

e-Filing – User Manual

Supreme Court of India



E-FILING IN THE SUPREME COURT OF INDIA

USER MANUAL

FOR ADVOCATES-ON-RECORD AND
REGISTERED LITIGANTS

Supreme Court of India

<u>1. INTRODUCTION</u>	<u>5</u>
1.1 KEY PURPOSE	5
1.2 HARDWARE & SOFTWARE REQUIREMENTS FOR E-FILING	5
1.3 FORMAT REQUIREMENTS	6
1.4 SECURITY & MAKING PAYMENTS	7
1.5 USER RESPONSIBILITY	7
1.6 SUSPENSION OR TERMINATION OF USER ACCOUNT	8
1.7 DISCLAIMER	8
1.8 HELPDESK	8
<u>2 BEGIN USE OF E-FILING</u>	<u>8</u>
2.1 THE LOG IN SCREEN OF E-FILING	8
2.2 USER REGISTRATION	9
2.3 REGISTRATION AS AN ADVOCATE	9
2.4 REGISTRATION AS A PARTY-IN-PERSON (OFFLINE MODE)	10
2.5 VALIDATION OF OTP	12
2.6 FILL USER DATA	12
2.7 REGISTRATION AS A PARTY-IN-PERSON (PAPERLESS KYC)	14
2.8 LANDING ON THE DASHBOARD	15
2.9 FORGOT PASSWORD	17
<u>3 FILING A NEW CASE</u>	<u>19</u>
3.1 CLICK +NEW >> CASE	19
3.2 NEW CASE- E-FILING FORM-MAIN PETITIONER	21
3.3 SUBMIT EXTRA PARTY INFORMATION	25
3.4 LEGAL REPRESENTATIVES:	26
3.5 FILING FORM-ACT & SECTION TAB	28
3.6 EARLIER COURTS:	29

3.6.1	SUPREME COURT	30
3.6.2	HIGH COURTS	31
3.6.3	DISTRICT COURTS	34
3.7	UPLOAD DOCUMENTS:	39
3.8	INDEXING DOCUMENTS:	41
3.9	ONLINE PAYMENT OF COURT FEE AND OTHER CHARGES:	45
3.10	AFFIRMATION WITH DIGITAL SIGNATURE (ESIGN):	47
3.10.1	DIGITAL SIGNATURE MADE AVAILABLE WITH TWO CHOICES:	47
3.10.2	E-SIGN METHOD (AFFIRMATION):	47
3.10.3	E-SIGN OR DIGITAL SIGNATURE USING TOKEN (CONFIRMATION BY ADVOCATE):	48
3.11	PREVIEW	51
3.12	PRESS 'SUBMIT FOR E-FILING' BUTTON	53

4 HOW TO FILE A MISCELLANEOUS DOCUMENTS (DOCUMENTS OR REPLY OR REJOINDER OR COUNTER) **53**

4.1	CONFIRM CASE NUMBER TO FILE RESPONSE / MISC. DOCUMENTS	53
4.2	APPEARING FOR AND FILING FOR	55
4.3	UPLOADING THE MISC. DOCUMENT	57
4.4	INDEXING THE MISC. DOCUMENT	57
4.5	SUBMIT COURT FEES TO FILE MISC. DOCUMENT	59
4.6	SHARING OF E-FILED MISC. DOCUMENTS	59
4.7	E-SIGN THE DOCUMENT	62
4.8	PREVIEW	64

5 FILING IA

5.1	FILING IA (INTERLOCUTORY APPLICATIONS).(Fig.)	65
5.2	APPEARING FOR PARTIES AND FILING ON BEHALF OF PARTY:	66
5.3	UPLOADING AND INDEXING OF PDF FILES OF IA	67

5.4	ONLINE PAYMENT OF COURT FEES:	68
5.5	E-SIGN FACILITY	69
5.6	PREVIEW AND FINAL SUBMIT:	70
6	<u>MENTIONING</u>	<u>70</u>
10.	<u>CITATIONS</u>	<u>72</u>
7	<u>DASHBOARD</u>	<u>73</u>
7.1	ACCESSING DASHBOARD	73
7.2	RECENT DOCUMENTS BY ME	74
7.3	RECENT DOCUMENTS BY OTHERS	74
7.4	INCOMPLETE FILINGS	75
7.5	SCRUTINY STATUS	76
7.6	MY CASES TO BE LISTED SOON	77
7.7	MY CASES RECENTLY UPDATED	78
7.8	SUPPORT @ SCI	79
8	<u>CAUSE-LIST</u>	<u>80</u>
9	<u>MY CASES</u>	<u>83</u>

1. Introduction

1.1 Key Purpose

The Supreme Court of India has designed & set up the e-filing System which enables electronic filing of legal papers (“e-filing”). Using the e-filing, cases (both civil and criminal) can be filed before the Supreme Court of India. Introduction of this e-filing system is aimed at promoting paperless filing, processing & create time and cost saving efficiencies by adopting technological solutions to file cases before various courts in India.

This User Manual is for enabling the users to understand the step by step process involved in e-filing, to facilitate use of the e-filing system and offer support to users. The e-filing system can be used by any Advocate-on-record enrolled to practice in the Supreme Court of India or any litigant registered with this e-filing system. Before use of e-filing, a user is required to read the User manual carefully and abide by its terms and follow its step by step guidance.

1.2 Hardware & Software Requirements for E-Filing

A User must have a personal computer running a Linux or Windows or Macintosh, internet access, a web browser such as Mozilla Firefox or Google Chrome, Adobe Acrobat Reader 11 software and an OCR enabled scanner to scan documents for e-filing. The PDF Documents filed through the portal need to conform PDF/A standards. The user can upload grayscale PDF or colour PDF, provided he or she conforms the PDF/A or higher standards which include OCR enabled PDF documents. However, capturing image of documents and then converting them to PDF without OCR enablement does not meet required standards of PDF files expected to be received through e-filing. In such cases, e-Filing Admin shall have right to examine conformity of the uploaded document with desired standards for e-filing documents. Adobe Acrobat reader currently supports view, verification and digital signature recognition. This Acrobat reader is freely available for download and install through the public internet. There are many other pdf viewers and readers however the one which supports recognition and view of digital signatures is preferable. Many a times extensions of browser are used to view the PDF file, however as of now these extensions do not support recognition,

verification and view of digital signature. It is advisable that when the petitions are typed, they are converted to PDF for e-filing purpose, ensuring the standard requirement. However, certain documents which cannot be typed, such PDF documents can also be created by scanning hard copies of documents. However, it needs to be ensured that scanned documents are OCR equipped. Image PDF are not allowed to be uploaded, unless document to be scanned itself is an image. When paper documents are scanned, the resolution must be set to 300 dpi. Currently the maximum size a document can be uploaded is 50 MB.

1.3 Format requirements

The formatting requirements for any cases filed through the e-filing shall conform the existing practice and procedure followed in the Supreme Court of India. These requirements are already detailed in Supreme Court Rules and Supreme Court Practice and Procedure. The Supreme Court may issue circulars governing this subject, in the event of necessity.

It is recommended to file cases/documents using this facility in double space, Times New Roman, Bit stream charter, Arial, Calibri with font size 14 or more. The PDF file used in e-Filing should not use compressed fonts. PDF documents which contain foot notes, references, the font size should be minimum 10.

The e-Filing Portal in current situation supports e-filing cases/documents, mentioning of cases and submission of references and citations to be referred during oral submissions before the Court. However, the Court, where a case/document is e-filed, may require physical submission/filing of documents as well. Please note that at present e-filing does not support filing of audio/video clips as textual documents and only pdf format is supported by this software. Also, User should not submit encryption or password protected or image PDF files. The filings should not contain headers, footers or watermarks. Unless the document itself that is being filed, e.g. an annexure, has them. Before filing the documents, users shall ensure that any hidden text, such as markings, track changes or annotations from source documents have been removed before converting them to PDF. In cases involving lawyers with disabilities, the

Court may require the filing of documents in a format accessible to such lawyers. Updated browsers such as Google Chrome or Mozilla Firefox may be used by users to access and use the e-filing.

1.4 Security & Making Payments

The user account of every registered user is password-protected using encryption or other security features. Reasonable industry standard measures have been used to protect all information that is stored on our servers and within our database.

Provision is made to make online payment towards Court Fees and allied charges through Stock Holding Corporation. You can pay the Court fees by debit card, credit card or UPI or Net Banking through Atom Bank.

In order to pay any court fees through e-filing, using net banking/debit cards/credit cards/UPI, a SSL secure payment gateway has been integrated into the e-filing website to accept the payment of Court Fees in electronic form. Any financial details submitted by a user shall be in an encrypted form and not saved on the website's server but will be processed only by the SSL secure server of the payment gateway service. No Money orders/ Demand Drafts are accepted for payment of Court Fee in the e-filing facility.

1.5 User responsibility

It is the responsibility of a user to ensure that an e-filed document does not contain a virus or malware that disrupts an e-filing function or causes any other damage or loss to any party or the e-filing system. A user shall not post anything that is spam, abusive, harassing, defamatory or objectionable or illegal. It is the responsibility of a User to keep their Username and password confidential at all times and contact the Helpdesk of the e-filing facility in case of any suspicious activity using their account.

1.6 Suspension or Termination of User Account

If it is discovered or reported that any member is using e-filing to engage or indulge in any unlawful or illegal activity or has committed breach of any term of this User Manual, his/her membership will be suspended for inquiry/ terminated forthwith without any liability on providers of e-filing facility. Any illegal activity shall attract criminal and civil penalties.

1.7 Disclaimer

This service is provided on an 'as is basis' and provides no assurances of uninterrupted access, technical error free data or availability at all times. User agrees that neither the concerned Court nor Registry has any liability in case a user is unable to avail the e-filing service at any given point of time or case e-filed is rejected for non-compliance with e-filing rules or rules of concerned court where a case is e-filed.

1.8 Helpdesk

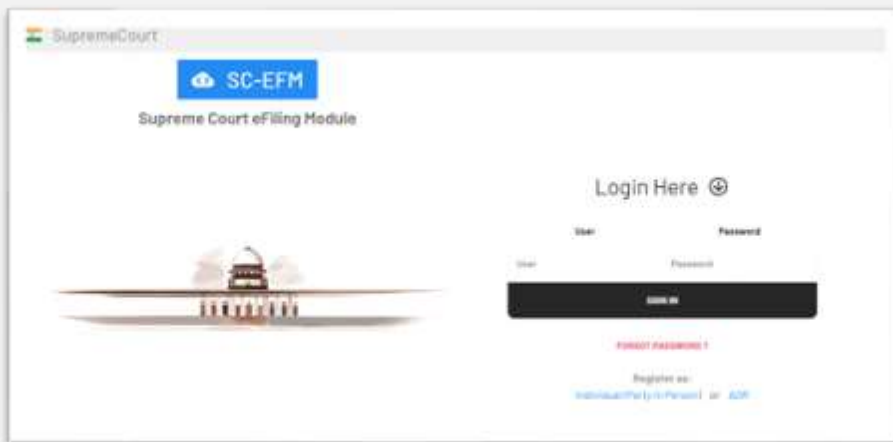
Technical assistance on e-filing is provided by the E-filing Resource center, where the staff is available to answer queries from 9am to 6pm IST on each business day. On the e-Filing portal there is chat facility made available through which assistance can be sought. This chat supports exchange of documents, incase required towards resolution of issues at user end. There shall be e-filing admin who can be contacted by email or phone or like mechanism.

2 Begin Use of E-Filing

2.1 The Log in screen of e-filing

In order to begin using the e-filing system for filing cases in high courts & district courts, type the address <https://registry.sci.gov.in/efiling> (For Example, in Google Chrome, Edge, Mozilla Firefox etc), the Home page of the said Website shall display a Login screen.

Fig. 1 below displays how the main page of the e-filing facility will appear to a User.



SC e-filing Fig 1 Log in Screen of e-filing

2.2 User Registration

Every Advocate-on-Record needs to register himself/herself with the Supreme Court by giving all the details required for creating e-filing account. On submitting such information, account of the advocate shall come into existence without any further efforts. However, party-in-persons will have to register by submitting online request. After verification of identity and satisfaction by the Supreme Court Registry, the party-in-person will be eligible to file cases/response wherein only such person is filing party or affiant.

2.3 Registration as an Advocate

Every Advocate-on-Record is already registered and given access to the erstwhile e-filing system of the Supreme Court, on the basis of the information supplied by Advocates-on-record. The very account details can be used to register on the current e-filing system. There is no need for the Advocate-on-record to re-register for the current e-filing system. If the earlier given details are incorrect or need correction in that event, the Advocate-on-Record shall rectify the information as per the practice and procedure, soon after such change, the concerned Advocate-on-Record will be able to access his/her e-filing account.

User who is already registered with the erstwhile e-filing facility (Registered AOR), such user shall first click **AOR** link and then enter his registered mobile number and registered mail ID (already supplied to the Supreme Court). If the mobile number and registered mail address is correct (matches with the record available in the Supreme Court) in that event, the concerned Advocate-on-Record shall receive OTP on his mobile through SMS and on through mail. The concerned AOR shall enter both the OTP, on verification, the AOR shall be eligible to make use of new Supreme Court NEAR-MI portal. On first access the AOR shall get an opportunity to on the password and log in to the e-filing system.

SC e-filing Fig 2 Registration for an Advocate

2.4 Registration as a Party-in-Person (Offline mode)

Incase a user is a **Party-in-person**, he is required to initiate process of registration by submitting below information as shown in Fig. 3 namely-

- Mobile Number
- E-mail id

Both the details are mandatory. After filling the mandatory details, user must fill the captcha code shown in the captcha box and then click 'Get OTP'. Two different OTPs gets generated and are sent to the registered mobile number and email address submitted at time of registration by the user. A User then needs to follow process given in Fig. 3.3. and 3.4 below to complete the registration process. A Petitioner in Person can only file cases when e-filing admin of the Supreme Courts accepts his request after verification and satisfaction of guidelines in force. After acceptance of request party-in-person, e-filing admin will enable his/her login.

The screenshot shows the NEAR (National E-filing and Advocate Repository) website interface. The header includes the NEAR logo and navigation links: HOME, FILING, SUPREME COURT, HIGH COURT, DISTRICT COURT, and LANGUAGE. The main content area is titled 'Instructions' and lists several points about the e-filing system. To the right, there is a 'Party in Person (Registration)' section with two radio buttons: 'Offline' (selected) and 'Paperless KFC'. Below these are input fields for 'Mobile' and 'Email ID', followed by a captcha image and a 'SEND OTP' button. At the bottom of the registration section, there are links for 'New User? Party in Person | ACR register', 'Forgot Password', and 'Login'. The footer of the page displays the copyright notice: '© 2018 eCommittee - Supreme Court of India'.

SC e-filing Fig 3 Registration form for unregistered party-in-person offline and off-line mode

Instructions

- ✓ e-filing login is only for registered lawyers and litigants.
- ✓ Registration requires verification and approval.
- ✓ Through e-filing you can file cases and upload documents, pleadings etc. in High Court as well as District Court.
- ✓ You can file IAs, documents, reply, written statement, etc.
- ✓ You can save your all cases and manage them effectively through well thought management suit for court copies.
- ✓ Any case across the country can be searched, saved and managed, whether e-filed or otherwise.
- ✓ You can start using this login for managing your court business, although e-filing is yet to start at the court where you practice.
- ✓ If you are a lawyer, complete your registration today itself and take charge of your eOffice inside your login.

NEAR National E-filing and Advocate Repository

Party in Person (Registration)

Offline ☐ Paperless KYC ☒

Want to download offline software ZIP file?

Choose Offline Aadhar Zip File (max size 5mb):

Share Code

Mobile

Email ID

3g2746 197746

New User? Party in Person | ACR register
Forgot Password | Login

© 2018 eCommittee, National Court of India

SC e-filing Fig 4 Registration form for unregistered party-in-person offline and paperless mode

2.5 Validation of OTP

Once the registration details requested from a User are submitted by a User, a new screen for validation of OTP is displayed. A User is required to type the OTP received on his registered mobile number and e-mail address and then click on 'Validate OTP' Button shown in Fig. 5 below.

2.6 Fill user data

After the OTP is validated, a new screen is displayed with a registration form where a User is required to fill following details to complete the Registration process as shown in Fig.6 below.

- Password (must contain 1 uppercase character, 1 lowercase character, 1 character, 1 number, 1 special character with minimum length of password at least 8 digit length)
- Confirm password
- First name
- Last name

- Other contact number
- Gender
- Date of Birth (DD/MM/YYYY)
- Address
- City
- State
- Pincode
- Photo (in Jpg format of size less than 50 KB). Files from User's system may be chosen and uploaded for photo by pressing Browse button.
- Identity proof (ID Type). Image of the ID Card can be uploaded (less than 50KB) using the Browse button to select the file from a User's system. All fields are mandatory except other contact number. User finally enters the captcha code given in box and is required to press the Register button to complete the Registration process.

The screenshot displays the NEAR (National E-filing and Administrative Registry) web portal. The header includes the NEAR logo and navigation links: HOME, ABOUT, SUPREME COURT, HIGH COURT, DISTRICT COURT, and LOGIN/LOGOUT. The main heading is 'Party in Person'. Below this, there is a green banner with the text 'After verification successful!'. The registration form contains the following fields and options:

- Name:** A text input field with the value 'SHRI JEEPRASAD'.
- Date of Birth:** A date picker showing '20/08/1975'.
- Gender:** A dropdown menu with 'MALE' selected.
- Address:** A text input field with the value 'For Data Scientist (Data Scientist)'. Below it is a 'Browse' button for uploading a photo.
- City:** A dropdown menu with 'Gurgaon' selected.
- State:** A dropdown menu with 'Haryana' selected.
- Pincode:** A text input field with the value '122001'.
- Other Contact Number:** A text input field with the value '9876543210'.
- Identity Proof:** A section with a 'Browse' button for uploading an ID card image.
- CAPTCHA:** A box containing a CAPTCHA code.
- Buttons:** 'Register' (green) and 'Cancel' (red) buttons at the bottom right of the form.

The footer of the page shows the copyright notice: '© 2015 NEAR. All rights reserved.'.

SC e-filing Fig 5 Registration form with user data

Once ID proof is uploaded, user will be redirected to login page informing that the Registration process is successfully completed. User information will be verified and after satisfaction of the Registry, User will be notified about login access by email and SMS.

2.7 Registration as a Party-in-Person (Paperless KYC)

User (party-in-person) can register using paperless KYC mode. User needs to first choose option of paperless KYC mode. Thereafter, registration screen changes.



SC e-filing Fig 6 Registration form with user data

The User is asked to click the link conspicuously shown on registration screen, which will redirect user to visit Aadhar site. On visiting Aadhar site, the user is asked to enter his Virtual Identity Number or UID (Aadhar Number), and captcha code. Thereafter, User receives OTP on registered mobile number. On entering OTP, the User is asked to enter one 4 digit password (most of the times user gets confused that he has not received any password and how the site is asking password. Sometimes, Users try to enter OTP one more time, received through SMS.) However, it needs to be remembered that, the User is required create one for digit password and he/she will have to remember that password. After download button is clicked, a zip file gets downloaded. This downloaded zip file contains, your identity information but it does not contain your UID or VID number. It contains your name, address

and other similar details. This zip file needs to be uploaded on registration screen. User can easily identify this link. Where it is specifically mentioned “Choose offline Aadhar zip file (max size 5mb). There is a button “Choose File” which on click asks user to locate recently downloaded zip file. On successful upload user needs to enter the four-digit password given to open this file. User also needs to enter his mobile number and email ID. On successful submission of this request, the user will receive OTP request on his mail ID and mobile. On verification of both the OTP received, all the information received in the zip file is accepted as correct information, which user is not allowed to change. In this process there is no need for the user to upload his photograph or proof of identity. The information provided in zip file by Aadhar Authority is accepted as proof of his identity. After subjective satisfaction of the Registry, User is communicated about acceptance of his registration. After that the User shall be able login and access this e-filing account.

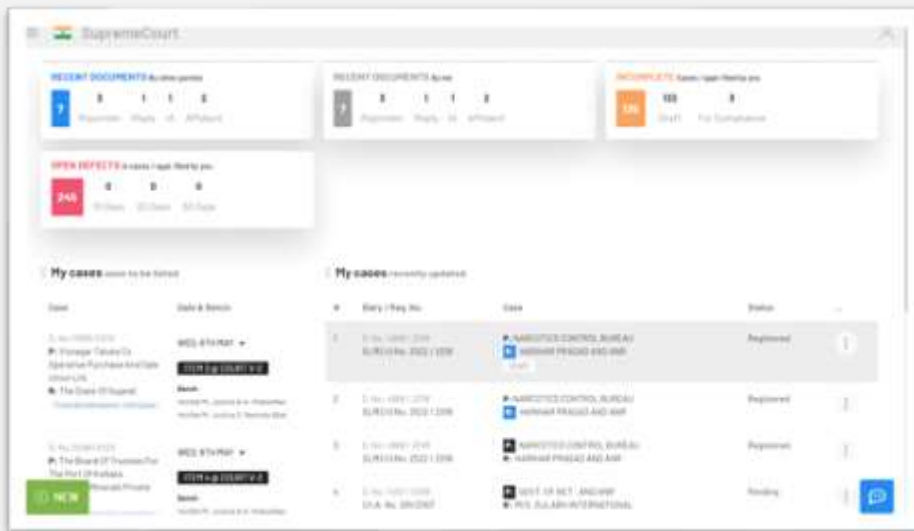
2.8 Landing on the Dashboard

Once a Registered User logs in from home page for e-filing (Fig. 8 & 9) , a **Dashboard** page appears displaying the following information :

- **Home:** - This is to return to the home page of e-Filing. Top left corner of the screen there is Home icon.
- **New Case:** - New Case button is provided on the left bottom of the screen. When user hovers mouse on this button it opens This allows e-filing of a new case, Interlocutory Application (IA for short), Reply or Misc. document, e-Mentioning, e-Refer.
- **Recent Updates (by other parties):** - This gives current status and alerts about Rejoinder, Reply, IA and affidavits filed by other parties wherein User is one of the parties to the case. There are counts of Rejoinder, Reply, IA and affidavits. Each figure (count) on click displays list with details. The filed documents can be seen on further click.
- **Recent Updates (by me):** - This gives current status and alerts about Rejoinder, Reply, IA and affidavits filed by the User. There are counts of Rejoinder, Reply, IA

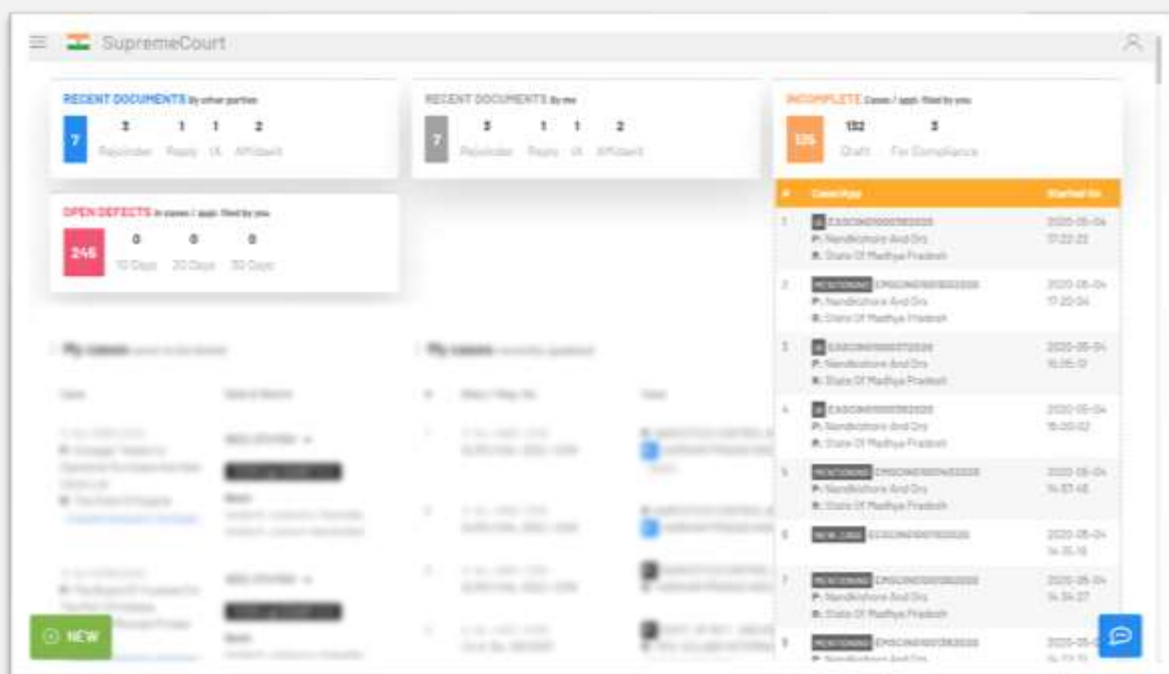
and affidavits. Each figure (count) on click displays list with details. The filed documents can be seen on further click through such list.

