

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.
- Fill in the following details:

For Advocates:

- 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

For Litigants:

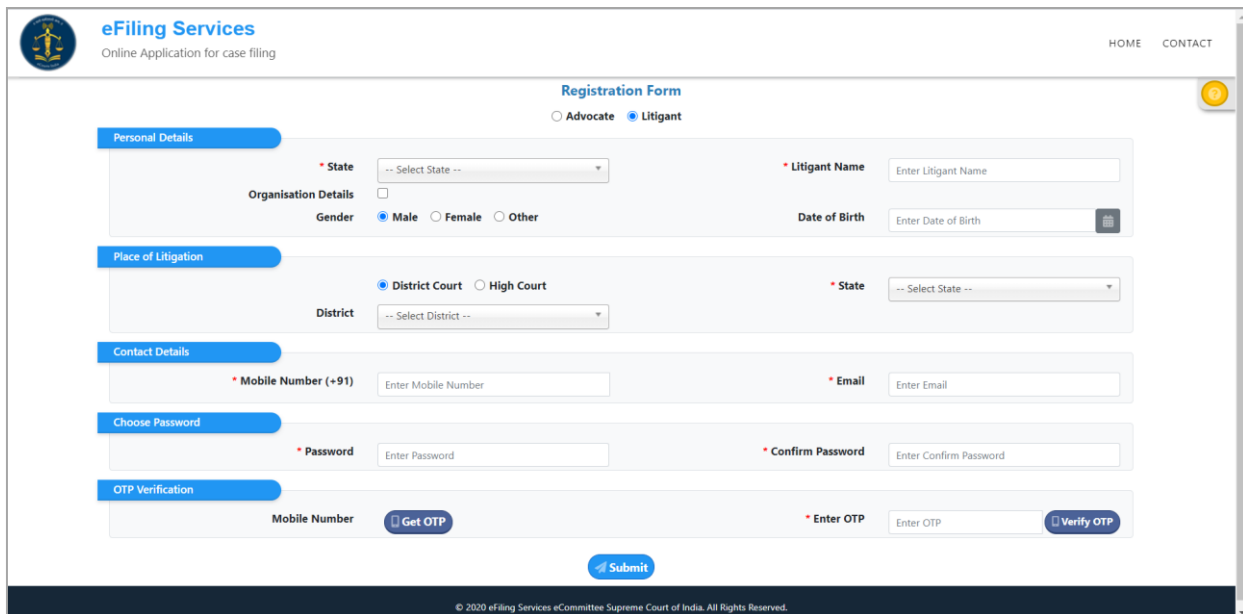
- Personal Details – Select state where the case needs to be filed. If the party is an organization, fill in the organization details also.
- Place of Litigation
- Contact Details
- Password
- Once all details are filled in, click **Generate OTP**; ‘OTP sent to your mobile number’ message is displayed. Enter the OTP received on your mobile and click **Verify OTP**. ‘User registered successfully’ message will appear along with your unique code.

The image shows a two-step registration process. The first step is a 'Login to e-Filing' box with fields for 'Select State', 'Username' (Bar Code/Email/Mobile/Unique Code), and 'Password'. A 'New User? Register here' link is highlighted in orange, with a blue arrow pointing to the second step. The second step is the 'Registration Form' for an Advocate, which includes the following sections:

- Bar Registration Details:** Fields for State, Bar Regn. No. (State Code, Bar Code, Bar Year), Advocate Name, Date of Birth, and Gender (Male/Female).
- Ordinary Place of Practicing:** Fields for District, State, and Establishment.
- Contact Details:** Fields for Mobile Number (+91) and Email.
- Choose Password:** Fields for Password and Confirm Password.
- OTP Verification:** Fields for Mobile Number, Generate OTP, Enter OTP, and Verify OTP.

