

Steps For e-Filing

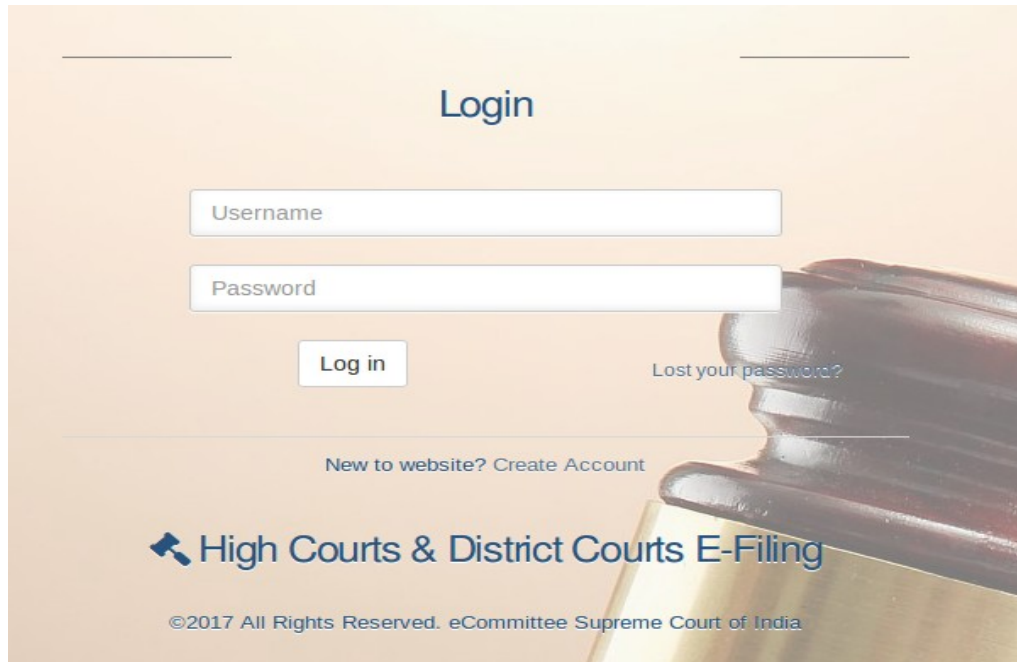


Fig. 1 – Main page of e-filing the cases in *High Courts* or *District Courts*

This (Fig. 1) is the main page of portal for e-filing the cases in *High Courts* or *District Courts*. Users or any legal entity must have registered themselves for using this system.

Steps for Registration:- A new user can register himself using the following option in the main page of the portal (Fig. 1).

New to website? Create Account

On clicking 'Create Account', registration form will open. There are two options for registration viz. Advocate and In-Person.

Registration (Advocate/In Person):

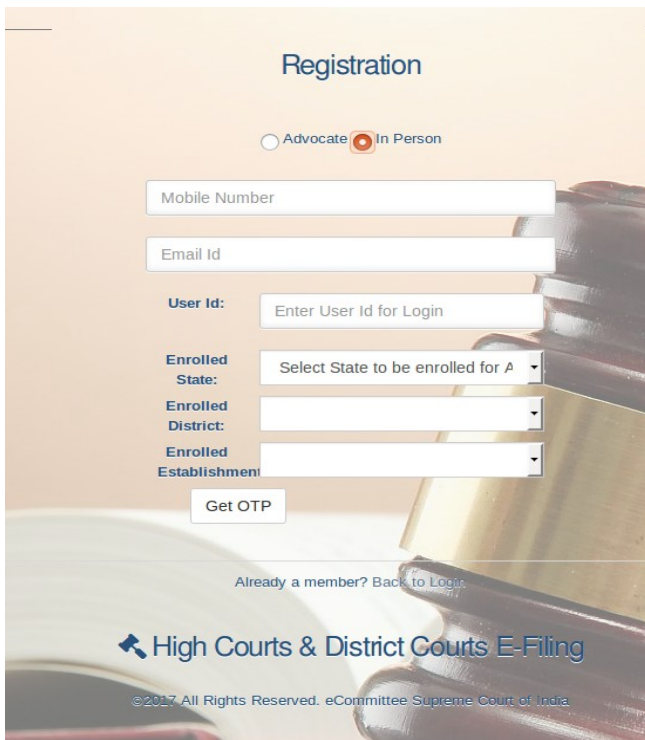
For registration, a user (Advocate/In Person) must enter the following details in the form [Fig. 2 (a) for Advocate & Fig. 2 (b) for In Person]

- Mobile Number
- Email ID
- Bar Registration Number (Only in case of **Advocate**)
- User ID
- Enrolled State
- Enrolled District
- Enrolled Establishment

All the fields are mandatory. After filling the form, click 'Get OTP'. Two individual OTPs gets generated and are sent to the registered mobile number and email address.



Fig. 2 (a) – Registration Form (Advocate)



Registration

☐ Advocate ☒ In Person

Mobile Number

Email Id

User Id:

Enrolled State:

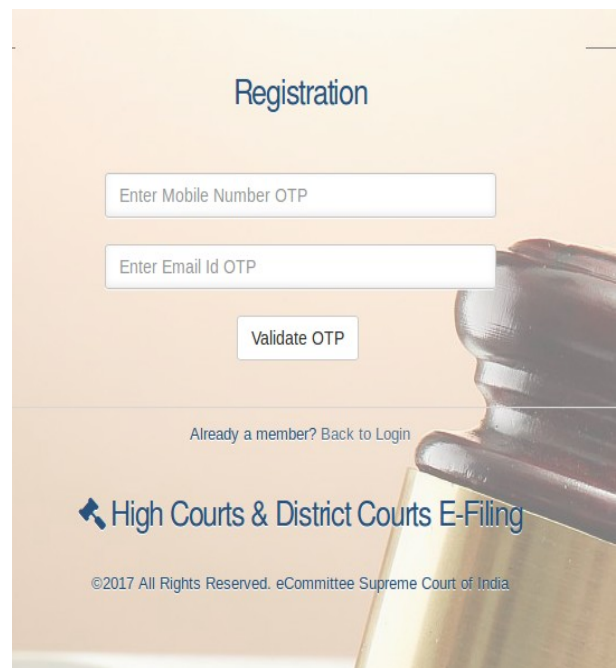
Enrolled District:

Enrolled Establishment:

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High Courts & District Courts E-Filing

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Registration

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Fig. 2 (b) – Registration Form (In Person validation)

Fig. 2 (c) – Registration Form (OTP

The OTP thus received in mobile number and email address is then entered into the Validate OTP form of Registration Page (Fig. 2(c)).



Registration

Password:
 Confirm Password:
 First Name:
 Last Name:
 Other Contact No:
 Gender: ☒ Male ☐ Female ☐ Other
 Date of Birth:

Address Line 1:
 Address Line 2:
 City:
 State:
 Pincode:

Photo: No file selected.
 Select Photo jpg to be uploaded (less than 50KB)

Id Type:
 Id: No file selected.
 Select ID Card jpg to be uploaded (less than 50KB)

[Already a member? Back to Login](#)

High Courts & District Courts E-Filing

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Fig. 2 (d) – Registration Form (Password & Other details)

Once the OTPs gets validated the user is taken to the another form (Fig 2(d)) in Registration Form to fill in Password (Password must contain atleast 1 Special Character, 1 Digit, 1 lower case Character, 1 Upper Case Character and atleast 8 digit length) and other details. All the fields are mandatory (except 'Other Contact Number) and the user also need to upload his photo (in jpg, less than 50 kb) and ID card (in jpg, less than 50 kb)

Lost Password:- In case the user forget his password, then the same can be retrieved by clicking on 'Lost Password' link displayed on main page of portal (Fig. 1).

