

**Software**

**User Manual**

**For**

**E-Filing**

**[Version 1.0]**

# INDEX

<b>#.</b>	<b>Topic</b>	<b>Page Number</b>
1	Introduction	4
1.1	Background	4
1.2	Scope	4
1.3	Purpose	4
1.4	Audiences	4
1.5	Problem Reporting	4
2	Product Features	5
3	E-filing Operations	6-21

## Document Overview

1	Project Name	E-Filing for High Court
2	Project & Data Owner	Punjab & Haryana High Court
3	Software Development Implementation Support &	NIC-Punjab & Haryana Court IT High Centre, Haryana State Centre
4	Objective of this Document	<ul style="list-style-type: none"><li>• To provide operational knowledge of e-Filing Processes to the advocates and</li><li>• their staff</li></ul>
5	Pre-requisites	<ul style="list-style-type: none"><li>• The users should have basic knowledge on computer operations.</li><li>• The user should have Windows office 2007 or other office suite which converts the text file to PDF document</li><li>• In case no office suite is available, free software/driver to convert the document to PDF should be available</li></ul>
6	Scope of the Project	Punjab & Haryana High Court, Chandigarh
7	Technology	<ul style="list-style-type: none"><li>• Development: PHP</li><li>• Database: Oracle 10g</li><li>• Browser</li><li>• Front-end</li><li>• Operation: Any preferably Mozilla</li></ul>

## **Introduction**

E-filing has revolutionized the way legal professionals manage court documentation and processes. This digital system allows advocates to submit court cases electronically, significantly streamlining workflows and enhancing efficiency. By facilitating the online filing of Civil Suit Entries (CSE) and enabling real-time status tracking, e-filing empowers advocates to manage their cases more effectively.

With features such as the ability to remove objections online and access case documents anytime, e-filing reduces paperwork, minimizes delays, and promotes greater transparency in the legal process. This modern approach not only saves time and resources but also enhances communication between advocates and the court system, ultimately contributing to a more accessible and efficient legal environment. Embracing e-filing is essential for advocates aiming to stay competitive and provide the best service to their clients in today's fast-paced legal landscape.

### ***[1] Background***

E-filing has been implemented for the Counsels/Advocates and Party in person for the filing their cases and get the status of the same online.

### ***[2] Scope***

Only functions related to e-Filing of Punjab & Haryana High Court.

### ***[3] Purpose***

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

### ***[4] Audiences***

This manual is primarily for Counsels/Advocates and Party-in-person.

### ***[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 [\\*\\*\\*\\*\\*@indianjudiciary.gov.in](mailto:*****@indianjudiciary.gov.in)

## Product Features

1. **Online Case Submission:** Advocates can file cases directly through the e-filing platform, eliminating the need for physical paperwork and in-person submissions.
2. **Real-Time Status Tracking:** Advocates can monitor the status of their filed cases in real-time, ensuring they stay informed about any updates or changes.
3. **View and Remove Objections Online:** The platform allows advocates to view any objections raised against their filings and provides the capability to address and remove these objections online, streamlining the resolution process.
4. **User-Friendly Interface:** Designed with ease of use in mind, the platform offers an intuitive interface that simplifies navigation and filing procedures.
5. **Document Upload and Management:** Advocates can securely upload necessary documents, with features for organizing and managing files efficiently.
6. **Electronic Signature (e-Sign):** Advocates can electronically sign documents securely, facilitating quicker submissions and reducing the need for physical signatures.
7. **Automated Notifications:** Advocates receive alerts regarding important updates, deadlines, and actions required, helping them stay on track.
8. **Secure Transactions:** The e-filing system employs robust security measures to protect sensitive information and ensure confidentiality.
9. **Integration with Court Systems:** Seamlessly integrates with existing court management systems (ISHICO), facilitating smooth communication and data exchange.
10. **Accessibility:** Advocates can access the platform from anywhere, making it convenient to manage cases on the go.

## E-Filing Operations

### 1.1 Registration for Advocates/Party-in-person:

- Registration for advocates and parties-in-person can be done by clicking the "Advocates and Party-in-Person can register here" link on the e-filing login page, as shown in the screenshot below.

E-Filing User Manual

Advocate  Party-in-Person  Branch  CPC

Advocates can use their respective e-diary credentials to login

User Name :

Password :

Enter Code

[Advocates and Party-in-Person can register here](#)

[CLICK HERE IF YOU FORGOT LOGIN PASSWORD](#)

- After clicking the link, the following screen will appear, and you will need to complete all the mandatory fields in the form.

Litigants/Party-in-Person and Advocates	
User Type: * <input type="text" value="Litigants/Party-in-Person"/>	First Name: * <input type="text" value="test"/>
Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Father Name: * <input type="text" value="father"/>	Date of Birth: * <input type="text" value="01-02-2016"/>
Gender: * <input type="radio"/> Male <input checked="" type="radio"/> Female <input type="radio"/> Other	Address: * <input type="text" value="patiala"/>
State: * <input type="text" value="PUNJAB"/>	District: * <input type="text" value="PATIALA"/>
City: * <input type="text" value="Patiala"/>	Pin Code: * <input type="text" value="147001"/>
Identity Proof: * <input type="text" value="Voter Card"/>	Upload Id Proof (in pdf format): * <input type="button" value="Choose File"/> coonectedcases.pdf
Address Proof: * <input type="text" value="Voter Card"/>	Upload Address Proof (in pdf format): * <input type="button" value="Choose File"/> coonectedcases.pdf

- Enter a valid mobile number and click the "Send OTP" button. An OTP will be sent to the provided mobile number. Once received, enter the OTP in the designated field and click the "Submit" button to complete your registration application.

