

GUIDELINES FOR e-FILING OF DOCUMENT

In terms of Notification No. 3096-G, dated 16th December, 2021 the e-Filing Rules of High Court at Calcutta has been notified. **Please click on the following link for e-Filing Rules :**

<https://www.calcuttahighcourt.gov.in/Notice-Files/general-notice/5351>

In terms of **Clause 4.1** of the e-Filing Rules Persons other than Advocates and litigants in person who are already registered on the Court web portal will have to register themselves. **[Please refer to Bookmark in this PDF document titled “REGISTRATION IN EFILING” for the procedural screenshots].**

The procedural screenshots of e-filing is placed at **Bookmark titled “Efiling and uploading documents” for the procedural screenshots.**

Clause 6.1 of the said e-Filing Rules provides the Formatting style which is as follows :-

- ✓ Page 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 or Bookman Old Style or Courier New
- ✓ Font size : 14 or 12
- ✓ Line spacing :1.5

If any document is typed in a local language in Trial Courts, it must be prepared using .x Unicode Font 14.

Clause 6.2 of the e-Filing Rules provides for converting 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. **[Please refer to Bookmark in this PDF document titled “Making OCR PDF” for the procedural screenshots].**

Clause 8.1 of the e-Filing Rules inter alia provides for Bookmarking of the document. **[Please refer to Bookmark in this PDF document titled “Bookmarking PDF” for the procedural screenshots].**

Clause 14.2 e-Filing Rules provides that 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 16.00 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.

By Order.

SCREENSHOTS SHOWING
PROCEDURE FOR
REGISTRATION OF
ADVOCATES IN E-FILING
PORTAL



HOME PAGE OF E-FILING PORTAL

The screenshot displays the home page of the e-filing portal for High Courts and District Courts. The browser address bar shows the URL efiling.ecourts.gov.in. The page header includes the text "High Courts & District Courts e-Filing Application" and navigation links for "NJDG", "Supreme Court", "High Court", "District Court", and "Help". A central feature is a map of India with a "Please select" dropdown menu above it, allowing users to choose their jurisdiction. To the right of the map is a banner image of a gavel on a keyboard. Below the map, there is a "News & Events" section with a "Help" link and a news item titled "DELHI- Protocol for eFiling DelhiDistrictCourts (24-05-2019)". The footer contains the copyright notice "© 2018 | All Rights Reserved | eCommittee, Supreme Court of India" and the system tray shows the date "17-02-2022" and time "10:37".

LOGIN PAGE OF E-FILING PORTAL

e-Filing Login

efiling.ecourts.gov.in/wb/login

Calcutta High Court and Sub Ordinate Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

LOGIN

USER-ID
ianabil

PASSWORD
.....

CAPTCHA
912537 912537

LOGIN

[Forgot your password?](#)
[Forgot your User-Id?](#)

[New User?](#) [Register](#) | [Help](#)

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10:38
17-02-2022

REGISTRATION IN E-FILING PORTAL

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/register

Calcutta High Court and Sub Ordinate Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *
Mobile Number

EMAIL *
Email Id

BAR REGISTRATION NO *
Bar Registration Number

CHOOSE USER ID *
Enter User Id for Login

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE.

HIGH COURT DISTRICT COURT

HIGH COURT *
Select High Court

CAPTCHA
292343
Captcha

11:17
17-02-2022

USER REGISTRATION REQUEST

Session will expire in 17:54

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *
Mobile Number

EMAIL *
Email Id

BAR REGISTRATION NO *
Bar Registration Number

CHOOSE USER ID *
Enter User Id for Login

CHOOSE COURT WHERE YOUR MOBILE AND EMAIL ID ARE REGISTERED WITH COURT SOFTWARE.

HIGH COURT DISTRICT COURT

HIGH COURT *
Select High Court

CAPTCHA
342 437 Captcha

GET OTP

Already Registered? [Back to Login](#)

FOR ADVOCATES

REGISTRATION REQUEST

NOTE:- PLEASE ENSURE THAT YOU ARE READY WITH YOUR PHOTO AND ID PROOF HAVING IMAGE SIZE BETWEEN 5KB AND 5MB IN JPEG OR JPG FORMAT.

ADVOCATE PARTY IN PERSON

MOBILE *
Mobile Number

EMAIL *
Email Id

CHOOSE USER ID *
Enter User Id for Login

CHOOSE WHERE YOU WANT TO E-FILE .

HIGH COURT DISTRICT COURT

HIGH COURT *
Select High Court

CAPTCHA
342 437 Captcha

GET OTP

Already Registered? [Back to Login](#)

FOR PARTY IN PERSON

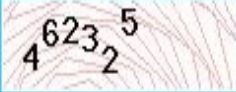
MOBILE NUMBER AND EMAIL ID VERIFICATION

Session will expire in 16:28

OTP VERIFICATION

OTP HAS BEEN SENT TO YOUR EMAILID AND MOBILE NUMBER.

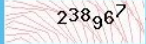
MOBILE OTP *



[Already Registered? Back to Login](#)

PERSONAL DETAILS

NOTE:-PASSWORD MUST CONTAIN ATLEAST 1 SPECIAL CHARACTER, 1 DIGIT, 1 LOWER CASE CHARACTER, 1 UPPER CASE CHARACTER AND ATLEAST 8 DIGIT LENGTH (EG. QWERTY@123).

PASSWORD *	CONFIRM PASSWORD *
<input type="password" value="....."/>	<input type="password" value="Confirm Password"/>
FIRST NAME *	LAST NAME *
<input type="text" value="Enter First Name"/>	<input type="text" value="Enter Last Name"/>
OTHER CONTACT NO	GENDER
<input type="text" value="Enter Other Contact Number"/>	<input type="text" value="Male"/>
DATE OF BIRTH *	ADDRESS LINE 1 *
<input type="text" value="Enter Date of Birth"/>	<input type="text" value="Address Line 1"/>
ADDRESS LINE 2	CITY *
<input type="text" value="Address Line 2"/>	<input type="text" value="Enter City"/>
STATE *	PINCODE *
<input type="text" value="Select State"/>	<input type="text" value="Enter PinCode"/>
PHOTO *(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT)	ID *(IMAGE SIZE SHOULD BE BETWEEN 5 KB AND 5 MB, IN JPEG OR JPG FORMAT)
<input type="button" value="Browse..."/> No file selected.	<input type="button" value="Browse..."/> No file selected.
CAPTCHA *	ID TYPE *
 <input type="text" value="Captcha"/>	<input type="text" value="Select Id Proof Type"/>

SCREENSHOTS SHOWING
PROCEDURE FOR ACCESSING
ON-LINE PORTAL AND FILING
ELECTRONIC DOCUMENTS



HOME PAGE OF E-FILING PORTAL

The screenshot displays the e-filing portal's home page. At the top, the browser address bar shows the URL efiling.ecourts.gov.in. The page header includes the text "High Courts & District Courts e-Filing Application" and navigation links for "NJDG", "Supreme Court", "High Court", "District Court", and "Help". A search bar with the placeholder text "Please select" is located above a map of India, which is color-coded by state and union territory. To the right of the map is a large image of a wooden gavel resting on a computer keyboard. Below this image is a "News & Events" section with a "Help" link. A news item is listed: "DELHI- Protocol for eFiling DelhiDistrictCourts (24-05-2019)". The footer contains the copyright notice "© 2018 | All Rights Reserved | eCommittee, Supreme Court of India". The Windows taskbar at the bottom shows various application icons and the system clock indicating the time 10:37 on 17-02-2022.

LOGIN PAGE

e-Filing Login

efiling.ecourts.gov.in/wb/login

Calcutta High Court and Sub Ordinate Courts
e-Filing Application

NJDG Supreme Court High Court District Court Contact Us Help

LOGIN

USER-ID
ianabil

PASSWORD
.....

CAPTCHA
912537 912537

LOGIN

[Forgot your password?](#)
[Forgot your User-Id?](#)

[New User?](#) [Register](#) | [Help](#)

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10:38
17-02-2022

DASHBOARD

The screenshot displays the e-Filing dashboard for a user named TEST ADVOCATE. The interface includes a navigation sidebar, a search bar, and a main content area with various case status metrics.

Navigation Sidebar:

- Home
- New Case
- Documents
- Deficit Court Fee
- Interim Application
- Reports
- Contacts
- News & Events
- Help

User Profile:

- Welcome, TEST ADVOCATE
- View Profile
- Last Login : 17-02-2022 10:33:09 AM
- IP Address : 10.173.34.29

My e-Filing Status:

Status	Count
Draft	4
Pending Acceptance	0
Not Accepted	0
Deficit Court Fee	0
Pending Scrutiny	0
Defective	0

My e-filed Cases:

Category	Count
e-Filed Cases	2
e-Filed Documents	0
Deficit Court Fee	0
IA	0
Rejected Cases	0
Idle/Unprocessed e-Filed No.'s	0

System Information:

- Time: 10:38
- Date: 17-02-2022

FILING OF NEW CASE

The screenshot displays a web browser window with two tabs: 'e-Filing Login' and 'e-Filing - High Court & District C'. The address bar shows 'efiling.ecourts.gov.in/wb/case_file'. The page features a blue sidebar on the left with a user profile for 'TEST ADVOCATE' and a menu with options like 'Home', 'New Case', 'Documents', 'Deficit Court Fee', 'Interim Application', 'Reports', 'Contacts', 'News & Events', and 'Help'. The main content area is titled 'New Case : Where to file' and contains a 'NOTE' section with three bullet points. Below the note are radio buttons for 'HIGH COURT' (selected) and 'LOWER COURT'. The form includes several dropdown menus: 'High Court *' (CALCUTTA HIGH COURT, APPELLATE SIDE), 'Matter Type *' (ORIGINAL), and 'Case Type *' (CRR(CRIMINAL REVISION)). There are also radio buttons for 'Is MACT Matter *' (Yes/No, with 'No' selected) and 'Matter Nature *' (Urgent/Ordinary, with 'Urgent' selected). A 'To Be Listed Before:' dropdown is set to 'SINGLE BENCH'. At the bottom of the form are 'Reset' and 'Submit' buttons. The Windows taskbar at the bottom shows various application icons and a system tray with the time '10:39' and date '17-02-2022'.

