



తెలంగాణ రాజ పత్రము
RULES SUPPLEMENT TO PART-II
EXTRAORDINARY
OF
THE TELANGANA GAZETTE
PUBLISHED BY AUTHORITY

No. 04] HYDERABAD, THURSDAY, OCTOBER 29, 2020.

NOTIFICATIONS BY HEADS OF DEPARTMENTS, Etc.,

—x—

HIGH COURT FOR THE STATE OF TELANGANA: HYDERABAD

DATE OF COMMENCEMENT OF THE 'E-FILING RULES OF THE HIGH COURT FOR THE STATE OF TELANGANA AND ALL THE COURTS IN THE DISTRICT JUDICIARY'.

[Memo No. 8695/Courts.A2/2020, (Home (Courts.A) 28th October, 2020.)]

In exercise of powers conferred under E-filing Rules of the High Court for the State of Telangana and all the Courts in the District Judiciary, the High Court hereby notifies 2nd November, 2020, as the date on which the provisions of the said Rules shall come into force.

**E-FILING RULES OF THE HIGH COURT FOR THE STATE OF
TELANGANA AND ALL THE COURTS IN THE DISTRICT JUDICIARY**

NOTIFICATION NO. 15/SO/2020

ROC.NO.553/SO/2020-e-Filing:- Whereas it is expedient to consolidate, unify and streamline the procedure relating to electronic filing (e-filing) to the High Court for the State of Telangana and to the District Judiciary; and exercise of its powers under Articles 225 and 227 of the Constitution of India, the High Court for the State of Telangana makes the following Rules.

Short Title, Applicability and Commencement:

These Rules are called "e-filing Rules of the High Court for the State of Telangana and all the Courts in the District Judiciary".

These Rules will come into force from the date notified by the High Court.

1. Preface

These Rules will apply to on-line e-filing through Designated Counters and facilities provided for e-filing, including e-Service Centres. The rules will apply to such categories of cases as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions.

2. Definitions

- 2.1. **Action:** includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases and interlocutory applications.
- 2.2. **Administrator:** means the Registrar (Judicial) or an officer appointed by the Chief Justice for administering and dealing with matters connected with or relating to e-filing.
- 2.3. **Bench:** means and includes one or more Judges assigned to adjudicate upon Actions or the presiding officer of the Court or Tribunal as the case may be.

- 2.4. Courts in the District Judiciary means and includes the Courts established and functioning under the control and supervision of the High Court.
- 2.5. Designated Counters: means and includes the e-filing counter in the High Court and e-Seva centre in the Court in the District Judiciary and those that may be notified from time to time.
- 2.6. Electronic Filing (e-Filing): means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.
- 2.7. Evidence: means and includes evidence as defined under the Indian Evidence Act, 1872.
- 2.8. High Court: High Court means the High Court for the State of Telangana.
- 2.9. Objections: means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.
- 2.10. Opposite Party: means and includes defendant(s), respondent(s), Judgment debtor(s) and non applicant(s).
- 2.11. Party: means appellant(s), plaintiff(s), petitioner(s), complaint(s) and applicant(s).
- 2.12. Physical Filing: means Actions and pleading filed as hard copies.
- 2.13. Pleadings: means pleading filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.
- 2.14. PDF : means an electronic document filed in a Portable Document Format.
- 2.15. PDF/A: means in ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.

- 2.16. Registry: means the Registry of the Court.
- 2.17. Statement of Defence: means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.
- 2.18. Technical failure: means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.
- 2.19. Third Party: means and includes any person or entity seeking to become a party or to intervene in an Action.
- 2.20. Working Day: means and includes a day when the Registry of the Court is working under the Calendar published or as directed by the Court.

3. General Instructions

- 3.1. On-line e-filing shall be made by visiting the web portal of the Court, namely: <https://efiling.ecourts.gov.in/ts>
- 3.2. Except as provided in these Rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by an advocate or litigant in person from their home, office or other remote location in the manner provided in these Rules.
- 3.3. Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges if stipulated.
- 3.4. Normally the size of e-filing should not exceed 20 MB. In case the file size exceeds 20 MB, the Advocate/Litigant should visit anyone of the Designated Centers for enabling e-filing through the intranet OR he can split up the file into multiple files, each of them should not exceed 20 MB, to be upload in seriatim.

4. Steps for Registration

- 4.1. Persons other than Advocates and litigants in person who are already registered on the Court web portal will take the following steps to register themselves.

i) Advocates

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/ts/register>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).

ii) Litigants in person

- a) Should visit the web portal (<https://efiling.ecourts.gov.in/ts/register>) to view the form.
- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with a self-attested copy of any identity document issued by the Government (in PDF format only).

4.2. Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in person who subsequently engages an Advocate, shall make an application before the Administrator for transferring the data in respect of the Action to the Advocate's account in. Once the Administrator allows the application, the data in the Action shall be transferred in the use account of the Advocate. The litigant in person will not be in a position to modify the data of the subject Action, without the permission of the Administrator.

4.3. A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in Appendix-II.

5. Frame of Pleadings

The pleadings should be clear and concise. Party/parties and third party/parties should set forth their claims/averments in separate paragraphs. The statement of truth/affidavit of the concerned person must bear his signature. Opposite

party/parties should also file his/their replies under sequentially numbered paragraphs and heading (such as Preliminary Objections and Objections on Merits)

6. Formatting

6.1. All the original typed text material including notice of motion, memorandum of parties, main petition or appeal, interlocutory application(s), reply, status report, affidavit, documents, will be prepared electronically using the following formatting style:

- ❖ Paper Size: A4
- ❖ Top Margin: 1.5"
- ❖ Bottom Margin: 1.5"
- ❖ Left Margin: 1.75"
- ❖ Right Margin: 1.0"
- ❖ Alignment: Justified
- ❖ Font: Times New Roman
- ❖ Font size: 14
- ❖ Line spacing: 2
- ❖ Print: On Both Sides
- ❖ If any document is typed in a local language in Trail Courts, it must be prepared using Unicode Font 14.

6.2. The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or in-build PDF conversion plug-in provided in the software. PDF/A is the preferred format.

6.3. A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in Appendix-III.

7. Digital Signatures:

7.1 The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on

the PDF documents as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possess a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.

- 7.2. A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in Appendix-IV.
- 7.3. A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhar authentication.

8. Do's and Don't's

- 8.1. The text documents and scanned documents set out in clauses 6.3 and 7.1 should be merged as a single OCR searchable PDF file and should be bookmarked as per the Master Index, duly approved by the Registry. The procedure in this behalf is set out in Appendix-V.
- 8.2. The merged documents should be uploaded at the time of on-line e-filing. Screenshots of the manner of accessing the on-line e-filing portal and for the filing of the main case and documents including written statements, replies, replications, rejoinders, affidavits and evidence in a pending case are set out in Appendix-I.
- 8.3. Once e-filing is accepted, the filing or registration number shall be notified to the Advocate or litigant in person.
- 8.4. In case on-line e-filing includes audio and/or video files, the Administrator shall generate a hash value.
- 8.5. Special Characters are not allowed while e-filing Memo of Parties and Advocate remarks.
- 8.6. Document Binary File Name Standards

The following special characters are not allowed in a file name:

- A quotation mark ("")
- A number sign/Pound (#)

- Per cent (%)
- Ampersand (&)
- Asterisk (*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash (\)
- Forward slash (/)
- Braces (left and right) ({ })
- Pipe (|)
- A tilde (~)
- A period (.) character used consecutively in the middle of the file name or at the beginning or end of the file name.

File names should not exceed 45 characters in length, including spaces.

Single space must be counted as one character each.

- 8.7. On-line e-filing shall not be watermarked or encrypted. The e-filed documents shall not contain any virus, malware, spam-ware, trojan horse or the like. All the e-filed documents shall be legible and free of markings, track changes or annotations.

9. Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the on-line facility provided by the authorised agency or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

10. Filing of Originals:

- 10.1 Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing of pleadings, the signed vakaltnama, signed and notarized/attested affidavit shall be filed in the Registry of the High Court or in the Filing Section/e-Seva centre of the District Judiciary as the case may be within seven working days of online Registration through web portal.
- 10.1A If e-filing of pleadings is made in the designated counters provided for e-filing, such documents shall be filed along with the e-filing of action/pleadings.
- 10.1B In addition to the above, if the authority of any other document relied by the party is likely to be questioned, such document shall be filed in the Registry of High Court, or before the authorized person of the Court concerned in the District Judiciary as the case may be.
- 10.2 The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.
- 10.3. Notwithstanding anything above, the following documents will have to be preserved permanently:-
- a) A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
 - b) A Power-of-Attorney as defined in Section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
 - c) A Trust as defined in Section 3 of The India Trusts Act, 1882 (2 of 1882).
 - d) A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
 - e) Any contract for the sale or conveyance of immovable property or any interest in such property.

f) Any other document as may be directed by the Bench.

