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PART-IIB

THE HIGH COURT OF MEGHALAYA

SHILLONG

NOTIFICATION

The 15th March, 2024.

No.HCM.II/8/2024/Comp/679.

THE HIGH COURT OF MEGHALAYA ONLINE ELECTRONIC (E-FILING) RULES, 2024

Preface

Whereas it is necessary and expedient to enable and regulate the electronic filing (e-Filing) procedure in the High Court of Meghalaya, subordinate courts and tribunals under the supervision of the High Court of Meghalaya; and

In exercise of the powers under Article 225 and 227(2)(b) of the Constitution of India, the High Court of Meghalaya makes the following Rules.

1. Short Title, Applicability and Commencement:

- 1.1. These Rules shall be called the High Court of Meghalaya Online Electronic (e-Filing) Rules, 2024.
- 1.2. These Rules shall apply to the High Court of Meghalaya and to the subordinate courts and tribunals under the supervision of the High Court of Meghalaya.
- 1.3. These Rules shall be applicable to such categories of cases as may be notified by the Chief Justice of the High Court of Meghalaya from time to time.
- 1.4. These Rules shall apply to online e-Filing and e-Filing through Designated Counters and facilities provided for e-Filing including e-Service Counter.
- 1.5. These Rules shall come into force from the date notified by the High Court in this behalf.

2. Definitions

- 2.1 Action: includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, review, revision, civil or criminal writ petitions, revision petitions, contempt petitions, execution petitions, arbitration petitions, probate cases and interlocutory applications.
- 2.2 Administrator: means the Registrar (IT) or an officer appointed by the Chief Justice and includes an officer appointed by the District Judge/Chairman or President of tribunals, as the case may be, for administering and dealing with matters connected with or relating to e-Filing.
- 2.3 Bench: means and includes one or more Judges assigned to adjudicate upon Actions or the presiding officer of the Court or Tribunal as the case may be.
- 2.4 Physical Filing: means Actions and pleadings filed as hard copies.
- 2.5 Designated Counters: means and includes those counters as mentioned in Appendix-I.
- 2.6 District Courts: means and includes the courts established and functioning under the control and supervision of the High Court.
- 2.7 Electronic Filing (e-filing): means e-filing as prescribed through the Internet (at the web portal of the Court) and through the internet/intranet at Designated Counters, unless the context requires otherwise.
- 2.8 Evidence: means and includes evidence as defined under the Indian Evidence Act, 1872.
- 2.9 High Court: High Court means the High Court of Meghalaya.
- 2.10 Objections: means and includes deficiencies and errors pointed out by the Registry in relation to the Actions instituted in the Court.
- 2.11 Opposite Party: means defendant(s), respondents, judgment debtor(s) and non-applicant(s).
- 2.12 Party: means appellant(s), plaintiff(s), petitioner(s), complainant(s) and applicant(s).
- 2.13 Pleadings: means pleadings filed in support or defence of an Action including affidavits, additional affidavits and supplementary affidavits.
- 2.14 PDF: means an electronic document filed in a portable document format.
- 2.15 PDF/A: means an ISO-standardized version of the Portable Document Format (PDF) specialized for the digital preservation of electronic documents.
- 2.16 Registry: means the Registry of the Court.
- 2.17 Statement of Defence: means and includes written statements, replies, counter affidavits and additional or supplementary affidavits.
- 2.18 Technical failure: means a failure of the court's hardware, software, and/or telecommunications facility which results in the impossibility of submitting a file electronically. Technical failure does not include malfunctioning of the equipment of the person submitting an e-file.
- 2.19 Third Party: means and includes any person or entity seeking to become a party or to intervene in an Action.
- 2.20 Working Day: means and includes a day when the Registry of the Court is working under the Calendar published or as directed by the Court.

2. General Instructions

- 3.1 On-line e-filing shall be made by visiting the web portal of the Court, namely: <https://filing.ecourts.gov.in/pdedev/>
- 3.2 Except as provided in these Rules, Actions, whether in fresh, pending or disposed of cases, will be filed electronically by an advocate or litigant in person from their home, office or other remote location in the manner provided in these Rules.
- 3.3 Any person who is unable to access the e-filing portal would be entitled to make use of the facilities provided at the Designated Counters for that purpose upon payment of charges if stipulated by the High Court.
- 3.4 The size of the e-file should not exceed 20 MB. In case the file size exceeds 20 MB, it can be split up and uploaded separately.

4. Steps for Registration

- 4.1 Persons other than Advocates and litigants in person who are already registered on the Court web portal will take the following steps to register themselves.
 - i) **Advocates**
 - a) Should visit the web portal (<https://filing.ecourts.gov.in/pdedev/>) to view the form.
 - b) Click the registration link.
 - c) Fill the form with requisite details.
 - d) Submit the filled-up form along with a self-attested copy of the Bar Council Registration Certificate or Bar Council I-card (in PDF format only).
 - ii) **Litigants in person**
 - a) Should visit the web portal (<https://filing.ecourts.gov.in/pdedev/>) to view the form.
 - b) Click the registration link.
 - c) Fill the form with requisite details.
 - d) Submit the filled-up form along with the self-attested copy of any identity document issued by the Government (in PDF format only).
- 4.2 Litigants in person shall submit an affidavit/undertaking that they have not engaged an Advocate in the Action. A litigant in person who subsequently engages an Advocate, shall make an application before the Administrator for transferring the data in respect of the Action to the Advocate's account. Once the Administrator allows the application, the data in the Action shall be transferred in the user account of the Advocate. The litigant in person will not be in a position to modify the data of the subject Action, without the permission of the Administrator.
- 4.3 A login ID will be allotted on the next working day if the application is found complete in all respects. The procedure for registration is set out in Appendix-II.
- 4.4 Responsibilities of the Registered User:
 - 4.4.1 It shall be the responsibility of the registered user to have a valid and working email address to receive notification from e-Filing portal electronically. It will not be the responsibility of Court to ascertain whether a registered user is receiving notifications from the e-Filing system via email.

4.4.2 If the register user's email address, phone number or other information provided on e-Filing portal has changed, the registered user must make the necessary changes to his/her profile.

4.4.3 A registered user shall be liable for:

- a. Any conduct using his/her user ID;
- b. The conduct of any person to whom access is provided by sharing his/her user ID and password;
- c. Any inappropriate conduct may result in suspension of the account or other process in as may be initiated under the law for the time being for contempt of court, or commission of an offence under relevant laws in force at the time of the inappropriate conduct. It shall be presumed that the document(s) has /have been filed by the person using the user ID.

4.4.4 It shall be the responsibility of the register user to maintain the secrecy of his/her user id and password. If a registered user believes that the security of his/her electronic identity has been compromised or that a threat to the system exists, the registered user must intimate the Registry of the High Court of Meghalaya.

5 Frame of Pleadings

The pleadings should be clear and concise. Parties and third parties should set forth their claims/averments in separate paragraphs. The statement of truth/ affidavit of the concerned person must bear their signature. Opposite parties should also file their replies under sequentially numbered paragraphs and headings (such as Preliminary Objections and Objections on Merits).

6. Formatting

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

- Paper size : A-4
- Top Margin : 1.5"
- Bottom Margin : 1.5"
- Left Margin : 1.75"
- Right Margin : 1.0"
- Alignment : Justified
- Font : Times New Roman
- Font size : 14
- Line spacing : 1.5
- If any document is typed in a local language in Trial Courts, it must be prepared using xxx Unicode Font 14.

- 6.2 The document should be converted into Optical Character Recognition (OCR) searchable Portable Document Format (PDF) or PDF/A using any PDF converter or inbuilt PDF conversion plug-in provided in the software. PDF/A is the preferred format.
- 6.3 A document which is not a text document and has to be enclosed with the Action, should be scanned using an image resolution of 300 DPI (Dots per inch) in OCR searchable mode and saved as a PDF document. The procedure for converting a document into an OCR searchable PDF as mentioned above and as required in clause 8.1 is set out in Appendix – III.

7. Digital Signatures

- 7.1 The PDF document shall be digitally signed either by the parties and/or by their Advocate. The digital signatures shall be appended on such places on the PDF document as prescribed under the extant rules. If neither the party nor the Advocate who has been engaged possess a digital signature, a print out of the Action shall be physically signed by the party concerned and/or their Advocate in accordance with rules and it shall thereafter be scanned and uploaded.
- 7.2 A List of recognized Digital Signature Providers and the procedure involved in appending single or multiple signatures is set out in **Appendix – IV**.
- 7.3 A litigant in person or advocate who does not possess a digital signature issued by the competent authority can authenticate e-filed documents by e-Sign based on Aadhaar authentication.

8. Do's and Don't's

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

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

File names should not exceed 45 characters in length, including spaces. Single space must be counted as one character each.

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

9. Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the online facility at ePay portal <https://pay.ecourts.gov.in/epay/> or from the Designated Counters provided for the purpose in the High Court and District Courts or from any authorized court fee vendor. The Transaction ID provided upon payment of court fee and other charges is required to be entered in the appropriate field at the time of on-line e-filing.

10. Retention and Filing of Originals

- 10.1** Originals of the documents that are scanned and digitally signed by the Advocate or the litigant in person at the time of e-filing, the signed vakalatnama, signed and notarized/attested affidavit should be preserved, for production or inspection, and the same shall be filed in the Registry of the High Court or in the Filing Section of the District Judiciary as the case may be within seven working days of online Registration through the web portal.
- 10.2** The signed vakalatnama, signed and notarized/attested affidavit and any other document whose authenticity is likely to be questioned should be preserved, at least, for two years or till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.
- 10.3** If the authority of any document relied by the party is likely to be questioned, such document shall be filed in the Registry or before the authorised person.
- 10.4** Notwithstanding anything above, the following documents will have to be preserved permanently:-
- a. A Negotiable Instrument (other than a cheque) as defined in Section 13 of The Negotiable Instruments Act, 1881 (26 of 1881).
 - b. A Power-of-Attorney as defined in section 1A of the Powers-of-Attorney Act, 1882 (7 of 1882).
 - c. A Trust as defined in Section 3 of The Indian Trusts Act, 1882 (2 of 1882).

- d. A Will as defined in Clause (h) of Section 2 of The Indian Succession Act, 1925 (39 of 1925) including any other testamentary disposition by whatever name called.
 - e. Any contract for the sale or conveyance of immovable property or any interest in such property.
 - f. Any other document as may be directed by the Bench.
- 10.5** The responsibility of producing the originals and proving their genuineness shall be of the party that has electronically filed scanned copies of the document.
- 11. Access to the Electronic Data of the Action**
Access free of cost access will be available to authorized person(s) to data e-filed by any of the parties to the specific Action, as is presently being provided in pending Actions. This facility shall be in addition to the procedure of obtaining certified copies.
- 12. Exemption from e-filing**
Exemption from on-line e-filing of the entire pleading or a part of the pleadings and/or documents may be permitted by the Bench upon an application being made for that purpose in the following circumstances:
- i. where on-line e-filing is for reasons set out in the application not feasible; or
 - ii. where there are concerns about confidentiality and protection of privacy; or
 - iii. where the document cannot be scanned or filed electronically because of its size, shape or condition; or
 - iv. where the on-line e-filing portal is either inaccessible or not available for some reason; and/or
 - v. for a just and sufficient cause.
- 13. Service of Electronic Documents**
In addition to the prescribed mode of service, notices, documents, pleadings that are filed electronically may also be served through the designated e-mail IDs of Registry officials to the e-mail address of the advocates or parties, if available. E-mail IDs of Registry officials will be published on the Court website to enable the recipients to verify the source of the e-mail.
- 14. Computation of Time**
- 14.1** Wherever limitation/time limits apply, it will be the responsibility of the party concerned to ensure that the filing is carried out well before the cut-off date and time. The date of e-filing will be taken as that date when the Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.
- 14.2** E-filing through Designated Counters will be permissible up to 1600 hours on any court working day. On-line e-filing carried out after working hours or on any day which is declared as a gazetted holiday or on a day when the court is closed, will be regarded as having been filed on the next working day. For the computation of limitation, on-line e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided herein above. No exemption from limitation shall be permitted on the ground of a failure of the web based online e-Filing facility.
- 14.3** The facility for on-line e-filing through the web portal shall be available during all twenty four hours of each day, subject to breakdown, server downtime, system maintenance or such other exigencies.

Where on-line e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-Filing between 10:00 hours to 16:00 hours on court working days or take recourse to physical filing. No exemption from limitation shall be permitted on the ground of a failure of the web based on-line e-filing facility.

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

15. Procedure for Filing Caveat

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

16. Hard Copies of Pleadings and Documents filed Electronically

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

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

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

18. Residuary provisions

- 18.1. The e-filing made by an Advocate/litigant in person will be rejected if they do not follow the protocol mandated by these Rules or practice directions.
- 18.2. Subject to such further directions as may be issued, it would not be obligatory on the part of the opposite party to accept pleadings and documents by email. In such an eventuality, hard copies of pleadings and documents will have to be provided to the opposite party. In such circumstances, the plaintiff/ petitioner can be called upon to deposit the charges calculated on the basis of the number of pages per defendant/respondent which are required to be photocopied. This facility will be provided by the Registry on a written request being made by the defendant(s)/respondent(s).
- 18.3. The Registry will communicate the objections, if any, regarding the cases filed by email/SMS/web hosting to the concerned Advocate/litigant in person. After the objections are cleared the case will be processed for listing and the Advocate/litigant in person will be informed including by email/SMS.
- 18.4. **The Chief Justice shall have the power to notify the charges payable for the facilities provided through the designated centers.**

19. General Caution

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

Appendices

APPENDIX – I Screenshots showing the procedure for accessing the on-line portal, electronic filing of documents and list of Designated Counters.

APPENDIX – II Screenshots showing the procedure for registration.

APPENDIX – III Screenshots showing the procedure for converting a document into an OCR searchable PDF.

APPENDIX – IV Screenshots showing the procedure for appending single or multiple digital signatures.

