OFFICE OF THE PRINCIPAL DISTRICT JUDGE :: KURNOOL

Dis.No. 4613/e-Courts/2026 Date: 11.08.2026

C I R C U L A R

Sub:- e-Courts Project – CIS Software – User Manual for e-Filing 3.0 ICJS Modules and Process Generation – Consumption of Data for Registration of CRLMP-Bail and other Criminal Cases – Instructions to Judicial Officers – Reg.

** ** **

It is hereby informed to all the Judicial Officers working in Kurnool District to direct the staff concerned in their respective Courts to go through the prescribed material / user manual relating to the e-Filing 3.0 Module and ICJS Module and familiarize themselves with the procedure for consuming the data received through these modules for registration of CRLMP-Bail and other Criminal Cases in CIS Software.

It is further informed that all the Judicial Officers are requested to ensure that the concerned staff properly verifies the particulars received through the respective modules in CIS Software and follow the prescribed procedure for verification, return or correction of data wherever discrepancies are noticed.

Therefore, all the Judicial Officers are further requested to closely monitor the implementation of e-Filing 3.0 in their respective Courts and ensure that the concerned staff effectively utilizes the e-Filing 3.0 and ICJS Modules for registration of cases in CIS Software.

PRINCIPAL DISTRICT JUDGE
KURNOOL

Encl: User Manual for eFiling 3.0, ICJS Module and Process Generation for Civil and Criminal Cases

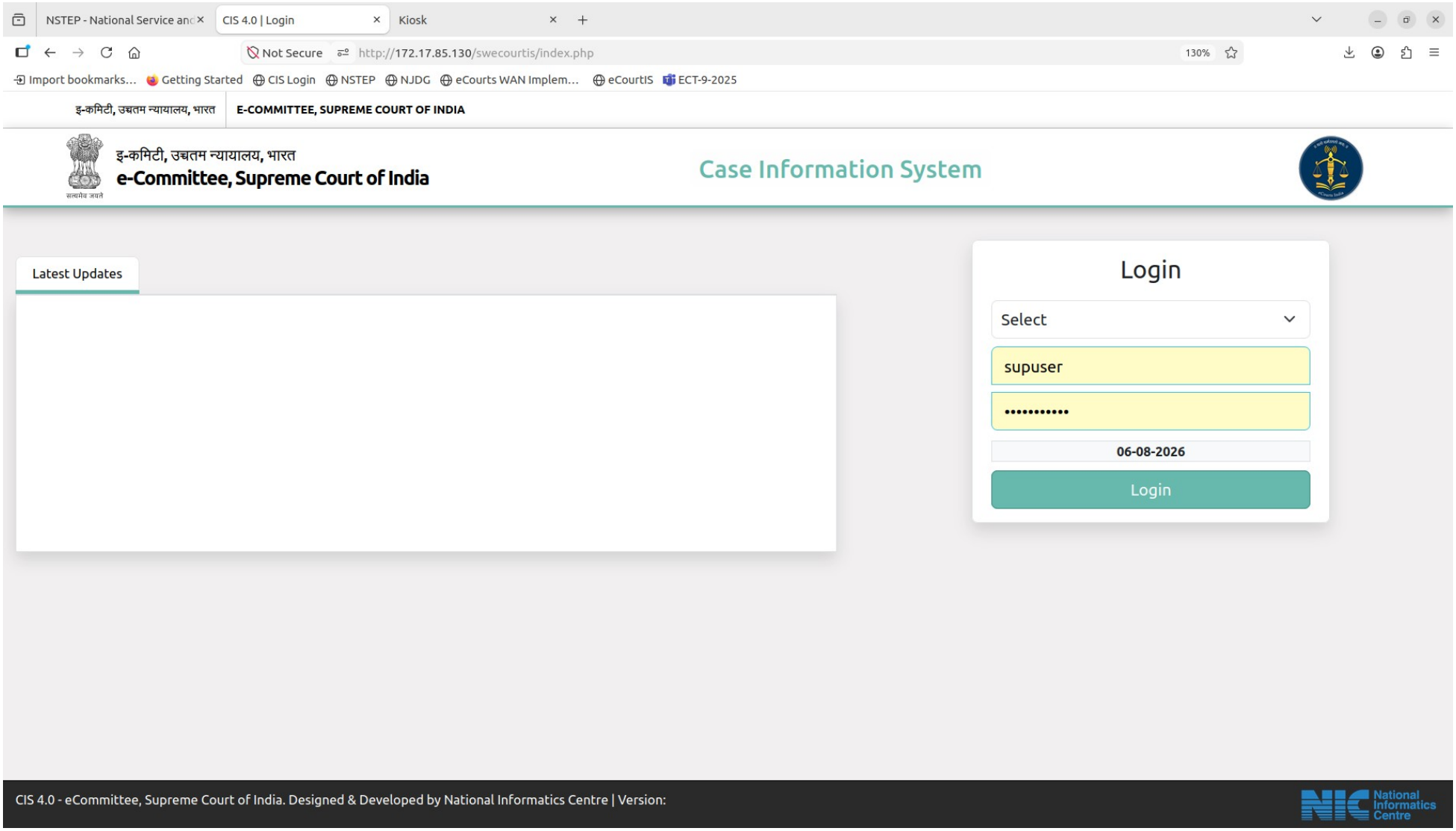
Copy to

All the Judicial Officers in the Kurnool District.

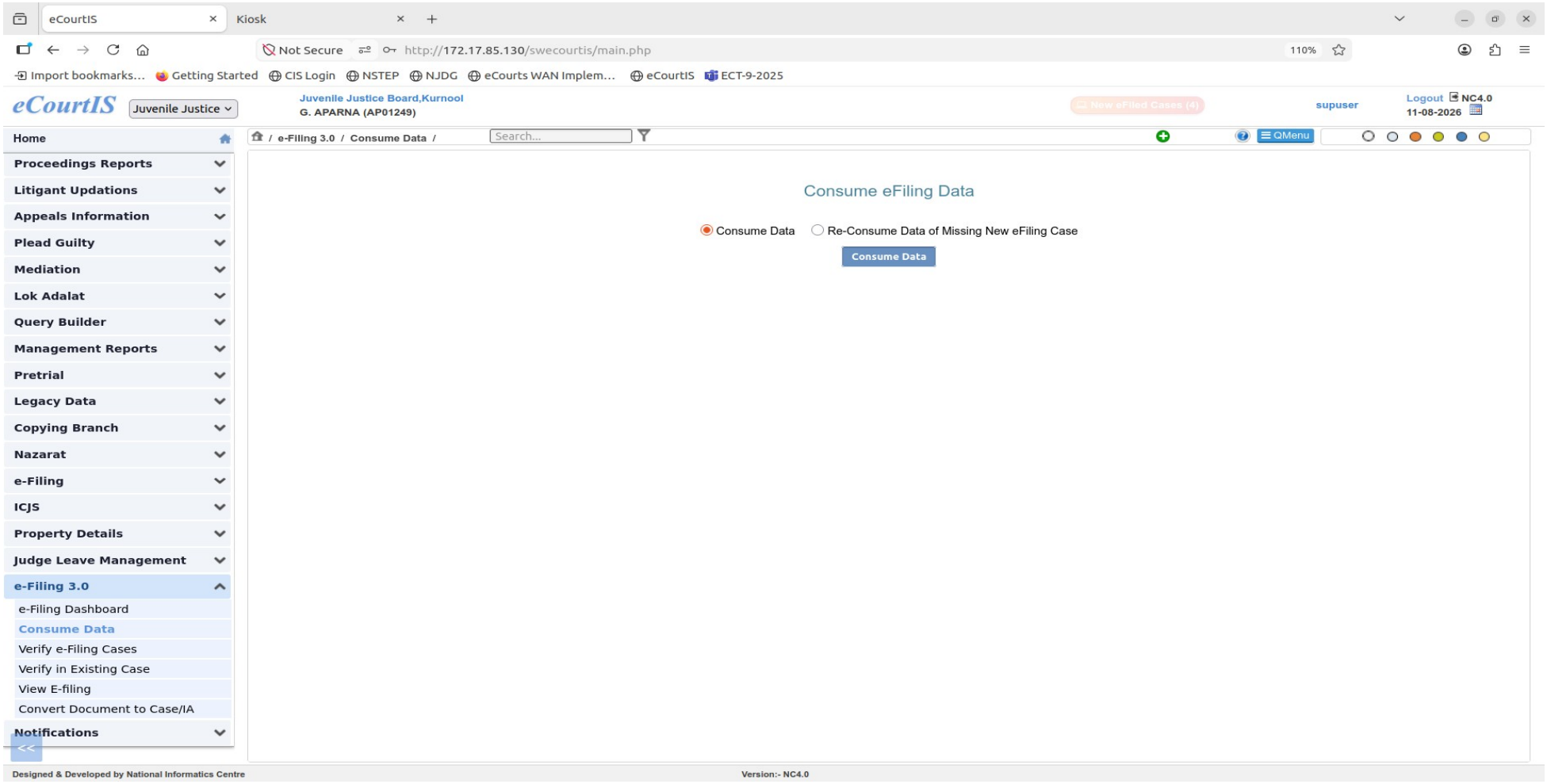
DISTRICT JUDICIARY KURNOOL

HOW TO CONSUME AND REGISTER CRLM BAIL and OTHER CC Cases (other than ICJS Module) by USING e-Filing 3.0 Module

CIS Login Screen

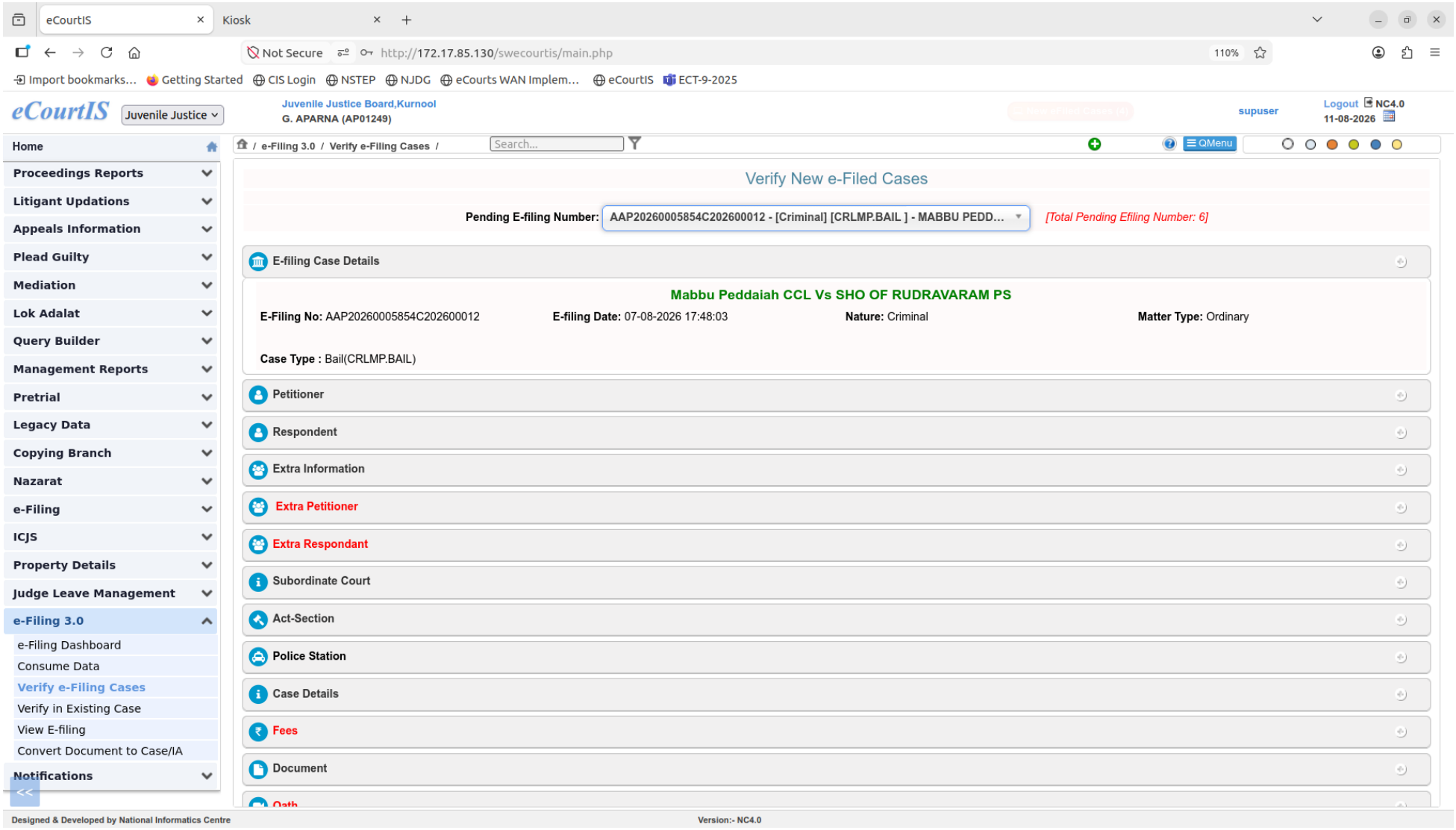


After Logged in into the CIS Software by using the Login and Password Credentials of CIS Software → Needs to choose eFiling 3.0 Module.

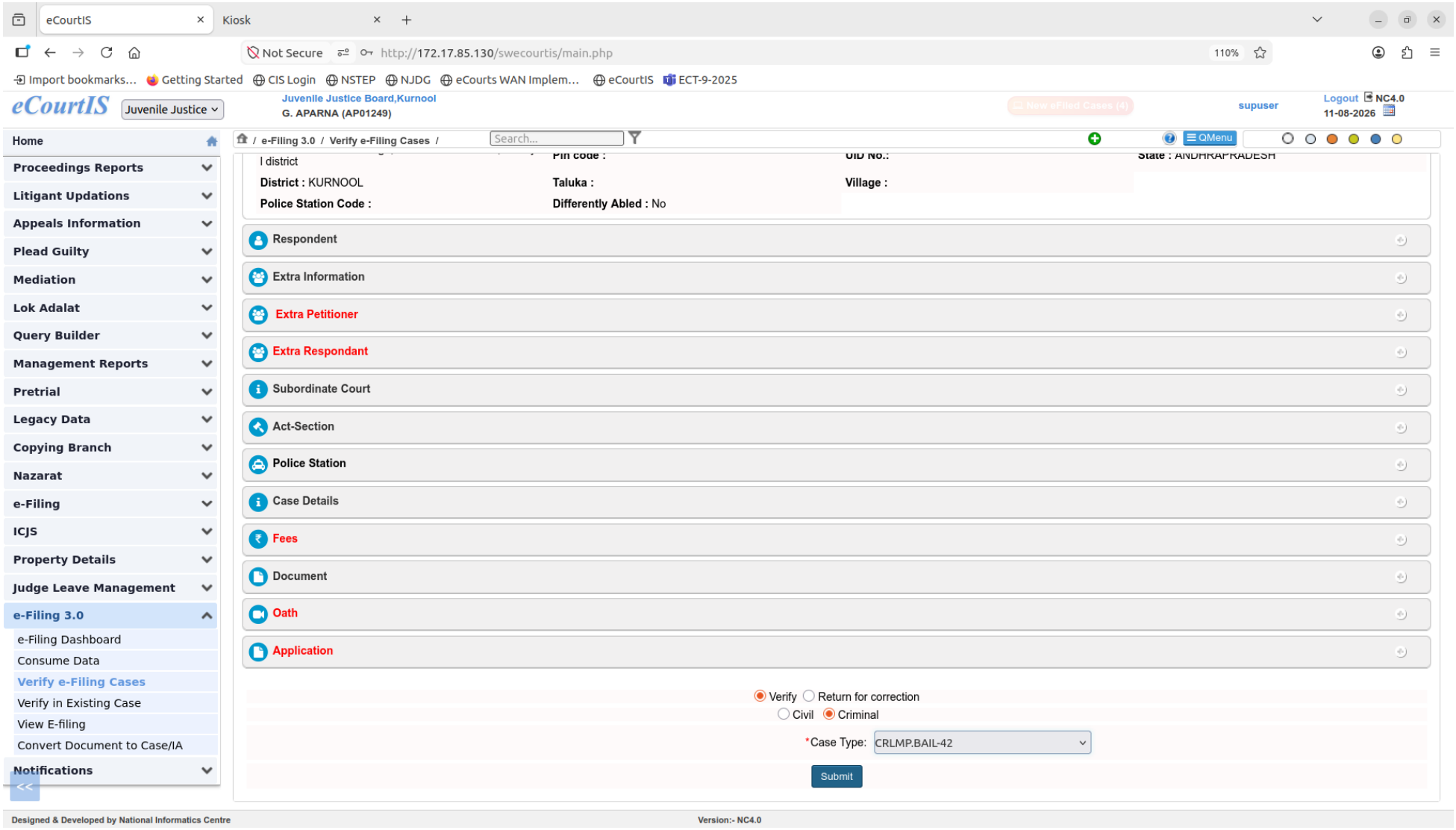


For Consume of Bail Petitions/Criminal Cases → Select the Consume Data Option → Click on Consume Button→ After few Seconds/Minutes the Cases filed by the Advocates through eFiling Portal will consume into CIS Software.

