E-FILING USER MANUAL COMMERCIAL COURT

S.No.	Content
I	New User Registration
2	Forgot Password
3	How to e-file (Petitioner / Respondent)
4	Dashboard
5	Instant Payment
6	Cause list/ A Diary
7	Check Case Status
8	Help Center

I) New User Registration







I) Enter all details in the form

2) Enter mobile number and email and click on Send OTP

Advocate)

re you representing a c	orporate firm		Yes No		
lame*	Mrs Anju Jain	Bar Council Number Advocate*	B1290876	Address 1*	LGF, HNO. 225
Address 2	Address	Land-mark	Haryana	State*	Haryana 🔹
City/District*	Select City	* Pin-code*	122001	Login Id*	anju.jain
Nobile Number*	8527899918	Send OTP			
-mail Id*	e-mail Id				
			Reset		Submit & Next

nter the Captcha		e - filing User R	egistration (Advo	cate)	
		Basic	: Details		
Are you representing a	corporate firm		O Yes 🖲 No		
Name*	Mrs Anju Jain	Bar Council Number Advocate*	B1290876	Address 1*	LGF, HNO. 225
Address 2	Address	Land-mark	Haryana	State*	Haryana •
City/District*	Select City 🔹	Pin-code*	122001	Login Id*	منجز ببزمج
Mobile Number*	8527899918	Resend OTP		YEJOF	YEJoFJ 🧔
E-mail Id*	e-mail Id				
			Reset		Submit & Next

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4) OTP will be sent to the mobile number entered. Enter the OTP

Name* Mrs Anju Jain Bar Council Number B1290876 Address 1* LGF, HNO, 225 Address 2 Address Land-mark Haryana State* Haryana City/District* Select City • Pin-code* 122001 Login Id* anju.jain Mobile Number* 8527899918 Resend OTP 1023 invalid OTP anju.jain anju.jain E-mail Id* XYZ@GMAIL.COM Send OTP Invalid OTP Submit & Next E-mail ID, click on Send OTP, OTP will be sent to the email orovided, enter the OTP to verify email Guoranti Number Submit & Next Address 2 Mrs Anju Jain Bar Council Number Advocate* B1290876 Address 1* LGF, HNO. 225 Name* Mrs Anju Jain Bar Council Number Advocate* B1290876 Address 1* LGF, HNO. 225 Address 2 Address Land-mark Haryana State* Haryana City/District* Select City • Pin-code* 1023 anju.jain Mobile Number* 8527899918 Resend OTP 1028 anju.jain		porate firm		○ Yes ◉ No		
City/District* Select City Pin-code* 122001 Login Id* anju.jain Mobile Number* 8527899918 Resend OTP 1023 invalid OTP Invalid OTP E-mail Id* XYZ@GMAIL.COM Send OTP Reset Submit & Next Inter the Email ID, click on Send OTP, OTP will be sent to the email rovided, enter the OTP to verify email It (Advocate) Submit & Next Are you representing a corporate firm VS ® No Name* Mrs Anju Jain Bar Council Number Revocate! B1290876 Address 1* LGF, HNO, 225 Address 2 Address Land-mark Haryana State* Haryana City/Pistrict* Select City Pin-code* 122001 Login Id* anju.jain	Name*	Mrs Anju Jain		B1290876	Address 1*	LGF, HNO. 225
Mobile Number* 8527899918 Resend OTP 1023 invalid OTP E-mail Id* XYZ@GMAIL.COM Send OTP Reset Submit & Next Inter the Email ID, click on Send OTP, OTP will be sent to the email rovided, enter the OTP to verify email Image: Comparison of the email of the	Address 2	Address	Land-mark	Haryana	State*	Haryana 🔹
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Reset Submit & Next Inter the Email ID, click on Send OTP, OTP will be sent to the email ovided, enter the OTP to verify email Image: Control of the email Image: Clip of the email	Mobile Number*	8527899918	Resend OTP			
Are you representing a corporate firm Mrs Anju Jain Address 2 Address 2 Address 2 Address 2 Address 3 Easted City • Pin-code* Biggen 4 Big	E-mail Id*	XYZ@GMAIL.COM	Send OTP			
rovided, enter the OTP to verify email (Advocate) Are you representing a corporate firm Are you representing a corporate firm Mrs Anju Jain Bar Council Number Address 2 Address Land-mark Haryana State* Haryana City/District* Select City Pin-code* 1023 Mobile Number* Resend OTP (Advocate) (Advocate) (Advocate)				Reset		Submit & Next
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Name* Mrs Anju Jain Advocate* B1290876 Address 1* LGF, HNO. 225 Address 2 Address Address Land-mark Haryana State* Haryana City/District* Select City Pin-code* 122001 Login Id* anju.jain Mobile Number* 8527899918 Resend OTP 1023 Login Id* Cut of the state				ı (Advocate)	
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E-mail Id* XYZ@GMAIL.COM Send OTP	rovided, enter the (Are you representing a cor Name* Address 2 City/District*	OTP to verify email	Basic Bar Council Number Advocate* Land-mark Pin-code*	 Advocate Details Yes No B1290876 Haryana 122001 	Address 1* State*	Haryana