Welcome,
TEST ADVOCATE
View Profile
Last Login : 17-02-2022 10:33:09 AM
IP Address : 10.173.34.29

Home
New Case
Documents
Deficit Court Fee
Interim Application
Reports
Contacts
News & Events
Help

New Case : Where to file

NOTE :

- Complete detail related to the case, whichever is provided in paperbook, is mandatory to fill at the time of e-filing of the case.
- Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
- Details of Extra petitioners/respondents is required to be enter in "Extra Party" field and it should be same as provided in "Memo of Party".

HIGH COURT LOWER COURT

High Court * : CALCUTTA HIGH COURT, APPELLATE SIDE

CIVIL CRIMINAL

Matter Type * : ORIGINAL

Case Type * : CRR(CRIMINAL REVISION)

Is MACT Matter * : Yes No
Is choosen case type of MACT (Motor Accident Claim).

Matter Nature * : Urgent Ordinary

To Be Listed Before: SINGLE BENCH

Reset Submit

10:39
17-02-2022

STAGE 1 - PETITIONER DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/petitioner

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Complainant / Petitioner Information

Organisation :	<input type="checkbox"/>	Email * :	ANAND@GMAIL.COM ?
Complainant / Petitioner * :	ANANDA ?	Mobile * :	7439494695 ?
Relation of Complainant / Petitioner with relative name * :	Father	Address * :	KOLKATA ?
Relative Name * :	PRAMIT ?	State * :	WEST BENGAL
Date of Birth :	DD/MM/YYYY ?	District * :	KOLKATA
Age * :	32 ?	Taluka :	KOLKATA SOUTH
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Town :	SELECT TOWN
		Ward :	SELECT WARD
		Village :	SELECT VILLAGE
		Pincode :	700001 ?

Windows Taskbar: 10:41 17-02-2022

STAGE 2 -RESPONDENT DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/respondent

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Accused / Respondent Information

Organisation :	<input type="checkbox"/>	Email :	<input type="text" value="EMAIL"/>
Accused / Respondent * :	<input type="text" value="MONIDEEP"/>	Mobile :	<input type="text" value="MOBILE"/>
Relation of Complainant / Petitioner with relative name:	<input type="text" value="Select Relation"/>	Address * :	<input type="text" value="KOLKATA"/>
Relative Name :	<input type="text" value="FIRST NAME MIDDLE NAME LAST NA"/>	State * :	<input type="text" value="WEST BENGAL"/>
Date of Birth :	<input type="text" value="DD/MM/YYYY"/>	District * :	<input type="text" value="HOOGHLY"/>
Age :	<input type="text" value="AGE"/>	Taluka :	<input type="text" value="SELECT TALUKA"/>
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Town :	<input type="text" value="SELECT TOWN"/>
		Ward :	<input type="text" value="SELECT WARD"/>
		Village :	<input type="text" value="SELECT VILLAGE"/>
		Pincode :	<input type="text" value="PINCODE"/>

10:42 17-02-2022

STAGE 3 – MAIN PARTIES – EXTRA INFORMATION

IP Address : 10.173.34.29

e-Filing Login | e-Filing - High Court & District C | +

efiling.ecourts.gov.in/wb/new_case/extra_info

e-Filing No : EC-WBCHCA-00020-2021 | eFiling History | Back

Case Filing Form

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Complainant / Petitioner Extra Information

Passport No :	<input type="text" value="PASSPORT NUMBER"/>	?	Alternate Address :	<input type="text" value="H.NO., STREET NO, CITY"/>	?
PAN No :	<input type="text" value="PAN NUMBER"/>	?	State :	<input type="text" value="SELECT STATE"/>	▼
Fax No :	<input type="text" value="FAX NUMBER"/>	?	District :	<input type="text" value="SELECT DISTRICT"/>	▼
Phone No :	<input type="text" value="PHONE NUMBER"/>	?	Taluka :	<input type="text" value="SELECT TALUKA"/>	▼
Occupation :	<input type="text" value="OCCUPATION"/>	?	Town :	<input type="text" value="SELECT TOWN"/>	▼
Country :	<input type="text" value="COUNTRY"/>	?	Ward :	<input type="text" value="SELECT WARD"/>	▼
Nationality :	<input type="text" value="NATIONALITY"/>	?	Village :	<input type="text" value="SELECT VILLAGE"/>	▼

Accused / Respondent Extra Information

Passport No :	<input type="text" value="PASSPORT NUMBER"/>	?	Alternate Address :	<input type="text" value="H.NO., STREET NO, CITY"/>	?
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Windows Taskbar: 10:43 17-02-2022

STAGE 4 – EXTRA PARTY INFORMATION

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/extra_party

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Extra Party Information

Type * : Complainant / Petitioner Accused / Respondent

Organisation :	<input type="checkbox"/>	Email :	<input type="text" value="EMAIL"/>
Complainant / Petitioner * :	<input type="text" value="FIRST MIDDLE & LAST NAME"/>	Mobile :	<input type="text" value="MOBILE"/>
Relation of Complainant / Petitioner with relative name:	<input type="text" value="Select Relation"/>	Address * :	<input type="text" value="H.NO., STREET NO, CITY"/>
Relative Name :	<input type="text" value="FIRST MIDDLE & LAST NAME"/>	State * :	<input type="text" value="SELECT STATE"/>
Age * :	<input type="text" value="AGE"/>	District * :	<input type="text" value="SELECT DISTRICT"/>
Gender * :	<input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Taluka :	<input type="text" value="SELECT TALUKA"/>
		Town :	<input type="text" value="SELECT TOWN"/>
		Ward :	<input type="text" value="SELECT WARD"/>
		Village :	<input type="text" value="SELECT VILLAGE"/>

Windows Taskbar: 10:46 17-02-2022

STAGE 5 – LEGAL REPRESENTATIVE DETAILS

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Legal Representative Information

Type * : Complainant / Petitioner Accused / Respondent

Legal Representative of * : Email :

Organisation : Mobile :

Complainant / Petitioner * : Address * :

Relation of Complainant / Petitioner with relative name: State * :

Relative Name : District * :

Age * : Taluka :

Gender * : Male Female Other Town :

Ward :

STAGE 6 – CASE DETAILS

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Case Detail

Cause of Action :	CAUSE OF ACTION	Date of Cause of Action :	DD/MM/YYYY
Important Information or Subject or Reason :	SUBJECT OR REASON	Claim Amount :	AMOUNT
Prayer :	Select	Relief Claim :	RELIEF CLAIM

>>

Hide Parties:

Dispute Arising Out Of

State :	SELECT STATE	Taluka :	SELECT TALUKA
District :	SELECT DISTRICT	Village :	SELECT VILLAGE

Previous SAVE Next

Windows Taskbar: 10:49 17-02-2022

STAGE 7 – ACT / SECTION DETAILS

The screenshot displays the e-Filing portal interface. At the top, the browser shows the URL `efiling.ecourts.gov.in/wb/new_case/act_section`. The user is logged in as **TEST ADVOCATE** (View Profile), with a last login of 17-02-2022 10:33:09 AM and IP address 10.173.34.29.

The main content area is titled **Case Filing Form** and shows the **e-Filing No : EC-WBCHCA-00020-2021**. A progress bar indicates the current stage is **7 Act-Section**, with other stages including Petitioner, Respondent, Extra Information, Extra Party, Add LRS, Case Detail, Subordinate Court, Police Station, Sign Method, Upload Document, Pay Court Fee, Affirmation, and View.

The **Act Information** section contains the following fields:

- Act ***: Apprentices Act , 1961
- Act Section ***: 78

Buttons for **Previous**, **SAVE**, and **Next** are visible. A **Delete** button is also present next to the Act Section field.

At the bottom, the footer states: **Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved.**

STAGE 8 – LOWER COURT DETAILS

The screenshot displays the e-filing portal interface. At the top, the browser shows the URL `efiling.ecourts.gov.in/wb/new_case/subordinate_court`. The page title is "Case Filing Form" with an "e-Filing No : EC-WBCHCA-00020-2021" displayed in a red box. A navigation bar includes "eFiling History" and "Back" buttons. A progress indicator shows 14 steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Act-Section, 8. Subordinate Court (highlighted), 9. Police Station, 10. Sign Method, 11. Upload Document, 12. Pay Court Fee, 13. Affirmation, and 14. View. The main form area is titled "Subordinate Court Information" and contains radio buttons for "Subordinate Court", "Quasi Judicial", and "High Court" (selected). Below these are input fields for "Case Type*" (FAT(TENDER FIRST ...)), "Case No.*:" (CASE NO), and "Case Year*" (CASE YEAR). A CAPTCHA field with the text "109 460" and a "Search" button are also present. A note states: "Note: It is recommended to fill in Subordinate Court details though not mandatory." Navigation buttons "Previous" and "Next" are at the bottom of the form. The footer contains the copyright notice: "Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved." The Windows taskbar at the bottom shows various application icons and the system clock indicating 10:51 on 17-02-2022.

STAGE 9 – FIR / CHARGESHEET DETAILS

e-Filing Login x e-Filing - High Court & District C x +

efiling.ecourts.gov.in/wb/new_case/police_station

IP Address : 10.173.34.29

Case Filing Form e-Filing No : EC-WBCHCA-00020-2021 eFiling History Back

● Active ● Done ● Optional ● Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Police Station Information

Police Challan or Private Complaint *	SELECT	FIR Type :	SELECT
State *	SELECT	FIR No. *	FIR NO Year * : YEAR
District *	SELECT	FIR Filing Date *	DD/MM/YYYY
Police Station Code *	SELECT	Investigation Agency :	SELECT
Date of Offence :	DD/MM/YYYY	Investigating Officer :	OFFICER NAME
Date of Filing Charge Sheet :	DD/MM/YYYY	Belt No :	BELT NUMBER
Trials :	SELECT	Investigating Officer 1 :	OFFICER NAME
Offence Remark:		Belt No 1:	BELT NUMBER

Note: It is recommended to fill in Police Station details though not mandatory.