Mobile No: * <input type="text" value="7599062236"/>	Enter OTP: * <input type="text" value="441823"/>
<input type="button" value="Resend"/>	<b>OTP has been sent to the given mobile number ending with xxxxxx2236</b>
Email: * <input type="text" value="ttest@gmail.com"/>	
<input type="button" value="Submit"/> <input type="button" value="Reset"/> <input type="button" value="Back"/>	

- After successful submission, the registration request will be sent to the concerned CPS for verification. Once the request is approved or rejected, a notification will be sent to the registered mobile number of the advocate/party-in-person, as provided during the registration process, along with the assigned user ID and password.

You have been registered successfully. Please wait for the approval of your account. User Id and the password will be intimated through SMS when your account is approved by the CPC.

Litigants/Party-in-Person and Advocates	
User Type: * <input type="text" value="--Select User Type--"/>	First Name: * <input type="text"/>
Middle Name: <input type="text"/>	Last Name: <input type="text"/>
Father Name: * <input type="text"/>	Date of Birth: * <input type="text" value="dd-mm-yyyy"/>
Gender: * <input checked="" type="radio"/> Male <input type="radio"/> Female <input type="radio"/> Other	Address: * <input type="text"/>
State: * <input type="text" value="-- Select State --"/>	District: * <input type="text" value="-- Select District --"/>
City: * <input type="text"/>	Pin Code: * <input type="text"/>

Approval message Screenshot

- After successful verification by the CPC, the advocate/Party-In-Person can login to the e-filing software through their respective user id and password that are received through SMS.

High Court of Punjab and Haryana  
Chandigarh

Welcome

E-Filing User Manual

Advocate  Party-in-Person  Branch  CPC

Advocates can use their respective e-diary credentials to login

User Name :

Password :

Enter Code

Advocates and Party-in-Person can register here  
[CLICK HERE IF YOU FORGOT LOGIN PASSWORD](#)

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

## 1.2 Login into E-Filing

- Open browser and enter the following mentioned URL:  
[www.phhc.gov.in/efiling](http://www.phhc.gov.in/efiling)
- Select the user type (either advocate or party-in-person), enter your credentials, and click the "Login" button.

The screenshot shows the login interface for the High Court of Punjab and Haryana Chandigarh. At the top left is the court's logo and the motto 'सत्यमेव जयते'. The header includes the text 'High Court of Punjab and Haryana Chandigarh' and 'Welcome'. Below the header, there are radio buttons for user types: 'Advocate' (selected), 'Party-in-Person', 'Branch', and 'CPC'. A link for 'E-Filing User Manual' is visible. The login form contains fields for 'User Name', 'Password', and 'Enter Code' (with the value '847ce813' displayed). A 'Login' button is positioned below the 'Enter Code' field. A red link says 'CLICK HERE IF YOU FORGOT LOGIN PASSWORD'. At the bottom, it states 'Designed and Developed by National Informatics Centre' and 'Contents Published and Managed by Punjab & Haryana High Court, Chandigarh.'

Once logged in successfully, the following screen will appear, displaying a list of cases for the advocate.

The screenshot shows the dashboard after successful login. The header includes the court's logo, motto, and name, along with 'Welcome DEEPAK KUMAR GARG'. A left sidebar contains a menu with options like 'E-File Case', 'Modify E-Filed Case', 'View E-Filed Objections', 'View E-Filing Report', 'Caveat E-File Case', 'Modify Caveat E-Filed Case', 'View Caveat E-Filed Objections', 'View Caveat E-Filing Report', 'E-Filing User Manual', 'Update Contact Details', and 'Change Password'. A 'Log Out' link is at the bottom of the sidebar. The main content area features an 'Export Data' button, a 'List of Registered Cases' section with search filters for 'Search Today Cases' and 'Search Future Date Cases' (set to 26/10/2024), and a search bar for 'Search For Cases'. Below this is a table with columns: Type, Number, Year, Petitioner Name, Respondent Name, LIST TYPE, Next Date, Sr.No, Status, Bench, Report On Case, Delete Case, and Remarks.



### 1.3 E-file case.

- From the left-side menu, click on the "E-file" option as shown in the screenshot below. Fill in the required information and then click the "Receive Filing" button.

**High Court of Punjab and Haryana**  
Chandigarh

Welcome DEEPAK KUMAR GARG

**E-Filing**

Filing Type: Urgent | Case Type: CWP | No. of Applications: 0

Advocate: P | 1475 | 2005 | DEEPAK KUMAR GARG | Add Multi Adv:

Main Case with/without CMs:  Only Misc. Applications:

Main Case Type: CWP | No. | Year

Petitioner: Select | Respondent: Select

[Log Out](#)

- After clicking the "Receive Filing" button, a screen will appear where you can enter the case details. You'll see multiple tabs in the tab bar. As you fill in the required information, the subsequent tabs will become accessible once you click the "Next" button after completing the mandatory fields

**E-Filing System: Urgent:1315**

E-Filing No.: Urgent:1315 | Case Type: CWP | No. of Application: 0 | Party Detail: ABC vs STATE OF HARYANA | E-Filing Status: Pending

Basic Filing Details | Other Details, if available

[Add/Update Memo of Parties](#) | 
 [Add/Update Act Details](#) | 
 [Add/Update Impugned Order Details](#) | 
 [Add/Update Prayer Details](#) | 
 [Upload Documents](#) | 
 [Upload NOR Exemption Application](#) | 
 [Pay Court Fee](#) | 
 [e-Sign Petition](#) | 
 [Preview](#)