The user would be taken to 'Lost Password' form (Fig. 3 (a)) and then the OTP gets generated by entering User ID and clicking 'Get OTP' button.

OTP thus generated would be sent to user's registered mobile no. and the user would be taken to next form to enter new password (Fig. 3 (b))

The user can generate new password in this form by entering mobile number OTP, new password, confirm Password and then by clicking the 'Change Password' button, the new password will be updated against the respective User ID.

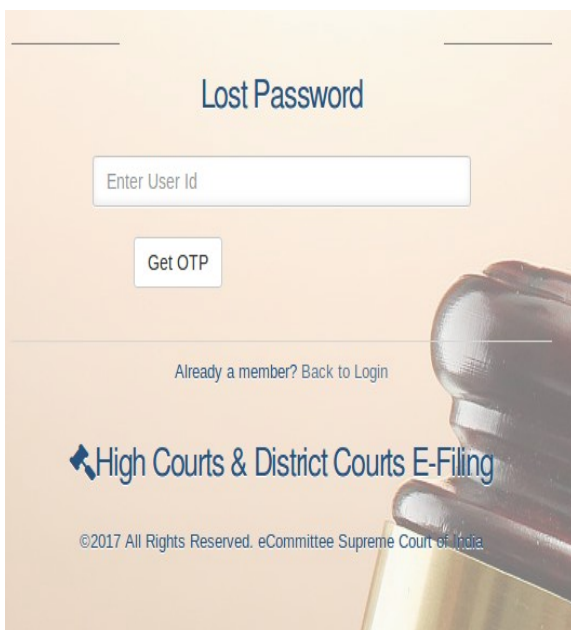


Fig. 3 (a)– Lost Password (Retrieval)
Password

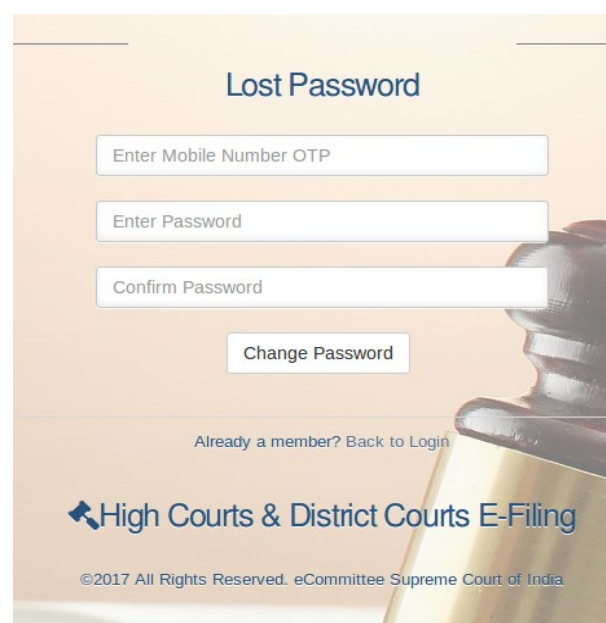


Fig. 3 (b)– Lost Password (New
Generation)

User Login:-

The Registered User can log into portal from the main page of portal for e-filing (Fig. 1)

My e-Filing Status (Dashboard):-

After login user will be redirected to the My e-Filing Status (Fig. 4) which is the Dashboard for the user displaying the following information on the left side panel :

- **Home:-** This is to return to the home screen of e-Filing.

- **New Case:-** This allows to e-file the new case.
- **Documents:-** This allows to e-file the Miscellaneous document.
- **Deficit Court Fee:-** This allows to e-file the deficit court fee.
- **Reports:-** This allows to see the report specific to the user.
- **Help:-** This is for user guideline.

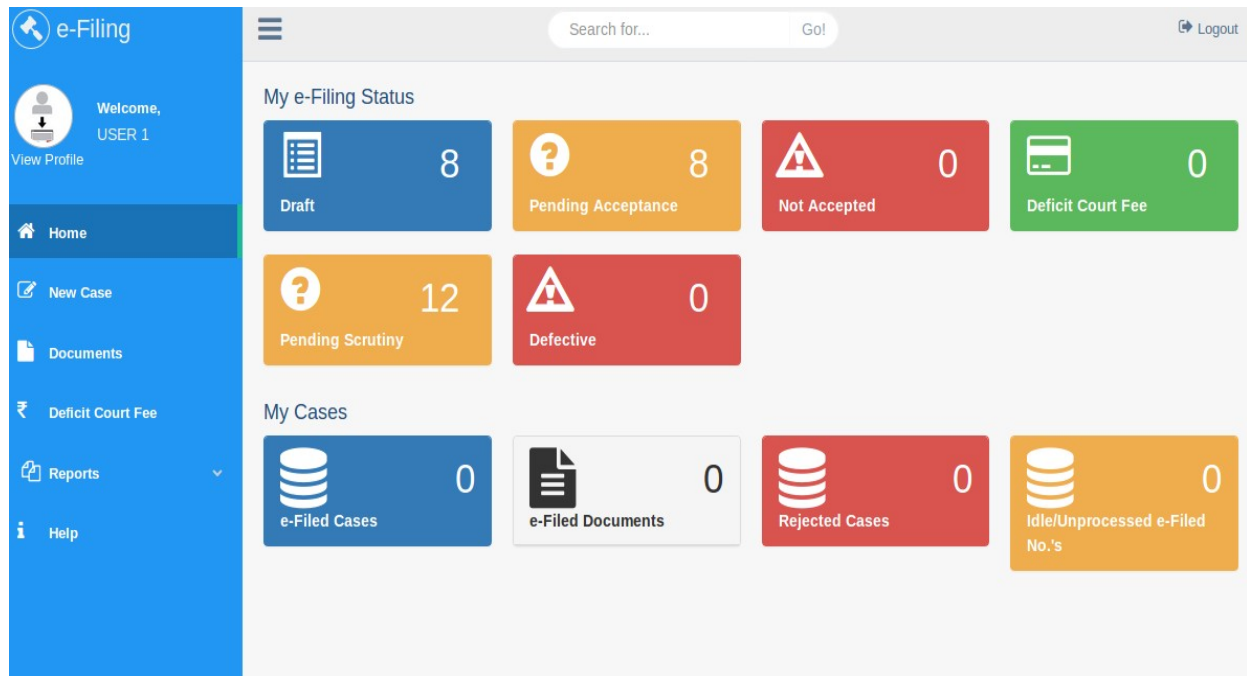


Fig. 4 - My e-Filing Status (Dashboard)

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. 4).

