



(Through email)

From: Registrar General,
High Court of Judicature at
Allahabad.

To: All the District Judges,
State of Uttar Pradesh.

Letter No. 3609/ CPC/eCourts/Allahabad

Dated: 23.04.2024

Sub: Regarding enablement of e-filing for litigant 'in-person' from e-Sewa Kendras of the District Courts of Uttar Pradesh.

Madam/ Sir,

It is to inform that, for the optimum utilization of the eSewa Kendras established in the District Courts of Uttar Pradesh and consequent to the directions contained in the order of the Hon'ble Supreme Court of India dated 15.04.2024 passed in Writ Petition(s) (Civil) No(s). 1429/2023, Md Anas Chaudhary Versus Registrar-General High Court of Judicature at Allahabad which additionally directs compliance of Rule 3-A of Chapter XXIV of the High Court Rules 1952 with respect to e-filing through eSewa Kendras of District Courts of Uttar Pradesh, I have been directed to communicate the following directions of this Hon'ble Court –

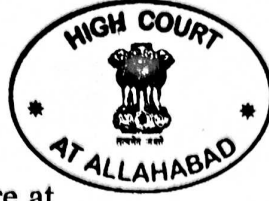
“e-filing for litigants 'in-person' be enabled through e-Sewa Kendras of the District Courts of Uttar Pradesh. The option of photo identity verification be removed from the process of e-filing at the e-Sewa Kendras of District Judiciary. The litigant must appear 'in person' at the e-sewa kendras for e-filing. Scanned Notary affidavits bearing a photograph of the deponent be used with e-filed cases.”

In this regard, please find attached herewith the SOP (Standard Operating Procedures)/ Instructions for e-filing in the Allahabad High Court from District Courts/ eSewa Kendras, so that the litigants 'in-person' can e-file their cases from District Court. It is, therefore, requested to kindly ensure the compliance of the directions of Hon'ble Court.

With regards,

Yours faithfully,

Registrar General



(Through email)

From:
Registrar General,
High Court of Judicature at
Allahabad.

To:
All the District Judges,
State of Uttar Pradesh.

Letter No. 3610/ CPC/eCourts/Allahabad

Dated: 23.04.2024

Sub: Clarification regarding Letter No. 3609/CPC/eCourts/Allahabad dated 23.04.2024

Madam/ Sir,

Hon'ble Court has been pleased to direct that in continuation to the earlier Letter No. 3609/CPC/eCourts/Allahabad dated 23.04.2024, it is clarified that **e-filing by Advocates in the e-Sewa Kendras shall be subject to compliance of the provisions of Rule 3-A of Chapter XXIV of the Allahabad High Court Rules, 1952.**

It is, therefore, requested to kindly ensure the compliance of the directions of Hon'ble Court.

With regards,

Yours faithfully,


23/4/24
Registrar General

CHAPTER XXIV

RULES FRAMED UNDER SECTION 34 (1) READ WITH
SECTION 16 (2) OF THE ADVOCATE'S ACT, 1961
DESIGNATION OF SENIOR ADVOCATE RULES, 1999

1. Short title, extent and commencement :-

(i) These Rules may be called 'Designation of Senior Advocates Rules.'

(ii) These Rules extend to the whole jurisdiction of the High Court of Judicature at Allahabad.

(iii) They shall come into force by notification from the date of its publication in the official Gazette.

2. Definitions :- In these Rules unless the context otherwise requires :-

(a) "Advocate" means an Advocate entered in any roll under the provisions of Advocates Act, 1961;

(b) "Court" means the same as defined in Rules of the Court, 1952;

(c) "High Court" means as defined in section 2 (g) of the Advocate's Act 1961;

(d) "Roll" means the roll of Advocates prepared and maintained under the Advocate's Act, 1961;

(e) the term "Standing at the Bar" means the position of eminence attained by an Advocate at the Bar by virtue of his seniority, legal acumen and high ethical standards maintained by him both inside and outside the Court.

