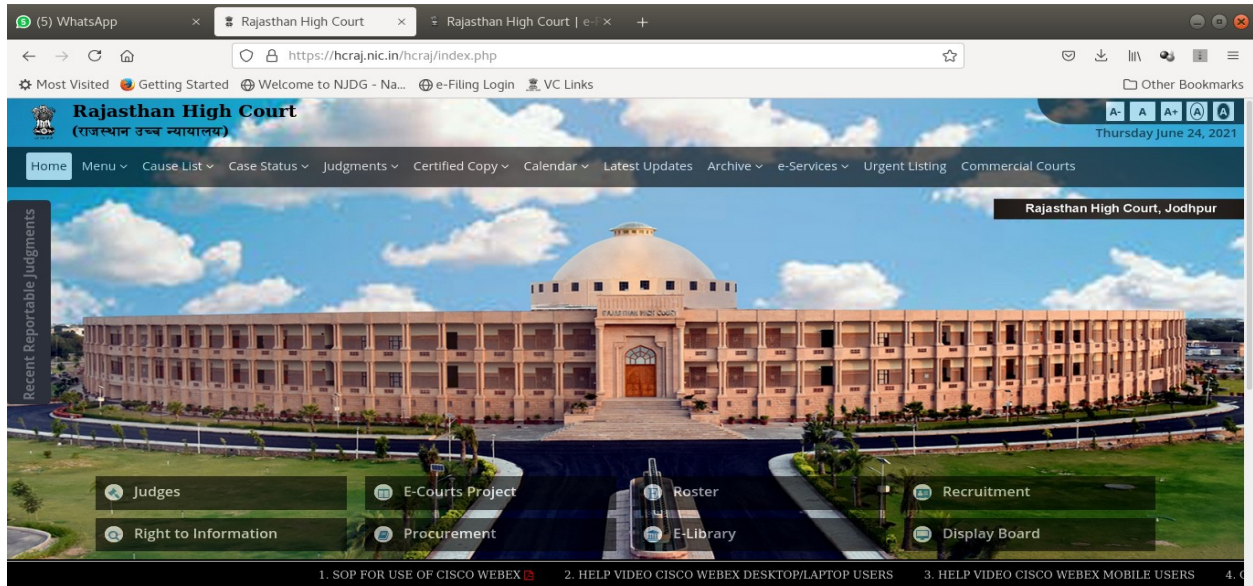


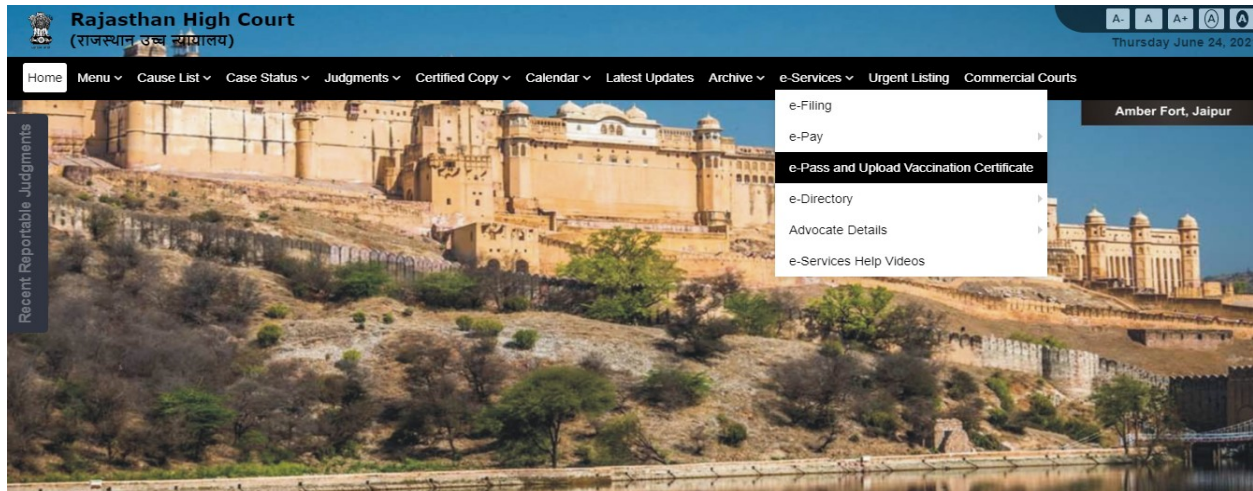
## User Manual

### How to upload Vaccination Certificate on web portal of Rajasthan High Court

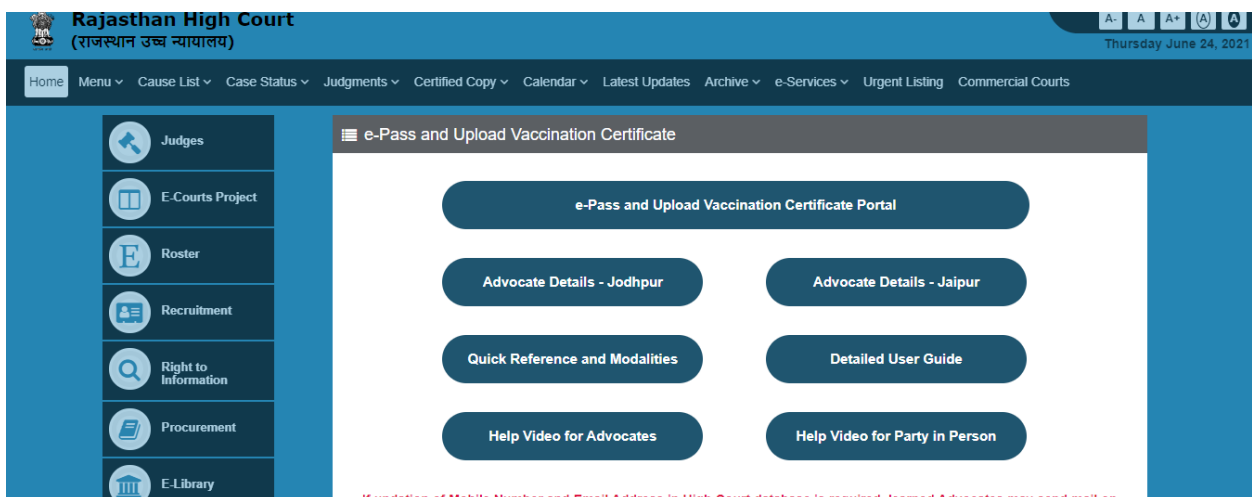
Please go to the web site of Rajasthan High Court - <https://hcraj.nic.in>



On top Bar, click on e-Services menu item, then click on ‘e-Pass and Upload Vaccination Certificate’:-



