# Court Case Management System

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

## 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.



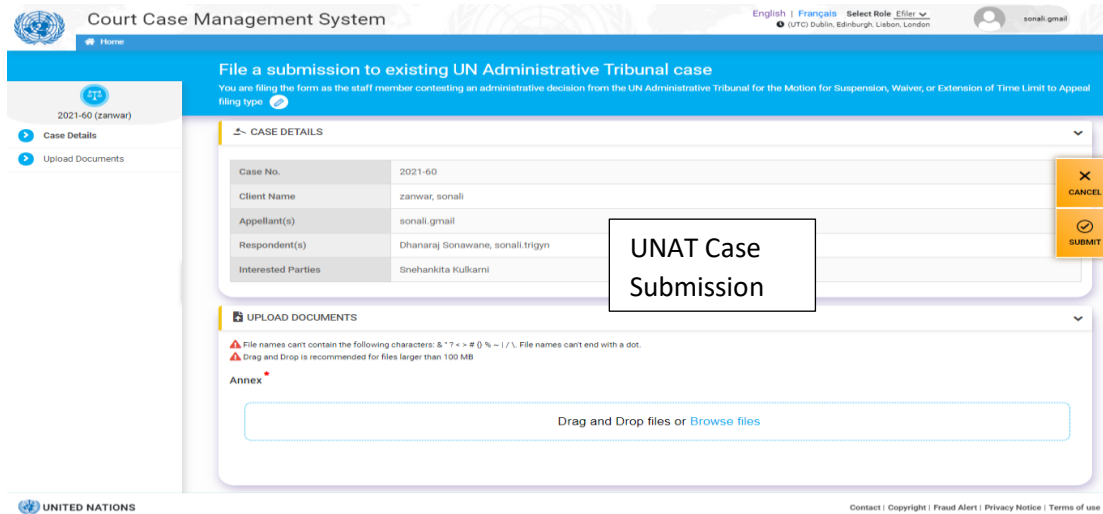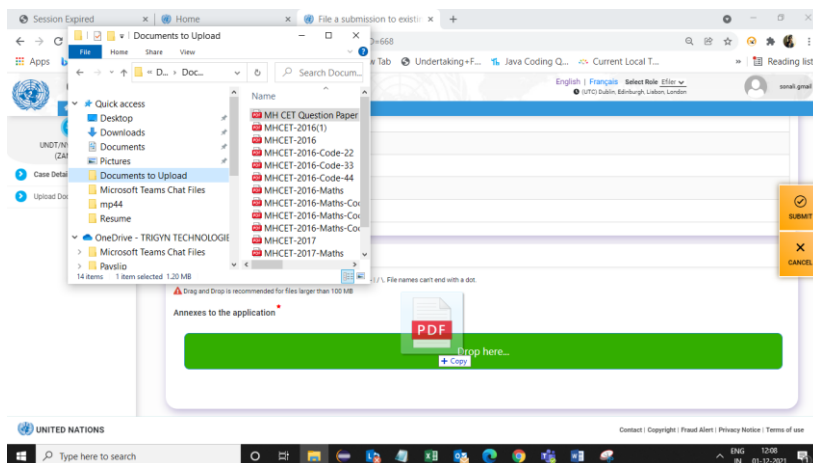The part two of the form displays case details and a section to file new submissions for the case.
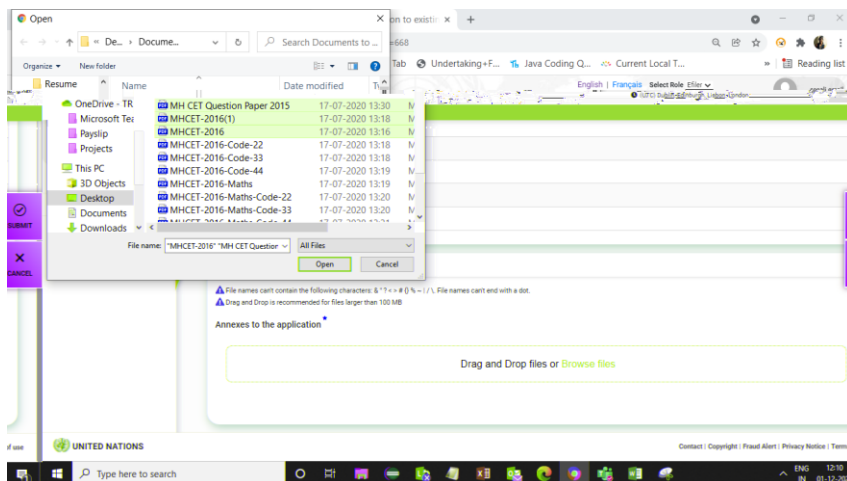
**Upload Document:**

