

E-Filing System

USER MANUAL



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1. General Information

- **Introduction**

eFiling service is specially designed for advocates and litigants to provide convenience of working from home, reduce delays and minimize physical presence of the parties in the court. The facility allows user to file a case online and upload all the case documents from home. The system also features e-signing facility and oath recording using in-system camera to ensure authentication of the document.

- **Audience**

The document is intended for Advocates, Litigants, Party-in-person Litigant, Government Pleaders and Advocate Clerks who need to frequently file cases and upload documents.

- **Purpose of the document**

The purpose of the document is to familiarize the different users with the services available for them through eFiling 3.0.

- **Objectives of the document**

The main objectives of the document are to enable the user to:

- Register with eFiling system
- File New Cases
- Complete vakalat procedure
- Upload Pleadings for cases
- E-sign pleading for authentication
- Record oath for pleadings
- File IA
- Online payments for court
- Add or revoke partners
- Manage exclusive portfolio

Quick Reference

Sr No.	Task	Ref. Section	Procedure in Short
1	Registration	2.2	Login screen → New User link
2	Update Profile	3.1, 3.2/3.3	Profile Menu → Update Profile
3	Change Password	3.1	Profile Menu → Update Profile → Change Password
4	View my Cases	6.7.2	Dashboard → My Cases OR Portfolio Menu → My Cases
5	Import / Export cases from /to mobile app	6.7.3/ 6.7.4	Portfolio Menu → Import Cases/ Export Cases
6	Manage Court Calendar	6.7.6	Portfolio Menu → Planner
7	Search Cases (all)	6.7.1	Portfolio Menu → Search Cases
8	Add individual case to portfolio (My Cases)	6.7.1	Portfolio Menu → Search Cases → (search the case) → Case Number link → Add Case button
9	Add or Revoke Partners (for advocates)	6.1.1/ 6.1.3	Main Menu → My Partners → Add Partner/Revoke Partner
10	Enter Case Information	6.2.1	Main Menu → Case Filing → New Case Filing
11	Pay Fees (for cases)	6.5.1	Main Menu → ePayments → ePayments
12	Court Fee Payment	6.6.1	Main Menu → Applications → Interlocutory application Filing → Pay Fees
13	Add balance to Court Fee Wallet	6.5.2	Main Menu → ePayments → Court

			Fee Wallet
14	Upload Case Documents	6.4.2	Main Menu → Pleadings → Pleadings → Pleadings Upload tab
15	View uploaded documents status	4.2.1	Dashboard → Draft Pleadings
16	Submit Pleading to court	4.2.1	Dashboard → Draft Pleading → Submit

Table: Procedure-wise Reference

2. Getting Started

2.1 Accessing the system

Visit <https://filing.ecourts.gov.in/> to access the eFiling system.

Registered users can log in into the system by using username (bar code/ email/ mobile number/ unique code given at the time of registration) and password. If you are not a registered user, follow the procedure for registration explained in the next section.

Fig: Log-in Menu

2.2 Registering new users

- Click on the '[New User? Register here](#)' link in the log-in screen. A registration form will be displayed.

Fig: New User link

Note: Government Pleaders do not need to register. They can directly log into the system.

For Advocates:

Fill in the following details in the registration form

- Select the **State** in which the advocate is registered with the bar council.
- Bar Registration Details – When you enter the **Bar Registration** number, click **Verify**. The system will verify the bar registration number with bar council data and fetch the contact details. A message is displayed at the top of the screen informing whether the verification was successful or not. Verify the fetched contact details and change, if required.

Even if mobile number changed or user is not verified, he can still register with the eFiling system. The user will be verified by the bar council later.

- Practice Place Details
- Contact Details
- Password
- Once all details are filled in, click **Generate OTP**; ‘OTP sent to your mobile number’ message is displayed. Enter the OTP received on your mobile and click **Verify OTP**. ‘User registered successfully’ message will appear along with your unique code.

The screenshot shows the 'eFiling Services' registration form for an Advocate. The form is titled 'Registration Form' and has radio buttons for 'Advocate' (selected) and 'Litigant'. It is divided into several sections:

- Bar Registration Details:** Includes a dropdown for 'State', a 'Bar Regn. No.' section with sub-fields for 'State Code', 'Bar Code', and 'Bar Year', a 'Verify' button, 'Advocate Name' and 'Date of Birth' text inputs, and 'Gender' radio buttons for 'Male' and 'Female'.
- Ordinary Place of Practicing:** Includes radio buttons for 'District Court' and 'High Court', a 'District' dropdown, 'State' and 'Establishment' dropdowns.
- Contact Details:** Includes 'Mobile Number (+91)' and 'Email' text inputs.
- Choose Password:** Includes 'Password' and 'Confirm Password' text inputs.
- OTP Verification:** Includes 'Mobile Number' text input, a 'Generate OTP' button, 'Enter OTP' text input, and a 'Verify OTP' button.

A 'Submit' button is located at the bottom center of the form.

Fig: Register New User – Advocate

For Litigants:

Fill in the following details in the registration form

- Personal Details – Select state where the case needs to be filed. If the party is an organization, fill in the organization details also.

- Place of Litigation
- Contact Details
- Password
- Once all details are filled in, click **Generate OTP**; 'OTP sent to your mobile number' message is displayed. Enter the OTP received on your mobile and click **Verify OTP**. 'User registered successfully' message will appear along with your unique code.

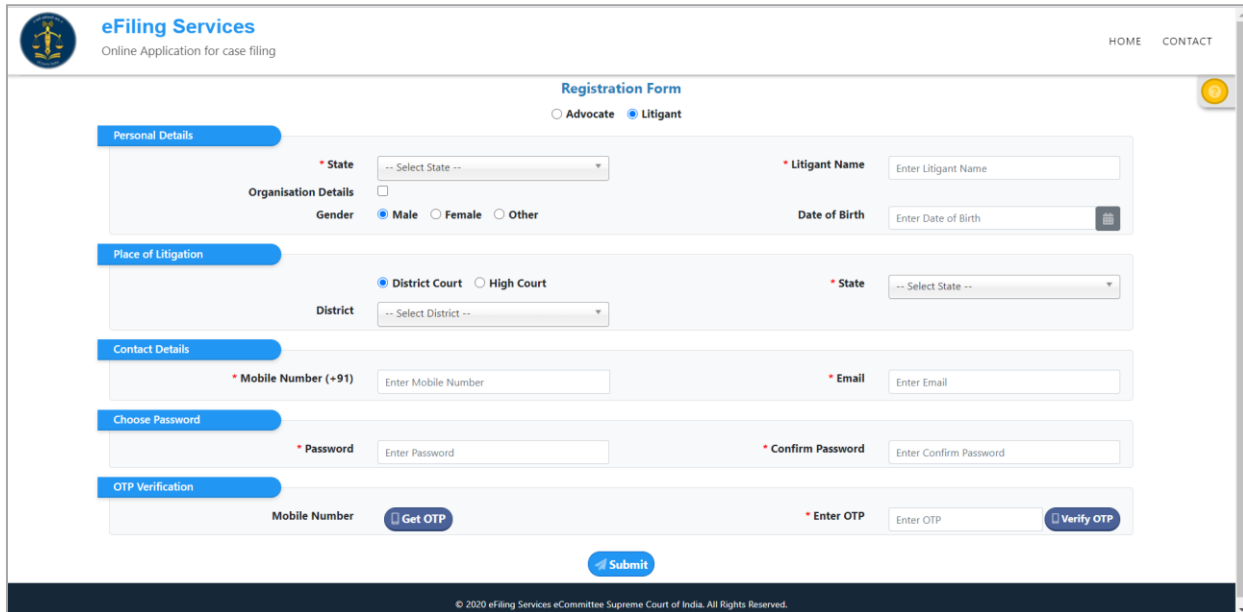


Fig: Register New User – Litigant

For Clerk:

Fill in the following details in the registration form

- Personal Details – Select state and enter other personal details such as name, DoB etc.
- Contact Details
- Password
- Once all details are filled in, click **Generate OTP**; 'OTP sent to your mobile number' message is displayed. Enter the OTP received on your mobile and click **Verify OTP**. 'User registered successfully' message will appear along with your unique code.

eFiling Services
Online Application for case filing

HOME CONTACT

Registration Form

Advocate Litigant Clerk

Personal Details

* State: Maharashtra
 Gender: Male Female Other
 * Clerk Name: Arvind
 Date of Birth: 02-01-1991

Contact Details

* Mobile Number (+91): 9854444444
 * Email: arvind@gmail.com

Choose Password

* Password:
 * Confirm Password:

OTP Verification

Mobile Number: *****4444 **Get OTP**
 * Enter OTP: **Verify OTP**

Submit

Fig: Register New User – Clerk

eFiling Services
Online Application for case filing

HOME CONTACT

Bar Registration Detail

* State: Maharashtra
 * Bar Registration Number: MAH 8888 2000 **Verify**
 Gender: Male Female Other
 * Advocate Name: Prakash B.
 Date of Birth: 01-01-1987

Ordinary Place of Practice

* District Court High Court
 District: Aurangabad
 * State: Maharashtra

Contact Details

* Mobile Number (+91): XXXXXX02336 **Exit**
 * Email: p*****b@*****.com

Choose Password

* Password:
 * Confirm Password:

Success Message:
 You have successfully registered
 Your unique registration code is AMH20200000213
 You can login using Bar Registration Number, Mobile Number, eMail ID or Unique Code.

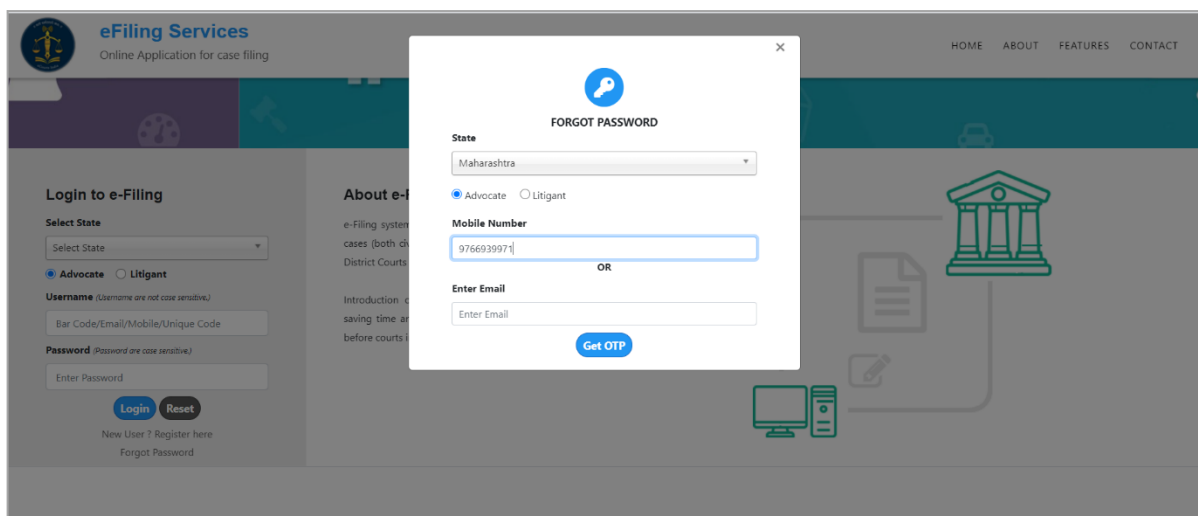
Fig: User Registration Success Message

2.3 Forgot Password

If your password is lost or forgotten, click on the '[Forgot Password](#)' link on the log in screen.

- Select **State** and whether **Advocate** or **Litigant**
- Enter Mobile No or Email and click **Send OTP**
- Enter the OTP and click **Verify OTP**.

- On OTP verification, user will receive one time password on the mobile and email. Use this password to log-in into the system and then set a new password from profile page.

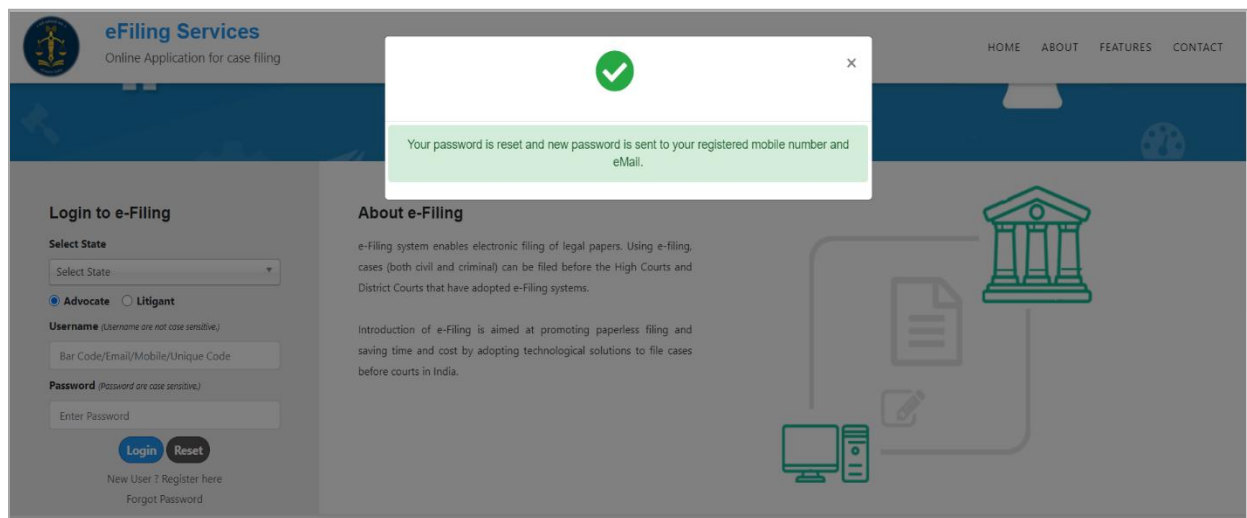


The screenshot shows the 'eFiling Services' website with a 'FORGOT PASSWORD' modal window open. The modal has a title 'FORGOT PASSWORD' and a close button. It contains the following fields and options:

- State:** A dropdown menu with 'Maharashtra' selected.
- Role:** Radio buttons for 'Advocate' (selected) and 'Litigant'.
- Mobile Number:** A text input field containing '9766939971'.
- OR:** A separator between the mobile number and email fields.
- Enter Email:** A text input field.
- Get OTP:** A blue button at the bottom.

The background shows the 'Login to e-Filing' section with fields for 'Select State', 'Username', and 'Password', and a 'Forgot Password' link.

Fig: Forgot Password



The screenshot shows the 'eFiling Services' website with a system message box displayed. The message box has a green checkmark icon and contains the text: 'Your password is reset and new password is sent to your registered mobile number and eMail.' The background shows the 'Login to e-Filing' section and the 'About e-Filing' section.

Fig: System message notifying password sent for logging in

3. Profile Menu

New users will land in profile page directly. Email/Mobile verification and user verification is necessary to access the system.

Profile Forms: Some of the forms such as profile details, verify email/mobile are common for all the users. However, other forms may differ depending on the services available. List of forms for different users is given below

- Profile details – Includes personal information; the form is available to all the users. Litigants may opt for 'party-in-person' through this form.
- Verify email/ Mobile – compulsory form for all users for accessing the services.
- Update practice locations – Only for Advocates, allows advocates to enter practice locations.
- Approve Clerk – Only for advocates, enables approval/rejection of the service requests from clerks.
- Upload documents/ Record Oath – Only for Advocates whose bar council verification is pending and for party-in-person litigants.
- Join Advocate – Only for Clerk

Note: *User cannot access any other menu till e-mail verification is successful and user (advocate and litigant user type) is verified.*

3.1 Profile Forms for Advocates

3.1.1 Profile Details

- **Bar Registration Details** appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline No. with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**
- The message '**User Profile Changes has been updated Successfully**' is displayed.

Fig: Profile Details – Advocate

Fig: Profile Changes Updated Successfully

3.1.2 Update Practice Locations

This form allows user to update his practice locations.

- Select **Update Practice Locations** tab.
- Enter **High Court Details** by selecting High Court and Bench from drop down list.
- Enter **District Court Details** by selecting State and District from the drop down list.

Note: The state of the Bar Council, with which the advocate is registered, cannot be removed from the **State** list.

- Click on **Submit** button.
- The message '**User Practice Locations Updated Successfully**' is displayed.

Fig: Update Practice Location

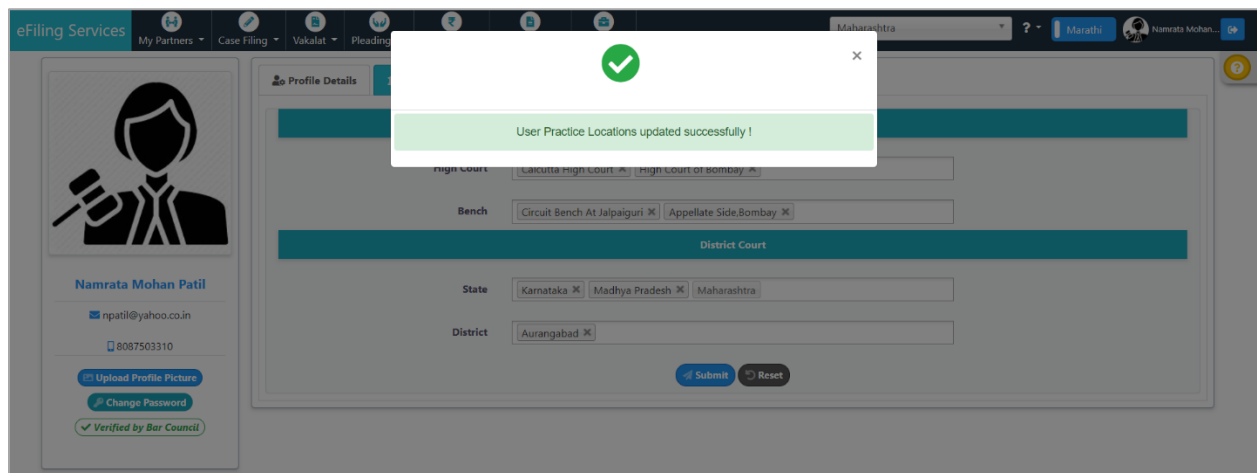


Fig: User Practice Locations Updated Successfully

3.1.3 Verify Mobile Number/ Email

This form allows user to verify their mobile number and Email address in the profile.

Note: Initially Verify Mobile/Email tab is highlighted in Red. After verification, the red highlight gets removed.

- Select **Verify Mobile Number/ Email** tab.
 - If a contact detail is previously verified, 'Verified' icon and **Edit** button appears in front of it. Edit button allows user to change the provided contact detail.
 - If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.
- **Verify** the contact detail:
 - Click on the **Get OTP** button. 'OTP sent to [email/mobile no]' message is displayed.
 - Enter the OTP and click **Verify OTP**.

- After successful verification, message will be displayed, '**OTP Verified Successfully**'.
- Click on **Submit** button.
- The message, '**Data updated Successfully**' is displayed and the red highlight of the tab is removed.
- **Edit** the verified contact detail (if it needs to be changed):
 - Edit the **Mobile number** or **Email** by clicking on **Edit** button.
 - Click on **Get OTP** and then enter the OTP and **verify**.
 - After successful verification, message will be displayed, '**OTP Verified Successfully**'.

The screenshot shows the 'Verify Mobile No. / Email' screen in the eFiling Services application. The user profile for SINHA VIKASH is displayed on the left. The main area contains two sections for verification. The first section is for the Mobile Number (9665865700), which is already verified. The second section is for the Email (vsinha88@gmail.com), which is not yet verified. There are buttons for 'Edit', 'Send OTP', 'Enter OTP', 'Verify OTP', 'Submit', and 'Reset'.

Fig: Verify Mobile/ Email Screen (before verification)

The screenshot shows the 'Verify Mobile Number / Email' screen in the eFiling Services application. The user profile for Namrata Mohan Patil is displayed on the left. The main area contains two sections for verification. The first section is for the Mobile Number (8087503310), which is already verified. The second section is for the Email (npatil@yahoo.co.in), which is also marked as 'Verified'. There are buttons for 'Get OTP', 'Enter OTP', 'Verify OTP', 'Submit', and 'Reset'.

Fig: OTP verification for Email address

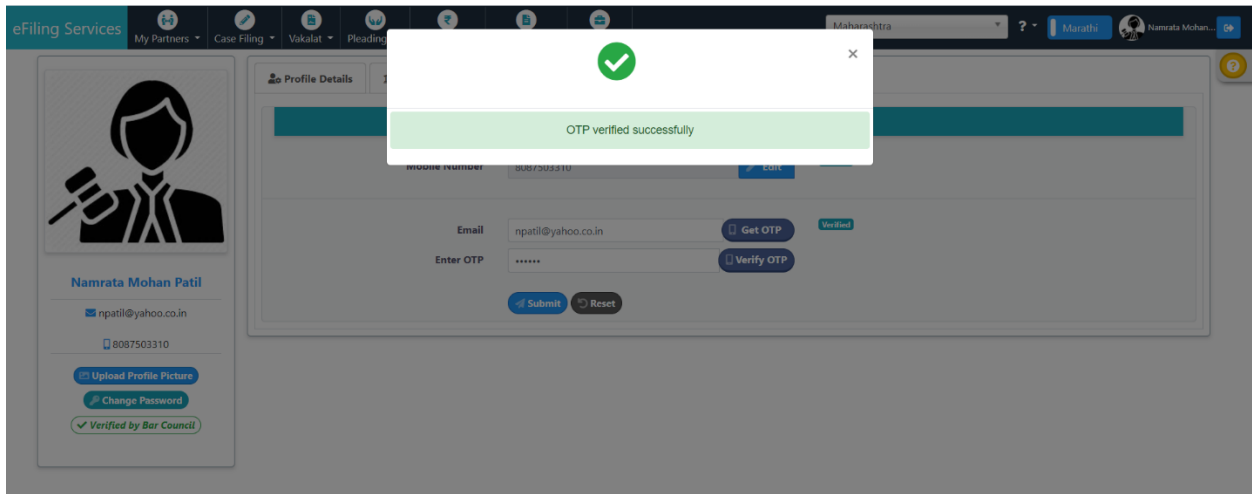


Fig: Email Verification Successful

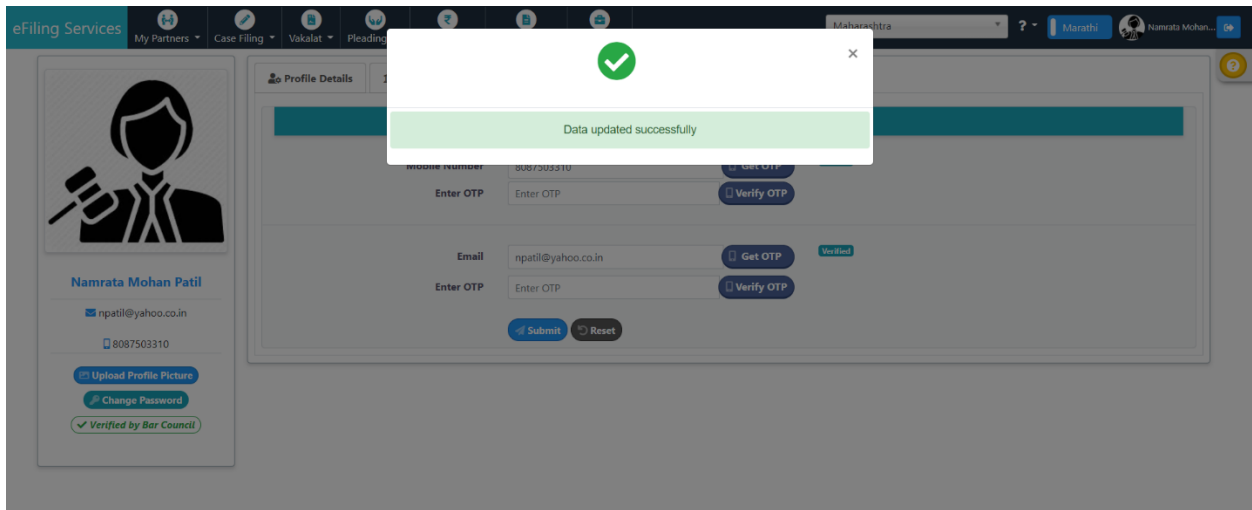


Fig: User Changes Successfully updated

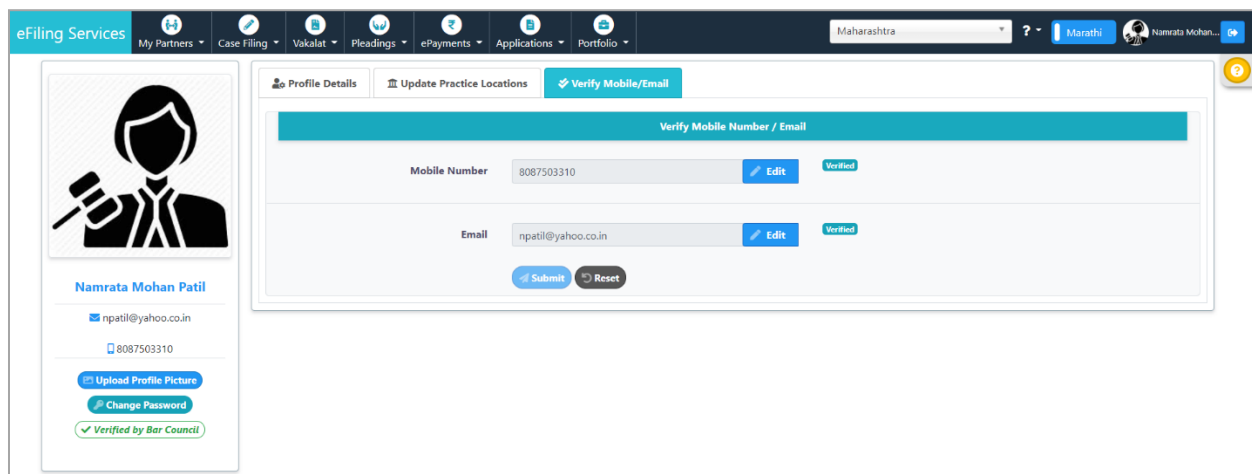


Fig: Mobile and Email Verified (Red highlight removed)

The screenshot displays the 'Verify Mobile Number / Email' form within the eFiling Services application. The form is titled 'Verify Mobile Number / Email' and contains the following elements:

- Mobile Number:** 8087503310, with a 'Get OTP' button and a 'Verified' status indicator.
- Enter OTP:** A masked input field (.....) with a 'Verify OTP' button.
- Email:** npatil@yahoo.co.in, with an 'Edit' button and a 'Verified' status indicator.
- Form Controls:** 'Submit' and 'Reset' buttons at the bottom.

On the left side, the user profile for 'Namrata Mohan Patil' is visible, showing contact information (npatil@yahoo.co.in, 8087503310) and a 'Verified by Bar Council' status.

Fig: Edit Mobile Number

The screenshot shows a success message overlay on the eFiling Services interface. The message is a white box with a green checkmark icon and the text 'OTP verified successfully'. The background shows the 'Verify Mobile Number / Email' form, which is dimmed, indicating that the verification process has been completed successfully.

Fig: Edit Mobile Number Successful

3.1.4 Upload Documents

This form is used to upload and verify user documents. The tab appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Upload Documents** tab.
- Select the documents for **Bar Registration Certificate, Photo ID** and **Address Proof** by clicking on browse button.
- Click on **Upload** to upload the selected documents. On upload, the document appears in the verify documents list.
- Select suitable verification option.

- If you want to e-sign, select the **eSign** button. You will be directed to C-DAC site for e-signing. User needs to have a virtual ID for completing the e-signing procedure. Virtual ID can be generated on UID (Aadhaar) site.
- If the document is already digitally signed, check the **Digitally Sign** checkbox.
- For OTP based verification-
 - Click on **OTP** and then on **Get OTP**.
 - OTP is sent to the registered mobile number.
 - **Verify** the entered OTP.
 - After successful verification of OTP, the process is completed.

The screenshot shows the 'Upload Documents' interface. On the left, the user profile for XYZ Kumar is visible, including email and phone number. The main area contains a form with three rows for document upload: Bar Registration Certificate, Photo ID, and Address Proof. Each row has a 'Choose file' input and a 'Browse' button. Below the form is a yellow warning box: 'File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.' At the bottom, there is a 'Verify Documents' table with columns for Sr. No., Document Name, and Verification Type.

Fig: Upload Documents

This screenshot shows the same 'Upload Documents' page as the previous one, but now the file names are entered in the 'Choose file' fields: 'barRegCertificate.pdf', 'photoID.pdf', and 'addressProof.pdf'. The 'Upload' button is highlighted in blue, indicating it is the next step in the process.

Fig: Select Document File

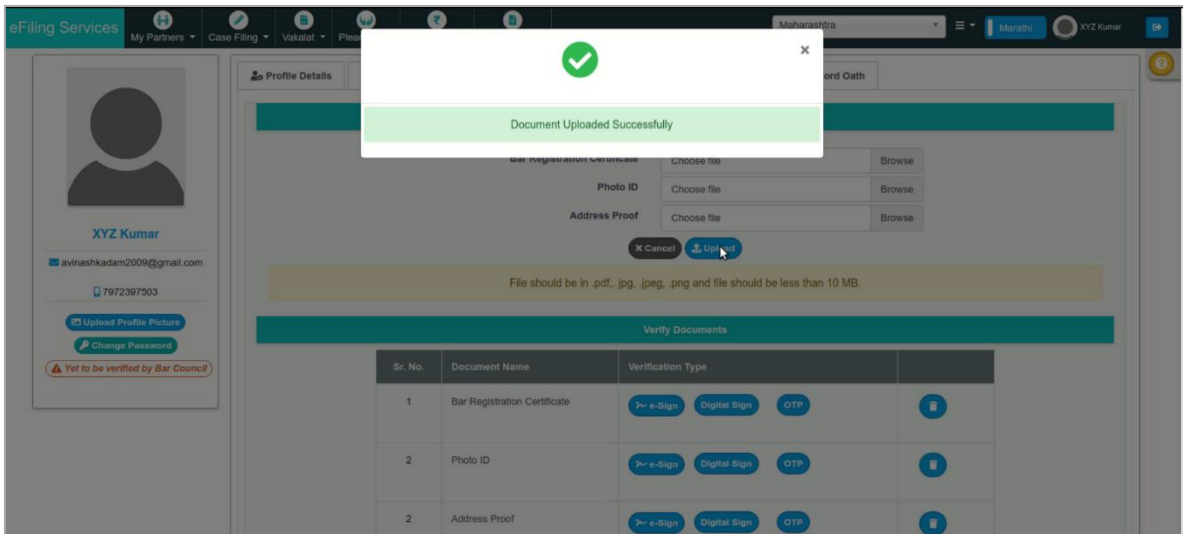


Fig: Document Uploaded Successfully

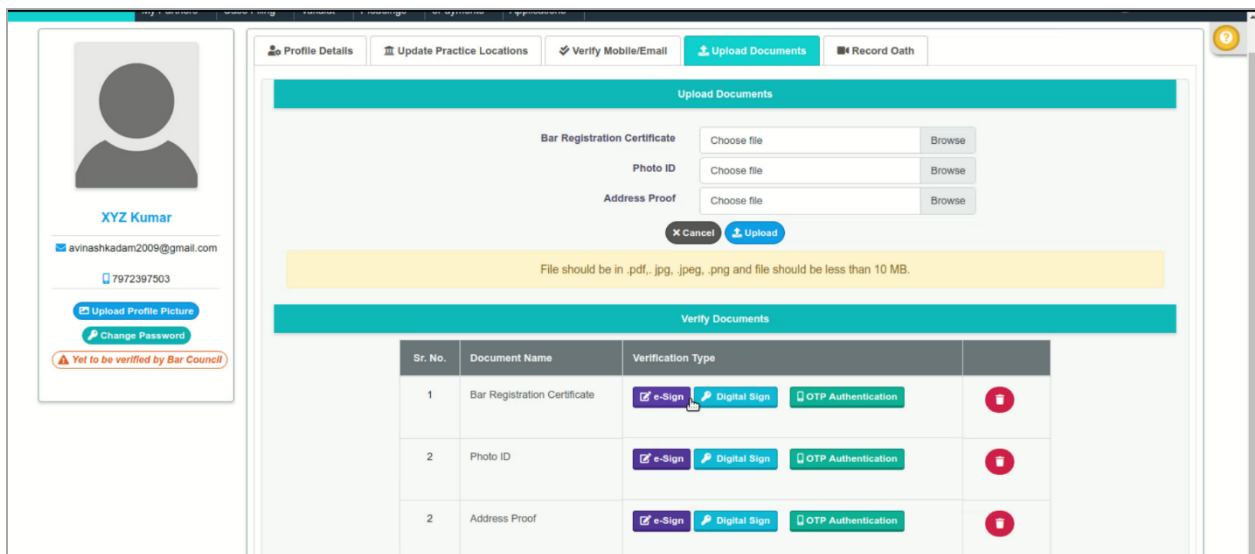


Fig: Verify Documents

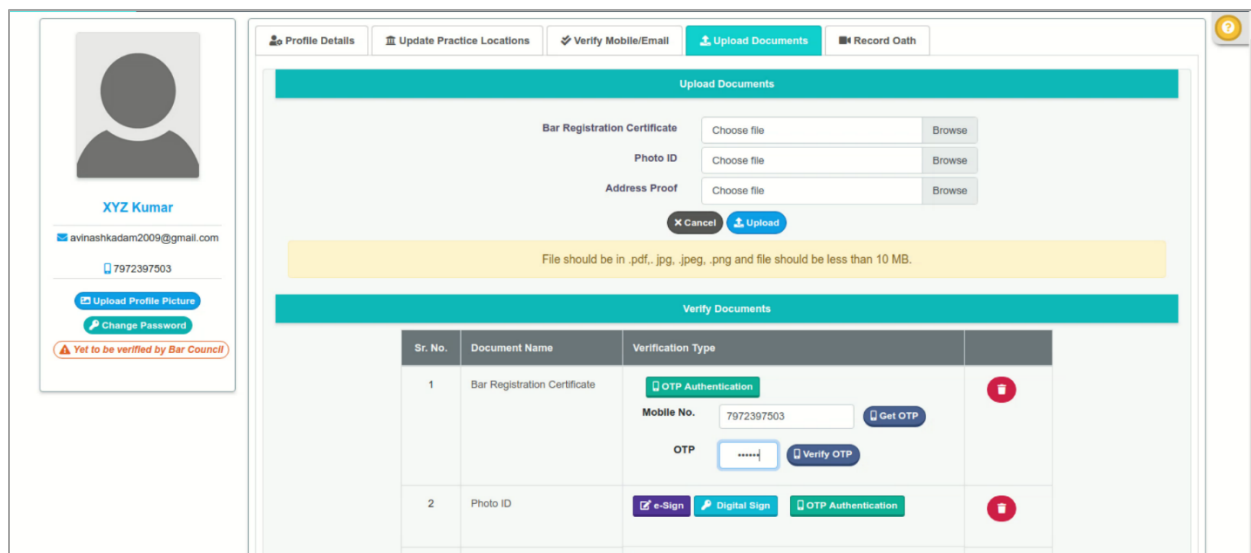


Fig: OTP Authentication

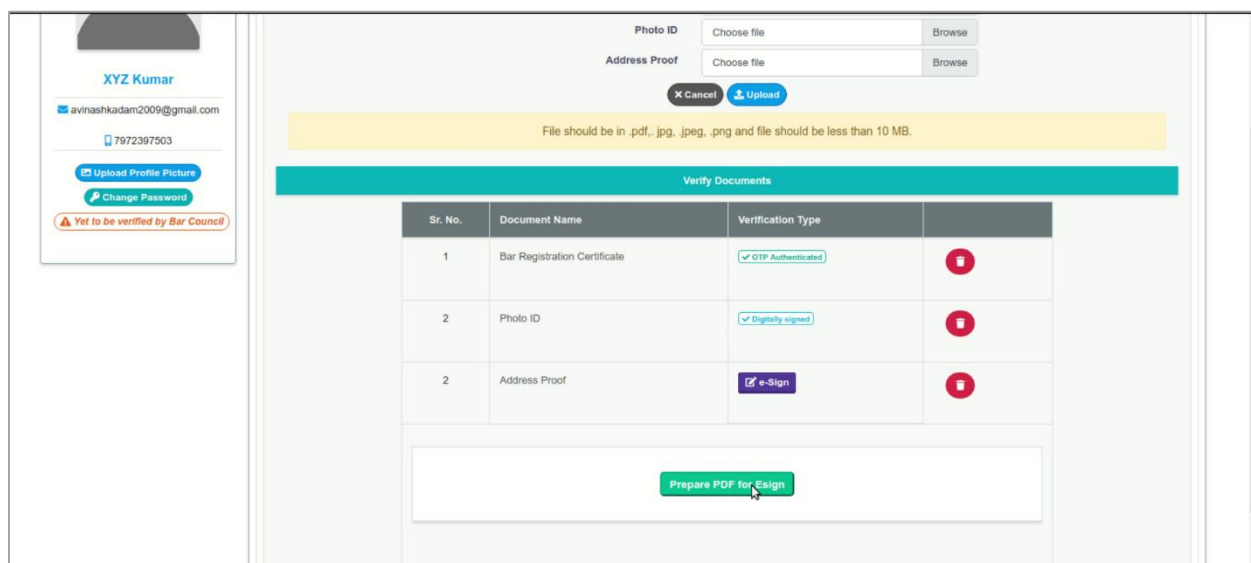


Fig: Prepare document for eSign

Fig: Uploaded Document – eSign Verification

Sr. No.	Document Name	Verification Type
1	Bar Registration Certificate	✓ OTP Authenticated
2	Photo ID	✓ Digitally signed
2	Address Proof	✓ eSigned Digital Sign ✓ OTP Authentication

Fig: Profile Document Signed Successfully

3.1.5 Record Oath

This tab allows the advocate to record their oath with in-system video recording. Similar to upload documents, this tab also appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select **Record Oath** tab.
- Click on **Start Recording**. You can now record the oath.
- After oath recording, upload the oath by clicking on **Upload to Server** button.

