

HIGH COURT AT CALCUTTA
NOTIFICATION

Memo No. 3008 RG

Dated: 21.03.2024

In continuation of earlier Notification No. 2518-RG dated 08.03.2024 it is hereby notified for information of all concerned that e-filing 3.0 portal has been successfully migrated and now it is ready for accessible for Learned Advocates and Party-in-Person. For accessing the e-filing 3.0 portal Ld. Advocates/Party in person shall follow the following url:-<https://filing.ecourts.gov.in>

Help manual and video tutorial for assisting the Learned Advocates/Party-in-Person are also available on the said portal and Advocates/litigants/other users are requested to go through the user manual and video tutorials to understand the process of advocate/user registration and other processes relating to e-filing.

The following work flow is to be observed for using e-filing 3.0 portal.

- i) For e-filing, one should visit the portal <https://filing.ecourts.gov.in/> and shall select the name of the State as “West Bengal” from the drop-down menu and choose the appropriate role for the registration (viz. Advocate/Litigant/Law Clerk).
- ii) Registration as an Advocate or Litigant on the portal <https://filing.ecourts.gov.in/> is required for e-filing of cases. Without registration, no one can e-file any case or pleadings or document.
- iii) **Ld Advocates, who were already registered in e-filing 1.0 portal, need not register again in e-filing 3.0 portal. But old user id of e-filing 1.0 portal will not work, so Ld Advocates can login to e-filing 3.0 portal using their registered Mobile Number, or email id or Bar Registration Number as User id and same password.**

- iv) Once anyone clicks [New User? Register Here](#) link, a page for registration will open and after entering their Bar Registration Number in the field provided for “Bar Registration Number”, their details will be automatically fetched and displayed. They only need to set a password for their username and submit for OTP verification through their registered mobile number and email ID. Once OTP verification is completed and submitted, they can login using Bar Registration Number, Mobile Number, email ID sent to them and start e-filing.
- v) In case where there is no mobile number or email ID or the mobile number and email ID are incorrect or inactive, they need to update the same and complete the process of OTP verification and submission after setting a password for login. Even though the Advocate could login the portal, it will ask for OTP verification of mobile number and email ID. Advocates registered may enter the “Update Practice Locations” tab for adding districts to enable e-filing of cases in those districts.
- vi) At the time of registration Advocates are required to enter Bar Registration Number and it is informed that after selecting the State as “West Bengal” the field “Bar Registration Number” will come prefilled with “WB” which is noneditable and then Permanent Bar Registration Number will be filled in the respective fields with Bar Code and Bar Year. **(For example- in case of WB/1234/1990 put 1234 in the field Bar Code and in case of WB/1234-B/1990 put 1234B in the Bar Code field removing “-” sign)**
- vii) Advocates having Temporary Bar Registration Numbers starting with letter “F” are to check the box **“Other State/Temporary Advocate Bar Number”** and then the State Code field already prefilled with “WB” can be edited and letter “F” should be entered in the first box and in the next fields the corresponding Bar Code and Bar year should be entered and if any “/” mark exists in the Bar Registration Number it should be removed while entering in the e-filing registration page. **(For example – F/1234/5678/1990 should be entered in the Bar Code field as 12345678)**
- viii) Litigant registration is the same as in the case of advocate registration. Verification is required only if the litigant wishes to file case as a party-in-person (without appointing an advocate). For verification, the litigant shall upload self- attested copy of his photo ID proof and after verification by the competent authority, he can e-File a case. Verification process shall be completed as expeditiously as possible.
- ix) Advocates/litigants filing a case electronically through the e-Filing software version 3.0 shall be required to make online payment of Court fees mandatorily through the

e-Pay Portal (<https://pay.ecourts.gov.in/epay/>) integrated with the e-Filing software by different online modes viz. Debit Card, Credit Card, Internet Banking, UPI etc. and there shall be no liberty to make offline payment of Court fees in a case where it has been filed electronically through the e-Filing portal. For further reference, the Notification and SOP for e-pay issued by the High Court Calcutta regarding the implementation of the facility of electronic payment of court fees may be referred by the advocate/litigants in the link <https://www.calcuttahighcourt.gov.in/Notice-Files/general-notice/4533>

- x) After submitting the cases online using e-filing 3.0 portal anyone may contact e-Filing help Desk Counter for any assistance related to registration of the matter. Once e-filing is accepted, the filing number will be notified to the Advocate/Litigant in person by SMS alert and/or email.
- xi) Advocates/Litigants may avail the services of the e-Sewa Kendra and e-Filing Help Desk Counters in the Filing Counter for any assistance relating to e-filing during the working hours of the Court on all working days. In case of any technical query or requirement of technical assistance, the Advocates/Litigants may contact the IT Department of this Hon'ble Court.
- xii) Assistance and clarification with respect to e-filing of cases through e-filing portal may also be sought via email at calcuttahighcourtefiling@gmail.com.

By order

Sd/-

Registrar General