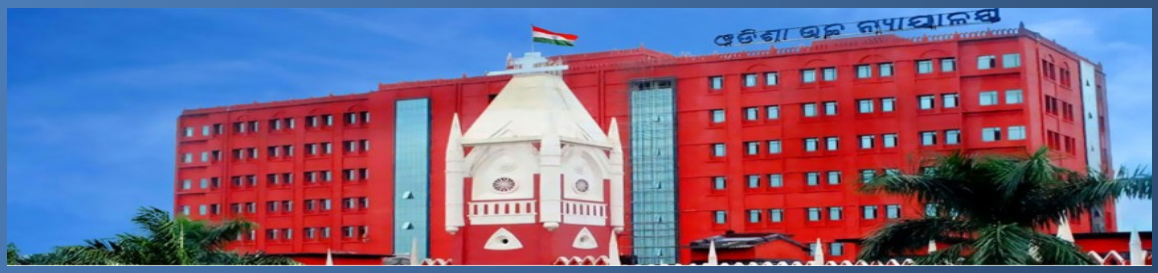
HIGH COURT OF ORISSA, CUTTACK

e-Payment of Court Fees through online payment mode has been enabled for the High Court of Orissa and District Courts of Odisha on 05.04.2021.

1. ePay Portal- https://pay.ecourts.gov.in
2. Stock holding portal - https://www.shcilestamp.com

Payment can be made through Net-banking, Debit Cards and UPI mode. E-Payment of Court Fees is available on both the portals 24 X 7 anytime & from anywhere.



The E-Payment of Court Fees system has also been enabled through offline mode by offering the services through a dedicated Counter located at High Court premises for collection of e-Court Fees Receipts through direct Cash/Non-Cash payments and filling up of application Form.

DETAILED STANDARD OPERATING PROCEDURE FOR e-PAYMENT of COURT FEES FOR HIGH COURT & DISTRICT COURTS

Online process – Stockholding Portal:

Online e-Court Fee System involves three simple steps:
Registration: Client makes a one-time registration which can be used across all SHCIL online products available for that State.

Online payment: Besides offering the facility for single transactions, client will also be able to make a one-time payment to be maintained as imprest balance and utilise the same over a period of time for generating e-court fees of various denominations

Receipt Generation: Client will have the convenience to generate an e-Court fee receipt anytime and from anywhere via the internet without having to go thru the hassles of long queues and tiresome formalities.

The e-Court Fee receipt generated online can be printed on any printer and submitted as a valid proof of court fee payment in all approved courts of respective States.

Visit our website i.e. https://www.orissahighcourt.nic.in/ and go to 'Online Court Fee' link or visit www.shcilestamp.com/ and go to e-Court Fees Section as shown in fig.1

Fig. 1

Online user has to select the "Online Users" option from LOV and click on " Secure Login" button.as shown in fig.2

