

# Refiling- efiled in the old portal

**How to refile the cases which were earlier efiled in the old portal?**

**Step 1** – Click on the ‘New’ tab and then use the “ Refile old e-filing cases”.



Below screen will appear where you are required to enter Diary number or registration number of the matter in which refiling is to be done.

A screenshot of the 'Refile Old Efiling Cases' search form. At the top, it says 'Case Search'. Below this, there are two radio buttons: 'Diary Number' (selected) and 'Registration No'. There are two input fields: 'Diary No. \*' with the placeholder 'DIARY NO.' and 'Diary Year \*' with the placeholder 'DIARY YEAR'. A blue 'SEARCH' button is located below the input fields.

**Step 2** – After clicking on the ‘Search’ button, the defects marked by the registry will appear as displayed in the screen below:

A screenshot of the 'Refile Old Efiling Cases' search results page. The search criteria are 'Diary No. \* : 20187' and 'Diary Year \* : 2022'. The 'SEARCH' button is visible. Below the search criteria, the following information is displayed: 'Diary No. : 20187 / 2022', 'Cause Title : PRABHAKAR DESHPANDE VS. UNION OF INDIA AND ANR', 'Registration No. :', and 'Status : PENDING'. A table titled 'ALL DEFECTS' is shown with the following data:

#	Defect Description	Prepare Dt.	Remove Dt.
1	Other	09-Jul-2022 17:49:54	0000-00-00 00:00:00
2	Other	09-Jul-2022 17:49:54	0000-00-00 00:00:00
3	8.1 Improper execution of Vakalatnama/Memo of Appearance.	09-Jul-2022 17:49:54	0000-00-00 00:00:00
4	Other	09-Jul-2022 17:49:54	0000-00-00 00:00:00
5	1.2. Deficit Court Fees - More court fee required Rs...	09-Jul-2022 17:50:17	0000-00-00 00:00:00

Below the table, there is a question: 'Is this the case of old e-filing which you want to Refile?' with two radio buttons: 'YES' (selected) and 'NO'. A green 'Submit' button is at the bottom.

Click on the ‘Submit’ button to proceed further.

**Step 3** – The next screen is ‘Upload document/ Index’ tab where you can upload the documents and index them. Give the pdf title name, then select the appropriate pdf file and click on upload.

Refile Old E-filing Cases

Active Done Optional Required

Refile Old e-filing case DRAFT-EO-SCIN01-25703-2023 eFiling History Back

Case Details Upload Document / Index Court Fee View

Upload Document(s)

Note : Fields marked in \* are mandatory

All documents, Interlocutory Applications, if any, other than main petition are to be uploaded using this feature.

Title \* : PDF TITLE

Browse PDF \* : No file selected

UPLOAD

Index

Note : Fields marked in \* are mandatory

For computation of court fees, please use the options below carefully for all documents, interim application(s), if any, uploaded.

PDF File \* : Select PDF File

Index Item \* : Select Index Item

Index Sub Item \* : Select Index Sub Item

ADD

#	Title	Uploaded On	Pages	Delete
1	TEST	16-09-2023 11:57:41	1	Delete

Showing 1 to 1 of 1 entries

NEW

**Step 4** - After uploading the file, indexing is also to be done. Select the pdf file from the drop down menus. Then select ‘index item’ and appropriate ‘index sub item’ from drop down menus as shown in the screen below:

Refile Old e-filing case DRAFT-EO-SCIN01-25703-2023 eFiling History Back

Case Details Upload Document / Index Court Fee View

Upload Document(s)

Note : Fields marked in \* are mandatory

All documents, Interlocutory Applications, if any, other than main petition are to be uploaded using this feature.

Title \* : PDF TITLE

Browse PDF \* : No file selected

UPLOAD

Index

Note : Fields marked in \* are mandatory

For computation of court fees, please use the options below carefully for all documents, interim application(s), if any, uploaded.

PDF File \* : Select PDF File

Index Item \* : Select PDF File

Index Sub Item \* : TEST

ADD

#	Title	Uploaded On	Pages	Delete
1	TEST	16-09-2023 11:57:41	1	Delete
2	TEST2	16-09-2023 12:00:44	12	Delete

Showing 1 to 2 of 2 entries

NEW

After indexing, click on the 'Add' button and then 'Next' button to proceed further as per below screen.

Upload Document(s)

Note : Fields marked in \* are mandatory

All documents, Interlocutory Applications, if any, other than main petition are to be uploaded using this feature.

Title \* :

Browse PDF \* :  No file selected.

Show  entries

Search:

#	Uploaded Document(s)	Uploaded On	Pages	Delete*
1	TEST2	16-09-2023 11:57:41	1	
2	TEST2	16-09-2023 12:00:44	12	

Showing 1 to 2 of 2 entries

Index

Note : Fields marked in \* are mandatory

For computation of court fees, please use the options below carefully for all documents, interim application(s), if any, uploaded.

