

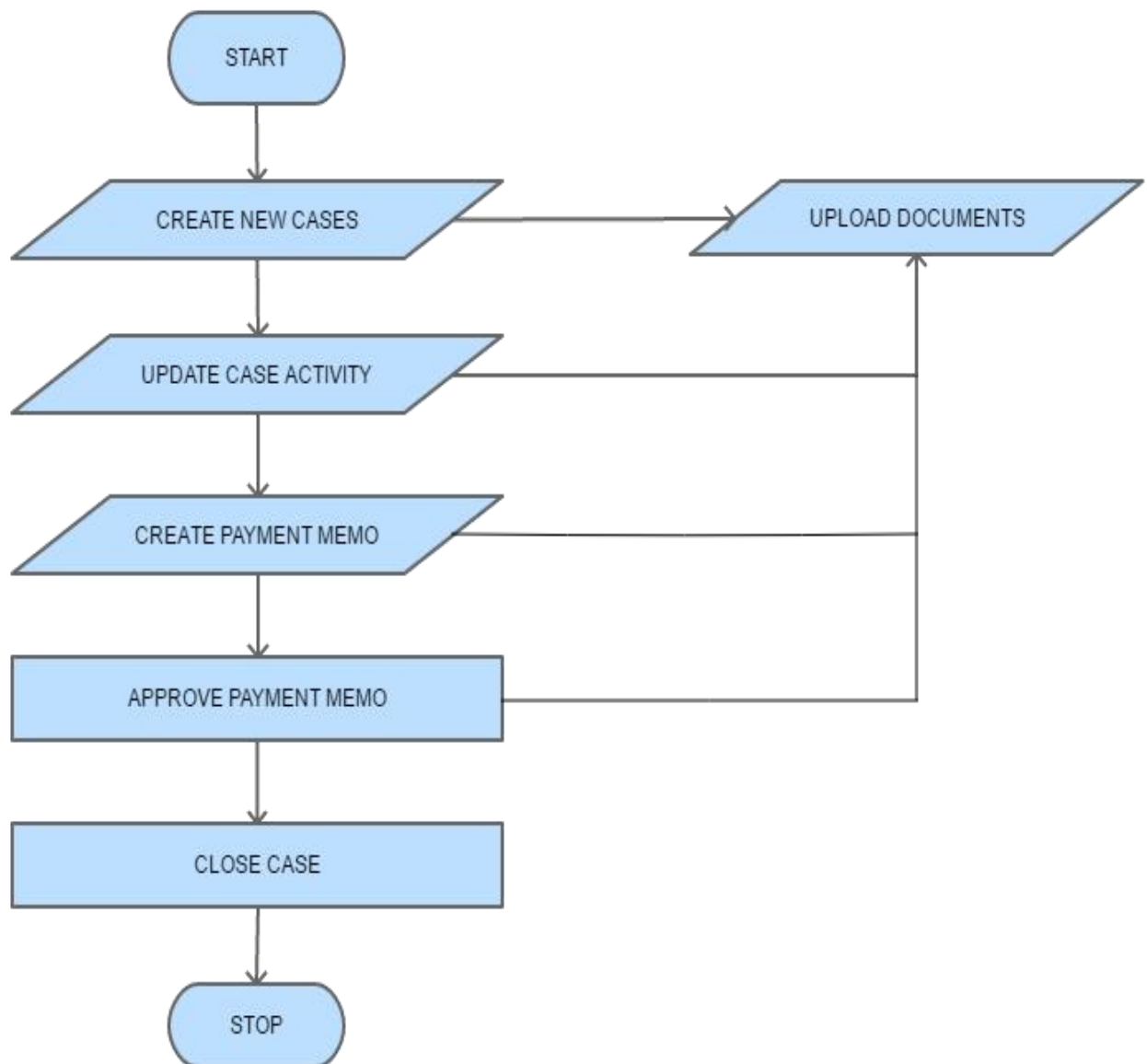
## 1.1 Overview

The Legal Information System (LIS) is developed to track legal cases filed for the companies which comes under Melstacorp. It has the facility to upload documents and/or images of paper documents. It is also capable of keeping track of the different activities performed in different cases as an action log. The proposed system Allows users to create cases, update case activities, create payment memos, approve them and close the cases. It also store scanned documents/images/files and maintain a document library in the database. It also gives a dashboard view for the user to get a summary/monitor the overall cases of the group of companies. The system accommodates the peripheral units/companies updating the progress/developments in the legal cases and costs. While the unit/peripheral unit could access to the section relevant to them, the Melstacorp Legal will have a dashboard on the progress of cases. The system should alert the users of upcoming cases. Advantages:

- Improve Accessibility
- Reduce space in office
- Improve Efficiency
- Dual authority when approval of payments
- Ability to upload summons, submissions and supporting documents relevant to cases
- Security
- Compliance

Accordingly, Bellvantage wish to submit our system “Legal Information System” for Melstacorp PLC and our detailed project proposal is mentioned below for your kind consideration.

