

Andhra Pradesh Online Legal Cases Monitoring System
(OLCMS)

User Manual for SECTION OFFICER (District)
(Ver-1.1)

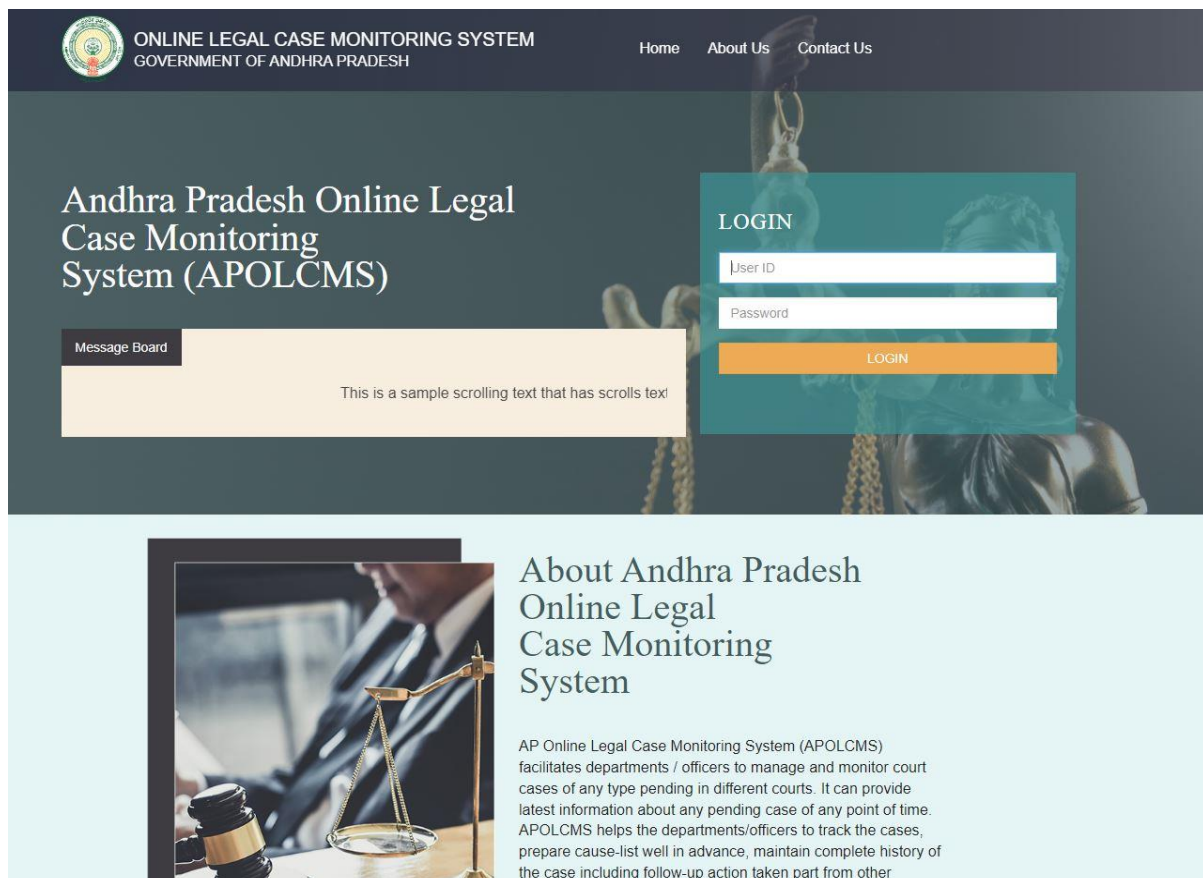
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1. Login

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 displays the homepage of the Andhra Pradesh Online Legal Case Monitoring System (APOLCMS). The header features the Government of Andhra Pradesh logo, the system name, and navigation links for Home, About Us, and Contact Us. The main content area includes a large title for the system, a message board with scrolling text, and a login form with fields for User ID and Password, and a LOGIN button. Below this, there is a section titled 'About Andhra Pradesh Online Legal Case Monitoring System' with a description of the system's functionality and a background image of a judge's gavel and scales.

