

PRACTICE DIRECTIONS FOR ELECTRONIC FILING (e-FILING) IN THE DELHI DISTRICT COURTS DURING TEST RUN PHASE

1. These practice directions will apply to Electronic Filing (e-filing) of cases in the Delhi District Courts and will be effective from the date and for the categories of cases as may be notified by the office of the District & Sessions Judge (HQ) from time to time.
2. Except as provided in these practice directions, all original text material, memorandum of parties, pleadings, documents, applications etc in cases filed on or after 27TH May, 2019 will be filed electronically at e-filing web portal or shall be scanned at the e-filing counter in the manner hereinafter provided.
3. This protocol does not change, alter or modify any rules of procedure or limitation, as may be prescribed by law.
4. The e-Filing at web portal does not support the filing of audio or video files. The audio and video files need to be filed with documents at the time of physical filing. However, the Index of e-file and physical file shall include them in pagination matching with actual hard copy filed at the filing counter. The e-Filing done at web portal shall not be watermarked or encrypted. The e-filed documents at web portal shall not contain any virus, malware or trojan etc. Before filing the documents, users shall ensure any hidden text, such as markings, track changes or annotations etc. from source documents have been removed before converting file into to PDF.

5. PROCEDURE FOR E-FILING

- 5.1. The e-filing shall be made at web portal <https://efiling.dl.ecourts.gov.in/login>. Any party to litigation may opt for eFiling through web portal at any stage of case.
- 5.2. An Advocate or a litigant may e-file the case at web portal by creating user accounts and using the e-Filing facility. Only the Advocates registered in database of Delhi District Courts will be able to do e-filing. The Registration form for Advocates is [Appendix - I](#).
- 5.3. The Creation of User account for Advocates, Litigants, e-filing procedure and procedure for payment of Court fees is prescribed in User manual for High Courts & District Courts in India issued by the e-committee Supreme of Court of India, 2018 which is [Appendix - II](#)
- 5.4. In addition to aforesaid e-filing web portal, the court fees may be also paid at web portal <https://pay.ecourts.gov.in/> as per procedure prescribed in User manual for High Courts & District Courts in India issued by the e-Committee of Supreme of Court of India, 2018 [Appendix - III](#).

- 5.5 The original text material, memorandum of parties, pleadings, documents, applications etc. as the case may be will be prepared electronically using MS Word or Open Office software. The formatting style of the text will be as under:

Paper Size	A4	
Margins	Top	1"
	Bottom	1"
	Left	1"
	Right	1"
Alignment	Justify	
Font	Arial	
Font Size	12	
Line Spacing	1.5	
Orientation	Portrait	

- 5.6 Before uploading the files on e-filing web portal the files shall be converted into Portable Document Format (PDF) using any PDF converter or in-built PDF conversion plug-in provided in the software. Procedure to convert word document to PDF is set out in [Appendix – IV](#).
- 5.7 Where the document is not a text document and has to be e-filed it should be scanned using an image resolution of 200 dpi (dot per inch) and saved as a PDF document.
- 5.8 The maximum permissible size of the file that can be uploaded at the time of e-filing is 25 MB.
- 5.9 The authentication by digital signature or Aadhar authentication shall be as per procedure prescribed in [Appendix - II](#). However it shall be ensured that document is digitally signed only after it is converted in to PDF format.
- 5.10 Case once accepted at e-filing portal cannot be altered/amended. The hard copy filed at the filing counter shall be identical to e-filed documents. An undertaking as prescribed in [Appendix – V](#) needs to be furnished at the time of physical filing. No requests for alteration/ modification shall be entertained at filing counter in this regard. The amendments thereafter shall be permitted only upon permission of the court as per law for which the application shall be made separately.

6. FILING OF HARD COPIES

- 6.1 The originals signed hardcopy of e-filed case, application; document etc shall be physically filed at the filing counter of the respective District Court Complex within **seven working Days** of approval/acceptance of case/documents by this office at the web portal. In case identical hard copy of e-filed documents is not filed within the stipulate period, the case will be kept in “idle” cases category or “send to section” for **one month** and thereafter it will be deleted from system. The case will be fetched to Case Information System (CIS) of Delhi District Courts only upon physical filing of hard copy of case at e-filing counter.
- 6.2 In specified jurisdiction, if the e-filing is not made by any of the party at the web portal than upon presentation by party the documents shall be scanned and digitised at the e-filing counter subject to payment of necessary scanning/digitisation charged as may be prescribed by the department from time to time.
- 6.3 The party doing e-filing shall ensure that the e-filed document is identical with the hard copy filed at the filing counter. An undertaking in this regard shall be furnished in [Appendix - V](#)

7. EXEMPTION FROM ELECTRONIC FILING

Exemption from e-filing of the whole or part of the pleadings and/or documents may be permitted by the Court upon an application for that purpose being made to the Court in the following circumstances:

- (i) e-filing is, for the reasons to be explained in the application, not feasible; or
- (ii) there are concerns about confidentiality and protection of privacy; or
- (iii) the document cannot be scanned or filed electronically because of its size, shape or condition; or
- (iv) the e-filing system is either inaccessible or not available for some reason; or
- (v) any other sufficient cause.

Application for exemption in case of fresh cases shall be made in the court designated by the Ld. District & Sessions Judge and before the concerned court in case of pending cases.

8. SERVICE OF ELECTRONIC DOCUMENTS

In addition to the prescribed mode of service, the process of court may also be served through email by respective process serving/Nazarat branches of the Delhi District Courts from the official email accounts and also through NSTEP application developed by the e-Committee of Supreme Court of India.

The e-mail ID of respective branches shall be published on the official website so as to enable the recipients to verify the source of the e-mail.

9 COMPUTATION OF TIME

- 9.1 Electronic filing through the e-filing centre of the Court is permissible from 10 A.M to 05.00 P.M on working days. The e-Filing at web portal is open 24 hours subject to breakdown, server downtime, system maintenance or any other exigencies. In cases where e-Filing is not available at web portal the parties shall opt for physical filing at e-Filing counter. No exemption from limitation shall be permitted on the ground of non- functioning of e-Filing facility at web portal.
- 9.2 For electronic filing done through the e-filing centre in the Delhi District Courts premises, the rules relating to time for the purposes of limitation will be no different from those applicable for the normal filing. The date and time of e-filing as per Indian Standard Time.
- 9.3 The period of limitation in case of e-filing on web portal shall be counted from the date of physical filing at e-filing Centre of District Court. Mere saving of draft and e-filing on web portal will not be considered for purpose of limitation.

10. NOTIFICATIONS

Notification of e-Filing, objections, authentication, registration and date of first listing etc shall be send automatically to the email id and the mobile number provided by the parties at the time of registration.

These Practice Directions shall remain in force in specified jurisdiction until further orders.

LIST OF APPENDIX

Name of Appendix	Context
Appendix - I	Registration form for Advocates
Appendix - II	E-Filing Manual
Appendix - III	E-Pay Manual
Appendix - IV	PDF Conversion
Appendix - V	Undertaking

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