Andhra Pradesh Online Legal Cases Monitoring System (OLCMS)

User Manual for SECTION OFFICER (District)

(Ver-1.1)

Contents

1. Login 3

2. Dashboard 4

3. Cause List 5

4. Services 6

A. Assigned Cases 6

B. Instructions to Government Pleader 10

5. Reports 13

A. Officers Registered 13

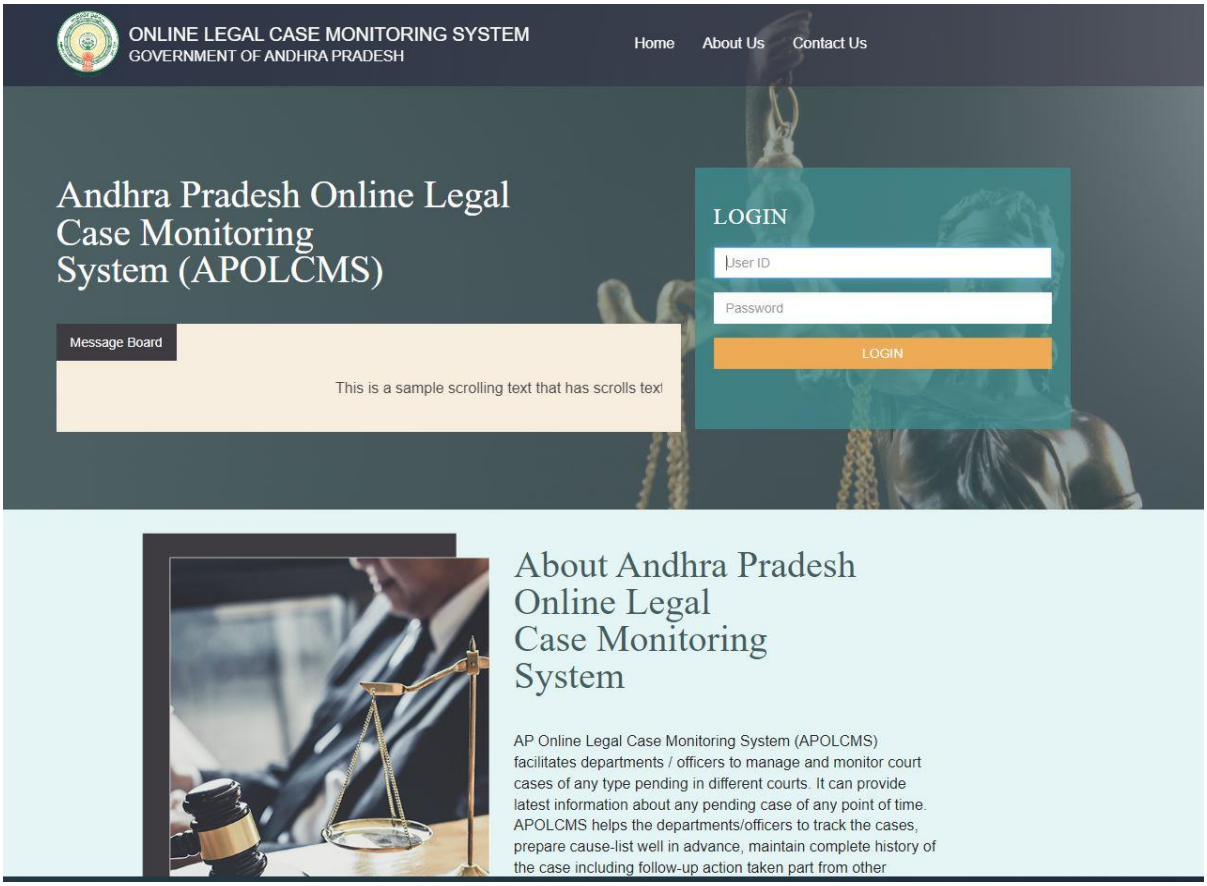
B. Closed Cases Report 15

C. High Court Cause List 16

1. Login

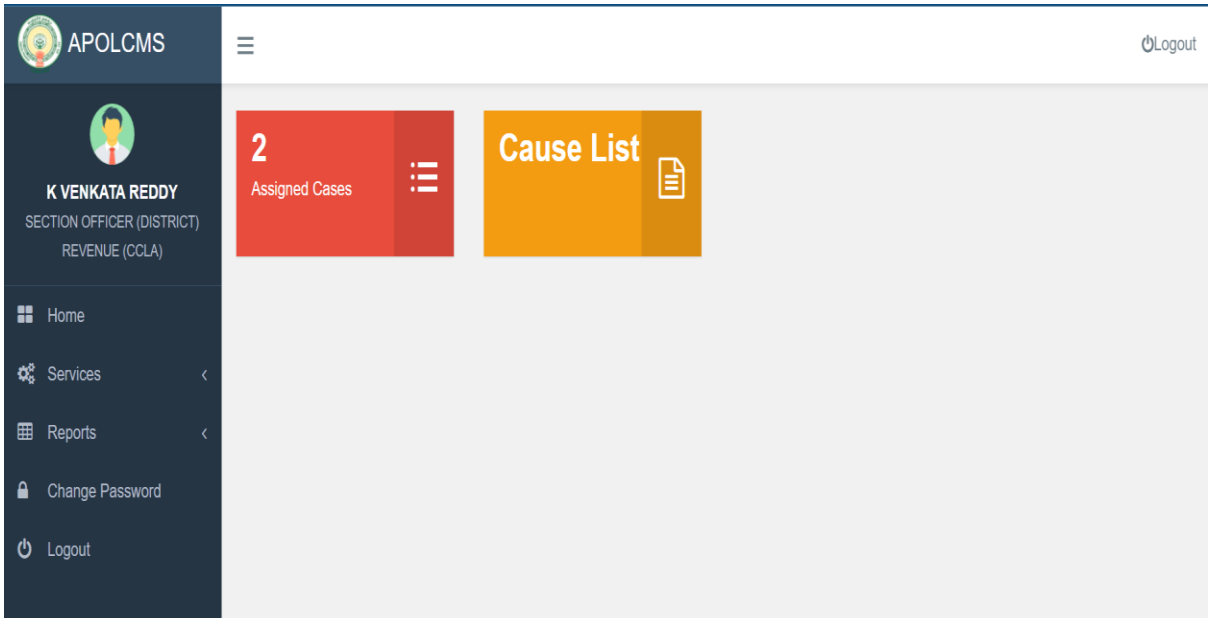
Step 1: Go to the web browser and enter the URL: https://apolcms.ap.gov.in

