

# Help Documentation

For

## Interlocutory Application(IA) Filing

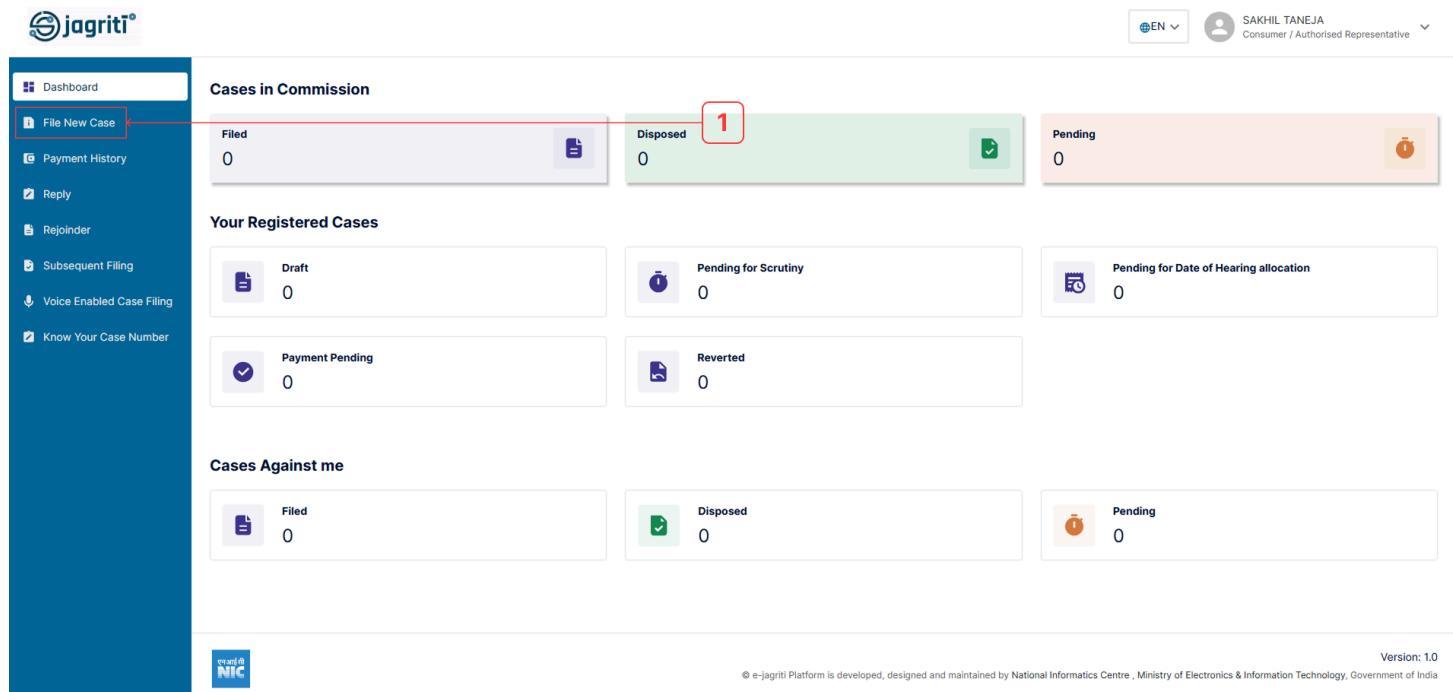


**National Informatics Centre ,  
Ministry of Electronics & Information Technology,  
Government of India**

(A-Block, CGO Complex, Lodhi Road,  
New Delhi – 110003)

