

User Manual for Online CD V4.0 Application



HIGH COURT OF ANDHRA PRADESH, AMARAVATI
ఆంధ్రప్రదేశ్ ఉన్నత న్యాయస్థానం, అమరావతి

Table of Contents

1. Introduction to Online CD App V4.0	3
2. Unified Registration for Online CD & Paperless Court Applications only for Advocates.	3
3. Regular Workflow (Applicant)	5
A. Apply	5
B. Download	7

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.
- The upgraded version – Online CD Application V4.0 (2025) – introduces a simplified workflow and a unified fee structure to make the process faster, easier, and more transparent for users.

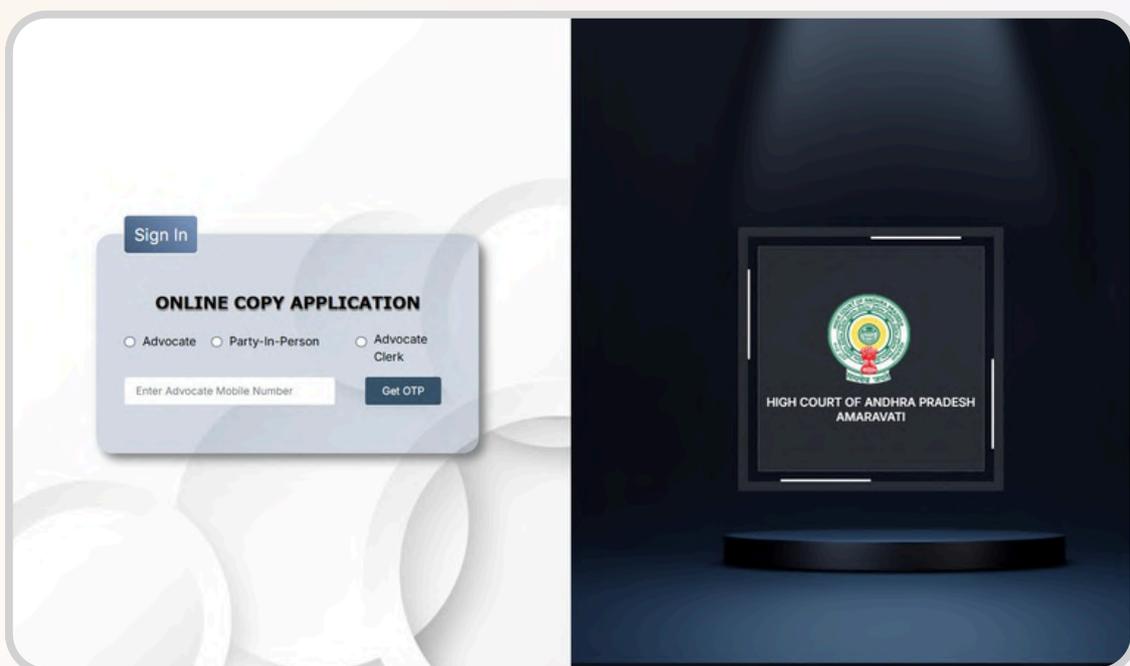
REGISTRATION FOR ADVOCATES