6) Click on "Submit	t & Next" after filling a				
		e - filing User Re	gistration (Advoca	te)	
		Basic	Details		
Are you representing a co	orporate firm		🔍 Yes 🖲 No		
Name*	Mrs Anju Jain	Bar Council Number Advocate*	B1290876	Address 1*	LGF, HNO. 225
Address 2	Address	Land-mark	Haryana	State*	Haryana 🔹
City/District*	Select City 🔹	Pin-code*	122001	Login Id*	anju.jain
Mobile Number*	8527899918	Resend OTP	1023 Invalid OTP		
E-mail Id*	XYZ@GMAIL.COM	Resend OTP	Enter OTP		
			Reset		Submit & Next

7) On next page upload relevant ID proof and submit. This completes registration process. Password will be sent to registered mobile number and email. User should login using the shared password and username.

2) Forgot Password



	CITY CIVIL COURT	User Login	×	Applicant Corner	Instant Payment
Welcome to Hig	gh Court of Telang	qwerty 181408 Enter Captcha		Registry Corner	Causelist / A-Diary
L 1739 Total Registered Users	Total Advocate Registered	Log in New user? Signup For E-Filed Cases E-Filed Cases	^{got password?} rabad	City Civil Court Chatta Bazaar, Pathar Gatti Hyderabad, Telangana 500002	Case Status
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CLICK ON FORGOT PASSOWRD

		Forgot Password ×	Instant Payment
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L 1739 Total Registered Users	Total Advocate Registered	Submit Submit Back to Login E-Filed Cases City Civil Court Chatta Bazaar, Pathar Gatti Hyderabad, Telangana 500002 View Map	Case Status
	Sta	atistical Data for Commercial Court, Telangana State	<u>?</u> н

ENTER DETAILS AND CLICK SUBMIT

Message will be displayed with next steps

Commercial Courts × +			
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*	Forget password re	esult	
Welcome , we will be searching for your det	ails.		
Your Login Id and Password has been mailed	d to your registered mail id if exists in our records.		

3) How to e-file



rial and Dis	sposal of Commercial Dispute	s			
	Basic Details Add Petitioner	Add Respondent Add Representativ	e Upload Document C	Check List Final Preview Payment	
		Basic	Details	Next Ə	
	Jurisdiction of Dispute*	Jurisdiction of Dispute 🔻			
	Commercial Court Location*	Select Location 🔻	Case Type/Nature*	Select Case Type 🔻	
	Short Cause Title*		Short description of case*		
				(max 500 characters)	
	Remarks	1	Suit Amount (Rs.)	Suit Amount	
	Section of Law Add Process Fee (Rs.)*	Select Section of Law Add Proc 🔹	Fee Amount (Rs.)	0	





Special Courts for Trial and Disposal of Commercial Disputes Telangana State

Basic Details Add Petitioner	Add Respondent Add Representativ	e Upload Document	Check List Final Preview Payment	
	Basic	Details		
	Dasit		Next 🥱	
Jurisdiction of Dispute*	HYDERABAD •			
Commercial Court Location*	Court for Trial and Disposal of C	Case Type/Nature*	Commercial Original Suit (COS)	
Short Cause Title*	SHARMA PVT LTD VS AMBAY PVT LTD	Short description of case*	In the matter of Section 20 APCF & SV Act. (max 500 characters)	
Remarks		Suit Amount (Rs.)	1000000	
Section of Law Add Process Fee (Rs.)*	Section 20 APCF & SV Act	Fee Amount (Rs.)	12426	
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Home Change Password Logout

