

DIRECTORATE OF IT, HIGH COURT OF KERALA
GUIDELINES FOR E-FILING OF CASES IN HIGH COURT OF KERALA

In view of the decision to introduce e-filing facility w.e.f. 17th May 2021, general guidelines are given below for enabling e-filing on the web portal <https://ecourts.kerala.gov.in/>. Advocates/Party-in-persons/AG/CGC/SC are requested to file cases through the e-filing system. Amounts towards Court fee, Legal benefit fund fee, Welfare Fund stamps are to be paid online using e-payment option in the portal. Portal will be open for e-filing of all case types from 00 hours on 17.05.2021.

Procedure:

1. Advocates who are already registered in the portal of High Court of Kerala can sign up(for creating dashboard credentials) their account in the web portal, <https://ecourts.keralasjov.in/> with their Bar Council code, email ID and mobile number. In the case of Advocates who have not registered with the portal of High Court of Kerala, steps to proceed will be prompted by the system. Download the 'Application For Advocate Code' form and fill the details and upload the scanned copy of the form along with the copy of Enrolment Certificate to the system. After verification and approval, advocates can sign up in the portal to create a password for the dashboard. OTP authentication is required to sign up for an advocate/party in person in the portal.

2. After successful registration, login to the site using registered mobile number or email ID and password.

The Following options available for advocate/party in person

1. **My profile** : User profile information(Name, Mob, email, address etc) including photo upload, Change password option, upload Bar council certificate & ID Proof, Advocate clerk, Standing Council(The SC organisation details will be displayed)
2. **Dashboard** : To view the case filed, pending, disposed, today cases, tomorrow cases.
3. **Certified Copy**

Apply Certified copy : The link may be used to apply for certified copy application online.

My Application : All applied application and status can be tracked using this option

Payment Pending : Application with pending payment will be displayed here. Advocate may process the payment if payment not done

Defective Cases : All defective applications will be displayed here. Advocate may resubmit the same after curing the defect of application

Issue Certified Copy : All issued certified copies with docket can be accessed and be downloaded.

4. Online Filing

New Case : The option is used for filing cases online. Click on the link and fill the party details, fields, fill or upload statement of facts, synopsis, annexure, exhibit, e payment, OTP verification. In cases in which Standing Counsel are appointed for the opposite parties, copies may be served through e-mail to such counsel and an affirmation to that effect shall be filed on the portal.

Draft Case : All incomplete cases will be displayed here. The advocate can proceed with the e-filing from draft section at the point where he/she stopped.

My Case: All the filed cases will be displayed in this tab. Advocate can track the status (Scrutiny status, Registration, listed, VC information). There are two types of sub menu. One is For Petitioners and the other one for Respondents. The cases filed for Petitioners will be displayed in "For Petitioner" tab and If he is appearing for respondent or a Standing Counsel, such cases will be displayed in the "For Respondents" tab and for the purpose of service of digital copy. Similar facility is available for AG and CGC accounts also. The advocate can view the IA/CrI MA, Counter Statement, Order, etc in My case tab(For Petitioners and For Respondents) filed by the opposite party.

Defective Cases : All the defects noted cases (by FSO) will be available in the Defective case tab. The advocate/party in person can cure the defect online by selecting the defective case.

Balance Payment : The advocate/party in person can file balance payment using the link, if any defect is noted by FSO for insufficient court fees.

5. **Advocate Calendar**: The calendar will display the case posted as per adjournment updated in the court system.

6. **IA Filing**

New IA Filing : The option is used for filing new IA/CrI MA online. Click on the link and fill in the details, e payment, OTP verification.

Filed IA : All the filed IAs/CrI MAs already filed will be displayed in this tab. Advocate can track the status of the IAs/CrI MAs (Scrutiny status, Defect, Defect cured, Registration, etc). If a defect is noted by FSO, the advocate/party in person can view the same and cure the defect online.

Drafted IA : All incomplete IA/CrI MA will be displayed here. The advocate can proceed the filing from draft section at stage from where he/she stopped.

IA Balance Pay : The advocate/party in person can file balance payment using the link, if any defect is noted by FSO for insufficient court fees.

7. **Vakalath**

New Vakalath : The option is for filing vakalath online(scanned copy). Click on the link and fill in the details, e-payment, OTP verification to file Vakalth online.

Filed Vakalath: All the vakalaths filed will be displayed in this tab. Advocate can track the status (Scrutiny status, Defect, Defect cured, Registration, etc)

Vakalath balance pay : The advocate can file balance payment using the link, if any defect is noted by FSO for insufficient fees.

8. **Counter/Objection**

File Counter/Objection : The option is used to file counter, objection, statement, report etc.

Draft Counter/Objection : All incomplete Counter/objection/statement etc will be displayed here. The advocate can proceed with the e-filing from the draft section.

Filed Counter/Objection: All the filed Counter/objection/statement etc will be displayed in the case tab. Advocate can track the status (Scrutiny status, Defect, Defect cured, Registration, etc).

Defect Counter/Objection : All the defects noted (By FSO) will be available in the Defective case tab. The advocate/party in person can cure the defect online by selecting the defective case.

Verified Counter/Objection : All FSO verified applications will be displayed.

9. Urgent Memo

Apply Urgent Memo : The advocate can apply urgent memo of pending case online in case of extreme urgency. The advocate shall upload the case files with confirmation that the uploaded documents are true copies of their respective originals and that e-copies are shared through e-mail to the opposite party/ies.

My Application : All the filed urgent memo will be displayed here. The Advocate can track the application (Approved or Rejected).

10. Court Display : The court display system is available to view the current calling details of a court hearing. The system will display the party details as well. However, availability of this feature shall be fully dependent on updation of cases by the Court Officer in real time.

For video tutorials for WP(C) and bail(For all other case types, steps are same except selection of case types), Kindly use the following links.

Online Filing https://www.youtube.com/watch?v=_7lmDGhgXic


<https://www.youtube.com/watch?v=8XiPtBi8bTE>

<https://www.youtube.com/watch?v=IziECNNEIOU>

E filing application link : <https://ecourts.kerala.gov.in>

To login application : <https://ecourts.kerala.gov.in/digicourt>

14.05.2021


Director(IT)