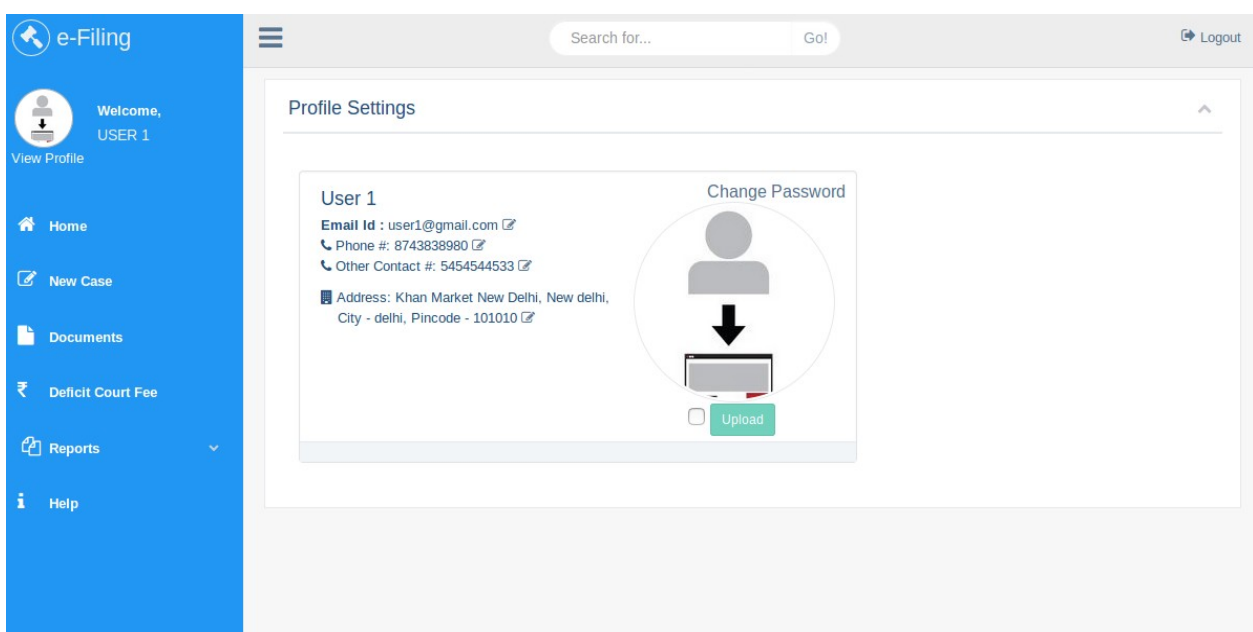



Fig. 5 (a) - Profile Settings

In this screen (Fig. 5 (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. 5 (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.

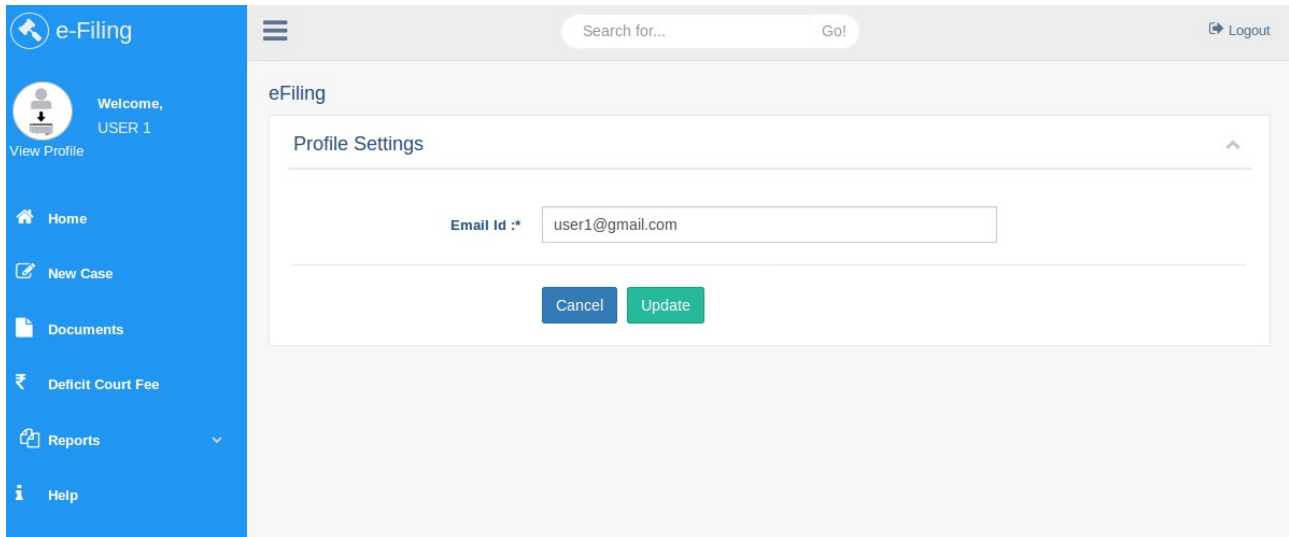
The screenshot shows the e-Filing application interface. On the left is a blue sidebar with the 'e-Filing' logo and a list of menu items: 'View Profile', 'Home', 'New Case', 'Documents', 'Deficit Court Fee', 'Reports', and 'Help'. The main content area has a header with a search bar and a 'Logout' link. Below the header, the 'Profile Settings' section is displayed. It contains a label 'Email Id :*' followed by a text input field containing 'user1@gmail.com'. At the bottom of this section are two buttons: 'Cancel' and 'Update'.

Fig. 5 (b) - Profile Settings (Email Updation)

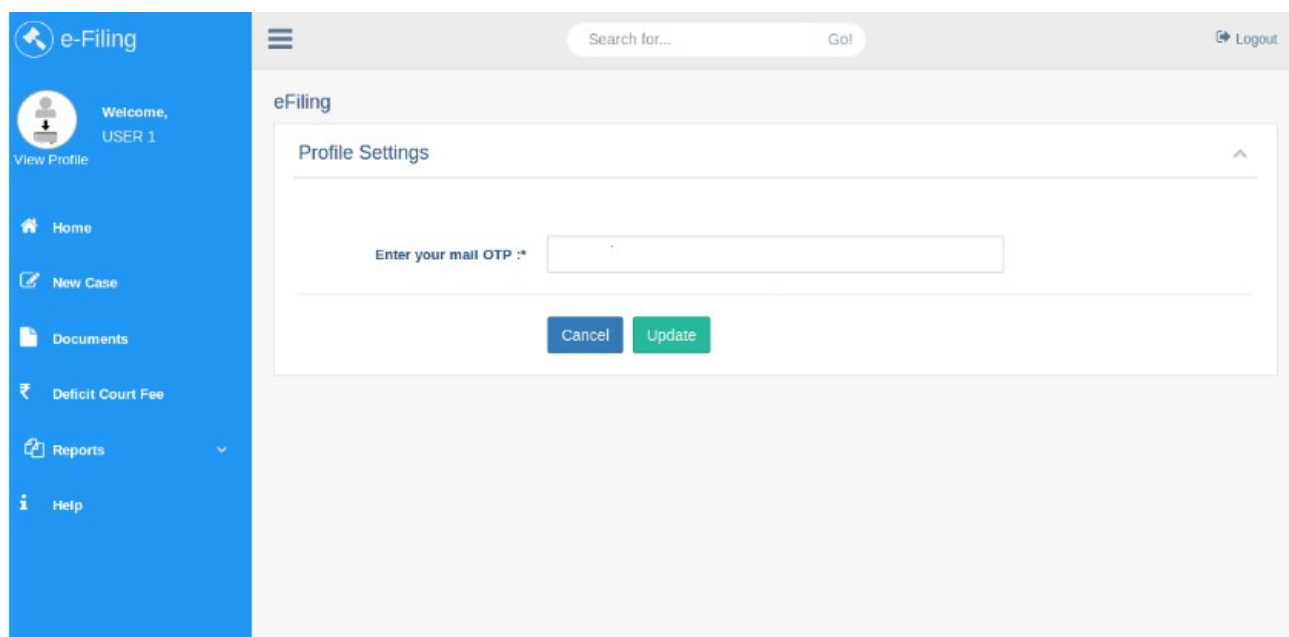
This screenshot shows the same e-Filing application interface as Fig. 5 (b), but at the step where an OTP is required. The 'Email Id' field is no longer visible. Instead, there is a label 'Enter your mail OTP :*' followed by a text input field. The 'Cancel' and 'Update' buttons remain at the bottom of the form section.

