

**HIGH COURT OF UTTARAKHAND, NAINITAL**

**NOTIFICATION**

No. 394 /UHC/Admin. A/2021

Dated: December 31<sup>st</sup>, 2021

**UTTARAKHAND ELECTRONIC FILING (e-FILING) RULES, 2021**

In exercise of the power conferred under Articles 225 and 227 of the Constitution of India, the High Court of Uttarakhand, Nainital with the approval of Government of Uttarakhand, is pleased to frame the following Rules for e-filing in the State of Uttarakhand.

**1 Short Title, Applicability and Commencement:**

- 1.1** These Rules may be called the Uttarakhand Electronic Filing (e-filing) Rules, 2021.
- 1.2** These rules shall apply to on-line e-filing and e-filing through Designated Counters and other facilities provided for e-filing, including e-Service Centers, of cases and documents relating to proceedings in the High Court of Uttarakhand, Nainital and all the Courts subordinate thereto, to which General Rules (Civil), 1957 and General Rules (Criminal), 1977 apply.
- 1.3** Unless provided otherwise, these rules shall apply to all categories of 'Proceedings' instituted in the High Court or a District Court under the Rules of Procedure applicable thereto.
- 1.4** These Rules shall amend to the extent of conflict, and consolidate the existing Rules and Practice Directions, including those prescribed in (1) the Allahabad High Court Rules 1952, and other Rules governing the Procedure of the High Court, (2) General Rules (Civil) 1957, and the corresponding Circulars/Orders of the High Court of Uttarakhand, and, (3) General Rules (Criminal) 1977, and the corresponding Circulars/Orders of the High Court of Uttarakhand.
- 1.5** These Rules shall come into force from the date of their notification.

## 2 Definitions:

- 2.1 'Administrator'** means the Registrar (IT)/ Joint Registrar (IT)/ Deputy Registrar (IT)/ Assistant Registrar (IT) or any officer designated by the Chief Justice of High Court of Uttarakhand for the High Court; or, the District System Administrator, System Officer or System Assistant or any official designated by a District Court.
- 2.2 'Authorised person'** means the Advocate representing a party, or a recognized agent of a party as defined in Code of Civil Procedure, 1908.
- 2.3 'District Court'** means and includes the Courts established and functioning under the administrative control of the High Court of Uttarakhand.
- 2.4 'Defect(s)'** means 'defect' as is defined in the High Court of Uttarakhand Rules, 2020.
- 2.5 'Designated Counters'** means the counters designated for e-filing in the High Court, or the District Court.
- 2.6 'e-Filing'** means electronic filing of documents relating to "Proceedings" under these Rules through the internet at the e-filing web portal <https://e-filing-nr.eCourts.gov.in/uk/>, or through the internet/intranet at the designated counters, where available, unless the context requires otherwise.
- 2.7 'Evidence'** means and includes evidence as defined under the Indian Evidence Act, 1872.
- 2.8 'High Court'** means the High Court of Uttarakhand, Nainital.
- 2.9 'Munsarim'** means the Munsarim or the suits clerk of a District Court.
- 2.10 'Objection(s)'** means and includes deficiencies and errors pointed out by the Munsarim or Suits Clerk in relation to the 'Proceedings' instituted in the Court.
- 2.11 'Office'** means and includes the office of a District Court.
- 2.12 'Party'** means a party to the proceedings by whatever name it is addressed.

**2.13 'Party-in-Person'** means a party in person as defined in “The High Court of Uttarakhand Party-in-Person Rules- 2020”

**2.14 'PDF'** means an electronic document filed in a portable document format.

**2.15 'PDF/A'** means an ISO-standardized version of the portable document format (PDF) specialized for the digital preservation of electronic documents.

**2.16 'Physical Filing'** refers to 'Proceedings' filed as hard copies in the High Court or the District Court.

**2.17 'Pleadings'** means pleadings, both original and amended, filed in support or defence of a proceeding including affidavits, additional affidavits and supplementary affidavits.

**2.18 'Proceedings'** means and includes; suits, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases, application for succession certificates, motor accident claim petitions, caveats, interlocutory applications, etc. instituted before a High Court or in a District Court.

**2.19 'Registry'** means the Registry of the High Court.

**2.20 'Statement of Defence'** means and includes written statement(s) and additional written statement, both original and amended, reply/replies, counter-affidavits, and additional or supplementary affidavits.

**2.21 'System outage'** means and includes, down time or a time duration or time period, when the power supply or other services of the Website/Portal Server, or of its other related hardware is not available, or when the server or other related hardware are closed down.

**2.22 'System Technical Failure'** means and includes, damage to the High Court's or a District Court's hardware, software, and/or telecommunications facility and the related computing facilities, including server rooms, network or hardware components, to an extent where normal services are affected, or, a failure resulting in a loss or corruption of data, or a deliberate external or internal cyber-attack, that may or may not result in the loss or corruption of data, and which renders e-filing of a document/e-file impossible.

However, System Technical Failure does not include malfunctioning of the device or equipment of the person submitting an e-file, or, non-availability of internet connectivity to such a person.

**2.23 'Third Party'** means and includes, any person or entity seeking to or to intervene in, or, become a party to a 'Proceedings'.

**2.24 'Web portal'** means the e-filing web portal <https://e-filing-nr.eCourts.gov.in/uk/>.

**2.25 'Working Day'** means and includes, a day when the Registry of the High Court or the Office of a District Court, is working as per the calendar published by the High Court of Uttarakhand, or as is notified or directed by it.

### **3 E-filing of Proceedings/Pleadings etc.**

**3.1** Except as provided in these rules, "Proceedings" as defined in Rule 2.20 above, whether in fresh, pending or disposed off cases, will be filed by an Advocate, Party-in-Person or a third party, by means of electronic filing in the manner hereinafter provided, from their homes, offices, or other remote location.

Provided that, the High Court of Uttarakhand in its discretion may direct for mandatory filing of pleadings under certain conditions by way of e-filing as per these Rules.

**3.2** Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges if stipulated.

**3.3** Emailing a document to the Courts or to the Presiding Judge does not constitute e-filing the document, and such emailed document will not be considered, without any intimation to the sender.

**3.4** In all 'Proceedings' e-filed under these Rules, the copies required to be served upon the opposite party shall be served through e-mail, where possible, and by the normal mode in other cases.



Provided that, where, along with the summon/notice, the service of hard copies is to be effected by the High Court in the District Court, the expenses of preparing such hard copies, shall be paid by the party, which otherwise is bound to provide the hard copies, at the prescribed rates of printing charges, as may be fixed by the High Court from time to time.

#### **4 Steps in e-filing:**

To file a document using electronic filing (e-filing), a party shall—

- 4.1** Access the electronic filing web portal address for Uttarakhand i.e. <https://e-filing-nr.eCourts.gov.in/uk/> ;(See Appendix-I)
- 4.2** Register for a new account or log on to an existing account;(See Appendix-I)
- 4.3** Enter details of a new case or use the details of an existing case;
- 4.4** Upload the appropriate document; and
- 4.5** Pay the appropriate fee, where required.

#### **5 Timely Filing of Proceedings/Pleadings etc.**

- 5.1** Unless a document must be filed by a certain time of day as per the applicable Rules, a document will be considered to be timely filed, if, it is electronically filed at any time before midnight, i.e. 00:00 hours Indian Standard Time, on the day of deadline, i.e. the cut-off date for filing it.
- 5.2** An electronically filed document shall be deemed to be filed only when it is transmitted to the e-filing web portal i.e. <https://e-filing-nr.eCourts.gov.in/uk/>, except:
  - a) If a document is e-filed on a Saturday, Sunday, or official holiday, it shall be deemed to be filed on the working day falling immediately after such Saturday, Sunday, or official holiday; and
  - b) If a document requires a motion and an order allowing its filing, the document is deemed filed on the date that the motion is granted.
- 5.3** If parties and Advocates file the hard copies of the e-filed documents within three (03) days of e-filing in urgent cases and seven (07) days in ordinary

cases, the date of e-filing shall be taken to be the date of filing for computation of the period of limitation and for other purposes.

5.4 If e-filing of a document is untimely due to a system technical failure or a system outage, the filing party may seek appropriate relief from the Court.

5.5 If the cut-off time limit for timely filing is one imposed by these rules, the filing party may be given a reasonable extension of time to complete the e-filing. In case the e-filing system is not operational for any reason, the time period, during which the e-filing system was not working, shall be excluded from the computation of such time. Provided that e-filing system being not operational, shall not be a reason to extend the limitation for such filing where extension of prescribed period under Section 5 of the Limitation Act 1963, or any other statutory extension of the period of limitation, is not available.

5.6 No document shall be considered filed, unless the e-filing system (web-portal or the designated e-filing counter) generates a Notice of e-filing.

## **6 Computation of Time:**

6.1 Wherever limitation or time limit to filing of proceedings applies, it will be the responsibility of the party concerned to ensure that the e-filing is carried within the limitation period as prescribed by law.

6.2 For removal of any doubts, the date of e-filing will be taken as that date when the 'Proceedings' is electronically received in the Registry of the 'High Court' or the office of the 'District Court' within the prescribed time on any working day.

6.3 For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

6.4 'Proceedings' e-filed in the High Court after 01.30 P.M. on a working day shall be scrutinized for listing and for case registration as per the existing Rules and Orders, applicable for physical filing.

6.5 'Proceedings' e-filed in the District Courts after the cut-off time prescribed for physical filing, shall be processed for registration and institution as per the existing Rules and Orders, applicable for physical filing.

6.6 For the computation of limitation, online e-filing shall be subject to the same legal regime as applicable to physical filing, save, and except as provided herein above.

6.7 No exemption from limitation shall be permitted on the ground of a failure of the web based online e-filing facility.

6.8 The facility for online e-filing through the web portal shall be available throughout twenty four hours of each day, subject to a system outage or a system technical failure.

6.9 While the e-filing system is designed to accept filing 24 hours a day, it may not always be available due to scheduled maintenance, system technical failure, system outage or other technical difficulties. Therefore documents should be e-filed in advance of filing-deadlines, and during the normal working hours of the Courts.

6.10 Where online e-filing is not possible for any of the reasons set out above, the parties may, either approach the designated counters for e-filing during working hours, or, take recourse to physical filing.

6.11 E-filing of 'Proceedings' or 'Pleadings' through designated counters will be permissible only during the working hours prescribed in the applicable Rules.

6.12 Whenever a question as to the period of limitation in respect of such 'Proceeding' or 'Pleading' is up for determination, the date on which they were e-filed as per the procedure prescribed in these Rules, shall be taken as instrumental in determining such question.

## **7 Digital Signatures:**

7.1 The PDF document to be e-filed must be digitally signed either, by the party, or, by its Advocate, or by both, whenever possible.

7.2 If, neither the party, nor the Advocate, possesses a digital signature, a print out of the 'Proceedings' or 'Pleading' shall be physically signed by the party

concerned, and, or it's Advocate in accordance with rules, and it shall thereafter be scanned and uploaded to the 'web portal'.

Provided that a Party-in-person or an Advocate, who does not possess a digital signature issued by the competent authority, can authenticate a document filed electronically by e-signature based on Aadhaar authentication.

7.3 The digital signatures shall be appended on such places on the PDF document as are prescribed under the existing rules for physical documents.

7.4 A document that is electronically served, filed, or issued by a Court or clerk, is considered signed if the document includes:

- a) “/signature/” and name typed in the space where the signature would otherwise appear, unless the document is notarized or sworn; or,
- b) An electronic image or scanned image of the signature.

**8 Format.** An electronically filed document must:

8.1 Be in the format prescribed in the Schedule III.

8.2 Be in an Optical Character Recognition text-searchable portable document format (PDF);

8.3 Be directly converted to PDF rather than scanned, unless not technically possible;

8.4 Not be locked with password; and

8.5 Otherwise comply with the Technology Standards set by the Judicial Committee on Information Technology and approved by the Supreme Court of India.

**9 Exceptions to and Exemptions from e-filing:**

9.1 Wills and codicils are not required to be filed electronically.

9.2 The following documents must not be filed electronically:

- a) Documents filed under seal or presented to the Court in-camera; and,

b) Documents to which access is otherwise restricted by law or Court order.

9.3 The High Court or a District Court, as the case may be, upon an application being made for the purpose, may exempt a party from online e-filing of the entire pleading, or a part of the pleadings, and/or documents under the following circumstances:

- a) where online e-filing, for reasons set out in the application is not feasible;  
or
- b) where there are genuine concerns about confidentiality and protection of privacy; or
- c) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- d) where the online e-filing portal is either inaccessible, or not available due to system technical failure or a system outage; and, or:
- e) for a just and sufficient cause,

Provided, that for a good cause, in a particular case, other than as provided above, the High Court or the District Court may permit a party to file any other document in paper form.

**10 Legal effect of e-filing:** A document that an Advocate or party files electronically under these Rules will have the same procedural effect as a document filed in paper form.

**11 Email Address:** The email address of an Advocate, a party, or an unrepresented party who electronically files a document shall be included in the document.

## **12 Pleadings:**

12.1 The pleadings should be clear and concise. Parties and third parties should set forth their claims, averments in separate paragraphs. The statement of truth, verification, affidavit of the concerned person must bear the signature of such party who is submitting the pleading.

12.2 The opposite parties should also file their replies under sequentially numbered paragraphs and headings (for e.g. Preliminary Objections and Objections on Merits).

12.3 Filing of pleadings and document through e-filing shall be subject to provisions of Section 4 of the Information Technology Act, 2000.

### **13 Payment of Court Fees/Other Deposits:**

13.1 The Court fee and other deposits can be paid online electronically through the e-payment gateway specified by the High Court.

Provided that, where e-payment is not possible for whatever reason. The High Court or the District Court, as the case may be, may order for payment of such fee or deposits, by normal means.

13.2 The receipt of the e-payment made and the Transaction ID of the online payment of Court fee and other deposits shall be entered in the appropriate fields at the time of online e-filing.

### **14 Retention of Original(s):**

14.1 The originals of the documents, including the original exhibits, that are filed electronically, either by the Advocate or the Party-in-person, or a third party, should be preserved and made available for inspection, if required by the other party to the 'Proceedings', by order of the High Court or District Court, or for production or inspection of such Court, as may be directed.

14.2 In every case, the signed vakalatnama, and the signed and notarized, or attested affidavit, shall be filed in original in the Registry or the Office of the Court, as the case may be.

14.3 Any other document whose authenticity is likely to be questioned should be preserved, at least, for next two years from the date of the final disposal of the 'Proceedings'.

14.4 Final disposal shall include disposal of the 'Proceedings' by the highest appellate Court in the matter.

14.5 Notwithstanding anything provided as above, and subject to any law in force, the following documents shall have to be preserved without any limit as to time period:-

- a) A 'Negotiable Instrument' as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
- b) A 'Power-of-Attorney' as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
- c) A 'Deed of Trust' as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).
- d) A 'Codicil' as defined in Section 2(b) and a 'Will' as defined Section 2(h) of The Indian Succession Act, 1925 (39 of 1925), including any other testamentary disposition by whatever name called.
- e) Any contract for the sale or conveyance of immovable property, or any interest in such property.
- f) Any other document as may be directed by the High Court or the District Court.

14.6 The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed the scanned copies of the document.

## **15 Access to the Electronic Data of the 'Proceedings'.**

*A party or the authorized person(s) shall have a free of cost access to the data e-filed by any of the parties to a specific 'Proceedings', as is presently being provided in respect of physical records, save and except those which are not permissible under the relevant rules. This facility shall be in addition to the procedure for obtaining certified copies.*

## **16 Service of Electronic Documents:**

16.1 Notices, documents, pleadings that are filed electronically, may also be served through the designated e-mail Ids of Institution Section/Registry officials in case of the High Court, and through the designated e-mail Ids of the District Courts, to the e-mail address of the Advocates or parties,

wherever available, in addition to the prescribed mode of service, or any other mode as directed by the High Court or the District Court.

16.2 The e-mail Ids of the Institution Section/Registry officials and that of the District Courts shall be published on the website of the High Court and the District Court, as the case may be, in order to enable the recipients to verify the source of the e-mail.

**17 Procedure for filing caveat:** All caveats may be e-filed as laid down in these Rules.

**18 Hard Copies of Pleadings and Documents filed electronically:** Advocates, as well as parties, may print and preserve the hard copies of all the pleadings and documents filed electronically, for their use in the Court or elsewhere. The Registry or the office of the Court may, wherever and whenever required, prepare hard copies for official use.

**19 Storage and Retrieval of e-Filed Documents and Pleadings:**

19.1 'Proceedings' submitted electronically will be stored in the servers designated by the e-Committee, Supreme Court of India, or as directed by the High Court.

19.2 Subject to availability of exclusive dedicated Server, or a Data Centre for the High Court whenever, available, such e-filings will be stored on such an exclusive server under the control of the High Court.

19.3 Each of such e-filing will be separately labelled and encrypted to facilitate easy identification and retrieval. The physical, as well as the cyber security of such e-filings will be ensured.

19.4 Access to e-filings would be restricted in the manner, or will be regulated by Rules and Practise Directions, as may be notified from time to time.

19.5 For continuity of operations in case of disaster, natural calamity or system technical failure, system outage or a like situation, a mirror image of e-filings available on the exclusive dedicated Server or Data Centre for the High Court, as and when available, may be maintained at different back up Data Centres in different geographical locations, as decided from time to time, by the High Court.



## **20 Residuary provisions:**

20.1 Those e-filing, which are submitted by an Advocate, Party-in-person, or a third party, will be rejected if the practises and the protocols mandated by these Rules or relevant practice directions are not followed.

20.2 Where 'Proceedings' are filed by a part as 'Party-in-Person' its shall submit a certificate issued by a Committee in this behalf under 'The High Court of Uttarakhand Party-in-Person Rules-2020'.

20.3 Subject to such further directions as may be issued, it will not be obligatory on the part of the opposite party to accept pleadings and documents by e-mail. In such an eventuality, the hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, if the plaintiff/petitioner/applicant does not provide the hard copies, as above, she/he will be called upon by the Registry or the suits clerk, as the case may be, to deposit the charges calculated on the basis of the number of pages per defendant/respondent/opposite party which are required to be photocopied. This facility will be provided by the Registry or the suits clerk, as the case may be on a written request being made by the defendant(s)/respondent(s)/opposite party(ies).

