PRINCIPAL DISTRICT COURT, EAST GODAVARI, RAJAMAHENDRAVARAM: DATED 01-06-2026.

N O T I C E.

Sub: e-Courts Project Phase-III- e-filing– Implementation of e-filing Version 3.0 on a Pilot Basis for Bail Petitions in the District Court Complexes at Rajamahendravaram and Kakinada in the District Judiciary of East Godavari – Immediate Registration on the e-filing Portal – Requested Reg.

Ref: A video conference was conducted on 01-06-2026 by the Hon'ble High Court of AP.

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As directed by the Hon'ble High Court, the e-filing Services Version 3.0 may be implemented immediately upon the reopening of the courts after the summer vacation, subject to the receipt of the amended Rules/Circular.All concerned may access the e-filing system at **https://filing.ecourts.gov.in/** for registration and filing of cases.

It is informed that, under the ongoing digital transformation initiatives of the e-Courts Project Phase-III, e-filing Services Version 3.0 is being introduced on a pilot basis for the filing of Bail Petitions in the District Court Complexes at Rajamahendravaram and Kakinada under the District Judiciary of East Godavari.

The e-filing system has been designed to facilitate electronic filing of cases and petitions, thereby enhancing efficiency, transparency, accessibility, and expeditious processing of judicial proceedings. In the initial phase, this facility will be made available for filing Bail Petitions, enabling Advocates and litigants to submit petitions online.

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In view of the proposed implementation, all Advocates, clerks, and other stakeholders concerned are requested to complete their registration on the e-filing Portal at the earliest. Timely registration is essential to ensure uninterrupted access to the portal and to enable users to familiarize themselves with the procedures and functionalities of the new system prior to its operational commencement.

In this regard, **all the Nodal Officers of the respective Court Complexes are requested to convene meetings with the members of the Bar Associations in their respective Court Complexes under the District Judiciary of East Godavari District and take necessary steps for the registration of all Advocates on the e-filing Portal on or before 15-06-2026.** Further requested to obtain the requisite particulars from the Bar Associations in the enclosed proforma and forward the same to this office for onward submission to the Hon'ble High Court **for approval.**

The e-filing Services Version 3.0 User Manual, containing detailed instructions for user registration, together with the training video, has been hosted on the official website of the East Godavari District Judiciary at **https://eastgodavari.dcourts.gov.in**. All concerned are requested to access and download the same for guidance and necessary compliance.

Therefore, all members of the respective Bar Associations and other stakeholders are requested to register without delay and extend their full cooperation for the successful implementation of this pilot project. Further, on completion of the same all the Bar Association are requested to furnish the consolidated particulars in the enclosed **proforma** to the Nodal Officer of the respective Court Complex. The Nodal Officers shall collect the particulars from the Bar Associations and forward the same to the undersigned **on or before 15-06-2026** for onward submission to the Hon'ble High Court for obtaining necessary approval in this regard.

Cont ..3..

In this regard, any Advocate who is unable to complete the registration process may approach the e-Sewa Kendras established at Kakinada and Rajamahendravaram for necessary assistance. The services of the said Kendras may be utilized for facilitating registration on the e-filing Portal.

Further, Judicial Service Centers functioning in all Court Complexes under the District Judiciary may also provide assistance and guidance to Advocates in completing the registration process.

The Contact details of e-Sewa Kendra & Judicial Service Center at Rajamahendravaram

Sl.	Name of the Person	Contact details
1.	P Srilatha Chinnari	70136 40352
2.	L Nagaraju	8184814333
3.	Y Vinod Babu	7893916555
4.	E Siva Kumar	9704545440

The Contact details of e-Sewa Kendra & Judicial Service Center at Kakinada

Sl.	Name of the Person	Contact details
1.	Mummidi Ramesh,	91543 86119
2.	Mahammad umme Salma,	99634 61396
3.	N. Raju Babu,	79958 47744
4.	Daniel prabhakar	9912815822

The following technical staff members have been assigned to provide technical support and guidance in connection with the registration process. In the event of any queries or technical issues, the Advocates may contact the staff members listed below for assistance. All Advocates are requested to complete their registration within the stipulated time without fail.

1. Sri Ch. Yathi Raj, System Assistant, working at Amalapuram, is entrusted with the locations of Amalapuram, Kothapeta, Razole, Mummidivaram, and Ramachandrapuram . Cell: 98486 89653

2. Sri N. Raju Babu, System Assistant, working at Kakinada, is entrusted with the locations of Kakinada, Peddapuram, Pithapuram, Prathipadu, and Tuni. Cell: 79958 47744, 89191 20240, 99081 49693
3. Sri K. Sunil, Office Subordinate (Technical Person), working at Rajamahendravaram, is entrusted with the locations of Rajamahendravaram, Anaparthi, Rampachodavaram, Addateegala, and Alamuru. Cell: 86884 53149

The enclosed proforma and step-by-step procedure, along with screenshots for registration on the e-filing Portal, are herewith enclosed for ready reference.

