

Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)

User Manual for SECTION OFFICER (at HOD)
(Ver-1.1)

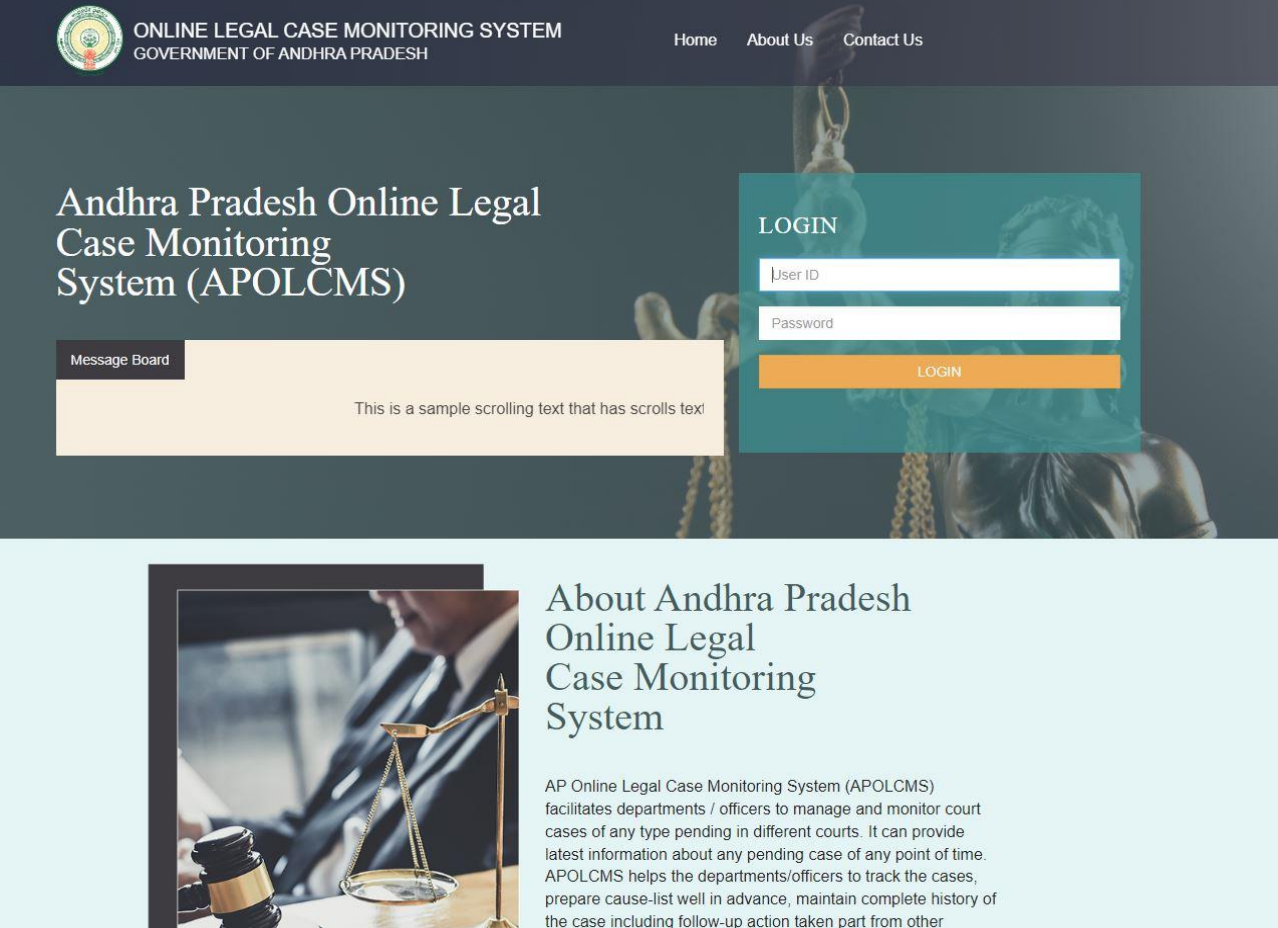
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1. Login

