RNI No. MAHBIL /2009/35527

सत्यमेव जयते

महाराष्ट्र शासन राजपत्र

असाधारण भाग चार-क

वर्ष ८, अंक ५३] गुरुवार, नोव्हेंबर १७, २०२२/कार्तिक २६, शके १९४४ [पृष्ठे ५९, किंमत : रुपये ९.००

असाधारण क्रमांक ७९

प्राधिकृत प्रकाशन

महाराष्ट्र शासनाव्यतिरिक्त इतर वैधानिक प्राधिकाऱ्यांनी तयार केलेले
(भाग एक, एक-अ व एक-ल यांमध्ये प्रसिद्ध केलेले वैधानिक नियम व आदेश यांव्यतिरिक्त इतर)
वैधानिक नियम व आदेश; यात भारत सरकार, उच्च न्यायालय, पोलीस आयुक्त, आयुक्त (राज्य उत्पादन शुल्क), जिल्हादंडाधिकारी व निवडणूक आयोग, निवडणूक न्यायाधिकरण, निवडणूक निर्णय अधिकारी व निवडणूक आयोगाखालील इतर प्राधिकारी यांनी तयार केलेले वैधानिक नियम व आदेश यांचा समावेश होतो.

HIGH COURT OF JUDICATURE AT BOMBAY

APPELLATE SIDE

NOTIFICATION

No. Rule/P. 1603/2022.—The Hon'ble the Chief Justice and the Judges of the High Court of Judicature at Bombay in exercise of powers conferred under Article 225 and 227 of the Constitution of India and all other enabling provisions in that behalf are pleased to make the following rules which shall be applicable to the High Court of Judicature at Bombay, its Benches at Nagpur and Aurangabad and High Court of Bombay at Goa, and the District Courts and Tribunals under the control and supervision of the High Court of Bombay.

Short Title, Applicability and Commencement :

These Rules shall be called "e-Filing Rules of the High Court of Bombay 2022". They shall apply to the High Court of Judicature at Bombay, its Benches at Nagpur and Aurangabad and High Court of Bombay at Goa, and the District Courts and Tribunals under the control and supervision of the High Court of Bombay.

These Rules shall come into force from the date of Notification.

1. Preface

These Rules shall apply to on-line e-filing and e-filing through Designated Counters and facilities provided for e-filing, including **e-Seva Kendras**. The rules shall apply to such categories of cases

as would be notified by the High Court. These Rules amend and consolidate the existing Rules and Practice Directions.

2. Definitions

2.1 **Action :** includes all proceedings instituted in the Court such as suits, criminal complaints, appeals, 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 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 which find mention in **Appendix-I** and those that may be included or excluded from **Appendix-I** from time to time.

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 Judicature at Bombay, its Benches at Nagpur and Aurangabad and High Court of Bombay at Goa, Panaji-Goa.

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.

2.21 **Tribunal :** means and includes all Tribunals under the control and supervision of the High Court.

3. General Instructions

3.1 On-line e-filing shall be made by visiting the prevailing web portal of the Court for the purpose of e-filing.

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.

3.4 Maximum size of the file shall be specified and revised from time to time by issuing practice directions.

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 prevailing web portal to view the form.

(i) For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/)

(ii) For E-filing portal version 3.0 (https://filing.ecourts.gov.in/pdedev)

(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 prevailing web portal to view the form.

(i) For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/)

(ii) For E-filing portal version 3.0 (https://filing.ecourts.gov.in/pdedev)

(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 in. 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 the prevailing e-filing web portal as per **Appendix-II**.

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).

Wherever verification and attestation under oath is done before Notary Public, the scanned page shall be uploaded keeping the original in custody.

Citations shall not form part of the pleadings or annexure, unless citation is relevant subject matter of the lis. Citations shall be separately filed as and when necessary.

Scrutiny and compliance with objections in any pleading e-filing shall only be by online mode only. If interaction is inevitable in such cases virtual counters with video linkage facility shall be used as and when activated.

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

The High Court may issue notification / circular / Practice note defining sequence and chronology of documents and manner of pagination, manner of filing amendment for e-filing purposes for District Court and High Court.

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 in- built 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. Dos 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 so far as evidence in the form of an electronic record, such as audio and/or video files, which are to be filed in the High Court as set out in **APPENDIX –VII** shall be followed. As and when this facility is made available for District Courts, the procedure to be followed will be notified by the Administrator.

8.5 Special Characters are not allowed while e-filing 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 e-filed documents shall be legible and free of markings, track changes or annotations.

8.8 As far as possible the PDF file may be flattened free of embedded images, videos, GIF, PDF form fields and Java script elements.

9. Payment of Court Fees/Other Charges

Court fee and other charges can be paid either electronically by purchase on the on-line facility provided by the authorised agency 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 of Originals

10.1 Originals of the documents, certified copies that are scanned and digitally signed by the Registrant(s) at the time of e-filing should be preserved for production or inspection as may be required by a Registrant, Registry or Bench for verification or removal of doubts.

10.2 The registry may make use of virtual counters with video linkage for quick verification any scanned or typed document e-filed cases.

10.3 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 till after the final disposal of the Action. Final disposal shall include disposal of the Action by the superior appellate court.

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 Deed 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

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.

In all cases if the respondent is not registered in CIS and no email ID is disclosed, a party cannot be compelled to accept service in digitised form. In such case, the Registrant shall serve the respondent with physical copies of the pleadings in addition to offering a soft copy.

The registry may send soft copies of petition from the dedicated mail address along with copy of notice/writ to the Court below with verification mechanism to ensure integrity of the dispatched soft copies. If required, soft copies shall be printed at Court effecting service whereupon addressee court shall affix its seal on the notice/writ so received and shall serve copies on the respondents/noticees. Copy of report of service shall be uploaded as reply to the e-mail forwarding notices/writs which, unless required, shall be treated as sufficient proof of service without requirement of physically signed hard copy of report of service.

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 16.00 hours on any court working day. On-line e-filing carried out after working hours on any day, will be treated as the date which follows the actual filing date provided it is a court working day. Actions filed on a day declared as 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.

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 during working 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. These Rules are not in derogation to the provisions of any substantive or procedural law applicable for disposal of proceedings by the courts.

18. 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 for 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 High Court /e-Committee.

Provided for marking electronic records as exhibits in the course of the trial, the protocol set out in **Appendix VIII** shall be followed qua the Actions instituted in the High Court. As regards the District Court, as and when the application is made available, the relevant procedure to be followed shall be notified by the Administrator. However, the mere assigning of a unique number to the electronic record will not amount to the authentication or proof of such electronic record. Nothing in these rules shall be construed as dispensing with the proof of the electronic record as required under the law.

19.1 Residuary provisions

19.1 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.

19.2 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).

19.3 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.

20. 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.

21. The Chief Justice may issue practice directions as warranted from time to time in respect of the Rules.

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 – VII	Procedure for filing of all evidence in the form of an electronic record, such as audio and/or video files, etc.
APPENDIX – VIII	Protocol for marking of electronic records as exhibits in the course of trial.

HIGH COURT OF JUDICATURE)
AT BOMBAY)
) R. N. JOSHI,
DATE : 15th NOVEMBER 2022) REGISTRAR GENERAL.

APPENDIX.

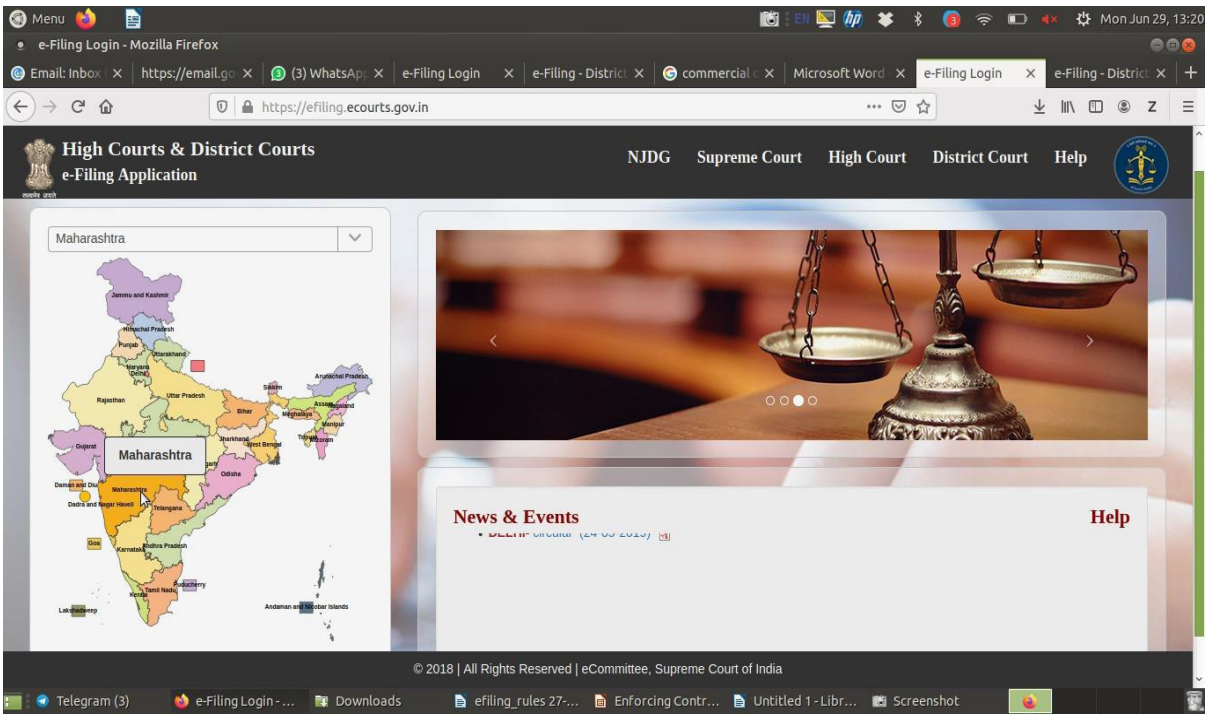
APPENDIX – I

For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/) (Applicable to High court at Bombay and its benches at Nagpur, Aurangabad and Bombay High Court atGoa and District Courts and Taluka Courts at Diu,Daman, Silvasa)

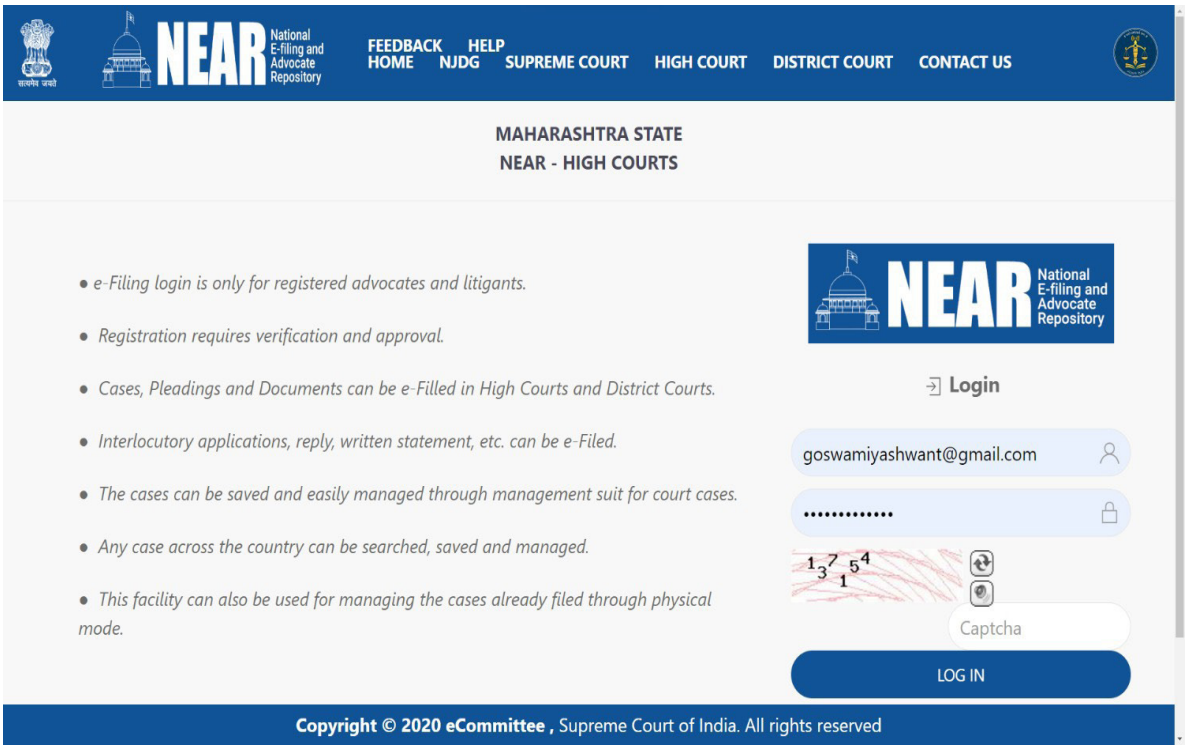
Screenshots showing the procedure for accessing the online portal, electronic filing of documents and list of Designated Counters.

1 : Accessing the Online Portal

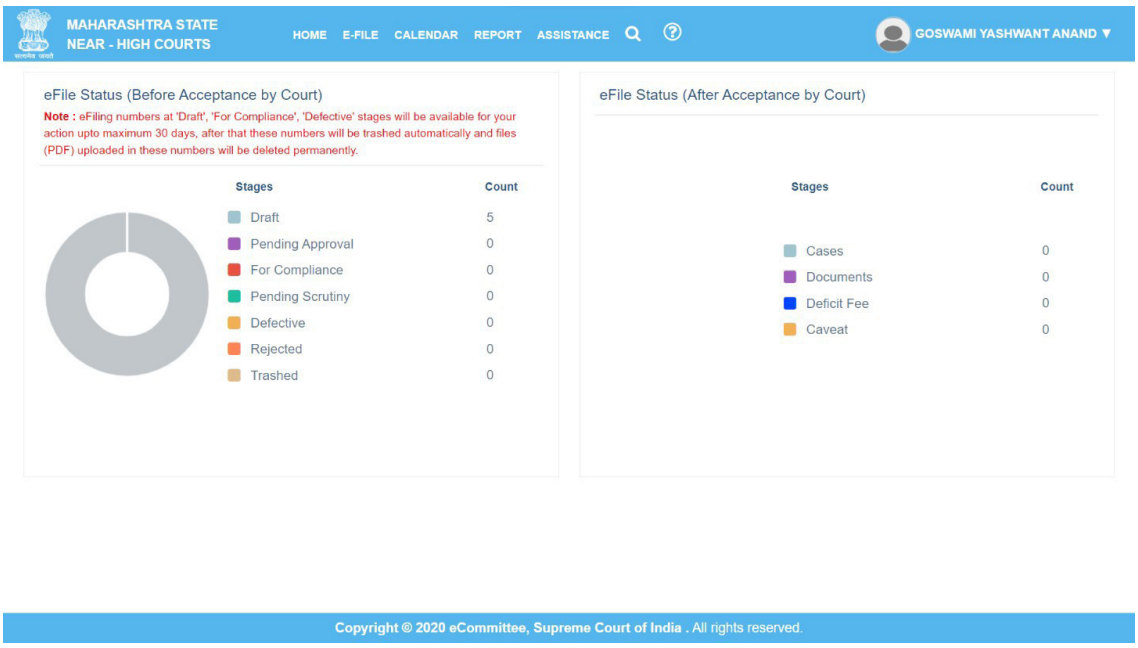
- Visit **https://efiling.ecourts.gov.in/** to access efiling portal.
- Select the State from the dropdown list or from the interactive map of India.



- The login window as shown in the following picture will appear. **Enter** the **User ID** and **Password.**
- For Registration of new Advocate or Party in Person, click on "**Register**"

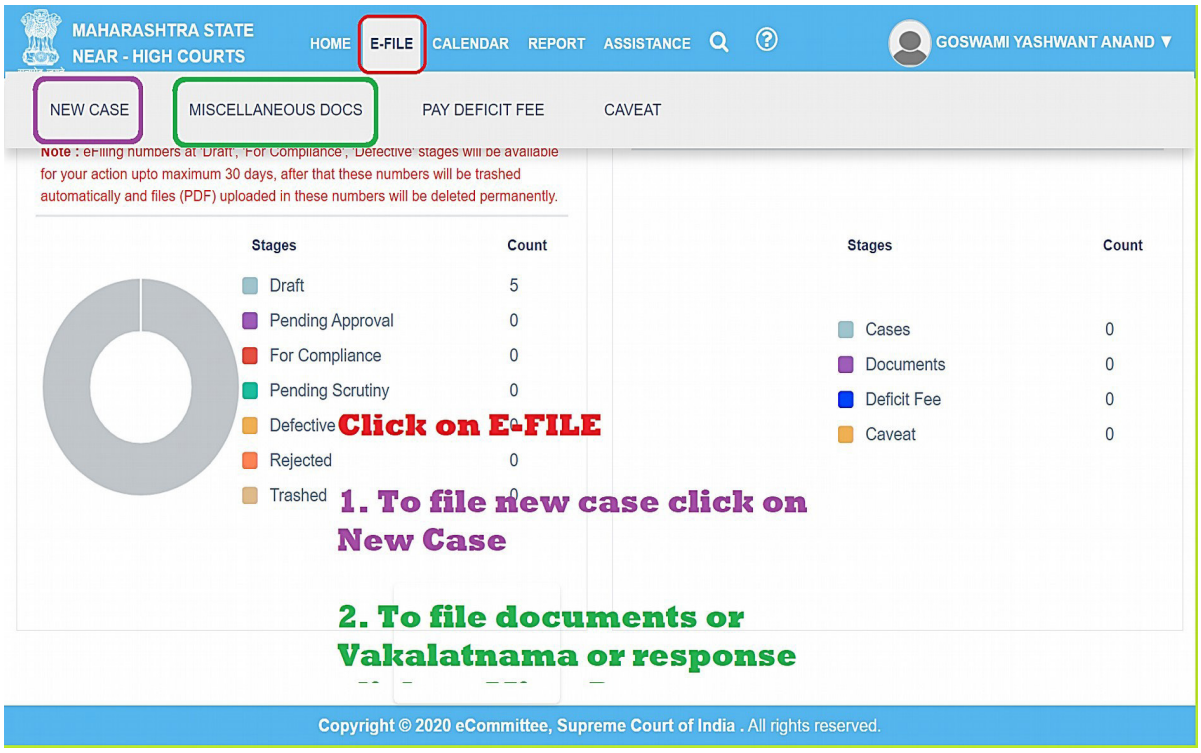


- After logging in to efiling portal, the Dashboard of the Advocate appears as shown the following picture.