- **Incomplete:** - Many a times while filing cases or application or replies entire filing process is not completed. As such cases remain incomplete. User always needs such incomplete cases on finger tips to proceed ahead from the stage where he/she has left. Count of Draft and Compliance is shown on top of the page which on click displays the list. E-filing numbers can be further clicked to open the cases in filing module.
- **Open Defects:** - This gives information about defects and number of days left for curing the defects. This is a facility is in the nature of alert which prompts user to take action for curing the defects raised by the Registry. Each figure on click displays list of cases. Cases shown in the list can be further clicked for information and action.
- **Help:** - This is for user guidance.



SC e-filing Fig 7 Registered User e-filing Dashboard

Logout: - A user can sign out by clicking the 'Logout Button' which is provided on the top right corner of the screen at all times.




SC e-filing Fig 8 Registered User e-filing Dashboard-count on click displays list for further action.

2.9 Forgot Password

In case a registered user forgets his password, the same can be retrieved by clicking on 'Forgot password?' link provided on Login screen shown in Fig. 10 which is first screen that shows when a User accesses the website of e-filing system at https://registry.sci.gov.in/efiling_near clicking on **Forgot password** option opens a Forgot password screen shown in Fig. 11.

A User is required to fill the registered email id or registered mobile number and enter captcha code shown and press the 'Get OTP' option.

On pressing **Get OTP**, a new screen is displayed wherein a User is requested to Enter OTP number received by him on e-mail/mobile filled by user on the forgot password screen. User can then change his password and confirm the same by entering a new password in fields.

Login Here 

User Password

User Password

SIGN IN


[FORGOT PASSWORD ?](#)

Register as:
Individual (Party In Person) or AOR


SC e-filing Fig 9 Forgot password screen

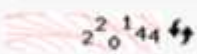
User then types the captcha code and presses ‘**Change Password**’ Option to complete the process of changing his password.

Forget Password

Mobile 

OR

Email ID 

 220144

SEND OTP

New User? Party In Person | AOR register
Forgot Password | Login

SC e-filing Fig 10 change password screen

3 Filing a New Case

In order to e-file a new case , click on ‘+New’ icon in the bottom left corner of the panel of the Dashboard screen (Fig. 8 above) and further select **Case** from the list .

(Note: The Dashboard screen appears as soon as a Registered User logs in his registered user id and Password for this e-filing system in the Home page of the website (Fig. 8 & 9).

3.1 Click +New >> Case

On clicking +New button and selecting the ‘**case**’ option from the drop-down list, a screen ‘**Case Details**’ will be displayed.

The screenshot displays the 'Register A Case' interface. At the top, there's a 'SupremeCourt' header with a menu icon and a user profile icon. Below the header, a 'NEW' button is visible. A progress bar indicates the steps: 1. Case Detail (active), 2. Petitioner, 3. Respondent, 4. Extra Party, 5. Legal Representative, 6. Ad Section, 7. Subordinate Court, 8. Upload Document, 9. Index, 10. Pay Court Fee, 11. Affidavit, and 12. View. The 'Case Detail' section contains several input fields: 'Cause Title Petitioner', 'Cause Title Respondent', 'Case Type' (dropdown), 'Special Case Type' (dropdown), 'Main Category' (dropdown), 'Sub-Category' (dropdown), 'Question of Law', 'Grounds', 'Interim Grounds', 'Main Prayer', and 'Interim Relief'. A 'SAVE' button is located at the bottom center of the form area.

SC e-filing Fig 11 New Case>Case Details screen for filing fresh case

A User is required to fill in the following fields:

Cause Title Petitioner: Here User needs to write the name of the first petitioner, if there are two petitioners then User may have to write "A B C and another" If there are many petitioners in that event User may have to enter "A B C and Others".

Cause Title Respondent: In case of respondents, same process needs to be followed as is described for petitioners hereinabove

Case Type: When User clicks the selection box of 'Case Type', a dropdown list appears and User may have to select an appropriate case type from the list shown. There is facility of search provided which searches within the entries listed in the dropdown list.

Special Case Type: If User is filing a Jail Petition or PUD (Prisoner under Detention) in that event he or she may have to select one of the provided special case types, otherwise allow 'none' appearing by default as it is.

Main Category: List of all main subject categories is already given on the official website of the Supreme Court; the very subject categories are listed in dropdown list when clicked on the selection box adjacent to field named 'Main Category'. User needs to ensure that selection of subject category is correct and proper.

Subject Category 1: This Subject Category 1 is second tier classification of subject categories and is a child of parent located below 'Main Category'. There are certain subject categories where second level classification is available. User needs to ensure that selection of 'Subject category 1' is made, if available, and further selection needs to be correct and proper, as per nature of the case at hand.

Questions of Law : User needs to write questions of law.

Grounds: Add Grounds one after another.

Interim Grounds: Add interim grounds one after another

Main Prayer: Add, one after another, all main prayers

Interim prayer: Add interim grounds one after another

Once User is done with entering information under this head, first click 'SAVE'. On click User receives success notification and 'NEXT' button becomes visible and the 'SAVE' button will change to UPDATE. If User changes any of the information in that event, he or she needs

to click UPDATE. In the event any error message is shown first read the error message, close the error by clicking cross button on the right bottom corner of the alert notification. (Fig. 11)

3.2 New Case- e-Filing Form-Main Petitioner

Filing Form – Main Petitioner - In Petitioner form (Fig.12) under Filing Form, the requisite details about the Main Petitioner (Petitioner who is first in order in the cause title of the parties consisting multiple petitioners) are required to be filled by a user. The field marked with red asterisk (*) are mandatory.

'Petitioner Is' - Mostly Petitioner will be a living natural person therefore by default 'petitioner is an Individual' is kept selected. However, if Petitioner is a State Government or the Central Government or Other Organizations, in that event User may have select appropriate choice.

Organization: What is organization? In legal terminology whenever any case is filed by any legal entity other than natural person e.g. Company, Bank, Government Department, University, Institution, Organization, Private or public company, corporation etc. in that case for e-filing purposes it can be said that person filing is an organization. Already there are prefilled entries in organization which can be searched by simply typing three or more letters of name of organization. After typing some text existing entries are shown. You can select the existing entries and proceed ahead. After searching name of the desired organization, if no matching results are found, then check 'NOT IN THE LIST' check box and enter details of organization which you wish to insert. Thereafter, User need to enter details of designation or capacity of the person while making representation of such organization. User can search the designation by typing certain initial three or more than three words. If the designation is found then select the same. If the designation is not existing, then select 'NOT IN THE LIST' and enter details as desired. The user should fill the requisite details in '**Petitioner**' tab and then click '**Save**' button.

Please ensure that while writing name of the petitioner full name is entered. It is always a good practice to enter email ID and mobile number of petitioners so that they start receiving eCourts services.

Relation: Many times, a User is confused as to what is relation and what does he suppose to fill in the field named “Relation*” and “Relative name”? In the Court Proceedings parties are often referred as ABC Son of PQR or ABC spouse of PQR and likewise. For this purpose, initially one has to select the relation of person whose name you are likely to write as father, mother, husband or wife etc. After selecting relation, one has to write name of the person as per relation selected.

Address*: While writing address it is always a good practice to mention house number, road, colony, Taluka, Town, Village or Ward etc in address field, whereas, details like State, District are mentioned in the fields specially reserved for such information. Particularly there is a provision to select an appropriate District or State from the drop-down list.

An **e-filing number gets generated** and displayed on screen on clicking 'Save' button and the user is taken to the next screen (Fig. 12) for filing in the details required for 'Respondent'

The screenshot displays the 'Register A Case' web application interface. At the top, there is a 'NEW' button in a green box. Below it, a legend indicates the status of fields: Active (blue dot), Done (green dot), Optional (yellow dot), and Required (red dot). The main heading is 'Case Filing Form', with a 'Back' button in a blue box. A progress bar shows the following steps: 1. Case Detail, 2. Petitioner (current step, highlighted in blue), 3. Respondent, 4. Extra Party, 5. Legal Representative, 6. Act Section, 7. Subordinate Court, 8. Upload Document, 9. Index, 10. Pay Court Fee, 11. Affirmation, and 12. View. The 'Petitioner Information' section contains the following fields: 'Petitioner is' (dropdown menu with 'Individual' selected), 'Petitioner Name' (text field with placeholder 'FIRST NAME MIDDLE NAME LAST NAME'), 'Relation' (dropdown menu with 'Select Relation'), 'Father/Spouse Name' (text field with placeholder 'NAME OF FATHER OR SPOUSE'), 'Date of Birth' (text field with placeholder 'DD/MM/YYYY'), 'Age' (text field with placeholder 'AGE'), 'Gender' (radio buttons for Male, Female, Other), 'Email' (text field with placeholder 'EMAIL'), 'Mobile' (text field with placeholder 'MOBILE'), 'Address' (text field with placeholder 'H NO, STREET NO, COLONY, LAND MARK'), 'City' (text field with placeholder 'CITY'), 'State' (dropdown menu with 'Select State'), 'District' (dropdown menu with 'Select District'), and 'Pin Code' (text field with placeholder 'PIN CODE'). At the bottom of the form are three buttons: 'Previous' (blue), 'SAVE' (green), and 'Next' (blue). A blue 'P' icon is visible in the bottom right corner.

SC e-filing Fig 12 New Case> Filing form -Petitioner

(Fig. 15). Pressing previous button takes a user back to petitioner tab and pressing next takes user to next page. A user can also fill in the details between various tabs in the Filing Form,

without click '**Save**' button, but all the data thus entered may get lost if the current session ends/expire, or any other option is selected by the user, hence, the best practice is to keep on saving data at regular intervals, to prevent data loss. A user can access other tabs, by clicking on their respective tabs, or by clicking '**Next**' to access the next option.

The screenshot displays the 'Register A Case' web application interface. At the top, there's a header with a 'NEW' button and a legend for field types: Active (blue), Done (green), Optional (yellow), and Required (red). Below this is the 'Case Filing Form' section with a 'Save' button. A progress bar shows steps: 1. Case Detail, 2. Petitioner (current), 3. Respondent, 4. Extra Party, 5. Legal Representative, 6. Appt Section, 7. Subordinate Court, 8. Upload Document, 9. Index, 10. Pay Court Fee, 11. Affirmation, 12. View. The 'Petitioner Information' section contains two columns of form fields. The left column has 'Petitioner Name' (dropdown: Other Organization), 'Department Name' (dropdown: ALLAHABAD BANK), and 'Post Name' (dropdown: Zonal Manager, with a list of options: Zonal Manager, Zonal Manager, Zonal Officer, Zonal Officer). The right column has 'Email', 'Mobile', 'Address', 'City', 'State' (dropdown: Select State), 'District' (dropdown: Select District), and 'Pin Code'. At the bottom are 'Previous', 'Save', and 'Next' buttons. A blue 'D' icon is in the bottom right corner.

SC e-filing Fig 13 New Case>Filing form –Other Organization

Register A Case

Active Done Optional Required

Case Filing Form [SC-COMPLAINTS](#) e-filing History [Back](#)

1 Case Detail 2 Petitioner 3 Respondent 4 Extra Party 5 Legal Representative 6 Act Section 7 Subordinate Court

8 Upload Document 9 Index 10 Pay Court Fee 11 Affirmation 12 View

Petitioner Information

Petitioner Is:

Petitioner Name:

Relation:

Father/Spouse Name:

Date of Birth:

Age:

Gender: ☒ Male ☐ Female ☐ Other

Email:

Mobile:

Address:

City:

State:

District:

Pin Code:

[Previous](#) [UPDATE](#) [Next](#)

SC e-filing Fig 14 New case>e-filing number generated

Register A Case

Active Done Optional Required

Case Filing Form [SC-COMPLAINTS](#) e-filing History [Back](#)

1 Case Detail 2 Petitioner 3 Respondent 4 Extra Party 5 Legal Representative 6 Act Section 7 Subordinate Court

8 Upload Document 9 Index 10 Pay Court Fee 11 Affirmation 12 View

Respondent Information

Respondent Is:

Respondent Name:

Relation:

Father/Spouse Name:

Date of Birth:

Age:

Gender: ☒ Male ☐ Female ☐ Other

Email:

Mobile:

Address:

City:

State:

District:

Pin Code:

[Previous](#) [UPDATE](#) [Next](#)

SC e-filing Fig 15 New Case> Filing Form>Respondent details

3.3 Submit Extra Party information

It is possible that the case which a User is filing a case may consist more than one petitioner and/or more than one respondent. It mandatory that all the parties involved in the case are entered while e-filing any case. All such parties which are other than First Petitioner (Main/lead Petitioner or Main/Lead Respondent) are called Extra Parties.

Therefore, while entering names of extra parties, it is necessary to ascertain whether the extra parties belong to petitioner side or respondent side. That is provided under Extra Party Side. There are two options "**Petitioner Extra Parties**" and "**Respondent Extra Parties**".

Please ensure that while writing name of the respondent full name is entered. It always a good practice to enter email ID and mobile number of respondents only and only when you know them and also sure that it is correct. If you are not sure or do not know, you can keep mobile mail address fields for the respondents. Providing incorrect details of mail and mobile number of respondents may invite problems.

Relation: Already Relation field is described while elaborating petitioner and respondent tabs. The same guidelines are to be followed for this identical data field.

Address*: Already Address field is described hereinabove while elaborating petitioner and respondent tabs. The same guidelines are to be followed for this identical data field.

Once you are done entering information under this head First Click SAVE and then you can enter next extra party to be entered. The same procedure needs to be continued till all the extra parties for petitioner side and respondent side are complete. Once entering extra parties is complete User can click NEXT or PREVIOUS. If User forgets to click save, the entered data will not saved with your case.

Case Filing Form SC-SM01-00107-2019 eFiling History NEW

1 Case Detail 2 Petitioner 3 Respondent 4 Extra Party >> 5 Legal Representative 6 Act Section 7 Subordinate Court

8 Upload Document 9 Notes 10 Pay Court Fee 11 Affirmation 12 View

Extra Party Information

Extra Party Side: Respondent Extra Party

Party vs: Other Organisation

Department Name: ALLAHABAD BANK

Post Name: REGIONAL MANAGER

Email: AHB@YAHOO.CO.IN

Mobile: 9470000000

Address: NAME AND STREET ARE TO BE MENTIONED

City: DHULE

State: MAHARASHTRA

District: DHULE

Pin Code: 437001

Previous SAVE Next

Show: 10 entries Search:

Type	Party Name	Age / D.O.B	Contact	Address	Action
------	------------	-------------	---------	---------	--------

SC e-filing Fig 16 New Case >Fill form>Extra

3.4 Legal Representatives:

Active Done Upcoming Incomplete Train

Case Filing Form SC-SM01-00107-2019 eFiling History Book

1 Case Detail 2 Petitioner 3 Respondent 4 Extra Party 5 Legal Representative >> 6 Act Section 7 Subordinate Court

8 Upload Document 9 Notes 10 Pay Court Fee 11 Affirmation 12 View

Legal Representative Information

Legal Representative As: Petitioner

Legal Representative Of: Select Party

Party Is: Select Party

Party Name: VISHAL JOSHI (MP)
SANDEEP JOSHI (EP)

Relation: Select Relation

Father/Spouse Name: NAME OF FATHER OR HUSBAND

Date of Birth: DDMMYYYY

Age: AGE

Gender: ☐ Male ☐ Female ☐ Other

Email: EMAIL

Mobile: MOBILE

Address: ROAD, STREET NO, COLONY, LAND NAME

City: CITY

State: Select State

District: Select District

Pin Code: PINCODE

It quite frequently happens that in the cause title of the Judgement of the High Court or District Court, names of the parties who died during the pendency of proceedings are mentioned as dead or their names are stuck through. As the cause title should match with that of the impugned judgement or order, therefore, it may be necessary to mention similar cause title while filing Special Leave Petition or Appeal or Writ or as may be the case. The facility of Legal Representative is especially provided on the e-filing portal for such type of cases.

First User needs to select whether Legal representative to be entered is from petitioner side or respondent side. This is provided in '**Legal Representative as**' field on this page. The moment User selects Petitioner or Respondent, the system asks User to choose out of the listed petitioner or listed respondent whose representative is to be brought on record. In the field '**Legal Representative of**' on click it shows names of the parties, showing main party as (MP) and Extra party as (EP) along with their names. If you have already entered some legal representatives, it also shows names of such Legal Representatives along with other parties.

Please ensure that the User follows the very guidelines given above for filling in data Petitioner or Responder while filling in data of Legal Representative of Petitioner or Respondent.

Relation*: Already Relation field is described while elaborating petitioner and respondent tabs. The same guidelines are to be followed for this identical data field.

Address*: Already Address field is described hereinabove while elaborating petitioner and respondent tabs. The same guidelines are to be followed for this identical data field.

By this process User can enter information relating Legal Representative. Take an example that A is Grandfather, B is father and C is son. During pendency of a case, A died, B died and name of C is brought on record as Legal Representative. In that case First name of B needs to be entered as Legal Representative of A. Thereafter follow the same process, name of B will be seen listed in the party names. Now name of C can be entered by the same process by selecting C as representative of B whose name can be selected after his successful entry as L.R. of A.

After each entry of Legal Representative User needs to ensure that first he click **‘SAVE’**. For entering information of another Legal Representative follow the same process again after you click SAVE. When entry of all the Legal Representatives is complete in all respects, click NEXT to move on to tab of information of **‘ACT-SECTION’**

3.5 Filing Form-Act & Section Tab

After adding **'Legal Representative'** information, if any, the **'Act-Section'** screen will open. While e-Filing any case entering information of relevant Acts and Sections is very essential. User needs to keep in mind that entering information of Acts and Sections is not formality but it will help Advocates-on-record to search references on the basis of these Acts and Section. While drafting new case, if User remembers that he or she had filed similar case wherein the very provisions of Law were involved and if the information is not entered while filing the case, User will not be able to search such similar cases. On the contrary, if the information with multiple Acts and Sections is entered, the management tools provided in the e-Filing portal will definitely assist in managing your business effectively. Therefore, User shall always keep in mind to enter all relevant Acts and Sections while filing a case. If any Act is not available then you can request such entry to be included in the list already exists. When User clicks on selection box adjacent to Acts, a dropdown list with search facility is opened. User can type any key words and relevant Acts matching entered text string will be shown in the list. On the basis of filtered results, User can select desired Act. After Act selection is done, User needs to enter section, sub section or sub-sub sections. User needs to keep in mind that for multiple sections you can add one section after another keeping the selected Act entry as

it is. Please do not try to enter all sections in one go. As User goes on adding the Acts Sections the information will be reflected at the bottom of the screen After saving the Act Section information, click NEXT to move to 'EARLIER COURTS' information tab.

#	Title	Index	Action
1	Banking Companies (Acquisition and Transfer of Undertakings) Act (1970)	35(1)(A)(i)	

SC e-filing Fig 18 New case>Act-Section screen

You will notice that at the bottom of the screen the entries made are saved and available for view. You can always edit or delete the entries already made.

3.6 Earlier Courts:

Keeping aside Writ Petitions and Suits, most of the cases filed in the Supreme Court are against final or interim orders passed by the High Courts or Tribunals or other Courts.

Some of the cases travel from lowest Court to Supreme Court, the highest Court of the Country. In this journey various Courts at various level pass different judgements or orders

viz. Judgement of Trial Court, Judgement of First Appellate Court, Judgement of Second Appellate Court etc.

Whereas, while filing review petitions, curative petitions in the Supreme Court reference to judgements and order passed by Supreme Court is necessary.

Reference to the cases in which orders are passed are fetched electronically wherever arrangement exists. Fetching of case details and reference to the orders and judgements with relevant meta data is handled with the help of Information Technology. Here technology acts as virtual bridge between two Courts in the hierarchy.

The system will work in two conditions there is connectivity and data in the Court from where it needs to be fetched is updated from time to time. This facility directly fetches details of from the concerned Court cloud server and links to the cases being filed in the Supreme Court.

User will notice three options viz. Supreme Court, High Court and District Court on the top of the screen. User needs to select appropriate Court. In most of the cases it is High Court or Supreme Court.

3.6.1 Supreme Court

If the user desires to file Review Petition or Curative Petition, in that case he will have to give reference of the case and order details which is sought to be reviewed or against which curative petition is intended to be filed. The User will have first select Supreme Court radio button. Thereafter, User will have to select desired case type, and enter case number and year or Diary Number and year. When User clicks search, details are fetched. If the case is finally disposed in that case, impugned order Type would be shown **final** along with date of disposal of the case in the '**Impugned Order Date**'. User may select '**Impugned Order Type**' and change the same to '**Interim**'. After selecting order type as interim, if the Impugned order Date will show list of interim orders passed in the recent past. User can select the desired order or most close matching interim order. User can change date of interim order, if he/she has reason to do so.

