**CASE MANAGEMENT SYSTEM**

**Criteria used to name the file numbers**

Civil matter ledger.-cm

Criminal ledger.

Matrimonial ledger(divorce, maintenance, custody)-mt.

Succession &Land ledger.(Immovable assets)

**From the gate;-**

Guards ledger.(name, id-number).

Mediation letter-event.

**Report on monthly mediation inputs:-**

Total invites.

Sessions done.

Successful & unsuccessful sessions.

**Roles:-**

Supervise interns

Accountable to the team leader.

-management.

**Lawyers action mediation:-**

Whether successful or unsuccessful.