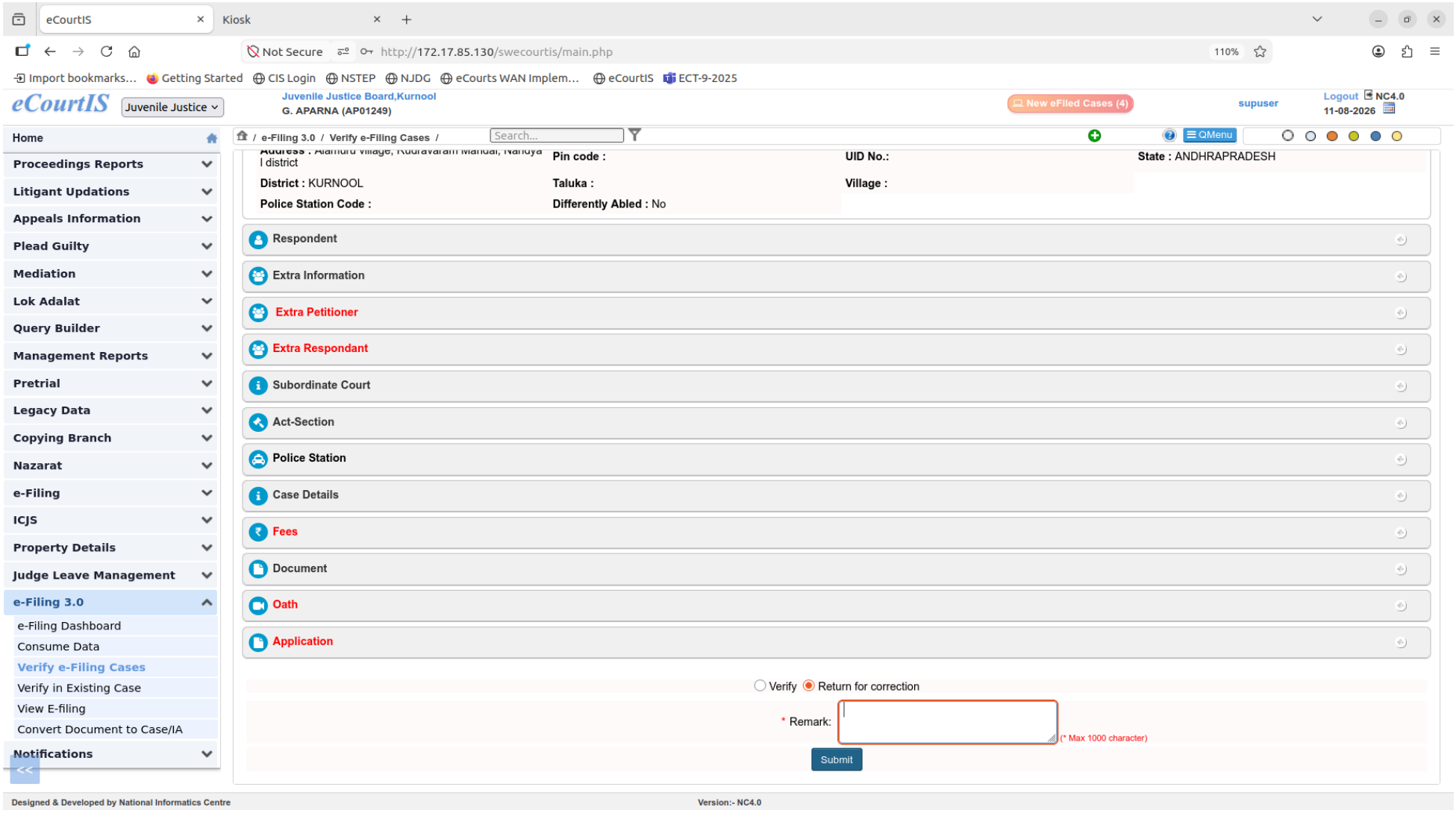
Now Select the Verify e-Filing Cases Option --> check the details one by one along with documents which are uploaded by the concern after choosing the particular eFiling Number from the drop down menu



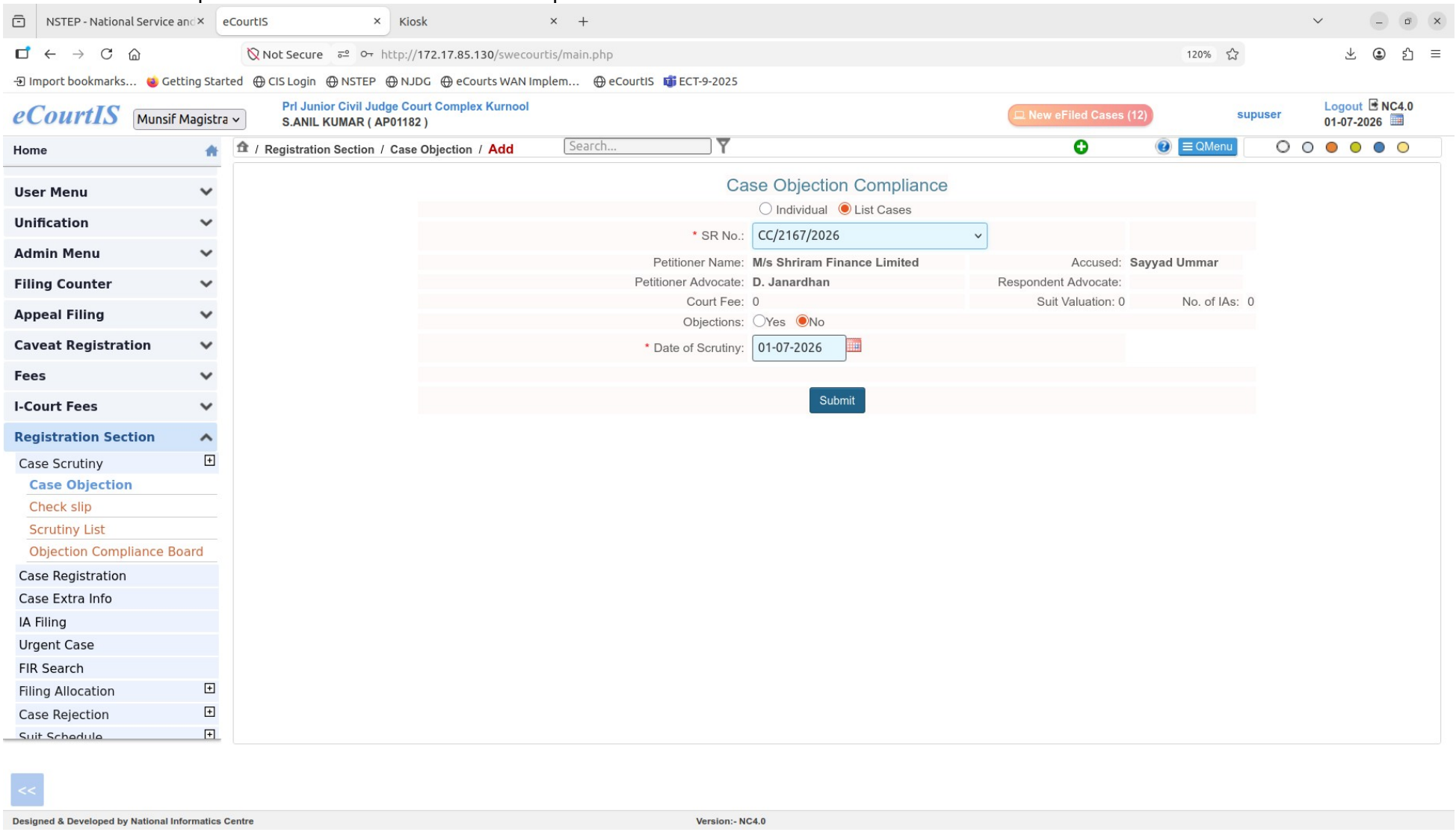
After Completion of verification of the details of the cases ---> if details are found correct with all the columns --> Choose Verify option and select particular Case Type like CRLMP.BAIL/other Cases → Click on Submit Button --> SR Number will generate.



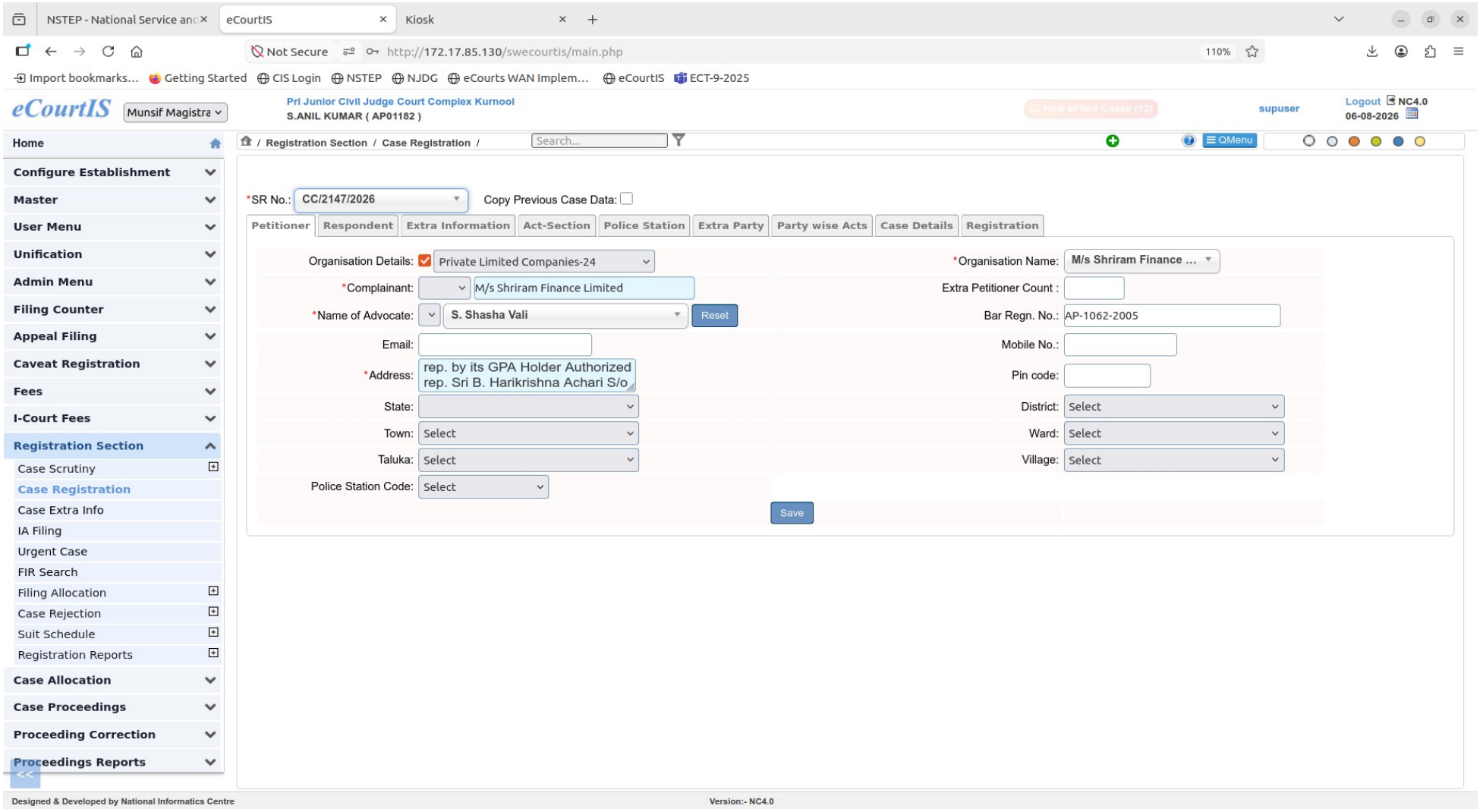
If any errors are found at the time of verification --> Choose Return for Correction Option --> mention the remarks --> Click on Submit Button.

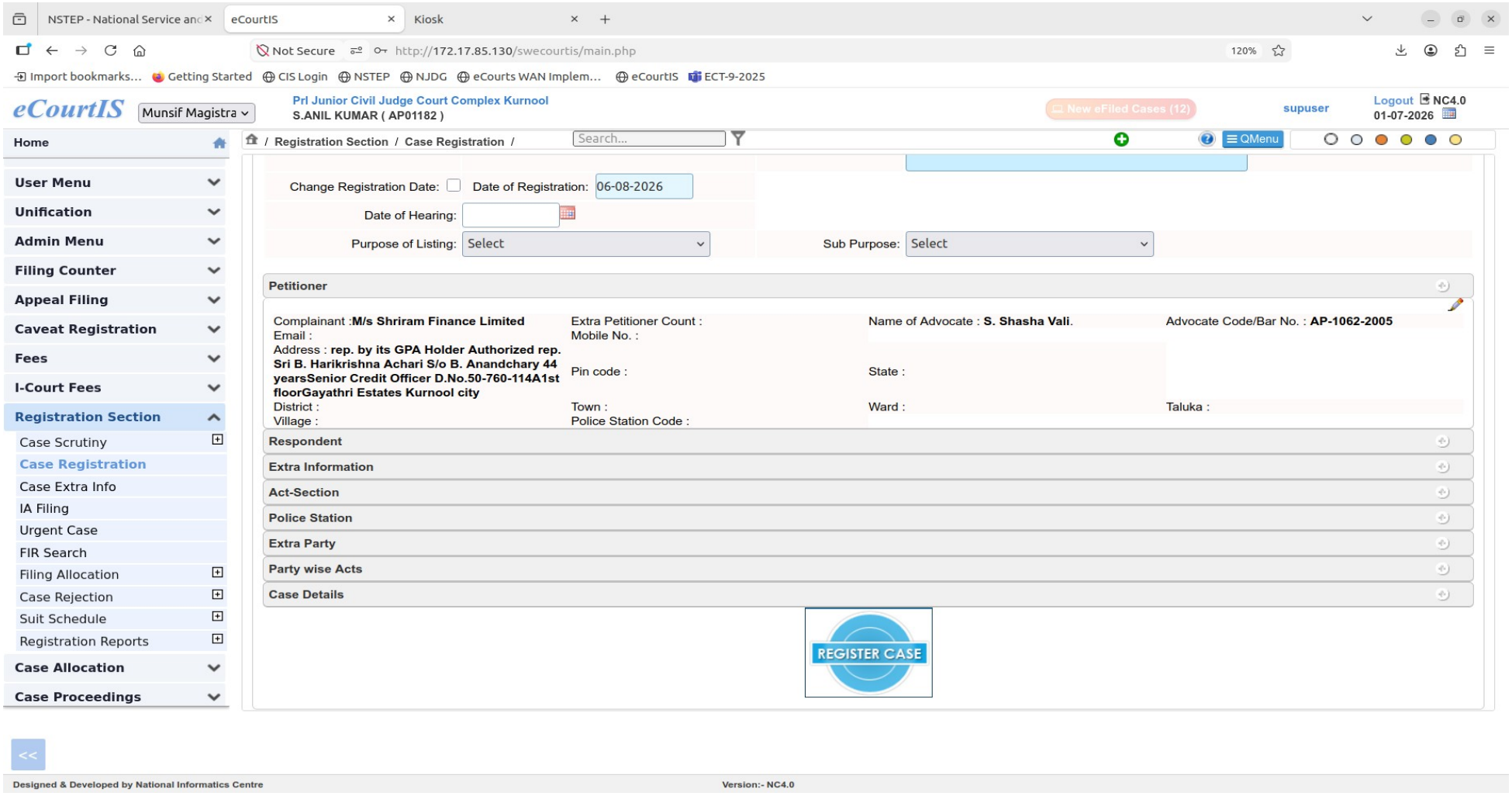


After Completion of verification and generation of SR Number go to → Registration Section → Choose Case Scrutiny → Case Objection → Choose List Cases → select particular SR Number → select No option → Click on Submit Button.



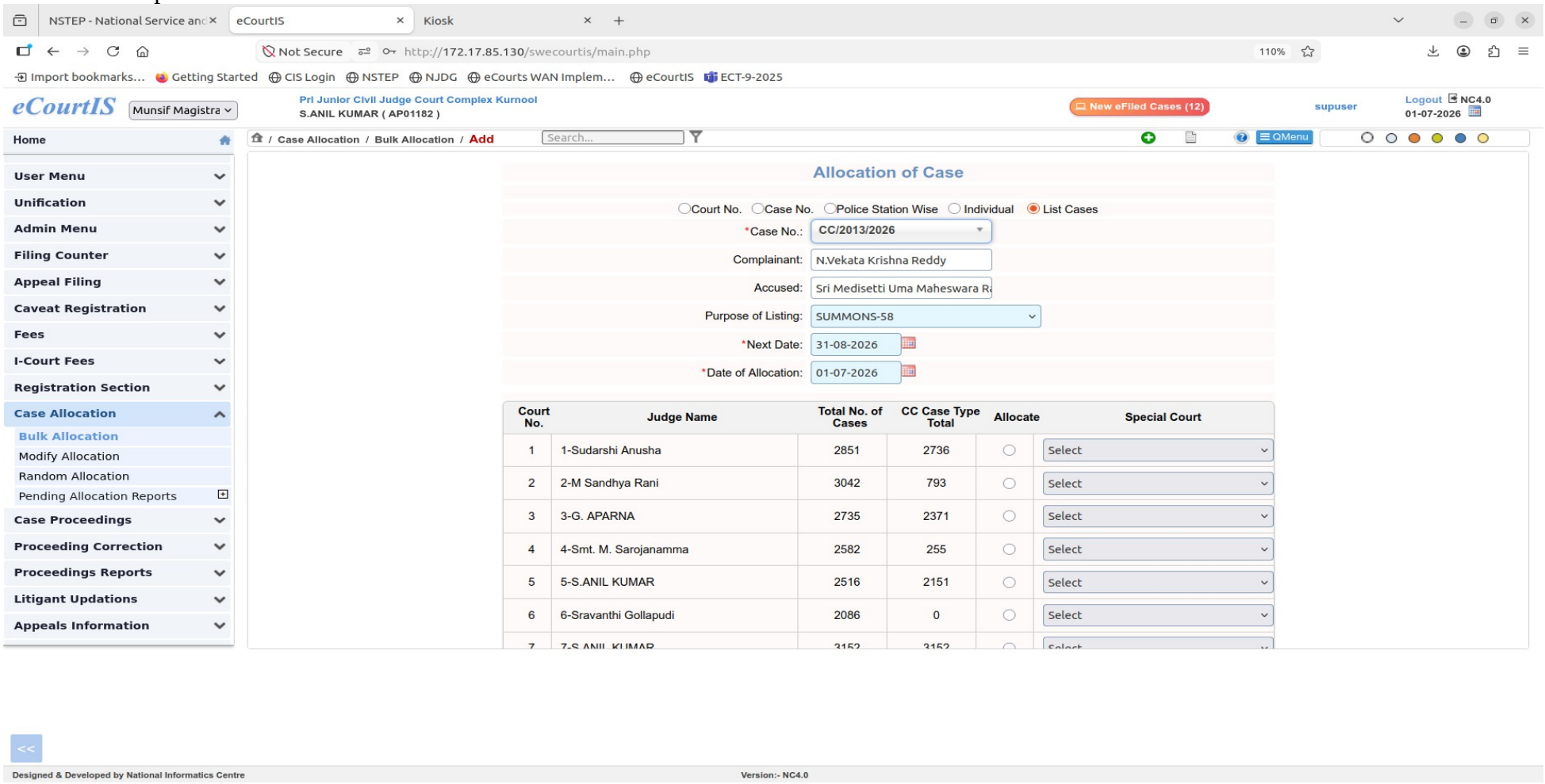
After Completion of Case Scrutiny in the Registration Section by using Case Objection → choose Case Registration option in the Registration Section → Choose relevant SR Number in the drop down list → Check Once again all the Details i.e., the particulars which are displayed in the window and needs to use (Save/next) buttons to move forward for completion of all details→ Click of Register Case Button → after that Case Number will generate.

