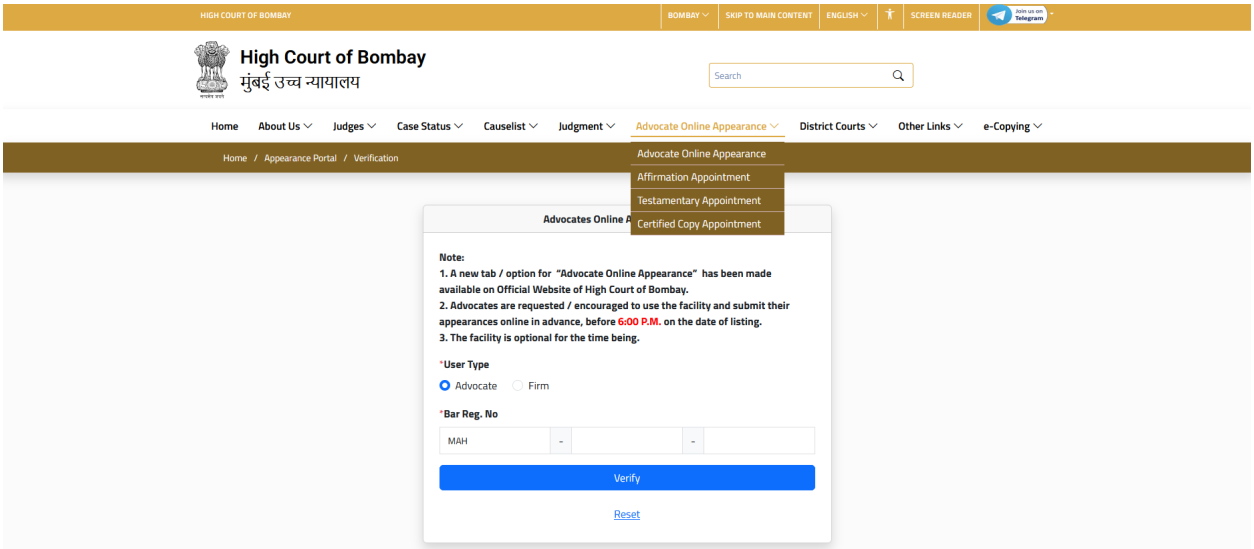
Advocate Appearance Portal — User Manual

1. Accessing the Advocate Appearance Portal

Visit the official website of the Bombay High Court.

On the **Home** Page, locate the **"Appearance"** option in the website menu. Click on this option to access the Advocate Appearance Portal.

Screenshot 1: Location of the "Advocates Online Appearance " menu on the Bombay High Court website