3. (A) Mode of Recommendation:-

(i) Proposals for designation of Advocates as Senior Advocates shall be considered on the recommendation of any Judge of the Court. Only an advocate having at least 20 years of practice can be recommended :

Provided that a retired Judge of any High Court who is qualified to practice in the Allahabad High Court may also be recommended for being designated as Senior Advocate :

Provided further that it shall be open to the Court to relax the qualification in an exceptional case.

(ii) The recommendation shall be accompanied by a written consent and bio-data of the person recommended to be designated as Senior Advocate.

(iii) While recommending the name for designation as 'Senior Advocate', regard shall be had to his standing at the Bar.

HIGH COURT OF JUDICATURE AT ALLAHABAD

AMENDMENT (Admin. 'G-I') SECTION

NOTIFICATION

NO. 67 VIIIc,

Dated: Allahabad: 20/02/2017

Correction Slip No. 256

In exercise of the powers conferred by Article 225 of the Constitution of India and all other powers enabling it in this behalf, the High Court of Judicature at Allahabad is pleased to make the following amendment in Allahabad High Court Rules, 1952 Volume I., with effect from the date of its publication in the Official Gazette.

'Allahabad High Court (Amendment) Rules, 2017.'

1. Title and commencement:-

(i) These rules shall be called "Allahabad High Court (Amendment) Rules, 2017."

(ii) These rules shall come into force from the date of its publication in the official gazette of the Government.

2. Definition:-

The rule means "Allahabad High Court Rules, 1952."

3. Amendment in Rule 3-A of Chapter XXIV:- The existing provisions of Rule 3-A under heading 'Rules Framed Under Section 34(1)' of Chapter XXIV of the Allahabad High Court Rules, 1952 shall be amended as under:-

CHAPTER XXIV

Rules Framed Under Section 34(1)

3-A. (i) Unless the Court grants leave, an Advocate who is not on the roll of Advocates in the High Court at Allahabad or Lucknow shall not be allowed to appear, act or plead in the High Court at Allahabad or Lucknow as the case might be unless he files appointment along with an Advocate who is on such roll for Allahabad Cases at Allahabad and for Lucknow Cases at Lucknow.

(ii) The High Court shall prepare a Roll of Advocates in Parts 'A' and 'B' of those who ordinarily practice in the High Court, Part 'A' for Allahabad and Part 'B' for Lucknow.

(iii) The roll of Advocates shall bear in regard to each advocate entered, his full name, father's name, passport size colored photograph, enrollment number, date of enrollment, complete postal address both of residence and office which shall be **(Deleted)** of Allahabad or Lucknow as the case may be.

(iv) The rolls shall be prepared and revised periodically in the manner and under the authority as may be prescribed by the Chief Justice.

(v) This Rule 3-A shall come into force after notification by the Chief Justice that both the rolls for Allahabad and Lucknow in Parts 'A' and 'B' are complete.

By Order of the Court

Registrar General

No. 2625 VIIIc,

Dated : Allahabad 20/02/2017.

INSTRUCTIONS FOR ELECTRONIC FILING (E-FILING) IN THE ALLAHABAD HIGH COURT FROM DISTRICT COURTS/ E-SEWA KENDRAS

1.1 These instructions will apply to Electronic Filing (e-filing) of cases in the High Court of Allahabad from District Courts/ e-Sewa Kendras.

1.2 Except as provided elsewhere in these instructions, all petitions, applications, appeals and all pleadings/documents in fresh, pending and disposed of cases will be filed electronically in the manner hereafter provided.

2. PREPARATION OF AN E-FILE

2.1 The original text material, documents, notice of motion, memorandum of parties, main petition or appeal, annexures as the case may be, and interlocutory applications etc. will be prepared electronically using MS Word or Open Office, or any other word processor. The formatting style of the text will be as under:

Paper size: Legal (8.5' X 14')

Margins: Top: 1.5"

Bottom: 1"

Left: 1.75"

Right: 0.5"

Justification: Full

Font Size: English (Arial size: 12)

Hindi (any unicode font, font size: 14)

Line spacing : Double

2.2 Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings as an annexure, it should be scanned as black & white, at a resolution of 300 dpi (dot per inch) and saved as a PDF document.