Fig. 5 (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. 5 (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. Not OTP is required for them.

The Password can be changed from the Profile Setting page (Fig. 5 (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. 5 (d)). The new Password gets updated against the concerned user profile.

The screenshot shows the 'e-Filing' web application interface. On the left is a blue sidebar with navigation links: Home, New Case, Documents, Deficit Court Fee, Reports, and Help. The main content area is titled 'eFiling' and contains a 'Profile Settings' section. This section has three input fields labeled 'Current Password :*', 'New Password :*', and 'Confirm New Password :*'. Below these fields are two buttons: 'Cancel' and 'Update'. At the top right of the main area, there is a search bar and a 'Logout' link.

Fig. 5 (d) - Profile Settings (Password Change)

To update picture click on check box given in the Profile Setting page (Fig. 5 (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.

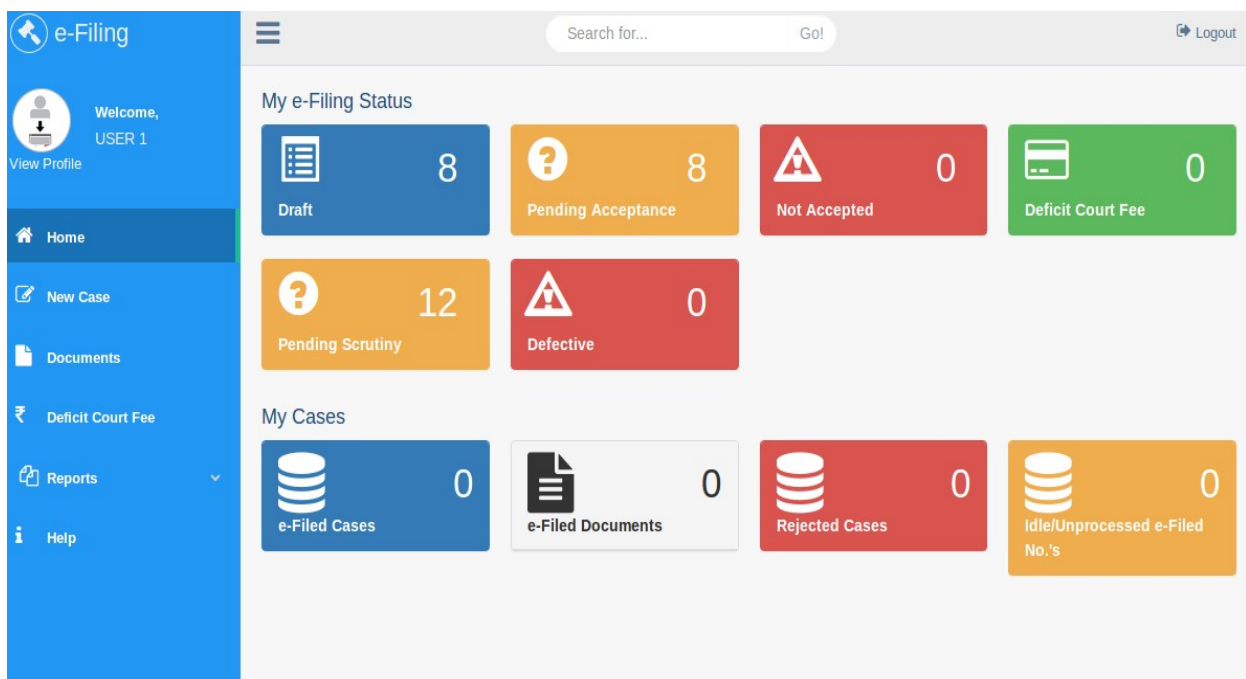


Fig. 6 - My e-Filing Status (Logout button)

New E-Filing:-

For new e-Filing click on 'New Case' option given in the left panel. 'Where to file (Fig. 7(a)) page will open.

The screenshot shows the 'Where to file' page in the e-Filing system. The left sidebar contains navigation links: Home, New Case (selected), Documents, Deficit Court Fee, Reports, and Help. The main content area is titled 'Where to file' and contains the following fields:

- State**: A dropdown menu with 'Select' as the current value.
- District**: A dropdown menu with 'Select' as the current value.
- Court Establishment**: A dropdown menu with 'Select' as the current value.
- Case Type**: A dropdown menu with 'Select' as the current value.
- Documents will be signed by**: Two radio buttons, 'Aadhaar' and 'Digital Token', both of which are unselected.

At the bottom of the form area, there are two buttons: 'Reset' (blue) and 'Submit' (green). The top of the page features a search bar with the text 'Search for...' and a 'Go!' button, along with a 'Logout' link in the top right corner.

Fig. 7 (a) – New Case (Where to File)

The user is required to fill in the following fields:

State:- Select State from the option.

District:-Select District from the option.

Court Establishment:-Select Court establishment.

Case Type:- First select one option from the given two radio buttons viz. *Civil* or *Criminal*. Then select the relevant case type from the 'Case Type' dropdown. Then select whether the documents will be signed by 'Aadhar' or 'Digital Token' and click 'Submit'. The user need to fill this signing details very carefully, as he/she would accordingly be directed to specific page in later stage of new case filing. If the user wants to reset at any point before clicking 'Submit', then *Reset* button is to be clicked. If the data filled in is correct, the user would be taken to 'Filing Form' (Fig. 7 (b)) on clicking 'Submit' in 'Where to file' page.

The screenshot displays the 'Filing Form' interface for a Petitioner. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Reports, and Help. The main area is titled 'Filing Form' and features several tabs: Petitioner, Respondent, Extra Information, Subordinate Court, Act-Section, Extra Party, and Upload Documents. The 'Petitioner' tab is currently selected, showing a form with various input fields. Fields marked with a red asterisk (*) are mandatory. The form includes sections for Organisation Details, Complainant information, Personal details (Name, Date of Birth, Age, Gender, Religion, Caste), and Contact information (Email, Mobile, Address). It also includes dropdown menus for District, Taluka, Town, Ward, Village, and Police Station Code. At the bottom, there are 'SAVE' and 'Next' buttons.

Fig. 7 (b)– New Case (Filing Form – Petitioner)

Filing Form – Petitioner Form - In Petitioner form (Fig. 7 (b)) under Filing Form, the requisite details is to be filled by user. The field marked with red asterisk (*) are mandatory. If the user is an organization, then on clicking the checkbox of 'Organization details', the user is taken to a form (Fig. 7 (c)) for fill in the organization details. The user should fill the requisite details in 'Petitioner' tab and then click 'Save' button. An e-filing number gets generated and displayed on screen on clicking 'Save' button and the user is taken to the next screen (Fig. 7 (d)) for filing 'Respondent' details. 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. The user can access other tabs, by clicking on their respective tabs, or by clicking 'Next' to access the next option.

The screenshot shows the 'Filing Form' interface for a Petitioner. The left sidebar contains navigation links: Home, New Case, Documents, Deficit Court Fee, Reports, and Help. The main content area has tabs for Petitioner, Respondent, Extra Information, Subordinate Court, Act-Section, Extra Party, and Upload Documents. The 'Petitioner' tab is active, displaying 'Organisation Details' with a checked checkbox. Fields include Organisation Name (dropdown), Complainant (text), Extra Petitioner Count (text), Email (text), Mobile (text), Address (text), District (dropdown), Taluka (dropdown), Town (dropdown), Ward (dropdown), Village (dropdown), Pincode (text), and Police Station Code (dropdown). 'SAVE' and 'Next' buttons are at the bottom.

