

REPUBLIC OF KENYA



THE JUDICIARY

SRS Document

Case Management System & E-filing Design Document

November, 2017

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Introduction

INTRODUCTION

The CMS is a Management Information System that maintains the entire details of a case from case initiation to disposition. The implementation of this system will assist the Judiciary to manage its cases in efficient and effective manner above all Service to the public will be faster, efficient and timely.

Case Management system (CMS) is a component of the Integrated Court Management System that will refers to all ICT related services that improve the efficiency and effectiveness of Court Administration

1.1 Purpose

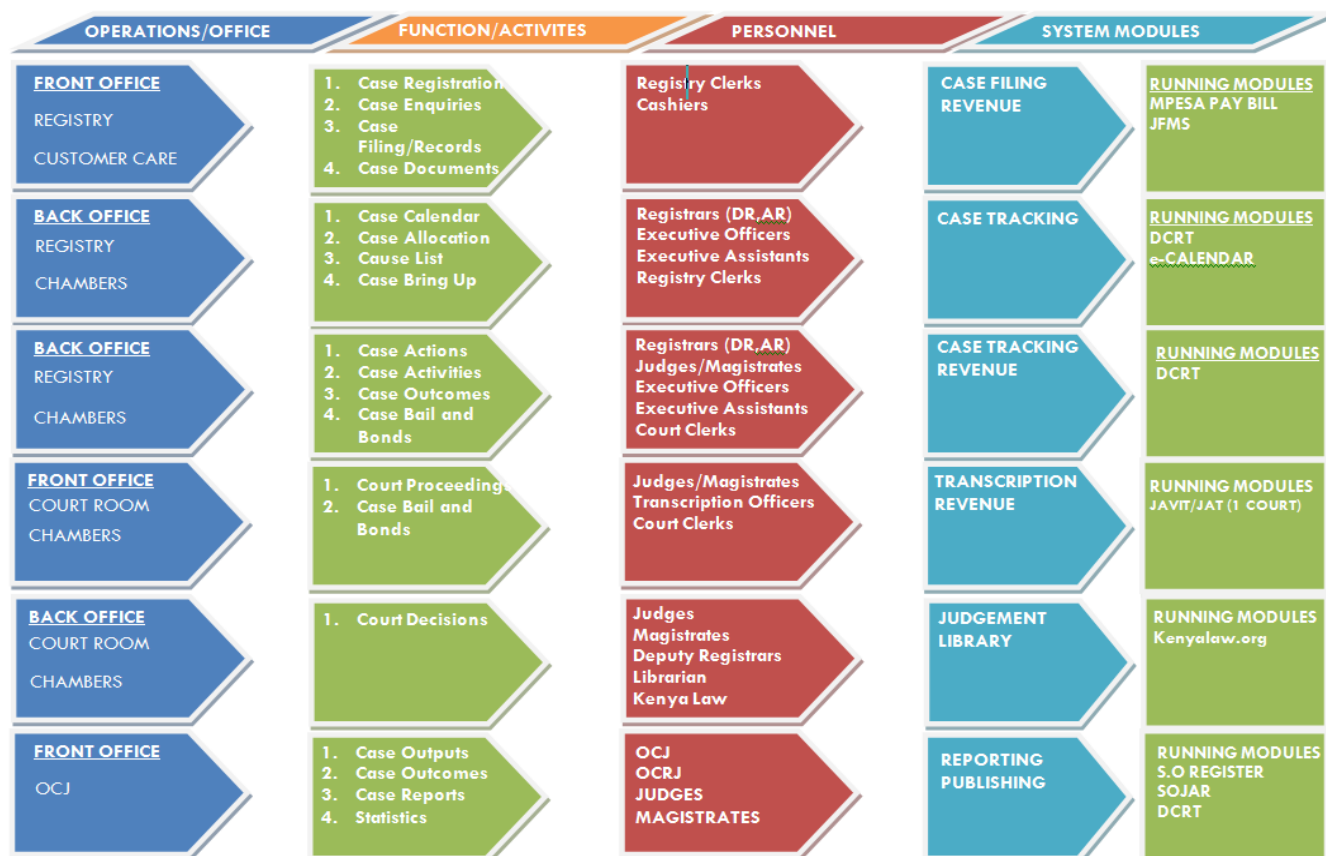
This document gives a detailed description of the requirements for the Case Management System. It will illustrate the purpose and complete declaration for the development of the system. It will also explain system constraints, interface, interactions and Integrations with other external applications.