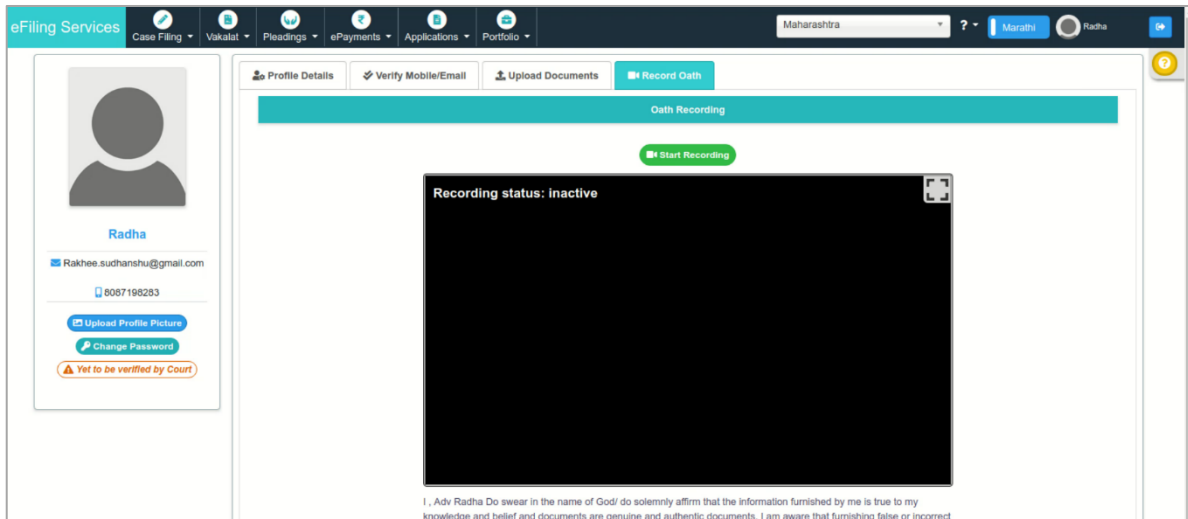


Fig: Record Oath

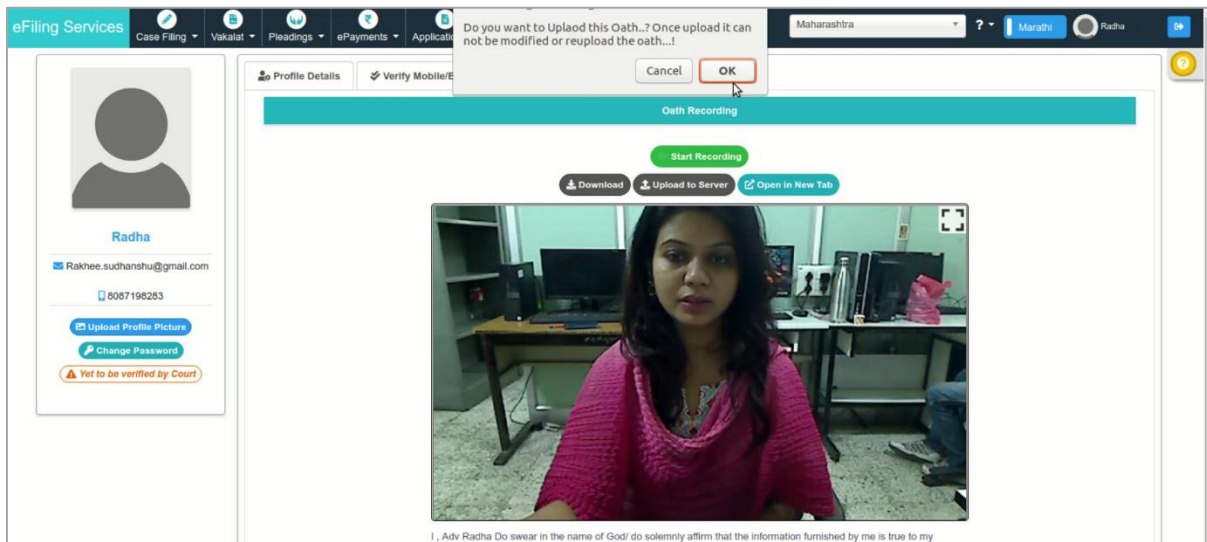


Fig: Oath recording status

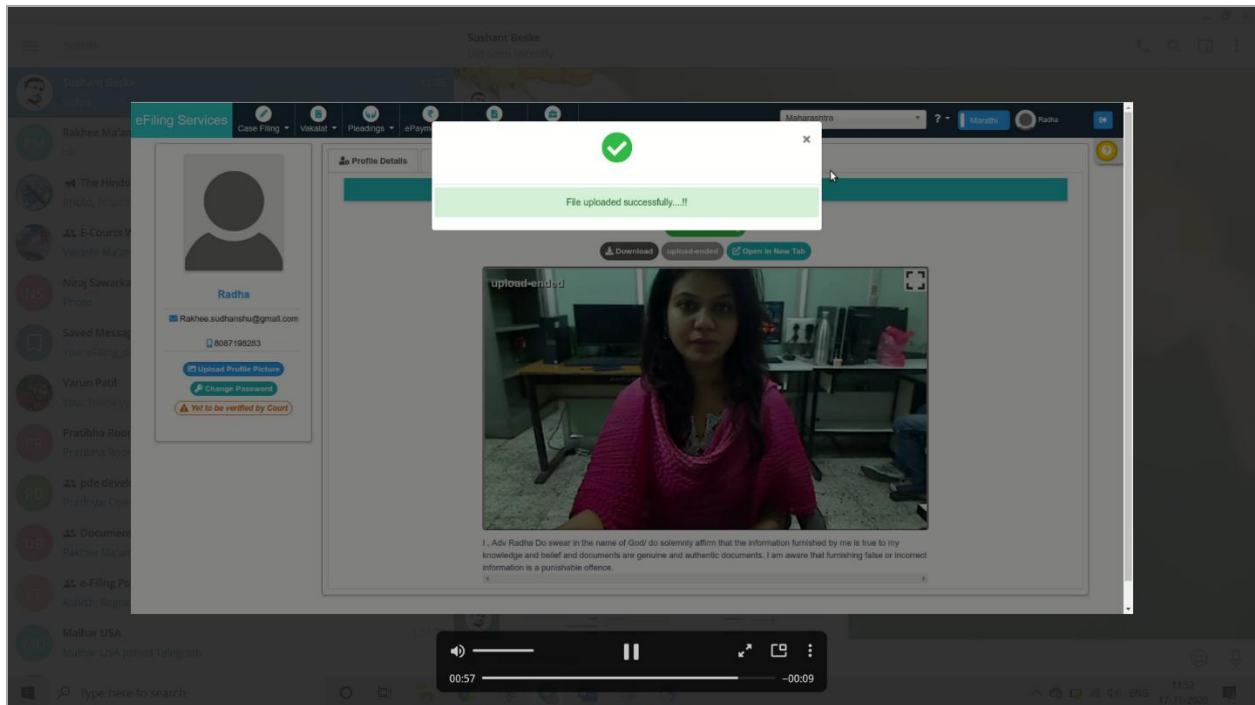


Fig: File uploaded Successfully

3.2 Profile Forms for Litigants

3.2.1 Profile Details

- **Personal Details** appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline Number with STD code, and Advocate Name and Address in Local Language.
- Click **Submit**
- The message **“User Profile Changes has been updated Successfully”** is displayed.

Fig: Profile Details – Litigant

The screenshot shows the 'Profile Details' page for a litigant named Anil Role. A green success message box is overlaid on the page, stating 'User Profile changes has been updated successfully!'. The profile information is as follows:

- Litigant Name:** Anil Role
- Gender:** Male (selected), Female, Other
- Date of Birth:** 10-07-2010
- Contact Details:**
 - Address:** Latur
 - State / UT:** JAMMU AND KASHMIR
 - District:** Select an Option
 - Pin Code:** Pin Code
 - Landline No. with STD Code:** Other Contact Number
- Additional Information:**
 - I wish to appear as Party in Person in my Case.
 - Litigant नांव:** Litigant नांव
 - पदा:** पदा

Buttons for 'Upload Profile Picture', 'Change Password', and 'Submit' are visible at the bottom of the form.

Fig: User Profile changes has been updated successfully

3.2.2 Verify Mobile Number/ Email

Please refer section 3.2.3 (Profile Forms for Advocates- Verify Mobile Number/ Email) for this form. The form is same for Advocates and Litigants.

3.3 Profile Forms for Party-in-Person Litigant

A litigant may choose to be party-in-person and contest the case on own.

- In litigant profile details, enter the details and check **I wish to appear as Party in Person for my case** checkbox; click **Submit**. (Refer section 3.3 for litigant profile details.)
- User Profile updated successfully message is displayed and two additional tabs appear- **Upload Documents** and **Record Oath**.
- Refer section 3.2.3 for **Verify Mobile/ Email**.
- Refer sections 3.2.4 and 3.2.5 for **Upload Documents** and **Record Oath** tabs respectively.

The screenshot displays the 'Party in Person Litigant Profile Forms' in the eFiling Services portal. The user is Prashant Ashokrao Wadgawe. The form is divided into two main sections: Personal Details and Contact Details. The Personal Details section includes fields for Litigant Name (Prashant Ashokrao Wadgawe), Gender (Male selected), and Date of Birth (24-09-1982). The Contact Details section includes fields for Address (N 4 CIDCO AURANGABAD), State / UT (Maharashtra), District (Aurangabad), Pin Code (431009), and Landline No. with STD Code. There is a checkbox for 'I wish to appear as Party in Person in my Case.' which is checked. The form is marked as 'Verified by Court'.

Fig: Party in Person Litigant Profile Forms

3.4 Profile Forms for Advocate Clerk

After logging in, the new users will land in profile page directly.

3.4.1 Profile Details

- Enter the personal details under the Profile Details tab.

The screenshot displays the 'Profile Details' tab for a Clerk User in the eFiling Services portal. The user is Clerk User. The form is divided into two main sections: Personal Details and Contact Details. The Personal Details section includes fields for Clerk Name (Clerk User), Gender (Male selected), and Date of Birth (09-01-1930). The Contact Details section includes fields for Address (Address), State / UT (Kerala), District (Select District), Pin Code (Pin Code), and Landline No. with STD Code (Other Contact Number). The 'Verify Mobile/Email' tab is highlighted in red.

Fig: Profile Details tab

3.4.2 Verify Mobile/Email

This form allows user to verify their mobile number and Email address in the profile.

Note: Initially Verify Mobile/Email tab is highlighted in Red. After verification, the red highlight gets removed.

- Select **Verify Mobile Number/ Email** tab.
If a contact detail is previously verified, 'Verified' icon and **Edit** button appears in front of it. Edit button allows user to change the provided contact detail.
If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.
- **Verify** the contact detail:
 - Click on the **Get OTP** button. 'OTP sent to [email/mobile no]' message is displayed.
 - Enter the OTP and click **Verify OTP**.
 - After successful verification, message will be displayed, '**OTP Verified Successfully**'.
 - Click on **Submit** button.
 - The message, '**Data updated Successfully**' is displayed.

The screenshot displays the 'Verify Mobile/Email' section of the eFiling Services user interface. On the left, a profile card for 'Arvind' shows his email (arvind@gmail.com) and mobile number (9854444444), along with options to 'Upload Profile Picture' and 'Change Password'. The main area features a verification form with the following elements:

- Mobile Number:** 9854444444, with an 'Edit' button and a 'Verified' status indicator.
- Email:** arvind@gmail.com, with a 'Get OTP' button and a 'Not Verified' status indicator.
- Enter OTP:** A field with masked characters (*****), with a 'Verify OTP' button.
- Action Buttons:** 'Submit' and 'Reset' buttons at the bottom of the form.

Fig: Verify Mobile / Email

3.4.3 Join Advocate

The tab enables to add advocates to whom the clerk will be assisting for data entry. Please note that the user cannot access eFiling services till advocate approves the clerk.

- Select the advocate name from the Search advocate list and click submit. Success message will be displayed.

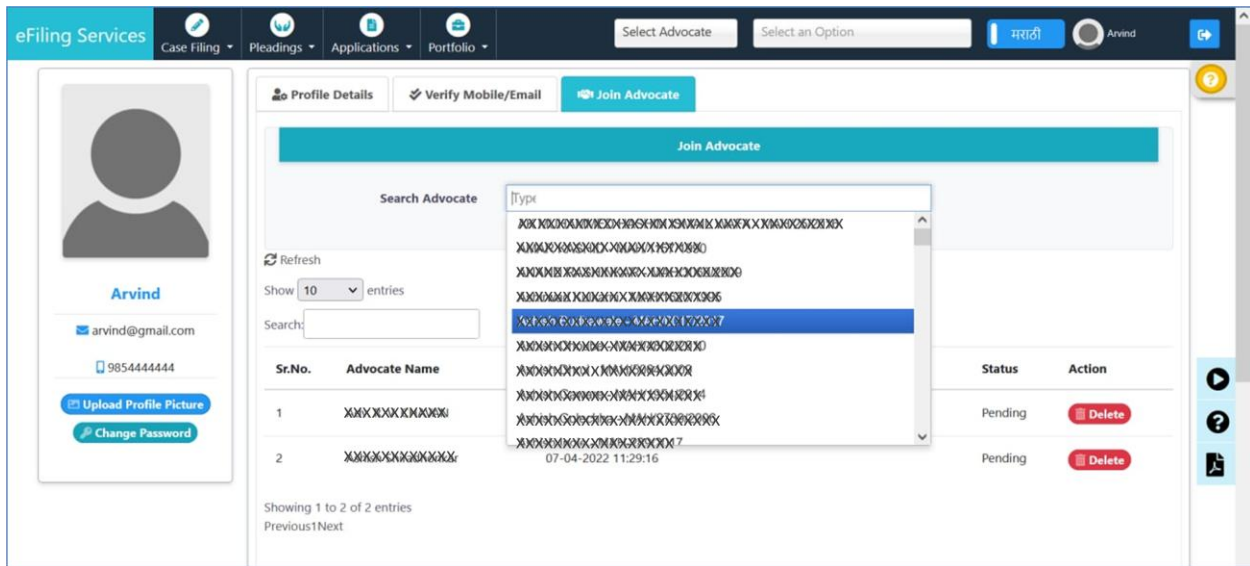


Fig: Join Advocate - Search Advocate

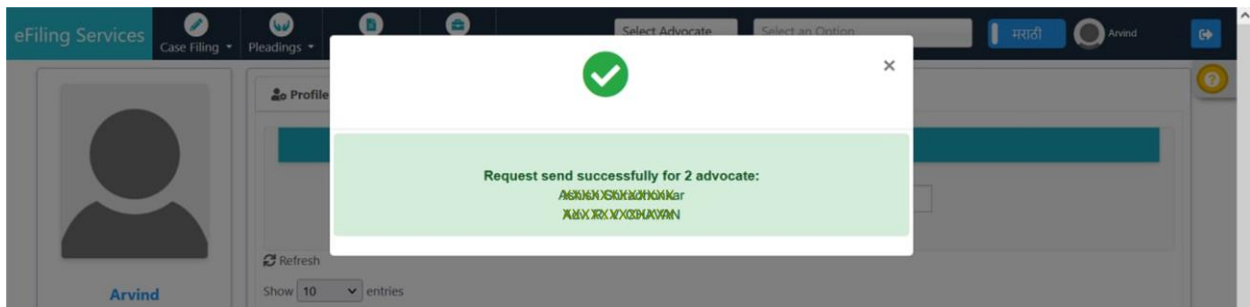


Fig: Join Advocate – Success message

- After selecting the advocate, his/her name appears in the list below along with the approval status.

Note: After the advocate approves the clerk, the 'pending' status changes to 'approved'.

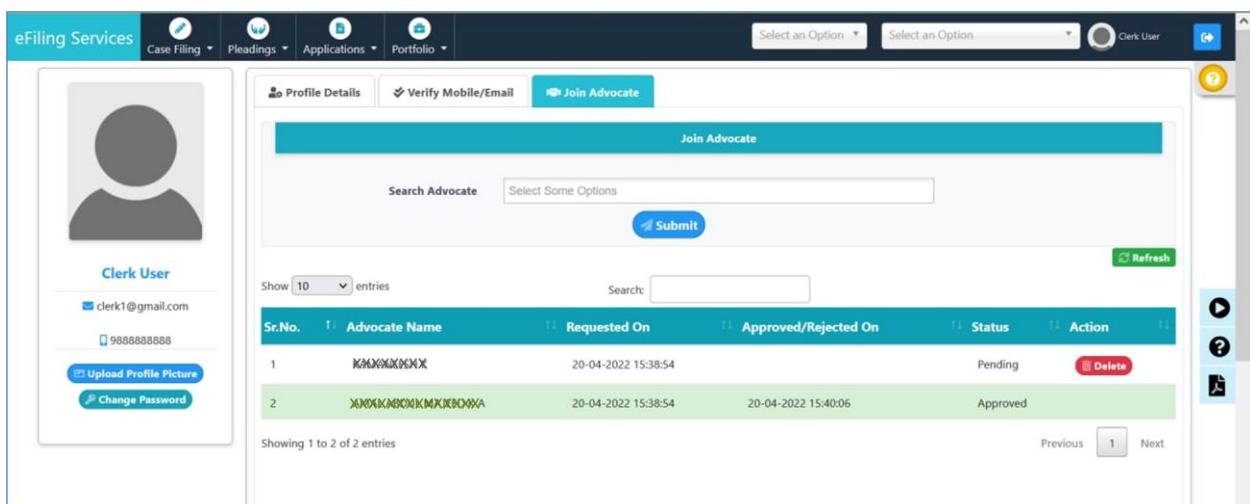


Fig: Join Advocate – Approval status

3.5 Basic Profile

User can upload/ change photo and change password from this menu. The e-mail and mobile number appear automatically after verification is successful.

User Verification Icon

For Advocate - If Bar Registration Number and the Mobile number of the advocate is matched with the bar council data during registration, 'Verified by Bar Council' icon appears in the basic profile. If it is not matched during registration, the bar council will verify the user after registration and then the icon will change to 'Verified by Bar Council'.

For litigant- When all the profile details of litigant are verified by the court, 'verified by court' icon appears in the basic profile.

Upload Picture/ Change Password:

- Click **Upload Profile Picture** to add/change the profile picture. A message window would pop-up prompting to choose the picture file.
- Choose the file. If you wish to crop the picture, click **Crop and Save**.
- The user can change password of the login by clicking on **Change Password**.

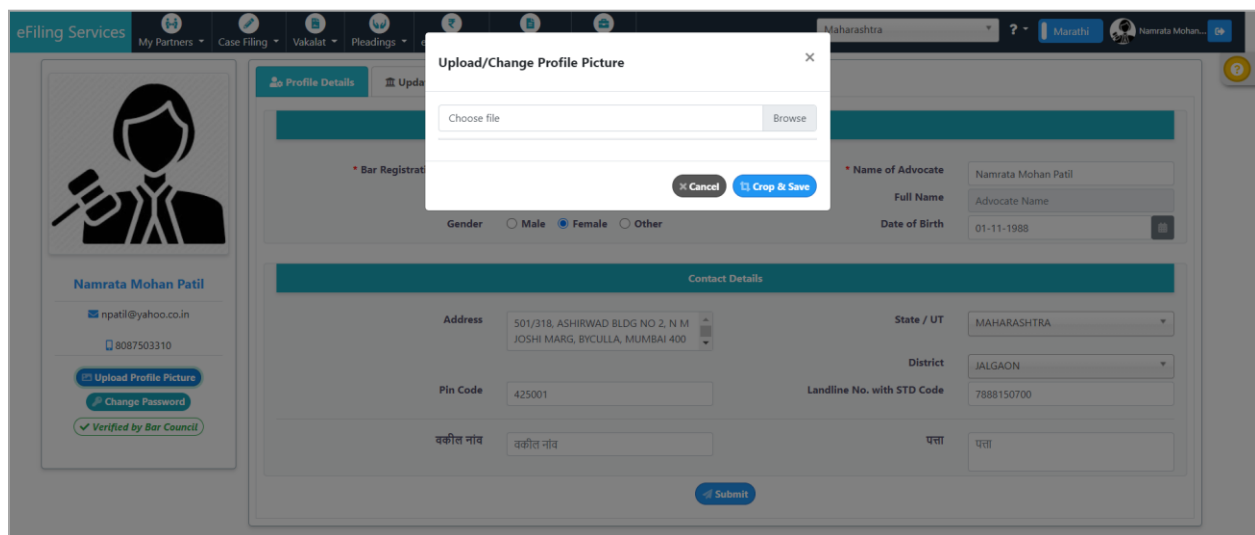


Fig: Upload/Change Profile Picture

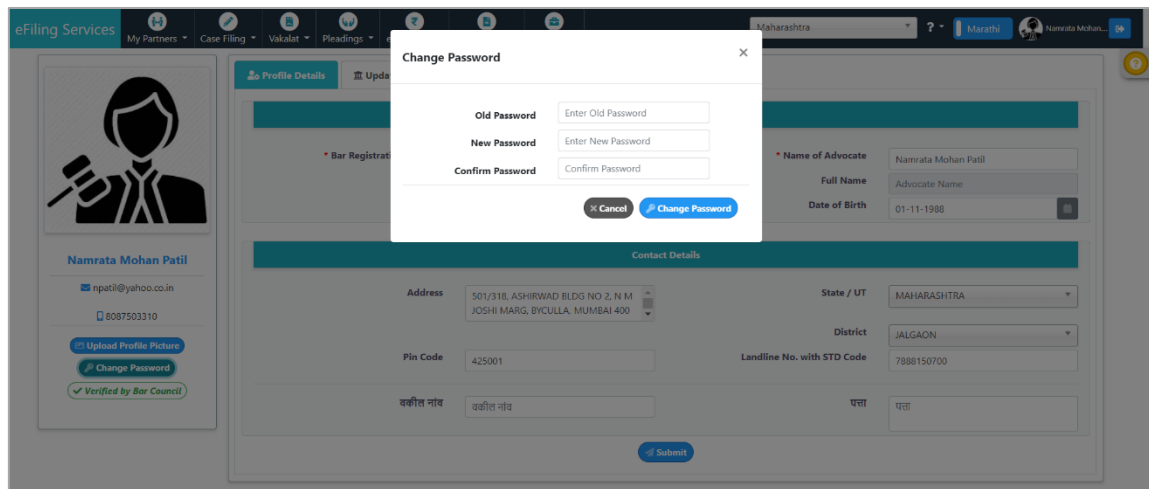


Fig: Change Password

4. Dashboard

4.1 Opening Screen

When a verified user logs in, following screen (dashboard) will appear. It shows –

- latest status of your portfolio through **dashboard**
- **calendar** of the current month with cases marked on respective dates
- **list** of today's cases.

User may click on any date in the calendar to view case list for the selected date.

The screenshot shows the eFiling Services dashboard for Maharashtra. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The main dashboard area features six colored cards: Draft Pleadings (15), Completed Pleadings (7), Draft IAs (12), Completed IAs (7), Objections (0), and My Cases (4). Below the cards is a calendar for November 2020, with the 9th highlighted. To the right of the calendar, it says 'Cases Listed Today - 09-11-2020' and 'No Cases'.

Fig: Opening Screen

The screenshot shows the eFiling Services dashboard for Maharashtra with callouts explaining various menu items. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The main dashboard area features six colored cards: Draft Pleadings (4), Completed Pleadings (0), Draft IAs (1), Completed IAs (0), Objections (0), and My Cases (8). Below the cards is a calendar for January 2021, with the 11th highlighted. To the right of the calendar, it says 'Cases Listed Today - 11-01-2021' and 'No Cases'.

Main Menu can be used to complete court related formal procedures such as:

- Add /Revoke partners
- File cases
- Vakalat
- Submit pleadings
- Pay court fees
- File IA
- Manage Portfolio

Language Menu - Click to change the language

Profile Menu can be used to-

- Update Profile
- Logout

Form level Help

Help

- Video Tutorials
- FAQ
- Manual

State Selection - Enables advocate/litigants to select High Court or State (for district court)

Dashboard gives status of your portfolio cases.

- **Draft Pleadings** – Number of pleadings pending for submission. The pleading can be submitted through this form.
- **Completed Pleadings** – Number of pleadings submitted for existing cases
- **Draft IAs** – Applications pending for fee payment or authentication.
- **Completed IAs** – Number of all the IAs filed for existing cases with all the formalities completed.
- **Objections** – Number of objections raised for different cases.
- **My Cases** – Number of cases in your portfolio; It includes new cases as well as existing cases.

Fig: Different Menus in eFiling System

Note: Depending on the requirements, the menu items are customised for each user type. Menu items for all types of users are described in detail in the following sections. User may refer to the required menu items.

User types available:

- Advocate
- Government Pleader – DGP
- Government Pleader – AGP
- Litigant
- Litigant – Party-in-person
- Clerk

User type-wise menu is given below for reference.

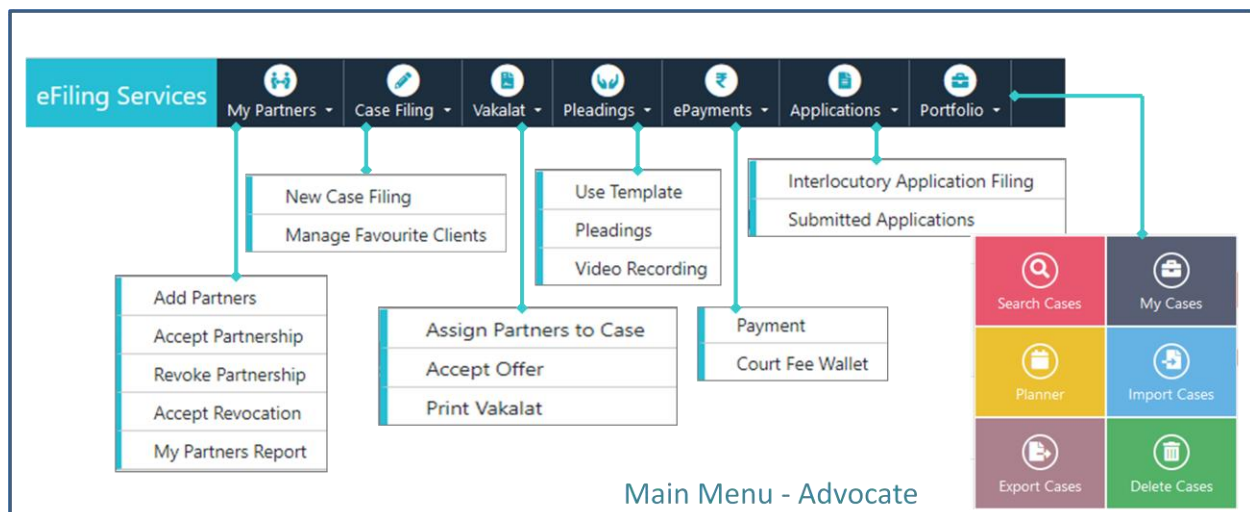


Fig: Main Menu Items for Advocates

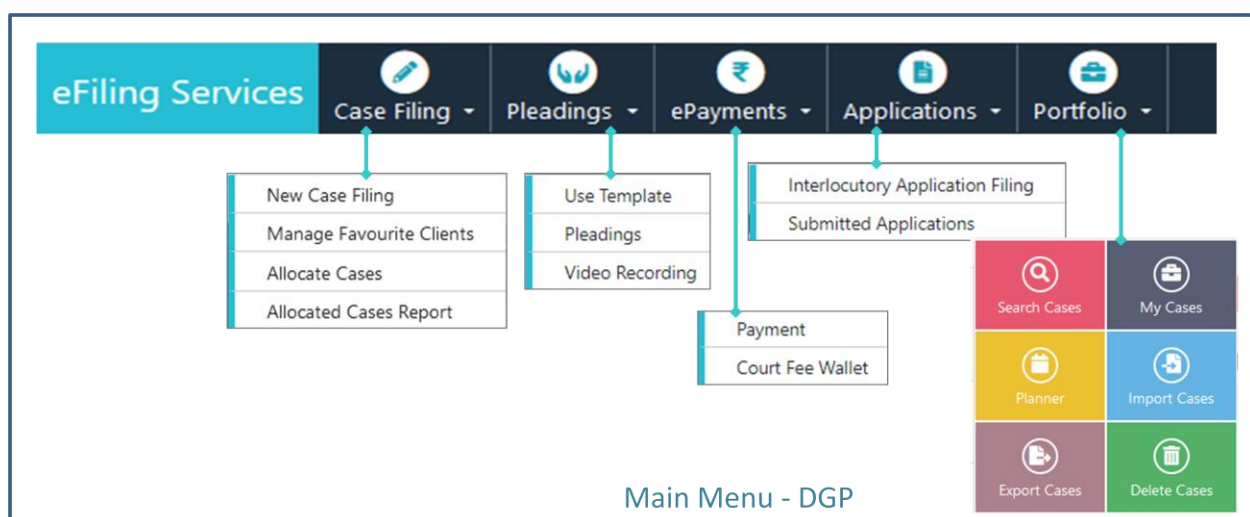


Fig: Main Menu for Government Pleaders - DGP

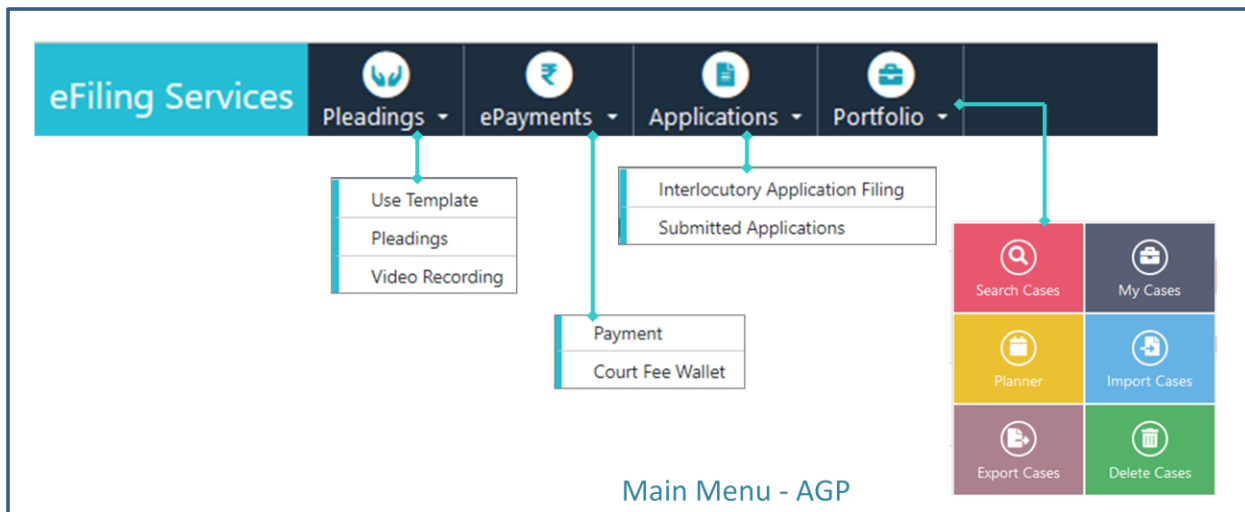


Fig: Main Menu for Government Pleaders - AGP

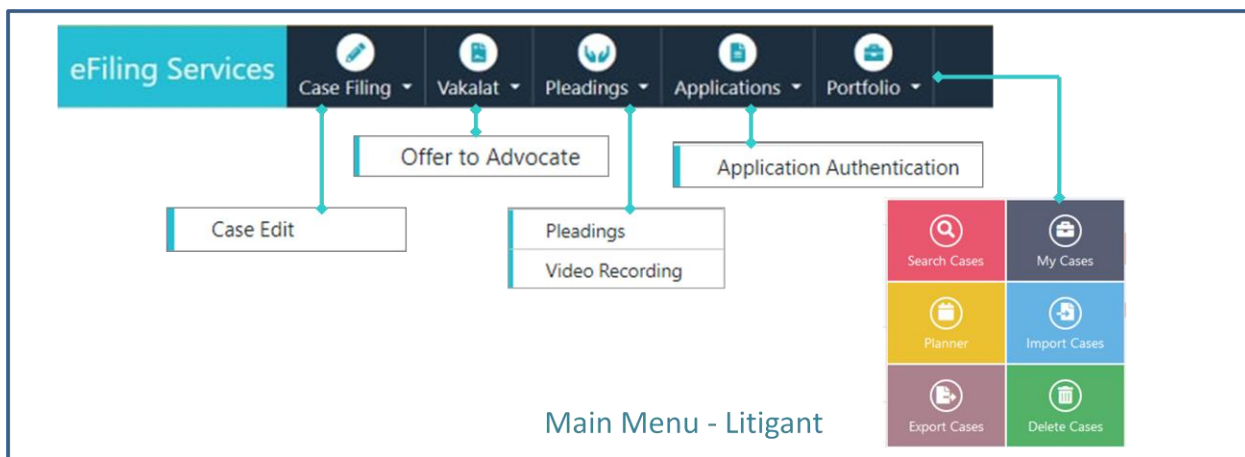


Fig: Main Menu for Litigant

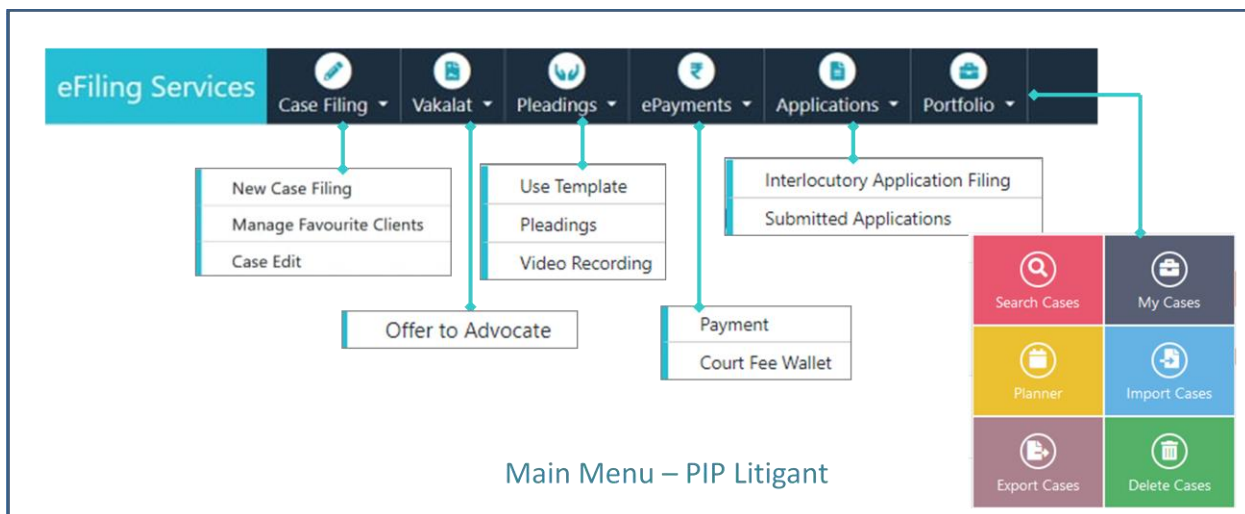


Fig: Main Menu for Party-in-Person Litigant



Fig: Main Menu for Advocate Clerk

4.2 Dashboard

Dashboard displays current status of the user's portfolio. It includes following buttons:

- Draft Pleadings
- Completed Pleadings
- Draft IAs
- Completed IAs
- Objections
- My Cases

Note: For Advocate clerk user, dashboard of selected advocate is visible.

4.2.1 Draft Pleadings

Displays history of all the uploaded pleadings and payment related actions taken for a case. Service is also provided to final submit the pleadings/case to the court, if all the formalities are complete.

- Click the **Draft Pleading** button to view the list of cases. The list displays status of all the pleadings activities related to a case. The details include efilling number/ case number, Case Title, Upload Pleading, Oath recording, ePayment and Action.
- Click **View Document** button to view uploaded pleading.
- **ePayments** column lists GRN number for all the completed payments. Select the appropriate GRN (if applicable) for the document.
- Click **Submit** for submitting the case to the court. Submission success message is displayed along with the e-filing number and the case is removed from the pleadings submission list.

