Updated Manual for Online Court Fee

Step 1) Open website url https://www.mphc.gov.in/



Step 3) Now Screen will shown options to solve **captcha** by entering addition of given numbers.

• Annual Report 2018 • Adden Piph



Step 4) Solve Math Captcha, and click on "<u>Verify Captcha</u>" Button.

Step 5) Now Enter Your Mobile Number and click on "<u>Send OTP</u>" Button.

HOME & KOMENTKORDERS	CASE STATUS	CONVERT ANOTHER	EWAL SCHENCT COURT SPAN	EV COURT ##FAIRSA	
Hentble Judges Postblio Judges Committees Regitaly Officers Administrative Sebup Orientation List Circulars / Ordens Transfer (Posting Recruitmost / Reput) Mediation Lidgal Services Territers e-Courts Information Journal Circular Substance Journal Circular Substance Journal Colid Custody Journal State Judicial Academy Judicial Training Regit to Information Ciase Statistics Gevence Redress Musasim	Success, Exter Mobile Ro. Resolve below captorie * 3 + 16 = Mobile No. * Enter OTP *	Mobile Number Ve	Bend OTP	Enter Mobile n and click this b	umber itton
> Calendar Ir Roles				Activa	te Windows

Step 6) Once OTP (One Time Password) Received by you, Enter into next textbox / field.

AHORE & LOOKENDIGETT	CASE STATUS INCAUSELINT	-Goorney Actives Anosten Minist The	INCT COURT - METANILY (ouet in Hesa	
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S Oldendar > Rulas					Activate Windows

Step 7) For Advocates, their profile information shall be auto populated as per the mobile number for OTP.

And Screen options to pay user payment as per their case status/nature etc.

Radio button will show to select user for

- a) Fresh Case
- b) Pending Case

> Hon'ble Judges > Portfolio Judges > Committees	Online Court Fee Submiss Disculmer : Please enter valid data	only.			
> Registry Officers	Fee Details				
Administrative Setup	Court *	Select Court to Pay	Fee •	Select High Court Bench *	
Gradation List	Is Impugned Applicable *	O Yes * No		An Charles and the Contract of the second	
Circulars / Orders	Period Year *	2017-2018 * 0	ne Time/Adh	05 *	
Particitment / Posting	Select Pay for *	· Fresh Case · Per	odino Case	550 m	
Mediation	Case Type	Select Case Type		*	
Legal Services	Alama of First Darks 1				
Tenders	Name of First Party		-		
e-Courts Information	Court Fee	(Amount in Rs.)	(amount in	n Rs.)	
Journal	Interlocutory Application Fee	(Amount in Rs.)	(amount in	n Rs.)	
Child Custody	Interlocutory Application Subject	Interlocutory Applica	ation Subject		(If IA Fee Applicable.)
Juvenile Justice	attract Fee	(Amount in Rs.)	Vanning	(He)	-3 × 3
State Judicial Academy	Las manufactor	(minum in riz.)	-		
Judicial Training	Power Fee	(Amount in Re.)	(amount i	n Rs.)	
Right to Information	Document Fee	(Amount in Re.)	(amount i	n Ra.)	
Case Statistics	Document Subject	Document Subject			(If Document Fee Applicable.)
Grievance Redress	Certified Copy Fee	(Amount in Rs.)	(amount is	n Rs 1	
Museum		(Accession in Party			
14th Finance Commission	Process Fee	(Amount in Hos.)	(amount i	n Hs)	
Calendar	Memo Fee	(Amount in Rs.)	(amount in	n Rs.)	
Online Court Fee Tracking	Total Fee		(amount	in Rs.) (Process fee of Rs 100/- is to b	e applied for fresh case only)
HOURS	Payer Details (Advocate or Party	seif)	a haran a h		
	Aadhaar No.(optional)				
	41	Text I lease MDHIC			-13

If payer is advocate, and his/her mobile number is registered with Bar Association, his/her profile will be shown as below:-

Payer Details (Advocate or Party sel	f)	
Aadhaar No.(optional)		
Name *	Test User MPHC	
Email*	ankit.jbp@gmail.com	
Block No/ House No.*	Test User	
Address *		
City *	Test User	
PIN*		
Mobile No.*		
Details of Bank Account for Refunds	; (if any) (optional)	

Step 7)(a) If User select "YES" for Impugned Applicable, then textbox will be
appear to enter Impugned Order No. and Impugned Date.

