

**PROCEEDINGS OF THE HIGH COURT OF ANDHRA PRADESH
AMARAVATI**

SUB: Nomination of all the Judicial Officers working in the District Judiciary for participating in the Capacity Building Phase-III Training Programme ECT_16_2024 on 15.03.2025 (Saturday) from 10.00 A.M. to 05.00 PM for the benefit of all the Judicial Officers working in the District Judiciary – Orders Issued - Regarding.

READ: Letter ROC No.97/2022-CPS, dated 13.02.2025 from the Registrar General, High Court of Andhra Pradesh.

ORDER ROC.NO.179/2025-B.SPL. DATED:06.03.2025

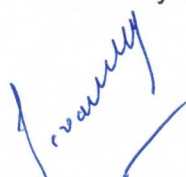
The High Court made the following order:-

All the Judicial Officers working in the District Judiciary are nominated to participate in the Capacity Building Phase-III Training Programme ECT_16_2024 on 15.03.2025 (Saturday) from 10.00 AM to 05.00 PM for the benefit of all the Judicial Officers working in the District Judiciary. The following are the details of the cluster Districts and place of training.

Sl. No.	Clusters/Districts	Venue of the training
1.	Visakhapatnam Vizianagaram Srikakulam	Zilla Praja Parishad Meeting Hall, Visakhapatnam
2.	West Godavari East Godavari	1 st floor of the DLSA Building, Principal District Court Complex, Rajamahendravaram
3.	Krishna Guntur	Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.
4.	Prakasam Nellore	RISE Krishna Sai Prakasam Group of Institutions Vallur, Ongole , near Valluramma Temple, NH-16
5.	Kurnool Ananthapuramu	Indian Institute of Information Technology, Design Manufacturing, Jagannathagattu, Kurnool.
6.	Chittoor Kadapa	Senate Hall, Sri Venkateswara University, Tirupati, Chittoor District.

The Unit Heads of all the districts are directed to make necessary incharge arrangements, if necessary.

The Schedule of the training is enclosed herewith.


REGISTRAR (VIGILANCE)

To

1. All the Judicial Officers working under the jurisdiction of High Court of Andhra Pradesh.

2. The all the Registrars, High Court of Andhra Pradesh (for information).
3. The Registrar (I.T.)-cum-Central Project Coordinator, High Court of Andhra Pradesh. (With a request to direct the concerned to upload the proceedings in High Court website)
3. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.

4. The Principal District Judges:

Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Vizianagaram, Visakhapatnam, West Godavari at Eluru.



5.ECT_16_2022 -Ecourt Programme at District Headquarters

Description of Programme:-	Ecourts Programme at All-District Headquarters
Training Code :	ECT_16_2022
Target Group :-	All Judicial Officers of the District
Place of Training :-	At District Head Quarters through State Judicial Academy
No. of Days :-	1
Mode of Training:-	Offline/ Online/Hybrid
Hands on Training:-	Recommended
Resource persons (Suggestive) :	Existing Master Trainers (Judicial Officers) of the State

Colour Coding:

National Topics

State-Specific topics

Optional Topics

Day 1		
Session No.1	Time (minutes): 15	Tentative time table 10.00 a.m. - 10.15 a.m.
Main Topic	Sub Topics	
Orientation and Overview of the Program	• Introduction of trainers • Focus of training • Change Management - o Concept and need for change management - o Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. - o Change management through training • Need for continuous training and sensitisation of stakeholders • Brief overview of ecourts project - o Role of Department of Justice, eCommittee, NIC, High Court Computerisation Committee, Central Project Coordinator, Directorate of IT, District Court Computerisation Committee, Nodal Officers, Ubuntu-CIS Master Trainers & Advocate Master Trainers in implementation of ecourts project - o Phases of ecourts project - o Main thrust of Draft Vision Document for Phase III	