Previous SAVE Next

Windows taskbar: 10:52 17-02-2022

STAGE 10 – OPTING DIGITAL AUTHORIZATION METHOD

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/sign_method`. The user is logged in as 'TEST ADVOCATE' with a 'Welcome' message. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'Case Filing Form' and shows the 'e-Filing No : EC-WBCHCA-00020-2021'. A progress bar indicates the current stage is '10 Sign Method', with other stages from 1 to 14 marked as Active, Done, Optional, or Required. The 'Sign Method' section contains three radio button options: 'uploaded and later on eSigned using my Aadhaar', 'uploaded digitally signed using Digital Token', and 'uploaded and later on eVerified using mobile OTP'. A note below states: 'If eSign using Aadhaar will be failed two times due to any technical reasons. e-Verification using Mobile will be automatically displayed at the very same page to proceed further. NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise later you have to eSign those by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.' At the bottom of the form are 'Previous', 'SAVE', and 'Next' buttons. The footer contains the copyright notice: 'Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved.' The Windows taskbar at the bottom shows the system time as 10:53 on 17-02-2022.

efiling.ecourts.gov.in/wb/new_case/sign_method

Welcome, TEST ADVOCATE

View Profile
Last Login : 17-02-2022 10:33:09 AM
IP Address : 10.173.34.29

Home

New Case

Documents

Deficit Court Fee

Interim Application

Reports

Contacts

News & Events

Help

Case Filing Form

e-Filing No : EC-WBCHCA-00020-2021

eFiling History

Back

Active Done Optional Required

1 Petitioner / 2 Respondent / 3 Extra Information / 4 Extra Party / 5 Add LRS / 6 Case Detail / 7 Act-Section / 8 Subordinate Court / 9 Police Station / 10 Sign Method / 11 Upload Document / 12 Pay Court Fee / 13 Affirmation / 14 View

Document(s) PDF(s) will be * :

- uploaded and later on eSigned using my Aadhaar
- uploaded digitally signed using Digital Token
- uploaded and later on eVerified using mobile OTP

If eSign using Aadhaar will be failed two times due to any technical reasons. e-Verification using Mobile will be automatically displayed at the very same page to proceed further.

NOTE : eFiling portal accepts digitally signed documents only. If you have digital token, you can upload documents digitally signed by token. Otherwise later you have to eSign those by providing your Aadhar no. Therefore it is suggested to choose the option carefully as you will not be able to change this option later during filing of this Case.

Previous SAVE Next

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10:53
17-02-2022

STAGE 10 - OPTING DIGITAL AUTHORIZATION METHOD

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/sign_method`. The left sidebar contains a navigation menu with items: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'Case Filing Form' and includes a 'Trash' button in the top right. Below the title, there is a red box with the 'e-Filing No : EC-WBCHCA-00020-2021', an 'eFiling History' button, and a 'Back' button. A progress bar below the title shows 14 steps: 1 Petitioner, 2 Respondent, 3 Extra Information, 4 Extra Party, 5 Add LRS, 6 Case Detail, 7 Act-Section, 8 Subordinate Court, 9 Police Station, 10 Sign Method (highlighted in blue), 11 Upload Document, 12 Pay Court Fee, 13 Affirmation, and 14 View. The 'Sign Method' section contains the text: 'Document(s) PDF(s) will be : uploaded and later on eVerified using mobile OTP'. A red note states: 'NOTE :- If you want to reset sign method. Please first delete the uploaded documents then only you can reset the sign method.' Below the note are three buttons: 'Previous', 'Reset', and 'Next'. The footer of the page reads: 'Copyright © 2018-2019 eCommittee, Supreme Court of India. All rights reserved.' The Windows taskbar at the bottom shows the system tray with the date '17-02-2022' and time '10:55'.

STAGE 11 – UPLOADING OF DOCUMENTS

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/upload_docs`. The page header includes a search bar and a "Logout" link. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area shows a "Case Filing Form" with a "Select Document" dropdown menu open, listing options like Judgement, Order, VOKALATNAMA, AFFIDAVIT OF SERVICE, and AFFIDAVIT OF REPLY. The "AFFIDAVIT OF REPLY" option is highlighted. Below the dropdown, there are fields for "Documents *:", "File *:", and "Documents Title *:". The "File *:" field has a "Choose File" button and shows "No file chosen". A note specifies: "NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB .". At the bottom, there are "Previous", "UPLOAD", and "Next" buttons. The system tray at the bottom right shows the time as 10:55 on 17-02-2022.

STAGE 12 – PAYMENT OF COURT FEE

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/courtFee`. The page header includes a search bar and a 'Logout' link. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled 'Case Filing Form' and shows the user's profile as 'TEST ADVOCATE' with a last login of '17-02-2022 10:33:09 AM'. The 'e-Filing No' is 'EC-WBCHCA-00020-2021'. A progress bar at the top indicates the current stage is '12 Pay Court Fee', with other stages from 1 to 14 shown as completed or optional. The form fields include: 'Fee type *' (dropdown menu), 'Fee Amount *' (text input), 'Payment Mode *' (dropdown menu with 'Court Fees' selected), 'Bank Name' (dropdown menu), 'eChallan No. *' (text input), 'eChallan Date *' (text input), and 'Select Party *' (dropdown menu). A 'Choose File' button is present for 'Upload Receipt *'. A note at the bottom states: 'NOTE : Please upload pdf file only (PDF file name max. length can be 45 characters only. Only digits, characters, spaces, hyphens and underscores are allowed.). Max. PDF file size 20MB'. Navigation buttons 'Previous', 'Upload', and 'Next' are located at the bottom of the form.

STAGE 13 - AFFIRMATION

The screenshot displays the e-Filing web application interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/affirmation`. The left sidebar contains a navigation menu with the following items: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled "Case Filing Form" and includes a "Trash" button in the top right corner. Below the title, there is a red box displaying the "e-Filing No : EC-WBCHCA-00020-2021" and buttons for "eFiling History" and "Back". A progress bar below the title shows 14 steps: 1 Petitioner, 2 Respondent, 3 Extra Information, 4 Extra Party, 5 Add LRS, 6 Case Detail, 7 Act-Section, 8 Subordinate Court, 9 Police Station, 10 Sign Method, 11 Upload Document, 12 Pay Court Fee, 13 Affirmation (highlighted in blue), and 14 View. The main form area is titled "Applicant/Complainant/Litigant Affirmation" and contains the following fields and buttons:

- Applicant/Complainant/Litigant Affirmation: View Applicant/Complainant/Litigant Affirmation (with a document icon)
- Applicant Name *: NAME (with a help icon)
- Applicant Mobile *: MOBILE (with a help icon)
- Send OTP (green button)
- Previous (blue button)
- Next (blue button)

The Windows taskbar at the bottom shows the system clock as 10:57 on 17-02-2022, along with various application icons.

STAGE 13 – DIGITALLY VERIFYING AFFIRMATION

The screenshot displays the e-Filing portal interface. The browser address bar shows the URL `efiling.ecourts.gov.in/wb/new_case/affirmation`. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area features a 'Case Filing Form' section with a progress bar indicating the current stage is 'Affirmation' (13). The progress bar includes steps: 1 Petitioner, 2 Respondent, 3 Extra Information, 4 Extra Party, 5 Add LRS, 6 Case Detail, 7 Act-Section, 8 Subordinate Court, 9 Police Station, 10 Sign Method, 11 Upload Document, 12 Pay Court Fee, 13 Affirmation, and 14 View. A confirmation message states: 'Document eVerified by Mobile OTP' with a green checkmark. Below this, it provides the date 'On Date : 17-02-2022 10:59:22 AM', the mobile number 'Using Mobile : *****98', and the litigant's name 'By Litigent : ANANDA'. A 'View eVerification' link is also present. The bottom of the screen shows a Windows taskbar with various application icons and a system tray displaying the time '10:59' and date '17-02-2022'.

STAGE 14 – FINAL VERIFICATION BEFORE SUBMIT

The screenshot displays the e-Filing portal interface. The browser tabs show 'e-Filing Login' and 'e-Filing - High Court & District C'. The address bar contains 'efiling.ecourts.gov.in/wb/new_case/view'. The page header includes a search bar, a 'LAW SEARCH ...' bar, and a 'Logout' link. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area shows a 'Case Filing Form' with a status bar indicating 'Active' (blue), 'Done' (green), 'Optional' (yellow), and 'Required' (red). The 'e-Filing No' is 'EC-WBCHCA-00020-2021'. A progress bar shows 14 steps: 1. Petitioner, 2. Respondent, 3. Extra Information, 4. Extra Party, 5. Add LRS, 6. Case Detail, 7. Act-Section, 8. Subordinate Court, 9. Police Station, 10. Sign Method, 11. Upload Document, 12. Pay Court Fee, 13. Affirmation, and 14. View. The 'eFiling Details' section shows: e-Filed for: Calcutta High Court, Appellate Side High Court; Nature: Criminal; Matter Type: Appeal; Case Type: CRLCP(CRIMINAL(CONTEMPT)); Is MACT Matter: No; Matter Nature: ; To Be Listed Before: . The 'Complainant / Petitioner' section is partially visible at the bottom. The Windows taskbar at the bottom shows the system tray with the date '17-02-2022' and time '11:03'.

If You want to file any Interim Application in any existing or e-filed cases then You should select the Interim Application Menu appearing in the left side panel and move ahead accordingly. You should not use “New Case” option to file Interim Applications. After searching the relevant case by using CNR or Case Number the following screen will appear.

The screenshot shows the e-Filing portal interface. The left sidebar contains a navigation menu with the following items: Home, New Case, Documents, Deficit Court Fee, **Interim Application** (highlighted with a red underline), Reports, Contacts, News & Events, and Help. The main content area displays the 'Searched eFiling No. Details' for case EC-WBCHCA-00019-2021. The details are as follows:

eFiling No. :	EC-WBCHCA-00019-2021	Matter Type :	Appeal
eFiling Date :	30-12-2021	Extra Petitioner:	
eFiling Year :	2021	Extra Respondent:	
Petitioner/Complainant :	ABC		
Respondent/Accused :	STATE OF WEST BENGAL		

Below the details, a confirmation prompt asks: "Is the detail is of the same case in which you want to file Interim application?". There are two radio buttons labeled "YES" and "NO", and a green "Submit" button.

If You want to file documents in any case then Click on “Documents” menu on left pane and on searching the desired case using the provided options the following screen will appear.