SC e-filing Fig 19-New case>Earlier Courts>>Supreme Court

If the user gives input for search and no results are fetched and if User is convinced about the nature and date of the order, the User can manually enter desired data in the fields shown in Fig 19.

3.6.2 High Courts

In most the cases orders passed by the High Court are carried in the Supreme Court. In such cases, it becomes necessary for the User to give reference to the case in which he is impugning the order of the High Court along with order details. There are two ways to search cases of the High Court. First to search any case by **CNR** Number. CNR number is like PNR number given to passengers in while travelling through railway. It is unique across the country. It is called Case Number Record. If User possesses CNR number in that event he/she need not select High Court, there is no need to select Case Type, no need to give details of Case Number and Case Year. Therefore, CNR Number is the easiest way to fetch details of desired case from High Courts

Subordinate Courts

Select Court: ☐ Supreme Court ☒ High Court ☐ District Court

CNR: You may choose to enter CNR or search case using form below

High Court: Bench: Case Type:

Case No.: Year:

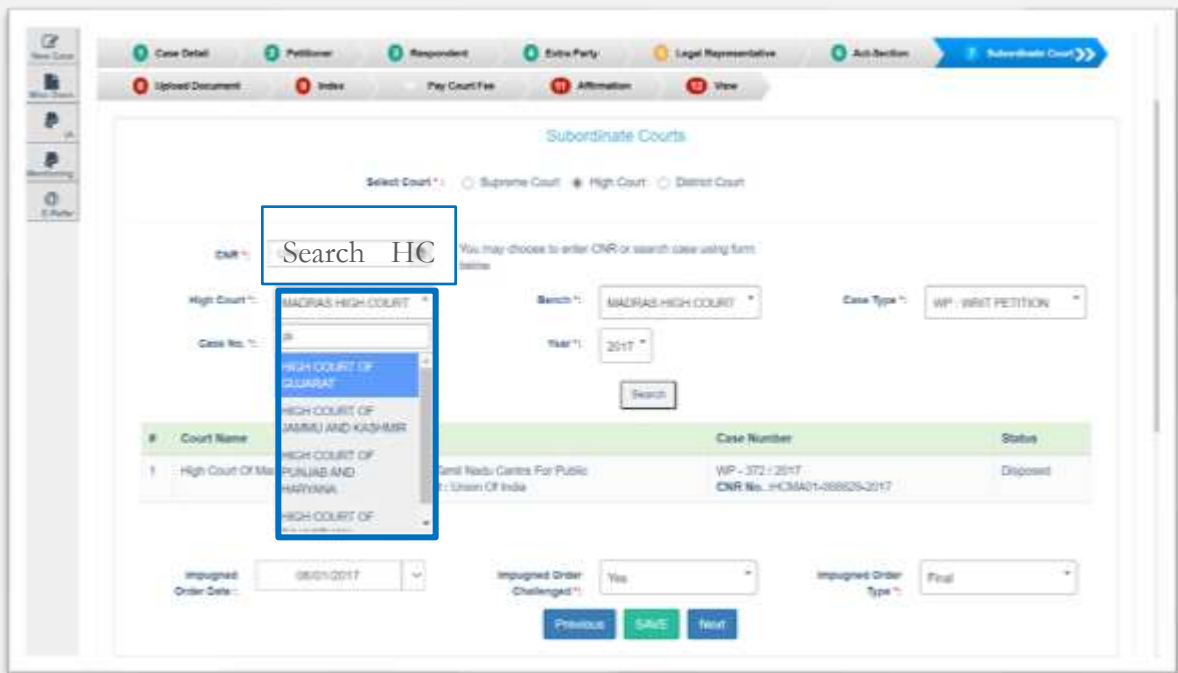
#	Court Name	Parties	Case Number	Status
1	JAMBU AND KASHIER	Petitioner Respondent	30/10/2019 I-COPY OF ORDERS 18/12/2019 I-COPY OF ORDERS 06/03/2020 F-COPY OF JUDGEMENT	AND K FILE - 11 / 2019 CNR No. JHHC02-002581-2019 Disposed

Impugned Order Date: Impugned Order Type:

SC e-filing Fig 20 New case> Earlier Courts>>High Court CNR Number search

As shown in the Fig. 20, the case is finally disposed, but the User intends to impugn interim order. Therefore, first the User has to change default '**Impugned Order Type**' from Final to Interim. Immediately change can be seen in '**Impugned Order Date**'. As shown in the Figure, three different options of interim order are shown available and User will have to make choice as to which interim order he intends to challenge before the Court. Once that selection is made, the User will have to save these details.

If the User does not know CNR number in that case he/she can choose option of search by Registration Number i.e. by selecting Case Type and entering Case Number and Case year. If the User chooses to go by Registration Number, in that case User will have to first select appropriate '**High Court**', (Fig. 21) then User will have to select appropriate '**Bench**' of the selected High Court. After selecting desired High Court and its bench, now User will have to select appropriate '**Case Type**', enter '**Case Number**' and '**Year**' (Fig 22). After entering desired details, if the User clicks '**Search**' and search results will fetch details of Case, names of parties, CNR Number, case status (pending/disposed) and order details (Fig. 23)



Subordinate Courts

Select Court * : ☐ Supreme Court ☒ High Court ☐ District Court

CNR : Search HC

You may choose to enter CNR or search case using form below

High Court : MADRAS HIGH COURT

Case No. : 372

Search : MADRAS HIGH COURT

Year : 2017

Case Type : WP - WRIT PETITION

Search

#	Court Name	Parties	Case Number	Status
1	High Court Of Madras	Petitioner : Tamil Nadu Centre For Public Respondent : Union Of India	WP - 372 / 2017 CNR No. : HCMA014288205-2017	Disposed

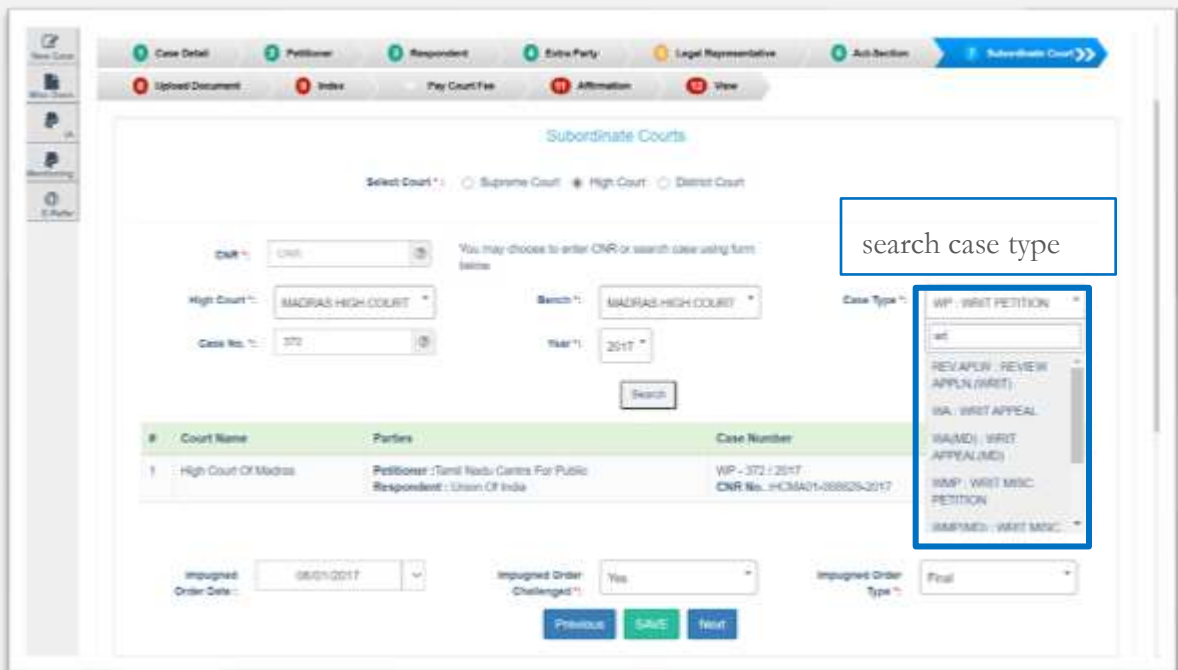
Impugned Order Date : 06/01/2017

Impugned Order Challenged : Yes

Impugned Order Type : Final

Previous Save Next

SC e-filing Fig 21 New case>Earlier Courts>Search by Case Number>> Select High Court



Subordinate Courts

Select Court * : ☐ Supreme Court ☒ High Court ☐ District Court

CNR : CNR

You may choose to enter CNR or search case using form below

High Court : MADRAS HIGH COURT

Case No. : 372

Search : MADRAS HIGH COURT

Year : 2017

Case Type : WP - WRIT PETITION

Search

#	Court Name	Parties	Case Number
1	High Court Of Madras	Petitioner : Tamil Nadu Centre For Public Respondent : Union Of India	WP - 372 / 2017 CNR No. : HCMA014288205-2017

Impugned Order Date : 06/01/2017

Impugned Order Challenged : Yes

Impugned Order Type : Final

Previous Save Next

SC e-filing Fig 22 New case>Earlier Courts>Search by Case Number>> Select Case Type

In the search results, case fetched from High Court System can be pending or disposed. If the case is '**pending**', by default the most recent interim order along with date will be shown, if one exists. If the case is '**disposed**', date of disposal is shown indicating that it is final order. Take an illustration that case details fetched shows that the case is disposed, however user wishes to impugn final order as well as interim order. The User will first fetch the case details, it will be shown that the case is disposed along with date of disposal. This information will be saved first. Again, the same case will be searched again, now click on '**Impugned Order Type**' and change from '**Final**' to '**Interim**' select appropriate date of impugned order. User can change date of impugned order, if there is a reason to believe that the date of order mentioned on the system of High Court is incorrect.

3.6.3 District Courts

There are instances where not only High Court case details but District Court details are required. Second Appeal, Sessions Cases, Motor Accident Claims, Family Court Disputes, Land acquisition cases are some the examples where District Court or Trial Court details are required. It is necessary for the User to mention these case details wherever there is reference to case pending or disposed before Trial Court.

Subordinate Courts

Select Court: ☐ Supreme Court ☒ High Court ☐ District Court

CNR: You may choose to enter CNR or search case using form below

High Court: Bench: Case Type:

Case No.: Year:

#	Court Name	Parties	Case Number	Status
1	High Court Of Madras	Petitioner : Tamil Nadu Centre For Public Respondent : Union Of India	WP - 372 / 2017 CNR No. SHCMA01-068829-2017	Disposed

RESULTS FETCHED AFTER SEARCH

Imagined Order Date: Imagined Order Challenged: Imagined Order Type:

Fig. 25-New case>Earlier Courts>Search by Case Number>> Search results.

As already said, User needs to select District Court. There two options to search District Court Database. The most preferred choice is CNR Number search. If User knows CNR Number, it is not necessary for the user to select State, District, Court Establishment, Case Type and enter Case Number and Year. User can simply enter CNR Number and fetch details. Thus, CNR Number is the easiest and time saving mode to fetch case details from District and Taluka Courts of the Country. All the Courts which are connected with National Judicial Data Grid (NJDG) are available for fetching data.

If the User does not know CNR number in that case, User will have to first select appropriate 'State', then User will have to select appropriate 'District and Court Establishment' of the selected District. After this, User will have to select appropriate 'Case Type', enter 'Case Number' and 'Year'. After entering desired details, if the User clicks 'Search', it will fetch details of Case, names of parties, CNR Number, case status (pending/disposed) and order details. In the search results, case fetched from District Court System can be pending or disposed. If the case is 'pending', by default the most recent interim order along with date

will be shown, if one exists. If the case is '**disposed**', date of disposal is shown indicating that it is final order.

The screenshot displays the 'Subordinate Courts' search page. At the top, there are navigation tabs for Case Detail, Petitioner, Respondent, Extra Party, Legal Representative, Act Section, and Subordinate Court. Below these are tabs for Upload Document, Inlets, Pay Court Fee, Affirmation, and View. The main section is titled 'Subordinate Courts' and features a 'Select Court' dropdown menu with options for Supreme Court, High Court, and District Court. A blue arrow points to the 'District Court' option. Below the dropdown are input fields for CNR, State, District, Establishment, Case Type, Case No., and Year. A 'Search' button is located below these fields. The search results table shows one entry for 'J CIVIL COURT JUNIOR DIVISION AMBAJOGAL' with a status of 'Pending'. At the bottom, there are fields for 'Impugned Order Date', 'Impugned Order Challenged', and 'Impugned Order Type'.

SC e-filing Fig 23 New case> Earlier Courts>>District Court>>Search by CNR Number.

Take an illustration that case details fetched shows that the case is disposed, however user wishes to impugn final order as well as interim order. The User will first fetch the case details, it will be shown that the case is disposed along with date of disposal. This information will be saved first. Again, the same case will be searched again, now click on '**Impugned Order Type**' and change from '**Final**' to '**Interim**' select appropriate date of impugned order. User can change date of impugned order, if there is a reason to believe that the date of order mentioned on the system of District Court is incorrect.

Hereinbelow is Figures show step by step procedure to fetch impugned order details from earlier Courts.

Subordinate Courts

Select Court * ☐ Supreme Court ☐ High Court ☒ District Court

CNR * You may choose to enter CNR or search case using form below

State * District * Establishment *

Case Type * Case No. * Year *

Impugned Order Date: Impugned Order Challenged * Impugned Order Type *

Show 10 entries

#	Case Details	Cause Title	Decision Date	Action
1	CNR No. : GANDHI-219476-2012 Case Type : PL Filing No. : 1 / 2012	USAL RAJ VS. THE STATE OF ASSAM AND ORS	2012-02-08	Delete

SC e-filing Fig 24 New case>Earlier Courts>>District Court>>Search by Case Number>>State.

Subordinate Courts

Select Court * ☐ Supreme Court ☐ High Court ☒ District Court

CNR * You may choose to enter CNR or search case using form below

State * District * Establishment *

Case Type * Case No. * Year *

Impugned Order Date: Impugned Order Challenged * Impugned Order Type *

Show 10 entries

#	Case Details	Cause Title	Decision Date	Action
1	CNR No. : GANDHI-219476-2012 Case Type : PL Filing No. : 1 / 2012	USAL RAJ VS. THE STATE OF ASSAM AND ORS	2012-02-08	Delete

SC e-filing Fig 25 New case>Earlier Courts>>District Court>>Search by Case No.>>District

Subordinate Courts

Select Court: ☐ Supreme Court ☐ High Court ☒ District Court

CNR: You may choose to enter CNR or search case using form below

State: MAHARASHTRA District: AURANGABAD Establishment: DISTRICT AND SESSI...

Case Type: **SESSIONS CASE** Case No.: 34 Year: 2019

Impugned Order Date: Impugned Order Challenged: Yes Impugned Order Type: Final

Previous Next Search

#	Case Details	Cause Title	Decision Date	Action
1	CNR No. : GAH001-018476-2012 Case Type : PL Filing No. : 1 / 2012	UJAJI RAI VS. THE STATE OF ASSAM AND ORS	2012-02-06	Delete

SC e-filing Fig 26 New case>Subordinate Courts>>District Court>>Search by Case No.>>Case Type

Subordinate Courts

Select Court: ☐ Supreme Court ☐ High Court ☒ District Court

CNR: You may choose to enter CNR or search case using form below

State: MAHARASHTRA District: AURANGABAD Establishment: DISTRICT AND SESSI...

Case Type: SESSIONS CASE Case No.: 34 Year: 2019

Impugned Order Date: Impugned Order Challenged: Yes Impugned Order Type: Final

Previous Next Search

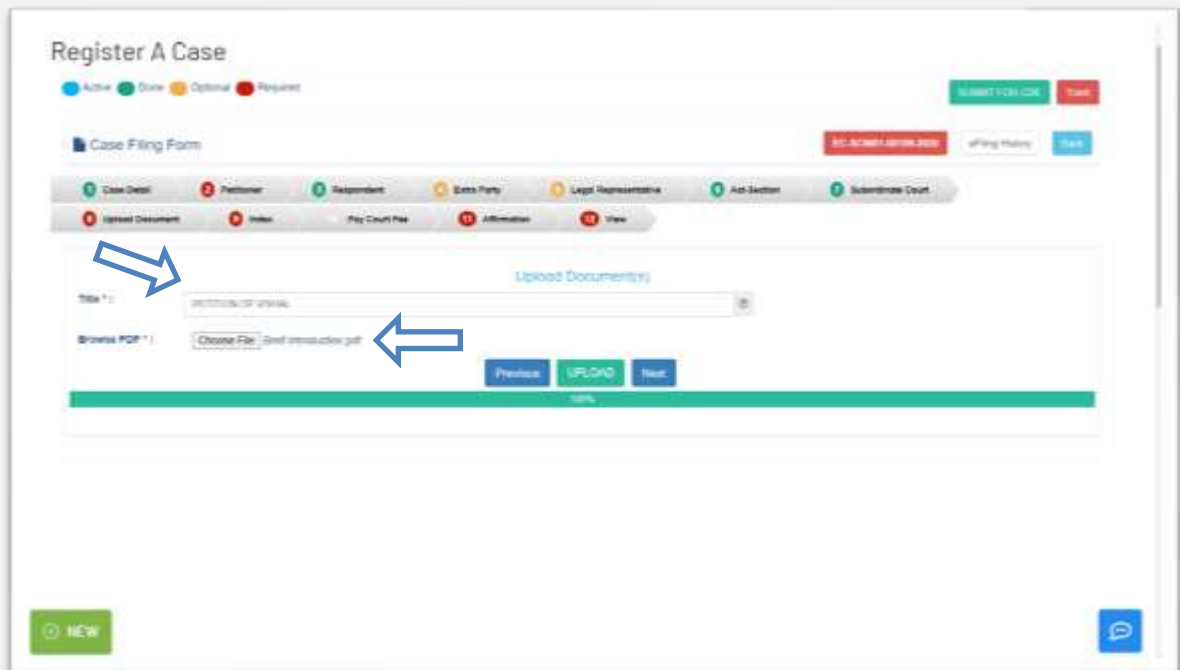
Court Name	Parties	Case Number	Status
DISTRICT AND SESSIONS COURT AURANGABAD	Petitioner : State Of Maharashtra Respondent : Ramesh Dhanraj Jadhav	Sessions Case-34 / 2019 CNR No. GAH001-000916-2019	Disposed

SC e-filing Fig 27 New case>Earlier Courts>>District Court>>Search by Case No.>>search result

After selection of your order date and order type is complete, do not forget to click SAVE. Immediately after saving, you will notice that at the bottom of your screen (scroll down further till end) your impugned case details are saved. Now you can add District Court case if required. You can add multiple cases if required. All such selected and searched cases are added at the bottom of the page which can always be edited or deleted before you finally submit your e-filed case for scrutiny.

3.7 Upload documents:

After filling all the forms provided for filing **new case**, users can upload the relevant file in 'Upload Documents' screen (Fig. 29).



SC e-filing Fig 28 New case>>Uploading documents.>>Giving title and uploading PDF file

Generally, petitions are typed and their annexures are either typed or scanned, necessary interim applications are also typed, affidavits, index, synopsis list of dates are kept typed first and kept ready. User need to ensure that if the document is typed, it is converted to PDF by **export to PDF** facilities provided in different word or document processors. If there are constraints in such cases only option of scanning needs to be employed. While scanning any document it is necessary to keep in mind OCR enabled scanning.

Second aspect is arranging files in chronological order. If the file is not arranged in chronological order, User may face difficulties while Indexing the file. Therefore, User need to first arrange files, documents, affidavits in chronological order to form one PDF file. User can also upload multiple PDF files and may use it smartly to arrange while

First give some title to the PDF file to be uploaded. Generally, while giving title keep in mind identification of the file by name of party, subject, place or other elements. Now click browse and select desired pdf file from appropriate location in your PC, laptop or other device. Ensure that files names of pdf files, stored in your PC, to be uploaded are given simple names without use of special characters. This will avoid unnecessary iterations.

Once you click upload, within some seconds, file will be uploaded and message of success of the process will be flashed on the screen on top panel with green background. If there is any error in that case error message will be shown in red background.

Some users upload single file consisting all the parts making it complete single file to upload. Whereas, some Users keep documents or annexures in separate PDF files or sometimes different parts of the files are separately uploaded in separate PDF files. In Such cases User needs to be careful while giving names to PDF file on e-filing portal. If the separate PDF files consisting different parts are uploaded in that event while uploading User need to ensure that each PDF file is named as per its part (Affidavit, Annexures, Synopsis, List of Dates, ROP, etc.) so that at the time of Indexing, appropriate file can be selected.

As you go on uploading different parts of file by giving suitable names of PDF files, details of uploaded files are reflected at the bottom of screen in the form quick reference table. (scroll down at the bottom). You will find that hash value of the pdf file is captured and recorded for future authenticity, verification and security purposes. Needless to mention that User can any at time delete the uploaded document, before using the same for indexing purposes.

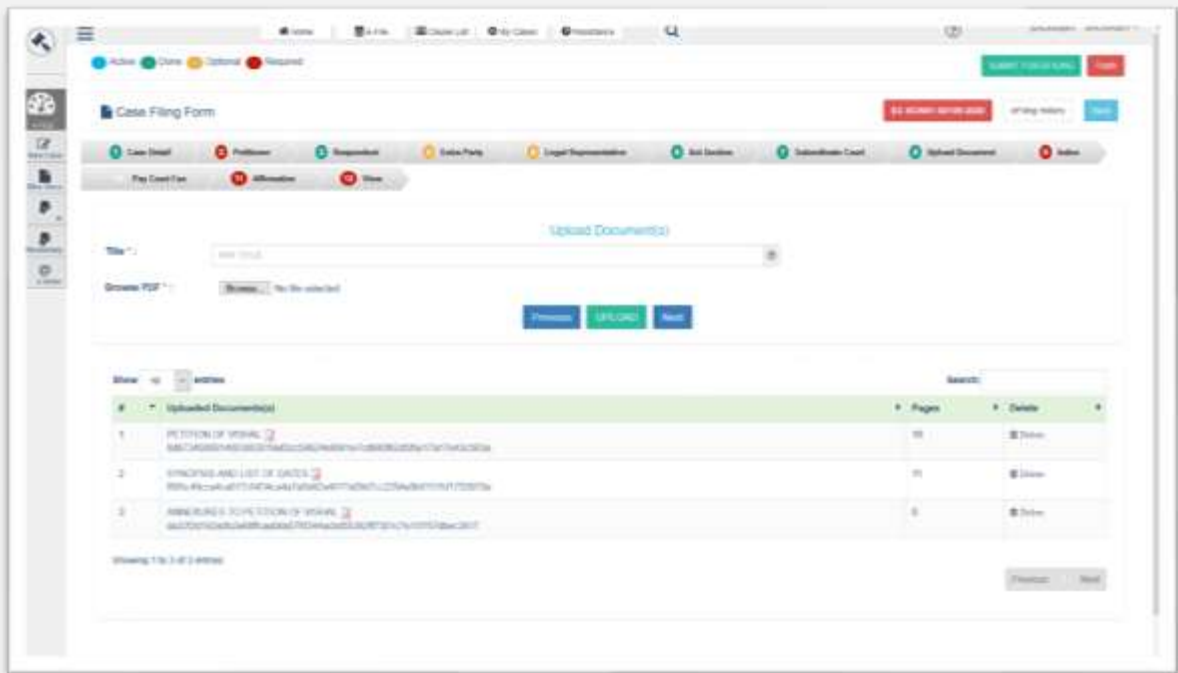
As said earlier, User need to ensure that the **uploaded file should be in PDF satisfying all criteria** mentioned hereinabove. If a User has a token to digitally sign pdf document, he can use it to sign the document wherever necessary as per prevailing practice and procedure of the Supreme Court of India. If the User does not possess own digital signature token, the

document can be signed by a e-signing process as provided by C-DAC, based on UID, as shown in new case screen in Fig. 22 below.