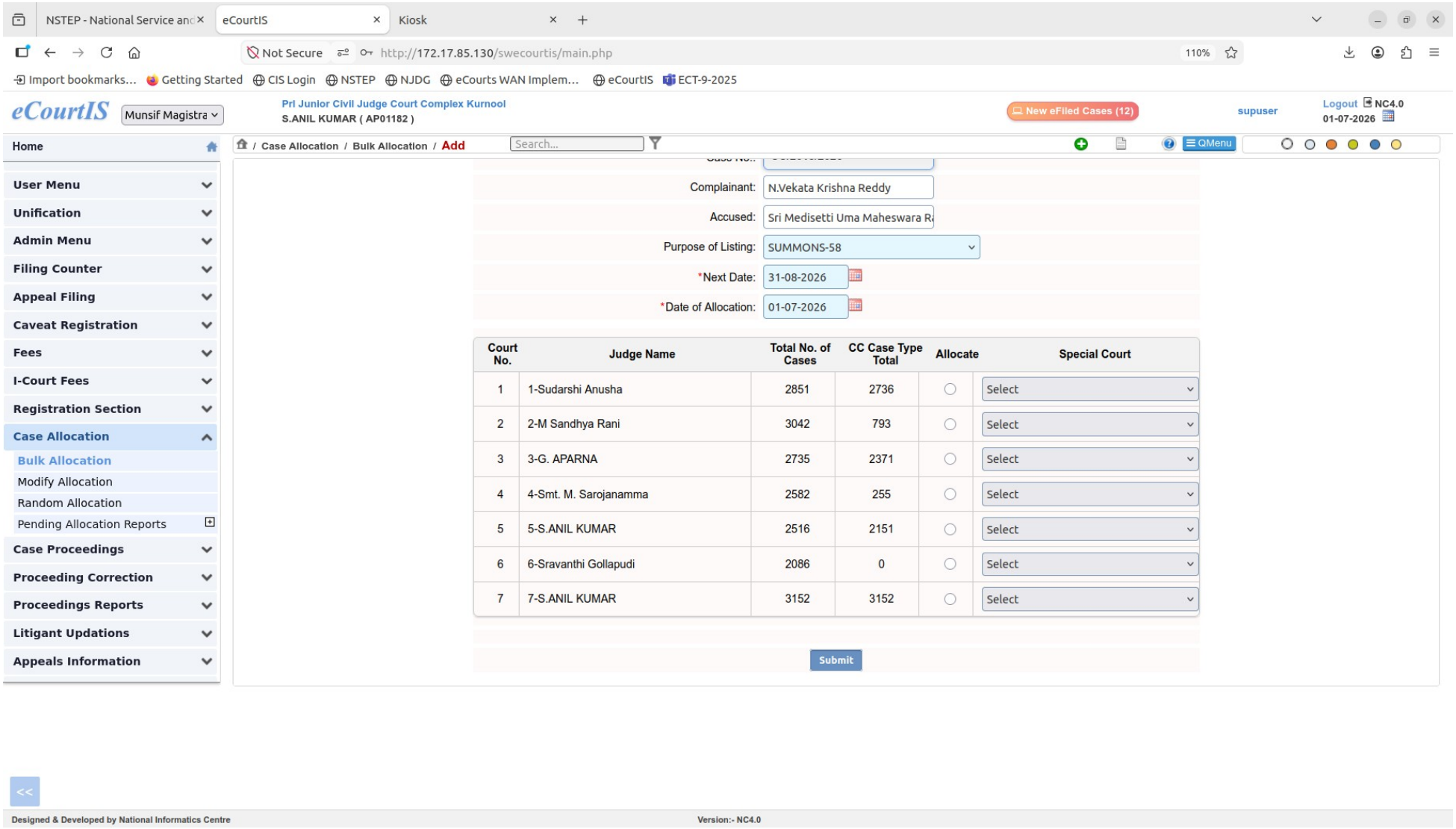



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Getting Started
CIS Login
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eCourtIS
ECT-9-2025
eCourtIS
Munsif Magistra
Prl Junior Civil Judge Court Complex Kurnool
S.ANIL KUMAR (AP01182)
New eFiled Cases (12)
supuser
Logout
NC4.0
01-07-2026
Home
/ Registration Section / Case Registration /
Search...
QMenu
User Menu
Unification
Admin Menu
Filing Counter
Appeal Filing
Caveat Registration
Fees
I-Court Fees
Registration Section
Case Scrutiny
Case Registration
Case Extra Info
IA Filing
Urgent Case
FIR Search
Filing Allocation
Case Rejection
Suit Schedule
Registration Reports
Case Allocation
Case Proceedings
Change Registration Date:
Date of Registration: 06-08-2026
Date of Hearing:
Purpose of Listing: Select
Sub Purpose: Select
Petitioner
Complainant :M/s Shriram Finance Limited
Extra Petitioner Count :
Name of Advocate : S. Shasha Vali.
Advocate Code/Bar No. : AP-1062-2005
Email :
Mobile No. :
Address : rep. by its GPA Holder Authorized rep. Sri B. Harikrishna Achari S/o B. Anandchary 44 yearsSenior Credit Officer D.No.50-760-114A1st floorGayathri Estates Kurnool city
Pin code :
State :
District :
Town :
Ward :
Taluka :
Village :
Police Station Code :
Respondent
Extra Information
Act-Section
Police Station
Extra Party
Party wise Acts
Case Details
REGISTER CASE
<<
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Version:- NC4.0

After Completion of Generation of Case Number (Registration Number like CRLMP BAIL/CC.No. 01/2026) it needs to allocate the Case Number to the particular Court.

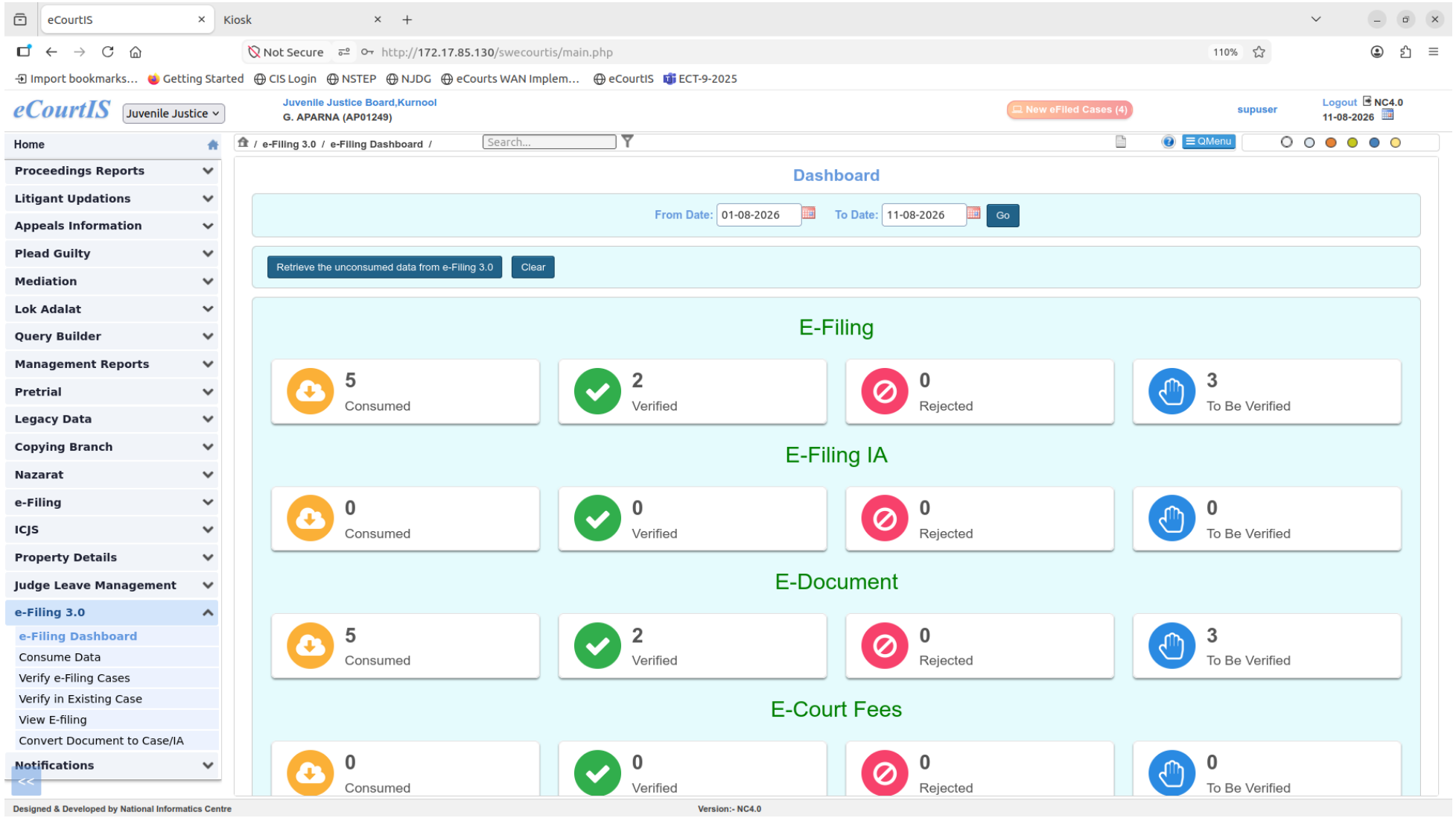
Now select Case Allocation Option → Click on Bulk Allocation → Choose List Cases → Choose particular Case Number in the drop down list → then select the particular court with the name of the Judicial Officer → Click on Submit Button.





This is the Procedure for Consume of Bail Petitions and Other Calendar Cases through eFiling 3.0 Module

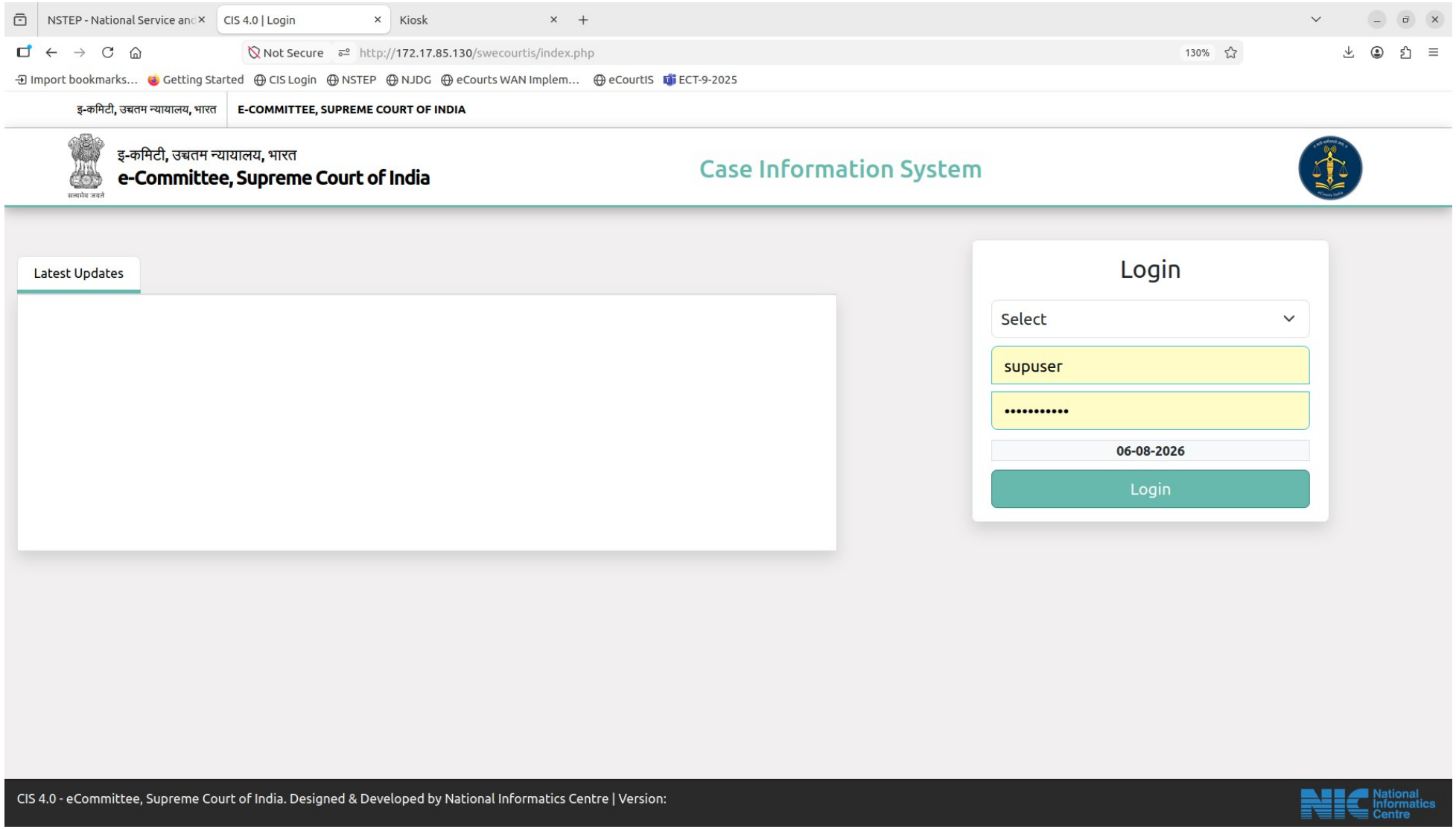
eFiling 3.0 Dash Board.



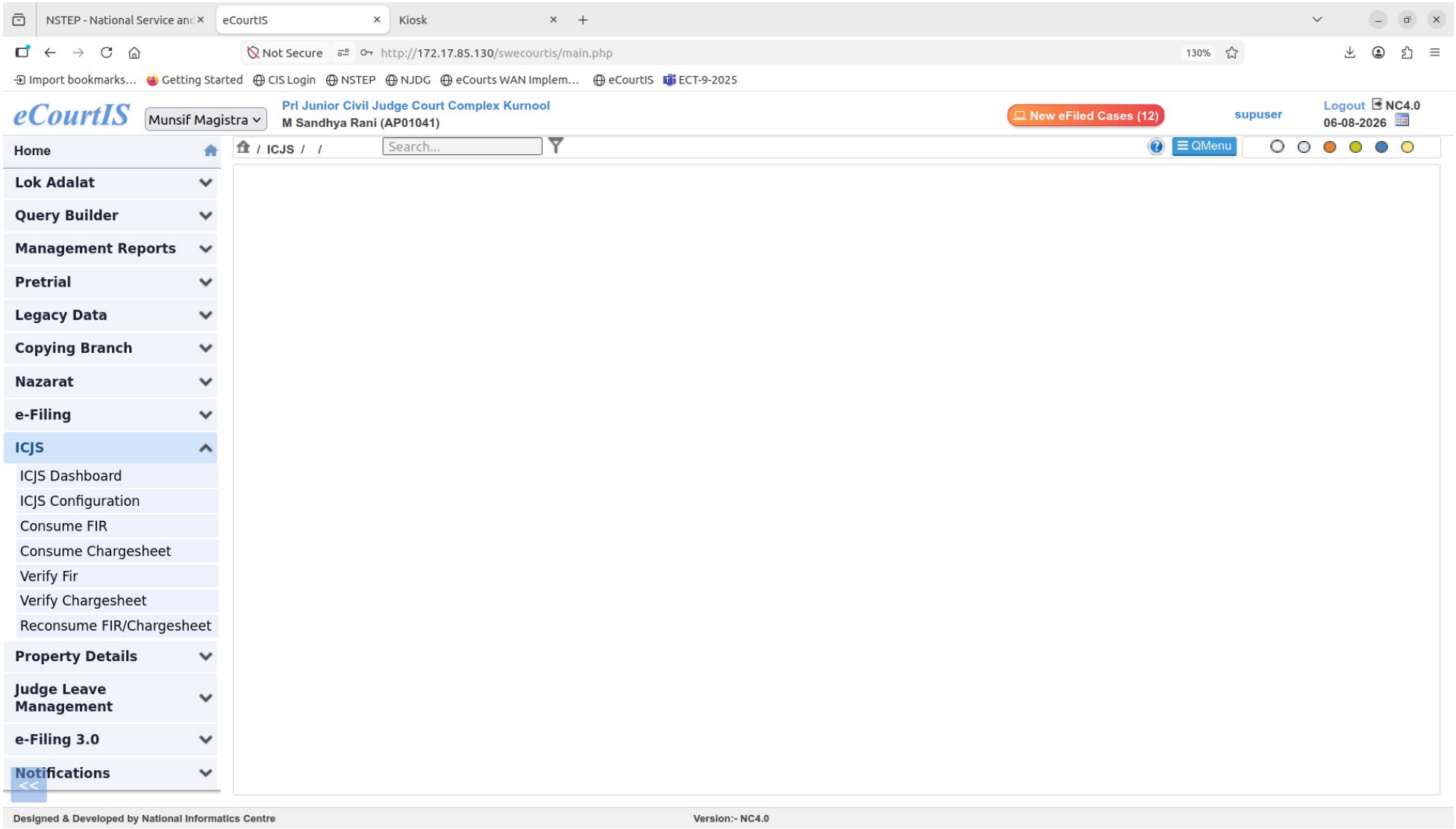
It displays the Details of the Consumed E-Filing, E-Filing IA, E-Document and ect.,

DISTRICT JUDICIARY KURNOOL
HOW TO CONSUME FIR AND CHARE SHEETS IN CIS SOFTWARE (Criminal Side e-Filing)

