

भारत सरकार  
GOVERNMENT OF INDIA



# दिल्ली राजपत्र Delhi Gazette

एस.जी.-डी.एल.-अ.-24022022-233704  
SG-DL-E-24022022-233704

असाधारण  
EXTRAORDINARY  
प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 3]	दिल्ली, बुधवार, फरवरी 23, 2022/फाल्गुन 4, 1943	[रा.रा.क्षे.दि. सं. 470
No. 3]	DELHI, WEDNESDAY, FEBRUARY 23, 2022/PHALGUNA 4, 1943	[N. C. T. D. No. 470

भाग II—I  
PART II—I

राष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार  
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHI

दिल्ली उच्च न्यायालय: नई दिल्ली  
अधिसूचना

दिल्ली, 22 फरवरी, 2022

सं. 12/नियम/डीएचसी.—“दिल्ली उच्च न्यायालय ई-फाइलिंग नियम-2021” के तहत प्रदत्त शक्तियों का प्रयोग करते हुए दिल्ली उच्च न्यायालय एतद्वारा अधिसूचित करता है कि “दिल्ली उच्च न्यायालय ई-फाइलिंग नियम-2021” निम्नानुसार लागू होंगे:-

1. दिल्ली उच्च न्यायालय में वादों की सभी श्रेणियों के सम्बन्ध में उक्त नियम दिनांक 01.03.2022 से लागू होंगे।
2. केंद्र सरकार, राज्य सरकार, स्थानीय निकाय, राज्यों के सभी संस्थान एवं सभी सार्वजनिक क्षेत्र के उपक्रम द्वारा दाखिल याचिका, अपील, पुनरीक्षण के सम्बन्ध में उक्त नियम दिनांक 01.03.2022 से लागू होंगे।
3. दिनांक 01.04.2022 से प्रभावी “दिल्ली उच्च न्यायालय ई-फाइलिंग नियम-2021” दिल्ली के सभी जिला न्यायालयों में भी वादों की निम्न श्रेणियों पर लागू होंगे:-

- (i). वाणिज्यिक न्यायालय अधिनियम, 2015 के अंतर्गत वाणिज्यिक विवादों से सम्बंधित समस्त वाद एवं आवेदन
- (ii). परक्राम्य लिखत अधिनियम, 1881 की धारा 138 के अंतर्गत शिकायत
- (iii). समस्त अपील तथा पुनरीक्षण

न्यायालय के आदेशानुसार,  
मनोज जैन, महानिबंधक

**HIGH COURT OF DELHI: NEW DELHI  
NOTIFICATION**

Delhi, the 22nd February, 2022

**No. 12/Rules/DHC.**—In exercise of the powers conferred under the “e-Filing Rules of the High Court of Delhi 2021”, the High Court of Delhi hereby notifies that the “e-filing Rules of the High Court of Delhi, 2021” shall come into force as under:-

1. In respect of all categories of cases in the Delhi High Court, the said Rules shall come into force with effect from 01.03.2022.
2. In the District Courts in Delhi, in respect of Petitions, Appeals and Revisions filed by the Central Government, State Government, Local Bodies, all instrumentalities of State and all PSUs, the said Rules shall come into force with effect from 01.03.2022.
3. The “e-filing Rules of the High Court of Delhi, 2021”, with effect from 01.04.2022, shall also apply to all the District Courts in Delhi in respect of the following categories of cases:-
  - (i) All suits and Applications relating to Commercial disputes under the Commercial Courts Act, 2015.
  - (ii) Complaints under section 138 of the Negotiable Instruments Act, 1881.
  - (iii) All Appeals and Revisions.

By Order of The Court,  
MANOJ JAIN, Registrar General

भारत सरकार  
GOVERNMENT OF INDIA

सत्यमेव जयते

# दिल्ली राजपत्र

# Delhi Gazette

एस.जी.-डी.एल.-अ.-26022022-233766  
SG-DL-E-26022022-233766असाधारण  
EXTRAORDINARY  
प्राधिकार से प्रकाशित  
PUBLISHED BY AUTHORITY

सं. 6]	दिल्ली, शुक्रवार, फरवरी 25, 2022/फाल्गुन 6, 1943	[रा.रा.क्षे.दि. सं. 476
No. 6]	DELHI, FRIDAY, FEBRUARY 25, 2022/PHALGUNA 6, 1943	[N. C. T. D. No. 476

भाग II—I  
PART II—Iराष्ट्रीय राजधानी राज्य क्षेत्र दिल्ली सरकार  
GOVERNMENT OF THE NATIONAL CAPITAL TERRITORY OF DELHIदिल्ली उच्च न्यायालय  
अधिसूचना

दिल्ली, 22 फरवरी, 2022

दिल्ली उच्च न्यायालय अधिनियम, 1966 (1966 का अधिनियम 26) की धारा 7 तथा भारतीय संविधान के अनुच्छेद 227 के अंतर्गत राष्ट्रीय राजधानी क्षेत्र दिल्ली के उपराज्यपाल के पूर्व अनुमोदन से दिल्ली उच्च न्यायालय द्वारा विरचित ऑनलाइन इलेक्ट्रॉनिक फाइलिंग (ई-फाइलिंग) नियम

सं. 11/नियम/डीएचसी.—

संक्षिप्त शीर्षक, प्रयोज्यता और प्रारंभ

यह नियम "दिल्ली उच्च न्यायालय ई-फाइलिंग नियम 2021" कहलाएंगे। यह दिल्ली उच्च न्यायालय तथा दिल्ली उच्च न्यायालय के नियंत्रण और पर्यवेक्षण के अंतर्गत जिला न्यायालयों एवं न्यायाधिकरणों पर लागू होंगे।

यह नियम उच्च न्यायालय द्वारा अधिसूचित तिथि से लागू होंगे तथा उच्च न्यायालय द्वारा अधिसूचित मुकदमों की श्रेणियों तथा न्यायालयों और न्यायाधिकरणों पर लागू होंगे।

## 1. प्रस्तावना

यह नियम ऑनलाइन ई-फाइलिंग तथा निर्दिष्ट काउंटरो द्वारा ई-फाइलिंग और ई-सेवा केंद्र के माध्यम से ई-फाइलिंग के लिए प्रदान की गई सुविधाओं पर लागू होंगे। यह नियम वर्तमान नियमों और व्यवहार निर्देशों का संशोधन और समेकन करते हैं।

## 2. परिभाषाएँ

- 2.1 **कार्यवाही** : में न्यायालय में संस्थित सभी कार्यवाहियाँ जैसे वाद, आपराधिक शिकायतें, अपील, सिविल या आपराधिक रिट याचिकाएँ, पुनरीक्षण याचिकाएँ, अवमानना याचिकाएँ, निष्पादन याचिकाएँ, मध्यस्थता याचिकाएँ, प्रोबेट मामले और अंतरवर्ती आवेदन शामिल हैं।
- 2.2 **प्रशासक** : से अभिप्रेत है निबंधक (आई.टी.) अथवा मुख्य न्यायाधीश द्वारा उच्च न्यायालय की ई-फाइलिंग से जुड़े अथवा संबंधित मामलों के प्रबंधक अथवा निपटान हेतु नियुक्त कोई अधिकारी।
- 2.3 **न्यायपीठ** : से अभिप्रेत है एवं इसमें शामिल है कार्यवाहियों के न्यायनिर्णय हेतु नियत एक या अधिक न्यायाधीश या न्यायालय या न्यायाधिकरण, जैसा भी मामला हो, का पीठासीन अधिकारी।
- 2.4 **निर्दिष्ट काउंटर** : से अभिप्रेत है एवं इसमें शामिल है वह काउंटर जिसका उल्लेख क्रमशः उच्च न्यायालय और जिला न्यायालय से संबंधित परिशिष्ट-I और परिशिष्ट-I-क में हुआ है और जो इसमें से समय-समय पर जोड़े अथवा हटाए जाएं।
- 2.5 **जिला न्यायालय** : से अभिप्रेत है एवं इसमें शामिल है उच्च न्यायालय के नियंत्रण और पर्यवेक्षण के अंतर्गत स्थापित और कार्यरत न्यायालय।
- 2.6 **ई-समिति** : से अभिप्रेत है भारत के माननीय मुख्य न्यायाधीश द्वारा समय-समय पर गठित और अधिदेशित समिति।
- 2.7 **इलेक्ट्रॉनिक फाइलिंग (ई-फाइलिंग)** : से अभिप्रेत है इन्टरनेट (न्यायालय के वेब पोर्टल पर) एवं निर्दिष्ट काउंटर्स पर इन्टरनेट/इंट्रानेट के माध्यम से निर्धारित ई-फाइलिंग, जब तक कि सन्दर्भ द्वारा अन्यथा अपेक्षित न हो ।
- 2.8 **साक्ष्य** : से अभिप्रेत है एवं इसमें शामिल है भारतीय साक्ष्य अधिनियम, 1872 के अंतर्गत परिभाषित साक्ष्य।
- 2.9 **उच्च न्यायालय** : उच्च न्यायालय से अभिप्रेत है दिल्ली उच्च न्यायालय।
- 2.10 **आपत्ति** : से अभिप्रेत है एवं इसमें शामिल है न्यायालय में संस्थित कार्यवाही के संबंध में रजिस्ट्री द्वारा बताई गई कमियाँ और त्रुटियाँ।
- 2.11 **विपक्षी पक्षकार** : से अभिप्रेत है प्रतिवादी(गण), प्रत्यर्थी(गण), निर्णीत ऋणी(गण) और अनावेदक(गण)।
- 2.12 **पक्षकार** : से अभिप्रेत है अपीलार्थी(गण), वादी(गण), याची(गण), शिकायतकर्ता(गण) एवं आवेदक।
- 2.13 **पीडीएफ** : से अभिप्रेत है पोर्टेबल डॉक्यूमेंट फॉर्मेट में दायर इलेक्ट्रॉनिक- दस्तावेज़।
- 2.14 **पीडीएफ/ए** : से अभिप्रेत है इलेक्ट्रॉनिक दस्तावेज़ों के डिजिटल संरक्षण हेतु विशेषीकृत पोर्टेबल डॉक्यूमेंट फॉर्मेट का आई.एस.ओ. मानकीकृत संस्करण।
- 2.15 **वास्तविक फाइलिंग** : से अभिप्रेत है हार्ड-कॉपी के रूप में दायर की गई कार्यवाही एवं अभिवचन।
- 2.16 **अभिवचन** : से अभिप्रेत है किसी कार्यवाही के समर्थन या बचाव में दायर किये गये अभिवचन जिनमें शपथ पत्र, अतिरिक्त शपथपत्र, पूरक शपथ पत्र शामिल हैं।
- 2.17 **रजिस्ट्री** : से अभिप्रेत है एवं इसमें शामिल है उच्च न्यायालय की रजिस्ट्री और संबंधित जिला न्यायालय का फाइलिंग केंद्र।
- 2.18 **बचाव कथन** : से अभिप्रेत है एवं इसमें शामिल है लिखित कथन, उत्तर, जवाबी शपथ-पत्र एवं अतिरिक्त या पूरक शपथ-पत्र।
- 2.19 **जीवाणु रहित वातावरण** : में शामिल है गन्दगी, नमी, द्रव्यों, अत्यधिक तापमान, बाह्य विद्युत, परमाणु एवं चुंबकीय क्षेत्र से संरक्षित वातावरण।
- 2.20 **तकनीकी खराबी** : से अभिप्रेत है न्यायालय के हार्डवेयर, सॉफ्टवेयर और/या दूरसंचार सुविधा में खराबी जिसके परिणामस्वरूप इलेक्ट्रॉनिक रूप से फाइल भेजना असंभव हो जाए। तकनीकी खराबी में ई-फाइल भेजने वाले व्यक्ति के उपकरणों की खराबी सम्मिलित नहीं है।
- 2.21 **तीसरा पक्षकार** : से अभिप्रेत है एवं इसमें शामिल है कोई व्यक्ति या संस्था जो पक्षकार बनना अथवा कार्यवाही में हस्तक्षेप करना चाहते हों।

2.22 न्यायाधिकरण : से अभिप्रेत है एवं इसमें शामिल है उच्च न्यायालय के नियंत्रण और पर्यवेक्षण के अंतर्गत सभी न्यायाधिकरण।

2.23 कार्य दिवस : से अभिप्रेत है एवं इसमें शामिल है कोई दिन जब न्यायालय की रजिस्ट्री उच्च न्यायालय द्वारा प्रकाशित कैलेंडर के अनुसार या इसके निर्देशानुसार कार्य कर रही हो।

### 3. सामान्य निर्देश

3.1 ऑनलाइन ई-फाइलिंग न्यायालय के वेब पोर्टल<sup>1</sup> पर जाकर की जाएगी।

3.2 जैसा कि इन नियमों में दिया गया है इसके सिवाय, नए, लंबित अथवा निपटाए गए मामलों में कार्यवाहियाँ किसी अधिवक्ता अथवा स्वयं पक्षकार द्वारा अपने घर, दफ्तर या किसी अन्य दूरवर्ती स्थान से इन नियमों में दी गई शैली में इलेक्ट्रॉनिक रूप से दाखिल की जाएंगी।

3.3 ई-फाइलिंग पोर्टल तक पहुंचने में असमर्थ कोई भी व्यक्ति उस प्रयोजन के लिए निर्धारित शुल्क, यदि हो, के भुगतान के पश्चात निर्दिष्ट काउंटरों पर दी गई सुविधाओं का उपयोग करने का हकदार होगा।

3.4 वर्तमान के लिए ई-फाइल का अधिकतम साइज़ उच्च न्यायालय के लिए 100 एमबी और जिला न्यायालय के लिए 20 एमबी निर्धारित किया गया है, जो कि प्रशासक द्वारा ई-फाइल के साइज़ में वृद्धि के संबंध में अधिसूचना जारी कर बढ़ाया जा सकता है। जहाँ उच्च न्यायालय का संबंध है, यदि ई-फाइल का साइज़ 100 एमबी से बढ़ जाता है, तो अधिवक्ता या वादकार को इंटरनेट के माध्यम से ई-फाइलिंग करने के लिए किसी निर्धारित केन्द्र पर जाना होगा।

1. उच्च न्यायालय के लिए <http://dhcefiling.nic.in:8080/eFiling/> जिला न्यायालय और न्यायाधिकरण के लिए <http://eFiling-dl.ecourts.gov.in/>

उसी प्रकार जहाँ तक जिला न्यायालयों का संबंध है, यदि ई-फाइल का साइज़ 20 एमबी से बढ़ जाता है, तो अधिवक्ता अथवा वादकार या तो ई-फाइल को 20 एमबी से छोटे हिस्सों में बाँट देंगे या संबंधित जिला न्यायालय में स्थित ई-सेवा केंद्र की मदद लेंगे।

### 4. पंजीकरण के चरण

4.1 अधिवक्ता(गण) अथवा स्वयं वादकार, जो कि न्यायालय के वेब पोर्टल पर पहले से ही पंजीकृत हैं, के अलावा व्यक्ति खुद को पंजीकृत करने के लिए निम्न कदम उठाएंगे।

i) अधिवक्तागण

क) फॉर्म देखने के लिए वेब पोर्टल<sup>2</sup> पर जाएं।

ख) पंजीकरण लिंक पर क्लिक करें।

ग) आवश्यक विवरण के साथ फॉर्म भरें।

घ) भरे हुए फॉर्म के साथ विधिज्ञ परिषद पंजीकरण प्रमाण पत्र अथवा विधिज्ञ परिषद पहचान पत्र की स्वप्रमाणित प्रति (केवल पीडीएफ प्रारूप में) सबमिट करें।

ii) स्वयं वादकार

क) फॉर्म देखने के लिए वेब पोर्टल<sup>2</sup> जाएं।

ख) पंजीकरण लिंक पर क्लिक करें।

ग) आवश्यक विवरण के साथ फॉर्म भरें।

घ) भरे हुए फॉर्म के साथ सरकार द्वारा जारी किसी पहचान दस्तावेज़ की स्वप्रमाणित प्रति (केवल पीडीएफ प्रारूप में) सबमिट करें।

2. उच्च न्यायालय के लिए <http://dhcefiling.nic.in:8080/eFiling/GetRegistration.do>. जिला न्यायालय और न्यायाधिकरण के लिए <https://efiling-dl.ecourts.gov.in/register>.

4.2 स्वयं वादकार एक हलफनामा/वचनपत्र देगे कि उन्होंने कार्यवाही में किसी अधिवक्ता को नियुक्त नहीं किया है। यदि कोई स्वयं वादकार जो बाद में किसी अधिवक्ता को नियुक्त करता है तो वह उस अधिवक्ता के अकाउंट में कार्यवाही के संबंध में डेटा भेजने के लिए प्रशासक के समक्ष आवेदन देगा। प्रशासक द्वारा एक बार आवेदन स्वीकार किए जाने पर, कार्यवाही का डेटा अधिवक्ता के यूजर अकाउंट में भेज दिया जाएगा। स्वयं वादकार प्रशासक की अनुमति के बिना, संबंधित कार्यवाही के डेटा को संशोधित करने की स्थिति में नहीं होगा। जिला न्यायालय के संबंध में, जब भी आवेदन उपलब्ध कराया जाता है, अपनाई जाने वाली सुसंगत प्रक्रिया को प्रशासक द्वारा अधिसूचित किया जाएगा।

4.3 यदि आवेदन सभी प्रकार से पूर्ण पाया जाता है तो अगले कार्य दिवस पर एक लॉगिन आईडी दी जाएगी। उच्च न्यायालय और जिला न्यायालयों के लिए पंजीकरण के लिए प्रक्रिया क्रमशः परिशिष्ट - II और परिशिष्ट - II-क में निर्धारित की गई है।

### 5. अभिवचनों की विरचना

अभिवचन स्पष्ट एवं संक्षिप्त होने चाहिए। पक्षकार एवं तीसरा पक्ष अपने दावे/प्रकथन को अलग पैराग्राफ में प्रस्तुत करें। सम्बंधित व्यक्ति के शपथ पत्र/सत्य कथन पर उनका हस्ताक्षर अवश्य होना चाहिए। विपक्षी पक्षकार भी अपने जवाब क्रमबद्ध पैराग्राफ एवं शीर्षक (जैसे प्राथमिक आपत्तियां एवं गुणागुण पर आपत्तियां) के अंतर्गत दाखिल करें।

### 6. संरूपण

6.1 सभी मूल टाइप की गई पाठ्य सामग्री जिसमें कि प्रस्ताव सूचना, पक्षकारों का ज्ञापन, मुख्य याचिका अथवा अपील, अंतरवर्ती आवेदन, जवाब, स्थिति आख्या, शपथ-पत्र एवं दस्तावेज़ात शामिल हैं, को निम्न संरूपण शैली का प्रयोग करके, इलेक्ट्रॉनिक रूप से तैयार किया जायेगा :

पेपर साइज़	: A-4 (29.7 X 21 सेमी)
ऊपरी हाशिया	: 2 सेमी
निचला हाशिया	: 2 सेमी
बायाँ हाशिया	: 4 सेमी
दायाँ हाशिया	: 4 सेमी
संरेखण	: जस्टिफाइड
फॉन्ट	: टाइम्स न्यू रोमन
फॉन्ट साइज़	: 14
लाइन स्पेसिंग	: 1.5

(उद्धरण एवं इंडेंट हेतु – सिंगल लाइन स्पेस के साथ फॉन्ट साइज़ 12)

विचारण न्यायालयों में यदि कोई दस्तावेज़ क्षेत्रीय भाषा में टाइप किया गया हो तो उसे XXX यूनिकोड फॉन्ट 14 का प्रयोग करते हुए ही किया जाना चाहिए।

6.2 दस्तावेज़ को किसी भी पीडीएफ कन्वर्टर अथवा सॉफ्टवेर में दिए गए स्वनिर्मित पीडीएफ कन्वर्जन प्लगइन की मदद से ऑप्टिकल कैरक्टर रिकॉग्निशन (ओसीआर) सर्चेबल पोर्टेबल डॉक्यूमेंट फॉर्मेट (पीडीएफ) अथवा पीडीएफ/ए में परिवर्तित करना चाहिए। पीडीएफ/ए प्राथमिक प्रारूप है।

6.3 कोई दस्तावेज़ जो पाठ्य दस्तावेज़ नहीं है एवं जिसे कार्यवाही के साथ संलग्न करना है उसे ओसीआर सर्चेबल मोड में, इमेज रेसोल्यूशन 300 डी.पी.आई. (डॉट पर इंच) का प्रयोग करके स्कैन करना चाहिए एवं पीडीएफ दस्तावेज़ के रूप में सेव करना चाहिए। किसी दस्तावेज़ को ओसीआर सर्चेबल पीडीएफ में बदलने की प्रक्रिया जो उपरोक्त वर्णित है एवं जो खंड 8.1 में अपेक्षित है, परिशिष्ट-III में वर्णित है।

## 7. डिजिटल हस्ताक्षर

7.1 पीडीएफ दस्तावेज़ पक्षकारों एवं अथवा उनके अधिवक्ता द्वारा डिजिटल रूप से हस्ताक्षरित होना चाहिए। पीडीएफ दस्तावेज़ में उन स्थानों पर डिजिटल हस्ताक्षर होने चाहिए जैसा वर्तमान नियमों के अंतर्गत दिया गया है। यदि न तो पक्षकार और न ही नियुक्त किए गए अधिवक्ता के पास डिजिटल हस्ताक्षर हैं तो संबंधित पक्षकार और/अथवा उनके अधिवक्ता द्वारा कार्यवाही के प्रिंटआउट पर वास्तविक रूप से इन नियमों के अनुसार हस्ताक्षर किए जाएंगे एवं तत्पश्चात इसे स्कैन कर अपलोड किया जाएगा।

7.2 मान्यता प्राप्त डिजिटल हस्ताक्षर प्रदाताओं की सूची एवं एकल अथवा एकाधिक हस्ताक्षर करने की प्रक्रिया परिशिष्ट – IV में वर्णित है।

7.3 कोई स्वयं वादकार या अधिवक्ता, जिसके पास सक्षम प्राधिकारी द्वारा जारी डिजिटल हस्ताक्षर नहीं है, आधार अधिप्रमाणन पर आधारित ई-हस्ताक्षर द्वारा ई-फाइल किए गए दस्तावेज़ात को प्रमाणित कर सकता है। उपरोक्त के अतिरिक्त, जिला न्यायालयों के लिए, कोई स्वयं वादकार अथवा अधिवक्ता जिसके पास सक्षम प्राधिकारी द्वारा जारी डिजिटल हस्ताक्षर नहीं हैं वह ई-फाइल किए गए दस्तावेज़ात को सम्बंधित व्यक्ति के मोबाइल फ़ोन पर आए वन टाइम पासवर्ड (ओटीपी) के द्वारा प्रमाणित कर सकता है।

## 8. क्या करें एवं क्या न करें

8.1 खंड 6.3 तथा 7.1 में वर्णित पाठ्य दस्तावेज़ात एवं स्कैन दस्तावेज़ात को एक ओसीआर सर्चैबल पीडीएफ फाइल में मिला देना (मर्ज करना) चाहिए एवं रजिस्ट्री द्वारा अनुमोदित मास्टर इंडेक्स अनुसार बुकमार्क करना चाहिए। इस परिप्रेक्ष्य में प्रक्रिया परिशिष्ट-V में वर्णित है।

8.2 मिलाए गए (मर्ज किए गए) दस्तावेज़ात ऑनलाइन ई-फाइलिंग के समय अपलोड किए जाने चाहिए। ऑनलाइन ई-फाइलिंग पोर्टल पर पहुँचने एवं मुख्य मुकद्दमे एवं लंबित मुकद्दमे में दस्तावेज़ जिसमें लिखित कथन, जवाब, जवाबुलजवाब, प्रत्युत्तर, शपथ पत्र एवं शपथ पत्र के द्वारा साक्ष्य शामिल हैं, को फाइल करने हेतु प्रक्रिया के स्क्रीनशॉट परिशिष्ट-VI एवं परिशिष्ट VI-क में वर्णित हैं जो उच्च न्यायालय एवं जिला न्यायालयों से क्रमशः सम्बंधित है।

8.3 एक बार जब ई-फाइलिंग स्वीकृत हो जाती है तो फाइलिंग या रजिस्ट्रेशन नंबर अधिवक्ता अथवा स्वयं वादकार को सूचित किया जाएगा।

8.4 जहाँ तक, उच्च न्यायालय में फाइल किए जाने वाले इलेक्ट्रॉनिक अभिलेख के रूप में साक्ष्य, जिसमें ऑडियो तथा/अथवा वीडियो फाइलें शामिल हैं, हेतु परिशिष्ट-VII का पालन किया जाएगा। जब कभी यह सुविधा जिला न्यायालयों में उपलब्ध कराई जाएगी, प्रशासक द्वारा पालन की जाने वाली सम्बंधित प्रक्रिया अधिसूचित की जाएगी।

8.5 पक्षकारों के ज्ञापन एवं अधिवक्ता की टिप्पणी की ई-फाइलिंग के समय स्पेशल कैरेक्टर स्वीकार्य नहीं हैं।

8.6 डॉक्यूमेंट बाइनरी फाइल नेम मानक

फाइल नेम में निम्नलिखित स्पेशल कैरेक्टर स्वीकार्य नहीं हैं :

कोटेशन चिन्ह (“)

संख्या संकेत / पाउण्ड (#)

प्रतिशत (%)

ऐंपरसैंड (&)

तारांकन (\*)

कोलन (:)

एंगल ब्रैकेट (लेस दैन, ग्रेटर दैन) (<>)

प्रश्न चिन्ह (?) (\*दिल्ली उच्च न्यायालय में स्वीकार्य )

बैकस्लैश (\)

फॉरवर्ड स्लैश (/) (\*दिल्ली उच्च न्यायालय में स्वीकार्य )

ब्रेसिज़ (बाएँ तथा दाहिने) ({} )

पाइप (|)

टिल्ड (~)

पीरियड (.) कैरेक्टर जो बार-बार फाइल नेम के बीच में या शुरू में या फाइल नेम के अंत में प्रयोग किया जा रहा हो।

स्पेस सहित फाइल का नाम 45 कैरेक्टर से अधिक बड़ा नहीं होना चाहिए। प्रत्येक स्पेस को भी एक कैरेक्टर के रूप में अवश्य गिनना चाहिए।

8.7 ऑनलाइन ई-फाइलिंग को वाटरमार्क या गूढलेखित (एन्क्रिप्ट) नहीं किया जाएगा। ई-फाइल किए गए दस्तावेज़ात में कोई वायरस, मालवेयर, स्पैम-वेयर, ट्रोजन हॉर्स या इसके जैसा कुछ नहीं होना चाहिए। ई-फाइल किए गए सभी दस्तावेज़ात पठनीय तथा चिह्नों, ट्रैक परिवर्तनों या टिप्पणियों से मुक्त होंगे।

## 9. न्यायालय शुल्क/अन्य शुल्कों का भुगतान

न्यायालय शुल्क तथा अन्य शुल्कों का भुगतान या तो अधिकृत एजेंसी द्वारा प्रदान की गई ऑनलाइन सुविधा द्वारा अथवा उच्च न्यायालय व जिला न्यायालयों में इस प्रयोजन हेतु प्रदान किए गए अधिकृत काउंटरों से अथवा किसी अधिकृत न्यायालय शुल्क विक्रेता से इलैक्ट्रॉनिक रूप से खरीद कर किया जा सकता है। न्यायालय शुल्क तथा अन्य शुल्कों का भुगतान करने पर प्राप्त ट्रांज़ेक्शन आई.डी. को ऑनलाइन ई-फाइलिंग के समय उपयुक्त स्थान में भरना आवश्यक है।

## 10. मूल दस्तावेज़ों को रखना

10.1 दस्तावेज़ात की मूल प्रतियाँ जो कि अधिवक्ता अथवा स्वयं वादकार द्वारा ई-फाइलिंग के समय स्कैन तथा डिजिटल रूप से हस्ताक्षरित की गई हैं, को प्रस्तुतीकरण अथवा निरीक्षण हेतु, जैसा भी न्यायपीठ द्वारा निर्देशित हो, सुरक्षित रखा जाएगा।

10.2 हस्ताक्षरित वकालतनामा, हस्ताक्षरित तथा नोटरीकृत/अनुप्रमाणित शपथपत्र तथा अन्य कोई दस्तावेज़ जिसकी सत्यता पर श्रद्धा किया जाना संभावित है, को कार्यवाही के अंतिम निपटान के कम से कम दो वर्षों बाद तक संरक्षित रखा जाएगा। अंतिम निपटान में उच्च अपीलिय न्यायालय द्वारा कार्यवाही का निपटान शामिल होगा।

10.3 उपरोक्त के बावजूद, निम्नलिखित दस्तावेज़ात को स्थायी रूप से संरक्षित किया जाएगा:-

क) परक्राम्य लिखत अधिनियम, 1881 (1881 का 26) की धारा 13 में परिभाषित (चैक के अलावा) कोई परक्राम्य लिखत।

ख) मुख्तारनामा अधिनियम, 1882 (1882 का 7) की धारा 1क में परिभाषित कोई मुख्तारनामा।

ग) भारतीय न्यास अधिनियम, 1882 (1882 का 2) की धारा 3 में परिभाषित कोई न्यास।

घ) किसी भी नाम से ज्ञात किसी अन्य वसीयतनामा को शामिल करते हुए भारतीय उत्तराधिकार अधिनियम, 1925 (1925 का 39) की धारा 2 के खंड(ज) में परिभाषित कोई वसीयतनामा।

