efiling – The Digital Online Filing Process

- Registration of Advocate in eFiling website.
- > Steps to eFile a case.
- **Advantages of Filing**
 - Case portfolio management.
 - Know the case status any time.

Register for efiling for High courts/District courts in India And Become a Digital Era- Advocate

<u>10 step Registration procedure for Advocate</u> <u>at efiling portal www.efiling.ecourts.gov.in</u>

Visit efiling portal **www.efiling.ecourts.gov.in** and become a registered user by following the 10 steps hereunder .

GETTING STARTED

Before starting registration keep the following details ready (I) Details of your mobile number,email ID registered with court database (ii) Details of your bar enrollement number (iii) Digital Photo in Jpeg/Jpg format of size less than 50 KB. (iv) Identity proof (Any one Pan card /aadhar card/ Voter card/ Driving license/ Bar Registration certificate formate of size in less than 50 KB. (v) Smartphone/laptop with internet connection

As it is a time bound registration you need to complete within 18 minutes Dont start registartion without having all the above details ready !

Lets start Registration

STEP 1. *V*isit www.efiling.ecourts.gov.in



STEP-2 Select your< state>

(i) by clicking on the drop list (or)(ii) by clicking the state directlyfrom the India map



	LOGIN
	USER-ID
	User-Id
	PASSWORD
	Password
	САРТСНА
	157987 Captcha
	OGIN
	STEP 3 our User-Id ?
_	New User? Register How do I ?

STEP 3: Click **"Register "** in the login page

STEP 4: Select the radio button **"Advocate"** in the registration form



STEP 5: Fill up the following details

- Mobile Number*
- Email ID*
- (* The mobile number and the email ID that is registered with the court where the advocate practices must be furnished . If mobile number and email id are not registered with court database then registration will not_be completed and in that case contact concerned court for registering the same)
- Bar Registration Number of the Advocate
- Choose User ID (your preferable choice)
- Choose where you are Enrolled
- High Court/ court establishment
- Choose the High Court
- Enter the captcha
- Click "GET OTP"

	REGISTRATIO	N
ADVOCA	STEP	≥ <u>5</u> N
MOBILE		_
Mobile Nun	nber	
EMAIL		
Email Id		
BAR REGIST	RATION NO	
Bar Registr	ation Number	
CHOOSE US	ier ID	
Enter User	Id for Login	
•нібн со		ABLISHMEN
HIGH COUR	(T	-
Select Hig	n Court	
19	91499 C	aptcha

Step 6: Check your registered mobile number and the registered email ID for OTP. You should receive 2 separate OTP in your mobile number and the email ID. In some cases you may receive one OTP in your mobile number alone, in that case enter the OTP received in your mobile number and proceed further.

STEP 7: Two OTP verification: If you have received Two OTPs, Enter the OTP received in your mobile number and the OTP received in your email id in the respective entry bar and click verify OTP.

(OR)

Step 7:One OTP verification :In some cases if you have received one OTP in your mobile number alone , then enter that OTP in the mobile OTP entry bar and click verify OTP





STEP 8: Fill other Details Password *

(Password must contain minimum 8 digit and must include 1 uppercase character, 1 lowercase character,1 number,
1 special character)

Confirm password First name Other contact number Date of Birth (DD/MM/YYYY) Address Line 2 State

Last name Gender Address Line 1 City Pincode

STEP8	REG	ISTER	
PASSWORD		CONFIRM PASSWORD	
Choose Password	¢	Confirm Password	0
FIRST NAME		LAST NAME	
Enter First Name	¢	Entor Last Namo	0
OTHER CONTACT NO		GENDER	
Enter Other Contact Number	0	Male	•
DATE OF BIRTH		ADDRESS LINE 1	
Enter Date of Birth	e	Address Line 1	0
ADDRESS UNE 2		CITY	
Address Line 2	C	Enter City	0
STATE		PINCODE	
Select State	•	Enter PinCode	0
PHOTO (IMAGE SIZE SHOULD BE BE KB AND SO KB, IN JPEG FORMAT)	TWEEN	SID (MAGE SIZE SHOULD BE BETWEEN AND 50 KB, IN JPEG FORMAT)	5 KB
Choose file No file chosen		Choose file No file chosen	
САРТСНА		ID TYPE	
267196 44 Captoba		Select Id Proof Type	•
	REC	ISTER	