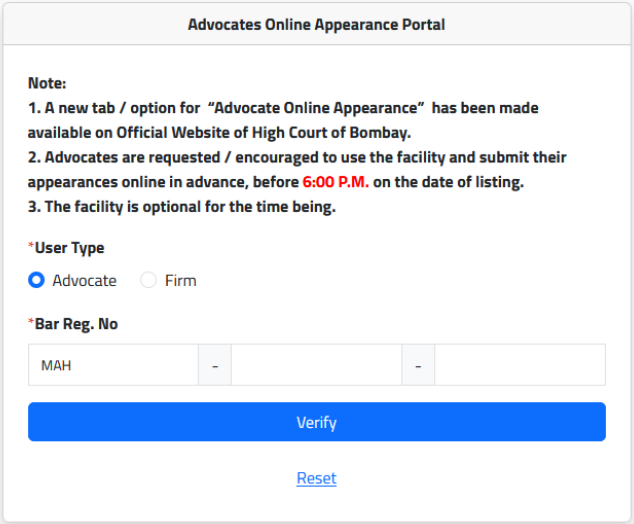


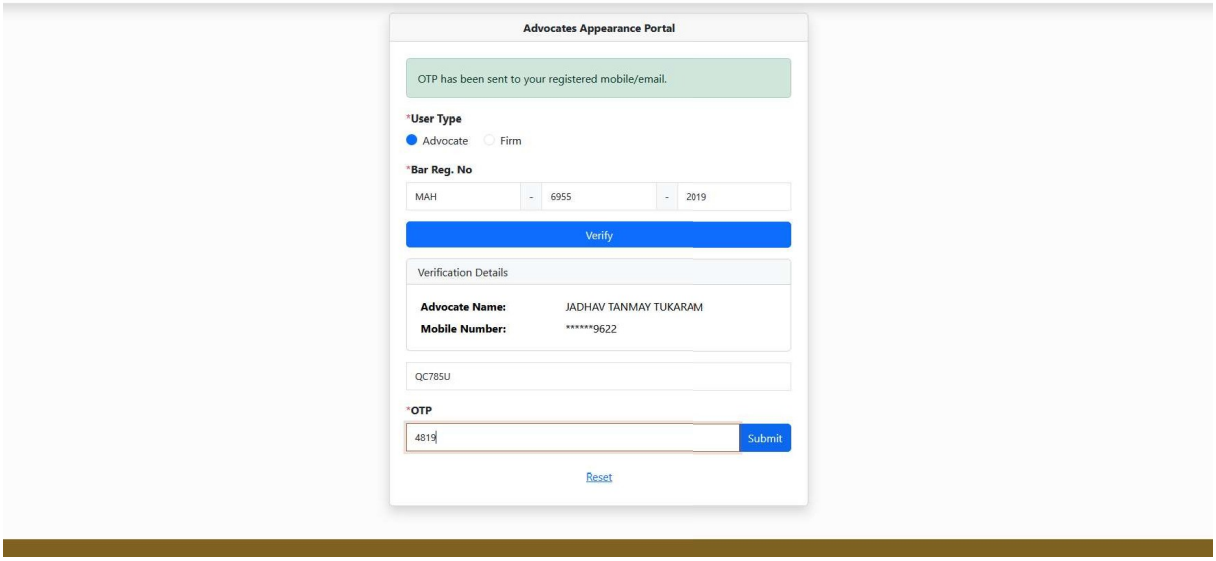
2. Advocate Login

After selecting **"Advocate Appearance",** the **Advocate Login** screen will be displayed.

Enter the required login credentials in the respective fields and click on the **"Login"** button to proceed.

Screenshot 2: Advocate Login screen





Screenshot 3: Advocate Login — OTP Verification Screen

3. Selecting Bench ID and Causelist Date

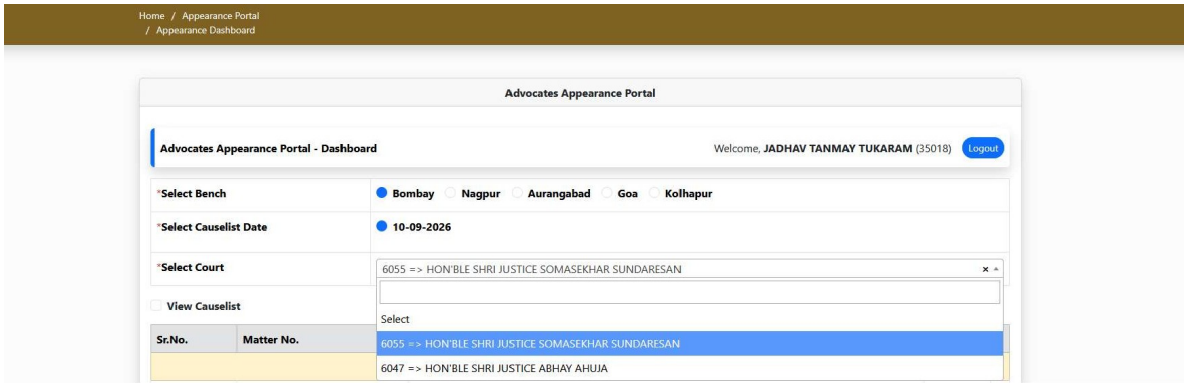
After successful login, the advocate will be required to select:

- Bench ID
- Causelist Date

The advocate may select today's causelist or the required causelist date and select the desired Bench ID.

After selecting the required details, click Proceed to view the causelist.

Screenshot 4: Selection of Bench ID and Causelist Date



4. Selecting a Matter and Entering Appearance

After selecting the Bench ID and Causelist Date, the corresponding causelist will be displayed.

The advocate can view the matters listed in the causelist and select the required matter/case.

After selecting the matter, the advocate can enter the required appearance details for the matter.

Review the entered details and submit the appearance.

Screenshot 5: Enter Advocate Appearance Details

