



ECSC E-Litigation Portal User Guide for Case Managers

25 September 2018

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About this Guide

This user guide serves as a first point of reference for the Case Managers for the details and steps to follow during the usage of functionalities in eLitigation Portal for East Caribbean Courts.

This guide covers the details only on those functionalities that are accessible to the Case Manager.

This guide covers the details only on those functionalities that are accessible to the Case Manager Audience

This user guide is intended for the following users:

- Judge
- Judge Secretary
- Registrar
- Legal Practitioners
- Secretary of Legal Practitioners
- Law Firm Administrator
- Investigating Officers

Service Bureau Purpose

The user guide explains the users to do the following:

- [Assign Judge](#)
- [Add Hearing](#)
- [Update Hearing](#)
- [Ad-hoc Task](#)
- [File Document](#)
- [Active Hearings](#)
- [Completed Hearings](#)
- [Change Case Hearing](#)
- [Return of Service](#)
- [View Notification Messages](#)
- [View and Complete Pending Tasks](#)
- [View My Cases](#)
- [View All Cases](#)

- [View Case Summary](#)
- [Administration](#)
 - [View Account](#)
 - [Top up](#)
 - [Deduct Account](#)
 - [Add New User](#)

How to read this guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase “eLitigation-Eastern Caribbean” and the word “system” denote the same and hence used interchangeably.
- Two types of callouts are used in this user guide to indicate tips and warnings.



This symbol indicates that it is a tip.

A tip provides good-to-know information that helps users complete a task or procedure and understand the functionality better.



This is a warning.

A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

- Screen names, field names or labels, field options are specified in bold font. For example, Enter **User Name** and **Password**.
- Two consecutive “>>” in an instruction indicates how to access a page or functionality. For example, click **Case Management >> My Cases** means you first click **Case Management** and then **My Cases**.

The screenshot shows the application interface with a sidebar menu on the left and a main content area. The sidebar menu includes 'DASHBOARD', 'CALENDAR', 'CASE MANAGEMENT', 'My Active Cases', 'All Cases', 'Return of Service', and 'Search Case By Party'. The 'CASE MANAGEMENT' and 'My Active Cases' items are highlighted with red boxes. The main content area displays a table titled 'My Active Cases' with the following data:

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Patrick Aime Abel vs VAVA Mani UWASE	SLUMCR2018/0001	SLU Magistrate Court Criminal	Judge Assignment	01/08/2018	02/08/2018 09:00	29/08/2018 09:32	
MMMMM vs DSADASS DSADAD DSADSADSA	SLUMCR2018/0002	SLU Magistrate Court Criminal	Hearing	01/08/2018	02/08/2018 09:00	01/08/2018 09:03	
Brarirwa vs MUJHAA	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	01/08/2018	02/08/2018 09:00	29/08/2018 06:13	

Figure 1-Application screen

Overview of ECSC E-Litigation Portal

ECSC E-Litigation Portal is a web-based platform (<https://ecsc-dev-ap.crimsonlogic.cl/chrysalis/login>) that leverages on content management systems and dynamic electronic form (e-form) technology. It offers filing parties and Court users a single access point for commencement and active management of case files throughout the litigation process. Front-end users can input information directly into e-forms, which can then be harnessed to auto-populate other court documents.

Caribbean eLitigation also provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice. The Courts calendaring process can be managed and streamlined to allow Courts officers to better schedule current calendars. Hearing information such as outcomes can be captured and tracked for statistical reports.

Features of the ECSC E-Litigation Portal

Following are some of the important and useful features of the system:

- Prompt notifications are sent to the Case Manger regarding all the important activities related to your cases.
- Quick access to all the pending tasks from **Home/Dashboards**.
- Shortcuts to most of the common activities such as Return of Services, view cases from **Home/Dashboards**.
- All Case Manager can view all the cases of their firms.
- Manage your cases efficiently.

Prerequisites

Disable Pop-up blocker

While using ECSC E-Litigation Portal for a case you may download documents related to the case.

To download documents from the system, pop-ups must be allowed in your web browser.

Steps to disable pop-up blocker may vary based on your browser. Click the respective browser name to view the instructions.

- [Internet Explorer](#)
- [Google Chrome](#)
- [Mozilla Firefox](#)

Allow Pop-ups for ECSC E-Litigation Portal in Internet Explorer

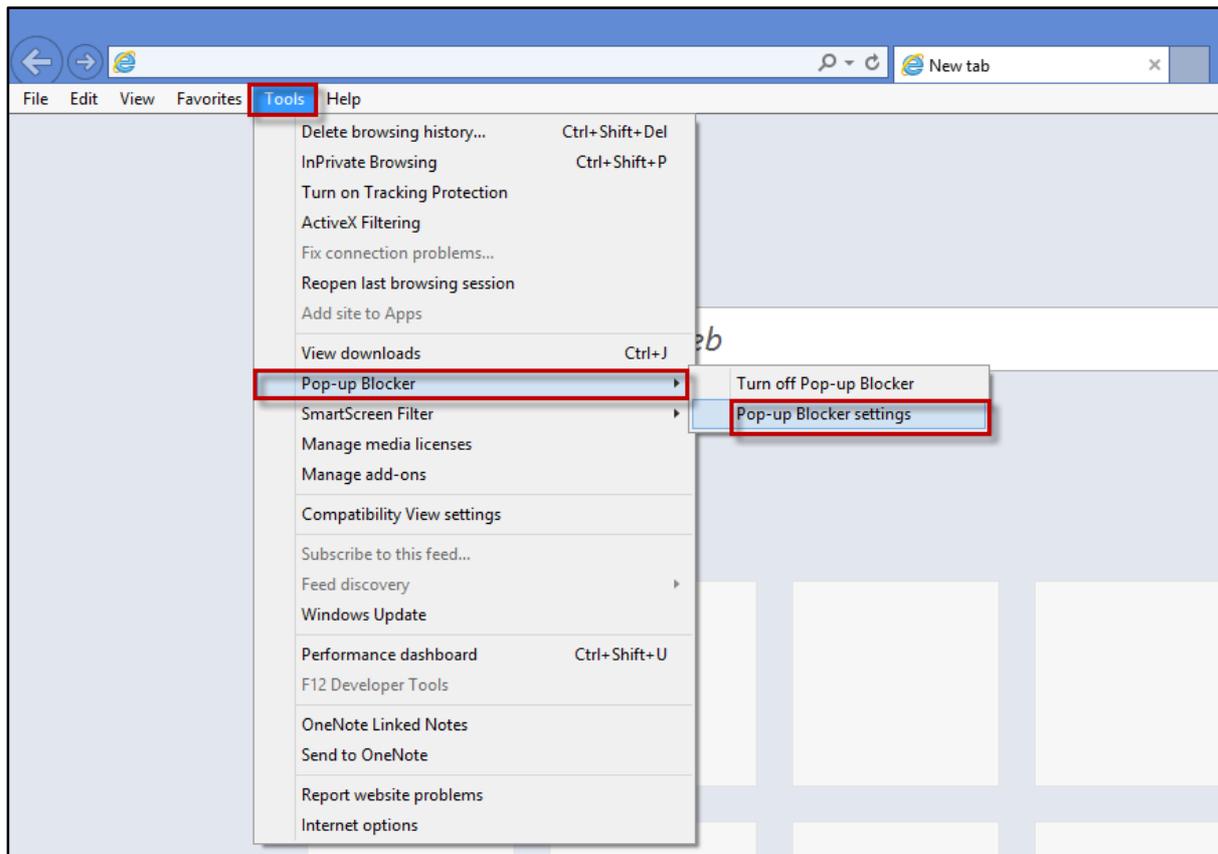


Figure 2-Internet Explorer

1. Click **Tools** >> **Pop-up Blocker** >> **Pop-up Blocker settings**.

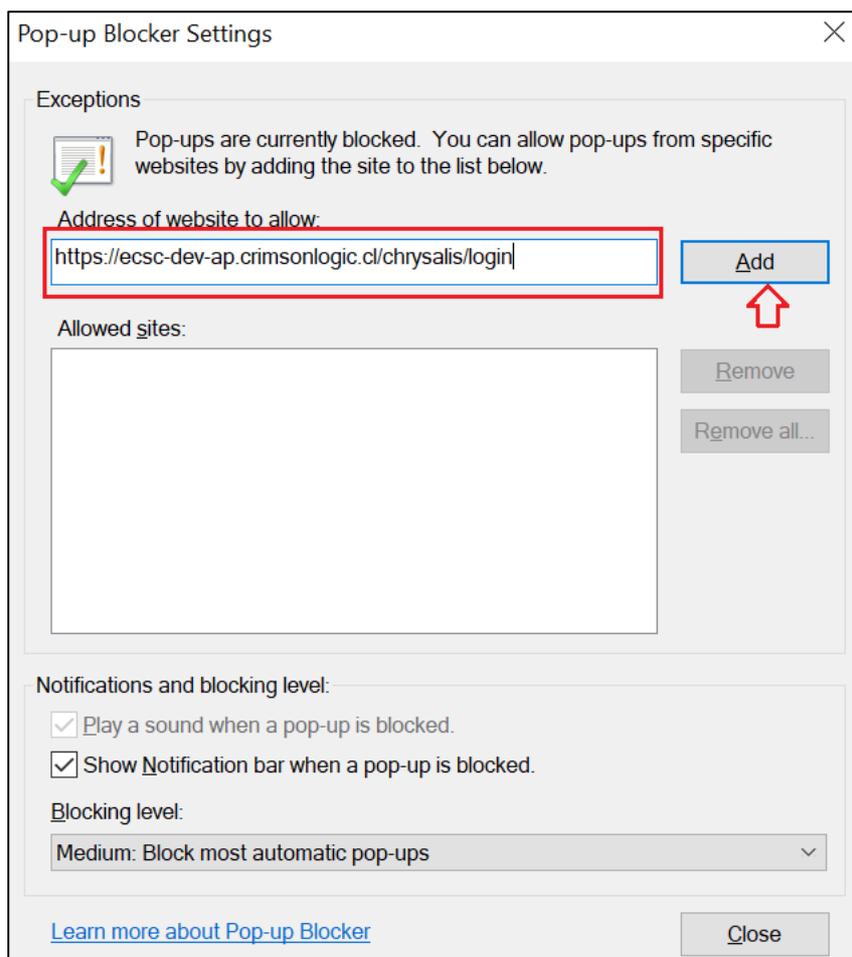


Figure 3-Pop-up Blocker settings

2. Type <https://ecsc-dev-ap.crimsonlogic.cl/chrysalis/Login> Address of website to **allow** and click **Add**.
3. Click **Close**.

- If you are still unable to download files from, select the **Blocking level** to **Low: Allow pop-ups from secure sites**.

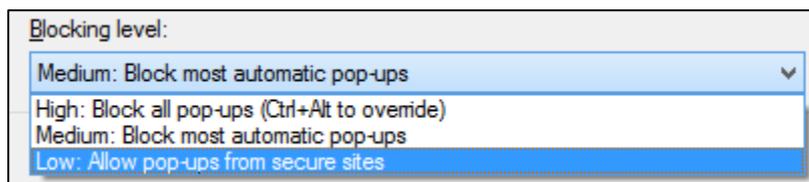


Figure 4-Blocking Level

Allow Pop-ups for ECSC E-Litigation Portal in Google Chrome

1. In the top-right corner, click the Chrome menu , then click **Settings**.

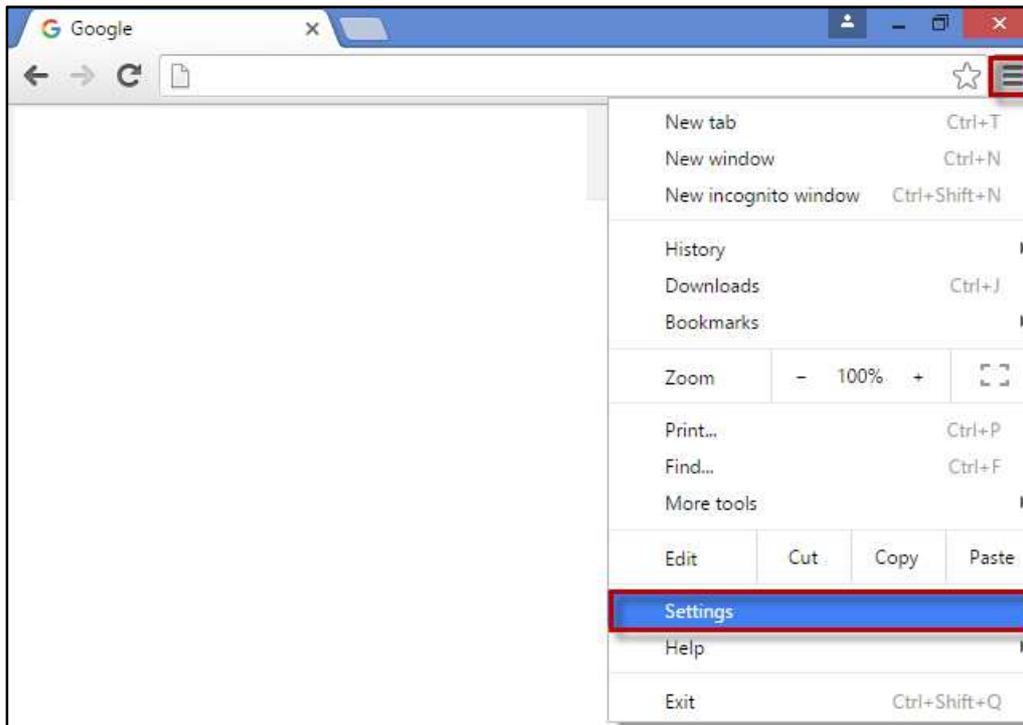


Figure 5-Google Chrome

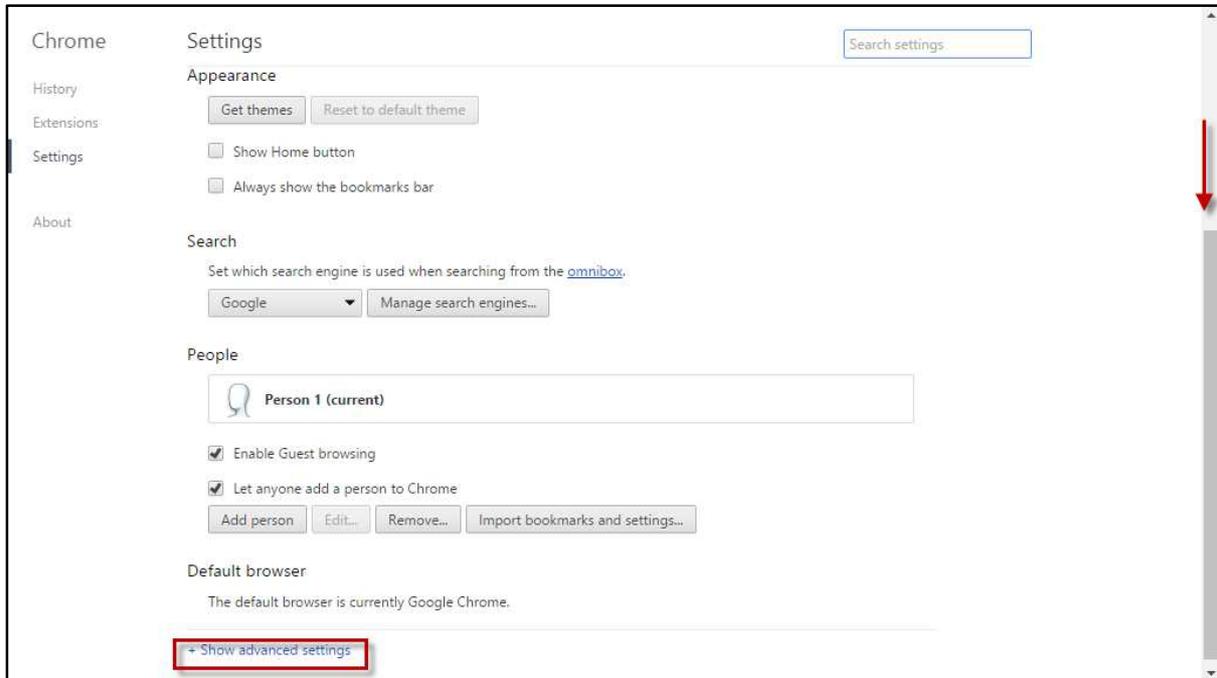


Figure 6-Settings

2. Scroll down and click **Show advanced settings**.



Figure 7-Setting Options

3. In the **Privacy** section, click **Content settings**.

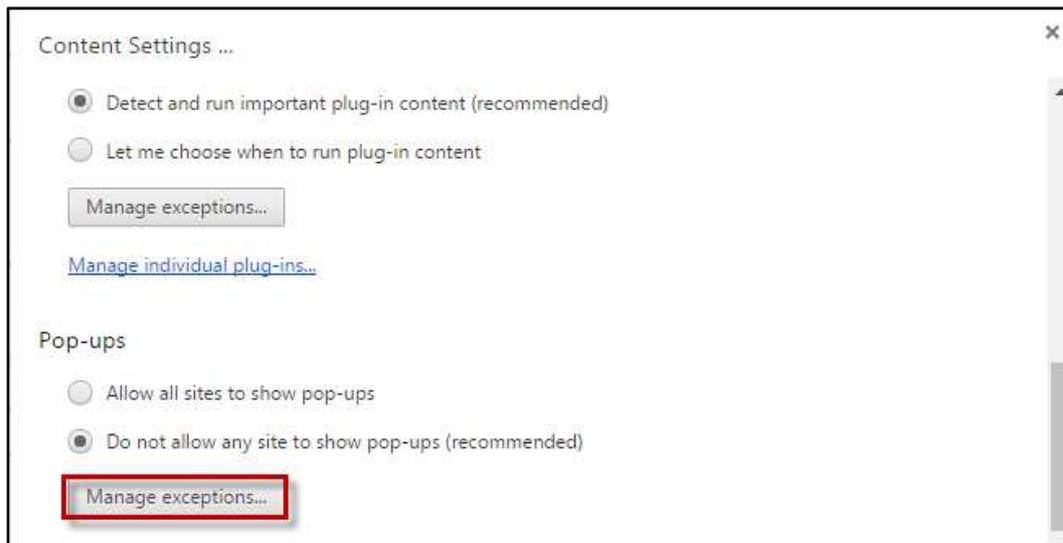


Figure 8-Content Settings

4. In **Pop-ups**, click **Manage exceptions**.

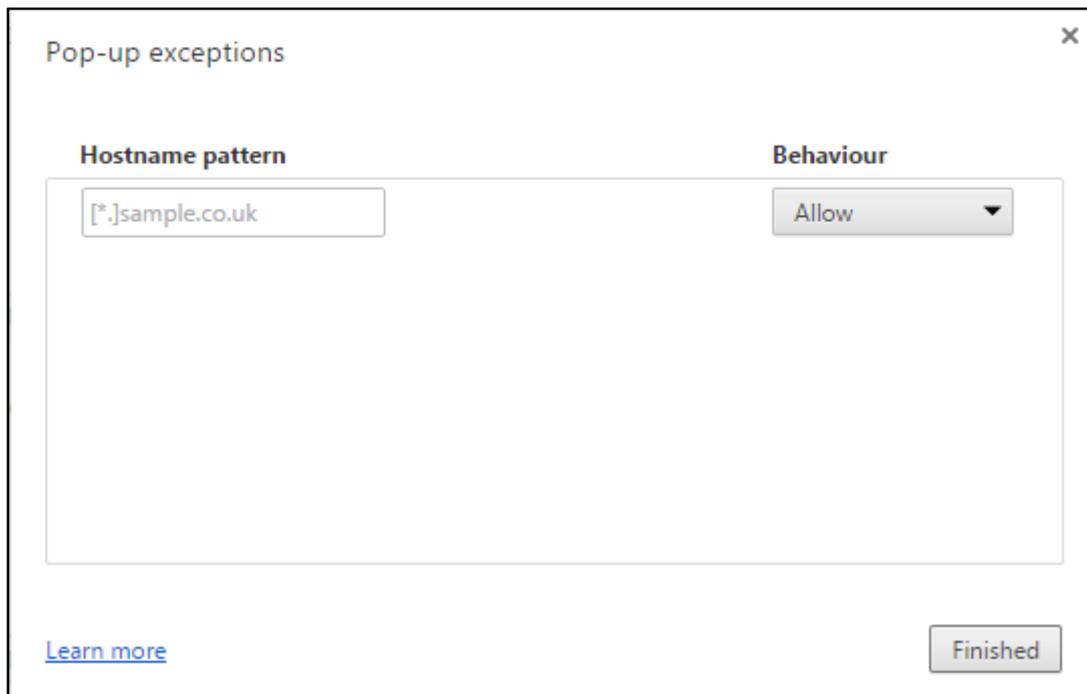


Figure 9-Pop-up exceptions

5. In the **Hostname** pattern, type **https://ecsc-dev-ap.crimsonlogic.cl/chrysalis/login**
6. Make sure **Allow** is selected as **Behaviour** and click **Finished**.