Fig. 7 (c)– New Case (Filing Form – Petitioner – Organization Details)

The screenshot shows the 'Filing Form' interface for a Respondent. The left sidebar is identical to Fig. 7(c). The 'Respondent' tab is active. At the top right, it shows 'e-Filing No : EDLWT0102752017' and a 'Preview' button. The form fields include Accused (text), Relation (radio buttons for Father, Mother, Husband, and a selected 'None/Other'), Name (text), Date of Birth (calendar icon and DD/MM/YYYY text), Age (text), Gender (radio buttons for Male, Female, and a selected 'Other'), Religion (dropdown), Caste (dropdown), Extra Respondent Count (text), UID No (text), Email (text), Mobile (text), Address (text), District (dropdown), Taluka (dropdown), Town (dropdown), Ward (dropdown), Village (dropdown), Pincode (text), and Police Station Code (dropdown). 'Previous', 'SAVE', and 'Next' buttons are at the bottom.

Fig. 7 (d)– New Case (Filing Form – Respondent)

Filing Form – Respondent Form – In 'Respondent' form (Fig. 7 (d)), fill in the requisite details and click 'Save' to submit the form and move to next screen (Fig. 7 (e)) for entering 'Extra Information' .

Previous Button- Send back to previous tab i.e. 'Petitioner' tab.

Next Button- Send forward to next tab i.e. ' Respondent' tab.

Filing Form – Extra Information:- After adding Respondent, 'Extra Information' tab (Fig. 7 (e)) will open here. Add extra information of Petitioner and Respondent and click 'Save' button to submit the information.

Previous Button- Send back to previous tab i.e. 'Respondent' tab.

Next Button- Send forward to next tab i.e. 'Subordinate Court' tab.

Fig. 7 (e)– New Case (Filing Form – Extra Information)

Filing Form – Subordinate Court:- After adding Extra Information tab, 'Subordinate Court' screen (Fig. 7 (f)) will open. Fill in all mandatory fields and then submit the form.

Fig. 7 (f)– New Case (Filing Form – Subordinate Court)

Previous Button- Send back to previous tab i.e. 'Extra information' tab.

Next Button- Send forward to next tab i.e. 'Act-Section' tab.

Filing Form – Act -Section:- After adding 'Subordinate Court' tab, 'Act-Section' screen will open. Fill in all mandatory fields and then submit the form by clicking the 'Save' button. If user wants to add more than one act than click on **Add More** Button.

Fig. 7 (g)– New Case (Filing Form – Act-Section)

Previous Button- Send back to previous tab i.e. 'Subordinate Court' tab.

Next Button- Send forward to next tab i.e. 'Extra Party' tab.

Filing Form – Add Extra Party:- After entering data in 'Act-Section', 'Extra Party' form (Fig. 7 (h)) will open. There are two option viz. Complainant and Accused. Select any option according to the need. Fill all mandatory fields and then submit the form. If the user select Complainant than complainant form (Fig. 7 (h)) will open.

Fig. 7 (h)– New Case (Filing Form – Extra Party - Complainant)

If user wants to add organization detail than by clicking on 'Organization Details' check box, the concerned form (Fig. 7 (i)) will be opened.

The screenshot shows the 'Filing Form' interface for a 'New Case'. The left sidebar contains navigation links: Home, New Case, Documents, Deficit Court Fee, Reports, and Help. The main content area is titled 'Filing Form' and includes a search bar and a 'Go!' button. Below this, there are tabs for 'Petitioner', 'Respondent', 'Extra Information', 'Subordinate Court', 'Act-Section', 'Extra Party', and 'Upload Documents'. The 'Extra Party' tab is selected, and the 'Type' is set to 'Complainant'. The form is divided into two main sections: 'Organisation Details' and 'Other Information'. The 'Organisation Details' section includes fields for 'Organisation Name' (a dropdown menu), 'Complainant/Accused' (a text field), and 'Occupation' (a text field). The 'Other Information' section is currently unchecked. To the right of these fields, there are several more fields: 'Email', 'Mobile', 'Address', 'District', 'Taluka', 'Town', 'Ward', 'Village', 'Pincode', and 'Police Station Code'. At the bottom of the form, there are 'Previous' and 'SAVE' buttons. Below the form, there is a table with the following columns: '#', 'Name', 'Email', 'Mobile', 'Father Name', 'Nationality', 'Address', and 'Action'. The table is currently empty.

Fig. 7 (i)– New Case (Filing Form – Extra Party – Complainant – Organization Details)

If user wants to add some more information than click the check box of 'Other Information'. A form (Fig. 7(j)) containing some more details would be opened.

The screenshot shows the 'Filing Form' interface for a 'New Case', specifically the 'Other Information' section. The 'Other Information' checkbox is checked. This section includes fields for 'Passport No.', 'PAN No.', 'Fax No.', 'Phone No.', 'Country', and 'Nationality'. To the right, there are fields for 'Alternate Address', 'District', 'Taluka', 'Town', 'Ward', and 'Village'. At the bottom of the form, there are 'Previous' and 'SAVE' buttons. Below the form, there is a table with the following columns: '#', 'Name', 'Email', 'Mobile', 'Father Name', 'Nationality', 'Address', and 'Action'. The table is currently empty, with a message 'No data available in table !' displayed below it.

Fig. 7 (j)– New Case (Filing Form – Extra Party – Complainant – Other Information)

Similar process is to be followed for filling in 'Extra Party' details for accused. The user should select 'Accused' and filled in the requisite details in the form (Fig. 7(k)).

e-Filing Welcome, USER 1

Filing Form e-Filing No : EDLWT0102752017 Preview

Petitioner Respondent Extra Information Subordinate Court Act-Section Extra Party Upload Documents

Type * : ☐ Complainant ☒ Accused

Organisation Details * : ☐

Complainant/Accused * : First Middle & Last Name

Relation * : ☐ Father ☐ Mother ☐ Husband ☒ None/Other

Name : First Middle & Last Name

Age * : Age

Gender * : ☒ Male ☐ Female ☐ Other

Religion : Select Religion

Caste : Select Caste

Occupation : Occupation

UID No : UID Number (Optional)

Other Information : ☐

Email * : Email

Mobile * : Mobile

Address * : H.No., Street no, City

District * : Select District

Taluka : Select Taluka

Town : Select Town

Ward : Select Ward

Village : Select Village

Pincode * : Pincode

Police Station Code : Select Police Station

Proforma Respondent : ☐

Previous SAVE

#	Name	Email	Mobile	Father Name	Nationality	Address	Action
No data available in table !							

Fig. 7 (k)– New Case (Filing Form – Extra Party – Accused)

User can fill in the details of the organization, by clicking the check box of 'Organization Details' in the form (Fig. 7 (l))

e-Filing Welcome, USER 1

Filing Form e-Filing No : EDLWT0102752017 Preview

Petitioner Respondent Extra Information Subordinate Court Act-Section Extra Party Upload Documents

Type * : ☐ Complainant ☒ Accused

Organisation Details * : ☒

Organisation Name : Select Organisation

Complainant/Accused * : First Middle & Last Name

Occupation : Occupation

Other Information : ☐

Email * : Email

Mobile * : Mobile

Address * : H.No., Street no, City

District * : Select District

Taluka : Select Taluka

Town : Select Town

Ward : Select Ward

Village : Select Village

Pincode * : Pincode

Police Station Code : Select Police Station

Proforma Respondent : ☐

Previous SAVE

#	Name	Email	Mobile	Father Name	Nationality	Address	Action
No data available in table !							

Fig. 7 (l)– New Case (Filing Form – Extra Party – Accused – Organization Details)

If user wants to add other information than click on check box of 'Other Information'. Following form (Fig. 7 (m)) will open, fill in the form.

