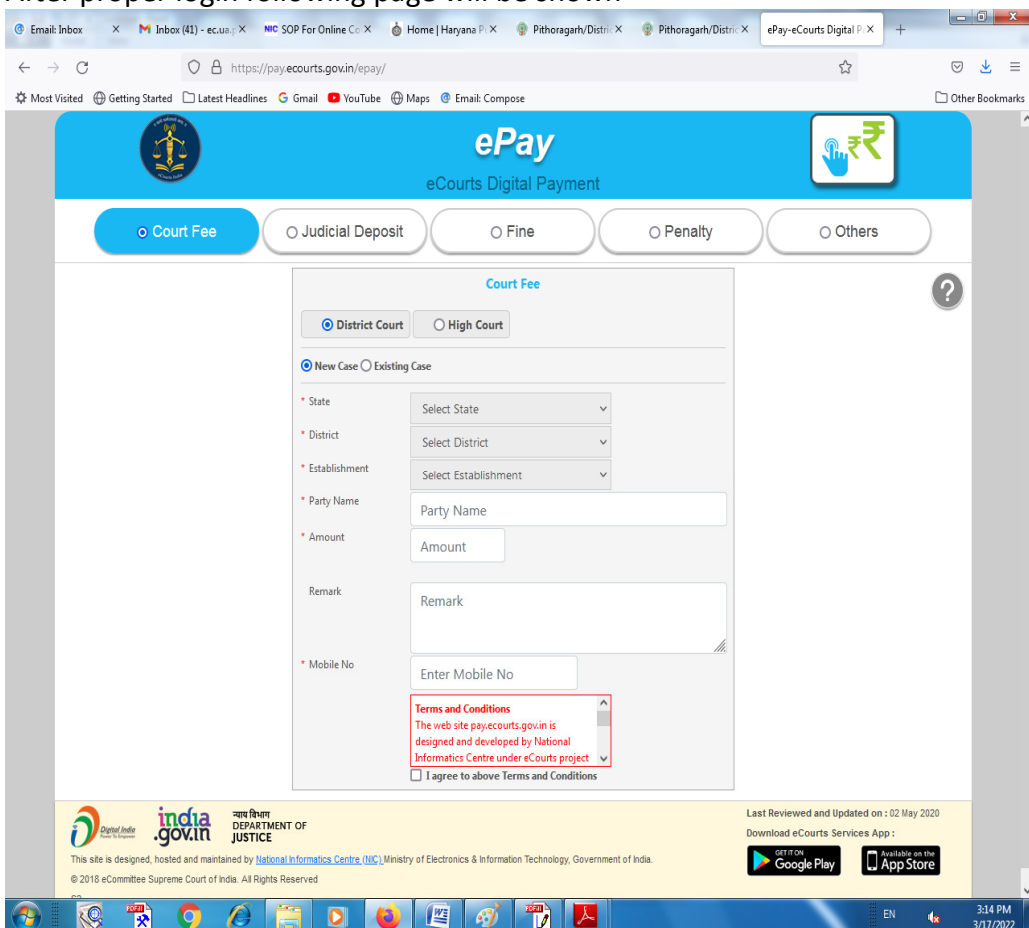


District Court Pithoragarh

Standard Operating Procedure (S.O.P)

For online Court Fee

1. **Registration:** Client makes a one-time registration which can be used across all SHCIL online products available for that State
2. **Online payment:** Besides offering the facility for single transactions, client will also be able to make a one-time payment to be maintained as imprest balance and utilise the same over a period of time for generating e-court fees of various denominations
3. **Receipt Generation:** Client will have the convenience to generate an e-Court fee receipt anytime and from anywhere via the internet without having to go thru the hassles of long queues and tiresome formalities

STEP 1	Open the Official Website of District Court Pithoragarh i.e. https://districts.ecourts.gov.in/pithoragarh and click the link “ePay (Court Fee)” in the Top menu. OR Open URL- https://pay.ecourts.gov.in/epay/
STEP 2	Select Online Users and Click on “Secure Login” Button.
STEP 3	If you are already registered then Log-In or in case of new user please register yourself by clicking ‘Register Now’ button.
STEP 4	After proper login following page will be shown- 
STEP 5	User shall be required to keep some amount into his/her stock holding account using his/her Debit Card/Credit Card/online banking etc, and he/she may procure court fee using that amount instantly.
If the advocates/party face any technical issue in online Court fee payment, he may view the Detailed SOP for Online Court Fee Payment and FAQ (annexed) or he may contact system officer (9719978083) and System Assistant (8979529277) over his mobile number through (call/ SMS/ Whatsapp/ telegram).	