1.2 Scope

The scope of Case Management system shall include but not limited to:

1. Case Registration
2. Case Empanelling Calendaring (e-Diary)
3. E-Filing
4. File Movement tracking
5. Court fees management
6. Integration of Client Access Functions
7. Exhibits Management System
8. Reporting Module

1.3 Global Overview of Proposed Case Management System

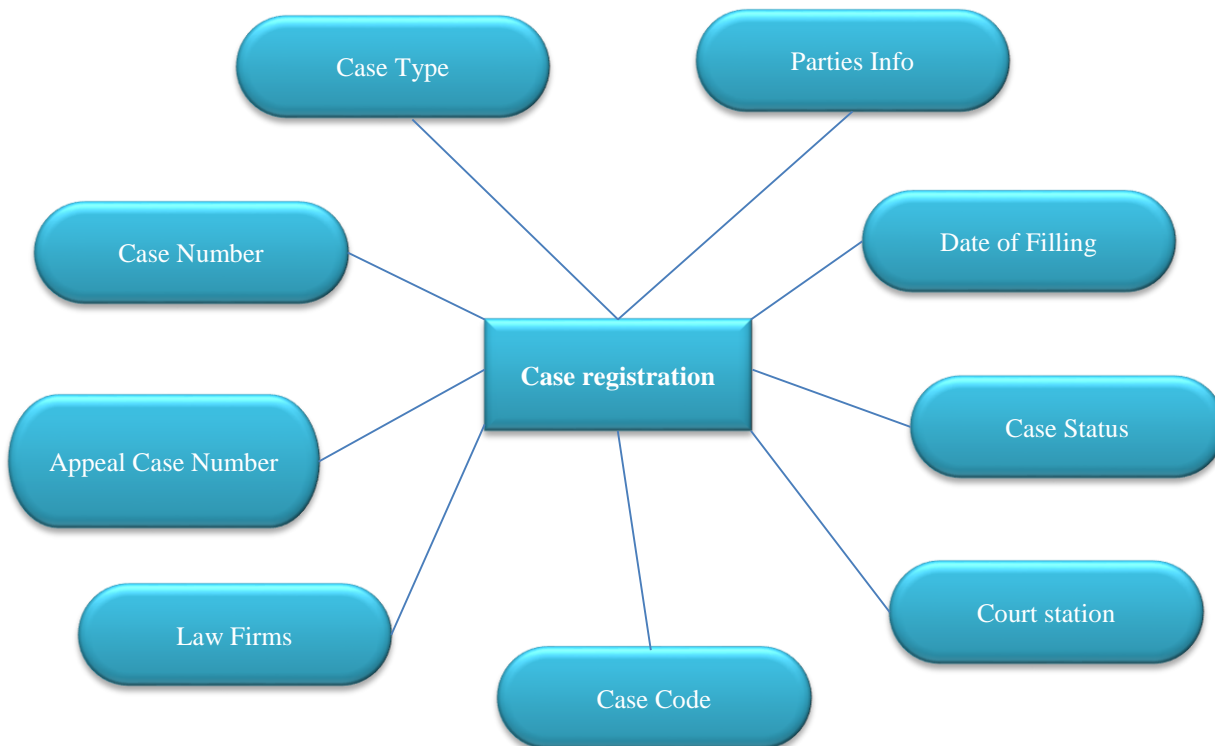


2 System Modules

- Case Registration
- Case Empanelling Calendaring (e-Diary)
- E-Filing
- File Movement tracking
- Court fees management
- Document Management
- File Movement tracking
- Integration of Client Access Functions
- Exhibits Management System
- Reporting Module

2.1 Case Registration

Attributes of Case Registration Entity



2.1.1 CASE REGISTRATION FORM FIELDS

- Case Number
- Date of filing
- Citation
- Case type

- Case Subtype
- Case status (active, closed, archived, disposed, Reopened)

Type of party (**witness, respondent/defendant, petitioner/plaintiff, advocate, accused, probation officer**)

- Full Name
- Mobile Number
- Gender
- Physical Address
- Postal Address
- Nationality
- Occupation
- Name of Law Firm (If advocate)
- Force Number of Investigating officer)

2.1.2 Context of Case Registration

Case registration deals with introduction of the case within the CMS.

The module should capture the following

- i. Case Number of the case - a unique identifier of the case in the following format Case Code/Case Number/Case Year e.g. CCC 100/2016
 - ii. Date of filling of the case
 - iii. Citation
 - iv. The name and details of all the parties; the following details about the party must be recorded.
 - v. Type of the party, Parties full name, Mobile Phone number, Gender, Nationality, Physical Address, Postal Address and advocate name or law firm
 - vi. Advocate law Firm: Name of the firm , Postal Address, Physical address ,mobile number
- Cases are numbered within year and are assigned consecutively within each case type
 - The case number for the case needs to be of standard format and without spaces
 - The module should also generate automatically a unique identification for each case registered in the system.
 - The module should allow advocates to be added to parties' record later without removing the previous advocates.
 - The users should select law firm from predefined list.
 - The Module should also provide a search and filtering functionality. A case should be searched either or in combination of the case number, file location, parties names, date of filling and advocate name or law firm and case status (closed, active, archived ,disposed)
 - Cases should also be filtered either or in combination of the name of judicial officer handling it, case status, date of filling and advocate firms

