

## Add Court Information

**Step 1:** Navigate to the link LAW STANDARD INFO > Add Court Info

Lawyers office management system  
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Add Court Information

\* Marked fields are Mandatory

Court Name:\*  
Court Type:\*  
Court Address:  
Court City:  
Court State:\*  
Court District:\*  
Court Country:  
Comments:

Add Reset

Contact: loms.service@sunraysts.com

**Step 2:** Enter the details of the Court as shown in the image below,

**NOTE:** The application will not allow the user to add the court without the value for the fields **Court Name, Court Type, Court State and Court District**

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**Step 3:** After entering the value for the Court Details in the respective text boxes, click on ADD button. The application will give the message “Court Detail has been Added Successfully” as shown below,

The screenshot displays a web browser window with the URL `http://localhost:9090/loms/addCourtInfoSave.ax`. The page title is "Lawyers office management system" with the tagline "your smartest junior". The user is logged in as "Welcome :demouser". The navigation menu on the left includes: Home, CLIENT MANAGEMENT, CASE MANAGEMENT, EMPLOYEE MANAGEMENT, INCOME & EXPENSE MANAGEMENT, QUICK LINKS, LAW STANDARD INFO (with sub-links "Add Court Info", "Manage Court Info", and "Standard Case Info"), REMINDERS, CASE JUDGMENTS, TEMPLATES, and BOOK SHELF. The main content area is titled "Add Court Information" and features a green success message: "Court Detail has been Added Successfully." Below this, the form contains the following fields: "Court Name:" (text box), "Court Type:" (text box), "Court Address:" (text box with a clear icon), "Court City:" (text box), "Court State:" (dropdown menu with "Select State"), "Court District:" (dropdown menu with "Select District"), "Court Country:" (text box), and "Comments:" (text box with a clear icon). At the bottom of the form are "Add" and "Reset" buttons. A legend indicates that fields marked with an asterisk (\*) are mandatory. The footer shows the contact email: `loms.service@sunraysts.com`.