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

Fig: Register New User – Advocate



eFiling Services
Online Application for case filing

HOME CONTACT

Registration Form
 Advocate Litigant

Personal Details

* State: -- Select State --

* Litigant Name: Enter Litigant Name

Organisation Details

Gender: Male Female Other

Date of Birth: Enter Date of Birth

Place of Litigation

District Court High Court

District: -- Select District --

* State: -- Select State --

Contact Details

* Mobile Number (+91): Enter Mobile Number

* Email: Enter Email

Choose Password

* Password: Enter Password

* Confirm Password: Enter Confirm Password

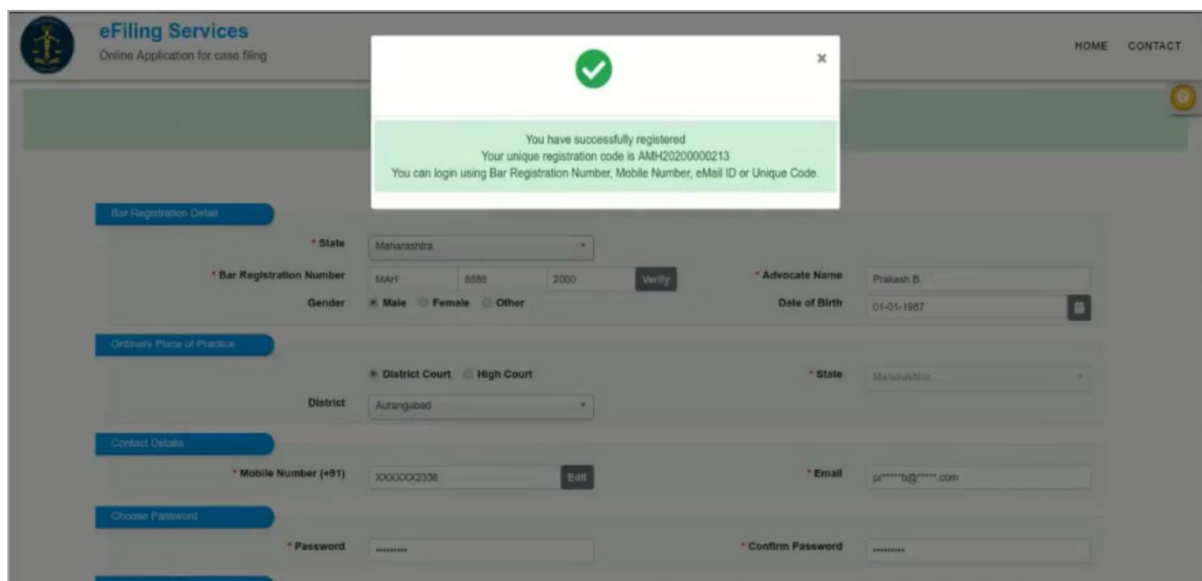
OTP Verification

Mobile Number:

* Enter OTP: Enter OTP

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Fig: Register New User – Litigant



eFiling Services
Online Application for case filing

HOME CONTACT

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

Bar Registration Detail

* State: Maharashtra

* Bar Registration Number: MAH 8888 2000

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): XXXXXX2336

* Email: p*****b@*****.com

Choose Password

* Password: *****

* Confirm Password: *****

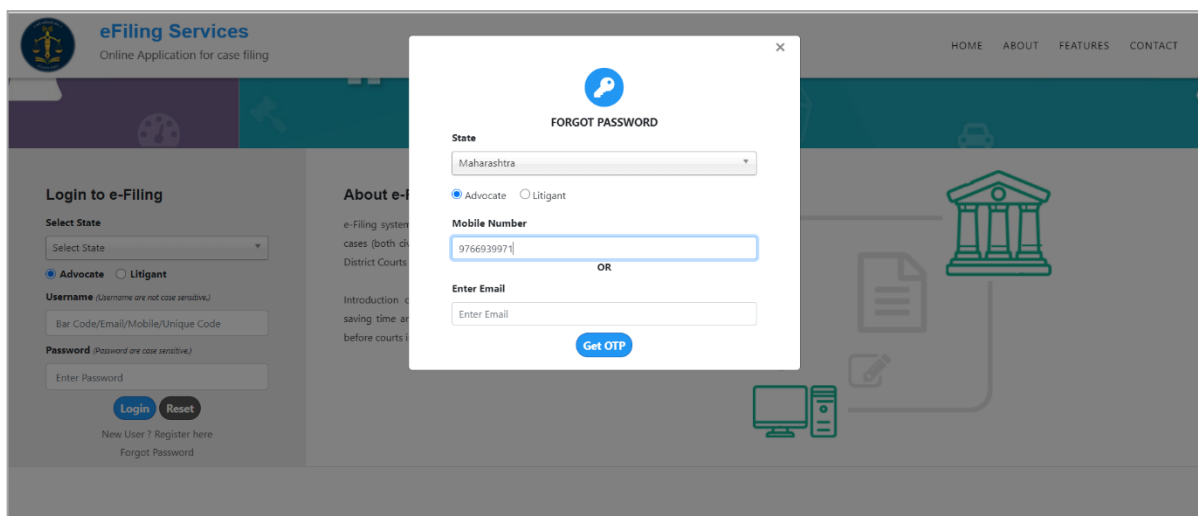
Fig: User Registration Success Message

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 bar with a close button (X) and a key icon. It contains the following fields and options:

- State:** A dropdown menu with 'Maharashtra' selected.
- User 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

