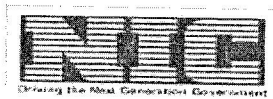


**Software User Manual**  
**For**  
**E-Filing**  
**of**  
**(E-Diary)**

[Version 1.0]

Date of Release: 01.12.2014



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](mailto: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

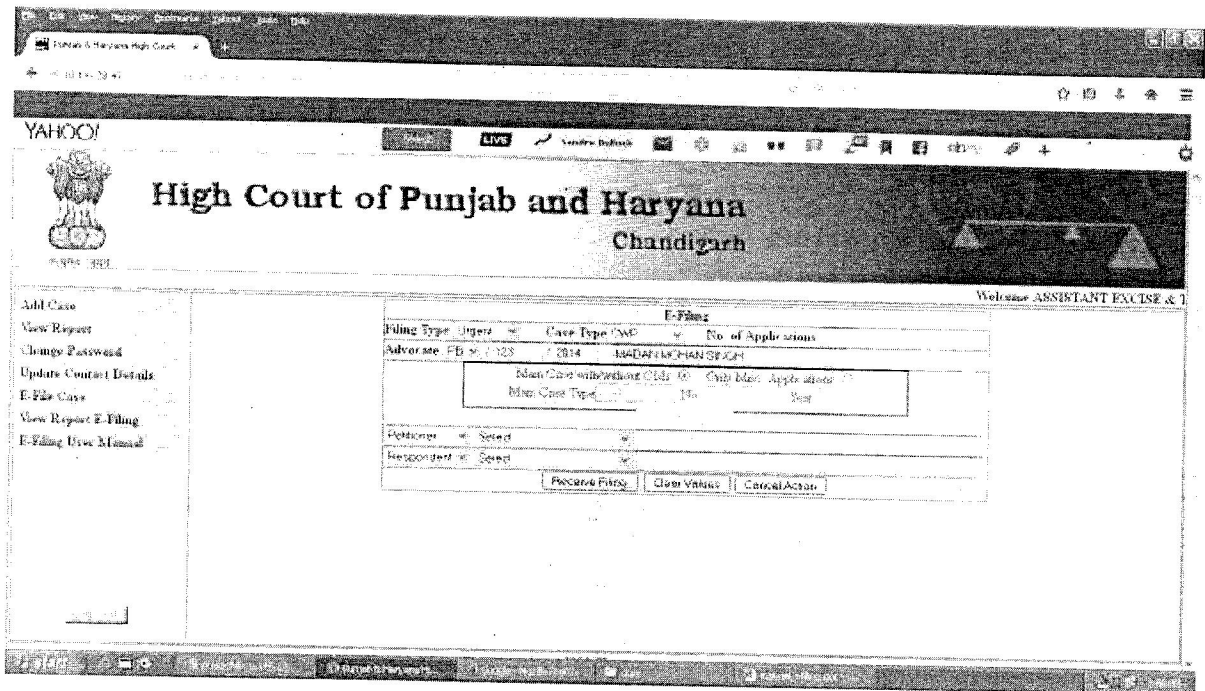
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E-Filing Module of E-Diary the following screen will appear.



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

After the successful login the following screen will appear.



