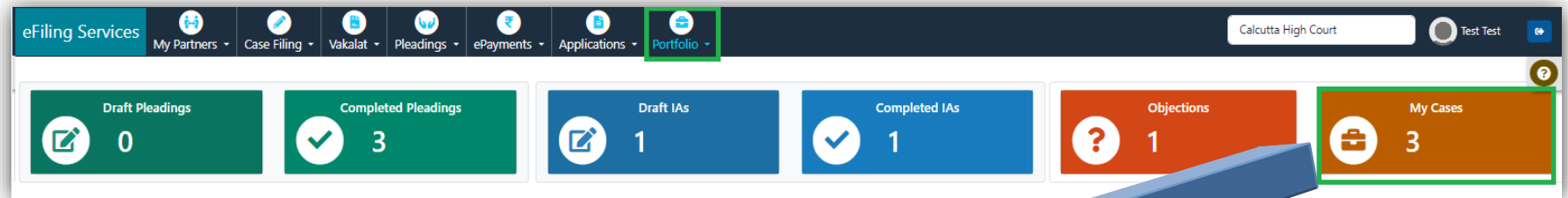


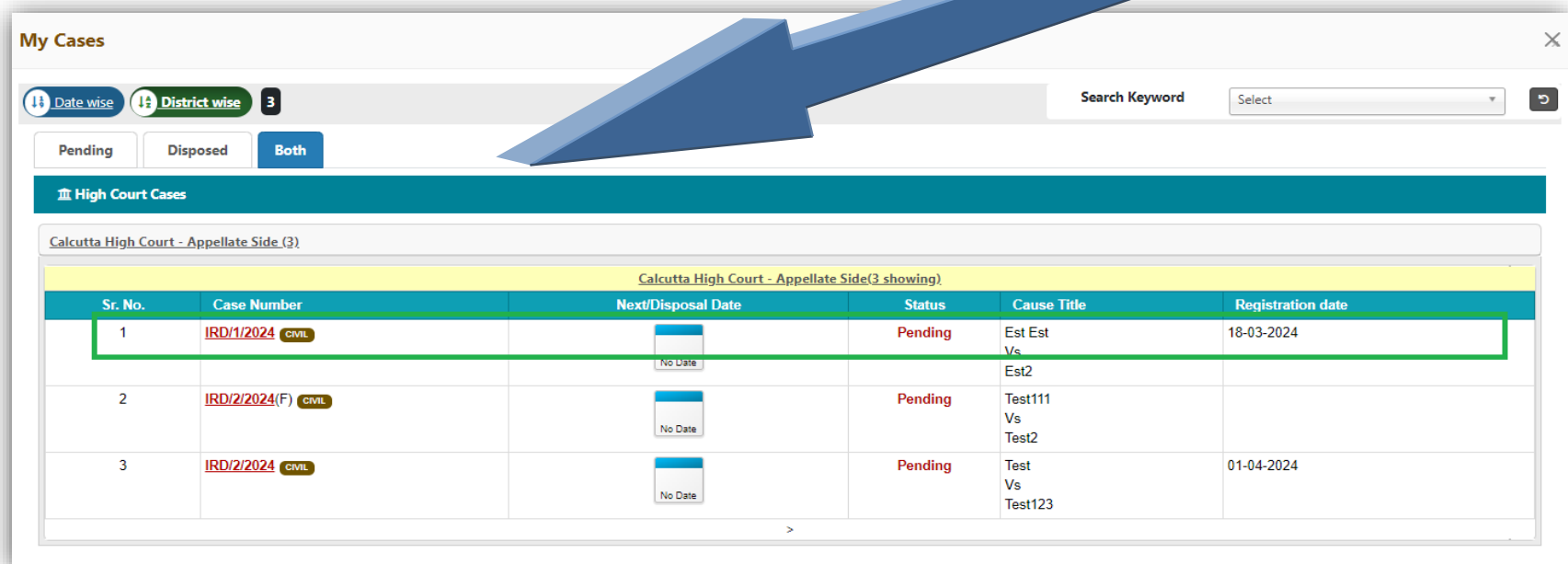
GUIDELINES FOR FILING INTERLOCUTORY APPLICATIONS USING E-FILING 3.0

While filing **Interlocutory Application (IA)** for Main case following steps needs to be followed.

