

Software User Manual

For

E-Filing

of

(E-Diary)

[Version 1.0]

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Punjab & Haryana High Court IT Centre

Haryana State Centre

Department of Information Technology

Ministry of Communications and Information Technology
Government of India

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Document Overview

1	Project Name	E-Filing for High Courts (E-Diary) - Module.
2	Project & Data Owner	Punjab & Haryana High Court
3	Software Development & Implementation Support	NIC-Punjab & Haryana High Court IT Centre, Haryana State Centre
4	Objective of this Document	⇒ To provide operational knowledge of e-Filing Processes to the advocates and their staff
5	Pre-requisites	⇒ The users should have basic knowledge on computer operations. ⇒ The user should have Windows office 2007 or other office suite which converts the text file to PDF document ⇒ In case no office suite is available, free software/driver to convert the document to PDF should be available
6	Scope of the Project	Punjab & Haryana High Court, Chandigarh
7	Technology	⇒ Development: PHP ⇒ Database: Oracle 10g ⇒ Front-end Operation: Any Browser preferably Mozilla

[01] Introduction

[01.1] Background

E-Diary has been implemented for the members of the bar. After successful implementation of its operation it has been extended to e-Filing.

[01.2] Scope

Only functions related to e-Filing from E-Diary module of Punjab & Haryana High Court.

[01.3] Purpose

Purpose of this document is to impart knowledge on Operations of E-Filing Module of E-Diary software to all concerned.

[01.4] Audiences

This manual is primarily for members of the Bar.

[01.5] Problem Reporting

In case of any problem in the software, it may be reported to Registrar /Joint Registrar /OSD (Computerization) of Punjab & Haryana High Court, Chandigarh or through e-mail to regce@indianjudiciary.gov.in

[01.6] Structure of Document

Remaining document gives e-Diary features, general instructions

[02] Product Features

[02.1] About E-Filing Module of E-Diary.

E-Filing Module of E-Diary Software has been divided into following:

#	Category	Description
1.	E-Diary	List of the cases of the user to keep informed of all developments relating to a case at one place. To find out current status at the click of a mouse as and when the status is updated at the records of High Court database.
2.	E-Filing	File a case online and track its status

