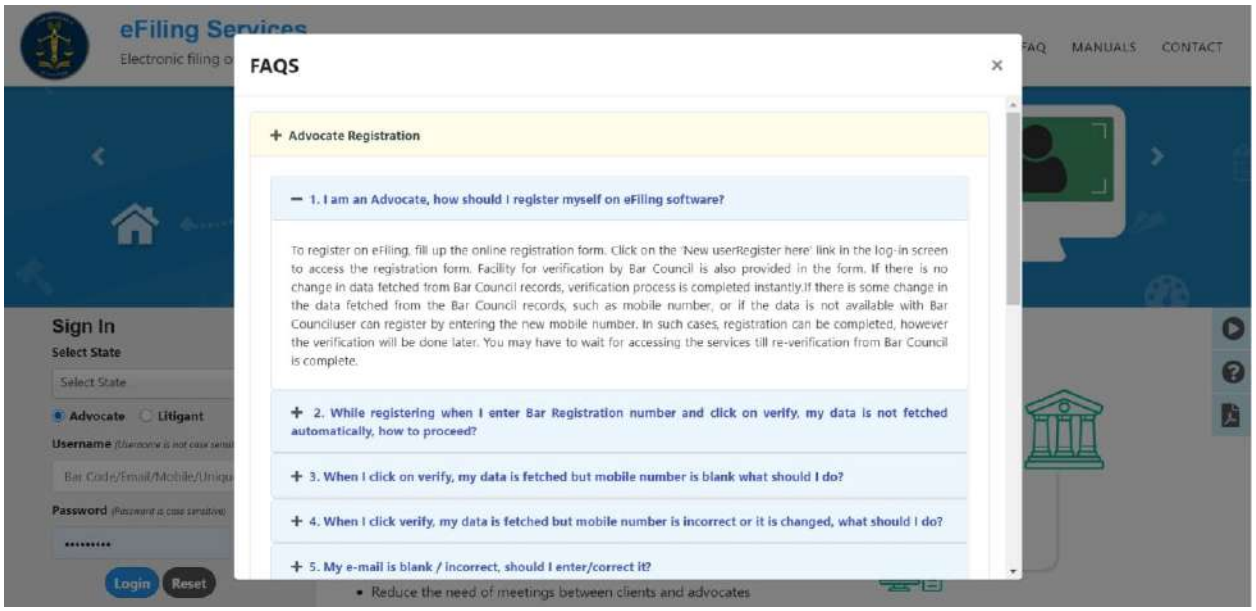


Fig: Help - FAQs Expanded

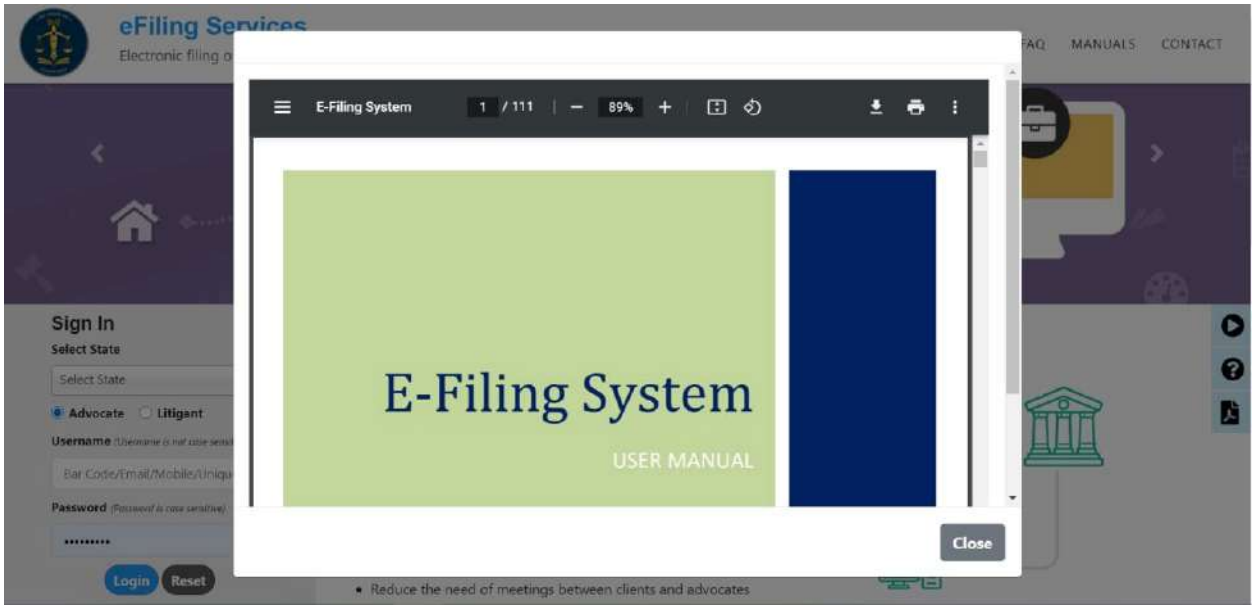


Fig: Help – User Manual

6. Main Menu

6.1 My Partners (only for Advocates)

The menu enables advocates to manage partners by adding or revoking partnerships. The block diagram below depicts the flow of events.

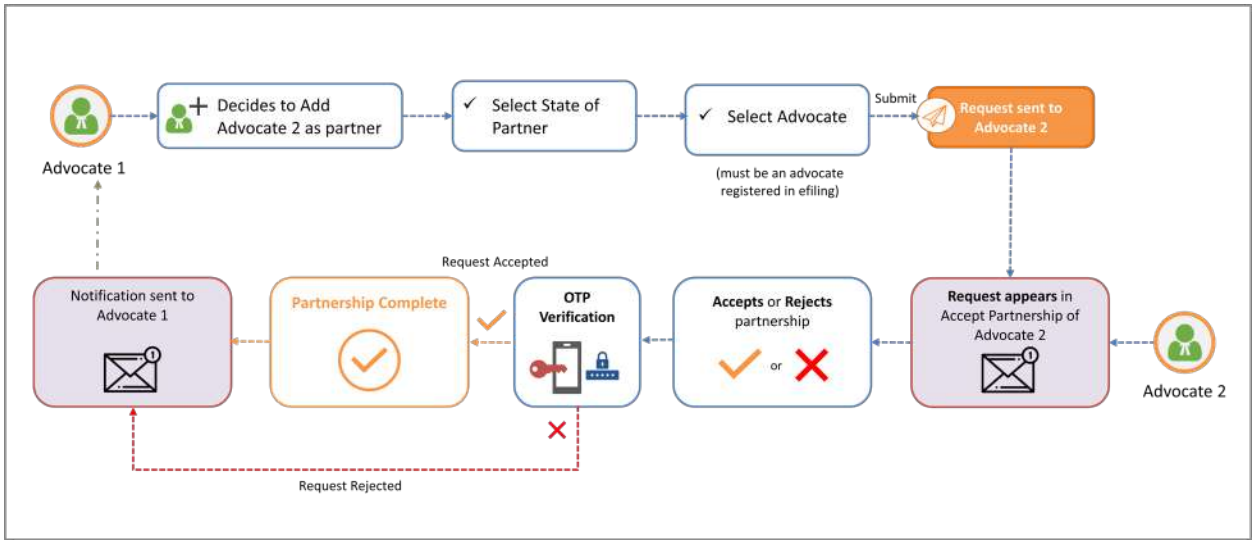


Fig: Add Partners Flow

6.1.1 Add Partner/ Associates/ Colleague

This submenu allows the user to add partner/ associates/ colleagues; which could be of the same State or other state.

- Select **My Partners** from the menu.
- Select **Add Partners/ Associates/ Colleagues**.
- Select the radio button for **My State** or **Other State**, indicating from which state the partner is to be added.
- On selecting **My State**, proceed to select **Advocate**. For **Other State**, select the **State** first and then proceed.
- Select the **Advocate** to be added in the My Partner list.

  Note: *Only the advocates registered with eFiling system can be added as partners.*
- On selecting the advocate, the Bar **Registration Number, Email** and **Mobile Number** are retrieved automatically.
- Click on **Submit** to add the partner. Notification of your partnership request is sent to the advocate automatically.

Note: *Process of addition of the partner is complete only after acceptance of the same from the partner.*

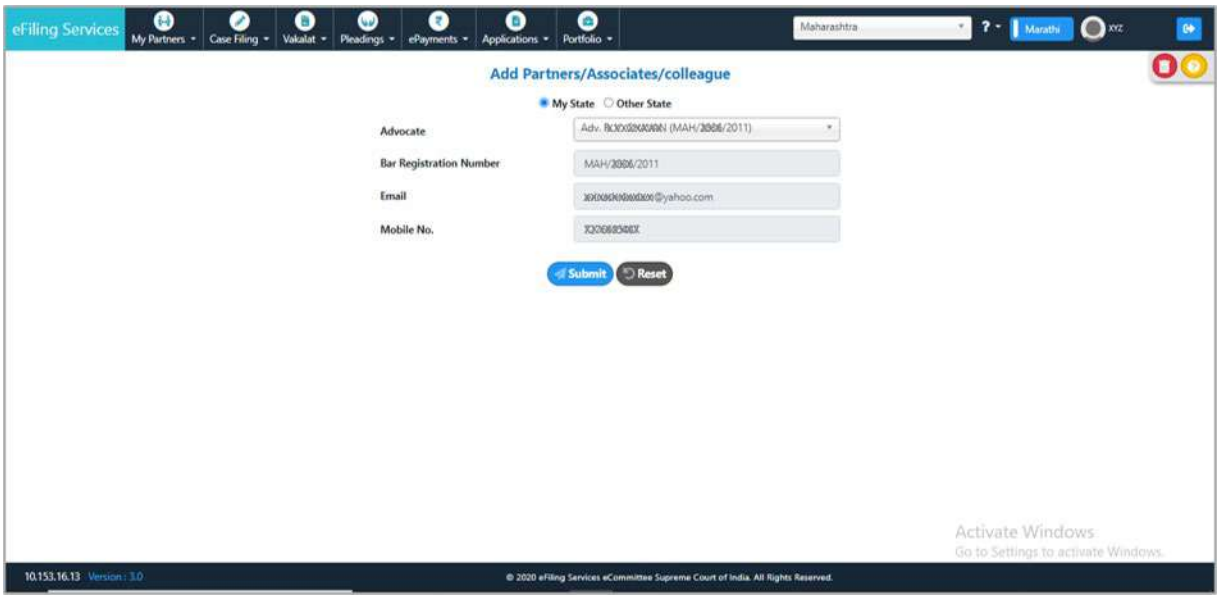


Fig: Add Partner for My State

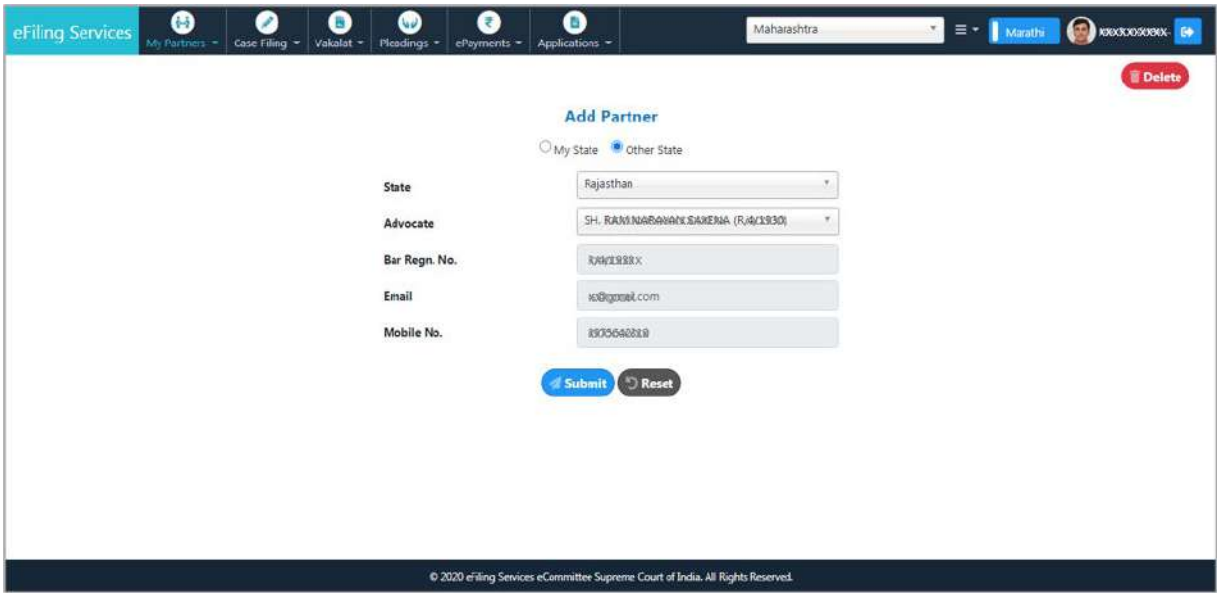


Fig: Add Partner for Other State

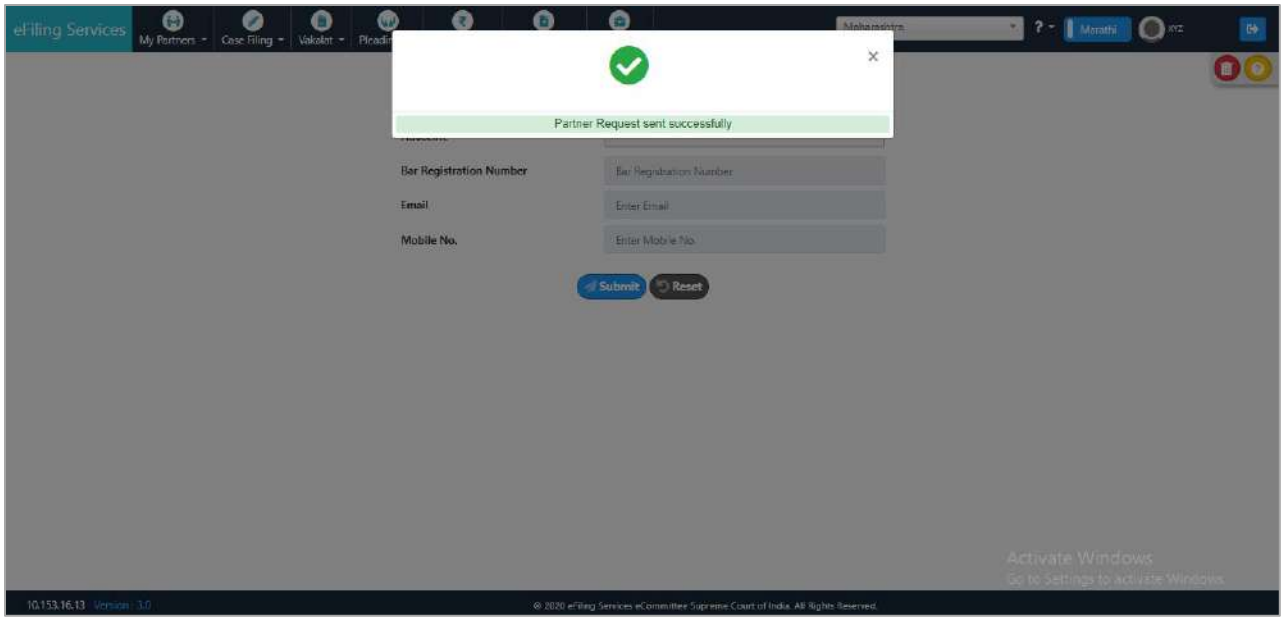


Fig: Partner Request sent successfully

6.1.2 Accept Partnership

This submenu enables user to accept or reject partnership requests from other advocates.

- Select **My Partners** from the menu.
- Select **Accept Partnership.** List of all the advocates who have sent the partnership request to you is displayed.
- Select **Accept** or **Reject** for accepting or rejecting the partnership request from the other advocate. A dialogue box pops up to confirm the acceptance or rejection.
- Check the box to confirm and complete OTP verification (Get OTP, enter it and click Submit).
- The message **"Partner Request updated successfully"** for acceptance or rejection will be displayed.

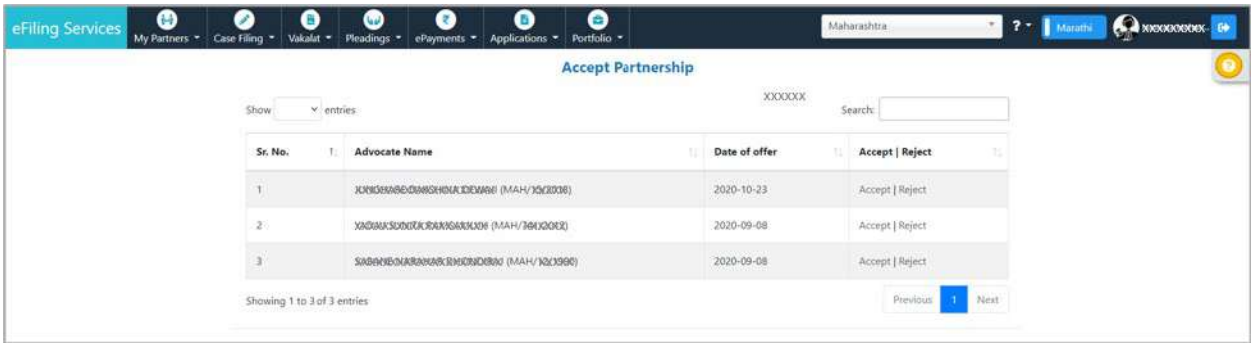


Fig: Accept Partnership

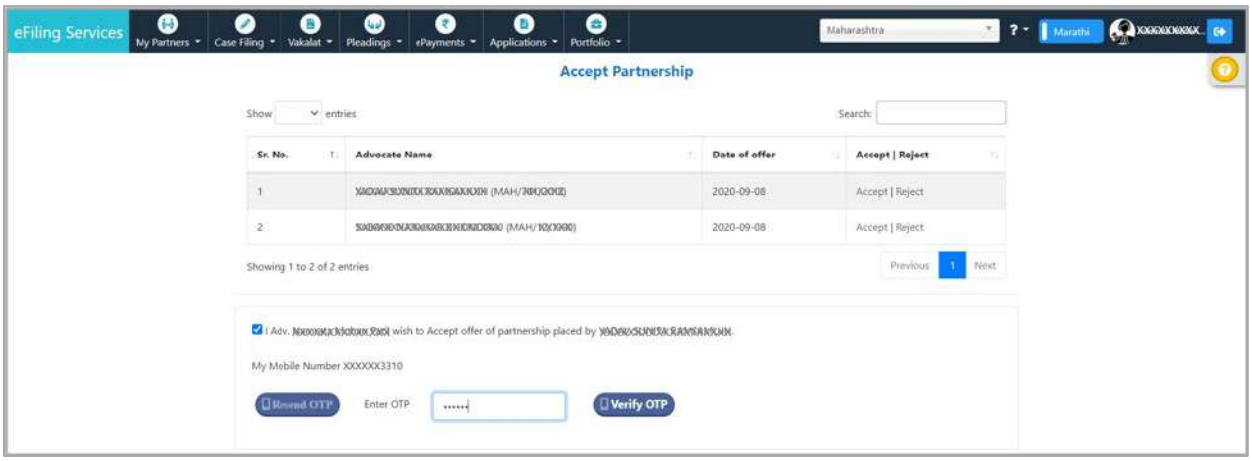


Fig: Accept partnership Get OTP and Verification

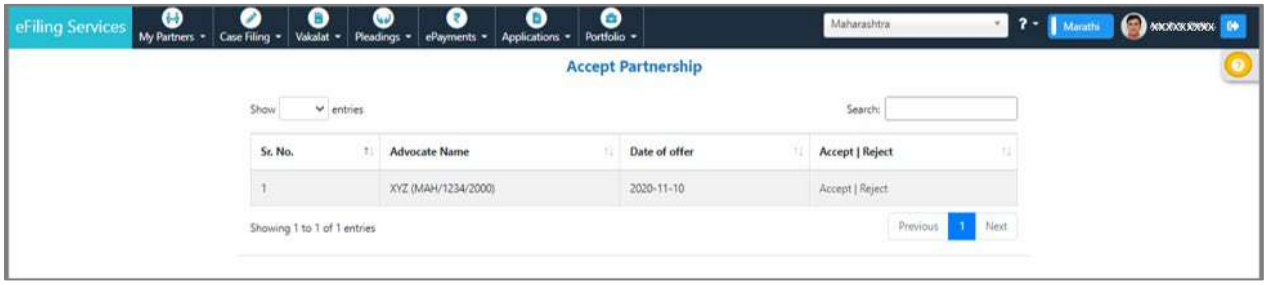


Fig: Partner request updated successfully

6.1.3 Revoke Partnership

This submenu enables user to revoke existing partnership with an advocate.

- Select **My Partners** from the menu.
- Select **Revoke Partnership**. List of all the partnerships will be displayed. Partnership details include Offered to Advocate/ Offered by Advocate, Date of Offer, Date of Acceptance, Status (Accepted/ Offered) and a Revoke button.
- Click **Revoke** in the required row for revoking the partnership. A confirmation dialogue will appear. Click **OK** if you want to continue.
- Check on the box to confirm and click **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revoked successfully'** will be displayed. The revoke request will be sent to the respective advocate immediately.

Note: *Process of Revocation of the partner is complete only after acceptance of the same from the partner.*

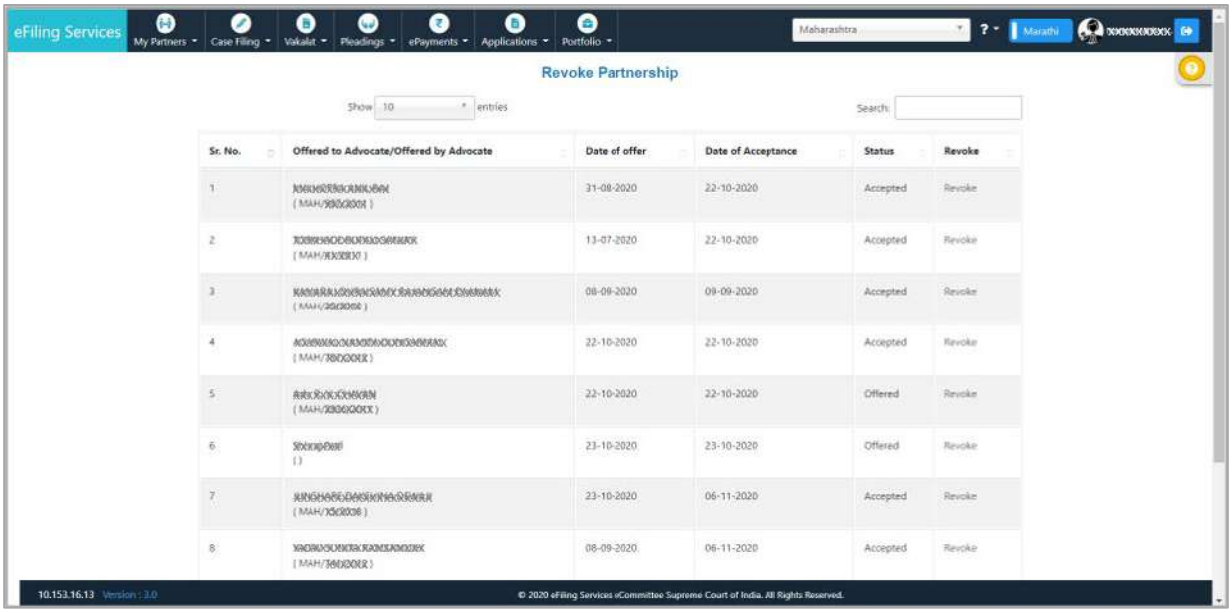


Fig: Revoke Partnership

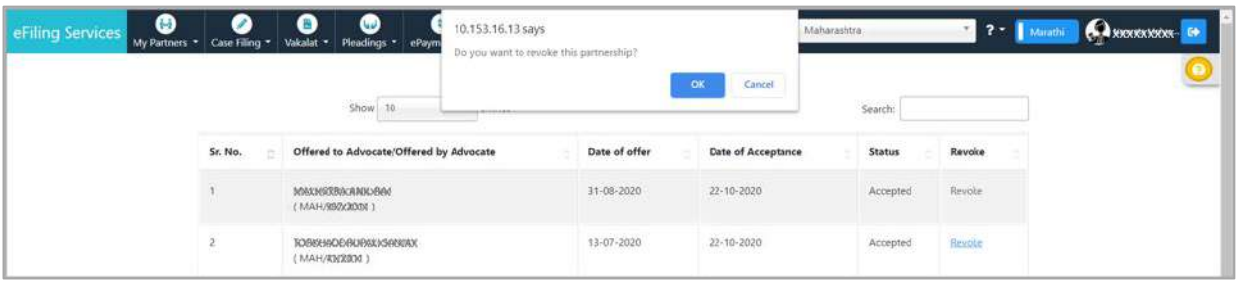


Fig: Confirmation

Fig: Get OTP

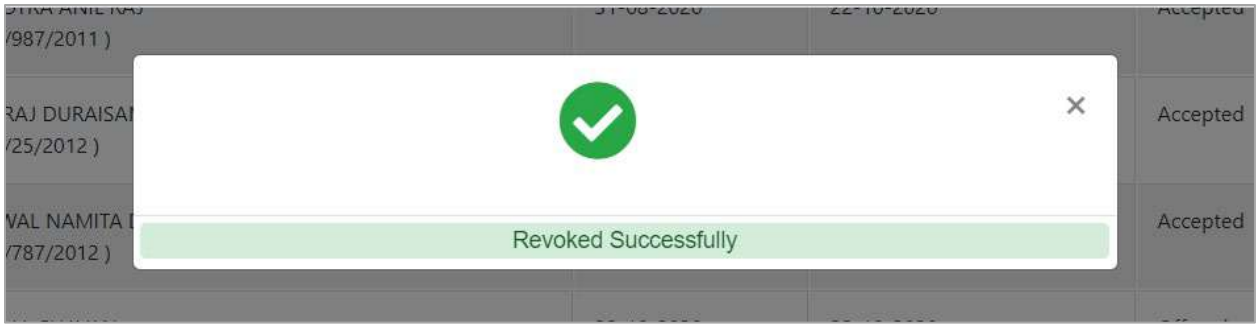


Fig: Revoked Successfully

6.1.4 Accept Revocation

This submenu enables user to accept revocation requests sent by a partner.

- Select **My Partners** from the menu.
- Select **Accept Revocation**. List of all the revocation requests will be displayed. For every request, details such as Revocation Initiated By, Date of Offer, Date of Acceptance, Date of Revocation and a button for Accept will be displayed.
- Click **Accept** in the required row to revoke the partnership with the advocate. A dialogue box pops up to confirm the acceptance. Confirm by clicking OK.
- Tick on the box and select **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revocation accepted successfully'** will be displayed.

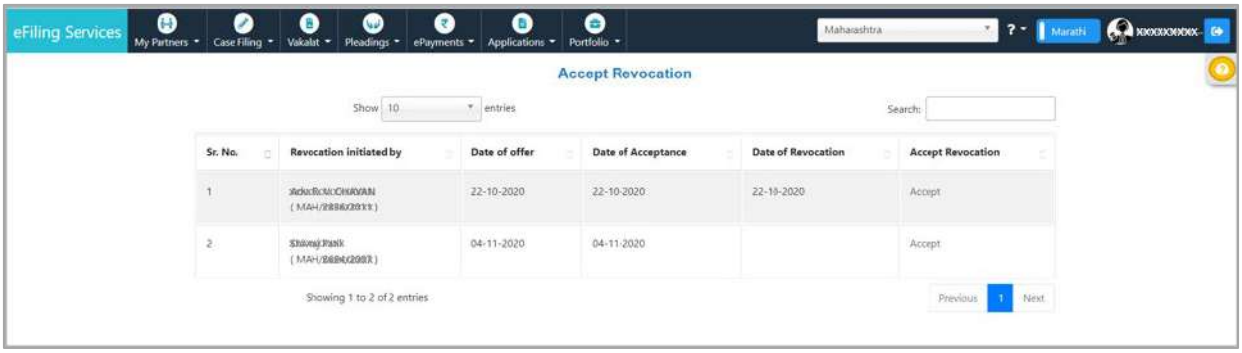


Fig: Accept Revocation

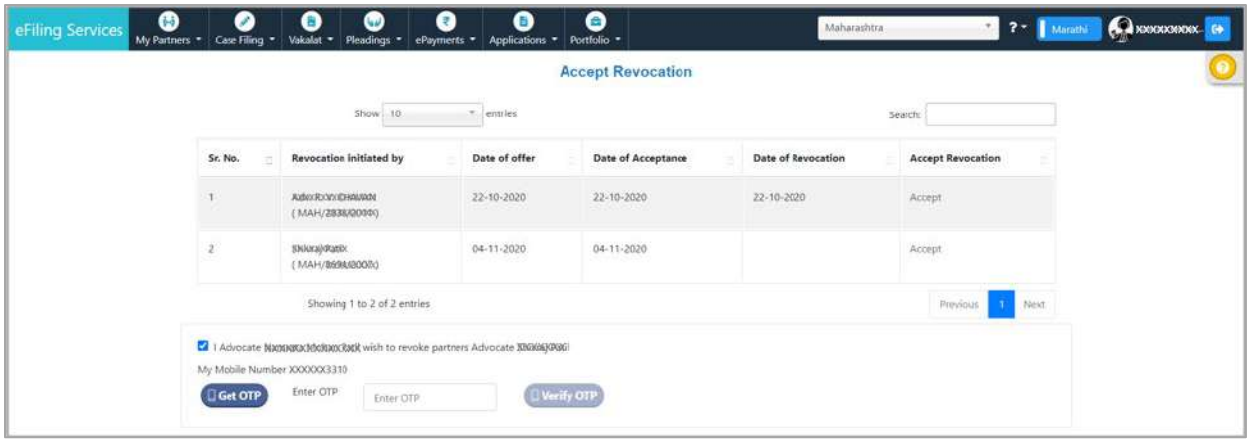


Fig: Get OTP for Accept Revocation

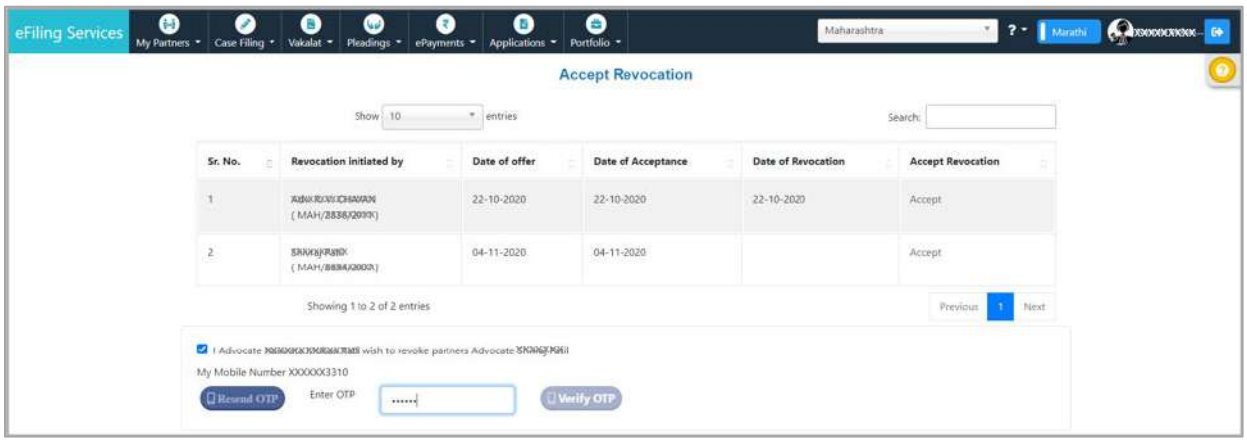


Fig: Enter OTP and click on Verify OTP

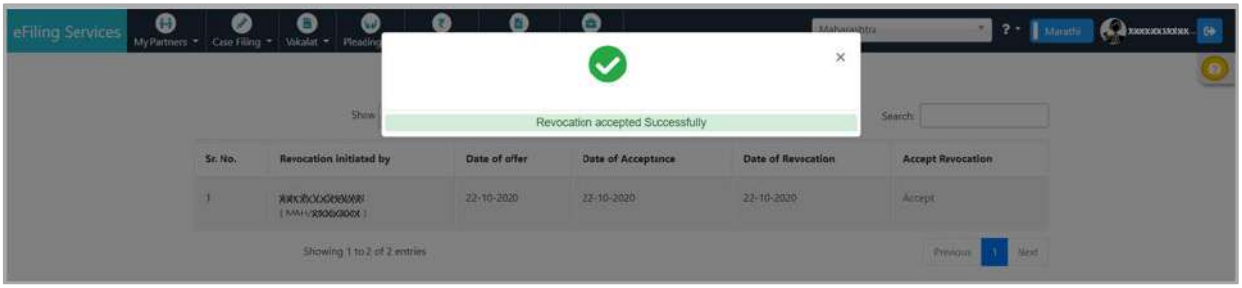


Fig: Revocation Accepted Successfully

6.1.5 My Partners Report

This submenu generates report for Friendship Request and Revoked Request.

- Select **My Partners**.
- Select **My Partners Report.**
- By default, report for **Friendship Request** is displayed with details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status (Pending/ Accepted).
- To view the **Revoked Request** Report, click on the corresponding tab.

- Select the radio button for **Offered by Me** or **Accepted by Me**in **Revoked Request**. By default, Offered by Me radio button is selected. The details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status are displayed.

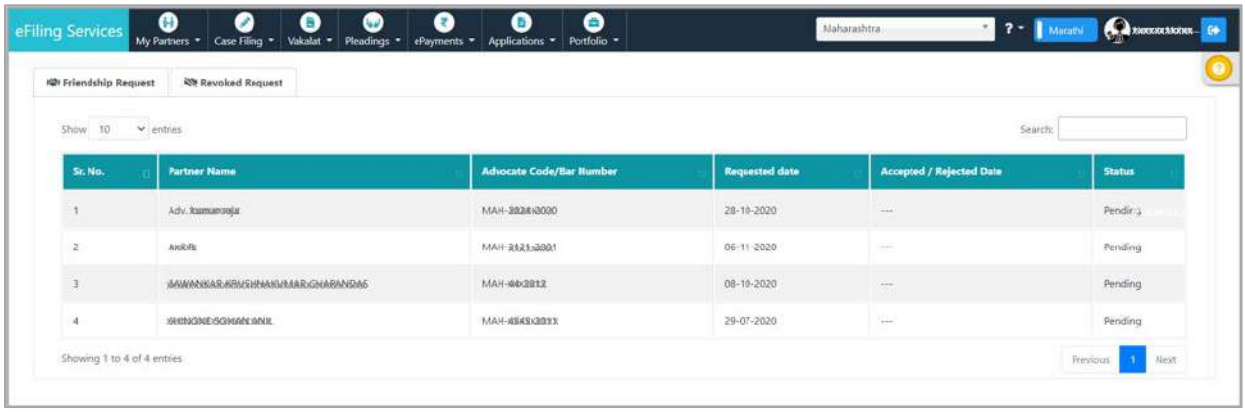


Fig: My Partners Report

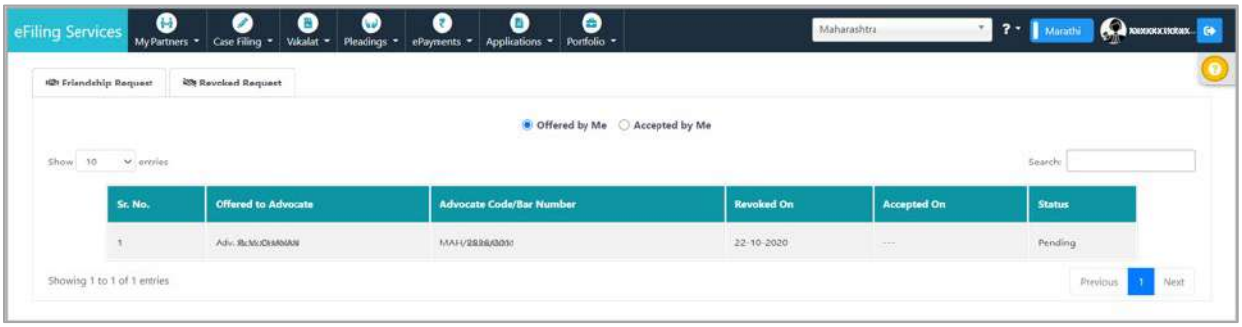


Fig: Revoked Request Offered by Me

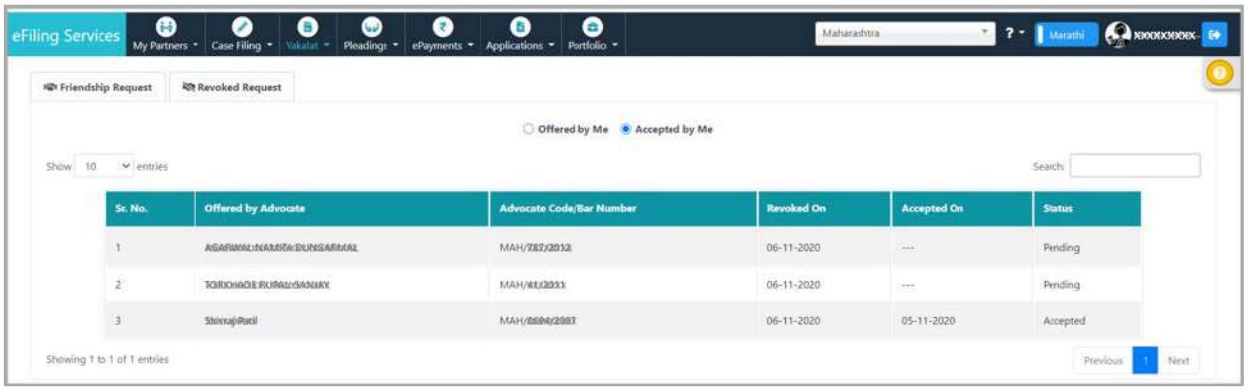


Fig: Revoked Request Accepted by Me

6.2 Case Filing

New case filing can be considered to have 3 parts:

- **Initial filing** – This can be done only by advocates or Party-in-person litigants. It includes all the basic case information.
- **Entering case details** - These details can be entered either by advocate or by litigant, as per the convenience. These include:
  - Litigant – information of all the concerned parties
  - Legal Heir – enabled only if legal heir option is checked in the initial case information by advocate
  - Fact Details
  - Case Details
  - Motor Vehicle Compensation (MVC) – enabled only if the case type is chosen as motor vehicle compensation in the initial case information by advocate
- **Final Submission** – This again can be done only by the advocate or by party-in-person litigant.