Note:

- The facility of final submission of the case is available only for Advocates, Government pleaders and party-in-person litigants. Litigants and Clerks cannot submit the case.
- After submission, the case appears in the completed pleading tab and it is not available for modifications or additional uploads till verification process is completed in the court.

Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Action
1	Arbitration Petition - C202000051	Geets Bajaj Vs Rajiv Shukal	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
2	Civil revision Application - C202000019	Yash Jagtap Vs Tanuja Kumari	View Documents	Oath is not Recorded	Select GRN	Submit
3	Arbitration Petition - C202000061	Rajiv Vs Anil	View Documents	Oath is not Recorded	Select GRN	Submit
4	Execution petition (Darkhast) on the basis of a decree of Civil Court - C202000032	TestUser Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
5	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	View Documents	Oath is not Recorded	Select GRN	Submit
6	First Appeal/Civil Appeal - C202000034	Appellant123 Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
7	Civil suit (compensation) - C202000016	Test Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
8	Civil suit (compensation) - C202000001	Ranbir Plaintiff Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
9	Commercial Suit - C202000030	Sbi	Document is not uploaded	Oath is not Recorded	Select GRN	Submit

Fig: Draft Pleadings

Sr. No.	File Name	uploaded on	Status
1	yashJDineshSoni	05-11-2020	Pending

Fig: View Uploaded Document

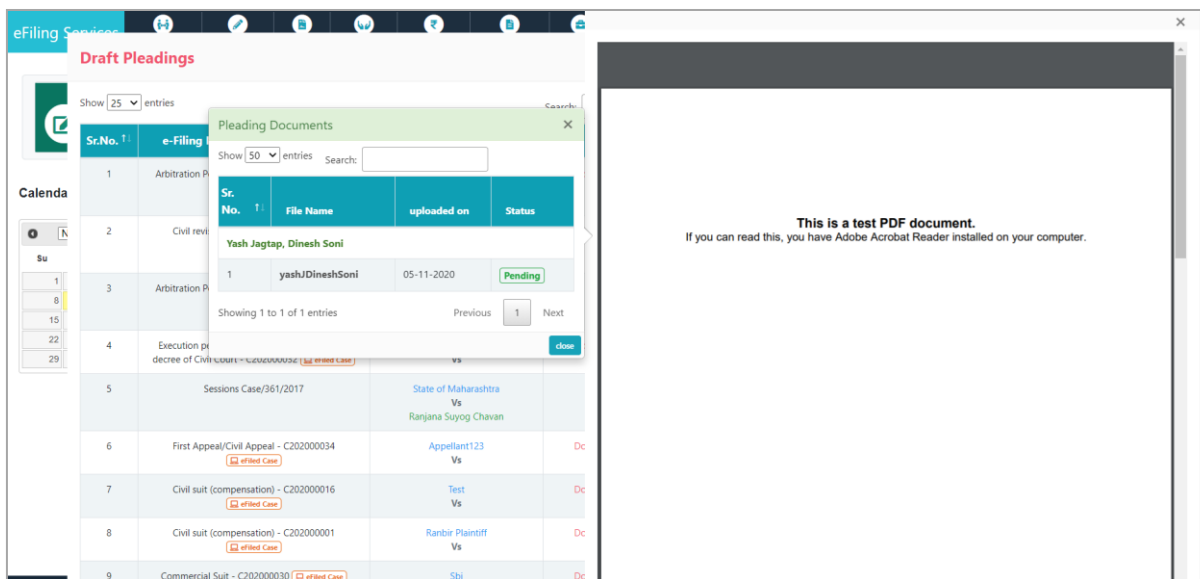


Fig: View File

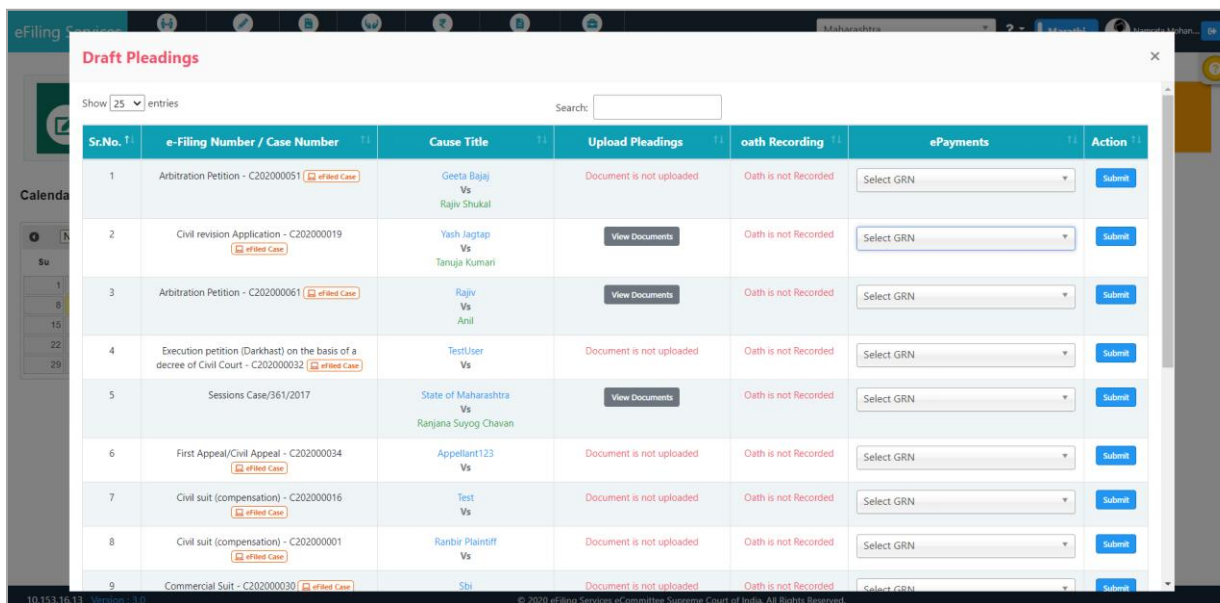


Fig: Select GRN

Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Action
1	Arbitration Petition - C202000051	Geeta Bajaj Vs Rajiv Shukal	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
2	Arbitration Petition - C202000061	Rajiv Vs Anil	View Documents	Oath is not Recorded	Select GRN	Submit
3	Execution petition (Darkhast) on the basis of a decree of Civil Court - C202000032	TestUser Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
4	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	View Documents	Oath is not Recorded	Select GRN	Submit
5	First Appeal/Civil Appeal - C202000034	Appellant123 Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
6	Civil suit (compensation) - C202000016	Test Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
7	Civil suit (compensation) - C202000001	Ranbir Plaintiff Vs	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
8	Commercial Suit - C202000030	Sbi Vs Eci	Document is not uploaded	Oath is not Recorded	Select GRN	Submit
9	Domestic violence - C202000014	Sunil Bhaqwanrao Panchal	Document is not uploaded	Oath is not Recorded	Select GRN	Submit

Fig: Submission Successful

4.2.2 Completed Pleadings

This button shows count of all the submitted pleadings and the status.

- Click the **Completed Pleadings** button to view the list of all the pleadings
- The report consists of e-Filing Number, Case Title, Upload Pleadings, Oath Recording, ePayment details and Status.
- Facility to view submitted documents and oath video is provided. Click on the corresponding buttons to view the same.

Note: *View Status* button appears only after the case verification is done in the court. On click, the status is displayed, whether verified or rejected.

Sr.No.	e-Filing Number / Case Number	Cause Title	Upload Pleadings	Oath Recording	ePayments	Status
1	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Amit Kumar	View Documents	View Video	MH000038177202021E - 10.00	Case rejected in CIS on, now it is available for modification
2	Cancellation of Bail - C202000065	Amir Vs Meena	View Documents	Oath is not Recorded		View Status
3	Execution petition (Dahkhat) on the basis of a decree of Civil Court - C202000018	State Of Maharashtra Vs Test Dasdadsa	View Documents	View Video		View Status
4	Civil revision Application - C202000019	Yash Jagtap Vs Tanuja Kumari	View Documents	Oath is not Recorded	MH000041161202021E - 20000.00	View Status
5	Caveat - C202000062	Rajiva Vs Kajal	View Documents	Oath is not Recorded		View Status
6	Arbitration Petition - C202000060	Punit Vs Jagruti	View Documents	Oath is not Recorded		View Status
7	Caveat - C202000064	Aaaaaa Vs Bbbbbb	View Documents	Oath is not Recorded		View Status

Fig: Completed Pleadings

Sr. No.	File Name	uploaded on	Status
1	ssss	23-10-2020	Submitted
2	File Name	19-10-2020	Submitted Digitally Signed

Fig: Completed Pleadings: View Documents

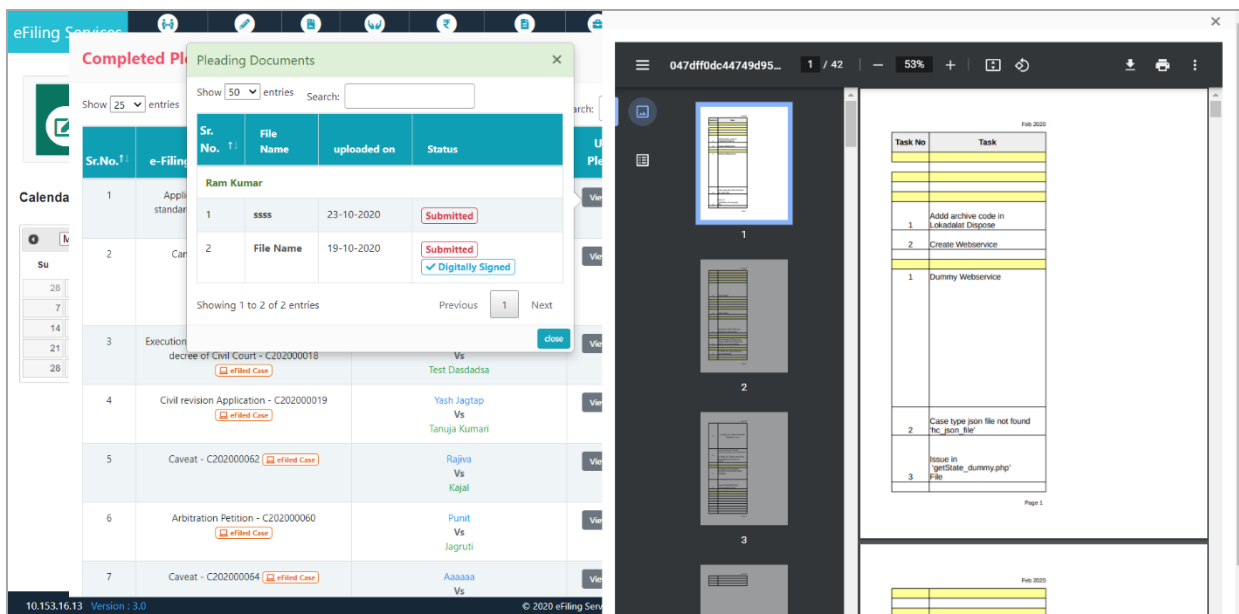


Fig: Completed Pleadings: View File

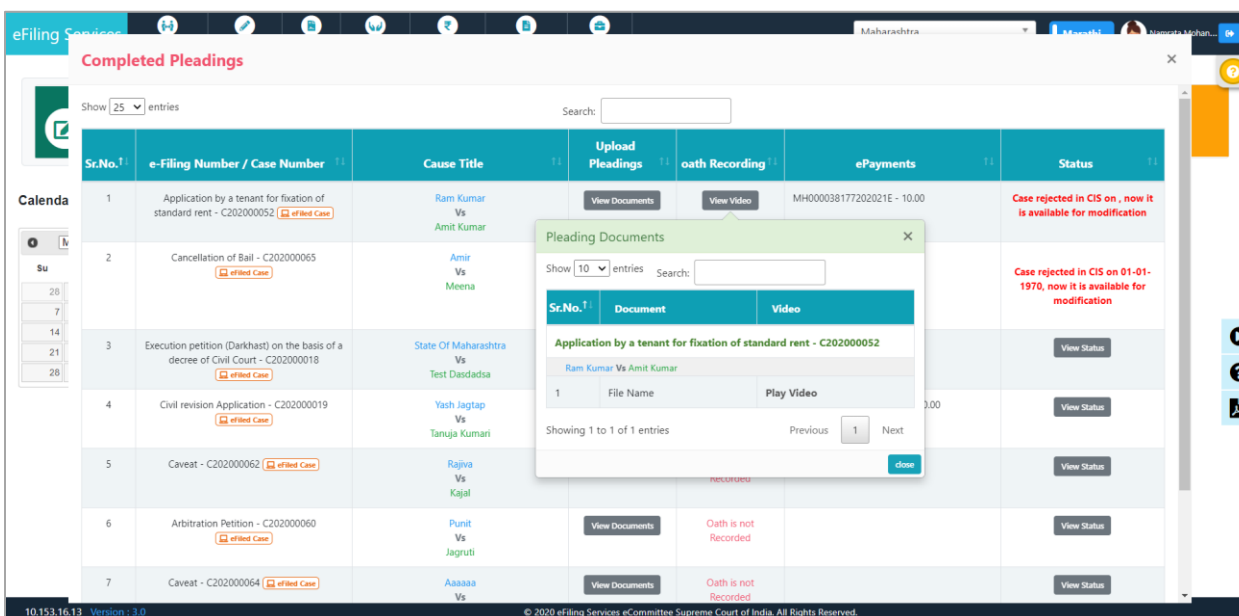


Fig: Completed Pleadings: View Video

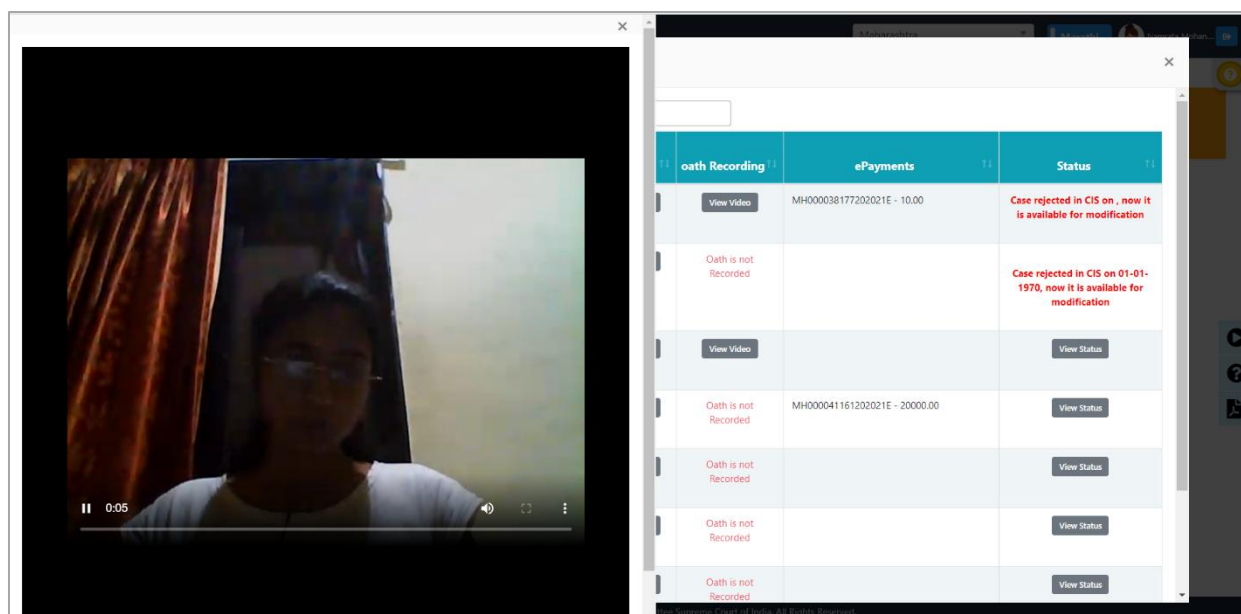


Fig: Completed Pleadings: Play Video

4.2.3 Draft IAs

This button shows count of all the incomplete IAs. These applications can be edited through Applications menu.

- Click the **Draft IAs** button to view the list. The details include Application, e-filing/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.

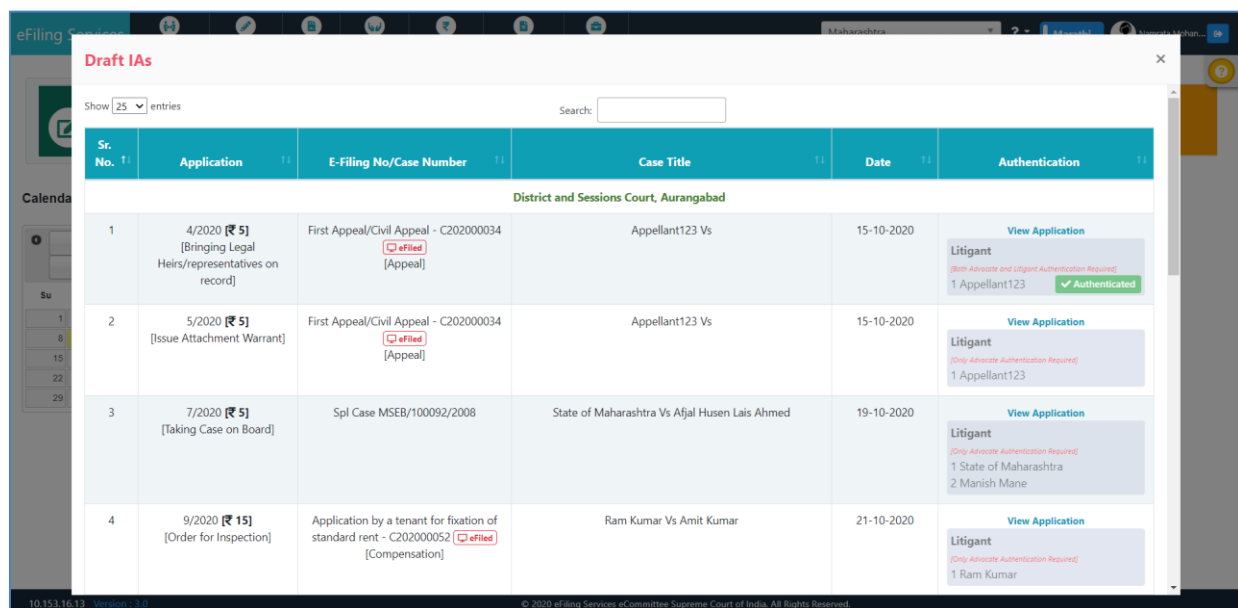


Fig: Draft IAs

The screenshot displays the 'Draft IAs' interface. On the left, a table lists draft applications with columns for 'Sr. No.', 'Application', and 'Firs'. The table contains four entries:

Sr. No.	Application	Firs
1	4/2020 [₹ 5] [Bringing Legal Heirs/representatives on record]	Firs
2	5/2020 [₹ 5] [Issue Attachment Warrant]	Firs
3	7/2020 [₹ 5] [Taking Case on Board]	
4	9/2020 [₹ 15] [Order for Inspection]	Application by a tenant for fixation of standard rent - C202000052 [eFiled] [Compensation]

The main window shows a preview of application 4, titled 'First Appeal/Civil Appeal/34/2020'. The document text includes:

AMH2020000004C202000034 Rs. 5
GRN:MH000038158202021E

BEFORE THE
District and Sessions Court, Aurangabad
AT ,Aurangabad
First Appeal/Civil Appeal/34/2020
Appellant:
Amit Kumar

The right sidebar shows an 'Authentication' section with 'View Application' links for 'gant' and 'ppellant123'. The 'gant' entries are marked as 'Authenticated'. Below this, a 'Litigant' list shows '1 Ram Kumar'.

Fig: Draft IAs – View Application

4.2.4 Completed IAs

The button displays the number of completed applications. When the court fee for an application is paid and it is authenticated by required parties, it is automatically submitted to the court. All such submitted applications are listed under this category.

- Click on the Completed IAs button to view the list of submitted applications. The details include Application, e-filing/ Case Number, Case Title, Date of filing, Authentication status.
- The application can be viewed by clicking on View Application link.

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Authentication
District and Sessions Court, Aurangabad					
1	1/2020 [₹ 5] [Framing of additional issues]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	View Application Litigant 1 Appellant123
2	3/2020 [₹ 5] [Granting leave to deliver interrogatories]	First Appeal/Civil Appeal - C202000034 [eFiled] [Appeal]	Appellant123 Vs	15-10-2020	View Application Litigant 1 Appellant123
3	8/2020 [₹ 15] [Taking Adjournment]	Application by a tenant for fixation of standard rent - C202000052 [eFiled] [Compensation]	Ram Kumar Vs Amit Kumar	27-10-2020	View Application Litigant 1 Ram Kumar
4	16/2020 [₹ 5] [Order for Inspection]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	29-10-2020	View Application Litigant 1 State of Maharashtra
5	19/2020 [₹ 10232] [Taking Adjournment]	Civil revision Application - C202000019 [eFiled] [Review/Revision]	Yash Jagtap Vs Tanuja Kumari	05-11-2020	View Application Litigant 1 Yash Jagtap 2 Dinesh Soni

Fig: Completed IAs

047dff0dc44749d9571e500a5c2e603be885daec9... 1 / 2

AMH2020000004C202000034 Rs. 5
GRN:,MH000038158202021E

BEFORE THE
District and Sessions Court, Aurangabad
AT ,Aurangabad
First Appeal/Civil Appeal/34/2020

Appellant:
Appellant123

[View Application](#)
Litigant
1 Appellant123

[View Application](#)
Litigant
1 Appellant123

[View Application](#)
Litigant
1 Ram Kumar

[View Application](#)
Litigant
1 State of Maharashtra

[View Application](#)
Litigant
1 Yash Jagtap
2 Dinesh Soni

Fig: Completed IAs – View Application

4.2.5 Objections

All the objections raised by the court on the submitted case, pleadings or IAs are reported here. Click on the button to view the objection details.

Sr.No.	Reason	Date
C20200004 - Maintenance Application		
1	Return for correction Return for correction Return for correction Return for correction Return for correction	22-02-2021
2		22-02-2021
3		22-02-2021
4	Remark Return for correction	22-02-2021
C20200047 - Motor Accident Claim petition		
5	Remark	01-02-2021
6	Return for correctionReturn for correctionReturn for correction	28-01-2021
7	Return for correction Last	28-01-2021
8	Return for correction11111	28-01-2021
9	now reject this case. Petitioner Name Petitioner Age	28-01-2021
10	Document not found	28-01-2021
11	Fees not found	28-01-2021
12	RemarkRemark	28-01-2021
13	Fees Remark	28-01-2021
C20200065 - Maintenance Application		
14	RemarkRemarkRemark	25-01-2021
C20200085 - Application by a tenant for fixation of standard rent		
15		01-01-1970

Fig: Objections

4.2.6 My Cases

This button shows the count of all the cases in the user portfolio. It includes efiled as well as manually registered cases. Please refer section 6.7.2 for the details.

My Cases

Date wise | District wise | Refresh Cases 4

Search Keyword: Select

Pending | Disposed | Both

District Court Cases

Aurangabad, Maharashtra (4)

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

Fig: My Cases

5. Help Section

Help is available in the form of Tutorial Videos, FAQ and user manual. Additionally, you can view descriptions of any open form by clicking on the orange question mark in the top right corner.

The screenshot displays the eFiling Services dashboard. At the top, there is a navigation bar with 'eFiling Services' and several menu items: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The state is set to Maharashtra and the language to Marathi. Below the navigation bar, there are six summary cards: Draft Pleadings (16), Completed Pleadings (8), Draft IAs (15), Completed IAs (7), Objections (0), and My Cases (4). A tooltip points to a link 'Click Here to view incomplete IAs'. Below the summary cards is a 'Calendar' section for January 2021, showing 'Cases Listed Today - 11-01-2021' with 'No Cases' listed. On the right side of the dashboard, a vertical toolbar is highlighted with a red box, containing a play button, a question mark, and a document icon.

Fig: Help Section

6. Main Menu

6.1 My Partners (only for Advocates)

The menu enables advocates to manage partners by adding or revoking partnerships.

6.1.1 Add Partner/ Associates/ Colleague

This submenu allows the user to add partner/ associates/ colleagues; which could be of the same State or other state.

- Select **My Partners** from the menu.
- Select **Add Partners/ Associates/ Colleagues**.
- Select the radio button for **My State** or **Other State**, indicating from which state the partner is to be added.
- On selecting **My State**, proceed to select **Advocate**. For **Other State**, select the **State** first and then proceed.
- Select the **Advocate** to be added in the My Partner list.
Note: *Only the advocates registered with eFiling system can be added as partners.*
- On selecting the advocate, the Bar **Registration Number**, **Email** and **Mobile Number** are retrieved automatically.
- Click on **Submit** to add the partner. Notification of your partnership request is sent to the advocate automatically.

Note: *Process of addition of the partner is complete only after acceptance of the same from the partner.*

The screenshot displays the 'Add Partners/Associates/colleague' form within the eFiling Services application. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The state is set to 'Maharashtra' and the language to 'Marathi'. The form is titled 'Add Partners/Associates/colleague' and features two radio buttons: 'My State' (selected) and 'Other State'. The form contains four input fields: 'Advocate' (a dropdown menu showing 'Adv. R. V. CHAVAN (MAH/2836/2011)'), 'Bar Registration Number' (a text box containing 'MAH/2836/2011'), 'Email' (a text box containing 'avinashkadam@yahoo.com'), and 'Mobile No.' (a text box containing '7276605487'). At the bottom of the form are 'Submit' and 'Reset' buttons.

Fig: Add Partner for My State

Fig: Add Partner for Other State

Fig: Partner Request sent successfully

6.1.2 Accept Partnership

This submenu enables user to accept or reject partnership requests from other advocates.

- Select **My Partners** from the menu.
- Select **Accept Partnership**. List of all the advocates who have sent the partnership request to you is displayed.
- Select **Accept** or **Reject** for accepting or rejecting the partnership request from the other advocate. A dialogue box pops up to confirm the acceptance or rejection.

- Check the box to confirm and complete OTP verification (Get OTP, enter it and click Submit).
- The message **“Partner Request updated successfully”** for acceptance or rejection will be displayed.

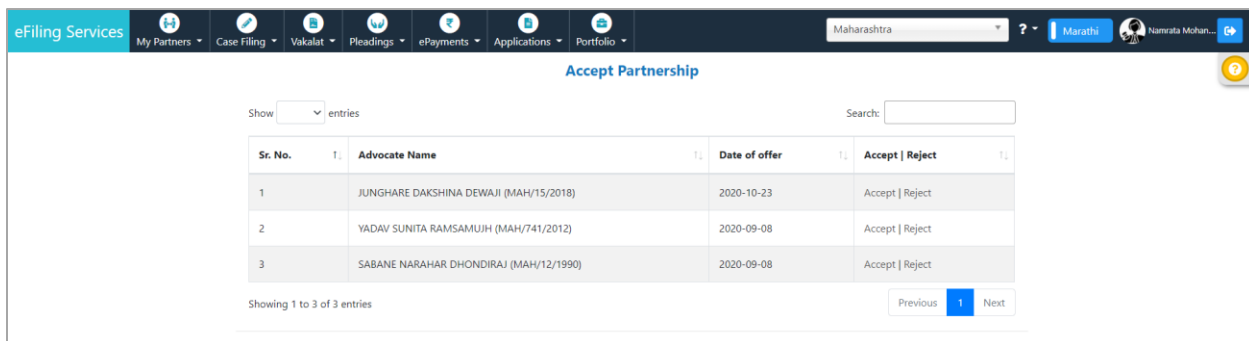


Fig: Accept Partnership

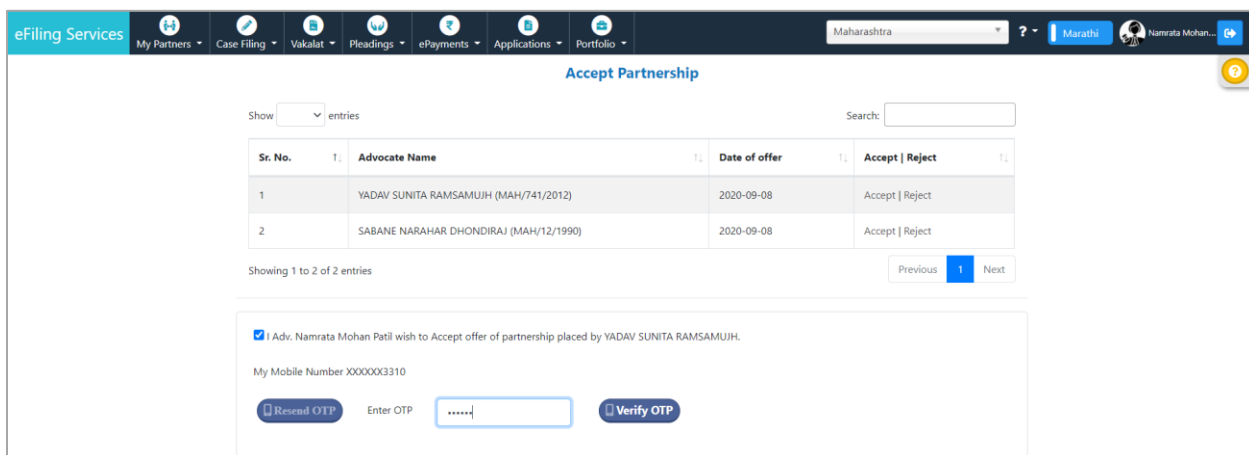


Fig: Accept partnership Get OTP and Verification

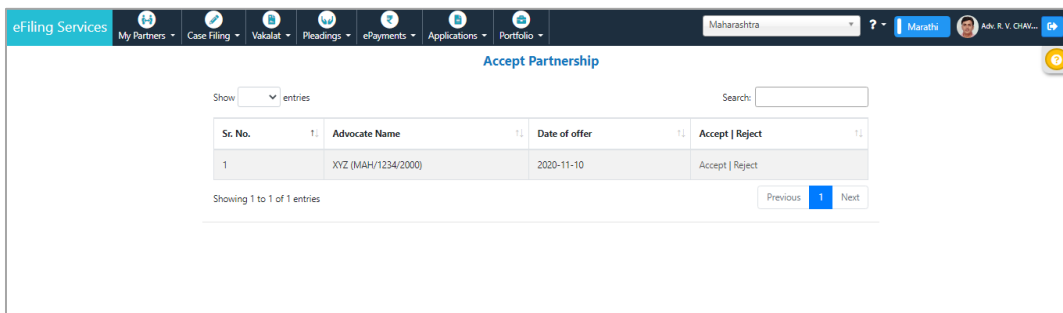


Fig: Partner request updated Successfully

6.1.3 Revoke Partnership

This submenu enables user to revoke existing partnership with an advocate.

- Select **My Partners** from the menu.
- Select **Revoke Partnership**. List of all the partnerships will be displayed. Partnership details include Offered to Advocate/ Offered by Advocate, Date of Offer, Date of Acceptance, Status (Accepted/ Offered) and a Revoke button.
- Click **Revoke** in the required row for revoking the partnership. A confirmation dialogue will appear. Click **OK** if you want to continue.
- Check on the box to confirm and click **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revoked Successfully**' will be displayed. The revoke request will be sent to the respective advocate immediately.

Note: Process of Revocation of the partner is complete only after acceptance of the same from the partner.

Sr. No.	Offered to Advocate/Offered by Advocate	Date of offer	Date of Acceptance	Status	Revoke
1	MALHOTRA ANIL RAJ (MAH/987/2011)	31-08-2020	22-10-2020	Accepted	Revoke
2	TORKHADE RUPALI SANJAY (MAH/41/2011)	13-07-2020	22-10-2020	Accepted	Revoke
3	KAMARAJ DURAISAMY RAJANGAM DAANAM (MAH/25/2012)	08-09-2020	09-09-2020	Accepted	Revoke
4	AGARWAL NAMITA DUNGARMAL (MAH/787/2012)	22-10-2020	22-10-2020	Accepted	Revoke
5	Adv. R. V. CHAVAN (MAH/2836/2011)	22-10-2020	22-10-2020	Offered	Revoke
6	Shivraj Patil ()	23-10-2020	23-10-2020	Offered	Revoke
7	JUNGHARE DAKSHINA DEWAJI (MAH/15/2018)	23-10-2020	06-11-2020	Accepted	Revoke
8	YADAV SUNITA RAMSAMUJH (MAH/741/2012)	08-09-2020	06-11-2020	Accepted	Revoke

Fig: Revoke Partnership

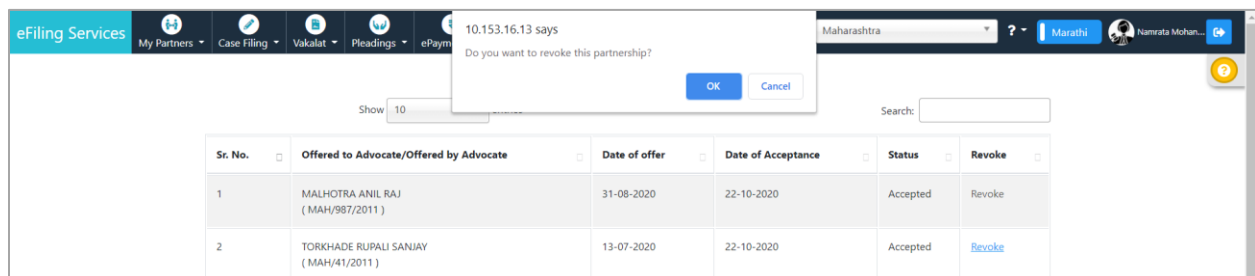


Fig: Confirmation

I Advocate Namrata Mohan Patil wish to revoke partners Advocate AGARWAL NAMITA DUNGARMAL

My Mobile Number XXXXXX3310

Enter OTP

Fig: Get OTP

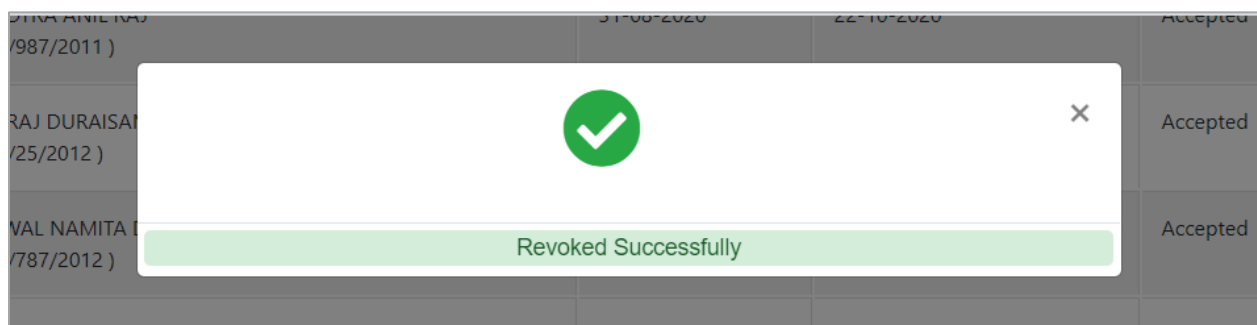


Fig: Revoked Successfully

6.1.4 Accept Revocation

This submenu enables user to accept revocation requests sent by a partner.

- Select **My Partners** from the menu.
- Select **Accept Revocation**. List of all the revocation requests will be displayed. For every request, details such as Revocation Initiated By, Date of Offer, Date of Acceptance, Date of Revocation and a button for Accept will be displayed.
- Click **Accept** in the required row to revoke the partnership with the advocate. A dialogue box pops up to confirm the acceptance. Confirm by clicking OK.
- Tick on the box and select **Get OTP**.
- Enter the generated OTP and click on **Submit**.
- The message '**Revocation Accepted Successfully**' will be displayed.