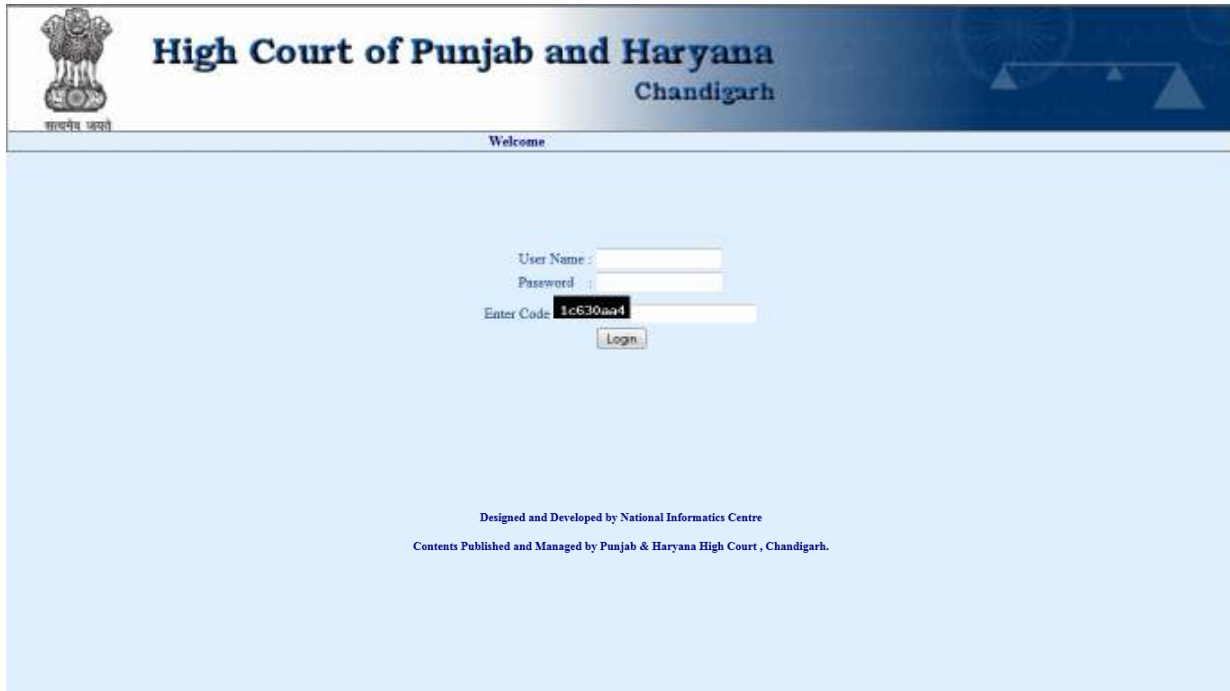
[02.2] Features of Module

- ⇒ Software is based on Workflow of High Court.
- ⇒ No Manual Data Changes.
- ⇒ Provides Data Security as all the functions are through software user interface.

[04] E-Filing Module's Operations

1.1 Enter E-Diary -> Login into E-Diary

E-Filing Module of E-Diary the following screen will appear.



The screenshot shows the login interface for the High Court of Punjab and Haryana E-Diary. At the top left is the State Emblem of India with the motto 'Satyameva Jayate'. To its right, the text reads 'High Court of Punjab and Haryana Chandigarh'. Below this is a 'Welcome' message. The main area contains a login form with the following fields: 'User Name :', 'Password :', and 'Enter Code :'. The 'Enter Code' field contains the value '1c630aa4'. A 'Login' button is positioned below the 'Enter Code' field. At the bottom of the page, it states 'Designed and Developed by National Informatics Centre' and 'Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.'

User needs to Login into the E-Diary to use the E-Filing.

After the successful login the following screen will appear.



It has following Menus on the Left Side.

- 1. Add Case.**
- 2. View Report.**
- 3. Change Password.**
- 4. Update Contact Details**
- 5. E-File Case.**
- 6. View Report E-Filing**
- 7. E-Filing User Manual**

E-File Case.

To E-File a case user needs to click on "E-File Case" on the left side menu.

After Clicking the "E-File Case" the following screen will appear.



In this screen following fields need to be entered

Sr. No.	Field Name	Description
1.	Filing Type	Urgent or Ordinary Select One
2.	Case Type	Select From the List Frequently Used Case Types such as CWP,CRM-M,CR,RSA,CRR,CRA-S,FAO,CM,CRM are on Top Rest of the Case Types are in the alphabetical order
3.	No. of Applications	To be entered for Miscellaneous Applications If No application left it blank Otherwise it may be 1,2,3 etc.
4.	Advocate	The user already login, Only for Display
5.	Main Case with/without CMs	By default this radio button is checked If you are Filing Main Case Only then proceed on Petitioner Name otherwise check Only Misc. Applications
6.	Only Misc. Applications	If this radio button is checked, then Main Case Details ie. Type, No. and Year need to be inserted. To check whether main case is

		the same you want to file CM for, you can verify the Mcase Parties by clicking on MCASE Parties.
7.	Petitioner Name	To be selected from Other/ State of Haryana/ State of Punjab/ Chandigarh Administration/ Union of India If it is Other, then name of Petitioner needs to be entered.
8.	Respondent Name	To be selected from Other/ State of Haryana/ State of Punjab/ Chandigarh Administration/ Union of India If it is Other, then name of Respondent needs to be entered.

On clicking Receive Filing E-File number will be generated.

And the following screen will appear.



In the above screen It shows E-Filing number, Case Type, Party Details and E-Filing Status as Pending.

The Status will be Pending and remains Pending till Red Colour Icon "E-File Petition" is clicked. On clicking E-File Petition the status will be "E-Filed". After the status is E-Filed nothing can be changed from this point.

But a status can not be E-Filed until "Update Memo of Parties" and "Create Index and Upload Memo of Parties" options are filled.

"View Summary" Icon is for viewing the Details already entered. It shows all the details of Memo of Parties, Index, FIR, Complaint, Lower Court, Land Acquisition, Impugned Order etc.

Depending upon the case type, the any of the details of FIR, Complaint, Lower Court, Land Acquisition, Impugned Order may be required to fill. The icons in which details may be required to fill will appear automatically according to case type from the icons (FIR, Complaint, Lower Court, Land Acquisition, Impugned Order) under the heading **"Basic Filing Details"**. The remaining icons will appear Under Heading **"Other Details, if Available"**.