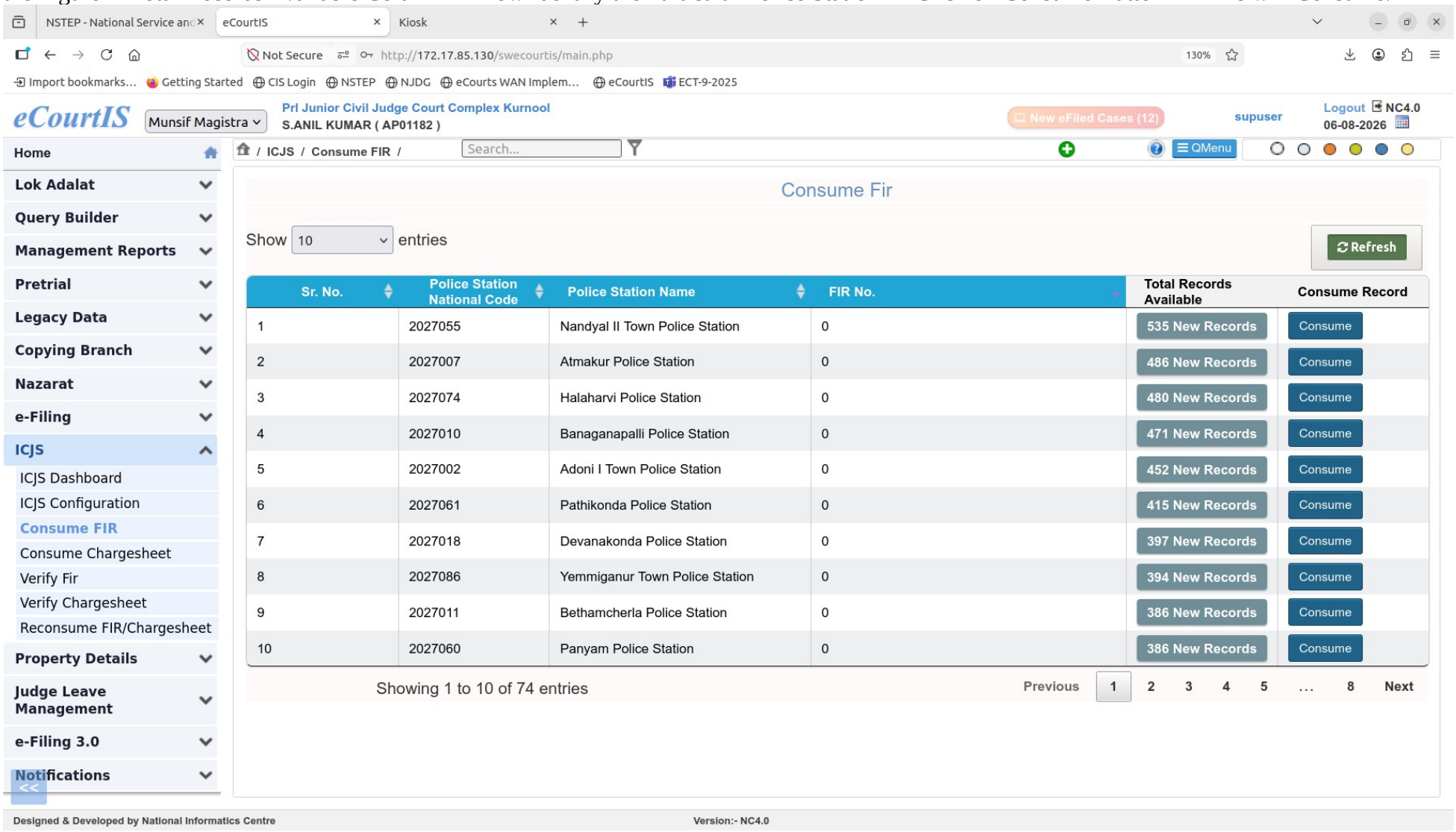
CIS Login Screen



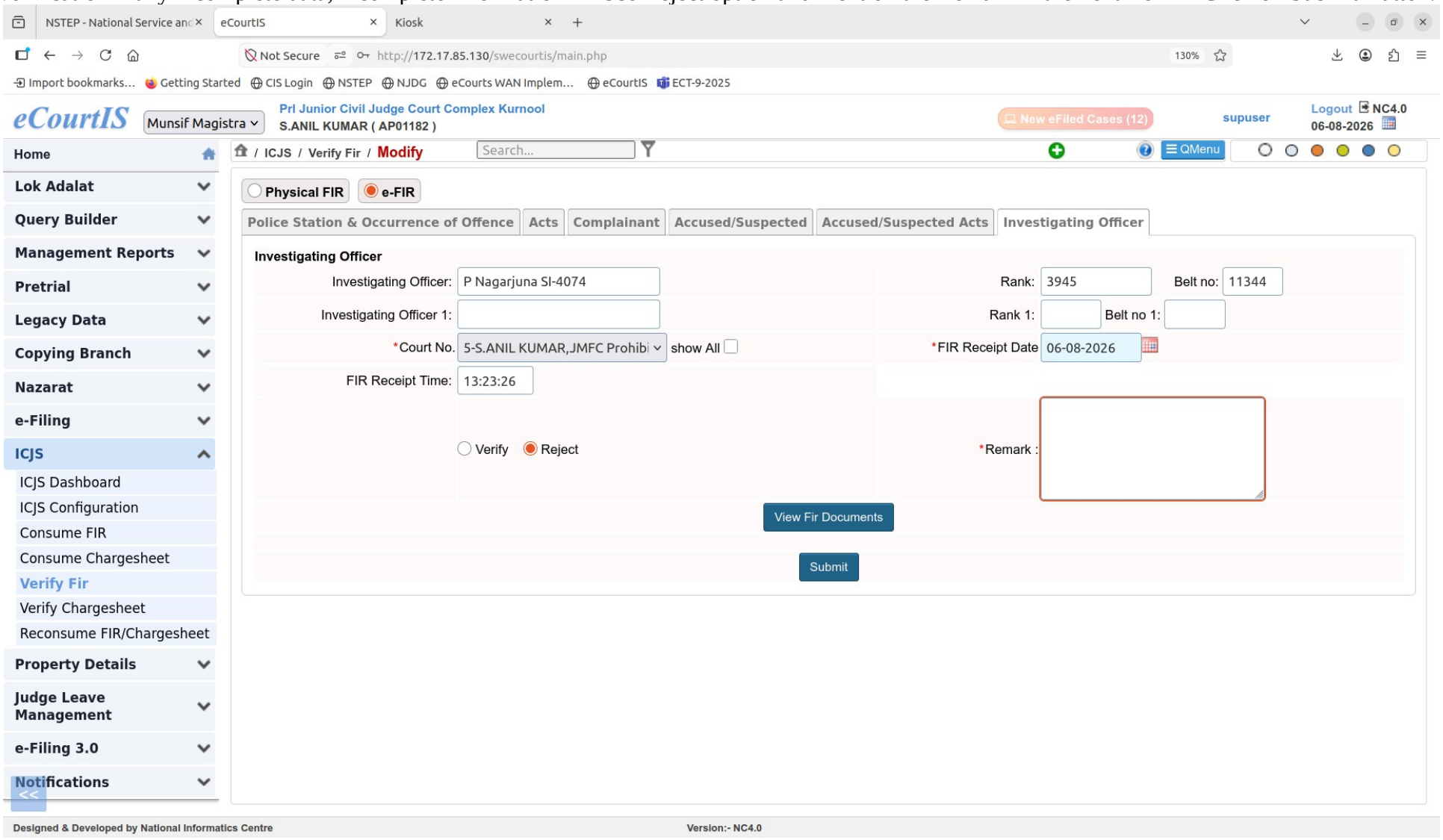
After Logged in into the CIS Software by using the Login and Password Credentials of CIS Software → Needs to choose ICJS Module.



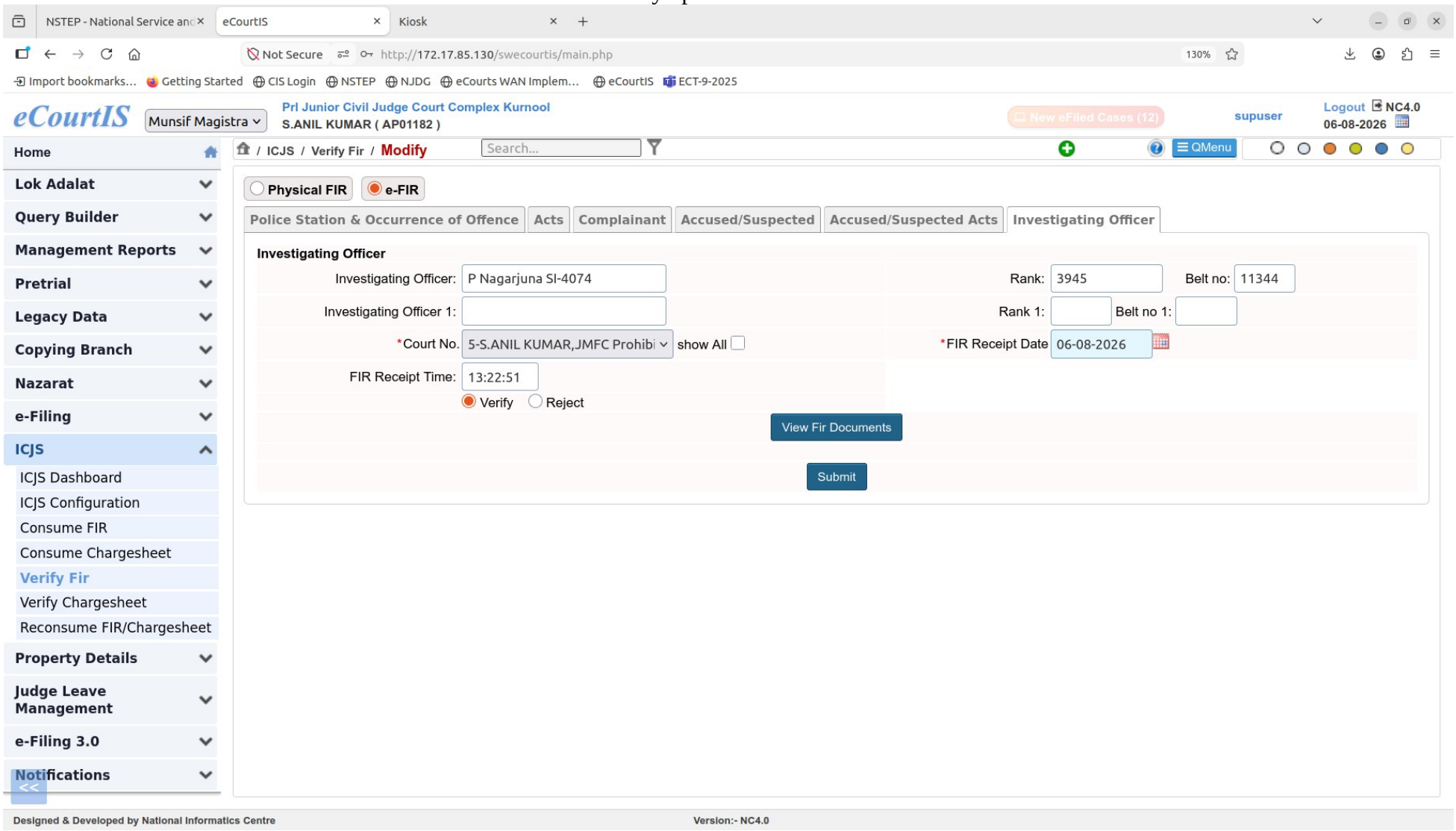
For Consume of FIRs → Select the Consume FIR Option → Click on Refresh Button (Top Right Corner) → After few Seconds/Minutes it will show the Figure in Total Records Available Column → Now Identify the Particular Police Station → Click on Consume Button → FIRs will Consume.



After Completion of Consuming of FIRs → Check the Physical FIR with the Consumed Data by using the Verify FIR Option → eFIR → At the time of Verification if any incomplete data, incomplete information → Use Reject option and mention the Remark in the Text Box → Click on Submit Button.

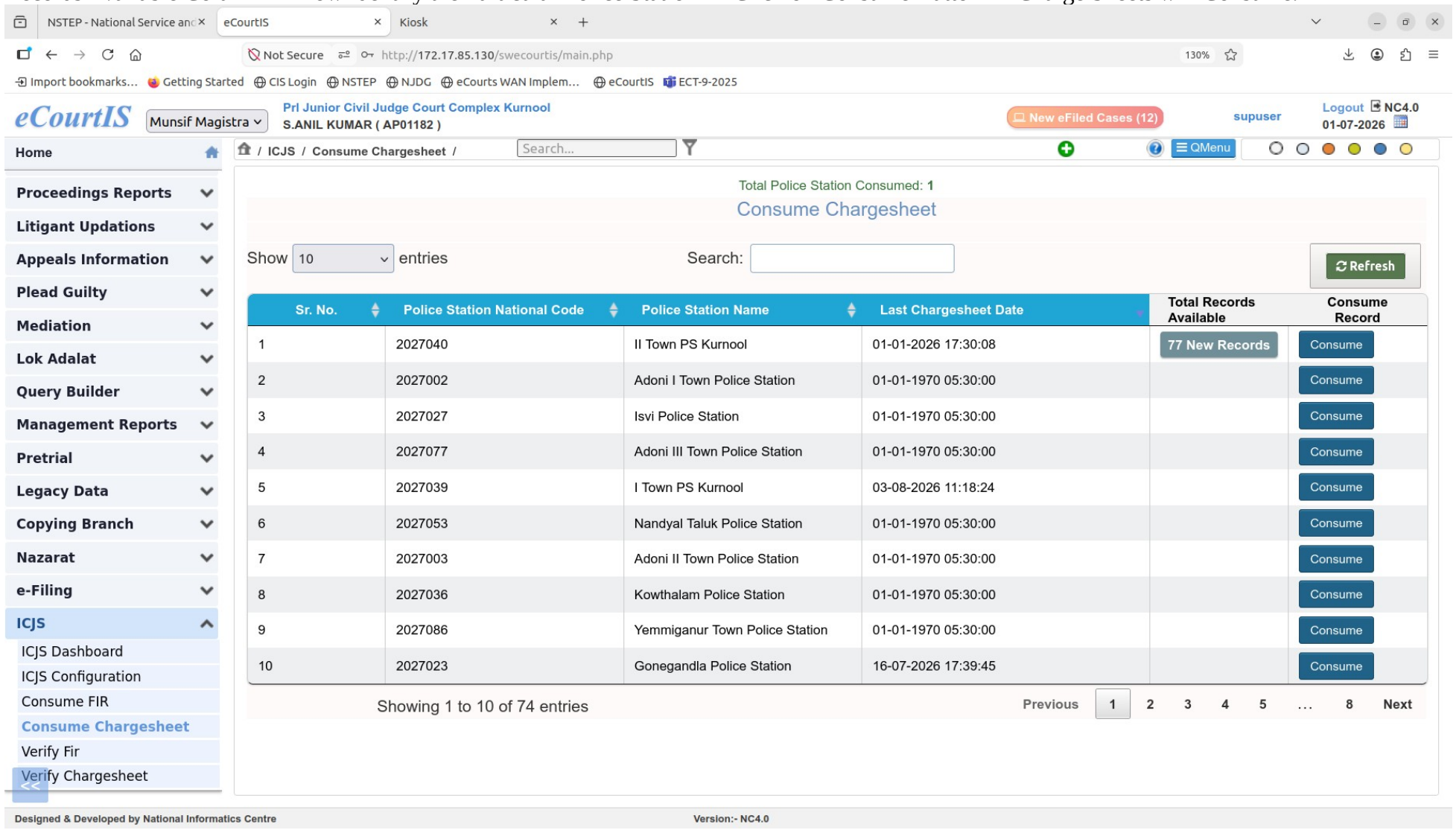


If the Details are Correct at the time of Verification choose the Verify option → Click on Submit Button

