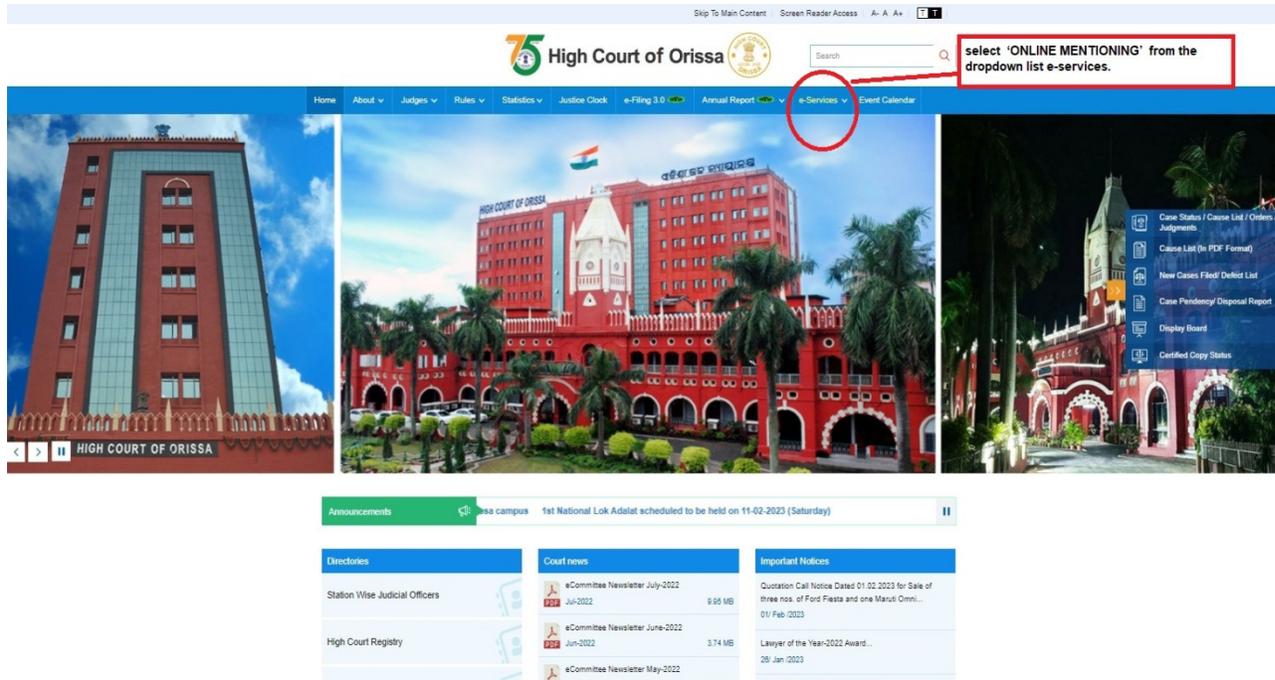


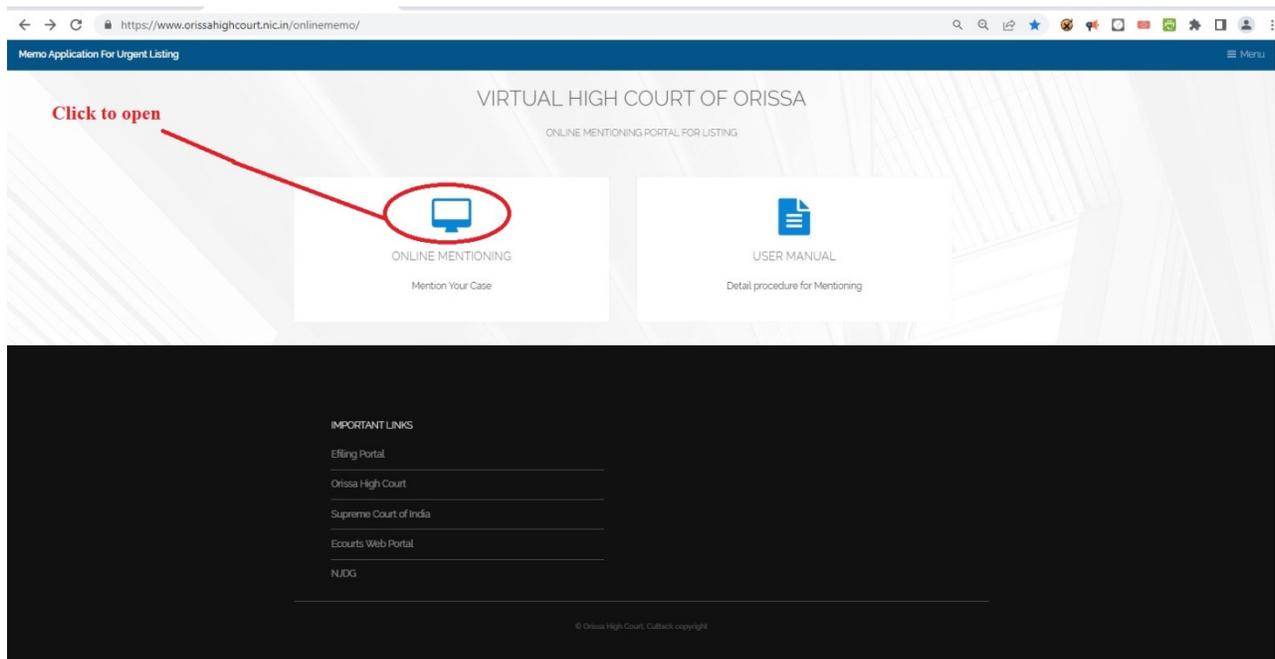
High Court of Orissa

User Manual For Online Mentioning

- 1) Use url <https://orissahighcourt.nic.in/onlinememo/>
or go to website of High Court of Orissa (<https://www.orissahighcourt.nic.in>), select e-services from header menu and select **'ONLINE MENTIONING'** from the dropdown list.