Allow Pop-ups for ECSC E-Litigation Portal in Mozilla Firefox

1. Click the menu  and then **Options**.

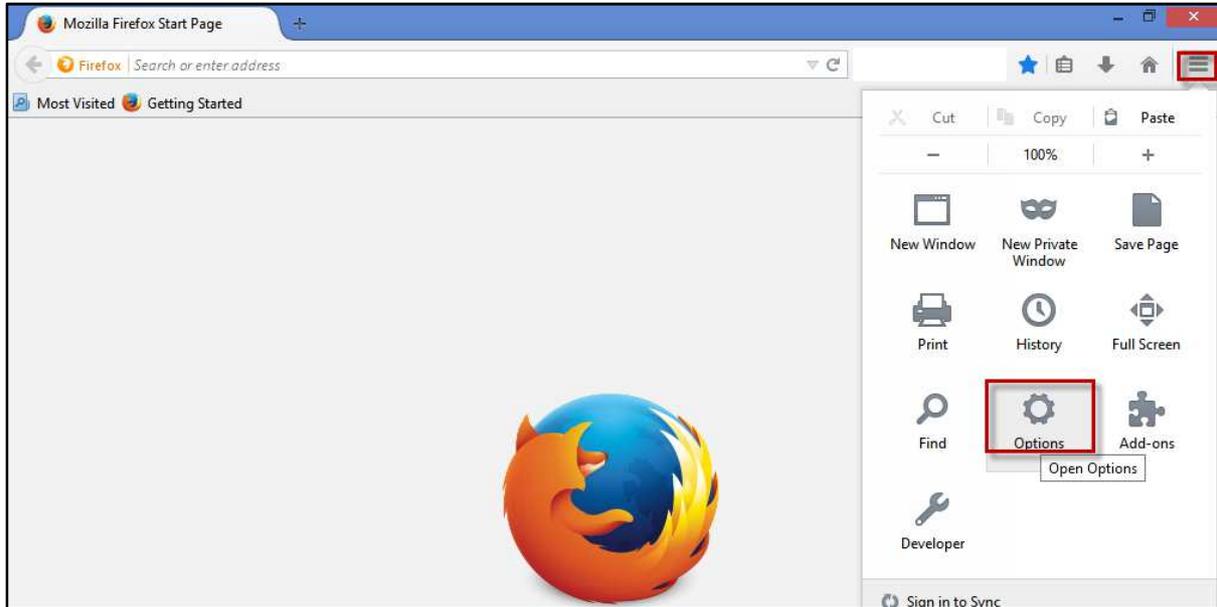


Figure 10-Mozilla Firefox

2. Click **Content**.

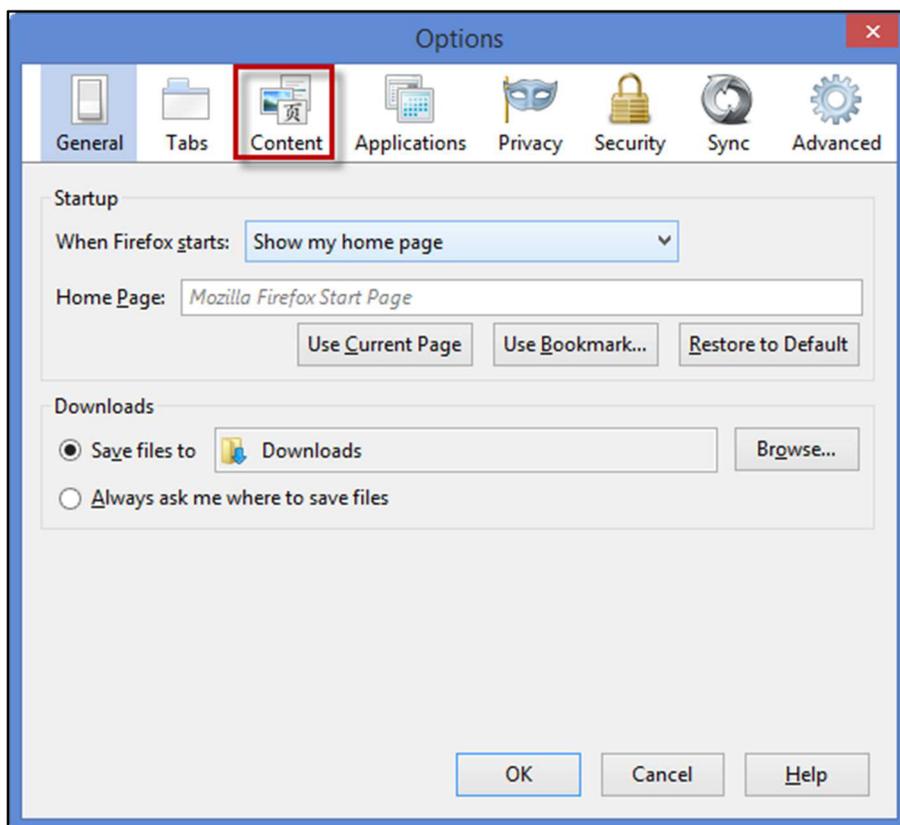


Figure 11-Options

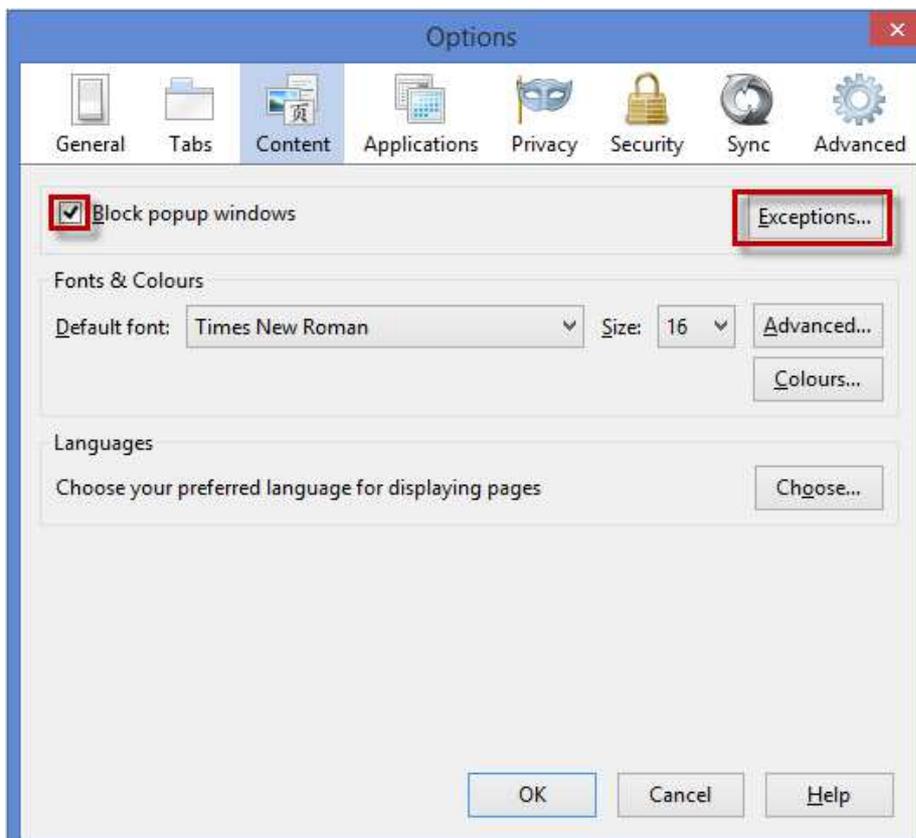


Figure 12-Pop-up Exceptions

3. Make sure **Block popup windows** is selected and then click **Exceptions**.

4. Type **https://ecsc-dev-ap.crimsonlogic.cl/chrysalis/login** in the **Address of web site** and then click **Allow**.

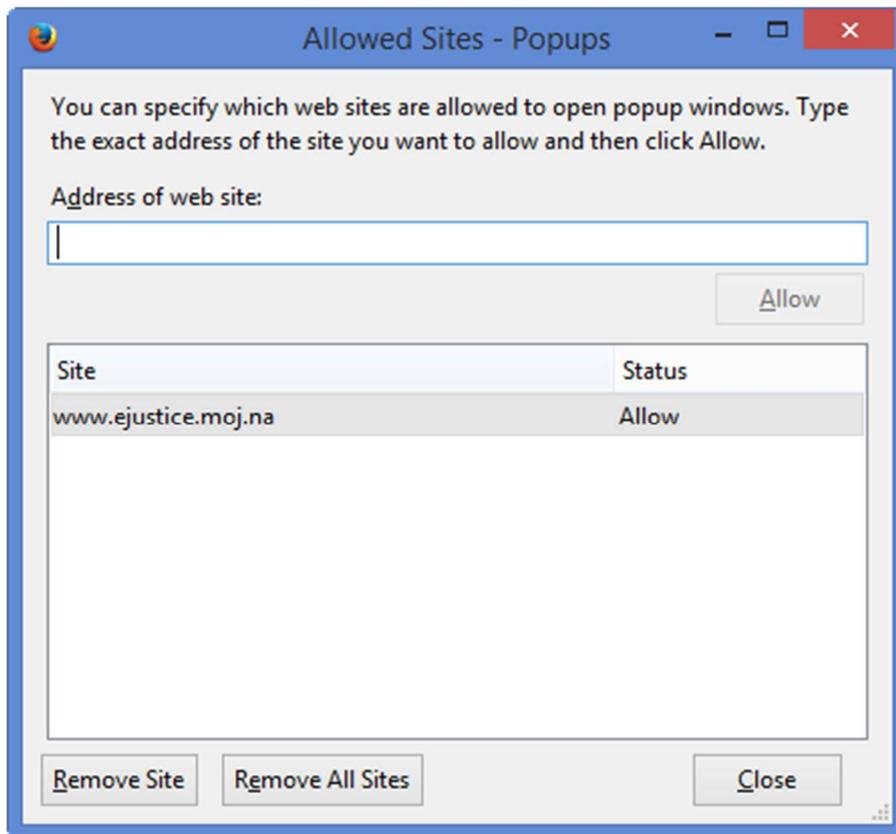


Figure 13-Allowed Sites – Popups

5. Click **Close**.

Create or Change Signature

It is recommended to create your e-signature the first time you log in to the system as e-signature is mandatory to file or represent a case.

To create or change e-signature:



Figure 14-Dashboard

1. Click **Setting Icon** menu will be displayed.

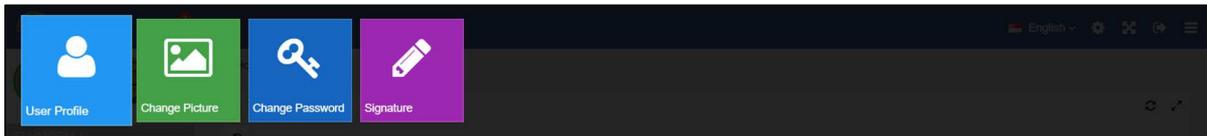


Figure 15-Menu

2. Click on **Signature** and **New Signature** option will display.



Figure 16-New Signature

3. Determine if you want to create or change signature.

- If you are creating signature for the first time, follow the below steps:

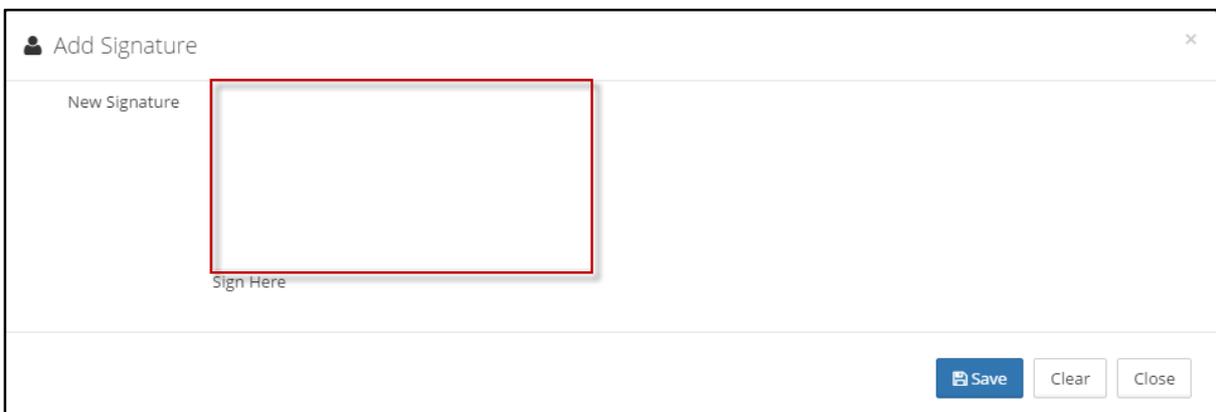


Figure 17-Add Signature

- a. Use your mouse pointer or any touch pad to sign inside the **New Signature** box.



Figure 18-Add Signature



If you wish to change this signature, click **Clear** and retry.

- b. Click **Save** to save the changes and click **Close**.
4. To change the existing signature, use the mouse pointer or touch pad to sign inside the **New Signature** box.

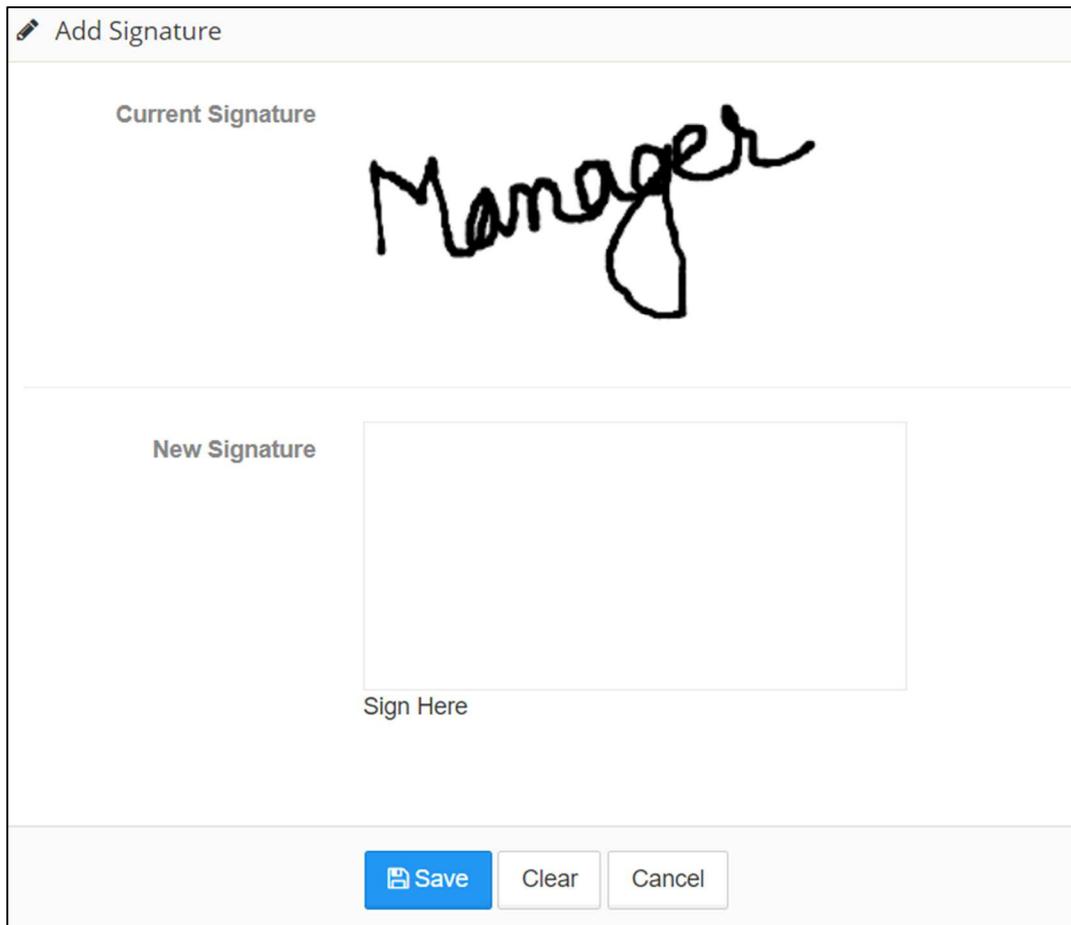


Figure 19-Change Signature



- Existing signature will be displayed in the **Current Signature** box.
- If you wish to change this signature, click **Clear** and retry.

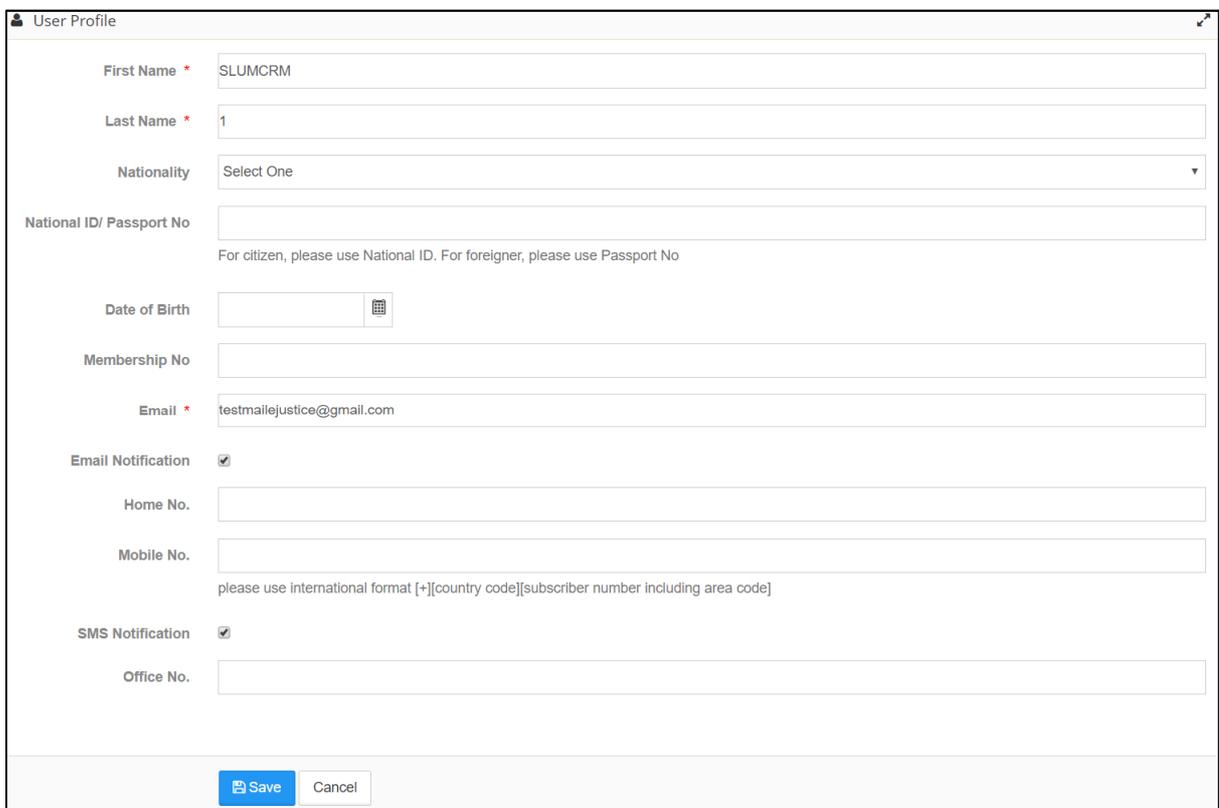
5. Click **Save** to save the **New Signature**.

Update User Profile

User Profile displays your details which you had specified while creating your user account. You can update your profile anytime. For example, you may need to update your profile if there is a change in your telephone number.

To update user profile:

1. Click  >> **User Profile**. The **Update User Profile** page is displayed.



User Profile

First Name * SLUMCRM

Last Name * 1

Nationality Select One

National ID/ Passport No

For citizen, please use National ID. For foreigner, please use Passport No

Date of Birth

Membership No

Email * testmailejustice@gmail.com

Email Notification

Home No.

Mobile No.

please use international format [+][country code][subscriber number including area code]

SMS Notification

Office No.

