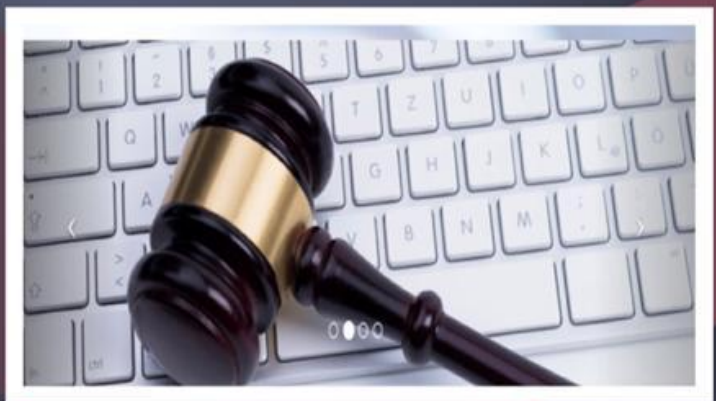


# **A STEP BY STEP GUIDE FOR EFILING**

## **(efiling for High courts & District Courts of India)**



**Circulated by  
e committee  
Supreme Court of India**

# A Step by Step Guide for e-filing (For High courts & District Courts of India )

Delhi District Courts  
e-Filing Application

NJDG Supreme Court High Court District Court

LOGIN

USER-ID  
User-Id

PASSWORD  
Password

CAPTCHA  
188857 Captcha

LOGIN

[Forgot your password ?](#)  
[Forgot your User-Id ?](#)

[New User?](#) [Register](#) | [Help](#)

**DISCLAIMER :**

1. Hard Copies shall also be filed other than e-filing within seven days of e-filing.
2. E-filing shall not confer any right regarding limitation.
3. Physical filing at Court Complex shall be considered for the purpose of calculation of limitation.

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**Authored by  
R.Arulmozhiselvi,  
Ubuntu cum CIS Master Trainer;  
OSD, Tamil Nadu State Judicial Academy .**

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**Authored by,  
R. Arulmozhiselvi, M.L.,  
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**First Edition : May, 2020.**

## **Disclaimer**

*This reference material circulated by e-Committee is meant solely for the study and training purpose. References made are indicative and may not be used for any official or judicial reference.*

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# A Step by Step Guide for E-filing

## (For High courts & District Courts of India )

### 1.1.Introduction

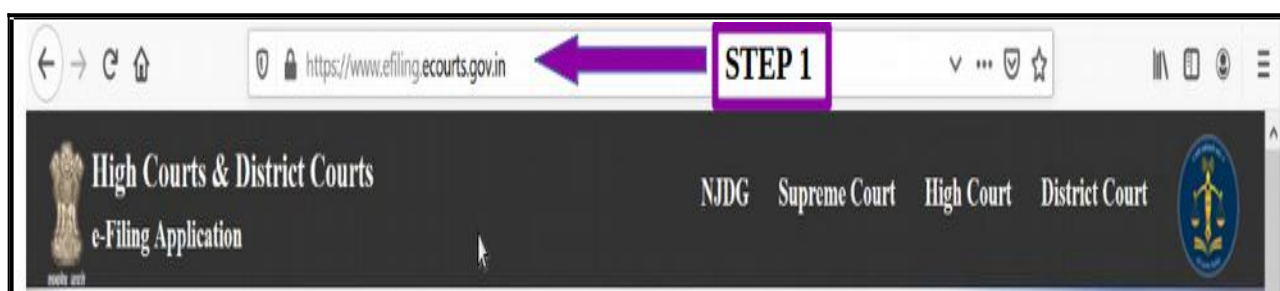
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efileing portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band of **DIGITAL ERA ADVOCATE** .

### 1.2.Getting Started

- Before starting efileing confirm and ensure the following details:
- You must be a registered Advocate in [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)
- If you are not a registered Advocate, immediately register today in the efileing portal by watching our helpline tutorial/manual.
- To Watch the Help video / manual click on this hyperlink <https://efiling.ecourts.gov.in/help>.
- Unless you are a registered user you cannot efile a new case
- Keep you registered user name and Password ready. Lets start efileing a new case
- Lets start e filing a new case .