Upon successful upload, document name, along with its hash value and number of pages is reflected at the bottom of page (screen), as shown in Fig 30, in the form of a list.

A user can delete the uploaded document by pressing '**delete**' option at the '**Remove**' tab.

User can then click on '**pay & view court fees**' and pay applicable fees by clicking the '**court fee**' button and upload the physically signed oath document, by clicking '**proceed to Affirmation**' button.



SC e-filing Fig 29 New case>upload documents screen

3.8 Indexing documents:

When User reaches to indexing page, it is presumed that the desired PDF files are already uploaded. There can be single uploaded PDF file or there can be multiple uploaded PDF files.

The very first option User can see on the document indexing page is selecting '**PDF file**'. User need to click the box adjacent to '**PDF file**' label. User will find that all the uploaded PDF files are shown in the drop-down list for selection. Now User needs to choose appropriate

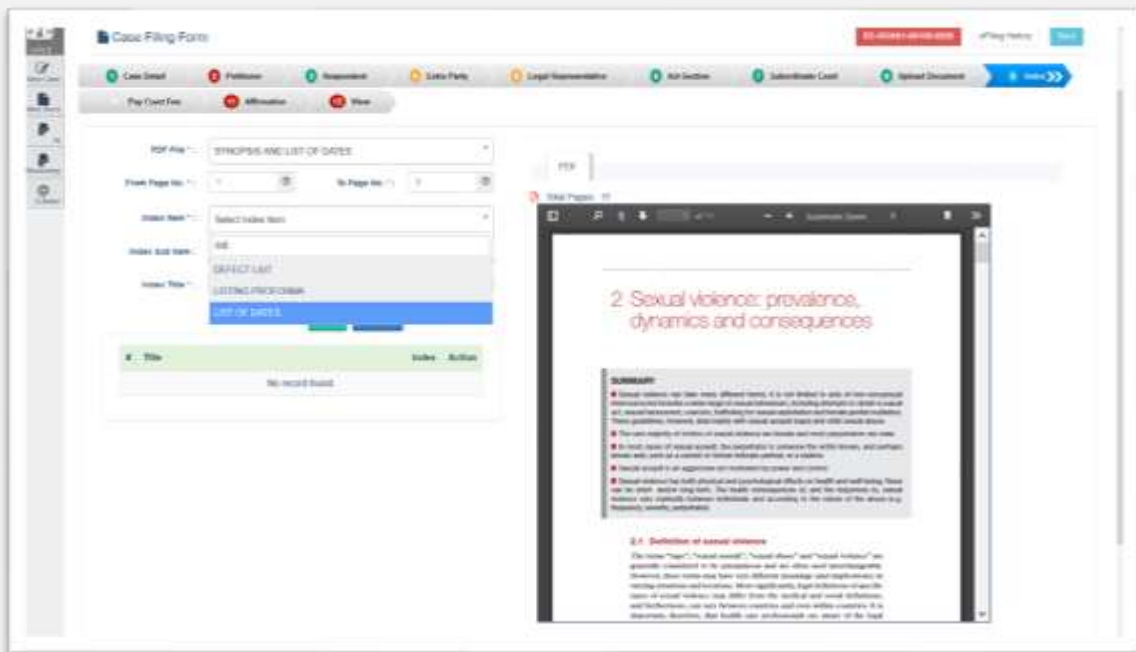
PDF file which he or she would be uploading at page number one in chronological order of the file. In other words, if the first part of file, for illustration only, is synopsis then User will have to select the PDF file which contains synopsis at the beginning.

SC e-filing Fig 30 New case>>Indexing uploaded PDF file>>Selecting already uploaded pdf file

Assuming for a moment that the appropriate PDF file is selected which consists of synopsis at the opening page. Automatically User will see that the selected PDF file can be seen on the right side of his or her pane on the screen. User can easily scroll with the help of mouse touchpad or keyboard and easily mark first and last page of synopsis. Assuming for a moment that the last page of synopsis is seven. By default, Indexing would start from Page No. 1 and now user has confirmed that last page of synopsis is 7, therefore, the User will have to write numerical seven in the '**to-page**' field.

The next field on this page is "**Index Item**". Item suggests that User need to select an item from the drop-down list for Indexing purpose. The list consists different parts of file e.g. Synopsis, List of Dates, Special Leave Petition, Annexures, Affidavit, verification etc. The entries shown in the list of items is as per various nomenclatures used in Rules, Practice and Procedure and colloquial names used to identify different parts (items) of the case file. It is

possible to search desired parts by entering three or four letters in the search box and select desired item from search results. (Fig 32) The next data field is ‘**Index Sub- item**’. There are only two items in the drop-down list of index items, which have sub-items (Parent-child structure) namely ‘**Interlocutory Applications**’ and ‘**Annexures**’. Therefore, other items in the list are parents without child. Next data field to be filled by user is ‘**Document Title**’. Take a case User has selected Annexure as item, A1 as sub-tem, then User needs to give title to the document as per its description e.g. “Order passed by Additional Collector, Ambajogai”



SC e-filing Fig 31 New case>>Indexing uploaded PDF file>>search of desired item in list.

Now click the add button appearing in green colour. User will notice that at the bottom of the page index has started building along with names of items and page numbers range. (Refer Fig 32) User can click on the title of the item to view each item separately.

Any time in future it is possible for the user to use this index while accessing file and shifting from part to another. After ensuring that all the PDF pages are exhausted and relook on indexing, the User can move to online payment of Court fee.

Active Done Optional Required

Case Filing Form

SC-DENY-2019-2008 e-filing history

Case Detail Petitioner Respondent Extra Party Legal Representative A/L Section Subordinate Court

Upload Document Index Pay Court Fee Affidavit View

PDF File: PETITION OF VISHAL

From Page No: 10 To Page No: 22

Index Item: ANNEXURE

Index Sub Item: A1

Index Title: RECORD OF ADDITION COLLECTIONER AMBAGUDA

ADD RESET

Show 10 Search

entries

#	Title	Index	Action
1	LIST OF DATES	1 - 3	

1 - LIST OF DATES 1 - 3

Total Pages: 10

PDF

10 of 10

Automatic Scroll

30

sub premises were not used without reasonable cause. Therefore relying on the decision in the case of C. R. Shukla v/s. Lalit D. Rukhla and Anr (1991) 100 L.A. 427) he submits that the decree for eviction cannot be passed on the ground of non-use in the absence of the pleadings that the sub premises were not used without any reasonable cause.

26. On the other hand, the learned Counsel for the plaintiffs cited the decision in the case of Ramesh Waman Pingale v/s. Waman Narhar Shingde (1986) 140 B.L.J. 427) wherein it is held that pleadings in the proceedings under Bombay Rent Act need not be examined in

SC e-filing Fig 32 New case>>Indexing uploaded PDF file>>Index Item, sub-item & document title.

#	Title	Index	Action
1	LIST OF DATES (LIST OF DATES)	1 - 3	
2	INDEX (INDEX OF RECORD OF PROCEEDINGS)	4 - 8	
3	ROP VISHAL (RECORD OF PROCEEDINGS)	9 - 11	
4	PETITION OF JOSHI (PETITION WITH AFFIDAVIT)	12 - 22	

Showing 1 to 4 of 4 entries

Previous Next

SC e-filing Fig 33 New case >> Indexing uploaded PDF file (left bottom of the screen

3.9 Online Payment of Court Fee and other Charges:

A User is required to pay the applicable court fees by clicking on pay court fees tab as shown in Fig. 21 below. The court fees can be paid either using the payment gateway or uploading the scanned payment receipt. User can make the payment of court fees using the payment gateway integrated into the website through net banking/credit cards/debit cards/UPI.

Active Done Optional Required

Submit FOR E-FILING Total

SC e-filing 2018-2019 e-filing history Back

Case Filing Form

1 Case Detail 2 Petitioner 3 Respondent 4 Extra Party 5 Legal Representative 6 Act Section 7 Subordinate Court

8 Upload Document 9 Index 10 Pay Court Fee 11 Affirmation 12 View

Pay Court Fee

Show: 10 entries Search:

Cost Per Page (₹)	Uploaded Page(s)	Total Cost (₹)	Already Paid (₹)	To Pay (₹)
2	22	44	0	44

Showing 1 to 1 of 1 entries

Court Fee (₹) 1000

Previous Pay Next

Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved.

SC e-filing Fig 34 Pay court fees and printing charges

When indexing is complete, thereafter, User can make online payment of court fees and printing charges. Depending upon the number of pages in the he filed in a case, printing charges are calculated, and the amount of court fees needs to be entered by the person filing a case. Online calculator of the court fees is available on the website of the Supreme Court. As per the case type selected the amount of court fees needs to be determined. Therefore, it is necessary that User enters the appropriate amount of court fees, to avoid objections of deficit court fee and iterations of payment thereafter. After entering correct amount of court fee, User needs to click ‘pay’.



SC e-filing Fig 36 Selecting mode of payment on SHCL website.



SC e-filing Fig 35 payment gateway provides all kind of modes of payment for user



SC e-filing Fig 38 UPI based payment in process



SC e-filing Fig 37 payment receipt with all details

User is redirected to the online payment facility of the Stock Holding Corporation Ltd. After user is redirected to payment gateway page of the Stock Holding Corporation, user is required to select mode of payment and agree to the terms and conditions. After this, user is taken payment gateway for giving details of debit card, credit card or UPI. User can also choose Net Banking option. Once payment is successfully completed or it gets failed, in both the contingencies, User is brought back to the e-filing portal. In the event payment is successful, success alert message will appear on the screen. Receipt generated after payment can be saved on PC or other device used. Apart from this receipt, on the E payment tab, on the bottom portion of the screen, User can see the details of payment along with transaction ID and status of the payment. After successful payment, the User needs to click Next to move to eSign or for making digital signature using his own digital signature token.

3.10 Affirmation with Digital Signature (eSign):

3.10.1 Digital Signature made available with two choices:

There are two different choices to digitally sign the affirmation. One way to sign is using digital signature token provided by the Certified Authority approved under The Information Technology Act, 2000. Another way is using e-Sign facility to sign the documents. This facility provided by the Government of India (managed by CDAC exclusively). This e-Sign facility is provided free of cost especially for the litigants and lawyers who do not possess digital signature token or cannot afford to purchase such digital signature token.

3.10.2 e-Sign Method (Affirmation):

Apart from the fact that e-Sign is not the only choice available with the User, he or she can always use other modes of signing documents which are recognized as valid digital signature. It is not mandatory to share your UID number for digitally signing the affirmation. User can enter his or her virtual ID and it is possible to digitally sign the documents, using one's virtual identity number provided by the Government of India. Already sign method is chosen. This affirmation facility will behave as per sign method chosen by you earlier.

After entering Virtual ID or UID number identity of the user will be first verified using OTP on registered mobile number. After entering verification OTP user will be redirected to e-filing with e-Signed document.

In the alternate you can use digital signature token option. In that case affirmation form will have to be downloaded and physically signed by the litigant/s and thereafter the very form will be scanned. The uploaded form will be digitally signed by the Advocate using his own token.



SC e-filing Fig 39 After e-Sign choice it takes user to e-Sign facility provided by C-DAC

3.10.3 e-Sign or Digital Signature using token (Confirmation by Advocate):

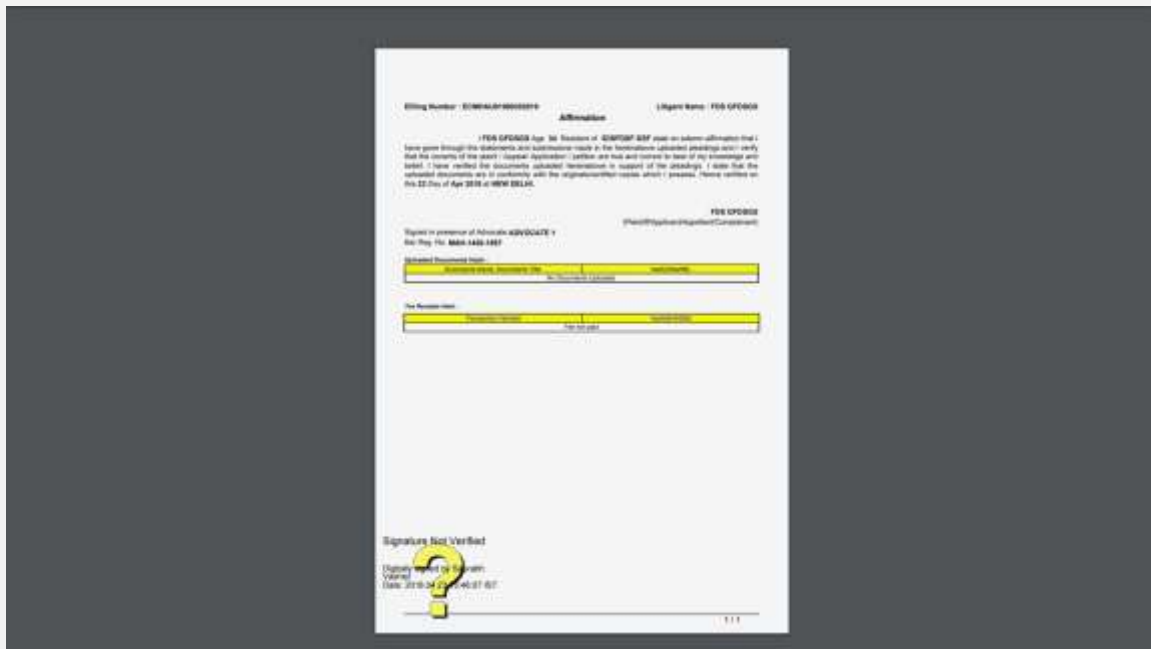
After affirmation by the litigant, if the rules or practice and procedure adopted in the Court requires for certain kind of case types the advocate need to confirm about the identity of the litigant signing petition (pleadings). Sometimes original documents or certified copies are handed over Advocates whereas typed or scanned copies are uploaded in such cases also statement is required that original or certified copies are in custody of Advocate from which scanned copies are prepared or PDF copies are prepared after typing. If such pleadings or documents uploaded while e-filing cases, it may be desirable that Advocate also signs statement as to identity of signing party and confirm about custody of documents. It is needless to say, same process is required to be followed for making digital signature or e-Sign for the Advocate.

After completing digital signatures of affirmation by litigant and verification by advocate you will find next button visible. Click next to go to final tab of e-filing a case

After ‘**proceed to affirmation**’ button is pressed in upload document screen, affirmation is complete when applicant download and submits e-signed affirmation in pdf and advocate uploads e-signed affirmation in pdf. E-signatures can be made using Aadhar number or digital token. A sample affirmation page is shown in Fig. 40 below.

Through Aadhar number

Incase a user provides Aadhar number for signatures, screen shown in Fig. will appear. If a User does not wish to provide his Aadhar number, he can physically sign and upload his document of affirmation and Advocate can submit his Aadhar to sign as shown in Fig. 24 below. Please note that a user is required to accept the consent form to use Aadhar for e-signing.

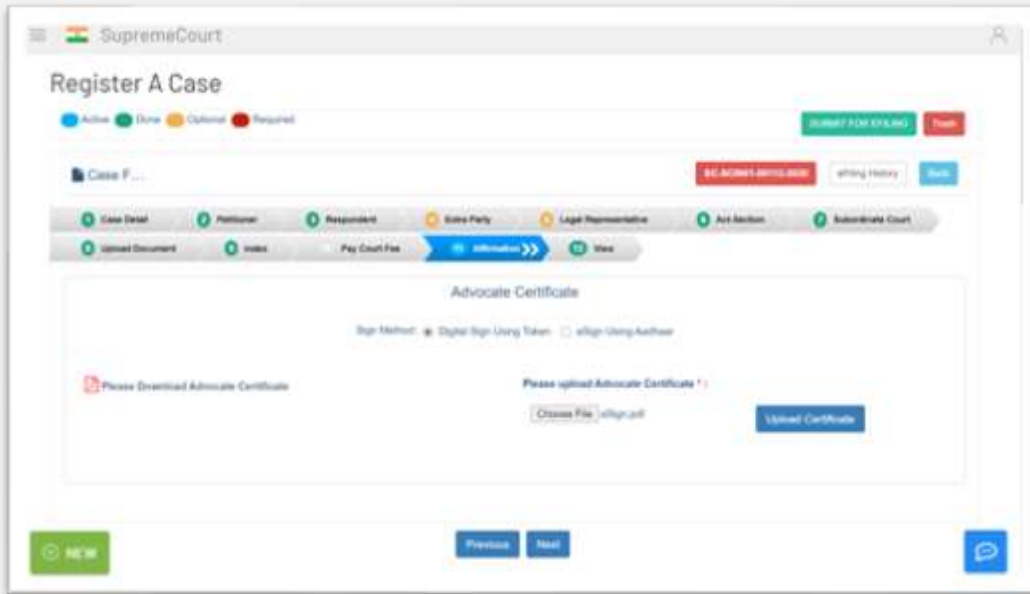


SC e-filing Fig 40 Sample Affirmation page

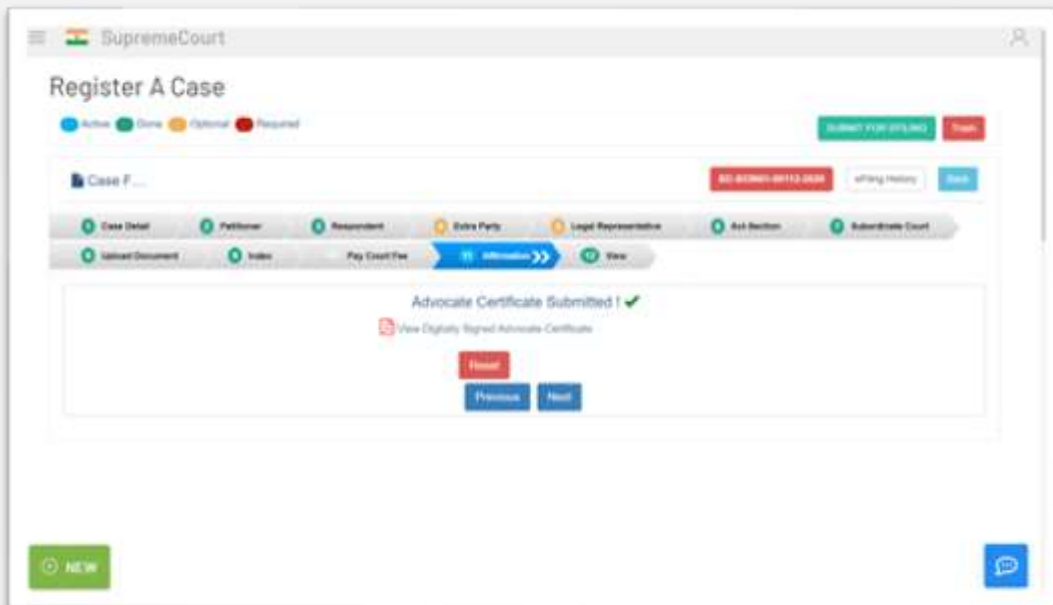
Through digital token

The screen showing option to digitally sign affirmation if a user has chosen digital signature token to sign the affirmation is shown at **Fig. 41 and 42** (below). The User needs to download certificate of Affirmation. After downloading affirmation, the Advocate may obtain physical signature of litigant and then digitally sign such certificate of affirmation using digital signature

token. The certificate of affirmation contains hash value of each uploaded pdf file. The said hash value can be used to identify genuineness of original uploaded file. After successfully uploading digitally signed file, message is given on the screen about successful uploading.



SC e-filing Fig 41 Affirmation using digital signature token of the user



SC e-filing Fig 42 - Affirmation through digitally signed document.

When a user presses the **‘Preview’** button at top right corner as shown in Fig. 26 above, the **‘Preview’** screen appears with saved data in all forms filled by a user in a new case to be filed. (Fig 43 below)

When a user presses the **‘Preview’** button at top right corner as shown in Fig. 26 above, the **‘Preview’** screen appears with saved data in all forms filled by a user in a new case to be filed. (Fig 43 below)

Legal Representative

Act/Section

Show 10 entries Search:

#	Act	Section	Action
1	Essential Commodities Act	8	

Showing 1 to 1 of 1 entries

Previous Next

Subordinate Courts

Show 10 entries Search:

#	Case Details	Case Title	Decision Date	Action
1	CNR No. : MH/UDY/000002/2018 Case Type : SESSIONS CASE : SESSIONS CASE Filing No. : 15 / 2018	STATE OF MAHARASHTRA VS. SHRAJJI MANJOU PITHAK	2020-01-10	Delete
2	CNR No. : UPHC01-000071-2019 Case Type : A227 : MATTERS UNDER ARTICLE 227 Filing No. : 22 / 2019	SUBHASH CHANDRA VS. STATE OF U.P AND 4 OTHERS	2019-01-21	Delete

Showing 1 to 2 of 2 entries

NEW

Previous Next

SC e-filing Fig 45 Preview of filled in case details before final submission.

Case Details

Petitioner

Respondent

Extra Party

Legal Representative

Act/Section

Subordinate Courts

Show 10 entries Search:

#	Case Details	Case Title	Decision Date	Action
1	CNR No. : MH/UDY/000002/2018 Case Type : SESSIONS CASE : SESSIONS CASE Filing No. : 15 / 2018	STATE OF MAHARASHTRA VS. SHRAJJI MANJOU PITHAK	2020-01-10	Delete
2	CNR No. : UPHC01-000071-2019 Case Type : A227 : MATTERS UNDER ARTICLE 227 Filing No. : 22 / 2019	SUBHASH CHANDRA VS. STATE OF U.P AND 4 OTHERS	2019-01-21	Delete

Showing 1 to 2 of 2 entries

Previous Next

Index

Court Fee

Certificate

NEW

Advocate Certificate Submitted

[View Details/Cancel Advocate Certificate](#)

SC e-filing Fig 46 Preview of filled in case details before final submission.