Note: *Once the Final Submission is done, the case details cannot be modified. As a result, the case cannot be viewed by Litigant for editing.*

Accordingly, the different menu and forms appear for advocates and litigants.

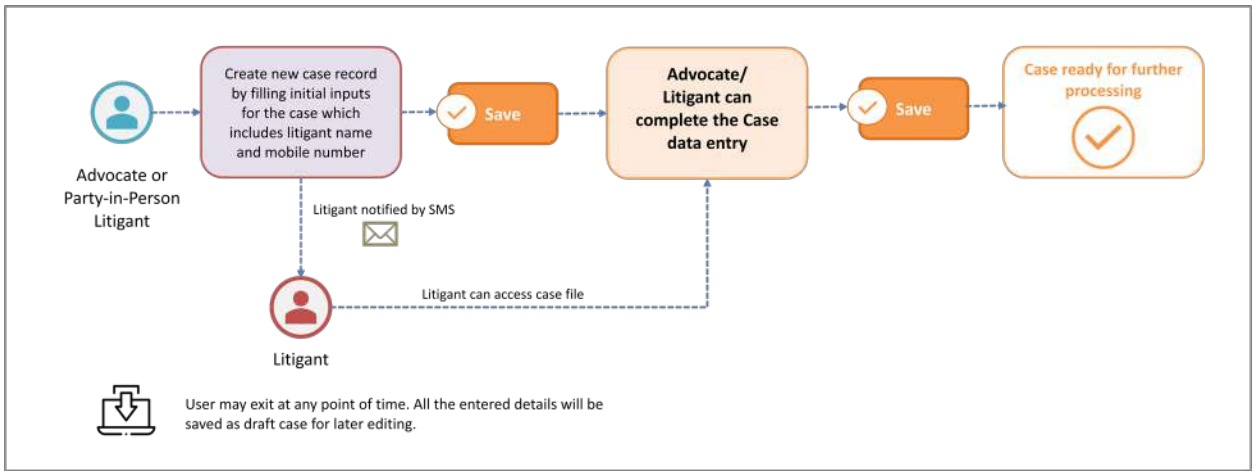


Fig: Case Filing Flow

6.2.1 New Case Filing (only for Advocates and Party-in-Person Litigants)

6.2.1.1 Initial Inputs

The initial inputs required to file a case are to be filled in this form.

- Select **Case Filing** menu; select **Initial Inputs** tab.
- Enter **District/ Establishment Details** where case needs to be filed.
- Enter **Case Type Details**. If the selected case type is MVC, **MVC** tab appears to fill in the additional details.

- Enter **Party (**client**) Details**.
- Click on **Submit**.
- The message **'New Case Added'** is displayed along with temporary EFiling Number.

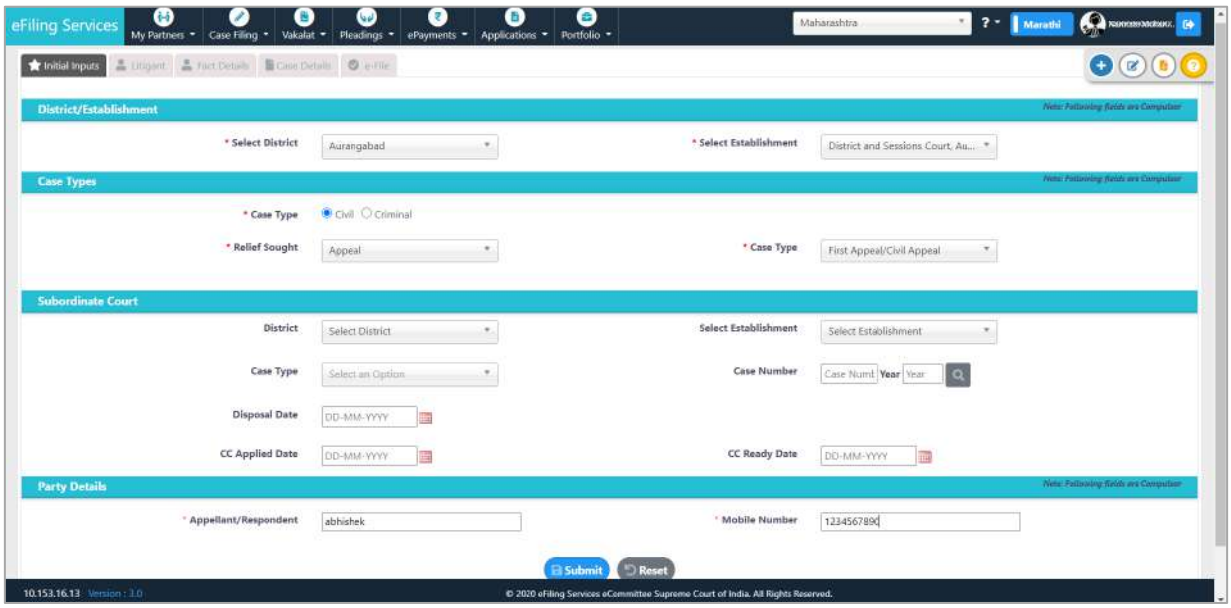


Fig: Initial Inputs

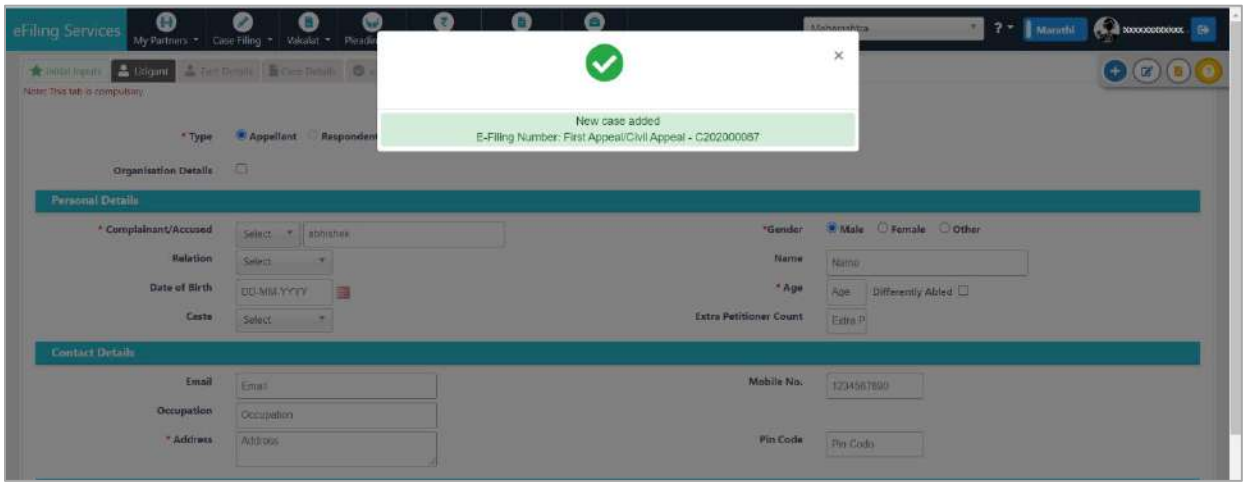


Fig: New Case Added Successfully

6.2.1.2 Litigant

This tab is used to fill Litigant details. To access this tab, click **Next** button on the Initial Input form. However, this tab is accessible only after successfully filing out the Initial Input tab.

Note: It is required to fill the details of all the parties before clicking **Next** button. Litigant may also enter these details using his login.

User can check previously saved litigant details by clicking the **View Previous Parties** link in top right corner.

Enter the following details-

- Select the **Type** (Appellant/ Respondent).
- Enter **Personal Details**.
- Enter **Contact Details**.
- Enter **State Information**.
- Check on **Other Information** to fill more details.
- Check **Legal Heir Add** to add legal heir. If this is checked, **Legal Heir** tab appears after submission to add the legal heir details.
- Enter information in Local Language.
- If required, check on **Add to Favorites.** If a party is added as favorite, the details of the litigant are saved for future use, thereby enabling easy and quick access to frequent party details. Parties, added as favorite, can be viewed/deleted through '**Manage Favorite Clients'**. However, this step is not mandatory.
- Click on **Update** to save the details.
- If the Appellant or Respondent is an organization, check on **Organization Details** after selecting the Type.
- Select **Organization Name** and enter all above mentioned details and click on **Update** to save the details.
- When details of all the parties are entered, click on **Next** button. To check whether all party details are entered, click on the **View Previous Parties** link in the top right corner. The link is visible only if entered party details are saved.

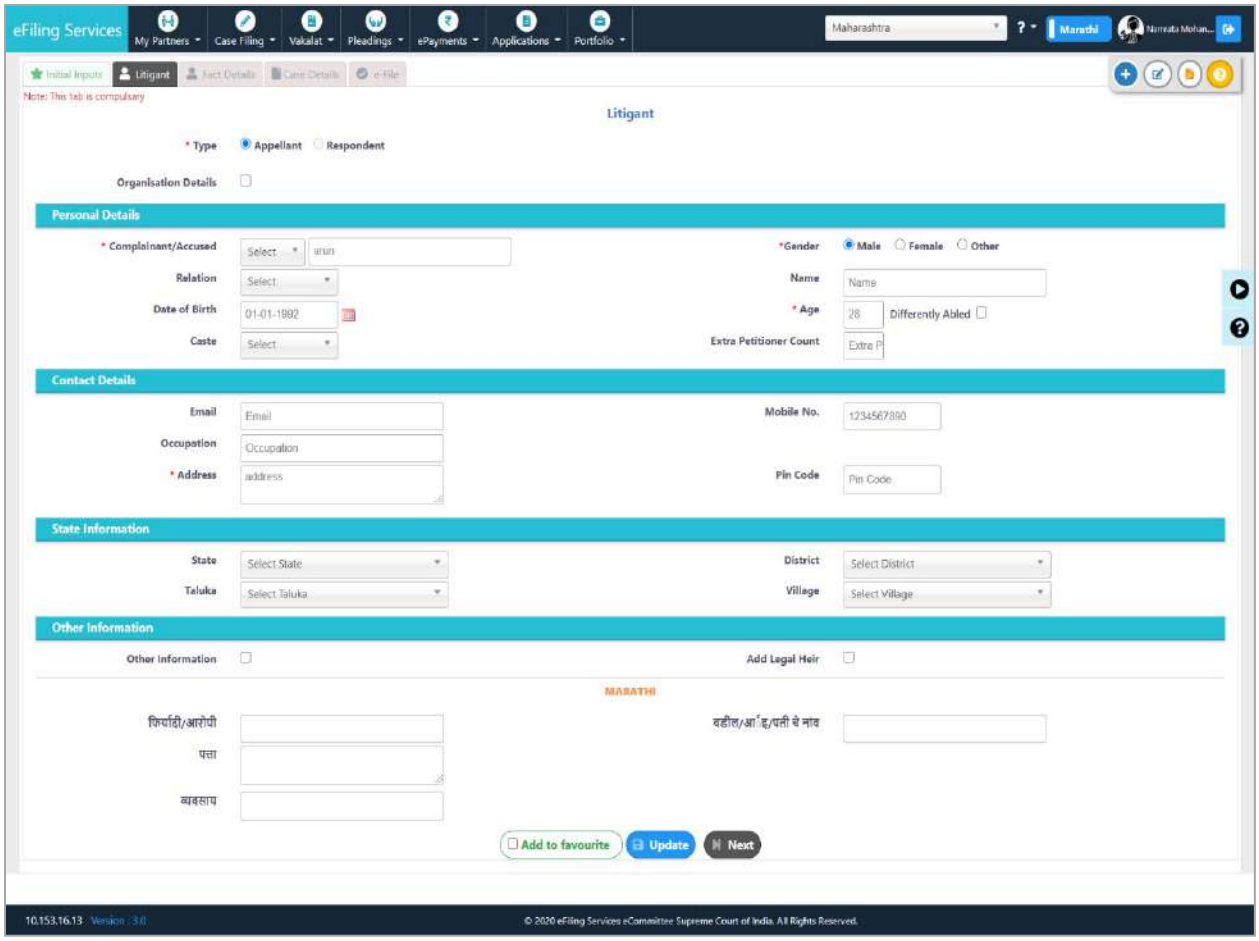


Fig: Litigant Details

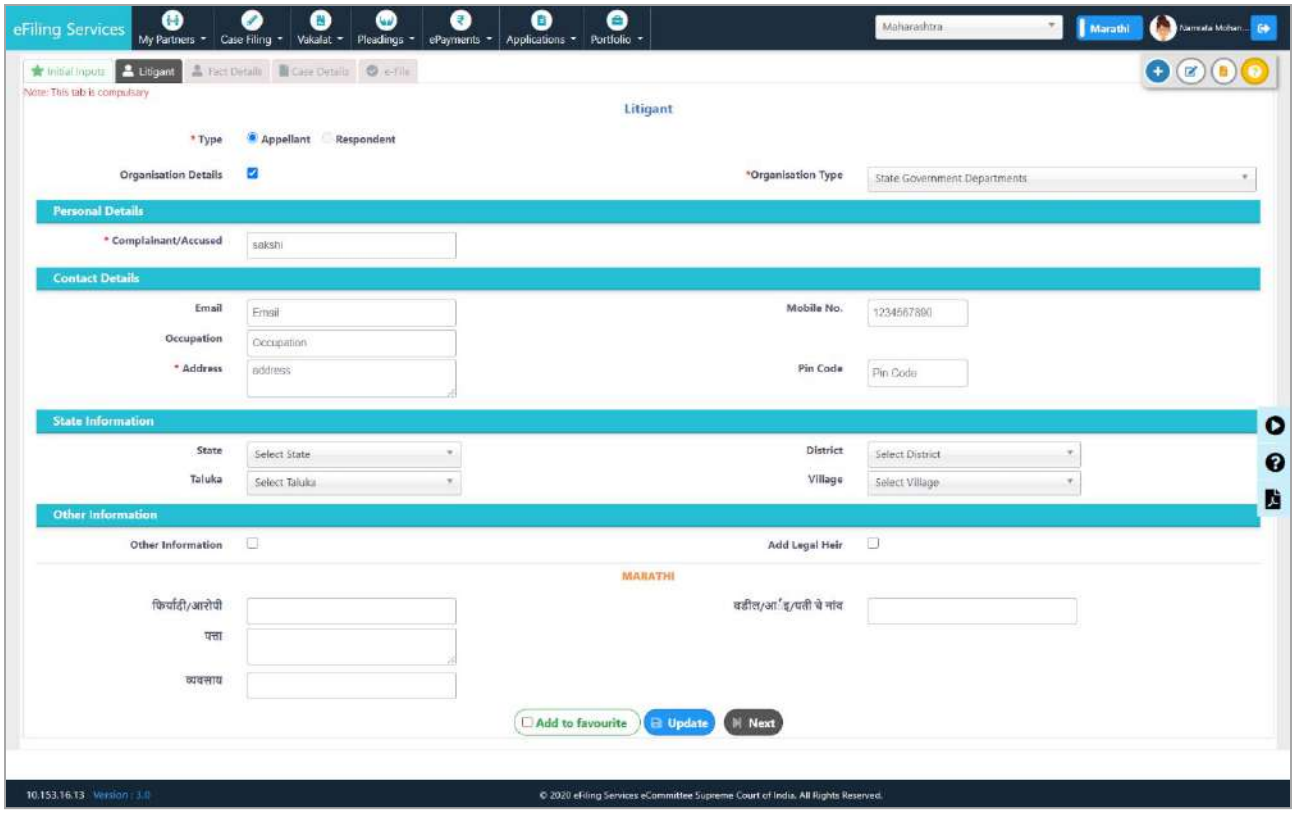


Fig: Litigant details for Organization

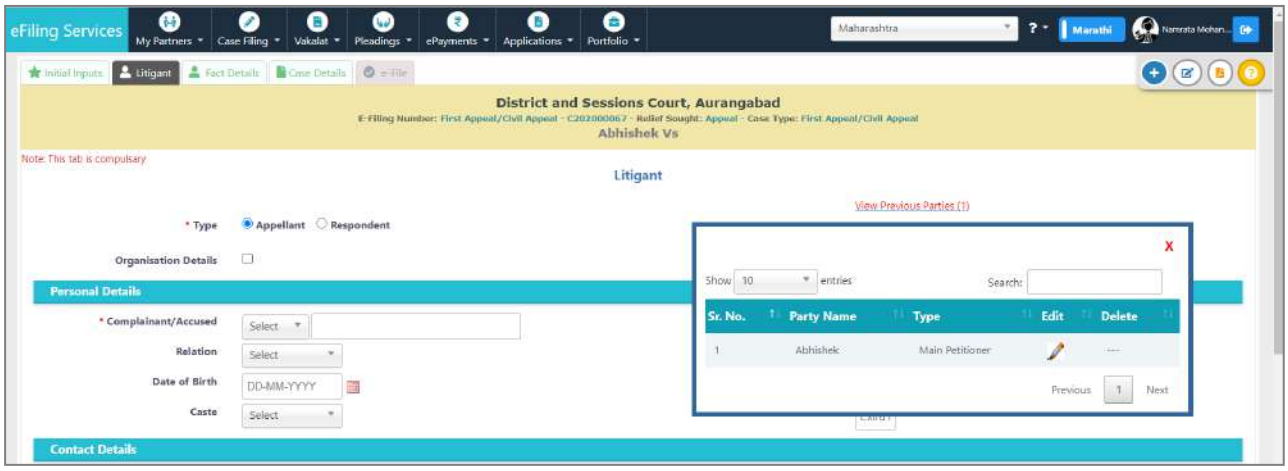


Fig: View Previous Parties

6.2.1.3 Legal Heir

Legal Heir form enables user to enter details of the Heir. This is required in case the petitioner dies after case filing. In such situations, the assigned legal heir fights the case on behalf of the deceased.

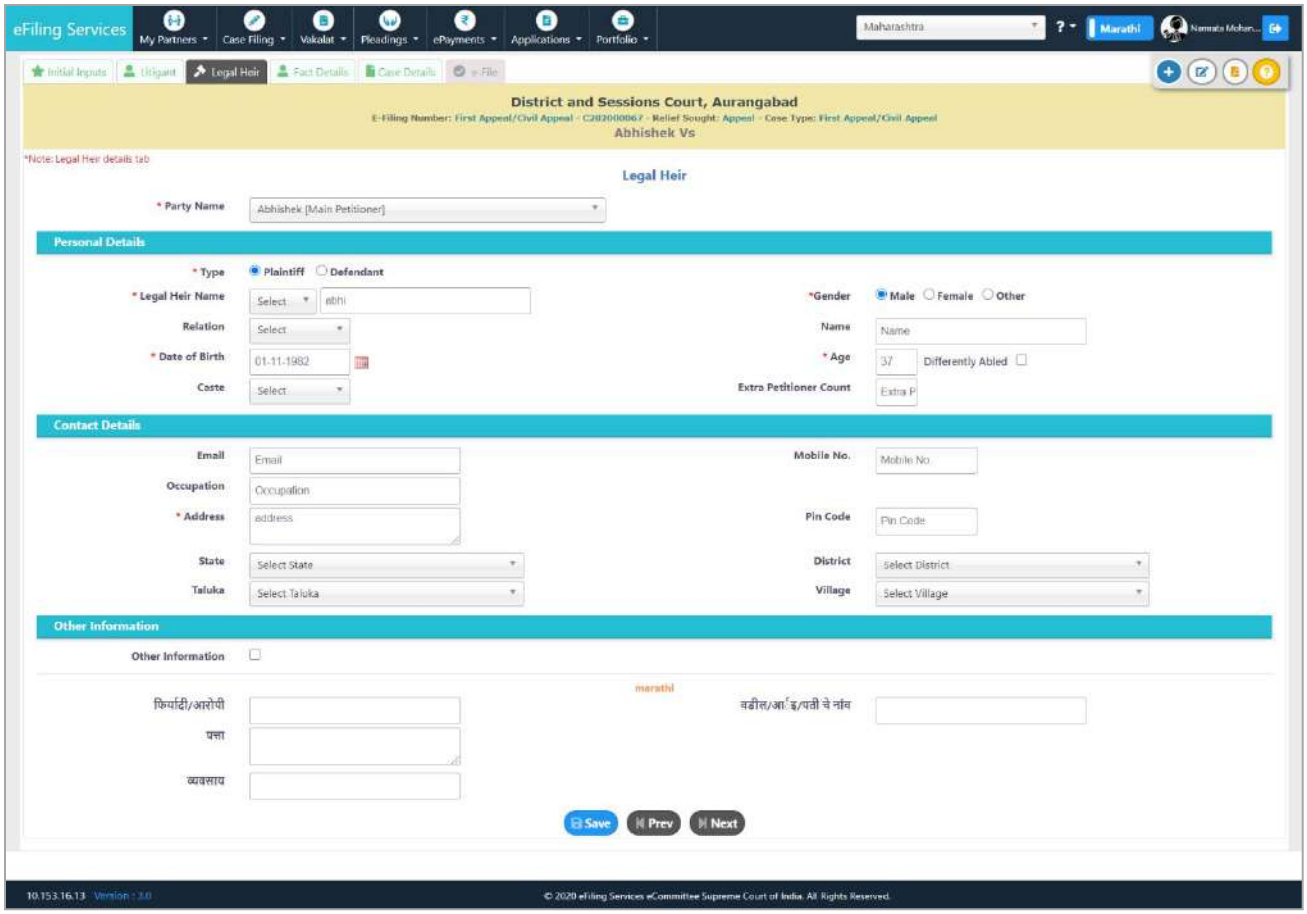


Fig: Legal Heir Form

6.2.1.4 Fact Details

This tab allows the user to enter fact details for the filed case.

- After successfully filling Litigant details, proceed to **Fact details** tab.
- Select **Fact Date** from the calendar.
- Select **Fact Time** in hours and minutes.
- Describe the details of the fact in the **Fact** text box.
- The user can add more facts by clicking on **Add More Fact.**
- Click on **Save**.

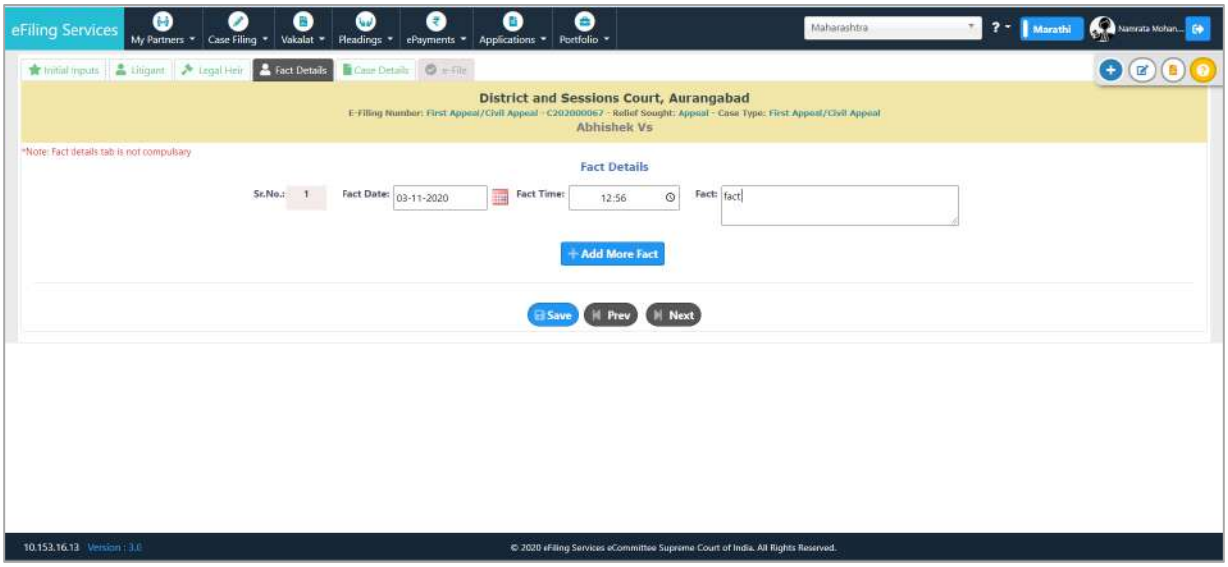


Fig: Fact Details

6.2.1.5 Case Details

This tab allows user to enter more case details.

- On successfully adding the fact details, proceed to next tab, that is, **Case Details**.
- Enter **Cause of Action**.
- Enter **Date of Cause of Action**.
- Enter **Important Information or Subject or Reason**.
- Enter **Prayer**.
- Enter **Valuation**.
- Enter **Plaint in Local Language.**
- Enter **Dispute arising out of details.**
- Enter **Act Details**. The user can add more than one act by selecting **More Acts**.
- Enter details in Local Language.
- Click on **Save.**

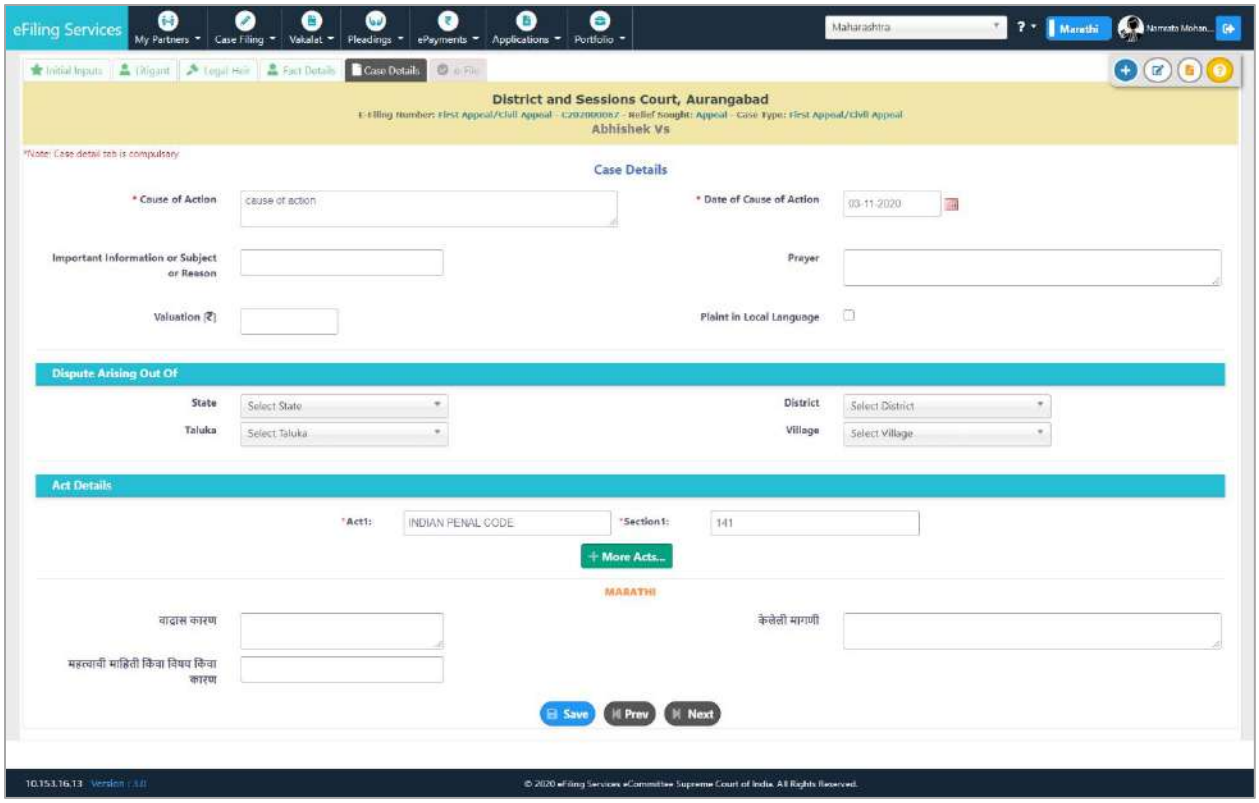


Fig: Case Details

6.2.1.6 MVC (only for MVC case type)

This tab is available only for MVC cases. Select the tab to fill the additional information. The MVC form is to be filled after filling out the Case Details form.

- Enter the **MVC Information** required such as Item Number, State, District, Taluka, Police Station, FIR Type, FIR Number and Year.
- In MVC information, if **Other Police Station** is checked, additional details are required such as Other Police Station, FIR Type, FIR Number and Year.
- Enter **Accident Information** Details such as Date of Accident, Place of Accident, Time of Accident, Type of Injury (Simple/ Serious/ Death/ Other) and Name.
- Enter **Claim Information** such as Compensation Claimed and Insurance Company.
- Enter **Vehicle Information** such as Vehicle Type, Vehicle Registration Number, Driving License and Issuing Authority.
- Enter Name, Place of Accident and Issuing authority in **Local Language**.
- Click on **Save**.
- The message, **"Record Added Successfully [eFiling Number]"** is displayed.

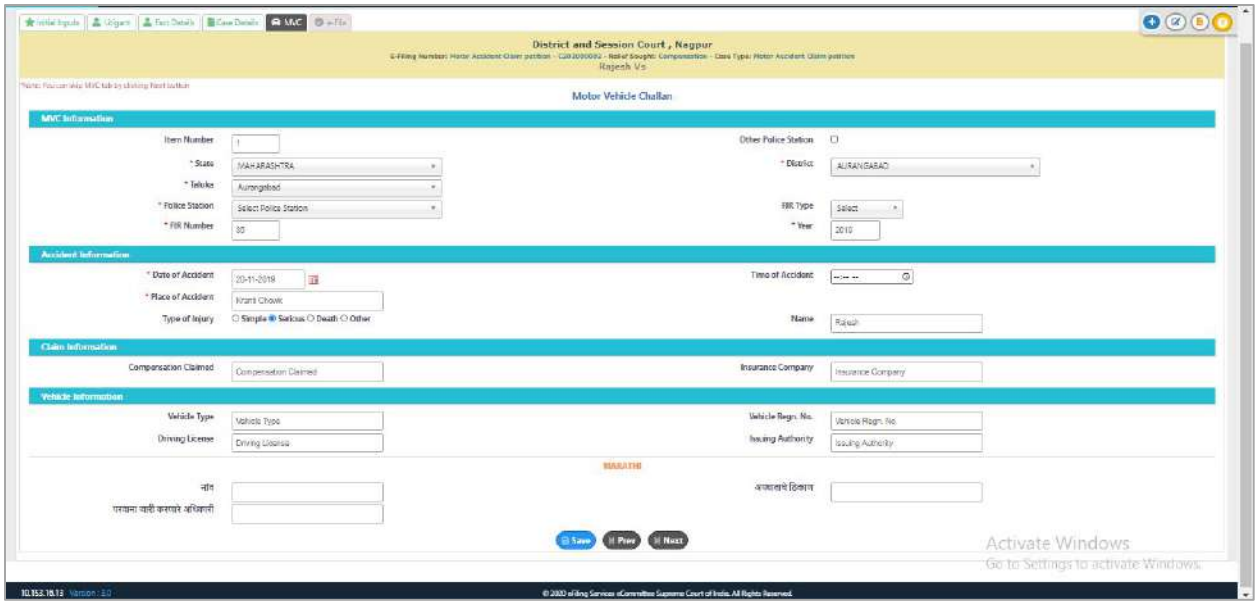


Fig: MVC details

6.2.1.7 e-File

This tab is used for eFiling the case.

- On successfully adding case details, proceed to **e-File** tab.
- The e-File tab displays all the entered details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details for review.
- Click on **e-File Case**.

  Note: *Please ensure that all the entered case details are correct before clicking on e-File Case button as the details cannot be modified after submission of the case.*
- The message **"Case registration is Successful"** is displayed along with the eFiling registration number.

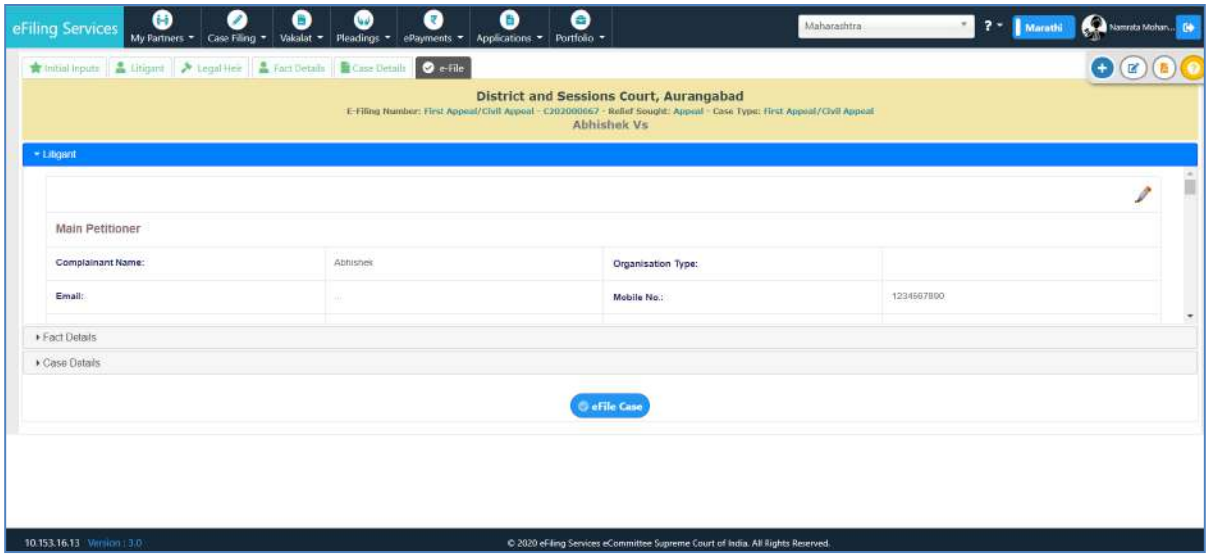


Fig: e-File Case

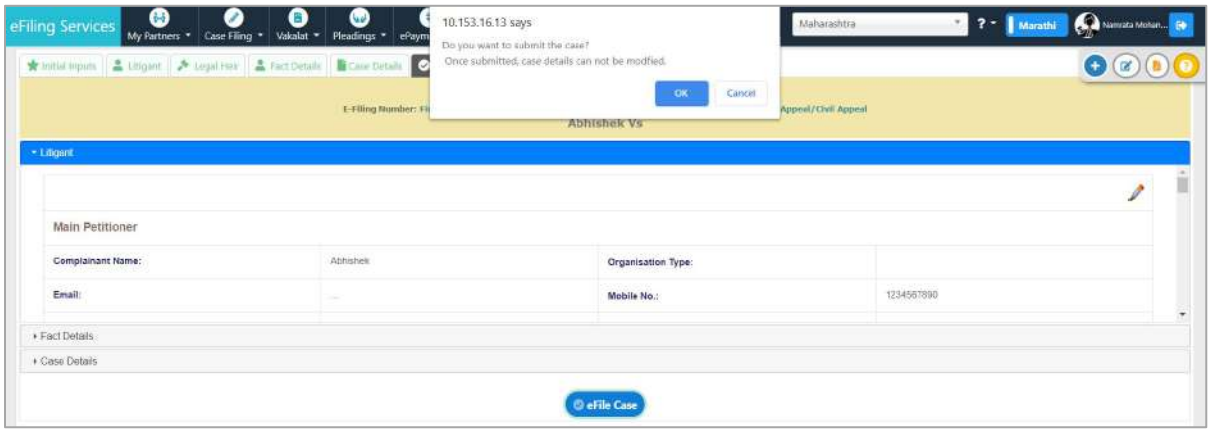


Fig: Confirmation to file a case

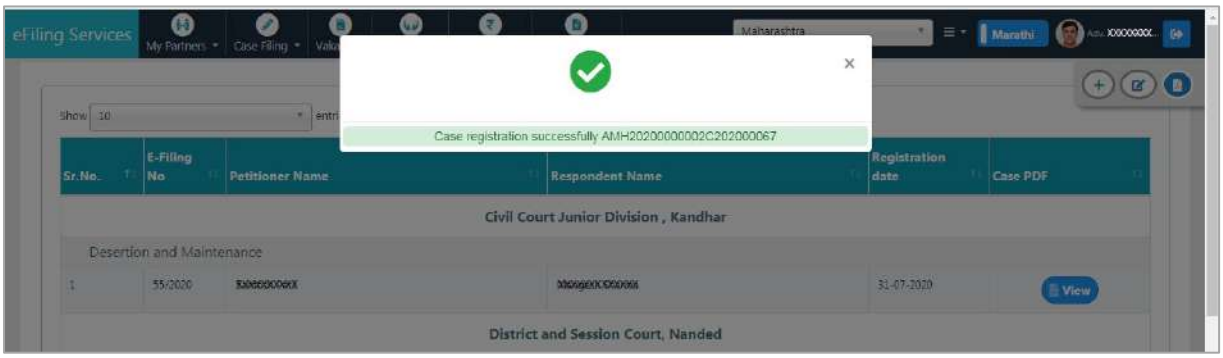


Fig: Case Registered Successfully

6.2.1.8 Editing the existing e-filed cases

There is a provision to add or modify a case and view PDF of the case filed. These buttons are provided on the upper right corner of the screen, in Case Filing tab. The functionality of each tab is described below.

