E-FILING 2.0
USER MANUAL

Revised on 30.09.2023

C O N T E N T S

APPEAL

While all care has been taken to make a complete and accurate representation of the actual processes in this user manual, any shortcoming or error which might have crept in the same is purely out of inadvertence. Such error(s) / shortcoming(s), if any, may please be intimated at efiling@sci.nic.in

All endeavors have been made to make the manual up to date and helpful for users.

1. INTRODUCTION

eFiling 2.0 is an upgraded version of its older form (eFiling 1.0) designed and launched by the Supreme Court of India to enable advocates and parties to file their cases and case related documents before the Supreme Court of India in electronic mode with greater ease and comfort. Introduction of the new version of e-filing is aimed at taking paperless filing to the next level while saving cost and time with the objective of improving process management through use of technology.

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2. ACCESSING E-FILING PORTAL

In order to access the new e-filing system please follow any one of the methods mentioned below :

a. Type the website address as www.efiling.sci.gov.in in the address bar of your web browser (Chrome, Mozilla Firefox etc.) (See image below).
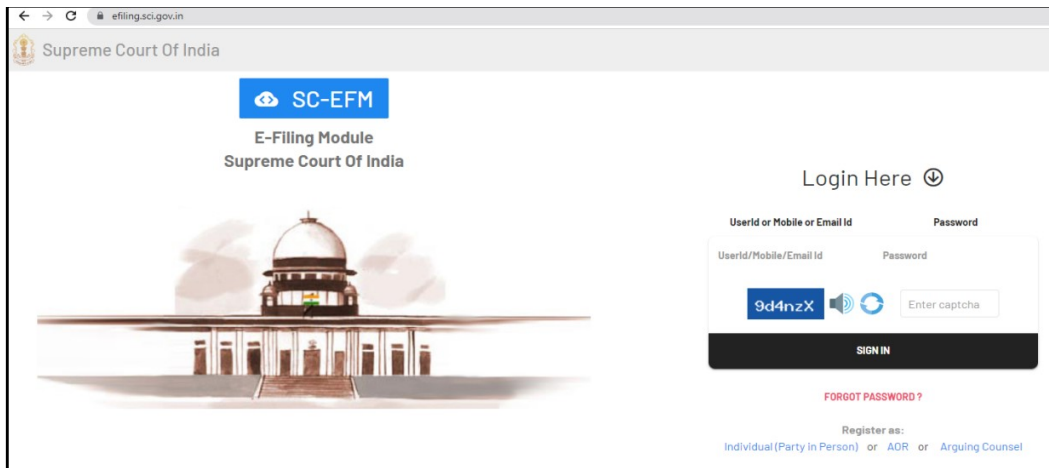
b. Visit the website of the Supreme Court of India at www.sci.gov.in and select / click the Menu option 'SCI eFiling (New 2.0)'.

The Home page of the new e-filing systemshall display the Login screen. *See image above*

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3. USER REGISTRATION

Every Advocate-on-Record (AOR) or Party in Person (PIP) desirous of using the new e-Filing Portal needs to register in the portal by providing necessary details.
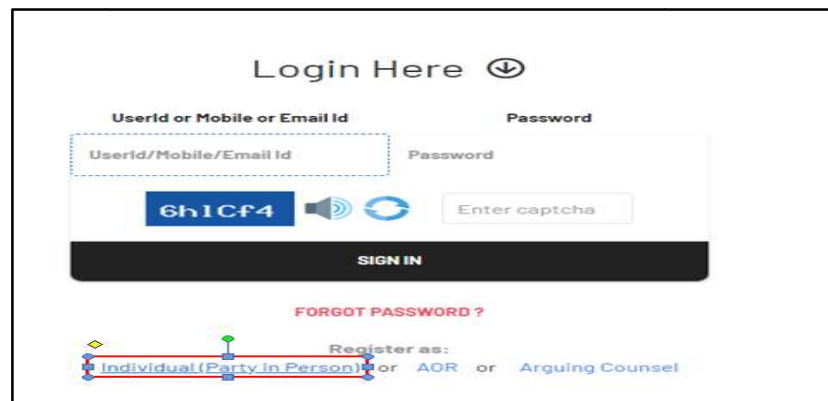
3.1 How to Register as an AOR?