Save Cancel

Figure 20-Update User Profile

2. Change the required details and click **Save**. Following success message is displayed.

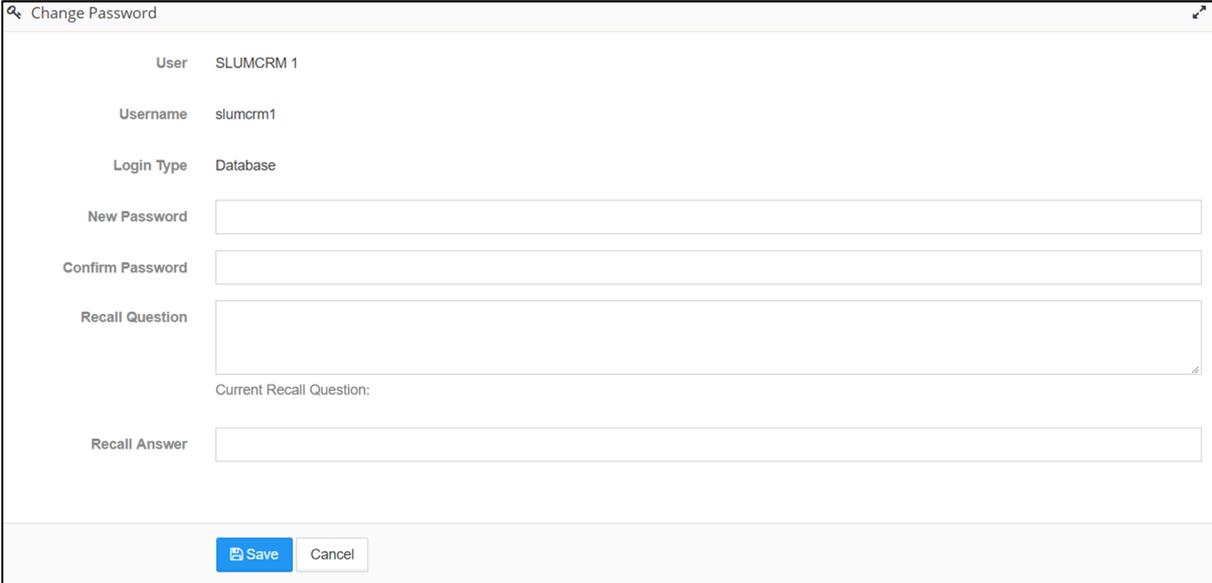


Figure 21-Success Message

Change Password

To change password:

1. Click  >> **Change Password**. The **Change Password** page is displayed.



Change Password

User: SLUMCRM 1

Username: slumcrm1

Login Type: Database

New Password:

Confirm Password:

Recall Question:

Current Recall Question:

Recall Answer:

Figure 22-Change Password

2. Enter a **Password**.
3. Re-enter the same password in **Confirm Password** field.
4. Enter a **Recall Question** and **Recall Answer**.



- If you forget your password, the system displays this **Recall Question** and prompts you to answer.
- If you enter an answer that is matching the **Recall Answer**, the system retrieves your password.
- Do not set a question which has a varying answer. For example, question like "What is your age?" will have a changing answer.

5. Click **Save**.

Judge Assignment

Once case is represented by the legal practitioner, case will be available in **My Active Cases** with the status **Judge Assignment**.

There are two options to assign judge to the case:

Option 1: User can navigate to **Case Management**<<**My Active Cases**.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Patrick Aime Abel vs VAVA Mani UWASE	SLUMCR2018/0001	SLU Magistrate Court Criminal	Judge Assignment	01/08/2018	02/08/2018 09:00	29/08/2018 09:32	
MMMM vs DSADASS DSADAD DSADSADSA	SLUMCR2018/0002	SLU Magistrate Court Criminal	Hearing	01/08/2018	02/08/2018 09:00	01/08/2018 09:03	
Brarinwa vs MUJHAA	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	01/08/2018	02/08/2018 09:00	29/08/2018 06:13	
AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO	SLUMCR2018/0004	SLU Magistrate Court Criminal	Hearing	01/08/2018	02/08/2018 09:00	02/08/2018 06:02	
Jessica Gobrial vs Bacani Christian	SLUMCR2018/0005	SLU Magistrate Court Criminal	Judge Assignment	29/08/2018	29/08/2018 10:00	29/08/2018 10:04	

Figure 23-My Active Cases

1. Click  button from the **My Active Cases**.

Summary Information					
<div style="display: flex; justify-content: space-between;"> Assign Judge File Documents Ad-hoc Task Pack And Go Document Bundle Change Status Extend Case </div>					
Case No	SLUMCR2018/0005	Case Title	Jessica Gobrial vs Bacani Christian		
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty		
Status	Judge Assignment	Assigned Judge			
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1		
Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Gobrial	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 24- Case Type

2. Click on **Assign Judge**.

Option 2: Access from **Dashboard, Task Panel**.

ECSC E-Litigation Portal User Guide for Case Managers Judge Assignment

Case No	Title	Name	Assignee(s)	Created Date	Due Date	
SLUMCR2018/0002	Endorse Fitness Hearing Notice for MMMMM vs DSADASS DSADAD DSADSADSA	Endorse Fitness Hearing Notice	Saint Lucia Magistrate Court CR MNGR	01/08/2018 08:51	08/08/2018 17:00	
SLUMCR2018/0002	Sign Court Order for MMMMM vs DSADASS DSADAD DSADSADSA	Sign Fitness Hearing Order	Saint Lucia Magistrate Court CR MNGR	01/08/2018 09:03	08/08/2018 17:00	
SLUMCR2018/0004	Endorse Case Management Conference Notice for AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO	Endorse Case Management Conference Notice	Saint Lucia Magistrate Court CR MNGR	02/08/2018 06:02	09/08/2018 17:00	
SLUMCR2018/0005	Assign Judge for Jessica Gobrial vs Bacani Christian	Assign Judge	Saint Lucia Magistrate Court CR MNGR	29/08/2018 10:04	05/09/2018 17:00	

Figure 25-Task

3. Click on  button.

Bothe options redirects user to the assign judge page.

Assign Judge

Case No SLUMCR2018/0005 Case Title Jessica Gobrial vs Bacani Christian

Case Type SLU Magistrate Court Criminal Sub Case Type Admiralty

Status Judge Assignment Assigned Judge

Filed By SLU One LP Filed By LawFirm SLU Law Firm 1

Case Details

Judge Assignment History

Case Judge History

Judge	Status	Date	Updated Date

0 items per page No items to display

Assign Judge

Assignment Type * Manual Automatic

Judges *

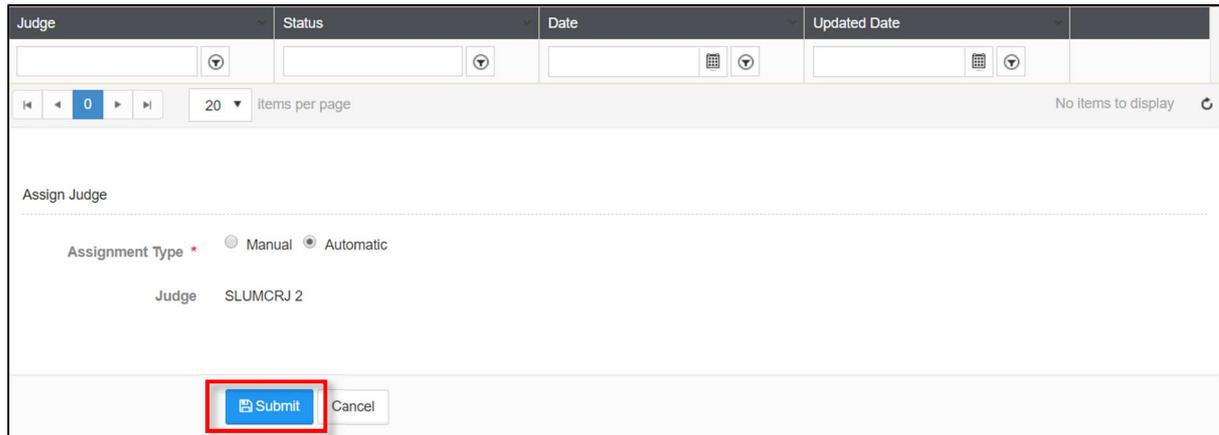
Remarks

Figure 26- Assign Judge

4. Select **assignment type**.

ECSC E-Litigation Portal User Guide for Case Managers Judge Assignment

- If it is **Manual** select **Judge**. It is suggested to give **remarks**. If it is **Automatic** judge will be auto selected and displayed.



Judge	Status	Date	Updated Date

Assign Judge

Assignment Type * Manual Automatic

Judge SLUMCRJ 2

Figure 27- Assign Judge

- Click on **Submit**.



- Once case will be accepted by judge, case will be available for hearing schedule.
- Hearing can be scheduled by manager or judge.
- If there is only one judge for the court and the case type then case will be auto assigned to the judge

Add Hearing

Case managers can add hearing which is listed in My Active cases. Case manager can schedule hearing on behalf of the assigned Judge. In this scenario respective judge need to approve the scheduled hearing.



- Hearing can be scheduled by the associated Judge as well.

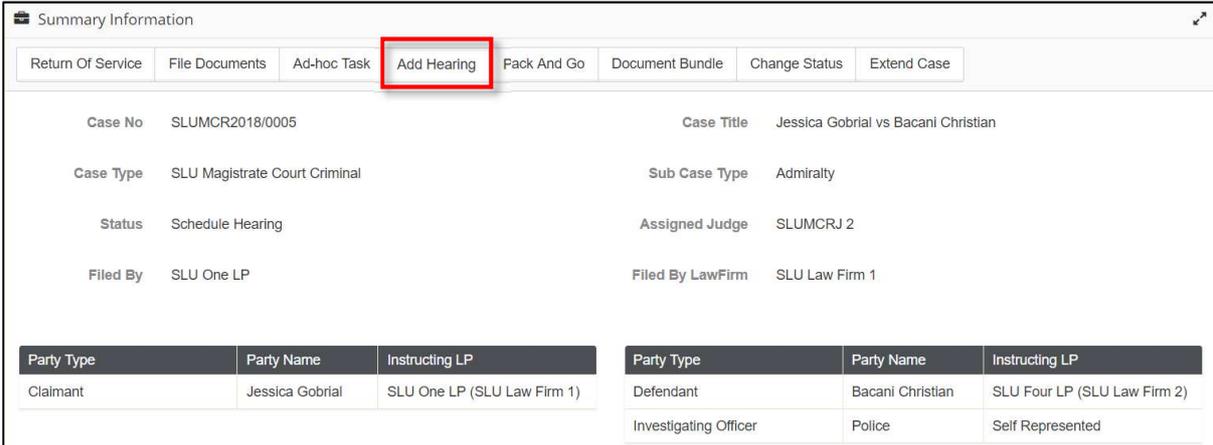
Prerequisites:

- You must have a valid [e-signature](#) before adding hearing to a case.
- Judge must have been assigned and accepted by judge also.

To add hearing to a case:

1. Go to **Case Management>>My Active Cases**

2. Click on  button to get **Case Summary**.



Summary Information

Return Of Service | File Documents | Ad-hoc Task | **Add Hearing** | Pack And Go | Document Bundle | Change Status | Extend Case

Case No: SLUMCR2018/0005 | Case Title: Jessica Gobrial vs Bacani Christian

Case Type: SLU Magistrate Court Criminal | Sub Case Type: Admiralty

Status: Schedule Hearing | Assigned Judge: SLUMCRJ 2

Filed By: SLU One LP | Filed By LawFirm: SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Gobrial	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 28-Case Summary

3. Click on **Add Hearing**. User will be redirected to the 1st step of

ECSC E-Litigation Portal User Guide for Case Managers Add Hearing

The screenshot shows the 'Case Schedule Hearing Form' with a progress indicator at the top showing three steps: 1. Search Case (highlighted in blue), 2. Schedule Hearing, and 3. Preview Notice. Below the progress indicator, the 'Search Case' section is active, displaying the 'Case No *' as 'SLUMCR2018/0005'. The 'Case Information' section below shows details for Case No. SLUMCR2018/0005, Case Title 'Jessica Gobrial vs Bacani Christian', Case Type 'SLU Magistrate Court Criminal', Sub Case Type 'Admiralty', Status 'Schedule Hearing', Assigned Judge 'SLUMCRJ 2', and Filed By 'SLU One LP' and 'SLU Law Firm 1'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

Figure 29-Search Case

4. Click on **Next**.

The screenshot shows the 'Case Schedule Hearing Form' with the progress indicator updated: 1. Search Case, 2. Schedule Hearing (highlighted in blue), and 3. Preview Notice. The 'Schedule Hearing' section is active, displaying the same case details as Figure 29. Below this, there is a 'Case Details' dropdown menu. The 'Schedule Hearing' section contains several fields: 'Hearing Type *' with a dropdown menu set to 'Select One'; 'Judges *' with a text input field containing 'SLUMCRJ 2' and a close button; 'Hearing Start Date Time *' with a date and time picker set to '04/09/2018 09:00'; 'Hearing End Date Time *' with a date and time picker set to '04/09/2018 10:00'; and 'Hearing Location *' with a dropdown menu set to 'Select One'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

Figure 30-Schedule Hearing

5. Select **Hearing Type**.
6. Assigned judge will be auto selected. User can add more **Judges** also if required.
7. Select **Hearing Start Date Time** and **Hearing End Date Time**, also select **Hearing Location** and click on **Next**.

Case Schedule Hearing Form

1 Search Case 2 Schedule Hearing 3 Preview Notice

Preview Notice

Preview Notice

NOTICE OF HEARING

TAKE NOTICE that this matter has been scheduled for hearing at the Magistrate Court in the city of Castries on 07th day of septembre 2018 at 09:00 AM.

DATED: this 03rd day of septembre 2018

Previous Cancel Submit

Figure 31-Preview Notice

8. Verify the details and click on **Submit** to schedule hearing.
9. Success message will flash on screen.

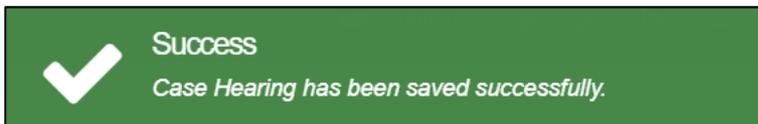


Figure 32-Success Message



- To add more hearings repeat step-4 to step-9.

10. Ad-hoc task will be created for manager to endorse the scheduled hearing for the case.

Case No	Title	Name	Assignee(s)	Created Date	Due Date	
SLUMCR2018/0001	Endorse Trial Notice for Jessica Barucha vs Bacani Christian	Endorse Trial Notice	Saint Lucia Magistrate Court CR MNGR	04/09/2018 04:04	11/09/2018 17:00	<input type="checkbox"/> <input checked="" type="checkbox"/>

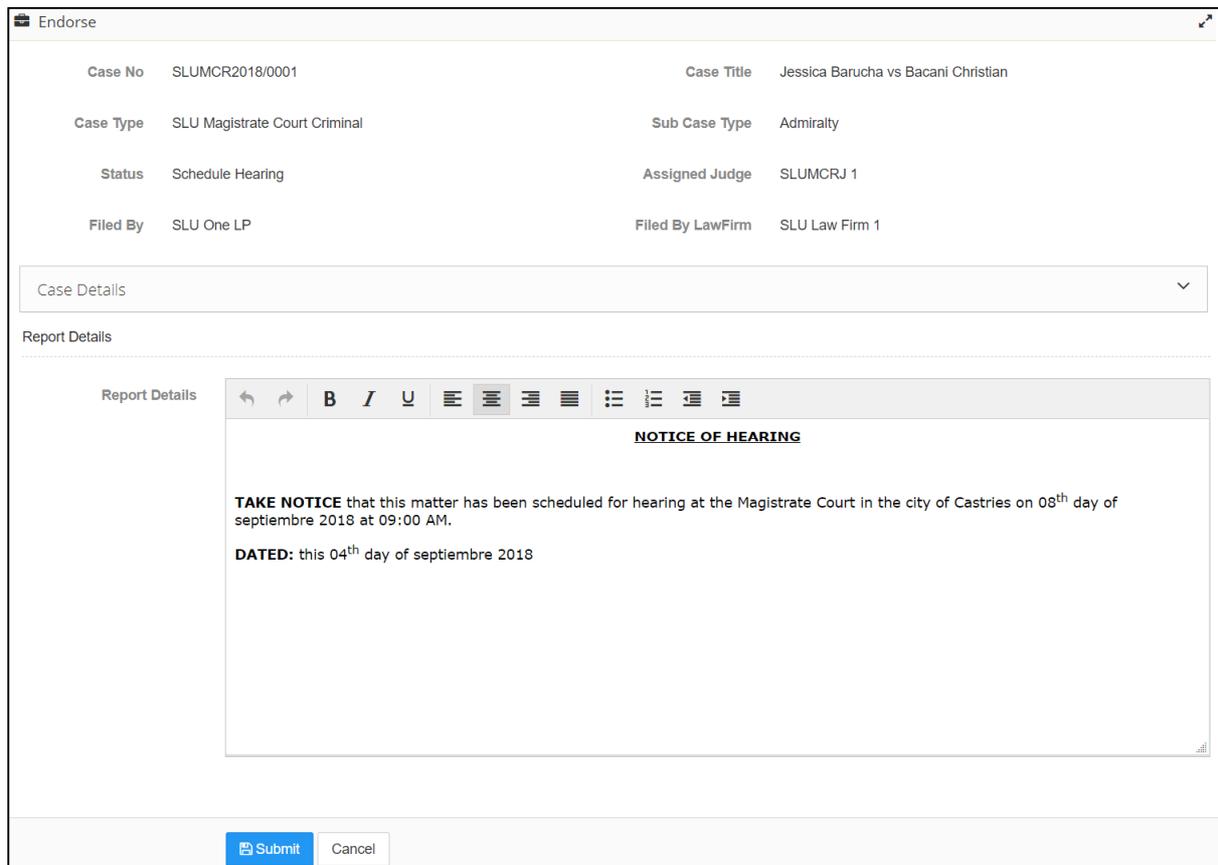
20 Items per page 1 - 1 of 1 items

Figure 33-Task

ECSC E-Litigation Portal User Guide for Case Managers Add Hearing



11. Click on  to endorse the hearing.



The screenshot shows the 'Endorse' form with the following details:

Case No	SLUMCR2018/0001	Case Title	Jessica Barucha vs Bacani Christian
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Schedule Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Below the case details is a 'Case Details' dropdown menu. Underneath is the 'Report Details' section, which contains a rich text editor with a toolbar. The editor contains the following text:

NOTICE OF HEARING

TAKE NOTICE that this matter has been scheduled for hearing at the Magistrate Court in the city of Castries on 08th day of septiembere 2018 at 09:00 AM.

DATED: this 04th day of septiembere 2018

At the bottom of the form are 'Submit' and 'Cancel' buttons.

Figure 34-Task Submission

12. Click on **Submit**, success message will be displayed on the screen.



Figure 35-Success Message

Update Hearing

Once hearing is scheduled, case manager can update/modify the scheduled hearing if required. Case Manager can do this process only for those cases with which they are associated.



Hearing can be scheduled and updated by associated case manage, judge secretary as well.

Prerequisites:

- You must have a valid [e-signature](#) before adding hearing to a case.
- At least one hearing should be scheduled

To update hearing to a case:

1. Go to **Case Management>>My Active Cases** to view your list of active cases and click on  icon to view case summary.

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 36-Case Summary

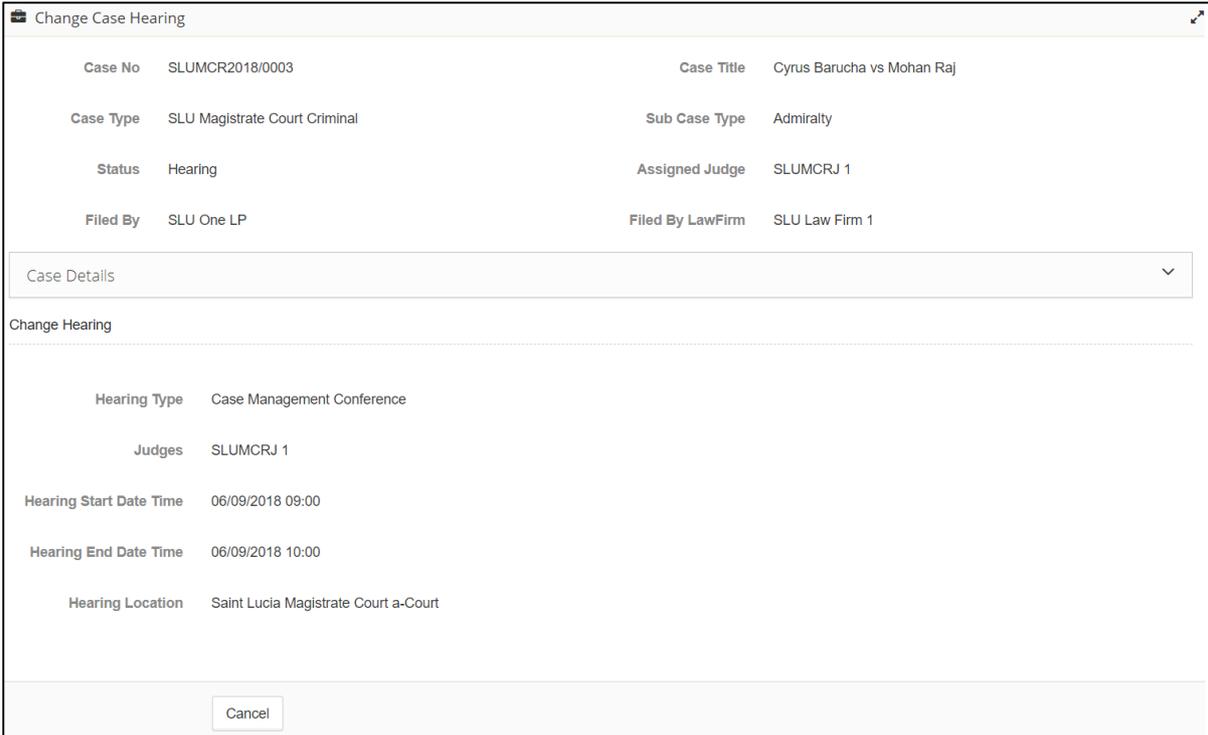
2. Click on **Update Case Hearing**.