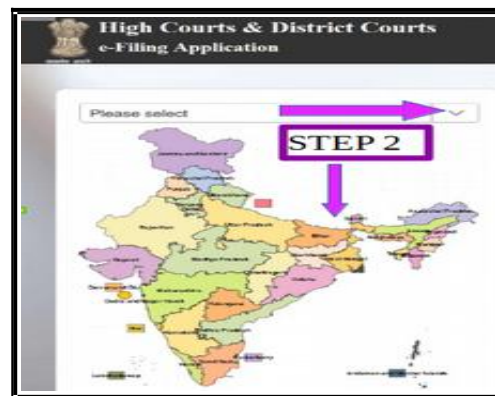
### 1.3. E.Filing portal [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)

Type ([www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)) in your browser you will reach the filing online portal.



## 1.4. Select your< state>

- (i) by clicking on the drop list (or)
- (ii) by clicking the state directly from the India map



## 1.5.Login

- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

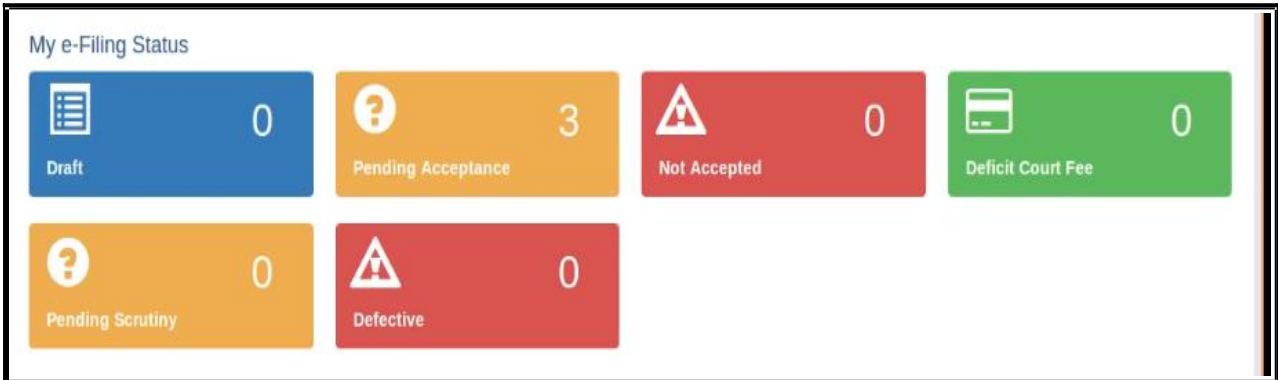
### 1.5.1 Forgot password :

If you forget your password or User-Id, you can click on the same and can enter your 10 digit mobile number or valid email id which you had registered with e Filing Portal at the time of Registration and then reset your password..

### 1.6. Dashboard :

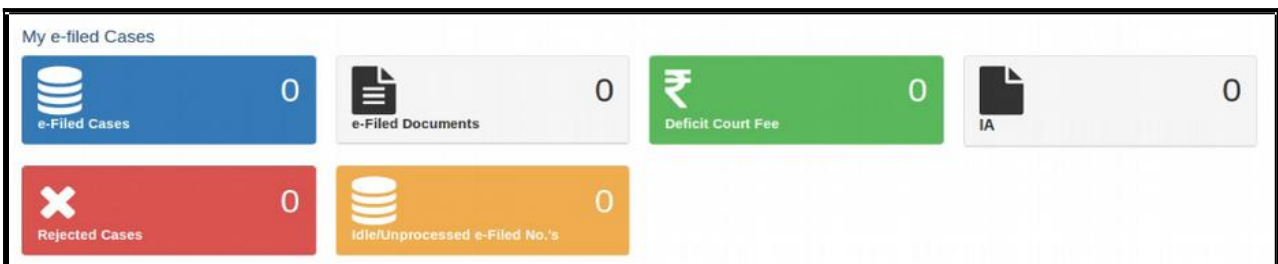
Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

### 1.6.1. My e filing status:



The e filing status shows the cases pending for acceptance , the cases not accepted, cases which have deficit court fees the cases pending for scrutiny and which are defective. There is another wonderful option under Draft where you can store all your drafts which are ready for e filing .

