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 Scanning and Digitization of newly instituted cases, Interlocutory applications, and accompanying documents presented on or after 15.06.2026 – **Certain instruction issued** – Reg.

Ref:
1. Hon'ble High Court's letters in ROC.No.505/2024-CPS, Dated.28-05-2026, 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.5464/2026, Dated 25-05-2026.
3. 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.
4. Principal District Court Proceeding in Dis No.5463/2026, Dated 29-05-2026
5. Hon'ble High Court's letters in ROC.No.505/2024-CPS, Dated.09-06-2026, communicated Principal District Court Communication in Dis No.5717/2026, Dated 10-06-2026.
6. Principal District Court Proceeding in Dis No.5734/2026 Dated.11-06-2026.
7. Principal District Court Circular in Dis No.23 Dated.02-01-2018.

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The Hon'ble High Court, in the Circular reference 5th cited supra, has directed all concerned to take necessary steps for implementation of Scanning and Digitization of newly instituted Cases, interlocutory applications, and accompanying documents presented on or after 15.06.2026 in all Courts working in the station at Rajamahendravaram (District Headquarters) on a Pilot Basis with effect from **15-06-2026.** Necessary steps have also been initiated for implementation of the said process in all Courts at **Kakinada**.

In anticipation of certain practical issues that may arise during the implementation of the new process, the undersigned is pleased to issue the following instructions and practice directions to overcome operational difficulties

and to ensure smooth implementation of the scanning and digitization workflow:

1. All Presiding Officers are requested to instruct the Administrative Officers (AOs) / Chief Ministerial Officers (CMOs) of their respective Courts to strictly follow the procedure prescribed under *Rule 20 of the Andhra Pradesh Civil Rules of Practice* and **forthwith** endorse on the documents the date of presentation and other required particulars.

2. All Presiding Officers are further requested to instruct the AOs / CMOs of their respective Courts to strictly follow the procedure prescribed under *Rule 22 of the Andhra Pradesh Civil Rules of Practice* and ensure that all necessary entries are made without delay in the relevant registers (C.R. No. 12 / C.R. No. 17) on the very day of presentation. They shall also ensure that the records are immediately forwarded to the concerned Register Clerk for making the required register entries. Further, the case details shall be entered in the Case Information System (CIS) of the e-Courts on the same day. The AOs / CMOs shall also ensure strict compliance with the Circular reference in the 7th cited supra, regarding the generation and assignment of computer-generated serial numbers in the C.R. No. 12 / C.R. No. 17 registers, as applicable.

3. After entering the details in the relevant register, the concerned Register Clerk shall assign "**the serial number in red ink on each filing papers"** without fail. This measure is mandatory to ensure proper accountability of the records and to enable easy identification and tracing of any document that may be missing, misplaced, or omitted during the scanning and digitization process.

4. Thereafter, the Register Clerk shall be responsible for ensuring that the records are scanned either by himself/herself or by the staff member nominated for scanning and digitization work, after affixing the **barcode** to the record.

5. The nominated staff member shall undertake the **Prepping work** (Pin removal etc), and thereafter scan the newly instituted cases, interlocutory applications, and accompanying documents. The scanning shall be carried out strictly in accordance with the **serial numbers endorsed on each page** so as to ensure completeness, accuracy, and traceability of the record. The procedures and guidelines imparted during the training conducted by Writer Business Services Private Limited (Vendor Application) shall be followed scrupulously at every stage of the scanning process.

6. Upon completion of scanning, it shall be ensured that all pages are arranged in proper serial order. Thereafter, Image **Quality Check (Image QC)** shall be carried out, including removal of black marks, correction of borders, page rotation, alignment, and other quality-related corrections.

7. The next stage of work shall be **tagging (bookmarking)**. The scanned record shall be assigned to the following eight bookmarking fields:

   i. Pleadings / Charge Sheet
   ii. Fair Issues / Charges / Examination of the Accused
   iii. Depositions of Witnesses
   iv. Documents
   v. Interlocutory Applications / Criminal Miscellaneous Petitions
   vi. Interim Orders
   vii. Final Judgments / Decrees / Orders
   viii. Miscellaneous.

