

6.2 Case Filing

New case filing can be considered to have 3 parts:

- **Initial filing** – This can be done only by advocates or Party-in-person litigants. It includes all the basic case information.
- **Entering case details** - These details can be entered either by advocate or by litigant, as per the convenience. These include:
 - Litigant – information of all the concerned parties
 - Legal Heir – enabled only if legal heir option is checked in the initial case information by advocate
 - Fact Details
 - Case Details
 - Motor Vehicle Compensation (MVC) – enabled only if the case type is chosen as motor vehicle compensation in the initial case information by advocate
- **Final Submission** – This again can be done only by the advocate or by party-in-person litigant.

Note: *Once the Final Submission is done, the case details cannot be modified. As a result, the case cannot be viewed by Litigant for editing.*

Accordingly, the different menu and forms appear for advocates and litigants.

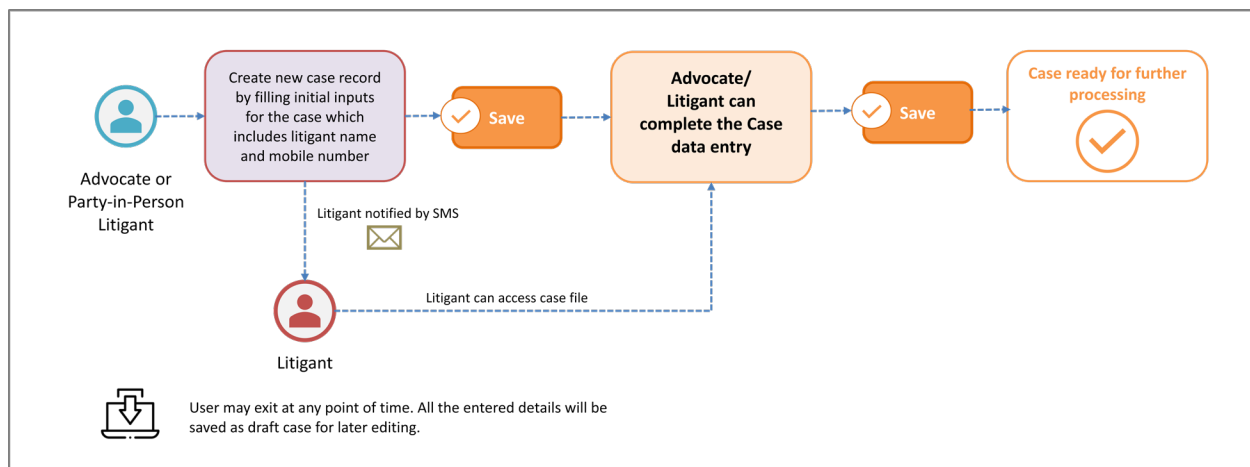


Fig: Case Filing Flow

6.2.1 New Case Filing (only for Advocates and Party-in-Person Litigants)

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.

The screenshot shows the 'Initial Inputs' form in the eFiling Services application. The form is organized into four main sections:

- District/Establishment:** Includes 'Select District' (Aurangabad) and 'Select Establishment' (District and Sessions Court, Au...).
- Case Types:** Includes 'Case Type' (Civil), 'Relief Sought' (Appeal), and another 'Case Type' (First Appeal/Civil Appeal).
- Subordinate Court:** Includes 'District', 'Case Type', 'Disposal Date', 'CC Applied Date', 'Select Establishment', 'Case Number', and 'CC Ready Date'.
- Party Details:** Includes 'Appellant/Respondent' (abhisek) and 'Mobile Number' (1234567890).

At the bottom of the form, there are 'Submit' and 'Reset' buttons. The footer indicates the version is 10.153.16.13 and is © 2020 eFiling Services eCommittee Supreme Court of India.

Fig: Initial Inputs

The screenshot shows a success message overlay on the 'Litigant' tab. The message is: "New case added E-Filing Number: First Appeal/Civil Appeal - C202000067". The background form shows the following details:

- Personal Details:** Complainant/Accused (abhisek), Gender (Male), Name, Age, and Extra Petitioner Count.
- Contact Details:** Email, Occupation, Address, Mobile No. (1234567890), and Pin Code.