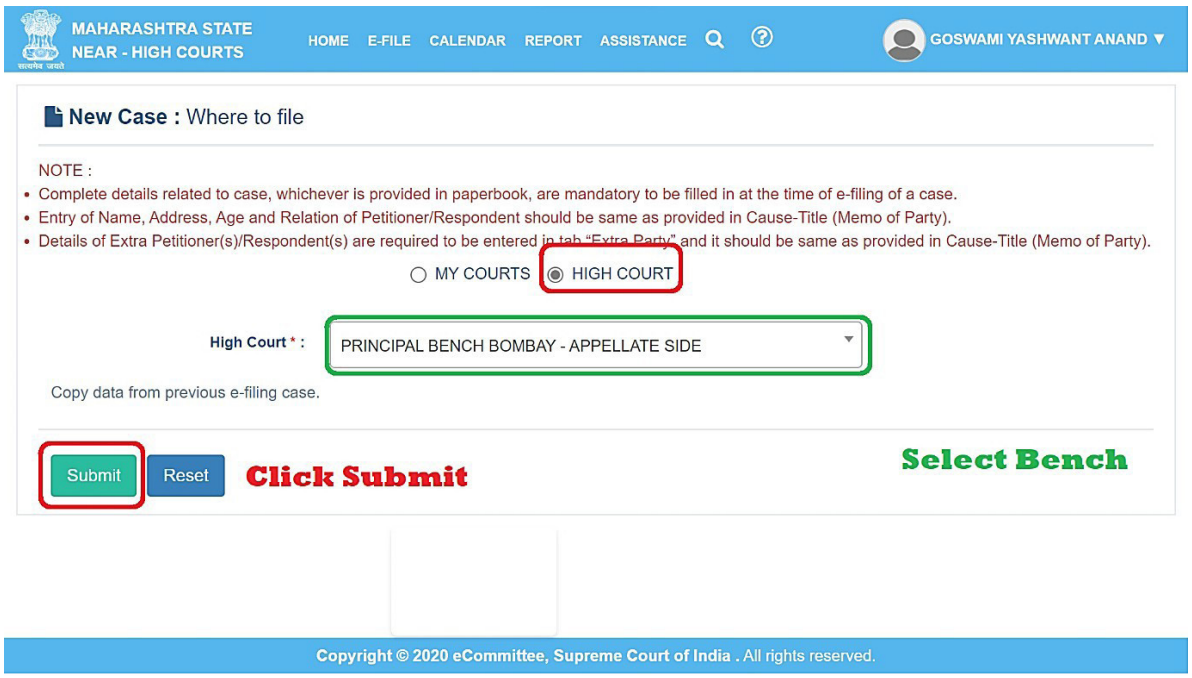


2. Filing Miscellaneous Documents through e-filing

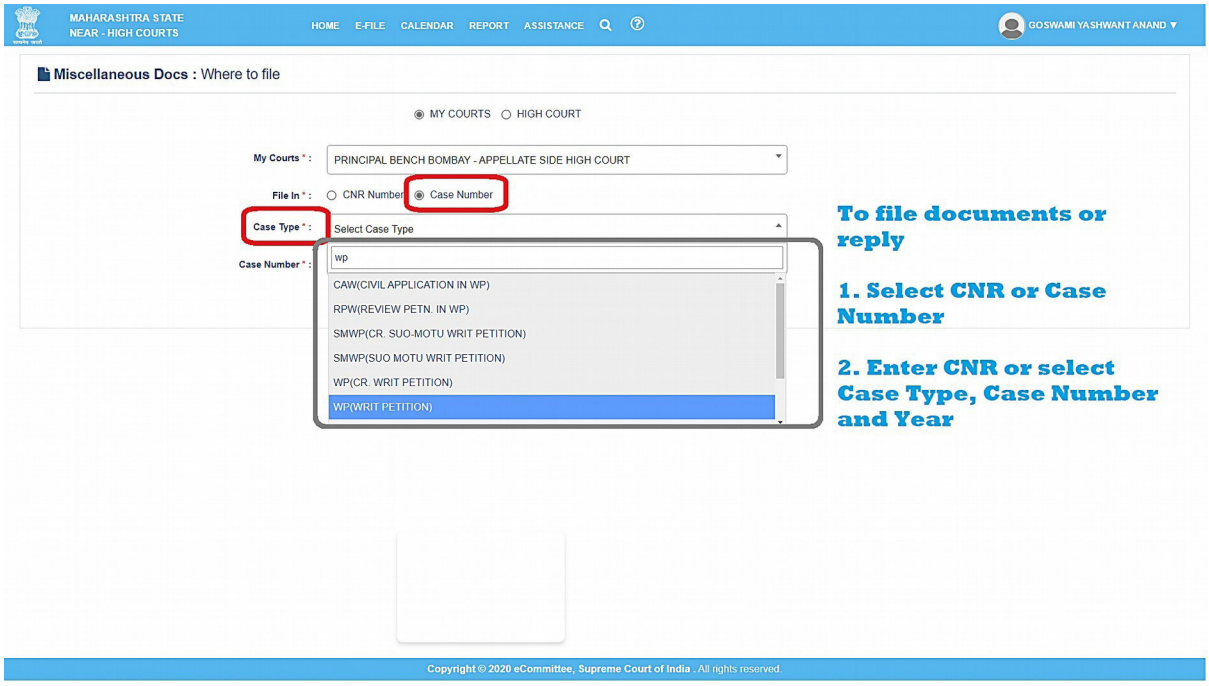
1. Select Misc. Docs option



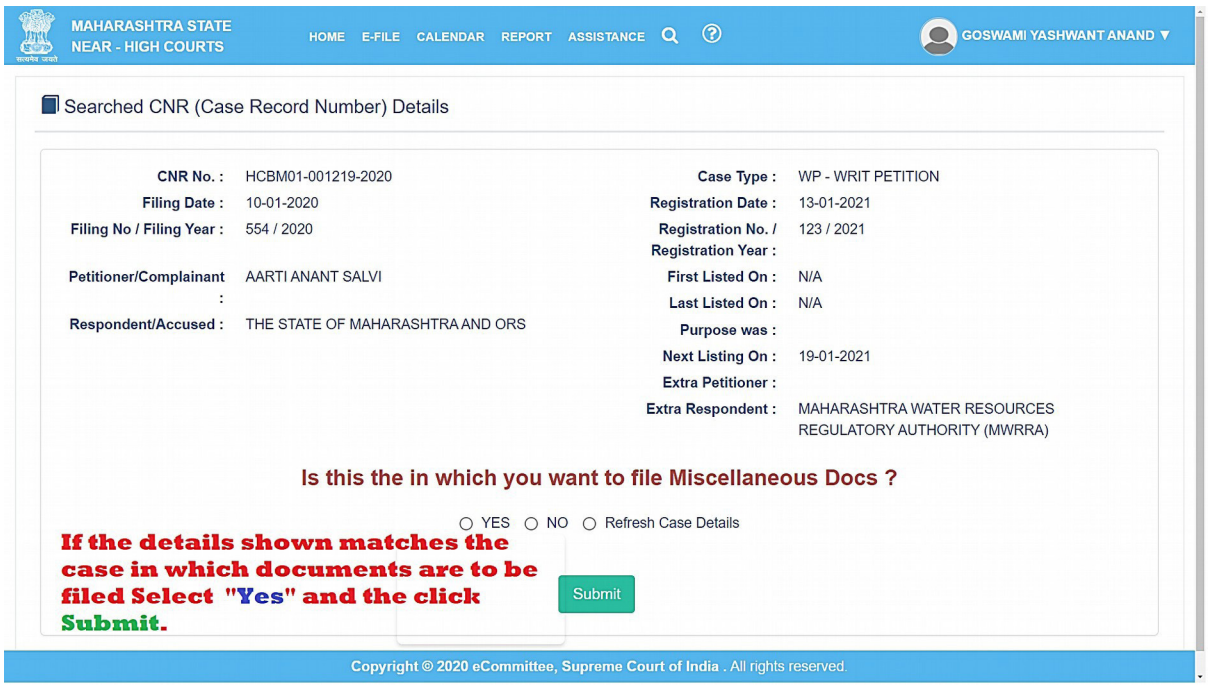
2. Select Bench



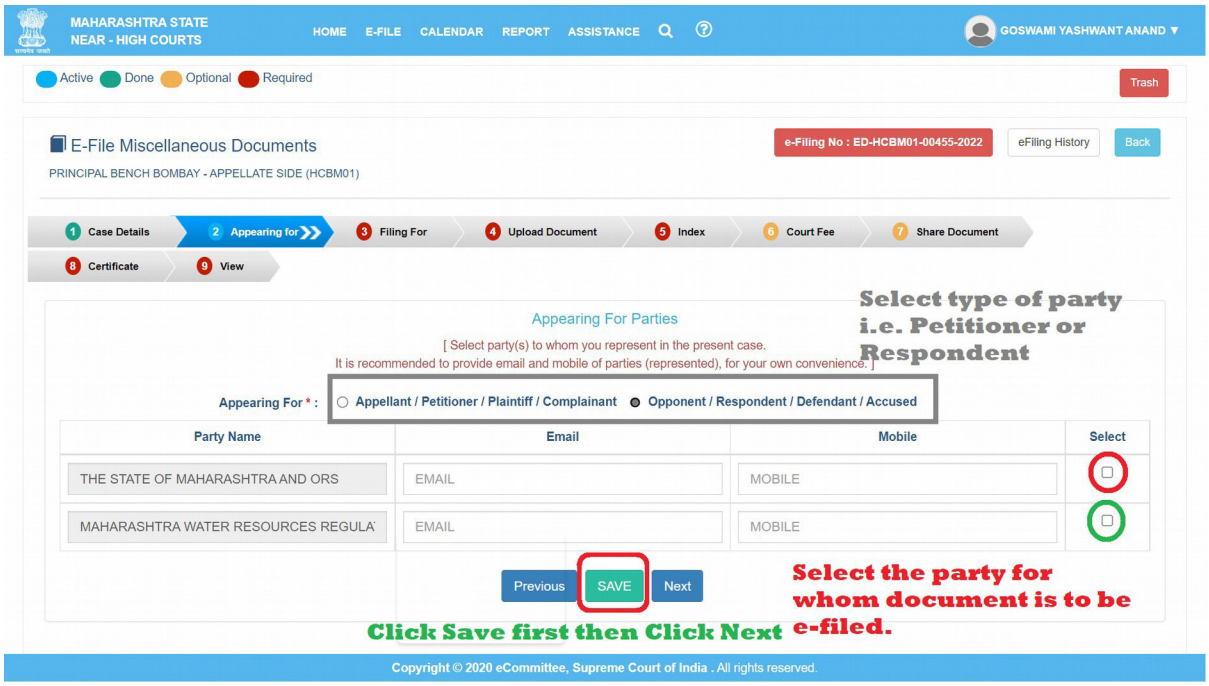
3. Enter Case in which documents are to be filed



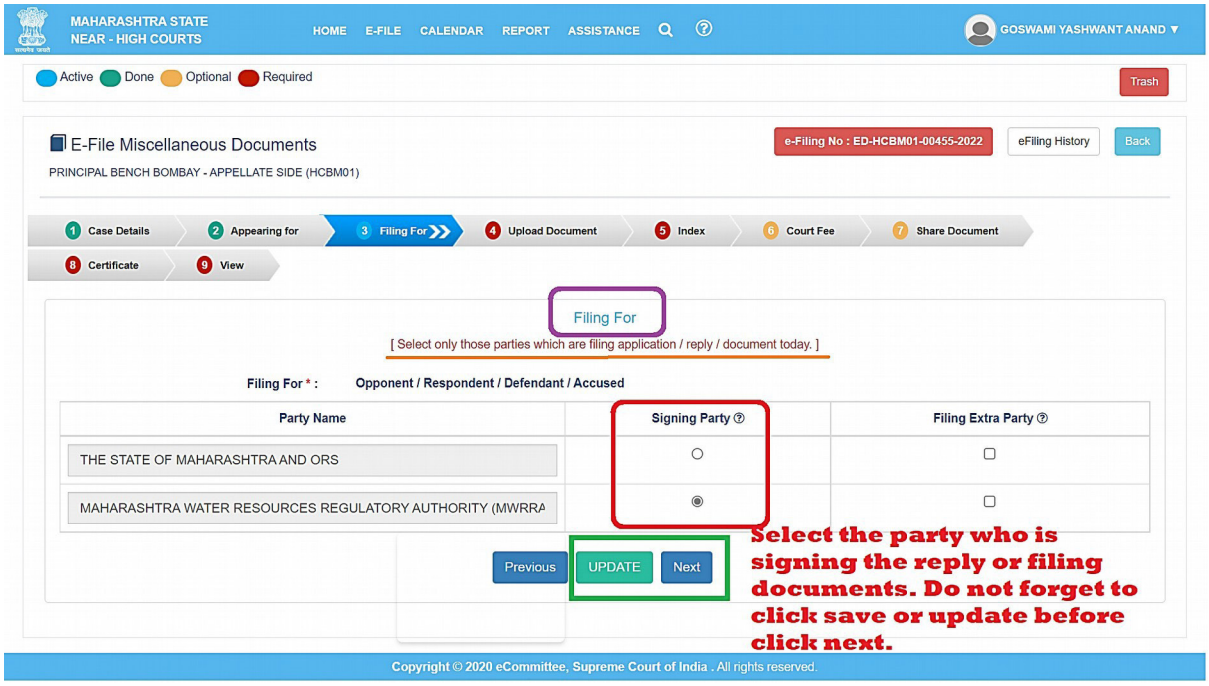
4. Verify Correctness of Case



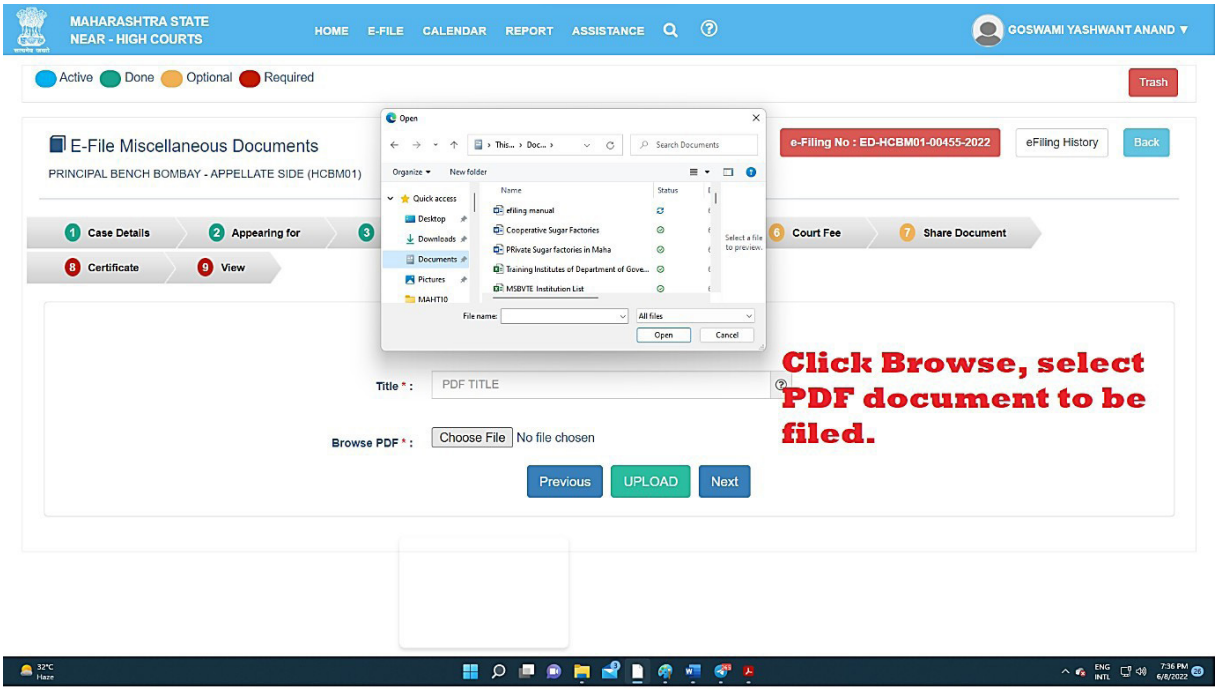
5. Select party for whom documents are being filed.