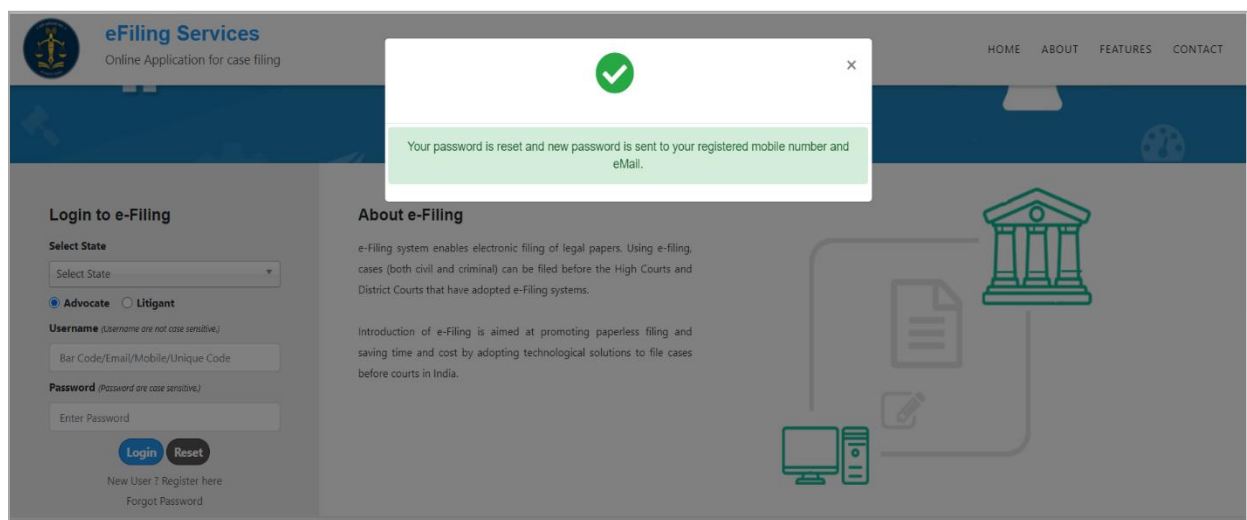


Fig: System message notifying password sent for logging in

3. Profile Menu

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

Note: *User cannot access any other menu till profile is complete.*

3.1 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**.

