

# **eLitigation- Eastern Caribbean User Guide for Legal Practitioners**

V1

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# About this Guide

This user guide serves as a first point of reference for the Legal Practitioners 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 Legal Practitioners.

## Audience

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This user guide is intended for the following users:

- Legal Practitioners
- Secretary of Legal Practitioners
- Law Firm Administrator
- Investigating Officers
- Service Bureau

## Purpose

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The user guide explains the users to do the following:

- [Manage User Account](#)
  - [Create User Account](#)
    - [Setup User Login Details](#)
  - [Create or Change Signature](#)
  - [Update User Profile](#)
  - [Change Password](#)
  - [Dissociate from Law Firm](#)
  - [Join a Law firm](#)
- [Create Case](#)
- [Represent Case](#)
- [View Notification Messages](#)
- [View and Complete Pending Tasks](#)
- [View My Cases](#)
- [View All Cases](#)
- [View Case Summary](#)
  - [Add Advocate](#)



- [Remove Advocate](#)
- [File Return of Service](#)
- [File Documents](#)
  - [Download and save a copy of the case documents to your computer](#)
- [File Taxation](#)
- [Download Taxation Template](#)
- [File Interlocutory Applications](#)
- [Create Hearing Index](#)
- [Withdraw Representation \(withdraw legal practitioner from a Case\)](#)
- [Pack And Go](#)
- [Document Bundle](#)

## How to read this guide

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

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



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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.

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This is a warning.

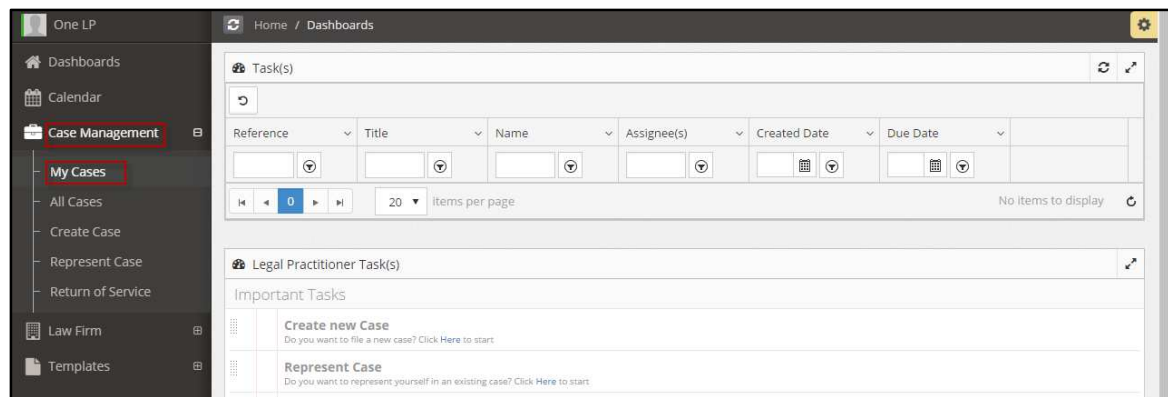
A warning refers to information that may be critical to the system's functionality and might affect data or system's stability.

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- 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 particular page or functionality. For example, click **Case Management** >> **My Cases** means you first click **Case Management** and then **My Cases**.

## eLitigation- Eastern Caribbean User Guide for Legal Practitioners

### About this Guide



*Figure 1-Application screen*

# Overview of eLitigation Portal - Eastern Caribbean System

System 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 throughout the Case Management System.

System 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 System

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

- Prompt notifications are sent to the legal practitioner 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 create case, view and represent case from **Home/Dashboards**.
- All Legal practitioners can view all the cases of their firms.
- Manage your cases efficiently.
- Index hearing documents.

## Prerequisites

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### Disable Pop-up blocker

You must disable the pop-up blockers to use some of the functionalities of the system. E.g., To download case documents

Steps to disable pop-up blocker may vary based on your browser. Below are the instructions for some of the key browsers. Click the respective browser name to view the instructions.

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

## Allow Pop-ups for eJudiciary-East Caribbean system in Internet Explorer

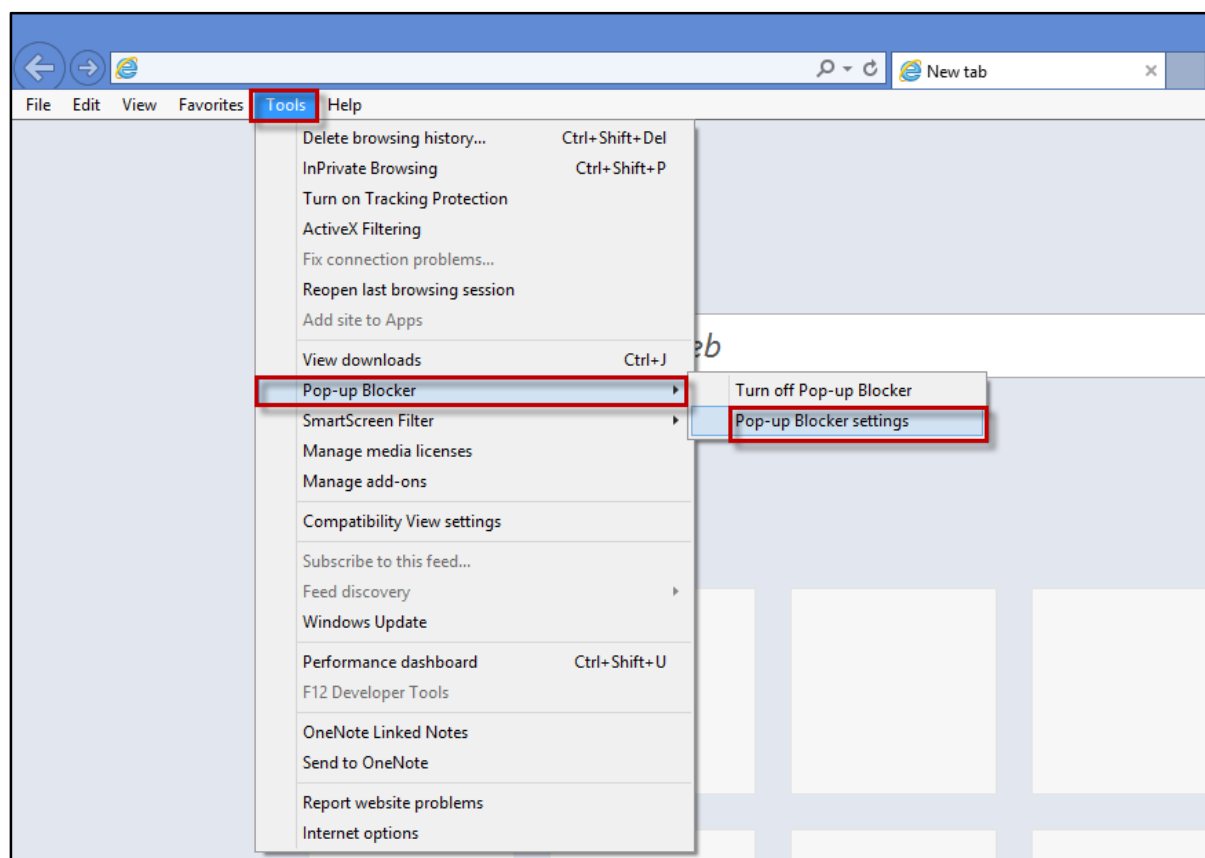


Figure 2-Internet Explorer

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

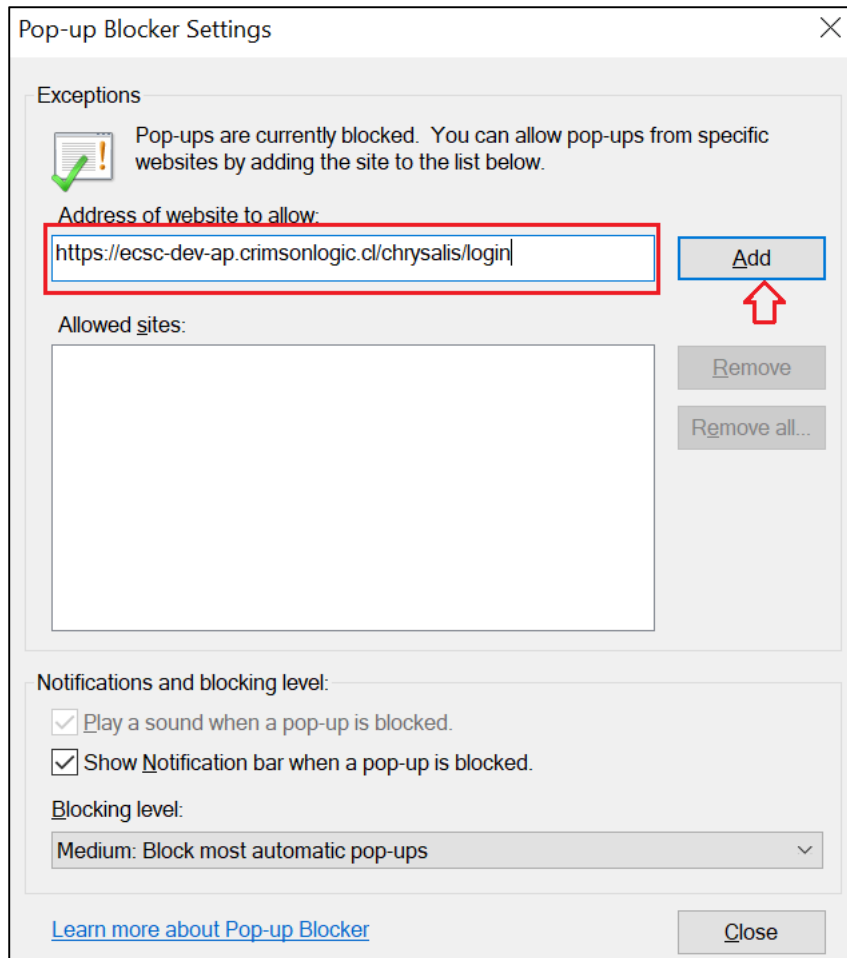


Figure 3-Pop-up Blocker settings

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

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

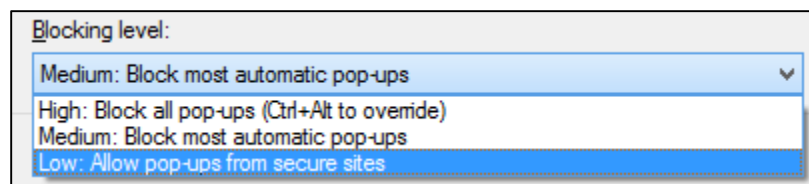


Figure 4-Blocking Level Options

## Allow Pop-ups for eJudiciary-East Caribbean system in Google Chrome

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

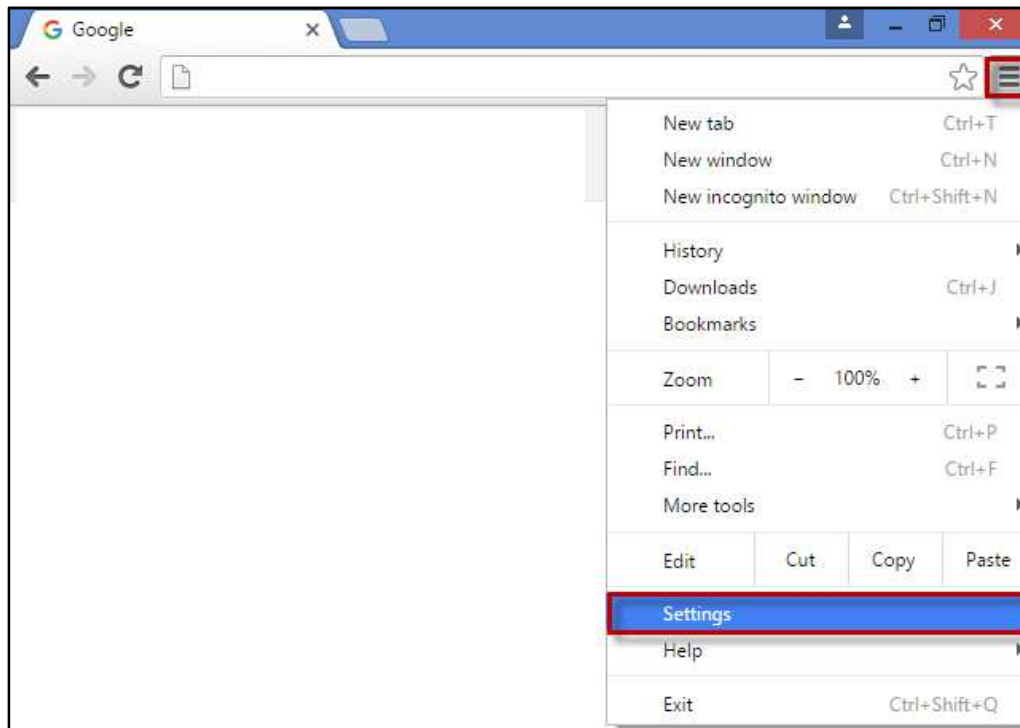


Figure 5-Google Chrome

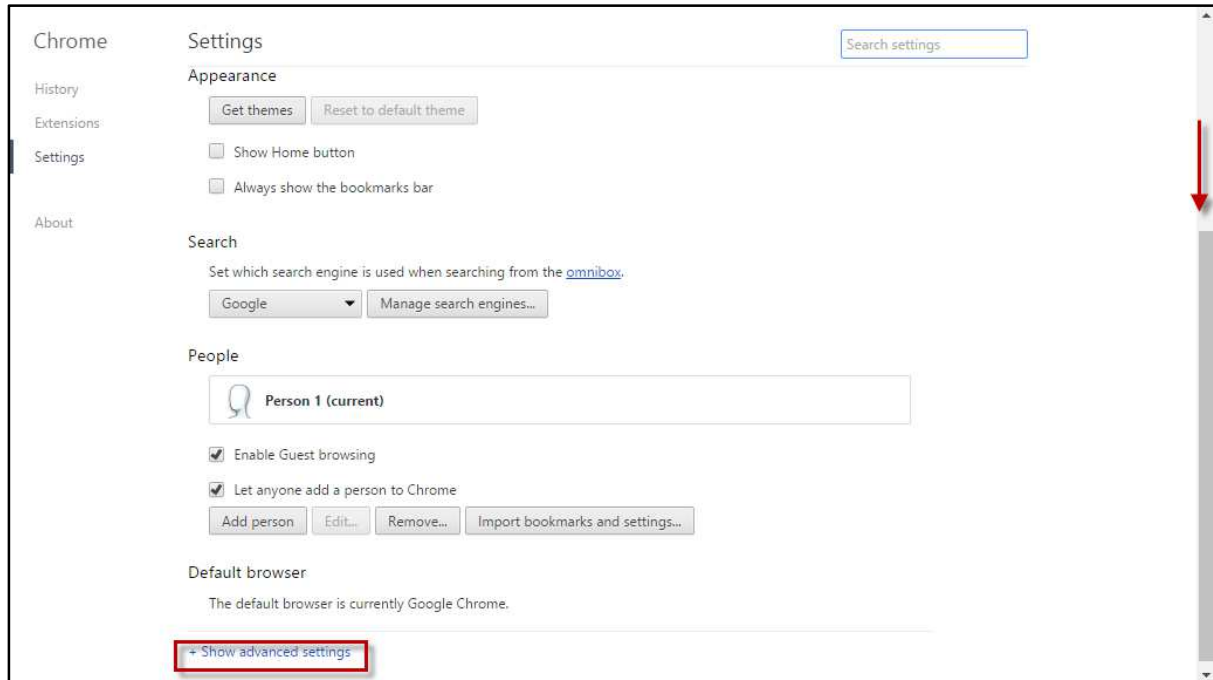


Figure 6-Settings

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



Figure 7-Setting Option

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

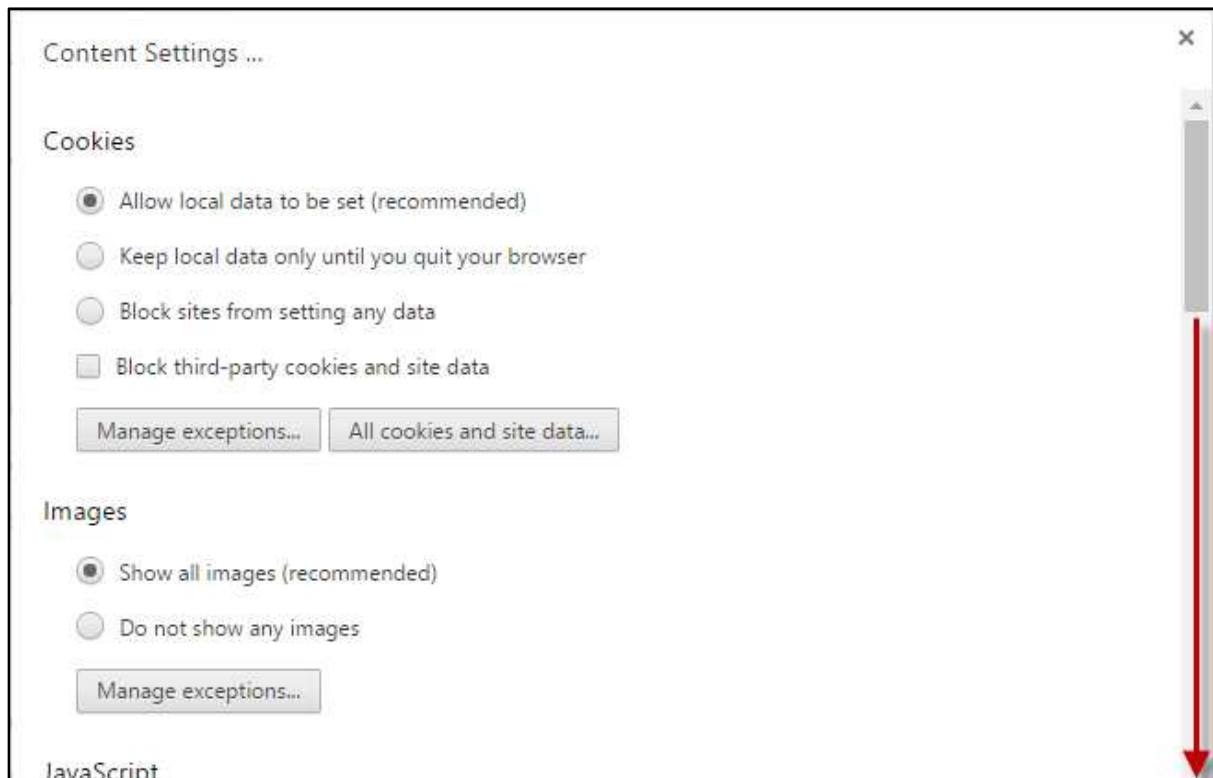


Figure 8-Content Settings

4. Move the scroll bar until you see the **Pop-ups** section.

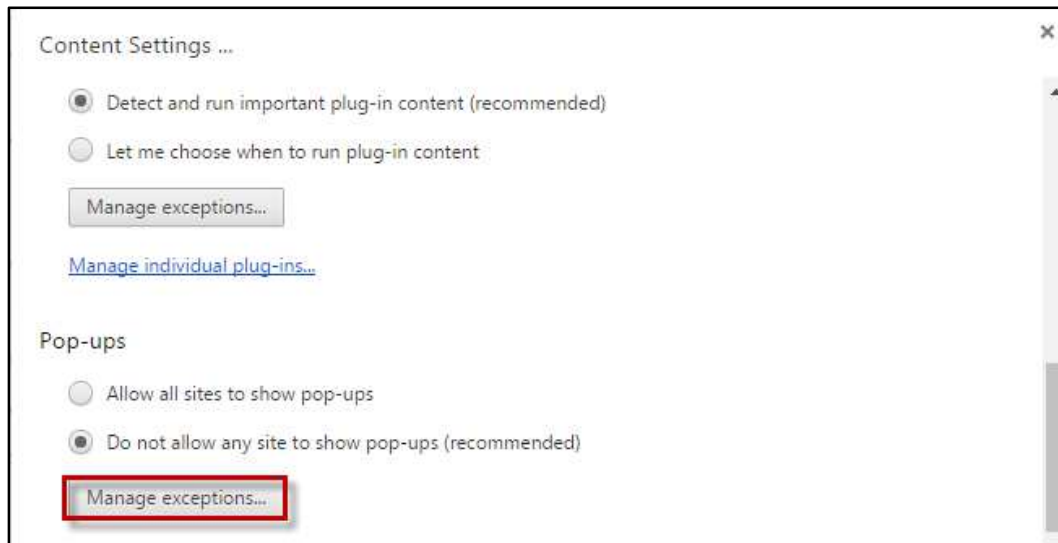


Figure 9-Content Setting

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

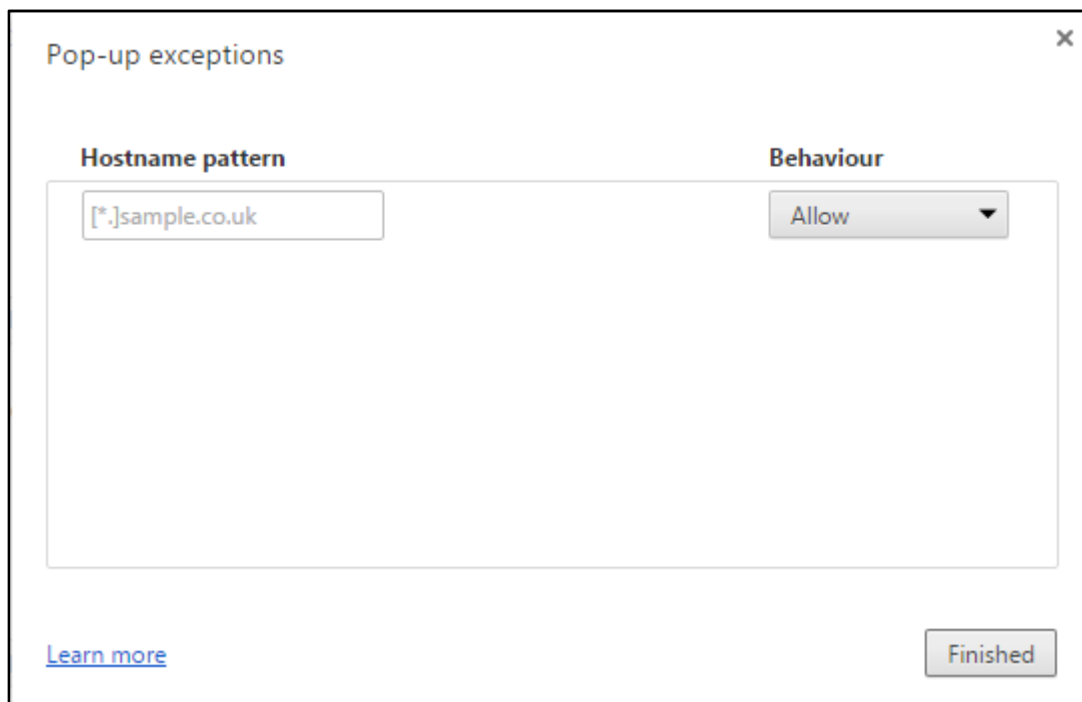


Figure 10-Pop-up exceptions

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



## Allow Pop-ups for eJudiciary-East Caribbean system in Mozilla Firefox

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

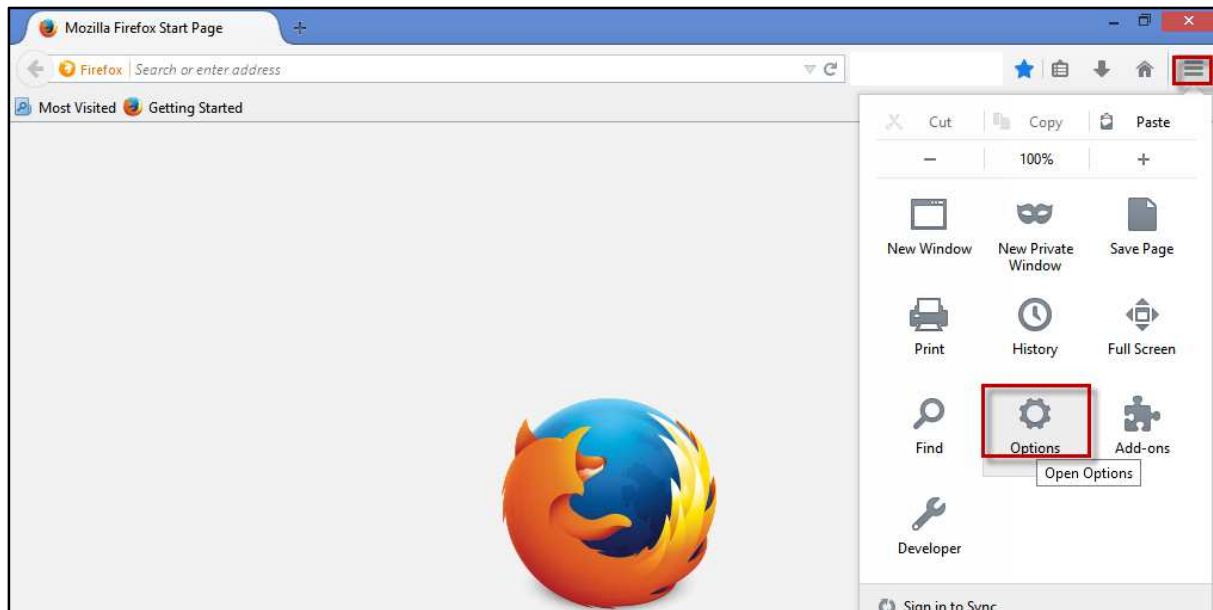


Figure 11-Mozilla Firefox

2. Click **Content**.



Figure 12-Options

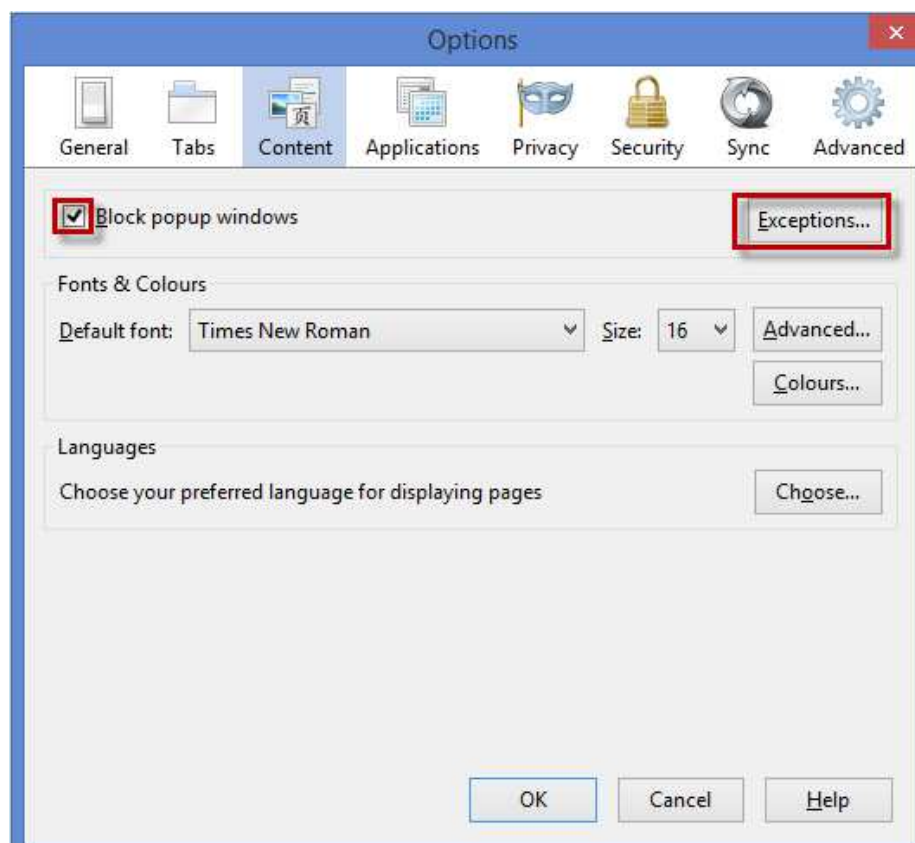


Figure 13-Pop-up Exceptions

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.

