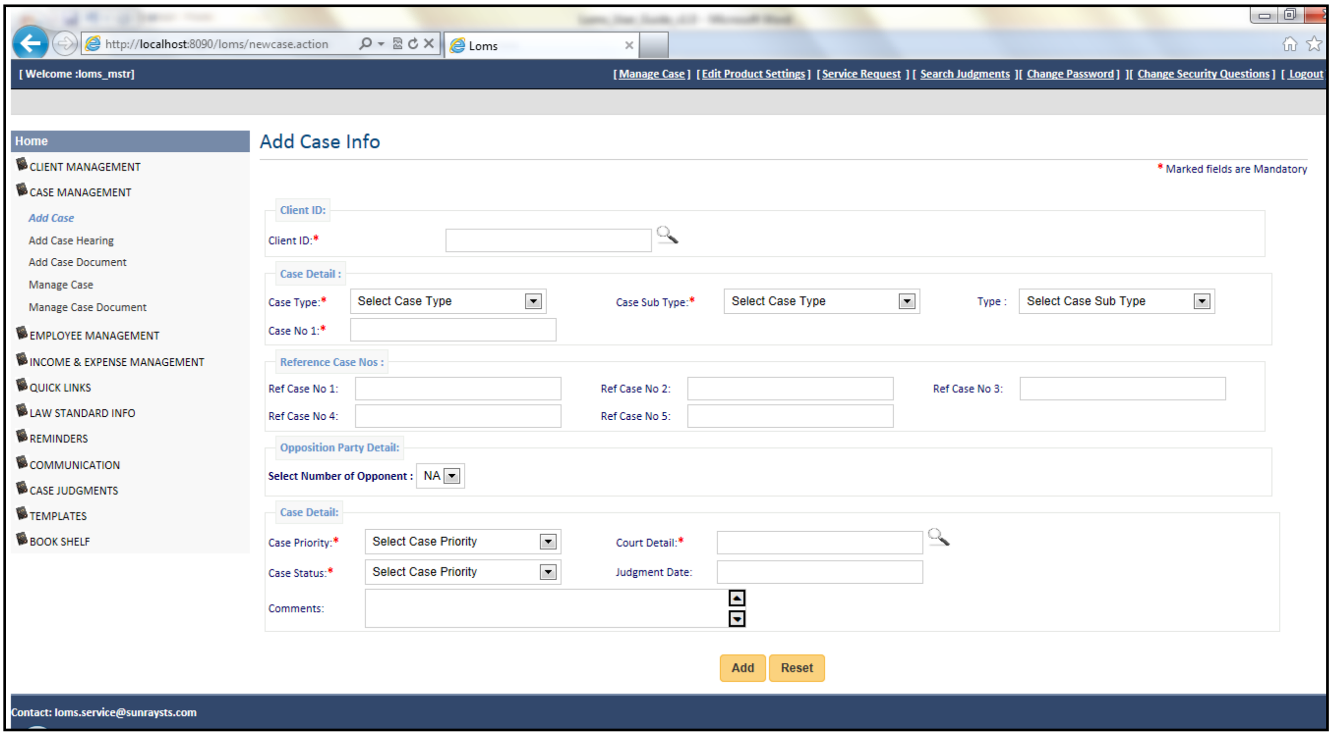
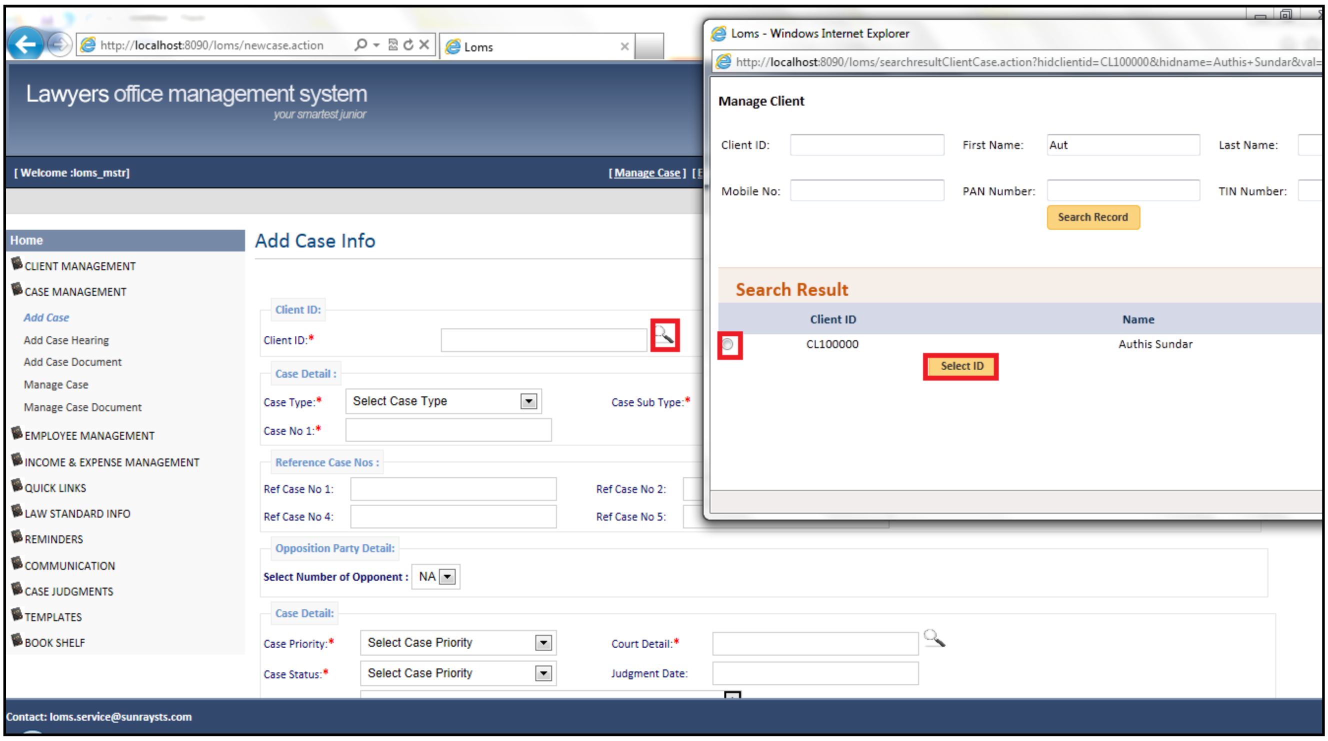
Add Case Information

