

**HIGH COURT OF ANDHRA PRADESH
GUIDELINES FOR ELECTRONIC FILING (e-FILING)**

These guidelines will apply for electronic filing (e-filing) in Andhra Pradesh High Court from the date to be notified by the High Court of Andhra Pradesh in this regard.

1. ELECTRONIC FILING FOR ALL TYPES OF CASES:

Except as provided elsewhere in these guidelines, all petitions, applications, appeals and all pleadings/documents in fresh, pending and disposed of cases of all types will be filed electronically in the manner hereafter provided on the e-filing portal of e-Committee of Supreme Court of India <https://efiling.ecourts.gov.in/ap/> by following the procedural steps mentioned in the guidelines which are available on the above e-filing portal and the same are enclosed herewith for convenience.

For the time being, for convenience of all concerned and to avoid any sort of difficulty, hard copy filing will be continued till all requirements for running of paperless courts are accomplished and after e-filing the hard copy will be filed within 7 days and the listing will be made only by filing hard copy.

The above shall however, be subject to orders of the High Court of Andhra Pradesh from time to time.

2. REGISTRATION AND RESPONSIBILITIES OF E-FILERS:

Every advocate or party in person who intends to make e-filing would be required to register himself on the e-filing portal of e-Committee of Supreme Court of India.

The e-filers login ID/username, password and profile will constitute the e-filer's electronic identity and user account for the purpose of e-filing.

Responsibilities of e-filers:-

- a) It will be the responsibility of the e-filer to have a valid and working e-mail address to receive notification from e-filing portal electronically. It will not be the responsibility of the High Court of Andhra Pradesh to ascertain whether an e-filer is receiving notifications from the e-filing system via e-mail or not. In case of any inconvenience, the e-filer has to contact the Registry of High Court of Andhra Pradesh.
- b) If the e-filers e-mail address, phone number, or any other information

provided on e-filing portal has changed, the filer must promptly make the necessary changes to his or her profile.

- c) An e-filer shall be liable for:
- i) Any conduct undertaken using his user ID; and
 - ii) The conduct of any person to whom access is provided by him by sharing his user ID and password.
 - iii) Any inappropriate conduct may result in suspension of the account or other proceedings as may be initiated under the Law for the time being for contempt of Court, or commission of an Offence under relevant law in force at the time of inappropriate conduct. It shall be presumed that the document (s) has(ve) been filed by the person using the user ID and it shall be the responsibility of the user to maintain the secrecy of his ID and password. If an e-filer believes that the security of his or her electronic identity has been compromised or that a threat to the system exists, the e-filer must intimate the Registry of the High Court of Andhra Pradesh.
- d) An e-filer shall take reasonable steps to ensure that the filing doesn't contain computer code, including viruses, that might be harmful to the Court's electronic filing system and to other users of the system;

3. PROCEDURE FOR e-FILING:

- a) Whenever an advocate or party intends to file a petition, application or document etc., it shall prepare the original text material, documents, notice of motion, memorandum of parties, main petition or appeal, interlocutory applications etc., electronically using any word processing software (MS Word), Libre Office, Open Office etc.,) in a format that can be rendered with high fidelity to originals, is searchable while maintaining original document formatting and capable of being tagged, the formatting style of the text will be as under:

1. Page Size: The documents shall be prepared having page size in accordance with existing Rules. Conventionally, filed documents shall conform to the existing Rules regarding the page size and nature of the page.

2. Fonts and Fonts Size : The font shall be readable and visible to all and the type face shall be 12-point or larger in both body text and foot notes. If any document is typed in Telugu, it must be in Unicode font only.

3. Line Spacing: Line spacing of all the text shall be as required

in the existing rules and instructions issued for the purpose.

4. Numbering: The pages shall be numbered at the top or bottom of all pages including the front page. Index and the chronological list of events shall be consecutively numbered at the bottom beginning with numeral one (1) with central alignment.

5. Margins: Margins of the documents shall be as prescribed in existing rules and instructions issued for the purpose.

6. Alignment: All the documents will be aligned with justified alignment.

7. Cover/Page Headers: Each page, except for the front page, of the document shall contain a header showing the name of the details of the document and the party (ies) filing the documents (e.g., "W.P No. filed on behalf of AB" or "Reply/Counter in W.P. No. filed on behalf of XY"). This text on header shall be aligned with right alignment.