A new page will be displayed as shown below:-



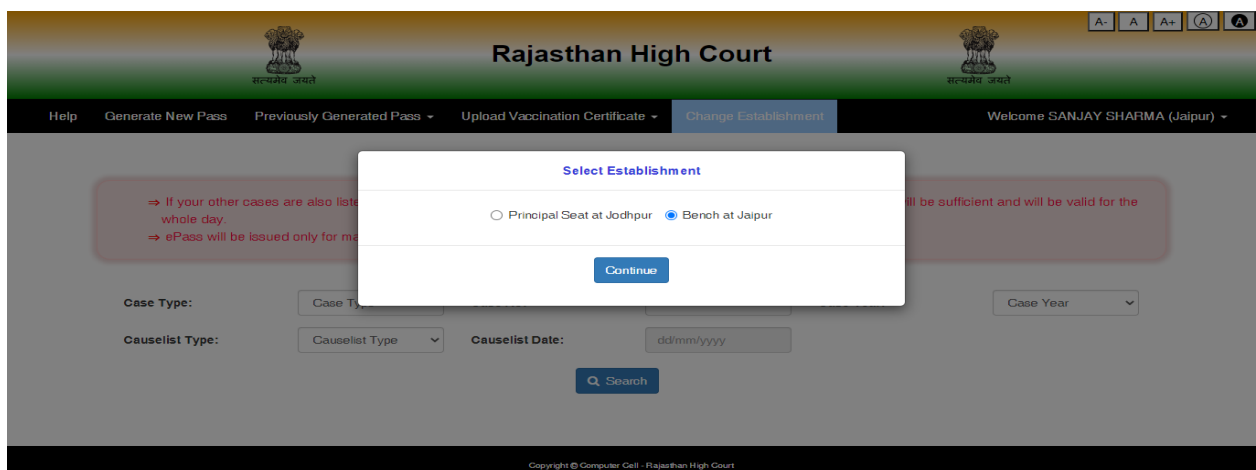
Click on 'e-Pass and Upload Vaccination Certificate Portal'



On Login page, please enter the same User ID and Password which you are already using for E-Pass. If you have not yet registered in E-pass system, please click on New User Registration and follow the steps for registration. (as shown from Page-5 of this document).