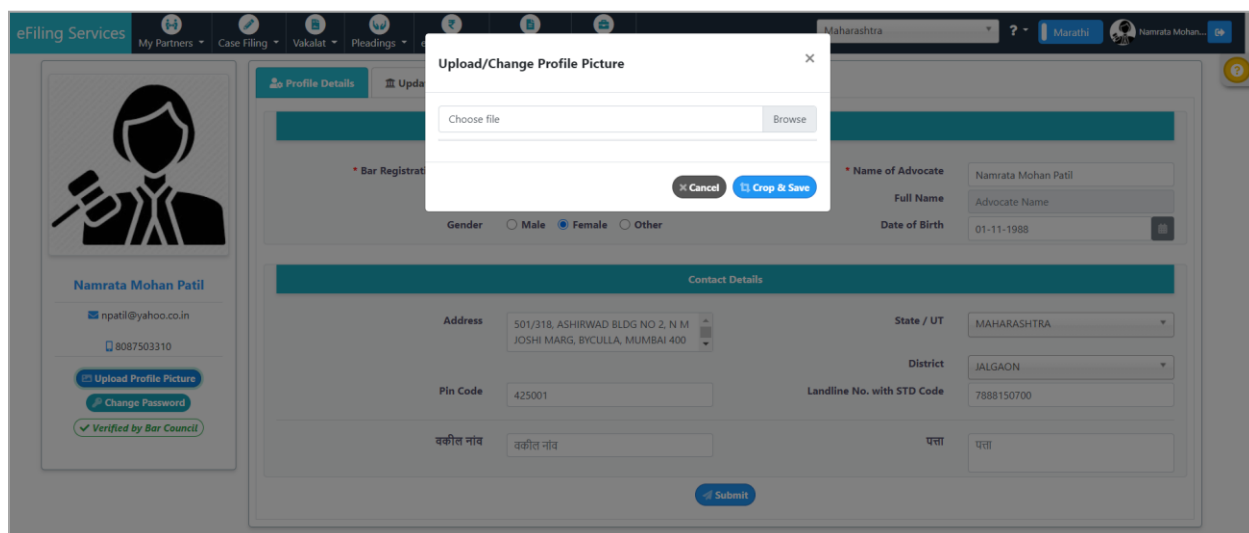


Fig: Upload/Change Profile Picture

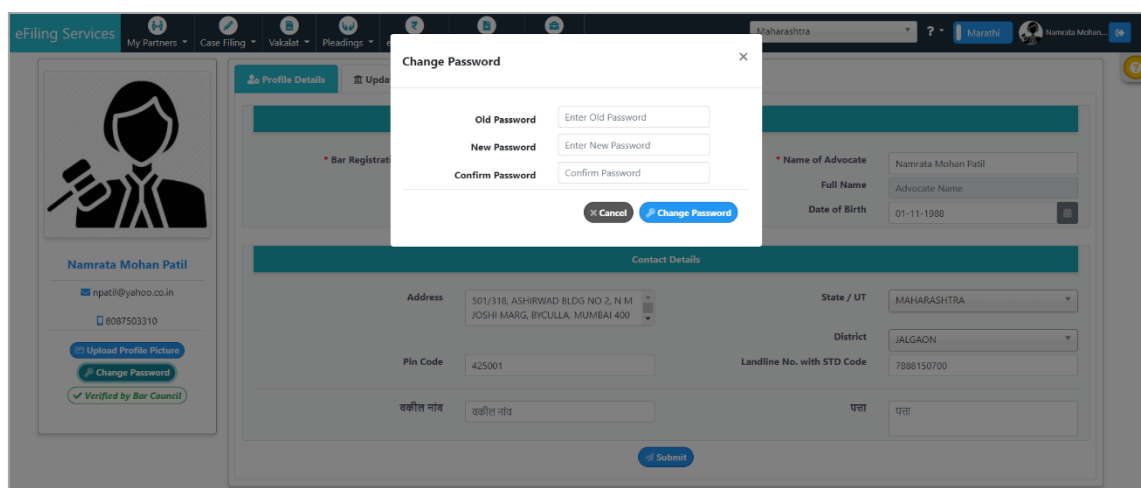


Fig: Change Password

3.2 Profile Forms for Advocates

3.2.1 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

3.2.2 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

3.2.3 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 displays the 'Verify Mobile/Email' interface. On the left, a user profile for 'SINHA VIKASH' is shown with contact information: 'vsinha88@gmail.com' and '9665865700'. Below the profile are buttons for 'Upload Profile Picture', 'Change Password', and 'Verified by Bar Council'. The main area is titled 'Verify Mobile No. / Email' and contains two sections. The first section shows 'Mobile No.' as '9665865700' with a blue 'Edit' button and a green 'Verified' status. The second section shows 'Email' as 'vsinha88@gmail.com' with a blue 'Send OTP' button and a green 'Not Verified' status. Below the email field is an 'Enter OTP' field with a 'Verify OTP' button. At the bottom of the form are 'Submit' and 'Reset' buttons.

Fig: Verify Mobile/ Email Screen (before verification)

eFiling Services

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

Profile Details Update Practice Locations **Verify Mobile/Email**

Verify Mobile Number / Email

Mobile Number 8087503310 **Get OTP** Verified

Enter OTP **Verify OTP**

Email npatil@yahoo.co.in **Get OTP** Verified

Enter OTP **Verify OTP**

Submit **Reset**

Namrata Mohan Patil

npatil@yahoo.co.in

8087503310

Upload Profile Picture

Change Password

Verified by Bar Council

Fig: OTP verification for Email address

eFiling Services

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

Profile Details Update Practice Locations **Verify Mobile/Email**

OTP verified successfully

Mobile Number 8087503310 **Get OTP** Verified

Enter OTP **Verify OTP**

Email npatil@yahoo.co.in **Get OTP** Verified

Enter OTP **Verify OTP**

Submit **Reset**

Namrata Mohan Patil

npatil@yahoo.co.in

8087503310

Upload Profile Picture

Change Password

Verified by Bar Council

Fig: Email Verification Successful

eFiling Services

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

Profile Details Update Practice Locations **Verify Mobile/Email**

Data updated successfully

Mobile Number 8087503310 **Get OTP** Verified

Enter OTP Enter OTP **Verify OTP**

Email npatil@yahoo.co.in **Get OTP** Verified

Enter OTP Enter OTP **Verify OTP**

Submit **Reset**

Namrata Mohan Patil

npatil@yahoo.co.in

8087503310

Upload Profile Picture

Change Password

Verified by Bar Council

Fig: User Changes Successfully updated

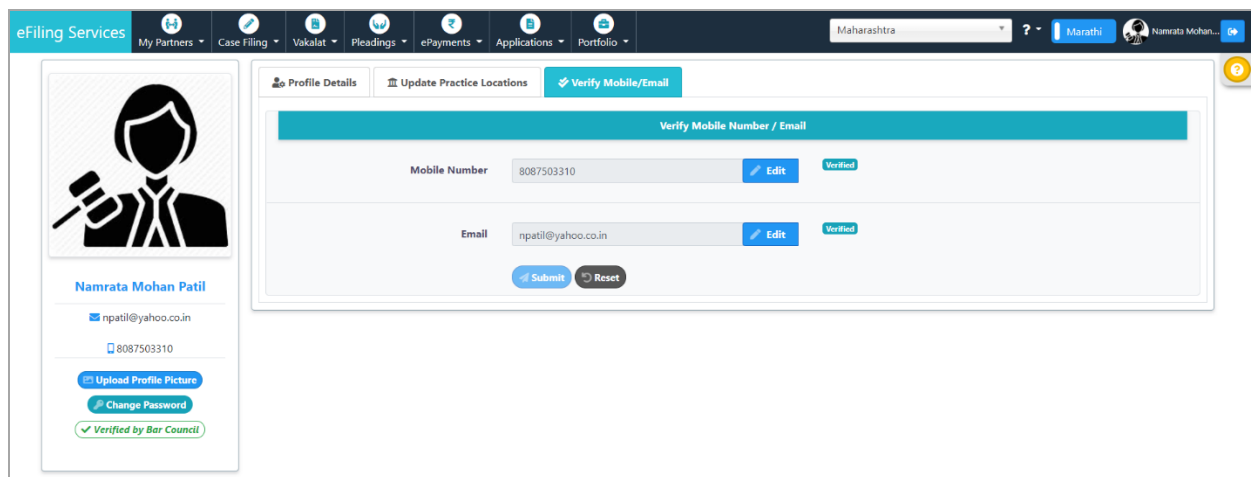


Fig: Mobile and Email Verified (Red highlight removed)