# Manage User Account

This chapter explains the step-by-step procedure to do the following:

- [Create User Account](#)
  - [Setup User Login Details](#)
- [Create or Change Signature](#)
- [Update User Profile](#)
- [Change Password](#)
- [Dissociate from Law Firm](#)
- [Join a Law firm](#)

## Create User Account

**To create user account:**

1. Open the internet browser and type <https://ecsc-dev-ap.crimsonlogic.cl/chrysalis/login> in the address bar.

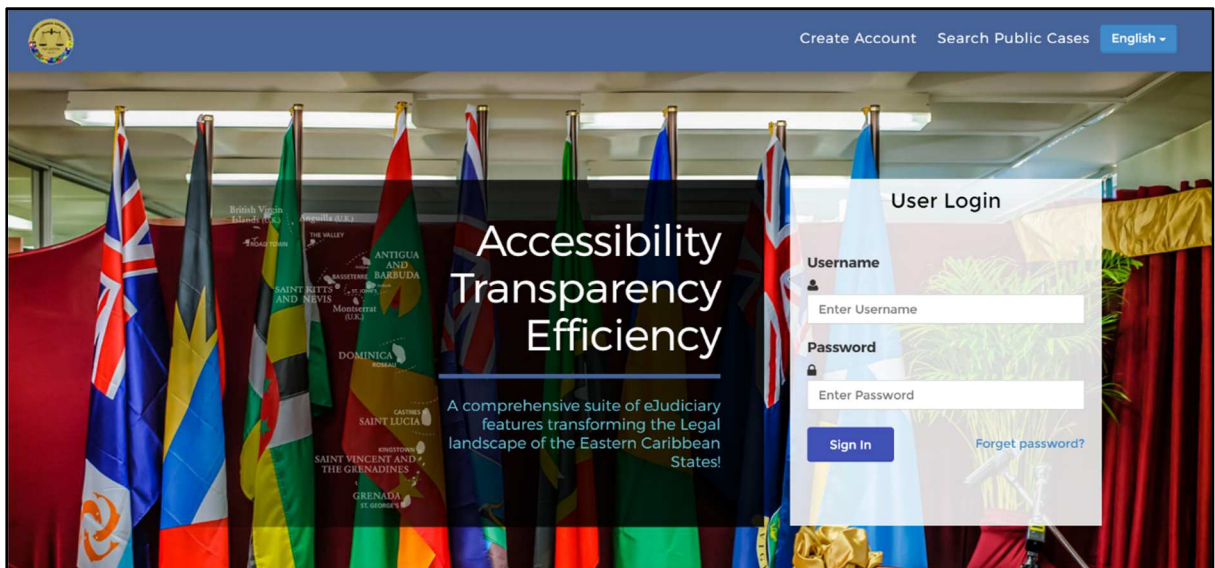


Figure 14-Login page

2. Click **Create Account**.

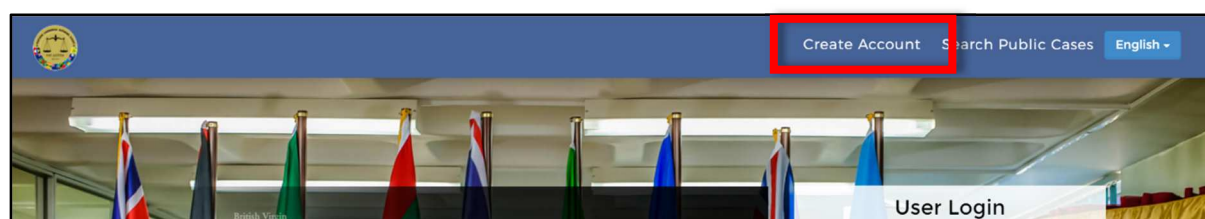


Figure 15-Create Account

The **User Registration** page is displayed.

User Registration

1 — 2 — 3 — 4 — 5

Personal Particulars   Membership Information   Contact Information   Supporting Documents   Confirmation

Personal Particulars

Title  
Select One ▼

First Name \*

Middle Name(s)

Last Name \*

Nationality \*  
Saint Lucian ▼

National ID/ Passport No \*  
For citizen, please use National ID. For foreigner, please use Passport No

Gender \*  
Select One ▼

Date Of Birth \*  
dd/MM/yyyy

Previous   Next

Figure 16-User Registrations



Mandatory details are indicated by asterisk \*.

- Specify the required **Personal Particulars** and click **Next**.

The screenshot shows the 'User Registration' form with five steps: 1. Personal Particulars, 2. Membership Information (current step), 3. Contact Information, 4. Supporting Documents, and 5. Confirmation. The 'Membership Information' section includes a 'Registration Role' dropdown menu with 'Legal Practitioner' selected, a 'Country' text input field, a 'Law Firm' text input field, a 'Membership No' text input field, a 'Qualification Details' dropdown menu with 'Bachelor of Law (LLB)' selected, and a 'Practicing Certificate No' text input field. At the bottom are 'Previous' and 'Next' buttons.

User Registration

1 2 3 4 5

Personal Particulars Membership Information Contact Information Supporting Documents Confirmation

Membership Information

Registration Role \*

Legal Practitioner ▼

Country \*

Law Firm

Membership No

Qualification Details \*

Bachelor of Law (LLB) ▼

Practicing Certificate No

Previous Next

Figure 17-Membership Information

- Select **Legal Practitioner** from the **Registration Role** drop-down list.
- Select **Country** to which you want to be associated with from the list.
- Select the **Law Firm** to which you want to be associated with from the drop-down list.
- If you have a **Membership No**, specify it. Otherwise skip this step.
- Select **Qualification Details** from the drop down.
- Enter **Practicing Certificate No**.
- Click **Next** to specify your **Contact Information**.

**eLitigation- Eastern Caribbean User Guide for Legal Practitioners**  
**Manage User Account**

1

2

3

4

5

Personal  
Particulars

Membership  
Information

Contact  
Information

Supporting  
Documents

Confirmation

Contact Information

Email \*

Home No.

Upon successful registration, email will be sent to setup your account.

Mobile No. \*

Office No. \*

Mailing Address

Address

District/ City/ Town

State/ Province

Country / Region

Saint Lucia

▼

Zip Code/ Postal Code

Previous

Next

**Figure 18-Contact Information**

11. Enter the required details and click **Next**. The **Supporting Documents** page is displayed.

User Registration

1

2

3

4

5

Personal  
Particulars

Membership  
Information

Contact  
Information

Supporting  
Documents

Confirmation

Supporting Documents

Documents \*

+

↺

| Filename             | Type                 | Description          |
|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> |

◀ 0 ▶

20 items per page

No items to display

Please provide the following document(s) (max 3 files of 10MB each):

- Admission Order
- Identity Document
- or Alternative Identification Document

Previous

Next

Figure 19-Supporting Documents



- You must attach the **Admission Order** and an **Identity Document**.
- You can attach a maximum of three documents.
- You can attach only PDF files.
- Each file must have a unique name and each file must not exceed 10 MB in size.

To attach files:

12. Click  to add a supporting document. The **Add Document** page is displayed.




Figure 20-Add Document

13. Select **Type** of the document.
14. It is recommended, to specify a **Description** for the document.
15. Click **Select files** to browse and select the required document to upload. An example is shown below.

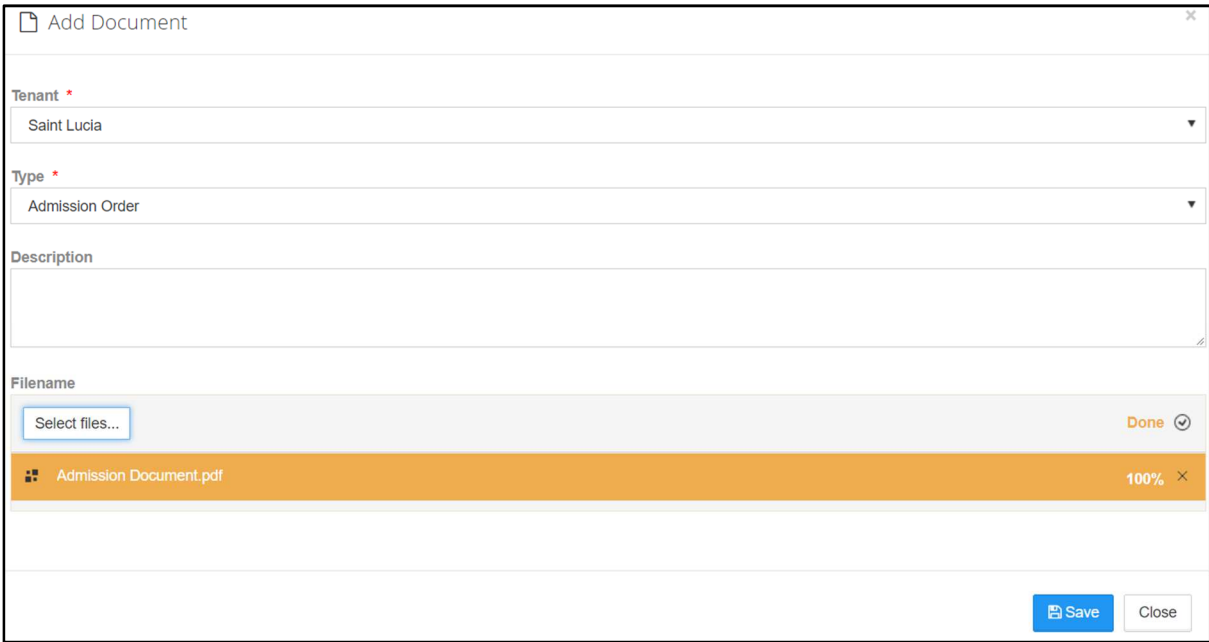


Figure 21-Add Document



16. Click **Save**. A success message is displayed.

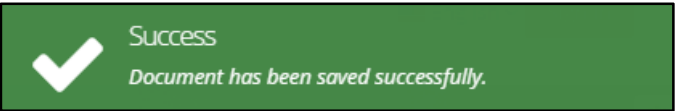


Figure 22-Success Message

The uploaded PDF is listed as shown below.

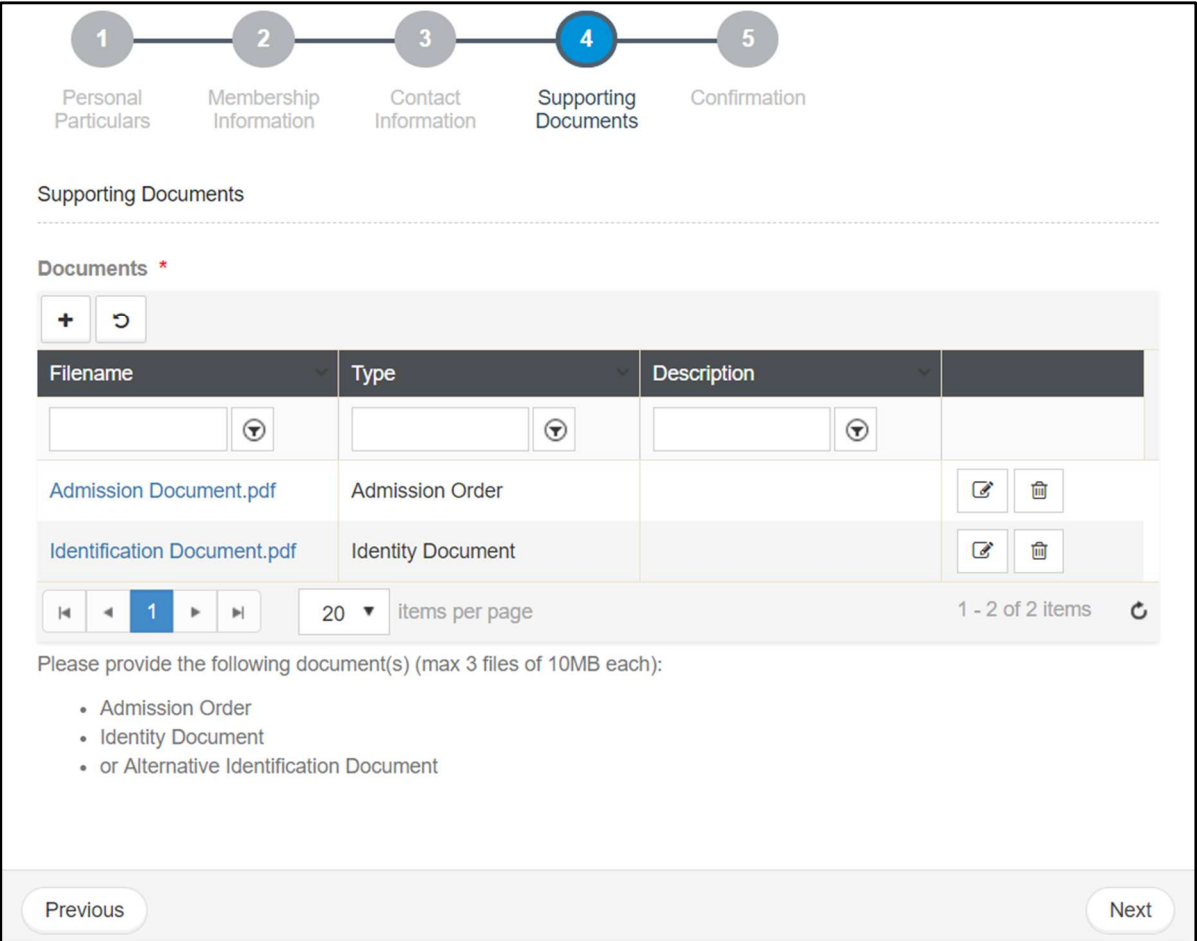


The screenshot shows a multi-step process with five numbered circles at the top: 1 Personal Particulars, 2 Membership Information, 3 Contact Information, 4 Supporting Documents (highlighted in blue), and 5 Confirmation. Below the steps, the "Supporting Documents" section is active. It features a "Documents \*" header with a "+" and a refresh icon. A table lists two documents: "Admission Document.pdf" with type "Admission Order" and "Identification Document.pdf" with type "Identity Document". Each row has edit and delete icons. Below the table is a pagination bar showing "1" of 2 items, "20 items per page", and "1 - 2 of 2 items". A note states: "Please provide the following document(s) (max 3 files of 10MB each):" followed by a bulleted list: "Admission Order", "Identity Document", and "or Alternative Identification Document". At the bottom are "Previous" and "Next" buttons.

Figure 23-Supporting Documents



- Repeat steps 9-13 to add another document type, for example **Identity Document**.
- To delete a document from this list, click .
- To modify the description of the attached document, click .

17. Click **Next** to preview the specified details.

User Registration

1

2

3

4

5

Personal Particulars

Membership Information

Contact Information

Supporting Documents

Confirmation

Confirmation

Personal Particulars

Title

Mr

First Name

First Name

Last Name

Last Name

National ID/Passport No

123456789

nationality

Saint Lucian

date\_of\_birth

11/11/1911

Gender

Male

Membership Information

Registration Role

Legal Practitioner

Country

Saint Lucia

Law Firm

Membership No

Contact Information

Email

test@ecsc.com

Mobile No.

1234567890

Office No.

1234es

Country / Region

Saint Lucia

Supporting Documents

Filename

Type

Description

Admission Document.pdf

Admission Order

Identification Document.pdf

Identity Document

1

20

items per page

1 - 2 of 2 items

☐ I agree to eJustice [Terms of Service.](#)

Previous

Finish

Figure 24-Confirmation

18. If the details are correct, select the checkbox to agree to the **Terms of Service**.



- You can modify the specified details before clicking **Finish**.
- To modify the details of a particular section:
  - a) Click **Previous** at the bottom of the page until you see the required section.
  - b) Modify or specify the required details.

19. Click **Finish**. You will receive an acknowledgement mail sent to the mailing address that you had specified while creating the user account.

The application is now sent to the Registrar for approval.



- If you have not received any email (to the mail id specified during registration), do the following:
- Ensure that the email account you are checking is the same as you specified during the account registration.
- Check if the email has been delivered to your **Junk** or **Spam folder**.

Once the user account is approved, you must [setup the login details for your user account](#).

If the application is rejected, a reason for the rejection will be provided. If you wish to reapply for a user account, make a fresh application.

## Setup User Login Details

Once your request for a legal practitioner user account is approved by the Law Society, you must setup your login details.

### Prerequisites:

- You must have created your [user account](#).
- Registrar must have approved the request.

### To setup user login details:

1. Confirmation mail will be sent to the user after registrar's approval.

Your User Registration, reference number REG-2018-LP-000002, as Legal Practitioner in Saint Lucia has been approved.

Click [here](#) to create your own username and password.

Regards,  
System Administrator

*Figure 25-Confirmation Mail*

2. Click the link in the confirmation mail to create your username and password. The **Setup new User Login** page is displayed.

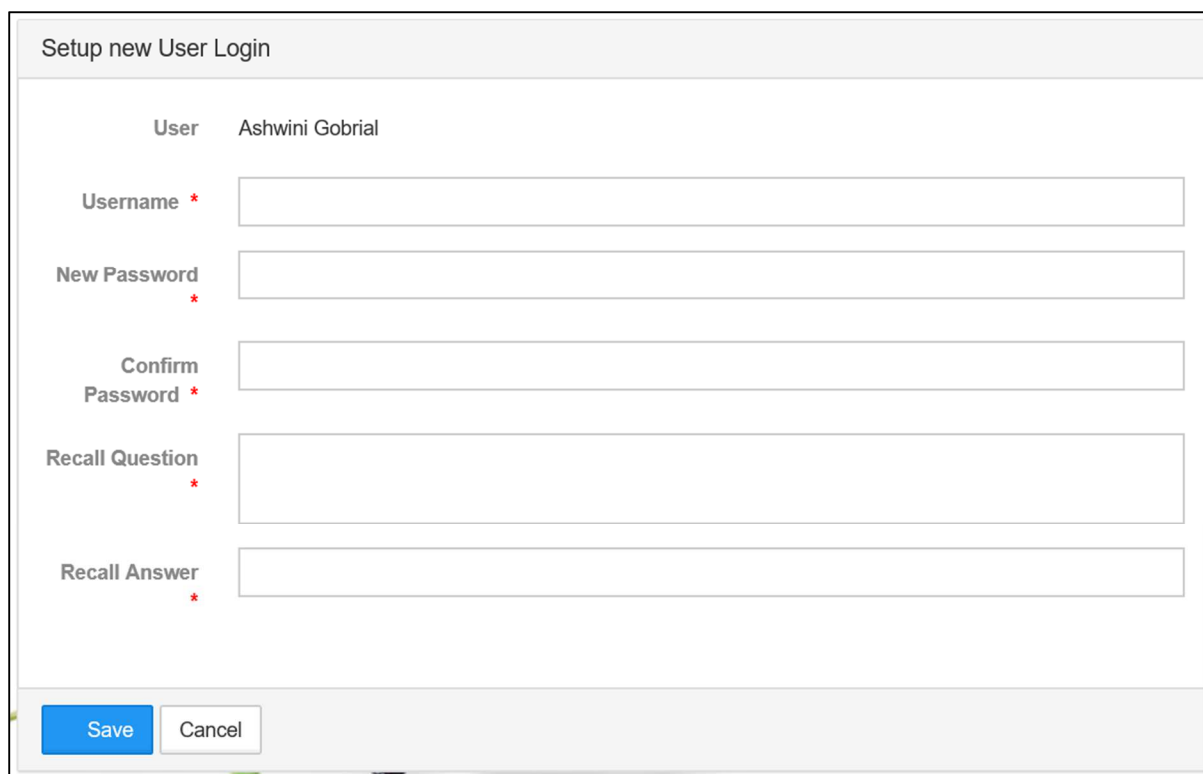


Figure 26-Setup Login Details

3. Enter **Username**, **Password**, **Confirm Password**, **Recall Question** and **Recall Answer**.
4. It is suggested to not set recall question and answer which is variable.



- Mandatory details are indicated by asterisk \*.
- **Username** must be unique. If the **Username** you specified is already used by another legal practitioner, the system will prompt you to choose a different **Username**.
- **Username** must have a minimum of 3 characters.

5. Click on **Save**. Mail will be triggered to user

Thank you for completing the user registration. You can now login to Chrysalis using your newly created username and password.

Regards,  
System Administrator

Figure 27-Welcome Mail

6. A task will be assigned for law firm admin to approve/reject user association with the law firm. Once it is approved, user will be an authorized LP to file cases. Also, a mail will be triggered to user as association confirmation mail.

Law Firm User association for Ashwini Gobrial to join SLU Law Firm 1 has been approved.

You have now joined the Law Firm.

Regards,  
System Administrator

Figure 28-Association Confirmation Mail

Once the law firm has associated you to their law firm, proceed to [create your e-signature](#) to file or represent a case.



You may [change your password](#) anytime.

## 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 29-Dashboard

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

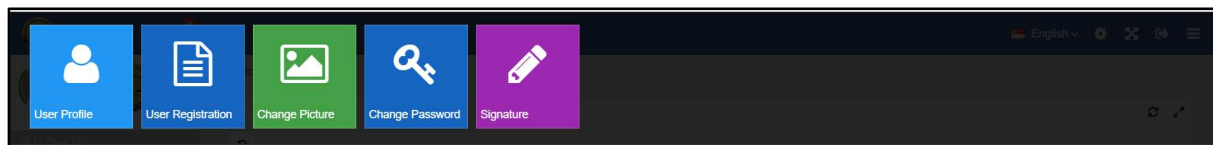


Figure 30-Menu

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



Figure 31-Add 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 32-Add Signature

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



Figure 33-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 any touch pad to sign inside **the New Signature** box.

*Figure 34-Change Signature*



- Existing signature will be displayed in the **Current Signature** box.
- If you are not happy with this new signature or made a mistake, click **Clear** to clear the **New Signature** and retry.

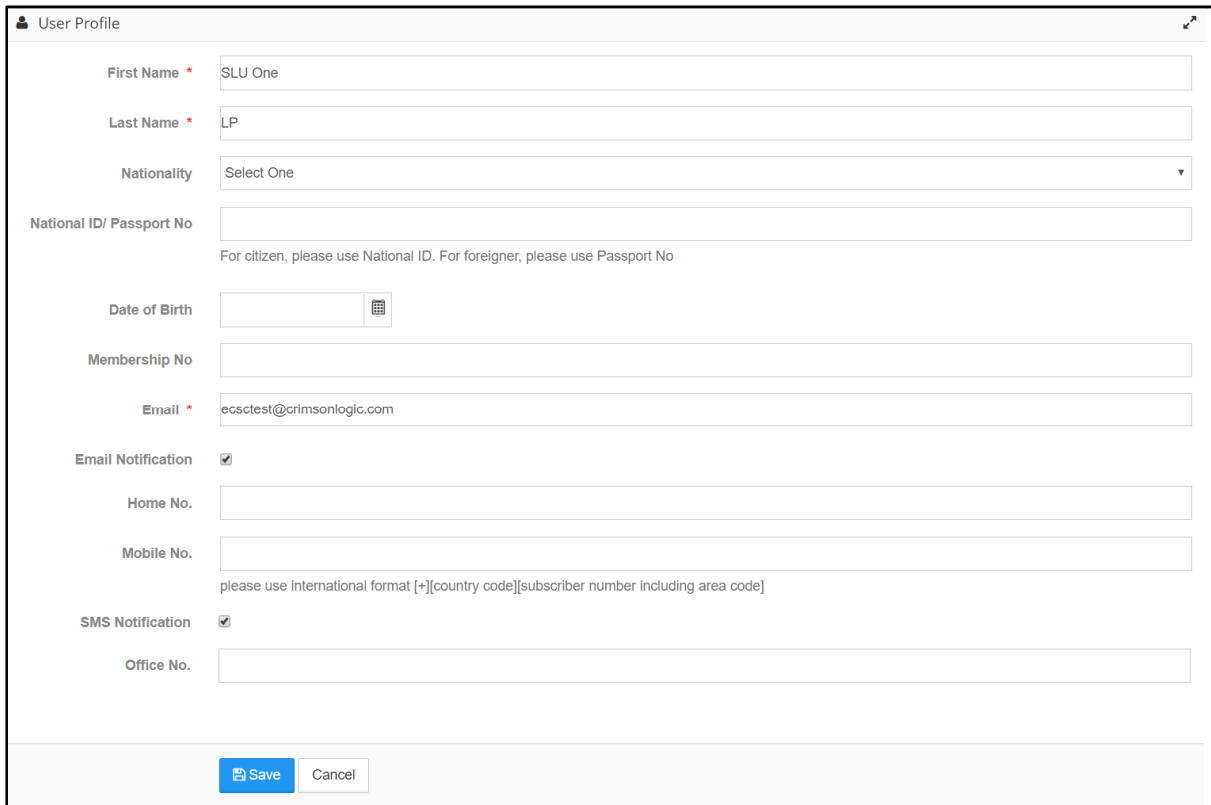
5. Click **Save** to save the **New Signature**.

## 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 \* SLU One

Last Name \* LP

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 \* ecstest@crimsonlogic.com

Email Notification ☒

Home No.

Mobile No.

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

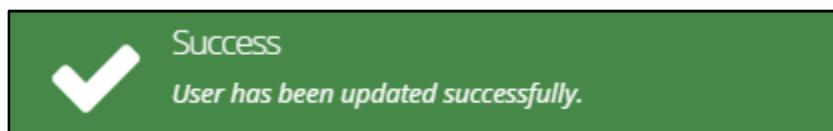
SMS Notification ☒

Office No.

