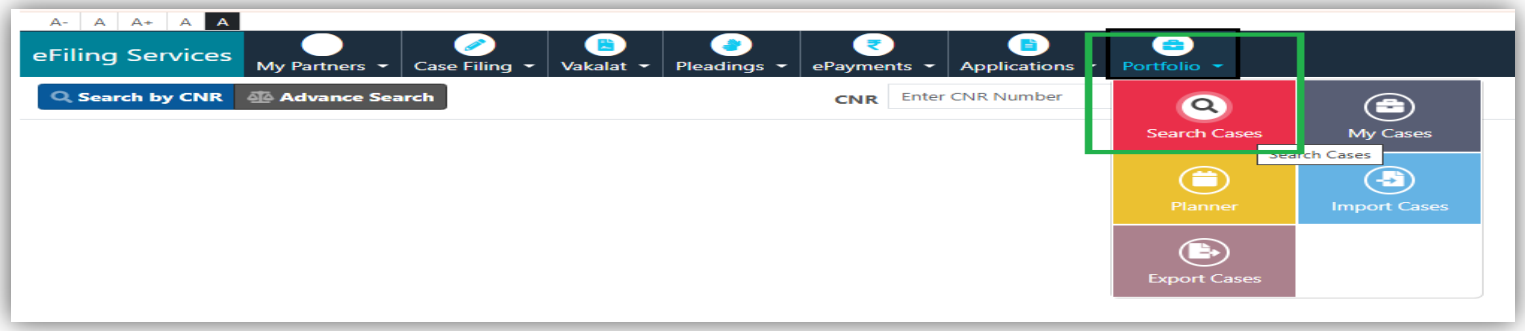
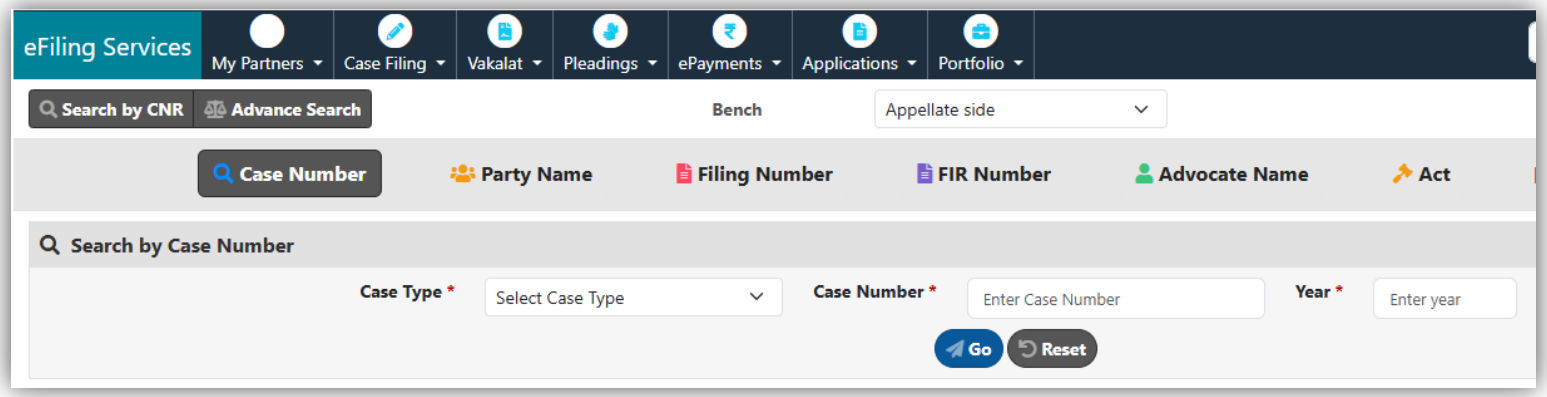
While filing **Interlocutory Application** (IA) for Main case following steps needs to be followed.