**March 2025**

**Step 1:** Navigate to the dashboard and select "**Interlocutory Application**" from the left menu.



**Cases in Commission**

Category	Count
Filed	0
Disposed	1
Pending	0

**Your Registered Cases**

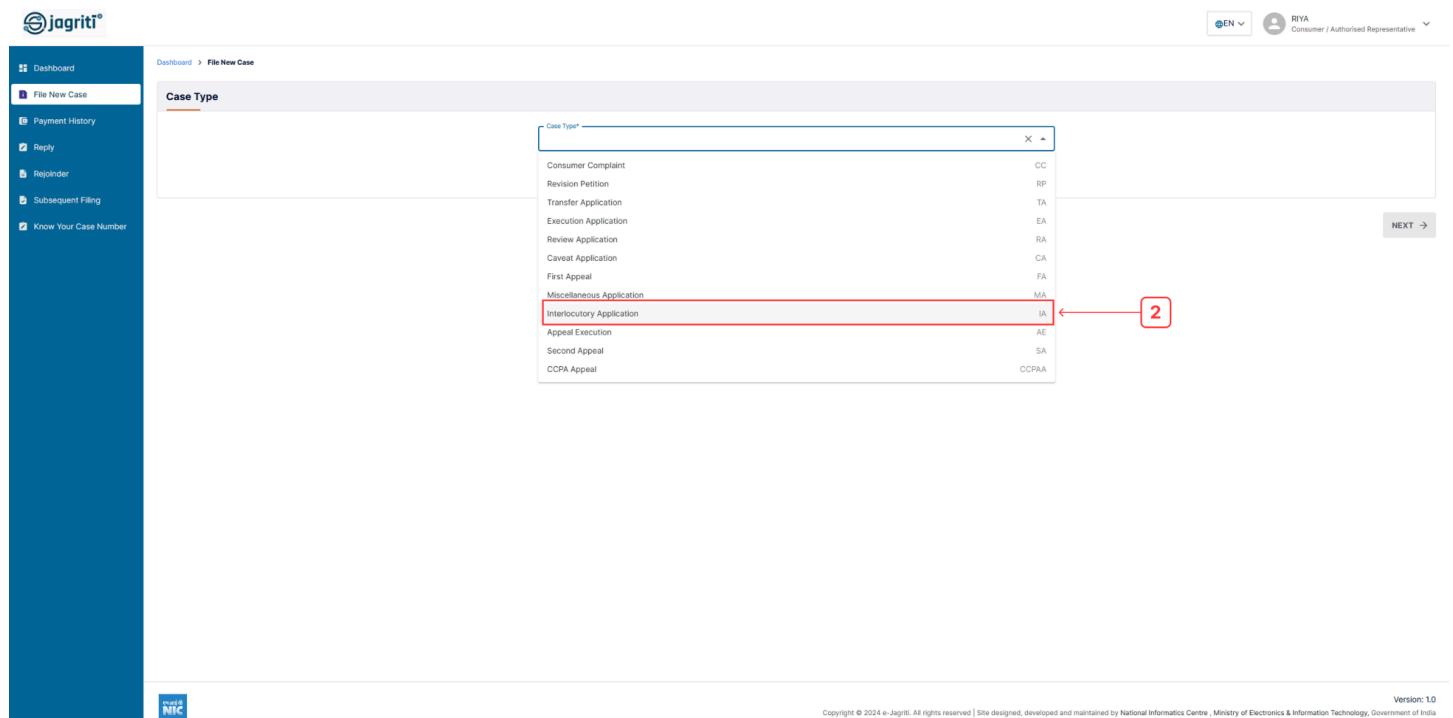
Draft	0
Pending for Scrutiny	0
Pending for Date of Hearing allocation	0
Payment Pending	0
Reverted	0

**Cases Against me**

Filed	0
Disposed	0
Pending	0

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**Step 2:** Choose "**Interlocutory Application**" from the list of case types in the selection menu.



Dashboard > File New Case

**Case Type**

Case Type	Code
Consumer Complaint	CC
Revision Petition	RP
Transfer Application	TA
Execution Application	EA
Review Application	RA
Caveat Application	CA
First Appeal	FA
Miscellaneous Application	MA
<b>Interlocutory Application</b>	<b>IA</b>
Appeal Execution	AE
Second Appeal	SA
CCPA Appeal	COPAA

NEXT →

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**Step 3: Upon selecting "Interlocutory Application" from the given case types,**

3.1 : The required documents for case filing will be displayed.

3.2 : Click the "Next" button to proceed.

Case Type\*

Interlocutory Application

We may use a link for practice direction/filing proforma and other filing details.

The following documents are required to file in "Interlocutory Application"

- > Index
- > Interlocutory Application with Notarised affidavit
- > Add Annexures / Documents
- > Vakalatnama

3.1

3.2

NEXT →

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**Step 4:**

- 4.1 : Either enter the old case format details
- 4.2 : Or the New Case Number Format/Filing reference Number details.
- 4.3 : Click the "Submit button" to proceed.

