

Frequently Asked Questions For Online E-filing

Q. 1 What is my Login ID for Online E-filing?

Ans. For Advocate(s), normally the Login ID is their Bar Council Registration Number (e.g. if Bar Council Registration Number of an advocate is D/23/92, her/his Login ID will be D231992).

Q. 2 If I have already registered with the e-filing software of Delhi High Court, do I have to register again?

Ans. No. If you are already registered with the e-filing software of Delhi High Court at DHC E-filing counters, the same Login ID can be used for accessing the new Online E-Filing Web Portal. The other Advocates/litigants in person have to register themselves at the Web Portal by furnishing the requisite details and attaching the supporting documents.

Q. 3 Is my Login ID for online E-filing web portal & E-filing at DHC counters for filing Company, Taxation and Arbitration matters is the same?

Ans. Yes.

Q. 4 I don't have a Login ID for Online E-filing. How can I get my Login ID?

Ans. There is an option of "*Register as an Advocate/Party In Person*" at the Login page. After filling required information and submitting the requisite documents, Login ID will be allotted on the next working day and communicated on the registered mobile number, if the application is found complete in all respects.

Q. 5 From where can I do the Online E-filing?

Ans. The button of "E-Filing" is available on the Home Page of the website of Delhi High Court or the online e-filing can be made by typing the following web address/URL "<http://dhcefiling.nic.in:8080/eFiling/>" in the address bar.

Q. 6 I forgot my E-filing Password. How can I retrieve my password?

Ans. There is an option of "*Forgot Password*" at the Login Page. After submission of the requisite details, the new password will be auto-generated and communicated on the registered mobile number.

Q. 7 What is Reference Number?

Ans. It is the number received by the Advocate on allowing of urgent mentioning application during lockdown.

Q. 8 What document(s) are required for fresh registration in case of an Advocate?

Ans. A self attested photocopy of Bar Council ID Card or Bar Council Certificate (*in .pdf format*) is mandatory for registration of Advocate in Online E-filing Web Portal.

Q. 9 I don't have my Bar Council ID card available with me right now, can I submit Bar Association ID card?

Ans. No. Only a valid Bar Council ID or Bar Council Certificate is allowed.

Q. 10 I have Bar Council Registration ID of UP, can I register for online E-filing?

Ans. Yes. Bar Council Registration ID or Bar Council Registration Certificate of any state is allowed for creating account for Delhi High Court E-filing.

Q. 11 Which types of cases can be filed from Online E-filing.

Ans. All main cases, application, reply, rejoinder, document, caveat, etc. required to be filed in Delhi High Court can be filed via Online E-filing. Reference number is to be mentioned in the cases which are allowed on urgent mentioning, which will be taken up on priority. All other filings done during lockdown will be processed after the opening of the lockdown or as directed by the authorities.

Q. 12 Is bookmarking compulsory for Online E-filing.

Ans. Yes. The details of how to create bookmarks in a file are available on Delhi High Court website under E-filing Practice Direction link.

Q. 13 Can I file a Bail matter?

Ans. Yes. All types of filings can be done on Online E-filing Web Portal. The filings with Reference number (obtained on the urgent mentioning of case/application) will be taken up on priority basis and other filings, without Reference Number, will be processed after the opening of the lockdown or as directed by the authorities.

Q. 14 Can I file an Arbitration matter?

Ans. Yes. The filings with Reference number (obtained on the urgent mentioning of case/application) will be taken up on priority basis and other filings, without Reference Number, will be processed after the opening of the lockdown or as directed by the authorities.

Q. 15 What is the max permissible size of the file that can be uploaded in Online E-filing?

Ans. The maximum permissible size of the .pdf file that can be presently uploaded at the time of Online E-filing is 50 MB. If the size exceeds 50 MB, the advocate/litigants can file via E-filing Designated Counters situated at Delhi High Court or District Courts.

Q. 16 Whether audio or video file can be uploaded?

Ans. The Online E-filing Web Portal does not support the filing of audio or video files. However, the audio or video file(s) can be inserted/appended inside the .pdf file using special software(s) and then the .pdf file can be uploaded on the Web Portal.

Q. 17 From where can the Court Fee be purchased for Online E-filing?

Ans. Court Fee can be purchased either electronically from the online facility provided by the Stock Holding Corporation of India Limited (<http://www.shcilestamp.com/>) or from the counters provided for the purpose in Delhi High Court/District Courts or from any other authorized court fee vendor(s) in Delhi. The 17-digit payment code whether automatically generated on payment of court fee online through the payment gateway of Stock Holding Corporation of India Limited or the receipt when court fee is purchased from the counters/vendors, has to be filled in the appropriate box at the time of online e-filing.

Q. 18 How can I file a fresh petition through online E-filing?

Ans. After Login, click on Main Case Filing → Fill details of Memo of Parties → Enter Case Type → Enter E-Court Fee Code & add Advocate Remarks, if any, → browse and upload .pdf file. A Diary Number will be generated on successful filing.

Q. 19 Do I have to fill all the details of multiple petitioners or respondents?

Ans. Yes. The details of all petitioners and respondents are mandatory.