2. Unified Registration for Online CD & Paperless Court Applications only for Advocates.

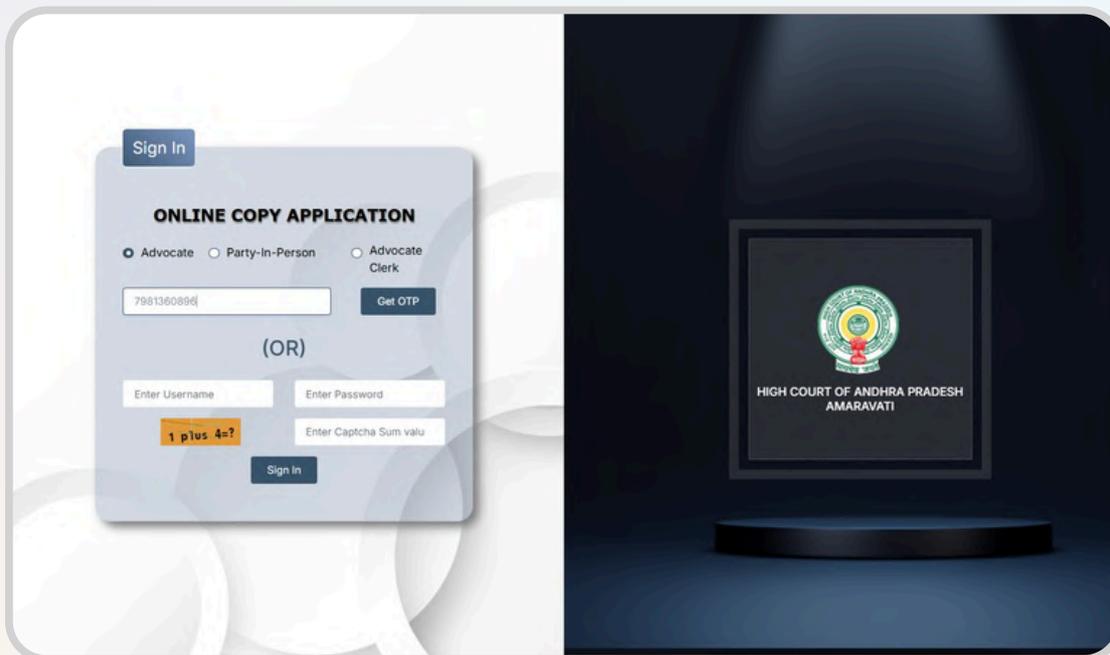
- The first time Login in Online CD shall be with the Advocate's mobile number only. At the time of registration, the Advocate must set Username and Password. Afterwards, the Advocate can login either with Mobile OTP or Username and Password.
- This Username and Password can be used to access both the Online CD Application and the Paperless Court Application.

A. For First time Registration

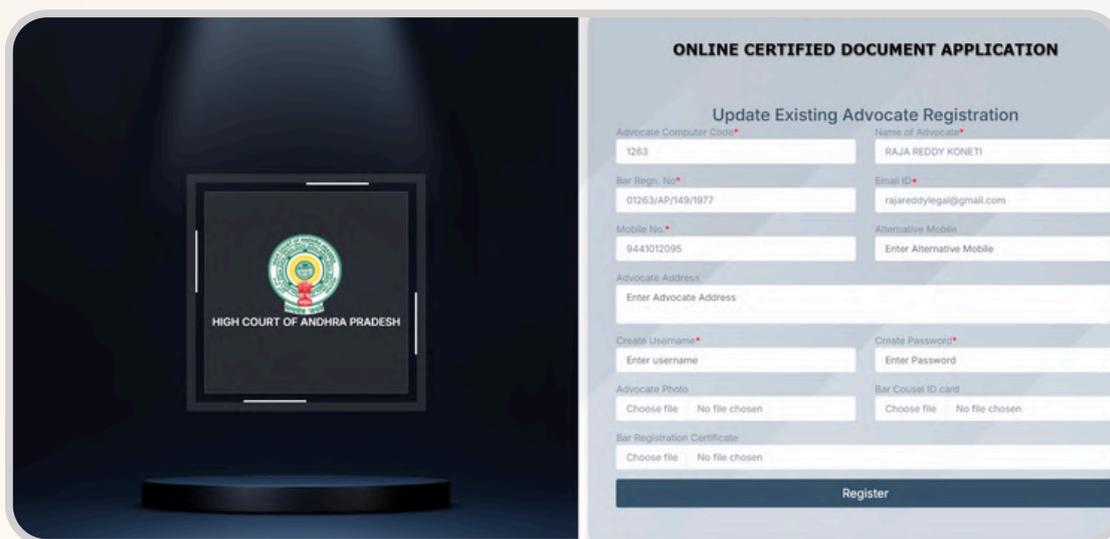
- Navigate to <https://digi-apply.aphc.ap.gov.in/ecdappv4/login.php>



- Select 'Advocate'
- Enter Mobile Number
- OTP will be sent to the mobile number.