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

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



The user can also opt to use the Browse functionality to upload more than one files to the section.
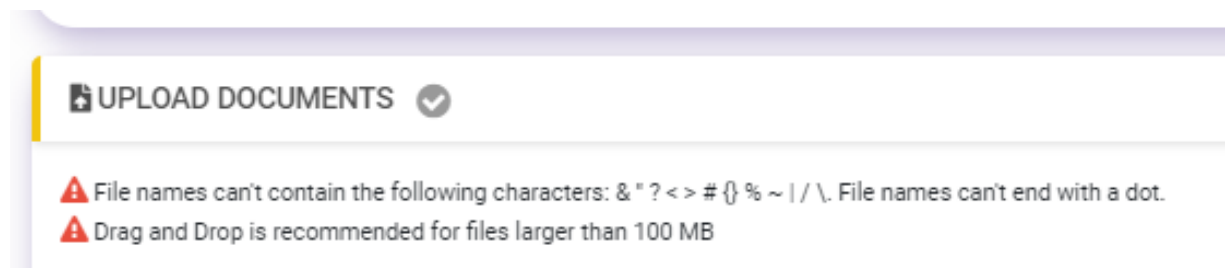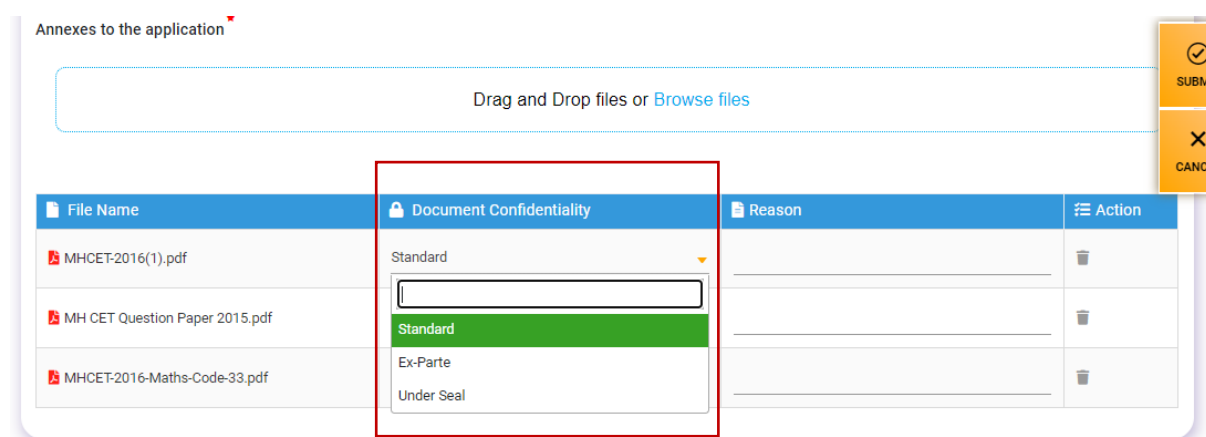
There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB. In any of the above scenario, user will be notified of upload failure.
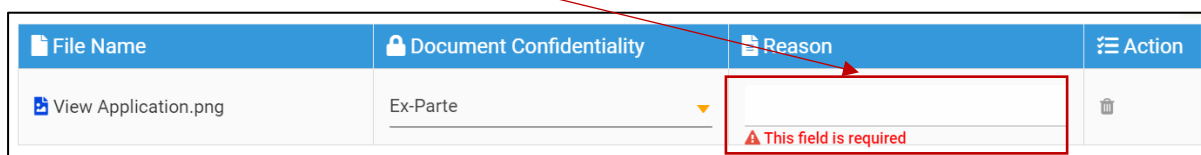
It is recommended to use Drag and Drop feature for files larger than 100 MB



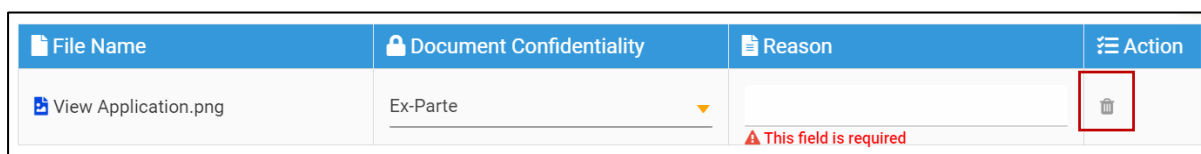User has to select document confidentiality by selecting values from dropdown in given column.



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



[Please note: 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.