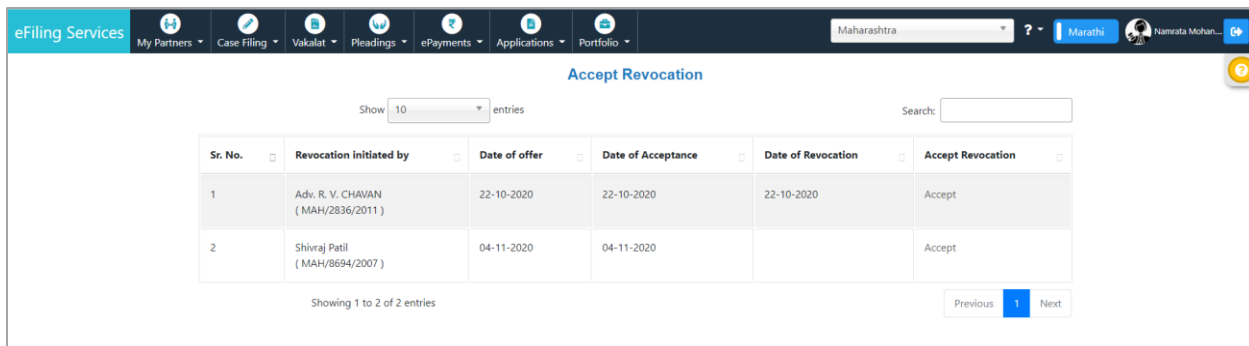


Fig: Accept Revocation

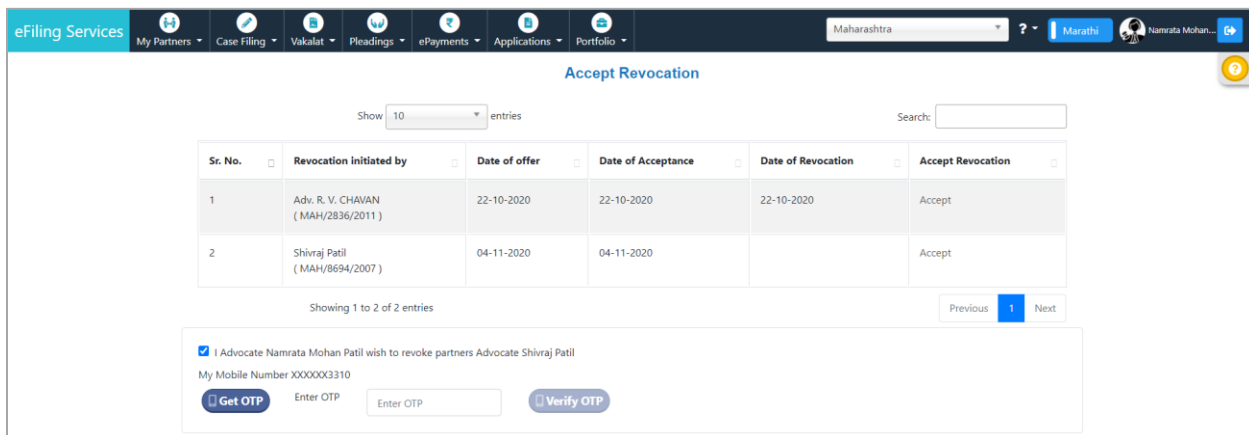


Fig: Get OTP for Accept Revocation

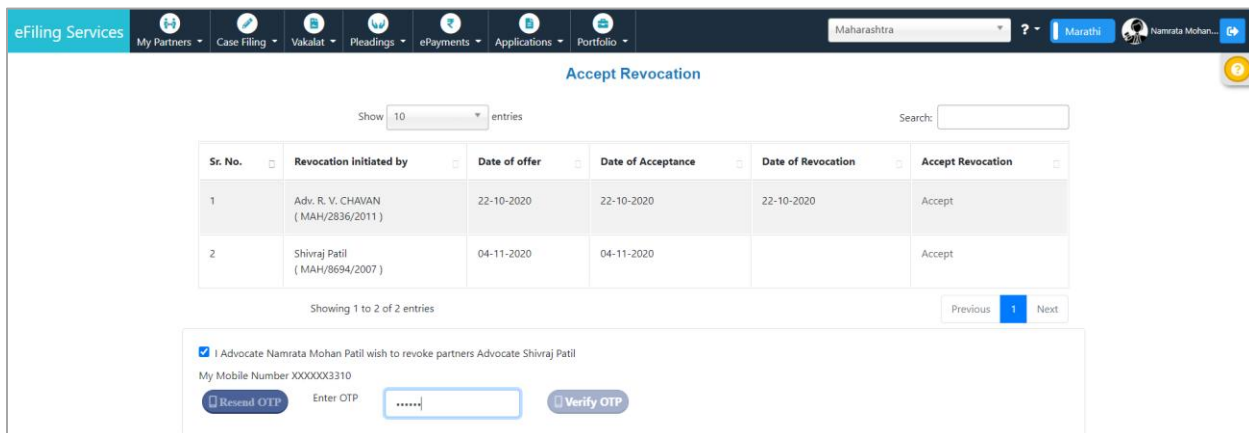


Fig: Enter OTP and click on Verify OTP

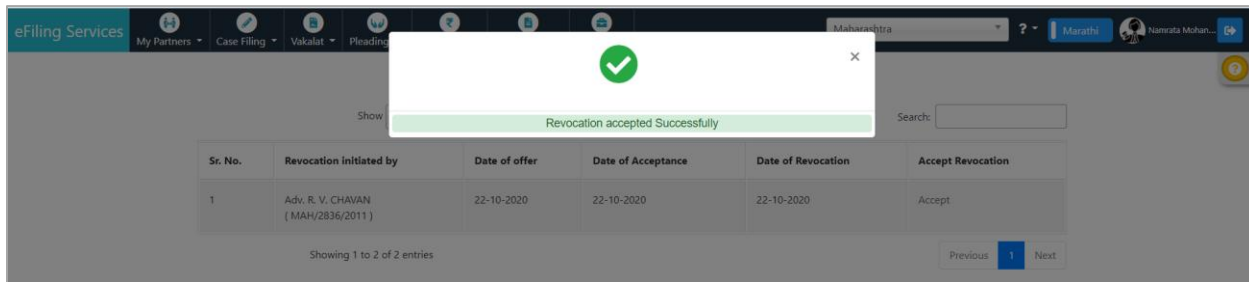


Fig: Revocation Accepted Successfully

6.1.5 My Partners Report

This submenu generates report for Friendship Request and Revoked Request.

- Select **My Partners**.
- Select **My Partners Report**.
- By default, report for **Friendship Request** is displayed with details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status (Pending/ Accepted).
- To view the **Revoked Request** Report, click on the corresponding tab.
- Select the radio button for **Offered by Me** or **Accepted by Me in Revoked Request**. By default, Offered by Me radio button is selected. The details such as Partner Name, Advocate Code/ Bar No., Requested Date, Accepted/ Rejected Date and Status are displayed.

The screenshot shows the 'eFiling Services' interface with the 'My Partners' menu selected. The 'Friendship Request' tab is active. The table displays the following data:

Sr. No.	Partner Name	Advocate Code/Bar Number	Requested date	Accepted / Rejected Date	Status
1	Adv. kumar raja	MAH-2024-2020	28-10-2020	---	Pending
2	Anil R.	MAH-3121-2001	06-11-2020	---	Pending
3	BAWANKAR KRUSHNAKUMAR CHARANDAS	MAH-44-2012	08-10-2020	---	Pending
4	SHINGNE SOHAN ANIL	MAH-4545-2011	29-07-2020	---	Pending

Showing 1 to 4 of 4 entries

Fig: My Partners Report

The screenshot shows the 'eFiling Services' interface with the 'My Partners' menu selected. The 'Revoked Request' tab is active. The 'Offered by Me' radio button is selected. The table displays the following data:

Sr. No.	Offered to Advocate	Advocate Code/Bar Number	Revoked On	Accepted On	Status
1	Adv. R. V. CHAWAN	MAH/2836/2011	22-10-2020	---	Pending

Showing 1 to 1 of 1 entries

Fig: Revoked Request Offered by Me

eFiling Services

My Partners Case Filing Vakalat Pleadings ePayments Applications Portfolio Maharashtra ? Marathi Namrata Mohan...

Friendship Request Revoked Request

Offered by Me Accepted by Me

Show 10 entries Search:

Sr. No.	Offered by Advocate	Advocate Code/Bar Number	Revoked On	Accepted On	Status
1	AGARWAL NAMITA DUNGARMAL	MAH/787/2012	06-11-2020	---	Pending
2	TORKHADE RUPALI SANJAY	MAH/41/2011	06-11-2020	---	Pending
3	Shivraj Patil	MAH/8694/2007	06-11-2020	05-11-2020	Accepted

Showing 1 to 1 of 1 entries

Previous 1 Next

Fig: Revoked Request Accepted by Me

6.2 Case Filing

Facilities available under this menu are customised for different types of users. User type-wise menu items are listed below.

Advocate/ Party-in-person Litigant/ Advocate Clerk:

- New Case Filing
- Manage Favourite Clients

Government Pleader – DGP:

- New Case Filing
- Manage Favorite Clients
- Allocate Cases
- Allocated Cases Report

Government Pleader – AGP: NA

Litigant:

- Case Editing

6.2.1 New Case Filing

6.2.1.1 Initial Inputs

The initial inputs required to file a case are to be filled in this form.

- Select **Case Filing** menu; select **Initial Inputs** tab.
- Enter **District/ Establishment Details** where case needs to be filed.
- Enter **Case Type Details**. If the selected case type is MVC, **MVC** tab appears to fill in the additional details.
- Enter **Party (client) Details**.
- Click on **Submit**.
- The message '**New Case Added**' is displayed along with temporary E-Filing Number.

Fig: Initial Inputs

Fig: New Case Added Successfully

6.2.1.2 Litigant

This tab is used to fill Litigant details. To access this tab, click **Next** button on the Initial Input form. However, this tab is accessible only after successfully filing out the Initial Input tab.

Note: It is required to fill the details of all the parties before clicking **Next** button. Litigant may also enter these details using his login.

User can check previously saved litigant details by clicking the **View Previous Parties** link in top right corner.

Enter the following details-

- Select the **Type** (Appellant/ Respondent).
- Enter **Personal Details**.
- Enter **Contact Details**.
- Enter **State Information**.
- Check on **Other Information** to fill more details.
- Check **Legal Heir Add** to add legal heir. If this is checked, **Legal Heir** tab appears after submission to add the legal heir details.
- Enter information in Local Language.
- If required, check on **Add to Favorites**. If a party is added as favorite, the details of the litigant are saved for future use, thereby enabling easy and quick access to frequent party details. Parties, added as favorite, can be viewed/deleted through '**Manage Favorite Clients**'. However, this step is not mandatory.
- Click on **Update** to save the details.
- If the Appellant or Respondent is an organization, check on **Organization Details** after selecting the Type.
- Select **Organization Name** and enter all above mentioned details and click on **Update** to save the details.
- When details of all the parties are entered, click on **Next** button. To check whether all party details are entered, click on the **View Previous Parties** link in the top right corner. The link is visible only if entered party details are saved.

eFiling Services

My Partners Case Filing Vakalat Pleadings ePayments Applications Portfolio Maharashtra ? Marathi Namrata Mohan...

Initial Inputs Litigant Fact Details Case Details e-File

Note: This tab is compulsory

Litigant

Type Appellant Respondent

Organisation Details

Personal Details

* Complainant/Accused arun

Relation

Date of Birth

Caste

* Gender Male Female Other

Name

* Age Differently Abled

Extra Petitioner Count

Contact Details

Email

Occupation

* Address

Mobile No.

Pin Code

State Information

State

Taluka

District

Village

Other Information

Other Information

Add Legal Heir

MARATHI

फिर्यादी/आरोपी

पत्ता

ज्यवसाय

वडील/आई/वृ/पती चे नाव

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Fig: Litigant Details

eFiling Services | Maharashtra | Marathi | Namrata Mohan...

My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio

Initial Inputs | Litigant | Fact Details | Case Details | e-File

Note: This tab is compulsory

Litigant

Type: Appellant Respondent

Organisation Details: Organisation Type: State Government Departments

Personal Details

Complainant/Accused: sakshi

Contact Details

Email: [Text Field] Mobile No.: 1234567890

Occupation: [Text Field] Pin Code: [Text Field]

Address: [Text Field]

State Information

State: [Select State] District: [Select District]

Taluka: [Select Taluka] Village: [Select Village]

Other Information

Other Information: Add Legal Heir:

फिर्यादी/आरोपी: [Text Field] वडील/आई/पती चे नाव: [Text Field]

पत्ता: [Text Field]

व्यवसाय: [Text Field]

[Add to favourite] [Update] [Next]

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Fig: Litigant details for Organization

eFiling Services | Maharashtra | Marathi | Namrata Mohan...

My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio

Initial Inputs | Litigant | Fact Details | Case Details | e-File

Note: This tab is compulsory

Litigant

Type: Appellant Respondent

Organisation Details:

Personal Details

Complainant/Accused: [Text Field]

Relation: [Select]

Date of Birth: DD-MM-YYYY

Caste: [Select]

Contact Details

View Previous Parties (1)

Show 10 entries Search: [Text Field]

Sr. No.	Party Name	Type	Edit	Delete
1	Abhishek	Main Petitioner	[Edit Icon]	[Delete Icon]

Previous 1 Next

Fig: View Previous Parties

6.2.1.3 Legal Heir

Legal Heir form enables user to enter details of the Heir. This is required in case the petitioner dies after case filing. In such situations, the assigned legal heir fights the case on behalf of the deceased.

Legal Heir

* Party Name: Abhishek [Main Petitioner]

Personal Details

* Type: Plaintiff Defendant

* Legal Heir Name: Select [abhi]

Relation: Select

* Date of Birth: 01-11-1982

Caste: Select

* Gender: Male Female Other

Name: Name

* Age: 37 Differently Aabled

Extra Petitioner Count: Extra P

Contact Details

Email: Email

Occupation: Occupation

* Address: address

State: Select State

Taluka: Select Taluka

Mobile No.: Mobile No.

Pin Code: Pin Code

District: Select District

Village: Select Village

Other Information

Other Information

फिर्यादी/आरोपी

पता

वकील/अर्ह/पती चे नाव

व्यवसाय

Save Prev Next

Fig: Legal Heir Form

6.2.1.4 Fact Details

This tab allows the user to enter fact details for the filed case.

- After successfully filling Litigant details, proceed to next tab, that is, **Fact details**.
- Select **Fact Date** from the calendar.
- Select **Fact Time** in hours and minutes.
- Describe the details of the fact in the **Fact** text box.
- The user can add more facts by clicking on **Add More Fact**.
- Click on **Save**.

The screenshot displays the 'Fact Details' tab within the eFiling Services application. The header shows the court name 'District and Sessions Court, Aurangabad' and the case title 'Abhishek Vs'. Below the header, there is a note: '*Note: Fact details tab is not compulsory'. The main form area contains the following fields:

- Sr.No.:** 1
- Fact Date:** 03-11-2020
- Fact Time:** 12:56
- Fact:** fact

At the bottom of the form, there are three buttons: '+ Add More Fact', 'Save', 'Prev', and 'Next'. The footer of the page indicates the version '10.153.16.13 Version : 3.0' and the copyright '© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.'

Fig: Fact Details

6.2.1.5 Case Details

This tab allows user to enter more case details.

- On successfully adding the fact details, proceed to next tab, that is, **Case Details**.
- Enter **Cause of Action**.
- Enter **Date of Cause of Action**.
- Enter **Important Information or Subject or Reason**.
- Enter **Prayer**.
- Enter **Valuation**.
- Enter **Plaint in Local Language**.
- Enter **Dispute arising out of details**.
- Enter **Act Details**. The user can add more than one act by selecting **More Acts**.
- Enter details in Local Language.
- Click on **Save**.

The screenshot displays the 'Case Details' tab in the eFiling Services application. The interface is for the District and Sessions Court, Aurangabad, with the case name 'Abhishek Vs'. The form is divided into several sections:

- Case Details:** Includes fields for 'Cause of Action' (with a dropdown), 'Date of Cause of Action' (03-11-2020), 'Important Information or Subject or Reason', 'Prayer', 'Valuation (₹)', and 'Plaint in Local Language' (checkbox).
- Dispute Arising Out Of:** Includes dropdown menus for 'State', 'District', 'Taluka', and 'Village'.
- Act Details:** Includes fields for 'Act' (INDIAN PENAL CODE) and 'Section' (141), with a '+ More Acts...' button.
- Marathi Section:** Includes input fields for 'बादास कारण' (Cause of Action), 'महत्वाची माहिती किंवा विषय किंवा कारण' (Important Information or Subject or Reason), and 'केसेली मागणी' (Prayer).

At the bottom, there are 'Save', 'Prev', and 'Next' buttons. The footer shows the version '10.153.16.13 Version : 3.0' and copyright information '© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.'

Fig: Case Details

6.2.1.6 MVC (only for MVC case type)

This tab is available only for MVC cases. Select the tab to fill the additional information. The MVC form is to be filled after filling out the Case Details form.

- Enter the **MVC Information** required such as Item Number, State, District, Taluka, Police Station, FIR Type, FIR Number and Year.
- In MVC information, if **Other Police Station** is checked, additional details are required such as Other Police Station, FIR Type, FIR Number and Year.
- Enter **Accident Information** Details such as Date of Accident, Place of Accident, Time of Accident, Type of Injury (Simple/ Serious/ Death/ Other) and Name.
- Enter **Claim Information** such as Compensation Claimed and Insurance Company.
- Enter **Vehicle Information** such as Vehicle Type, Vehicle Registration Number, Driving License and Issuing Authority.
- Enter Name, Place of Accident and Issuing authority in **Local Language**.
- Click on **Save**.
- The message, **“Record Added Successfully [eFiling Number]”** is displayed.

Fig: MVC details

6.2.1.7 e-File

This tab is used for e-filing the case.

- On successfully adding case details, proceed to **e-File** tab.
- The e-File tab displays all the entered details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details for review.
- Click on **eFile Case**.

Note: Please ensure that all the entered case details are correct before clicking on eFile Case button as the details cannot be modified after submission of the case.
- The message **“Case registration is Successful”** is displayed along with the e-filing registration number. The case is now ready for further processing such as upload pleadings etc.

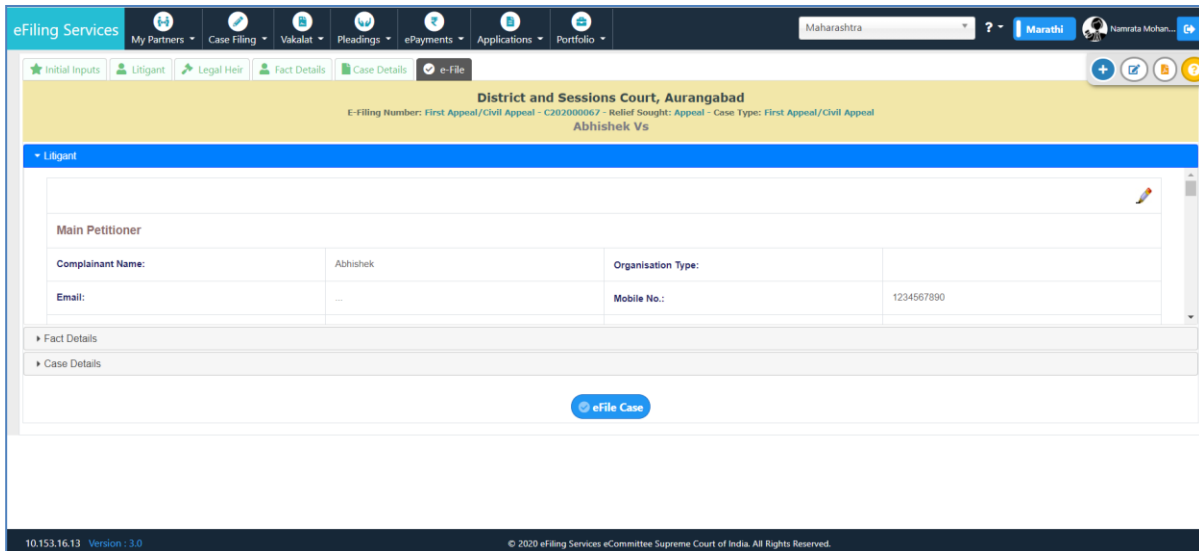


Fig: eFile Case

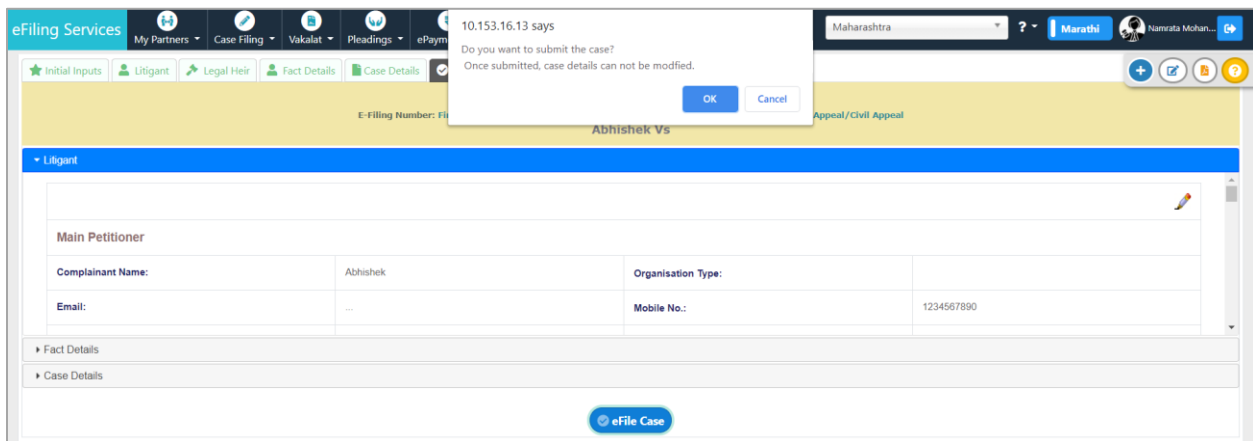


Fig: Confirmation to file a case

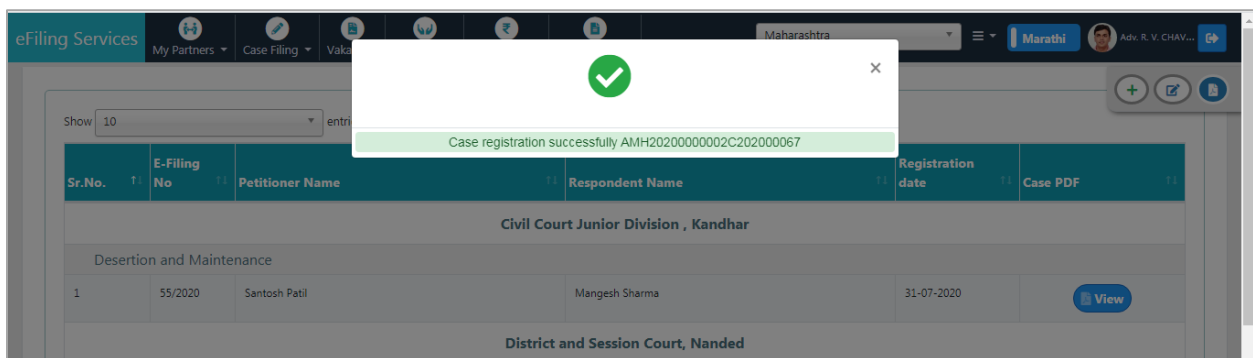


Fig: Case Registered Successfully

6.2.1.8 Editing the existing e-filed cases

There is a provision to add or modify a case and view PDF of the case filed. These buttons are provided on the upper right corner of the screen, in Case Filing tab. The functionality of each tab is described below.

Note: Only draft cases can be edited. Once case is submitted through eFile tab, it is not available for editing.

Fig: Buttons provided to add or modify a case and view PDF of the case

❖ Add Case Button

- This button is useful when the user has already filed a case, but requires another new case to file.
- On clicking this button, the user is directed towards the screen of new case filling. Refer section 6.2.1 for new case filing details.

❖ Edit Button

This service enables user to modify or delete a case.

- This button allows user to select case from provided list that includes E-Filing Number, Litigant Name, Mobile Number and Action (Edit or Delete).
- The Edit button allows user to edit the details of the selected case. The user is able to edit case from Litigant tab onwards, similar to new case filing.
- The Delete button allows user to delete the selected case.

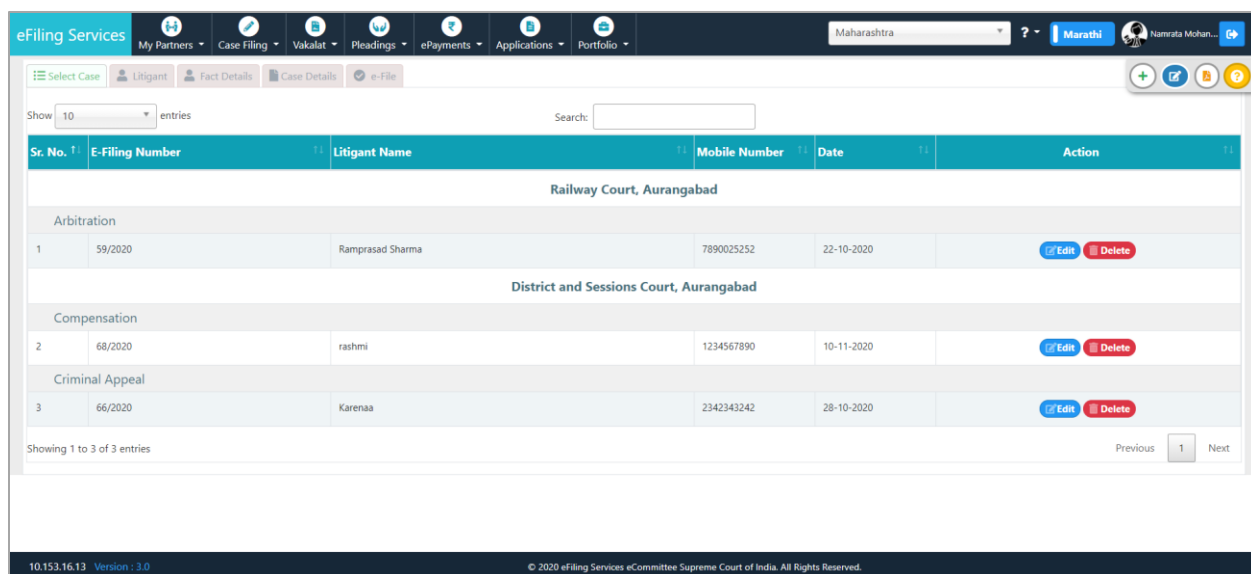


Fig: Select Case to Edit/ Delete

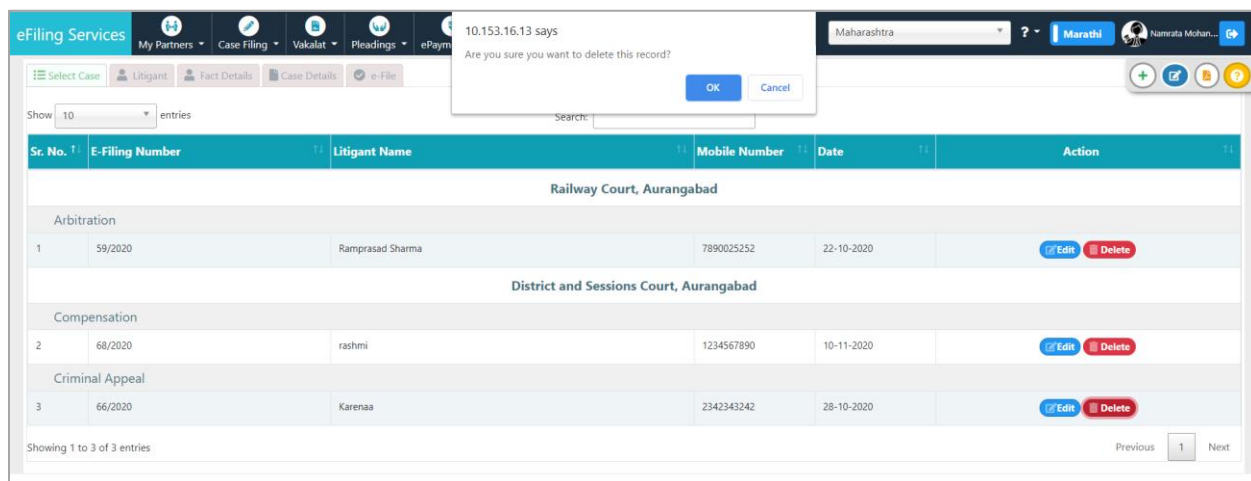


Fig: Delete Case – Confirmation

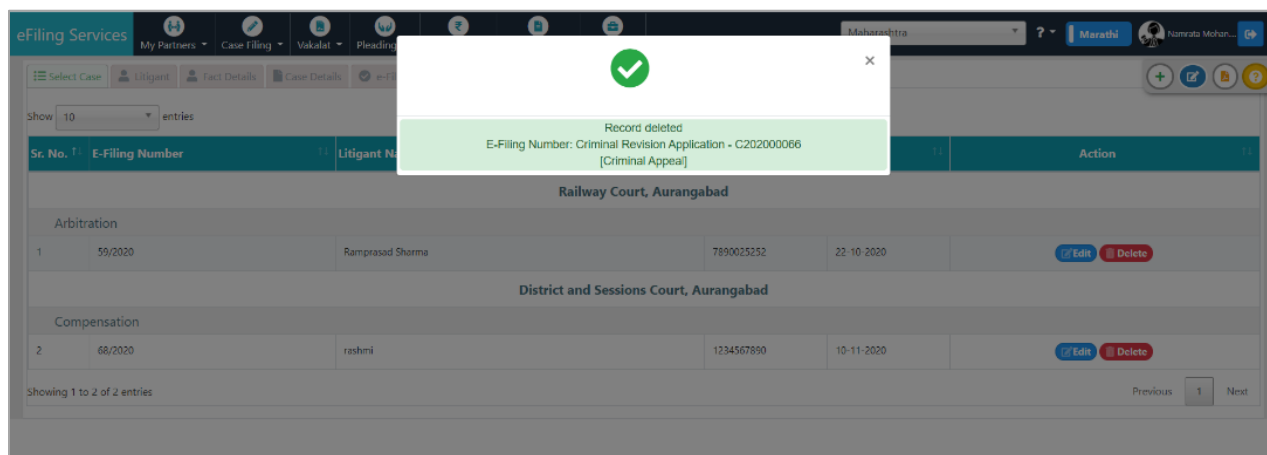


Fig: Delete Case – Success

❖ PDF Button

This button allows user to view PDF of the selected case.

- Click on View button for the case to open the PDF.
- The PDF includes all case details such as Litigant Information, Other Information, Main Respondent, Fact Details, and Case Details.
- The PDF is downloadable and printable.

The screenshot shows the eFiling Services interface. At the top, there are navigation tabs: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The current location is Maharashtra, and the language is set to Marathi. The user is Namrata Mohan. Below the navigation, there is a search bar and a table of cases. The table has columns for Sr.No., E-Filing No, Petitioner Name, Respondent Name, Registration date, and Action. The cases are grouped by court type: Civil and Criminal Court, Kannad; Commercial; District and Sessions Court, Aurangabad; Desertion and Maintenance; and Compensation. Each case entry has a 'View' button (blue) and a 'Delete' button (red).

Sr.No.	E-Filing No	Petitioner Name	Respondent Name	Registration date	Action
Civil and Criminal Court, Kannad					
Commercial					
1	30/2020	Sbi	Eci	12-10-2020	View Delete
District and Sessions Court, Aurangabad					
Desertion and Maintenance					
2	14/2020	Sunil Bhagwanrao Panchal	Test Respondent	11-10-2020	View Delete
Compensation					
3	52/2020	Ram Kumar	Amit Kumar	19-10-2020	View
4	38/2020	Ramdin		15-10-2020	View Delete
5	37/2020	Azmal		15-10-2020	View Delete
6	16/2020	Test		11-10-2020	View Delete
7	1/2020	Ranbir Plaintiff		16-07-2020	View Delete

Fig: View PDF

The screenshot shows the eFiling Services interface with a PDF viewer open. The PDF document is titled "AMH2020000004C202000030.pdf" and is page 1 of 5. The document content includes:

1. Public Data Entry - E-Filing No Commercial Suit - C202000030 Date: 11/18/2020 12:24 pm

Civil and Criminal Court, Kannad
E-Filing No: Commercial Suit - C202000030
Bailed Sought: Commercial
Case Type: Commercial Suit
Sbi Vs Eci

Advocate Name: Namrata Mohan Patil Barcode: MAH/2039/2000 Unique ID: AMH20200000004

I) Litigant Information

Main Petitioner

Complainant Name: Sbi Organisation Type: Central Government Department

The PDF viewer is overlaid on the same case list as shown in the previous screenshot.

Fig: PDF of the selected Case

6.2.2 Manage Favourite Clients

This submenu enables user to manage regular clients for whom cases are filed frequently. Details of these clients are fetched automatically while filing a new case.

- Select Case Filing → Manage Favorite Clients.
- A client information form will be displayed. Enter the required organizational details in the form.
- Please ensure that mobile number and email address are correct as these will be used for authentication.

Note: If the client is added by a **Government Pleader**, the party / litigant will get registered automatically to eFiling system. However, if the client is added by an **Advocate**, the party/ litigant needs to register with e-filing separately.

The screenshot shows the 'Add Client' form in the eFiling system. The form is divided into several sections: Personal Details, Contact Details, State Information, and Other Information. The Personal Details section includes fields for My Client Name, Relation, Date of Birth, Caste, Gender (Male, Female, Other), Name, and Age. The Contact Details section includes Email, Occupation, Address, Mobile No., and Pin Code. The State Information section includes State, District, and Taluka. The Other Information section includes fields for पितादी/आरोपी, पता, and व्यवसाय. The form also has a 'Save' button and a 'Reset' button at the bottom.

Fig: Add favourite client form

- If details need to be modified, click on the edit (pen) icon at the top right corner. List of all the available favourite clients will be displayed. Click on the **Edit** button corresponding to the required client.

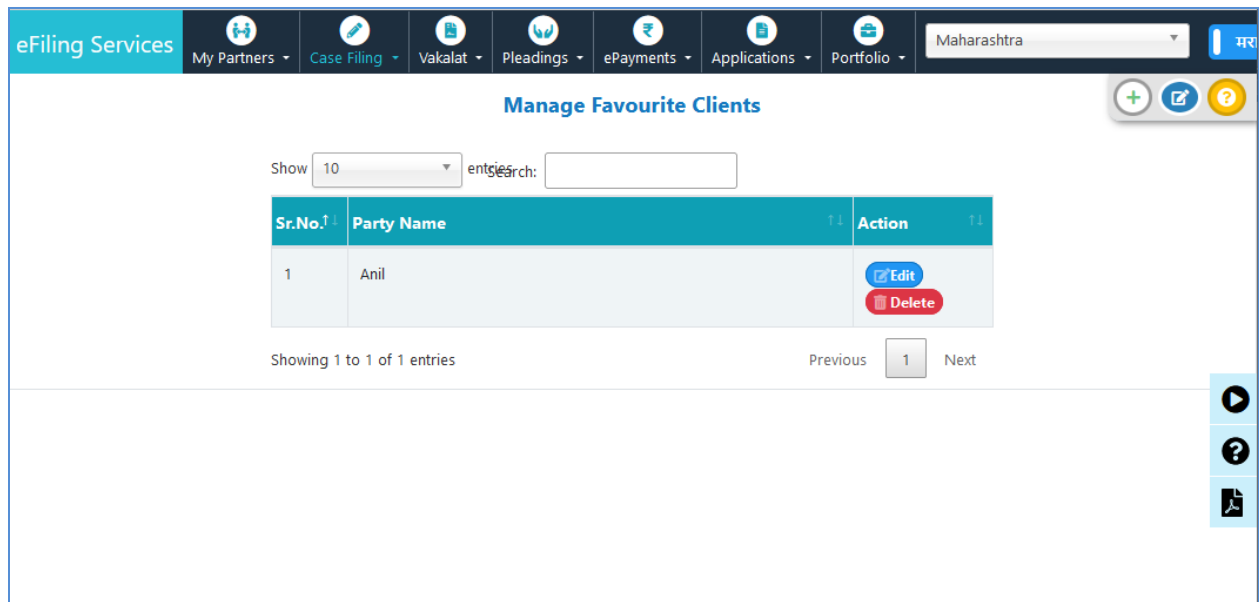


Fig: Edit/ Delete Favourite Client

6.2.3 Allocate cases (only for Government Pleader -DGP)

Allocate case to AGP:

- Select Case Filing->Allocate Cases; Search Case option, total allocated/unallocated cases count and list of Additional GPs will be displayed.
- To search the case to be allocated, select existing case/new case option and enter search keyword.
Details of the case will be displayed including case title, case/allocation status (currently allocated to, draft pleadings and applications count) and court name.
- Select the status radio button corresponding to the AGP to whom the case is to be allocated and click Save
- Once the case is allocated, check allocated cases count. Unallocated cases count should decrease and allocated cases count should increase by number of cases allocated.
Check counts for both new case as well as search my cases if allocation is done for both type of cases.

De-allocate a case:

- Deselect the status radio button corresponding to the AGP and click Save. Such cases are automatically transferred to DGP and are available for allocation.
- Once the case is de-allocated, check allocated cases count. Unallocated cases count should increase and allocated cases count should decrease by one.

Transfer case to other AGP:

- Select the status radio button corresponding to the AGP to whom the case is to be transferred and click Save
- Once the transfer is complete, check the name in ‘case allocated to’ field. Name of newly allocated AGP should appear.

Note: After final submission of new cases, they are not available for allocation.

Allocate Cases

Search Case Search My Cases New Case

Search Keyword: M.A.C.P./1/2021 Ashwini Mahesh Padale...

Ashwini Mahesh Padale Vs Reliance General Insurance Co. Ltd.