20.4 The Registry or the suits clerk, as the case may be, will communicate the defects/objections, if any, regarding the 'proceedings' filed electronically through the 'web portal', to the concerned Advocate/ Party-in-person by means of email or SMS, or through the official website of the High Court or the District Court, for removal of the defect, or objections, as per the existing practise and procedure, applicable to the Court.

## **21 General caution:**

21.1 E-mail not being a secure medium of communication, as the communication transmitted can be intercepted or read by an unintended person, an Advocate/Party-in-person/third party seeking to transmit any confidential or sensitive document/material through email, shall do so at its own risk. Alternatively such Advocate/Party-in-Person/third party may approach the High Court or the District Court, as the case may be, for permission to submit such document/material by physical means.

21.2 Whenever, email is resorted to communicate any document/material, the Registry or the Office shall not be responsible in any manner, in case of interception or reading of a communication made through emails. An Advocate/Party-in-person/third party seeking to transmit confidential or sensitive document/material shall ensure that such material is communicated through a secure medium and to the correct email address of the Registry/Office, as the case may be.

21.3 The 'Registry' or an 'Office' shall not be responsible in any manner, if any pleading or document is filed by way of impersonation.

21.4 For the purpose of clarification, communication of any such document as under Rule 21.1 through shall not constitute e-filing of such document.

\*\*\*\*\*

## **Schedule-I**

### **General Instructions**

- 1 Online e-filing shall be made by visiting the web-portal of the Court, namely: <https://e-filing-nr.eCourts.gov.in/uk/>
- 2 Except as provided in these Rules, 'Proceedings', whether fresh or in respect of pending cases, may be filed electronically, by an Advocate/Party-in-person/third person, from their home, office or other remote location in the manner provided in these Rules.
- 3 Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the designated counters for that purpose upon payment of stipulated charges, if any, as determined by the High Court.
- 4 The size of an e-file should not exceed 20 MB. In case the file size exceeds 20 MB, the Advocate, Party-in-person/third party should visit any one of the designated centres for enabling e-filing through the intranet.

## Schedule-II

### **Steps for Registration**

1. Persons other than Advocates and Party-in-person who are already registered on the website of the High Court or the District Court will have to take the following steps to register themselves on the e-filing 'web portal'.

#### **A. Instructions for Advocates**

- i. Visit the web-portal <https://e-filing-nr.eCourts.gov.in/uk/> to view the form.
- ii. Click the registration link.
- iii. Fill the form with requisite details.
- iv. While entering the mobile number and e-mail id., enter the mobile number and e-mail id. as is registered in C.I.S software or official website of the respective Court.
- v. While entering the 'Bar Registration Number' which is the Bar Council Enrollment Number, enter the same enrollment number in the same format as is entered in the C.I.S software or official website of the respective Court. The format for entering the Bar Registration Number in the requisite field of the registration form is as follows:
  - US-1-2021,
  - US-11-2021,
  - US-111-2021, and so on.
  - Where 'US' is the Uttarakhand State code followed by hyphen '-', then enrollment number, followed again by hyphen '-' and then the enrollment year.
  - There should not be any blank space in between the Bar Council Registration Number.

- Similarly, 'NL' is the State code for Nagaland, "MZ" for Mizoram and AR' for Arunachal Pradesh.

vi. Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only) at the appropriate place in the 'web portal'.

**B. Party-in-person**

- i. Visit the web-portal (<https://e-filing.eCourts.gov.in/as>) to view the form.
- ii. Click the registration link.
- iii. Fill the form with requisite details.
- iv. Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only) at the appropriate place in the 'web portal'.

2. Party-in-person shall submit an affidavit/undertaking that they have not engaged an Advocate in the 'Proceedings'.

3. A Party-in-person, who subsequently engages an Advocate, shall make an application before the Administrator for transferring the data in respect of the 'Proceedings' to the Advocate' account.

4. Once the Administrator allows the application, the data in the 'Proceedings' shall be transferred in the user account of the Advocate. The Party-in-person will not be in a position to modify the data of the subject 'Proceedings' without the permission of the Administrator.

5. A login ID will be allotted on the next working day, if the application is found complete in all respects. The procedure for registration is demonstrated in user manual at Appendix-I.

### **Schedule-III**

#### **Formatting**

All the original typed text material related to 'Proceedings', including a notice of motion, memorandum of parties, main petition or memo of appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style for the High Court and all subordinate Courts under its jurisdiction:

- 1 The paper should be an A4 size white paper. The maximum number of lines typed in each page should not be more than 26/27, and should necessarily have a space of 1.5 in between the lines.
- 2 For the High Court, the words/text should be typed in size 15 of New Times New Roman font, in English. Heading size should be 17 in the New Times Roman font.
- 3 For Courts, subordinate to the High Court, in English, the words/text should be typed in size 15 of Liberation Serif font or New Times New Roman, while the Headings in English should be in font size of 17. In Hindi, the words/text size should be 16 of Kruti Dev 016 font, while the Headings should be in font size of 18.
- 4 There should be a margin of 2 centimetre at the top, 2 centimetre at the bottom, 4 centimetre in the left and 2 centimetre in the right of every page.
- 5 If any document is typed in a local language, it must be prepared using Unicode Font only. The document should be converted into Optical Character Recognition (OCR) Portable Document Format (PDF) or PDF/A using any PDF converter or in-built PDF conversion plug-in provided in the software. The PDF/A file is the preferred format.
- 6 A document which is not a text document and has to be enclosed with the 'Proceedings', should be scanned using an image resolution of 300DPI (Dots per inch) in OCR searchable mode, wherever possible, and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF is demonstrated at Appendix-II.

## Schedule-IV

### **Do and Don't**

- 1 The text documents and scanned documents should be merged as a single OCR searchable PDF file and should be book-marked as per the Master Index, duly approved by the Registry or the Office of the District Court.
- 2 The merged documents should be uploaded at the time of online e-filing. The manner and procedure of accessing the online e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits, evidence etc in a pending case is set out in user manual at Appendix-I.
- 3 Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or Party-in-person.
- 4 Where online e-filing includes audio and/or video files, the Administrator shall cause a hash value to be generated for such file.
- 5 Special characters should not be used while e-filing Memo of Parties remarks and Advocate remarks.
- 6 Document Binary File Name Standards:

The following special characters are not allowed in a file name:

- i. A quotation mark (") or (‘)
- ii. A number sign/Pound (#)/£
- iii. Percent (%)
- iv. Ampersand (&)
- v. Asterisk (\*)
- vi. Colon (:)
- vii. Angle brackets (less than, greater than) (<>)
- viii. Question mark (??)
- ix. Back slash (\)

x. Forward slash (/)

xi. Braces (left and right)({})

xii. Pipe (|)

xiii. tilde (~)

xiv. The period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

7 File names must not end with any of the following strings:

i. .Files

ii. \_files

iii. -Dateien

iv. \_fichiers

v. \_bestanden

vi. \_file

vii. \_archivos

viii. -filer

ix. \_tiedostot

x. \_pliki

xi. \_soubory

xii. \_elemei

xiii. \_ficheiros

xiv. \_arquivos

xv. \_dosyalar

xvi. \_datoteke

xvii. \_fitxers



xviii. \_failid

xix. \_fails

xx. \_bylos

xxi. \_fajlovi

xxii. \_fitxategiak.

Provided that the Registry or a District Court, with directions from the High Court, may, from time to time amend/ modify/ alter the list of (a) special characters, and (b) strings.

- 8 File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.
- 9 E-filed documents shall not be water marked or encrypted.
- 10 The e-filed documents shall not contain any virus, malware, spyware spam-ware, Trojan horse or the like.
- 11 All the e-filed documents shall be legible and free of markings, track changes or annotations.

\*\*\*\*\*

**By order of the Court,**

(Dhananjay Chaturvedi)  
Registrar General

**No. 6467 /UHC/Admin. A/2021**

**Dated: December 31<sup>st</sup>, 2021**

**Copy forwarded for information and necessary action to:**

1. Advocate General of the Government of Uttarakhand.
2. Secretary General, Hon'ble Supreme Court of India, New Delhi for information.
3. Chairman, Bar Council of Uttarakhand, Nainital
4. President/Secretary, High Court Bar Association, Nainital.
5. Office of Chief Standing Counsel, Government of Uttarakhand, Nainital.
6. Assistant Solicitor General, Government of India, Nainital
7. Additional Chief Standing Counsel, Government of Uttar Pradesh, Nainital.
8. Principal Secretary-cum-L.R., Government of Uttarakhand, Dehradun.
9. Principal Secretary, Legislative & Parliamentary Affairs, Government of Uttarakhand, Dehradun.
10. Principal Secretary, Personnel Department, Government of Uttarakhand, Dehradun.

11. All District & Sessions Judges, Subordinate to High Court of Uttarakhand with request to circulate the same amongst Judicial Officers and Bar Associations concerned.
12. Principal Judge, Family Court, Dehradun/Judges, Family Courts, State of Uttarakhand.
13. Director, Uttarakhand Judicial and Legal Academy, Bhowali District Nainital.
14. Chairman, Commercial Tax Tribunal, F-6, Nehru Colony, Haridwar Road, Dehradun.
15. Chairman, State Transport Appellate Tribunal, House of Dr. Poonam Gambhir, Vaidik Kaya Ayurvedic Center, 1<sup>st</sup> Floor, House No.85/1, Laxmi Road (Near Favvar Chauk), Dehradun.
16. Legal Advisor to Hon'ble the Governor, Rajbhawan, Dehradun.
17. Secretary, Lokayukt, 3/3 Industrial Area, Patel Nagar, Dehradun.
18. Registrar, State Consumer Redressal Commission, Uttarakhand, House No.23/16, Circular Road, Dalanwala, Dehradun-248001.
19. Member-Secretary, Uttarakhand State Legal Services Authority, Nainital.
20. Presiding Officer, Industrial Tribunal-cum-Labour Courts, Haldwani, District Nainital.
21. Presiding Officer, Labour Courts, Dehradun, Haridwar & Kashipur, District US Nagar.
22. Presiding Officer, Food Safety Appellate Tribunal, Dehradun and Haldwani (Nainital).
23. Registrar, Public Service Tribunal, Uttarakhand, Dehradun.
24. Secretary-cum Registrar, State Level Police Complaint Authority, Dehradun.
25. Chairman, Permanent Lok Adalat, Dehradun, Haridwar, Nainital and Udham Singh Nagar.
26. Legal Advisor to Public Service Commission, Uttarakhand, Haridwar.
27. Deputy Director (Law), Competition Commission of India, New Delhi.
28. All the Registrars of the Court.
29. P.P.S. to Hon'ble the Chief Justice.
30. P.S./P.A. to Hon'ble Judges of the Court with request to place the Notification for kind perusal of Hon'ble Judges.
31. Librarian of the Court.
32. Director, Printing & Stationery, Govt. Press, Roorkee, District Hardwar for publication of the Notification in the next Gazette of Uttarakhand.
33. Assistant Registrar, IT, High Court of Uttarakhand, Nainital with direction to upload the same on the website of High Court of Uttarakhand, Nainital.
34. Guard file.

Deputy Registrar,  
Admin A

## Appendices

<b>APPENDIX – I</b>	e-filing User Manual.
<b>APPENDIX - II</b>	Screenshots of steps in Registration for e-filing
<b>APPENDIX - III</b>	Screenshots of the Procedure for converting a document into an OCR searchable PDF.
<b>APPENDIX–IV</b>	Screenshots of Procedure for Bookmarking of documents.
<b>APPENDIX–V</b>	Screenshots of Procedure for putting digital signatures on documents to be e-filed.

**USER MANUAL**

**E-FILING PROCEDURE**  
FOR HIGH COURTS &  
DISTRICT COURTS IN INDIA

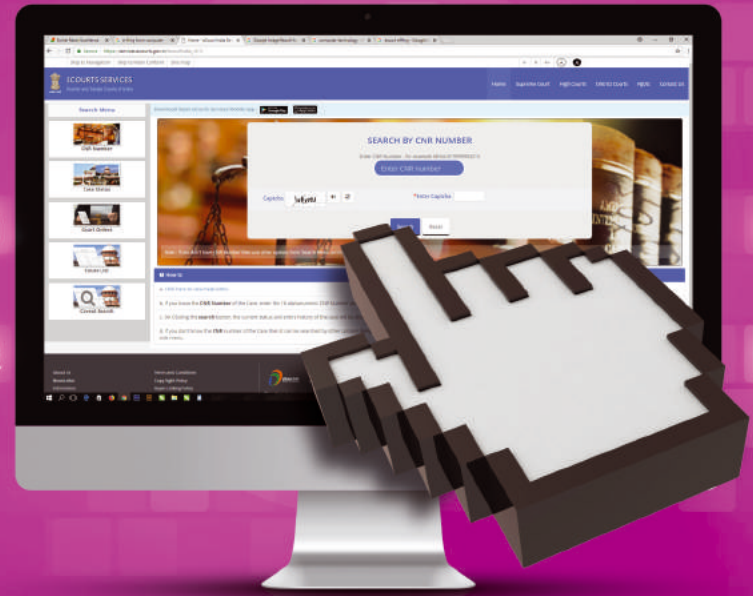


USER MANUAL  
**E-FILING PROCEDURE**  
FOR HIGH COURTS  
&  
DISTRICT COURTS IN INDIA

---

eCommittee  
Supreme Court of India  
2018

Authored by:  
**Dr. Karnika Seth**  
Cyberlaw Expert & Advocate, Supreme Court of India  
B.A (Eng. Hons.), LL.B (Del), LL.M (Lon), Ph.D (Cyberlaw)  
karnika@sethassociates.com



## TABLE OF CONTENTS

Chapter	Page No.
<b>1. Introduction</b>	<b>1</b>
1.1. Key Purpose	1
1.2. Hardware & Software Requirements for e-Filing	1
1.3. Format requirements	2
1.4. Security & Making Payments	2
1.5. User responsibility	3
1.6. Suspension or Termination of User Account	3
1.7. Disclaimer	3
1.8. Help desk	3
<b>2. Begin Use of e-filing</b>	<b>4</b>
2.1. The log in screen of e-filing	4
<b>3. User registration</b>	<b>5</b>
3.1. Registration as an advocate	5
3.2. Registration as a Petitioner in Person	6
3.3. Registration as authorized representative of a police station	7
3.4. Validation of OTP	7
3.5. Fill user data	8
3.6. Landing on the Dashboard	9
3.7. The Dashboard	10
3.8. Forgot password	10
3.9. Forgot User Name	12
3.10. Filing a New Case	12
3.11. Click new case	13

Chapter	Page No.
<b>4. New case- filing form</b>	<b>14</b>
4.1. Submit Extra Information	16
4.2. Details of Subordinate Court	16
4.3. Filing Form-Act & Section Tab	17
4.4. Add Extra Party	18
4.5. Upload documents	19
4.6. Pay the court fees	20
4.7. Proceed to Affirmation	20
4.8. OTP validation	21
4.9. Preview	22
4.10. Press 'Final submit' button	23

<b>5. How to File a miscellaneous document</b>	<b>24</b>
5.1. Where to file miscellaneous documents	24
5.2. Uploading the miscellaneous document	25
5.3. Submit court fees to file miscellaneous document	26
5.4. Screen to e-file miscellaneous document	26
5.5. E-sign the document	27
5.6. OTP validation for e-filing miscellaneous documents	27
5.7. Preview	27
5.8. Pay deficit court fees	28
5.9. Deficit court fees tab	28
5.10. Pay the court fees	28
5.11. Preview page	29

<b>6. Reports</b>	<b>30</b>
-------------------	-----------

Chapter	Page No.
<b>7. Dashboard</b>	<b>31</b>
7.1. Accessing dashboard	31
7.2. My e-filing status	32
7.3. Drafts	32
7.4. Pending acceptance	32
7.5. Not accepted	33
7.6. Deficit court fees	34
7.7. Pending Scrutiny	34
7.8. Defective cases	35

<b>8. My Cases</b>	<b>36</b>
8.1. E-filed cases Tab	36
8.2. 10.3.2 E-filed document	36
8.3. E-filed Deficit court fees	37
8.4. Rejected matters	37
8.5. Idle/unprocessed e-filed Nos.	38
8.6. Viewing e-filed cases, documents & court fees	38
8.7. E-filed cases	38
8.8. View e-filed miscellaneous document	39
8.9. View e-filed deficit court fees	39
8.10. View case status	40

<b>9. Editing a user's profile page</b>	<b>41</b>
9.1. View & edit user profile	41
9.2. Upload photo	41
9.3. Change e-mail address	42
9.4. Update mobile number in a user profile	42
9.5. Update address in a user's profile	43
9.6. Update password	43



# 1. Introduction

## 1.1. Key Purpose

The e-Committee of 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 all high courts and district courts that adopt this e-filing system. Introduction of this e-filing system is aimed at promoting paperless filing & create time and cost saving efficiencies by adopting technological solution 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 e-filing system and offer support to users. The e-filing system can be used by any Advocate enrolled to practice in the Bar Council of any State in India or by any Petitioner in Person to file cases before the High court and District Courts of States that adopt this e-filing system. The system will also enable the police stations across India to e-file the charge sheets and other documents pertaining to criminal cases. The list of courts that have adopted this e-filing system will be shown to you in the form of drop down list the moment you select any State and District. 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 a scanner to scan documents for e-filing. Documents in only PDF format will be accepted for e-filing. Adobe Acrobat reader is available at no charge from Adobe by download at the following address: [www.adobe.com/products/reader](http://www.adobe.com/products/reader). PDF documents can also be created by scanning hard copies of documents. When paper documents are scanned, the resolution must be set to 200 dpi. Currently the maximum size a document can be uploaded is 25MB per document pages for a .doc or .docx format.

### 1.3. Format requirements

The formatting requirements for any cases filed through the e-filing shall be as far as possible in compliance with the respective provisions/rules of the concerned court where a user e-files the case.

It is recommended to file cases/documents using this facility in double space, Times new Roman 14 font only.