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



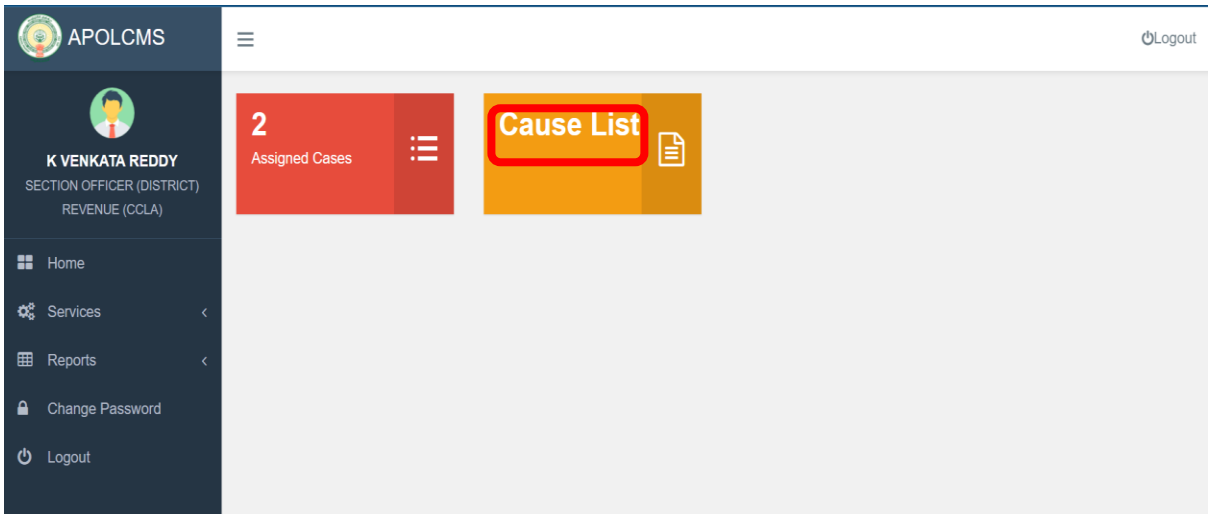
2. Dashboard

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

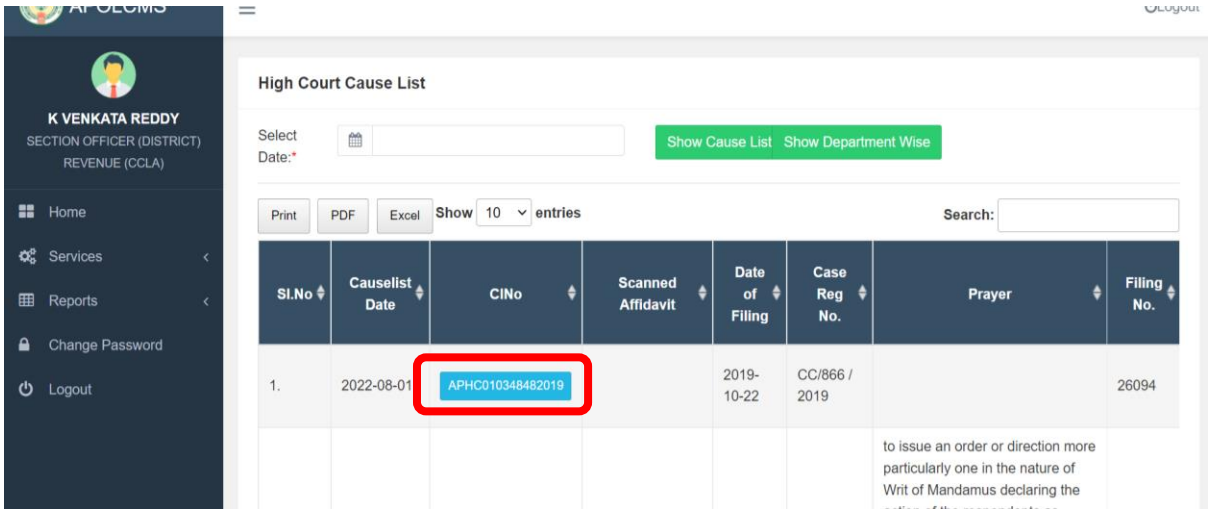


3. Cause List

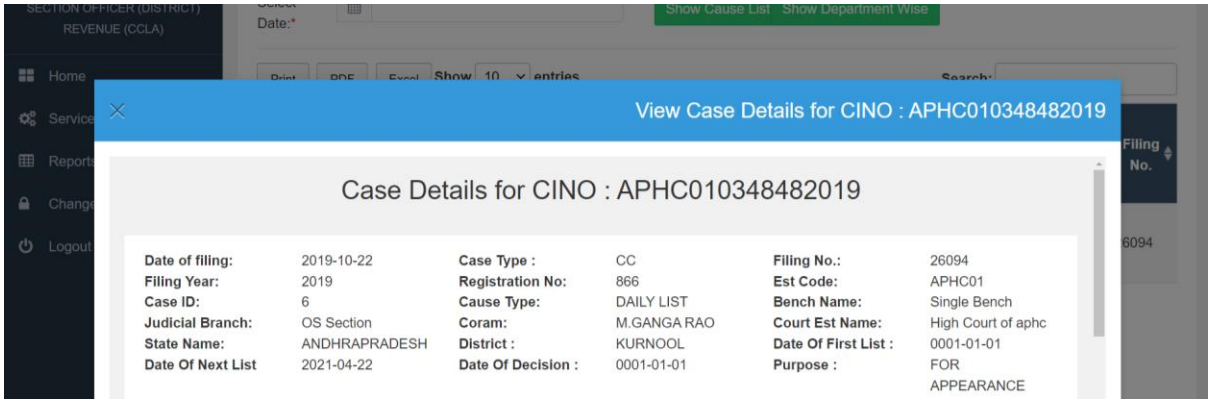
Step 1: Click on **Cause List**.



You will be redirected to the page shown below.



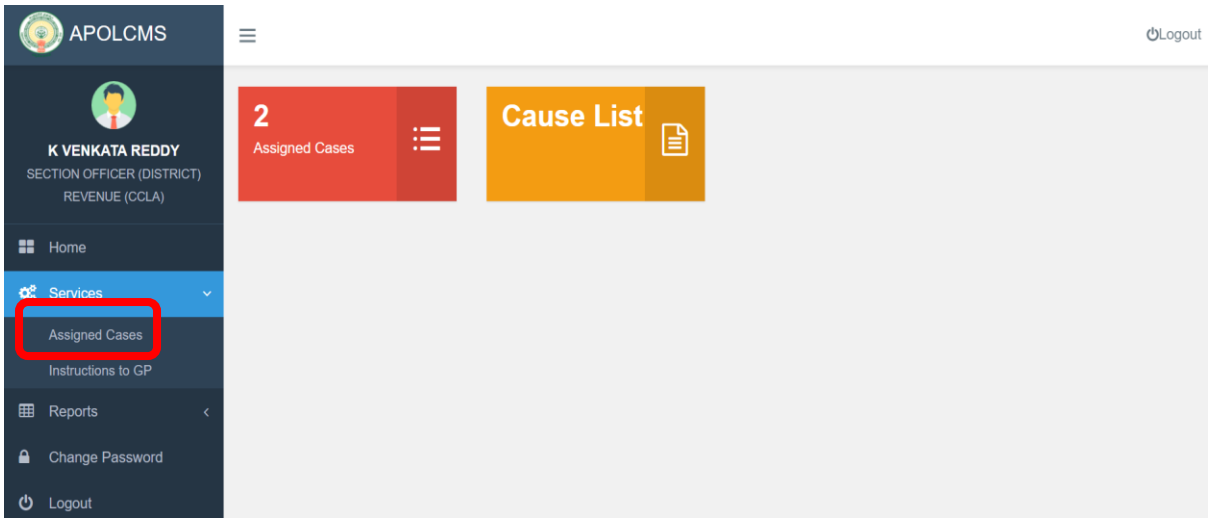
To view case details, click on **CI No.** (as shown above). The case details will be displayed via a pop-up window.



4. Services

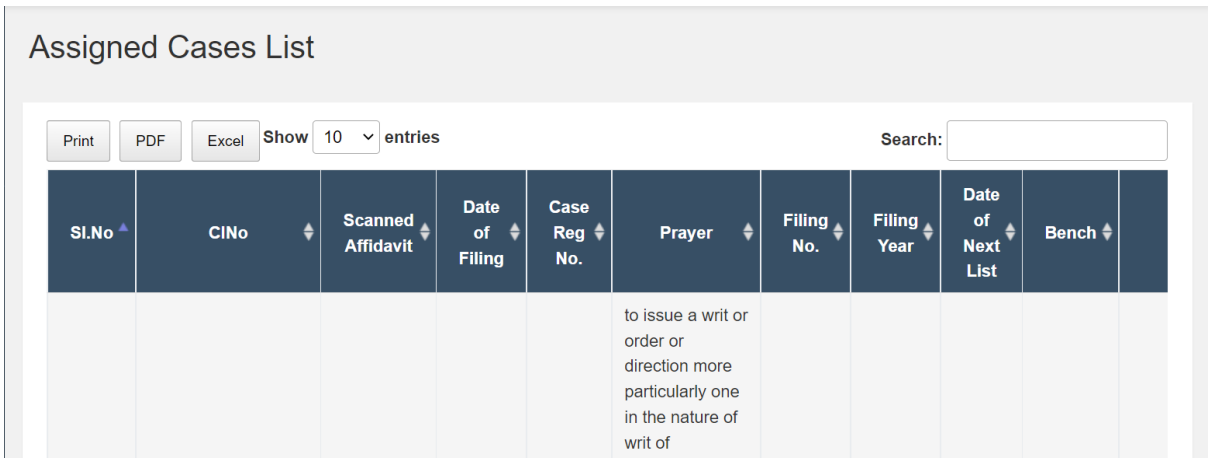
A. Assigned Cases

Step 1: On the left-hand side menu, go to **Services**, and select **Assigned Cases**.



