ECSC E-Litigation Portal
User Guide for Case Managers

25 September 2018

CONTENTS

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](#)

    o [View Account](#)

    o [Top up](#)

    o [Deduct Account](#)

    o [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**.

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

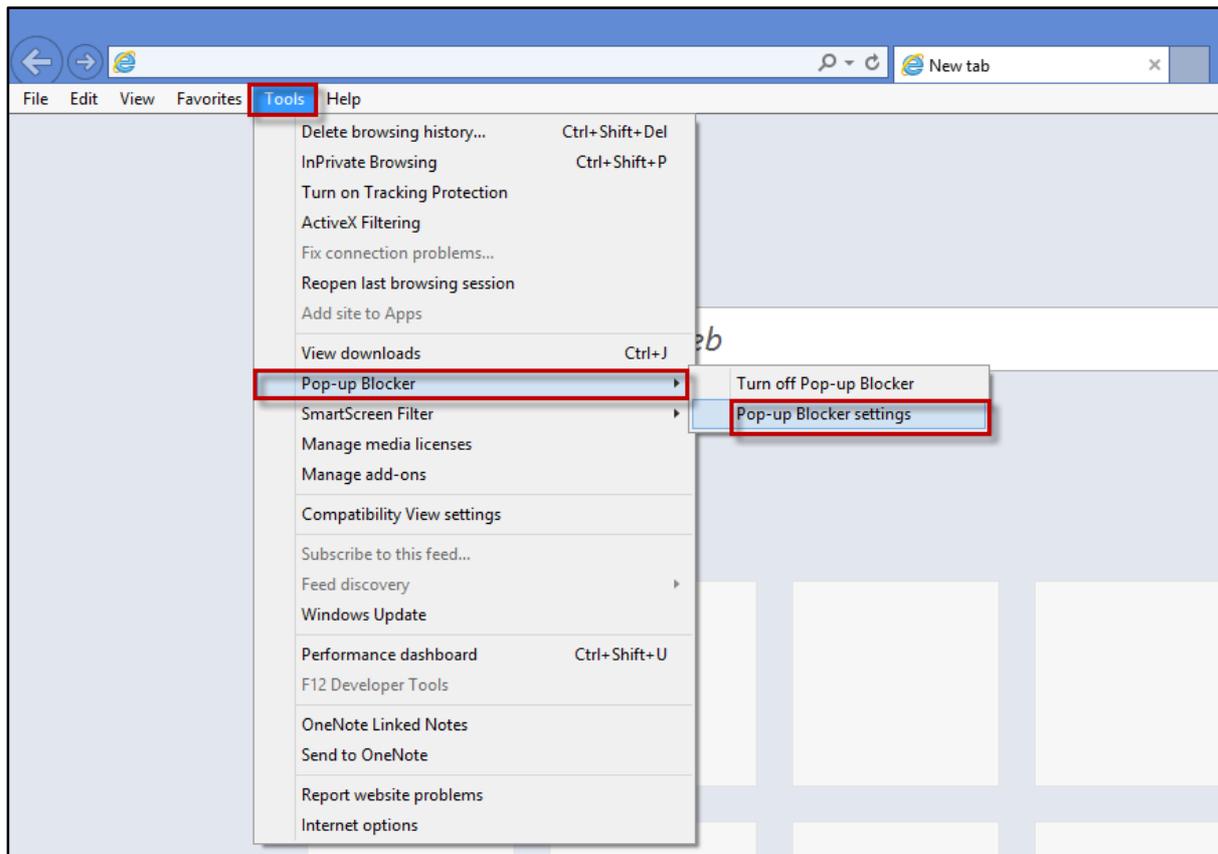## Allow Pop-ups for ECSC E-Litigation Portal in Internet Explorer

Figure 2-Internet Explorer

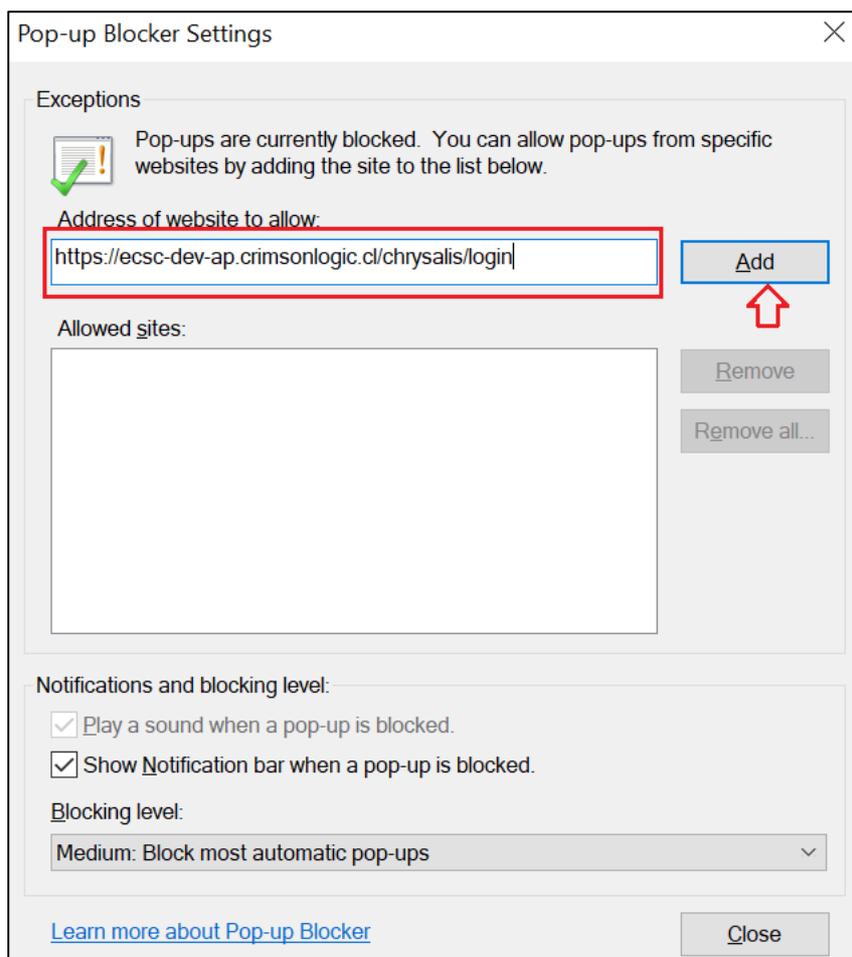1. Click **Tools** >> **Pop-up Blocker** >> **Pop-up Blocker settings**.

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**.

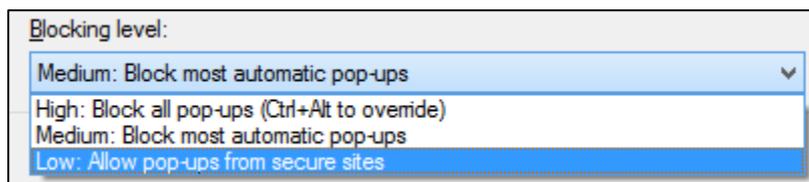- If you are still unable to download files from, select the **Blocking level** to **Low: Allow pop-ups from secure sites**.

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.**
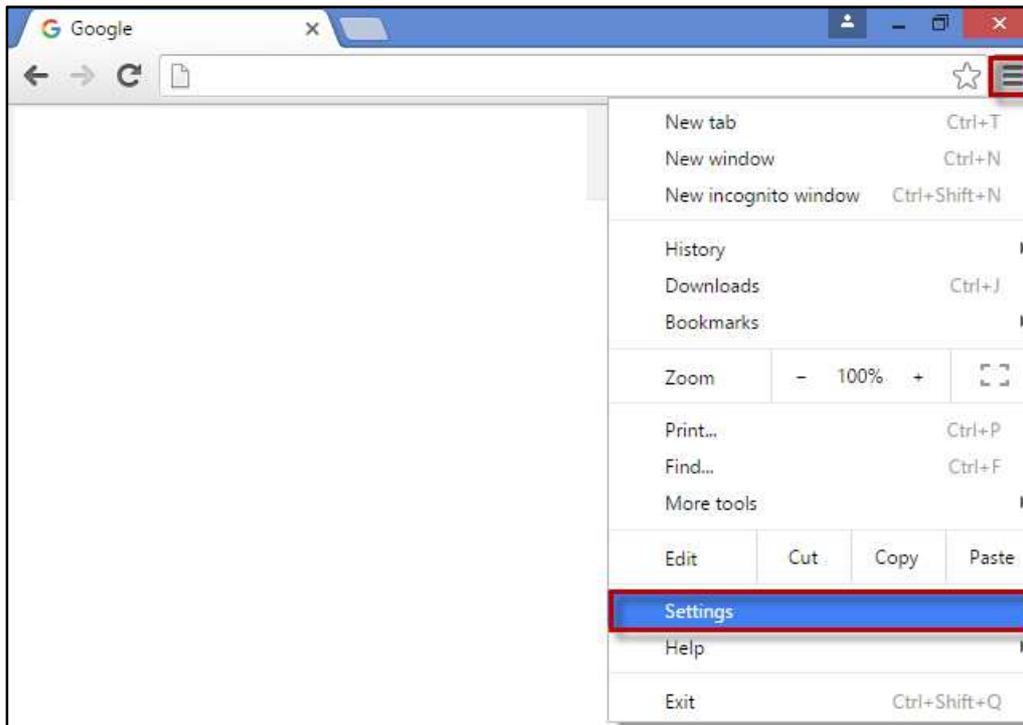
Figure 5-Google Chrome
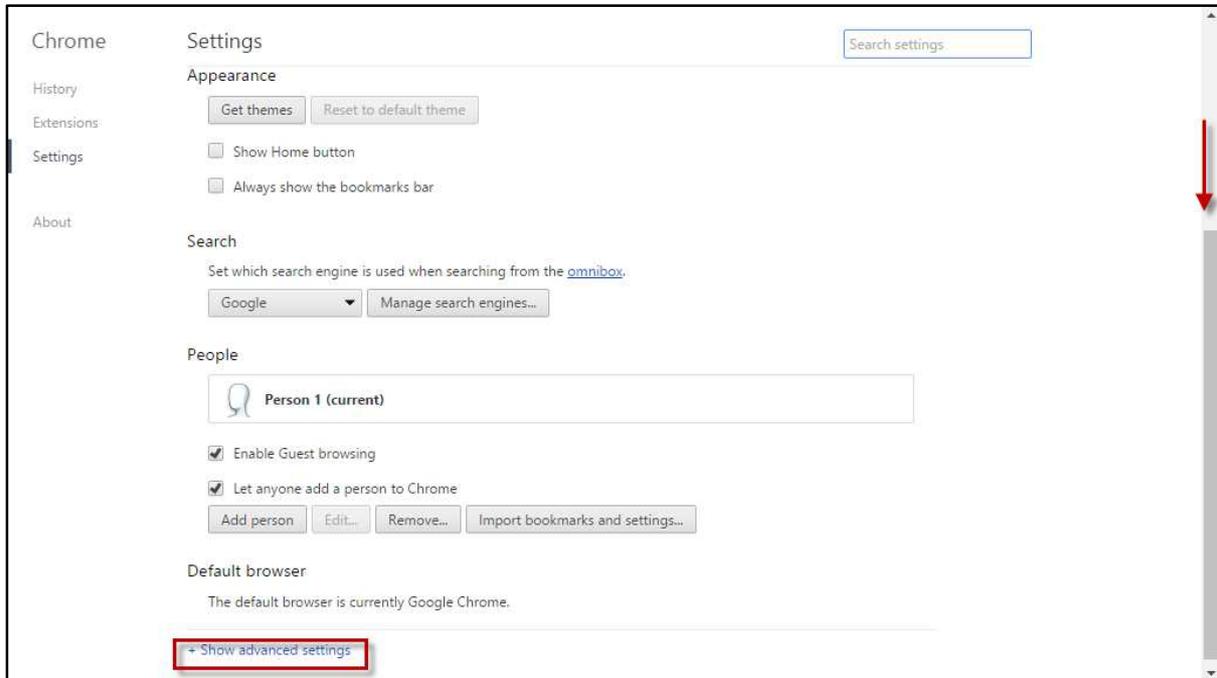
Figure 6-Settings

