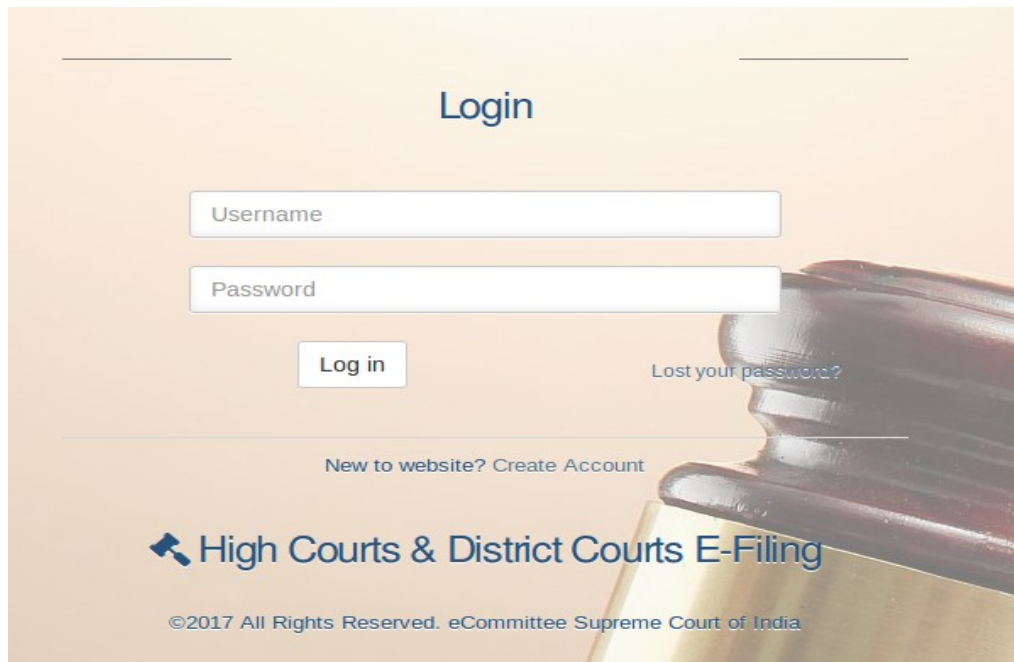# Steps For e-Filing - Admin

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.
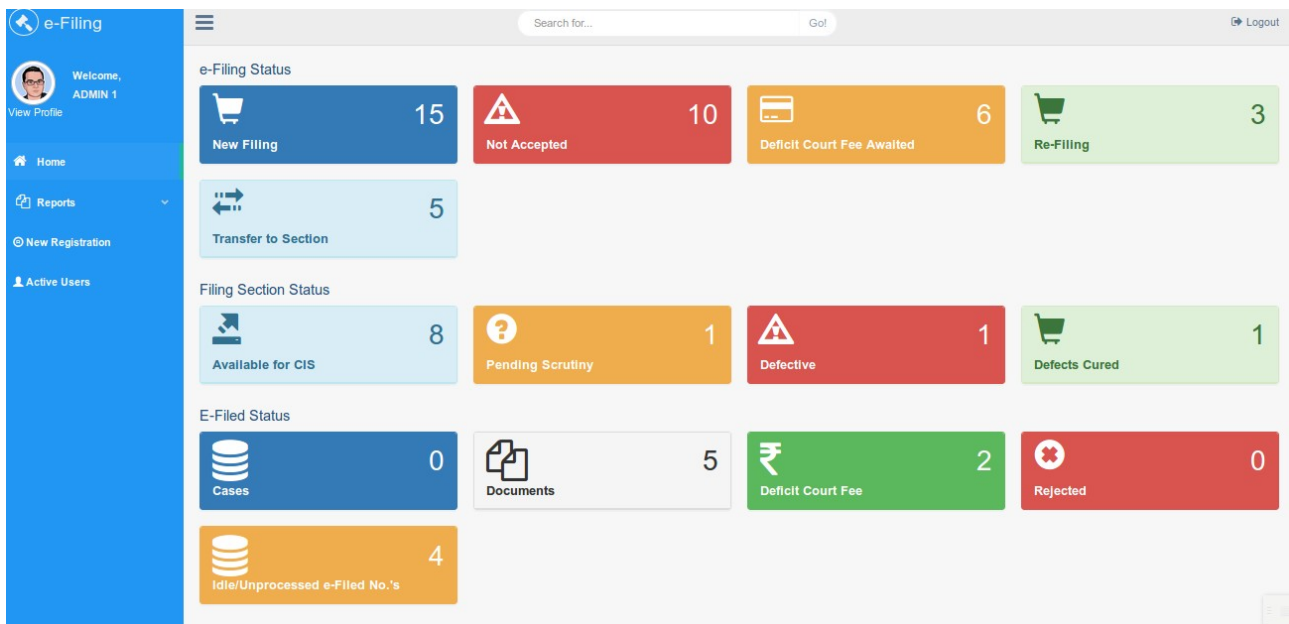- **Active Users:** This displays the list of Active Users.

