2. Getting Started

2.1 Accessing the system

Visit <u>https://filing.ecourts.gov.in/</u>to access the eFiling system.

Registered users can log in into the system by using username (bar code/ email/ mobile number/ unique code given at the time of registration) and password. If you are not a registered user, follow the procedure for registration explained in the next section.

Login to e-Filing	About e-Filing	
Select State	Litigants and advocates can fill all the required information like litigants details, case details,	
Select State 🔻	motor vehicle challan, subordinate courts. Upload documents in form of PDF. All PDF	
Advocate Litigant	ePay facility provided in eCourts Services. After completing all steps review all data and file a	
Username	case.	
Bar Code/Email/Mobile/Unique Code	Litigants and advocates can fill all the required information like litigants details, case details,	
Password	motor vehicle challan, subordinate courts.	
Enter Password		
Login Reset		
New User ? Register here		
Forgot Password		

2.2 Registering new users

- Click on the '<u>New User? Register here</u>' link in the log-in screen. A registration form will be displayed.
- Fill in the following details:

For Advocates:

- Select the **State** in which the advocate is registered with the bar council.
- Bar Registration Details When you enter the Bar Registration number, click Verify. The system will verify the bar registration number with bar council data and fetch the contact details. A message is displayed at the top of the screen informing whether the verification was successful or not. Verify the fetched contact details and change, if required.

Even if mobile number changed or user is not verified, he can still register with the eFiling system. The user will be verified by the bar council later.

- Practice Place Details
- Contact Details
- Password

For Litigants:

- Personal Details Select state where the case needs to be filed. If the party is an organization, fill in the organization details also.
- $\circ \quad \text{Place of Litigation} \quad$
- o Contact Details
- o Password
- Once all details are filled in, click Generate OTP; 'OTP sent to your mobile number' message is displayed. Enter the OTP received on your mobile and click Verify OTP. 'User registered successfully' message will appear along with your unique code.

elect State				
Select State				
Advocate O Litigant				
sername				
Bar Code/Email/Mobile/Unique Code				
assword				
Enter Password				
Login Reset				
New User ? Register here				
Forgot Password				
4				
eFiling Services				
Online Application for case filing			нс	OME CONTA
	Registration Form			
	Advocate O Litigant			
Bar Registration Details				
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* Bar Regn. No.	State Code Bar Code Bar Year Verify	* Advocate Name	Enter Advocate Name	
Gender	Male Female	Date of Birth	Date of Birth	
Ordinary Place of Practicing				
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		Fstablishment	Select State	
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District Contact Details * Mobile Number (+91) Choose Password * Password OTP Verification	Enter Mobile Number	* Email * Confirm Password	Enter Email Enter Confirm Password	

Fig: Register New User – Advocate

eFiling Services Online Application for case filing			HOME	CONTACT
	Registration	Form		0
	🔾 Advocate 🛛 e	itigant		
Personal Details	Select State *	* Litigant Name	Enter Litigant Name	
Gender	Male Female Other	Date of Birth	Enter Date of Birth	
Place of Litigation				
District	District Court High Court Select District	* State	Select State *	
Contact Details				
* Mobile Number (+91)	Enter Mobile Number	* Email	Enter Email	
Choose Password				
* Password	Enter Password	* Confirm Password	Enter Confirm Password	
OTP Verification				
Mobile Number	Get OTP	* Enter OTP	Enter OTP	
	A Submit			
	© 2020 eEiling Services eCommittee Supreme	Court of India All Rinhts Reserved		

Fig: Register New User – Litigant

eFiling Services Online Application for case filing	0	×	HOME	CONTACT
But Dependent Public	You have successfully registered Your unique registration code is AMH20200 You can login using Bar Registration Number, Mobile Number,	000213 eMail ID or Unique Code.		
* State * Bar Registration Number Gender	Maharashtra - Male 0555 2000 Verity * Male Pemale Other	* Advocate Name Date of Birth	Pratuuth B. 01-01-1987	
Cristinally Place of Plactice District	* District Court High Court Aurang-Ibad *	* State		
* Mobile Number (+91)	xxxxxxxxxxxxx	* Email	hump@um.com	
Choose Password Password	Anna	* Confirm Password	THEMAS	

Fig: User Registration Success Message

2.3 Forgot Password

If your password is lost or forgotten, click on the '<u>Forgot Password</u>' link on the log in screen.