10.4. The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically first scanned copies of the document.

11. Access to the Electronic Data of the Action

Free of cost access will be available to authorized person(s) to data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies.

12. Exemption from e-filing

Exemption from on-line e-filing of the entire pleadings or a part of the pleadings and/or documents may be permitted by the Bench upon an application being made for that purpose in the following circumstances:

- i) where on-line e-filing is for reasons set out in the application not feasible; or
- ii) where there are concerns about confidentiality and protection of privacy; or
- iii) where the document cannot be scanned or filed electronically because of its size, shape or condition; or
- iv) where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
- v) for a just and sufficient cause.

13. Service of Electronic Documents

In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.

14. Computation of Time

14.1. Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the

Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

14.2. E-filing through Designated Counters will be permissible upto 16:00 hours on any court working day. Actions filed online on a day declared as gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing made upto 23.59 hours (11.59 PM) of the day shall be treated as filed on that day and the acknowledgement of event generated indicating the time and date of filing should be the basis. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.

14.3. The facility for on-line e-filing through the web portal shall be available twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies. Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing between 09:30 hours and 16:00 hours on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.

However, cases filed upto 13:00 hours may be considered for taking up on the next working day and all other cases filed after 13:00 hours may be considered for listing on subsequent working day after the next working day.

14.4. Provisions for limitation governing on-line e-filing will be the same as those applicable to physical filing. The period of limitation for such actions will commence from the date when e-filing is made as per the procedure prescribed in these Rules.

15. Procedure for Filing Caveat

All caveats can be filed on-line. The procedure for this purpose is set out in Appendix – VI.

16. Hard Copies of Pleadings and Documents filed Electronically

Advocates, as well as parties, may print hard copies of all pleadings and documents filed electronically for their use in the court or elsewhere. Wherever required, the Registry will prepare hard copies for official use.

17. Storage and Retrieval of e-Filed Documents and Pleadings

E-filing will be stored on an exclusive server maintained under the control and directions of the Court. Each such filing will be separately labelled and encrypted to facilitate easy identification and retrieval. The security of such filings will be ensured. Access to e-filings would be restricted in the manner provided herein above and as may be notified from time to time. For continuity of operations, in case of disaster, natural calamity or breakdown, a mirror image of e-filings available on the servers located in the Court may be maintained at different geographical locations, as decided from time to time by the Court.

18. Residuary provisions

- 18.1. The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.
- 18.2. Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, party can be called upon to deposit the charges calculated on the basis of the number of pages per defendant/respondent which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s)

18.3. The Registry will communicate the objections, if any, regarding the cases filed, by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared, the case will be processed for listing and the Advocate/litigant in person will be informed by email/SMS/ cause list or all of them.

19. General Caution

Email is not secure medium of communication. Any communication transmitted by email can be intercepted or read by a third party. An Advocate or litigant in person seeking to transmit confidential or sensitive document/material shall approach the Registry for requisite assistance/advice.

20: Notwithstanding anything contained in the High Court Writ Proceeding Rules, 1977, The Appellate Side Rules-Rules of the High Court of Judicature, Andhra Pradesh, at Hyderabad in its Appellate Jurisdiction, The Civil Rules of Practice and Circular Orders, 1980 and the Criminal Rules of Practice and Circular Orders, 1990 or the High Court Standing Orders, 2004 to the extent provided herein, these Rules shall prevail and the word/terms defined herein shall be applicable hereinafter.

APPENDICES

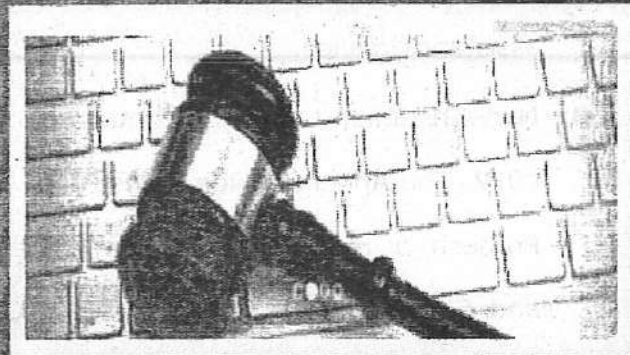
- | | |
|----------------|---|
| APPENDIX – I | Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters. |
| APPENDIX – II | Screenshots showing the procedure for registration. |
| APPENDIX – III | Screenshots showing the procedure for converting a document into an OCR searchable PDF. |
| APPENDIX – IV | Screenshots showing the procedure for appending single or multiple digital signatures. |
| APPENDIX – V | Screenshots showing the procedure for book-marking. |
| APPENDIX – VI | Screenshots showing the procedure for filing Caveat. |

Hyderabad,
27-10-2020.

G-484/4.

(Sd/-)
REGISTRAR GENERAL.

APPENDIX - I

A STEP BY STEP GUIDE FOR EFILING**(efiling for High courts & District Courts of India)**

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

Table of Contents

1.1.Introduction.....	1
1.2.Getting Started.....	1
1.3. E.Filing portal www.efiling.ecourts.gov.in	1
1.4. Select your< state>.....	2
1.5.Login.....	2
1.5.1. Forgot password :.....	2
1.6. Dashboard :.....	2
1.6.1. My e filing status:.....	3
1.6.2 My e filed cases:.....	3
1.7.New case option:.....	3
1.8. Where to file High court /Lower court:.....	4
1.9.Filling up of forms:.....	4
1.9.1.Colour coding:.....	4
1.9.2. Complainant/Petitioner form:.....	5
1.9.3.E-filing number:.....	5
1.9.4. Respondent form:.....	6
1.9.5. Extra information Form (optional):.....	6
1.9.6. Extra Party Details :.....	7
1.9.7 Case Details:.....	7
1.9.7.1. Hide Party:.....	8
1.9.8. Act-Section:.....	8
1.9.9.Signing Method:.....	8
1.9.10. Upload Document:.....	9
1.9.11.Pay court fees:.....	10
1.9.12 Affirmation and Verification of Applicant.....	10
1.9.13. Advocate Identification and Verification:.....	11
1.9.14 . View:.....	11
1.10. Final submit:.....	11
1.11. Submitted for approval of e filing admin :.....	12
1.12.Generate acknowledgment:.....	12
1.13. Generate Case party details:.....	13
1.14. Logout:.....	14
1.15.Conclusion:.....	14

A Step by Step Guide for E-filing

(For High courts & District Courts of India)

1.1.Introduction

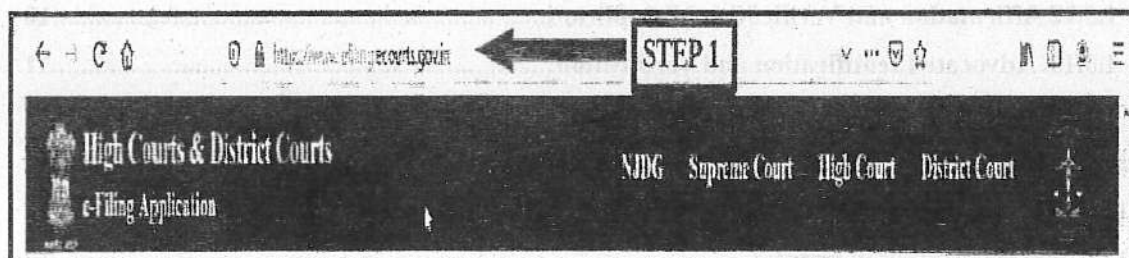
Welcome to the digital world of E-filing of High courts /District courts of India and this user guide will help you with step by step how to efile your case in the online efilng portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Office and And join the new band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

1.2.Getting Started

- Before starting efilng confirm and ensure the following details:
- You must be a registered Advocate in www.efiling.ecourts.gov.in
- If you are not a registered Advocate, immediately register today in the efilng 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 efilng a new case
- Lets start e filing a new case .