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

वयवसाय

वडील/आई/पती चे नाव

Add to favourite

10.153.16.13 Version : 3.0 © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: Litigant Details

The screenshot shows the 'Litigant' details form for an organization in the eFiling Services interface. The form is titled 'Litigant' and includes the following sections:

- Organization Details:** Type (Appellant selected), Organisation Type (State Government Departments).
- Personal Details:** Complainant/Accused (sakshi).
- Contact Details:** Email, Occupation, Address, Mobile No. (1234567890), Pin Code.
- State Information:** State, Taluka, District, Village.
- Other Information:** Other Information, Add Legal Heir.
- Language:** MARATHI.
- Fields:** फिर्चादी/आरोपी, पत्ता, व्यवसाय, वडील/आई/पतीचे नाव.
- Buttons:** Add to favourite, Update, Next.

Fig: Litigant details for Organization

The screenshot shows the 'View Previous Parties' modal window in the eFiling Services interface. The modal displays a table with the following data:

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

The modal also includes a search bar, a 'Show 10 entries' dropdown, and 'Previous' and 'Next' navigation buttons.

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 Abled

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/अरोपी

पता

वकील/आर्/इ/पती चे नाव

व्यवसाय

Save Prev Next

10.153.16.13 Version : 3.0 © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

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 **Fact details** tab.
- 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'. The form contains the following fields and controls:

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

Below the form, there is an '+ Add More Fact' button and a navigation bar with 'Save', 'Prev', and 'Next' buttons. A note at the top left states: '*Note: Fact details tab is not compulsory'. The footer includes 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: 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 menu), 'Date of Cause of Action' (03-11-2020), 'Important Information or Subject or Reason', 'Prayer', 'Valuation (₹)', and a checkbox for 'Plaint in Local Language'.
- Dispute Arising Out Of:** Contains dropdown menus for 'State', 'District', 'Taluka', and 'Village'.
- Act Details:** Shows 'Act: INDIAN PENAL CODE' and 'Section: 141', with a '+ More Acts...' button.
- Marathi Section:** Features two text input fields labeled 'बादास कारण' and 'केसेली मागणी'.

At the bottom of the form, there are 'Save', 'Prev', and 'Next' buttons. The footer of the application indicates the version as 10.153.16.13 and the year as 2020.

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.

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

District and Session Court, Nagpur
E-Filing Number: Motor Accident Claim petition - C202000092 - Rahul Sougat-Compensation - Case Type: Motor Accident Claim petition
Rajesh Vs

Note: You can skip MVC tab by clicking Next button

Motor Vehicle Challan

MVC Information

Item Number: 1
 * State: MAHARASHTRA
 * Taluka: Aurangabad
 * Police Station: Select Police Station
 * FIR Number: 55
 Other Police Station:
 * District: AURANGABAD
 FIR Type: Select
 * Year: 2019

Accident Information

* Date of Accident: 20-11-2019
 * Place of Accident: Khandi Chowk
 Time of Accident: --:--:--
 Type of Injury: Simple Serious Death Other
 Name: Rajesh

Claim Information

Compensation Claimed: Compensation Claimed
 Insurance Company: Insurance Company

Vehicle Information

Vehicle Type: Vehicle Type
 Driving License: Driving License
 Vehicle Regn. No.: Vehicle Regn. No.
 Issuing Authority: Issuing Authority
 नाम: MARATHI
 अपराधार्थे विभाग:

Save Prev Next

Activate Windows
Go to Settings to activate Windows.

10.153.16.13 version: 3.0 © 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: MVC details

6.2.1.7 e-File

This tab is used for eFiling 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 **e-File Case**.
Note: Please ensure that all the entered case details are correct before clicking on e-File Case button as the details cannot be modified after submission of the case.
- The message **“Case registration is Successful”** is displayed along with the eFiling registration number.