- b) Documents so prepared must be converted to PDF /A or PDF format before they are filed in the e-filing system by using any PDF Converter or in-built PDF conversion plug-in provided in the software. PDF/A is the preferred format for e-filing.
- c) Where the document is not a text document and has to be enclosed with the petition, appeal or application or other pleadings, as the case may be, the document should be scanned using an image resolution of not more than 300 dpi (dot per inch) and saved as a PDF or PDF/A document in page size prescribed as per the existing Rules. The e-filer must ensure that the filing is an accurate representation of the document and is complete and readable. Where the original is not clearly legible, a typed copy of the same shall be filed at the same time duly certified by the advocate filing the same to be a true typed copy of the document. It shall also be scanned and uploaded along with the original.
- d) The maximum permissible size of the file that can be uploaded at the time of e-filing is 20 MB. However, if the file is large it can be split and uploaded separately.
- e) Documents filed in other formats or exceeding the prescribed size limits will not be accepted for filing, save that the same can be filed using a conventional filing.
- f) If the filing of an electronically submitted document requires leave of Court, the e-filer should attach the proposed document as an attachment to the application requesting leave to file. If the Court

grants the leave and allows the proposed document, the e-filer must re-file the proposed document to make it part of the record.

g) Signatures:

A document electronically filed using e-filing system must bear the digital signature of the filing party's advocate, or party where, it is not represented by an advocate as more fully described in sub-clause (i) and (ii) below. The digital signature of the advocate or party will be treated as personal signature and will serve as a signature for the purpose of Code of Civil Procedure, 1908, Criminal Procedure Code, 1973 or any other Rules of Procedure and Practice, applicable statutes, the Local Rules and any other purpose for which a signature is required in connection with proceedings before the Court.

- i)** An electronically filed document must include a signature block setting forth the name, mailing address, phone number, fax number, and email address of the filing party's advocate or party where it is not represented by an advocate.
 - ii)** In addition, the name of the filing party's advocate must be preceded by a "/sd/" and typed in the space where the signature would otherwise appear. A handwritten signature is required for any conventionally filed document.
 - iii)** Affidavits and exhibits to pleadings with original handwritten signatures must be scanned and filed in PDF or PDF/A.
- h 1** Where the party or the advocate does not possess the digital signatures issued by the competent authority, such as advocate or the party can authenticate e-filed documents by Aadhaar authentication using the Aadhaar number belonging to the Advocate or party and the OTP sent to the registered mobile number of the advocate or party with UIDAI (Unique Identification Authority of India). Such an authentication shall be considered as valid identification for all intents and purposes and it shall be the responsibility of the party or the advocate to maintain the security of his Aadhar number and the mobile phone registered with the UIDAI.
- 2** Where a document requires signatures of more than one party, consent of all the parties along with their physical signatures on separate sheet will be uploaded along with the pleadings.
- 3** The signature on any document required to be notarized, acknowledged, verified, or made under oath must be handwritten and scanned into the e-filing system. The Court will maintain the scanned document as the official Court record, and the filing party must file the original documents with the pleadings by conventional filing.

4. DETAILS OF ALL THE PARTIES:

The e-filer will ensure that the details of all the parties of the case such as name, father's name, age, gender, address etc., are correctly and completely entered in respect to column of e-filing portal.

5. e-FILING NUMBER:

On final submission of e-filing, an e-filing number will be generated by e-filing portal. The e-filer shall mention this e-filing number on the hard copy of cover page of the case file or first page of the documents as the case may be which will be filed in the Registry.

6. DOCUMENT BINARY FILE NAME STANDARDS:

The following special characters are not allowed in a file name:

- A quotation mark (") or (')
- A number sign/Pound (#)
- Percent (%)
- Ampersand (&)
- Asterisk (*)
- Colon (:)
- Angle brackets (less than, greater than) (<>)
- A question mark (?)
- Backslash (\)
- Forward slash (/)
- Braces (left and right) ({})
- Pipe (|)
- A tilde (~)
- The period (.) Character used consecutively in the middle of the file name or at the beginning or end of the filename.
- In addition, file name should not exceed 45 (forty five) characters in length, including spaces. Single space must be counted as one character each. No file name shall begin with dot (.) or underscore (_).

7. PAYMENT OF COURT FEE:

The original court fee payment challan/receipt for the time being, for convenience of all concerned and to avoid any sort of difficulty, shall be scanned in PDF/A or PDF and uploaded along with petition, appeal or application or other pleadings, as the case may be in e-filing portal, however be subject to the orders of the High Court of Andhra Pradesh from time to time. The original court fee payment challan/receipt shall be filed along with the hard copy of the petition, appeal or application or other pleadings, as the case may be until further instructions of the High Court of Andhra Pradesh.