Note: *Only draft cases can be edited. Once case is submitted through e-File tab, it is not available for editing.*

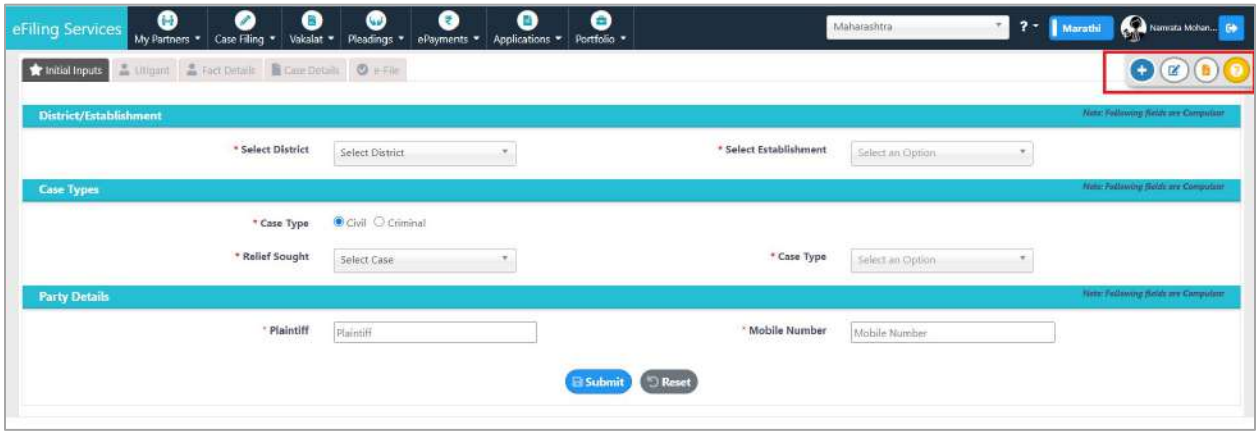


Fig: Buttons provided to add or modify a case and view PDF of the case

❖ Add Case Button

- This button is useful when the user has already filed a case, but requires another new case to file.
- On clicking this button, the user is directed towards the screen of new case filling. Refer section 6.2.1 for new case filing details.

❖ Edit Button

This service enables user to modify or delete a case.

- This button allows user to select case from provided list that includes EFiling Number, Litigant Name, Mobile Number and Action (Edit or Delete).
- The Edit button allows user to edit the details of the selected case. The user is able to edit case from Litigant tab onwards, similar to new case filing.
- The Delete button allows user to delete the selected case.

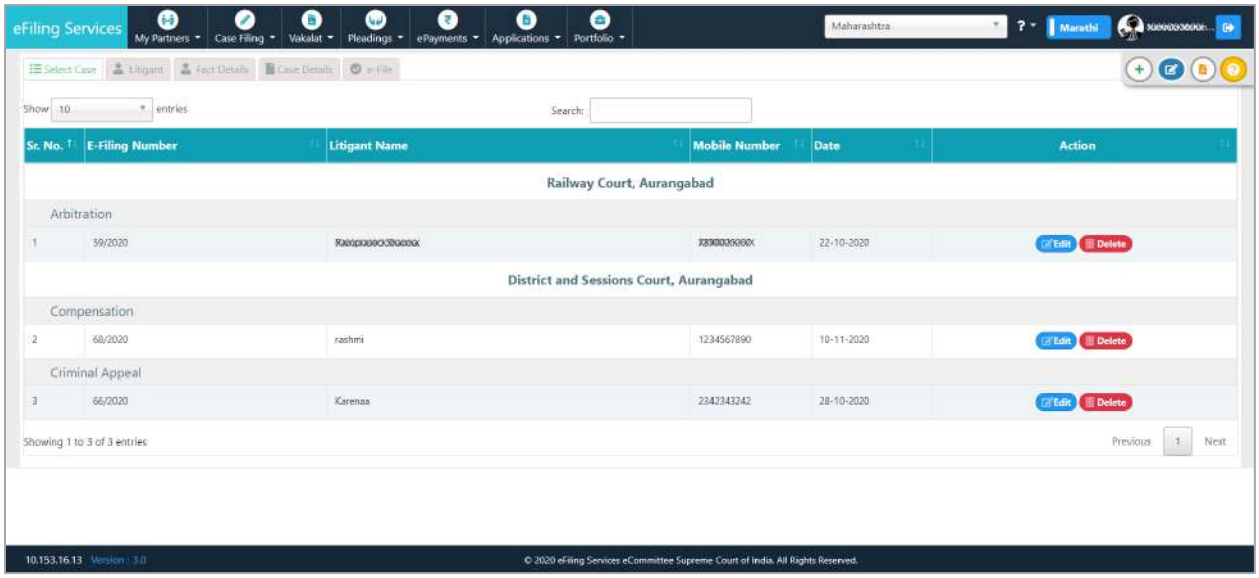


Fig: Select Case to Edit/ Delete

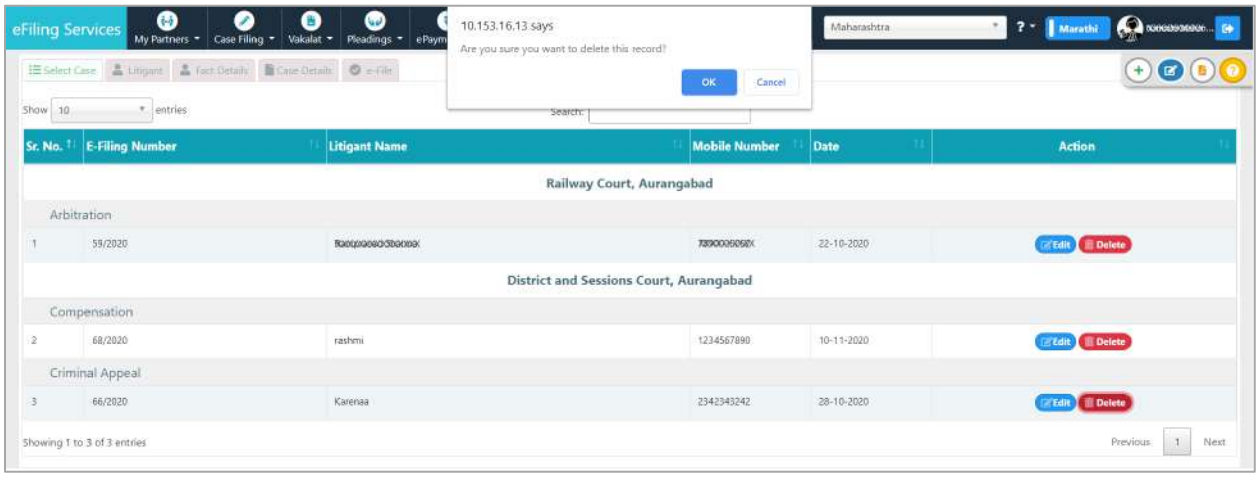


Fig: Delete Case – Confirmation

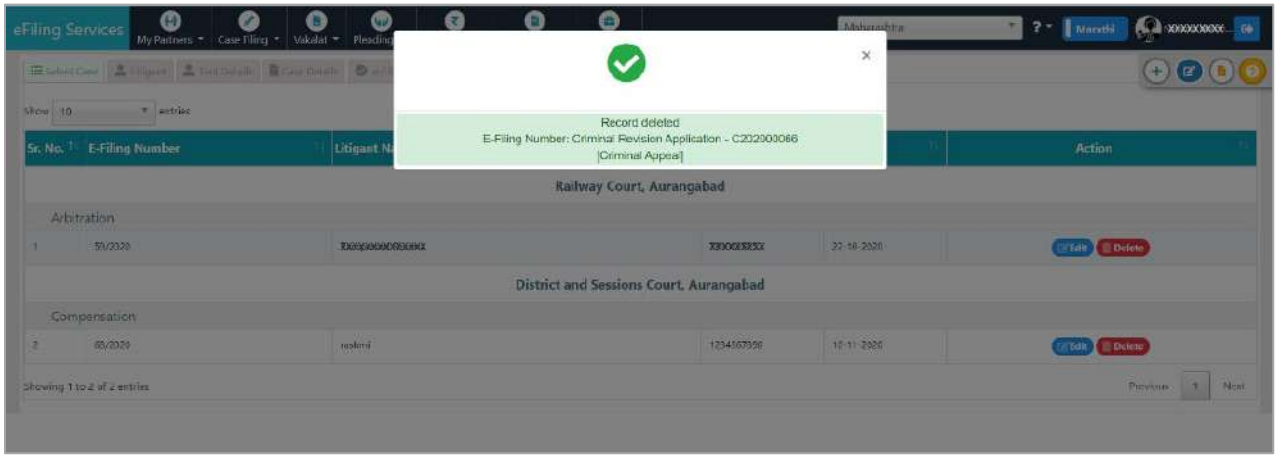


Fig: Delete Case – Success

❖ PDF Button

This button allows user to view PDF of the selected case.

- Click on View button for the case to open the PDF.
- The PDF includes all case details such as Litigant Information, Other Information, Main Respondent, Fact Details, and Case Details.
- The PDF is downloadable and printable.

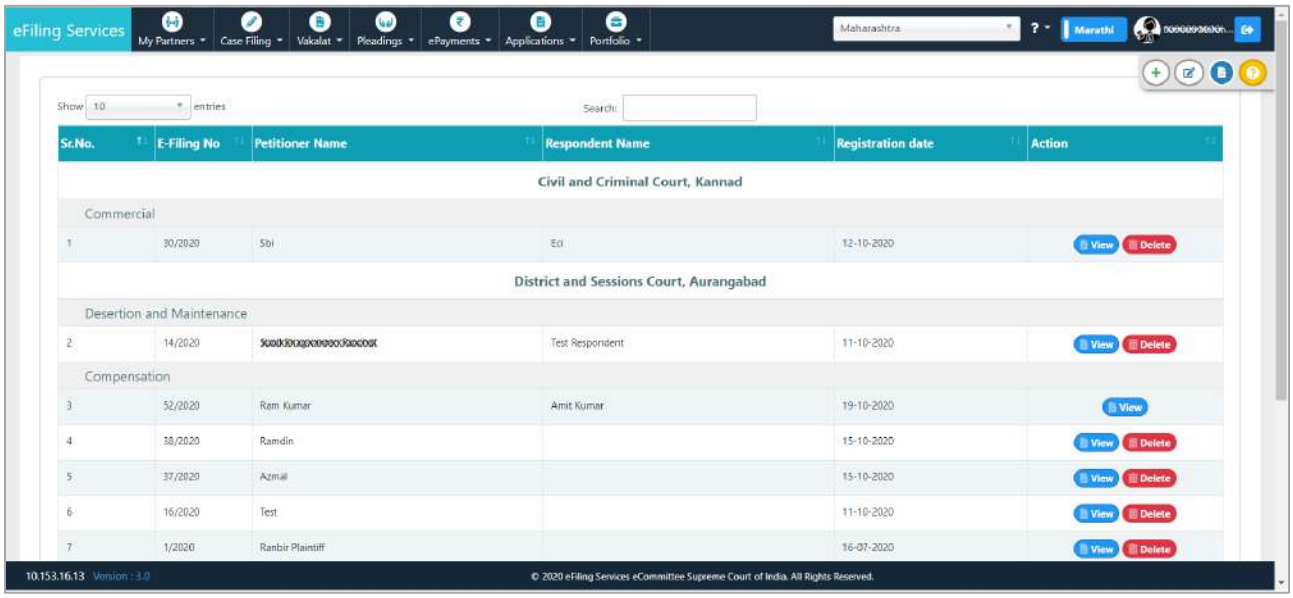


Fig: View PDF

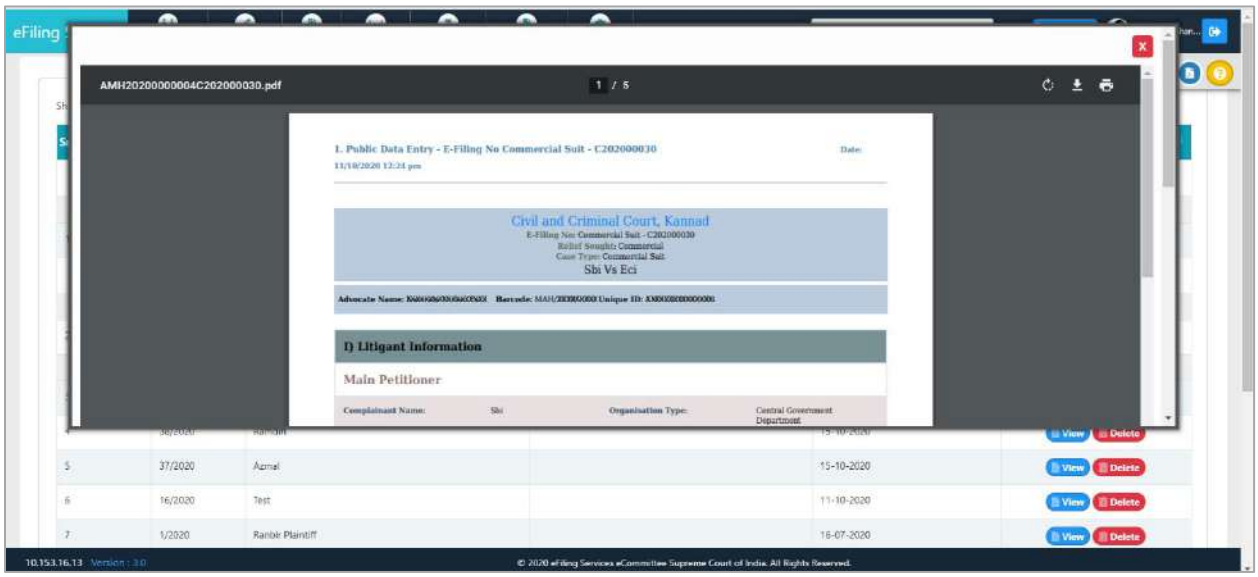


Fig: PDF of the selected Case

6.2.2 Managing Favorite Clients

This submenu lists all the clients that are added by the user as Favourite while filing the case.

- Select Case Filing.
- Select Manage Favorite Clients.
- The report displays Party name, Total Cases of the party, and a button for Delete.
- On clicking the number of total cases, the details of the case such as eFiling Number, Case Title, Main Case Type and Role Type is displayed.

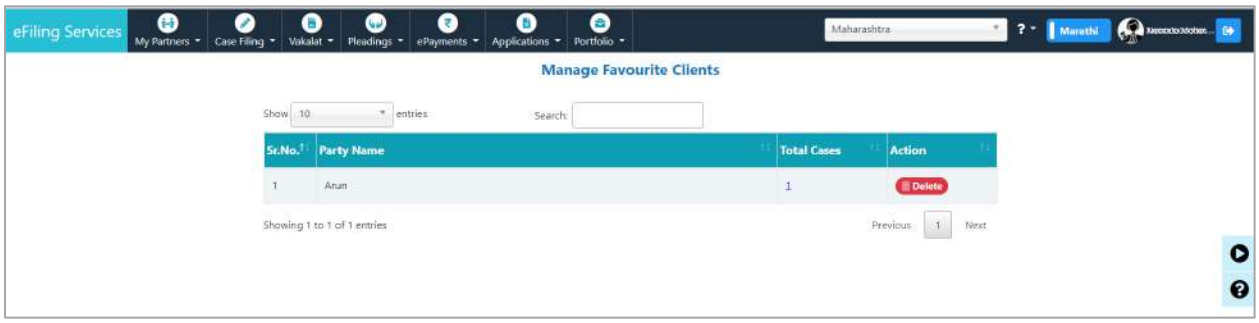


Fig: Manage Favourite Client

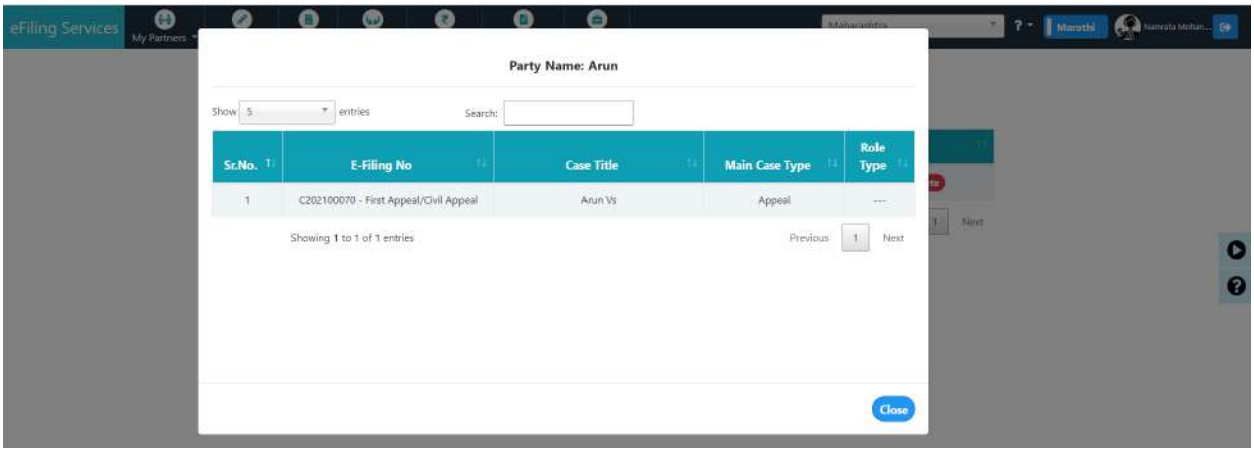


Fig: Party Case Details

6.2.3 Case Editing (only for Litigant)

This menu is available only for Litigant user. The advocate who has filed the case may not fill all the details. Using this submenu, the litigant can select the case and add the information. However, litigant cannot have final submission of the case. The final submission of the case can be done by advocate only.

6.2.3.1 Select Case

- Select **Advocate** from the drop down list.
- The details such as Establishment Name, eFiling Number, Relief Sought, Litigant Name, Mobile Number and Action (Edit or Delete) are displayed.
- If the litigant wishes to delete the case, click on **delete** button provided in the Action column.
- To edit the case, click on **Edit** button in the Action column.
- On clicking the edit button, the screen automatically shifts to next tab, that is, Litigant.

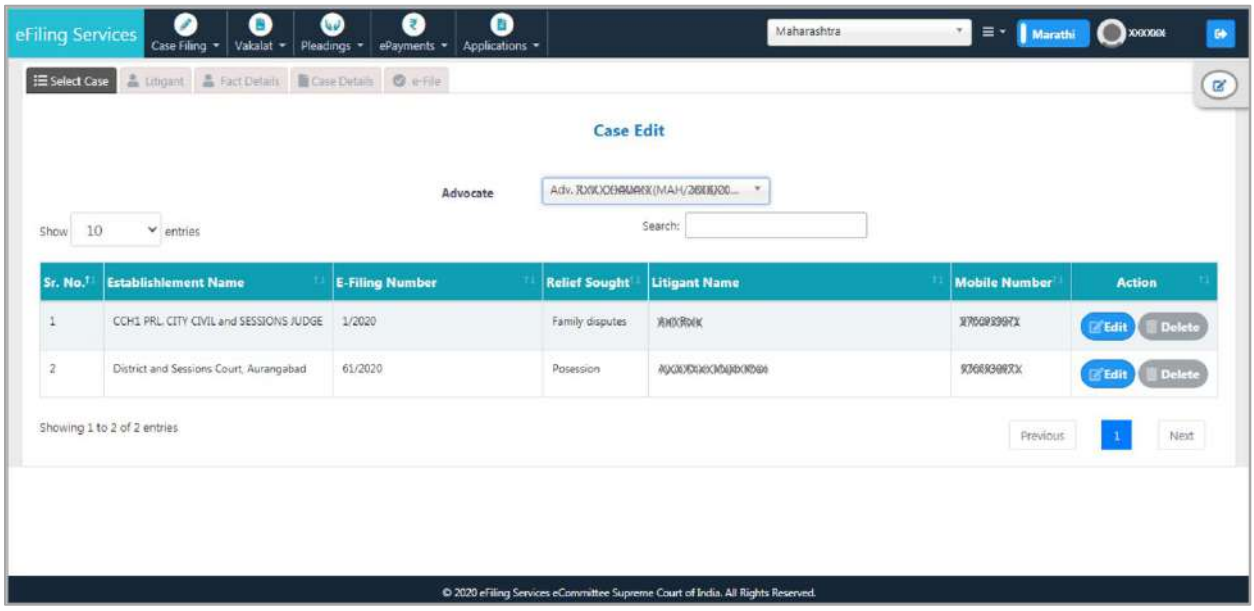


Fig: Select Case

6.2.3.2 Litigant

Refer section 6.2.1.2 (Same for advocate and litigant)

6.2.3.3 Legal Heir

Refer section 6.2.1.3 (Same for advocate and litigant)

6.2.3.4 Fact Details

Refer section 6.2.1.4 (Same for advocate and litigant)

6.2.3.5 Case Details

Refer section 6.2.1.5(Same for advocate and litigant)

6.2.3.6 MVC (only for MVC case type)

Refer section 6.2.1.6 (Same for advocate and litigant)

6.2.3.7 e-File

Litigant can review all the entered case details under this tab.

- Select **e-File** tab.
- The e-File tab displays all the details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details.

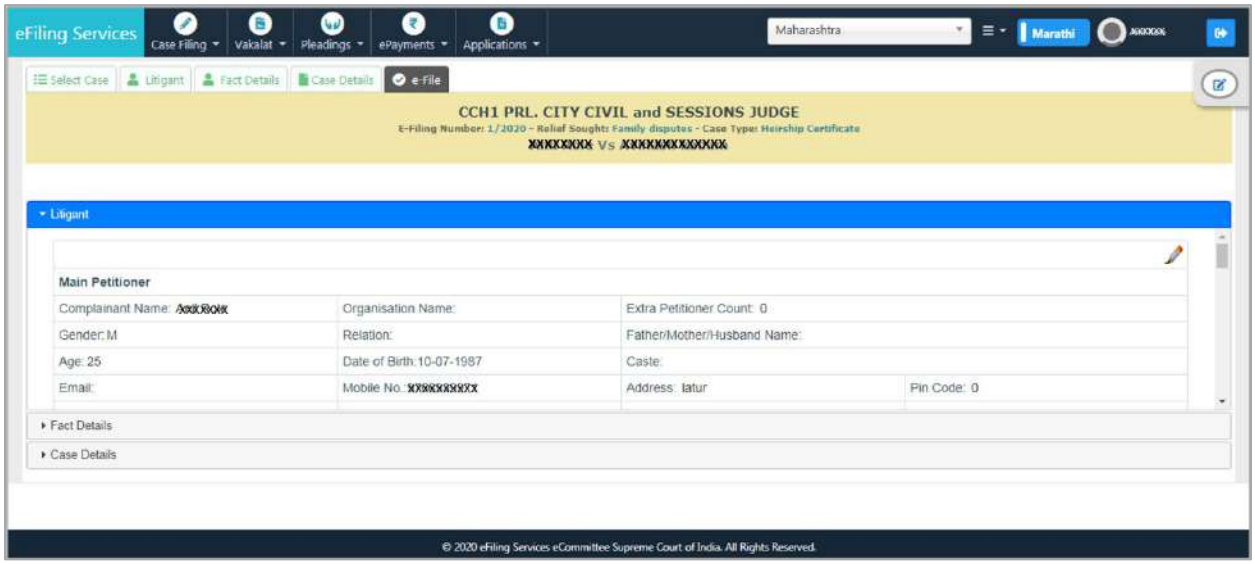


Fig: e-File Case

6.3 Vakalat

Vakalat allows user to formally assign lawyers to the cases. It includes following steps-

1. Advocate assigns self and partner/s to the case.
2. Litigant appoints the lawyer by sending offer to the advocate.
3. Advocate accepts the offer to complete the process.

Lawyer's assignment to the case is complete only after all the three steps are done. All the three steps can be completed with this menu. Send offer menu (step 2) is visible only to Litigant.

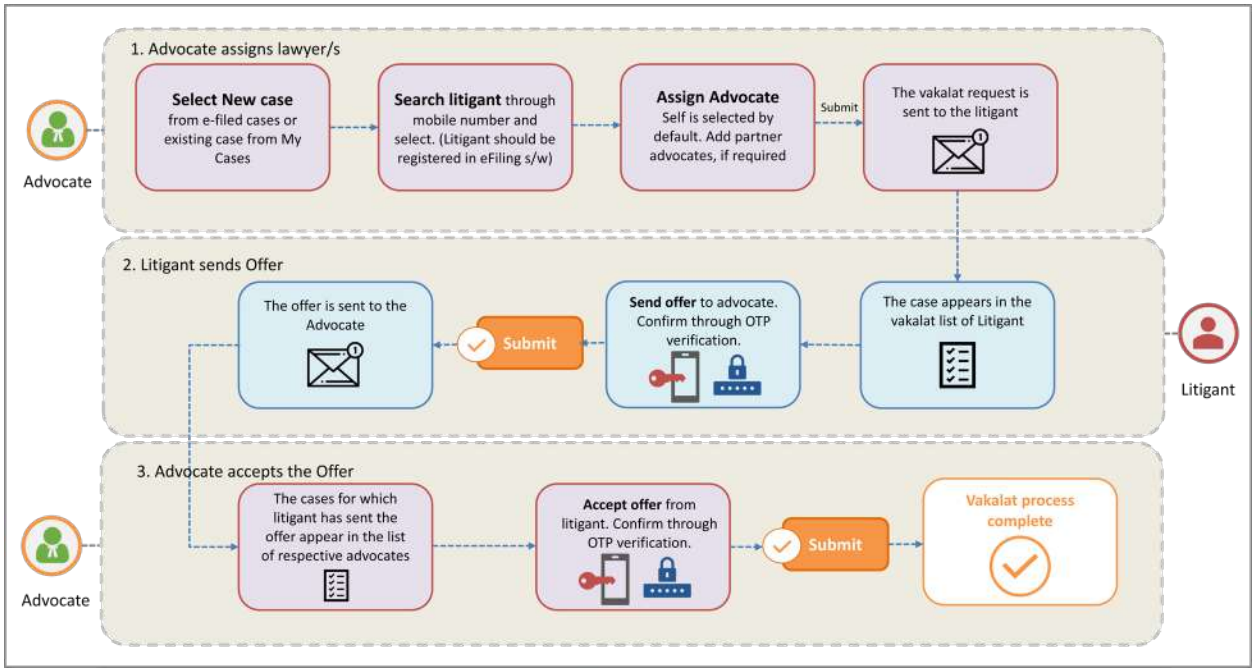


Fig: Online Vakalat Flow

6.3.1 Assign Partners to Case (For Advocates)

This submenu allows the Advocate to assign self and partners to the client.

Note: The menu is visible only to the Advocates.

- Select **Vakalat**.
- Select **Assign Partners to case**.
- Select search option - **Search my case** or **New Case.**
  - For New Case, select **eFiling number** from the dropdown list.
  - Select **Search My Case** and enter any three characters of **Search Keyword;** list of cases will appear in the dropdown list, select the required case.

Fig: Assign Partner to Case– Search My Case

- The details for the selected case are displayed such as Name of the Appellant, My Clients, and Establishment name. By default, all the clients are selected in the My Clients list. If user wants to assign advocate only to particular client/s, uncheck the other client/s.
- Select the client by checking the name in the My Client list.
- Click **Search user** button**;** if the user is found, his/her name appears in the dropdown list of **Select user.** Select the required user from the dropdown list.

Note: *Please note that Client registration is mandatory; without registration of the client, users will not be found.*

- Select **Name of the Advocate**. By default, name of the advocate is selected as **Myself**, meaning that the user himself is already assigned to the case. The user may add more advocates (partners) for the case.
- Check on the box below name of advocate to accept the partner.
- Click on **Submit**; a success message will be displayed. On successful submission, Litigant will be able to see this notification in his/her vakalat menu for further processing.

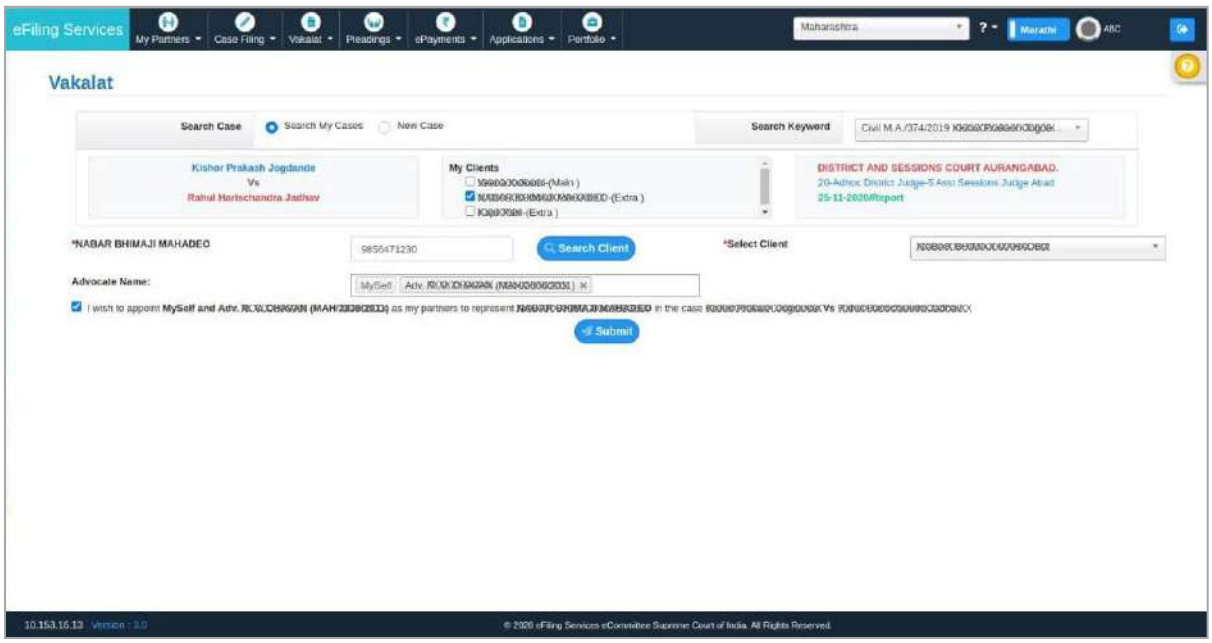


Fig: Assign Partner to Case

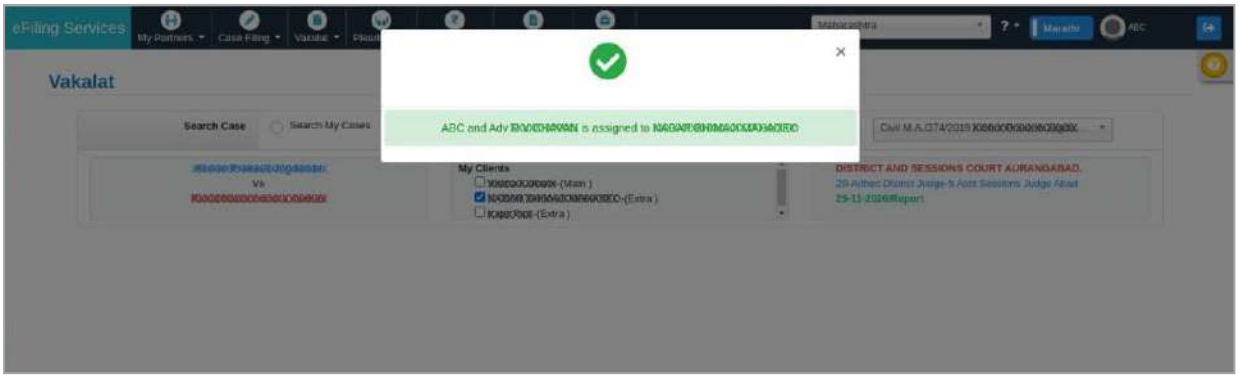


Fig: Assign Partner – e-Filed Cases Success

6.3.2 Offer to Advocate (For Litigants)

This menu allows litigant user to send offer to the advocate.

Note: This menu is visible only to litigant user.

- Select **Vakalat.**
- Select **Offer to Advocate**. All the cases assigned by lawyer are visible.
- Select the radio button for **New Case** or **Existing Case.**
- Check the checkbox **I wish to appoint …** for the required case in the table.
- Click on **Get OTP;** OTP will be sent to your mobile; enter the OTP and click **Verify.**
- On successful verification click **Submit**. A success message will be displayed.

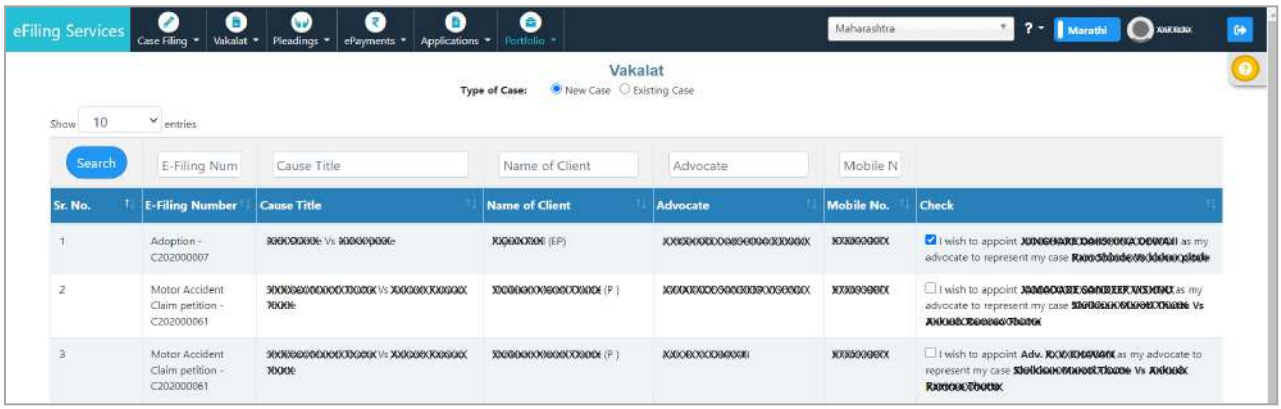


Fig: Offer to Advocate

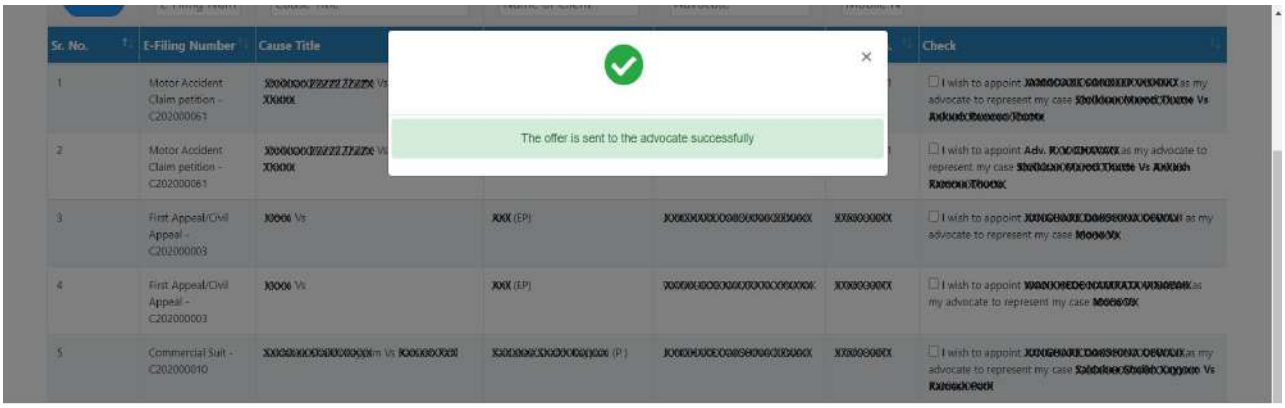


Fig: Offer to Advocate Successful

6.3.3 Accept Offer (For Advocates)

This submenu allows Advocate user to accept offer from litigant.

- Select **Vakalat.**
- Select **Accept Offer**. All the cases for which litigant has sent the offer are displayed.
- Select the radio button for **New Case** or **Existing Case.**
- Check on **I accept the offer** in the table.
- Click on **Get OTP** for the mobile number. Enter the OTP and click on **Verify**.
- On successful OTP verification, click **Submit**.
- The message '**Offer Accepted'** is displayed.

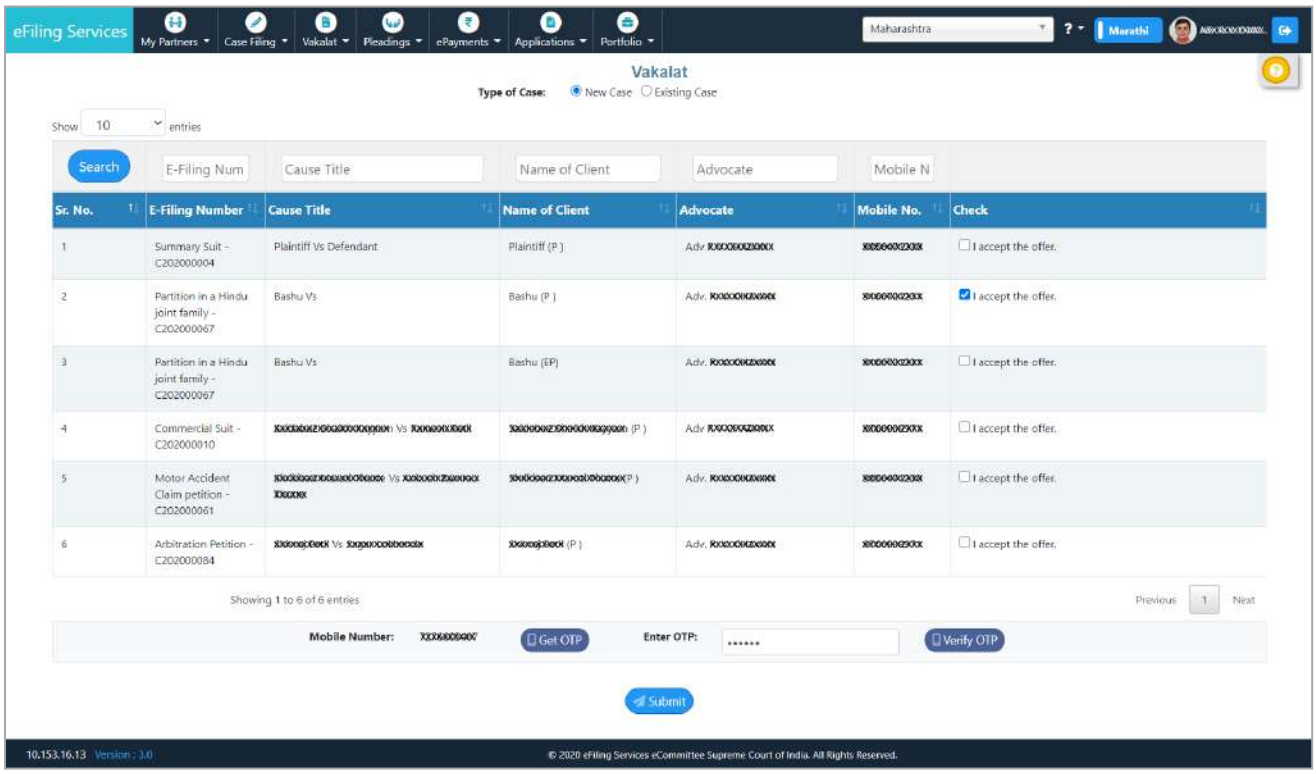


Fig: Accept Offer

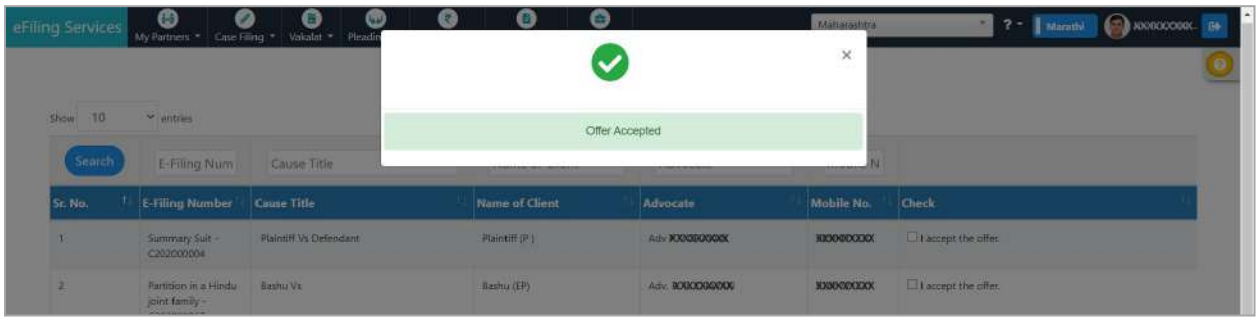


Fig: Offer Accepted

6.3.4 Print Vakalat (For Advocates)

Facility is provided to download the Vakalat for creating the physical document after online vakalat procedure is completed.