Save Cancel

*Figure 35-Update User Profile*

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



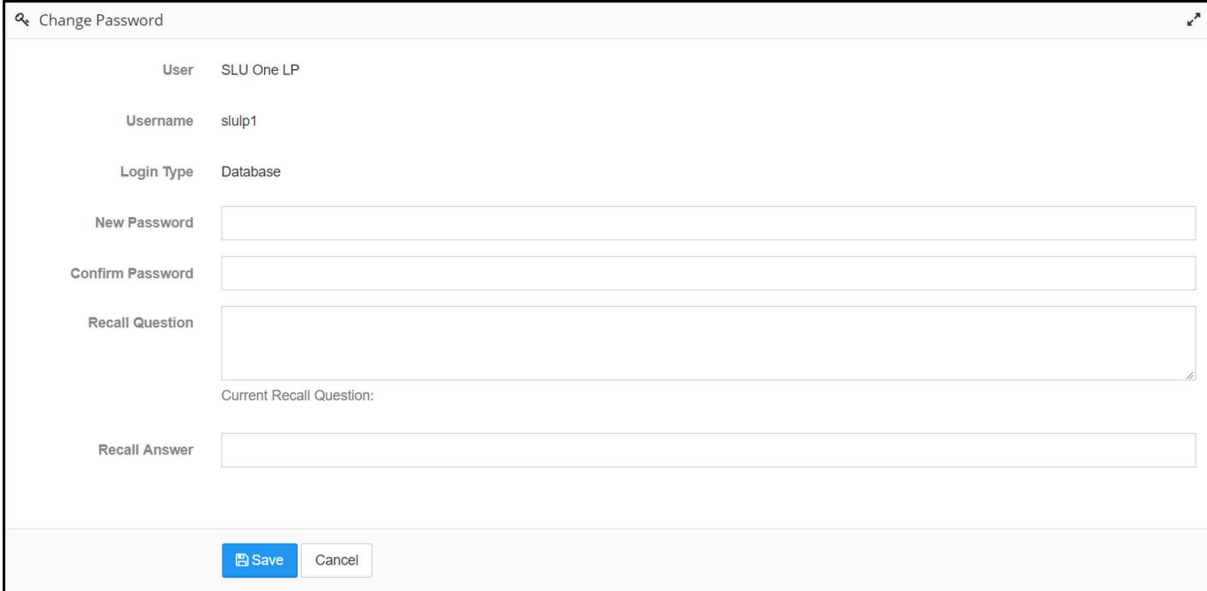
*Figure 36-Success Message*



## Change Password

To change password:

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



The screenshot shows a web form titled "Change Password". At the top, it displays user information: "User: SLU One LP", "Username: slup1", and "Login Type: Database". Below this, there are input fields for "New Password", "Confirm Password", "Recall Question", and "Recall Answer". The "Recall Question" field has a sub-label "Current Recall Question:". At the bottom of the form, there are two buttons: "Save" (in blue) and "Cancel" (in white).

Figure 37-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.

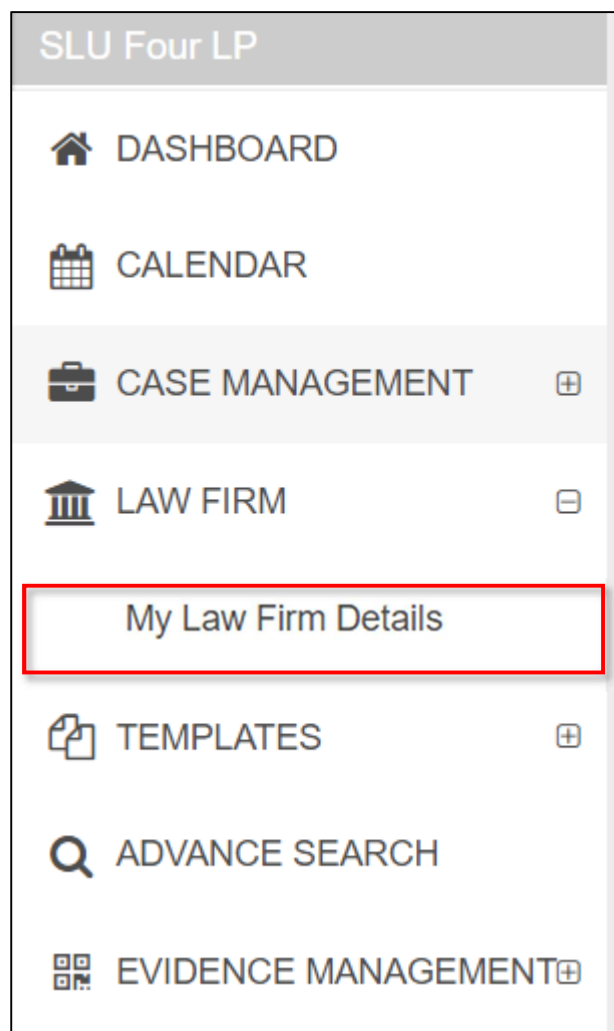
5. Click **Save**.

## Dissociate from Law Firm

---

A legal practitioner can dissociate from a law firm.

1. Click **Law Firm** >> **My Law Firm Details**.



*Figure 38-Side Menu*

Details of your law firm are displayed.

| Balance Amount on Active Account | \$99,889.00 |          |                       |                 |         |              |             |
|----------------------------------|-------------|----------|-----------------------|-----------------|---------|--------------|-------------|
| Transaction Date                 | Type        | Amount   | Receipt Number        | MOF Receipt No. | Comment | Other Reason | File By     |
| 25/07/2018 21:17                 | Filing Fee  | -\$20.00 | RCPT-FILE-2018-000028 |                 |         |              | SLU Four LP |
| 24/07/2018 20:59                 | Filing Fee  | -\$40.00 | RCPT-FILE-2018-000021 |                 |         |              | SLU Four LP |
| 24/07/2018 15:46                 | Filing Fee  | -\$10.00 | RCPT-FILE-2018-000016 |                 |         |              | SLU Four LP |
| 24/07/2018 15:29                 | Filing Fee  | -\$1.00  | RCPT-FILE-2018-000015 |                 |         |              | SLU Four LP |

Figure 39-Dissociate Request

2. Click **Dissociation Request**.

Dissociate From    SLU Law Firm 1

Figure 40-Confirmation

3. Click **Dissociation Request**. A success message is displayed.

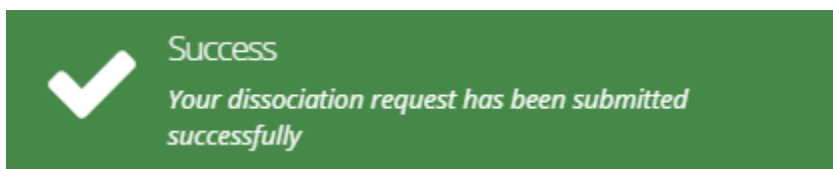


Figure 41-Success Message

Your request is submitted for approval. The law firm administrator will review and approve the dissociation request. Upon approval or rejection, you will be notified. If your request is rejected, the reason for rejection will also be notified.

# Create Case

Legal practitioners may create or draft case respectively on behalf of applicant(s) or plaintiff(s) using the eJUSTICE system.

The legal practitioner who creates the case will be the legal practitioner in the case.



- Case can also be filed by **Investigating Officer, Secretary of Legal Practitioner, Service bureau.**
- To draft a new case on behalf of a legal practitioner, the secretary of the legal practitioner must click **Case Management >> Create Draft Case** from the side menu or shortcut in the **dashboard**, or add **(+)** button in **My Active Cases, All Cases, Draft pages**
- While drafting the case details, the secretary must specify the instructing legal practitioner for the case.
- Status of the case is **Draft** until the legal practitioner approves the case.
- Once a case is drafted and submitted by the secretary, it is notified to the respective legal practitioner for approval.
- Upon approval this case is submitted to the court for the registrar's approval.

## Prerequisites:

- [You must be a registered legal practitioner in the system](#)
- [You must have set e-signature](#)
- Your law firm account must have sufficient balance. Refer to [Check Law Firm Account Balance](#) for more information. If you do not have adequate amount, you must approach the registrar's office to top up the account.

- Two ways to check law firm account balance:
  1. System generates pop-up immediately after login

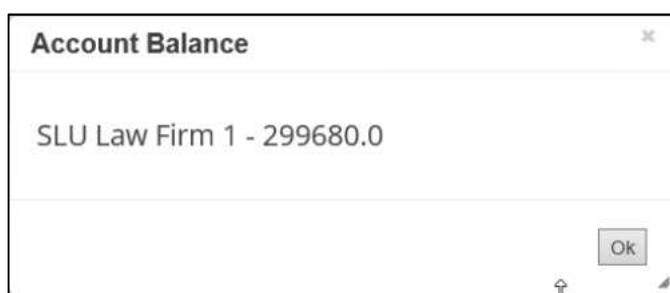


Figure 42-Law Firm Account Balance



2. Go to Law Firm>>My Law Firm Details. You can find Standing Account Balance there

|             |             |                          |              |
|-------------|-------------|--------------------------|--------------|
| Fidelity No | LFF123123   | Fidelity Expiry Date     | 31/12/2025   |
| Office No.  | 065-222 025 | Fax No.                  | 065-222 080  |
| Fee Wavier  | No          | Standing Account Balance | \$299,960.00 |

Figure 43-My Law Firm Details

- Supporting Documents.
  - Make sure the supporting documents are available in your computer in the required format and size.
  - It is recommended that you save the supporting documents using a logical name for easy reference in the future.

There are three ways to file new case

**Option 1:** In the **Home/Dashboards** page there is a shortcut to **Create new Case** and this is listed under the **Legal Practitioner Task(s)**.

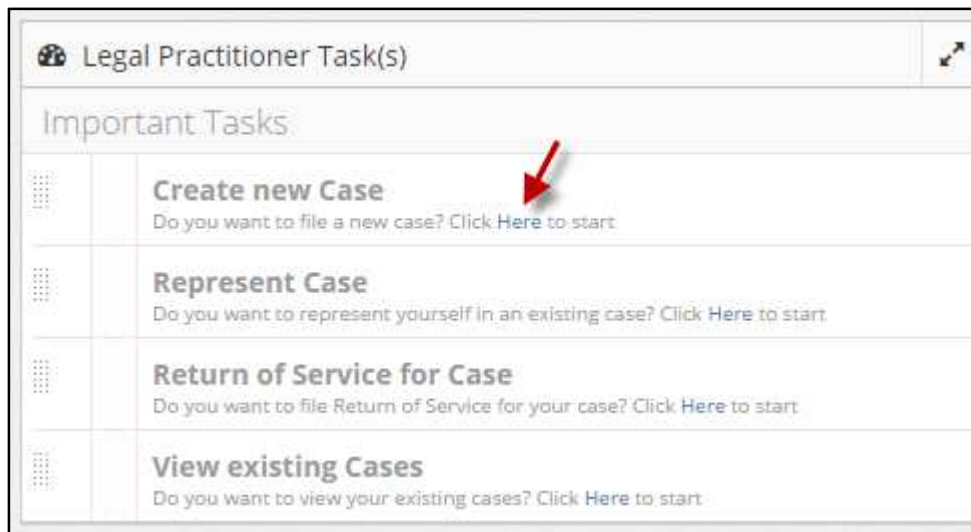


Figure 44-Home - Dashboard

1. Click the **Here** hyperlink from the **Create new Case** section in the **Home/Dashboards** page.

**Option 2:** Navigate to **Case Management>>Create Case**.

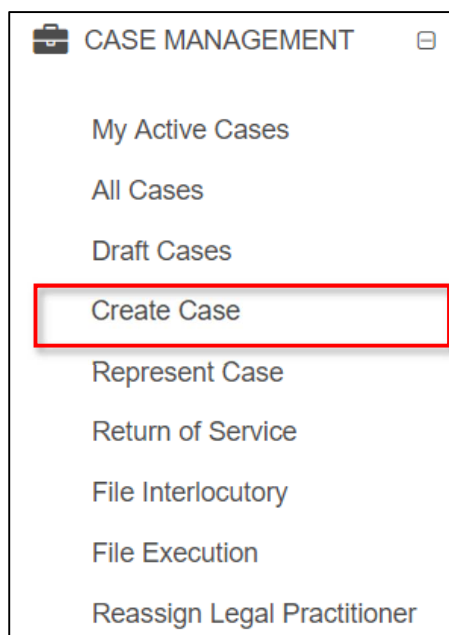


Figure 45-Menu

**Option 3:** Click to + button in **My Active Cases, All Cases, Draft** page.

| Cases                                  |                 |                           |                 |                |              |                  |                  |  |
|--|-----------------|---------------------------|-----------------|----------------|--------------|------------------|------------------|--|
| <div> <div>+</div> <div>↺</div> </div> |                 |                           |                 |                |              |                  |                  |  |
| Case Title                             | Case No         | Case Type                 | Office Ref...   | Status         | Approved ... | Effective ...    | Updated ...      |  |
|  |                 |                           |                 |                |              |                  |                  |  |
| Ashok vs Praveen                       | SLUHCV2018/0... | SLU High Court Civil      | 213213213212... | Finalized      | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 00:15 |  |
| Ajay vs Hari                           | SLUHCM201...    | SLU High Court Commercial | 12321321321     | Case Withdrawn | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:16 |  |
| Kishore vs Prasad                      | SLUHCM201...    | SLU High Court Commercial | 133213123131    | Issued         | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 00:28 |  |

Figure 46-All Cases (Add Button)

Above mentioned option will redirect user to 1<sup>st</sup> step of the case filing.

2. Specify the required **Case Type** details and click **Next**.

Case

1

2

3

4

5

6

Case Type

Case Details

Case Parties

Case Legal Practitioners

Documents

Case Summary

Case Type

Country \*

Saint Lucia

Court \*

High Court

Case Type \*

Admiralty

Sub Case Type \*

Arrest

Previous

Save

Cancel

Next

Figure 47-Case Type

The **Case Details** screen will be displayed.

The screenshot shows the 'Case Details' screen within a 'Case' management interface. At the top, a progress bar indicates six steps: 1. Case Type, 2. Case Details (current step), 3. Case Parties, 4. Case Legal Practitioners, 5. Documents, and 6. Case Summary. The 'Case Details' section contains several fields: 'File By' (a dropdown menu showing 'SLU One LP'), 'File By Law Firm' (a text field showing 'SLU Law Firm 1'), 'Status' (a text field showing 'Draft'), 'Office Reference No.' (an empty text field), 'Relief Claimed' (a large text area with a list icon), 'Name(s), Surname of Deponent(s)' (an empty text field), 'Involve Debt?' (a checkbox), and 'Parties to Inform' (a text field showing 'No record found'). At the bottom, there are four buttons: 'Previous', 'Save', 'Cancel', and 'Next'.

Figure 48-Case Details

3. Specify the case details such as **Office Reference No.**, **Relief Claimed**, **name(s), Surname of Deponent(s)**.



- There are fields to which more than one record can be specified. For example, you may add more than one **Relief Claim**.

4. Click **Next**. The **Case Parties** page is displayed.

The screenshot shows a 'Case' management interface with a 6-step process bar at the top: 1 Case Type, 2 Case Details, 3 Case Parties (active), 4 Case Legal Practitioners, 5 Documents, and 6 Case Summary. Below the process bar, the 'Case Parties' section is visible. A red box highlights a '+' button next to a refresh icon. Below this is a table with columns: Name, Category, Type, Priority, Notice To Oppose, and Updated Date. The table is currently empty. At the bottom of the table, there are pagination controls showing '0' items per page and a 'No items to display' message. At the bottom of the interface, there are 'Previous', 'Save', 'Cancel', and 'Next' buttons.

Figure 49-Case Parties

5. Click  to add case party details.

The screenshot shows the 'Case Party' form. It has a 'Party Details' section with fields for 'Party Category' (dropdown), 'Party Type' (dropdown), and 'Priority' (dropdown). Below this is a 'Party Addresses' section with an 'Address Type' dropdown and a '+ -' button. A note states: 'Mandatory Adresse(s): addresses with their types indicated as "Required".' Below this is an 'Address Details' section with a large text area. At the bottom, there are fields for 'District/City/Town' and 'Region/State/Province'. At the bottom right, there are 'Save' and 'Close' buttons.

Figure 50-Party Details

6. Specify the required **Party Details**. On selecting **Party Type**, the page reloads.



- The details to be filled may vary based on the selected **Party Category** and **Party Type**. For example, if the applicant or respondent is a natural person, you may specify the date of birth of the person.
- The system checks if the person's age is less than 21 years. The page reloads after the verification and if the person's age is less than 21, you may need to specify the **Guardian's** particulars.
- If you have selected **Respondent** as the party type, there are additional details such as **Notice to Oppose**.
- If required, you may change the number of court days within which the respondent has to oppose the notice in the **Days To Defend** filed.



Figure 51-Days To Defend

- **Priority** cannot be duplicated for a **Part Type**. For example, you cannot have two applicants with the same priority.
- Based on the selected party category, you may indicate if **Legal Aid** is applicable. If **Legal Aid** is selected, you must specify the related details such as **Legal Aid No.**

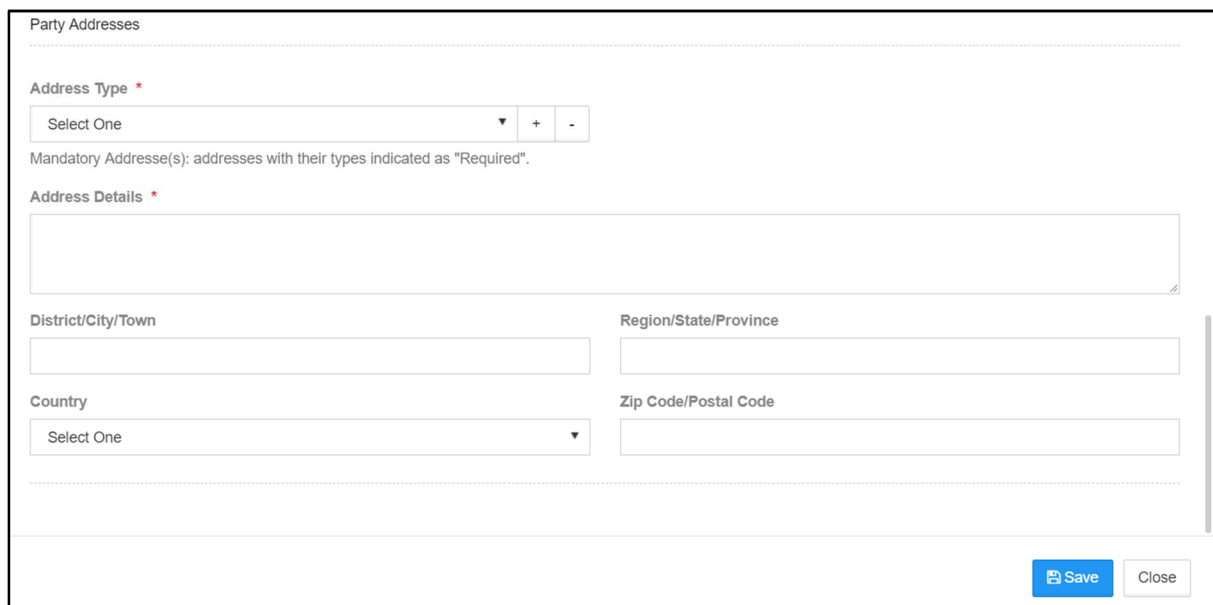




Figure 52-Party Addresses

7. Specify the required **Party Addresses**. To add more than one address, click  icon displayed beside **Address Type**.



Party Addresses

Address Type \*

Select One

Select One

Registered Address

Mailing Address (Required)

Principal Place of Business

District/City/Town

Region/State/Province

Country

Zip Code/Postal Code

Save

Close

Figure 53-Address Types

- In case of **Party Addresses**, only the addresse marked as (Required) are mandatory. However, it is recommended to specify all the available addresses.
- Addresses that are required (mandatory address) may vary depending on the case party type.

8. Upon specifying all the required party details, click **Save**. Added party is listed as shown below.

Case

1

2

3

4

5

6

Case Type

Case Details

Case Parties

Case Legal Practitioners

Documents

Case Summary

Case Parties

+

↺

| Name          | Category       | Type      | Priority | Notice To Oppose | Updated Date |                                   |
|---------------|----------------|-----------|----------|------------------|--------------|-----------------------------------|
| Cyrus Barucha | Natural Person | Claimant  | 1        |                  |              | <div><div></div><div></div></div> |
| Binny Samuel  | Natural Person | Defendant | 1        | 20               |              | <div><div></div><div></div></div> |

1

20

items per page

1 - 2 of 2 items




Previous

Save

Cancel

Next

Figure 54-Added Case Parties





- 
- To modify the party details click .
  - To remove the party from the case, click .
  - To add another party, repeat steps 5-8.

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Parties

+ ↺

| Name          | Category       | Type      | Priority | Notice To Oppose | Updated Date |   |
|---------------|----------------|-----------|----------|------------------|--------------|---|
| Cyrus Barucha | Natural Person | Claimant  | 1        |                  |              |   |
| Binny Samuel  | Natural Person | Defendant | 1        | 20               |              |   |

1 20 items per page 1 - 2 of 2 items

Previous Save Cancel Next

Figure 55-Case Parties

9. Click **Next**. The **Case Legal Practitioners** page is displayed.

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Legal Practitioners

+ ↺

| Case Party | Legal Practitioner | Instructing | Updated Date |  |
|------------|--------------------|-------------|--------------|--|
|------------|--------------------|-------------|--------------|--|

0 20 items per page No items to display

Previous Save Cancel Next

Figure 56-Legal Practitioner Details

10. Click  icon to choose the required **Instructed Legal Practitioners**.



- If instructed legal practitioner is not required or not applicable for this case, click **Next** to skip this step.
- Once a case is issued, you may [add advocate\(s\)](#) to the case at any point of time.

The **Legal Practitioner** page is displayed.

Figure 57-Legal Practitioner

- 11. Select the **Instructed Legal Practitioner (If any)**.
- 12. Click **Save**. The added legal practitioner is listed.

Case Legal Practitioners



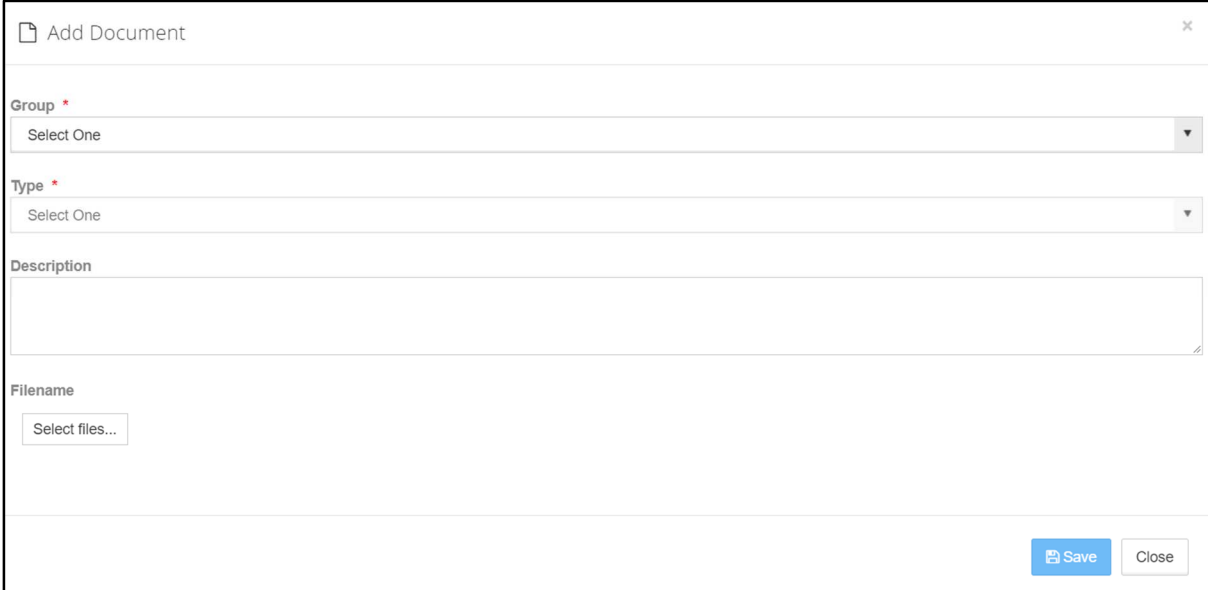
To add another legal practitioner to this case, repeat steps 10 -12.

Note: The word **"false"** corresponding to the legal practitioner indicates that he or she is not the instructing legal practitioner but an instructed legal practitioner for this case.

- 13. Click **Next** on the main page of the step to attach the required documents.

Figure 58-Supporting Documents

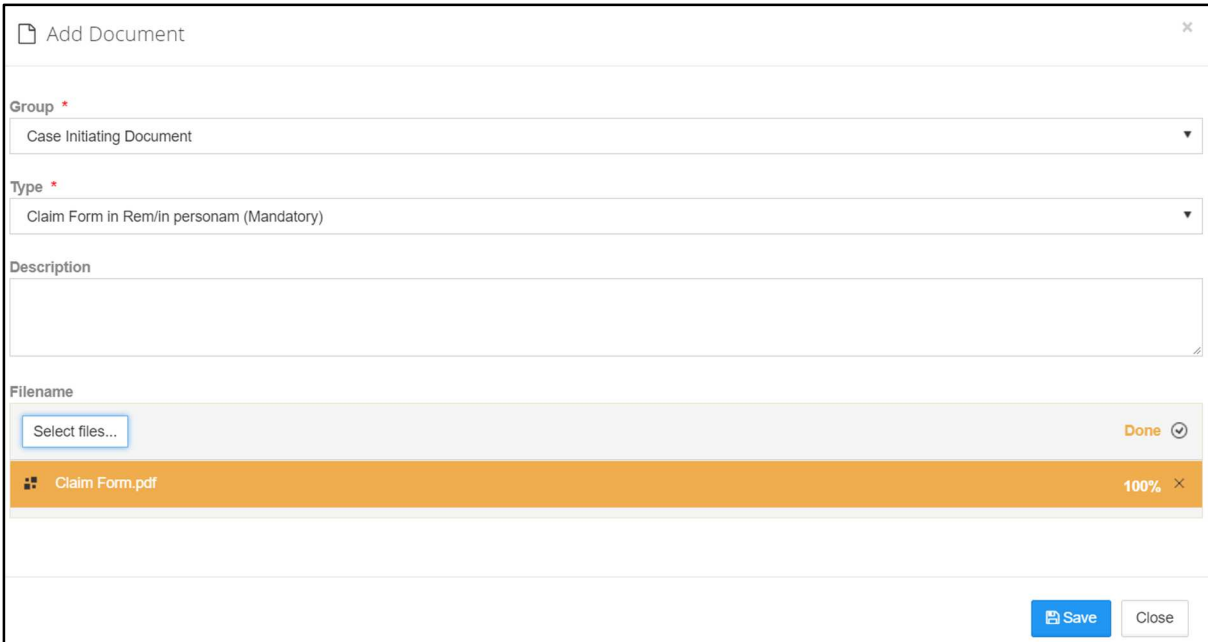
- 14. Click  to attach a document.



The screenshot shows a web form titled "Add Document". It includes a "Group" dropdown menu, a "Type" dropdown menu, a "Description" text area, and a "Filename" section with a "Select files..." button. The "Save" and "Close" buttons are located at the bottom right of the form.

Figure 59-Add Document

15. Specify **Group** and **Type** of the document.
16. It is recommended to specify a **Description** for the document.
17. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.