Session No.2	Time (minutes): 15	Tentative time table 10.15 a.m. - 10.45 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure: Hardware(Electronic Hardware Management)	• Basic IT infrastructure of a Courtroom and a court Complex as per the Policy and Action Plan of eCourts Project Phase-II. • Types of Electronic Hardware Components: ◦ Computers-desktops & laptops ◦ Peripherals including printers ◦ Photocopying equipment ◦ Scanners ◦ VC equipment ◦ Cables ◦ UPS ◦ Network equipment & accessories including Wifi solutions • Electronic waste management in courts including EWM Rules, 2016 with 2018 amendments	
	• Brief overview of state/High Court specific policy and procedure for ICT assets (hardware & software), if any, relating to ◦ Procurement of electronic hardware equipments ◦ Deployment ■ Electronic Hardware register eg: HAMOS, Asset register & annual physical verification of IT Assets, data entry in Inventory management Software etc ■ AMC management ■ Laptop issue, handling & management protocol ◦ Management ◦ Disposal	
Session No.3	Time (minutes): 45	Tentative time table 10.45 a.m. - 11.30 a.m.
Main Topic	Sub Topics	
Overview of Computer Infrastructure: Software	• Computer Software ◦ Operating System ◦ Application Software • Types of operating system • Open source vs. patented/ proprietary • Operating system options ◦ Windows ◦ Mac ◦ Linux • Ubuntu Linux- features & benefits • New features in version 20.4 • Ubuntu-Linux File System ◦ Home Folder ◦ Desktop ◦ Documents ◦ Downloads Folders ◦ PDF (output folder for virtual pdf printer) Folder	



	◦ ReadMe Folder ◦ Location (Path) of files & folders in Ubuntu- Linux • Using the File Browser • Understanding the use of Copy To, Move To, Other Pane (F3) • Accessing recently copied data/clipboard • Typing in Indian Languages- ◦ Selecting Keyboard Input Language ◦ Using specific Keyboard Layout: • Using a webcam with Ubuntu-Linux • Taking a screenshot • Force quit (force kill) an errant/misbehaving application • Other useful applications	
Break		
Session No.4	Time (minutes):30	Tentative time table 11.45. a.m.- 12.15 p.m.
Main Topic	Sub Topics	
Case Information System (CIS): Revisiting Familiar Concepts	• Concept of Establishment in CIS. Concept of Login and Password. • Overview of Dashboard Data and Functions including Dynamic Opening Side Menu • Core & Periphery • Various types of Masters • Editing Masters data • Q -Menu • Postings and Transfer of judicial officers in CIS • Daily data uploading to CIS • Concept of FAOR or FORA. Workflow of Case • Balance Sheet • Filing- ◦ Cases ◦ Caveat ◦ Appeal filing ◦ IA filing • Objections ◦ Specifying objections ◦ Objection compliance date ◦ Check slip ◦ Scrutiny list ◦ Objection Compliance board • Registration- ◦ Registration of case ◦ Data entry ◦ Change of registration date ◦ Registration Reports ◦ Case Extra info, etc. ◦ Unregistered Cases • Allocation- ◦ Individual & Bulk	



	○ Random ○ Reports.	
Session No.5	Time (minutes): 30	Tentative time table 12.15 p.m.- 12.45 p.m.
Main Topic	Sub Topics	
Case Information System (CIS): Court Proceedings	● Court Proceedings- ● Case proceedings ○ Undated Cases ○ Bulk proceedings, ○ Linked Cases ○ Update Case Information ○ Urgent Case: ■ Why Urgent Case Option? ■ Where to find urgent case option-Admin menu, Registration & court proceedings menu ■ Urgent case reports ○ Order & Judgement Uploading ○ Judges Leave ○ Delay Management etc. ○ On VC ○ Order passed ○ Exhibits ○ Court event & DCMS ○ Issues framed ○ Witnesses examined ○ Appearance ○ Written statement ○ Disposing the case ○ Next date ○ Reason for adjournment ○ Purpose of listing ○ Presence ○ Digital display boards & Display board management ○ Proceedings correction ● Online copy application ● COVID case management	
Session No.6	Time (minutes): 30	Tentative time table 12.45 p.m.- 01.15 p.m.
Main Topic	Sub Topics	
Case Information System (CIS): Important Modules (With special emphasis on new Modules)	● Cause lists- ○ Civil ○ Criminal ● Additional Party Details- ○ Change Advocate, ○ Legal Heir, ○ Witness Information, ● Management Reports-	



