

Steps For e-Filing - Admin

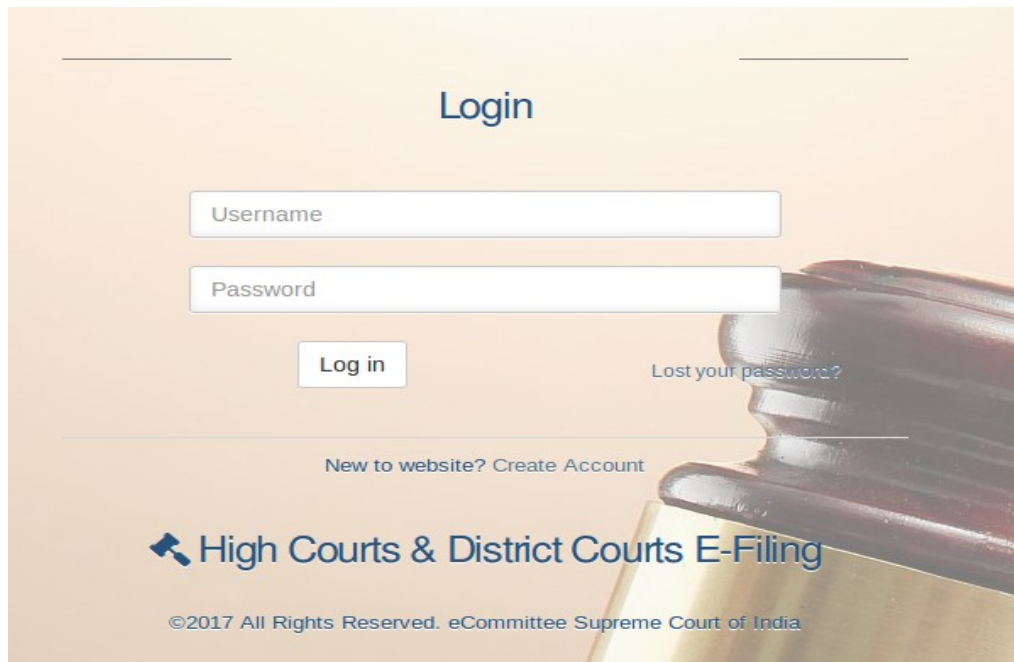


Fig. 1 – Main page of e-filing the cases in *High Courts* or *District Courts*

This (Fig. 1) is the main page of portal for e-filing the cases in *High Courts* or *District Courts*.

Admin Login:-

The Admin can log into portal from the main page of portal for e-filing (Fig. 1) using his Admin credentials.

My e-Filing Status (Dashboard):-

After login Admin will be redirected to the My e-Filing Status (Fig. 2) which is the Dashboard for the admin displaying the following information on the left side panel :

- **Home:-** This is to return to the home screen of e-Filing.
- **Reports:-** This allows to see the report specific to the Admin.
- **New Registration:** Here, New Party-in-Person Registrations can to made.
- **Active Users:** This displays the list of Active Users.

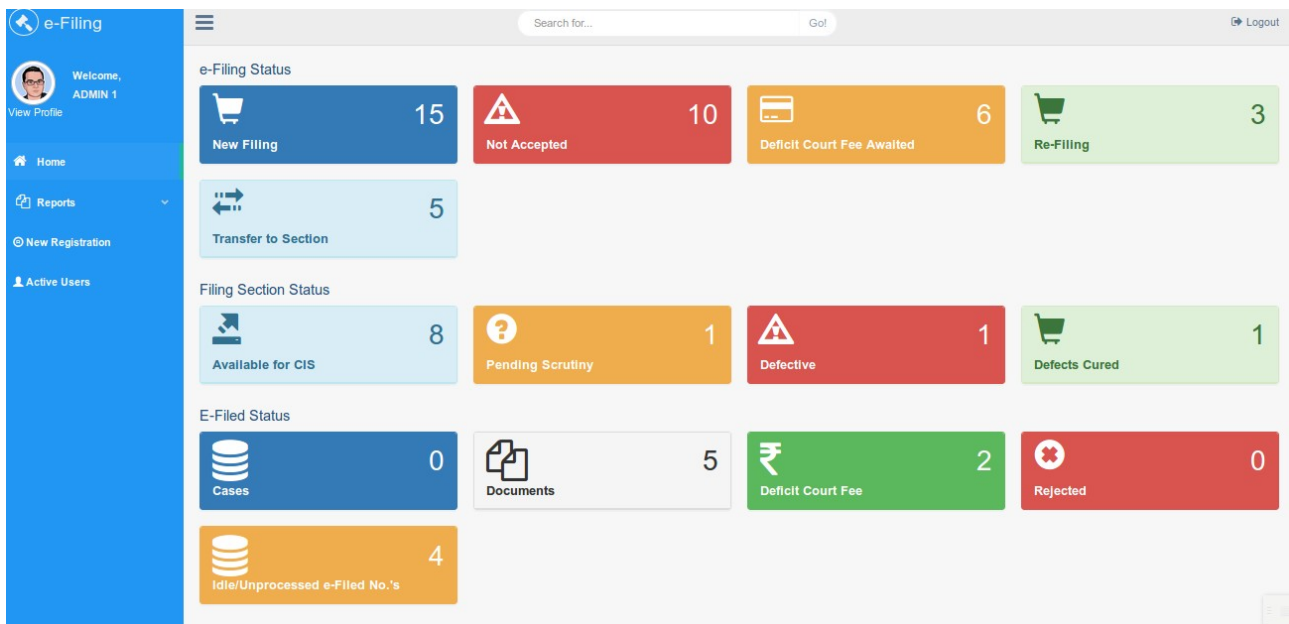


Fig. 2 - My e-Filing Status (Dashboard)

Profile (View/Updation):-

To view/update profile click on the profile picture or click on 'View Profile' option placed before profile picture on left side panel (Fig. 2).