If the details of the AOR are already available with the Registry then such AOR is only required to create a new password in the new efiling Portal by taking the following steps:

1. On the login page, click on forgot password option;

2. Enter your registered mobile number, enter captcha and then click on send OTP button.

3. OTP will be sent on your registered mobile number;

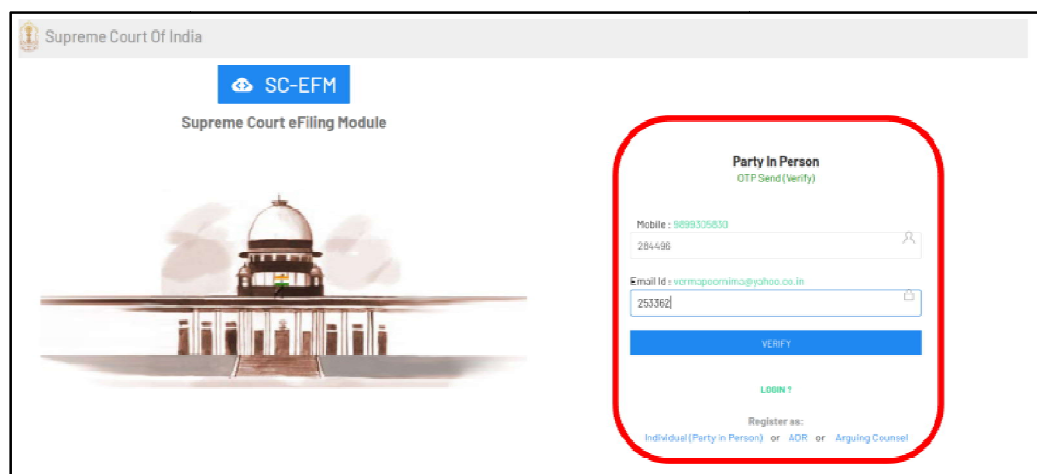4. Enter the OTP and click 'verify' button

5. Create new password

Once new password is set, the AOR can login by using his AOR code or registered mobile number or registered email id alongwith the new password.

3.2 How to Register as a Party-In-Person (Offline mode)

1. To register as **Party-in-person** Select Individual(Party-in-Person) under the 'Register as' option in the home/ login page.

2. Then in the next page, select 'Offline' option. Thereafter in the same page, enter registered mobile number and e-mail ID followed by captcha and then click on 'Send OTP' option.

3. Enter the OTPs received on the registered mobile number and registered e-mail id and click 'Verify' option. If the OTPs are correct then you will see a message "OTP Verification Successful" on the screen.

4. In the same page, enter the required personal details as shown in the image below and click on 'Submit'. Please follow the instructions mentioned in the page while uploading picture / id proof.

5. For verification purpose you are required to upload your id proof and click on the 'Final Submit' button. If your verification is proper then your registration as a PIP will be successful.

6. User will be notified about login credentials by email and SMS.

3.3 Registration as a Party in Person (Paperless KYC mode)

Select Individual(Party-in-Person) under the 'Register as' option in the home/ login page. Then select 'Paperless KYC' mode. Thereafter, registration screen changes

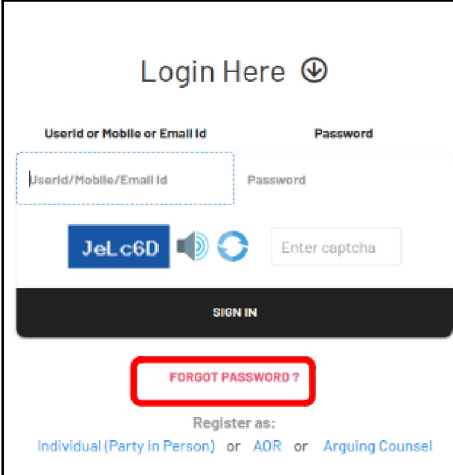1. Click on the option 'Visit to download offline Aadhaar Zip File'.

2. The user should follow instructions in the Aadhaar website to download the Aadhaar ZIP file.

3. This zip file needs to be uploaded on registration screen. User can easily identify this link. Where it is specifically mentioned "Choose offline Aadhaar zip file (max size 5mb). There is a button "Choose File" which on click asks user to locate recently downloaded zip file.

4. On successful upload user needs to enter the four-digit share code given to open this file. User also needs to enter his mobile number and email ID. On successful submission of this request, the user will receive OTP request on his mail ID and mobile.

5. On verification of both the OTP received, all the information received in the zip file is accepted as correct information, which user is not allowed to change. In this process there is no need for the user to upload his photograph or proof of identity.

6. The information provided in zip file by Aadhaar Authority is accepted as proof of his identity.

7. After that the User shall be able login and access his e-filing account.

* Forgot Password

In case a registered user forgets his password, the same can be retrieved by clicking on '**Forgot password?**' link provided on Login screen which is first screen that shows when a User accesses the website of e-filing system at https://efiling.sci.gov.in clicking on **Forgot password o**ption opens a Forgot password screen.

A User is required to fill the registered email id or registered mobile number and enter captcha code shown and press the 'Get OTP' option.