GANDHAM SUNITHA

Digitally Signed by GANDHAM SUNITHA
Date: 2026.06.01 16:55:31 +0530

Date : 01-06-2026.
Station : Rajamahendravam

PRINCIPAL DISTRICT JUDGE

Encl: Proforma & Step by Step Procedure

Dis.No.5522 /2026, Dated: 01-06-2026.

To

1. All the Senior Most Judicial Officers/ Nodal officers of the respective court Complex in the District Judiciary of East Godavari District.
2. **All the President, the Bar Associations with a request to communicate to all the advocates of the respective bar associations in the District Judiciary of East Godavari District for information and necessary action.**
3. The Porta Cabins (eSewa Kendras)located in the Court Complex at Kakinada, through the III Additional District Judge, Kakianda.
4. The Porta Cabins (eSewa Kendras) located in the JCJ Court Complex at Rajamahendravaram, through the Principal Junior Civil Judge, Rajamahendravaram.
5. The Porta Cabins (eSewa Kendras) located in the Principal District Court Court Complex at Rajamahendravaram.
6. The **Notice Board,** Prl. District Court, Rajamahendravaram.
7. All the Judicial Officers including Secretary, DLSA are requested to place this notice on the notice board of their respective Courts.
8. The Computer Section, with a direction to upload the same on the official website of the District Court.

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PROFORMA

Name of the Bar Association:

S.No.	Name of the Advocate	Advocate Enrolment Number	e-filing Advocaet Registration Unique Code	Mobile Number	Date of Registration

eCourts e-Filing Portal

Advocate Registration — Step-by-Step Guide

Portal: https://filing.ecourts.gov.in/pdedev/

This guide covers 3 stages:

1. Registration stage
2. Verification and upload of required documents (Bar Certificate, ID Proof, Address Proof)
3. Oath recording and uploading

STAGE 1 — Registration

Step 1: Open the e-Filing Portal

Open your web browser and type the following URL in the address bar:

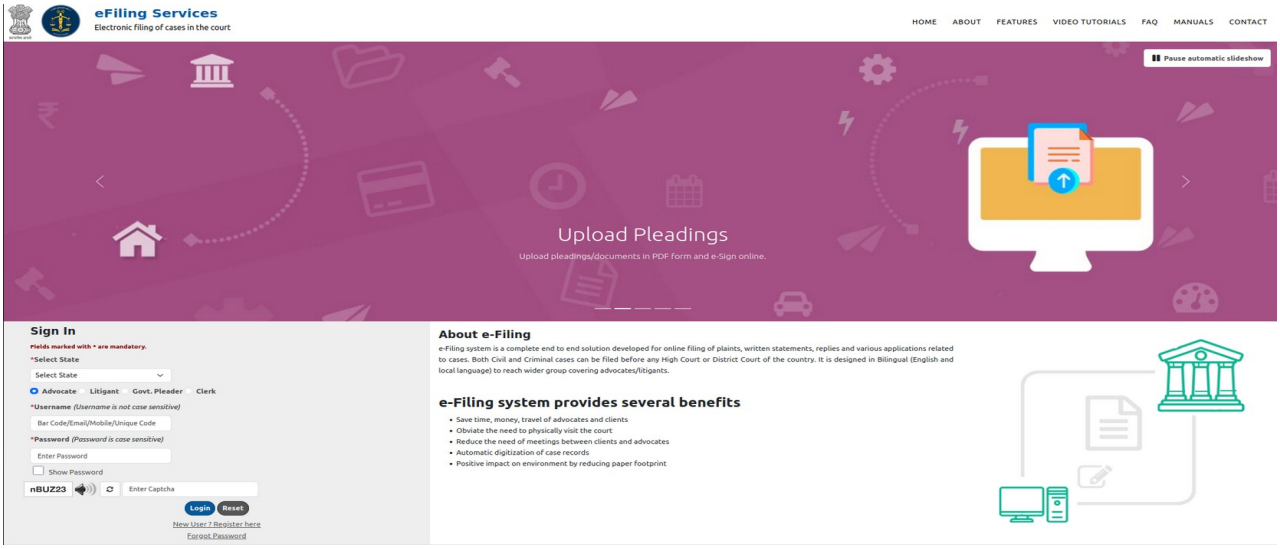
https://filing.ecourts.gov.in/pdedev/

Step 2: Home Page

The e-Filing Services home page appears on your screen as shown below.