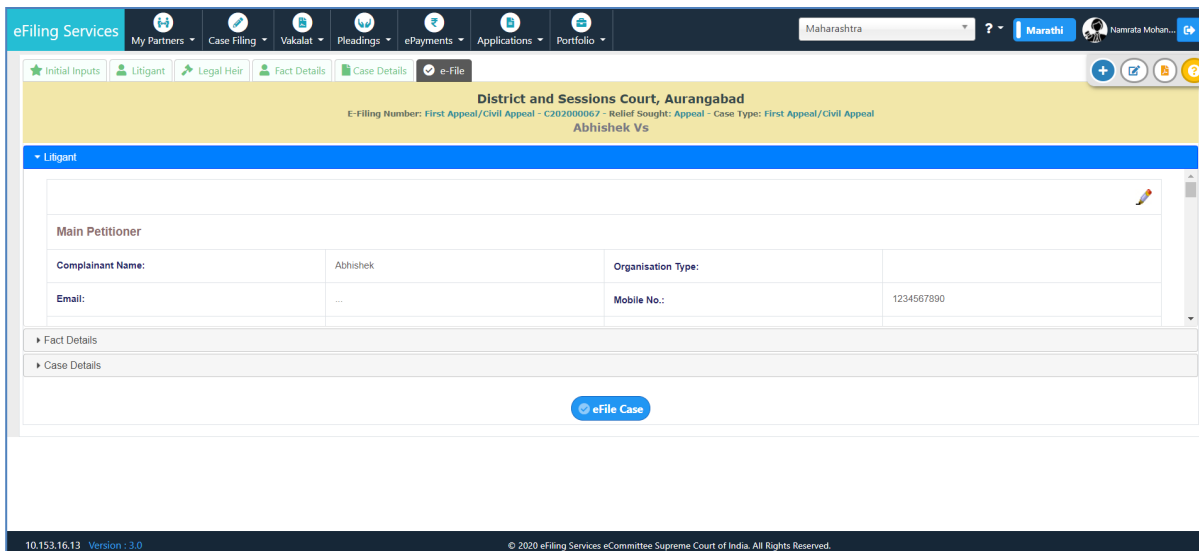


Fig: e-File Case

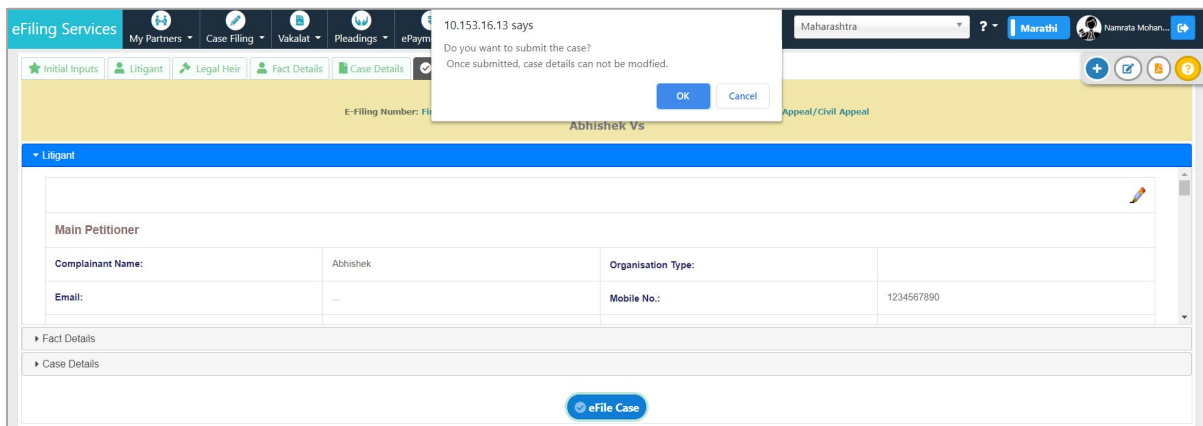


Fig: Confirmation to file a case

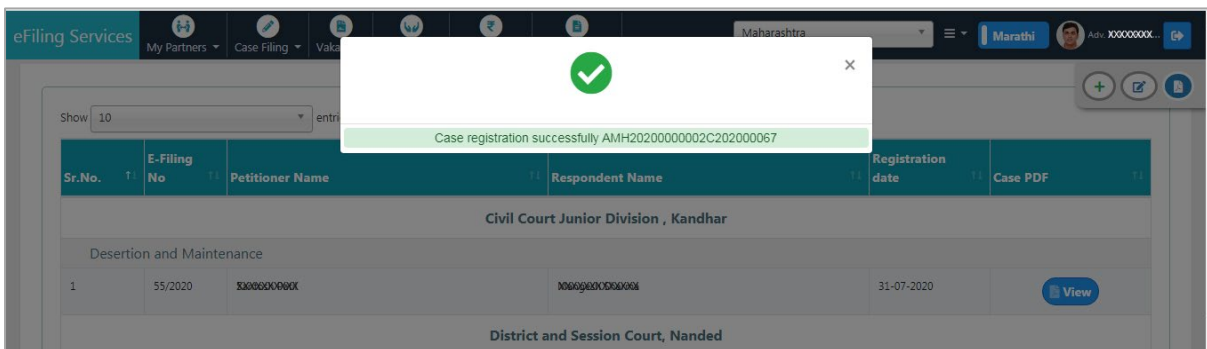


Fig: Case Registered Successfully

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 e-File 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 eFiling 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.

