

**Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)**

**User Manual for DISTRICT COLLECTOR
(Ver-1.1)**

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1. Login

Step 1: Go to the web browser and enter the URL: <https://apolcms.ap.gov.in>

Step 2: Enter your login credentials, i.e. User ID and Password. Click on LOGIN.

The screenshot shows the login page of the Andhra Pradesh Online Legal Case Monitoring System (APOLCMS). The header includes the system name and government affiliation, along with navigation links for Home, About Us, and Contact Us. A large banner on the left displays the system's name. On the right, a login form with fields for User ID and Password, and a LOGIN button, is overlaid on a background image of a person. Below the banner, a message board area contains a sample scrolling text. A section titled 'About Andhra Pradesh Online Legal Case Monitoring System' provides a brief description of the system's purpose and functionality.

ONLINE LEGAL CASE MONITORING SYSTEM
GOVERNMENT OF ANDHRA PRADESH

Home About Us Contact Us

Andhra Pradesh Online Legal Case Monitoring System (APOLCMS)

Message Board

This is a sample scrolling text that has scrolls text

LOGIN

User ID

Password

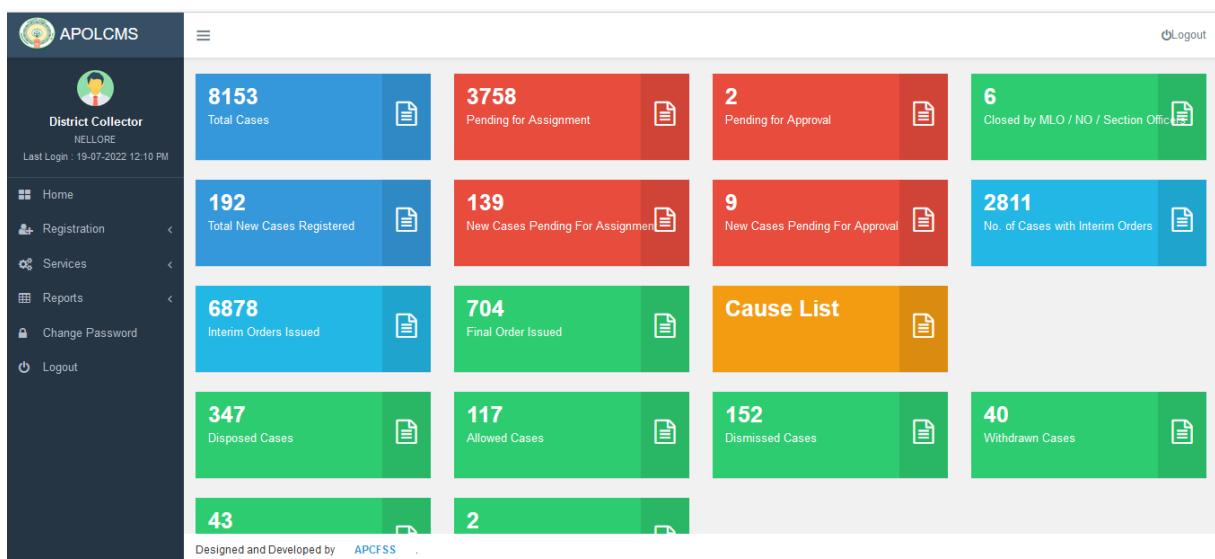
LOGIN

About Andhra Pradesh Online Legal Case Monitoring System

AP Online Legal Case Monitoring System (APOLCMS) facilitates departments / officers to manage and monitor court cases of any type pending in different courts. It can provide latest information about any pending case of any point of time. APOLCMS helps the departments/officers to track the cases, prepare cause-list well in advance, maintain complete history of the case including follow-up action taken part from other

2. Dashboard

After successful logging in, you will be redirected to the User Dashboard page.



3. Registration of Nodal Officer and Nodal officer change request)

Step 1 : Department wise Nodal Officer can be created by selecting the Head of the Department.

