OFFICE OF THE SESSIONS JUDGE,
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CIRCULAR

DIS.NO.4055 /2026/SJ/OPCELL/HYD/PR.No. /2026 DT: 21.07.2026

Sub:- Courts – Criminal Courts – Not entering the full details of the stakeholders in CIS Software – Certain instructions – Issued – Regarding.

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It is observed by the undersigned that, in most of the Courts the concerned staff are not uploading/entering the complete details and particulars of the stakeholders viz., Complainant and Accused while uploading the details in CIS Software, causing much inconvenience in further process i.e., Serving of Summons, Execution of NBWs etc.,

Therefore, all the Judicial Officers are hereby requested to direct the concerned staff to upload all particulars of the stakeholders viz., Complainant and Accused, while entering the case details in the CIS Software.

Further, the CMOs are hereby directed that at the time of filing of Complaints, Chargesheets, Final Reports etc., more particularly in 138 NI Act Cases, instruct the concerned parties i.e., Prosecution and Advocates to file the complete details of accused along with Residential Address, Phone number ~~or~~ and mail id etc., for further communications.

SESSIONS JUDGE,
HYDERABAD.

SESSIONS JUDGE
Hyderabad

To:
1. All the Judicial Officers of this Unit.
2. The Sr.Superintendent, Judl.Wing, SJ Court, Hyderabad.

Copy to :
1. The President, Bar Association,
   Criminal Courts, Nampally, Hyderabad.
2. The President, Bar Association,
   Secunderabad.
3. The District System Administrator, Court of the Sessions Judge, Hyderabad, is hereby directed to send the same to all the courts in this unit through official e-mail and also upload the same in the official website.