- Select State and whether Advocate or Litigant
- Enter Mobile No or Email and click Send OTP
- Enter the OTP and click **Verify OTP**.

• On OTP verification, user will receive one time password on the mobile and email. Use this password to log-in into the system and then set a new password from profile page.

<u>a</u>		FORGOT PASSWORD State	
Login to e-Filing Select State Select State Advocate Clugant Username (therane or not case smalling) Ear Code/Email/Mobile/Unique Code Password Peanvoid or case smalling)	About e-f e-Filing system cases (both ch District Courts Introduction c saving time ar before courts i	Advocate Clitigant Mobile Number	
Enter Password Login Reset New User ? Register here Forgot Password		[

eFiling Services Online Application for case filing	HOME ABOUT FEATURES CONTACT
	Your password is reset and new password is sent to your registered mobile number and eMail.
Login to e-Filing	About e-Filing
Select State *	cases (both civil and criminal) can be filed before the High Courts and District Courts that have adopted e-Filing systems.
Username (Utername are not case sensible) Bar Code/Email/Mobile/Unique Code	Introduction of e-Filing is aimed at promoting paperless filing and saving time and cost by adopting technological solutions to file cases
Password (Password are care sensitive.) Enter Password	before courts in India.
Login Reset New User 7 Register here Forgot Password	

Fig: System message notifying password sent for logging in

3. Profile Menu

New users will land in profile page directly. Email/Mobile verification and user verification is necessary to access the system. Following profile details need to be filled in:

Basic profile – Includes Photo, email, mobile and user verification details; It is similar for Advocate and litigant.

Profile Forms: (Different for advocates and Litigants)

- Profile details Includes personal information; Litigant may opt for 'party-in-person' through this form.
- Verify email/ Mobile compulsory form; system cannot be accessed without completing this.
- Update practice locations Only for Advocates
- Upload documents/ Record Oath Only for Advocates whose bar council verification is pending and for party-in-person litigants.

Note: User cannot access any other menu till profile is complete.

3.1 Basic Profile

User can upload/ change photo and change password from this menu. The e-mail and mobile number appear automatically after verification is successful.

User Verification Icon

For Advocate - If Bar Registration Number and the Mobile number of the advocate is matched with the bar council data during registration, 'Verified by Bar Council' icon appears in the basic profile. If it is not matched during registration, the bar council will verify the user after registration and then the icon will change to 'Verified by Bar Council'.

For litigant- When all the profile details of litigant are verified by the court, 'verified by court' icon appears in the basic profile.

Upload Picture/ Change Password:

- Click **Upload Profile Picture** to add/change the profile picture. A message window would pop-up prompting to choose the picture file.
- Choose the file. If you wish to crop the picture, click **Crop and Save.**
- The user can change password of the login by clicking on **Change Password**.

eFiling Services My Partners - Case Filing	g • Vakalat • Pleadings • e	Q Q Upload/Change Profile Picture	#daharashtra ×	? • Marathi 🦗 Namrata Mohar	
		Choose file	Browse		
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		Gender 🔿 Male 💿 Female 🔿 Other	Date of Birth	01-11-1988	
Namrata Mohan Patil		Contac	:t Details		
npatil@yahoo.co.in		Address 501/318, ASHIRWAD BLDG NO 2, N M	State / UT	MAHARASHTRA *	
Upload Profile Picture			District	JALGAON	
Change Password		Pin Code 425001	Landline No. with STD Code	7888150700	
✓ Verified by Bar Council		बकील नांव वकील नांव	पत्ता	पत्ता	
			ubmit		