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

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

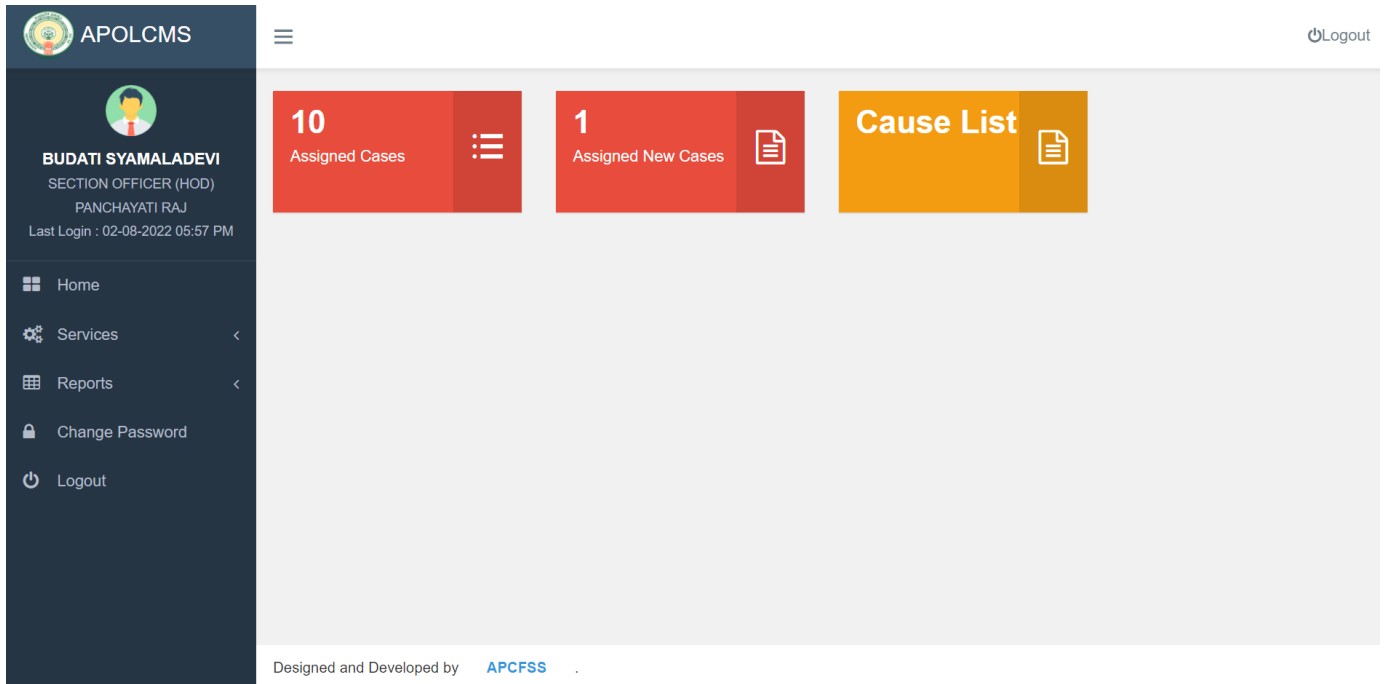
LOGIN

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.



The screenshot displays the APOLCMS User Dashboard. On the left is a dark blue sidebar with the APOLCMS logo and the user's profile: BUDATI SYAMALADEVI, SECTION OFFICER (HOD), PANCHAYATI RAJ, with a last login of 02-08-2022 05:57 PM. The sidebar menu includes Home, Services, Reports, Change Password, and Logout. The main content area has a top navigation bar with a Logout link. Below this, there are three red summary cards: '10 Assigned Cases', '1 Assigned New Cases', and a yellow 'Cause List' card. The footer states 'Designed and Developed by APCFSS'.