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

Figure 7-Setting Options

3. In the **Privacy** section, click **Content settings**.
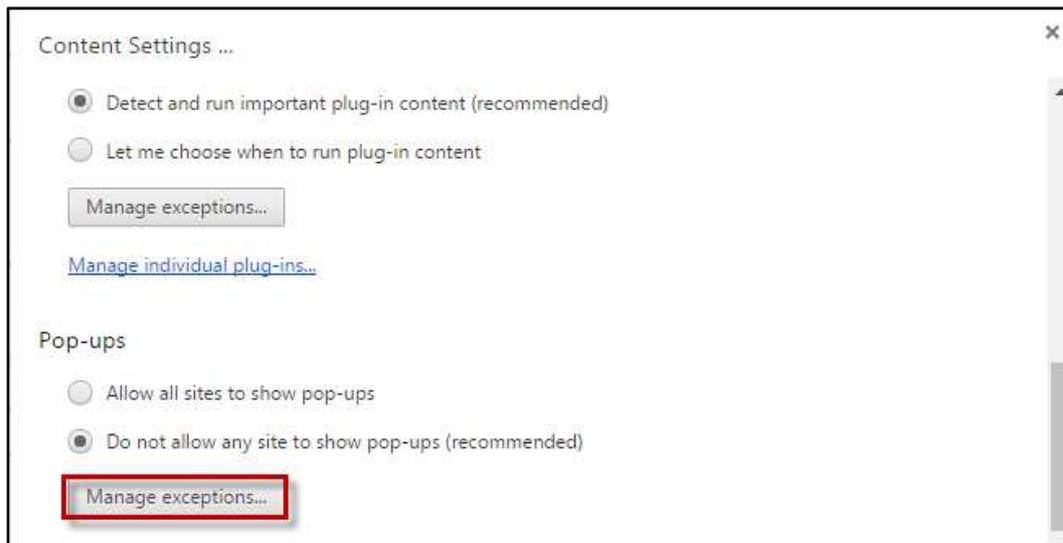
Figure 8-Content Settings

4. In **Pop-ups**, click **Manage exceptions**.
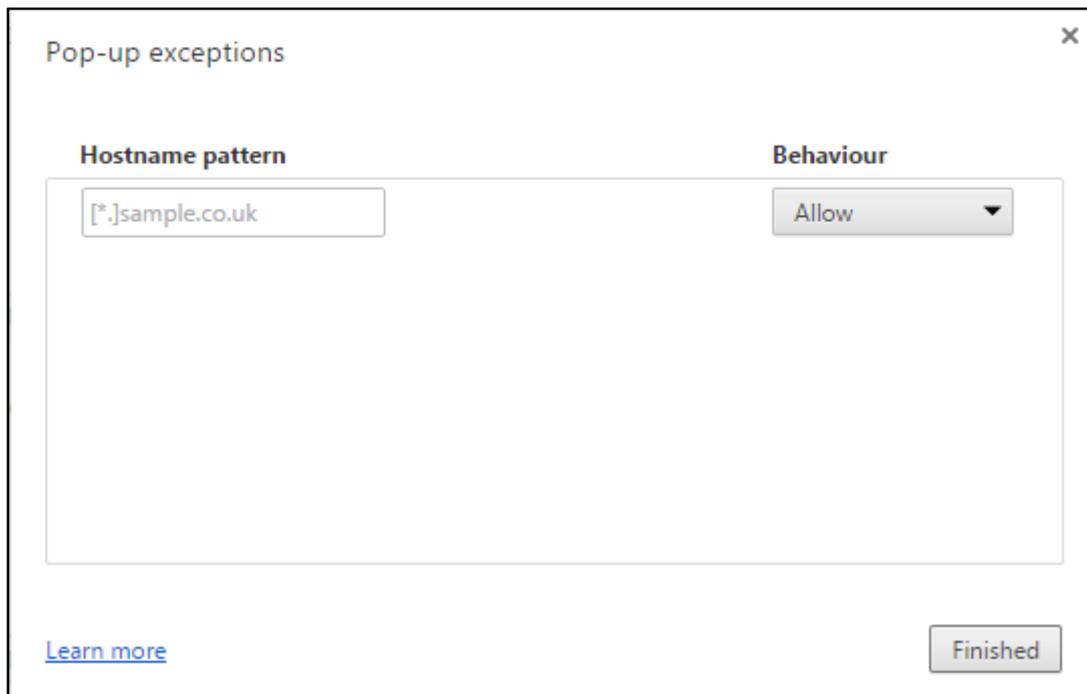
Figure 9-Pop-up exceptions

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**.
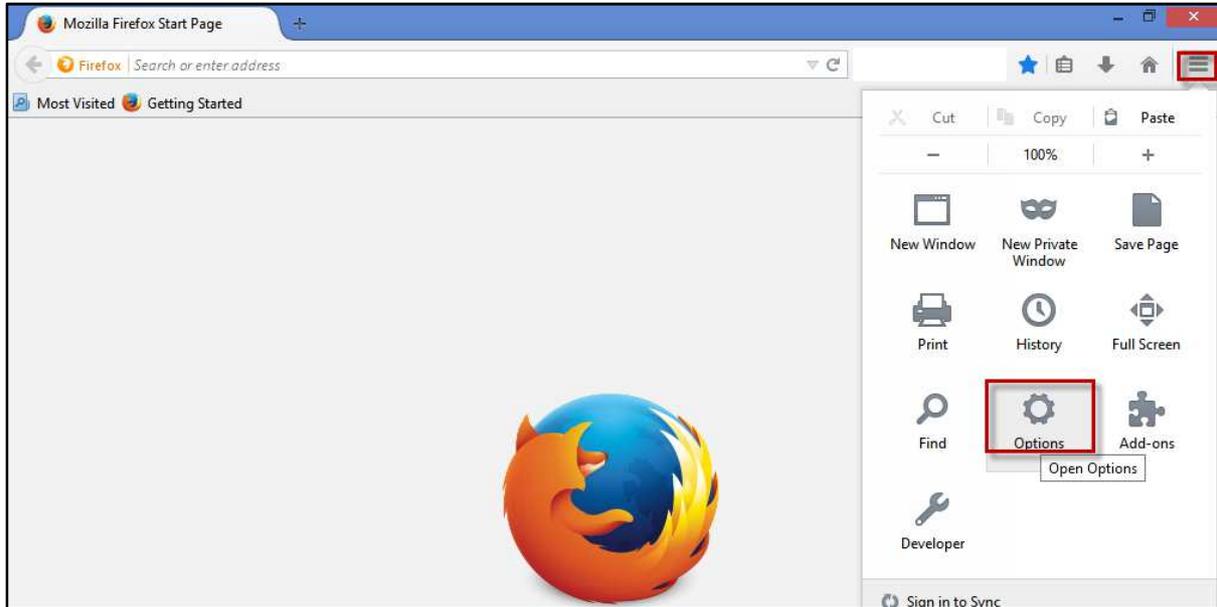
Figure 10-Mozilla Firefox

2. Click **Content**.
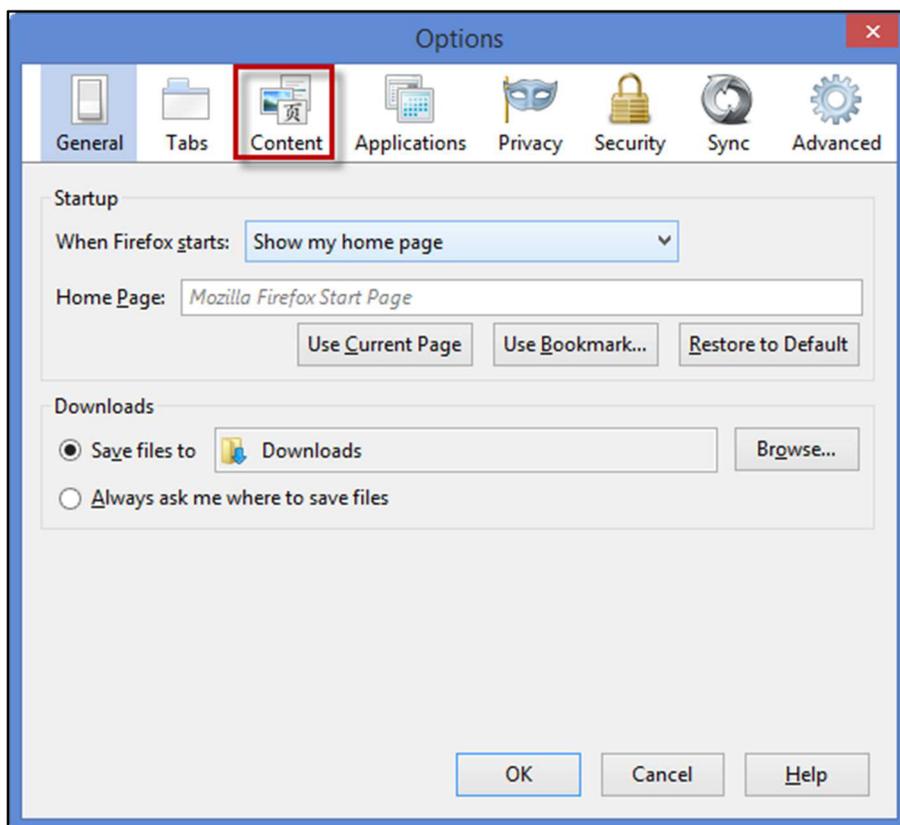
Figure 11-Options
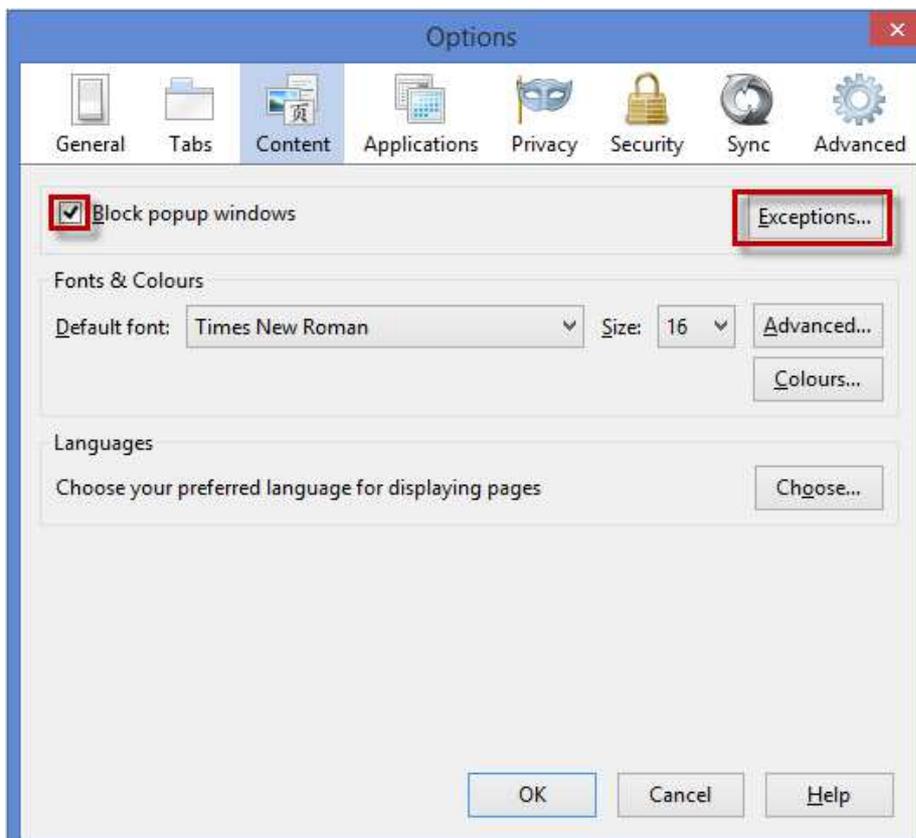
Figure 12-Pop-up Exceptions

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**.
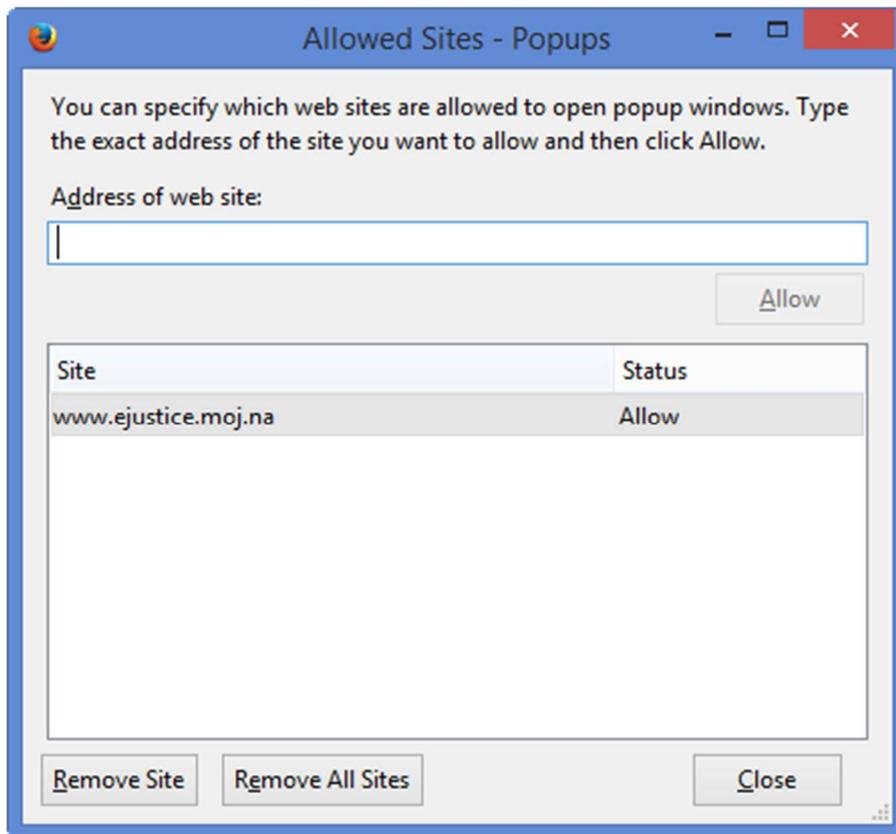
Figure 13-Allowed Sites – Popups