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).

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.

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

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.

Similary, 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 efiling 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.

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.


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.

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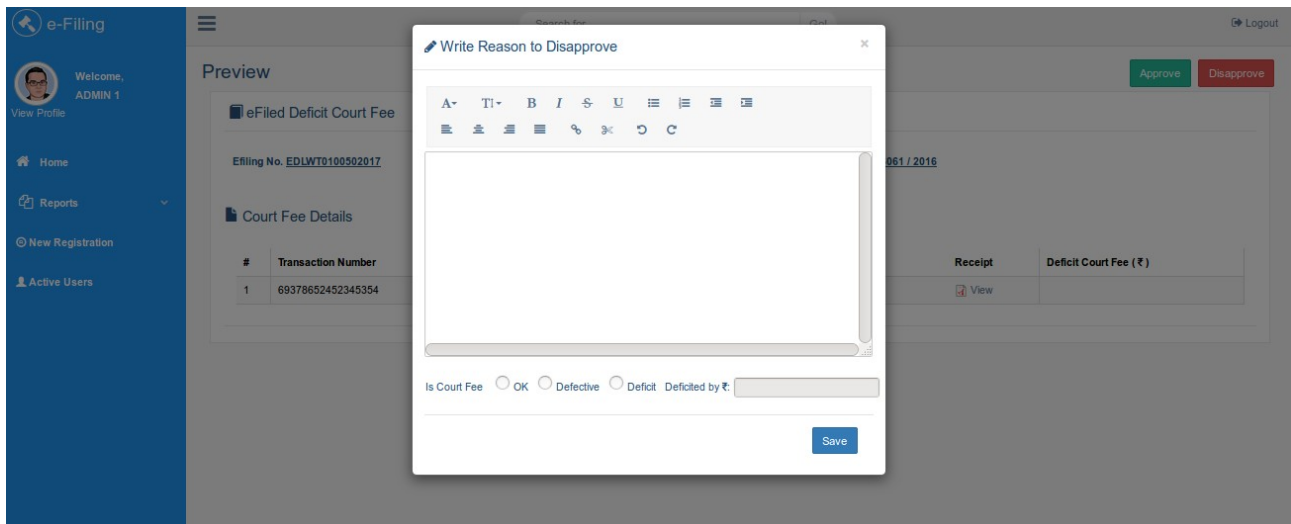
Fig. 4 (d) - e-Filing Status - New Filing (Deficit Court Fee type - Reason to Disapprove)

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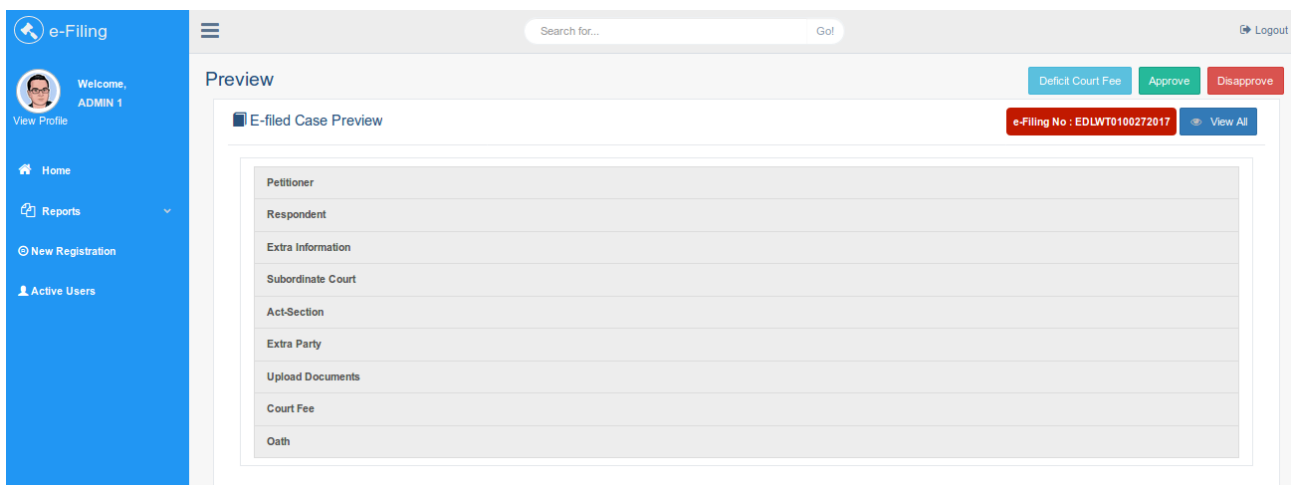
Fig. 4 (e) - e-Filing Status - New Filing (New Case type – Preview)

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.

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.

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 disprroved, in tabular form.

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.