8. The next stage shall be **metadata entry.** It shall be ensured that all prescribed metadata fields are accurately entered. At present, approximately 30 metadata fields are available, and details shall be entered at the relevant stage, including Barcode Number, Name of the Court, Names of Parties, Act details, and other required particulars.

9. After completion of the scanning process, the filing record shall be received by the concerned **C.R. No. 12 / C.R. No. 17 Register Clerk**, who shall

immediately verify whether all filing papers have been received in accordance with the assigned serial numbers. The Register Clerk shall ensure that no paper is missing, misplaced, or omitted and shall maintain proper accountability of the record before forwarding it for further processing.

10. Thereafter, the files shall be handed over to the concerned AOs / Superintendents forthwith. Thereupon, the concerned AO/Superintendent shall conduct **Quality Check–1 (Preliminary Quality Review) of the scanned records**. During such review, it shall be verified that all stages of the digitization process, including pre-processing, scanning, image quality correction, bookmarking (tagging), and metadata entry, have been completed in accordance with the prescribed procedures and guidelines. The AO/Superintendent shall verify the completeness, serial order, and correctness of bookmarking of the scanned records. Any defects noticed shall be rectified forthwith, and strict supervision shall be maintained to ensure proper compliance with the digitization procedures.

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

12. In cases where the filing is returned for compliance of defects, the concerned AO / Superintendent shall generate the return acknowledgment receipt through CIS and ensure that the same is duly signed by the Presiding Officer before being issued to the concerned advocate or party-in-person. Such CIS-generated acknowledgment shall be maintained as part of the official record in addition to obtaining the prescribed manual acknowledgment wherever required under the existing practice. Upon re-presentation of the returned papers, necessary entries shall immediately be made in CIS and the filing

shall be processed in accordance with the prescribed procedure.

13. The Superintendent shall take necessary steps to ensure that, in cases where the office note bears the endorsement “Examined and may be registered” and the matter is subsequently registered, the gist note / office note papers shall be duly scanned and incorporated into the existing set of filing papers. It shall be ensured that such scanned gist notes form part of the complete case record and are properly arranged in serial order along with the other filed documents. Strict compliance shall be maintained to ensure completeness, continuity, and integrity of the digitized record.

14. The above procedure shall be strictly followed and repeated at every stage of the proceedings and in respect of each filing, without exception. After completion of scrutiny by the Superintendent, the records shall be duly handed over to the concerned Bench Clerk at each stage of filing. The same procedure shall be scrupulously followed at every adjournment and in respect of all subsequent filings, without fail, until the final disposal of the case.

15. Further, it shall be ensured that all necessary steps are taken till the completion of the case lifecycle, including proper updating of records in the Case Information System (CIS), maintenance of physical records, and timely uploading of the final judgment/order in the e-Courts platform, wherever applicable. Strict compliance shall be maintained at every stage to ensure continuity, accuracy, accountability, and integrity of the judicial record management process.

16. After disposal of the case, final step is Quality Check–2 shall be conducted prior to consignment of the records to the Record Room. This check shall be undertaken after completion of indexing of the entire case record. During Quality Check–2, it shall be verified that all scanned documents are complete, properly arranged in serial order, and accurately indexed. It shall be further ensured that all the eight bookmarking fields have been duly and correctly assigned, Any discrepancy, omission, or defect noticed shall be

rectified forthwith before consignment. Only after completion of the above Quality Check–2 in all respects shall the record be certified as complete and forwarded for consignment to the Record Room.

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 digitization of newly filed cases, in the enclosed proforma, on or before the 3rd day of every month, without fail.

All concerned shall scrupulously follow these 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 11:15:14 +0530

Prl. District Court,East Godavari,
Rajamahendravaram, Dt.15-06-2026.

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.

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PROFORMA

Name of the Court:

Total number of files assigned serial numbers	Total number of files scanned and digitized	Difference (if any)	Reason for mismatch (if any)

Signature of the presiding officer

Dis No.5772/2026, Dated 15-06-2026