Dashboard > File New Case

Main Case Details Case Details Complainant / Opposite Party Document Upload Final Submission & Checkout

**Enter Main Case Number**

Enter old Case Format Details ↗ 4.1

NCDRC State Commission (SCDRC)\* District Commission (DCDRC)\* NC/RP/149/2025

OR ↗ 4.2

Enter New Case Number Format / Filing Reference Number ↗ 4.3

Enter the file case number NC/RP/149/2025

**SUBMIT**

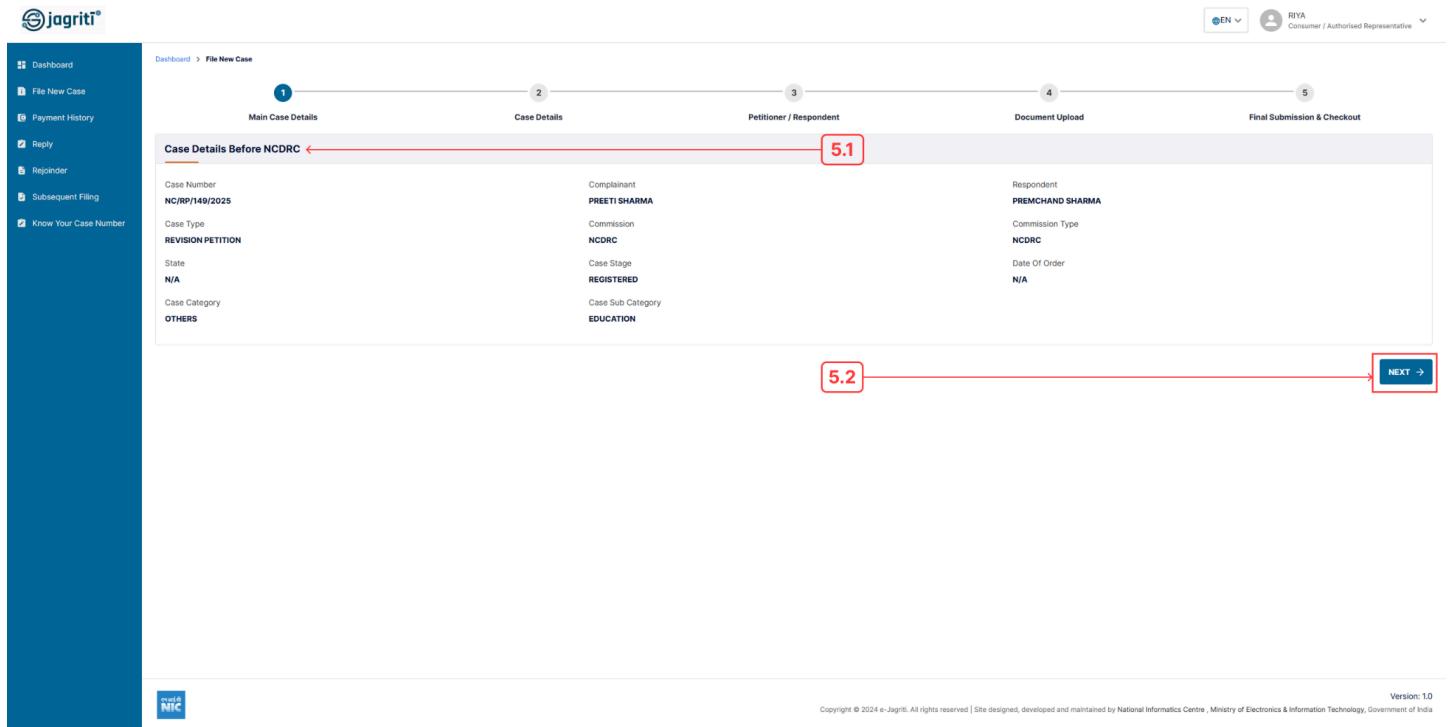
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## Step 5 :

5.1: View the old case details including case number , case type, commission etc.

5.2: Click "Next" to proceed.



The screenshot shows the 'File New Case' workflow with five steps. Step 5 is currently active, titled 'Case Details Before NCDRC'. The 'Case Details' section displays the following information:

Case Number	Complainant	Respondent
NC/RP/148/2025	PREETI SHARMA	PREMCHAND SHARMA
Case Type	Commission	Commission Type
REVISION PETITION	NCDRC	NCDRC
State	Case Stage	Date Of Order
N/A	REGISTERED	N/A
Case Category	Case Sub Category	
OTHERS	EDUCATION	

Step 5.2 is highlighted with a red box around the 'NEXT >' button.

**Step 6:**

- 6.1: Select the “IA Type” from the list.
- 6.2: Click "Next" to proceed.

The screenshot shows the 'File New Case' process in e-Jagriti. The 'IA Type' dropdown is open, displaying a list of options. The 'NEXT' button at the bottom right is also highlighted with a red box. Red numbers 6.1 and 6.2 are overlaid on the image to indicate the steps.

**IA Type**

- IA Type
- Amended memo of parties
- Amendment of cause title
- Amendment of complaint
- Amendment of prayer
- Amendment of reply
- Amendment of the name
- Amendment of the petition
- Amendment of the written statement
- Appointment of amicus curiae
- Appointment of local commissioner
- Arbitration
- Change of Authority Representative
- Change of Bench
- Change of date
- Change of name
- Classification

**Step 7:**

7.1 :To add Petitioner & Respondent details in the list ,tick the checkboxes.