The list of cases forwarded for getting approval will be displayed.

1.



2.

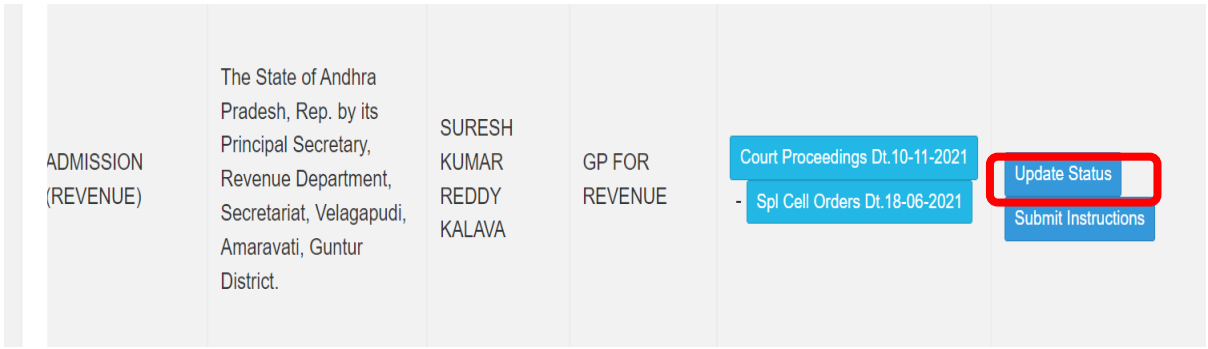
1	APHC010196912021		2021-06-15	WP/11211/2021	the Representations dated 13.03.2021 and 06.02.2020 for changing the name in the online records, as illegal, arbitrary, unconstitutional and principles of natural justice, and	15462	2021	2021-06-15	Single Bench	Hon'l D.V.S

3.

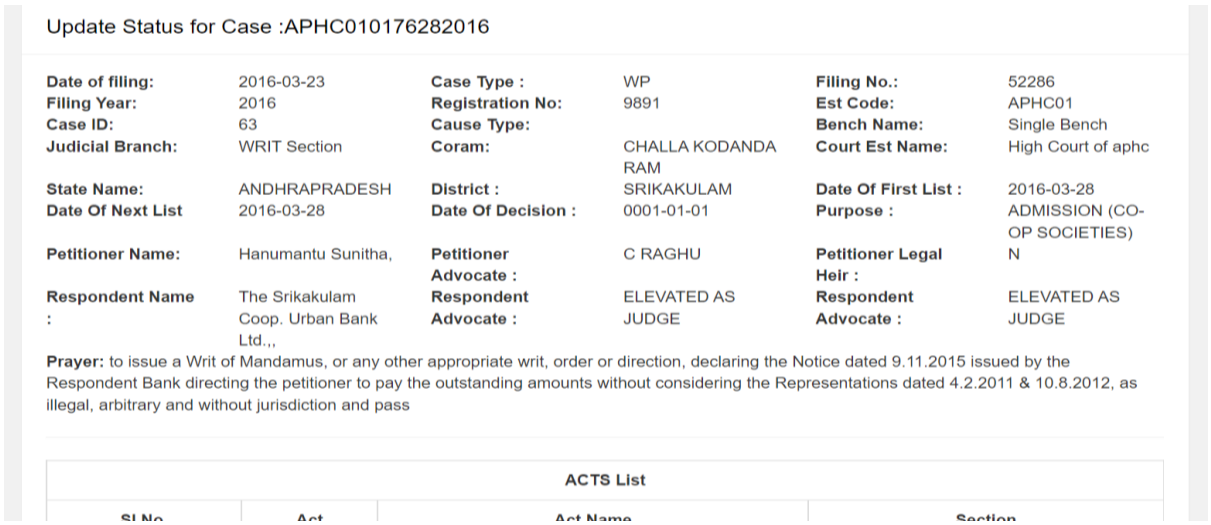
ADMISSION (REVENUE)	The State of Andhra Pradesh, Rep. by its Principal Secretary, Revenue Department, Secretariat, Velagapudi, Amaravati, Guntur District.	SURESH KUMAR REDDY KALAVA	GP FOR REVENUE	Court Proceedings Dt.10-11-2021 - Spl Cell Orders Dt.18-06-2021	Update Status	Submit Instructions

To view case details, click on **CI No.** The case details and activities will be shown as follows:

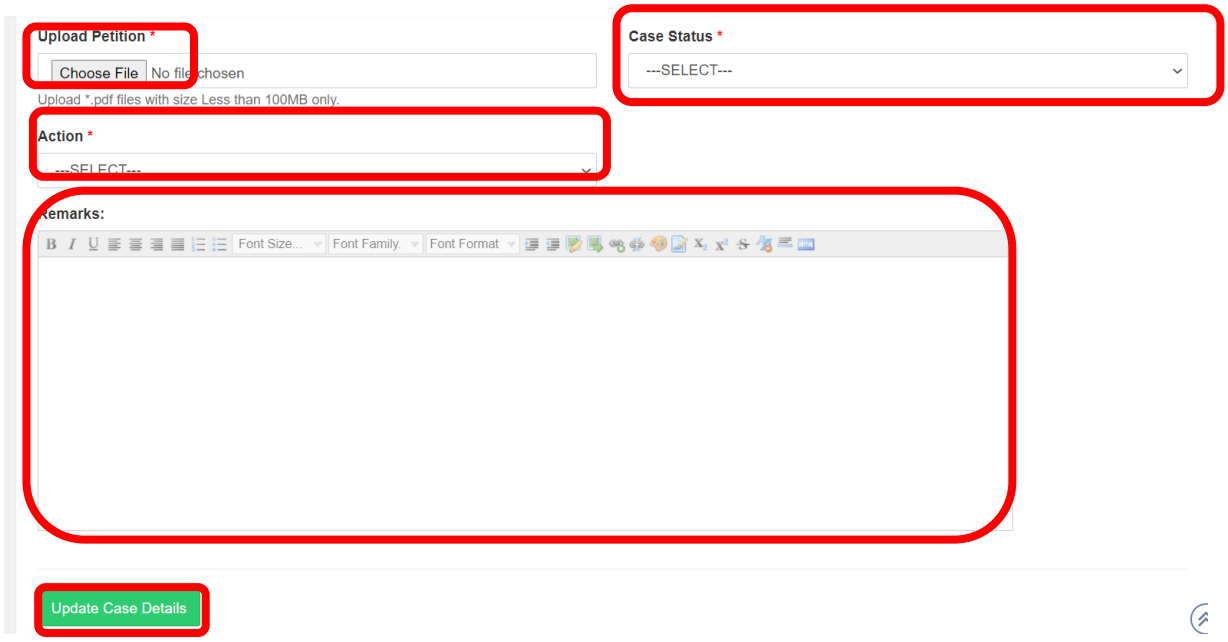
To update status of a particular, click on **Update Status**. Upload the Petition, select **Case Status** (Pending or Closed), **Action** (Parawise Remarks or Counter Affidavit), add **Remarks** (if any), and click on **Update Case Details**.