APOLCMS

Logout

BUDATI SYAMALADEVI
SECTION OFFICER (HOD)
PANCHAYATI RAJ
Last Login : 02-08-2022 05:57 PM

- Home
- Services
- Reports
- Change Password
- Logout

10
Assigned Cases

1
Assigned New Cases

Cause List

Designed and Developed by APCFSS

3. Services

A. Assigned Cases

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

The screenshot shows the APOLCMS dashboard. On the left sidebar, the 'Services' menu is expanded, and 'Assigned Cases' is highlighted with a red box. The main dashboard area displays three summary cards: '10 Assigned Cases', '1 Assigned New Cases', and 'Cause List'. The user profile on the left indicates the user is BUDATI SYAMALADEVI, SECTION OFFICER (HOD), PANCHAYATI RAJ, with a last login of 02-08-2022 05:57 PM.

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

1.

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	
					to issue a writ or order or direction more particularly one					

2.

1	APHC010196912021		2021-06-15	WP/ 11211 / 2021	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'ble D.V.S
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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	<div>Court Proceedings Dt.10-11-2021</div> <div>- Spl Cell Orders Dt.18-06-2021</div>	<div>Update Status</div> <div>Submit Instructions</div>
------------------------	--	---------------------------	----------------	---	---

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

APOLCMS

View Case Details for CINO : APHC010181852022

Case Details for CINO : APHC010181852022

Date of filing: 2022-04-13

Filing Year: 2022

Case ID: 63

Case Type : WP

Registration No: 14353

Cause Type: CAUSE LIST MOTION HEARING

Filing No.: 14648

Est Code: APHC01

Bench Name: Single Bench

Judicial Branch: WRIT Section

State Name: ANDHRAPRADESH

Date Of Next List: 2022-06-20

Coram: D RAMESH

District : GUNTUR

Date Of Decision : 2022-06-20

Court Est Name: High Court of aphc

Date Of First List : 0001-01-01

Purpose : ADMISSION

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**.

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	<div>Court Proceedings Dt.10-11-2021</div> <div>- Spl Cell Orders Dt.18-06-2021</div>	<div>Update Status</div> <div>Submit Instructions</div>
------------------------	--	---------------------------	----------------	---	---

1.

Update Status for Case :APHC010176282016

Date of filing:	2016-03-23	Case Type :	WP	Filing No.:	52286
Filing Year:	2016	Registration No:	9891	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 :	SRIKAKULAM	Date Of First List :	2016-03-28
Date Of Next List	2016-03-28	Date Of Decision :	0001-01-01	Purpose :	ADMISSION (CO- OP SOCIETIES)
Petitioner Name:	Hanumantu Sunitha,	Petitioner Advocate :	C RAGHU	Petitioner Legal Heir :	N
Respondent Name :	The Srikakulam Coop. Urban Bank Ltd.,,	Respondent Advocate :	ELEVATED AS JUDGE	Respondent Advocate :	ELEVATED AS JUDGE

Prayer: to issue a Writ of Mandamus, or any other appropriate writ, order or direction, declaring the Notice dated 9.11.2015 issued by the Respondent Bank directing the petitioner to pay the outstanding amounts without considering the Representations dated 4.2.2011 & 10.8.2012, as illegal, arbitrary and without jurisdiction and pass

ACTS List

Sl No	Act	Act Name	Section
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2.

Upload Petition *

Choose File No file chosen

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

Case Status *

---SELECT---

Action *

---SELECT---

Remarks:

B I U Text Color Background Color Font Size... Font Family Font Format

Update Case Details



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

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
------------------------	--	---------------------------	----------------	--	--

Instructions Details for CINO : APHC010178152019

Submit New Instruction

Instructions:

Submit

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

Instructions Details for CINO : APHC010178152019

Instructions data saved successfully.

Submit New Instruction

Instructions:

Submit

Instructions submitted

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**.

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	<div>Court Proceedings Dt.10-11-2021</div> <div>- Spl Cell Orders Dt.18-06-2021</div>	<div>Update Status</div> <div>Submit Instructions</div>
------------------------	--	---------------------------	----------------	---	---

B. Assigned New Cases

Step 1: On the left hand side menu, go to **Services**, and click on **Assigned New cases to employees**.

