Updated Manual for Online Court Fee

Step 1) Open website url **https://www.mphc.gov.in/**
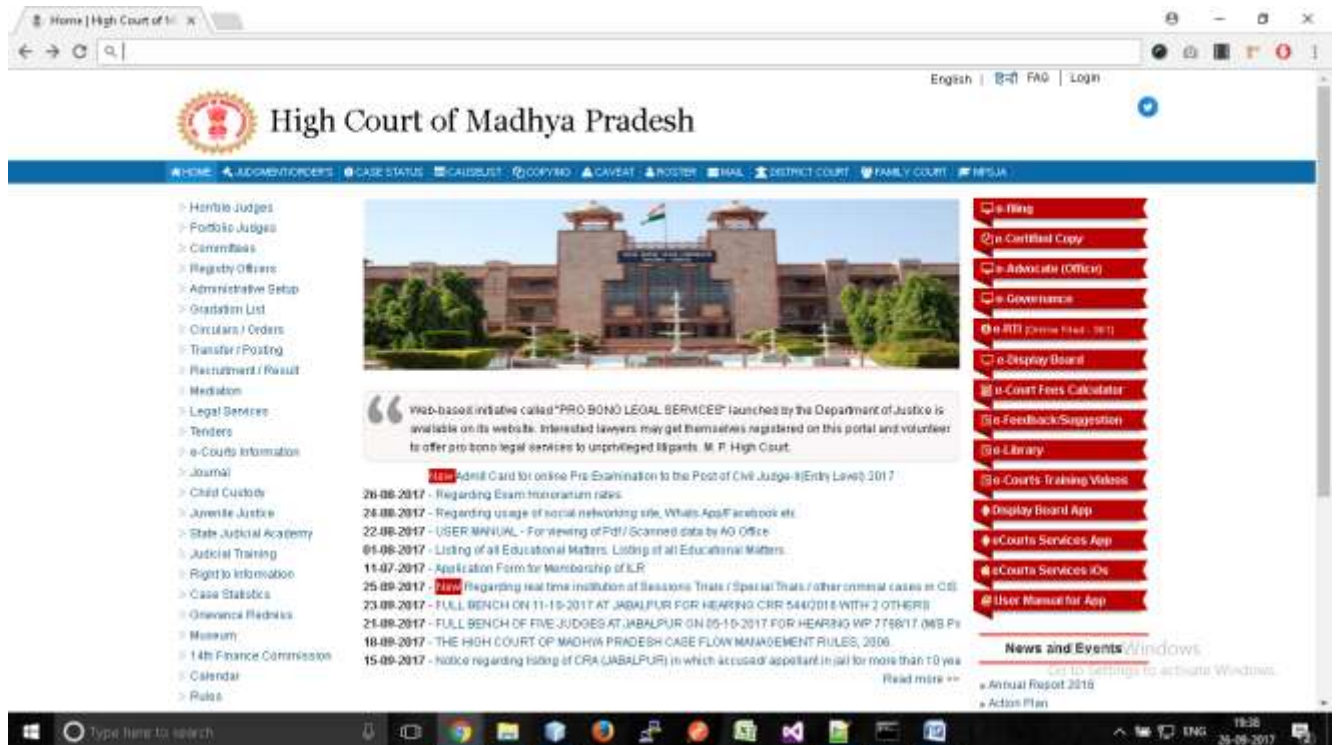
Step 2) Click On "**Online Court Fee**" Link at right side of website.
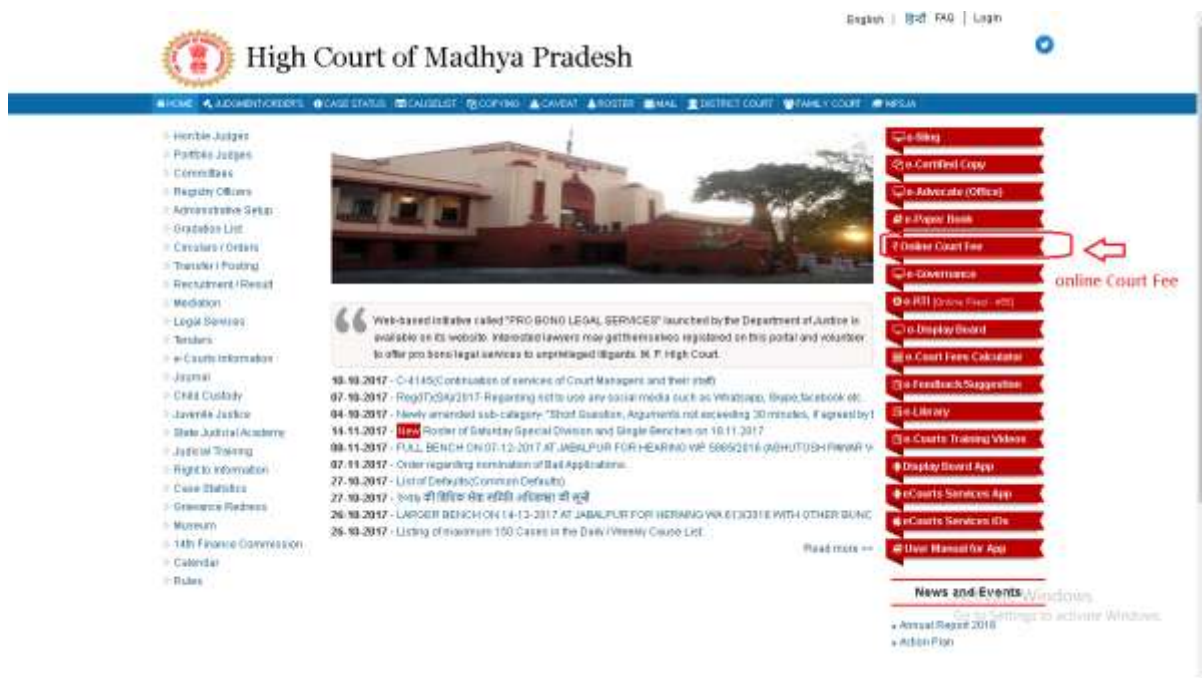
Step 3) Now Screen will shown options to solve **captcha** by entering addition of given numbers.