The Profile Settings page displays the following information for Admin 1:

- Admin 1**
- Email Id :** 4dsk2354340@yahoo.com
- Phone #:** 9823275099
- Other Contact #:** 454545454
- Address:** 4545, 45454, City - delhi, Pincode - 101010

There is a profile picture of a man with glasses and a green 'Upload' button below it. A 'Change Password' link is also visible.

Fig. 3 (a) - Profile Settings

In this screen (Fig. 3 (a)) user can view their profile. If the user wants to update his email id, phone, other contact, and address he can click the icon () given next to such details.

In the Email Id updation form (Fig. 3 (b)), the new email id is to be entered and the 'Update' button is to be clicked. An email OTP would be generated and sent to this newly entered email id.

The screenshot shows the 'e-Filing' application interface. On the left is a blue sidebar with a user profile icon and the text 'Welcome, ADMIN 1'. Below this are navigation links: 'Home', 'Reports', 'New Registration', and 'Active Users'. The main content area has a search bar at the top with the text 'Search for...' and a 'Go!' button. Below the search bar is a section titled 'Profile Settings'. Inside this section, there is a form with a label 'Email Id :*' and a text input field containing the email address '4dsk2354340@yahoo.com'. At the bottom of the form are two buttons: 'Cancel' (blue) and 'Update' (green).

Fig. 3 (b) - Profile Settings (Email Updation)

This screenshot shows the same 'e-Filing' application interface as Fig. 3 (b), but at a different step in the email update process. The 'Profile Settings' section now displays a form with the label 'Enter your mail OTP :*'. The form contains a single text input field for entering the OTP. Below the input field are 'Cancel' (blue) and 'Update' (green) buttons.

Fig. 3 (c) - Profile Settings (Email Updation – OTP Form)

On entering the mail OTP, and clicking 'Update' button, the email id thus entered gets updated against the concerned user profile.

Similarly, the Phone displayed in Profile Settings (Fig. 3 (a)) can be updated by editing contact number, clicking the 'Update' button, and entering the mobile OTP, received at the newly entered mobile number, to update it against the concerned user profile.

However, 'Other Contact' and 'Address' can be simply be updated by entering the desired details. No OTP is required for them.

The Password can be changed from the Profile Setting page (Fig. 3 (a)) by clicking ' Change Password'. The Password can be changed by entering Current Password and New Password (also confirm New Password), and clicking 'Update' in the form (Fig. 3 (d)). The new Password gets updated against the concerned user profile.

Fig. 3 (d) - Profile Settings (Password Change)

To update picture click on check box given in the Profile Setting page (Fig. 3 (a)) and then choose the picture and then upload it. Profile picture will be uploaded.

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

Dashboard : In Dashboard the following tiles are shown.

- e-Filing Status
 - New Filing
 - Not Accepted
 - Deficit Court Fee Awaited
 - Re-Filing
 - Transfer to Section
- Filing Section Status
 - Available for CIS
 - Pending Scrutiny
 - Defective
 - Defects cured
- E-Filed Status
 - Cases
 - Documents
 - Deficit Court Fee
 - Rejected
 - Idle/Unprocessed e-Filed No.s'

e-Filing Status - New Filing - On clicking this option, the Admin is taken to 'New Filing' page (Fig. 4(a)) where he gets the data for the New Filing done by the Users in tabular form. There are three types of New Filing viz. Deficit Court Fee, New Case and Misc. Docs Deficit Court Fee are those cases where the e-filing is done for payment of court fees found deficit in already filed cases.

New Cases are those cases where the user is filing a petition for the first time.

Mis. Docs are those cases where the user is filing documents in the already filed cases.

#	eFiling No.	Type	Cause Title	Submitted On	Action
1	EDLWT0100492017	Deficit Court Fee	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 03.17.11 PM	Action
2	EDLWT0100502017	Deficit Court Fee	PC - PROBATE/LETTER OF ADMIN - 16081 / 2016 , RAJAN KASHYAP Vs. STATE	27/11/2017 03.18.17 PM	Action
3	EDLWT0100512017	Deficit Court Fee	LAC - LAND ACQ. ACT - 272 / 2016 , AVINASH KUMAR BANSAL Vs. UOI (MUNDKA)	27/11/2017 03.19.14 PM	Action
4	EDLWT0100522017	Deficit Court Fee	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 1027 / 2017 , RANJAN BAJPAI Vs. DECENT COLONIZERS P LTD	27/11/2017 03.20.10 PM	Action
5	EDLWT0100532017	Deficit Court Fee	PPA - PUBLIC PREMISES ACT - 13 / 2016 , MAHINDER SINGH Vs. DELHI DEVELOPMENT AUTHORITY	27/11/2017 03.21.10 PM	Action
6	EDLWT0100272017	New Case	Akhlesh Vs. Aditya	27/11/2017 03.40.19 PM	Action
7	EDLWT0100262017	New Case	Pratibha Vs. APJ	27/11/2017 03.40.50 PM	Action
8	EDLWT0100582017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 03.40.52 PM	Action
9	EDLWT0100592017	Misc. Docs	PC - PROBATE/LETTER OF ADMIN - 16081 / 2016 , RAJAN KASHYAP Vs. STATE	27/11/2017 03.41.52 PM	Action

Fig. 4 (a) - e-Filing Status - New Filing (Table of Cases)

In the New Filing page (Fig. 4(a)) in the Case of Deficit Court Fee type, the Admin is taken to Preview page (Fig. 4 (b)) on clicking the 'Action' button.