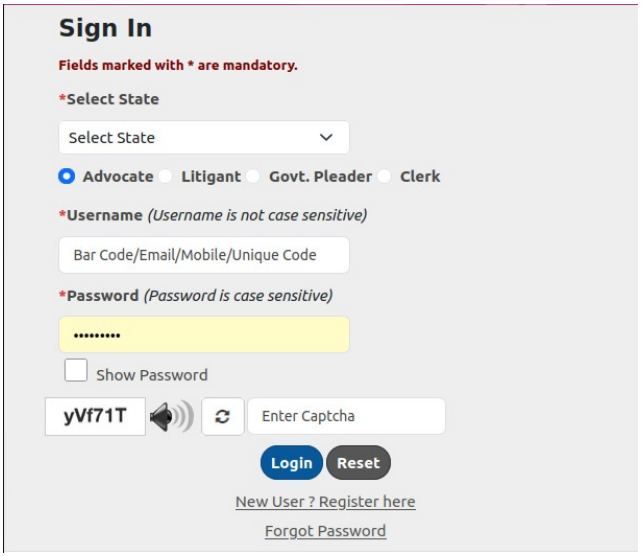
Step 3: Click "New User? Register here"

Below the Login and Reset buttons, click on "New User? Register here" to open the registration form.

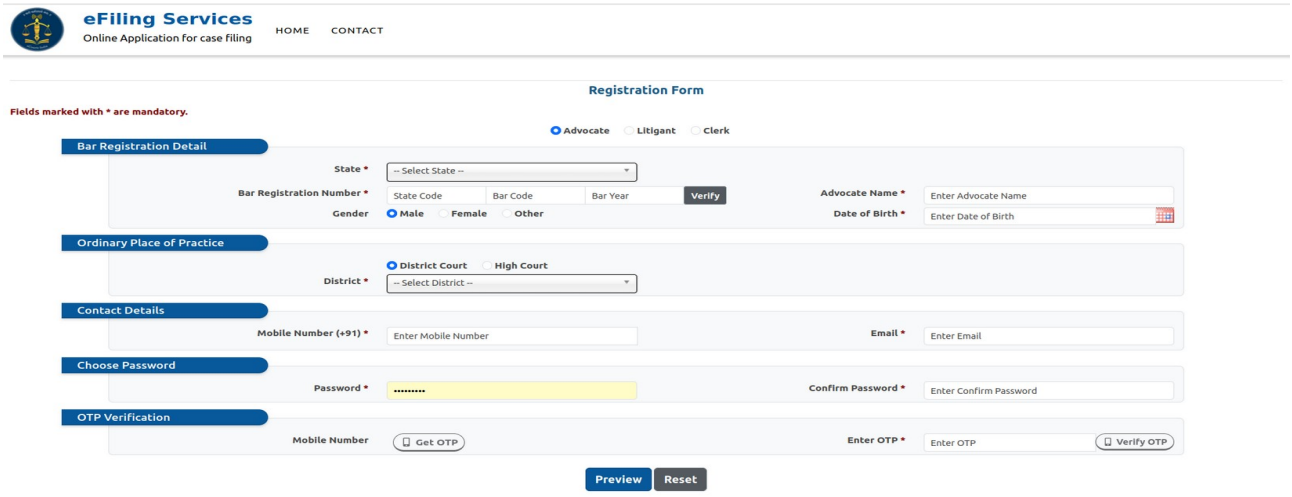


Screenshot 1 — e-Filing home page and New User registration link

Click on the New User? Register here(below the login and Reset button).



Screenshot 2 — e-Filing home page and New User registration link



Step 4: Fill in the Registration Form

The Registration Form appears on your screen. Fill in all mandatory fields marked with *.