Case No	Type	Judges	Hearing Date	Location	Updated Date	
SLUMCR2018/0003	Case Management Conference	SLUMCRJ 1	06/09/2018 09:00	Saint Lucia Magistrate Court a-Court	11/09/2018 09:05	
SLUMCR2018/0001	Trial	SLUMCRJ 1	11/09/2018 09:00	Saint Lucia Magistrate Court a-Court	06/09/2018 06:31	

Figure 37-Update Case Hearing

3. Click on  to view scheduled hearing.

ECSC E-Litigation Portal User Guide for Case Managers Add Hearing



The screenshot shows the 'Change Case Hearing' form in a view-only state. At the top, there is a header 'Change Case Hearing' with a close icon. Below this, case details are displayed in a grid format:

Case No	SLUMCR2018/0003	Case Title	Cyrus Barucha vs Mohan Raj
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

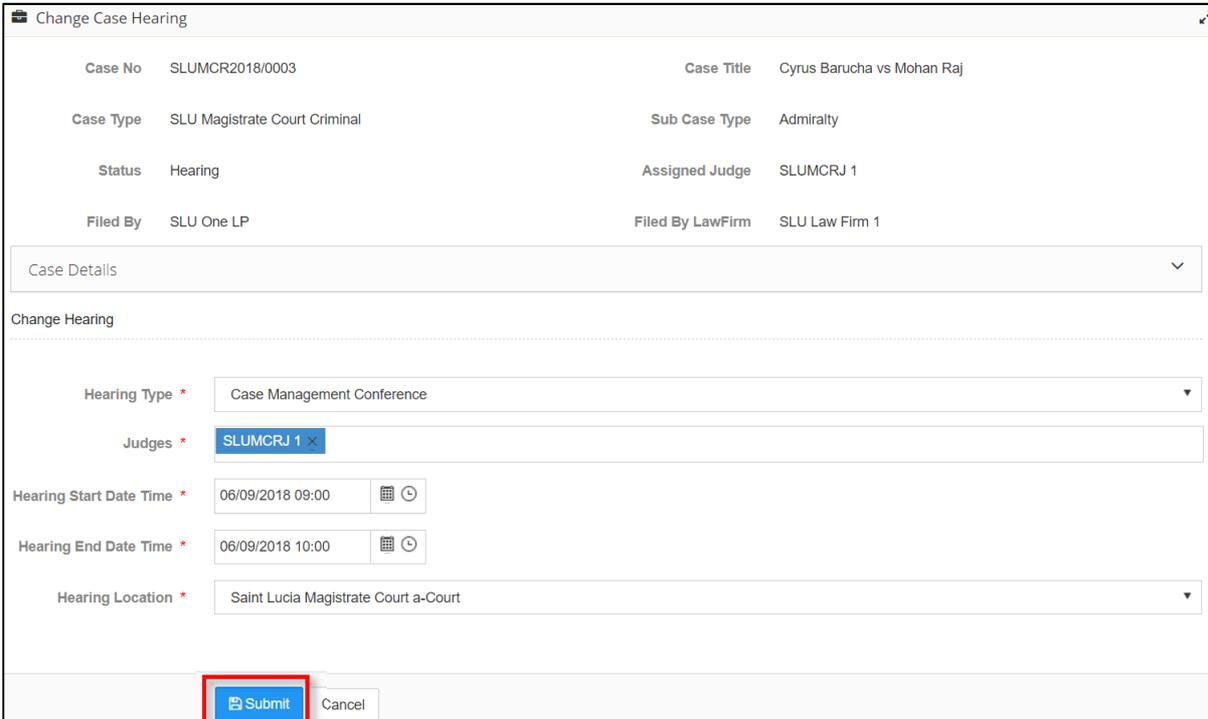
Below the case details is a dropdown menu labeled 'Case Details'. Underneath, the 'Change Hearing' section is visible, showing the following details:

Hearing Type	Case Management Conference
Judges	SLUMCRJ 1
Hearing Start Date Time	06/09/2018 09:00
Hearing End Date Time	06/09/2018 10:00
Hearing Location	Saint Lucia Magistrate Court a-Court

At the bottom of the form, there is a 'Cancel' button.

Figure 38-View Case Hearing

4. Click on  to edit/update hearing.



The screenshot shows the 'Change Case Hearing' form in an edit mode. The case details section is identical to Figure 38. The 'Change Hearing' section now contains interactive form fields:

Hearing Type *	Case Management Conference
Judges *	SLUMCRJ 1
Hearing Start Date Time *	06/09/2018 09:00
Hearing End Date Time *	06/09/2018 10:00
Hearing Location *	Saint Lucia Magistrate Court a-Court

At the bottom of the form, there are two buttons: 'Submit' (highlighted with a red box) and 'Cancel'.

Figure 39-Edit/Update Case Hearing

7. It will auto populate current hearing schedule details.
8. Edit details as per the requirement and click on **Submit**. Success message will be displayed.



Figure 40-Success Message

File Document

This is an ad-hoc filing.

All the documents uploaded for a case are listed under the **Documents** section in the Case Summary.

The Documents section displays the name of the person who has uploaded the document.



Documents can be filed by any of them:

- Legal Practitioner, Judge, Managers

Prerequisites: Scan and save the document to be filed in the required format and size to your computer.

To file documents for a case:

1. Go to [My Active Cases](#) to view your active cases.
2. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.

Summary Information ↗

Return Of Service File Documents Ad-hoc Task Add Hearing Pack And Go Document Bundle Change Status Extend Case

Case No	SLUMCR2018/0001	Case Title	Jessica Barucha vs Bacani Christian
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Schedule Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 41-Case Summary

3. Click **File Documents**. The **Search Case** page is displayed.

ECSC E-Litigation Portal User Guide for Case Managers File Document

Case Ad-hoc Filing Form

1 Search Case 2 Documents

Search Case

Case No * SLUMCR2018/0001

Case Information

Case No SLUMCR2018/0001 Case Title Jessica Barucha vs Bacani Christian

Case Type SLU Magistrate Court Criminal Sub Case Type Admiralty

Status Schedule Hearing Assigned Judge SLUMCRJ 1

Filed By SLU One LP Filed By LawFirm SLU Law Firm 1

Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)

Party Type	Party Name	Instructing LP
Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
Investigating Officer	Police	Self Represented

Previous Cancel Next

Figure 42-Search Case

4. Click on **Next**.

Case Ad-hoc Filing Form

1 Search Case 2 Documents

Documents

+ ↻

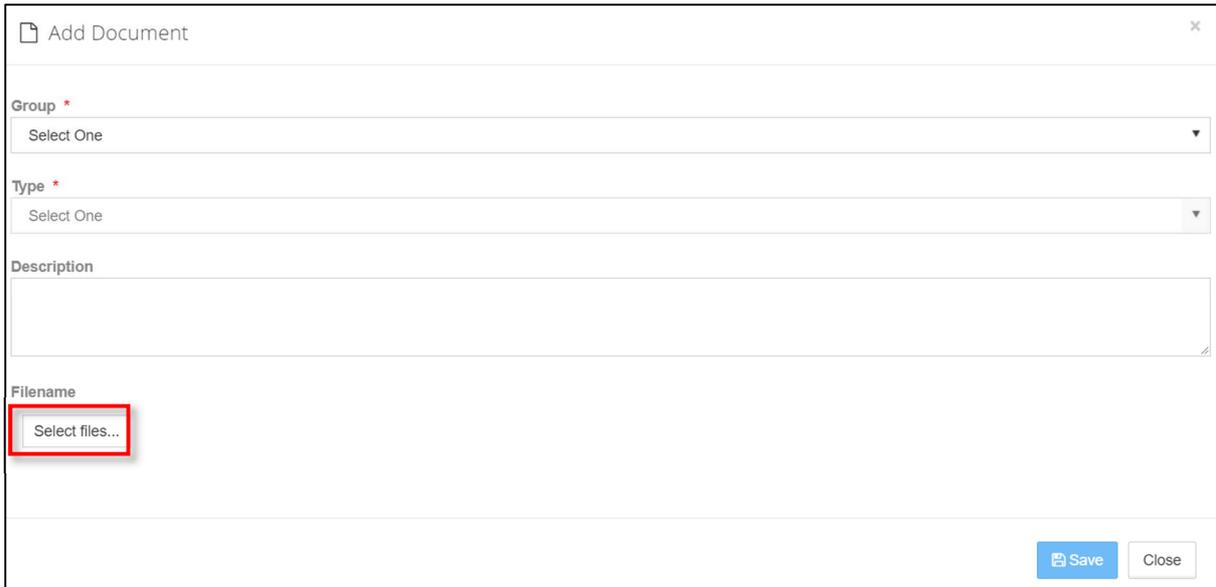
Filename	Type	Description	Uploaded By	Uploaded Date	Actual Uploaded...
----------	------	-------------	-------------	---------------	--------------------

0 20 Items per page No items to display

Previous Cancel Submit

Figure 43-Documents

5. Click on  button. It populates pop-up to add document given below:



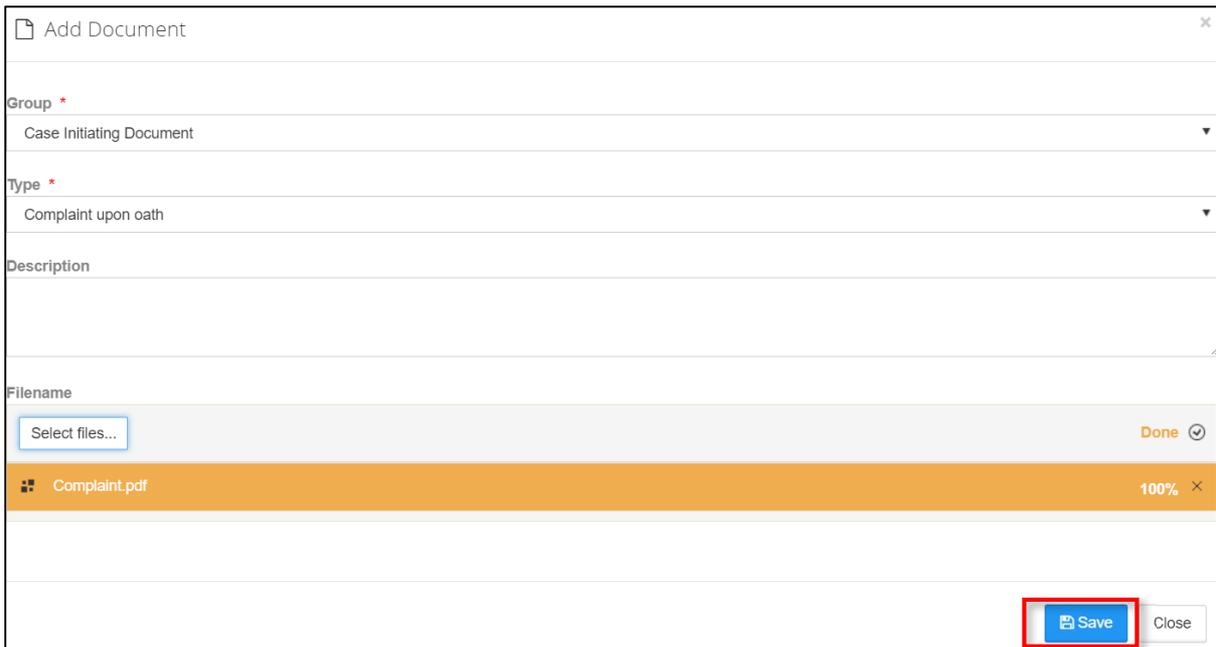
The screenshot shows a web form titled "Add Document" with a close button (X) in the top right corner. The form contains the following fields:

- Group ***: A dropdown menu with "Select One" selected.
- Type ***: A dropdown menu with "Select One" selected.
- Description**: A large text area for entering a description.
- Filename**: A section containing a "Select files..." button, which is highlighted with a red rectangle.

At the bottom right of the form, there are two buttons: a blue "Save" button and a white "Close" button.

Figure 44-Add Document

6. Select **Group**, **Type**. It is recommended to add **Description**.
7. Click **Select files** to browse and upload document. Once uploaded it will be listed as shown below:



The screenshot shows the "Add Document" form after some data has been entered. The fields are:

- Group ***: "Case Initiating Document"
- Type ***: "Complaint upon oath"
- Description**: Empty
- Filename**: A section with a "Select files..." button (highlighted with a blue box) and a "Done" button with a checkmark icon. Below this, a file named "Complaint.pdf" is listed in an orange bar, with a "100%" progress indicator and a close button (X).

At the bottom right, the "Save" button is highlighted with a red rectangle, and the "Close" button is also visible.

Figure 45-Add Document

8. Click on **Save** button and the uploaded document will be listed as shown below:

ECSC E-Litigation Portal User Guide for Case Managers File Document

Case Ad-hoc Filing Form

1 Search Case 2 Documents

Documents

Filename	Type	Description	Uploaded By	Uploaded Date	Actual Uploaded...	
Complaint.pdf	Complaint upon oath			04/09/2018 07:40		

20 Items per page 1 - 1 of 1 items

Previous Cancel Submit

Figure 46-Documents

9. Click on **Submit**. Success message will be displayed.



Figure 47-Success Message



- To modify the document description, click .
- To remove the document, click .
- To add another document, repeat steps 5-8.

File Return of Service

Return of Service can be filed for a case and its related interlocutory applications.



- It can be filed by any of the following:
 - Applicants or Plaintiff's instructing legal practitioner
 - Manager
 - Service Bureau Staff

Prerequisites

- Proof of service document has to be scanned and saved as PDF to your computer.
- Case Number (if you file return of service from **Home/Dashboards** or from the side menu by clicking **Case Management >> Return of Service**)
- Authorize code of the respondent or defendant.

To file return of service:

There are three options to file return of service:

Option 1: Shortcut at Home/Dashboard.



Figure 48-Home/Dashboard

Option 2: Go to Case Management>> [My Active Cases](#) to view your active cases. In

the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.

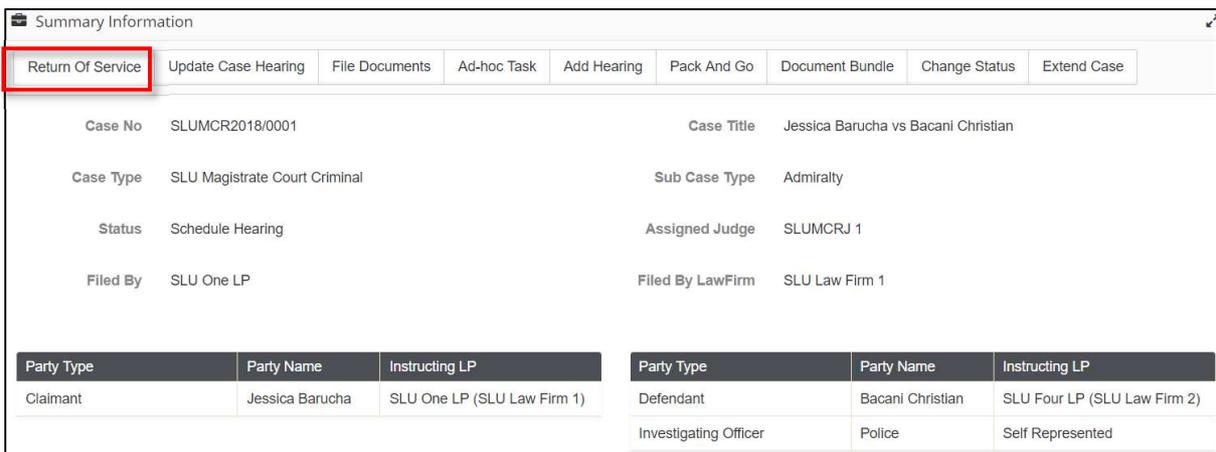


Figure 49-Case Summary

Option 3: Go to **Case Management>>Return of Service.**

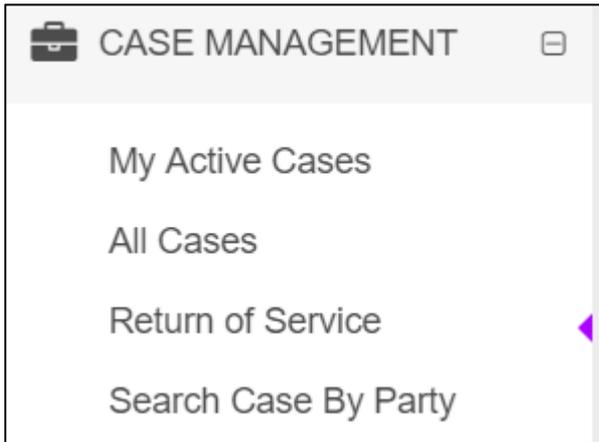


Figure 50-Side Menu

Option 2 will redirect user to the 1st Step where user does not need to key in case number.

Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Search Case

Case No * SLUMCR2018/0001

Case Information

Case No	SLUMCR2018/0001	Case Title	Jessica Barucha vs Bacani Christian
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Schedule Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)
Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
Investigating Officer	Police	Self Represented

Previous Cancel Next

Figure 51-Search Case

User can click on **Next** by verifying case details.

Option 1 and **Option 3** will redirect user to 1st step of the Return of Service, where they need to enter the case number to search.

Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Search Case

Case No * Search

Previous Cancel Next

Figure 52-Search Case

1. Enter case number and click on **Search**.

Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Search Case

Case No * SLUMCR2018/0001

Case Information

Case No	SLUMCR2018/0001	Case Title	Jessica Barucha vs Bacani Christian
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Schedule Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)
Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
Investigating Officer	Police	Self Represented

Previous Cancel Next

Figure 53-Search Case

2. Verify details and click on **Next**.

Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Authorize Codes

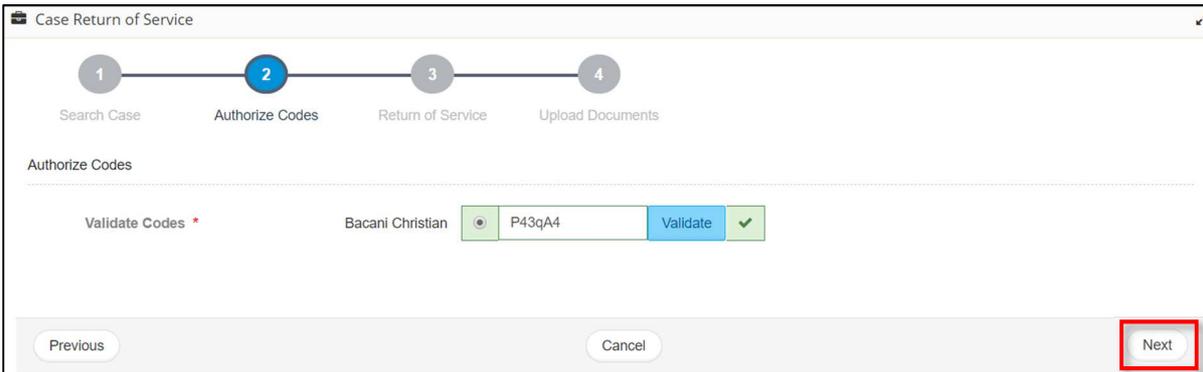
Validate Codes * Bacani Christian Validate

Previous Cancel Next

Figure 54-Authorize Code

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service

3. Select the required respondent or defendant, enter the respective authorize code and click **Validate**. If the code is correct, it is indicated by a green tick mark.



Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Authorize Codes

Validate Codes * Bacani Christian P43qA4 Validate ✓

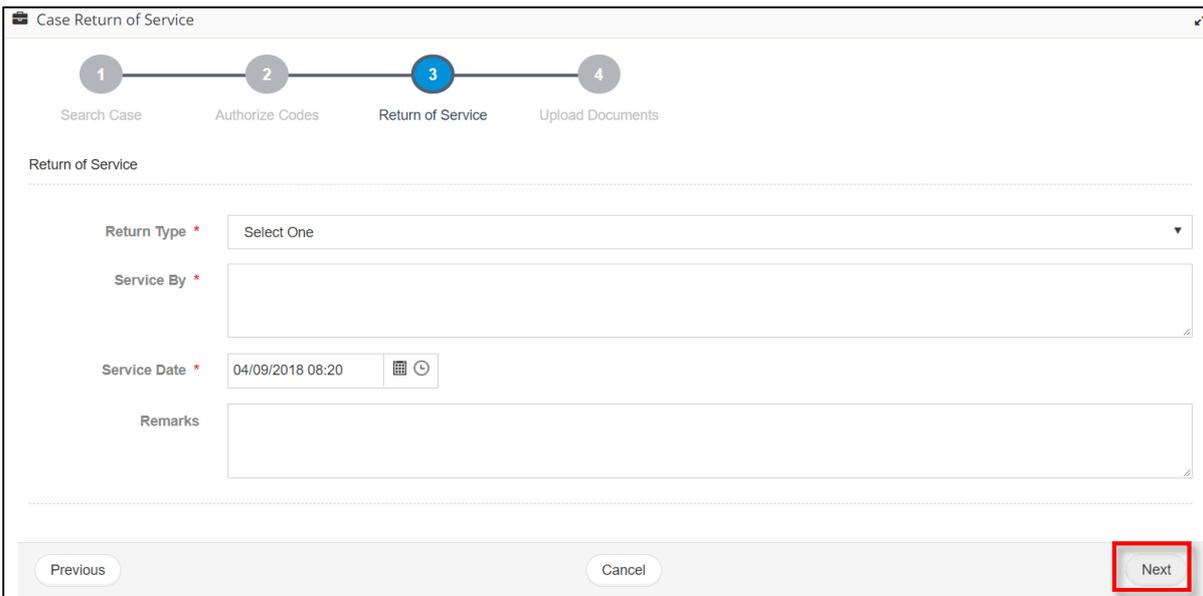
Previous Cancel Next

Figure 55-Authorize Code



If there are more than one respondent or defendant, repeat step 6 for each respondent or defendant.

