PROCEEDINGS OF THE PRL. DISTRICT JUDGE:: PRAKASAM AT ONGOLE.
PRESENT :: SMT. T. RAJYA LAKSHMI, I ADDL. DISTRICT JUDGE, ONGOLE,
FAC. PRL. DISTRICT JUDGE, ONGOLE.

Dis. No. 2142, **Dated: 01-04-2026.**

Sub:- e-Courts Project – Nomination of certain staff members viz., Administrative Heads, Court Managers, Nazarath & Process Servers working in Prakasam District to participant in the ECT_08_2025 & ECT_05_2025 Training Programme scheduled to be held on **04.04.2026** [Saturday] from **10.00 AM to 05.00 PM** in hybrid mode at District Headquarters – Orders – Issued - Reg.

Ref:- Hon'ble High Court's Order ROC. No. 338/2026-B.SPL., dated: 01-04-2026.

Read:- Office Note, dated: 01-04-2026.

&&&

ORDER:-

Pursuant to the instructions of the Hon'ble High Court of Andhra Pradesh in the reference cited, the under-signed is pleased to nominate certain staff members viz., Chief Administrative Officers, Superintendents/CMOs, Deputy Nazirs, Field Assistants & Process Servers working in Prakasam District Judiciary to participant in the ECT_08_2025 & ECT_05_2025 training programme scheduled to be held on **04.04.2026** [Saturday] from **10.00 AM to 05.00 PM** from their respective Court Complexes in hybrid mode.

Sri K.P. Sai Ram, Ubuntu Master Trainer & VI Addl. Civil Judge [Sr. Division], Vijayawada, is nominated as resource person by the Hon'ble High Court A.P., in the reference cited, for conducting the aforesaid training programme in hybrid mode.

Hence, all the Judicial Officers working in this Unit are instructed to take necessary steps & to see that the nominated staff members of their Court[s] are participated in the above said online training programme, as per the schedule enclosed herewith, without fail.

All the Nodal Officers working in this Unit are required to make necessary arrangements in their respective Court Complexes for smooth conducting of the above said online training programme and submit the attendance sheet & bill to the Prl. District Court, Ongole, for onward submitted to the Hon'ble High Court of Andhra Pradesh, as instructed in the reference cited.

All the nominated staff members at District Headquarters are directed to attend the above said training programme from Conference Hall of the District Court, Ongole and all the nominated staff members at Taluka stations are directed to join said online training programme by **09.45 AM**, without fail. The Microsoft Teams Meeting ID & Passcode will be communicated later.

Dictated & Corrected.

I ADDL. DISTRICT JUDGE,
FAC.PRL. DISTRICT JUDGE,
ONGOLE.

To: 1. The nominated staff members [Through their respective Offices].
Copy to: 2. Sri K.P. Sai Ram, Ubuntu Master Trainers & VI Addl. Civil Judge [Sr. Division], Vijayawada.
Copy to: 3. All the Judicial Officers in the District.
4. The Addl. Civil Judge [Senior Division]-cum-Nodal Officer, Ongole, for information.
6. The Sr. Superintendent, "B" Section, PDJ Court, Ongole, for making necessary arrangements.
7. The Sr. Superintendent, Nazarath Section, PDJ Court, Ongole, for making necessary arrangements.
8. The System Officer, Prl. District Court, Ongole, for making necessary technical arrangements.
9. All Section Heads, Prl. District Court, Ongole [with a direction to circulate this among the nominated staff members working under their control].

PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

SUB: 1. Instructions to all the Unit Heads/Principal District Judges with regard to conducting the **ECT_08_2025 and ECT_05_2025 at respective District Headquarters of all the Districts other than in Visakhapatnam on 04.04.2026 and on 18.04.2026 in Visakhapatnam** to the respective participants viz., Adminsitrative Heads, Court Managers, nazarath, Process Servers as per the schedule and
2. Nomination of certain Judicial Officers to participate as Resource Persons to conduct the said Training Programmes – Regarding.