The screenshot shows the "Add Document" form after a file upload. The "Group" dropdown is set to "Case Initiating Document" and the "Type" dropdown is set to "Claim Form in Rem/in personam (Mandatory)". The "Filename" section now displays a list of files, including "Claim Form.pdf" with a "100%" progress bar. The "Save" and "Close" buttons remain at the bottom right.

Figure 60-Uploaded document

18. Click **Save**. The following success message is displayed and the attached document is listed as shown below.

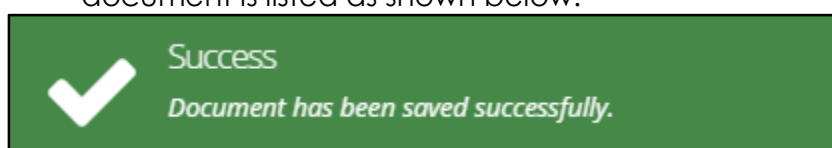


Figure 61-Success Message

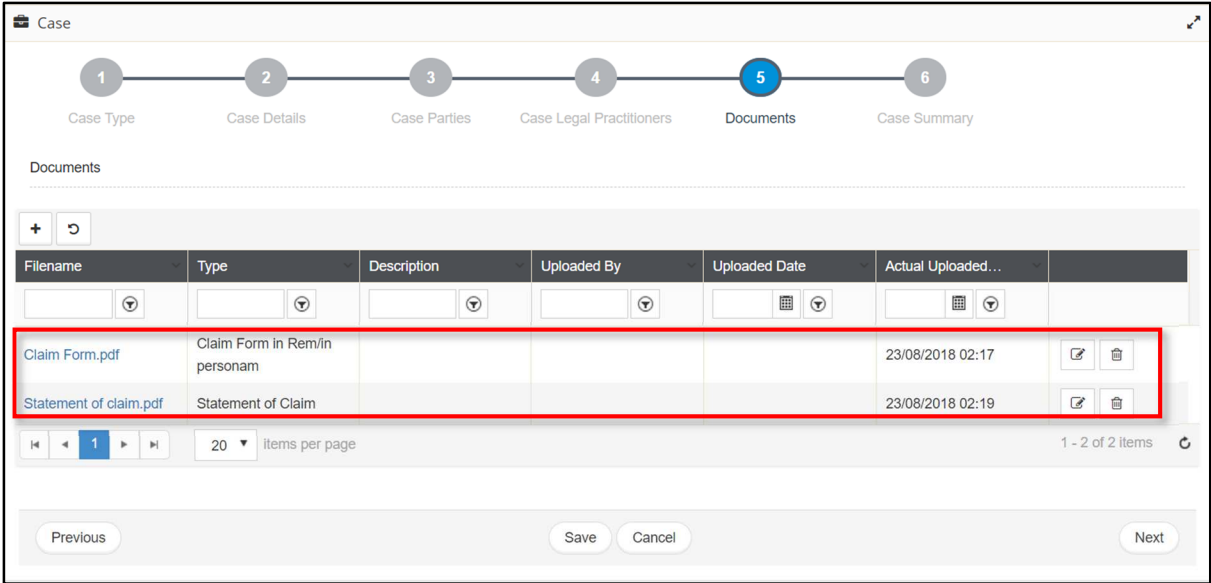




Figure 62-Uploaded Document

- To attach another document, repeat steps 14-18.
- To modify the document description, click .
- To remove the document, click .

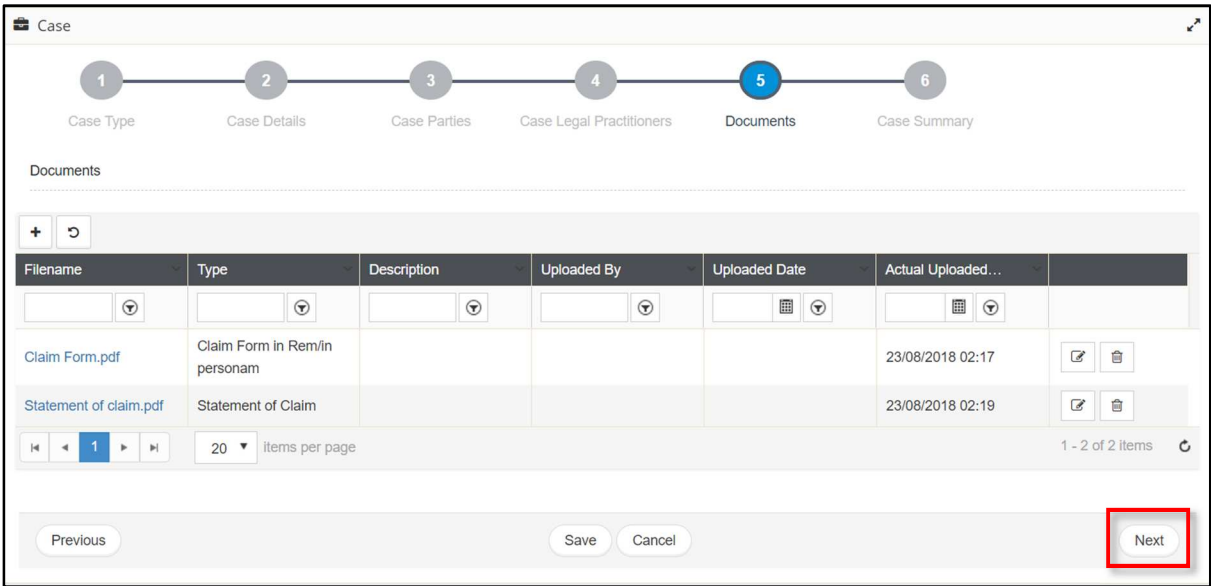


Figure 63-Uploaded Document

19. Click **Next** to view the **Case Summary**.

Case

1

2

3

4

5

6

Case Type

Case Details

Case Parties

Case Legal Practitioners

Documents

Case Summary

Case Summary

Case No

Case Title

Case Type

SLU High Court Admiralty

Sub Case Type

Arrest

Status

Draft

Assigned Judge

Filed By

SLU One LP

Filed By LawFirm

SLU Law Firm 1

Case Filing Fee Summary

| Description                                 | Amount   |
|---|----------|
| Document Fee: Claim Form in Rem/in personam | \$100.00 |
| Document Fee: Statement of Claim            | \$20.00  |
| Total                                       | \$120.00 |

Expand All

Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Expand All | Collapse All

Previous

Save

Cancel

Submit

Figure 64-Case Summary

- The specified details will be grouped into different sections.
20. Click **Expand All** to view all the details or click the individual section headings to view details specified in the respective section.

Case

1

2

3

4

5

6

Case Type

Case Details

Case Parties

Case Legal Practitioners

Documents

Case Summary

Case Summary

Case No

Case Title

Case Type

SLU High Court Admiralty

Sub Case Type

Arrest

Status

Draft

Assigned Judge

Filed By

SLU One LP

Filed By LawFirm

SLU Law Firm 1

Case Filing Fee Summary

| Description                                 | Amount   |
|---|----------|
| Document Fee: Claim Form in Rem/in personam | \$100.00 |
| Document Fee: Statement of Claim            | \$20.00  |
| Total                                       | \$120.00 |

Expand All | Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Previous

Save

Cancel

Submit

Figure 65-Submit Case

21. Click **Submit**. You will be prompted to confirm the case submission.

?

Confirmation

The case will be submitted to court and you will be liable for your actions. Court document(s) will be added to the case shortly after successful submission.

Ok

Cancel

Figure 66-Confirmation

22. Click **Ok**. Following success message is displayed.

✓

Success


Case Info has been saved successfully.

Figure 67-Success Message



**Transaction Receipt** is displayed.

Case Filing Receipt

  
**HIGH COURT OF SAINT LUCIA**

Transaction Receipt

Office Reference Number : 1  
LawFirm Name : SLU Law Firm 1  
Name of Legal Practitioner : SLU One LP

Receipt No : RCPT-FILE-2018-000014  
Receipt Date : 23/08/2018 03:02

| QTY   | DESCRIPTION                                 | PRICE    | SUBTOTAL |
|-------|---|----------|----------|
| 1     | Document Fee: Statement of Claim            | \$20.00  | \$20.00  |
| 1     | Document Fee: Claim Form in Rem/in personam | \$100.00 | \$100.00 |
| Total |   |          | \$120.00 |

To Print Receipt

To View Case Summary

To File New Case

[Print](#) [View Case](#) [File new Case](#)

*Figure 68-Transaction Receipt*

23. Click **Print** to print the receipt.

The case is now submitted to the court. Now the defended/Legal Practitioner of the defendant need to represent the case.

# Represent Case

A case party can approach legal practitioners of a law firm or self-represent their case with the help of service bureau staff.

## Prerequisites:

- You must not be a legal practitioner associated to a law firm which is handling the case for the opposite party.
- You must have set [e-signature](#) before representing a case.
- Case Number to be provided by the case party.
- Authorization code of the case party to be provided by the case party.
- All the details of the case party whom you are representing including Mailing Address
- Supporting Documents to be provided by the case party.



It is recommended that you save the supporting documents using a logical name for easy reference in the future.

You can represent a case from your **Home/Dashboards** page or from the **Case Management** menu.

## To represent a case from Home/Dashboards page:

There are two options to **represent case**:

**Option 1:** Click **Here** hyperlink in the **Represent Case** section displayed under **Legal Practitioner Task(s)**.

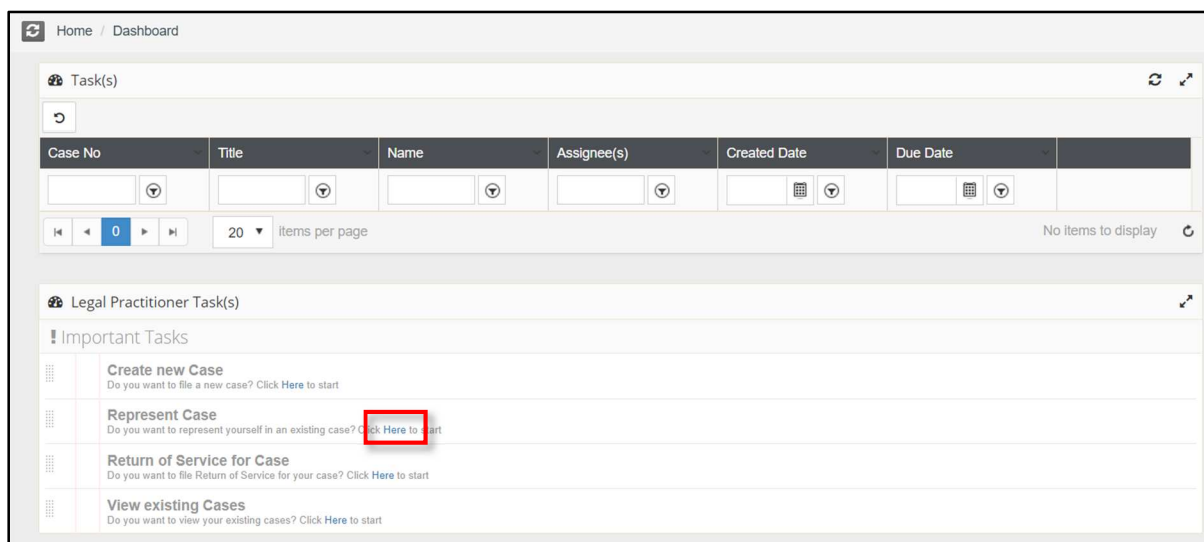


Figure 69-Legal Practitioner Task(s)

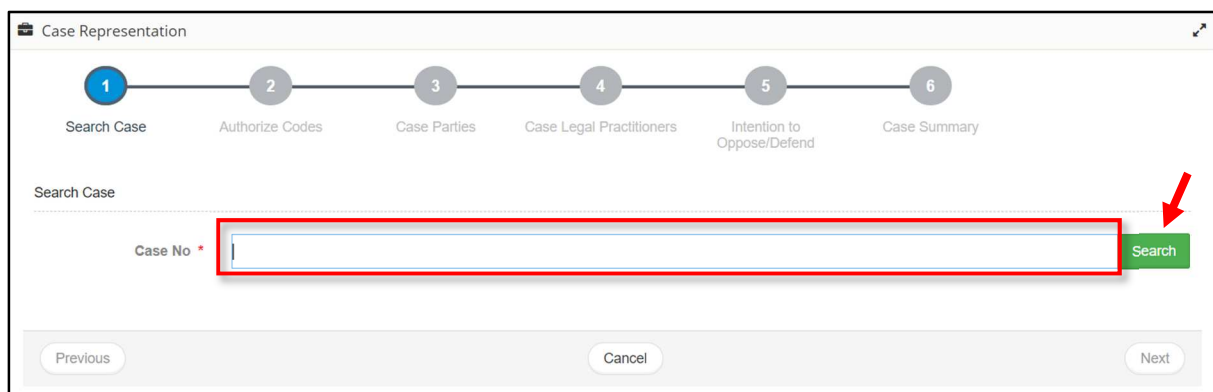
**Option 2: Go to Case Management>>Represent Case**



*Figure 70-Side Menu (Represent Case)*

Both the options redirects user to the 1<sup>st</sup> step of the case representation.

The **Search Case** page will be displayed.



*Figure 71-Search Case*

24. Enter **Case No** and click **Search** to view the case information.

## eLitigation- Eastern Caribbean User Guide for Legal Practitioners

### Represent Case

The screenshot shows the 'Case Representation' interface with a progress bar at the top indicating six steps: 1. Search Case, 2. Authorize Codes, 3. Case Parties, 4. Case Legal Practitioners, 5. Intention to Oppose/Defend, and 6. Case Summary. Step 1 is currently active.

**Search Case**

Case No \* SLUHAD2018/0001 Search

**Case Information**

|           |                          |                  |                               |
|-----------|--------------------------|------------------|-------------------------------|
| Case No   | SLUHAD2018/0001          | Case Title       | Cyrus Barucha vs Binny Samuel |
| Case Type | SLU High Court Admiralty | Sub Case Type    | Arrest                        |
| Status    | Issued                   | Assigned Judge   |                               |
| Filed By  | SLU One LP               | Filed By LawFirm | SLU Law Firm 1                |

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | Cyrus Barucha | SLU One LP (SLU Law Firm 1) |

| Party Type | Party Name   | Instructing LP   |
|------------|--------------|------------------|
| Defendant  | Binny Samuel | Self Represented |

Previous Cancel Next

Figure 72-Case Information

25. Click **Next**.

The screenshot shows the 'Case Representation' interface with the progress bar updated: Step 2, 'Authorize Codes', is now active and highlighted in blue.

**Authorize Codes**

Validate Codes \* Binny Samuel ☒ t4Q6EL Validate ✓

Previous Cancel Next

Figure 73-Authorize Codes

26. Select the party name to enter the party's authorization code and click **Validate**. If the code is correct, it is indicated by a green tick mark.



If you are representing more than one **Respondent or Defendant** in a case, repeat step 4.

Case Representation

1

2

3

4

5

6

Search Case

Authorize Codes

Case Parties

Case Legal Practitioners

Intention to Oppose/Defend

Case Summary

Authorize Codes

Validate Codes \*

Binny Samuel

☒

t4Q6EL

Validate

☒

Previous

Cancel

Next

Figure 74-Authorize Codes

27. Click **Next**. The **Case Parties** are listed.

Case Representation

1

2

3

4

5

6

Search Case

Authorize Codes

Case Parties

Case Legal Practitioners

Intention to Oppose/Defend

Case Summary

Update Case Parties

| Name                     | Category                  | Type                 | Priority     | Notice To Oppose | Updated Date                |             |
|--------------------------|---------------------------|----------------------|--------------|------------------|-----------------------------|-------------|
| <div>Binny Samuel</div>  | <div>Natural Person</div> | <div>Defendant</div> | <div>1</div> | <div>20</div>    | <div>23/08/2018 03:02</div> | <div></div> |
| <div>Cyrus Barucha</div> | <div>Natural Person</div> | <div>Claimant</div>  | <div>1</div> |                  | <div>23/08/2018 03:02</div> | <div></div> |

1

20 items per page


1 - 2 of 2 items

Previous

Cancel

Next

Figure 75-Case Parties

28. Click  corresponding, to the party whom you represent.

Case Party

Party Details

Party Category

Natural Person

Party Type

Defendant

Priority

1

Days To Defend

20

First Name \*

Binny

Middle Name(s)

Surname \*

Samuel

Gender \*

Male

Date Of Birth

21/09/1996

Occupation

Nationality

Saint Lucian

Nationality ID

Save

Close

Figure 76-Case Party Details

Depending on the party type the details displayed may vary.

29. View the details and if required, you may modify or enter the required details such as mandatory address details.



Mandatory addresses may vary depending on the case party type.

30. Click **Submit** to update the details and redirect you to **Case Parties - Update Case Parties** page.

Case Representation

1

2

3

4

5

6

Search Case

Authorize Codes

Case Parties

Case Legal Practitioners

Intention to Oppose/Defend

Case Summary

Update Case Parties

| Name          | Category       | Type      | Priority | Notice To Oppose | Updated Date     |  |
|---------------|----------------|-----------|----------|------------------|------------------|--|
| Binny Samuel  | Natural Person | Defendant | 1        | 20               | 23/08/2018 03:02 |  |
| Cyrus Barucha | Natural Person | Claimant  | 1        |                  | 23/08/2018 03:02 |  |

1

20

items per page

1 - 2 of 2 items

Previous

Cancel

Next

Figure 77-Case Parties



If you are representing more than one **Respondent or Defendant** in a case, repeat steps 6-8.

31. Click **Next**.


Figure 78-Case Legal Practitioners

32. If you need an **Instructed Legal Practitioner**, click . Otherwise go to step 12.

Figure 79-Legal Practitioner

33. Select the required legal practitioner and click **Save**. Selected legal practitioner will be listed on main screen. Click **Next** on the main page.



- To add another instructed legal practitioner, repeat steps 10 and 11.
- Click  to remove the added legal practitioner.

**Intention To Oppose/Defend**

34. Select **Yes** radio button to defend the case or else **No**.

*Figure 80-Intention To Oppose/Defend*

The screenshot displays a web form titled "Case Representation" with a progress bar at the top. The progress bar consists of six numbered steps: 1. Search Case, 2. Authorize Codes, 3. Case Parties, 4. Case Legal Practitioners, 5. Intention to Oppose/Defend (which is highlighted in blue), and 6. Case Summary. Below the progress bar, the section "Intention to Oppose/Defend" contains the question "Are you going to oppose/defend on this matter?" followed by two radio buttons: "Yes" (which is selected) and "No". A red asterisk is visible next to the question. At the bottom of the form, there are three buttons: "Previous", "Cancel", and "Next".



35. Click **Next** to view the case summary.

Case Representation

1 Search Case 2 Authorize Codes 3 Case Parties 4 Case Legal Practitioners 5 Intention to Oppose/Defend 6 Case Summary

Case Summary

Case No. SLUHAD2018/0001 Case Title Cyrus Barucha vs Binny Samuel

Case Type SLU High Court Admiralty Sub Case Type Arrest

Status Issued Assigned Judge

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

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | Cyrus Barucha | SLU One LP (SLU Law Firm 1) |

| Party Type | Party Name   | Instructing LP   |
|------------|--------------|------------------|
| Defendant  | Binny Samuel | Self Represented |

[Expand All](#) [Collapse All](#)

Case Details

Case Parties

Legal Practitioners

Case Judges

Case Hearings

Return of Services

Case Histories

Documents

[Expand All](#) | [Collapse All](#)

[Previous](#) [Cancel](#) [Represent](#)

Figure 81-Case Summary



To view the details in all the sections, click **Expand All**.

36. Review the details and click **Represent**. You will be prompted to confirm.

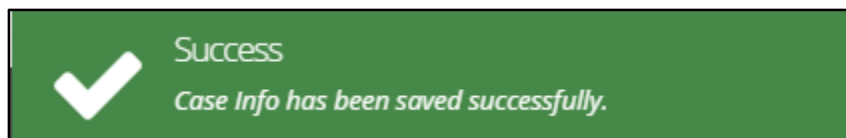
**?** Confirmation

The case will be submitted to court and you will be liable for your actions

[Ok](#) [Cancel](#)

Figure 82-Confirmation

37. Click **Ok**. The following success message is displayed.



*Figure 83-Success Message*

- If you are representing a case, the case is listed under **My Cases**.

# Notifications and Tasks

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

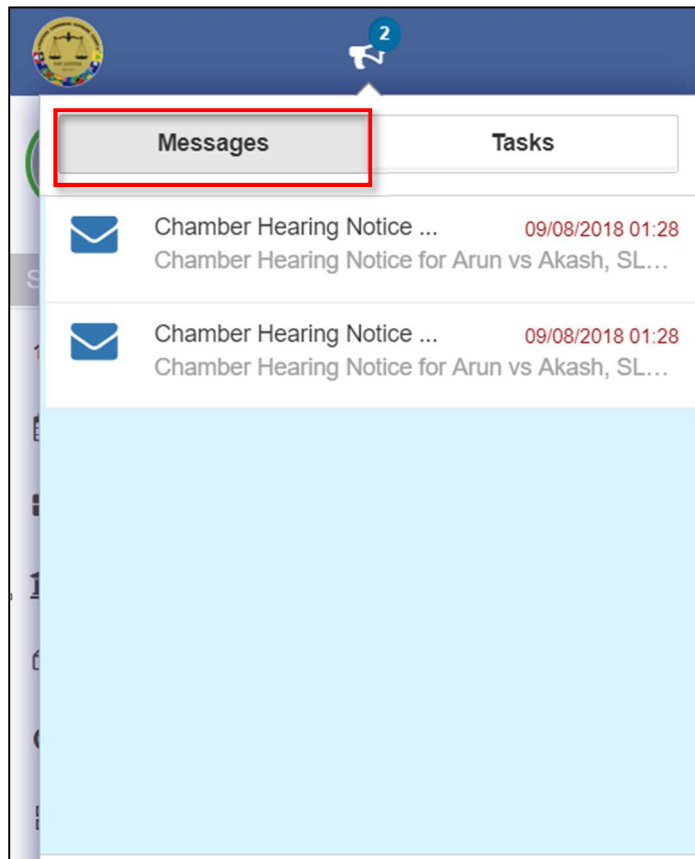
## View Notification Messages

**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 84-Notification Messages*

2. Click the required message.

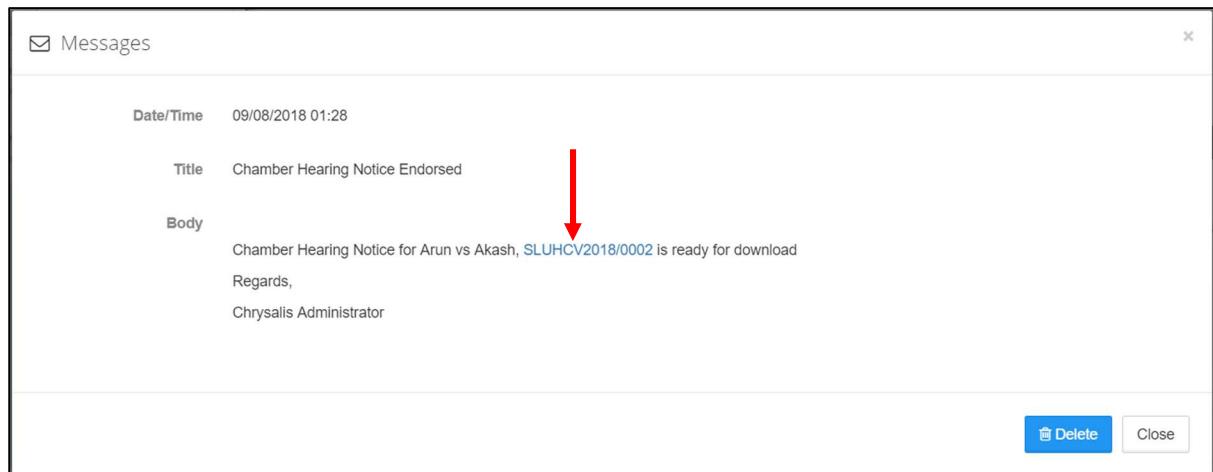


Figure 85-Notification

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.
- Click the reference number for this Writ of Execution to view the execution details.

## View and Complete Pending Tasks

Depending on a case status, there are different tasks (pending tasks) that are to be completed by the legal practitioners 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.

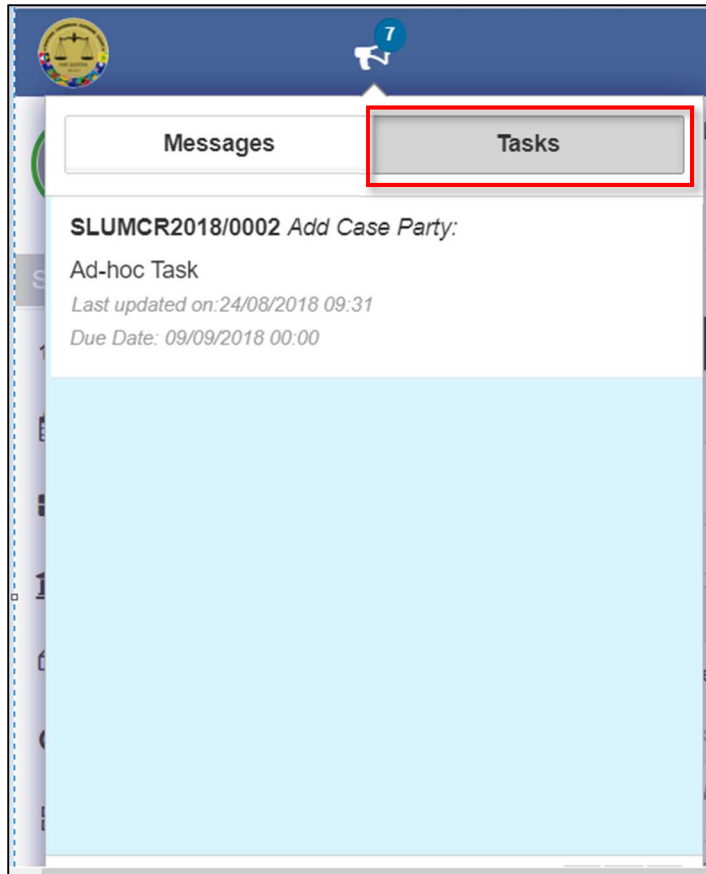


Figure 86-Pending Task Notification

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.

**To complete task form Home/Dashboard:**



| Task(s)         |                 |             |             |                  |                  |   |
|-----------------|-----------------|-------------|-------------|------------------|------------------|---|
| Case No         | Title           | Name        | Assignee(s) | Created Date     | Due Date         |   |
| SLUMCR2018/0002 | Add Case Party: | Ad-hoc Task | SLU One LP  | 24/08/2018 09:31 | 09/09/2018 00:00 |   |

Figure 87-Home/Dashboard (Ad-hoc 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**

- Legal Practitioners can view their pending tasks from the **Home/Dashboards** page.
- All your pending cases are listed in **My Cases**.
- All the cases handled or associated to your law firm 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 Cases**.