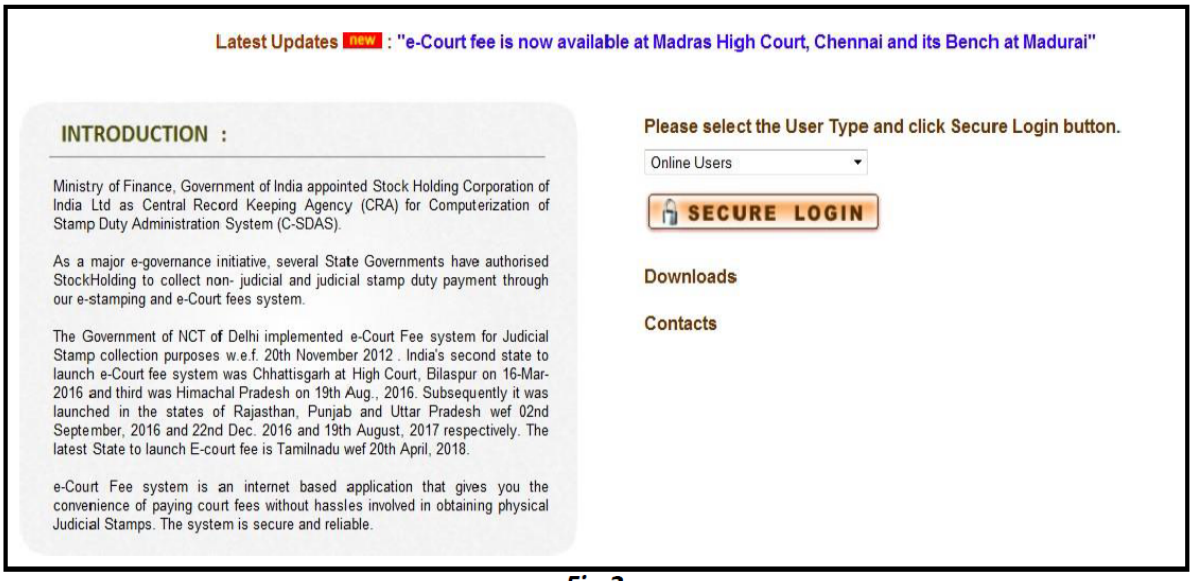


Fig.2

First time User of the Online e-Court Fee System is required to Register and generate the User ID and password. This User ID is common for Online e-Stamping , online e-Registration and online e- Court Fee collection systems. i.e. If the User is already having an ID for Online e-Court Fee System then the same credentials can be used for online e-Stamping Payment and online e-Registration.

Online User will enter all the mandatory details and only after he/she accepts the terms and conditions, user can save the entry as shown in fig.3 & fig.4