- Select **Vakalat** from main menu.
- Select **Print Vakalat** from submenu.
- Select radio button for New Case or Existing Case.
- A list of all the cases for which vakalat procedure is completed online is displayed. The details include eFiling Number, Cause Title, Name of Litigant, Advocate, and Mobile Number.
- Click on the **Download** button for downloading the vakalat. The downloaded file is in .doc format and can be edited.

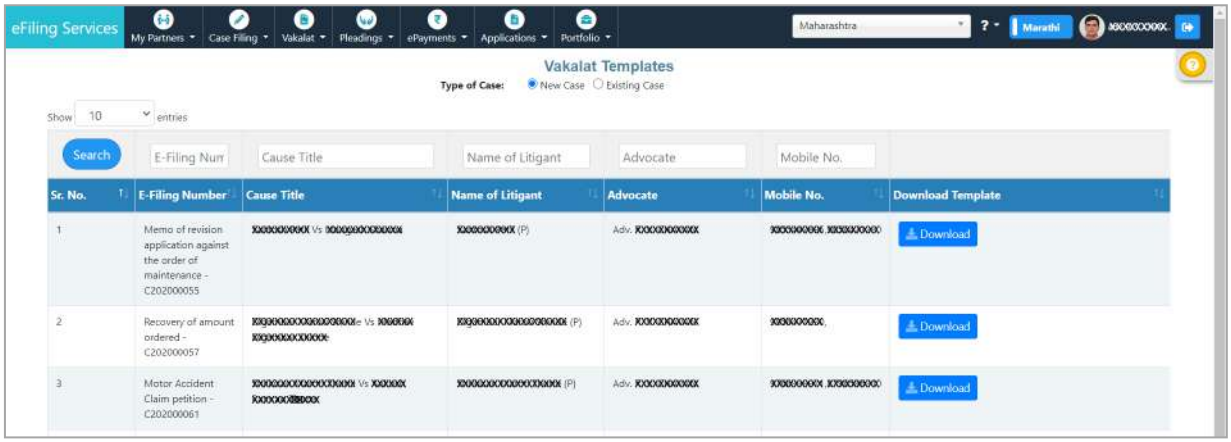
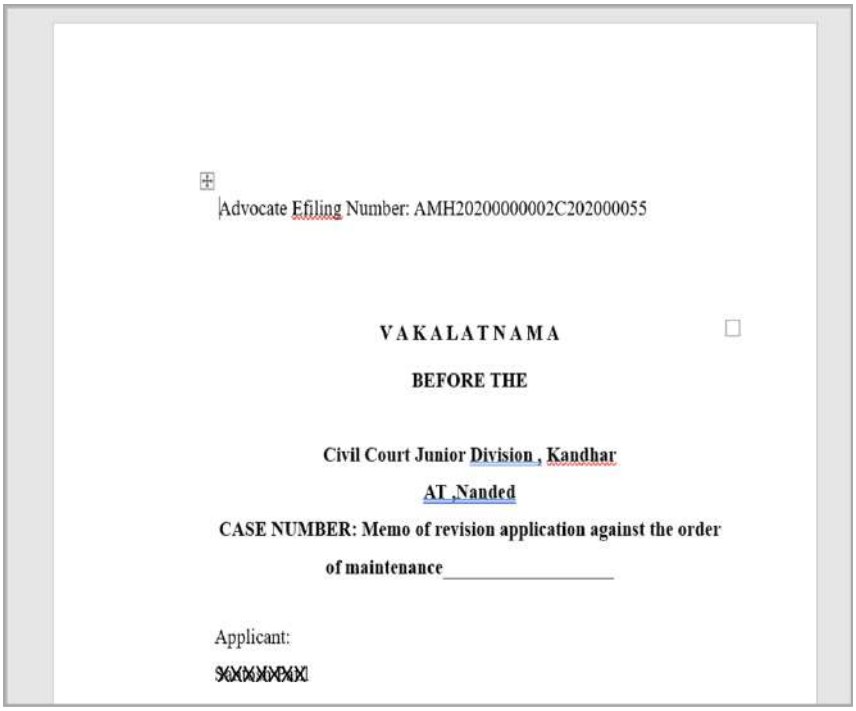


Fig: Print Vakalat



Advocate Efiling Number: AMH20200000002C202000055

VAKALATNAMA

BEFORE THE

Civil Court Junior Division , Kandhar

AT ,Nanded

CASE NUMBER: Memo of revision application against the order of maintenance_____

Applicant:

XXXXXXX

Fig: Vakalat Sample

6.4 Pleadings

Pleadings are nothing but legal documents of the case, and this menu makes provision to upload and authenticate such documents. Uploading needs to be done by advocates; litigant can only authenticate the pleadings.

6.4.1 Use Templates (For Advocates)

The formats for legal documents such as Affidavit, Complaint, Petition and other similar documents are standardized by the court. Since these documents are regularly required for most of the cases, standard templates are provided for ease of preparing the documents.

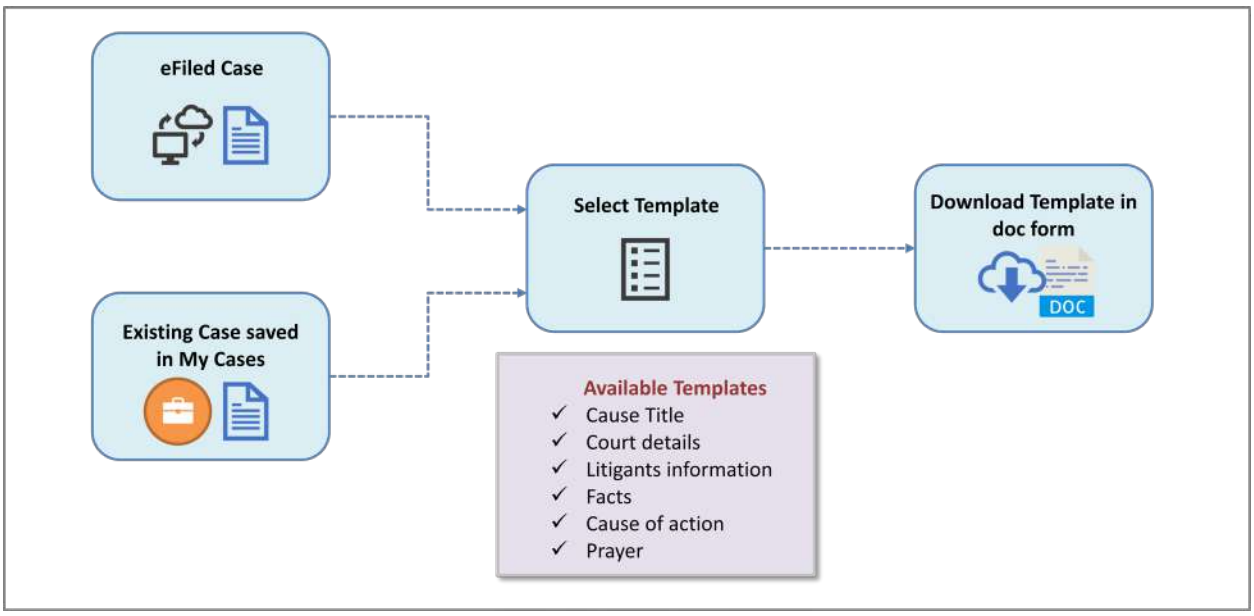


Fig: Use Templates Flow

To download template:

- Select **Pleadings**.
- Select **Use Templates**.
- Select search option -**Search my Case** or **New Cases.**
  - For **Search my case**, enter **Search Keyword** and then select a case from the dropdown list.
  - For **New Case**, select **eFiling Number** from the dropdown list**.**
- The details of the case are displayed such as Name, My Clients, and Establishment Name.
- Select **Type of Pleading** from drop down list. Only applicable pleadings for the selected case type appear in dropdown list.
- Click on **submit.** Click on **Open** to download the template.

- The downloaded template is in .doc format and can be edited; it may then be converted to pdf format for uploading.

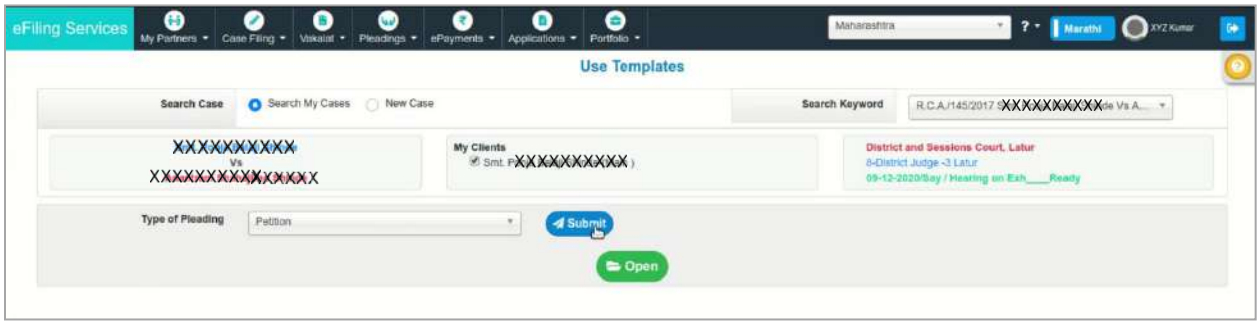


Fig: Use Template

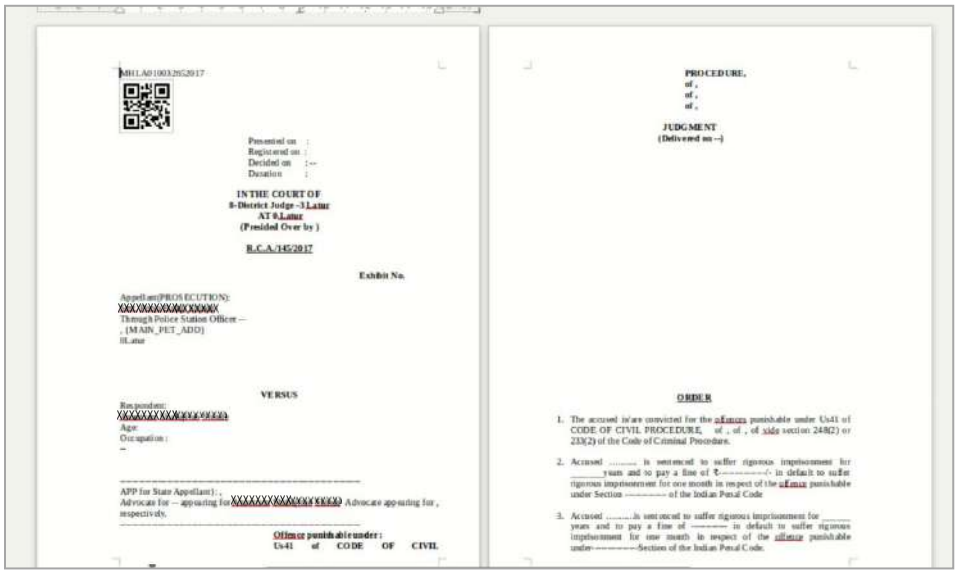


Fig: A Template Sample

6.4.2 Pleadings

This submenu allows user to upload their legal documents, provide indexing, authorise signatories and e-Sign the pleadings.

The details of the submenu are described further below.

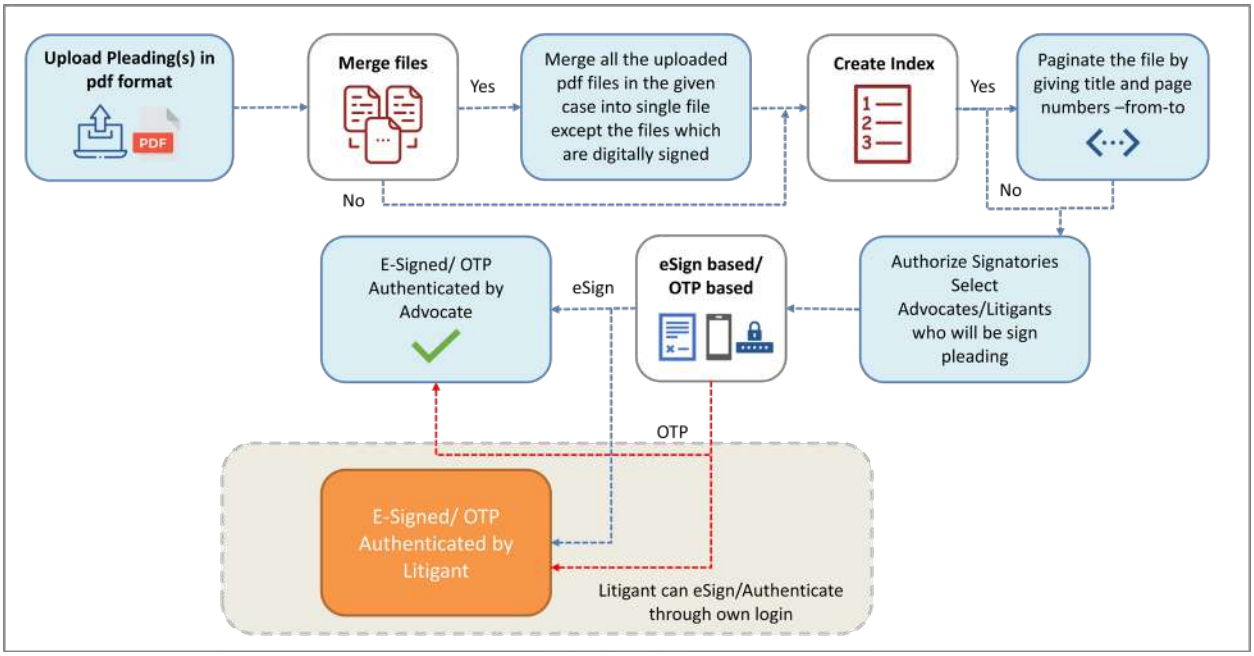


Fig: Upload Document/ Indexing/ e-signing Flow

6.4.2.1 Pleading Upload (For Advocates)

This tab enables user to perform following actions:

- Upload new legal documents (in PDF format) for a selected case
- View/ Search previously uploaded documents
- Merge uploaded documents

❖ Upload New Documents

Following steps are to be performed for uploading:

Select the Case

Search the case for which documents need to be uploaded.

- Select suitable search option - **Search my Case** or **New Case.**
  - For **Search My Case** radio button, enter **Search Keyword** and select a case from the drop down list.
  - For New Case, select **eFiling number** from the drop down list.
- The details of the case are displayed such as Name, My Clients, and Establishment Name.

Upload the Document

- Enter the file name (document name) in the text box provided.
- Choose the file to be uploaded by clicking on **Browse** button and click **Add File**.

  The file name and file (in PDF format) is displayed in the table below. Click on **Submit** button.

- The message, **'Addition Successful'** will be displayed and the document can be viewed in the table provided at the bottom of the form.

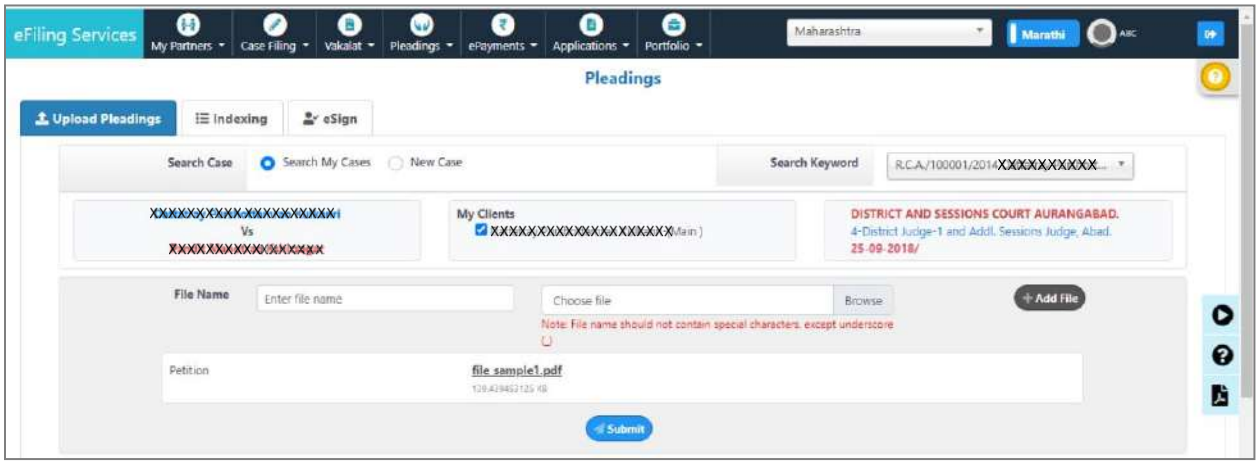


Fig: Pleading Upload

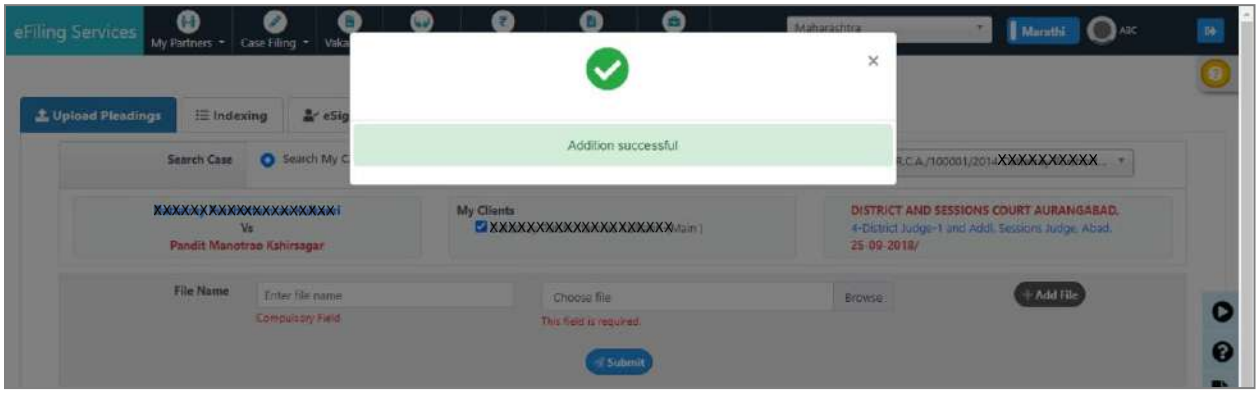


Fig: Addition of Pleading Successful

❖ View / Search Uploaded Documents:

- Select **Pleadings** form main menu and again select **Pleadings** from sub menu.
- A list of all previously uploaded documents is displayed. The details of the table include Name of Litigant, File Name, Uploaded On, Status of the document and Delete option.
- Uploaded documents listed in the table can be searched with the help of filing number or CNR number.
- **Digitally Signed** and **eSigned** icons appear when the document is digitally signed or e-signed.
- The document can be viewed by clicking on the name of the document.

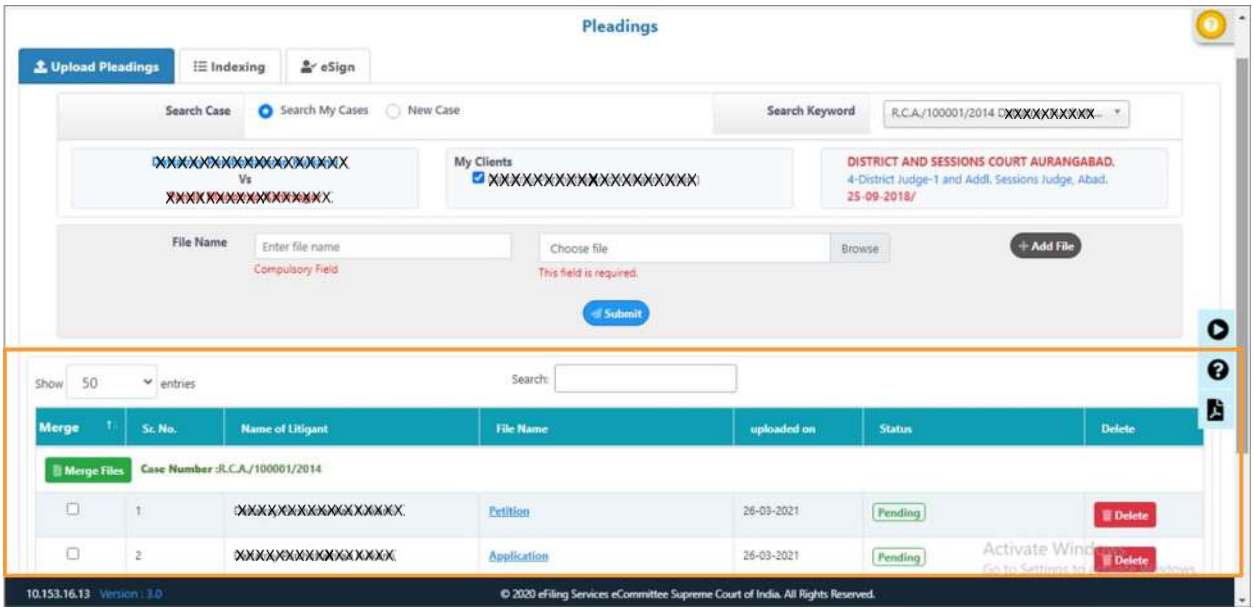


Fig: Pleadings

❖ Merge Uploaded Documents

This service allows user to combine two or more documents into one document.

Note: *Please note that digitally signed documents cannot be merged.*

- Select the documents to be merged by checking the check boxes (in the **Sr No** column) for the respective documents.
- Click **Merge Files** button below the Cause Title.
- A dialogue box will pop up with files to be merged. Click on the file name button to view the document. You may also change the sequence of files before merging by dragging and dropping the file buttons at desired positions.
- Enter the **File Document Title** and click **Merge** button.
- The message, **"Merged successfully"** is displayed.
- On merging the files, a single document is formed and the individual files are removed from the table. **Merged** icon appears in front of the single document.

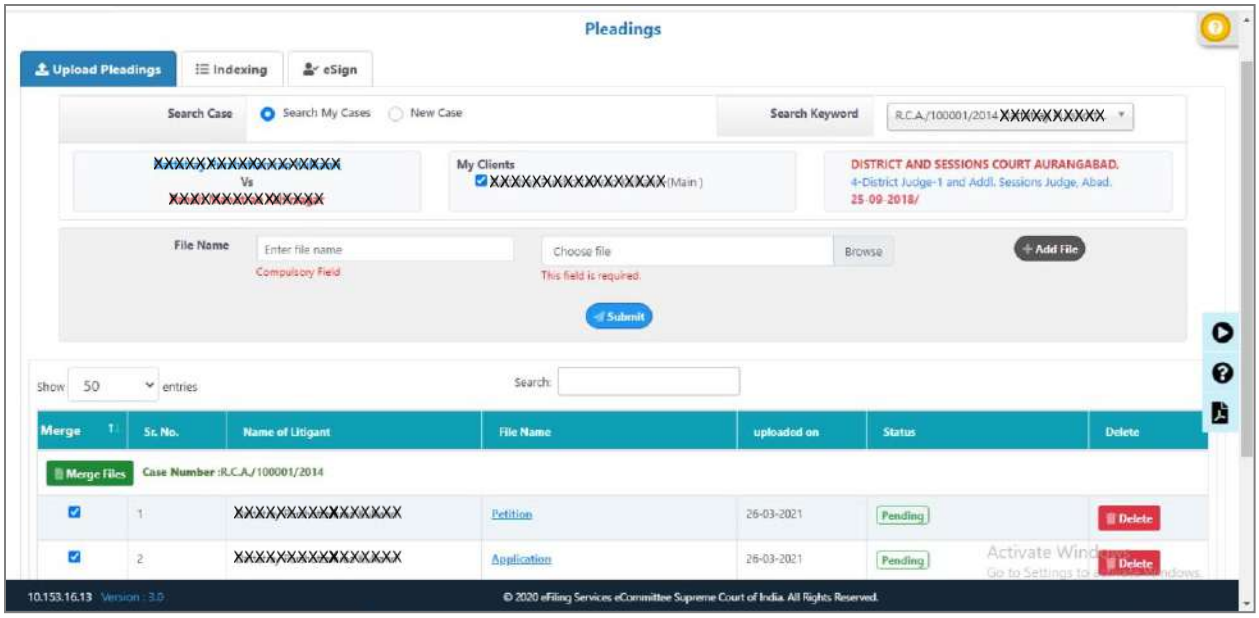


Fig: Pleading Table – Select Documents for Merging

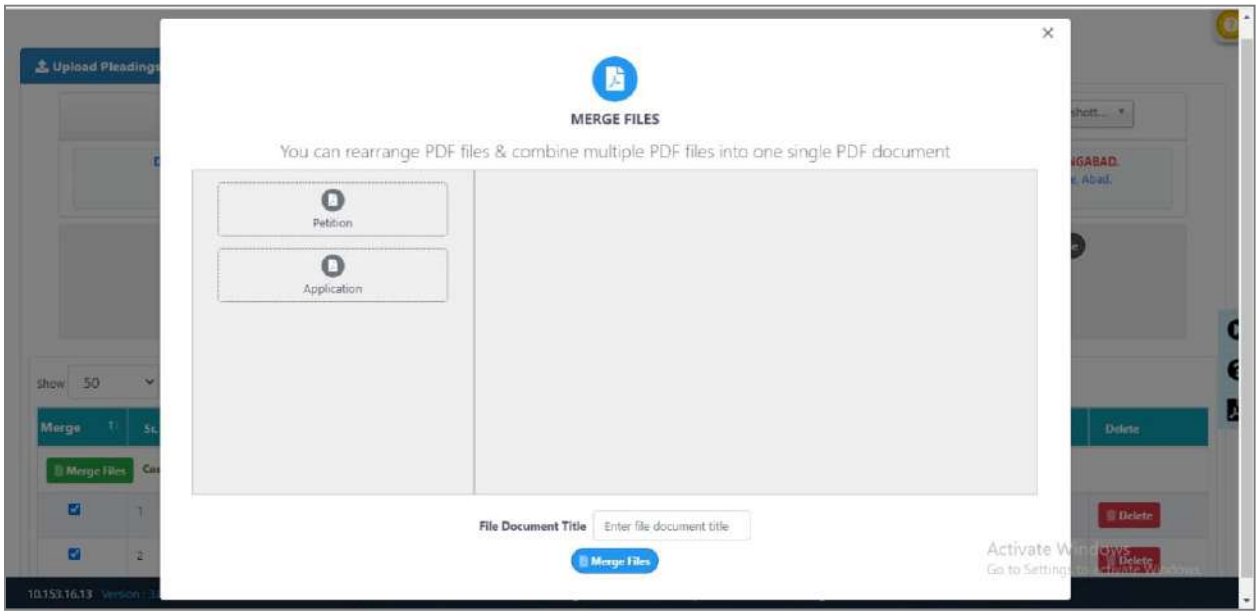


Fig: Enter File Document Title for Merging

Note: *Click on the file name button to view the file. You may change the sequence of documents by dragging and dropping before merging.*

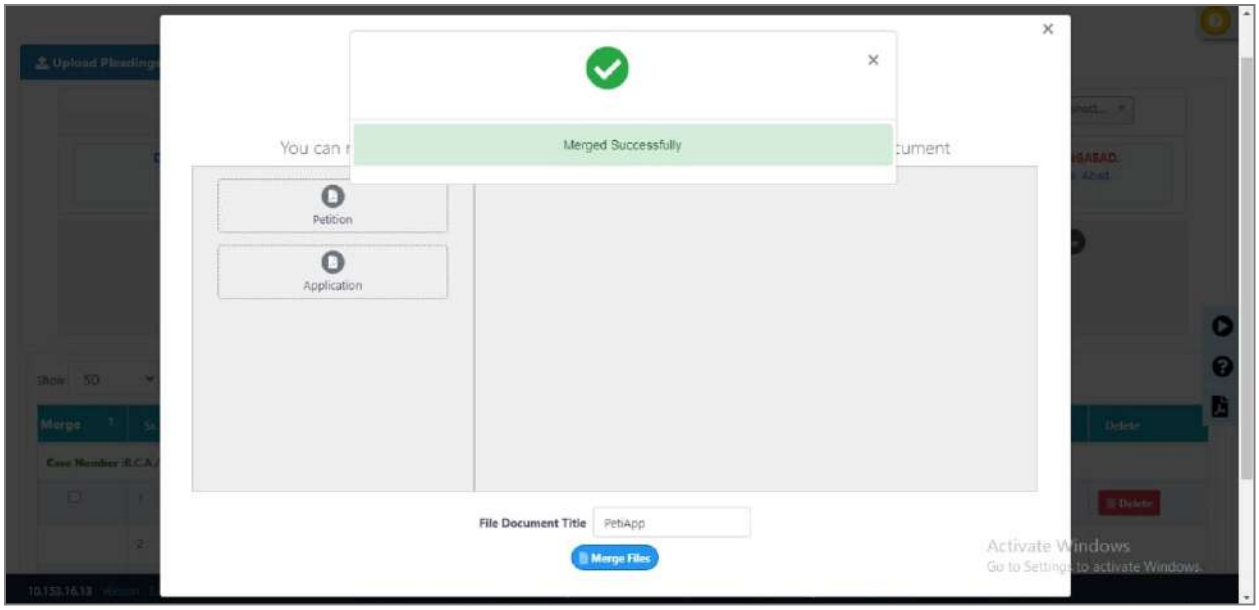


Fig: Merging Successful

6.4.2.2 Indexing (For Advocates)

Indexing for the document is nothing but preparing index for the contents of the document. This step is not mandatory; however, it is always better to index the documents.

This tab also provides provision to authorize signatories, as to who will be signing the documents. The details of both indexing and signatories are provided below.

❖ Indexing

Indexing allows the user to create index for the selected document. It provides more clear view of the contents of the document. Through indexing, the user can jump to his required content without going through the whole document.

Indexing can be done for individual as well as merged files.

- Select **Pleadings** from the main menu.
- Select **Pleadings** from the submenu.
- Select **Indexing** tab.
- Select radio button for **New case** or **Existing Case**. If 'new cases' is selected, only the e-filed cases are shown; if 'existing case' is selected manually filed and e-filed, both types of cases are shown.

  A table is shown with details Index Title, From Page Number, To Page Number, and View Document. The title of each document is also displayed, clicking on which will open the document.
- To add index to the selected document
  - Click on **Add Index** button.
  - Enter the details for **Index Title, From Page No.,** and **To Page No**.

- Click on **Index Document** button.
- The message, **"Document Indexed successfully"** is displayed.

- When indexing is complete, it is displayed in the table. The indexed parts of the document can be viewed separately by clicking on the **View Document** link in front of the index.
- The index can be deleted by clicking on **Delete** button.

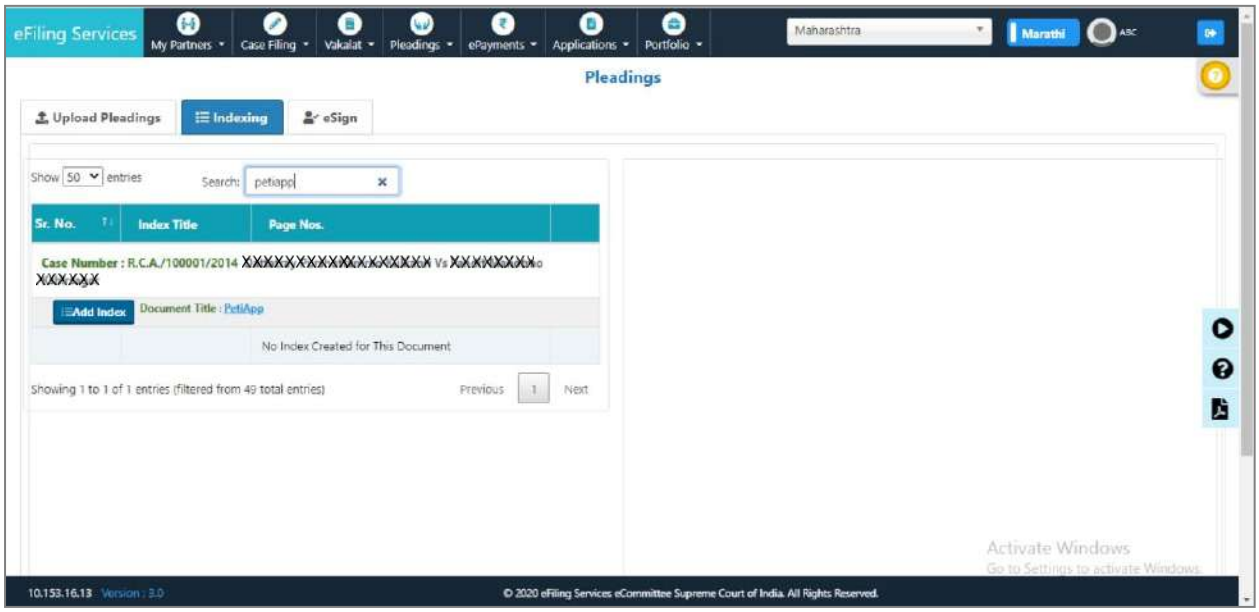


Fig: Indexing form

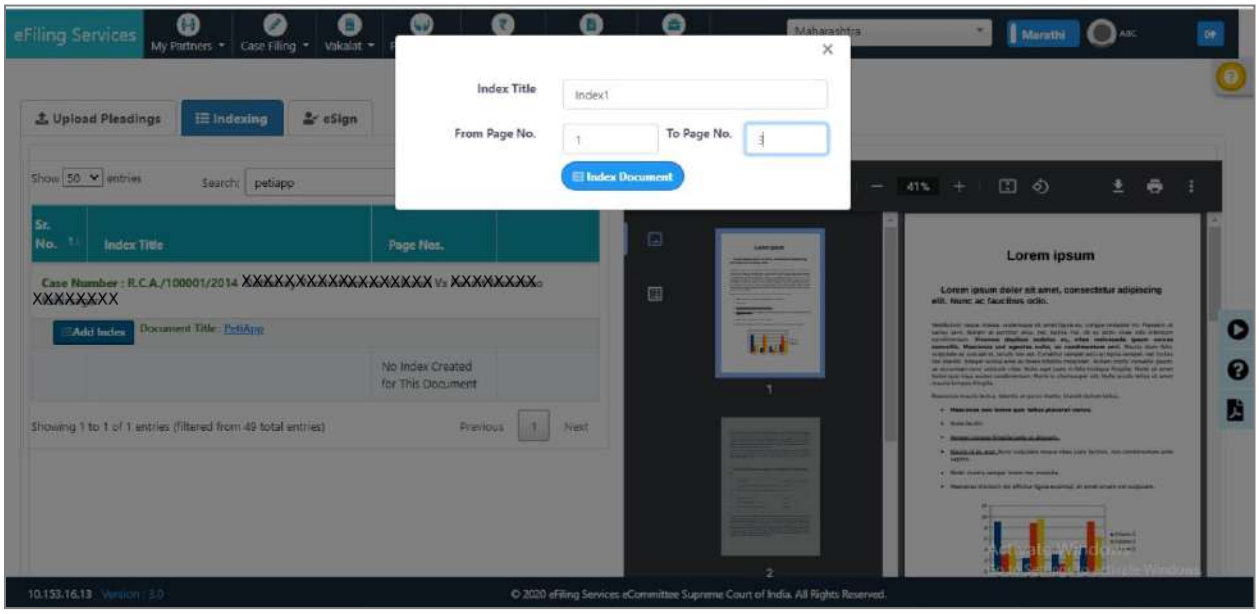


Fig: Add Index

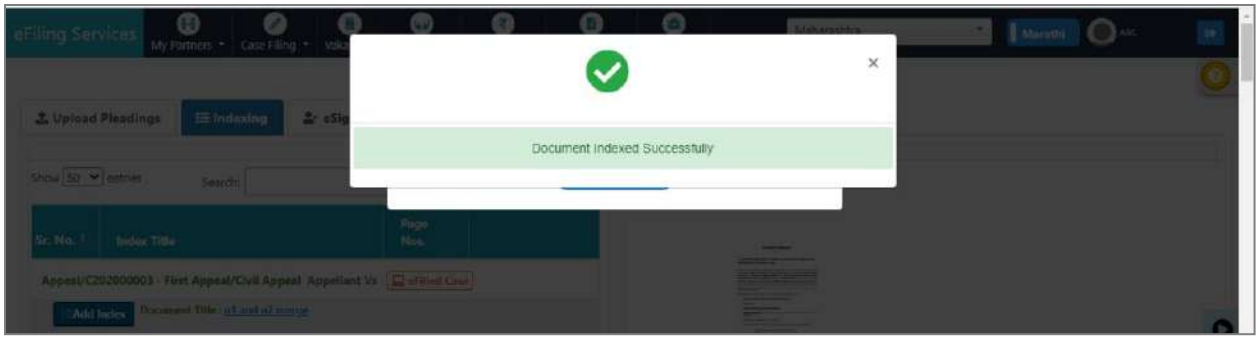


Fig: Document Indexed Successfully

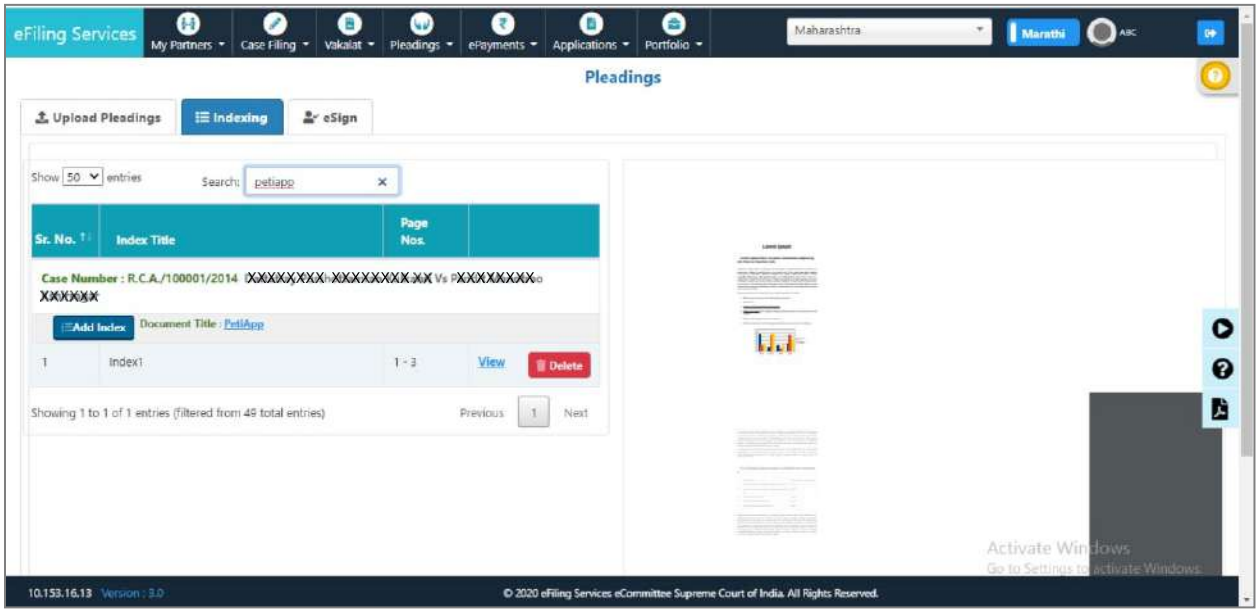


Fig: Indexing Appears in the Table.

