

E-FILING REGISTRATION PROCESS

1. Go to URL <https://phhc.gov.in/ediary/> to get e-filing URL and necessary instructions or go directly to the e-filing link i.e. on <https://efiling-phc.ecourts.gov.in/>.
2. For registration help you have to click on <https://efiling.ecourts.gov.in/help>.
3. Detailed instructions manual for e-filing is available on <https://efiling.ecourts.gov.in/assets/downloads/efiling-User-manual.pdf>
4. A new user can register using the 'REGISTER' option in the log in screen shown in Fig 1. For registration purpose.



5. **Before initiating registration process, Mobile No. and Email ID should be registered in local CIS Software in DRR Branch.** Keeping in view the prevailing situation due to outbreak of the novel corona virus, If it is not registered then scan copy of duly filled signed "Advocate Form" along with scan copy of ID Proof be sent to email i.e. on phhcadvocateform@gmail.com. Advocate form is available on the website of this court.
6. After registration, on below said screen fill all required details like mobile, email etc, Bar registration no. Should be in format P/1111/1111



7. All the fields are mandatory. After filling the form, user must fill the captcha code show in the captcha box and then click 'Get OTP'. Two different OTPs get generated and are sent to the registered mobile number and email address.

8. After the OTP is validated, a new screen is displayed with a registration form where a User is required to upload photo, image of ID Card and to fill all details to complete the Registration process.
9. Once the registration process is complete, user can e-file his/her case.

Important instruction to be followed during filing case through e-filing mode:

1. The name of the Ist Petitioner and Ist Respondent shall be treated as title of the case. Hence user has to fill the same detail as mentioned on index page of the paper book. For example, if the title of the case mentioned on index page of the petitioner is “ABC AND ANOTHER” VS “XYZ AND OTHERS”, then user has to fill the name of the Ist petitioner as “ABC AND ANOTHER” and Ist respondent as “XYZ AND OTHERS”.
2. Complete detail related to the case, whichever is provided in paper book, is mandatory to fill at the time of e-filing of the case.
3. Entry of Name, Address, Age and Relation of Petitioner/Respondent should be same as provided in Memo of Party.
4. Details of Extra petitioners/respondents is required to be entered in “Extra Party” field and it should be same as provided in “Memo of Party”.
5. In case user wants to file fresh case the user has to choose “New Case” option, otherwise in case of application/CM user has to choose “Interim Application” (IA) option.
6. Hard Copy and soft copy uploaded on e-filing portal should be same and it is to be uploaded as a single file with subject as Main Petition or Paperbook. The content of the file should be readable.
7. Advocate Affirmation and Party/Petitioner affirmation both are mandatory to be completed after filing or refiling of the case.
8. Court fees is required to be paid online.
9. Advocate/Party to make ensure that “Mentioning ID” and the date for which the mentioning has been accepted, be provided below the index of the petition.