च) अचल संपत्ति के विक्रय या हस्तांतरण या ऐसी संपत्ति में कोई हित हेतु कोई संविदा।

छ) कोई अन्य दस्तावेज़ जो कि न्यायपीठ द्वारा निर्देशित किया गया हो।

10.4 मूल दस्तावेज़ों को प्रस्तुत करने तथा उनकी सत्यता को सिद्ध करने की जिम्मेदारी उस पक्ष की होगी जिसने दस्तावेज़ की स्कैन प्रतियाँ इलैक्ट्रॉनिक माध्यम से दायर की हैं।

## 11. कार्यवाही के इलैक्ट्रॉनिक डाटा तक पहुँच

कार्यवाही के किसी भी पक्षकारों द्वारा ई-फाइल किए डाटा के संबंध में अधिकृत व्यक्ति(यों) को निशुल्क पहुँच उपलब्ध होगी, जैसा कि विचाराधीन कार्यवाहियों में वर्तमान में उपलब्ध कराया जा रहा है। यह सुविधा प्रमाणित प्रतियों को प्राप्त करने के लिए मौजूद प्रक्रिया के अतिरिक्त होगी।



## 12. ई-फाइलिंग से छूट

सम्पूर्ण अभिवचन अथवा अभिवचनों का कुछ भाग और/अथवा दस्तावेज़ात के सम्बन्ध में ऑनलाइन ई-फाइलिंग तथा निर्दिष्ट काउंटरों के द्वारा ई-फाइलिंग से छूट की अनुमति न्यायपीठ द्वारा उस आशय हेतु प्रार्थना पत्र देने पर अथवा मुख्य न्यायाधीश द्वारा प्रशासनिक साइड पर उचित आदेश जारी कर यद्यपि निम्न परिस्थितियों में दी जा सकती है :

- i) जहाँ ऑनलाइन ई-फाइलिंग आवेदन पत्र में उल्लिखित कारणों से संभव न हो; अथवा
- ii) जहाँ गोपनीयता और निजता की सुरक्षा के विषय में चिंताएँ हों; अथवा
- iii) जहाँ दस्तावेज़ अपने माप, आकार या हालत के कारण स्कैन या इलैक्ट्रॉनिक माध्यम से फाइल न किया जा सके; अथवा
- iv) जहाँ ऑनलाइन ई-फाइलिंग पोर्टल किसी कारणवश पहुँच से दूर हो या उपलब्ध न हो; तथा/अथवा
- v) कोई न्यायसंगत व पर्याप्त कारण।

## 13. इलैक्ट्रॉनिक दस्तावेज़ात की तामील

निर्धारित विधि से तामील के अतिरिक्त, इलैक्ट्रॉनिक माध्यम से दायर किए गए नोटिस, दस्तावेज़ात, अभिवचनों को रजिस्ट्री के अधिकारियों के अधिकृत ई-मेल आई.डी. के माध्यम से अधिवक्ताओं या पक्षकारों के ई-मेल पते, यदि उपलब्ध हों, पर भी तामील किया जाएगा। प्राप्तकर्ताओं को ई-मेल का स्रोत जाँचने के लिए रजिस्ट्री के अधिकारियों की ई-मेल आई.डी. न्यायालय की वेबसाइट पर प्रकाशित की जाएंगी।

## 14. समय की गणना

14.1 जहाँ कहीं भी परिसीमा/समय सीमाएँ लागू होती हैं, यह सुनिश्चित करना संबंधित पक्षकार की जिम्मेदारी होगी कि फाइलिंग निर्दिष्ट तिथि व समय से पहले कर दी गई है। ई-फाइलिंग की तिथि वह तिथि मानी जाएगी जब कार्यवाही को इलैक्ट्रॉनिक माध्यम से रजिस्ट्री में किसी भी कार्य दिवस पर निर्धारित समय के अंदर प्राप्त किया जाए। ई-फाइलिंग करने के समय की गणना हेतु भारतीय मानक समय (आई.एस.टी.) लागू होगा।

14.2 अधिकृत काउंटर के माध्यम से ई-फाइलिंग करने की अनुमति न्यायालय के किसी भी कार्यदिवस पर 1600 बजे तक है। किसी भी दिन 1600 बजे के बाद की गई ऑनलाइन ई-फाइलिंग को वास्तव में दाखिल करने की तिथि से अगली तिथि में किया गया माना जाएगा, बशर्ते कि यह न्यायालय का कार्य दिवस हो। ऐसे किसी दिन जब राजपत्रित अवकाश घोषित हो या जिस दिन न्यायालय बंद हो उस दिन दाखिल कार्यवाही को अगले कार्य दिवस पर दाखिल किया गया माना जाएगा। उपरोक्त यथा उपबंधित के सिवाय, परिसीमा की गणना हेतु ऑनलाइन ई-फाइलिंग पर वही विधिक व्यवस्था लागू होगी जो वास्तविक फाइलिंग पर लागू होती है।

14.3 वेब पोर्टल के माध्यम से ऑनलाइन ई-फाइलिंग की सुविधा सर्वर डाउन होने, तंत्र के रखरखाव या ऐसे अन्य संकटों को छोड़कर प्रत्येक दिन 24 घंटे उपलब्ध रहेगी। जहाँ ऊपर उल्लिखित किन्हीं भी कारणों से ऑनलाइन ई-फाइलिंग संभव नहीं है, पक्षकार न्यायालय के कार्य दिवसों पर 10 बजे पूर्वाह्न से 4 बजे अपराह्न के बीच ई-फाइलिंग हेतु निर्दिष्ट काउंटर पर जा सकते हैं या वास्तविक फाइलिंग का आश्रय ले सकते हैं। वेब-आधारित ऑनलाइन ई-फाइलिंग सुविधा की विफलता के आधार पर परिसीमा में कोई भी छूट मंज़ूर नहीं की जाएगी।

14.4 ऑनलाइन ई-फाइलिंग पर लागू परिसीमा हेतु प्रावधान वास्तविक फाइलिंग पर लागू होने वाले प्रावधानों के समान ही होंगे। ऐसी कार्यवाहियों हेतु परिसीमा की अवधि उस तिथि से प्रारम्भ होगी जब इन नियमों में निर्धारित प्रक्रिया के अनुसार ई-फाइलिंग की गई हो।

## 15. कैवियट फाइल करने की प्रक्रिया

सभी कैवियट ऑनलाइन फाइल किए जा सकते हैं। जहाँ तक उच्च न्यायालय का संबंध है, परिशिष्ट-VIII में प्रक्रिया बताई गई है। जिला न्यायालय के संबंध में, जब कभी आवेदन पत्र उपलब्ध कराया जाता है तो पालन की जाने वाली प्रासंगिक प्रक्रिया को प्रशासक द्वारा अधिसूचित किया जाएगा।

## 16. इलैक्ट्रॉनिक माध्यम से दायर अभिवचनों तथा दस्तावेज़ात की हार्ड कॉपी

न्यायालय में अथवा अन्यथा प्रयोगार्थ हेतु अधिवक्ताओं के साथ-साथ पक्षकार भी इलैक्ट्रॉनिक माध्यम से दायर किए गए सभी अभिवचनों व दस्तावेज़ात की हार्ड प्रतियाँ प्रिंट कर सकते हैं। आधिकारिक उपयोग हेतु जहाँ कहीं भी आवश्यक हो रजिस्ट्री हार्ड कॉपी तैयार करेगी।

### 17. ई-फाइल किए दस्तावेज़ व अभिवचनों का संग्रहण व पुनः प्राप्ति

ई-फाइलिंग को उच्च न्यायालय/ई-समिति के नियंत्रण व निर्देशों के अंतर्गत बने एक विशिष्ट सर्वर पर संगृहीत रखा जाएगा। आसान पहचान व पुनः प्राप्ति हेतु ऐसी प्रत्येक फाइलिंग को पृथक रूप से चिह्नित व कूटकृत किया जाएगा। ऐसी फाइलिंग की सुरक्षा को सुनिश्चित किया जाएगा। ई-फाइलिंग तक पहुँच ऊपर उल्लिखित शैली व जैसा भी समय-समय पर अधिसूचित हो, के अनुसार सीमित होगी। विपदा, प्राकृतिक आपदा या खराबी की स्थिति में कार्यों को जारी रखने हेतु, न्यायालय में स्थित सर्वर पर उपलब्ध ई-फाइलिंग की एक प्रतिबिंबित छवि (मिरर इमेज़) को उच्च न्यायालय/ई-समिति द्वारा समय-समय पर विनिश्चित किए भिन्न भौगोलिक स्थानों पर रखा जा सकता है।

विचारण के दौरान इलैक्ट्रॉनिक अभिलेखों को प्रदर्श के रूप में चिह्नित करने हेतु उच्च न्यायालय में संस्थित कार्यवाहियों के संबंध में परिशिष्ट IX में उल्लिखित प्रोटोकॉल का पालन किया जाएगा। जिला न्यायालय के संबंध में, जब कभी आवेदन पत्र उपलब्ध कराया जाता है, पालन की जाने वाली प्रासंगिक प्रक्रिया को प्रशासक द्वारा अधिसूचित किया जाएगा। हालांकि, इलैक्ट्रॉनिक अभिलेख को मात्र एक विशिष्ट अंक प्रदान किया जाना उस इलैक्ट्रॉनिक अभिलेख के प्रमाणीकरण या साक्ष्य के समान नहीं होगा। इन नियमों में किसी भी बात को विधि में अपेक्षित इलैक्ट्रॉनिक अभिलेख के प्रमाण हेतु छूट प्रदान करने के रूप में नहीं समझा जाएगा।

### 18. अवशिष्ट प्रावधान

18.1 किसी अधिवक्ता/स्वयं वादकार द्वारा की गई ई-फाइलिंग को खारिज कर दिया जाएगा यदि वे इन नियमों अथवा व्यवहार-निर्देशों द्वारा अधिदेशित प्रोटोकॉल का पालन नहीं करते हैं।

18.2 जारी किए जाने वाले ऐसे निर्देशों के अधीन, विरोधी पक्षकार अभिवचनों व दस्तावेज़ात को ई-मेल के माध्यम से प्राप्त करने हेतु बाध्य नहीं होगा। ऐसी संभावना में, विरोधी पक्षकार को अभिवचनों व दस्तावेज़ात की हार्ड कॉपियाँ उपलब्ध करानी होगी। ऐसी परिस्थितियों में, वादी/याचिकाकर्ता को प्रत्येक प्रतिवादी/प्रत्यर्थी के पृष्ठों, जिनकी फोटोकॉपी किए जाने की आवश्यकता है, की संख्या के आधार पर गणना किए गए शुल्क को जमा करने हेतु कहा जा सकता है। यह सुविधा प्रतिवादी(गण)/प्रत्यर्थी(गण) द्वारा दी गई लिखित प्रार्थना के आधार पर रजिस्ट्री द्वारा उपलब्ध कराई जाएगी।

18.3 रजिस्ट्री ई-मेल/एस.एम.एस./वेब हॉस्टिंग के माध्यम से दायर किए गए वाद से संबंधित आपत्तियाँ, यदि कोई हों, के बारे में संबंधित अधिवक्ता/स्वयं वादकार को सूचित करेगी। आपत्तियों के निराकरण के उपरांत वाद को सूचीबद्ध करने हेतु कार्यवाही की जाएगी तथा अधिवक्ता/स्वयं वादकार को ई-मेल/एस.एम.एस. सहित सूचित किया जाएगा।

### 19. सामान्य चेतावनी

ईमेल संचार का सुरक्षित माध्यम नहीं है। ईमेल के माध्यम से प्रेषित किया गया कोई भी संचार तृतीय पक्ष के द्वारा अंतरावरोधित हो सकता है अथवा पढ़ा जा सकता है। गोपनीय अथवा संवेदनशील दस्तावेज़/सामग्री को संप्रेषित करने का प्रयास कर रहे अधिवक्ता अथवा स्वयं वादकार आवश्यक सहायता/सलाह हेतु रजिस्ट्री से संपर्क करेंगे।

न्यायालय के आदेशानुसार से,  
मनोज जैन, महा निबंधक

### परिशिष्ट

परिशिष्ट-I	निर्दिष्ट काउंटरों की सूची (उच्च न्यायालय के लिए)
परिशिष्ट-I-क	निर्दिष्ट काउंटरों की सूची (ज़िला न्यायालयों के लिए)
परिशिष्ट-II	पंजीकरण की प्रक्रिया को दर्शाते हुए स्क्रीनशॉट (उच्च न्यायालय के लिए)
परिशिष्ट-II-क	पंजीकरण की प्रक्रिया को दर्शाते हुए स्क्रीनशॉट (ज़िला न्यायालयों के लिए)
परिशिष्ट-III	किसी दस्तावेज़ को ओ.सी.आर. सर्वेबल पी.डी.एफ. में परिवर्तित करने की प्रक्रिया को दर्शाते हुए स्क्रीनशॉट
परिशिष्ट-IV	एक अथवा एकाधिक डिजिटल हस्ताक्षरों को करने की प्रक्रिया को दर्शाते हुए स्क्रीनशॉट
परिशिष्ट-V	बुकमार्क करने की प्रक्रिया को दर्शाते हुए स्क्रीनशॉट

परिशिष्ट-VI	ऑनलाइन ई-फाइलिंग पोर्टल पर पहुँचने एवं मुख्य वाद में लिखित कथन, जवाब, जवाबुलजवाब, प्रत्युत्तर, शपथ-पत्र तथा शपथ-पत्र के द्वारा साक्ष्य को शामिल करते हुए फाइलिंग करने हेतु प्रक्रिया के स्क्रीनशॉट (उच्च न्यायालय के लिए)
परिशिष्ट-VI-क	ऑनलाइन ई-फाइलिंग पोर्टल पर पहुँचने एवं मुख्य वाद में लिखित कथन, जवाब, जवाबुलजवाब, प्रत्युत्तर, शपथ-पत्र तथा शपथ-पत्र के द्वारा साक्ष्य को शामिल करते हुए फाइलिंग करने हेतु प्रक्रिया के स्क्रीनशॉट (ज़िला न्यायालयों के लिए)
परिशिष्ट-VII	सभी साक्ष्यों को इलेक्ट्रॉनिक अभिलेख, जैसे कि ऑडियो और/या वीडियो फाइलें इत्यादि, के रूप में दायर करने की प्रक्रिया
परिशिष्ट-VIII	स्क्रीनशॉट सहित कैवियट को ऑनलाइन फाइल करने की प्रक्रिया
परिशिष्ट-IX	विचारण के दौरान इलेक्ट्रॉनिक अभिलेखों को प्रदर्शों के रूप में चिह्नित करने का प्रोटोकॉल

## ANNEXURE - I

## LIST OF DESIGNATED COUNTERS

- ✓ eFiling Center 1, Chamber No. 4, LCB-1 Delhi High Court
- ✓ eFiling Center 2, Filing Counter Original Side, LCB-1 Delhi High Court
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Karkardooma Courts, Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre 2, Ground floor, Dwarka Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Near Gate No. 2, Patiala House Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Rouse Avenue District Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Center Ground floor, Near Sub Post Office, Rohini Courts Complex, Rohini Delhi
- ✓ eFiling Ext. Counter, Filing Counter, Tis Hazari Delhi
- ✓ eFiling Ext. Counter, Lawyer's Chamber Block, Ground floor, Saket Court Complex, New Delhi

## ANNEXURE – IA

**Information regarding e-filing counters functioning in Delhi District Courts**

<b>Sl. No.</b>	<b>Name of Court Complex</b>	<b>No. of e-filing counter</b>	<b>Location of e-filing counter</b>	
1.	Patiala House Court	3	1)	Facilitation Centre (Admin Block)
			2)	Bail Section Counter (Admin Block)
			3)	Facilitation Centre (Family Court Building)
2.	Rohini Court	2	Ground Floor, Near Post Office	
3.	Saket Court	1	Lawyers Block	
4.	Rouse Avenue Court	2	Facilitation Centre/Filing Section	
5.	Dwarka Court	1	Facilitation Centre-2	
6.	Karkardooma Court	4	1)	Facilitation Centre, Ground Floor
			2)	Porta Cabin near Police Chowki outside the Court building
			3)	Porta Cabin near Police Chowki outside the Court building
			4)	Porta Cabin near Police Chowki outside the Court building
7.	Tis Hazari Court	2	Facilitation Centre/Filing Section	

## APPENDIX-II

# Procedure for REGISTRATION

## USER REGISTRATION AS: ADVOCATE

At the time of registration a valid Email Id & Mobile number to be provided so that electronic notification confirming the status of online filing can be sent.

### TO REGISTER:

1. Click “Register as Advocate/ Party In-Person”
2. You will be directed to the Registration Page where you can Register as an Advocate or a Party In-Person

## USER REGISTRATION AS ADVOCATE: THE REGISTRATION FORM

The registration form requests information about you.

- 1.) Select option **Advocate**
- 2.) Enter your **Bar Council Enrolment Number and Date of Enrolment**
- 3.) Enter Your **Personal Information**.
- 4) Upload self attested copy of **Bar Council ID/ Bar Council Certificate**
- 5) Enter **Vaild Captcha**
- 6) Click **Register** Button to register your profile

## USER REGISTRATION AS ADVOCATE

1. After filling of the details, click on the “Register” button.
2. A pop is generated to confirm about the information filled by you.
3. If all the information is correct click on “OK” button else on “Cancel” button to correct the details.

HIGH COURT OF DELHI  
e-Filing Management System

e-FILING :: REGISTRATION FORM

You want to register as :  Advocate  In-Person

\*Bar Council Enrolment-No.   /  Date of Enrolment

Name \*First  Mid  Last

\*Sex  Male  Female

\*e-Mail


Phone No.Off.

\*Correspondence Address

Is Permanent and Correspondence are same ?  YES  NO

\*Permanent Address


\*Upload BarCouncil ID or Certificate  Browse... (Please upload .pdf format only. MAX size allowed 2 MB)

Enter the Validation code :   

(NOTE: \* fields are mandatory)  
If you want to do filing as Party-In-Person in any case, you must give an undertaking that you have not engaged any advocate in the matter and in case of future engagement will be inform.

## USER REGISTRATION AS ADVOCATE: LOGIN INFORMATION

The login ID will be allotted on the next working day, only if, the application is found complete in all respects.

 A mail has been sent at e-mail : xxxxxxx@xx.com.  
Your Login ID & Password will be communicated after approval

[Please Click here to Login In](#)

# USER REGISTRATION AS PARTY-IN PERSON

## TO REGISTER:

- 1. Click **“Register as Advocate/ Party In-Person”** link
- 2. You will be directed to the Registration Page where you can Register as a Party In-Person


# USER REGISTRATION AS PARTY-IN PERSON: THE REGISTRATION FORM

## FILLING OUT THE REGISTRATION:

- 1) Select **In-Person** radio button.
- 2.) Enter Your Personal Information
- 3.) Upload self attested copy of any Govt ID card
- 4.) Click **“Register”** Button to register your profile

## USER REGISTRATION AS PARTY-IN PERSON LOGIN INFORMATION

The login ID will be allotted on the next working day, only if, the application is found complete in all respects.

 A mail has been sent at e-mail : xxxxxxxx@xx.com.  
Your Login ID & Password will be communicated after approval

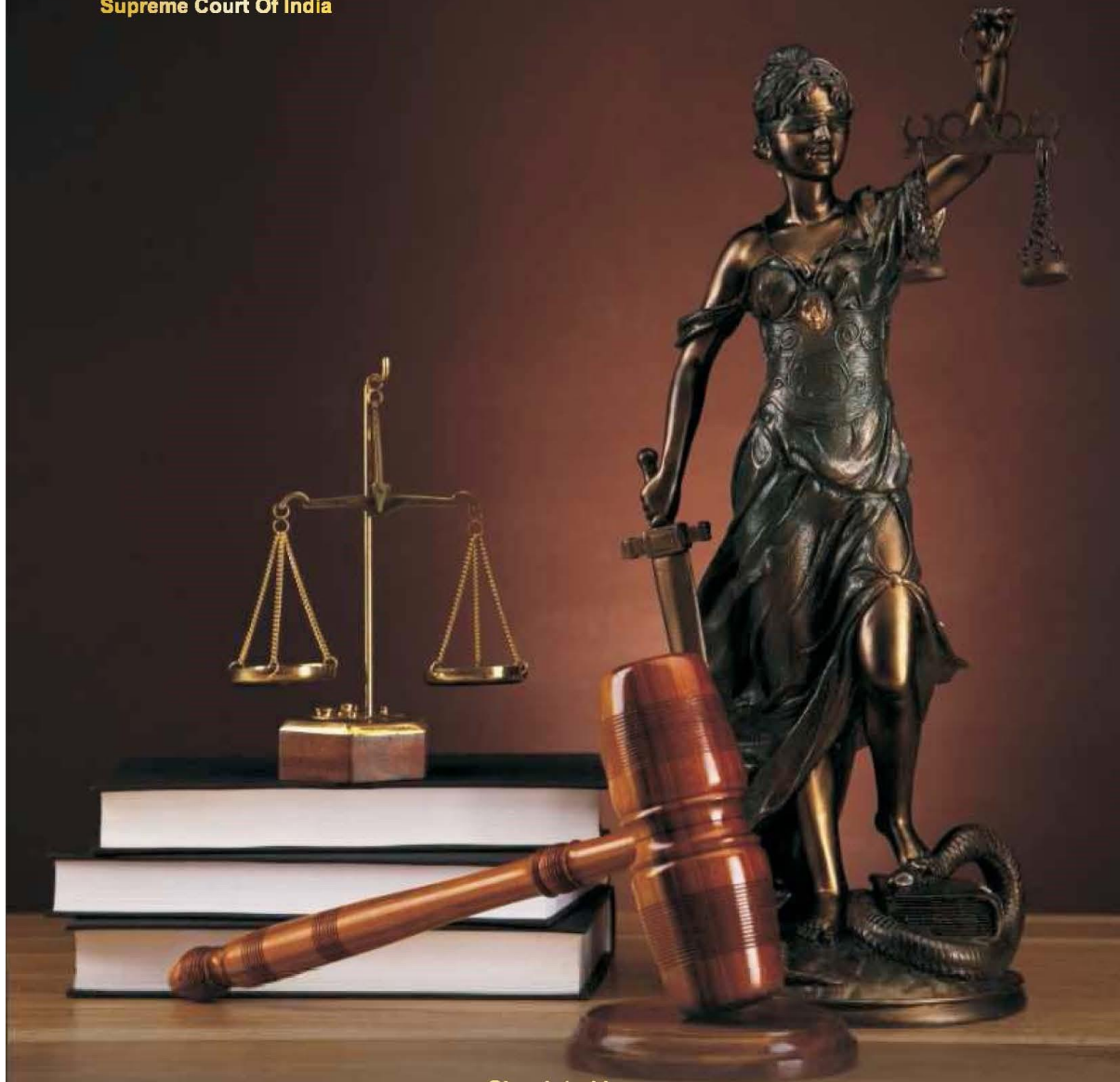
[Please Click here to Login In](#)





**eCommittee  
Supreme Court Of India**

**Register for eFiling  
for High courts / District courts in India  
and Become a Digital Era Advocate**



**Circulated by  
eCommittee  
SUPREME COURT OF INDIA**



## Register for efilng for High courts / District courts in India and Become a Digital Era Advocate



### Register for efilng

- 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 efilng -the digital online filing process

- 10 step Registration procedure for Advocate at efilng portal [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)
- Visit efilng portal [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in) and become registered user by following the 10 steps hereunder

### Getting started

"Before starting registration keep the following details ready"

- Details of your mobile number, email ID registered with court database
- Details of your bar enrollment number
- Digital photo in Jpeg/Jpg format size between 5 KB and 5 MB
- Identity proof (Any one Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate in Jpeg / Jpg format size between 5 KB and 5 MB)
- Smart Phone / Laptop with internet connection

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

### Lets start Registration

#### STEP : 1

Visit [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)



eCommittee  
Supreme Court Of India

NIDG Supreme Court High Court District Court



## HIGH COURTS & DISTRICT COURTS E-FILING REGISTRATION

### STEP : 2

#### select your <state>

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

Please select



### STEP 2



**LOGIN**

**USER-ID**  
User-Id

**PASSWORD**  
Password

**CAPTCHA**  
  Captcha

**LOGIN**

your password ?  
your password ?

**STEP 3** → New User ? Register How Do I ?

### STEP : 3

### REGISTRATION

### STEP 4

- ADVOCATE
- PARTY IN PERSON

### STEP : 4

Click "Register" in the login page

**REGISTRATION**

•  ADVOCATE •  PARTY IN PERSON

**MOBILE** **STEP 5** ←

Mobile Number  ?

**EMAIL**

Email id  ?

**BAR REGISTRATION NO**

Bar Registration Number  ?

**CHOOSE USER ID**

Enter User Id For Login  ?

•  HIGH COURT •  COURT ESTABLISHMENT

**HIGH COURT**

Select High Court  ▼

**CAPTCHA**

Captcha

**GET OTP**

### STEP : 5

#### Fill up the following details

- Mobile Number \*
- Email ID \*
- (\* The mobile number and the email ID that is registered with the court here 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"

Select the radio button "Advocate" in the registration form

### 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 entrybar and click verify OTP  
(or)  
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.

**VALIDATE OTP** **STEP 7**

MOBILE OTP  
Enter Mobile Number ?

EMAIL OTP  
Enter Email Id Number ?

VALIDATE OTP

**STEP 8 REGISTER**

PASSWORD Choose Password ? CONFIRM PASSWORD Confirm Password ?

FIRST NAME Enter First Name ? LAST NAME Enter Last Name ?

OTHER CONTACT NO Enter Other Contact Number ? GENDER State ?

DATE OF BIRTH Enter Date Of Birth ? ADDRESS LINE 1 Address Line 1 ?

ADDRESS LINE 2 Address Line 2 ? CITY Enter City ?

STATE Select State ? PINCODE Enter PinCode ?

Photo Image Size Should Be Between 30k and 30k in Jpg Format. ID Image Size Should Be Between 30k and 30k in Jpg Format.

Choose File No File Chosen Choose File No File Chosen

CAPTCHA Select Id Proof Type ?

GET OTP

**STEP : 8**

**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

**Fill other Details**

- Password  
(Password must contain minimum 8 digit and must include 1 uppercase character, 1 lower case character, 1 number, 1 special character)
- Confirm Password
- First Name Last Name
- Other contact number Gender
- Date of Birth (DD/MM/YY)
- Address Line 1 Address Line 2
- City State
- Pincode

PHOTO \*(IMAGE SIZE SHOULD BE BETWEEN) 5 KB AND 5 MB, IN JPEG FORMAT

ID \*(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG FORMAT)

Browse... Browse...

CAPTCHA ID TYPE\*

260452 CAPTCHA Select Id Proof Type ?

**STEP 9**

CAPTCHA ID TYPE **STEP 10**

Capcha Select Id Proof Type ?

REGISTER

- 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 you cases from the comfort of your office

Registered successfully



Circulated by  
ecommittee  
Supreme Court of India



## APPENDIX-III

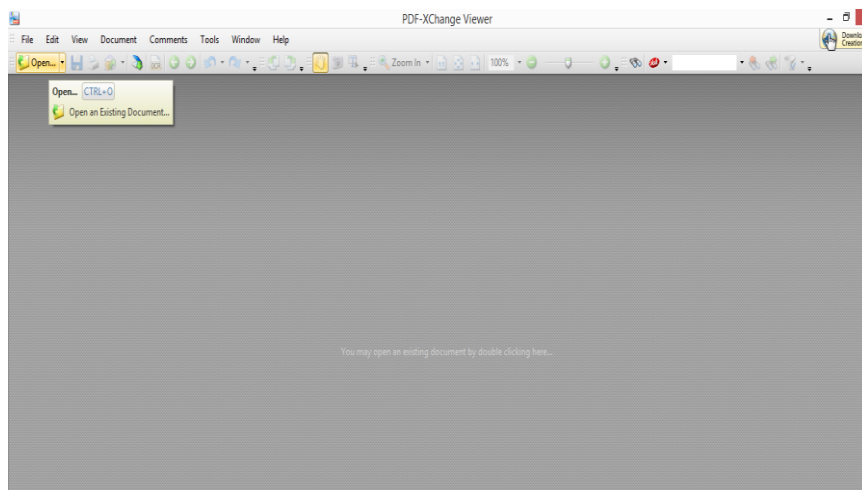
# Procedure for converting a document into an OCR searchable PDF.