### To sort cases:



| Case Title       | Case No       | Case Type                 | Office Ref...  | Status         | Approved ... | Effective ...    | Updated ...      |  |
|------------------|---------------|---------------------------|----------------|----------------|--------------|------------------|------------------|--|
| Ajay vs Hari     | SLUHCOM201... | SLU High Court Commercial | 12321321321    | Case Withdrawn | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:16 |  |
| Suraj vs Subhash | SLUHCOM201... | SLU High Court Commercial | 12211321111212 | Issued         | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:01 |  |

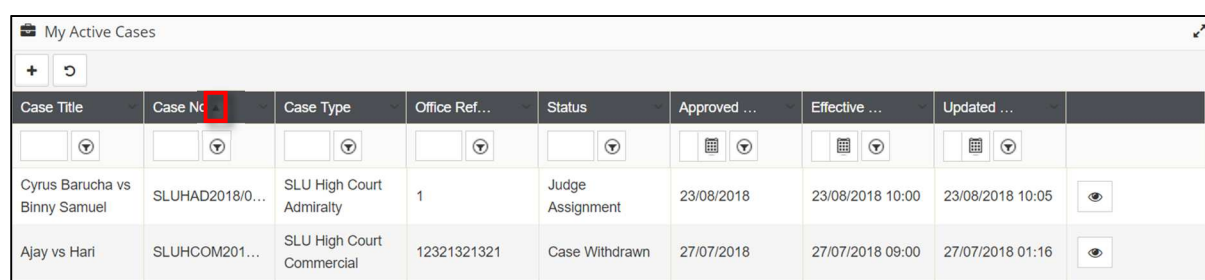
**Figure 88-My Cases**

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                 | Office Ref...  | Status         | Approved ... | Effective ...    | Updated ...      |  |
|------------------|---------------|---------------------------|----------------|----------------|--------------|------------------|------------------|--|
| Ajay vs Hari     | SLUHCOM201... | SLU High Court Commercial | 12321321321    | Case Withdrawn | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:16 |  |
| Suraj vs Subhash | SLUHCOM201... | SLU High Court Commercial | 12211321111212 | Issued         | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:01 |  |

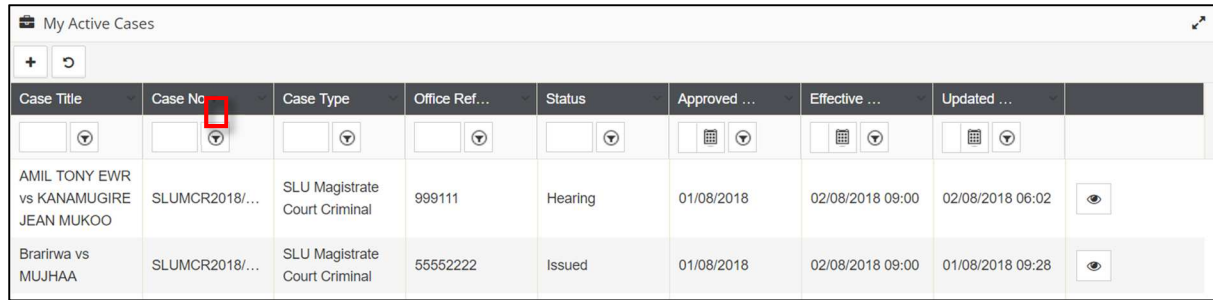
**Figure 89-Sort Cases**



| Case Title                    | Case No         | Case Type                 | Office Ref... | Status           | Approved ... | Effective ...    | Updated ...      |  |
|-------------------------------|-----------------|---------------------------|---------------|------------------|--------------|------------------|------------------|--|
| Cyrus Barucha vs Binny Samuel | SLUHAD2018/0... | SLU High Court Admiralty  | 1             | Judge Assignment | 23/08/2018   | 23/08/2018 10:00 | 23/08/2018 10:05 |  |
| Ajay vs Hari                  | SLUHCOM201...   | SLU High Court Commercial | 12321321321   | Case Withdrawn   | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:16 |  |

**Figure 90-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                     | Office Ref... | Status  | Approved ... | Effective ...    | Updated ...      |  |
|--|----------------|-------------------------------|---------------|---------|--------------|------------------|------------------|--|
| AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO | SLUMCR2018/... | SLU Magistrate Court Criminal | 999111        | Hearing | 01/08/2018   | 02/08/2018 09:00 | 02/08/2018 06:02 |  |
| Brarinwa vs MUJHAA                     | SLUMCR2018/... | SLU Magistrate Court Criminal | 55552222      | Issued  | 01/08/2018   | 02/08/2018 09:00 | 01/08/2018 09:28 |  |

Figure 91-List sorted in descending order by a column

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

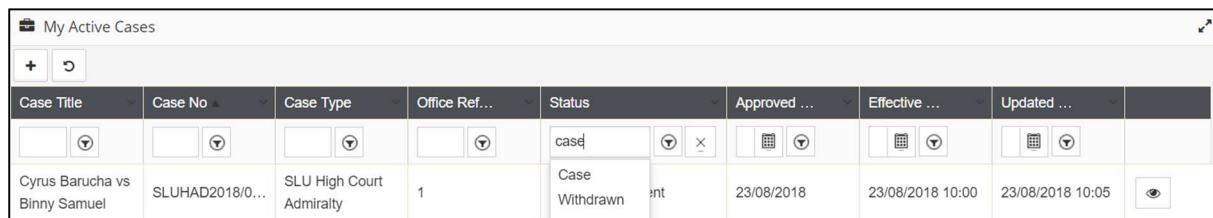
## Filter Pending Tasks and Cases

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 **Issued** case is explained below.



| Case Title                    | Case No         | Case Type                | Office Ref... | Status         | Approved ... | Effective ...    | Updated ...      |  |
|-------------------------------|-----------------|--------------------------|---------------|----------------|--------------|------------------|------------------|--|
| Cyrus Barucha vs Binny Samuel | SLUHAD2018/0... | SLU High Court Admiralty | 1             | Case Withdrawn | 23/08/2018   | 23/08/2018 10:00 | 23/08/2018 10:05 |  |

Figure 92-My Active Cases

1. Go to the column **Name** and type the required Status, for example, **Case Withdrawn**.

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 **Case Withdrawn** from the suggestions. The grid or table now displays only the cases that are issued.


**To select a filter:**

As an example, the step-by-step procedure to hide all the **Issued** cases is explained below.

| Case Title                    | Case No         | Case Type                 | Office Ref...  | Status         | Approved ... | Effective ...    | Updated ...      |
|-------------------------------|-----------------|---------------------------|----------------|----------------|--------------|------------------|------------------|
| Cyrus Barucha vs Binny Samuel | SLUHAD2018/0... | SLU High Court Admiralty  | 1              | Judge Assignme |              | 23/08/2018 10:00 | 23/08/2018 10:05 |
| Ajay vs Hari                  | SLUHCOM201...   | SLU High Court Commercial | 12321321321    | Case Withdrawn |              | 27/07/2018 09:00 | 27/07/2018 01:16 |
| Suraj vs Subhash              | SLUHCOM201...   | SLU High Court Commercial | 12211321111212 | Issued         |              | 27/07/2018 09:00 | 27/07/2018 01:01 |
| Subhash vs                    |                 | SLU High Court            |                |                |              |                  |                  |

**Figure 93-Filter and View Cases**

**Filter and View Cases**

1. Type **Case Withdrawn** 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 **Case Withdrawn** cases will be displayed.



# View Case

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



Though all the cases to which you are associated will be listed in **My 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 and the managing judge.

## View My Cases

**My Active Cases** lists all the active cases to which you are an instructing or instructed legal practitioner and yet to be **Finalized**.

**To view your active cases:**

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

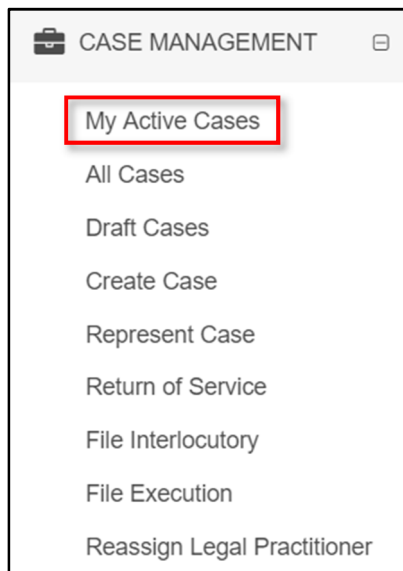


Figure 94-Side Menu


All your active cases are listed as shown below.

| My Active Cases                        |                 |                               |               |                  |              |                  |                  |   |
|--|-----------------|-------------------------------|---------------|------------------|--------------|------------------|------------------|---|
| Case Title                             | Case No         | Case Type                     | Office Ref... | Status           | Approved ... | Effective ...    | Updated ...      |   |
| Arun vs Akash                          | SLUHC2018/0...  | SLU High Court Civil          | 1332131313132 | Schedule Hearing | 27/07/2018   | 27/07/2018 09:00 | 30/07/2018 06:49 |  |
| Brayn vs Vishu                         | SLUMCR2018/...  | SLU Magistrate Court Criminal | 333444        | Hearing          | 01/08/2018   | 02/08/2018 09:00 | 01/08/2018 09:03 |  |
| AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO | SLUMCR2018/...  | SLU Magistrate Court Criminal | 999111        | Hearing          | 01/08/2018   | 02/08/2018 09:00 | 02/08/2018 06:02 |  |
| Jimmy vs Aslin                         | SLUHMT2018/...  | SLU High Court Matrimonial    | 1             | Hearing          | 09/08/2018   | 09/08/2018 09:00 | 09/08/2018 02:38 |  |
| Cyrus Barucha vs Binny Samuel          | SLUHAD2018/0... | SLU High Court Admiralty      | 1             | Judge Assignment | 23/08/2018   | 23/08/2018 10:00 | 23/08/2018 10:05 |  |

Figure 95-My Active Cases



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

2. 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 law firm (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 and the managing judge.

In the **Home/Dashboards** page there is a shortcut to view the existing cases and this is listed under the **Legal Practitioner Task(s)**.

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

**Option 1:** Shortcut in **Home/Dashboard**.

**To view all the existing cases of your law firm:**

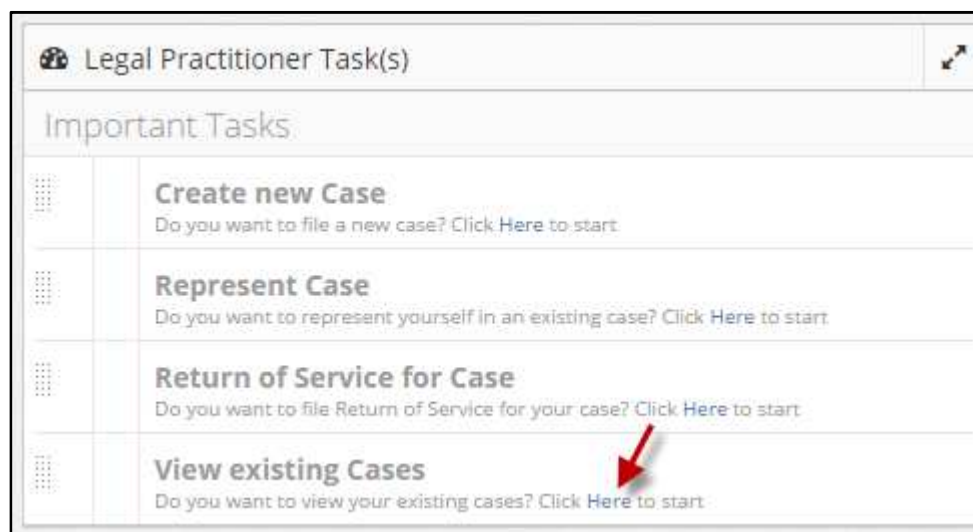


Figure 96-Home- Dashboards

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

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

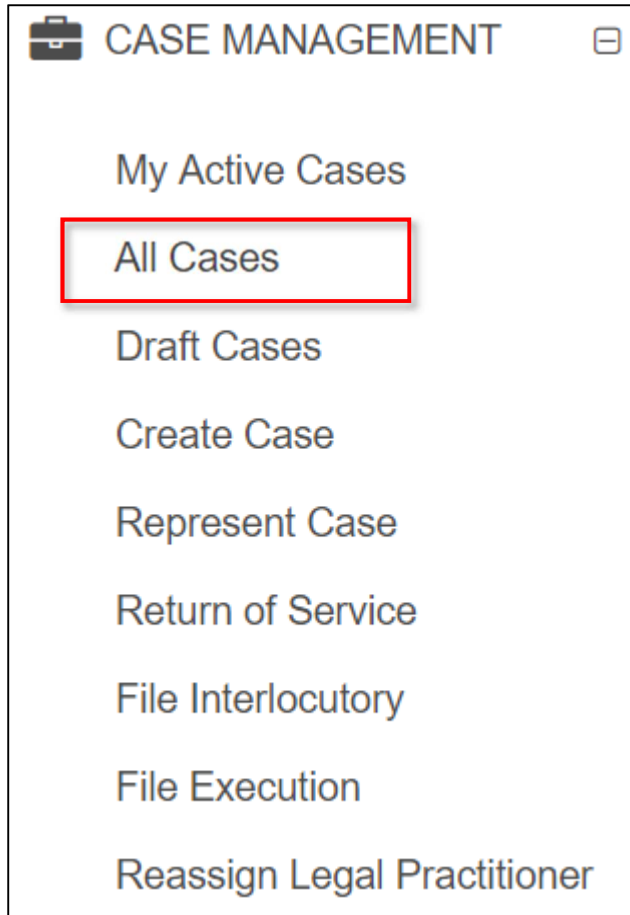


Figure 97-Side Menu (All Cases)

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

| Cases                          |                 |   |                 |                  |              |                  |                  |  |
|--------------------------------|-----------------|---|-----------------|------------------|--------------|------------------|------------------|--|
| Case Title                     | Case No         | Case Type                                   | Office Ref...   | Status           | Approved ... | Effective ...    | Updated ...      |  |
| Ashok vs Praveen               | SLUHCV2018/0... | SLU High Court Civil                        | 213213213212... | Finalized        | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 00:15 |  |
| Ajay vs Hari                   | SLUHCOM201...   | SLU High Court Commercial                   | 12321321321     | Case Withdrawn   | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:16 |  |
| Kishore vs Prasad              | SLUHCOM201...   | SLU High Court Commercial                   | 133213123131    | Issued           | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 00:28 |  |
| Suraj vs Subhash               | SLUHCOM201...   | SLU High Court Commercial                   | 12211321111212  | Issued           | 27/07/2018   | 27/07/2018 09:00 | 27/07/2018 01:01 |  |
| Arun vs Akash                  | SLUHCV2018/0... | SLU High Court Civil                        | 1332131313132   | Schedule Hearing | 27/07/2018   | 27/07/2018 09:00 | 30/07/2018 06:49 |  |
| Bahubali vs Bhallal Dev        | SLUHCVP201...   | SLU Court of Appeal High Court Civil Appeal | sdsf            | Issued           | 27/07/2018   | 27/07/2018 06:13 | 27/07/2018 06:13 |  |
| gggggggg vs Toto Evode kaleb   | SLUHCVP201...   | SLU Court of Appeal High Court Civil Appeal | 4444444         | Issued           | 01/08/2018   | 01/08/2018 06:07 | 01/08/2018 06:08 |  |
| Patrick Aime Abel vs VAVA Mani | SLUMCR2018/...  | SLU Magistrate Court Criminal               | 2223333         | Issued           | 01/08/2018   | 02/08/2018 09:00 | 01/08/2018 06:37 |  |

Figure 98-Cases List



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

---

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


## Case Summary

---

If you are an instructing legal practitioner, you can do the following activities on a case from the case summary:

- [Add Advocate](#)
- [Remove Advocate](#)
- [File Return of Service](#)
- [File Documents](#)
  - [Download and save a copy of the case documents to your computer](#)
- [File Taxation](#)
- [Download Taxation Template](#)
- [File Interlocutory Applications](#)
- [Schedule to Roll](#)
- [Withdraw Representation \(withdraw legal practitioner from a Case\)](#)
- [Withdraw Case](#)

### To view case summary:

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** will be displayed. Case details will be grouped into different sections.

Summary Information

Add Advocate Remove Advocate Return Of Service Create Hearing Index File Documents File Taxation Taxation Template File Interlocutory Pack And Go

Document Bundle Withdraw Representation

Case No SLUHCV2018/0002 Case Title Arun vs Akash

Case Type SLU High Court Civil Sub Case Type Administrative

Status Schedule Hearing Assigned Judge SLUHCVJ 1

Filed By Ashok Kumar Filed By LawFirm SLU Law Firm 1

| Party Type | Party Name | Instructing LP               |
|------------|------------|------------------------------|
| Claimant   | Arun       | Ashok Kumar (SLU Law Firm 1) |

| Party Type | Party Name | Instructing LP               |
|------------|------------|------------------------------|
| Defendant  | Akash      | SLU Four LP (SLU Law Firm 2) |

Expand All | Collapse All

Case Details

Case Parties

Figure 99-Case Summary

3. Case details are grouped into different sections such as:

- Case Details
- Case Parties
- Legal Practitioners
- Case Judges
- Case Hearings
- Return of Services
- Case Histories
- Documents

Expand All | Collapse All

Case Details

Case Parties

Legal Practitioners

Case Judges

Case Hearings

Return of Services

Case Histories

Documents

Expand All | Collapse All

Cancel

Figure 100-Case Summary

4. To view the details of a particular section, click the respective heading or the down arrow.



Figure 101-Show Details

de the details of a particular section, click the respective up arrow.

documents related to the associated Interlocutory applications will also be listed under the **Documents** section of the main case summary.



[Download a copy of case documents](#) for more information.


To view all the details, click **Expand All**.

To hide all the details, click **Collapse All**.

## Add Advocate to a case

Generally instructed legal practitioners are added to a main case while creating a case. However, the eJUSTICE system allows the instructing legal practitioner to add the required advocates to a case once the case is issued.

### To add advocate to 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.

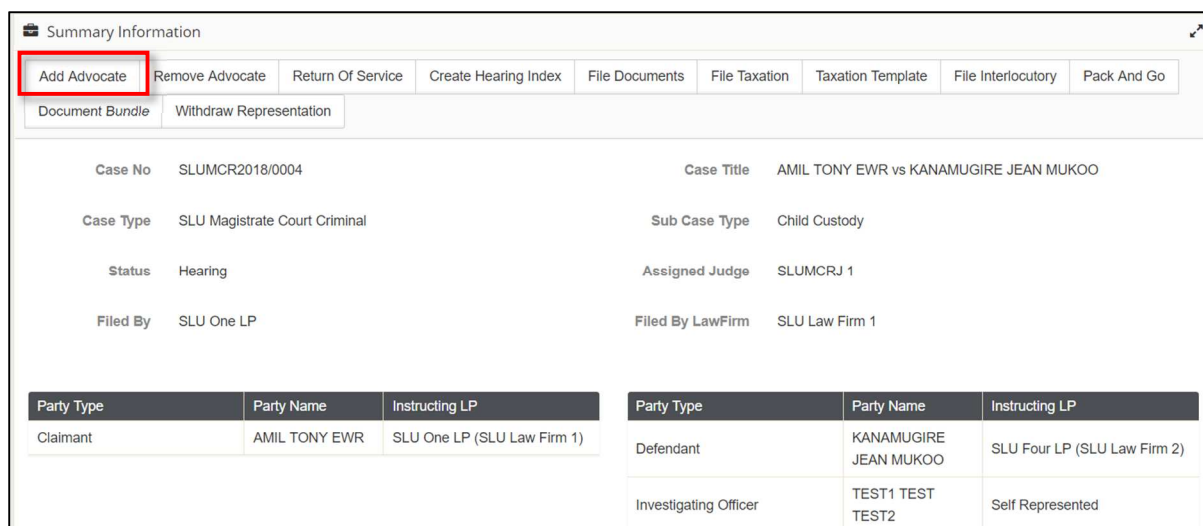


Figure 102-Summary Information - Add Advocate

3. Click **Add Advocate**. The case information is displayed in the **Search Case** page.

Case Add Advocate Form

1

2

Search CaseCase Legal Practitioners

Search Case

Case No \*SLUMCR2018/0004

Case Information

Case NoSLUMCR2018/0004

Case TitleAMIL TONY EWR vs KANAMUGIRE JEAN MUKOO

Case TypeSLU Magistrate Court Criminal

Sub Case TypeChild Custody

StatusHearing

Assigned JudgeSLUMCRJ 1

Filed BySLU One LP

Filed By LawFirmSLU Law Firm 1

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Previous

Cancel

Next

Figure 103-Search Case – Case Information

4. Click **Next**.

Case Add Advocate Form

1

2

Search CaseCase Legal Practitioners

Legal Practitioners

+

↺

| Case Party  | Legal Practitioner | Instructing | Updated Date |
|-------------|--------------------|-------------|--------------|
| <div></div> | <div></div>        | <div></div> | <div></div>  |

0

20 items per page

No items to display

Previous

Cancel

Submit

Figure 104-Case Legal Practitioners

The **Case Legal Practitioners** page is displayed.

5. Click 

+

 icon to select the required legal practitioner and click **Save**.

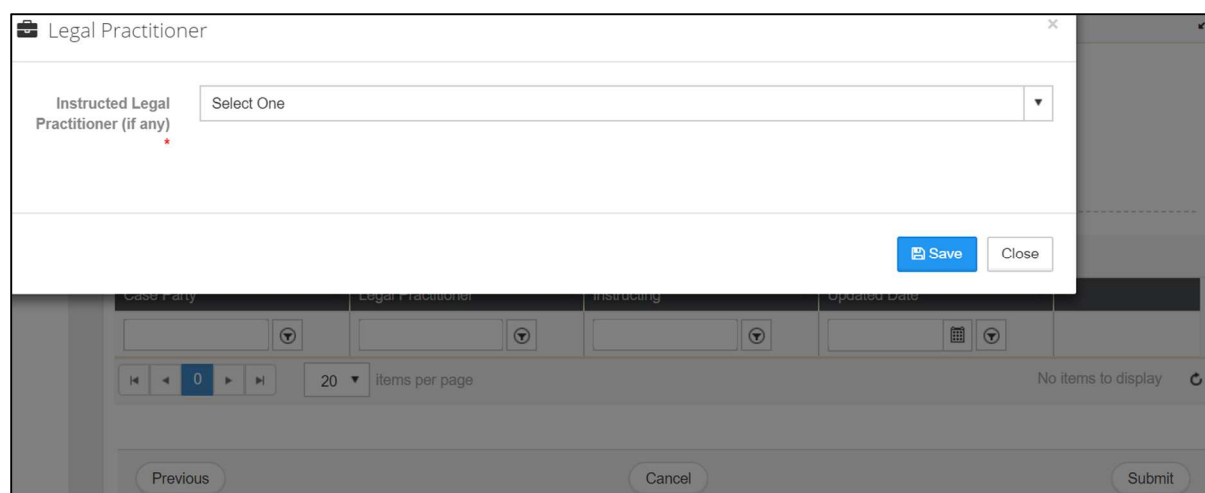



Figure 105-Add Legal Practitioner

Added legal practitioner is listed on main screen.



To remove the legal practitioner, click  corresponding to the legal practitioner.

6. Click **Submit** to update the case details. Following success message is displayed.

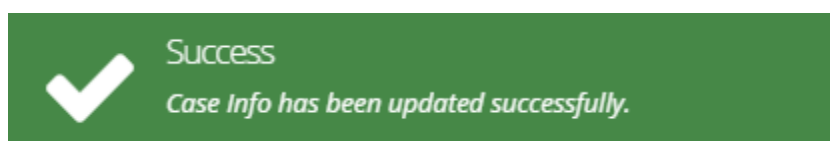


Figure 106-Success Message

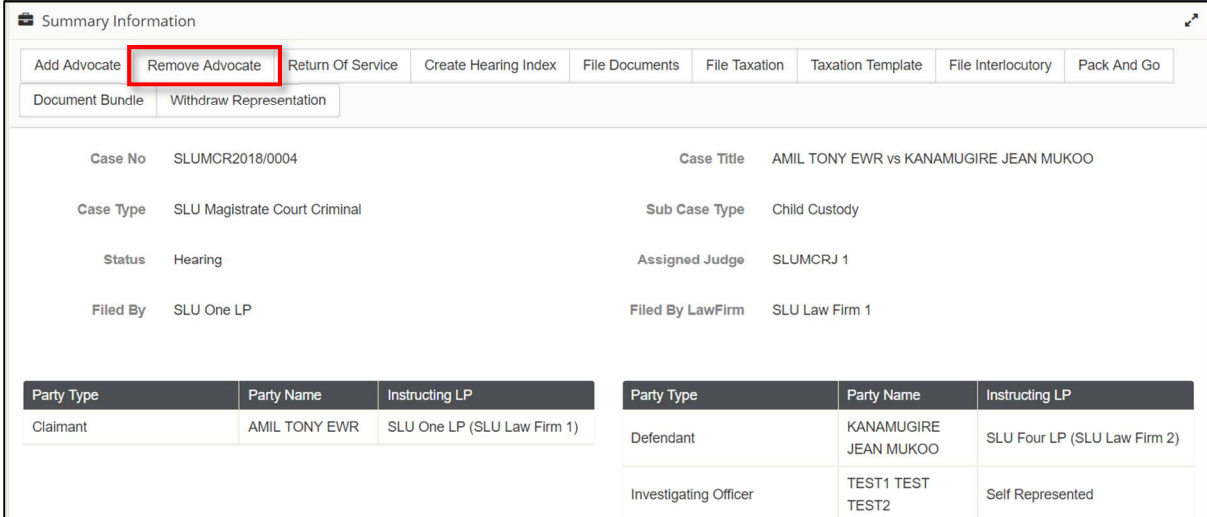


## Remove Advocate from a Case

Instructing legal practitioner can remove advocate from a case.