Click on "Login" button, provision to choose Establishment from Jodhpur or Jaipur will appear on the screen.



On selection of appropriate establishment, option to “Upload Vaccination Certificate” for Self or for Advocate Clerk will be available.

The screenshot shows the Rajasthan High Court website interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options: Help, Generate New Pass, Previously Generated Pass, Upload Vaccination Certificate, and Change Establishment. The user is logged in as SANJAY SHARMA (Jaipur). The main content area is titled 'Upload Vaccination Certificate' and has two radio buttons: 'For Self' (selected) and 'For Advocate Clerk'. Below this, there is a pink notification box with instructions: 'If your other cases are also listed, separate ePass for such cases will not be required. ePass issued for any of the case will be sufficient and will be valid for the whole day.' and 'ePass will be issued only for maximum 2 Advocates for Petitioners / Appellants / Applicants or Respondents in one case.' The form includes fields for Case Type, Case No., Case Year, Causelist Type, and Causelist Date (dd/mm/yyyy). A 'Search' button is located below the Causelist Date field. At the bottom, there is a footer with the URL '10.130.8.103:8080/getepass/vaccination-status-user.php' and 'Copyright © Computer Cell - Rajasthan High Court'.

### Vaccination Certificate Upload for Self

On the form user need to input some information like Have you taken 1<sup>st</sup> or 2<sup>nd</sup> dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.

The screenshot shows the Rajasthan High Court website interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options: Help, Generate New Pass, Previously Generated Pass, Upload Vaccination Certificate, and Change Establishment. The user is logged in as SANJAY SHARMA (Jaipur). The main content area is titled 'Upload Vaccination Certificate' and has two radio buttons: 'For Self' (selected) and 'For Advocate Clerk'. Below this, there is a pink notification box with instructions: 'If your other cases are also listed, separate ePass for such cases will not be required. ePass issued for any of the case will be sufficient and will be valid for the whole day.' and 'ePass will be issued only for maximum 2 Advocates for Petitioners / Appellants / Applicants or Respondents in one case.' The form includes fields for Case Type, Case No., Case Year, Causelist Type, and Causelist Date (dd/mm/yyyy). A 'Search' button is located below the Causelist Date field. At the bottom, there is a footer with the URL '10.130.8.103:8080/getepass/vaccination-status-user.php' and 'Copyright © Computer Cell - Rajasthan High Court'.

On click on “Upload Certificate” button, message of successful updation of vaccination certificate will be displayed on the screen.

The screenshot shows the Rajasthan High Court website interface. At the top, there is a header with the court's name and logo. Below the header, there is a navigation bar with options: Help, Generate New Pass, Previously Generated Pass, Upload Vaccination Certificate, and Change Establishment. The user is logged in as SANJAY SHARMA (Jaipur). The main content area is titled 'Upload Vaccination Certificate' and has two radio buttons: 'For Self' (selected) and 'For Advocate Clerk'. Below this, there is a pink notification box with instructions: 'If your other cases are also listed, separate ePass for such cases will not be required. ePass issued for any of the case will be sufficient and will be valid for the whole day.' and 'ePass will be issued only for maximum 2 Advocates for Petitioners / Appellants / Applicants or Respondents in one case.' The form includes fields for Case Type, Case No., Case Year, Causelist Type, and Causelist Date (dd/mm/yyyy). A 'Search' button is located below the Causelist Date field. At the bottom, there is a footer with the URL '10.130.8.103:8080/getepass/vaccination-status-user.php' and 'Copyright © Computer Cell - Rajasthan High Court'.

After this message user can view the details entered and the uploaded document.

The uploaded vaccination certificate will be verified and thereafter, SMS will be sent on registered Mobile Number. Authorization card may also be downloaded as shown below:-

The screenshot shows the 'Upload Vaccination Certificate' form on the Rajasthan High Court website. The form contains the following fields and options:

- Have you taken first dose of COVID vaccine?  Yes  No
- Have you taken second dose of COVID vaccine?  Yes  No
- Reference ID on vaccination certificate: 94512547854125
- Date of taking first dose: 08/06/2021
- Status: Approved
- A blue button labeled 'Download Authorization Card' is circled in red.