## 1.2 Basic Process flow



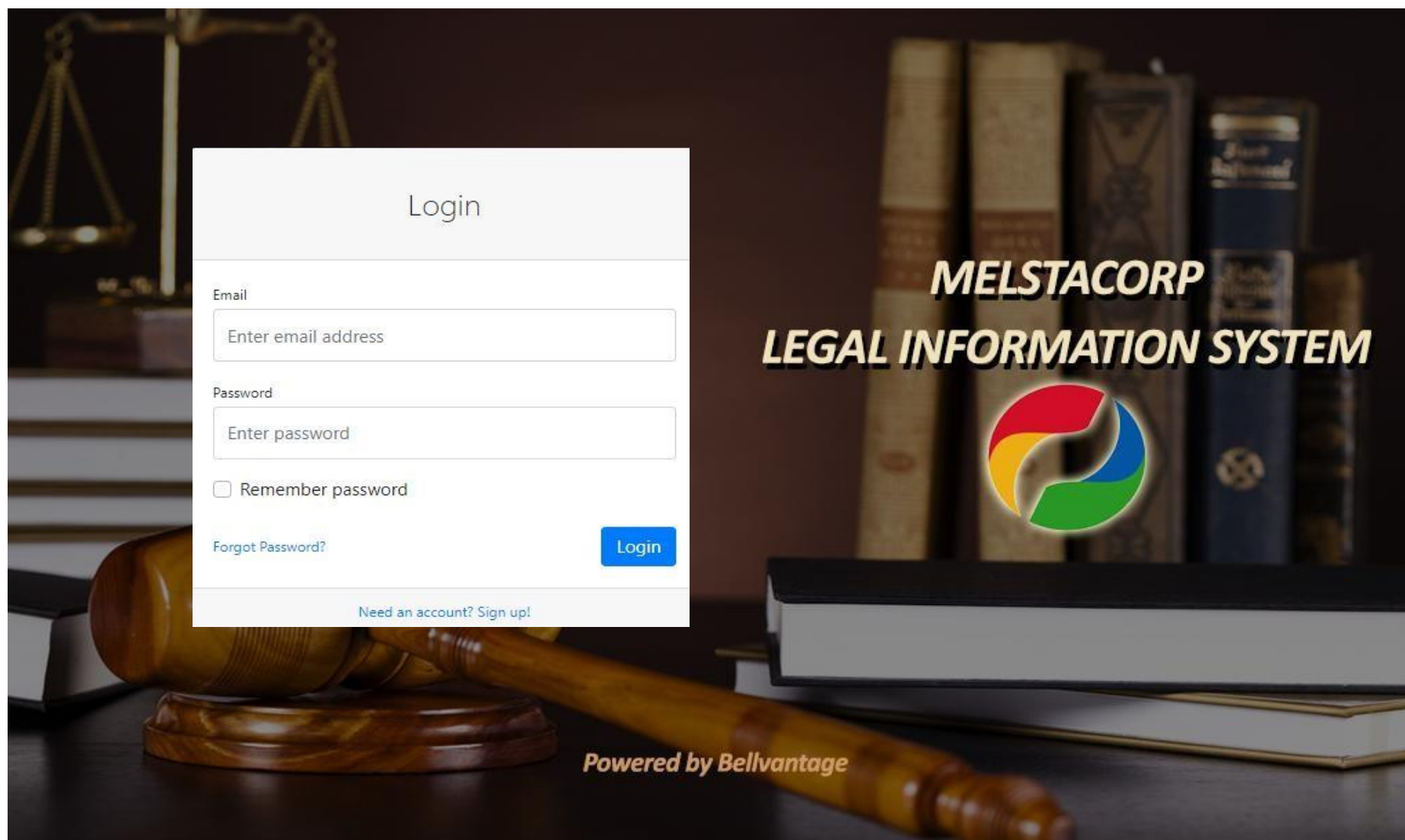
1. Users can create cases in the system by selecting a relevant company which comes under Melstacorp and enter other details like location, Plaintiff, Defendant, Court, Councilor, Claim amount etc.
2. After a user creates the case, he/she can update case activities (Lawyer details of both sides, company representatives, actions taken, next case action and next action date)

3. After a user creates and updates case details, they can create payment memos including the payable amount and upload the documents (if needed) and send those for approval. A higher authority user will receive all the created payment memos and he/ she can view all the details related to a specific case (including claim amount, previously paid amounts etc.) and approve the payment at the end.
4. At the end, users can close the cases by entering final judgment given, outcome, remarks etc.
5. Any user can upload documents (summons, submissions and supporting documents) at anytime from anywhere since the system is a web based information system and it will keep track of the action log which is relevant to a case.
6. Users will get customized dashboards according to their designation level and authority level of the system. Only the authorized users can approve payment memos and view overall case status through the system. The system will indicate number of cases which exceeded/ to be exceed the claim limit. Also other users will get lesser authority levels and will have basic functionalities.
7. Users can generate MIS reports related to active cases, closed cases, ongoing cases and inquiries.
8. Admin module will be separately given to a super-admin user who can add/edit/delete users, companies, company units, actions, counts, locations etc to the system.

