



Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)

User Manual for DISTRICT NODAL OFFICERS
(Ver-1.1)

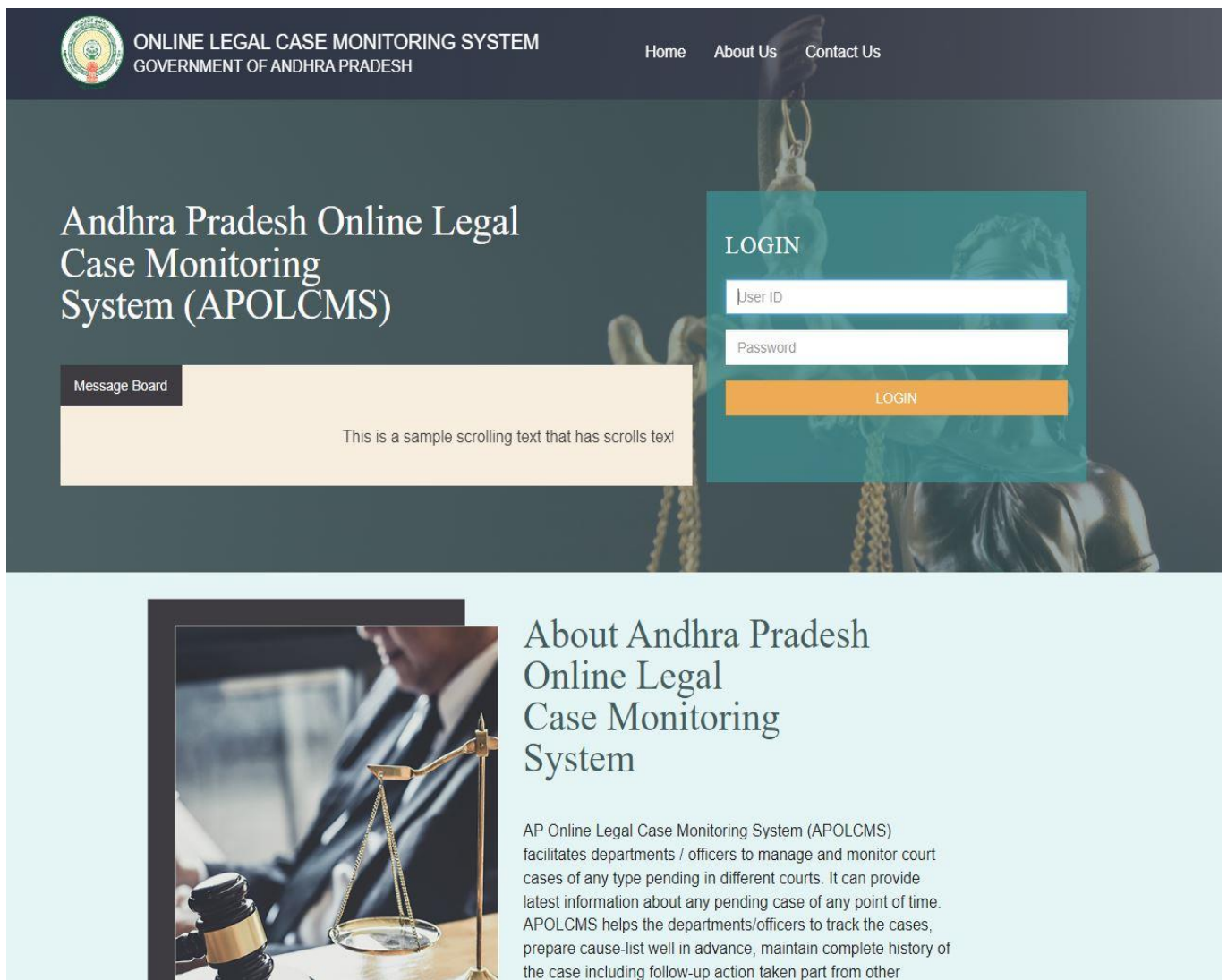
Contents

1. Login.....	3
2. Dashboard.....	4
3. Services	5
A. High Court Cases List	5
B. Assigned Cases	6
C. Instructions to Government Pleader	8
D. High Court Case Mapping with Acknowledgements/Case Registration No. Updation	12
4. Reports.....	14
A. Officers Registered	14

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

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.