On pressing **Get OTP**, a new screen is displayed wherein a User is requested to Enter OTP number received by him on e-mail/mobile filled by user on the 'FORGOT PASSWORD' screen. User can then change his password and confirm the same by entering a new password in fields. User then types the captcha code and presses '**Change Password'** Option to complete the process of changing his password.

4. How to e-file :

a. New Case

For filing a new case click on +NEW button and select the '**case**' option from the drop-down list.

The user will be directed to first of six pages/tabs viz. **Case Detail, Petitioner, Respondent, Earlier Courts, Upload Document/Index, Pay Court Fee.**

The user has to fill in each page with the required details.

The fields marked with red asterisk (*) shall be mandatory.

1.   **Case Detail**

    If no earlier Court's Order is challenged, then the User may select "No Earlier Court" option which by default selects Supreme Court as "Court Type".

If case belongs to Special category viz., Death Penalty Matters, Habeas Corpus Matters, Matters related to Demolition of Property, Eviction Matters or Bail Matters then the User may select the appropriate category in Special Category dropdown menu. By default 'None' will be selected

The 'Special Category' options as displayed in the screenshot below for ready reference:

Once the User is done with entering information under this head, first click 'SAVE'.

On click User receives a success notification and 'NEXT' button becomes visible and the 'SAVE' button will change to UPDATE.

If User changes any of the information in that event, he or she needs to click UPDATE.

A **drafte-filing number gets generated** and displayed on screen on clicking the UPDATE button, DRAFT-EC-SCIN01-_____-YYYY in Red Color is highlighted and provision is also provided to the User to Copy the said draft number so generated.

2.   **Petitioner Information**

If Petitioner is an Individual - In Petitioner form under Filing   Form;   the requisite details about the Main Petitioner (Petitioner   who   is   first   in order in the cause title of the parties consisting   multiple   petitioners)   are required to be filled by a user. The fields   marked   with   red   asterisk   (*)   are mandatory (including Mobile and   e-mail of the Petitioner).

Please ensure that while writing name of the petitioner full name is   entered. It is always a good practice to enter email ID and   mobile   number   of petitioners.

Please enter all necessary details in the page accurately.

If the Petitioner is an Organization - Mostly Petitioner will be a living natural person therefore by default 'petitioner is an Individual'   is   kept   selected. However, if Petitioner is a State Government or the Central Government or Other Organizations,   in that event User may have to select appropriate choice.

● **Pin Code: The User can either manually enter the Pin Code or can use Pin Code Locator facility   by   accessing   the   same,   the   User   is   taken   to "https://www.indiapost.gov.in/vas/pages/findpincode.aspx" URL for ascertaining the Pin Code of the address above-mentioned.**

A user can also fill in the details between various tabs in the Filing Form, without click **'Save'** button, but all the data thus entered may get lost if the current session ends/expire, or any

other option is selected by the user, hence, the best practice is to keep on saving data at regular intervals, to prevent data loss.

A user can access other tabs, by clicking on their respective tabs, or by clicking '**Next'**to access the next option.

3. <u>Respondent Details</u>

The respondent form is similar to the petitioner form.

Fill up all the details relating to the respondent and click "SAVE" and then "NEXT".

Pressing previous button takes a user back to PETITIONER tab and pressing next takes user to next page.

4. <u>Earlier Courts</u>

User will notice four options viz. Supreme Court, High Court, District Court and State Agency/Tribunal on the top of the screen. User needs to select appropriate option out of these and enter details as per page requirement.

After selection of your order date and order type is complete, do not forget to click SAVE. Immediately after saving, you will notice that at the bottom of your screen (scroll down further till end) your impugned case details are saved. Now you can add District Court case if required. You can add multiple cases if required. All such selected and searched cases are added at the bottom of the page which can always be edited or deleted before you finally submit your e-filed case for scrutiny.

5.   <u>Upload Documents/Index</u>

After filling all the forms provided for filing **new case**, users can upload the relevant file in **'Upload Documents'** screen.

User needs to ensure that if the document is typed, it is converted to PDF by **export to PDF** facilities provided in different word or document processors. If there are constraints in such cases only option of scanning needs to be employed. While scanning any document it is necessary to keep in mind OCR enabled scanning is must.

Second aspect is arranging files in chronological order. If the file is not arranged in chronological order, User may face difficulties while indexing the file. Therefore, User need to first arrange files, documents, affidavits in chronological order to form one PDF file. User can also upload multiple PDF files. First give some title to the PDF file to be uploaded. Generally, while giving title keep in mind identification of the file by name of party, subject, place or other elements. Ensure that files names of pdf files, stored in your PC, to be uploaded are given simple names without use of special characters. This will avoid unnecessary iterations.