4. Click on **Next**.



Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Return of Service

Return Type * Select One

Service By *

Service Date * 04/09/2018 08:20

Remarks

Previous Cancel Next

Figure 56-Return of Service

5. Select **Return Type**, **Service By**, **Service Date**. It is suggested to provide **Remarks** as well.
6. Click on **Next**.

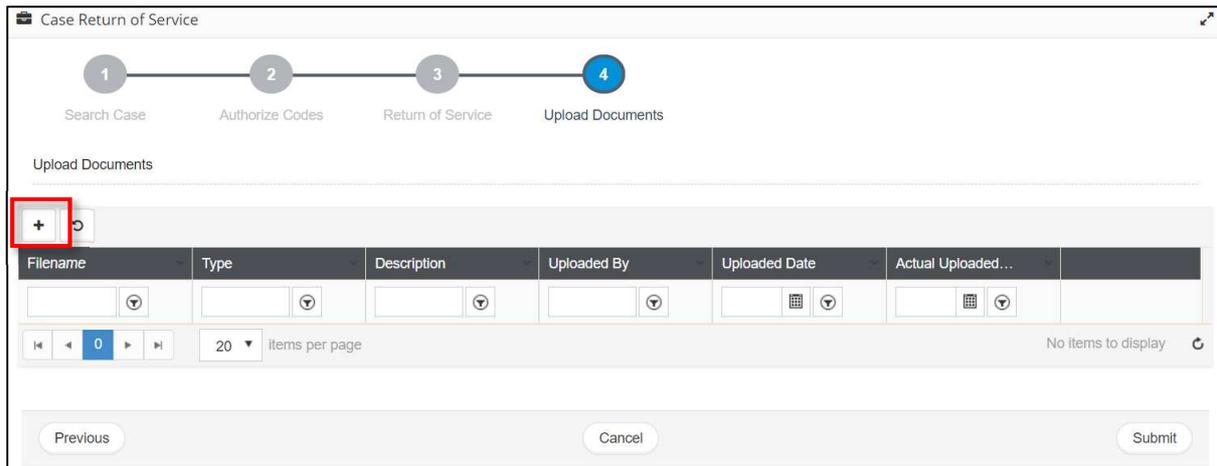


Figure 57-Upload Documents

7. Click  to attach a document

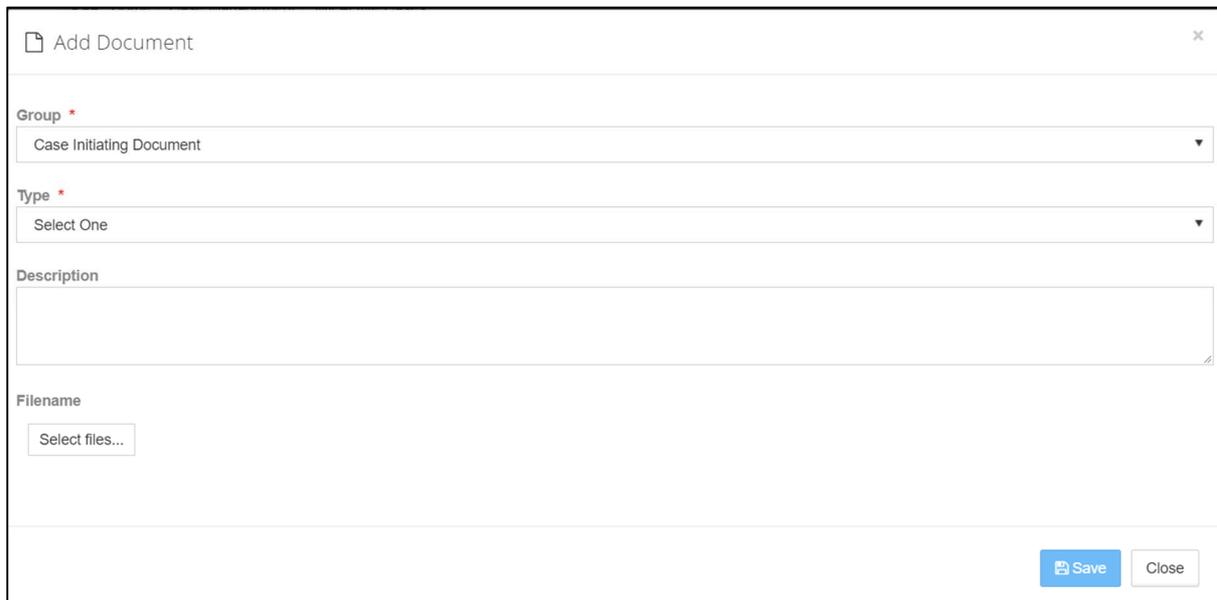


Figure 58-Add Document

8. Select the **Group** and **Type** of the supporting document.
9. It is recommended to enter a **Description** for the document.
10. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service

Add Document

Group *
Case Initiating Document

Type *
Complaint upon oath

Description
Return of Service

Filename
Select files... Done

Complaint.pdf 100%

Save Close

Figure 59-Add Document

11. Click on **Save**. Uploaded document will be listed as shown below:

Case Return of Service

1 Search Case 2 Authorize Codes 3 Return of Service 4 Upload Documents

Upload Documents

Filename	Type	Description	Uploaded By	Uploaded Date	Actual Uploaded...	
Complaint.pdf	Complaint upon oath	Return of Service			04/09/2018 08:44	

Previous Cancel Submit

Figure 60-Upload Document



- To modify the document description, click
- To remove the document, click
- To add another document, repeat steps 9-13.

12. Click on **Submit**, success message will be displayed on the screen.

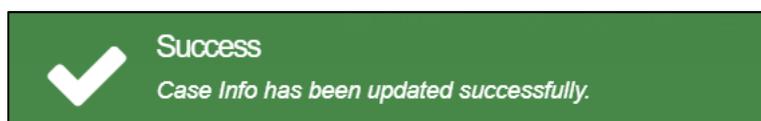


Figure 61-Success Message

Ad-Hoc Task

Ad-hoc task can be created by the associated manager.



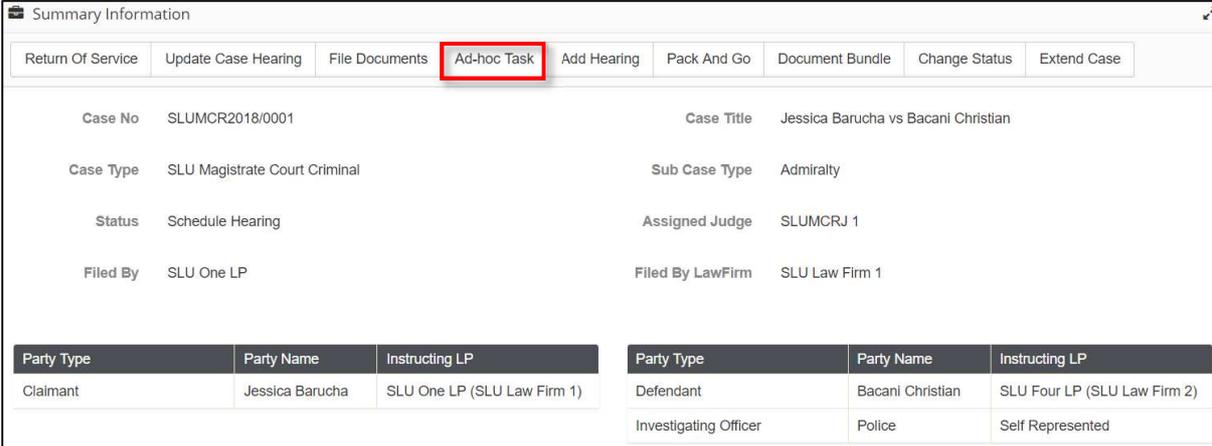
Ad-hoc can be created by the associated Judge also.

Prerequisites

- Manager must have set signature.
- Case manager must be associated with the case.

To create Ad-hoc task:

1. Go to **Case Management>>My Active Cases** to view your active cases.
2. Click on the  icon corresponding to the case. The **Summary Information** is displayed.



Summary Information

Return Of Service | Update Case Hearing | File Documents | **Ad-hoc Task** | Add Hearing | Pack And Go | Document Bundle | Change Status | Extend Case

Case No: SLUMCR2018/0001 | Case Title: Jessica Barucha vs Bacani Christian

Case Type: SLU Magistrate Court Criminal | Sub Case Type: Admiralty

Status: Schedule Hearing | Assigned Judge: SLUMCRJ 1

Filed By: SLU One LP | Filed By LawFirm: SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 62-Case Summary

3. Click on **Ad-hoc Task**. User will be redirected to the 1st step.

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service

Case Ad-hoc Task Form

1 Search Case 2 Task Details

Search Case

Case No * SLUMCR2018/0001

Case Information

Case No SLUMCR2018/0001 Case Title Jessica Barucha vs Bacani Christian

Case Type SLU Magistrate Court Criminal Sub Case Type Admiralty

Status Schedule Hearing Assigned Judge SLUMCRJ 1

Filed By SLU One LP Filed By LawFirm SLU Law Firm 1

Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)
Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
Investigating Officer	Police	Self Represented

Previous Cancel Next

Figure 63-Search Case

4. Verify case details and click on **Next**.

Case Ad-hoc Task Form

1 Search Case 2 Task Details

Task Details

Task Name * Select One

Due Date * [Calendar Icon]

Assignee * Select One

Message *

Previous Cancel Submit

Figure 64-Task Details

5. Enter **Task Name, Due Date, Assignee, Message**.

The screenshot shows a web form titled "Case Ad-hoc Task Form". At the top, there is a progress indicator with two steps: "1 Search Case" and "2 Task Details", with the second step being active. Below this, the "Task Details" section contains the following fields:

- Task Name ***: A dropdown menu with "Add Case Party" selected.
- Due Date ***: A date field showing "14/09/2018" with a calendar icon.
- Assignee ***: A dropdown menu with "SLU One LP" selected.
- Message ***: A text input field containing "Update Party Details".

At the bottom of the form, there are three buttons: "Previous", "Cancel", and "Submit". The "Submit" button is highlighted with a red rectangular box.

Figure 65-Task Details

6. Click on **Submit**, success message will be displayed.

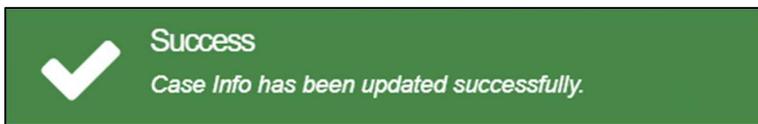


Figure 66-Success Message

Pack and Go

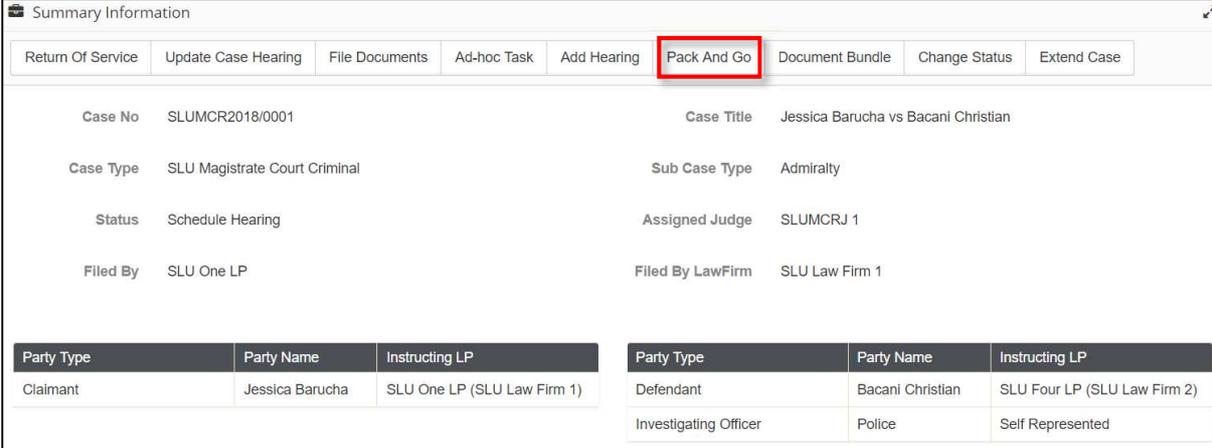
Associated case manager is authorized to perform this activity.



Associated judge as well as legal practitioner can also perform this.

To perform pack and go:

1. Go to **Case Management>>My Active Cases** to view active cases.
2. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.



Summary Information

Return Of Service | Update Case Hearing | File Documents | Ad-hoc Task | Add Hearing | **Pack And Go** | Document Bundle | Change Status | Extend Case

Case No: SLUMCR2018/0001 | Case Title: Jessica Barucha vs Bacani Christian

Case Type: SLU Magistrate Court Criminal | Sub Case Type: Admiralty

Status: Schedule Hearing | Assigned Judge: SLUMCRJ 1

Filed By: SLU One LP | Filed By LawFirm: SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 67-Case Summary

3. Click on **Pack And Go**. It will auto download the zip file which will be saved in the downloads folder by default.



CaseInfo (2).zip | Show all | X

Figure 68-Downloaded File

4. Go to the location and save to the desired location.

Document Bundle

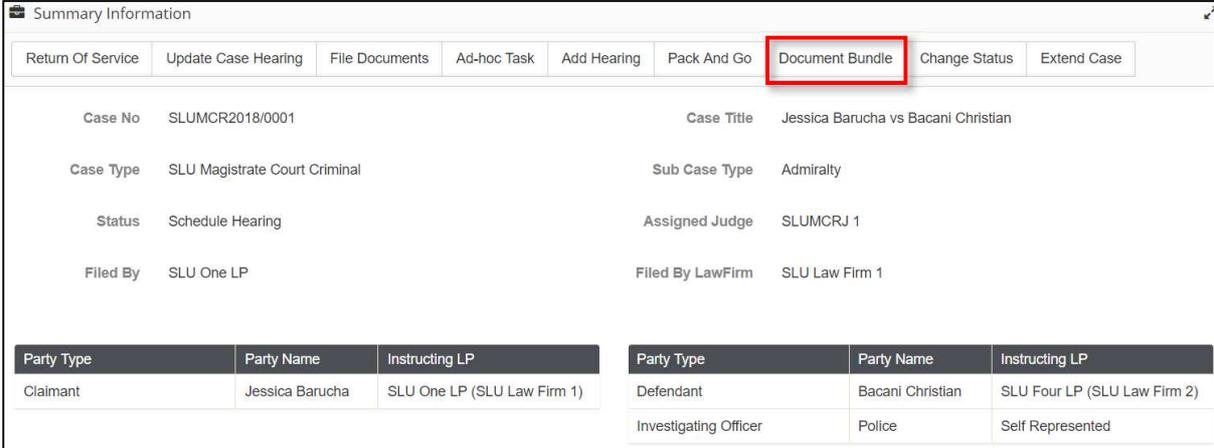
Associated case manager can create document bundle from my active cases.



Associated Legal Practitioner, Judge are also authorized to perform this.

To Create Document Bundle:

1. Go to **Case Manager>>My Active Cases** to view your active cases.
2. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.



Summary Information

Return Of Service | Update Case Hearing | File Documents | Ad-hoc Task | Add Hearing | Pack And Go | **Document Bundle** | Change Status | Extend Case

Case No: SLUMCR2018/0001 | Case Title: Jessica Barucha vs Bacani Christian

Case Type: SLU Magistrate Court Criminal | Sub Case Type: Admiralty

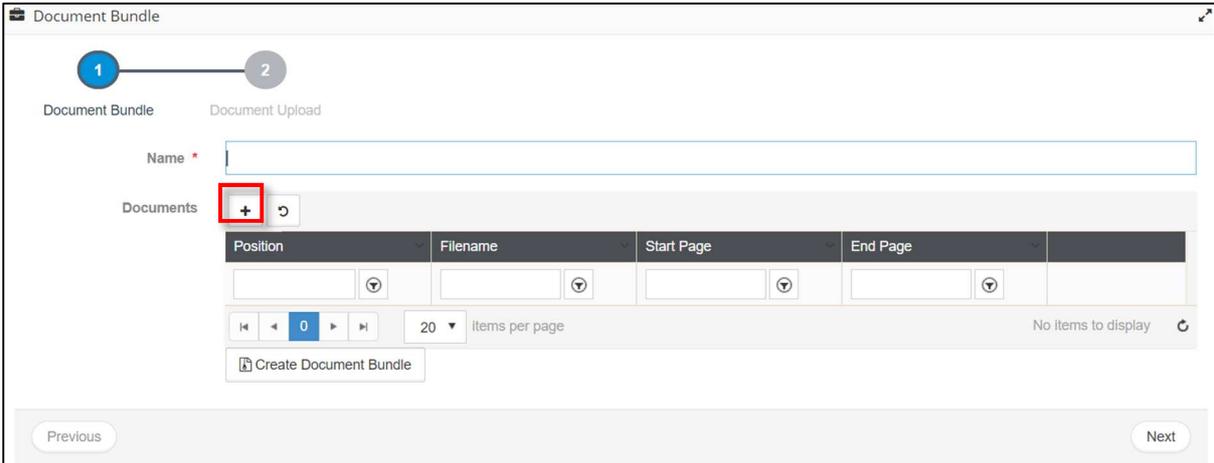
Status: Schedule Hearing | Assigned Judge: SLUMCRJ 1

Filed By: SLU One LP | Filed By LawFirm: SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 69-Case Summary

3. Click on **Document Bundle**. User will be redirected to 1st step.



Document Bundle

1 — 2

Document Bundle | Document Upload

Name *

Documents **+** ↻

Position	Filename	Start Page	End Page
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

20 items per page | No items to display

Create Document Bundle

Previous | Next

Figure 70-Document Bundle

4. Enter bundle **Name**.



5. Click on  to add documents. Pop-up screen will appear to add documents.

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service



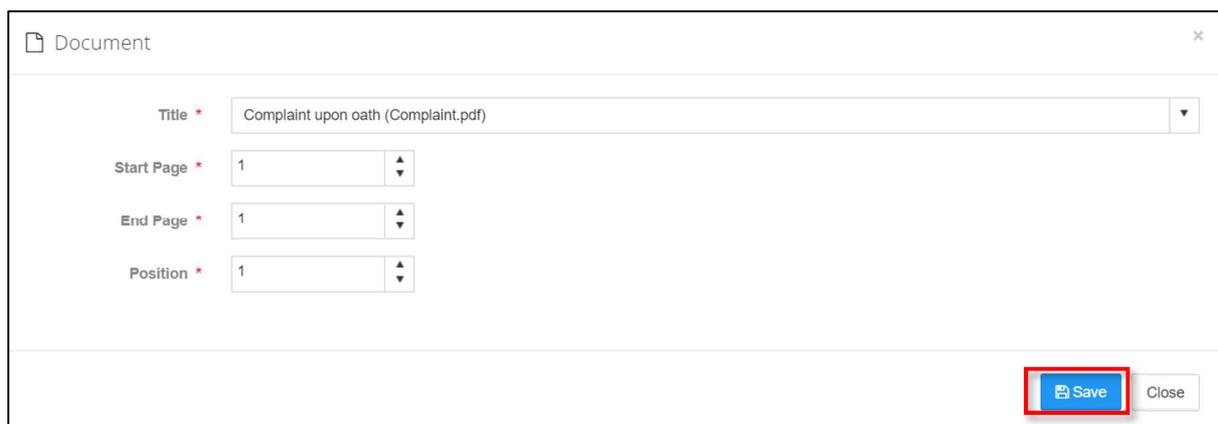
The screenshot shows a 'Document' form with the following fields:

- Title *
- Start Page *
- End Page *
- Position *

Buttons:

Figure 71-Add Document

6. Select **Title**, **Start Page**, **End Page**, and **Position**.



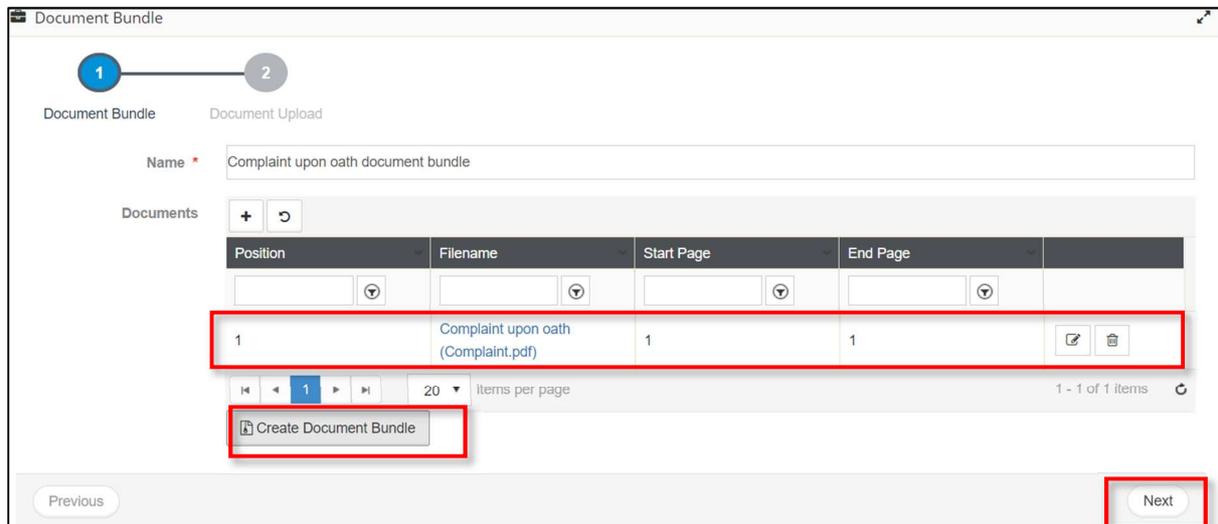
The screenshot shows the 'Document' form with the following fields filled:

- Title *
- Start Page *
- End Page *
- Position *

Buttons:

Figure 72-Add Document

7. Click on **Save** button, added document will be listed as shown below:



The screenshot shows the 'Document Bundle' page with the following details:

- Progress: 1 (Document Bundle) — 2 (Document Upload)
- Name *
- Documents table:

Position	Filename	Start Page	End Page	
1	Complaint upon oath (Complaint.pdf)	1	1	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Buttons:

Figure 73-Add Document

- To attach another document, repeat steps 5-8.



