



Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)

User Manual for SECTION OFFICER
(Ver-1.1)

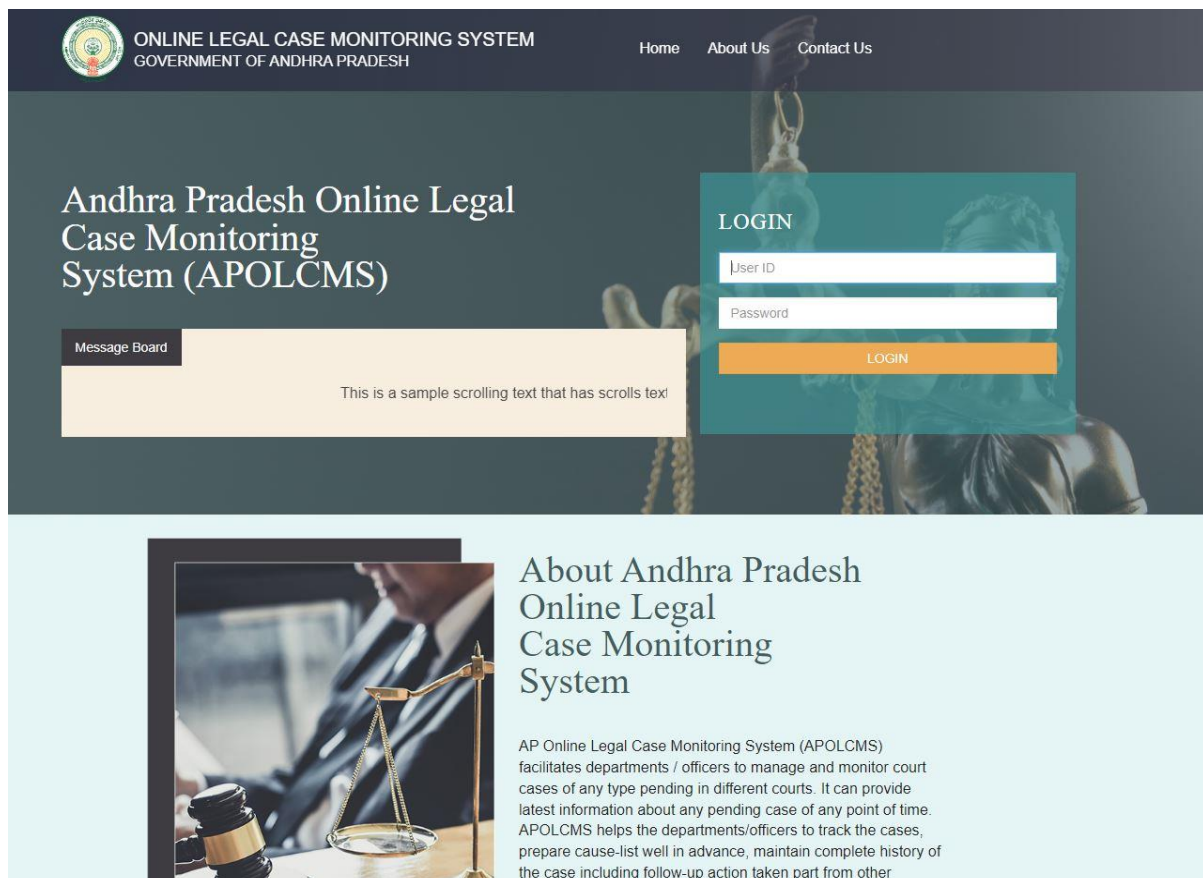
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1. Login

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**.



ONLINE LEGAL CASE MONITORING SYSTEM
GOVERNMENT OF ANDHRA PRADESH

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Andhra Pradesh Online Legal Case Monitoring System (APOLCMS)

Message Board

This is a sample scrolling text that has scrolls text!