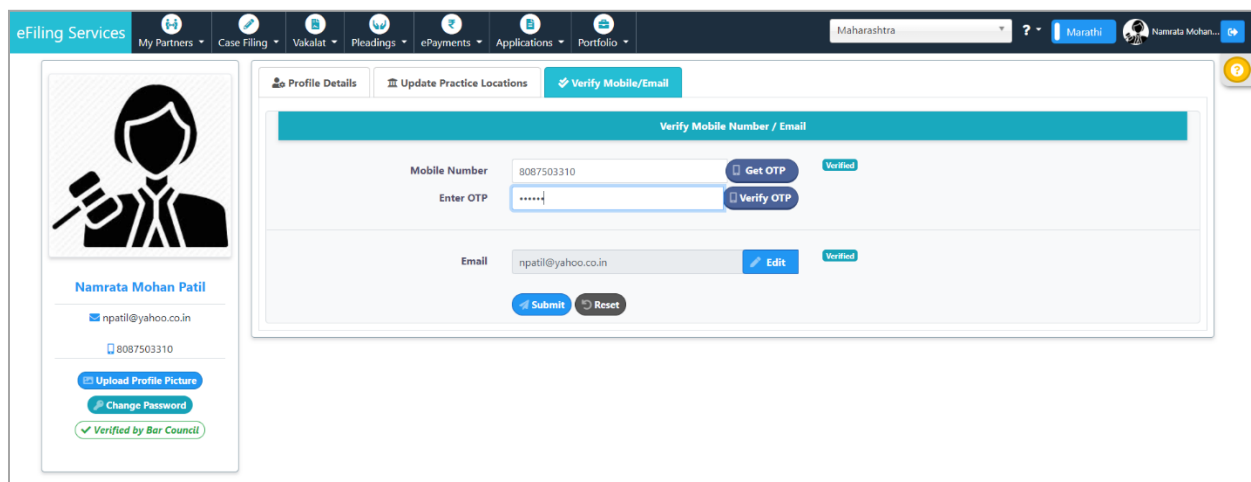


Fig: Edit Mobile Number

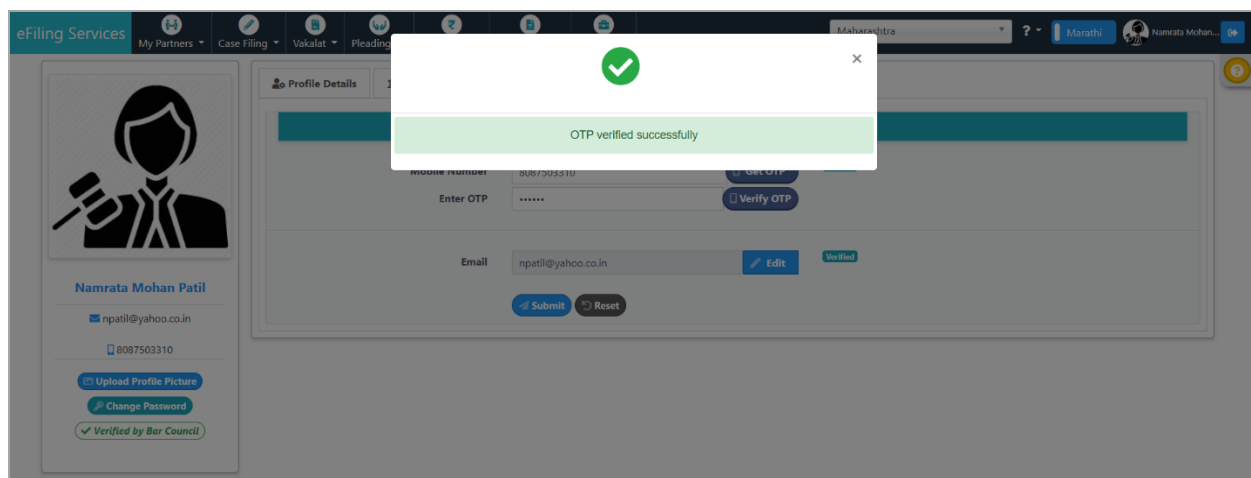


Fig: Edit Mobile Number Successful

3.2.4 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 displays the 'Upload Documents' section of the eFiling Services portal. On the left, a user profile for XYZ Kumar is visible, including contact information and a status indicator 'Yet to be verified by Bar Council'. The main area features a navigation bar with tabs like 'Profile Details', 'Update Practice Locations', 'Verify Mobile/Email', 'Upload Documents', and 'Record Oath'. The 'Upload Documents' tab is active, showing a form with three rows for document selection: 'Bar Registration Certificate', 'Photo ID', and 'Address Proof'. Each row has a 'Choose file' input and a 'Browse' button. Below the form are 'Cancel' and 'Upload' buttons. A yellow message box specifies file format requirements: 'File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.' At the bottom, a 'Verify Documents' table is partially visible with columns for 'Sr. No.', 'Document Name', and 'Verification Type'.

Fig: Upload Documents

Profile Details | Update Practice Locations | Verify Mobile/Email | **Upload Documents** | Record Oath

Upload Documents

Bar Registration Certificate: barRegCertificate.pdf [Browse]

Photo ID: photoID.pdf [Browse]

Address Proof: addressProof.pdf [Browse]

[X Cancel] [Upload]

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

Verify Documents

Sr. No.	Document Name	Verification Type

Fig: Select Document File

Document Uploaded Successfully

[X Cancel] [Upload]