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eference No : - 3653605000102020	Add Pe		petitioner (Organiz on) and click on Sul	
elect Mode	● Organization ○ Individual ○ In-Pers		Solly and click of Sul	
)rganization/Company Name*	Sharma PVT LTD	Address*	LGF, HNO. 225	
uthorized Person of Organization*	Mr Akshay Sharma			
lationality/Situated In*	Indian	State*	Telangana	
ity/District*	HYDERABAD v	Pin-code*	122001	
AN Number of Authorized Person	4689783487	Mobile Number of Authorize Person*	d 9745456 1 31	
-mail ld of Authorized erson/Company*	ecourts@outlook.com			
Re	eset		Submit	
ADDED PETITIONER'S LIST				
. No. Name Address	State District Pinco	de Mobile No	E-mail PAN No Action	





Added Petitioner list.



leference No : - 3653605000102020			
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Select Mode	Organization O Individual		
Organization/Company Name*	DIRECTOR OF COMPANY	Address*	II.After filling respondent details click
Authorized Person of Organization*	DIRECTOR OF COMPANY		Next button to go to the next page.
Nationality/Situated In*	Indian	State*	Telangana
City/District*	HYDERABAD •	Pin-code*	201301
AN Number of Authorized Person	1343543534	Mobile Number of Authorized Person	8527899918
-mail ld of Authorized Person/Company*	pjjoel@yahoo.com		
Re	eset	Su	ubmit
ADDED RESPONDENT'S LIST			

I.Add Respondent(Organization/Individual) and click on Submit button, respondent will appear in the Added Respondents list.

Fill representative details for petitioner

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Special Courts for Trial and Disposal of Commercial Disputes Telangana State

Home Change Password Logout

G Back	Ad	ld Representative		Next \varTheta	
dd Representative For:		Petitioner Respondent			
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		Submit			
ADDED ADVOCATE'S LIST					

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Home Change Password

Special Courts for Trial and Disposal of Commercial Disputes Telangana State

Select Petitioner name

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Select Petitioner *	Select Petitioner	Representative*	Select Representative	T
	Select Petitioner			
	Sharma PVT LTD	bmit		
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ADDED ADVOCATE S LIST				

Upload Document

Check List

Final Preview

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Add Representative

Add Respondent



eference No : - 3653605000102020			Select the dropdown	represen	itative nam	ne from th	ne
G Back		Add Represe	alopdown				
Add Representative For:		۲	Petitioner [©] Respondent				
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I) Selected representative name will appear in Added advocates list

Basic Details

Add Petitioner

Add Kespondent

II. After filling respondent details click on Next button to go to the next page.

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	Petitioner/Respond	lent Name					on
5. No. 1	Petitioner/Respond	lent Name	SS		SS	l No Acti	on

Upload Document

Add Representative

4

I)Upload documents to be filed by petitioner

Special Courts for Trial and Disposal of Commercial Disputes

Telangana State

Home Change Password

Add Petitioner Add Respondent Upload Document Check List **Basic Details** Add Representative **Final Preview** Payment **II)Select Petitioner** Reference No : - 3653605000102020 Back Add Document Next 🔿 *(Only PDF file Can be uploaded) Document Filed By* Document Filed By **Document Type*** Document Type N Document Filed By Number of pages* No Of Pages Select file* Petitioner - UPLOADED DOCUMENT'S LIST S.No. Document Filed By. Action No. of Pages. **Document Type Document Name View Document**

