

## “Procedure for E-Filling of case”

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

**Setp1: Sign In**

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

**Step 3: Prepare documents**

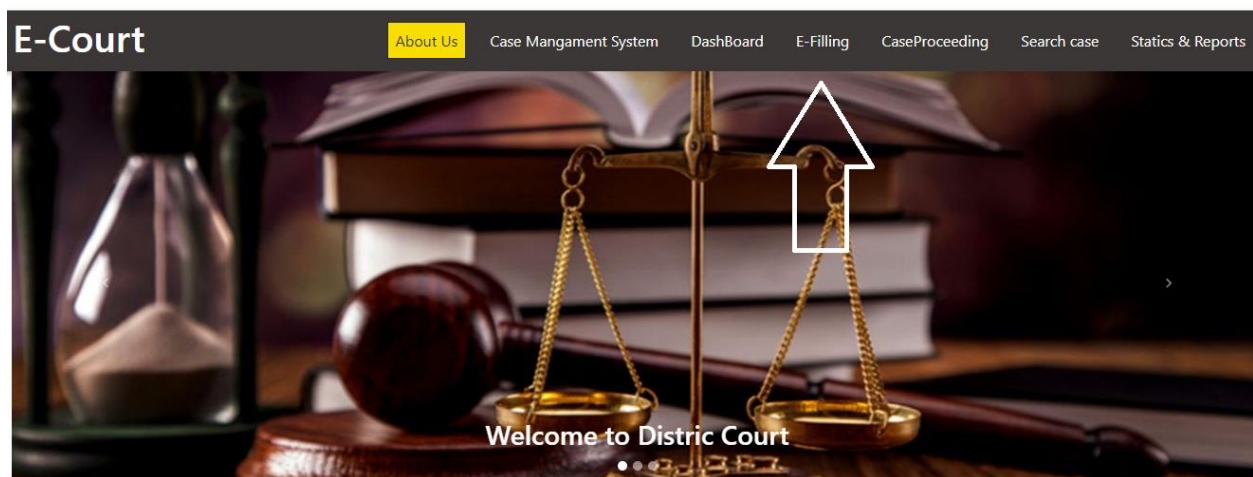
**Step 4: Upload plaint**

**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 address

Password

[SIGN IN](#)

Fill the required fields

After successful login this will redirect to E-Filing page

## Step 2: Redirected to E-Filing page



## E-Court

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Please fill the following fields to file online Case

Lawyer Name:

Party Name:

Case Type:

Tehsil:

Address:

Upload Plaint:  No file chosen

Upload Docx:  No file chosen

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Lawyer will enter his/her name

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

Select Case Type

Select Tehsil of Client

Enter Address of party

### 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 4: Upload plaint

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

Click on choose button

Select the pdf or zip you want to upload

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

The screenshot shows a web application interface for filing a case online. A Windows File Explorer window is open, displaying the contents of the Desktop. The file explorer shows a list of files and folders, including '\_Getintopc.com\_Bandicam\_4.5.3.1608\_M...', 'Baba Ashiq', 'FilecaseDocx', 'Updated\_ECOURT\_20MARCH', 'alyar', 'caseDocx', 'Documents - Shortcut', 'main', 'mainsub', and 'Plaint'. The 'Plaint' file is highlighted. In the background, the web application interface is visible, showing a form with fields for 'Name', 'Address', 'City, State, Zip', 'Phone', 'Email', and 'Self-Represented'. Below the form, there are two buttons: 'Choose Files' and 'Choose File'. The 'Choose Files' button is highlighted with a red arrow, and a text label 'Create case in pdf form and choose and upload' points to it. Below the buttons, there are two labels: 'Upload Plaint:' and 'Upload Docx:'. The 'Upload Plaint:' label is followed by a button labeled 'Choose Files' and the text 'No file chosen'. The 'Upload Docx:' label is followed by a button labeled 'Choose File' and the text 'No file chosen'. At the bottom of the interface, there is a red button labeled 'Submit' and a circular button with an upward arrow.