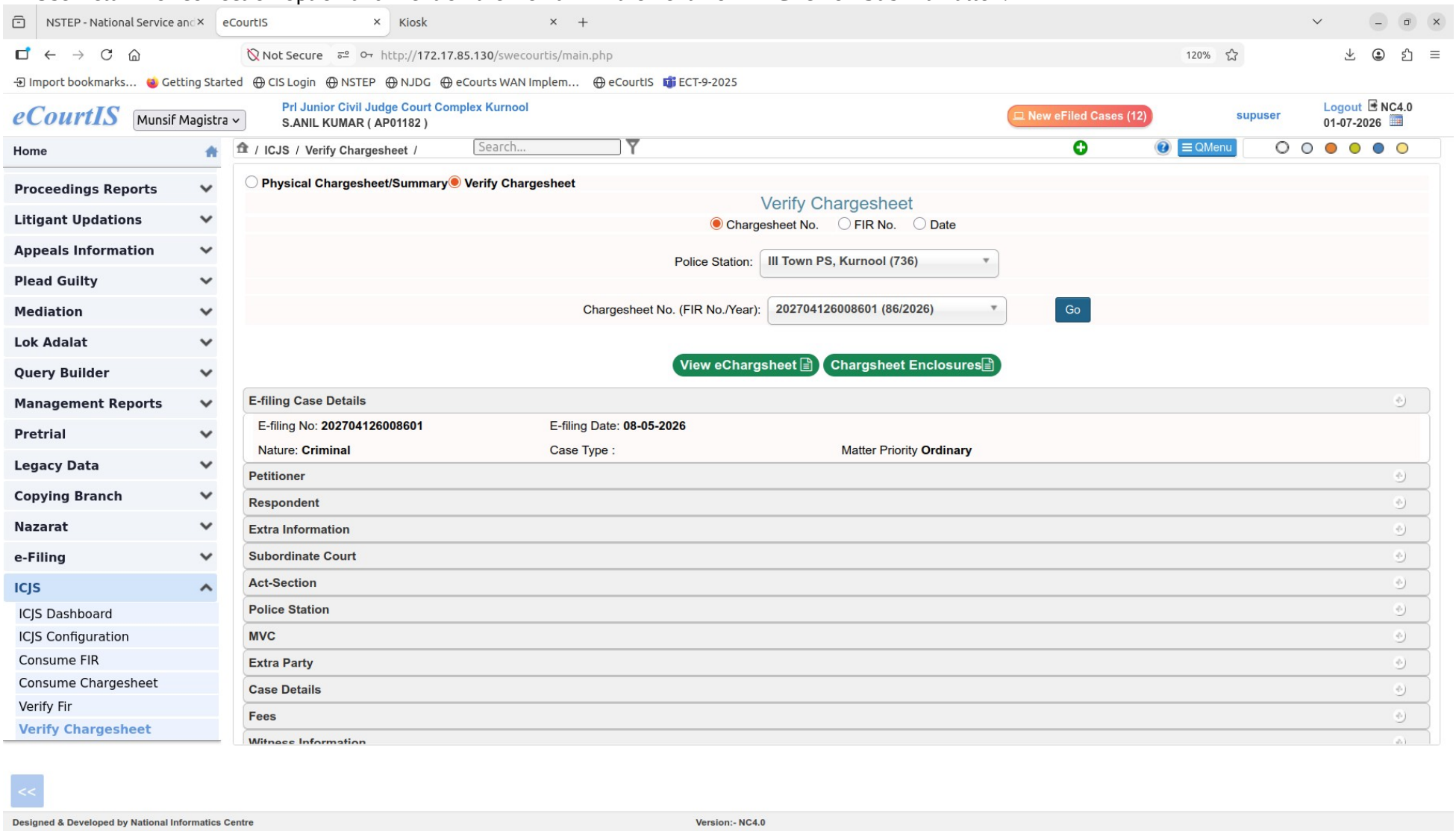


How to Consume Charge Sheets in ICJS Module

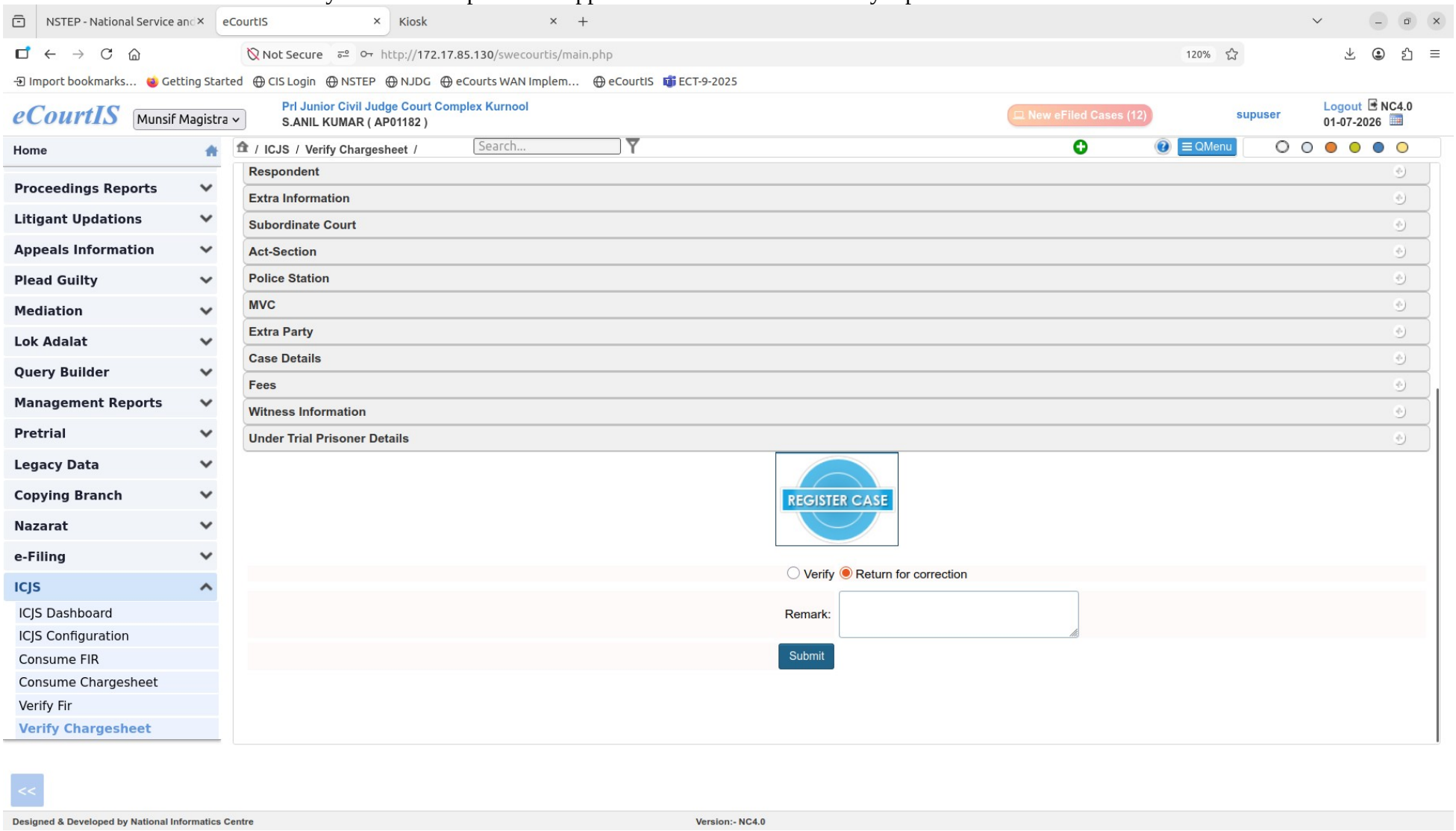
Click on Consume Charge Sheet Option → Click on Refresh Button (Top Right Corner) → After few Seconds/Minutes it will show the Figure in Total Records Available Column → Now Identify the Particular Police Station → Click on Consume Button → Charge Sheets will Consume.



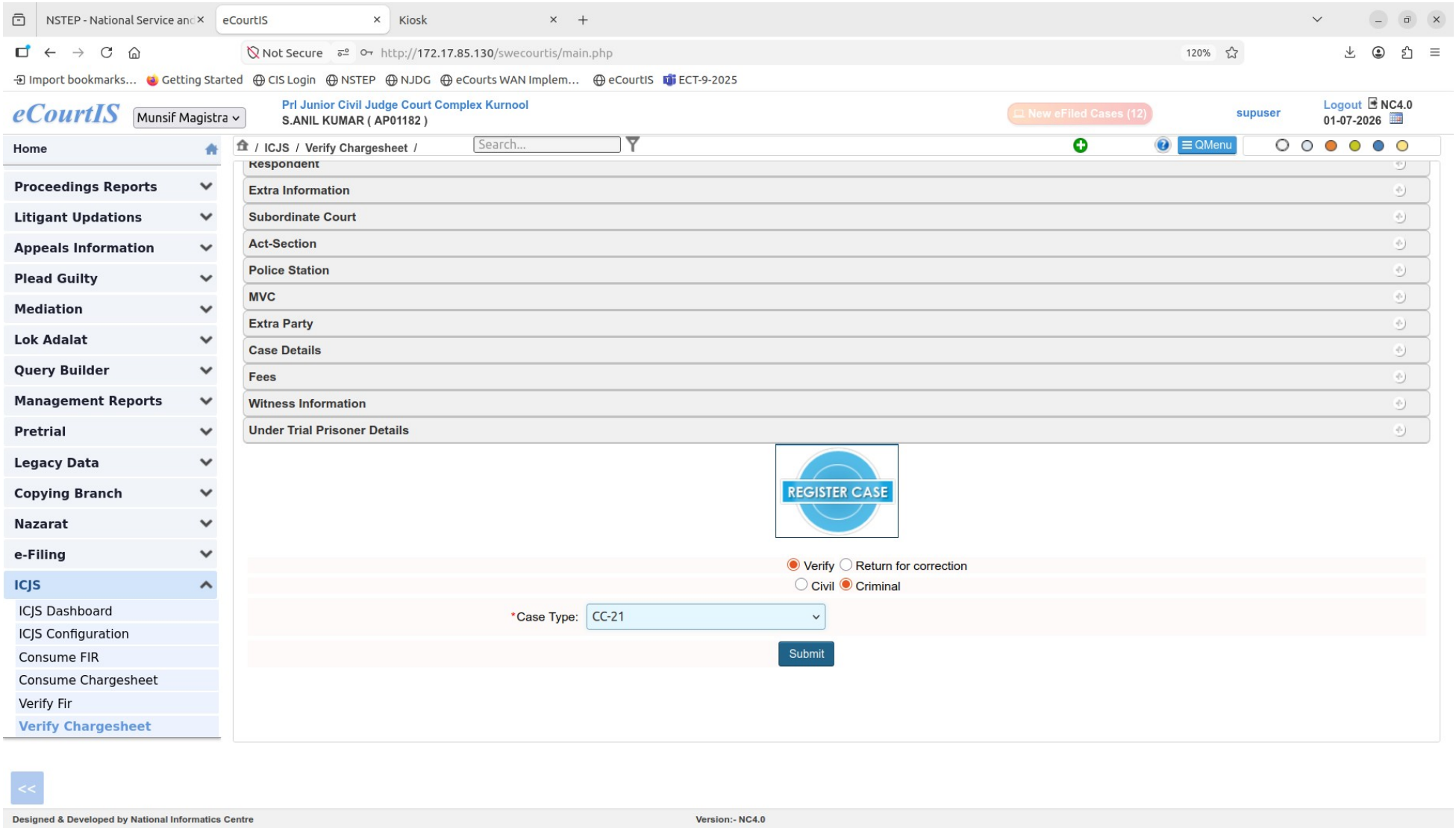
After Completion of Consuming of Charge Sheets → Check the Physical Charge Sheet with the Consumed Data by using the Verify Charge Sheet Option → Select the Verify Charge Sheet Option in the Top of the Screen → At the time of Verification if any incomplete data, incomplete information → Use Return for correction option and mention the Remark in the Text Box → Click on Submit Button.



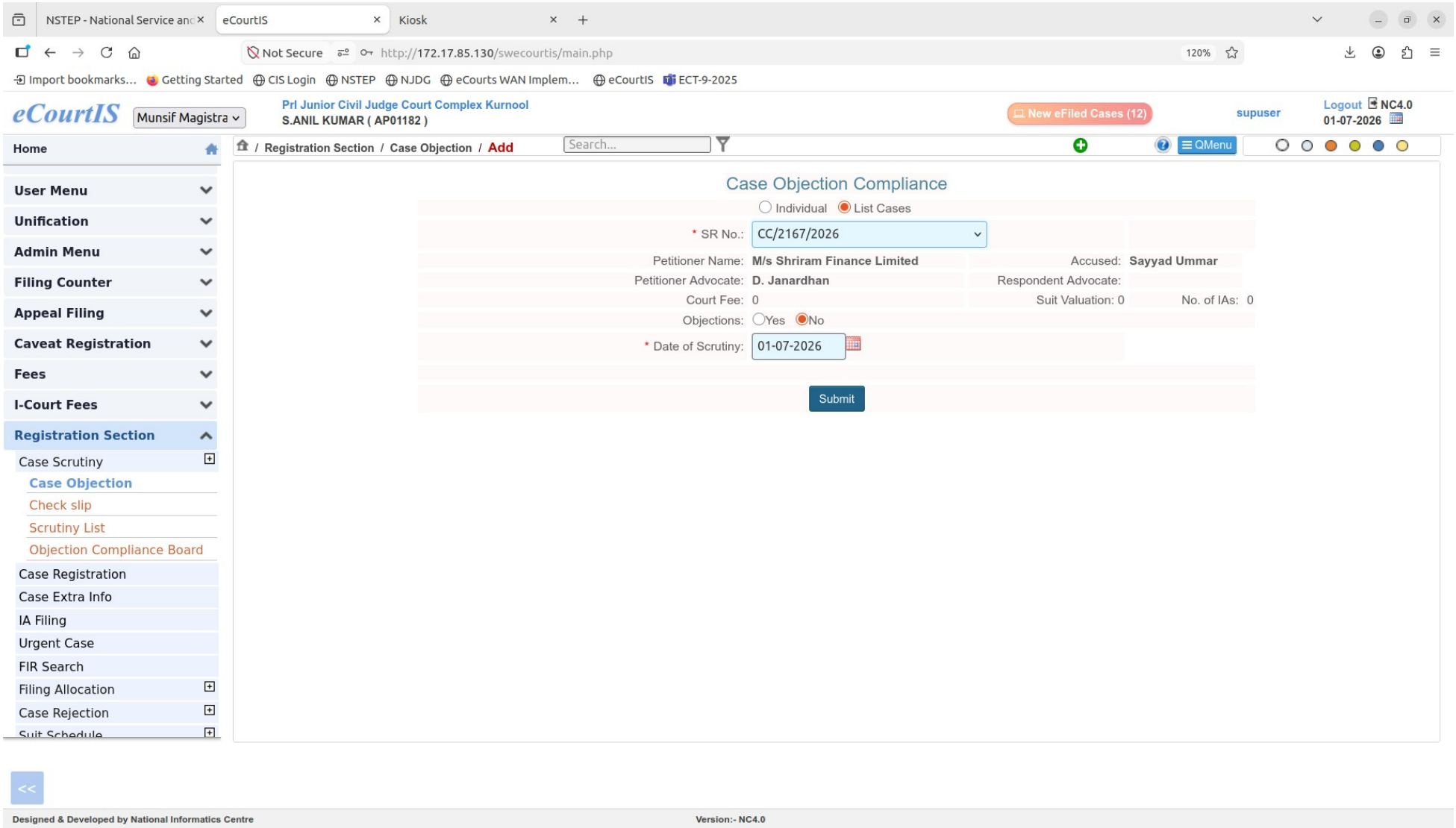
Scroll down the window the Verify and Return option will appear like this for Return/Verify Options



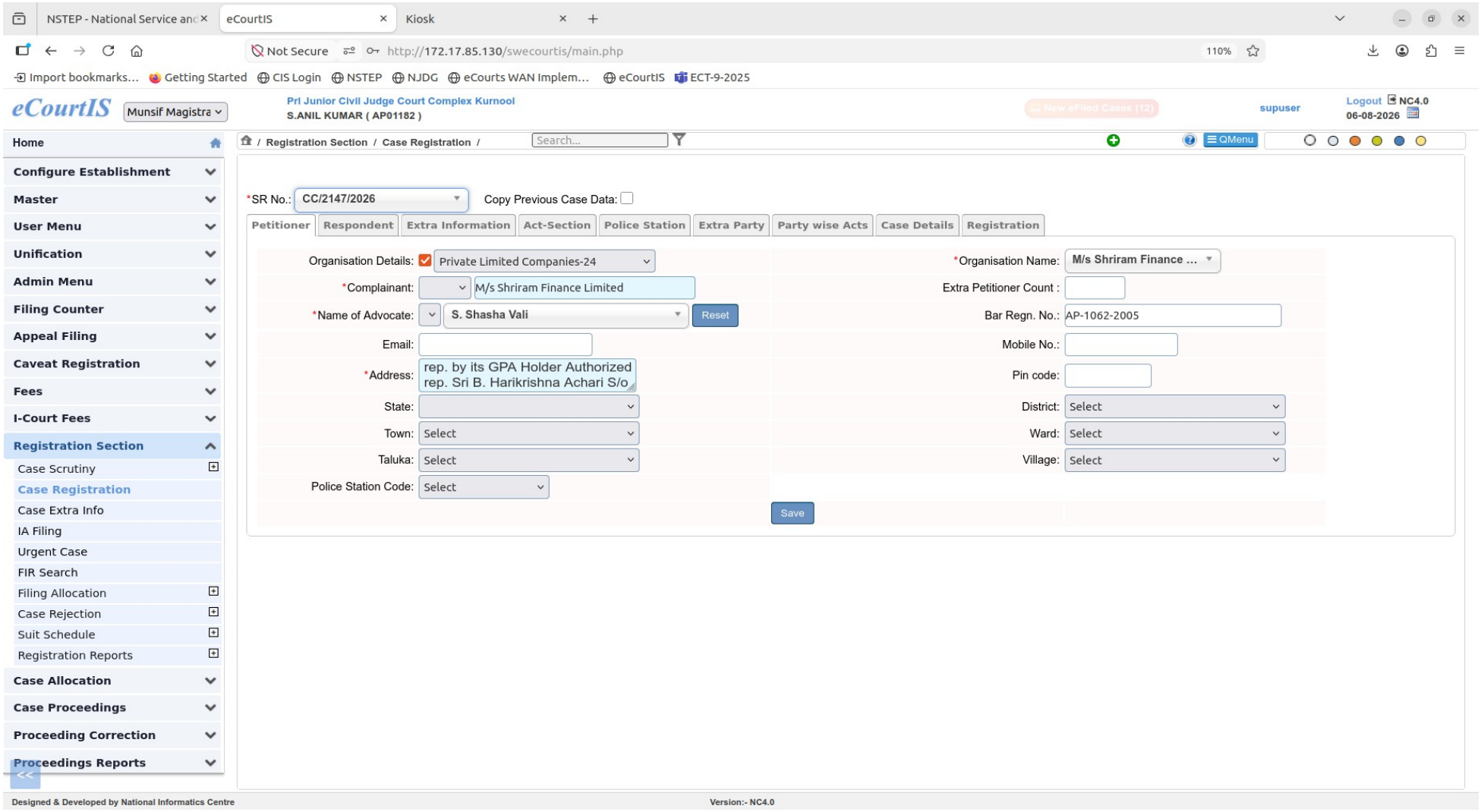
If the Details are Correct at the time of Verification choose the Verify option → Select Criminal → Select relevant Case Type → Click on Submit Button → SR Number will generate.

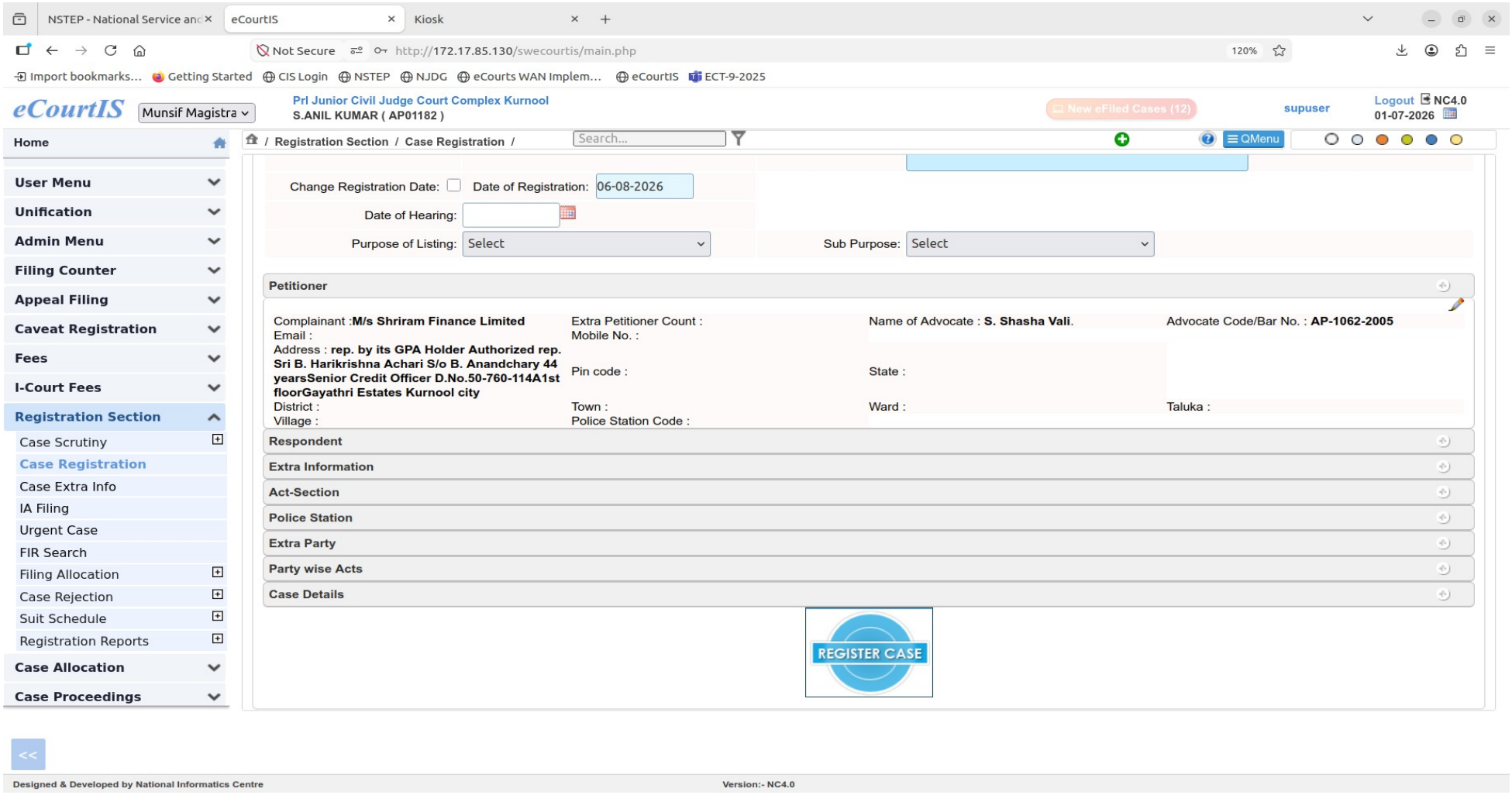


After Completion of verification and generation of SR Number go to → Registration Section → Choose Case Scrutiny → Case Objection → Choose List Cases → select particular SR Number → select No option → Click on Submit Button.