Case Allocated to: KULKARNI SMRUTI SATISH
Draft Pleadings: 0
Draft Applications: 0

DISTRICT AND SESSIONS COURT AURANGABAD.
20-Adhoc District Judge-5 Asst Sessions Judge Abad
10-06-2021/Awaiting Notice

Unallocated New Case: 1 Unallocated Existing Case: 5

*Select Partner Show 10 entries Search:

Sr.No	Name	Civil	Criminal	Total	Status
1	- DGP	2	4	6	<input checked="" type="radio"/>
2	THAKUR BHALCHANDRA DATTARAM - Adll GP	1	2	3	<input type="radio"/>
3	MULLAJI INDRAJIT CHIMANLAL - Adll GP	0	0	0	<input type="radio"/>

Showing 1 to 3 of 3 entries Previous 1 Next

Fig: Allocate case to AGP

Note: Once a case allocated to AGP, it will not be visible to DGP in pleadings/ application/ payments/ court fee wallet sections.

Pleadings

Upload Pleadings Indexing eSign

Search Case Search My Cases New Case

Search Keyword: Select

File Name: Enter file name Browse

Note: File name should not contain special characters, except underscore ()

Fig: Allocated cases are not visible to DGP for filing activities

6.2.4 Allocated cases Report (only for Government Pleader -DGP)

The menu enables user to view list of all allocated cases.

- Click on Case Filing->Allocated Cases Report.
- Check cases list with allocated AGP if cases are not allocated to anyone then DGP name will be seen (current user).

Sr. No.	E-Filing No./Case No.	Cause Title	Allocated to
1	Cri.Bail Appln./8/2018	Samadhan Ganesh Kalbhine VS State of Maharashtra	KULKARNI SMRUTI SATISH
2	Cri.Bail Appln./2/2018	Ashok Sonaji Lahane VS State of Maharashtra	KULKARNI SMRUTI SATISH
3	Spl Case MSEB/38/2019	Maharashtra State Electricity Distribution Company Limited VS Shivaji Ambadas Vetal	KULKARNI SMRUTI SATISH
4	Cri.Bail Appln./3/2021	Shaikh Imtiaz Shaikh Kadeer VS State of Maharashtra	KULKARNI SMRUTI SATISH
5	Cri.Bail Appln./100010/2012	Subhash Kacharu Gaikwad VS The State of Maharashtra	THAKUR BHALCHANDRA DATTARAM
6	C202100001 - Arbitration Petition/Arbitration Petition	Ram Patil VS Akash Pande	THAKUR BHALCHANDRA DATTARAM
7	C202100002 - Arbitration Petition/Arbitration Petition	Ram Patil VS Kishor Patil	KULKARNI SMRUTI SATISH
8	Cri.Rev.App./1/2019	Anil Nivruttirao Surwase VS State of Maharashtra	THAKUR BHALCHANDRA DATTARAM

Fig: Allocated Cases Report

6.2.5 Case Editing (only for Litigant)

This menu is available only for Litigant user. The advocate who has filed the case may not fill all the details. Using this submenu, the litigant can select the case and add the information. However, litigant cannot have final submission of the case. The final submission of the case can be done by advocate only.

6.2.5.1 Select Case

- Select **Advocate** from the drop down list.
- The details such as Establishment Name, e-Filing Number, Relief Sought, Litigant Name, Mobile Number and Action (Edit or Delete) are displayed.
- If the litigant wishes to delete the case, click on **delete** button provided in the Action column.
- To edit the case, click on **Edit** button in the Action column.
- On clicking the edit button, the screen automatically shifts to next tab, that is, Litigant.

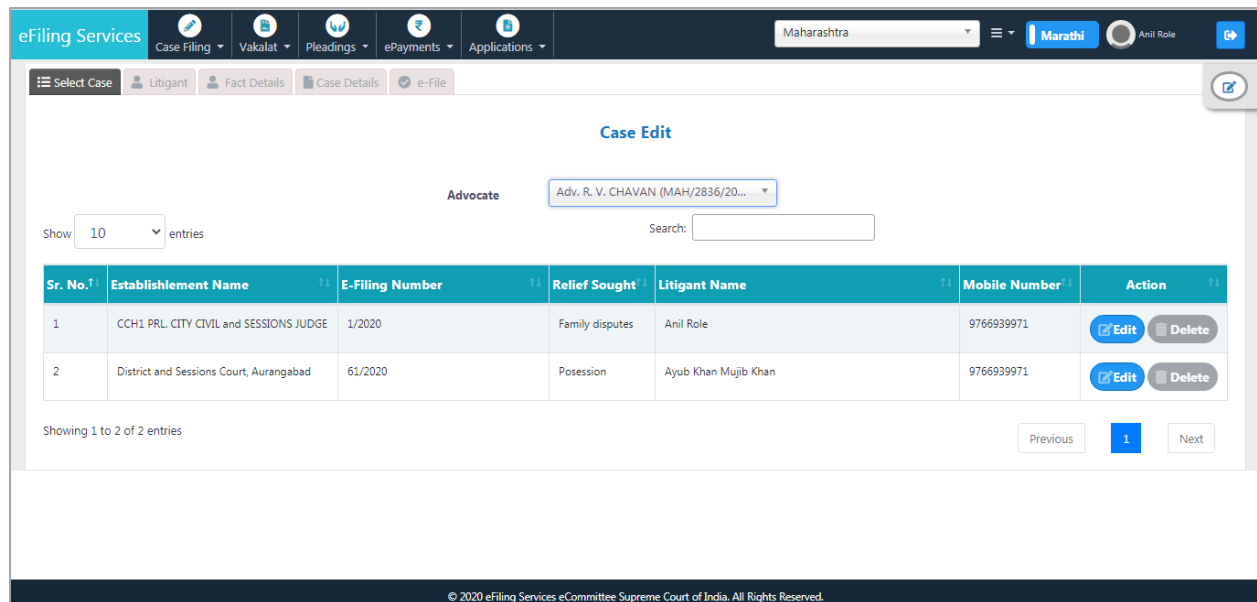


Fig: Select Case

6.2.5.2 Litigant

Refer section 6.2.1.2 (Same for advocate and litigant)

6.2.5.3 Legal Heir

Refer section 6.2.1.3 (Same for advocate and litigant)

6.2.5.4 Fact Details

Refer section 6.2.1.4 (Same for advocate and litigant)

6.2.5.5 Case Details

Refer section 6.2.1.5(Same for advocate and litigant)

6.2.5.6 MVC (only for MVC case type)

Refer section 6.2.1.6 (Same for advocate and litigant)

6.2.5.7 e-File

Litigant can review all the entered case details under this tab.

- Select **e-File** tab.
- The e-File tab displays all the details of the case such as Establishment Name, Case Type, Party Details, Litigant Details, Fact details and Case details.

eFiling Services

Case Filing | Vakalat | Pleadings | ePayments | Applications

Maharashtra | Marathi | Anil Role

Select Case | Litigant | Fact Details | Case Details | e-File

CCHI PRL. CITY CIVIL and SESSIONS JUDGE
 E-Filing Number: 1/2020 - Relief Sought: Family disputes - Case Type: Heirship Certificate
 Anil Role Vs Avinash kadam

▼ Litigant

Main Petitioner

Complainant Name: Anil Role	Organisation Name:	Extra Petitioner Count: 0	
Gender: M	Relation:	Father/Mother/Husband Name:	
Age: 25	Date of Birth: 10-07-1987	Caste:	
Email:	Mobile No.: 9766939971	Address: Iatur	Pin Code: 0

► Fact Details

► Case Details

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Fig: e-File Case

6.3 Vakalat

Vakalat allows user to formally assign lawyers to the cases. It includes following steps-

1. Advocate assigns self and partner/s to the case.
2. Litigant appoints the lawyer by sending offer to the advocate.
3. Advocate accepts the offer to complete the process.

Lawyer's assignment to the case is complete only after all the three steps are done. All the three steps can be completed with this menu. Send offer menu (step 2) is visible only to Litigant.

6.3.1 Assign Partners to Case (For Advocates)

This submenu allows the Advocate to assign self and partners to the client.

Note: The menu is visible only to the Advocates.

- Select **Vakalat**.
- Select **Assign Partners to case**.
- Select search option - **Search my case** or **New Case**.
 - For New Case, select **e-Filing number** from the dropdown list.
 - Select **Search My Case** and enter any three characters of **Search Keyword**; list of cases will appear in the dropdown list, select the required case.

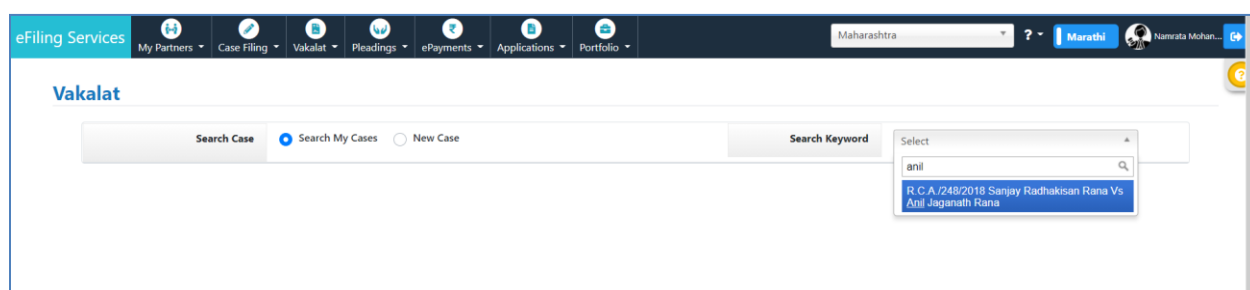


Fig: Assign Partner to Case– Search My Case

- The details for the selected case are displayed such as Name of the Appellant, My Clients, and Establishment name. By default, all the clients are selected in the My Clients list. If user wants to assign advocate only to particular client/s, uncheck the other client/s.
- Select the client by checking the name in the My Client list.

- Click **Search user** button; if the user is found, his/her name appears in the dropdown list of **Select user**. Select the required user from the dropdown list.

Note: Please note that Client registration is mandatory; without registration of the client, users will not be found.

- Select **Name of the Advocate**. By default, name of the advocate is selected as **Myself**, meaning that the user himself is already assigned to the case. The user may add more advocates (partners) for the case.
- Check on the box below name of advocate to accept the partner.
- Click on **Submit**; a success message will be displayed. On successful submission, Litigant will be able to see this notification in his/her vakalat menu for further processing.

The screenshot displays the 'Vakalat' (Vakalat) interface on the eFiling Services portal. The top navigation bar includes 'eFiling Services' and various menu items: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The user is logged in as 'NABAR BHIMAJI MAHADEO' in Maharashtra, with the language set to Marathi.

The main section is titled 'Vakalat' and shows a search for a case. The search criteria are:

- Search Case:** Search My Cases (selected), New Case
- Search Keyword:** Civil M.A./374/2019 Kishor Prakash Jogda...

The search results show the case details:

- Case Name:** Kishor Prakash Jogdande Vs Rahul Harischandra Jadhav
- My Clients:**
 - Veena Kulkarni-(Main)
 - NABAR BHIMAJI MAHADEO-(Extra)
 - Kapil Patil-(Extra)
- Court:** DISTRICT AND SESSIONS COURT AURANGABAD, 20-Adhoc District Judge-5 Asst Sessions Judge Abad, 25-11-2020/Report

The form below the search results includes:

- *NABAR BHIMAJI MAHADEO** (Client Name) and **9856471230** (Client ID) with a **Search Client** button.
- *Select Client:** NABAR BHIMAJI MAHADEO (dropdown menu)
- Advocate Name:** MySelf | Adv. R. V. CHAVAN (MAH2836/2011) x
- I wish to appoint MySelf and Adv. R. V. CHAVAN (MAH2836/2011) as my partners to represent NABAR BHIMAJI MAHADEO in the case Kishor Prakash Jogdande Vs Rahul Harischandra Jadhav
- Submit** button

The footer of the page shows the version '10.153.16.13 Version : 3.0' and the copyright notice '© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.'

Fig: Assign Partner to Case

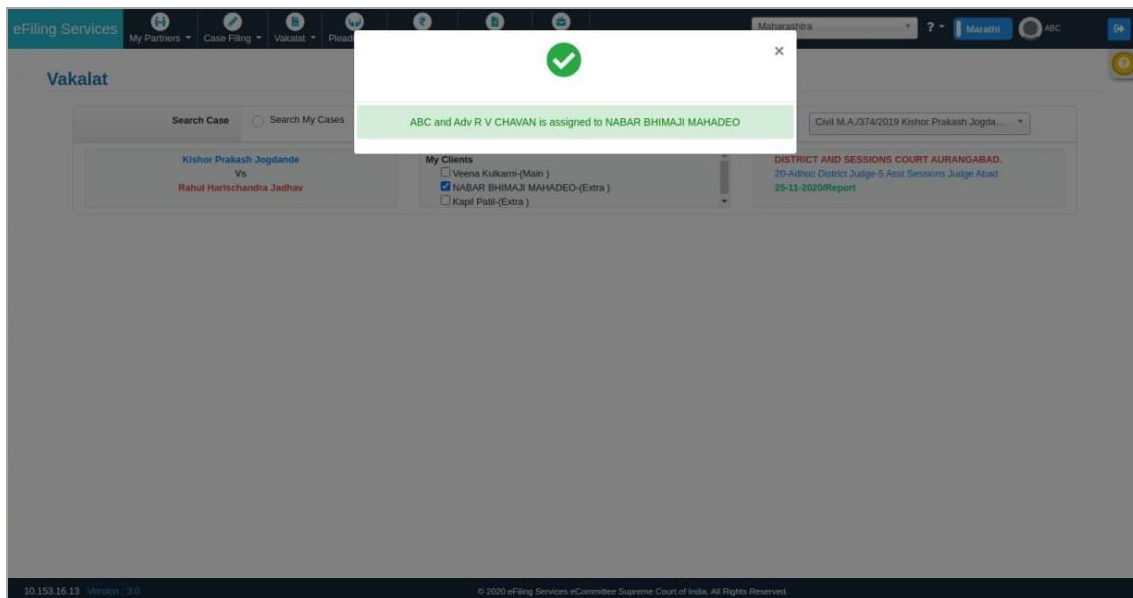


Fig: Assign Partner – e-Filed Cases Success

6.3.2 Offer to Advocate (For Litigants)

This menu allows litigant user to send offer to the advocate.

Note: This menu is visible only to litigant user.

- Select **Vakalat**.
- Select **Offer to Advocate**. All the cases assigned by lawyer are visible.
- Select the radio button for **New Case** or **Existing Case**.
- Check the checkbox **I wish to appoint ...** for the required case in the table.
- Click on **Get OTP**; OTP will be sent to your mobile; enter the OTP and click **Verify**.
- On successful verification click **Submit**. A success message will be displayed.

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Adoption - C20200007	Ram Shinde Vs kishor pitale	Rajesh Patil (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input checked="" type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Ram Shinde Vs kishor pitale
2	Motor Accident Claim petition - C20200061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	JAMADADE SANDEEP VISHNU	9766939971	<input type="checkbox"/> I wish to appoint JAMADADE SANDEEP VISHNU as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
3	Motor Accident Claim petition - C20200061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9766939971	<input type="checkbox"/> I wish to appoint Adv. R. V. CHAVAN as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
4	First Appeal/Civil Appeal - C20200003	Mona Vs	Anil (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Mona Vs
5	First Appeal/Civil Appeal - C20200003	Mona Vs	Anil (EP)	WANKHEDE NAMRATA VINAYAK	9766939971	<input type="checkbox"/> I wish to appoint WANKHEDE NAMRATA VINAYAK as my advocate to represent my case Mona Vs
6	Commercial Suit - C20200010	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Saidabee Shaikh Kayyum Vs Ramesh Patil

Fig: Offer to Advocate

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Motor Accident Claim petition - C20200061	Shrikisan Maroti Thutte Vs Thutte				<input type="checkbox"/> I wish to appoint JAMADADE SANDEEP VISHNU as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
2	Motor Accident Claim petition - C20200061	Shrikisan Maroti Thutte Vs Thutte				<input type="checkbox"/> I wish to appoint Adv. R. V. CHAVAN as my advocate to represent my case Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte
3	First Appeal/Civil Appeal - C20200003	Mona Vs	Anil (EP)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Mona Vs
4	First Appeal/Civil Appeal - C20200003	Mona Vs	Anil (EP)	WANKHEDE NAMRATA VINAYAK	9766939971	<input type="checkbox"/> I wish to appoint WANKHEDE NAMRATA VINAYAK as my advocate to represent my case Mona Vs
5	Commercial Suit - C20200010	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	JUNGHARE DAKSHINA DEWAJI	9766939971	<input type="checkbox"/> I wish to appoint JUNGHARE DAKSHINA DEWAJI as my advocate to represent my case Saidabee Shaikh Kayyum Vs Ramesh Patil

Fig: Offer to Advocate Successful

6.3.3 Accept Offer (For Advocates)

This submenu allows Advocate user to accept offer from litigant.

- Select **Vakalat**.
- Select **Accept Offer**. All the cases for which litigant has sent the offer are displayed.
- Select the radio button for **New Case** or **Existing Case**.
- Check on **I accept the offer** in the table.
- Click on **Get OTP** for the mobile number. Enter the OTP and click on **Verify**.
- On successful OTP verification, click **Submit**.
- The message '**Offer Accepted**' is displayed.

Showing 1 to 6 of 6 entries

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Summary Suit - C202000004	Plaintiff Vs Defendant	Plaintiff (P)	Adv R V CHAVAN	9856471230	<input type="checkbox"/> I accept the offer.
2	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (P)	Adv. R. V. CHAVAN	9166721231	<input checked="" type="checkbox"/> I accept the offer.
3	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (EP)	Adv. R. V. CHAVAN	9166721231	<input type="checkbox"/> I accept the offer.
4	Commercial Suit - C202000010	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	Adv R V CHAVAN	9766939971	<input type="checkbox"/> I accept the offer.
5	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9856471230	<input type="checkbox"/> I accept the offer.
6	Arbitration Petition - C202000084	Shivraj Patil Vs Sagar Lokhande	Shivraj Patil (P)	Adv. R. V. CHAVAN	9766939971	<input type="checkbox"/> I accept the offer.

Mobile Number: 7276605487 Enter OTP:

Fig: Accept Offer

Offer Accepted

Fig: Offer Accepted

6.3.4 Print Vakalat (For Advocates)

Facility is provided to download the Vakalatnama for creating the physical document after online vakalat procedure is completed.

- Select **Vakalat** from main menu.
- Select **Print Vakalat** from submenu.
- Select radio button for New Case or Existing Case.
- A list of all the cases for which vakalat procedure is completed online is displayed. The details include e-Filing Number, Cause Title, Name of Litigant, Advocate, and Mobile Number.

- Click on the **Download** button for downloading the vakalatnama. The downloaded file is in .odt format and can be edited.

Vakalat Templates

Type of Case: New Case Existing Case

Show 10 entries

Sr. No.	E-Filing Number	Cause Title	Name of Litigant	Advocate	Mobile No.	Download Template
1	Memo of revision application against the order of maintenance - C202000055	Santosh Patil Vs Mangesh Sharma	Santosh Patil (P)	Adv. R. V. CHAVAN	9855447895,9856471230	Download
2	Recovery of amount ordered - C202000057	Digambar Maroti Shinde Vs Madhav Digambar Shinde	Digambar Maroti Shinde (P)	Adv. R. V. CHAVAN	9856471230,	Download
3	Motor Accident Claim petition - C202000061	Shrikisan Maroti Thutte Vs Ankush Ramrao Thutte	Shrikisan Maroti Thutte (P)	Adv. R. V. CHAVAN	9766939971,8796596310	Download
4	Partition in a Hindu joint family - C202000067	Bashu Vs	Bashu (P)	Adv. R. V. CHAVAN	9166721231	Download
5	Adoption - C202000007	Ram Shinde Vs kishor pitale	Rajesh Patil,Ram Shinde (EP,P)	Adv R V CHAVAN	8855025644,9766939971	Download
6	Commercial Suit -	Saidabee Shaikh Kayyum Vs Ramesh Patil	Saidabee Shaikh Kayyum (P)	Adv R V CHAVAN	9766939971	Download

Fig: Print Vakalat

Advocate E-filing Number: AMH2020000002C202000055

VAKALATNAMA

BEFORE THE

Civil Court Junior Division, Kandhar

AT, Nanded

CASE NUMBER: Memo of revision application against the order of maintenance _____

Applicant:
Santosh Patil

Fig: Vakalatnama Sample

6.4 Pleadings

Pleadings are nothing but legal documents of the case, and this menu makes provision to upload and authenticate such documents. Uploading needs to be done by advocates; litigant can only authenticate the pleadings.

6.4.1 Use Templates

The formats for legal documents such as Affidavit, Complaint, Petition and other similar documents are standardized by the court. Since these documents are regularly required for most of the cases, standard templates are provided for ease of preparing the documents.

- Select **Pleadings**.
- Select **Use Templates**.
- Select search option -**Search my Case** or **New Cases**.
 - For **Search my case**, enter **Search Keyword** and then select a case from the dropdown list.
 - For **New Case**, select **e-Filing Number** from the dropdown list.
- The details of the case are displayed such as Name, My Clients, and Establishment Name.
- Select **Type of Pleading** from drop down list. Only applicable pleadings for the selected case type appear in dropdown list.
- Click on **submit**. Click on **Open** to download the template.
- The downloaded template is in ODT format (Open Document Text), and can be edited; it may then be converted to pdf format for uploading.

Fig: Use Template

Upload the Document:

- Enter the file name (document name) in the text box provided.
- Choose the file to be uploaded by clicking on **Browse** button and click **Add File**.

The file name and file (in PDF format) is displayed in the table below. Click on **Submit** button.

- The message, '**Addition Successful**' will be displayed and the document can be viewed in the table provided at the bottom of the form.

The screenshot shows the 'Pleadings' section of the eFiling Services portal. At the top, there are navigation tabs: 'Pleading Upload', 'Indexing', and 'Pleading eSign'. The main area contains a search bar with the text 'R.C.A./145/2017 Smt. Pooja Balaji Shinde V...'. Below the search bar, there are three columns of information: 'Smt. Pooja Balaji Shinde Vs Anantram Shahajirao Shinde', 'My Clients' (Smt. Pooja Balaji Shinde-(Main)), and 'District and Sessions Court, Latur 8-District Judge-3 Latur 09-12-2020/Say / Hearing on Exh___Ready'. A form below this contains a 'File Name' field with the text 'Petition' and a 'Choose file' button. A table below the form shows the file 'Petition.pdf' with a size of 45,107,42,1875 KB. A 'Submit' button is located at the bottom of the form.

Fig: Pleading Upload

The screenshot shows the 'Pleadings' section of the eFiling Services portal after a successful upload. A green checkmark and 'Addition successful' message are displayed in a pop-up box. The background shows the same form as the previous screenshot, but with a 'Compulsory Field' error message under 'File Name' and a 'This field is required' error message under 'Choose file'. A table below the form shows the uploaded files.

Merge	Sr. No.	Name of Ligtgant	File Name	uploaded on	Status	Delete
Merge Files	Case Number :R.C.A./145/2017					
	1	Smt. Pooja Balaji Shinde	Application	10-11-2020	Pending	Delete
	2	Smt. Pooja Balaji Shinde	Petition	10-11-2020	Pending	Delete

Showing 1 to 2 of 2 entries

Fig: Addition of Pleading Successful

❖ View / Search Uploaded Documents:

- Select **Pleadings** from main menu and again select **Pleadings** from sub menu.
- A list of all previously uploaded documents is displayed. The details of the table include Name of Litigant, File Name, Uploaded On, Status of the document and Delete option.
- Uploaded documents listed in the table can be searched with the help of filing number or CNR number.
- **Digitally Signed** and **eSigned** icons appear when the document is digitally signed or e-signed.
- The document can be viewed by clicking on the name of the document.

The screenshot displays the 'Pleadings' section of the eFiling Services portal. At the top, there is a navigation bar with 'eFiling Services' and various menu items like 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The main content area is titled 'Pleadings' and includes a 'Pleading Upload' section with search options and a 'Merge Files' section with a table of uploaded documents. The table has columns for Merge, Sr. No., Name of Litigant, File Name, uploaded on, Status, and Delete. Two documents are listed: 'Application' and 'Petition', both with a status of 'Pending'.

Merge	Sr. No.	Name of Litigant	File Name	uploaded on	Status	Delete
<input type="checkbox"/>	1	Smt. Pooja Balaji Shinde	Application	10-11-2020	Pending	Delete
<input type="checkbox"/>	2	Smt. Pooja Balaji Shinde	Petition	10-11-2020	Pending	Delete

Fig: Pleadings

❖ Merge Uploaded Documents

This service allows user to combine two or more documents into one document.

Note: Please note that digitally signed documents cannot be merged.

- Select the documents to be merged by checking the check boxes (in the **Sr No** column) for the respective documents.
- Click **Merge Files** button below the Cause Title.

- A dialogue box will pop up with files to be merged. Click on the file name button to view the document. You may also change the sequence of files before merging by dragging and dropping the file buttons at desired positions.
- Enter the **File Document Title** and click **Merge** button.
- The message, “**Merged Successfully**” is displayed.
- On merging the files, a single document is formed and the individual files are removed from the table. **Merged** icon appears in front of the single document.

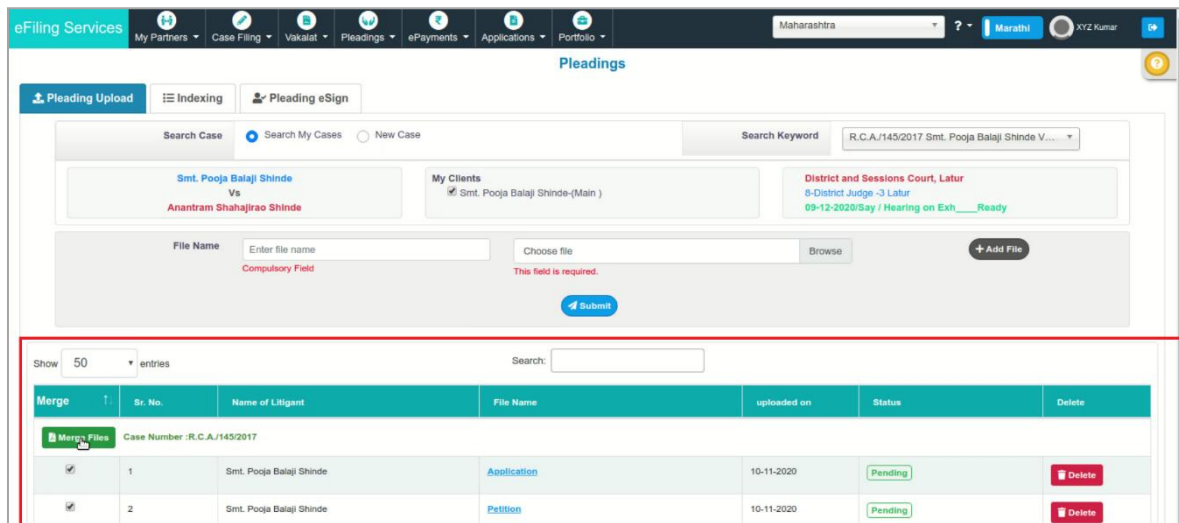


Fig: Pleading Table – Select Documents for Merging

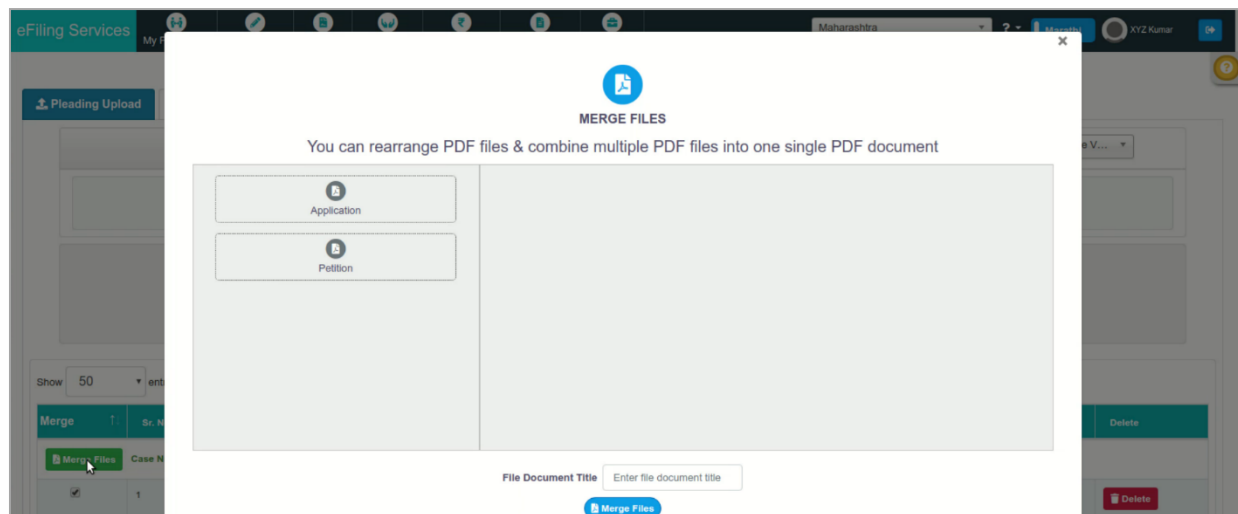


Fig: Enter File Document Title for Merging

Note: Click on the file name button to view the file. You may change the sequence of documents by dragging and dropping before merging.

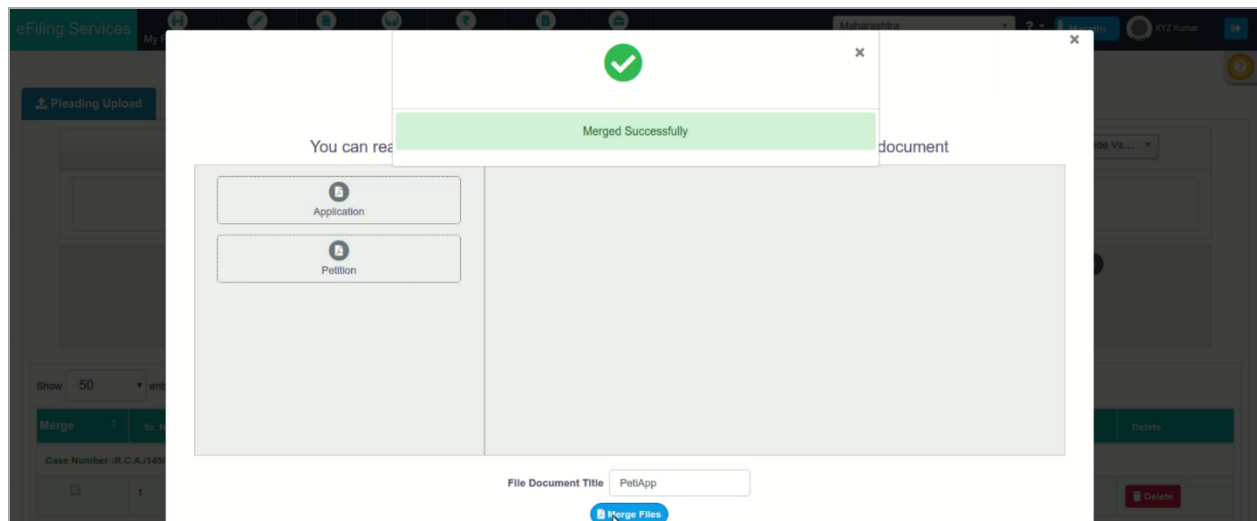


Fig: Merging Successful

6.4.2.2 Indexing (For Advocates)

Indexing for the document is nothing but preparing index for the contents of the document. This step is not mandatory; however, it is always better to index the documents.

This tab also provides provision to authorize signatories, as to who will be signing the documents. The details of both indexing and signatories are provided below.

❖ Indexing

Indexing allows the user to create index for the selected document. It provides more clear view of the contents of the document. Through indexing, the user can jump to his required content without going through the whole document.

Indexing can be done for individual as well as merged files.

- Select **Pleadings** from the main menu.
- Select **Pleadings** from the submenu.
- Select **Indexing** tab.
- Select radio button for **New case** or **Existing Case**. If 'new cases' is selected, only the e-filed cases are shown; if 'existing case' is selected manually filed and efiled, both types of cases are shown.

A table is shown with details Index Title, From Page Number, To Page Number, and View Document. The title of each document is also displayed, clicking on which will open the document.

- To add index to the selected document

- Click on **Add Index** button.
- Enter the details for **Index Title**, **From Page No.**, and **To Page No.**
- Click on **Index Document** button.
- The message, “**Document Indexed Successfully**” is displayed.
- When indexing is complete, it is displayed in the table. The indexed parts of the document can be viewed separately by clicking on the **View Document** link in front of the index.
- The index can be deleted by clicking on **Delete** button.

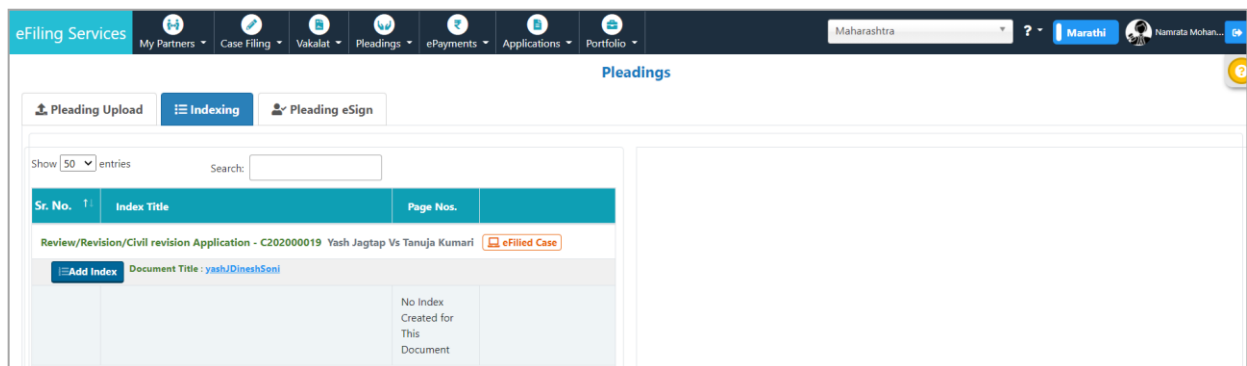


Fig: Indexing form

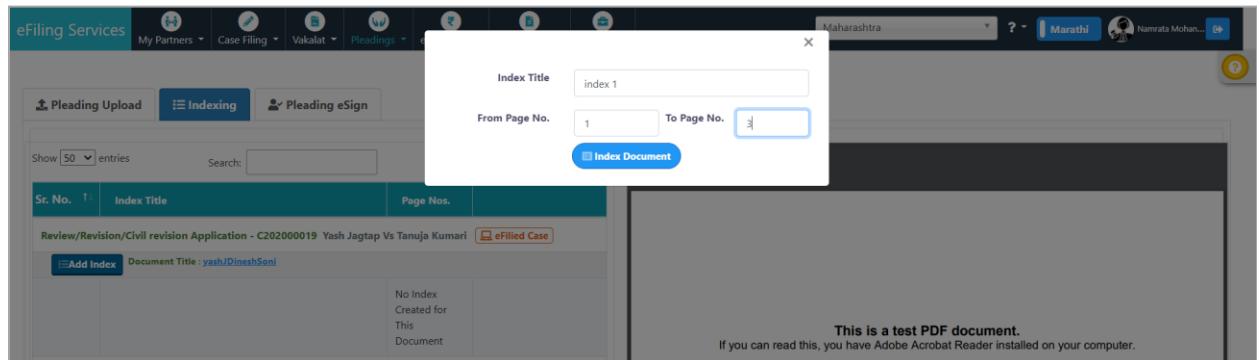


Fig: Add Index

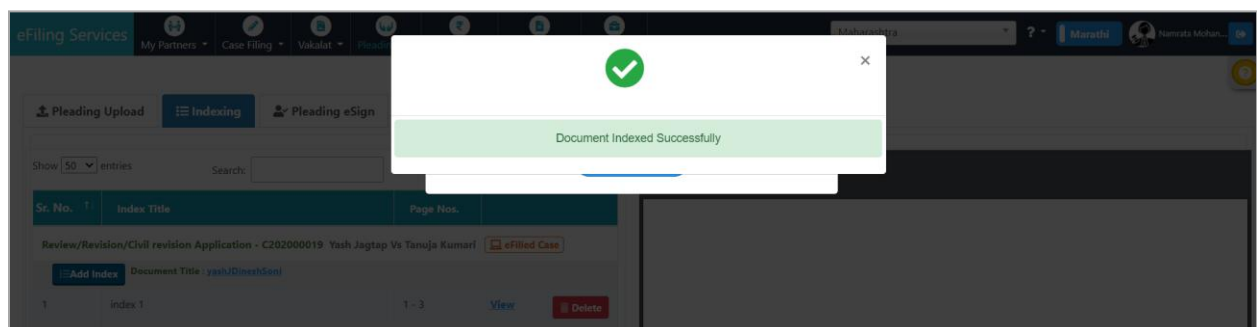


Fig: Document Indexed Successfully

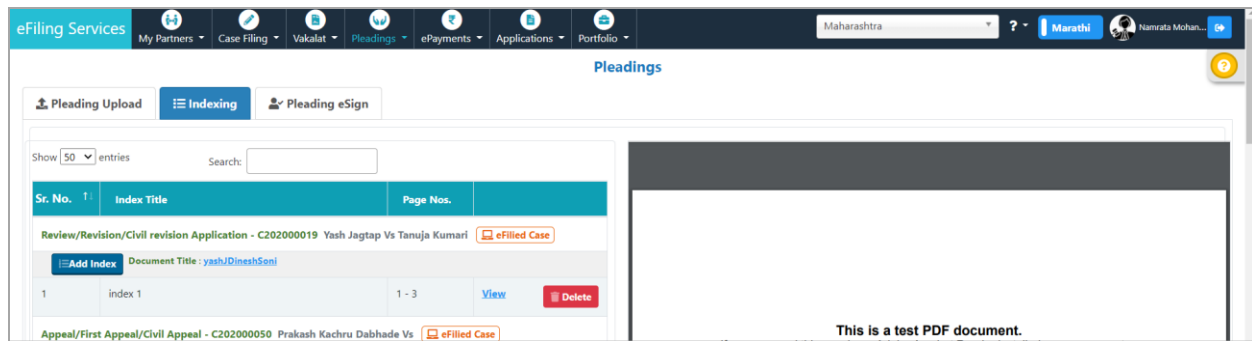


Fig: Indexing Appears in the Table.