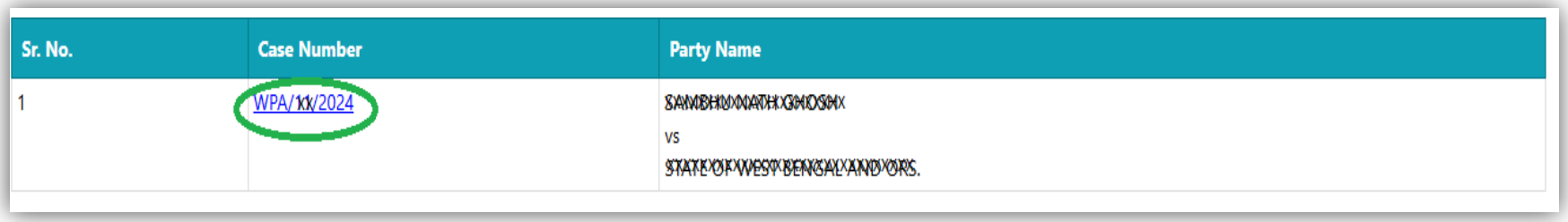
Step1: If case is not added in "**My Cases**" please click "**Portfolio**", go to "**Search Cases**"



Then click "**Advance Search**" and select appropriate **Bench**. On clicking "**Case Number**" the associated case number will have be provided.

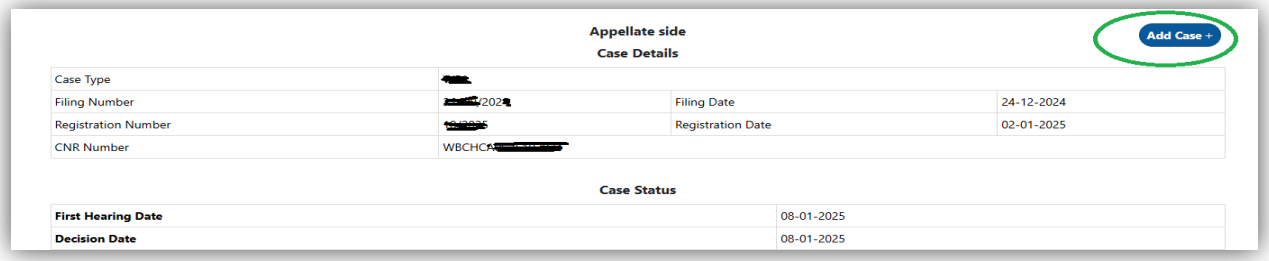


On pressing “**Go**”, the details of the case will appear in the screen.



Sr. No.	Case Number	Party Name
1	WPA/[redacted]/2024	[redacted] VS [redacted]

On clicking the Case Number the details will appear and on “**Add Case**” will add the case in the “**My Case**”.