3. Notaraised Affidavit: Scanned Notaraised affidavit bearing a photograph of the deponent be used with e-filled cases.

4. Once all the documents have been collated, they shall be attached in a single file as per the Index. The file shall be converted into Portable Document Format (PDF), using any PDF converter or in-built PDF conversion plug-in provided in the software and **bookmarked** as per index. The index must also be duly linked so that each entry in the index gets hyperlinked to the relevant part of the document and can be accessed from the index itself.

For bookmarking the document according to the index, any free software can be used as per convenience, eg **Foxit PDF, JpdfEdit995** etc., Such softwares are available for free download on the internet. Paid software like Adobe Acrobat Pro can also be used for this

purpose.

5. The bookmarked PDF should be uploaded at the time of e-filing by using the facility provided at the eSewa Kendras of the District Court and also on the High Court website.

6. DIGITAL SIGNATURE

All PDF's filed using the e-filing system need to be digitally signed by the filing the party (in person) concerned.

A digital signature is required to maintain integrity of the uploaded file or document and to eliminate any chance of its tampering.

7. MODE OF e-FILING

i) e-files can be brought by the Party 'in-person' either on CD/DVD or in Pen drive at eSewa Kendras where he can upload the e-file. The e-file can also be uploaded via internet through the link provided in the Allahabad High Court official website for this purpose.

Note: It would be advisable that a pen drive be used for this purpose because it is a common experience that a CD/DVD written on one computer often fails to open on other computers.

ii) The manner of accessing the e-filing portal and filling up the relevant columns for the purpose of e-filing are as follows:

(A) User Registration (one time):

■ Party in Person

User (party in person) has to provide his Aadhar (UID) No., email id and mobile number for registration. User has to enter the OTP to validate it by clicking on 'Validate OTP' button. After validation a Registration Form will open where user has to provide basic details viz. Name, password (minimum 8 characters and must contain at least one upper case letter, one lower case letter, one digit, one special characters), gender, Date of Birth (DoB), other contact number, address, pin etc.

(B) Case Filing:

(B-1) User has to login with login Id and password.

(B-2) After login a dashboard will appear. It will consist of features viz. filing of new case, upload documents etc. as well as statistics of filed cases, pending cases, drafts, defects, payments etc. of that user.

(B-3) To file a new case the user has to click on "New Case" button, where upon a proforma will appear. The proforma will contain multiple tabs in reference of case details, petitioner(s), respondent(s) etc. User has to fill all the relevant information viz. case type, First petitioner, first respondent etc.

(B-4) The proforma will also contain a section called "Special Category" for first petitioner only which will have options (check boxes) which can be selected viz. "Senior Citizen", "SC/ST", "Women/Child", "Disabled", "Legal Aid Case", "In Custody".

(B-5) After the user enters the basic details of cases mentioned above and presses

“Next” a draft number e.g. 102/2017 will be generated for that particular case.

(B-6) The next tab will be for “Act details” where a drop down list of Central or State rules/ Acts/ Sections etc. will be available. After selecting the relevant provision/ Act/ Rule etc the user will click on “Add” button. All the details selected in this tab will be displayed to the user which can be edited before proceeding to the next tab.

(B-7) In the next tab “Petitioners”, the user will enter all the details viz. Name, address, contact details etc. of the petitioner(s). The user can add numbers of petitioners as required. To eliminate the necessity of manual entry, provision to upload CSV (Comma Separated Value) file for Petitioner(s) will also be provided to the user - Party ‘in-person’.

(B-8) In the next tab “Respondents”, the user will enter all the details viz. Name, address, contact details etc. of the Respondent(s). The user can add numbers of Respondents as required. To eliminate the necessity of manual entry, provision to upload CSV (Comma Separated Value) file for Respondent(s) will also be provided to the user - Party ‘in-person’.

(B-9) “Upload File”: the user will be required to upload case file which will be a bookmarked (as per the index) PDF file duly digitally signed.

