



**Principal District Court,
Computer Section**

**West Godavari, Eluru,
Date: 06-10-2025**

C I R C U L A R

Sub:- eCourts - Computer Section - Important Security Advisory received from the Hon'ble High Court of Andhra Pradesh - Certain instructions to all Judicial Officers and Staff members of District Judiciary, West Godavari Unit - Issued - Regarding.

Ref:- Hon'ble High Court's important Security Advisory Dated 06.10.2025.

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Adverting to the above subject and reference cited, the undersigned is pleased to pass the following instructions to all the Judicial Officers and staff members working in the District Judiciary, West Godavari Unit.

This is to inform all Judicial Officers working in the District Judiciary, West Godavari to immediately take the following security measures:

1. CHANGE LOGIN CREDENTIALS IMMEDIATELY

- Change your computer password
- Change CIS (Court Information System) password
- Change passwords for all judicial databases and portals
- Change passwords for email accounts and official applications
- **Change all banking passwords and ATM/Debit Card PINs**
- **Update mobile phone lock passwords/PINs**
- **Change passwords for personal email accounts**
- Use strong passwords with a combination of uppercase, lowercase, numbers, and special characters (minimum 12 characters)
- Avoid using easily guessable information
- Do not reuse old passwords
- Use different passwords for different systems

2. UPDATE SYSTEM SOFTWARE

- Update your laptop operating system to the latest version
- Ensure all security patches are installed
- Update antivirus and security software

3. PROTECT PERSONAL INFORMATION CRITICAL WARNING

- DO NOT share your bank account details with any caller
- DO NOT disclose Aadhar number to unknown persons
- DO NOT reveal PAN card details over phone calls
- DO NOT share OTPs or passwords with anyone

REMEMBER:

- Government departments never ask for sensitive information over phone calls.
- Be vigilant against phishing attempts and social engineering.
- Report any suspicious calls or activities immediately to Principal District Court, West Godavari, Eluru.
- Compliance with these security protocols is mandatory for all Judicial Officers. It shall be done by 10 AM tomorrow.
- Compliance to be reported to Principal District Court, West Godavari, Eluru.
- For any technical assistance, please contact the IT Helpdesk.

The above instructions shall be scrupulously followed. Any deviation in this regard, will be viewed seriously.


**PRINCIPAL DISTRICT JUDGE,
WEST GODAVARI, ELURU.**

To:

All the Judicial Officers working in West Godavari, with a request to communicate to all the staff members working in their respective Courts.

Copy to:

- 1) The Senior Superintendents, Central Nazareth, Central Record Room & the Superintendents, Copyist Establishment, Accounts Section, PTR Section and Bench Clerks Section, Prl. District Court, West Godavari, Eluru.
- 2) The District Court's website.

Dis No. 5750
Dated. 06-10-2025