Nodal Officer (Legal) Registration

Head of the Department (HoD) *

--SELECT--

AG009-AGRICULTURAL TECHNOLOGY MANAGEMENT AGENCY (ATMA), SPR NELLORE
BCW51-AP BC COOPERATIVE FINANCE CORPORATION
EFS51-AP FORESTS DEVELOPMENT CORPORATION
EHE03-COLLEGIATE EDUCATION
EHE05-INTERMEDIATE EDUCATION
EHE66-VIKRAMASIMHAPURI UNIVERSITY, NELLORE

3	SERICULTURE	B V CHANDRA SEKHARA SARMA	ASSISTANT DIRECTOR OF SERICULTURE	9440118766	ad.seri.nlr@gmail.com	216276298503	Send S
4	MARKETING	B RAMAMMA	ASSISTANT DIRECTOR (ADMN)	9182361352	ramamma.bochu@ap.gov.in	878877698405	Send S
5	COOPERATION AND COOPERATIVE SOCIETIES	TIRUPAL REDDY KATASANI	DEPUTY REGISTRAR	9100109190	dconellore@gmail.com	805845047866	Send S

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Step 2: Fill the information as required below

Nodal Officer (Legal) Registration

Head of the Department (HoD) *

BCW51-AP BC COOPERATIVE FINANCE CORPORATION

Designation *

--SELECT--

Employee *

--SELECT--

Mobile *

Email Id *

Aadhar Number *

Submit

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Step 3: Then Click on Submit Button as shown above.

Step 4: Then the Department wise Nodal Officer (Legal) information will be added and shows in the below screen

Nodal Officer (Legal) Registration

Head of the Department (HoD) *
 ---SELECT---

Print PDF Excel Show 10 entries Search:

Sl.No	Department Name	Employee Name	Designation	Mobile	Email Id	Aadhar Number	Action
1	AGRICULTURE	G SUDHAKARA RAJU	JOINT DIRECTOR OF AGRICULTURE	8331057174	sudhakararaju2000@gmail.com	537495442258	Send SMS
2	HORTICULTURE	L SRINIVASA RAO	DISTRICT HORTICULTURE OFFICER	7995086780	dhoneilore@gmail.com	215661396036	Send SMS
3	SERICULTURE	B V CHANDRA SEKHARA SARMA	ASSISTANT DIRECTOR OF SERICULTURE	9440118766	ad.seri.nr@gmail.com	216276298503	Send SMS
4	MARKETING	B RAMAMMA	ASSISTANT DIRECTOR (ADMIN)	9182361352	ramamma.bochu@ap.gov.in	678877698405	Send SMS
5	COOPERATION AND COOPERATIVE SOCIETIES	TRIPAL REDDY KATASANI	DEPUTY REGISTRAR	9100109190	dconellore@gmail.com	805845047866	Send SMS
6	AP STATE COOPERATIVE MARKETING FEDERATION (MARKFED)	S PAVAN	DISTRICT MANAGER (PROCUREMENT)	8978381839	nellore.markfed1@gmail.com	351636030254	Send SMS
7	ANIMAL HUSBANDRY	B MAHESWARUDU	JOINT DIRECTOR OF ANIMAL HUSBANDRY	9989932881	dahospnellore@gmail.com	573530497222	Send SMS
8	FISHERIES	M NAGESWARARAO	JOINT DIRECTOR OF FISHERIES,	9440814739	jdfisheriesnr4@gmail.com	681524716872	Send SMS

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Step 5: Click on Send SMS (as shown in the previous image) to send an SMS-based notification to the concerned official, bearing the confirmation of their registration along with their login credentials. A confirmatory message will be displayed as shown below.
 “SMS alert sent successfully to the Employee”

Nodal Officer (Legal) Registration

Head of the Department (HoD) *
 ---SELECT---

Print PDF Excel Show 10 entries Search:

38	BOILERS	MVL NARASIMHA RAJU	INSPECTOR OF BOILERS	7680073759	ibnlr-boilers@ap.gov.in	670694593015	Send SMS
39	PUBLIC HEALTH ENGINEERING	SHAK RAHAMTHU JANI	EXECUTIVE ENGINEER	9177055089	eephmed_nlr@yahoo.com	234710871464	Send SMS
40	MISSION FOR ELIMINATION OF POVERTY IN MUNICIPAL AREAS (MEPMA)	DESABOYNA RAVEENDRA	PROJECT DIRECTOR	7901311557	dr.raveendra@ap.gov.in	911547370339	Send SMS
41	MINORITIES WELFARE	ABDUL HAMEED SYED	DISTRICT MINORITIES WELFARE OFFICER	8328016755	dwmnellore@gmail.com	672768876927	Send SMS
42	ECONOMICS AND STATISTICS	ATYALA SALEM RAJU	DEPUTY DIRECTOR	9666915861	cpo_nlr@yahoo.co.in	433119746404	Send SMS
43	PANCHAYATI RAJ	M DHANALAKSHMI	DISTRICT PANCHAYAT OFFICER	7893791910	neldpo@nic.in	788792674729	Send SMS
44	PANCHAYATI RAJ ENGINEERING	SUREPEDI SUBRAHMANYAM	SUPERINTENDING ENGINEER	8985903591	se.pr.nlr@gmail.com	769196345190	Send SMS
45	RURAL DEVELOPMENT	M.THRUPATHIAH	PROJECT DIRECTOR	9849803744	nrdwma@yahoo.co.in	980642050557	Send SMS
46	SOCIETY FOR ELIMINATION OF RURAL POVERTY	BOLLAM SUDHAKAR	ASSISTANT PROJECT MANAGER(I.H.)	7207949400	hmsnellore09@gmail.com	788388578777	Send SMS
47	REVENUE (CCLA)	CHILAMAKURI VENKATA NARAYANAMMA	DISTRICT REVENUE OFFICER	9849904053	neldro@nic.gov.in	569516612730	SMS alert sent successfully to the Employee.
48	COMMERCIAL TAXES	P. VEDAYA LAKSHMI	ASSISTANT COMMERCIAL TAX OFFICER	9800026604	apcmanellore@gmail.com	92767174629	Send SMS
49	PROHIBITION AND EXCISE	K VENKATA RAMI REDDY	PROH. & EXCISE SUPERINTENDENT	9440902518	esnellore@gmail.com	394703270837	Send SMS
50	SURVEY SFTT MFMENTS AND						Send SMS

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Step 6 : If there is a change in Nodal Officer of the particular department, click on the Change Request option, then it will shows the below screen and fill the required details as given below.

Change Request For

Change Request For: Nodal Officer (Legal)

Registered Head of the Department (HoD): ---SELECT---

Designation: ---SELECT---

Employee: ---SELECT---

Mobile:

Email Id:

Aadhar Number:

Reason for change Request:

Upload Letter: No file selected.