Fig. 7 (l)– New Case (Filing Form – Extra Party – Accused – Other Information)

Previous Button- Send back to previous tab i.e. 'Act-Section' tab.

Filing Form – Upload Documents:- After filling all the form users can upload the relevant file (file should be in pdf and signed using Aadhar or Digital Signature, as choosed in earlier stage) in 'Upload Documents' screen (Fig. 7 (m)).

Fig. 7 (m)– New Case (Filing Form – Upload Documents)

Click 'Browse', choose the file and then click on upload button.

The user can also submit 'Court Fee' by clicking 'Court Fee' button, and can also upload the physically signed oath document, by clicking the 'Proceed to Oath' button.

Uploaded document is shown in screen (Fig. 7 (n)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon.

Document Uploaded !

Filing Form e-Filing No : EDLWT0102752017 Preview

Petitioner Respondent Extra Information Subordinate Court Act-Section Extra Party Upload Documents

(Only in PDF format & stored [*] are required documents)

Documents * : Documents Title * :

File * : No file selected. Upload

NOTE : Please upload digitally sign pdf only.

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	APPLICATION FOR PROCESS	EDLWT0102752017_APPLICATION_FOR_PROCESS.pdf, FD RDRE, b2b5407c1fb2cc443b084f79a549deeb55e733322bc13ec80f8b4dbb24c69f3		1	Delete

Court Fee Proceed to Oath

Fig. 7 (n)– New Case (Filing Form – Upload Documents)

Click on Preview Button. It will take to the final submit page (Fig. 7 (o)). Here user can finally Submit the case.

Preview Edit Final Submit

New Case Preview e-Filing No : EDLWT0102752017 View All

Petitioner

Respondent

Extra Information

Subordinate Court

Act-Section

Extra Party

Upload Documents

Court Fee

Oath

Fig. 7 (o) - New Case Preview (Final Submit)

However, if the user sees a 'Warning' Button blinking in the screen (Fig. 7 (p)), then some information is left to be entered by user. On hovering over this 'Warning' button, user can see the details to be filled in, and can then proceed to fill them, by clicking the 'Edit' button. After filling the requisite details, 'Preview' button is to be clicked and user would be taken to Final Submit page (Fig. 7 (o))

Preview Warning Edit

New Case Preview e-Filing No : EDLWT0102752017 View All

Petitioner

Respondent

Extra Information

Subordinate Court

Act-Section

Extra Party

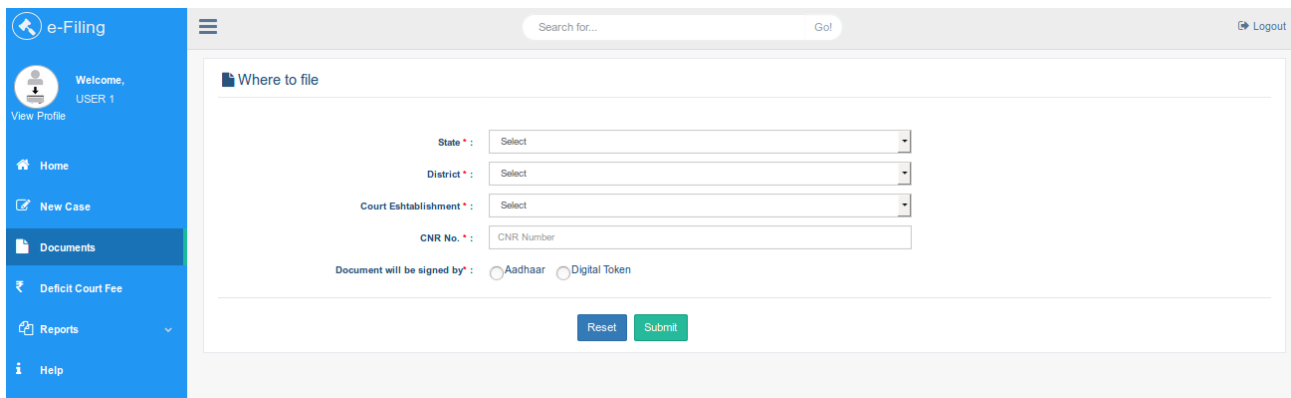
Upload Documents

Court Fee

Oath

Fig. 7 (p) - New Case Preview (Warning button)

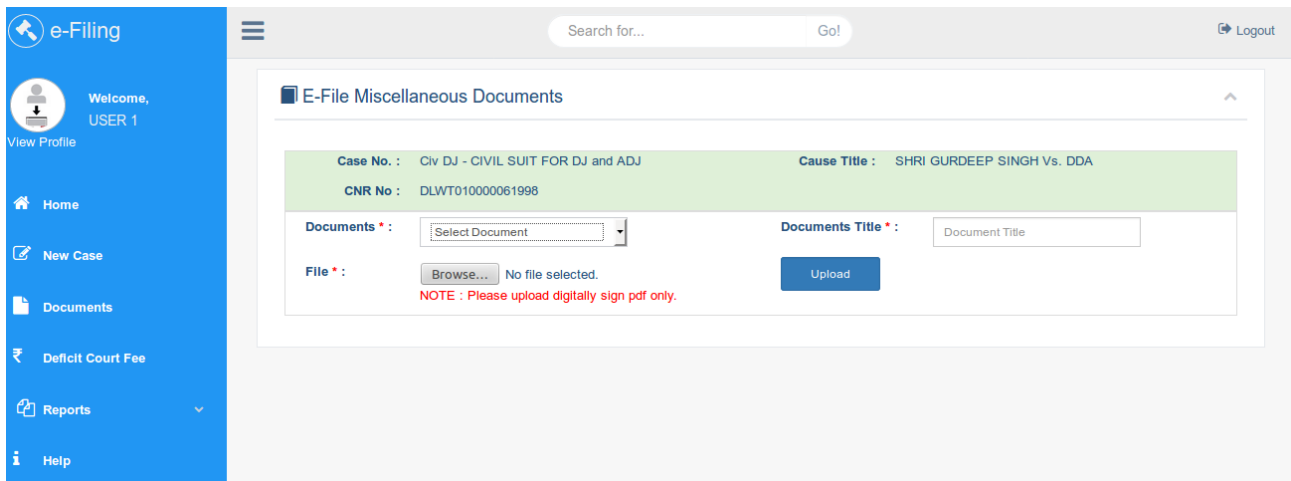
Documents:- Documents can also be upload to the cases already filed in the courts (in both cases where the case has been physically filed or e-filed). Click on Documents link, 'where to file' page (Fig. 8 (a)) open.



The screenshot shows the 'Where to file' page in the e-Filing system. The left sidebar contains the 'e-Filing' logo and a navigation menu with options: View Profile, Home, New Case, Documents (highlighted), Deficit Court Fee, Reports, and Help. The main content area has a search bar at the top with a 'Go!' button and a 'Logout' link. Below the search bar, the 'Where to file' section contains several dropdown menus for 'State', 'District', and 'Court Establishment', each with a 'Select' option. There is also a text input field for 'CNR No.' with a placeholder 'CNR Number'. At the bottom, there are two radio buttons for 'Document will be signed by': 'Aadhaar' and 'Digital Token'. A 'Reset' button and a green 'Submit' button are at the bottom right.