- To modify the document description, click .

- To remove the document, click .

8. Click on **Create Document Bundle**, bundle will be downloaded into downloads folder. And click on **Next**.



Figure 74-Downloaded Bundle

9. PDF file will be downloaded in the downloads folder by default.

10. Next step **Document Upload** will appear.

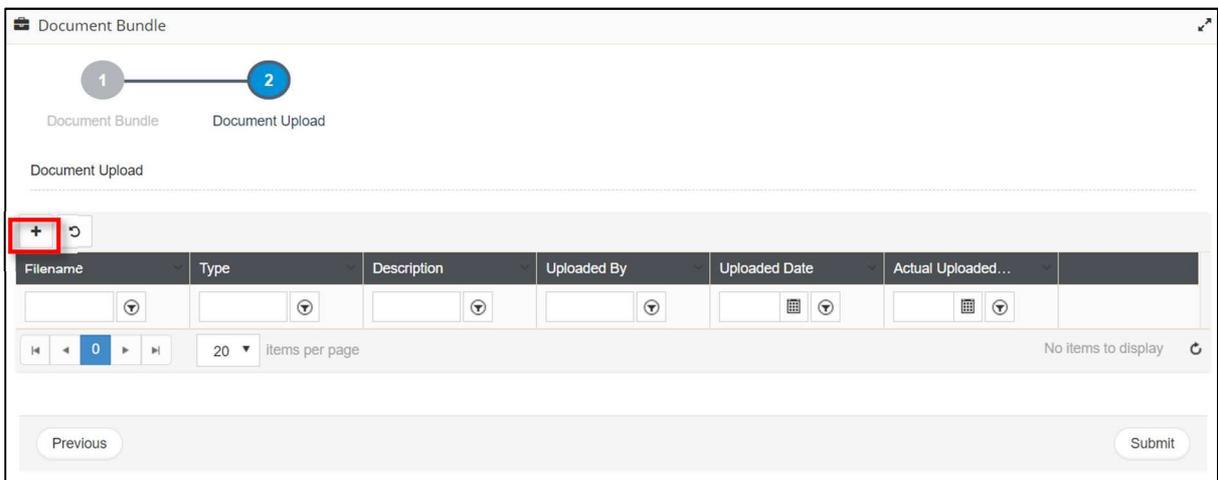


Figure 75-Document Upload

11. Click on  to add document. Pop-up will appear or add documents.

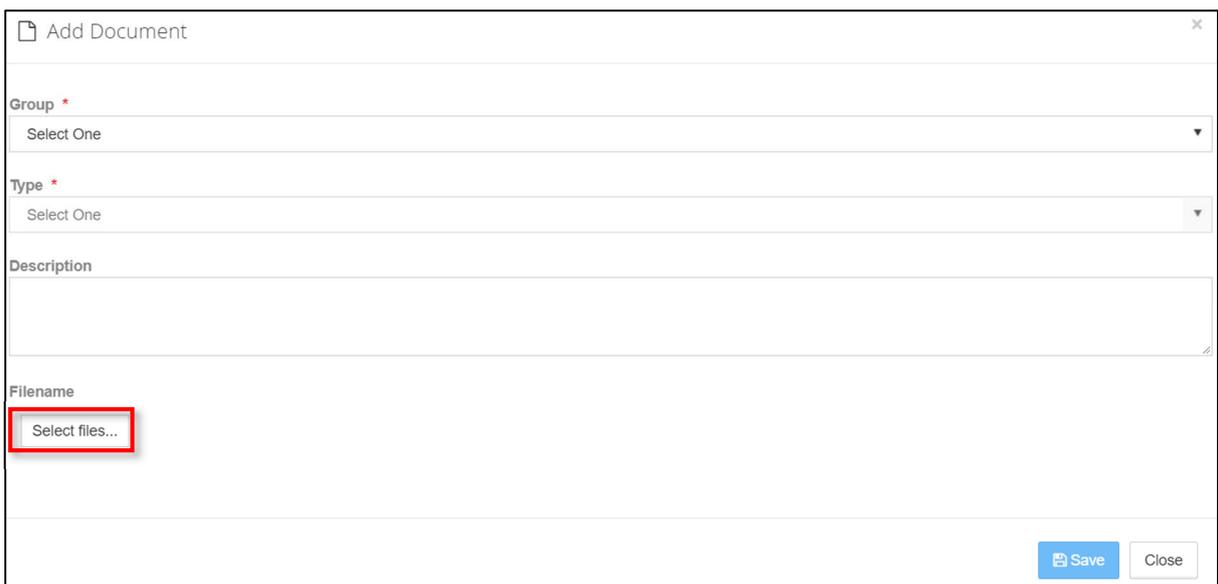
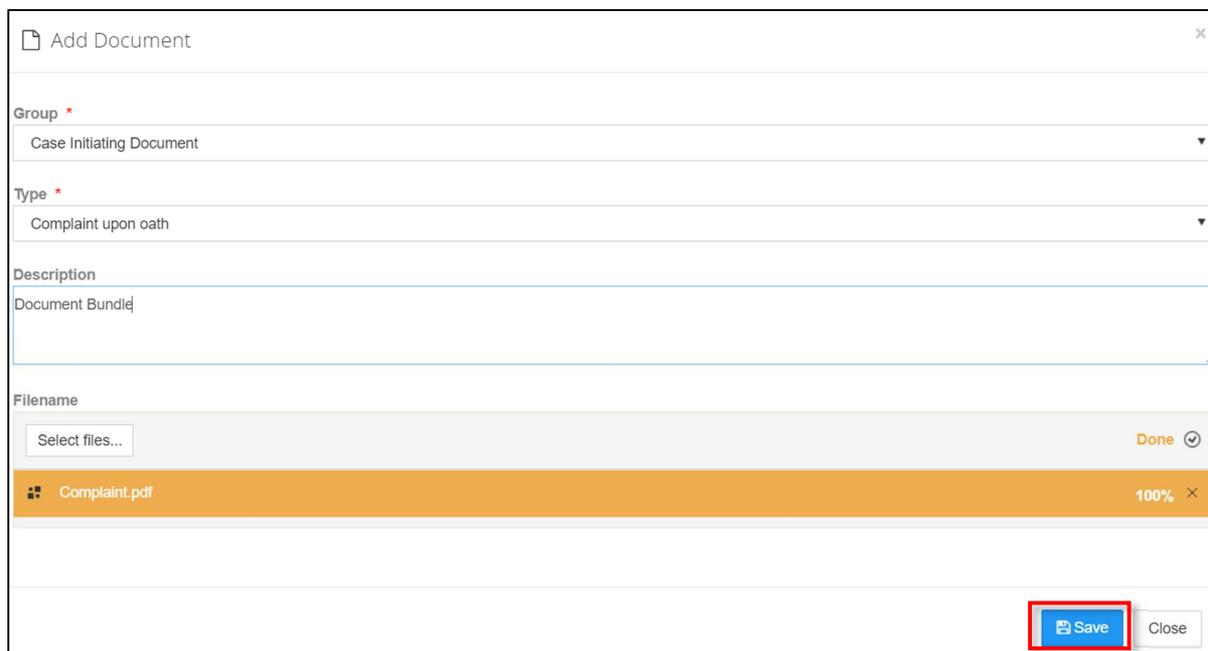


Figure 76-Upload Document

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service

12. Select **Group**, **Type**. It is suggested to add **Description**.

13. Click **Select Files** to browse the file. Once document is uploaded it will be listed as shown below:

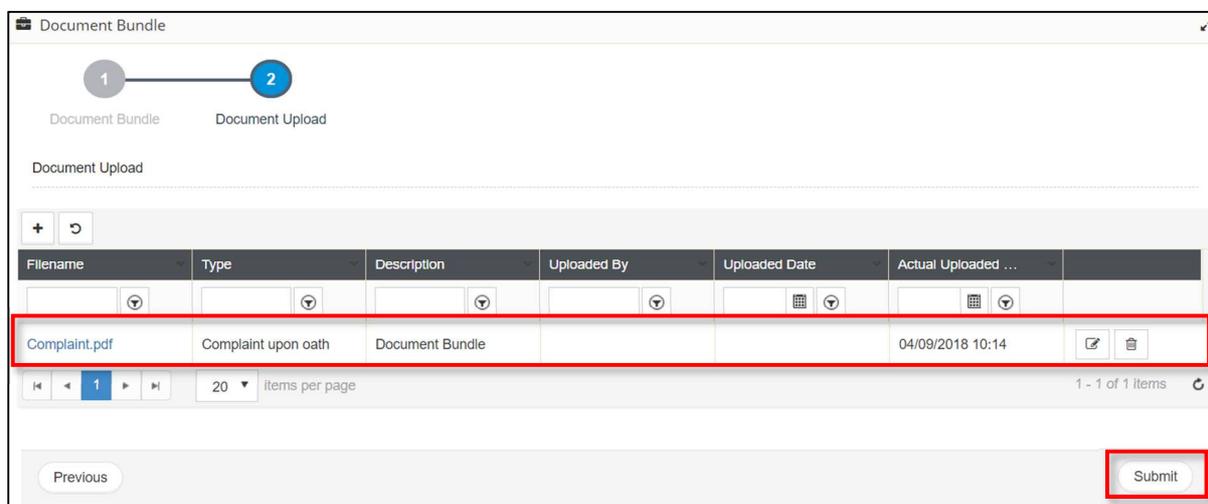


The screenshot shows a form titled "Add Document" with the following fields and values:

- Group ***: Case Initiating Document
- Type ***: Complaint upon oath
- Description**: Document Bundle
- Filename**: A "Select files..." button and a "Done" button with a checkmark.
- File List**: A table showing one file: "Complaint.pdf" with a progress bar at "100%" and a close button.
- Buttons**: A "Save" button (highlighted with a red box) and a "Close" button.

Figure 77-Upload Document Bundle

14. Click on **Save** button. Added document will be listed as shown below:



The screenshot shows a page titled "Document Bundle" with a progress indicator (1/2) and a "Document Upload" section. Below this is a table of uploaded documents:

Filename	Type	Description	Uploaded By	Uploaded Date	Actual Uploaded ...	
Complaint.pdf	Complaint upon oath	Document Bundle			04/09/2018 10:14	 

Below the table is a pagination control showing "1" of "1" items per page. A "Submit" button is highlighted with a red box.

Figure 78-Document Upload

15. Click on **Submit** button to complete the activity. Success message will be displayed on the screen.

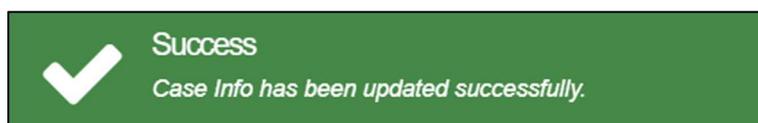


Figure 79-Success Message

Change Status

Associated case manager has the authority to change the case status from my active cases.

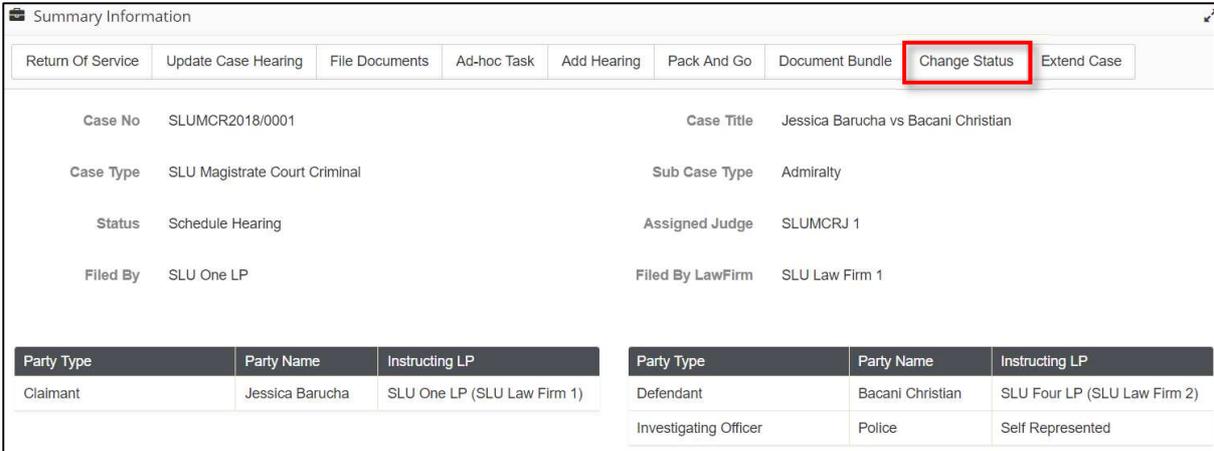
Prerequisites:

- Must have set the signature.
- Must be associated with the case.

To change status:

1. Go to **Case Management>>My Active Case** to view your active cases.

2. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.



Summary Information

Return Of Service | Update Case Hearing | File Documents | Ad-hoc Task | Add Hearing | Pack And Go | Document Bundle | **Change Status** | Extend Case

Case No: SLUMCR2018/0001 | Case Title: Jessica Barucha vs Bacani Christian

Case Type: SLU Magistrate Court Criminal | Sub Case Type: Admiralty

Status: Schedule Hearing | Assigned Judge: SLUMCRJ 1

Filed By: SLU One LP | Filed By LawFirm: SLU Law Firm 1

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 80-Case Summary

3. Click on **Change Status**. User will be redirected to 1st step.

ECSC E-Litigation Portal User Guide for Case Managers File Return of Service

Case Status Change Form

1 Search Case 2 Change Status

Search Case

Case No * SLUMCR2018/0001

Case Information

Case No	SLUMCR2018/0001	Case Title	Jessica Barucha vs Bacani Christian
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Schedule Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)
Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
Investigating Officer	Police	Self Represented

Previous Cancel Next

Figure 81-Search Case

4. Click on **Next**.

Case Status Change Form

1 Search Case 2 Change Status

Change Status

Status * Schedule Hearing

Previous Cancel Change Status

Figure 82-Change Status

5. By default, it will show status in **Status** field. Select new status from the drop down.

Case Status Change Form

1 Search Case 2 Change Status

Change Status

Status * Hearing

Previous Cancel Change Status

Figure 83-Change Status

6. Click on **Change Status**. Success message will be displayed.



Figure 84-Success Message

Extend the Case

Associated Case manager can extend the case to another court.



- **Saint Lucia:** case(s) extended (with no status change) from one court to another can be accessed by both the courts.
- **British Virgin Island** and **Anguilla** case will be transferred from one court to another court. Transferred case will not be accessible by the origin court once transferred.

Prerequisites:

- Must have set the signature.
- Must be associated with the case.

To extend the case:

1. Go to **Case Management>>My Active Cases** to view your active cases.
2. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.

Party Type	Party Name	Instructing LP	Party Type	Party Name	Instructing LP
Claimant	Jessica Barucha	SLU One LP (SLU Law Firm 1)	Defendant	Bacani Christian	SLU Four LP (SLU Law Firm 2)
			Investigating Officer	Police	Self Represented

Figure 85-Case Summary

3. Click on **Extend Case**.

Extend To * High Court

Cancel Submit

Figure 86-Extend Case

4. Click on **Submit**.

Notifications and Tasks

Notification and task is replication of email notification to the Case Manager. System sends e-mail notification to the case manager for their cases and assigned Task and same messages and task is automatically generated in the system as well.

View Notification Messages

To view notification messages:



1. Click the notification icon at the top of the page. All the notification messages are listed.



The number above the notification icon indicates the number of unread messages.

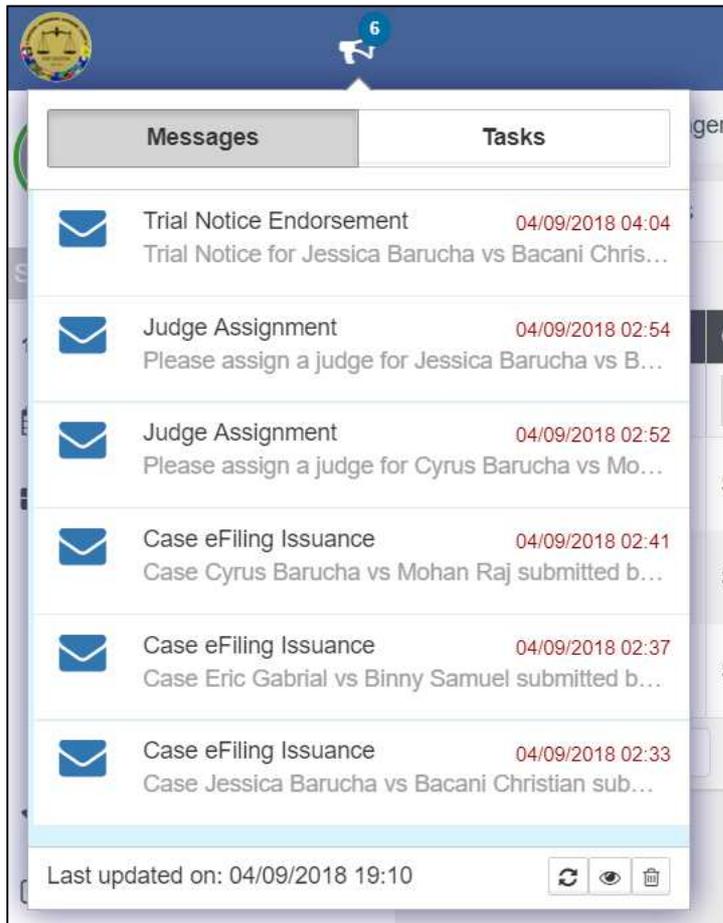


Figure 87-Notification Message

2. Click the required message.

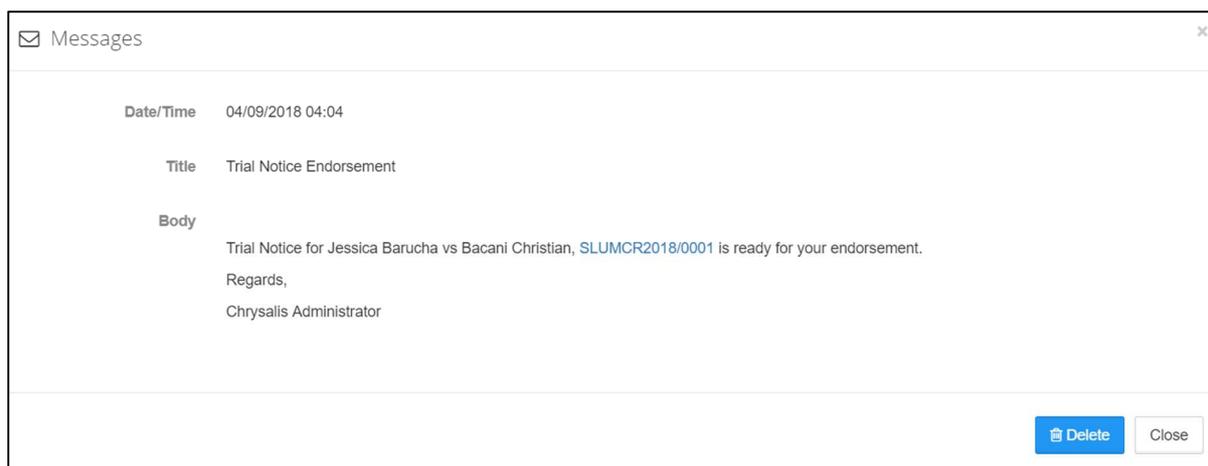


Figure 88-Message

3. Click the case number to view the case summary.



- If there is a case number or any other reference number in the message, you may click them to view the case summary or the related information.

View and Complete Pending Tasks

Depending on a case status, there are different tasks (pending tasks) that are to be completed by the case manager for the cases handled by them.