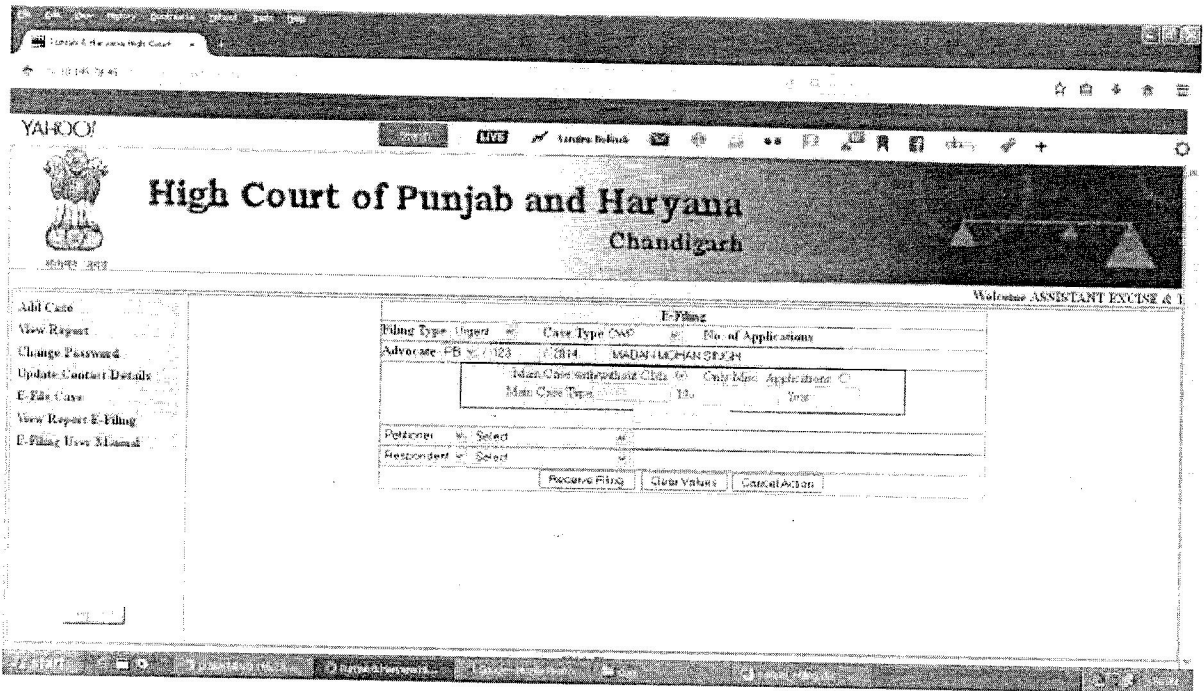
It has following Menus on the Left Side.

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.



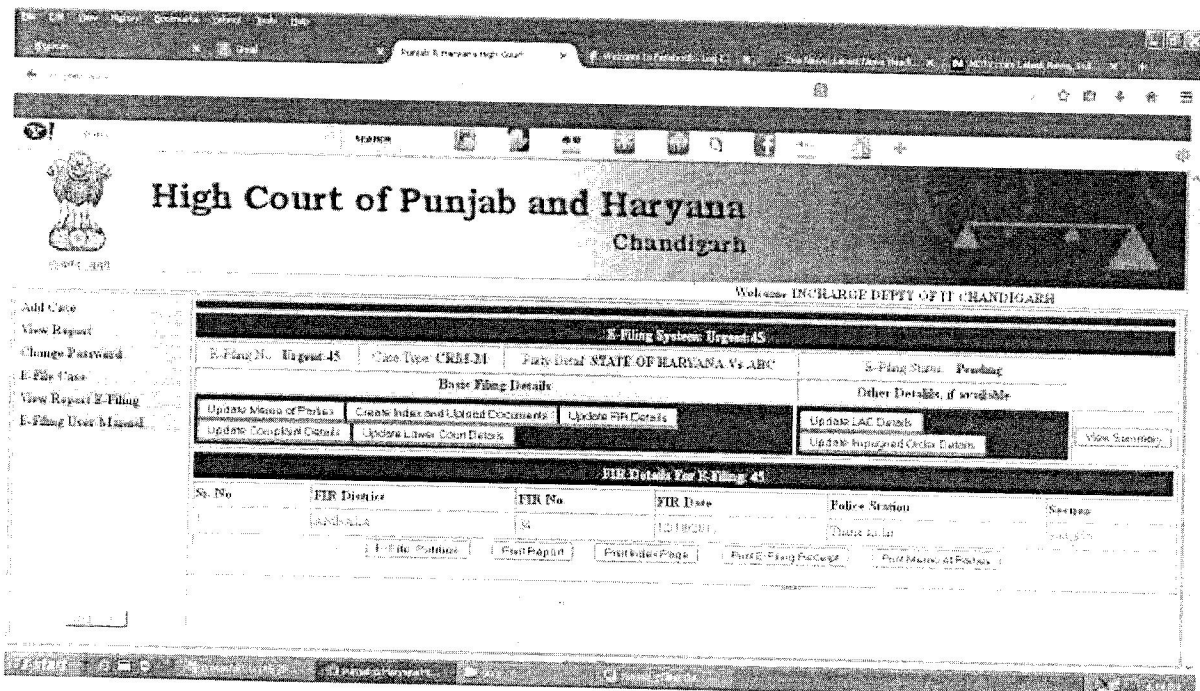
In this screen following fields need to be entered