Step 9 Upload your Photo and ID:

- Upload your Photo (in Jpeg/Jpg format of size less btween 5 KB and 5 MB) using "Choose file" option.
- Upload Identity proof in image size less than 5 KB and 5 MB using the "Choose file" option.
- Suppose you don't have digital photograph, just take a photo from your smart phone and upload.
- Similarly, if you don't have digital copy of your ID cards, then you can take a photo or scan the ID cards using any scan application and upload. Before uploading ensure that your photo and the ID card are in the format Jpeg or jpg and in size between 5 KB and 5 MB.
- Then you have to choose the type of ID card uploaded i.e Pan card/ aadhar card/ Voter Card/Driving license/Bar registartion certificate from the drop box.



STEP 10: Finally enters the captcha code given in box and click the **"Register"** button to complete the Registration process. You will finally get the message **"Registered successfully"**

You have successfully become a registered Advocate of efiling . Welcome to the digital world of efiling of High courts /District courts of India . Start efiling your cases from the comfort of your office

Registered succes

eFiling a new case



LOGIN

USER-ID

User-Id

PASSWORD

Password





LOGIN

Forgot your password ?

Forgot your User-Id ?

New User? Register | Help

For Efiling Click New Case





Welcome,

HEERA SINGH View Profile DESHMUKH

Last Login : 26-06-2020 10:46:55 AM IP Address :





New Case

COURT OPTION- HIGH COURT/LOWER COURT



Form 1-Preliminary

NOTE : • Comple	te detail related to the case, whichever is provided in paperbook, is mandatory to fill at the the of e-filing of the case.
Entry o Details	Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party. of Extra petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Pa
	HIGH COURT OLOWER COURT
High Court * :	SELECT -
Matter Type * :	SELECT
Case Type * :	SELECT
Is MACT Matter * :	⊖ Yes ⊖ No
	Is choosen case type of MACT (Motor Accident Claim).
Matter Nature * :	OUrgent Ordinary
To Be Listed Before:	SELECT -

Understanding the colour coding

and Filing the 12 main forms.





File new Case

Organisation :	0		Email:	EMAIL	Q
Complainant / Petitioner * :	RAVINDRA MADHAVA	08	Mobile * :	7766554433	đ
			Address * :	MADHAV TRANSPORT, BALLARI	
Relation of Complainant / titioner with relative name *:	Father	-			a
Relative Name*:	RAMAKRISHNA	08	State * :		
Date of Birth:		09	District * :		
Age*:	45 🛞		Taluka :	SELECT TALUKA	
			Town :	BELLARY	
Gender - :		1	Ward :	SELECT WARD	
Religion:	HNUU	2	Vilage :	SELECT VILLAGE	
Caste:	HNOU	1	Pincode :	PINCODE	a
			Police Station Code :	Select Police Station	

File new Case

Organisation :	0		Email:	EMAL	
Accused / Respondent*:	RAHUL KUMAR	Ð	Mobile :	MOBILE	
Relation of Complainant /	Father	•	Address *:		
Relative Name*:	SOMASHEKAR	۲	State *:		
Date of Birth :		۲	District *:		
Age :	AGE 🕐		Taluka :	SELECT TALUKA	
			Town :		
Gender * :	Male Female Other		Ward :	SELECT WARD	
Religion :	SELECT RELIGION	1	Village :	SELECT VILLAGE	
Caste:	SELECT CASTE	-	Pincode :	PINCODE	
			Police Station Code :	Select Police Station	

Respondent added successfully

Respondent added successfully!