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.
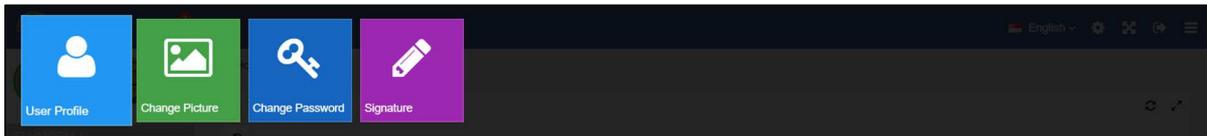
Figure 15-Menu

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:
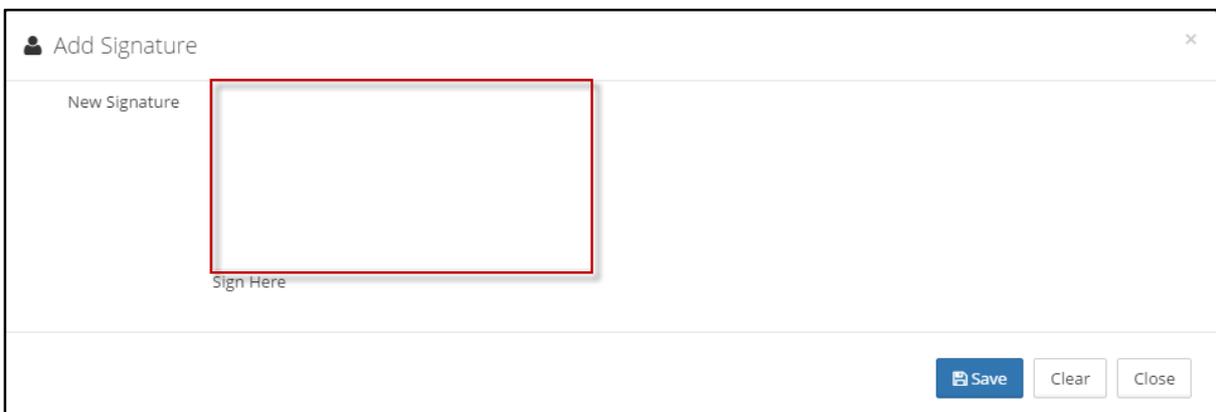
Figure 17-Add Signature

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.
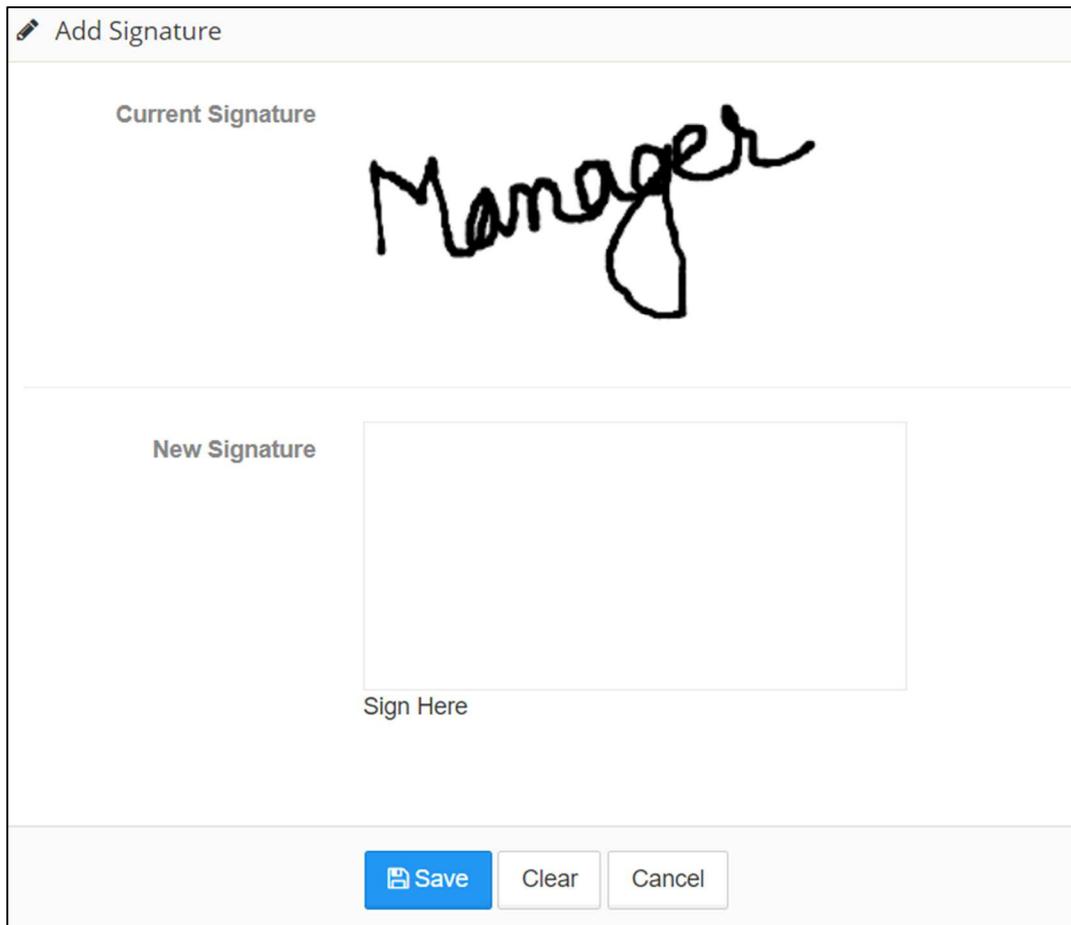
Figure 19-Change Signature

- 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**.**
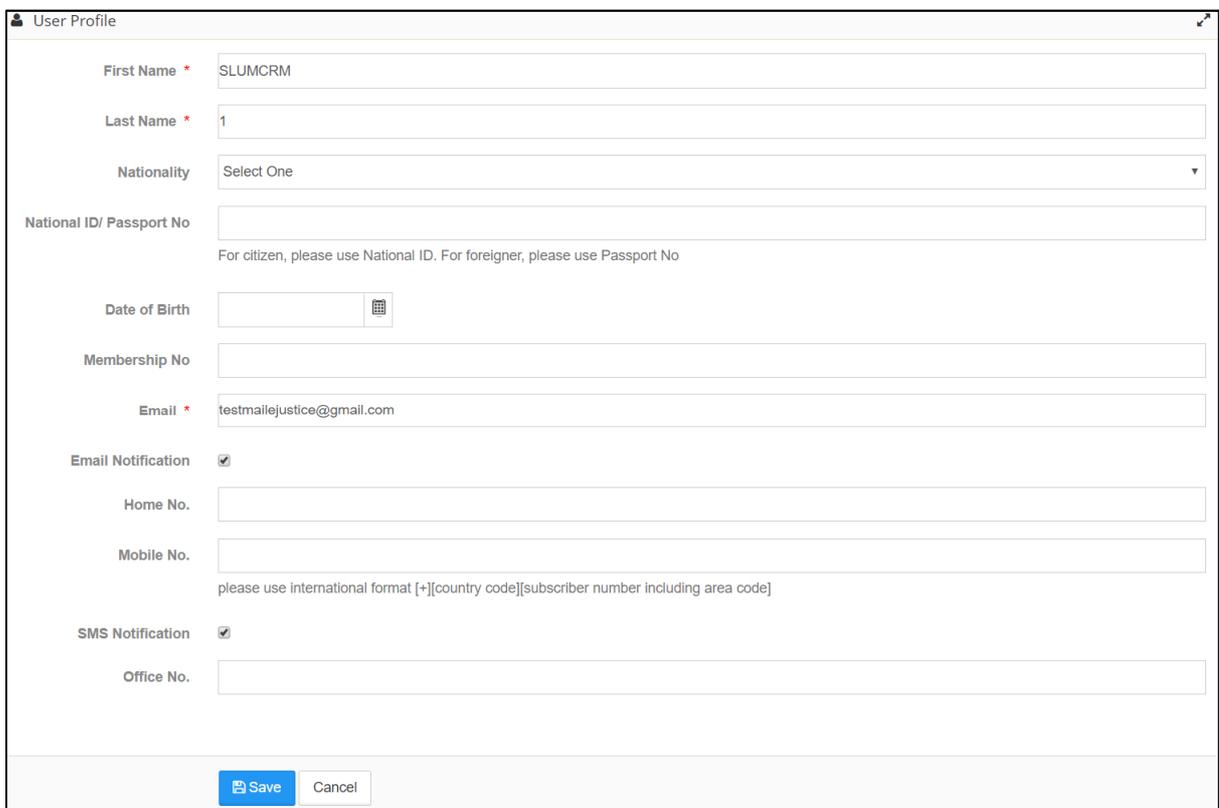
Figure 20-Update User Profile

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.
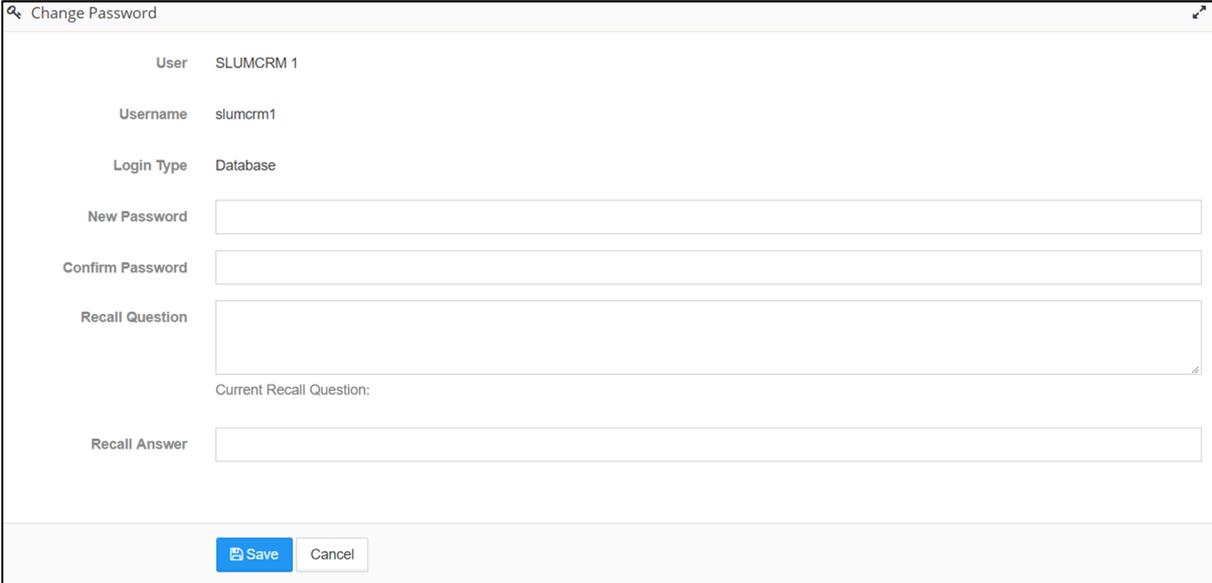
User	SLUMCRM 1
Username	slumcrm1
Login Type	Database
New Password	
Confirm Password	
Recall Question	
	Current Recall Question:
Recall Answer	

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**.

Figure 23-My Active Cases

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

Figure 24- Case Type

2. Click on **Assign Judge**.

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

Figure 25-Task

3. Click on [✓] button.

Bothe options redirects user to the assign judge page.