	○ Civil & Criminal Reports, ○ Monthly Statement and other reports. ● Transfer of Cases- ○ Individual, ○ Bulk ○ Establishment Transfer ● Lok Adalat- Assign Cases, Disposal, Reports. ● Mediation ● Query Builder. ● Overview of Admin Module- ○ Case Restoration, ○ Taken on Board, ○ Modify Case Details, ○ Modify Business, ○ Case Conversion, ○ Delete cases etc. ● Overview of Masters Module. ● Overview of the User Module. ● Plead Guilty- ○ Plead Guilty cases & Proceeding ○ Virtual Court Cases ○ Consume ○ Verification.
Break	
Session No.7	Time (minutes): 90 Tentative time table 02:00 p.m.- 03.30 p.m.
Main Topic	Sub Topics
ICT Tools for moving towards paperless Courts: E-filing, ICJS and Pre-Trial Module	● E-filing ○ E-filing module ○ Versions ○ Steps to e-file a case ○ Data consumption of e-filing to CIS ○ E-filing of cases ○ Integration with CIS ○ Movement of file through E-filing portal and CIS ○ Objections in E-Filing vs Objections in CIS ○ E-filing of interim applications ○ E-filing of documents ○ Case data entry-connection with e-filing ○ E-Pay: Facilitation of e-Payment of Court fees, fines and penalties by the Advocates/litigants and verification of Court fees purchased online. ● ICJS Module ○ Consumption of FIR. ○ Consumption of Chargesheet ○ Charge sheet/summary ○ Chargesheet/summary received report



	• Pre-trial ◦ Remand ◦ Bail ◦ Release ◦ Pretrial order uploading	
	• Helpdesks for efilng • E-Sewa Kendras & facilities available therein • Kiosks • Efilng videos and manual • Salient features of State-Specific efilng rules-for example, Electronic Filing Rules for Courts (Kerala),2021 & Online electronic filing (E-Filing) of cases in the High Court and Subordinate Courts of Tripura Rules, 2021.	
Break		
Session No.8	Time (minutes): 30	Tentative time table 03.45 p.m. - 04.15 p.m.
Main Topic	Sub Topics	
Electronic Case Management Tools (ECMT) for Judges and Court Staff	• JustIS Application: Practice/ Demonstration • Sandes (GIMS) Application • NSTEP ◦ Process generation ◦ Process data entry ◦ Draft generation ◦ Upload process ◦ Copy previous process ◦ Publish process ◦ Process acknowledgment ◦ Process status ◦ NSTEP Web interface ◦ NSTEP Mobile application • Justice Clock • NJDG • e-Courts Website and application • Digital Signature Key- Installation and working. • Official Email • KAVACH • Email integration in google • SMS push and pull services, • Automated email, • Live streaming • SUVAS • New eservices introduced on a nationwide basis till the date of the training	
	• Other/ State-Specific tools, portals, applications, etc. • New eservices introduced in the state till the date of the training	



Session No.9	Time (minutes): 15	Tentative time table 04.15 p.m. - 04.30 p.m.
Main Topic	Sub Topics	
Working with day-to-day Applications: PDF Tools, Speech to Text Software, etc.	• PDF Tips ◦ Conversion to as PDF in Ubuntu-Linux ◦ Generation of accessible PDF Documents and uploading of only accessible and digitally signed PDF documents in the websites of the District Courts ◦ PDF Editing Tools in UBUNTU • Working with Speech to Text Software ◦ State-Specific software ◦ State-Specific regional language support and fonts	
Session No.10	Time (minutes): 15	Tentative time table 04.30 p.m. - 04.45 p.m.
Main Topic	Sub Topics	
Overview of Video Conferencing and Hybrid Hearing: Way Forward	• Principles of Video conferencing - One to one - One to many - Many to many - Hybrid hearing • Judgments on VC • Advantages of VC • VC equipments- Procurement, management and optimum use - Setting up VC - Setting up Hybrid hearings • VC Etiquette • State-Specific VC software procured for court video conferencing-for eg: Peoplelink, google meet, Zoom etc. • Salient features of State-Specific VC rules-for example, Electronic Linkage Rules for Courts, 2021 (Kerala) & Tripura VC Rules, 2018	
Session No.11	Time (minutes): 10	Tentative time table 04.45 p.m.- 04.55 p.m.
Main Topic	Sub Topics	
Overview of Digitization	• Importance of digitisation • Principles ◦ Metadata and its importance • Standard Operating Procedures(SOP) for digitisation of ecommittee • Hardware and software requirements & Management of digitisation • Types of PDF documents ◦ PDF & PDF/A	



17.04.2014

o OCR & ICR		
• Stage of digitisation in each state of - o High Court records/District Court records • State-Specific Digitisation priority & standard workflow of digitisation • State-Specific stages and activities of digitisation- - o Pre-scanning - o scanning - o Post-scanning		
Session No.12	Time (minutes): 5	Tentative time table 04.55 pm- 05.00 pm
Discussion and Doubts		