

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

SUB: e-courts Phase III Capacity Building Training – Nomination of certain Judicial Officers as CIS-cum-Ubuntu Master Trainers for Conducting the Capacity Building Training Programme through the Andhra Pradesh Judicial Academy on the Specified topic ECT-8-2026, “Refresher Programme for Court Staffs and NSTEP training” which is scheduled on 25.07.2026 for the benefit of Administrative Heads, Nazarat and Process Servers working in the District Judiciary - Relief Arrangements – Orders issued-Regarding

READ: Letters Roc.No.217/APJA/2026, dated 15.07.2026 from the Director, Andhra Pradesh State Judicial Academy, Mangalagiri, Guntur District.

ORDER ROC.NO.632/2026-B.SPL. DATED:24.07.2026

Having considered the letter of the Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District, the High Court has made the following order:-

The following Judicial Officers are nominated to participate as CIS-cum-Ubuntu Master trainers for conducting the ECT-8-2026 “Refresher Programme for Court Staffs and NSTEP training” which is scheduled to be held on 25.07.2026 to the Administrative Heads, Nazarat and Process servers of the district Judiciary either through offline or online mode found feasible by the Principal District and Sessions Judge, concerned.

SL. NO.	DISTRICT	NAME & DESIGNATION OF THE OFFICERS
1.	Ananthapuramu & Chittoor	SRI C.N.MURTHY Ubuntu-cum-CIS master Trainers & Judge, Family Court-cum-VII. Additional District and Sessions Judge, Ananthapuramu.
2.	Krishna & Guntur	SRI MEEJURI SUNEEL KUMAR Ubuntu-cum-CIS master Trainers & II-Additional District and Sessions Judge, Vijayawada.
3.	Kurnool & Kadapa	SMT G.C.ASIFA SULTHANA Ubuntu Master Trainers & Additional Civil Judge (Senior Division), Kadapa.
4.	Prakasam & Nellore	SRI K.P.SAIRAM, Ubuntu Master Trainer & VI Additional Civil Judge (Senior Division)-cum-Additional Chief Judicial Magistrate, Vijayawada.

5.	Srikakulam & Vizianagaram	SRI P.GOVARDHAN Ubuntu-cum-CIS master Trainer & VI Additional District and Sessions Judge(Fast Track Court), Kakinada.
6.	East Godavari & West Godavari	SRI G.BHUPAL REDDY, Ubuntu-cum-CIS master Trainers & Special Judge for trial of Commercial Disputes, Special Court for Trial of Commercial Disputes, Vijayawada.
7.	Visakhapatnam	SRI CH.PAVAN KUMAR, Ubuntu Master Trainer & II Additional Civil Judge (Senior Division), Visakhapatnam.

Therefore, all the Units Heads are requested to make necessary incharge arrangements to the nominated Judicial Officers and inform the same to the High Court.

11/11/2020
REGISTRAR (VIGILANCE)

To

1. The officers concerned (along with enclosures).
2. The Registrar General, 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 upload the same in the High court's website).
4. The Principal District Judges:
Ananthapuramu, Chittoor, East Godavari at Rajamahendravaram, Guntur, Kadapa, Krishna at Machilipatnam, Kurnool, Nellore, Prakasam at Ongole, Srikakulam, Visakhapatnam, Vizianagaram, West Godavari at Eluru.
5. The Director, Andhra Pradesh Judicial Academy, Mangalagiri, Guntur District.
6. The Additional Director, A.P. Judicial Academy, Mangalagiri, Guntur District.
7. The District Treasury Officers, Ananthapuramu, Chittoor, Krishna, Guntur, Vizianagaram, Srikakulam, East Godavari District, West Godavari, Kadapa, Prakasam, Visakhapatnam, Nellore, Kurnool. (with a request to inform the same to concerned Sub Treasury Officers)



7.ECT_8_2022 - NSTEP Training & Refresher Programme for court staffs

Description of Programme:-	Refresher Programme for court staffs & N step training
Training Code :	ECT_8_2022
Target Group :-	Administrative Head, Nazarat, Process servers
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(a)	Time: (minutes):15	Tentative time table: 10:00 a.m. – 10.15 a.m.
Main Topic	● Sub Topics	
Introduction	● Introduction of trainers ● Focus of training ● Change Management ○ Concept and need for change management ○ Process reengineering and process automation techniques adopted and in process towards creation of Paperless Court environment. ● Change management through training ○ Training and capacity building of non judicial officers in courts in computerization ○ Need for technology absorption by public officials	



