FAQ (E-FILING)

Question 1) How will I file cases online in CAT?

Ans: Cases can be filed after visiting Portal https://cgat.gov.in/catlive. Click on e-filing than click on new registration. After registration login through registered mobile no. and password and then file the case as proceed further.

Question 2) What are the types of applications that can be filed through e- filing in CAT.

Ans: Presently the applications i.e. OA, CP, RA, MA, PT etc and other document like reply, rejoinder etc can be filed through e-filing window.

Question 3) In how many locations online e-filing is available at CAT?

Ans: Online e-filing facility is available at all benches of CAT.

Question 4) What type of documents can be uploaded in e-filing software?

Ans: Only files with .pdf extension can be uploaded.

Question 5) Is there any restriction on the size and number of documents that can be uploaded?

Ans: The users may upload files not more than 60 Mb size for OA & 30 Mb for other applications & other documents.

Question 6) Are there any prerequisites for filing application/petition online?

Ans: Users need to register with their authenticated email id and mobile numbers via OTP.

Question 7) Do users need to submit anything offline as well?

Ans: Users need to submit hard copy of the petition/application at filing counters as per the prevailing practice as per CAT, ACT. Also, users who have selected offline mode of payment need to submit the demand draft/IPO/Bharatkosh offline payment at filing counter.

Question 8) Can I make payment for filing any application/petition online?

Ans: User has the option of paying the application/petition fee using offline mode. In future this office will introduce online payment optin through Bharatkosh portal.

Question 9) Will I be able to do modification in draft save data?

Ans: The system permits you to do modification in the draft save data.

Question10) Do we have to deposit the hard copy of file in the concerned CAT?

Ans: Yes. The hard copy of file is to be deposited in the concerned CAT along with outline filing confirmation slip.

Question 11) Is it mandatory to file cases in CAT online?

Ans: Yes.

Question 12) In case I feel any difficulty in filing of case in CAT portal then whom should I contact?

Ans: In case you feel any difficulty in filing of case in CAT portal you feel free to contact us on helpdesk.acis-cat@gov.in .

Question 13) I forgot my E-filing Password. How can I retrieve my password?

Ans: There is an option of "Forget Password" at the login page. After submission of the requisite details, the new password will be auto-generated and communicated on the register mobile number.

Question 14) Is bookmarking compulsory for Online E-filing?

Ans: Yes. The details of how to create bookmarks in a file are available on CAT website (https://cgat.gov.in/catlive) under E-filing.

Question15) Do I have to fill all the details of multiple petitioners or respondents?

Ans: Yes. The details of all petitioners and respondents are mandatory to fill while filing any applications.
Enter the detail of the first Petitioner/ Respondent and then Click on Add button. A new row appears in which the details of the second Petitioner/Respondent can be written. Similar step is to be undertaken to fill all the Petitioners/ Respondents details.

Question 16) What is Draft Inbox for?

Ans:If due to some reason, while filing the case, Advocate can't proceed with the filing (for example: if he has to go somewhere urgently or there is some mistake in the PDF, etc and he doesn't want to waste time in writing the Memo of Parties again). The already filled particulars will be saved in Draft Inbox. Next time when he enters the Portal, he doesn't have to write the particular (already filled) again and the same can be retrieved from the Draft Inbox.

Question 17) What does OCR in .pdf file mean?

Ans: It is the process of making characters searchable in any .pdf file. It converts the images of typed or hand written or printed text into computer readable text.

Question 18) How OCR is done?

Ans: OCR can be done using freely available software's and steps how to convert .pdf files in OCR format is available in CAT website under online e-filing practice directions.