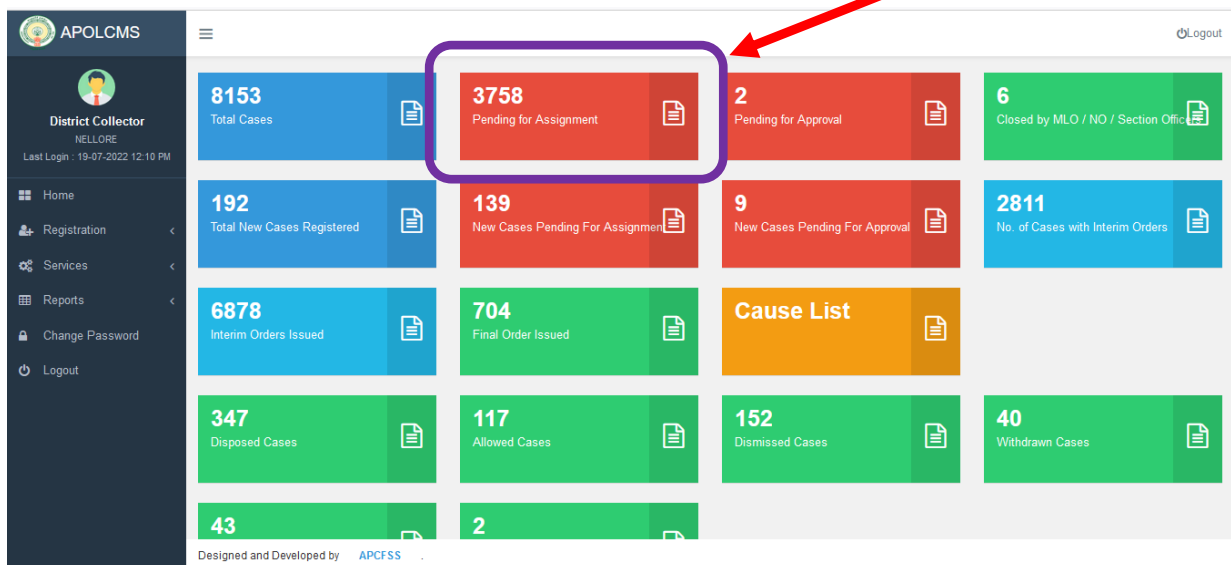
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Step 7: Upload the Proceedings letter (file should be in PDF Max size should be 500KB, then click on Submit button.


4. Services

a. (Pending for Assignment)

Step 1: Click on **Pending for Assignment**, then it will show the below screen



Step 2: If a particular case has to be assigned the officer select the fields and then click on **Get Cases**.



District Collector
NELLORE

Last Login : 19-07-2022 01:13 PM

- Home
- Registration
- Services
- Reports
- Change Password
- Logout

List of High Court Cases to be Assigned to Section Officer

Case Registration Year
--SELECT--

Date of Registration(From Date)
--SELECT--

Date of Registration (To Date)
--SELECT--

Purpose
--SELECT--

District
SPS NELLORE

Get Cases

Print
PDF
Excel
Show 10 entries

Search:

Sl.No	CI No	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List	Bench	Judge
					to issue writ order or direction more particularly one in the nature of Writ of Mandamus					

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Step 3: The case details will be shown with the below information based on Case Information Number

Sl.No	CI No	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List	Bench	Judge Name	Petitioner
1.	APHC010321342011		2011-12-14	WP/ 33049 / 2011	to issue writ order or direction more particularly one in the nature of Writ of Mandamus declaring the action of the 2nd Respondent declaring the lands in S.No.360 are Government land under POT Act, 1977, which was covered the lands purchased by the petitioner to an extent of Ac.3-87 cents in S.No.360 of Jammalapalem village of Jaladanki Mandal, SPSR Nellore District as illegal, arbitrary and violative of principles of natural justice and	179025	2011	2011-12-14	Single Bench	Hon'ble Judge : CHALLA KODANDA RAM	Sri Venkateswara Education Society

Fields shown relating to the case information

District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Orders
SPS NELLORE	INTERLOCUTORY(REVENUE)	The Tahsildar,, Jaladanki, SPSR Nellore District.	THOTA RAMAKOTESWARA RAO	GP FOR REVENUE	

Fields shown relating to the case information

Note: To view existing case details, click on the corresponding CI No. tab. A pop-up window will open, displaying the case details as shown below 3 screens

Screen-1

Case Details for CINO : APHC010321342011

Date of filing:	2011-12-14	Case Type :	WP	Filing No.:	179025
Filing Year:	2011	Registration No:	33049	Est Code:	APHC01
Case ID:	63	Cause Type:		Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	CHALLA KODANDA RAM	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	SPS NELLORE	Date Of First List :	2015-06-01
Date Of Next List	2015-06-01	Date Of Decision :	0001-01-01	Purpose :	INTERLOCUTORY(REVENUE)
Petitioner Name:	Sri Venkateswara Education Society	Petitioner Advocate :	THOTA RAMAKOTESWARA RAO	Petitioner Legal Heir :	N
Respondent Name :	The Tahsildar,,	Respondent Advocate :	GP FOR REVENUE	Respondent Advocate :	GP FOR REVENUE