2.2 Case tracking

Attributes of Case Tracking Entity



2.2.1 CASE TRACKING FORM FIELDS

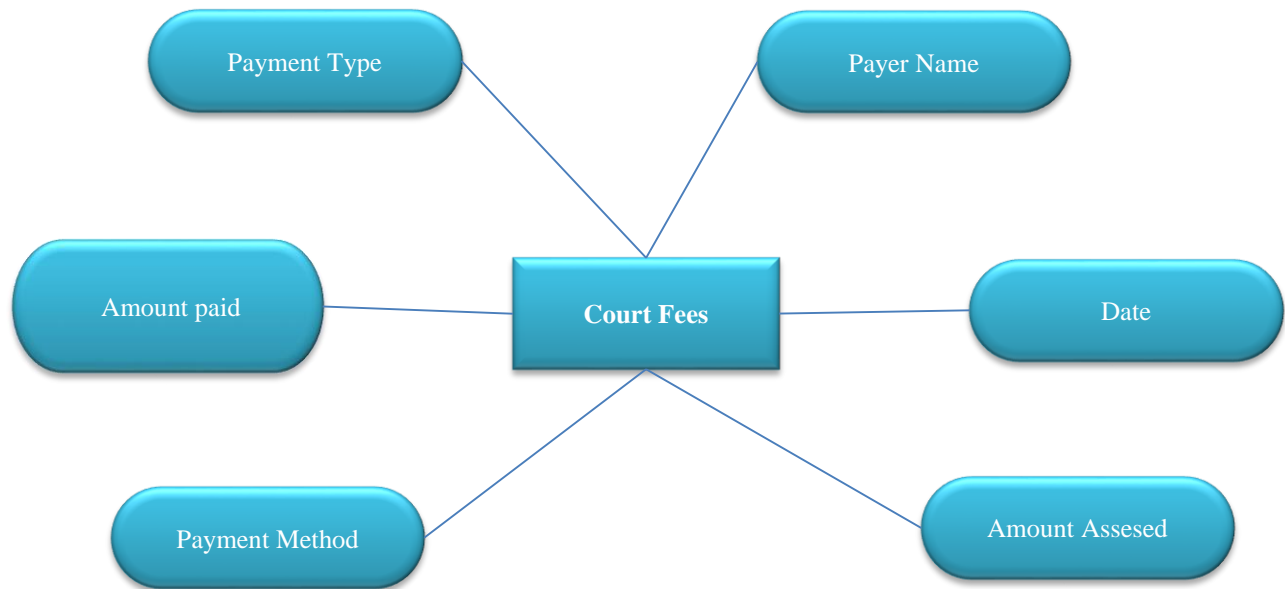
- Name of activity
- Activity Date
- Actors (DR, Judicial Officers)
- Outcome
- Next activity
- Date of next activity
- Bench for next activity

2.2.2 Context of Case Tracking

The case management system should manage a lifecycle of a case file case from initiation to its conclusion and disposal.

2.3 Court fees management Module

Attributes of Court Fees Entity



2.3.1 COURT FEES FORM FIELDS

- Payment type (bond, bail, fine, fees)
- Assessment Date
- Assessed by
- Amount assessed
- Transaction type (Bank, Mobile money)
- Amount paid
- Date paid
- Paid in by

2.3.2 Context of Court fees

The module provides mechanism of recording of all monetary transactions within a case.

The module should be used to facilitate the manual and electronic payments and return of bonds and bails.

The module should facilitate both manual and electronic invoicing and payment of court charges and fines.

The following should be recorded;

- Type of Payment e.g. Fine, Bond, Bail etc
- Amount to be paid
- Amount paid
- Date and time of payment
- The name of the person paying