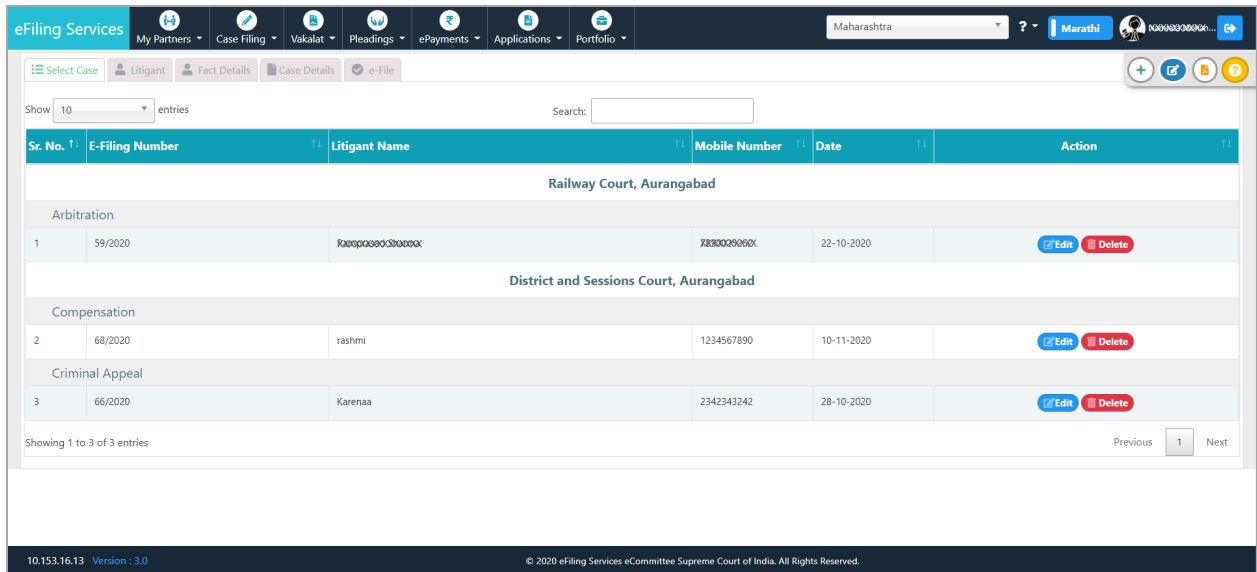


Fig: Select Case to Edit/ Delete

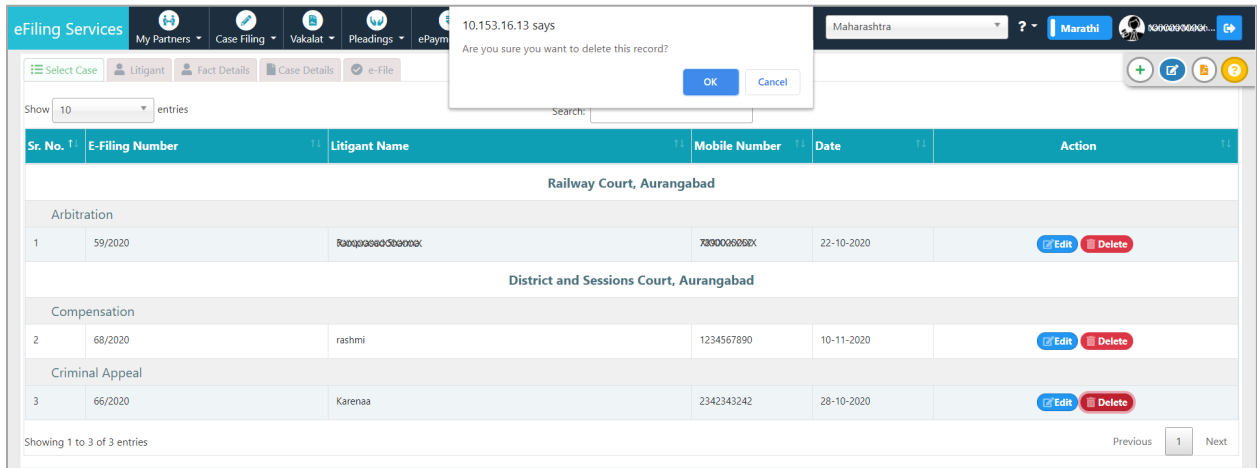