Prayer: to issue writ order or direction more particularly one in the nature of Writ of Mandamus declaring the action of the 2nd Respondent declaring the lands in S.No.360 are Government land under POT Act, 1977, which was covered the lands purchased by the petitioner to an extent of Ac.3-87 cents in S.No.360 of Jammalapalem village of Jaladanki Mandal, SPSR Nellore District as illegal, arbitrary and violative of principles of natural justice and pass

ACTS List			
Sl No.	Act	Act Name	Section
1	1	ACT NOT GIVEN	HC SECTION

Respondent List			

Close

Screen-2

Respondent List			
SI No.	Party No	Party Name	Address
1	1	The Tahsildar,	Jaladanki, SPSR Nellore District.
2	2	The Joint Collector,	SPSR Nellore District.
3	3	The Revenue Divisional Officer,	Kavali, SPSR Nellore District.
4	4	The Government of Andhra Pradesh	rep by its Principal Secretary,\nRevenue Department,\nAndhra Pradesh, Secretariat, Hyderabad.
5	5	The Sub-Registrar,	Kavali, SPSR Nellore District.

IA Filling List					
SI No.	Sr No	IA NO	IA Petitioner Name	IA Petitioner Disposal	IA Date of Filing
1	1		Sri Venkateswara Education Society The Tahsildar,	P	2011-12-14
2	2		Sri Venkateswara Education Society The Tahsildar,	P	2011-12-14
3	3		Sri Venkateswara Education Society The Tahsildar,	P	2011-12-14

Case History Details						
SI No.	Sr No	Judge Name	Business Date	Hearing Date	Purpose of Listing	Cause Type
1	1	CHALLA KODANDA RAM	0001-01-01	2015-06-01	INTERLOCUTORY(REVENUE)	

[Close](#)

Screen-3

Case History Details						
SI No.	Sr No	Judge Name	Business Date	Hearing Date	Purpose of Listing	Cause Type
1	1	CHALLA KODANDA RAM	0001-01-01	2015-06-01	INTERLOCUTORY(REVENUE)	

Case Activities						
SI No.	Date	Activity	Updated By	Assigned to	Remarks	Uploaded Document
1	2022-05-31 18:53:09.913492	CASE ASSIGNED	venkateswarlu.s@gov.in	21		

[Print](#)

[Close](#)

Step 4: The entire case details can also be taken as print. Then Click on Close

4 b. Assign Cases to the official

Step 1: Select the Case which have to assign to the other official. Click on check box to that particular Case number

Sl.No	CINo	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List	Bench	Judge Name	Petitioner
1.	APHC010321342011		2011-12-14	WP/ 33049 / 2011	to issue writ order or direction more particularly one in the nature of Writ of Mandamus declaring the action of the 2nd Respondent declaring the lands in S.No.360 are Government land under POT Act, 1977, which was covered the lands purchased by the petitioner to an extent of Ac.3-87 cents in S.No.360 of Jammalapalem village of Jaladanki Mandal, SPSR Nellore District as illegal, arbitrary and violative of principles of natural justice and	179025	2011	2011-12-14	Single Bench	Hon'ble Judge : CHALLA KODANDA RAM	Sri Venkateswara Education Society

Step 2: Then come to down to the page and give the remarks on the case.