6.4.2.3 Pleading eSign (For Advocate and Litigant)

Pleading eSign tab enables user to assign signatories and e-sign a pleadings (document). Multiple parties can e-sign a single document.

❖ Authorize Signatories

This facility allows user to assign signatories for a document including the advocates or clients. The service also enables to specify the mode of signing- whether it will be e-signed or OTP verified by the signatory. Only the assigned advocates and clients are able to sign the document. When a client is assigned as signatory by the advocate, he will be able to see the document for e-signing under pleadings menu.

- Click on **Authorize Signatories** to authorize who can sign the selected document.
- Check the box for those who the user wishes to authorize. Check box is provided in front of their names.

- Select the method of signing, by selecting the radio button for eSign or OTP. For OTP, enter the mobile number and the OTP is sent to that number.
- Click on Submit button.
- The message, “Signatory Authorized Successfully” is displayed. This signatory will now be able to eSign/ OTP verify document through own login.

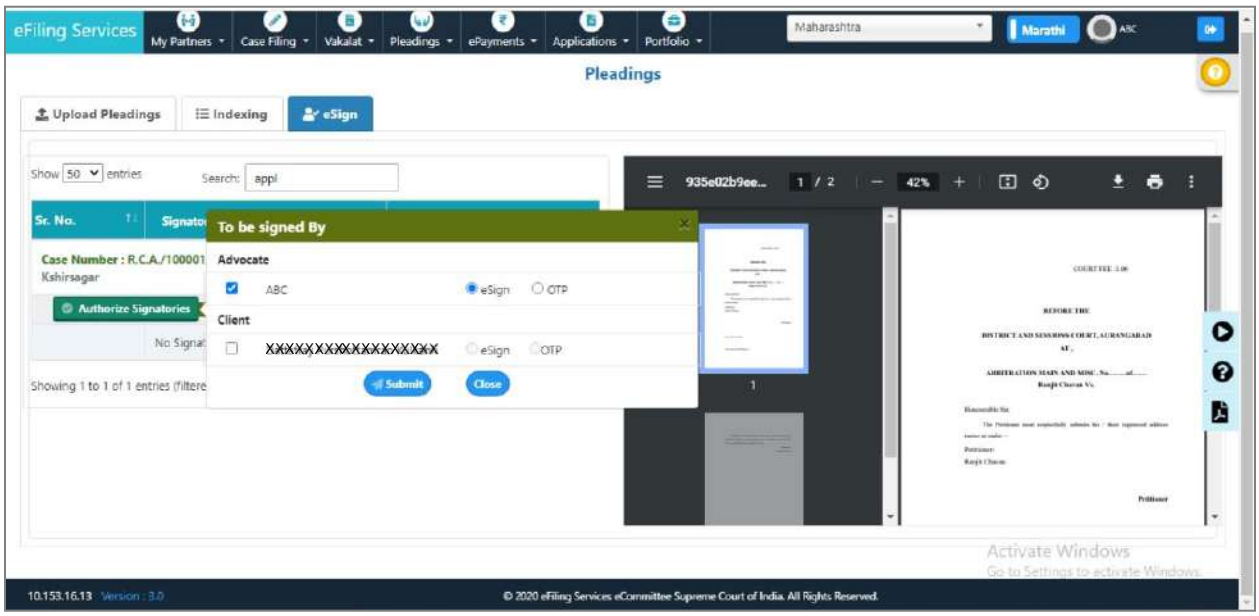


Fig: Authorize Signatories

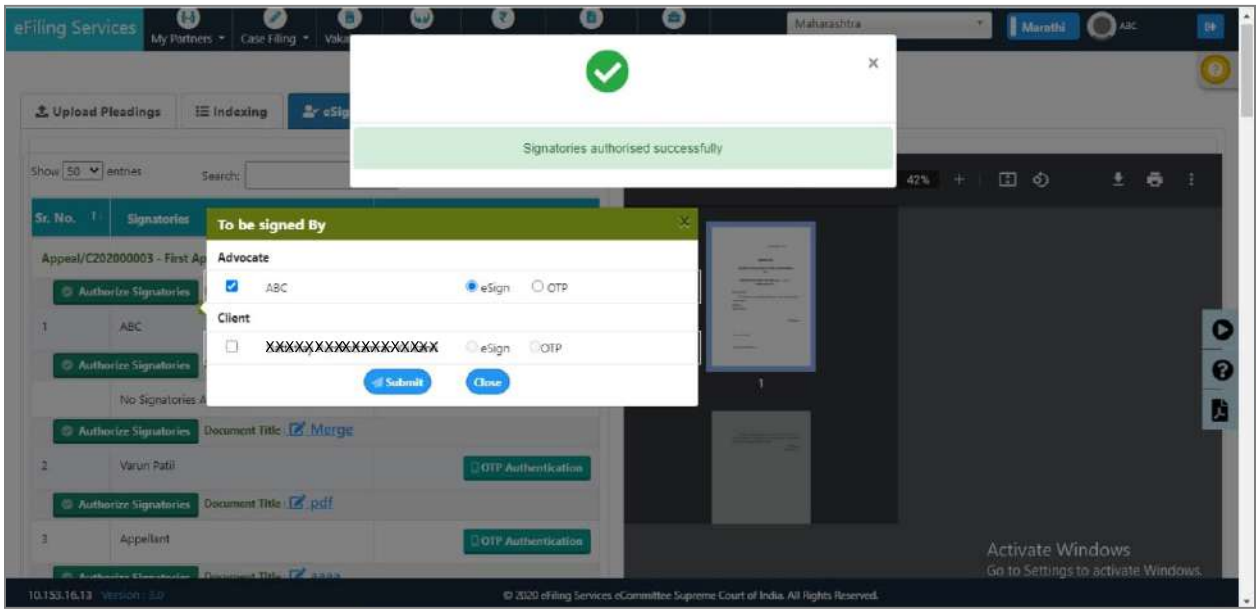


Fig: Signatory Authorized Successfully

❖ eSign Verification

Click on **eSign** button next to the party name; Click on **Prepare PDF for e-sign** and then on **Submit for e-signing**. You will be directed to C-DAC site for e-signing. The procedure requires Aadhaar based OTP verification.

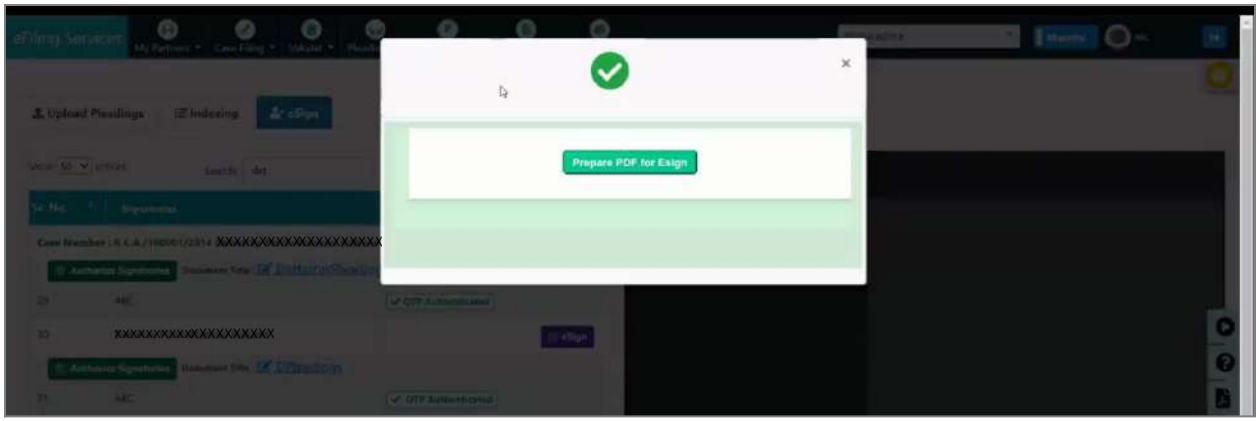


Fig: Prepare PDF for eSign

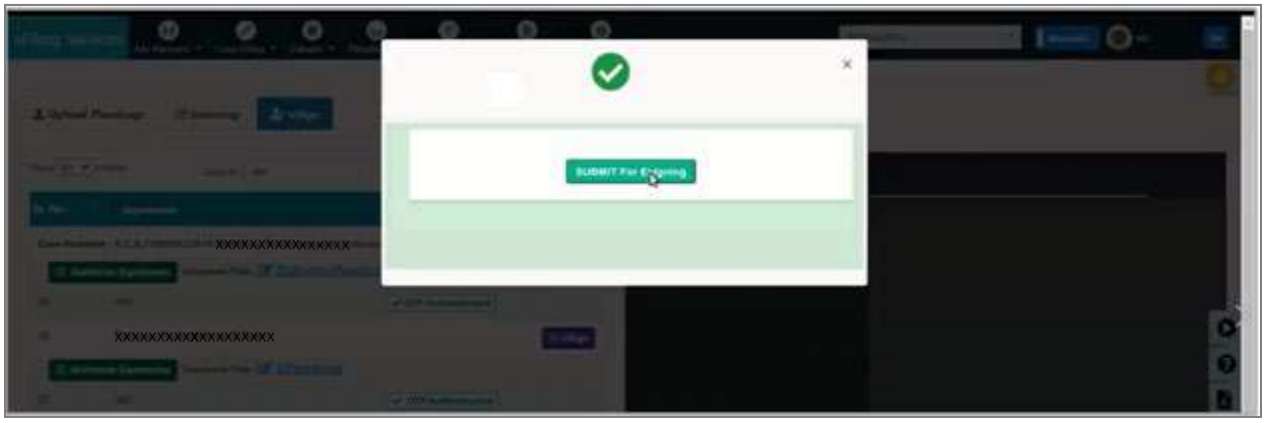


Fig: Submit for eSigning

Fig: Authentication for Aadhaar

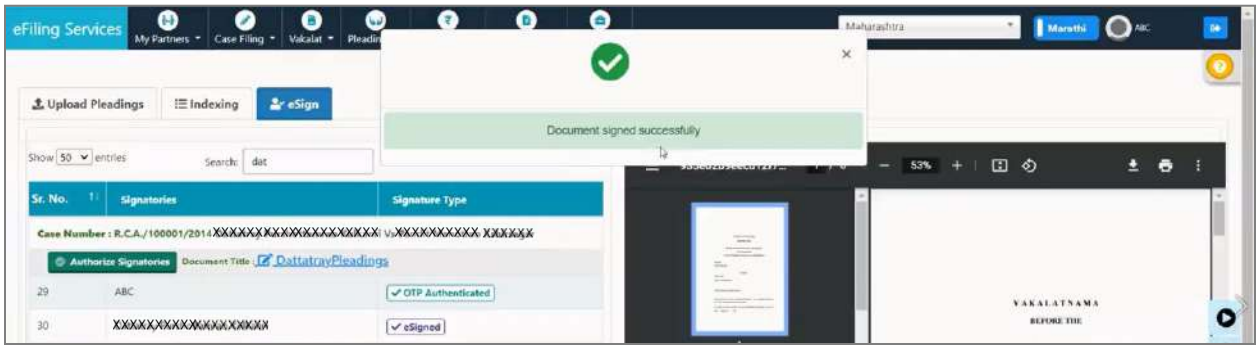


Fig: Document eSigned successfully

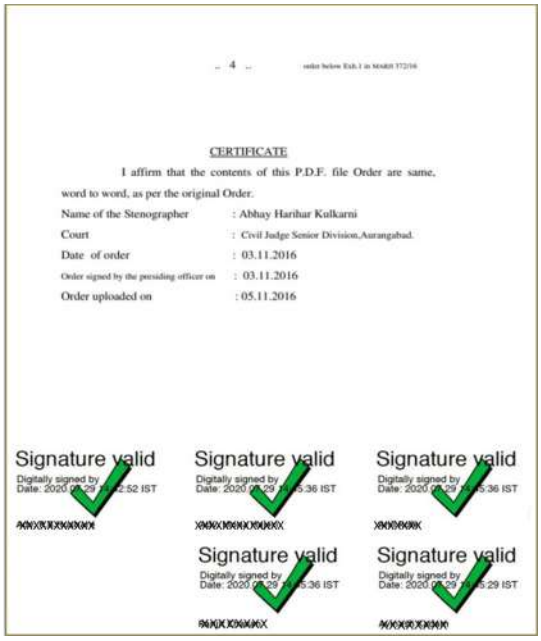


Fig: E-signed Document

❖ OTP Verification

- Click on **Get OTP** button in front of the desired document.
- Click Get OTP.
- Enter the OTP and click Verify.
- OTP verification success message is displayed.

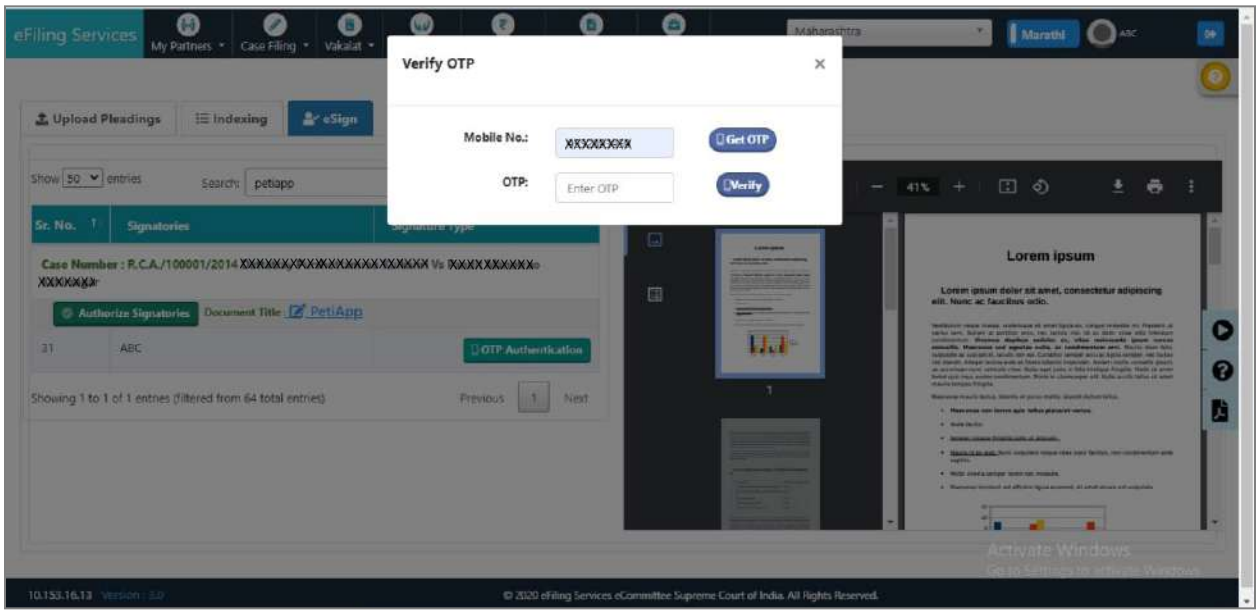


Fig: OTP Verification

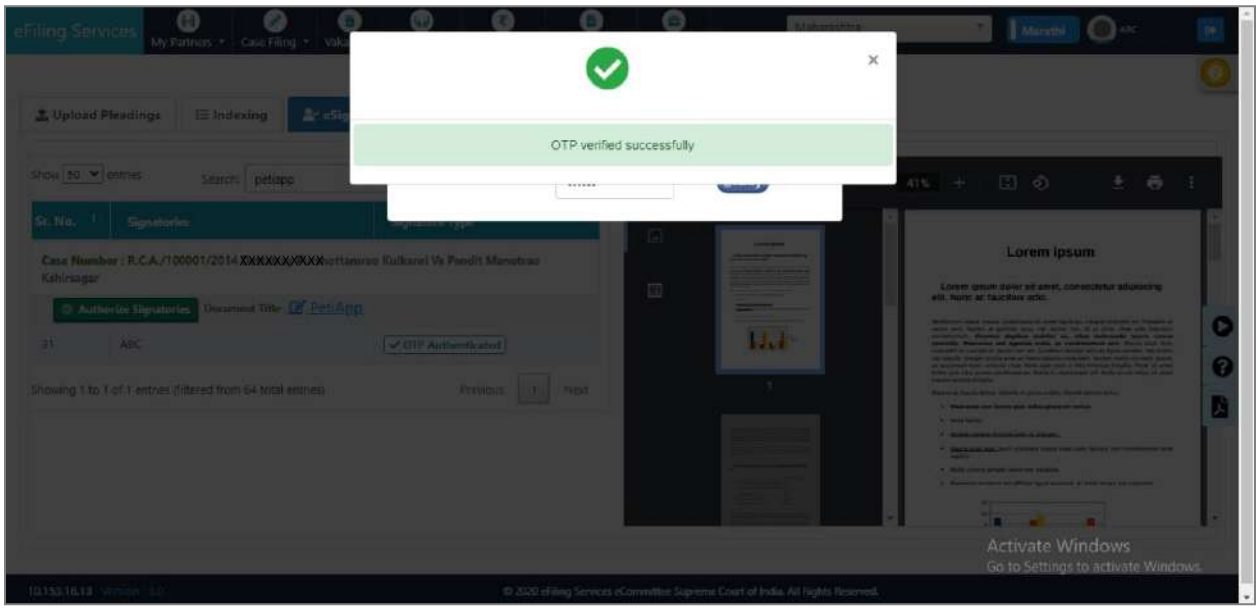


Fig: OTP Verification Success

6.4.3 Record Oath

This submenu allows user to record their oath online. The oath is a way of proof that all the uploaded documents are true and verified.

- Select **Pleadings**.
- Select **Record Your Oath.**
- Select radio button for **New Case** or **Existing Case**.
- Select the required **eFiling Number**.
- Select the **document**.

  The case details such as Establishment Name, Case Type, Cause Title, and Client Name are displayed and the document is displayed in the right-side window.
- Click on **Record your Oath**. A window with capture screen and oath affirmation is displayed.
- Click **Start Recording** to record the oath.
- When oath recording is complete, click **Upload to Server** for uploading the oath.
- After oath recording the document is added in list of documents (left bottom part of the screen) for which oath is recorded. The report can be downloaded in the PDF, Excel or CSV formats.

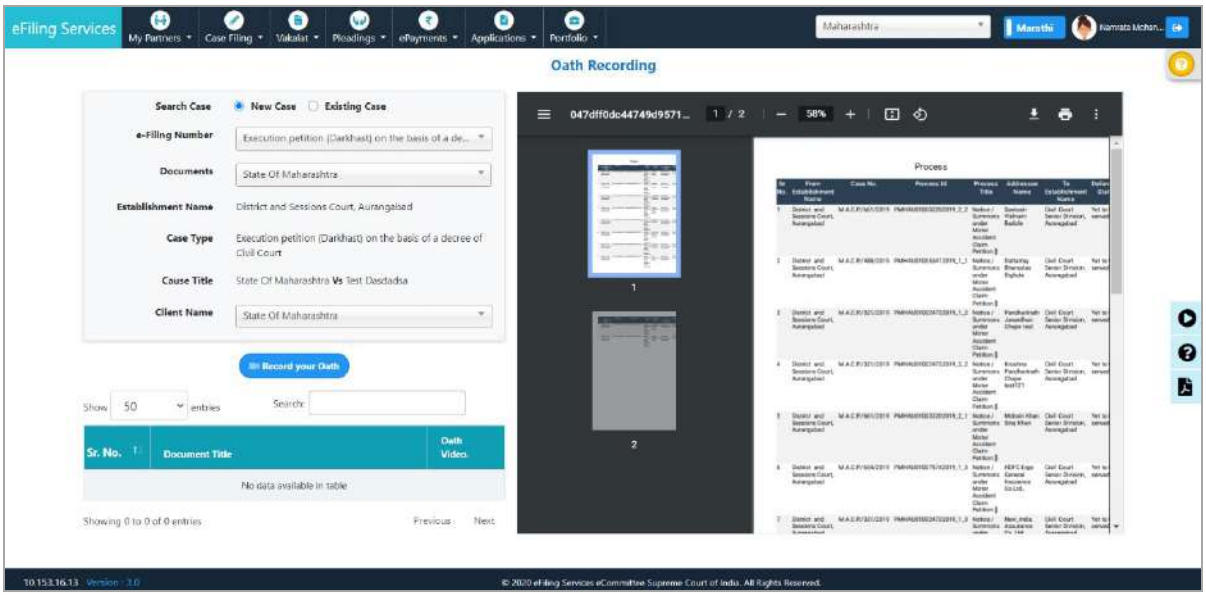


Fig: Oath Recording

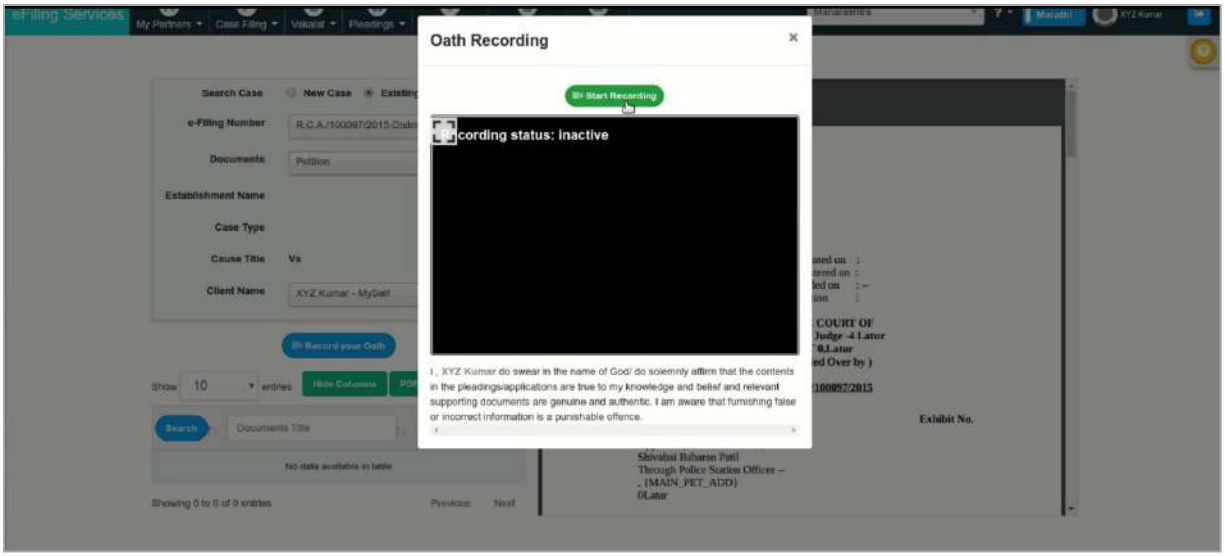


Fig: Start Oath Recording

Fig: Oath Recording in Process

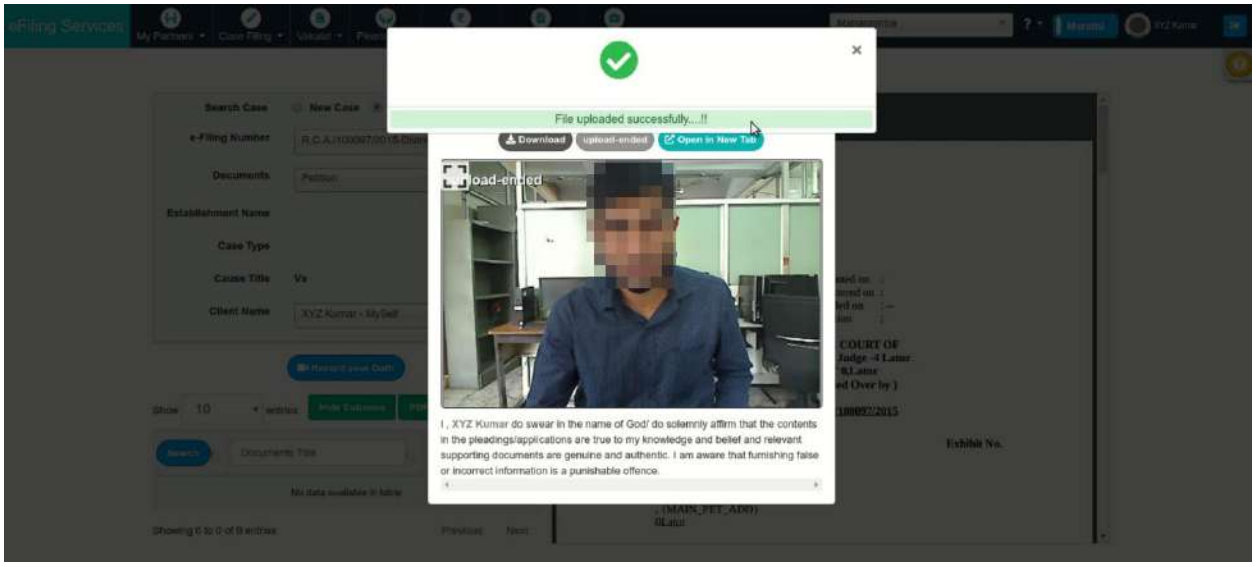


Fig: File uploaded successfully

6.5 ePayments

This menu facilitates the online transaction for different court payments.

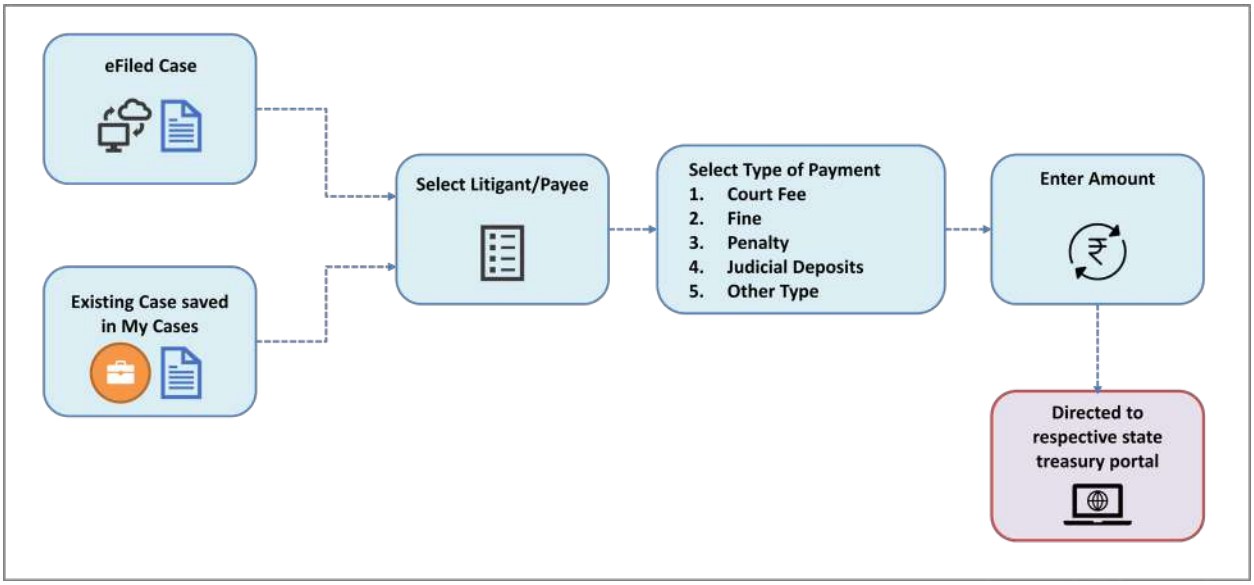


Fig: ePayments Flow

6.5.1 Payments (For Advocate and Litigant)

This submenu enables user to make payment to the court, through means of Court Fee, Judicial Deposit, Fine, Penalty or Others. The type of payments may vary for different states depending on the payment types enabled for that state.

- Select **ePayments** from main menu.
- Select **Payments** from submenu.
- Select suitable search option - **Search my Case** or **New Case.**
  - For **Search My Case**, enter the **Search Keyword** and select case from the drop down list.
  - For New Case, select **eFiling Number** from drop down list.
- The details of the case such as Appellant Name, My Case details and Establishment details are displayed.
- Select type of payment by clicking the required radio button. Only the payment types which are applicable for the selected case type appear.
- Enter the details such as **Payee Name, Party Name, Mobile Number** and **Amount** to be paid for each payment type.
- Check on **I agree to above terms and conditions**; Generate OTP button appears.
- Click on **Get OTP;** the OTP is sent to the entered mobile number.
- Enter the OTP generated and click on **Verify.**
- The page is redirected to respective vendors for payment. (refer screenshots below)

- The transactions can be viewed by clicking on **View Transactions** button provided on the right hand side.

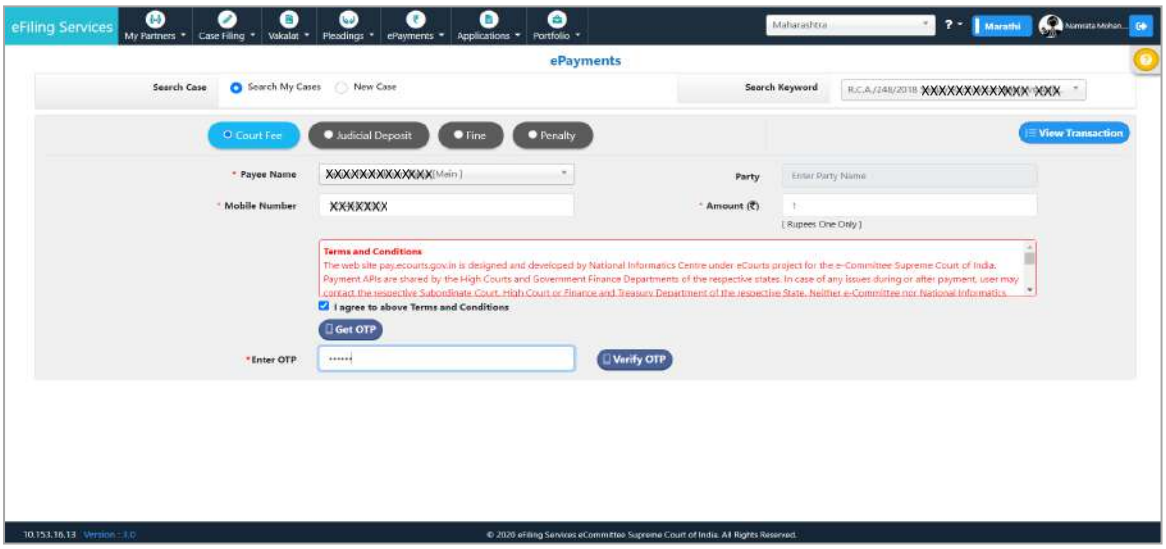


Fig: e-Payment

Fig: For payment, the site is redirected to respective vendor

Fig: GRN Number

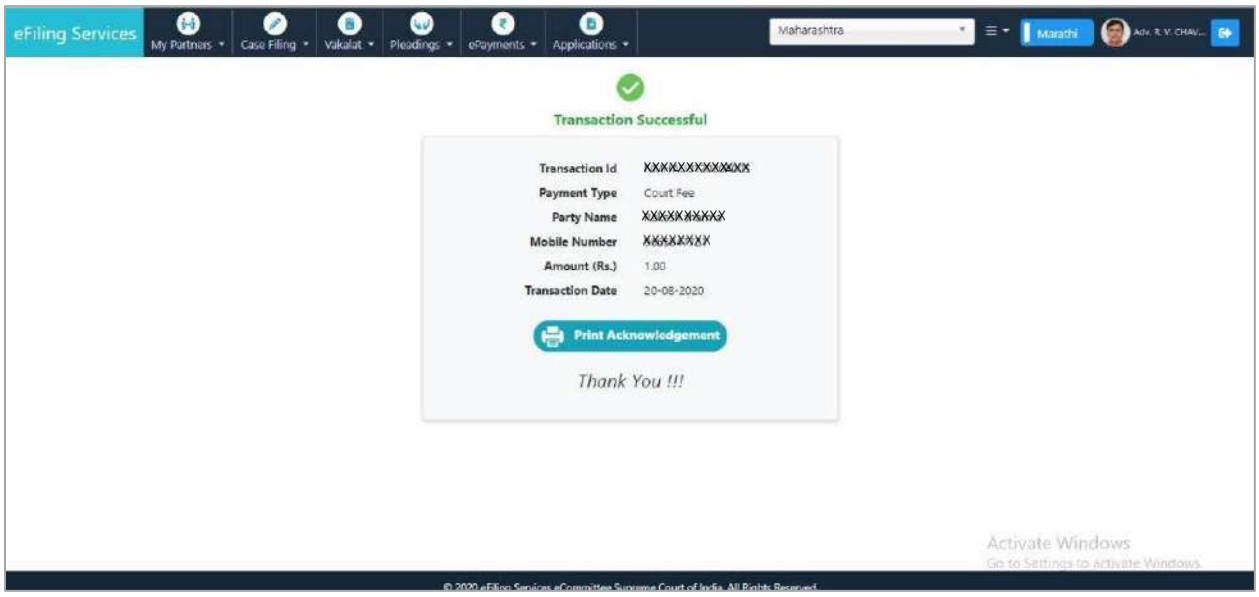


Fig: Acknowledgement

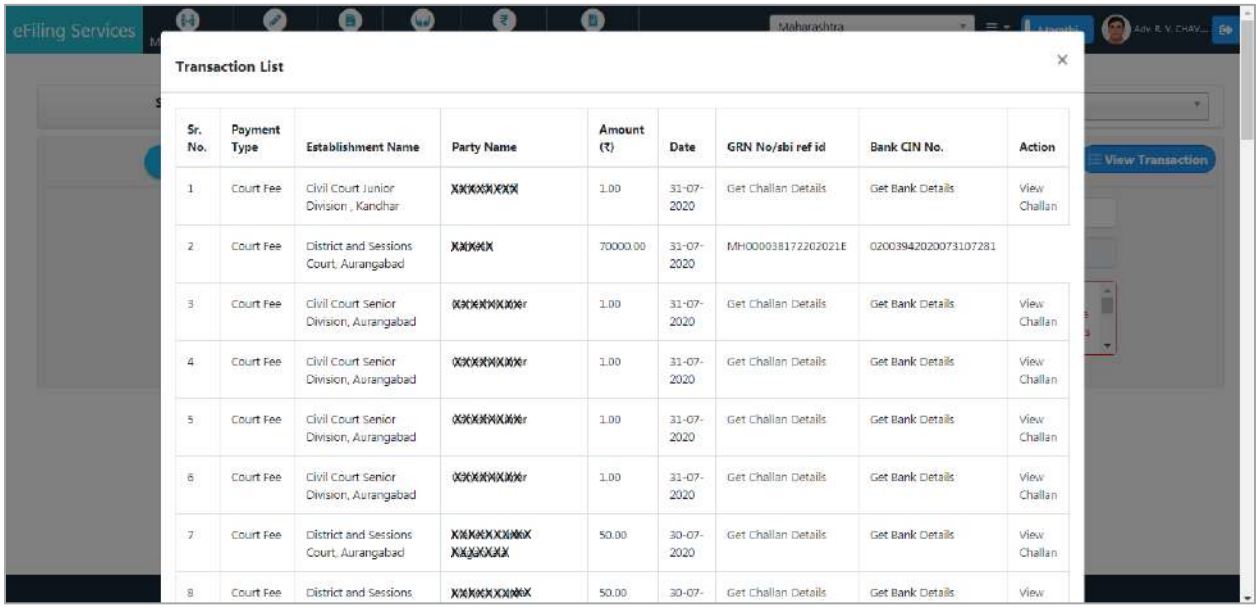


Fig: View Transaction

6.5.2 Court Fee Wallet (For Advocate)

This submenu is used to add money to your wallet establishment-wise to pay court fee. Current available balance will be visible on the right side. This is total of all the establishment-wise wallet balances.