LOGIN

User ID

Password

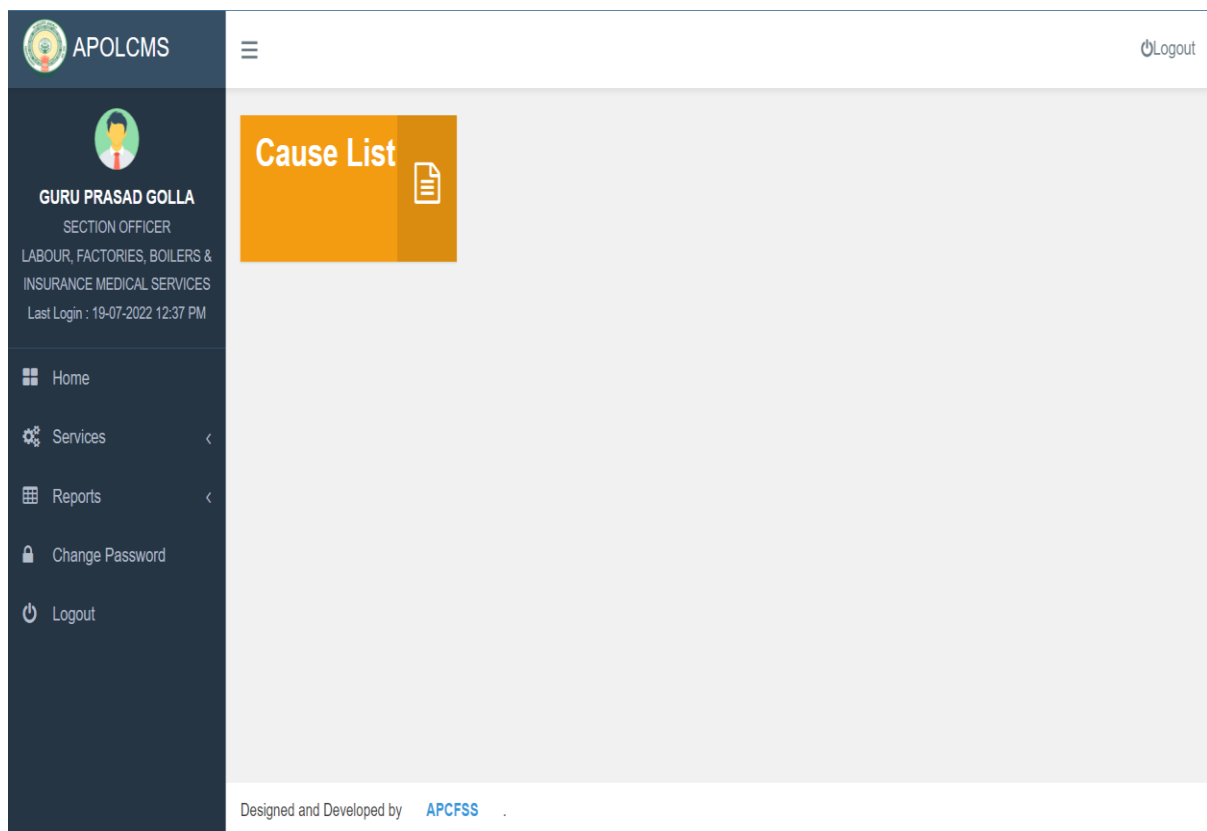
LOGIN

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

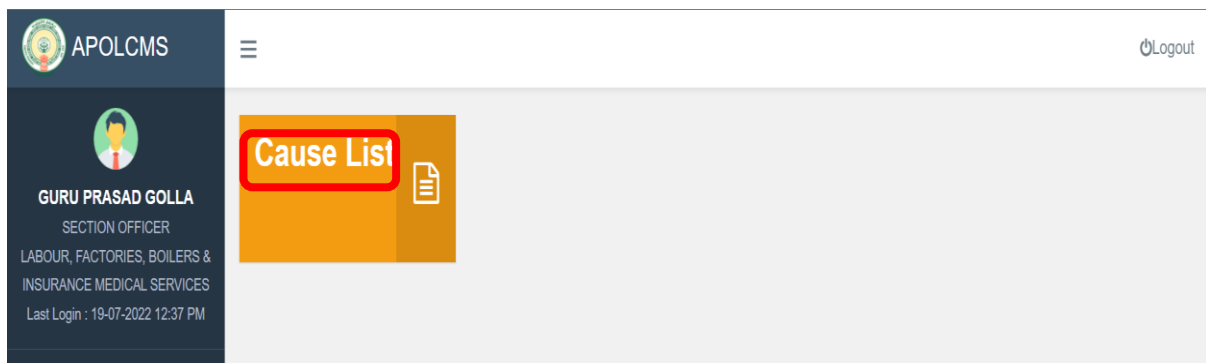
2. Dashboard

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



3. Cause List

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



You will be redirected to the page shown below.