Remarks

please take necessary action and submit the report with in 15 days

Select the option as shown below, to assign the case

☐ Assign Cases to Department HOD
☐ Assign Cases to Other Department HOD
☐ Assign Cases to Section Officer(Dept.)
☐ Assign Cases to Section Officer(Other Dept.)
☐ Assign Cases to District Collector
☒ Assign Cases to District Nodal Officer
☐ Assign Cases to District Section Officer

Select District *

NELLORE

Select Department / HOD *

REV02-REVENUE (CCLA)

Assign Cases

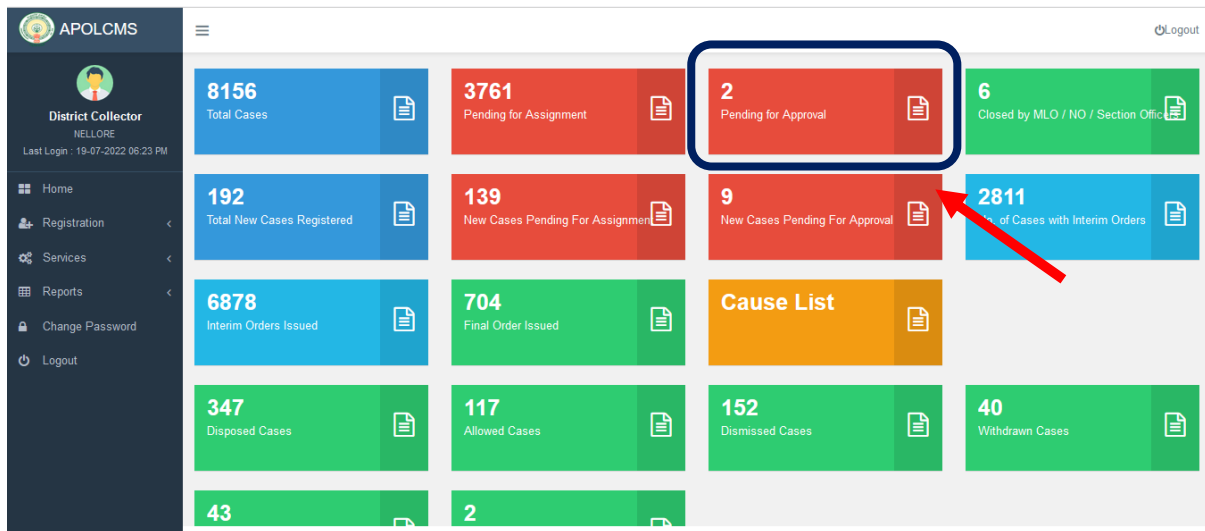
Step 3: Then click on the **Assign Cases**.

Step 4: If wants to send **multiple cases** to the particular official **at-a-time**, select multiple cases by selecting Checkbox, then come down to the screen and same scenario may apply as **Step 6.2** as shown in the above screen and assign to the official. Then the cases will be reflected at concerned District Nodal official login.

5. Counter Files received from Concerned Nodal Officer

1. For approval

Step 1: In the home screen click on Pending for Approval & New Cases Pending for approval as shown below.



Step 2 : Then it is showing the below screen as the no. of cases report received from the concerned Nodal Officer (through hierarchy)

Assigned Cases List										
Print		PDF	Excel	Show	10	entries	Search:			
Sl.No	CINo	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List	Bench	Judge Name
1	APHC010389062010		2010-05-31	WP/ 12386 / 2010	to call for the records culminating in the Docket order dated 6.7.2009 in IA.No.638 of 2008 in OS.No.167 of 1946 on the file of the Senior Civil Judge,Kovur,Nellore District and quash the same by the issuance of a writ of Certiorari or any other appropriate writ order or direction and consequently direct the Learned Senior Civil Judge,Kovur, Nellore district to	63555	2010	2010-05-31	Single Bench	Hon'ble Judge : A RAMALINGESWARA RAO

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Assigned Cases List								
<input type="text"/>								
Case Name	Petitioner	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Orders	Action / Status
Case : A :SWARA	THE SOUTHERN INDIA EDUCATION TRUST	SPS NELLORE	INTERLOCUTORY (OTHER DEPARTMENTS)	PYDAKULA LEELAVATHI AMMAL & 33 OTHERS, (Deceased and Represented by LRs R-2 to R-5)\nW/o Subbaiah, Santhapet\nNellore District.	G V S GANESH	HARUA AKKINENI		<div>Update Status</div> <div>Default Instructions</div>

Step 3A: If click on **Update Status**, it will show the entire case details. i.e., entire history of the case. Then Drill down to the page and the details will be shown as below screen. If Selected **Pending** at **Case Status**

Upload Petition *

Browse...