Step 4) Solve Math Captcha, and click on "**Verify Captcha**" Button.

Step 5) Now Enter Your Mobile Number and click on "**Send OTP**" Button.

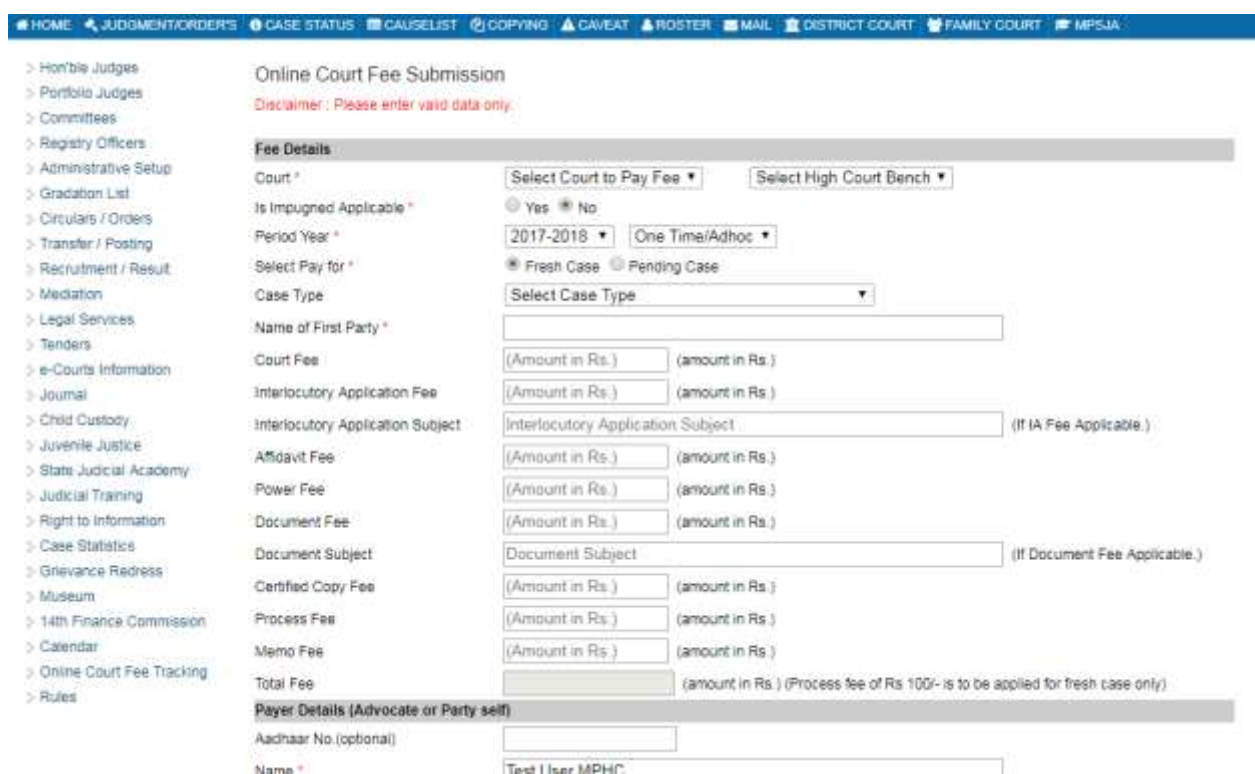**Step 6)** Once OTP (One Time Password) Received by you, Enter into next textbox / field.

