

User Manual for Online CD Application



HIGH COURT OF ANDHRA PRADESH
AMARAVATI

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1. Introduction

Online CD (Certified Document) Application is an online application to issue Certified Document of any Judgments/Interim/Final Orders of the High Court of Andhra Pradesh.

2. Online CD App 2023

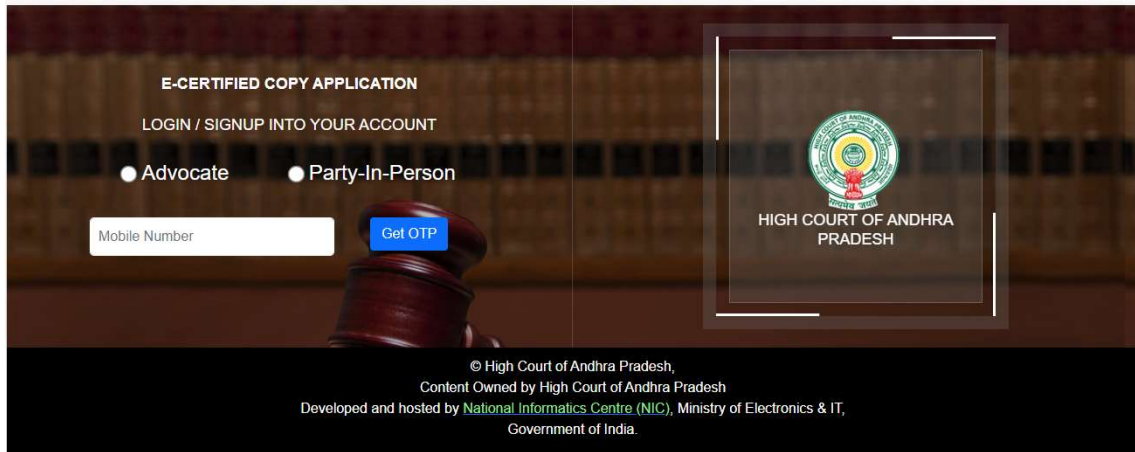
A. In Process Application Flow

- 1) Applicant has two types of flows
 - a) Apply CD for existing uploaded order.
 - b) Apply CD for In Process order.
- 2) After logged in to the Online CD Application, user enters case details. If the order is available, regular order flow is triggered.
- 3) If the order is in process, then the new flow is triggered.
- 4) CD Application lists all orders in process associated with the case. User selects the order and pays only application charges of Rs.5/-. CD number will be generated.
- 5) Now, the request will be displayed at the Maker. He/Her gets the order, generates the barcode and uploads it. Checker updates the page count. At this point, an SMS will be sent to the user to pay the document charges. At approver side, struck off and restore options are provided if the user did not pay the document charges within the stipulated time.
- 6) At the user end, he/she pays the document charges excluding application charges.
- 7) Approver downloads the copy, appends Digital signature and uploads.
- 8) User downloads the Certified Document with password that is sent to his/her mobile number.