No file selected.

Upload *.pdf files with size Less than 100MB only.

Parawise Remarks Submitted

---SELECT---




















































Counter Filed

---SELECT---

Action *

---SELECT---

Remarks:

B I U    Font Size... Font Family... Font Format...                                                

Case Status *

Pending

Step 3B: Submitted Parawise Remarks (YSE/NO), Counter Filed (YES/NO) and action (Parawise remarks / Counter Affidavit). Then give remarks and click on **Update Case details**. Then the case status will be updated and then go to Concerned GP.

Step 3C: If pending, the Concerned GP will update the Case status on daily basis. If the case was closed

Step 3D: If Case Status Selected as **Closed**, then it will ask for upload Judgement order Action Taken Order, if any appeal filed (YES/NO), if YES it will ask for Appeal file date, If NO select the Action and give Remarks and click on update case details as shown below.

The screenshot shows a web form for updating case details. A red box highlights the 'Case Status' dropdown menu, which is currently set to 'Closed'. Another red box highlights the 'Upload Judgement Order' section, which includes a 'Browse...' button, a file size limit of 100MB, and a 'Remarks' text area. Other sections visible include 'Upload Petition', 'Appeal Filed', and 'Action Taken Order'.

Step 3E: Then click on **Update Case Details**. Then the case will be sent to concerned Government Pleader.

Step 4: If click on **Submit Instructions** to update the case details on the below screen

Assigned Cases List

Case Name	Petitioner	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Orders	Action / Status
e : A : SWARA	THE SOUTHERN INDIA EDUCATION TRUST	SPS NELLORE	INTERLOCUTORY (OTHER DEPARTMENTS)	PYDAKULA LEELAVATHI AMMAL & 33 OTHERS, (Deceased and Represented by LRs R-2 to R-5)\nW/o Subbaiah, Santhapet\nNellore District.	G V S GANESH	HARUA AKKINENI		Update Status Submit Instructions

Step 5A: The below screen will be shown to give instructions to the concerned Nodal officer for further process the case. Then click on **Submit** button.

✔ Instructions data saved successfully.

Submit New Instruction

Instructions:

Submit

Instructions submitted

Sl.No	Description	Submitted On
1.	test test	25-07-2022 10:35:59

Step 5B: Then the case will sent to the concerned GP for further instructions and other inputs on the case.

Step 6: At the **step 2 (Point No. 5)** if the case is disposed the below details will be shows

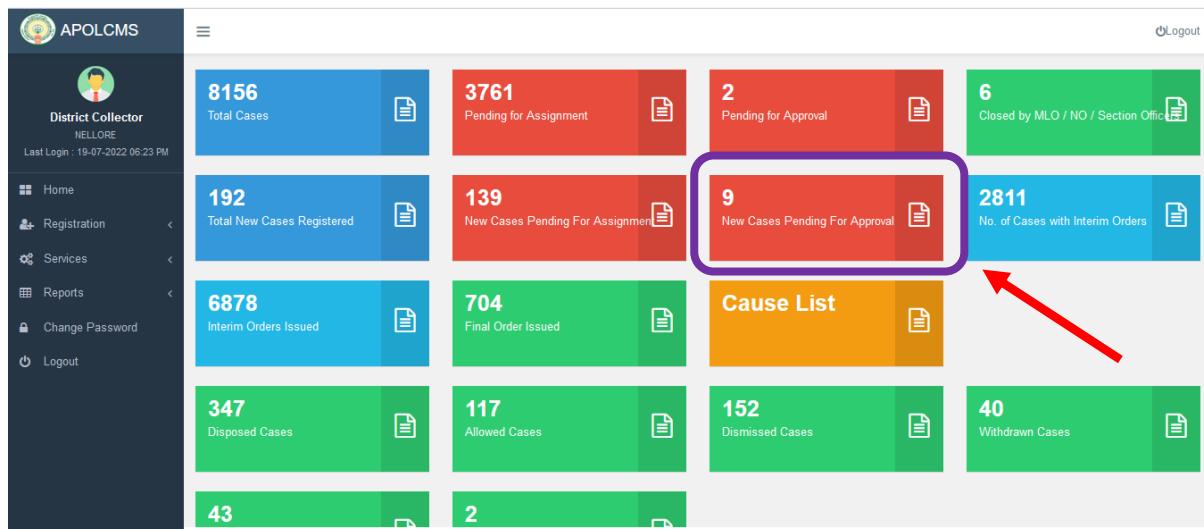
Final order, All Court Proceedings, etc., as below