- Commercial Courts
- → C 🌲 ts.e-commcourt.gov.in/uploadDocCompanyAct.drt

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Home Change Password Lo

Special Courts for Trial and Disposal of Commercial Disputes Telangana State

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(Only PDF file Can be uploaded)						
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Select file*	Choose File No file	e chosen Nu	Imber of pages*	Document Type Plaint		
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	Baic	Details Add Petitioner Add Respondent Add Representative Upload Document Check List Final Preview Payment
Acknowledge the checklist		
	Referen	nce No : - 3653605000102020 Date & Time : - Tue Feb 11 17:03:53 IST 2020
		Main Check List
	5.NO.	CheckList
	1	Whether the dispute of the parties comes under commercial dispute as per the definition given in Commercial Court Act 2015.
	2	The Specified Value' is as per pecuniary jurisdiction of the court.
	3	Whether the Plaint presented in time as per Section 5 of Limitation Act.
	4	Whether the Suit fails within the territorial jurisdiction of Commercial Court.
	5	For proper court fee is paid as per Court fee and Sult Valuation Act 1956 for interlinked reliefs and separate reliefs as per the Cause of Action
	6	Whether Cause of Action, Jurisdiction clause and Limitation period mentioned in the Plaint.
	7	Whether necessary parties for the Commercial Dispute are added in the Plaint for proper adjudication of Dispute.
	8	If the suit is filed against Government or a Public Officer , whether it is wanted a notice to issued on them under Section 80 Sub Clause 1 CPC .
	9	If the Sult is filed against Public Officer , whether the Government has been added as party as per Rule 27 Rule 5 Sub Clause (A) CPC.
	10	Whether full description of Parties I.e., Age, Occupation, Address are furnished for services of summons on them.
	11	At the time of filing of Plaint, Original Copies of documents to be filed. If not, whether an undertaking is submitted by the party to file Original Copies of documents at the time of Trial or whenever the document required.
	12	Whether the Company is represented by Authorized Signatory, Le., GPA Holder Rule 32 CRP petition and Rule 33 CRP affidavit to be filed.
	13	Whether the Plaint shall be filed in duplicate as per order 4 Rule 1 of CPC.
	14	That the verified affidavit should be filed by verify the pleadings as per Rule 6 Rule 15 Sub clause 4 of CPC.
	15	If the Commercial Dispute also relates to a dispute of immovable property market value, whether a certificate issued by sub register to be furnished.
		claimed;
	21	If Commercial Case Dispute in the relief the plaintiff is claiming interest under of Section 34 CPC. Whether the pleadings state the date to which it is calculated;
	22	If Commercial Case Dispute in the relief the plaintiff is claiming interest under of Section 34 CPC. Whether the pleadings state the total amount of interest claimed to the ate of calculation; and
Salaat this shash have from	23	If Commercial Case Dispute in the relief the plaintiff is claiming interest under of Section 34 CPC. Whether the pleadings statethe daily rate at which interest actrues after that date;
Select this checkbox after	24	Whether Certified copy of Arbitrator Award is filed in Arbitration Cases.
reading the checklist and	25	Whether Under section 9 of Arbitration Act for interim measures , Governing law and jurisdiction clause are mentioned in Arbitration agreement.
	.26	Whether a copy has been served to other party 90 days prior under Section 34 of Arbitration Act to set aside the Arbitrator Award.
click on Submit	27	Whether the Award presented a lapse of 3 months of time as per Section 36 of Arbitration Act for enforcement of Award .
	28	Whether the Arbitrator Award is submitted through proper channel i.e. Decree of Other court or Arbitration Award. Whether O.P shall be presented in High Court if international Arbitration Clause is mentioned in agreement.
	1 Have	Read All The Points of Check List and acknowledge them . Submit

Review information on this page and cl Next

d click on								
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			Basio	c Details				
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Case Title		SHARMA P	VT LTD VS AMBAY PVT LTD		Subject Matter		N/	A
Remarks				- laulation				
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			Т	otal			124	26
+ PETITIONER'S LIST								
S. No. Petitioner n	ame Aad	lhar Number	Petitioner address	State	District	Pincode	Mobile Number	E-mail Id
								ncit-
1 Sharma PVT	LTD 46	589783487	LGF, HNO. 225	Telangana	HYDERABAD	122001	9899881527	ecourts@outlook. com
	_							
+ RESPONDENT'S LIST								
S. No. Respondent		adhar Number	Respondent address	State	District	Pincode	Mobile Number	E-mail Id
1 ABAY PVT		3243534543	LGF, HNO. 225	Telangana	HYDERABAD	122001	9267234165	XYZ@GMAIL.COM nclt-
2 DIRECTOR COMPAN		1343543534	A-601, EXPRESS GREENS PLOT NO.D-10, SEC44	Telangana	HYDERABAD	201301	9899881527	ecourts@outlook. com
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			Sharma PVI LID				55	

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ABAY PVT LTD

nd Disposal of Commercial Disputes

Make Payment : Select the payment mode

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isposal of Commercial Disputes

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I) If Offline is selected	
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III)Click on Final Submit	
Basic Details Add Petitioner Add Respondent Add Representative Upload Document Check List Final Preview Pay	ment

