

Add Case Information

Step 1: Navigate to CASE MANAGEMENT > ADD CASE LINK

The screenshot shows the 'Add Case Info' form in the 'Lawyers office management system'. The form is titled 'Add Case Info' and includes a sidebar with navigation links. The main form area contains several sections: 'Client ID' with a search icon, 'Case Detail' with dropdowns for 'Case Type', 'Case Sub Type', and 'Type', 'Reference Case Nos' with five input fields, 'Opposition Party Detail' with a 'Select Number of Opponent' dropdown, and 'Case Detail' with dropdowns for 'Case Priority', 'Case Status', 'Court Detail', and 'Judgment Date'. There are also 'Add' and 'Reset' buttons at the bottom right. A note at the top right states '* Marked fields are Mandatory'.

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Add Case Info

* Marked fields are Mandatory

Client ID:

Client ID: *

Case Detail:

Case Type: * Case Sub Type: * Type:

Case No 1: *

Reference Case Nos:

Ref Case No 1: Ref Case No 2: Ref Case No 3:

Ref Case No 4: Ref Case No 5:

Opposition Party Detail:

Select Number of Opponent:

Case Detail:

Case Priority: * Court Detail: *

Case Status: * Judgment Date:

Comments:

Add Reset

Contact: loms.service@sunraysts.com

Step 2: Locate the client id and enter the other case related information as shown below,

The screenshot shows the 'Add Case Info' form in the 'Lawyers office management system' with a 'Manage Client' search result window overlaid. The search result window displays a table with columns 'Client ID' and 'Name'. The first row shows 'CL100000' and 'Authis Sundar'. A red box highlights the 'Select ID' button next to the first row. The 'Add Case Info' form is visible in the background, with the 'Client ID' field highlighted by a red box.

Lawyers office management system
your smartest junior

[Welcome :loms_mstr] [Manage Case]

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Add Case Info

Client ID:

Client ID: *

Case Detail:

Case Type: * Case Sub Type: *

Case No 1: *

Reference Case Nos:

Ref Case No 1: Ref Case No 2:

Ref Case No 4: Ref Case No 5:

Opposition Party Detail:

Select Number of Opponent:

Case Detail:

Case Priority: * Court Detail: *

Case Status: * Judgment Date:

Comments:

Add Reset

Contact: loms.service@sunraysts.com

Manage Client

Client ID: First Name: Last Name:

Mobile No: PAN Number: TIN Number:

Search Record

Search Result

Client ID	Name
CL100000	Authis Sundar

Select ID

NOTE:

- Client's **Client ID, Case Sub Type, Type, Case No, Case Priority, Case Status and Court Detail** are mandatory fields. The application will not allow the user to add a case without the value for these fields.
- If the user doesn't know exact Client Id, he can search and select the client id by Clicking Search Icon that is available next to the text box. On clicking the icon the application will pop up the "Client Search". For details regarding how to Search a client refer to Section 1.3 in this document (***Search Client Information***)

Client ID: CL100000

Case Detail:

Case Type: CIVIL Case Sub Type: APPEAL Appeal Type: APPEAL SUIT

Case No 1: 45AD5665

Reference Case Nos:

Ref Case No 1: Ref Case No 2: Ref Case No 3:

Ref Case No 4: Ref Case No 5:

Opposition Party Details:

Select Number of Opponent: 1

Opponent Details#1:

Opp Part Details:

Opp Name: Ragu

Opp Mob No: Opp Tel No: Opp Email: Opp Address:

Opp Organization Details:

Org Name: Org Mob No: Org Tel No: Org Email: Org Rep: Org Address:

Opp Lawyer Details:

Lawyer Name: Lawyer Mob No: Lawyer Tel No: Lawyer Email: Lawyer Address:

Case Details:

Case Priority: HIGH Case Status: NEW Court Detail: 1000 TEST COURT

Judgment Date:

Comments:

Add Reset

Step 3: Validate the entered details and Click on the Add button as shown in the image above. Once the Case details are added to the database, the application will give a message ***"Case Info has been added successfully for the Client ID CLXXXXXX Case ID is CIDXXXXXX Click here to Add Case Hearing"***.

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Welcome: loms_mstr [Manage Case] [Edit Product Settings] [Service Request] [Search Judgments] [Change Password] [Change Security Questions] [Logout]

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Add Case Info

Case Info has been added Successfully for the Client ID CL100000 Case ID is CID100021 Click here to Add Case Hearing

Client ID: CL100000

Case Detail:

Case Type: Select Case Type Case Sub Type: Select Case Type Appeal Type: Select Appeal Type

Case No 1: Case No 1:

Reference Case Nos:

Ref Case No 1: Ref Case No 2: Ref Case No 3:

Ref Case No 4: Ref Case No 5:

Opposition Party Details:

Select Number of Opponent: NA

Opponent Details#1:

Opp Part Details:

Opp Name: Opp Mob No: Opp Tel No: Opp Email: Opp Address:

Opp Organization Details:

Org Name: Org Mob No: Org Tel No: Org Email: Org Rep: Org Address:

Opp Lawyer Details:

Lawyer Name: Lawyer Mob No: Lawyer Tel No: Lawyer Email: Lawyer Address:

Case Details:

Case Priority: Select Case Priority Case Status: Court Detail: Judgment Date: Comments:

Add Reset

NOTE:

- a) The User can add “**Case Hearing**” information for the added case directly by clicking on the link ***Click here to Add Case Hearing***
- b) An email will be sent to the Client automatically after the case information is added to the database