Fig. 8 (a) – Documents (Where to file)

On filling in the requisite details and submitting the form, by clicking 'Submit' the user would be taken to 'E-File Miscellaneous Documents' page (Fig. 8 (b))



The screenshot shows the 'E-File Miscellaneous Documents' page in the e-Filing system. The left sidebar is the same as in Fig. 8 (a). The main content area has a search bar at the top with a 'Go!' button and a 'Logout' link. Below the search bar, the 'E-File Miscellaneous Documents' section contains a green header bar with 'Case No. : Civ DJ - CIVIL SUIT FOR DJ and ADJ' and 'Cause Title : SHRI GURDEEP SINGH Vs. DDA'. Below this, there is a 'CNR No. : DLWT01000061998'. The main form area has a 'Documents *' dropdown menu with 'Select Document' as the selected option. To the right of this is a 'Documents Title *' text input field with 'Document Title' as the placeholder. Below the dropdown is a 'File *' section with a 'Browse...' button and the text 'No file selected.' To the right of this is an 'Upload' button. At the bottom, there is a red note: 'NOTE : Please upload digitally sign pdf only.'

Fig. 8 (b) – Documents (E-File Miscellaneous Documents)

Here, digitally signed pdf document is uploaded, by clicking 'Upload' button.

Uploaded document is shown in screen (Fig. 8 (c)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon. The user can submit Court Fee by clicking 'Pay Court Fee' button and can finally submit this form by clicking 'Final Submit' button.

E-File Miscellaneous Documents

Document Uploaded!

Case No. : Civ DJ - CIVIL SUIT FOR DJ and ADJ Cause Title : SHRI GURDEEP SINGH Vs. DDA
CNR No. : DLWT01000061998

Documents * : Documents Title * :

File * : No file selected.

NOTE : Please upload digitally sign pdf only.

Uploaded Documents

#	Document Name	File Name	Pages	Action
1	APPLICATION FOR STAY	EDLWT0102762017_APPLICATION_FOR_STAY.pdf, DFD, b2b5407fc1fb2cc443b084f79a549deeb55e733322bc13ec80f8b4d8b24c69f3	1	<input type="button" value="Delete"/>

Fig. 8 (c) – Documents (E-File Miscellaneous Documents)

Deficit Court Fee: The user can submit deficit court fee for any document, but clicking the 'Deficit Court Fee' option given in left panel. After entering the requisite details in the Where to file page (Fig. 9 (a)), the user would be taken to the page (Fig. 9 (b)), where the user can upload the payment receipts.

Where to file

State * :

District * :

Court Establishment * :

CNR No. * :

Document will be signed by * : ☐ Aadhaar ☐ Digital Token

Fig. 9 (a) – Deficit Court Fee (Where to file)

Deficit Court Fee

Case No. : Civ DJ - CIVIL SUIT FOR DJ and ADJ Case No. & Cause Title : (SHRI GURDEEP SINGH Vs. DDA)
CNR No. : DLWT01000061998

Transaction Number * : Transaction Date * :

Court Fee * :

Total Amount : ₹

Total Payment To Make ₹ (In words : Rupees Only/-)

NOTE : Please upload digitally sign pdf only.

Upload File * : No file selected.

Fig. 9 (b) – Deficit Court Fee (Upload Payment Receipts)

Uploaded document is shown in screen (Fig. 9 (c)) in the list displayed below. If user wants to delete any file than it can be deleted by clicking the delete icon. The user can submit Payment Receipts by clicking 'Final Submit' button.

Deficit Court Fee e-Filing No : EDLWT0102772017

Case No. : CIV DJ - CIVIL SUIT FOR DJ and ADJ
 CNR No : PLWT01000061996
 Case No. & Cause : (SHRI GURDEEP SINGH Vs. DDA)
 Title :

Transaction Number * : Transaction Date * :

Court Fee * :

Total Amount : ₹

Total Payment To Make
 ₹ (In words : Rupees Only/-)

NOTE : Please upload digitally sign pdf only.

Upload File * : No file selected.

#	Transaction Number	Transaction Date	Court Fee (₹)	Receipt	Action
1	8484	27-11-2017	21242		View Delete

Fig. 9 (c) – Deficit Court Fee (Upload Payment Receipts)

Reports: Reports containing the details of the documents e-filed by the user can be generated from the 'Report' option given in left panel.

On clicking the 'Court Fee's Details' the user would be taken to the page (Fig. 10) containing the Court Fee details in tabular form. User can also generate report for a specific period by giving search criteria in the requisite space.

Court Fee

From Date To Date

Court Fee details from 01-11-2017 to 27-11-2017

Show entries Search:

#	eFiling No. , Type , Cause Title	Submitted On	Transaction No.	Receipt	Court Fee
1	EDLCT0102322017 New Case QWERTY Vs IFFCO Tokio General Insurance Co. Ltd.	12-11-2017	EWR		₹44
2	EDLCT0102352017 New Case QWERTY Vs Bajaj Allianz General Insurance Co. Ltd.	07-11-2017	EWR		₹6456
3	EDLCT0102362017 New Case SANJAY KANWAL Vs ERTER	12-11-2017	FGH		₹66
4	EDLCT0102372017 New Case IFFCO Tokio General Insurance Co. Ltd. Vs The Kangra Co-operative Bank Ltd.	13-11-2017	SDSF		₹654
5	EDLCT0102382017 Misc. Docs CS DJ - CIVIL SUIT FOR DJ and ADJ - 619237 / 2016 , LIC HOUSING FINANCE LTD.	06-11-2017 13-11-2017	FDS FDG		₹466 ₹44

Fig. 10 – Reports (Court Fee's Details)

Dashboard :

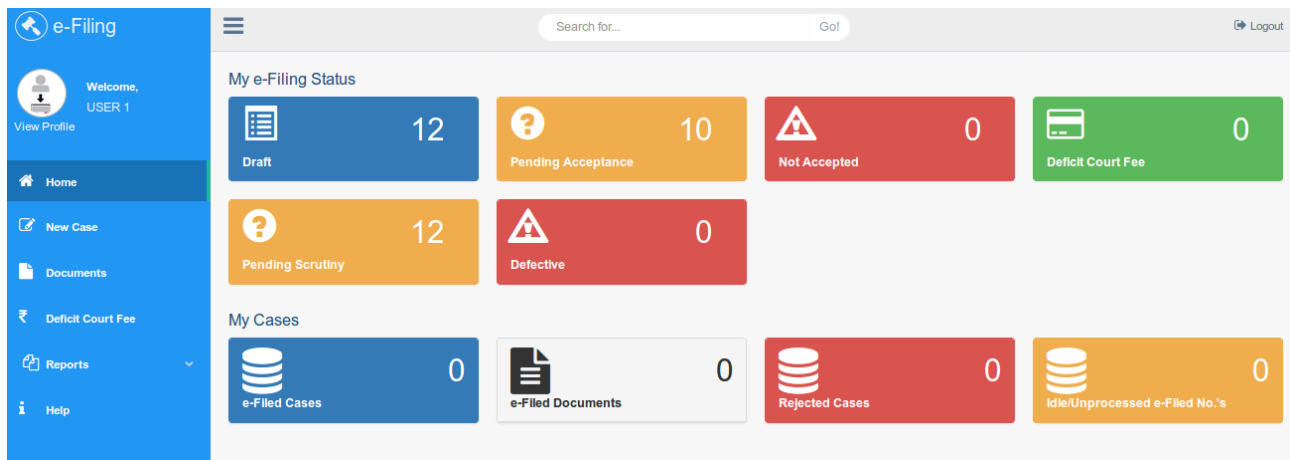


Fig. 11 (a)- My e-Filing Status (Dashboard)

Dashboard Section:- In Dashboard (Fig. 11 (a)) the following tiles are shown.