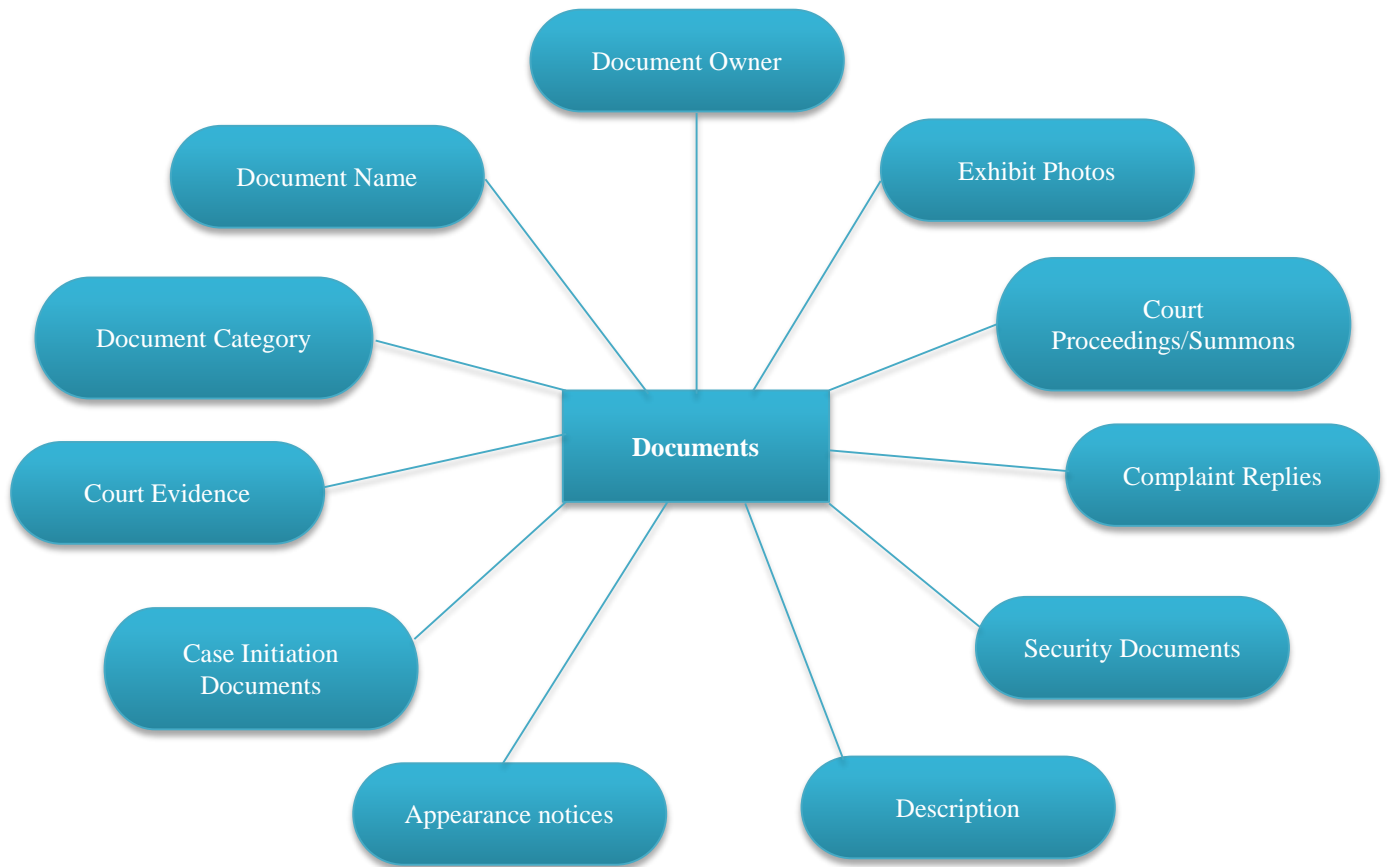
The case management should produce receipt for all electronic payments

The module should also accept incoming payment information from a 3rd Party agent via an API connection, process the payment and issue Receipt Numbers back to the client/end-user directly or via the 3rd Party.

The system should produce comprehensive and detailed financial reports to Accounts and Finance Department.

2.4 E-FILING

Attributes of Document Management Entity



2.4.1 E-FILING FORM FIELDS

- Type of document
- Name of document
- Submitted by (Name)
- Submitted by(Relation to case No)
- Date submitted

2.4.2 E-FILING CONTEXT

The module should be responsible of electronic filling, storage and documentation of case proceeding. The following is the list of examples of documents to be electronically filed.

- i. Case initiation documents e.g. plaint, charge sheet, petition, originating summons, petition, cause, witness statements, miscellaneous applications, memorandum of appeal for appeals etc
- ii. Notices of appearance by parties
- iii. Replies by parties against whom complaint is made
- iv. Court proceedings and orders
- v. Evidence presented in Court – exhibits
- vi. Exhibit photographs
- vii. Security documents, log books, title deeds, pay-slips and an introduction letter from the employer, identification cards, colored passport size photographs, official search for the documents, official search receipt, valuation report etc

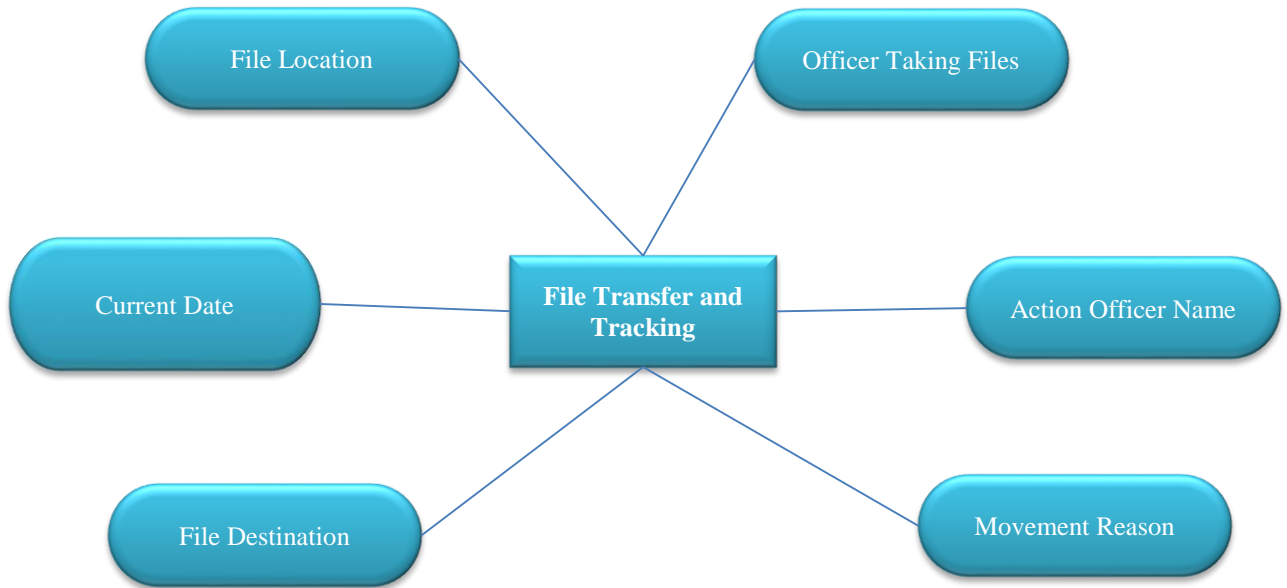
Files to be uploaded should be linked to a specific case and a specific party or a specific advocate in record. The file should contain the name of the file, the category which the file is filed under, and the detailed description of the file.