 **APOLCMS**



TIRUPAL REDDY KATASANI
NODAL OFFICER (DISTRICT)
COOPERATION AND
COOPERATIVE SOCIETIES
Last Login : 28-07-2022 02:51 PM


 Home


 Services <

 Reports <

 Change Password


 Logout



 Logout


1

Total Cases




1

Total New Cases Registered




4

Daily Status Submitted by GP



Cause List

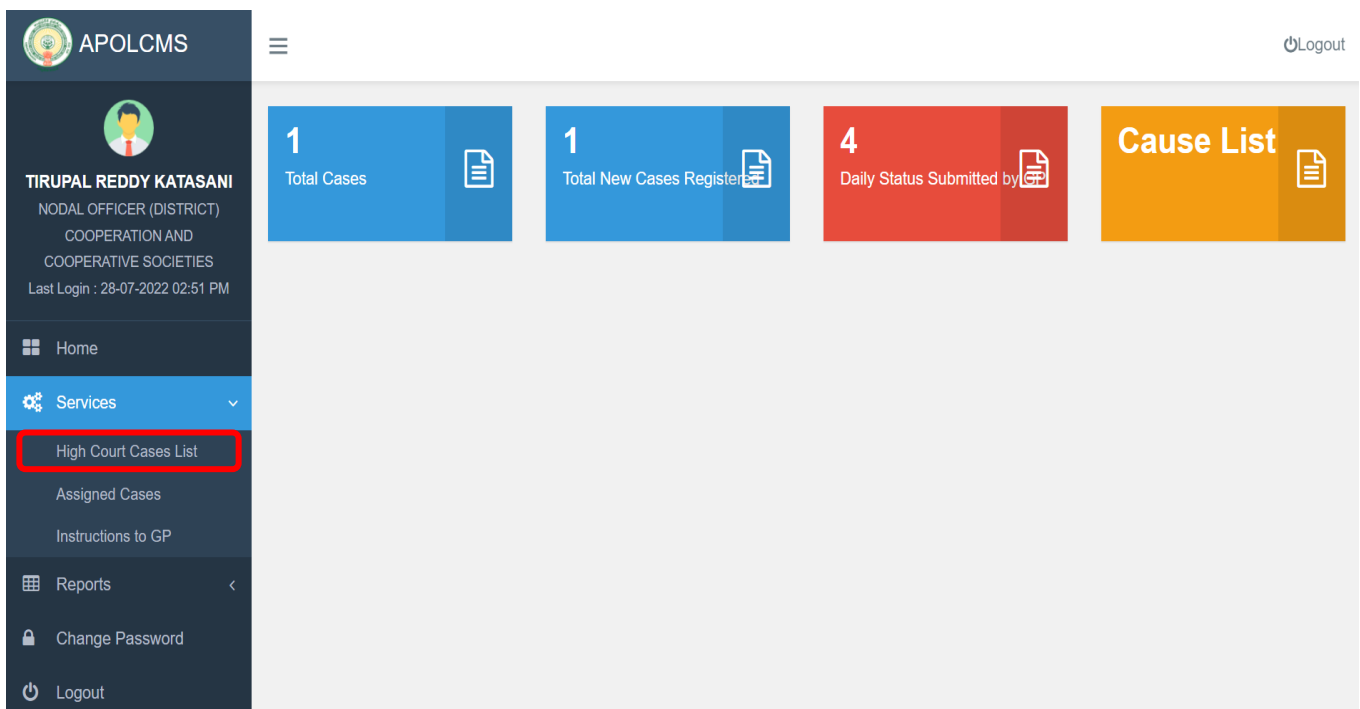


Designed and Developed by [APCFSS](#)