### Vaccination Certificate Upload for Advocate's Clerks

On the form user need to input some information like Registration Number of Advocate Clerk, Name, Mobile Number, Has taken 1<sup>st</sup> or 2<sup>nd</sup> dose of vaccination (Yes/No), Reference ID, date of vaccination and upload vaccination certificate in PDF / JPEG / JPG format. File size should be between 20 KB and 200 KB.

The screenshot shows the 'Upload Vaccination Certificate for Advocate Clerk' form on the Rajasthan High Court website. The form contains the following fields and options:

- Registration No. of Advocate Clerk: ABC/RHCB/2020/12345
- Name of Advocate Clerk: Diwan Singh
- Mobile No. of Advocate Clerk: 9998887770
- Has taken first dose of COVID vaccine?  Yes  No
- Has taken second dose of COVID vaccine?  Yes  No
- Reference ID on vaccination certificate: 94512547854120
- Date of taking second dose: 23/06/2021
- Upload Vaccination Certificate: (File size should be between 20KB and 200KB in PDF or JPEG or JPG format) [Choose File] No file chosen
- A blue button labeled 'Upload Certificate' is visible.

On click on "Upload Certificate" button, message of successful updation of vaccination certificate will be displayed on the screen.

The screenshot shows a success message displayed on the Rajasthan High Court website. The message reads: "10.130.8.103:8080 says COVID vaccination certificate has been uploaded successfully." Below the message, the 'Upload Vaccination Certificate for Advocate Clerk' form is visible, but it is dimmed and has a loading spinner overlay, indicating that the system is processing the upload.

After this message user can view the details entered and the uploaded document.

**Rajasthan High Court**

Help Generate New Pass Previously Generated Pass Upload Vaccination Certificate Change Establishment Welcome SANJAY SHARMA (Jaipur)

**Upload Vaccination Certificate for Advocate Clerk**

[Click here to view vaccination certificate](#)

Registration No. of Advocate Clerk: ABC/RHCB/2020/12345

Name of Advocate Clerk: Diwan Singh

Mobile No. of Advocate Clerk: 9998887770

Has taken first dose of COVID vaccine?  Yes  No

Has taken second dose of COVID vaccine?  Yes  No

Reference ID on vaccination certificate: 94512547854120

Date of taking second dose: 23/06/2021

Status: Approved

[Download Authorization Card](#)

## New User Registration Process for Learned Sr. Advocates and Advocates

If you are not registered on this portal, Click on “Green” button for “New User Registration”

**Rajasthan High Court**

Help

\*Login id: Login ID

\* Password: Password

[Login](#) [Reset password](#)

[New User Registration](#)

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On clicking New User Registration, following screen will appear-

**Rajasthan High Court**

Help Back

Pass Type:  Sr. Advocate  Advocate (For Self and Litigants)  Party in Person

\* Bar Council Enrollment No: Enrollment No e.g. R9992020

\* Advocate Name: Enter advocate name

\* Mobile No.: Enter mobile no. in 10 digits

\* Email Id: enter valid email address

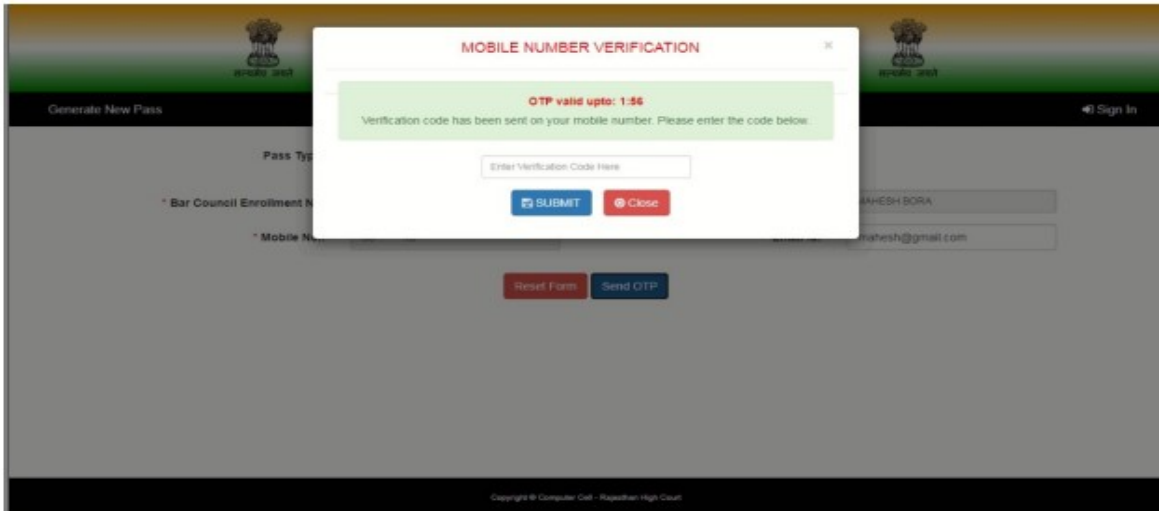
[Reset Form](#) [Send OTP](#)