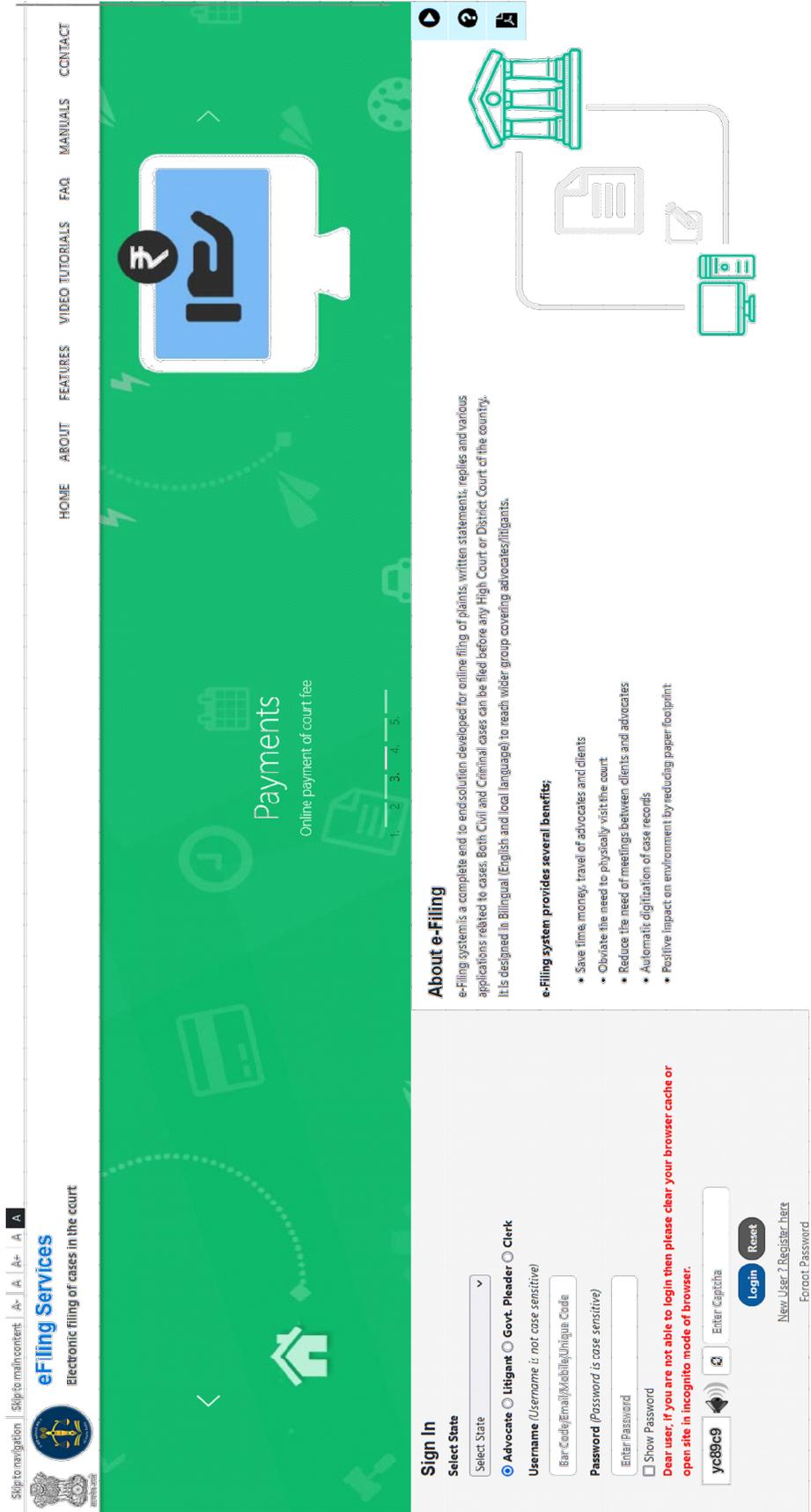
APPENDIX – V Screenshots showing the procedure for book-marking.

APPENDIX – VI Screenshots showing the procedure for filing Caveat.

Appendix-I

Accessing online portal for eFiling in High Court of Meghalaya and its Subordinate Courts

Open a web browser and enter <https://filing.ecourts.gov.in/pdedev/> in the address bar. The following page will display. From the drop down “select state” select Meghalaya.



e-FILING 3.0 - Registration

- eFiling system is a complete end to end solution developed for online filing of plaints, written statements, replies and various applications related to cases. Both Civil and Criminal cases can be filed before any High Court or District Court of the country. It is designed in Bilingual (English and local language) to reach wider group covering advocates/litigants.
- eFiling system provides several benefits;
- Save time, money, travel of advocates and clients
- Obviate the need to physically visit the court
- Reduce the need of meetings between clients and advocates
- Automatic digitization of case records
- Positive impact on environment by reducing paper footprint

Login Page

Skip to navigation | Skip to main content | A- | A | A+ | A | A

eFiling Services
Electronic filing of cases in the court

HOME ABOUT FEATURES VIDEO TUTORIALS FAQ MANUALS CONTACT

Oath Recording

Administer the oath by online video recording

1. 2. 3. 4. 5.

Sign In

Select State

Advocate Litigant Govt. Pleader Clerk

Username *(Username is not case sensitive)*

Bar Code *(mail/mobile/unique code)*

Password *(Password is case sensitive)*

Show Password

Dear user, if you are not able to login then please clear your browser cache or open site in incognito mode of browser.

yc89c9 Enter Captcha

[New User? Register here](#)
[Forgot Password](#)

About e-Filing

e-Filing system is a complete end to end solution developed for online filing of plaints, written statements, replies and various applications related to cases. Both Civil and Criminal cases can be filed before any High Court or District Court of the country. It is designed in Bilingual (English and local language) to reach wider group covering advocates/litigants.

e-Filing system provides several benefits:

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Fig 1. Login page

Steps for eFiling process:

1. User Registration: First, an Advocate and a Litigant must register themselves in the e-filing portal.
 - I. **Advocate:**
 - Steps:
 - Click on the “**New User? Register here**” link in the login screen.
 - Select Advocate radio button.
 - Select the State in which the advocate is registered with the bar council.
 - Enter the following details:
 - Bar Registration Details
 - Practice Place Details
 - Contact Details
 - Password
 - Once all details are filled in, click Generate OTP. Enter the OTP received on your mobile and click Verify OTP. ‘User registered successfully’ message will appear along with your unique code.

Registration Form

Advocate Litigant Clerk

Bar Registration Detail

State: -- Select State -- Advocate Name: Enter Advocate Name

Bar Registration Number: State Code: Bar Code: Bar Year: Verify

Gender: Male Female Other Date of Birth: Enter Date of Birth

Ordinary Place of Practice

District Court: District High Court State: -- Select State --

District: -- Select District --

Contact Details

Mobile Number (+91): Enter Mobile Number Email: Enter Email

Choose Password

Password: Enter Password Confirm Password: Enter Confirm Password

OTP Verification

Mobile Number: Get OTP Enter OTP Verify OTP

Submit

Fig 1.1. Register New User – Advocate

II. Litigant:

Steps :

- Click on the “**New User? Register here**” link in the login screen.
 - Select Litigant radio button .
 - Enter the following details:
 - Personal Details – Select state where the case needs to be filed.
If the party is an organization, fill in the organization details.
 - Place of Litigation
 - Contact Details
- Password

- Once all details are filled in, click Generate OTP. Enter the OTP received on your mobile and click Verify OTP. 'User registered successfully' message will appear along with your unique code.

The screenshot displays a web-based registration form titled "Registration Form" with a navigation bar at the top containing "Advocate", "Litigant", and "Clerk" options. The form is organized into five distinct sections, each with a blue header:

- Personal Details:** Includes a "State" dropdown, "Litigant Name" text input, "Date of Birth" date input, and "Organisation Details" with radio buttons for "Male", "Female", and "Other".
- Place of Litigation:** Features a "District Court" radio button, a "High Court" radio button, and a "District" dropdown menu.
- Contact Details:** Contains a "Mobile Number (+91)" text input and an "Email" text input.
- Choose Password:** Includes a "Password" text input and a "Confirm Password" text input.
- OTP Verification:** Features a "Mobile Number" text input, an "Enter OTP" text input, and a "Verify OTP" button.

At the bottom of the form, there is a blue "Submit" button.

Fig 1.2. Register New User – Litigant

III. Clerk:

Steps :

- Click on the “**New User? Register here**” link in the login screen.
- Select Litigant radio button.
- Enter the following details:
 - Personal Details – Select state where the case needs to be filed.
 - Contact Details
 - Password
- Once all details are filled in, click Generate OTP. Enter the OTP received on your mobile and click Verify OTP. ‘User registered successfully’ message will appear along with your unique code.

The screenshot displays the 'eFiling Services' registration form for a Clerk. The form is titled 'Registration Form' and includes the following sections and fields:

- Navigation:** HOME, CONTACT
- Registration Form:**
 - Personal Details:**
 - State: Meghalaya
 - Gender: Male, Female, Other
 - Clerk Name: Enter Name
 - Date of Birth: Enter Date of Birth
 - Contact Details:**
 - Mobile Number (+91): Enter Mobile Number
 - Email: Enter Email
 - Choose Password:**
 - Password: Enter Password
 - Confirm Password: Enter Confirm Password
 - OTP Verification:**
 - Get OTP:
 - Enter OTP: Enter OTP
- Submit:**

Fig 1.3. Register New User – Clerk

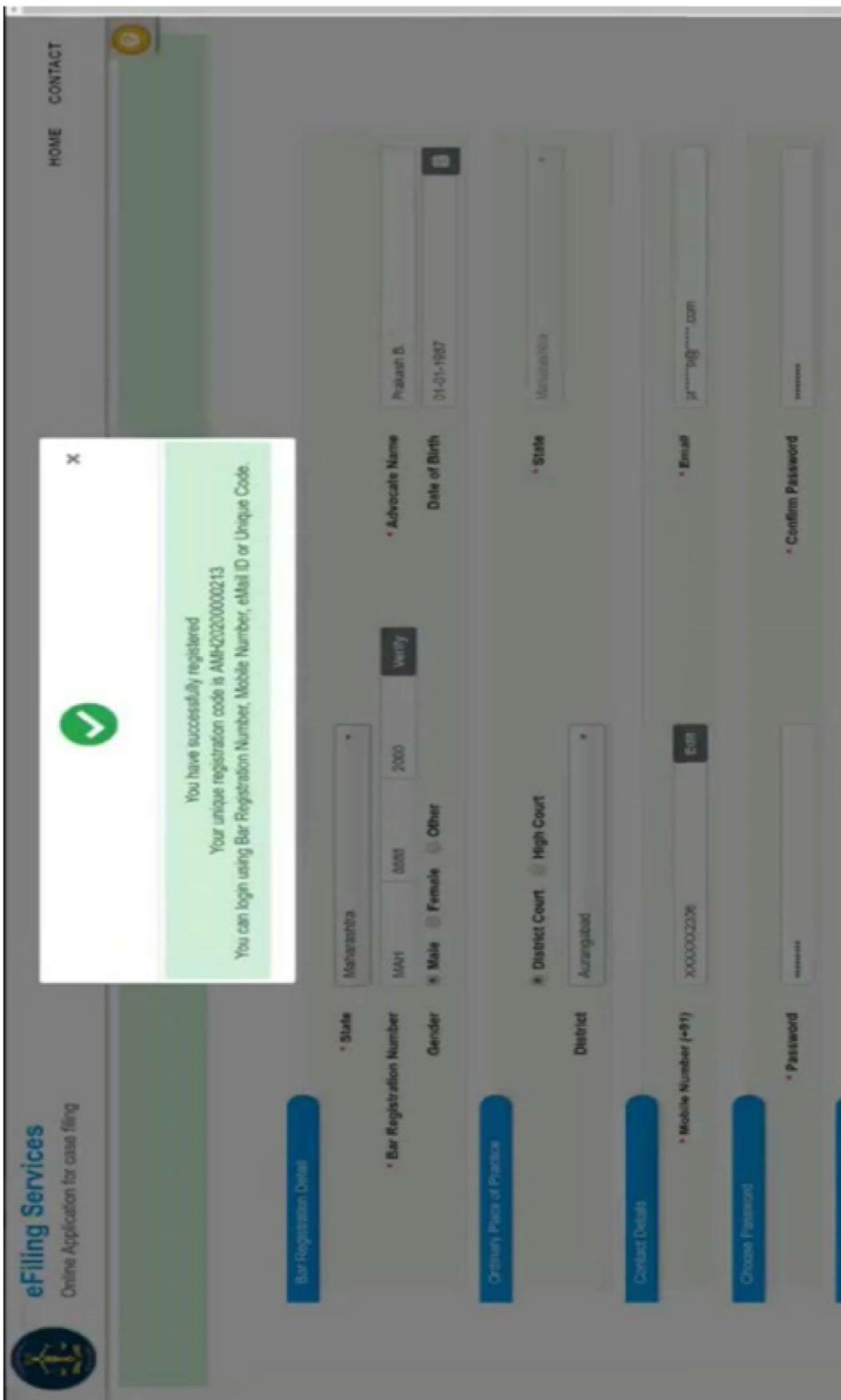
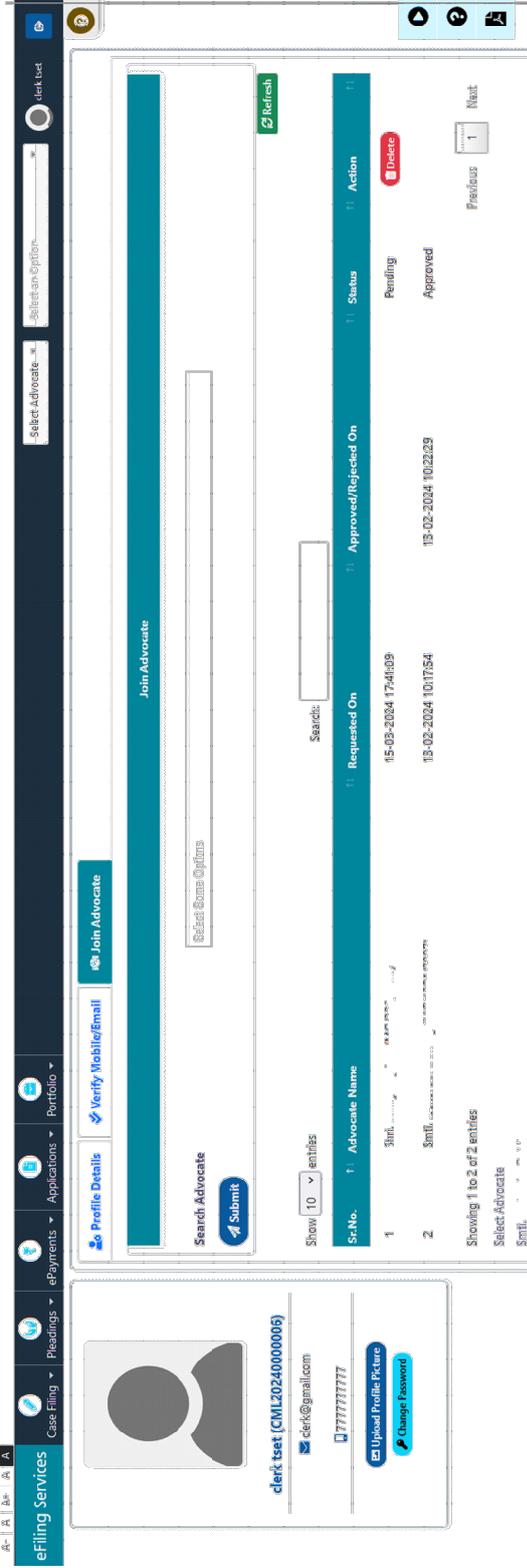
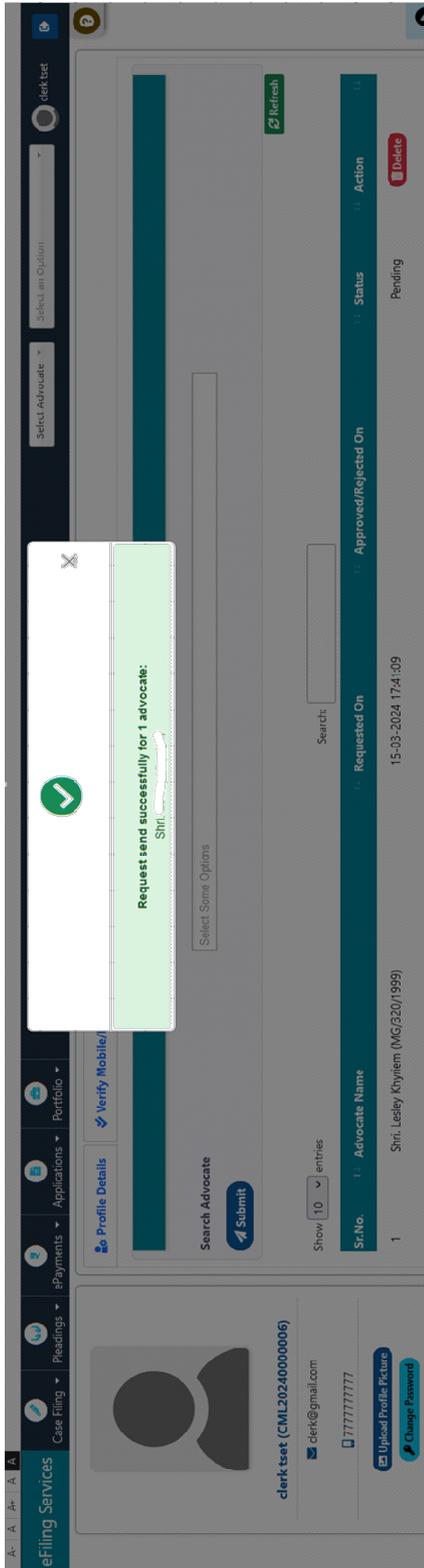