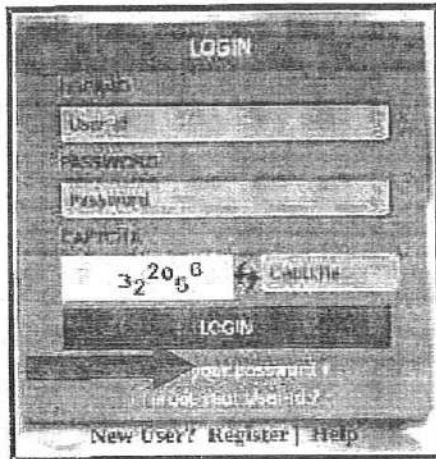
1.3. E.Filing portal www.efiling.ecourts.gov.in

Type (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

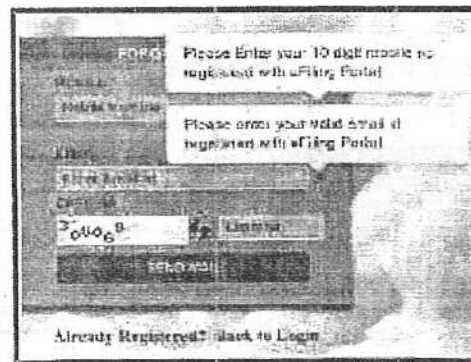


1.5.Login

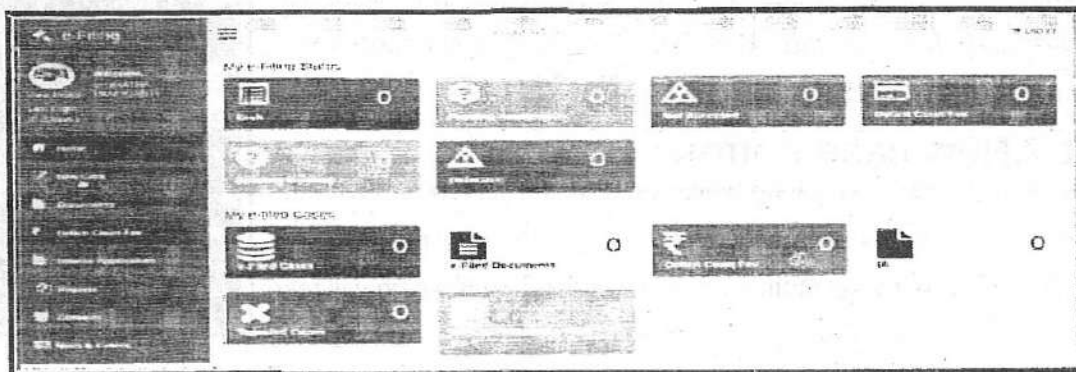
- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

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 rest your password..

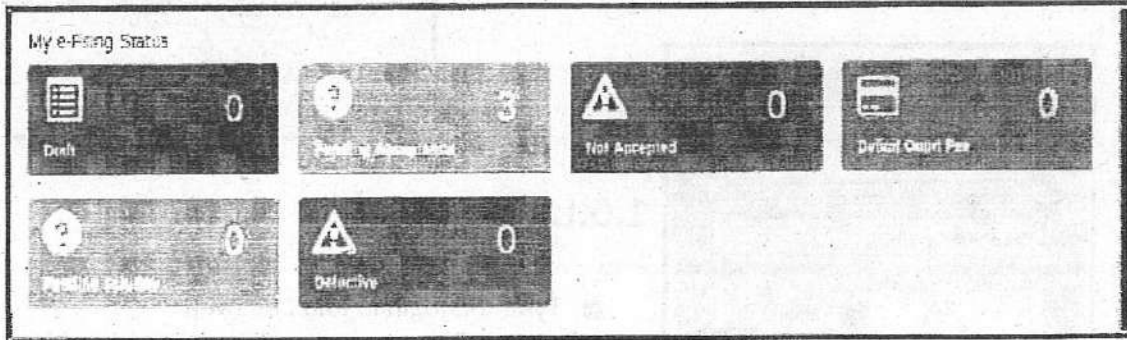


1.6. Dashboard :



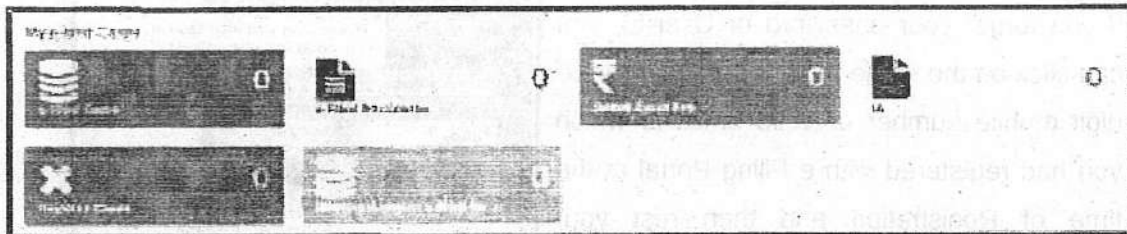
Dash board is the most important page from where you can keep track of the e filed cases digitally under two head (a) My e filing status and (b) My e filed cases. Let us see one by one.

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 .

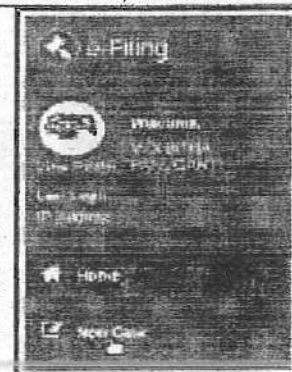
1.6.2 My e filed cases:



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.

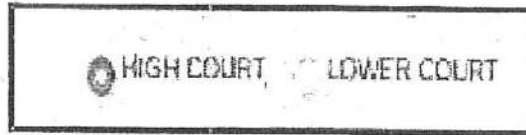
1.7.New case option:

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".

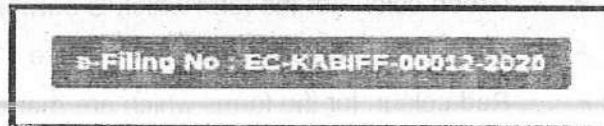


1.9.2. Complainant/Petitioner form:

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 .

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

Previous
SAVE
Next

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 .

Act Information

Act * : CODE OF CIVIL PROCEDURE Act Section * : ORDER 21 RULE 11

Add more.

Previous SAVE Next

1.9.9. Signing Method:

- In the e-signing option, there are three options to sign
- uploaded and later on e signing Using Aadhaar
- 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 .

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

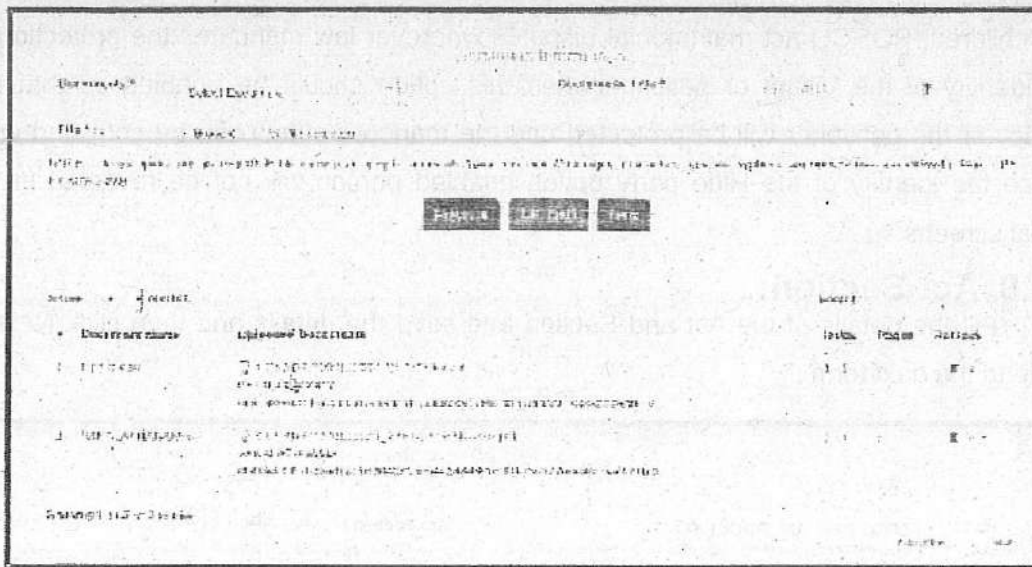
- uploaded and later on eSigned using my Aadhaar
- uploaded digitally signed using Digital Token
- uploaded and later on eVerified using mobile OTP

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.