Fields marked with \* are mandatory. [Print Memo of Parties](#)

Add Petitioner Detail																			
Sr.No.	Pet Res	Organisation Details	Party Name	Relation	Name	Gender	Address*	City	State	District	PinCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	<input checked="" type="checkbox"/>	Petitioner	ABC	Select	Father Name	Male	Enter	Enter City	Select State	Select District	Enter Ph	Enter Phone	Enter Mobile	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Age	+

Add Respondant Detail																			
Sr.No.	Pet Res	Organisation Details	Party Name	Relation	Name	Gender	Address*	City	State	District	PinCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	<input checked="" type="checkbox"/>	Responc	STATE OF HAF	Select	Father Name	Male	Enter	Enter City	Select State	Select District	Enter Ph	Enter Phone	Enter Mobile	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Age	+

[Log Out](#)

- **Add/update Memo of Parties**

- Enter all the mandatory fields of the memo of parties.
- Advocates can click on the + button to add more petitioners and respondents in the case as shown below

Fields marked with \* are mandatory. Print Memo of Parties

**Add Petitioner Detail**

Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PmCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Petitione	Enter Organisat	ABC	Select	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	+

**Add Respondant Detail**

Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PmCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Responc	Enter Organisat	STATE OF HAF	Select	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	+

Submit Details Next

Fields marked with \* are mandatory. Print Memo of Parties

**Add Petitioner Detail**

Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PmCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Petitione	Enter Organisat	ABC	Select	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	+
2	Petitione	Enter Organisat	Enter Party Nar	Self	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	X

**Add Respondant Detail**

Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PmCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Responc	Enter Organisat	STATE OF HAF	Select	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	+
2	Responc	Enter Organisat	Enter Party Nar	Self	Father Name	Male	Enter	Enter City	Select State	Select Distric	Enter Pi	Enter Phone	Enter Mobil	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Ag	X

Submit Details Next

- Once all details have been successfully entered, click on the "Submit Details" button, and then click the "Next" button.
- Enter all the required information in each tab, submitting the data and clicking the "Next" button as shown in the screenshot below.

E-Filing System: Urgent:1315

E-Filing No: Urgent:1315	Case Type: CWP	No. of Application: 0	Party Detail: ABC vs STATE OF HARYANA	E-Filing Status: : Pending
--------------------------	----------------	-----------------------	---------------------------------------	----------------------------

Basic Filing Details Other Details, if available

Fields marked with \* are mandatory.

**Add/Update Act & Section Details**

Check	Sr. No.	ACT Name*	ACT Section*
<input checked="" type="checkbox"/>	1	Select ACT Name	
<input type="checkbox"/>	2	Select ACT Name	
<input type="checkbox"/>	3	Select ACT Name	
<input type="checkbox"/>	4	Select ACT Name	
<input type="checkbox"/>	5	Select ACT Name	

Add/Update Next

- **Add/Update Impugned Order Details:**

- Fill in all the mandatory fields under the "Add/Update Impugned Order Details" tab, then click "Add/Update" followed by the "Next" button.

Check	Sr. No.	Order Type*	Impugned District*	Authority/Court*	Order Dated*
<input checked="" type="checkbox"/>	1	Final	AGRA	ewr	20/12/2024
<input type="checkbox"/>	2	Final	AGRA		
<input type="checkbox"/>	3	Final	AGRA		
<input type="checkbox"/>	4	Final	AGRA		
<input type="checkbox"/>	5	Final	AGRA		

- **Add/Update Prayer Details:**

- Enter the prayer details under the "Add/Update Prayer Details" tab, then click "Add/Update" followed by the "Next" button.

PRAYER

Prayer

- **Upload Documents:**

- Upload the paper book under the "Upload Document" tab. Additionally, advocates can upload documents that are not part of the paper book by selecting the second checkbox provided in this tab.

Check	Sr. No.	Document Type*	Document Title*	
<input checked="" type="checkbox"/>	1	PaperBook ▾	<input type="text"/>	Choose File   ExportedReport.pdf
<input type="checkbox"/>	2	Any other document that is not a part of paperbook ▾	<input type="text"/>	Choose File   No file chosen

[Add/Update Searchable Upload Documents](#) [Next](#)

[HOME](#)

- **Upload NOR Exemption Application**

- Upload the NOR Exemption application under the "Upload NOR Exemption Application" tab, submit the data, and then click the "Next" button.

[Add/Update NOR Exemption Application](#) [Next](#)

- **Pay Court Fee:**

- Under this tab there are two methods to pay the court fee

- ❖ Online
- ❖ Judicial Stamp

**Court Fee Details**

Payment Method:  Online  Judicial Stamp

Party Name:

Amount to Pay (If required, kindly change)

[Pay Now](#) [Next](#)

- **E-sign Petition**

- Under this tab, the user will receive the OTP on the registered mobile number to e-sign the case
- After receiving the OTP, the user can enter it and verify the code.