Copyright © Computer Cell - Rajasthan High Court

Select appropriate option, Senior Advocate or Advocate and then fill Bar Council Enrolment number (e.g. R12341960) without using “/”.

Advocate Name and Mobile Number will be displayed against this Enrolment Number as available with Rajasthan High Court.

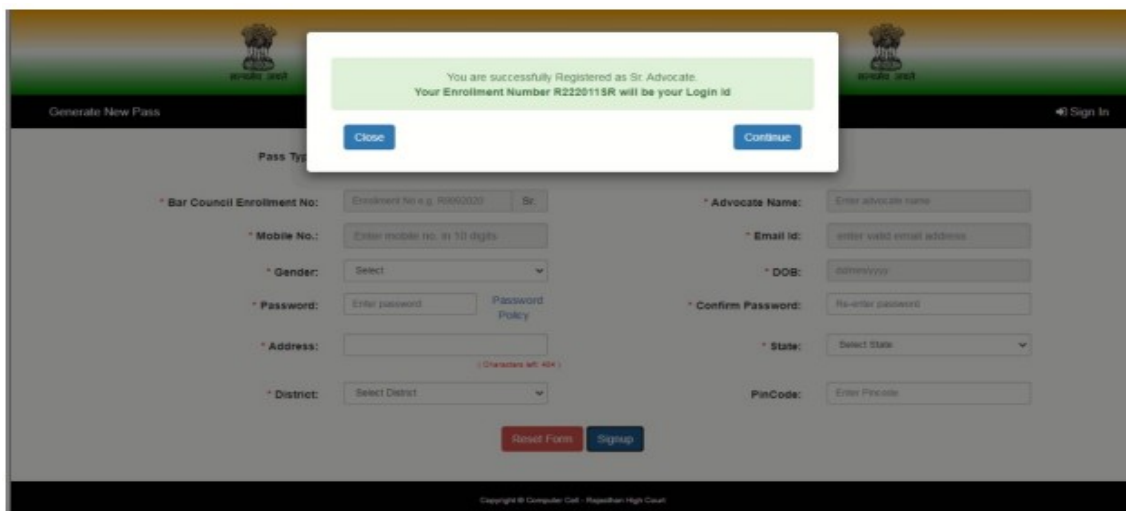
Please fill eMail ID (which is registered with Rajasthan High Court) and Click on “Send OTP” button. An OTP will be sent on your Mobile. Enter this OTP in the following form:-



After this information of the user is required like gender, date of birth, password, address etc.



If all the details are correctly entered then on Click on “Sign Up” button a message of successful Registration with User ID will be displayed by the system :-



Your enrolment number will be the User ID. The process of Registration of new user is complete.



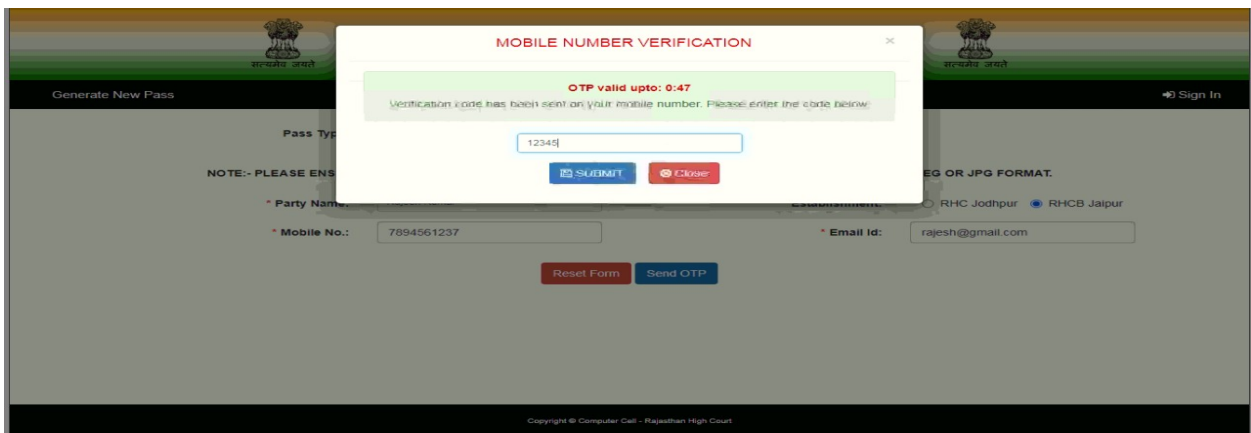
## Registration Process for Party-In-Person (PIP)