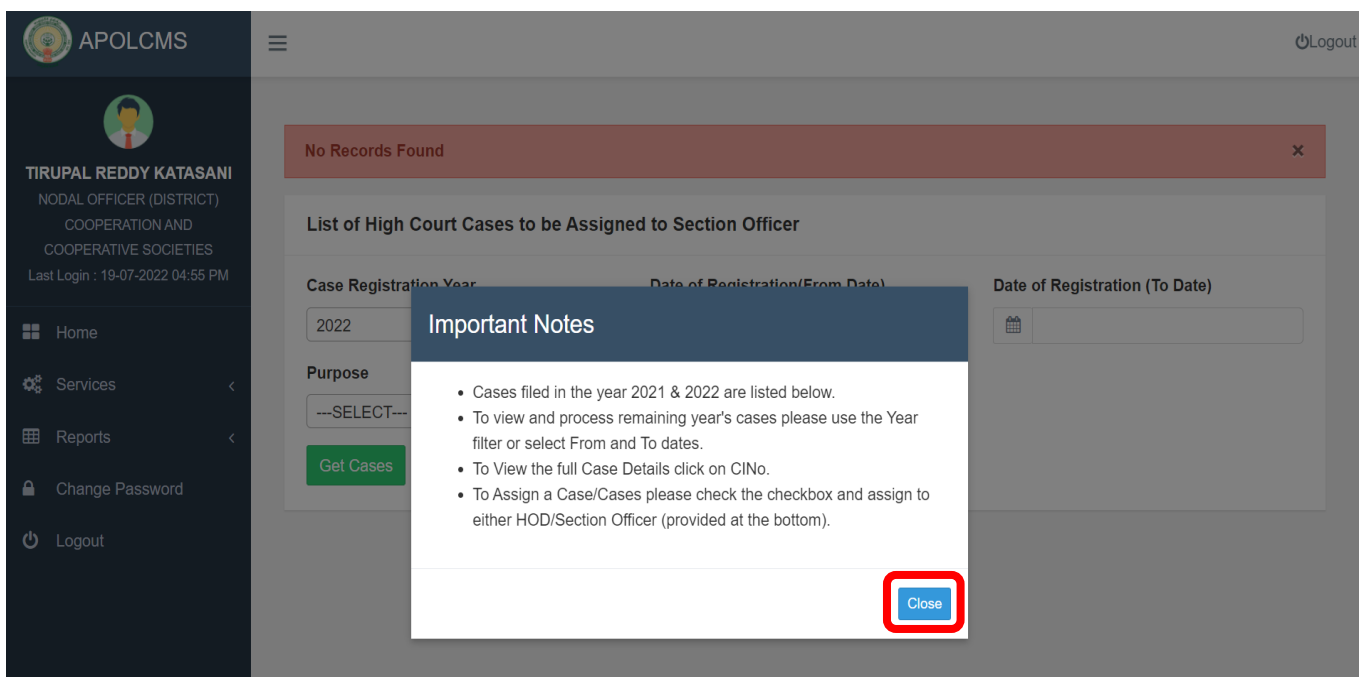
3. Services

A. High Court Cases List



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



A pop-up window bearing **Importing Notes** will be displayed. Click on **Close**.



The list of cases will be displayed as follows:






List of High Court Cases to be Assigned to Section Officer


Case Registration Year	Date of Registration(From Date)	Date of Registration (To Date)
<input type="text" value="2022"/>	<input type="text" value=""/>	<input type="text" value=""/>
Purpose	District	
<input type="text" value="---SELECT---"/>	<input type="text" value="---SELECT---"/>	
<input type="button" value="Get Cases"/>		


B. Assigned Cases



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


**APOLCMS**





**TIRUPAL REDDY KATASANI**
NODAL OFFICER (DISTRICT)
COOPERATION AND
COOPERATIVE SOCIETIES
Last Login : 28-07-2022 02:51 PM



 Home


 **Services** 


 High Court Cases List

 **Assigned Cases**


 Instructions to GP

 **Reports** 


 Change Password

 Logout


1
Total Cases




1
Total New Cases Registered



4
Daily Status Submitted by



Cause List



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



Logout


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
					Issue a Writ or order or Direction more particularly one in the nature of Writ of Mandamus declaring the action of the respondents in not disbursing the arrears to the petitioner as per Service Rues Part-I and as per Go.Ms. No 52 Finance (PC-I) Dept.				