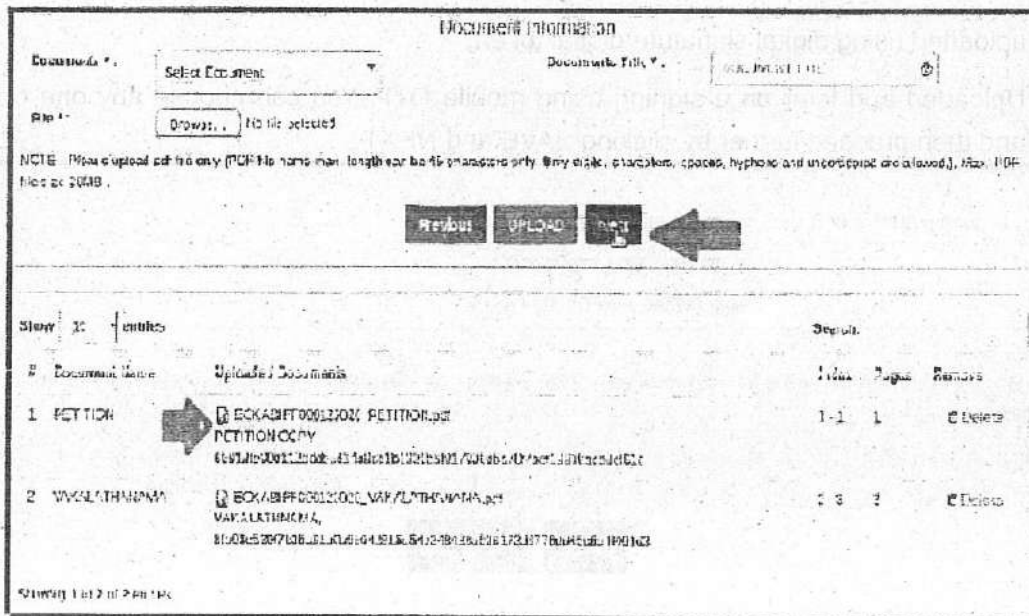
NOTE : e-filing party at client signed documents only. If you have digital token, you can upload documents digitally signed by lawyer. Otherwise later you have to eSign those by providing your signature. Therefore it is suggested to choose the option carefully as you will not be able to change the token later during filing of the Case.

Previous SAVE Next

1.9.10. Upload Document:



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.



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.

Fee type * : Select

Fee Amount * : ₹ 10000

Payment Mode * : SELECT

Bank Name : SELECT

Challan Cheque/DD/eChallan No. * : CHALLAN CHEQUE/DD/ECHALLAN NO.

Challan Cheque/DD/eChallan Date * : CHALLAN CHEQUE/DD/ECHALLAN NO.

Select Party * : SELECT

Upload Receipt * : Browse... No file selected

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

Previous Upload Next

1.9.12 Affirmation and Verification of Applicant.

I. Applicant/Complainant/ 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 * :

Verify OTP

- 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.

Document eVerified by Mobile OTP ✓

On Date : 02-05-2020 21:28:18 PM

Using Mobile : *****66

By Litigant : RAVINDRA MADHAV

[View eVerification](#)

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.

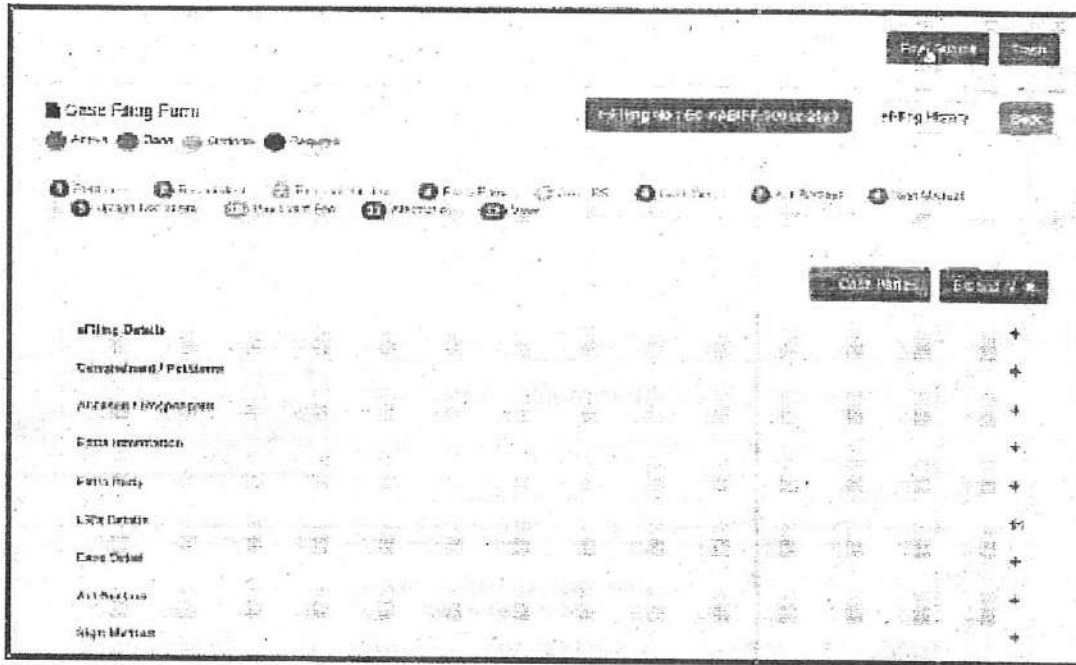
- After the verification of (i) the applicant and (ii) the Advocate, then Click on the **Next** button.

1.9.14 . View:

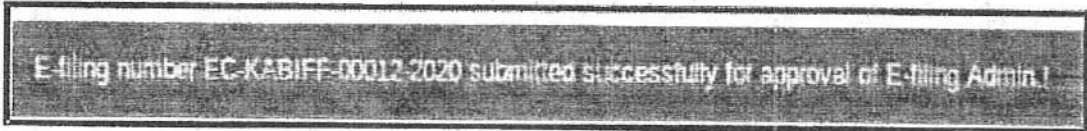
After filling up all the details, the filled up form details can be viewed using the 'EXPAND-ALL" option or click on + to view the details against each category.

1.10. Final submit:

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



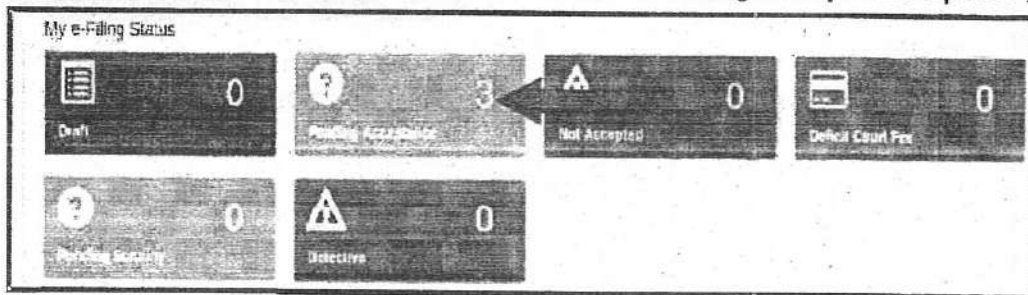
1.11. Submitted for approval of e filing admin :



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

#	e Filing No.	Type	Case Details	Submitted On
1	E-CHALLENGE 2020-2020 12/02/2020 11:30 AM	New Case	RAVINDRA KESHAVA VS. RAJESH KUMAR	02/02/2020 11:30 AM
2	E-CHALLENGE 2020-2020 12/02/2020 11:30 AM	New Case	RAVINDRA KESHAVA VS. RAJESH KUMAR	02/02/2020 11:30 AM
3	E-CHALLENGE 2020-2020 12/02/2020 11:30 AM	New Case	PRASANTH KRISHNA CHAMINA RAO VS. ABIL	02/02/2020 11:30 AM

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



E-FILING TEST, BALLARI, KARNATAKA
Acknowledgement

	e-Filing No	EC-KARBEF-40012-2020	e-Filed Date/Time	02-02-2020 09:00:23 PM
	Requester	RAVINDRA MADHAVA		
	Respondent	RAJESH KUMAR		
	Case No	7		
	Address	Case No: 7/2020/2020	Matter Name	Quantity
	E-Filed Address	IV ADDL DISTRICT AND SESSIONS JUDGE BALLARI COMMERCIAL COURT		
	Payment Details			

Generated Date: 02-02-2020

1.13. Generate Case party details:

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

eFiling Details

e-Filing No	Case Type	Case No
Case Type	Case No	Case No
Matter Name	Case No	Case No
e-Filed By	Case No	Case No
Complainant's Address	Case No	Case No
Address - Respondent	Case No	Case No
E-mail - Complainant	Case No	Case No
E-mail - Party	Case No	Case No

Opening e-filing_400122020.docx

You have chosen to open
 e-filing_400122020.docx
 which is: Microsoft Word Document (1.7 KB)
 from https://efiling.ecsata.gov.in

What should Firefox do with this file?