**To remove advocate from 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**

[Add Advocate](#)
[Remove Advocate](#)
[Return Of Service](#)
[Create Hearing Index](#)
[File Documents](#)
[File Taxation](#)
[Taxation Template](#)
[File Interlocutory](#)
[Pack And Go](#)

[Document Bundle](#)
[Withdraw Representation](#)

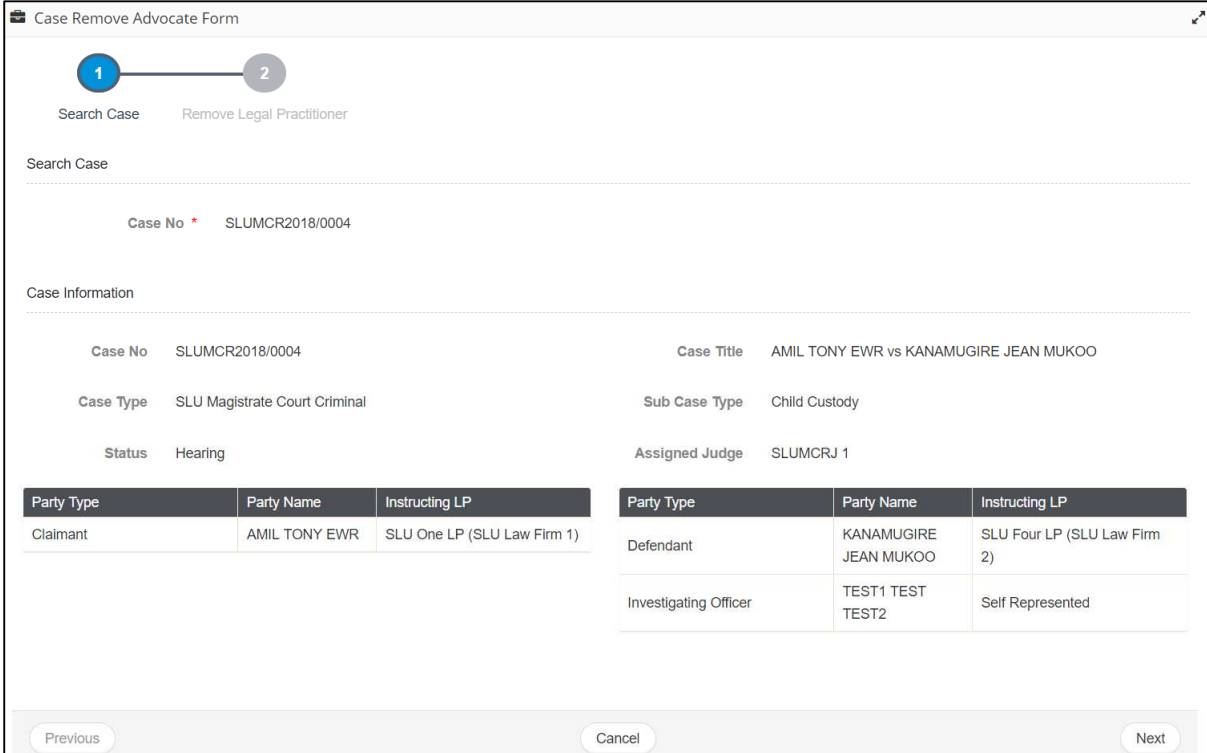
**Case No** SLUMCR2018/0004 **Case Title** AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO  
**Case Type** SLU Magistrate Court Criminal **Sub Case Type** Child Custody  
**Status** Hearing **Assigned Judge** SLUMCRJ 1  
**Filed By** SLU One LP **Filed By LawFirm** SLU Law Firm 1

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Figure 107-Case Summary – Remove Advocate

3. Click **Remove Advocate**. The case information is displayed in the **Search Case** page.



**Case Remove Advocate Form**

1 Search Case    2 Remove Legal Practitioner

Search Case

Case No \* SLUMCR2018/0004

Case Information

**Case No** SLUMCR2018/0004 **Case Title** AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO  
**Case Type** SLU Magistrate Court Criminal **Sub Case Type** Child Custody  
**Status** Hearing **Assigned Judge** SLUMCRJ 1

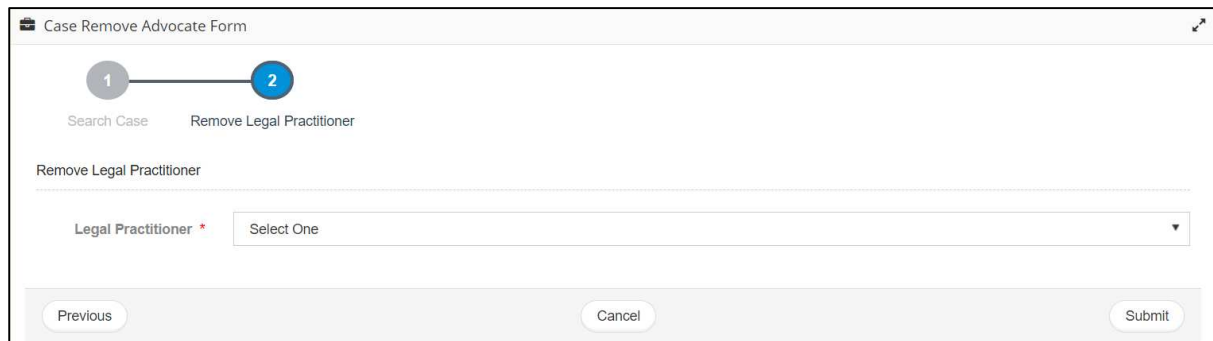
| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

[Previous](#)
[Cancel](#)
[Next](#)

Figure 108-Search Case – Case Information

4. Click **Next**. The **Remove Legal Practitioner** page is displayed.



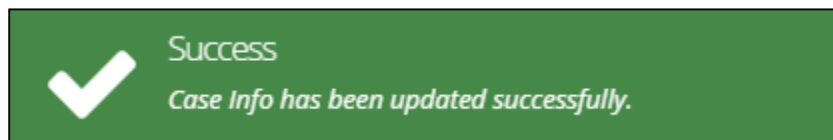
*Figure 109-Remove Legal Practitioner*

5. Click the **Legal Practitioner** drop-down list to select the advocate to be removed from the case.



*Figure 110-Remove Legal Practitioner*

6. Click **Submit** to update the case details. Following success message is displayed.



*Figure 111-Success Message*

## File Return of Service

Return of Service can be filed for a case and its related interlocutory applications by anyone of the following:



It can also be filed by any of the following

- Applicants or Plaintiff's instructing legal practitioner
- Manager
- Service Bureau Staff


### Prerequisites

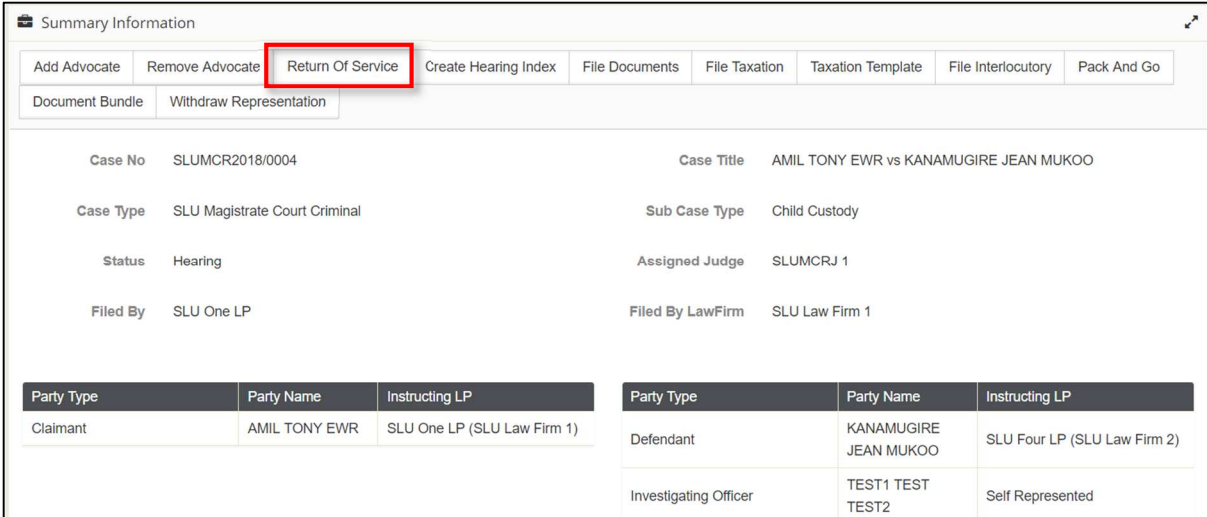
- Proof of service document has to be scanned and saved as PDF in your computer.
- Case Number (if you file return of service from **Home/Dashboards** or from the side menu by clicking **Case Management >> Return of Service**)
- Authorization code of the respondent or defendant.

### To file return of service:

There are two options to file return of services:

**Option 1:** Go to [My Active Cases](#) to view your active cases.

1. In the **My Active Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.
2. Take the information of party authorization code from the **Case Parties** panel and click on the **Return Of Service**.



**Summary Information**

Buttons: Add Advocate, Remove Advocate, **Return Of Service**, Create Hearing Index, File Documents, File Taxation, Taxation Template, File Interlocutory, Pack And Go, Document Bundle, Withdraw Representation

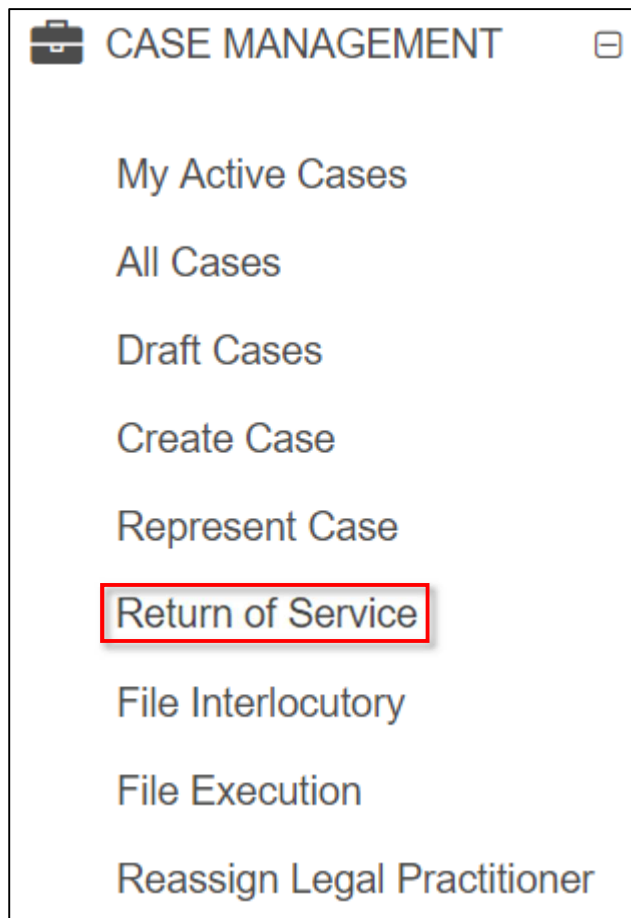
|           |                               |                  |  |  |  |
|-----------|-------------------------------|------------------|--|--|--|
| Case No   | SLUMCR2018/0004               | Case Title       | AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO |  |  |
| Case Type | SLU Magistrate Court Criminal | Sub Case Type    | Child Custody                          |  |  |
| Status    | Hearing                       | Assigned Judge   | SLUMCRJ 1                              |  |  |
| Filed By  | SLU One LP                    | Filed By LawFirm | SLU Law Firm 1                         |  |  |

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

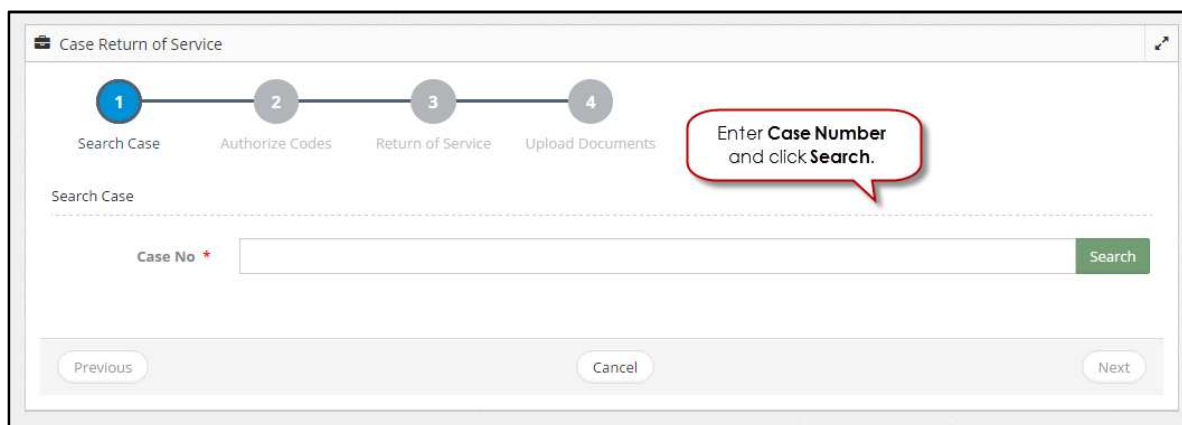
Figure 112-Case Summary

**Option 2:** Go to **Case Management>>Return Of Service.**



*Figure 113-Side Menu (Return Of Service)*

Both options redirect user to the 1<sup>st</sup> page of the return of service.



*Figure 114-Search Case*

3. Search case and click **Next**.

Case Return of Service

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

Authorize Codes

Validate Codes \* KANAMUGIRE JEAN MUKOO  Validate

Previous Cancel Next

Figure 115-Authorize Codes

4. 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 \* KANAMUGIRE JEAN MUKOO  Validate ✓

Previous Cancel Next

Figure 116-Authorize Codes



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

7. Click **Next**.

Case Return of Service

1

2

3

4

Search Case

Authorize Codes

Return of Service

Upload Documents

Return of Service

Return Type \*

Select One

Service By \*

Service Date \*

28/08/2018 04:57

Remarks

Previous

Cancel

Next

Figure 117-Return of Service

8. Specify the required details and click **Next**.

Case Return of Service

1

2

3

4

Search Case

Authorize Codes

Return of Service

Upload Documents

Upload Documents

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

0

20 items per page

No items to display

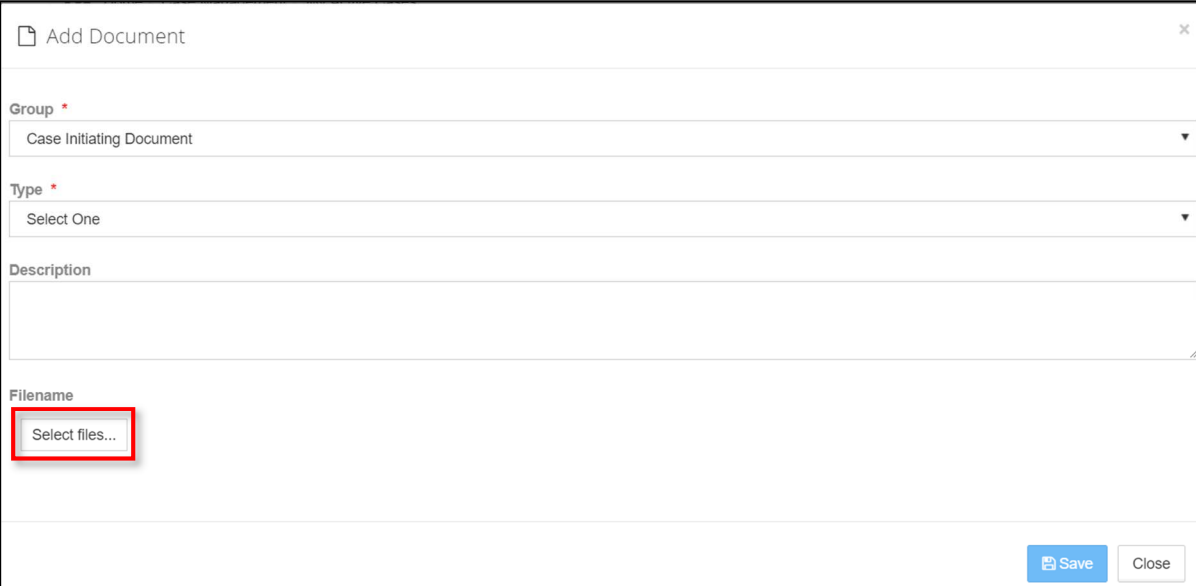
Previous

Cancel

Submit

Figure 118-Upload Documents

9. Click  to attach a document.



**Add Document**

**Group \***  
Case Initiating Document

**Type \***  
Select One

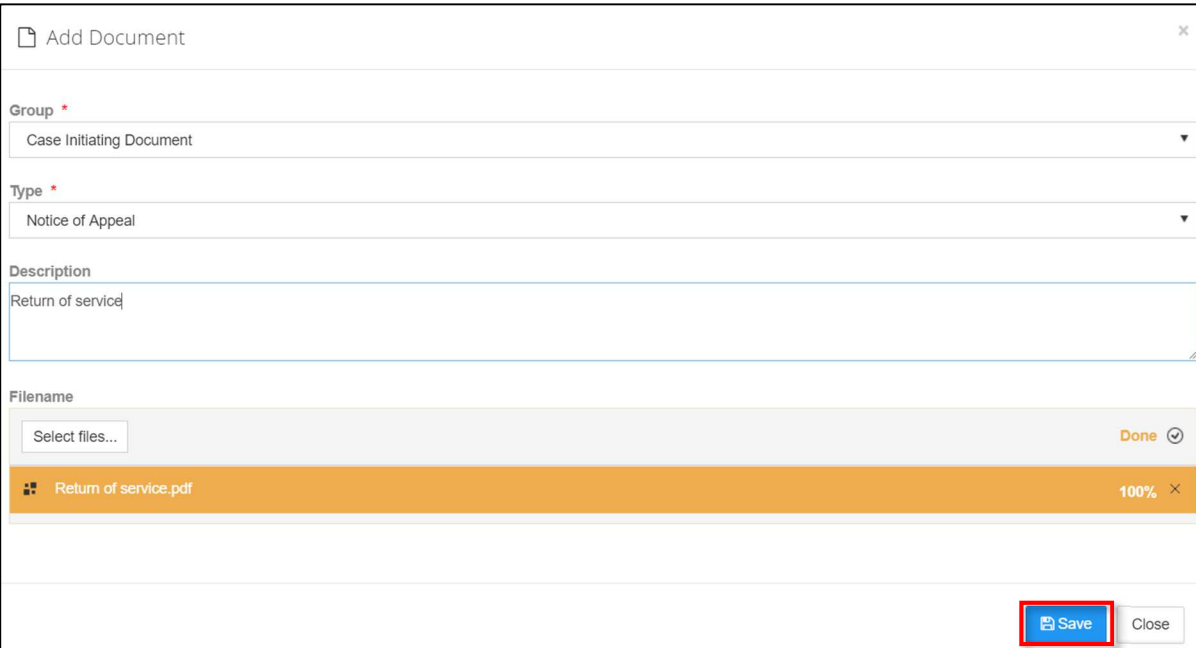
**Description**

**Filename**  
Select files...

Save Close

Figure 119-Add Document

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



**Add Document**

**Group \***  
Case Initiating Document

**Type \***  
Notice of Appeal

**Description**  
Return of service

**Filename**

Select files... Done ✓

Return of service.pdf 100% ×

Save Close

Figure 120-Add Document

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

Case Return of Service

1

2

3

4

Search Case

Authorize Codes

Return of Service

Upload Documents

Upload Documents

| Filename              | Type             | Description       | Uploaded By | Uploaded Date | Actual Uploaded... |                                   |
|-----------------------|------------------|-------------------|-------------|---------------|--------------------|-----------------------------------|
| Return of service.pdf | Notice of Appeal | Return of service |             |               | 28/08/2018 05:48   | <div><div></div><div></div></div> |

20 items per page


1 - 1 of 1 Items


Previous

Cancel

Submit

Figure 121-Add Document

- 

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



14. Click on **Submit**, following confirmation message will display.

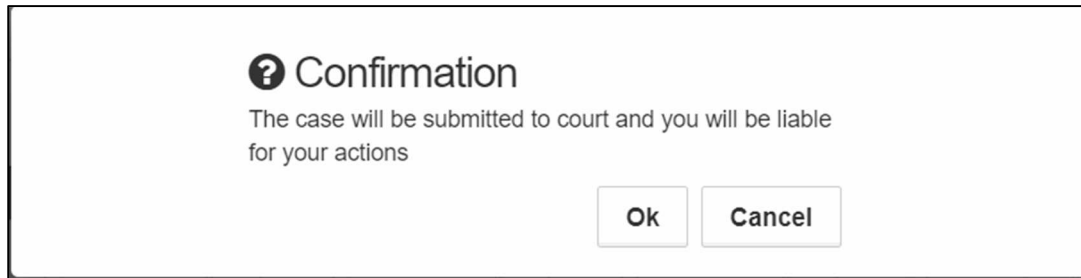


Figure 122-Confirmation Message

15. Click **OK** to file, following success message will be displayed

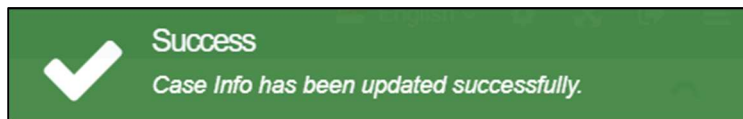


Figure 123-Success Message

## Creating Hearing Index

Once the manager endorses a hearing scheduled by the judge, the representing legal practitioners are [notified](#) about the hearing notice.

The system allows the representing legal practitioners to create hearing index. This feature allows the legal practitioners to index the documents relevant to a hearing in the required order.

### To create hearing index:

1. Go to [My Active Cases](#) to view your active cases.



Alternatively, click the case number displayed in the notification message to view the case summary.

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

| Summary Information |                               |                             |  |                       |                              |
|---------------------|-------------------------------|-----------------------------|--|-----------------------|------------------------------|
| Add Advocate        | Remove Advocate               | Return Of Service           | Create Hearing Index                   | File Documents        | File Taxation                |
| Document Bundle     | Withdraw Representation       |                             |  | Taxation Template     | File Interlocutory           |
|                     |                               |                             |  | Pack And Go           |                              |
| Case No             | SLUMCR2018/0004               | Case Title                  | AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO |                       |                              |
| Case Type           | SLU Magistrate Court Criminal | Sub Case Type               | Child Custody                          |                       |                              |
| Status              | 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            | AMIL TONY EWR                 | SLU One LP (SLU Law Firm 1) | Defendant                              | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
|                     |                               |                             | Investigating Officer                  | TEST1 TEST TEST2      | Self Represented             |

Figure 124-Case Summary – Create Hearing Index

3. Click **Create Hearing Index**.

The screenshot shows the 'Case Hearing Document Index Form' with a progress bar at the top indicating two steps: '1 Search Case' (active) and '2 Document Index'. The 'Search Case' section contains a 'Case No \*' field with the value 'SLUMCR2018/0004'. Below this is the 'Case Information' section with fields for 'Case No', 'Case Title', 'Case Type', 'Sub Case Type', 'Status', 'Assigned Judge', 'Filed By', and 'Filed By LawFirm'. The 'Case Information' section is divided into two columns. The left column contains: Case No (SLUMCR2018/0004), Case Type (SLU Magistrate Court Criminal), Status (Hearing), and Filed By (SLU One LP). The right column contains: Case Title (AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO), Sub Case Type (Child Custody), Assigned Judge (SLUMCRJ 1), and Filed By LawFirm (SLU Law Firm 1). Below the case information are two tables. The first table has columns 'Party Type', 'Party Name', and 'Instructing LP'. It contains one row: Claimant, AMIL TONY EWR, SLU One LP (SLU Law Firm 1). The second table has columns 'Party Type', 'Party Name', and 'Instructing LP'. It contains two rows: Defendant, KANAMUGIRE JEAN MUKOO, SLU Four LP (SLU Law Firm 2); and Investigating Officer, TEST1 TEST TEST2, Self Represented. At the bottom of the form are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted with a red rectangle.

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Figure 125-Search Case

4. Click **Next**.

The screenshot shows the 'Case Hearing Document Index Form' with a progress bar at the top indicating two steps: '1 Search Case' and '2 Document Index' (active). The 'Document Index' section contains three fields: 'Index Name \*' (empty), 'Hearing \*' (dropdown menu with 'Select One' selected), and 'Reference Index \*'. The 'Reference Index \*' field is divided into two panes: 'All Files' and 'Selected Files'. The 'All Files' pane contains three document names: 'Summons (Land\_Notary\_Copy\_03052018153916.pdf)', 'Case File Receipt (Case File Receipt (10) .pdf)', and 'Notice of Appeal (Return of service.pdf)'. A red arrow points from the first document name in the 'All Files' pane to the 'Selected Files' pane. The 'Selected Files' pane is currently empty. At the bottom of the form are three buttons: 'Previous', 'Cancel', and 'Create Index'.

Figure 126-Document Index

5. Enter **Index Name** and select the **Hearing** type.
6. In **Reference Index**, click the document name from **All Files** to select it, hold down the mouse, drag it into **Select Files** and release the mouse button.



Repeat step 6 to add another document.

Figure 127-Document Index



- You may arrange the documents in the required order by moving the document up or down in the **Selected Files**.
- To remove a document from the **Selected Files**, click the document from the **Selected Files**, drag and drop the document into **All Files**.

7. Click **Create Index**. Following success message is displayed.

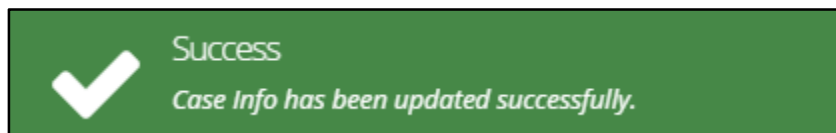


Figure 128-Success Message

## File Documents

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.




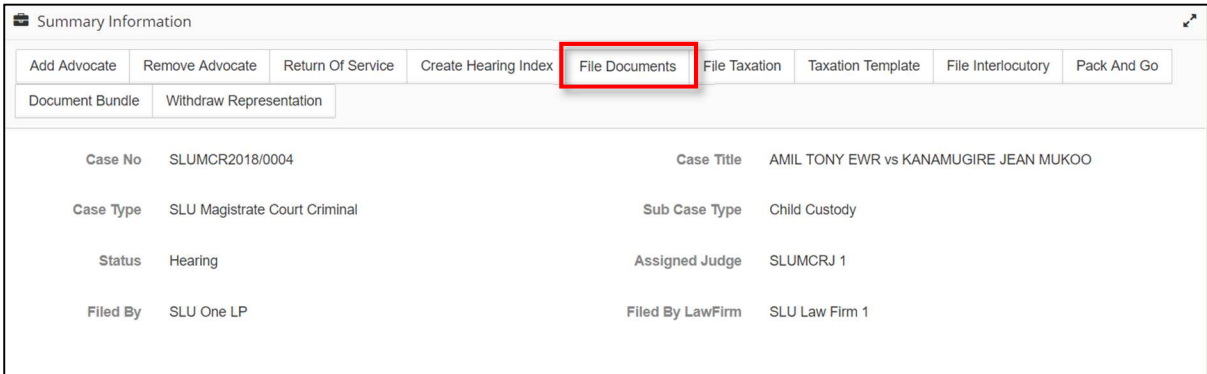
Documents can be filed by any of them:

- 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.