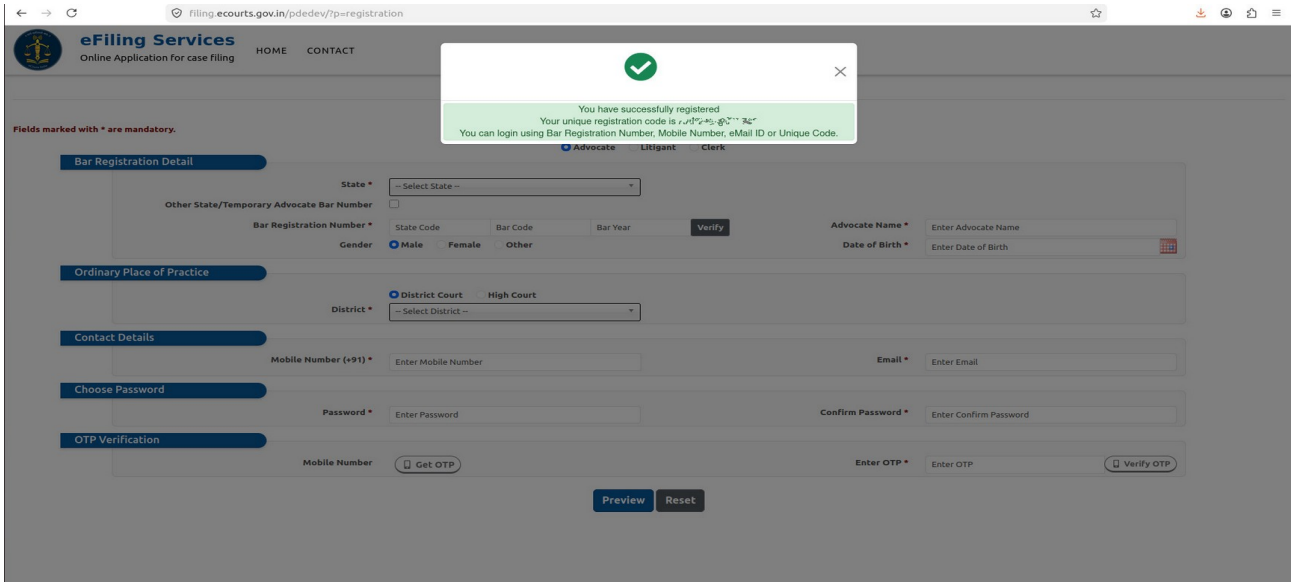
- Select State
- Enter Bar Registration Number (State Code, Bar Code, Bar Year) and click Verify
- Enter Advocate Name and Date of Birth
- Select Ordinary Place of Practice (District Court or High Court) and District
- Enter Mobile Number (+91), Email, and choose a Password
- After completing all fields, click "Get OTP" at the Mobile Number section
- Enter the OTP received on your registered phone number and click Verify OTP

Step 5: Registration Confirmation

After successful submission, a confirmation message is shown with your unique registration code.

You can log in using: Bar Registration Number, Mobile Number, eMail ID, or Unique Code.

Note: Primary registration of the Advocate is now complete.



Screenshot 3 — Registration Form and successful registration confirmation

STAGE 2 — Verification & Document Upload

Step 1: Login to the e-Filing Portal

Login using your User ID (Bar Code / Email / Mobile / Unique Code) and your password.

Enter the Captcha field and click Login.

After login, complete any blank profile fields (Address, District, Pin Code, Landline) and click Submit.

Step 2: Mobile and Email Verification

The portal will perform verification of your registered mobile number and email address.

Step 3: Upload Required Documents

Upload soft copies of the following documents:

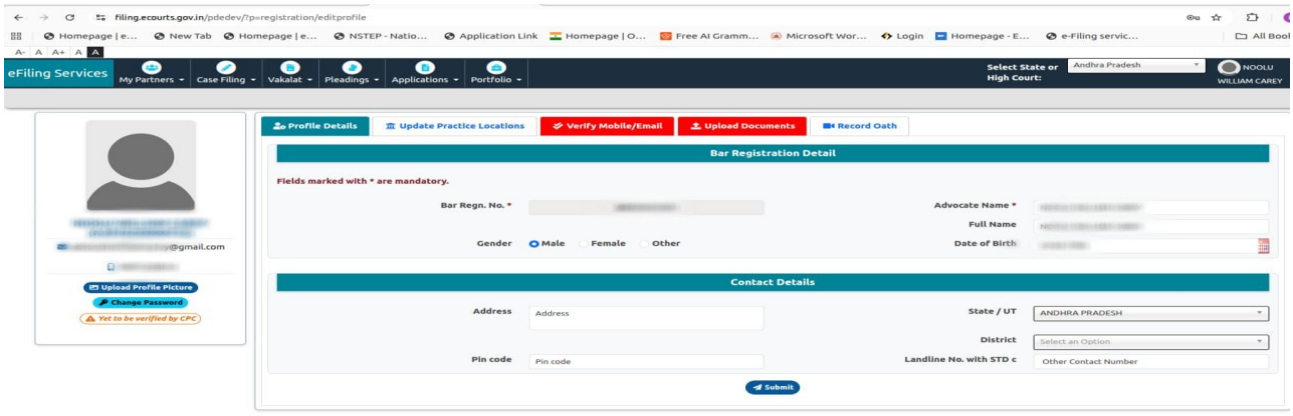
- Bar Registration Certificate
- Photo ID proof
- Address Proof

Note: Files must be in .pdf, .jpeg, .jpg or .png format and must be less than 10 MB each.

