

CIRCULAR

Sub: COMPUTER SECTION – e- Courts Project Phase - III – Online e-Filing Version 3.0 – Implementation of Online e-filing 3.0 version in the District Judiciary – Scanning and Digitization of Newly Instituted Cases–Commencement with effect from 15-06-2026 –Certain Instructions – Issued – Regarding.

- Ref:**
1. Instructions issued by the Hon'ble High through Video Conference held on 12-06-2026.
 2. Hon'ble High Court's Proceedings in ROC No.505/2024-CPS., Dated 09.06.2026.
 3. Circular issued by this office with Dis No.2516, Dated 01-06-2026.
 4. Hon'ble High Court's Proceedings in ROC No.505/2024-CPS., Dated 28.05.2026.
 5. Proceedings issued by this office with Dis No.2441, Dated 25-05-2026.
 6. Hon'ble High Court's Proceedings in ROC No.505/2024-CPS., Dated 25.05.2026.

Adverting to the subject and reference cited, All the Judicial Officers working in the District Head Quarters,Vizianagaram Unit are hereby informed that, the Hon'ble High Court of Andhra Pradesh has taken a decision to implement **“Online e-filing version 3.0 in the District Judiciary in respect of Bail Petitions”** and **“Scanning and Digitization of Newly instituted Cases”** on pilot basis with effect from 15-06-2026.

In this connection, in pursuance of the directions issued by the Hon'ble High Court, All the Judicial Officers Working in the District Head Quarters, Vizianagaram Unit are hereby directed to bestow attention on the following aspects and take immediate steps as mentioned hereunder:

➤ **Implementation of e-Filing Version 3.0**

Take necessary steps for effective implementation of **“Online e-filing version 3.0”** for all the Bail Applications which are filed by the learned Advocates/Govt Pleaders through **e-filing portal** and the same is consumed through the navigation menu **“e-filing 3.0”** in the Case Information System(CIS 4.0) and verify the same with the physical Records (i.e., All Original Documents) of Bail applications and proceed to further process as per the instructions and guidelines issued by the Hon'ble High Court from time to time.

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➤ **Scanning and Digitisation of Newly Instituted Cases**

- (a) Ensure all the 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 and the digitized data shall be stored in the respective District Court Digitization Centre(DCDC), Vizianagaram through the Document Management System(DMS) deployed under the e-Courts Project as per the Standard Operating Procedure(SOP) of Digital Preservation of Records which is provided by the Hon'ble e-Committee, Supreme Court of India.
- (b) Ensure all the data shall be maintained strictly in accordance with the prescribed procedures relating to storage, indexing, retrieval, quality control, and record management.
- (c) 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 instruction issued by the High Court from Time to Time.

➤ **Utilization of Existing Infrastructure**

Take necessary steps to use the optimum utilization of the ICT Hardware such as Scanners, Computers and allied infrastructure which are already provided under the E-Courts Project for carrying out Scanning and Digitization activities.

➤ **Assistance of M/s Business Services Pvt Ltd.**

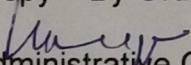
The services of M/s Writers Business Service Pvt Ltd., who are presently engaged in Digitization activities under the e-Courts Project may be utilized for providing technical assistance relating to DMS operations, storage management, indexing, retrieval and other operational requirements.

➤ **Training of Court Staff**

- (a) Ensure all the designated staff members including Superintendents, Senior Assistants, Junior Assistants, Typists and other ministerial Staff involved in filing, record maintenance, and digitization activities from their respective Courts who are attended the training programmes conducted by the Andhra Pradesh Judicial Academy and the training session facilitated by the M/s Writers Business Services Pvt Ltd shall be involved in the day to day activities relating to **"Online e-filing version 3.0"** and **"Scanning and Digitisation of Newly Instituted Cases"**.
- (b) Ensure all the stakeholders including Advocates, Advocate Clerks and Court Staff shall be suitably sensitized and appraised of new system and in operational procedures for seamless adoption.

In the above circumstances, All the Judicial Officers working in the District Head Quarters, Vizianagaram Unit are hereby directed to accord top priority to the above said initiatives and ensure for effective implementation in the respective Courts without fail. If any deviation in this regard will be viewed seriously.

//True Copy – By Order//


Chief Administrative Officer,
District Court, Vizianagaram.

Sd/- M.Babitha
Principal District Judge,
Vizianagaram.

To

1. All the Judicial Officers (Except Second Class Magistrates) working in the District Head Quarters, Vizianagaram Unit.
2. The Presidents of All the Bar Associations in the Vizianagaram Unit.

Copy to

1. The Senior Superintendent (H.C.), District Court, Vizianagaram.
2. The Central Nazir, CS, RK, Translator, District Court, Vizianagaram.
3. The Court Manager, District Court, Vizianagaram.
4. The System Officer, District Court, Vizianagaram with a direction to upload the same to the Official Website.
5. Notice Board.