Some users upload single file consisting all the parts making it complete single file to upload. Whereas, some Users keep documents or annexure in separate PDF files or sometimes different parts of the files are separately uploaded in separate PDF files. In Such cases User needs to be careful while giving names to PDF file on e-filing portal. If the separate PDF files consisting different parts are uploaded in that event while uploading User need to ensure that each PDF file is named as per its part (Affidavit, Annexure, Synopsis, List of Dates, ROP, etc.) so that at the time of Indexing, appropriate file can be selected.

As you go on uploading different parts of file by giving suitable names of PDF files, details of uploaded files are reflected at the bottom of screen in the form quick reference table. (scroll down at the bottom). You will find that hash value of the pdf file is captured and recorded for future authenticity, verification and security purposes. User can any at time delete the uploaded document, before using the same for indexing purposes.

Upon successful upload, document name, along with its hash value and number of pages is reflected at the bottom of page.

A user can delete the uploaded document by pressing '**delete**' option at the '**Remove'** tab.

6. **Pay eCourt fee**

User can then click on Pay Court Fee option and pay applicable fees in any of the preferred online payment modes. Once payment is successful, the payment status will reflect in a table below the 'Previous' / 'Next' buttons of the Pay Court Fee page.

User is redirected to the online payment facility of the Stock Holding Corporation Ltd. After user is redirected to payment gateway page of the Stock Holding Corporation, user is required to select mode of payment and agree to the terms and conditions. After this, user is taken payment gateway for giving details of debit card, credit card or UPI. User can also choose Net Banking option. Once payment is successfully completed or it gets failed, in both the contingencies, User is brought back to the e-filing portal. In the event payment is successful, success alert message will appear on the screen. Receipt generated after payment can be saved on PC or other device used. Apart from this receipt, on the E payment tab, on the bottom portion of the screen, User can see the details of payment along with transaction ID and status of the payment. After successful payment, the User needs to click the Next Button.

Now the user will be taken to 'View' page where all details of the e-filed case shall be reflected.

Now the user can click the 'SUBMIT FOR E-FILING' option at the top right portion of the page. Upon confirming completion of the process by clicking 'OK' in dialogue box, **the user can get the diary number**. *Sometimes, the diary number may not get generated immediately rather it can be seen after about 30 minutes by going to Home Page and then selecting the relevant e-filed case number among the list of e-filed cases.*

b. Misc. Doc.

In case a user intends to e-file any document in an already filed case in the Supreme Court (both in cases where the case was e-filed or physically filed), it can be filed using this Misc Docs feature. To do so, a User must click on **'Misc. Document'** link after logging in to this facility from the dashboard screen's left panel. On clicking the **New >>**'**Misc. Documents**' link, a new screen opens, the '**Case Search' page**. The system will automatically cross-check registration information of an advocate to enable e-filing through the website.
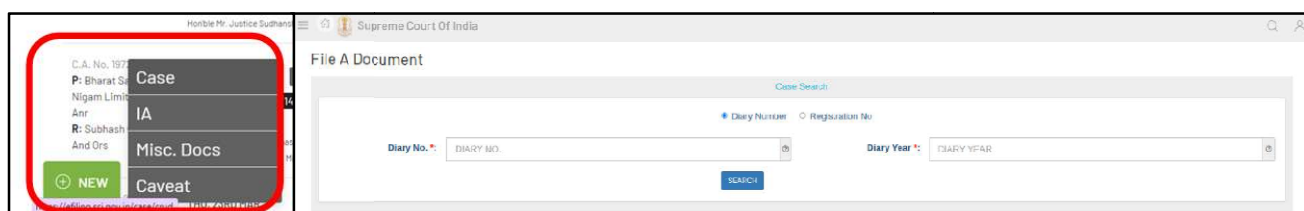
A User is required to fill in the requisite details on the '**Search**' section such as Dairy Number or Registration Number of any case which is already pending the Supreme Court and submit. User has to select either of thr following two options:-

Request on behalf of litigant for whom my appearance as AOR is already recorded

OR

Want to represent existing litigant(s) (Un-represented/ New appearance)

Then confirm 'Yes'/'No' whether this is the case in which you want to file miscellaneous document(s).

Thereafter by clicking **'Submit'**button the user would be taken to next **'E-File Miscellaneous Documents'**page to upload the Misc document.

Uploading the Misc. document

The next screen displayed is to enable user to select and upload the misc. document from his computer system. A User clicks browse and selects desired PDF file from his device and gives document title, and clicks upload. User can upload multiple files if the filed are in different parts. Such parts can be clubbed while indexing the documents.