Registration of PIP is required. For this, on Login page user would need to click on Green button “New User Registration”. On next screen, select PIP radio button and then fill details on the following form like Name, Mobile Number, eMail ID & Establishment. After entering these details click on “Send OTP” button to get OTP on Mobile.



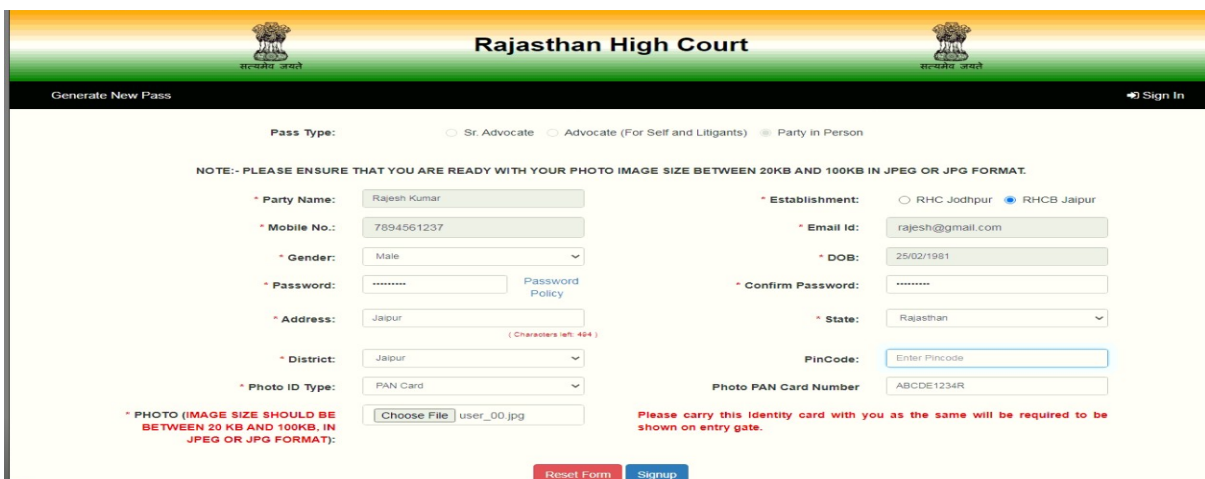
The screenshot shows the 'Rajasthan High Court' registration page. The 'Pass Type' is set to 'Party in Person'. The form includes fields for Party Name, Mobile No., Establishment (RHC Jodhpur or RHC Jaipur), and Email ID. A 'Send OTP' button is visible at the bottom.

OTP could be entered on the next screen. To proceed further, click on “Submit” button.