- New files are to be uploaded chronologically onto the system.
- The module should able to upload multiple files at the same time to a case for ease of use.
- The module should allow only specific File formats e.g. Word, ODF, PDF, JPEG, PNG,
- The system should impose file size limit of file that can be uploaded.
- The module should impose multiple layers of access permissions for folders and files and control, who can view, modify and delete documents.
- The case management system should allow conversion between different formats e.g. from Microsoft Word format to PDF etc.

The module should allow searching, document versioning, including full roll-back functionality

2.5 FILE MOVEMENT AND TRACKING

Attribute of File Transfer and Tracking Entity



2.5.1 FILE MOVEMENT FORM FIELDS

- Case file number
- Moving from
- Moved by
- Moving for what?
- Date/Time moving
- Moving to where
- Moving to who
- Date/Time received
- Received by who
- Date Returned

2.5.2 CONTEXT OF FILE MOVEMENT AND TRACKING

The case management system should enable assists in tracking and logging of physical movement of case file within the court premises. Case tracking minimize misplacement of files & ensure accountability in handling of files

The case file can move:

- From the Registry to the Court Chambers

- From Court Chambers to the Court
- From Court to Registry
- From Court to Court Chambers
- From Court to another Court – thus from Court Registry to another Court Registry: may happen in cases of transfer of case, consolidation of cases, revision of lower court orders, when an appeal is filed and finalized.

The case management system should record the following;

- The reason why the file is being moved
- The destination of the file
- Date and time of movement
- The name of the officer taking action
- Name of the person physically taking the file

2.6 CASE EMPANELING AND CALENDARING (E-DIARY)

Attributes of E-Diary Entity



2.6.1 E-DIARY FORM FIELDS

- Judicial officer(Registrar , DR ,Court Assistant, HOS)
- (Judge ,Magistrate)
- Date allocation
- Cause list ()(hearings, mentions, applications, notice to show cause, submissions, rulings and judgments)

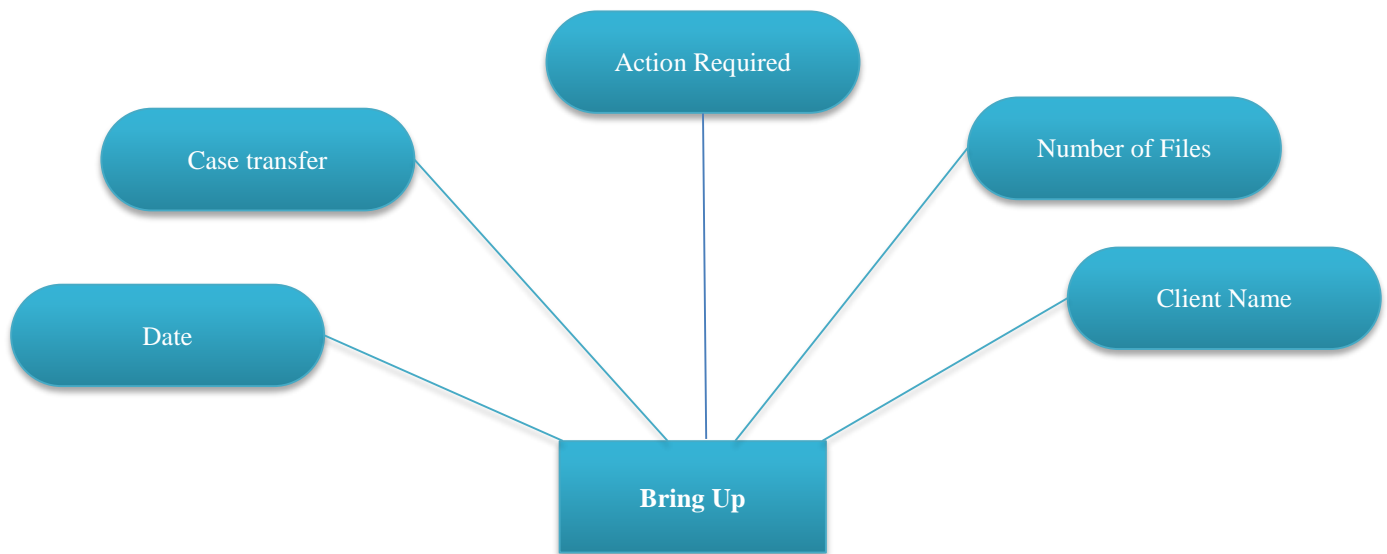
- Court Actions (hearings, mentions, applications, notice to show cause, submissions, rulings and judgments)
- Case Transfer
- Caseload statistics of each judicial officer
- Taken out status
- Taking out matters