Filing Misc. Documents>>selecting party who is filing document currently.

c. I.A.

a. Select New option at the lower left portion of the Homepage.

b. Select IA.

c. Enter Diary Number / Year or Registration Number.

d. Select anyone of the below options shown in the next page:

- *Request on behalf of litigant for whom my appearance as AOR is already recorded.*

- *Want to represent existing litigant(s) (Un-represented/New appearance)*

- *Intervenor/Other.*

e. Then select "**Is this the case in which you want to file Interlocutary Application?" Yes / No**

f. Upon confirming the Party details in the next page, select NEXT.

g. Now you will be taken to 'Upload Document(s) / Index' page. There you can upload the required document of the IA. Side by side you can create index / sub- index by selecting relevant options from the drop down menus.

h. As per the documents / index uploaded by you the court fee will be calculated on the next page (Pay Court Fee).

d. Caveat

    a. Select **New** option at the lower left portion of the Homepage.

    b. Select **Caveat** option. You will land in the page below

    c. Enter Diary Number / Year or Registration Number.

    d. Select anyone of the below options shown in the next page:

- *Request on behalf of litigant for whom my appearance as AOR is already recorded.*

    e. Fill up all the relevant fields in each tab/ page by providing necessary information.

    f. Same process as filing New Case/IA is to be followed for Uploading Documents / Creating Index and paying court fees.

5.   How to Check Defects, Pay Deficit Court Fee and Re-file

a.   Go to Homepage / Dashboard as shown in the following image

b.   Under the third menu option viz. Scrutiny status, you can see two categories of information, DEFECT NOTIFIED and PENDING SCRUTINY.

c.   The option DEFECT NOTIFIED denotes those eFiled cases / applications where defects have been notified, whereas the option PENDING SCRUTINY denotes those eFiled cases / applications where the defects have been cured and are pending for further scrutiny.

d.   In order to refile a defective case / application,

      i.   click on the DEFECT NOTIFIED option. You will be able to see the list of cases where defects have been notified.

      ii.   select the case where you want to cure defect.

      iii.   you will be able to see the details of defects in that particular case.

      iv.   tick the check box(es) relating to those defects which has/ have been cured in your opinion.

      v.   scroll below to the REFILING FORM.

      vi.   Upload the Document showing that defect has been cured.

      vii.   Create appropriate index and pay deficit court fee, if any.

      viii.   Upon successful completion of the above process click on SUBMIT FOR REFILING option on the Top right part of REFILING FORM.

6. HOW TO USE DASHBOARD

1. Upon logging-in, an user first lands on the Dashboard page.
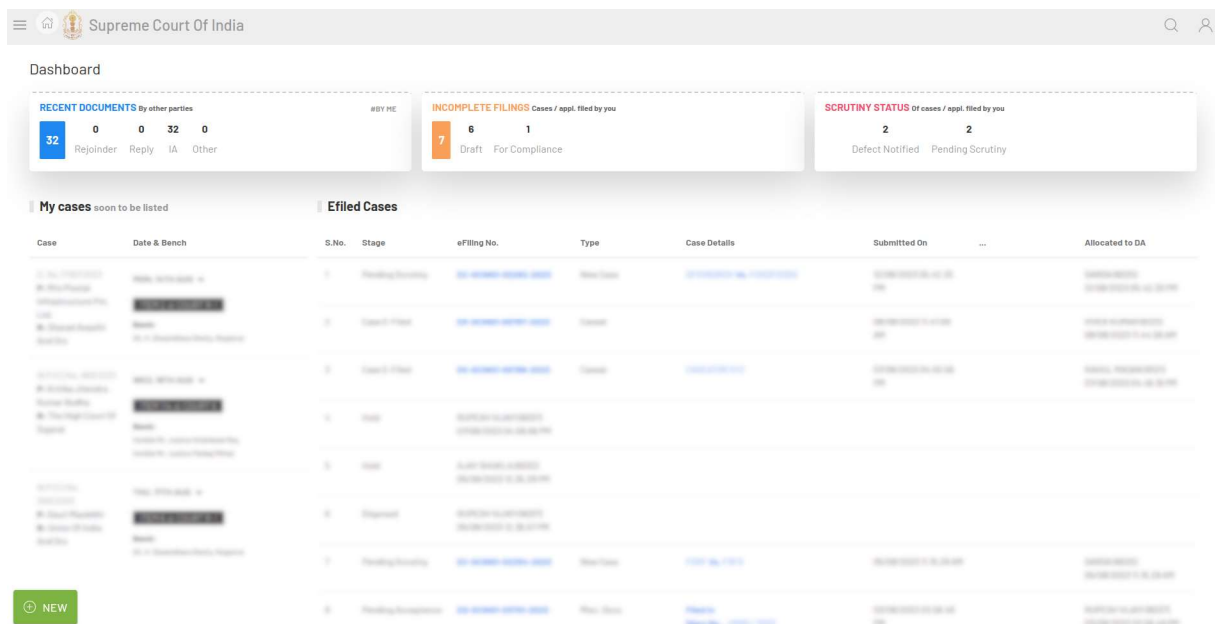
2. Dashboard provides various categories of case related information at a glance to the user, such as recent documents filed by the parties, incomplete / draft files, status of cases where defects have been notified and refiled cases pending scrutiny. Dashboard also reflects the list of eFiled cases and all listed cases concerning the AOR.