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

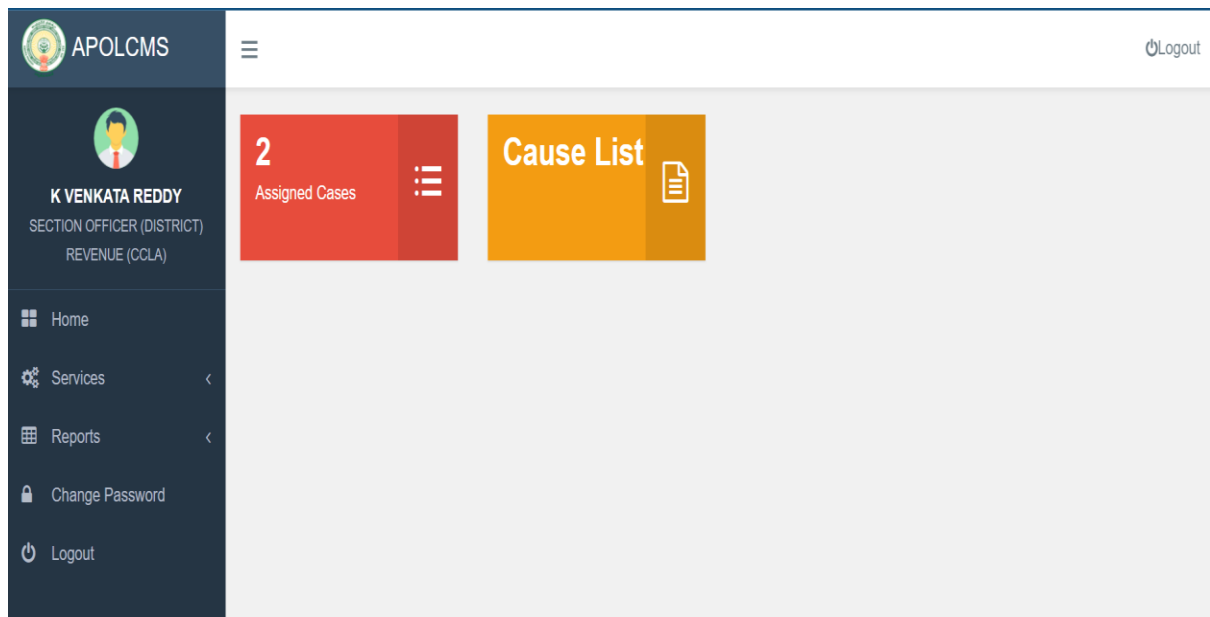
LOGIN

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

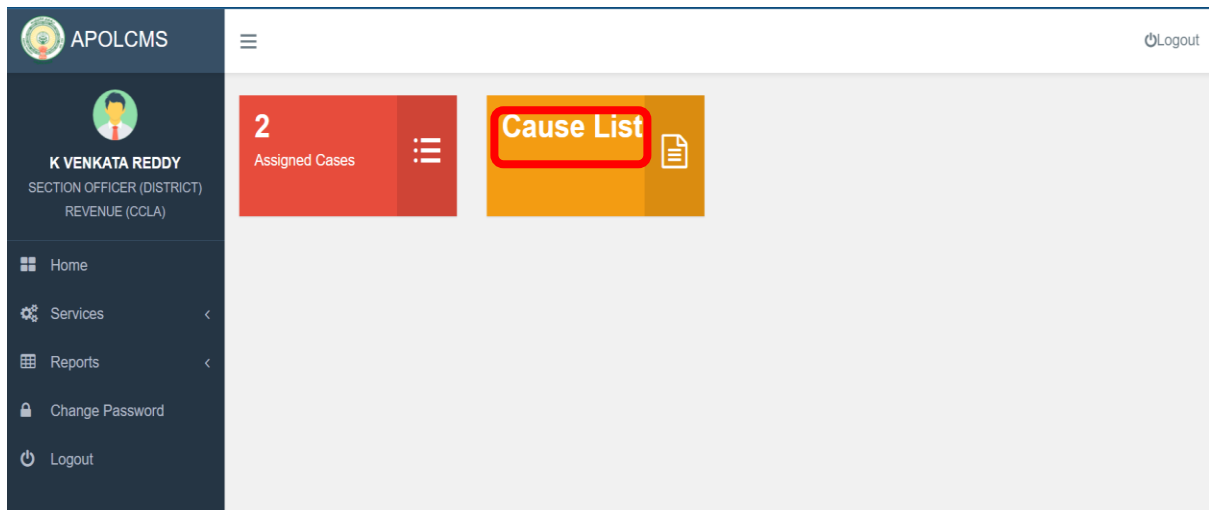
2. Dashboard

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

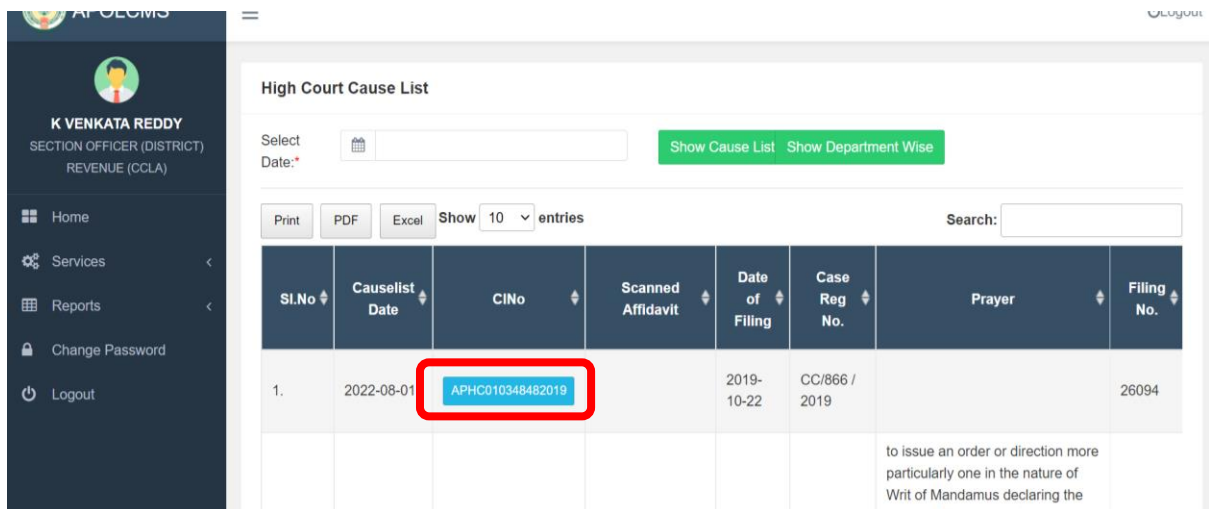


3. Cause List

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.

SECTION OFFICER (DISTRICT)
REVENUE (CCLA)

Show Cause List Show Department Wise

Date:*

Print PDF Excel Show 10 entries Search:

View Case Details for CINO : APHC010348482019

Case Details for CINO : APHC010348482019

Date of filing:	2019-10-22	Case Type :	CC	Filing No.:	26094
Filing Year:	2019	Registration No:	866	Est Code:	APHC01
Case ID:	6	Cause Type:	DAILY LIST	Bench Name:	Single Bench
Judicial Branch:	OS Section	Coram:	M.GANGA RAO	Court Est Name:	High Court of aphc
State Name:	ANDHRAPRADESH	District :	KURNOOL	Date Of First List :	0001-01-01
Date Of Next List	2021-04-22	Date Of Decision :	0001-01-01	Purpose :	FOR APPEARANCE

4. Services

A. Assigned Cases

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

APOLCMS

K VENKATA REDDY
SECTION OFFICER (DISTRICT)
REVENUE (CCLA)

Home

Services

Assigned Cases

Instructions to GP

Reports

Change Password

Logout

2 Assigned Cases

Cause List

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 in the nature of writ of				

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'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	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:

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
			MOTION HEARING		
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 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

2.