Fig: Delete Case – Confirmation

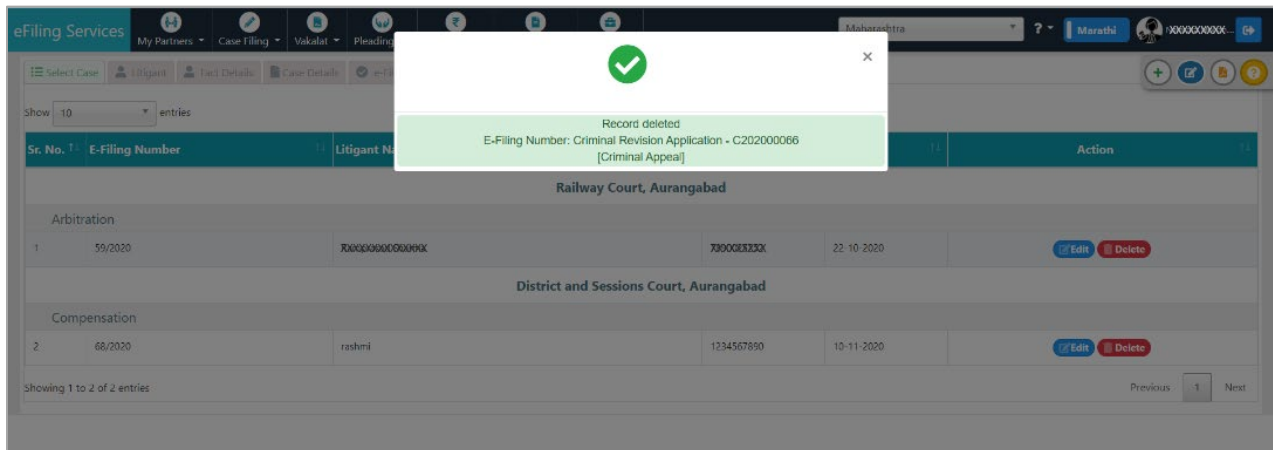
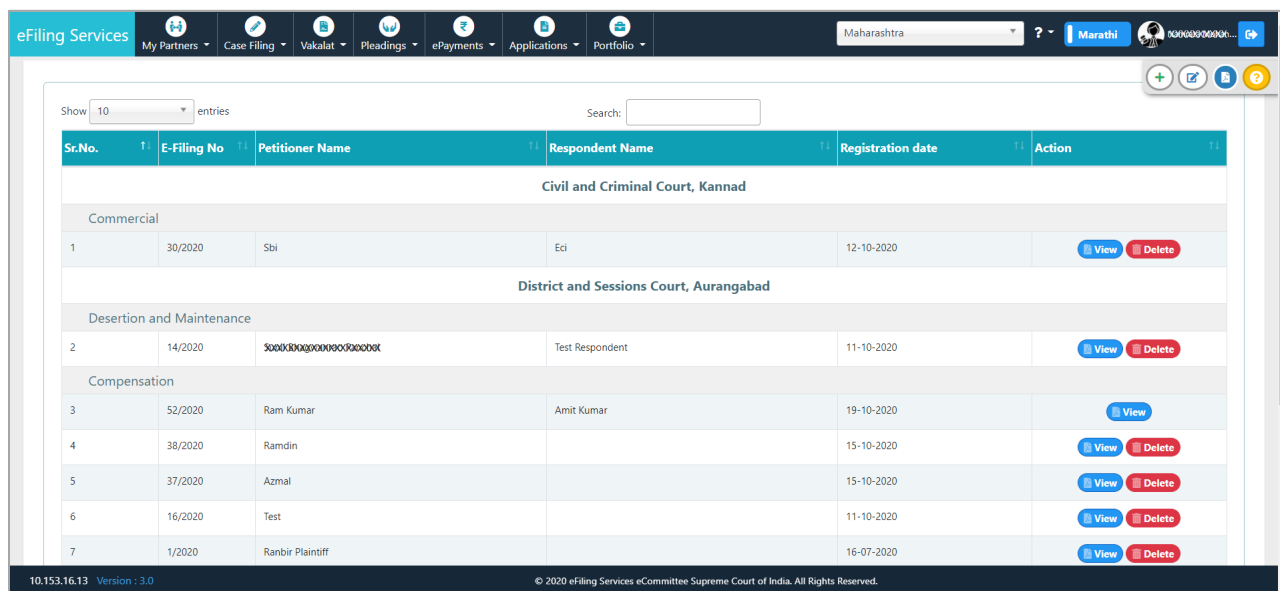