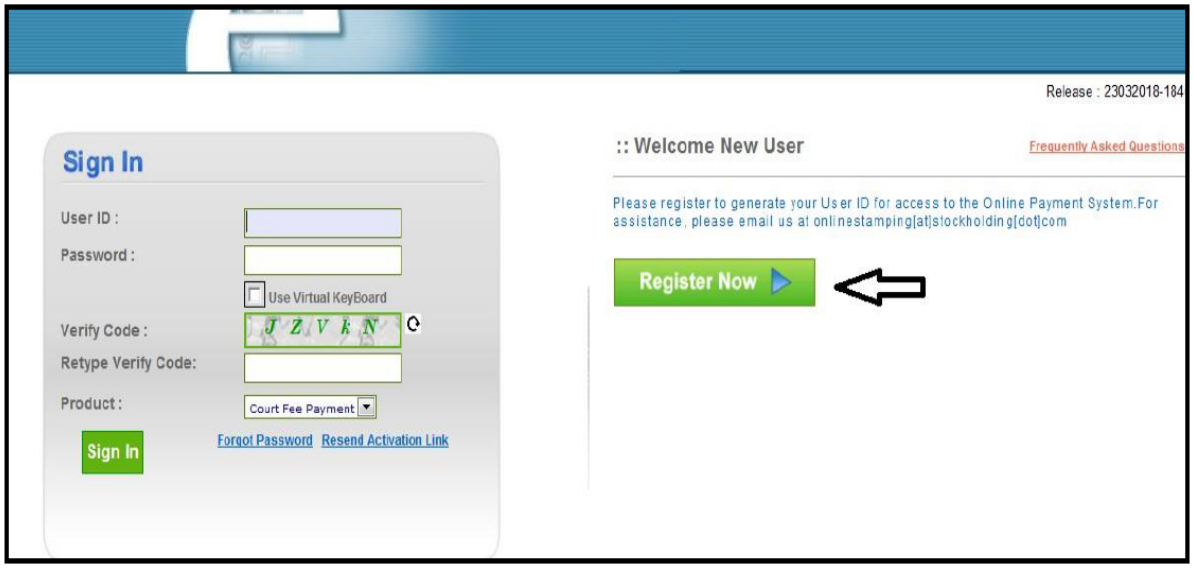


Fig. 3

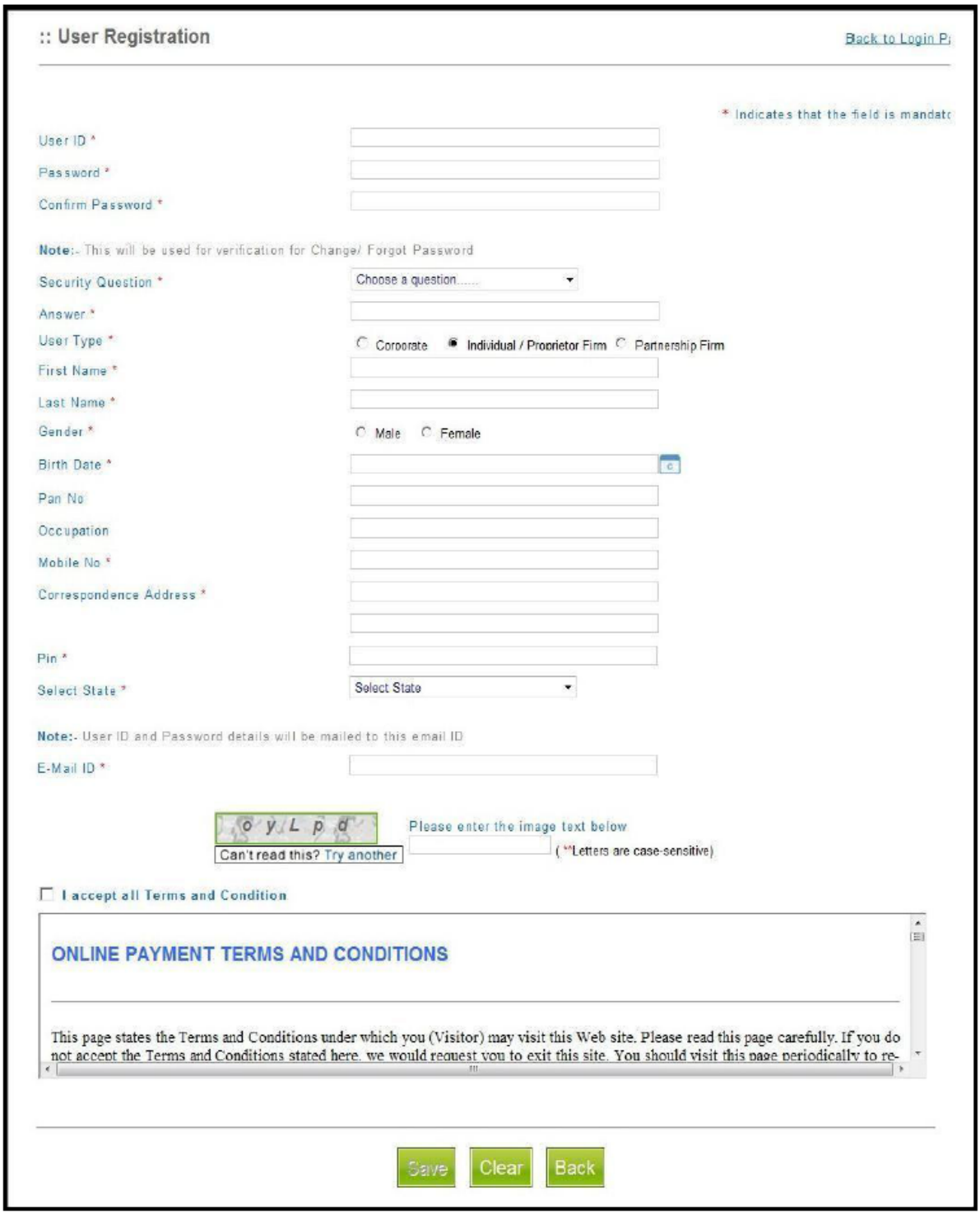


Fig.4

Confirmation of a successful registration is sent on the email id provided during the registration process. The User will have to click the link in the email as shown below and visit the page. Only after this, the account will get activated. Upon activation, an SMS will be sent to the registered

mobile number.

Dear TEST,

Congratulations! You have successfully registered with the Online Payment System.

Your User ID : **shiv2010**

Please activate the online access for your User ID by clicking on this User ID Activation link.
You are required to visit the respective product site via www.shcilestamp.com

Thanks and regards,

onlinestamping team
Stock Holding Corporation of India Limited.

