

## “Procedure for E-Filing of case”

### **E-filing steps:**

**Setp1: Sign In**

**Step 2: Redirected to E-filing page**

**Step 3: Prepare documents**

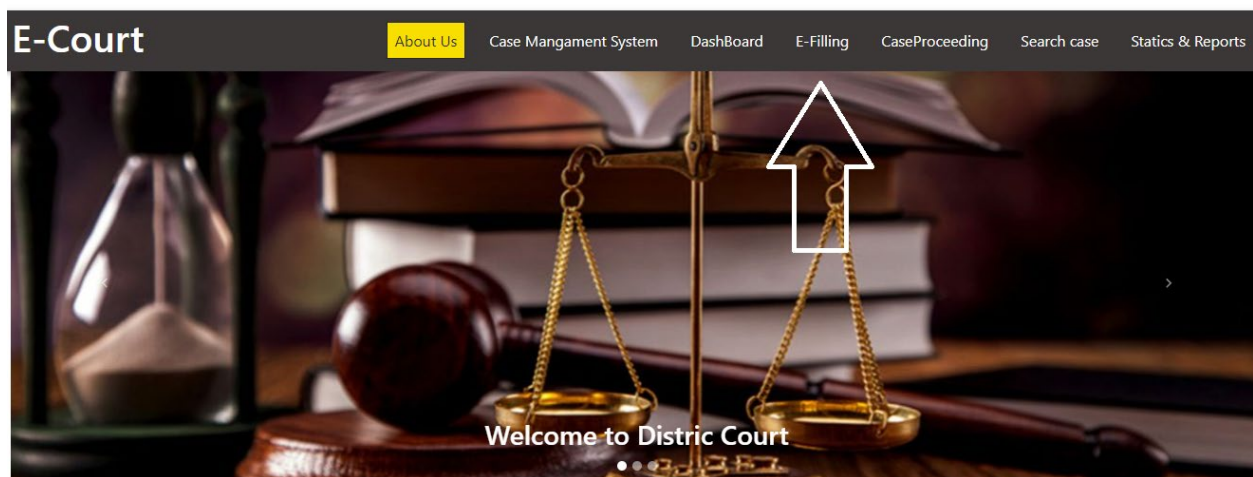
**Step 4: Upload plaint**

**Step 5: Upload any relevant documents**

**Step 6: Review and Submit**


### **Step 1: Sign In**

To E-file case lawyer must have sign in with the account details provided by their system (district) administrator



Click on E-Filling

A login page will appeared



Email

Password

Login

Fill the required fields

After successful login this will redirect to E-Filing page

## Step 2: Redirected to E-Filing page



Lawyer Name:

Party Name:

Upload Case:  No file chosen

Upload Docx:  No file chosen

Lawyer will enter his/her name

Then enter party name for which he is going to file online case

### Step 3: Prepare documents

Lawyer will have to prepare documents for the case in pdf form

PIFP

Name:

Address:

City, State, Zip:

Phone:

Email:

Self-Represented

### Step 3: Upload plaintiff

Lawyer have to upload plaintiff (case) which he has prepared for his case

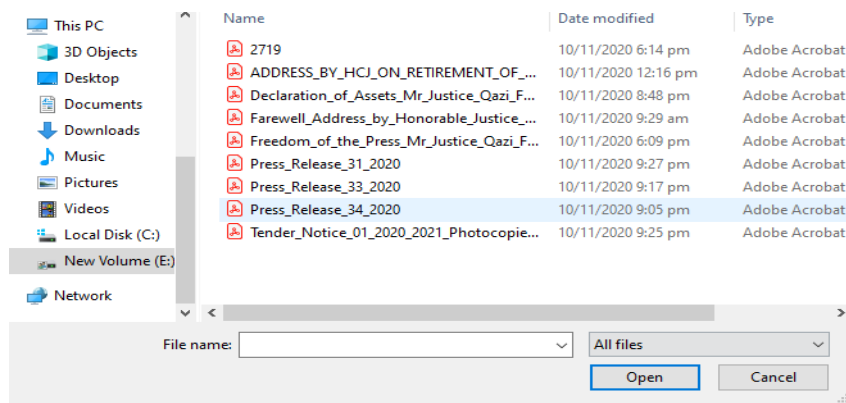
### Step 4: Upload any relevant documents

Lawyer have to upload documents which he has prepared for his case

Click on choose button

Select the pdf you want to upload

For this he has to browse in his system where he has prepared these documents



Party Name:

Upload Case:  No file chosen



Upload Docx:  No file chosen



## Step 5: Review and submit

Click on submit button



Lawyer Name:

Party Name:

Upload Case:  No file chosen

Upload Docx:  No file chosen