Open with LibreOffice Writer (default)

Save File

Do this automatically for files like this from now on.

Cancel

HIGH COURT OF JUDICATURE FOR E FILING TEST,	
COM.EX.(COMMERCIAL EXECUTION CASES)	
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 Amarpura,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 -----

APPENDIX - II

www.efiling.ecourts.gov.in

e-Filing

Welcome,
VISHALAKHA
PANDURANGA

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	1 Pending
0 Defective	0 Not Accepted
0 Deficit Court Fee	0 Interim Application


My e-Filed Cases

0 e-Filed Cases	0 e-Filed Documents
0 Rejected Cases	0 Deficit Court Fee
0 Deficit Court Fee	0 Interim Application

ONLINE EFILING PORTAL
FOR HIGHCOURTS &
DISTRICT COURTS IN INDIA

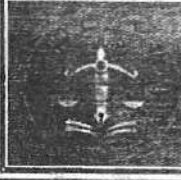


eCommittee
Supreme Court of India



eCommittee
Supreme Court of India

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



**Are you an advocate practicing in High court / District court of India ?
Do you want to file your case in the comfort of your office !
Do you want to file your case without visiting court complex !
Then choose **efiling** -the digital online filing process.**

**10 step Registration procedure for Advocate
at efiling portal www.efiling.ecourts.gov.in**

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 of size between 5KB and 5 MB .
- (iv) Identity proof (Any one Pan card /aadhar card/ Voter card/ Driving license/ Bar Registration certificate formate of size between 5KB and 5 MB .
- (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. Visit www.efiling.ecourts.gov.in

← - 🏠
🔒 www.efiling.ecourts.gov.in
← **STEP 1**
⌵ ... 🏠
🔍 📄 📱 ☰

High Courts & District Courts

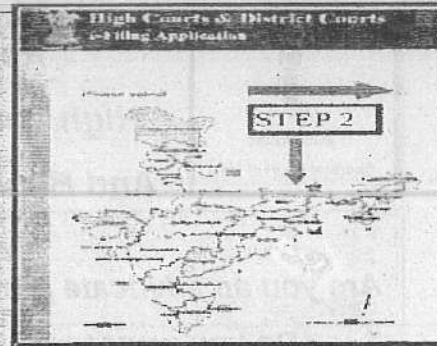
e-Filing Application

NJG - Supreme Court High Court District Court

STEP-2 Select your < state >

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

STEP 3: Click "Register" in the login page



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

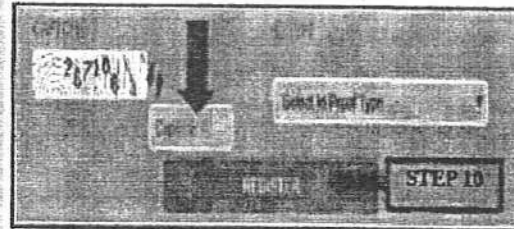
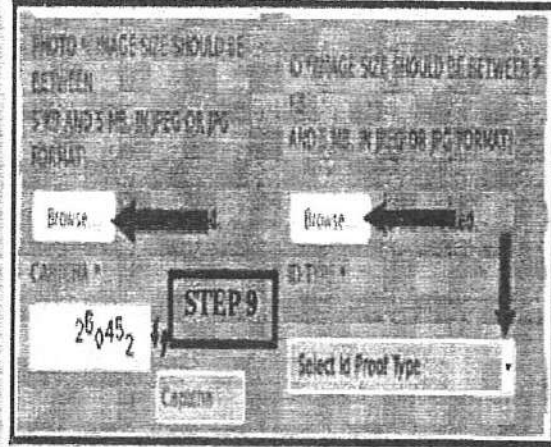
STEP 5: Fill up the following details

- 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 Highcourt
- Enter the captcha
- Click "GET OTP"

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 9 Upload your Photo and ID:

- Upload your Photo (in Jpeg/Jpg format of size less between 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 registration 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"



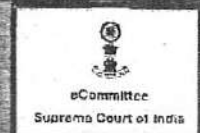
You have successfully become a registered Advocate of e-filing .

Welcome to the digital world of e-filing of High courts /District courts of India .

Start e-filing your cases from the comfort of your office



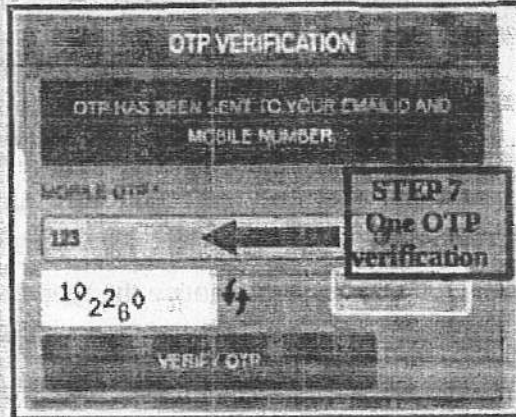
**Circulated by
ecommittee, Supreme Court of India.**



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
- Last name
- Other contact number
- Gender
- Date of Birth (DD/MM/YYYY)
- Address Line 1
- Address Line 2
- City
- State
- Pincode

APPENDIX-III

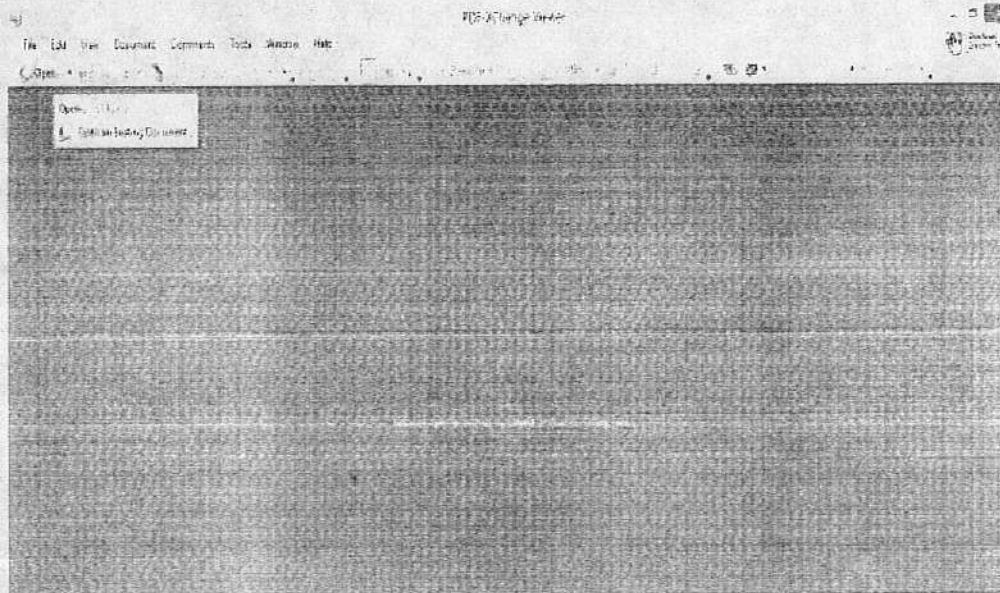
**Procedure for
converting a document
into an OCR searchable
PDF.**

There are many free & trial version software available online that can be downloaded from internet for creating OCR in PDF files. These includes PDF -XChange viewer, Acrobat Adobe, Abby FineReader etc.