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

Case Status *
---SELECT---

Action *
---SELECT---

Remarks:

B I U [List of icons] Font Size... Font Family... Font Format...

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

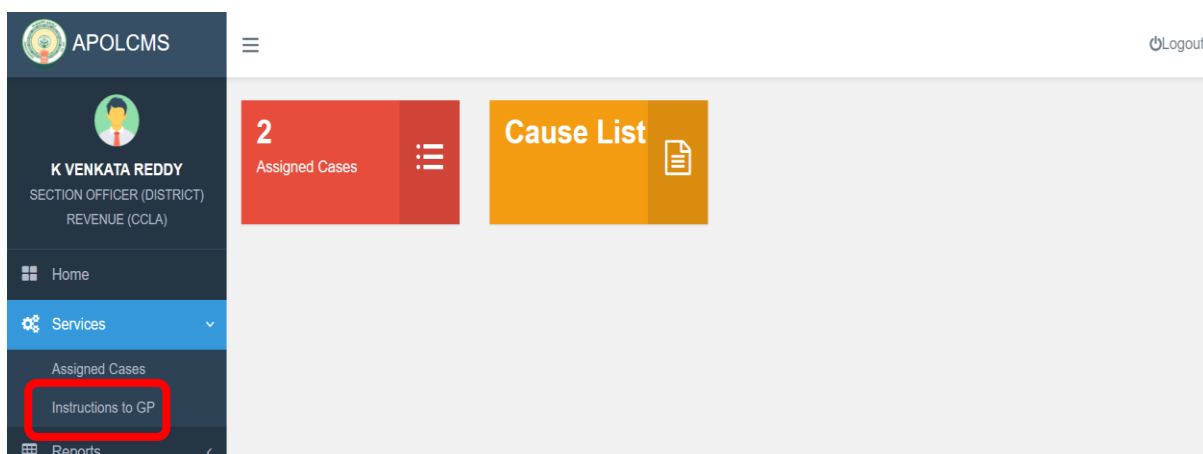
Type in the instruction in the field given and click on Submit. On submission, a success message will be displayed as follows.

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**.

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. 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

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	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

sh:

	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	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

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 (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 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.

POLCMS

Instructions Details for CINO : APHC010248362021

Submit New Instruction

Instructions:

Submit

Instructions submitted

Sl.No	Description	Submitted On
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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.

POLCMS

Instructions Details for CINO : APHC010248362021

Instructions data saved successfully.

