PRINCIPAL DISTRICT COURT :: EAST GODAVARI ::
RAJAMAHENDRAVARAM, DATED: 15-06-2026.

C I R C U L A R

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Sub: e-Courts Project Phase-III –Implementation of e-filing Version 3.0 on a pilot basis for Bail Petitioner on or after 15.06.2026 at **Rajamahendravaram** and **Kakinada** – **Certain instruction issued** – Reg.

Ref:
1. Hon'ble High Court's letters in ROC.No.505/2024-CPS, Dated.25-05-2026, communicated Principal District Court Communication in Dis No.5373/2026, Dated 25-05-2026.
2. Hon'ble High Court's letters in ROC.No.505/2024-CPS, Dated.25-05-2026, communicated Principal District Court Communication in Dis No.5465/2026, Dated 25-05-2026.
3. Principal District Court Notice dated 01-06-2026 in Dis No.5522/2026, Dated 01-06-2026
4. Hon'ble High Court's **Circular** in ROC.No.505/2024-CPS, Dated.09-06-2026, communicated Principal District Court Communication in Dis No.5717/2026, Dated 10-06-2026.
5. Principal District Court Proceeding in Dis No.5734/2026 Dated.11-06-2026.
6. Whats app Communciation dated 13-06-2026
7. Principal District Court Official memorandum in Dis No.5771/2026 , Dated.15-06-2026.
8. Principal District Court Circular in Dis No.23/2026 Dated.02-01-2018.
9. Hon'ble High Court's letters in ROC.No.247/SO/2021, Dated.10-05-2021.
10. Hon'ble High Court's letters in ROC.No.210/SO/2025, Dated.07-03-2025.

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The Hon'ble High Court in the references 5th to 6th cited supra, has directed to notify the commencement date w.e.f 15.06.2026 for the implementation of e-filing Version 3.0 on a pilot basis for Bail petitions in all courts in the station at Rajamahendravaram and Kakinada. The same has been communicated to all Bar Association Presidents for onward communication to the members of their respective Bar Associations vide the Official Memorandum reference 7th cited supra.

In view of the implementation of e-filing Version 3.0 on a pilot basis for Bail Petitions at **Rajamahendravaram** and **Kakinada**, and in anticipation of certain practical issues that may arise during the implementation of the new system, as well as pending receipt of the detailed e-filing Rules, the undersigned is pleased to issue the following instructions and practice directions to address operational difficulties and to ensure the smooth functioning of e-filing and seamless integration with the Case Information System (CIS) of the e-Courts project in the respective Courts.

1. All concerned Court staff members shall receive Original Bail Petitions only when they are accompanied by the e-filing receipt containing the online e-filing number of 24 character .

2. In cases where any advocate presents an Original Bail Petition without the e-filing receipt, the concerned Court staff shall advise and guide the learned advocate/party in person to approach the e-Sewa Kendra for technical assistance in completing the e-filing process and obtaining the online e-filing number before the petition is taken on file. This procedure shall be followed for the time being, pending further instructions.

3. The Concerned staff members shall login Case information System (CIS) of the e-court. Under the **"e-Filing 3.0**" menu available on the left-side panel, various options such as "e-Filing Dashboard", "Consume e-Filing Data", "Verify e-Filing Case", "Verify in Existing Cases", "View e-Filing", and "Convert Document to Case/IA" are available. In which one has to select **"consume data"**, or else there is radio button of **"Re-Consume Data of Missing New e-filing Case"** by entering 24 character e-filing number and data will be consumed from e-filling web portal to CIS of e-Court relating to the bail application e-filled/uploded by the Advocate/party in-person.

4. After successful consumption of data, the details of the case will be available in the CIS dashboard as well as in the main menu list of cases under the CIS login page. The list of e-Filing cases so consumed will be displayed for further processing.

5. The next step is to verify the e-Filing case. The concerned staff shall select the relevant case from the list and proceed to verify the Bail Application details along with the application and the supporting documents uploaded at the time of e-Filing.

6. The staff shall carefully compare and verify the scanned/uploaded documents with the physical file to ensure correctness and completeness. Upon verification, the system provides options such as **"Verify"**, **"Return for Correction"**, and **"Submit",** and appropriate option shall be selected based on the verification of records.

7. Upon successful verification, the said file will be made available in the Filing Counter list of the CIS, and the prescribed procedure shall be followed accordingly. The staff shall also ensure strict compliance with the Circular referred to in the 8th reference cited supra, regarding the generation and assignment of computer generated serial numbers in the C.R.No.12 Registers, without any deviation.

8. The concerned staff are further required to ensure prompt and accurate updation of all filing-related activities in the Filing Menu of the Case Information System (CIS) of the e-Courts Project, including **returns**, **representations**, **scrutiny compliance, and re-presentations.** Particular care shall be taken to ensure that the status of each filing is updated in the CIS on the **same day,** so as to maintain accurate electronic records and facilitate effective monitoring of case filings.

9. The Case Type shall be selected as “CRMLP BAIL-42” after compliance with objections. The case shall be registered after the necessary details are furnished at the Registration Section, without any deviation. The first hearing date shall be the date of registration itself, and the case shall be assigned accordingly. Proper entries shall be made in respect of daily proceedings and the next date of hearing of the cases in the Case Information System (CIS) without fail.

10. After disposal of the Bail Application, the Presiding Officer shall ensure the affixing of the QR Code and CNR Number, and the use of the digital signature on the Bail Order. The said order shall be uploaded in the Case Information System (CIS) on the same day of passing the order, without fail.

All the Presiding Officers are requested to issue necessary office orders in cases of any deviation and to initiate appropriate action against the concerned individuals, wherever required.

Further requested to furnish the statement relating to Bail application, in the enclosed proforma, on or before the 3rd day of every month, without fail.

All concerned shall scrupulously follow the above instructions and extend their fullest cooperation for the successful implementation of the project.

Receipt of this Circular shall be acknowledged immediately.

GANDHAM SUNITHA

Digitally Signed by GANDHAM SUNITHA
Date: 2026.06.15 15:09:30 +0530

Prl. District Court,East Godavari,
Rajamahendravaram, Dt.15-06-2025.

PRINCIPAL DISTRICT JUDGE

To

All the Judicial Officers in the Unit of East Godavari District.

Copies to:

The AOs and all Superintendents of the Principal District Court, Rajamahendravaram are required to ensure strict compliance of the above directions and to maintain close monitoring of implementation without any exception.

Copy to the **Registrar, IT-Cum Central Project Coordinator**, Hon'ble High Court of Andhra Pradesh, Nelapadu, Guntur.

Copy to the **Registrar, General,** Hon'ble High Court of Andhra Pradesh, Nelapadu, Guntur.

PROFORMA

Name of the Court:

Total Number of Physical Bail Applications Filed	Total Number of Bail Applications e-filed	Difference (if any)	Reason for mismatch (if any)

Signature of the presiding officer

Dis No.5777/2026, Dated 15-06-2026