8. RETENTION OF ORIGINALS:

Scanned copies of all original documents which are digitally signed by the advocate or litigant in person should be filed at the time of e-filing. Originals of the documents and certified copies of the orders /judgments/decrees which are questioned /challenged etc., should be filed along with hard copy, however be subject to the orders of the High Court of Andhra Pradesh from time to time.

9. PROOF OF FILING:

The proof of e-filing will be available in the account of e-filer and shall be sent by way of e-mail and SMS at the time of e-filing on the registered e-mail address and mobile number of the e-filer.

10. CASE ENTRIES:

The Court staff nominated to receive an electronic filing will create a case entry using the information provided by the e-filer to record the document filed. If errors/defects in the filing or case entry are discovered by the official, the official will notify the e-filer of the error/defect and advise the e-filer of what further action, if any, is required to address the error /defect. e-filer (s) shall make corrections or remove the defects within seven (7) working days of receiving the notification. Failure to make corrections will result in the rejection of a filing by the Court and could result in a failure to comply with limitation, if so applicable.

Accepting the e-filing by above official would not mean that the case has passed in scrutiny. The case will be treated as passed only after the report of Stamp Reporter.

11. HARD COPIES OF PLEADINGS AND DOCUMENTS FILED ELECTRONICALLY:

Advocates as well as parties, can print hard copies of all pleadings and documents filed electronically for their use in the Court or elsewhere. Party or the Advocate e-filing a document or petition shall also file a hard copy at the time of filing counter along with a note mentioned in the beginning certifying that "Hardcopy and Softcopy are the same" and in case of any discrepancy between the Hardcopy and the Softcopy, the preference will be given to the Hardcopy.

12. STORAGE AND RETRIEVAL OF ELECTRONICALLY FILED DOCUMENTS AND PLEADINGS:

The pleadings and documents electronically filed will be stored on an exclusive server maintained for this purpose. Each case will be separately labeled and encrypted for this purpose to facilitate easy identification and retrieval. The scrutiny of such document and pleadings will be ensured and access to them would be restricted in the manner indicated in the guidelines and as may be notified from time to time. Backup copies of all electronically filed pleadings and documents will be preserved in the manner decided by the High Court of Andhra Pradesh on its Administrative side.

13. ACCESS TO ELECTRONIC DOCUMENTS:

Access to documents and pleadings filed electronically in a case will be provided only to Advocates for the parties are the concerned parties themselves. The Advocate (s) or the party may obtain documents from the relevant entries in his account.

14. EXEMPTION FROM ELECTRONIC FILING:

Application for exemption from e-filing of the whole or part of the pleadings and /or documents may be moved before the Registrar (Judicial) High Court of Andhra Pradesh in the following circumstances:

- i) e-filing is, for the reasons to be explained in the application, not feasible; or
- ii) there are concerns about confidentiality and protection of privacy; or
- iii) the document cannot be scanned or filed electronically because of its size, shape or condition; or
- iv) the e-filing system is either inaccessible or not available for some reason; or
- v) any other sufficient cause.

15. COMPUTATION OF TIME:

- a) Wherever limitation /time limits apply, it will be the responsibility of the party concerned to ensure that filing is carried out well before the limitation /time limit. The date of e-filing will be taken as that date when Action is electronically received in the Registry within the prescribed time on any working day. For computing the time at which e-filing is made, Indian Standard Time (IST) will apply.

- b) e-filing through Designated Counters will be permissible up to 1600 hours on any Court working day. Actions filed on a day declared as Gazetted holiday or on a day when the Court is closed, will be recorded as having been filed on the next working day. For the computation of limitation, on e-filing shall be subject to the same legal regime as applicable to physical filing, save and except as provided hereinabove.
- c) The facility for online e-filing through the web portal shall be available during all twenty – four hours of each day subject to break down, server down time, system maintenance or such other exigencies. Where e-filing is not possible for any of the reasons set out above, parties can either approach the Designated Counters for e-filing during court hours on working days or take recourse to physical filing. No exemption shall be permitted on the ground of failure of e-filing facility.
- d) Provisions for limitation governing online e-filing will be the same as applicable to physical filing. The period of limitation for such Actions will be commenced from the date when e-filing is made as per the procedure prescribed in these guidelines.

Though all eventualities and issues related to proposed e-filing have been addressed in these guidelines, however further clarifications or modifications will be issued from time to time as needed.

Dated: 30/12/2021


REGISTRAR GENERAL

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