To view case details, click on **CI No.**

 APOLCMS

Logout



Logout

1	APHC010004602012			2012-09-11	WP/ 28750 / 2012	respondents in not disbursing the arrears to the petitioner as per Service Rues Part-I and as per Go.Ms. No 52 Finance (PC-I) Dept. dated 25-02-2010., as illegal, arbitaray and also oppse to the G.O.MS No.52 Finance (PC-I) Dept. dated 25-02-2010., consequentially direct the respondents to disburse the arrears to the petitioner as per Service Rules Part-I and as per Go.Ms. No 52 Finance (PC-I) Dept. dated 25-02-2010., by considering the representation made by the petitioner to the respondents dated:20-08-2012; forthwith and	154412	2012	2012-09-11	Single Bench
---	------------------	--	--	------------	------------------	--	--------	------	------------	--------------

The case details and activities will be shown as follows -



Logout

Case Details for CINO : APHC010017122018

Date of filing:	2018-01-04	Case Type :	WP	Filing No.:	1372
Filing Year:	2018	Registration No:	990	Est Code:	APHC01
Case ID:	63	Cause Type:	CAUSE LIST MOTION HEARING	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	A.RAJASHEKER REDDY	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	YSR KADAPA	Date Of First List :	2018-01-05
Date Of Next List	2018-04-05	Date Of Decision :	0001-01-01	Purpose :	ADMISSION (CO- OP SOCIETIES)
Petitioner Name:	C.D. RAJU	Petitioner Advocate :	ELEVATED AS JUDGE	Petitioner Legal Heir :	N
Respondent Name :	STATE OF AP,	Respondent Advocate :	GP FOR AGRICULTURE (AP)	Respondent Advocate :	GP FOR AGRICULTURE (AP)

Prayer: to issue any Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring surcharge notice under Section 60,1 of the AP Cooperative Societies Act, vide proceedings in Rc.No.1472/2016-C dated 20.07.2017 issued by the 3 rd respondent proposing to recover the alleged loss caused to the 4 th respondent i.e., Rs.3,05,737/- during the period 01.07.2012 to 22.12.2016 from the petitioners as illegal, arbitrary, unjust, unreasonable, contrary to law, violative of principles of natural justice and barred by limitation and consequently set aside the same and pass

C. Instructions to Government Pleader

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

APOLCMS

TIRUPAL REDDY KATASANI
NODAL OFFICER (DISTRICT)
COOPERATION AND
COOPERATIVE SOCIETIES
Last Login : 28-07-2022 02:51 PM

[Home](#)
[Services](#)
 [High Court Cases List](#)
 [Assigned Cases](#)
 [Instructions to GP](#)
 [Reports](#)
 [Change Password](#)
 [Logout](#)

1
Total Cases



1
Total New Cases Registered

4
Daily Status Submitted by

Cause List


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


1.



Instructions Entry

Case Registration Year
2022

Date of Filing From Date


Date of Filing From Date


Purpose
--SELECT--

District
--SELECT--

Get Cases

Print

PDF



Excel

Show 10 entries

Search:


Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Petitioner	District	Purpose
1.	APHC010253922021	2021-07-20	WP	14569	2021	P MOHAN BABU	CHITTOOR	ADMISSION (CO-OP SOCIETIES)


2.



Instructions Entry

Case Registration Year
2022

Date of Filing From Date


Date of Filing From Date


Purpose
--SELECT--

District
--SELECT--

Get Cases

Search:

	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
	CHITTOOR	ADMISSION (CO-OP SOCIETIES)	The State of Andhra Pradesh	CHALLA AJAY KUMAR	GP FOR SERVICES I	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	Pt
1.	APHC010253922021	2021-07-20	WP	14569	2021	P MOHAN BABU	CHITTOOR	ADMIS OP SC
2.	APHC010283702021	2021-08-06	WP	16703	2021	Y SRINIVASU	WEST GODAVARI	ADMIS OP SC
3.	APHC010071022021	2021-02-18	WP	4449	2021	SRI M DURGA NAGESHWARA	KRISHNA	ADMIS (AGRI

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

Logout

Case Details for CINO : APHC010017122018

Date of filing:	2018-01-04	Case Type :	WP	Filing No.:	1372
Filing Year:	2018	Registration No:	990	Est Code:	APHC01
Case ID:	63	Cause Type:	CAUSE LIST MOTION HEARING	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	A.RAJASHEKER REDDY	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	YSR KADAPA	Date Of First List :	2018-01-05
Date Of Next List	2018-04-05	Date Of Decision :	0001-01-01	Purpose :	ADMISSION (CO- OP SOCIETIES)
Petitioner Name:	C.D. RAJU	Petitioner Advocate :	ELEVATED AS JUDGE	Petitioner Legal Heir :	N
Respondent Name :	STATE OF AP,	Respondent Advocate :	GP FOR AGRICULTURE (AP)	Respondent Advocate :	GP FOR AGRICULTURE (AP)

Prayer: to issue any Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring surcharge notice under Section 60,1 of the AP Cooperative Societies Act, vide proceedings in Rc.No.1472/2016-C dated 20.07.2017 issued by the 3 rd respondent proposing to recover the alleged loss caused to the 4 th respondent i.e., Rs.3,05,737/- during the period 01.07.2012 to 22.12.2016 from the petitioners as illegal, arbitrary, unjust, unreasonable, contrary to law, violative of principles of natural justice and barred by limitation and consequently set aside the same and pass

Step 2: Click on **Submit Instructions**.