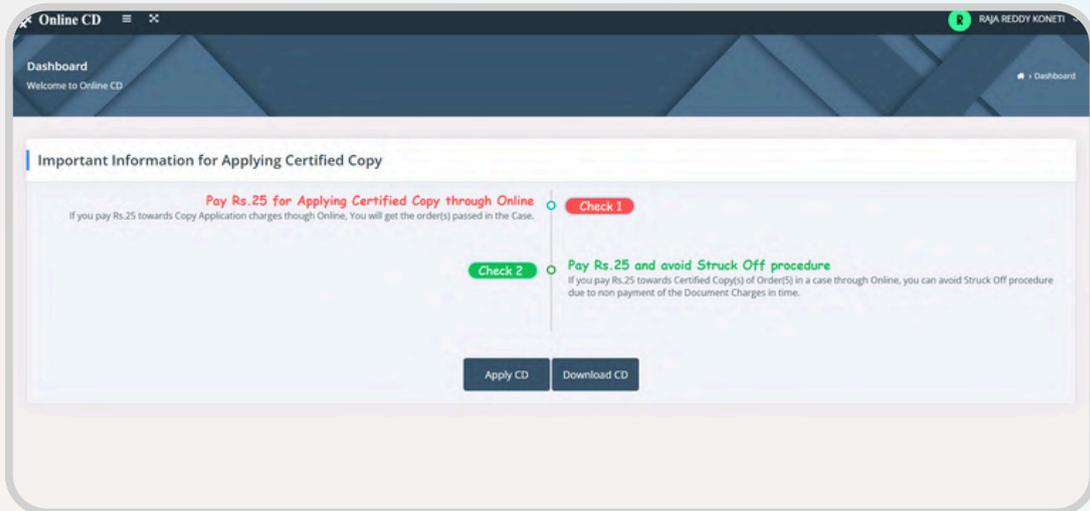
- In the screen below, Enter OTP and Captcha and then Click on 'Login'.



- Create a Username and Password, and complete the remaining registration details. The registered credentials will be the same for both the Online CD Application and the Paperless Court Application.
- The same registration process applies to Party-In-Person applicants, except they are not required to create a Username and Password.

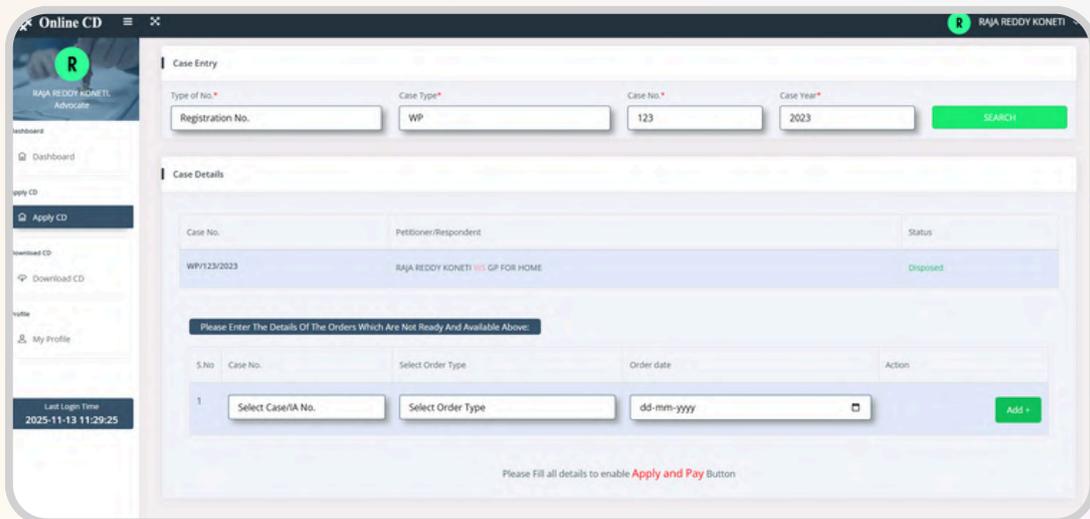
3.Regular Workflow (Applicant)

- In the screen below, two options are provided.
 - a. Apply for a CD
 - b. Download all CD(s) that were already applied and made ready.



A. Apply CD

- In the screen below, enter the case details and click on search.
- Check details of case once. After that,



- Enter the details of the orders you require for Certified Documents.
- After entering all the details, you will be able to see the Apply and Pay button displayed on the screen below.

