

From

Dr.C.Yamini,
Principal District Judge,
KADAPA



District Court, Kadapa
Dated: 30.07.2026

To

The Presidents,
All Bar Associations,
District Unit Kadapa

Sir/Madam

Sub:- eCourts - Phase - III - Capacity Building Training Programme ECT_4_2026 on 01.08.2026 (Saturday) through online/offline between 10:00 AM to 02:00 PM through Advocate Master Trainers for the benefit of the learned Advocate/Advocate Clerks in Kadapa District Judiciary in the respective Court complexes - Regarding

- Ref:-**
1. Hon'ble High Court's letter in ROC.No.11/2021-CPS, dt.16.04.2021
 2. Letter of the Director, A.P Judicial Academy in ROC.No.11/APJA/2024, dt.10.01.2024
 3. Letter of the Registrar (IT-cum-CPC) in ROC.No.97/2022-CPS, dt.22.12.2023
 4. Hon'ble High Court's letter in ROC.No.3071/2026-CPS, dt.28.07.2026

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In pursuance to the subject and references cited, I am to inform you that as per the proceedings of the Hon'ble High Court vide reference 4th cited above, the Hon'ble High Court directed to this office to conduct offline or online training programme on **eCourts Programme** to the learned Advocates and Advocate Clerks (**Training Code ECT_4_2026**) in Kadapa District Judiciary in the respective Court complexes on **01.08.2026 (Saturday) between 10:00 AM to 02:00 PM through Advocate Master Trainers (list enclosed) of the respective Court complexes.**

I am to inform you that as per the Hon'ble High Court's letter under reference 1st cited above, 21 Advocate Master Trainers of respective Court complexes in Kadapa District Judiciary were trained earlier in 3rd phase online TOT awareness programme for Advocate Master Trainers on the topic "Electronic Case Management Tools (ECMT) for the Advocates" on 20.03.2021. List of Advocate Master Trainers is herewith enclosed.

I therefore request you to circulate and motivate maximum number of learned Advocates and Advocate Clerks to participate and also coordinate with the TOT Advocate Master Trainers of your respective Bar Association (who got trained on 20.03.2021) to conduct Capacity Building Training Programme ECT_4_2026 to their colleague learned Advocates and Advocate Clerks in Kadapa District Judiciary in the respective Court complexes on **01.08.2026 (Saturday) between 10:00 AM to 02:00 PM** through Advocate Master Trainers of the respective Court complexes without fail.

For any queries in this regard, Computer Section, District Court Kadapa may be contacted.

Yours sincerely,


PRINCIPAL DISTRICT JUDGE,
KADAPA

Encl:

1. List of nominated TOT Advocate Master Trainers in Kadapa District Judiciary
2. Hon'ble High Court's letter vide reference 4th cited above.

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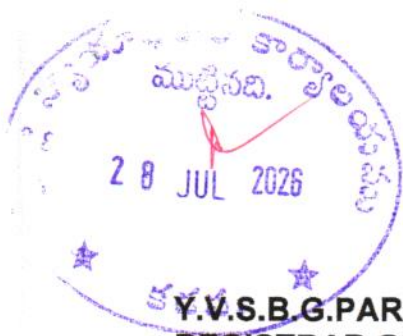
All the Court Complex heads with a request to make necessary arrangements at your respective court complexes so that the Advocate Master Trainers (list herewith enclosed) can give training to their colleague advocates and advocate clerks, also requested to direct the concerned staff to **take attendance** of the participants with their name and signatures **along with two photos** of the training program and submit to this office through email along with scanned copy of attendance sheet to forward the same to the Hon'ble High Court.

