

Practise Note for Mandatory E-Filing of certain categories of cases

The High Court of Madhya Pradesh hereby issues the following step-by-step practise note regarding mandatory e-filing of cases in Income Tax appeal, Excise Appeal, GST Tax Appeal Company Law matters and Commercial disputes :

1. For E-filing the case, Advocates first need to register themselves on Madhya Pradesh High Court Website.

For creating an account, the Advocate should click on e-filing link on the top right side of homepage of High Court of Madhya Pradesh website which is <https://mphc.gov.in/efiling>.

2. For new registration, advocates will have to enter their Enrollment Number and Enrollment Year.
3. Thereafter after filling the form for registration - click on sign up button.
4. After sign up, user will be required to verify his e-mail address and then set password.
5. Advocate can use their Enrollment Number and year of registration as advocate as his/her username.

For example - If an Advocate's Enrollment Number is 256-A and Year of registration as advocate is 1995 then his/her username will be 256A1995 (without any space in between).

If case Enrollment Number is 7538 and Year of registration is 2010 then his/her username will be 75382010 (without any space in between).

6. Litigants can also get themselves registered in the following way :
 - (a) First, the litigant will have to visit the homepage of official website of High Court of Madhya Pradesh by opening the URL <https://mphc.gov.in>
 - (b) Then, the litigant will have to click on "e-filing" tab menu on the top right side of the website.

- (c) Thereafter, the litigant will have to click on "New Registration" tab and select "Litigant in person" option.
 - (d) Thereafter, form will open and the litigant will be required to fill in all the required fields accordingly.
 - (e) Now the litigant will be required to verify his/her mobile number using "generate OTP option".
 - (f) Thereafter the litigant will have to enter the OTP received on his/her mobile number to verify his/her mobile number and after entering the OTP received he/she will be required to click the "Verify OTP" button to verify his/her mobile number.
 - (g) After successful verification of mobile number, the litigant will have to select any one of the Identity details as mentioned in the drop-down and thereafter upload the ID card so mentioned in the PDF file format only and click on "Signup" button.
 - (h) After successful sign-up, the litigant will get a confirmation activation email from High Court of MP.
 - (i) Litigant will have to click on the activation link provided in his/her email and set his/her password.
Litigant may use his/her mobile number or email ID as username for login in the website.
7. After login, either Principal Seat Jabalpur or Indore Bench or Gwalior Bench, is required to be selected.
 8. Thereafter, click on "New eFiling" button and fill all the details and click on "Save" button.
 9. Thereafter, the Indexing of the Petition is required to be done and browsing the PDF file click on "Upload PDF" button. Upon successful uploading a message will appear "PDF File Upload successfully".

10. Thereafter, click on “Next Button” and Lower Court Details Page will appear, fill in the details and then click on “Submit” button.
11. Now fill the Additional Party details and click on “Save” button, thereafter click on “Next” button.
12. Now fill the “Additional Advocate Name” with Enrolment number and Year, thereafter click on “Save” button. After filing the advocate names, click on “Next” button.
13. Now fill the Category of cases details like subject Category, sub category and click on “Add” button, you can add multiple category then click on “Submit” button.
14. Now fill the fees details.
By clicking the “Payment” button, the User will be redirected to MP Treasury for fee payment.
The User will have to choose his/her Bank Name, payment mode and then complete the payment process and click on “Confirm” button.
15. After successful payment of fee, page is redirected to mphc.gov.in
After clicking of “OK” button, Provisional Application No. is generated and the process of e-filing of the matter is complete.