

## HIGH COURT OF ANDHRA PRADESH AT AMARAVATI

ROC No.152/2022-CPS

Dated: 14.07.2026

### CIRCULAR

**Sub:** High Court – Computer Section – Neutral Citation Portal – Publication of Neutral Citation for final orders/judgments of the High Court – Maintenance of the Neutral Citation Portal with correct Bench IDs, dates of disposal, Coram details and final orders/judgments – Instructions to Personal Secretaries, Court Masters and other concerned officers – Issued.

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Under the aegis of the Hon'ble eCommittee, Supreme Court of India, the High Court of Andhra Pradesh has designed, developed and implemented the **Neutral Citation Portal** for publication of all final orders and judgments of the High Court of Andhra Pradesh. The Portal enables all stakeholders, including the Bench, the Bar, litigants, judicial officers and the general public, to identify and cite orders/judgments by assigning a unique Neutral Citation.

The High Court has, till date, published **3,25,497** final orders and judgments with Neutral Citation Numbers. The Neutral Citation Portal automatically retrieves and publishes the Case Number, Party Names, Coram, QR Code, CNR Number, Date of Judgment and the Judgment in PDF format from the CIS Portal, thereby ensuring authenticity and accessibility of judicial records.

It has, however, been noticed that in certain instances, incorrect data has been published on the Neutral Citation Portal owing to the uploading of orders and judgments with incorrect Bench IDs, incorrect dates of disposal, incorrect Coram details, or by selecting an incorrect order instead of the final order or judgment. As the data published through the Neutral Citation Portal is available in the public domain and CIS data is also integrated with other judicial platforms, including the eSCR Portal, such errors adversely affect the accuracy, reliability and credibility of the judicial record and reflect adversely on the image and institutional integrity of the High Court.

As directed, all the Personal Secretaries, Court Masters and other concerned officers are hereby instructed to exercise utmost care while

uploading orders and judgments to the CIS Portal for publication through the Neutral Citation Portal. Before uploading, they shall invariably verify and ensure that:

1. Only the **final order or judgment** is uploaded by selecting the "**Final Order**" option.
2. The **correct Bench ID** is selected.
3. The **correct date of disposal of order or judgment** is selected.
4. The **Coram details** are correctly reflected.
5. The order or judgment uploaded pertains to the concerned case and is the final authenticated version.
6. All particulars are verified before final submission to avoid publication of erroneous data on the Neutral Citation Portal and other integrated judicial platforms.

The officers concerned shall ensure strict adherence to the above instructions so that only accurate and authentic judicial records are published through the Neutral Citation Portal.

The Registrar (IT-cum-CPC) is directed to supervise and monitor the functioning of the Neutral Citation Portal. Any lapse or deviation from these instructions resulting in publication of incorrect judicial records shall be viewed seriously and appropriate administrative action shall be initiated against the officials responsible.

The receipt of these proceedings shall be acknowledged. All the Personal Secretaries, Court Masters and other concerned officers shall ensure strict compliance with these instructions.

**BY ORDER**

  
**REGISTRAR (IT-cum-CPC)**

**To**

1. All the Registrars, High Court of Andhra Pradesh.
2. The Assistant Registrars/Section Officers concerned.
3. All the Personal Secretaries to the Hon'ble Judges.
4. All the Court Masters of the High Court.
5. The Computer Section, High Court of Andhra Pradesh.
6. Spare.