3.12 Press 'submit for e-Filing' button

If the **Preview** is in order, press the **Submit For e-Filing** button () at top right corner of form above to finally e-file the case .

Incase any information is not complete, a **warning** button at the top right corner of preview screen (Fig. 28 below) will show the information that must be filled by a user before pressing **Final Submit**.

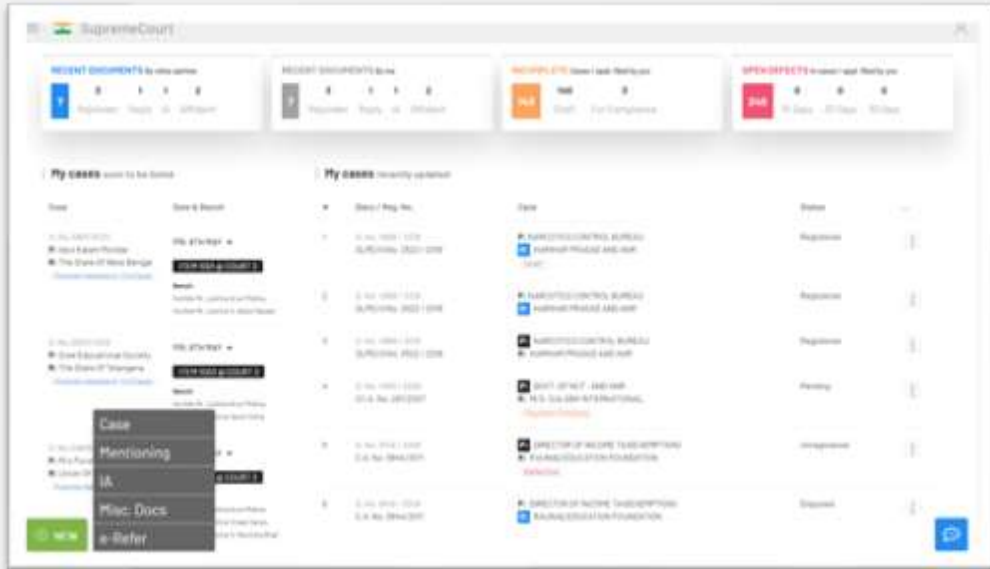
SC e-filing Fig 47 - final submit after giving chance to edit any missing details

4 How to File a Miscellaneous Documents (Documents or Reply or Rejoinder or counter)

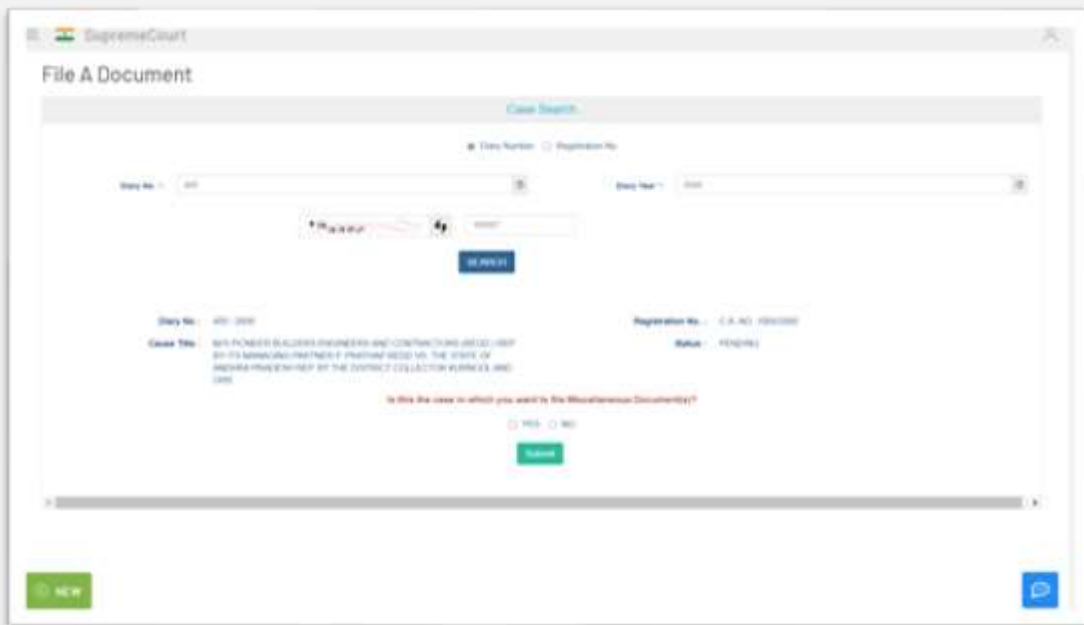
4.1 Confirm Case Number to File Response / Misc. documents

Incase a user intends to e-file affidavit in reply, Rejoinder affidavit, counter affidavit, compliance, report, documents in an already filed case in the Supreme Court (both in cases where the case was e-filed or physically filed), it can be filed using this e-filing facility. To do so, a User must click on '**Documents**' link after logging in to this facility from the

dashboard screen's left panel (as in Fig 49 below). On clicking the **New >> 'Misc. Documents'** link, a new screen opens, The **'Where to file'** page (Fig. 29) .The system will automatically cross-check registration information of an advocate to enable e-filing through the website.



SC e-filing Fig 48 File Misc. documents page



SC e-filing Fig 49 Entering the case number and fetching details to confirm

A User is required to fill in the requisite details on the ‘**Search**’ section such as Dairy Number or Registration Number of any case which is already pending the Supreme Court and submit. By clicking 'Submit' button the user would be taken to next 'E-File Miscellaneous Documents' page to upload the Misc document. (Fig)

SC e-filing Fig 50 First Screen in Misc. Documents after confirming the case.

4.2 Appearing for and Filing for

Take an illustration that you want to file only Memo of Appearance on behalf of Respondent No. 8. This is the screen where an Advocate will have to select the party or parties for whom is he appearing before the Court in selected case. Many a times, in Court record at the initial stage mail and mobile number of parties are not updated hence, a provision is given to Advocates to update their mobile numbers and email addresses, if wished to. Otherwise, it is also possible to check the boxes at extreme right against names of the petitioners or respondents for whom the User is appearing before the Court.

Once User selects names of parties for whom they are appearing, and next screen is ‘**filed on behalf of**’. Take a case that the Advocate is filing some response on behalf of selected

respondent out of all the respondents he is appearing, in such cases he needs to select name of the party on whose behalf the current documents are being filed.

The screenshot shows the 'Appearing for Parties' step in the 'E-File Miscellaneous Documents' process. The interface includes a progress bar with steps: Case Details, Appearing for (current), Filing For, Upload Document, Index, Court Fee, and Share Document. Below the progress bar, there is a section titled 'Appearing for Parties' with a note: '[Select party(s) to whom you represent in the present case. It is recommended to provide email and mobile of parties, which you representing, for your own convenience.]'. The 'Appearing For' dropdown is set to 'Respondent / Accused'. A table lists parties with columns for Party Name, Email, Mobile, and Select.

Party Name	Email	Mobile	Select
THE STATE OF ANDHRA PRADESH REP B	SANKU	890045	<input type="checkbox"/>
THE SUPERINTENDING ENGINEER, S.R.B.C	SUPERNG@RAH.GOV.IN	888879797	<input checked="" type="checkbox"/>
THE EXECUTIVE ENGINEER, SRBC DIVISION	EXECENG@RAH.GOV.IN	843229008	<input checked="" type="checkbox"/>

Buttons at the bottom: Previous, Next, and a red button.

SC e-filing Fig 51 Filing Misc. Documents>>selecting parties for whom User is appearing for.

The screenshot shows the 'Filing For' step in the 'E-File Miscellaneous Documents' process. The progress bar now highlights 'Filing For'. The 'Filing For' dropdown is set to 'Respondent / Accused'. A table lists parties with columns for Party Name and Select.

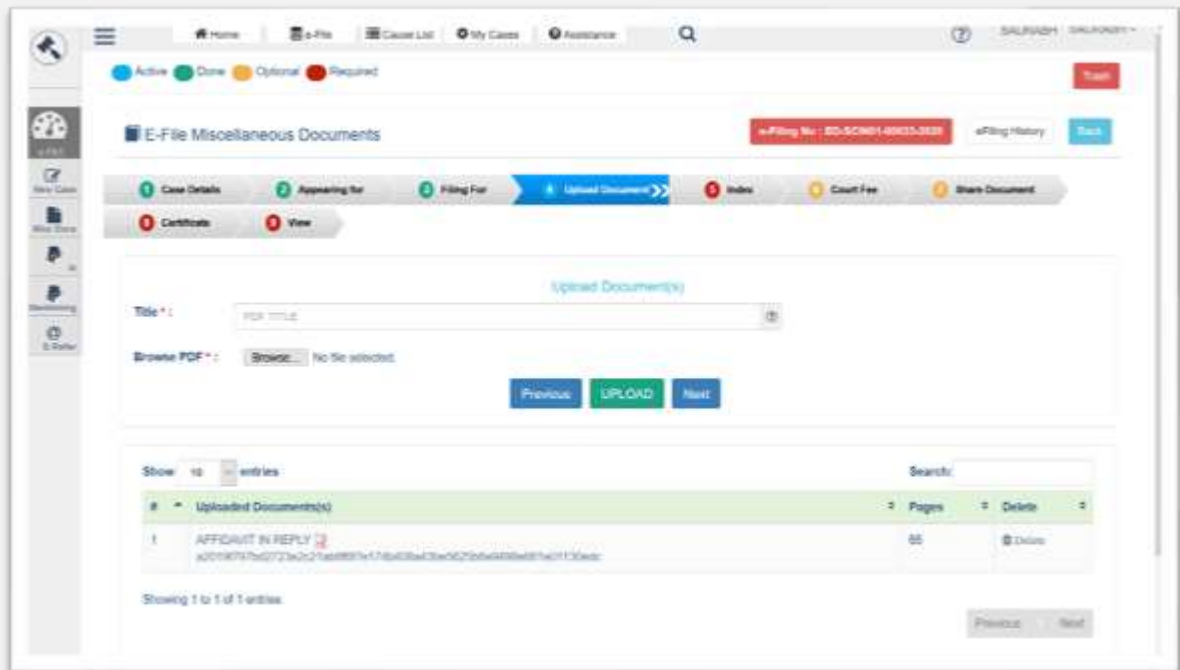
Party Name	Select
THE SUPERINTENDING ENGINEER, S.R.B.C. CIRCLE NO.1	<input type="checkbox"/>
THE EXECUTIVE ENGINEER, SRBC DIVISION	<input checked="" type="checkbox"/>

Buttons at the bottom: Previous, UPDATE, and Next.

SC e-filing Fig 52 Filing Misc. Documents>>selecting party who is filing document currently.

4.3 Uploading the Misc. document

The next screen displayed is to enable user to select and upload the misc. document from his computer system. A User clicks browse and selects desired PDF file from his device and gives document title, and clicks upload as shown in Fig. 30. User can upload multiple files if the files are in different parts. Such parts can be clubbed while Indexing the documents.



SC e-filing Fig 53 Filing Misc. Documents>>Uploading one or multiple files to be submitted.

4.4 Indexing the Misc. document

While filing Misc. documents or reply Indexing has to be in the same way as is done while file new case. Once PDF file or files are uploaded, User has to select PDF already uploaded in the previous screen. While selecting the PDF file in the Indexing, it is obvious that the file which forms first part or first page of the documents to be submitted the Court needs to selected first. Take a case that user is filing affidavit in reply. First part of the file is Affidavit in reply. Second part is annexures and third part is verification affidavit. As per the illustration, User needs to select Index Item as 'Affidavit in Reply'. User can see the uploaded PDF file on the right side of his pane. The user can easily determine on which page pleading portion ends. The user will enter to page value accordingly. User needs to give title to the so

separated part of the PDF file. Assume for sake of an example that Affidavit in reply is from page 1 to 13. The Indexing page will show automatically page 14 as to page. Now User has to search Index Item and select “Annexures”. From the Sub-Item select name of Annexure A, A1,B1 etc. Thereafter, User needs to give appropriate description of document which appended as Annexure. Say For example ‘Order passed by Secretary, Food Department 24.12.2020’. If document is of two pages, enter ‘To page’ value as 15. (14 is first page and 15 is second page) like wise. Now click Add. Go on adding until user reaches to last page of file. During this process user can shuffle in different uploaded files.

The screenshot shows the SC e-filing interface. On the left, there is a form for adding an index item. The form fields are: PDF File (AFFIDAVIT IN REPLY), From Page No. (17), To Page No. (53), Index Item (ANNEXURE), Index Sub Item (P3), and Index Title (REPORT OF COMMISSIONER APPOINTED). There are 'ADD' and 'RESET' buttons. Below the form is a table showing the index items:

#	Title	Index	Action
1	AFFIDAVIT IN REPLY (REPLY)	1 - 13	[Edit]
2	ORDER PASSED BY SECRETARY FOOD 24.12.2020 (P16)	14 - 15	[Edit]
3	NOTIFICATION ISSUED BY STATE GOVT (P16)	16 - 36	[Edit]

On the right, there is a preview of the PDF document. The document is titled 'Election Petition 3 & 10/14'. The text in the preview is:

Gorentyal was allowed to view the contents by RO when he had some with the complaint. There are copies which were supplied by Election Commission to the petitioners and as they were produced along with the petitions, This Court prepared transcript of these CDs also. Transcript was not prepared by the petitioners or even by the Election Commission prior to that and no such transcript was made available. It appears that the time of leaving office of RO by the RC on 27.8.2014 is mentioned as 5.04 p.m. in transcript of copy supplied to petitioner due to oversight, when the correct time is 4.08 p.m. The time is recorded as 4.08 p.m. in the transcript of the VCDs produced as original record by the Election Commission. The objections to the admissibility of this record are discussed at later place.

52) The video recording appearing in VCDs which is in respect of the incidents in question and those at last stated. The

SC e-filing Fig 54 Filing Misc. Documents>>Indexing already uploaded pdf files as per its parts.

#	Title	Index	Action
1	AFFIDAVIT IN REPLY (REPLY)	1 - 13	[Edit]
2	ORDER PASSED BY SECRETARY FOOD 24.12.2020 (P16)	14 - 15	[Edit]
3	NOTIFICATION ISSUED BY STATE GOVT (P16)	16 - 36	[Edit]
4	REPORT OF COMMISSIONER APPOINTED (P16)	37 - 53	[Edit]
5	REPRESENTATION OF PETITION 2016	54 -	[Edit]

SC e-filing Fig 55 Filing Misc. Documents>> preparing clickable index of entire file to be used life long

4.5 Submit court fees to file Misc. document

A user can pay online Court Fee on click **'Pay'** button to e-file a misc document (Fig.).

Cost Per Page (₹)	Uploaded Page(s)	Total Cost (₹)	Already Paid (₹)	To Pay (₹)
2	85	170	0	170

Showing 1 to 1 of 1 entries

Court Fee (₹) 170

Previous Pay Next

SC e-filing Fig 56 Pay online court fees to e-file document

4.6 Sharing of e-filed Misc. documents

After making payment of court fees to e- file misc document, a user shall be displayed a screen showing **'Share Documents'** . If the contacts to the cases are saved, automatically all AOR names will be appear along with names of the respondents they are representing. If the contacts of litigants on which they can be served are saved, such contacts can be immediately selected by selecting 'Contact' radio button. If user has not saved mail addresses of AOR and litigants in case contacts, in that case it is possible to directly enter email addresses of desired persons by clicking 'New'. If User knows which are the AORs appearing in the case but has not saved case contacts, in that event user can select AOR button and search AOR by names. (Fig 56).

Thus, user first enter all new contacts which are not saved in case contacts, then user can click AOR and share copies of Misc. docs with selected contacts appearing in the bottom of the screen. (see Fig). Documents will be shared only when ICMIS will accept as valid documents.

If there are some objections are documents are re-filed all refiled documents shall be shared to all the persons to whom first set of Misc. documents is shared automatically.

SC e-filing system interface showing the 'Share Document' step. The progress bar indicates the current step is 'Share Document'. The 'Select Contact' dropdown is open, displaying a list of contacts. The contact 'SUDHANSHU S. CHOUDHARY' is selected and highlighted in blue. The interface also includes a disclaimer and buttons for 'Previous', 'SAVE', and 'Next'.

SC e-filing Fig 57 Selecting AOR from the list appearing for other side to share Misc. docs.

SC e-filing system interface showing the 'Share Document' step. The progress bar indicates the current step is 'Share Document'. The 'New' radio button is selected. The 'Name' field contains 'VINEHAV A. RATIL' and the 'Email' field contains 'VINERATIL@GOV.IN'. The interface also includes a disclaimer and buttons for 'Previous', 'SAVE', and 'Next'. Below the form, there is a table showing a list of contacts.

#	Name	Email
1	SUDHANSHU S. CHOUDHARY	sudhanshuchoudhary@gmail.com
2	Arind Singh Pandey	arindesh@gmail.com

Showing 1 to 2 of 2 entries

SC e-filing Fig 58 Selecting New party and entering mail to share Misc. docs.



SC e-filing Fig 60 stock holding payment page



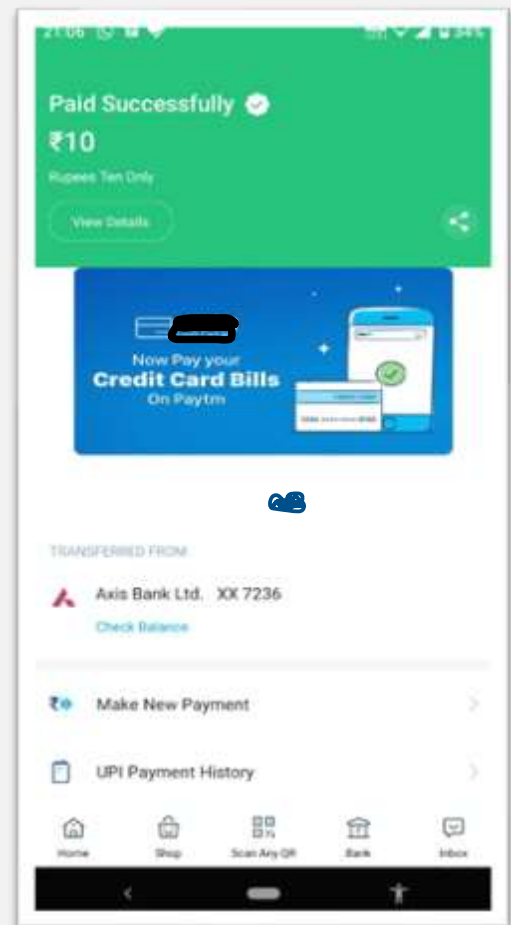
SC e-filing Fig 59 Payment gate way UPI mode chosen



SC e-filing Fig 62 Payment through UPI



SC e-filing Fig 63 Generate and save receipt



SC e-filing Fig 61 payment using different modes

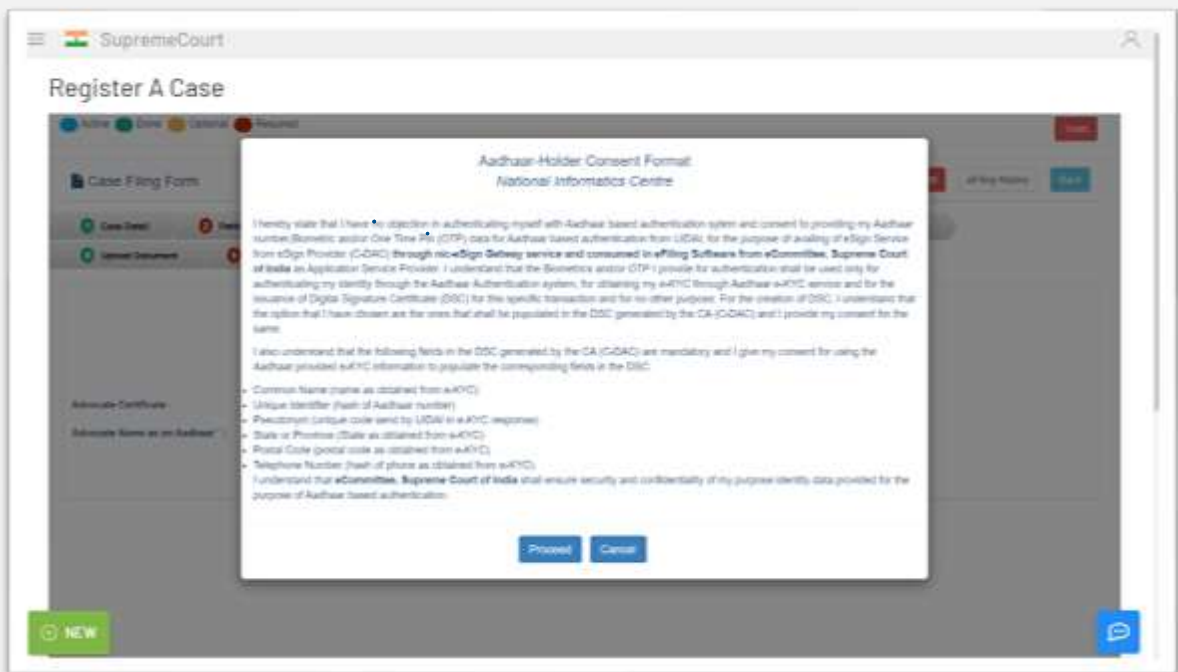
4.7 e-sign the document

User then would be requested to e-sign the uploaded misc. document either using Aadhar or digital token. In case Aadhar is chosen to e-sign, a certificate will be generated showing document uploaded and its hash value which will then be signed using Aadhar. In the event user chooses to digitally sign documents using his own token, in that case the user will have to download the certificate and sign the same using his own digital signature token. Portal will identify digitally signed documents while uploading.

The screenshot displays the 'Case Filing Form' interface on the SC e-filing portal. At the top, there is a legend for document status: Active (blue), Done (green), Optional (yellow), and Required (red). Below this, a progress bar shows the steps: Case Detail, Petitioner, Respondent, Extra Party, Legal Representative, Ad-Action, and Subordinate Court. The 'Ad-Action' step is currently active. The main section is titled 'Advocate Certificate' and includes a 'Sign Method' dropdown menu with options for 'Digital Sign Using Token' and 'eSign Using Aadhar'. Below this, there is a 'View Advocate Certificate' button and a text input field for the 'Advocate Name as on Aadhar'. At the bottom, there are 'Previous' and 'Next' buttons, and a green 'NEW' button in the bottom left corner.

