

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.

The screenshot displays the eFiling Services website interface. At the top left is the logo and the text "eFiling Services Electronic filing of cases in the court". A navigation menu at the top right includes links for HOME, ABOUT, FEATURES, VIDEO TUTORIALS, FAQ, MANUALS, and CONTACT. The main banner features the text "File Cases Online" and "Litigants and Advocates can file Cases/Applications from their offices/home." with an illustration of a computer monitor showing a checklist. Below the banner, there is a "Sign In" section with a "Select State" dropdown, radio buttons for "Advocate" (selected) and "Litigant", and input fields for "Username" (with a subtext "Username is not case sensitive") and "Password" (with a subtext "Password is case sensitive"). There are "Login" and "Reset" buttons, and links for "New User ? Register here" and "Forgot Password". To the right of the sign-in form is an "About e-Filing" section with a paragraph describing the system and a list of 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", and "Positive impact on environment by reducing paper footprint". An illustration of a court building and a document is also present.

Fig: eFiling Services – Sign in

2.2 Registering new users

The registration process differs for different users. Basic flow of events during registration is depicted in the block diagrams.

For Advocates:

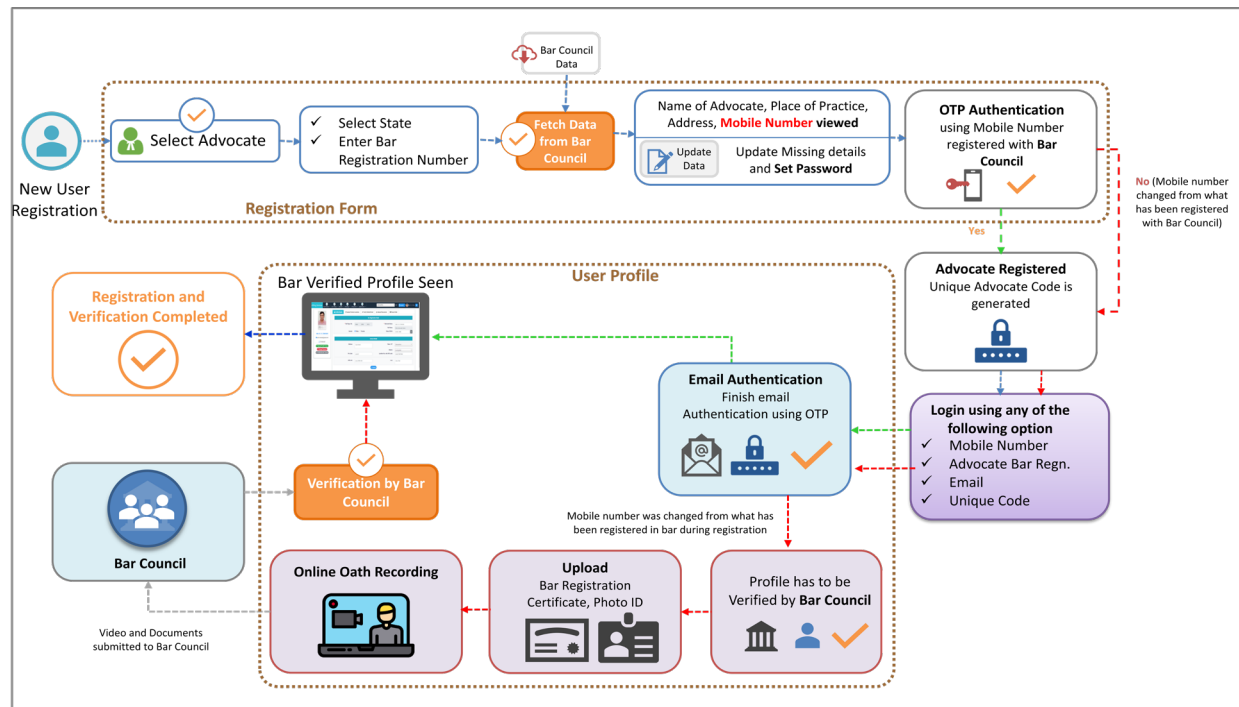


Fig: Advocate Registration Flow

To register with the eFiling system-

- Click on the '[New User Register here](#)' link in the log-in screen; a registration form will be displayed. Select **Advocate** radio button.
- Select the **State** in which the advocate is registered with the bar council.
- Enter the following details
 - 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 will be displayed at the top of the screen informing whether the verification was successful or not. Verify the fetched contact details and change, if required.
 - Note:** *Even if mobile number is changed or user is not verified, he can still register with the eFiling system. The user will be verified by the bar council later.*
 - Practice Place Details
 - Contact Details
 - Password
- Once all details are filled in, click Generate OTP; message 'OTP sent to your mobile number' will be displayed. Enter the OTP received on your mobile and click Verify OTP. 'User registered successfully' message will appear along with your unique code.