BUDATI SYAMALADEVI
SECTION OFFICER (HOD)
PANCHAYATI RAJ
Last Login : 02-08-2022 05:57 PM

- Home
- Services**
 - Assigned Cases
 - Assigned New cases To employees**
 - Instructions to GP
- Reports

10 Assigned Cases

1 Assigned New Cases

Cause List

Designed and Developed by **APCFSS**

1.

Assigned New Cases							
Print	PDF	Excel	Show 10 entries	Search: <input type="text"/>			
Sl.No	Ack No.	Date	District	Case Type	Main Case No.	Departments / Respondents	Advocate CC No.
1	PRR011920220701120838477	01-07-2022		WP-WRIT PETITION		1.Panchayati Raj-(Services-IV)	5708

2.

Assigned New Cases					
Search: <input type="text"/>					
Departments / Respondents	Advocate CC No.	Advocate Name	Download / Print		Action
1.Panchayati Raj-(Services-IV)	5708	S. HARINATH REDDY	Acknowledgement	Scanned Affidavit	Update Status

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.

Update Status for Case :APHC010176282016

Date of filing:	2016-03-23	Case Type :	WP	Filing No.:	52286
Filing Year:	2016	Registration No:	9891	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 :	SRIKAKULAM	Date Of First List :	2016-03-28
Date Of Next List	2016-03-28	Date Of Decision :	0001-01-01	Purpose :	ADMISSION (CO-OP SOCIETIES)
Petitioner Name:	Hanumantu Sunitha,	Petitioner Advocate :	C RAGHU	Petitioner Legal Heir :	N
Respondent Name :	The Srikakulam Coop. Urban Bank Ltd.,,	Respondent Advocate :	ELEVATED AS JUDGE	Respondent Advocate :	ELEVATED AS JUDGE

Prayer: to issue a Writ of Mandamus, or any other appropriate writ, order or direction, declaring the Notice dated 9.11.2015 issued by the Respondent Bank directing the petitioner to pay the outstanding amounts without considering the Representations dated 4.2.2011 & 10.8.2012, as illegal, arbitrary and without jurisdiction and pass

ACTS List

2.

Upload Petition *
 No file chosen
Upload opportunities with size Less than 100MB only.

Case Status *

---SELECT---

Action *

---SELECT---

Remarks:

B

I

U

Text Color

Background Color

Font Size...

Font Family...

Font Format

Align Left

Align Center

Align Right

Justify

Indent

Outdent

Link

Unlink

Image

Table

Fullscreen

Print



C. Instructions to Government Pleader

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

The screenshot shows the APOLCMS dashboard. On the left, a sidebar menu is visible with the following items: Home, Services (highlighted), Assigned Cases, Assigned New cases To employees, Instructions to GP (highlighted with a red box), and Reports. The main content area displays three cards: '10 Assigned Cases', '1 Assigned New Cases', and 'Cause List'. The user profile at the top left indicates the user is BUDATI SYAMALADEVI, SECTION OFFICER (HOD), PANCHAYATI RAJ, with a last login of 02-08-2022 05:57 PM. The footer mentions 'Designed and Developed by APCFSS'.

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

1.

The screenshot shows the 'Instructions Entry' form and the resulting case list table. The form includes fields for Case Registration Year (2022), Date of Filing From Date, Purpose (---SELECT---), and District (---SELECT---). A 'Get Cases' button is present. Below the form, a table displays the details of cases.