Preview

eFiled Deficit Court Fee

Efiling No. EDLWT0100492017 Case No. & Cause Title : Civ DJ - CIVIL SUIT FOR DJ and ADJ 608333 / 2016 (SHRI GURDEEP SINGH Vs. DDA)

Court Fee Details

#	Transaction Number	Transaction Date	Court Fee (₹)	Printing Fee (₹)	Receipt	Deficit Court Fee (₹)
1	9788798445454454	11-11-2017	455	0	View	

Buttons: **Approve** (green), **Disapprove** (red)

Fig. 4 (b) - e-Filing Status - New Filing (Deficit Court Fee type - Action page)

In preview page the Admin can either Approve or disapprove the New Filing Case. On clicking 'Approve' a Confirmation dialogue box pop up (Fig. 4 (c)), and on confirming 'Yes' the case gets approved and a notification is displayed to this effect on the screen.

Confirmation

Are you sure to Approve this E-filing number ?

Buttons: **No**, **Yes**

Fig. 4 (c) - e-Filing Status - New Filing (Deficit Court Fee type - Approval Confirmation)

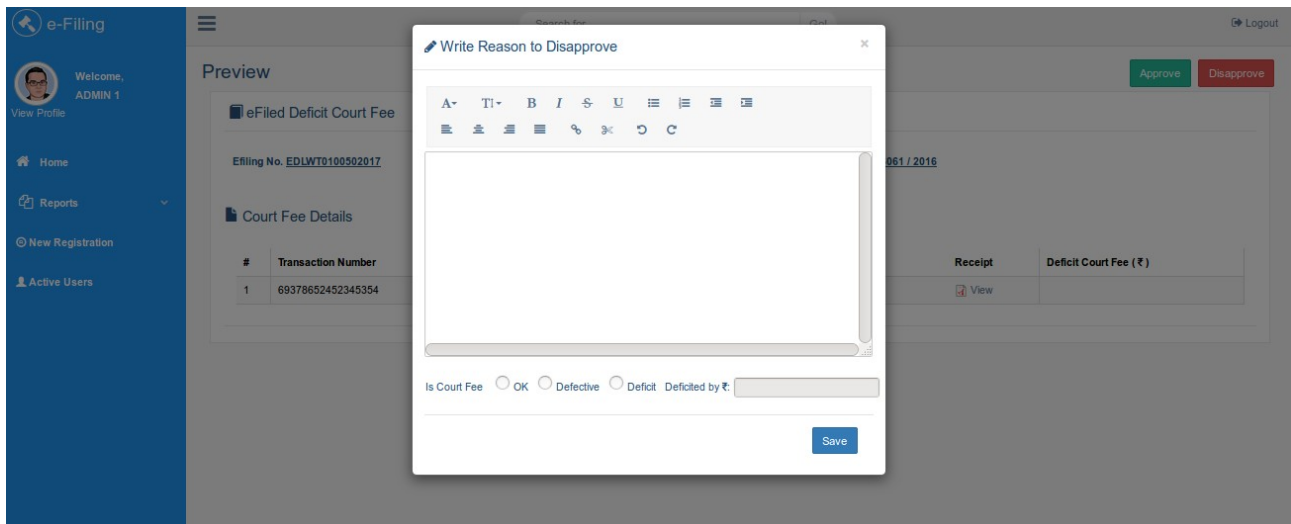


Fig. 4 (d) - e-Filing Status - New Filing (Deficit Court Fee type - Reason to Disapprove)

If the Admin, chooses to disapprove the New Filing case, then a dialogue box pop up (Fig. 4 (d)), wherein the Admin should Specify the Reason for this Disapproval.

In the New Filing page (Fig. 4(a)) in Case of New Case type, the Admin is taken to Preview page (Fig. 4 (e)) on clicking the 'Action' button.