Step 7) For Advocates, their profile information shall be auto populated as per the mobile number for OTP.

And Screen options to pay user payment as per their case status/nature etc.

Radio button will show to select user for
a) **Fresh Case**
b) **Pending Case**

If payer is advocate, and his/her mobile number is registered with Bar Association, his/her profile will be shown as below:-

Payer Details (Advocate or Party self)	
Aadhaar No.(optional)	
Name *	Test User MPHC
Email*	ankit.jbp@gmail.com
Block No/ House No.*	Test User
Address *	
City *	Test User
PIN*	
Mobile No.*	
Details of Bank Account for Refunds (if any) (optional)	

Step 7) **(a)** If User select "YES" for **Impugned Applicable**, then textbox will be appear to enter **Impugned Order No.** and **Impugned Date**.

Fee Details	
Court *	Select Court to Pay Fee ▾ Select High Court Bench ▾
Is Impugned Applicable *	● Yes ○ No
Impugned Number	Impugned Order No. [_____] (Numbers, Alphabets ,'/' and '-' allow only)
	Impugned Date [DD-MM-YYYY] (Date in dd-mm-yy Format)
Period Year *	2017-2018 ▾ One Time/Adhoc ▾
Select Pay for *	● Fresh Case ○ Pending Case
Case Type	Select Case Type ▾
Name of First Party *	
Court Fee	(Amount in Rs.) (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) (amount in Rs.)

Step 7 **(b)** If User select "NO" for **Impugned Applicable**, then user will not have to enter impugned order and date.

Step 7 **(c)** If User select **Fresh Case**, for "**Select Pay for**", then user can select **case type** and continue to fill fee form.

Select Pay for *	● Fresh Case ○ Pending Case
Case Type	Select Case Type ▾
Name of First Party *	
Court Fee	(Amount in Rs.) (amount in Rs.)
Interlocutory Application Fee	(Amount in Rs.) (amount in Rs.)
Interlocutory Application Subject	Interlocutory Application Subject (If IA Fee Applicabl
Affidavit Fee	(Amount in Rs.) (amount in Rs.)
Power Fee	(Amount in Rs.) (amount in Rs.)

Step 7 **(d)** If User select **Pending Case**, for "**Select Pay for**", then user will have to select **case type**, **case number** and **year**. This option will be used in case of pay fee for pending case.

After select of **case type**, **case number** and **year** Click on "**Search Pending Case**" Button, case details will shown Petitioner and Respondent details as below.

Step 8) To fill details, user will have to follow instructions.

a) User will enter amount for fields he/she want to pay,
b) If user is pay for **Interlocutory Application Fee, he/she** will have to enter subject for **Interlocutory Application**.
c) If user is pay for **Document Fee, he/she** will have to enter subject for **Document fee**.
d) In Payee Details, fill all details.
e) Bank Account Details **(Optional),** this is optional section to fill.

Step 9) Click on "**Preview**" to preview details filled by the user.

Step 10) Click on Payment Button, It will take to treasury website. Where User will need to enter payment details.

Step 11) Select bank for payment process and click on "**Submit**".

Step 12) Enter Captcha code and click on "**Confirm**" Button.

Step 13)   It will show **CRN**, click OK to continue.

Step 14)   Now User will be redirected to Net Banking site, chosen by   him / her. Make payment and user will get this Receipt, take printout of receipt.

Step 15)   After payment completion, email and SMS acknowledgement shall be sent to the respective user on his/her given email and mobile number.

Step 16)   Please take printout of the above acknowledgement and present the same with other relevant documents at the filing counter/ presentation centre of the High Court.

Note:- In case of any difficulty , please contact on mobile number :09755677527