Login to e-Filing

Select State

Advocate Litigant

Username

Password

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

Registration Form
 Advocate Litigant

Bar Registration Details

* State:

* Bar Regn. No.:

Gender: Male Female

* Advocate Name:

Date of Birth:

Ordinary Place of Practicing

District Court High Court

District:

* State:

Establishment:

Contact Details

* Mobile Number (+91):

* Email:

Choose Password

* Password:

* Confirm Password:

OTP Verification

Mobile Number:

* Enter OTP:

Fig: Register New User – Advocate

For Litigants:

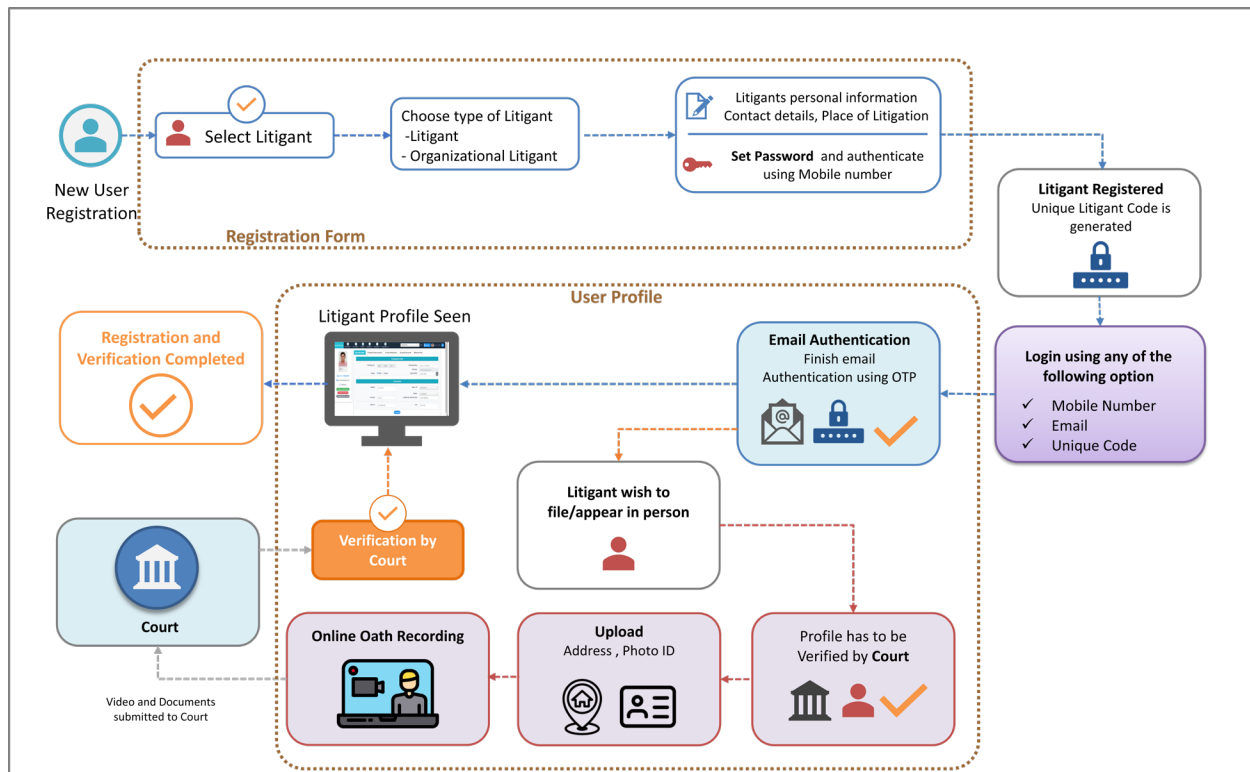
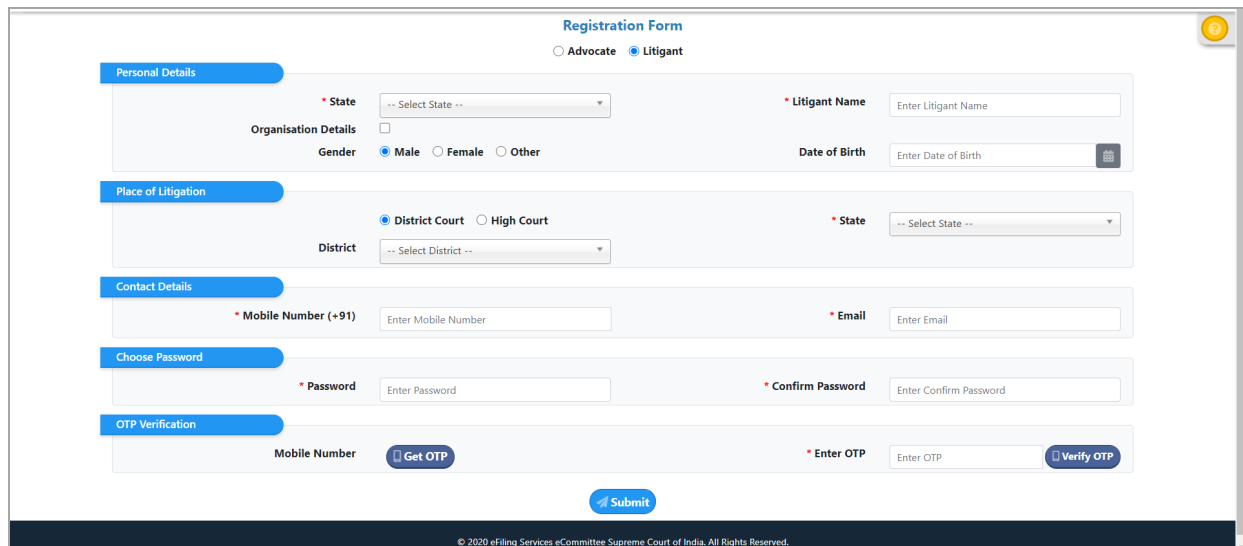