Step1: Check in the **“My Cases”** from the e-Filing tab. The main case must be appearing there for which an IA can be made. The below screenshot may be referred.



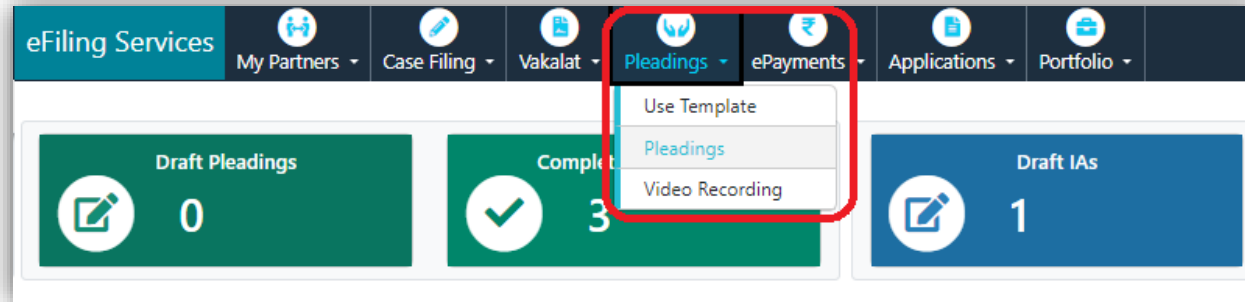
The screenshot shows the eFiling Services dashboard for the Calcutta High Court. The top navigation bar includes 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. Below the navigation bar, there are six summary cards: 'Draft Pleadings' (0), 'Completed Pleadings' (3), 'Draft IAs' (1), 'Completed IAs' (1), 'Objections' (1), and 'My Cases' (3). The 'My Cases' card is highlighted with a green border, and a blue arrow points from it towards the 'My Cases' window below.



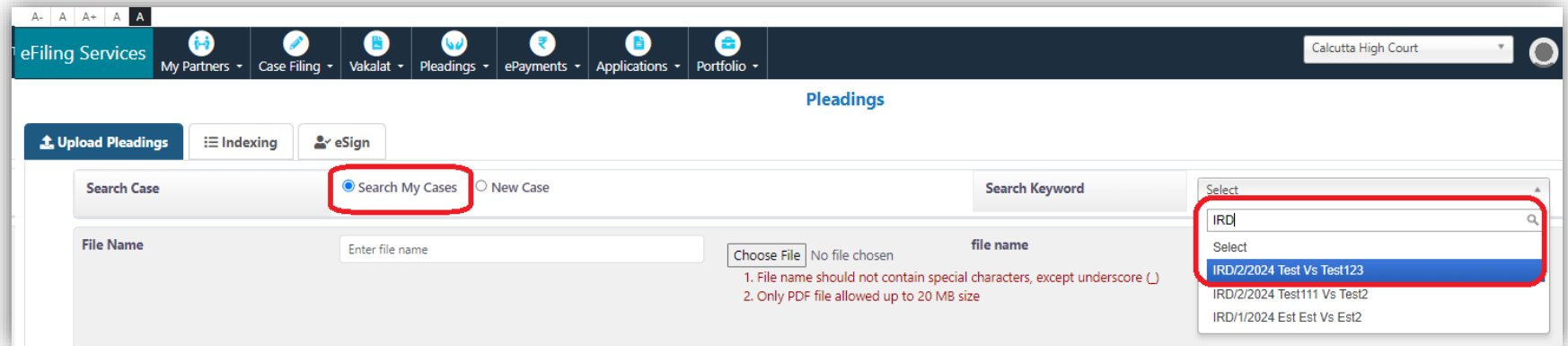
The screenshot shows the 'My Cases' window for the Calcutta High Court. The window has a search bar and filters for 'Date wise' and 'District wise' (3). Below the filters, there are buttons for 'Pending', 'Disposed', and 'Both'. The main content area shows a list of cases for the Calcutta High Court - Appellate Side (3). The table below shows the details of the cases.