7.2 : Click “view” to see the details.

7.3 :Click the “Next” button to proceed.

**Petitioner/Respondent Details**

S.No.	Petitioner Name	Role Type	Petitioner Mobile Number	Petitioner Email	Filed by	Action
1	PREETI SHARMA	Main Complainant			<input type="checkbox"/>	<b>VIEW</b>
2	PREMCHAND SHARMA	Main Opposite Party			<input type="checkbox"/>	<b>VIEW</b>

**Advocate Details**

S.No.	Advocate Name	Mobile Number	Bar ID	Emailed	Select Advocate
1	MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, Udit GROVER & SOURABH TYAGI	N/A	N/A	N/A	

**Buttons:** PREVIOUS, NEXT →

7.4 :View and edit the Petitioner & Respondent details.

7.5 :Click "Next" to proceed.

**Petitioner/Respondent Details**

**Details**

Name*	PREETI SHARMA	Relation	Relative Name	Mobile Number
Email				
<input type="checkbox"/> Senior Citizen <input type="checkbox"/> Widow <input type="checkbox"/> Differently Abled <input type="checkbox"/> Serious Ailments				

**Address 1**  NRI

Address Type*	PRESENT	House No./Door No./Building/Flat	Block/Street/Mohalla/Sector
Landmark/Locality	Country*	INDIA	Pin Code*
State*	District*	Post Office*	Police Station

**Advocate Details**

S.No.	Advocate Name
1	MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR

**Buttons:** PREVIOUS, NEXT →

## Step 8:

- 8.1: Upload the required documents: Index, Interlocutory Application with Notarized Affidavit, Vakalatnama & Annexures (titled) Documents.
- 8.2: Click "Next" to proceed.

The screenshot shows the 'File New Case' workflow on the e-Jagriti platform. The current step is 'Document Upload' (Step 4). The 'Upload Case Documents' section contains three rows for document upload:

S.No.	Document Name	Upload Document	Action
1	Index*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
2	Interlocutory Application with Notarised affidavit*	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	
3	Vakalatnama	Drag and Drop Files Here or Click to upload (pdf only). File size should not exceed 10 MB.	

At the bottom, there are 'PREVIOUS' and 'NEXT' buttons. The 'NEXT' button is highlighted with a red box and labeled '8.2'.

**Step 9:**

9.1: Select the commission name and tick the declaration checkbox.

9.2: Click the "Preview" button.

The screenshot shows the 'File New Case' workflow on the e-Jagriti platform. The steps are: Main Case Details, Case Details, Petitioner / Respondent, Document Upload, and Final Submission & Checkout (Step 5). Step 9.1 is highlighted with a red box around the 'Commission' dropdown set to 'NCDRC'. Step 9.2 is highlighted with a red box around the 'PREVIEW' button.

Dashboard > File New Case

Main Case Details Case Details Petitioner / Respondent Document Upload Final Submission & Checkout

Your case will be filed in NCDRC

Commission: NCDRC

CAUTION: Once you finalize your case, you cannot edit it

I hereby declare that the information provided is true and correct

PREVIOUS PREVIEW

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## Step 10: Review the details on the Preview page.

10.1 : Click the "Edit" button to correct the respective section's information.

10.2 : Click "Final Submit" to complete the process.

EN
RIYA  
Consumer / Authorised Representative

Case Details
10.1
EDIT

Filing Reference Number <b>202503200003</b>	Case Type <b>INTERLOCUTORY APPLICATION</b>	Previous Case Number <b>NC/RP/149/2025</b>
Previous Case Type <b>REVISION PETITION</b>	Previous Commission <b>NCDRC</b>	Case Category <b>N/A</b>
Ja Type <b>AMENDMENT OF THE NAME</b>		

Filed by Details		
Name <b>PREETI SHARMA</b>	Mobile Number <b>8802331516</b>	Email <b>N/A</b>
Is Senior Citizen <b>NO</b>	Is Widow <b>NO</b>	Is Differently Abled <b>NO</b>
Serious Ailments <b>NO</b>	Handicapped <b>N/A</b>	
Address Type <b>PRESENT</b>	House Number <b>123</b>	Street <b>N/A</b>
Landmark <b>N/A</b>	Pin Code <b>110096</b>	State <b>DELHI</b>
District <b>EAST</b>	Post Office <b>GAZIPUR B.O.</b>	Police Station <b>N/A</b>
Country <b>INDIA</b>	Nil <b>NO</b>	
Advocate Name <b>MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER &amp; SOURABH TYAGI</b>	Advocate Id <b>60658</b>	Mobile <b>N/A</b>
Email <b>N/A</b>	Bar Council Id <b>N/A</b>	
Address Type <b>PRESENT</b>	Pincode <b>N/A</b>	District <b>N/A</b>
State <b>N/A</b>		