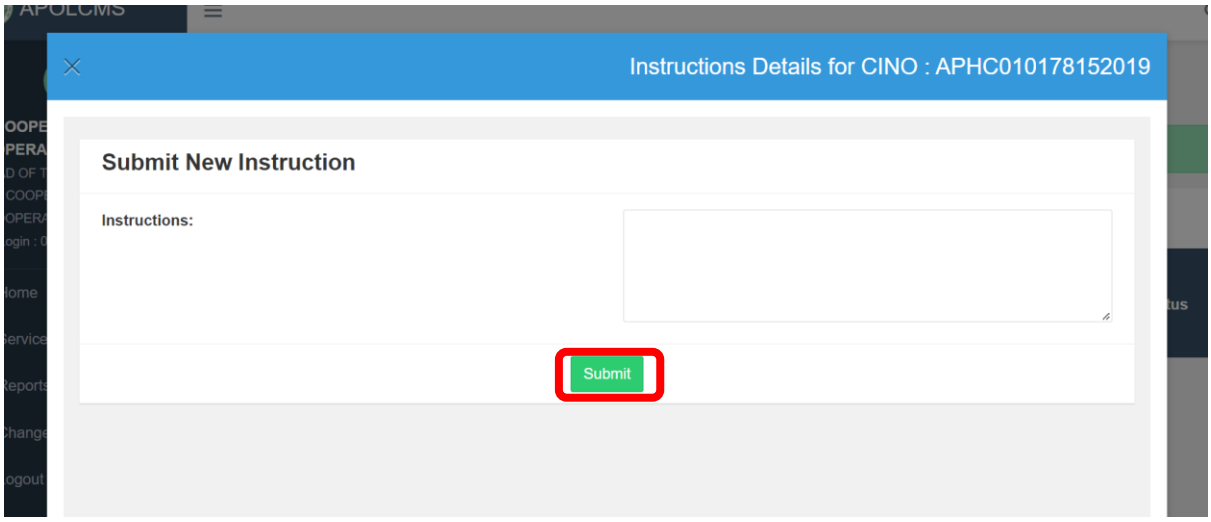
1.



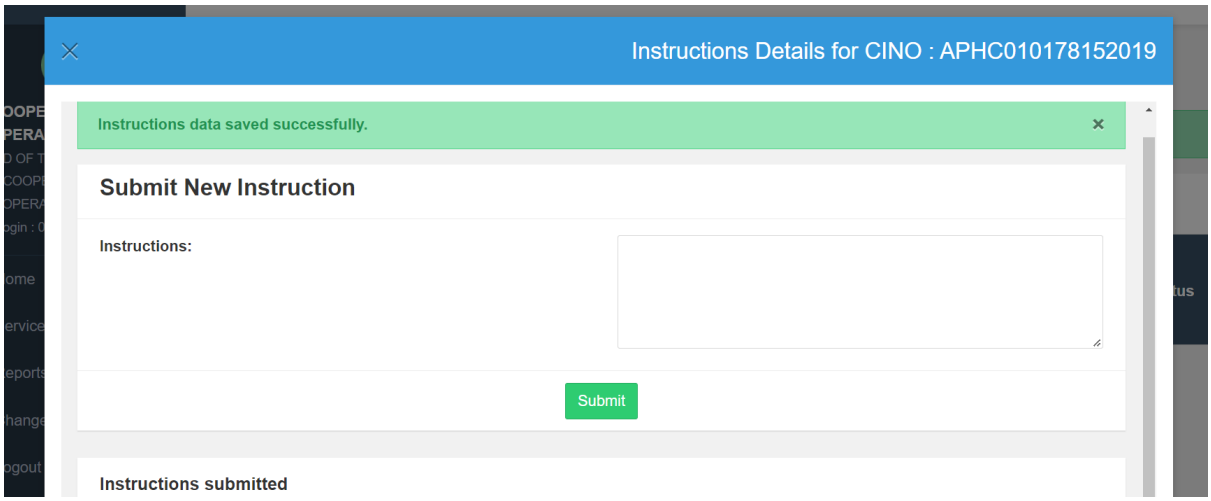
2.



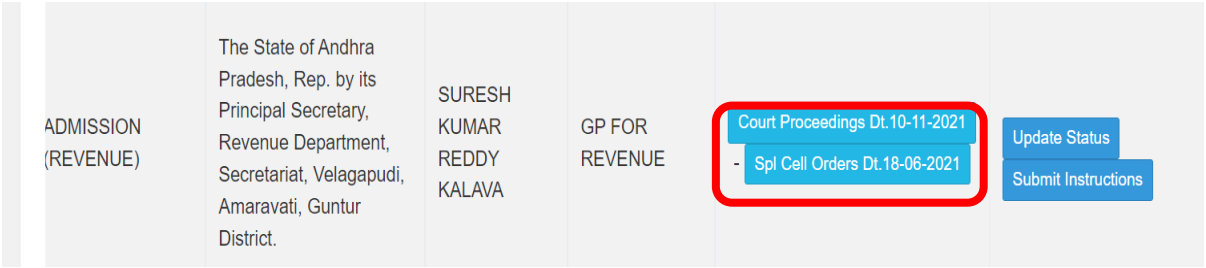
To submit instructions related to a case, click on **Submit Instructions**.



Type in the instruction in the field given and click on Submit. On submission, a success message will be displayed as follows.

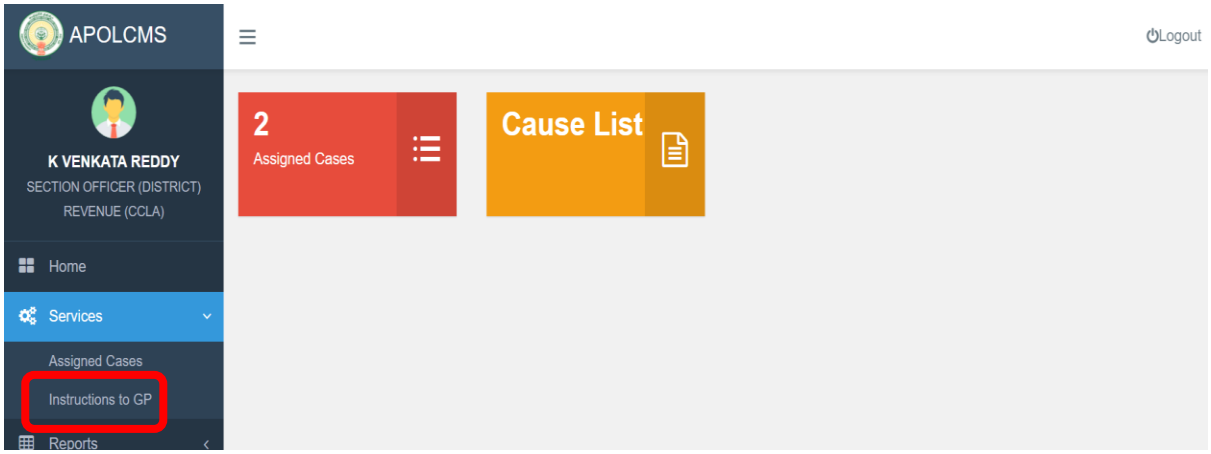


To view court proceedings of a particular date related to a case, click on **Court Proceedings Dt. dd-mm-yyyy**. To view orders of a particular date related to a case, click on **Spl Cell Orders Dt. dd-mm-yyyy**.