The screenshot shows the 'Summary Information' page. At the top, there is a navigation bar with several buttons: 'Add Advocate', 'Remove Advocate', 'Return Of Service', 'Create Hearing Index', 'File Documents' (highlighted with a red box), 'File Taxation', 'Taxation Template', 'File Interlocutory', and 'Pack And Go'. Below this bar, there is a table displaying case details. The table has two columns: 'Case No.' and 'Case Title' for the first row, 'Case Type' and 'Sub Case Type' for the second, 'Status' and 'Assigned Judge' for the third, and 'Filed By' and 'Filed By LawFirm' for the fourth.

|           |                               |                  |  |
|-----------|-------------------------------|------------------|--|
| Case No   | SLUMCR2018/0004               | Case Title       | AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO |
| Case Type | SLU Magistrate Court Criminal | Sub Case Type    | Child Custody                          |
| Status    | Hearing                       | Assigned Judge   | SLUMCRJ 1                              |
| Filed By  | SLU One LP                    | Filed By LawFirm | SLU Law Firm 1                         |

*Figure 129-Summary Information – File Documents*

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

Case Ad-hoc Filing Form

1 Search Case 2 Documents 3 Fee Summary

Search Case

Case No \* SLUMCR2018/0004

Case Information

Case No SLUMCR2018/0004 Case Title AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO

Case Type SLU Magistrate Court Criminal Sub Case Type Child Custody

Status Hearing Assigned Judge SLUMCRJ 1

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

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Previous Cancel Next

Figure 130-Search Case

4. Click **Next**.

Case Ad-hoc Filing Form

1 Search Case 2 Documents 3 Fee Summary

Documents

+ ↺

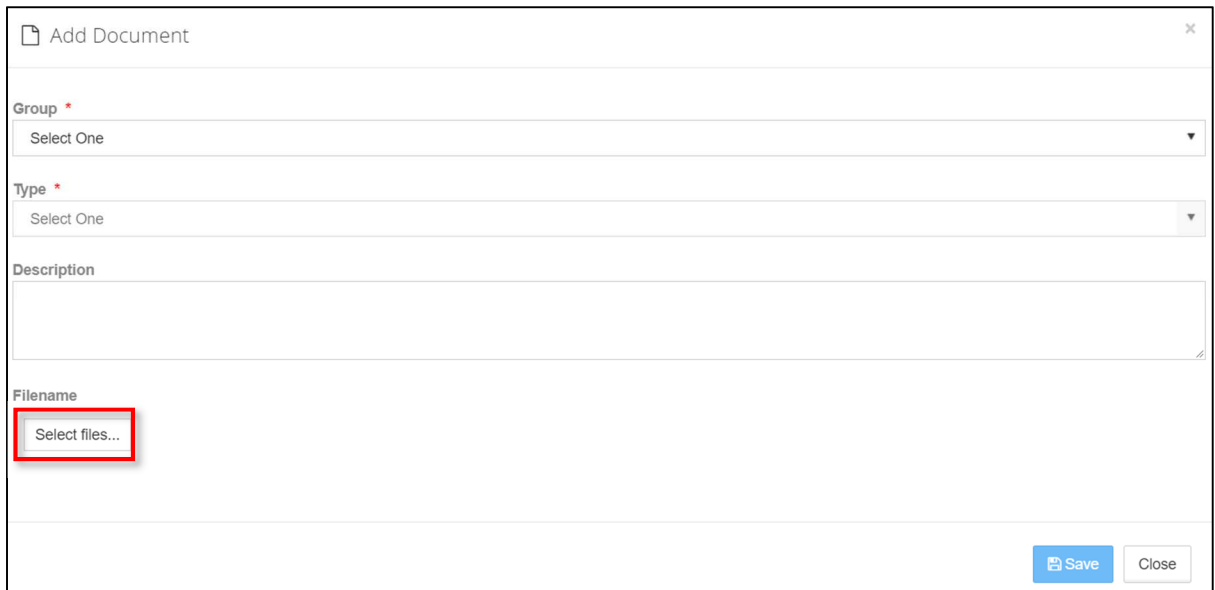
| Filename | Type | Description | Uploaded By | Uploaded Date | Actual Uploaded... |
|----------|------|-------------|-------------|---------------|--------------------|
|          |      |             |             |               |                    |

0 20 items per page No items to display

Previous Cancel Next

Figure 131-Add Documents

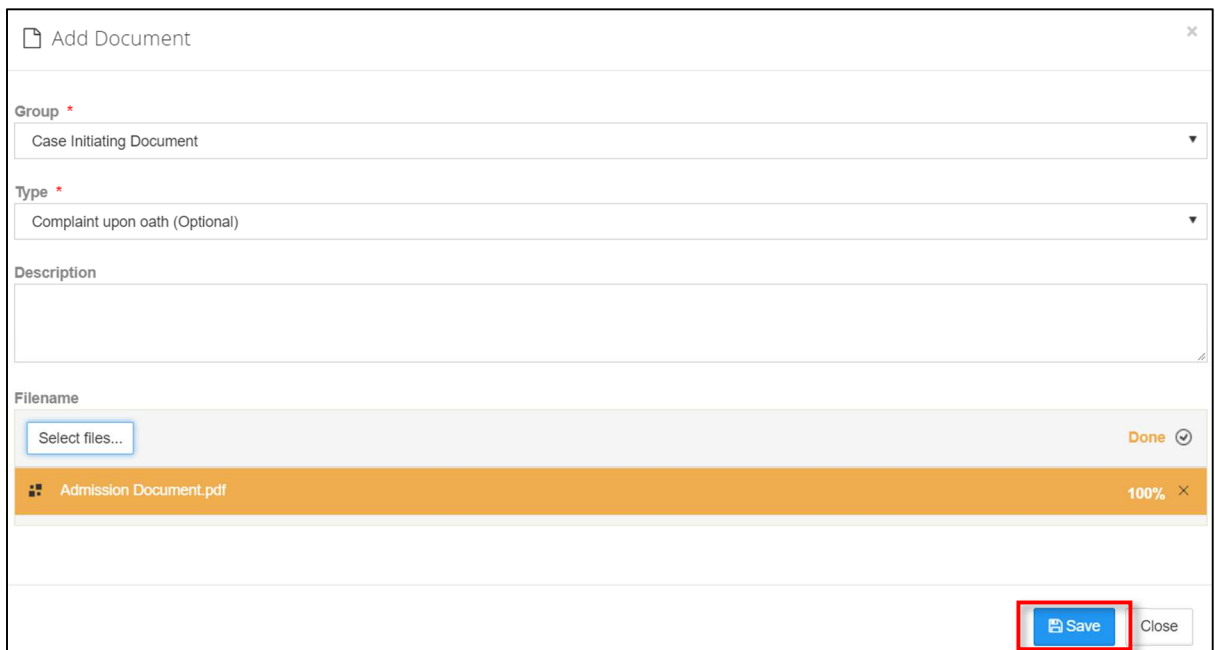
5. Click on  button. It populates pop-up to add document given below:



The screenshot shows a web form titled "Add Document". It contains the following fields: "Group" with a dropdown menu showing "Select One"; "Type" with a dropdown menu showing "Select One"; "Description" with a large text area; and "Filename" with a "Select files..." button highlighted by a red rectangle. At the bottom right, there are "Save" and "Close" buttons.

Figure 132-Add Documents

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 a file has been uploaded. The "Group" dropdown is set to "Case Initiating Document" and the "Type" dropdown is set to "Complaint upon oath (Optional)". The "Filename" section now displays a list of files, including "Admission Document.pdf" with a progress bar at 100%. The "Select files..." button is still present. The "Save" button at the bottom right is highlighted with a red rectangle.

Figure 133-Add Documents

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

Case Ad-hoc Filing Form



1 Search Case 2 Documents 3 Fee Summary

Documents

| Filename               | Type                | Description | Uploaded By | Uploaded Date    | Actual Uploaded... |
|------------------------|---------------------|-------------|-------------|------------------|--------------------|
| Admission Document.pdf | Complaint upon oath |             |             | 28/08/2018 06:43 |                    |

Previous Cancel Next

Figure 134-Add Documents

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

9. Click on **Next**.

Case Ad-hoc Filing Form

1 Search Case 2 Documents 3 Fee Summary

Fee Summary

| Description                       | Amount  |
|-----------------------------------|---------|
| Document Fee: Complaint upon oath | \$20.00 |
| Total                             | \$20.00 |

Previous Cancel Submit

Figure 135-Fee Summary

10. Verify fee summary and click on **Submit**, a success message and receipt will be generated as shown below:

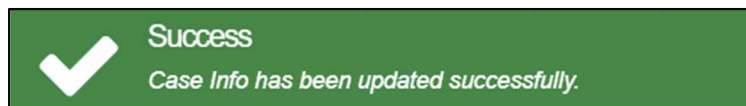



Figure 136-Success Message

  
**MAGISTRATE COURT OF SAINT LUCIA**

Transaction Receipt

Office Reference Number : 999111  
LawFirm Name : SLU Law Firm 1  
Name of Legal Practitioner : SLU One LP

Receipt No :  
Receipt Date :

RCPT-FILE-2018-000015  
28/08/2018 06:49

| QTY   | DESCRIPTION                       | PRICE   | SUBTOTAL |
|-------|-----------------------------------|---------|----------|
| 1     | Document Fee: Complaint upon oath | \$20.00 | \$20.00  |
| Total |                                   |         | \$20.00  |

To print receipt

To view case summary

To file new case

Print

View Case

+ File new Case

Figure 137-Receipt

## Download Case Documents

You can download and save a copy of the case documents to your computer.

**Prerequisite:** [Pop-up blocker must be disabled in your web browser.](#)

1. [Open the case summary](#) and click the down arrow in the **Documents** section.

| Documents                      |                     |                   |             |                  |                    |  |
|--------------------------------|---------------------|-------------------|-------------|------------------|--------------------|--|
| Filename                       | Type                | Description       | Uploaded By | Uploaded Date    | Actual Uploaded... |  |
| Case File Receipt (10014) .pdf | Case File Receipt   |                   | SLU One LP  | 28/08/2018 10:00 | 28/08/2018 06:49   |  |
| Admission Document.pdf         | Complaint upon oath |                   | SLU One LP  | 28/08/2018 10:00 | 28/08/2018 06:43   |  |
| Return of service.pdf          | Notice of Appeal    | Return of service | SLU One LP  | 28/08/2018 10:00 | 28/08/2018 05:48   |  |
| Case File Receipt (10) .pdf    | Case File Receipt   |                   | SLU One LP  | 02/08/2018 09:00 | 01/08/2018 10:16   |  |
| Land_Notary_Copy_0...          | Summons             | EWQ               | SLU One LP  | 02/08/2018 09:00 | 01/08/2018 10:14   |  |

1

20 items per page

1 - 5 of 5 items

Figure 138-Case Summary – Documents

All the documents related to the case, including the interlocutory application documents, will be listed in this section.



You may search for the required document using the filtering conditions or sort the columns as required.

1. Click the **Filename** to download the document. A copy is saved to the **Downloads** folder in your computer.



2. Save the file in the required location in your computer.

## File Taxation

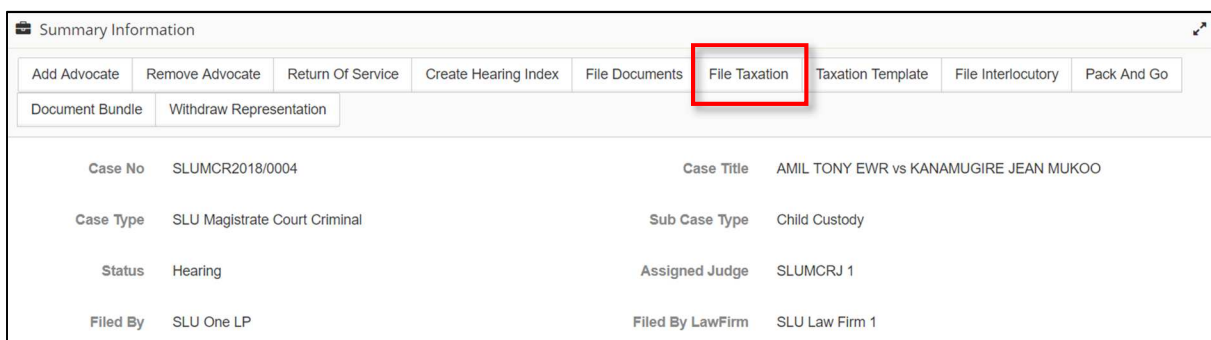
Instructing legal practitioners can file taxation for the case anytime since its issuance. You have the following options for taxation:

- Taxation between Party and Party
- Taxation Attorney and Client
- Taxation Attorney Own Client

**To file taxation for a case:**

**Prerequisites:** [Download and fill in the taxation template.](#)

From the side menu, click **Case Management >> My cases**

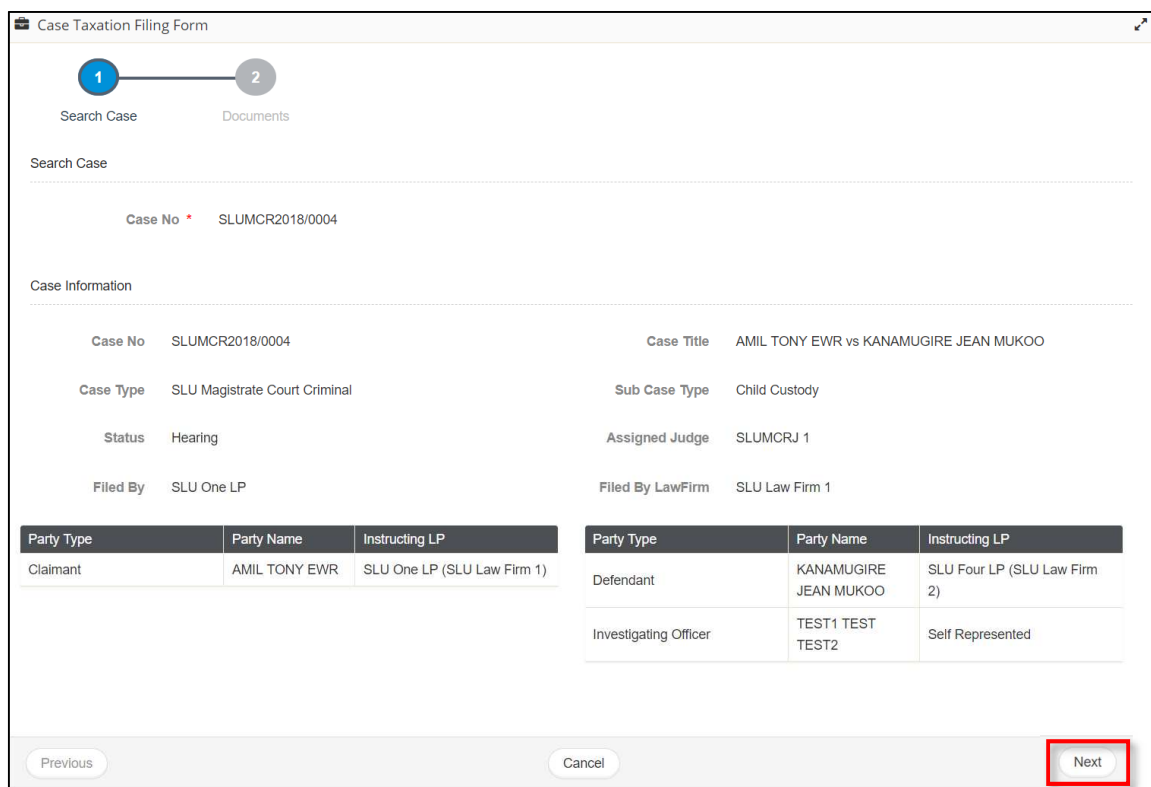


The screenshot shows the 'Summary Information' page for a case. At the top, there is a navigation bar with buttons: 'Add Advocate', 'Remove Advocate', 'Return Of Service', 'Create Hearing Index', 'File Documents', 'File Taxation' (highlighted with a red box), 'Taxation Template', 'File Interlocutory', and 'Pack And Go'. Below this is a 'Document Bundle' button and a 'Withdraw Representation' button. The main area displays case details in a grid format:

|           |                               |                  |  |
|-----------|-------------------------------|------------------|--|
| Case No   | SLUMCR2018/0004               | Case Title       | AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO |
| Case Type | SLU Magistrate Court Criminal | Sub Case Type    | Child Custody                          |
| Status    | Hearing                       | Assigned Judge   | SLUMCRJ 1                              |
| Filed By  | SLU One LP                    | Filed By LawFirm | SLU Law Firm 1                         |

Figure 139-Case Summary-File Taxation

1. Click on **File Taxation, Search case** page will be displayed.



The screenshot shows the 'Case Taxation Filing Form' with a progress bar at the top indicating two steps: '1 Search Case' (highlighted with a red box) and '2 Documents'. Below the progress bar, there is a 'Search Case' section with a text input field containing 'Case No \* SLUMCR2018/0004'. Below this is a 'Case Information' section with a grid of case details:

|           |                               |                  |  |
|-----------|-------------------------------|------------------|--|
| Case No   | SLUMCR2018/0004               | Case Title       | AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO |
| Case Type | SLU Magistrate Court Criminal | Sub Case Type    | Child Custody                          |
| Status    | Hearing                       | Assigned Judge   | SLUMCRJ 1                              |
| Filed By  | SLU One LP                    | Filed By LawFirm | SLU Law Firm 1                         |

Below the case information, there are two tables for party information:

| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

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

Figure 140-Search Case

2. Click on **Next**.

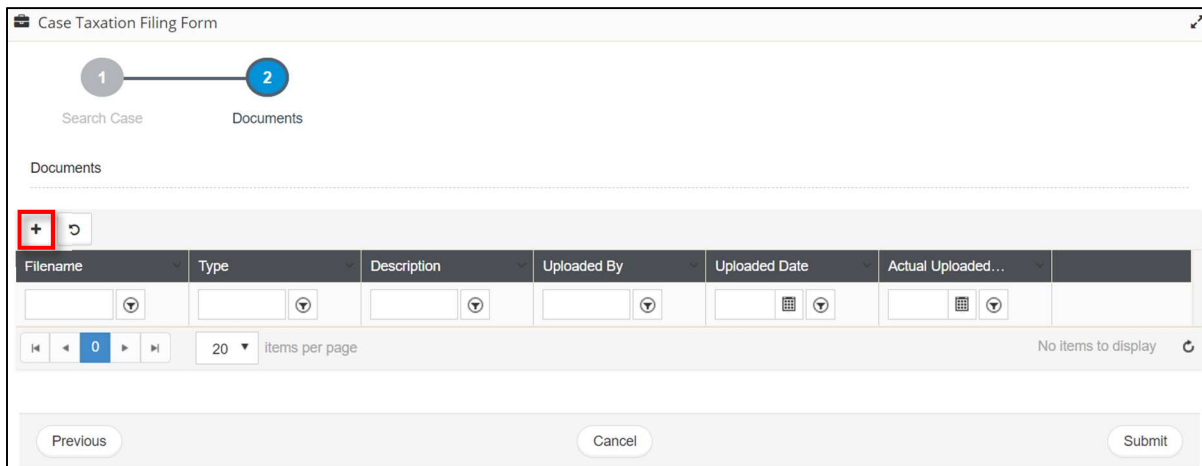
The screenshot shows the 'Case Taxation Filing Form' with the 'Documents' tab selected. At the top, there are two steps: '1 Search Case' and '2 Documents'. Below this, there's a 'Documents' section with a table. A red box highlights a '+' button in the top left corner of the table. The table has columns: 'Filename', 'Type', 'Description', 'Uploaded By', 'Uploaded Date', and 'Actual Uploaded...'. Below the table, there's a pagination bar showing '0' items per page and '20' items per page. At the bottom, there are 'Previous', 'Cancel', and 'Submit' buttons.

Figure 141-Add Documents

3. Click on  button. Pop-up to add document will be displayed.

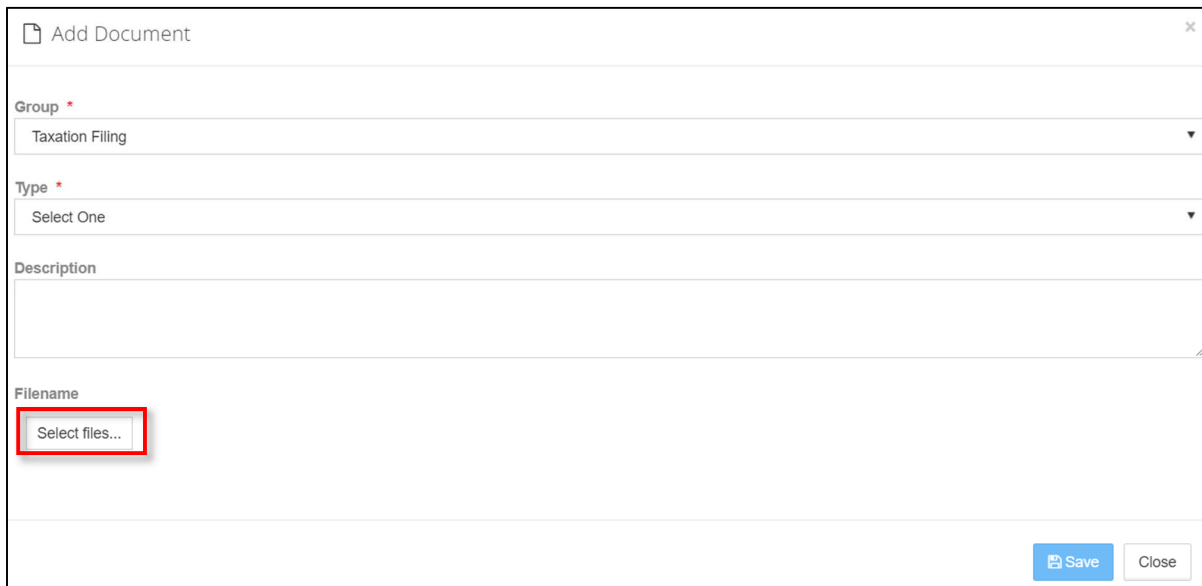
The screenshot shows the 'Add Document' pop-up form. It has fields for 'Group' (Taxation Filing), 'Type' (Select One), and 'Description'. Below these is a 'Filename' section with a 'Select files...' button highlighted by a red box. At the bottom right, there are 'Save' and 'Close' buttons.

Figure 142-Add Documents

4. Select **Group**, **Type**. It is recommended to add **Description**. Once uploaded it will be listed as shown below:

Add Document

Group \*

Taxation Filing

Type \*

Bill of Cost

Description

Filename

Select files...

Done

Taxation.xlsx 100%

Save Close

Figure 143-Add Document

5. Click on **Save** button. Success message will be displayed



#### Success Message

6. Added document will be listed as shown below:

Case Taxation Filing Form

1 Search Case 2 Documents

Documents

| Filename      | Type         | Description | Uploaded By | Uploaded Date    | Actual Uploaded... |
|---------------|--------------|-------------|-------------|------------------|--------------------|
| Taxation.xlsx | Bill of Cost |             |             | 28/08/2018 08:47 |                    |

Previous Cancel Submit

Figure 144-Add Document

7. Click Submit and success message will be displayed.

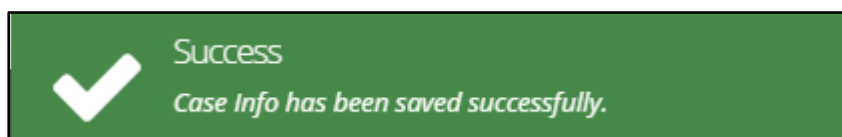


Figure 145-Success Message

Upon filing taxation, the registrar schedules a taxation hearing.

## Download Taxation Template

### To download taxation template:

1. Go to [My Active Cases](#) to view your active cases.



If the case status is **Finalized**, follow the below steps to view the case:

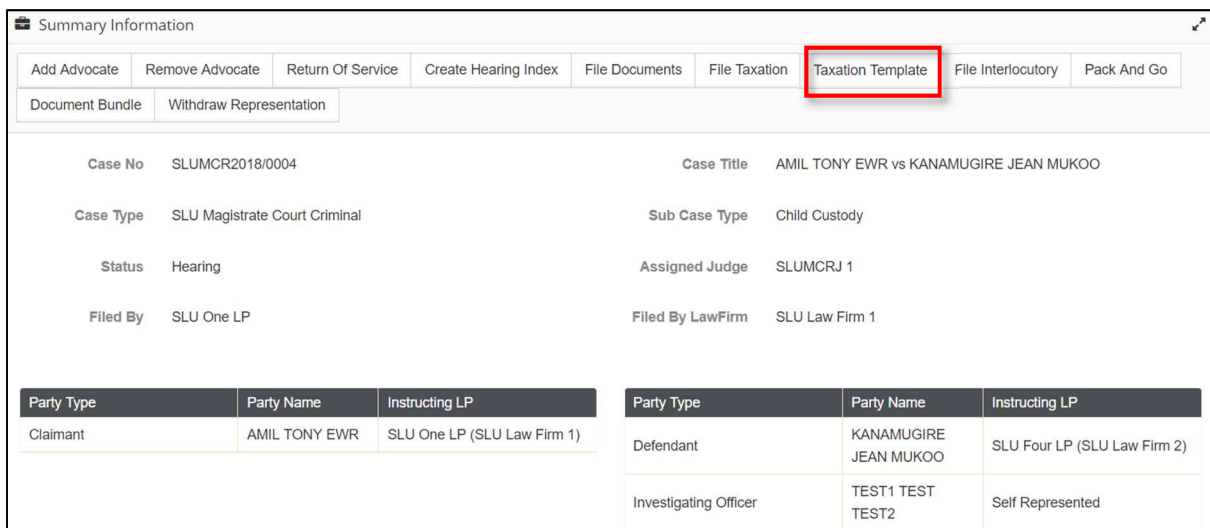
- a) From the side menu and click **Case Management** >> [All Cases](#).



- b) Click  corresponding to the case.

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

3. Click **Taxation Template**.



Summary Information

Buttons: Add Advocate, Remove Advocate, Return Of Service, Create Hearing Index, File Documents, File Taxation, **Taxation Template**, File Interlocutory, Pack And Go

Document Bundle: Withdraw Representation

Case No: SLUMCR2018/0004      Case Title: AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO

Case Type: SLU Magistrate Court Criminal      Sub Case Type: Child Custody

Status: Hearing      Assigned Judge: SLUMCRJ 1

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

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Claimant              | AMIL TONY EWR         | SLU One LP (SLU Law Firm 1)  |
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

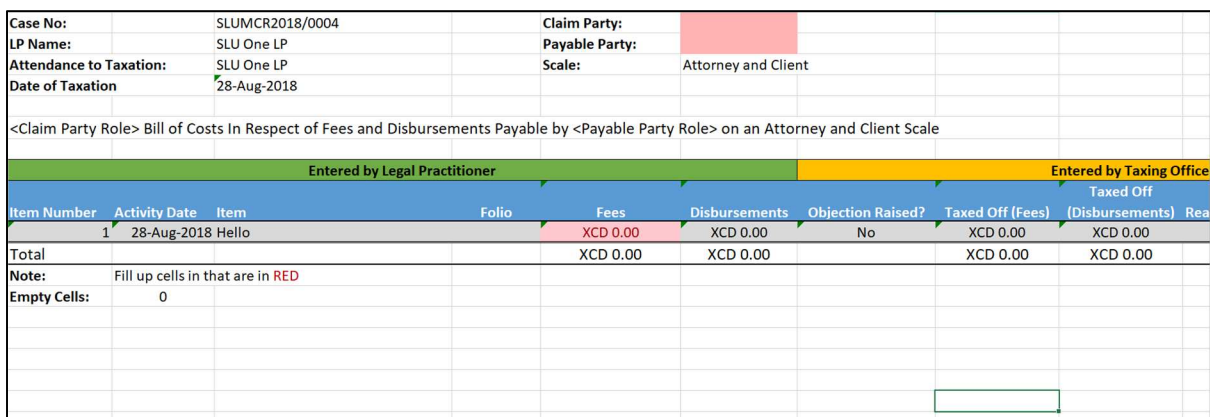
Figure 146-Case Summary

4. The taxation template is a spreadsheet which is downloaded to your **Downloads** folder.



Figure 147-Download

5. Click *TaxationTemplate.xlsx* to view the downloaded taxation template.



Case No: SLUMCR2018/0004      Claim Party: [Redacted]

LP Name: SLU One LP      Payable Party: [Redacted]

Attendance to Taxation: SLU One LP      Scale: Attorney and Client

Date of Taxation: 28-Aug-2018

<Claim Party Role> Bill of Costs In Respect of Fees and Disbursements Payable by <Payable Party Role> on an Attorney and Client Scale

| Entered by Legal Practitioner          |               |       |       | Entered by Taxing Office |               |                   |                  |                           |     |
|--|---------------|-------|-------|--------------------------|---------------|-------------------|------------------|---------------------------|-----|
| Item Number                            | Activity Date | Item  | Folio | Fees                     | Disbursements | Objection Raised? | Taxed Off (Fees) | Taxed Off (Disbursements) | Rea |
| 1                                      | 28-Aug-2018   | Hello |       | XCD 0.00                 | XCD 0.00      | No                | XCD 0.00         | XCD 0.00                  |     |
| Total                                  |               |       |       | XCD 0.00                 | XCD 0.00      |                   | XCD 0.00         | XCD 0.00                  |     |
| Note: Fill up cells in that are in RED |               |       |       |                          |               |                   |                  |                           |     |
| Empty Cells: 0                         |               |       |       |                          |               |                   |                  |                           |     |

Figure 148-Taxation Template




Cells highlighted in red indicate that you must enter value for that cell. For example you must enter the Fee. If there is no fee for this item, then enter "0" in the respective cell.