Figure 26- Assign Judge

4. Select **assignment type**.

5. If it is **Manual** select **Judge**. It is suggested to give **remarks**. If it is **Automatic** judge will be auto selected and displayed.
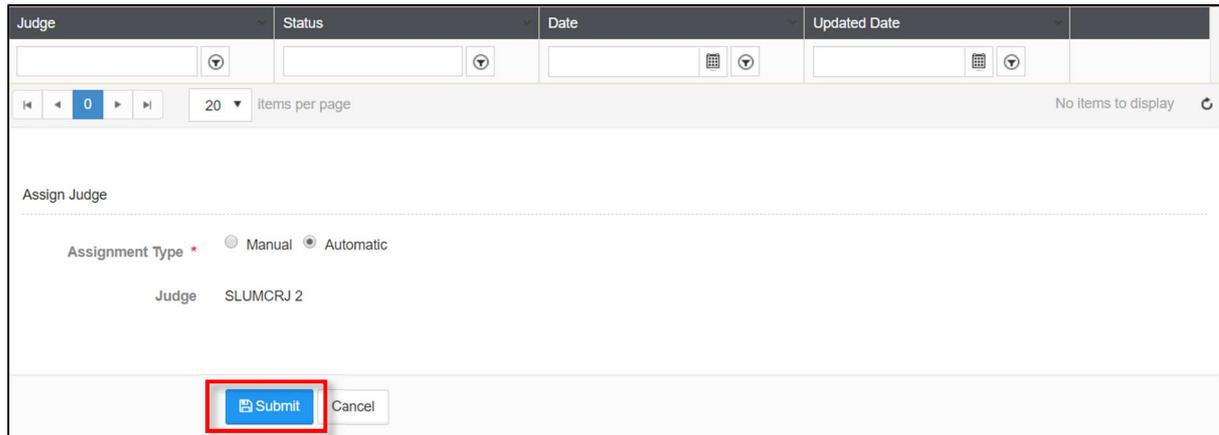
Figure 27- Assign Judge

6. 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 [eye icon] button to get **Case Summary**.
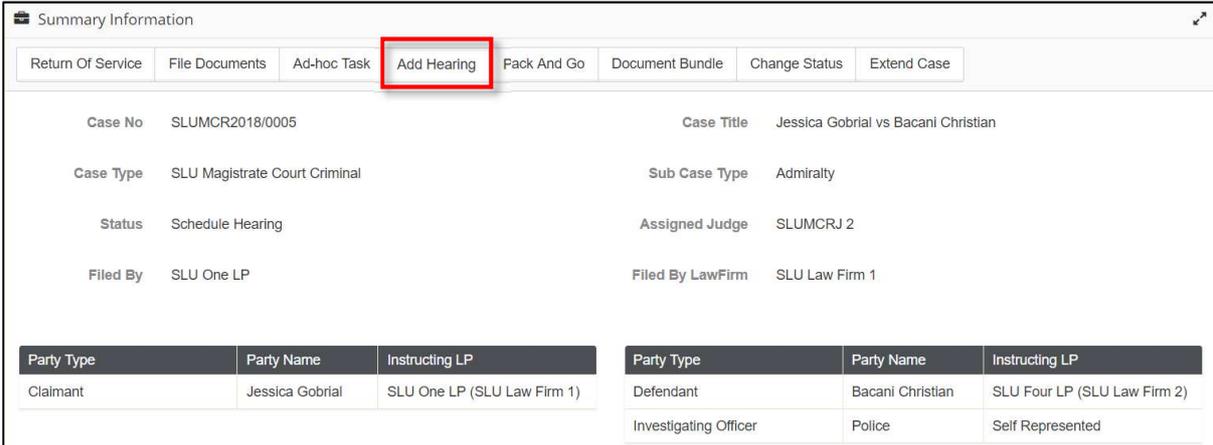
Summary Information								
Return Of Service	File Documents	Ad-hoc Task	Add Hearing	Pack And Go	Document Bundle	Change Status	Extend Case	

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
Claimant	Jessica Gobrial	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

Figure 28-Case Summary

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

Figure 29-Seach Case

4. Click on **Next.**

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**.

Figure 31-Preview Notice

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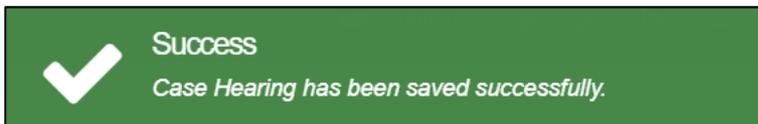
9. Success message will flash on screen.

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.

Figure 33-Task

11. Click on [checkbox icon] to endorse the hearing.

Endorse			
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

Case Details ⌄

Report Details

Report Details

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 septiembre 2018 at 09:00 AM.

DATED: this 04th day of septiembre 2018

Submit   Cancel

Figure 34-Task Submission

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

✔ Success
Case Hearing has been updated successfully.

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.

Figure 36-Case Summary

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

Figure 37-Update Case Hearing

3. Click on to view scheduled hearing.

Figure 38-View Case Hearing

4. Click on to edit/update hearing.

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 [eye icon] icon corresponding to the case. The **Summary Information** is displayed.

Figure 41-Case Summary

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

Figure 42-Search Case

4. Click on **Next**.

Figure 43-Documents

5. Click on ➕ button. It populates pop-up to add document given below:
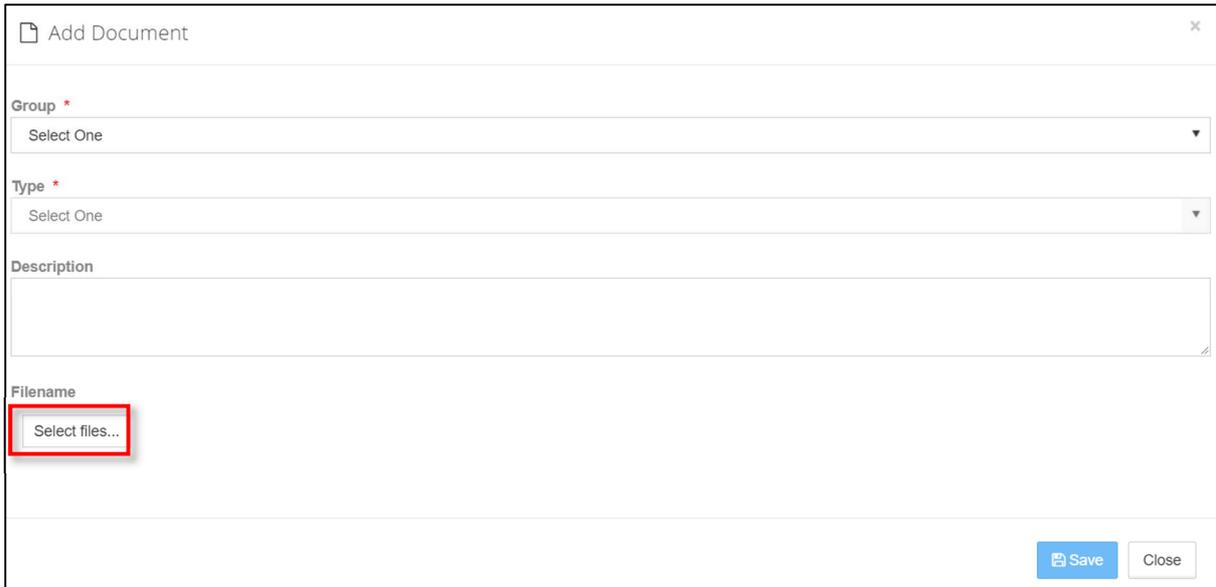
Figure 44-Add Document

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:
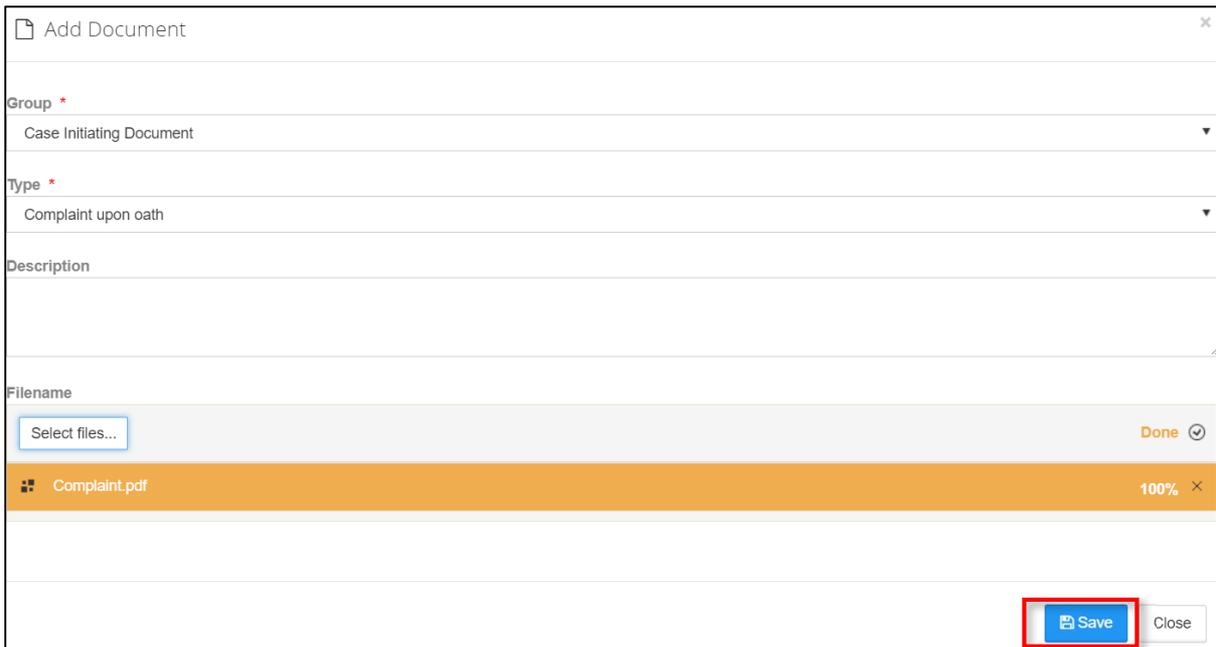
Figure 45-Add Document

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

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:
  - o Applicants or Plaintiff's instructing legal practitioner
  - o Manager
  - o 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 there 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 [eye icon] icon corresponding to the case. The **Summary Information** is displayed.
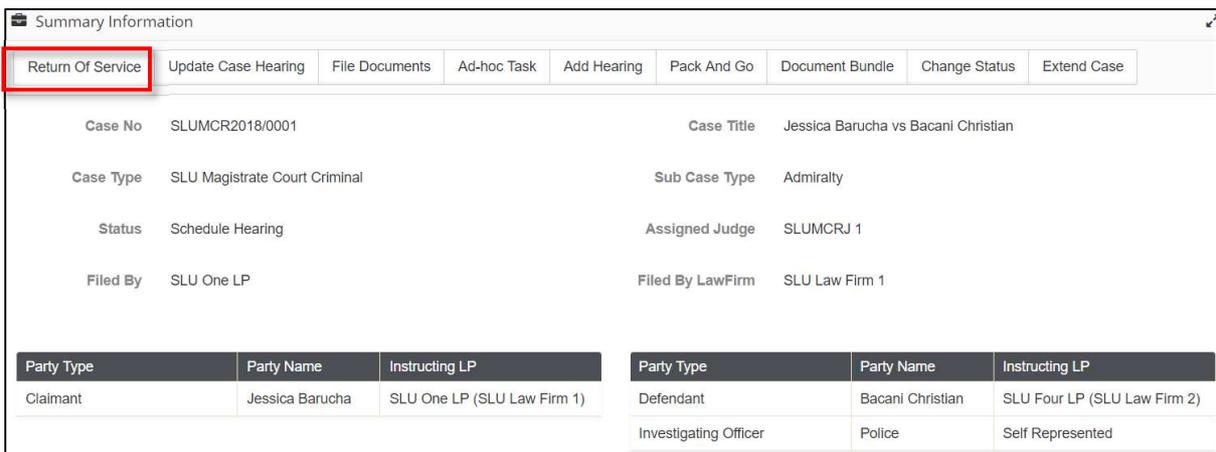

Figure 49-Case Summary

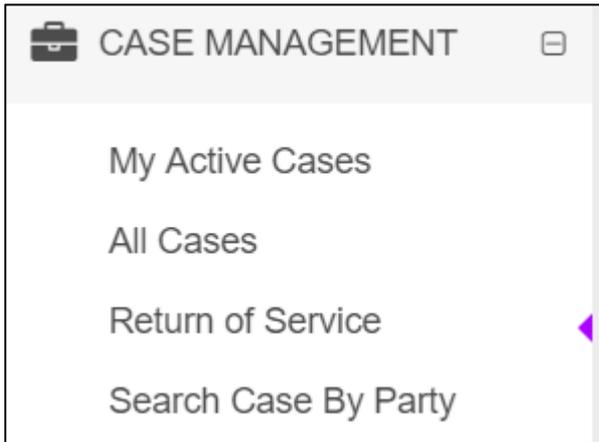**Option 3:** Go to **Case Management>>Return of Service**.