	District	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Action
	CHITTOOR	ADMISSION (CO-OP SOCIETIES)	The State of Andhra Pradesh,	CHALLAJAY KUMAR	GP FOR SERVICES I	Submit Instructions
	WEST GODAVARI	ADMISSION (CO-OP SOCIETIES)	THE GOVERNMENT OF ANDHRA PRADESH	K SRINIVASA PRASAD	GP FOR SERVICES II	Submit Instructions
	KRISHNA	ADMISSION (AGRICULTURE)	STATE OF AP	VENKATA DURGA RAO ANANTHA	GP FOR SERVICES II	Submit Instructions
	EAST GODAVARI	ADMISSION	The State of	M RAVINDRA	GP FOR	Submit Instructions

A popup window will be displayed as shown below.

Logout

Instructions Details for CINO : APHC010253922021

Submit New Instruction

Instructions:

Submit

Instructions submitted

Sl.No	Description	Submitted On
1.	xyz	19-07-2022 03:54:57

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.

D. High Court Case Mapping with Acknowledgements/Case Registration No. Updation

Step 1: On the left-hand side menu, go to **Services**, and select **High Court Case Mapping with Acknowledgements**.

The screenshot shows the APOLCMS dashboard. On the left, the user profile for TIRUPAL REDDY KATASANI is displayed, along with a sidebar menu containing 'Home', 'Services', 'Reports', 'Change Password', and 'Logout'. The main content area features four summary cards: 'Total Cases' (1), 'Total New Cases Registered' (1), 'Daily Status Submitted by GP' (4), and a 'Cause List' button. The footer indicates the system was designed and developed by APCFSS.


The following page will be displayed.

1.

The screenshot displays the 'Case Reg No. Updation' form and the resulting case list. The form includes dropdowns for Department and District, date pickers for From Date and To Date, a Case Type dropdown, and an Advocate Name field. A 'Show Cases' button is present. Below the form, a table lists the cases with columns for SI.No, Ack No., Date, Case Type, Main Case No., and Departments / Respondents.

SI.No	Ack No.	Date	Case Type	Main Case No.	Departments / Respondents
1	PRR021920220808125332466 PRR020009163	08-08-2022	DIRECTION		1.Panchayati Raj-(NON-SERVICES), 2.Finance-(NON-SERVICES), 3.District Collector-KRISHNA-(NON-SERVICES)
2	PRR022120220808122017409 PRR020009123	08-08-2022	DIRECTION		1.Panchayati Raj-(Services-IV)

2.

 APOLCMS

Logout

nts / Respondents	Download / Print	Main Case No	Action
ICES), (NON-SERVICES)	Scanned Affidavit	---SELEC... 2022	submit
/)	Scanned Affidavit	---SELEC... 2022	submit
ICES), ARAM-(NON-SERVICES)	Scanned Affidavit	---SELEC... 2022	submit
ICES), gation-(NON-SERVICES)	Scanned Affidavit	---SELEC... 2022	submit
ICES), ICES), PATNAM-(NON-SERVICES)	Scanned Affidavit	---SELEC... 2022	submit
ICES), gation-(NON-SERVICES)	Scanned Affidavit	---SELEC... 2022	submit

Step 2: Select **Case type** of a particular case. Type in the **Case Number** in the empty field next to the Year. Click on **Submit**. On submission, a success message will be displayed.