Fig: Litigant Registration Flow

Follow the procedure given below to register with the eFiling system.

- Click on the '[New User Register here](#)' link in the log-in screen; a registration form will be displayed. Select **Litigant** radio button.
- Fill in 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; message 'OTP sent to your mobile number' will be displayed. 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

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

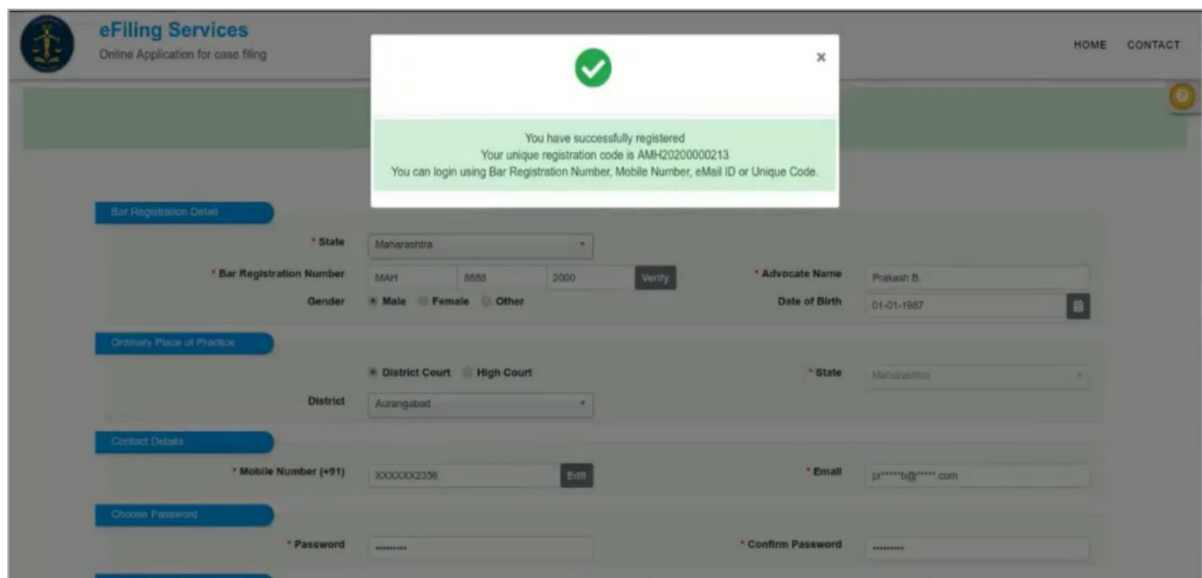
OTP Verification

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): XXXXXX02356

* 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.