The screenshot shows the 'High Court Cause List' page. It includes a search bar, a date selector, and buttons for 'Show Cause List' and 'Show Department Wise'. Below these are buttons for 'Print', 'PDF', 'Excel', and a 'Show' dropdown set to '10' entries. A table displays the cause list with columns: Sl.No, Causelist Date, CINO, Scanned Affidavit, Date of Filing, Case Reg No., Prayer, Filing No., Filing Year, Date of Next List, and Bench. The first entry is highlighted, and its 'CINO' value, 'APHC010335012022', is circled in red.

Sl.No	Causelist Date	CINO	Scanned Affidavit	Date of Filing	Case Reg No.	Prayer	Filing No.	Filing Year	Date of Next List	Bench
1.	2022-07-25	APHC010335012022		2022-07-11	WP/20247 / 2022		27278	2022	2022-07-11	Single Bench

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

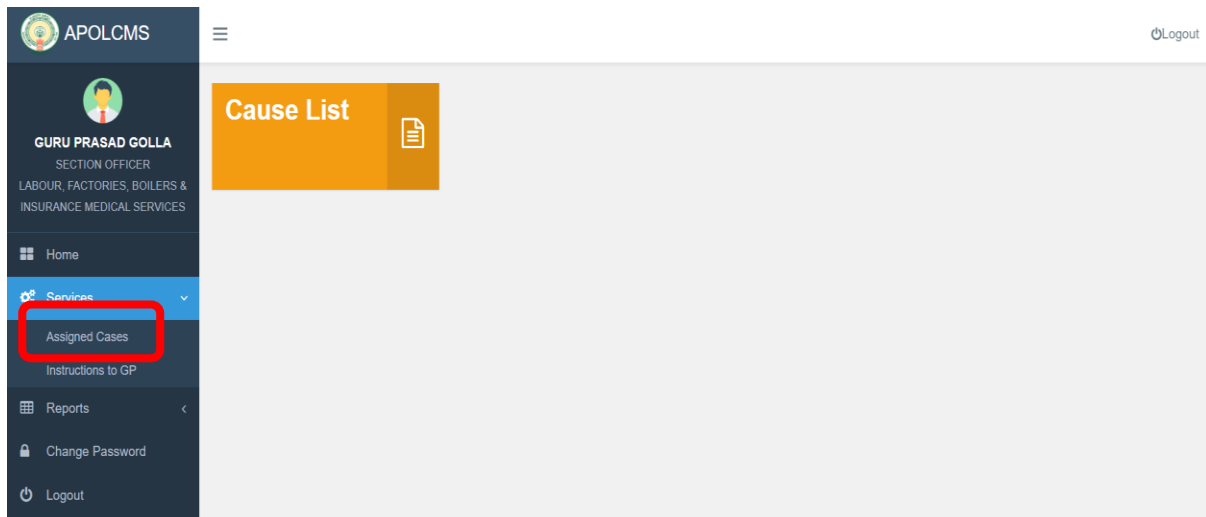
The screenshot shows a pop-up window titled 'View Case Details for CINO : APHC010335012022'. It displays the following case details:

Case Details for CINO : APHC010335012022			
Date of filing:	2022-07-11	Case Type :	WP
Filing Year:	2022	Registration No:	20247
Case ID:	63	Cause Type:	CAUSE LIST
Judicial Branch:	WRIT Section	Coram:	MOTION HEARING
State Name:	ANDHRAPRADESH		KONGARA VIJAYA
Date Of Next List	2022-07-20		LAKSHMI
		District :	VISAKHAPATNAM
		Date Of Decision :	0001-01-01
		Filing No.:	27278
		Est Code:	APHC01
		Bench Name:	Single Bench
		Court Est Name:	High Court of aphc
		Date Of First List :	0001-01-01
		Purpose :	ADMISSION