**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, Abbyy FineReader etc.**

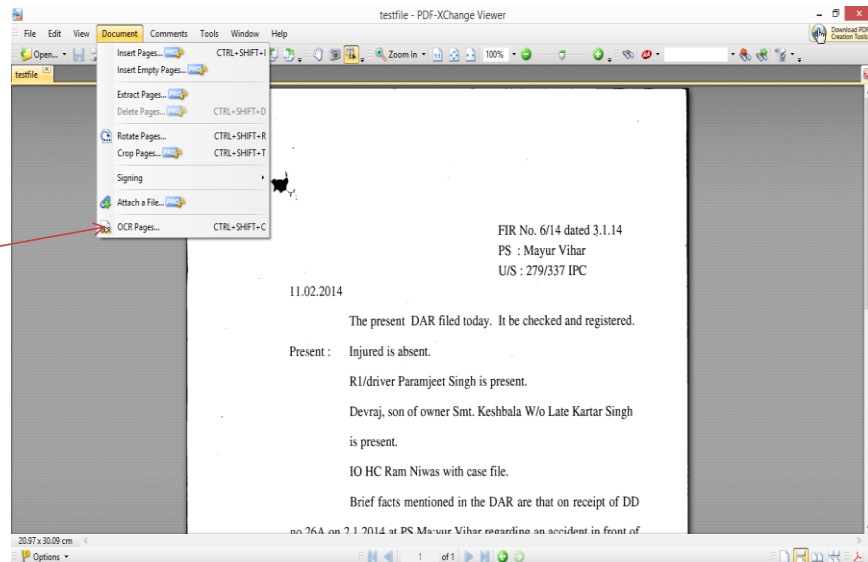
**Open the PDF file containing a scanned image you wish to Convert in OCR Format**

**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".



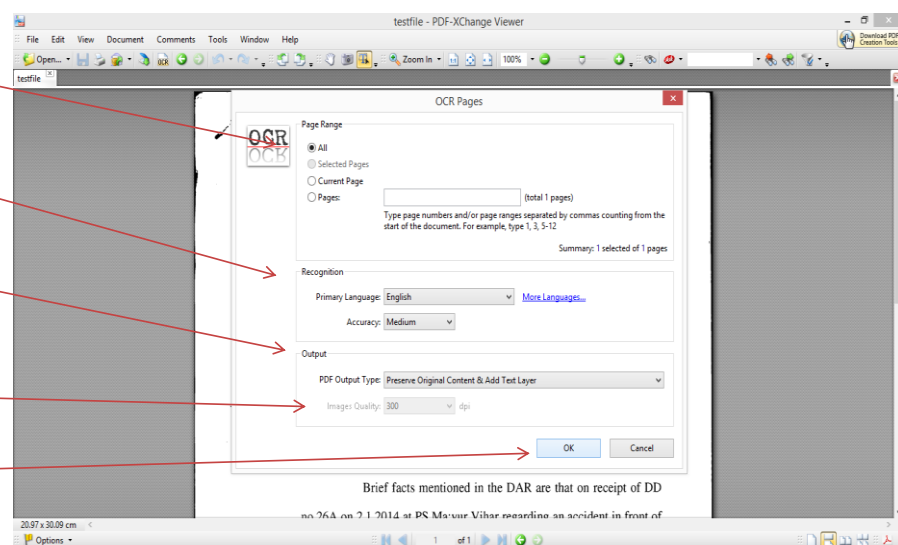
Select "Page Range"

Select "Recognition"

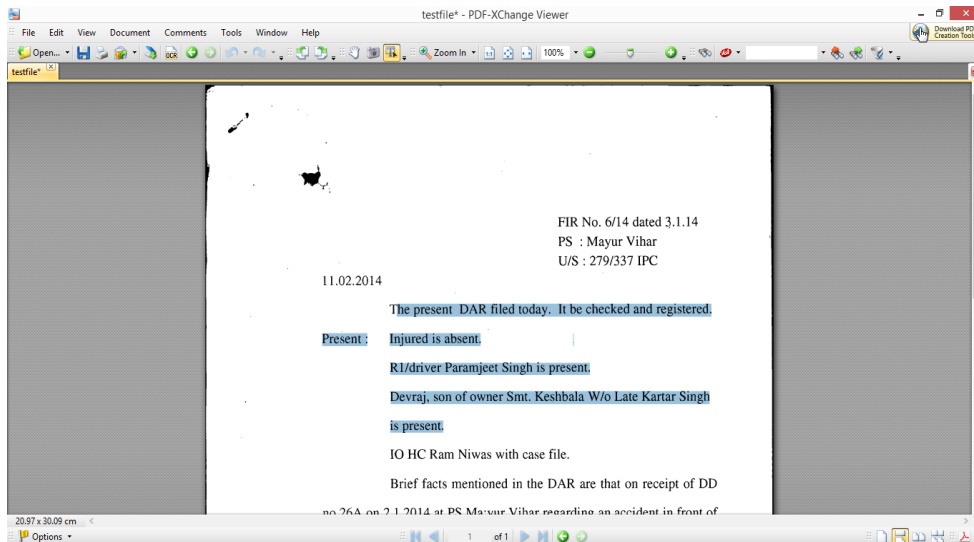
Select "Output"

Image Quality at least 300 dpi

Click "OK"



Document in  
OCR Format



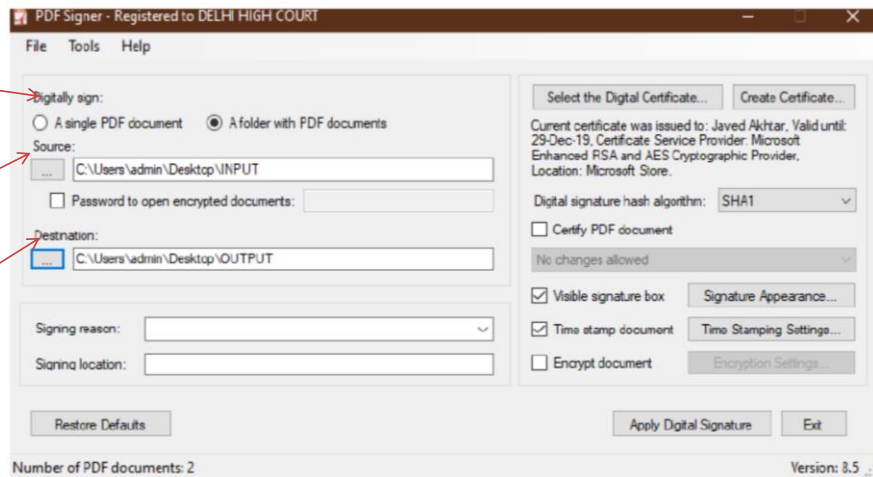
### APPENDIX - IV

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

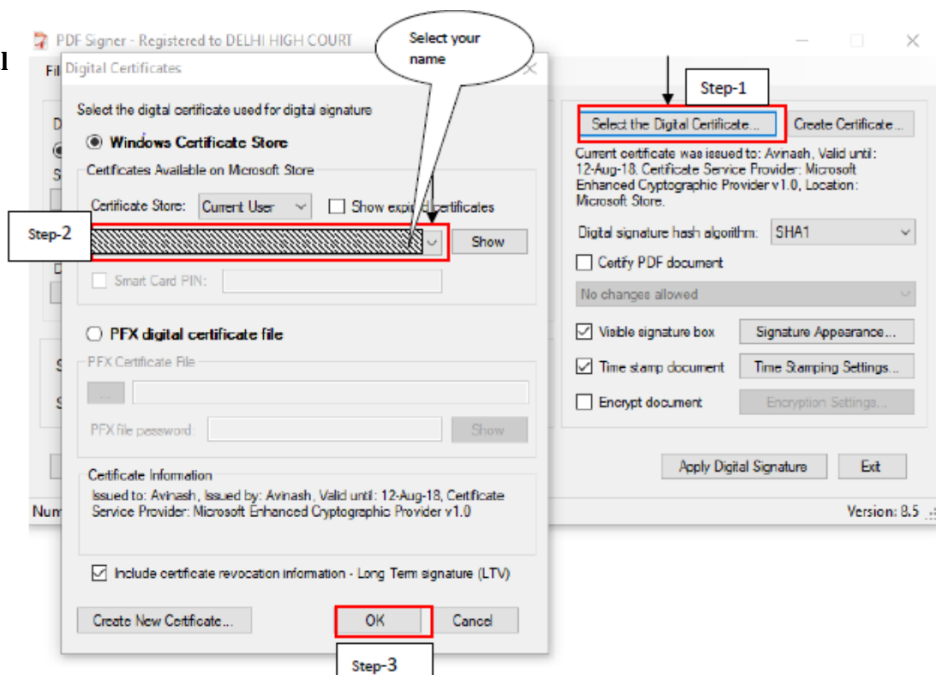


# Procedure for Digital Signature

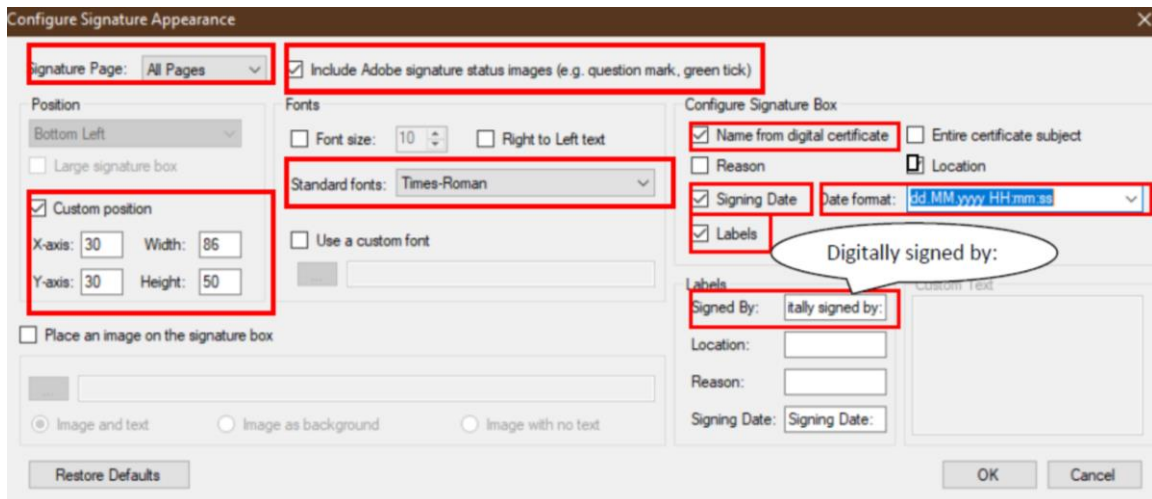
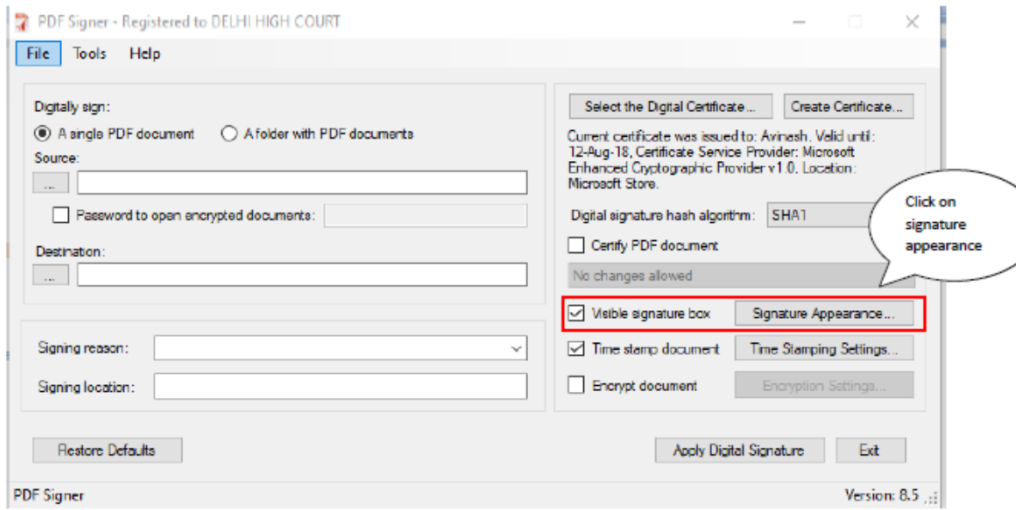
1. Using PDF Signer.
2. Select “A single PDF document” or “A Folder with PDF documents”.
3. Select Source
4. Select Destination

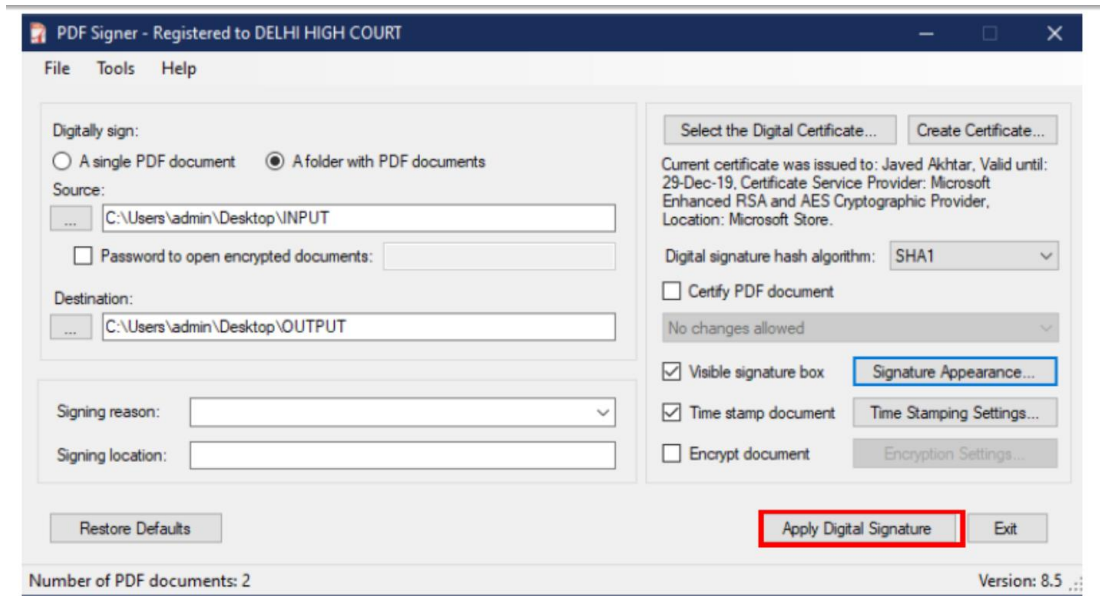


1. Select Digital Certificate
2. Select your Name.
3. Click OK









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  
 ..... Appellant  
 Through  
 versus  
 Y  
 ..... Respondent  
 Through  
 CORAM:  
 H.M.J.  
 % ORDER  
 01.10.2019  
 H.M.J.  
 OCTOBER 01, 2019

Signature valid  
 Digitally signed by Javed Akhtar  
 DN: cn=Javed Akhtar, o=ABC XYZ, ou=ABC XYZ, email=j.abc@xyz.com, c=IN  
 01.10.2019 10:14:32  
 ABC XYZ/2020

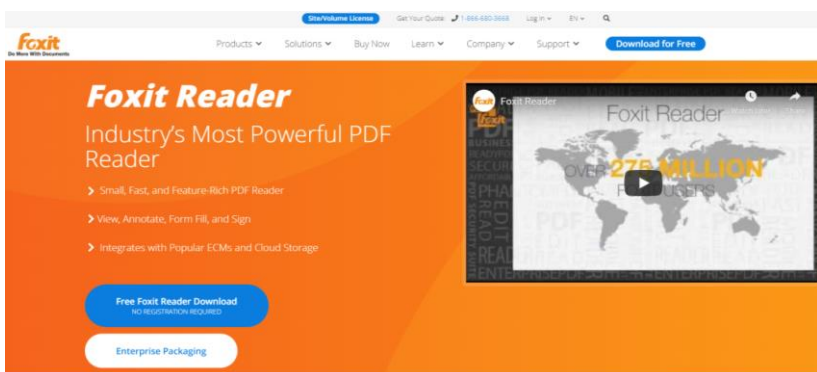
### APPENDIX - V

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

Foxit Reader(Using for Bookmark)

Download the software from website

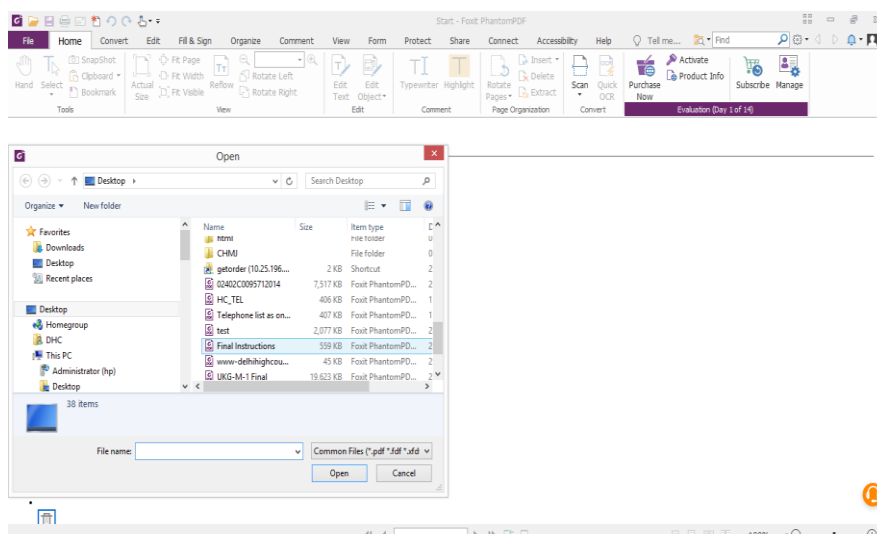
<https://www.foxitsoftware.com/pdf-reader>. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



### Open the PDF file to Bookmark

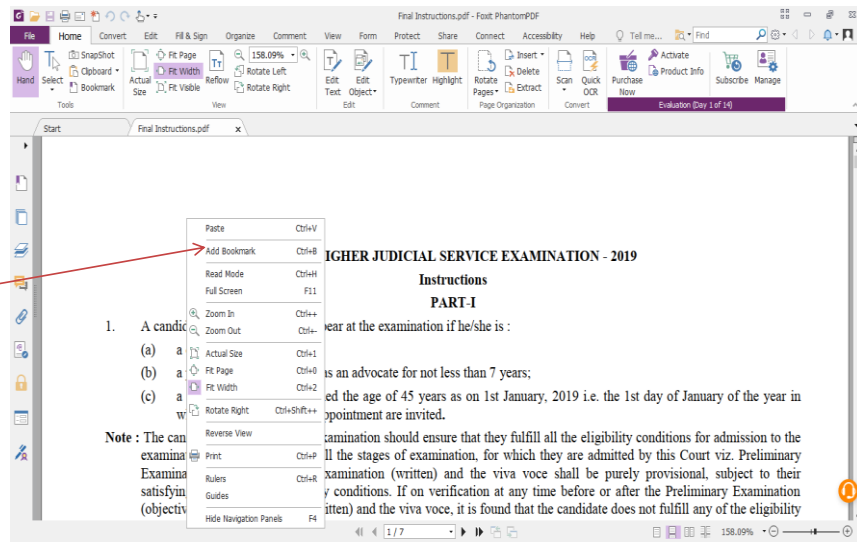
### Using Foxit Reader – free trial

Select & open the PDF document to make bookmark



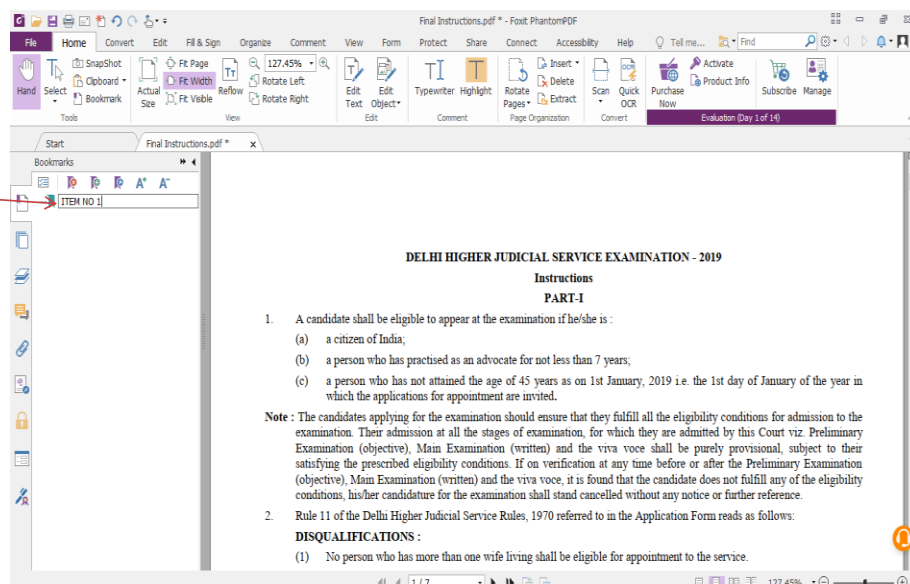
**Using Foxit Reader – free trial**

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.

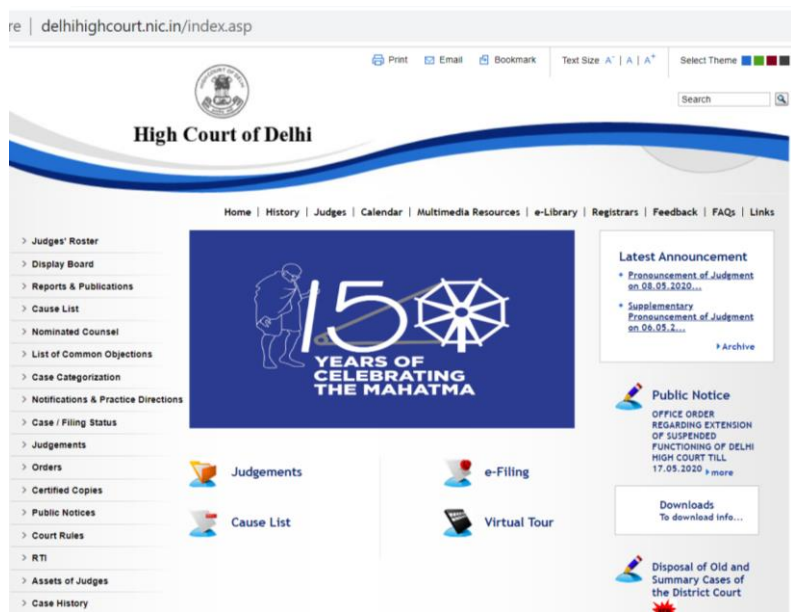


APPENDIX-VI

# Procedure for accessing the online web portal and electronically filing documents

## DELHI HIGH COURT WEBSITE

- 1) Go to [www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in)
- 2) click on **e-filing** link



# LOGIN

**Only Registered Advocate/ Party In Person can file the cases**

**1. Please Enter Login Credentials & Click Submit**

HIGH COURT OF DELHI  
e-Filing Management System

### Log In

Login ID \* :

Password \* :

Enter the Validation code : 

[Submit](#)

Login ID and Password are case sensitive

Not Registered ? [Register as Advocate/Party In-Person.](#)

Forgot Password ? [Click here.](#)

Site best viewed in 1440 x 900 on Microsoft Internet Explorer

# LOGIN

**First Time Login**

**When login first time in e-filing system user will be prompted to change the password**

HIGH COURT OF DELHI  
e-Filing Management System

### First Time Log In Please Change your password

Login ID \* : D12341998

Auto Generated Password \* : \*\*\*\*\*

New Password \* :

Confirm Password \* :

[Change Password](#)

Site best viewed in 1440 x 900 on Microsoft Internet Explorer

## Guidelines for usage of password

- Sharing Login IDs and password is prohibited. Access to the online application account is restricted to the individual/firm to whom that account is assigned.
- Do not share password with anyone.
- If you fail to Logout your account will be locked & activated after 30 minutes.
- As a user of the E-File Application, you can change your password anytime. However it will be mandatory for the new user to change the password at the time of first login.
- A valid E-Filing Application password must be at least eight characters in length and contain at least one special character one capital letter & one number.
- The password should not be the same as or a subset of your User ID. Other methods of protecting your password identity is to make sure that it is not easily discernible, such as a common name or location and should not be posted or stored in a location easily accessible by others.
- If you forget your password, you may reset your Password by using Forgot Password link.

## AFTER LOGIN

- 1) After login to e-filing system you will get the status of the cases filed under different categories MAIN, APPLICATION, DOCUMENT & DRAFT
- 2.) There are two main menu items
  - i) **e-Filing** :-Under this menu there are following sub-menu items
    - ✓ 1. Main Case
    - ✓ 2. Application
    - ✓ 3. Document
    - ✓ 4. Vakalatnama
    - ✓ 5. Caveat

HIGH COURT OF DELHI  
e-Filing Management System

Welcome DEEP CHANDR  
HARBOLA  
Logout At:29 May, 2020 3:17


**PROFILE**

- e-Filing
  - 1. Main Case
  - 2. Application
  - 3. Document
  - 4. Vakalatnama
  - 5. Caveat
- Inbox
  - 6. Main Case Inbox
  - 7. Application Inbox
  - 8. Document Inbox
  - 9. Caveat Inbox
  - 10. Previously Filed Cases
  - 11. Draft Inbox
  - 12. Caveat Matching
  - 13. Add Reference No for Me

CHANGE PASSWORD

**LOGOUT**

**e-Filing (fresh cases)**

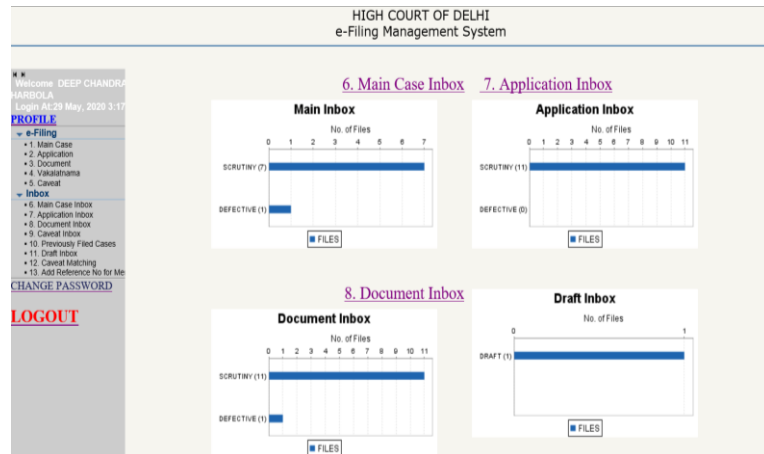


- [1. Main Case](#)
- [2. Application](#)
- [3. Document](#)
- [4. Vakalatnama](#)
- [5. Caveat](#)

## AFTER LOGIN

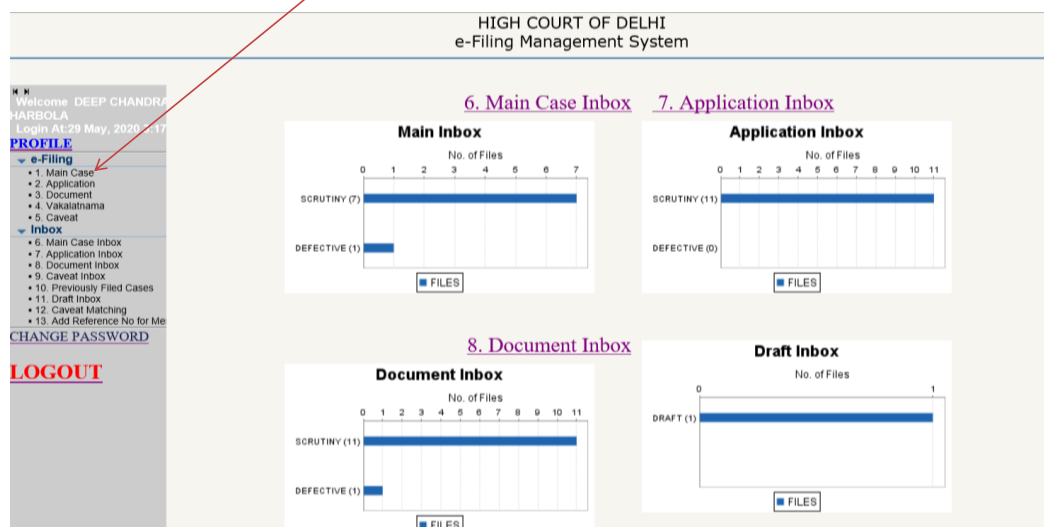
ii) Inbox :- Under this menu there are sub-menu items

- ✓ 6. Main Case Inbox
- ✓ 7. Application Inbox
- ✓ 8. Document Inbox
- ✓ 9. Caveat Inbox
- ✓ 10. Previously Filed Cases
- ✓ 11. Draft Inbox
- ✓ 12. Caveat Match
- ✓ 13. Add Reference No for mentioned cases



## MAIN CASE FILING

Click on the link **e-Filing** → **1. Main Case**





# MAIN CASE FILING

**Step 1** On completion of form of MEMO OF PARTIES, click on the button **Next**.

1. Enter Petitioner / Plaintiff details

2. To add another Petitioner/ Plaintiff details click on "ADD".

3. Enter Respondent details.

4. To add another respondent details, click on "ADD".

Plaintiff/Petitioner *	Father/Husband Name	Address*	e-Mail	
<input type="checkbox"/> PNB HOUSING FINANCE		DELHI	PNB@PNB.COM	23378654
<input type="button" value="Add"/>	<input type="button" value="Remove"/>			

Respondent *	Father/Husband Name	Address*	e-Mail	
<input type="checkbox"/> CHANGE BOARD OF INDIA		UTTAR PRADESH	EXCHANGE@XX.COM	23454323
<input type="checkbox"/> STATE OF NCT DELHI		DELHI	NCT@DEL.COM	32458808
<input type="button" value="Add"/>	<input type="button" value="Remove"/>			

# MAIN CASE FILING

**Step 2** Now the screen for filling other detail will appear with the Petitioner and respondent details as you had entered in the previous screen.

**\*Select Case Type (Mandatory)**

After filling above fields you may fill the following as per your requirement.