Submit New Instruction

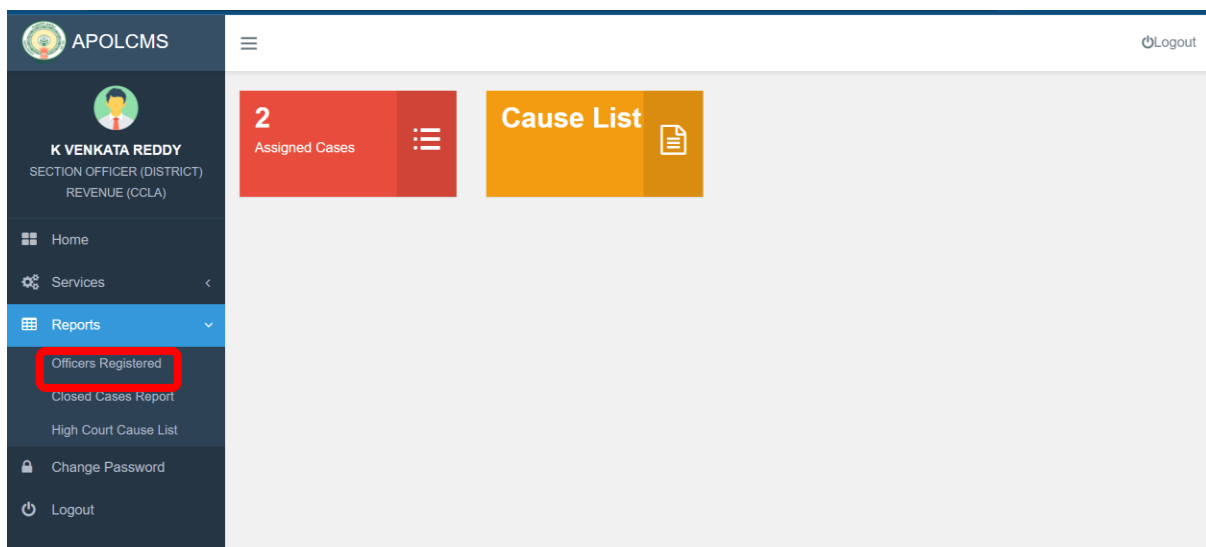
Instructions:

Submit

5. Reports

A. Officers Registered

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



The 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. Closed Cases Report

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

The screenshot shows the application dashboard for K Venkata Reddy, Section Officer (District) Revenue (CCLA). The left-hand side menu is visible, with 'Reports' selected. Under 'Reports', 'Closed Cases Report' is highlighted with a red box. The main content area shows a 'Cause List' button in orange, which is the next step in the process.

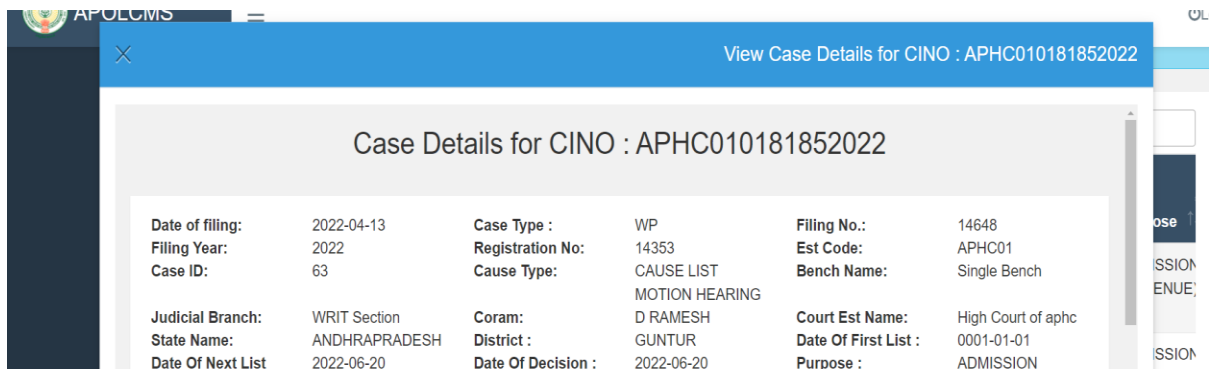
1.

The screenshot shows the 'Closed Cases List' table. The table has columns: SI.No, CIno, Date of Filing, Case Type, Reg.No., Reg. Year, Date of Next List, Bench, Judge Name, and Petitioner. The first row shows a case with SI.No 1, CIno APHC010182842022 (highlighted with a red box), Date of Filing 2022-04-13, Case Type WP, Reg.No. 11387, Reg. Year 2022, Date of Next List 2022-04-13, Bench Single Bench, Judge Name Hon'ble Judge : U.DURGA PRASAD RAO, and Petitioner The Andhra Pradesh State Housing Corporation.

2.