READ: Letters Roc.No.119/APJA/2026, dated 18.03.2026 from the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.338/2026-B.SPL. DATED:01.04.2026

Having considered the letter of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, the High Court has made the following order:-

I

All the Unit Heads/Principal District Judges of all the Districts working under the jurisdiction of High Court of Andhra Pradesh are requested to cause nomination of respective participants viz., Administrative Heads, Court Managers, Nazarath, Process Servers to participate in the **ECT_08_2025 and ECT_05_2025 at respective District Headquarters of all the Districts other than in Visakhapatnam on 04.04.2024.**

Further, the Unit Head of Visakhapatnam District is requested to nominate the respective participants viz., Administrative Heads, Court Managers, Nazarath, Process Servers **of Visakhapatnam District Judiciary** to participate in the **ECT_08_2025 and ECT_05_2025 on 18.04.2026.**

All the Unit Heads are requested to take necessary steps for smooth conduction of the said Training in hybrid mode as per the schedule. They are requested to submit copy of the said training details to the High Court and to the Director, Andhra Pradesh Judicial Academy.

II

The Judicial Officers mentioned in Column No.3 are nominated to participate as Resource Persons for conducting the **ECT_08_2025 and ECT_05_2025 at mentioned District Headquarter against their names in hybrid mode**.

SL. NO.	DISTRICT	NAME & DESIGNATION OF THE OFFICERS
	ON 04.04.2026	
1.	Ananthapuramu And Chittoor	**Sri T.Vasudevan** Ubuntu Master Trainer & Civil Judge (Senior Division), Penukonda
2.	Guntur	**Sri Meejuri Suneel Kumar** Ubuntu-cum-CIS Master Trainer & XII Additional District and Sessions Judge, Vijayawada, Krishna District.
3.	Krishna	**Sri A.Satyanand,** Ubuntu Master-cum-CIS Master Trainer & II Additional District and Sessions Judge, Vijayawada
4.	Kurnool and Kadapa	**Smt. G.C.Asifa Sulthana,** Ubuntu Master Trainer & Additional Civil Judge (Senior Division), Kadapa.
5.	Prakasam and Nellore	**Sri K.P.Sai Ram** Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division), Vijayawada
6.	Srikakulam and Vizianagaram	**Sri P.Govardhan,** Ubuntu-cum-CIS Master Trainer & VI Additional District Judge, Kakinada.
7.	East Godavari and West Godavari	**Sri G.Bhupal Reddy** Ubuntu-cum-CIS Master Trainer & Special Judge for trial of disposal of Commercial Disputes, Vijayawada
	ON 18.04.2026	
8.	Visakhapatnam	**Sri C.N.Murthy** Ubuntu-cum-CIS Master Trainer & Principal Special Judge for CBI Cases, Visakhapatnam.

		Sri Ch.Pavan Kumar Ubuntu Master Trainer & II Additional Civil Judge (Senior Division), Visakhapatnam.

All the Units Heads are requested to make necessary incharge arrangements to the nominated Judicial Officers and inform the same the High Court.

REGISTRAR (VIGILANCE)

To

1. The officers and incharges concerned (along with enclosures).
2. The Registrar General, High Court of Andhra Pradesh (for information).
3. The Registrar (I.T)-cum-Central Project Coordinator, High Court of Andhra Pradesh (with a request to upload the same in the High court's website).
4. The Principal District Judges,
   Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.
5. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
6. The Additonal Director, A.P. Judicial Academy, Mangalagiri, Guntur District.
7. The District Treasury Officers, Ananthapuramu, Chittoor, Krishna, Guntur, Vizianagaram,Srikakulam, East Godavari District, west Godavari, Kadapa, Prakasam, Visakhapatnam, Nellore, Kurnool. (with a request to inform the same to concerned Sub Treasury Officers)

Andhra Pradesh Judicial Academy
Under the Aegis of
High Court of Andhra Pradesh

Programme for Court managers & Administrative Head Staffs of District Judiciary (ECT_5_2025) & Refresher Programme for Court Staffs & Nstep training (ECT_8_2025)

Session No.1	Time : 30 Minutes	Time 10:00 A.M to 10:30 A.M
Main Topic	**Sub topics**	

Introduction	• Introduction of trainers
	• Focus of training
	• Change Management
	  o Concept and need for change management
	  o Process reengineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment.
	• Need for continuous training and sensitisation of stakeholders
	• Role of CMOs and Court Managers in ensuring technology absorption by rank and file
	• Training and capacity building of court Staff in computerization in frequent intervals.
	• Training methodology
	• Introduction to ecommittee
	• Introduction to ecourts project
	• Change management through training
	  o Training and capacity building of non Judicial officers in courts in computerization
	  o Need for technology absorption by public officials
	• Role of non Judicial officers in effective implementation of ICT in judiciary
	• Specific role of process servers and Nazarat	

	State-Specific agreements regarding implementation of ecourts project	
Session No.2	**Time : 45 Minutes**	**Time 10:30 A.M to 11:15 A.M**
Main Topic	**Sub topics**	