- Impugned Order
- Name of Organization
- Constitutional
- Criminal
- Land Acquisition
- Tax
- Motor Accident
- Acts

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.
Case Type*	Select
Year	2020
	<input checked="" type="radio"/> Urgent <input type="radio"/> Ordinary <input type="radio"/> Jail
Case Category 1.	Select
2.	Select
Is there any Similar Matter:	<input type="checkbox"/>
Statutes Involved	
Jurisdiction Value :	

Impugned Order | Name of Organization | Constitutional | Criminal | Land Acquisition | Tax | Motor Accident | Acts

You can choose any option to fill and can go to the next page anytime.

## MAIN CASE FILING

**Step 2. Impugned Order** → To use this option Click on *Impugned Order* Tap

HIGH COURT OF DELHI  
e-Filing Management System

**1** **2 of 3** **3**      **FILING DETAIL**      Previous **Next**

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
	Year	<input checked="" type="radio"/> Urgent <input type="radio"/> Ordinary <input type="radio"/> Jail	
Case Category 1.	4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : <input type="text"/>		
Impugned Order	Name of Organization	Constitutional	Criminal
		Land Acquisition	Tax
		Motor Accident	Acts
Court Name	Select		
Case Type	<input type="text"/>	Case No	<input type="text"/> OF <input type="text"/>
Decision Date	<input type="text"/>	Decision	Select

Previous    Next

•Select Court Name

•Enter Case Details

•Enter Decision Date &  
Select the decision

## MAIN CASE FILING

**Step 2. Name of Organization** → To use this option Click on *Name of Organization* Tap

HIGH COURT OF DELHI  
e-Filing Management System

**1** **2 of 3** **3**      **FILING DETAIL**      Previous **Next**

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
	Year	<input checked="" type="radio"/> Urgent <input type="radio"/> Ordinary <input type="radio"/> Jail	
Case Category 1.	4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : <input type="text"/>		
Impugned Order	Name of Organization	Constitutional	Criminal
		Land Acquisition	Tax
		Motor Accident	Acts
Organization/Department.	<input type="text"/>		

Previous    Next

•Enter Organization  
Name

# MAIN CASE FILING

Step 2. Constitutional → To use this option Click on *Constitutional* Tap

•Enter Details

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_  
Impugned Order | Name of Organization | Constitutional | Criminal | Land Acquisition | Tax | Motor Accident | Acts |  
Title Statute Rule \_\_\_\_\_  
Previous Next

# MAIN CASE FILING

Step 2. Criminal → To use this option Click on *Criminal* Tap

- Select Police Station
- Enter FIR No.
- Enter FIR Date
- Enter Sections of IPC

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_  
Impugned Order | Name of Organization | Constitutional | Criminal | Land Acquisition | Tax | Motor Accident | Acts |  
Police Station Select  
FIR No. \_\_\_\_\_ FIR Date \_\_\_\_\_  
Sections IPC \_\_\_\_\_  
Previous Next

## MAIN CASE FILING

**Step 2. Land Acquisition** → To use this option Click on *Land Acquisition* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 **FILING DETAIL** Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE

DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.

Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail

Case Category 1. 4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select

Is there any Similar Matter:

Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_

Impugned Order	Name of Organization	Constitutional	Criminal	Land Acquisition	Tax	Motor Accident	Acts
Village	_____			Notification Date Sec4	_____	<input type="checkbox"/>	
Sec6	_____			Sec17	_____	<input type="checkbox"/>	
No. of Award	_____			Date of Award	_____	<input type="checkbox"/>	

Previous Next

**• Enter Details** →

## MAIN CASE FILING

**Step 2. Tax** → To use this option Click on *Tax* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 **FILING DETAIL** Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE

DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.

Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail

Case Category 1. 4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select

Is there any Similar Matter:

Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_

Impugned Order	Name of Organization	Constitutional	Criminal	Land Acquisition	Tax	Motor Accident	Acts
Assessment Year	Select			- NIL			

Previous Next

**• Enter Assessment Year** →

# MAIN CASE FILING

Step 2. Motor Accident → To use this option Click on *Motor Accident* Tap

• Enter Name of Insurance Company

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020 URGENT Ordinary Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved Jurisdiction Value :  
Impugned Order Name of Organization Constitutional Criminal Land Acquisition Tax Motor Accident Acts  
Name of Insurance Company  
Previous Next

# MAIN CASE FILING

Step 2. Acts → To use this option Click on *Acts* Tap

• Select Act

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020 URGENT Ordinary Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved Jurisdiction Value :  
Impugned Order Name of Organization Constitutional Criminal Land Acquisition Tax Motor Accident Acts  
Act Type Name Remarks  
Select Act Select Select  
Add Row  
Act Type Name Remarks  
Remove  
Previous Next

## MAIN CASE FILING

### Step 3.

- Enter 17 digits eCourt fee number & Click ADD

HIGH COURT OF DELHI  
e-Filing Management System

1 2 **3 of 3** **FILE UPLOAD** Previous

Enter e-Court Fee Receipt No.(if any)

ePayment ID:	Amount:
<input type="checkbox"/>	
<input type="checkbox"/>	

Previous Remarks:

Advocate Remarks:

Upload Complete File:  (please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  
 I don't agree

## MAIN CASE FILING

### Step 3.

1. Multiple eCourt fee receipts can be clubbed.
2. You can also remove e-Court Fee, if it is wrongly added by selecting the checkbox before the locking of e-Court Fee and click on Remove button
3. Advocate Remarks can be added, if any
4. Upload the prepared petition in PDF format
5. Click on *Upload Document* button to complete the process of main case filing

HIGH COURT OF DELHI  
e-Filing Management System

1 2 **3 of 3** **FILE UPLOAD** Previous

Enter e-Court Fee Receipt No.(if any)

ePayment ID:	Amount:
<input type="checkbox"/> DLCT1556251L1551N	1
<input type="checkbox"/> DLCT2634190K1512K	1

Previous Remarks:

Advocate Remarks:

Upload Complete File:  (please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  
 I don't agree

# MAIN CASE FILING

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

Diary no. for the current filed case.

Email & SMS has been sent to your registered email id & Mobile No.

File is forwarded to scrutiny assistant.

Please *Click here* and fill details if matter is urgent

Check inbox for status.

✓ Diary No. E-434802/2020



# Add Reference Number

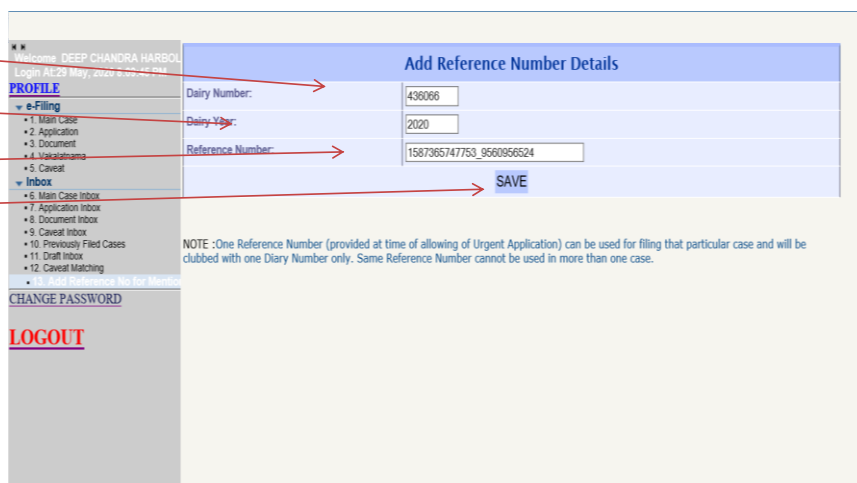
One Reference Number (provided at time of allowing of Urgent Application) can be used for filing that particular case and will be clubbed with one Diary Number only. Same Reference Number cannot be used in more than one case.

Diary number

Diary Year

Reference Number

Please Save



## Add Reference Number

Successfully Saved

HIGH COURT OF DELHI

## MAIN CASE INBOX

**INBOX:** Now you can track the status of case filed through your inbox.

1.) In the system there is facility of tracking the status of different types of filings viz Main, Application etc.

2.) Click on the **Main Case Inbox** sub menu under **Inbox** menu

3.) under **Main Case Inbox** there are two tabs viz **SCRUTINY**--- Lists the cases which are in scrutiny stage

HIGH COURT OF DELHI  
e-Filing Management System

Welcome DEEP CHANDRA HARBOLA  
Login At-29 May, 2020 8:09:45 PM

Search By:

**SCRUTINY (7)** **DEFECTIVE (1)**

S/No	Diary No.	Case Type	Case No.	Petitioner Vs Respondent	Date of Filing	Status	Dealing	Court Fee	Reference No
1	435885/2020	W.P.(C)		TEST Vs HHJI	30-04-2020	SCRUTINY	RAMANDEEP KAUR		
2	435905/2020	BAIL APPLN.		TEST Vs HEU	01-05-2020	SCRUTINY	BRIJ BHUSHAN		
3	435966/2020	ITA		TEST 1 & ANR. Vs HELLOI & ORS.	10-05-2020	SCRUTINY	NEERU CHAUHAN		
4	436005/2020	W.P.(C)		GFG Vs GDGD	15-05-2020	SCRUTINY	PRIYANKA SAROHA		
5	436065/2020	O.M.P. (MISC)		AMIT VERMA & ANR. Vs STATE OF NCT DELHI	29-05-2020	SCRUTINY	SUNIL DUTT		1587198452475_9891655677
6	436066/2020	ARB.P.		ANKUR MAKKAR & ANR. Vs STATE OF NCT DELHI & ANR.	29-05-2020	SCRUTINY	SUNIL DUTT		1587367560033_9810171537
7	436073/2020	W.P.(C)		FG Vs DFGD	29-05-2020	SCRUTINY	KIRAN BALA		



# MAIN CASE INBOX

**INBOX: In this you can track the status of your cases.**

1.) **DEFECTIVE** → Lists the cases which are in defective stage

2.) To view the defect in case click on **List Of Defects** link

3.) In **DEFECTIVE** → option are given to **REFILE** the defective cases, after removing the objections.

# MAIN CASE INBOX

**On Clicking List of Defects, all the objections raised by the Scrutiny Assistant(s) will be displayed**

1.) Option to enter remarks with respect to every defect(s) raised by scrutiny assistant.

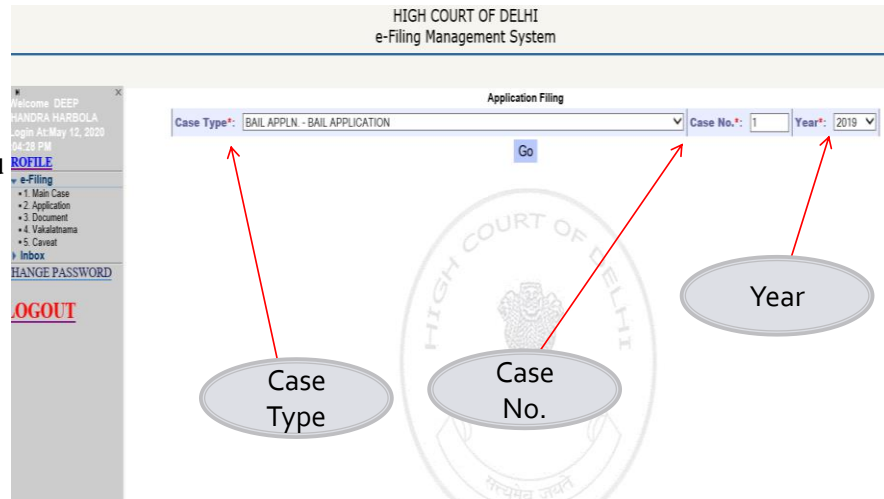
2.) Click **“Save”** after giving remarks, if any

# APPLICATION FILING

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

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

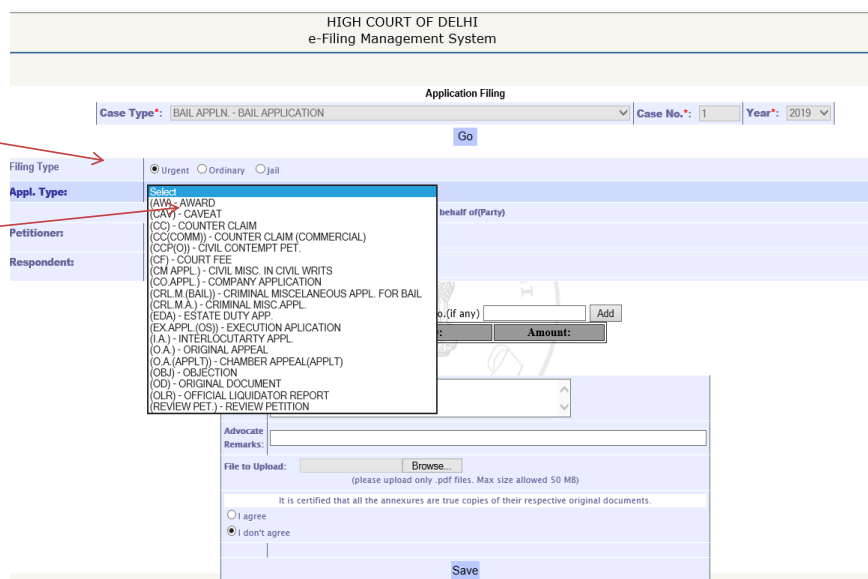
2) Select Case Type, Case No., Year of the already filed matter and click on **Go** button



# APPLICATION FILING

1) Select Filing Type  
Select the Type of filing you want to do

2) Select Application Type  
Select the Type of Application to be filed.



# APPLICATION FILING

- 1) Select parties
- 2) Add e-court fee
- 3) Select document To upload
- 4) Click on *Save* button to submit the Filing.

HIGH COURT OF DELHI  
e-Filing Management System

Application Filing

Case Type\*: BAIL APPLN - BAIL APPLICATION Case No.\*: 1 Year\*: 2020

Go

Filing Type:  Urgent  Ordinary  Jail

Appl. Type\*: ((CRL.M.(BAIL)) - CRIMINAL MISCELLANEOUS APPL. FOR BAIL

on behalf of(Party)

Petitioner:  JAG PARVESH @ TONI DAGAR

Respondent:  STATE

Enter e-Court Fee Receipt No.(if any)  Add

ePayment ID:  Amount:

Remove

Previous Remarks:

Advocate Remarks:

File to Upload: C:\Users\Deep\Desktop Browse

(please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  
 I don't agree

Save

# APPLICATION FILING

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

**Diary no. for the current filed case.**

**Email & SMS has been sent to your registered email id & Mobile No.**

**File is forwarded to scrutiny assistant.**

**Please *Click here* and fill details if matter is urgent**

**Check inbox for status.**

HIGH COURT OF DELHI  
e-Filing Management System

✓ Diary No. E-435945/2020

Confirmation E-mail Message has been sent.

SCRUTINY ASSISTANT : Mr. SUDHANSHU SEKHAR BERA

- e-filing is subject to scrutiny.

Please fill the Diary Number and Reference Number (received on allowing of Urgent Mentioning Application) details in the link to urgently process your matter. [Click Here](#)

(Note: If Reference Number available is not mentioned, then the matter will be processed in due course after lockdown or as directed by the authorities)

# APPLICATION INBOX

**INBOX: Now you can track the status of Application Filing through your inbox.**

1.) Click on the **Application Inbox** sub menu under **Inbox** menu

2.) under **Application Inbox** there are two tabs viz

**SCRUTINY**--- Lists the cases which are in scrutiny stage

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

S.No.	Diary No.	Case Type	Case No.	Date of Filing	Status	Dealing	Court Fee	Reference No
1	434925/2020	OMP (ENF J (COMM.)	1/2020	04-05-2020	SCRUTINY	DINESH RATHI		
2	435945/2020	BAIL APPLN.	1/2020	08-05-2020	SCRUTINY	SUDHANSHU SEKHAR BERA		
3	436045/2020	CS(COMM)	1/2019	28-05-2020	SCRUTINY	DINESH RATHI		
4	436048/2020	W.P.(C)	1/2019	29-05-2020	SCRUTINY	DHEERAJ KASHYAP		
5	436049/2020	ARB. A. (COMM.)	1/2020	29-05-2020	SCRUTINY	AMIT KATARIA		
6	436051/2020	CS(COMM)	2/2020	29-05-2020	SCRUTINY	SUNIL DUTT		
7	436067/2020	O.M.P. (MISC.)	1/2020	29-05-2020	SCRUTINY	DINESH RATHI		1587365767668_9212165655

# DOCUMENT FILING

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

1) There is a sub menu **Document** available in **e-Filing** menu .

2) Select **Case Type**, **Case No.**, **Year** of the already filed matter and click on **Go** button

HIGH COURT OF DELHI  
e-Filing Management System

Document Filing

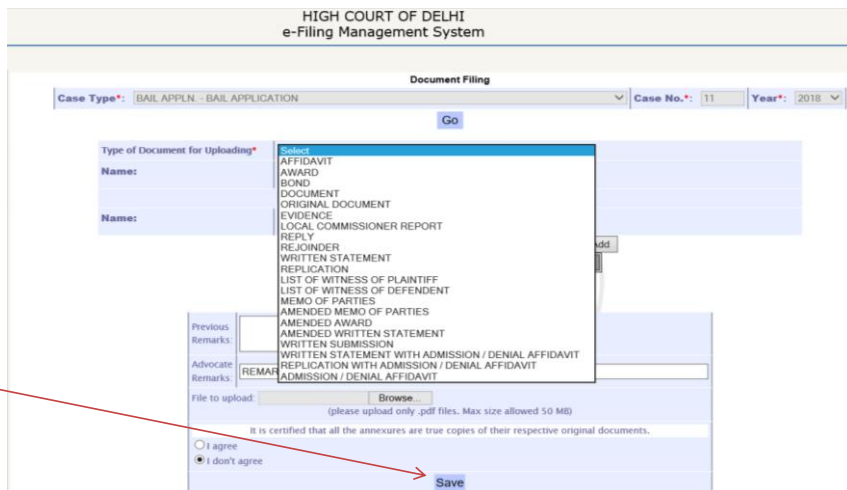
Case Type\*: BAIL APPLN. - BAIL APPLICATION    Case No.\*: 11    Year\*: 2018

Go

# DOCUMENT FILING

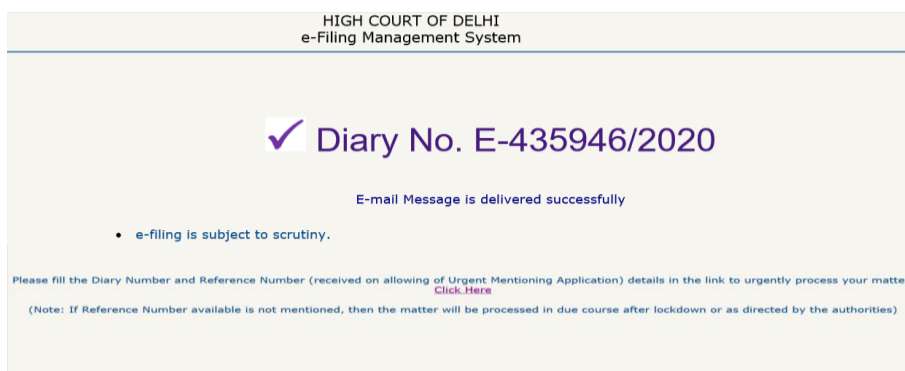
**In this you can do Document filing in the already filed matter.**

- 1) Select Type of Document for Uploading
- 2) Select Party
- 3) Add e-court fee
- 4) Select document To upload
- 5) Click on Save button to submit the Filing.



# DOCUMENT FILING

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



# DOCUMENT INBOX

**INBOX:** Now you can track the status of Document & Vakalatnama Filing through your inbox.

1.) Click on the **Document Inbox** sub menu under Inbox menu

2.) under Document Inbox there are two tabs viz **SCRUTINY---** Lists the cases which are in scrutiny stage  
**DEFECTIVE---** Lists the cases which are in defective stage

S/No	Diary No.	Case Type	Case No	Filing Category	Date of Filing	Status	Court Fee	Reference No.
1	435946/2020	BAIL APPLN.	11/2018	LIST OF WITNESS OF DEFENDENT	08-05-2020	SCRUTINY	₹	
2	435985/2020	OMP (CONT.)	2/2019	VAKALATNAMA	11-05-2020	SCRUTINY	₹	
3	435986/2020	ITA	4/2019	WRITTEN STATEMENT	11-05-2020	SCRUTINY	₹	
4	436050/2020	W.P.(C)	1/2019	WRITTEN STATEMENT	29-05-2020	SCRUTINY	₹	
5	436053/2020	TR.P.(C)	1/2020	REPLY	29-05-2020	SCRUTINY	₹	
6	436068/2020	ITA	1/2020	REJOINDER	29-05-2020	SCRUTINY	₹	
7	436069/2020	CO.PET.	1/2014	VAKALATNAMA	29-05-2020	SCRUTINY	₹	
8	436071/2020	CMI	1/2020	LOCAL COMMISSIONER REPORT	29-05-2020	SCRUTINY	₹	

# DRAFT INBOX

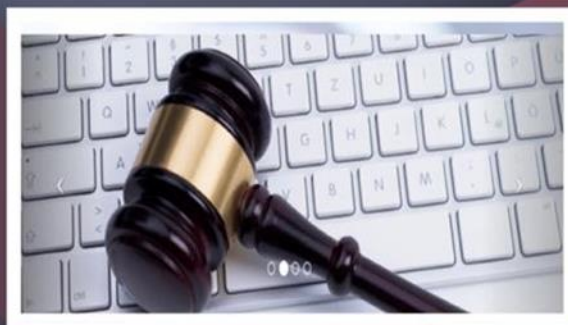
**Draft Inbox:** It keeps the track of main cases which are not filed yet due to some reason.

1.) Click on the **Draft Inbox** sub menu under Inbox menu

Serial No.	Date of Draft creation	e-Filing	Remove
1.	2020-04-25 14:09:25.0	<a href="#">Click Here</a>	<a href="#">REMOVE</a>
2.	2020-05-06 14:57:34.0	<a href="#">Click Here</a>	<a href="#">REMOVE</a>

# **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  
188g57 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 .



## **A step by step guide for e-filing**

(For High Courts & District Courts of India)

**Circulated by-committee,  
Supreme Court of India.**

**Authored by,  
R. Arulmozhiselvi, M.L.,  
Ubuntu cum CIS Master Trainer,  
OSD, Tamil Nadu State Judicial  
Academy, Tamilnadu Judicial Service.**

**First Edition : May, 2020.**

### **Disclaimer**

*This referance 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 efilng portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Officeand 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](http://www.efiling.ecourts.gov.in)
- If you are not a registered Advocate, immediately register today in the efilng portalby watching our helpline tutorial/manual.

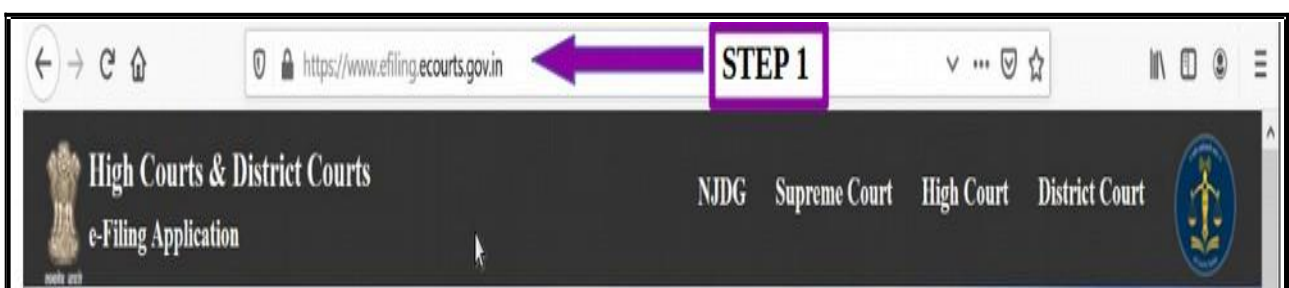
To Watch the Help video / manual click on this hyperlink

<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 filng 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>

(iii) by clicking on the drop list (or)

(iv) 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.

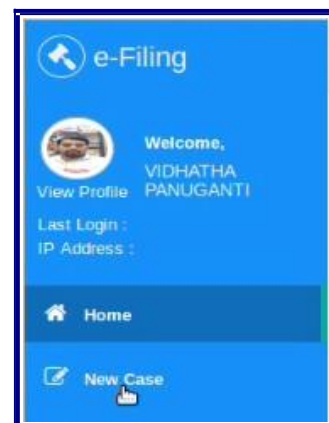
### 1.6.2 My e filed cases:



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 welcomed 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 .

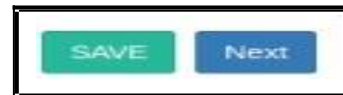
## 1.9. Filling up of forms:

### 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 courts

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 efile, 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 .

### 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 \* :

Documents Title \* :

File \* :  No file selected.

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 the delete it Then, you may upload the correct document. Once all the documents are uploaded, click on **Next** button.

Document Information

Documents \* :

Documents Title \* :

File \* :  No file selected.

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

### 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 \* :

Fee Amount \* :

Payment Mode \* :

Bank Name :

Challan/ Cheque/ DD/ eChallan No. \* :

Challan/ Cheque/ DD/ eChallan Date \* :

Select Party \* :

Upload Receipt \* :  No file selected.

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 .

### 1.9.12 Affirmation and Verification of Applicant.

#### II. Applicant/Complainant/ Litigant Affirmation.

Applicant/Complainant/Litigant Affirmation

Applicant/Complainant/Litigant Affirmation :

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

Mobile 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 ✓

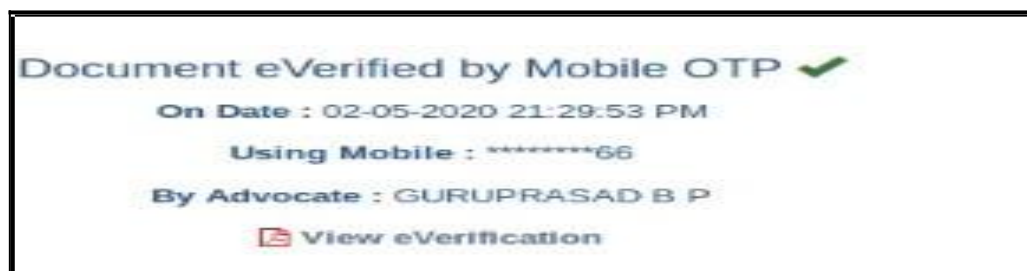
On Date : 02-05-2020 21:29:16 PM

Using Mobile : \*\*\*\*\*66

By Litigant : RAVINDRA MADHAV

### 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.

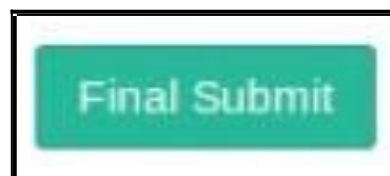
### 1.9.14 . View:

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”



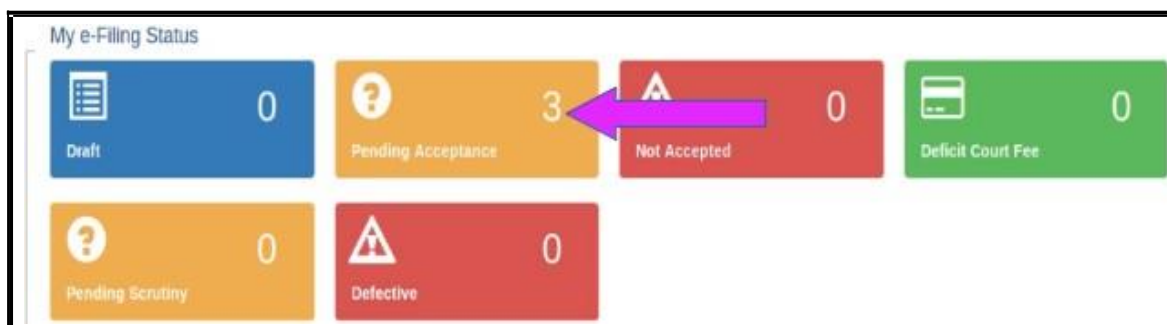
### 1.11. Submitted for approval of e filing admin :

E-filing number EC-KABIFF-00012-2020 submitted successfully 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.

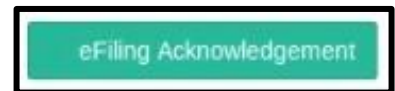
Pending Acceptance

Show 10 entries


#	eFiling No.	Type	Case Details	Submitted On
1	EC-KABIFF-0012-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAVINDRA MADHAVA Vs. RAHUL KUMAR	02/05/2020 09.30.33 PM
2	EC-KABIFF-0011-2020 EFILING TEST, BALLARI, KARNATAKA	New Case	RAMAKRISHNA Vs. RENUKESH	02/05/2020 08.54.42 PM
3	EC-KABIFF-0010-2020 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.

eFiling Acknowledgement
Case Parties
Expand All

**eFiling Details**

e-Filed for : Efiling Test, Ballari, Karnataka

Nature : CIVIL

Case Type : COM. EX. (CO. CASES)

Matter Nature : Ordinary

e-Filed By : GURU PRASAD

Complainant / Petitioner

Accused / Respondent

Extra Information

Extra Party

**Opening eFiling\_ECKABIFF000122020.docx**

You have chosen to open:

eFiling\_ECKABIFF000122020.docx  
which is: Microsoft Word Document (1.7 KB)  
from: https://efiling.ecourts.gov.in

What should Firefox do with this file?