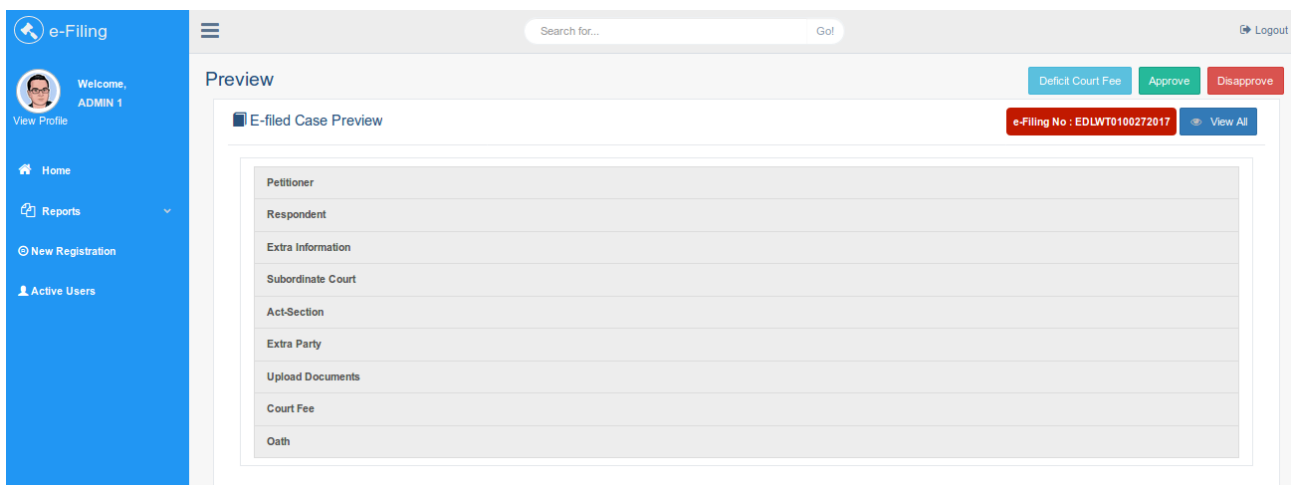


Fig. 4 (e) - e-Filing Status - New Filing (New Case type – Preview)

If the Admin, wish to have an overview of the data entered by the user, he can click 'View all' button, which would uncollapse (Fig. 4 (f)) all the fields displayed in the page.

Petitioner

Name: Akhlesh	Gender: Male	Age: 40	Relation: None/Other
Father/Mother/Husband Name: yadav	Date of Birth: 01/01/1970	Caste: saifai	Extra Petitioner Count: 655445
Email: akhi@gmail.com	Mobile No.: 9985435456	Address: saifai	Pincode: 655445
UID No.: 0	State: NEW DELHI	District: NEW DELHI	Town: Shakarpur
Ward: Taluka: Village: Police Station Code: Shakarpur			

Respondent

Defendant: Aditya	Gender: Other	Age: 40	Relation: None/Other
Father/Mother/Husband Name: Nath	Date of Birth: 01/01/1970	Caste: GEN	Extra Respondent Count: 658986
Email: nath@gmail.com	Mobile No.: 8788888888	Proforma Respondent: N	Address: gorakhpur
Pincode: 658986	UID No.: 0	State: NEW DELHI	District: NEW DELHI
Town: Gandhil Nagar	Ward: Taluka: Village: Police Station Code: Gandhil Nagar		

Fig. 4 (f) - e-Filing Status - New Filing (New Case type – View All)

If the Admin finds that the user has paid less court fee, he can click the 'Deficit Court Fee' button, a dialogue box appears (Fig. 4 (g)) wherein the Admin can fill the amount of Deficit Court Fee to be paid and submit it. The concerned user will be notified accordingly. The Admin also gets option to approve or disapprove New Filing. In case of Disapproval, the reason for the same, needs to be specified.

Deficit Court Fee

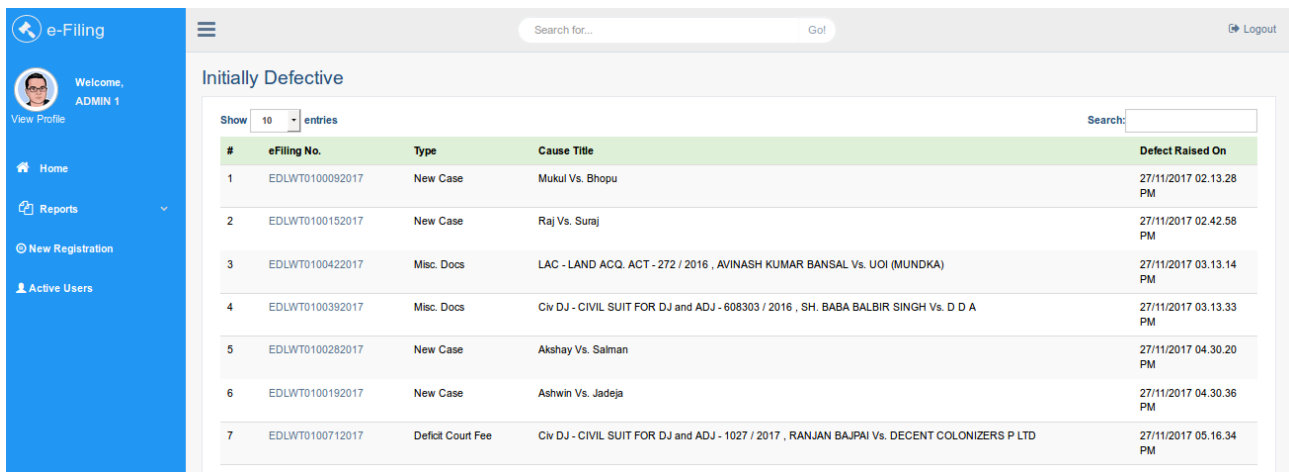
Deficit Court fees to be paid:

Close Submit

Fig. 4 (g) - e-Filing Status - New Filing (New Case type – Deficit Court Fee)

In the New Filing page (Fig. 4(a)) in Case of Misc. Docs type, the procedure would be same as in New Case type.

e-Filing Status – Not Accepted – This page (Fig. 5) show the cases which the Admin has disapproved, in tabular form.