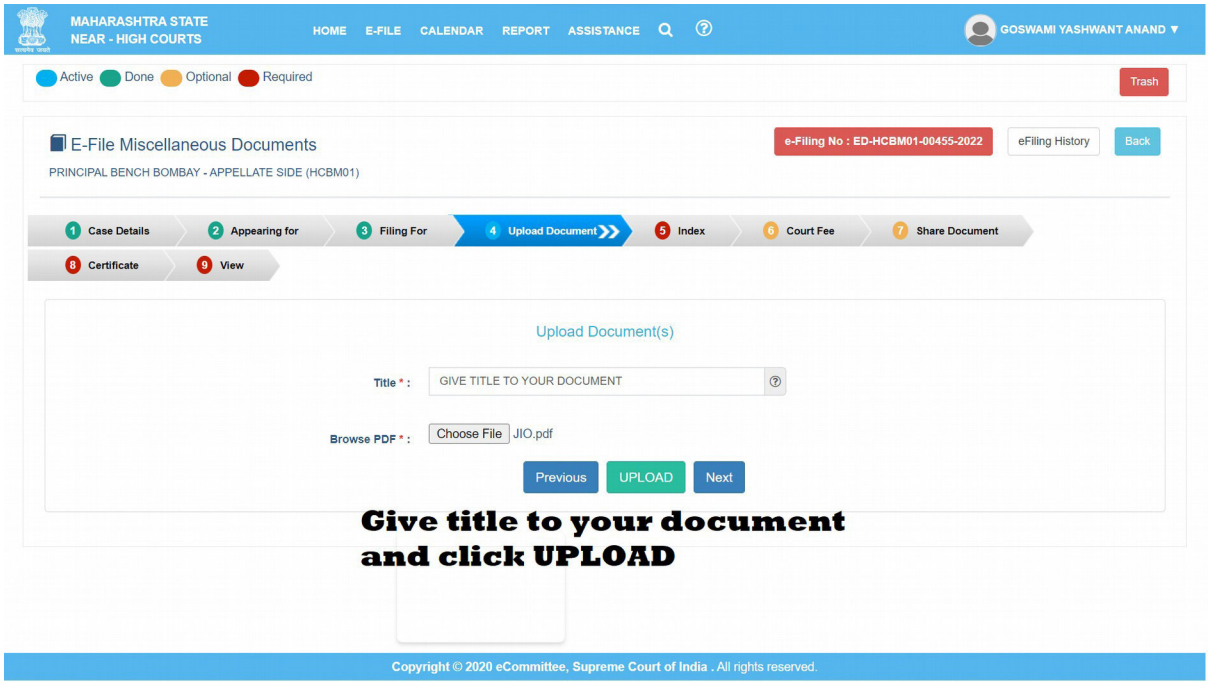
6. Select signing party, if multiple



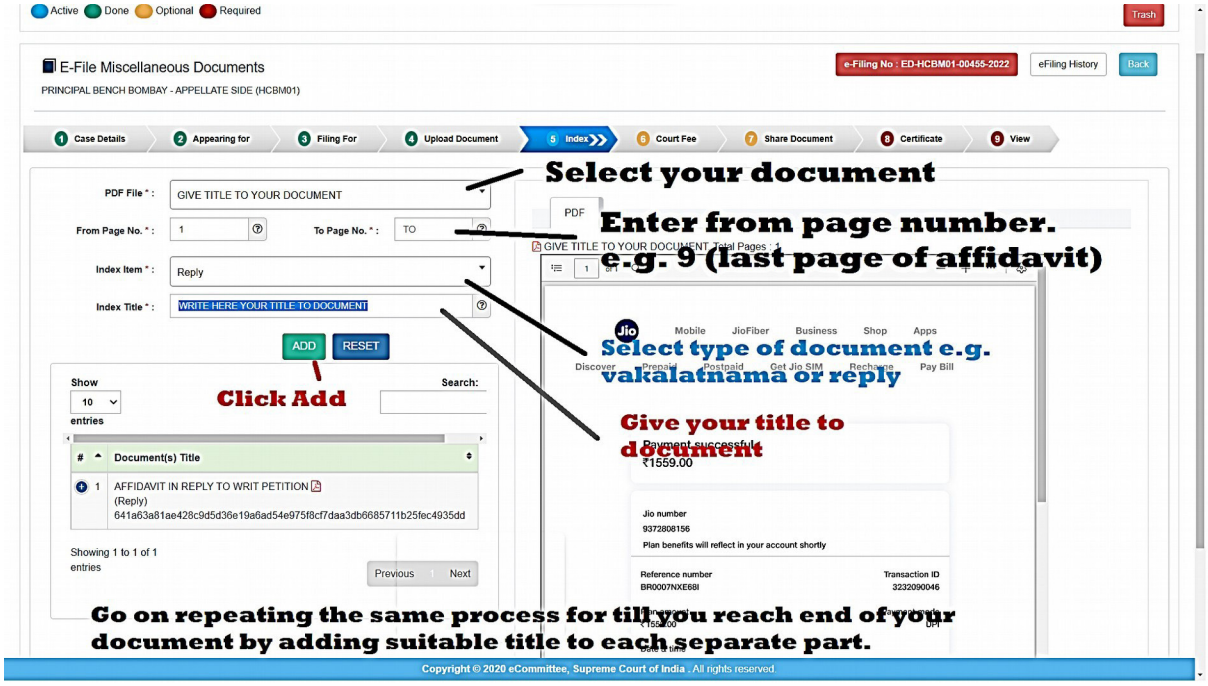
7. Upload documents



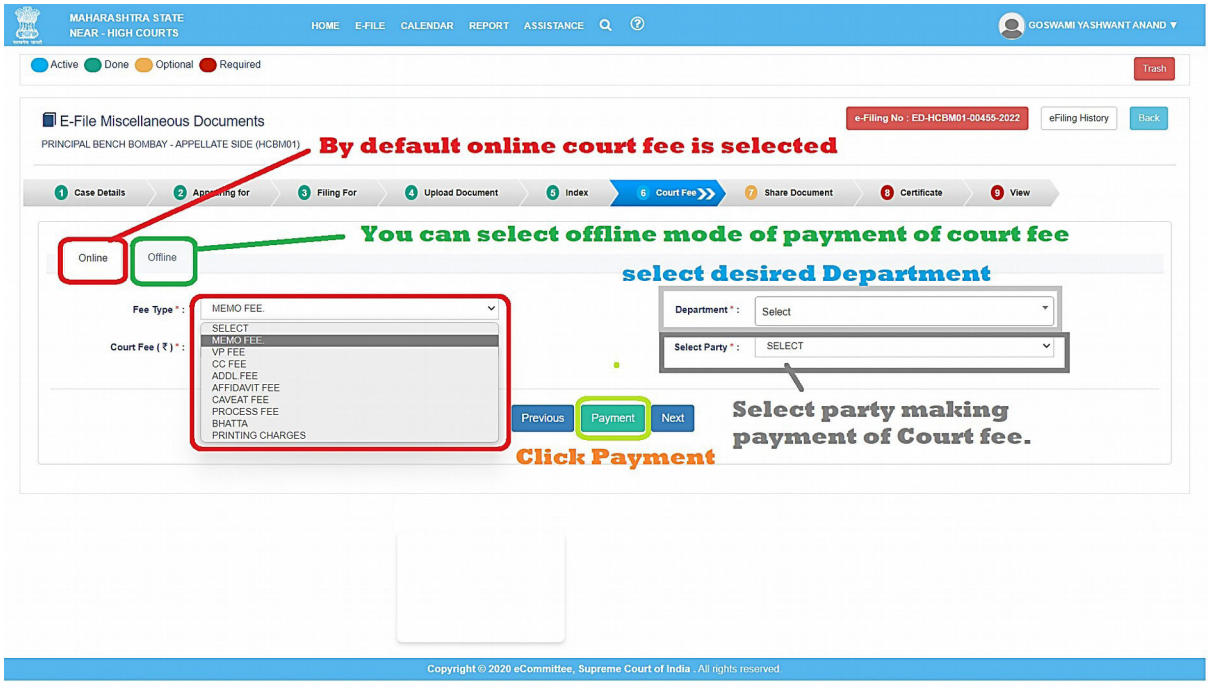
8. Give title to uploaded document



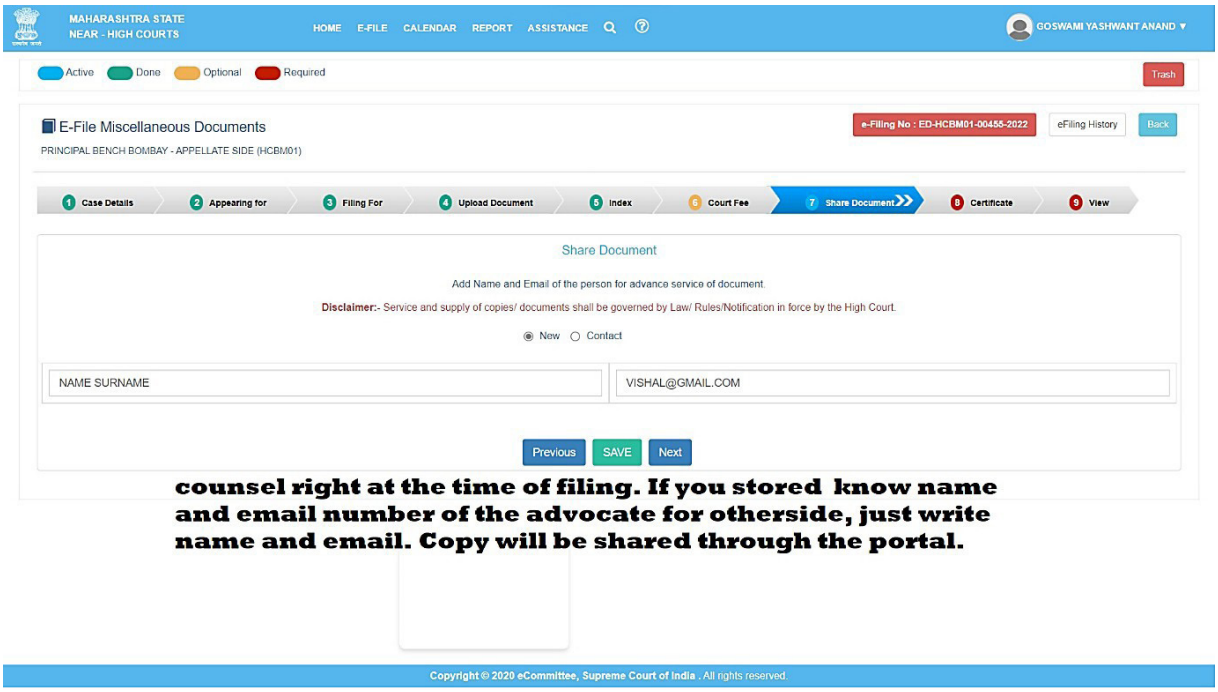
9. Index the uploaded document



10. Select mode, department and party for payment of court fee



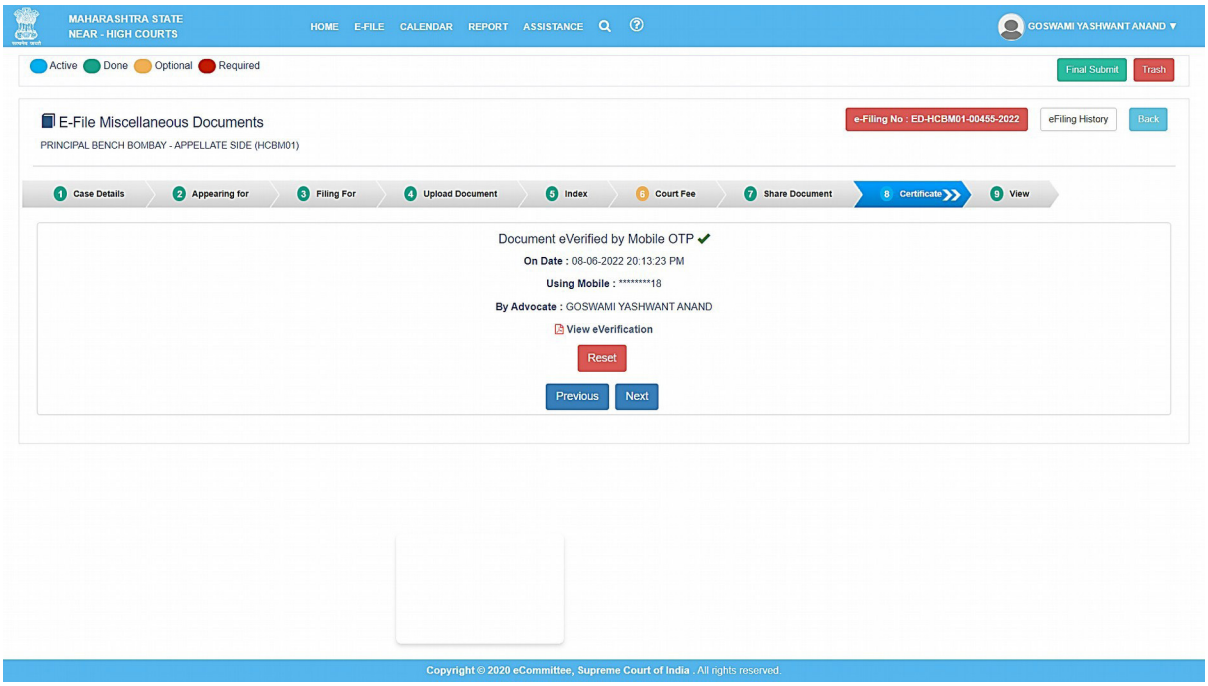
11. Share copy of document to other Advocates, if desired



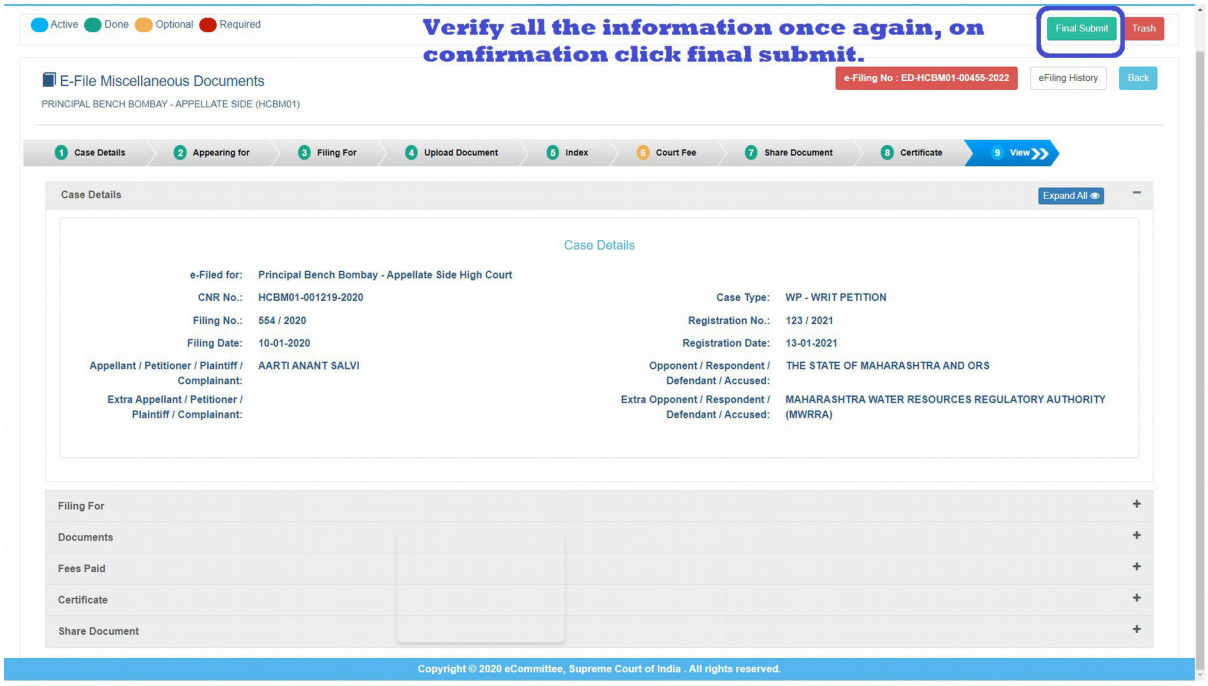
counsel right at the time of filing. If you stored know name and email number of the advocate for otherside, just write name and email. Copy will be shared through the portal.

12. Digitally Sign the Verification

13. Upload and verify signing with own Digital signature.



14. Final Submit



3. FILING NEW CASE

On the dashboard click on efile>>click on New Case>>

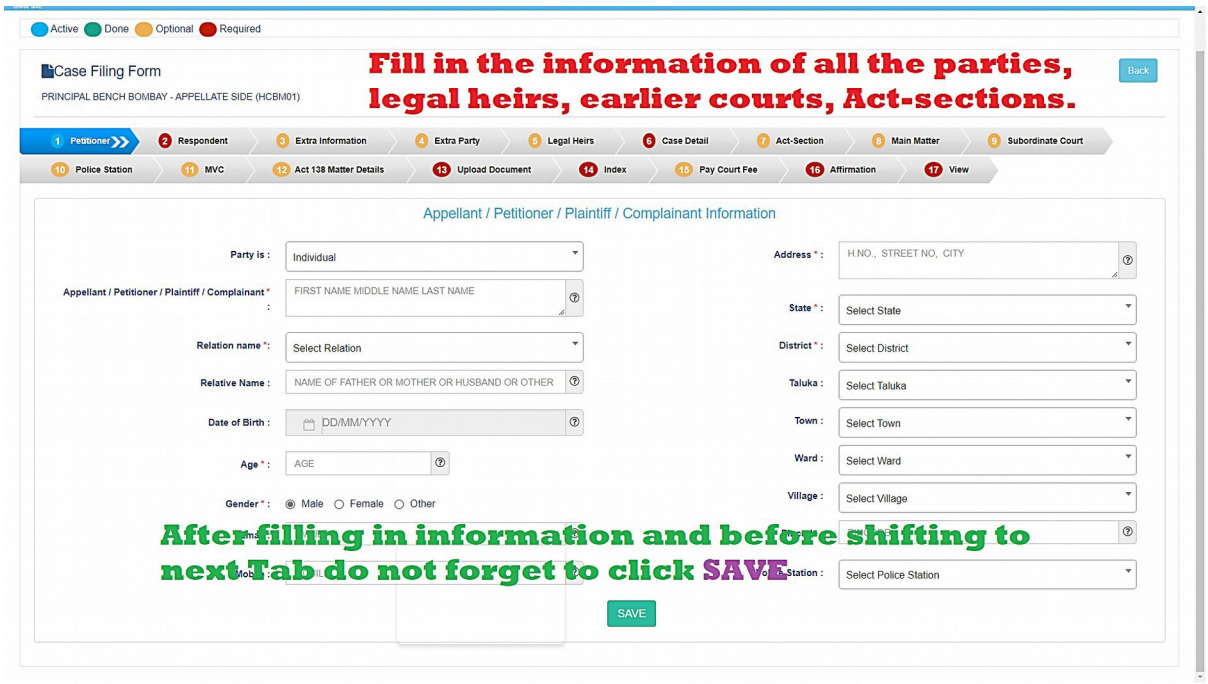
Enter information in below mentioned tab and follow similar procedure to index documents, payment of court fees, digital signatures and final submit.

Do not forget to enter names and addresses of all the parties.

Do not forget to enter details of the Court and case number in which orders are challenged.

Do not forget to enter details of Acts and Section.

Do not forget to enter details of Police Station, FIR number etc.



III : List of Designated Counters (eSewa Kendra)

Sr. No.	District	Name of Court Complex
1	NAGPUR	High Court of Judicature at Bombay Nagpur Bench, Nagpur.
2	AURANGABAD	High Court of Judicature at Bombay Aurangabad Bench, Aurangabad.
3	AHMEDNAGAR	District & Sessions Court, New Court Building, Behind S.P. Office, Near Nyaya Nagar, Ahmednagar - 414 001
4	AKOLA	District and Sessions Court, Railway Station Road, Ramdaspeth, Akola- 444 001
5	AMRAVATI	District & Sessions Court, Camp, Amravati - 444 602
6	AURANGABAD	District & Sessions Court, New District Court Building, Adalat Road, Aurangabad - 431 005
7	BEED	District and Sessions Court, Nagar Road, Beed – 431122
8	BHANDARA	District & Sessions Court, District Court Building, National Highway 6, Civil lines, Bhandara Tah. District Bhandara – 441904
9	BULDHANA	District & Session Court, Buldhana- 443001

10	CHANDRAPUR	District & Session Court, Nyayamandir Building, Opp. Bus Stand, Chandrapur - 442 401
11	MUMBAI	CMM Court,Esplanade Court, Mahapalika Marg, Mumbai - 400 001
12	DAMAN	District & Sessions Court, Moti Daman, Daman - 396 220.
13	DHULE	District & Sessions Court, Dhule - 424 001
14	DIU	District & Sessions Court, Diu - 362 520.
15	GADCHIROLI	District & Sessions Court, Gadchiroli - 442 605
16	GONDIA	District Judge -1, Civil Lines, Gondia – 441601
17	JALGAON	District and Sessions Court, Jalgaon – 425001
18	JALNA	Principal District & Sessions Judge, Chief Judicial Magistrate Court & Civil Judge, Senior Division, Survey No - 488, Ambad Ring Road, Jalna - 431 203
19	KOLHAPUR	District & Sessions Court, Gate No.4, Central Building, Kasaba Bavada, Kolhapur - 416 006
20	LATUR	District & Sessions Court, “Nyaya Nagari”, Main Road, Latur - 413 512

21	MUMBAI	City Civil & Sessions Court, Old Secretariat Building, Mumbai – 400032
22	MUMBAI	Small Causes Court, L.T. Road, Dhobi Talao, Mumbai – 400002
23	NAGPUR	District & Sessions Court, Akashwani Chowk, Nagpur – 440001
24	NANDED	District and Sessions Court, Station Road, Nanded - 431 601
25	NANDURBAR	District Judge - 1, District Court, Nandurbar - 425 412
26	NASHIK	District & Sessions Court, Near Central (Old) S.T. Stand, Old Agra Road, Nashik - 422 001
27	NORTH GOA	District and Sessions Courts Complex, Lyceum Complex, Altinho, Panaji, Goa. 403 001
28	OSMANABAD	District and Sessions Court, Solapur Aurangabad Road, Infront of Municipal Council, Osmanabad - 413 501
29	PARBHANI	District Court (New Complex) & CJSD, CJM Court (Old Complex), Near Railway Station, Parbhani – 431401
30	PUNE	District & Sessions Court, Shivajinagar, Pune - 411 005
31	RAIGAD	District & Sessions Court, Raigad - Alibag - 402 201

32	RATNAGIRI	District & Sessions Court, Khareghat Road, Ratnagiri – 415612
33	SANGLI	District & Sessions Court, Vijay Nagar, Sangli - 416 416
34	SATARA	District Court, Satara (New Court Building), Satara - Koregaon Road, 515 Sadar Bazar, Camp, Satara - 415 001
35	SILVASSA	District & Sessions Court, DNH, Silvassa - 396 230.
36	SINDHUDURG	District and Sessions Court, Sindhudurg at Oros, Tal. Kudal, Dist. Sindhudurg, Pin 416812
37	SOLAPUR	District & Sessions Court, Near Rangbhavan Chowk, Solapur - 413 003
38	SOUTH GOA	District & Sessions Court Complex, Old Market, Margao, Goa – 403601
39	THANE	District & Sessions Court, Thane Opposite Collector Office, Court Naka, Thane (West) - 400 601
40	WARDHA	District & Sessions Court, New Building, Civil Lines, Wardha - 442 001
41	WASHIM	District and Sessions Court, Nyay Mandir, Civil Line, Washim 444505
42	YAVATMAL	District and Sessions Court, Nyay Mandir, District Court Complex, Dhamangaon Road, Near Main Post Office, Yavatmal - 445 001

APPENDIX – I

For E-filing portal version 3.0 (https://filing.ecourts.gov.in/pdedev) (Applicable to all the District,Taluka and excadre courts in the state of Maharashtra)

Screenshots showing the procedure for accessing the online portal, electronic filing of documents and list of designated counters.

(I) **: Accessing the online portal**

- Visit https://filing.ecourts.gov.in/pdedev to access efiling portal.

- Registered Users can log in into the system by using username(Barcode/Email/Mobile Number/ Unique Code given at the time of registration) and password.