SC e-filing Fig 64 Digital Signature using e-Sign option

In the event, User uses e-sign facility to sign the uploaded documents, in that event User will be redirected to e-Sign page, where User will enter is UID or VID, OTP will be sent on registered mobile number of the User. The user will have to agree to terms and conditions of consent form which is shown before visiting page of e-Sign (Fig. 65). If OTP matches documents is e-Signed (Fig. 66) and user is brought with e-Signed document with success message. (Fig. 67)



SC e-filing Fig 65 Consent Form Screen Information



SC e-filing Fig 66 e-Sign using C-DAC services

Case Filing Form

Advocate Certificate submitted ! ✓

View of Signed Advocate Certificate

Print

Previous Next

SC e-filing Fig 67 e-Signing Affirmation successfully

4.8 Preview

A **preview** screen will open requesting user to click on ‘**Final submit**’ button to e-file misc document. (Fig. 36)

E-File Miscellaneous Documents

Case Details

Diary No.: 405 / 2000

Case Title: M/S PIONEER BUILDERS ENGINEERS AND CONTRACTORS (PISO.) REP BY ITS MANAGING PARTNER P. PRATHAP REDD VS. THE STATE OF ANDHRA PRADESH REP BY THE DISTRICT COLLECTOR NURNOL AND ORS

Registration No.: C.A. NO. 105/2000

Case Status: Pending

Final Submit Previous

SC e-filing Fig 68 Preview before finally submitting Misc. Docs.

5 Filing IA (Interlocutory Application)

The initial process for filing IA and filing Misc. documents is exactly same. Therefore, user can follow exact same steps as shown in Misc. Documents. The description given to Misc. Application exactly applies to file IAs.

5.1 Filing IA (Interlocutory Applications).(Fig.)

The screenshot shows the 'Case Search' interface. At the top, there are tabs for 'Diary Number' and 'Registration No.'. Below these, there are input fields for 'Diary No.' (containing '234') and 'Diary Year' (containing '2018'). A 'SEARCH' button is prominently displayed. Below the search fields, the results show 'Diary No.: 234 / 2018' and 'Case Title: NICH KUMARI V/S. CHANDAN KUMAR'. A confirmation prompt asks 'Is this the case in which you want to file in' with 'YES' and 'NO' radio buttons and a 'Submit' button. A text box on the right side of the interface contains the text: 'Search desired Dairy or Registered No. in which Interim Application is to'.

Fig : Main Case search for filing Interlocutory Application.

The screenshot shows the 'E-File Interim Application' interface. At the top, there are tabs for 'Active', 'Open', 'Optional', and 'Required'. Below these, there is a progress bar with steps: '1 Case Details', '2 Appearing For', '3 IA Applying Party', '4 Upload Document', '5 Index', '6 Pay Court Fee', '7 Certificate', and '8 View'. The 'Case Details' step is currently active. The details shown include 'Diary No.: 406 / 2000', 'Registration No.: G.A. NO. 1006/2000', and 'Case Status: Pending'. A 'Next' button is visible at the bottom. A text box on the right side of the interface contains the text: 'After any pending case is searched, User will get results whether the searched case is pending or disposed. Details will be fetched and shown on screen. Then user will to confirm about the identity of the case. After confirmation, the user will be asked to proceed with filing of Interim Application.'

Fig. - Confirming the case details before proceeding to file IA

5.2 Appearing For parties and Filing on behalf of party:

E-File Interim Application

e-filing No.: JA-32001-09001.0000 of filing history

1 Case Details 2 **Appearing For** 3 IA Applying Party 4 Upload Document 5 Index 6 Pay Court Fee 7 Certificate 8 View

Appearing For Parties

[Select party(ies) to whom you represent in the present case. It is recommended to provide email and mobile of parties, which you representing, for your own convenience.]

Appearing For * : ☐ Petitioner / Complainant ☒ Respondent / Accused

Party Name	Email	Mobile	Select
THE STATE OF ANDHRA PRADESH, REP. BY THE	EMAIL	MOBILE	<input type="checkbox"/>
THE SUPERINTENDING ENGINEER, S.R.B.C. CIR.	SUPENG@MAH.GOV.IN	9504335083	<input checked="" type="checkbox"/>
THE EXECUTIVE ENGINEER, SRSG DIVISION	EXEENG@MAH.GOV.IN	9848448404	<input checked="" type="checkbox"/>

Previous UPDATE Next

In this screen, AOR is asked whether he is appearing for Petitioner or respondent. AOR will then select names of those parties in the case.

SC e-filing Fig 69 Out of total parties User needs to select parties for whom he is appearing for

E-File Interim Application

e-filing No.: JA-32001-09001.0000 of filing history

1 Case Details 2 **Appearing For** 3 IA Applying Party 4 Upload Document 5 Index 6 Pay Court Fee 7 Certificate 8 View

Filing For

[Select only those parties which are filing application / reply / document today.]

Filing For * : ☐ Respondent / Accused

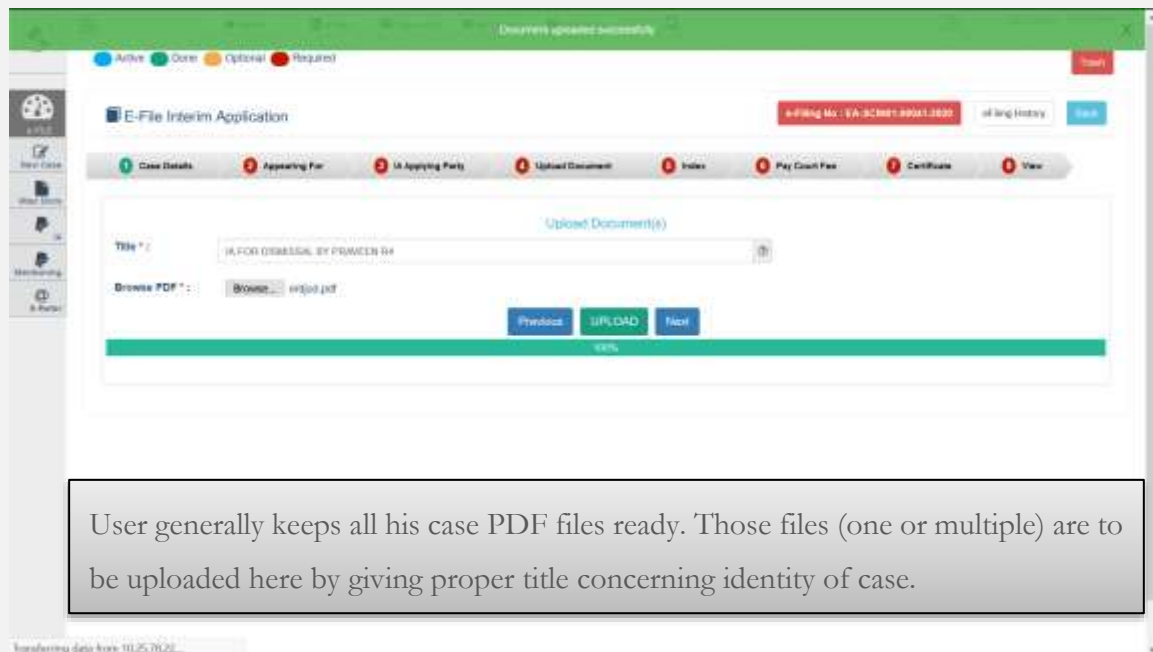
Party Name	Select
THE SUPERINTENDING ENGINEER, S.R.B.C. CIRCLE NO.1	<input type="checkbox"/>
THE EXECUTIVE ENGINEER, SRSG DIVISION	<input checked="" type="checkbox"/>

Previous SAVE Next

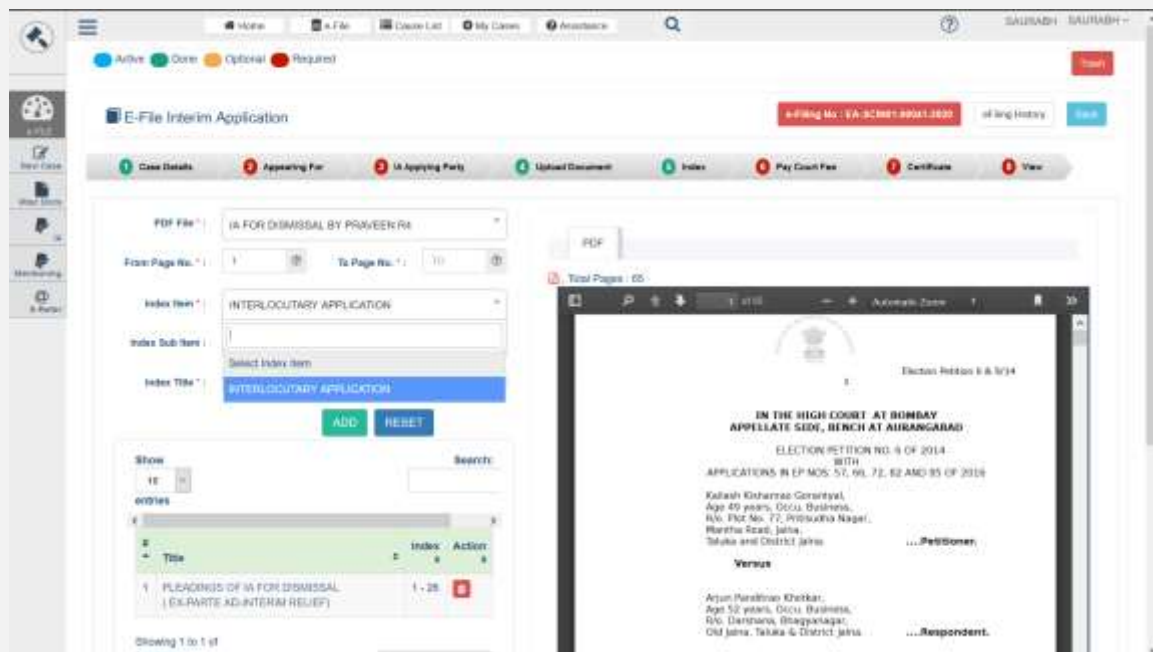
There can be multiple parties for whom AOR is appearing, however the IA may have to be filed by chosen few among them. Here filing parties are chosen.

SC e-filing Fig 70 Out of parties User is appearing for select party applying for current IA.

5.3 Uploading and Indexing of PDF files of IA



SC e-filing Fig 71 Preview of Misc. document to be filed



SC e-filing Fig 72 Indexing of IA uploaded PDF files.

Indexing in filing IA is done in similar way as is done in filing Misc. Documents or in filing new case. User can append IA and then annexure. He can add any documents with IA.

5.4 Online payment of Court fees:

SC

After completing Indexing, system will automatically calculate printing charges. User will have to give Court Fees for IA, any other charges and click 'PAY'

SC e-filing Fig 74 Payment through stock holding corporation

User will be taken to site of Stock Holding Corporation. User will make choice and agree to the terms and he will be taken to payment gateway.



SC e-filing Fig 76 Gateway



SC e-filing Fig 75 UPI as mode of payment

From payment gateway User will make choice of mode of payment and as per his mode of payment he will complete the payment and he can see receipt generated with barcode

5.5 e-Sign Facility



For e-Signing user will be redirected to e-Sign gateway of C-DAC where he can sign the documents using digital signatures by making use of UID or VID. In the alternate user can make use of his own digital signature token for making electronic signature.

SC e-filing Fig 77 UID based e-Sign services through C-DAC

5.6 Preview and Final submit:

E-File Interim Application

Case Details

Diary No.: 405 / 2000

Cause Title: M/S PIONEER BUILDERS ENGINEERS AND CONTRACTORS (REGD.) REP BY ITS MANAGING PARTNER P. PRATHAP REDD VS. THE STATE OF ANDHRA PRADESH REP. BY THE DISTRICT COLLECTOR KURNOOL AND ORS

Registration No.: C.A. NO. 1005/2000

Case Status: Pending

User will be able to see preview of all the details entered while filing IA. User can review all the details and if something is found missing edit button is given on expansion of each

SC e-filing Fig 78 Preview and finally submitting IA

6 Mentioning

Mention A Case

Case Search

Diary Number Registration No

Diary No.: 108

Diary Year: 2019

SEARCH

Diary No.: 108 / 2019

Registration No.: SUP(CRL) NO. 1241-1243/2019

Cause Title: BUJAY SINGH VS. THE STATE OF BHAR AND ORS. ETC.

Status: PENDING

Is this the case which you want to Mention for Early Hearing?

YES NO

For mentioning any case for early hearing, it is necessary that user must be representing any of the parties to a case. He can search case and click **Yes** as shown.

SC e-filing Fig 79 searching case in SC for mentioning

E-File Mentioning

Listing Details

Synopsis of Urgency *

WRITE YOUR JUSTIFICATIONS AND REASONS IN SUPPORT OF URGENT MENTION

☐ Fixed Date

☒ Date Range

Listing Date *

Start date of range *

No. of Days *

Selected Date Range

Name *

Mobile *

Arguing Council

Previous

SC e-filing Fig 80 selecting range of dates

Mention name and details of Arguing counsel. For finally submitting valid request of early hearing, User need to verify his request by OTP.

Listing Details

Synopsis of Urgency *

WRITE YOUR JUSTIFICATIONS AND REASONS IN SUPPORT OF URGENT MENTION

☐ Fixed Date

☒ Date Range

Listing Date *

Start date of range *

No. of Days *

Selected Date Range

Name *

Mobile *

Arguing Council

Previous

User needs to give details of urgency in synopsis. Then user needs to make choice of fixed date or date range. Then select date for fixed date and starting date for date range. Select range period.

SC e-filing Fig 81 Finally submitting the request of mentioning through OTP

10. Citations

For submitting citation two things are required. The AOR must be appearing for any of the parties and case must be listed before any Court. On satisfaction of these two conditions,

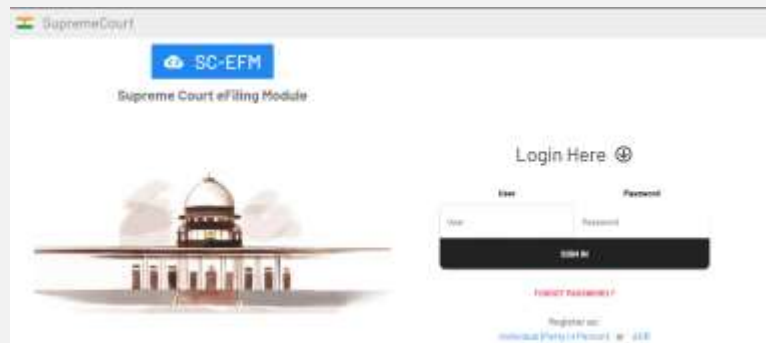
User will be asked to enter citation, if citation matches database of library then results will be fetched as shown above. User can click add and start for another entry. If results do not fetch results user can still retain such request on his confirmation. After completing entire

SC e-filing Fig 82 entering citations, fetching results and adding the same as request

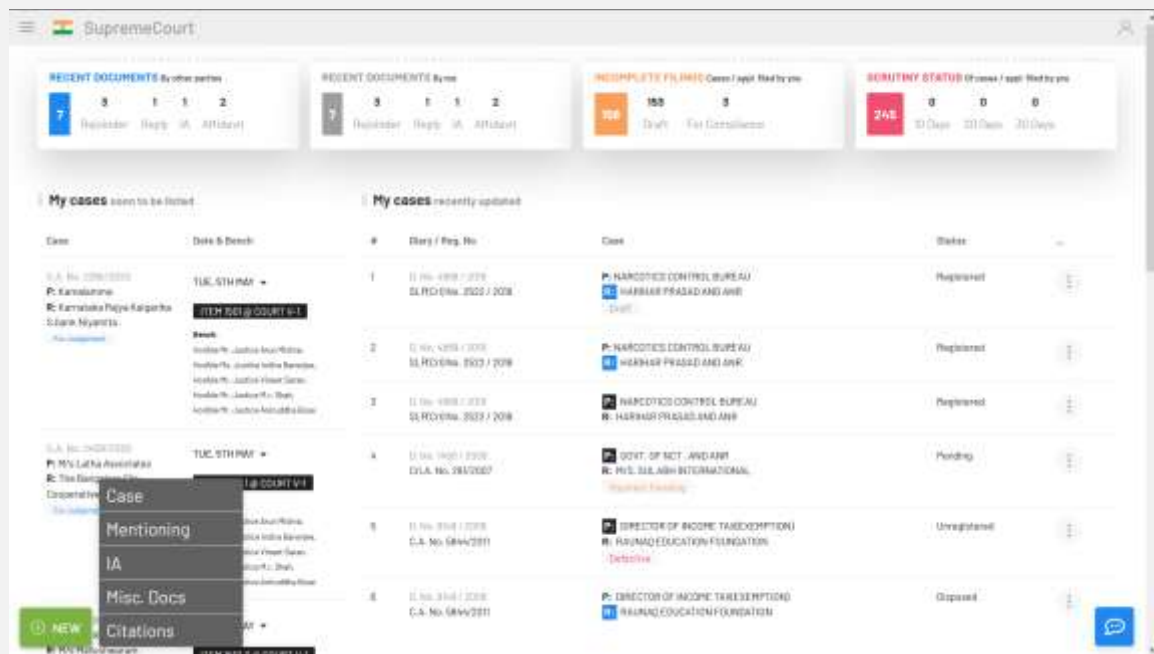
7 Dashboard

7.1 Accessing dashboard

When a user accesses <https://registry.sci.gov.in/efiling>, he reaches the Home page of e-filing facility (Fig. 1). User is required to submit his user id and password. On correctly submitting his user id and password, he is directed to the dashboard screen. (Fig. 83 & 84.)



SC e-filing Fig 83 login



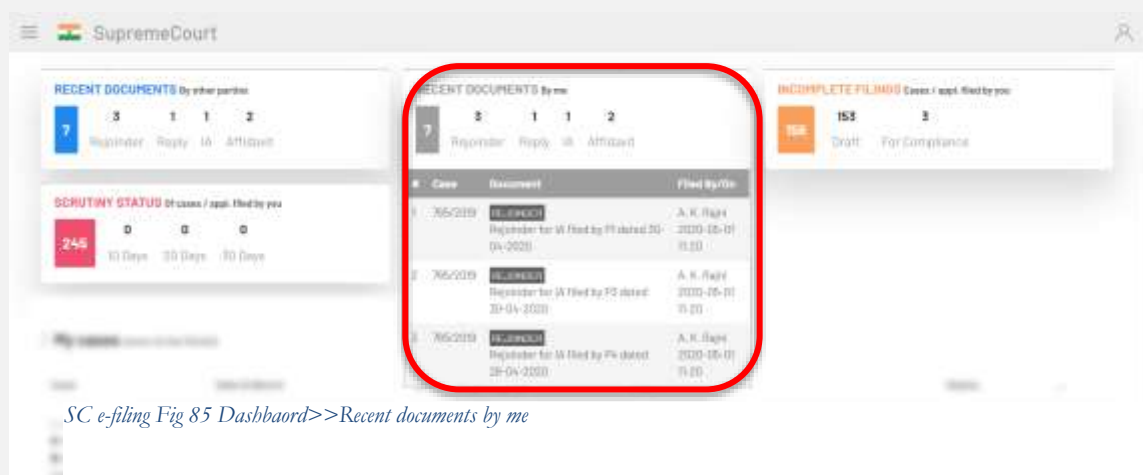
SC e-filing Fig 84 Dashboard

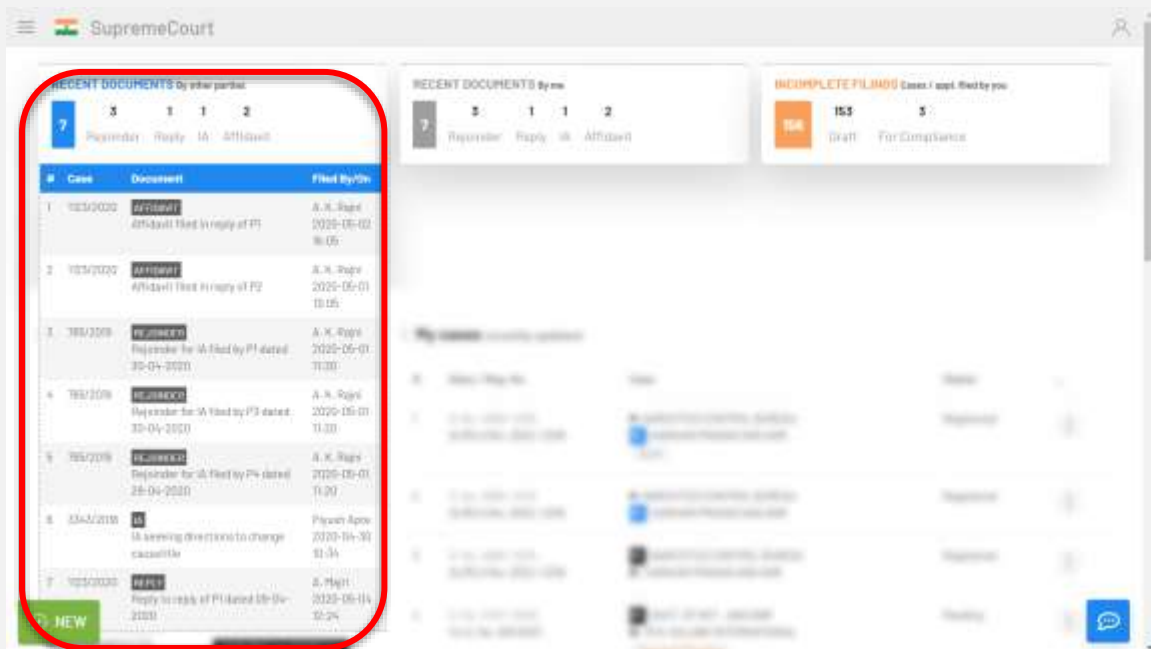
7.2 RECENT DOCUMENTS by me

A user can check the status of the cases in the process of being e-filed by him/e-filed by him by checking the Tabs on the Dashboard under '**RECENT DOCUMENT By me**'. User can check recent Rejoinder, recent reply, recent IAs and Recent Affidavits filed by himself. Each figure under **RECENT DOCUMENTS by me** on click opens a list of the cases to which it is referring to. Further such documents can be opened on click of each document reference shown in the list. The list shows case in which such document is filed, type of the document and date and time of filing the same. Total figure can be further clicked to generate total list of Recent Documents by the user.