Click the hamburger option ≡ on the top left part (near home icon) of the Dashboard page (see image below).
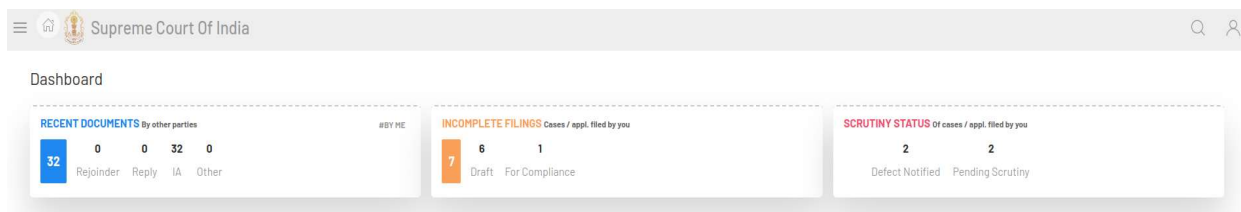
It will open the left side pane as shown below
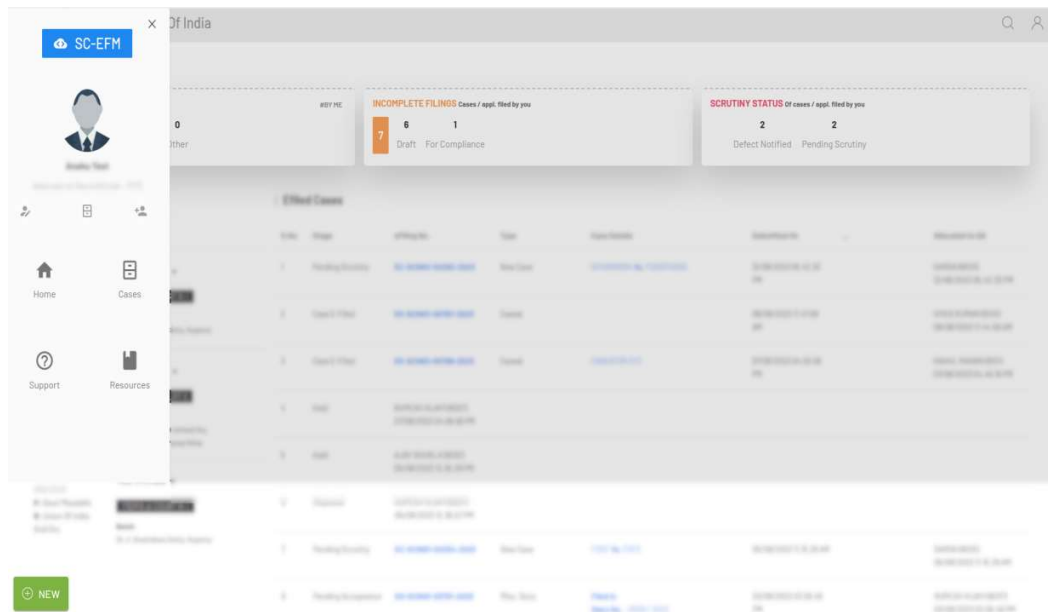
a. The 'Add Advocate' option can be used to enter / register any other advocate engaged in the case. The added advocate can login using the credentials and access the scanned paperbooks of the case.

b. The AOR can also access 'Profile' and other facilities such as 'Support' and 'Resources' (FAQs, Manual and Tutorials) from this page.