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l of Commercial Disputes



Special Courts for Trial and Disposal of Commercial Disputes Telangana State

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Special Courts for Trial and Disposal of Commercial Location : Disputes, Hyderabad Wipro Pvt Ltd test Payee Name : Commercial Original Suit (COS) Case Type : abc vs. efg Hyderabad Case Title : **Court Transaction** 3653610000162020 ESEVA Ref No : NET025584107 06 Feb 2020 Transaction Date: 3653605000292020 Filing Number :

5426 Rs. Only

Amount :

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Respondent Corner : How to file reply and other documents

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4) Dashboard: View Draft petitions / applications



All cases for which filing is not complete can be viewed in Drafts

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Dashboard:View E-filed petitions /applications





Dashboard: My Account, Payment Mode



5) Instant Payment

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I) Enter the reference numberII) Select Payment MethodIII) Click on Submit and proceed with payment

*	Instant	Payment (Case Fees)		
Reference Number*	0710102166222019	Payment Type*	Online	•
	Reset		Online Subi Offline	

6) Cause list / A-Diary





Print

Special Courts for Trial and Disposal of Commercial Disputes, Telangana

CAUSE LIST OF COURT NO. 1

DAILY CAUSE LIST

Date & Time : 02-03-2020 10:30 PM

Shri K. Pattabhi Rama Rao Judge

S.No.	Case No.	Parties	Stage	Name of Advocate				
Commercial Original Suit								
1	COS/5/2016 IA No. 584/2019(Further Consideration)	Megatop Insurance Broking Ltd., Vs. J. Hari Narayana and Another	Further Consideration	S R Mahajir VS G Anand Kumar				
2	COS/6/2016	Nagarjuna Fertilizers and Chemicals Ltd. Vs. National Insurance Co. Ltd. and Others	Cross- Examination	C V Narasimha Rao VS B Sudhakar				
3	COS/32/2016 IA No. 40/2016(Enquiry)	Asian Enterprises V/s M/s Photon Kathaas Production Pvt. Ltd.	Cross- Examination	A Venkatesh VS M R N Reddy				
4	COS/37/2016 IA No. 51/2016(For Hearing)	Sri T. Mahidar Reddy S/o Srinivas Reddy V/s M/s Vishnu Priya Constructions	Cross- Examination	G Satyaveer Reddy VS K Venkat Ram Reddy				
5	COS/42/2016	Sri Mohd Saleem Vs. Smt. Hafeezunnisa Begum	Part Heard	B Dhananjaya VS R A Krishna				
6	COS/11/2017 IA No. 146/2017	M/s Sandhya Hotels Pvt. Ltd. Rep by Authorised Signatory V/s Mrs. Syeda Marifath Jahan W/o Mohammed Quasim Ali Khan	Cross- Examination	A Satya Siri VS P Shiva Kumar				
7	COS/204/2017	A. Rajashekars/o A venkateswara rao. V/s Viswa Mohan Mandalapu	Further Consideration	S Balchand VS Laxminarayana				
8	COS/234/2017	M/s. Nagarjuna Agro Chemicals Pvt. Ltd. V/s. M/s. Sarda Agro Oils Ltd. and 4 others.	Further Consideration	C Sindhu Kumari VS M Papa Reddy				
9	COS/4/2018	llabs Hyderabad Technology Centre Private Limited and 4 Others Vs. Ilabs Enterprise Services Private Limited	Further Consideration	P Raviprasad VS N Ramu				
10	COS/11/2018	Tata Projects Limited V/s Ranchi Expressways Limited	Further Chief/ Cross	S Sambasiva Rao VS G Shiva Kumar				
11	COS/22/2018	M/s Midwest Granite Pvt. Ltd. V/s M/s Beml Midwest Ltd.	Further Consideration	T Sreedhar VS M V Pavan Kumar				
12	COS/33/2018	M/s. M.Nagireddy & Company, Vs. The A.P. State Police Housing Corporation Ltd., and 2 Others	Enquiry	A Venkatesh VS Hari Rao Lakkaraju				
13	COS/36/2018	M/s.SEW Infrastructure Limited., V/s Andhra Bank.	Further Consideration	P Suresh Kumar VS Dyumani and Co				
14	COS/42/2018 IA No. 871/2018(For Hearing) IA No. 395/2019(Counter) IA No. 396/2019(Counter)	Tech Mahindra Limited Vs. Byrraju Ramalinga Raju and 127 Others	Written Statement/ Written Arguments	K Vivek Reddy VS S Ramesh				

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