

## **E-FILING THROUGH E-MAIL ID**

1. Lawyers and litigants shall file Applications / Petitions by sending soft copy (preferably in scanned PDF format) of such applications, petitions and other relevant documents only through e-Mail to "**efilingbbsr@gmail.com**".

2. The Advocate shall attach/mention the following in the petition:-

- a. E-filing form.**
- b. Full name of the Advocate /Party.**
- c. Mail Id and Mobile Number of Advocate/Party.**
- d. Bar Council Enrolment Number.**
- e. Court Name in which the application is filled.**

3. Further, the concerned staff of e-filing counter after filing will keep the Application/Petition in the folder by saving the same with **Case Number/Year** and will send it to English Office, District Court, Bhubaneswar in the mail id of: "**efilingscrutinybbsr@gmail.com**" for putting the same before the Courts.

All concerned are requested to adhere to the provisions of the said procedure with respect to filing of cases.

The "**e-filing through e-Mail ID**" procedure has been formulated from dtd 18.04.2020 due to the exigency arising out of COVID-19. Previously the timing of the "e-filing through e-Mail ID" was between the Office hours i.e from 11.AM to 12 Noon. Now the e-filing timing will be between 10.30 AM to 5 PM till further orders to take up urgent matters like remand, production and bail.

In Case of any difficulty about the matter of filing and regarding e-filing procedure **English Office, District Court, Bhubaneswar** may be contacted.

By the Order of the Court

Sd/-

07.12.2020

REGISTRAR, CIVIL COURTS,  
KHURDA AT BHUBANESWAR.