The screenshot displays the e-Filing portal interface. On the left is a blue sidebar with navigation options: Home, New Case, Documents (highlighted), Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area is titled "Miscellaneous Docs : Where to file" and includes a search form with the following fields:

- High Court: CALCUTTA HIGH COURT, APPELLATE SIDE
- File In: CNR Number Case Number
- Case Type: WPA(P)(WRIT (PIL MATTER))
- Case Number: 40
- Year: 2022

A "Search" button is located below the form. Below the search form is a table with the following data:

#	Case Type / Case Number / Case Year	Petitioner Name Vs. Respondent Name	Select
1	WPA(P) / 40 / 2022	LAZMIPUR, BIRNAGAR ANCHAL NAGORIK ADHIKAR RAKSHA COMMITTEE AND ANR Vs. STATE OF WEST BENGAL AND ORS.	<input checked="" type="radio"/>

At the bottom of the search area are "Submit" and "Cancel" buttons. The browser's taskbar at the bottom shows the system time as 19:59 on 20-02-2022.

On clicking the “Submit” button the screen as shown below will appear and then You can upload the document by choosing “Yes” and then “Submit” button and thereafter follow the same procedure for filing documents in any “New Case”.

The screenshot displays the e-Filing portal interface. The left sidebar contains navigation options: Home, New Case, Documents, Deficit Court Fee, Interim Application, Reports, Contacts, News & Events, and Help. The main content area shows the 'Searched CNR (Case Record Number) Details' for case number WBCCHA-003752-2022. The details are as follows:

Field	Value
CNR No. :	WBCCHA-003752-2022
Filing Date :	01-02-2022
Filing No. :	40
Filing Year :	2022
Petitioner/Complainant :	LAZMIPUR, BIRNAGAR ANCHAL NAGORIK ADHIKAR RAKSHA COMMITTEE AND ANR
Respondent/Accused :	STATE OF WEST BENGAL AND ORS.
Case Type :	WPA(P) - WRIT (PIL MATTER)
Registration Date :	01-02-2022
Registration No. :	40
Registration Year :	2022
First Listed On :	18-02-2022
Last Listed On :	
Purpose was :	PIL
Next Listing On :	21-02-2022
Extra Petitioner :	
Extra Respondent :	

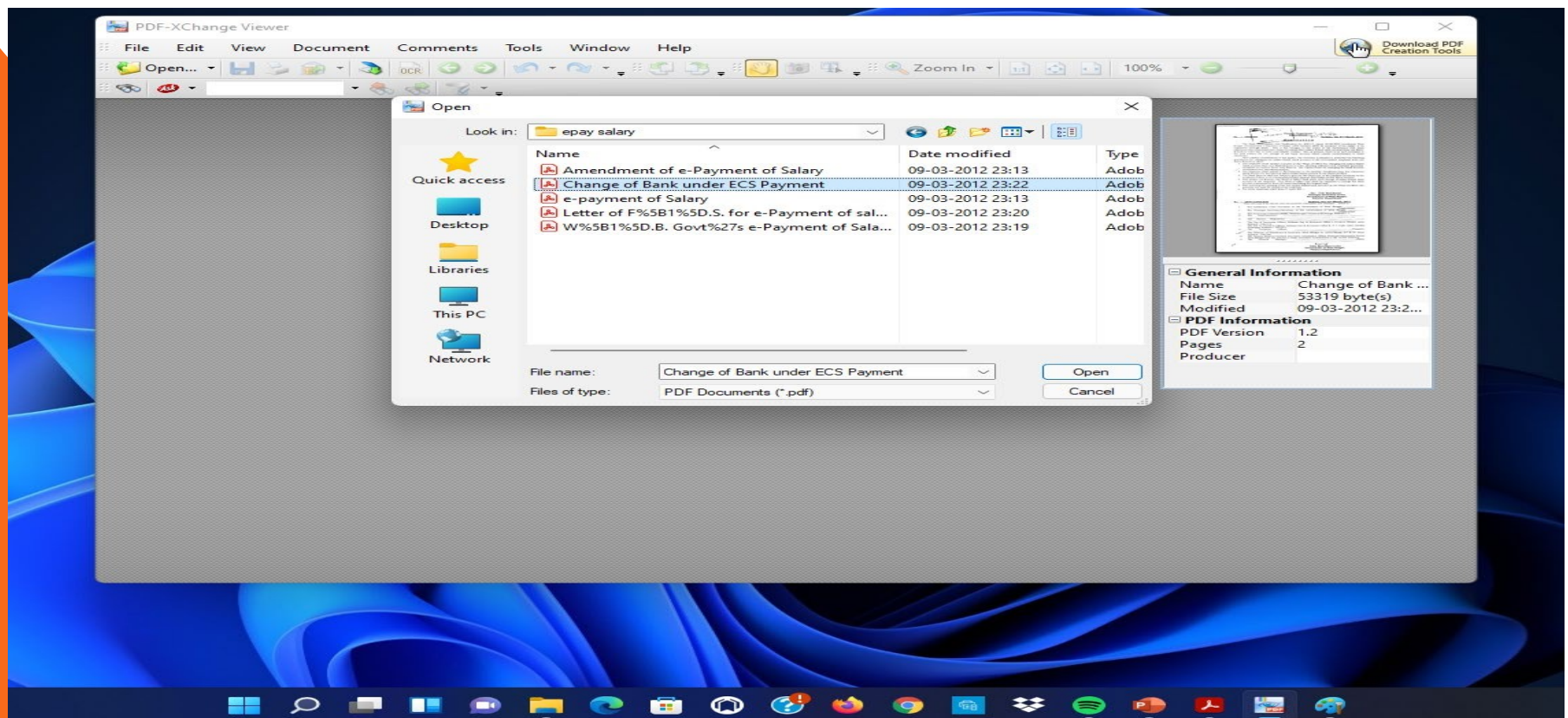
Below the details, a confirmation prompt asks: "Is the detail is of the same case in which you want to file documents?". The user has selected "YES" (indicated by a filled radio button). A green "Submit" button is visible below the prompt.

SCREENSHOTS SHOWING THE PROCEDURE FOR CONVERTING A DOCUMENT INTO AN OCR SEARCHABLE PDF

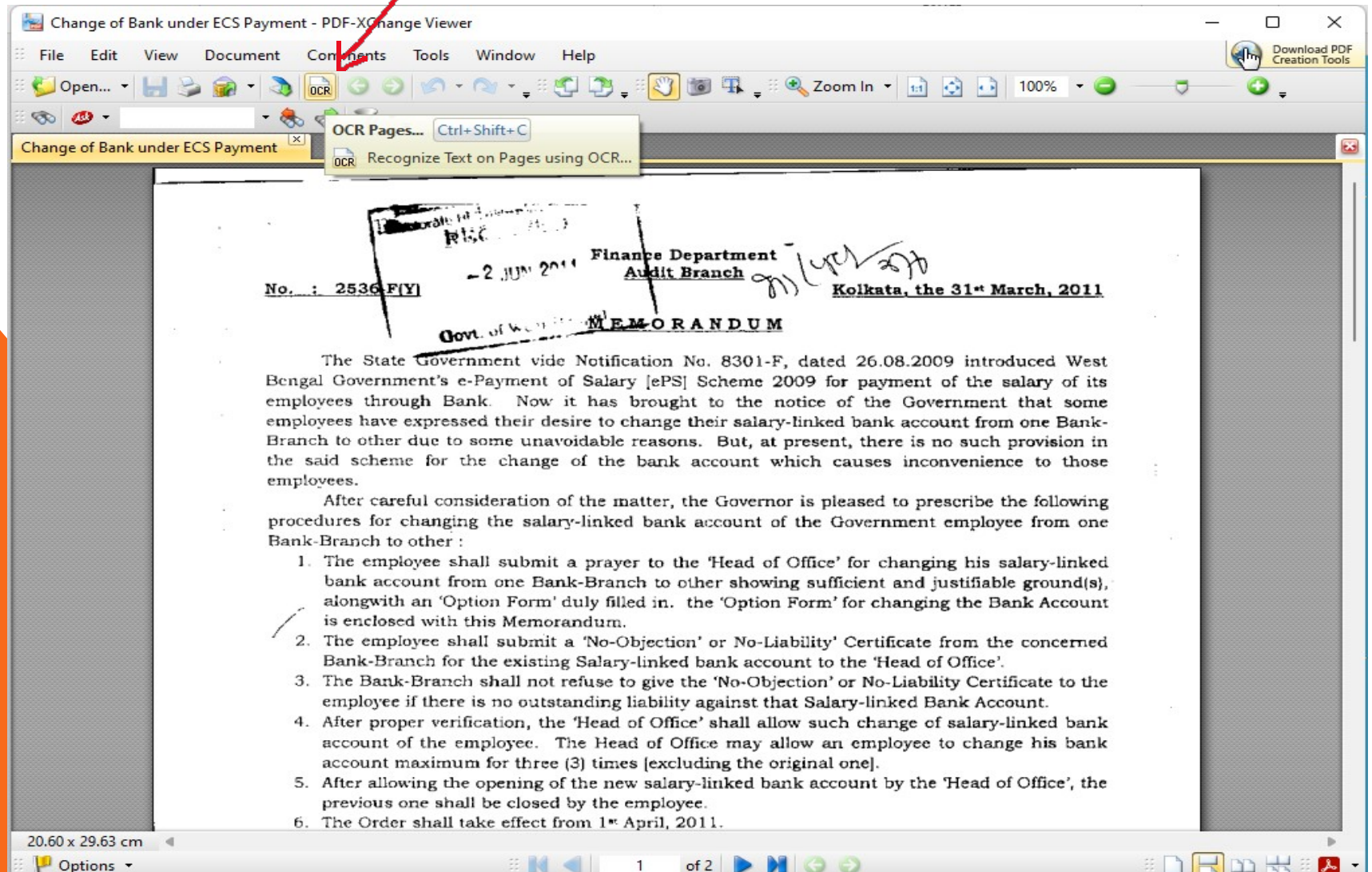
Several free & trial version software(s) are available online which can be downloaded from internet for creating OCR in PDF files. Some of the available software(s) are PDF-Xchange Viewer, Acrobat Adobe Reader, ABBYY Fine Reader etc.

Open the PDF file containing a scanned image you wish to convert in OCR Format using PDF-Xchange Viewer.