c. The 'Cases' option can be clicked to view all cases whether pending or disposed. The AOR can search any case here to learn its status and other details.
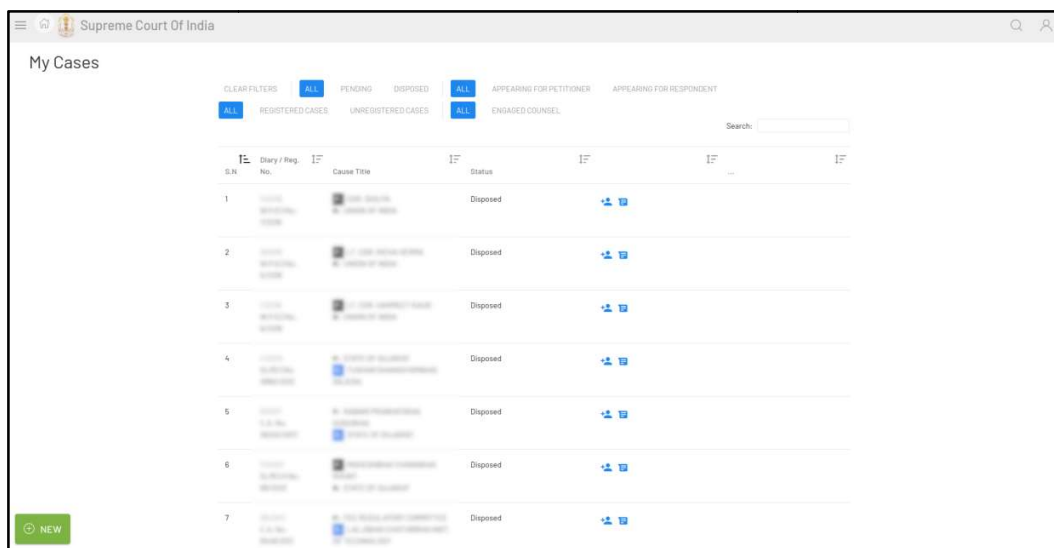
7. Refiling- efiled in the old portal

How to refile the cases which were earlier efiled in the old portal?

Step 1 – Click on the 'New' tab and then use the " Refile old e-filing cases".
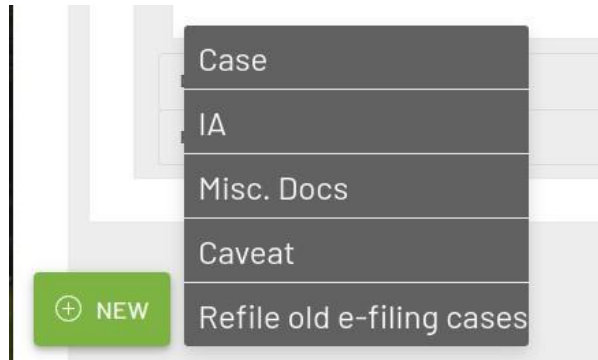
Below screen will appear where you are required to enter Diary number or registration number of the matter in which refiling is to be done.

Step 2 – After clicking on the 'Search' button, the defects marked by the registry will appear as displayed in the screen below:

Click on the 'Submit' button to proceed further.

