

PROCEDURE FOR E-FILING.

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 above arrangement shall come in to force w.e.f 18.04.2020 till the exigency arising out of COVID-19 persists. The timing of the e-filing is between the Office hours i.e form 11.AM to 12.Noon from 18.04.2020 till further orders to take up urgent matters like remand, production and bail .

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

By the Order of the Court

Sd/-

17.04.2020

**REGISTRAR, CIVIL COURTS,
KHURDA AT BHUBANESWAR.**