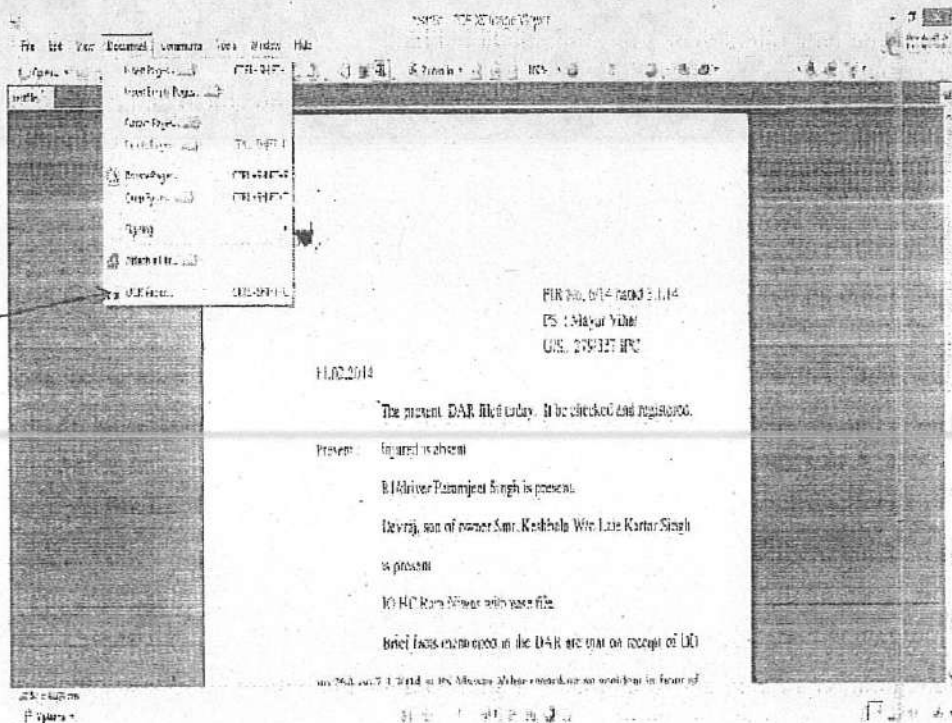
Open the PDF file containing a scanned image you wish to Convert in OCR Format

Using PDF- XChange Viewer – free

From the main menu, select "Open" → "Open an Existing Document" → Open any PDF Document.



From the main menu, select "Document" → "OCR Pages".



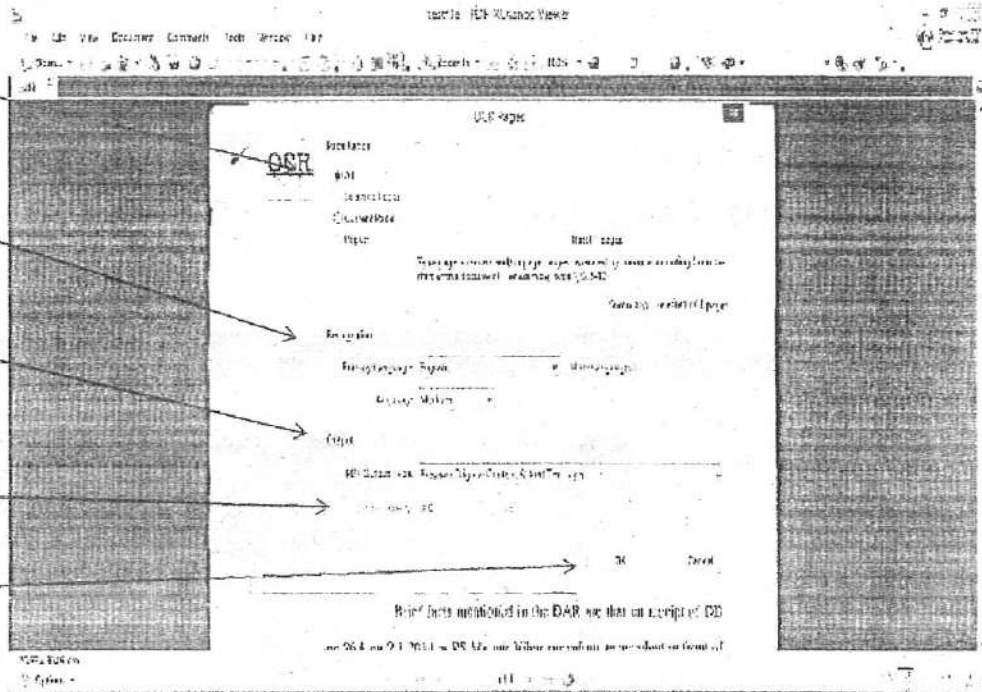
Select "Page Range"

Select "Recognition"

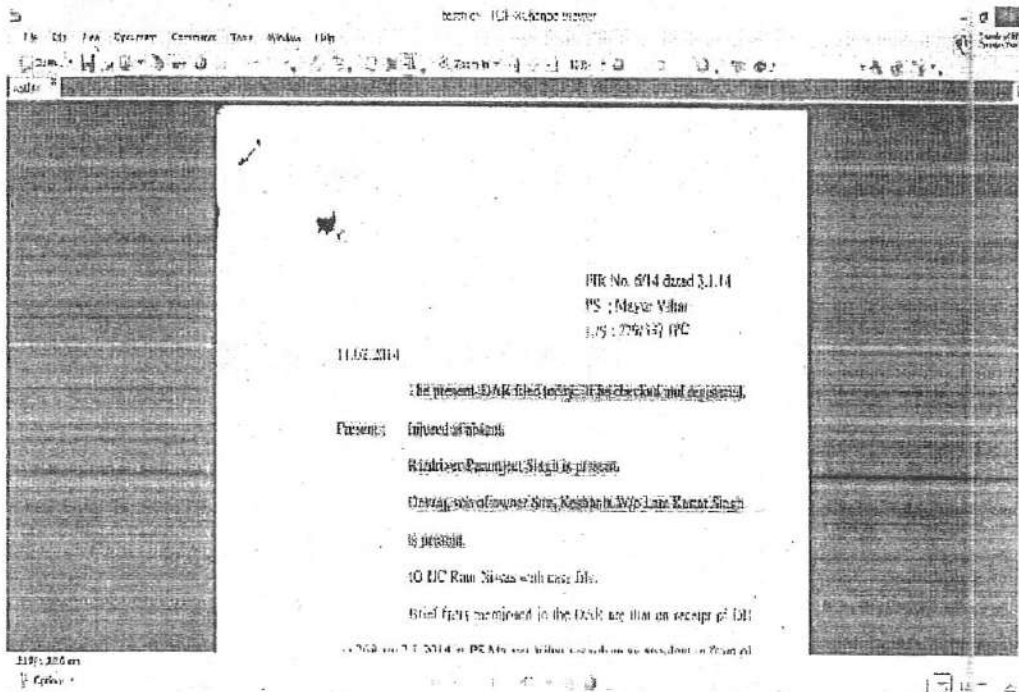
Select "Output"

Image Quality at least 300 dpi

Click "OK"



Document in OCR Format



APPENDIX - IV

Please go to the website - <http://cca.gov.in> to get the list of Licensed CAs-



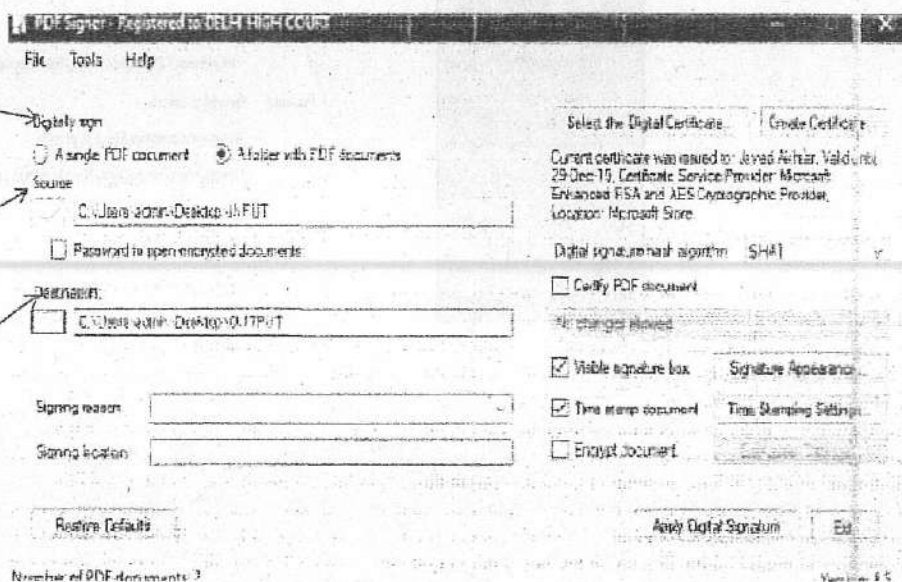
Procedure for Digital Signature

1. Using PDF Signer.

2. Select "A single PDF document" or "A Folder with PDF documents".

3. Select Source

4. Select Destination



- 1. Select Digital Certificate
- 2. Select your Name.
- 3. Click OK

Select the digital certificate used for digital signatures

Windows Certificate Store
Certificates Available on Microsoft Store

Certificate Store: Current User Show more certificates

PDF digital certificate file

Certificate information
issued to: Arvash, issued by: Arvash, valid until: 12-Aug-18, Certificate Service Provider: Microsoft Enhanced Cryptographic Provider v1.0