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.
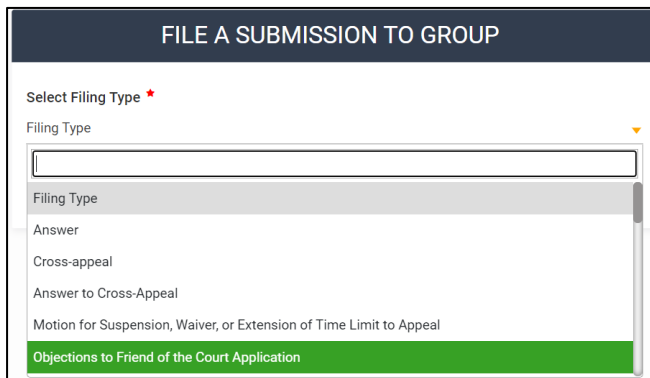


The part two of the form display Group Case details and a section to file new submissions for the Group case.
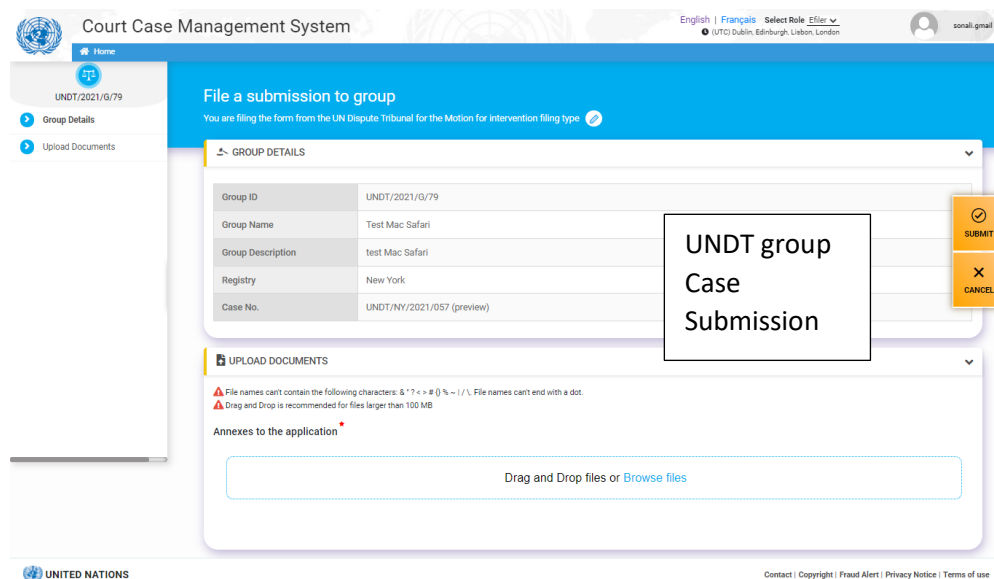
**Upload Document:**

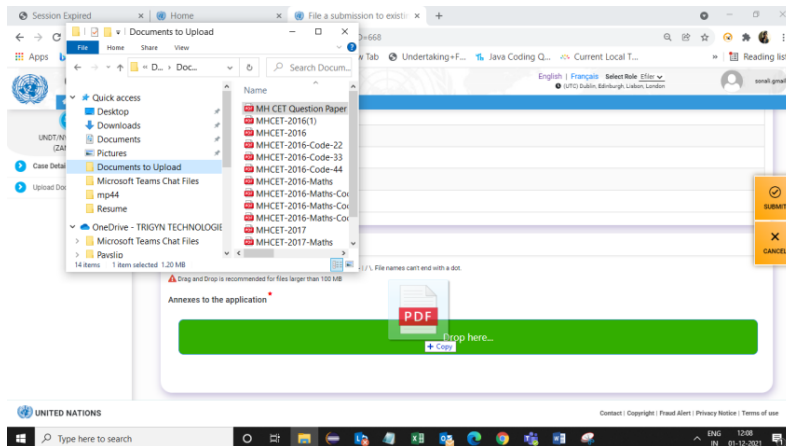Documents should be uploaded in various category such as Main Document, Annexes etc.

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.
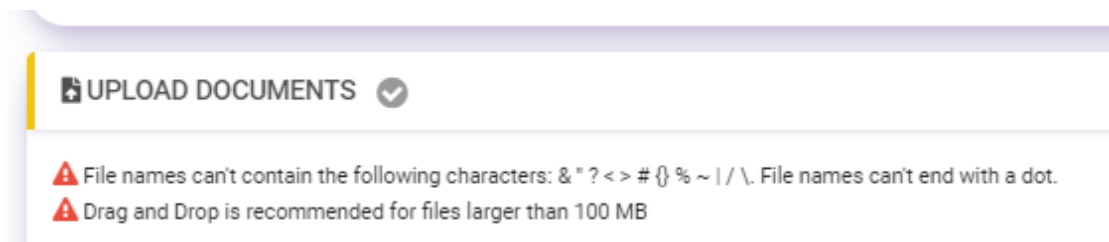