Add/Update Memo of Parties	Add/Update Act Details	Add/Update Impugned Order Details	Add/Update Prayer Details	Upload Documents	Upload NOR Exemption Application	Pay Court Fee	<b>e-Sign Petition</b>	Preview
<b>E-sign Details</b>								
A 6-digit one time password (OTP) has been sent to your registered mobile number ending with xxxxxx4929							<input type="text" value="Enter otp here"/>	<input type="button" value="Verify OTP"/>

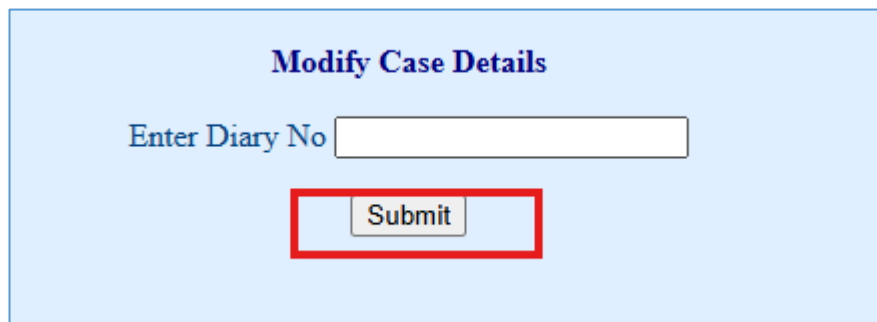
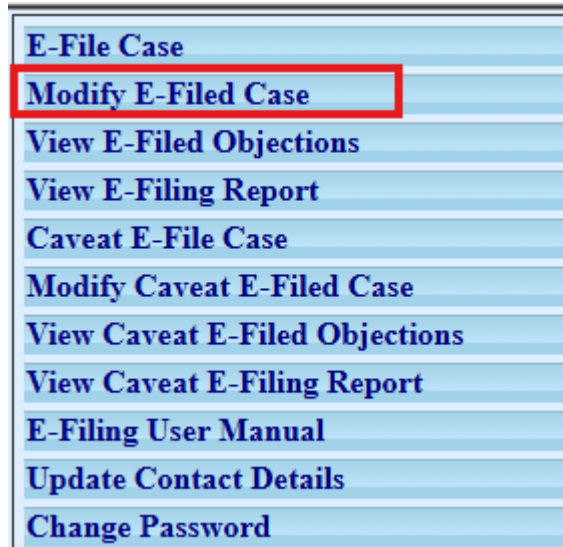
- **Preview:**

- After verifying the OTP from the registered mobile number, the user can finalize the submission of their petition by clicking on "E-file Petition" under the preview tab.

Add/Update Memo of Parties	Add/Update Act Details	Add/Update Impugned Order Details	Add/Update Prayer Details	Upload Documents	Upload NOR Exemption Application	Pay Court Fee	e-Sign Petition	<b>Preview</b>
<b>Memo of Parties For E-Filing: 1316</b>								
<b>Party Name</b>	<b>Petitioner/Respondent</b>		<b>Father Name</b>		<b>Address</b>			
PETITIONER	Petitioner				patiala, TARANTARAN, Punjab			
STATE OF HARYANA	Respondent				patiala, MOHALI (SAS NAGAR), Punjab			
<b>Act &amp; Section Details For E-Filing: 1316</b>								
<b>Sr. No.</b>	<b>Act Code</b>	<b>Act Name</b>			<b>Section</b>	<b>Date</b>		
1	12	AFRICAN DEVELOPMENT BANK ACT			226	25-OCT-2024 04:10:52		
<b>Impugned Order Details For E-Filing: 1316</b>								
<b>Sr. No.</b>	<b>Order Date</b>	<b>Order Type</b>	<b>District</b>	<b>Authority</b>				
1	20/12/2024	FINAL	AGRA	ewr				
<b>Prayer Details For E-Filing: 1316</b>								
<b>Prayer</b>							<b>Date</b>	
PRAYER							25-OCT-2024 04:10:30	
<b>Uploaded Documents Details For E-Filing: 1316</b>								
<b>Sr. No.</b>	<b>Document Type</b>	<b>Document Title</b>	<b>Document Dated</b>	<b>Total Pages</b>	<b>Court Fee</b>	<b>View Document</b>		
1	PAPERBOOK	testing1		1	0	<input type="button" value="Click To View 1316_1_1.pdf"/>		
<b>NOR Exemption Application Details For E-Filing: 1316</b>								
<b>Sr. No.</b>	<b>Date</b>				<b>View Document</b>			
1	25-OCT-2024 05:10:26				<input type="button" value="Click To View 1316_nor.pdf"/>			
<b>Court Fee Details For E-Filing: 1316 (Total Appl. Filed=0)</b>								
<b>Sr. No.</b>	<b>No. of Application (for Amount Paid)</b>	<b>Purpose of Listing</b>	<b>Paying Party</b>	<b>Payment Method</b>	<b>GRN</b>	<b>Amount</b>	<b>Date</b>	
1	0		PETITIONER	JUDICIAL STAMPS		100	25-OCT-2024 05:10:15	
<b>eSigner Details For E-Filing: 1316</b>								
<b>Sr. No.</b>	<b>eSigner Name/Id</b>		<b>eSigner Mobile No.</b>	<b>eSigner IP</b>	<b>Date</b>			
1	P14752005		7888374929	10.145.235.156	25-OCT-2024 05:10:23			
<input type="button" value="E-File Petition"/> <input type="button" value="Delete Petition"/>								

## 1.4 Modify e-filed Case

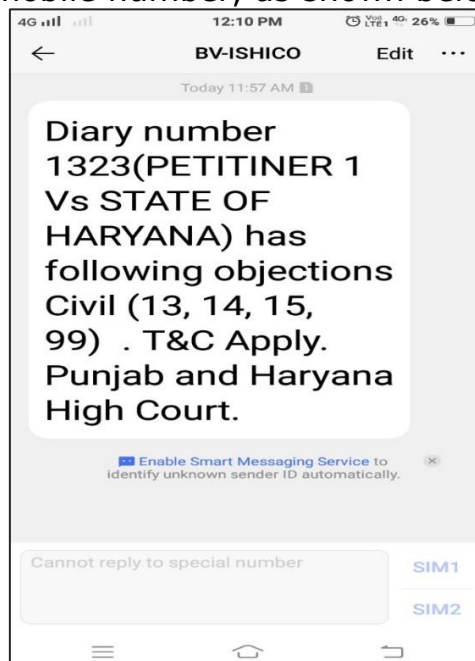
Advocates or parties-in-person can make modifications to the e-filed case before final submission, or in response to an objection, by entering the diary number assigned to the case.