*Please note that this facility is for e-filing cases/documents. However, concerned 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 documents and only PDF format is supported by this software. Also, please do not submit encryption or password protected documents. Before filing the documents, please ensure that you have removed any hidden text, such as markings, track changes or annotations from source documents before converting them to PDF.*

### 1.4. Security & Making Payments

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

Accepting Court Fees by online or electronic transaction depends on whether the State Government has any system in place to accept payment of Court Fees in electronic form. If such system is in place, in that case it may be possible to make online payment of Court Fees while using this website and e-filing cases.

In order to pay any court fees through e-filing, using netbanking/credit cards, a SSL secure payment gateway has been integrated into the e-filing website where mechanism is available with State Government 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. Alternatively, you can also upload scanned copy of receipt obtained after payment of Court Fees. 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 Helpdesk 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 e-committee has no 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 9 am to 7 pm IST on each business day. There shall be e-filing admin to each Court Complex 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://efiling.ecourts.gov.in> (For example, in Google Chrome, Internet Explorer, Mozilla Firefox, etc.), the Home Page of the said Website shall display a log in screen.

In case a user is new, it will require the user to register to create a user id and password to use the e-filing facility by clicking on the 'New to Website?' Create Account' option. On clicking 'Create Account' registration form will be displayed.

In case a user has already registered with the e-filing facility, such user will simply type his user id and password and log in to the e-filing system.

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



Fig 1 Home page of e-filing -Log in screen

## 3. User Registration

A new user can register using the 'create account' option in the log in screen shown in Fig 1. For registration purpose, a user must choose whether it registers as an Advocate or Petitioner in Person or as authorized representative of a police station.

### 3.1. Registration as an advocate

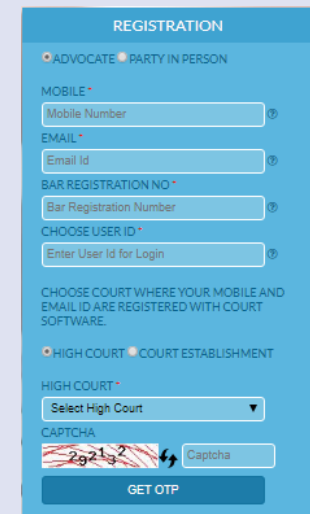
The fields in the registration form must be filled by a User. For registration, in case a User is an Advocate, he must enter the following details in the form as shown in Fig. 2 for Registration as an Advocate

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

In case a User is an Advocate, he must submit the same mobile number and e-mail id that is registered by the person with the concerned court where he practices. In case he does not submit the same, the registration process will not be complete. Incase an advocate chooses to change his e-mail id or mobile number from the registered mobile and email address with the concerned court database, he can do so subsequent to registration formalities on e-filing system is complete. The Advocate must provide details of state, district and establishment details where Advocate's Bar Registration number, mobile and e-mail id are registered.

All the fields are mandatory. After filling the form, user must fill the captcha code show 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 steps explained in 3.3 -3.4 to complete the registration process.

Fig 2 Registration form for Petitioner in person



### 3.2. Registration as a Petitioner in Person

In case a user is a Petitioner in Person, he is required to register by submitting below information as shown in Fig 3 below namely-

- Mobile Number
- E-mail id
- User id

Nearest court establishment details, such as State, District & Establishment

All the fields are mandatory. After filling the form, user must fill the captcha code show 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 3.3. And 3.4 below to complete the registration process.

**NOTE:** In case an Advocate is filing case using e-filing system as a Petitioner in Person, he needs to make a separate registration as a Petitioner in Person with separate email address and mobile number despite he is already registered as an Advocate in the e-filing system.

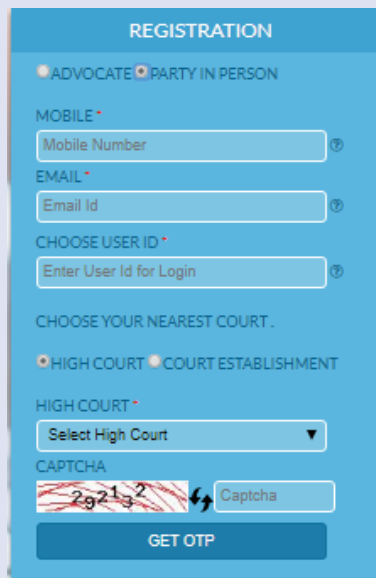


Fig 3 Registration form for Petitioner in person

### 3.3. Registration as authorized representative of a police station

To register as a police station, the following information will be required to be submitted-

Details of State, district, address and location of the police station

- Mobile Number
- E-mail id
- User id

All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. Two different OTPs get generated and are sent to the registered mobile number and email address submitted at time of registration by the user.

### 3.4. 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 4 below.

Once the OTP gets validated, or in other words, if the OTP entered by a User matches with OTP generated by the e-filing system, the Registration process proceeds further.

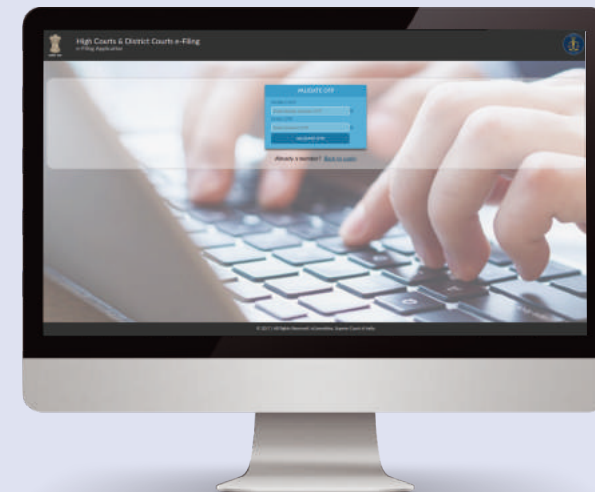


Fig 4 Validate OTP screen

### 3.5. 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. 5 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
- Pin code

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 press the Register' button to complete the Registration process.



Fig 5 Registration form with user data

### 3.6. Landing on the Dashboard

Once a Registered User logs in from home page for e-filing (fig 1), a Dashboard page appears displaying the following information on the left side panel:

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

**New Case:** - This allows e-filing of a new case.

**Documents:** - This allows any miscellaneous document such as an affidavit or an application to e-filed.

**Deficit Court Fee:** - This enables e-filing of any deficit court fee.

**Reports:** - This gives access to see /print any report specific to the user.

**Help:** - This is for user guidance.



Fig 6 Registered User e-filing status page (Dashboard)

### 3.7. The Dashboard

The Dashboard provides information to a user about the e-filing status of any case filed by him including saved drafts (Drafts), cases filed but pending acceptance from technical standpoint (Pending acceptance), cases failed technical checking (Not accepted), deficient court fees (deficit court fees), cases pending scrutiny check by court Registry (Pending Scrutiny) and defective cases after checking by court registry (Defective cases). If Court registry finds the case filed to be in order, it will be shown in 'e-filed cases' Tab in 'My Cases' section below. In case the Registry finds the case filing to be defective, it will show in the 'defective' tab in 'My e-filing cases status' Section.

The 'My Cases' section of the Dashboard comprises of information on 'e-filed cases', 'e-filed documents', 'deficit court fees', 'rejected cases' and 'unprocessed e-filed cases'. These Tabs will be explained in detail after the process to file a 'New Case' has been explained as these Tabs on Dashboard will be useful only after a new case has been filed by a User.

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

### 3.8. Forgot Password

In case a registered user forgets his password, the same can be retrieved by clicking on 'Forgot password' link in Log in screen shown in Fig 1 which is first screen that shows when a User accesses the website of e-filing system at <https://efiling.ecourts.gov.in> clicking on Forgot password option opens a Forgot password screen shown in Fig 7.

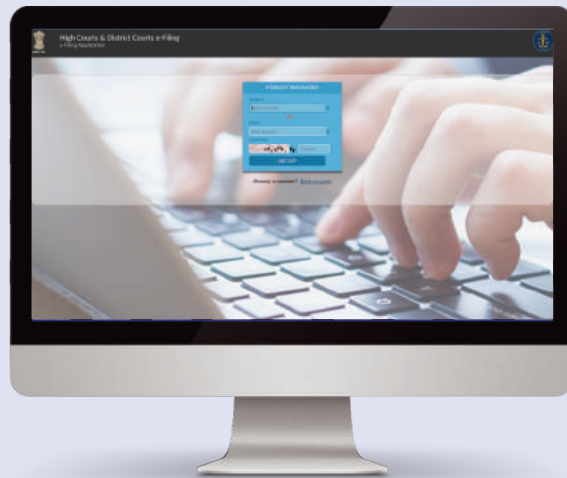


Fig 7 Forgot password screen

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 asked 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 new password in fields as shown in fig 8 below.

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

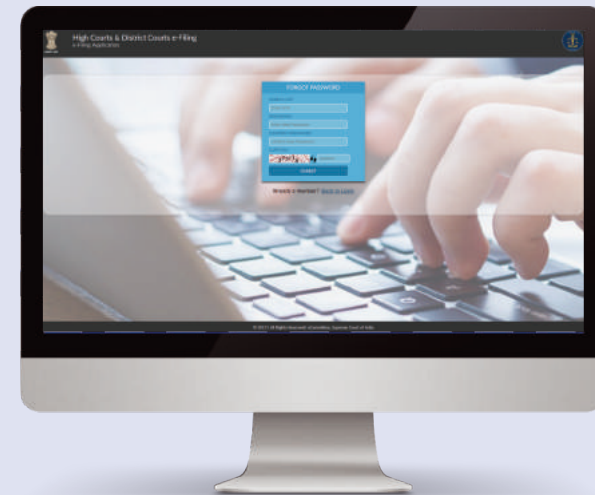


Fig 8 Forgot password screen



### 3.9. Forgot User Name

In case a User has forgotten his User Name he used to register on this website, he can press the 'Forgot username' option on Log in screen to retrieve the same at Fig 1 as provided. This opens a new screen which requires User to fill in his registered mobile number and registered e-mail address. A User needs to enter the captcha code shown and press the Send Mail button to receive the User name on his registered e-mail address.



Fig 9 Forgot user name screen

On pressing Send Mail button in fig 9 a screen notification appears showing user name has been successfully mailed at user's registered mail id as shown in fig 10.

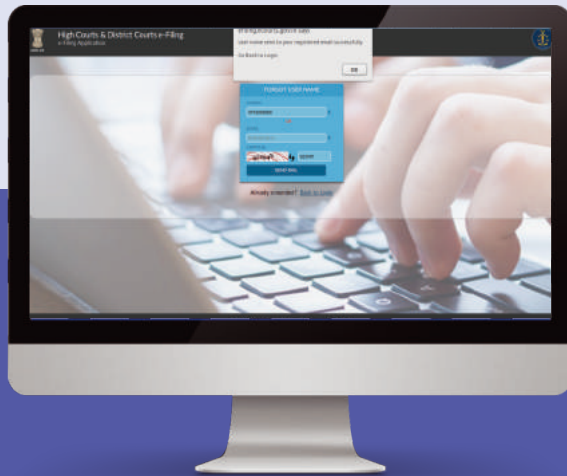


Fig 10 Message confirmation for retrieval of user id.

### 3.10. Filing a New Case

In order to e-file a new case, click on 'New case' option in the left panel of the Dashboard screen (Fig 6 above).

(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 1).

### 3.11. Click New Case

On clicking 'New case' option in the left panel of the Dashboard screen, a screen 'Where to file' will be shown.

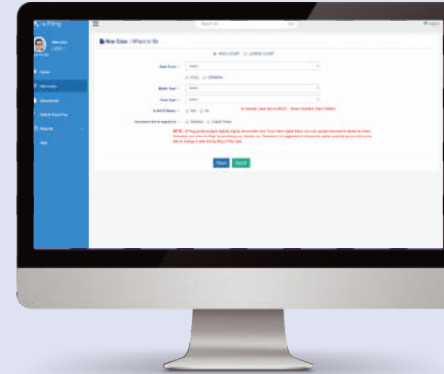


Fig 11 New Case> Where to file screen for High Court

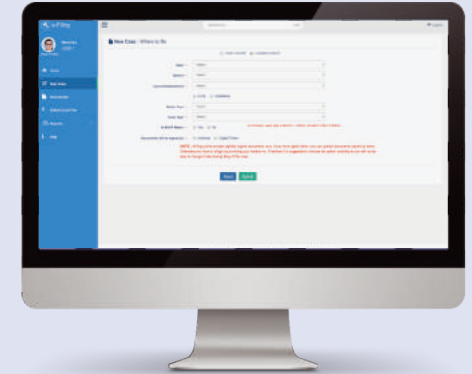


Fig 11(a) New Case> Where to file screen for Lower Court

#### A User is required to fill in the following fields:

**State:** - Select State from the listed options.

**District:** -Select District from the listed options.

**Court Establishment:** -Select Court establishment where the case is to be filed.

**Case Type:** - First select one option from the given two options viz. Civil or Criminal. Then select the relevant case type from the 'Case Type' dropdown.

A User is then required to select whether the documents being e-filed will be signed by 'Aadhar' or 'Digital Token' and click 'Submit' button.

The User must select the signing option carefully, as he/she would be automatically directed to concerned specific page for signing new case when it is finally submitted. If the User wants to reset the chosen options at any point before clicking 'Submit', then press the Reset button. If the data filled in is correct, the user would be taken to 'Filing Form' (Fig.12).

## 4. New Case-Filing Form

- **Filing Form** – Petitioner Form - In Petitioner form (Fig.12) under Filing Form, the requisite details about the Petitioner are required to be filled by a 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. 13) for filling 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. 14) for filing the details required for 'Respondent ' (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. The user can access other tabs, by clicking on their respective tabs, or by clicking 'Next' to access the next option.

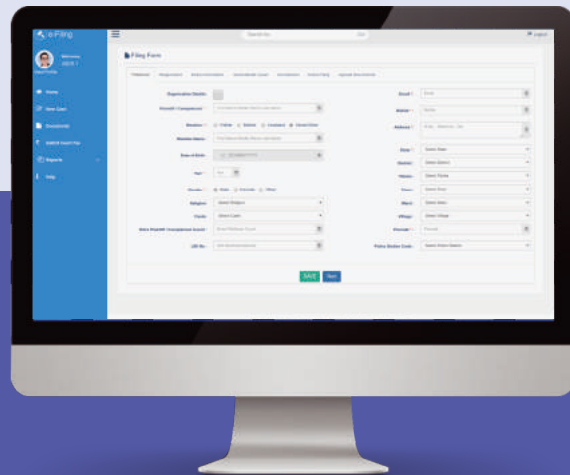


Fig 12 New Case> Filing form -Petitioner

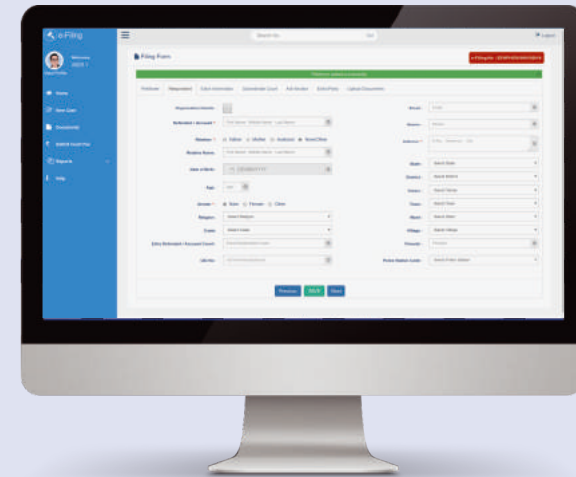


Fig 13 New Case>Filing form –Petitioner (Organization)

Fig 14 New case>e-filing number generated

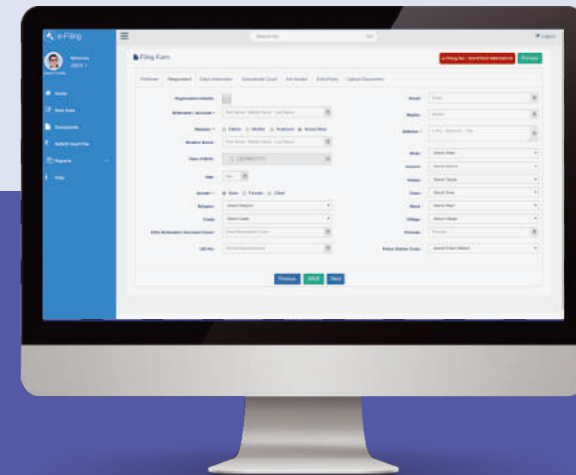


Fig 15 New Case> Filing Form>Respondent details



#### 4.1. Submit Extra information

Any Extra information about a Petitioner and/or Respondent in a new case to be e-filed can be submitted in the 'Extra Information' tab such as Passport number, nationality, occupation, PAN number, contact details. After details are added, User clicks on 'Save' to submit the information. Pressing 'Previous' button will take a user to Respondent tab and pressing 'Next' to the Subordinate Court Tab as shown in Fig 16 below.

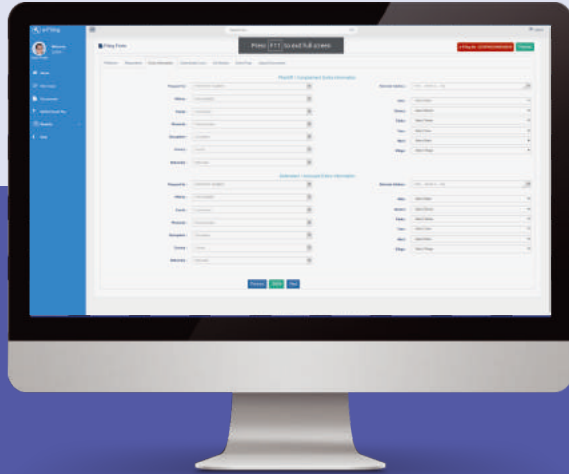


Fig 16 New Case > Fill form > Extra Information Tab

#### 4.2. Details of Subordinate Court

After completing 'Extra information', 'the Subordinate court' screen will open. A User must fill all mandatory fields and then submit the form such as name of subordinate Court, Case Registration number (CNR), type of case, case no/filing no, year of filing, name of Judge who passed the judgement that is being challenged in new case being e-filed, date of impugned decision, CC applied date and CC ready date as shown in fig 17.