Fee Details		
Court *	Select Court to Pay Fee Select High Court Bench	ע ד
Is Impugned Applicable *	Yes No	
Impugned Number	Impugned Order No.	(Numbers, Alphabets ,'/' and '-' allow only)
	Impugned Date DD-MM-YYYY (Date in dd-mm-	yy Format)
Period Year *	2017-2018 One Time/Adhoc	
Select Pay for *	Fresh Case Pending Case	
Case Type	Select Case Type 🔹	
Name of First Party *		
Court Fee	(Amount in Rs.) (amount in Rs.)	
Interlocutory Application Fee	(Amount in Rs.) (amount in Rs.)	

Step 7 (b) If User select "NO" for **Impugned Applicable**, then user will not have to enter impugned order and date.

Step 7(c) If User select Fresh Case, for "Select Pay for", then user can select
case type and continue to fill fee form.

Select Pay for *	Fresh Case OPendir	ng Case	
Case Type	Select Case Type	¥	
Name of First Party *			
Court Fee	(Amount in Rs.)	(amount in Rs.)	
Interlocutory Application Fee	(Amount in Rs.)	(amount in Rs.)	
Interlocutory Application Subject	Interlocutory Application	n Subject	(If IA Fee Applicabl
Affidavit Fee	(Amount in Rs.)	(amount in Rs.)	
Power Fee	(Amount in Rs.)	(amount in Rs.)	

Step 7 (d) If User select Pending Case, for "Select Pay for", then user will have to select case type, case number and year. This option will be used in case of pay fee for pending case.

Select Pay for *	Fresh Case Pending Case
Case Number	Case Type
Name of First Party *	
Court Fee	(Amount in Rs.) (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) (amount in Rs.)
Interlocutory Application Subject	Interlocutory Application Subject (If IA Fee Applicable.)
Affidavit Fee	(Amount in Rs.) (amount in Rs.)

After select of **case type**, **case number** and **year** Click on **"Search Pending Case"** Button, case details will shown Petitioner and Respondent details as below.

Select Pay for *	Fresh Case Pending Case	
Case Number	Case Type WP Case No. 12345 Year 1981 T	Search Pending Case
	Petitioner vs Respondent	Case detail
Name of First Party *	Petitioner	
Court Fee	(Amount in Rs.) (amount in Rs.)	First Petitioner Name
Interlocutory Application Fee	(Amount in Rs.) (amount in Rs.)	
Interlocutory Application Subject	Interlocutory Application Subject	(If IA Fee Applicable.)

Step 8) To fill details, user will have to follow instructions.

Court Fee	(Amount in Rs.)	(amount in Rs.)	
Interlocutory Application Fee	(Amount in Rs.)	(amount in Rs.)	
Interlocutory Application Subject	Interlocutory Applicatio	n Subject	(If IA Fee Applicable.)
Affidavit Fee	(Amount in Rs.)	(amount in Rs.)	
Power Fee	(Amount in Rs.)	(amount in Rs.)	
Document Fee	(Amount in Rs.)	(amount in Rs.)	
Document Subject	Document Subject		(If Document Fee Applicable.)
Certified Copy Fee	(Amount in Rs.)	(amount in Rs.)	
Process Fee	(Amount in Rs.)	(amount in Rs.)	
Memo Fee	(Amount in Rs.)	(amount in Rs.)	
Total Fee		(amount in Rs.) (Process fee of Rs 100/- is to be a	pplied for fresh case only)

- a) User will enter amount for fields he/she want to pay,
- b) If user is pay for Interlocutory Application Fee, he/she will have to enter subject for Interlocutory Application.
- c) If user is pay for **Document Fee, he/she** will have to enter subject for **Document fee**.
- d) In Payee Details, fill all details.
- e) Bank Account Details (Optional), this is optional section to fill.

Step 9) Click on "<u>Preview</u>" to preview details filled by the user.