3. Regular Workflow (Applicant)

1. Select 'Advocate' or 'Party-In-Person'

2. Enter Mobile Number
3. Click on 'Get OTP' button
4. OTP will be sent to the mobile number.



E-CERTIFIED COPY APPLICATION

LOGIN / SIGNUP INTO YOUR ACCOUNT

Advocate Party-In-Person

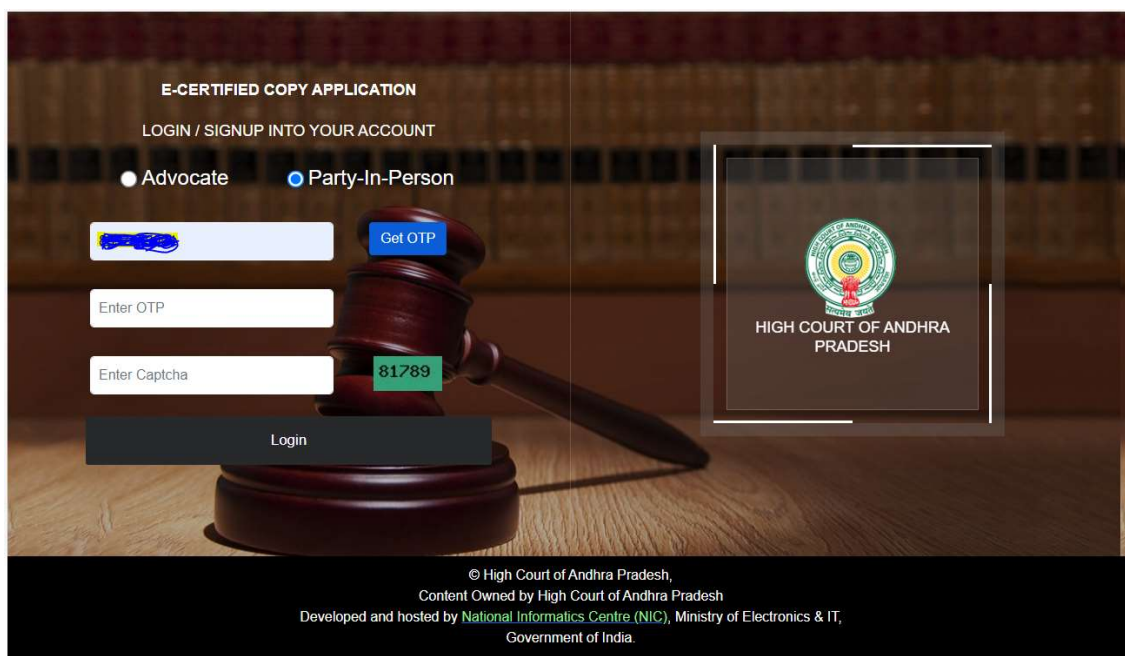
Mobile Number

Get OTP

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1. In the screen below, Enter OTP and Captcha.
2. Click on 'Login'.



E-CERTIFIED COPY APPLICATION

LOGIN / SIGNUP INTO YOUR ACCOUNT

Advocate Party-In-Person

Get OTP

Enter OTP

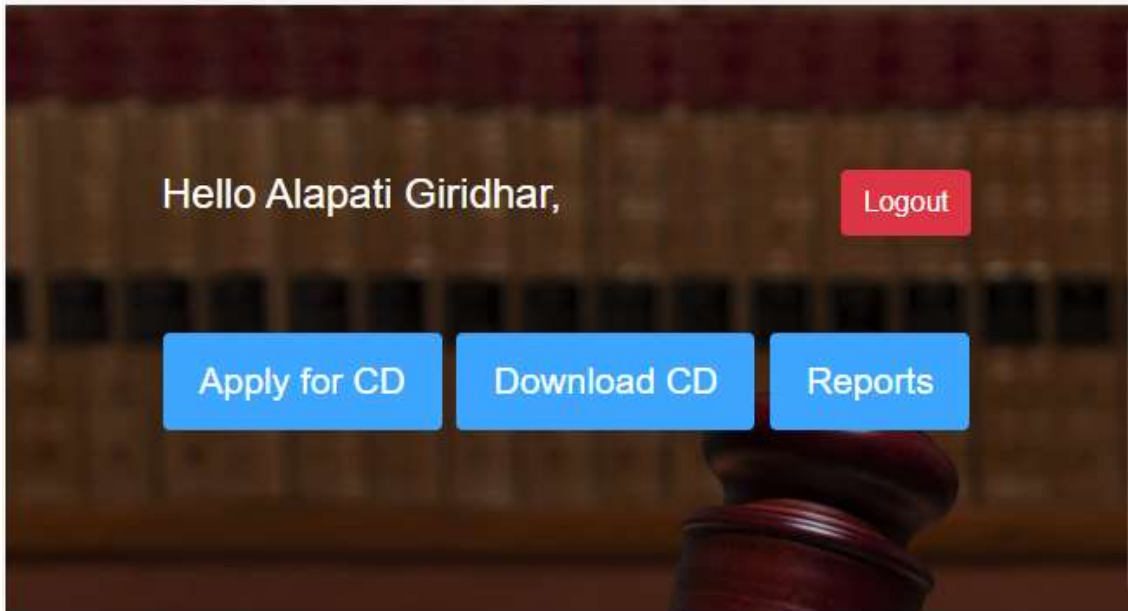
Enter Captcha

Login

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1. In the screen below, three options are provided.
 - a. Apply for a CD
 - b. Download all CD(s) that were already applied and made ready.
 - c. View status of all Online CD Applications.