6.4.2.3 Pleading eSign (For Advocate and Litigant)

Pleading eSign tab enables user to assign signatories and e-sign a pleadings (document). Multiple parties can e-sign a single document.

❖ Authorize Signatories

This facility allows user to assign signatories for a document including the advocates or clients. The service also enables to specify the mode of signing- whether it will be e-signed or OTP verified by the signatory. Only the assigned advocates and clients are able to sign the document. When a client is assigned as signatory by the advocate, he will be able to see the document for e-signing under pleadings menu.

- Click on **Authorize Signatories** to authorize who can sign the selected document.
- Check the box for those who the user wishes to authorize. Check box is provided in front of their names.
- Select the method of signing, by selecting the radio button for **eSign** or **OTP**. For OTP, enter the mobile number and the OTP is sent to that number.
- Click on **Submit** button.
- The message, **“Signatory Authorized Successfully”** is displayed. This signatory will now be able to eSign/ OTP verify document through own login.

The screenshot displays the 'Pleadings' interface with a 'Pleading eSign' button. A modal window titled 'To be signed By' is open, showing a list of signatories. The modal is divided into 'Advocate' and 'Client' sections. Under 'Advocate', Namrata Mohan Patil is selected with a checked checkbox and the 'eSign' radio button. Under 'Client', Yash Jagtap, Dinesh Soni, and another unnamed client are listed with unchecked checkboxes and 'eSign' radio buttons. A 'Submit' button is at the bottom right of the modal. The background table shows the following data:

Sr. No.	Signatories	Authentication Status
1	Namrata Mohan Patil	OTP Authentication
2	Sheela Kachru Dabhade	OTP Authentication
3	Namrata Mohan Patil	OTP Authentication
4	Prakash Kachru Dabhade	OTP Authenticated
5	State Of Maharashtra	OTP Authenticated

Fig: Authorize Signatories

The screenshot shows a success message overlaying the 'To be signed By' modal. The message consists of a green checkmark icon and the text 'Signature Authorised Successfully'. The background shows the same modal window and signatory list as in the previous figure.

Fig: Signatory Authorized Successfully

❖ eSign Verification

Click on **eSign** button next to the party name. Click on **Prepare PDF for e-sign** and then on **Submit for e-signing**. You will be directed to C-DAC site for e-signing. The procedure requires aadhar based OTP verification.

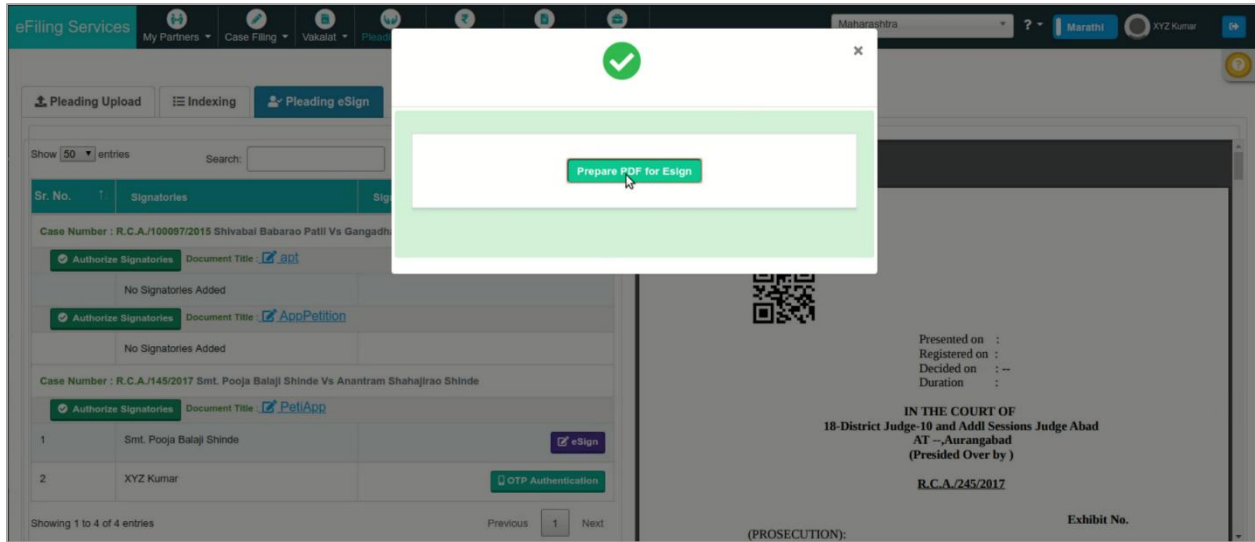


Fig: Prepare PDF for eSign

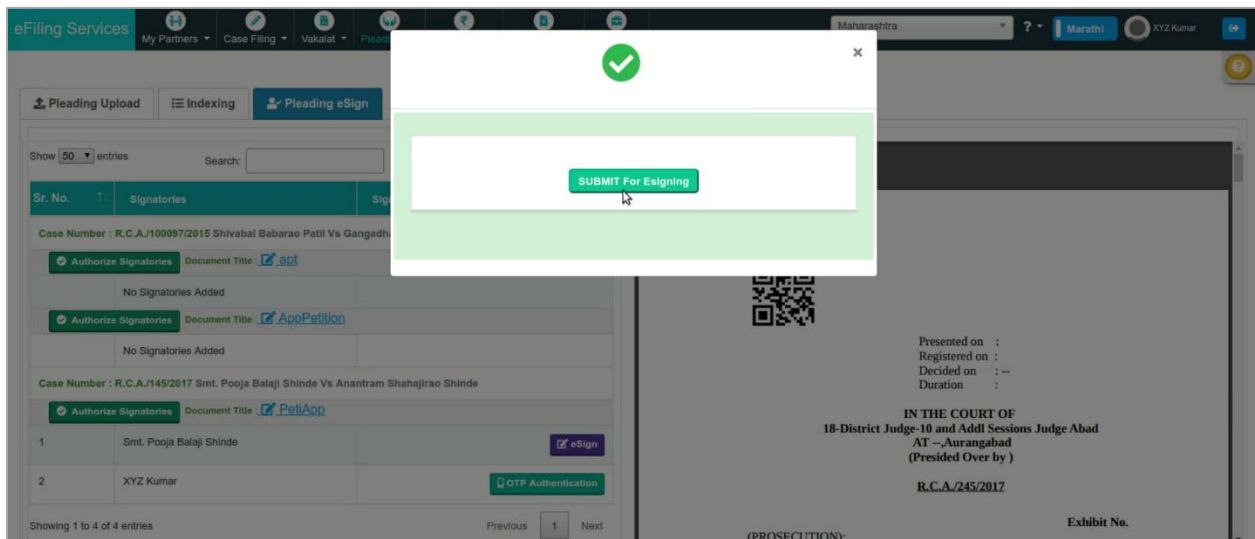


Fig: Submit for eSigning

Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

सी डैक
CDAC
Centre for Development of Advanced Computing

You are currently using C-DAC eSign Service and have been redirected from

Hastakshar
हस्तक्षर
C-DAC's eSign Service

Aadhaar Based e-Authentication

Enter Your Virtual ID / Aadhaar Number [Get Virtual ID](#)

Enter Your Aadhaar OTP [View Document Information](#)

[Get OTP](#) [Cancel](#) [Not Received OTP? Resend OTP](#)

Fig: Authentication for Aadhaar

eFiling Services

My Partners Case Filing Vakalat Pleadings

Maharashtra Marathi XYZ Kumar

Document signed Successfully

Showing 1 to 4 of 4 entries

Sr. No.	Signatories	Signature Type
Case Number : R.C.A./10097/2015 Shivabai Babarao Patil Vs Gangadhar Babarao Patil		
	Authorize Signatories Document Title : .asp	
	No Signatories Added	
	Authorize Signatories Document Title : .AppPetition	
	No Signatories Added	
Case Number : R.C.A./145/2017 Smt. Pooja Balaji Shinde Vs Anantram Shahajirao Shinde		
	Authorize Signatories Document Title : .PetiApp	
1	XYZ Kumar	Get OTP Authentication
2	Smt. Pooja Balaji Shinde	eSigned

Showing 1 to 4 of 4 entries Previous 1 Next

Fig: Document eSigned Successfully



Fig: E-signed Document

❖ OTP Verification

- Click on **Get OTP** button in front of the desired document.
- Click Get OTP.
- Enter the OTP and click Verify.
- OTP verification success message is displayed.

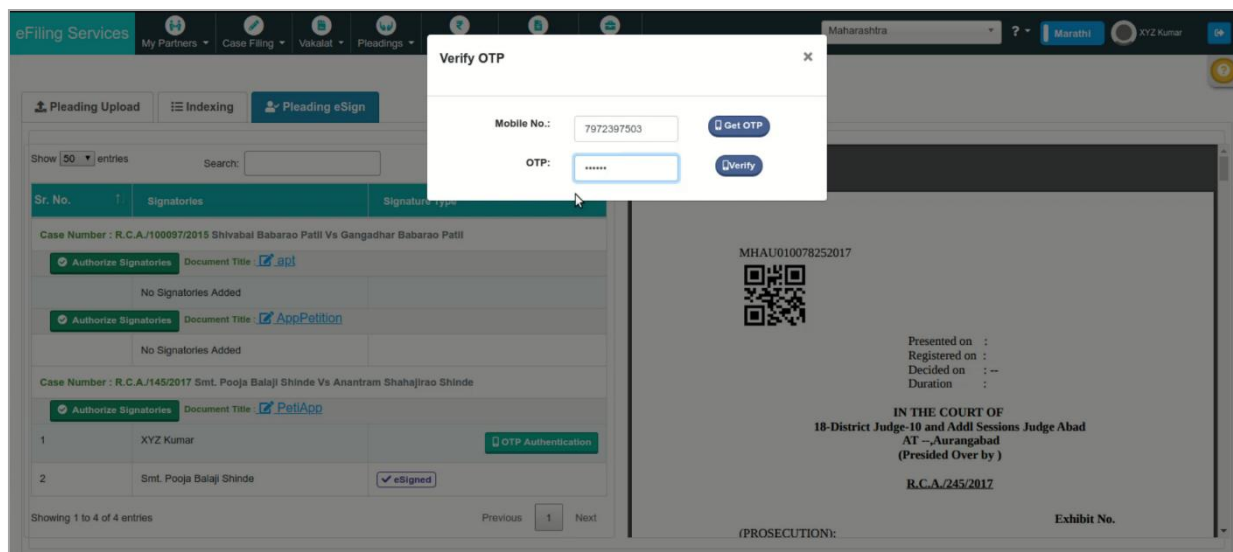


Fig: OTP Verification

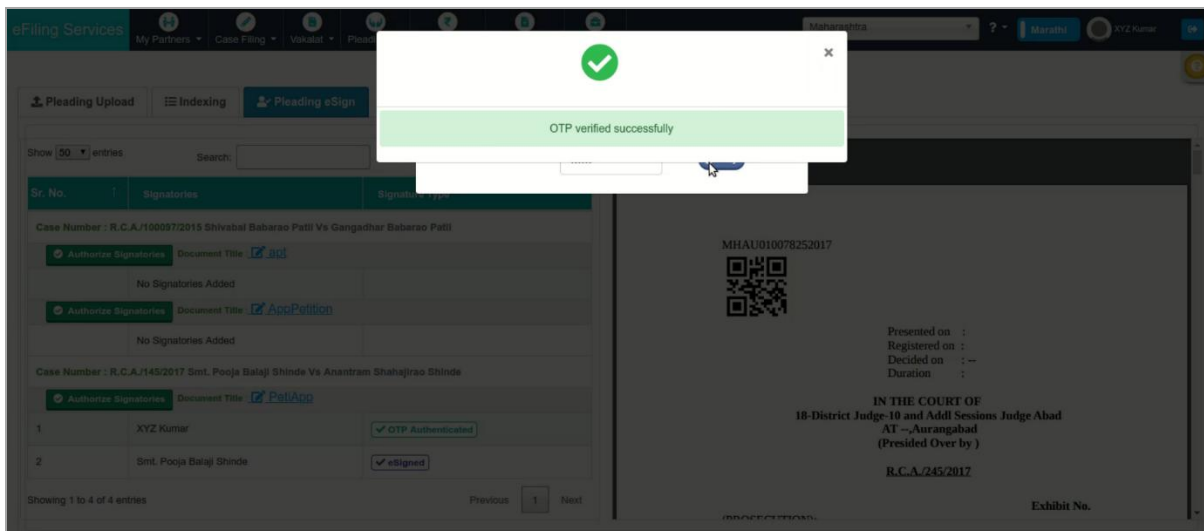


Fig: OTP Verification Success

6.4.3 Record Oath

This submenu allows user to record their oath online. The oath is a way of proof that all the uploaded documents are true and verified.

- Select **Pleadings**.
- Select **Record Your Oath**.
- Select radio button for **New Case** or **Existing Case**.
- Select the required **e-Filing Number**.
- Select the **document**.

The case details such as Establishment Name, Case Type, Cause Title, and Client Name are displayed and the document is displayed in the right-side window.

- Click on **Record your Oath**. A window with capture screen and oath affirmation is displayed.
- Click **Start Recording** to record the oath.
- When oath recording is complete, click **Upload to Server** to upload the oath.
- After oath recording the document is added in list of documents (left bottom part of the screen) for which oath is recorded. The report can be downloaded in the PDF, Excel or CSV formats.

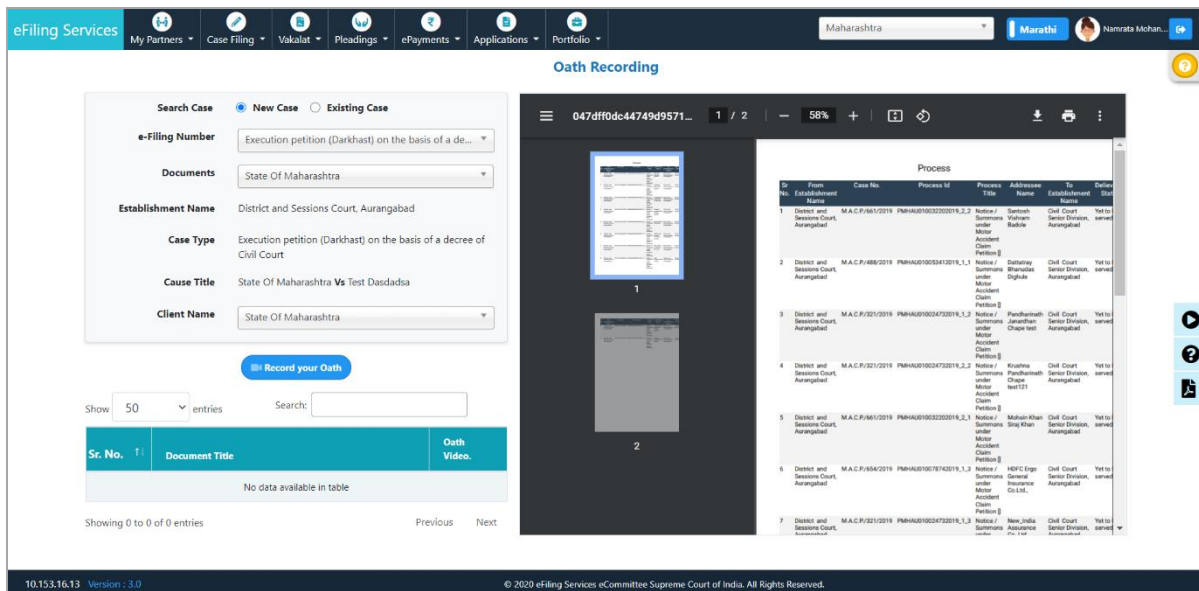


Fig: Oath Recording

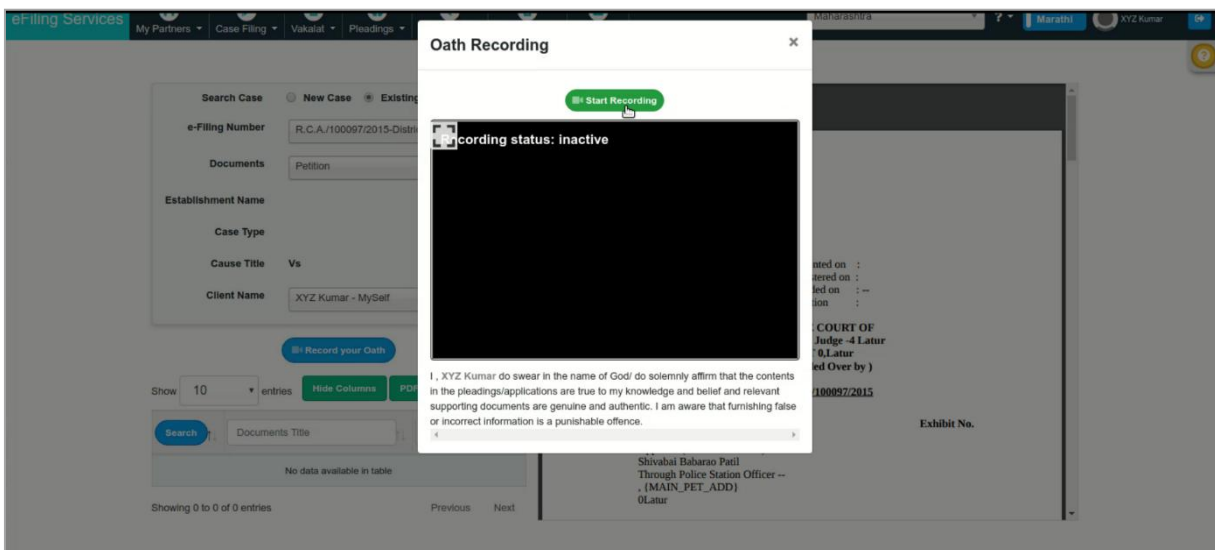


Fig: Start Oath Recording

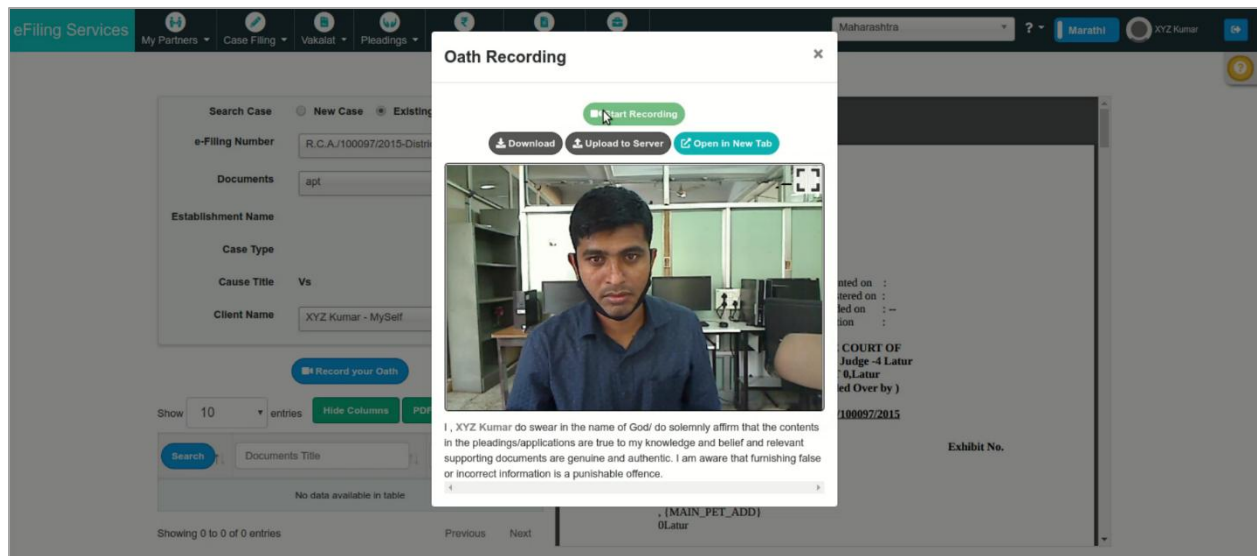


Fig: Oath Recording in Process

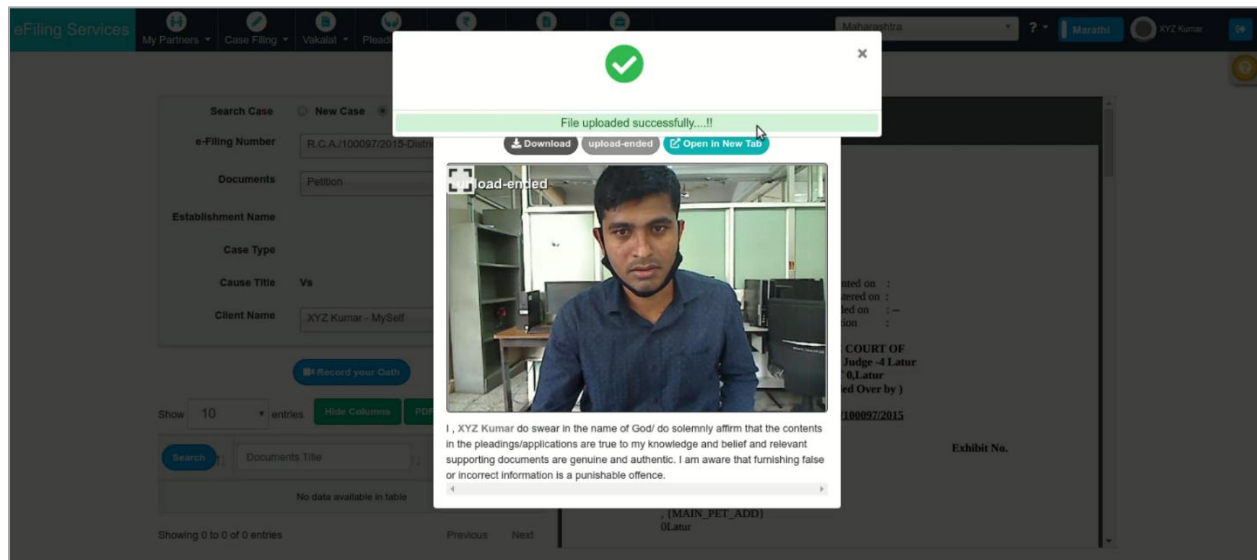


Fig: File uploaded Successfully

6.5 e-Payments

This menu facilitates the online transaction for different court payments.

6.5.1 Payments (For Advocate and Litigant)

This submenu enables user to make payment to the court, through means of Court Fee, Judicial Deposit, Fine, Penalty or Others. The type of payments may vary for different states depending on the payment types enabled for that state.

- Select **ePayments** from main menu.
- Select **Payments** from submenu.
- Select suitable search option - **Search my Case** or **New Case**.
 - For **Search My Case**, enter the **Search Keyword** and select case from the drop down list.
 - For **New Case**, select **e-Filing Number** from drop down list.
- The details of the case such as Appellant Name, My Case details and Establishment details are displayed.
- Select type of payment by clicking the required radio button. Only the payment types which are applicable for the selected case type appear.
- Enter the details such as **Payee Name, Party Name, Mobile Number** and **Amount** to be paid for each payment type.
- Check on **I agree to above terms and conditions**; Generate OTP button appears.
- Click on **Get OTP**; the OTP is sent to the entered mobile number.
- Enter the OTP generated and click on **Verify**.
- The page is redirected to respective vendors for payment. (refer screenshots below)
- The transactions can be viewed by clicking on **View Transactions** button provided on the right hand side.

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Fig: e-Payment

Fig: For payment, the site is redirected to respective vendor

Fig: GRN Number

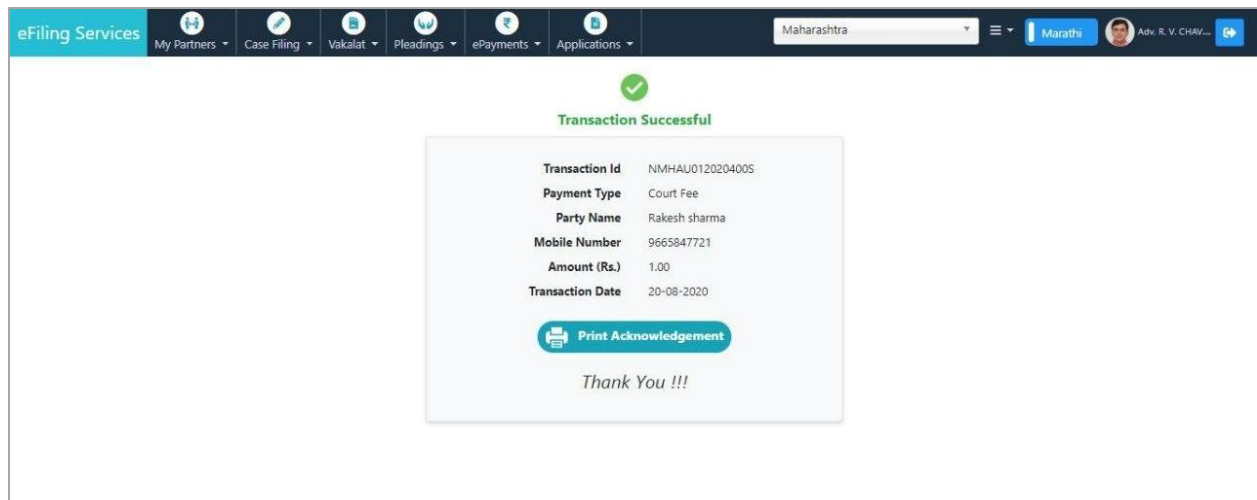


Fig: Acknowledgement

Sr. No.	Payment Type	Establishment Name	Party Name	Amount (₹)	Date	GRN No/sbi ref id	Bank CIN No.	Action
1	Court Fee	Civil Court Junior Division , Kandhar	Santosh Patil	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
2	Court Fee	District and Sessions Court, Aurangabad	Ramesh	70000.00	31-07-2020	MH000038172202021E	02003942020073107281	
3	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
4	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
5	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
6	Court Fee	Civil Court Senior Division, Aurangabad	Ganesh Kumar	1.00	31-07-2020	Get Challan Details	Get Bank Details	View Challan
7	Court Fee	District and Sessions Court, Aurangabad	Mahesh Kumar Naganwala	50.00	30-07-2020	Get Challan Details	Get Bank Details	View Challan
8	Court Fee	District and Sessions	Mahesh Kumar	50.00	30-07-	Get Challan Details	Get Bank Details	View

Fig: View Transaction

6.5.2 Court Fee Wallet (For Advocate)

This submenu is used to add money to your wallet establishment-wise to pay court fee. Current available balance is visible on the right side. This is total of all the establishment-wise wallet balances.

Note: *The money added to the selected establishment can be used for that establishment only, and cannot be used in other establishments.*

To add balance:

- Select **e-Payments**.

- Select **Court Fee Wallet**. Current wallet balance (for all establishments) is displayed on right hand side of the screen.
- To add balance to wallet:
 - Select **District**.
 - Select **Establishment Name**. Click on the link “Wallet can be used..” to view the establishments for which this wallet can be used for payment of court fee.
 - Check on **I agree to above Terms and Conditions**.
 - Enter the amount to be added to Court Fee Wallet.
 - Click on **Get OTP**.
 - Enter **OTP** and click on Verify.
 - The page is redirected to respective vendors for payment. (refer screenshots below)
 - On successful transaction, new balance is reflected on the screen.
- Facilities to view **Balance History, Transactions** and **Passbook** are provided. Click on the corresponding button to view the lists.

The screenshot displays the 'Court Fee Wallet' interface. At the top, there are navigation tabs: My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, and Portfolio. The user is logged in as Namrata Mohan Patil in Maharashtra, Marathi language.

The main form includes:

- Select District:** Aurangabad
- Select Establishment:** Chief Judicial Magistrate, Aurangabad
- Terms and Conditions:** A red box highlights the terms, stating the website is designed by the National Informatics Centre under eCourts project for the e-Committee Supreme Court of India.
- I agree to above Terms and Conditions:** Checked
- Add Amount:** ₹ 10.00 (Rupees Ten Only)
- Get OTP:** Button
- Enter OTP:** Field with asterisks and **Verify OTP:** Button

On the right, the user's profile is shown with a balance of ₹ 238213.00 and buttons for Balance History, Your Transactions, and Passbook.

Below the form is a table showing establishments and their wallet amounts:

Sr. No.	Establishment	Court Fee Wallet Amount
Aurangabad		
1	District and Sessions Court, Aurangabad	238213.00
Total		238213

At the bottom, the footer shows '10.153.16.13 Version : 3.0' and '© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.'

Fig: Court Fee Wallet and establishments for which the wallet is applicable

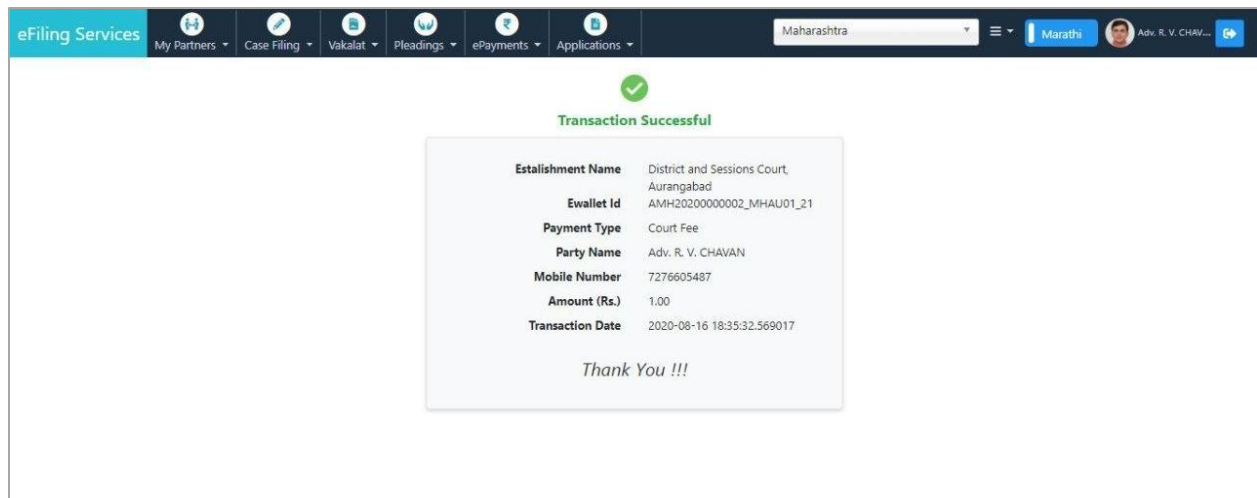


Fig: Acknowledgement court fee wallet

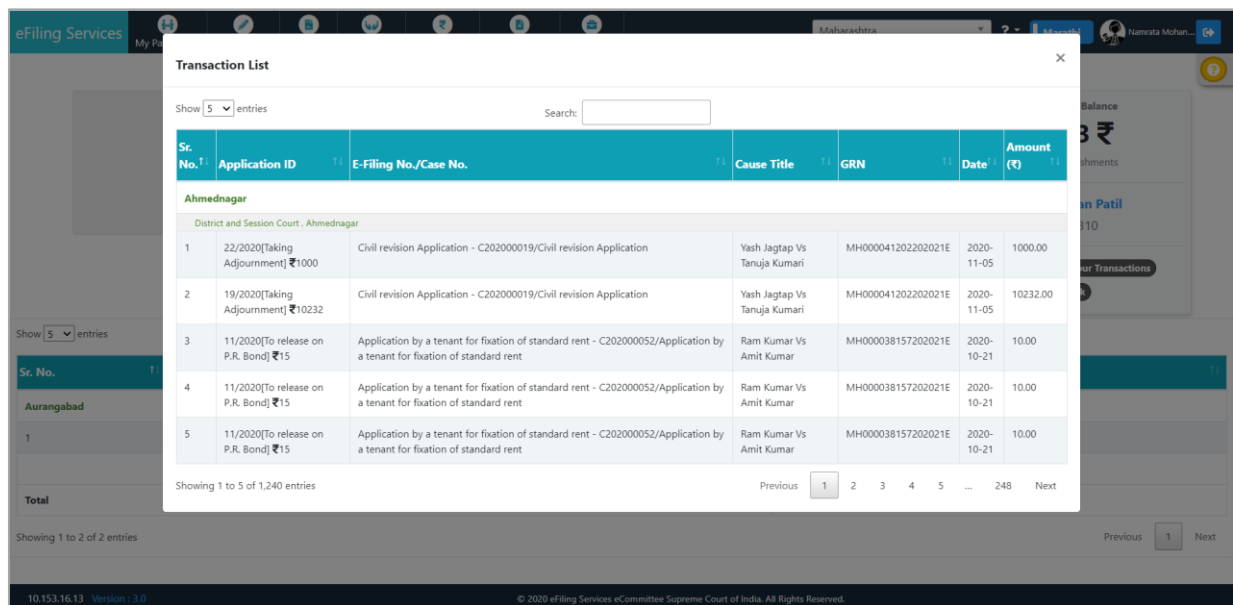


Fig: Transaction List

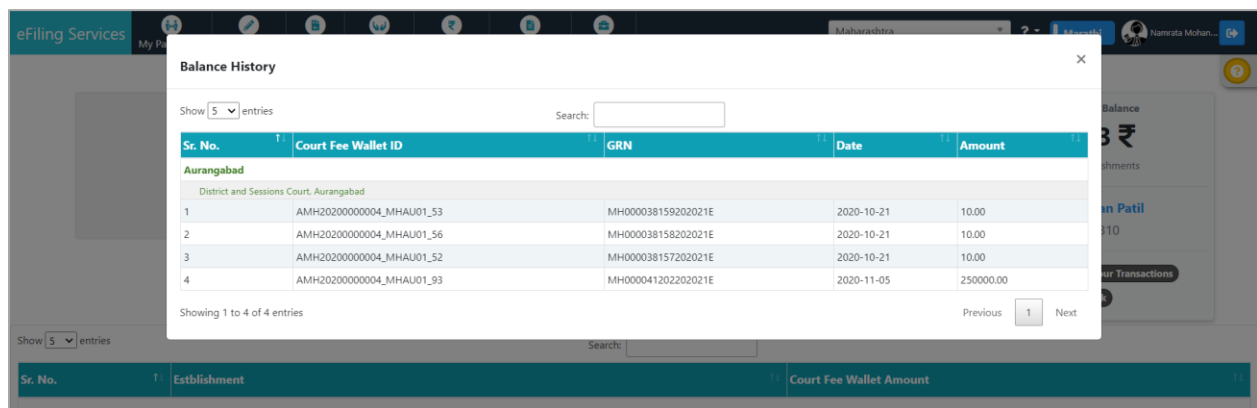


Fig: Balance History

Passbook

From Date: 01-11-2019 To Date: 10-11-2020 [View](#)

Show 5 entries Search:

Sr.no	Court Fee Wallet	Application	Date	Debit	Credit	Status	Amount
District and Sessions Court, Aurangabad							
1	AMH20200000004_MHAU01_92	AMH20200000002A202000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
2	AMH20200000004_MHAU01_94	AMH20200000002A202000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
3	AMH20200000004_MHAU01_52	AMH20200000002A202000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
4	AMH20200000004_MHAU01_52	AMH20200000002A202000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00
5	AMH20200000004_MHAU01_89	AMH20200000002A202000001	2020-07-24 13:46:32.807744	debit	-	Amount withdraw for application	5.00

Showing 1 to 5 of 752 entries

Previous [1](#) [2](#) [3](#) [4](#) [5](#) ... [151](#) Next

Aurangabad District and Sessions Court, Aurangabad 238213.00

Fig: Passbook

6.6 Applications

The menu enables user to file Interlocutory Applications. Only advocates can file the applications and pay the fee. However, the application needs to be authenticated by advocate as well by litigant. Accordingly, only authentication menu is available for the litigant user.