Sr. No.	Case Number	Next/Disposal Date	Status	Cause Title	Registration date
1	IRD/1/2024 CIVIL	No Date	Pending	Est Est Vs Est2	18-03-2024
2	IRD/2/2024(F) CIVIL	No Date	Pending	Test111 Vs Test2	
3	IRD/2/2024 CIVIL	No Date	Pending	Test Vs Test123	01-04-2024

Step2: Go to “Pleadings” and select Pleadings.



Step3: In Pleadings check the option “Search My Cases” and enter the main case number in the “Search Keyword” for which Application to be filed. Please refer the indicative screenshot below.



Step4: After Step3, select as many documents (pdf) as required for the applications to be filed. And **Add** them by clicking Submit.

The screenshot displays the 'Pleadings' section of the eFiling Services portal. At the top, a navigation bar includes 'eFiling Services' and various service icons like 'My Partners', 'Case Filing', 'Vakalat', 'Pleadings', 'ePayments', 'Applications', and 'Portfolio'. The current court is set to 'Calcutta High Court' and the user is 'Test Test'. Below the navigation, there are tabs for 'Upload Pleadings', 'Indexing', and 'eSign'. The main area features a search section with 'Search Case' (radio buttons for 'Search My Cases' and 'New Case') and a 'Search Keyword' field containing 'IRD/2/2024 Test Vs Test123'. Below the search, there are three boxes: 'Test Vs Test123', 'My Clients' (with a checkbox for 'Test-(Main)'), and 'Calcutta High Court - Appellate Side'. The 'File Name' section includes an input field for 'Enter file name', 'Choose File' buttons, and an 'Add File' button. Two documents are listed in a table, both highlighted with orange boxes:

File Name	File Name	File Size
First Documents for Application 4	Doc1.pdf	184.4111328125 KB
Second Documents for Application 4	Doc2.pdf	185.6923828125 KB

Below the table, there are instructions: '1. File name should not contain special characters, except underscore (_)' and '2. Only PDF file allowed up to 20 MB size'. A 'Submit' button is located at the bottom center of the interface.

Step5: Once added these files will be shown as **pending**. Please note that Application filing there should be merged a **single file**. Hence all the part files must be merged following the below steps.

Merge	Sr. No.	Name of Litigant	File Name	uploaded on	Status	CIS Status	Delete
Merge Files Case Number :RD/2/2024							
<input checked="" type="checkbox"/>	1	Test	First Documents for Application 4 (AWB20240000816D202400007)	03-04-2024	Pending	---	Delete
<input checked="" type="checkbox"/>	2	Test	Second Documents for Application 4 (AWB20240000816D202400008)	03-04-2024	Pending	---	Delete
	3	Test	Application 3 (AWB20240000816D202400006)	02-04-2024	Submitted	---	
	4	Test	Application 1 (AWB20240000816D202400005)	02-04-2024	Submitted	---	
Merge Files Case Number :							
	5	Test	Pleadings (AWB20240000816D202400004)	20-03-2024	Submitted	Approved	

Showing 1 to 5 of 5 entries

MERGE FILES

You can rearrange PDF files & combine multiple PDF files into one single PDF document

First Documents for Application 4

Second Documents for Application 4

File Document Title

Single Document for Application 4

Merge Files

The merged file name should be proper to recognize this document as Application by filing section.

Merged Successfully

Step6: After the process mentioned in **Step5** the merged file will appear as single file.