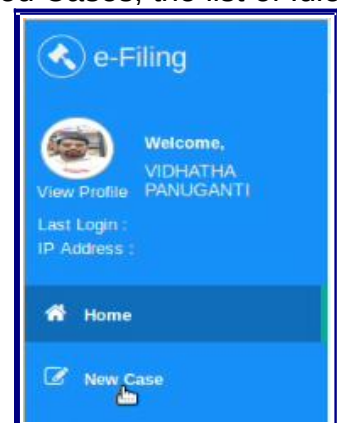
### 1.6.2 My e filed cases:



Under e filed cases you can see your list of e filed cases, e filed documents, deficit court fee paid, the list of Interlocutory Applications(IA), the list of Rejected Cases, the list of Idle/ Unprocessed e-Filed cases. So once you e file your case you can keep track of the case digitally using dashboard option without even visiting the court complex.

### 1.7.New case option:

After you login, you will be welcome d by the dashboard with the filing menu list on the left hand side . In the e filing menu list Click on 'New Case' Option under the dash board which will take you to the form where to file the case .



## 1.8. Where to file High court /Lower court:

After Choosing the new case option in the dash board page you need to select where you are going to file the case whether in the



High court or in the Lower court . For filing in the High court choose the radio button for High court and for filing in the lower court choose the radio button of the lower court option . And fill the following details through drop box i.e High court , civil or criminal ,Matter Type, Case Type , and whether it is MACT case or not and whether it is an ordinary or Urgent matter. In case of lower court choose the State, the District, the Court Establishment in addition to the above particulars.

Check all the particulars and if it is correct then click on submit button .If you want to make any corrections then click reset button .

## 1.9.Filling up of forms:

### 1.9.1.Colour coding:

The next step is to fill the digital forms generated. Before filling up the forms we need to understand the colour coding used in the forms page which will make our task easier.

- **Blue** colour for the form in use and **Active**
- **Green** colour for the form which is **completed** or **Done** .
- **Orange** colour for the forms which are **optional**;
- **Red** colour for the forms which are **mandatory** to be filled up.



Though there are optional forms and optional fields it is advisable to fill up all the details because only then you can have a complete digital picture of your e filed case. And don't forget that after filling up each and every form click "SAVE" and then "NEXT" .



### 1.9.2. Complainant/Petitioner form:

In the complainant/petitioner form you need to fill up all the details relating to the petitioner. And the fields with red star are mandatory. But it is advisable to completely fill up all the details. For example the mail is given as optional .But only when you fill up email you can get various alerts to your inbox from the ecourts services. Hence fill up all details and click "SAVE" and then "NEXT" .

### 1.9.3.e filing number:

The Saved Form will generate an e Filing **Number** at the Right Top. It can be noted for your reference.



### 1.9.4. Respondent form:

The respondent form is similar to the petitioner form and hence fill up all the details relating to the respondent and click “SAVE” and then “NEXT” ..

After adding all the details you will get the message as **respondent added successfully**



### 1.9.5. Extra information Form (optional):

If you wish to fill up any extra information regarding complainant or accused, like the Passport number, Pan card number, Fax number, Phone number Alternate Address it can be filled up under this form. Though this form is optional it is advisable that these all particulars to be filled up as far as possible. After filling up the extra information, click on Save button and; then Click on Next button. But If you do not want to fill the extra

information about the Complainant/Petitioner or Accused/Respondent then directly click on the **Next** button.