The I Addl. District Judge Kadapa -cum-Nodal Officer, eCourts Project, Kadapa for information

Disno: 4467
Dt 30/7/26

List of TOT Advocate Master Trainers (who got trained on 20.3.2021 by Hon'ble eCommittee, Supreme Court of India)

S.No.	The name of the bar Association	Name of the TOT Advocate Master Trainer	Bar Registration No.	Mobile Numbers	Email ID
1	Bar Association Kadapa	N.Praveen Kumar Reddy	AP/928/2016	9494073076	praveen070809@gmail.com
2	Bar Association Kadapa	T.Praveena	AP/3840/2018	9966907448	praveenabalabbi@gmail.com
3	Bar Association Proddatur	Sri. C. Shakeel Ahmed	AP/2358/2003	9848493010	shakeelahamed240@gmail.com
4	Bar Association Proddatur	Sri. K. Kiran Kumar	AP/517/2009	9440219275	kakumanikiran81@gmail.com
5	Bar Association Rajampet	N.Chandra Sekhar	AP/585/2005	9866694021	ncsekhar5@gmail.com
6	Bar Association Rajampet	B.Shoba Rani	AP/3200/2015	8500227461	shobharemedies@gmail.com
7	Bar Association Rayachoty	Sri. P. NAGARJUNA	AP/1317/2018	9966266636	simhaarjuna@gmail.com
8	Bar Association Rayachoty	SMD. Taheer	AP/2055/2015	9705466898	mahammad432@gmail.com
9	Bar Association Badvel	V. Suryanarayana Reddy	AP/162/2012	9866940962	Suryalaw8@gmail.com
10	Bar Association Badvel	N. Srinivasulu	AP/2614/2015	9963032932	Sreenivasulu.nuthi@gmail.com
11	Bar Association Nandalur	V VINAY Kumar	AP/775/2018	9700267276	reachtovinay786@gmail.com
12	Bar Association, Jammalamadugu	K. Mahammad Syed	AP/2159/2011	9010830818	syedadvocate1982@gmail.com
13	Bar Association, Jammalamadugu	H. Jyothi Rani	AP/1993/2006	9959243493	doctor.lawyer@rediffmail.com
14	Bar Association, Lakkireddypalli	M.L.Ramachandra Reddy	AP/898/1986	9849867029	mlramachandrareddy@gmail.com
15	Bar Association, Lakkireddipalli	V. Balaji Reddy	AP/199/2015	9849389451	varapanal@gmail.com
16	Bar Association, Railway Kodur	K.Suresh	AP/2798/2017	9966639997	kasturis771@gmail.com
17	Bar Association, Railway Kodur	B.V.Ramanaiah	AP/2303/2005	9440640098	
18	Bar Association, Mydukur	K. J. Bhaskar reddy	AP/1950/1994	9440916880	bhaskara170@gmail.com
19	Bar Association, Mydukur	T. Babaiah	AP/1807/2018	9010537982	thondaladdinesbabaiah11675@gmail.com
20	Bar Association, Pulivendula	A. Prathap Reddy	AP/418/2006	9491419664	prathapreddy.a1980@gmail.com
21	Bar Association, Pulivendula	V. Thulasi Ram	AP/132/2006	7702495385	tulasiram7702@gmail.com



Computer



AMARAVATI,
Dt:28-07-2026.

ROC.NO.3071/2026-CPS

To
All the Unit Heads,
In the State of Andhra Pradesh.

Sir/Madam,

Sub: HIGH COURT – COMPUTER SECTION – eCourts - Phase III
Capacity Building Training Programme on the topic ECT_4_2026 on
01.08.2026 (Saturday) through online/offline between 10:00 AM to
02:00 PM through Advocate Master Trainers for the benefit of the
learned Advocate/Advocate Clerks – Instructions – Regarding.

Ref: Letter received from Andhra Pradesh Judicial Academy vide
ROC.No.217/APJA/2026, dated: 15.07.2026.

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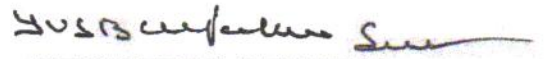
I invite your attention to the subject and reference cited above,

As directed, I am to inform you that as per the Phase III of eCourts
Project of Hon'ble eCommittee, Supreme Court of India, the Training
Programme i.e., ECT_4_2026 is scheduled on 01.08.2026 (Saturday)
between 10:00 AM and 02:00 PM for the benefit of Advocates/Advocate
Clerks with the assistance of Advocate Master Trainers as resource
persons, through online/offline mode.