Open with LibreOffice Writer (default)

Save File

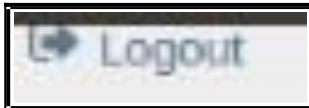
Do this automatically for files like this from now on.

Cancel
OK

<b>HIGH COURT OF JUDICATURE FOR <u>E</u>FILING TEST,,</b>	
<u>COM.EX.</u> (COMMERCIAL EXECUTION CASES)	
1	Ravindra Madhava W/o RAMAKRISHNA, Aged about 45 years, Resident of Madhay 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](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

**परिशिष्ट VII-**

1. इलेक्ट्रॉनिक रिकॉर्ड में संरक्षित कोई भी सूचना जिसका इलेक्ट्रॉनिक रूप में पेश किया जाना अपेक्षित है और/अथवा विधि अनुसार प्रमाणित किया जाना आशयित है, को केवल निर्दिष्ट काउंटरों के माध्यम से फाइल किया जाना चाहिए। किसी भी पक्षकार का अप्रासंगिक डाटा / इलेक्ट्रॉनिक रिकॉर्ड को डंप करते पाया जाना।
2. जहाँ इलेक्ट्रॉनिक अभिलेख किसी इलेक्ट्रॉनिक डिवाइस में संरक्षित हो, तो वह, पेश किये जाने से पूर्व, किसी रिमूवेबल मीडिया पर पेश किये जाने हेतु इमेजड होना चाहिए।
3. इलेक्ट्रॉनिक रिकॉर्ड के साथ एक ज्ञापन [नीचे प्रपत्र 'क' देखें] होना चाहिए। विवरण और स्तम्भ वहां तक भरें जाने चाहिए जहाँ तक सूचना उपलब्ध हो। जहाँ इलेक्ट्रॉनिक अभिलेख को पढ़ने / देखने / पहुँचने हेतु आवश्यक सॉफ्टवेयर तथा ऑपरेटिंग सिस्टम उपलब्ध न हो, तो वह इलेक्ट्रॉनिक अभिलेख पेश करने वाले पक्षकार द्वारा एक अलग स्टोरेज मीडिया में प्रदान किया जाएगा।
4. इलेक्ट्रॉनिक अभिलेख की प्राप्ति पर, उसकी हैश वैल्यू का सत्यापन रजिस्ट्री द्वारा किया जाएगा तथा इलेक्ट्रॉनिक अभिलेख को इस न्यायालय के सर्वर पर निम्न अनुसार तुरंत भेजा जायगा :-
  - इलेक्ट्रॉनिक अभिलेख की इमेज को केवल अधिकृत कर्मी द्वारा प्राप्त किया जाएगा साथ प्रस्तुत करने वाले पक्षकार द्वारा एक ज्ञापन (प्रपत्र 'क') दिया जाएगा।
  - स्पष्ट विशिष्ट पहुँच अधिकार सहित इलेक्ट्रॉनिक अभिलेख की प्राप्ति एवं स्टोरेज हेतु एक समर्पित सर्वर होगा।
  - इलेक्ट्रॉनिक अभिलेख के साथ आए ज्ञापन में उल्लिखित विवरणों का सत्यापन एक ऐसी मानकीकृत प्रक्रिया के द्वारा होगा, जो समय-समय पर समीक्षित तथा अद्यतन हो।
  - वाद संख्या तथा विशिष्ट सन्दर्भ संख्या पर आधारित इलेक्ट्रॉनिक अभिलेख की फाइल संरचना को सॉफ्टवेयर के माध्यम से उत्पन्न किया जाएगा।

उदहारण हेतु संख्याइलेक्ट्रॉनिक अभिलेख की वाद संख्या विशिष्ट सन्दर्भ , ।

  - इलेक्ट्रॉनिक अभिलेख प्रस्तुत करने वाले पक्षकार को एक पावती प्रदान की जाएगी जिसमें इलेक्ट्रॉनिक अभिलेख को विशिष्ट सन्दर्भ संख्या दी गई हो।
  - कोई भी इलेक्ट्रॉनिक अभिलेख स्वतः मिटने वाले (ऑटो-इरेज) मोड में प्राप्त नहीं होना चाहिए। प्रत्येक इलेक्ट्रॉनिक अभिलेख को केवल पठनीय (रीड ऑनली) मोड में संरक्षित किया जाएगा।
  - विशिष्ट सन्दर्भ संख्या प्रदान किए जाने के उपरान्त समकालिक रूप से प्रत्येक इलेक्ट्रॉनिक अभिलेख का एक बैकअप तैयार किया जाएगा तथा उस बैकअप को एक अन्य स्थान पर स्टोर किया जायगा।
  - सभी कार्यवाहियों का अभिलेख रखा जाएगा तथा सभी कार्यवाहियां स्वतः संचालित होंगी।
5. जहाँ, पूरे इलेक्ट्रॉनिक अभिलेख या उसके किसी भाग के संबंध में गोपनीयता की मांग की जाती है, वहाँ संबंधित न्यायालय से दिशा-निर्देश प्राप्त किए जाएंगे।
6. इन नियमों के निबंधन के अनुसार प्रस्तुत किए गए इलेक्ट्रॉनिक अभिलेखों पर मूल दस्तावेजों को रखने व प्रस्तुत करने के संबंध में मौजूदा नियम (संबंधित न्यायालय के) यथावश्यक परिवर्तन सहित लागू होंगे।
7. इलेक्ट्रॉनिक अभिलेख को सत्यापित करने व भेजने के बाद, इसको रजिस्ट्री द्वारा एक विशिष्ट संख्या (यूनीक नंबर) दी जाएगी। ऐसी विशिष्ट संख्या इस प्रकार का इलेक्ट्रॉनिक अभिलेख प्रस्तुत करने वाले व्यक्ति को उपलब्ध कराई जाएगी।
8. एक विशिष्ट संख्या दिए जाने के बाद, वह स्टोरेज मीडिया पक्षकार/संबंधित अधिवक्ता को लौटा दी जाएगी।
9. प्राप्त, सत्यापित व सर्वर को भेजे गए इलेक्ट्रॉनिक अभिलेख का प्रत्येक न्यायालय में या न्यायालय परिसर में, जैसी भी स्थिति हो, निर्धारित प्रारूप में एक अलग रजिस्टर रखा जाएगा।

10. इलेक्ट्रॉनिक अभिलेख को सर्वर को भेजे जाने व इसे देने वाले व्यक्ति को स्टोरेज डिवाइस लौटाए जाने तक, उस स्टोरेज डिवाइस को जिसमें इलेक्ट्रॉनिक अभिलेख है प्रतिस्थैतिक व चुंबक-रोधी या अन्य ऐसे लिफाफे में रखा जाना चाहिए, जो कि पक्षकार द्वारा उपलब्ध कराया जाएगा। ऐसे लिफाफे पर पक्षकार द्वारा निम्नांकित शैली में वाद व इलेक्ट्रॉनिक अभिलेख के विवरण वाला लेबल उचित प्रकार से लगाया जाएगा :-

- इलेक्ट्रॉनिक अभिलेख युक्त स्टोरेज मीडिया को उचित लिफाफे या आवरण में प्रस्तुत किया जाएगा।
- लिफाफा या आवरण धूल, ग्रीस व रासायनिक प्रदूषकों से मुक्त हो व एक जीवाणुरहित वातावरण में रखा जाए।
- जहाँ तक संभव हो :
  - पैन ड्राइव व मैमोरी कार्ड्स के लिए लिफाफे का उचित आकार 6" x 6" ; सीडी, डीवीडी के लिए 7" x 10" तथा हार्ड डिस्क के लिए 8" x 10" होगा।
  - इलेक्ट्रॉनिक रिकार्ड को सदैव प्रतिस्थैतिक व चुंबक-रोधी पैकिंग में रखा जाए। लिफाफे के ऊपर एक पतली जल/धूल-रोधी परत के साथ केवल कागज़ या कार्डबोर्ड का उपयोग किया जाए।
  - यदि आवश्यक हो तो एकाधिक डिस्क (अलग-अलग ठोस प्लास्टिक के डिब्बों में पैक की गई) को रखने के लिए एक बड़े लिफाफे (मास्टर एनवेलप) का उपयोग किया जा सकता है।
- इसके ऊपर लगाए गए लेबल में वाद के विवरण, प्रकार, निर्मित व इलेक्ट्रॉनिक स्टोरेज मीडिया की क्रम संख्या के साथ पक्षकार या इसको देने वाले व्यक्ति का नाम आवश्यक रूप से होना चाहिए।

ऐसे लिफाफे को जीवाणुरहित वातावरण में रखा जाए। उपरोक्त प्रोटोकॉल के अनुसार इलेक्ट्रॉनिक अभिलेख को भेजे जाने के बाद, लिफाफे को स्टोरेज मीडिया के साथ लौटा दिया जाएगा। किसी भी परिस्थिति में, स्टोरेज मीडिया व लिफाफे को एक सप्ताह से अधिक नहीं रखा जाएगा, जब तक कि ऐसा न्यायालय द्वारा आदेशित न हो।

11. रजिस्ट्री सामान्य कामकाज के दौरान बने इलेक्ट्रॉनिक अभिलेखों हेतु सभी प्रक्रियाओं व प्रोटोकॉल का लॉग रखेगी।
12. संबंधित न्यायालय ऑपरेटिंग सिस्टम्स व न्यायालय के सिस्टम में उपलब्ध सॉफ्टवेयर्स की सूची वेबसाइट पर प्रदर्शित करेगा। उच्च न्यायालय व ज़िला न्यायालयों की वेबसाइटों पर मार्गदर्शक लेख अपलोड किए जाएंगे।
13. इलेक्ट्रॉनिक अभिलेख केवल आधिकारिक कर्मचारियों की पहुँच में होंगे।
14. ये नियम/दिशा-निर्देश उन इलेक्ट्रॉनिक अभिलेख या डिवाइसेज़ को नष्ट करने से संबंधित नहीं हैं, जिन्हें खंड 11 के तहत नहीं प्राप्त किया गया है। ये इस संबंध में संबंधित न्यायालय, जैसी भी स्थिति हो, द्वारा बनाए गए नियमों के अधीन होंगे।
15. ये नियम विचारण के समय साक्षी के प्रति-परीक्षण के दौरान इलेक्ट्रॉनिक अभिलेखों को प्रस्तुत किए जाने पर भी लागू होंगे।

#### प्रपत्र क

#### इलेक्ट्रॉनिक अभिलेख के साथ संलग्न किए जाने हेतु ज्ञापन

न्यायालय का नाम -

वाद सं- .

वाद का शीर्षक -

इलेक्ट्रॉनिक अभिलेख को प्रस्तुत करने वाले पक्षकार व इसको देने वाले व्यक्ति का नाम।	
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स्टोरेज मीडिया (सीडी/डीवीडी/पैन ड्राइव आदि) का विवरण (ब्रांड नेम, क्रम संख्या, आदि), यदि कोई हो।	
इलेक्ट्रॉनिक अभिलेख को देखने/पढ़ने के लिए आवश्यक ऑपरेटिंग सिस्टम व सॉफ्टवेयर/ऐप्लीकेशन।	
स्टोरेज मीडिया में उपस्थित प्रत्येक फाइल की संख्या व साइज़।	
प्रत्येक फाइल की अवधि घण्टे:मिनट:सैकेंड में (ऑडियो/वीडियो फाइल होने की स्थिति में)।	
कथित स्टोरेज मीडिया में डेटा को स्टोर या कॉपी करने की तिथि (तिथि:मास:वर्ष)।	
इलेक्ट्रॉनिक डाटा को ऐक्सट्रेक्ट व ट्रांसफर करने वाले व्यक्ति/एजेंसी, यदि कोई हो।	
उपयोग किया गया हैश फंक्शन (एसएचए-2/एमडी5 व/या समय-समय पर अधिसूचित कोई अन्य मीडिया) तथा हैश वैल्यू उत्पन्न करने हेतु सॉफ्टवेयर।	
हैश वैल्यू	
उस डिवाइस का विवरण जिससे ऐसा इलेक्ट्रॉनिक अभिलेख निकाला व भेजा गया (ब्रांड नेम/क्रम संख्या/आईएमईआई संख्या, आदि)	
कोई अन्य विवरण	

दिनांक -

पक्षकार - (नाम व हस्ताक्षर)

स्थान -

अधिवक्ता - (नाम व हस्ताक्षर)

केवल कार्यालयी उपयोग हेतु	
प्राप्ति की तिथि (समय सहित) :	
सील का विवरण, यदि किसी एजेंसी द्वारा रिकॉर्ड को सीलबंद लिफाफे में प्रस्तुत किया जाता है :	
सर्वर को भेजे जाने की तिथि (समय सहित) :	
भेजे जाने में हुई देरी के कारण (यदि कोई हो) :	
विशिष्ट दस्तावेज़ आई.डी. संख्या (रजिस्ट्री द्वारा भरी जानी वाली) :	
सत्यापन करने व भेजने वाला: (नाम, पद, हस्ताक्षर) :	

स्टोरेज मीडिया की वापसी	
इलेक्ट्रॉनिक अभिलेख को सर्वर पर भेजे जाने के बाद स्टोरेज मीडिया की वापसी की तिथि।	
पक्षकार/अधिवक्ता, जिसे वापस की गई, का नाम व हस्ताक्षर (तिथि सहित)	

## APPENDIX-VIII

**Procedure for filing  
Caveat**

## CAVEAT FILING

In this you can file Caveat.

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 (compulsory for Appellate side matter)

3) Add e-court fee

4) Select document to be upload

5) Click on **Save** button to submit the Filing.

## CAVEAT FILING

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

Please **Click here** and fill details if matter is urgent

# 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

SNo	Diary No.	Case Type	Case No.	Caveator Vs Respondent	Date of Filing	Status	Court Fee	Reference No
1	436070/2020	BAIL APPLN.	/0	AJAY BAJAJ Vs AMIT KUMAR	Memo of Party	29-05-2020	SCRUTINY	
2	435965/2020	CS(COMM)	/0	RESP 1 Vs RAHUL 1	Memo of Party	10-05-2020	SCRUTINY	
3	435948/2020	CS(COMM)	/0	RAKESH Vs ANAND	Memo of Party	08-05-2020	SCRUTINY	

परिशिष्ट- IX

विचारण के दौरान इलैक्ट्रॉनिक अभिलेखों को प्रदर्शों के रूप में चिन्हांकन करने हेतु अनुपालन किया जाने वाला प्रोटोकॉल

1. विचारण के चरण में, इलैक्ट्रॉनिक अभिलेख की इमेज, उसकी हैश वैल्यू एवं मेटाडाटा के सन्दर्भ में उसकी प्रमाणिकता की पुष्टि करने के पश्चात, न्यायालय के सर्वर से प्राप्त की जाएगी।
2. जहाँ इलैक्ट्रॉनिक अभिलेख छापने योग्य है, उसके प्रिंट आउट को प्रयोज्य नियमों और व्यवहारों के अनुसार प्रदर्श के रूप में चिन्हांकित किया जाएगा। प्रदर्श के रूप में चिन्हांकित इस प्रिंट आउट को स्कैन और इलैक्ट्रॉनिक रूप से न्यायाधीश द्वारा हस्ताक्षरित करके और न्यायालय के सर्वर पर प्रदर्शित इलैक्ट्रॉनिक अभिलेख के रूप में अपलोड किया जाएगा।
3. जहाँ इलैक्ट्रॉनिक अभिलेख की इमेज एक वार्तालाप के ऑडियो रिकॉर्डिंग के रूप में है, सम्बंधित पक्षकार रिकॉर्ड किए गए वार्तालाप के लिप्यंतरण को पेश करेंगे। लिप्यंतरण में सभी महत्वपूर्ण विवरणों जैसे तिथि, समय एवं रिकॉर्डिंग की अवधि, प्रयोग में लाए गए हैंडसेट के आई.एम.ई.आई. संख्या के साथ मोबाइल फ़ोन नंबरों एवं कथित वार्तालापकारों के नाम शामिल होने चाहिए। ऑडियो रिकॉर्डिंग को न्यायालय में चलाया जाएगा। ऐसी ऑडियो रिकॉर्डिंग से मेल खाते लिप्यंतरण को उपयुक्त नियमों और व्यवहारों के अनुसार प्रदर्श के रूप में चिन्हांकित किया जाएगा। ऑडियो रिकॉर्डिंग के प्रदर्श लिप्यंतरण को स्कैन, न्यायाधीश द्वारा इलैक्ट्रॉनिक माध्यम से हस्ताक्षरित करके और न्यायालय के सर्वर पर प्रदर्श इलैक्ट्रॉनिक अभिलेख के रूप में अपलोड किया जाएगा।
4. जहाँ इलैक्ट्रॉनिक अभिलेख की इमेज एक संगीत के क्लिप, धुन आदि की ऑडियो रिकॉर्डिंग के रूप में है, ऑडियो फ़ाइल को नियत 'ऑडियो फ़ाइल विसुअलाइज़र' सॉफ्टवेयर की सहायता से संगीत वाली ऑडियो फ़ाइलों को देखने एवं उनके अंतवस्तुओं के विश्लेषण करने के लिए; उनके वेवफॉर्म, ऑडियो विज़ुअलाइज़ेशन जैसे कि डिस्प्ले पैरामीटरों के इंटरैक्टिव समायोजन के साथ स्पेक्टोग्राम व्यू को देखने के लिए, उस तक पहुंचा जा सकता है। ऑडियो डाटा के प्रासंगिक भाग को लेबल किए हुए समय बिंदुओं को जोड़ कर और वृत्त खंडों, पॉइंट वैल्यू, वक्रों, संरेखित स्केल के साथ एक दूसरे के ऊपर उपरिशायी टिप्पण तथा वेवफॉर्म के ऊपर उपरिशायी टिप्पण या स्पेक्टोग्राम व्यू आदि से सटिप्पण किया जा सकता है।
5. जहाँ इलैक्ट्रॉनिक अभिलेख की इमेज एक वीडियो रिकॉर्डिंग के रूप में है, उसे न्यायालय में चलाया जाएगा। जिस न्यायालय में वीडियो रिकॉर्ड चलाया जाएगा उसकी कार्यवाही एवं साक्षी के बयान जिसमें वीडियो रिकॉर्ड के किसी भी भाग के सम्बन्ध में प्रतिपरीक्षा भी शामिल हो, की वीडियो रिकॉर्डिंग विचारण के अभिलेख का भाग बनाने हेतु की जाएगी। साक्षी के इस वीडियो रिकॉर्ड किए हुए बयान को प्रदर्श माना जाएगा। न्यायालय अपने आदेश पत्रक में साक्षी द्वारा शिनाख्त किए गए व्यक्तियों के विवरण तथा न्यायालय में चलाए गए वीडियो रिकॉर्ड के सभी/कुछ भाग से सम्बंधित बयान/प्रतिपरीक्षा के अन्य कोई महत्वपूर्ण पहलू को विस्तार से अभिलिखित करेगा। जहाँ भी आवश्यक हो, आदेश में वीडियो में निर्धारित समय सीमा भी उल्लिखित होनी चाहिए।



**HIGH COURT OF DELHI****NOTIFICATION**

Delhi, the 22nd February, 2022

**RULES FOR ON-LINE ELECTRONIC FILING (E-FILING) FRAMED BY THE HIGH COURT OF DELHI UNDER SECTION 7 OF THE DELHI HIGH COURT ACT, 1966 (Act 26 of 1966) AND ARTICLE 227 OF THE CONSTITUTION OF INDIA WITH THE PREVIOUS APPROVAL OF THE LT. GOVERNOR OF NATIONAL CAPITAL TERRITORY OF DELHI.**

No. 11/Rules/DHC.—

**Short Title, Applicability and Commencement:**

These Rules will be called “e-Filing Rules of the High Court of Delhi 2021”. They will apply to the High Court of Delhi and the District Courts and Tribunals under the control and supervision of the High Court of Delhi.

These Rules will come into force from the date notified by the High Court and will apply to such categories of cases and courts and tribunals as would be notified by the High Court.

**1. Preface**

These Rules will apply to on-line e-filing and e-filing via Designated Counters and facilities provided for e-filing through e-Sewa Kendras. 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 (IT) or an officer appointed by the Chief Justice for administering and dealing with matters connected with or relating to e-filing for the High Court. In so far as the District Courts are concerned it would mean the In-Charge Computer Branch or any other Officer nominated by the District and Sessions Judge (HQ).
- 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. Designated Counter: means and includes that counter which finds mention in APPENDIX – I & APPENDIX – IA concerning the High Court and District Courts respectively and those that may be included or excluded therefrom from time to time.
- 2.5. District Courts: means and includes the courts established and functioning under the control and supervision of the High Court.
- 2.6. E-Committee: means the Committee constituted and mandated by Hon’ble Chief Justice of India from time to time.
- 2.7. 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.
- 2.8. Evidence: means and includes evidence as defined under the Indian Evidence Act, 1872.
- 2.9. High Court: High Court means the High Court of Delhi.
- 2.10. Objections: means and includes deficiencies and errors pointed out by the Registry concerning the Actions instituted in the Court.
- 2.11. Opposite Party: means defendant(s), respondents, judgment debtor(s) and non-applicant(s).
- 2.12. Party: means appellant(s), plaintiff(s), petitioner(s), complainant(s) and applicant(s).
- 2.13. PDF: means an electronic document filed in a portable document format.

- 2.14. PDF/A: means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.
- 2.15. Physical Filing: means Actions and pleadings filed as hard copies.
- 2.16. Pleadings: means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.
- 2.17. Registry: means and includes the Registry of the High Court and the Filing Centre of the concerned District Court.
- 2.18. Statement of Defence: means and includes written statements, replies, counter-affidavits and additional or supplementary affidavits.
- 2.19. Sterile Environment shall include environment protected from dirt, humidity, fluids, extreme temperatures, external electric, nuclear and magnetic fields.
- 2.20. 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.
- 2.21. Third Party: means and includes any person or entity seeking to become a party or to intervene in an Action.
- 2.22. Tribunal means and includes all Tribunals under the control and supervision of the High Court.
- 2.23. 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 Online e-filing shall be made by visiting the web portal of the Court .
- 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. For the moment the maximum size of the e-file is fixed at 100 MB for the High Court and 20 MB for the District Court, subject to enhancement of the e-file size upon a notification being issued in that behalf by the Administrator. Where the High Court is concerned, in case the size of the e-file exceeds 100 MB, the Advocate or litigant should visit any one of the Designated Centres for enabling e-filing through the intranet. Likewise, where the District Courts is concerned, in case the size of e-file exceeds 20 MB, the Advocate or litigant should either split the e-file in parts not exceeding 20 MB or seek the assistance of the E-Sewa Kendra located at the concerned District Court.

### **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 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<sup>2</sup> to view the form.

- b) Click the registration link.
- c) Fill the form with requisite details.
- d) Submit the filled-up form along with the 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 user 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. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by 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 qua High Court and District Courts in APPENDIX – II & APPENDIX – IIA respectively.

## 5. Frame of Pleadings

**The pleadings should be clear and concise. Parties and third parties should set forth their claims/averments in separate paragraphs. The statement of truth/ affidavit of the concerned person must bear their signature. Opposite parties should also file their replies under sequentially numbered paragraphs and headings (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	:	A-4 (29.7 cm x 21 cm)
Top Margin	:	2 cm
Bottom Margin	:	2 cm
Left Margin	:	4 cm
Right Margin	:	4 cm
Alignment	:	Justified
Font	:	Times New Roman
Font size	:	14
Line spacing	:	1.5

(for quotations and indents – font size 12 in single line spacing)

If any document is typed in a local language in Trial Courts, it must be prepared using xxx 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-built 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 document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possesses 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 Aadhaar authentication. In addition to the above, for the District Courts a litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by making use of One Time Password (OTP) transmitted to the mobile phone of the concerned person.

## 8. Do's and Don'ts

- 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 book-marked 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 by way of affidavit in a pending case are set out in APPENDIX – VI & APPENDIX – VII concerning the High Court and District Courts respectively.
- 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 so far as evidence in the form of an electronic record, such as audio and/or video files, which are to be filed in the High Court as set out in APPENDIX – VII shall be followed. As and when this facility is made available for District Courts, the procedure to be followed will be notified by the Administrator.
- 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 (%)
- An ampersand (&)
- Asterisk (\*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?) (\*allowed in Delhi High Court)
- Backslash (\)
- Forward slash (/) (\*allowed in Delhi High Court)
- Braces (left and right) ( { } )
- Pipe (|)
- A tilde (~)

The 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. Online 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 online 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. Retention 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 should be preserved, for production or inspection, as may be directed by the Bench.
- 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-Agency as defined in section 1A of the Powers-of-Agency Act, 1882 (7 of 1882).
  - c) A Trust as defined in Section 3 of The Indian 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 filed scanned copies of the document.

## **11. Access to the Electronic Data of the Action**

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

## **12. Exemption from e-filing**

Exemption from online e-filing and e-filing via Designated Counters qua either the entire pleading or a part of the pleadings and/or documents, may be permitted by the Bench upon an application being made for that purpose or by Hon'ble the Chief Justice upon issuance of an appropriate order on the administrative side, albeit 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 online 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 up to 1600 hours on any court working day. Online e-filing carried out after 1600 hours on any day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed 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, online e-filing shall be subject to the same legal regime as applicable to the physical filing, save and except as provided hereinabove.

14.3. The facility for online e-filing through the web portal shall be available during all 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 10 am to 4 pm on court working days or take recourse to the physical filing. No exemption from limitation shall be permitted on the ground of failure of the web-based online e-filing facility.

14.4. Provisions for limitation governing online e-filing will be the same as those applicable to the 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. In so far as the High Court is concerned, the procedure is set out in Appendix— VIII. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator.

### **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. The Registry will wherever required to prepare hard copies for official use.

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

E-filings will be stored on an exclusive server maintained under the control and directions of the High Court / E-Committee. 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 High Court / E-Committee.

Provided for marking electronic records as exhibits in the course of the trial, the protocol set out in Appendix IX shall be followed qua the Actions instituted in the High Court. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator. However, the mere assigning of a unique number to the electronic record will not amount to the authentication or proof of such electronic record. Nothing in these rules shall be construed as dispensing with the proof of the electronic record as required under the law.

## 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, the plaintiff/ petitioner can be called upon to deposit the charges calculated based on 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 including by email/SMS.

## 19. General Caution

Email is not a 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.

By Order of the Court,  
MANOJ JAIN, Registrar General

## APPENDICES

APPENDIX – I	List of Designated Counters (For High Court).
APPENDIX – IA	List of Designated Counters (For District Courts).
APPENDIX – II	Screenshots showing the procedure for registration. (For High Court)
APPENDIX – IIA	Screenshots showing the procedure for registration. (For District Courts)
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 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 by way of affidavit. (For High Court)
APPENDIX – VIA	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 by way of affidavit. (For District Courts)
APPENDIX – VII	Procedure for filing of all evidence in the form of an electronic record, such as audio and/or video files, etc.
APPENDIX – VIII	Procedure for on-line filing of Caveat with screenshots.
APPENDIX – IX	Protocol for marking of electronic records as exhibits in the course of the trial.

## ANNEXURE-1

## LIST OF DESIGNATED COUNTERS

- ✓ eFiling Center 1, Chamber No. 4, LCB-1 Delhi High Court
- ✓ eFiling Center 2, Filing Counter Original Side, LCB-I Delhi High Court
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Karkardooma Courts, Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre 2, Ground floor, Dwarka Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Near Gate No. 2, Patiala House Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Rouse Avenue District Courts, New Delhi
- ✓ eFiling Ext. Counter, Facilitation Centre, Ground floor, Near Sub Post Office, Rohini Courts Complex, Rohini Delhi
- ✓ eFiling Ext. Counter, Filing Counter, Tis Hazari Delhi
- ✓ eFiling Ext. Counter, Lawyer's Chamber Block, Ground floor, Saket Court Complex, New Delhi

## ANNEXURE – IA

## Information regarding e-filing counters functioning in Delhi District Courts

Sl. No.	Name of Court Complex	No. of e-filing counter	Location of e-filing counter	
1.	Patiala House Court	3	1)	Facilitation Centre (Admin Block)
			2)	Bail Section Counter (Admin Block)
			3)	Facilitation Centre (Family Court Building)
2.	Rohini Court	2	Ground Floor, Near Post Office	
3.	Saket Court	1	Lawyers Block	
4.	Rouse Avenue Court	2	Facilitation Centre/Filing Section	
5.	Dwarka Court	1	Facilitation Centre-2	
6.	Karkardooma Court	4	1)	Facilitation Centre, Ground Floor
			2)	Porta Cabin near Police Chowki outside the Court building
			3)	Porta Cabin near Police Chowki outside the Court building
			4)	Porta Cabin near Police Chowki outside the Court building
7.	Tis Hazari Court	2	Facilitation Centre/Filing Section	



## APPENDIX-II

# Procedure for REGISTRATION

## USER REGISTRATION AS: ADVOCATE

At the time of registration a valid Email Id & Mobile number to be provided so that electronic notification confirming the status of online filing can be sent.