Fig: Upload/Change Profile Picture

My Partners Case Filing	g • Vakalat • Pleadings • e			Mah	arashtra	🔹 ? * 📔 Marathi	Namrata Mohan 🚱
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Namrata Mohan Patil			Contact Details				
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8087503310		JOSHI MARG, BYCU	JLLA, MUMBAI 400 🕎		District		
P Upload Profile Picture					District	JALGAON	
P Change Password		Pin Code 425001		Landline	e No. with STD Code	7888150700	
Verified by Bar Council		वकील नांव वकील नांव			पत्ता	पत्ता	
			Submit				

Fig: Change Password

3.2 **Profile Forms for Advocates**

3.2.1 Profile Details

• Bar Registration Details appear automatically.

- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline No. with STD code, and Advocate Name and Address in Local Language.
- Click Submit
- The message 'User Profile Changes has been updated Successfully' is displayed.

ling Services My Partners - Case Filing	Image: Wakalat Image:	e Portfolio •	Maharashtra	🔹 ? * 🚺 Marathi	Namrata Mohan
	Profile Details Details	ở Verify Mobile∕Email			
		Bar Registration	1 Detail		
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			Full Name	Advocate Name	
	Gender 🔿 Male	Female Other	Date of Birth	01-11-1988	#
Namrata Mohan Patil		Contact Deta	ails		
npatil@yahoo.co.in	Address 501/318, JOSHI M	, ASHIRWAD BLDG NO 2, N M	State / UT	MAHARASHTRA	Ţ
El lipland Profile Picture			District	JALGAON	Ŧ
Change Password	Pin Code 425001		Landline No. with STD Code	7888150700	
 ✓ Verified by Bar Council 	वकील मांव वकील नांव	ą	पत्ता	पत्ता	
		A Submit			

Fig: Profile Details – Advocate

My Partners Case Filing Vak	ralat 🔻 Pleading	\bigcirc	×	
		Jser Profile changes has been updated successfully		
	* Bar Registration Number	MAH 2939 2000	- Name of Advocate	Namrata Mohan Patil
			Full Name	Advocate Name
\sim ///	Gender	O Male Female O Other	Date of Birth	01-11-1988
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npatil@yahoo.co.in	Address	501/318. ASHIRWAD BLDG NO 2. N M JOSHI MARG, BYCULLA, MUMBAI 400	State / UT	MAHARASHTRA *
8087503310			District	JALGAON *
Upload Profile Picture Change Password	Pin Code	425001	Landline No. with STD Code	7888150700
Verified by Bar Council	বকীল নাব	बकील नांव	पत्ता	पत्ता

Fig: Profile Changes Updated Successfully

3.2.2 Update Practice Locations

This form allows user to update his practice locations.

- Select Update Practice Locations tab.
- Enter High Court Details by selecting High Court and Bench from drop down list.

• Enter **District Court Details** by selecting State and District from the drop down list.

Note: The state of the Bar Council, with which the advocate is registered, cannot be removed from the **State** list.

- Click on **Submit** button.
- The message 'User Practice Locations Updated Successfully' is displayed.

eFiling Services Hy Partners - Case Fil	ing • Vakalat • Pleadings • ePayments • Ap	B = plications • Portfolio •	Maharashtra	🔹 ? 🍷 🚺 Marathi	Namrata Mohan 🚱
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	High Court	Calcutta High Court 🕷 High Court of Bombay 🕷			
	Bench	Circuit Bench At Jalpaiguri 🕷 Appellate Side,Bombay 🕷			
		District Court			
Namrata Mohan Patil	State	Karnataka 🗶 Madhya Pradesh 🗶 Maharashtra			
npatil@yahoo.co.in	District	Aurangabad 🗶			
Constant of the Picture		Submit 🔊 Reset			
Change Password					
Verified by Bar Council					