Include certificate revocation information - Long Term signature (LTV)

Create New Certificate

Step-2 Step-3

Step-1 Create Certificate

Digital signature hash algorithm: SHA1

Certify PDF document

Digital stamps enabled

Visible signature box

Time stamp document

Encrypt document

Apply Digital Signature

Version: 9.5

Select the Digital Certificate

Current certificate was issued to: Arvash, Valid until: 12-Aug-18, Certificate Service Provider: Microsoft Enhanced Cryptographic Provider v1.0, Location: Microsoft Store

Digital signature hash algorithm: SHA1

Certify PDF document

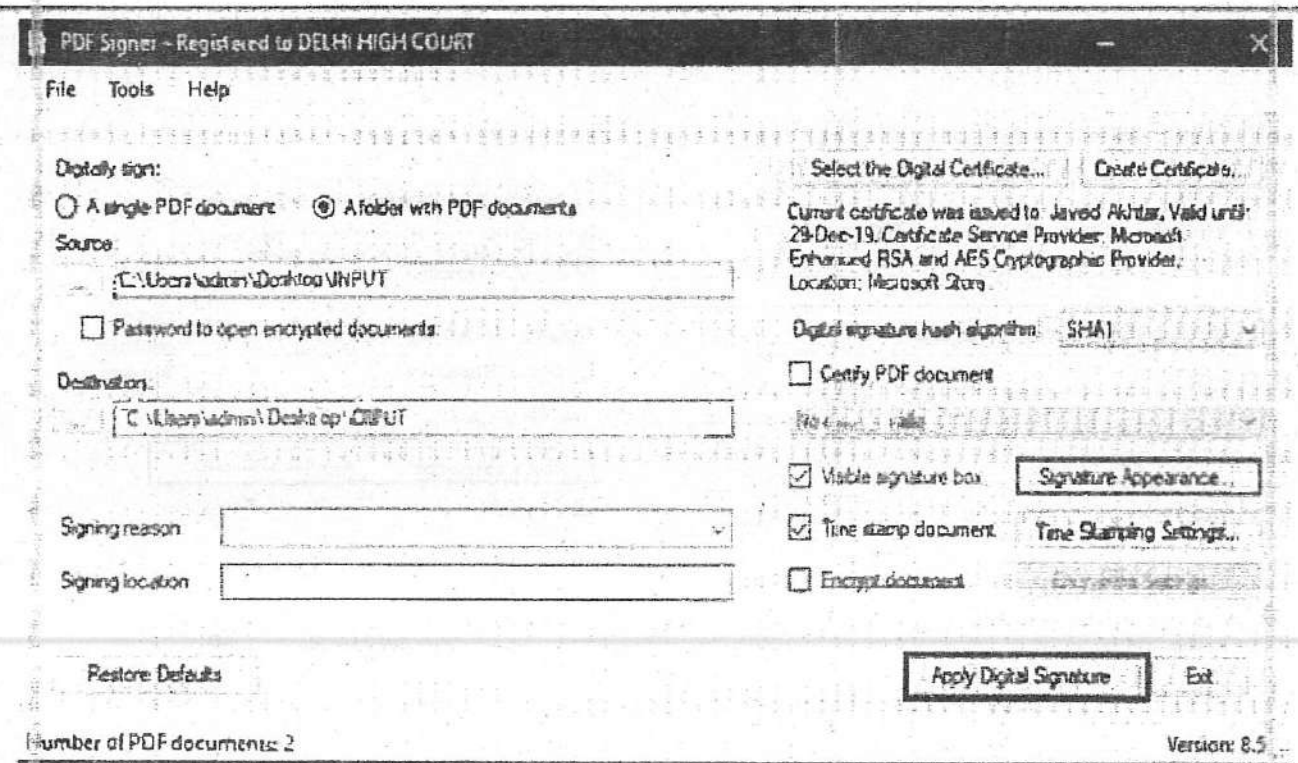
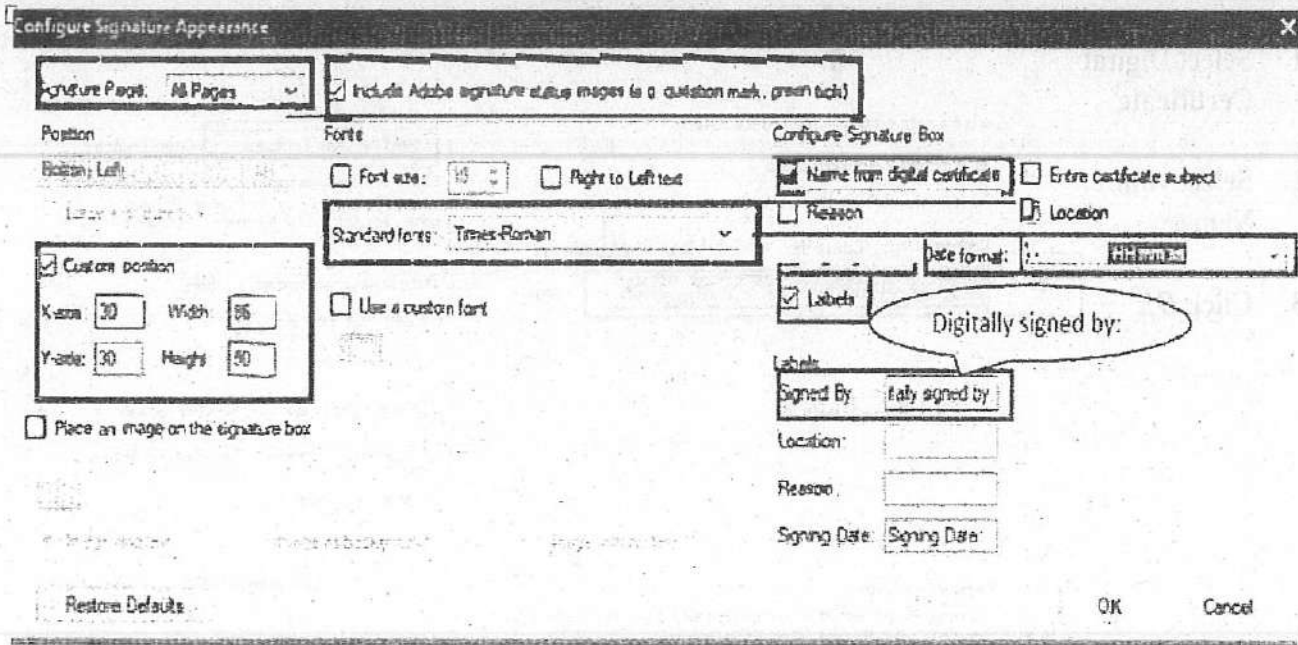
Visible signature box

Time stamp document

Encrypt document

Apply Digital Signature

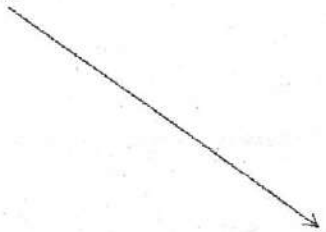
Click on signature appearance



1. Go to Destination Folder & check Digitally signed PDF File

2. PDF File After Digital Signature

3. Digital Signature



IN THE HIGH COURT OF DELHI AT NEW DELHI
 ABC XYZ 2020
 X
 Through
 verma
 Y
 Through
 Appellant
 Respondent
 CGRAM
 HAJI
 **
 ORDER
 01.10.2020
 HAJI
 OCTOBER 01, 2020

ABC XYZ 2020

Page 1 of 1

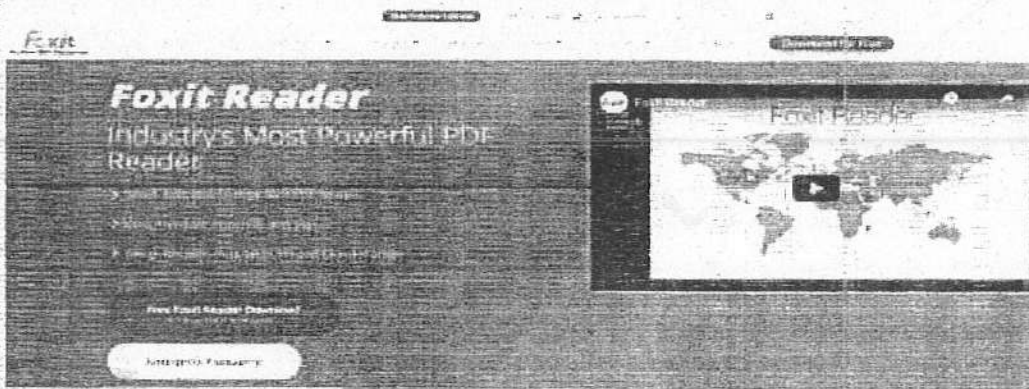
APPENDIX - V

There are many free software program available online that can be downloaded from internet for creating bookmarks in PDF files. These includes Foxit Reader, Abbyy FineReader, Adobe Acrobat etc.