### TO REGISTER:


1. Click “Register as Advocate/ Party In-Person”
2. You will be directed to the Registration Page where you can Register as an Advocate or a Party In-Person

HIGH COURT OF DELHI  
e-Filing Management System

### Log In

Login ID \* :

Password \* :

Enter the Validation code : 

Submit

Login ID and Password are case sensitive

Not Registered? [Register as Advocate/Party In-Person.](#)

Forgot Password? [Click here.](#)

Site best viewed in 1440 x 900 on Microsoft Internet Explorer

## USER REGISTRATION AS ADVOCATE: THE REGISTRATION FORM

The registration form requests information about you.

1.) Select option **Advocate**

2.) Enter your **Bar Council Enrolment Number and Date of Enrolment**

3.) Enter Your **Personal Information.**

4) Upload self attested copy of **Bar Council ID/ Bar Council Certificate**

5) Enter **Vaild Captcha**

6) Click **Register** Button to register your profile

HIGH COURT OF DELHI  
e-Filing Management System

e-FILING :: REGISTRATION FORM

You want to register as :  Advocate  In-Person

\*Bar Council Enrolment-No. [ ] [ ] [ ] Date of Enrolment [ ] [ ] [ ]

Name \*First [ ] Mid [ ] Last [ ]

\*Sex  Male  Female

\*e-Mail [ ] \*Mobile No. [ ]


Phone No. Off. [ ] Phone No. Res. [ ]

\*Correspondence Address [ ] (max 250 characters) \*Pin Code [ ]

Is Permanent and Correspondence are same ?  YES  NO

\*Permanent Address [ ] (max 250 characters) \*Pin Code [ ]

\*Upload BarCouncil ID or Certificate [Browse...] (Please upload .pdf format only. MAX size allowed 2 MB)

Enter the Validation code :  [ ]

[Back](#) [Register](#)

(NOTE: \* fields are mandatory)

If you want to do filing as Party-In-Person in any case, you must give an undertaking that you have not engaged any advocate in the matter and in case of future engagement will be inform.

## USER REGISTRATION AS ADVOCATE

1. After filling of the details, click on the “Register” button.
2. A pop is generated to confirm about the information filled by you.
3. If all the information is correct click on “OK” button else on “Cancel” button to correct the details.

HIGH COURT OF DELHI  
e-Filing Management System

e-FILING :: REGISTRATION FORM

You want to register as :  Advocate  In-Person

\*Bar Council Enrolment-No. D [ ] 18 [ ] 1998 Date of Enrolment [ ] [ ] [ ]

Name \*First FIRST [ ] Mid MIDDLE [ ] Last LAST [ ]

\*Sex  Male  Female

\*e-Mail xxxxx@xxx.xx [ ]


Phone No. Off. [ ]

\*Correspondence Address DHC [ ] (max 250 characters) Pin Code 110003 [ ]

Is Permanent and Correspondence are same ?  YES  NO

\*Permanent Address DHC [ ] (max 250 characters) Pin Code 110003 [ ]

\*Upload BarCouncil ID or Certificate C:\Practice Directions\ [Browse...] (Please upload .pdf format only. MAX size allowed 2 MB)

Enter the Validation code :  cleezer [ ]

[Back](#) [Register](#)

(NOTE: \* fields are mandatory)

If you want to do filing as Party-In-Person in any case, you must give an undertaking that you have not engaged any advocate in the matter and in case of future engagement will be inform.

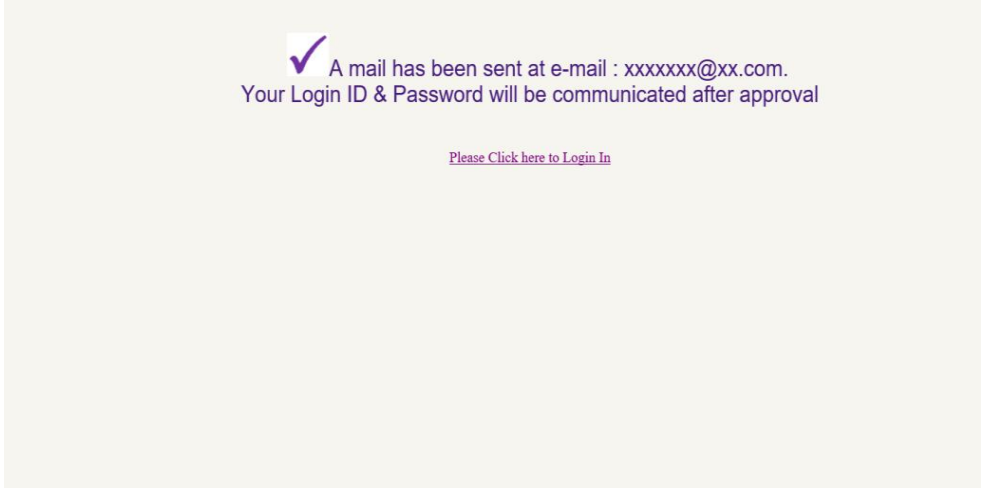
Message from webpage

Are you sure you want to continue ...

[OK](#) [Cancel](#)

## USER REGISTRATION AS ADVOCATE: LOGIN INFORMATION

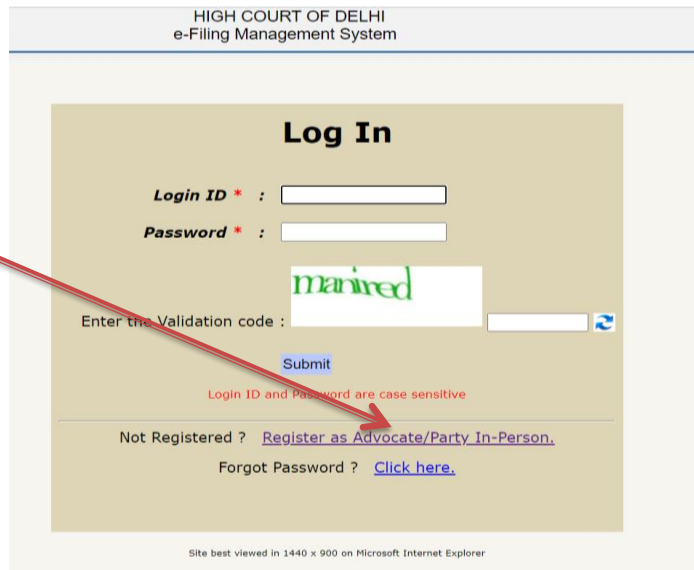
The login ID will be allotted on the next working day, only if, the application is found complete in all respects.



## USER REGISTRATION AS PARTY-IN PERSON

### TO REGISTER:

1. Click **“Register as Advocate/ Party In-Person”** link
2. You will be directed to the Registration Page where you can Register as a Party In-Person



## USER REGISTRATION AS PARTY-IN PERSON: THE REGISTRATION FORM

### FILLING OUT THE REGISTRATION:

1) Select **In-Person** radio button.

2.) Enter Your Personal Information

3.) Upload self attested copy of any Govt ID card

4.) Click **“Register”** Button to register your profile

HIGH COURT OF DELHI  
e-Filing Management System

e-FILING :: REGISTRATION FORM

You want to register as :  Advocate  In-Person

Name: \*First  Mid  Last

\*Sex:  Male  Female

\*e-Mail:  \*Mobile No.:

Phone No. Off.:  Phone No. Res.:

\*Correspondence Address:  (max 250 characters) \*Pin Code:

Is Permanent and Correspondence are same?  YES  NO

\*Permanent Address:  (max 250 characters) \*Pin Code:

\*Upload BarCouncil ID or Certificate:  Browse... (Please upload .pdf format only, MAX size allowed 2 MB)




Enter the Validation code:  

(NOTE: \* fields are mandatory)

If you want to do filing as Party-In-Person in any case, you must give an undertaking that you have not engaged any advocate in the matter and in case of future engagement will be inform.

## USER REGISTRATION AS PARTY-IN PERSON LOGIN INFORMATION

The login ID will be allotted on the next working day, only if, the application is found complete in all respects.

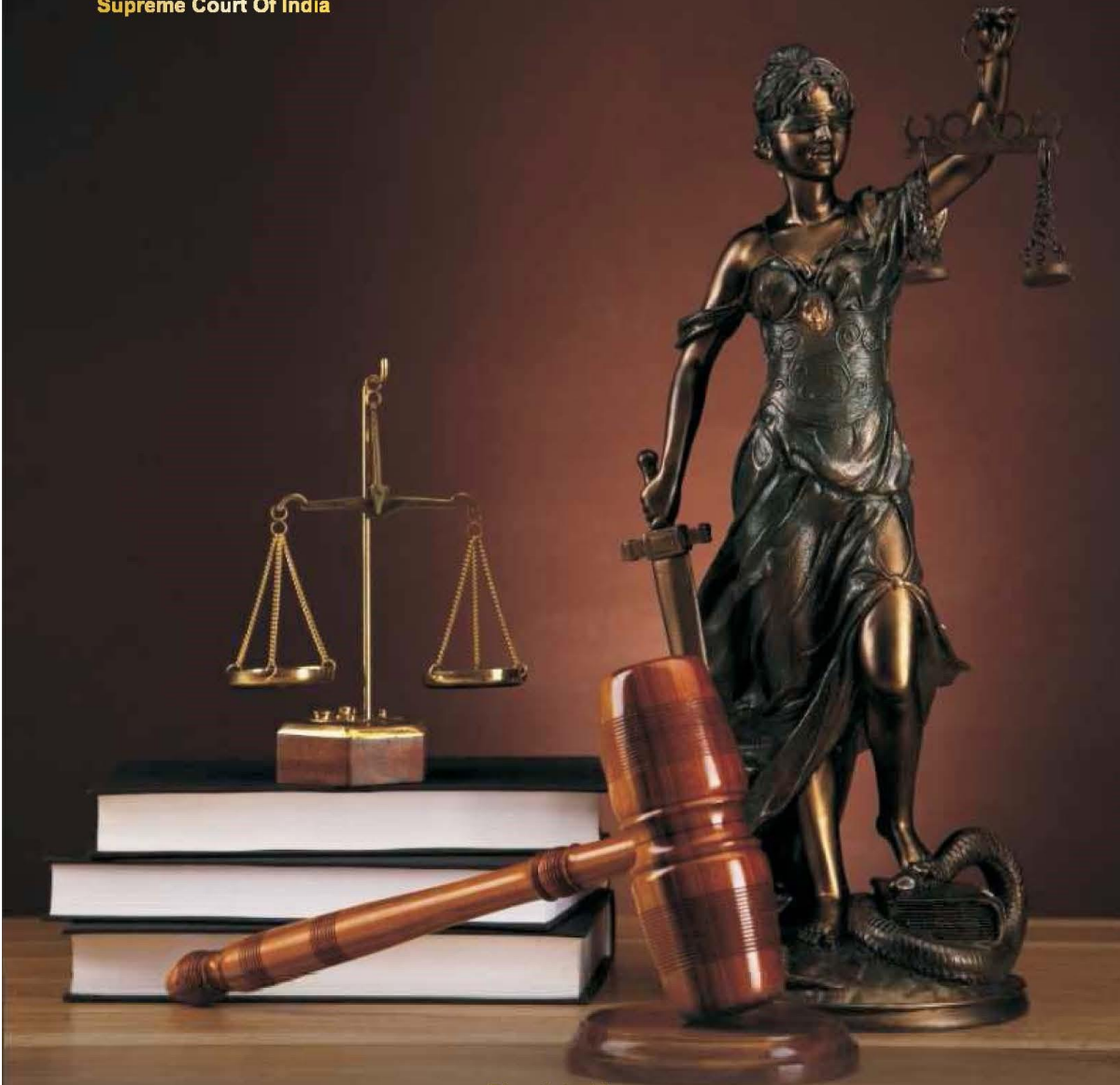
 A mail has been sent at e-mail : xxxxxx@xx.com.  
Your Login ID & Password will be communicated after approval

[Please Click here to Login In](#)



**eCommittee  
Supreme Court Of India**

**Register for eFiling  
for High courts / District courts in India  
and Become a Digital Era Advocate**



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eCommittee  
SUPREME COURT OF INDIA**



## Register for efilng for High courts / District courts in India and Become a Digital Era Advocate



### Register for efilng

- 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 efilng -the digital online filing process

- 10 step Registration procedure for Advocate at efilng portal [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)
- Visit efilng portal [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in) and become registered user by following the 10 steps hereunder

#### Getting started

"Before starting registration keep the following details ready"

- Details of your mobile number, email ID registered with court database
- Details of your bar enrollment number
- Digital photo in Jpeg/Jpg format size between 5 KB and 5 MB
- Identity proof (Any one Pan card / Aadhar card / Voter card / Driving License / Bar Registration certificate in Jpeg / Jpg format size between 5 KB and 5 MB)
- Smart Phone / Laptop with internet connection

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

### Lets start Registration

#### STEP : 1

Visit [www.efiling.ecourts.gov.in](http://www.efiling.ecourts.gov.in)



Committee  
Supreme Court Of India

NIDG Supreme Court High Court District Court



## HIGH COURTS & DISTRICT COURTS E-FILING REGISTRATION

### STEP : 2

#### select your <state>

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

Please select

### STEP 2



#### LOGIN

##### USER-ID

User-Id

##### PASSWORD

Password

##### CAPTCHA

15707

Captcha

#### LOGIN

your password ?  
your password ?

**STEP 3** New User ? Register How Do I ?

### STEP : 3

#### REGISTRATION

### STEP 4

- ADVOCATE
- PARTY IN PERSON

### STEP : 4

Click "Register" in the login page

#### REGISTRATION

- ADVOCATE
- PARTY IN PERSON

##### MOBILE

Mobile Number

##### EMAIL

Email id

##### BAR REGISTRATION NO

Bar Registration Number

##### CHOOSE USER ID

Enter User Id For Login

- HIGH COURT
- COURT ESTABLISHMENT

##### HIGH COURT

Select High Court

##### CAPTCHA

19158

Captcha

GET OTP

### STEP : 5

#### Fill up the following details

- Mobile Number \*
- Email ID \*
- (\* The mobile number and the email ID that is registered with the court here 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"

Select the radio button "Advocate" in the registration form

### 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 entrybar and click verify OTP

(or)

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.

**VALIDATE OTP** **STEP 7**

MOBILE OTP  
Enter Mobile Number ?

EMAIL OTP  
Enter Email Id Number ?

VALIDATE OTP

**STEP 8 REGISTER**

PASSWORD  
Choose Password ? Confirm Password ?

FIRST NAME  
Enter First Name ? LAST NAME  
Enter Last Name ?

OTHER CONTACT NO  
Enter Other Contact Number ? GENDER  
Male

DATE OF BIRTH  
Enter Date Of Birth ? ADDRESS LINE 1  
Address Line 1 ?

ADDRESS LINE 2  
Address Line 2 ? CITY  
Enter City ?

STATE  
Select State ? PINCODE  
Enter PinCode ?

Photo  
Image Size Should Be Between 5kb and 5mb in Jpg Format  
ID  
Image Size Should Be Between 5kb and 5mb in Jpg Format

Choose File No File Chosen Choose File No File Chosen

ID TYPE

CAPTCHA Select Id Proof Type

GET OTP

**STEP : 8****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

PHOTO  
\*(IMAGE SIZE SHOULD BE BETWEEN) 5 KB AND 5 MB, IN JPEG FORMAT

Browse...

ID  
\*(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG FORMAT)

Browse...

CAPTCHA  
260452

ID TYPE\*  
Select Id Proof Type

**STEP 9**

**Fill other Details**

- Password  
(Password must contain minimum 8 digit and must include 1 uppercase character, 1 lower case character, 1 number, 1 special character)
- Confirm Password
- First Name Last Name
- Other contact number Gender
- Date of Birth (DD/MM/YY)
- Address Line 1 Address Line 2
- City State
- Pincode

- 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.

CAPTCHA  
Captcha

ID TYPE  
Select Id Proof Type

**STEP 10**

REGISTER

**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 you cases from the comfort of your office

Registered successfully



Circulated by  
ecommittee  
Supreme Court of India





## APPENDIX-III

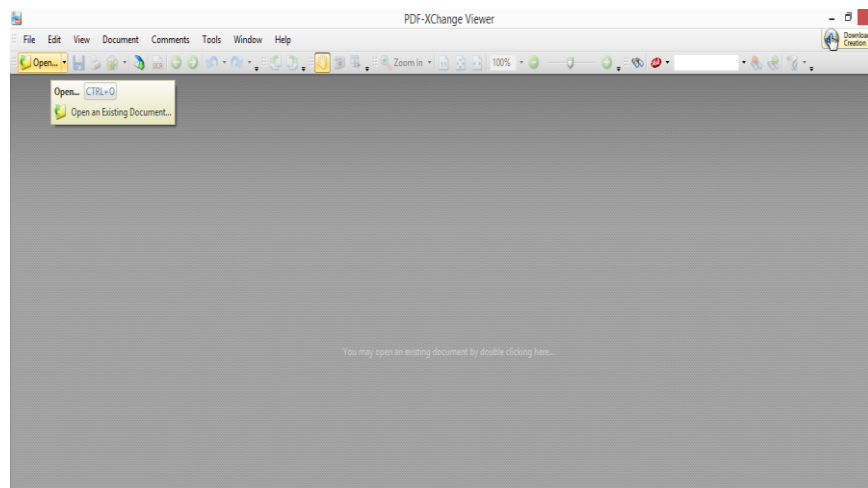
# Procedure for converting a document into an OCR searchable PDF.

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, Abbyy FineReader etc.

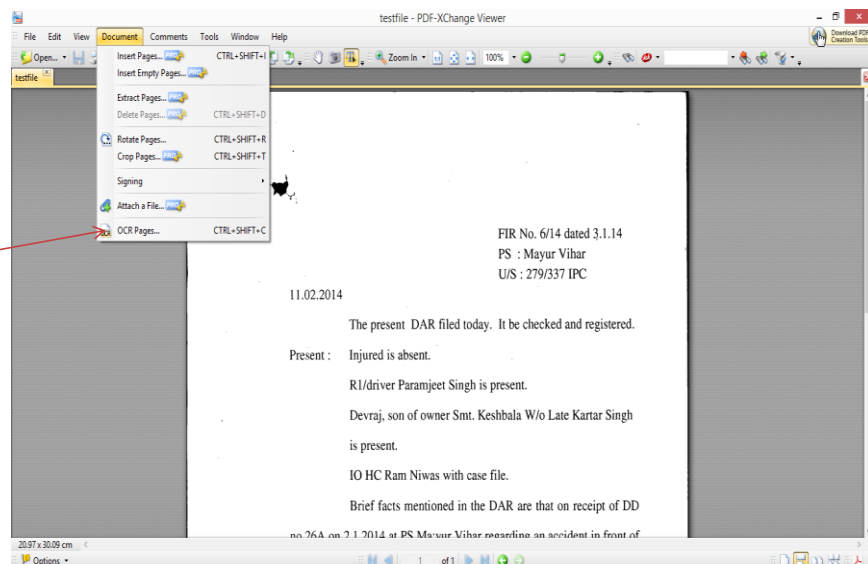
Open the PDF file containing a scanned image you wish to Convert in OCR Format

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".



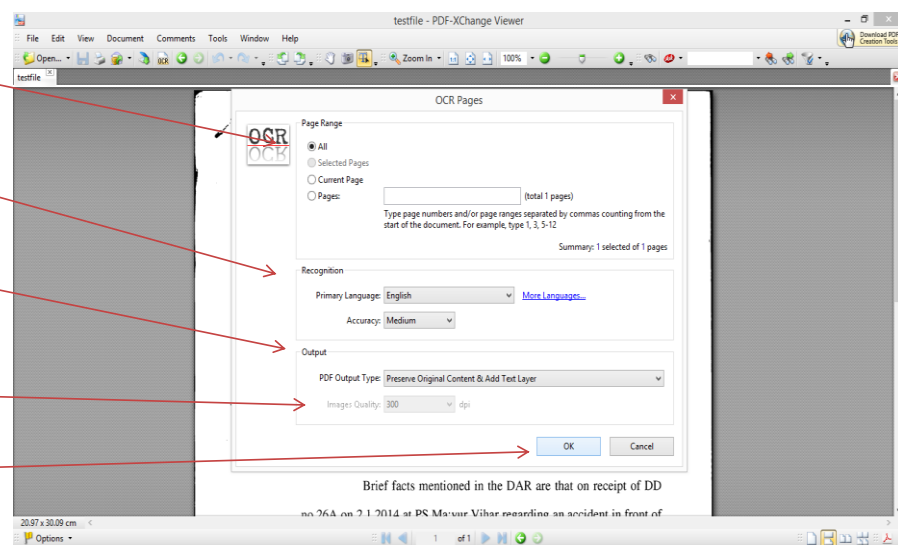
Select "Page Range"

Select "Recognition"

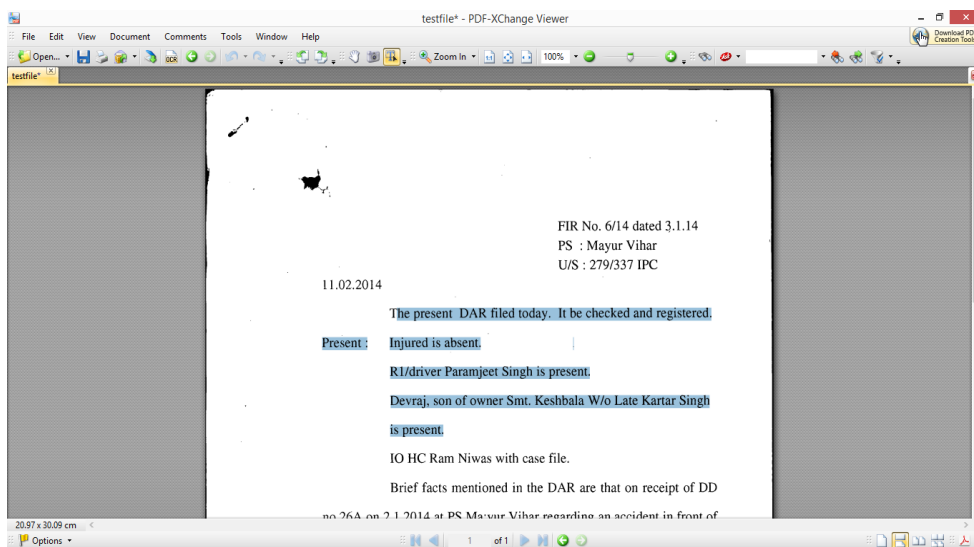
Select "Output"

Image Quality at least 300 dpi

Click "OK"



Document in  
OCR Format



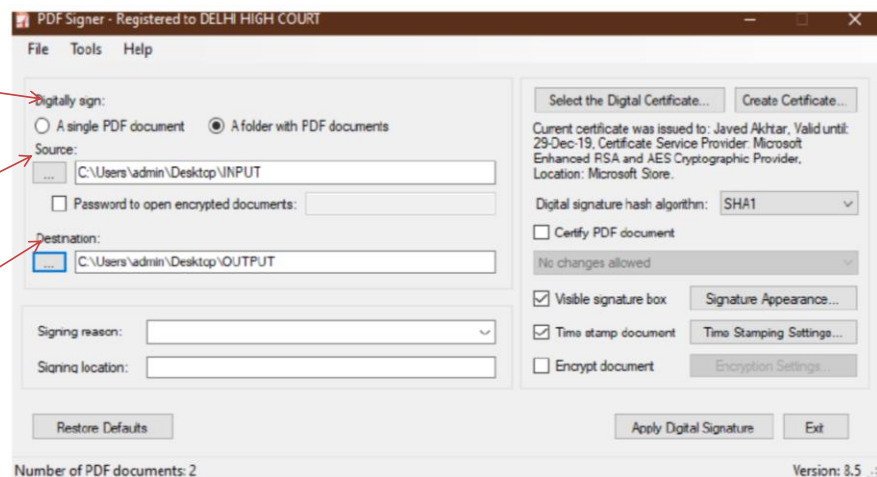
## APPENDIX - IV

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

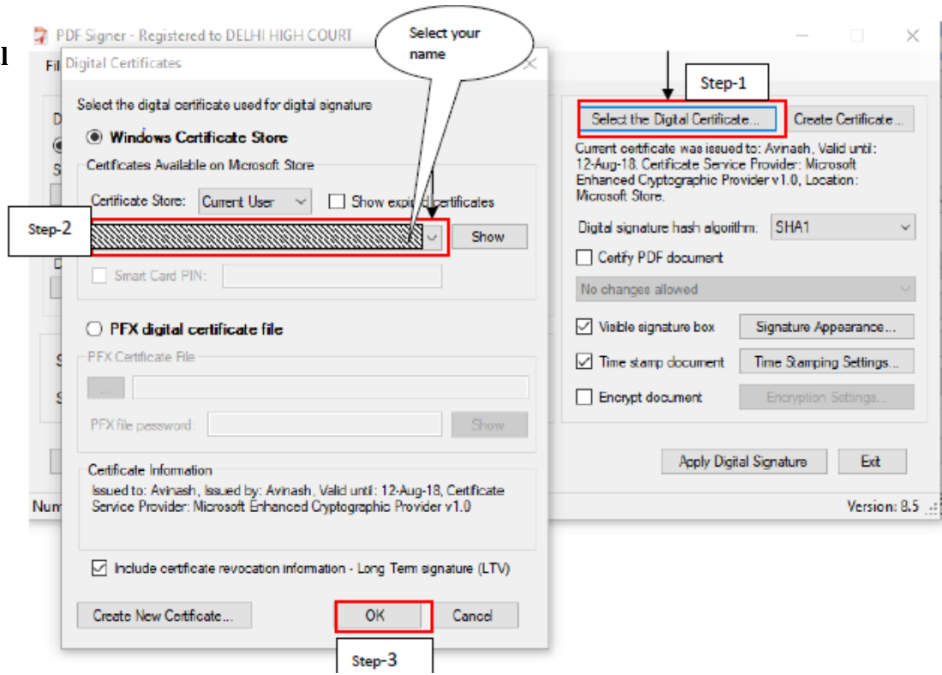
The screenshot shows the website <http://cca.gov.in> with a navigation menu at the top: PKI Framework, Root CA of India, Licensed CAs, Root Certificate, CA Certificates, eSign, Guidelines. The main content area is titled "Licensed CAs" and features a list of 15 licensed CAs on the left and a grid of logos for 12 of them on the right. The logos include: SAFE SCRIPT, IDRBT, (n)Code Solutions, emudhra, CDAC, Capricorn, NSDL e-Gov, VSIGN, Vsign (Verasys), Indian Air Force, CSC, Indian Army, RISL, RISL (RajComp), Indian Army, IDSign, RayCOMP Info Services Ltd, CDSL Ventures, Pantasign, and COSL VENTURES LIMITED.