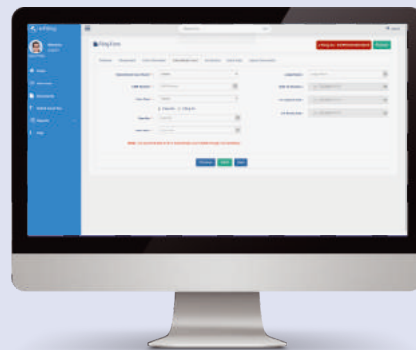


Fig 17 New Case > Subordinate court details

Generally when you are filing appeal or revision or other appellate type of cases, you may be required to fill in details regarding 'Subordinate Court' details. You may have to choose appropriate Court from the drop down list appearing before you. Pressing the 'Previous' button takes a user to extra information tab and pressing 'Next' button sends user to next tab i.e. 'Act-Section' tab.

#### 4.3. Filing Form-Act & Section Tab

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 then he needs to click on 'Add More' Button. If user wants to delete a particular Act & Section he must press 'Delete' option next to relevant Act and Section to be deleted.

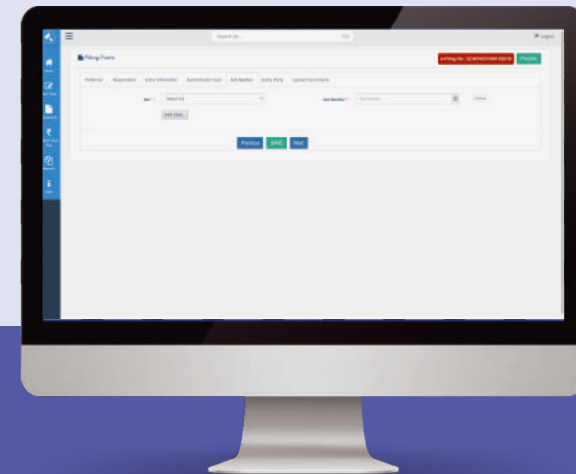


Fig 18 New case > Act-Section screen

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

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

#### 4.4. Add Extra Party

After entering data in 'Act-Section', 'Extra Party' form (Fig. 19) will open. There are two options provided here i.e. Complainant/Petitioner and Accused/Respondent depending on type of case to be e-filed.

Select applicable option. Fill all mandatory fields and then submit the form.

If the User selects 'Complainant', then complainant form will open and in case he selects 'Respondent', corresponding form will open. If user selects organization detail, the relevant form will open.

User fills the required details and shall press 'Save' to submit the relevant data. In case user has any other information to add select 'other information' option in fig 19 to open required form.

Pressing 'previous' button will send back to previous tab-Act-Section tab.

If extra party has been added successfully a message appears at top of screen 'extra party details added successfully'.

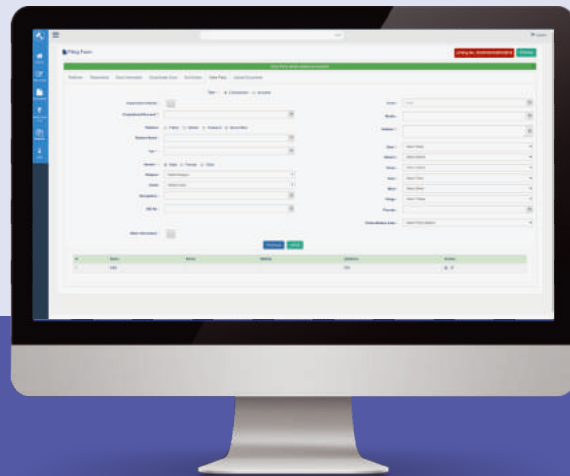


Fig 19 New case>Extra party

#### 4.5. Upload documents

After filling all the forms provided for filing new case, users can upload the relevant file in 'Upload Documents' screen (Fig. 20).

The file should be in pdf. If you have token to digitally sign pdf document, then you can use it to sign the document. Otherwise, the document can be signed by a user using Aadhar based e-signing process as shown in new case screen in fig 22 below. The type of document to be uploaded can be chosen from the drop down menu and by pressing 'browse' button, file can be selected by user for upload. User needs to type the 'document title' and then press the 'upload' button to upload the chosen file.

Upon successful upload, document name, along with its hash value will be shown and number of pages as shown in screen below in a list format.

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

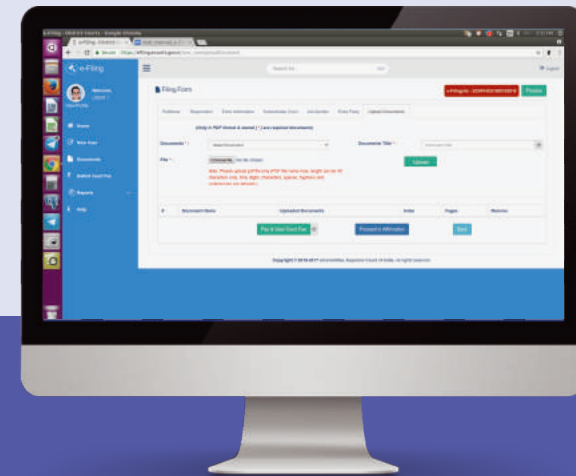


Fig 20 New case>upload documents screen

#### 4.6. Pay the court fees

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.



Fig 21 Submit court fees screen

#### 4.7. Proceed to Affirmation

After 'proceed to affirmation' button is pressed in upload document screen, affirmation is complete when applicant 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 22.



Fig 22 Sample affirmation page

#### Through Aadhar number

In case applicant provides Aadhar number for signatures, fig 23 shows screen as will then appear. If applicant does not wish to provide 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.

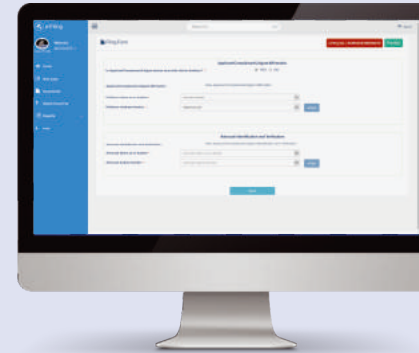


Fig 23 Applicant affirmation signed using his Aadhar

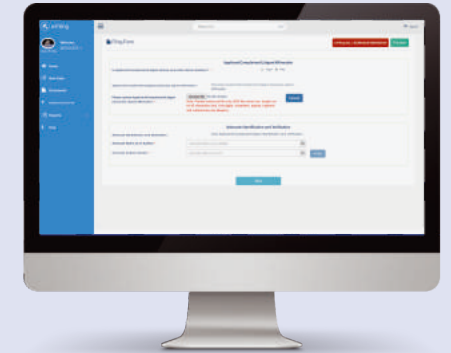


Fig 24 Applicant affirmation (physically signed) signed using Advocate's Aadhar

#### 4.8. OTP validation

Where Aadhar is submitted for e-signing the affirmation, an OTP will be received on user's registered mobile number with UIDAI for authentication. Once correct OTP is entered for validation as shown in Fig 25 below, a message showing Affirmation is submitted successfully is displayed on screen. Once it is successfully validated, affirmation is e-signed using Aadhar.

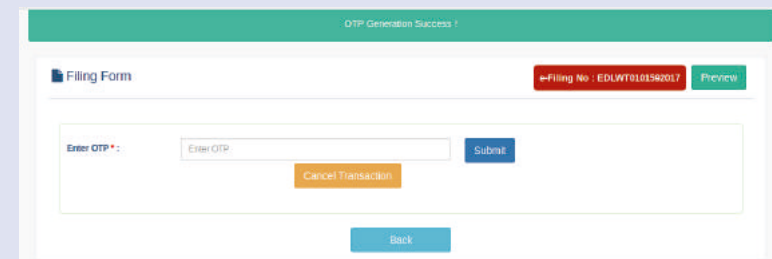


Fig 25 OTP validation to confirm submission of Affirmation

### 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 26(below).

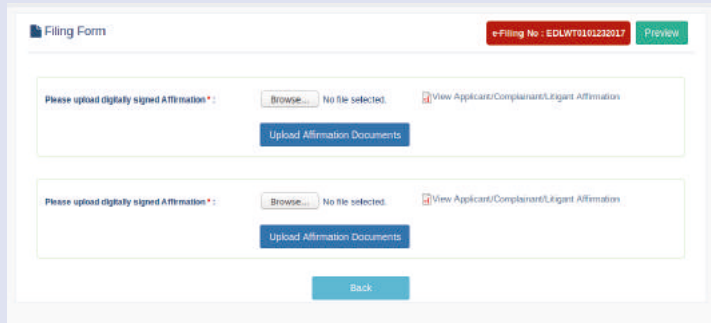


Fig 26 Affirmation through digitally signed document.

### 4.9. Preview

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 27 below)

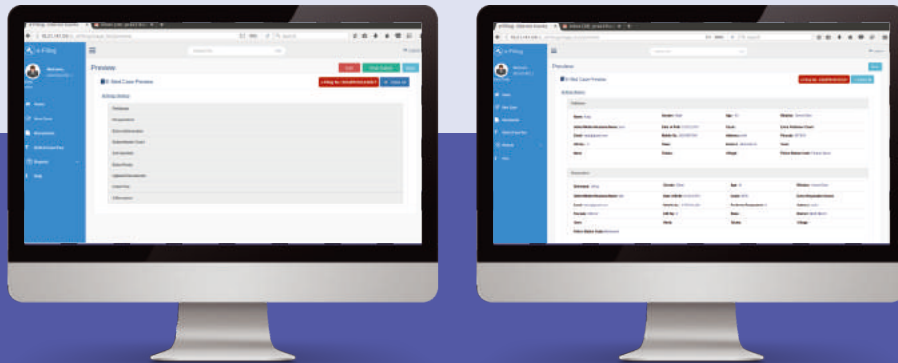


Fig 27 Preview of forms filled by user to file new case

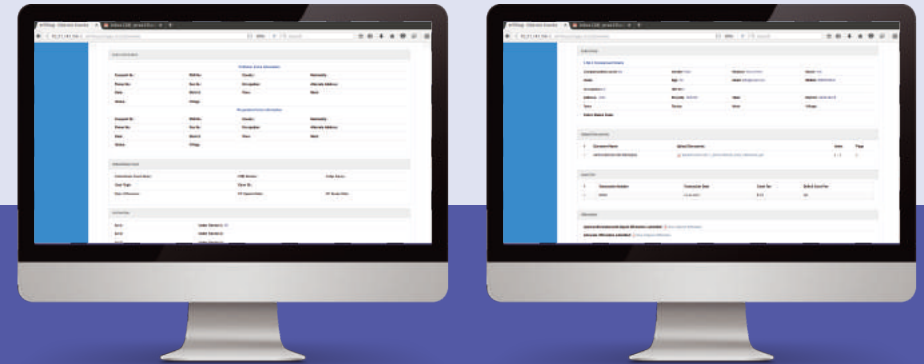


Fig 27 (a) Preview of forms filled by user to file new case

### 4.10. Press 'Final submit' button

If the Preview is in order, press the Final Submit button (fig 27) at top right corner of form above to finally e-file the case.

In case 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.

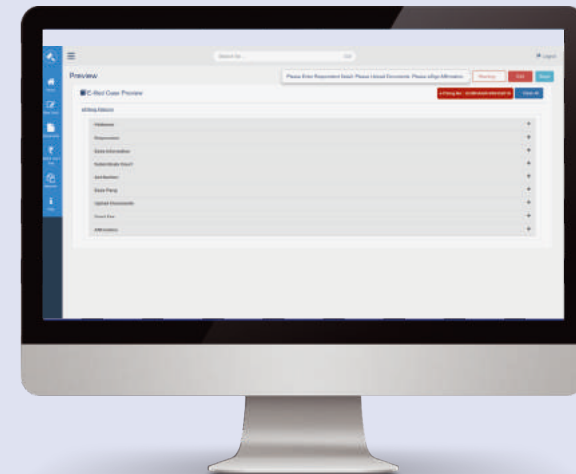


Fig 28 Warning alert at final submit



### 5.3. Submit court fees to file miscellaneous document

The user can submit Court Fee by clicking 'Pay Court Fee' button to e-file a miscellaneous document (fig 32).



Fig 32 Submit court fees to e-file document

### 5.4. Screen to e-file miscellaneous document

After making payment of court fees to e- file miscellaneous document, user shall be displayed a screen showing uploaded miscellaneous document along with its hash value, court fees paid etc. (fig 33).

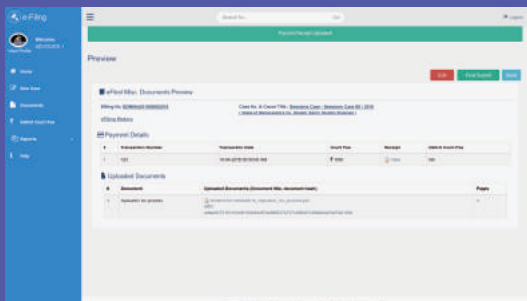


Fig 33 Screen showing the uploaded miscellaneous document court fees to e-file document

### 5.5. E-sign the document

User then would be asked to e-sign the uploaded miscellaneous 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.

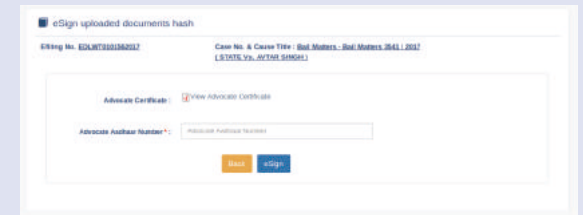


Fig 34 e sign the uploaded miscellaneous documents

### 5.6. OTP validation for e-filing miscellaneous documents

After last step, in case Aadhar is used to e-sign the uploaded document, another page will open asking advocate to input the OTP received on his registered mobile number and press 'submit' button. If OTP matches, e-filing process takes user to preview screen. (fig 35).

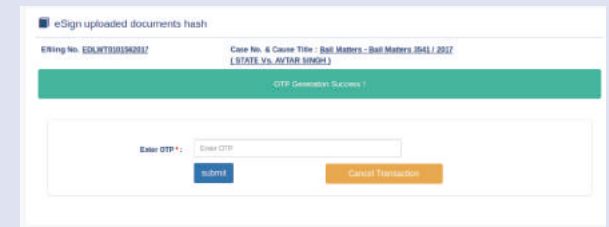


Fig 35 OTP validation for filing of miscellaneous documents

### 5.7. Preview

A preview screen will open asking user to click on 'Final submit' button to e-file miscellaneous document. (fig 36)

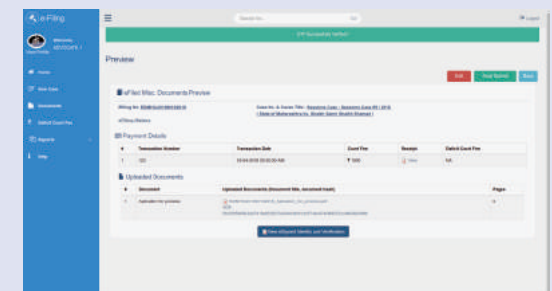


Fig 36 Preview misc document to be e-filed



### 5.8. Pay Deficit Court Fees

Incase the court fees filed by a User for an e-filed document/case ( even if filed physically with a court registry) is deficient, user can file the deficient court fees by clicking the 'deficient court fees' option in the left panel of the dashboard . The fees can be paid either using the payment gateway integrated into this website or by uploading the payment receipt in pdf if paid offline.

### 5.9. Deficit court fees tab

In the deficit court fees tab on left side panel of dashboard, User is required to fill the CNR Number of the case, and details of court establishment where the case has been filed. (fig 37)

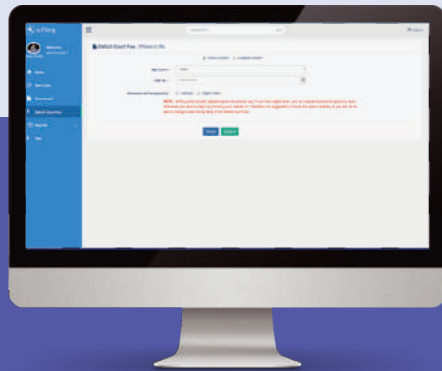


Fig 37 Deficit court fees screen

### 5.10. Pay the court fees

User will be directed to a page that asks user to mention the amount of deficit court fees to be paid. On inserting the value, user can make the payment by clicking the 'Make Payment' button. (fig 38). A User may cancel the transaction, using the 'cancel' button.



Fig 38 Pay deficit court fees screen

### 5.11. Preview page

After paying deficit court fees, user is directed to view the 'Preview' page (fig.39) where he can check the details for correctness before pressing the 'Final submit' button and 'edit' it if required. Where Aadhar is chosen to e-sign, the Aadhar e-sign process including OTP validation process will follow. User then presses the 'final submit' button to finally e-file the deficit court fees (fig. 40).



Fig 39 Preview of miscellaneous document to be filed

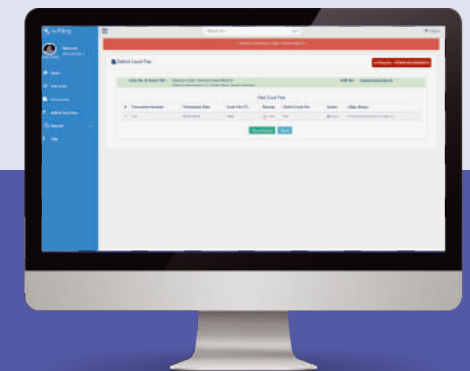


Fig 40 Pending document to e-sign deficient court fees

## 6. Reports

Incase a user wants to check reports of his activity on e-filing facility, he can press the Reports option on left panel of the dashboard and select type of report he wants to view, such as court fees filing (fig 41). The relevant report about user's activity will be displayed on screen. For example, in case of court fees filing, the following screen will be displayed.

The court fees report can be filtered using the relevant period of time by selecting the 'From Date' and 'To Date' fields provided therein. The report will display case details, deficit court fees paid along with receipt, and transaction ID.

S/N	Filing No.	Date	Status	Submission Date	Transaction No.	Receipt	Court Fee
1	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12
2	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12
3	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12
4	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12
5	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12
6	COURTFC0000017	12-12-2017	New Case	12-12-2017	0000		₹12

Fig 41 Report of court fees filed by a user

## 7. Dashboard

### 7.1. Accessing dashboard

When a user accesses efilng.ecourts.gov.in, 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 6.)