Figure 50-Side Menu

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

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.

Figure 52-Search Case

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

Figure 53-Search Case

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

Figure 54-Authorize Code

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.
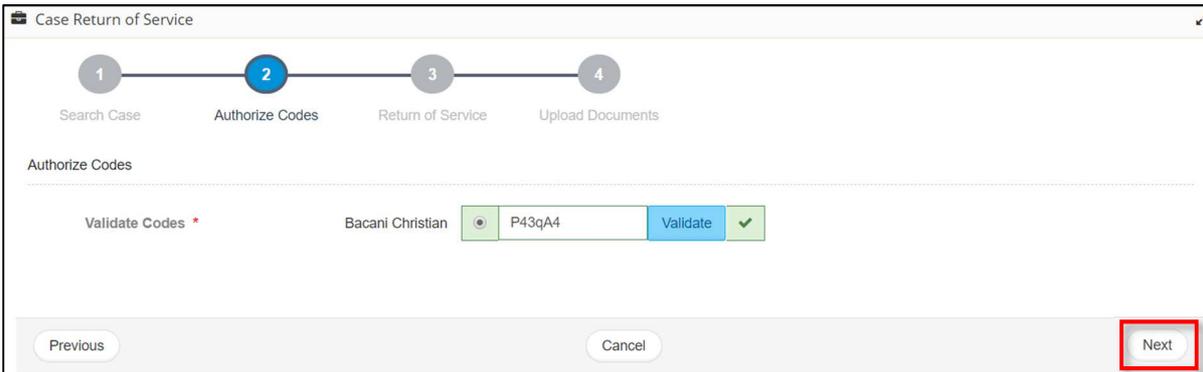
Figure 55-Authorize Code
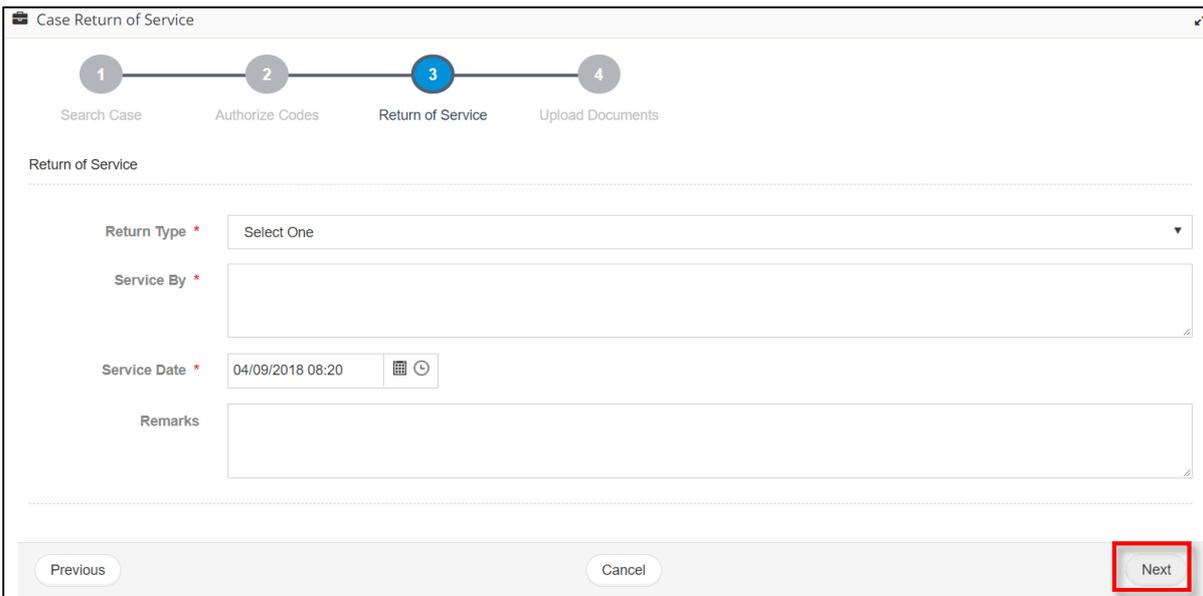
> If there are more than one respondent or defendant, repeat step 6 for each respondent or defendant.

4. Click on **Next**.

Figure 56-Return of Service

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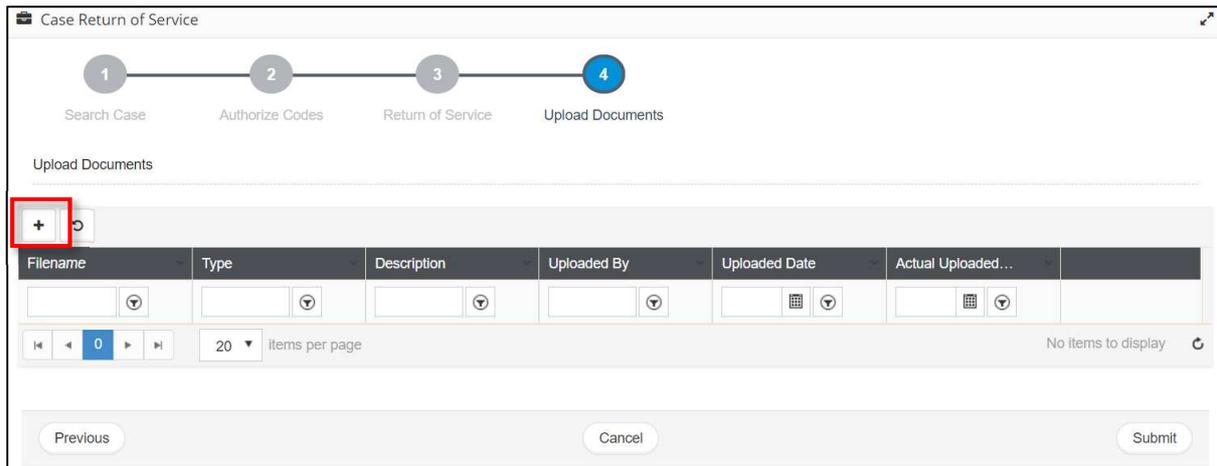
6. Click on **Next**.

Figure 57-Upload Documents
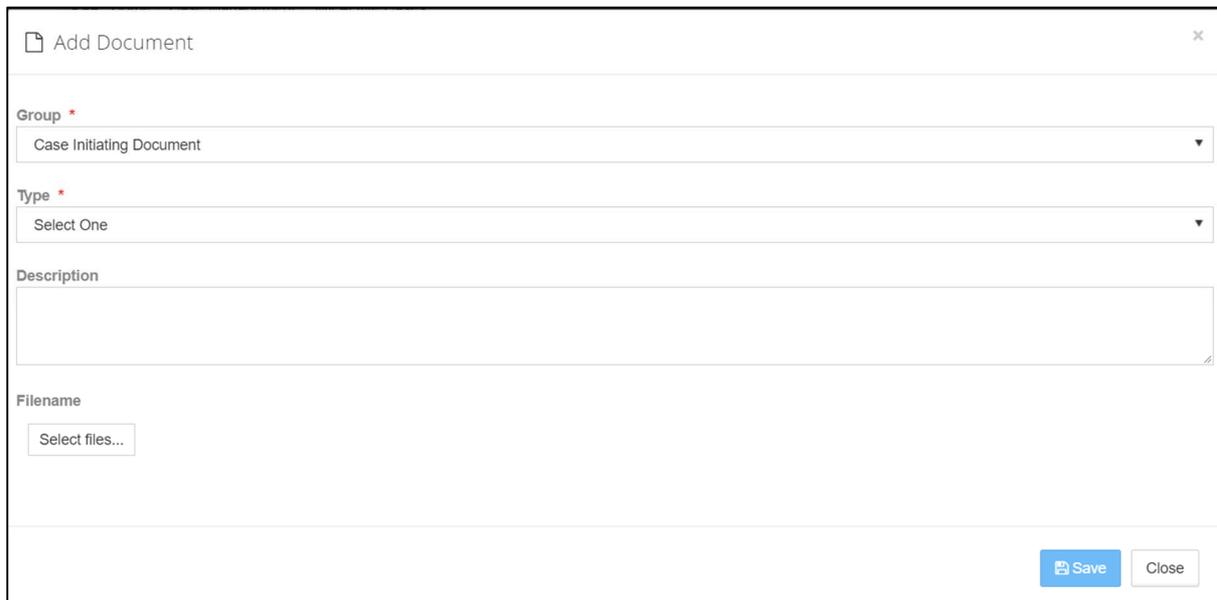
7. Click to attach a document

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.

Figure 59-Add Document

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

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.
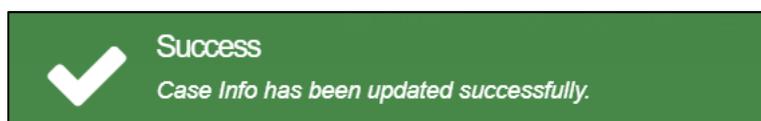

Figure 61-Success Message

Ad-Hoc Task

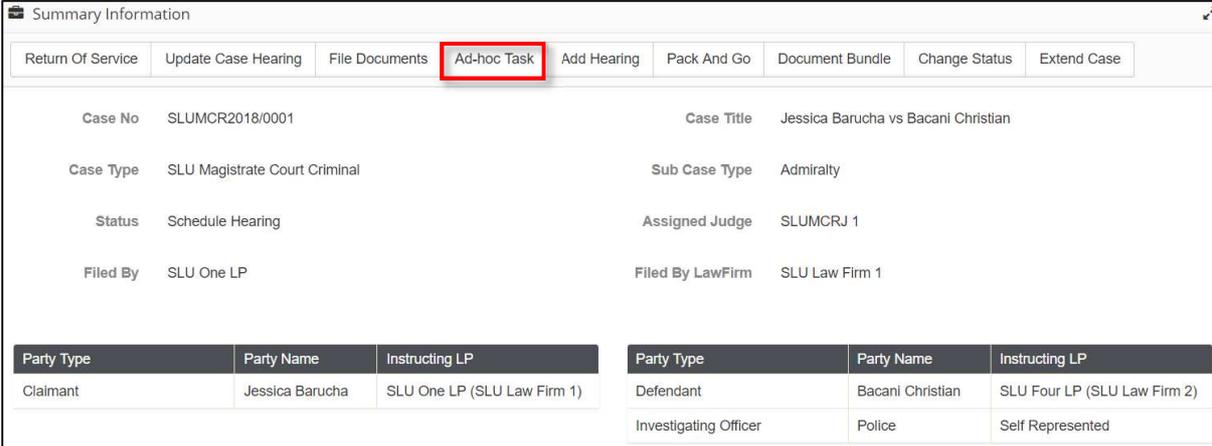Ad-hoc task can be created by the associated manager.

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
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

Figure 62-Case Summary

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

Figure 63-Search Case

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

Figure 64-Task Details

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

Figure 65-Task Details

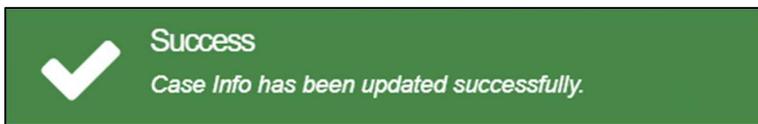6. Click on **Submit**, success message will be displayed.
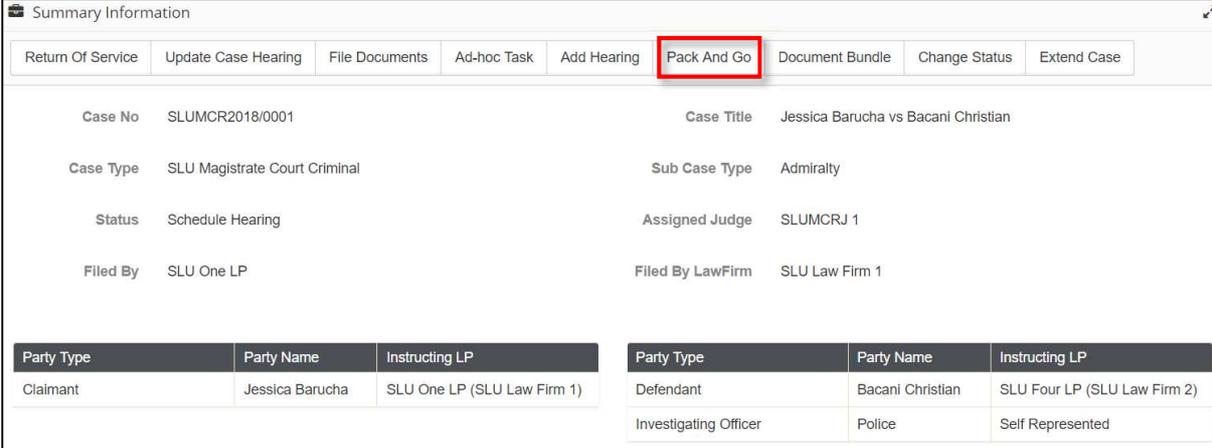