Fig: Delete Case – Success

❖ PDF Button

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

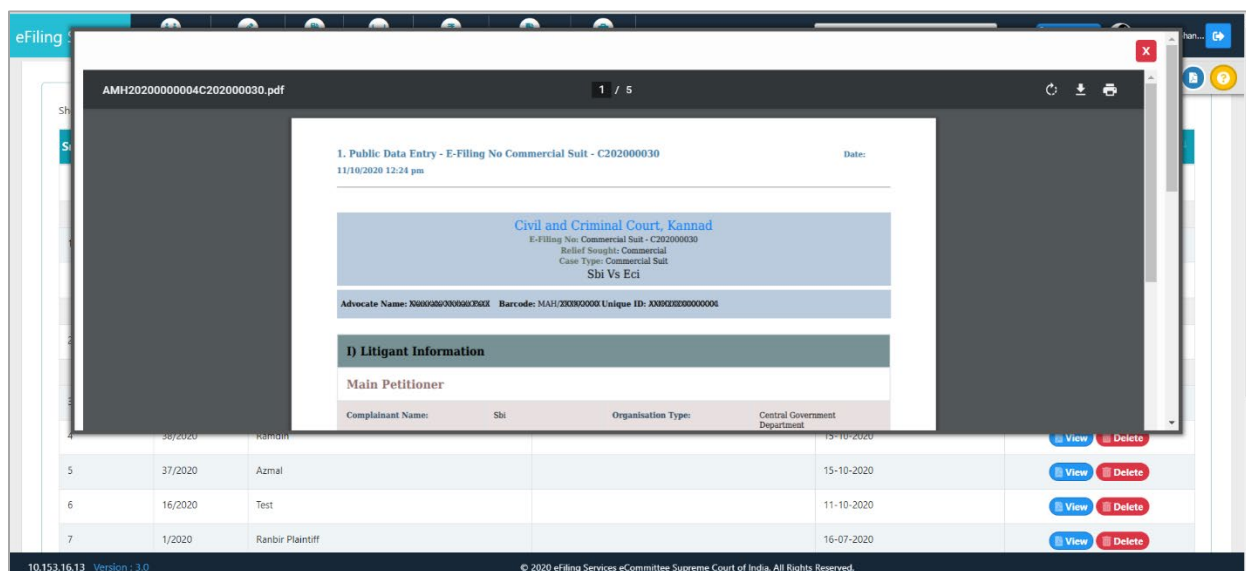
- Click on View button for the case to open the PDF.
- The PDF includes all case details such as Litigant Information, Other Information, Main Respondent, Fact Details, and Case Details.
- The PDF is downloadable and printable.



The screenshot shows the eFiling Services interface with 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.

Sr.No.	E-Filing No	Petitioner Name	Respondent Name	Registration date	Action
Civil and Criminal Court, Kannad					
Commercial					
1	30/2020	Sbi	Ecl	12-10-2020	View Delete
District and Sessions Court, Aurangabad					
Desertion and Maintenance					
2	14/2020	XXXXXXXXXXXXXXXXXXXX	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 a PDF document titled 'AMH2020000004C202000030.pdf' with 1 page. The document content includes:

I. Public Data Entry - E-Filing No Commercial Suit - C202000030
Date: 11/10/2020 12:24 pm

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

Advocate Name: XXXXXXXX-XXXXXX-XXXXX Barcode: MAH/XXXXXX0001 Unique ID: XXXXXXXX00000004

D) Litigant Information

Main Petitioner

Complainant Name: Sbi Organisation Type: Central Government Department

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: PDF of the selected Case

6.2.2 Managing Favorite Clients

This submenu lists all the clients that are added by the user as Favourite while filing the case.