For example, in Criminal Case Type Icons of FIR and Complaint will appear automatically and rest of the Icons will be in Other Details, if Available.

"View Summary" Icon is for viewing the Details already entered. It shows all the details of Memo of Parties, Index, FIR, Complaint, Lower Court, Land Acquisition, Impugned Order etc.

User Need to fill all the required information and upload the documents as per his case.

Update Memo of Parties

Fields marked with * are mandatory.

St.No. Select	*Pet/Res	*Party Name	*Father Name	*Gender	Address*	City	District	State*	Etn Code	Phone No	Mobde No	Er
1	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
2	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
3	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
4	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
5	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
6	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
7	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
8	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
9	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	
10	Petitioner	John Doe Doe	John Doe Doe	Male	12345	John City	John District	Select State	John	John Phone	John Mobile	

Submit Details

In above screen following fields need to be entered

Sr. No.	Field Name	Description
1.	Pet/Res	Petitioner Respondent
2.	Party Name	Name of Petitioner or Respondent
3.	Father Name	Father Name if Available
4.	Gender	Male/Female/Other
5.	Address	Address of the Party
6.	City	City of the Party
7.	District	District of the Party
8.	State	State of the Party

This report is to be printed and to be submitted with hard copy of the paperbook after duly signing it.

Create Index and Upload Documents

This option is for creating index page and uploading the soft copies of the documents in PDF format.

The screenshot shows the E-Filing System interface for Urgent:875284. The interface is divided into three main sections:

- Basic Filing Details:** This section contains buttons for 'Update Mems of Parties', 'Create Index and Upload Documents', 'Update FIR Details', 'Update Complaint Details', 'Update LAC Details', and 'Update Impugned Order Details'. There is also a 'View Summary' button.
- View/Delete Uploaded Docs:** This section contains a table with columns for 'Check', 'Sr. No.', 'Document Type', 'Document Title', 'Pages', and 'View Document'. Below the table is a 'Delete Selected Documents' button.
- Upload New Documents:** This section contains a table with columns for 'Check', 'Sr. No.', 'Document Type', 'Document Title', 'Dated', 'Court Fee', 'Page From', 'Page To', and 'Browse Document'. The 'Browse Document' column shows 'No file selected' for each row.

The above screen is divided in three parts

1. Delete Selected Documents
2. Upload Documents
3. Add/Update Notes

In **Delete Selected Documents**, the user will be shown the documents already uploaded. If user want to delete any document it can be deleted by clicking on check box and then on Delete Selected Documents.

In **Upload Documents**, following fields need to be entered

Note: Check the check box with mouse for the serail no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	Document Type	Paper Book, Memo of Parties, Annexure, Other
2.	Document Title	Type the title of the Document
3.	Dated	Date of the Document e.g. in any Order, date of Order
4.	Court Fee	Court Fee to be paid along with Hard Copy
5.	Page From	Starting Page Number of the Document
6.	Page To	End Page Number of the Document
7.	Browse Document	Browse the Document to Upload it from your local machine. At least paperbook is mandatory to upload. Upload other documents as well if available.

On Clicking Upload Documents, the index will be saved and documents will also be uploaded.

On Clicking "**Print Index Page**" index will be printed as shown below. Print it and submit it with paper book after signing on Hard Copy.

IN THE HIGH COURT OF PUNJAB AND HARYANA AT CHANDIGARH

e-Case No. 875281

STATE OF HARYANA In CROCP-12-2014
 Versus — Petitioner

STATE OF PUNJAB — Respondents

INDEX

Sr.No.	Ann.	Particulars of Documents	Date	Pages	Court Fees
1	-----	PB1		1-11	--
2	-----	TEST MEMO PARTY		1-10	--
3	-----	TEST		1-10	--
4	-----	TEST		11-20	--
5	-----	MP2		12-21	--
6	-----	TEST123		21-30	--
7	-----	PB3		22-31	--
8	-----	TEST MEMO PARTY		31-40	--
9	-----	MP4		32-40	--
TOTAL					0.00

To add notes in the Index page the below screen is used. In case of CWP Note1, Note2, Note3 and Note4 automatically appear. You can change the text or use these notes. In other case types, you can enter notes as per the requirement.