After successful activation through the link, the Online User can login into the system. Following options are available on the screen. As shown in Fig. 5

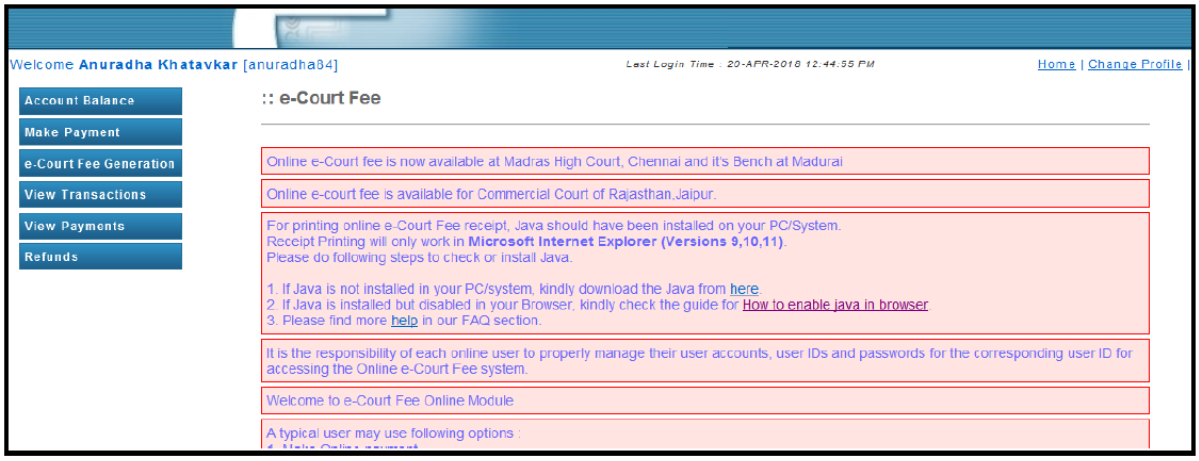


Fig.5

Make Payment:

Before generation of e-Court receipt user has to update the account balance through “Make Payment” option. User has to select the state for which he wish to pay (from LOV), amount and the Payment mode (Net Banking/Debit Card) from LOV. For all payments made via Net Banking/Debit Card etc., bank charges (if any) will be levied to respective buyer at actuals. Refer fig.6

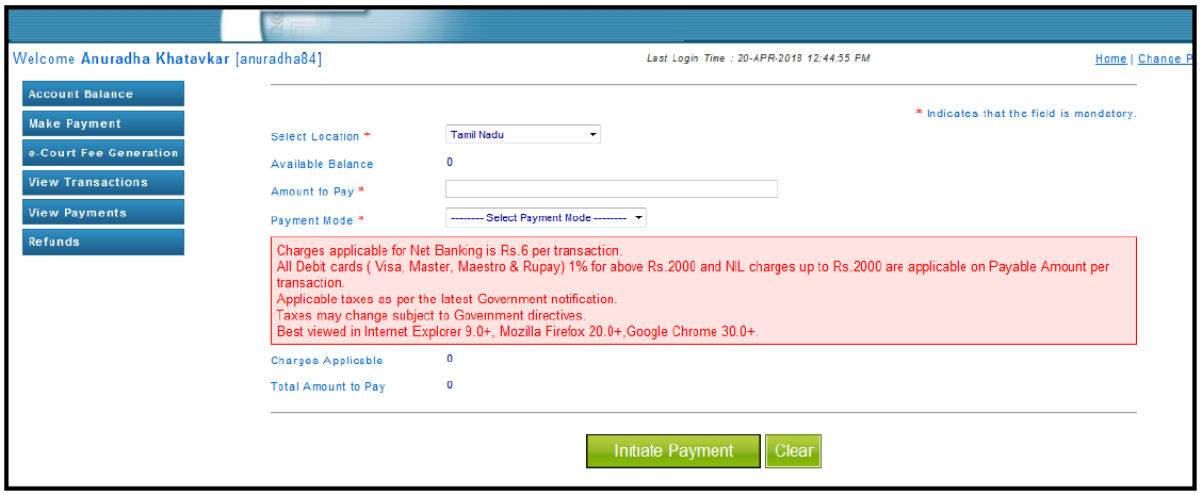


Fig.6

e-Court fee Generation:

On updating the sufficient balance in the account, user can proceed for e-Court receipt entry by selecting “e-Court fee Generation” option. System will display the available account balance on the screen. The receipt date, account reference number and account description are the auto populated fields. User has to select the name of the state from LOV and enter the amount. Name of the Litigant is the mandatory field for online e-Court generation. On entering all mandatory details user has to click on “Submit” button. Refer fig.7