6.6.1 Interlocutory Applications Filing (only for Advocate)

6.6.1.1 Applications

This tab allows user to file a new IA and edit/delete previous applications.

- Select **Interlocutory Applications Filing**.
- Select **Applications**.
- Select radio button for **Search My Cases** or **Cause List Date**. By default, Search My Cases is selected.
 - For **Search My Case**, enter at least 3 characters of **Search Keyword** and select the case from the dropdown list.
 - For **Cause List Date**, select the date and select the case on that date by checking on **Select Case** on the right side of the table.
- The details of the case are displayed.

The screenshot shows the 'Applications' section of the eFiling Services portal. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The state is set to 'Maharashtra' and the language is 'मराठी'. The user is identified as 'Adv. R. V. CHAV...'. The 'Applications' tab is active, and the 'Search Case' button is highlighted. The 'Search My Cases' radio button is selected, and the 'Cause List Date' radio button is unselected. A 'Search Keyword' dropdown menu is visible with 'Select' as the current value.

Fig: Search Case by Search My Cases

The screenshot shows the 'Applications' section of the eFiling Services portal. The top navigation bar is the same as in the previous screenshot. The 'Cause List Date' radio button is now selected, and the 'Search My Cases' radio button is unselected. The 'Search Case' button is highlighted. The 'Select Date' field is populated with '29-03-2022', and a 'Go' button is visible next to it.

Fig: Search Case by Cause List Date

❖ File new Application

- Select the required case by searching it.
- Select **Application** from the dropdown list.
- The **Preamble, Prayer** and **Court Fee** are retrieved on selecting the application. User can change these, if required.
- Enter text in **Paragraph**. The user can add more paragraphs by clicking on **Add More**.
- Click on **Submit** button.
- The message '**Application Added Successfully**' is displayed.

Fig: Application Filing

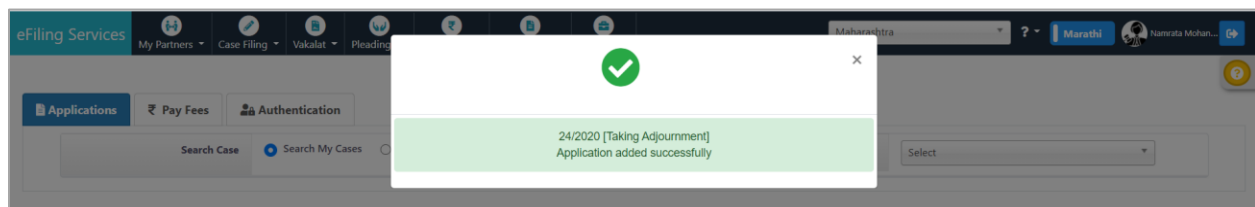


Fig: Application Added Successfully

❖ Edit Applications

- Click the link **View Previous Application**; list of all the applications for the selected eFiling number or keyword is displayed.
- The user is able to edit or delete application by clicking the corresponding icons.

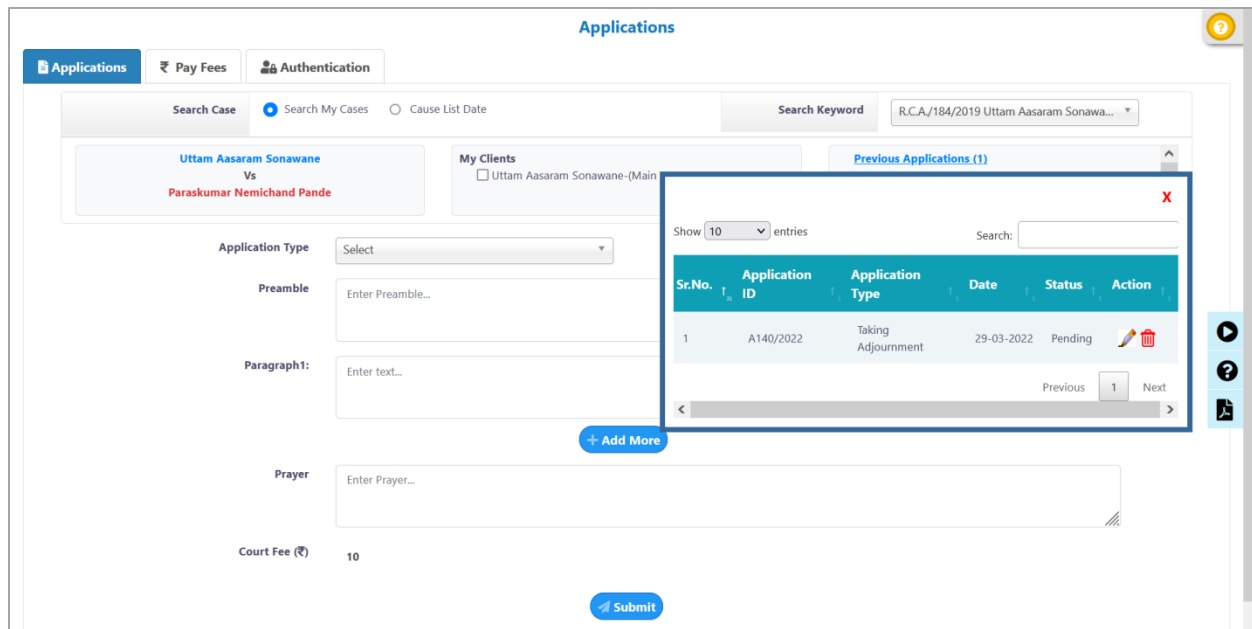


Fig: View Previous Application

6.6.1.2 Pay Fees

This tab allows user to pay fees for the application filing using court fee wallet.

- Select **Applications**.
- Select **Interlocutory Application Filing**.
- Select **Pay Fees**.
- A table is displayed with entries of Application, PDE/ Case Number, Case Title, and Court Fees for every establishment that is displayed.
- The **wallet** balance for every establishment is also shown in the table.
- To pay the fee, select the case for which the payment is to be made by checking the check box provided on left in each case row, and then click on **Pay** button on the bottom of the table.

Note: Court fee wallet balance of one establishment cannot be used to pay fees in other establishment. Please ensure that enough balance is available in the wallet of the required establishment. If not, add balance through e-payment menu.

- On clicking the Pay button, the message, **“Payment Done Successfully [Application Type][Amount]”** is displayed.

The screenshot shows the 'Applications' tab in the eFiling Services interface. The table lists applications with columns for Sr. No., Application, E-Filing No./Case Number, Case Title, Date, and Court Fee (₹). The applications are for District and Sessions Court, Aurangabad. The wallet balance is ₹238218.00 and the subtotal is ₹0.

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Court Fee (₹)
District and Sessions Court, Aurangabad					
		Wallet Balance: ₹238218.00 Subtotal: ₹0			
<input type="checkbox"/>	12/2020 [Taking Case on Board]	Arbitration Petition - C202000051 [eFiled Case] [Arbitration]	Geeta Bajaj Vs Rajiv Shukal	21-10-2020	₹ 5
<input type="checkbox"/>	13/2020 [Taking Case on Board]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	22-10-2020	₹ 5
<input type="checkbox"/>	15/2020 [Taking Adjournment]	Arbitration Petition - C202000061 [eFiled Case] [Arbitration]	Rajiv Vs Anil	27-10-2020	₹ 10
<input type="checkbox"/>	6/2020 [Taking Adjournment]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	27-10-2020	₹ 10
<input type="checkbox"/>	17/2020 [Granting leave to deliver interogarties]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	04-11-2020	₹ 5000
<input type="checkbox"/>	18/2020 [Extension of time for filing MS]	Application by a tenant for fixation of standard rent - C202000052	Ram Kumar Vs Amit Kumar	04-11-2020	₹ 1000

Fig: Pay Fee

The screenshot shows the 'Applications' tab with a payment confirmation dialog box overlaid. The dialog box contains a green checkmark and the text: 'Payment done successfully 12/2020[Taking Case on Board] ₹5'. The background table shows the application details for 12/2020.

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Court Fee (₹)
District and Sessions Court, Aurangabad					
		Wallet Balance: ₹238213.00 Subtotal: ₹0			
<input type="checkbox"/>	13/2020 [Taking Case on Board]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	22-10-2020	₹ 5
<input type="checkbox"/>	15/2020 [Taking Adjournment]	Arbitration Petition - C202000061 [eFiled Case] [Arbitration]	Rajiv Vs Anil	27-10-2020	₹ 10
<input type="checkbox"/>	6/2020 [Taking Adjournment]	Sessions Case/361/2017	State of Maharashtra Vs Ranjana Suyog Chavan	27-10-2020	₹ 10

Fig: Payment Done Successfully

6.6.1.3 Authentication

The tab enables advocate to authenticate the application before submission. The application needs to be authenticated by all the litigants and advocate before final submission.

- Select **Application**.
- Select **Interlocutory Application Filing**.
- Select **Authentication**.

An establishment-wise list of the applications is displayed with details such as Application, e-Filing/ Case Number, Case Title and Authentication.

- In the authentication column, status is displayed whether the application is authenticated by the litigants.
- Advocate authentication status is displayed at the bottom of the table.

The screenshot displays the 'Applications' section of the eFiling Services interface. At the top, there are navigation tabs for 'Applications', 'Pay Fees', and 'Authentication'. Below these, there are filters for 'Show 10 entries' and a search box. The main content is a table with columns: Sr. No., Application, E-Filing No./Case Number, Case Title, Date, and Authentication. The table lists three applications under the 'District and Sessions Court, Aurangabad' jurisdiction. Each application row includes a 'View Application' link and a checkbox for 'I have viewed the application and wish to submit'. Below the checkbox, there are litigant details and an 'OTP Authenticated' status indicator.

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Authentication
1	4/2020 [₹ 5] [Bringing Legal Heirs/representatives on record]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Both Advocate and Litigant Authentication Required) 2 Appellant123 ✔ OTP Authenticated
2	5/2020 [₹ 5] [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Appellant123
3	7/2020 [₹ 5] [Taking Case on Board]	Spl Case MSEB/100092/2008	State of Maharashtra Vs Ajlal Husen Lais Ahmed	19-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 State of Maharashtra

Fig: Application Authentication Form

❖ Authentication Procedure

- User may view the application by clicking on **View Application** link in Authentication column.
- Select the application to be authenticated by checking the checkbox **I have viewed the application and wish to submit** in the application row.
- Click the **Authentication Pending** button in front of advocate name at the bottom of the table. A message for OTP verification is displayed.
- Click **Send OTP** to receive the OTP on your registered mobile number; enter it and click **Verify**.
- On successful verification '**Application Submitted Successfully**' message is displayed.

Note: Advocate may also authenticate of the Litigant's behalf by clicking the **Authentication Pending** button in front of the litigant name. However, OTP is received on the litigant's mobile number and with permission; it can be entered by the advocate.

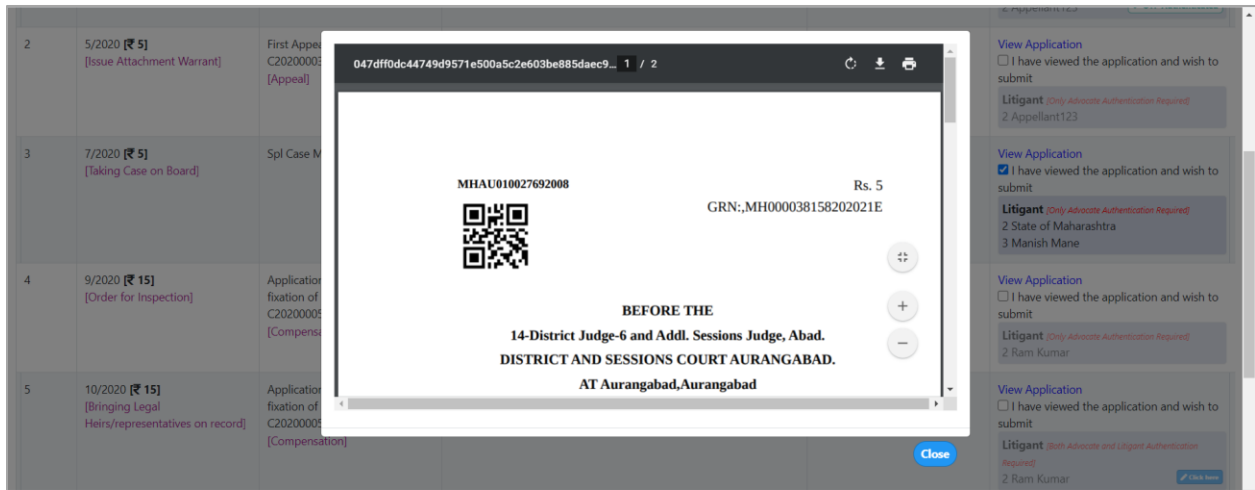


Fig: View Application

2	5/2020 [₹ 5] [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Appellant123
3	7/2020 [₹ 5] [Taking Case on Board]	Spl Case MSEB/100092/2008	State of Maharashtra Vs Afjal Husen Lais Ahmed	19-10-2020	View Application <input checked="" type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 State of Maharashtra 3 Manish Mane
4	9/2020 [₹ 15] [Order for Inspection]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	21-10-2020	View Application <input type="checkbox"/> I have viewed the application and wish to submit Litigant (Only Advocate Authentication Required) 2 Ram Kumar

Fig: Select (check) the Application to be Authenticated



Fig: Authentication Pending Button for Advocate

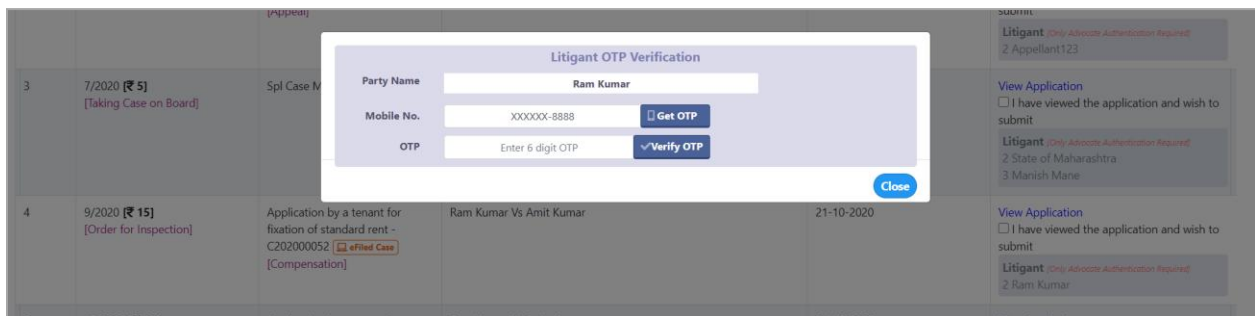


Fig: OTP Verification for Advocate

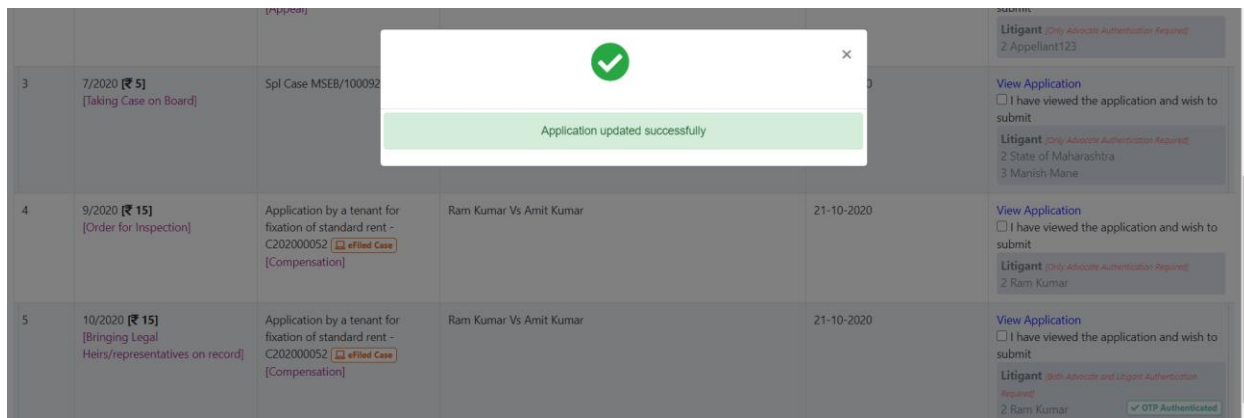


Fig: Application Submitted Successfully

6.6.2 Submitted Applications (only for Advocates)

The service enables user to view report of all submitted or pending for submission applications.

- Select **Applications** from main menu.
- Select **Submitted Applications** Report from submenu.
- Select whether report for **submitted** or **pending** applications is to be generated
- Specify the time period for which report needs to be generated and click on the search icon.
- A list with details including application type, d-filing no./ case number/ case title and authentication status is displayed.
- User may click on the **view application** link to see the application.

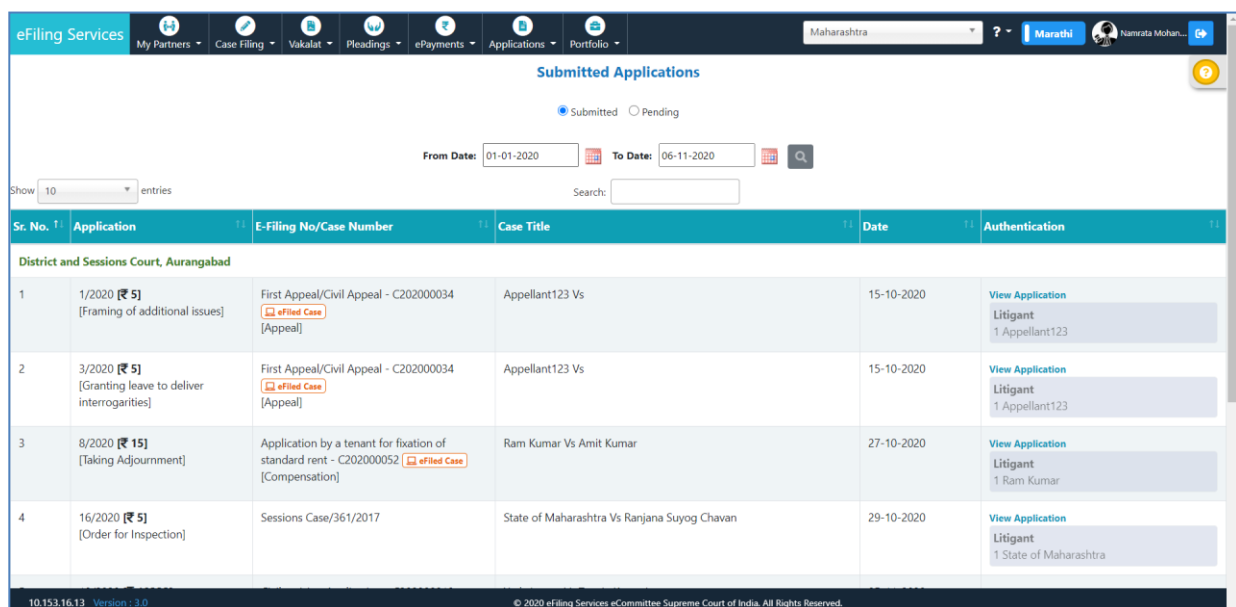


Fig: Submitted Applications

Sr. No.	Application	E-Filing No./Case Number	Case Title	Date	Authentication
District and Sessions Court, Aurangabad					
1	4/2020 [₹ 5] [Bringing Legal Heirs/representatives on record]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application Litigant [Both Advocate and Litigant Authentication Required] 1 Appellant123 <input type="button" value="Get OTP Authenticated"/>
2	5/2020 [₹ 5] [Issue Attachment Warrant]	First Appeal/Civil Appeal - C202000034 [eFiled Case] [Appeal]	Appellant123 Vs	15-10-2020	View Application Litigant [Only Advocate Authentication Required] 1 Appellant123
3	7/2020 [₹ 5] [Taking Case on Board]	Spl Case MSEB/100092/2008	State of Maharashtra Vs Afjal Husen Lais Ahmed	19-10-2020	View Application Litigant [Only Advocate Authentication Required] 1 State of Maharashtra 2 Manish Mane
4	9/2020 [₹ 15] [Order for Inspection]	Application by a tenant for fixation of standard rent - C202000052 [eFiled Case] [Compensation]	Ram Kumar Vs Amit Kumar	21-10-2020	View Application Litigant [Only Advocate Authentication Required] 1 Ram Kumar

Fig: Pending Application

6.6.3 Application Authentication (only for Litigant)

Litigants can authenticate an application using this menu.

- Select **Application**.
- Select **Application Authentication**.
- Select Advocate from **search advocate**.
- The information such as Application, PDE/ Case Number, Case Title and Authentication is displayed in the table.
- In the Authentication column, the user can view the document by clicking on **View Application**.
- To Authenticate the document:
 - In authentication column, check on **I have viewed the application** and wish to submit.
 - Click on **Authentication Pending** icon shown in front of the litigant name. A dialogue box will pop up with details of the Litigant namely Party Name and Mobile Number.
 - Click on **Get OTP** beside mobile number to get the OTP.
 - The OTP will be sent to the registered mobile number of the Litigant.
 - Enter the OTP and click on **Verify**.
 - The message, **“Application Submitted Successfully”** is displayed.

- When the Litigant authenticates the application, Authenticated sign appears in the place of Authentication Pending button. The changes are visible to the Advocate also.

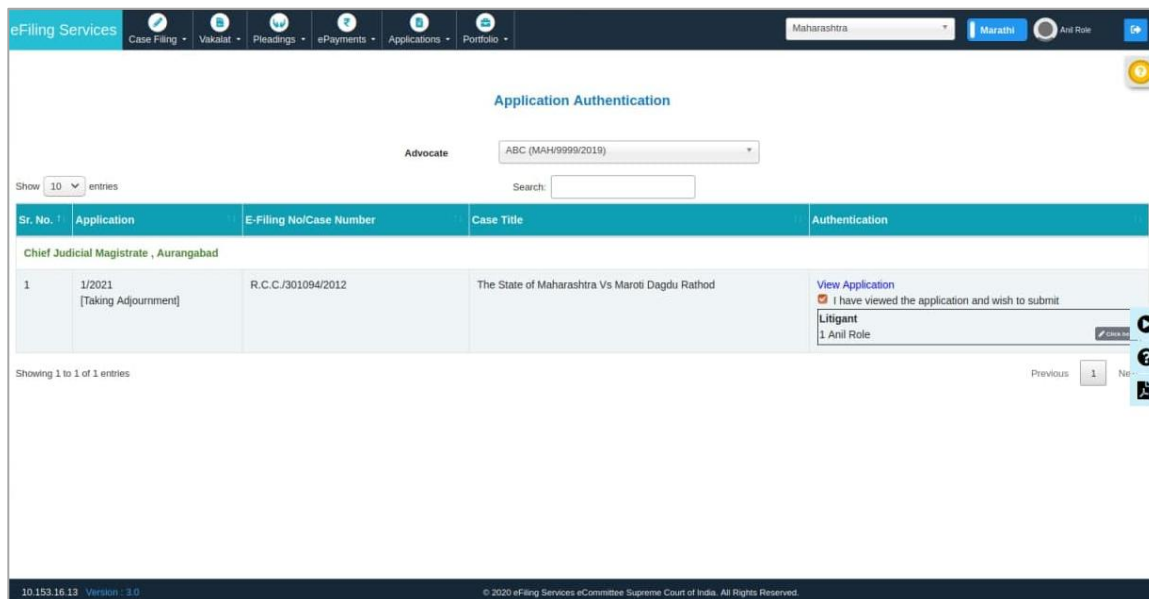


Fig: Application Authentication

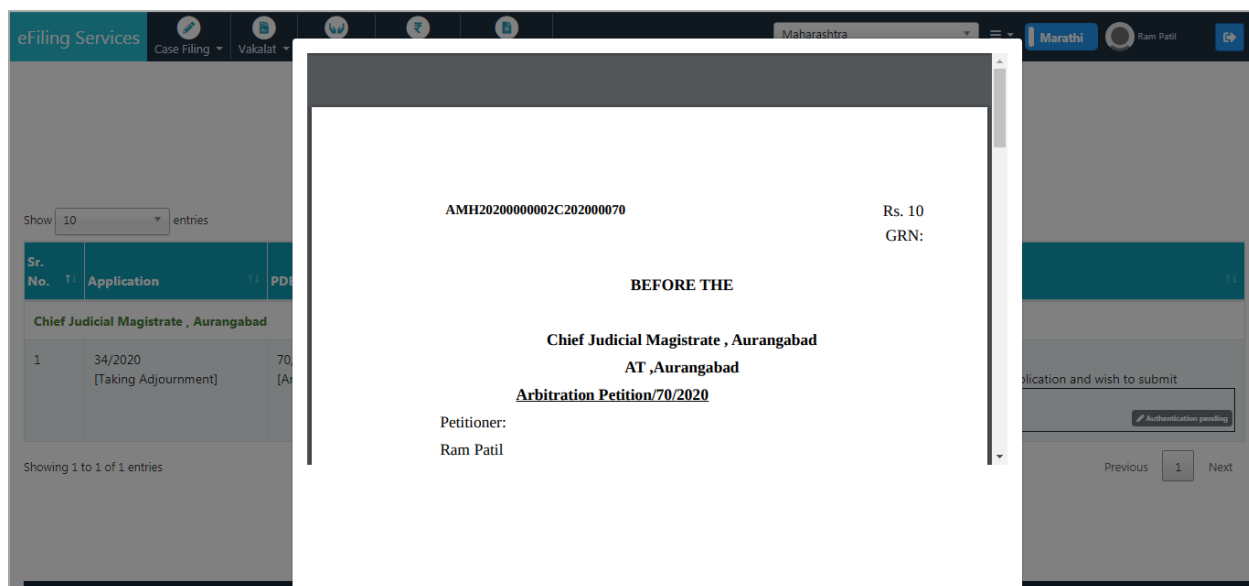


Fig: View Application

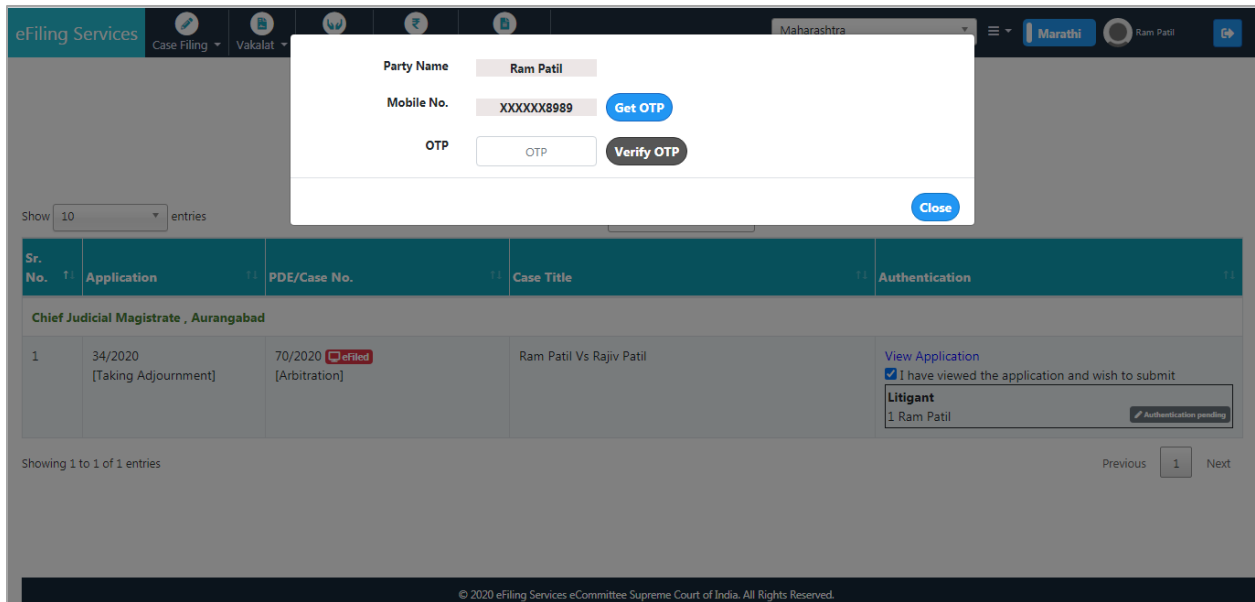


Fig: Get OTP

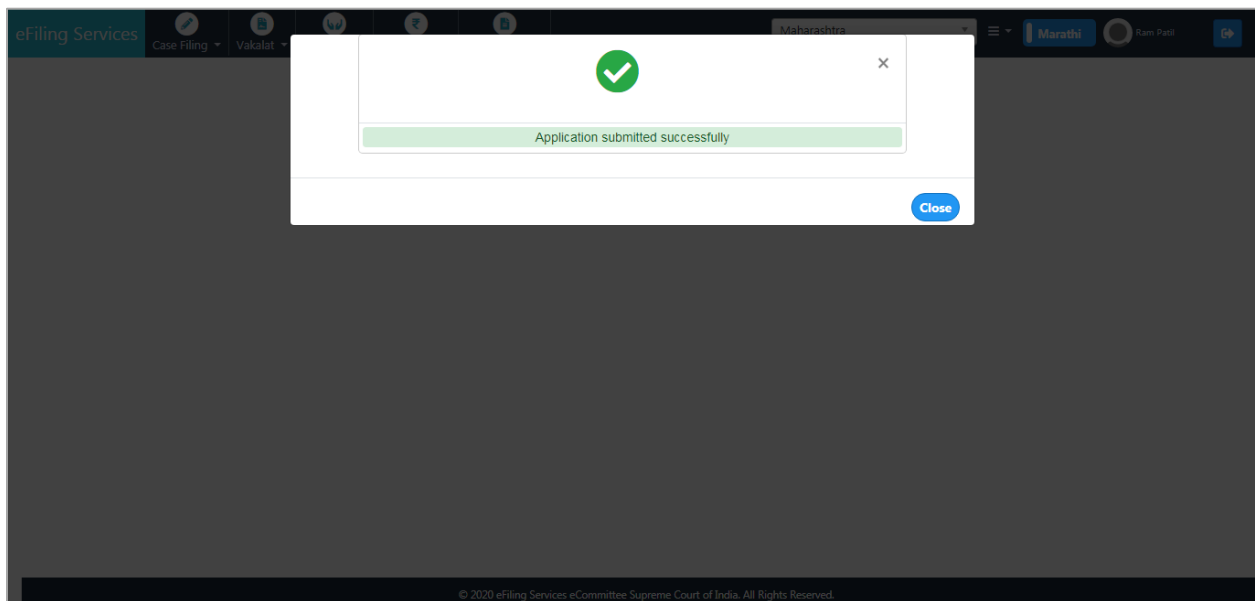


Fig: Application Submitted Successfully

6.7 Portfolio Menu

This menu provides various utilities for the user such as searching cases, viewing in your portfolio, importing and exporting cases and maintaining planner.

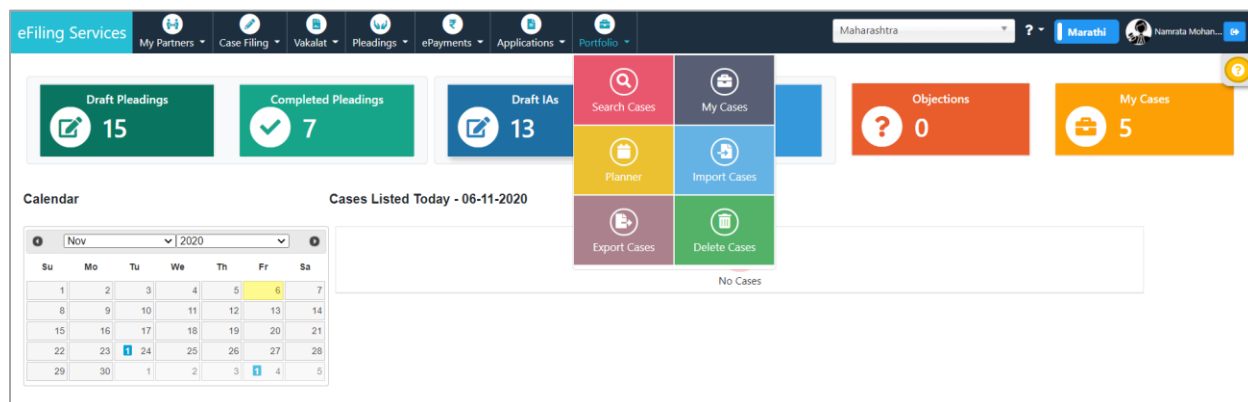


Fig: Portfolio Menu

6.7.1 Search Cases

The service enables user to search cases with different options and **add** the searched case to the portfolio, if required.

6.7.1.1 CNR Search

- Select the radio button **CNR number** and click Search. Details of the case with given CNR number are displayed.
- Click the **Add Case** button in case details for adding the case in your portfolio.

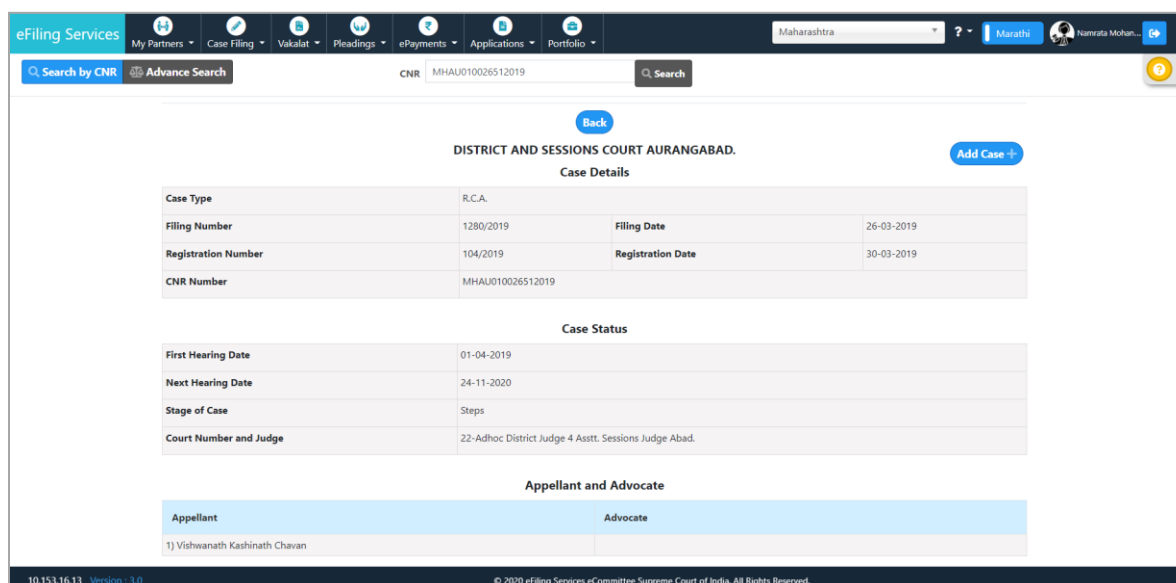


Fig: CNR Search Result

6.7.1.2 Advance Search

Advance Search provide multiple options for search including Case Number, Party Name, Filing Number, FIR Number, Advocate Name, Act, Case Type and Caveat.

- Select Advance Search
- Select District and Establishment; different options for search are displayed.
- Select the desired option and enter the required data. List of all the cases matching given search criteria is displayed.
- To view all the case details of a particular case, click on the **Case Number** link. Click on **Add Case** button in the case details for adding the case in the portfolio.

Example search with Party Name is shown below.