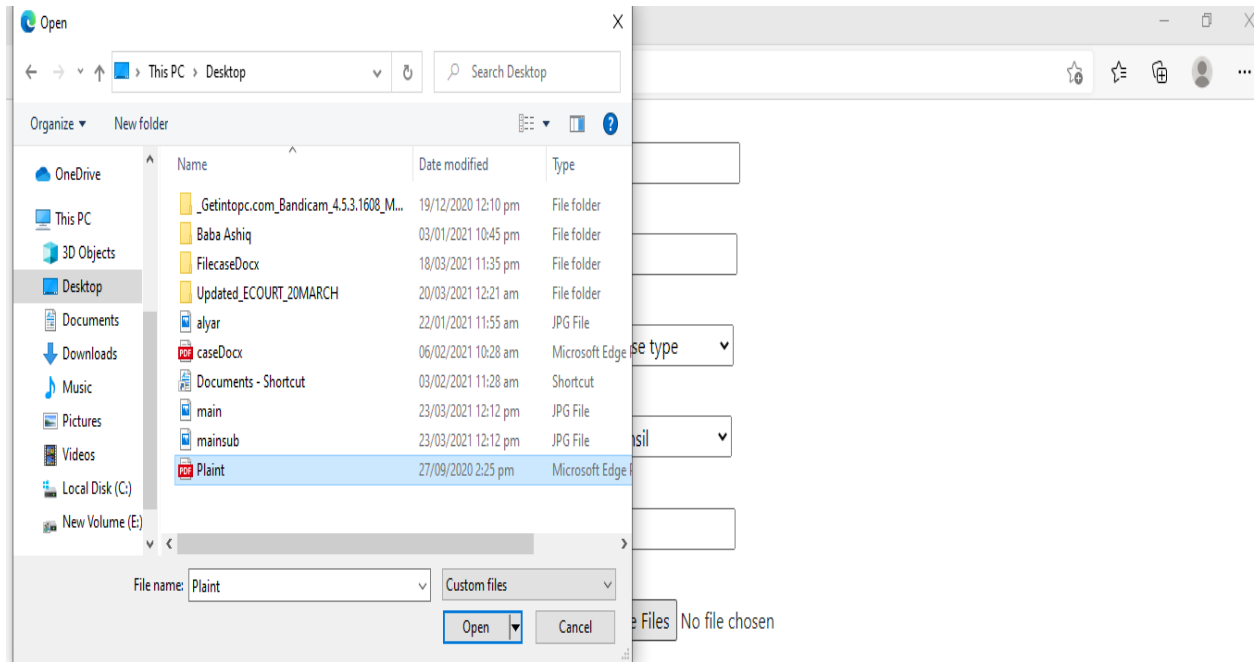
Name	Date modified	Type
_Getintopc.com_Bandicam_4.5.3.1608_M...	19/12/2020 12:10 pm	File folder
Baba Ashiq	03/01/2021 10:45 pm	File folder
FilecaseDocx	18/03/2021 11:35 pm	File folder
Updated_ECOURT_20MARCH	20/03/2021 12:21 am	File folder
alyar	22/01/2021 11:55 am	JPG File
caseDocx	06/02/2021 10:28 am	Microsoft Edge
Documents - Shortcut	03/02/2021 11:28 am	Shortcut
main	23/03/2021 12:12 pm	JPG File
mainsub	23/03/2021 12:12 pm	JPG File
Plaint	27/09/2020 2:25 pm	Microsoft Edge

Upload Plaint:  No file chosen

Upload Docx:  No file chosen

## Step 5: Upload Case Related Documents:

Lawyer will have to upload any case related documents. For this he has to prepare all thsses documents in pdf format



Upload Docx:

Choose File No file chosen




Choose case related documents in pdf format


Submit



## Step 6: Review and submit



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**Please fill the following fields to file online Case**

Lawyer Name:

Party Name:

Case Type:

Tehsil:

Address:

Upload Plaint:  No file chosen

Upload Docx:  No file chosen

Click on submit button after filling all the fields carefully

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