

Guidelines of e-Filing of document

1. All the stakeholders are informed to file petitions through email only on the working days of civil courts. **The petitions received through e-filing on holidays will not be entertained.**
2. The petition must be typed in double space justified in 14 font size and counter font format and must contain its urgency along with undertaking proper authenticity and court fee.
3. The learned counsel for the petitioner shall also furnish his/her full contact details i.e. Mobile number, email id, Enrollment Number for further correspondence if required.
4. After that the petition should be scanned to a .pdf format file (Black & White) in A4 size and scanning should be made at 300dpi in a single file without any password protection and should be emailed on the email id civilcourtsitamarhi20@yahoo.com
5. **The hand written petition and the petition other than .pdf format shall not be entertained. Any .pdf link shall not be entertained.**
6. The petitions received till 09:30 AM. will be taken for hearing on next working day.