You may view and complete a pending task from:

Option 1: Tasks Notifications

Option 2: Task(s) list in the Home/Dashboards page

To complete a pending task from task notification:



1. Click  at the top of the page.

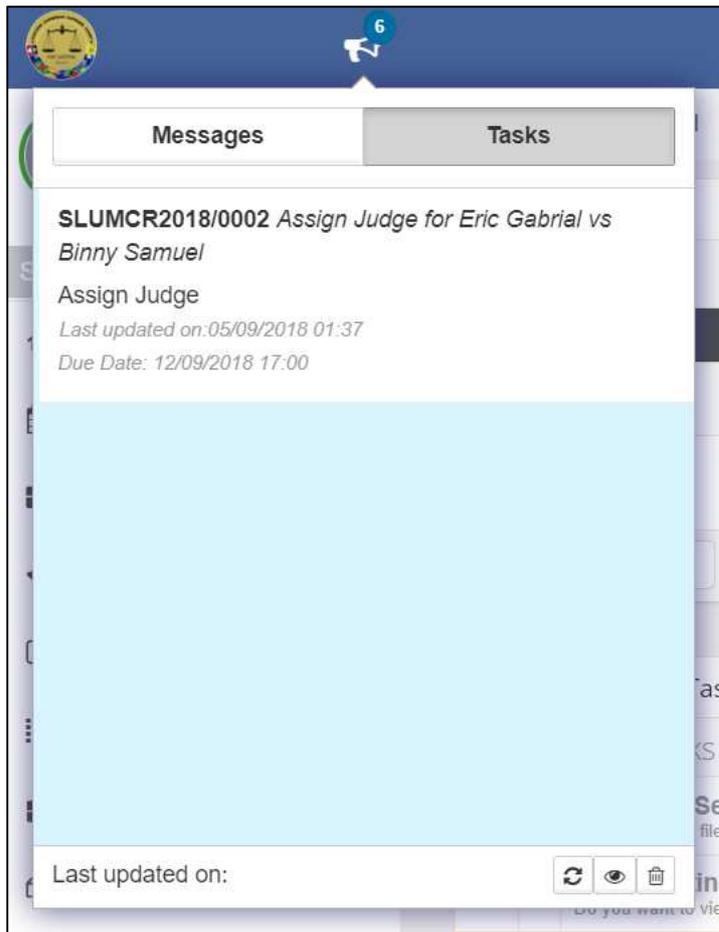


Figure 89-Task Notification

2. Click **Tasks** to view all the pending tasks.
3. If required, scroll down to locate the task by case number or case title.
4. Click the case number or the case title to complete it.
5. To complete task form Home/Dashboard:

To complete task form Home/Dashboard:

Case No	Title	Name	Assignee(s)	Created Date	Due Date	
SLUMCR2018/0002	Assign Judge for Eric Gabriel vs Binny Samuel	Assign Judge	Saint Lucia Magistrate Court CR MNGR	05/09/2018 01:37	12/09/2018 17:00	

Figure 90-Home/Dashboard (Task)

1. clicking the  icon corresponding to the task it redirects user to the form to complete the task.

Sort and Filter Pending Tasks and Cases

- Case Manager can view their pending tasks from the **Home/Dashboards** page.
- All your cases are listed in **My Active Cases**.
- All the cases handled or associated to your court and case type are listed in **All Cases**.

You may [sort the list in ascending or descending order](#) by one or more columns and view the required tasks or cases.

To view and hide particular records, you may [filter the list by specifying the filter criteria](#) in the required columns.

Refer to [Clear Sorting and Filtering Conditions](#) for additional information.

Sort Pending Tasks and Cases

As an example, this user guide explains the step-by-step procedure to sort **My Active Cases**.

To sort cases:

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	

Figure 91-My Active Cases

1. To sort the list by a column, click the down arrow in the column and click **Sort Ascending** or **Sort Descending**.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	

Figure 92-Sort Cases

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	

Figure 93-List sorted in ascending order by a column

In the above image, the list is sorted by the **Case Title** column in ascending order.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	

Figure 94-List sorted in descending order by a column

In the above image, the list is sorted by the **Case Title** column in descending order.

Filter Pending Tasks and Cases

You can filter the records by any one of the following methods:

- [Specify the filtering condition to view specific records](#)
- [Select a filter to view or hide specific records](#)

To specify filtering condition:

As an example, the step-by-step procedure to view only the **Judge Assignment** case is explained below.

ECSC E-Litigation Portal User Guide for Case Managers Notifications and Tasks

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	

Figure 95-Filter

1. Go to the column **Name** and type the required Status, for example, **Judge Assignment**.

As you type the first few characters of the case status, the system will provide appropriate suggestions by listing the statuses which begin with the same characters

2. Click **Judge Assignment** from the suggestions. The grid or table now displays only the cases that are with judge assignment status.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	

Figure 96-Filter Result

To select a filter:

As an example, the step-by-step procedure to hide all the **Judge assignment** cases is explained below:

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	

Figure 97-Filter and View Cases

1. Type **Judge Assignment** in the **Status** column.
2. Click the  in the column to view the different filters (filtering conditions).
3. Click **is not equal to** or **Does not contain**. All the cases except **Judge Assignment** cases will be displayed.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	

Figure 98-Filter Result

View Case

You can view all your cases from [My Active Cases](#) and all the cases handled by your Court and Case Type from [All Cases](#).



Though all the cases to which you are associated will be listed in **My Active Cases**, if a case is marked as in camera, the Case Summary of such case can be viewed only by the instructing legal practitioners, registrars, managers and the managing judge.

View My Active Cases

My Active Cases lists all the active cases to which you are associated and yet to be **Finalized**.

To view your active cases:

- Click **Case Management >> My Active Cases**.



Figure 99-Side Menu (My Active Cases)

- All your active cases will be displayed.

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	

Figure 100-My Active Cases



Refer to [Sort and Filter Pending Tasks or Cases](#) for more information.

- Click  corresponding to a case to [view the case summary](#) and do the required activities for the case.

View All Cases

All the existing cases handled by your court and case type (including your active and finalized cases) will be listed under **All Cases**.



Case Summary of an In-Camera case can be viewed only by the instructing legal practitioners, registrars, managers, and the managing judge.

There are two ways to access **All Cases**:

Option 1: Shortcut in Home/Dashboard.



Figure 101-Home/Dashboard (All Cases)

- Click **Here** hyperlink from the **View existing Cases** section in the **Home/Dashboards** page.

Option 2: Go to Case Management>>All Cases.



Figure 102-Side Menu (All Cases)

Both the options will redirect the user to the below page:

Case Title	Case No	Case Type	Status	Approved Date	Effective Sub...	Updated Date	
Jessica Barucha vs Bacani Christian	SLUMCR2018/0001	SLU Magistrate Court Criminal	Hearing	04/09/2018	04/09/2018 09:00	04/09/2018 10:28	
Eric Gabriel vs Binny Samuel	SLUMCR2018/0002	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	05/09/2018 01:37	
Cyrus Barucha vs Mohan Raj	SLUMCR2018/0003	SLU Magistrate Court Criminal	Judge Assignment	04/09/2018	04/09/2018 09:00	04/09/2018 02:52	

Figure 103-All Cases



Refer to [Sort and Filter Pending Tasks or Cases](#) for more information.

To view the case details, click the  corresponding to [view the case summary](#) and do the required activities for the case

Case Hearing

Active Hearing

Case Manager can view all their active scheduled hearing whether it is scheduled by the case manager itself or by other authority.



Active hearing of a case can be viewed by associated case manager, judge, judge secretary.

Prerequisites:

- Must have set the signature.
- Must have at least one upcoming hearing schedule for associated case.

To view active hearing:

1. Go to **Case Hearing>>Active Hearing** to view your active hearing(s).

Case No	Type	Judges	Status	Hearing Date	Location	Updated Date	
SLUMCR2018/0001	Trial	SLUMCRJ 1	New	08/09/2018 09:00	Saint Lucia Magistrate Court a-Court	04/09/2018 04:23	 

Figure 104-Active Hearing

2. Click on  button to view hearing details.

Case Hearing

Hearing Schedule

Hearing Type: Trial

Judges: SLUMCRJ 1

Hearing Start Date Time: 08/09/2018 09:00

Hearing End Date Time: 08/09/2018 23:30

Hearing Location: Saint Lucia Magistrate Court a-Court

Hearing Details

Hearing Start Date

Lawyers

Others

Close

Figure 105-View Hearing Schedule

3. Click on close to close the pop-up.



4. Click on  button to conduct hearing.

Home / Case Hearings / Active Hearings

Hearing

Deduct From Law Firm

Hearing Start Date *

Hearing End Date *

Lawyers SLU One LP (SLU Law Firm 1)
 SLU Four LP (SLU Law Firm 2)

Others

Hearing Outcome

Case Status * Finalized Not Finalized

Outcome *

Reason *

Schedule Next Hearing

Hearing Start Date Time *

Hearing End Date Time *

Hearing Type * Judges *

Hearing Location * Allow Further Affidavits

Hearing Order

Leave to Appeal (If Applicable)

Add Order Statement

Populate Orders Include Relief Claims?

Figure 106-Update hearing

5. Select **Deduct from Law Firm**, **Hearing Start Date**, **Hearing End Date**, available **Lawyers**.
6. Provide hearing outcome: select **Case status** other fields may vary as per the selection of the outcome.
7. **Schedule Next Hearing**: select **Hearing start date time**, **Hearing end date time**, **Hearing type**, **Judges**, **Hearing location**, check **Allow further affidavit** if required.

8. Enter **Hearing order**: select **Leave to appeal** if applicable, **Add order statement**, check **Include relief claims** if applicable.
9. **Add Order Statement** and then click on **Populate Order** if there is any order outcome from the previous hearing.
7. Click on **Save** to update the changes.

Completed Hearings

Once hearing is conducted by judge that will be available in completed hearing. All the completed hearing with which judge is associated.



Case manager, judge secretary are also authorized to access completed hearing.

Prerequisites:

- You must have set signature.
- At least one hearing from your active hearing list must be conducted.

To view completed hearing:

1. Go to **Case Hearings>>Completed Hearings** to view your list of conducted hearings.

Case No	Type	Judges	Hearing Date	Location	Updated Date	
SLUMCR2018/0003	Trial	SLUMCRJ 1	06/09/2018 09:00	Saint Lucia Magistrate Court b-Court	07/09/2018 10:02	
SLUMCR2018/0006	Trial	SLUMCRJ 1	12/09/2018 09:00	Saint Lucia Magistrate Court b-Court	11/09/2018 03:23	

Figure 107-Completed Hearings

2. Click on  to view the details of conducted hearing.

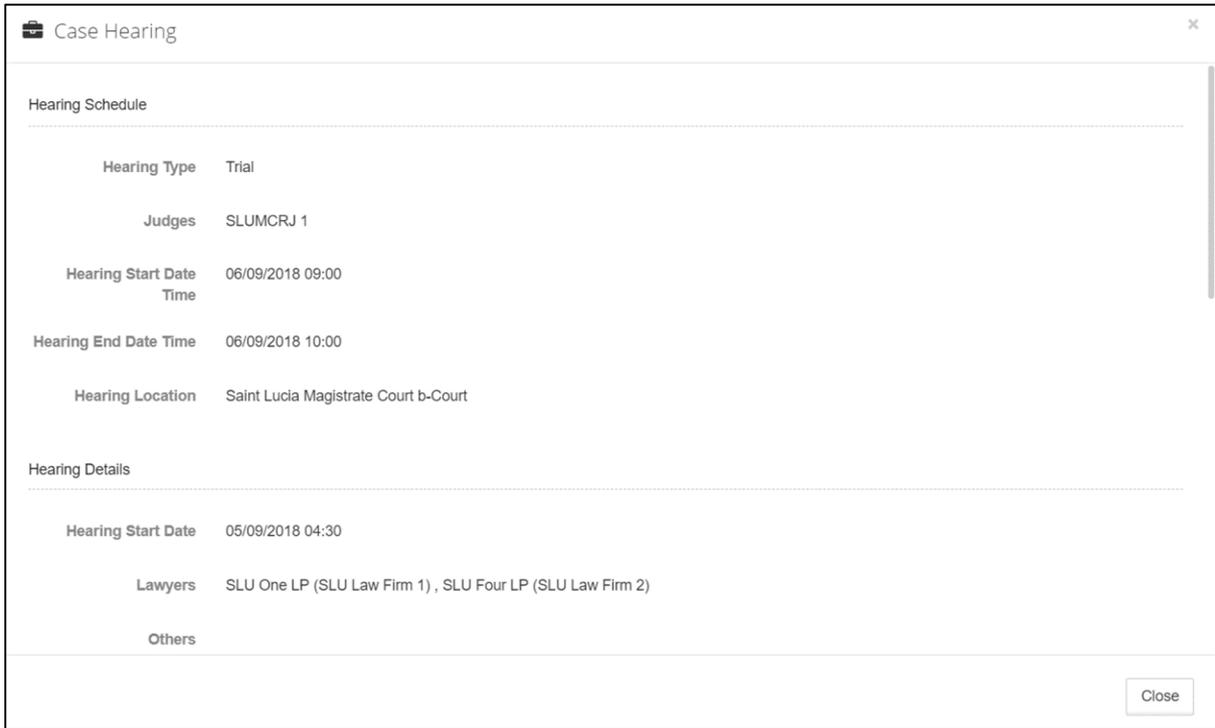


Figure 108-View Completed Hearing

Change Case Hearing

Once hearing is scheduled, judge have the authority to change case hearing with which they are associated.

Prerequisites:

- You must have set signature.
- At least one hearing must be scheduled.

To change case hearing:

1. Go to **Case Hearings>>Change Case Hearing**.

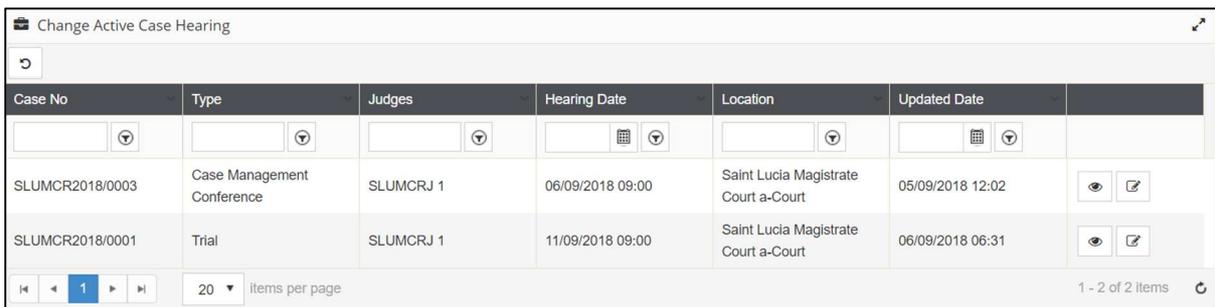


Figure 109-Change Case Hearing

2. Click on  to view scheduled hearing.

ECSC E-Litigation Portal User Guide for Case Managers Case Hearing

Change Case Hearing

Case No	SLUMCR2018/0003	Case Title	Cyrus Barucha vs Mohan Raj
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Case Details

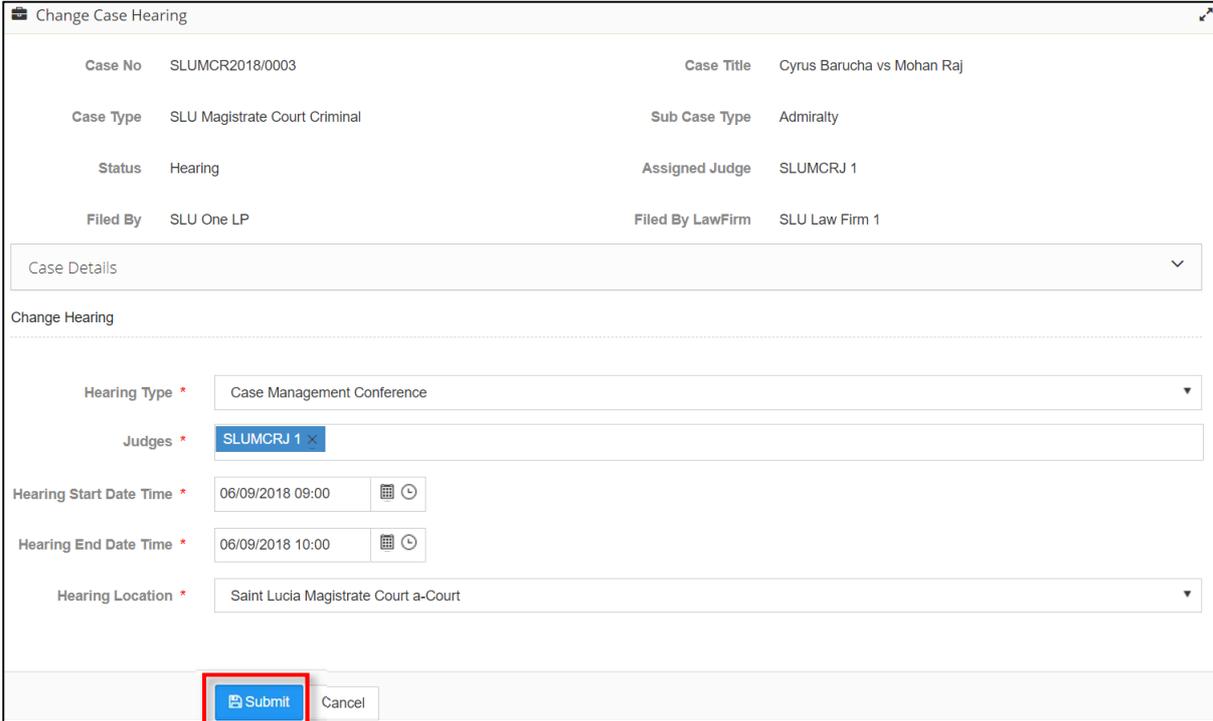
Change Hearing

Hearing Type	Case Management Conference
Judges	SLUMCRJ 1
Hearing Start Date Time	06/09/2018 09:00
Hearing End Date Time	06/09/2018 10:00
Hearing Location	Saint Lucia Magistrate Court a-Court

Cancel

Figure 110-View Case Hearing

3. Click on  to edit/update hearing.



Change Case Hearing

Case No	SLUMCR2018/0003	Case Title	Cyrus Barucha vs Mohan Raj
Case Type	SLU Magistrate Court Criminal	Sub Case Type	Admiralty
Status	Hearing	Assigned Judge	SLUMCRJ 1
Filed By	SLU One LP	Filed By LawFirm	SLU Law Firm 1

Case Details

Change Hearing

Hearing Type * Case Management Conference

Judges * SLUMCRJ 1

Hearing Start Date Time * 06/09/2018 09:00

Hearing End Date Time * 06/09/2018 10:00

Hearing Location * Saint Lucia Magistrate Court a-Court

Submit Cancel

Figure 111-Edit/Update Case Hearing

8. It will auto populate current hearing schedule details.
9. Edit details as per the requirement and click on **Submit**. Success message will be displayed.



Figure 112-Success Message

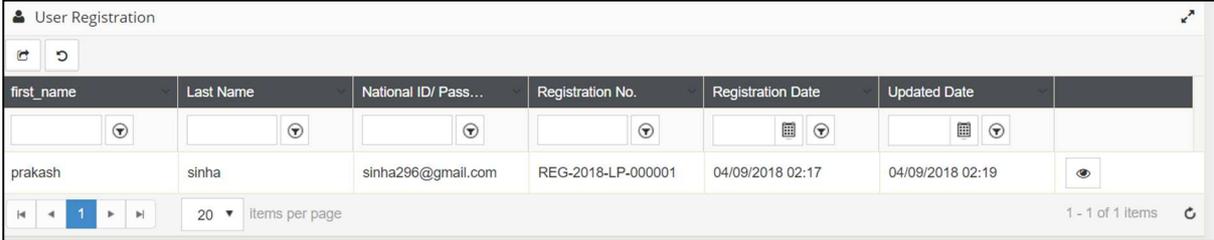
Registration

User Registration

Case manager have the authority to view registered users

To view user registration:

1. Go to **Registration>>User Registration**.



first_name	Last Name	National ID/ Pass...	Registration No.	Registration Date	Updated Date	
prakash	sinha	sinha296@gmail.com	REG-2018-LP-000001	04/09/2018 02:17	04/09/2018 02:19	

Figure 113-User Registration

2. Click on  button to view the user details.

ECSC E-Litigation Portal User Guide for Case Managers
Registration

View User Registration

Personal Particulars

Title	Mr		
first_name	prakash	Last Name	sinha
nationality	Saint Lucian	National ID/ Passport No	543535
Gender	Male	date_of_birth	1990-10-01
Membership No	578		

Contact Information

Figure 114-User Details

Law Firm Registration

Case Manager can view all the registered law firm of the associated country.