### 1.9.6. Extra Party Details :

The Extra Party information arises in cases where there are more than one parties on the Complainants/Accused side or on the Petitioners/Respondents side or on both sides. Though this Form is also optional, it is highly recommended that it need to be filled up because once this form is submitted it cannot be modified later .

### 1.9.7 Case Details:

The Case Details Form contain the particulars of Cause of Action Details/ Date/ Dispute Place, the claim amount, Any Important Information/ Subject/ Reason, the Prayer, Relief Particulars.

### 1.9.7.1. Hide Party:

Hide party is an important option in Case details form. In case of offenses against women and children, POSCO act matrimonial disputes wherever law mandates the protection of the identity of the Victim or petitioner then this option should be enabled so that the privacy of the petitioner will be protected and the mandate of law can be complied with. Hence the identity of the Hide party option enabled person will not be revealed in the digital screens !

### 1.9.8. Act-Section:

Fill the details of the Act and Section and save the details and then click Next to move to the next form .

### 1.9.9. Signing Method:

- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhar
- uploaded using digital signature digital token.
- Uploaded and later on e signing using mobile OTP. You can choose any one option and then proceed further by clicking SAVE and NEXT .

## 1.9.10. Upload Document:

Document Information

Documents \* :

File \*\* :  No file selected.

Documents Title \* :

NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB .

---

Show  entries

Search:

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	PETITION	ECKABIFF000122020_PETITION.pdf, PETITION COPY, 66918fe90d112dddb5d14a8dc1b1330b5f817890dba70f4acf18838acd8df61e	1 - 1	1	Delete
2	VAKALATHANAMA	ECKABIFF000122020_VAKALATHANAMA.pdf, VAKALATHANAMA, 8fb08e639f7b35a81a0b68042815e54e248436b538173d9776dd46c5a4f091d3	2 - 3	2	Delete

Showing 1 to 2 of 2 entries

When you have documents to upload use this option and upload the documents. Choose the document type, document title and attach the document file which should not be more than 50 MB and click upload. The uploaded document will be displayed. If you have wrongly uploaded any document you can use the delete option and delete it. Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.

Document Information

Documents \* :

File \*\* :  No file selected.

Documents Title \* :

NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphen and underscores are allowed.). Max. PDF file size 20MB .

---

Show  entries

Search:

#	Document Name	Uploaded Documents	Index	Pages	Remove
1	PETITION	ECKABIFF000122020_PETITION.pdf, PETITION COPY, 66918fe90d112dddb5d14a8dc1b1330b5f817890dba70f4acf18838acd8df61e	1 - 1	1	Delete
2	VAKALATHANAMA	ECKABIFF000122020_VAKALATHANAMA.pdf, VAKALATHANAMA, 8fb08e639f7b35a81a0b68042815e54e248436b538173d9776dd46c5a4f091d3	2 - 3	2	Delete

Showing 1 to 2 of 2 entries

### 1.9.11. Pay court fees:

For making payment of court fee you can make online payment or through Challan payment and upload the challan details. After filing up payment details and clicking submit button, then click on **Next** button.

The screenshot shows a web form for paying court fees. It includes several input fields: 'Fee type \*' (dropdown menu), 'Fee Amount \*' (text input), 'Payment Mode \*' (dropdown menu), 'Bank Name' (dropdown menu), 'Challan/ Cheque/ DD/ eChallan No. \*' (text input), 'Challan/ Cheque/ DD/ eChallan Date \*' (text input), and 'Select Party \*' (dropdown menu). There is also an 'Upload Receipt \*' section with a 'Browse...' button and the text 'No file selected.'. A red note below the form states: 'NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB.'. At the bottom of the form are three buttons: 'Previous', 'Upload', and 'Next'.

### 1.9.12 Affirmation and Verification of Applicant.

#### I. Applicant/Complainant/ Litigant Affirmation.

The screenshot shows the 'Applicant/Complainant/Litigant Affirmation' form. It has a title 'Applicant/Complainant/Litigant Affirmation' and a subtitle 'Applicant/Complainant/Litigant Affirmation :'. There is a 'View Applicant/Complainant/Litigant Affirmation' button. A green message states: 'One Time Password (OTP) has been sent to your mobile \*\*\*\*\*66.'. Below this is a 'Mobile OTP \*' input field with a cursor and a 'Verify OTP' button.