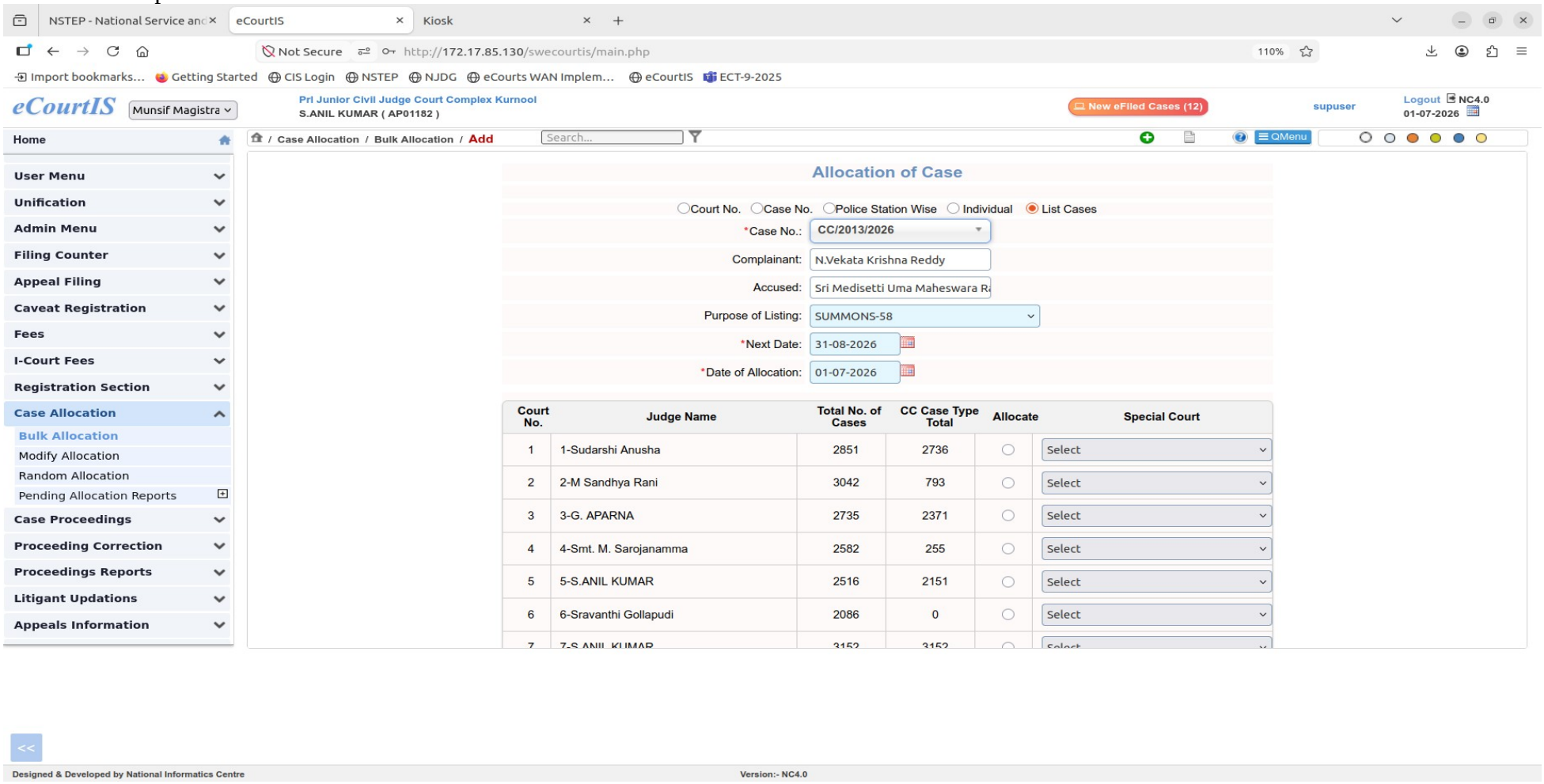
After Completion of Case Scrutiny in the Registration Section by using Case Objection → choose Case Registration option in the Registration Section → Choose relevant SR Number in the drop down list → Check Once again all the Details i.e., the particulars which are displayed in the window and needs to use (Save/next) buttons to move forward for completion of all details→ Click of Register Case Button → after that Case Number will generate.

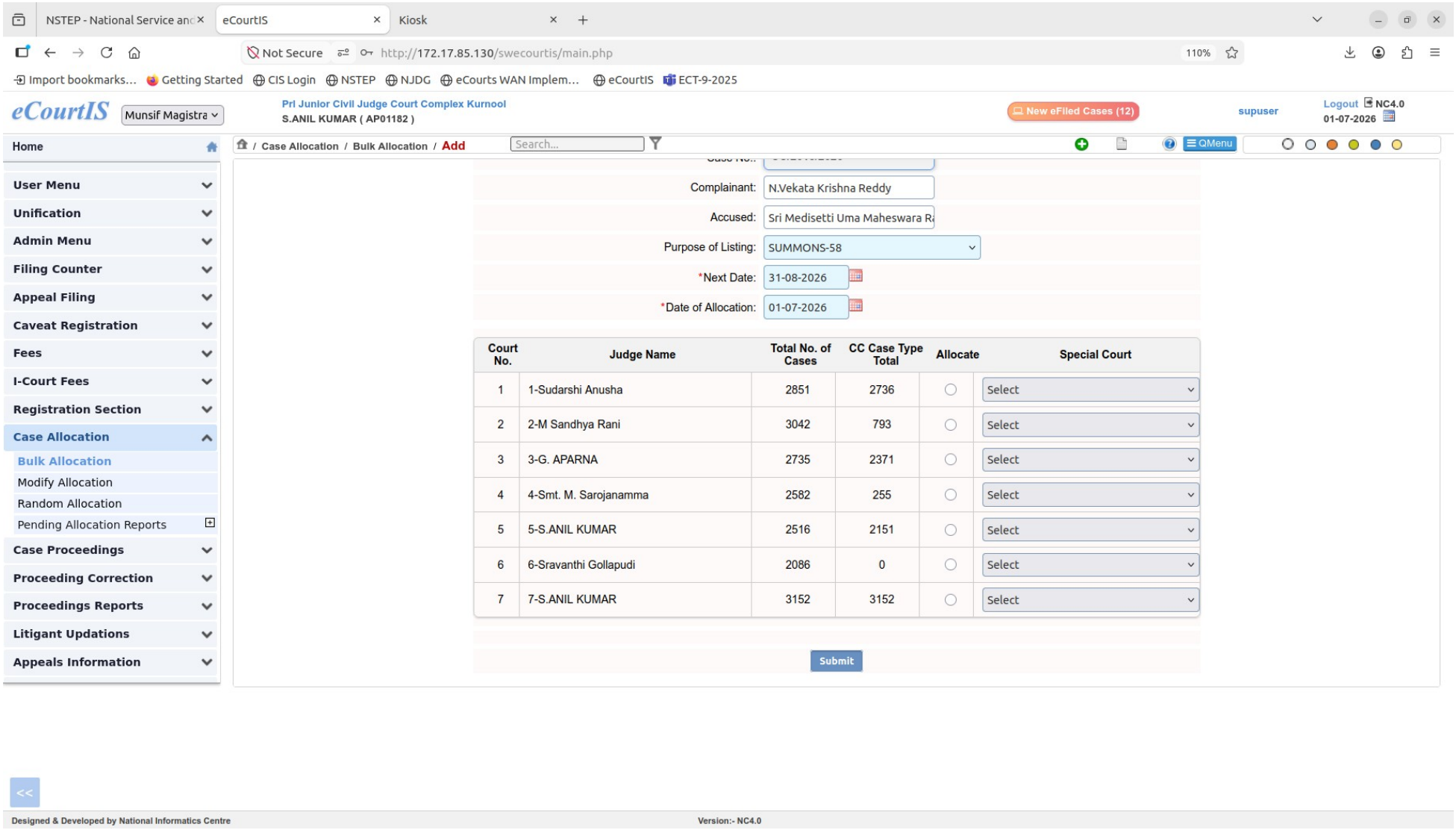



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CIS Login
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NJDG
eCourts WAN Implem...
eCourtIS
ECT-9-2025
eCourtIS
Munsif Magistra
Prl Junior Civil Judge Court Complex Kurnool
S.ANIL KUMAR (AP01182)
New eFiled Cases (12)
supuser
Logout
NC4.0
01-07-2026
Home
/ Registration Section / Case Registration /
Search...
QMenu
User Menu
Unification
Admin Menu
Filing Counter
Appeal Filing
Caveat Registration
Fees
I-Court Fees
Registration Section
Case Scrutiny
Case Registration
Case Extra Info
IA Filing
Urgent Case
FIR Search
Filing Allocation
Case Rejection
Suit Schedule
Registration Reports
Case Allocation
Case Proceedings
Change Registration Date:
Date of Registration: 06-08-2026
Date of Hearing:
Purpose of Listing: Select
Sub Purpose: Select
Petitioner
Complainant :M/s Shriram Finance Limited
Extra Petitioner Count :
Name of Advocate : S. Shasha Vali.
Advocate Code/Bar No. : AP-1062-2005
Email :
Mobile No. :
Address : rep. by its GPA Holder Authorized rep. Sri B. Harikrishna Achari S/o B. Anandchary 44 yearsSenior Credit Officer D.No.50-760-114A1st floorGayathri Estates Kurnool city
Pin code :
State :
District :
Town :
Ward :
Taluka :
Village :
Police Station Code :
Respondent
Extra Information
Act-Section
Police Station
Extra Party
Party wise Acts
Case Details
REGISTER CASE
<<
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Version:- NC4.0

After Completion of Generation of Case Number (Registration Number like CC.No. 01/2026) it needs to allocate the Case Number to the particular Court.

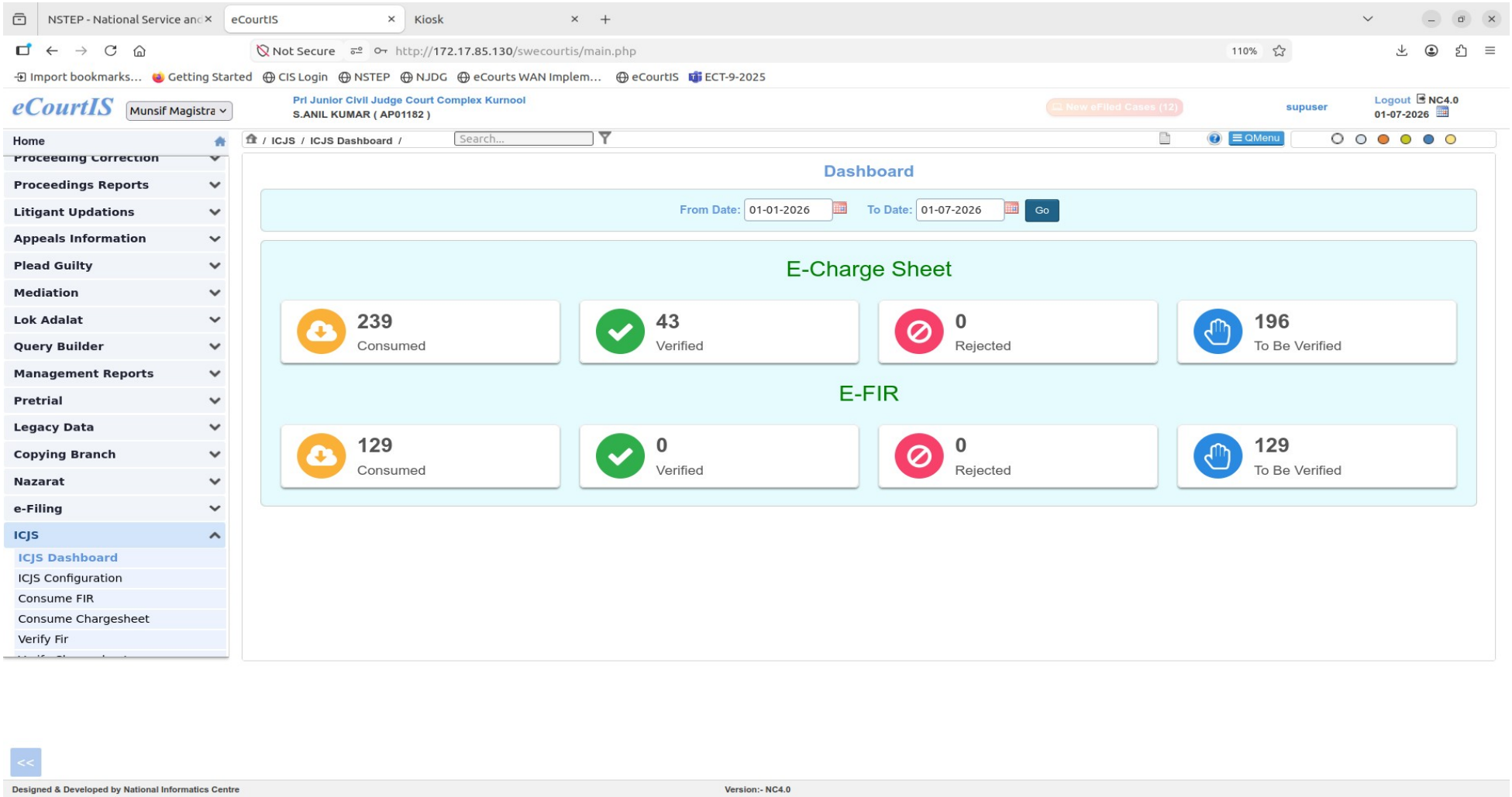
Now select Case Allocation Option → Click on Bulk Allocation → Choose List Cases → Choose particular Case Number in the drop down list → then select the particular court with the name of the Judicial Officer → Click on Submit Button.





This is the Procedure for Consume of FIRs and Charge Sheets, Verification of FIRs, Charge Sheets through ICJS Module

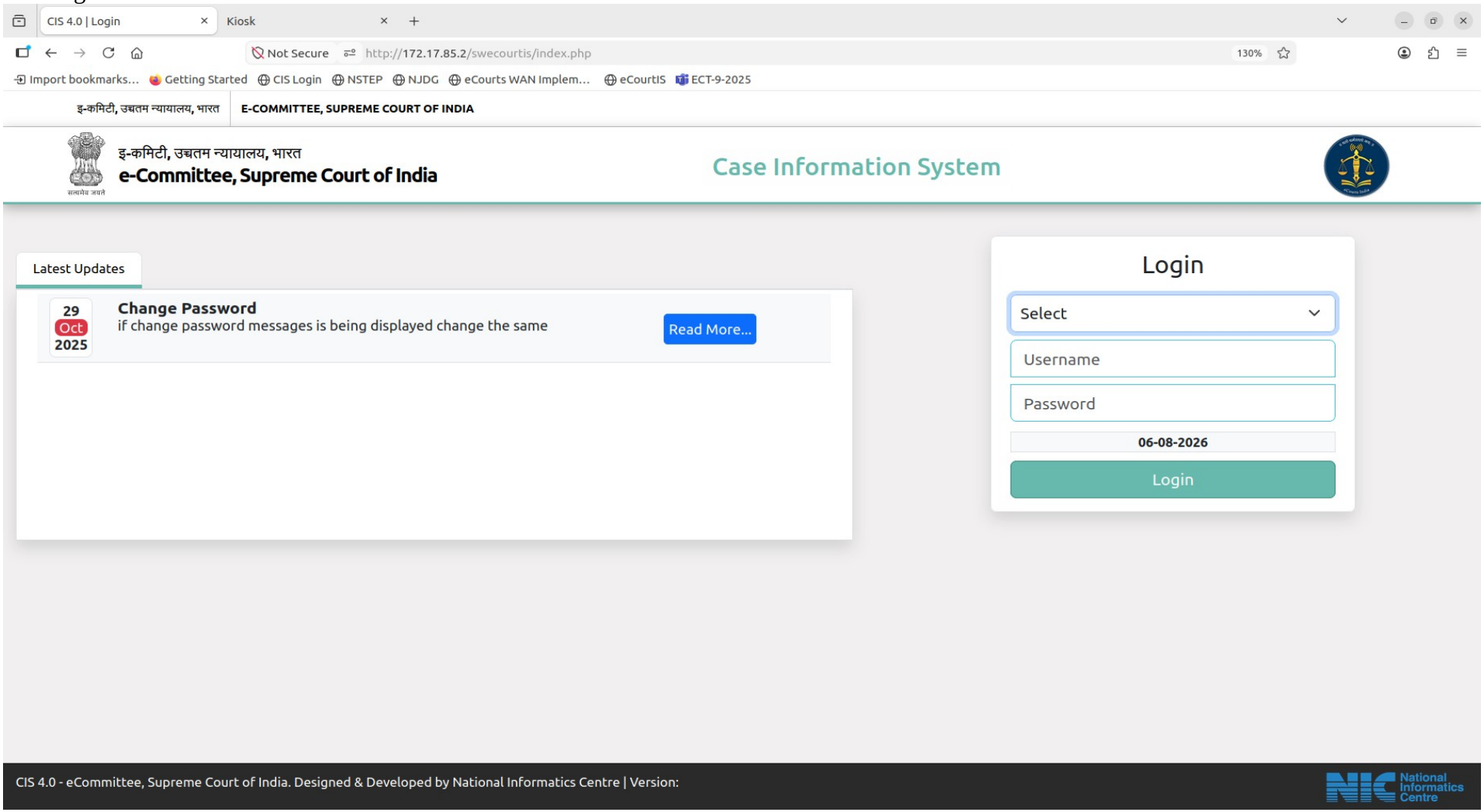
ICJS Dash Board.