1. Go to **Registration>>Law Firm Registration**.

Name	Town	Registration No.	Status	Approved/ Reject...	Updated Date	
SLU Law Firm 1	#City_Name#	LFR-2018-000001	Approved	03/09/2018 21:04	03/09/2018 21:04	
SLU Law Firm 2	#City_Name#	LFR-2018-000002	Approved	03/09/2018 21:04	03/09/2018 21:04	
SLU Law Society	#City_Name#	LFR-2018-000003	Approved	03/09/2018 21:04	03/09/2018 21:04	
BVI Law Firm 1	#City_Name#	LFR-2018-000004	Approved	03/09/2018 21:12	03/09/2018 21:12	
BVI Law Firm 2	#City_Name#	LFR-2018-000005	Approved	03/09/2018 21:12	03/09/2018 21:12	
BVI Law Society	#City_Name#	LFR-2018-000006	Approved	03/09/2018 21:12	03/09/2018 21:12	
AXA Law Firm 1	#City_Name#	LFR-2018-000007	Approved	03/09/2018 21:22	03/09/2018 21:22	
AXA Law Firm 2	#City_Name#	LFR-2018-000008	Approved	03/09/2018 21:22	03/09/2018 21:22	
AXA Law Society	#City_Name#	LFR-2018-000009	Approved	03/09/2018 21:22	03/09/2018 21:22	

Figure 115-Law Firm Registration

2. Click on  button to view the user details.

View Law Firm		
Law Firm Name		
Law Firm	<input type="text"/>	
Law Firm Info		
Parent Law Firm	Active Account	SLU Law Firm 1
Town	#City_Name#	Status Approved
Registration No.	LFR-2018-000001	Registration Date 03/09/2018 21:04
Approved/Rejected		03/09/2018 21:04

Figure 116-View Law Firm Details

3. Click on  button to edit law firm details.

Update Law Firm

Law Firm Info

Name SLU Law Firm 1

Town #City_Name#

Parent Group No Main Law Firm

Active Account * SLU Law Firm 1

Office No. 065-222 025

Fax No. 065-222 080

Fidelity No LFF123123

Fidelity Expiry Date 31/12/2025

Fee Wavier No

Physical Address

Address * #Street Name#, #City_Name#, #Country_Name#

District/ City/ Town

State/ Province

Zip Code/ Postal Code

Country / Region * Singapore

Mailing Address

Address #Mailing Address#

District/ City/ Town

State/ Province

Zip Code/ Postal Code

Country / Region Saint Lucia

Figure 117-Edit Law Firm Details

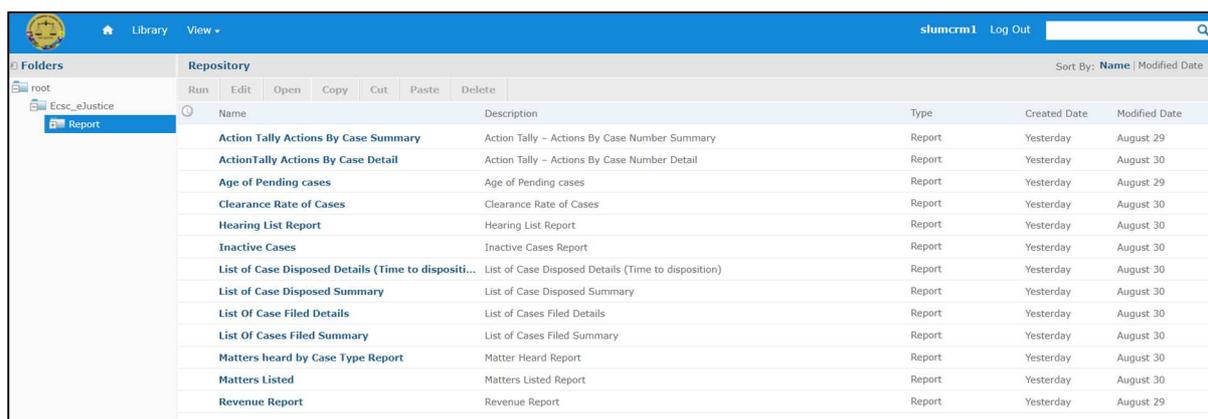
4. Click on **Save** button to save the changes.

Reports

Statistic Report

Case manager have the access to view reports.

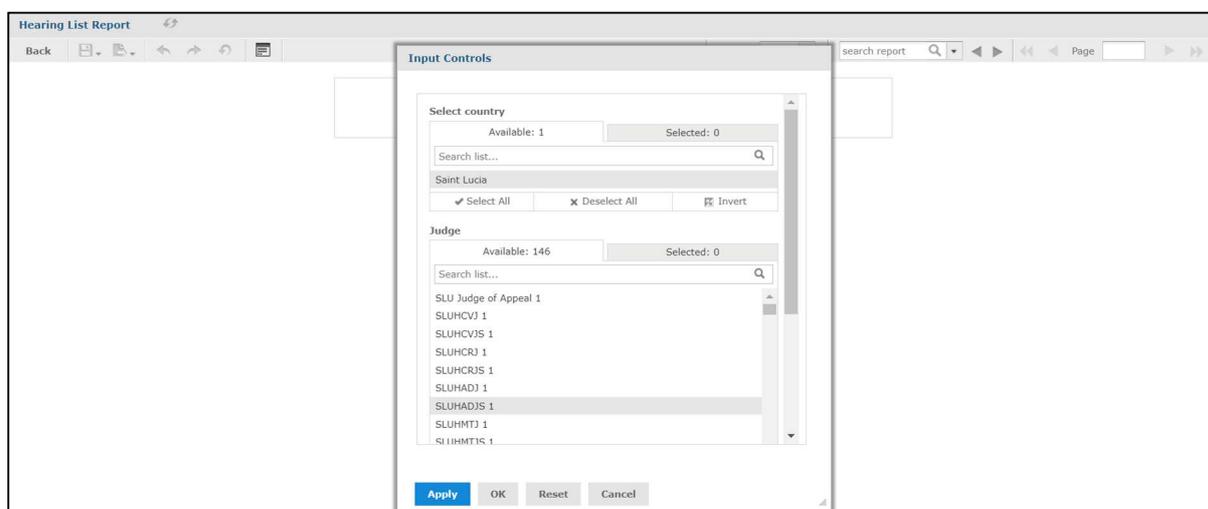
1. Go to **Reports>>Statistic Report**.
2. User will be redirected to new window.



Name	Description	Type	Created Date	Modified Date
Action Tally Actions By Case Summary	Action Tally – Actions By Case Number Summary	Report	Yesterday	August 29
ActionTally Actions By Case Detail	Action Tally – Actions By Case Number Detail	Report	Yesterday	August 30
Age of Pending cases	Age of Pending cases	Report	Yesterday	August 29
Clearance Rate of Cases	Clearance Rate of Cases	Report	Yesterday	August 30
Hearing List Report	Hearing List Report	Report	Yesterday	August 30
Inactive Cases	Inactive Cases Report	Report	Yesterday	August 30
List of Case Disposed Details (Time to disposit...	List of Case Disposed Details (Time to disposition)	Report	Yesterday	August 30
List of Case Disposed Summary	List of Case Disposed Summary	Report	Yesterday	August 30
List Of Case Filed Details	List of Cases Filed Details	Report	Yesterday	August 30
List Of Cases Filed Summary	List of Cases Filed Summary	Report	Yesterday	August 30
Matters heard by Case Type Report	Matter Heard Report	Report	Yesterday	August 30
Matters Listed	Matters Listed Report	Report	Yesterday	August 30
Revenue Report	Revenue Report	Report	Yesterday	August 29

Figure 118-Reports

3. This document is taking example of **Hearing List** report.



The screenshot shows the 'Hearing List Report' interface with an 'Input Controls' dialog box open. The dialog has two sections: 'Select country' and 'Judge'. The 'Select country' section shows 'Available: 1' and 'Selected: 0', with a search list containing 'Saint Lucia'. The 'Judge' section shows 'Available: 146' and 'Selected: 0', with a search list containing various judge names like 'SLU Judge of Appeal 1', 'SLUHCVJ 1', 'SLUHCVRJ 1', 'SLUHCRO 1', 'SLUHCRJS 1', 'SLUHADJ 1', 'SLUHADJS 1', 'SLUHMTJ 1', and 'SI IHMTJS 1'. At the bottom of the dialog are buttons for 'Apply', 'OK', 'Reset', and 'Cancel'.

Figure 119-Report Input

4. Provide the input **Country, Judges, Date From (Hearing), To**.
5. Input fields may vary with the reports.
6. Click on **Apply** to view details.

Administration

Account

A Case Manager have all the right to check law firm accounts.



Portal admin also have the authority to view law firm account details

To view account:

1. Go to **Administration>>Account>>Law Firm Account**.

Law Firm	Amount	Updated Date	
SLU Law Firm 1	\$299,820.00	03/09/2018 21:04	
SLU Law Firm 2	\$300,000.00	03/09/2018 21:04	
SLU Law Society	\$300,000.00	03/09/2018 21:04	
BVI Law Firm 1	\$200,000.00	03/09/2018 21:12	
BVI Law Firm 2	\$200,000.00	03/09/2018 21:12	
BVI Law Society	\$200,000.00	03/09/2018 21:12	
AXA Law Firm 1	\$100,000.00	03/09/2018 21:22	
AXA Law Firm 2	\$100,000.00	03/09/2018 21:22	
AXA Law Society	\$100,000.00	03/09/2018 21:22	

Figure 120-Law Firm Account



2. Click on button to view law firm account details.

View Account

Law Firm: SLU Law Firm 1

Amount: \$299,820.00

Transaction History

Date/Time	Transaction Type	Credit/Debit Amount	Receipt Number	MOF Receipt No.	Comment	Other Reason	File By
05/09/2018 06:16	Filing Fee	-\$120.00	RCPT-FILE-2018-000004				SLU One LP
04/09/2018 02:41	Filing Fee	-\$20.00	RCPT-FILE-2018-000003				SLU One LP
04/09/2018 02:37	Filing Fee	-\$20.00	RCPT-FILE-2018-000002				SLU One LP
04/09/2018 02:32	Filing Fee	-\$20.00	RCPT-FILE-2018-				SLU One LP

Cancel

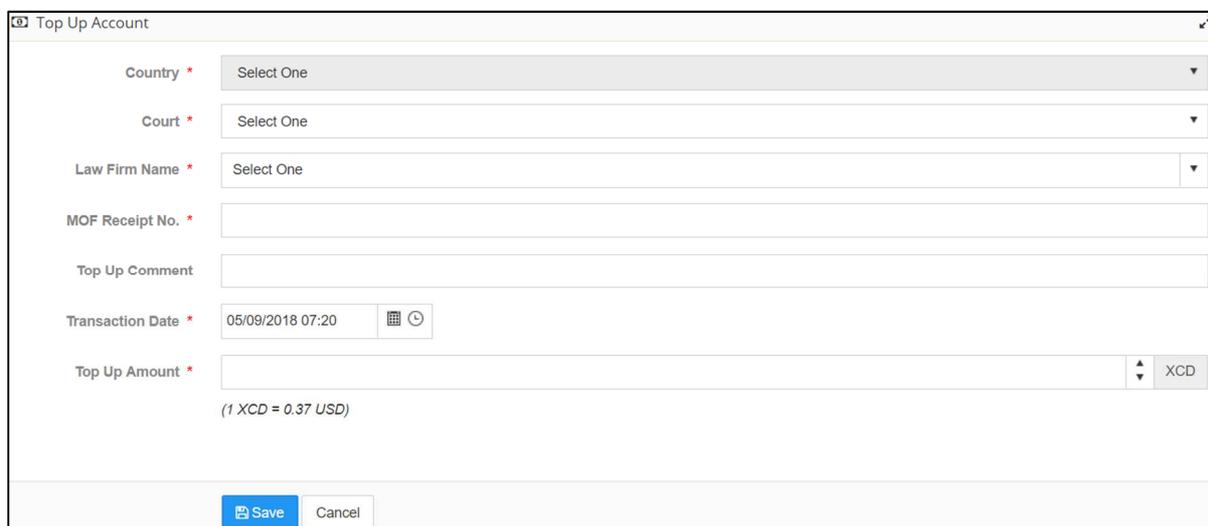
Figure 121-Account Details

Top Up Account

The system allows a case manager to do the operation of top up account of the registered law firm.

To do top up:

1. Go to **Administration>>Account>>Top UP**.



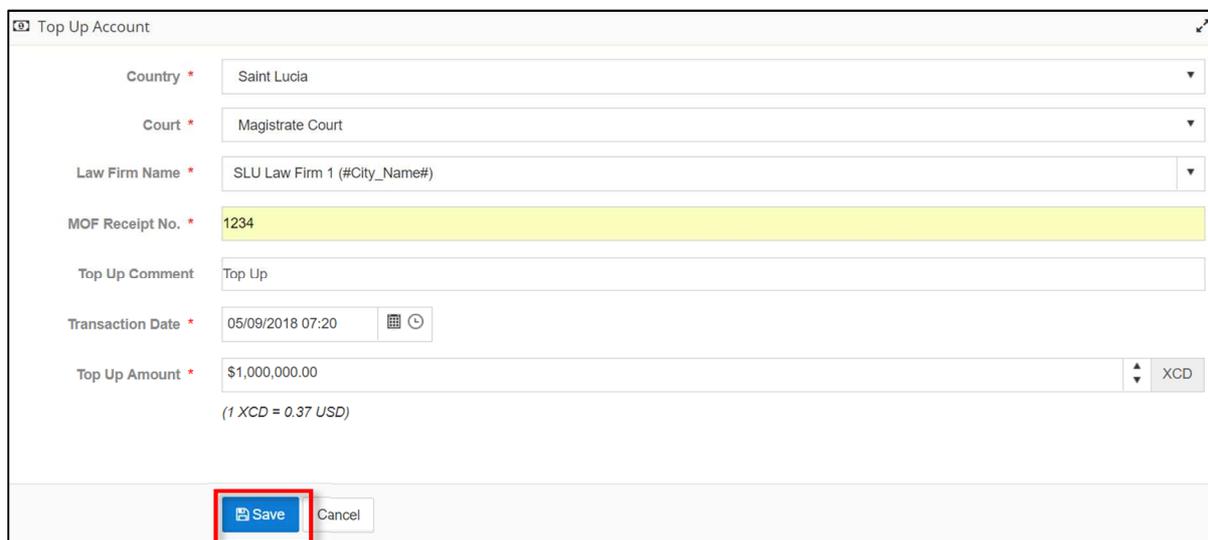
The screenshot shows the 'Top Up Account' form with the following fields and values:

- Country *: Select One
- Court *: Select One
- Law Firm Name *: Select One
- MOF Receipt No. *: (empty)
- Top Up Comment: (empty)
- Transaction Date *: 05/09/2018 07:20
- Top Up Amount *: (empty) XCD

Below the form, there is a note: (1 XCD = 0.37 USD). At the bottom, there are 'Save' and 'Cancel' buttons.

Figure 122-Top Up

2. Select **Country, Court, Law Firm Name, MOF Receipt Number, Transaction Date, Top Up Amount**. It is suggested to provide **Top Up Comment** as well.



The screenshot shows the 'Top Up Account' form with the following fields and values:

- Country *: Saint Lucia
- Court *: Magistrate Court
- Law Firm Name *: SLU Law Firm 1 (#City_Name#)
- MOF Receipt No. *: 1234
- Top Up Comment: Top Up
- Transaction Date *: 05/09/2018 07:20
- Top Up Amount *: \$1,000,000.00 XCD

Below the form, there is a note: (1 XCD = 0.37 USD). At the bottom, there are 'Save' and 'Cancel' buttons. The 'Save' button is highlighted with a red box.

Figure 123-Top Up

3. Click on **Save**. Top up receipt will be generated.

MAGISTRATE COURT OF SAINT LUCIA

Transaction Receipt

Law Firm Name : SLU Law Firm 1 Receipt No : RCPT-TOP-2018-000005
Name of Issuer : SLUMCRM 1 Receipt Date : 05/09/2018 07:20

QTY	DESCRIPTION	AMOUNT	ADMINFEE	SUBTOTAL
-	-	-	-	-
			Total	-

Buttons: **Print** (To print receipt), **View Account** (To view law firm account), **Cancel** (To close the receipt form)

Figure 124-Receipt

Deduct Account

The system provides the authority to case manager to process the deduction of the money from firm account if it is required.

To deduct account:

1. Go to **Administration>>Account>>Deduct Account**.

Balance Adjustment Account

Country *

Court *

Law Firm Name *

Deduct Comment *

Other Reason

Only Required When Reason is Others

Transaction Date *

Deduct Amount *

Buttons: **Save**, **Cancel**

Figure 125-Deduct Account

2. Select **Country, Court, Law Firm Name, Deduct Comment, Transaction Date, Deduct Amount**.

ECSC E-Litigation Portal User Guide for Case Managers Administration

Balance Adjustment Account

Country * Saint Lucia

Court * Magistrate Court

Law Firm Name * SLU Law Firm 1 (#City_Name#)

Deduct Comment * Other Reasons

Other Reason Document

Only Required When Reason is Others

Transaction Date * 05/09/2018 07:36

Deduct Amount * \$100.00

Save Cancel

Figure 126-Deduct Account

3. Click on **Save**. Receipt will be generated.

MAGISTRATE COURT OF SAINT LUCIA

Transaction Receipt

Office Reference Number : Receipt No : RCPT-ADJ-2018-000006
Receipt Date : 05/09/2018 07:36

QTY	DESCRIPTION	AMOUNT	ADMINFEE	SUBTOTAL
-	-	-	-	-
	Total			-

To print receipt

To view law firm account

To close the receipt form

Print View Account Cancel

Figure 127-Deduction Receipt

Users

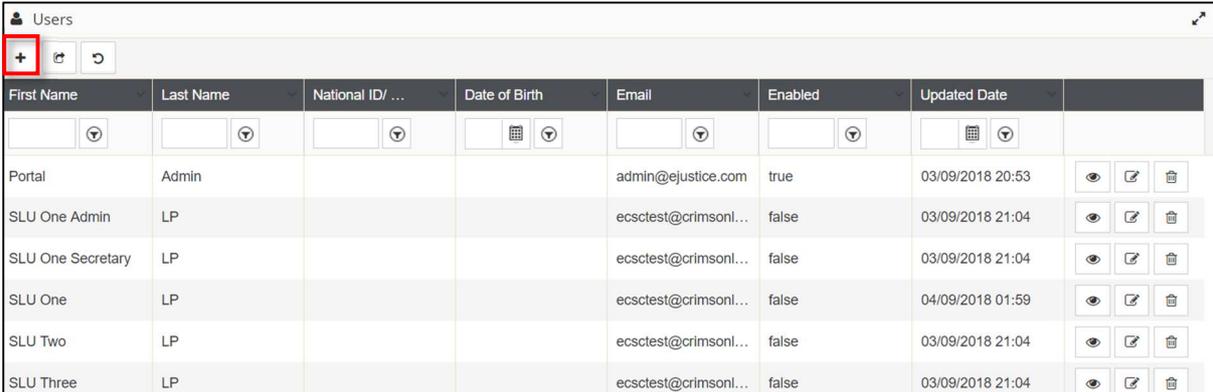
Case manager have the authority to access user registration. System provided this feature to case manager to add new users.



Portal admin also reserves this right to add new user to the system.

To access users:

1. Go to **Administration>>Security>>Users**.



First Name	Last Name	National ID/ ...	Date of Birth	Email	Enabled	Updated Date	
Portal	Admin			admin@ejjustice.com	true	03/09/2018 20:53	  
SLU One Admin	LP			ecsctest@crimsonl...	false	03/09/2018 21:04	  
SLU One Secretary	LP			ecsctest@crimsonl...	false	03/09/2018 21:04	  
SLU One	LP			ecsctest@crimsonl...	false	04/09/2018 01:59	  
SLU Two	LP			ecsctest@crimsonl...	false	03/09/2018 21:04	  
SLU Three	LP			ecsctest@crimsonl...	false	03/09/2018 21:04	  

Figure 128-Users

2. Click on  button to add new user.



- Click on  button to view user details.
- Click on  button to edit details.
- Click on  button to delete the record.

ECSC E-Litigation Portal User Guide for Case Managers Administration

The screenshot shows a web form titled "Add User". The form includes the following fields and controls:

- First Name ***: Text input field.
- Last Name ***: Text input field.
- Nationality**: Dropdown menu with "Select One" selected.
- National ID/ Passport No**: Text input field with a note below: "For citizen, please use National ID. For foreigner, please use Passport No".
- Date of Birth**: Text input field with a calendar icon.
- Membership No**: Text input field.
- Email ***: Text input field.
- Email Notification**: Checked checkbox.
- Home No.**: Text input field.
- Mobile No.**: Text input field with a note below: "please use international format [+][country code][subscriber number including area code]".
- SMS Notification**: Checked checkbox.
- Office No.**: Text input field.
- Enabled**: Unchecked checkbox.
- Approved**: Unchecked checkbox.
- Approval Reference No.**: Text input field.
- Approval Comments**: Text area.
- Tenants**: Text input field.
- Groups**: Text input field.
- Roles**: Text input field.

At the bottom of the form, there are two buttons: "Save" (highlighted in blue) and "Cancel".

Figure 129-Add User

3. Enter **First Name, Last Name, Nationality, Email, Tenants, Groups, Roles**.
4. It is suggested to provide non-mandatory details also.
7. Click on **Save**.



- User will be registered at portal admin profile.
- Admin need to do the rest of the process to provide the access to the user.