Step 1: Navigate to **CASE MANAGEMENT > ADD CASE LINK**



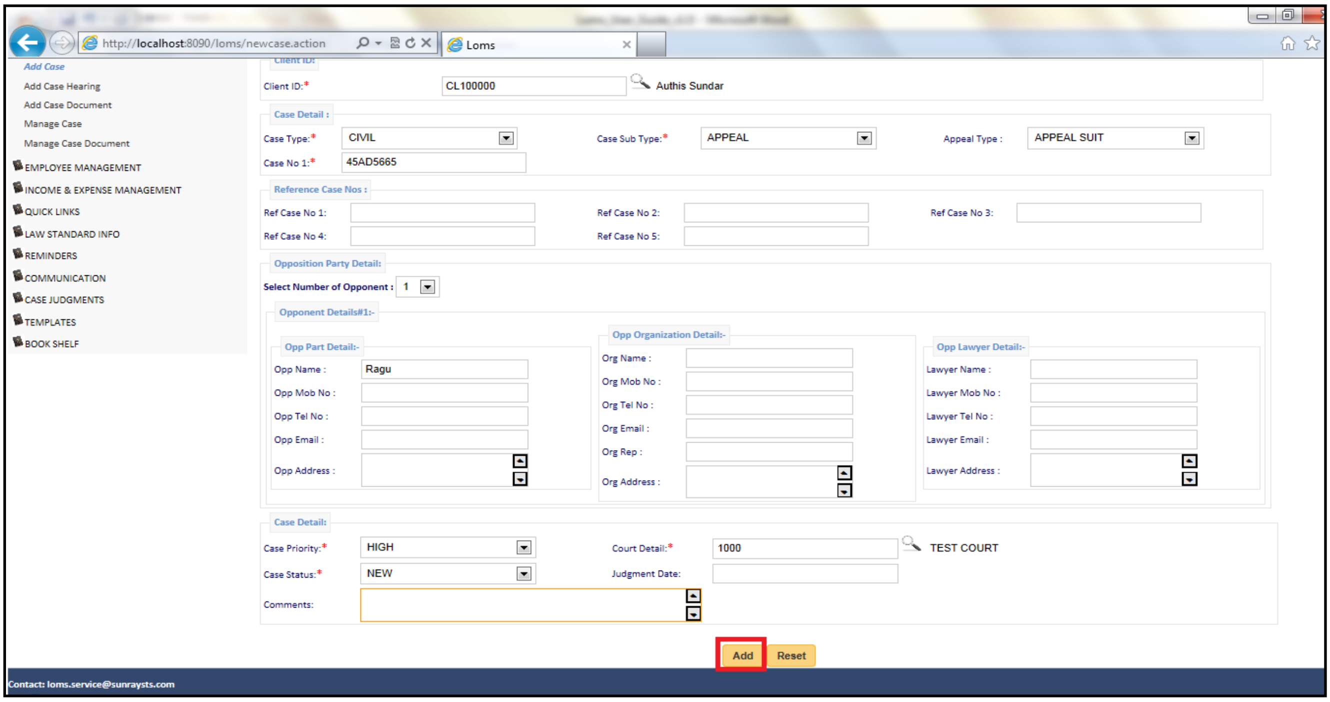
Step 2: Locate the client id and enter the other case related information as shown below,