Fig 1.3. User Registration Success Message

Profile:

- New users will land in profile page directly. Email/Mobile verification and user verification is necessary to access the system. Following profile details need to be filled in:
 - **Basic profile** – Includes Photo, email, mobile and user verification details; It is similar for Advocate and litigant.
 - **Profile Forms:** (Different for advocates and Litigants).
 - **Profile details**– Includes personal information; Litigant may opt for ‘party-in-person’ through this form.
 - **Verify email/ Mobile**– compulsory form; system cannot be accessed without completing this.
 - **Update practice locations** – Only for Advocates
 - **Upload documents/ Record Oath** – Only for Advocates whose bar council verification is pending and for party-in-person litigants.
- **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.
- **For Clerk-** Login and go to Profile Details and verify mobile and email. Go to Join advocate and search for advocate to request the concerned advocate’s clerk.



Profile Forms for Advocates:

A. 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**

Bar Registration Detail

Profile Details

Name of Advocate: Namrata Mohan Patil

Full Name: Advocate Name

Date of Birth: 01-11-1998

Bar Registration Number: MAH 2939 2000

Gender: Male Female Other

Contact Details

Address: 501318, ASHIRWAD BLDG NO.2,NM JOSHI MARG, BYCULLA, MUMBAI 400

State / UT: MAHARASHTRA

District: JALGAON

Pin Code: 425001

Landline No. with STD Code: 7888150700

वकील नांव: _____

पत्ता: _____

Profile Card: Namrata Mohan Patil, Email: mpatil@yahoo.co.in, Phone: 8087503110

B.Update 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.
- Click on **Submit** button.

The message '**User Practice Locations Updated Successfully**' is displayed.

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

The screenshot displays the 'Verify Mobile/Email' form on the Bar Council of India's eFiling Services portal. The top navigation bar includes 'eFiling Services', 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The user's name, 'Namrata Mohan...', is visible in the top right corner. The form itself is titled 'Verify Mobile/Email' and contains the following fields:

- High Court:** A dropdown menu with 'High Court' selected.
- Bench:** A dropdown menu with 'High Court of Bombay' selected.
- State:** A dropdown menu with 'Maharashtra' selected.
- District:** A dropdown menu with 'Aurangabad' selected.

At the bottom of the form, there are 'Submit' and 'Reset' buttons. To the left of the form, there is a profile card for 'Namrata Mohan Patil' with the email 'mpatil@yahooco.in' and phone number '9887503810'. The card also features buttons for 'Upload Profile Picture', 'Change Password', and a 'Verified by Bar Council' badge.

C. Verify Mobile Number/ Email:

- **Verify Mobile Number/ Email tab**

- o 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.
- o If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.
- **Verify** the contact detail:
 - o Click on the **Get OTP** button. 'OTP sent to [email/mobile no]' message is displayed.
 - o Enter the OTP and click **Verify OTP**.
 - o After successful verification, message will be displayed, '**OTP Verified successfully**'.
 - o Click on **Submit** button.
 - o 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):
 - o Edit the **Mobile number** or **Email** by clicking on **Edit** button.
 - o Click on **Get OTP** and then enter the OTP and **verify**.
After successful verification, message will be displayed, '**OTP Verified successfully**'.

eFiling Services My Partners **SINHA VIKASH** Maharashtra Marathi

Case Filing Vakalat Pleadings ePayments Applications Profile Details Update Practice Locations **Verify Mobile/Email**

Verify Mobile No. / Email

Mobile No. 966865700

Email: vsinhas@gmail.com

Enter OTP:

SINHA VIKASH
vsinhas@gmail.com
966865700

eFiling Services My Partners **Namrata Mohan...** Maharashtra Marathi

Case Filing Vakalat Pleadings ePayments Applications Portfolio Profile Details Update Practice Locations **Verify Mobile/Email**

Verify Mobile Number / Email

Mobile Number 8087503310

Enter OTP: *****

Email: npati@yahoo.co.in

Enter OTP: *****

Namrata Mohan Patil
npati@yahoo.co.in
8087503310

D.Upload Documents:

- 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.

Profile Details

XYZ Kumar
avinashkadam2009@gmail.com
7972397503

[Upload Profile Picture](#)
[Change Password](#)
Yeto be verified by Bar Council

Upload Documents

Bar Registration Certificate
Photo ID
Address Proof

Verify Documents

Sr. No.	Document Name	Verification Type

Fig: Select Document File

Profile Details

XYZ Kumar
avinashkadam2009@gmail.com
7972397503

[Upload Profile Picture](#)
[Change Password](#)
Yeto be verified by Bar Council

Upload Documents

Bar Registration Certificate
Photo ID
Address Proof

Verify Documents

Sr. No.	Document Name	Verification Type
1	Bar Registration Certificate	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>
2	Photo ID	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>
2	Address Proof	<input type="button" value="e-Sign"/> <input type="button" value="Digital Sign"/> <input type="button" value="OTP Authentication"/>

Fig: Verify Documents

Sr. No.	Document Name	Verification Type
1	Bar Registration Certificate	OTP Authentication
2	Photo ID	OTP Authentication

Fig: OTP Authentication

Sr. No.	Document Name	Verification Type
1	Bar Registration Certificate	OTP Authentication
2	Photo ID	OTP Authentication
2	Address Proof	e-Sign

Fig: Prepare document for eSign



Fig: Uploaded Document – eSign Verification

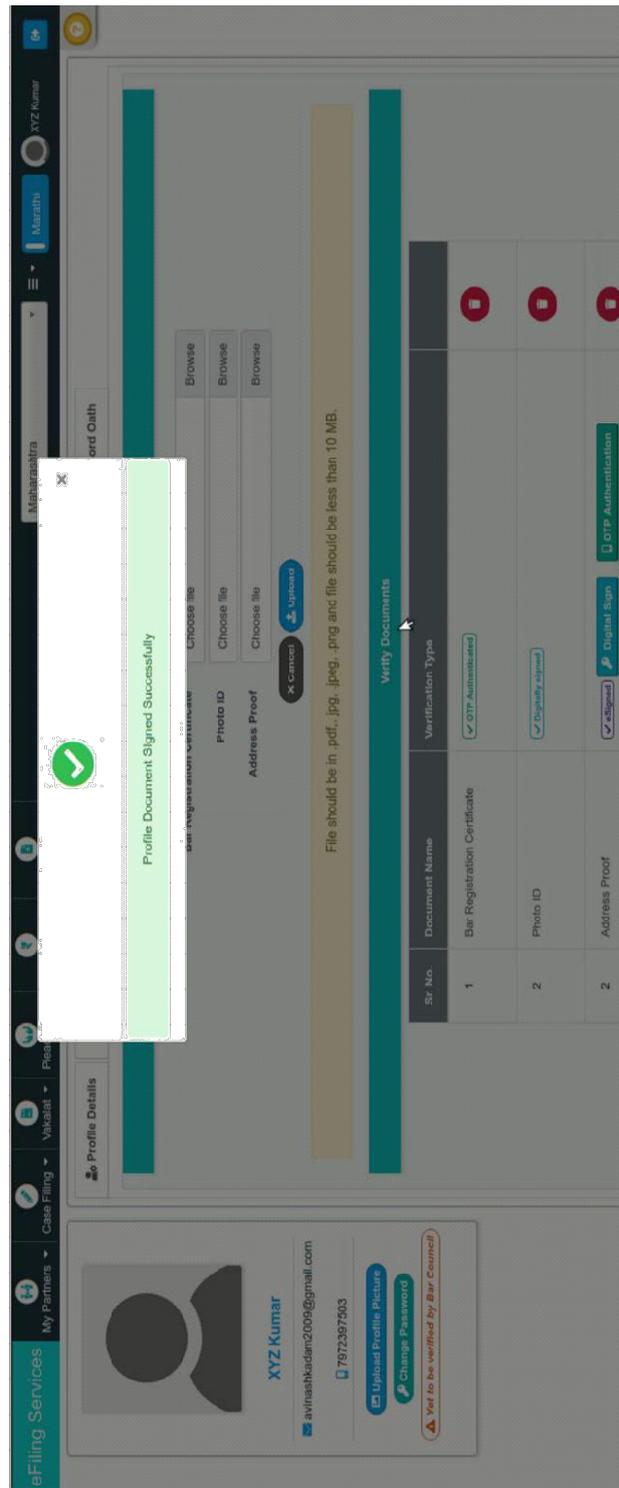
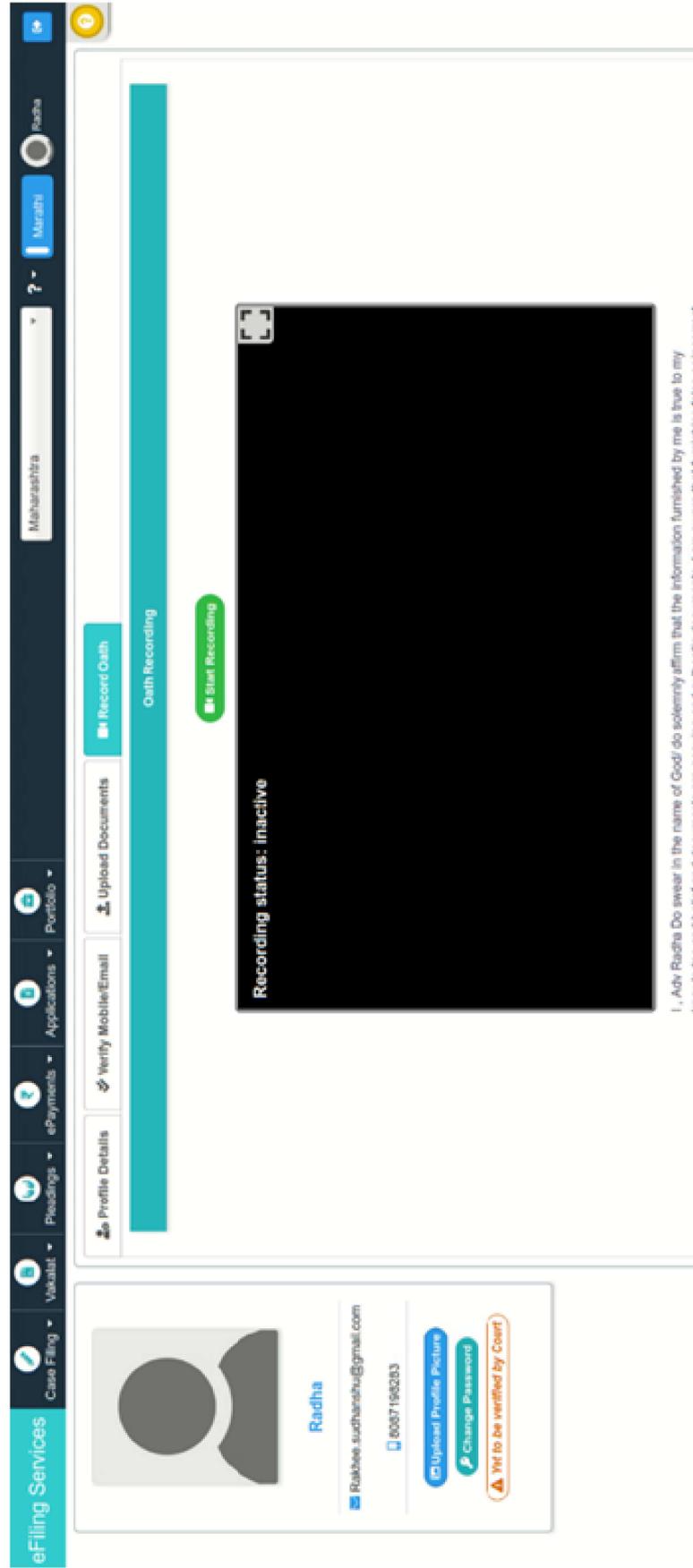


Fig: Profile Document Signed Successfully

E.Oath recording

- 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.