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.
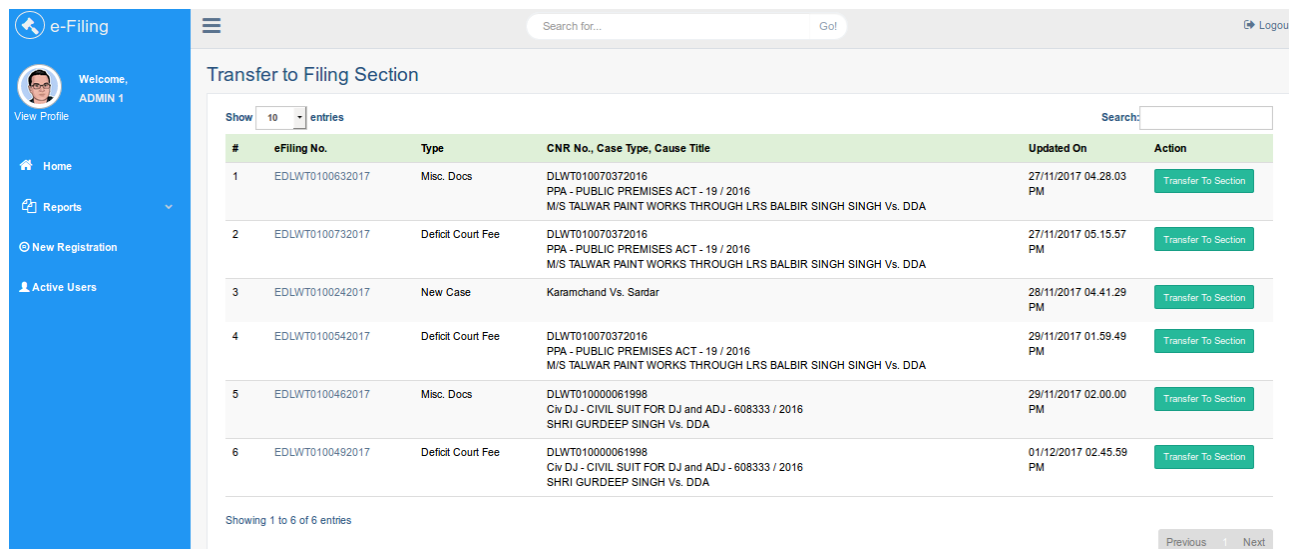
Fig. 7 - e-Filing Status – Re-Filing

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.

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

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.

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.
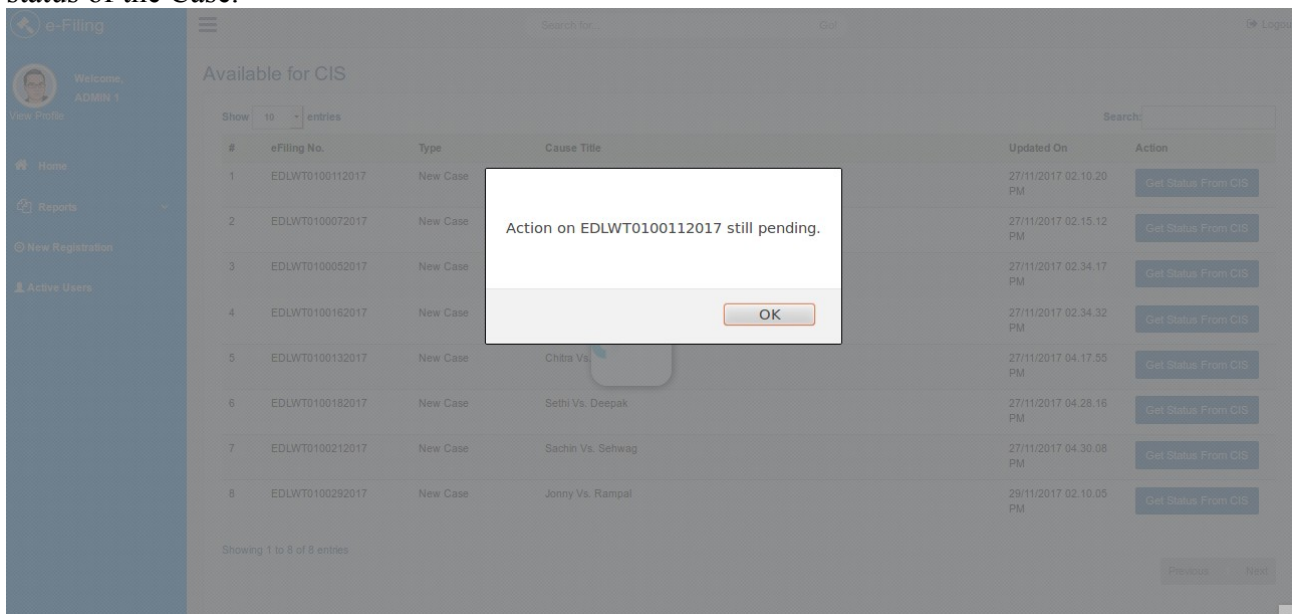

Fig. 9 (b) - Filing Section Status – Available for CIS (Get Status from CIS)

Filing Section Status – Pending Scrutiny –