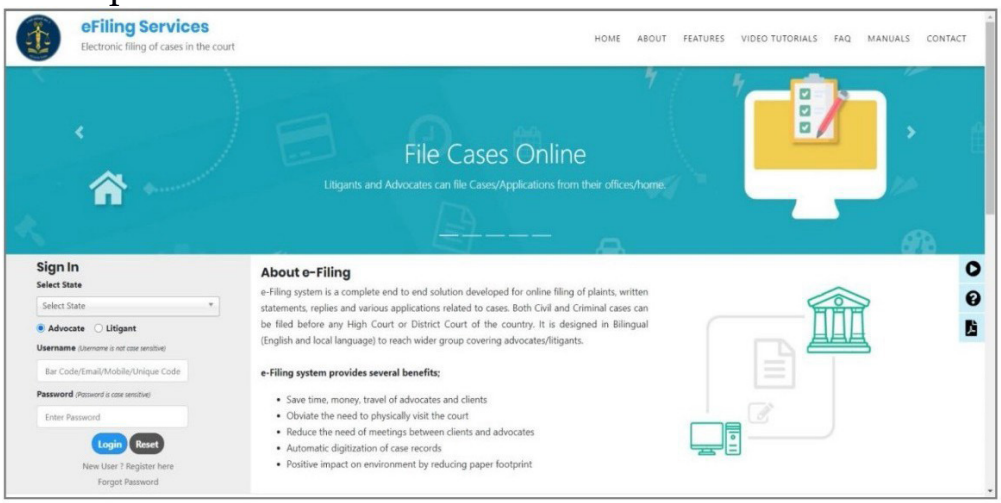


Fig: eFiling Services – Sign in

- After login into e-filing portal, the DashBoard of the Advocate appears as shown in the following picture.

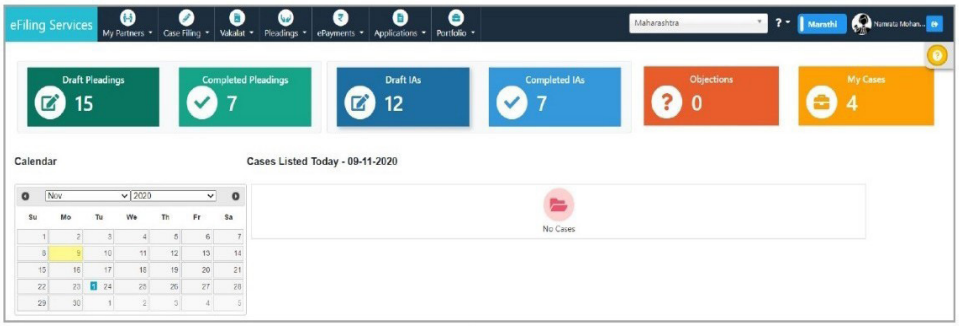


Fig: Opening Screen

(II) filing of Documents :

This menu allow user to upload their legal documents, provide indexing, authorise signatories and e-sign the pleadings.
This tab enables user to perform following actions :

- Upload new legal documents (in pdf format) for selected case.
- View/Search previously uploaded documents.
- Merge uploaded documents.

Upload New Documents :

Select the Case

Search the case for which documents need to be uploaded.

- Select suitable search option - **Search my Case** or **New Case.**
  - For **Search My Case** radio button, enter **Search Keyword** and select a case from the drop down list.
  - For New Case, select **eFiling number** from the drop down list.
- The details of the case are displayed such as Name, My Clients, and Establishment Name.

Upload the Document

- Enter the file name (document name) in the text box provided.
- Choose the file to be uploaded by clicking on **Browse** button and click **Add File**.
  The file name and file (in PDF format) is displayed in the table below. Click on **Submit** button.

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

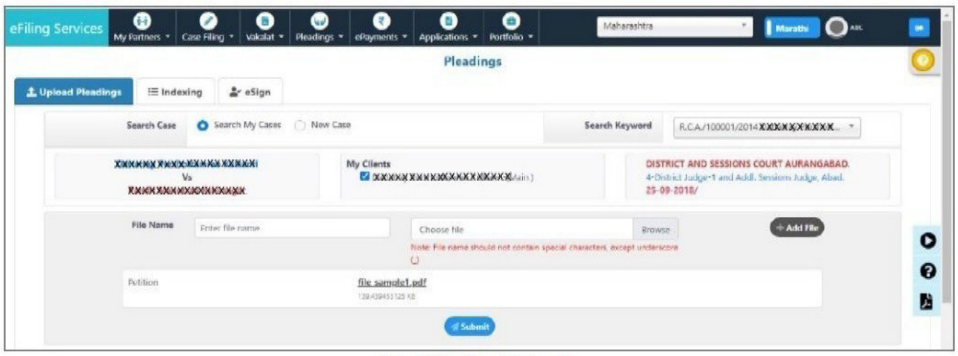


Fig: Pleading Upload

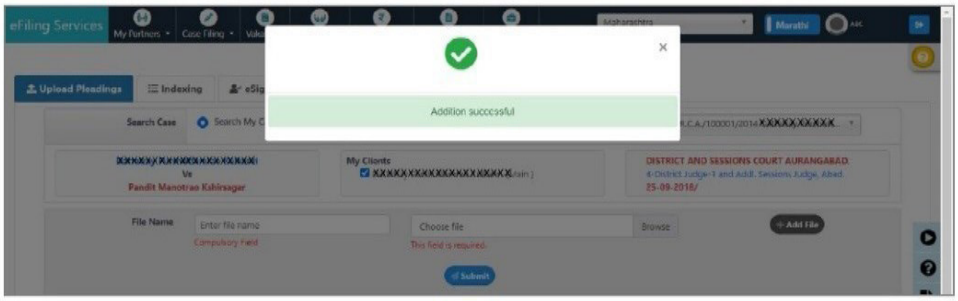


Fig: Addition of Pleading Successful

View/Search uploaded documents :

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

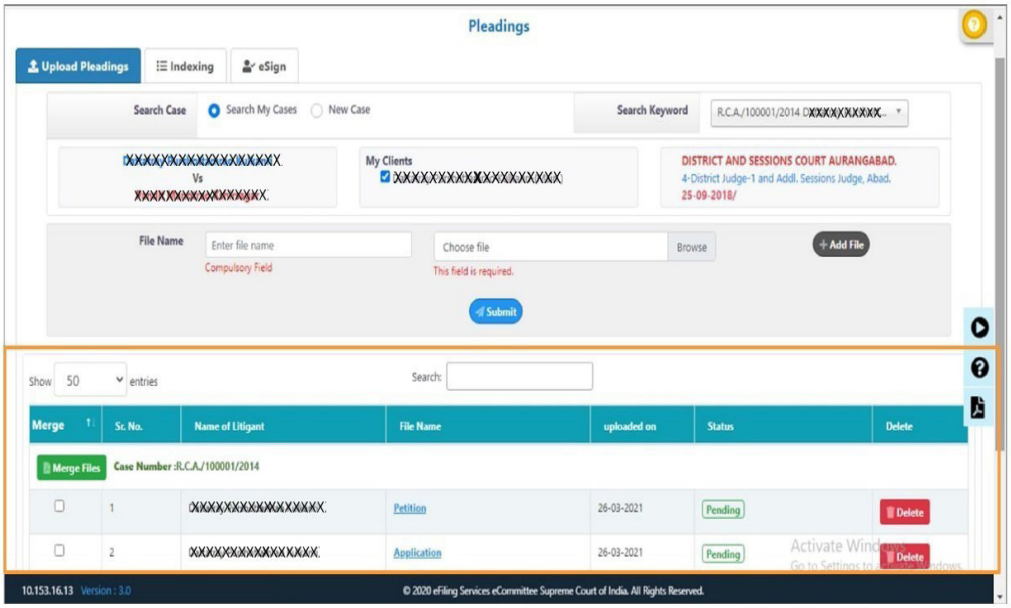


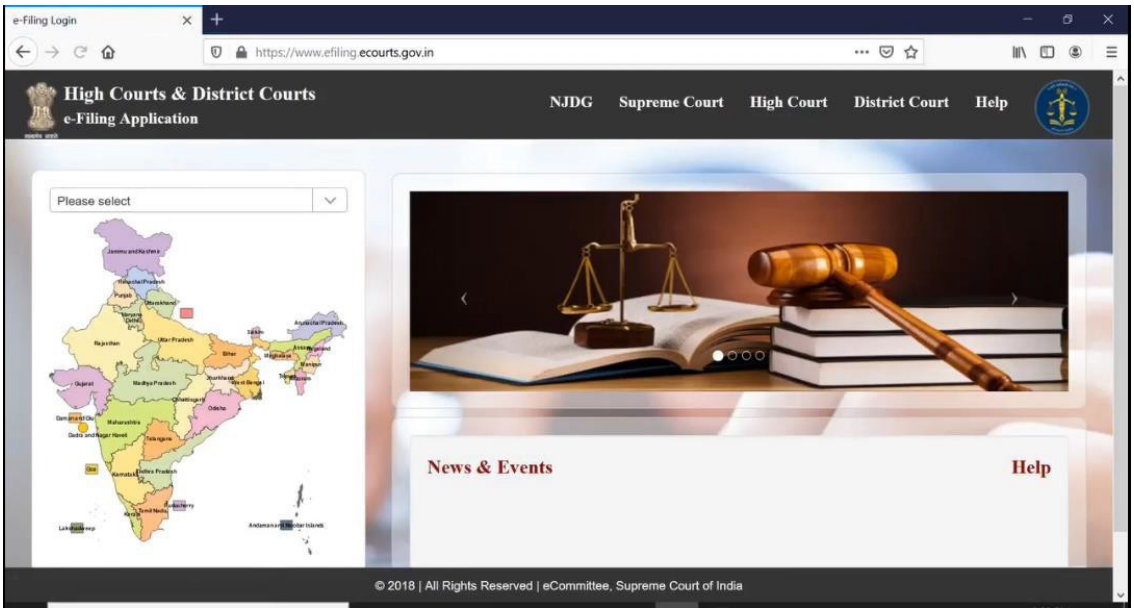
Fig: Pleadings

APPENDIX – II

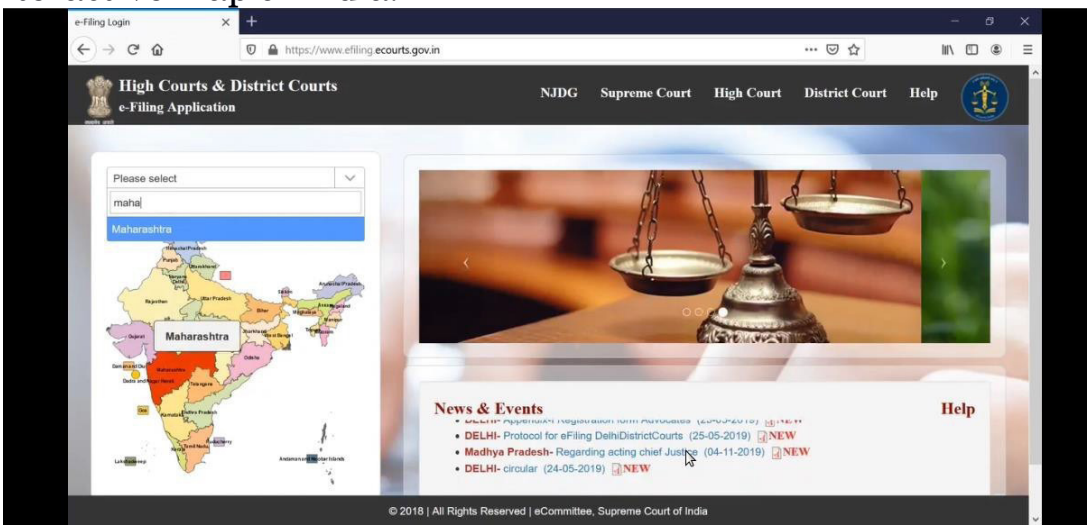
For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/) (Applicable to High court at Bombay and its benches at Nagpur, Aurangabad and Bombay High Court at Goa and District Courts and Taluka Courts at Diu, Daman, Silvasa)

Screenshots showing the procedure for registration.

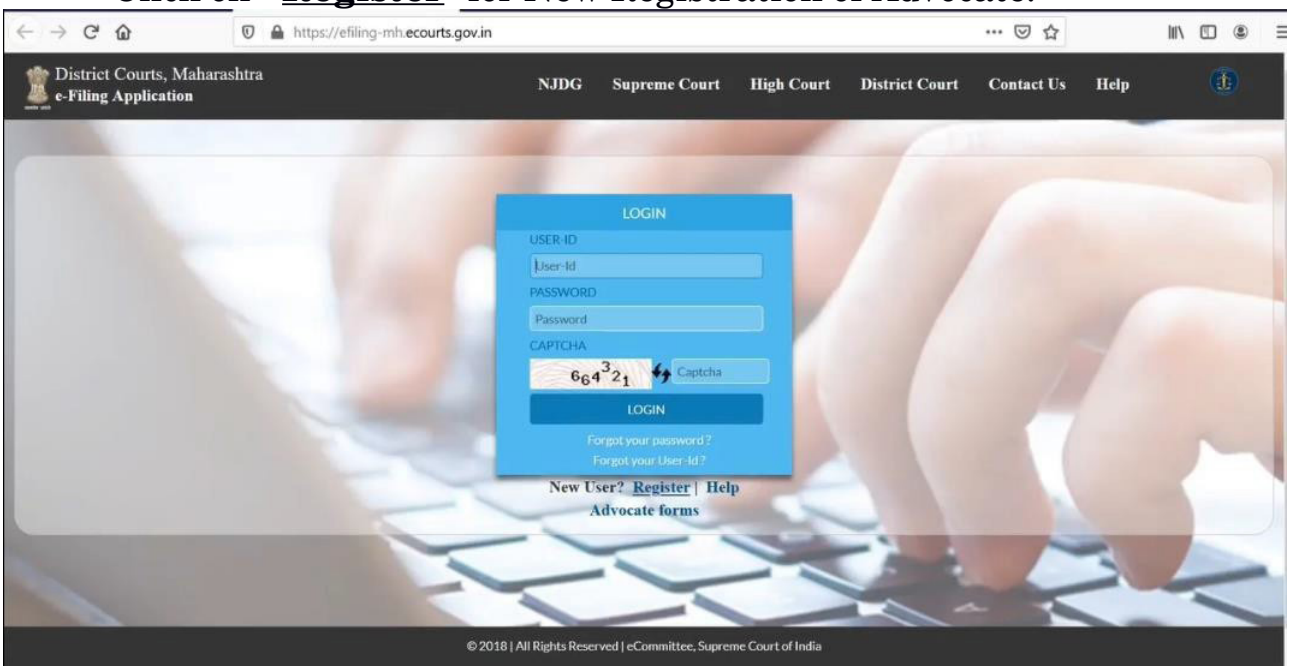
- Visit the efiling portal at **https://efiling.ecourts.gov.in/**



- Select the State either from the dropdown list or the interactive map of India.

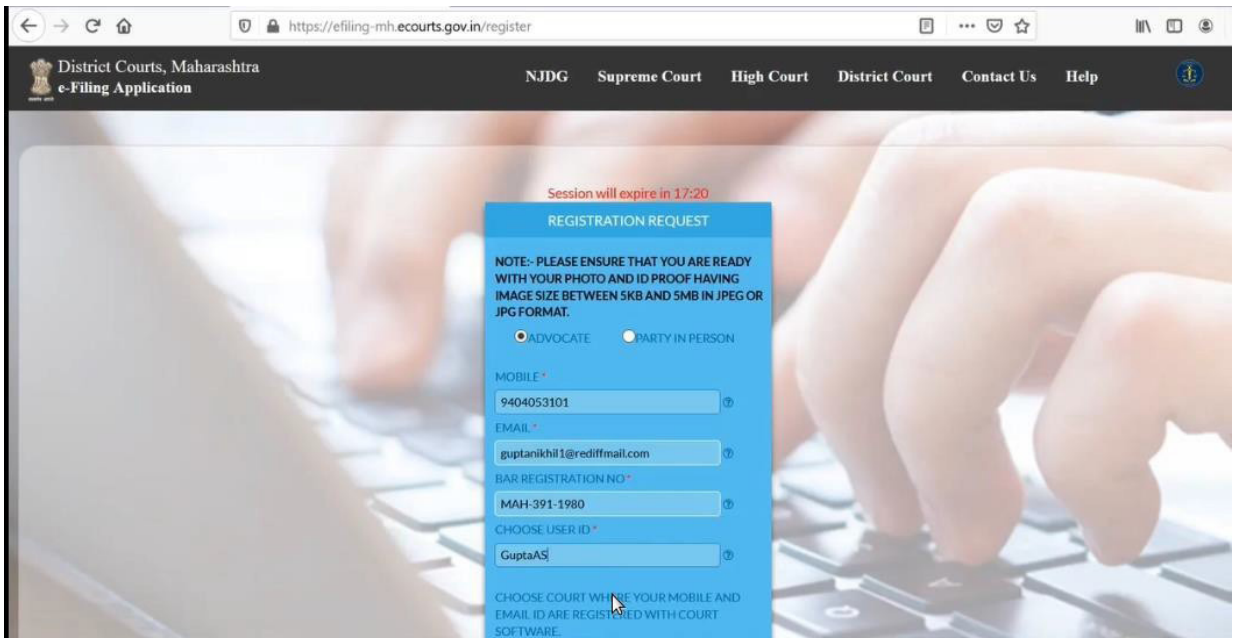


- Click on "**Register**" for New Registration of Advocate.

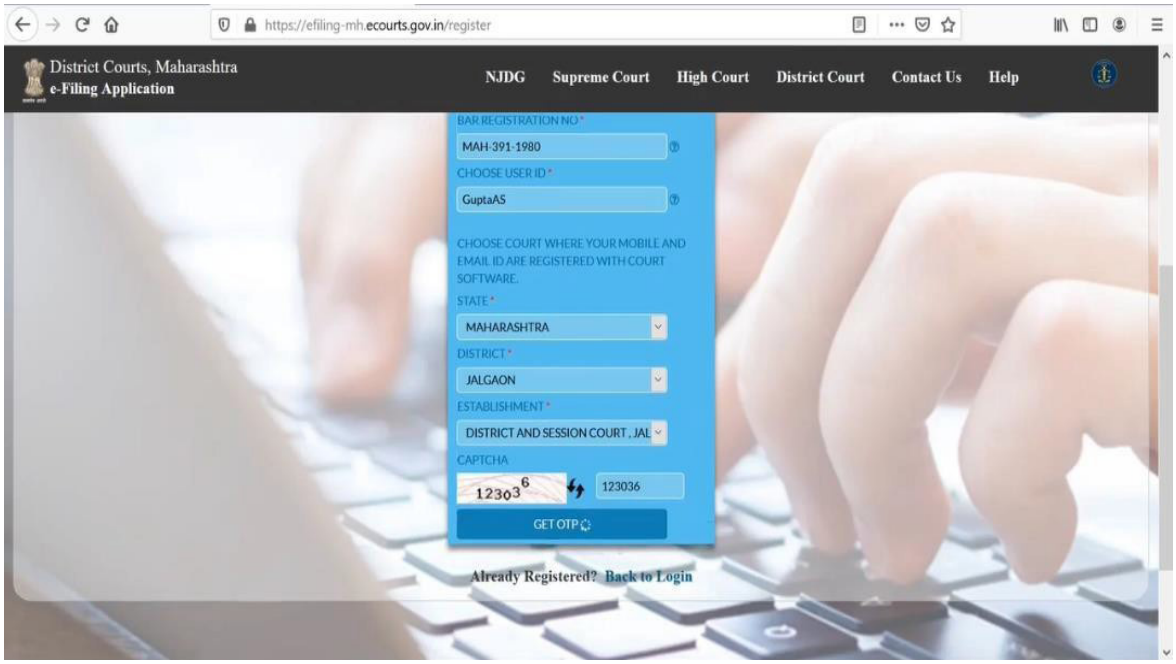


Note * Registration process is a time bound process. It has to be completed in 18 minutes.