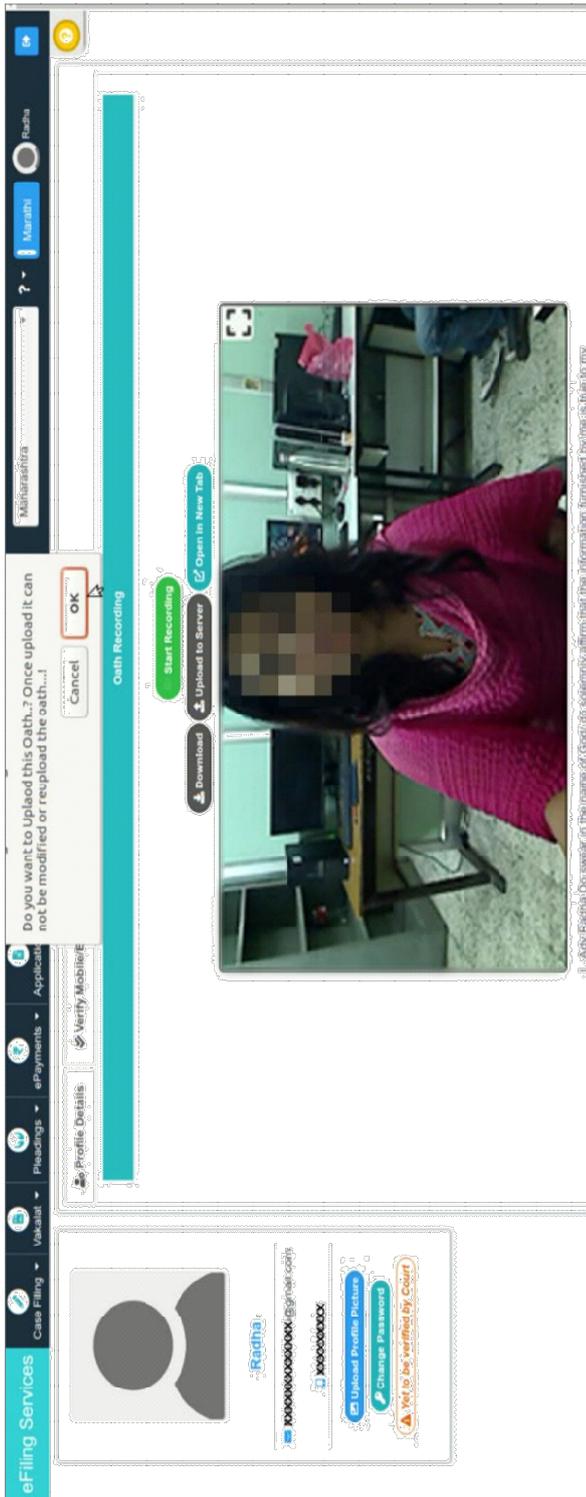


Fig: File uploaded Successfully

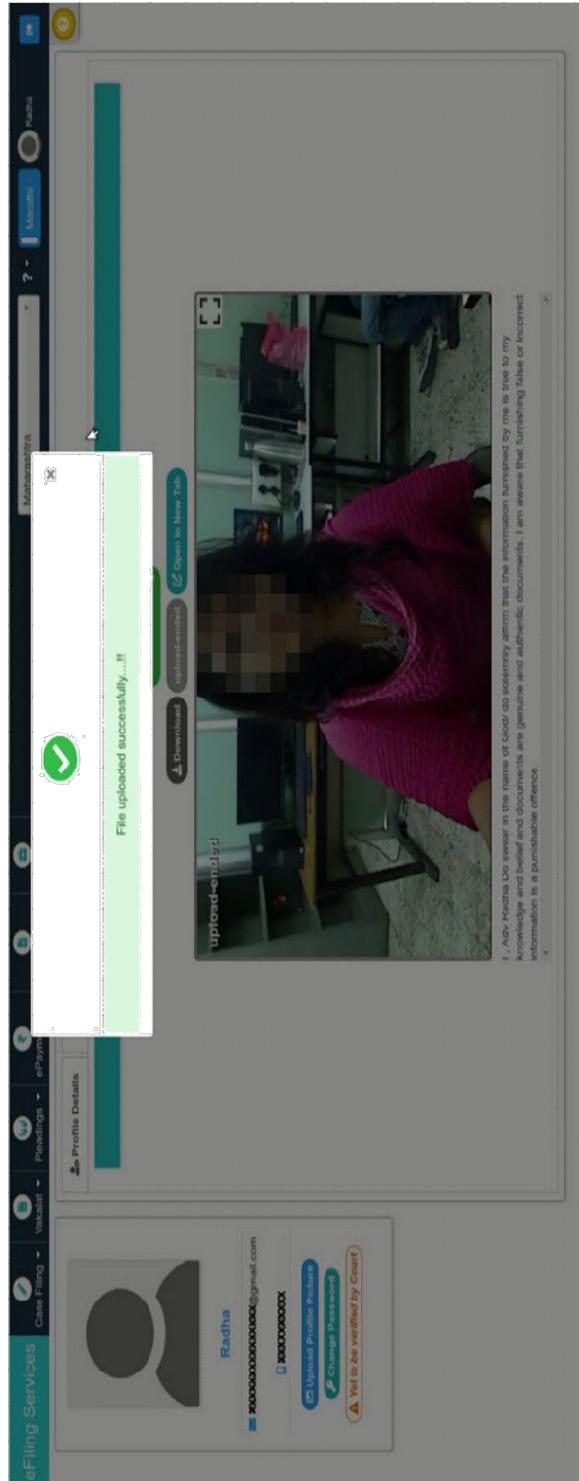


Fig: File uploaded Successfully

Profile Forms for Litigants:

F. 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 screenshot shows the 'Profile Details' form in the eFiling Services portal. The form is divided into two main sections: 'Personal Details' and 'Contact Details'. The 'Personal Details' section includes fields for 'Litigant Name', 'Gender' (with radio buttons for Male, Female, and Other), and 'Date of Birth'. The 'Contact Details' section includes fields for 'Address', 'Pin Code', 'State / UT', 'District', and 'Landline No. with STD Code'. There is also a checkbox for 'I wish to appear as Party in Person in my Case.' and a 'Submit' button. The top navigation bar includes 'eFiling Services', 'Case Filing', 'Webchat', 'Pleadings', 'ePayments', 'Applications', 'Portfolio', 'Maharashtra', and 'Jud Role'.

Fig: Profile Details – Litigant

G. Verify Mobile Number/ Email:

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

H. Profile Forms for Party-in-Person Litigant

- 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 F for litigant profile details.)
- User Profile updated successfully message is displayed and two additional tabs appear- **Upload Documents** and **Record Oath**.
- Refer section C for **Verify Mobile/ Email**.
- Refer sections D and E for **Upload Documents** and **Record Oath** tabs respectively.

Fig: Party in Person Litigant Profile Forms

2. 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.

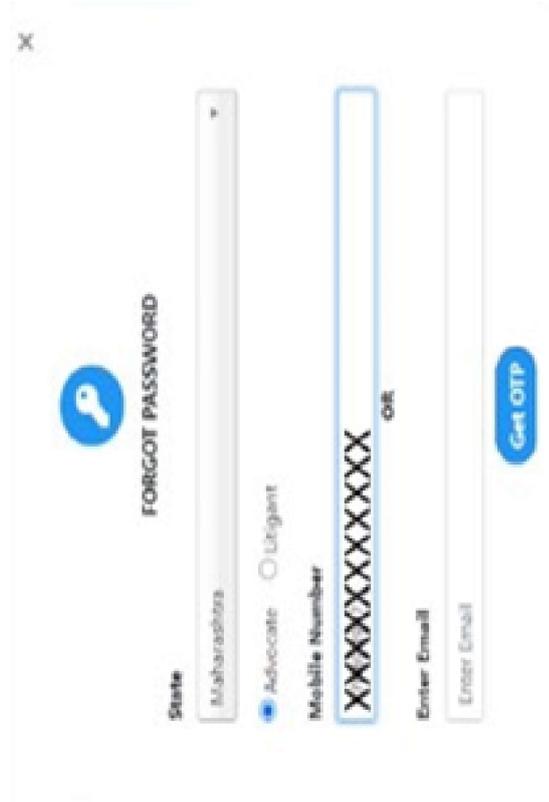


Fig 2.1. Forgot Password



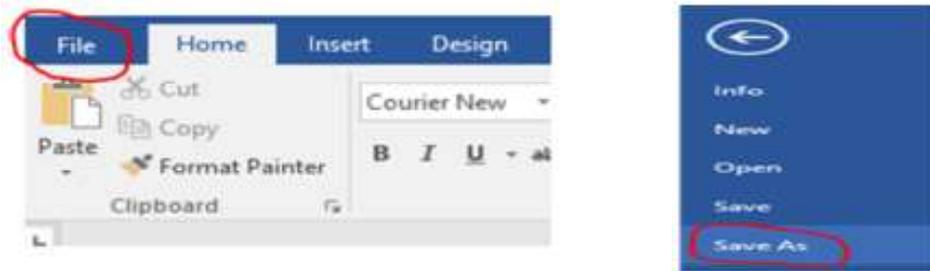
Fig 2.2. System message notifying password sent for logging in

Advocate Dashboard

The dashboard features a top navigation bar with the following items: eFiling Services, My Partners, Case Filing, Vakalat, Pleadings, ePayments, Applications, Portfolio, Meghalaya, and SHETTY SHYAM... Below the navigation bar are six statistics cards: Draft Pleadings (1), Completed Pleadings (36), Draft IAs (0), Completed IAs (0), Objections (0), and My Cases (0). A 'Cases Listed Today - 20-04-2022' section shows a calendar for April 2022 with the 20th highlighted. Below the calendar is a 'No Cases' message. A tooltip for the 'My Cases' card reads: 'Click Here to view My Cases, you can find Next date of your cases, add your clients; Events and you can check entire case history'. The bottom right corner contains icons for play, help, and print.

Appendix-III**CONVERT A DOCUMENT TO A SEARCHABLE PDF****A. To create a PDF/A document using Microsoft Word 2013 and above:**

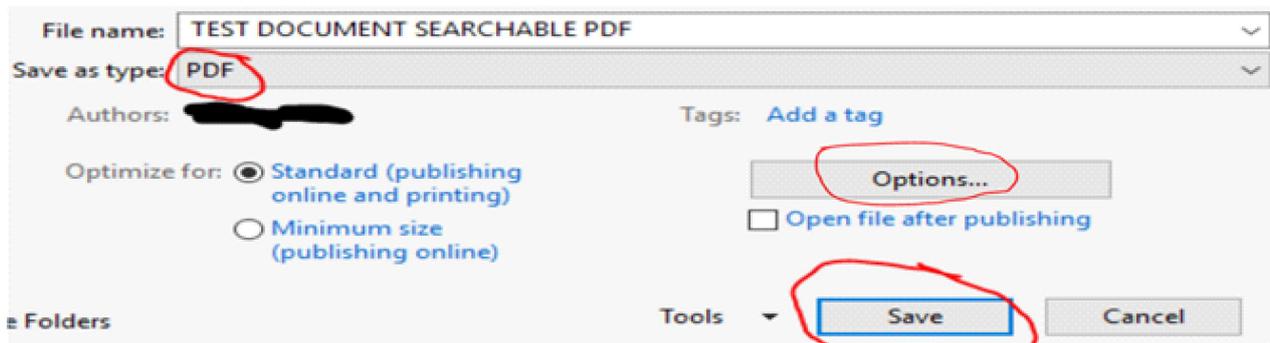
- i. Click **File** and select **Save As**.



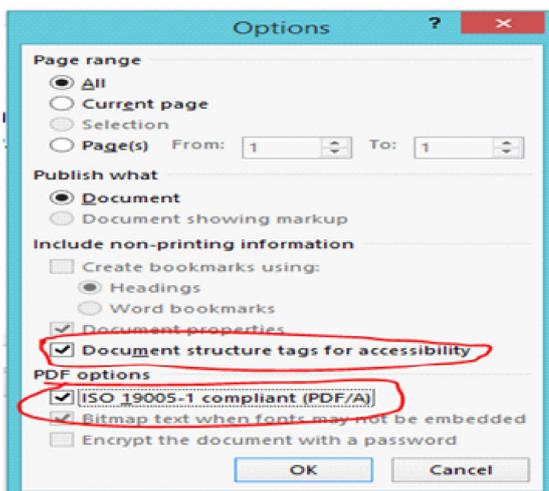
- ii. Choose the correct file folder you want the document to be saved in and then click on the dropdown arrow under "**Save as type:**" and select **.PDF** from dropdown menu.



- iii. Click the **Options** button.



- iv. In the Options window select the check box for **Document structure tags for accessibility and ISO 19005-1 Compliant (PDF/A)**.



- v. Click **OK** to return to the Save As window.
- vi. Click the **Save** button to save the file in **PDF/A** format.