The user can also opt to use the Browse functionality to upload more than one files to the section.
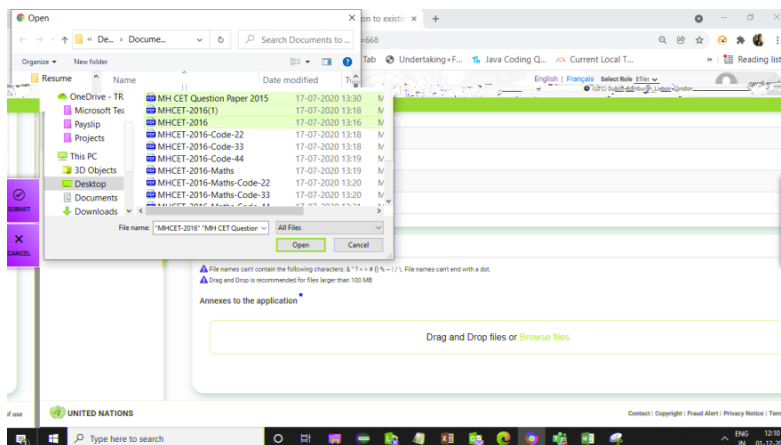


There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB.
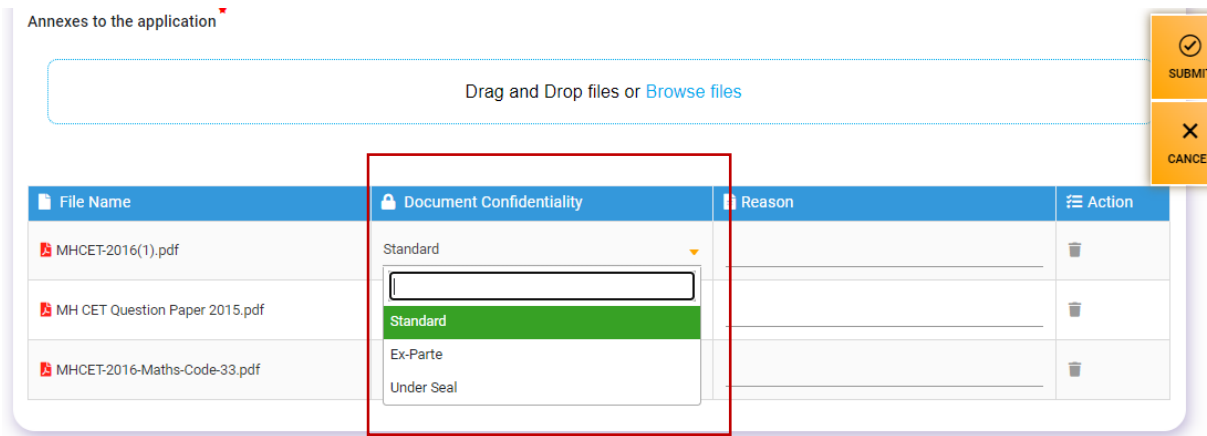
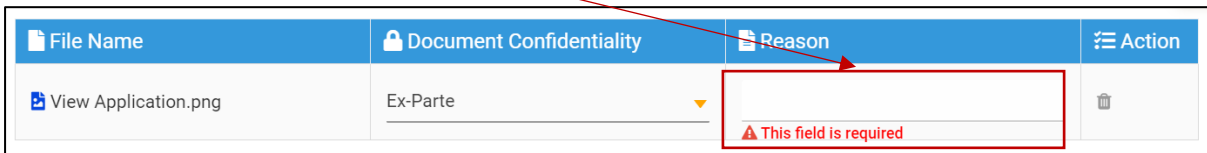It is recommended to use Drag and Drop feature for files larger than 100 MB



User has to select document confidentiality by selecting values from dropdown in given column.
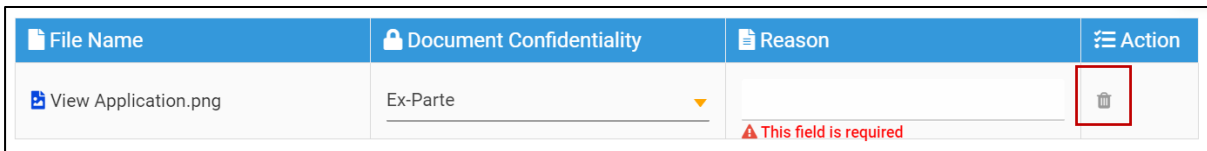
If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.
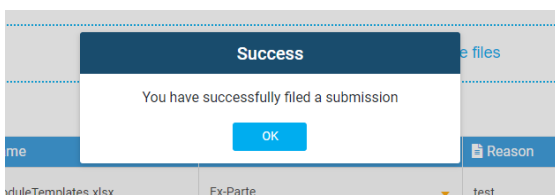


[Please note: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to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



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 group cases** If a Group case is closed/rejected, i.e. the Status is closed or rejected the efiler is not allowed to make a submission.