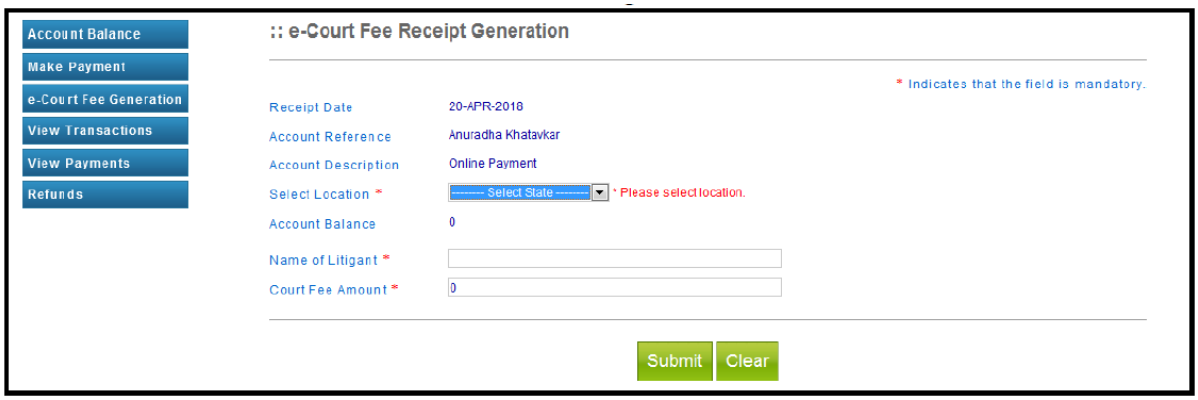


Fig.7

Once the user clicks on submit button, system shows a pop up window which re-confirms whether user wants to generate the receipt. User has to click on OK button. As shown in fig.8

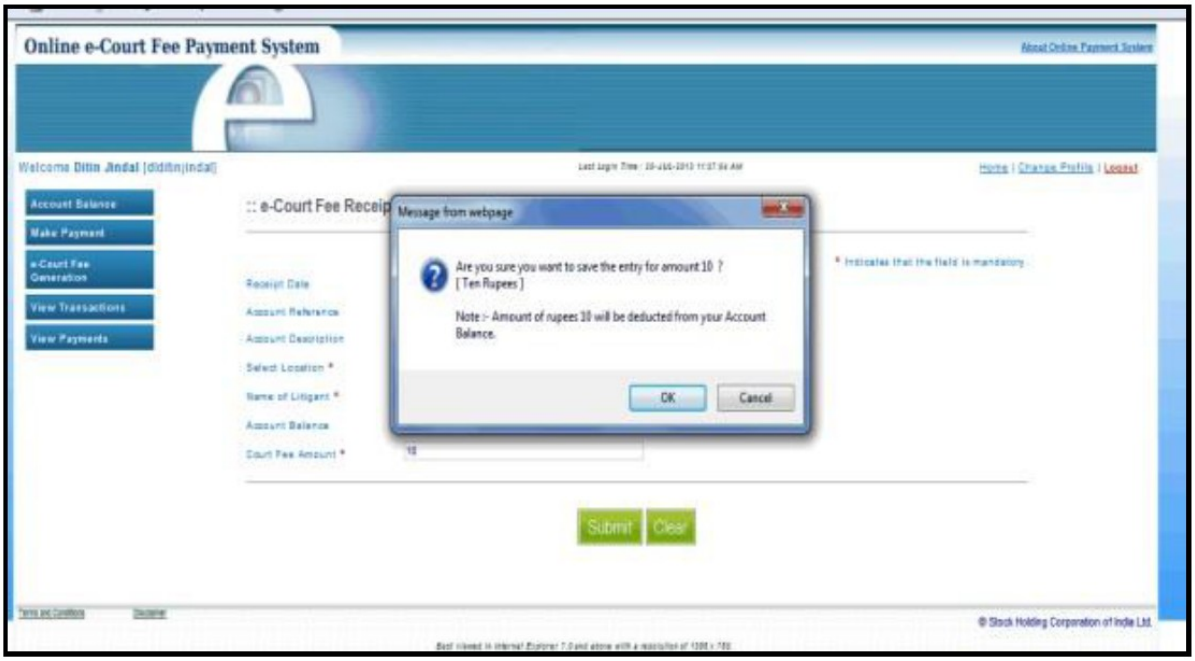


Fig.8

On re-confirmation done, system shows the e-Court receipt print screen. User has to click on "Print Receipt" button for printing of receipt. As shown in fig.9

Fig.9

Use the receipt in e-filing or present the same at Filing Counters of Court concerned as Court Fees.