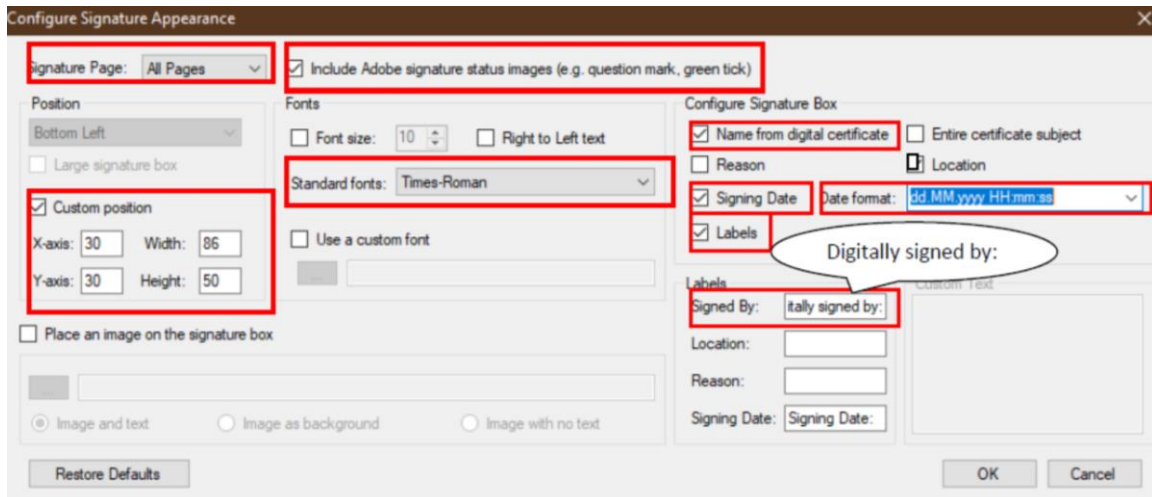
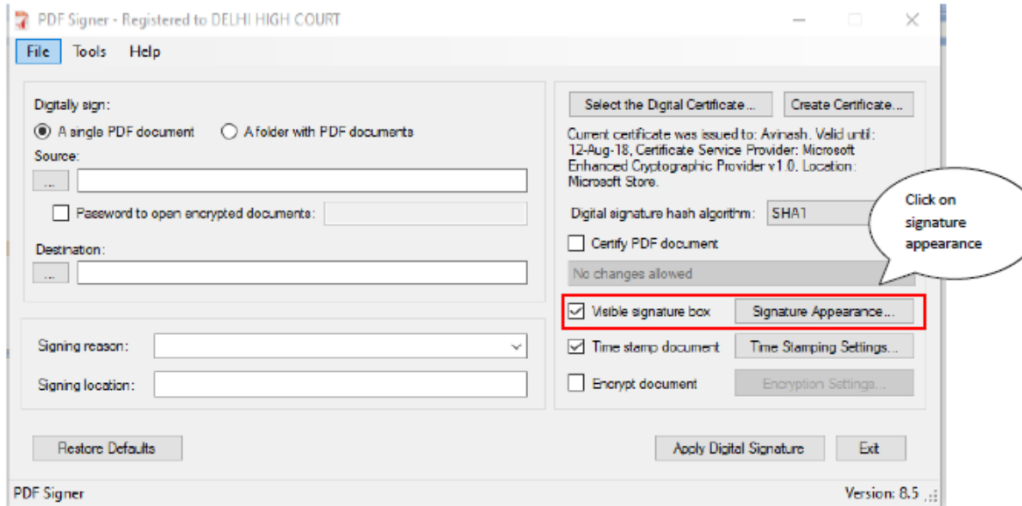
## Procedure for Digital Signature

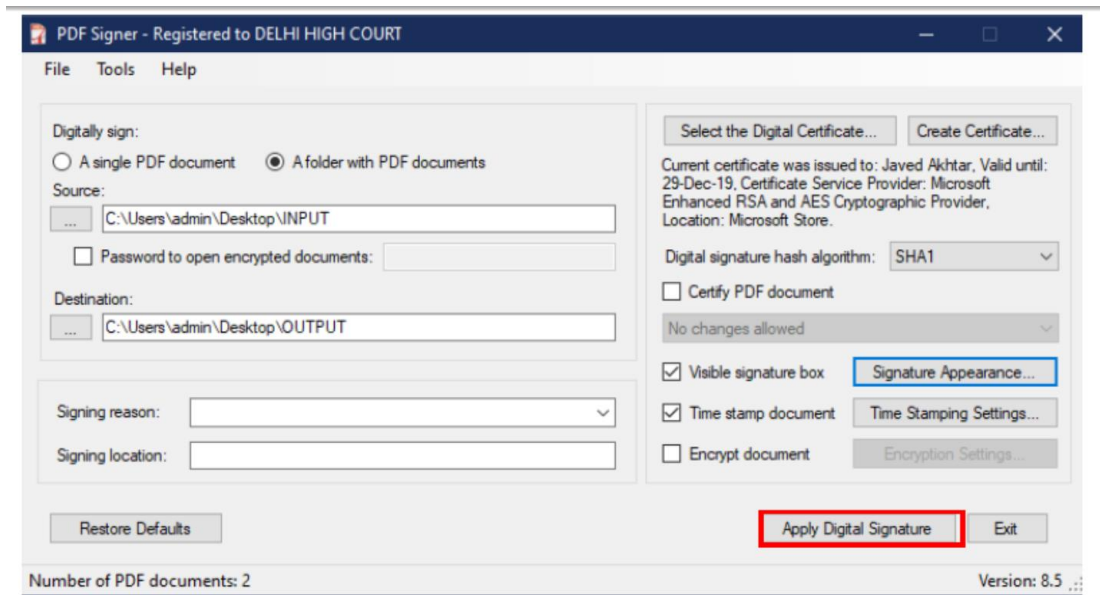
1. Using PDF Signer.
2. Select "A single PDF document" or "A Folder with PDF documents".
3. Select Source
4. Select Destination



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







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  
..... Appellant  
Through  
versus  
Y  
..... Respondent  
Through  
CORAM:  
HMJ  
% ORDER  
01.10.2019  
HMJ  
OCTOBER 01, 2019

Signature valid  
Digitally signed by ABC XYZ/2020  
Date: 2019.10.01 10:10:12

## 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

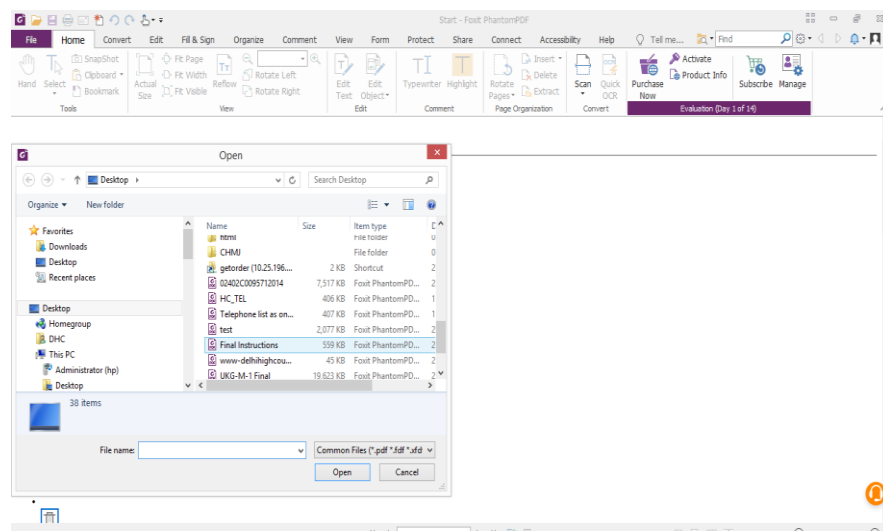
<https://www.foxitsoftware.com/pdf-reader>. The software program may be downloaded by clicking on Free Foxit Reader Download link available on website.



**Open the PDF file to Bookmark**

**Using Foxit Reader – free trial**

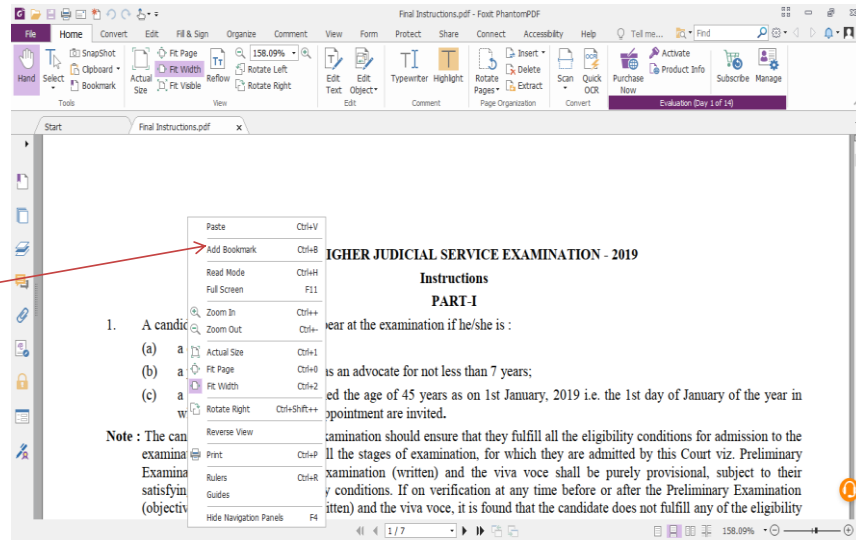
Select & open the PDF document to make bookmark





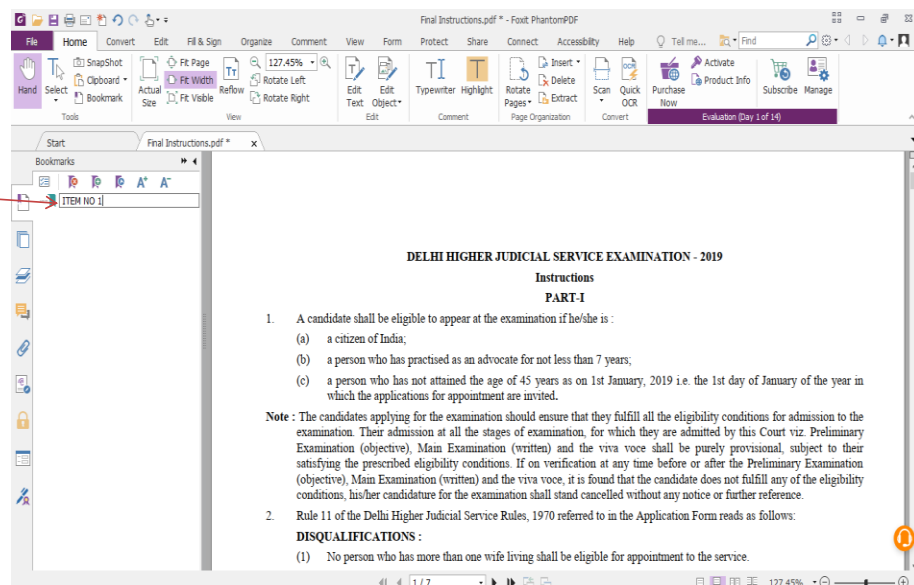
## Using Foxit Reader – free trial

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 accessing the online web portal and electronically filing documents

## DELHI HIGH COURT WEBSITE

1) Go to  
[www.delhihighcourt.nic.in](http://www.delhihighcourt.nic.in)

2) click on **e-filing** link

The screenshot shows the homepage of the Delhi High Court website. The URL is [delhihighcourt.nic.in/index.asp](http://delhihighcourt.nic.in/index.asp). The page includes a search bar, a navigation menu with links like Home, History, Judges, Calendar, Multimedia Resources, e-Library, Registrars, Feedback, FAQs, and Links. A central banner celebrates 15 years of the Mahatma. The left sidebar lists various services such as Judgements, Cause List, and e-Filing. The right sidebar contains a 'Latest Announcement' section and a 'Public Notice' section regarding the extension of the court's suspension.

# LOGIN

**Only Registered Advocate/ Party In Person can file the cases**

**1. Please Enter Login Credentials & Click Submit**

HIGH COURT OF DELHI  
e-Filing Management System

### Log In

Login ID \* :

Password \* :

Enter the Validation code : 

[Submit](#)

Login ID and Password are case sensitive

Not Registered ? [Register as Advocate/Party In-Person.](#)

Forgot Password ? [Click here.](#)

Site best viewed in 1440 x 900 on Microsoft Internet Explorer

# LOGIN

**First Time Login**

**When login first time in e-filing system user will be prompted to change the password**

HIGH COURT OF DELHI  
e-Filing Management System

### First Time Log In Please Change your password

Login ID \* : D12341998

Auto Generated Password \* : \*\*\*\*\*

New Password \* :

Confirm Password \* :

[Change Password](#)

Site best viewed in 1440 x 900 on Microsoft Internet Explorer

## Guidelines for usage of password

- Sharing Login IDs and password is prohibited. Access to the online application account is restricted to the individual/firm to whom that account is assigned.
- Do not share password with anyone.
- If you fail to Logout your account will be locked & activated after 30 minutes.
- As a user of the E-File Application, you can change your password anytime. However it will be mandatory for the new user to change the password at the time of first login.
- A valid E-Filing Application password must be at least eight characters in length and contain at least one special character one capital letter & one number.
- The password should not be the same as or a subset of your User ID. Other methods of protecting your password identity is to make sure that it is not easily discernible, such as a common name or location and should not be posted or stored in a location easily accessible by others.
- If you forget your password, you may reset your Password by using Forgot Password link.

## AFTER LOGIN

- 1) After login to e-filing system you will get the status of the cases filed under different categories MAIN, APPLICATION, DOCUMENT & DRAFT
- 2.) There are two main menu items
  - i) **e-Filing** :-Under this menu there are following sub-menu items
    - ✓ 1. Main Case
    - ✓ 2. Application
    - ✓ 3. Document
    - ✓ 4. Vakalatnama
    - ✓ 5. Caveat

WELCOME DEEP CHANDRA HARBOLA  
Login At 29 May, 2020 3:17

**PROFILE**

- e-Filing
  - 1. Main Case
  - 2. Application
  - 3. Document
  - 4. Vakalatnama
  - 5. Caveat
- Inbox
  - 6. Main Case Inbox
  - 7. Application Inbox
  - 8. Document Inbox
  - 9. Caveat Inbox
  - 10. Previously Filed Cases
  - 11. Draft Inbox
  - 12. Cancel Matching
  - 13. Add Reference No for Me

[CHANGE PASSWORD](#)

[LOGOUT](#)

HIGH COURT OF DELHI  
e-Filing Management System

**e-Filing (fresh cases)**

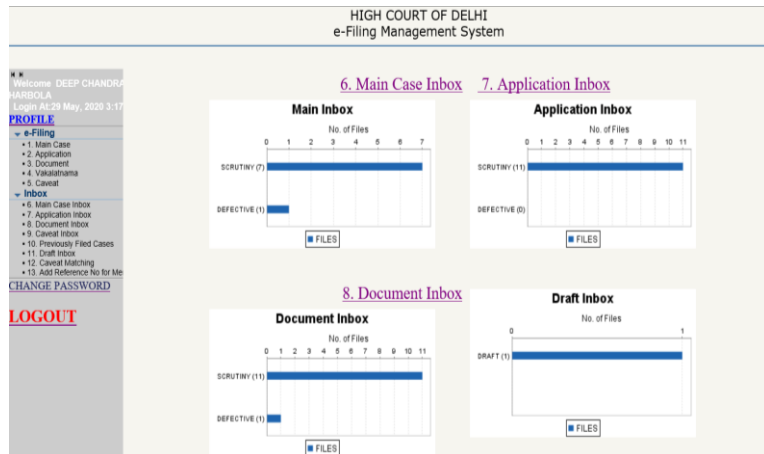
- [1. Main Case](#)
- [2. Application](#)
- [3. Document](#)
- [4. Vakalatnama](#)
- [5. Caveat](#)

HIGH COURT OF DELHI  
व्यवहार न्याय

# AFTER LOGIN

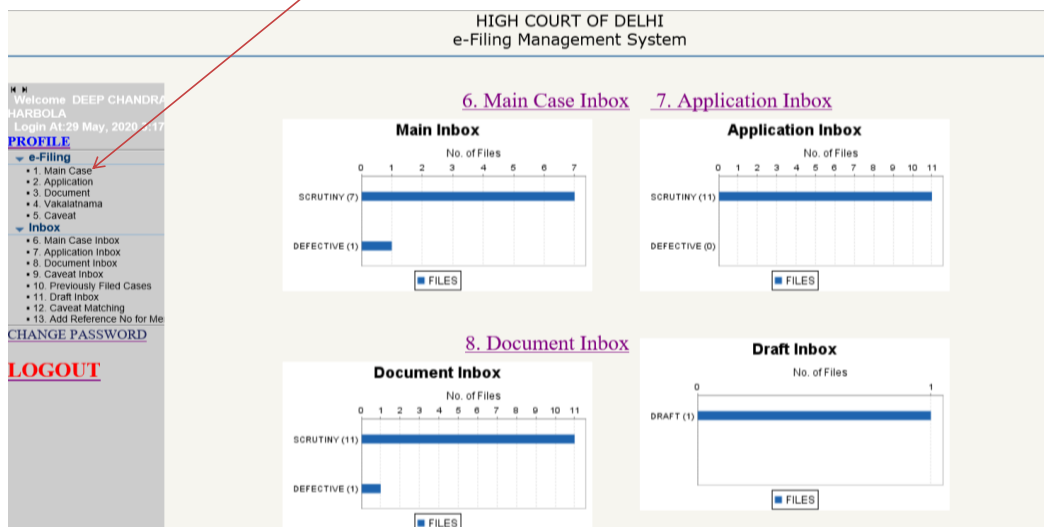
ii) Inbox :- Under this menu there are sub-menu items

- ✓ 6. Main Case Inbox
- ✓ 7. Application Inbox
- ✓ 8. Document Inbox
- ✓ 9. Caveat Inbox
- ✓ 10. Previously Filed Cases
- ✓ 11. Draft Inbox
- ✓ 12. Caveat Match
- ✓ 13. Add Reference No for mentioned cases



# MAIN CASE FILING

Click on the link **e-Filing** → **1. Main Case**



# MAIN CASE FILING

**Step 1** On completion of form of MEMO OF PARTIES, click on the button **Next**.

1. Enter Petitioner / Plaintiff details

2. To add another Petitioner/ Plaintiff details click on "ADD".

3. Enter Respondent details.

4. To add another respondent details, click on "ADD".

# MAIN CASE FILING

**Step 2** Now the screen for filling other detail will appear with the Petitioner and respondent details as you had entered in the previous screen.

**\*Select Case Type (Mandatory)**

After filling above fields you may fill the following as per your requirement.

- Impugned Order
- Name of Organization
- Constitutional
- Criminal
- Land Acquisition
- Tax
- Motor Accident
- Acts

You can choose any option to fill and can go to the next page anytime.

# MAIN CASE FILING

Step 2. Impugned Order → To use this option Click on *Impugned Order* Tap

- Select Court Name
- Enter Case Details
- Enter Decision Date & Select the decision

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3     **FILING DETAIL**     Previous ◀ ▶ Next

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
	Year	2020 <input checked="" type="radio"/> Urgent <input type="radio"/> Ordinary <input type="radio"/> Jail	
Case Category 1.	4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : _____		
Impugned Order    Name of Organization    Constitutional    Criminal    Land Acquisition    Tax    Motor Accident    Acts			
Court Name	Select		
Case Type	_____	Case No	_____ OF _____
Decision Date	_____	Decision	Select

Previous    Next

# MAIN CASE FILING

Step 2. Name of Organization → To use this option Click on *Name of Organization* Tap

- Enter Organization Name

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3     **FILING DETAIL**     Previous ◀ ▶ Next

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
	Year	2020 <input checked="" type="radio"/> Urgent <input type="radio"/> Ordinary <input type="radio"/> Jail	
Case Category 1.	4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : _____		
Impugned Order    Name of Organization    Constitutional    Criminal    Land Acquisition    Tax    Motor Accident    Acts			
Organization/Department.	_____		

Previous    Next

# MAIN CASE FILING

Step 2. Constitutional → To use this option Click on *Constitutional* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 **FILING DETAIL** Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail  
Case Category 1. 4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_  
Impugned Order | Name of Organization | Constitutional | Criminal | Land Acquisition | Tax | Motor Accident | Acts  
Title Statute Rule \_\_\_\_\_  
Previous Next

•Enter Details

# MAIN CASE FILING

Step 2. Criminal → To use this option Click on *Criminal* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 **FILING DETAIL** Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020  Urgent  Ordinary  Jail  
Case Category 1. 4400- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved \_\_\_\_\_ Jurisdiction Value : \_\_\_\_\_  
Impugned Order | Name of Organization | Constitutional | Criminal | Land Acquisition | Tax | Motor Accident | Acts  
Police Station Select  
FIR No. \_\_\_\_\_ FIR Date \_\_\_\_\_  
Sections of IPC \_\_\_\_\_  
Previous Next

• Select Police Station  
•Enter FIR No.  
•Enter FIR Date  
•Enter Sections of IPC



# MAIN CASE FILING

Step 2. Land Acquisition → To use this option Click on *Land Acquisition* Tap

HIGH COURT OF DELHI  
e-Filing Management System

**1** **2 of 3** **3**      **FILING DETAIL**      Previous Next

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
Year	2020	<input checked="" type="radio"/> Urgent	<input type="radio"/> Ordinary <input type="radio"/> Jail
Case Category 1.	4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : <input type="text"/>		
Impugned Order	Name of Organization	Constitutional	Criminal
Village	<input type="text"/>	Land Acquisition	Tax
Sec6	<input type="text"/>	Motor Accident	Acts
No. of Award	<input type="text"/>	Notification Date Sec4	<input type="text"/>
		Sec17	<input type="text"/>
		Date of Award	<input type="text"/>

Previous    Next

• Enter Details

# MAIN CASE FILING

Step 2. Tax → To use this option Click on *Tax* Tap

HIGH COURT OF DELHI  
e-Filing Management System

**1** **2 of 3** **3**      **FILING DETAIL**      Previous Next

PLAINTIFF/PETITIONER:	PNB HOUSING FINANCE		
DEFENDANT/RESPONDENT:	VS EXCHANGE BOARD OF INDIA & ANR.		
Case Type*	W.P.(C) - CIVIL WRITS		
Year	2020	<input checked="" type="radio"/> Urgent	<input type="radio"/> Ordinary <input type="radio"/> Jail
Case Category 1.	4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI		
2.	Select		
Is there any Similar Matter:	<input type="checkbox"/>		
Statutes Involved	Jurisdiction Value : <input type="text"/>		
Impugned Order	Name of Organization	Constitutional	Criminal
Assessment Year	Select	Land Acquisition	Tax
		Motor Accident	Acts
		Notification Date Sec4	<input type="text"/>
		Sec17	<input type="text"/>
		Date of Award	<input type="text"/>

Previous    Next

• Enter Assessment Year

# MAIN CASE FILING

Step 2. Motor Accident → To use this option Click on *Motor Accident* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020 Urgent Ordinary Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved Jurisdiction Value :  
Impugned Order Name of Organization Constitutional Criminal Land Acquisition Tax Motor Accident Acts  
Name of Insurance Company  
Previous Next

• Enter Name of Insurance Company

# MAIN CASE FILING

Step 2. Acts → To use this option Click on *Acts* Tap

HIGH COURT OF DELHI  
e-Filing Management System

1 2 of 3 3 FILING DETAIL Previous Next

PLAINTIFF/PETITIONER: PNB HOUSING FINANCE  
DEFENDANT/RESPONDENT: VS EXCHANGE BOARD OF INDIA & ANR.  
Case Type\* W.P.(C) - CIVIL WRITS  
Year 2020 Urgent Ordinary Jail  
Case Category 1. 4400-- MISCELLANEOUS MATTERS PERTAINING TO OTHER OI  
2. Select  
Is there any Similar Matter:   
Statutes Involved Jurisdiction Value :  
Impugned Order Name of Organization Constitutional Criminal Land Acquisition Tax Motor Accident Acts  
Act Type Name Remarks  
Select Act Select Select  
Add Row  
Act Type Name Remarks  
Remove  
Previous Next

• Select Act

# MAIN CASE FILING

### Step 3.

- Enter 17 digits eCourt fee number & Click ADD

HIGH COURT OF DELHI  
e-Filing Management System

1 2 3 of 3 FILE UPLOAD Previous

Enter e-Court Fee Receipt No.(if any) [LCT1556251L1551N] Add

ePayment ID:	Amount:
DLCT1556251L1551N	1

Remove

Previous Remarks:

Advocate Remarks:

Upload Complete File:  Browse...  
(please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  
 I don't agree

Previous Upload Document

# MAIN CASE FILING

### Step 3.

1. Multiple eCourt fee receipts can be clubbed.
2. You can also remove e-Court Fee, if it is wrongly added by selecting the checkbox before the locking of e-Court Fee and click on Remove button
3. Advocate Remarks can be added, if any
4. Upload the prepared petition in PDF format
5. Click on Upload Document button to complete the process of main case filing

HIGH COURT OF DELHI  
e-Filing Management System

1 2 3 of 3 FILE UPLOAD Previous

Enter e-Court Fee Receipt No.(if any) Add

ePayment ID:	Amount:
<input type="checkbox"/> DLCT1556251L1551N	1
<input type="checkbox"/> DLCT2634190K1512K	1

Remove

Previous Remarks:

Advocate Remarks:

Upload Complete File:  Browse...  
(please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  
 I don't agree

Previous Upload Document

# MAIN CASE FILING

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

Diary no. for the current filed case.

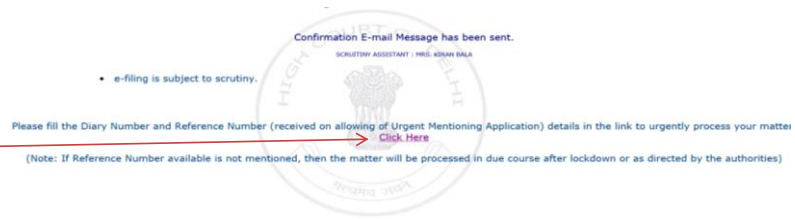
Email & SMS has been sent to your registered email id & Mobile No.

File is forwarded to scrutiny assistant.

Please *Click here* and fill details if matter is urgent

Check inbox for status.

✓ Diary No. E-434802/2020



# Add Reference Number

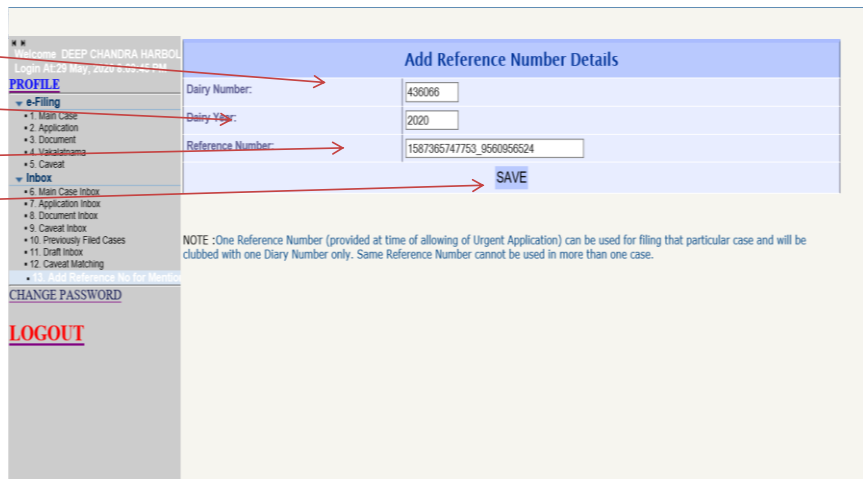
One Reference Number (provided at time of allowing of Urgent Application) can be used for filing that particular case and will be clubbed with one Diary Number only. Same Reference Number cannot be used in more than one case.

Diary number

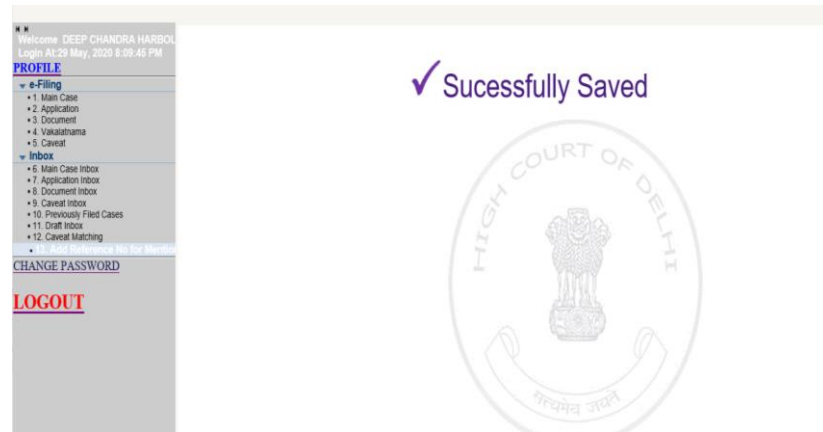
Diary Year

Reference Number

Please Save



## Add Reference Number



## MAIN CASE INBOX

**INBOX:** Now you can track the status of case filed through your inbox.

1.) In the system there is facility of tracking the status of different types of filings viz Main, Application etc.

2.) Click on the **Main Case Inbox** sub menu under **Inbox** menu

3.) under **Main Case Inbox** there are two tabs viz **SCRUTINY**--- Lists the cases which are in scrutiny stage

HIGH COURT OF DELHI  
e-Filing Management System

Welcome DEEP CHANDRA HARBOLA  
Login At: 29 May, 2020 8:08

Search By:

SNo	Diary No.	Case Type	Case No.	Petitioner Vs Respondent	Date of Filing	Status	Dealing	Court Fee	Reference No
1	435885/2020	W.P.(C)		TEST Vs HHJI	30-04-2020	SCRUTINY	RAMANDEEP KAUR		
2	435905/2020	BAIL APPLN.		TEST Vs HEU	01-05-2020	SCRUTINY	BRIJ BHUSHAN		
3	435966/2020	ITA		TEST 1 & ANR. Vs HELLOI & ORS.	10-05-2020	SCRUTINY	NEERU CHAUHAN		
4	436005/2020	W.P.(C)		GFG Vs GDGD	15-05-2020	SCRUTINY	PRIYANKA SAROHA		
5	436065/2020	O.M.P. (MISC)		AMIT VERMA & ANR. Vs STATE OF NCT DELHI	29-05-2020	SCRUTINY	SUNIL DUTT		1587198452475_9891655677
6	436066/2020	ARB.P.		ANKUR MAKKAR & ANR. Vs STATE OF NCT DELHI & ANR.	29-05-2020	SCRUTINY	SUNIL DUTT		1587367560033_9810171537
7	436073/2020	W.P.(C)		FG Vs DFGD	29-05-2020	SCRUTINY	KIRAN BALA		

# MAIN CASE INBOX

**INBOX:** In this you can track the status of your cases.

1.) **DEFECTIVE** → Lists the cases which are in defective stage

2.) To view the defect in case click on **List Of Defects** link

3.) In **DEFECTIVE** → option are given to **REFILE** the defective cases, after removing the objections.

High Court of Delhi e-Filing Management System

Welcome DEEP CHANDRA HARJOLA  
Logout At: 29 May, 2020 8:08

Search By: Diary No [ ] ALL [ ] Go [ ]

SCRUTINY (7) DEFECTIVE (1)

SINo	Diary No.	Case Type	Case No.	Petitioner Vs Respondent	Date of Filing	Status	Dealing	Court Fee	Reference No
1	435906/2020	RFA		HH Vs YYYYII	Memo of Party 01-05-2020	DEFECTIVE	AVINASH KUMAR VERMA		

# MAIN CASE INBOX

**On Clicking List of Defects, all the objections raised by the Scrutiny Assistant(s) will be displayed**

1.) Option to enter remarks with respect to every defect(s) raised by scrutiny assistant.