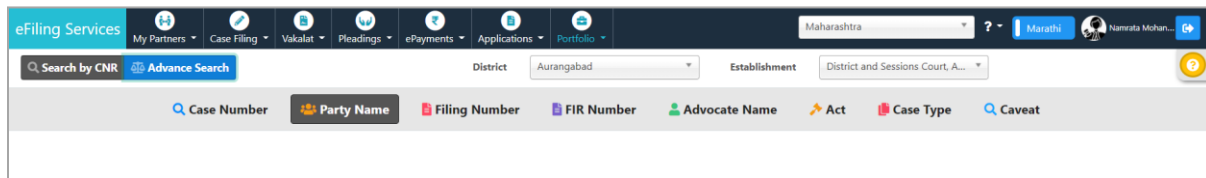


Fig: Advance Search

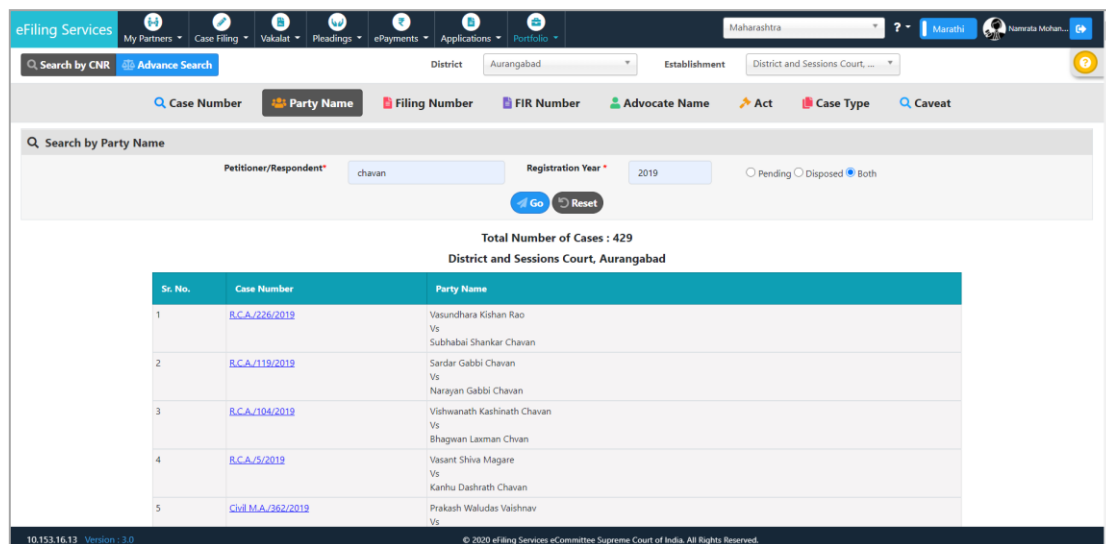


Fig: Advance Search Example – Party Name Search

6.7.2 My Cases

This menu allows user to:

- View all the cases in the portfolio
- Add clients to a particular case

- Add events for a particular case
- Remove case from the portfolio

6.7.2.1 View Cases

- The cases can be viewed **Date wise** or **District wise**. By default, cases are displayed districtwise.
- **Refresh Cases** allows refreshing the portfolio so that all the latest updates are reflected in the list.
- User may also choose to view only **Pending** cases or **Disposed** cases or **Both** by selecting corresponding buttons. By default, both types of cases are listed.
- Click on the **district** (or **Date**, if selected date-wise) row to expand the view and see all cases list.
- Click on the **Case Number** link to view individual case details.
- **Search** option is provided in the top right corner to search cases in the portfolio.

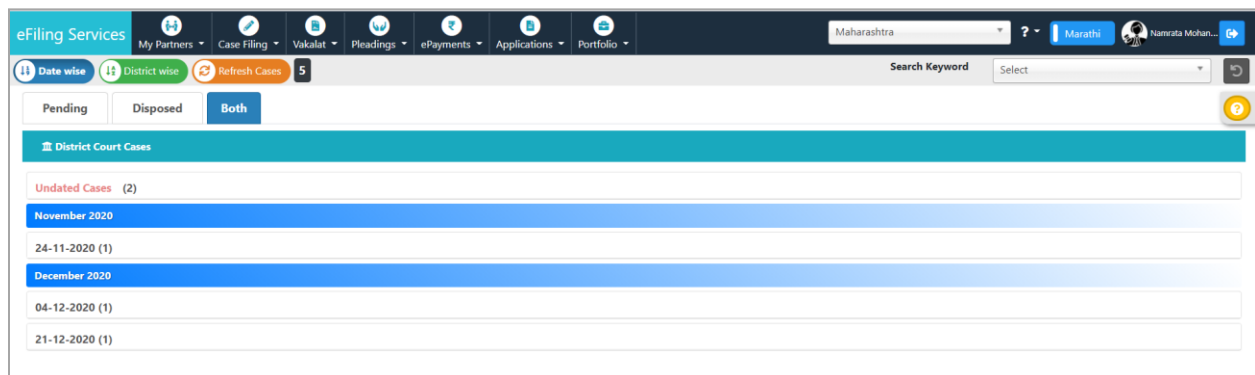


Fig: My Cases – Date wise, both (Pending and disposed)

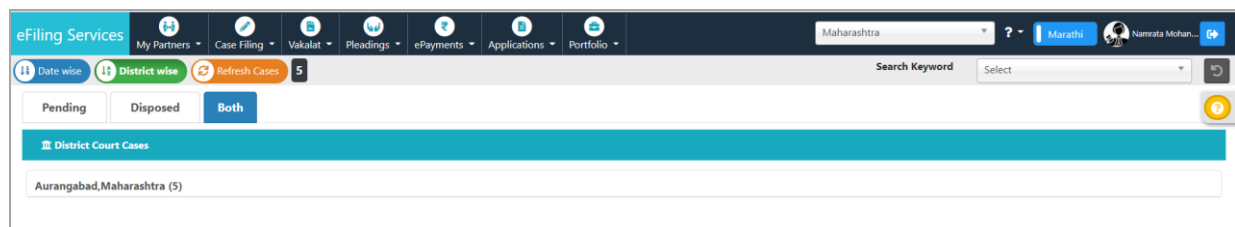


Fig: My Cases – District wise, both (Pending and disposed)

Sr No	Case Number	Next/Disposal Date	Status	Cause Title	Representing	Registration Date
1	Spl.Case.MSEB/100092/2008 14-District Judge-6 and Addl. Sessions Judge, Abad 15-N.B.W._Unready	DEC 4 2020	Pending	State of Maharashtra Vs Ajlal Husen Lais Ahmed		19-06-2008 (12 year(s) 4 month(s))
2	R.C.A./248/2018 19-District Judge-9 and Addl Sessions Judge Abad 28-Steps	NOV 24 2020	Pending	Sanjay Radhakisan Rana Vs Anil Jaganath Rana		21-11-2018 (1 year(s) 10 month(s))
3	Spl.Case.Child.Prot./64/2019 23-Extra Jt District Judge and Addl Sessions Judge Abad 8-Charge	OCT 17 2020	Pending	State of Maharashtra Vs Kiran Sheshrao Dandge		09-05-2019 (1 year(s) 5 month(s))
4	E.C.Act.Spl.Case/9/2018 18-District Judge-10 and Addl Sessions Judge Abad 95-Awaiting Muddemal	DEC 21 2020	Pending	State of Maharashtra Vs Kailas Prabhakarappa Lakade		22-10-2018 (1 year(s) 11 month(s))
5	Sessions Case/361/2017 16-District Judge-7 and Addl. Sessions Judge, Abad 71-Say / Hearing on Exh_Ready	OCT 28 2020	Pending	State of Maharashtra Vs Ranjana Suyog Chavan		19-12-2017 (2 year(s) 9 month(s))

Fig: Expanded view of district cases

Sr No	Case Number	Next/Disposal Date	Status	Cause Title	Representing	Registration Date
1	Spl.Case.Child.Prot./64/2019 23-Extra Jt District Judge and Addl Sessions Judge Abad 8-Charge	OCT 17 2020	Pending	State of Maharashtra Vs Kiran Sheshrao Dandge		09-05-2019 (1 year(s) 5 month(s))
2	Sessions Case/361/2017 16-District Judge-7 and Addl. Sessions Judge, Abad. 71-Say / Hearing on Exh_Ready	OCT 28 2020	Pending	State of Maharashtra Vs Ranjana Suyog Chavan		19-12-2017 (2 year(s) 9 month(s))
November 2020						
24-11-2020 (1)						
DISTRICT AND SESSIONS COURT AURANGABAD,(1), Aurangabad						
Sr No	Case Number	Next/Disposal Date	Status	Cause Title	Representing	Registration Date
1	R.C.A./248/2018 19-District Judge-9 and Addl Sessions Judge Abad 28-Steps	NOV 24 2020	Pending	Sanjay Radhakisan Rana Vs Anil Jaganath Rana		21-11-2018 (1 year(s) 10 month(s))
December 2020						

Fig: Expanded View of cases for Datewise

6.7.2.2 Add Clients, Events or Remove Cases

- Select the required case and click on the **Case Number** to view case details. My Clients, Events and Remove Case buttons are visible at the top right corner.
 - Click **My Clients** to add clients
 - Click **Events** to add events for the case.
 - Click **Remove case** to delete the case from the portfolio.
- Further steps are explained in next part of this section.

Case Details

Case Type	R.C.A.		
Filing Number	353/2020	Filing Date	20-02-2020
Registration Number	36/2020	Registration Date	20-02-2020
CNR Number	MHND010006482020		

Case Status

First Hearing Date	24-02-2020
Next Hearing Date	21-08-2020
Stage of Case	Appearance
Court Number and Judge	59-Extra Jt. District and Sessions Judge -1

Appellant and Advocate

Appellant	Advocate
1) Vijaykumar Apparao Hurne	Khandil (Sharma) Manish

Respondent and Advocate

Respondent	Advocate
1) Pushpadevi Mohanlalji Agrawal	

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Fig: Case Details

❖ Add Client

- When user clicks on **My Clients** button, a list of existing clients is displayed.
- To add new client, click on **Add More** button.
- Enter the Litigant Name, Mobile, Email, Age and Address in the corresponding fields and click **Submit**.
- A success message will be displayed.

I am Representing following clients In case number Spl Case MSEB/100092/2008

State of Maharashtra Vs Afjal Husen Lais Ahmed

Complainant Accused

Sr. No.	<input type="checkbox"/>	Litigant Name	Mobile	Email	Address
1	<input checked="" type="checkbox"/>	State of Maharashtra महाराष्ट्र शासन	7888888888	avi@gmail.com	
2	<input checked="" type="checkbox"/>	Manish Mane	7999999999	abc@gmail.com	

Fig: My Clients (existing)

I am Representing following clients In case number R.C.A./10/2020

Vaijenath Ishwarrao Deshmukh Vs The Administrator, CIDCO Ltd, New Nanded Tq,Dist.Nanded

Appellant Respondent

Sr. No.	Litigant Name	Mobile	Email	Age	Address
1	<input checked="" type="checkbox"/> Vaijenath Ishwarrao Deshmukh वैजेनाथ इश्वरराव देशमुख	<input type="text" value="0988767654"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>
2	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

+ Add More

Submit

Appellant and Advocate

Appellant: 1) Vaijenath Ishwarrao Deshmukh
Advocate: Mahare R. G.

Respondent and Advocate

Respondent: 1) The Administrator, CIDCO Ltd, New Nanded Tq,Dist.Nanded
Advocate:

Fig: Add New Client

I am Representing following client

Litigants Added Successfully

Sr. No.	Litigant Name	Mobile	Email	Address
1	<input checked="" type="checkbox"/> State of Maharashtra महाराष्ट्र शासन	<input type="text" value="7888888888"/>	<input type="text" value="avi@gmail.com"/>	<input type="text"/>
2	<input checked="" type="checkbox"/> Manish Mane	<input type="text" value="7999999999"/>	<input type="text" value="abc@gmail.com"/>	<input type="text"/>

+ Add More

Submit

Fig: Client Added Successfully Message

❖ Add Events

The events added for a case are visible in the calendar under planner menu and can be edited through planner.

To add a new event or edit/ delete existing event, click **Events** button. List of already existing events and a form for entering a new event is displayed.

- Enter Name, Date and Time for the new event; click Add.
- A success message will be displayed and the new event is visible in the existing events list.
- To edit an event, click on the **edit icon** in the **Action** column. Details of the event are displayed.

- Change the required data and click **Edit**. Edited data is reflected in the list immediately.
- To delete an event, click delete icon in the Action column. The event gets removed from the list.

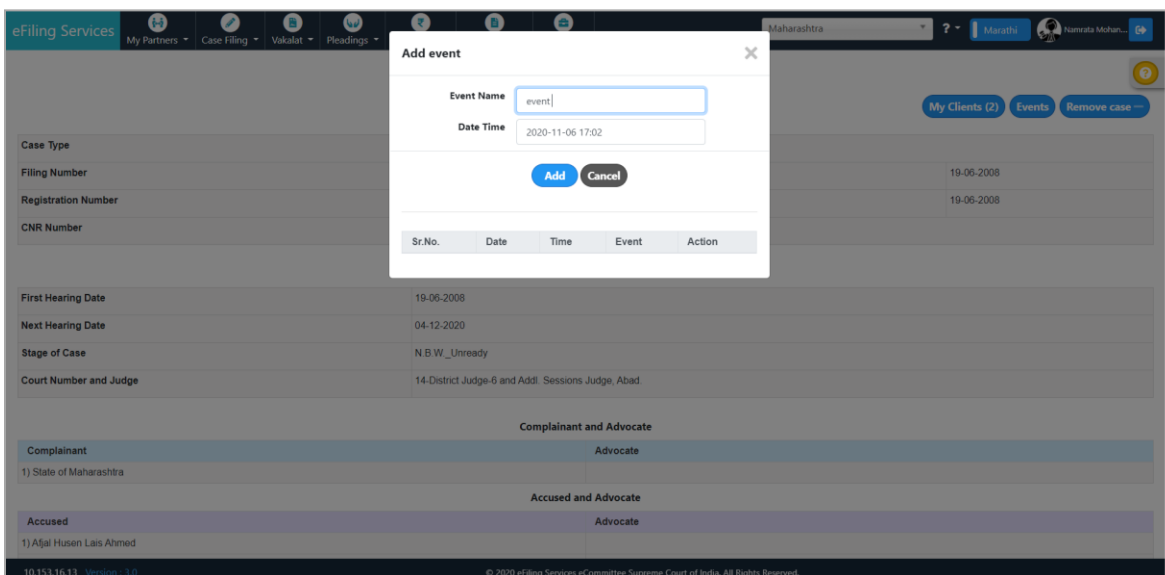


Fig: Events

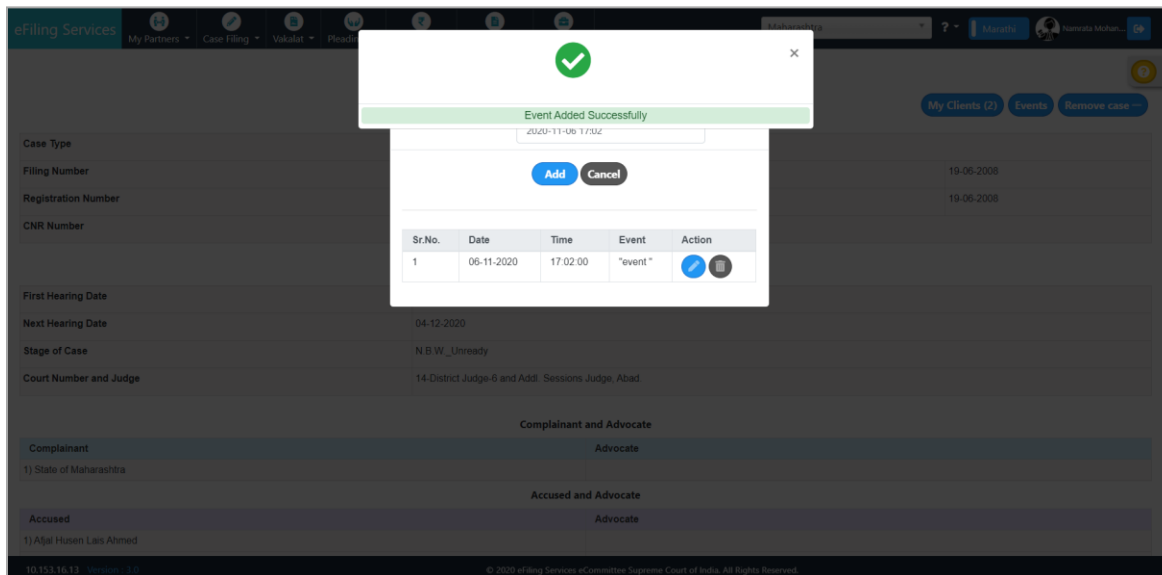


Fig: Event added Successfully

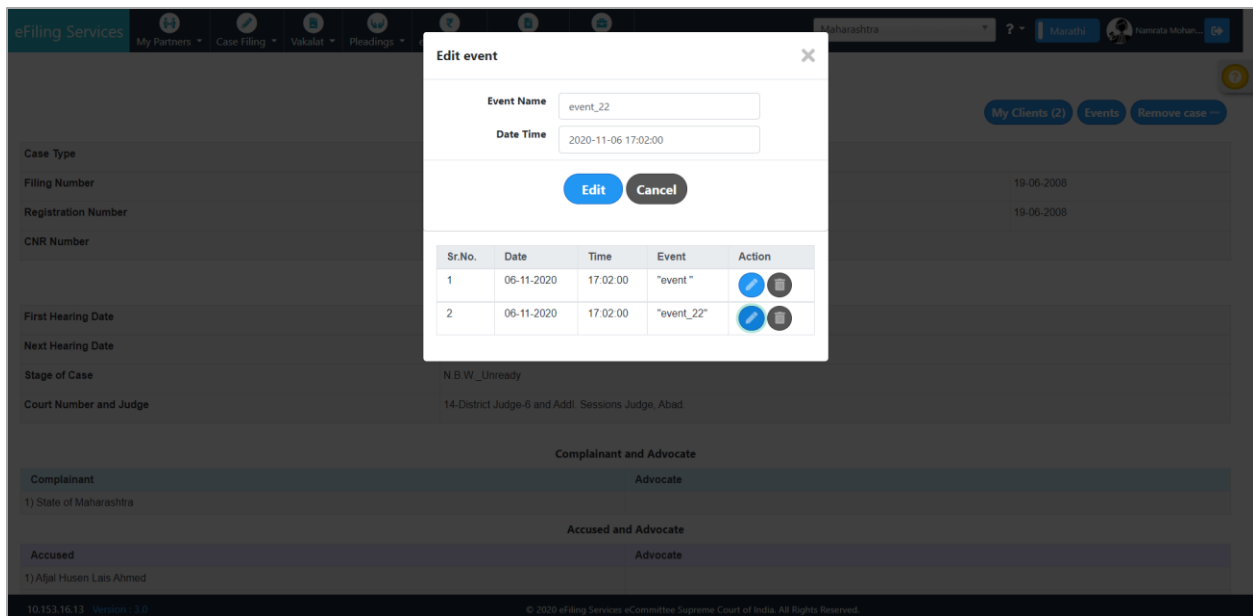


Fig: Edit Event

❖ Remove Case

- To remove a case, click Remove Case button.
- “Case Removed Successfully” message is displayed.

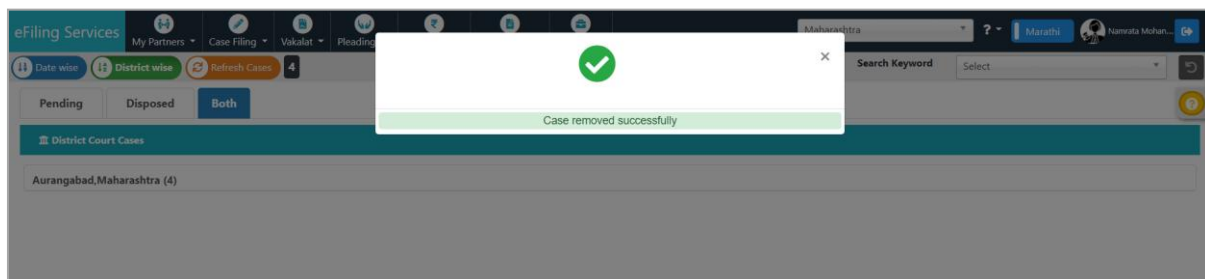


Fig: Remove Case Success Message

6.7.3 Import Cases

The menu enables user to import cases from your mobile app portfolio.

- To import cases, first export cases from your mobile app and save the file on your machine.
- Select **Import Cases** in the Portfolio menu of eFiling system.
- The system will prompt for choosing the case file. Choose the file which you have saved by exporting from mobile app. Specify whether the file contain district court cases (**DC**) or high court cases (**HC**) by selecting corresponding radio button and click **Import**.

- A success message will be displayed and all the imported cases will be visible in the portfolio in eFiling.

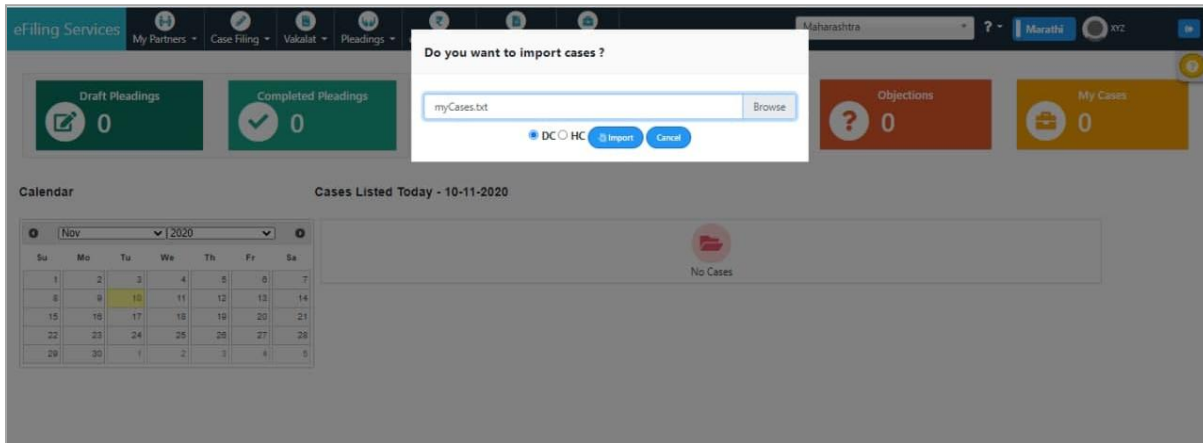


Fig: Import Cases- Choose File

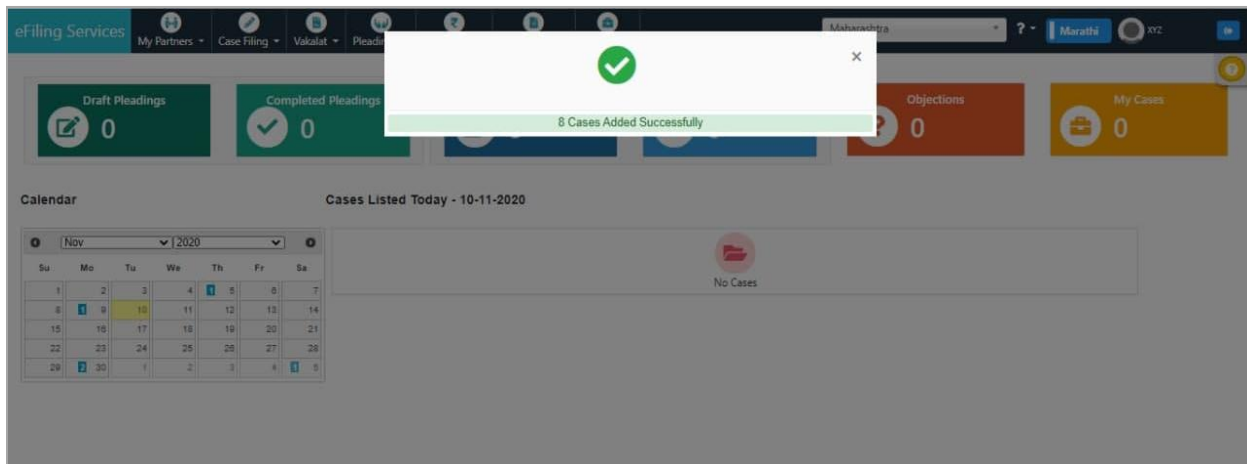


Fig: Import Cases Success

6.7.4 Export Cases

The menu enables user to export cases to your mobile application.

- To export cases, select **Export Cases** in the portfolio menu.
- A system pops up message to download the file; click **Download**.
- Use the downloaded file to import cases in your mobile app.

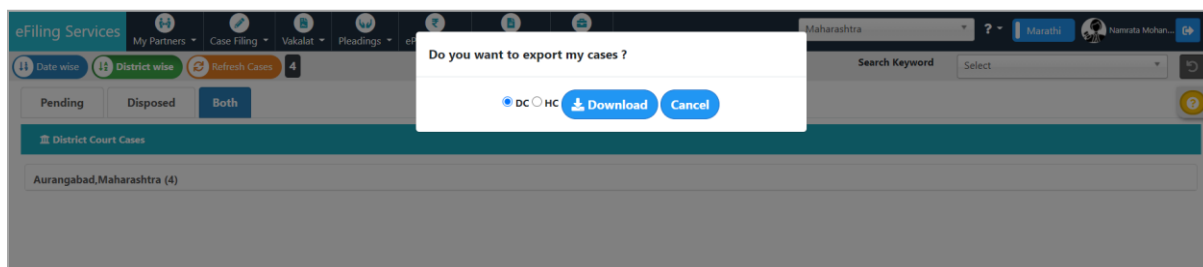


Fig: Export Cases- Download file

6.7.5 Delete Cases

The menu can be used to delete all the cases from the portfolio.

Note: *This menu is not available for Clerk user.*

6.7.6 Planner

This service assists user to manage case calendar. With the facility, user can-

- review the case calendar for planning
- add/edit/remove events
- remove a case from calendar

All cases dated in a month and existing events appear automatically in the calendar.

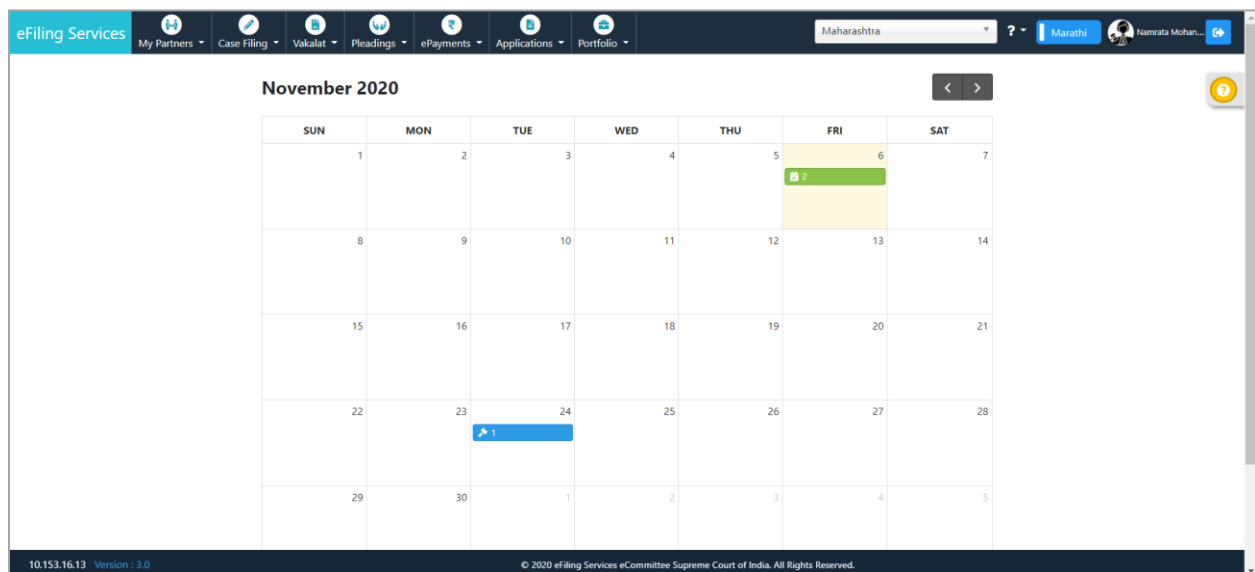


Fig: Planner

- Click the blue box to view **Case** details. A pop-up shows the list of cases scheduled on the date.
 - Click on the required **case link** to view details. All the case details are visible in a new box with three buttons in the top right corner- My Clients, Events and Remove Case.
 - Click **My Clients** to add new clients.
 - Click **Events** to add new events
 - Click **Remove Case** to remove the case from the calendar.
- Refer section 5.2.3 for more details about functionalities of these buttons.
- Click on the Green box to view **events**. A pop-up shows the list of all the events scheduled on the date.
 - To edit the event, click **edit icon** in front of the required event. Event description and date appears in a pop-up.

- Edit the description and/or date and click **Edit**. Changes will reflect in the list immediately.

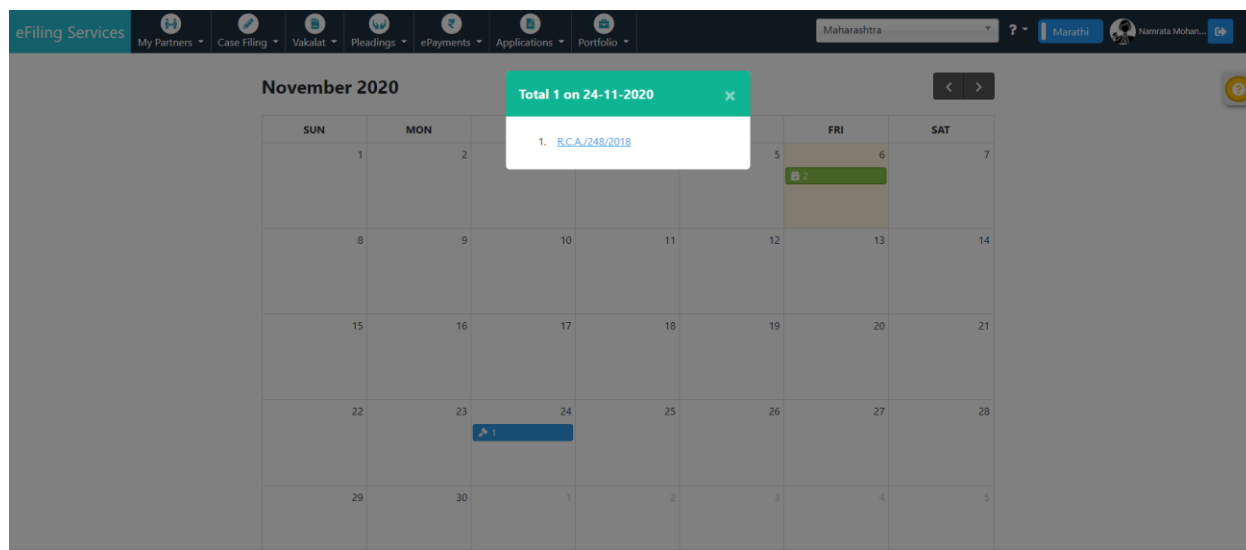


Fig: List of Cases scheduled for the date

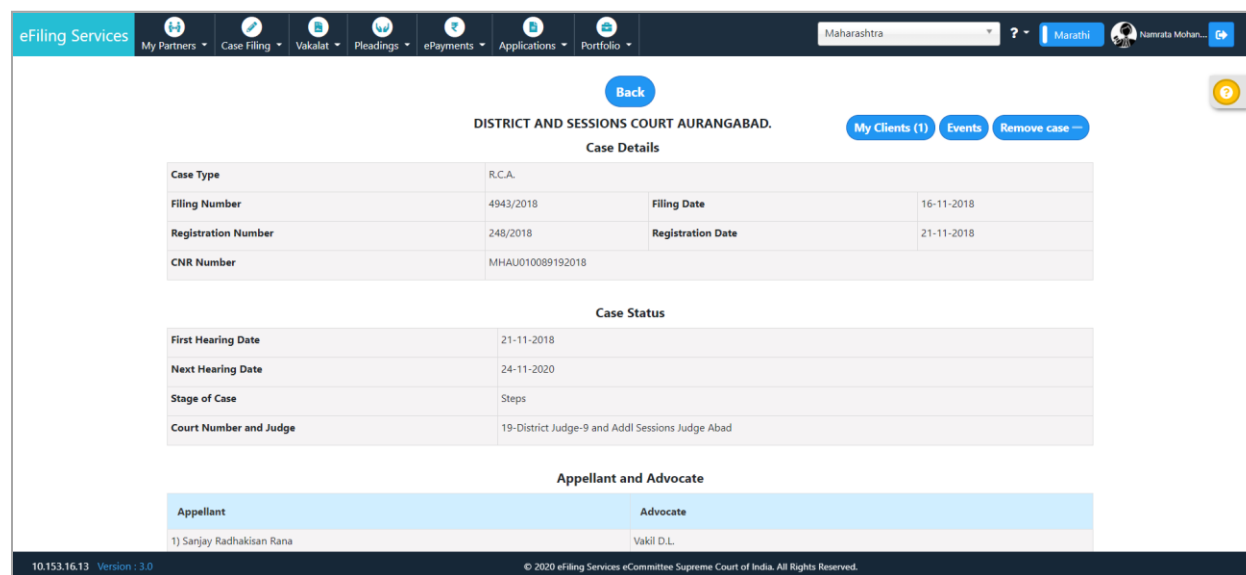


Fig: Case Details with My Clients, Events and Remove Case buttons

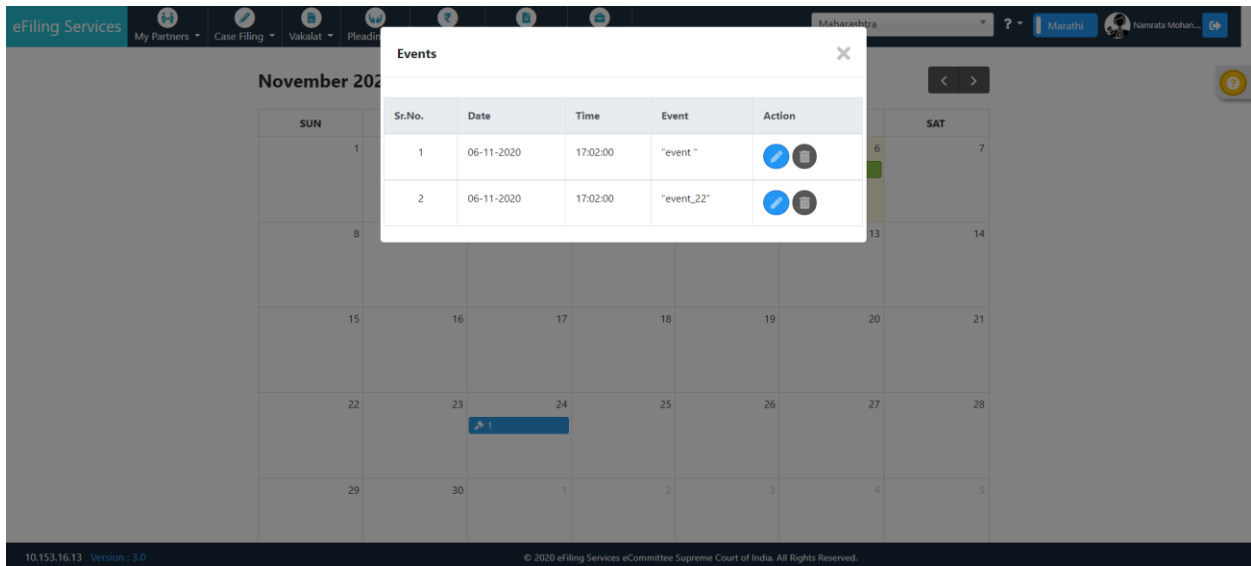


Fig: List of Events scheduled for the date

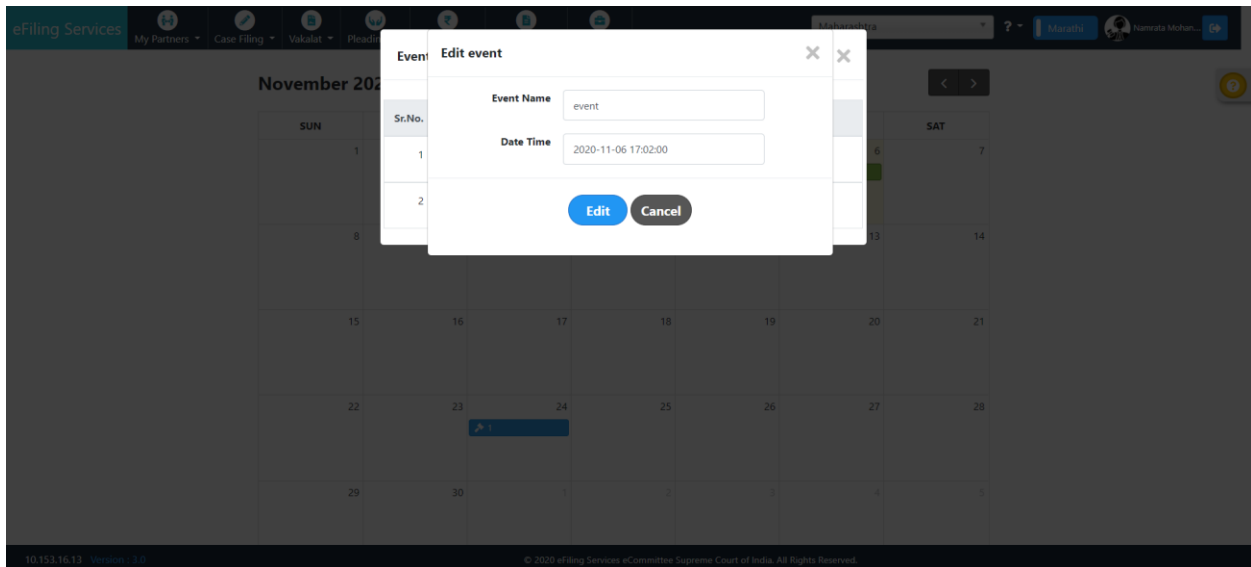


Fig: Edit Event