Merge Files		Case Number :					
	3	Test	Pleadings (AWB20240000816D202400004)	20-03-2024	Submitted	Approved	
<input type="checkbox"/>	4	Test	Single Document for Application 4 (AWB20240000816D202400009)	03-04-2024	Pending	...	Delete

Showing 1 to 4 of 4 entries

Previous 1 Next

Step7: The *single application file* needs to be indexed properly.

View All

Show 50 entries Search:

Sr. No.↑	Index Title	Page Nos.	
Appeal/AWB20240000816C202400004 - AA Test Vs Test123 eFiled Case			
Add Index Document Title : Single Document for Application 4			
1	Title	1 - 3	View Delete
2	Last page	4 - 7	View Delete

Showing 1 to 2 of 2 entries

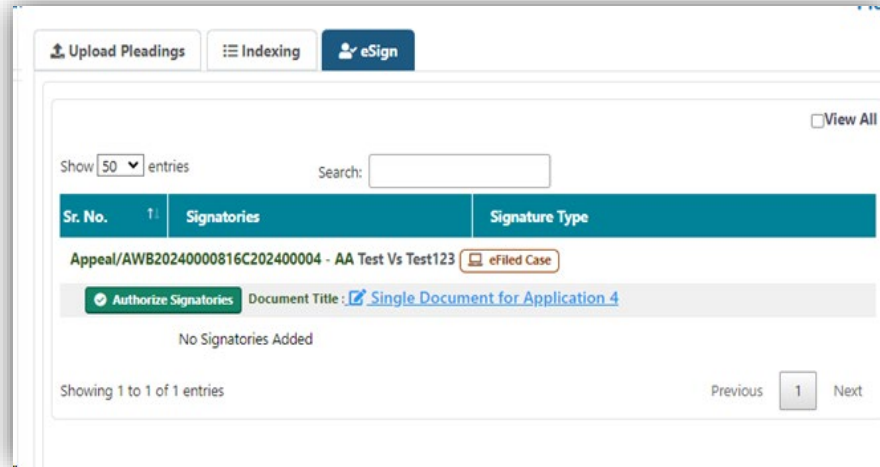
Previous 1 Next

Index Title

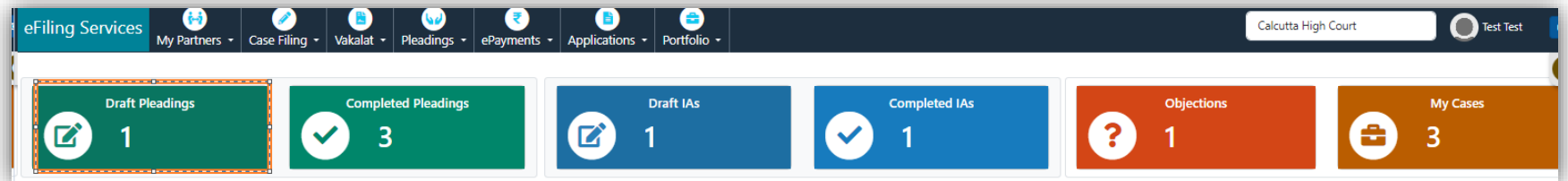
From Page No. To Page No.

Index Document

Step8: The *Indexed single application* file needs to be eSigned.



Step9: The *eSigned Indexed single application* file will appear in Draft Pleading.




Step10: In the Draft Pleading, *eSigned Indexed single application file* can be verified by clicking “**View Documents**”. Post verification this may be submitted clicking “**Submit**”. This will transfer the Application to the filing section for further evaluation.

Draft Pleadings ✕

Show entries Search:

Sr.No. ↑↓	e-Filing Number / Case Number ↑↓	Bench ↑↓	Cause Title ↑↓	Upload Pleadings ↑↓	Oath Recording ↑↓	ePayments ↑↓	Action ↑↓
1	IRD/2/2024 (WBCHCA0171172024)	Appellate side	Test Vs Test123	View Documents	Oath is not Recorded	Select GRN <input type="text"/>	Submit

Showing 1 to 1 of 1 entries Previous Next

✕

IRD/2/2024(WBCHCA0171172024) submitted successfully