Note: *The money added to the selected establishment can be used for a group of establishments; the establishments in the group vary from state to state.*

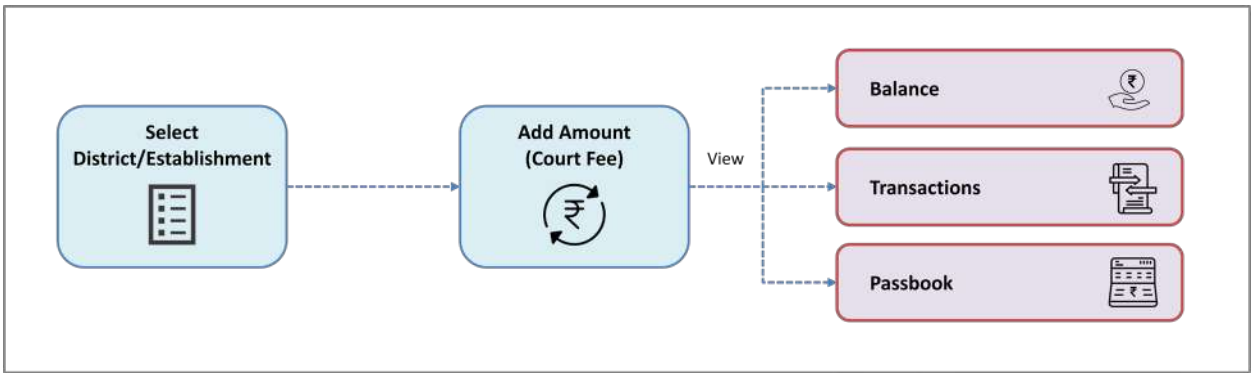


Fig: Court Fee Wallet Flow

To add balance:

- Select **e-Payments**.
- Select **Court Fee Wallet**. Current wallet balance (for all establishments) is displayed on right hand side of the screen.
- To add balance to wallet:
  - Select **District**.
  - Select **Establishment Name**. Click on the link "Wallet can be used..." to view the establishments for which this wallet can be used for payment of court fee.
  - Check on **I agree to above Terms and Conditions.**
  - Enter the amount to be added to Court Fee Wallet.
  - Click on **Get OTP**.
  - Enter OTP and click on **Verify**.
  - The page is redirected to respective vendors for payment. (refer screenshots below)
  - On successful transaction, new balance is reflected on the screen.
- Facilities to view **Balance History, Transactions** and **Passbook** are provided**.** Click on the corresponding button to view the lists. Balance history displays the money added (credits) to the wallet, transactions displays all the payments (debits), while passbook displays both additions and payments.

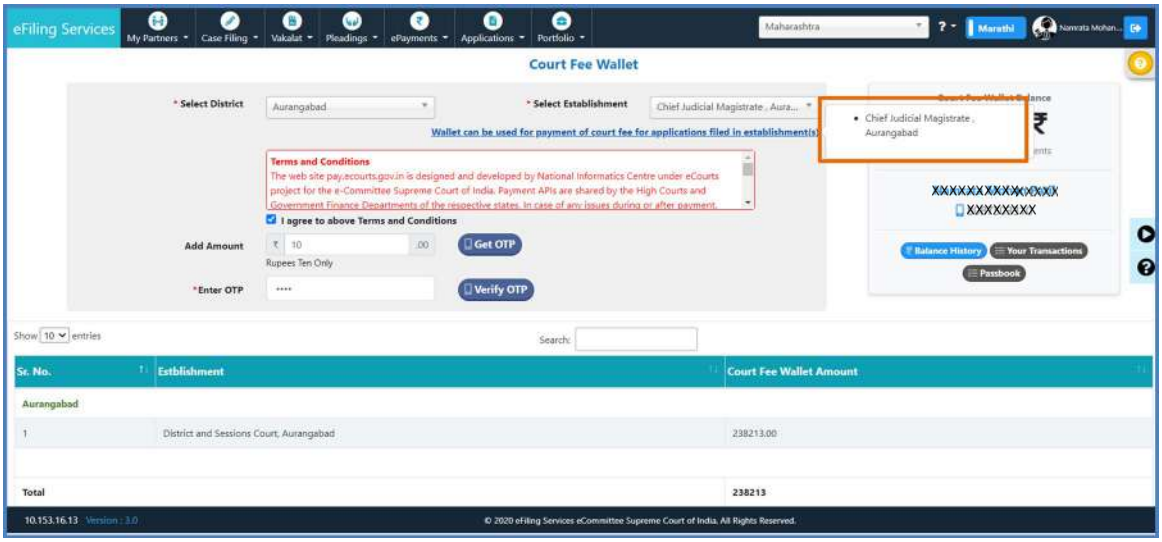


Fig: Court Fee Wallet and establishments for which the wallet is applicable

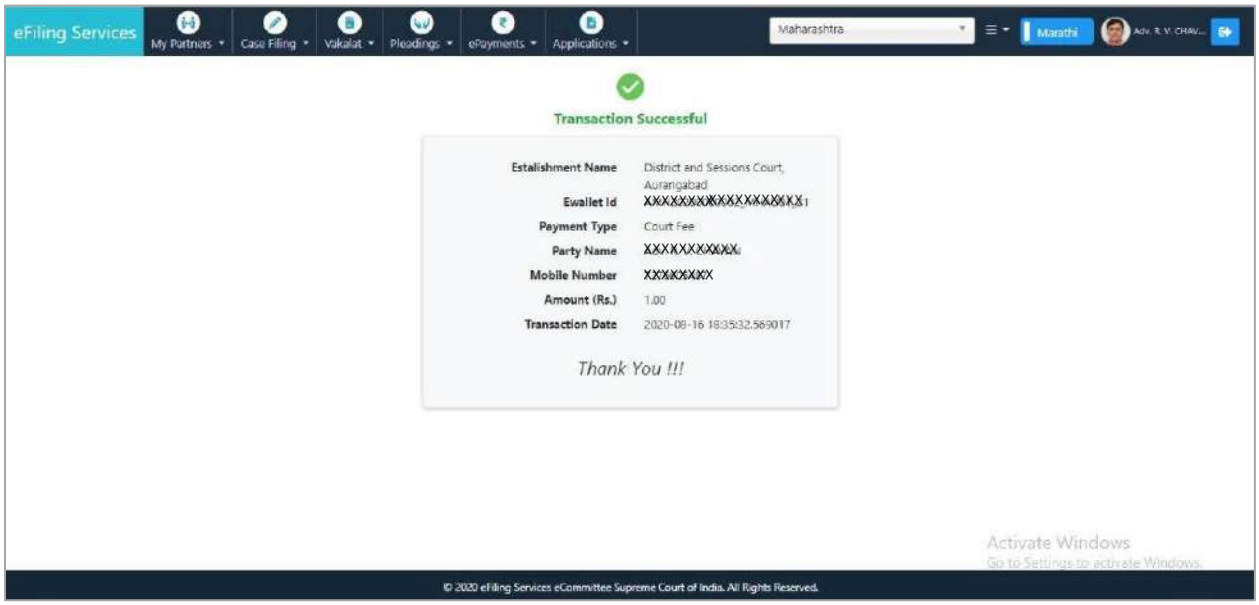


Fig: Acknowledgement court fee wallet

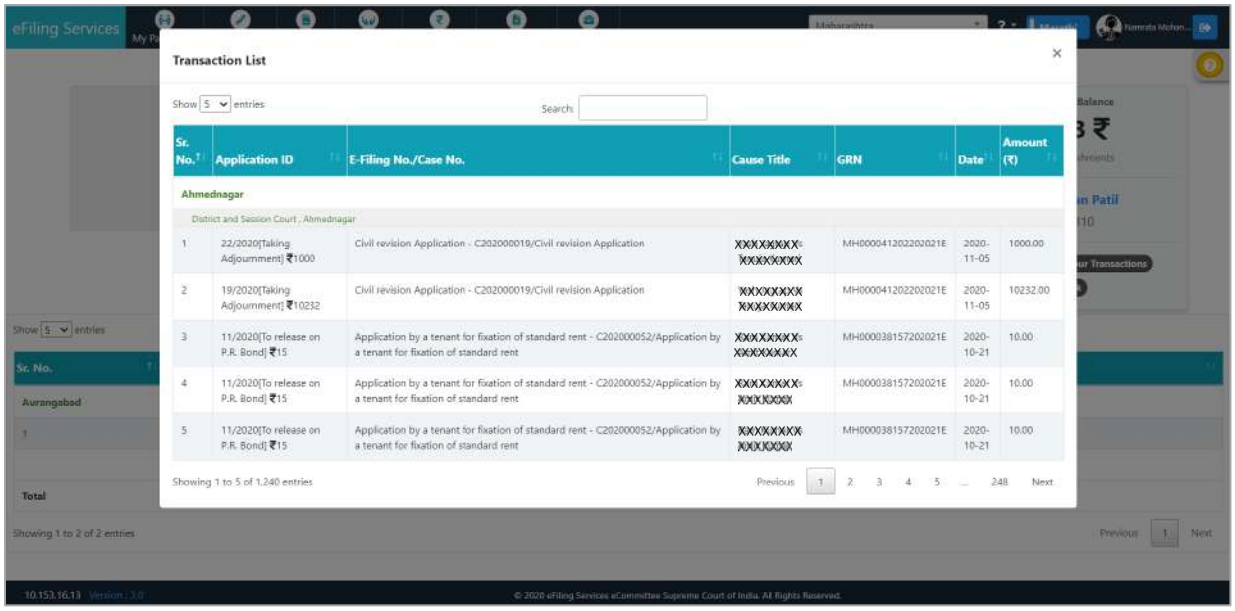


Fig: Transaction List

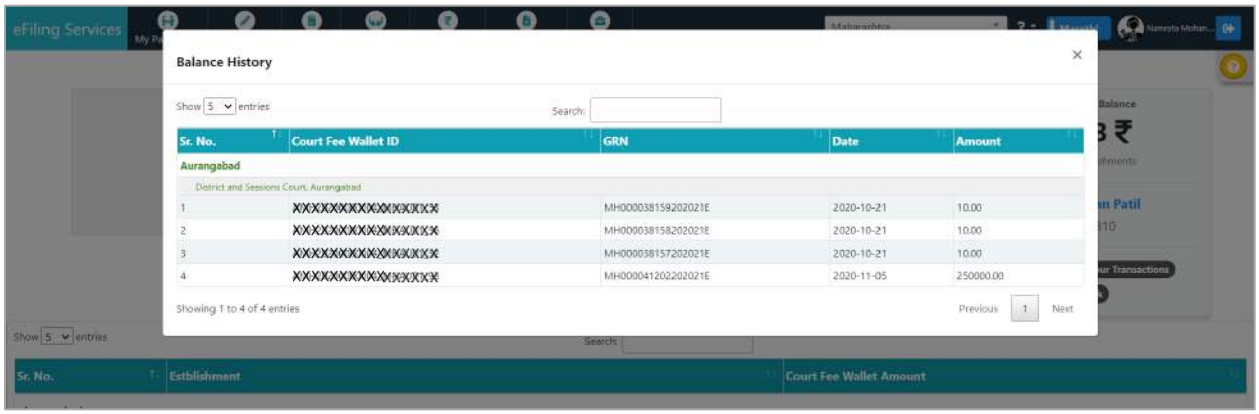


Fig: Balance History

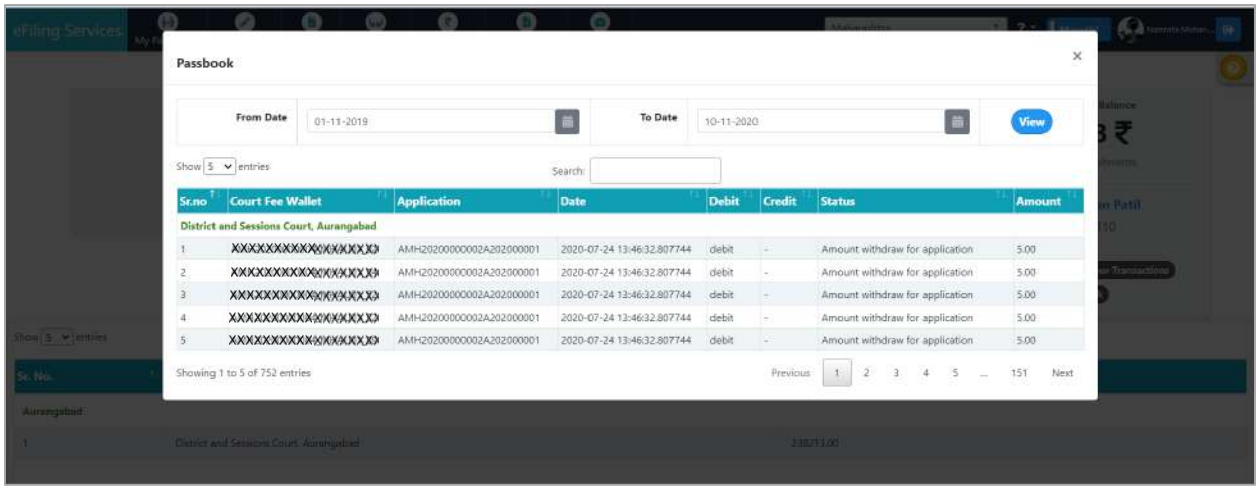


Fig: Passbook

6.6 Applications

The menu enables user to file Interlocutory Applications. Only advocates can file the applications and pay the fee. However, the application needs to be authenticated by advocate as well by litigant. Accordingly, only authentication menu is available for the litigant user.

6.6.1 Interlocutory Applications Filing (only for Advocate)

6.6.1.1 Applications

This tab allows user to file a new IA and edit/delete previous applications.

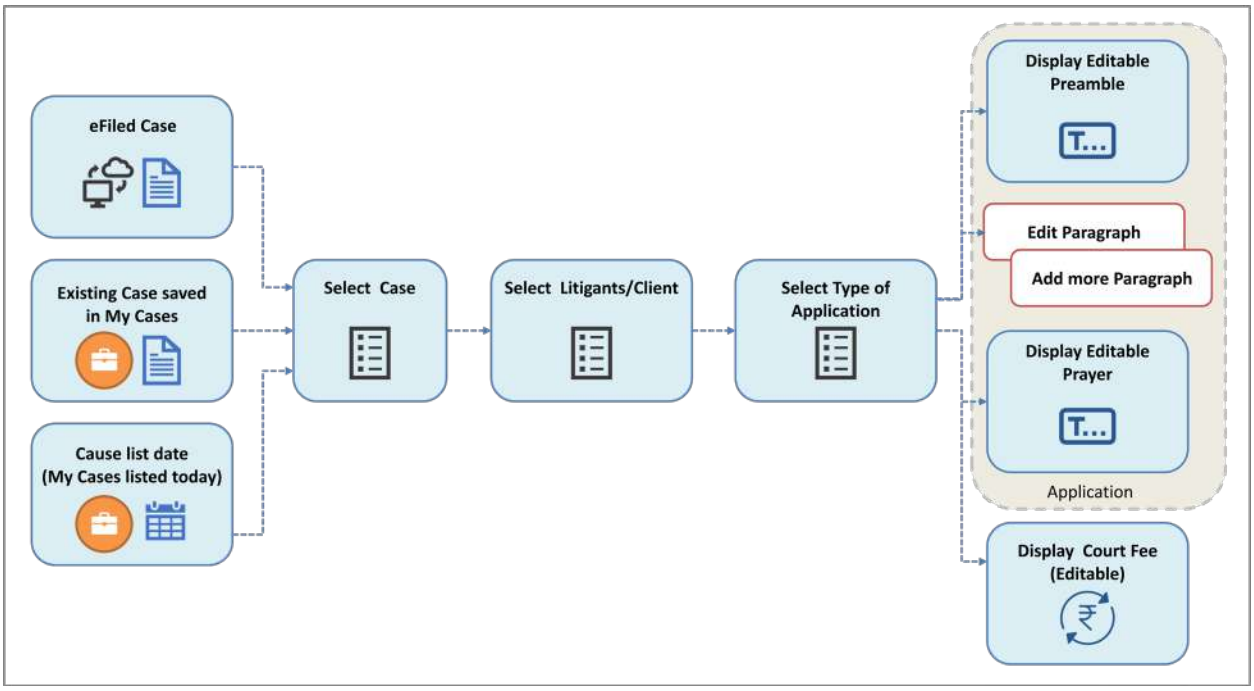


Fig: Application Filing Flow

To file an application-

- Select **Interlocutory Applications Filing.**
- Select **Applications**.
- Select radio button for **Search My Cases, Cause List Date** or **New Cases.** By default, Search My Cases is selected.
  - For **Search My Case**, enter at least 3 characters of **Search Keyword** and select the case from the dropdown list.
  - For **Cause List Date**, select the date and select the case on that date by checking on **Select Case** on the right side of the table.
  - For **New Cases**, select **eFiling Number** from the dropdown list.
- The details of the case are displayed.

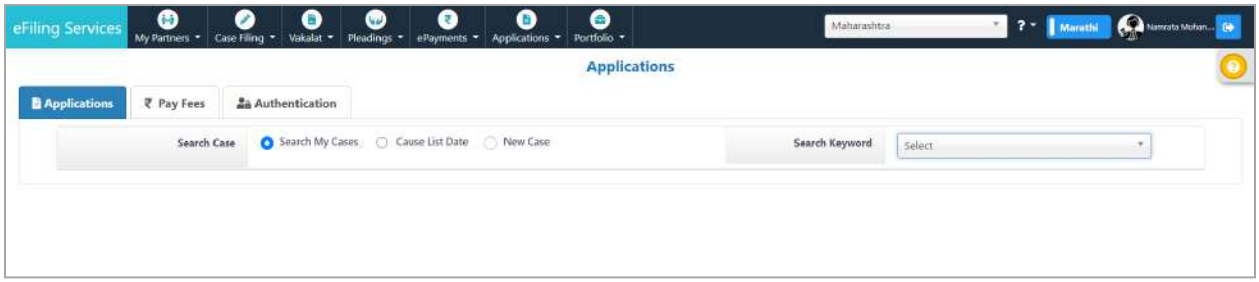


Fig: Search Case by Search My Cases

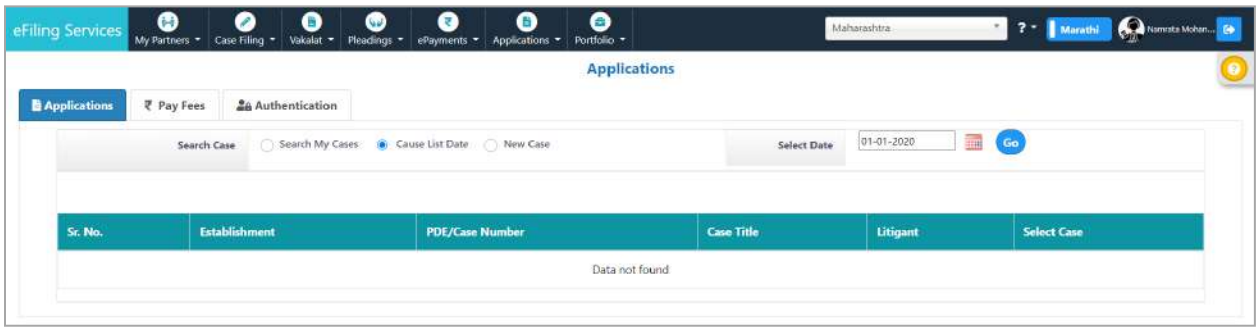


Fig: Search Case by Cause List Date

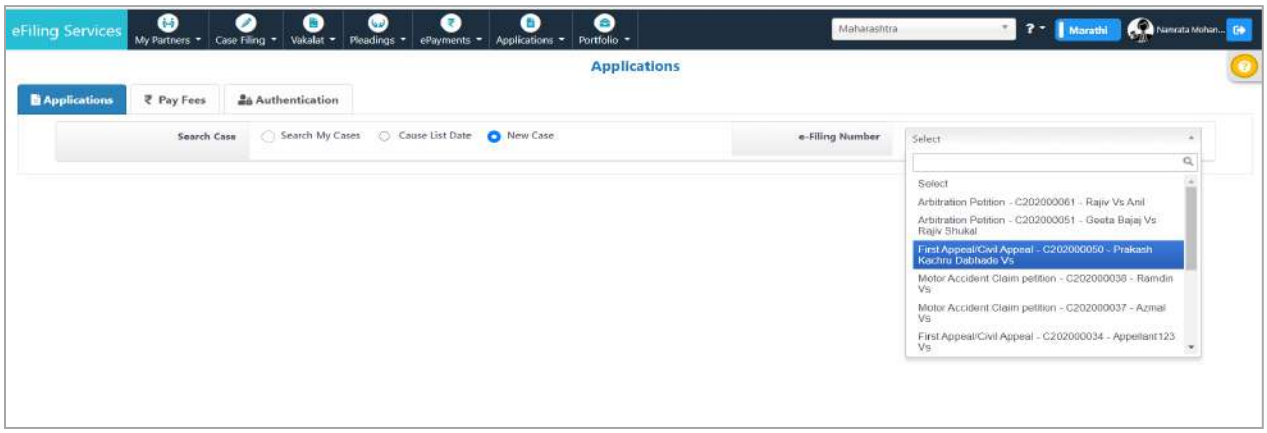


Fig: Search Case by New Case

❖ File new Application

- Select the required case by searching it.
- Select **Application** from the dropdown list.
- The **Preamble, Prayer** and **Court Fee** are retrieved on selecting the application. User can change these, if required.
- Enter text in **Paragraph**. The user can add more paragraphs by clicking on **Add More.**
- Click on **Submit** button.
- The message **'Application added successfully'** is displayed.

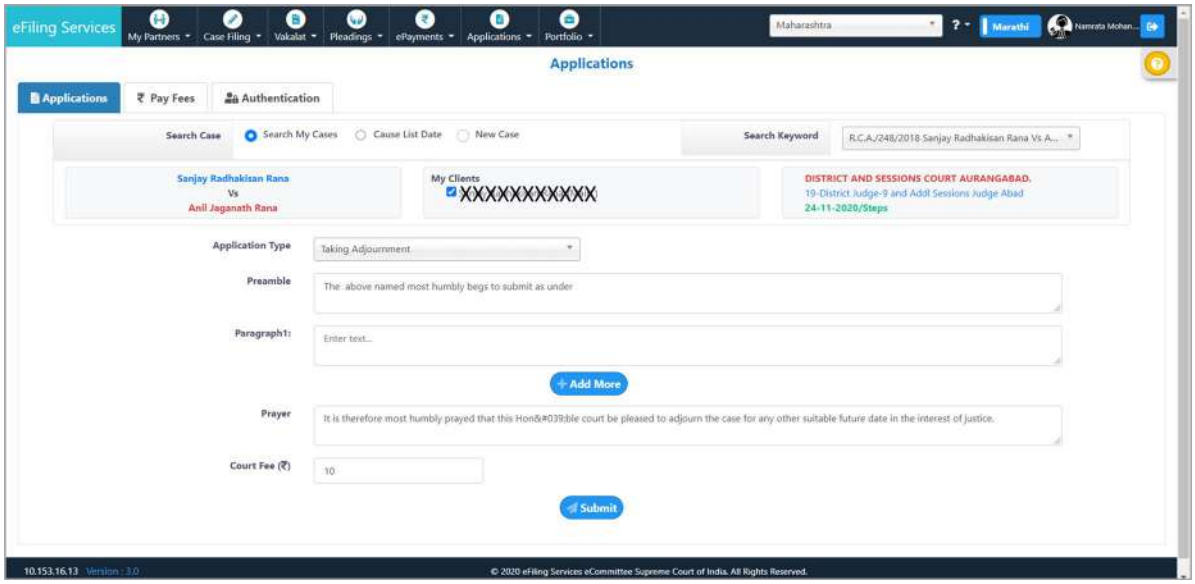


Fig: Application Filing

Fig: Application Added Successfully

❖ Edit Applications

- Click the link **View Previous Application;** list of all the applications for the selected eFiling number or keyword is displayed.
- The user is able to edit or delete application by clicking the corresponding icons.

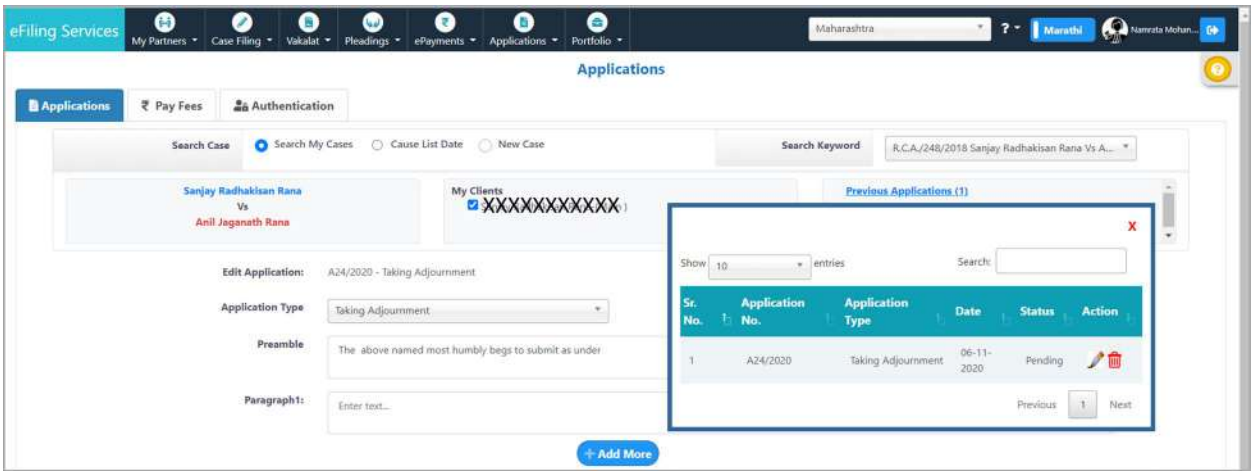


Fig: View Previous Application

6.6.1.2 Pay Fees

This tab allows user to pay fees for the application filing using court fee wallet.

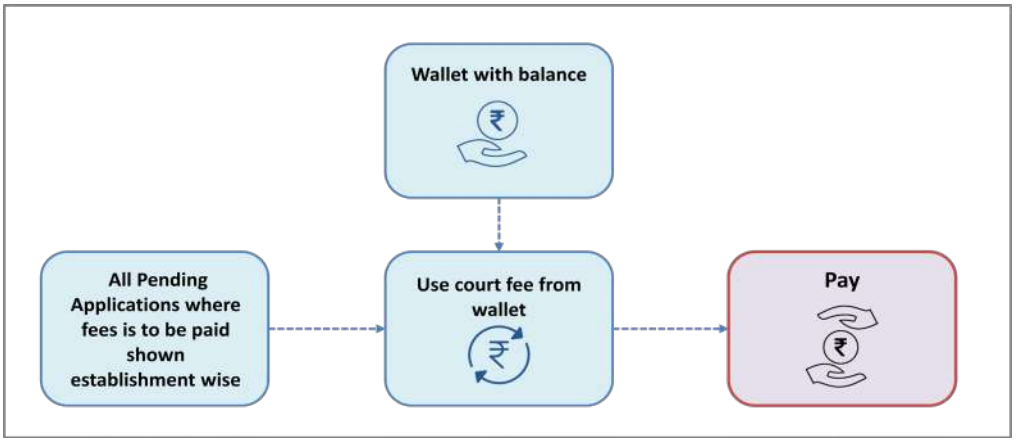


Fig: Pay Application Fee Flow

To pay the fee:

- Select **Applications**.
- Select **Interlocutory Application Filing.**
- Select **Pay Fees**.
- A table is displayed with entries of Application, PDE/ Case Number, Case Title, and Court Fees for every establishment that is displayed.
- The **wallet** balance for every establishment is also shown in the table.
- To pay the fee, select the case for which the payment is to be made by checking the check box provided on left in each case row, and then click on **Pay** button on the bottom of the table.

Note: *Court fee wallet balance of one establishment cannot be used to pay fees in other establishment. Please ensure that enough balance is available in the wallet of the required establishment. If not, add balance through e-payment menu.*

- On clicking the Pay button, the message, **"Payment Done Successfully [Application Type] [Amount]"** is displayed.

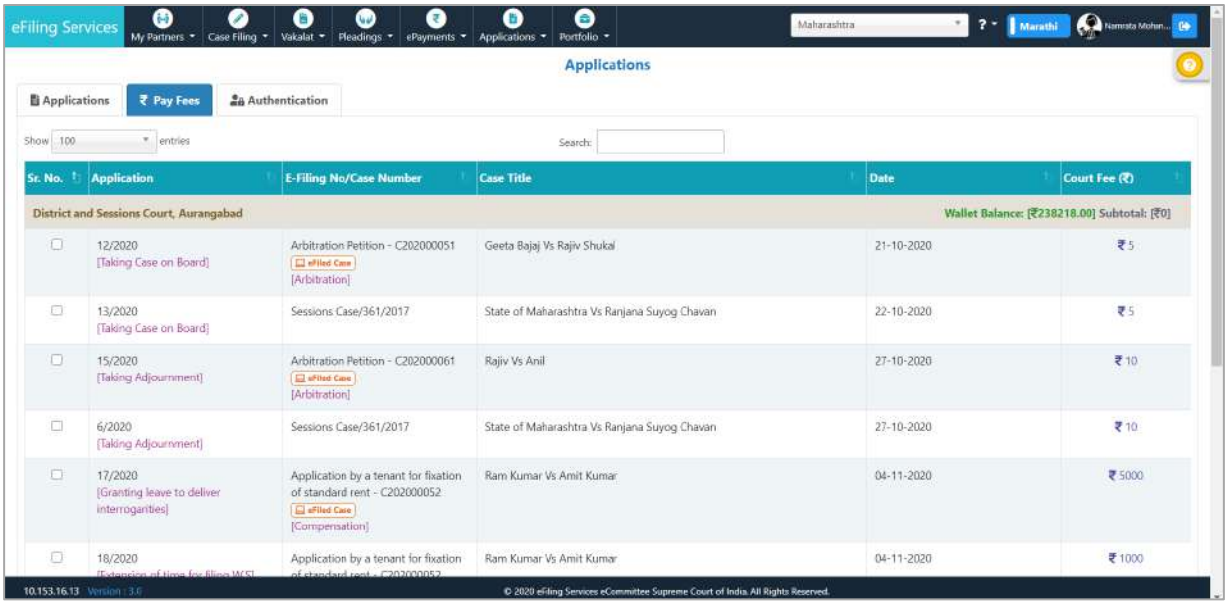


Fig: Pay Fee

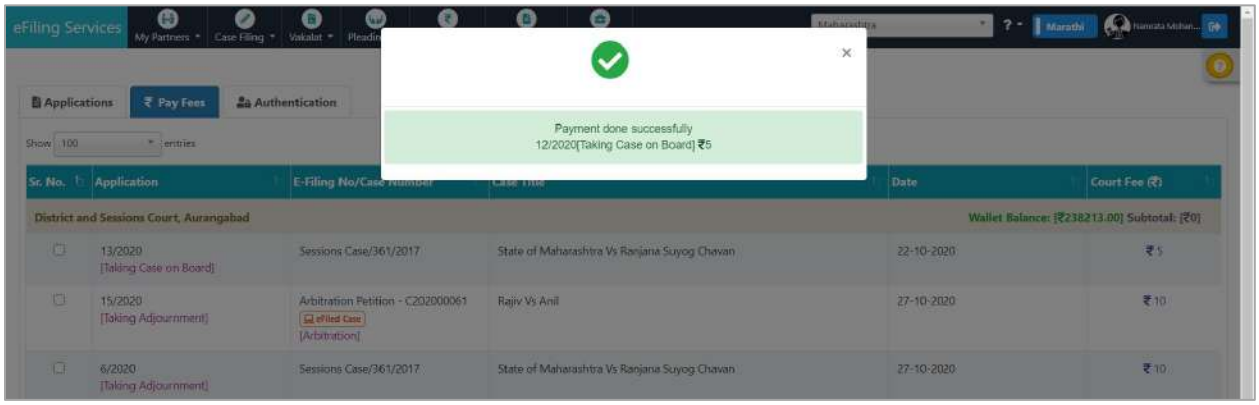


Fig: Payment Done Successfully

6.6.1.3 Authentication

The tab enables advocate to authenticate the application before submission. The application needs to be authenticated by all the litigants and advocate before final submission.

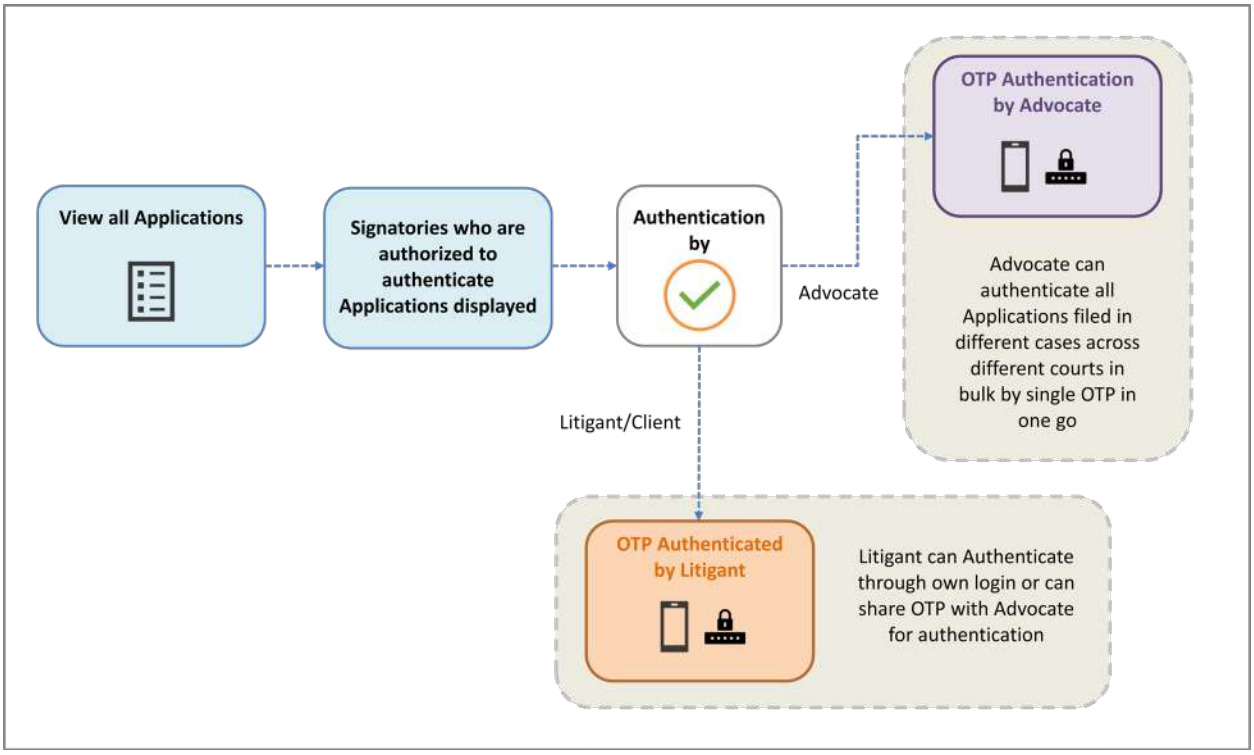


Fig: Application Authentication Flow

To authenticate application/s-

- Select **Application**.
- Select **Interlocutory Application Filing**.
- Select **Authentication**.
  An establishment-wise list of the applications is displayed with details such as Application, eFiling/ Case Number, Case Title and Authentication.
- In the authentication column, status is displayed whether the application is authenticated by the litigants.
- Advocate authentication status is displayed at the bottom of the table.

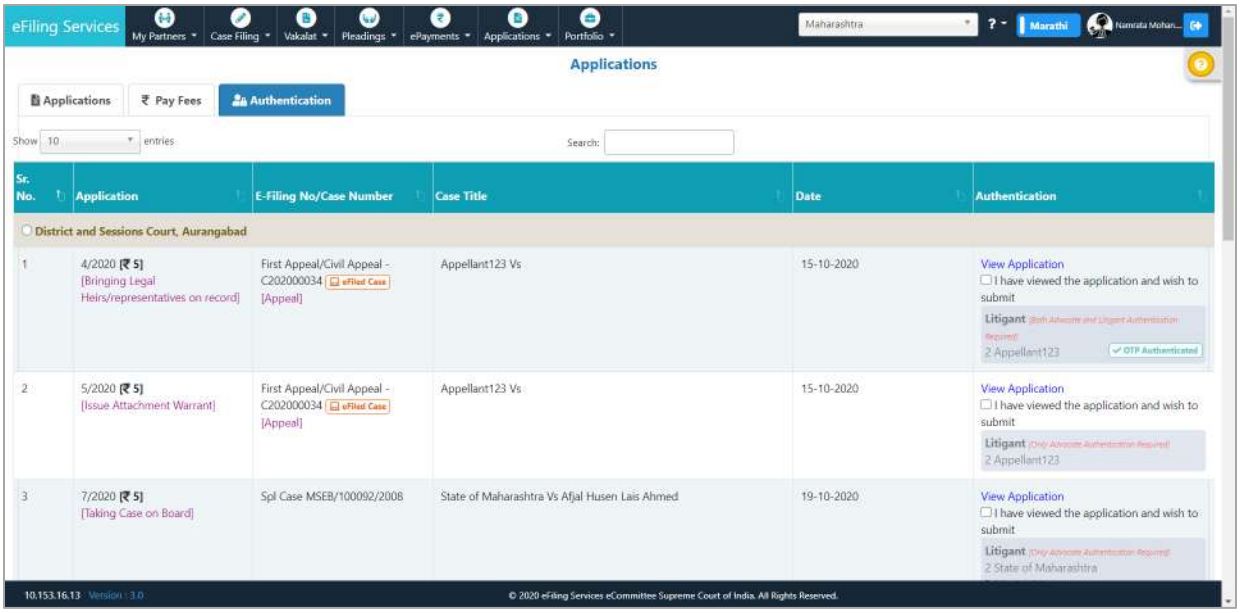


Fig: Application Authentication Form

❖ Authentication Procedure

- User may view the application by clicking on **View Application** link in Authentication column.
- Select the application to be authenticated by checking the checkbox **I have viewed the application and wish to submit** in the application row.
- Click the **Authentication Pending** button in front of advocate name at the bottom of the table. A message for OTP verification is displayed.
- Click **Send OTP** to receive the OTP on your registered mobile number; enter it and click **Verify**.
- On successful verification **'Application Submitted successfully'** message is displayed.