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

The screenshot shows a web browser window with a navigation bar at the top. Below the navigation bar, there is a header for the form titled 'Add New Memo of Parties Detail'. The main content area contains a table with the following columns: 'Pet/Res', 'Party Name', 'Father Name', 'Gender', 'Address', 'City', 'District', and 'State'. The table is currently empty. At the bottom right of the table, there is a button labeled 'Save & 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

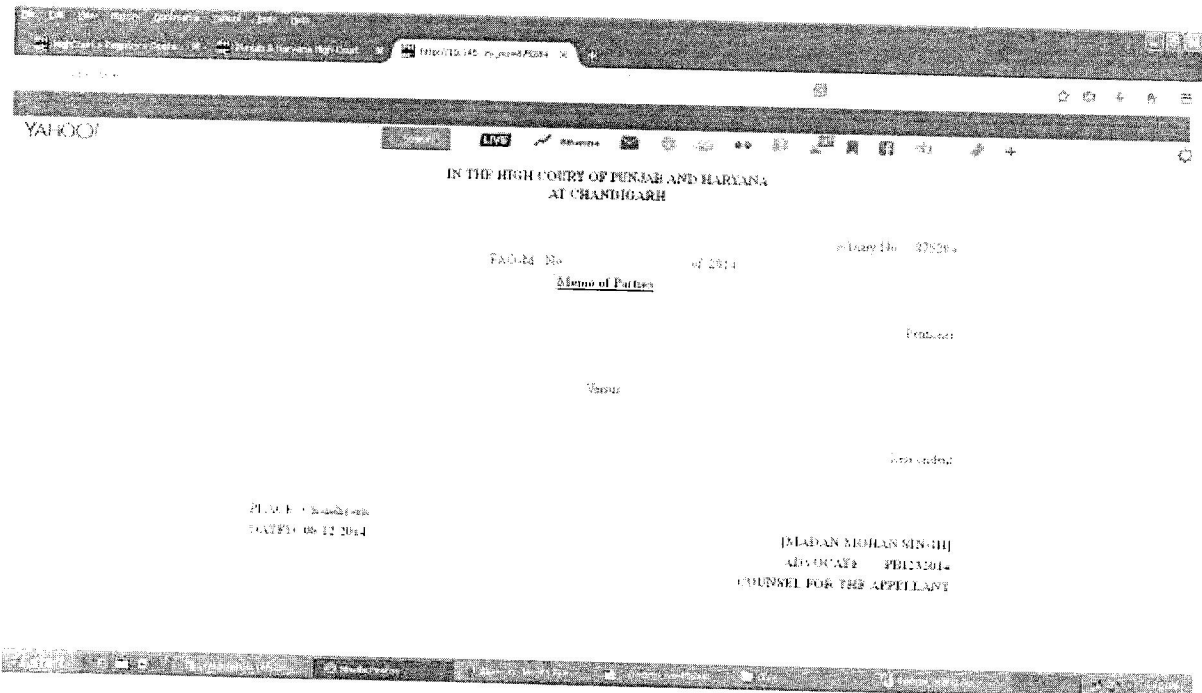
9.	Pin Code	Enter Pin Code if Available
10.	Phone Number	Landline Phone Number if Available
11.	Mobile Number	Mobile Number if Available
12.	Email	Email-id if available
13.	Select Photo Id	Voter Card/Adhaar Card/Driving License/ PAN Card
14.	Unique No. of ID Selected	Number of Photo id Given
15.	Date of Birth	Dd/mm/yyyy format, Enter if Available
16.	Age	Age of Party, if Available

Only Pet/Res, Party Name, District and State are mandatory.

After Entering the details of Memo of Parties click "**Submit Details**".

A message "Memo Party Updated Successfully" will appear.

On Clicking "**Print Memo of Parties**" the report of Memo of Parties will be displayed.