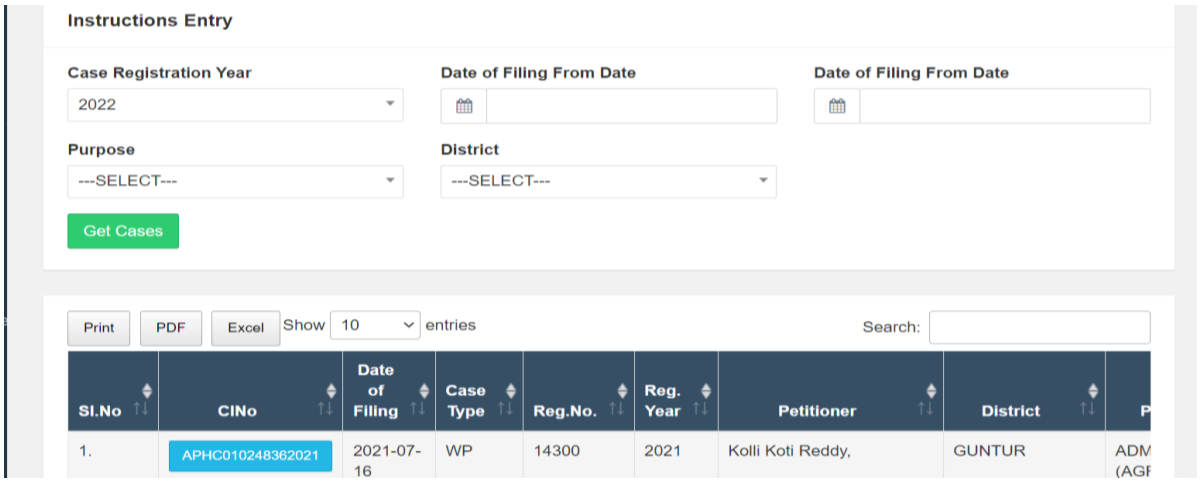
B. Instructions to Government Pleader

Step 1: On the left-hand side menu, go to **Services**, and select **Instructions to GP**.

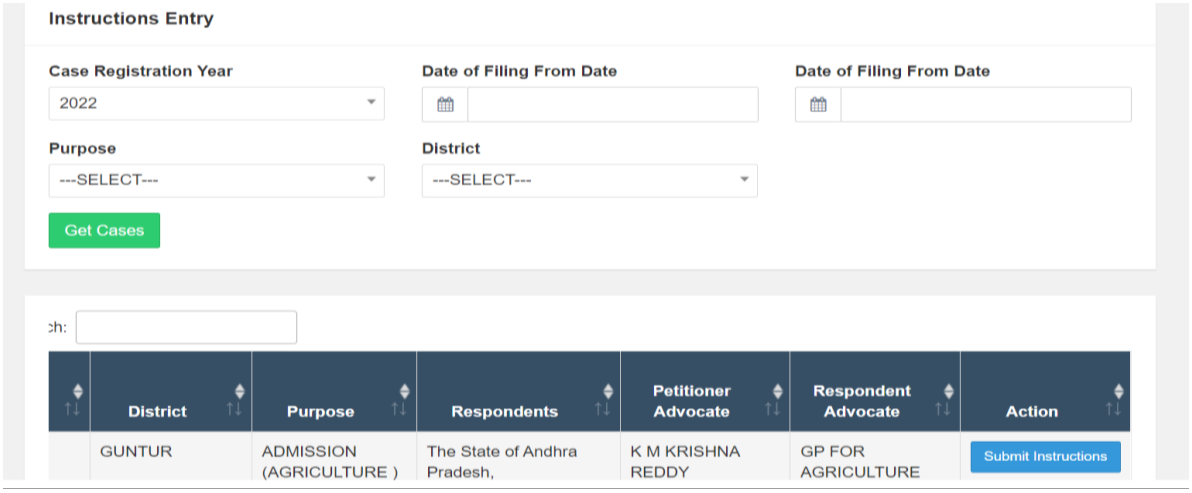


The details of cases of a particular Department will be displayed.

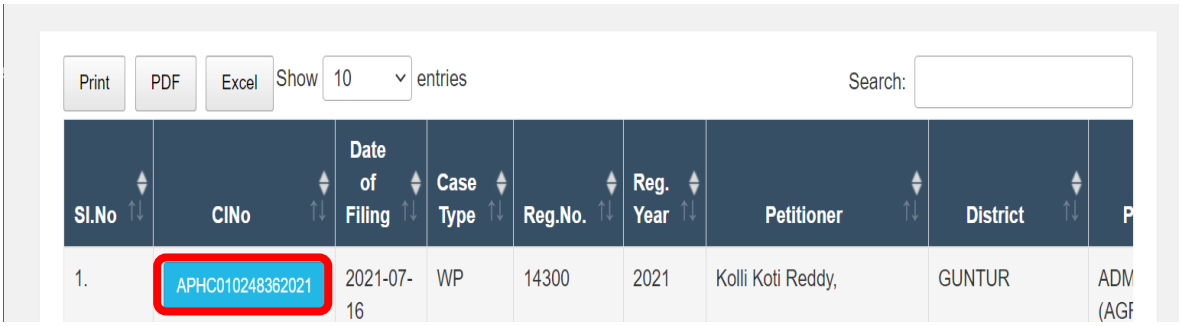
1.



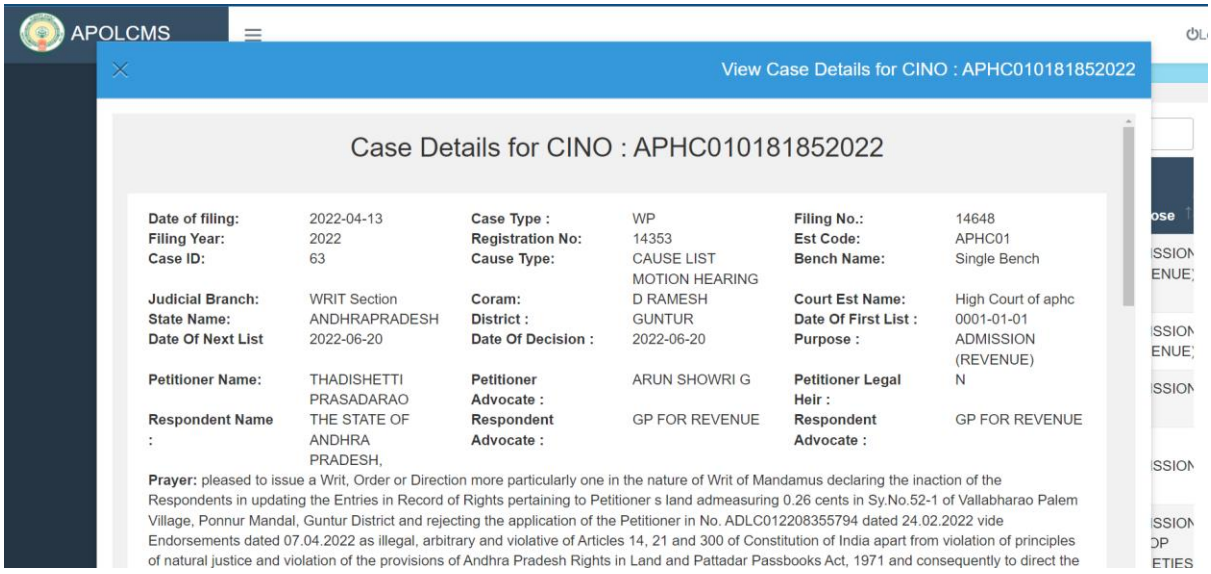
2.



To view existing case details in an elaborate manner, you can click on the corresponding **CI No.** (as shown below)**.**

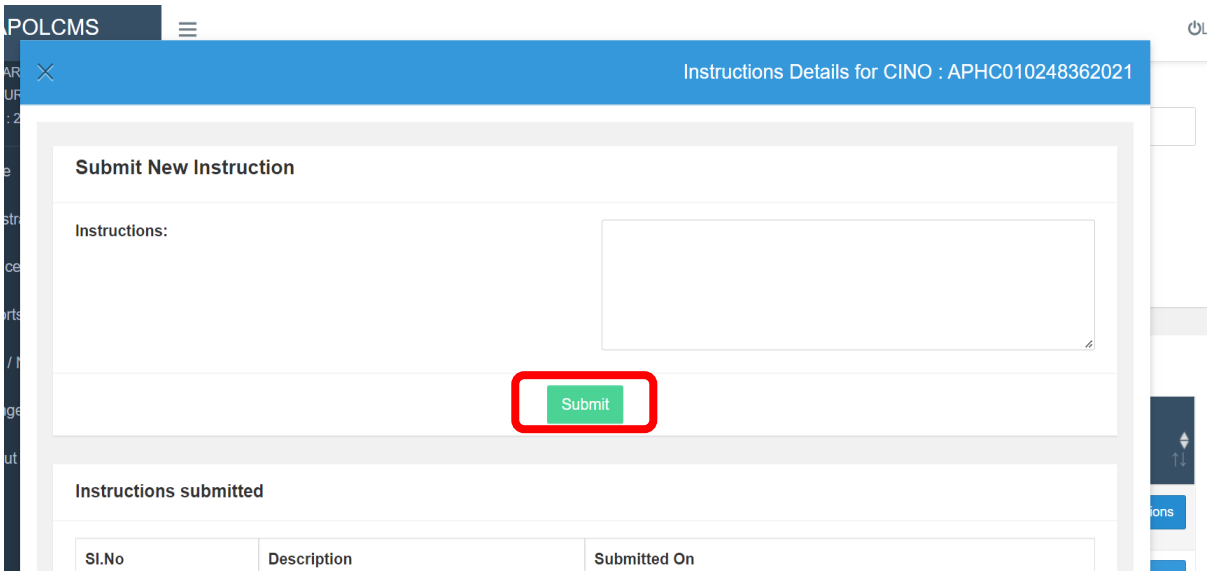


A pop-up window will open, displaying the case details as shown below.