Foxit Reader(Using for Bookmark)

Download the software from website

<https://www.foxitsoftware.com/pdf-reader>. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



Open the PDF file to Bookmark

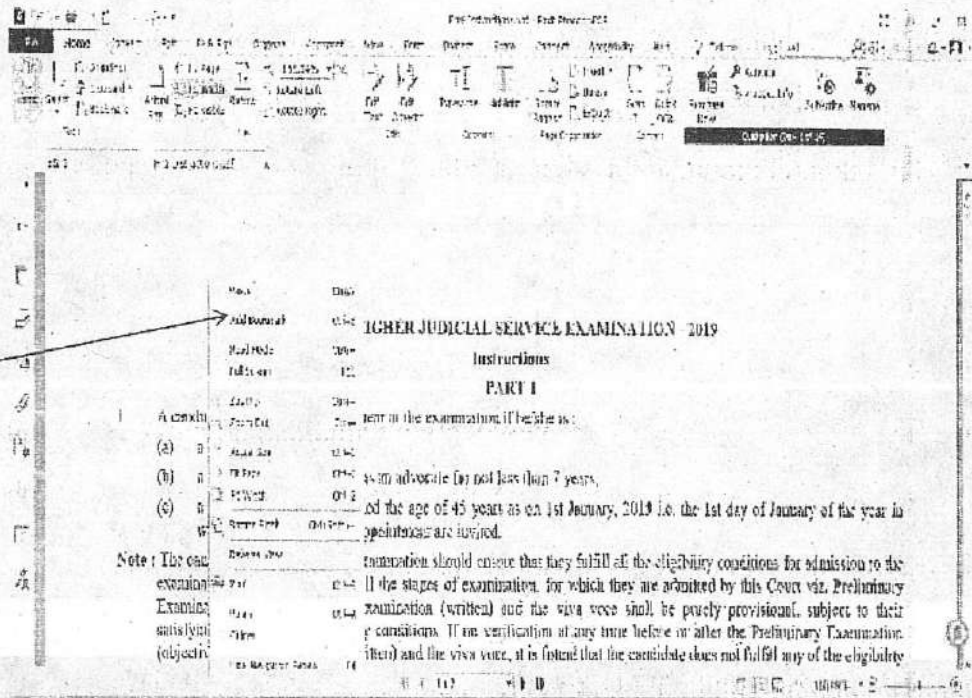
Using Foxit Reader – free trial

Select & open the PDF document to make bookmark



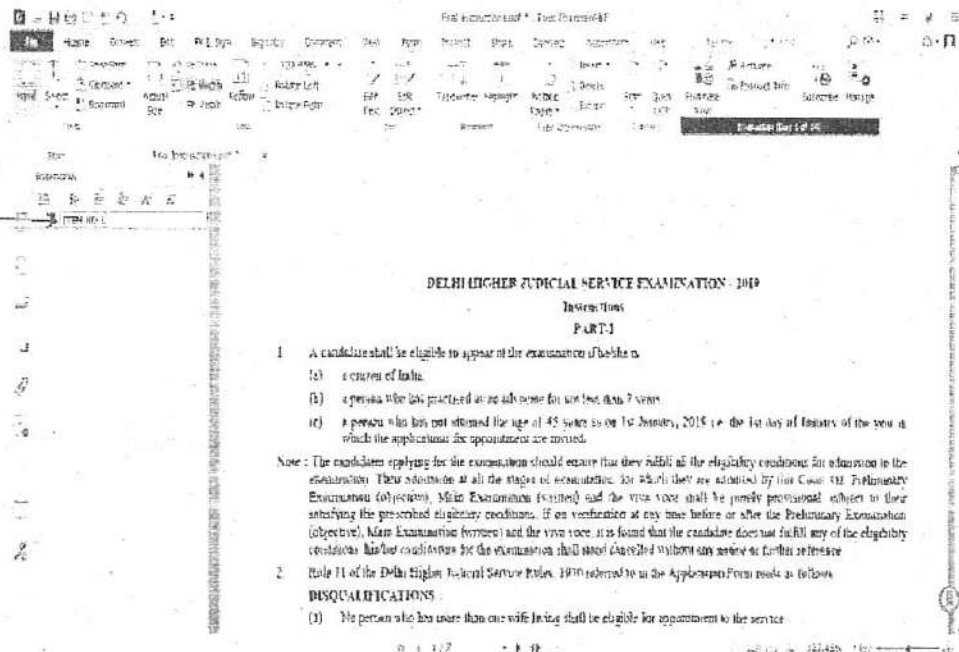
Using Foxit Reader – free trial

Right-click the selection and click **Add Bookmark...** on the shortcut menu or Press **Ctrl+B** → Click on **Add Bookmark** (**Bookmarks** panel will open)



Using Foxit Reader – free trial

1. Type the name of your Bookmark
2. By default, the newly created bookmark will point to the start of the current page.



APPENDIX-VI

Procedure for filing Caveat

CAVEAT FILING

In this you can do Document filing in the already filed matter.

1) There is a submenu Caveat available in e-Filing menu.

1) Select Case Type

2) Enter Caveator's & Non-Caveator's Details

3) Enter Impugned Order details

3) Add e-court fee

4) Select document to be upload

5) Click on Save button to submit the Filing.

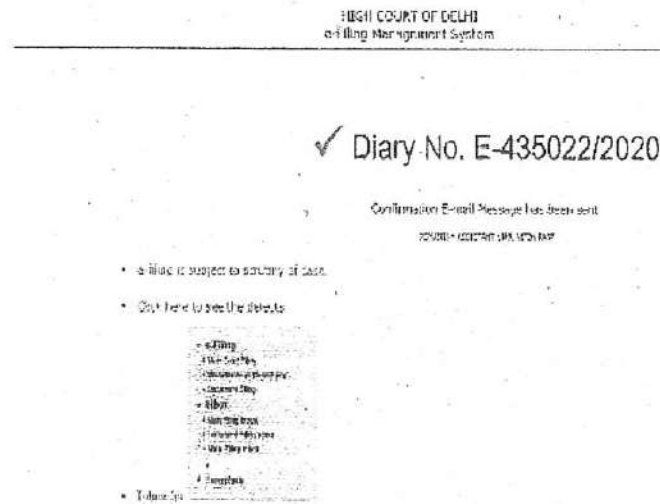
The screenshot displays the 'High Court of India e-Filing Management System' interface. The main heading is 'Caveat Filing'. Below this, there are several sections for data entry:

- Case Type:** A dropdown menu with 'Civil' selected.
- Case No.:** A text field containing '123456789'.
- Year:** A dropdown menu with '2023' selected.
- Case Type (Impugned Order):** A dropdown menu with 'Civil' selected.
- Case No. (Impugned Order):** A text field containing '987654321'.
- Year (Impugned Order):** A dropdown menu with '2023' selected.
- Case Type (Caveator):** A dropdown menu with 'Civil' selected.
- Case No. (Caveator):** A text field containing '123456789'.
- Year (Caveator):** A dropdown menu with '2023' selected.
- Case Type (Non-Caveator):** A dropdown menu with 'Civil' selected.
- Case No. (Non-Caveator):** A text field containing '987654321'.
- Year (Non-Caveator):** A dropdown menu with '2023' selected.

At the bottom of the form, there is a 'Save' button and a 'Logout' button. The interface also includes a sidebar menu on the left with options like 'Home', 'My Profile', 'My Cases', 'My Documents', 'My Applications', 'My Impugned Orders', 'My Caveats', 'My Orders', 'My Notices', 'My Messages', 'My Alerts', 'My Settings', and 'My Help'.

CAVEAT FILING

After uploading, the following screen will appear with the Diary number for the case you have filed



CAVEAT INBOX

INBOX: Now you can track the status of Caveat through your inbox.

1.) Click on the Caveat Inbox sub menu under Inbox menu

2.) under Caveat Inbox there are two tabs viz
SCRUTINY--- Lists the cases which are in scrutiny stage

DEFECTIVE--- Lists the cases which are in defective stage