Fig 42 Home page of e-filing



Fig 43 Dashboard screen



### 7.2. My e-filing status

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 'My e-filing status'

### 7.3. Drafts

By clicking on the 'draft' Tab under 'My e-filing status', user can view all the saved drafts of cases to be e-filed which are not yet finally submitted. 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.



Fig 44 My e-filing status> Drafts screen

### 7.4. Pending acceptance

When a user has finally e-filed a case, the e-filing Administrator checks the forms filled by the user known as "Acceptance" checking. The e-filed cases which are pending such administrator checking can be viewed in the 'Pending Acceptance' Tab of the Dashboard.

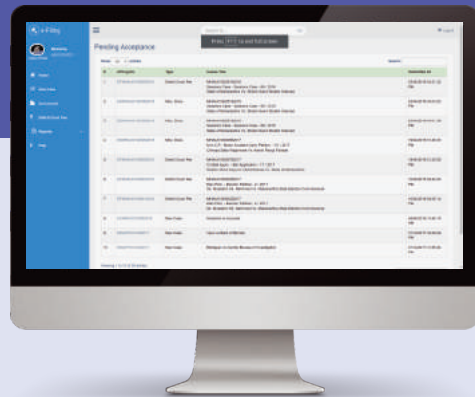


Fig 45 My e-filing status>Pending acceptance

### 7.5. Not accepted

The e-filed cases which are not accepted by E-filing Administrator are shown by selecting this Tab. Details shown are e-filing case no., cause title, and rejection date, etc. A user can choose to resubmit it for curing the defects/ checking by pressing the 'Re-Submit' Button. Reasons for rejection are shown in screen displayed after pressing 're-submit' button. (fig 44)

#	eFiling No.	Type	Cause Title	Rejected On	Action
4	EDLWT0100282017	New Case	Akshay vs Saliman	27/11/2017 04:30:20 PM	Re-Submit
1	EDLWT0101362017	Misc. Docs	DLWT010101902016 Bail Matters - Bail Matters - 2628 / 2016 STATE Vs. KISHAN SHARMA	18/12/2017 12:36:23 PM	Re-Submit
2	EDLWT0100702017	Deficit Court Fee	DLWT010006212011 LAC - LAND ACQ. ACT - 272 / 2016 AVINASH KUMAR BANSAL Vs. UOI (MUNDKA)	27/11/2017 05:16:47 PM	Re-Submit

Fig 46 My e-filing status>Waiting Re-Submit

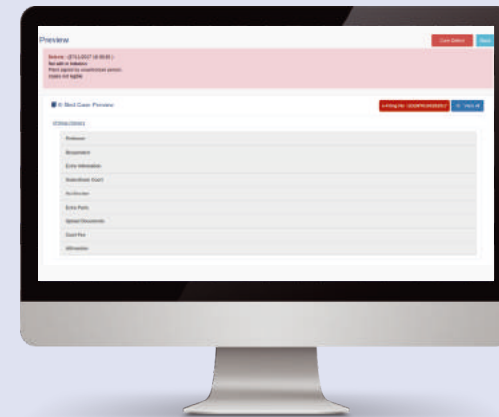


Fig 46 (a) E-filed case preview

### 7.6. Deficit court fees

A user can check if the fees paid by him for e-filing a case is deficit or not by pressing the 'Deficit court fees' tab under 'My e-filing status' on Dashboard. The cases listed there have been accepted by the E-filing Administrator after these have been finally e-filed by a user. User can pay the deficit court fees shown therein by pressing relevant 'Make Payment' button. (fig 45)

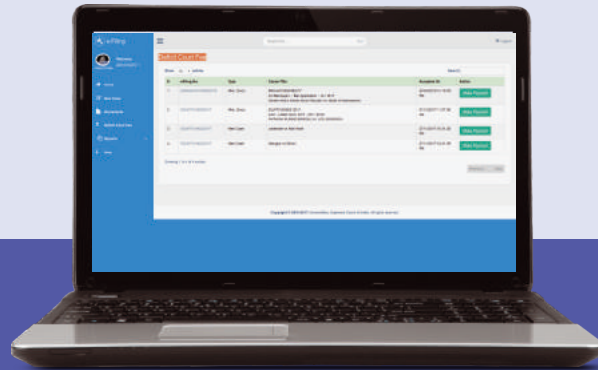


Fig 47 E-filing status>Deficit court fees

### 7.8. Defective cases

A user can view the e-filed case has defects or not by clicking on the 'Defective' tab in the My e-filing status on Dashboard. These cases have been scrutinized by the filing Section of concerned court and found to contain defects that are required to be cured. The page shows e-filing number of the case, cause title and when the defects were raised by. It displays a button 'Cure defects' to cure the defects raised by the concerned court registry. Clicking on a particular case shown in this list will open a preview page of the case listing the defects and a cure defect button on top right corner, if clicked by a user will resubmit it after he cures the defects. (fig 47)

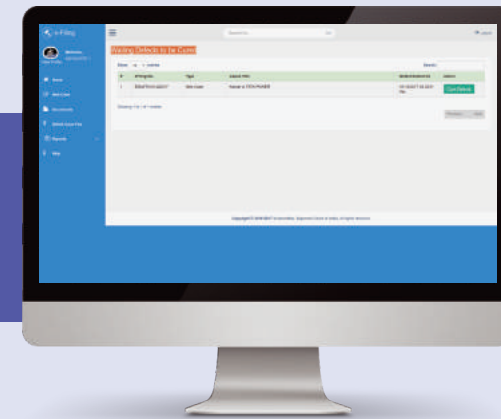


Fig 49 Case status>defects cure screen

### 7.7. Pending Scrutiny

A user can check the cases e-filed by him which are pending scrutiny of the concerned court registry where it is been filed. The page displays e-filing number, CNR number and cause title of case and date when updated by the E-filing Admin (fig 46)

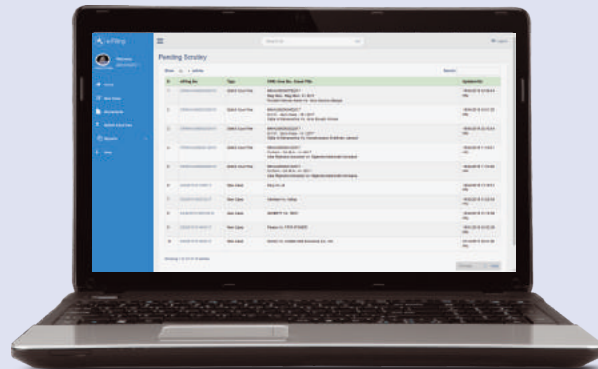


Fig 48 Case status> e-filed cases pending scrutiny screen

# 8. My Cases

Once a user cures the defects raised by the concerned court registry, if any, the details of e-filed case can be found under 'My cases' category of the dashboard under 'e-filed cases' tab.

## 8.1. E-filed cases Tab

Clicking on the e-filed cases Tab, opens a page where user can view list of cases e-filed by him successfully along with e-filing number, CNR number, cause title, and date when it was updated last. (fig 48)

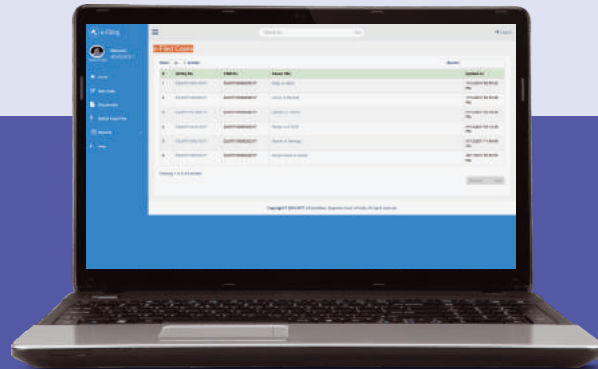


Fig 50 E-filed cases Tab on dashboard

## 8.3. E-filed Deficit court fees

A user can access the cases where he has filed any deficit court fees by clicking on the 'E-filed deficit court fees' tab under 'My cases' category on the dashboard. User can then view the e-filing number, CNR no. and cause title and last updated date. By clicking on a case user wants to view, deficit court fees paid in the case is shown. (fig 50)

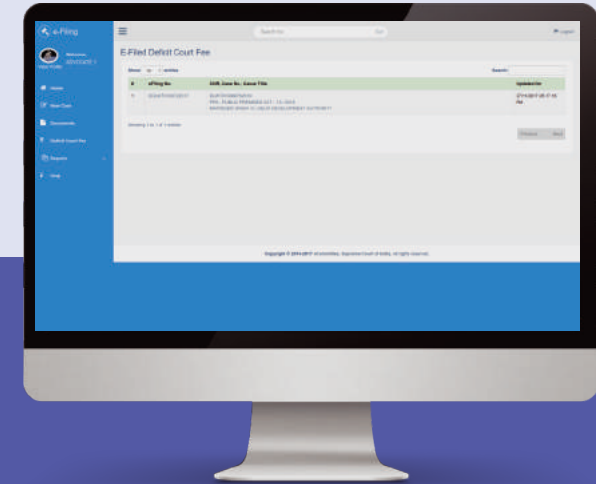


Fig 52 My cases> deficit court fees filed

## 8.2. 10.3.2 E-filed document

A user can access any document successfully e-filed by him (for which CNR number has been allotted) using this facility by clicking the e-filed document tab under 'My cases' category on the dashboard. The screen will display case details and document filed and last update date. (fig 49)

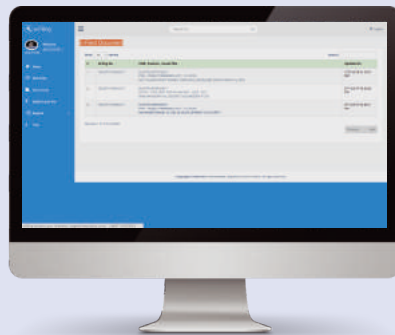


Fig 51 My cases>E-filed document

## 8.4. Rejected matters

All such cases which are rejected by the filing section of the concerned court and in which defects are not of curable nature are shown under rejected matters page. The page shows its e-filing number, type of case, cause title and date of last update. (fig 51)

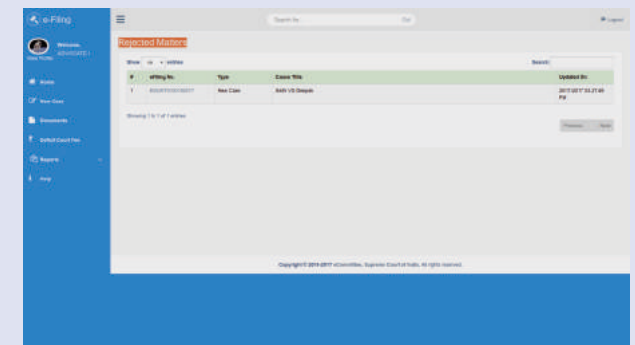


Fig 53 My cases>Rejected cases



## 8.10. View case status

A user can access the case status of a successfully e-filed case by clicking 'My e-filed cases'/clicking option of case status on left panel of dashboard once a CNR number is issued for an e-filed case. A screen is displayed as shown below showing all details of a case, names of parties and their advocates and interim orders passed in a case.(fig 56)

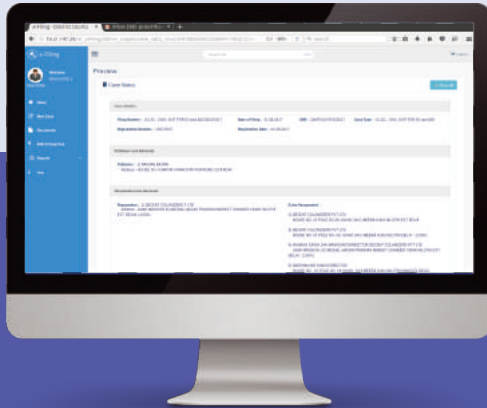


Fig 58 Case status screen

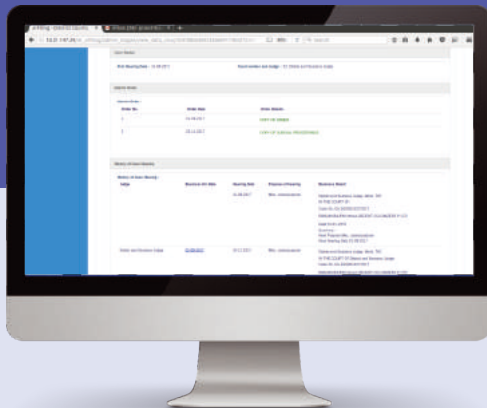


Fig 58 (a) Case status screen

# 9. Editing a User's Profile Page

## 9.1. View & edit user profile

In order to view or edit user's profile, a user must click on 'view profile' page at the top of the left panel on the Dashboard. Clicking on view profile tab, will open a page displaying name and contact details of the Advocate submitted by him at the time of registration for using the e-filing facility. User profile displays his contact details or other information submitted by him at the time of registration which he can edit by selecting required field.

## 9.2. Upload photo

A user may upload his (passport size) photo by selecting the upload button with a click on 'upload' check box. The contact details can be edited by clicking on 'edit' icon given next to each detail. (fig 57)

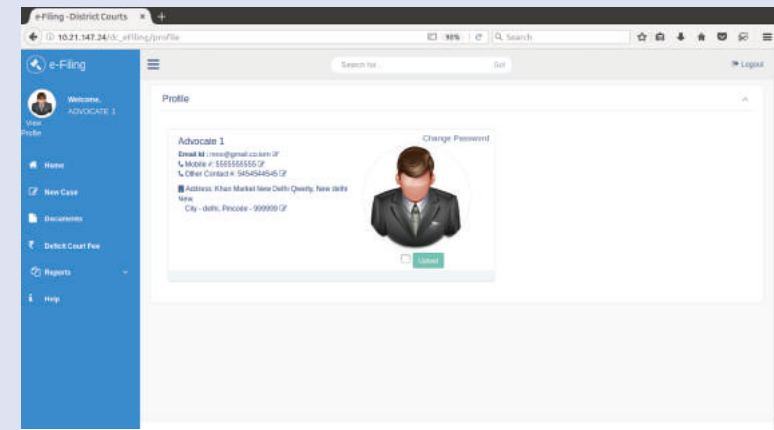


Fig 59 Edit profile page

### 9.3. Change e-mail address

Clicking on edit icon next to an email address (as shown in fig 57) will display screen below (fig.58). User may enter the new email address and press 'update' button.

An OTP message will be sent to the user on his email which he must input in the OTP validation page (fig 59) to update the new e-mail address input by user (fig 58.)



Fig 60 Update email id of a user



Fig 61 OTP validation to change email id of user

### 9.5. Update address in a user's profile

Through a similar process (as shown in fig 57), address of a user can be edited in his profile by clicking on edit button next to address. A new screen is displayed as below in fig 62.

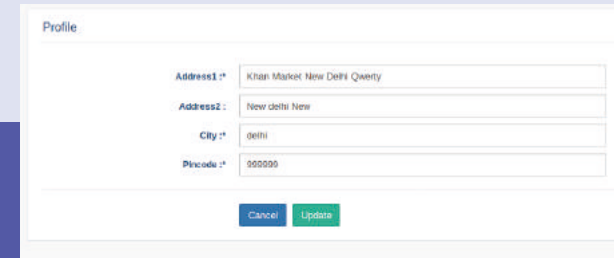


Fig 64 Updating address of user in his profile

### 9.4. Update mobile number in a user profile

Similarly, to edit mobile number, a user must select the edit icon next to his Mobile number (fig 57). A new page appears on screen, where the new mobile number must be filled. (fig.60). On clicking the 'Update' button, OTP will be sent to a user on his new mobile number, which he needs to fill in the OTP validation page. (fig 61).

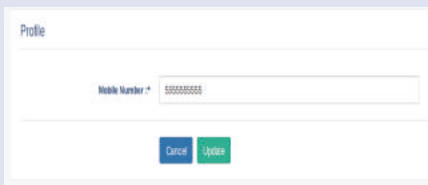


Fig 62 Update user mobile number

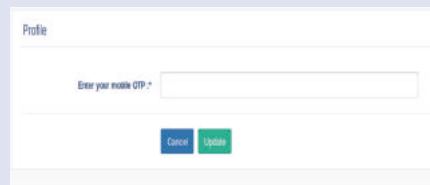


Fig 63 OTP validation to update mobile number of a user

On clicking the 'Update' button, the changed address will be updated in a user's profile

### 9.6. Update password

A user can update his password, by clicking the 'change password' option on the profile screen (fig 57). User can enter his old password and input new password and press update.

