

# **Court Case Management System**

# File a submission to an existing case (E-Filer)

**User Manual** 



## 1. File a Submission

This option allows user to file a submission on existing case.

Login to the CCMS as usual.

Select filing type from dropdown menu and click on Continue button.

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Filing Type	
	Select Filing Type *
Filing Type	Filing Type
Motion for suspension, waiver or extension of time	
Motion to file a friend-of-court brief	
Motion for intervention	CONTINUE
Motion for correction	
Motion for interim measures	

The part two of the form displays case details and a section to file new submissions for the case.

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	Interested Parties	Snehankita Kulkarni						
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	Respondent(s) Dhanaraj Sonawane, sonali.trigyn UNAT Case				
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#### Upload Document:

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User can select multiple files to drag drop in the highlighted section. This will upload the single/multiple files together.

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The user can also opt to use the Browse functionality to upload more than one files to the section.

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There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB. In any of the above scenario, user will be notified of upload failure.

It is recommended to use Drag and Drop feature for files larger than 100 MB

A File names can't contain the following characters: & " ? < > # {} % ~   / \. File names can't end with a dot. A Drag and Drop is recommended for files larger than 100 MB	UPLOAD DOCUMENTS
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Annexes to the application	Drag and Drop files or Browse	e files	SUBI
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MH CET Question Paper 2015.pdf	Standard		Ŧ
MHCET-2016-Maths-Code-33.pdf	Ex-Parte Under Seal		Ŧ

If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.

File Name	Confidentiality	Reason	Æ Action
View Application.png	Ex-Parte	A This field is required	Ŵ

[<u>Please note</u>: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be available to both Applicant and Respondent.]

The user can remove any erroneous or unwanted document by clicking on the bin icons next to it. This will remove the document and it will not be part of the application on submission.

File Name	Confidentiality	Reason	Æ Action
View Application.png	Ex-Parte	A This field is required	ŵ

The efiler can then complete the filing by clicking on Submit button and the Registry is informed about the new submission. On successful submission, user will receive below message on screen.





Please note: **Only applicants and respondents can file a submission to cases.** If a case is yet not accepted by Registry, or is closed, or in under Transfer between registries, i.e. the Status is Received / Closed/ Under Transfer, the efiler is not allowed to make a submission.

### 2. File a submission to a Group

Option allows user to file a submission on existing case at the group level, if the case is part of a Group case. Option will allow user to select filing type from dropdown menu.

FILE A SUBMISSION TO GROUP	
Select Filing Type *	
Filing Type	•
Filing Type	
Answer	
Cross-appeal	
Answer to Cross-Appeal	
Motion for Suspension, Waiver, or Extension of Time Limit to Appeal	
Objections to Friend of the Court Application	

The part two of the form display Group Case details and a section to file new submissions for the Group case.

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UNAT Group Case

#### **User Manual**



#### **Upload Document:**

Documents should be uploaded in various category such as Main Document, Annexes etc.

To upload the document user can drag and Browse document or drag document to selected area.

User can select multiple files to drag drop in the highlighted section. This will upload the single/multiple files together.

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User has to select document confidentiality by selecting values from dropdown in given column.



Annexes to the application *	Drag and Drop files or B	rowse files	SUBM
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🖹 File Name	🕒 Document Confidentiality	Reason	/ Æ Action
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MH CET Question Paper 2015.pdf	Standard		ŵ
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File Name	Confidentiality	Reason	₹Ξ Action	
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