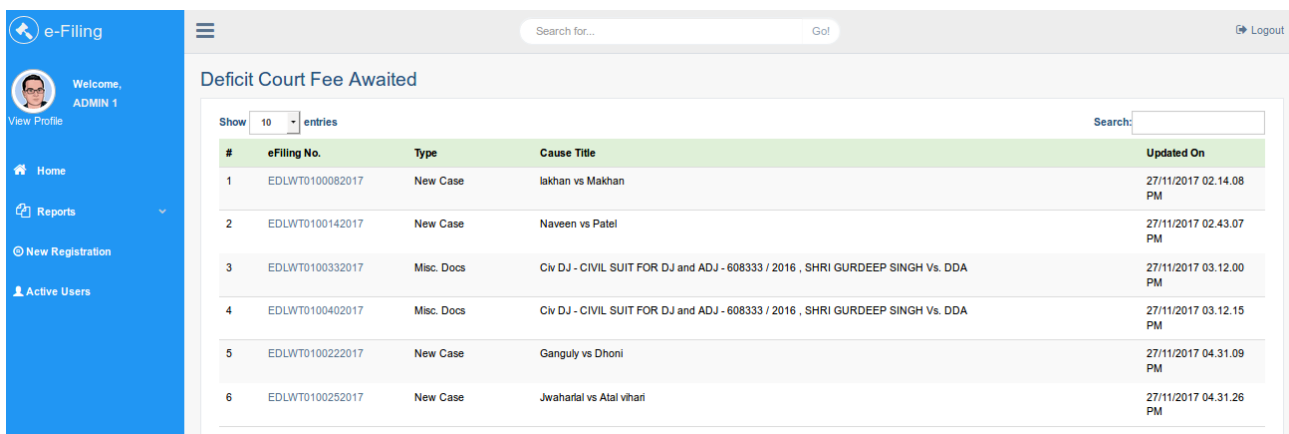


The screenshot shows the 'Initially Defective' section of the e-Filing system. It displays a table with 7 entries of cases that have been initially rejected. The table includes columns for case number, type, title, and the date/time the defect was raised. The left sidebar shows the user is logged in as ADMIN 1.

#	eFiling No.	Type	Cause Title	Defect Raised On
1	EDLWT0100092017	New Case	Mukul Vs. Bhopu	27/11/2017 02.13.28 PM
2	EDLWT0100152017	New Case	Raj Vs. Suraj	27/11/2017 02.42.58 PM
3	EDLWT0100422017	Misc. Docs	LAC - LAND ACQ. ACT - 272 / 2016 , AVINASH KUMAR BANSAL Vs. UOI (MUNDKA)	27/11/2017 03.13.14 PM
4	EDLWT0100392017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608303 / 2016 , SH. BABA BALBIR SINGH Vs. D D A	27/11/2017 03.13.33 PM
5	EDLWT0100282017	New Case	Akshay Vs. Salman	27/11/2017 04.30.20 PM
6	EDLWT0100192017	New Case	Ashwin Vs. Jadeja	27/11/2017 04.30.36 PM
7	EDLWT0100712017	Deficit Court Fee	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 1027 / 2017 , RANJAN BAJPAI Vs. DECENT COLONIZERS P LTD	27/11/2017 05.16.34 PM

Fig. 5 - e-Filing Status – Not Accepted

e-Filing Status – Deficit Court Fee Awaited – This page (Fig. 6) shows the data in tabular form for the Cases, where the Admin had notified in the New Filing Section (for case types New Cases and Misc. Docs) the amount of Deficit Court Fees to be paid by the user.

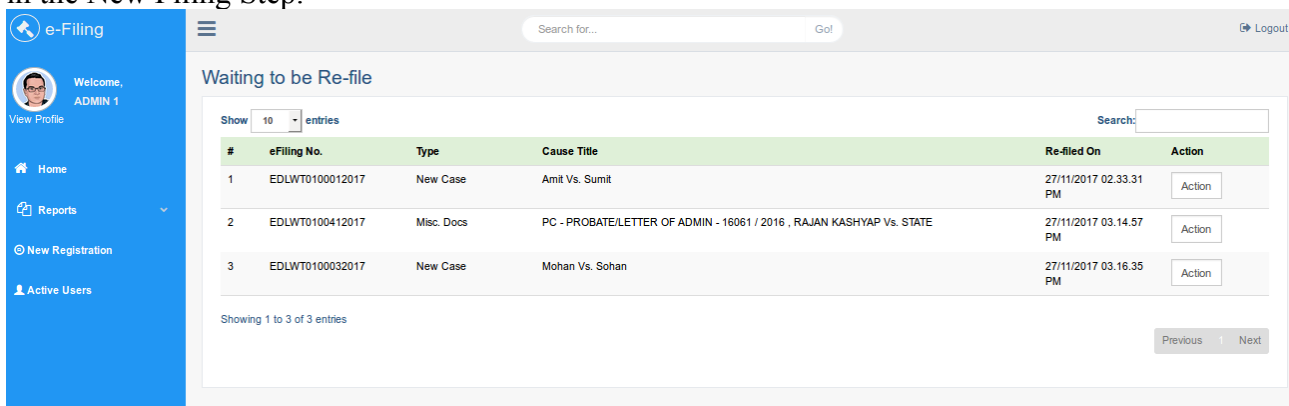


The screenshot shows the 'Deficit Court Fee Awaited' section of the e-Filing system. It displays a table with 6 entries of cases where the user has not yet paid the required court fees. The table includes columns for case number, type, title, and the date/time the fee was updated. The left sidebar shows the user is logged in as ADMIN 1.