- My e-Filing Status
 - Draft
 - Pending Acceptance
 - Not Accepted
 - Deficit Court Fee
 - Pending Scrutiny
 - Defective
- My Cases
 - e-Filed Cases
 - e-Filed Documents
 - Rejected Cases
 - Idle/Unprocessed e-Filed No.'s

My e-Filing Status - Draft- If e-filing no. is not finally submitted or if case is incomplete, it goes in Draft option (Fig. 11 (b)). Here user can edit or complete or Finally submitted their e-filing no. by clicking Final submit button.

#	eFiling No.	Type	Cause Title	Registered On	Action
1	EDLWT0102762017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 03.53.46 PM	Final Submit
2	EDLWT0102742017	New Case	fdfd vs Respondent	27/11/2017 02.18.21 PM	Final Submit
3	EDLWT0102702017	New Case	National Insurance Co. vs Respondent	27/11/2017 12.23.24 PM	Final Submit
4	EDLWT0102682017	New Case	sds vs Respondent	25/11/2017 12.59.52 PM	Final Submit
5	EDLWT0102642017	Misc. Docs	PPA - PUBLIC PREMISES ACT - 19 / 2016 , M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH SINGH Vs. DDA	24/11/2017 12.24.59 PM	Final Submit
6	EDLWT0102632017	Deficit Court Fee	PPA - PUBLIC PREMISES ACT - 19 / 2016 , M/S TALWAR PAINT WORKS THROUGH LRS BALBIR SINGH SINGH Vs. DDA	24/11/2017 12.23.59 PM	Final Submit
7	EDLWT0102622017	Misc. Docs	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	24/11/2017 12.18.28 PM	Final Submit
8	EDLWT0102422017	New Case	The New India Assurance Co Ltd. vs Respondent	22/11/2017 11.11.10	Final Submit

Fig. 11 (b) - My e-Filing Status (Draft)

My e-Filing Status - Pending Acceptance:- In this page (Fig. 11 (c)) the final submitted e-filing no. which is still pending for approval of admin gets displayed.

#	eFiling No.	Type	Cause Title	Submitted On
1	EDLWT0102772017	Deficit Court Fee	Civ DJ - CIVIL SUIT FOR DJ and ADJ - 608333 / 2016 , SHRI GURDEEP SINGH Vs. DDA	27/11/2017 04.20.09 PM
2	EDLWT0102752017	New Case	fdfd vs fdfd	27/11/2017 03.43.54 PM
3	EDLWT0102672017	New Case	STATE vs STATE	24/11/2017 05.06.21 PM
4	EDLWT0102562017	New Case	honey vs honey	23/11/2017 03.38.27 PM
5	EDLWT0102542017	New Case	rock vs rock	23/11/2017 03.26.35 PM
6	EDLWT0102522017	New Case	kalra vs kalra	23/11/2017 03.16.28 PM
7	EDLWT0102512017	New Case	tony vs tony	23/11/2017 03.09.06 PM
8	EDLWT0102502017	New Case	rs vs rs	23/11/2017 03.04.45 PM

Fig. 11 (c) - My e-Filing Status (Pending Acceptance)

My e-Filing Status - Not Accepted:- This page (Fig. 11 (d)) contains those e-filing no. which are disapproved by admin. Here user can resolve the defect and then refiled the e-filing no..

The defects can be cured by clicking on the 'Re-Submit' Button.

Show	10	entries	Search:		
#	eFiling No.	Type	Cause Title	Rejected On	Action
1	EMHAU0100542017	Misc. Documents	Crl.Bail Appln. - 22 / 2017 , STATE vs MOHD. AKRAM	26/07/2017 11.09.15	Re-Submit

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig. 11 (d) - My e-Filing Status (Not Accepted)

My e-Filing Status - Deficit Court Fee:- It contains those e-filing no. which are approved by admin. Here user can make payment by clicking 'Make Payment' Button, and then by uploading payment receipts.

Show	10	entries	Search:		
#	eFiling No.	Type	Cause Title	Accepted On	Action
1	EMHAU0100552017	New Case	testpetitioner vs testrespondent	26/07/2017 12.24.39	Make Payment

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig. 11 (e) - My e-Filing Status (Deficit Court Fee)

My e-Filing Status - Pending Scrutiny:- This page (Fig. 11 (f)) reflects the cases which are pending in the Filing section of the concerned court, for which e-filing has been done.

e-Filing	Welcome, USER 1		Search for...		Go!	Logout
View Profile	Pending Scrutiny					
Home	Show	10	entries	Search:		
New Case	#	eFiling No.	Type	Cause Title	Updated On	
Documents	1	EDLWT0102532017	New Case	raj vs raj	24/11/2017 03.22.58 PM	
Deficit Court Fee	2	EDLWT0102552017	New Case	abdul vs abdul	24/11/2017 03.15.58 PM	
Reports	3	EDLWT0102572017	New Case	Akshay vs akshay	23/11/2017 04.20.27 PM	
Help	4	EDLWT0102492017	New Case	DTC vs DTC	23/11/2017 04.20.02 PM	
	5	EDLWT0102482017	New Case	The New India Assurance Co Ltd vs The New India Assurance Co Ltd	23/11/2017 04.19.45 PM	
	6	EDLWT0102582017	New Case	madhuri vs madhuri	23/11/2017 04.19.31 PM	
	7	EDLWT0102592017	New Case	rs vs rs	23/11/2017 04.19.20 PM	
	8	EDLWT0102412017	New Case	qwerty vs IFFCO Tokio General Insurance Co. Ltd.	21/11/2017 05.38.56	

Fig. 11 (f) - My e-Filing Status (Pending Scrutiny)

My e-Filing Status - Defective - This page would reflect the cases which are held defective by the Filing section of the concerned court, for which e-filing has been done. The user can cure the defects by accessing this page.

My Cases - E-Filed Cases:- This page (Fig. 12 (a)) lists e-filing no. which are registered in CIS module..



The screenshot shows a web interface titled "e-Filed Matters". It includes a "Show 10 entries" dropdown and a "Search:" input field. Below is a table with the following data:

#	eFiling No.	Case No.	Cause Title	Status
1	MHAU0100212017	New Case	bnbnbn vs Respondent	Pending

Below the table, it says "Showing 1 to 1 of 1 entries". At the bottom right, there are "Previous" and "Next" navigation buttons.

Fig. 12 (a) – My Cases (E-Filed Cases)

My Cases - E-Filed Documents- If there is no defect in Miscellaneous case, it will move to E-Filed Documents section (Fig. 12 (b)).



The screenshot shows a web interface titled "E-Filed Document". It includes a "Show 10 entries" dropdown and a "Search:" input field. Below is a table with the following data:

#	eFiling No.	Case No.	Cause Title
1	MHAU0100302017	5	Civil M.A. - 5 / 2017 , Bhartiya Samaj Seva Kendra vs State of Maharashtra
2	MHAU0100432017	11	Cri.Bail Appln. - 11 / 2017 , Dnyandev Trimbak Ukirde vs State of Maharashtra
3	MHAU0100462017	2	Arbitration Case - 2 / 2017 , Dnyandev Trimbak Ukirde vs State of Maharashtra

Below the table, it says "Showing 1 to 3 of 3 entries". At the bottom right, there are "Previous" and "Next" navigation buttons.

Fig. 12 (b) – My Cases (E-Filed Documents)

My Cases – Rejected Cases – The cases which are rejected from the CIS are reflected in this section.

My Cases - Idle/Unprocessed e-Filed No.'s - The e-Filed No.s which are still lying idle/unprocessed due to user inaction are reflected in this section.