A screenshot of a form titled "Modify Case Details". It contains a text input field labeled "Enter Diary No" and a "Submit" button, both highlighted with red boxes.

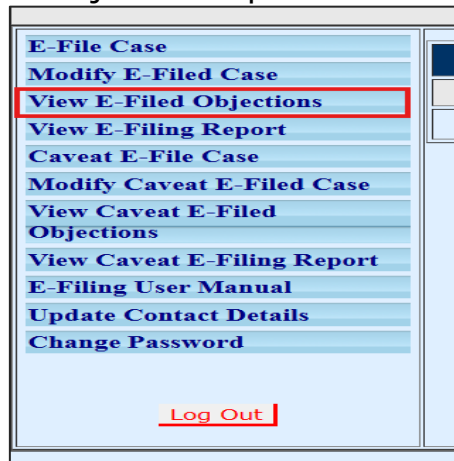
## 1.5 Remove Objections

- If the branch raises any objections on the e-filed cases, advocate will receive an SMS on their registered mobile number, as shown below:



- After receiving the message on registered mobile number, user can remove the objections online with remarks by following these steps

- Go to the View E-filed Objections options.



- All cases with objections will be displayed on the other side of the menu. From the list, you can click the "View" button under the "View Objection" column, as shown in the screenshot below.

List of Objections on E-Filed Cases							
Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status	Objection Date	View Objection
1323	DEEPAK KUMAR GARG	CWP	PETITINER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	VIEW

- After clicking on the "View" option, the following screen will appear to address the objection. If user wish to add or update remarks, simply enter your comments in the "Counsel Remarks" column and click on the "Submit Objection Remarks (if any)" button, as shown below in **PART A**.

Or

- User can remove the objection raised by the branch by modifying the e-file case and clicking on the "Next" button, as shown below in **Part B**.

### Part A

List of Objections on E-Filed Cases							
Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status	Objection Date	View Objection
1323	DEEPAK KUMAR GARG	CWP	PETITINER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	VIEW

A list of existing objections on e-Filed Case: 1323						
Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	
3	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	
4	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Submit Objection Remarks if any

10.145.28.45:8888 says  
REMARKS UPDATED SUCCESSFULLY.  
OK

Welcome DEEPAK KUMAR GARG

**List of Objections on E-Filed Cases**

Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status	Objection Date	View Objection
1323	DEEPAK KUMAR GARG	CWP	PETITINER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	VIEW

**A list of existing objections on e-Filed Case: 1323**

Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input checked="" type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input checked="" type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Submit Objection Remarks if any **Next**

## Part B

**A list of existing objections on e-Filed Case: 1323**

Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Submit Objection Remarks if any **Next**

- After clicking the "Next" button, the following screen will appear, allowing the advocate to proceed with modifying the e-filed case as per the objection raised by the branch.

**E-Filing System: Urgent:1323**

E-Filing No.: <b>Urgent:1323</b>	Case Type: <b>CWP</b>	No. of Application: <b>0</b>	Party Detail: <b>PETITINER 1 vs STATE OF HARYANA</b>	E-Filing Status: : <b>Objection</b>
----------------------------------	-----------------------	------------------------------	--	-------------------------------------

**Basic Filing Details** **Other Details, if available**

Add/Update Memo of Parties | Add/Update Act Details | Add/Update Impugned Order Details | Add/Update Prayer Details | Upload Documents | Upload NOR Exemption Application | Pay Court Fee

e-Sign Petition | Preview

**E-Filing Updation**

Filing Type	Urgent	Case Type	CWP	No. of Applications	0
Advocate	P // 1475 // 2005	DEEPAK KUMAR GARG		Add Multi Adv <input type="checkbox"/>	
Main Case with/without CMs <input checked="" type="radio"/>		Only Misc. Applications <input type="radio"/>			
Main Case Type		No.	Year		
MCase Parties					
Petitioner	Other	PETITINER 1			
Respondent	State of Haryana	STATE OF HARYANA			
Update		Clear Values	Cancel Action	<b>Next</b>	



- Update all the necessary information that caused the objection. Then, under the preview section, add or update the objection remarks (if any), and finally click on "E-file Petition."

Objection Details For E-Filing: 1323						
Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Add/Update Objection Remarks if any

E-File Petition

- After you e-file the petition, the branch will review the e-filed case. If all objections have been correctly addressed, the case will be approved, and the advocate will receive the SMS mentioned below. If the branch officials raise objections again, the same process explained above can be followed.

**BV-ISHICO >**

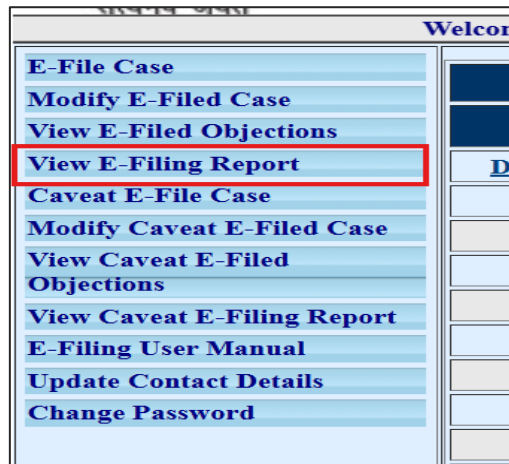
**SMS**  
Monday, 11:44 AM

**All objections cleared in diary number [1024563](#) (Aditi Vs kiran) T&C Apply. Punjab and Haryana High Court.**

Filtered by SMS Filter

## 1.6 View E-filing Report:

- To check the status of the e-filed case, click on the "View E-filing Report" option from the left menu.