Appellate side

Case Details

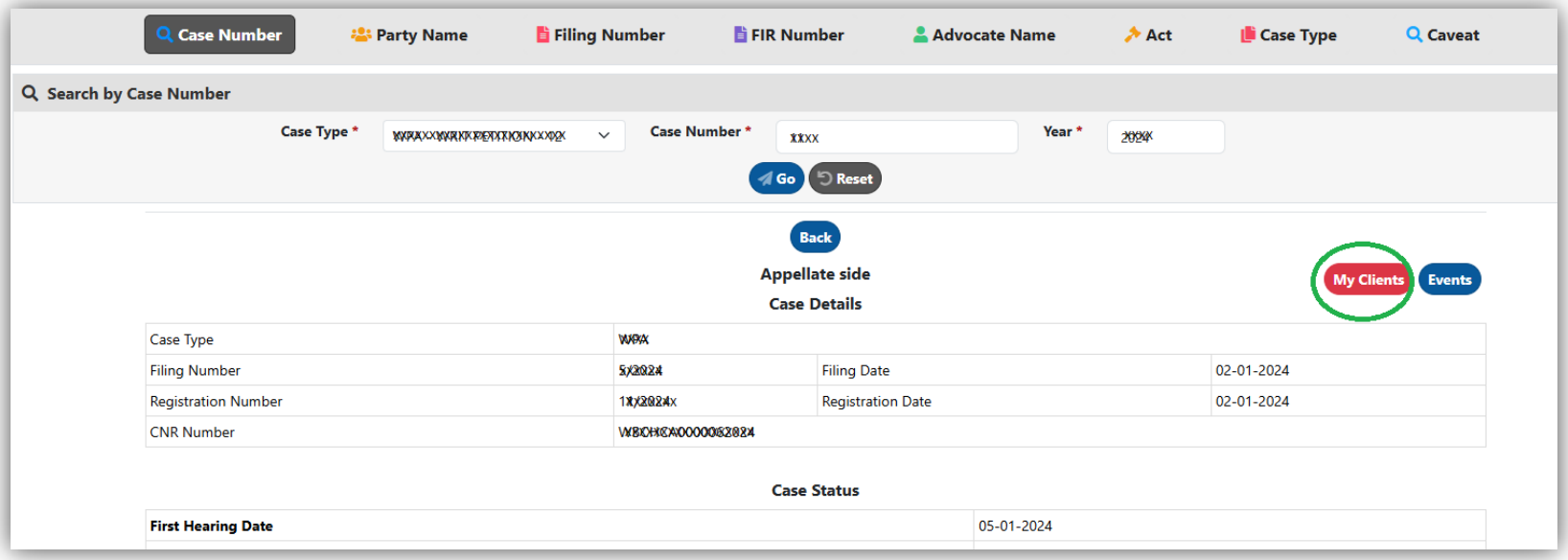
Add Case +

Case Type	[redacted]		
Filing Number	[redacted]/2024	Filing Date	24-12-2024
Registration Number	[redacted]	Registration Date	02-01-2025
CNR Number	WBCHC[redacted]		