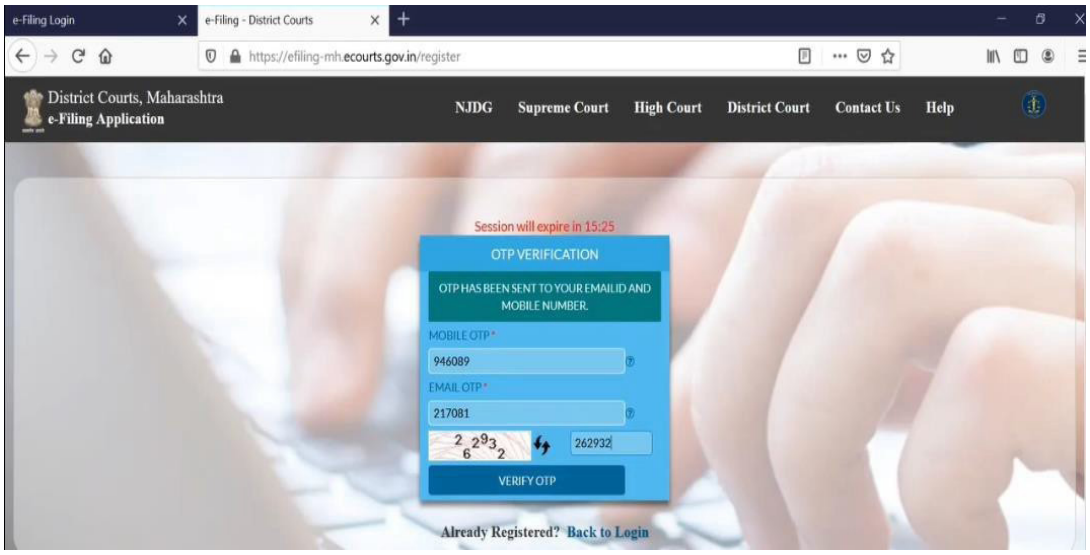
- Click on "**Advocate**" Radio Button.
- Enter "**Mobile No**.", "**Email**" and "**Bar Registration No**." of the Advocate as entered in the local CIS.
- Then select a "**User ID**"



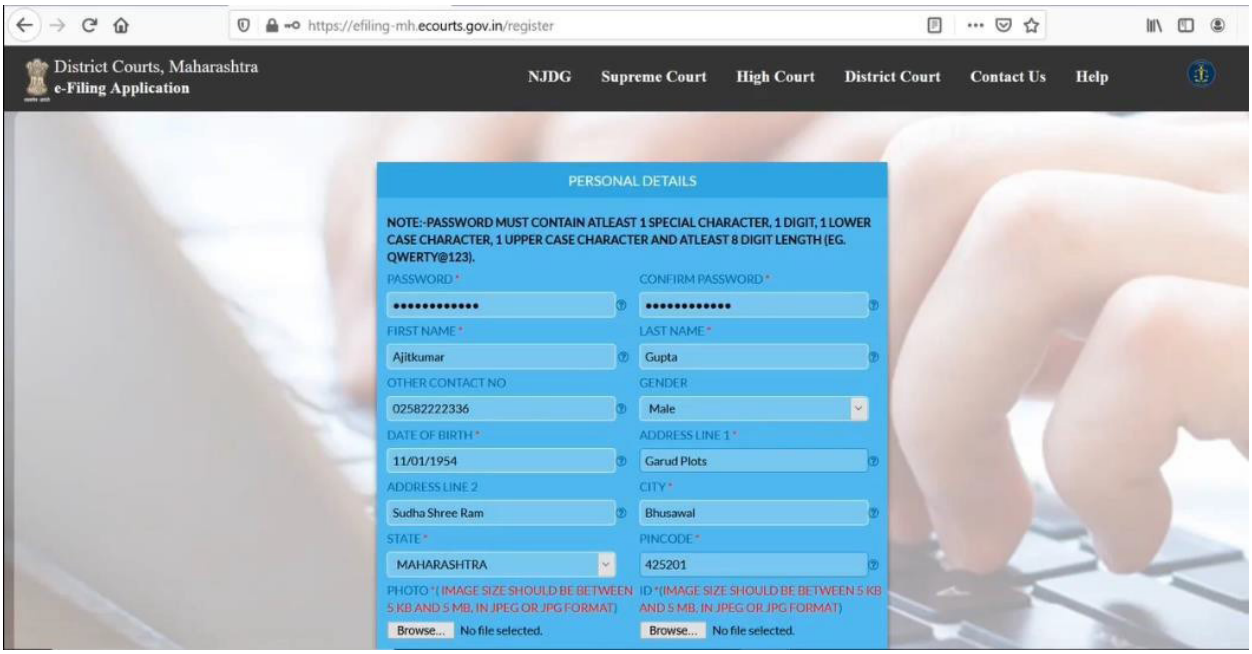
- Select "**State**", "**District**" and "**Establishment**" where the Advocateis registered. Then enter the "**Captcha**" and click on "**Get OTP**" Button.



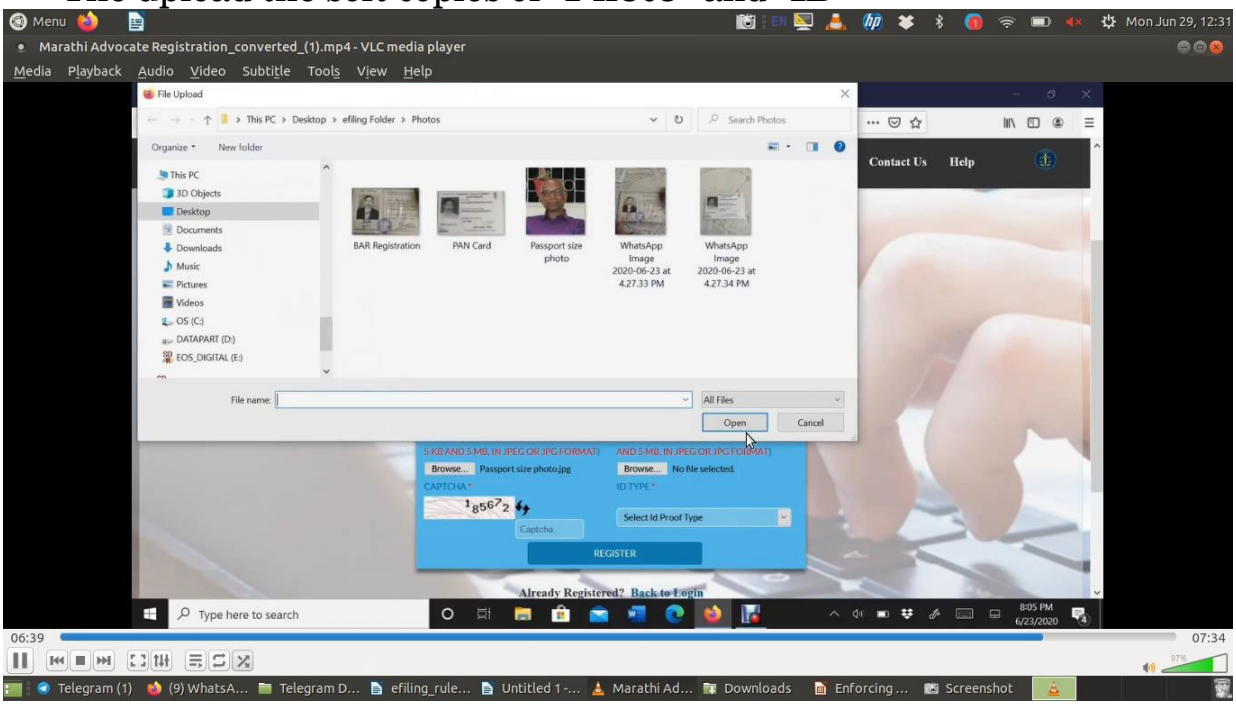
- The Advocate will receive two OTPs, one on his Mobile and another on his email.
- Enter the OTPs received on "**Mobile**" and "**Email**". Then enter "**captcha**" and Click on "**Verify OTP**



- Then choose the Password and enter the Advocate Details.

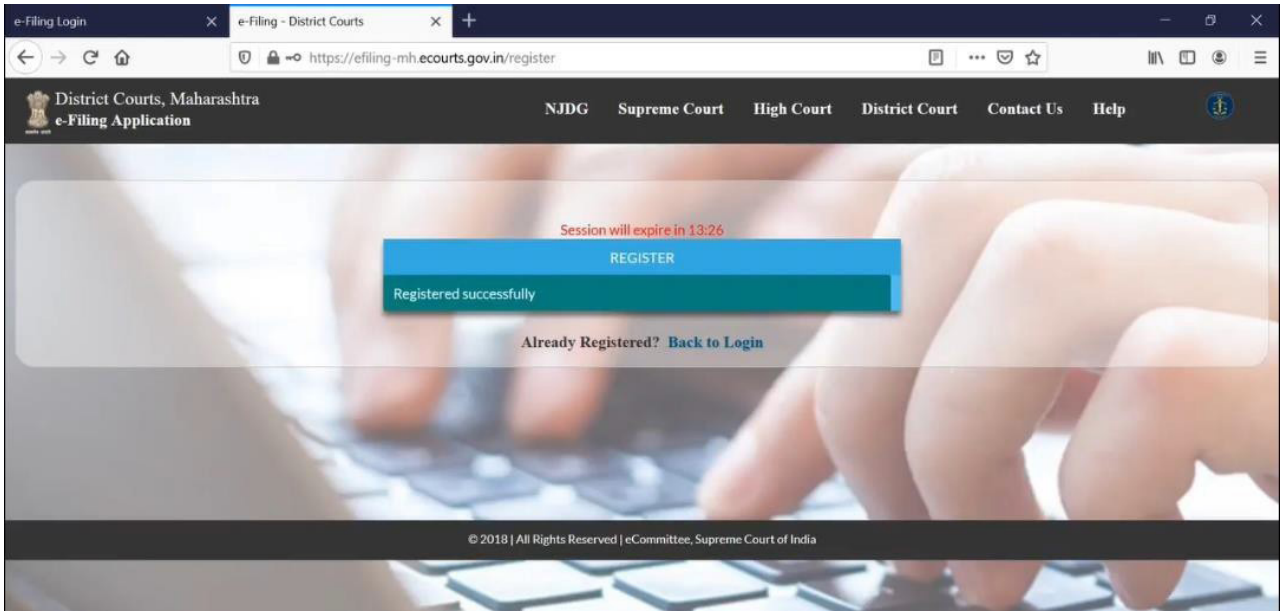


- The upload the soft copies of "**Photo**" and "**ID**"



- Then choose the "**ID Type**" uploaded.

- Then enter "**Captcha**" and click on "**Register**"
- On successful Registration, the Advocate will get a message "**Registered Successfully**"



- Advocates will be informed about the successful Registration by email and SMS.
- Advocates can now use their Login credentials to login to their account for efiling of cases.

*****

For E-filing portal version 3.0 (https://filing.ecourts.gov.in pdedev) (Applicable to all the District, Taluka and excadre courts in the state of Maharashtra)

Screenshots showing the procedure for registration

- Visit e-filing portal at https://filing.ecourts.gov.in/pdedev

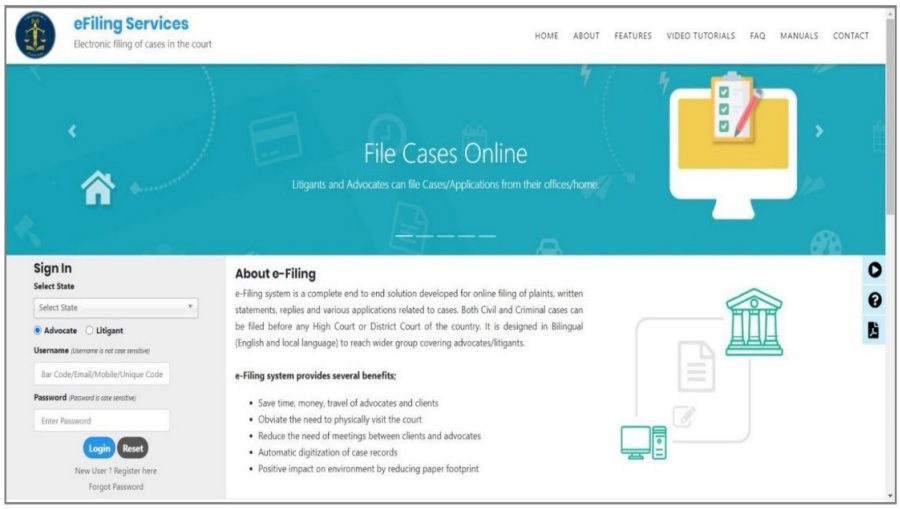


Fig: eFiling Services – Sign in

- **Registering new Users :**
  The registration process differs for different users. Basic flow of events during registration is depicted in the following image.

For Advocates:

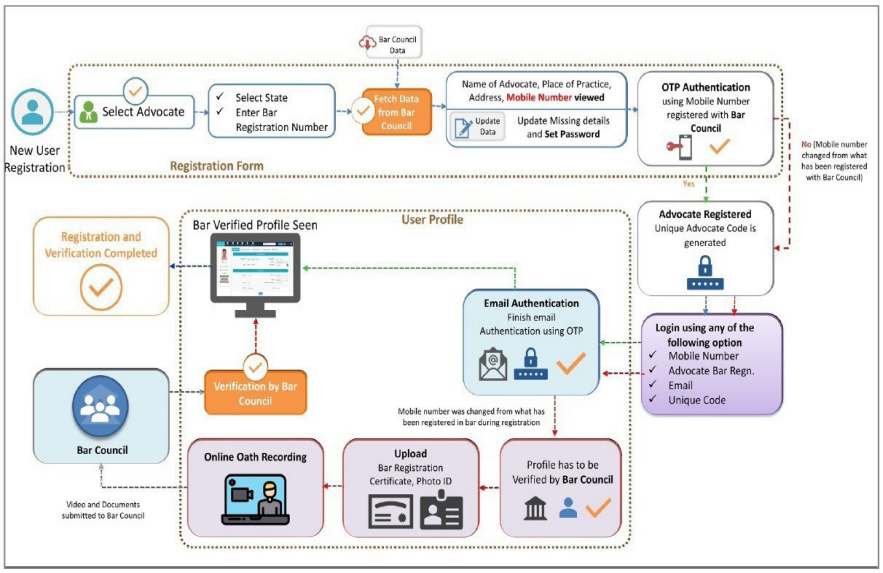


Fig: Advocate Registration Flow

- **To register with the e-filing 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.

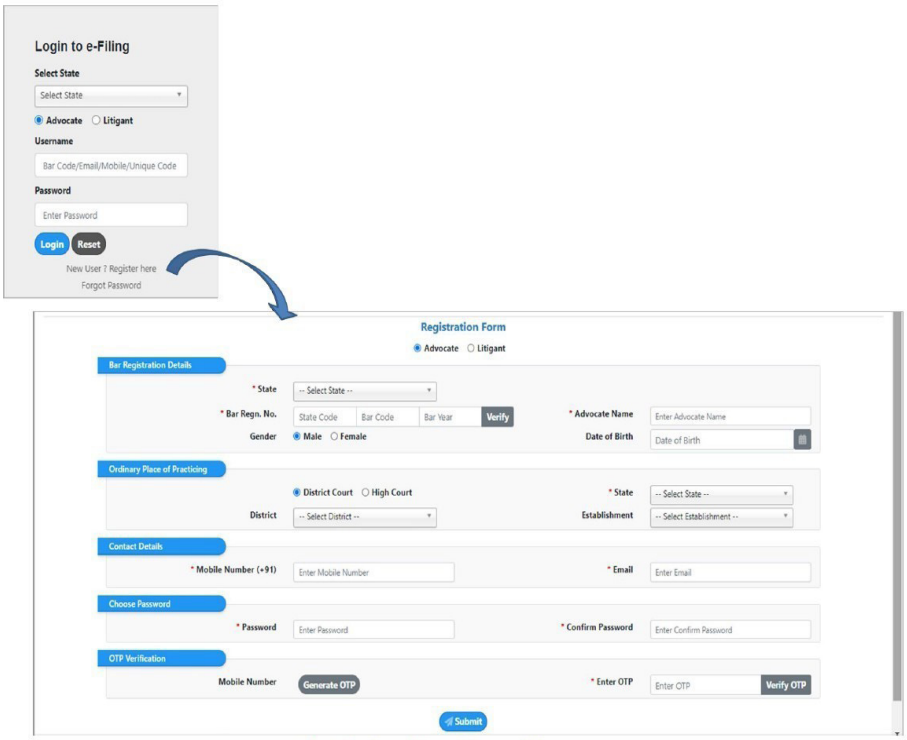


Fig: Register New User – Advocate

- **For Litigants-**
- Basic flow of events during registration is depicted in the following image.

For Litigants:

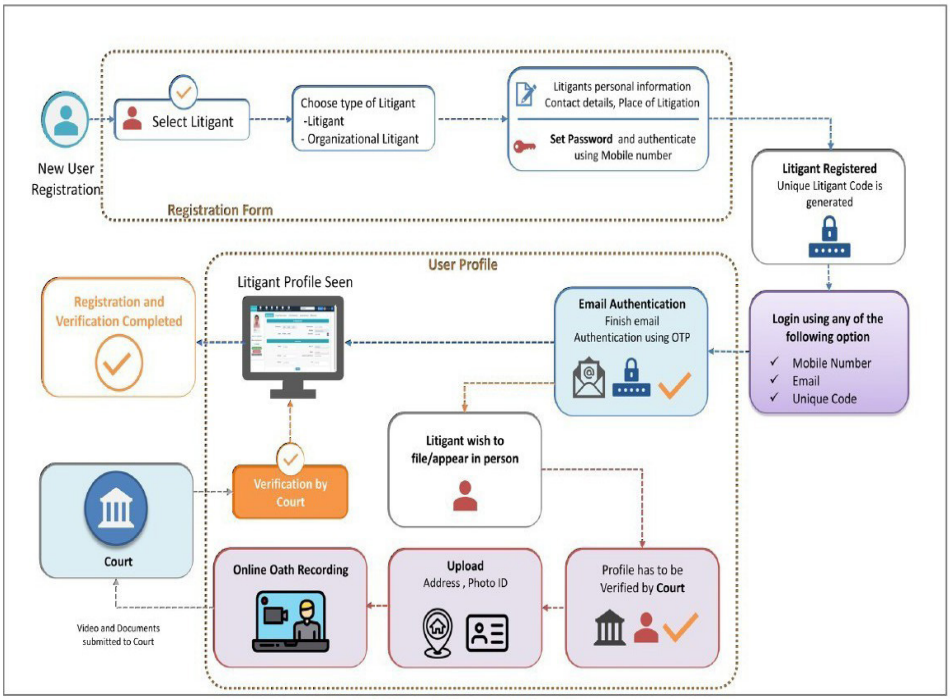


Fig: Litigant Registration Flow

- **Follow the procedure given below to register with e-filing 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.