Legal Information system- Proposal

## **1.3 User interfaces designed**

### **1.3.1** Login screen





## 1.3.2 Dashboard



Dashboard

Cases

Report

Admin

Help

## Dashboard

In progress cases

Melsta Technology  
120Melstacorp  
45Balangoda  
Plantation  
250Madulsima  
Plantation  
65Melsta Logistics  
35Milford Holdings  
45Splendor Media  
0Bellvantage  
56Melsta Laboraries  
23Hospital  
Management Melsta  
452Melsta Health  
Ragama  
530Melsta Property  
5Melsta Tower  
46Melsta Gama  
3Melsta Brands  
890CI Lanka  
789Lanka Bell  
456

Progress for the Month



Claim amount limit exceeding Cases

Logged in as:  
Melstacorp legal

### 1.3.3 Dashboard-view cases of each company

Melstacorp legal

Dashboard

Cases

Pages

Inquiries

Tables

Logged in as:  
Melstacorp legal

View Cases

Show 10 entries

Search:

Case ID	Company	Unit	Case Name	Date Time	File Upload
Mel/0E12/328	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>
Mel/0E12/330	Balangoda Plantation PLC	Venture Estate	Labour	2011/04/25	<a href="#">View More</a>

### 1.3.4 Create new Case

Melstacorp legal

Dashboard

Cases >

Report >

Admin >

Help >

Logged in as:  
Melstacorp legal

Company

Melstacorp PLC

Nature Of Case

Money Recovery

Claim Amount

Enter the claim amount

Plaintiff

Court

Supreme Courts

Counsior

Nihal Fernando (PC)

Create Case

Reset

Company Unit

Theresia Estate

Case Discription

Difendant

Location

Colombo

Case Number

Enter the CaseNumber

Upload Documents

Legal Information system- Proposal

### 1.3.5 Update Case Activity

Case Number	<input type="text" value="EM/02548"/>		
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Company :	Melstacorp PLC	Company Unit :	Theresia Estate
Case Discription :	Land – Partition Compensation	Nature Of Case :	Accidents
Plaintiff :	Worker 10021 xxx	Difendant :	Nirosha De Alwis

Date	<input type="text" value="Date picker"/>		
Appeared Lawyer			
Plaintiff side :	<input type="text"/>	Difendent side:	<input type="text"/>
Judges Name	<input type="text"/>		
Who represented the company	<input type="text"/>		
Action taken :	<input type="text"/>		
Next date:	<input type="text" value="Date picker"/>		
Next action	<input type="text"/>		
Remarks	<input type="text"/>		

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1.3.6 Create Payment Memo

Case No.

EM/02548

Lawyer

Activities

Alabama

Alaska

Arizona

Arkansas

California

Colorado

Connecticut

Delaware

Total payable amount

Upload doc/ slip

Upload Documents

Save

Reset

Here the payment memo creation person will get an alert message as “ **You are reaching the maximum claim limit!**” which indicates that they have created number of payment memos for that particular Case ID and that total value is reaching the maximum limit of the claim amount percentage for that relevant case.

Legal Information system- Proposal

### 1.3.7 Approve payment memo

Case ID	Claim amount	Total paid amount upto now	Lawyer name	Action/(s)	Total payable amount	View Uploaded doc/ slip	VIEW CASE DETAILS
							<a href="#">View</a>
							<a href="#">View</a>
							<a href="#">View</a>

Company : Melstacorp PLC  
Case Discription : Land – Partition Compensation  
Plaintiff : Worker 10021 xxx

Company Unit : Theresia Estate  
Nature Of Case : Accidents  
Difendant : Nirosha De Alwis

Judges Name	Who represented the company	Action taken	Next date	Next Action	Remarks

Approve Payment

Reject

1.3.8 Upload documents

Case No.

EM/02548

Document Upload

Document Type

Document 1

Sample Documents

Browse

Add

Remove

Uploaded document details	View the document
Payment slip 1	<a href="#">View</a>
Payment slip 2	<a href="#">View</a>
Case file scanned doc	<a href="#">View</a>
Acknowledgment letter	<a href="#">View</a>



### 1.3.9 Close case

Melstacorp legal

Dashboard

Cases

Pages

Inquiries

Tables

Logged in as:  
Melstacorp legal

Close Case

Company :

Melstacorp PLC

Case Discription :

Land – Partition Compensation

Plaintiff :

Worker 10021 xxx

Company Unit :

Theresia Estate

Nature Of Case :

Accidents

Difendant :

Nirosha De Alwis

Judgement

☐ Favour of the Company

☐ Favour of the Other party

☐ Other

OutCome

Remarks

Save Changes

Back