Jominitiees	Charle Contrace Officings	That I					
Annual Colling and	Disclamor Please enter valid data only						
Agasy Diees	Dracial test in Maxie attact valid data	201					
Aministrative Setup Iradation List	If you want to update/change data p	lease click on Edit But	1001				
Sittuitare 7 Orders	Fee Details						
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ecruitment / Result	Is Impugned Applicable 1	9 Yes 🔍 No			**		
leciation	Impugned Number	Impugned Order No.	asa/asa/201	ŕ	1	(Numbers, Alphabets, Y and	allow only i
egal Services	1999 (1997) (1999) 1999 - Statistical (1999)	Improved Date 22	44.20147		(Date in distance)	o Format)	
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ald Contrain	Select Pay for	Flesh Case	Pending Case	(man and)	Lange Lange and		
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ate Judicial Academy	Name of First Party "	Petitioner				31	
dicial Training	Court Fee	to	(amount	in Rs.)			
ont to information	Interlocutory Application Fee	10	(amount	mRs.)			
se Statistics	Interlocutory Application Subject	Interlocutory Appl	ication Subjec	t-		If IA Foo Applic	able.)
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useum In Finance Commission	Power Fee	t	(amount	in Rs.)			
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	PTOCASE PRO	0	Campon	in res J			
	Memo Feo	0	(amoun	(in Rs.)			
	Total Pee	0- is to be applied for fresh ca	ase only!				
	Payer Details (Advocate or Party	self)					
	Aadtaar No (optional)		1				
	Name."	Test User MPHC	8				
	Emain	ankit jöp@gmait.	0.011			12	
	Block Nof House No.*	Test User				1.1	
	Address *	ghamapur chowle	V.				
	City *	Test User					
	FINE	482002	1				
	Mobile No.1	9755677627					
	Details of Bank Account for Refu	inds (if any) (optional)	1				
	Bank Account Holder Name						
	Bank Account Number		1				
	Bank IFSC Code						
	Edit Fields	Paulo	onet				
		.e ayn					

Step 10)Click on Payment Button, It will take to treasury website. Where
User will need to enter payment details.

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	6	Treasuries Departme Gove	a & Accour nt of Financ t. of MP	nts e				
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	TIN/MELISTRATION NO	tul						
	OFFICE NAME*	mphc						
	STATELLY*	JABALPUR+rul	E					
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	10 DATE *	26092017						
	ADDRESS							
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Step 11) Select bank for payment process and click on "<u>Submit</u>".

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Step 12) Enter Captcha code and click on "<u>Confirm</u>" Button.

	Treasuries I Accounts Department of Finance Govt. of MP	
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lease verify the information entered , click Confi	n to make the payments otherwise click Back to modify details	Activate Windows, Garti Settings to activite Windows.

Step 13) It will show <u>CRN</u>, click OK to continue.

NAL 3202 HITT Har form	Treasuries & Accounts Department of Finance Govt. of MP	
	Please note your CRN: L407003026092017000011 for future refrence. Please click OK builton to proceed to payment.	
	OS	
		Activate Windows

- **Step 14)** Now User will be redirected to Net Banking site, chosen by him / her. Make payment and user will get this Receipt, take printout of receipt.
- **Step 15)** After payment completion, email and SMS acknowledgement shall be sent to the respective user on his/her given email and mobile number.

	Online Court Peer Oxfor Recourt	
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Coort free Details Onting Court Free 20 - Seroth Case Type Case Status - Case Authors Data Form Paid Form	1046/2017 Jobalpur wvF petition Registered WF/002FT 7017 Order118/110 911-2017 Test User MPHC Test User Test User 482002 975677527	
Total Annuum Realised: Nain Case Fee Interfectuomy Application Real Rhidely: Peac Recurrent: Feel CastTales Copy Real Namo Feel Interfectuotary: Application Subject / Document: Subject :	8/- 1/- 1/- 1/- 1/- 1/- 1/- 1/- 1/- 1/- 1	
Other Information Senic Scotl Number Data Bisme at Transation Ondan Jean Reference No. (ENN) Bank Reference No. (ENN) Theseury Chalan No. (QR CCOB	83472 30/11/2017 (6447)31 581W00055500000011201703472 CPR6597200 000076978	

Step 16) Please take printout of the above acknowledgement and present the same with other relevant documents at the filing counter/ presentation centre of the High Court.

Note:- In case of any difficulty , please contact on mobile number :09755677527