Fig: Update Practice Location

eFiling Services My Partners - Case Filing	Vakalat - Pleading	6 6	Maharashtra	🔹 ? - 🚺 Marathi	Namrata Mohan 🚱
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		District Court	t		
Namrata Mohan Patil	State	Karnataka 🕷 Madhya Pradesh 🕷 Maharashtra			
■ npatil@yahoo.co.in	District	Aurangabad ×			
C Upload Profile Picture		🚿 Submit 🔊 R	leset		
Change Password					
Verified by Bar Council					

Fig: User Practice Locations Updated Successfully

3.2.3 Verify Mobile Number/ Email

This form allows user to verify their mobile number and Email address in the profile.

Note: Initially Verify Mobile/Email tab is highlighted in Red. After verification, the red highlight gets removed.

• Select Verify Mobile Number/ Email tab.

- If a contact detail is previously verified, 'Verified' icon and **Edit** button appears in front of it. Edit button allows user to change the provided contact detail.

- If the contact is not verified, 'Not verified' icon and fields for OTP verification appears in front of the contact.

- Verify the contact detail:
 - Click on the Get OTP button. 'OTP sent to [email/mobile no]' message is displayed.
 - Enter the OTP and click Verify OTP.
 - After successful verification, message will be displayed, 'OTP Verified Successfully'.
 - Click on **Submit** button.
 - The message, 'Data updated Successfully' is displayed and the red highlight of the tab is removed.
- Edit the verified contact detail (if it needs to be changed):
 - Edit the **Mobile number** or **Email** by clicking on **Edit** button.
 - Click on **Get OTP** and then enter the OTP and **verify**.
 - After successful verification, message will be displayed, 'OTP Verified Successfully'.

eFiling Services Hy Partners - Case P	Image: Base of the second se	Applications -	Maharashtra 🔹 🗐 Marathi 🔘 Sinha vi	(ASH 📴					
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vsinha88@gmail.com 9665865700	Enter OFF	Submit DReset							
Change Password									
Verffied by Bar Council									

Fig: Verify Mobile/ Email Screen (before verification)

Filing Services My Partners - Case Filing Case Filing	v Vakalat ▼ Pleadings ▼ ePayments ▼ Ap	pplications • Portfolio •		Maharashtra	• ? • 🚺 Marathi	Namrata Mohan
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	Enter OTP		Uverify OTP			
	Email	npatil@yahoo.co.in	Get OTP	Verified		
Namrata Mohan Patil	Enter OTP	{	Verify OTP			
anpatil@yahoo.co.in 8087503310		Submit DReset				
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✓ Verified by Bar Council						

Fig: OTP verification for Email address

eFiling Services Hy Partners - Case Filing - Vakalat - Pleading	8	6 8		Maharash	Ntra ? • Marathi 🐼 Namrata Mo	han C+
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npatil@yahoo.co.in		Submit Reset				
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Verified by Bar Council						

Fig: Email Verification Successful

eFiling Services (B) My Partners + Case Filing + Vaka	∎ veading Reading	8 8	Maharasht	ra 💎 🥐 Marathi	Namrata Mohan 🚱
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Fig: Mobile and Email Verified (Red highlight removed)

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Namrata Mohan Patil		Submit D Reset		
npatil@yahoo.co.in				
E Upload Profile Picture				
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Fig: Edit Mobile Number

eFiling Services Hyperthers - Case	Filing • Vakalat • Pleading	3	8 8		Maharashtra	? * 🚺 Marathi	Namrata Mohan 🚱
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🔤 npatil@yahoo.co.in			Submit CReset				
B087503310 Dipload Profile Picture							
Change Password							