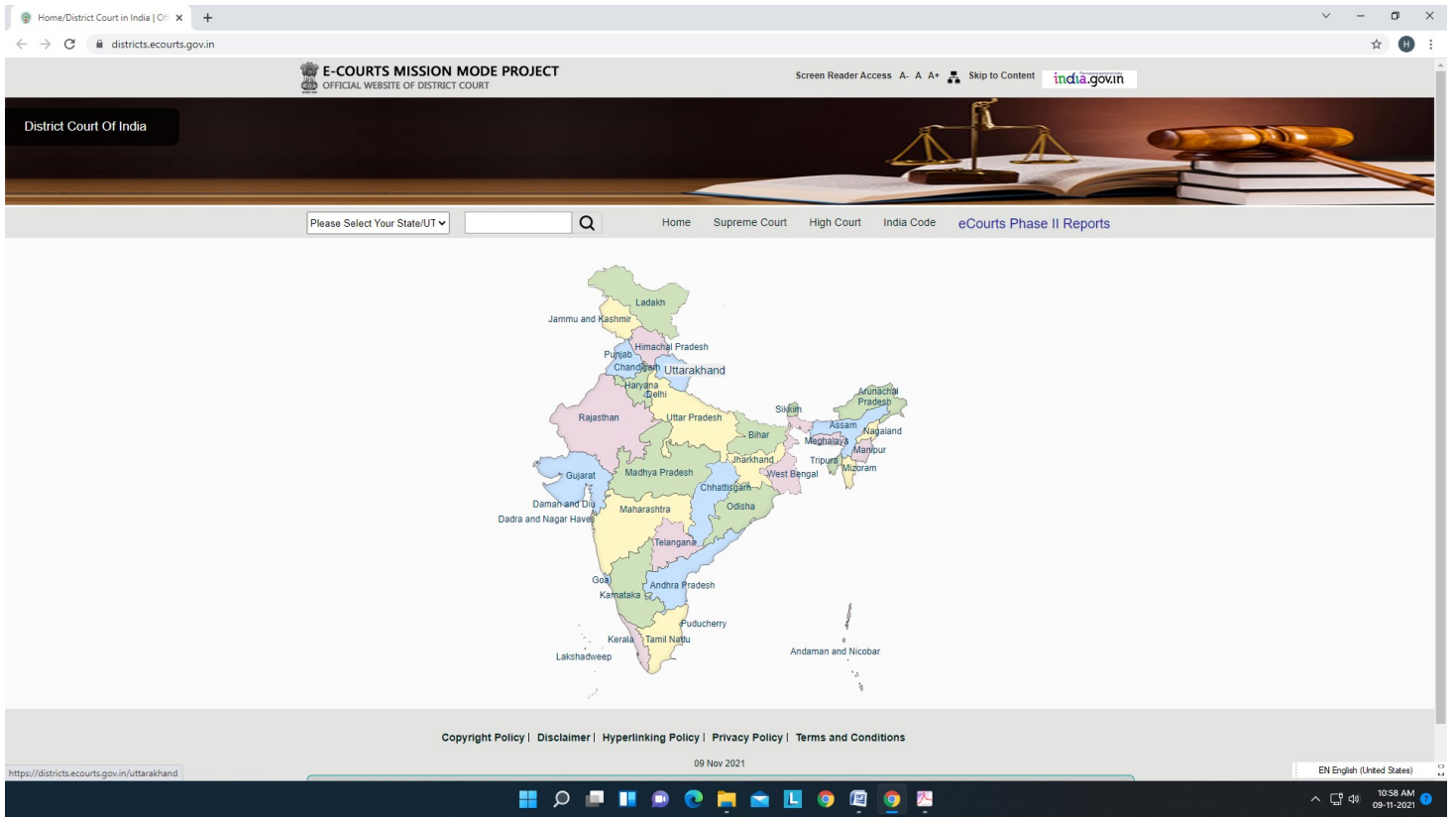
Password must at least be of 8-digit length with one special character, 1 digit, 1 lower case, 1 upper case character.)



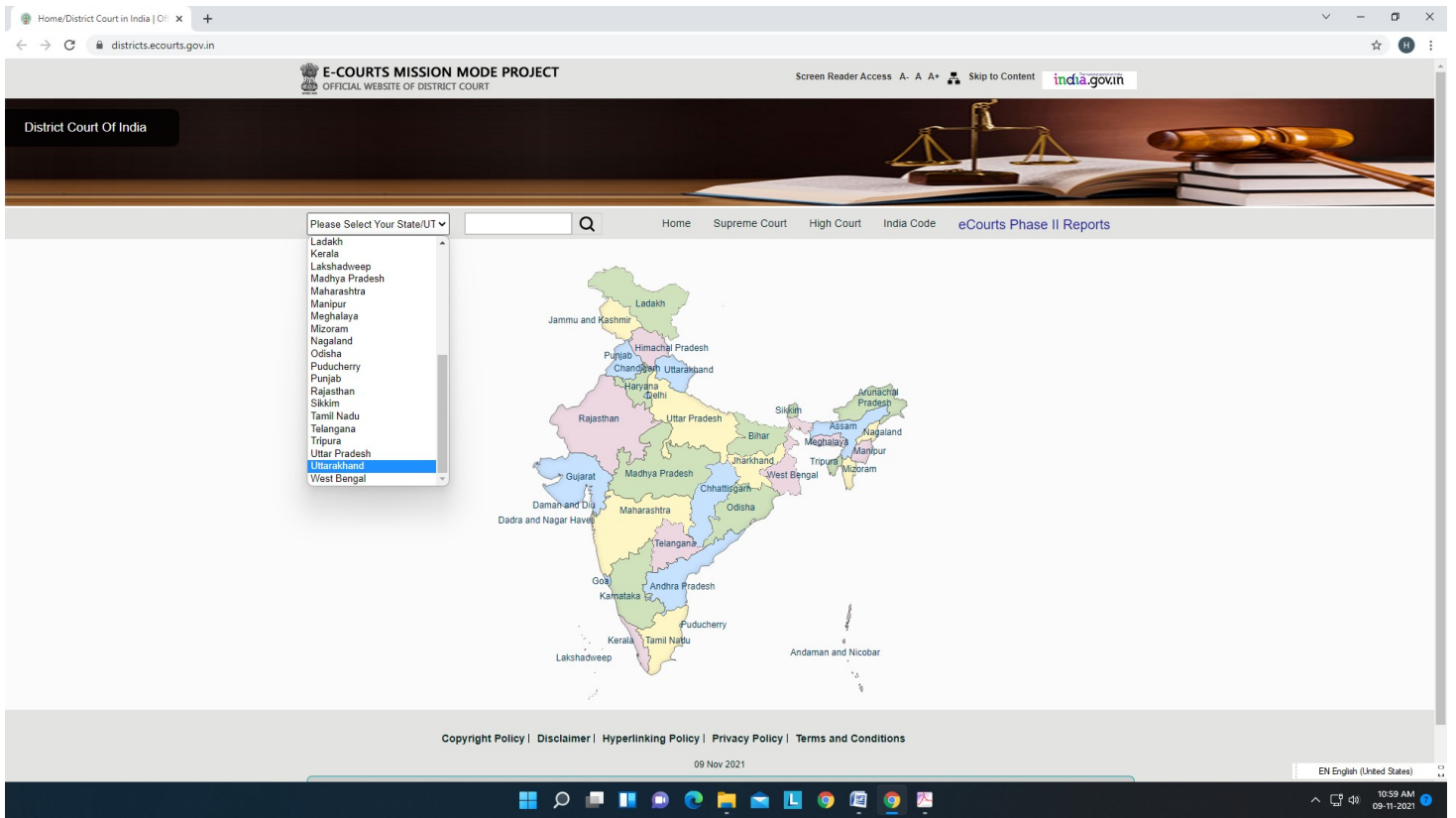




### eCourts Services

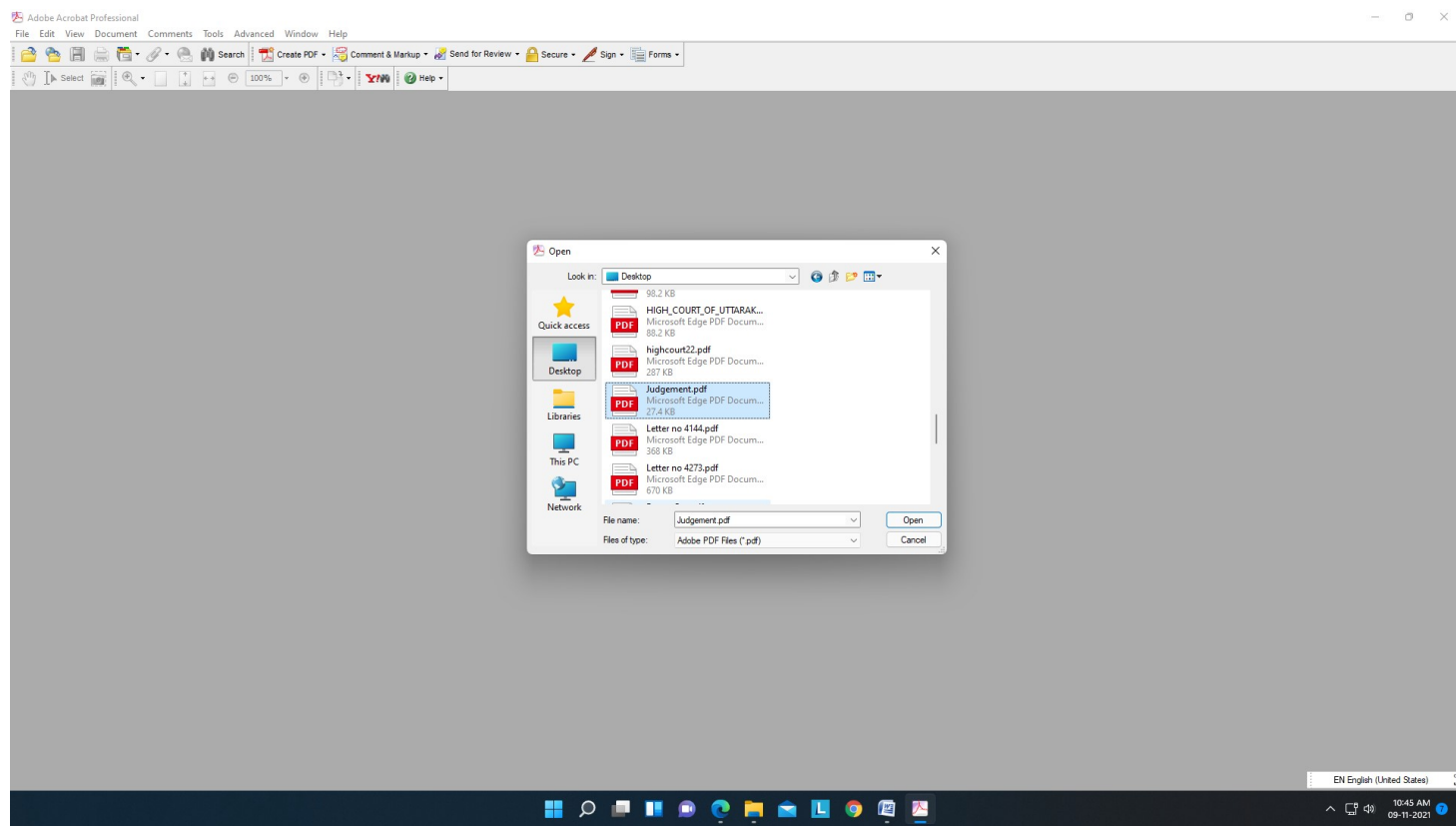


Screenshot-1

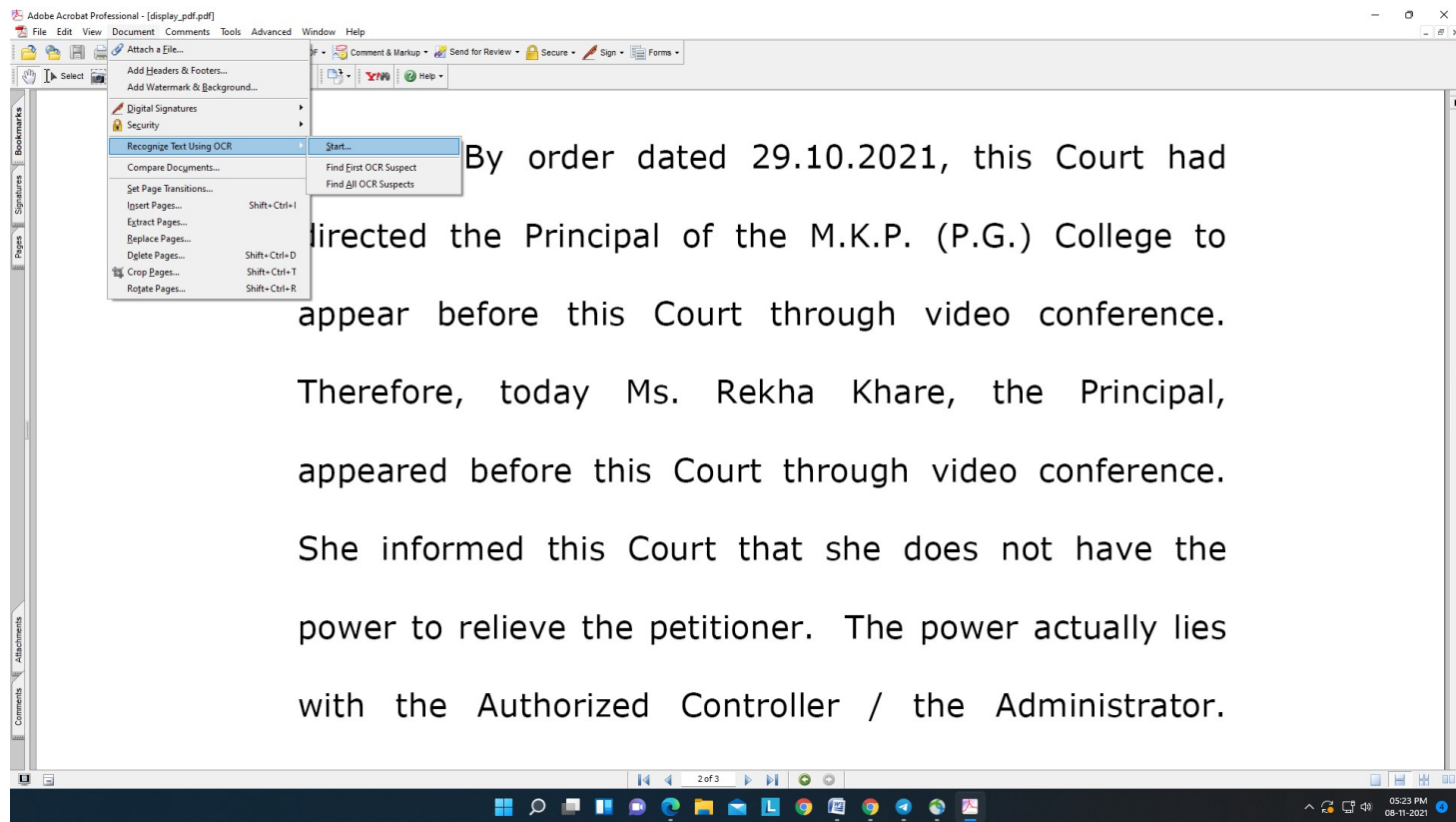


Screenshot-2

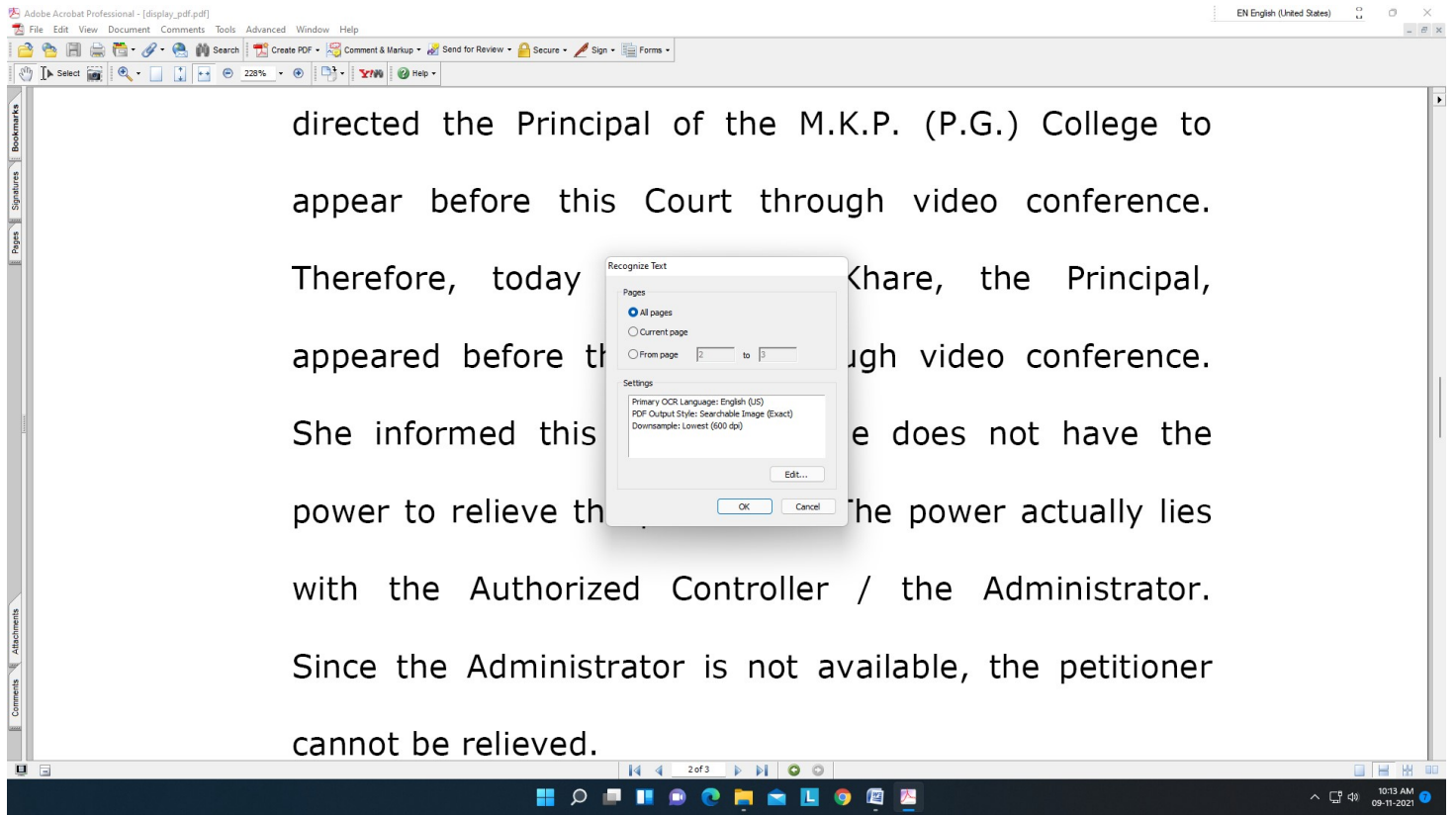
## Procedure for converting a document into an OCR searchable PDF