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

Verify Documents

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

Fig: Document Uploaded Successfully

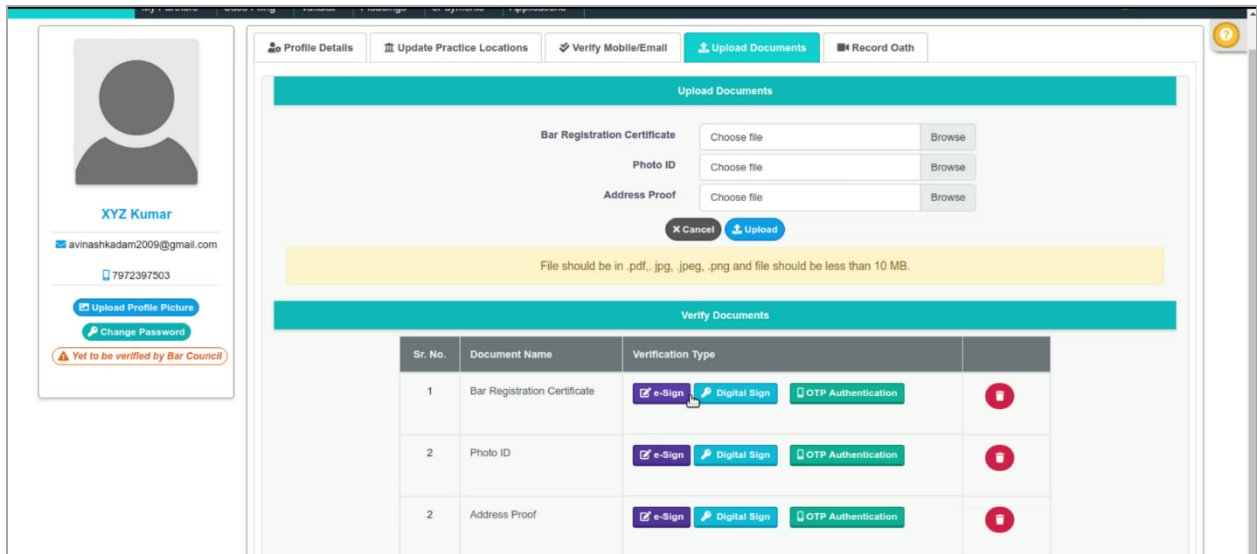


Fig: Verify Documents

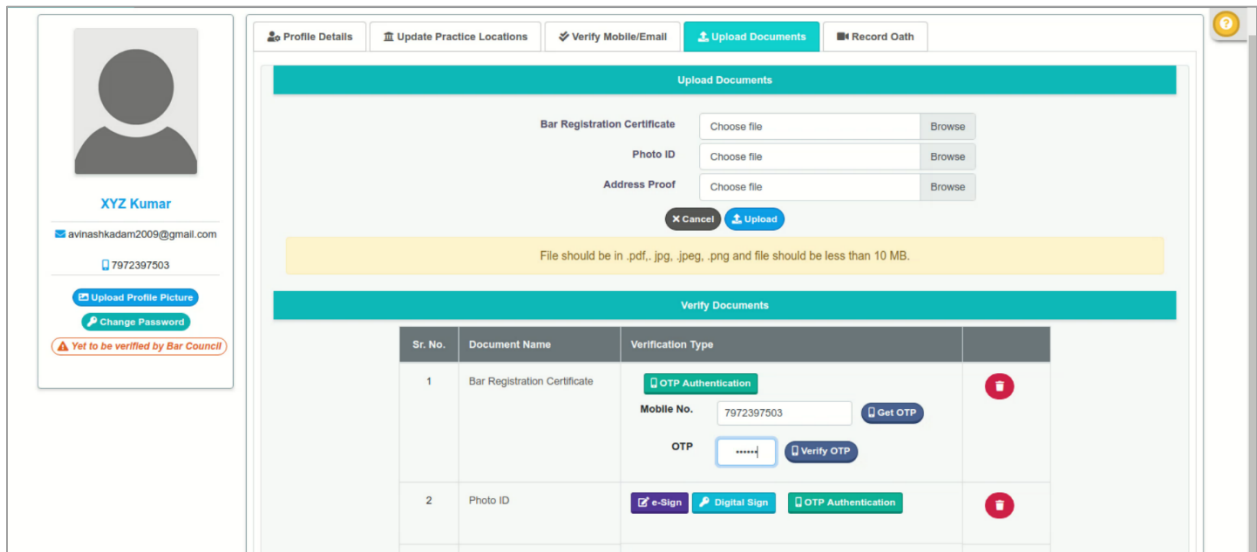


Fig: OTP Authentication

Photo ID Choose file

Address Proof Choose file

File should be in .pdf, .jpg, .jpeg, .png and file should be less than 10 MB.