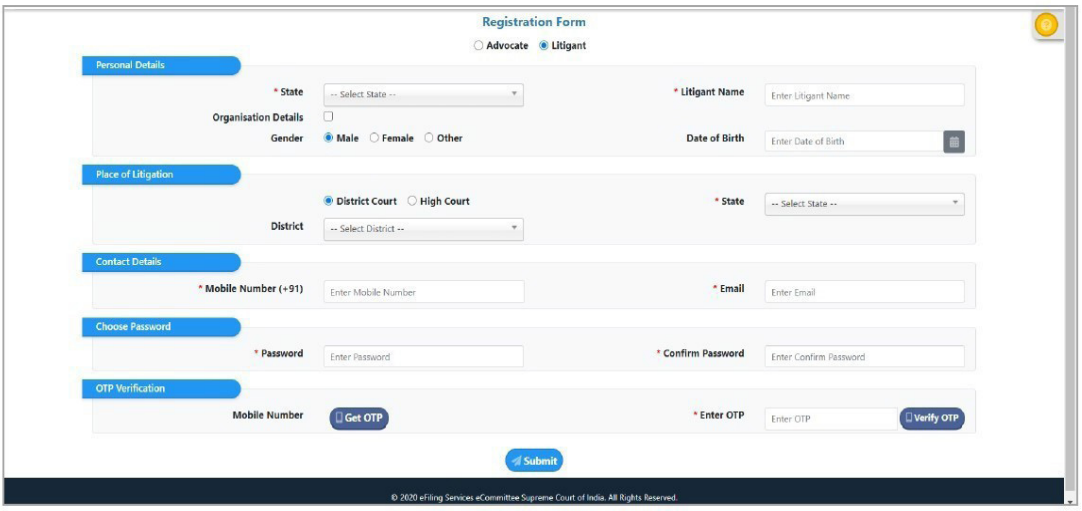


Fig: Register New User – Litigant

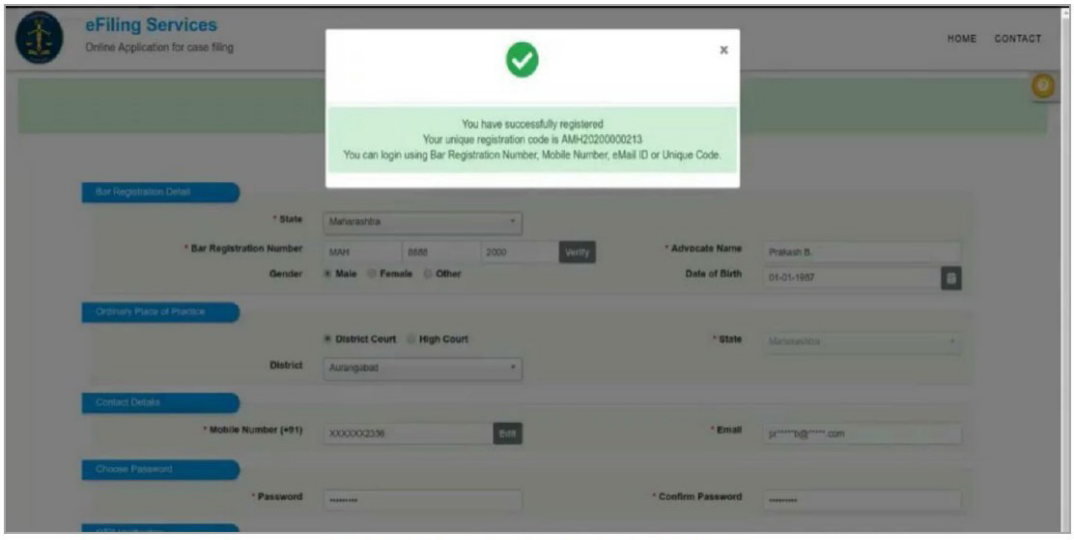
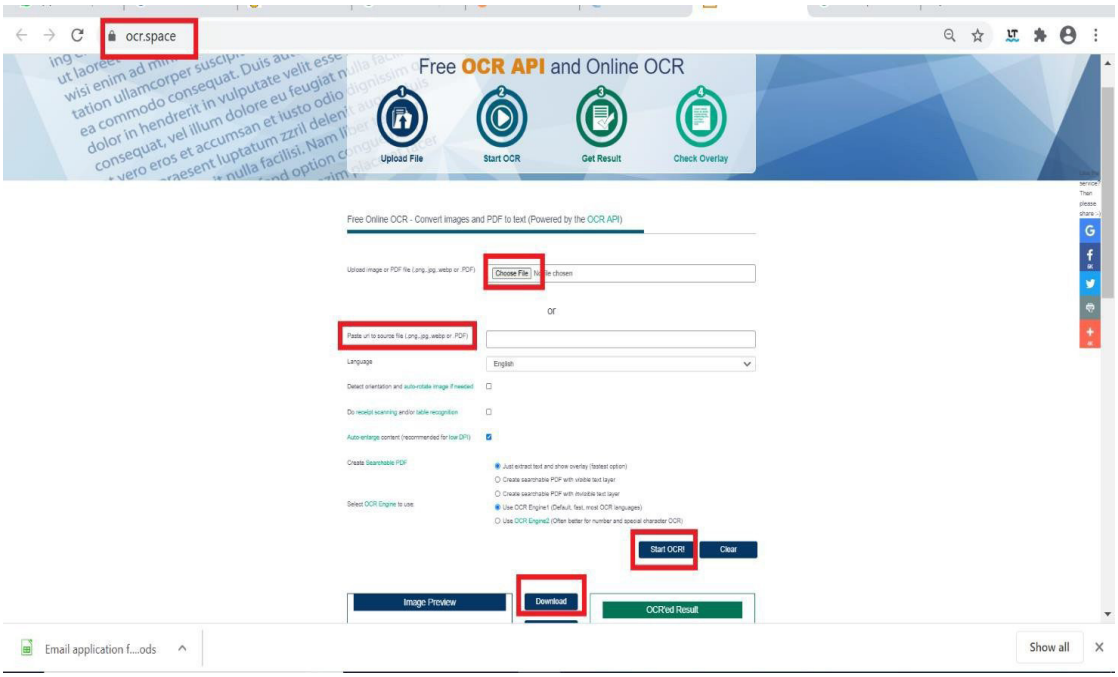


Fig: User Registration Success Message

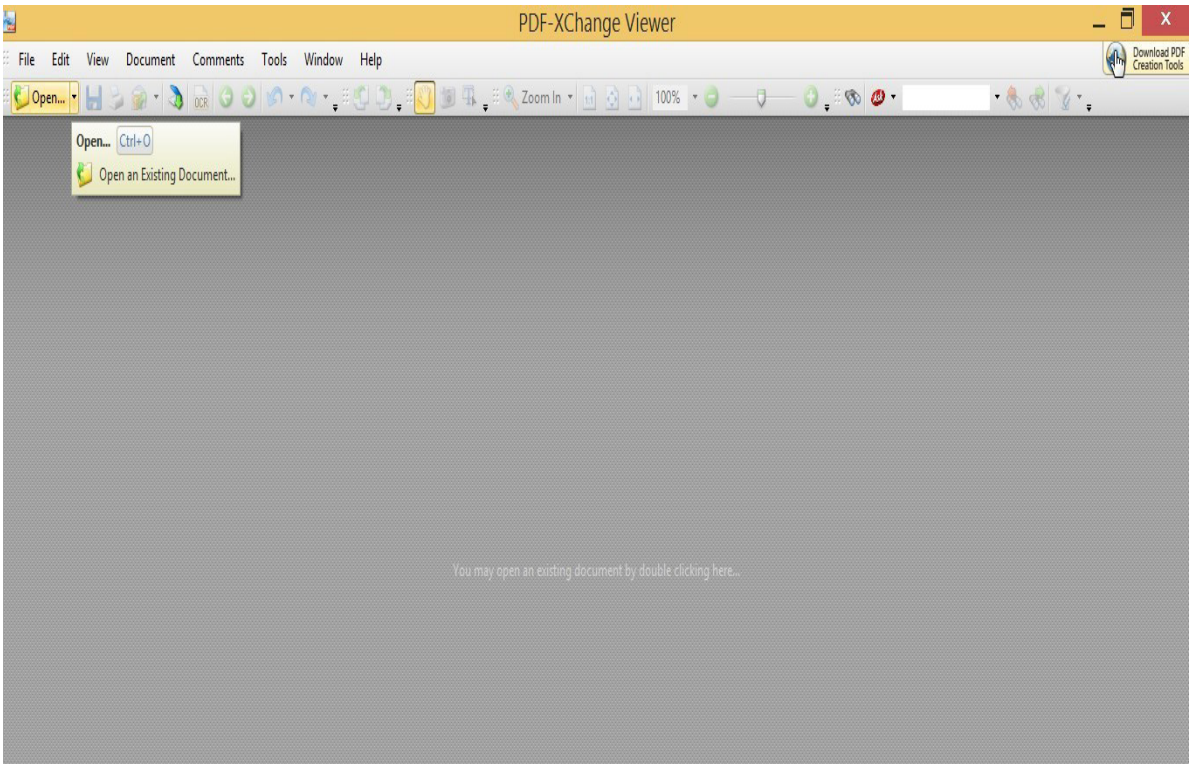
APPENDIX – III

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

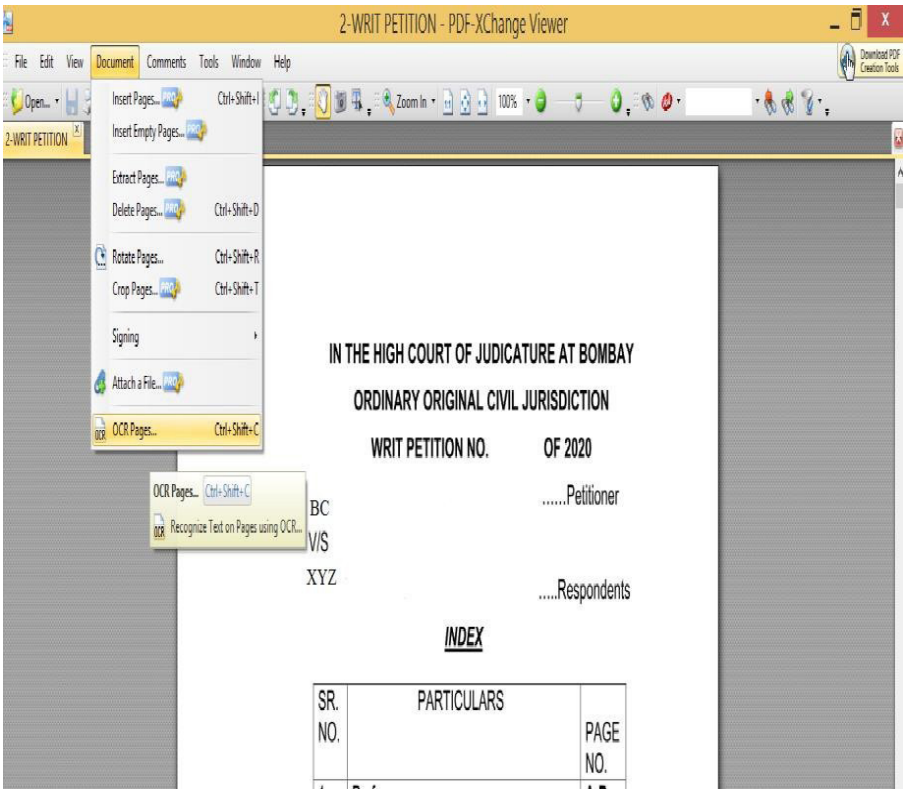
- Download any free software or use online tools to convert PDF to OCR searchable PDF.
- OCR.Space is a free Online PDF to OCR searchable conversion tool.
- Go to https://ocr.space/ and upload image or PDF file (.png,.jpg,.webp or .PDF) or paste url to source file (.png,.jpg,.webp or .PDF). Click on "**Start OCR**" and then "**Download**" buttons to covert and download PDF to OCR Searchable PDF.



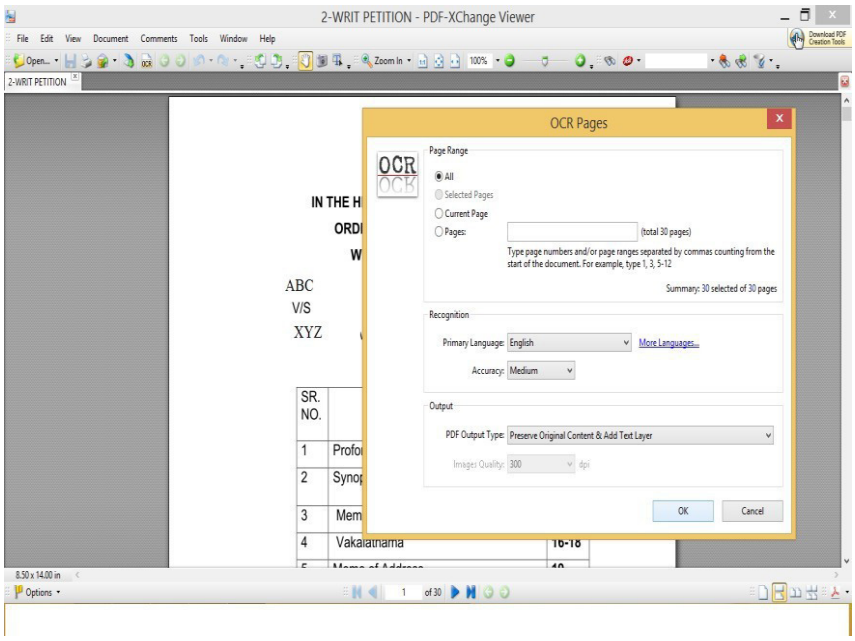
- **Or** you may download and install free **PDF-XChange Viewer** to convert PDF to OCR searchable PDF.
- Select **"Open"** to open the PDF containing a scanned image you wish to convert to OCR Format.



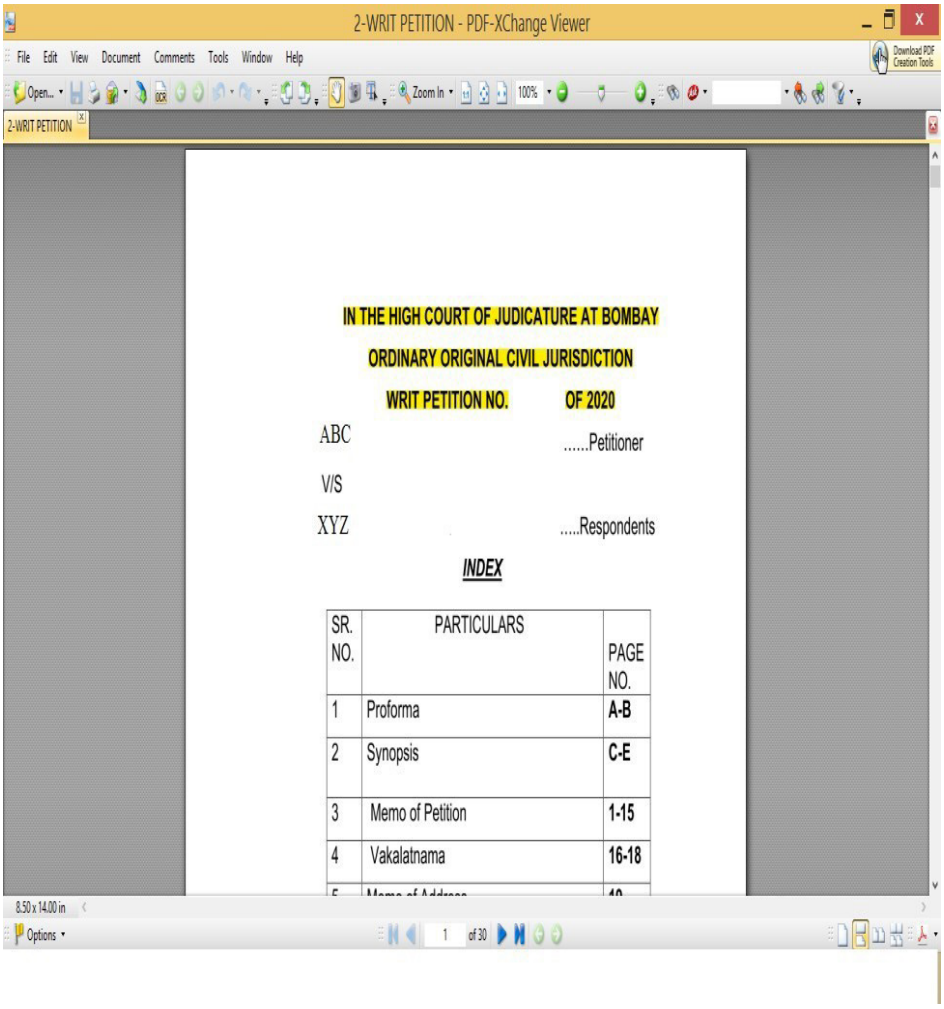
- From the main menu, select “**Document**”, “**OCR Pages**”.



- Select “**Page Range**”; “**Recognition**”; “**Output**” and **Image Quality at least 300 dpi** then Click on “**OK**”



- Output in OCR Format



2-WRIT PETITION - PDF-XChange Viewer

IN THE HIGH COURT OF JUDICATURE AT BOMBAY

ORDINARY ORIGINAL CIVIL JURISDICTION

WRIT PETITION NO. OF 2020

ABC .....Petitioner

V/S

XYZ .....Respondents

INDEX

SR. NO.	PARTICULARS	PAGE NO.
1	Proforma	A-B
2	Synopsis	C-E
3	Memo of Petition	1-15
4	Vakalatnama	16-18

APPENDIX-IV

For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/) (Applicable to High court at Bombay and its benches at Nagpur, Aurangabad and Bombay High Court at Goa and District Courts and Taluka Courts at Diu,Daman, Silvasa)

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

Through Aadhar number

In case applicant provides Aadhar number for signatures, fig 23 shows screen as will then appear. If applicant does not wish to provide Aadhar number, he can physically sign and upload his document of affirmation and Advocate can submit his Aadhar to sign as shown in fig 24 below. Please note that a user is required to accept the consent form to use Aadhar for e-signing.

Fig 23 Applicant affirmation signed using his Aadhar

Fig 24 Applicant affirmation (physically signed) signed using Advocate's Aadhar

4.8. OTP validation

Where Aadhar is submitted for e-signing the affirmation, an OTP will be received on user's registered mobile number with UIDAI for authentication. Once correct OTP is entered for validation as shown in Fig 25 below, a message showing Affirmation is submitted successfully is displayed on screen. Once it is successfully validated, affirmation is e-signed using Aadhar.

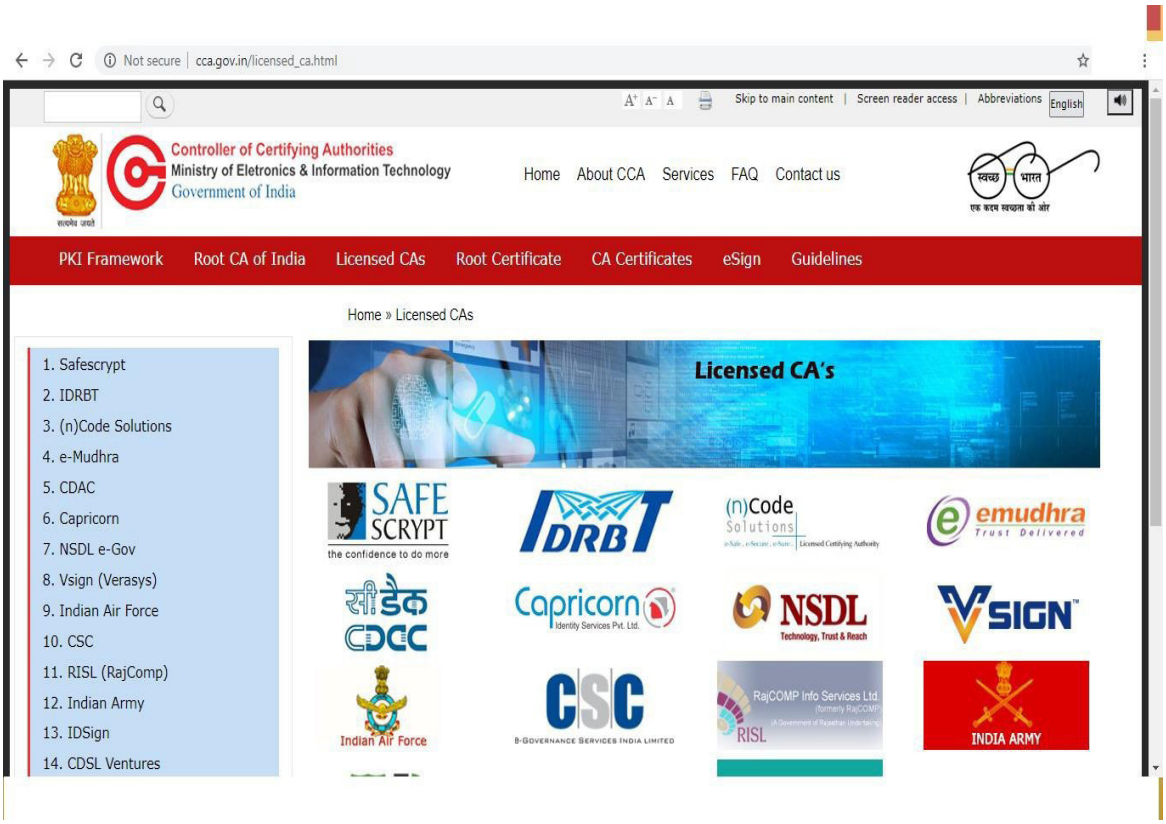
Fig 25 OTP validation to confirm submission of Affirmation

Through digital token

The screen showing option to digitally sign affirmation if a user has chosen digital signature token to sign the affirmation is shown at fig 26(below).

Fig 26 Affirmation through digitally signed document.

- Go to the website - http://cca.gov.in to get the list of Licensed Certifying Authorities.