- All e-filed cases will be displayed in the list along with their respective current status, as shown below

List of Registered E-Filed Cases					
Search For Cases <input type="text" value="Search"/>					
Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status
1323	DEEPAK KUMAR GARG	CWP	PETITIONER 1	STATE OF HARYANA	E-Filed
1322	DEEPAK KUMAR GARG	CWP	ROHIT	NAVPREET	Initially-Scrutinized
1321	DEEPAK KUMAR GARG	ARB	ROHIT	TEST	Accepted
1320	DEEPAK KUMAR GARG	CWP	STATE OF HARYANA	STATE OF HARYANA	Pending

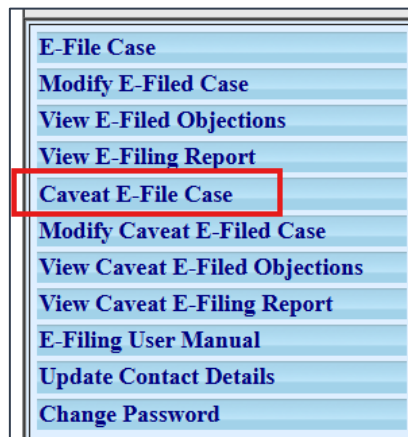
### Status Description:

- Pending:** Means the case is not finally submitted. You can modify the details.
- E-filed:** Means the case is e-filed successfully and you cannot modify the details of it.
- Objection:** Means the dealing official of the DRR Branch has raised objection on the e-filed case.
- Initially-Scrutinized:** Means the dealing official has passed the e-file case which means no further modification are required by the you(*advocate/party-in-person*)
- Accepted:** Means the e-file case is also passed the second level scrutiny and passed by the Superintendent.

- To view all the details, click on the diary number, which will display the complete history of the e-filed case, including filing, refiling, objection details, and more.

## 1.7 E-file Caveat Cases.

- User can e-file the caveat from the left menu option namely 'Caveat E-File Case'.



- Fill all the details that are mentioned in the form of caveat filing and click on the 'Receive Caveat Filing' button

Caveat Filing			
Case Type ARB			
Advocate P	/ 1475	/ 2005	DEEPAK KUMAR GARG
Petitioner	TEST		
Respondent	TSETING		
State	CHANDIGARH (UT)	District	OTHER-DISTRICT
LC Judge Name	ABC		
Judgment Date	01/02/2000		
Receive Caveat Filing		Clear Values	

- After clicking on the 'Receive Caveat Filing' button, following screen will appear where you can enter the caveat details. You'll see multiple tabs in the tab bar. As you fill in the required information, the subsequent tabs will become accessible once you click the "Next" button after completing the mandatory fields

### Add/update Memo of Parties

- Enter all the mandatory fields of the memo of parties.
- Advocates can click on the + button to add more petitioners and respondents in the case as shown below

Caveat E-Filing System: :1325																			
E-Filing No.: :1325				Case Type: ARB				Party Detail: TEST vs TSETING				E-Filing Status: : Pending							
State Name: CHANDIGARH (UT)				District Name: OTHER-DISTRICT				Judge Name: ABC				Judgement Date: 01-FEB-2000							
Basic Filing Details																			
Add/Update Memo of Parties		Upload Document		Pay Court Fee		e-Sign Petition		Preview											
Fields marked with * are mandatory.																			
Add Caveatee Detail																			
Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PinCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Caveate	Enter Organisat	TEST	Select	Father Name	Male	Enter	Enter City	Select State	Select District	Enter Pi	Enter Phone	Enter Mobile	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Age	+
Add Caveator Detail																			
Sr.No Select	*Pet/Res	Organisation Details	*Party Name	Relation	Name	Gender	Address*	City	*State	*District	PinCode	Phone No	Mobile No	Email	Photo ID	Unique ID No	DOB	Age	Add more
1	Caveate	Enter Organisat	TSETING	Select	Father Name	Male	Enter	Enter City	Select State	Select District	Enter Pi	Enter Phone	Enter Mobile	Enter Email	Select Photo	Unique ID No	dd/mm/yyyy	Age	+

- **Upload Documents:**

- Upload the paper book under the "Upload Document" tab.

- **Pay Court Fee:**

- Under this tab there are two methods to pay the court fee

- ❖ Online
- ❖ Judicial Stamp

- **E-sign Petition**

- Under this tab, the user will receive the OTP on the registered mobile number to e-sign the case
- After receiving the OTP, the user can enter it and verify the code.

- **Preview:**

- After verifying the OTP from the registered mobile number, the user can finalize the submission of their petition by clicking on "E-file Petition" under the preview tab.