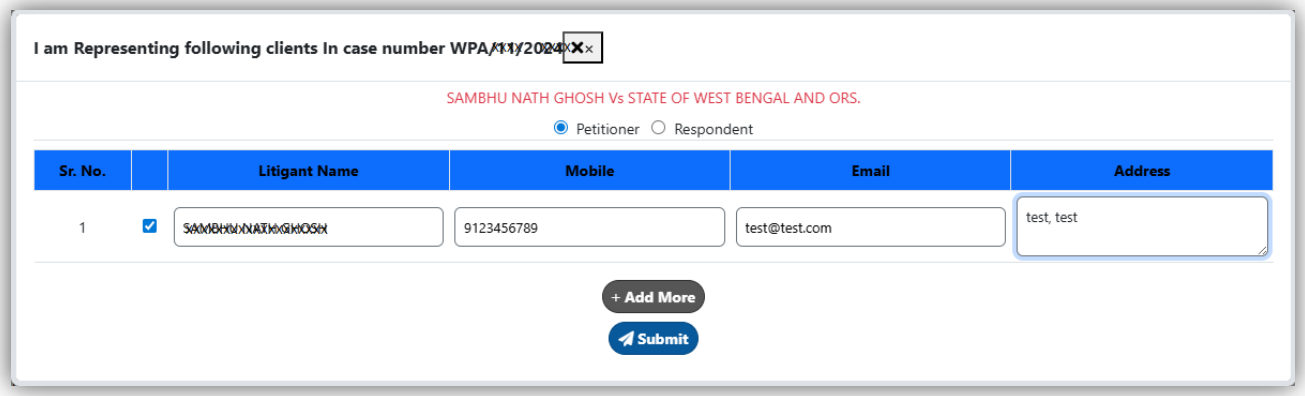
Case Status

First Hearing Date	08-01-2025
Decision Date	08-01-2025

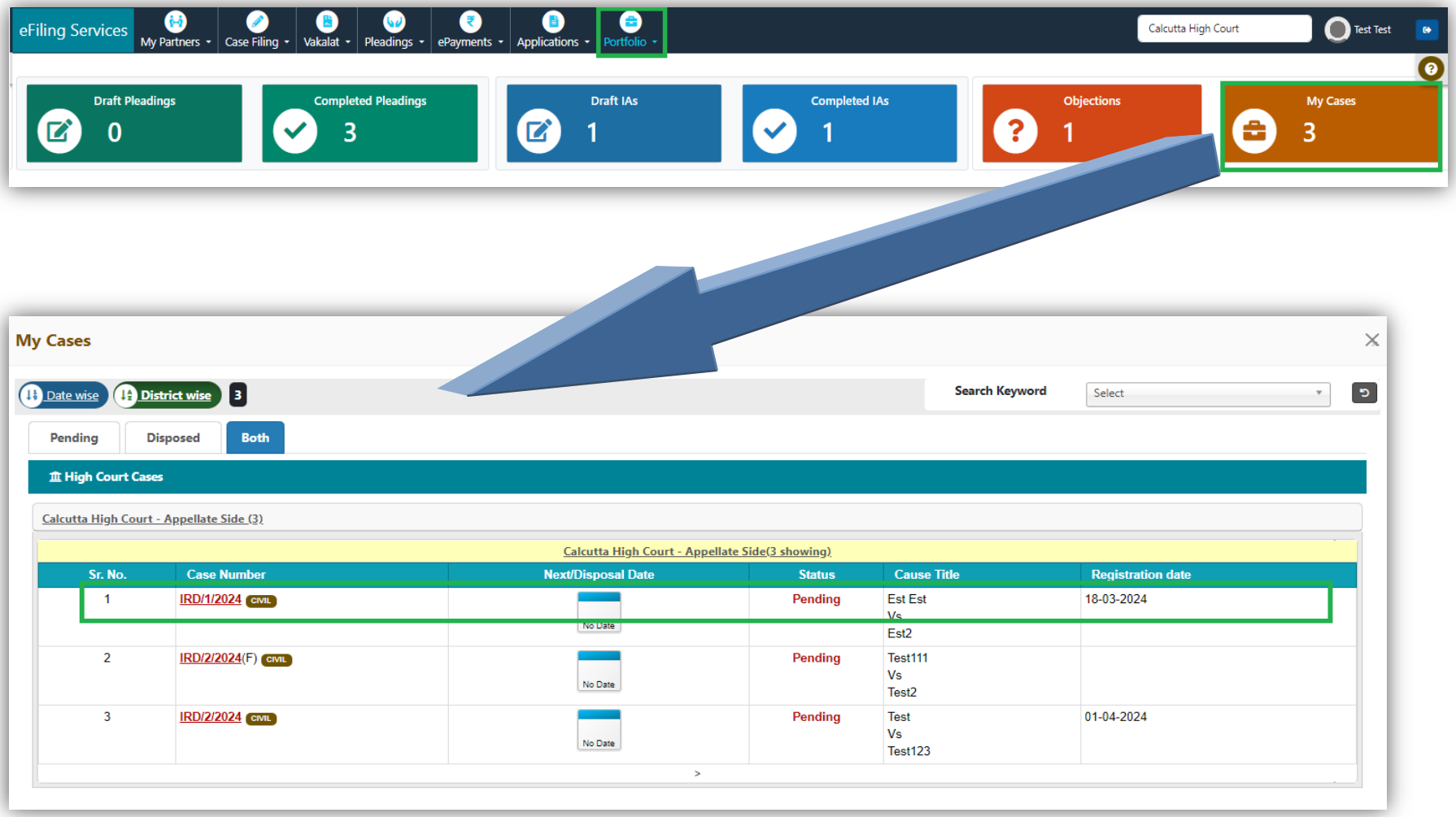
Then Add Client Details:



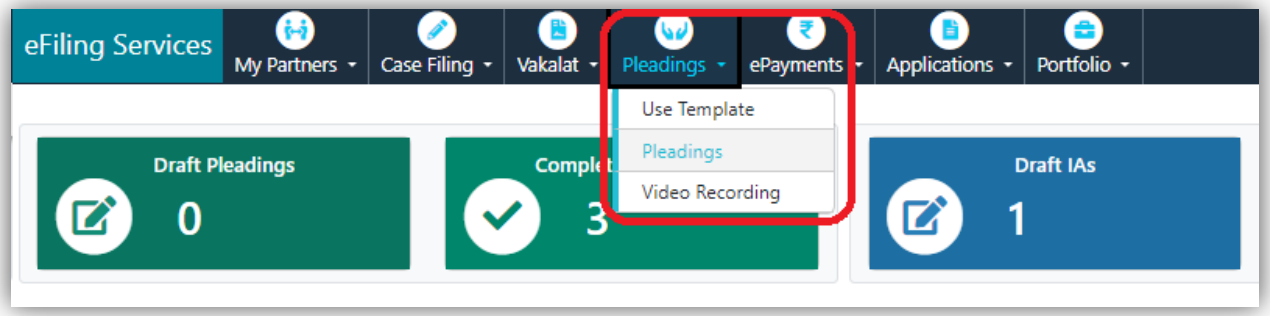
Select appropriate Client and update corresponding Mobile Number, email and Address.



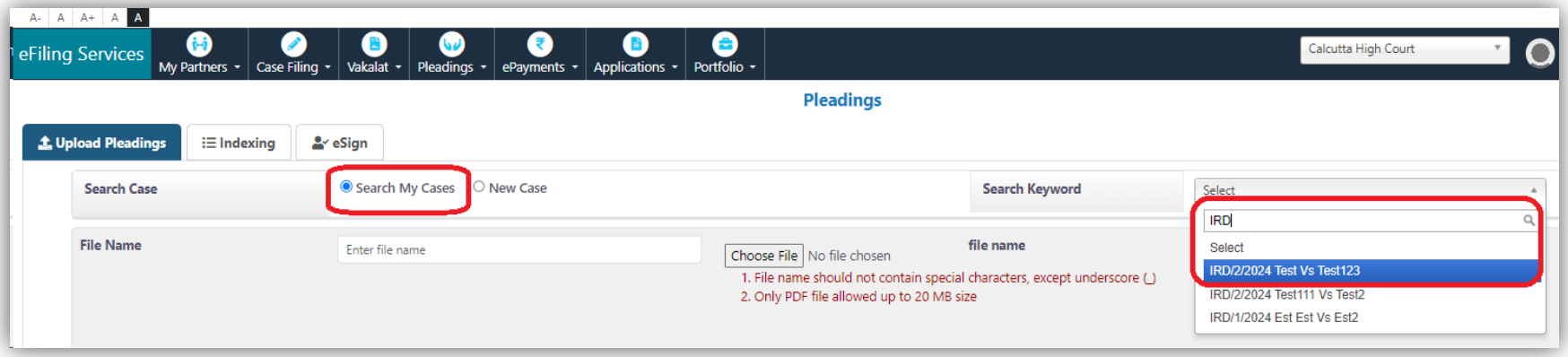
To file a IA, the case must be present in "**My Cases**" in the e-Filing tab. The below screenshot may be referred.