Figure 66-Success Message

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.

| 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 | × |

Figure 68-Downloaded File

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

Document Bundle

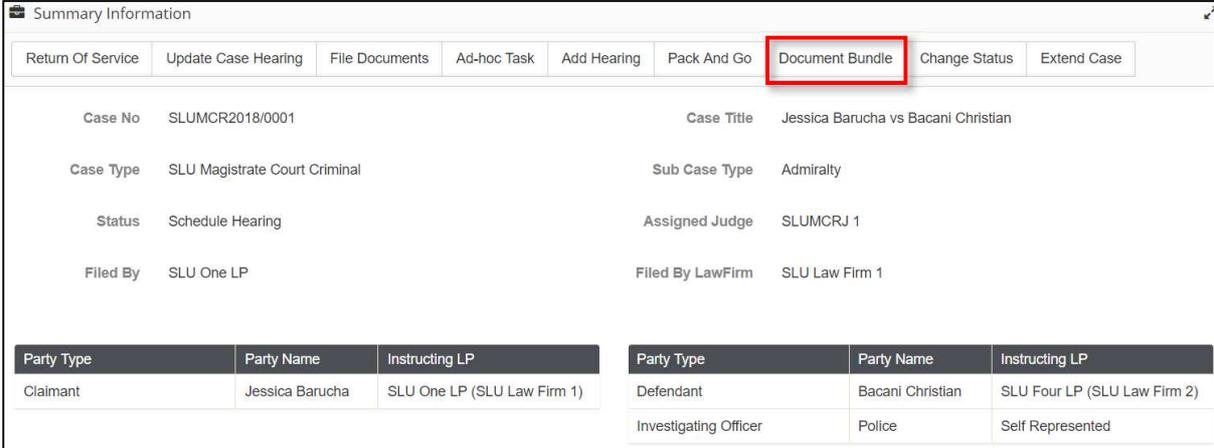Associated case manager can create document bundle from my active cases.

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.

Figure 69-Case Summary

3. Click on **Document Bundle**. User will be redirected to 1st step.
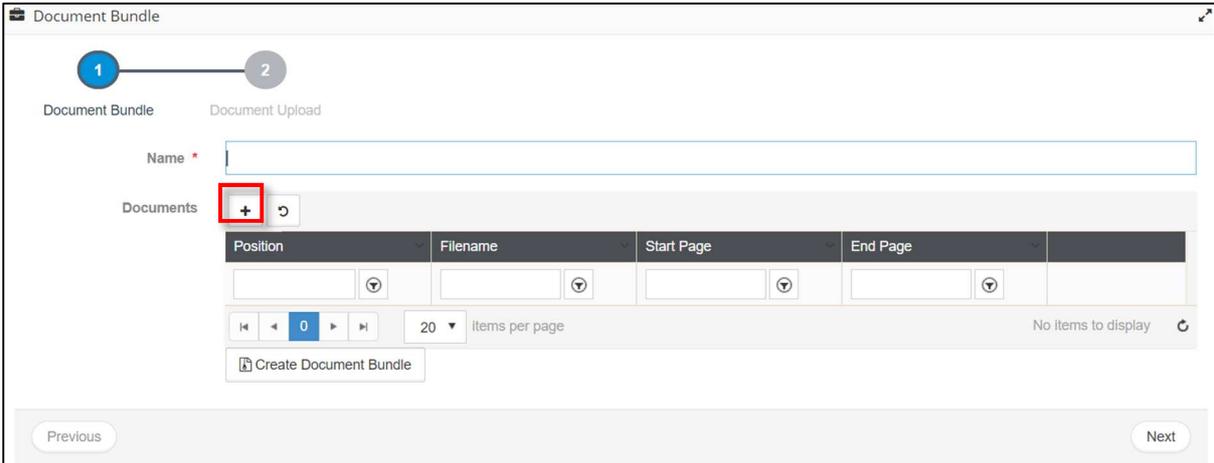
Figure 70-Document Bundle

4. Enter bundle **Name**.

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

Figure 71-Add Document

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

Figure 72-Add Document

7.   Click on **Save** button, added document will be listed as shown below:
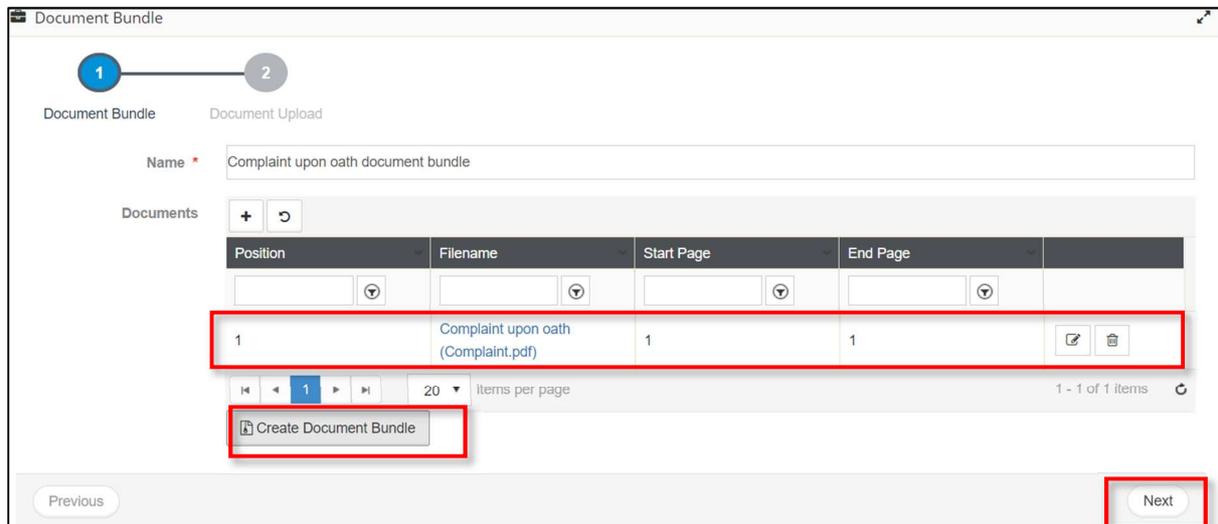
Figure 73-Add Document

- 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.**

| 📄 Complaint upon o....pdf ∧ | Show all ✕ |

Figure 74-Downloaded Bundle

9. PDF file will be downloaded in the downloads folder by default.
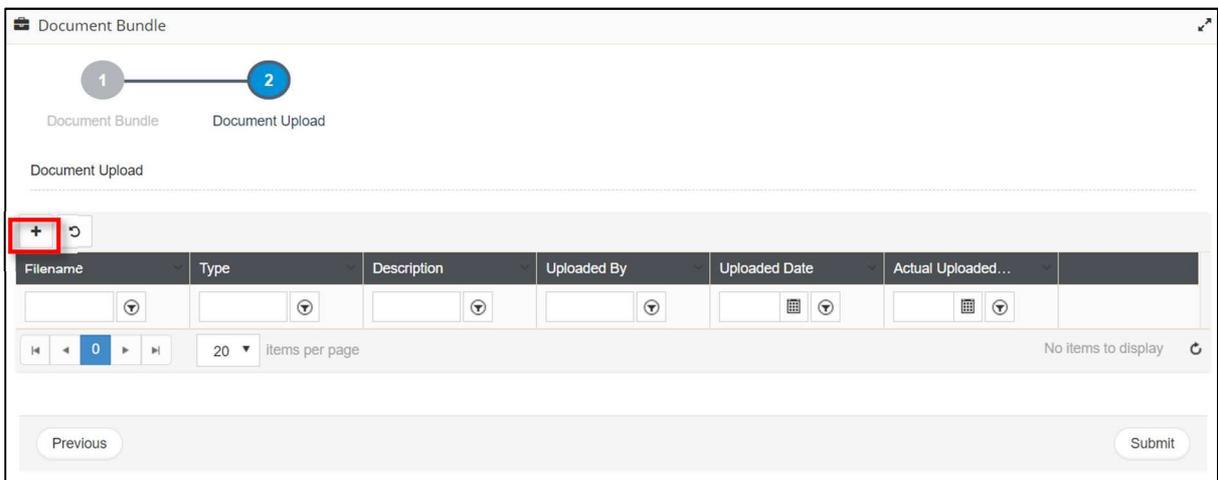
10. Next step **Document Upload** will appear.

Figure 75-Document Upload

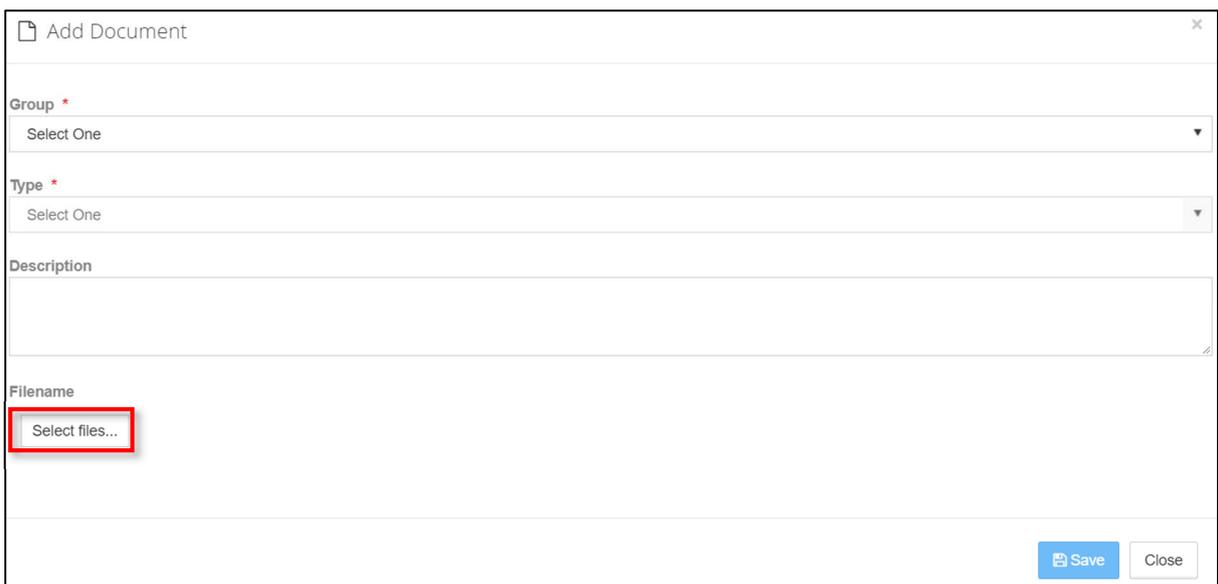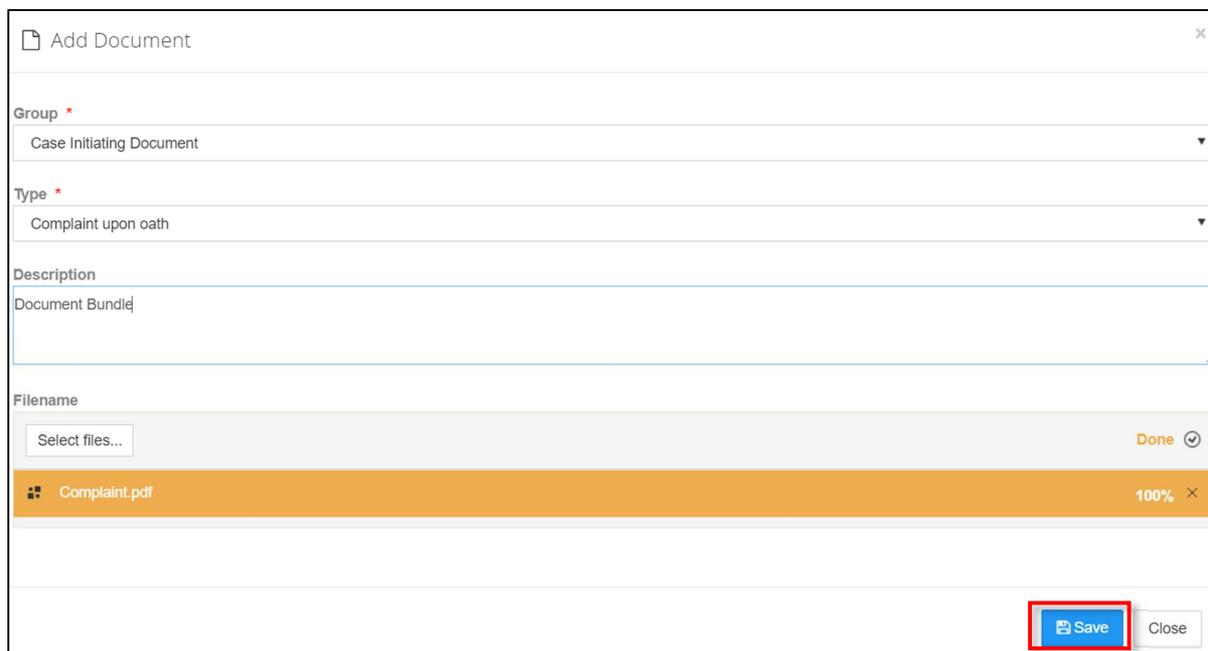11. Click on ➕ to add document. Pop-up will appear or add documents.

