PRINCIPAL DISTRICT COURT, EAST GODAVARI, RAJAMAHENDRAVARAM: DATED 10-06-2026.

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Communicated a copy of the Hon'ble High Court **CIRCULAR** in ROC.NO.505/2024-CPS, Dated.09-06-2026, to all the Judicial Officers working in the station at Rajamahendravaram (District Head Quarter) for information and strict compliance with effect from **15-06-2026** regard Scanning and Digitization of Newly Instituted Cases.

All the **Superintendents** of the Principal District Court, Rajamahendravaram, are hereby directed to take note of the above and ensure strict compliance with effect from **15-06-2026.**

In this regard, if any technical issue arises relating to the **application**, the concerned officers/staff may contact **Sri Tripurari Sudheer**, Site In-charge, Writer Business Services Private Limited, Rajamahendravaram, Cell No: **9966144474**

Further, for any technical issues relating to the **scanners**, the concerned officers/staff may contact Sri K. Sunil, Technical Person, Principal District Court, Rajamahendravaram, **Cell No: 8688453149**.

Furthermore, necessary steps shall be taken for the implementation of **e-Filing Version 3.0** in all Courts at **Kakinada and Rajamahendravaram** on a pilot basis with effect from the prescribed date, without fail. All concerned are hereby directed to take necessary steps to sensitize and apprise the stakeholders regarding the new system and its operational procedures to ensure its seamless adoption and smooth functioning.

Any deviation from the above instructions will be viewed seriously and appropriate action will be taken.

Receipt of this communication shall be acknowledged.

GANDHAM SUNITHA

Digitally Signed by GANDHAM SUNITHA
Date: 2026.06.10 16:47:20 +0530

Prl. District Court, East Godavari,
Rajamahendravaram, Dt.10-06-2026.

PRINCIPAL DISTRICT JUDGE

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Encl: As Stated

To

1. All the Judicial Officers working in the station at **Rajamahendravaram** and **Kakinada**
2. All Superintendents, Principal District Court, Rajamahendravaram
3. Sri K.Sunil, OS,Principal District Court, Rajamahendravaram
4. Sri Tripurari Sudheer,Site Incharge, Writer Business Services Private Limited, Rajamahendravaram
5. Sri N. Raju Babu, System Assistant, working at Kakinada

Dis No:5717/2026Dated: 10-06-2026

HIGH COURT OF ANDHRA PRADESH :: AMARAVATI

CIRCULAR

ROC No. 505/2024-CPS **Date:09.06.2026**

Sub:- High Court of Andhra Pradesh – eCourts Project Phase-III – Online e-Filing Version 3.0 – Implementation in the District Judiciary – Scanning and Digitization of Newly Instituted Cases – Commencement with effect from 15.06.2026 – Instructions – Issued.

Ref:- 1. Orders of the Hon'ble Computer Committee and approval of the Hon'ble the Chief Justice regarding implementation of Online e-Filing Version 3.0 and Scanning & Digitization of newly instituted cases.
2. ROC No.505/2024-CPS, dated 22.05.2026, addressed to the Director, Andhra Pradesh Judicial Academy.
3. ROC No.505/2024-CPS, dated 28.05.2026, addressed to all the Unit Heads.

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The eCourts Project Phase-III envisages the transformation of the judicial system through the adoption of modern Information and Communication Technology (ICT) tools aimed at enhancing accessibility, transparency, efficiency, and effective case management. As part of this initiative, the High Court approved the implementation of Online e-Filing Version 3.0, and the Scanning and Digitization of newly instituted cases in the District Judiciary of Andhra Pradesh.

The initiative seeks to facilitate the creation of electronic case records at the inception stage, ensure seamless integration with digital court processes, strengthen record management practices, and provide secure and reliable access to judicial records. In order to ensure uniform and effective implementation of these measures across all District Court Complexes in the State, the following instructions are hereby issued for strict compliance:

1. Implementation of e-Filing Version3.0

a) The High Court approved the phased implementation of Online e-Filing Version 3.0 in the District Judiciary. Accordingly, all the Unit Heads in the District Judiciary are hereby directed to take immediate and necessary steps.

2. Scanning and Digitization of Newly Instituted Cases

a) All newly instituted cases, interlocutory applications, and accompanying documents presented on or after 15.06.2026 shall be scanned and digitized

by the designated court staff. The Scanning and Digitization of such cases and documents shall commence in all District Court Complexes in Andhra Pradesh with effect from 15.06.2026, on pilot basis, as part of the Digital Transformation Initiative under the eCourts Project Phase-III.

b) The digitized records shall be stored in the respective District Court Digitization Centres (DCDCs) through the Document Management System (DMS) deployed under the eCourts Project.

c) The digitized data shall be maintained strictly in accordance with the prescribed procedures relating to storage, indexing, retrieval, quality control, and record management.

d) The digitization process shall not dispense with the maintenance and preservation of physical records in accordance with the applicable Rules of Practice, Record Retention Schedules, and instructions issued by the High Court from time to time.

3. Utilization of Existing Infrastructure

a) The scanners, computers, and allied infrastructure already provided under the eCourts Project shall be effectively utilized for carrying out Scanning and Digitization activities.

b) The storage facilities available in the respective District Court Digitization Centres shall serve as the primary repository for digitized records, and the data shall be synchronized with the Unified Storage Infrastructure established at the High Court.

4. Assistance of M/s.Writer Business Services Pvt. Ltd.

a) The services of M/s.Writer Business Services Pvt. Ltd., presently engaged in digitization activities under the eCourts Project, may be utilized for providing technical assistance relating to DMS operations, storage management, indexing, retrieval, and other operational requirements.

b) The representatives of the said agency shall extend necessary guidance and support to the court staff for the smooth and effective implementation of the project.

5. Training of Court Staff

a) The Unit Heads shall ensure that the designated staff members attend the training programmes conducted by the Andhra Pradesh Judicial Academy and

the hands-on practical training sessions facilitated by M/s.Writer Business Services Pvt. Ltd.

b) Adequate number of staff members, including Superintendents, Senior Assistants, Junior Assistants, Typists, and other ministerial staff involved in filing, record maintenance, and digitization activities, shall be trained and made fully conversant with the prescribed procedures.

c) Each Unit Head shall nominate a Nodal Officer for coordinating implementation, training, troubleshooting, and liaison with the High Court and the technical support teams.

6. Implementation of Online e-Filing Version 3.0

a) Necessary arrangements shall be made for implementation of Online e-Filing Version 3.0 in accordance with the instructions and guidelines issued by the High Court from time to time.

b) All stakeholders, including Advocates, Advocate Clerks, and Court staff, shall be suitably sensitized and apprised of the new system and its operational procedures to ensure seamless adoption.

7. Monitoring and Compliance

a) The Principal District Judges/Unit Heads shall personally monitor the implementation process and ensure strict adherence to the timelines and directions prescribed by the High Court.

b) Any difficulties or issues encountered during implementation shall be brought to the notice of the Registrar (IT-cum-CPC), High Court of Andhra Pradesh, Amaravati, without delay for appropriate guidance and resolution.

c) The Unit Heads are requested to accord top priority to this initiative and ensure its effective implementation in their respective units without fail.

Receipt of this Circular shall be acknowledged forthwith.

BY ORDER OF THE HIGH COURT

REGISTRAR GENERAL