Verify Documents			
Sr. No.	Document Name	Verification Type	
1	Bar Registration Certificate	✓ OTP Authenticated	<input type="button" value="❌"/>
2	Photo ID	✓ Digitally signed	<input type="button" value="❌"/>
2	Address Proof	✓ e-Sign	<input type="button" value="❌"/>

Fig: Prepare document for eSign

Ministry of Electronics and Information Technology
Government of India

Digital India
Power To Empower

सी डेक
CDAC
Centre for Development of Advanced Computing

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

भारतक्षर
हस्ताक्षर
C-DAC's eSign Service

Aadhaar Based e-Authentication

I have read and provide my [consent](#)

Not Received OTP? [Resend OTP](#)

Fig: Uploaded Document – eSign Verification

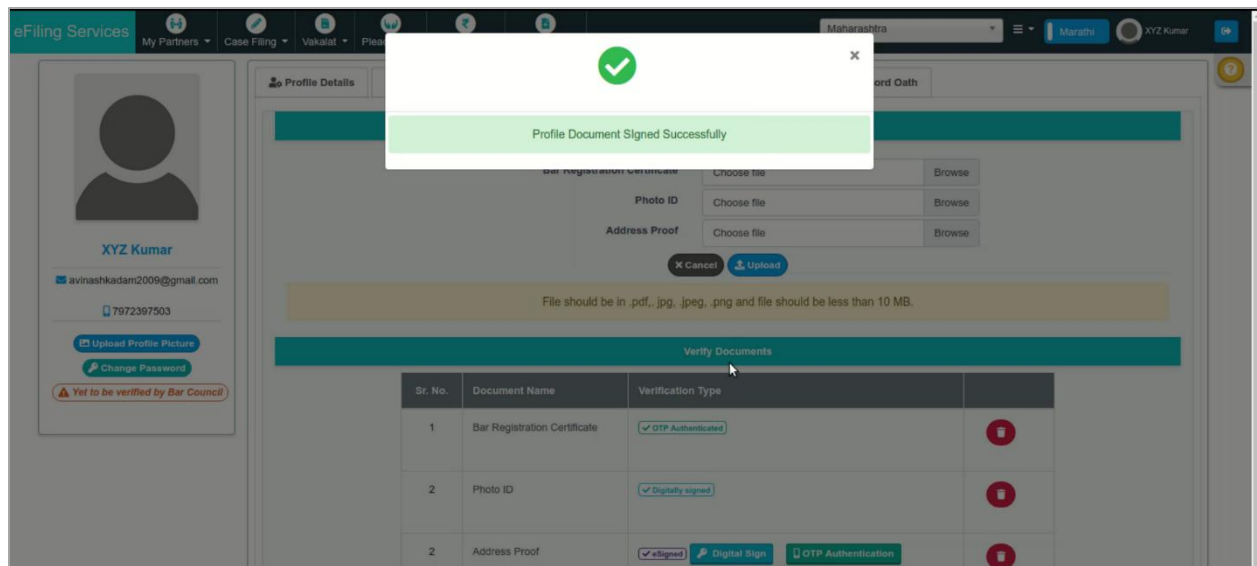


Fig: Profile Document Signed Successfully

3.2.5 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.