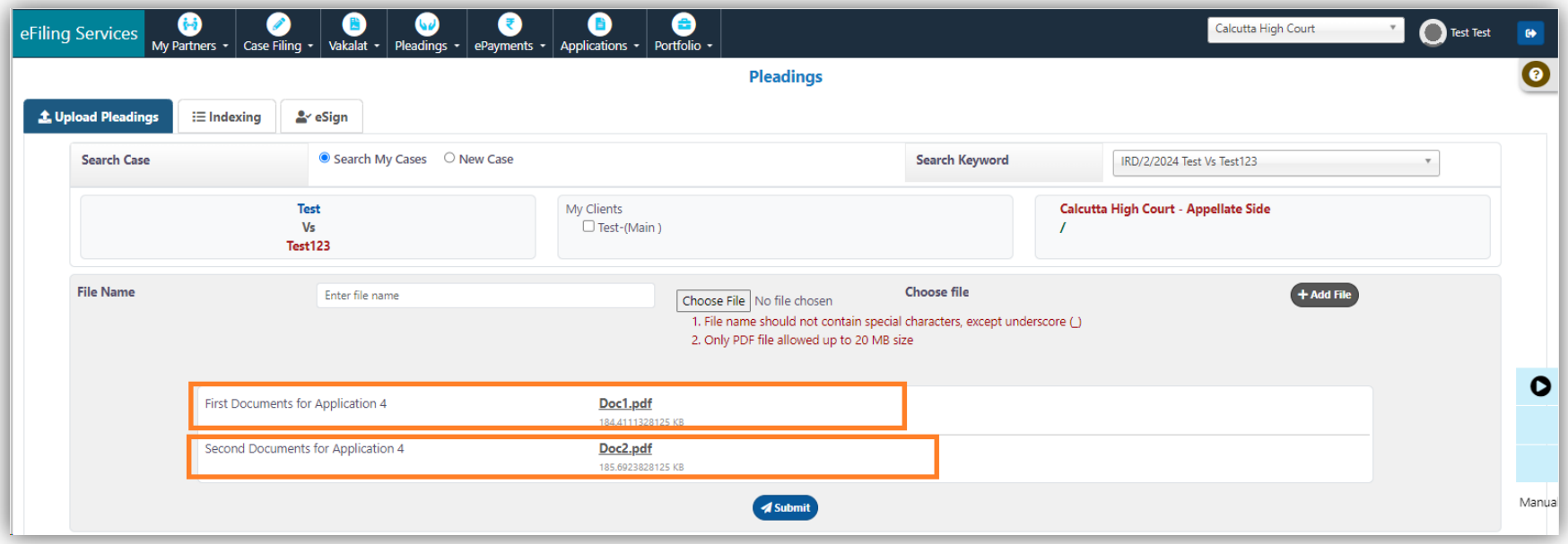
Step2: Go to "**Pleadings**" and select **Pleadings**.



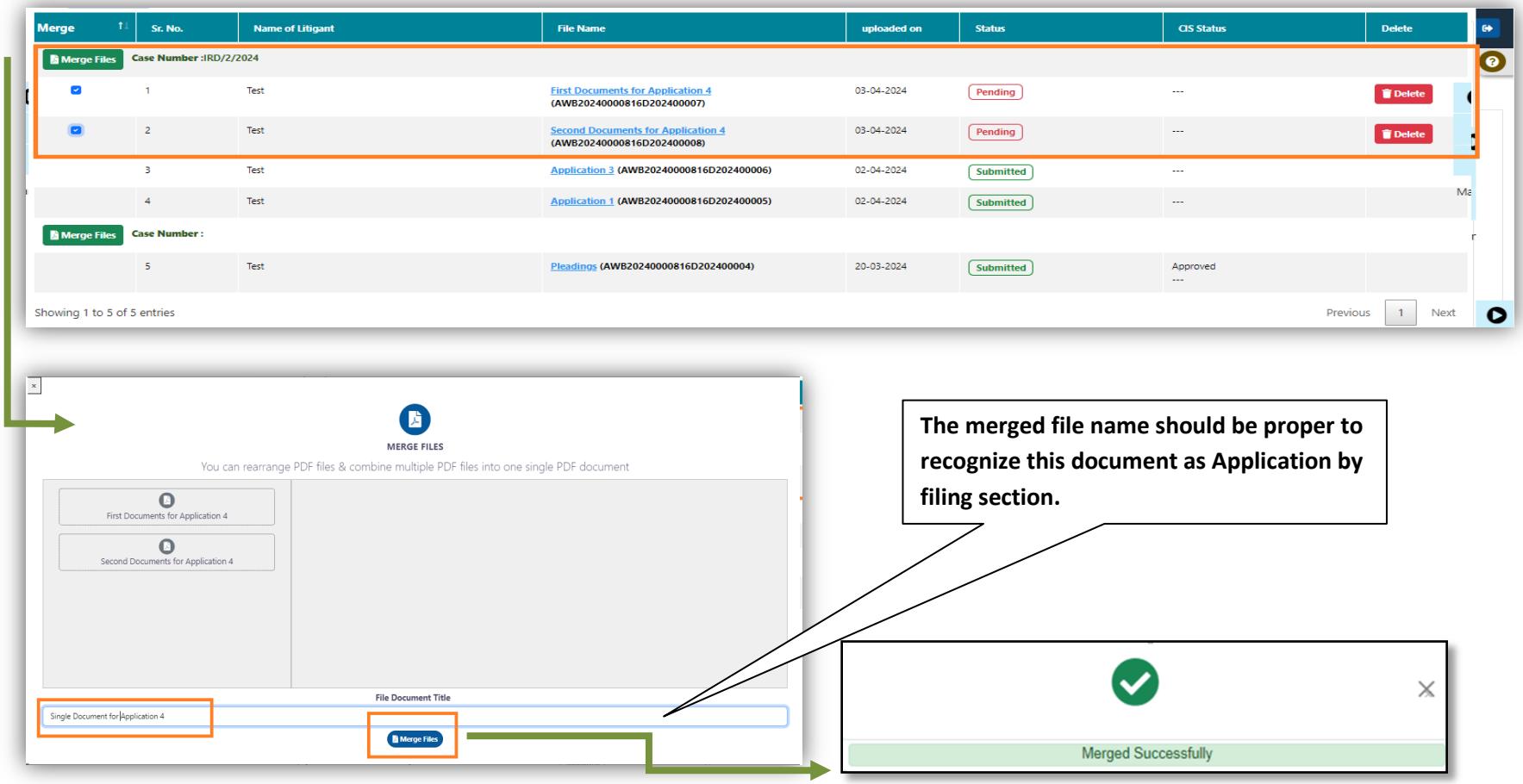
Step3: In **Pleadings** check the option "**Search My Cases**" and enter the main case number in the "**Search Keyword**" for which Application to be filed. Please refer the indicative screenshot below.