- Type the Name of the Applicant
- Type the mobile number of the Applicant
- Click on **Send OTP** button. Then, type the OTP received in the mobile number of the applicant and then Click on **Verify OTP** button.

The screenshot shows a confirmation screen for document eVerification. It features a green checkmark and the text: 'Document eVerified by Mobile OTP'. Below this, it displays the verification details: 'On Date : 02-05-2020 21:29:16 PM', 'Using Mobile : \*\*\*\*\*66', and 'By Litigant : RAVINDRA MADHAV'. At the bottom, there is a 'View eVerification' button.

### 1.9.13. Advocate Identification and Verification:

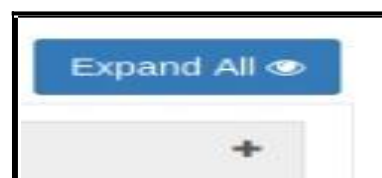
- After the e-verification of applicant, then Advocate identification also to be verified accordingly.
- Type the name of the advocate
- Type the mobile number of the Advocate
- Click on the **Send OTP button**. Then, type the OTP received to your registered mobile number and then Click on **Verify OTP** button.



- After the verification of (i)the applicant and (ii) the Advocate, then Click on the **Next** button.

### 1.9.14 . View:

After filling up all the details, the filled up form details can be viewed using the 'EXPAND ALL" option or click on + to view the details against each category.

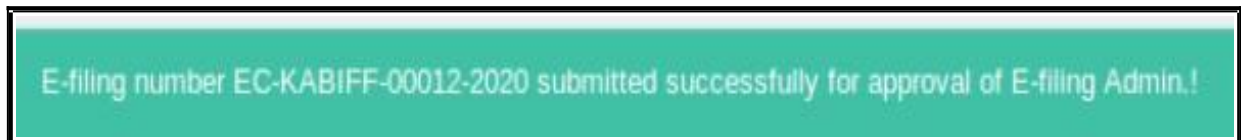


### 1.10. Final submit:

After checking all the details click the option "FINAL SUBMIT"



### 1.11. Submitted for approval of e filing admin :



After final submit you will get the message that the e filing case number XXXX submitted successfully for approval of e filing admin.

### 1.12. Generate acknowledgment:

You can also generate acknowledgment for filing by clicking on **Pending Acceptance** option in the dashboard. From the files in the **“Pending Acceptance option”**, find



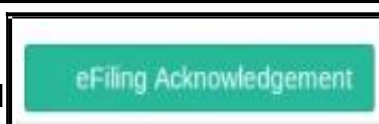
out case by looking into the e filing no, case details, date and time of submission. and click on the e filing number of the concerned case as shown below.



Pending Acceptance				
#	eFiling No.	Type	Case Details	Submitted On
1	EC-KABIFF-00012-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAVINDRA MADHAVA Vs. RAHUL KUMAR	02/05/2020 09.30.33 PM
2	EC-KABIFF-00011-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAMAKRISHNA Vs. RENUKESH	02/05/2020 08.54.42 PM
3	EC-KABIFF-00010-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	PRAGATHI KRISHNA GRAMINA BANK Vs. ABC	02/05/2020 08.14.43 PM