A. Apply

1. In the screen below, enter the case details.
2. Enter Copies and reasons.
3. Submit to pay the amount.

Type of No.* Registration No. <input type="text" value="WA"/>	Case Type* <input type="text" value="WA"/>	Case Number* <input type="text" value="419"/>	Case Year* <input type="text" value="2020"/>	<input type="button" value="SEARCH"/>
------------------------------------------------------------------	-----------------------------------------------	--------------------------------------------------	-------------------------------------------------	---------------------------------------

Case Details

Case No.	Party Name	Status	Apply
WA/419/2020	ALAPATI GIRIDHAR	Disposed	<input type="button" value="Apply"/>

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
<p>Copies*</p> <p><input type="text" value="Example: 0"/> INTERIM ORDER (Pages : 2) Order Date: 25-04-2023</p>	<p>Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)</p>
<p>Copies*</p> <p><input type="text" value="Example: 0"/> FINAL ORDER (Pages : 2) Order Date: 27-04-2023</p>	
<p>Application Charges - Rs. 5/- Pages Charge- RS. 0/-</p> <p>TOTAL CHARGES Rs. 5/-</p>	

I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

Enters details

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
<p>Copies*</p> <input type="text" value="1"/> INTERIM ORDER (Pages : 2) Order Date: 25-04-2023	Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)
<p>Enter Purpose 1 :*</p> <input type="text" value="223"/>	
<p>Copies*</p> <input type="text" value="2"/> FINAL ORDER (Pages : 2) Order Date: 27-04-2023	
<p>Enter Purpose 1 :*</p> <input type="text" value="dWE"/>	
<p>Enter Purpose 2 :*</p> <input type="text" value="WQEQWE"/>	
<p>Application Charges - Rs. 5/- Pages Charge-(6X2) RS. 12/- TOTAL CHARGES Rs. 17/-</p>	


I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

[proceed to pay](#)

Receipt

After payment, a receipt is generated.

Menu log out

 **HIGH COURT OF ANDHRA PRADESH**
AMARAVATI

Payment Successful...

Acknowledgement for online Certified Documents

Online CD No. **137/2023**

Transaction ID No: **APHC2023050929425**

S.No.	Document Type	No. of Copies	No. of pages per Copy
1	Interim Order (2023-04-25)	1	2
2	Final Order (2023-04-27)	2	2
Total Amount in Rs.(incl. App. Charges)			17

[Print Acknowledgement](#)

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B. Download

DOWNLOAD CD DOCUMENTS			
S.No.	CD No.	Document Details	Status
1	156/2023	Interim Order (2 Pages)	Download
2	156/2023	Final Order (2 Pages)	Download
3	157/2023	Interim Order (2 Pages)	Download
4	158/2023	Final Order (2 Pages)	Download
5	159/2023	Interim Order (2 Pages)	Download
6	159/2023	Final Order (2 Pages)	Download
7	160/2023	Final Order (2 Pages)	Download
8	163/2023	Interim Order (2 Pages)	Download
9	164/2023	Interim Order (2 Pages)	Download
10	164/2023	Final Order (2 Pages)	Download

Pagination	Rows per page: <input type="text" value="10"/> ▼	All	Prev	1	Next	Displaying 1 to 10 of 10 records
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C. Report

CD Report (Based on CD Applied Date)

From: To: [Generate Report](#)

S.No.	CD No.	Case Details	CD Applied Date	Document Details	Payment (Rs.)	Status
1	152/2023	WA/419/2020	01-06-2023	Final Order Interim Order (2 Pages)	₹17.00	Struck Off
2	153/2023	WA/419/2020	01-06-2023	Final Order Interim Order (2 Pages)	₹9.00	Under Process
3	156/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages) Final Order (2 Pages)	₹13.00	Ready to Download
4	157/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages)	₹9.00	Ready to Download
5	158/2023	WA/419/2020	08-06-2023	Final Order (2 Pages)	₹13.00	Ready to Download
6	159/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages) Final Order (2 Pages)	₹13.00	Ready to Download
7	160/2023	WA/419/2020	08-06-2023	Final Order (2 Pages)	₹9.00	Ready to Download
8	163/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages)	₹17.00	Ready to Download
9	164/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages) Final Order (2 Pages)	₹13.00	Ready to Download
10	165/2023	WA/419/2020	08-06-2023	Interim Order (2 Pages) Final Order (2 Pages)	₹13.00	Under Process

Pagination Rows per page: All Prev **1** 2 Next Displaying 1 to 10 of 13 records

Summary

Total CDs Applied	Ready to Download	Struck Off	Under Process	Expired	Total Payment (Rs.)
10	7	1	2	0	₹126.00

4. Orders in Process Workflow (Applicant)

List of Orders in Process

When orders are not yet uploaded, you can still request them to be uploaded.