Case Details

Case No.	Petitioner/Respondent	Status
WP/123/2023	RAJA REDDY KONETI VS GP FOR HOME	Disposed

Please Enter The Details Of The Orders Which Are Not Ready And Available Above:

S.No	Case No.	Select Order Type	Order date	Action
1	WP/123/2023	Interim Order	13-11-2025	Add +

Overall Charges Applicable
TOTAL CHARGES Rs. 25/-

[Apply And Pay](#)

- After clicking on Apply and Pay, you will be redirected to the payment gateway to complete the payment of Rs. 25/- per CD Application, as shown in the screens below.

Select Payment Mode

[Manual Payment](#) [Online Payment](#) [RTGS/NEFT](#)

[Cancel](#)

Select Payment Gateway

PKVI Charges

- Net Banking (Including Corporate Net banking)
 - All Banks: Rs.6/Txn
 - UPI Payments (BHARAT QR, Google Pay, Phone Pe, BHIM, Paytm & Others): Nil
- Card Payment
 - Debit Cards: Nil
 - Visa & Mastercard Debit Cards (In-Amt 0-2000): 0.45%/Txn
 - Visa & Mastercard Debit Cards (In-Amt Above 2000): Flat Rs. 20/Txn
 - Credit Cards: 0.85%/Txn
 - Credit Card EMI: 1.5%

SBI Charges

- Net Banking:
 - SBI Bank Charges: Nil
 - Other Banks - Bank Charges: Rs.6/Txn
- Card Payments:
 - State Bank Debit Cards - Bank Charges: Nil
 - Other Bank Debit Cards - Bank Charges: Nil
 - Credit Cards - Bank Charges: Rs.12/- or 1.30%
- UPI Payments:
 - UPI payments: Nil

[Next](#) [Go](#) [Cancel](#)

- Click on Online Payment and select SBI. The screen shown below will appear, where you can choose any preferred payment mode and proceed with the payment.

SBI ONLINE

As per instructions from CBOT, we are migrating SBI Payment gateway from existing OLTA's Income

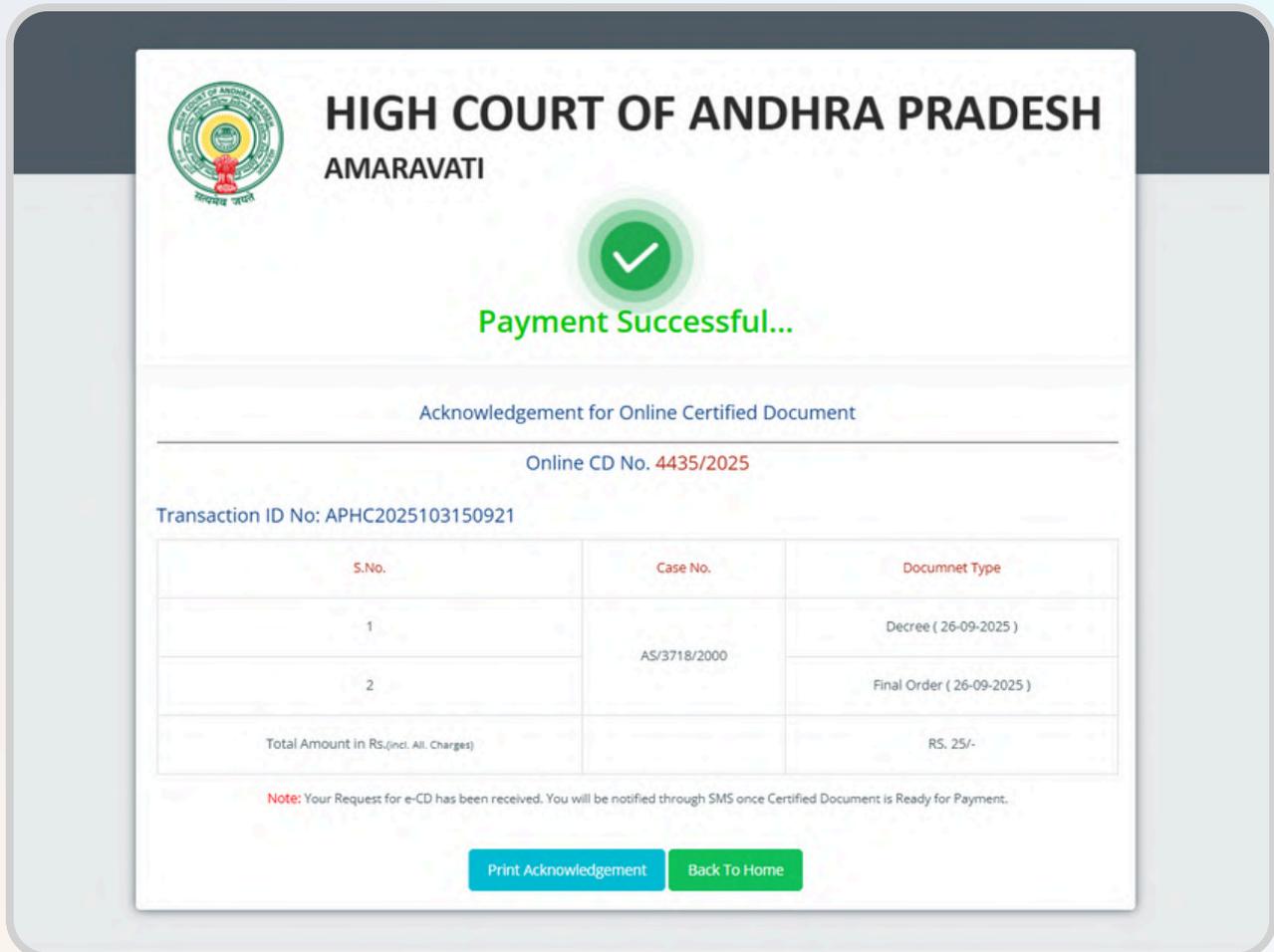
Welcome to SBIPay Lite (formerly SBMOPS)