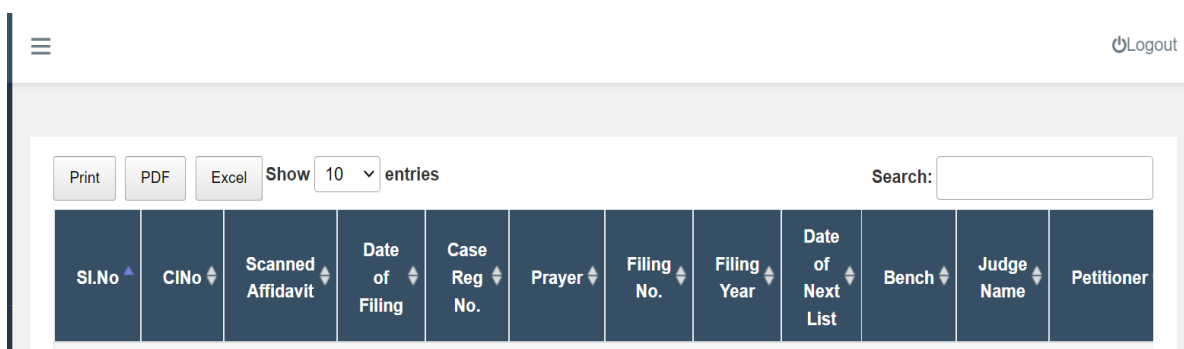
4. Services

A. Assigned Cases

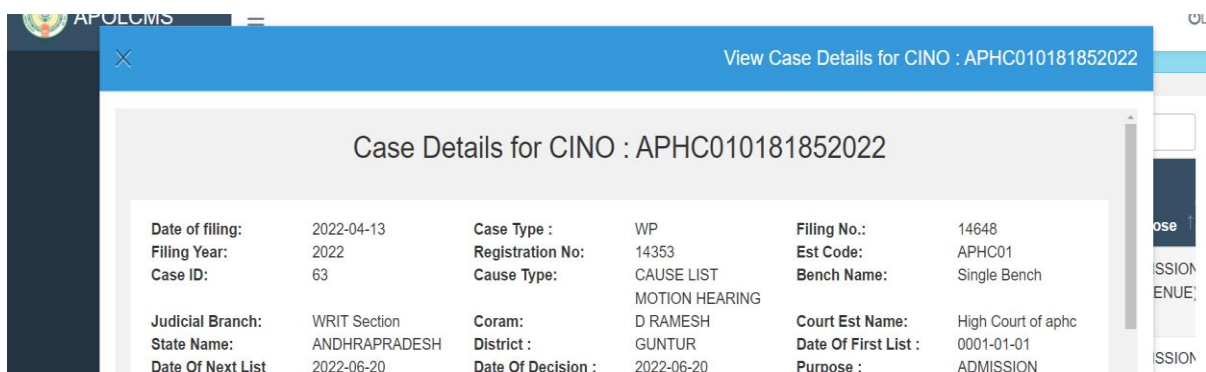
Step 1: On the left-hand side menu, go to **Services**, and select **Assigned Cases**.



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

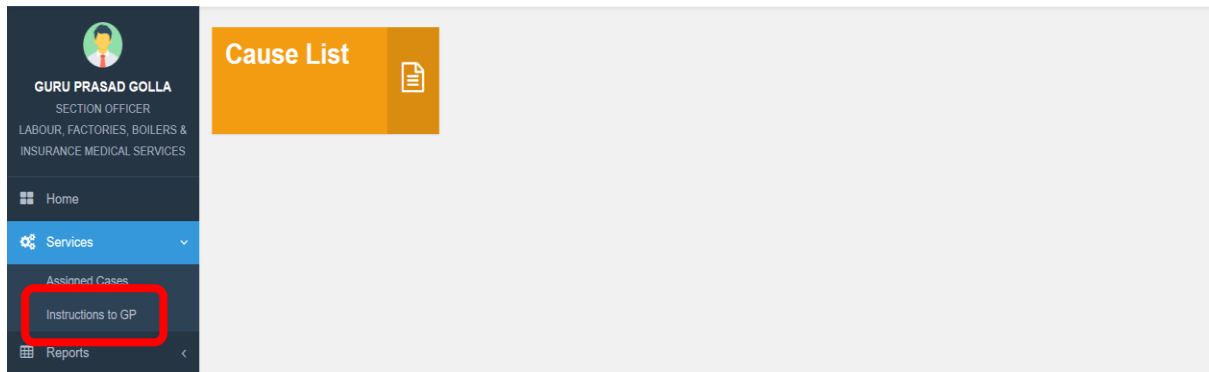


To view case details, click on **CI No.** The case details and activities will be shown as follows:



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.