2.) Click "Save" after giving remarks, if any

High Court of Delhi e-Filing Management System

Diary Number: 435906/2020 Case Type: RFA

**Scrutiny Report** Print

SINo.	Defects marked during Scrutiny	Date of Defects	
		Marked	Remove
1)	(1)- Fair typed copy of dim written annexures be filed.	10/05/2020	-
2)	(1)- Caveat Report is to be obtained and at the time of each subsequent refiling	10/05/2020	-

**Information of Any other Defects**

Date of Defects	Description
10/05/2020	Description of any other Defects:bookmarking not done

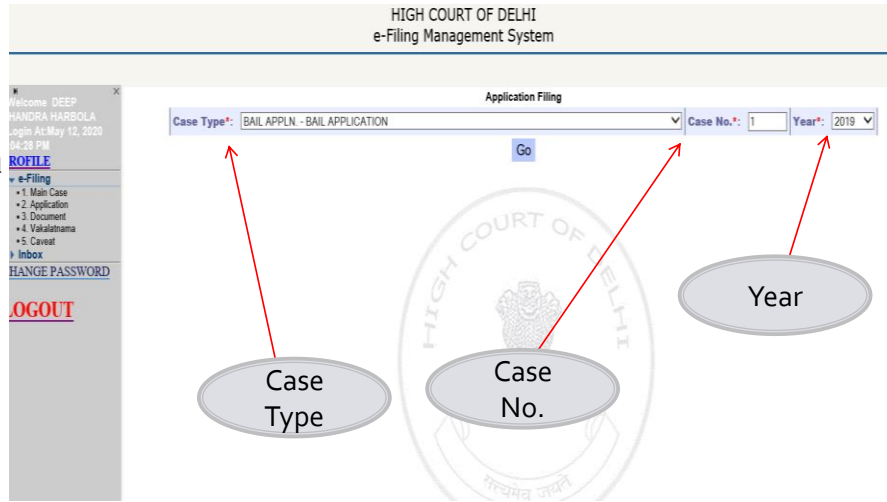
SAVE

# APPLICATION FILING

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

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

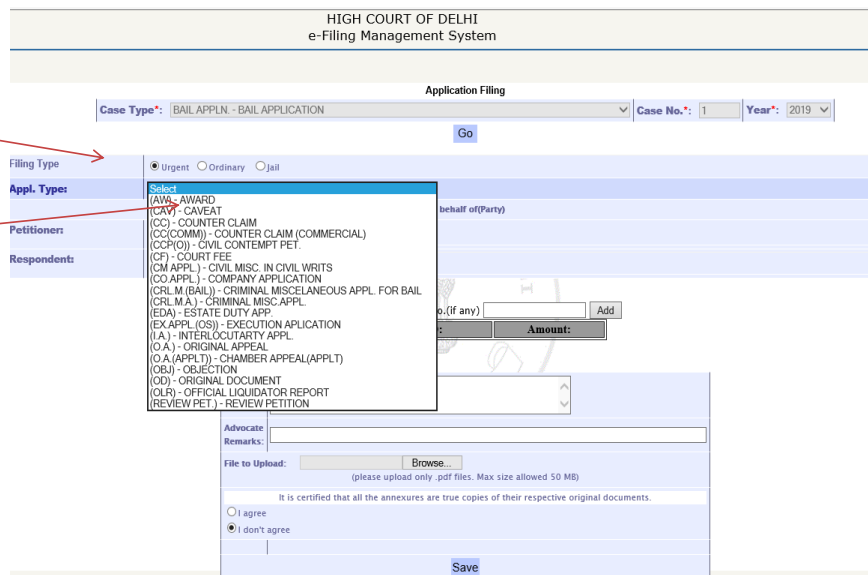
2) Select Case Type, Case No., Year of the already filed matter and click on **Go** button



# APPLICATION FILING

1) Select Filing Type  
Select the Type of filing you want to do

2) Select Application Type  
Select the Type of Application to be filed.



# APPLICATION FILING

- 1) Select parties
- 2) Add e-court fee
- 3) Select document To upload
- 4) Click on Save button to submit the Filing.

HIGH COURT OF DELHI  
e-Filing Management System

---

Application Filing

Case Type\*: BAIL APPLN - BAIL APPLICATION Case No.\*: 1 Year\*: 2020

Go

Filing Type:  Urgent  Ordinary  Jail

Appl. Type: [(CRL.M.(BAIL)) - CRIMINAL MISCELLANEOUS APPL. FOR BAIL]

on behalf of(Party)

Petitioner: JAG PARVESH @ TONI DAGAR

Respondent:  STATE

Enter e-Court Fee Receipt No. (if any) Add

ePayment ID: Amount:

Remove

Previous: [dropdown]

Remarks: [dropdown]

Advocate Remarks: remarks

File to Upload: C:\Users\Deep\Desktop\ Browse... (please upload only .pdf files. Max size allowed 50 MB)

It is certified that all the annexures are true copies of their respective original documents.

I agree  I don't agree

Save



## APPLICATION FILING

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

Diary no. for the current filed case.


Email & SMS has been sent to your registered email id & Mobile No.

File is forwarded to scrutiny assistant.

Please *Click here* and fill details if matter is urgent

Check inbox for status.

HIGH COURT OF DELHI  
e-Filing Management System

 **Diary No. E-435945/2020**

Confirmation E-mail Message has been sent.  
SCRUTINY ASSISTANT : Mr. SUDHANSHU SEKHAR BERA

- e-filing is subject to scrutiny.

Please fill the Diary Number and Reference Number (received on allowing of Urgent Mentioning Application) details in the link to urgently process your matter. [Click Here](#)

(Note: If Reference Number available is not mentioned, then the matter will be processed in due course after lockdown or as directed by the authorities)

## APPLICATION INBOX

**INBOX:** Now you can track the status of Application Filing through your inbox.

1.) Click on the **Application Inbox** sub menu under Inbox menu

2.) under Application Inbox there are two tabs viz

**SCRUTINY**--- Lists the cases which are in scrutiny stage

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

HIGH COURT OF DELHI  
e-Filing Management System

Welcome DEEP CHANDRA HARBOLA  
Login At: 29 May, 2020 8:05 AM

Search By: Diary No  ALL

**Application (7)** **DEFECTIVE (0)**

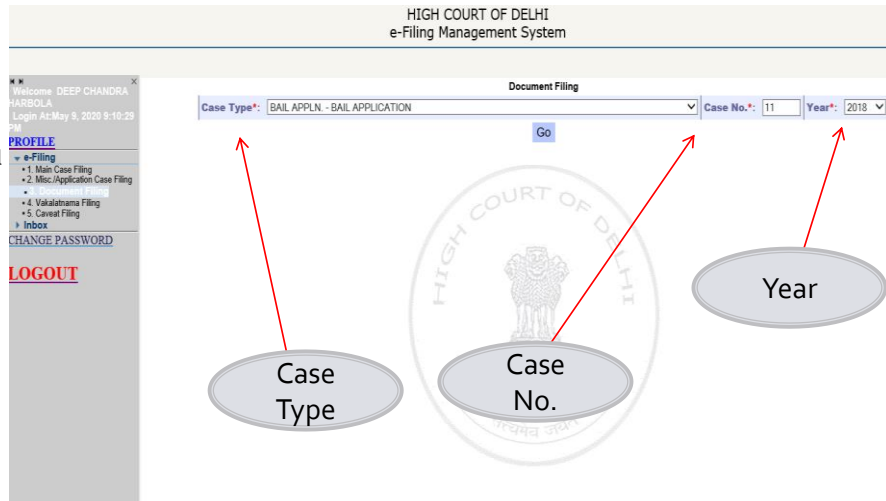
S.No.	Diary No.	Case Type	Case No.	Date of Filing	Status	Dealing	Court Fee	Reference No
1	435945/2020	OMP (ENF-J) (COMM.)	1/2020	04-05-2020	SCRUTINY	DINESH RATHI		
2	435945/2020	BAIL APPLN.	1/2020	08-05-2020	SCRUTINY	SUDHANSHU SEKHAR BERA		
3	436045/2020	CS(COMM)	1/2019	28-05-2020	SCRUTINY	DINESH RATHI		
4	436048/2020	W.P.(C)	1/2019	29-05-2020	SCRUTINY	DHEERAJ KASHYAP		
5	436049/2020	ARB. A. (COMM.)	1/2020	29-05-2020	SCRUTINY	AMIT KATARIA		
6	436051/2020	CS(COMM)	2/2020	29-05-2020	SCRUTINY	SUNIL DUTT		
7	436067/2020	O.M.P. (MISC.)	1/2020	29-05-2020	SCRUTINY	DINESH RATHI		1587365767668_9212165655

# DOCUMENT FILING

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

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

2) Select Case Type, Case No., Year of the already filed matter and click on **Go** button



# DOCUMENT FILING

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

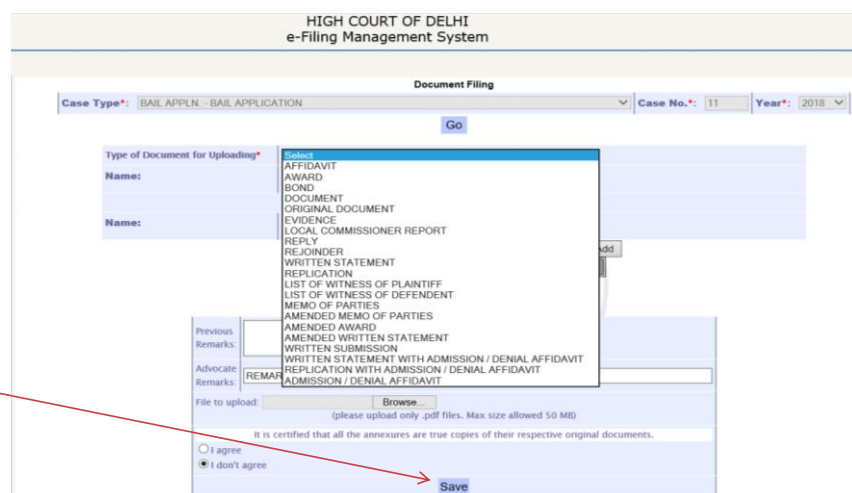
1) Select Type of Document for Uploading

2) Select Party

3) Add e-court fee

4) Select document To upload


5) Click on **Save** button to submit the Filing.



## DOCUMENT FILING

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

HIGH COURT OF DELHI  
e-Filing Management System

 Diary No. E-435946/2020

E-mail Message is delivered successfully

- e-filing is subject to scrutiny.

Please fill the Diary Number and Reference Number (received on allowing of Urgent Mentioning Application) details in the link to urgently process your matter. [Click Here](#)

(Note: If Reference Number available is not mentioned, then the matter will be processed in due course after lockdown or as directed by the authorities)

# DOCUMENT INBOX

**INBOX:** Now you can track the status of Document & Vakalatnama Filing through your inbox.

1.) Click on the **Document Inbox** sub menu under Inbox menu

2.) under Document Inbox there are two tabs yiz **SCRUTINY---** Lists the cases which are in scrutiny stage

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

SNo	Diary No.	Case Type	Case No	Filing Category	Date of Filing	Status	Court Fee	Reference No.
1	435946/2020	BAIL APPLN.	11/2018	LIST OF WITNESS OF DEFENDENT	08-05-2020	SCRUTINY		
2	435985/2020	OMP (CONT.)	2/2019	VAKALATNAMA	11-05-2020	SCRUTINY		
3	435986/2020	ITA	4/2019	WRITTEN STATEMENT	11-05-2020	SCRUTINY		
4	436050/2020	W.P.(C)	1/2019	WRITTEN STATEMENT	29-05-2020	SCRUTINY		
5	436053/2020	TR.P.(C.)	1/2020	REPLY	29-05-2020	SCRUTINY		
6	436068/2020	ITA	1/2020	REJOINDER	29-05-2020	SCRUTINY		
7	436069/2020	CO.PET.	1/2014	VAKALATNAMA	29-05-2020	SCRUTINY		
8	436071/2020	CMI	1/2020	LOCAL COMMISSIONER REPORT	29-05-2020	SCRUTINY		

# DRAFT INBOX

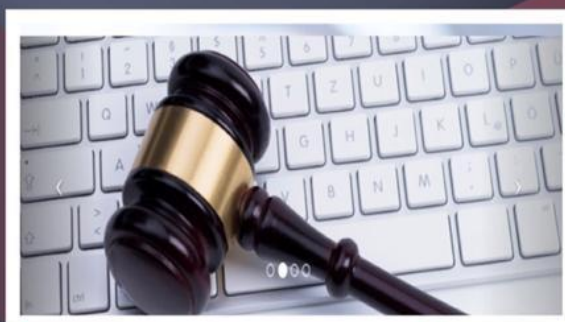
**Draft Inbox:** It keeps the track of main cases which are not filed yet due to some reason.

1.) Click on the **Draft Inbox** sub menu under Inbox menu

Serial No.	Date of Draft creation	e-Filing	Remove
1.	2020-04-25 14:09:25.0	<a href="#">Click Here</a>	<a href="#">REMOVE</a>
2.	2020-05-06 14:57:34.0	<a href="#">Click Here</a>	<a href="#">REMOVE</a>

# **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 .**

# **A step by step guide for e-filing**

(For High Courts & District Courts of India)

**Circulated by e-committee,  
Supreme Court of India.**

**Authored by,  
R. Arulmozhiselvi, M.L.,  
Ubuntu cum CIS Master Trainer,  
OSD, Tamil Nadu State Judicial  
Academy, Tamilnadu Judicial Service.**

**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 efilng portal. Follow this step by step guide and Start E-filing your cases from the comfort of your Officeand 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](http://www.efiling.ecourts.gov.in)
- If you are not a registered Advocate, immediately register today in the efilng portalby watching our helpline tutorial/manual.

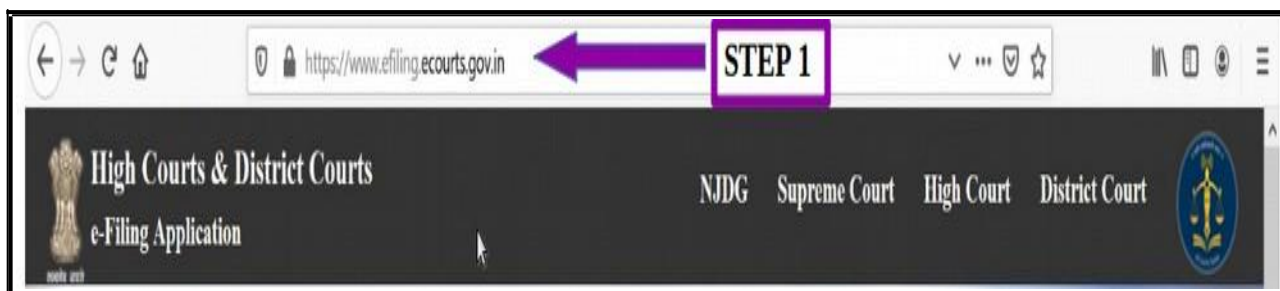
To Watch the Help video / manual click on this hyperlink

<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](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>

(iii) by clicking on the drop list (or)

(iv) by clicking the state directly from the India map



### 1.5. Login

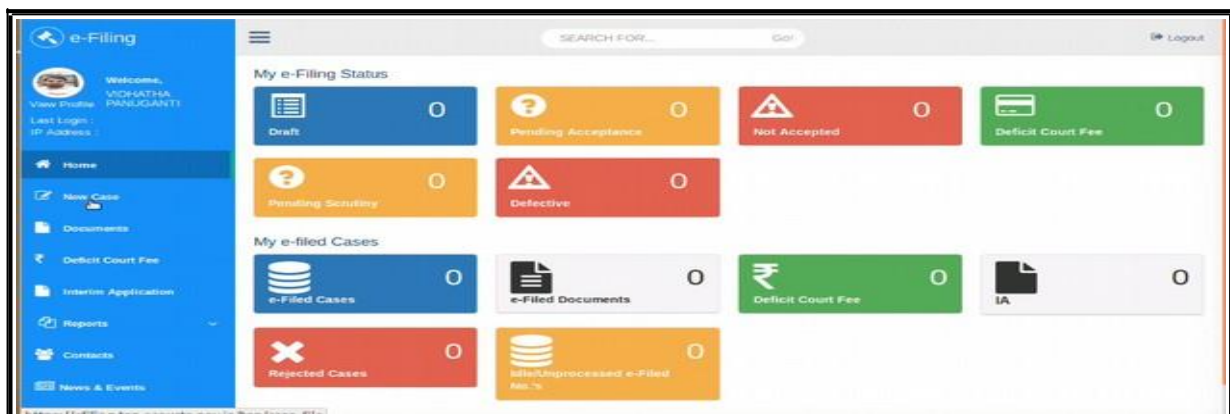
- Type the login id and password
- Enter the captcha
- Click on **LOGIN** button.

#### 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.

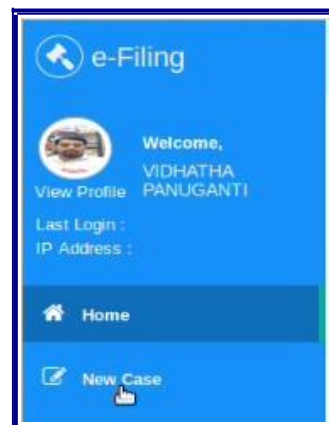
### 1.6.2 My e filed cases:



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 .

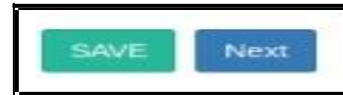
## 1.9. Filling up of forms:

### 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 .

**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.**

### 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, 66918fe90d112dddb5d14a8dc1b1330b5f817890dba70f4ac18838acd8df61e	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 the 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, 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, 66918fe90d112dddb5d14a8dc1b1330b5f817890dba70f4ac18838acd8df61e	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.

### 1.9.12 Affirmation and Verification of Applicant.

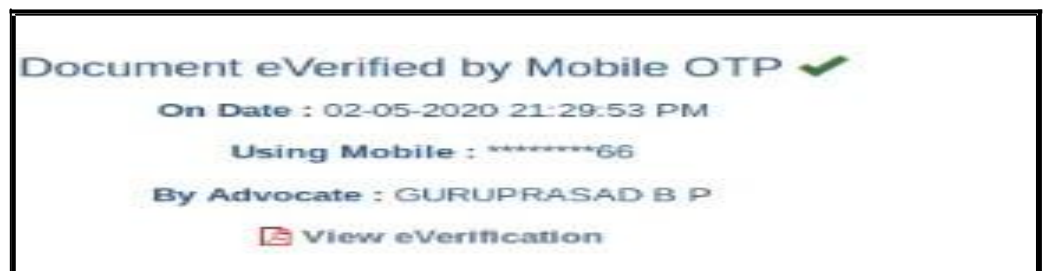
#### II. Applicant/Complainant/ Litigant Affirmation.

- 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.



### 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.

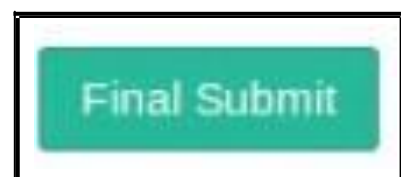
### 1.9.14 . View:

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”



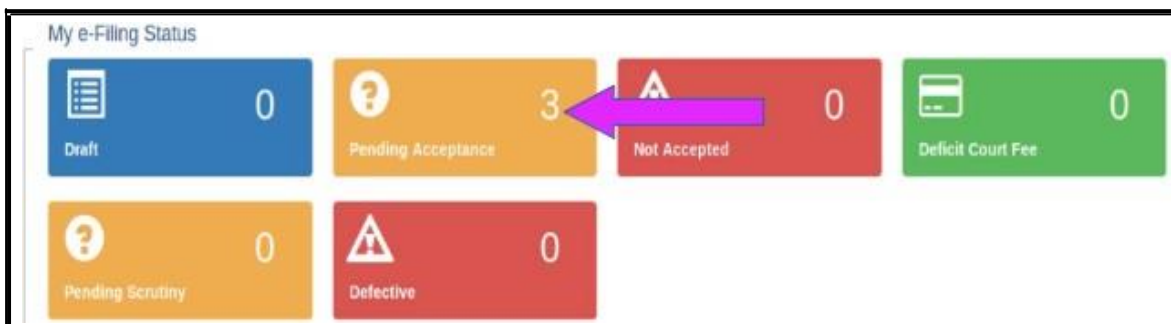
### 1.11. Submitted for approval of e filing admin :

E-filing number EC-KABIFF-00012-2020 submitted successfully 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.

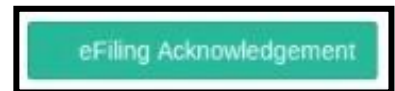
Pending Acceptance

Show 10 entries Search:


#	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.

eFiling Acknowledgement Case Parties Expand All

eFiling Details

e-Filed for : Efling Test, Ballari, Karnataka  
Nature : CIVIL  
Case Type : COM.EX.(CO CASES)  
Matter Nature : Ordinary  
e-Filed By : GURU PRASAD

Complainant / Petitioner  
Accused / Respondent  
Extra Information  
Extra Party

Opening efling\_ECKABIFF000122020.docx

You have chosen to open:  
efiling\_ECKABIFF000122020.docx  
which is: Microsoft Word Document (1.7 KB)  
from: https://efiling.ecourts.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 OK

<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 Madhay 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 Late/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

**APPENDIX -VII**

1. Any information contained in an electronic record that is sought to be produced in an electronic form and/or intended to be proved as per law shall be filed only through Designated Counters. Any party found dumping irrelevant data / electronic records.
2. Where the electronic record is contained in an electronic device it shall, before being produced, be imaged for being produced on to a removable media.
3. The electronic record shall be accompanied by a memo [**see Form A below**]. The details and columns shall be filled up to the extent the information is available. Where the Operating System and software required to read/view/access the electronic record is unavailable, it shall be provided by the party producing the electronic record in a separate storage media.
4. Upon the receipt of the electronic record, the hash value thereof shall be verified by the Registry and the electronic record shall be transferred forthwith to the server of the Court following the protocol set out as under:
  - *Image of the electronic record shall be received only by the authorized personnel.*
  - *Image of the electronic record shall be accompanied by a memo (**Form A**) by the party tendering it.*
  - *There shall be a dedicated server for receipt and storage of electronic records with clearly specified access rights.*
  - *A standardized procedure, as reviewed and updated from time to time, shall be followed for the verification of the details mentioned in the memo accompanying the electronic record.*
  - *The file structure of the electronic record based on the case number and the unique reference number shall be generated through the software. For example, Case Number Unique Reference Number of the Electronic Record*
  - *An acknowledgement depicting the unique reference number assigned to the electronic record shall be given to the party tendering the electronic record.*
  - *No electronic record in auto-erase mode shall be received. Every electronic record will be preserved in read-only mode.*
  - *A backup shall be created simultaneously of each electronic record after assignment of the unique reference number and the backup shall be stored at a separate location.*
  - *Logs shall be maintained for all actions and the entire process shall be automated.*
5. Where confidentiality is sought in respect of the whole or any part of the electronic record, directions may be sought from the Court concerned.
6. The extant rules (of the Court concerned) regarding retention and production of original documents will apply *mutatis mutandis* to electronic records produced in terms of these rules.
7. Upon verification and transfer, a unique number will be assigned to the electronic record by the Registry. Such a unique number shall be made available to the person tendering such electronic record.
8. After a unique number is assigned, the storage media will be returned to the party/counsel concerned.
9. A separate register in the prescribed format shall be maintained in every Court or Court complex as the case may be, of the electronic records received, verified and transferred to the server.



10. Till such time the electronic record is transferred to the server and returned to the person tendering it, the storage device containing the electronic record should be placed in antistatic and magnetic proof or another such appropriate envelope, to be provided by the party. Such envelope will be appropriately labelled, by the party with the details of the case and the electronic record in the manner indicated below:
- *The storage media containing the electronic record will be tendered in an appropriate envelope or cover.*
  - *The envelope or cover should be free of dust, grease and chemical pollutants and kept in a sterile environment*
  - *As far as possible:*
    - *The appropriate size of the envelope would be 6" x 6" for pen drives and memory cards; 7" x 10" for CD, DVD and 8" x 10" for hard disks.*
    - *Electronic record should always be packed in anti-static packing and magnetic proof. Only paper or cardboard should be used with a thin water/dustproof plastic layer on the outside of the envelope.*
    - *A master envelope may be used to hold multiple disks (packed in separate hard plastic cases) if necessary.*
  - *The Label affixed thereupon, should necessarily include the case details, type, make and Sr. no. of the electronic storage media along with the name of the party or the person tendering it.*

Such envelope should be kept in a sterile environment. After the electronic record is transferred as per the protocol hereinabove, the envelope will be returned along with the storage media. In any event, the storage media and the envelope will not be retained beyond one week, unless otherwise ordered by the Court.

11. The Registry shall maintain logs documenting all processes and protocols for electronic records created in the normal course of business.
12. The court concerned will display on the website the list of the operating systems and the softwares available in the court system. Guidance notes will be uploaded on the websites of the High Court and District Courts.
13. Only authorized personnel shall have access to electronic records.
14. These rules/guidelines do not deal with the destruction of electronic records or devices which have not been collected under clause 11. These will be governed by the rules framed by the Court concerned for that purpose, as the case may be.
15. These rules will apply also to the production of electronic records during the cross-examination of a witness in the course of the trial.

**FORM A****MEMO TO BE ATTACHED TO THE ELECTRONIC RECORD**

Name of the Court –

Case No. –

Cause Title of the Case –

<b>The party producing the electronic record and name of person tendering it</b>	
<b>Description (Brand name, Serial number, etc.), if any, of storage media (whether CD/DVD/Pen Drive etc)</b>	
<b>Operating System and Software/Application required to view/read the electronic record</b>	
<b>Number of files and size of each as contained in the storage media.</b>	
<b>Duration of each file in HH:MM: SS (in case of audio/video file)</b>	
<b>The date on which data was stored or copied on said storage media (DD:MM: YY).</b>	
<b>Name of person/agency, if any, which extracted and transferred Electronic Record.</b>	
<b>Hash Function used (SHA-2/MD5and / or any other media notified from time to time) and software used to generate the hash value.</b>	
<b>Hash Value</b>	
<b>Description of the device from which such electronic record was extracted and transferred (Brand name/Serial number/IMEI number, etc.)</b>	
<b>Any other particulars</b>	

Date -

Party (Name &amp; Signature) -

Place -

Counsel (Name &amp; Signature) –

<b>FOR OFFICE USE ONLY</b>	
<b>Date of receipt (with time):</b>	
<b>If the record is produced in sealed cover from an agency, description of seal:</b>	
<b>Date of Transfer to the server (with time):</b>	
<b>Reasons for delay in transfer (if any):</b>	
<b>Unique Document ID No. (to be filled by the Registry):</b>	

<b>Verified and transferred by:</b>  (Name, designation, signature):	

<b>RETURN OF STORAGE MEDIA</b>	
<b>Date of return of the storage media after the transfer of the electronic record to the server.</b>	
<b>Name and signature (with date) of party/counsel to whom returned</b>	

APPENDIX-VIII

# Procedure for filing Caveat

## CAVEAT FILING

In this you can file Caveat.

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 (compulsory for Appellate side matter)

3) Add e-court fee

4) Select document to be upload

5) Click on **Save** button to submit the Filing.

## CAVEAT FILING

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

Please **Click here** and fill details if matter is urgent

## 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

SNo	Diary No.	Case Type	Case No.	Caveator Vs Respondent	Date of Filing	Status	Court Fee	Reference No
1	436070/2020	BAIL APPLN.	/0	AJAY BAJAJ Vs AMIT KUMAR	29-05-2020	SCRUTINY		
2	435965/2020	CS(COMM)	/0	RESP 1 Vs RAHUL T	10-05-2020	SCRUTINY		
3	435948/2020	CS(COMM)	/0	RAKESH Vs ANAND	08-05-2020	SCRUTINY		

### APPENDIX –IX

#### **PROTOCOL TO BE FOLLOWED FOR THE MARKING OF ELECTRONIC RECORDS AS EXHIBITS DURING TRIAL**

- Image of the electronic record shall be retrieved from the server of the Court during the stage of trial after verifying its authenticity with reference to its hash value and metadata.
- Where an electronic record is printable, its print out shall be marked as an exhibit as per applicable rules and practices. This print out so marked as an exhibit be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.
- Where the image of the electronic record is in the form of an audio recording of a conversation, the parties concerned shall produce transcripts of the recorded conversation. The transcripts must bear all material particulars including the date, time and duration of the recordings, the mobile phone numbers with IMEI numbers of the handsets used and the names of the purported conversationalists. The audio recording shall be played in the Court. The matching transcript of such audio recording will be marked as an exhibit as per applicable rules and practices. The exhibited transcript of the audio recording will be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.
- Where the image of the electronic record is in the form of an audio recording of a music clip, tune, etc. The audio file may be accessed with the help of prescribed 'audio file visualiser' software for viewing and analysing the contents of music audio files; for viewing their waveforms, audio visualisations such as spectrogram views, with interactive adjustment of display parameters. The relevant portion(s) of the audio data may be annotated by adding labelled time points and defining segments, point values, curves, overlay annotations on top of one another with aligned scales, and overlay annotations on top of waveform or spectrogram views, etc.;

5. Where the image of the electronic record is in the form of a video recording, the same shall be played in the Court. The proceeding of the Court in which the video record is played, statement of the witness including cross-examination in respect of any part of the video record shall be video recorded to form part of the record of the trial. This video recorded deposition of the witness be treated as an exhibit. The Court in its order sheet must record in detail the persons identified by the witness and any other material aspect of the deposition/cross-examination concerning all / any part of the video record played in the Court. Time frame in the video be also mentioned in the order, wherever required.