The screenshot shows the 'Closed Cases List' table. The table has columns: Purpose, Respondents, Petitioner Advocate, Respondent Advocate, Orders, and Status. The first row shows a case with Purpose FOR ORDERS, Respondents The Union of India, Petitioner Advocate E V JAGANNADHA RAO FOR AP STATE HOUSING COOP LTD), Respondent Advocate (blank), Orders (highlighted with a red box) containing 'Final Order Dt.27-04-2022' and 'Court Proceedings Dt.25-04-2022', and Status (blank). The second row shows a case with Purpose ADMISSION, Respondents The state of Andhra Pradesh, Petitioner Advocate S SATYANARAYANA MOORTHY, Respondent Advocate GP FOR TRANSPORT, Orders (highlighted with a red box) containing 'Court Proceedings Dt.18-07-2022', 'Court Proceedings Dt.11-07-2022', and 'Court Proceedings Dt.04-07-2022', and Status (blank).

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

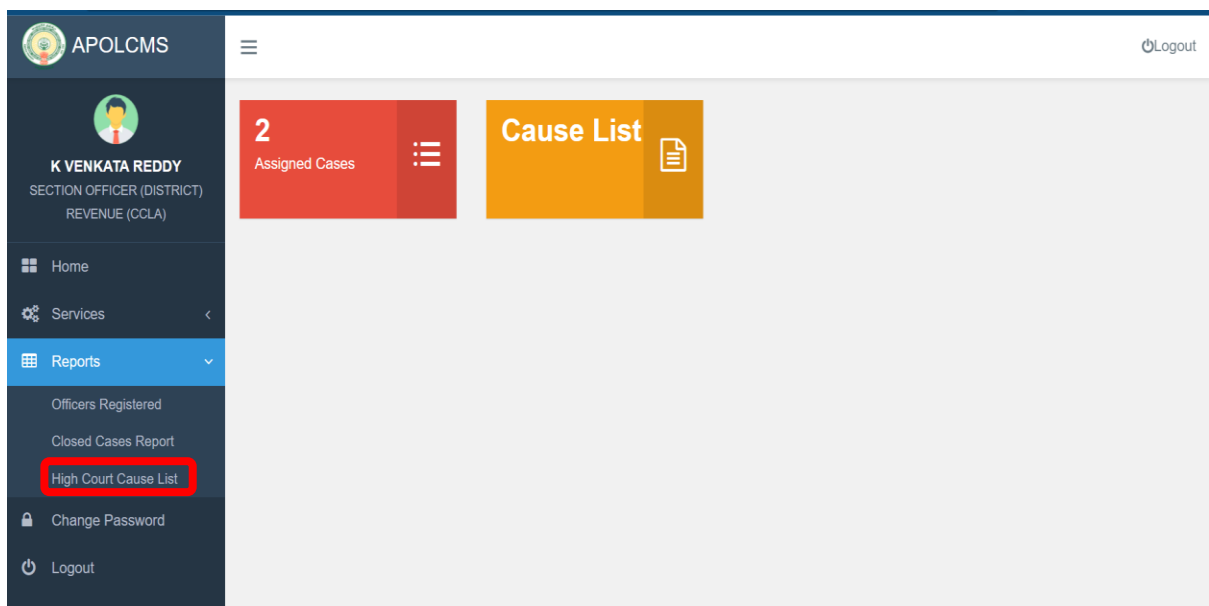


Case Details for CINO : APHC010181852022					
Date of filing:	2022-04-13	Case Type :	WP	Filing No.:	14648
Filing Year:	2022	Registration No:	14353	Est Code:	APHC01
Case ID:	63	Cause Type:	CAUSE LIST	Bench Name:	Single Bench
			MOTION HEARING		
Judicial Branch:	WRIT Section	Coram:	D RAMESH	Court Est Name:	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**.




The screenshot shows the APOLCMS interface. On the left, a sidebar menu is visible with the following items: Home, Services, Reports (selected), Officers Registered, Closed Cases Report, High Court Cause List (highlighted with a red box), Change Password, and Logout. The main content area displays a 'Cause List' button and a red box containing the number '2' and the text 'Assigned Cases'.

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 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	