Figure 76-Upload Document

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:

Figure 77-Upload Document Bundle
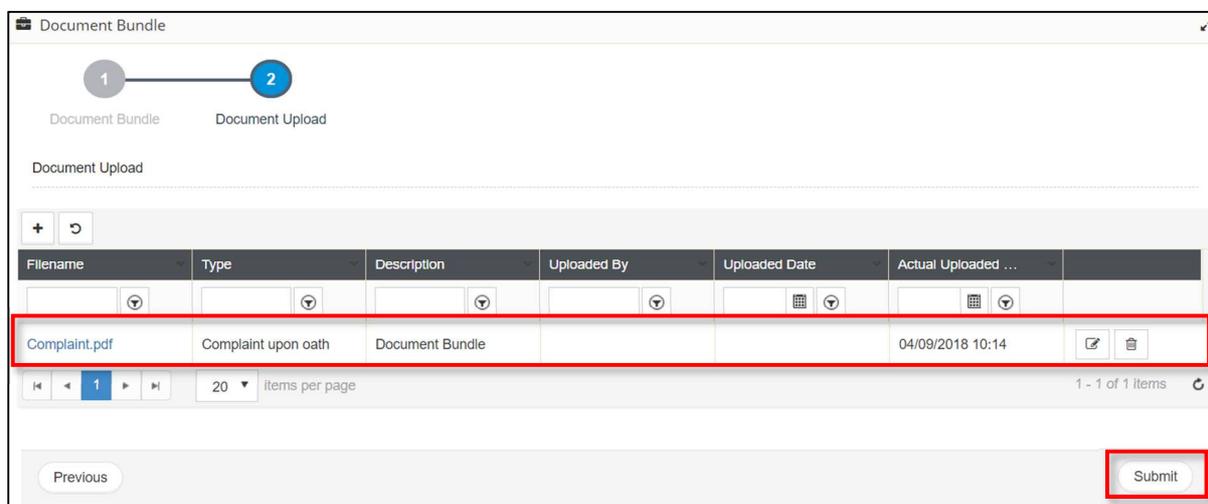
14. Click on **Save** button. Added document will be listed as shown below:

Figure 78-Document Upload

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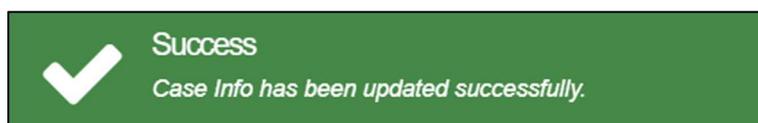

Figure 79-Success Message

Change Status

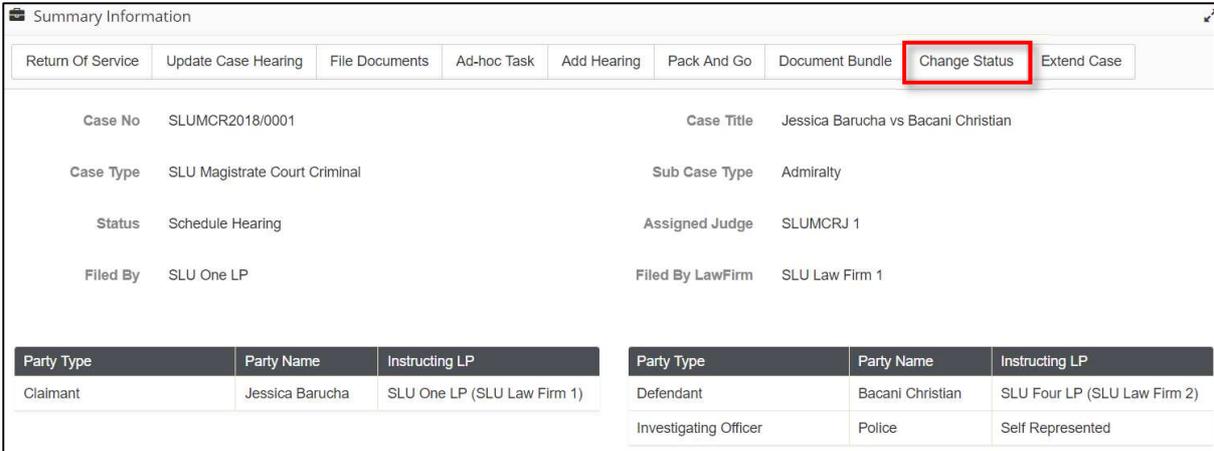Associated case manager has the authority to change the case status from my active cases.

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 Type	SLU Magistrate Court Criminal
Status	Schedule Hearing
Filed By	SLU One LP

Case Title	Jessica Barucha vs Bacani Christian
Sub Case Type	Admiralty
Assigned Judge	SLUMCRJ 1
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

Figure 80-Case Summary

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

Figure 81-Search Case

4. Click on **Next**.

Figure 82-Change Status

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

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 on 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 [eye] icon corresponding to the case. The **Summary Information** is displayed.

Figure 85-Case Summary

3. Click on **Extend Case**.

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 [icon] at the top of the page. All the notification messages are listed.

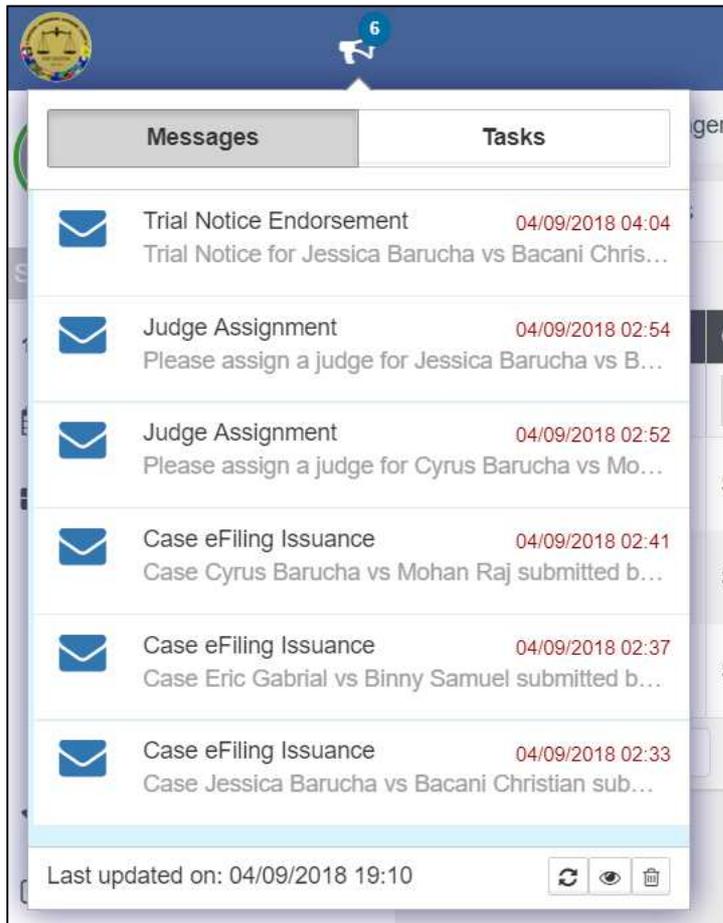> The number above the notification icon indicates the number of unread messages.

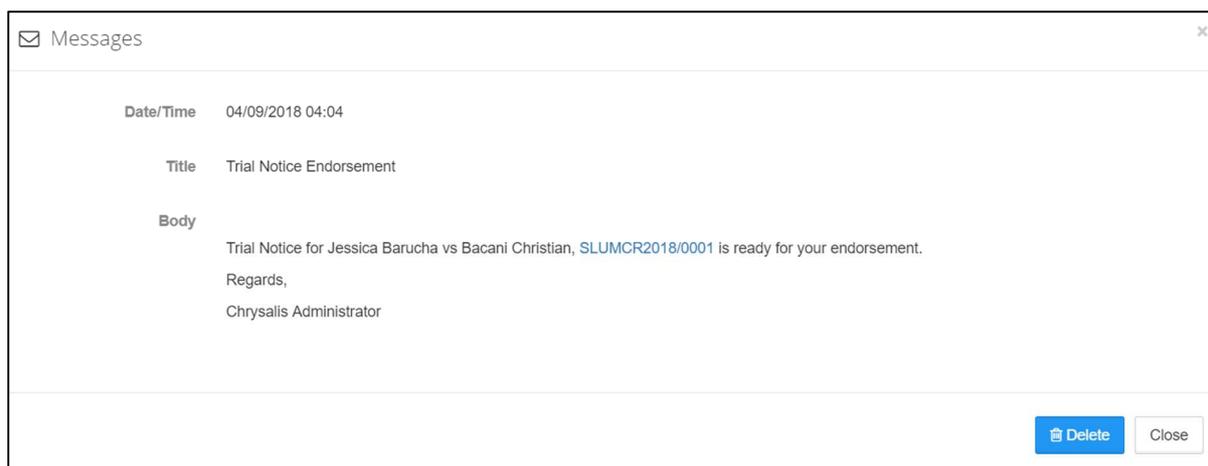*Figure 87-Notification Message*

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:
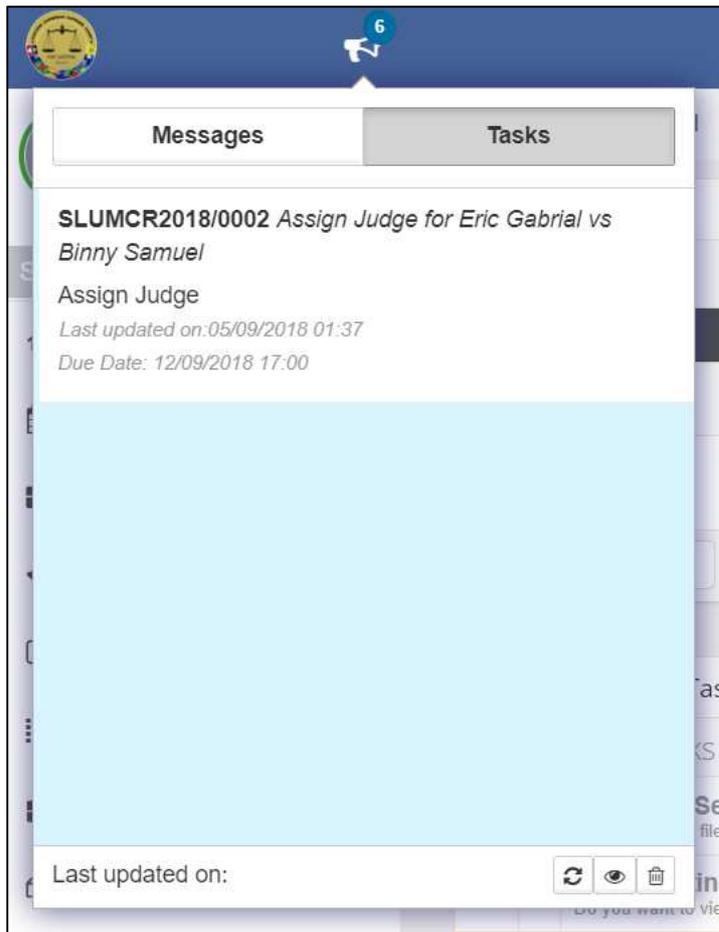
1. Click at the top of the page.

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:

Figure 90-Home/Dashboard (Task)

1. clicking the [checkmark icon] 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:

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.**

Figure 92-Sort Cases

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.

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.

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.

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:

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.

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:

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

Figure 99-Side Menu (My Active Cases)

5. All your active cases will be displayed.

Figure 100-My Active Cases

💡 Refer to <u>Sort and Filter Pending Tasks or Cases</u> for more information.

---

6. Click [👁] corresponding to a case to <u>view the case summary</u> 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)

1. 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:

Figure 103-All Cases

Refer to <u>Sort and Filter Pending Tasks or Cases</u> for more information.

To view the case details, click the [icon] corresponding to <u>view the case summary</u> 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).