#	eFiling No.	Type	Cause Title	Updated On
1	EDLWT0100082017	New Case	lakhan vs Makhan	27/11/2017 02.14.08 PM
2	EDLWT0100142017	New Case	Naveen vs Patel	27/11/2017 02.43.07 PM
3	EDLWT0100332017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 03.12.00 PM
4	EDLWT0100402017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 03.12.15 PM
5	EDLWT0100222017	New Case	Ganguly vs Dhoni	27/11/2017 04.31.09 PM
6	EDLWT0100252017	New Case	Jwaharlal vs Atal vihar	27/11/2017 04.31.26 PM

Fig. 6 - e-Filing Status – Deficit Court Fee Awaited

e-Filing Status – Re-Filing – This page (Fig. 7) shows the Cases where any defects had been raised by the Admin in New Filing Step. Here the procedure to approve/disapprove the case is identical as in the New Filing Step.



The screenshot shows the 'Waiting to be Re-file' section of the e-Filing system. It displays a table with 3 entries of cases that need to be re-filed. The table includes columns for case number, type, title, the date/time it was re-filed, and an 'Action' button. The left sidebar shows the user is logged in as ADMIN 1.

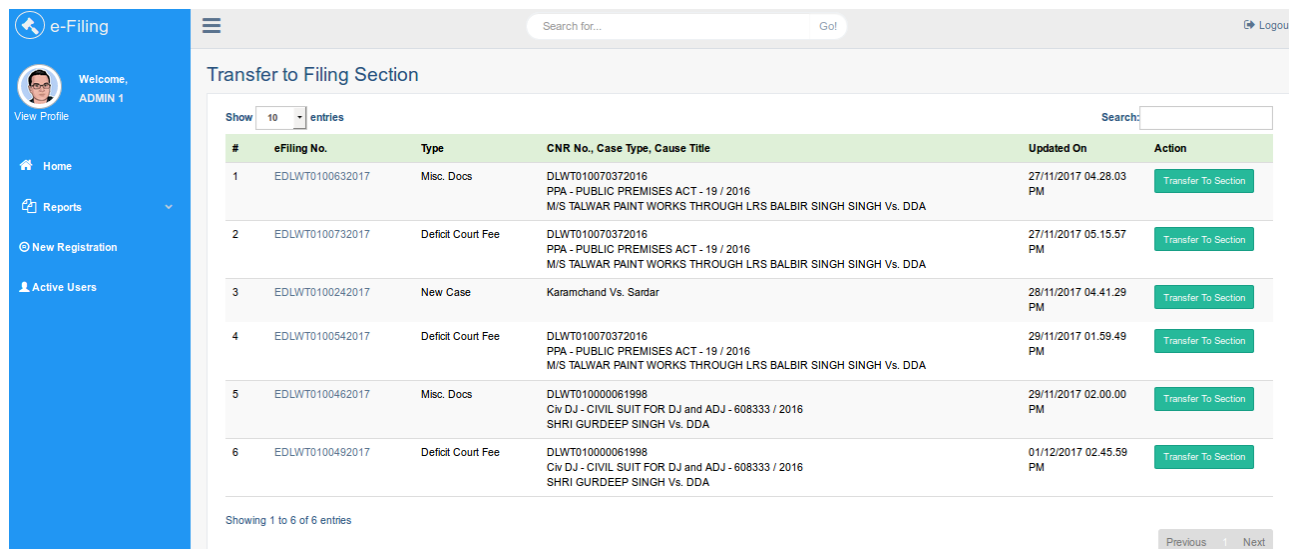
#	eFiling No.	Type	Cause Title	Re-filed On	Action
1	EDLWT0100012017	New Case	Amit Vs. Sumit	27/11/2017 02.33.31 PM	Action
2	EDLWT0100412017	Misc. Docs	PC - PROBATE/LETTER OF ADMIN - 16061 / 2016 , RAJAN KASHYAP Vs. STATE	27/11/2017 03.14.57 PM	Action
3	EDLWT0100032017	New Case	Mohan Vs. Sohan	27/11/2017 03.16.35 PM	Action