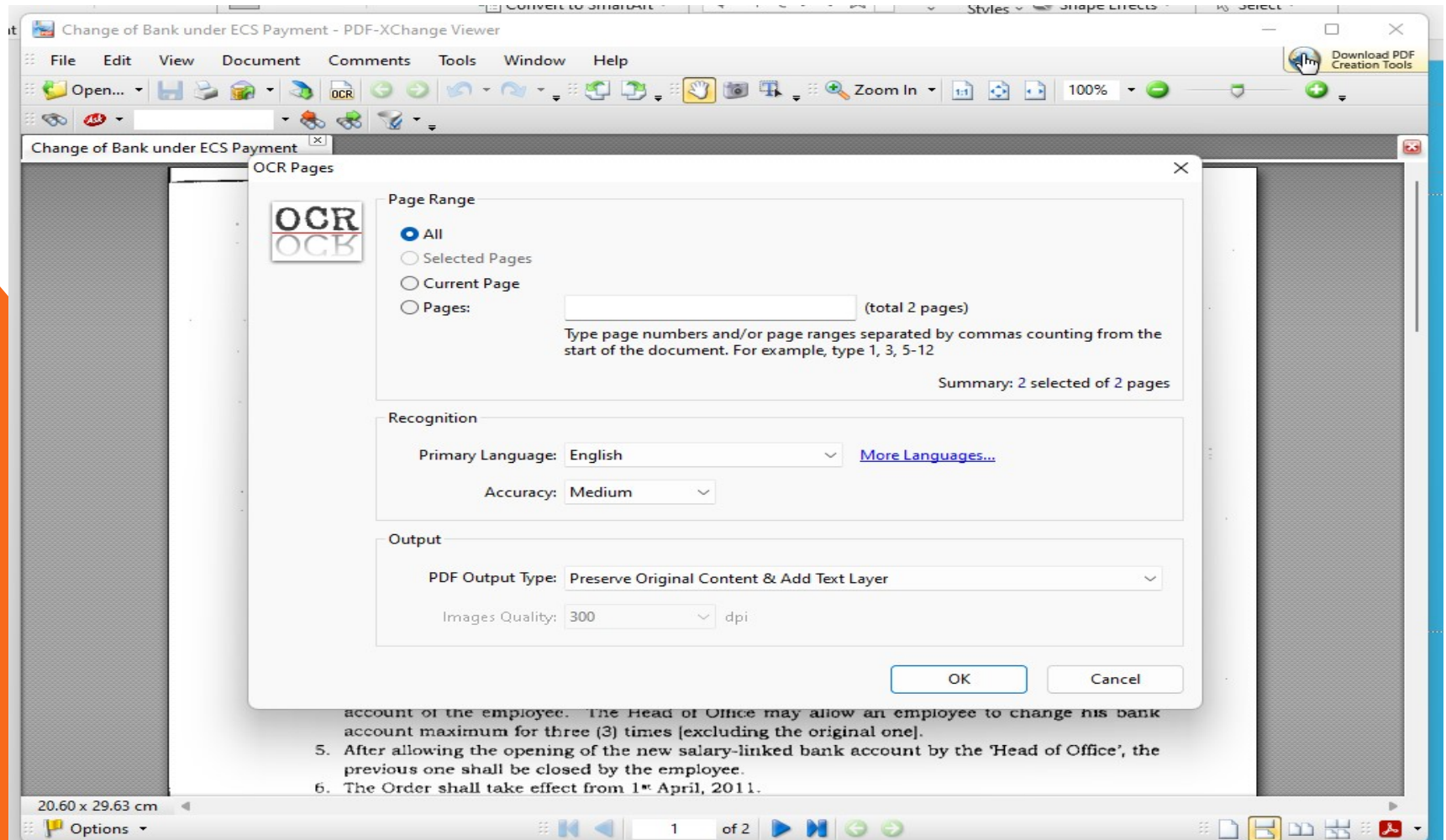
Step 1 : Click the “File” menu and select the document which has to be opened and click on the “Open” button as shown below.



Step 2: Click on the OCR button as shown below or Press Ctrl+Shift+C.



Step 3: Mention the range of pages for the conversion process and select Output Type as Preserve Original Content & Add Text Layer under the options and click on the “OK” button as shown below.



After the conversion process is over save the pdf and then open it. PDF with searchable OCR option will show search result as shown below.

The image shows a PDF viewer interface with a document titled "Memorandum" from the Finance Department, Audit Branch, Kolkata, dated 31st March, 2011. The document number is 2536/EIY. The text discusses the State Government's e-Payment of Salary [ePS] Scheme 2009 and provides procedures for changing salary-linked bank accounts. A search bar on the right shows the word "employee" with a "Find (1/11)" indicator and "Previous" and "Next" buttons.

Memorandum
No. : 2536/EIY
- 2 JUN 2011
Finance Department
Audit Branch
Kolkata, the 31st March, 2011
Govt. of West Bengal
MEMORANDUM

The State Government vide Notification No. 8301-F, dated 26.08.2009 introduced West Bengal Government's e-Payment of Salary [ePS] Scheme 2009 for payment of the salary of its employees through Bank. Now it has brought to the notice of the Government that some employees have expressed their desire to change their salary-linked bank account from one Bank-Branch to other due to some unavoidable reasons. But, at present, there is no such provision in the said scheme for the change of the bank account which causes inconvenience to those employees.

After careful consideration of the matter, the Governor is pleased to prescribe the following procedures for changing the salary-linked bank account of the Government employee from one Bank-Branch to other :

1. The employee shall submit a prayer to the 'Head of Office' for changing his salary-linked bank account from one Bank-Branch to other showing sufficient and justifiable ground(s), alongwith an 'Option Form' duly filled in. The 'Option Form' for changing the Bank Account is enclosed with this Memorandum.
2. The employee shall submit a 'No-Objection' or 'No-Liability' Certificate from the concerned Bank-Branch for the existing Salary-linked bank account to the 'Head of Office'.
3. The Bank-Branch shall not refuse to give the 'No-Objection' or 'No-Liability' Certificate to the employee if there is no outstanding liability against that Salary-linked Bank Account.
4. After proper verification, the 'Head of Office' shall allow such change of salary-linked bank account of the employee. The Head of Office may allow an employee to change his bank account maximum for three (3) times [excluding the original one].
5. After allowing the opening of the new salary-linked bank account by the 'Head of Office', the previous one shall be closed by the employee.
6. The Order shall take effect from 1st April, 2011.

Sd/- C.M. Bachhawat
Principal Secretary to the
Government of West Bengal,
Finance Department.
Kolkata, the 31st March, 2011

No. : 2536/1(350)-EIY
Copy with copy of the Option Form forwarded for information and necessary action to :-

1. The Additional Chief Secretary to the Government of West Bengal, Department.
2. The Principal Secretary/Secretary to the Government of West Bengal, Department.
3. The Accountant General (A&E), West Bengal, Treasury Buildings, Kolkata - 1.
4. The Commissioner, _____
5. The District Magistrate, _____
6. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-I, 81/2/2, Phears Lane, Kolkata - 700 012.
7. The Pay & Accounts Officer, Kolkata Pay & Accounts Office-II, P-1, Hyde Lane, Jawhar Buildings, Kolkata - 700 073.
8. The Treasury Officer, _____ Treasury.
9. The Director of Treasuries & Accounts, West Bengal, 8, Lyons Range, 2nd & 3rd Floor, Kolkata - 700 001.
10. The Deputy Director General and State Informatics Officer National Informatics Centre West Bengal with the request to make necessary modification in the 'COSA' software.
11. The General Manager, _____ Bank.

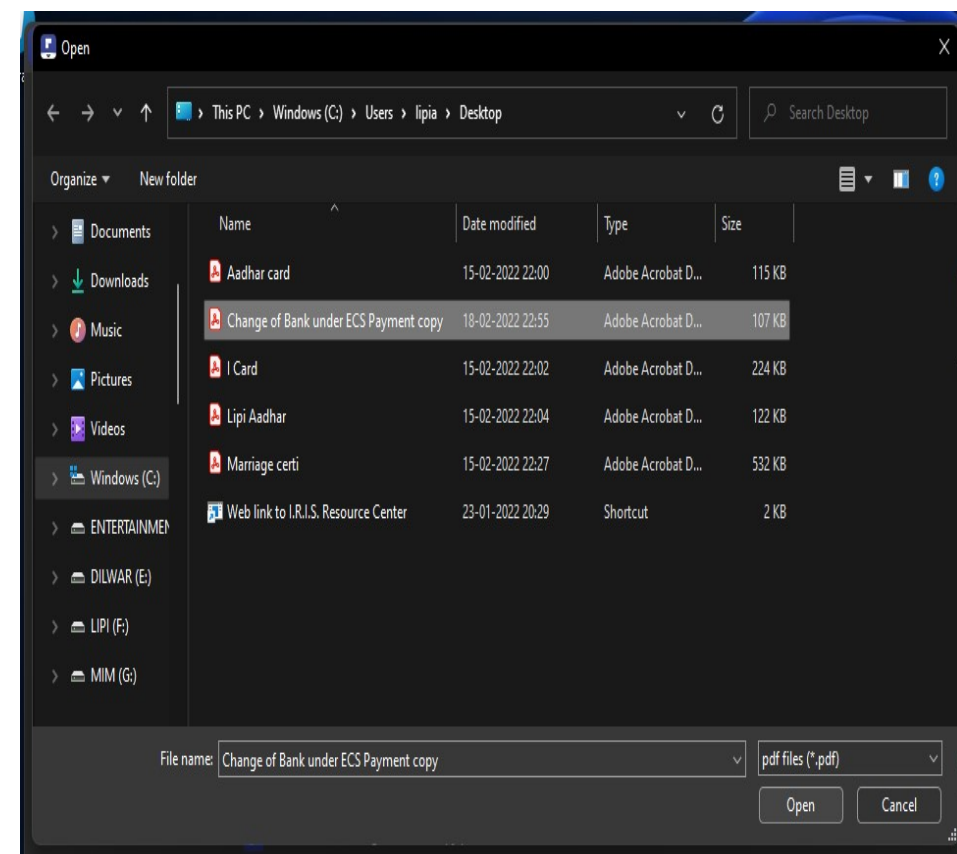
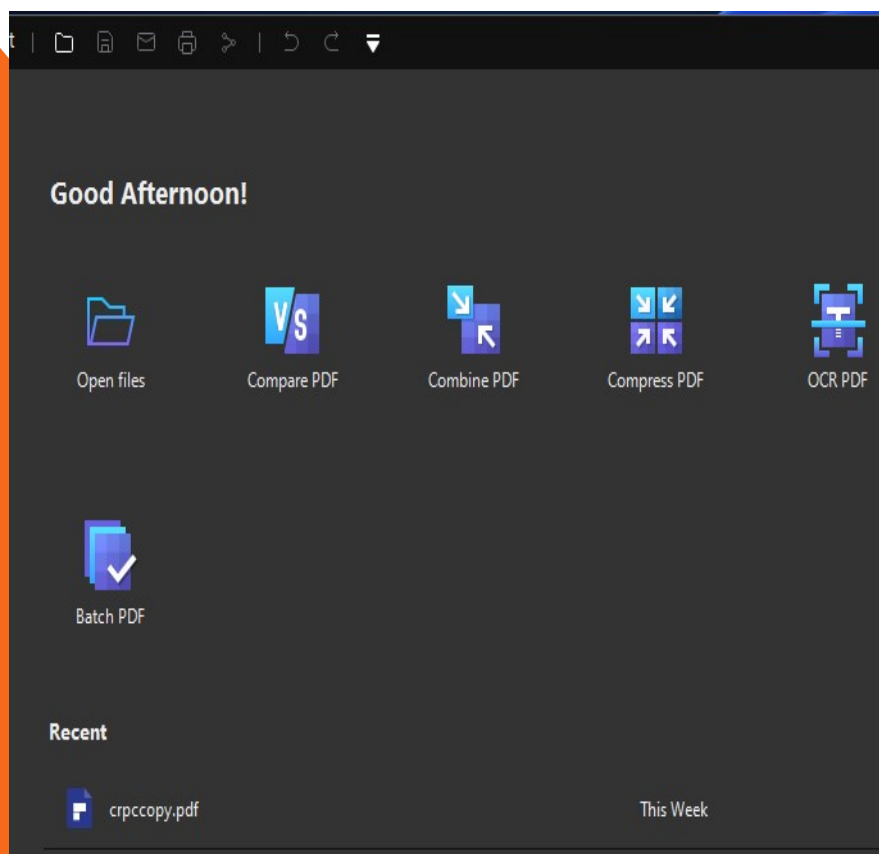
Joint Secretary to the
Government of West Bengal,
Finance Department.