Selection of Orders in Process

Logout

Type of No.*

Case Type*

Case Number*

Case Year*

SEARCH

Case Details

Case No.	Party Name	Status	Apply
WA/419/2020	ALAPATI GIRIDHAR	Disposed	Apply

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
<p>Order Copy is in Process....</p> <p>You can select any of the following order(s) to be uploaded expeditely. You need to pay only Application Charges of Rs. 5/- to confirm your request. Once order(s) copy(ies) is/are made ready, you need to pay document charges.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> 1. Interim Order, Dated: 25-04-2023 <input checked="" type="checkbox"/> 2. Final Order, Dated: 27-04-2023 <p><input checked="" type="checkbox"/> I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.</p> <div style="text-align: center; margin-top: 10px;"> Submit Your Order(s) and Pay Application Charges (Rs. 5/-) </div>	<p>Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)</p>

CD No Generation

The screenshot shows a web interface for the High Court of Andhra Pradesh. At the top left is a 'Menu' button and at the top right is a 'log out' button. The main content area features the court's logo and name: 'HIGH COURT OF ANDHRA PRADESH AMARAVATI'. Below this, a green banner reads 'Payment Successful...'. Underneath, it says 'Acknowledgement for online Certified Documents' and provides the 'Online CD No. 136/2023' and 'Transaction ID No: APHC2023050924686'. A table lists the documents generated, including an Interim Order and a Final Order, both with 1 copy and 0 pages. A total amount of 5 Rs. is also listed. A green button labeled 'Print Acknowledgemnt' is positioned below the table. At the bottom, a black footer contains copyright and development information.

S.No.	Documnet Type	No. of Copies	No. of pages per Copy
1	Interim Order (2023-04-25)	1	0
2	Final Order (2023-04-27)	1	0
Total Amount in Rs.(incl. App. Charges)			5

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At User side

An SMS will be sent to the applicant once the CD order is made ready.

Case Details

Case No.	Party Name	Status	Apply
WA/419/2020	ALAPATI GIRIDHAR	Disposed	<input type="button" value="Apply"/>

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
Copies* <input style="width: 80px;" type="text" value="Example: 0"/> INTERIM ORDER (Pages : 2) Order Date: 25-04-2023	Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)
Copies* <input style="width: 80px;" type="text" value="Example: 0"/> FINAL ORDER (Pages : 2) Order Date: 27-04-2023	
CD Order: 136/2023 Application Charges - Rs. 5/- (Already Paid) Pages Charge- RS. 0/- TOTAL CHARGES Rs. 0/-	

I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

User is not allowed if order is struck off

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
<p>Copies*</p> <p>Example: 0 INTERIM ORDER (Pages : 2) Order Date: 25-04-2023</p>	Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)
<p>Copies*</p> <p>Example: 0 FINAL ORDER (Pages : 2) Order Date: 27-04-2023</p>	
<p>CD Order: 136/2023</p> <p>Application Charges - Rs. 5/- (Already Paid) Pages Charge- RS. 0/-</p> <p>TOTAL CHARGES Rs. 0/-</p>	

I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

Strucked Off due to non-payment of document charges.

User can pay document charges

Case No. - WA/419/2020

Order(s) details

Details of document(s) available	
ORDER(S)	Charges Applicable
Copies* Example: 0 INTERIM ORDER (Pages : 2) Order Date: 25-04-2023	Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)
Copies* Example: 0 FINAL ORDER (Pages : 2) Order Date: 27-04-2023	
CD Order: 136/2023 Application Charges - Rs. 5/- (Already Paid) Pages Charge- RS. 0/- TOTAL CHARGES Rs. 0/-	

I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

proceed to pay

User processing

Case No. - WA/419/2020

Order(s) details

Details of document(s) available

ORDER(S)	Charges Applicable
<p>Copies*</p> <input type="text" value="1"/> INTERIM ORDER (Pages : 2) Order Date: 25-04-2023	Application Charges - Rs. 5/- Documents Charges - Rs. 2/- (per page)
<p>Enter Purpose 1 :*</p> <input type="text" value="dfsaf"/>	
<p>Copies*</p> <input type="text" value="1"/> FINAL ORDER (Pages : 2) Order Date: 27-04-2023	
<p>Enter Purpose 1 :*</p> <input type="text" value="daer"/>	
<p>CD Order: 136/2023</p> <p>Application Charges - Rs. 5/- (Already Paid) Pages Charge-(4X2) RS. 8/-</p> <p>TOTAL CHARGES Rs. 8/-</p>	

I have read and verified above content and I know that above amount will not be refunded. Certified Copy will be provided as per Certified Copy Rules.