Extra information



H.NO., STREET NO, CITY Alternate Address : 3 SELECT STATE -State : -SELECT DISTRICT District : SELECT TALUKA Taluka : -SELECT TOWN Town: -SELECT WARD Ward : -SELECT VILLAGE Village : -

Accused / Respondent Extra Information

Alternate

Passport No :	PASSPORT NUMBER	C
PAN No :	PAN NUMBER	0
Fax No :	FAX NUMBER	0
Phone No :	PHONE NUMBER	3
Occupation :	OCCUPATION	C
Co.04:05	COUNTRY	C

Address:	H.NO., STREET NO, CITY	3
State :	SELECT STATE	-
District :	SELECT DISTRICT	-
Taluka :	SELECT TALUKA	-
Town :	SELECT TOWN	-
Ward :	SELECT WARD	-

Extra party information

		Extra Party Inform	ation		
	Type *: O Com	nplainant / Petitioner 👩 Aci	cused / Respondent		
Organisation :	0		Email :	EMAIL	i c
Accused / Respondent * :	SECHIN	Ð	Mobile :	MOBILE	<
Relation of Accused /	Father	•	Address *		0
Respondent with relative name:					
Relative Name * :	SOMASHEKAR	B	State :	0.00	
Age :	AGE	Ð	District :	Þ	
Gender * :	Male Female Ot	tion	Taluka :	SELECT TALUKA	
Relinion	SELECT RELIGION	4	Town :	SELECT TOWN	
	CO DET CASTE		Ward :	SELECT WARD	
Caste :	SELECTOASTE		Village :	SELECT VILLAGE	
			Pincode :	PINCODE	¢

Note: 1. Once you submit this efile, can not modify extra party. 2. It is recommended to fill in Extra Party details though not mandatory.



Case details Form



Hide Party option



Act information form



Signing method

Document(s) PDF(s) will be * :

uploaded and later on eSigned using my Aadhaar
 uploaded digitally signed using Digital Token
 uploaded and later on eVerified using mobile OTP

If eSign using Aadhaar will be failed two times due to any technical reasons. e-Verification using Mobile will be automatically displayed at the very same page to proceed further.

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise later you have to eSign those by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.



Challan details

Fee type * :	Select	*	Bank Name :	SELECT	-
			Challan/ Cheque/ DD/ eChallan	CHALLAN/ CHEQUE/ DD/ ECHALLAN NC	(?)
Fee Amount * :	FEE AMOUNT	1	No.*:		
			Challan/ Cheque/ DD/ eChallan	CHALLAN/ CHEQUE/ DD/ ECHALLAN D/	1
Payment Mode * :	SELECT	-	Date*:		
		-	Select Party * :	SELECT	-

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 .



epayment



Documents * :	Select Document	D	ocument Information Documents Title * :	DOCUMENT TITLE	0
File * :	Browse No file select	ied.	haracters only. Only digits, characters, so	paces, hyphens and underscore	s are allowed). Max

Sho	w 10 entries		Search:		
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1	PETITION	ECKABIFF000122020_PETITION.pdf, PETITIOCCOPY, 66918fe90d112dddb5d14a8dc1b1330b5f817890dba70f4acf18838acd8df61e	1 - 1	1	🛱 Delete
2	VAKALATHANAMA	ECKABIFF000122020_VAKALATHANAMA.pdf, VAKALATHNAMA, 8fb08e639f7b35a81a0b68042815e54e248436b538173d9776dd46c5a4f091d3	2 - 3	2	🛱 Delete

Showing 1 to 2 of 2 entries

Previous Next

Deleting the uploaded Document

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Showing 1 to 2 of 2 entres

Pay court fees

Fee type * :	Select	Ŧ	Bank Name :	SELECT	1
			Challan/ Cheque/ DD/ eChallan	CHALLAN/ CHEQUE/ DD/ ECHALLAN NC	٢
Fee Amount*:	FEE AMOUNT	۲	No.*:		
			Challan/ Cheque/ DD/ eChallan	CHALLAN/ CHEQUE/ DD/ ECHALLAN D/	۲
Payment Mode * :	SELECT	-	Date * :		
		_	Select Party * :	SELECT	-

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 .