7.3 RECENT DOCUMENTS by others

A user can check the status of the documents e-filed by others by checking the Tab on the Dashboard under '**RECENT DOCUMENT By others**'. These are cases in which User is appearing but development is reported about document filed by other parties. User can check Rejoinder, reply, IAs and Affidavits filed by recently by other parties. Each figure under **RECENT DOCUMENTS by others** on click opens a list of the cases giving necessary details for quick reference and quick action of the User. Such list can be drilled down on click of each document reference shown in the list and finally it shows the actual document recent filed by other side. The list shows case in which such document is filed, type of the document and date and time of filing the same. Total figure can be further clicked to generate total list of Recent Documents by the user



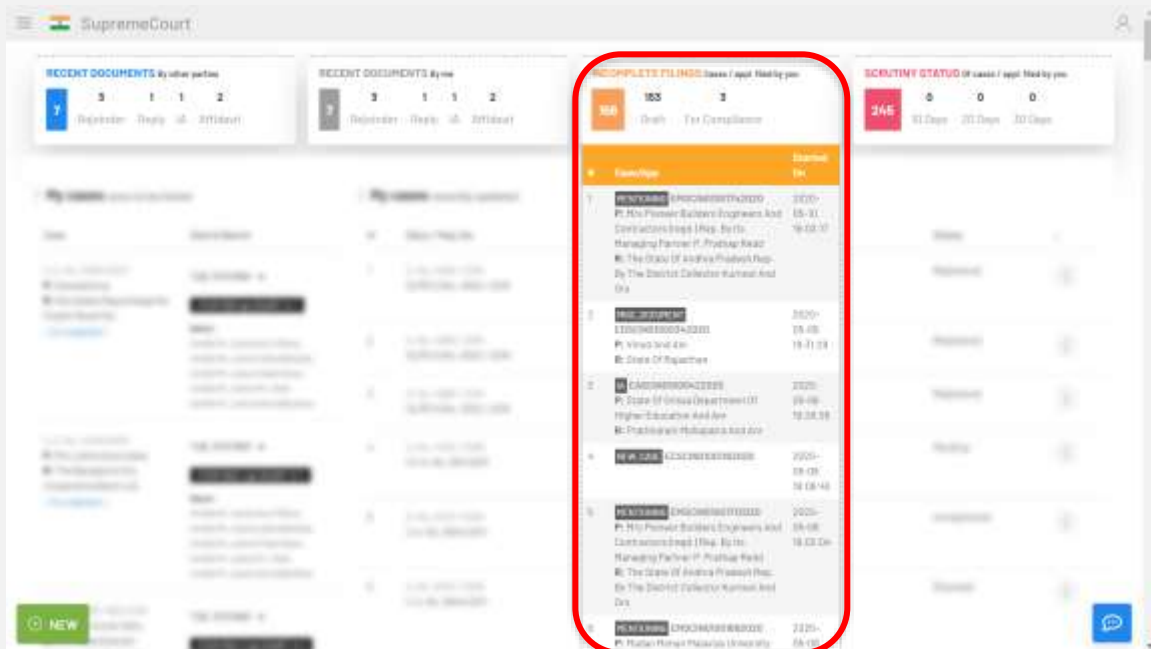


SC e-filing Fig 86 - Recent Documents by others (List of cases)

7.4 INCOMPLETE FILINGS

By clicking on the 'draft' Tab under 'INCOMPLETE FILINGS', user can view list all the saved drafts of cases to be e-filed which either are not yet fully ready to file or not submitted finally. On click 'Draft' list shows different type of incomplete or pending actions relating to 'New Case', 'Mentioning', 'e-Refer', 'Misc. Docs' and 'IA'. List conspicuously shows such categories and it becomes easy to identify the type of request pending in draft or incomplete mode. The generated list can be further clicked to User can access the drafts, edit or complete them for submission. The screen shows e-filing number, type of case, cause title, date of creation. If the draft is ready, user can press the 'Final Submit' button to finally submit it.

In the same tab, User can see figures under caption 'Incomplete Filings'. For illustration purpose take case that User e-files a case and it was found that erroneously some different or blank documents or some unconcerned documents are filed, or index of document is not proper in that event, e-Filing Admin returns the file for compliance marking objection as Incomplete with specific remarks. Such cases are shown 'For Compliance'. On click of this figure a list is generated and on click on any number in the list, it takes user to take expected action of compliance.



SC e-filing Fig 87 INCOMPLETE FILINGS> Drafts > List

7.5 SCRUTINY STATUS

When a user has finally e-filed a case, the e-filing Administrator checks the case and makes it over to the Registry for scrutiny. Registry thoroughly goes through the file after scrutiny registry marks objections. The User has to make good those objections within given time frame. Objections can be of multiple types. Such objections are reflected here. The objections are sorted on the strength of time left for removal e.g. 10 days, 20 days and 30 days)

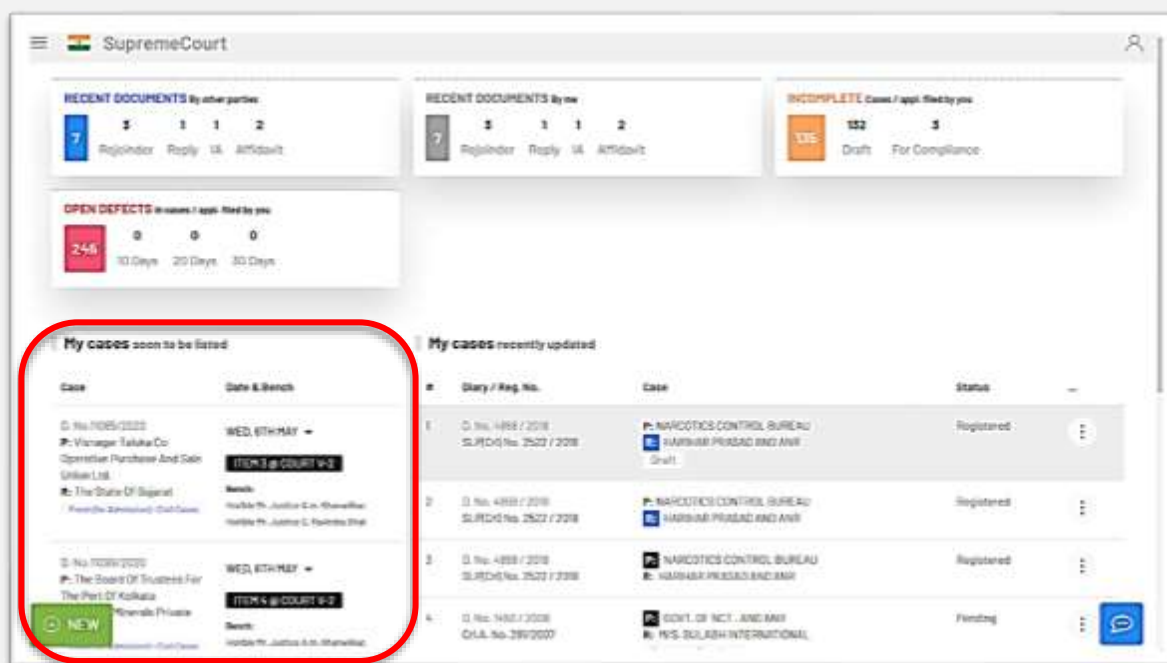
On click of each figure shown under SCRUTINY STATUS generates list as per time left for removal of objections. List shows details of case number or Diary Number. The list also shows nature of objection, date and time when such objection was notified. Total figure under SCRUTINY STATUS, if clicked, generates list of entire cases under objections.

#	Case	Defect	Notified On
1	1722013	Incorrect numbering of paragraphs and pagination of pages books and description in index..	2019-01-07 00:00:00
2	4072014	102	2014-01-06 00:00:00
3	4072014	102	2014-01-06 00:00:00
4	4072014	102	2014-01-06 00:00:00
5	4072014	102	2014-01-06 00:00:00
6	11082014	Non-filing of affidavit properly executed	2014-01-10 00:00:00
7	11082014	Non-Signing of Signature of the Counsel / Party in Petition/application	2014-01-10 00:00:00
8	2014	Incorrect numbering of	2014-01-10 00:00:00

SC e-filing Fig 88 SCRUTINY STATUS > list of cases with defects

7.6 My Cases to be listed soon

Beneath the boxes showing different updates, there appear two lists relating to User's Cases. One out those lists is '**MY CASES to be listed soon**'. This list shows cases of user which are listed either today or tomorrow before the Court. While showing the list, necessary details are given. To mention, it shows details of case number, names of parties, Bench of Hon'ble Judge before whom the case is listed. Details of Court Number and place of the cases in chronological order is the cause list. It also shows type of cause list e.g. chamber matters, fresh cases etc.



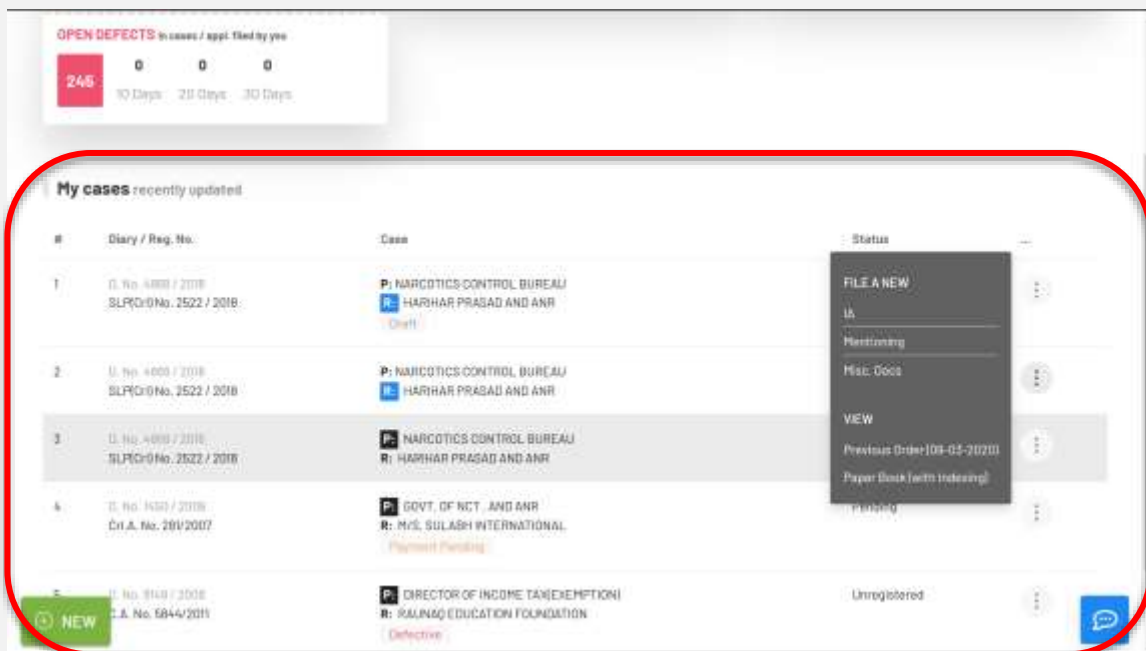
SC e-filing Fig 89 My Cases to be listed soon >> list of cases

7.7 My Cases recently updated

This is list of cases which are recently updated. All the tabs show one or the other kind of updates. It is possible for the user to go into details of such updates. It is possible for the user to immediately move motion filing IA, filing Misc. documents, or mention any case for early hearing. User can choose to see the digitized paper-book with Indexing. User can have immediate access to orders passed.

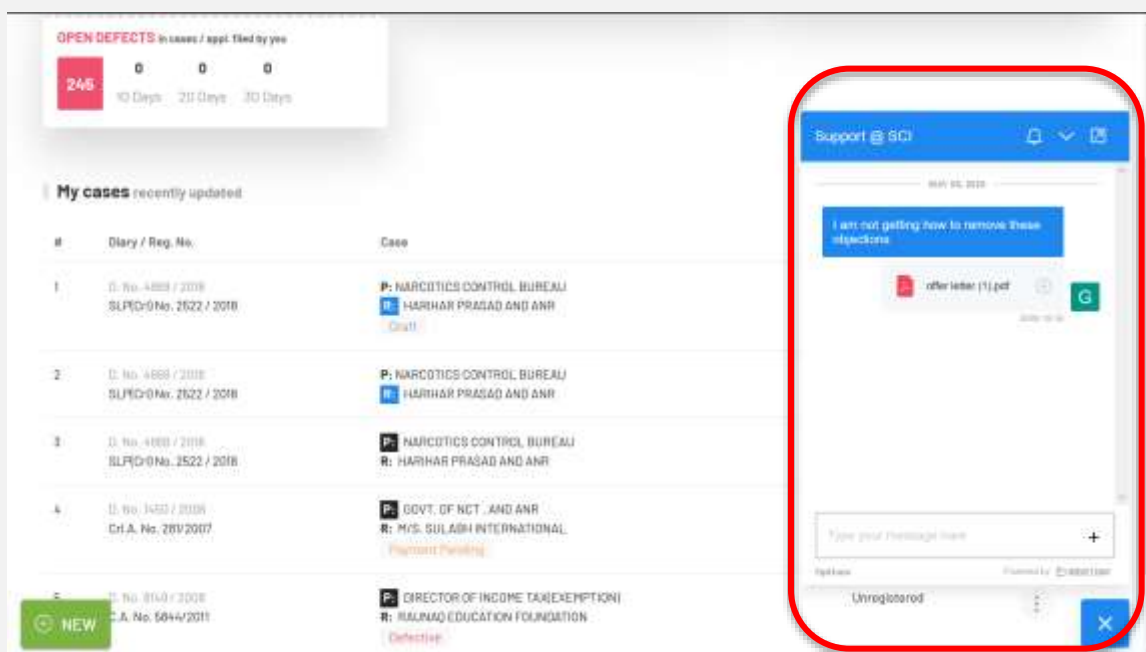
In the list P and R word are shown highlighted. If User is representing Petitioner in that case word P is highlighted and if the user is representing Respondents then word R is used. However, when mouse is taken on the word P or R, it shows name of party to whom the User is representing in the case.

The list indicates the area updated in the file. Immediate below party details, nature of update is mentioned. User can see on the cases updates are mentioned “defective”, “Payment Pending”. Similarly updates like uploading of order Judgments can be found here.



SC e-filing Fig 90 My Cases >> recently updated cases shown on Dashboard

7.8 Support @ SCI

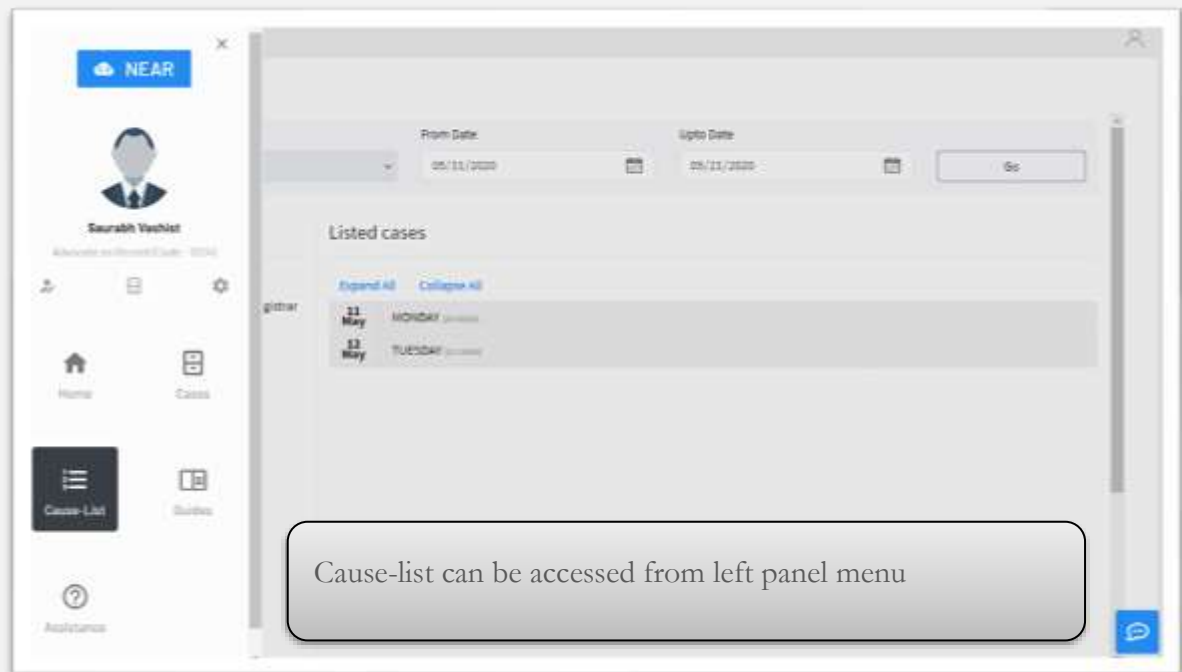


SC e-filing Fig 91 Support @ SCI

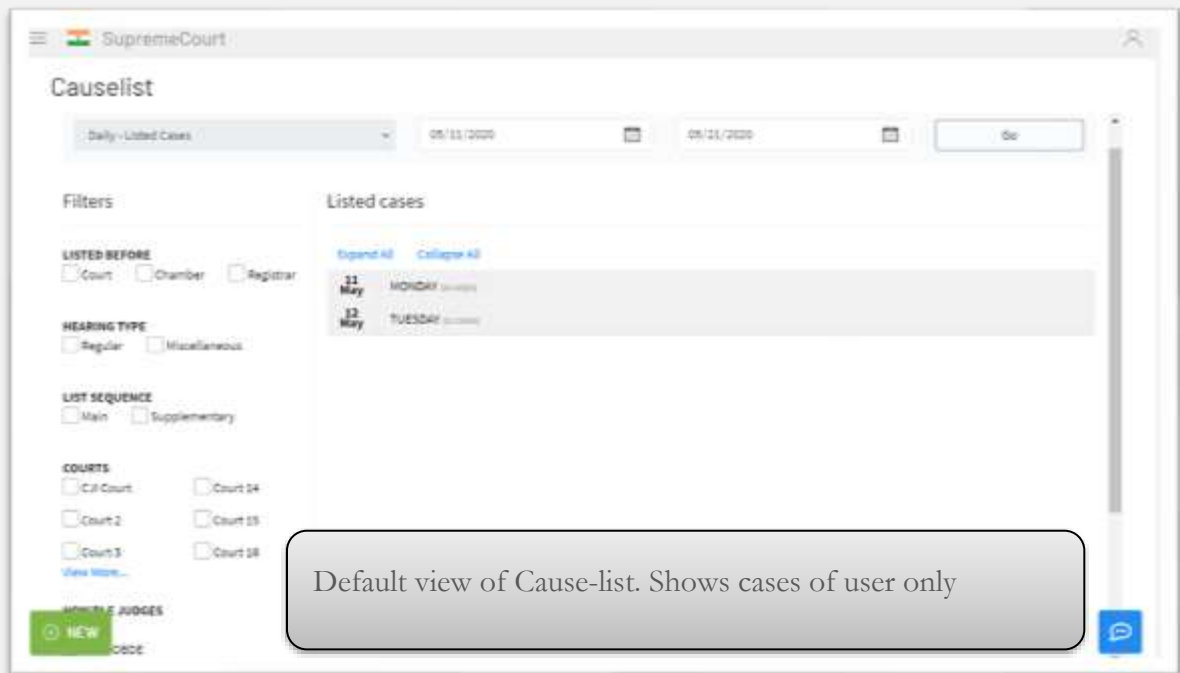
Support @ SCI is like online chat help. User can ask questions and he will get response from team deployed to extend assistance to Advocates and litigants. If Advocate is stuck some

where he can immediately ask for assistance and he will get the same immediately. If some Advocate does not know how to perform the process, he can send his pdf files or doc files through this assistance and can request for assistance through support assistance to complete his filing on his behalf. On receipt of such request, the work will be randomly allocated to one of the support assistants. For logging in the support assist would need OTP sent on registered mobile of Advocate-on-Record. Such login shall be one-time login and the support assistant shall complete the data entry, uploading and indexing of pdf file. For e-Signing and online payment, presence of Advocate on Record would be required. These two process and final submission needs to be completed by Advocate on Record him self or in his presence by by support assistant. These processes can be completed by Advocate on Record at his home through his login and these processes are just online payment kind of things which in present days every citizen is able to make through his smart phone or other devices or PC.

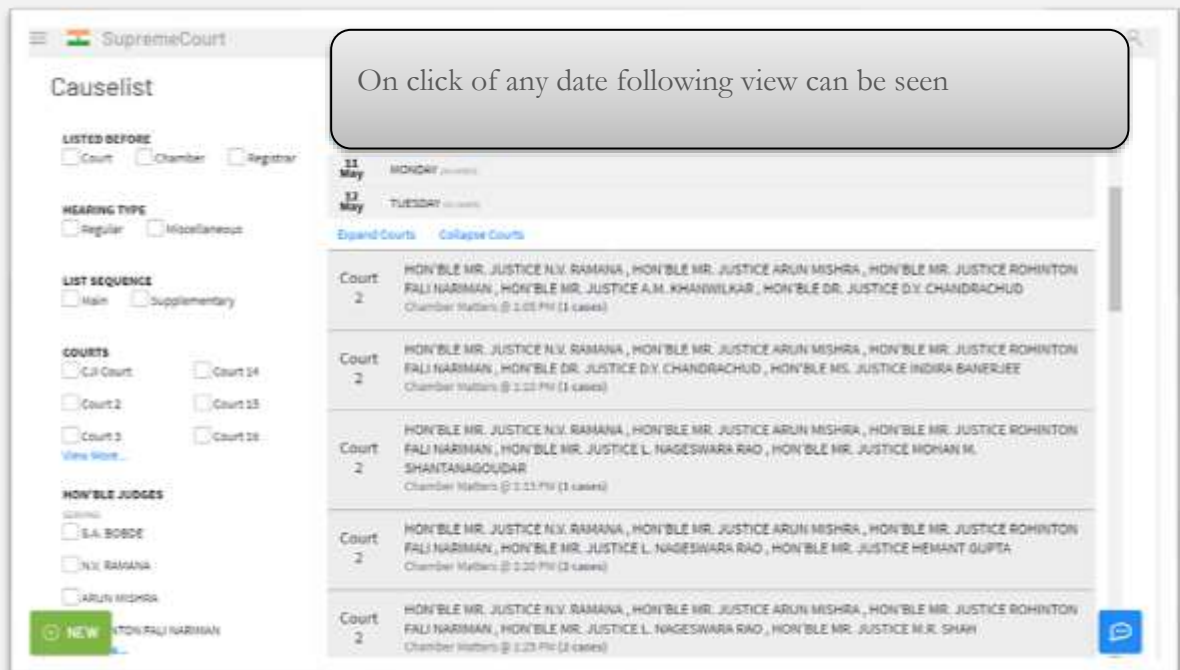
8 Cause-list



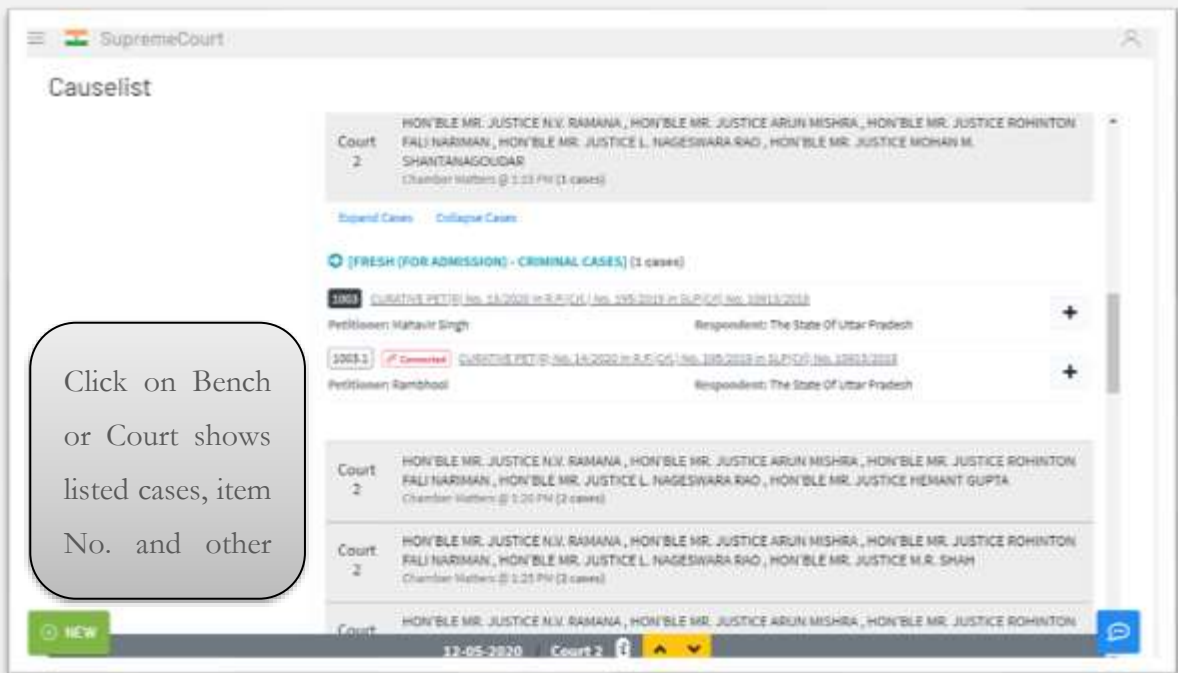
SC e-filing Fig 92 From left panel user can directly access cause-list module