Therefore, I request your goodself to make necessary arrangements
to conduct the above said training programme. A copy of the syllabus
prescribed on the above topic is enclosed herewith for your ready reference.

Further I request you to send the attendance sheet to the Registrar
(IT-cum-CPC) enabling the Registry to forward the same to the Hon'ble
eCommittee, Supreme Court of India.

Yours Sincerely,


REGISTRAR GENERAL

Copy to:

The Director, Andhra Pradesh Judicial Academy.



3. ECT_4_2022 - ECourts Programme for Advocates & Advocate Clerks

Description of Programme:-	Advocate/ Advocate Clerk Ecourts Programme at District Headquarters
Training Code:	ECT_4_2022
Target Group:-	Advocate/Advocate Clerks
Place of Training:-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC
No. of Days:-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands-on Training:-	As far as possible, yes
Resource persons (Suggestive) :	Advocate Master trainers of the district/neighbouring district

Colour Coding:

National Topics

State-specific topics

Optional Topics

Day 1		
Session No.1	Time: (minutes):20	Tentative time table: 10.00 a.m. - 10.20 a.m.
Main Topic	• Sub Topics	
Orientation	• Introduction of trainers • Focus of training • Change Management ○ Concept and need for change management ○ Process reengineering and process automation techniques adopted and in the process towards the creation of a Paperless Court environment. ○ Change management through training • Need for continuous training and sensitisation of stakeholders • Training methodology	



	• Role of advocates in the e initiatives ◦ Advocate as a game changer • Role of Advocate clerk in the advancement of ICT in Judicial System	
Session No.2	Time: (minutes):20	Tentative time table: 10.20 a.m. - 10.40 a.m.
Introduction to ecommittee and ecourts project	• Brief history of ICT in judiciary • National e-governance Programme (NeGP) • Ecommittee ◦ Constitution ◦ Hierarchy • E-courts project ◦ Aim of ecourts ◦ Phases of ecourts project-Phase I, II & III ◦ Thrust of phase II & III ◦ eCourts project getting Digital India Award 2020 ◦ Stakeholders of ecourts project j. Ecourts services available to advocate	
Session No.3	Time: (minutes):20	Tentative time table: 10.40 a.m. - 11.00 a.m.
Importance of document scanning	• Different types of Scanners- ◦ Hardware ◦ Mobile Apps ■ Free ■ Paid • Making Accessible PDFs ◦ Scanning to PDF & JPEG-difference ◦ Scanning and combining documents ◦ Ensuring legibility and visibility of the scanned documents ◦ Optimum size of the scanned document and managing size of document • Uploading documents	
Session No.4	Time: (minutes):15	Tentative time table: 11.00 a.m. - 11.15 a.m.
E-filing Introduction	• E-filing Versions • Importance of efilng • Advantages of efilng cases • efilng website ◦ How to access ◦ Features of the website ◦ Data consumption of efilng to CIS	
Break		
Session No.5	Time: (minutes):35	Tentative time table: 11.25 a.m. - 12.00 p.m.
Features of efilng portal-State-S	• Advocate profile • Dashboard • Partner management	