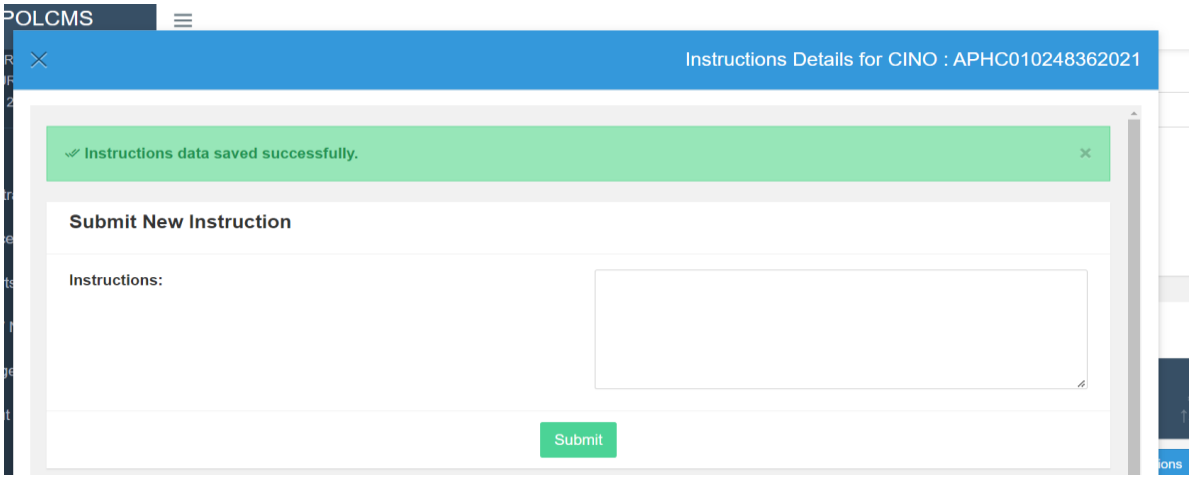
Step 2: Click on **Submit Instructions** as shown below.

A popup window will be displayed as shown below.



Step 3: Type in the instructions and click on **Submit**.

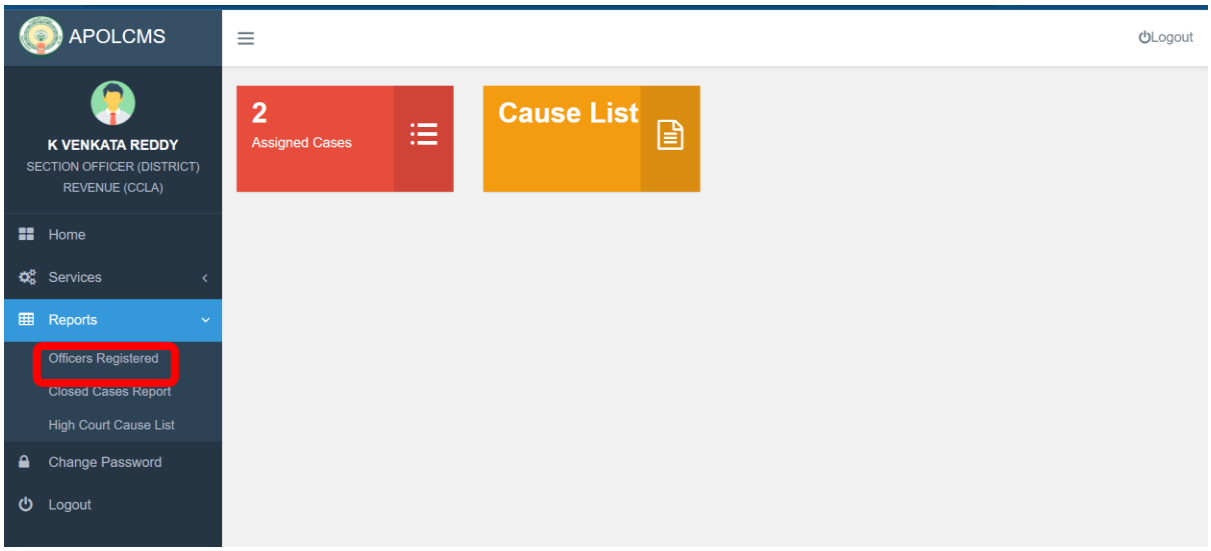
On submission, the instructions data for the Government Pleader will be updated, and a success message will be displayed as shown below. Further instructions can also be re-submitted after this.