Memo of Parties For E-Filing: 1325			
Party Name	Petitioner/Respondent	Father Name	Address
TEST	Petitioner		patiala, TARANTARAN, Punjab
TSETING	Respondent		patiala, FAZILKA, Punjab

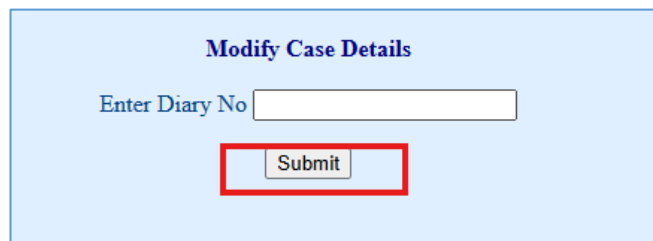
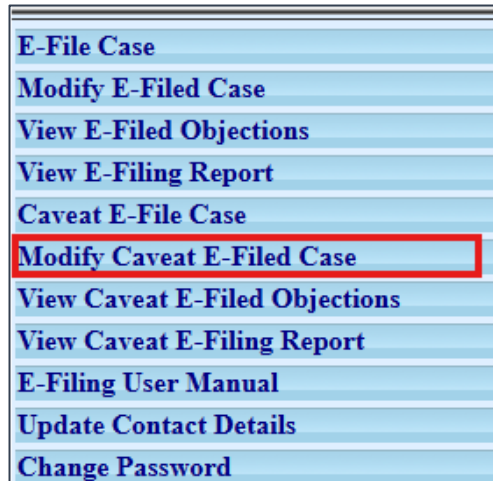
Uploaded Documents Details For E-Filing: 1325						
Sr. No.	Document Type	Document Title	Document Dated	Total Pages	Court Fee	View Document
1	PAPERBOOK	XXXXXXX	12-NOV-2024 02:11:08	2	0	Click To View 1325_1_1.pdf

Court Fee Details For E-Filing: 1325					
Sr. No.	Paying Party	Payment Method	GRN	Amount	Date
information not filled					

eSigner Details For E-Filing: 1325				
Sr. No.	eSigner Name/Id	eSigner Mobile No.	eSigner IP	Date
1	P14752005	7888374929	10.145.235.156	12-NOV-2024 02:11:05

## 1.8 Modify E-file Caveat Cases.

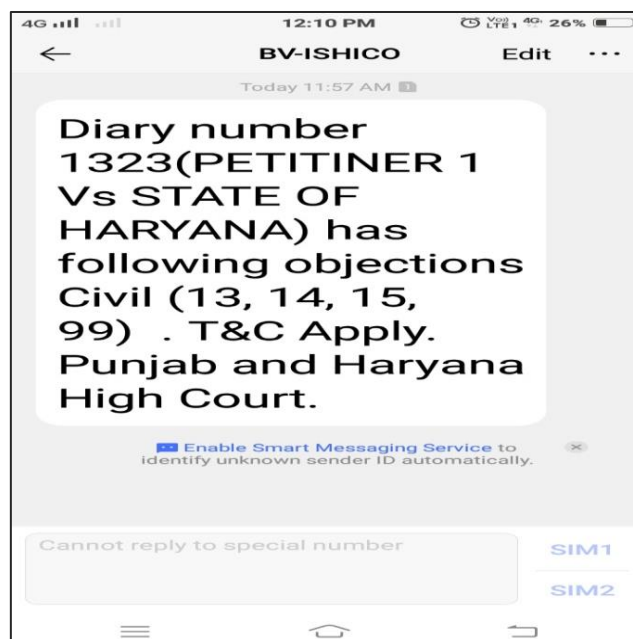
- Advocates or parties-in-person can make modifications to the e-filed caveat before final submission, or in response to an objection, by entering the diary number assigned to the caveat.



A screenshot of a web form titled "Modify Case Details". It contains a text input field labeled "Enter Diary No" and a "Submit" button, both highlighted with red boxes.

## 1.8 Remove Objection in e-filed caveat cases.

- If the branch raises any objections on the e-filed caveat, advocate will receive an SMS on their registered mobile number, as shown below:



- After receiving the message on registered mobile number, user can remove the objections online with remarks by following these steps

- Go to the View E-filed Objections options.

<a href="#">E-File Case</a>
<a href="#">Modify E-Filed Case</a>
<a href="#">View E-Filed Objections</a>
<a href="#">View E-Filing Report</a>
<a href="#">Caveat E-File Case</a>
<a href="#">Modify Caveat E-Filed Case</a>
<a href="#">View Caveat E-Filed Objections</a>
<a href="#">View Caveat E-Filing Report</a>
<a href="#">E-Filing User Manual</a>
<a href="#">Update Contact Details</a>
<a href="#">Change Password</a>

- All cases with objections will be displayed on the other side of the menu. From the list, you can click the "View" button under the "View Objection" column, as shown in the screenshot below.

List of Objections on E-Filed Cases							
<a href="#">Diary No</a>	<a href="#">Adv Name</a>	<a href="#">Case Type</a>	<a href="#">Petitioner Name</a>	<a href="#">Respondent Name</a>	<a href="#">Filing Status</a>	<a href="#">Objection Date</a>	<a href="#">View Objection</a>
1323	DEEPAK KUMAR GARG	CWP	PETITINER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	<input type="button" value="VIEW"/>

- After clicking on the "View" option, the following screen will appear to address the objection. If user wish to add or update remarks, simply enter your comments in the "Counsel Remarks" column and click on the "Submit Objection Remarks (if any)" button, as shown below in **PART A**.

Or

- User can remove the objection raised by the branch by modifying the e-file case and clicking on the "Next" button, as shown below in **Part B**.