10 PaperBook Browse... No file selected.

[Upload Documents](#)

Add Notes For Index Page

Check	Sr. No.	Note description *
<input checked="" type="checkbox"/>	1	That the main law points involved in this civil writ petition are in para no. – of page no. – of this paper book
<input checked="" type="checkbox"/>	2	Relevant Statutes/Rules:
<input checked="" type="checkbox"/>	3	Similar case, if any:
<input checked="" type="checkbox"/>	4	Whether any caveat has been received
<input type="checkbox"/>	5	
<input type="checkbox"/>	6	
<input type="checkbox"/>	7	
<input type="checkbox"/>	8	
<input type="checkbox"/>	9	

[Add/Update Note](#)

HOME

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Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.

On Clicking **“Add/Update Note”** these will be saved.

Update FIR Details

To enter or update the already entered FIR details the following screen will appear.

The screenshot displays the E-Filing System interface. At the top, it shows 'E-Filing System: Urgent:27'. Below this, there are fields for 'E-Filing No.: Urgent:27', 'Case Type: CWP', 'Party Detail: XYZ & OTHERS Vs STATE OF HARYANA', and 'E-Filing Status: Pending'. The 'Basic Filing Details' section includes a 'Title' dropdown menu with options 'Petitioner' and 'Respondent', and an 'Update' button. Below this, there are several buttons for updating different parts of the case: 'Update Memo of Parties', 'Create Index and Upload Documents', 'Update FIR Details', 'Update Complaint Details', 'Update LAC Details', 'Update Lower Court Details', and 'Update Impugned Order Details'. A 'View Summary' button is also present. A note states 'Fields marked with * are mandatory.' The 'Add/Update FIR Details' section contains a table with columns: 'Check', 'Sr No.', 'FIR District*', 'FIR No*', 'FIR Date*', 'Police Station*', and 'Section*'. Two rows are visible, both with 'AMBALA' in the 'FIR District' column. The first row has a checked checkbox in the 'Check' column. An 'Update' button is located below the table. The page footer includes 'HOME', 'Designed and Developed by National Informatics Centre', and 'Content Published and Managed by Punjab & Haryana High Court, Chandigarh.'

Note: Check the check box with mouse for the serial no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	FIR District	Select the District of the FIR
2.	FIR No.	Number of the FIR
3.	FIR Date	Date of FIR
4.	Police Station	The Police Station in which FIR is lodged
5.	Section	Section mentioned in the FIR

On clicking **“Update”** FIR details will be saved.

Update Complaint Details

To enter or update the already entered Complaint details the following screen will appear.

The screenshot shows the 'E-Filing System: Urgent-17' interface. The main content area includes a sidebar on the left with options like 'Add Case', 'View Report', 'Change Password', 'Update Contract', 'Details', 'E-File Case', 'View Report E-Filing', 'E-Filing User', and 'Manual'. The main area displays case details: E-Filing No.: Urgent-17, Case Type: CWP, Party Detail: XYZ & OTHERS Vs STATE OF HARYANA, and E-Filing Status: Pending. Below this is a section for 'Basic Filing Details' with a 'Title' dropdown set to 'Petitioner' and an 'Update' button. Further down are buttons for 'Update Memo of Parties', 'Create Index and Upload Documents', 'Update FIR Details', 'Update Complaint Details', 'Update LAC Details', 'Update Lower Court Details', 'Update Impugned Order Details', and 'View Summary'. A table titled 'Add/Update Complaints' has columns: Check, Sr. No., Comp District*, Comp No.*, Comp Date*, Police Station*, Complainant Name*, Court Name*, and Section*. Two rows are shown with 'AMBALA' in the 'Comp District' column. An 'Update' button is at the bottom of the table. The footer shows 'HOME' and a Windows taskbar with various open applications.

Note: Check the check box with mouse for the serial no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	Comp District	Select the District of the Complaint
2.	Comp No.	Number of the Complaint
3.	Comp Date	Date of Complaint
4.	Police Station	The Police Station in which Complaint is written
5.	Complainant Name	Name of the Complainant
6.	Court Name	Name of the Court
7.	Section	Sections under which complaint is filed

On clicking **"Update"** Complaint details will be saved.

Update Lower Court Details

The screenshot shows the 'Add/Update Lower Court Case Details' section of the E-Filing System. The table below is a representation of the data visible in the interface.