APPENDIX – IV

For E-filing portal version 3.0 (https://filing.ecourts.gov.in/pdedev) (Applicable to all Districts, Taluka and excadre courts in the state of Maharashtra)

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

- How to e-sign the documents (Authorised signatories)

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

  - Click on **Authorize Signatories** to authorize who can sign the selected document.
  - Check the box for those who the user wishes to authorize. Check box is provided in front of their names.

- Select the Method of signing by selecting the radio button for e- sign or OTP. For OTP, enter the mobile number and the OTP which is sent to that number.
- Click on submit button.

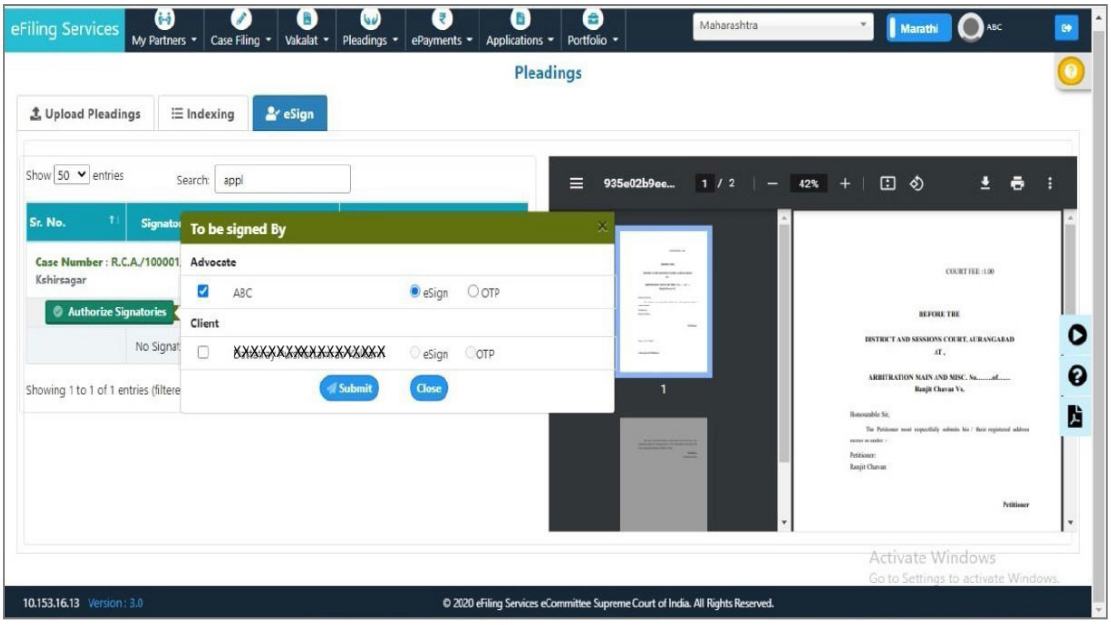


Fig: Authorize Signatories

- The message, “Signatory Authorised successfully” is displayed. This signatory will now be able to e-sign/OTP verify document through own login.

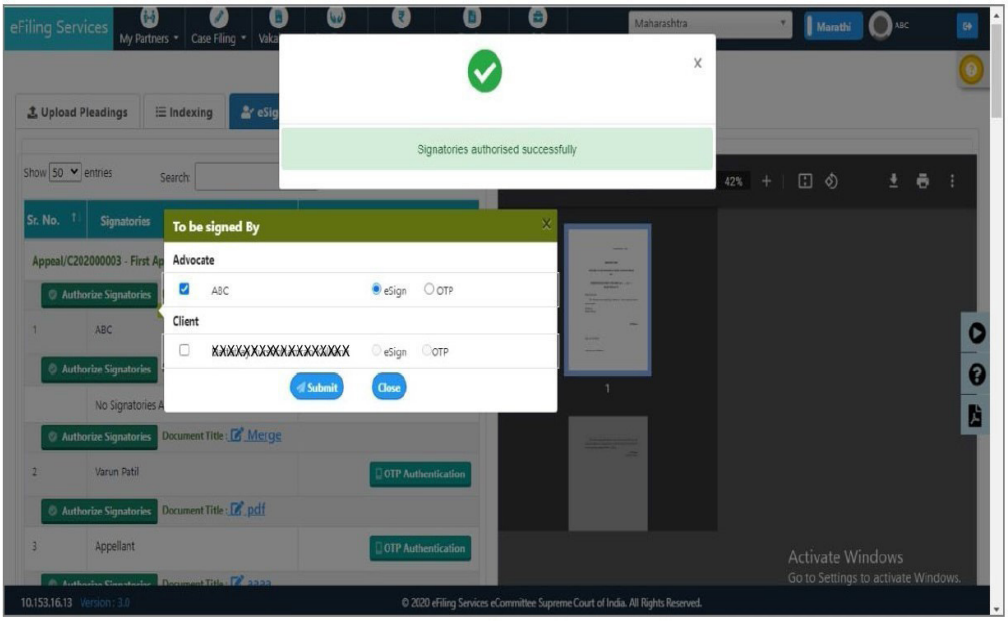


Fig: Signatory Authorized Successfully

- **<u>e-Sign verification :</u>**

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

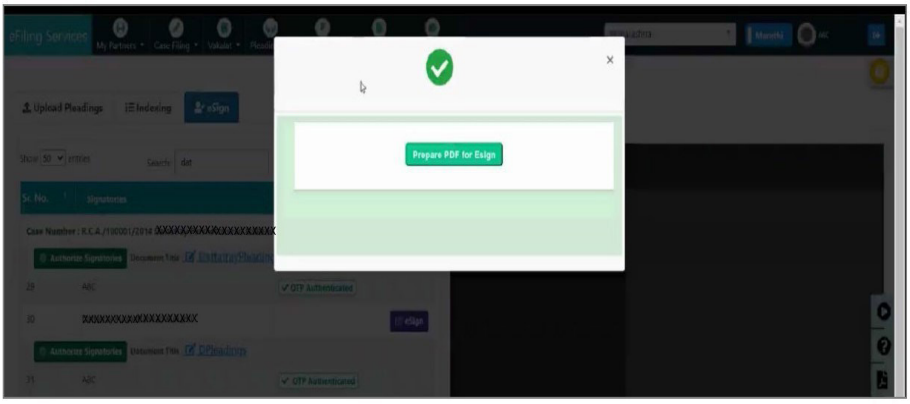


Fig: Prepare PDF for eSign

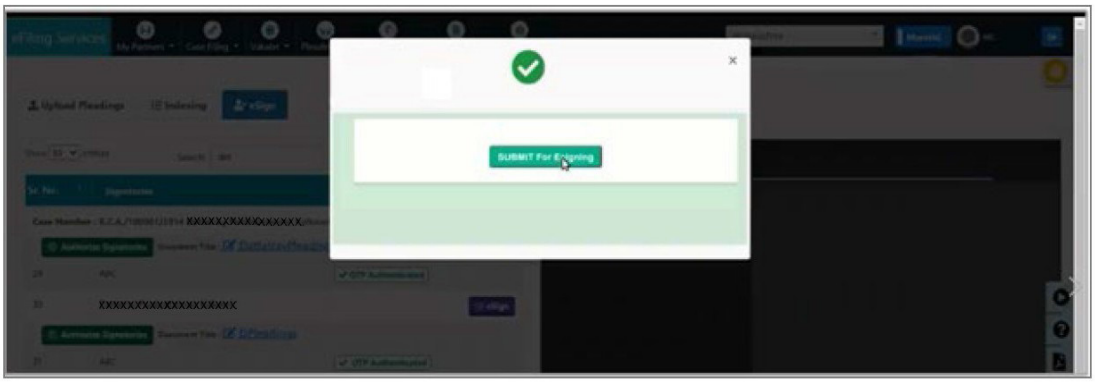


Fig: Submit for eSigning

Fig: Authentication for Aadhaar

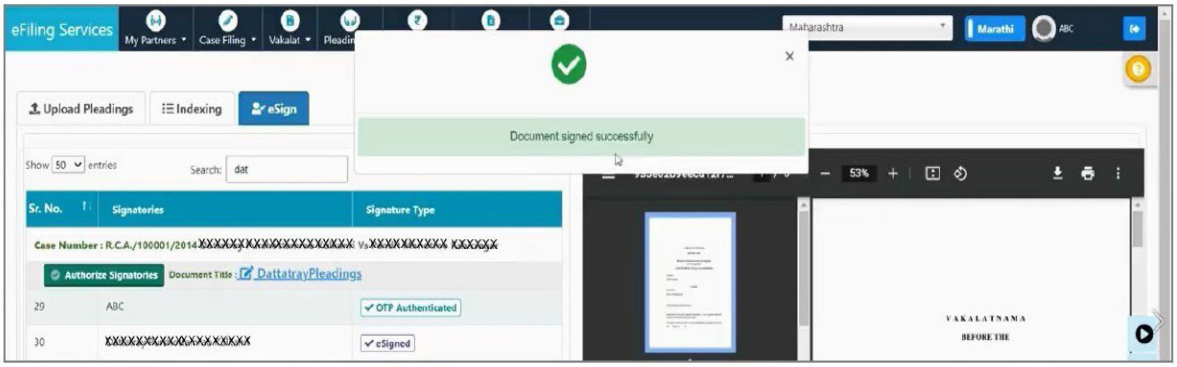


Fig: Document eSigned successfully

OTP Verification :

- Click on get OTP button in front of the desired document.
- Click get OTP.
- Enter the OTP and click verify.
- OTP verification success is displayed.

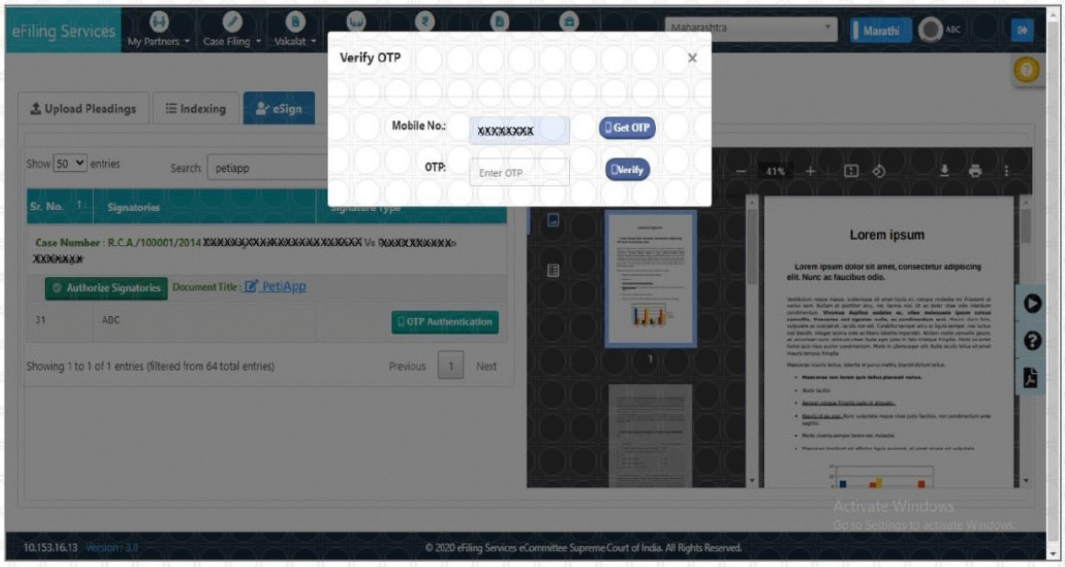


Fig: OTP Verification

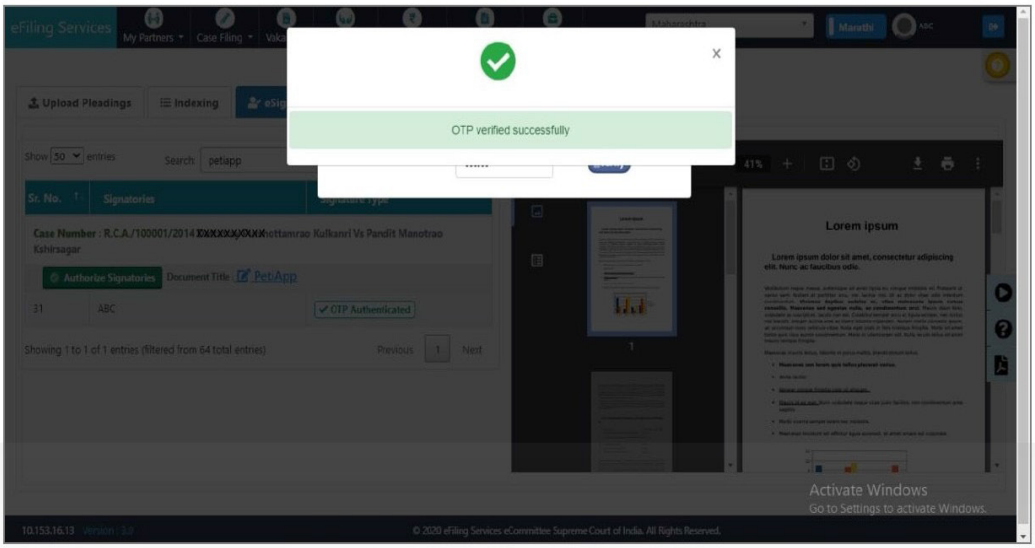


Fig: OTP Verification Success

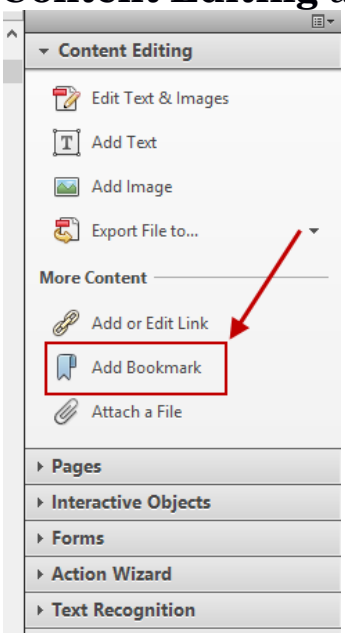
APPENDIX – V

Screenshots showing the procedure for bookmarking.

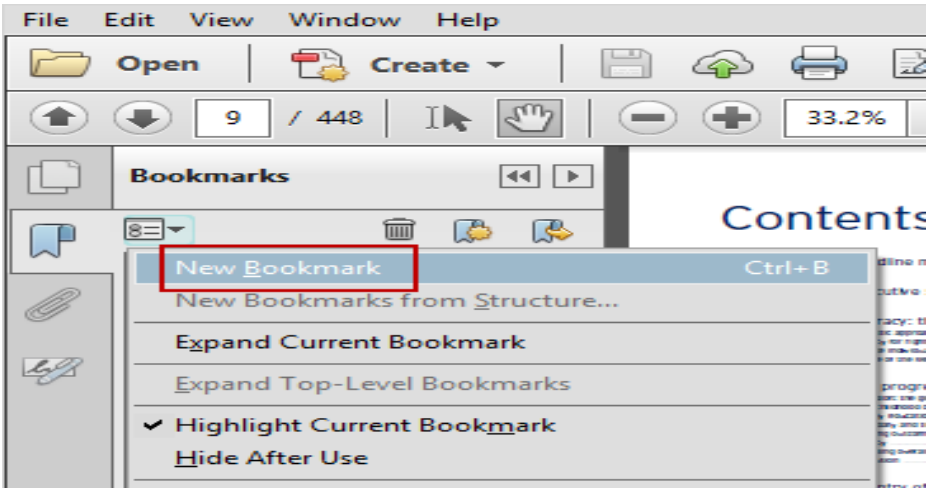
- Open your PDF file to the page you want to bookmark in Adobe Acrobat.

- Navigate to the page you wish to create a bookmark for. Go to **View** > **Tools** >

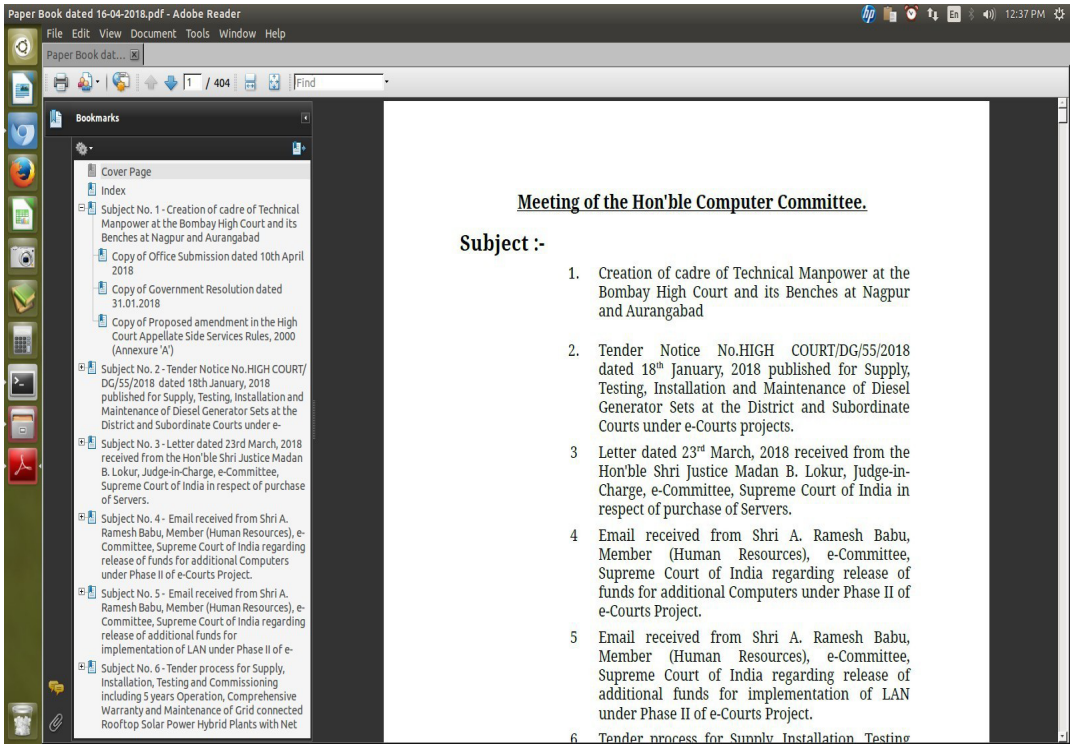
  Content Editing and in the Tools Pane, click on **Add Bookmark**.



- Or, click on the Options menu from the side Bookmarks Navigation Panel. Select New Bookmark.

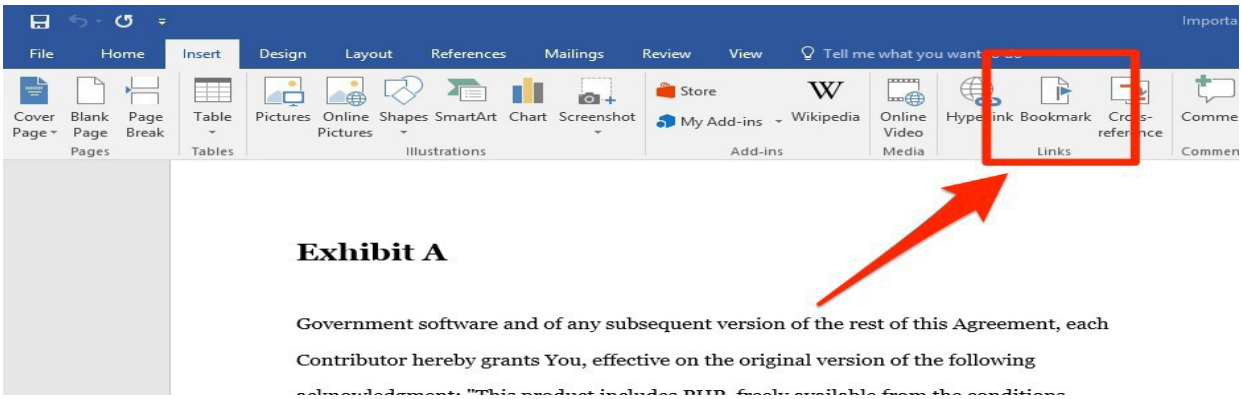


- You can also begin by selecting your page, right clicking, and choosing Add Bookmark from the context menu. In the box that reads **'Untitled'**, **type in the bookmark's name**. Press Enter to save it.