SCREENSHOTS OF PROCEDURE FOR BOOKMARKING PDF DOCUMENT

Several free & trial version software(s) are available online which can be downloaded from internet for bookmarking PDF files. Some of the available software(s) are Foxit Reader, Adobe Acrobat etc.

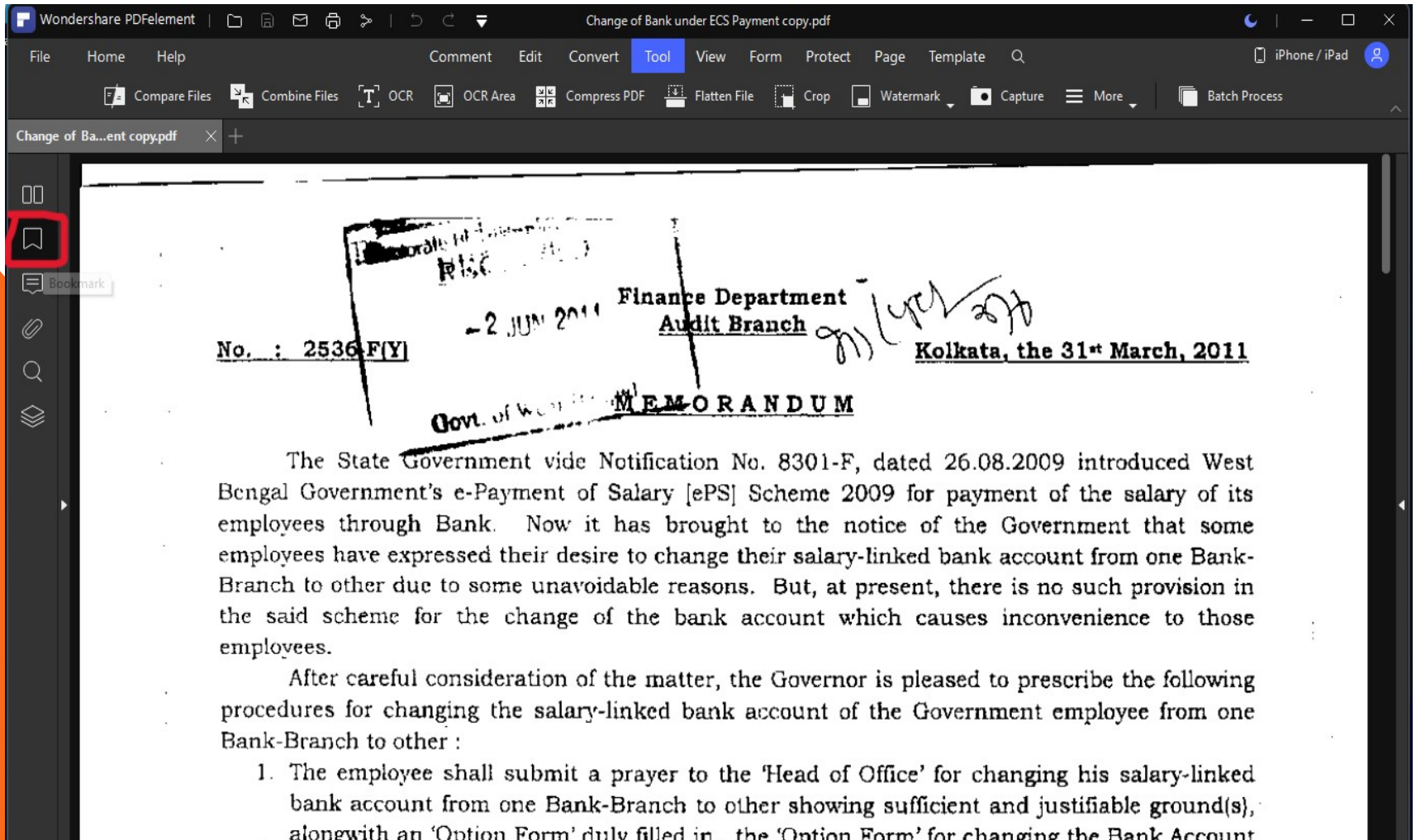
HOW TO OPEN THE BOOKMARKING SOFTWARE

Step 1: Open the bookmarking application software. Here Wondershare PDFelement software is used. Then choose “Open Files” menu and choose the PDF file You want to bookmark.



CREATION OF BOOKMARK

Step 2: Click on the “Bookmark” menu available in the left pane as shown below in red border.



The screenshot displays the Wondershare PDFelement interface. The main window shows a document titled "Change of Bank under ECS Payment copy.pdf". The left sidebar contains a vertical menu with icons for various functions. The "Bookmark" icon, which is a small square with a bookmark symbol, is highlighted with a red rectangular border. Below the sidebar, the document content is visible, featuring a stamp from the "Finance Department Audit Branch" dated "2 JUN 2011" and a handwritten signature. The document text includes the number "No. : 2536 F(Y)", the date "Kolkata, the 31st March, 2011", and the heading "MEMORANDUM". The text describes a government notification regarding salary payment through banks and outlines procedures for changing bank accounts.

**Finance Department
Audit Branch**
- 2 JUN 2011
[Handwritten Signature]

No. : 2536 F(Y) Kolkata, the 31st March, 2011

MEMORANDUM

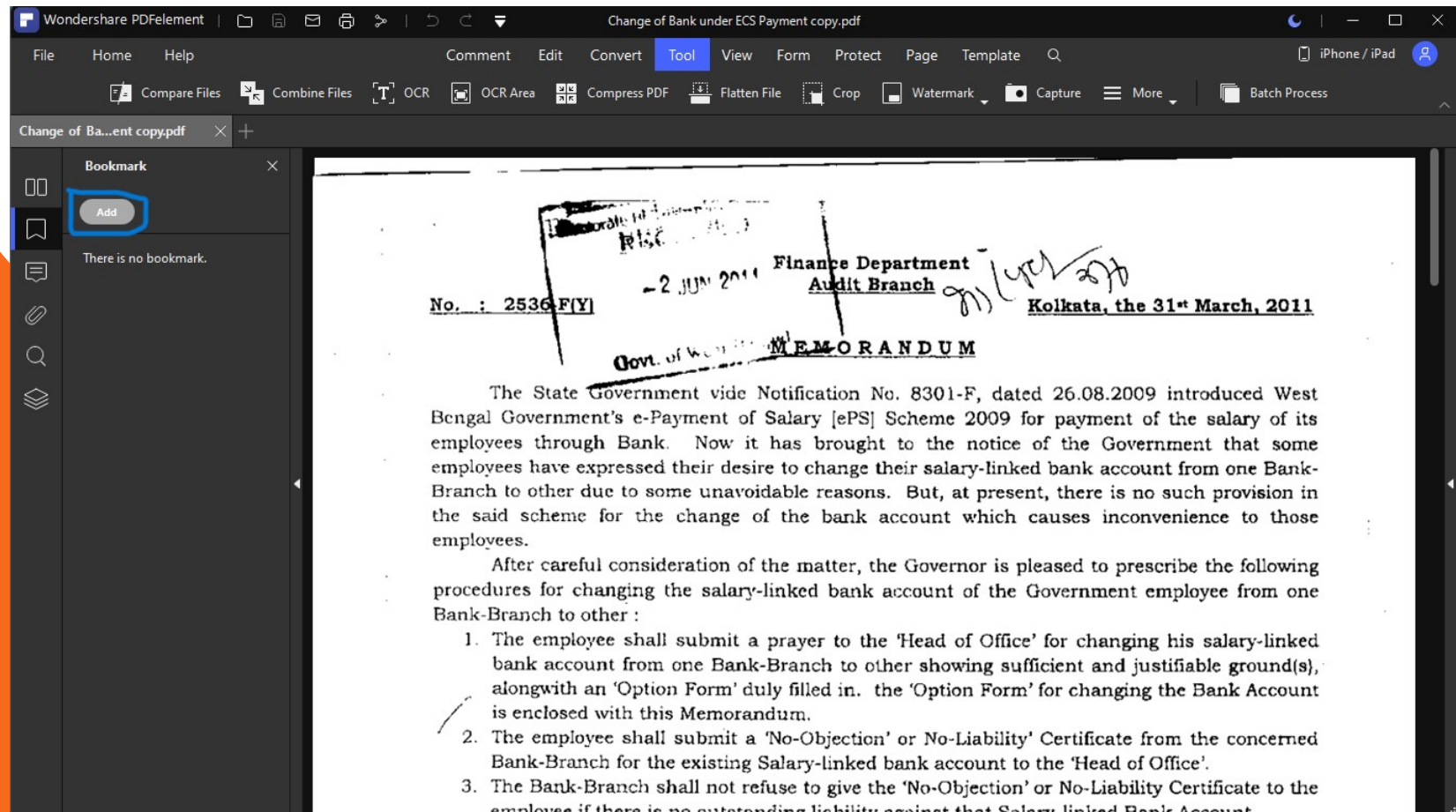
Govt. of West Bengal

The State Government vide Notification No. 8301-F, dated 26.08.2009 introduced West Bengal Government's e-Payment of Salary [ePS] Scheme 2009 for payment of the salary of its employees through Bank. Now it has brought to the notice of the Government that some employees have expressed their desire to change their salary-linked bank account from one Bank-Branch to other due to some unavoidable reasons. But, at present, there is no such provision in the said scheme for the change of the bank account which causes inconvenience to those employees.

