

PROCEEDINGS OF THE PRINCIPAL DISTRICT JUDGE, VISAKHAPATNAM

Present: **Sri Chinnamsetty Raju**
Principal District Judge,
Visakhapatnam

Sub: **ECT_08_2025 and ECT_05_2025** Training programme – Nomination of Staff members viz., Administrative Heads/Sr.Superintendents/Superintendents /Nazar/In-Charge Superintendents, Field Assistants and Process Servers to participate in **ECT_08_2025 and ECT_05_2025** training programme to be held on 18.04.2026 in hybrid mode - Orders - Issued.

Ref: 1.Hon'ble High Court's Proceedings in Order ROC No.338/2026-B.SPL Dt.01.04.2026.
2. Note file and orders thereon Dt. -04-2026

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ORDER

DATED 09.04.2026

Adverting to the subject and reference 1st cited, the Hon'ble High Court of A.P, proposed to conduct **ECT_08_2025 and ECT_05_2025** training programme on 18.04.2026 between 10.00 AM to 05.00 PM to the Administrative Heads, Court Managers, Nazarath and Process Servers of the District Judiciary in Hybrid mode as per the schedule enclosed with the assistance of Judicial.Officers who are nominated as Resource Persons.

Sl.No.	Name & Designation of Resource Persons
1	Sri C.N.Murthy, Ubuntu-cum-CIS Master Trainer & Principal Special Judge for CBI Cases, Visakhapatnam
2	Sri Ch.Pavan Kumar, Ubuntu Master Trainer & II Addl. Civil Judge (Senior Division), Visakhapatnam

Therefore, the Administrative Heads/ Sr.Superintendents/ Superintendents/ Nazar/In-Charge Superintendents, Field Assistants and Process Servers who are working in District Head Quarters are hereby nominated to **undergo ECT_08_2025 and ECT_05_2025** training programme on 18.04.2026 from 10.00 AM to 05.00 PM. The above categories of Staff members working at the Head Quarters shall attend the training programme in the Conference Hall of the New 10 Courts Building District Court premises, Visakhapatnam and the Staff working other than Head quarters shall attend the programme virtually.

PRINCIPAL DISTRICT JUDGE
VISAKHAPATNAM

To

1. The above Judges concerned.
2. The Staff Members concerned

Copy to

All the Judges working in Visakhapatnam Unit

All the Superintendents working in Visakhapatnam Unit are directed to download the schedule copy from the Official Website of District Court, Visakhapatnam

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3341
14/2026.

**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., Administrative 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.**

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6/4/26.* 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.

R-4725

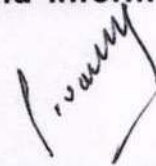
II

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.
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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



॥ यतो धर्मस्ततो जयः ॥

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 ◦ Concept and need for change management ◦ 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 committee • Introduction to ecourts project • Change management through training ◦ Training and capacity building of non Judicial officers in courts in computerization ◦ 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 Main Topic	Time : 45 Minutes Time 10:30 A.M to 11:15 A.M
Case Information System -I	Sub topics • 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 Main Topic	Time : 45 Minutes	Time 11:30 A.M to 12:15 P.M 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
Main Topic	Sub topics
	• Process generation • Process data entry & Role of Court User • Draft generation • Upload process • Copy the previous process • Publish process • Process acknowledgement • Process status • NSTEP • NSTEP Web interface ○ Utility of NSTEP mobile application in service of civil processes. ○ 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
Process Management	

	• Within State • Outside State ▪ De-allocation & Transfer Process • NSTEP Mobile application ○ Save Location ○ View Allocated Processes ○ Capture Photo and Signature ○ Upload Status ○ Bailiff / Process Server ▪ View PDF ▪ Save Location ○ Process Status in CIS • eCourts Services mobile app ○ Case Management ○ Get Case status, cause list, orders ○ My Cases-Export and Import ○ QR scan option and its utility for Advocates
Break	
Session No.5	Time : 45 Minutes
Main Topic	Sub topics
Efiling & ICJS	• Consuming cases in CIS from efilng and ICJS portals ○ New cases ○ Efiling in existing cases ○ 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 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
Main Topic	Sub topics
Other e-initiatives & miscellaneous topics	- GLIMS (Sandes) App - SMS push and pull services - Automated email - NJDG - Various types of pendency statistics available in NJDG - Live streaming - SUVAS - New eservices introduced on a nationwide basis till the date of the training - Introduction to ecommittee - Brief history of ICT in judiciary - NEGP & ecommittee - Introduction to ecourts project - Role of - Department of Justice - eCommittee - NIC - High Court Computerisation Committee - Central Project Coordinator - Directorate of IT - District Court Computerisation Committee - Nodal Officers - Ubuntu-CIS Master Trainers - 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 ○ "ecoujjs.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

	o 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			