Litigant affirmation

Applicant/Complainant/Litigant Affirmation

Applicant/Complainant/Litigant Affirmation

View Applicant/Complainant/Litigant Affirmation

One Time Password (OTP) has been sent to your mobile *******66.

Mobile OTP*:

i.

1 I ®



Litigant verification OTP

Document eVerified by Mobile OTP ✔ On Date : 02-05-2020 21:29:16 PM Using Mobile : *******66 By Litigent : RAVINDRA MADHAV View eVerification

Advocate verification

Advocate Identification and Verification

Advocate Identification and Verification :

View Applicant/Complainant/Litigant Identification and Verification

Name*:

Mobile * :

NAME	0
MOBILE	۲
Send	OTP

Litigant verification OTP



Document eVerified by Mobile OTP 🛩

On Date : 02-05-2020 21:29:16 PM

Using Mobile : *******66

By Litigent : RAVINDRA MADHAV

View eVerification

Advocate verification OTP

Document eVerified by Mobile OTP 🗸 On Date : 02-05-2020 21:29:53 PM Using Mobile : *******66 By Advocate : GURUPRASAD B P **View eVerification**

TION COUNCATON

Advocate verification

Advocate Identification and Verification

View Applicant/Complainant/Litigant Identification and Verification

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Mobile * :

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	MOBILE	۲
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Docum	ent eVerified by Mobile OTP	~
C	Using Mobile : *******66	
B	y Advocate : GURUPRASAD B P	
	View eVerification	

Expand all option for viewing all forms



Final submit option after filing all forms



inal submit option after filing al	I forms
	Final Submit The
Case Filing Form	e-Filing No : EC-KABIFF-00012-2020 eFiling History Bad
Petitioner / (2) Respondent / (3) Extra Information / (4)	Extra Party / 🚯 Add LRS / 🚯 Case Detail / 🕜 Act-Section / 🚯 Sign Method
Petitioner / 2 Respondent / 3 Extra Information / 4 9 Upload Document / 10 Pay Court Fee / 11 Affirmat	Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Sign Method tion / 12 View
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Efiling number submitted successfully for approval of efiling admin.

E-filing number EC-KABIFF-00012-2020 submitted successfully for approval of E-filing Admin.!

Efiling Acknowledgment

			Acknowledgemen	IT		
Arrest may	e-Filing No	3	EC-CGBL01-00002-2019	e-Filed Date/Time	- 2	06-06-2019 04:10:57 PM
* ,	Petitioner	:	CG STATE			
-	Respondent	:	MOHAN LA			
and Table	IA(s)	:	0			
	Advocate	:	Dhiraj Upadhyay (CG-627-2007)	Matter Nature	:	Ordinary
	Efiling Admin	:	sunil pandey			
	Payment Details	:	Rs. 1 (Offline)			

Digital Tracking of efiled cases

My e-Filing Status ? ---0 0 0 Deficit Court Fee Draft Not Accepted 8 A 0 0 **Pending Scrutiny** Defective

My e-filed Cases



ADVANTAGES OF E FILING.

• e-filing of a case is faster.

- e-filing of a case is faster.
- Virtual instant access.

- e-filing of a case is faster.
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- e-filing saves space.

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- Cost saving.

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- Minimizes physical travel to the Court.

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- Virtual instant access.
- e-filing saves space.
- Cost saving.
- Minimizes physical travel to the Court.
- Provides transparency and accountability in filing process.

• Work flow management becomes simpler.

- Work flow management becomes simpler.
- Environment friendly.

- Work flow management becomes simpler.
- Environment friendly.
- Technological empowerment.

THANK YOU