Best Practices to be followed for e-Commerce transaction:

- Account should have sufficient balance
- e-Commerce flag should be enabled for Debit / Credit Card
- Correct Card No, CVV, expiry date to be entered
- Valid OTP to be entered
- Ensure to complete the payment transaction well within time limit

Net Banking	Card Payments	Other Payment Modes
<p>SBI Net Banking Bank Charges(₹): 0.0</p> <p>Other Bank Net Banking Bank Charges(₹): 6.0</p>	<p>State Bank Debit Cards Bank Charges(₹): 0.0</p> <p>Other Bank Debit Cards Bank Charges(₹): 0.0</p> <p>Credit Cards Bank Charges(₹): 12.0</p>	<p>UPI Bank Charges(₹): 0.0</p>

[Cancel](#)



- Once this Acknowledgement page is displayed, it indicates that the CD application has been successfully submitted.

B. Download CD

- Click on Back to Home button on the acknowledgement page, or click on Download CD button after logging in.
- It will redirect to CD application page as shown in below screen.
- On this page, you can track the status of your CD application. When submitted, it will show as Pending. Once the CD Section uploads the document, the Download button will become available.
- Click on the Download button to obtain your CD document, which includes the order along with the facing sheet and digital signature.

Online CD RAJA REDDY KONETI

RAJA REDDY KONETI, Advocate

DOWNLOAD ONLINE CERTIFIED DOCUMENTS

S.No.	Online CD Number	Document Details			
S.No.	Case No.	Doc Name (Doc Date)	Status		
1	AS/535/2009	Final Order (15-10-2025)	Pending		
		Decree (15-10-2025)	Pending		
1	CRLP/7254/2025	Interim Order (14-07-2025)	Accepted	Pay And Apply (PL&A)	
		AS/3718/2000	Final Order (26-09-2025)	Download	
2	AS/3718/2000	Decree (26-09-2025)	Download		
		S.No. Case No. Doc Name Status			

CD 4543 2025
 CD Applied on: 05-11-2025
 CD Approved on: ____-____-____
 Download Acknowledgement: Click Here

CD 4542 2025
 CD Applied on: 05-11-2025
 CD Approved on: ____-____-____
 Download Acknowledgement: Click Here

CD 4435 2025
 CD Applied on: 31-10-2025
 CD Approved on: 04-11-2025
 Download Acknowledgement: Click Here

CD 4180 2025

Last Login Time: 2025-11-13 11:59:28