Court will deface/cancel the Court Fees so that it is not used elsewhere.

On successful printing of receipt, system displays message on screen. As shown in fig.10

Fig.10

View Transaction:

View transaction option displays all the previous transactions done by the users. Print Receipt option is also available here. User has to click on the bullet icon against any particular transaction for printing that particular receipt. Refer fig.11

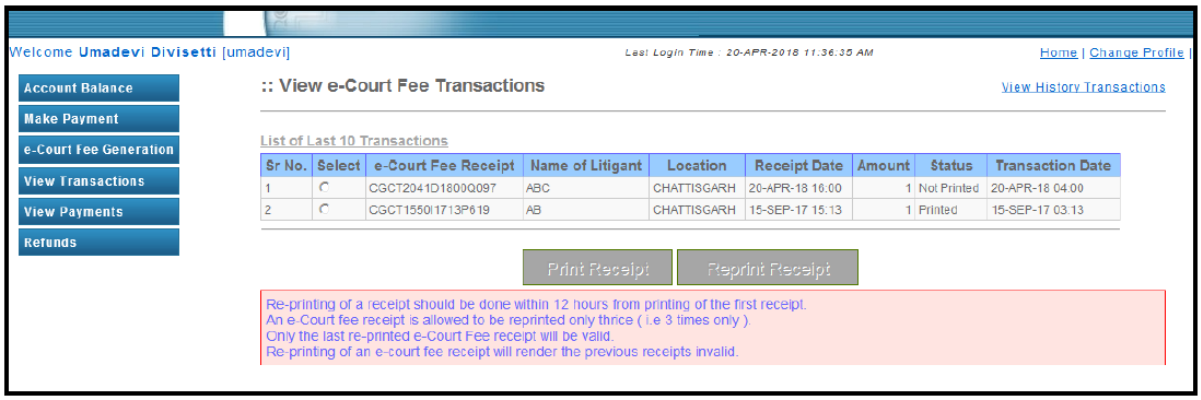


Fig. 11

User can use the Reprint Option if Online e-Court Receipt is not generated owing to any reason like (connectivity problem, power failure, printer problem etc) Refer fig.12

Fig.12

View Payment:

User can check the payment history by particular period. User has to enter from and to date and click on “Check History” button and system will display the same on the screen. Refer fig.13

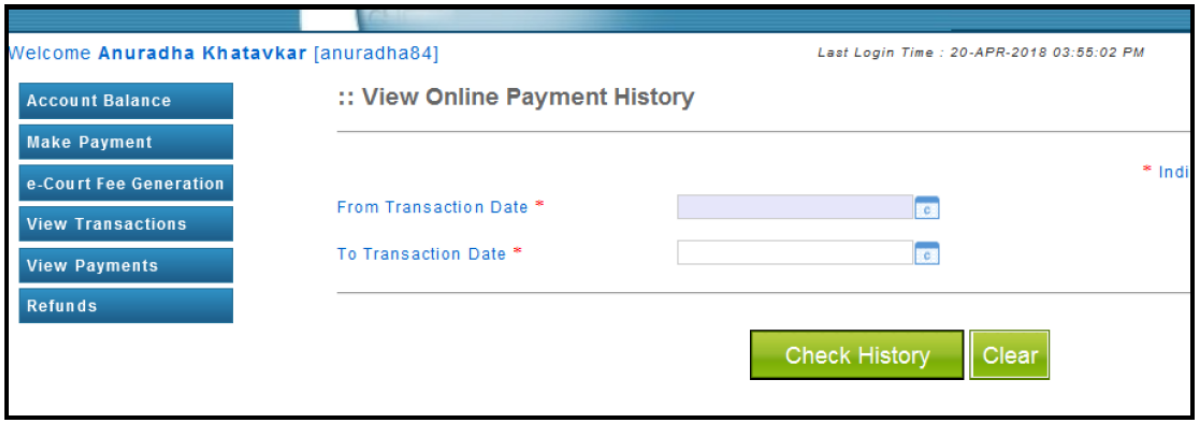


Fig. 13

Refund:

User can ask for the refund of money available in his account, by Refund option. User can opt for either partial or full refund. Refer fig .14

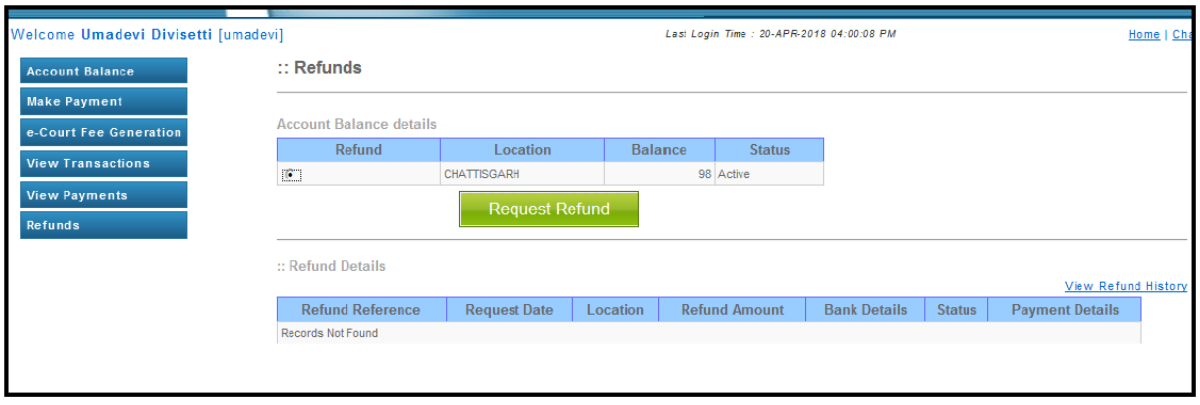


Fig.14

User has to enter the refund amount and other mandatory details and click on “Initiate Refund” button. As soon as user clicks on Initiate Refund button an auto mail will be sent to the StockHolding office with refund details. Refer fig.15

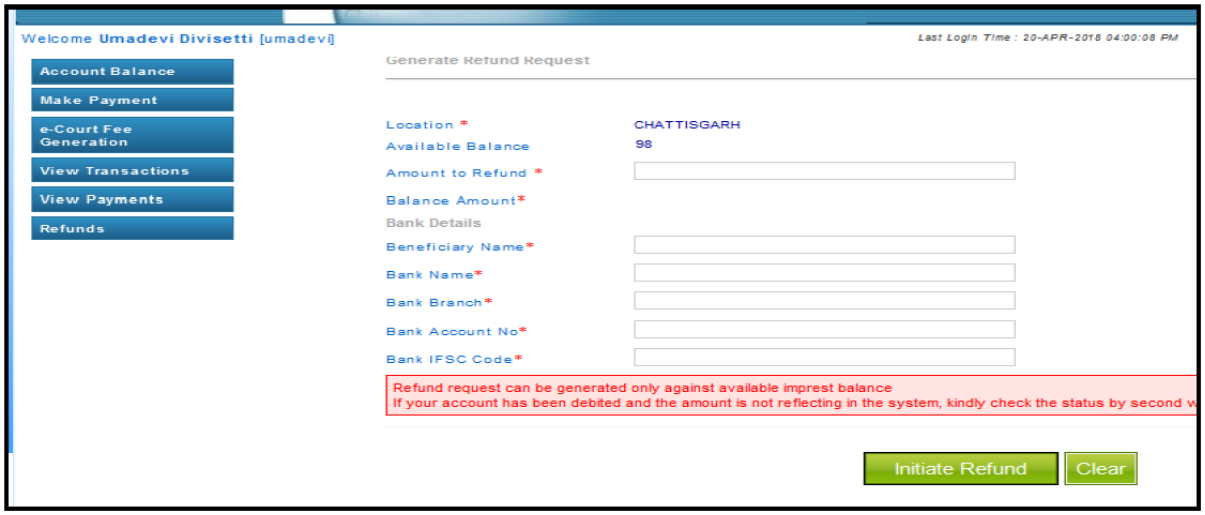


Fig.15