Case Information System -I	• Concept of case management
	• Basic and important features of the Case Information System (CIS) Software of the District Judiciary
	• CIS in work management
	• Importance of Data integrity in CIS
	• Basic idea about CIS
	  ○ Core & Periphery
	  ○ Various types of masters
	  ○ Editing masters data
	  ○ Logging in to CIS
	• Dashboard
	  ○ Overview of Dashboard Data and Functions including Dynamic Opening Side Menu
	• Q-Menu
	  ○ Calendar module in CIS
	• Sidebar and various menu entries in sidebar
	• Miscellaneous
	  ○ Workflow of a case
	  ○ Balance sheet
	  ○ Balance sheet generation in CIS
	• Transfer of Judicial officers in CIS
	• Daily data uploading to CIS
	• Case proceedings
	• Delay management
	  ○ New entries and updating reasons for delay in CIS	

	• Filing- Cases, Caveat. Allocation- Individual & Bulk, Random, Reports k. CIS and Case Flow Management Rules o Accurate, Complete and regular Data Entry in CIS Software by the Court Staff. • Fundamentals of CIS o FORA o Registration-Objection, Registration Reports, Suit Register Report, Case Extra info etc. o Case proceedings. Bulk proceedings. Process Generation, IA filing. Linked Cases, Update Case Information, Urgent Case, Order 86 Judgement Uploading, Judges Leave, Delay Management etc. o Plead Guilty- Plead Guilty cases 86 Proceeding, Virtual Court Cases- Consume, Verification o Civil & Criminal, Registers, Disposal Report, o Change Advocate, Legal Heir, Witness Information, Register of Stayed matters, o Civil & Criminal Reports, Monthly Statement and other reports. • New Features of CIS 3.2 : o ICJS, o Appeal Filing, o Pre trial Module, o Delay Management • Digital display boards &. Display board management • Print Summons and Acknowledgement
Break	

Session No.3	Time : 45 Minutes	Time 11:30 A.M to 12:15 P.M
Main Topic	**Sub topics**	
Case Information System-II	• Registration • Unregistered Cases • Undated Cases • Court Proceedings • Plead Guilty module. • Proceeding Reports- Cause lists • Additional Party Details • Management Reports • Pretrial and ICJS. • Transfer of Cases • Judgement/order uploading • A-diary generation • B diary • Undertrial • Lok Adalat • Mediation • Proceedings Reports • Monitoring through CIS • Remand • Bail • Release • Charge sheet/summary • Chargesheet/summary received report • Pretrial order uploading • Generation of various statistical statements in CIS • Query builder • Types of PDF ○ OCR & ICR	

	○ Generation of accessible PDF Documents • Other features of CIS State-Specific periphery modules in CIS-eg: Surety module, victim information Uploading specification of PDF documents in the websites of the District Courts.
Session No.4	**Time : 45 Minutes** **Time 12:15 P.M to 01:00 P.M**
Main Topic	**Sub topics**
Process Management	• Process generation • Process data entry & Role of Court User • Draft generation • Upload process • Copy the previous process • Publish process • Process acknowledgement • Process status • NSTEP ○ Utility of NSTEP mobile application in service of civil processes. • NSTEP Web interface ○ District Admin User / Nazarat Branch Incharge ➢ Manage Bailiff/Process Server (Add & Modify) ➢ Manage Process Admin/Nazir (Add & Modify) ➢ Process Admin / Nazir ▪ Consume Data ▪ Process Allocation ▪ Process Delivery • NSTEP ▪ Process Status Report ▪ Allocate to Bailiff ▪ Allocate to Other Process Messenger

	• Within State
	• Outside State
	  ▪ De-allocation & Transfer Process
	• NSTEP Mobile application
	  o Save Location
	  o View Allocated Processes
	  o Capture Photo and Signature
	  o Upload Status
	  o Bailiff / Process Server
	  ▪ View PDF
	  ▪ Save Location
	  o Process Status in CIS
	• eCourts Services mobile app
	  o Case Management
	  o Get Case status, cause list, orders
	  o My Cases-Export and Import
	  o QR scan option and its utility for Advocates

Break	
Session No.5	**Time : 45 Minutes** | **Time 02:00 P.M to 02:45 P.M**
Main Topic	**Sub topics**

Efiling & ICJS	• Consuming cases in CIS from efiling and ICJS portals
	  o New cases
	  o Efiling in existing cases
	  o IA filing
	Efiling videos and manual

State-specific topics	• State-Specific agreements and policy for effective implementation of ecourts project • State-Specific-stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines • Salient features of state-specific e-filing rules.