- Select Case Filing.
- Select Manage Favorite Clients.
- The report displays Party name, Total Cases of the party, and a button for Delete.
- On clicking the number of total cases, the details of the case such as eFiling Number, Case Title, Main Case Type and Role Type is displayed.

Sr.No.	Party Name	Total Cases	Action
1	Arun	1	Delete

Fig: Manage Favourite Client

Sr.No.	E-Filing No.	Case Title	Main Case Type	Role Type
1	C202100070 - First Appeal/Civil Appeal	Arun Vs	Appeal	---

Fig: Party Case Details

6.2.3 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.

6.2.3.1 Select Case

- Select **Advocate** from the drop down list.
- The details such as Establishment Name, eFiling 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.

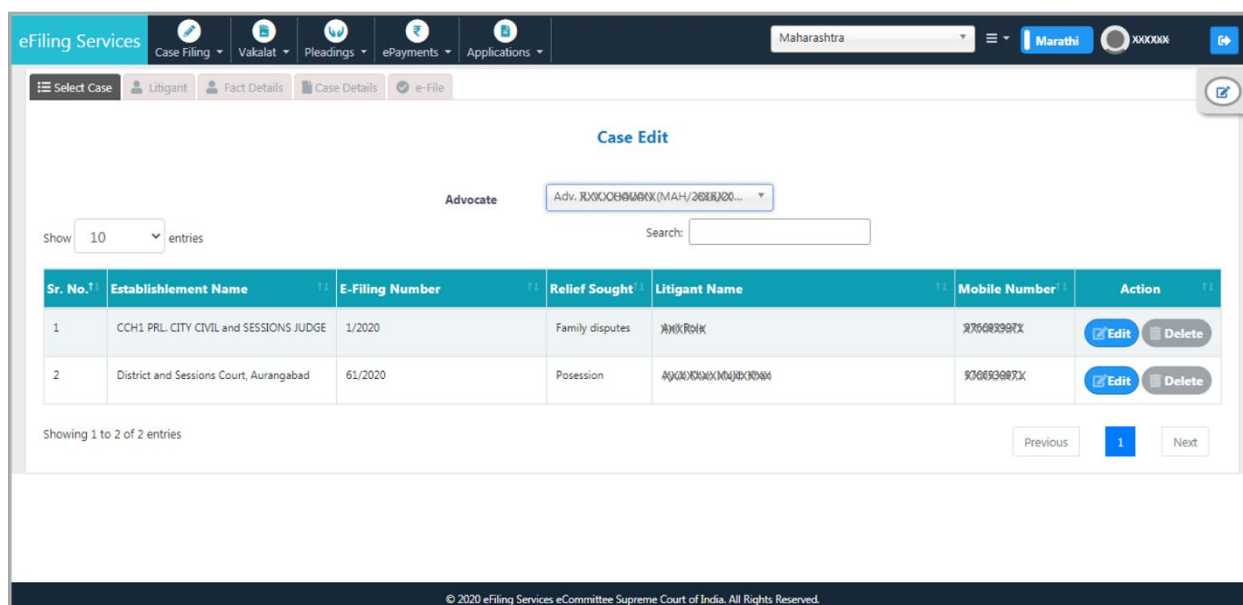


Fig: Select Case

6.2.3.2 Litigant

Refer section 6.2.1.2 (Same for advocate and litigant)

6.2.3.3 Legal Heir

Refer section 6.2.1.3 (Same for advocate and litigant)

6.2.3.4 Fact Details

Refer section 6.2.1.4 (Same for advocate and litigant)

6.2.3.5 Case Details

Refer section 6.2.1.5(Same for advocate and litigant)

6.2.3.6 MVC (only for MVC case type)

Refer section 6.2.1.6 (Same for advocate and litigant)

6.2.3.7 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.

The screenshot shows the 'e-File' tab selected in the 'eFiling Services' interface. The case details are as follows:

CCHI PRL. CITY CIVIL and SESSIONS JUDGE			
E-Filing Number: 1/2020 - Relief Sought: Family disputes - Case Type: Heirship Certificate			
XXXXXXXXX Vs XXXXXXXXXXXXXXXX			
Litigant			
Main Petitioner			
Complainant Name: XXXXXXXX	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. XXXXXXXXXXXX	Address: Iatur	Pin Code: 0
▶ Fact Details			
▶ Case Details			

© 2020 eFiling Services eCommittee Supreme Court of India. All Rights Reserved.

Fig: e-File Case