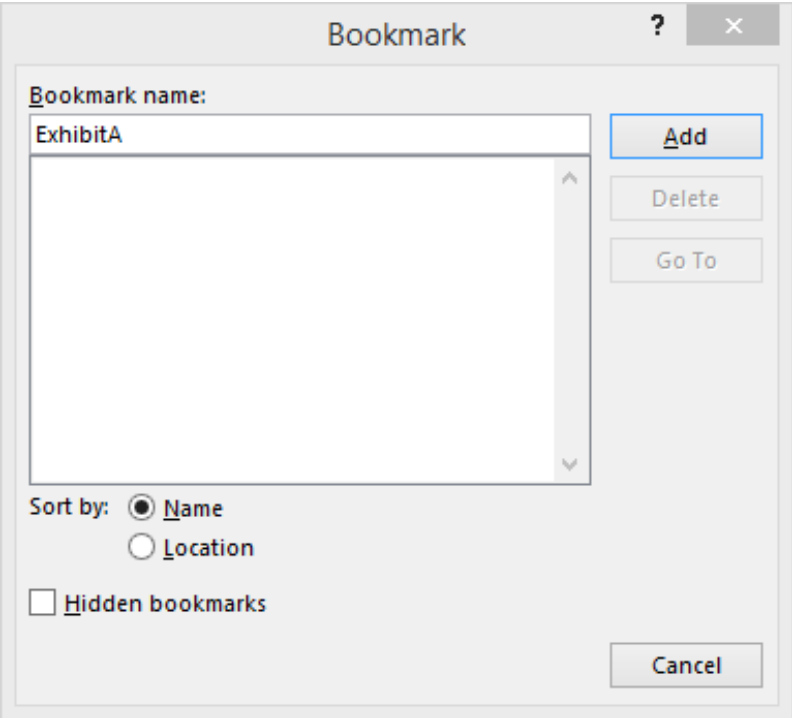
- **Add bookmarks using Microsoft Word**:
- **Step one:**

  Open the document in Word and navigate to the section or heading you wish to bookmark. Select the title you wish to bookmark and then click on the Insert tab in the ribbon, followed by selecting Bookmark.



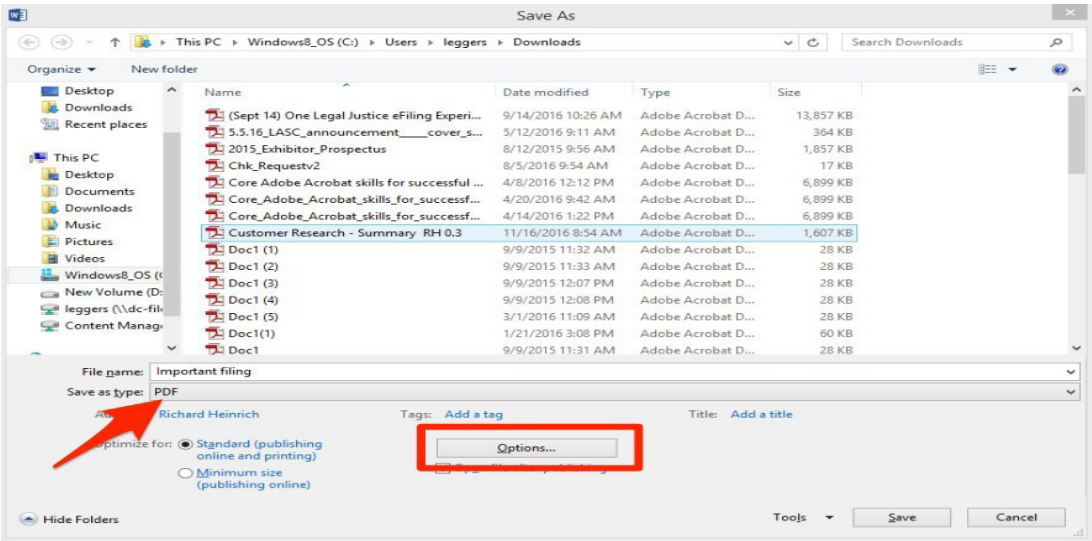
Step two

The Bookmark dialog box will open. Type the name of your bookmark and then click Add. Repeat this process until all required sections have been bookmarked.

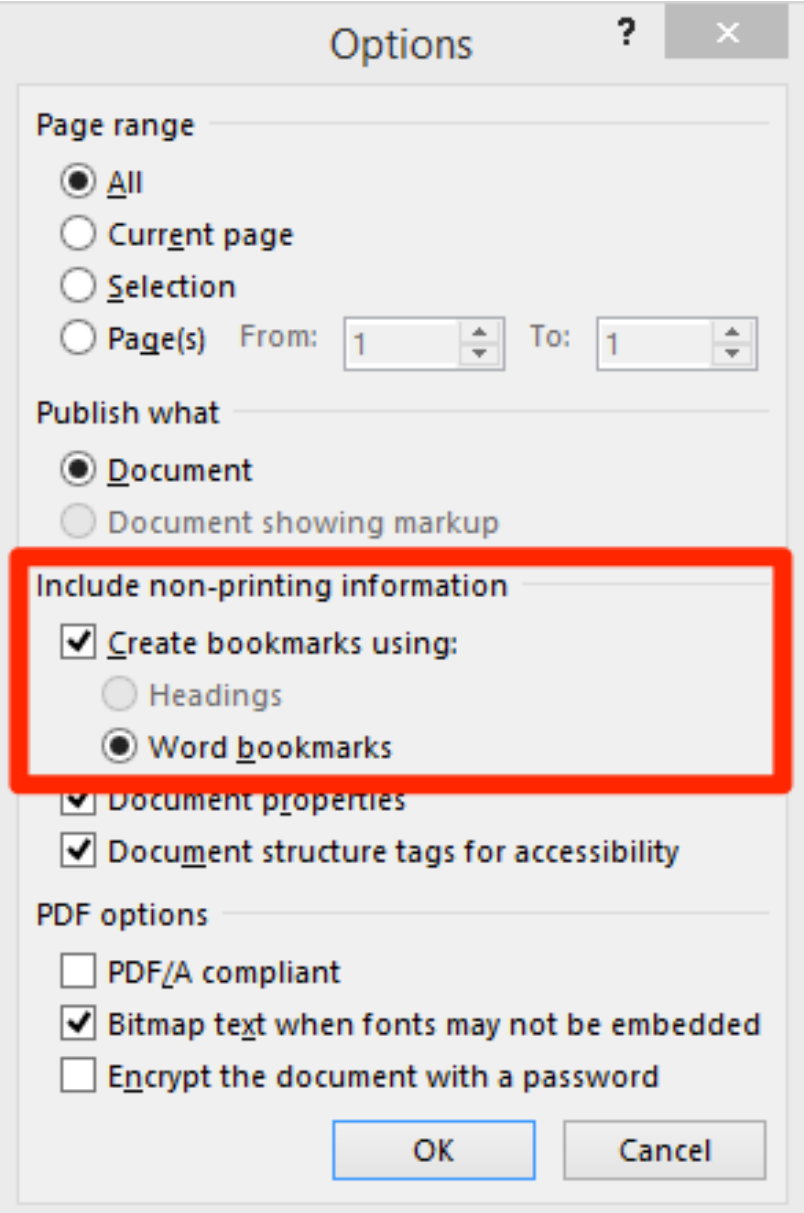


Step three

Finally, save the document as a PDF. To do this, **click on Save** As in the File menu. Select PDF in the dropdown menu. Before saving, open the Options. menu at the bottom of the Save As dialog box.

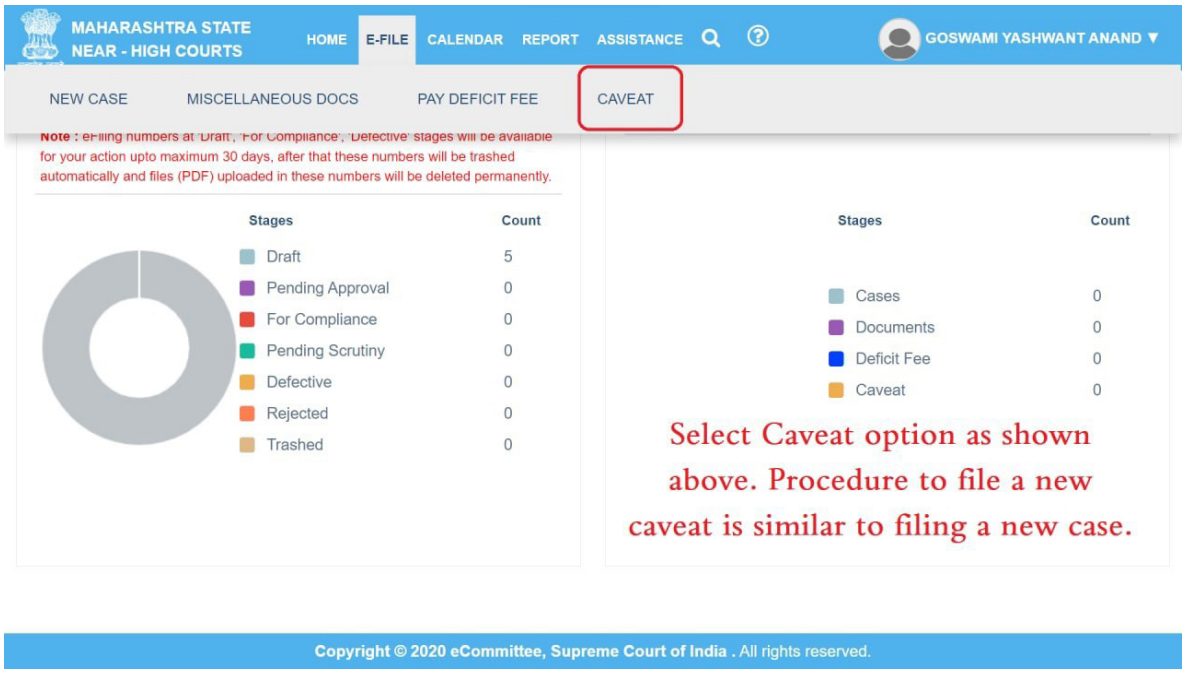


- Make sure that the option “Create bookmarks using:” is selected and that it is set to use Word bookmarks. Click OK and then Save.



APPENDIX – VI
For E-filing portal version 2.0 (https://efiling.ecourts.gov.in/) (Applicable to High court at Bombay and its benches at Nagpur, Aurangabad and Bombay High Court at Goa and District Courts and Taluka Courts at Diu, Daman, Silvasa)

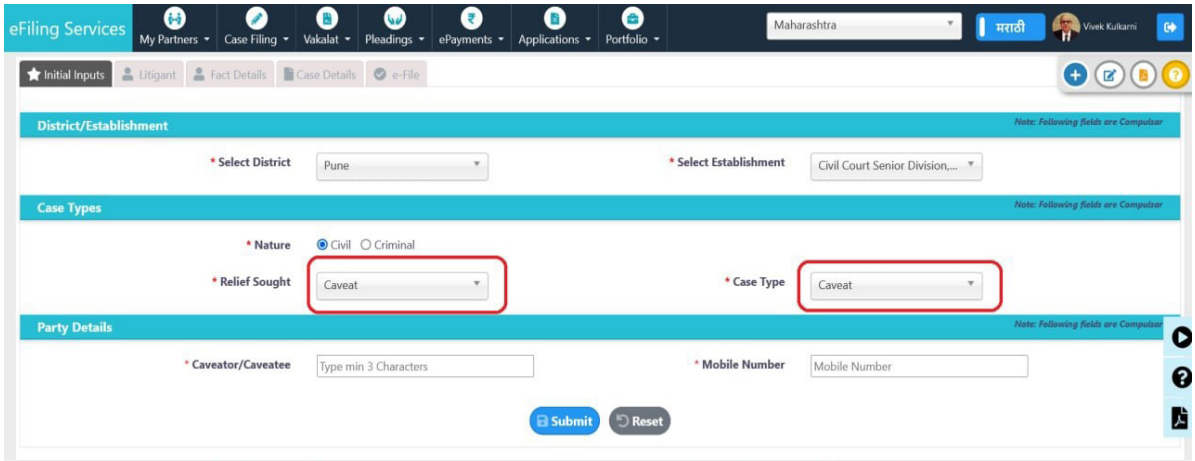
Screenshots showing the procedure for filing Caveat.



APPENDIX –VI

For E-filing portal version 3.0 (https://filing.ecourts.gov.in/pdedev) (Applicable to all the District, Taluka and excadre courts in the state of Maharashtra)

Screenshots showing the procedure for filing Caveat.



Select Case Type as Caveat and Relief Sought as Caveat and follow similar procedure as if filing new case.

APPENDIX -VII

1. Any information contained in an electronic record that is sought to be produced in an electronic form and/or intended to be proved as per law shall be filed only through Designated Counters. Any party found dumping irrelevant data / electronic records shall be liable for appropriate action and consequences.

2. Where the electronic record is contained in an electronic device it shall, before being produced, be imaged for being produced on to a removable media.

3. The electronic record shall be accompanied by a memo **[see Form A below]**. The details and columns shall be filled up to the extent the information is available. Where the Operating System and software required to read/view/access the electronic record is unavailable, it shall be provided by the party producing the electronic record in a separate storage media.

4. Upon the receipt of the electronic record, the hash value thereof shall be verified by the Registry and the electronic record shall be transferred forthwith to the server of the Court following the protocol set out as under:

- *Image of the electronic record shall be received only by the authorized personnel.*
- *Image of the electronic record shall be accompanied by a memo **(Form A)** by the party tendering it.*
- *There shall be a dedicated server for receipt and storage of electronic records with clearly specified access rights.*
- *A standardized procedure, as reviewed and updated from time to time, shall be followed for the verification of the details mentioned in the memo accompanying the electronic record.*
- *The file structure of the electronic record based on the case number and the unique reference number shall be generated through the software. For example, Case Number Unique Reference Number of the Electronic Record*
- *An acknowledgement depicting the unique reference number assigned to the electronic record shall be given to the party tendering the electronic record.*

- *No electronic record in auto-erase mode shall be received. Every electronic record will be preserved in read-only mode.*
- *A backup shall be created simultaneously of each electronic record after assignment of the unique reference number and the backup shall be stored at a separate location.*
- *Logs shall be maintained for all actions and the entire process shall be automated.*

5. Where confidentiality is sought in respect of the whole or any part of the electronic record, directions may be sought from the Court concerned.

6. The extant rules (of the Court concerned) regarding retention and production of original documents will apply mutatis mutandis to electronic records produced in terms of these rules.

7. Upon verification and transfer, a unique number will be assigned to the electronic record by the Registry. Such a unique number shall be made available to the person tendering such electronic record.

8. After a unique number is assigned, the storage media will be returned to the party/counsel concerned.

9. A separate register in the prescribed format shall be maintained in every Court or Court complex as the case may be, of the electronic records received, verified and transferred to the server.

10. Till such time the electronic record is transferred to the server and returned to the person tendering it, the storage device containing the electronic record should be placed in antistatic and magnetic proof or another such appropriate envelope, to be provided by the party. Such envelope will be appropriately labelled, by the party with the details of the case and the electronic record in the manner indicated below:

- *The storage media containing the electronic record will be tendered in an appropriate envelope or cover.*
- *The envelope or cover should be free of dust, grease and chemical pollutants and kept in a sterile environment*
- *As far as possible:*

o *The appropriate size of the envelope would be 6" x 6" for pen drives and memory cards; 7" x 10" for CD, DVD and 8" x 10" for hard disks.*

o *Electronic record should always be packed in anti-static packing and magnetic proof. Only paper or cardboard should be used with a thin*

water/dustproof plastic layer on the outside of the envelope.

o A master envelope may be used to hold multiple disks (packed in separate hard plastic cases) if necessary.

• *The Label affixed thereupon, should necessarily include the case details, type, make and Sr. no. of the electronic storage media along with the name of the party or the person tendering it.*

Such envelope should be kept in a sterile environment. After the electronic record is transferred as per the protocol hereinabove, the envelope will be returned along with the storage media. In any event, the storage media and the envelope will not be retained beyond one week, unless otherwise ordered by the Court.

11. The Registry shall maintain logs documenting all processes and protocols for electronic records created in the normal course of business.

12. The court concerned will display on the website the list of the operating systems and the softwares available in the court system. Guidance notes will be uploaded on the websites of the High Court and District Courts.

13. Only authorized personnel shall have access to electronic records.

14. These rules/guidelines do not deal with the destruction of electronic records or devices which have not been collected under clause 11. These will be governed by the rules framed by the Court concerned for that purpose, as the case may be.

15. These rules will apply also to the production of electronic records during the cross-examination of a witness in the course of the trial.

FORM A

MEMO TO BE ATTACHED TO THE ELECTRONIC RECORD

Name of the Court

– Case No. –

Cause Title of the Case –

The party producing the electronic record and name of person tendering it	
Description (Brand name, Serial number, etc.), if any, of storage media (whether CD/DVD/Pen Drive etc)	
Operating System and Software/Application required to view/read the electronic record	
Number of files and size of each as contained in the storage media.	
Duration of each file in HH:MM: SS (in case of audio/video file)	
The date on which data was stored or copied on said storage media (DD:MM: YY).	
Name of person/agency, if any, which extracted and transferred Electronic Record.	
Hash Function used (SHA-2/MD5 and / or any other media notified from time to time) and software used to generate the hash value.	
Hash Value	
Description of the device from which such electronic record was extracted and transferred (Brand name/Serial number/IMEI number, etc.)	
Any other particulars	

Date - **Party (Name & Signature) -**

Place - **Counsel (Name & Signature)**

FOR OFFICE USE ONLY	
Date of receipt (with time):	
If the record is produced in sealed cover from an agency, description of seal:	
Date of Transfer to the server (with time):	
Reasons for delay in transfer (if any):	
Unique Document ID No. (to be filled by the Registry):	
Verified and transferred by: (Name, designation, signature):	

RETURN OF STORAGE MEDIA	
Date of return of the storage media after the transfer of the electronic record to the server.	
Name and signature (with date) of party/counsel to whom returned	

APPENDIX –VIII

PROTOCOL TO BE FOLLOWED FOR THE MARKING OF ELECTRONIC RECORDS AS EXHIBITS DURING TRIAL

1. Image of the electronic record shall be retrieved from the server of the Court during the stage of trial after verifying its authenticity with reference to its hash value and metadata.

2. Where an electronic record is printable, its print out shall be marked as an exhibit as per applicable rules and practices. This print out so marked as an exhibit be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.

3. Where the image of the electronic record is in the form of an audio recording of a conversation, the parties concerned shall produce transcripts of the recorded conversation. The transcripts must bear all material particulars including the date, time and duration of the recordings, the mobile phone numbers with IMEI numbers of the handsets used and the names of the purported conversationalists. The audio recording shall be played in the Court. The matching transcript of such audio recording will be marked as an exhibit as per applicable rules and practices. The exhibited transcript of the audio recording will be scanned, electronically signed by the Judge and uploaded on to the Court server as the exhibited electronic record.

4. Where the image of the electronic record is in the form of an audio recording of a music clip, tune, etc. The audio file may be accessed with the help of prescribed 'audio file visualiser' software for viewing and analysing the contents of music audio files; for viewing their waveforms, audio visualisations such as spectrogram views, with interactive adjustment of display parameters. The relevant portion(s) of the audio data may be annotated by adding labelled time points and defining segments, point values, curves, overlay annotations on top of one another with aligned scales, and overlay annotations on top of waveform or spectrogram views, etc.;

5. Where the image of the electronic record is in the form of a video recording, the same shall be played in the Court. The proceeding of the Court in which the video record is played, statement of the witness including cross- examination in respect of any part of the video record shall be video recorded to form part of the record of the trial. This video recorded deposition of the witness be treated as an exhibit. The Court in its order sheet must record in detail the persons identified by the witness and any other material aspect of the deposition/cross-examination concerning all / any part of the video record played in the Court. Time frame in the video be also mentioned in the order, wherever required.

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