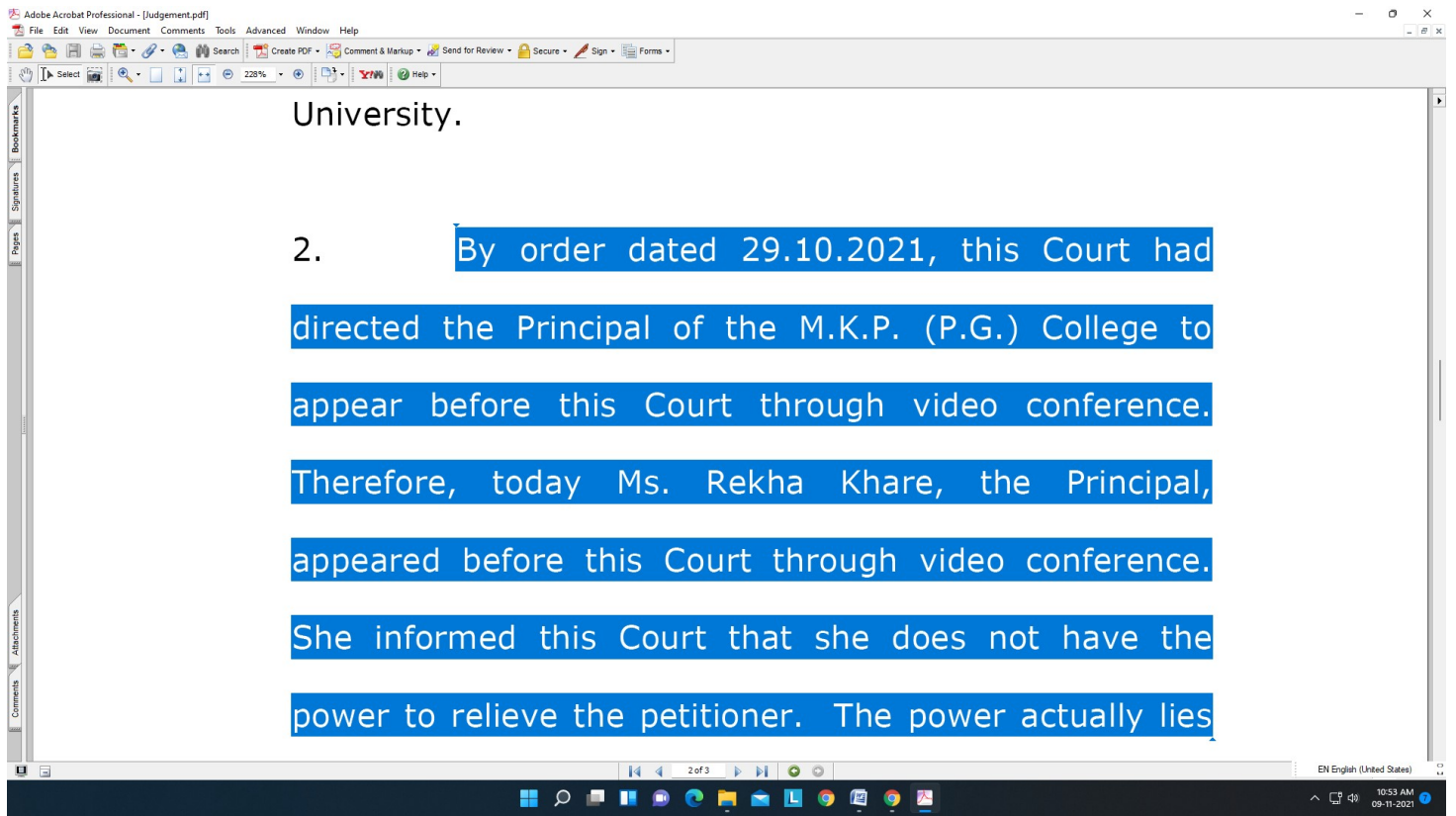
Screenshot-1



Screenshot-2

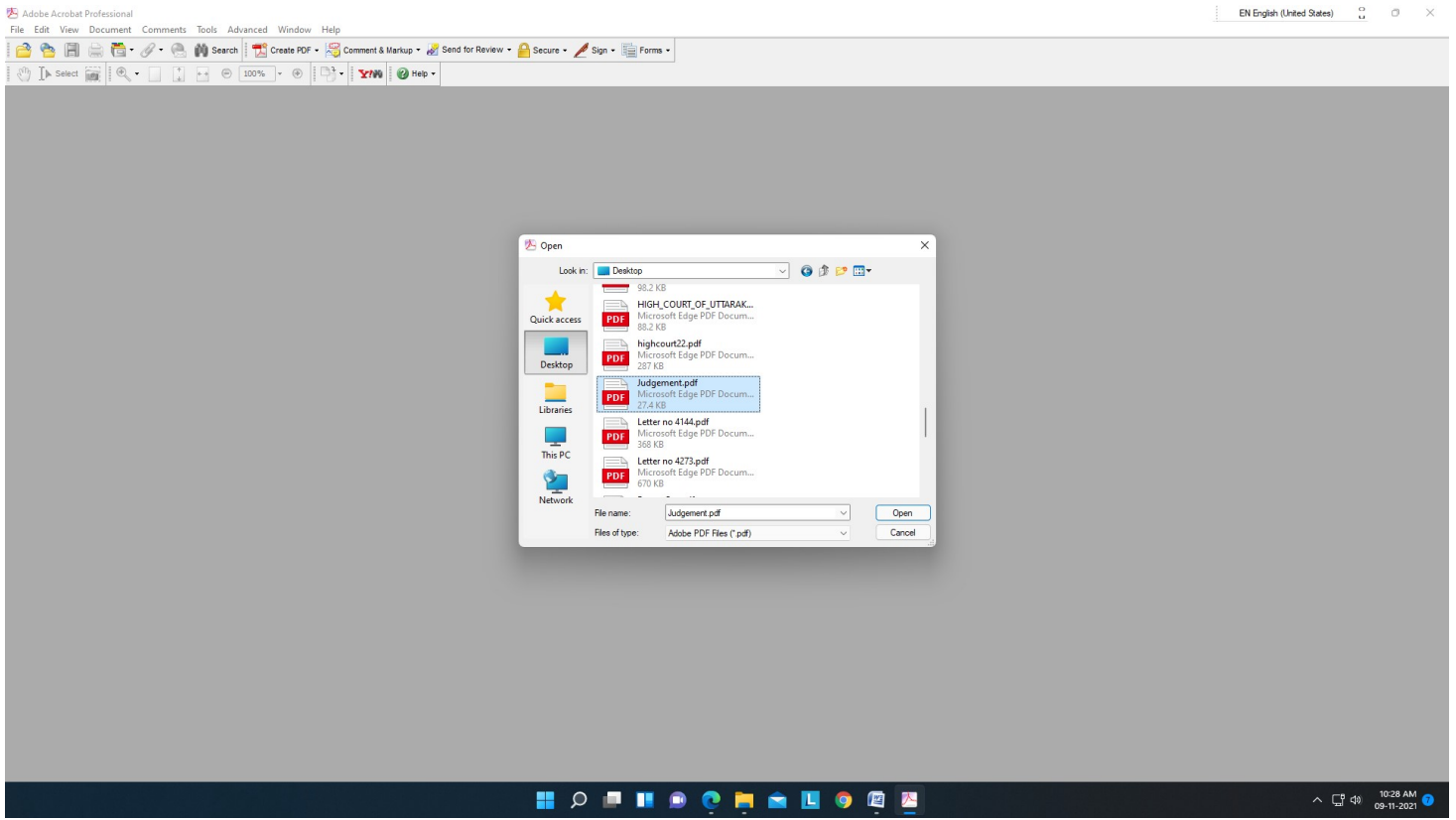


Screenshot-3

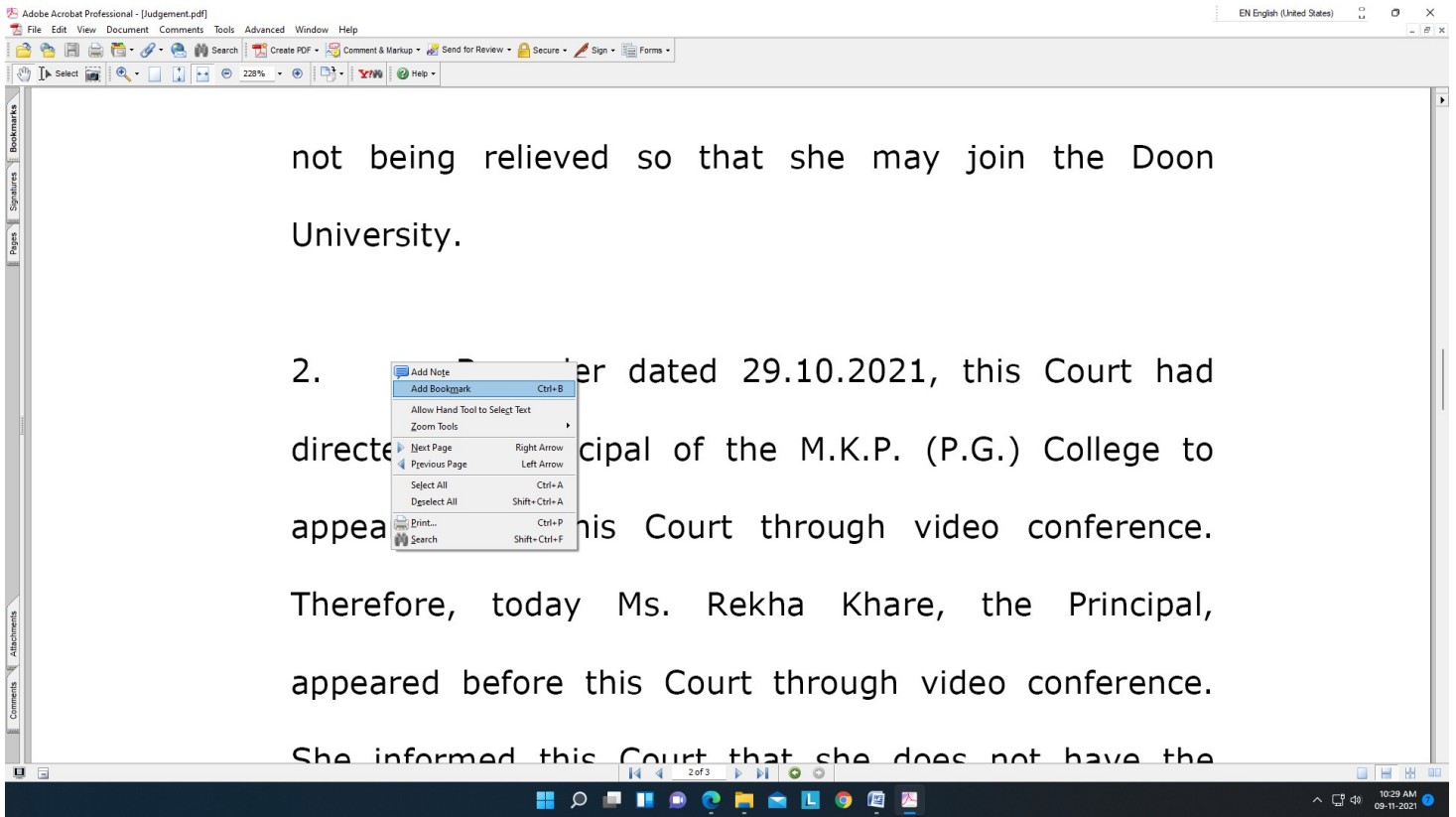


Screenshot-4

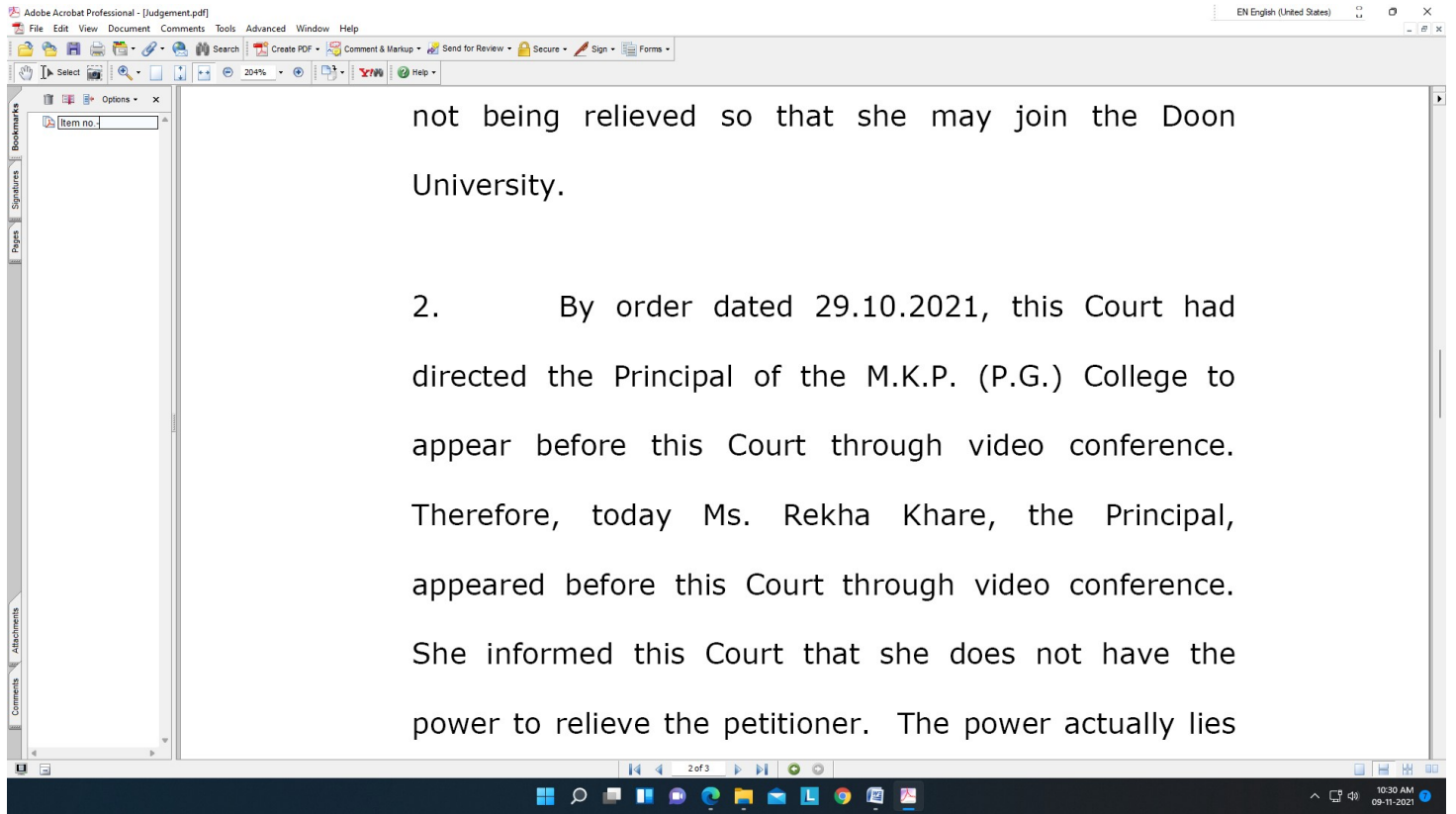
## Procedure for Bookmarking



Screenshot-1

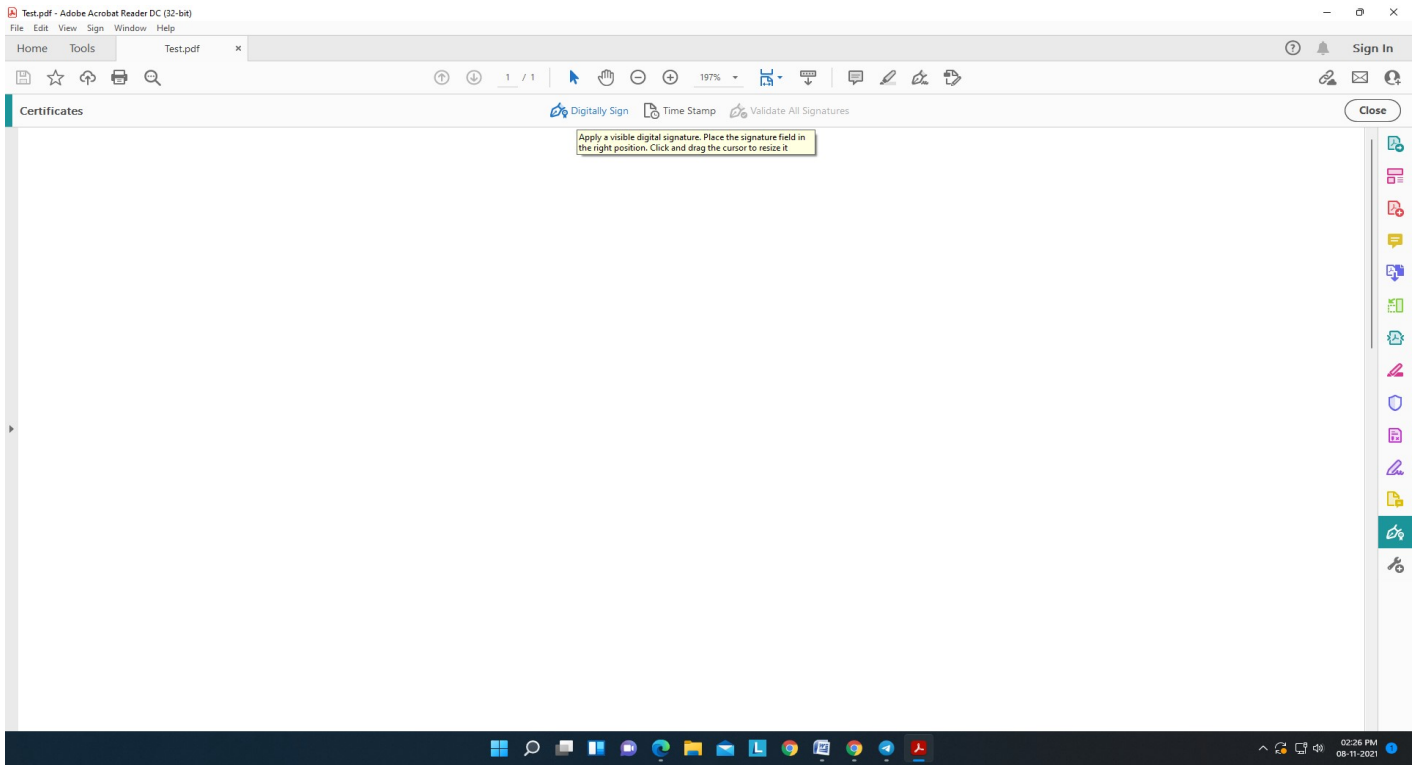


Screenshot-2