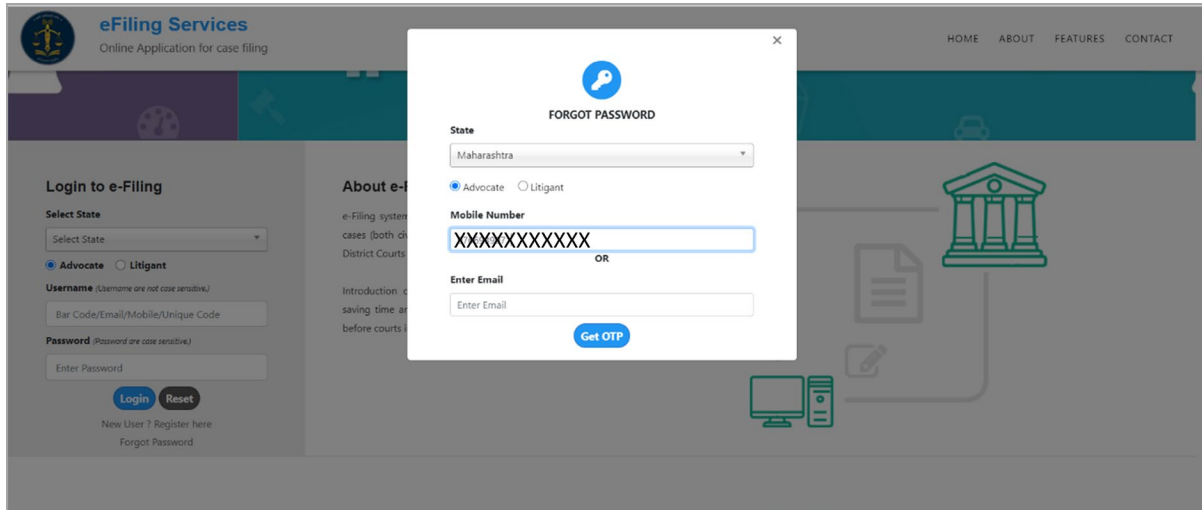


Fig: Forgot Password

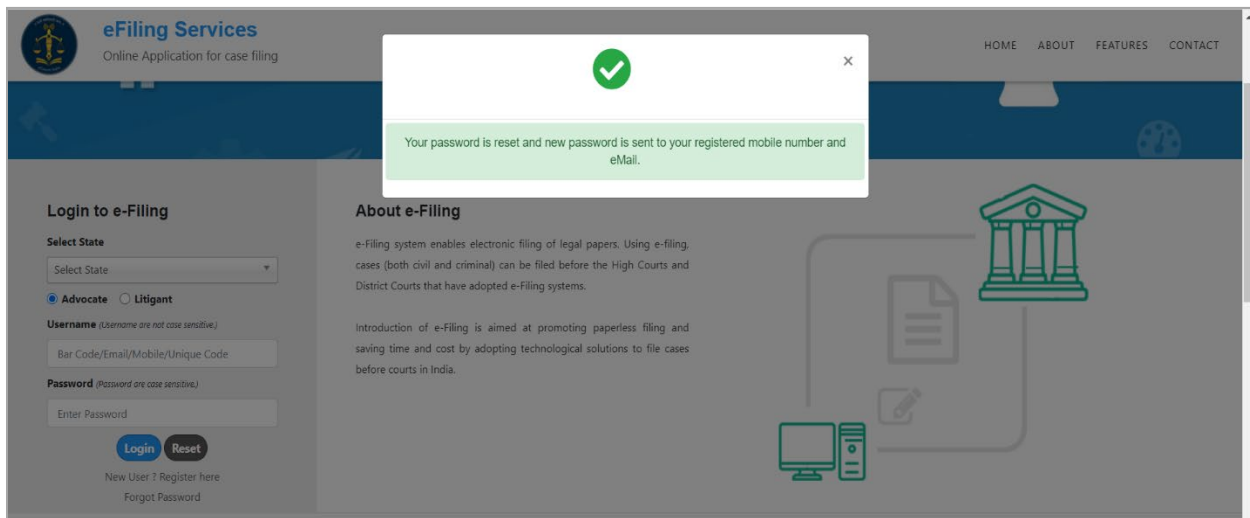


Fig: System message notifying password sent for logging in