	• State-Specific efiling assistance initiatives- eg: efiling helpdesks, Maintenance of digital database of Advocates of the District/Taluka Bar Associations and periodical updation of the Advocate details in the database, VC cabins, e seva kendras.
Session No.6	**Time : 15 Minutes** **Time 02:45 P.M to 03:00 P.M**
Main Topic	**Sub topics**
Data management	• Importance of data security • Open data • Password management • Data auditing • Data accuracy in CIS ○ Need of data accuracy • Steps to be taken to maintain data health

Digitisation of Court records	• Importance of digitisation
	• Principles
	  ○ Metadata and its importance
	• Standard Operating Procedures (SOP) for digitisation of ecommittee
	• Hardware and software requirements & Management of digitisation
	• Types of PDF documents
	  ○ PDF & PDF/A
	• OCR & ICR

State-Specific topics	• Stage of digitisation in each state of District Court records
	• State-Specific Digitisation priority & standard workflow of digitisation
	• State-Specific stages of digitisation-
	  ○ Pre-scanning
	  ○ scanning
	  ○ Post-scanning

Session No.7	Time : 15 Minutes	Time 03:00 P.M to 03:15 P.M
Main Topic	**Sub topics**	
Electronic Hardware Management	• Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of ecourts Project Phase-II. • Types of Electronic Hardwares • Electronic waste management including EWM Rules, 2016 with 2018 amendments	
State-Specific topics	• Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to o Procurement of electronic hardware equipments o Deployment ▪ Electronic Hardware register eg: HAMOS, Asset register & Software etc annual physical verification of IT Assets, data entry in Inventory management ▪ AMC management ▪ Laptop issue, handling & management protocol ➢ Management • Disposal	
Break		
Session No.8	**Time : 30 Minutes**	**Time 03:30 P.M to 04:00 P.M**
Main Topic	**Sub topics**	
Video Conferencing	• Principles of Video Conferencing o One to one o One to many o Many to many o Hybrid hearing • VC equipments- Procurement, management and optimum use o Setting up VC Setting up Hybrid hearings	

	• State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Basic idea about State-Specific VC rules-for example, Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018
Break	
Session No.9	**Time : 45 Minutes** | **Time 04:00 P.M to 04:45 P.M**
Main Topic	**Sub topics**

Other e-initiatives & miscellaneous topics	• GIMS (Sandes) App
	• SMS push and pull services
	• Automated email
	• NJDG
	  o Various types of pendency statistics available in NJDG
	• Live streaming
	• SUVAS
	  o New eservices introduced on a nationwide basis till the date of the training
	• Introduction to ecommittee
	  o Brief history of ICT in judiciary
	  o NEGP & ecommittee
	  o Introduction to ecourts project
	  o Role of
	  o Department of Justice
	  o eCommittee
	  o NIC
	  o High Court Computerisation Committee
	  o Central Project Coordinator
	  o Directorate of IT
	  o District Court Computerisation Committee
	  o Nodal Officers
	  o Ubuntu-CIS Master Trainers
	  o Advocate Master Trainers

	○ in implementation of ecourts project ○ Phases of ecourts project • Overview, utility & services idea of the e-initiatives of the Hon'ble Supreme Court ○ "ecouijis.gov.in" portal. ○ National Judicial Data Grid (NJDG). ○ Facilities provided ○ Different USER categories available in NJDG. ○ eFiling software ○ ePayment ○ Virtual Court, ○ Inter-operable Criminal Justice System (ICJS) ○ Different pillars of ICJS. ○ eCourts Mobile Application • Ecourts assistance ○ Efiling helpdesks ○ Esewa kendra ○ Help videos & manual • Concept of data security and password management • Overview of digitisation • Overview of electronic hardware management • Additional features of CIS ○ Lok Adalat-Assign Cases, Disposal, Reports, ○ Query Builder, Overview of Admin Module -Case Restoration, Taken on Board, Modify Case Details, Modify Business, Case Conversion, Split Cases, Delete cases
State-Specific topics	• State-Specific eservices such as: ○ ePay/Justice Clock/DMS ○ Services provided through district courts website

	○ New eservices introduced in the state till the date of the training
Break	
Session No.10	**Time : 15 Minutes** | **Time 04:45 P.M to 05:00 P.M**
Main Topic	**Sub topics**
	Discussion and Doubts