Showing 1 to 3 of 3 entries

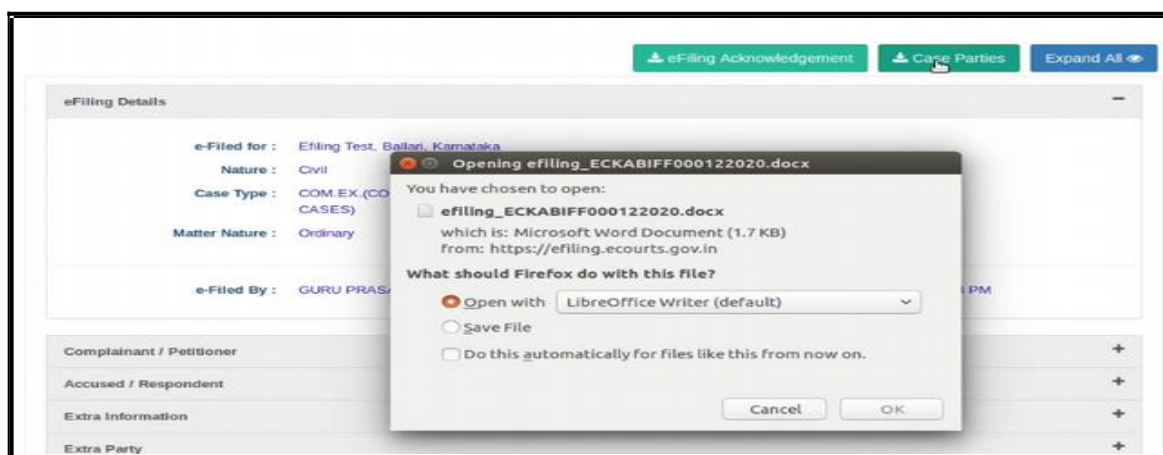
Then Click on the e Filing **Acknowledgment** button  
Now, the e filing acknowledgment gets downloaded automatically in PDF form as shown below.



EFILING TEST, BALLARI, KARNATAKA Acknowledgement				
	e-Filing No	: EC-KABIFF-00012-2020	e-Filed Date/Time	: 02-05-2020 09:30:33 PM
	Petitioner	: RAVINDRA MADHAVA		
	Respondent	: RAHUL KUMAR		
	IA(s)	: 0		
	Advocate	: Guru Prasad (KAR/1000/2019)	Matter Nature	: Ordinary
	Efiling Admin	: IV ADDL DISTRICT AND SESSIONS JUDGE BALLARI COMMERCIAL COURT		
	Payment Details	:		
				Generated Date: 02-05-2020

### 1.13. Generate Case party details:

Similarly you can generate the case party details by clicking on the case parties option.



<b>HIGH COURT OF JUDICATURE FOR EFILING TEST,,</b>	
<b>COM.EX.(COMMERCIAL EXECUTION CASES)</b>	
1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhav Transport, Ballari, Bellary, Ballari, Karnataka, India
----Petitioners	
Versus	
1	Rahul Kumar W/o SOMASHEKAR Resident of Amarapura,ballri, Bellary, Ballari, Karnataka, India

## 1.14. Logout:

Lastly, you can log out from the current session by going to the **Home** in the dashboard and then click on the **log out** icon on the right side top of the screen.





## 1.15. Conclusion:

Thus you can successfully e file a new case in the online e filing portal which has the added advantage of keeping track of the status of the case digitally through Dashboard options. So keep e filing new cases through e filing portal and join the new band of 'Digital Era Advocate'.









-----*Start e filing new cases in* [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in) -----.

# www.efiling.ecourts.gov.in

 **e-Filing**

 **Welcome,**  
VIDHATHA  
PANUGANTI



[View Profile](#)  
Last Login :  
IP Address :

-  Home
-  New Case
-  Documents
-  Deficit Court Fee
-  Interim Application
-  Reports
-  Contacts
-  News & Events

### My e-Filing Status

 29 Draft	 17 Pending Acceptance
 3 Pending Scrutiny	 0 Defective
 0 Not Accepted	 0 Deficit Court Fee

### My e-Filed Cases

 0 e-Filed Cases	 0 e-Filed Documents
 0 Rejected Cases	 0 Idle/Unprocessed e-Filed No.'s
 0 Deficit Court Fee	 0 IA

**ONLINE EFILING PORTAL  
FOR HIGHCOURTS &  
DISTRICT COURTS IN INDIA**



**eCommittee**  
Supreme Court of India