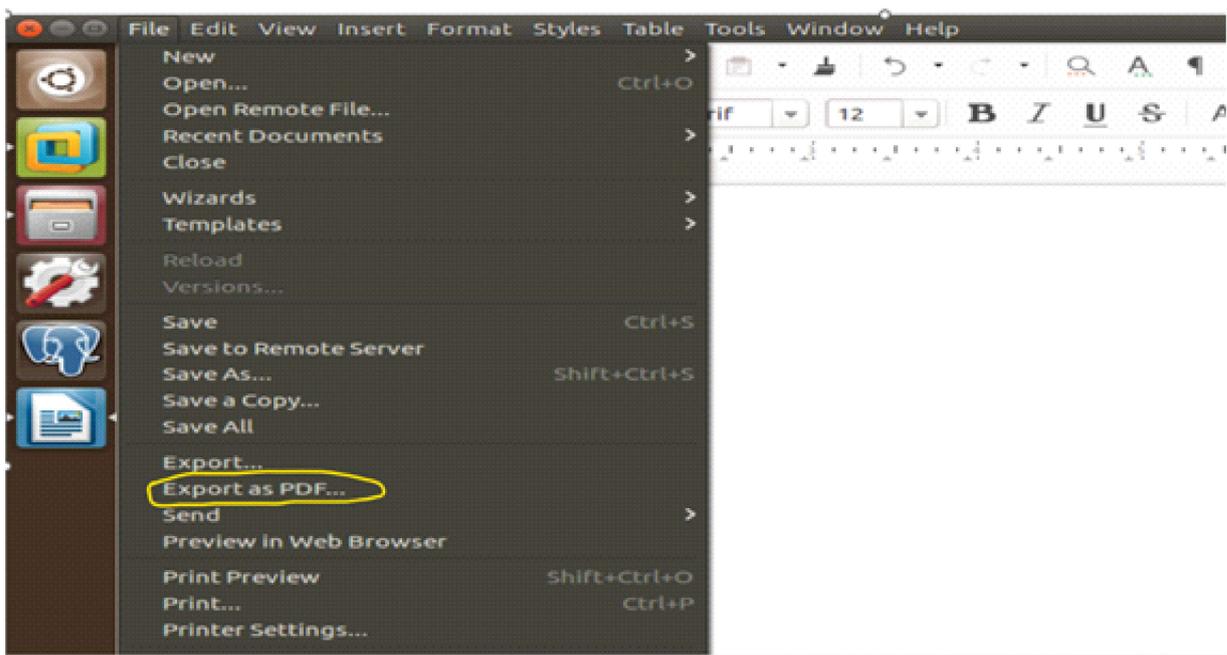
B. To create a PDF/A document using Adobe Acrobat for Mac:

- i. Click **File** and select **Print**.
- ii. Click and hold the **PDF** button on the bottom left of the window until a menu appears.
- iii. Select **Save as Adobe PDF**. A “Save as Adobe PDF” pop-up box will appear.
- iv. From the “Adobe PDF Settings” drop down menu, choose **PDF/A**, **PDF/A-1b-2005 (CMYK)**, or **PDF/A-1b-2005 (RGB)**. Depending on your version of Acrobat, these options may vary slightly. As long as your choice has the PDF/A in it, you should be okay.
- v. Click the **Continue** button.
- vi. **Save** the document.

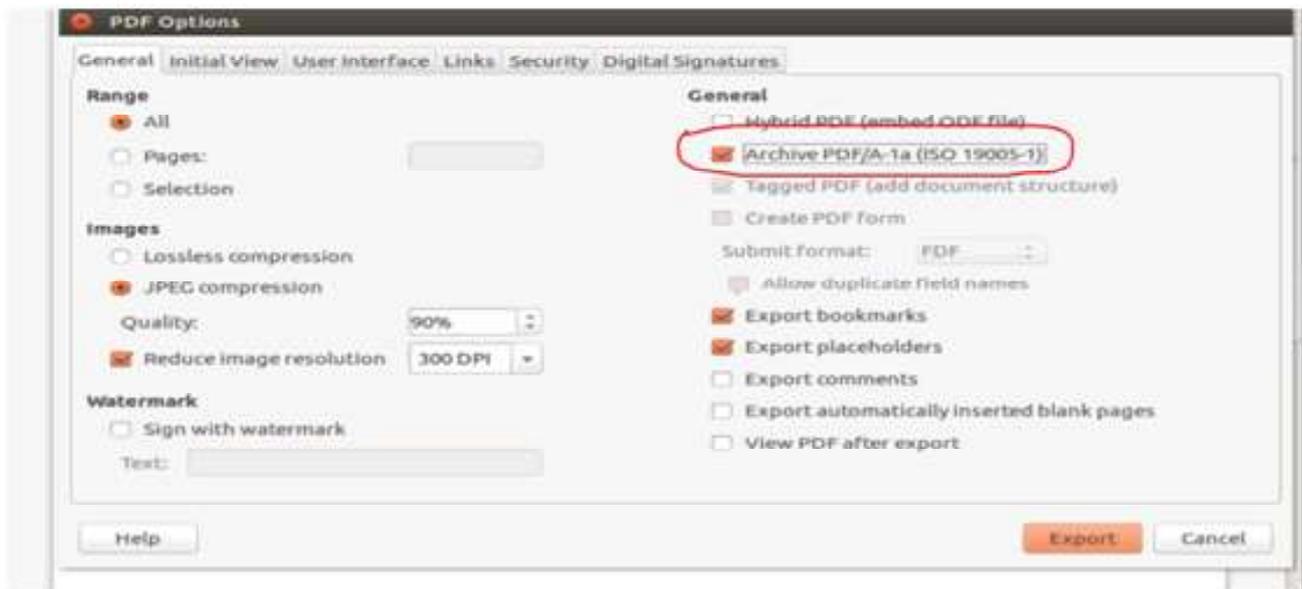
Note: If you just hit PDF in the Print Menu or choose Save as PDF, your PDF will be created using Apple’s PDF generator which does not include a PDF/A option.

C. To create a PDF/A document using LibreOffice Writer in Ubuntu:

- i. In Writer click **File** from the menu and select **Export as PDF**.



- ii. In the **PDF Options** dialog box, make sure the **Archive PDF/A-1a (ISO 19005-1)** and the **Export bookmarks** boxes are selected

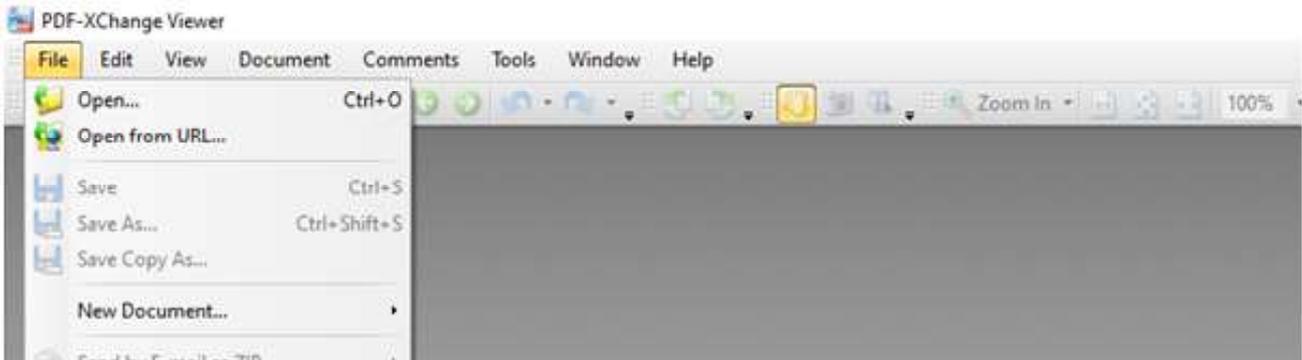


CONVERT A PDF IMAGE WITH TEXT TO A SEARCHABLE PDF

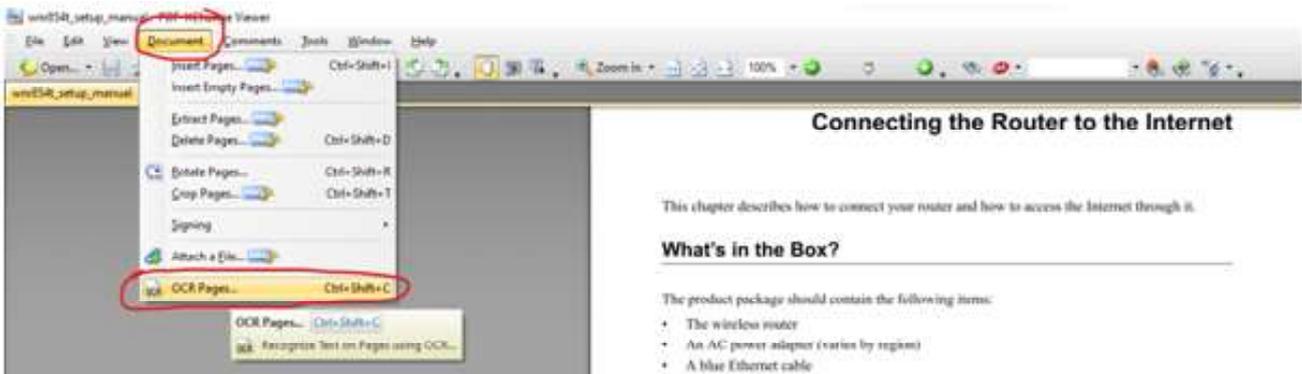
There are free and trail software available that can be used to convert a PDF document especially a PDF image document to OCR searchable PDF and one such software is **PDF-XChange Viewer**. Install the software and select free option during installation.

Procedure to converting a PDF image file with text to searchable PDF file.

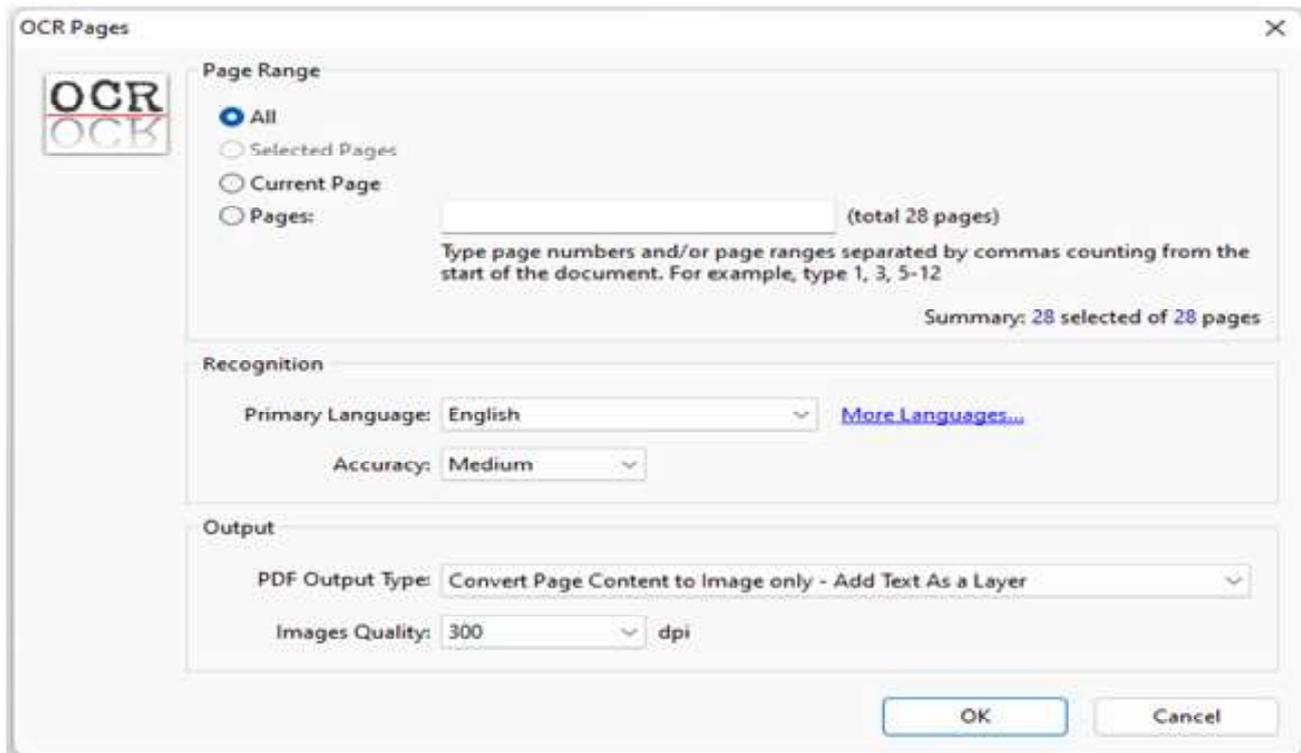
- i. Open **PDF-XChange Viewer** and select **File** from the main menu, then select **Open** and browse for the PDF image file with text.



- ii. Once file is opened, select **Document** from main menu and then select **OCR Pages..**



- iii. In the OCR pages window select the **Page Range**, **Recognition** and **Output**, click OK and save the document to convert.



The screenshot shows the 'OCR Pages' dialog box with the following settings:

- Page Range:** All, Selected Pages, Current Page, Pages: (total 28 pages). A text box is empty. Below it, instructions state: 'Type page numbers and/or page ranges separated by commas counting from the start of the document. For example, type 1, 3, 5-12'. A summary at the bottom right reads 'Summary: 28 selected of 28 pages'.
- Recognition:** Primary Language: English (dropdown), [More Languages...](#), Accuracy: Medium (dropdown).
- Output:** PDF Output Type: Convert Page Content to Image only - Add Text As a Layer (dropdown), Images Quality: 300 (dropdown) dpi.

Buttons for 'OK' and 'Cancel' are located at the bottom right of the dialog.