Instructions Entry

Case Registration Year: 2022

Date of Filing From Date:

Purpose: ---SELECT---

District: ---SELECT---

Print PDF Excel Show 10 entries Search:

Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	P
1.	APHC010248362021	2021-07-16	WP	14300	2021	Kolli Koti Reddy,	GUNTUR	ADM (AGF

2.

Instructions Entry

Case Registration Year: 2022

Date of Filing From Date:

Purpose: ---SELECT---

District: ---SELECT---

ch:

District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
GUNTUR	ADMISSION (AGRICULTURE)	The State of Andhra Pradesh,	K M KRISHNA REDDY	GP FOR AGRICULTURE	<input type="button" value="Submit Instructions"/>

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

Print

PDF

Excel

Show 10 entries

Search:

Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	P
1.	APHC010248362021	2021-07-16	WP	14300	2021	Kolli Koti Reddy,	GUNTUR	ADM (AGF

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

APOLCMS

View Case Details for CINO : APHC010181852022

Case Details for CINO : APHC010181852022

Date of filing:	2022-04-13	Case Type :	WP	Filing No.:	14648
Filing Year:	2022	Registration No:	14353	Est Code:	APHC01
Case ID:	63	Cause Type:	CAUSE LIST	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	MOTION HEARING		Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	Coram:	D RAMESH	Date Of First List :	0001-01-01
Date Of Next List	2022-06-20	District :	GUNTUR	Purpose :	ADMISSION (REVENUE)
Petitioner Name:	THADISHETTI PRASADARAO	Date Of Decision :	2022-06-20	Petitioner Legal Heir :	N
Respondent Name :	THE STATE OF ANDHRA PRADESH,	Petitioner Advocate :	ARUN SHOWRI G	Respondent Advocate :	GP FOR REVENUE

Prayer: pleaded to issue a Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring the inaction of the Respondents in updating the Entries in Record of Rights pertaining to Petitioner s land admeasuring 0.26 cents in Sy.No.52-1 of Vallabharao Palem Village, Ponnur Mandal, Guntur District and rejecting the application of the Petitioner in No. ADLC012208355794 dated 24.02.2022 vide Endorsements dated 07.04.2022 as illegal, arbitrary and violative of Articles 14, 21 and 300 of Constitution of India apart from violation of principles of natural justice and violation of the provisions of Andhra Pradesh Rights in Land and Pattadar Passbooks Act, 1971 and consequently to direct the

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

ch:

						
District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action	
GUNTUR	ADMISSION (AGRICULTURE)	The State of Andhra Pradesh	K M KRISHNA REDDY	GP FOR AGRICULTURE	Submit Instructions	

A popup window will be displayed as shown below.

Submit New Instruction

Instructions:

Submit

Instructions submitted

SI.No	Description	Submitted On
1.	xyz	16-07-2022 03:44:53

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.

Instructions data saved successfully.

Submit New Instruction

Instructions:

Submit

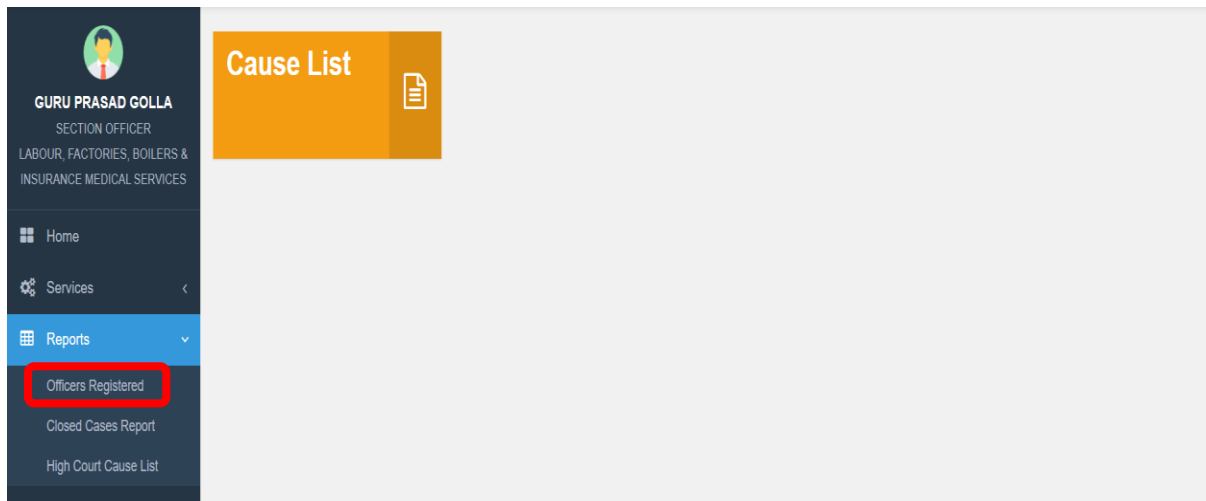
Instructions submitted

SI.No	Description	Submitted On
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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.