PDF File \* :

Index Item \* :

Show  entries

Search:

#	Title	Action
1	AFFIDAVIT	
2	MISC. DOCUMENT/OTHER	

Showing 1 to 2 of 2 entries

Previous

Next

**Step 5** - Make payment as per rules clicking on the 'Pay' button.

Refile Old e-filing case

DRAFT-EO-SCIN01-25703-2023

eFiling History

Back

1 Case Details

2 Upload Document / Index

3 Court Fee

4 View

Pay eCourt Fee

Please note that No Printing charges are required to be paid

#	Court Fee Details	Amount ( ₹ )
1	AFFIDAVIT	₹ 20
2	MISC. DOCUMENT/OTHER	₹ 0

Note : Fields marked in \* are mandatory

Want to pay more Court Fee ( ₹ ) \*

0

Court Fee ( ₹ )  
(To Pay) \*

20

Total Court Fee : 20 + 0= ₹ 20

Court Fee Already paid: ₹ 0

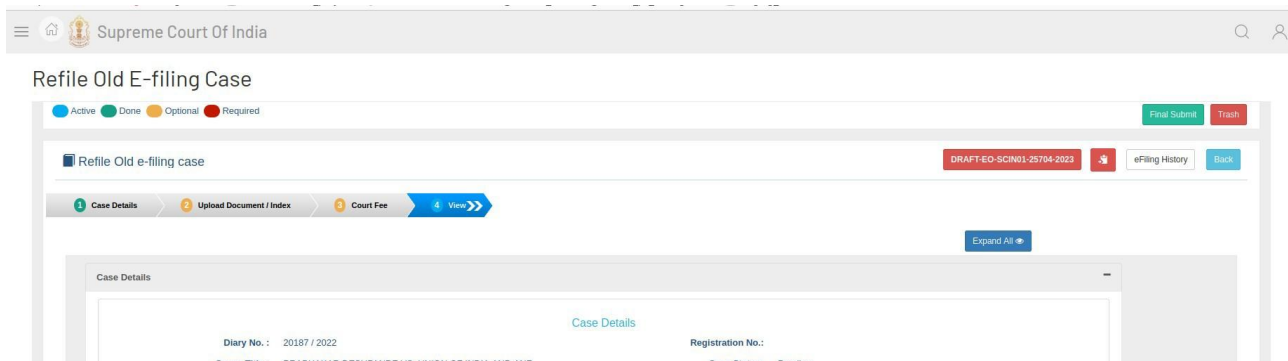
THE COURT FEE CALCULATED AND SHOWN IN THIS PAGE IS AT PER THE CASE TYPE, EARLIER COURT AND CASE CATEGORY. ANY DEFICIT COURT FEES DEFECT MAY BE RAISED AT THE SCRUTINY STAGE AND DEFICIT PAYMENT TO BE PAID ACCORDINGLY.

Previous

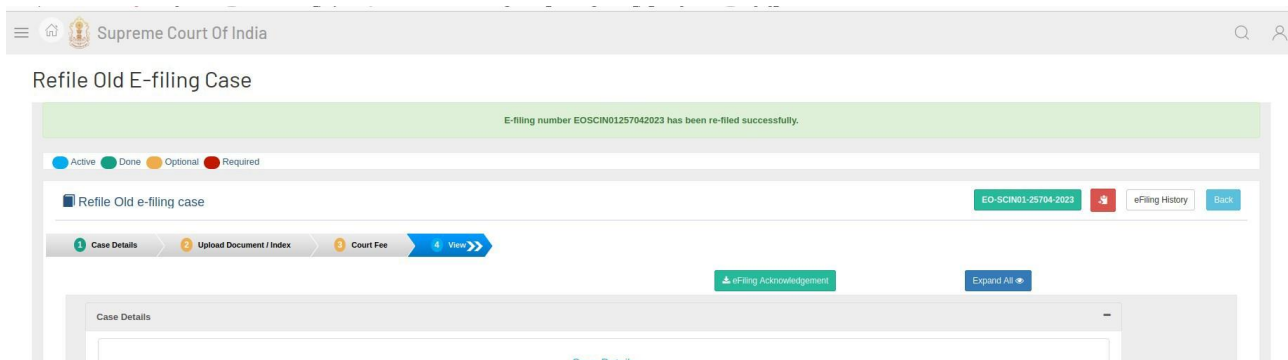
PAY

[illegible]

**Step 6** – After making payment you will be directed to the ‘View’ tab where you can view your documents uploaded and then click on the ‘Final Submit’ button appearing in green colour at the top right corner of the page as shown in the screen below:



On clicking the ‘Final Submit’ button a message will appear informing successful refiling in Efiling number as below:



\* \* \*