pecific	• Case filing • Vakalath • Pleadings • E Payment • Applications • Portfolio • Clerk module	
Session No.6	Time: (minutes):35	Tentative time table: 12.00 p.m. - 12.35 p.m.
Efiling-Registration & Case filing-State-Specific	• Registration of advocates on efilng portal • Registration process of others in efilng portal • Steps to efile a case • Uploading pleadings in an existing case • Case management • Partner and client management	
Session No.7	Time: (minutes):10	Tentative time table: 12.35 p.m. - 12.45 p.m.
Efiling assistance-State-Specific	• Helpdesks for efilng • E-Sewa Kendras & facilities available therein • Kiosks • Efilng videos and manual	
Session No.8	Time: (minutes):20	Tentative time table:12.45 p.m. - 01.05 p.m.
Efiling Rules	Overview of State-Specific eFiling rules, for eg: Electronic Filing Rules for Courts (Kerala), 2021	
Session No.9	Time: (minutes):20	Tentative time table: 01.05 p.m. - 01.25 p.m.
Video Conferencing	• Advantages of Video Conferencing • Hybrid Hearings • VC Hardware & software-Basic requirements • VC Connectivity-Basic requirements ◦ Video Conferencing	
	• Salient features of State-Specific VC software such as peoplelink, Webex etc. ◦ Salient features of State-Specific VC Rules	
Session No.10	Time: (minutes):20	Tentative time table: 01.25 p.m.-01.45 p.m.
Other Electronic case management services & tools for advocates	• Outline of Citizen centric services provided under the e-Courts Project. • Brief outline of e-Courts Management tools for advocates ◦ eCourts Services Mobile Application. ■ Obtaining case-related information ◦ KIOSK Services ■ Obtaining Case Status, Next Date of Listing, Date of Disposal, Party Names, Cause List etc. from KIOSK	



	o New eservices introduced on a nationwide basis till the date of the training
	• Utilisation of the District Courts & High Courts websites for information gathering. • Payment of Court fees, fines and penalties by the litigants/ advocates online through the eGRAS portal of the State Government. • Online certified copy • New e-services introduced in the state till the date of the training
Optional topics	• Introduction to computers - o Operating systems ■ MS Windows 7/8/10/11 • Introduction to MS Windows - o Components of Windows - o Ubuntu-Linux-A brief overview - o Advantages of Open Source over proprietary software - o Working with Operating Systems ■ Desktop & Taskbar ■ System Date & Time ■ File Management: File Extensions. - o PDF & Folders - o Creating PDF for e-Filing - o Connecting Scanner/Printer • Word Processing Software - o Microsoft Office, LibreOffice, OpenOffice ■ MS Word, LibreOffice & OpenOffice-Writer - An Overview ■ Common Commands • Starting Microsoft Word • Find and replacing text ■ Use of spell checker ■ Header/ Footer ■ Inserting Date, Time, Footnote, Head Note etc. ■ Working with Columns ■ Bullets/ Numbering ■ Change Case ■ Tables ■ Page Numbering ■ Viewing/Printing documents • Browser - o Google Chrome, Mozilla Firefox - o Toolbar - o Hyperlinks - o Problems loading a page - o Working with Search Engines - o Printing webpage • e-Mail: An Overview - o Creating email account - o Short Messaging System - o Downloading & Uploading files



	New eservices introduced in the state as periphery development or otherwise till the date of the training	
Session No.11	Time: (minutes):15	Tentative time table: 01.45 p.m. - 02.00 p.m.
Discussion & doubts		

4. ECT_5_2022 - Programme for Court Managers & Administrative Head Staffs of District Judiciary

Description of Programme:-	Programme for Court Managers & Administrative Head Staffs of District Judiciary
Training Code:	ECT_5_2022
Target Group:-	Administrative Head Staff & Court Managers from every District
Place of Training:-	At a suitable place fixed by Principal District Judge of each district in consultation with the Judicial Academy & CPC
No. of Days:-	1
Mode of Training:-	Offline/Online as may be found feasible by the Principal District & Sessions Judge
Hands-on Training:-	As far as possible, yes
Resource persons (Suggestive):	Judicial Officer Master trainers selected by the Judicial Academy

Colour Coding:

National Topics

State-specific topics

Optional Topics

Day 1		
Session No.1	Time: (minutes):30	Tentative time table: 10.00 a.m. - 10.30 a.m.
Main Topic	Sub Topics	
Introduction	- Introduction of trainers - Focus of training - Change Management	