Showing 1 to 3 of 3 entries

Previous Next

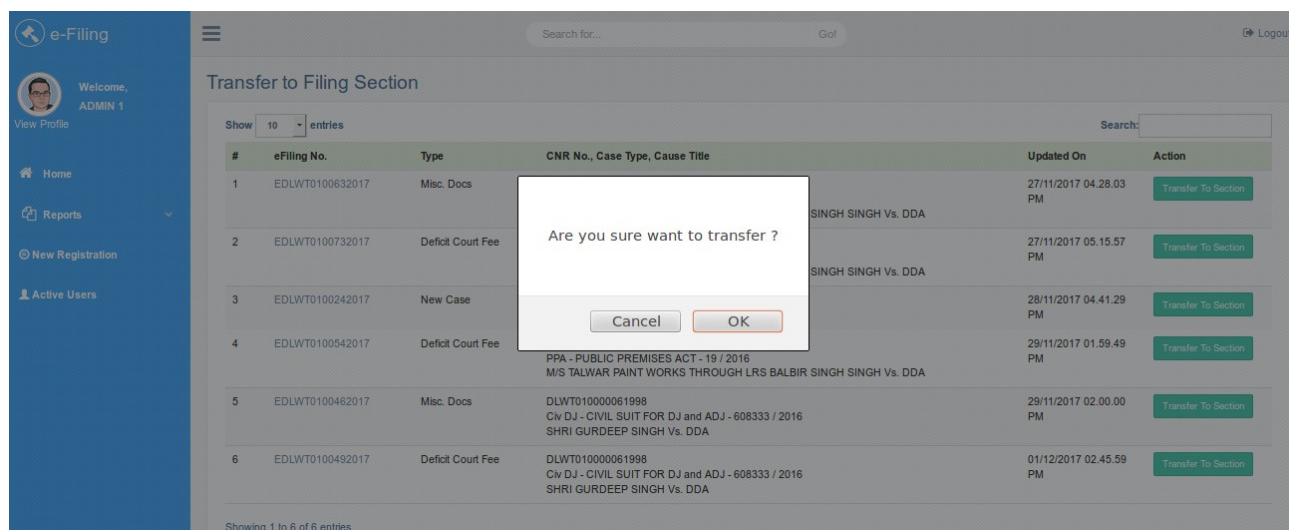
Fig. 7 - e-Filing Status – Re-Filing

e-Filing Status – Transfer to Section – This page (Fig. 8 (a)) show the data of the cases in tabular form, which are ready to be transferred to Section. On click 'Transfer to Section' a dialogue box will pop up (Fig. 8 (b)), where the Admin should confirm whether he wants to transfer the particular case. The case which would be transferred from here would gets reflected under 'Available for CIS' under 'Filing Section Status' in Dashboard.



#	eFiling No.	Type	CNR No., Case Type, Cause Title	Updated On	Action
1	EDLWT0100632017	Misc. Docs	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	27/11/2017 04:28:03 PM	Transfer To Section
2	EDLWT0100732017	Deficit Court Fee	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	27/11/2017 05:15:57 PM	Transfer To Section
3	EDLWT0100242017	New Case	Karamchand Vs. Sardar	28/11/2017 04:41:29 PM	Transfer To Section
4	EDLWT0100542017	Deficit Court Fee	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	29/11/2017 01:59:49 PM	Transfer To Section
5	EDLWT0100462017	Misc. Docs	DLWT010000061998 Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 SHRI GURDEEP SINGH Vs. DDA	29/11/2017 02:00:00 PM	Transfer To Section
6	EDLWT0100492017	Deficit Court Fee	DLWT010000061998 Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 SHRI GURDEEP SINGH Vs. DDA	01/12/2017 02:45:59 PM	Transfer To Section

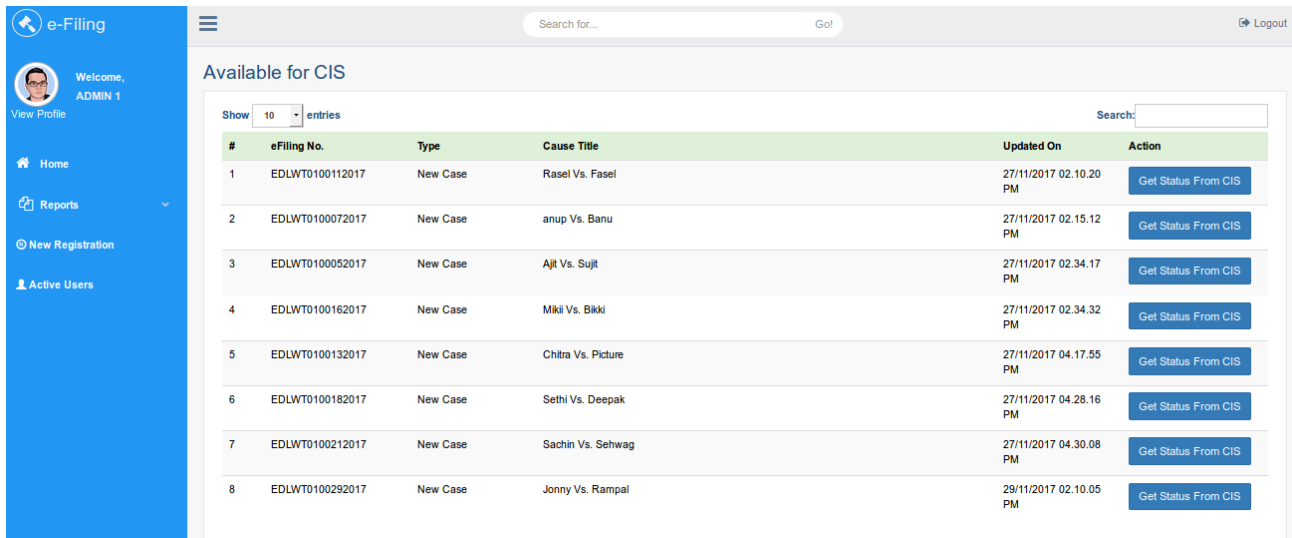
Fig. 8 (a) - e-Filing Status – Transfer to Section (Tabular Data)