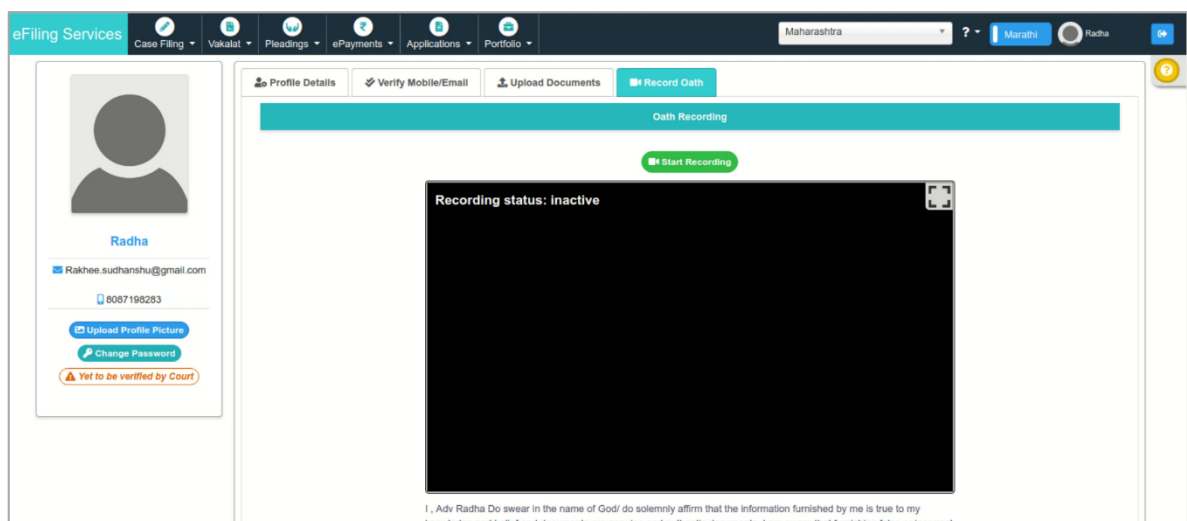


Fig: Record Oath

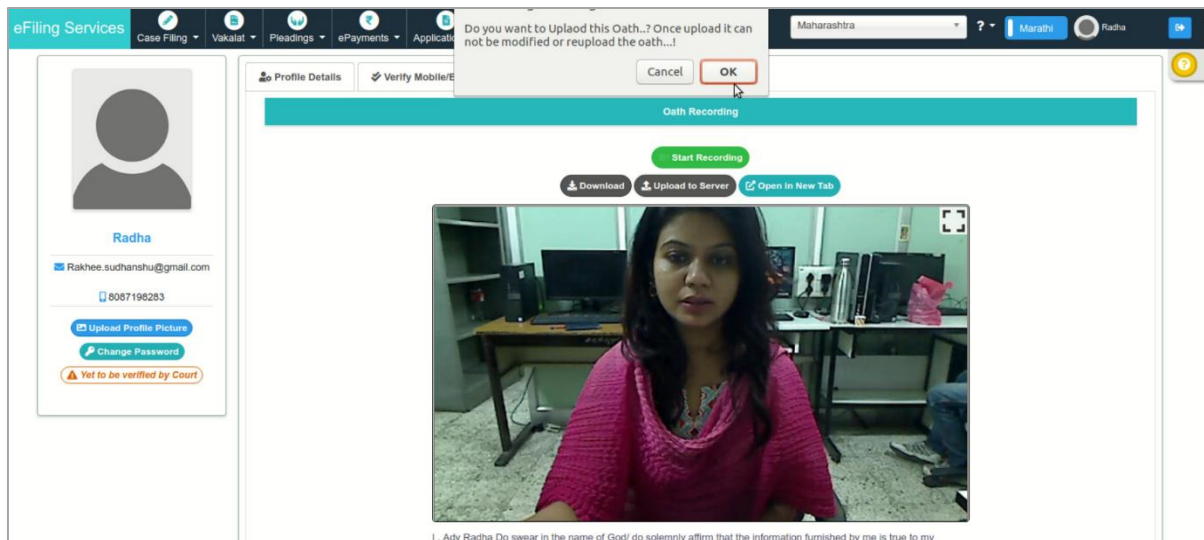


Fig: Oath recording status

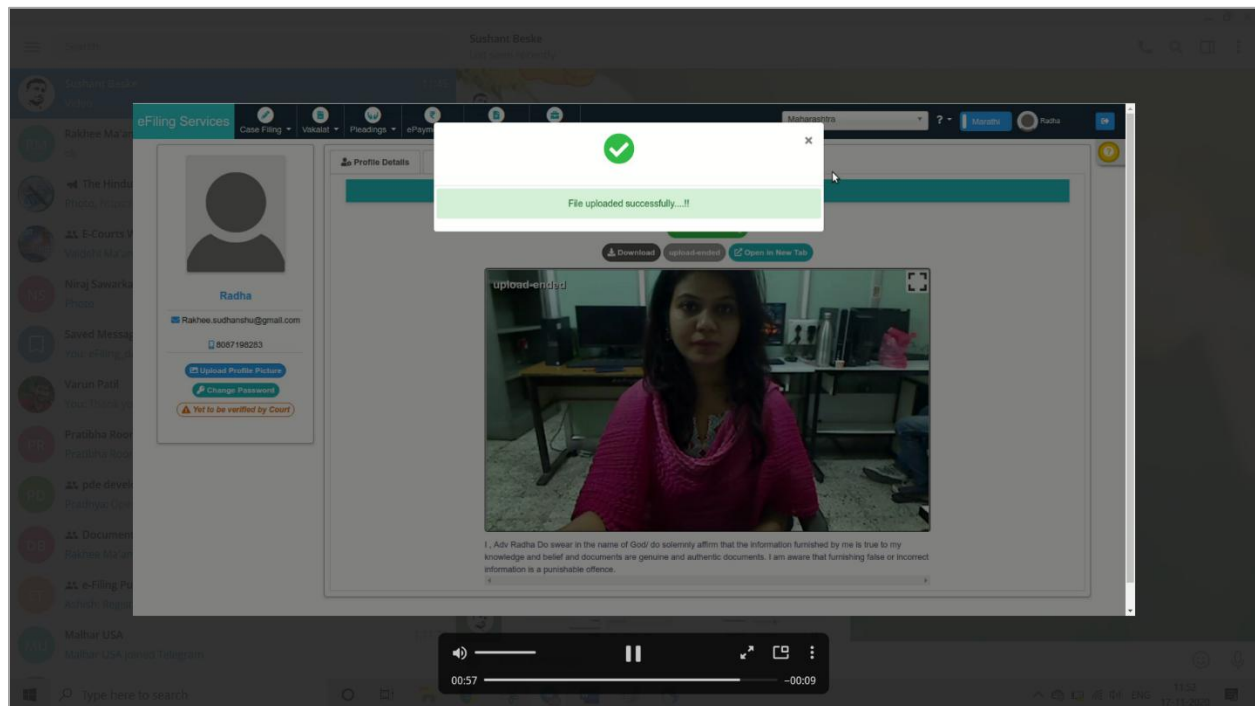


Fig: File uploaded Successfully

3.3 Profile Forms for Litigants

3.3.1 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

Fig: User Profile changes has been updated successfully

3.3.2 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.

3.4 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 shows the 'Party in Person Litigant Profile Forms' interface. The user profile is for Prashant Ashokrao Wadgave. The form is divided into two main sections: Personal Details and Contact Details. The Personal Details section includes fields for Litigant Name, Gender (Male selected), and Date of Birth. The Contact Details section includes fields for Address, State / UT, District, Pin Code, and Landline No. with STD Code. A checkbox is checked for 'I wish to appear as Party in Person in my Case.' The form also includes a 'Submit' button and a 'Verified by Court' status.

Fig: Party in Person Litigant Profile Forms