	• Role of non judicial officers in effective implementation of ICT in judiciary • Specific role of process servers and nazarat	
Session No.1(b)	Time: (minutes):60	Tentative time table: 10.15 a.m. - 11.15 a.m.
CIS & Nstep	• Basic and important features of the Case Information System (CIS) Software of the District Judiciary • CIS in work management • Importance of Data integrity in CIS ◦ Accurate, Complete and regular Data Entry in CIS Software by the Court Staff. • Fundamentals of CIS ◦ Core & Periphery ◦ FORA ◦ Logging in to CIS ◦ Registration-Objection, Registration of case, Registration Reports, Suit Register Report, Case Extra info etc. ◦ Unregistered Cases ◦ Undated Cases ◦ Court Proceedings- Case proceedings, Bulk proceedings, Process Generation, IA filing, Linked Cases, Update Case Information, Urgent Case, Order & Judgement Uploading, Judges Leave, Delay Management etc. ◦ Plead Guilty- Plead Guilty cases & Proceeding, Virtual Court Cases-Consume, Verification ◦ Proceeding Reports- Cause lists-Civil & Criminal, Registers, Disposal Report. ◦ Additional Party Details- Change Advocate, Legal Heir, Witness Information, Register of Stayed matters. ◦ Management Reports-Civil & Criminal Reports, Monthly Statement and other reports. • New Features of CIS 3.2 : ◦ ICJS, ◦ Appeal Filing, ◦ Pre trial Module, ◦ Delay Management • Digital display boards & Display board management •	
Break		
Session No.2	Time: (minutes):75	Tentative time table: 11.45 a.m. - 01.00 p.m.
Process Generation: Court User	• Process management ◦ Process generation ◦ Process data entry ◦ Draft generation ◦ Upload process	



	○ Publish process ○ Process acknowledgment ● Print Summons and Acknowledgement	
Break		
Session No.3	Time: (minutes):75	Tentative time table: 01.45 a.m. - 03.00 p.m.
Process Allocation: Nazarat Branch	● NSTEP ○ District Admin User / Nazarat Branch Incharge ■ Manage Bailiff/Process Server (Add & Modify) ■ Manage Process Admin/ Nazir (Add & Modify) ■ Process Status Report ○ Process Admin / Nazir (Nazarat Branch) ■ Consume Data ■ Process Allocation ■ Allocate to Bailiff ■ Allocate to Other Process Messenger ● Within State ● Outside State ■ De-allocation & Transfer Process ● Process Delivery	
Break		
Session No.4	Time: (minutes):75	Tentative time table: 03.30 p.m. - 04.45 p.m.
Process Delivery: Role of Process Server	● NSTEP Mobile application ○ Bailiff / Process Server ■ View Allocated Processes ■ View PDF ■ Capture Photo ■ Capture Signature ■ Save Location ■ Upload Status ● Process Status in CIS	
State-Specific topics	● State-Specific workflow changes in CIS eg: FOAR in Delhi ● Status of implementation of NSTEP in the state	
Session No.5	Time: (minutes):45	Tentative time table:
Optional topics (To be accommodated by adjusting compulsory sessions)	● Introduction to ecommittee ○ Brief history of ICT in judiciary ○ NEGP & ecommittee ● Introduction to eCourts project ○ 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 ○ Phases of ecourts project ● Overview, utility & services idea of the e-initiatives of the Hon'ble Supreme Court ○ "ecourts.gov.in" portal. ○ National Judicial Data Grid (NJDG). ○ Facilities provided ○ Different USER categories available in NJDG. ○ eFiling software ○ ePayment ○ Virtual Court ○ Inter-operable Criminal Justice System (ICJS) ○ Different pillars of ICJS. ○ eCourts Mobile Application ● Ecourts assistance ○ Efiling helpdesks ○ Esewa kendra ○ Help videos & manual ● Concept of data security and password management ● Overview of digitisation ● Overview of electronic hardware management ● Additional features of CIS ○ Lok Adalat- Assign Cases, Disposal, Reports. ○ Query Builder. ○ Overview of Admin Module -Case Restoration, Taken on Board, Modify Case Details, Modify Business, Case Conversion, Split Cases, Delete cases etc. ○ Overview of Masters Module. ○ Overview of User Module. ○ Digital Signature Key- Installation and working. ● New eservices introduced on a nationwide basis till the date of the training	
State-Specific topics	● State-Specific agreements and policy for effective implementation of ecourts project ● State-Specific stage of implementation of each of the e-initiatives and the projects in the pipeline with approximate timelines ● New eservices introduced in the state till the date of the training	
Session No.6	Time: (minutes):15	Tentative time table: 04.45 p.m. - 05.00 p.m.
Discussion & doubts		