Petitioner Details		
Name <b>PREETI SHARMA</b>	Mobile Number <b>0</b>	Email <b>N/A</b>
Is Senior Citizen <b>N/A</b>	Is Widow <b>N/A</b>	Is Differently Abled <b>NO</b>
Serious Ailments <b>N/A</b>	Handicapped <b>N/A</b>	
Address Type <b>PRESENT</b>	House Number <b>N/A</b>	Street <b>N/A</b>
Landmark <b>N/A</b>	Pin Code <b>N/A</b>	State <b>N/A</b>
District <b>N/A</b>	Post Office <b>N/A</b>	Police Station <b>N/A</b>
Country <b>INDIA</b>	Nil <b>NO</b>	
Advocate Name <b>MR. AMIT SINGH, ATUL JAIN, MAYANK RATHOR, ALANKAR JAIN, UDIT GROVER &amp; SOURABH TYAGI</b>	Advocate Id <b>60658</b>	Mobile <b>N/A</b>
Email <b>N/A</b>	Bar Council Id <b>N/A</b>	
Address Type <b>PRESENT</b>	Pincode <b>N/A</b>	District <b>N/A</b>
State <b>N/A</b>		

Respondent Details		
Name <b>PREMCHAND SHARMA</b>	Mobile Number <b>0</b>	Email <b>N/A</b>
Is Senior Citizen <b>N/A</b>	Is Widow <b>N/A</b>	Is Differently Abled <b>NO</b>
Serious Ailments <b>N/A</b>	Handicapped <b>N/A</b>	
Address Type <b>PRESENT</b>	House Number <b>N/A</b>	Street <b>N/A</b>
Landmark <b>N/A</b>	Pin Code <b>N/A</b>	State <b>N/A</b>
District <b>N/A</b>	Post Office <b>N/A</b>	Police Station <b>N/A</b>
Country <b>INDIA</b>	Nil <b>NO</b>	

Final Submission & Checkout		
Commission <b>NCDRC</b>	10.2	
		FINAL SUBMIT

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**Step 11:** Clicking "Final Submit" will trigger a pop-up to confirm submission.

The screenshot shows the e-Jagriti application interface for an Interlocutory Application (IA). The main form contains the following data:

- Address Type:** PRESENT
- Pincode:** N/A
- District:** N/A
- Respondent Details:**
  - Name:** PREMCHAND SHARMA
  - Mobile Number:** 0
  - Email:** N/A
  - Is Senior Citizen:** N/A
  - Is Widow:** N/A
  - Is Differently Abled:** NO
  - Serious Ailments:** N/A
  - Handicapped:** N/A
- Address Type:** PRESENT
- Landmark:** N/A
- District:** N/A
- Country:** INDIA
- Final Submission Details:** A modal window titled "Final Submission Details" with the message: "Are you sure you want to submit? You will not be able to edit the form after submission." It contains "NO" and "YES" buttons.
- Final Submission & Checkout:**
  - Commission:** NCRC

At the bottom right of the main form is a "FINAL SUBMIT" button. The footer of the page includes the NIC logo and the text "e-Jagriti Help Document".

**Step 12: "Final Submit" generates a reference number and forwards the case to the respective commission.**

The screenshot shows the e-Jagriti application interface. The left sidebar contains navigation links: Dashboard, File New Case, Payment History, Reply, Rejoinder, Subsequent Filing, and Know Your Case Number. The main content area is divided into sections: Respondent Details, Final Submission Details, and Final Submission & Checkout. The Final Submission Details section contains a modal window with the following text: "Your case has been submitted to NCDRC National Commission, with ref number. Keep the reference number as 202503200003 for all your future reference until the case is admitted." Below the modal are buttons for "CONTINUE" and "N/A". The Final Submission & Checkout section shows the Commission as "NCDRC". At the bottom right is a "FINAL SUBMIT" button. The top right corner shows the user is "RIYA" (Consumer / Authorised Representative) and the language is "EN". The footer includes the NIC logo and the text "Version: 1.0 Copyright © 2024 e-Jagriti. All rights reserved | Site designed, developed and maintained by National Informatics Centre, Ministry of Electronics & Information Technology, Government of India".