Case type

Advocate Name

---ALL---

Show Cases

---SELECT---

3RD PARTY AFFIDAVIT

ADDITIONAL AFFIDAVIT

AMENDMENT

---SELEC---

Respondents	Download / Print	Main Case No	Action
S), V-SERVICES)	Scanned Affidavit	2022	submit
	Scanned Affidavit	2022	submit

4. Reports

A. Officers Registered

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

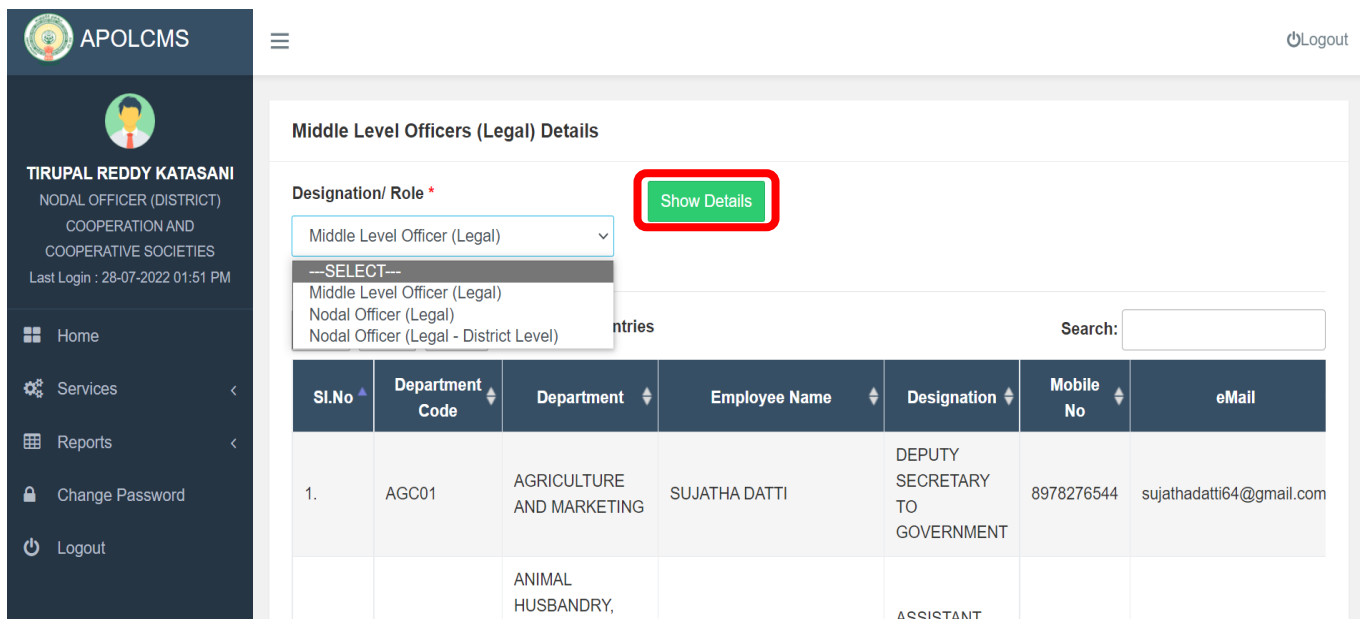
The screenshot shows the APOLCMS dashboard. On the left, a dark sidebar contains the user profile of TIRUPAL REDDY KATASANI, a NODAL OFFICER (DISTRICT) for COOPERATION AND COOPERATIVE SOCIETIES, with a last login time of 28-07-2022 02:51 PM. Below the profile is a menu with options: Home, Services, Reports (selected), Cases Assigned to Sections, Officers Registered (highlighted with a red rectangle), Closed Cases Report, High Court Cause List, Change Password, and Logout. The main content area features four summary cards: '1 Total Cases', '1 Total New Cases Registered', '4 Daily Status Submitted by', and 'Cause List'. At the bottom, it states 'Designed and Developed by APCFSS'.

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

The screenshot displays the 'Middle Level Officers (Legal) Details' page. It features a dropdown menu for 'Designation/ Role' with 'Middle Level Officer (Legal)' selected, and a green 'Show Details' button. Below this, there are buttons for 'Print', 'PDF', 'Excel', and a 'Show 10 entries' option. A search bar is also present. The main data is presented in a table with the following columns: Sl.No, Department Code, Department, Employee Name, Designation, Mobile No, and eMail. The first entry shows a Middle Level Officer (Legal) from the Department of Agriculture and Marketing, named Sujatha Datti, with the designation of Deputy Secretary to Government, mobile number 8978276544, and email sujathadatti64@gmail.com.