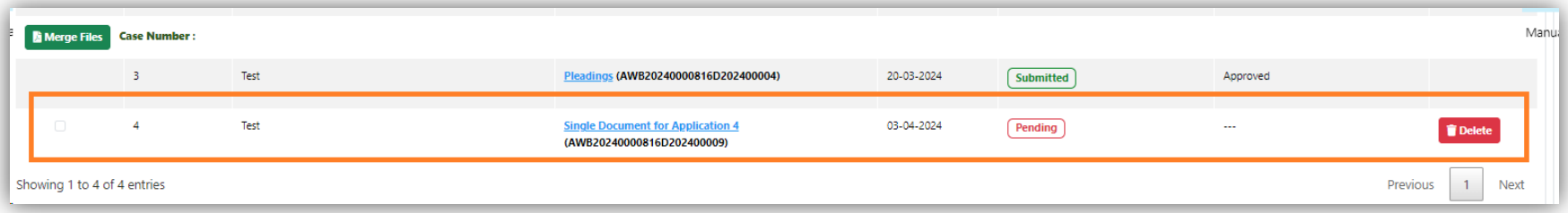
Step4: After Step3, select as many documents (pdf) as required for the applications to be filed. And ***Add*** them by clicking Submit.



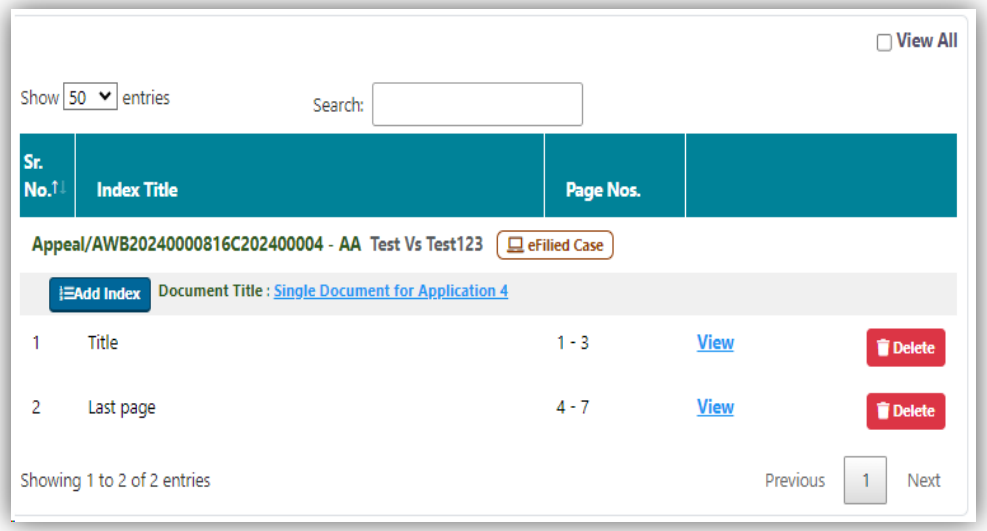
Step5: Once added these files will be shown as ***pending***. Please note that Application filing there should be merged a **single file.** Hence all the part files must be merged following the below steps.