Appendix – IV

List of licenced CA is available at https://cca.gov.in/licensed_ca.html

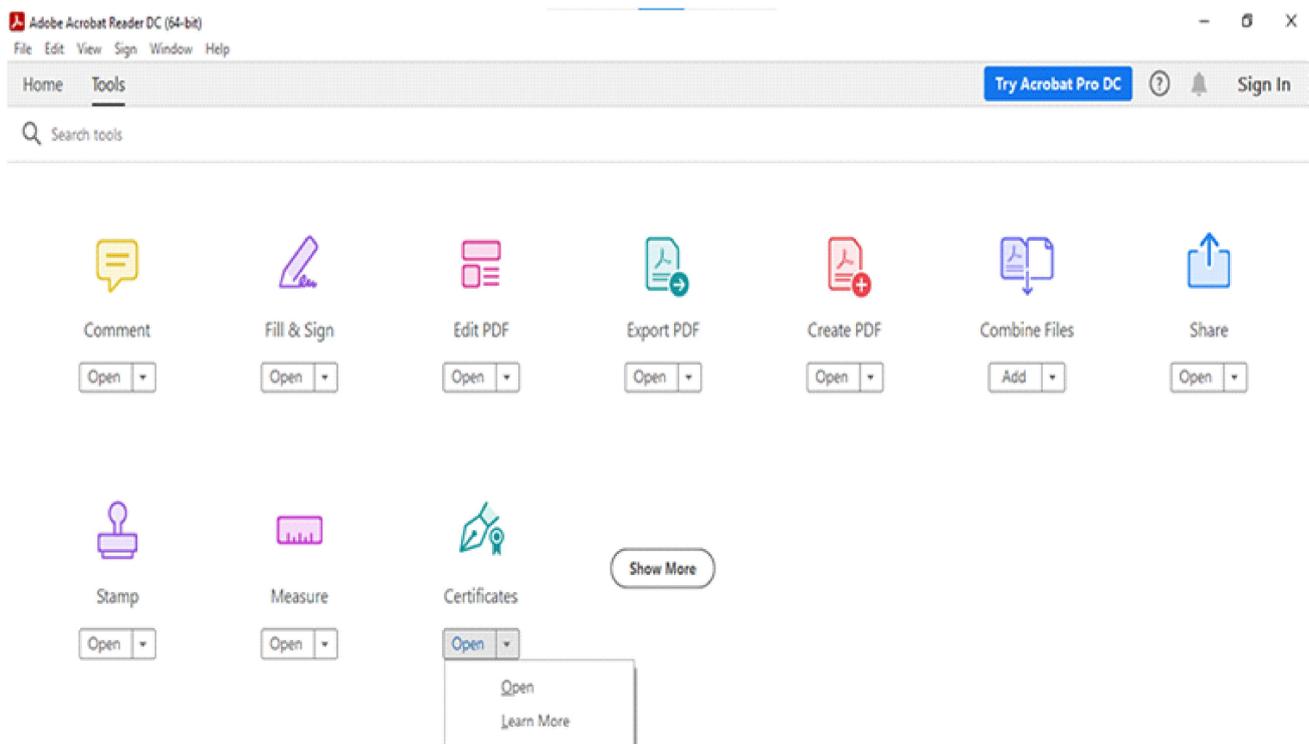
Screenshots showing the procedure for appending single or multiple digital signatures.

A signer can use digital signature certificate to sign PDF with a digital signature.

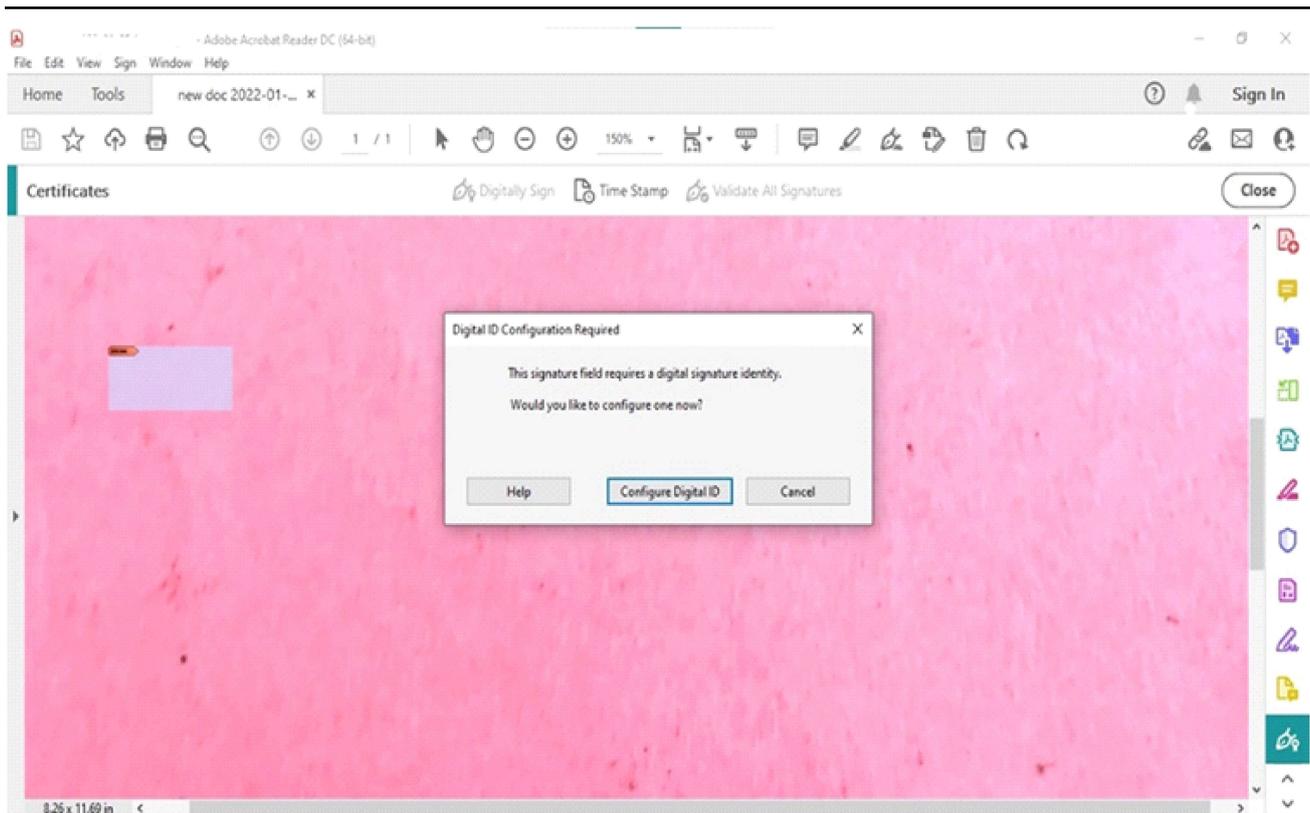
Follow the steps given below to easily sign a PDF using Adobe Acrobat Reader:

Step 1: Insert the provided USB crypto token to add the digital signature certificate to the device.

Step 2: Open the saved PDF document you want to digitally sign. Go to the 'Tools' option from the menu, go to the certificates option and click on the 'open' button.



Step 3: Now, a toolbar appears on the page with the options: digitally sign, timestamp, and validate all signatures. Click on 'digitally sign'. Now you will be prompted to select the area to insert the digital signature. Select the preferred area with the cursor.



Step 4: You will see a pop-up window under the name 'sign with a digital ID'. This window shows the available digital signature certificate on your device. Select the digital signature certificate. Click on 'continue'.

Step 5: Now you will see your digital signature appears on the screen. You can now customize the signature according to your needs. Click on the 'sign' button.

Step 6: You will be prompted to save the file. Select the file name and click on the 'save' button. After saving you will have to enter the DSC user pin and click on 'log in'. The digital signature appears on the PDF document.

Example 1: Converting a table of contents created with Microsoft Word 2007 and creating bookmarks for Adobe Reader 9 and Acrobat 9 Pro

This example is shown with Microsoft Word and Adobe Acrobat Pro. There are other software tools that perform similar functions.

1. Create a table of contents at the beginning of the Word document.



Figure 1 Reference tab on Word ribbon, showing Table of Contents tool.

2. Use Save as... > Adobe PDF to convert the Word document to PDF, specifying both of the following:
 - o Enable Accessibility and Reflow with Tagged Adobe PDF
 - o Convert Word Headings into Bookmarks

The table-of-contents entries in the converted document will be linked to the headings in the document.

In addition, the headings will appear as PDF Bookmarks in the left-hand Navigation pane.

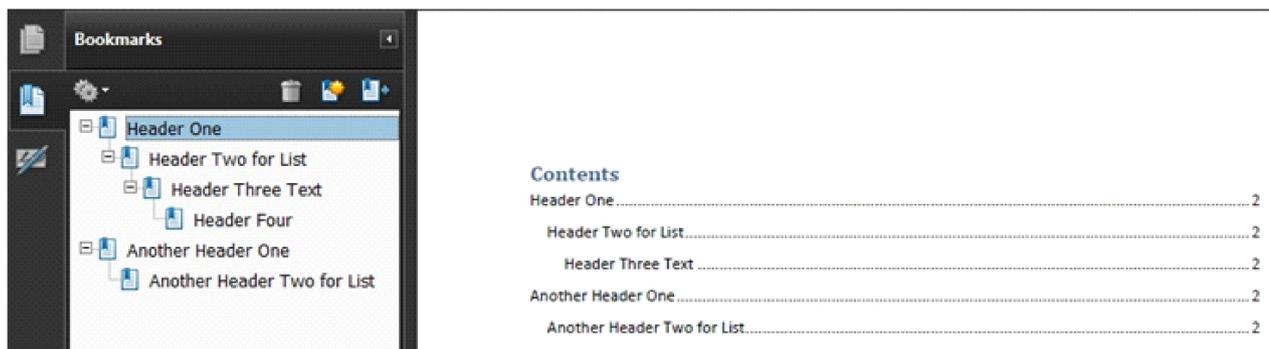


Figure 2 PDF document showing the Table of Contents and Bookmarks created from the headings in a Word document.

If the document provides a glossary and/or index, these sections should have headings that appear in the table of contents (and thus as bookmarks in the Navigation pane). The table of contents also should be marked up with a heading so it is bookmarked as well.

If this markup has not been done in the authoring tool, Adobe Acrobat Pro can be used to provide the tags. See if you need to modify converted headings or add new ones.

This example is shown in operation in the [working example of creating bookmarks with Word 2007](#).

Example 2: Converting a table of contents created with OpenOffice.org Writer 2.2 and creating bookmarks for Adobe Reader 9 and Acrobat 9 Pro

This example is shown with OpenOffice.org Writer and Adobe Acrobat Pro and Reader. There are other software tools that perform similar functions. See the list of other software tools in .

1. Create a table of contents at the beginning of the OpenOffice.org Writer document:
 - o Insert > Indexes and Tables... > Indexes and Tables > Insert Index/Table
2. Use File > Export as PDF... to convert the document to PDF, specifying Tagged PDF in the Options dialog.

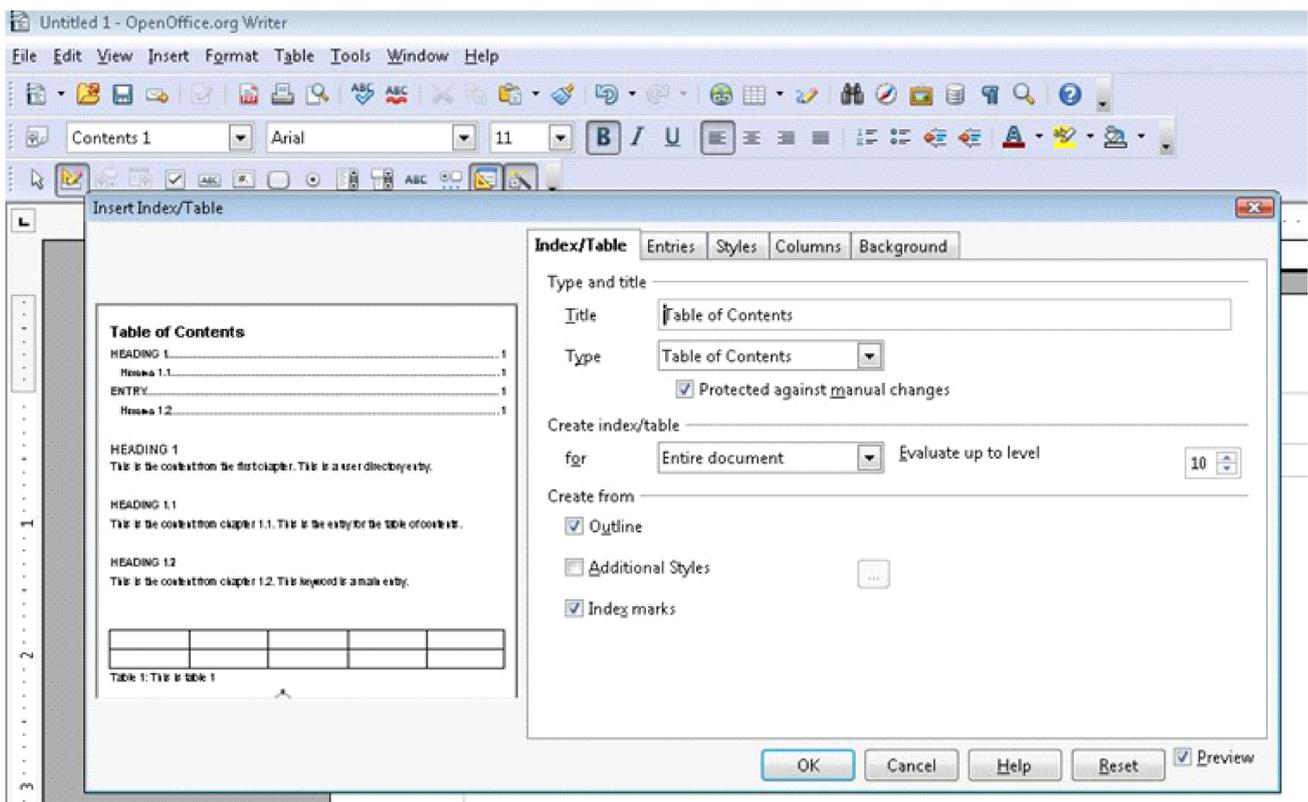


Figure 3 Image of the Insert Index/Table dialog in OpenOffice.org Writer.

The table-of-contents entries in the converted document will be linked to the headings in the document, and will appear as PDF Bookmarks in the left-hand Navigation pane. The OpenOffice.org Table of Contents and Bookmarks look the same as they appeared in Example 1.

This example is shown in operation in the [working example of creating bookmarks with OpenOffice Writer](#).

Example 3: Adding bookmarks using Adobe Acrobat 9 Pro after conversion

This example is shown with Adobe Acrobat Pro. There are other software tools that perform similar functions. See the list of other software tools in .