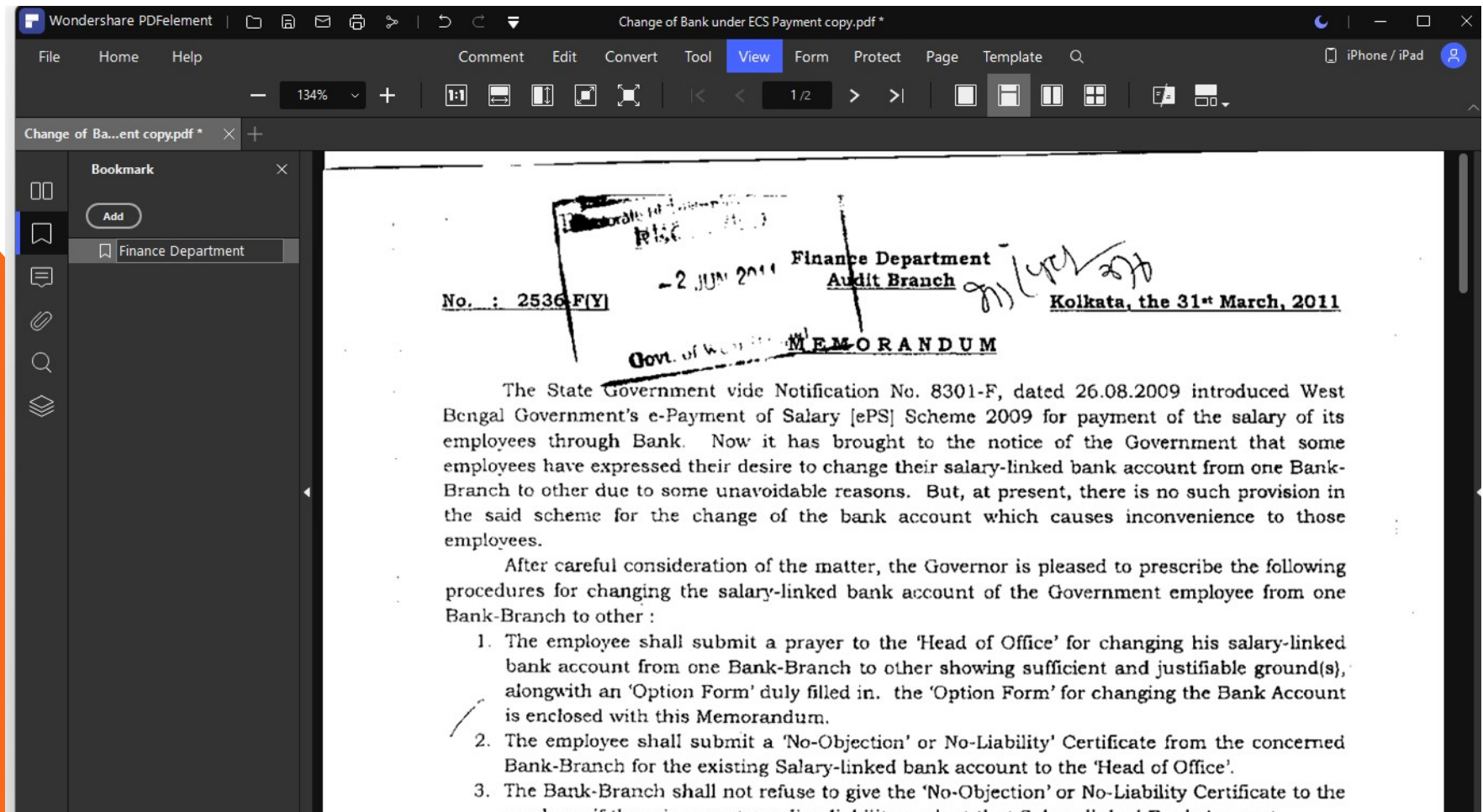
After careful consideration of the matter, the Governor is pleased to prescribe the following procedures for changing the salary-linked bank account of the Government employee from one Bank-Branch to other :

1. The employee shall submit a prayer to the 'Head of Office' for changing his salary-linked bank account from one Bank-Branch to other showing sufficient and justifiable ground(s), alongwith an 'Option Form' duly filled in. the 'Option Form' for changing the Bank Account

Step 3: Once the Bookmark button is clicked, the user will allowed to create the Bookmark for the PDF file using “Add” button as shown below in blue box.



Step 4: Click on the “Add” button and set the name for the created Bookmark as per your choice.

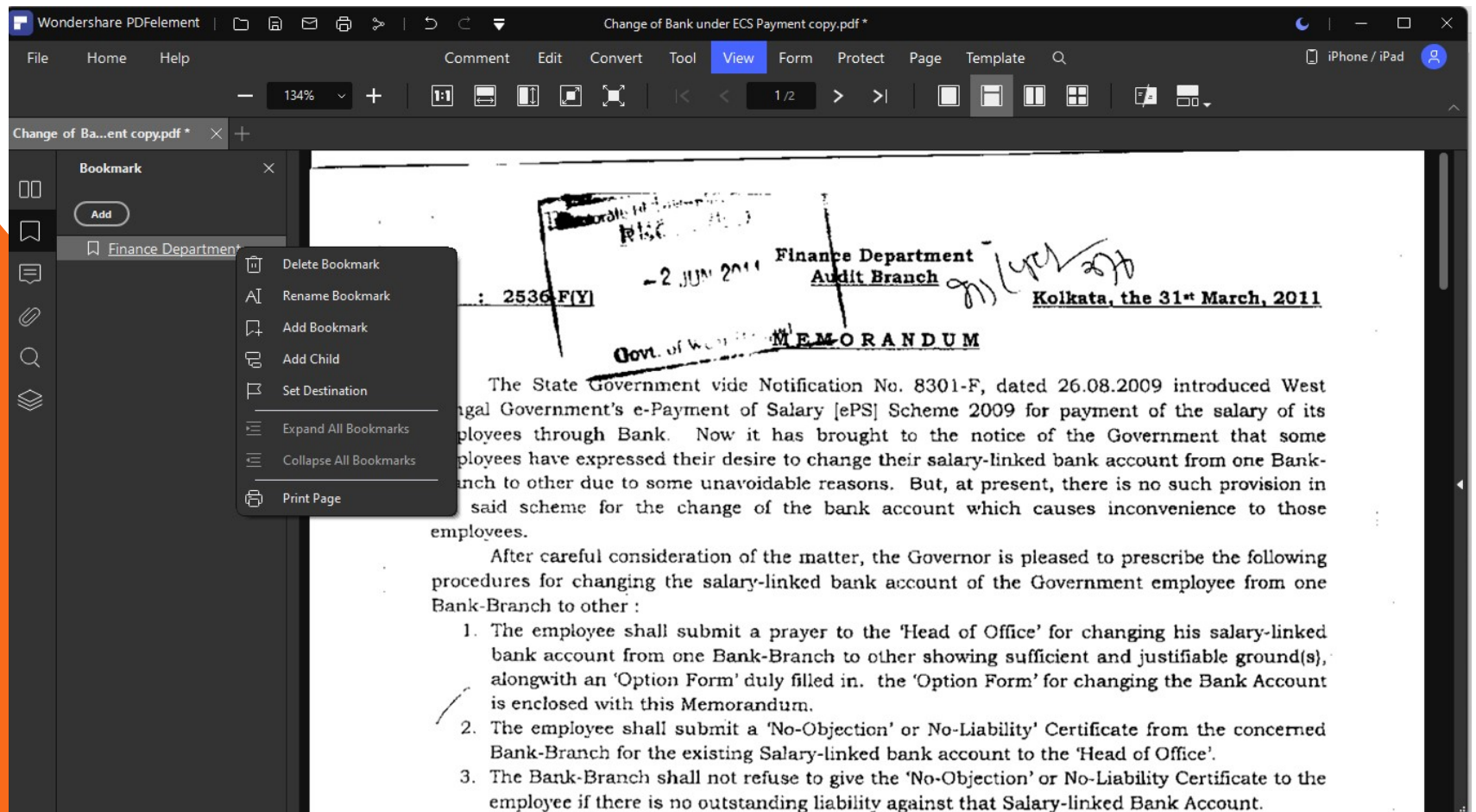


The screenshot displays the Wondershare PDFelement interface. The main window shows a document titled "Change of Bank under ECS Payment copy.pdf". The document content includes a stamp from the Finance Department Audit Branch, dated 2 JUN 2011, and a handwritten signature. Below the stamp, the text reads: "No. : 2536 F(Y) Kolkata, the 31st March, 2011". The document is a memorandum from the Government of West Bengal regarding the State Government's e-Payment of Salary [ePS] Scheme 2009. The memorandum discusses the inconvenience caused by the lack of provision for changing bank accounts and prescribes procedures for such changes. The procedures listed are:

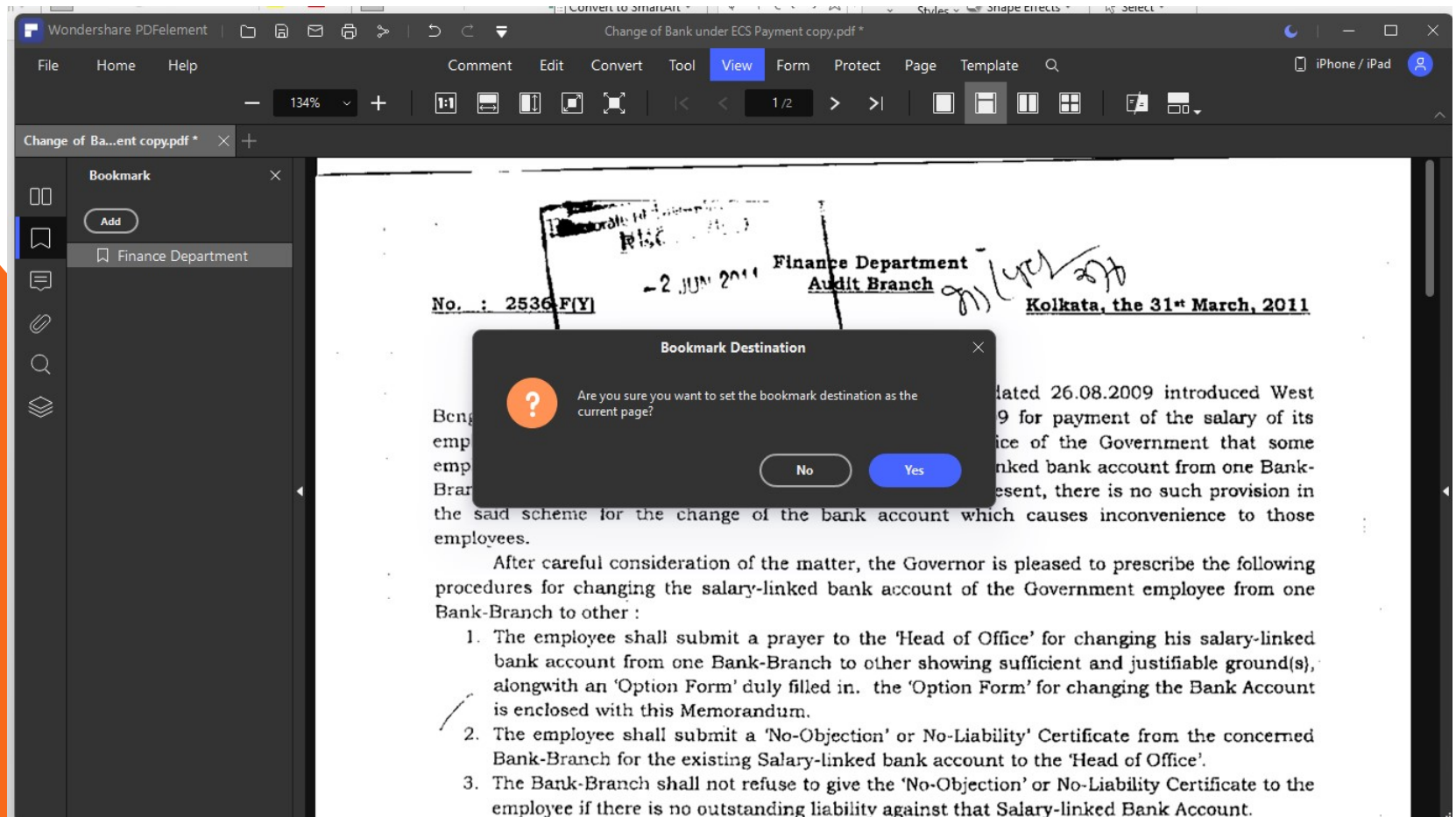
1. The employee shall submit a prayer to the 'Head of Office' for changing his salary-linked bank account from one Bank-Branch to other showing sufficient and justifiable ground(s), alongwith an 'Option Form' duly filled in. the 'Option Form' for changing the Bank Account is enclosed with this Memorandum.
2. The employee shall submit a 'No-Objection' or 'No-Liability' Certificate from the concerned Bank-Branch for the existing Salary-linked bank account to the 'Head of Office'.
3. The Bank-Branch shall not refuse to give the 'No-Objection' or 'No-Liability Certificate to the employee if there is no outstanding liability against that Salary Linked Bank Account.

In the left sidebar, the "Bookmark" panel is visible, showing an "Add" button and a bookmark named "Finance Department".

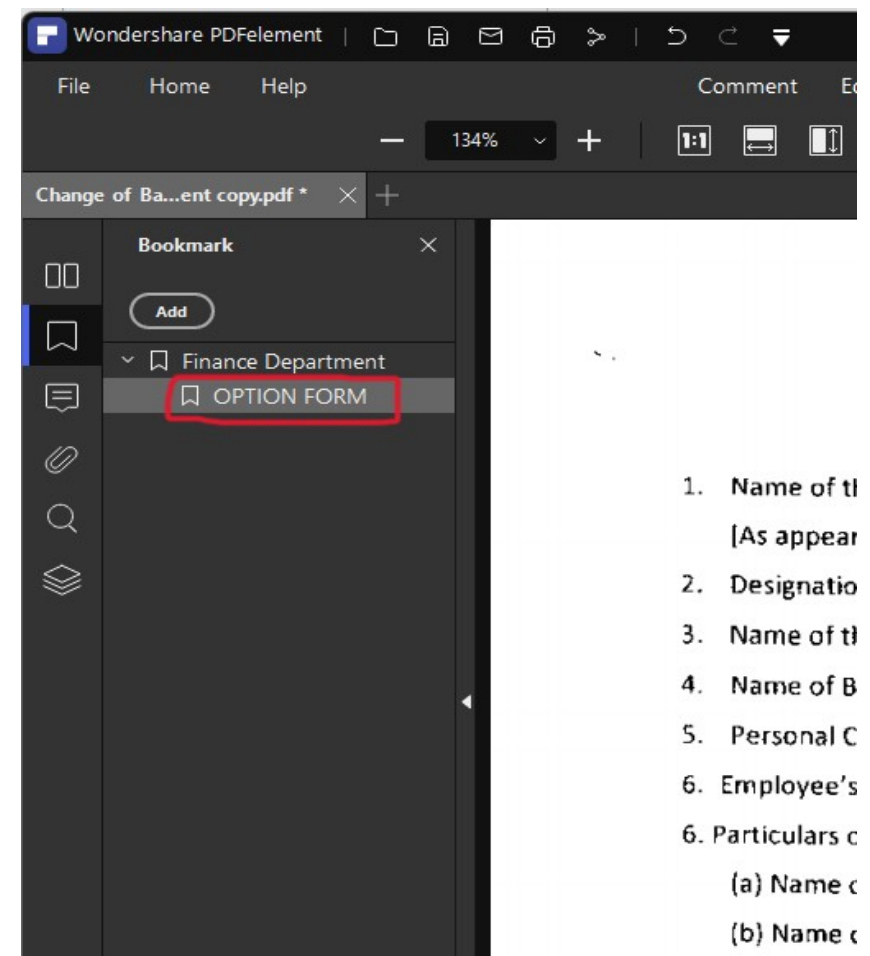
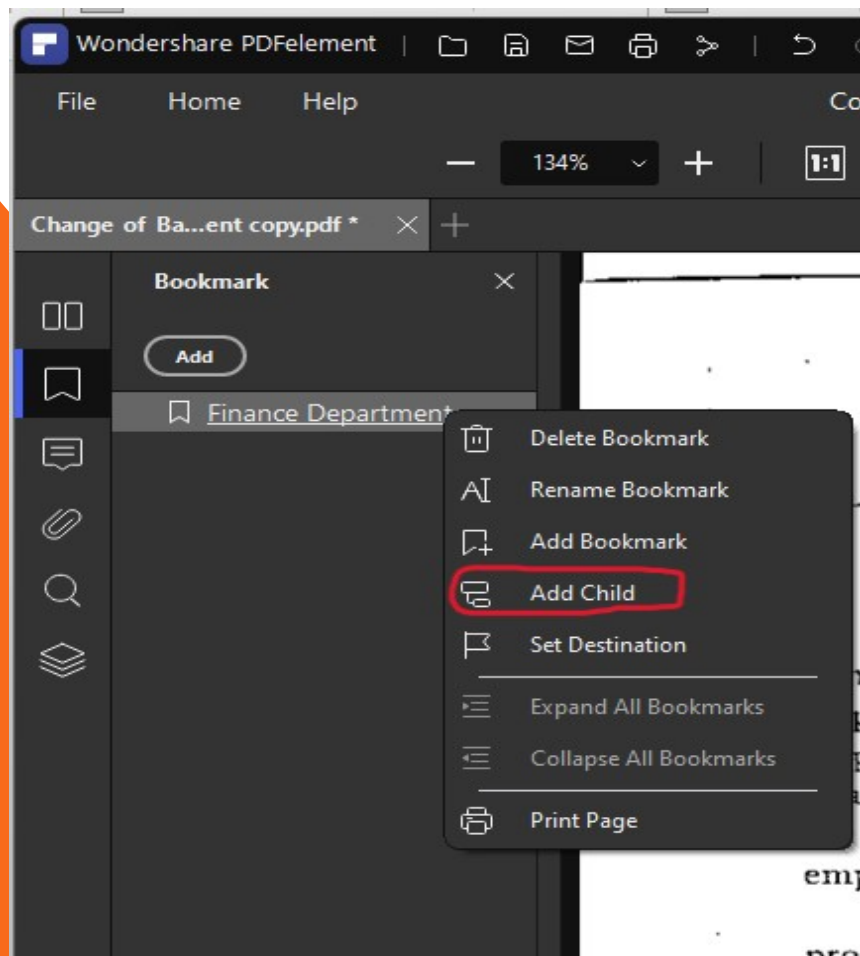
Step 5: User then shall set the pages which are to be mapped under the created bookmark. To map the pages, scroll down the PDF file and select the page which has to be kept as first page / destination page for the created bookmark by right clicking on the created bookmark as shown below.



Step 6: Once the “Set Destination” is selected the screen will ask the user to confirm the selection once again. Click on “Yes” button to set the selected page as destination page. For adding more bookmarks follow Step 3 & 4.



User can add a “Child Bookmark” under the already created bookmark. To do this, right click on the already bookmark and select the “Add Child” as shown below. You have to Set Destination again for the Child Bookmark following the previous Step 5.





THANK YOU