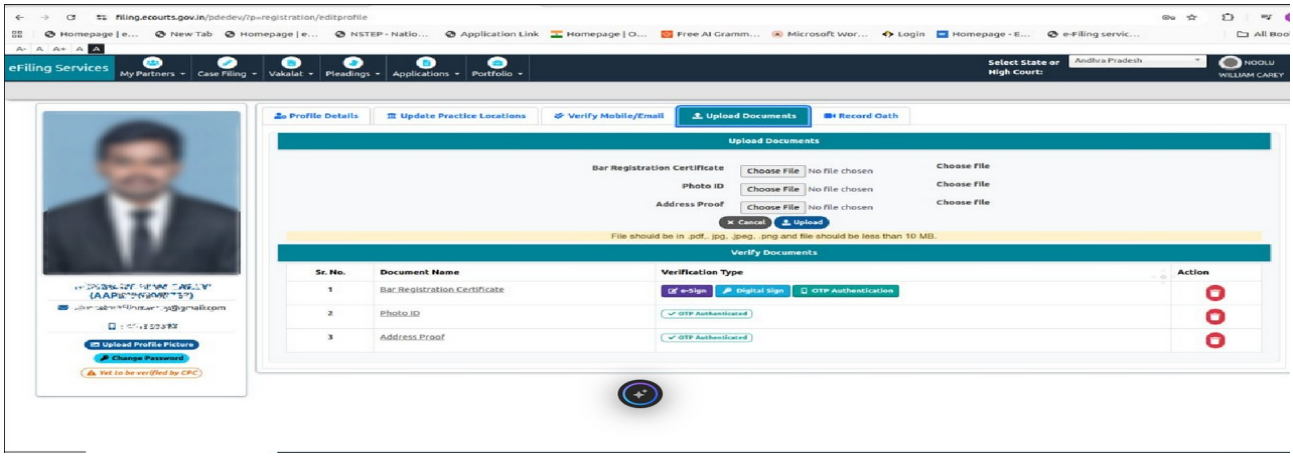
Verify each uploaded document using one of the three methods:

- e-Sign
- Digital Signature
- OTP Authentication

After verification of all documents, click Submit to proceed.



Screenshot 4 — Portal profile page after login



Screenshot 4 — Upload Documents tab with verification options

STAGE 3 — Oath Recording

Step 1: Navigate to Record Oath Tab

After document upload, select the "Record Oath" tab from the top navigation tabs.

This tab appears when the advocate is not yet verified by the Bar Council, or if a litigant opts to act as party in person.

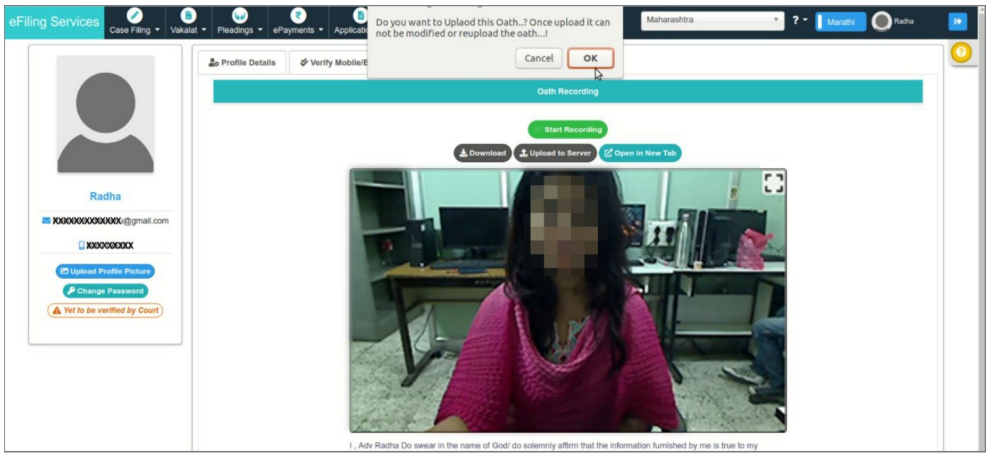
Step 2: Record Your Oath

Click the "Start Recording" button. Your webcam will activate.

Read and record the oath on camera.

Step 3: Upload the Oath Recording

After recording, click the "Upload to Server" button to submit your oath.



confirmation message "File uploaded successfully" will appear.

Note: Once all three stages are complete, your e-filing registration as an Advocate is fully done.