Enter the detail of the first Petitioner/ Respondent and then Click on Add button. A new row appears in which the details of the second Petitioner/Respondent can be written. Similar step is to be undertaken to fill all the Petitioners/ Respondents details.

Q. 20 How do I pay ecourt fee?

Ans. Only the receipt number containing 17-digit code (mentioned on E-Court fees receipt(s)) is to be added by the litigant/ advocate while E-filing the case. If there is multiple ecourt fees codes, each ecourt fee code needs to be added by advocate/litigant.

Q. 21 Are e-stamps acceptable for online E-filing?

Ans. No. Only ecourt fee having valid 17-digit code is accepted for online E-filing.

Q. 22 What is Advocate Remarks & Previous Remarks?

Ans. The fresh remarks (or first time remarks) given by the filing Advocate/Litigant-in-person are treated as Advocates Remarks. While re-filing, these remarks automatically become Previous Remarks and are reflected in Previous Remarks Column. At the time of re-filing the fresh remarks, if any, can be written in Advocates Remarks.

Q. 23 How can I file an Application?

Ans. After Login, Click on Application Filing → Fill Existing Case Type, Case No & Case Year → Click Go → Select Application Type → Enter 17 digits Court Fee Code (if any) & add Advocate Remarks, if any, → Browse and upload .pdf file. A Diary Number will be generated on successful filing.

Q. 24 How can I file a Document?

Ans. After Login, Click on Document Filing → Fill Existing Case Type, Case No & Case Year → Click Go → Select Document Type → Enter 17 digits Court Fee Code (if any) & add Advocate Remarks, if any, → browse and upload .pdf file. A Diary Number will be generated on successful filing.

Q. 25 Where can I check status of my cases/applications/documents that was filed?

Ans. To Check Main Case → Click on Main Case Inbox.

To Check Application → Click on Application Inbox.

To Check Document/Vakalatnama → Click on Document Inbox.

Q. 26 How can a case be refiled?

Ans. In Defective tab select Diary Number and click List of Defects to see all the defects raised by registry & and click *re-file* to file the case again. The same diary number will be generated on refiling.

Q. 27 In scrutiny tab, the status of case shows *registration*. What does it mean?

Ans. Registration means that the case has been passed for listing. Once it has been cleared from listing, it is being reflected in “Previously Filed Cases” & SMS is sent to Advocate’s registered mobile number about the Case Number of the case and date of listing of case.

Q. 28 What is Draft Inbox for?

Ans. If due to you some reason, while filing the case, Advocate can’t proceed with the filing (for example: if he has to go somewhere urgently or there is some mistake in the PDF, etc and he doesn’t want to waste time in writing the Memo of Parties again) he can save the Memo of Parties details. The same will be saved in Draft Inbox. Next time when he enters the Portal, he doesn’t have to write the details of Memo of Parties again and the same can be retrieved from the Draft Inbox.

Q. 29 What is the Previously Filed Cases for?

Ans. The Previously Filed Cases shows the details of the cases that have been passed and listed before the Hon’ble Court.

Q. 30 What document I need to register for online eFiling?

Ans. A self attested copy of Bar Council ID or Certificate in .pdf format in case of Advocate and A self attested copy of any Govt. ID (e.g. Govt. ID issued by any Govt. department, Voter ID, Aadhar, PAN, Passport etc.) in .pdf format in case of Party-In Person.

Q. 31 Can I choose any password of my choice?

Ans. Yes, one can choose any password for online eFiling, but it should follow Password guidelines i.e. at least 1 Capital letter, 1 digit, 1 special character and length of the password should be at least 8 characters.

Q. 32 What are the defects commonly raised by registry?

Ans. The list of defects commonly raised by registry is available on website of Delhi High Court under link "*List of Common Objections*"

Q. 33 Are Impugned Judgment Details compulsory for caveat filing?

Ans. If you are filing caveat in Appellate side matter, the filing details of Impugned Order is compulsory.

Q. 34 What is the difference between online eFiling & eFiling from designated counter?

Ans. There is no difference, except in online eFiling max file size allowed for uploading the document is 50 MB & from designated eFiling counter it is 300 MB.

Q. 35 Can I check the status or refile my last e-Filed case which I have filed at eFiling designated counter from online eFiling or vice versa?

Ans. Yes.

Q. 36 In case my file size exceeds 300 MB, how should I do my filing?

Ans. If file size exceeds 300 MB, please upload only index pages and give CD/DVD having complete petition to eFiling counter staff.

Q. 37 What should be the resolution for scanning the paperbook/any other document?

Ans. Resolution should be 300 DPI (dots per inch).

Q. 38 What precautions should be taken while scanning?

Ans. (i) pages should not be folded.

(ii) Resolution should be 300 DPI (dots per inch).

(iii) PDF file should be in OCR (Optical Character Recognition) format.

Q. 39 What does OCR in .pdf file mean?

Ans. It is the process of making characters searchable in any .pdf file. It converts the images of typed or hand written or printed text into computer readable text.

Q. 40 How OCR is done?

Ans. OCR can be done using freely available software's and steps how to convert .pdf files in OCR format is available in Delhi High Court website under online e-filing practice directions.