  Note: *Advocate may also authenticate of the Litigant's behalf by clicking the* ***Authentication Pending*** *button in front of the litigant name. However, OTP is received on the litigant's mobile number and with permission; it can be entered by the advocate.*

Fig: View Application

Fig: Select (check) the Application to be authenticated

Fig: Authentication Pending Button for Advocate

Fig: OTP Verification for Advocate

Fig: Application Submitted Successfully

6.6.2 Submitted Applications (only for Advocates)

The service enables user to view report of all submitted or pending for submission applications.

- Select **Applications** from main menu.
- Select **Submitted Applications** Report from submenu.
- Select whether report for **submitted** or **pending** applications is to be generated
- Specify the time period for which report needs to be generated and click on the search icon.
- A list with details including application type, eFiling no./ case number/ case title and authentication status is displayed.
- User may click on the **view application** link to see the application.

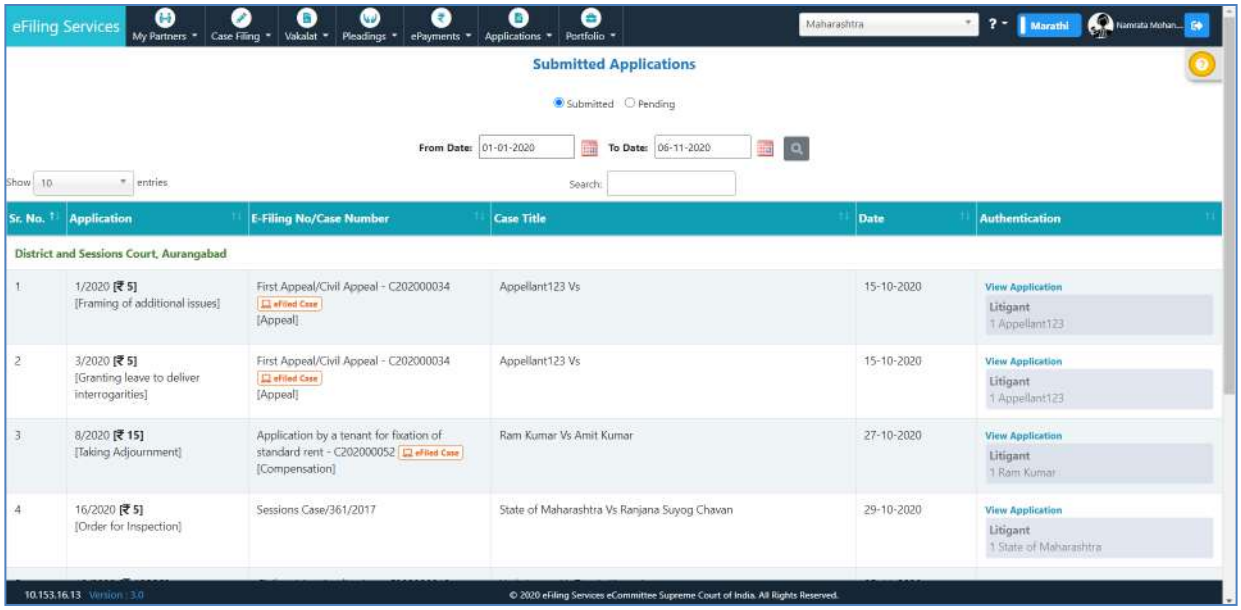


Fig: Submitted Applications

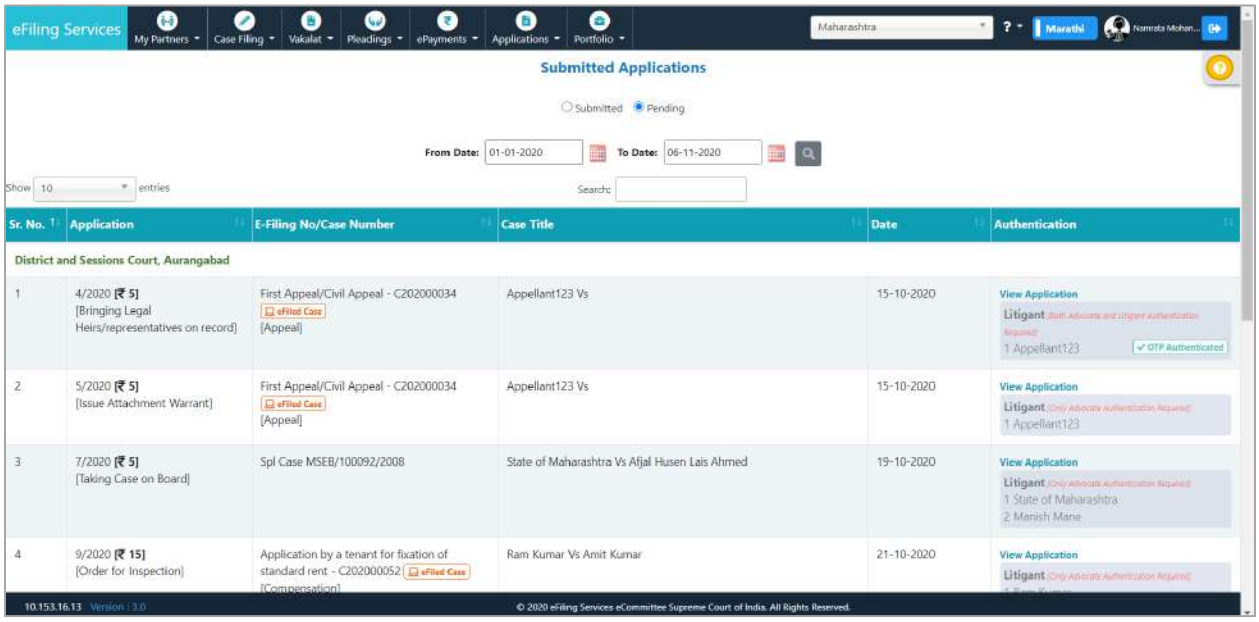


Fig: Pending Application

6.6.3 Application Authentication (only for Litigant)

Litigants can authenticate an application using this menu.

- Select **Application**.
- Select **Application Authentication**.
- Select Advocate from **search advocate.**

- The information such as Application, PDE/ Case Number, Case Title and Authentication is displayed in the table.
- In the Authentication column, the user can view the document by clicking on **View Application**.
- To Authenticate the document:
  - In authentication column, check on **I have viewed the application** and wish to submit.
  - Click on **Authentication Pending** icon shown in front of the litigant name. A dialogue box will pop up with details of the Litigant i.e. Party Name and Mobile Number.
  - Click on **Get OTP** beside mobile number to get the OTP.
  - The OTP will be sent to the registered mobile number of the Litigant.
  - Enter the OTP and click on **Verify**.
  - The message, **"Application Submitted successfully"** is displayed.
  - When the Litigant authenticates the application, Authenticated sign appears in the place of Authentication Pending button. The changes are visible to the Advocate also.

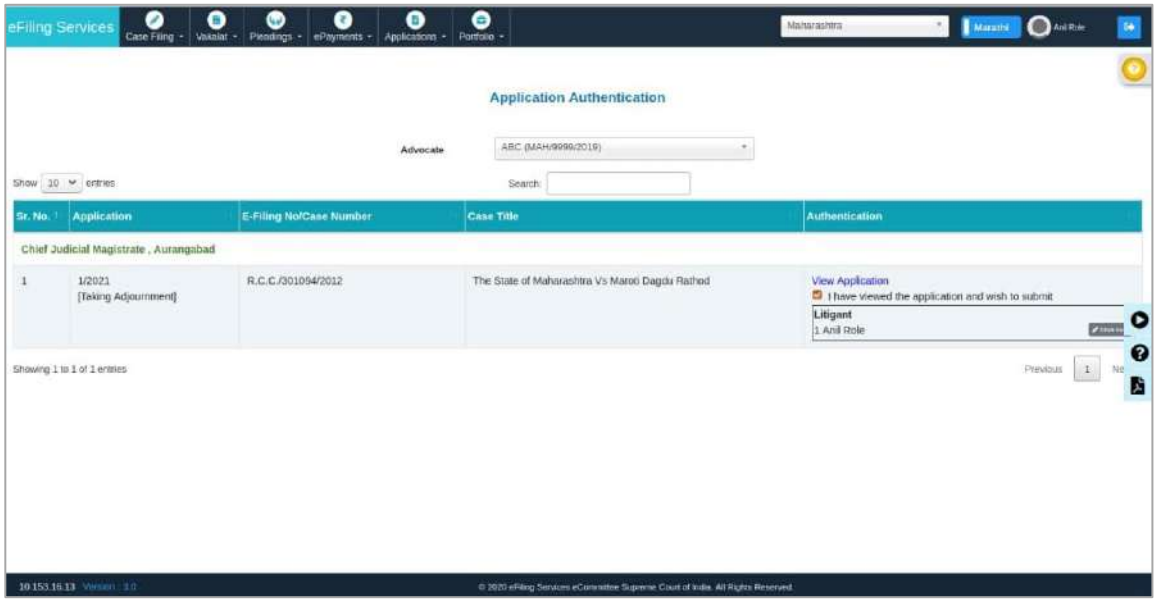


Fig: Application Authentication

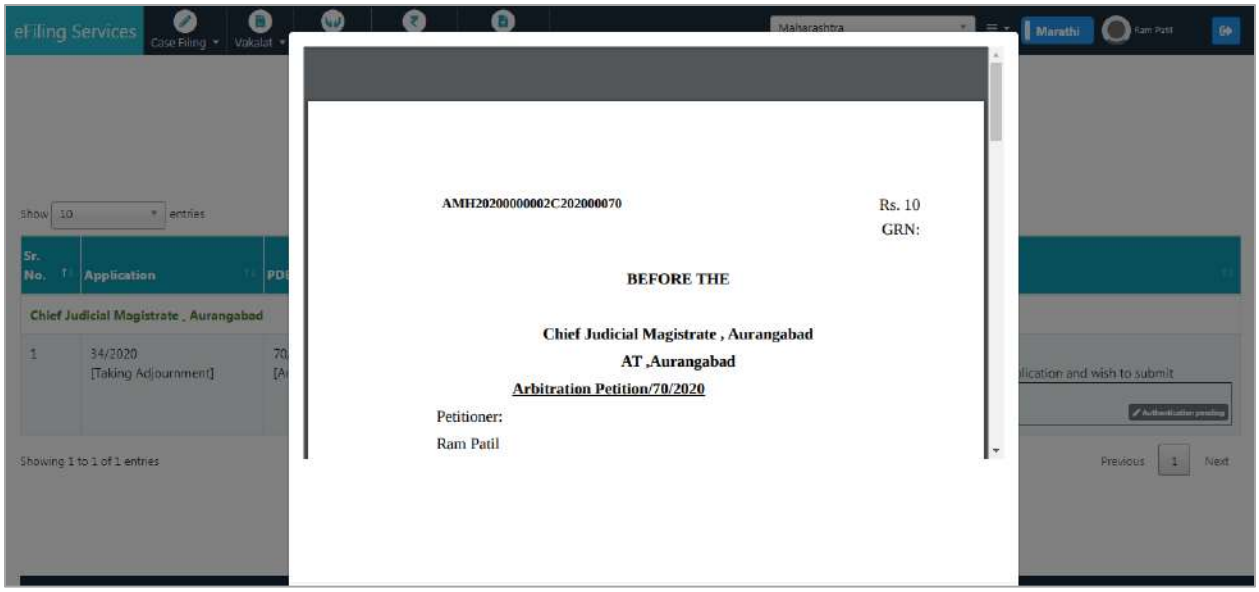


Fig: View Application

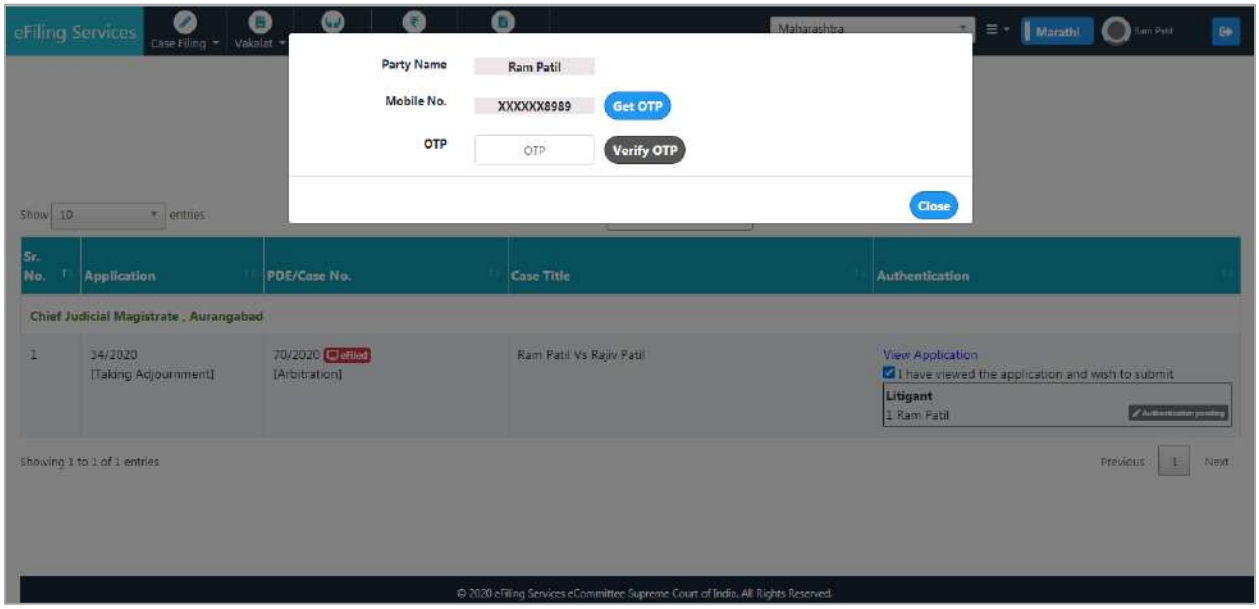


Fig: Get OTP

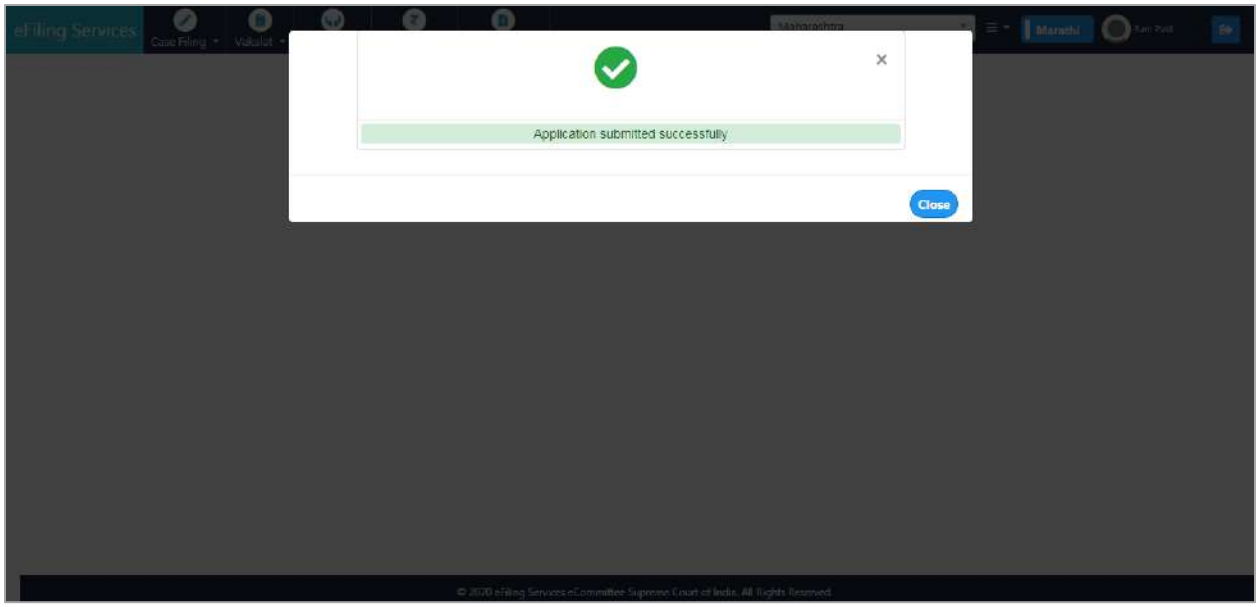


Fig: Application Submitted Successfully

6.7 Portfolio Menu

This menu provides various utilities for the user such as searching cases, viewing in your portfolio, importing and exporting cases and maintaining planner.

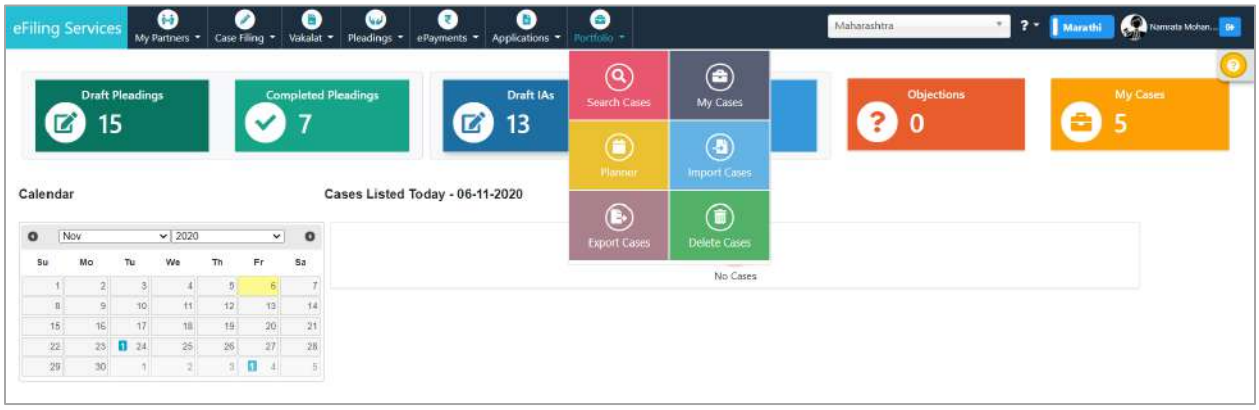


Fig: Portfolio Menu

6.7.1 Search Cases

The service enables user to search cases with different options and **add** the searched case to the portfolio, if required.

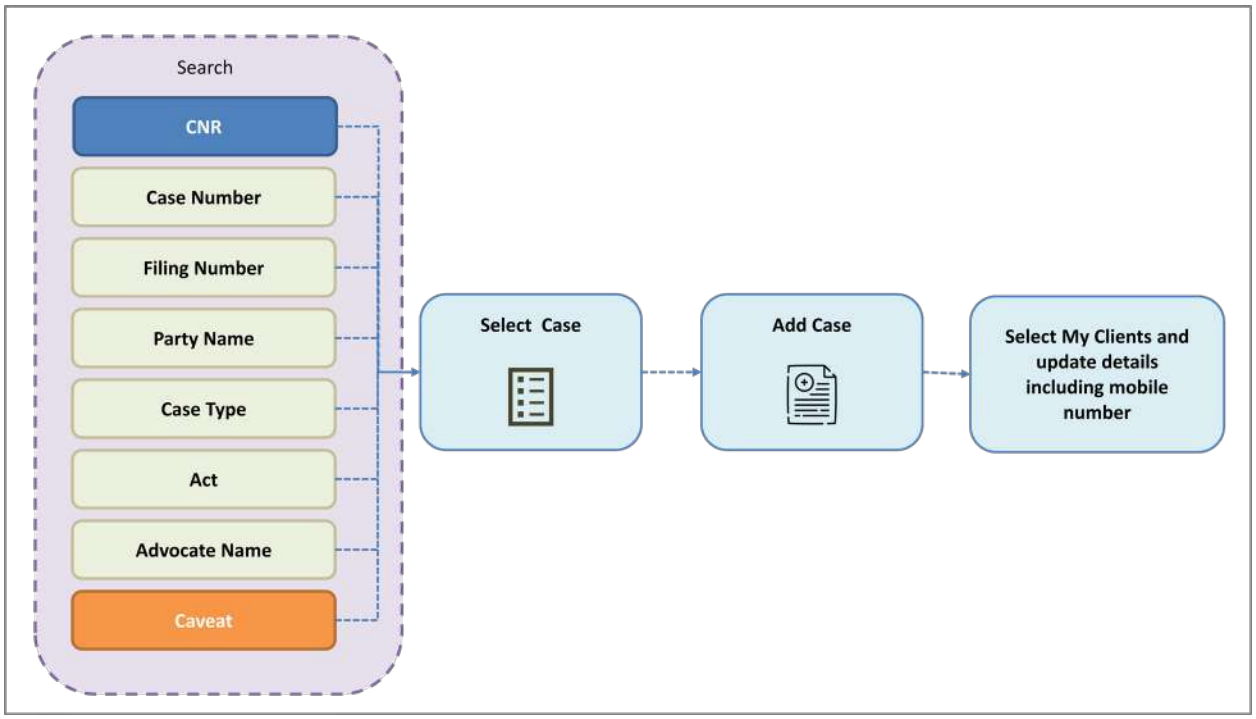


Fig: Search Cases

6.7.1.1 CNR Search

- Select the radio button **CNR number** and click Search. Details of the case with given CNR number are displayed.
- Click the **Add Case** button in case details for adding the case in your portfolio.

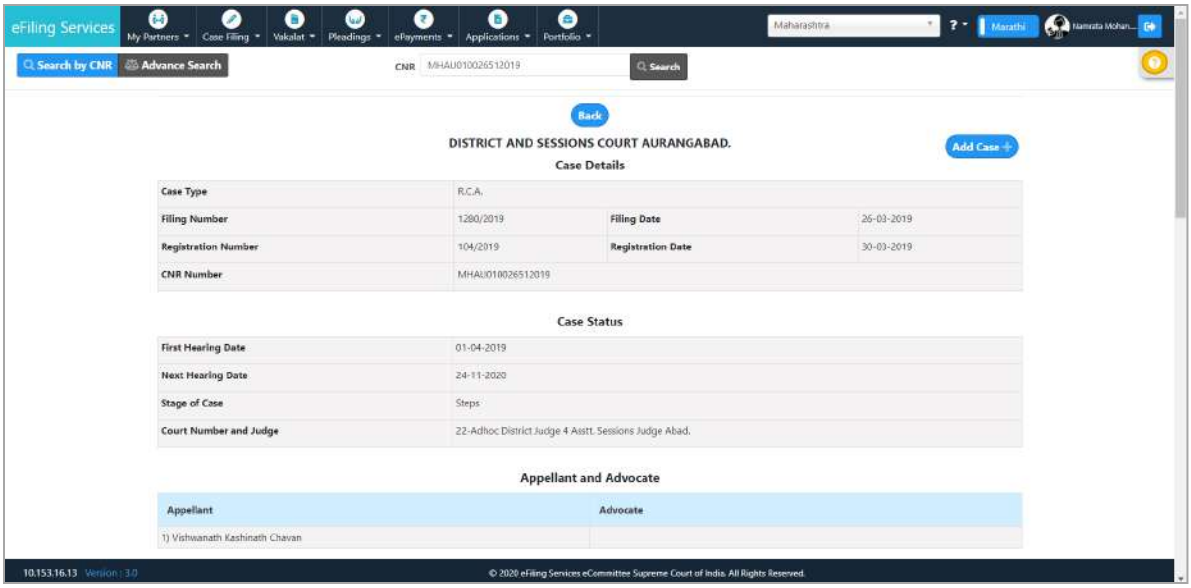


Fig: CNR Search Result

6.7.1.2 Advance Search

Advance Search provide multiple options for search including Case Number, Party Name, Filing Number, FIR Number, Advocate Name, Act, Case Type and Caveat.

- Select Advance Search
- Select District and Establishment; different options for search are displayed.
- Select the desired option and enter the required data. List of all the cases matching given search criteria is displayed.
- To view all the case details of a particular case, click on the **Case Number** link. Click on **Add Case** button in the case details for adding the case in the portfolio.

Example search with Party Name is shown below.

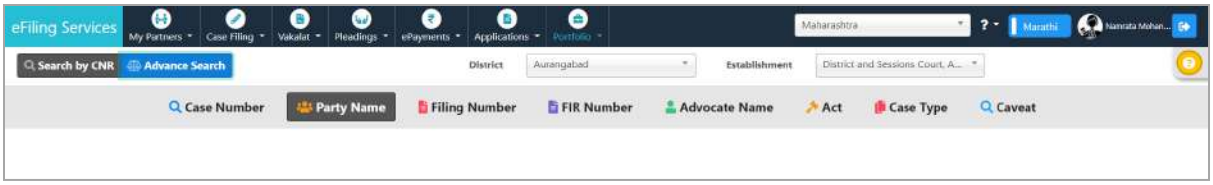


Fig: Advance Search

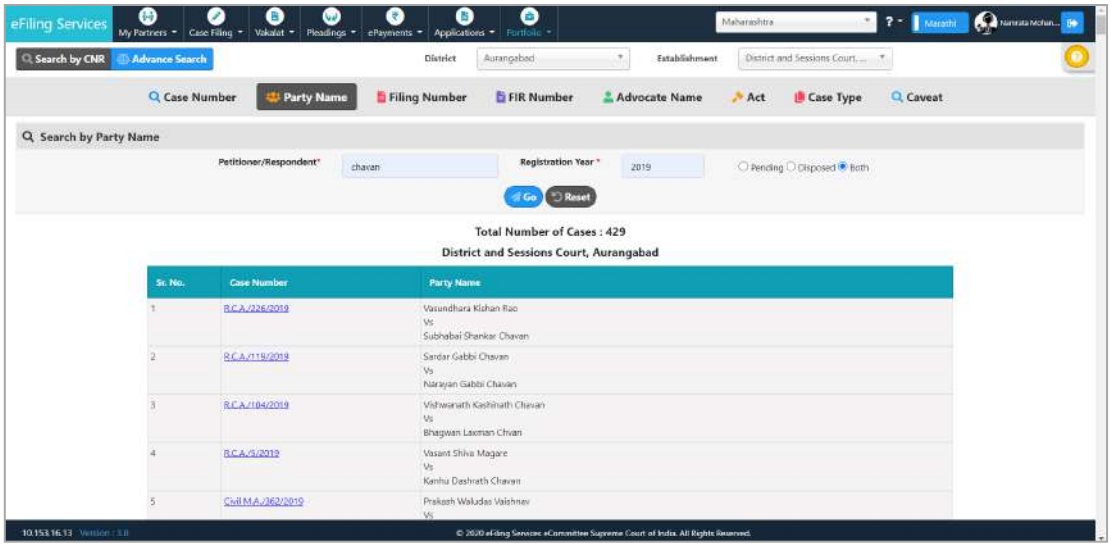


Fig: Advance Search Example – Party Name Search

6.7.2 My Cases

This menu allows user to:

- View all the cases in the portfolio
- Add clients to a particular case
- Add events for a particular case
- Remove case from the portfolio

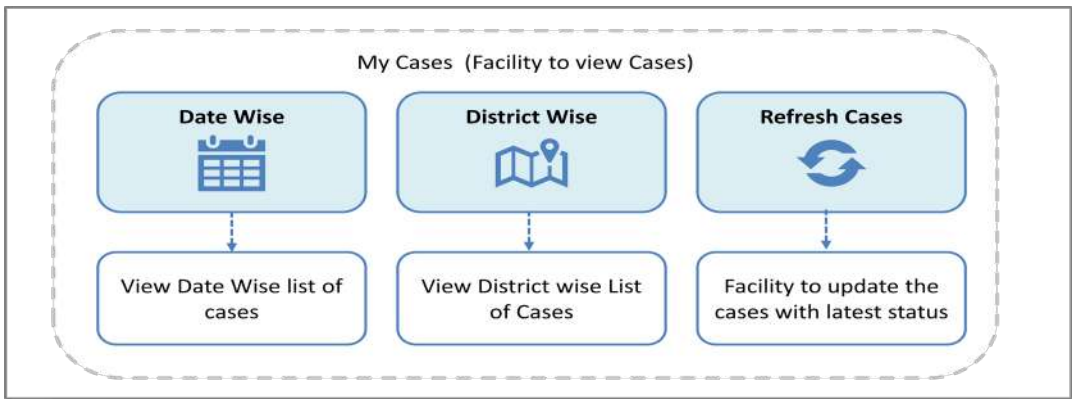


Fig: View My Cases

6.7.2.1 View Cases

- The cases can be viewed **Date wise** or **District wise**. By default, cases are displayed district-wise.
- **Refresh Cases** allows refreshing the portfolio so that all the latest updates are reflected in the list.

- User may also choose to view only **Pending** cases or **Disposed** cases or **Both** by selecting corresponding buttons. By default, both types of cases are listed.
- Click on the **district** (or **Date,** if selected date-wise) row to expand the view and see all cases list.
- Click on the **Case Number** link to view individual case details.
- **Search** option is provided in the top right corner to search cases in the portfolio.

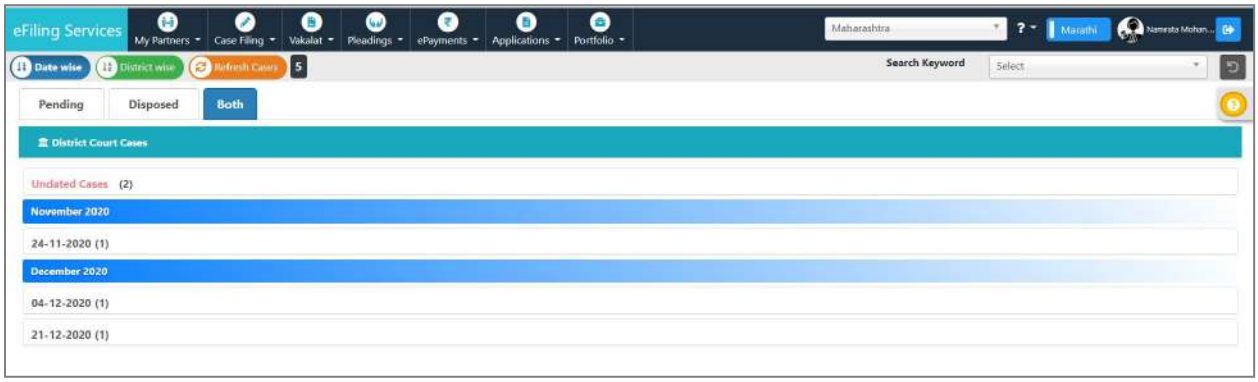


Fig: My Cases – Date wise, both (Pending and disposed)

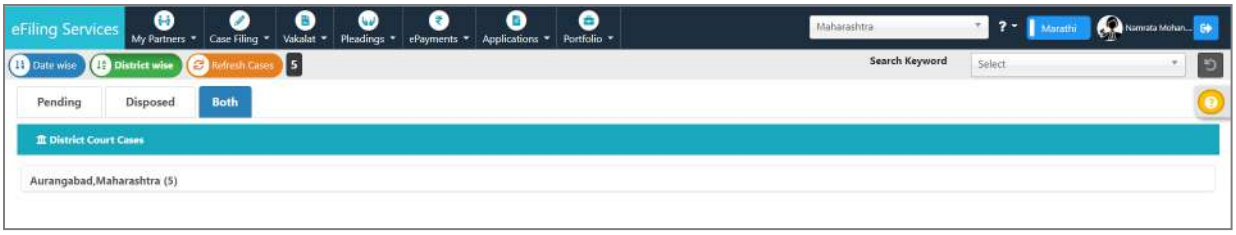


Fig: My Cases – District wise, both (Pending and disposed)

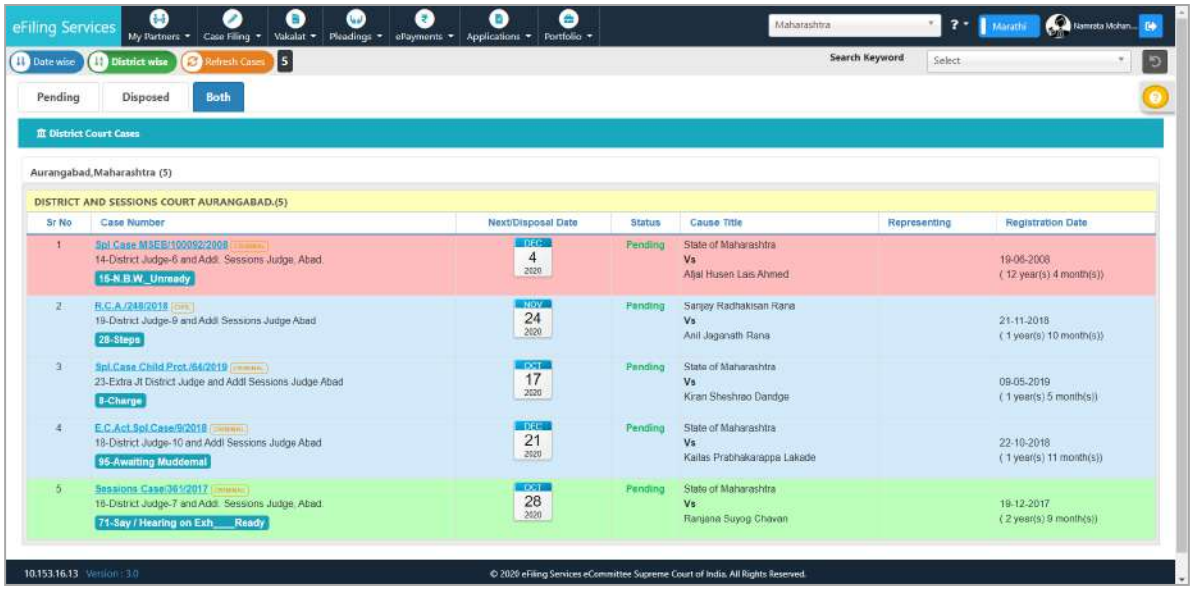


Fig: Expanded view of district cases

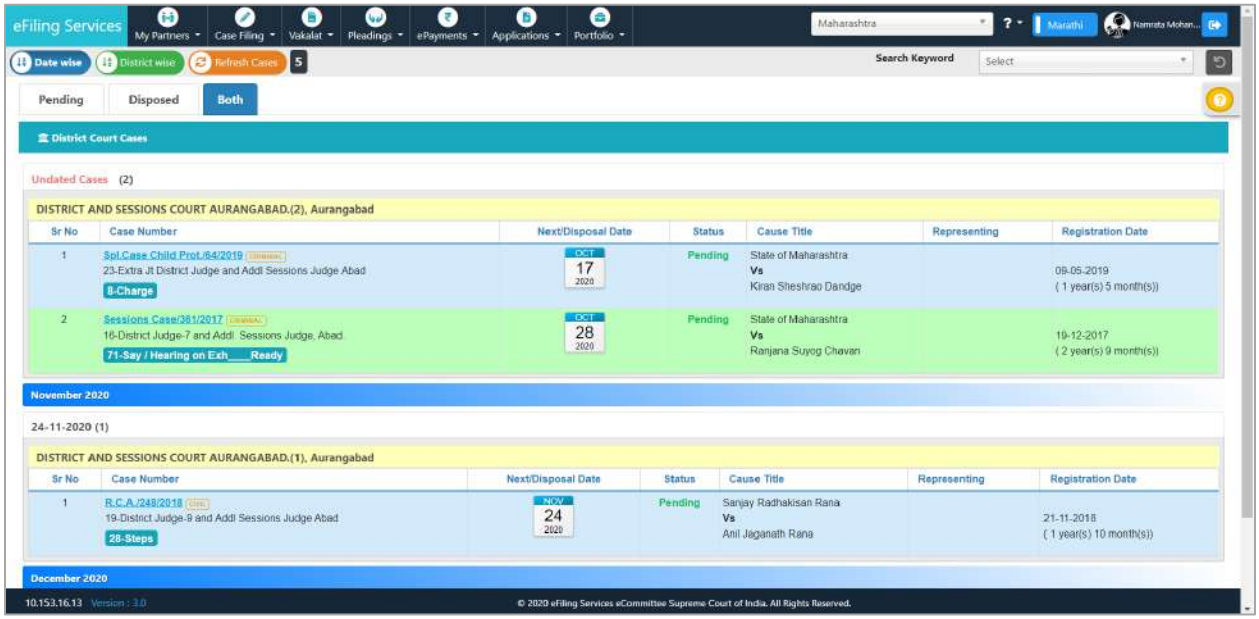


Fig: Expanded View of cases for Date wise

6.7.2.2 Add Clients, Events or Remove Cases

- Select the required case and click on the Case Number to view case details. My Clients, Events and Remove Case buttons are visible at the top right corner.
- Click My Clients to add clients
- Click Events to add events for the case.
- Click Remove case to delete the case from the portfolio.
- Further steps are explained in next part of this section.