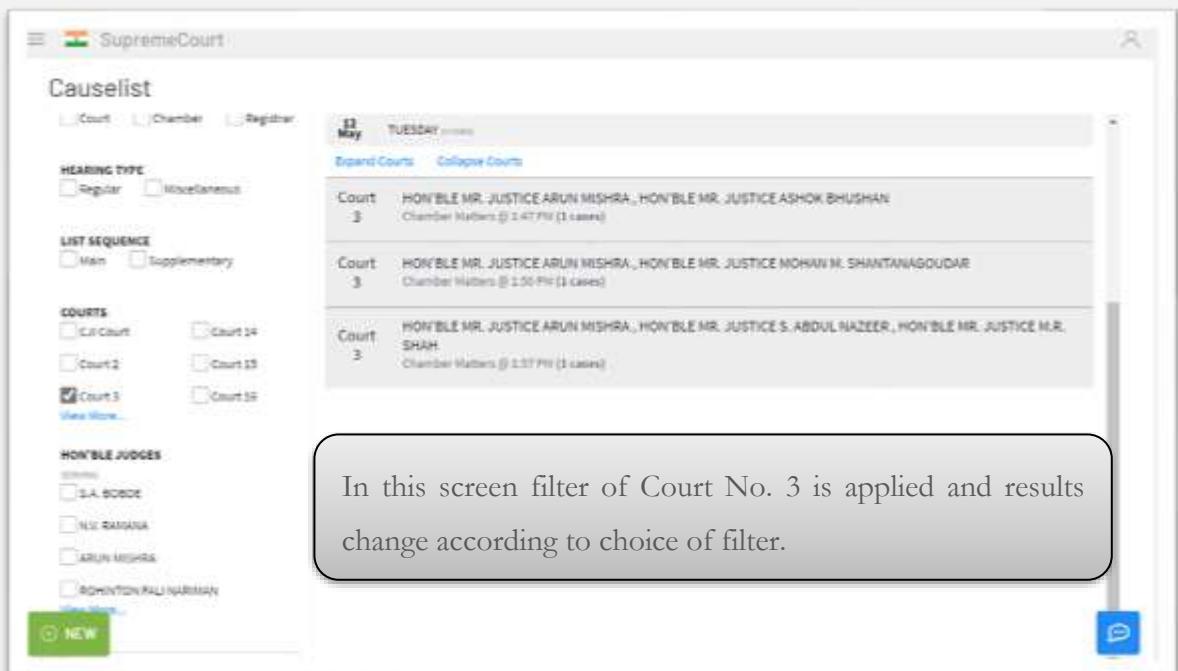
SC e-filing Fig 93 personalised cause list view for user



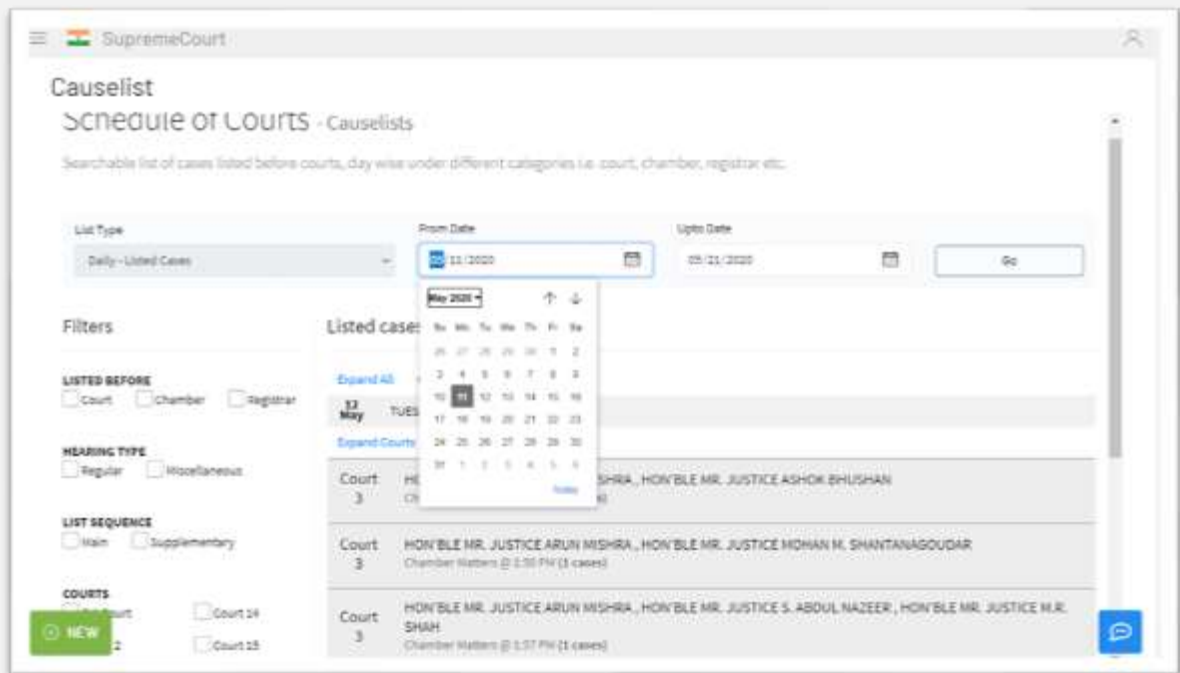
SC e-filing Fig 94 on click of date names of benches shown in which cases are listed for that day



SC e-filing Fig 95 on click on the bench cases are shown with details and item number

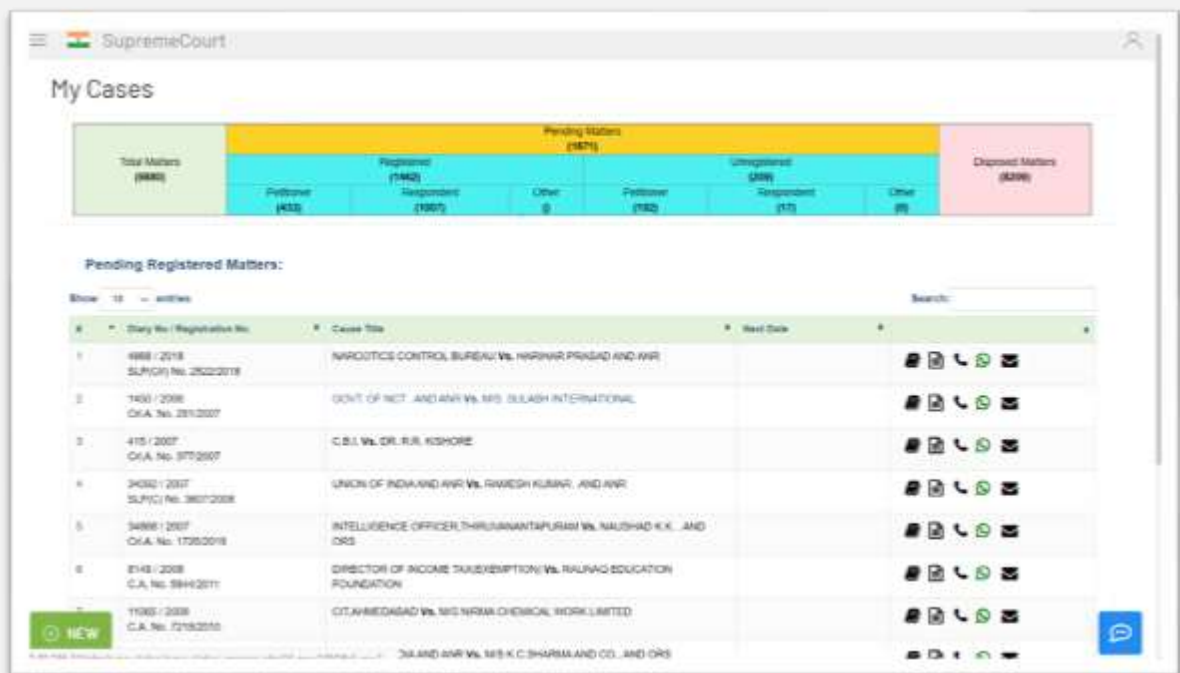


SC e-filing Fig 96 User can click on filters to generate view of specific courts or can make use of other filters as shown



SC e-filing Fig 97 User can click on date to generate cause list of desired dates (results shown if published)

9 My Cases



SC e-filing Fig 98 My Cases showing full list of pending and disposed cases of the user

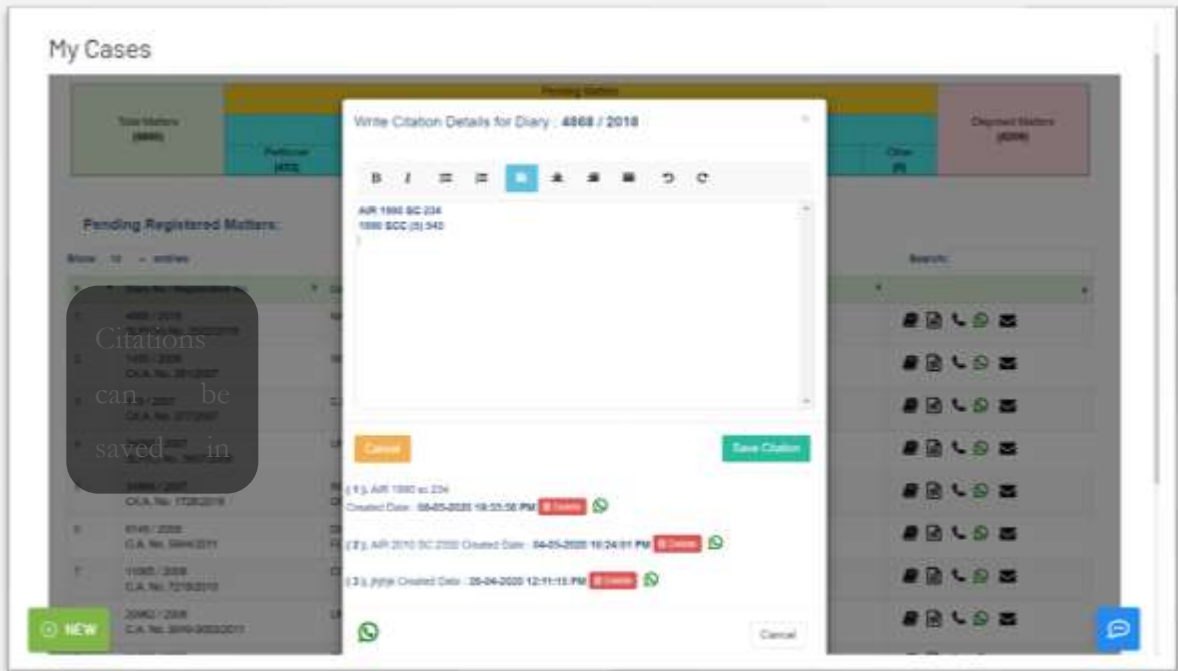
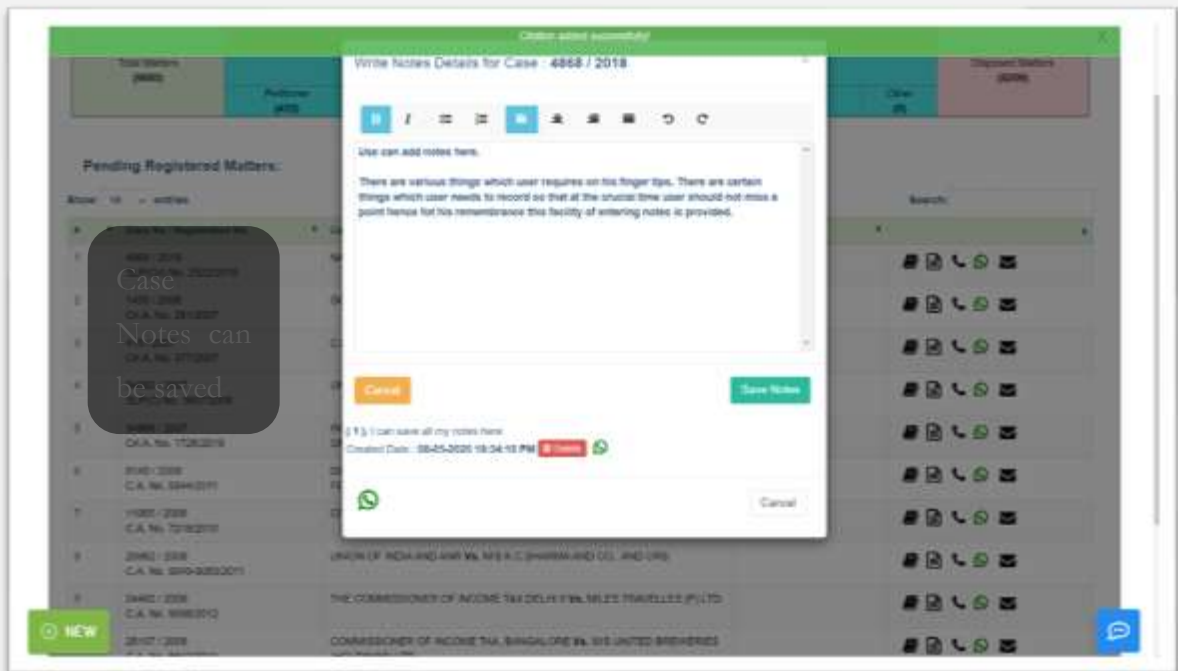
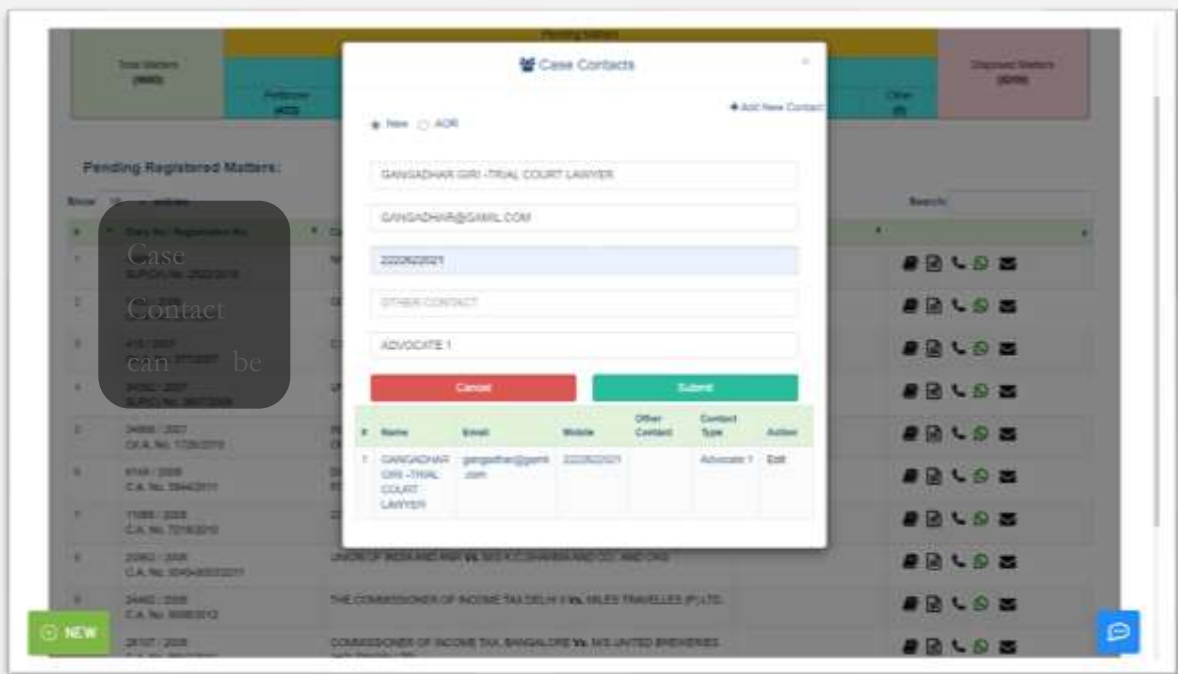


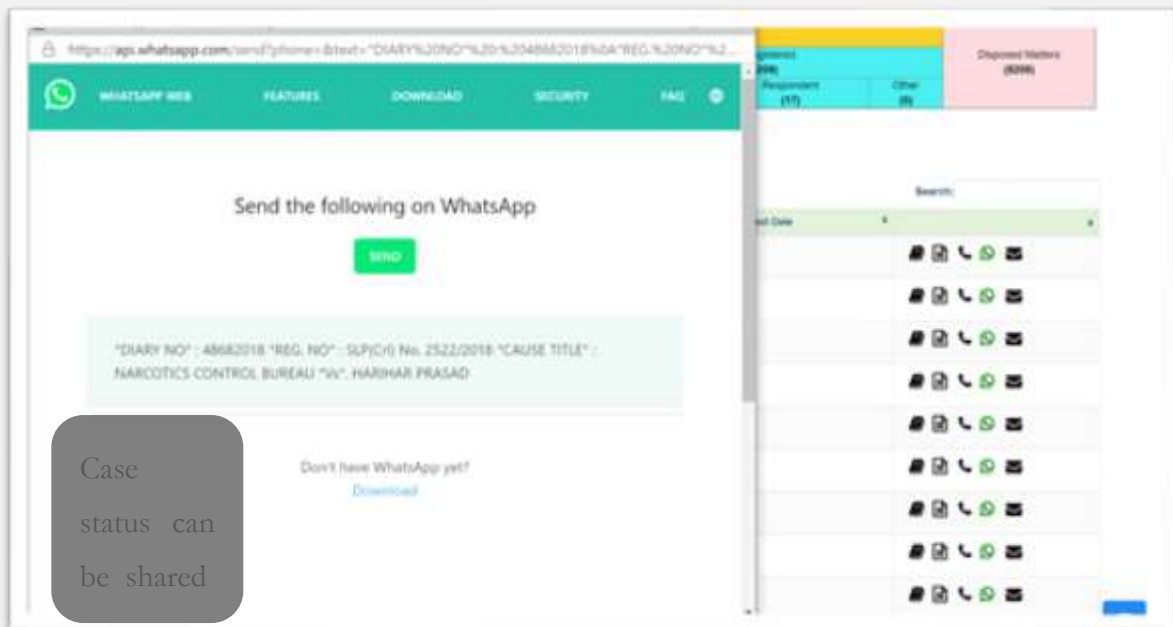
Figure 3 User can save citation for his future reference for each case and his data cannot be viewed by others



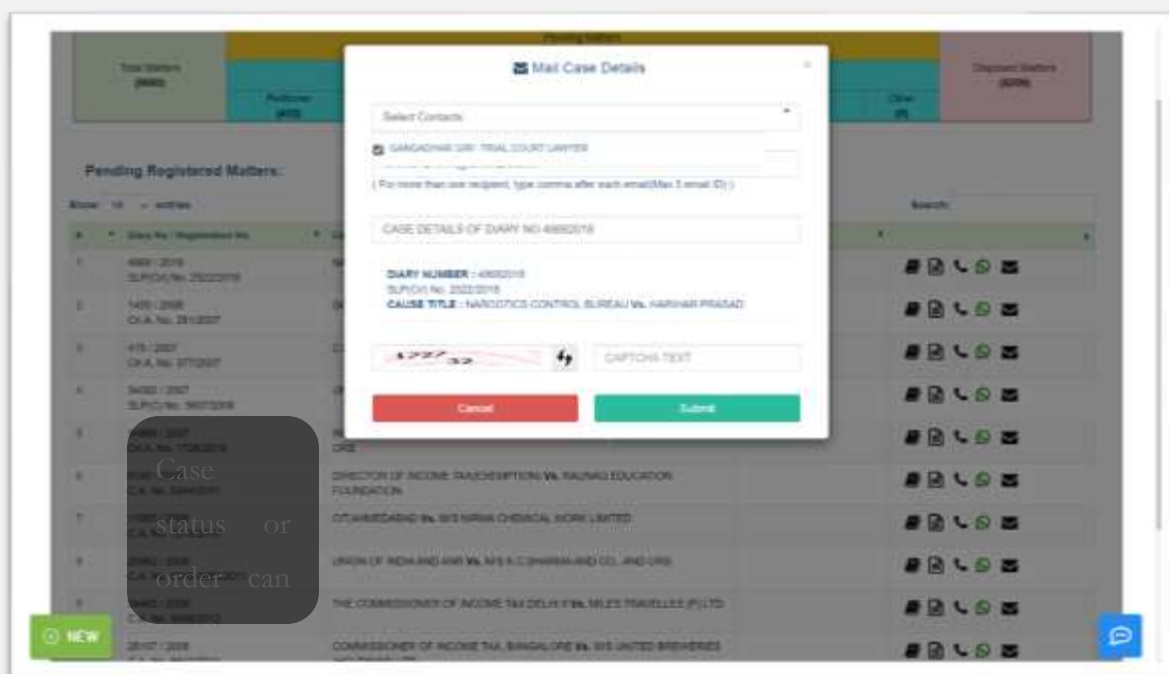
SC e-filing Fig 99 User can take notes and save in connection with every case and saved data cannot be viewed by anybody except user.



SC e-filing Fig 100 User can save contacts for his own management.



SC e-filing Fig 101 case status can be shared with stake holders using whatsapp or SMS



SC e-filing Fig 102 Case status or court orders can be sent using mail service of Supreme Court to the stake holders.