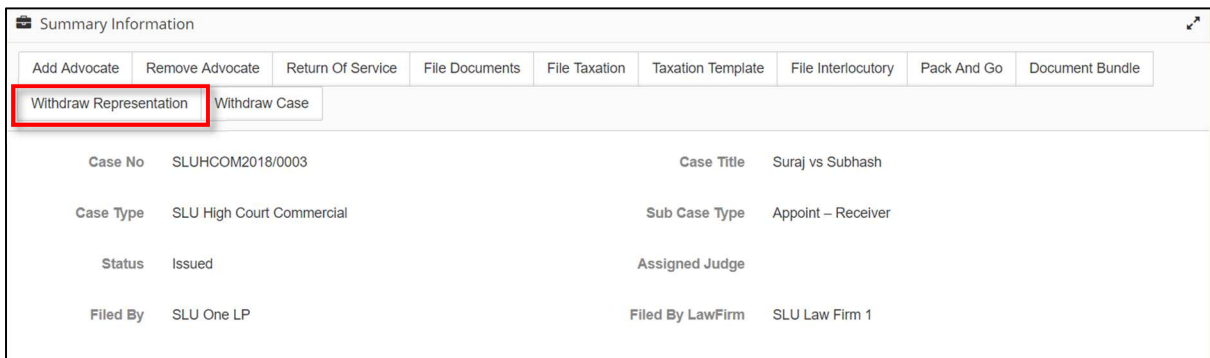
6. Enter the names of **Claim Party** and **Payable Party**.
7. Type the **Item** name.
8. Similarly fill all other columns.

## Withdraw Representation

Instructing legal practitioner can withdraw from a case.

**To withdraw from case:**

1. Go to [My 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.



The screenshot shows the 'Summary Information' page for a case. At the top, there is a navigation bar with buttons: 'Add Advocate', 'Remove Advocate', 'Return Of Service', 'File Documents', 'File Taxation', 'Taxation Template', 'File Interlocutory', 'Pack And Go', and 'Document Bundle'. Below this, there are two buttons: 'Withdraw Representation' (highlighted with a red box) and 'Withdraw Case'. The main content area displays case details in a table-like format:

|           |                           |                  |                    |
|-----------|---------------------------|------------------|--------------------|
| Case No   | SLUHCM2018/0003           | Case Title       | Suraj vs Subhash   |
| Case Type | SLU High Court Commercial | Sub Case Type    | Appoint – Receiver |
| Status    | Issued                    | Assigned Judge   |                    |
| Filed By  | SLU One LP                | Filed By LawFirm | SLU Law Firm 1     |

Figure 149-Case Summary

3. Click on **Withdraw Representation** button, **confirm withdrawal from case** page will appear.

Withdraw Representation

1 2

Confirm Withdrawal From Case Documents

Confirm Withdrawal From Case

Do you really want to withdraw from the case?

Please Validate the party to withdraw from representation.

Validate Codes \*

Suraj

Enter authorization code here

Validate

Previous Cancel Next

Figure 150-Confirm Withdrawal From Case

4. 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.

Withdraw Representation

1 2

Confirm Withdrawal From Case Documents

Confirm Withdrawal From Case

Do you really want to withdraw from the case?

Please Validate the party to withdraw from representation.

Validate Codes \*

Suraj

Mez4Gi

Validate

Previous Cancel Next

Figure 151-Authorize Code

5. Click on **Next**.

Withdraw Representation

1 2

Confirm Withdrawal From Case Documents

Documents

+


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

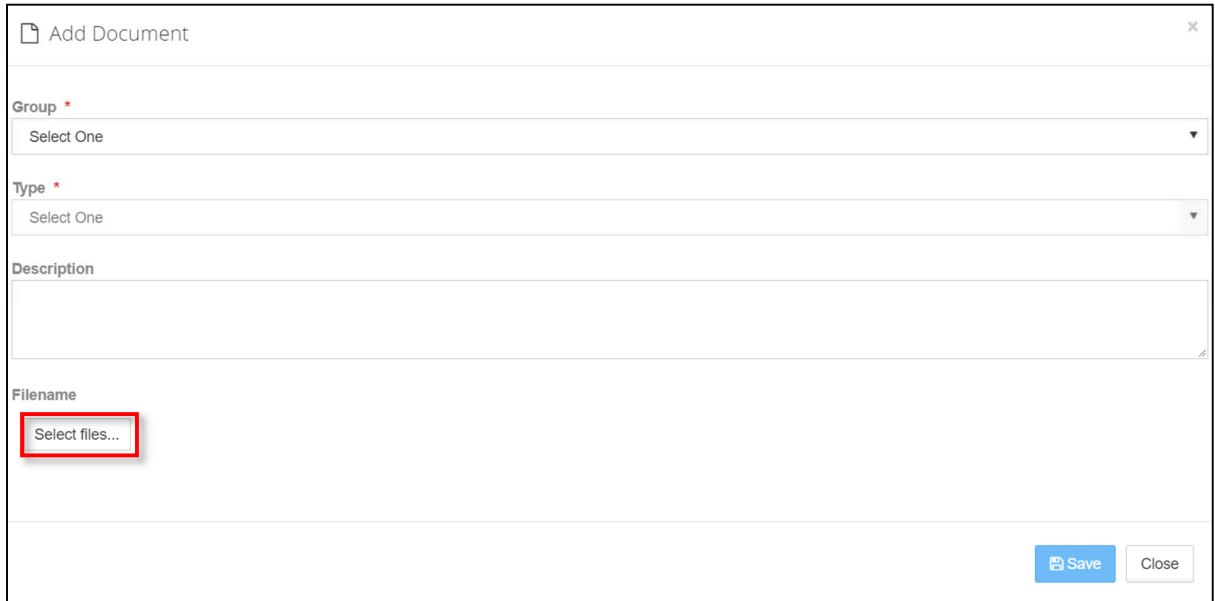
0 20 items per page

No items to display

Previous Cancel Confirm My Withdrawal From Representation

Figure 152-Add Documents

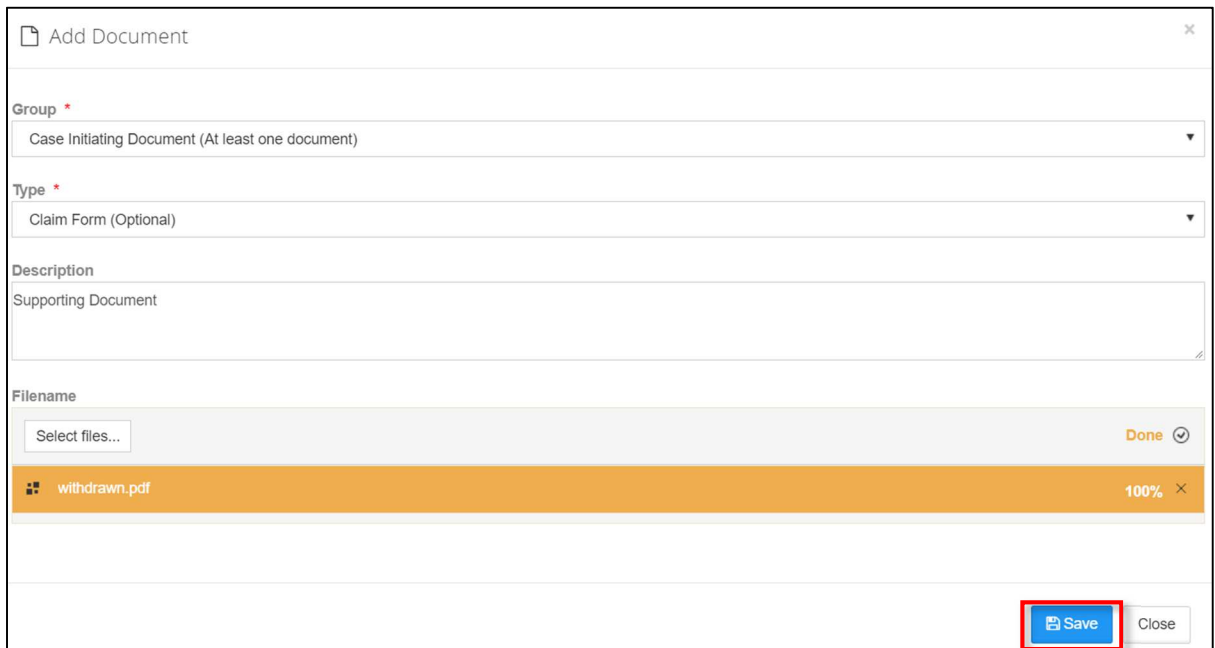
6. Click on  button to add supporting document.



The 'Add Document' form is a modal window with a title bar 'Add Document' and a close button. It contains several fields: 'Group' with a dropdown menu showing 'Select One'; 'Type' with a dropdown menu showing 'Select One'; 'Description' with a text area; and 'Filename' with a 'Select files...' button highlighted by a red rectangle. At the bottom right, there are 'Save' and 'Close' buttons.

Figure 153-Browse Document

7. Select **Group**, **Type**. It is suggested to add **Description**.  
8. Browse document to add. Once uploaded it will be listed as shown below:



The 'Add Document' form is shown after a document has been uploaded. The 'Group' dropdown is set to 'Case Initiating Document (At least one document)' and the 'Type' dropdown is set to 'Claim Form (Optional)'. The 'Description' text area contains 'Supporting Document'. The 'Filename' section shows a 'Select files...' button and a 'Done' button with a checkmark. Below this, a list of documents is displayed, with one entry 'withdrawn.pdf' highlighted in orange, showing a progress bar at 100%. At the bottom right, the 'Save' button is highlighted with a red rectangle.

Figure 154-Add Document

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

The screenshot shows the 'Withdraw Representation' interface. At the top, there is a progress bar with two steps: '1 Confirm Withdrawal From Case' and '2 Documents'. The 'Documents' step is currently active. Below the progress bar, there is a section titled 'Documents' which contains a table. The table has columns: 'Filename', 'Type', 'Description', 'Uploaded By', 'Uploaded Date', and 'Actual Uploade...'. A red box highlights the first row of the table, which contains the following data: 'withdrawn.pdf', 'Claim Form', 'Supporting Document', and '28/08/2018 09:52'. Below the table, there is a pagination bar showing '1 - 1 of 1 items'. At the bottom of the interface, there are three buttons: 'Previous', 'Cancel', and 'Confirm My Withdrawal From Representation'. The 'Confirm My Withdrawal From Representation' button is highlighted with a red box.

| Filename      | Type       | Description         | Uploaded By | Uploaded Date | Actual Uploade... |
|---------------|------------|---------------------|-------------|---------------|-------------------|
| withdrawn.pdf | Claim Form | Supporting Document |             |               | 28/08/2018 09:52  |

Figure 155-Withdraw Representation

10. Click on **Confirm My Withdrawal From Representation** button. Success message will appear.

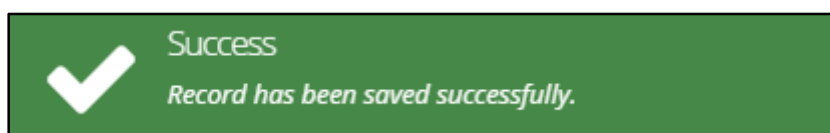



Figure 156-Success Message

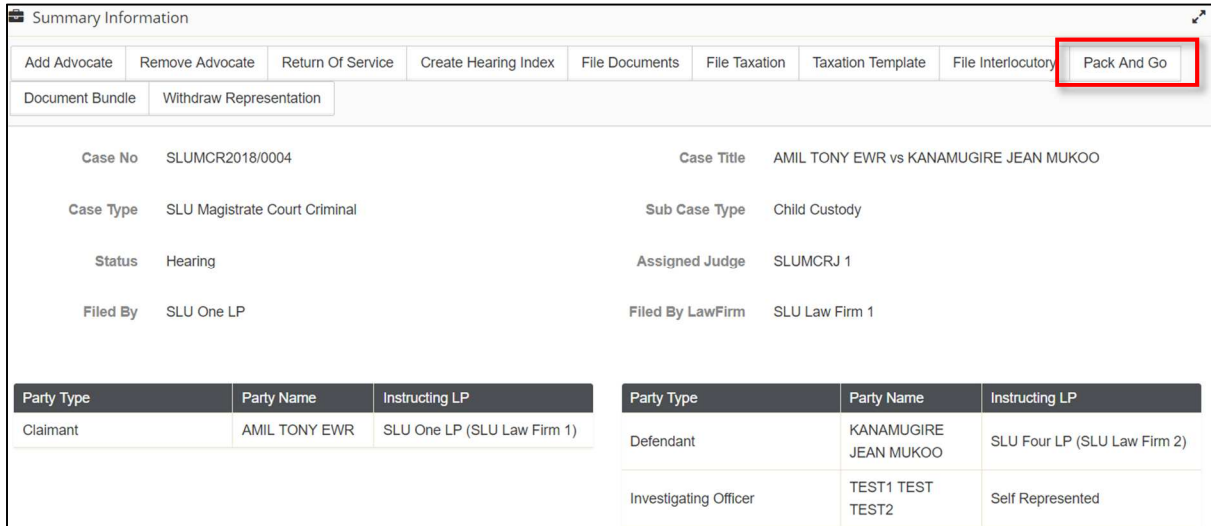


## Pack and Go

Instructing legal practitioner or manager or Judge can perform this activity.

Pack and Go process:

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.



| Party Type | Party Name    | Instructing LP              |
|------------|---------------|-----------------------------|
| Claimant   | AMIL TONY EWR | SLU One LP (SLU Law Firm 1) |

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Figure 157-Case Summary

3. Click on **Pack And Go**, .zip file will be downloaded to your downloads folder




Figure 158-Downloaded File

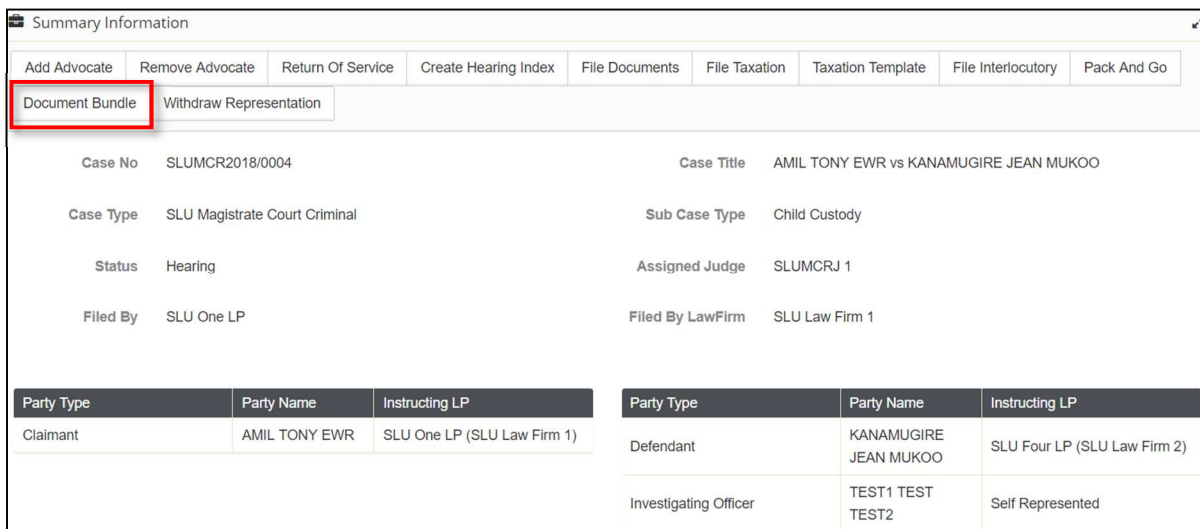
4. Go to the location and save to the desired location.

## Document Bundle

Instructing legal practitioner or manager or Judge can perform this activity.

Document Bundle process:

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

Buttons: Add Advocate, Remove Advocate, Return Of Service, Create Hearing Index, File Documents, File Taxation, Taxation Template, File Interlocutory, Pack And Go, Document Bundle (highlighted), Withdraw Representation

Case No: SLUMCR2018/0004      Case Title: AMIL TONY EWR vs KANAMUGIRE JEAN MUKOO

Case Type: SLU Magistrate Court Criminal      Sub Case Type: Child Custody

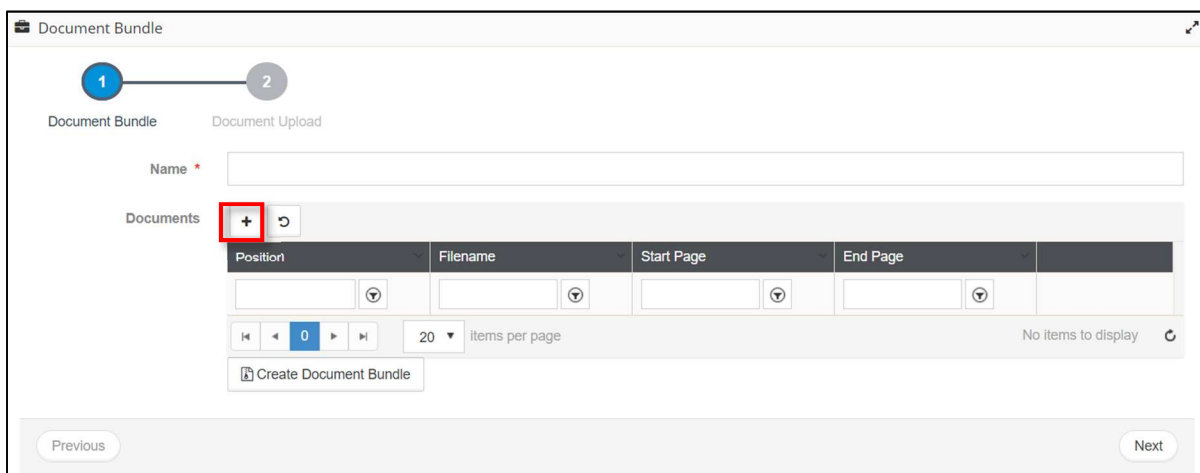
Status: Hearing      Assigned Judge: SLUMCRJ 1

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

| Party Type            | Party Name            | Instructing LP               |
|-----------------------|-----------------------|------------------------------|
| Claimant              | AMIL TONY EWR         | SLU One LP (SLU Law Firm 1)  |
| Defendant             | KANAMUGIRE JEAN MUKOO | SLU Four LP (SLU Law Firm 2) |
| Investigating Officer | TEST1 TEST TEST2      | Self Represented             |

Figure 159-Case Summary

3. Click on **Document Bundle** and first page 'Document Bundle' will appear.





Document Bundle

Progress: 1 (active) - 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"/> |

Navigation: < 0 > 20 Items per page      No items to display

Create Document Bundle

Previous      Next

Figure 160-Document Bundle

4. Enter bundle **Name**.
5. Click on  to add documents. Pop-up screen will appear to add documents.

Document

Title \* Select One

Start Page \*

End Page \*

Position \* 0

Save Close

Figure 161-Add Document

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

Document

Title \* Case File Receipt (Case File Receipt (10014) .pdf)

Start Page \* 1

End Page \* 1

Position \* 1

Save Close

Figure 162-Add Document

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

Document Bundle

1 2

Document Bundle Document Upload

Name \* Bundle

Documents

| Position | Filename   | Start Page | End Page |
|----------|--|------------|----------|
| 1        | Case File Receipt (Case File Receipt (10014) .pdf) | 1          | 1        |

Create Document Bundle

Previous Next

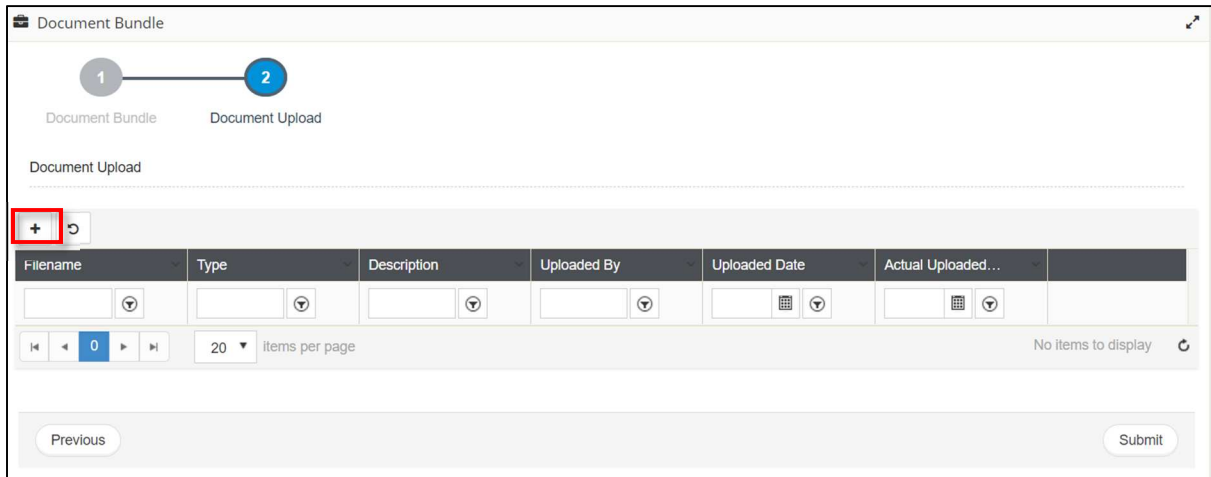
Figure 163-Add Document

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




Figure 164-Downloaded Document

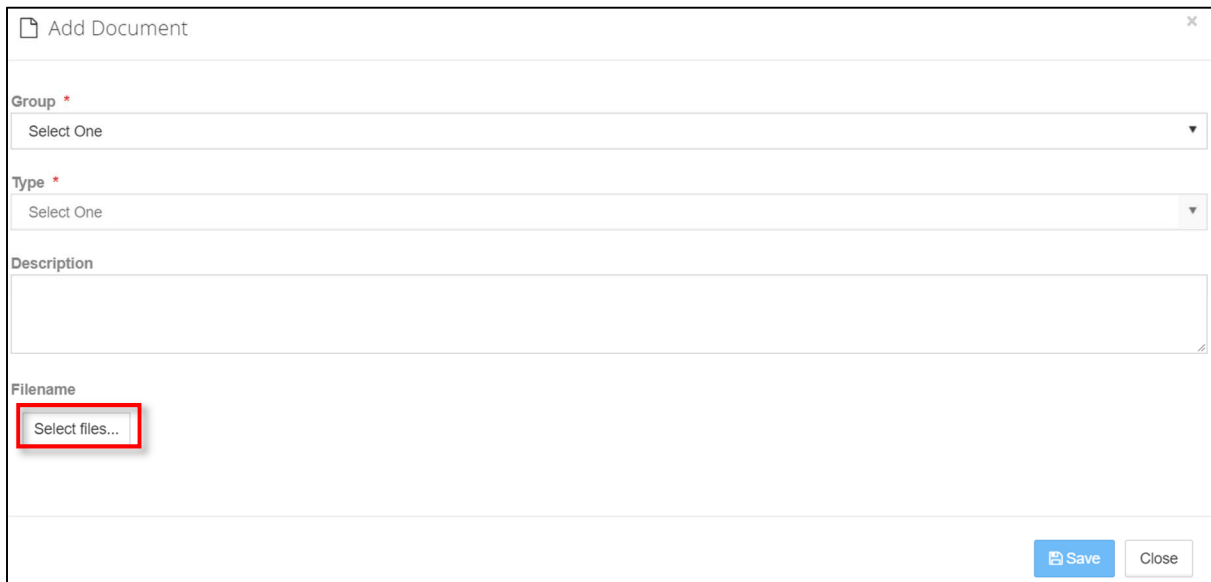
9. **Add document** page will appear.



The screenshot shows the 'Document Bundle' interface. At the top, there are two steps: '1 Document Bundle' and '2 Document Upload', with step 2 being the active one. Below the steps, the title 'Document Upload' is displayed. A red box highlights a '+' icon in the top left corner of the main content area. Below this is a table with the following columns: 'Filename', 'Type', 'Description', 'Uploaded By', 'Uploaded Date', and 'Actual Uploaded...'. The table is currently empty. Below the table, there is a pagination bar showing '0' items per page and a 'No items to display' message. At the bottom of the interface, there are 'Previous' and 'Submit' buttons.

*Figure 165-Document Upload*

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



The screenshot shows the 'Add Document' pop-up form. It has a title bar with a close button. The form contains the following fields: 'Group' (a dropdown menu with 'Select One' selected), 'Type' (a dropdown menu with 'Select One' selected), 'Description' (a text input field), and 'Filename' (a text input field with a 'Select files...' button highlighted by a red box). At the bottom right of the form, there are 'Save' and 'Close' buttons.

*Figure 166-Document Upload*

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

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

Add Document

Group \*  
Case Initiating Document

Type \*  
Complaint upon oath (Optional)

Description  
Bundle

Filename  
Select files... Done

Bundle.pdf 100%

Save Close

Figure 167-Document Upload

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

Document Bundle

1 Document Bundle 2 Document Upload

Document Upload

| Filename   | Type                | Description | Uploaded By | Uploaded Date | Actual Uploaded ... |
|------------|---------------------|-------------|-------------|---------------|---------------------|
| Bundle.pdf | Complaint upon oath | Bundle      |             |               | 28/08/2018 10:53    |

Previous Submit

Figure 168-Document Upload

14. Click on **Submit** button to complete the activity.