- 2) Now click on **'ONLINE MENTIONING'**.



- 3) It will take you to new window for applying memo as below.
Select 'Virtual High Court Districts' from which want to apply .

HIGH COURT OF ORISSA

ONLINE MENTIONING PORTAL FOR URGENT LISTING

Case Details

<p>Virtual High Court Districts <input type="text" value="Please Select"/></p>	<p>Case Number * <input type="text"/></p>	<p>Case Year <input type="text" value="Please Select"/></p>
<p>Case Type <input type="text" value="Please Select"/></p>	<p>IA Year <input type="text" value="Please Select"/></p>	<p>Date Of Mentioning <input type="text" value="02/02/2023"/></p>
<p>IA Number <input type="text"/></p>		

Details of Party/Advocate

<p>Name of Petitioner <input type="text"/></p>	<p>Name of Opposite Party/Parties <input type="text"/></p>	<p>Party Seeking Listing <input type="text" value="Please Select"/></p>
<p>Name of the Advocate of the Party Seeking Listing <input type="text"/></p>	<p>Advocate Mobile Number <input type="text"/></p>	<p>Bar Enrollment Number * <input type="text"/></p>
<p>Name of the Advocate/Advocates appearing for the Opp. Parties <input type="text"/></p>	<p>Nature of The Urgency <input type="text"/></p>	<p>Date on which Listing is sought <input type="text" value=""/></p>
<p>Mention For <input type="text" value="Please Select"/></p>		

Additional Details

Apply to the Office

Word verification

Please enter the characters shown above

Fields marked with Red '*' are mandatory . After the entry of required details click on the 'submit' button to next step.

- 4) Check the inserted data and if required modify the details by clicking on the 'Edit' button else click on 'Attach Annexure'.

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

Case Details	
Virtual High Court Districts :	SAMBALPUR
Case Type :	BLAFL
Case Number :	2
Case Year :	2022
Date Of Mentoring :	02/02/2023

Details of Party/Advocate	
Name of Petitioner :	TEST PET
Name of Opposite Party/Parties :	TEST RES
Party Seeking Listing :	Appellant
Name of the Advocate of the Party Seeking Listing :	ADV/TEST RES
Advocate Mobile Number :	620XXXXXX00
Name of the Advocate/Advocates appearing for the Opp. Parties :	PETAQV/TEST
Nature of The Urgency :	TESTTESTTESTTESTTESTES! T
Date on which Listing is sought :	02/02/2023
Mention For :	Fresh Admission

Additional Details	
Apply to the Office	HIGH COURT OF ORISSA

Draft Reference No : Draft_MEMO/2023/00017

02/02/2023 02:58:16 IST http://serviceonline.gov.in

Attach Annexure Edit Cancel Click here to initiate new application

- 5) Select your supporting document from your local drive if required and upload by clicking on 'Save annexure'.

Note:- Only jpg, pdf, jpeg files formats allowed upto 1024 KB

If uploading of any document is not required then simply click on 'Save Annexure' without selecting any supporting document.

ATTACH ENCLOSURE(S)

Enclosure(s):

Type of Enclosure	Enclosure Document	File/Reference
Supporting Document	Documents in Support Of Urgency Select Documents in Support Of Urgency	Choose File No file chosen Scan Fetch from DigiLocker

Save Annexure Cancel Back

6) Now click On 'Submit' button.

Application not yet submitted. To proceed click on the appropriate button available at the bottom of this page

Case Details

Virtual High Court Districts :	SAMBALPUR
Case Type :	BLAPL
Case Number :	2
Case Year :	2022
Date Of Mentioning :	02/02/2023

Details of Party/Advocate

Name of Petitioner :	TEST PET
Name of Opposite Party/Parties :	TEST RES
Party Seeking Listing :	Appellant
Name of the Advocate of the Party Seeking Listing :	ADV/TEST RFS
Advocate Mobile Number :	620XXXXXX00
Name of the Advocate/Advocates appearing for the Opp. Parties :	PETADV/TEST
Nature of The Urgency :	URGENT TTESTTESTTESTTESTTEST
Date on which Listing is sought :	02/02/2023
Mention For :	Fresh Admission

Annexure List

1) Supporting Document	Documents in Support Of Emergency
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Additional Details

Apply to the Office	HIGH COURT OF ORISSA
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Draft Reference No :	Draft_MEMO/2023/00017
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7) An unique 'Application No' will be generated

Example :- MEMO/2023/00009.



HIGH COURT OF ORISSA

ONLINE MEMO FOR LISTING

Application Number: MEMO/2023/00009

Case Type/ Case No./ Case Year	: ABLAPL/ 2/ 2022	Apply Date and Time	: 02/02/2023 11:11 AM
IA No./ IA Year	: blank / blank	Party Seeking Listing	: R
Advocate Bar Reg No.	:	Date On Which Listing Is Sought	02/02/2023

Date : **02/02/2023**

8) Once the application is submitted successfully and the 'Application No' is generated, further Modification is not possible.