(B-10) On completion, a “Preview” page will open containing all the previously filled details. User can view/ modify previously filed information before the “final submission”.

(B-11) After “Final Submission” of a case, eFiling No. (Diary no.) will be generated which will be reflected on the Dashboard.

(B-12) If any defect is reported by the office, such communication will also be reflected on the dashboard and the Party ‘in Person’ has to remove the defects as per Law.

(B-13) Once the defects, if any, are removed, and case file is cleared by the office for registration, case number will be reflected on the Dashboard.

(B-14) The user can view in the Dashboard, his previous history of filed or draft cases.

8. REPORT OF STAMP REPORTER

- i. The Stamp Reporter shall append his reports on the e-case file electronically. Any defects pointed out shall be intimated through SMS/ email, on the registered mobile number/ registered e-mail ID of the person who has filed the case.
- ii. Apart from making good any deficiency in court fee payable, all other defects shall require a complete e-file to be uploaded afresh, after removing the defect
- iii. Once an uploaded e-file is without defects or the defects have been removed, the case shall be duly registered and will be allotted a number. A notification of the same shall be sent to the person who has filed it, via SMS/ email. After 48 hours of registration, the matter shall be placed before the designated Court.

- iv. The same period of 48 hours shall apply to all misc. Applications etc filed by a Party 'in-person'.

9. COMPUTATION OF TIME

1. Electronic filing through the e-filing centre is permissible during normal court hours on the date of filing. All other rules relating to holidays etc. for the purpose of computation of limitation, as specified in the Rules of the Allahabad High Court will apply to online electronic filing as well. The period during which e-filing system is in- operational for any reason will be excluded from the computation of such time. This, however, will not extend limitation for such filing for which the facility of Section 5 of the Limitation Act, 1963 or any other statutory extension of period of limitation is not available.

2. For electronic filing done through the e-Sewa Kendras at District Courts of Uttar Pradesh, the rules relating to time for the purposes of limitation will be no different from those applicable for the normal filing.

10. SERVICE OF ELECTRONIC DOCUMENTS

Notices, documents, pleadings filed electronically shall, unless impossible, be served electronically or through the postal department through their ePost services.

11. CAVEATS, SUPPLEMENTARY AFFIDAVITS ETC.

Caveats can be registered, and all written statements, counter and rejoinder affidavits, documents, applications in pending matters or in disposed of matters, can be filed electronically using the e-filing system.

12. AMENDMENT IN PLEADINGS:

12.1 E-filing of amendments in pleadings shall be permitted/ possible electronically only after the amendment application is allowed by the Court. The option/ facility for uploading amended pleading electronically will be available only during the period provided under law.

12.2 After the amendment application has been allowed the Party 'in-person' shall have to upload a fresh amended copy of the entire pleading so permitted to be amended showing the original pleading which should be struck out by a single line and should incorporate the actual amendment in **red font colour**.

13. FACILITY OF SCANNING

The facility of scanning & uploading of documents for e-filing will be available at e-Sewa Kendras at each District Court.

14. RETENTION OF ORIGINALS

- i. The originals of the documents that are scanned and digitally signed by Party 'in-person' at the time of e-filing should be preserved for production, if so required by the

court, at any time. In any event, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved at least for a period of two years or more, if law provides, after the final disposal of the case: (Final disposal shall include disposal of appeals, if any).

ii. The responsibility for producing the originals and proving their genuineness, if required, shall be of the party that has electronically filed the scanned copies thereof.

15. ACCESS TO ELECTRONIC DOCUMENTS

Access to documents and pleadings filed electronically in a case will be provided only to the concerned parties themselves.

16. HARD COPIES OF PLEADINGS/ DOCUMENTS FILED ELECTRONICALLY

Party 'in-person' can print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere.

17. CASE LAW RELIED UPON

Along with the e-file to be uploaded, the Party 'in-person' can furnish a list of cases / judgments relied upon with full particulars (full citation) so that the relevant case law is available with the Court at the time of arguments. This shall do away with the necessity of producing the relevant Journals or photostat copies of judgments relied upon.