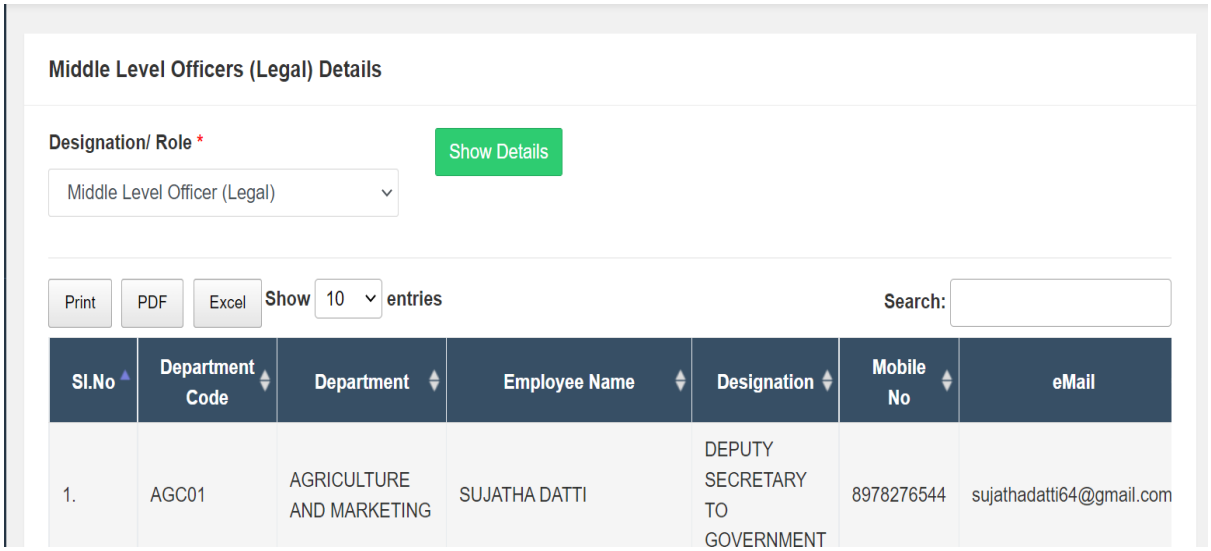
5. Reports

A. Officers Registered

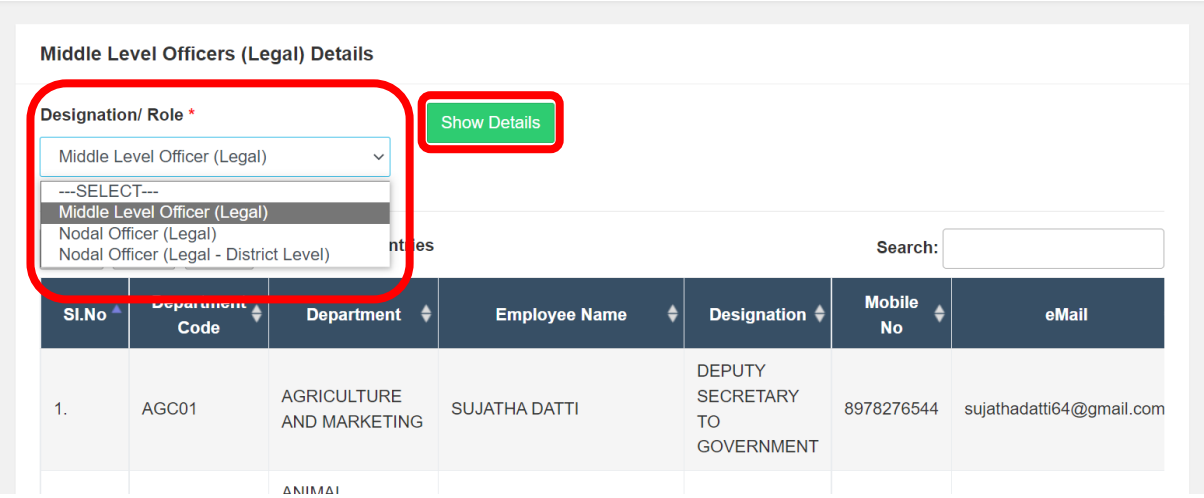
Step 1: On the left-hand side menu, go to **Reports**, and select **Officers Registered**.



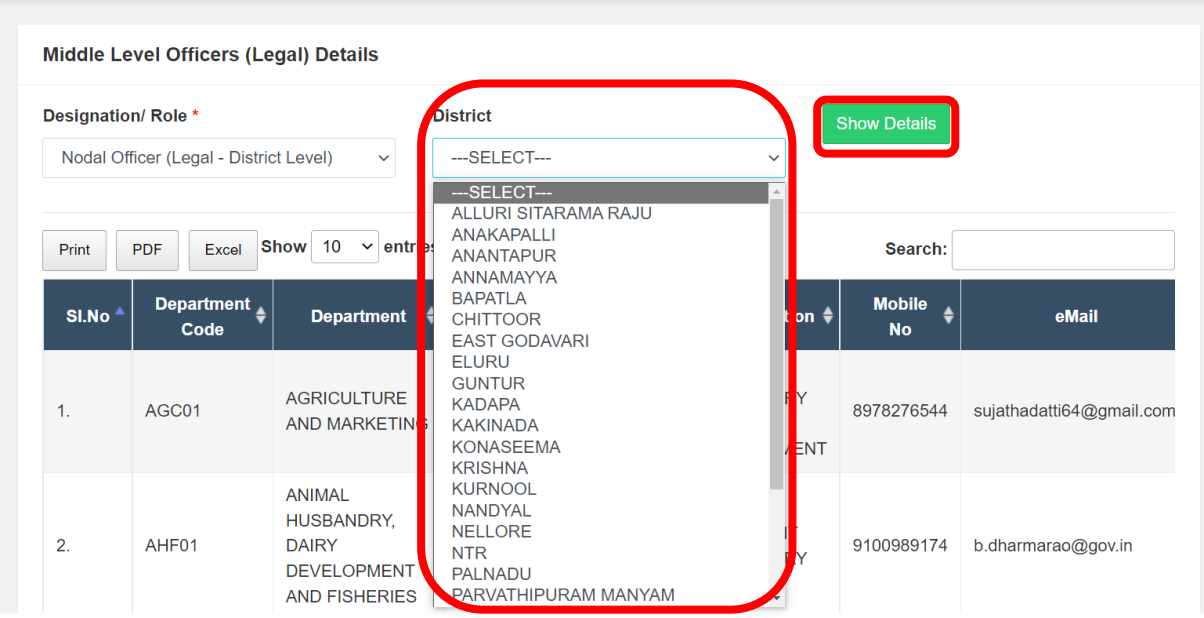
The details of all officers (MLOs and Nodal) registered from a particular Department will be displayed.



Step 2: The default list displayed will be of MLOs. For viewing other options, select **Designation/Role** from the drop down list.



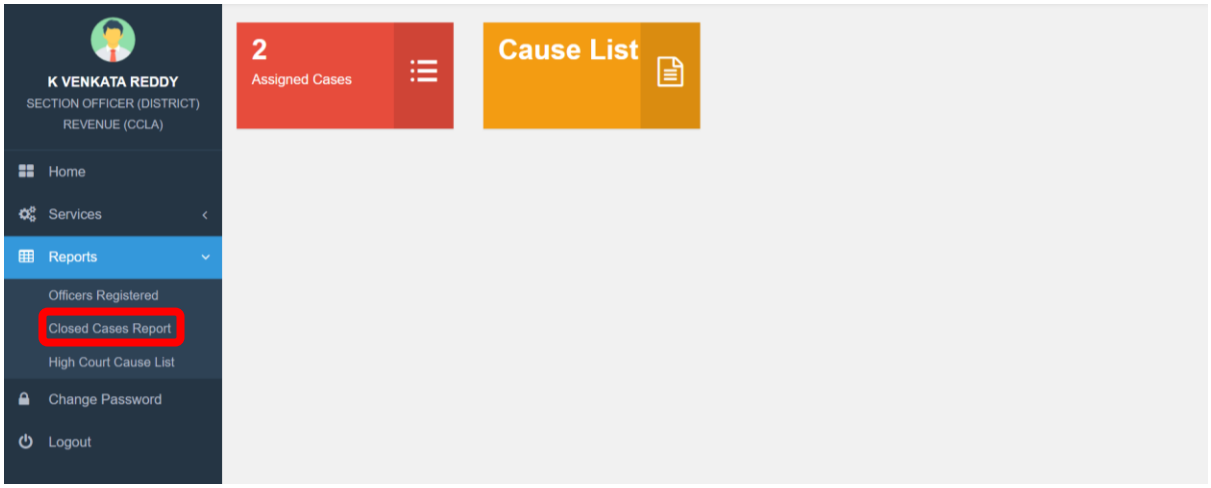
For District Level Nodal Officers, select **District** as well using the drop down list.



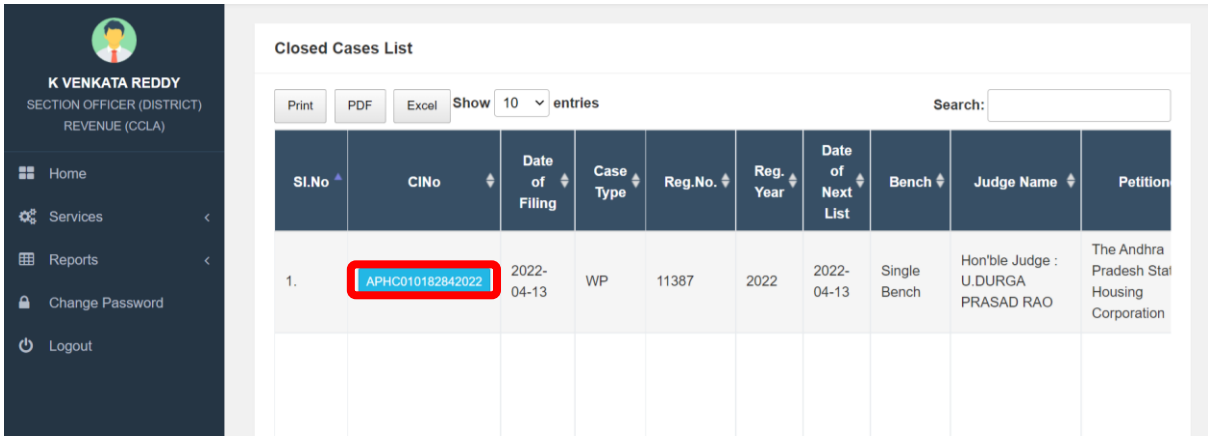
Select **Show Details**.