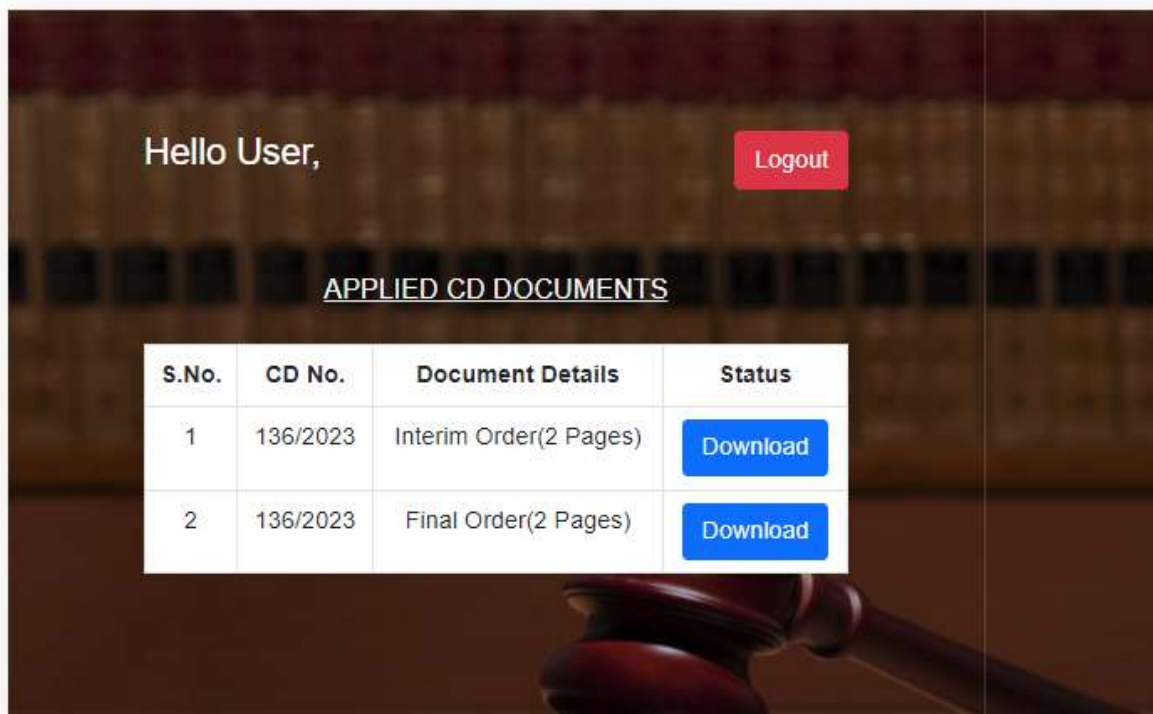
[proceed to pay](#)

Total payment

The screenshot displays a confirmation page from the High Court of Andhra Pradesh. At the top left, there is a 'Menu' button, and at the top right, a 'log out' button. The central content area features the court's logo and the text 'HIGH COURT OF ANDHRA PRADESH AMARAVATI'. Below this, a green heading reads 'Payment Successful...'. Underneath, it states 'Acknowledgement for online Certified Documents' and provides the 'Online CD No. 136/2023' and 'Transaction ID No: APHC2023050946581'. A table lists the documents: an Interim Order (dated 2023-04-25) with 1 copy and 2 pages, and a Final Order (dated 2023-04-27) with 1 copy and 2 pages. The total amount in Rs. (including application charges) is listed as 13. A green button labeled 'Print Acknowledgemnt' is positioned below the table. At the bottom, a black footer contains copyright information: '© High Court of Andhra Pradesh, Content Owned by High Court of Andhra Pradesh, Developed and hosted by National Informatics Centre (NIC), Ministry of Electronics & IT, Government of India.'

S.No.	Documnet Type	No. of Copies	No. of pages per Copy
1	Interim Order (2023-04-25)	1	2
2	Final Order (2023-04-27)	1	2
Total Amount in Rs.(incl. App. Charges)			13

After Upload by Approver at User



The screenshot displays a user interface with a dark background featuring a blurred image of a courtroom. At the top left, it says "Hello User," and at the top right, there is a red "Logout" button. Below this, the text "APPLIED CD DOCUMENTS" is centered. A table with four columns is shown: "S.No.", "CD No.", "Document Details", and "Status". The table contains two rows of data, each with a "Download" button in the "Status" column.

S.No.	CD No.	Document Details	Status
1	136/2023	Interim Order(2 Pages)	Download
2	136/2023	Final Order(2 Pages)	Download