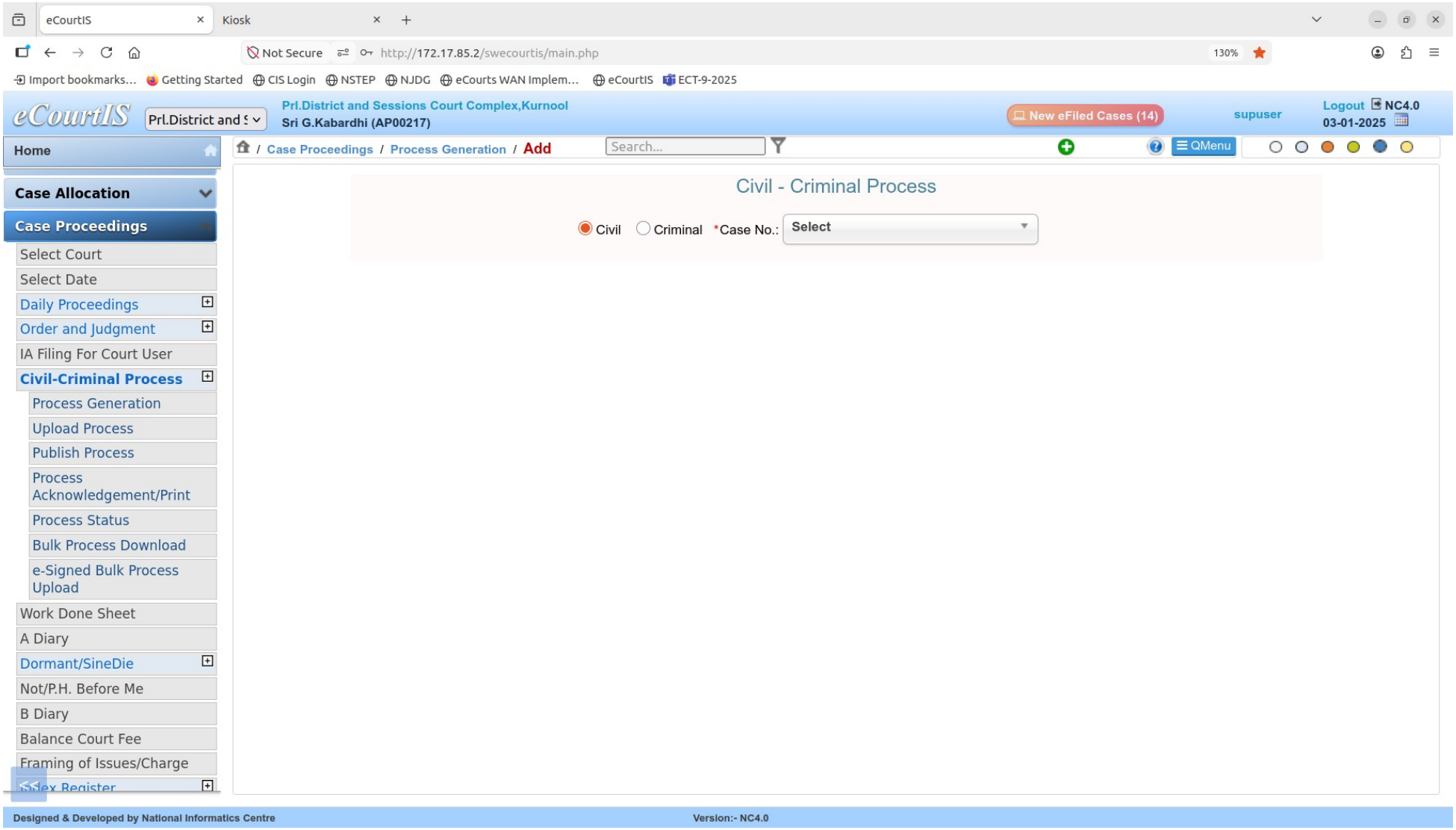
It displays the Details of the Consumed FIRs, Charge Sheets, Rejected/Returned FIRs, Charge Sheets, Verified FIRs,Charge Sheets and To be Verified FIRs, Charge Sheets in the Establishment.

DISTRICT JUDICIARY KURNOOL
HOW TO GENERATE PROCESS FOR CIVIL AND CRIMINAL CASES

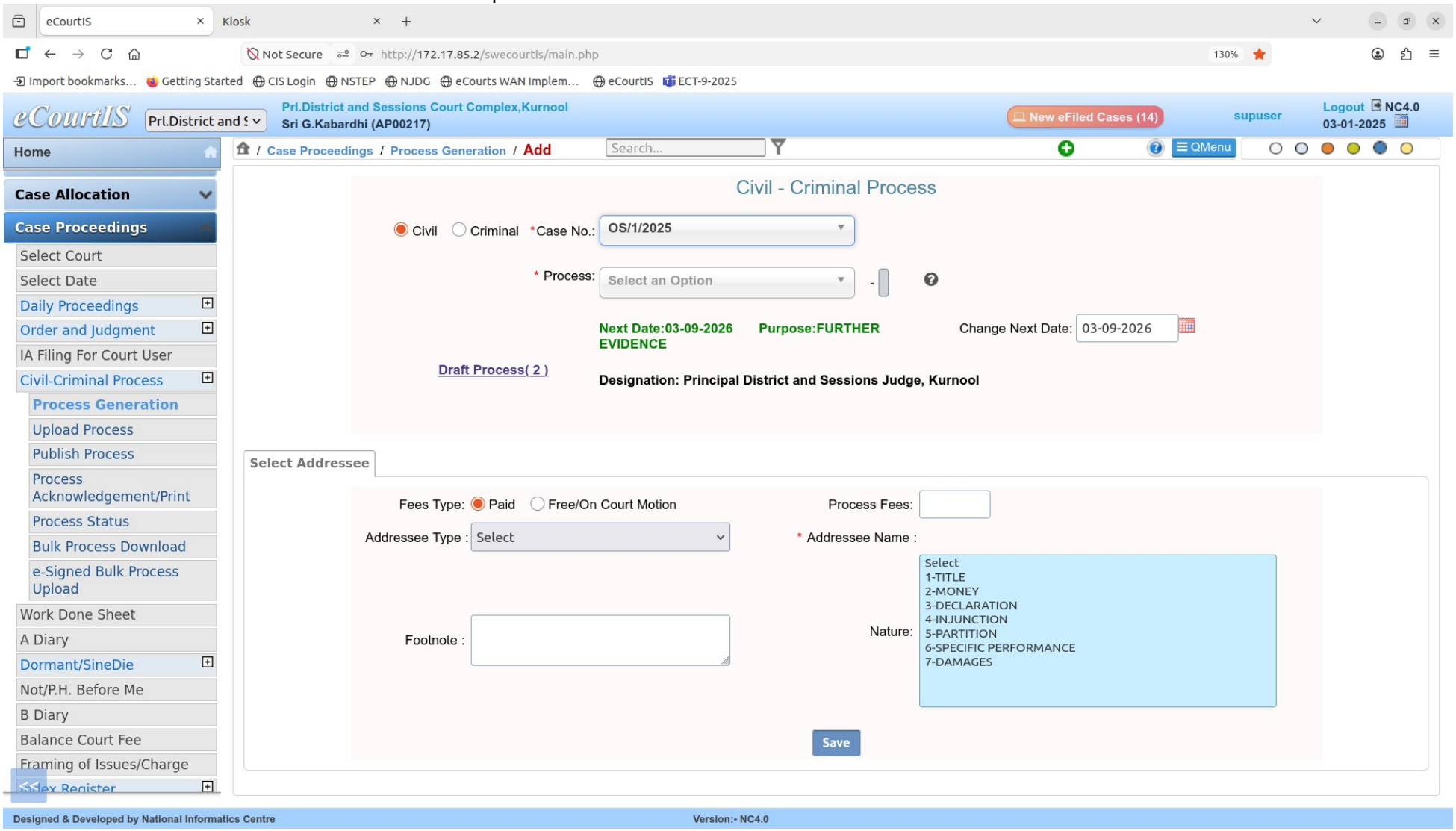
CIS Login Screen



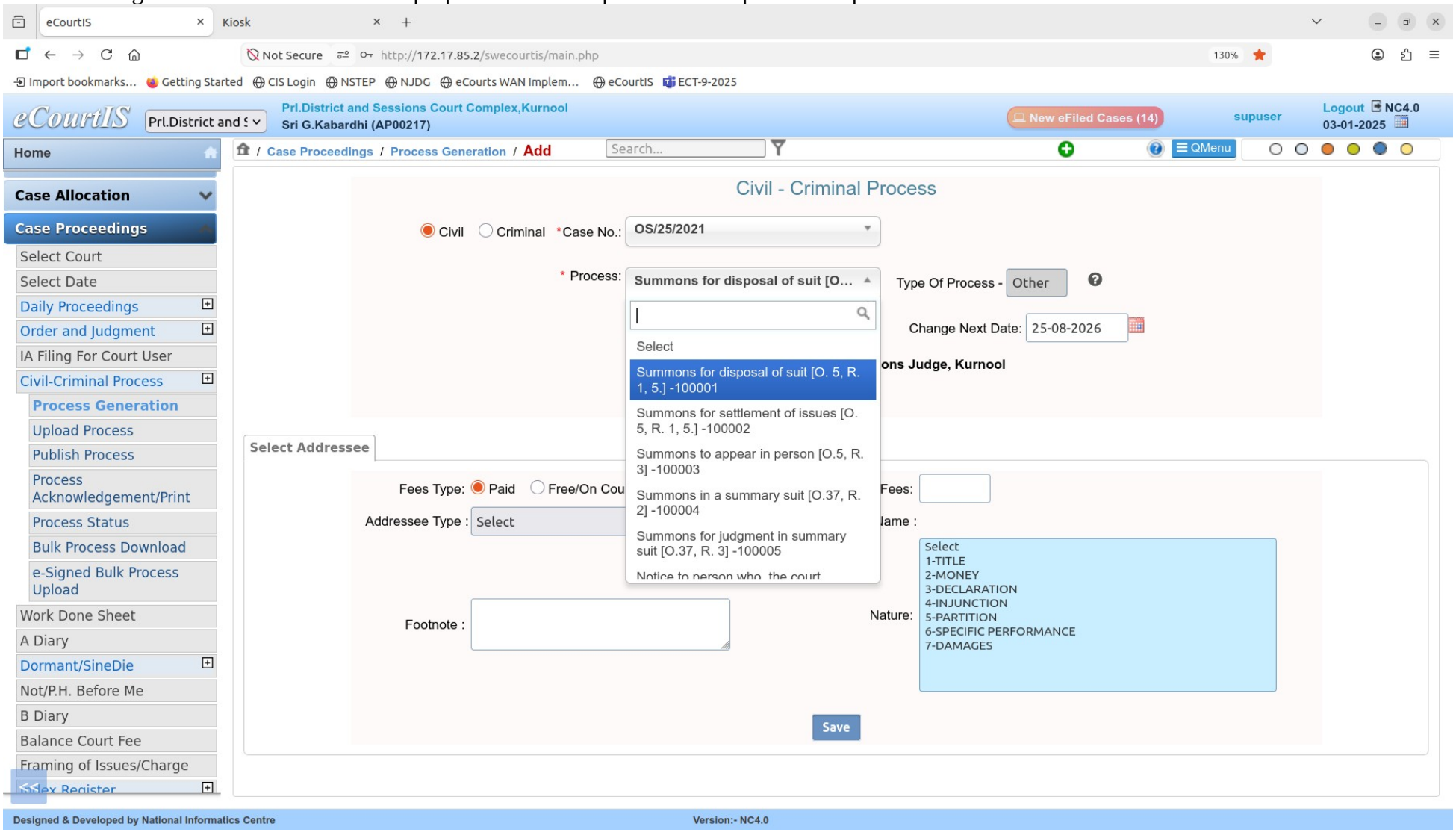
After Logged in into the CIS Software by using the Login and Password Credentials of CIS Software → Needs to choose Case Proceedings → Civil-Criminal Process →Process Generation



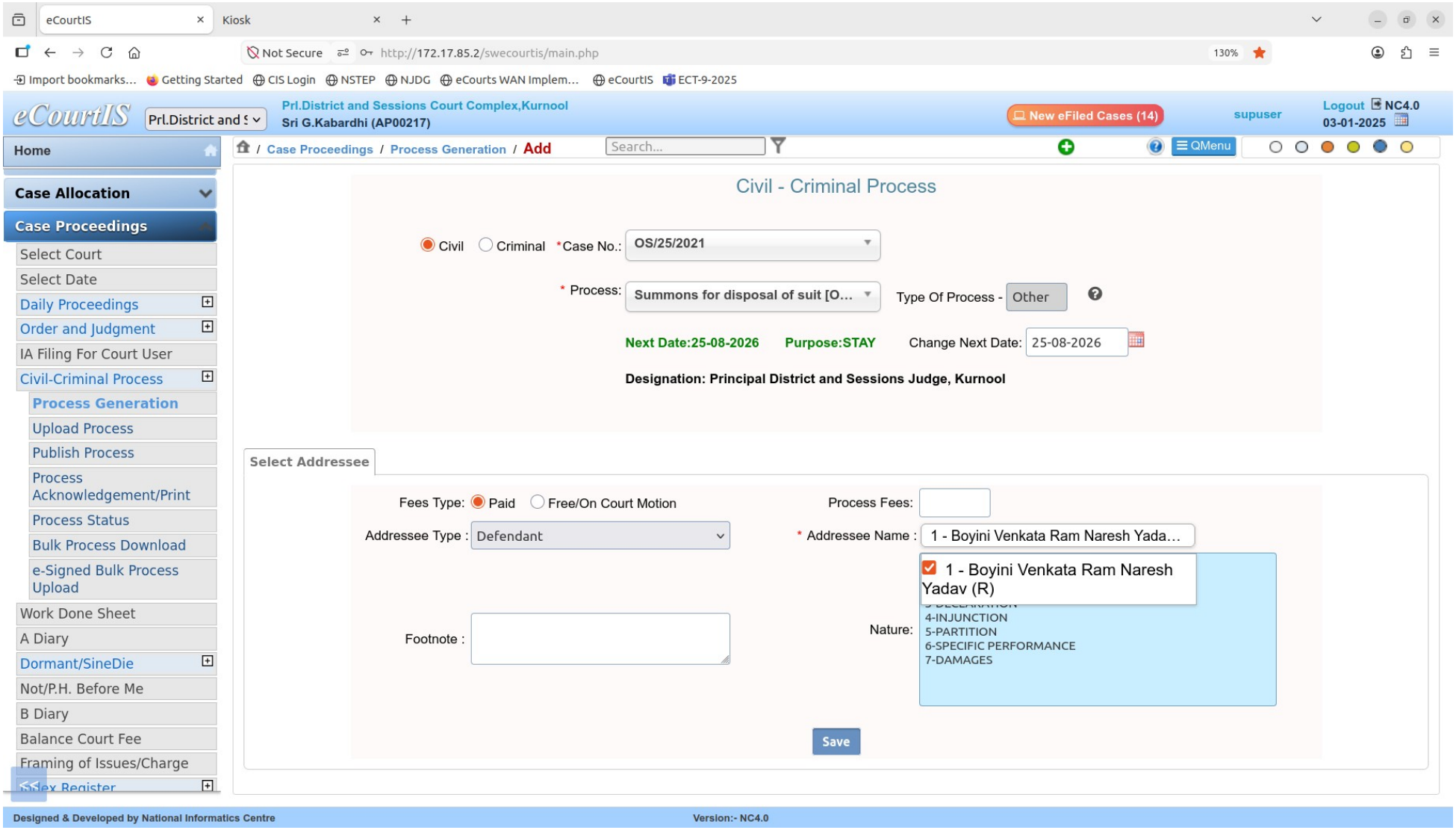
Now choose nature of cases i.e., Civil Cases or Criminal Cases → select the appropriate Case Number from the drop down list based on the date of docket order for issue notice or summons to the respondent/defendant.