e : A :SWARA	THE SOUTHERN INDIA EDUCATION TRUST	SPS NELLORE	INTERLOCUTORY (OTHER DEPARTMENTS)	OTHERS, (Deceased and Represented by LRs R-2 to R-5)\nW/o Subbaiah, Santhapet\nNellore District.	G V S GANESH	HARIJA AKKINENI	Update Status Submit Instructions
e : RAVI PATI	D V V S N RAJU	VISAKHAPATNAM	FOR WITHDRAWAL	The State of Andhra Pradesh,, Rep by its Principal Secretary, Social Welfare Department, Velagapudi, Guntur District, A.P.	KOLUSU RAVIKIRAN KUMAR	GP FOR SOCIAL WELFARE	<div> Final Order Dt.25-04-2022 - Court Proceedings Dt.25-04-2022 - Court Proceedings Dt.25-11-2021 - Court Proceedings Dt.20-10-2021 </div> <div> Update Status Submit Instructions </div>

6. New cases pending for approval

To update the New Cases

Step 1 : Click on the New cases Pending for Approval as shown below



Step 2: Select the case and it can be assigned to the Nodal officer concerned as shown in the existing work flow as per hierarchy.

7. MIS REPORTS

Relevant reports has shown in the **Reports** tab.

Sl.No	Department Code	Department	Employee Name	Designation	Mobile No	eMail
1.	AGC01	AGRICULTURE AND MARKETING	SUJATHA DATTI	DEPUTY SECRETARY TO GOVERNMENT	8978276544	sujathadatti64@gmail.com
2.	AHF01	ANIMAL HUSBANDRY, DAIRY DEVELOPMENT AND FISHERIES	B DHARMA RAO	ASSISTANT SECRETARY	9100989174	b.dharmarao@gov.in
3.	BCW01	BACKWARD CLASSES WELFARE	S E RAJU	DEPUTY SECRETARY TO GOVERNMENT	9885213155	erimiaraju.s@gov.in
4.	EFS01	ENVIRONMENT, FOREST, SCIENCE AND TECHNOLOGY	PERLA PHALA CHANDRA RAO	JOINT SECRETARY TO GOVT	7032957942	phalachandrarao.p@gov.in
5.	EHE01	HUMAN RESOURCES (HIGHER EDUCATION)	RAGHUVEERANJANEYULU BOREDDYGARI	DEPUTY SECRETARY TO GOVERNMENT	9703216999	raghuveer.b@gov.in
6.	ENE01	ENERGY	KUMARA REDDY B A V P	DEPUTY SECRETARY TO GOVERNMENT	9849908581	kumara.reddy@gov.in

➤ Cases related reports all types:-

- Cases abstract Report (legacy)
- Cases abstract report (new)
- Case Processing Status
- Contempt cases report
- HC Orders issued report

- **Employee related reports:-**
 - Officers registered (Nodal Officers, MLOs)
 - E-Office Employees report