2.6.2 Context of E-Diary

- The case management system should allow assigning of a case date to a judicial officer or a bench
- The cause list shall be classified into hearings, mentions, applications, notice to show cause, submissions, rulings and judgments. The court actions should be arranged according to judicial officer preference.
- The cases in the Cause list should be arranged according to the age of the case for each judicial officer. The older cases come first in descending manner.
- The Deputy Registrar or the Head of Station after consultation with the Presiding Judge shall be able to electronically approve the cause list.
- The case management system should allow cases that have been taken out of the hearing list to be indicated in the daily causelist. The reasons for taking out cases shall be recorded
- The case management system should allow cases to be flagged as taken out from the cause list. The module should also allow taking out of multiple cases at the same time.
- The case management system should notify via SMS the advocate on record and the parties when their case activity is taken out of the cause list.
- The case management system should allow automatic generation of properly formatted and sending of email cause list to judicial officers at predefined time.
- The Case management system should be able to generate cause list in advance as per the need of the different courts and the laid down policies.
- The case management system should enable electronic transfer of cases from one judicial officer to another.
- The case management system should enable generation, formatting and downloading of cause list per judicial officer in PDF, Microsoft Word File formats.
- The case management system should enable generation of caseload statistics of each judicial officer.

2.7 Bring Up system

Attributes of Bring Up Entity



2.7.1 Context of Bring Up System

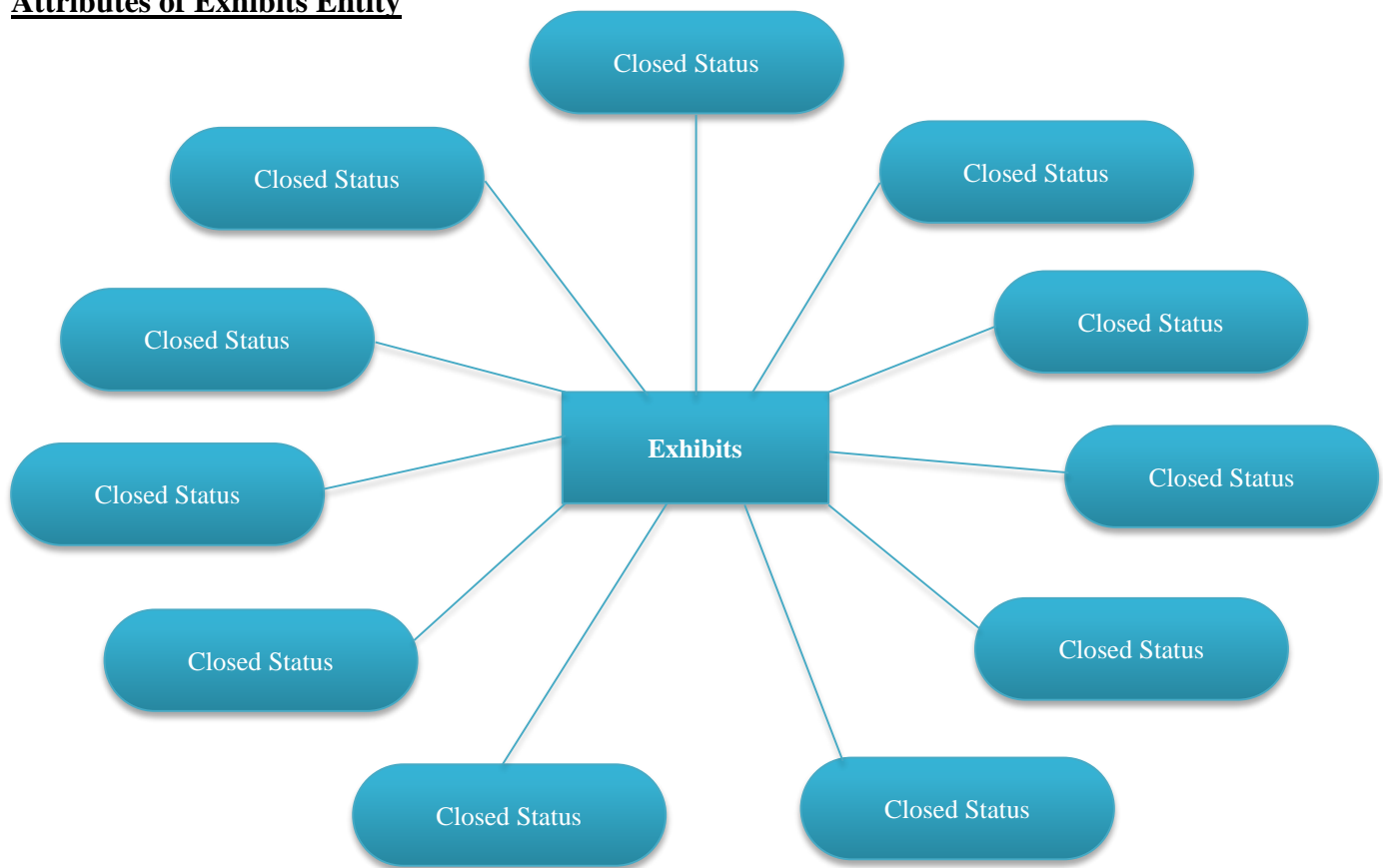
The module enables retrieval of file(s) that require specific action in specific date and time or after a certain specific period.

