

## e-Pass

### Quick reference and Modalities

- e-Pass can be generated by Learned Sr. Advocates, Advocates (for self and litigants) and Parties-in-person for case hearing and ancillary purposes such as visit in judicial or administrative sections.
- For generating e-Pass, first of all, Learned Sr. Advocates, Advocates and Parties-in-Person will register themselves by clicking on Register on right top corner of e-Pass Portal.
- In Sign-up, enter the required details and generate OTP which will be sent on the registered Mobile Number of Learned Sr. Advocate/Advocate.
- Learned Sr. Advocates/Advocates may check their mobile number registered in High Court data base through utility available on web site itself and if any correction/updation is required, email may be sent on dedicated email addresses as shown on the web site.
- After entering OTP sent on registered mobile number, fill up basic details and registration for Learned Sr. Advocates/Advocates will be complete. Thereafter, login by using the enrollment number ( for example – R1232019) and e-Pass may be generated by entering the details of listed case. e-Pass may also be generated for ancillary purposes of visit in judicial or administrative sections.
- During the process of generating the e-pass, all relevant conditions and other information are available at respective places. For quick reference, the modalities for generation of gate pass are given below:-

#### **I. Sr. Advocates**

- i. The programme will permit e-pass for Sr. Advocates, for any case which is listed in cause list.
- ii. Sr. Advocates may also generated e-pass for visit in judicial or administrative sections, if so required.

#### **II. Advocates**

- i. The programme will permit e-pass only for those Advocates whose cases are listed in cause list and their enrollment numbers are in High Court data base of the listed case.
- ii. For Petitioner(s) – e-pass, maximum for two Advocates in each case.

- iii. For Respondent(s) – One e-pass for each respondent's advocate in each case.
- iv. If one advocate has more than one case, e-pass generated for any case will be sufficient for all the cases.
- v. Learned Advocates may also generate e-Pass for visit in judicial or administrative sections.

### **III. Litigants**

- i. No separate login for litigants.
- ii. Advocates will use their own login for E-Pass of litigants.
- iii. For Petitioners, maximum one E-Pass in each case may be generated irrespective of number of advocates and number of litigants.
- iv. For Respondents, each Advocate may generate only one pass irrespective of number of parties, he is representing.
- v. For litigant E-Pass, list of litigants of particular advocate will be shown in drop down and name of the litigant for whom pass is required, may be selected.

### **IV. Party-in-Person**

- i. Party in person will online apply for registration.
- ii. At the time of registration, the party-in-person will give number of his Photo Identity Card which will be shown by him at the time of entry. He will also upload his photograph.
- iii. High Court official will verify and approve the registration.
- iv. After verification and registration, party-in-person may generate pass for his case listed in cause list or for visit in judicial/administrative sections.

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