After conversion to tagged PDF, you may decide to add bookmarks that were not automatically generated. Like the converted bookmarks, tagged bookmarks use the underlying structural information in the document.

1. In the Bookmarks panel, choose the options menu, then choose New Bookmarks From Structure...
2. From the Structure Elements dialog, select the elements you want specified as tagged bookmarks.

The image below shows the Bookmarks options menu.

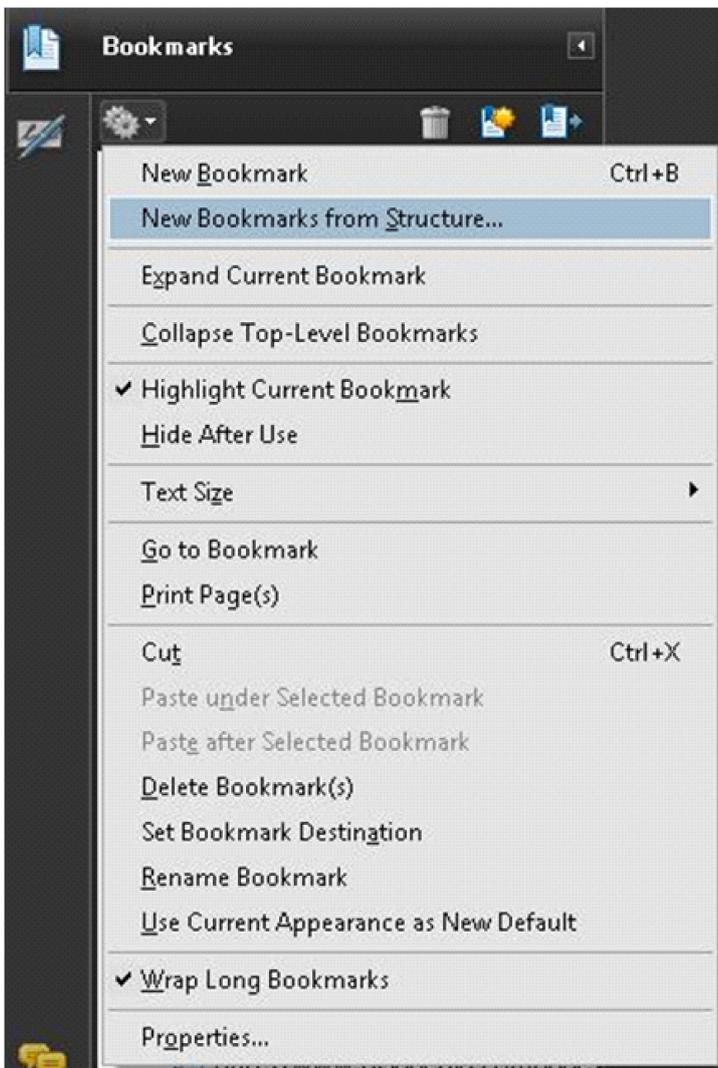


Figure 4 The Bookmarks options menu.

The next image shows the selection of links in the document for bookmarking.

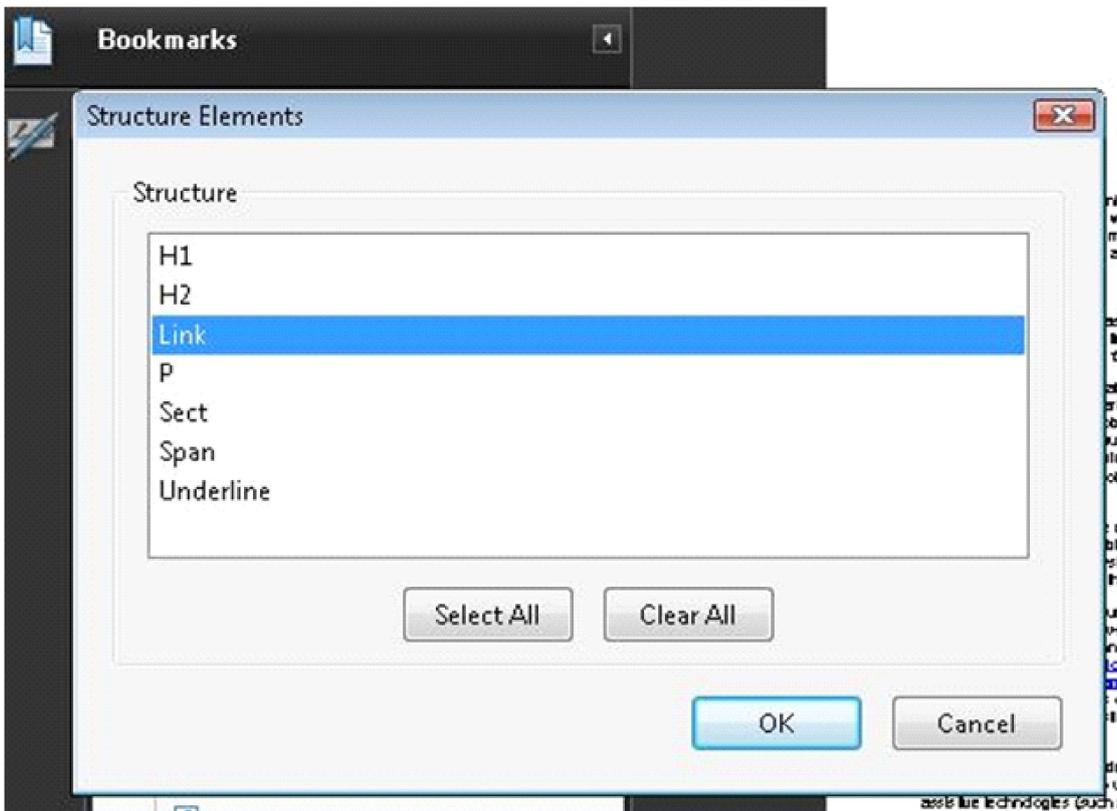


Figure 5 The tagged elements that can be used for bookmarking, with 'links' selected.

The tagged bookmarks are nested under a new, untitled bookmark. Access the context menu for the new bookmark and select the Rename option to rename the new bookmark, as shown in the following image.

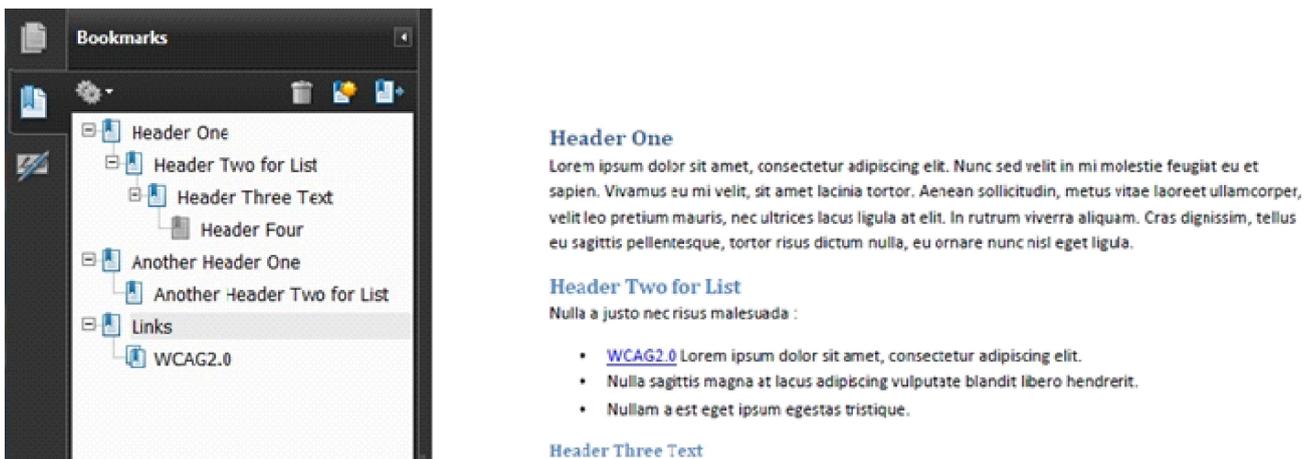


Figure 6 The bookmarks for the hyperlink in the document.

This example is shown in operation in the [working example of creating bookmarks with Acrobat Pro](#).

CAVEAT FILING HIGH COURT

Filing Services

My Partners
Case Filing
Vakalat
Pleadings
ePayments
Applications
Portfolio

High Court of Meghalaya
Sm. Bat...

Initial Inputs
Litigant
Fact Details
Case Details
e-File

+ | - | B

District/Establishment
Note: Following fields are Compulsory

* Select Bench
High Court of Meghalaya

Case Types
Note: Following fields are Compulsory

* Nature
 Civil
 Criminal

* Relief Sought
Caveat

* Case Type
WP(C)

Main Case Detail

Case Type
Select Case Type

Case No.
Case No.
Year
Year
Q

Party Details
Note: Following fields are Compulsory

* Petitioner/Opposite Party
Test Ki Hc

* Mobile Number
8014272503

Submit
Reset

Initial Inputs

Litigant
Fact Details
Case Details
e-File

+ | - | B

Note: This tab is compulsory

Litigant

* Type
 Petitioner
 Opposite Party

Organisation Details

Personal Details

*Petitioner/Opposite Party
Mr.
XXXXXXXXXX

*Gender
 Male
 Female
 Other

Relation
Select

Name
Name

Date of Birth
06-03-2024

* Age
1
Differently Abled

Caste
Select

Extra Petitioner Count
Extra f

Contact Details

Email
XXXXXXXXXX

Mobile No.
XXXXXXXXXX

Occupation
Occupation

Pin code
793001

* Address
Shillong

State Information

State
MEGHALAYA

District
EAST KHASI HILLS

TEHSIL
Mawphlang

Village
Ummylie

Other Information
Add Legal Heir

Other Information

Add Legal Heir

Reset
Update
Next

Initial Inputs Litigant Fact Details Case Details e-File

High Court of Meghalaya
E-filing Number: C202400008 - WP(C) - Relief Sought: Caveat - Case Type: WP(C)
Test KI Hc Vs

Note: This tab is compulsory

Litigant

[View Previous Parties \(1\)](#)

Type Petitioner Opposite Party

Organisation Details

Personal Details

*Petitioner/Opposite Party
Relation
Date of Birth
Caste

*Gender Male Female Other
Name
Age Differently Abled
Extra Petitioner Count Proforma Respondant

Contact Details

Email
Occupation
*Address

Mobile No.
Pin code

State Information

State
TEHSIL

District
Village

Other Information

Other Information

Add Legal Heir

[Add to favourite](#) [Save](#) [Next](#)

Initial Inputs Litigant Fact Details Case Details e-File

High Court of Meghalaya
E-filing Number: C202400008 - WP(C) - Relief Sought: Caveat - Case Type: WP(C)
Test KI Hc Vs Test Opp

Note: Fact details tab is not compulsory

Fact Details

Sr.No.: 1 Fact Date: Fact Time: Fact:

[+ Add More Fact](#)

[Save](#) [Previous](#) [Next](#)

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

High Court of Meghalaya
E-Filing Number: C202400009 - WP(C) - Relief Sought: Contempt - Case Type: WP(C)
Test Ki Hc Vs Test Opp

Note: Case detail tab is compulsory

Case Details

* Cause of Action: * Date of Cause of Action:

Important Information or Subject or Reason:

Prayer:

Suit Valuation (₹): **Plaint in Local Language**

Dispute Arising Out Of

State: District:
TEHSIL: Village:

Act Details

*Act: *Section:

[+ More Acts...](#)

[Save](#) [Previous](#) [Next](#)

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

High Court of Meghalaya
E-Filing Number: C202400009 - WP(C) - Relief Sought: Contempt - Case Type: WP(C)
Test Ki Hc Vs Test Opp

Litigant

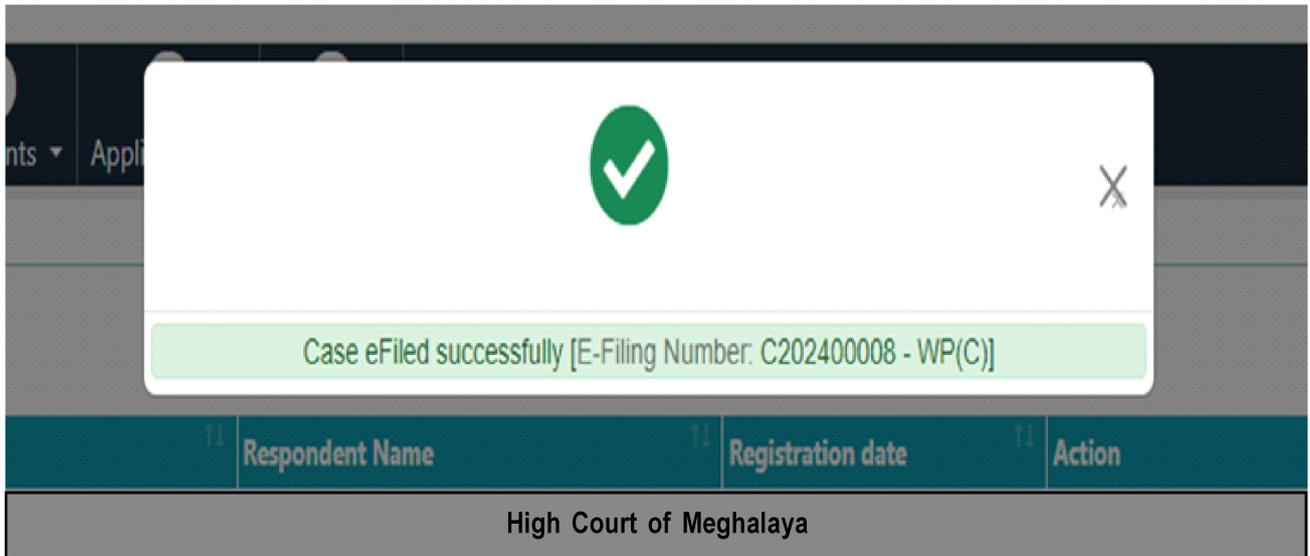
Main Petitioner

Complainant Name:	Mr. Test Ki Hc	Extra Petitioner Count:	0
Gender:	Male	Caste:	—
Relation:	—	Father/Mother/Husband Name:	—

Fact Details

Case Details

[e-File Case](#)



The screenshot displays a confirmation message box with a green checkmark icon and a close button (X). The message text is: "Case eFiled successfully [E-Filing Number: C202400008 - WP(C)]". Below the message is a table header with three columns: "Respondent Name", "Registration date", and "Action". The text "High Court of Meghalaya" is centered at the bottom of the interface.