B. Closed Cases Report

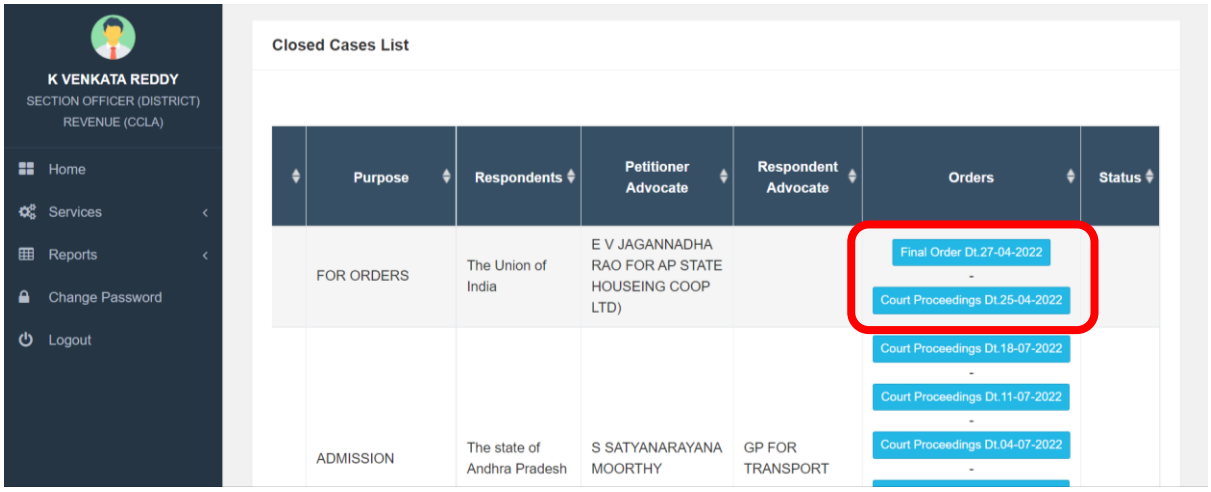
Step 1: On the left-hand side menu, go to **Reports**, and select **High Court Cause List**.



1.



2.

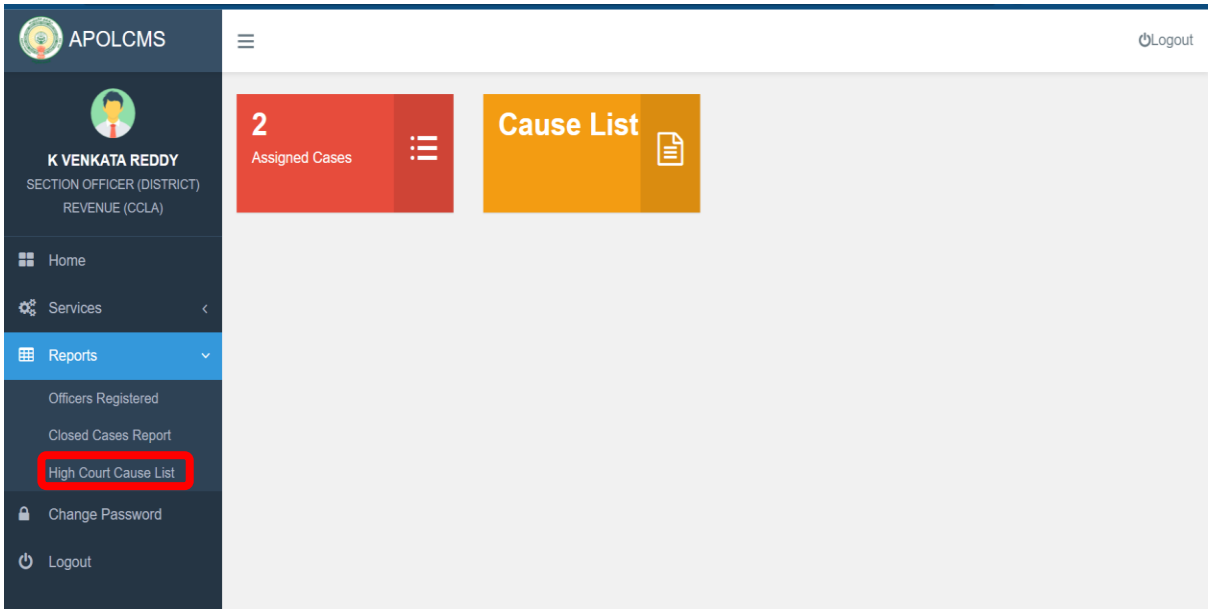


To view case details, click on **CI No.** The case details and activities will be shown as follows:

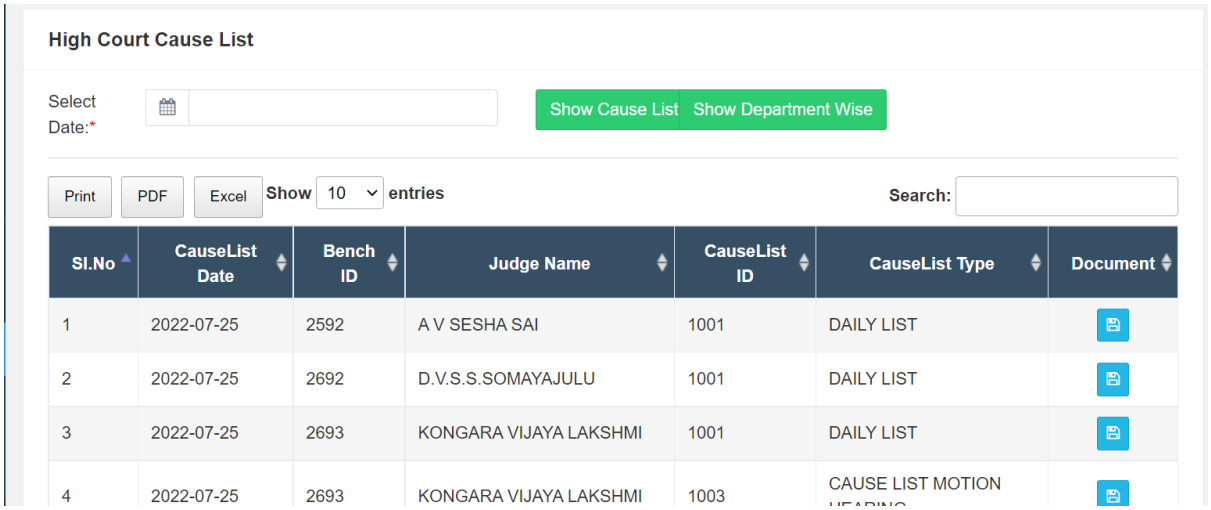
To view court proceedings of a particular date related to a case, click on **Court Proceedings Dt. dd-mm-yyyy**. To view **special or final** orders of a particular date related to a case, click on **Spl Cell Orders Dt. dd-mm-yyyy/Final Order Dt. dd-mm-yyyy**.

C. High Court Cause List

Step 1: On the left-hand side menu, go to **Reports**, and select **High Court Cause List**.



The detailed cause list of high court cases will be displayed.



High Court Cause List

Select Date:* Show Cause List Show Department Wise

Print PDF Excel Show 10 entries Search:

Sl.No	CauseList Date	Bench ID	Judge Name	CauseList ID	CauseList Type	Document
1	2022-07-25	2592	A V SESHA SAI	1001	DAILY LIST	
2	2022-07-25	2692	D.V.S.S.SOMAYAJULU	1001	DAILY LIST	
3	2022-07-25	2693	KONGARA VIJAYA LAKSHMI	1001	DAILY LIST	
4	2022-07-25	2693	KONGARA VIJAYA LAKSHMI	1003	CAUSE LIST MOTION	