(For High courts & District Courts of India)

1.1.Introduction

Welcome to the digital world of E-filing of High courts /District courts of India and this userWelcome to the digital world of E-filing of High courts /District courts of India and this user

guide will help you with step by step how to efile your case in the online efiling portal.guide will help you with step by step how to efile your case in the online efiling portal.

Follow this step by step guide and Start E-filing your cases from the comfort of your OfficeFollow this step by step guide and Start E-filing your cases from the comfort of your Office

and And join the new band ofand And join the new band of DIGITAL ERA ADDIGITAL ERA ADVOCATE .VOCATE .

1.2.Getting Started

●● Before starting efiling confirm and ensure the following details:Before starting efiling confirm and ensure the following details:

●● You must be a registered Advocate in www.efiling.ecourts.gov.inYou must be a registered Advocate in www.efiling.ecourts.gov.in

●● If you are not a registered Advocate, immediately register today in the efiling portalIf you are not a registered Advocate, immediately register today in the efiling portal

by watching our helpline tutorial/manual.by watching our helpline tutorial/manual.

● To Watch the Help video / manual click on this hyperlinkTo Watch the Help video / manual click on this hyperlink

https://efiling.ecourts.gov.in/help..

●● Unless you are a registered user you cannot efile a new caseUnless you are a registered user you cannot efile a new case

●● Keep you registered user name and Password ready.Keep you registered user name and Password ready. Lets start efiling a new caseLets start efiling a new case

●● Lets start e filing a new case .Lets start e filing a new case .

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

Type (Type (www.efiling.ecourts.gov.in) in your browser you will reach the filing online portal.) in your browser you will reach the filing online

1.4. Select your< state>

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

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

1.5.Login

● Type the login id and password

● Enter the captcha

● Click on LOGIN button.

1.5.1 Forgot password :

If you forget your password or User-Id, you

can click on the same and can enter your 10

digit mobile number or valid email id which

you had registered with e Filing Portal at the

time of Registration and then rest your

password..

1.6. Dashboard :

Dash board is the most important page from where you can keep track of the e filed cases

digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by

one.

1.6.1. My e filing status:

The e filing status shows the cases pending for acceptance , the cases not accepted,

cases which have deficit court fees the cases pending for scrutiny and which are

defective. There is another wonderful option under Draft where you can store all your

drafts which are ready for e filing .

1.6.2 My e filed cases:

Under e filed cases you can see your list of e filed cases, e filed documents, deficit court

fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/

Unprocessed e-Filed cases. So once you e file your case you

can keep track of the case digitally using dashboard option

without even visiting the court complex

1.7.New case option:

After you login, you will be welcome d by the dashboard with the

filing menu list on the left hand side . In the e filing menu list

Click on 'New Case' Option under the dash board which will take

you to the form where to file the case

1.8. Where to file High court /Lower court:

After Choosing the new case option in the

dash board page you need to select where

you are going to file the case whether in the

High court or in the Lower court . For filing in the High court choose the radio button for

High court and for filing in the lower court choose the radio button of the lower court

option . And fill the following details through drop box i.e High court , civil or

criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is

an ordinary or Urgent matter. In case of lower court choose the State, the District, the

Court Establishment in addition to the above particulars

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

make any corrections then click reset button .

1.9.Filling up of forms:

1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need

to understand the colour coding used in the forms page which will make our task easier.

➢ Blue colour for the form in use and Active

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

➢ Orange colour for the forms which are optional;

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

Though there are optional forms and optional fields it is advisable to fill up all the details

because only then you can have a complete digital picture of your e filed case. And don't

forget that after filling up each and every

form click "SAVE" and then "NEXT"

1.9.2. Complainant/Petitioner form:

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

1.9.3.e filing number:

The Saved Form will generate an e

Filing Number at the Right Top. It can

be noted for your reference.

1.9.4. Respondent form:

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

1.9.5. Extra information Form (optional):

1.9.4. Respondent form:

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

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

1.9.5. Extra information Form (optional):

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

1.9.6. Extra Party Details :

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

1.9.7 Case Details:

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

1.9.7.1. Hide Party:

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

1.9.8. Act-Section:

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

1.9.9.Signing Method:

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

● uploaded and later on e signing Using Aadhar

● uploaded using digital signature digital token.

● Uploaded and later on e signing using mobile OTP. You can choose any one option

and then proceed further by clicking SAVE and NEXT

1.9.10. Upload Document:

When you have documents to upload use this option and upload the documents. Choose

the document type, document title and attach the document file which should not be more

than 50 MB and click upload. The uploaded document will be displayed. If you have

wrongly uploaded any document you can use the delete option and the delete it Then, you

may upload the correct document. Once all the documents are uploaded, click on Next

button.

1.9.11.Pay court fees:

For making payment of court fee you can make online payment or through Challan

payment and upload the challan details. After filing up payment details and clicking submit

button, then click on Next button.

1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ Litigant Affirmation.

Type the Name of the Applicant

● Type the mobile number of the Applicant

● Click on Send OTP button. Then, type the OTP received in the mobile number of

the applicant and then Click on Verify OTP button.

1.9.13. Advocate Identification and Verification:

After the e-verification of applicant, then Advocate identification also to be verified

accordingly.

● Type the name of the advocate

● Type the mobile number of the Advocate

● Click on the Send OTP button. Then, type the OTP received to your registered

mobile number and then Click on Verify OTP button.

After the verification of (i)the applicant and (ii) the Advocate, then Click on the

Next button

1.9.14 . View:

After filling up all the details, the filled up form details can

be viewed using the 'EXPAND ALL" option or click on + to

view the details against each category.

1.10. Final submit:

After checking all the details click the option "FINAL

SUBMIT"

1.11. Submitted for approval of e filing admin :

After final submit you will get the message that the e filing case number XXXX

submitted successfully for approval of e filing admin.

1.12.Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on Pending Acceptance

option in the dashboard. From the files in the "Pending Acceptance option", find

Then Click on the e Filing Acknowledgment button

Now, the e filing acknowledgment gets downloaded

automatically in PDF form as shown below.

1.13. Generate Case party details:

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

1.14. Logout:

Lastly, you can log out from the current session by going to the Home in the dashboard

and then click on the log out icon on the right side top of the screen.

1.15.Conclusion:

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

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