Respondent Name	Registration date	Action
-----------------	-------------------	--------

High Court of Meghalaya

CAVEAT FILING DISTRICT COURT

The screenshot shows the 'eFiling Services' interface for a 'Caveat' filing. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The user is logged in as 'DASTUR KHAR...'. The main form is titled 'Initial Inputs' and contains the following sections:

- District/Establishment:** 'Select District' is set to 'Imphal East' and 'Select Establishment' is 'Court of District and Sessions Ju...'. A note says 'Note: Following fields are Compulsory'.
- Case Types:** 'Nature' is 'Civil' (selected) and 'Criminal'. 'Relief Sought' is 'Caveat' and 'Case Type' is 'Caveat'. A note says 'Note: Following fields are Compulsory'.
- Party Details:** 'Caveator/Caveatee' is 'testiti' and 'Mobile Number' is '9876543210'. A note says 'Note: Following fields are Compulsory'.

Buttons for 'Submit' and 'Reset' are located at the bottom of the form.

The screenshot shows the 'eFiling Services' interface with a confirmation message overlay. The message reads: 'New case added E-Filing Number: C202200004 - Caveat'. The background form is partially visible and includes the following sections:

- Initial Inputs:** 'Type' is 'Caveator' (selected) and 'Caveatee'. A note says 'Note: This tab is compulsory'.
- Personal Details:** 'Caveator/Caveatee' is 'testiti', 'Gender' is 'Male' (selected), 'Name' is 'Name', 'Age' is 'Age' (selected) and 'Differently Abled' is unchecked. 'Extra Petitioner Count' is 'Extra P'.
- Contact Details:** 'Email' is 'Email', 'Occupation' is 'Occupation', 'Address' is 'Address', 'Mobile No.' is '9876543210', and 'Pin Code' is 'Pin Code'.
- State Information:** 'State' is 'Select State', 'Taluka' is 'Select Taluka', 'District' is 'Select District', and 'Village' is 'Select Village'.

★ Initial Inputs
Litigant
Fact Details
Case Details
e-File

+
↻
🔍
🏠

Note: This tab is compulsory

Litigant

* Type Caveator Caveatee

Organisation Details

Personal Details

*Caveator/Caveatee

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

Add to favourite
Update
Next

10:20/41:58 Version: 3.0
© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

★ Initial Inputs
Litigant
Fact Details
Case Details
e-File

+
↻
🔍
🏠

Court of District and Sessions Judge, Imphal East
E-Filing Number: C202200004 - Caveat - Relief Sought: Caveat - Case Type: Caveat
Testiliti Vs

Note: This tab is compulsory

Litigant

* Type Caveator Caveatee View Previous Parties (1)

Organisation Details

Personal Details

*Caveator/Caveatee

Relation

Date of Birth

Caste

*Gender Male Female Other

Name

* Age Differently Abled

Extra Petitioner Count Proforma Respondant

Contact Details

Email

Occupation

* Address

Mobile No.

Pin Code

State Information

State

Taluka

District

Village

Other Information

eFiling Services | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Manipur | DASTUR KANOL...

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

Court of District and Sessions Judge, Imphal East
E-Filing Number: C202200004 - Caveat - Relief Sought: Caveat - Case Type: Caveat
Testliti Vs Test

Note: This tab is compulsory

Litigant View Previous Parties (2)

* Type Caveator Caveatee

Organisation Details

Personal Details

*Caveator/Caveatee: Select | Type min 3 Characters

*Gender: Male Female Other

Relation: Select

Name: Name

Date of Birth: DD-MM-YYYY

* Age: Age | Differently Abled

Caste: Select

Extra Petitioner Count: Extra P | Proforma Respondant

Contact Details

Email: Email

Mobile No.: Mobile No.

Occupation: Occupation

* Address: Address

Pin Code: Pin Code

State Information

State: Select State

District: Select District

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

Court of District and Sessions Judge, Imphal East
E-Filing Number: C202200004 - Caveat - Relief Sought: Caveat - Case Type: Caveat
Testliti Vs Test

*Note: Case detail tab is compulsory

Case Details

* Cause of Action: test

* Date of Cause of Action: 25-05-2022

Important Information or Subject or Reason

Prayer

Valuation (₹)

Plaint in Local Language

Dispute Arising Out Of

State: Select State

District: Select District

Taluka: Select Taluka

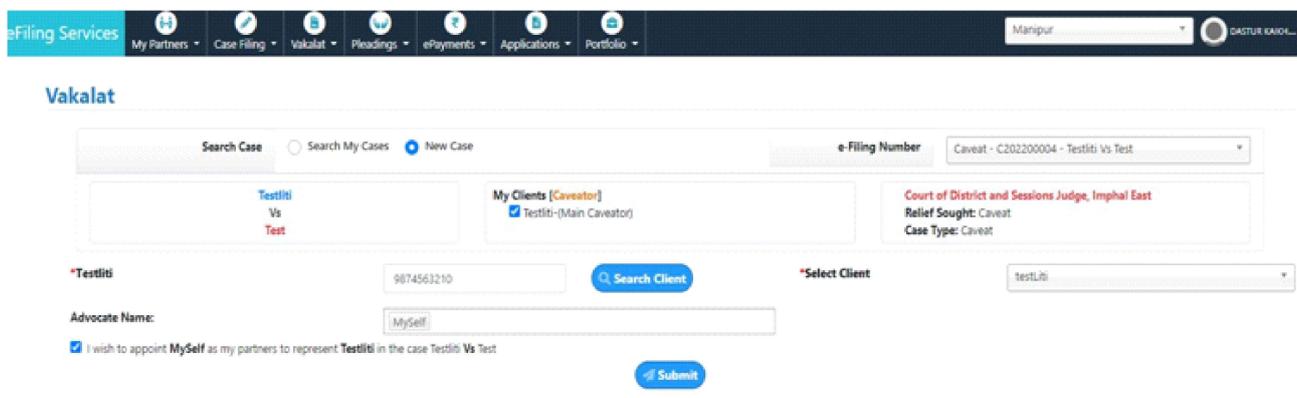
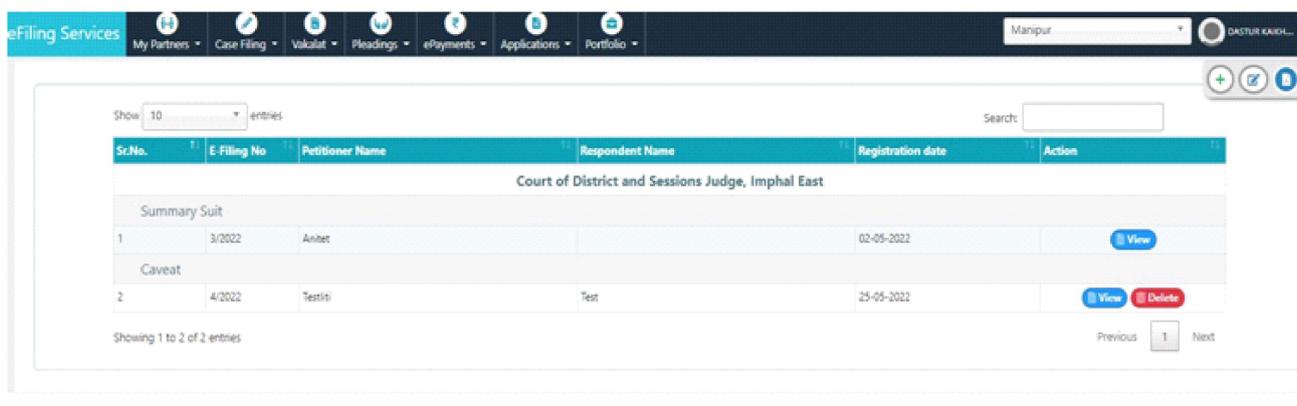
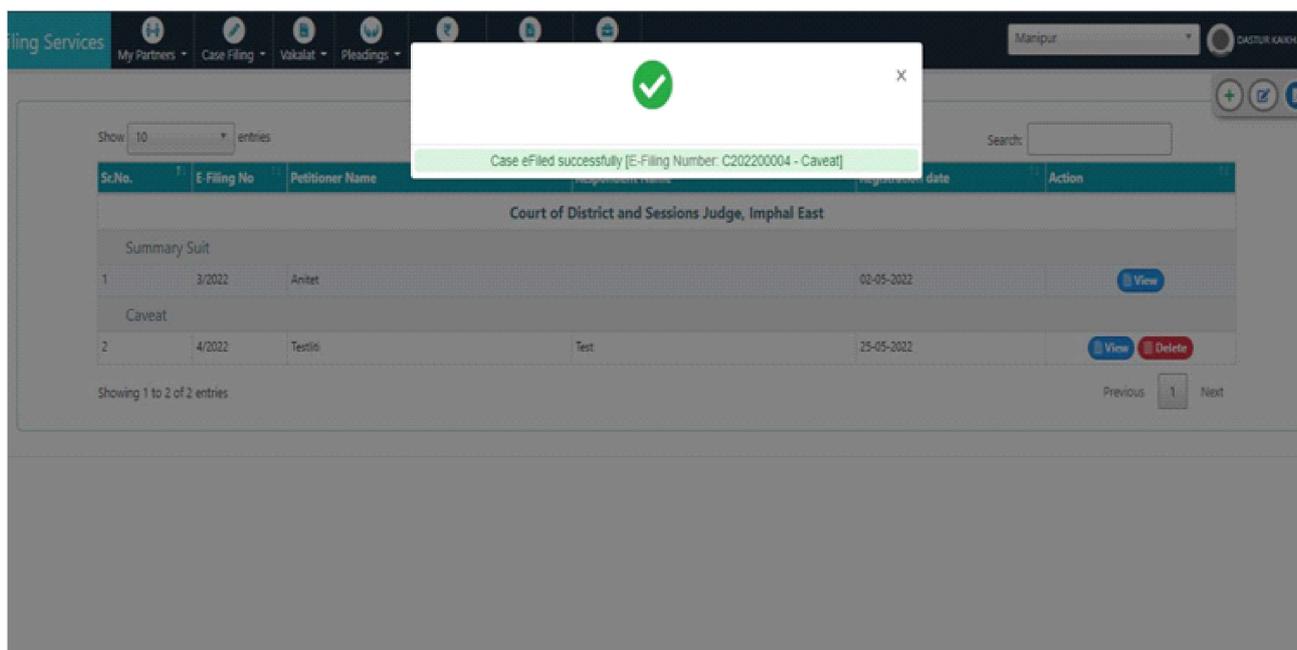
Village: Select Village

Act Details

*Act1: State Bank of India Act | *Section1: 123

+ More Acts...

Save | Prev | Next



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Vakalat

Type of Case: New Case Existing Case

Show 10 entries

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Caveat - C202200004	Testlib Vs Test	Testlib (P)	DASTUR KAIKHUSHRU KAVASSHAH	9874563210	<input checked="" type="checkbox"/> I wish to appoint DASTUR KAIKHUSHRU KAVASSHAH as my advocate to represent my case Testlib Vs Test

Showing 1 to 1 of 1 entries

Mobile Number: 9874563210 Enter OTP:

eFiling Services | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Manipur | DSTUR KAIKH...

Vakalat

Type of Case: New Case Existing Case

Show 10 entries

Sr. No.	E-Filing Number	Cause Title	Name of Client	Advocate	Mobile No.	Check
1	Caveat - C202200004	Testlib Vs Test	Testlib (P)	DASTUR KAIKHUSHRU KAVASSHAH	9874563210	<input checked="" type="checkbox"/> I accept the offer.

Showing 1 to 1 of 1 entries

Mobile Number: 9870987666 Enter OTP:

eFiling Services | My Partners | Case Filing | Vakalat | Pleadings | ePayments | Applications | Portfolio | Manipur | DSTUR KAIKH...

Pleadings

Search Case: Search My Cases New Case

e-Filing Number: Caveat - C202200004 - Testlib Vs Test

Testlib Vs Test

My Clients [Caveator]
 Testlib-(Main Caveator)

Court of District and Sessions Judge, Imphal East
Relief Sought: Caveat
Case Type: Caveat

File Name: Choose file

test.pdf
177.67734679.kb

Show 50 entries

Merge	Sr. No.	Name of E-filient	File Name	uploaded on	Status	Delete
No data available in table						

Showing 0 to 0 of 0 entries

[Upload Pleadings](#) | [Indexing](#) | [eSign](#)

Show 50 entries Search:

Sr. No.	Index Title	Page Nos.	
Caveat/C202200004 - Caveat Testliti Vs Test eFiled Case			
Add Index Document Title: test			
1	intro	1 - 1	View Delete

Showing 1 to 1 of 1 entries Previous 1 Next

Pleadings

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Show 50 entries Search:

Sr. No.	Sign	
Caveat/C202200004 - Caveat		
Authorize Signatories		
No Si		

Showing 1 to 1 of 1 entries

To be signed By

Advocate

DASTUR KAIKHUSHRU KAVASSHAH eSign OTP

Client

Testliti eSign OTP

[Submit](#) [Close](#)

Upload Pleadings | Indexing | eSign

Show 50 entries Search:

Sr. No.	Signatories	Signature Type
Caveat/C202200004 - Caveat Testliti Vs Test eFiled Case		
Authorize Signatories Document Title: test		
1	Testliti	✓ OTP Authenticated
2	DASTUR KAIKHUSHRU KAVASSHAH	✓ OTP Authenticated

Showing 1 to 2 of 2 entries Previous 1 Next

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Manipur | DASTUR KAIKHUSHRU KAVASSHAH

ePayments

Search Case Search My Cases New Case

e-Filing Number: Caveat - C202200004 - Testliti Vs Test

Court Fee View Transaction

* Payee Name: Testliti (Main Petitioner)

* Mobile Number: 9874563210

* Amount (₹): 1 [Rupees One Only]

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