The module should capture the case number of files, the action required, date and time of action, and the name of the person to be alerted.

A detailed bring up report should be automatically be generated in PDF file format on a click of a button.

2.8 Exhibits Management System

Attributes of Exhibits Entity



2.8.1 EXHIBITS MANAGEMENT FORM FIELDS

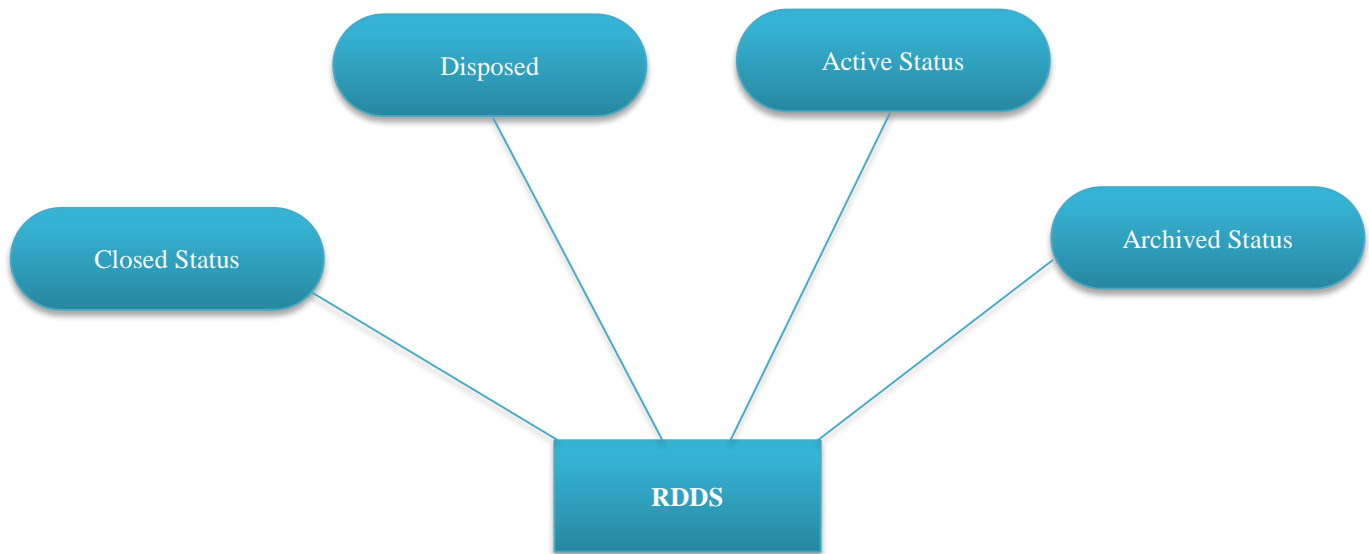
- Category of the Exhibit e.g. narcotics and alcoholic drinks, Forest and wildlife products, Motor vehicle, Perishable, non perishable
- Exhibit number
- Date exhibit produced
- Witness name
- Estimated value
- Photograph of the exhibit
- Disposal orders attachment
- Disposal order date
- Exhibit Returned To : Name, Identification Number
- Exhibit Returned Date
- Remarks

2.8.2 Context Exhibits Management

- The module will be responsible in keeping record of all exhibits involved in a case.
- The case management system should be able to record the following details about exhibit;
- Category of the Exhibit e.g. narcotics and alcoholic drinks, Forest and wildlife products, Motor vehicle, Perishable, non-perishable
- Case no.
- Exhibit no
- Date exhibit produced
- Witness name
- Estimated value
- Photograph of the exhibit
- Disposal orders attachment
- Disposal order date
- Exhibit Returned To Name and Identification Number
- Exhibit Returned Date
- Remarks
- The case management should facilitate attachment of Exhibit photographs

2.9 Records Retention and Disposal System (RRDS)

Attributes of RDDS Entity.