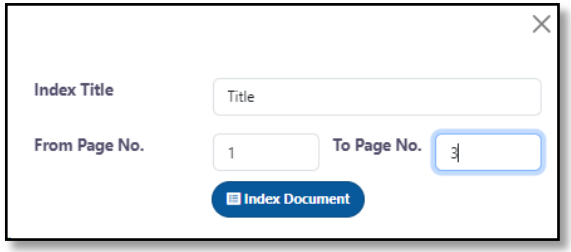


Step6: After the process mentioned in Step5 the merged file will appear as single file.

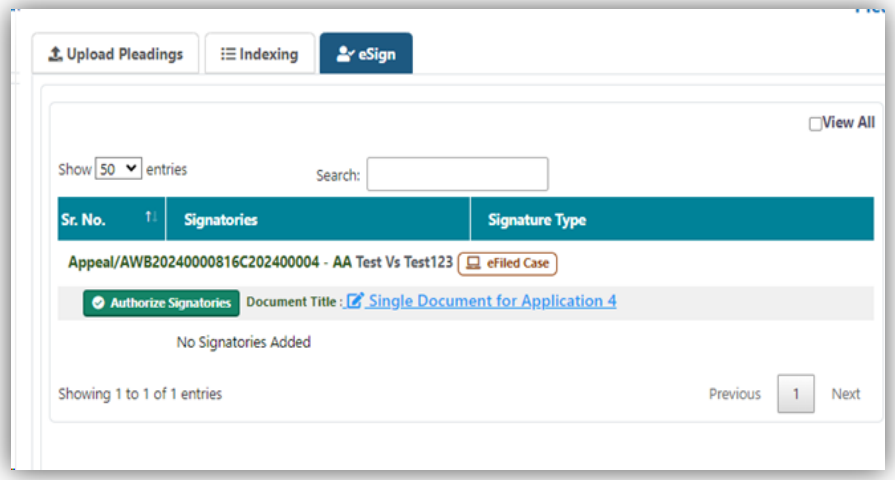


Step7: The *single application file* needs to be indexed properly.

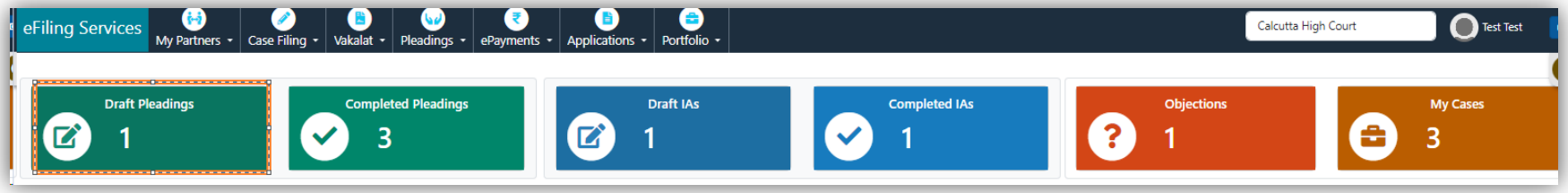




Step8: The *Indexed single application* file needs to be eSigned.



Step9: The *eSigned Indexed single application file* will appear in Draft Pleading.



Step10: In the Draft Pleading, *eSigned Indexed single application file* can be verified by clicking "**View Documents**". Post verification this may be submitted clicking "**Submit**". This will transfer the Application to the filing section for further evaluation.