Figure 104-Active Hearing

2. Click on button to view hearing details.

Figure 105-View Hearing Schedule

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

4. Click on [✎] button to conduct hearing.

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	👁

1 - 2 of 2 items

Figure 107-Completed Hearings

2. Click on [👁] to view the details of conducted hearing.
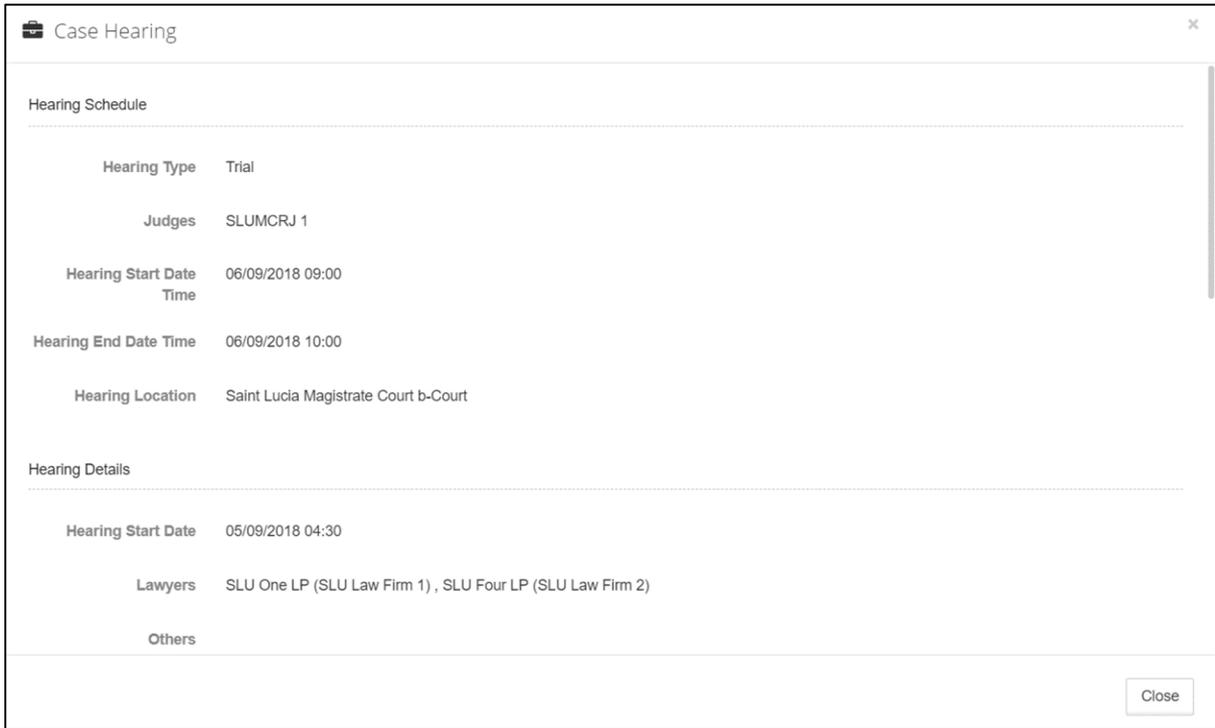
Figure 108-View Completed Hearing

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**.
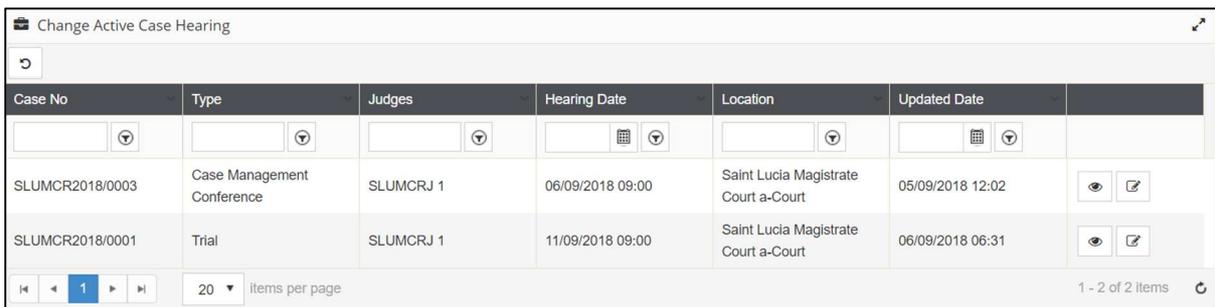
Figure 109-Change Case Hearing

2. Click on [eye icon] to view scheduled 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.

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**.

Figure 113-User Registration

2. Click on button to view the user details.

👤 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**.

Figure 115-Law Firm Registration

2. Click on button to view the user details.

Figure 116-View Law Firm Details

3. Click on button to edit law firm details.

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.

Figure 118-Reports

3. This document is taking example of **Hearing List** report.
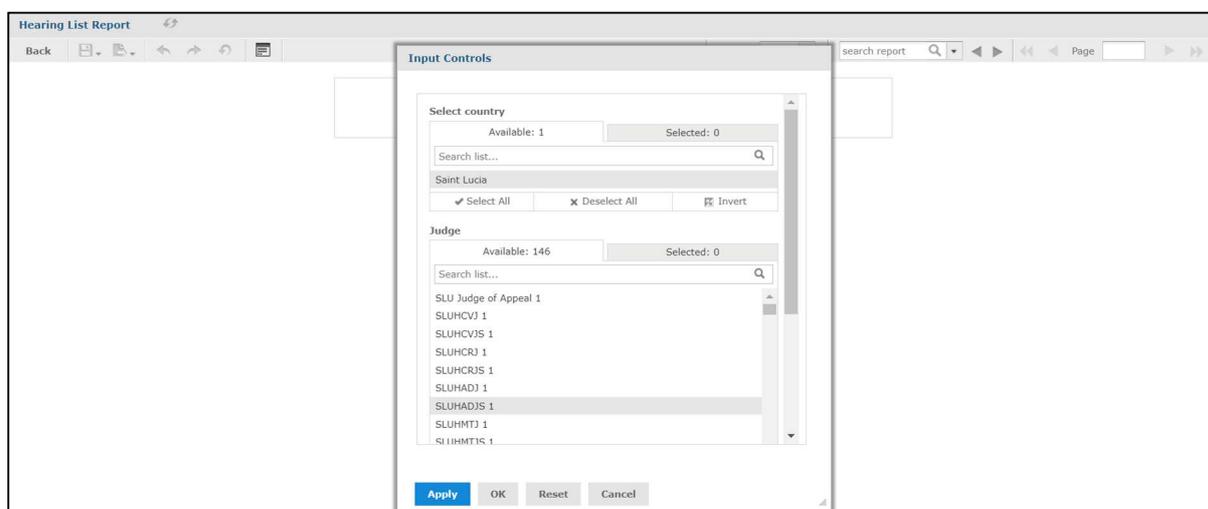
Figure 119-Report Input

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**.

Figure 120-Law Firm Account
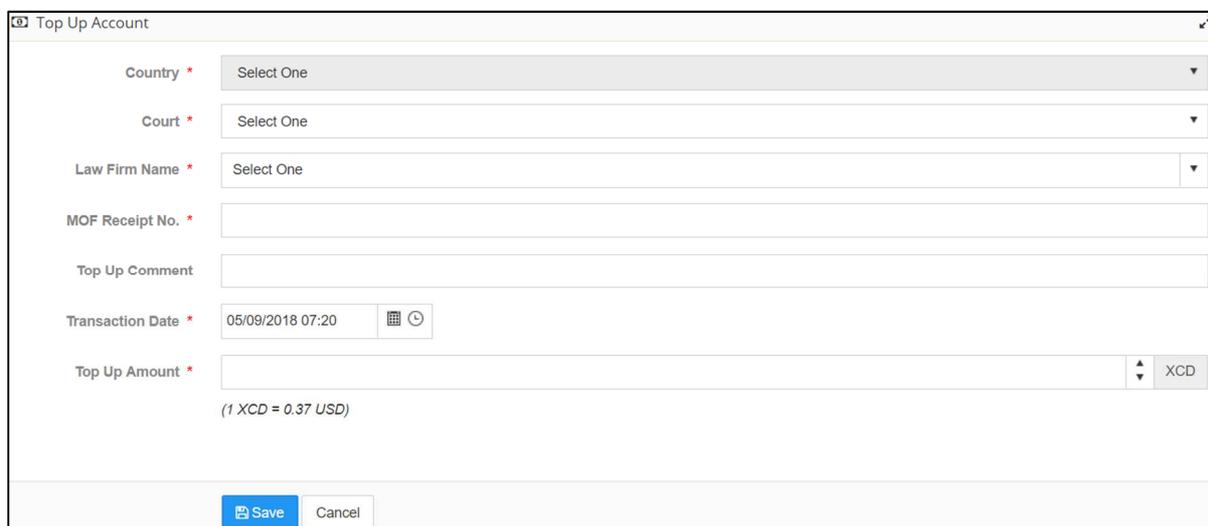
2. Click on button to view law firm account details.

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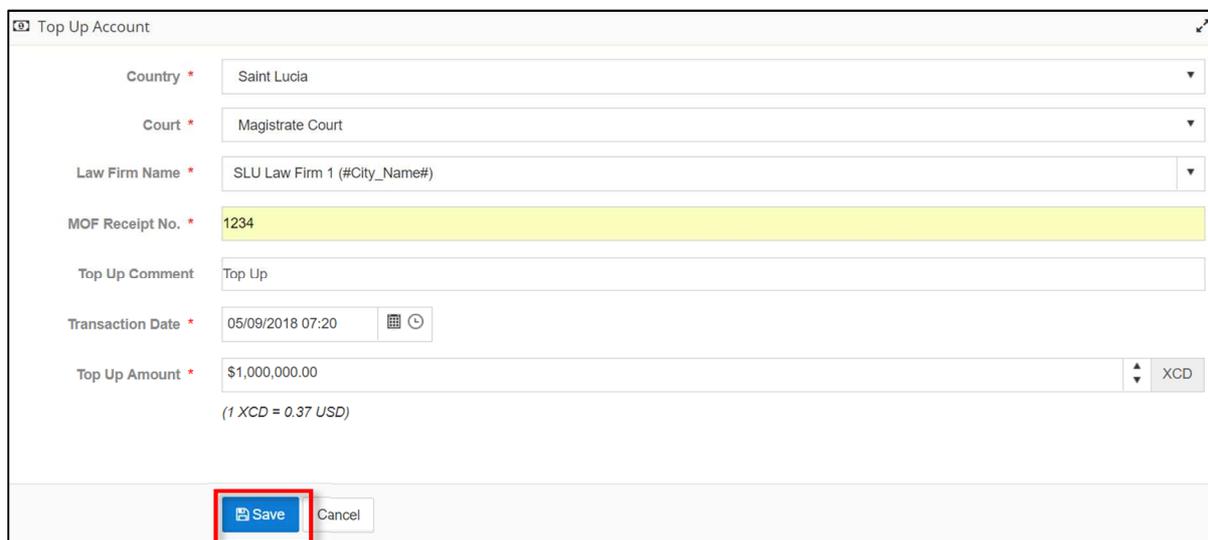
1. Go to **Administration>>Account>>Top UP**.

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.

Figure 123-Top Up

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

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**.

Figure 125-Deduct Account

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

Figure 126-Deduct Account

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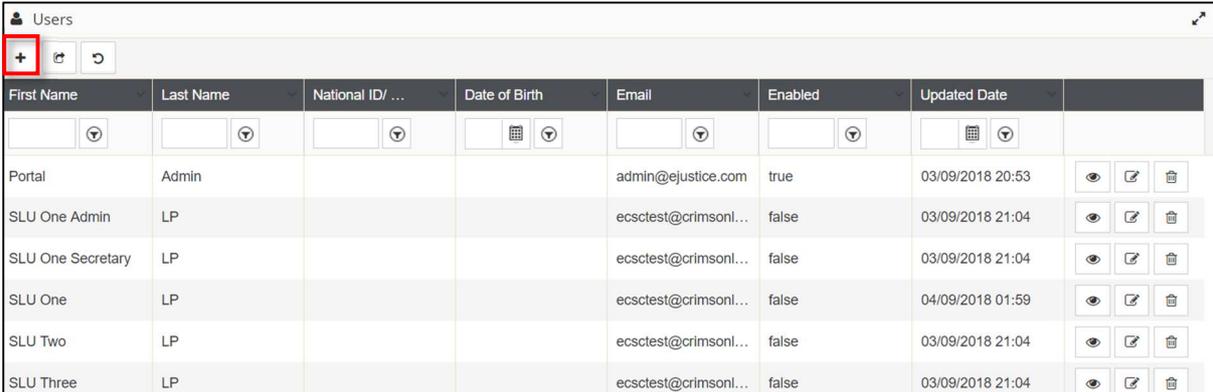

Figure 127-Deduction Receipt

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@ejustice.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.

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.