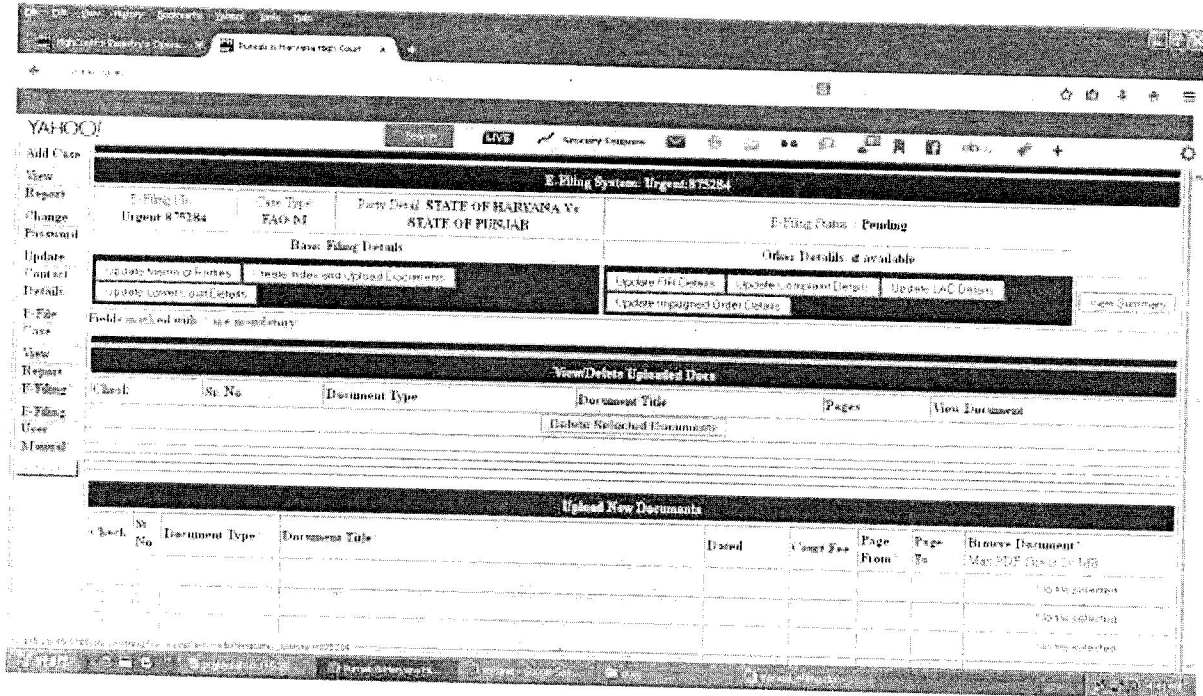




This report is to be printed and to be submitted with hard copy of the paperback after duly signing it.

### **Create Index and Upload Documents**

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



The 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

Case No. 275231

STATE OF HARYANA  
 STATE OF PUNJAB

La CROCP-12-2014  
 Petitioner  
 Respondents

**INDEX**

Sl No	Ann	Particulars of Documents	Date	Pages	Court Fees
1		PBI		1-11	
2		TEST MEMO PART 1		1-10	
3		TEST		1-10	
4		TEST		11-26	
5		MP1		12-21	
6		TEST 123		21-30	
7		PBI		22-31	
8		TEST MEMO PART 2		31-40	
9		MP2		42-50	
<b>TOTAL</b>					<b>9.00</b>

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.

Upload Documents

**Add Notes For Index Page**

Sl No	Note description
1	That the most important documents stored in this case are attached in para no. 1 of page no. 1 of the petition.
2	Revised Statement of Parties.
3	Counter affidavit.
4	Whether any caveat has been received.
5	
6	
7	
8	
9	

Add/Update Note

**HOME**

Designed and Developed by National Informatics Centre

Content 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 shows the 'E-Filing System' interface. The main content area displays the following details:

- Filing No.:** Urgent:27
- Case Type:** CWP
- Party Detail:** XYZ & OTHERS Vs STATE OF HARYANA
- E-Filing Status:** Pending

Below these details is a table titled "Add/Update FIR Details" with the following columns and data:

Check	Ss No	FIR District	FIR No.	FIR Date	Police Station	Section
<input type="checkbox"/>	1	AMBALA				
<input type="checkbox"/>	2	AMBALA				

An "Update" button is located at the bottom of the table.