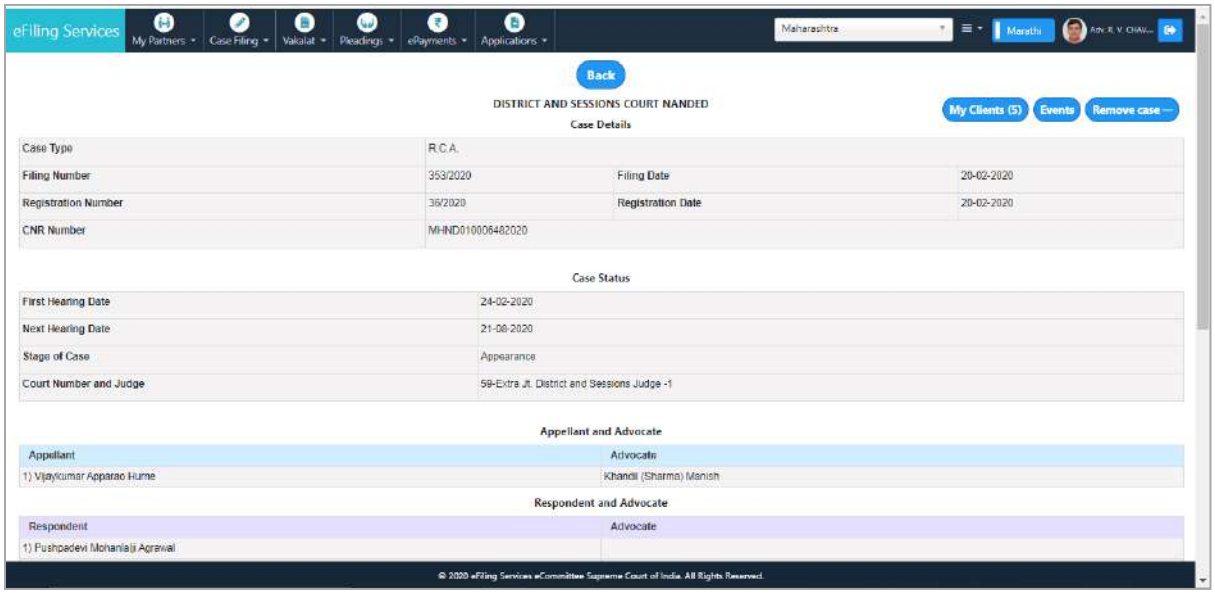


Fig: Case Details

❖ Add Client

- When user clicks on **My Clients** button, a list of existing clients is displayed.
- To add new client, click on **Add More** button.
- Enter the Litigant Name, Mobile, Email, Age and Address in the corresponding fields and click **Submit**.
- A success message will be displayed.

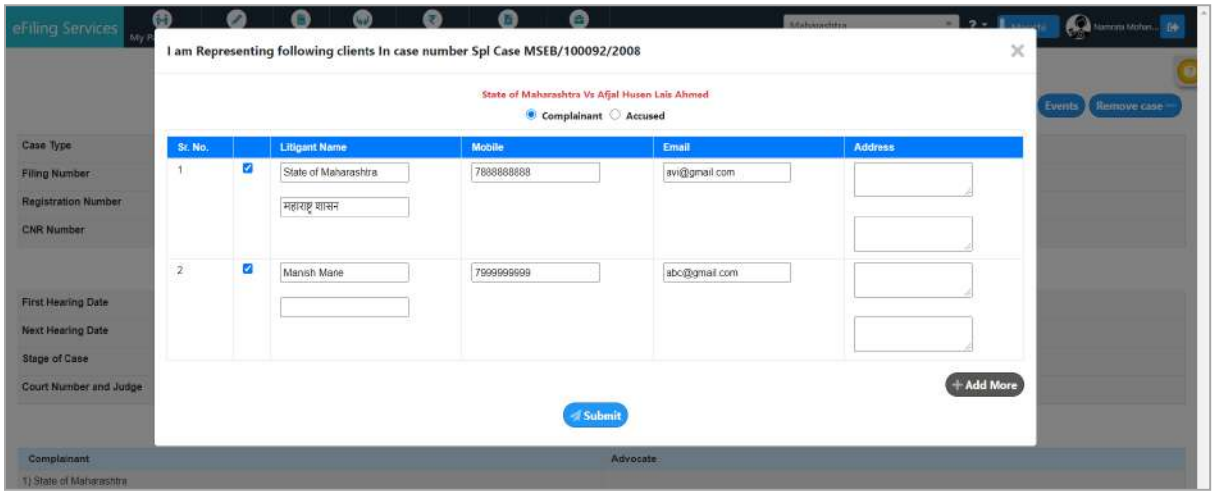


Fig: My Clients (existing)

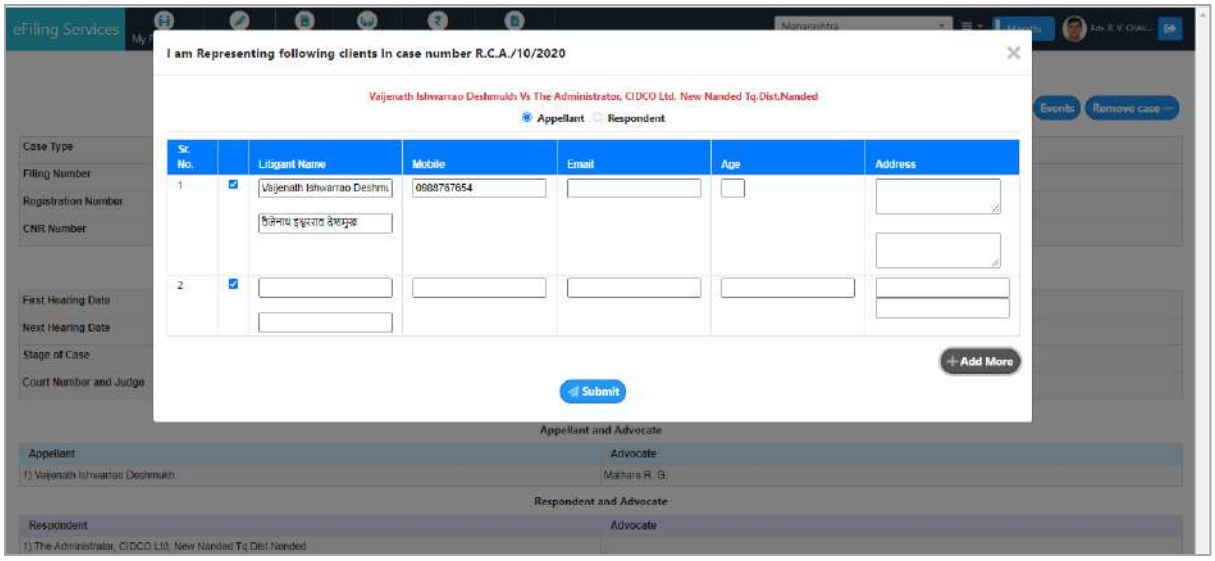


Fig: Add New Client

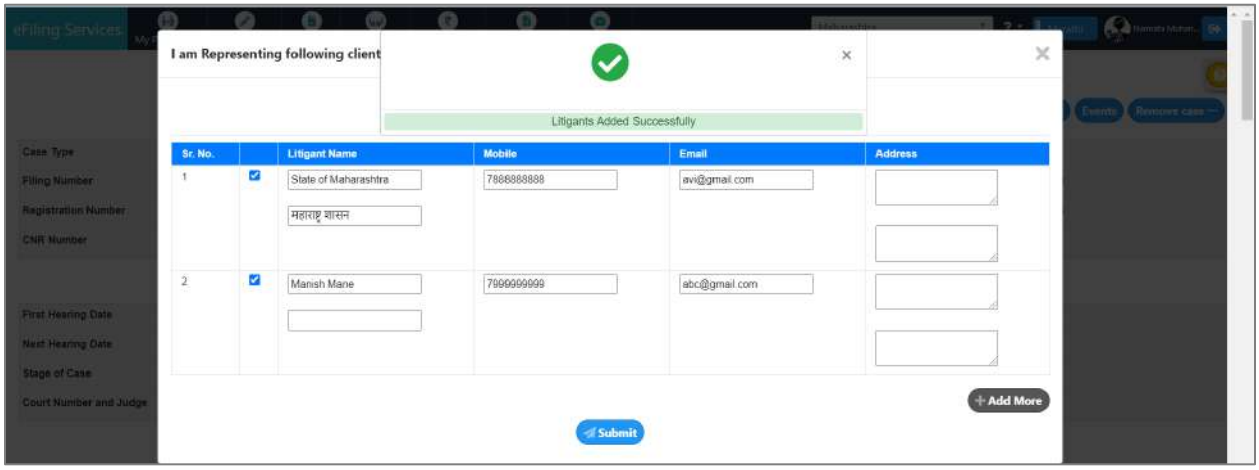


Fig: Client Added Successfully Message

❖ Add Events

The events added for a case are visible in the calendar under planner menu and can be edited through planner.

To add a new event or edit/ delete existing event, click **Events** button. List of already existing events and a form for entering a new event is displayed.

- Enter Name, Date and Time for the new event; click Add.
- A success message will be displayed and the new event is visible in the existing events list.
- To edit an event, click on the **edit icon** in the **Action** column. Details of the event are displayed.
- Change the required data and click **Edit**. Edited data is reflected in the list immediately.

- To delete an event, click delete icon in the Action column. The event gets removed from the list.

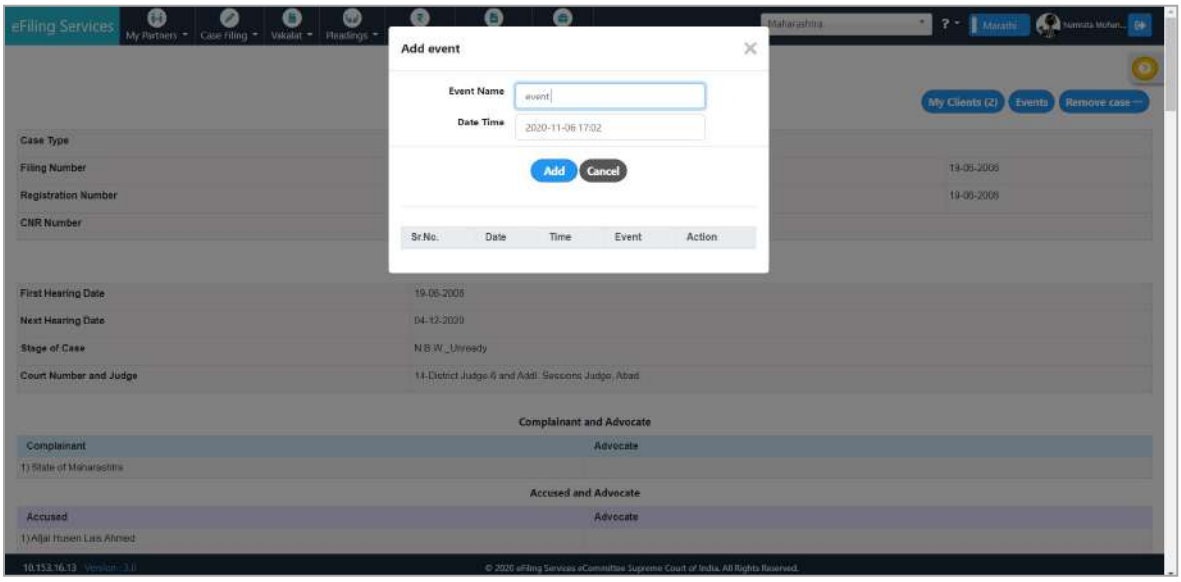


Fig: Events

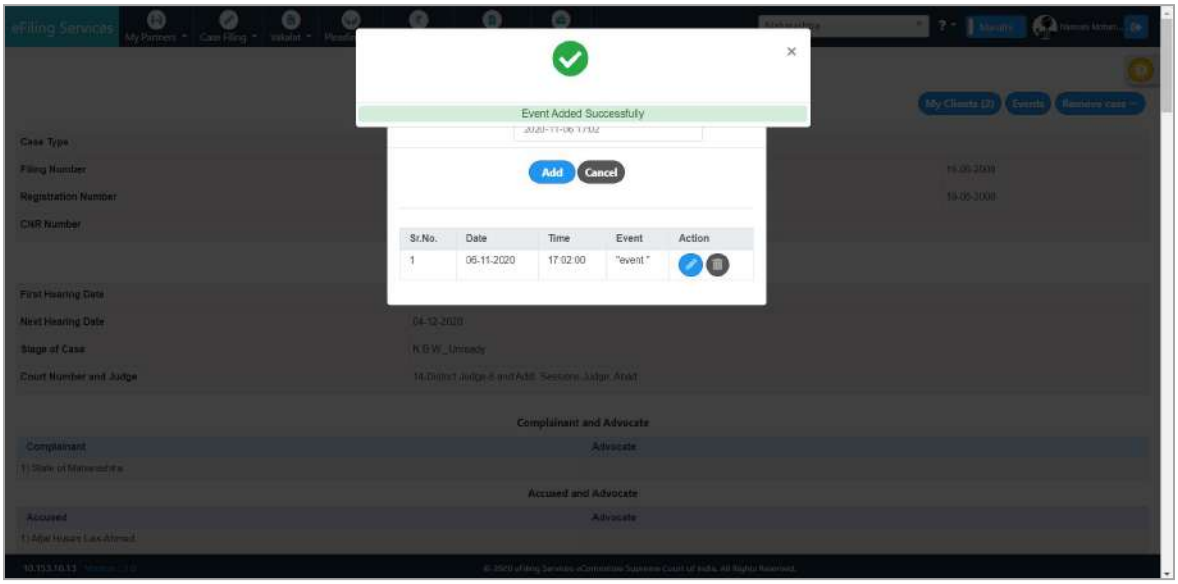


Fig: Event added successfully

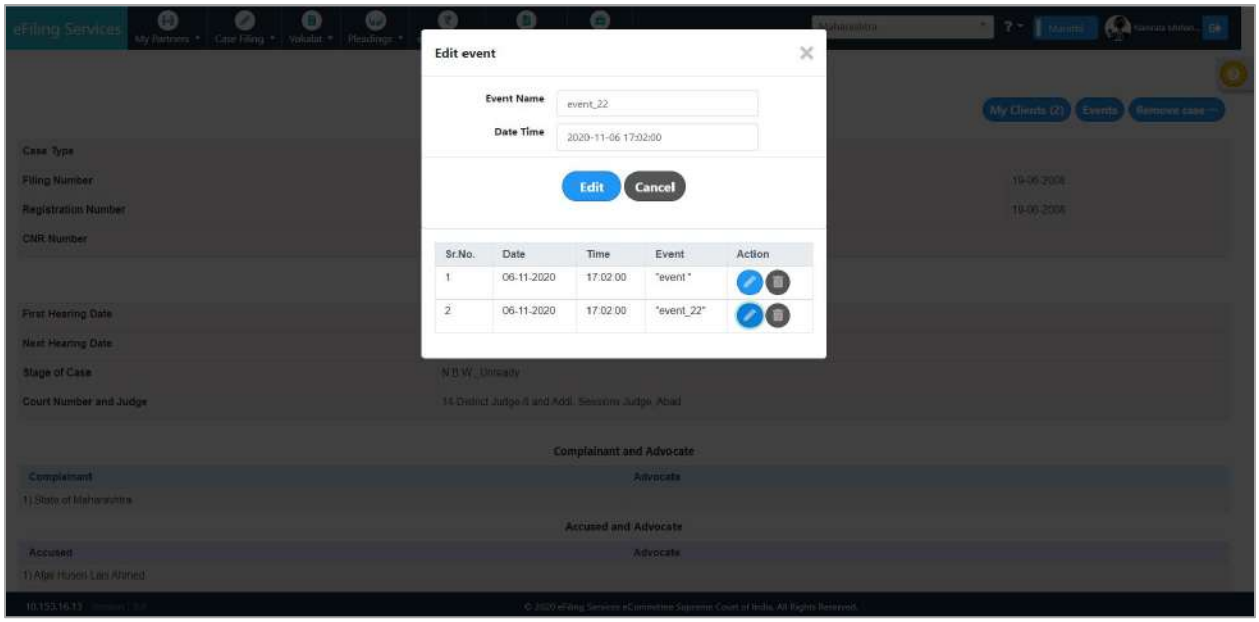


Fig: Edit Event

❖ Remove Case

- To remove a case, click Remove Case button.
- **"Case Removed successfully"** message is displayed.

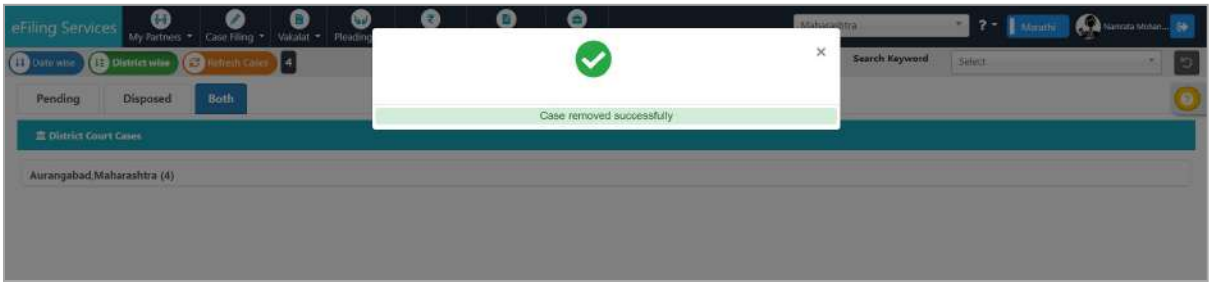


Fig: Remove Case Success Message

6.7.3 Import Cases

The menu enables user to import cases from your mobile app portfolio.

- To import cases, first export cases from your mobile app and save the file on your machine.
- Select **Import Cases** in the Portfolio menu of eFiling system.
- The system will prompt for choosing the case file. Choose the file which you have saved by exporting from mobile app. Specify whether the file contain district court cases (**DC**) or high court cases (**HC**) by selecting corresponding radio button and click **Import**.

- A success message will be displayed and all the imported cases will be visible in the portfolio in eFiling.

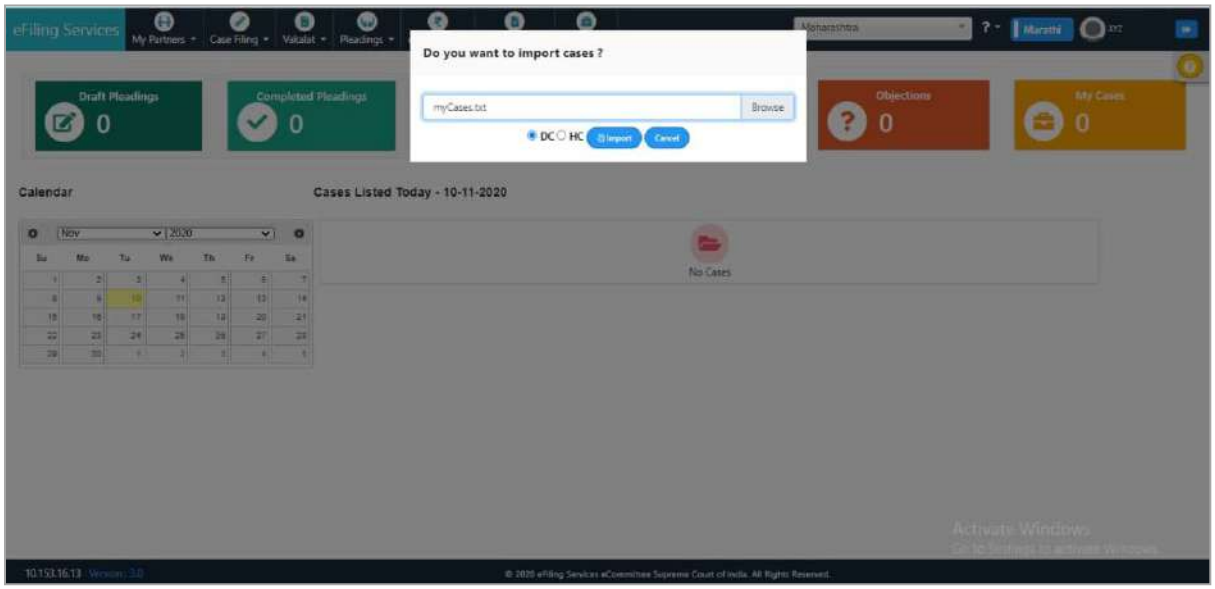


Fig: Import Cases- Choose File

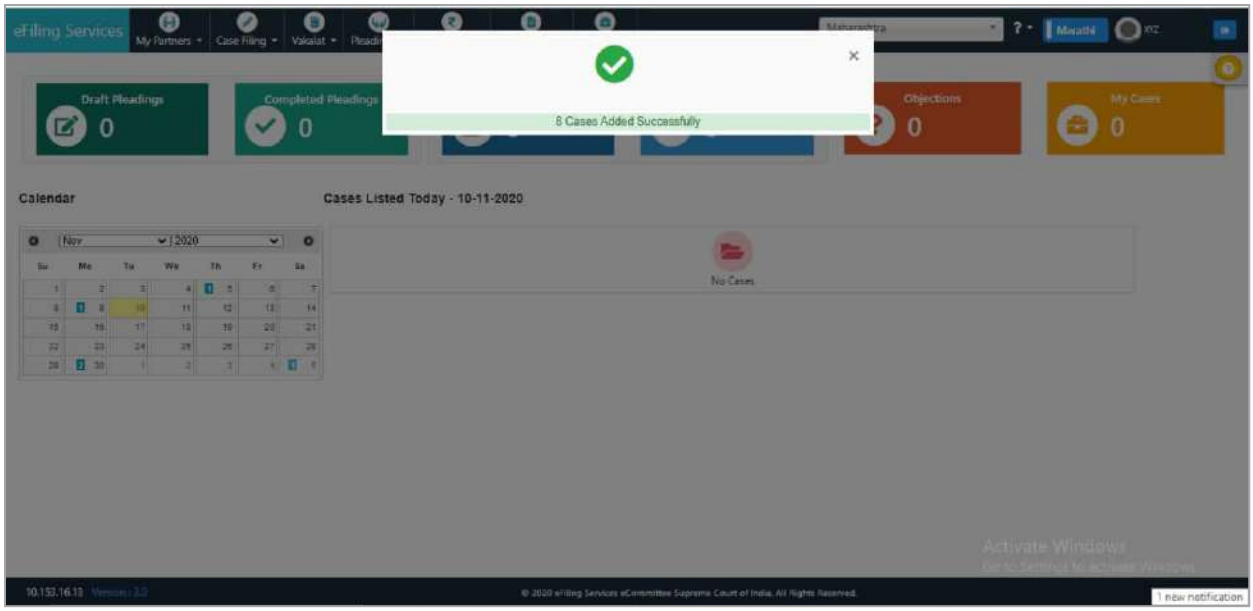


Fig: Import Cases Success

6.7.4 Export Cases

The menu enables user to export cases to your mobile application.

- To export cases, select **Export Cases** in the portfolio menu.
- A system pops up message to download the file; click **Download**.
- Use the downloaded file to import cases in your mobile app.

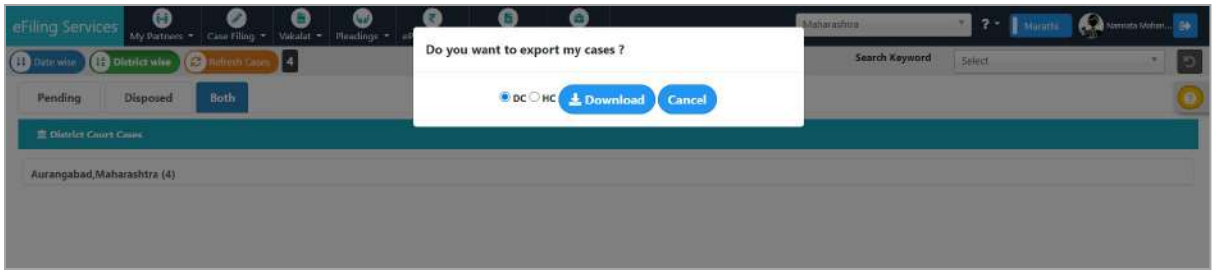


Fig: Export Cases- Download file

6.7.5 Delete Cases

The menu can be used to delete all the cases from the portfolio.

6.7.6 Planner

This service assists user to manage case calendar. With the facility, user can;

- review the case calendar for planning
- add/edit/remove events
- remove a case from calendar

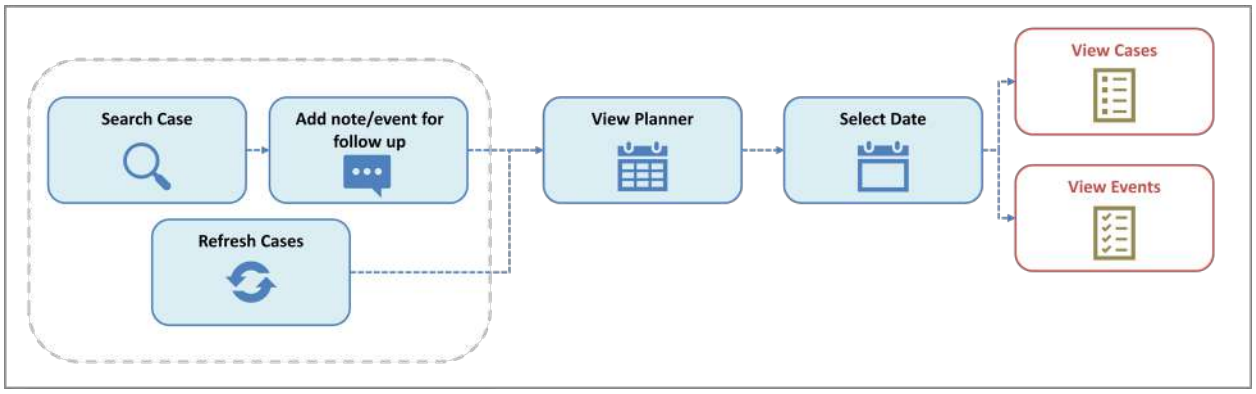


Fig: Planner Services

All cases dated in a month and existing events appear automatically in the calendar.

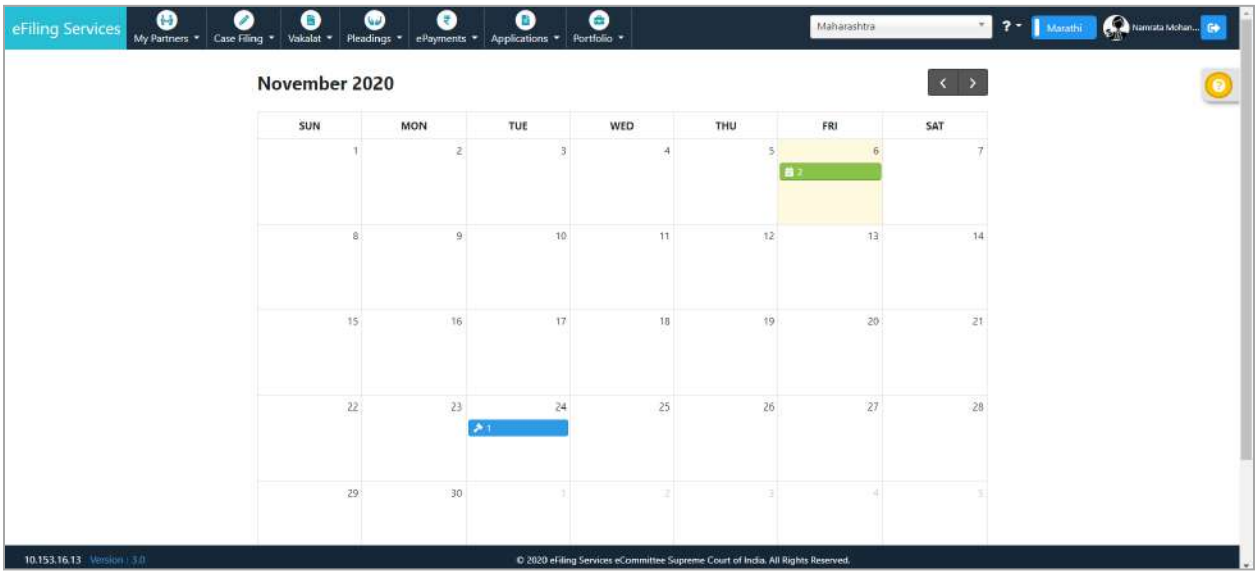


Fig: Planner

- Click the blue box to view **Case** details. A pop-up shows the list of cases scheduled on the date.
  - Click on the required **case link** to view details. All the case details are visible in a new box with three buttons in the top right corner- My Clients, Events and Remove Case.
    - Click **My Clients** to add new clients.
    - Click **Events** to add new events
    - Click **Remove Case** to remove the case from the calendar.

  Refer section **5.2.3** for more details about functionalities of these buttons.
- Click on the Green box to view **events**. A pop-up shows the list of all the events scheduled on the date.
  - To edit the event, click **edit icon** in front of the required event. Event description and date appears in a pop-up.
  - Edit the description and/or date and click **Edit**. Changes will reflect in the list immediately.

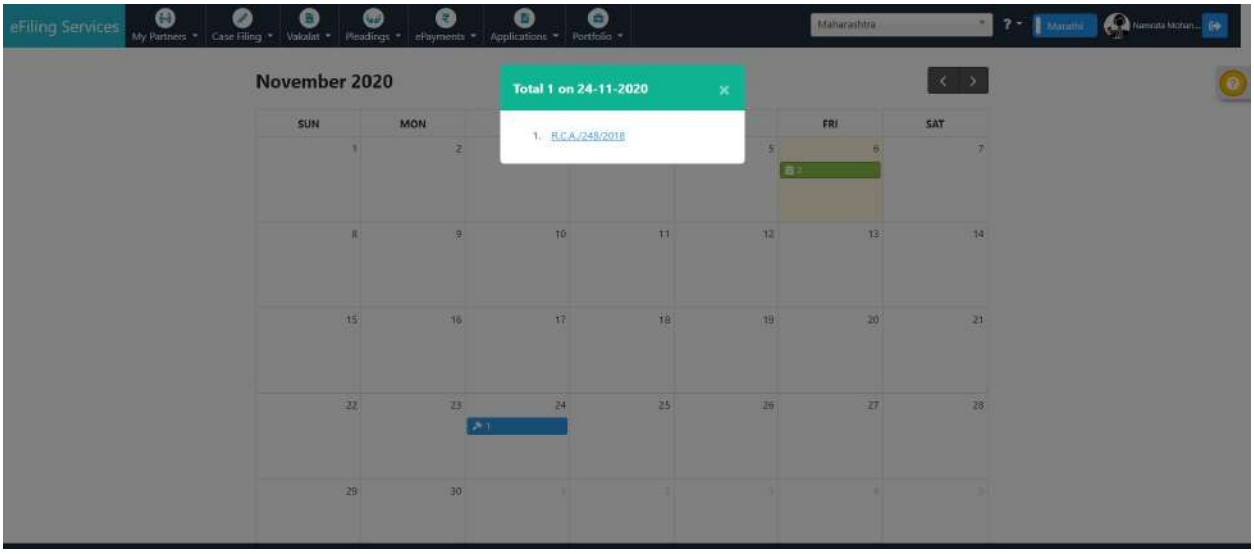


Fig: List of Cases scheduled for the date

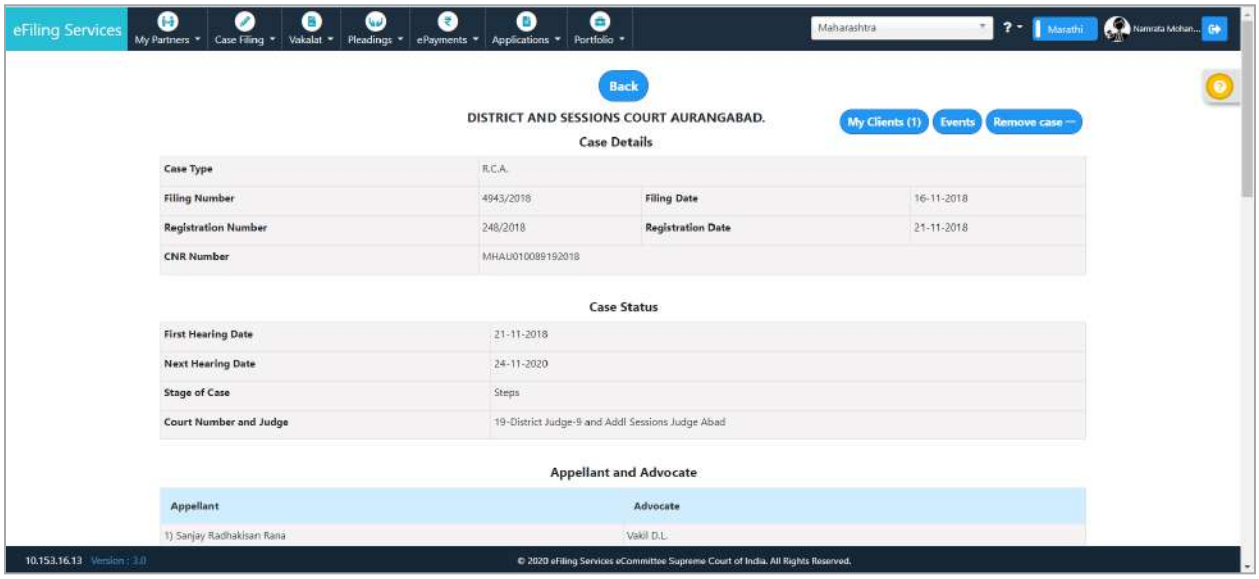


Fig: Case Details with My Clients, Events and Remove Case buttons

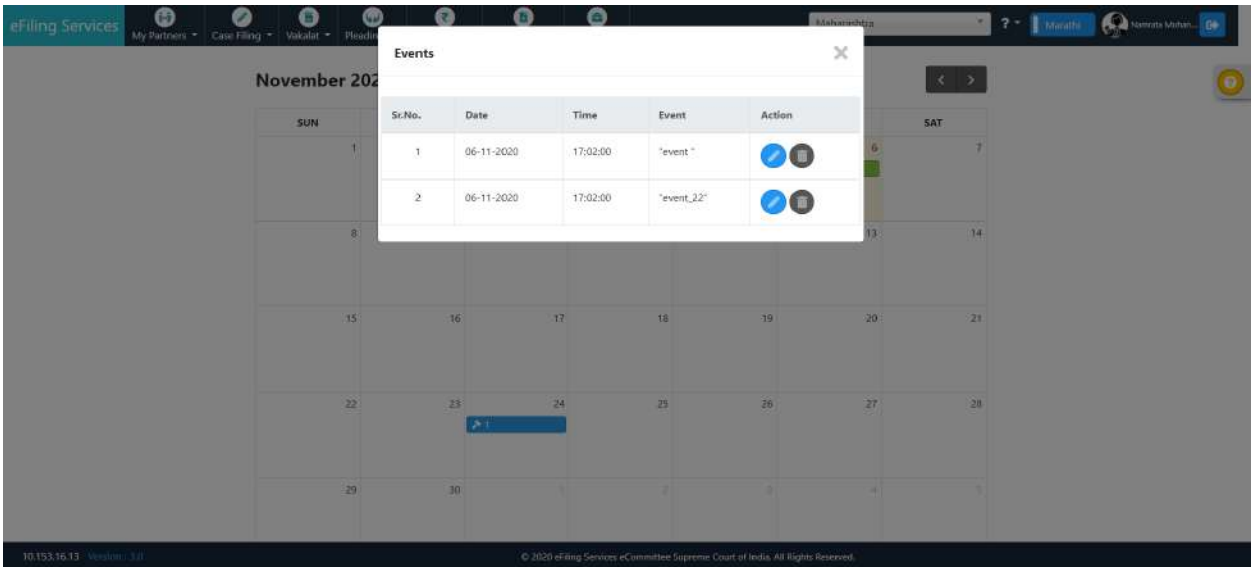


Fig: List of Events scheduled for the date

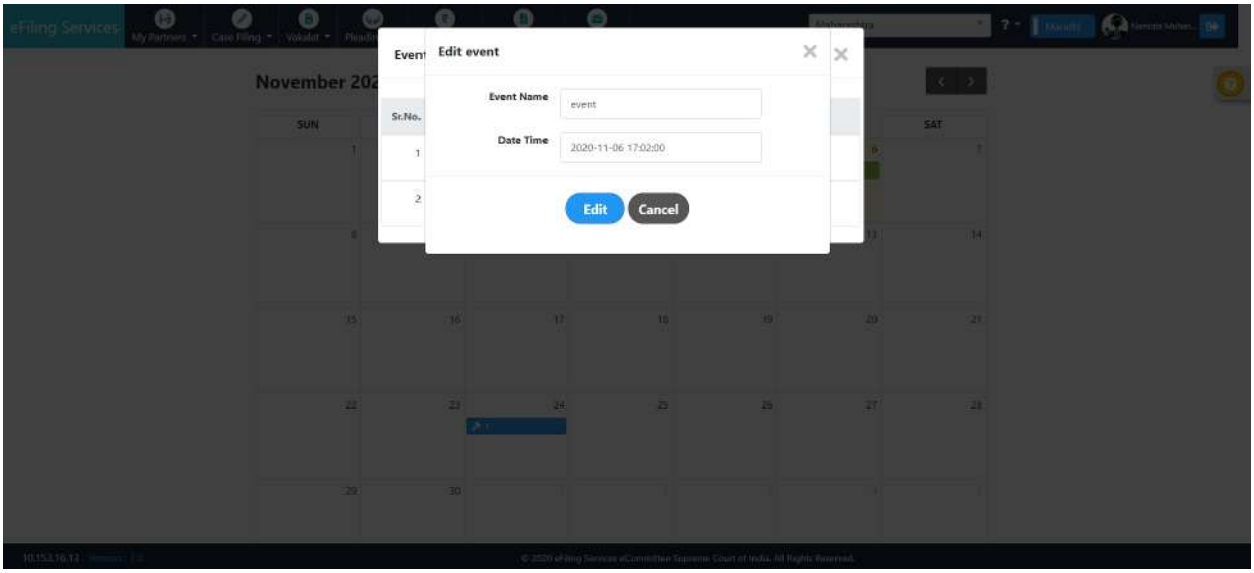


Fig: Edit Event