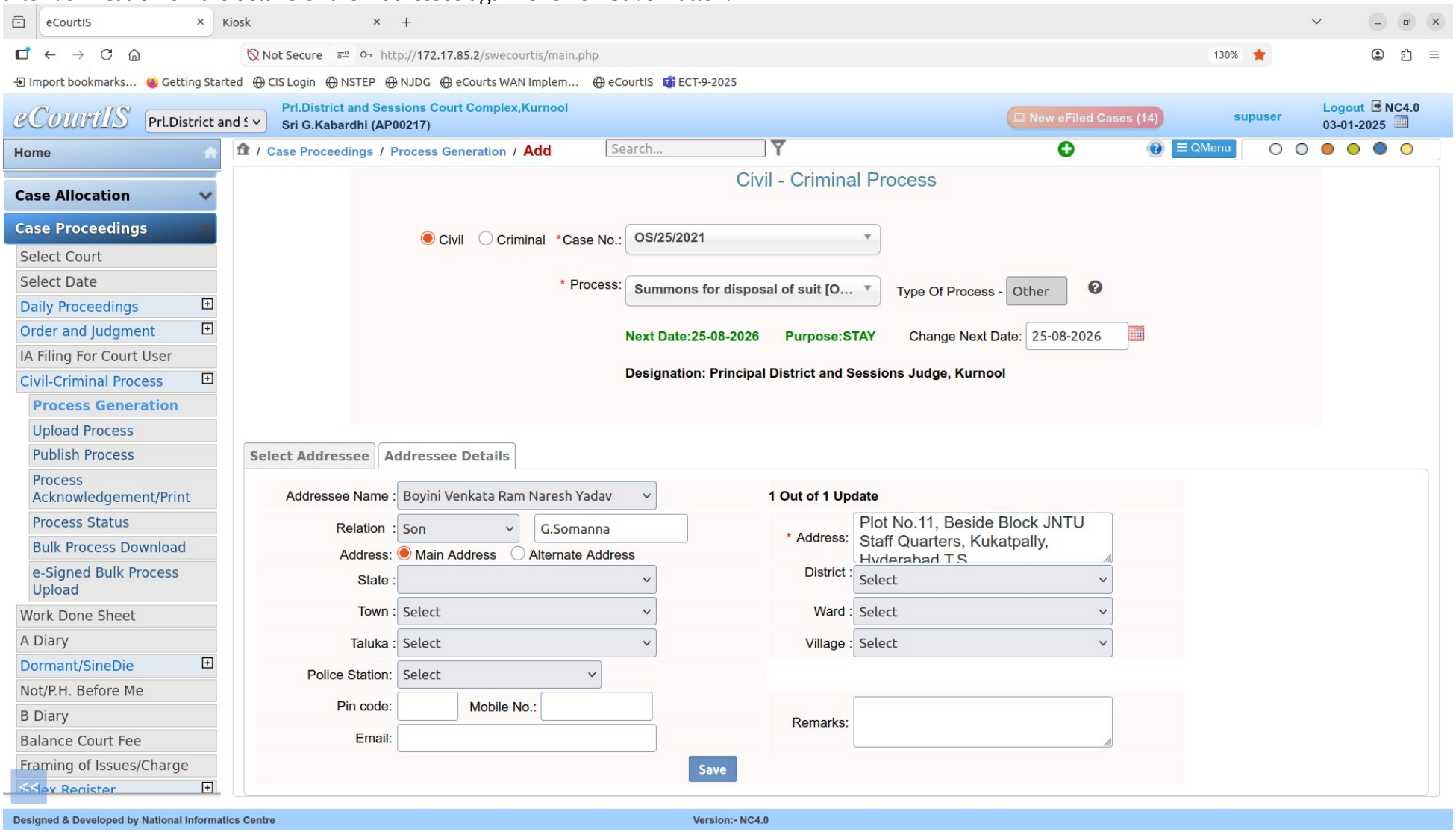
After selecting the case number → choose proper Process Template from the process drop down list



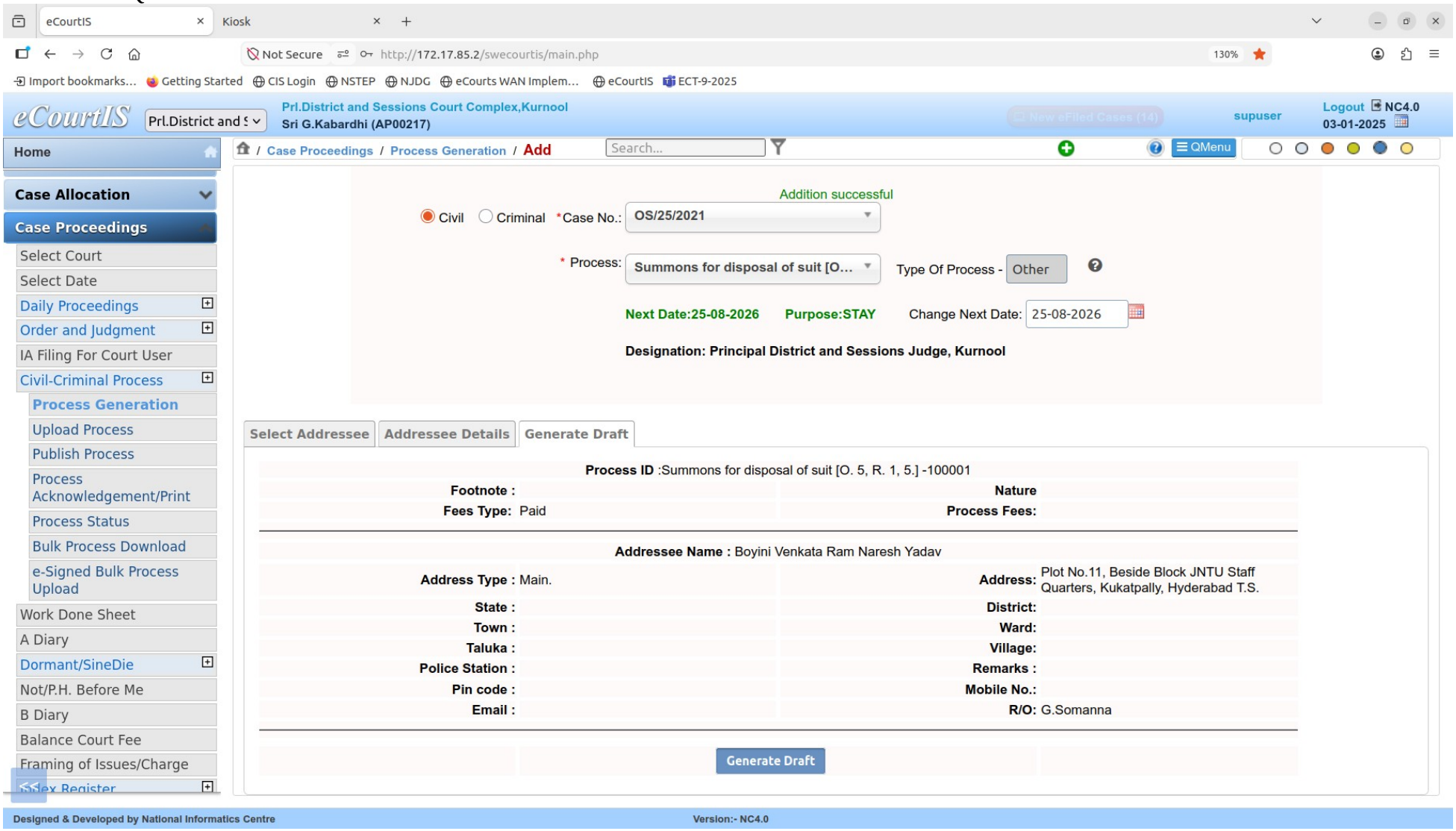
Select Fee Type → Addressee Type → Addressee Name

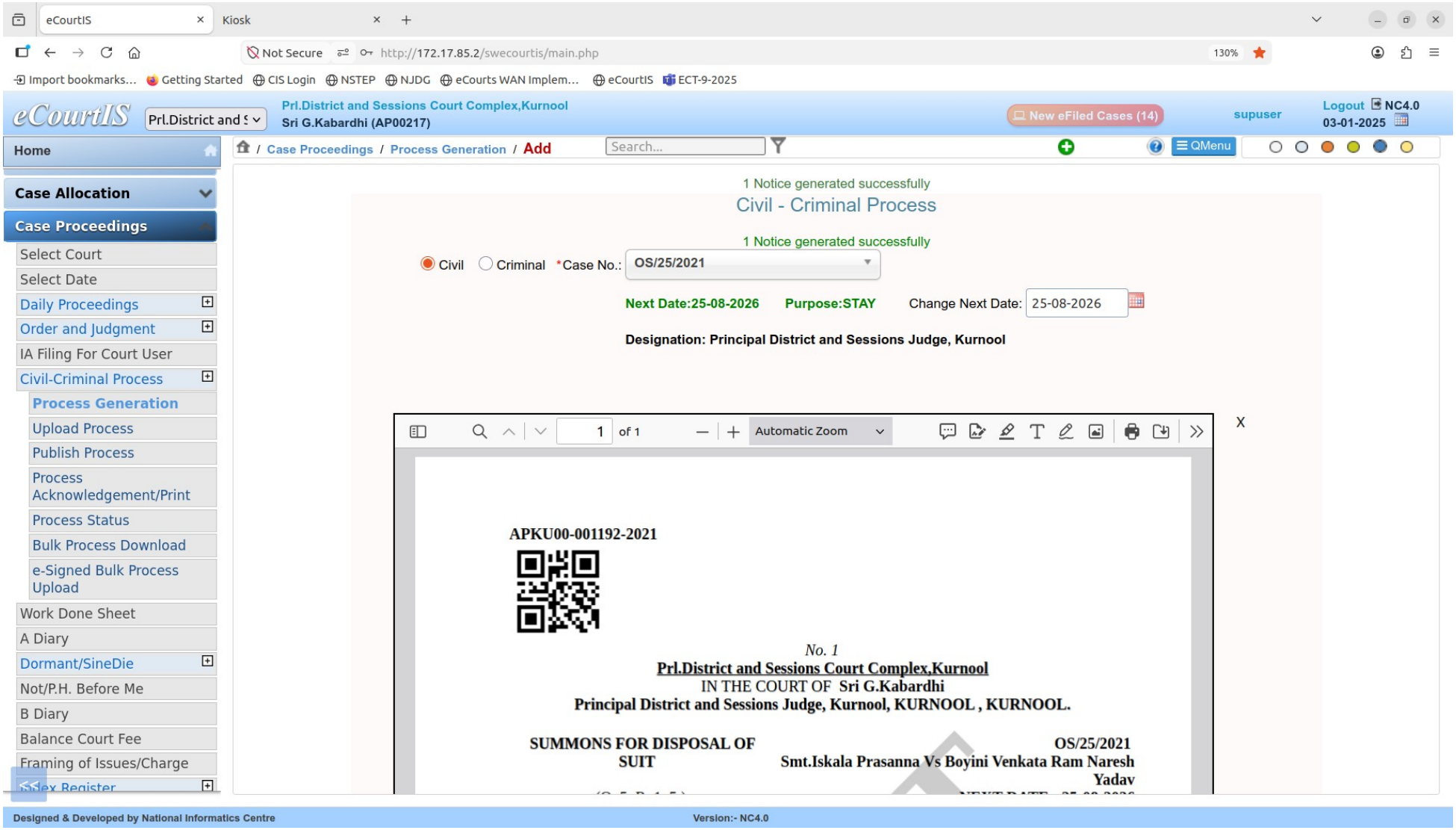


After Selecting the Addressee Name → Click on Save Button for the first instance it will show the details of the Addressee Name, Address and etc → after verification of the details of the Addressee again click on Save Button.

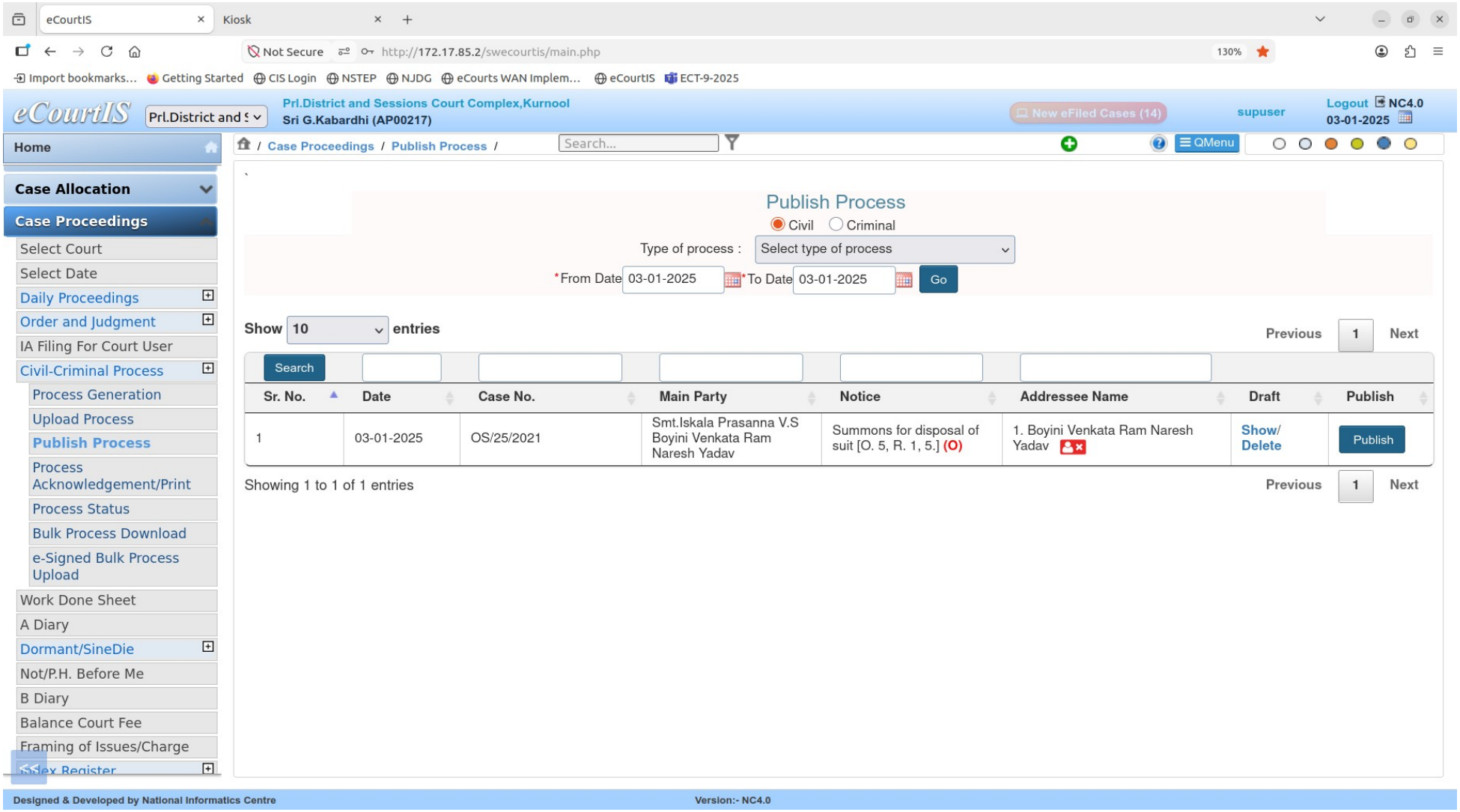


now generate draft option will appears --> click on generate draft button --> it will show the generated draft summons in pdf formate with Process Number and QR Code of the Process.

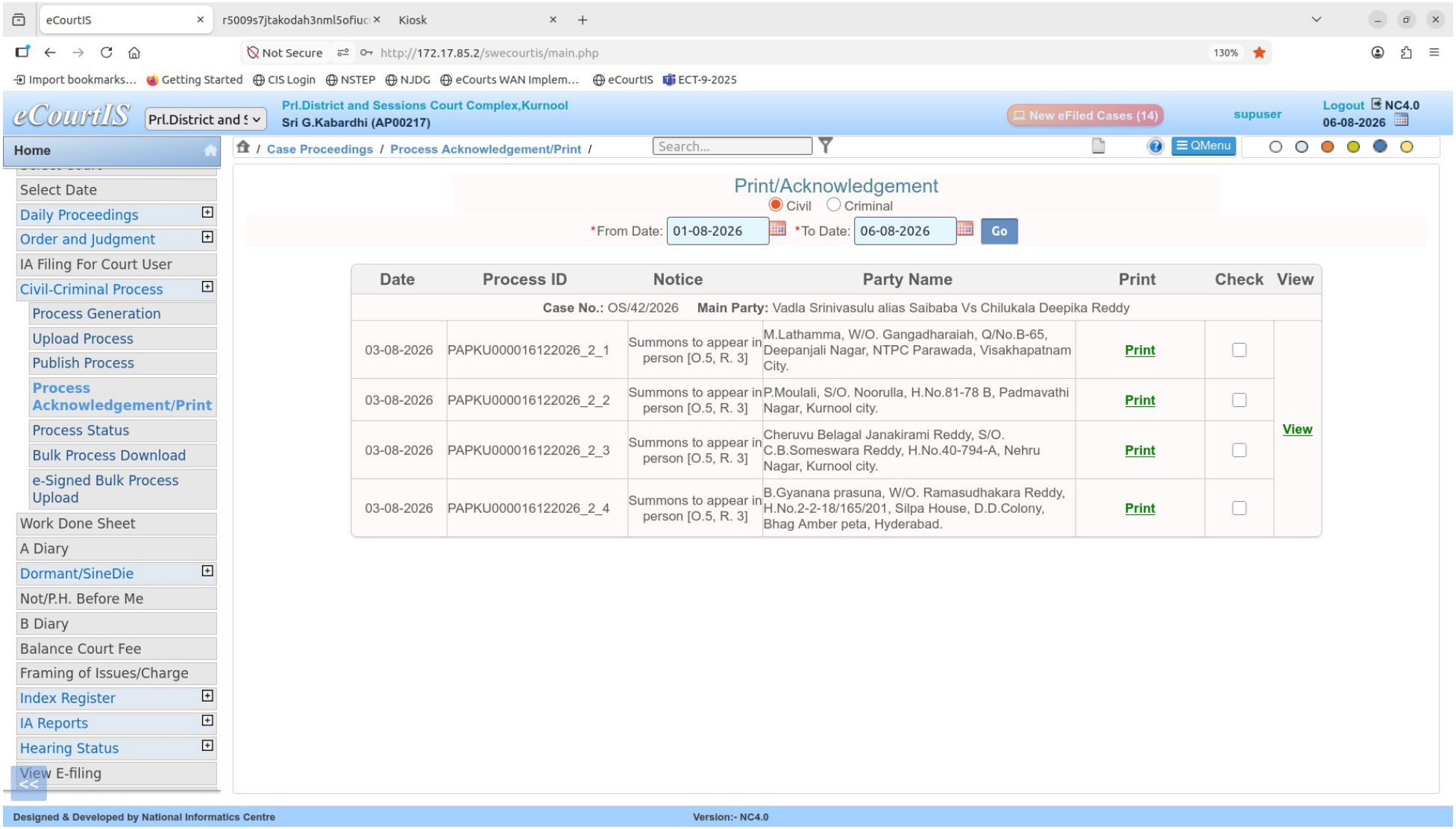



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Kiosk
Not Secure
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Import bookmarks...
Getting Started
CIS Login
NSTEP
NJDG
eCourts WAN Implem...
eCourtIS
ECT-9-2025
eCourtIS
Prl.District and S
Prl.District and Sessions Court Complex,Kurnool
Sri G.Kabardhi (AP00217)
New eFiled Cases (14)
supuser
Logout
NC4.0
03-01-2025
Home
Case Allocation
Case Proceedings
Select Court
Select Date
Daily Proceedings
Order and Judgment
IA Filing For Court User
Civil-Criminal Process
Process Generation
Upload Process
Publish Process
Process Acknowledgement/Print
Process Status
Bulk Process Download
e-Signed Bulk Process Upload
Work Done Sheet
A Diary
Dormant/SineDie
Not/P.H. Before Me
B Diary
Balance Court Fee
Framing of Issues/Charge
Case Proceedings / Process Generation / Add
Search...
QMenu
1 Notice generated successfully
Civil - Criminal Process
1 Notice generated successfully
Civil
Criminal
*Case No.:
OS/25/2021
Next Date:25-08-2026
Purpose:STAY
Change Next Date:
25-08-2026
Designation: Principal District and Sessions Judge, Kurnool
1
of 1
Automatic Zoom
X
APKU00-001192-2021
No. 1
Prl.District and Sessions Court Complex,Kurnool
IN THE COURT OF Sri G.Kabardhi
Principal District and Sessions Judge, Kurnool, KURNOOL , KURNOOL.
SUMMONS FOR DISPOSAL OF SUIT
OS/25/2021
Smt.Iskala Prasanna Vs Boyini Venkata Ram Naresh Yadav
Designed & Developed by National Informatics Centre
Version:- NC4.0

After completion of Draft Generation --> choose Publish Process option → Click on Publish Button



After Completion of Publish Process --> choose Process Acknowledgment --> Click on Print Option and take the Print out of the Published Process



Generation of Process in Criminal side also follow the same procedure