### Part A

List of Objections on E-Filed Cases							
<a href="#">Diary No</a>	<a href="#">Adv Name</a>	<a href="#">Case Type</a>	<a href="#">Petitioner Name</a>	<a href="#">Respondent Name</a>	<a href="#">Filing Status</a>	<a href="#">Objection Date</a>	<a href="#">View Objection</a>
1323	DEEPAK KUMAR GARG	CWP	PETITINER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	<input type="button" value="VIEW"/>

A list of existing objections on e-Filed Case: 1323						
<a href="#">Sr. No.</a>	<a href="#">Objection Code</a>	<a href="#">Objection Description</a>	<a href="#">Objection Remarks</a>	<a href="#">Object UserId</a>	<a href="#">Objection Date</a>	<a href="#">Counsel Remarks (if any)</a>
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	<input type="text"/>
2 <input type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	<input type="text"/>
3 <input type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	<input type="text"/>
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	<input type="text"/>

10.145.28.45:8888 says  
REMARKS UPDATED SUCCESSFULLY.

OK

Welcome DEEPAK KUMAR GARG

**List of Objections on E-Filed Cases**

Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status	Objection Date	View Objection
1323	DEEPAK KUMAR GARG	CWP	PETITIONER 1	STATE OF HARYANA	Objection	11-NOV-2024 11:57:54	VIEW

**A list of existing objections on e-Filed Case: 1323**

Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input checked="" type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input checked="" type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Submit Objection Remarks if any

## Part B

**A list of existing objections on e-Filed Case: 1323**

Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

Submit Objection Remarks if any

- After clicking the "Next" button, the following screen will appear, allowing the advocate to proceed with modifying the e-filed case as per the objection raised by the branch.

Caveat E-Filing System: :1325

E-Filing No.: :1325	Case Type: ARB	Party Detail: TEST vs TSETING	E-Filing Status: : Objection
State Name: CHANDIGARH (UT)	District Name: OTHER-DISTRICT	Judge Name: ABC	Judgement Date: 01-FEB-2000

**Basic Filing Details**

Add/Update Memo of Parties | Upload Documents | Pay Court Fee | e-Sign Petition | Preview

Caveat E-Filing Updation	
Case Type	ARB
Advocate P	1475 / 2005 DEEPAK KUMAR GARG
Petitioner	TEST
Respondent	TSETING
State	CHANDIGARH (UT)
District	OTHER-DISTRICT
LC Judge Name	ABC
Judgment Date	01/02/2000
Update <input type="button" value="Next"/>	

- Update all the necessary information that caused the objection. Then, under the preview section, add or update the objection remarks (if any), and finally click on "E-file Petition."

Objection Details For E-Filing: 1323						
Sr. No.	Objection Code	Objection Description	Objection Remarks	Object UserId	Objection Date	Counsel Remarks (if any)
1 <input type="checkbox"/>	13	(a) Prescribed court fee should be affixed in the appeal/petition/revision/cross-objection/review/ application etc.? (b) How value for purpose of jurisdiction and court fee has been assessed, please give verified details at the backside of Opening Sheet. (c) Court Fee stamps should be affixed on separate page and be page marked and be mentioned in Index. (d) Advocates Welfare Fund Stamp be affixed on POA.		DRR	11-NOV-2024 11:57:54	
2 <input type="checkbox"/>	14	Certificate of non-availability of stamp paper may be obtained from stamp vendor.		DRR	11-NOV-2024 11:57:54	remove objection
3 <input type="checkbox"/>	15	Court fee stamps affixed should be in the name of applicant.		DRR	11-NOV-2024 11:57:54	remove objection
4 <input type="checkbox"/>	99	ANY OTHER OBJECTION.	Testing remarks	DRR	11-NOV-2024 11:57:54	

[Add/Update Objection Remarks if any](#)

[E-File Petition](#)

- After you e-file the petition, the branch will review the e-filed case. If all objections have been correctly addressed, the case will be approved, and the advocate will receive the SMS mentioned below. If the branch officials raise objections again, the same process explained above can be followed.

**BV-ISHICO >**

**SMS**  
Monday, 11:44 AM

**All objections cleared in diary number [1024563](#)(Aditi Vs kiran) T&C Apply. Punjab and Haryana High Court.**

Filtered by SMS Filter



## 1.9 View Caveat E-Filing Report

- To check the status of the e-filed case, click on the "View E-filing Report" option from the left menu.

E-File Case
Modify E-Filed Case
View E-Filed Objections
View E-Filing Report
Caveat E-File Case
Modify Caveat E-Filed Case
View Caveat E-Filed Objections
<b>View Caveat E-Filing Report</b>
E-Filing User Manual
Update Contact Details
Change Password

- All e-filed cases will be displayed in the list along with their respective current status, as shown below

List of Registered E-Filed Cases					
Search For Cases <input type="text"/>					
Diary No	Adv Name	Case Type	Petitioner Name	Respondent Name	Filing Status
1323	DEEPAK KUMAR GARG	CWP	PETITIONER 1	STATE OF HARYANA	E-Filed
1322	DEEPAK KUMAR GARG	CWP	ROHIT	NAVPREET	Initially-Scrutinized
1321	DEEPAK KUMAR GARG	ARB	ROHIT	TEST	Accepted
1320	DEEPAK KUMAR GARG	CWP	STATE OF HARYANA	STATE OF HARYANA	Pending

### **Status Description:**

- Pending:** Means the case is not finally submitted. You can modify the details.
- E-filed:** Means the case is e-filed successfully and you cannot modify the details of it.
- Objection:** Means the dealing official of the DRR Branch has raised objection on the e-filed case.
- Initially-Scrutinized:** Means the dealing official has passed the e-file case which means no further modification are required by the you(*advocate/party-in-person*)
- Accepted:** Means the e-file case is also passed the second level scrutiny and passed by the Superintendent.

- To view all the details, click on the diary number, which will display the complete history of the e-filed case, including filing, refiling, objection details, and more.