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

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



APOLCMS Logout

TIRUPAL REDDY KATASANI
NODAL OFFICER (DISTRICT)
COOPERATION AND
COOPERATIVE SOCIETIES
Last Login : 28-07-2022 01:51 PM

Home Services Reports Change Password Logout

Middle Level Officers (Legal) Details

Designation/ Role * **Show Details**

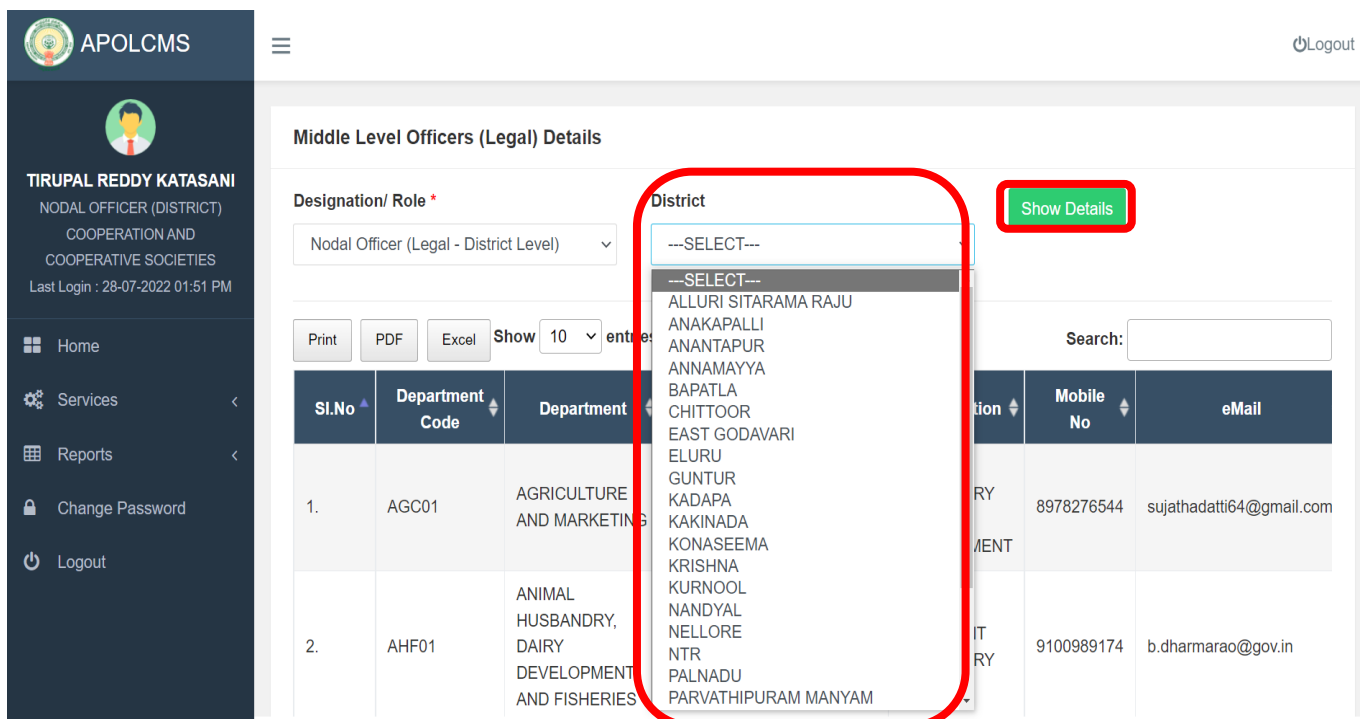
Middle Level Officer (Legal)

--SELECT--
Middle Level Officer (Legal)
Nodal Officer (Legal)
Nodal Officer (Legal - District Level)

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
		ANIMAL HUSBANDRY,		ASSISTANT		

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



APOLCMS Logout

TIRUPAL REDDY KATASANI
NODAL OFFICER (DISTRICT)
COOPERATION AND
COOPERATIVE SOCIETIES
Last Login : 28-07-2022 01:51 PM

Home Services Reports Change Password Logout

Middle Level Officers (Legal) Details

Designation/ Role * **Show Details**

Nodal Officer (Legal - District Level)

Print PDF Excel Show 10 entries

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

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		DEPUTY SECRETARY	9100989174	b.dharmarao@gov.in

Select **Show Details**.