Middle Level Officers (Legal) Details						
Designation/ Role *				Show Details		
Middle Level Officer (Legal) ▼						
Print	PDF	Excel	Show 10 ▼ entries	Search: <input type="text"/>		
Sl.No ▲	Department Code ▲	Department ▲	Employee Name ▲	Designation ▲	Mobile No ▲	eMail
1.	AGC01	AGRICULTURE AND MARKETING	SUJATHA DATTI	DEPUTY SECRETARY TO GOVERNMENT	8978276544	sujuhadatti64@gmail.com

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

Middle Level Officers (Legal) Details

Designation/ Role *

Middle Level Officer (Legal) ▼

---SELECT---

Middle Level Officer (Legal)

Nodal Officer (Legal)

Nodal Officer (Legal - District Level)

Show Details

Search:

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

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

Middle Level Officers (Legal) Details

Designation/ Role *

Nodal Officer (Legal - District Level) ▼

District

---SELECT---

---SELECT---

ALLURI SITARAMA RAJU

ANAKAPALLI

ANANTAPUR

ANNAMAYYA

BAPATLA

CHITTOOR

EAST GODAVARI

ELURU

GUNTUR

KADAPA

KAKINADA

KONASEEMA

KRISHNA

KURNOOL

NANDYAL

NELLORE

NTR

PALNADU

PARVATHIPURAM MANYAM

Show Details

Print PDF Excel Show 10 entries

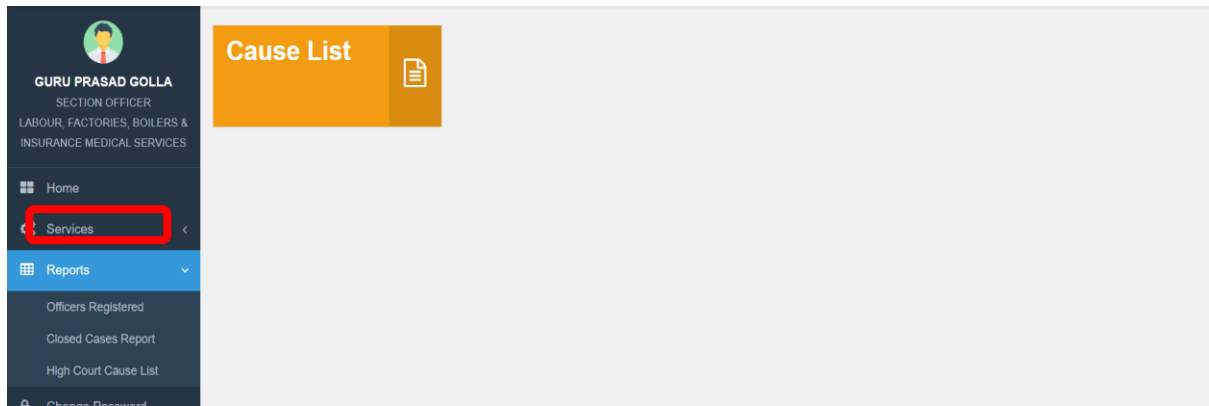
Search:

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			9100989174	b.dharmarao@gov.in

Select **Show Details**.

B. 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:*		<input type="text"/>		<button>Show Cause List</button> <button>Show Department Wise</button>		
<input type="button" value="Print"/>		<input type="button" value="PDF"/>		<input type="button" value="Excel"/>		<input type="button" value="Show"/> <input type="text" value="10"/> <input type="button" value="entries"/>
				Search: <input type="text"/>		
Sl.No	CauseList Date	Bench ID	Judge Name	CauseList ID	CauseList Type	Document
1	2022-07-25	2592	A V SESA 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 HEARING	