Check	Sr. No.	Court Type*	LC District*	Judge Name*	LC Case Type*	LC Case No*	LC Case Year*	Order Dated*
<input type="checkbox"/>	1	Appellate	AMBALA					
<input type="checkbox"/>	2	Trial	AMBALA					

Note: Check the check box with mouse for the serial no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	Court Type	Select the Court Type Appellate or Trial
2.	LC District	District where Lower Court is
3.	Judge Name	Name of the Judge
4.	LC Case Type	Case Type of the Lower Court Case
5.	LC Case No.	Case No. of the Lower Court Case
6.	LC Case yEAR	Case Year of the Lower Court Case
7.	Order Date	Date of Order

On clicking "**Update**" Lower Court details will be saved.

Update LAC Details

Note: Check the check box with mouse for the serail no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	LAC District	Land Acquisition Case District
2.	LAC/LR No.	NO. of Land Acquisition Case or Land Record Number
3.	Date of Decision	Date of Decision
4.	Village	Village
5.	Judge Name	Name of the Judge
6.	Notification Date Section 4	Notification Date of Section 4
7.	Notification Date Section 6	Notification Date of Section 6
8	Notification Date Section 17(4)	Notification Date of Section 17(4)

On clicking **"Update"** LAC details will be saved.

Update Impugned Order Details

The screenshot displays the 'Update Impugned Order Details' form on the Punjab & Haryana High Court e-filing portal. The form includes a table with the following columns: Check, Sr. No., Order Type*, Impugned District*, Authority/Court*, and Order Dated*. The table contains 5 rows, each with a checkbox in the 'Check' column. Below the table is an 'Update' button. The page also shows various navigation links and a 'Log Out' button.

Note: Check the check box with mouse for the serial no. you want to enter to make that line enabled.

Sr. No.	Field Name	Description
1.	Order Type	Final/Interlocutory
2.	Impugned District	District
3.	Authority/Court	Name of Authority/Court
4.	Order Dated	Date of Order

On clicking "**Update**" Impugned Order details will be saved.

Print Report

On Clicking the Print Report link under the E-Filing the following screen will appear.

E-Filing Details: 875281							
E-Filing Type.: Urgent		Case Type: CRM-M		Party Details: STATE OF HARYANA Vs STATE OF PUNJAB			
No of Applications.: 0		Advocate Code: P-11-1999		Advocate Name: ABCD			
FIR Details							
Sr. No.	FIR District.	FIR No.	FIR Date	Police Station	Section		
1	AMBALA	201	22/12/2012	test	420		
2	JALANDHAR	423	21/09/2011	NEW CHOKI HARIDWAR	320,341		
3	KAPURTHALA	44	21/09/2011	arafdasf	fasdfasdfasd		
4	HOSHIARPUR	888	21/10/2011	NEW CHOKI PEHWA	323,356,420		
Complaint Details							
Sr. No.	Complaint District.	Complaint No.	Complaint Date	Police Station	complainant Name	Court name	Section
1	BHIWANI	349	21-OCT-2011	GOHANA	Vijay bansal	Ambala sehar	302,177, 420
2	AMBALA	420	21-NOV-2011	AMBALA	Rajeev	Ambala Sehar	307,144
3	JIND	420	21-NOV-2011	ambala	Rajeev	Ambala Sehar	307,144,177
Memo Of Party Detail							
Sr. No.	Party Name	Petitioner/Respondent	Father Name		Address		
1	Sudhir	Petitioner	Chetan Sharma		#333 Sector 13 Chandigarh		
2	Rajat Sharma	Petitioner	Rajan Sharma		#111 Sector 13 Chandigarh		
3	Surinder	Respondent	Rajat		#222 Sector 13 Chandigarh		
Land Acquisition Detail							
Sr. No.	Award No. & Date	Date U/S (4)	Village/ District		Judge Name		
1	1/11-DEC-1990	11-DEC-2014	RAIPUR/FARIDABAD		Hemant Gupta		
Lower Court Detail							
Sr. No.	LC Case No & Order Date	Court Type	Distric		Judge Name		
1	RSA-222-2013/12-DEC-2014	Apellate	FARIDKOT		Surinder		

E-Filing User Manual

The User Manual can be downloaded from this option.