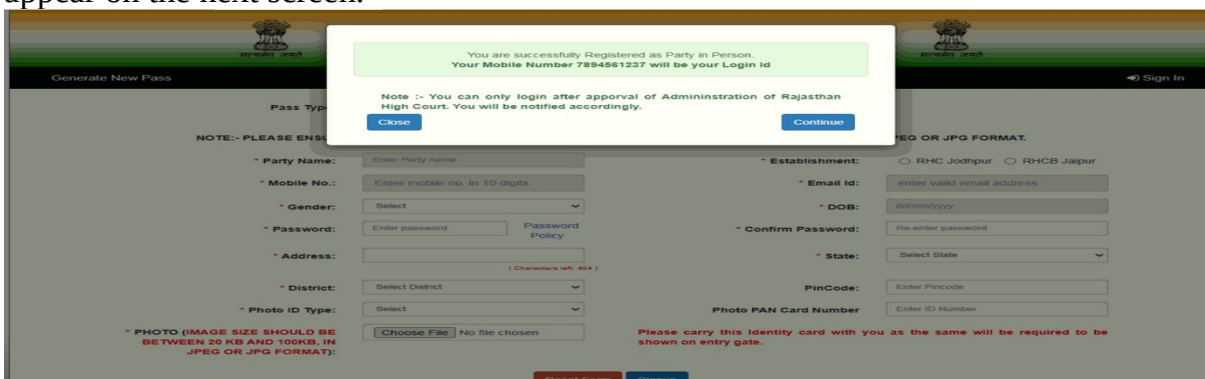
The screenshot shows a 'MOBILE NUMBER VERIFICATION' pop-up window. It displays 'OTP valid upto: 0:47' and a text box for entering the OTP code. A 'SUBMIT' button is present. The background shows the registration form with the mobile number '7894561237' and email 'rajesh@gmail.com'.

Enter information related to PIP like Gender, Date of Birth, Password, Address, details of Photo ID and upload a scanned copy of Photo ID to complete the form. For submission of this form, click on “Sign Up” button.



The screenshot shows the completed registration form. Fields include Party Name (Rajesh Kumar), Mobile No. (7894561237), Gender (Male), Password, Address (Jaipur), District (Jaipur), Photo ID Type (PAN Card), Establishment (RHC Jaipur), Email ID (rajesh@gmail.com), DOB (25/02/1981), State (Rajasthan), PinCode, and Photo PAN Card Number (ABCDE1234R). A 'Signup' button is at the bottom.

Message related to registration & User ID (Mobile Number will be the user Id) will appear on the next screen.



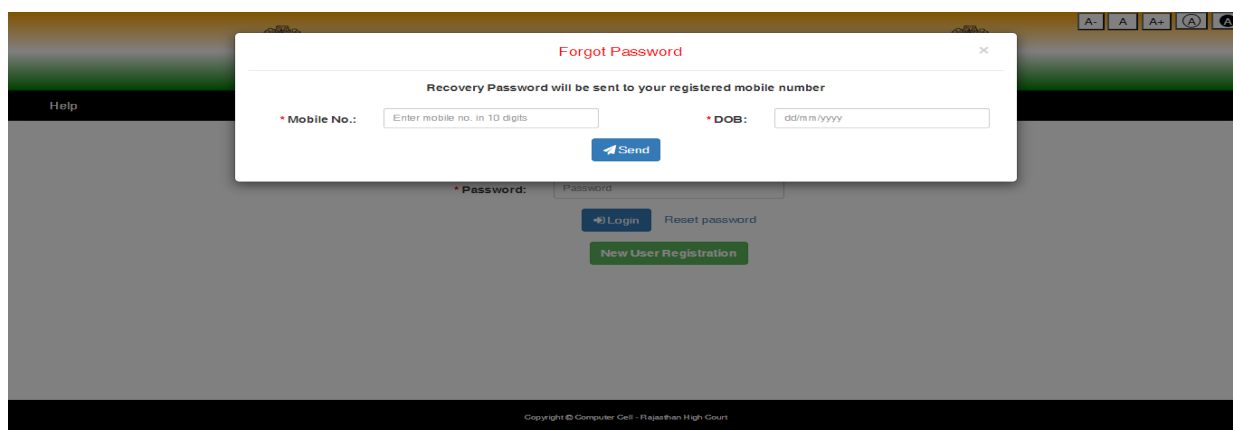
The screenshot shows a confirmation message: 'You are successfully Registered as Party in Person. Your Mobile Number 7894561237 will be your Login Id'. A note states: 'Note :- You can only login after approval of Administration of Rajasthan High Court. You will be notified accordingly.' There are 'Close' and 'Continue' buttons.

Details entered by PIP during registration would be verified by the competent authority of Rajasthan High Court. On successful verification SMS will be sent for information and PIP can login into the system to upload vaccination certificate. Mobile Number will be the user ID for PIP.



### **Reset Password**

If you are registered on this portal and want to reset your password then Click on “Reset Password” button. Following screen will appear:-



User would need to fill Mobile Number, Date of Birth and then Click on “Send” button to receive OTP on mobile. This OTP is to be entered in the system. System will prompt to enter new password with confirmation of password. On successful matching of both the passwords, message of Password Change will appear on the screen.

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