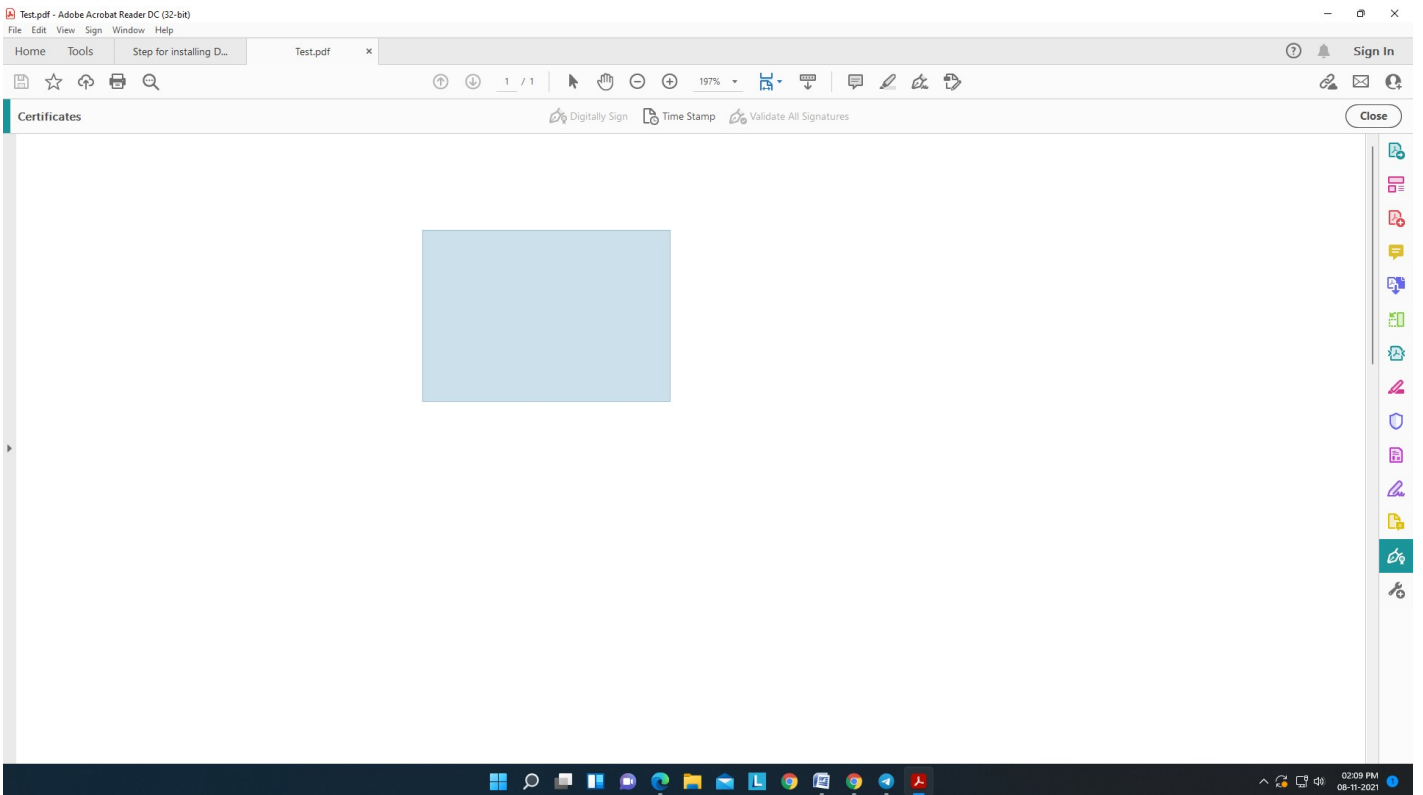


Screenshot-3

## Digital Signature

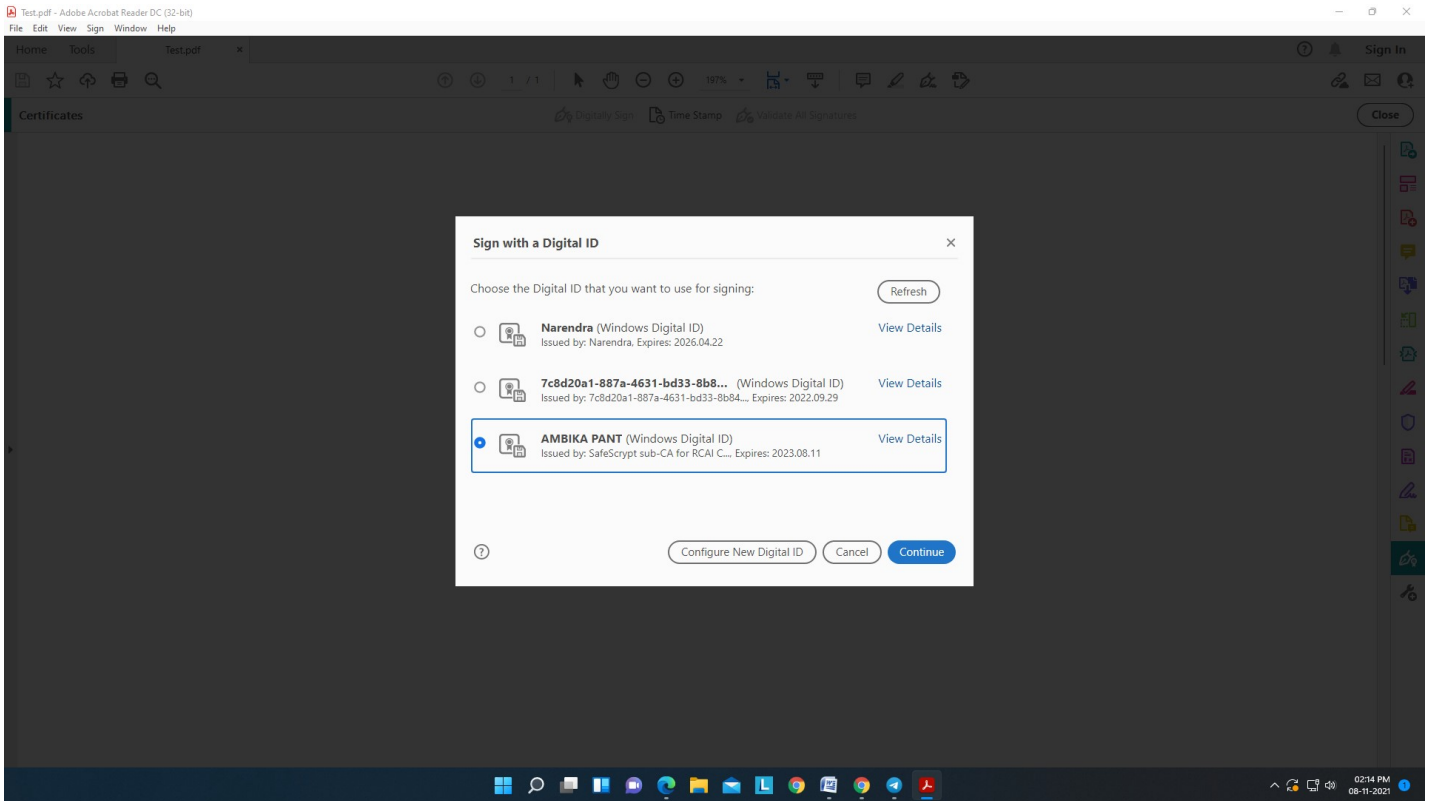


Screenshot -1

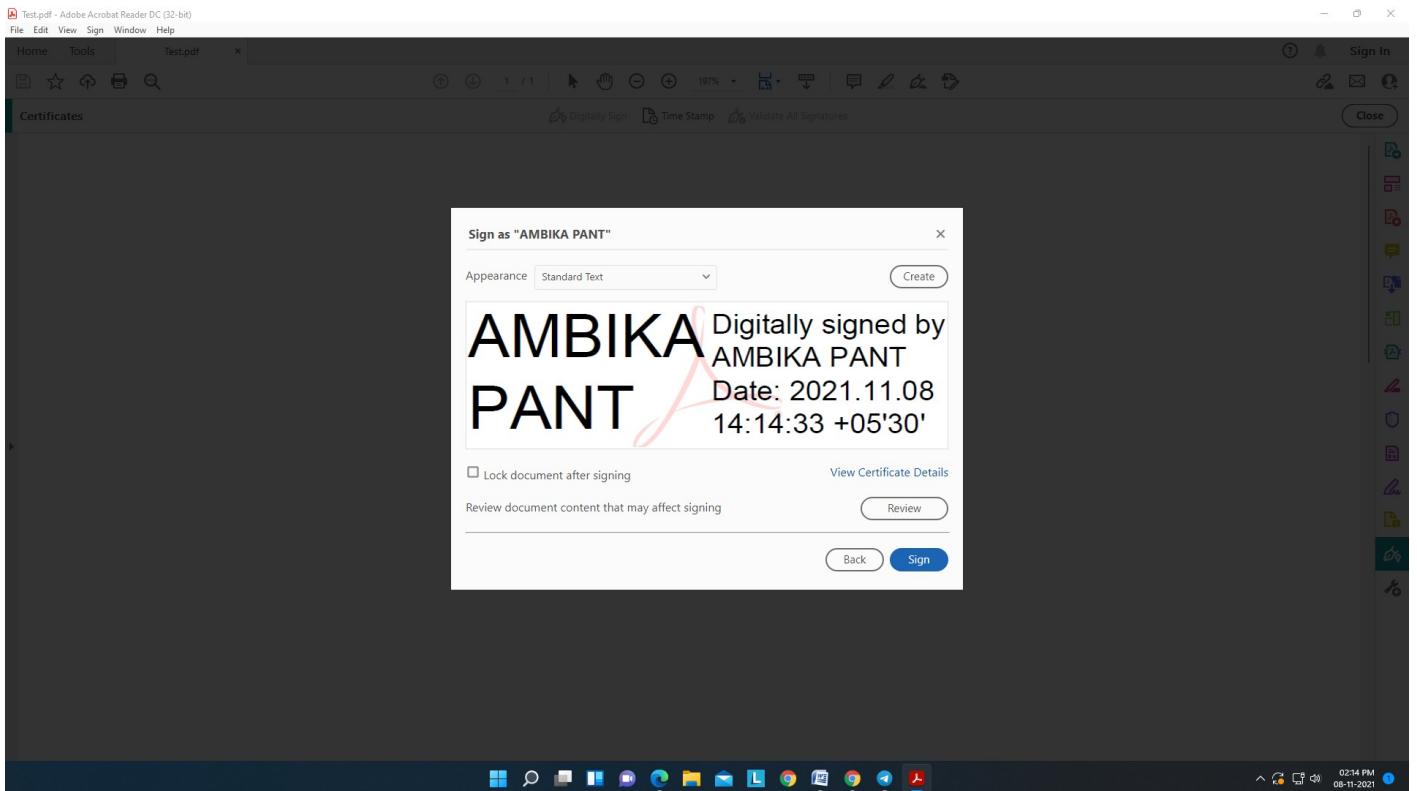


Screenshot -2

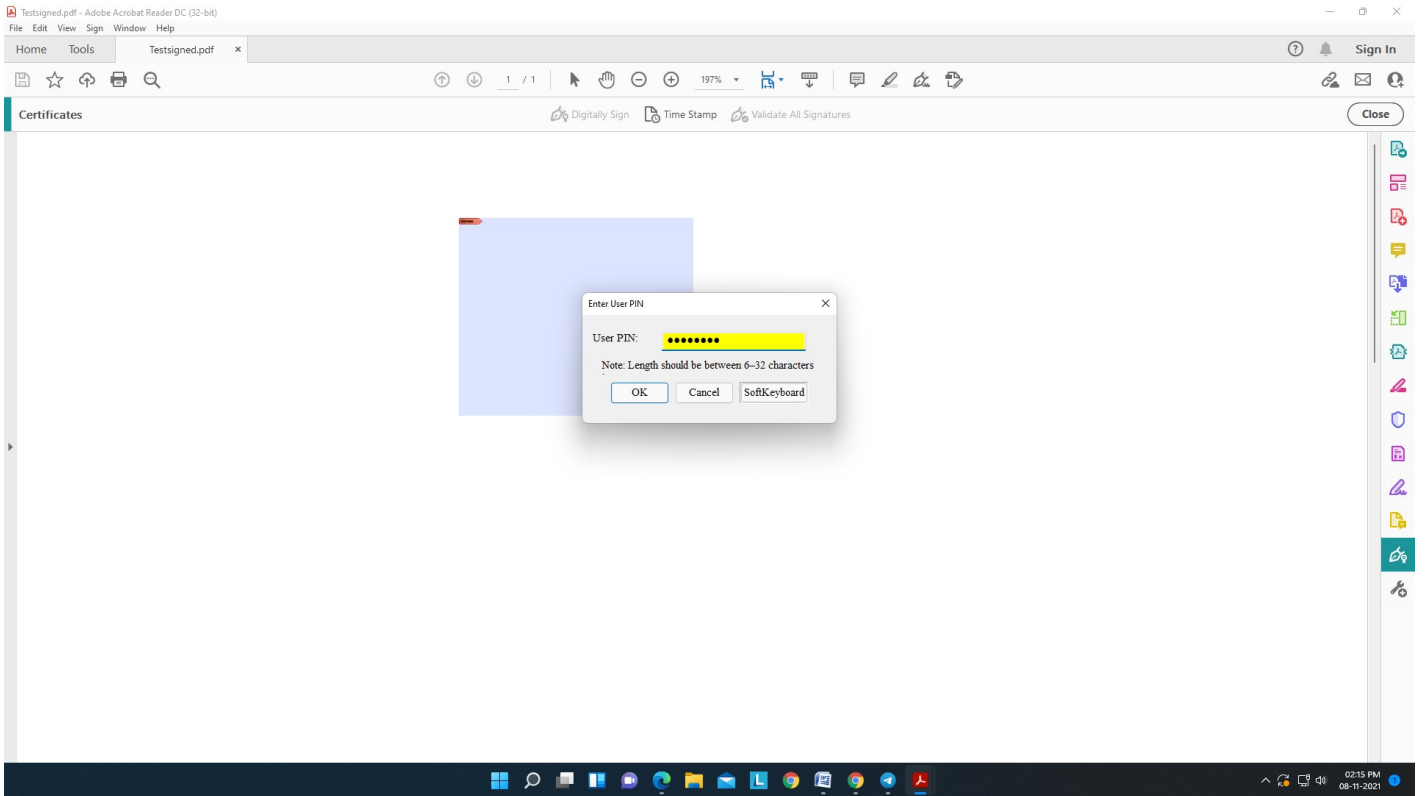




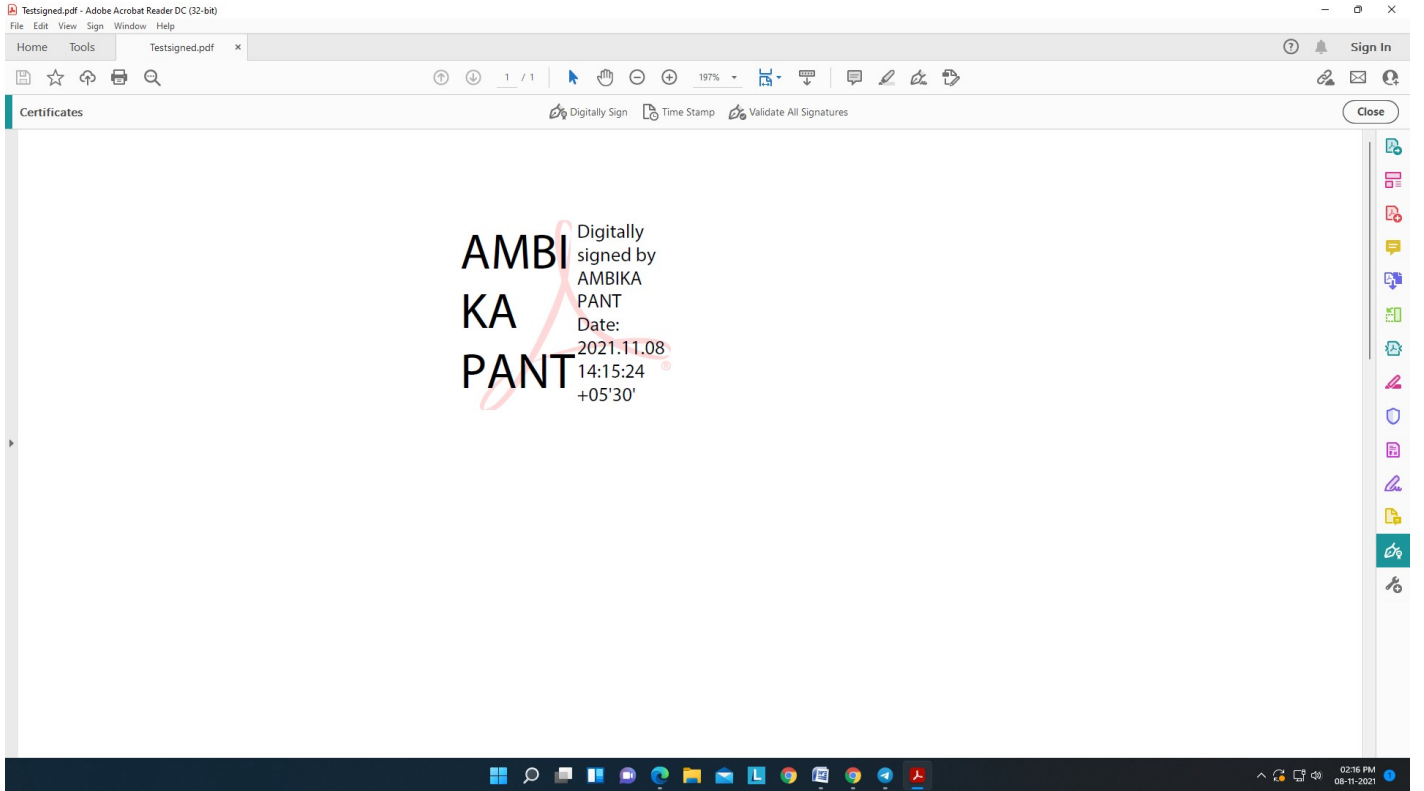
Screenshot -3



Screenshot-4



Screenshot -5



Screenshot -6