#	eFiling No.	Type	CNR No., Case Type, Cause Title	Updated On	Action
1	EDLWT0100632017	Misc. Docs	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	27/11/2017 04:28:03 PM	Transfer To Section
2	EDLWT0100732017	Deficit Court Fee	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	27/11/2017 05:15:57 PM	Transfer To Section
3	EDLWT0100242017	New Case	Karamchand Vs. Sardar	28/11/2017 04:41:29 PM	Transfer To Section
4	EDLWT0100542017	Deficit Court Fee	DLWT010070372016 PPA - PUBLIC PREMISES ACT - 19 / 2016 M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH Vs. DDA	29/11/2017 01:59:49 PM	Transfer To Section
5	EDLWT0100462017	Misc. Docs	DLWT010000061998 Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 SHRI GURDEEP SINGH Vs. DDA	29/11/2017 02:00:00 PM	Transfer To Section
6	EDLWT0100492017	Deficit Court Fee	DLWT010000061998 Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 SHRI GURDEEP SINGH Vs. DDA	01/12/2017 02:45:59 PM	Transfer To Section

Fig. 8 (b) - e-Filing Status – Transfer to Section (Option to Transfer)

Filing Section Status – Available for CIS – The case which have been transferred from 'Transfer to Section' under e-Filing Status would gets reflected here. Here (Fig. 9 (a)) the data would be shown in tabular form, for the case which are available to push to CIS software of the particular establishment.



#	eFiling No.	Type	Cause Title	Updated On	Action
1	EDLWT0100112017	New Case	Rasel Vs. Fasel	27/11/2017 02.10.20 PM	Get Status From CIS
2	EDLWT0100072017	New Case	anup Vs. Banu	27/11/2017 02.15.12 PM	Get Status From CIS
3	EDLWT0100052017	New Case	Ajit Vs. Sujit	27/11/2017 02.34.17 PM	Get Status From CIS
4	EDLWT0100162017	New Case	Mikil Vs. Bikki	27/11/2017 02.34.32 PM	Get Status From CIS
5	EDLWT0100132017	New Case	Chitra Vs. Picture	27/11/2017 04.17.55 PM	Get Status From CIS
6	EDLWT0100182017	New Case	Sethi Vs. Deepak	27/11/2017 04.28.16 PM	Get Status From CIS
7	EDLWT0100212017	New Case	Sachin Vs. Sehwaq	27/11/2017 04.30.08 PM	Get Status From CIS
8	EDLWT0100292017	New Case	Jonny Vs. Rampal	29/11/2017 02.10.05 PM	Get Status From CIS

Fig. 9 (a) - Filing Section Status – Available for CIS (Tabular Data)

On clicking 'Get Status from CIS' a dialogue box (Fig. 9 (b)) will box up, which will reflect the status of the Case.

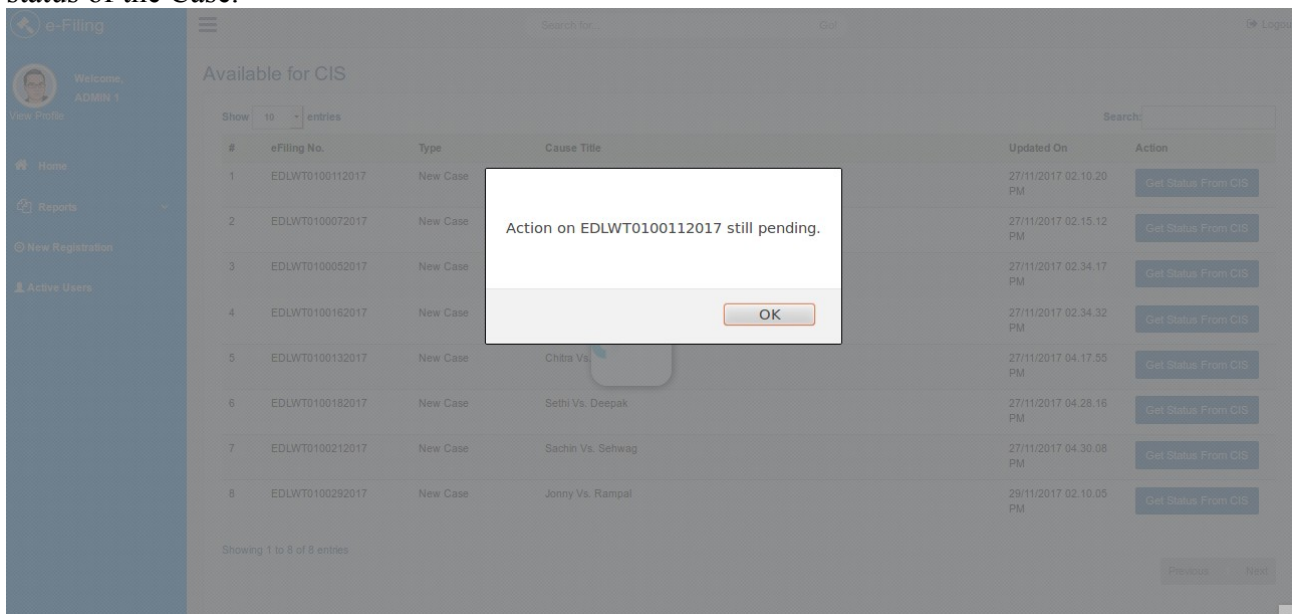


Fig. 9 (b) - Filing Section Status – Available for CIS (Get Status from CIS)

Filing Section Status – Pending Scrutiny –