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



Date of Filing From Date



Purpose

---SELECT---

District

---SELECT---

Get Cases

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

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	
1.	APHC010248362021	2021-07-16	WP	14300	2021	Kolli Koti Reddy,	GUNTUR	ADM (AG

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 MOTION HEARING	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	D RAMESH	Court Est Name:	High Court of apnc
State Name:	ANDHRAPRADESH	District :	GUNTUR	Date Of First List :	0001-01-01
Date Of Next List	2022-06-20	Date Of Decision :	2022-06-20	Purpose :	ADMISSION (REVENUE)
Petitioner Name:	THADISHETTI PRASADARAO	Petitioner Advocate :	ARUN SHOWRI G	Petitioner Legal Heir :	N
Respondent Name :	THE STATE OF ANDHRA PRADESH,	Respondent Advocate :	GP FOR REVENUE	Respondent Advocate :	GP FOR REVENUE

Prayer: pleased to issue a Writ, Order or Direction more particularly one in the nature of Writ of Mandamus declaring the inaction of 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.

POLCMS

Instructions Details for CINO : APHC010248362021

Submit New Instruction

Instructions:

[Submit](#)

Instructions submitted

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 Details for CINO : APHC010248362021

✓ Instructions data saved successfully.

Submit New Instruction

Instructions:

[Submit](#)

5. 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 sidebar menu is visible with the following items: Home, Services, Reports (highlighted), Officers Registered (highlighted with a red box), Closed Cases Report, High Court Cause List, and Change Password. The main content area displays three cards: '10 Assigned Cases', '1 Assigned New Cases', and 'Cause List'. The top right corner has a 'Logout' button. The bottom of the dashboard mentions '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', and 'Excel', followed by 'Show 10 entries' and a search bar. A table lists the details of the officers.

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.

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. Closed Cases Report

Step 1: On the left-hand side menu, go to **Reports**, and select **Closed Cases List**.

The screenshot shows the APOLCMS dashboard. The left-hand menu is expanded, and the 'Closed Cases Report' option is highlighted with a red box. The dashboard header includes the APOLCMS logo, a user profile for BUDATI SYAMALADEVI (SECTION OFFICER (HOD), PANCHAYATI RAJ), and a 'Logout' button. The main content area displays three cards: '10 Assigned Cases', '1 Assigned New Cases', and 'Cause List'. The footer indicates the system was designed and developed by APCFSS.

1.

Closed Cases List									
Print	PDF	Excel	Show	10	▼	entries	Search: <input type="text"/>		
Sl.No	CINo	Date of Filing	Case Type	Reg.No.	Reg. Year	Date of Next List	Bench	Judge Name	Petitioner
1.	APHC010182842022	2022-04-13	WP	11387	2022	2022-04-13	Single Bench	Hon'ble Judge : U.DURGA PRASAD RAO	The Andhra Pradesh State Housing Corporation

2.

Closed Cases List						
	Purpose	Respondents	Petitioner Advocate	Respondent Advocate	Orders	Status
	FOR ORDERS	The Union of India	E V JAGANNADHA RAO FOR AP STATE HOUSEING COOP LTD)		Final Order Dt.27-04-2022 Court Proceedings Dt.25-04-2022	
	ADMISSION	The state of Andhra Pradesh	S SATYANARAYANA MOORTHY	GP FOR TRANSPORT	Court Proceedings Dt.18-07-2022 Court Proceedings Dt.11-07-2022 Court Proceedings Dt.04-07-2022	

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

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 MOTION HEARING	Bench Name:	Single Bench
Judicial Branch:	WRIT Section	Coram:	D RAMESH	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	GUNTUR	Date Of First List :	0001-01-01
Date Of Next List	2022-06-20	Date Of Decision :	2022-06-20	Purpose :	ADMISSION

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**, or click on **Cause List** in the user dashboard as shown below.

The screenshot shows the APOLCMS dashboard. On the left, the user profile for BUDATI SYAMALADEVI is displayed. The 'Reports' menu is expanded, and 'High Court Cause List' is highlighted with a red box. In the main dashboard area, three cards are visible: '10 Assigned Cases', '1 Assigned New Cases', and 'Cause List' (highlighted with a red box). The 'Cause List' card is orange and features a document icon.

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>				
<button>Print</button>	<button>PDF</button>	<button>Excel</button>	Show 10 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	