3.2.4 Upload Documents

This form is used to upload and verify user documents. The tab appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select Upload Documents tab.
- Select the documents for **Bar Registration Certificate**, **Photo ID** and **Address Proof** by clicking on browse button.
- Click on **Upload** to upload the selected documents. On upload, the document appears in the verify documents list.
- Select suitable verification option.
 - If you want to e-sign, select the eSign button. You will be directed to C-DAC site for e-signing. User needs to have a virtual ID for completing the e-signing procedure. Virtual ID can be generated on UID (Aadhaar) site.
 - If the document is already digitally signed, check the **Digitally Sign** checkbox.
 - For OTP based verification-
 - Click on **OTP** and then on **Get OTP**.
 - OTP is sent to the registered mobile number.
 - Verify the entered OTP.
 - After successful verification of OTP, the process is completed.

eFiling Services Hind Services	ng • Vakalat • Pleadings • ePayments • Appl	lications ▼		Maharashtra	Y	≡ - Marathi	XYZ Kumar	•		
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7972397503		File should be in .pdf,. jpg, .jpeg	g, .png and file should be	less than 10 MB.						
Filing Services Image: Control of the filing * Control of										
Change Password A Yet to be verified by Bar Council	Sr. No.	Document Name	Verificatio	in Type						

Fig: Upload Documents

eFiling Services 🙀 Kase Case	🧭 🛛 🕹	kalat - Pleadings - eP	₹ Payments ▼ Appli	ications ▼		Maharashtra		▼ = ▼ Marathi	XYZ Kumar				
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Change Password A Yet to be verified by Bar Council			Sr. No.	Document Name		Verification Type							
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Fig: Select Document File

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Savinashkadam2009@gmail.com		File should be in .pdf,	ipgjpeg, .png and file should be less than	10 MB.	
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Yet to be verified by Bar Council	Sr. No.	Document Name	Verification Type		
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	2	Address Proof	-Sign Digital Sign OTP	0	

Fig: Document Uploaded Successfully

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Fig: Verify Documents

	· Profile Profile	•								(?	
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Fig: OTP Authentication

Change Password Yet to be verified by Bar Council	Sr. No.	Vert Document Name	Ity Documents		
Yet to be verified by Ber Council	Sr. No.	Document Name	Verification Type		
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Fig: Prepare document for eSign

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	C-DAC's ellips Service	
	Aadhaar Based e-Authentication	
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	Get Virtual ID	
	· · · · · ·	
	I have read and provide my consent	
	View Document Information	
	Submit Cancel Not Received OTP? Resent OTP	

Fig: Uploaded Document – eSign Verification

eFiling Services My Partners + Case F	iling - Vakalat - Plead				Maharashtra		🔹 🚍 👻 🚺 Marathi	XYZ Kumar	6
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Fig: Profile Document Signed Successfully

3.2.5 Record Oath

This tab allows the advocate to record their oath with in-system video recording. Similar to upload documents, this tab also appears only if the advocate is not verified by bar council during registration process or if litigant opts to act as party in person.

- Select Record Oath tab.
- Click on **Start Recording**. You can now record the oath.
- After oath recording, upload the oath by clicking on **Upload to Server** button.

eFiling Services Case Filing - Vakalat	Pleudings ePayments + Applications + Portfolio +	Maharashtra 🔹 ?* 🚺 Maratti 🔘 Rasha 💌					
	🏖 Profile Details 🕏 Verify Mobile/Email 主 Upload Documents 📑 Record Oath	0					
	Oath Recording						
	Start Recording						
	Recording status: inactive	EP					
Radha							
Rakhee.sudhanshu@gmail.com							
8087198283							
D Upload Profile Picture							
P Change Password							
Yet to be verified by Court							
	 Adv Radha Do swear in the name of God/ do solernnly affirm that the longification and belief and documents are equiped and authorities docu 	he information furnished by me is true to my					