Step 3 – The next screen is 'Upload document/ Index' tab where you can upload the documents and index them. Give the pdf title name, then select the appropriate pdf file and click on upload.
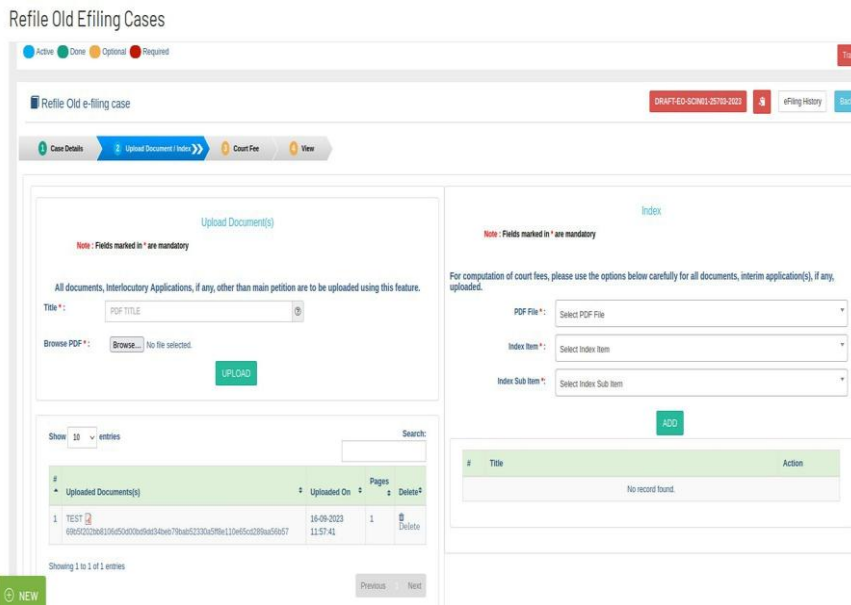
Step 4 - After uploading the file, indexing is also to be done. Select the pdf file from the drop down menus. Then select 'index item' and appropriate 'index sub item' from drop down menus as shown in the screen below:
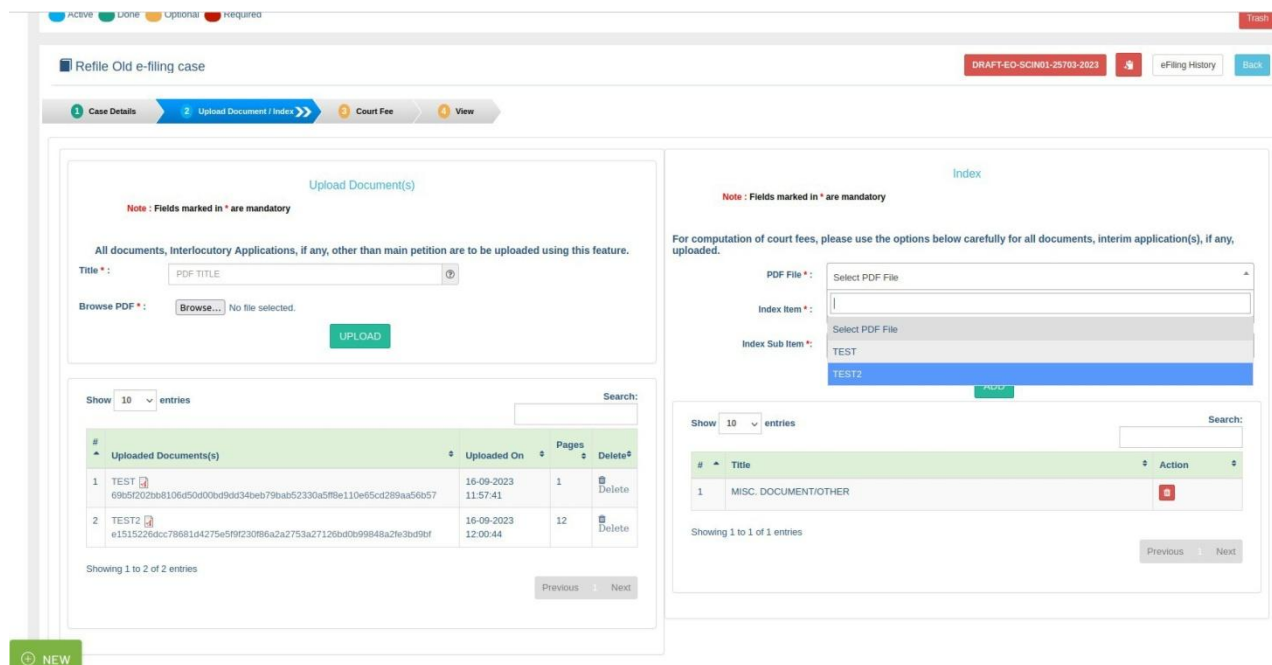
After indexing, click on the 'Add' button and then 'Next' button to proceed further as per below screen.

Step 5 - Make payment as per rules clicking on the 'Pay' button.

Step 6 – After making payment you will be directed to the 'View' tab where you can view your documents uploaded and then click on the 'Final Submit' button appearing in green colour at the top right corner of the page as shown in the screen below:
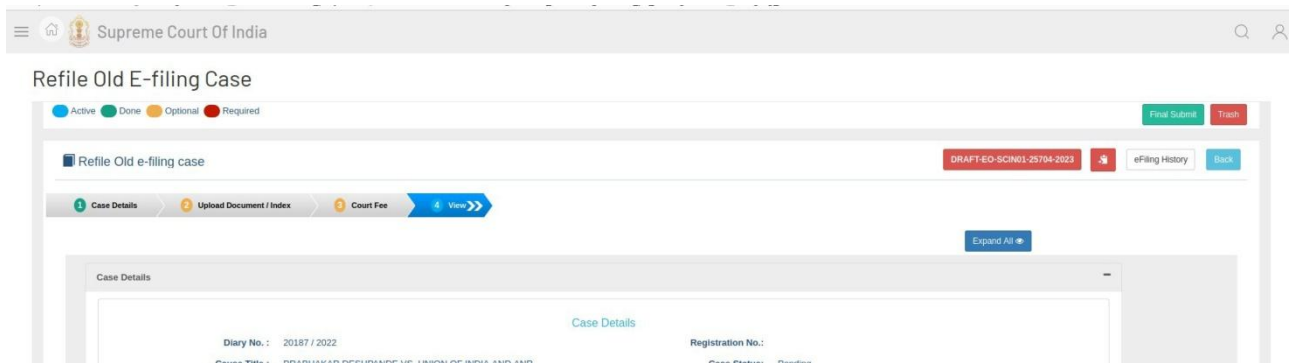
On clicking the 'Final Submit' button a message will appear informing successful refiling in Efiling number as below:

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