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.

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 displays the 'E-Filing System: Ungrouped' interface. The main content area shows a case summary for 'XYZ & OTHERS vs STATE OF HARYANA' with a status of 'Pending'. Below this, there are several buttons for updating various details: 'Update Memo of Parties', 'Create Index and Upload Documents', 'Update FIR Details', 'Update Complaint Details', 'Update LAC Details', 'Update Lower Court Details', and 'Update Appellate Case Details'. At the bottom, there is a table titled 'Add/Update Lower Court Case Details' with columns for 'Sr. No.', 'Court Type', 'LC District', 'Judge Name', 'LC Case Type', 'LC Case No.', 'LC Case Year', and 'Order Date'. A 'Check' column is present for each row, which is used to enable the line.

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

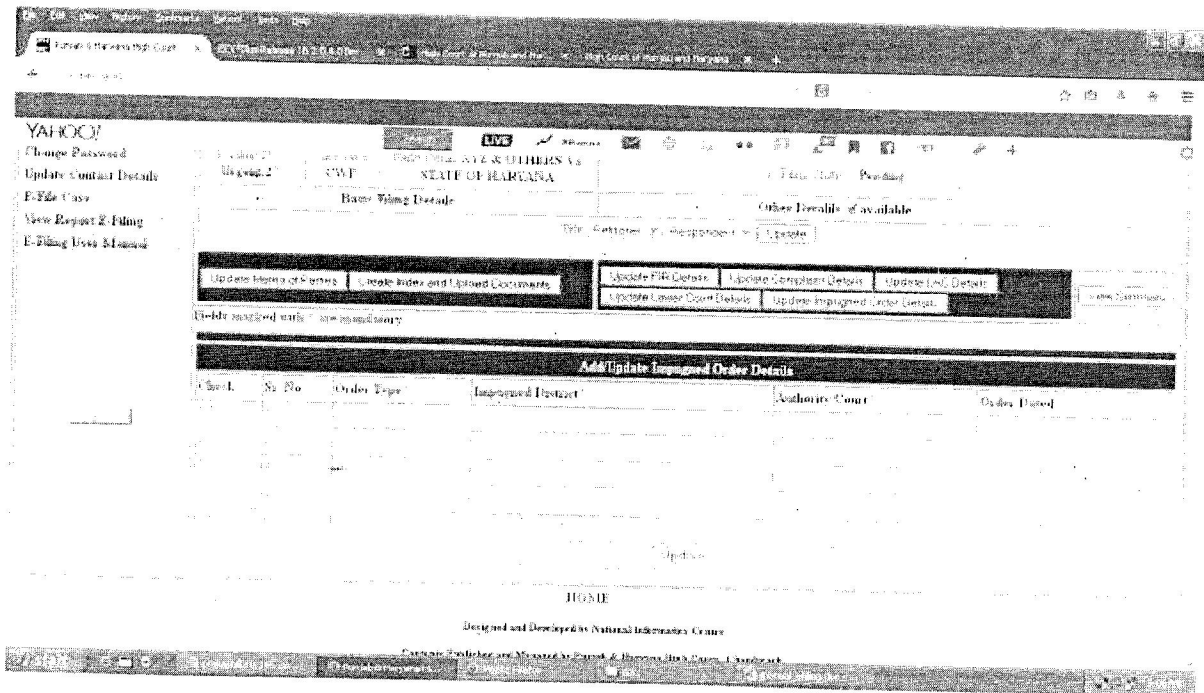
The screenshot displays the 'Add/Update LAC Details' form in the E-Filing System. The form includes a table with the following columns: Sr. No., LAC District, LAC/LR No., Date of Decision, Village, Judge Name, Notification Date Section 4, Notification Date Section 6, and Notification Date Section 17(4). A 'Update' button is located at the bottom right of the table.

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.	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



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	arafdast	fasdfasdfasd		
4	HOSHARPUR	888	21-10-2011	NEW CHOKI PEHWA	323,396,420		
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	Sudhu	Petitioner	Chetan Sharma	#233 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.