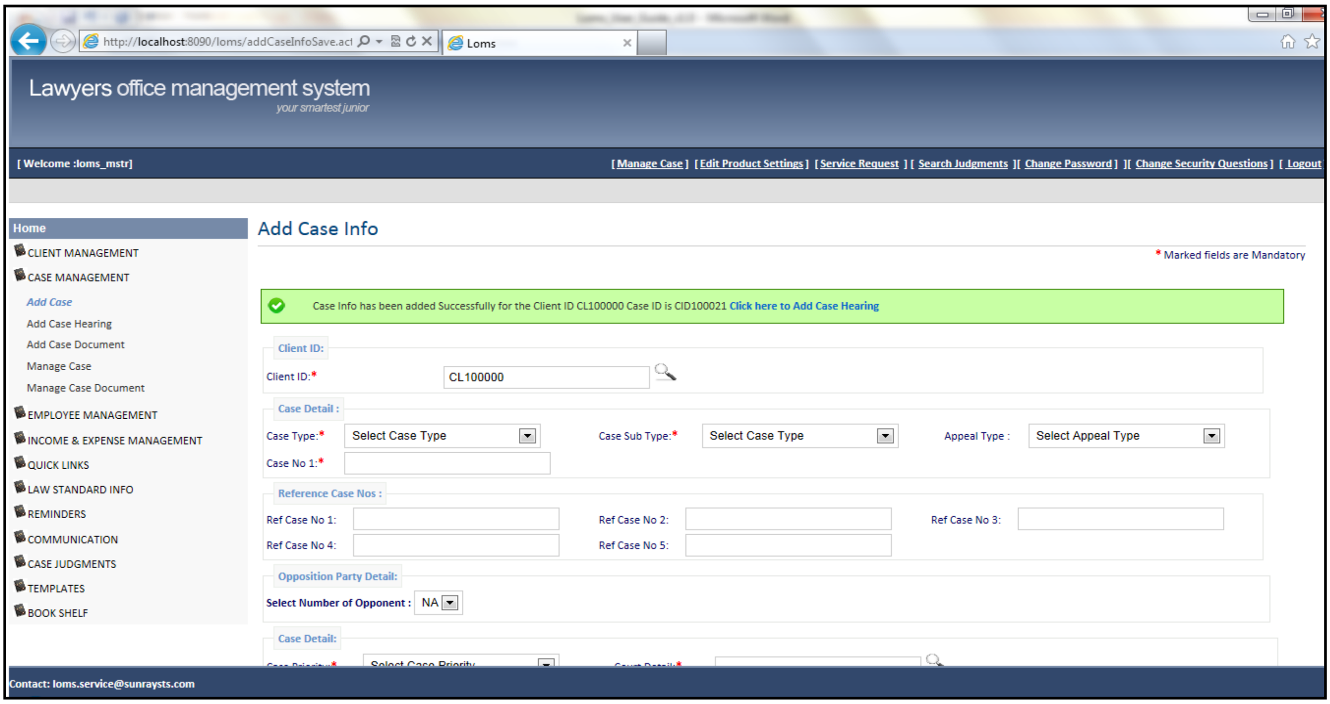
NOTE:

a) 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.

b) 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***)



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".***



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