Fig: Record Oath



Fig: Oath recording status



Fig: File uploaded Successfully

3.3 **Profile Forms for Litigants**

3.3.1 Profile Details

- Personal Details appear automatically.
- Enter the **Contact Details** such as Address, Pin Code, State/ UT, District, Landline Number with STD code, and Advocate Name and Address in Local Language.
- Click Submit

eFiling Services Case Filing - Wakalat -	Pleadings - Payments - Applications - F	e Portfolio -	Maharashtra	• ? • Marathi	Anil Role	•
	Lo Profile Details 🛠 Verify Mobile/Email					0
		Persona	l Details			
	Litigant Name	Anil Role				
	Gender	Male Female Other	Date of Birth	10-07-2010		
Anil Role		Contact	Details			
⊠ role.anil107@gmail.com	Address	Latur	State / UT	JAMMU AND KASHMIR	Ŧ	
9766939971			District	Select an Option	Ŧ	
Change Password	Pin Code	Pin Code	Landline No. with STD Code	Other Contact Number		
Yet to be verified by Court		l wish to appear as Party in Person in my Case.				
	Litigant नांव	Litigant नॉव	पत्ता	पत्ता		
		A 20	bmit			
			· .			
	Fig:	Profile Details – Lit	ligant			
eFiling Services	Pleadings - ePayments		Maharashtra	Marathi	Anil Role	6
	🏖 Profile Details					0
		Jser Profile changes has been updated succe	ssfully !			
	Litigant Name	Anil Role				
Anil Role	Gender	Male Female Other	Date of Birth	10-07-2010		
Tole.anil107@gmail.com		Contact	Details			

• The message "User Profile Changes has been updated Successfully" is displayed.

Case Filing • Vakalat • Pleadings •	ePayments		Maharashtra	Anil R
🔔 Profile D	Petails	\checkmark	^	
		User Profile changes has been updated successfully !		
	Litigant Name	Anil Role		
Anil Role	Gender	Male	Date of Birth	10-07-2010
▼ role.anil107@gmail.com		Contact Details		
9766939971	Address	Latur	State / UT	JAMMU AND KASHMIR
Change Password			District	
A Yet to be verified by Court	Pin Code	Pin Code I wish to appear as Party in Person in my Case.	Landline No. with STD Code	Other Contact Number
	Litigant नांव	Litigant नवि	पत्ता	पत्ता
		🚿 Submit		

Fig: User Profile changes has been updated successfully

3.3.2 Verify Mobile Number/ Email

Please refer section 3.2.3 (Profile Forms for Advocates- Verify Mobile Number/ Email) for this form. The form is same for Advocates and Litigants.

3.4 **Profile Forms for Party-in-Person Litigant**

A litigant may choose to be party-in-person and contest the case on own.

 In litigant profile details, enter the details and check I wish to appear as Party in Person for my case checkbox; click Submit. (Refer section 3.3 for litigant profile details.)

- User Profile updated successfully message is displayed and two additional tabs appear- **Upload Documents** and **Record Oath.**
- Refer section 3.2.3 for Verify Mobile/ Email.
- Refer sections 3.2.4 and 3.2.5 for **Upload Documents** and **Record Oath** tabs respectively.

eFiling Services Case Filing •	Image: Weight of the second	ortfolio 👻	Maharashtra	Marathi 🕅 🕅 User Prof	file Image 😝		
Profile Picture	20 Profile Details	♦ Verify Mobile/Email Lupload D	ocuments		0		
PRASHANT ASHOKRAO WADGAWE		Perso	nal Details				
prashantwadgawe@ymail.com	Litigant Name	PRASHANT ASHOKRAO WADGAWE					
7620009649	Gender	Male	Date of Birth	24-09-1982			
Upload Profile Picture Change Password	Contact Details						
Verified by Court	Address	N 4 CIDCO AURANGABAD	State / UT	MAHARASHTRA	-		
			District	AURANGABAD	0		
	Pin Code	431009	Landline No. with STD Code	Other Contact Number	0		
		I wish to appear as Party in Person in my Case.			N		
	Litigant नांव	प्रशांत अशोकराव वडगावे	पत्ता	एन ४ सिडको औरंगाबाद			
			Submit				

Fig: Party in Person Litigant Profile Forms