2.9.1 Context of Records Retention and Disposal System

- The Records Disposal Act, Cap. 16, establishes the rules to guide the process of disposal of records
- Public Archives and Documentation Service Act, Cap. 19 – Guides the preservation of records designated as public archives.
- The judiciary has records management and disposal of records policy.
- Records Retention and Disposal System module should allow registered cases to be closed when they are concluded. Every case will have a date of the closing of the case and a flag to indicate a case status. Any case will have the following status at any given time.
 - Active status
 - Closed status
 - Archived status
 - Disposed status
- The module should produce the records disposal list (both destruction and permanent preservation – in real time as the records qualify) by court station/Division.
- The module should generate a Draft Gazette Notice for publication (as per the Act).
- The module should generate a Certificate of Destruction (as per the Act).
- The module should generate a Register of Disposed Cases (to be maintained at Headquarters (as per the Act)).
- All the reports should be generated in PDF file format

2.10 Reporting Module

The Case Management must produce the following reports;

Attribute of Reporting Entity



2.10.1 Caseload Report

Caseload Report				
	Civil	Criminal	Family	Total
Cases pending at beginning of period				
Cases filed during period				
Cases disposed during period				
Cases pending at end of period				
Clearance Ratio (cases disposed, % of filings)				

2.10.2Pending Caseload Report

FIGURE 4: PENDING CASELOAD REPORT

Case Age	Number of Cases	% of Pending Cases
Less that 7 months		
7-12 months		
13-18 months		
19-24 months		
More than 2 years		

List of cases more than 2 years old

Case number	Case Title	Assigned Judge

2.10.3 Cause lists Report

FIGURE 2: SCHEDULE OF COURT HEARINGS

Civil Calendar			
Date: May 3			
Courtroom: 5		Judge: Crane	
Time: Morning session (9-12)			
Case	Time	Proceeding	Lawyers
Civ-98-10 Ames v Doe	9:00 a.m.	Motion to Dismiss	Brown Carr
Civ 98-201 Garcia v Diaz	9:30 a.m.	Motion to Compel Discovery	Corrado Flores
Civ 99-14 Kowski v Dolan	9:45 a.m.	Motion for Summary Judgment	Dempsey Herman

2.10.4 DCRT

The case management system should generate excel DCRT returns for each judicial officer using the PMD format.

Case management system should also be able transmit DCRT records online to PMD server.

2.10.5 Ad hoc operational reports e.g. user activity reports e.tc.

3.1 FIELDS UNIQUE TO SPECIFIC CASE TYPES:

3.2 High Court Criminal

3.2.1 Murder cases

- Date of registration of the Information
- The charge(s)
- Name of the deceased
- Relationship of accused and the deceased
- Gender of the accused person(s)
- Gender of the deceased person(s)
- Age of accused (adult, minor)

3.2.2 Criminal Appeals

- Case number in lower court
- Name of lower court
- Name(s) of judicial officers in case
- Ruling delivered in lower court

- Dates ruling made in lower court

3.2.3 Criminal Revisions

- Case number in lower court
- Name of lower court
- Name(s) of judicial officers in case
- Ruling delivered in lower court
- Dates ruling made in lower court

3.2.4 Misc. Applications in Criminal Matters

- Nature of application
- Description
- Parties

3.3 Family division

3.3.1 Probate and Administration

- Value of estate
- Name of deceased
- Residence of deceased
- Citizenship of Deceased
- Place of domicile
- Date of Death
- Death Certificate Entry Number
- Death Certificate Serial Number

3.3.2 Divorce

- Place of marriage
- Place and date of marriage
- Marriage Certificate number
- Names and dates of birth of the child(ren)
- Domiciles of the parties
- Occupations of parties
- Details of any related previous proceedings.
- Matrimonial offenses alleged

4.1 COURT STRUCTURE

4.1.1 Court Ranks

SN	Court Rank ID	Court Rank
1.	01	Supreme Court
2.	02	Court of Appeal
3.	03	High Court
4.	04	Employment and Labour Relations
5.	05	Environment and Land
6.	06	Magistrate Court

4.1.2 COURT DIVISIONS

SN	DIVISION ID	DIVISION
1.	0101	Petition
2.	0102	Advisory Opinion/Reference
3.	0103	Application
4.	0104	Election petition
5.	0201	Civil Appeal
6.	0202	Civil Application
7.	0203	Criminal Appeal
8.	0203	Criminal Application
9.	0301	Criminal
10.	0302	Commercial
11.	0303	Civil
12.	0304	Family Division
13.	0305	Judicial Review
14.	0306	Constitutional & Human Rights Petitions
15.	0307	Environmental and Land Cases
16.	0308	County Court

SN	DIVISION ID	DIVISION
17.	0401	Appeals
18.	0402	Collective Bargaining Agreements (CBAs)
19.	0403	Causes Disputes
20.	0404	Judicial Review
21.	0405	Miscellaneous Applications
22.	0406	Petitions
23.	0501	Environment and Land
24.	0601	Civil
25.	0602	Criminal
26.	0603	Traffic Division
27.	0604	Election Petition
28.	0605	MC Succession
29.	0606	Children's Division
30.	0607	Kadhi
31.	0608	Anticorruption

5.1 COURT PROCESS

5.1.1 SUPREME COURT CASE PROCESS

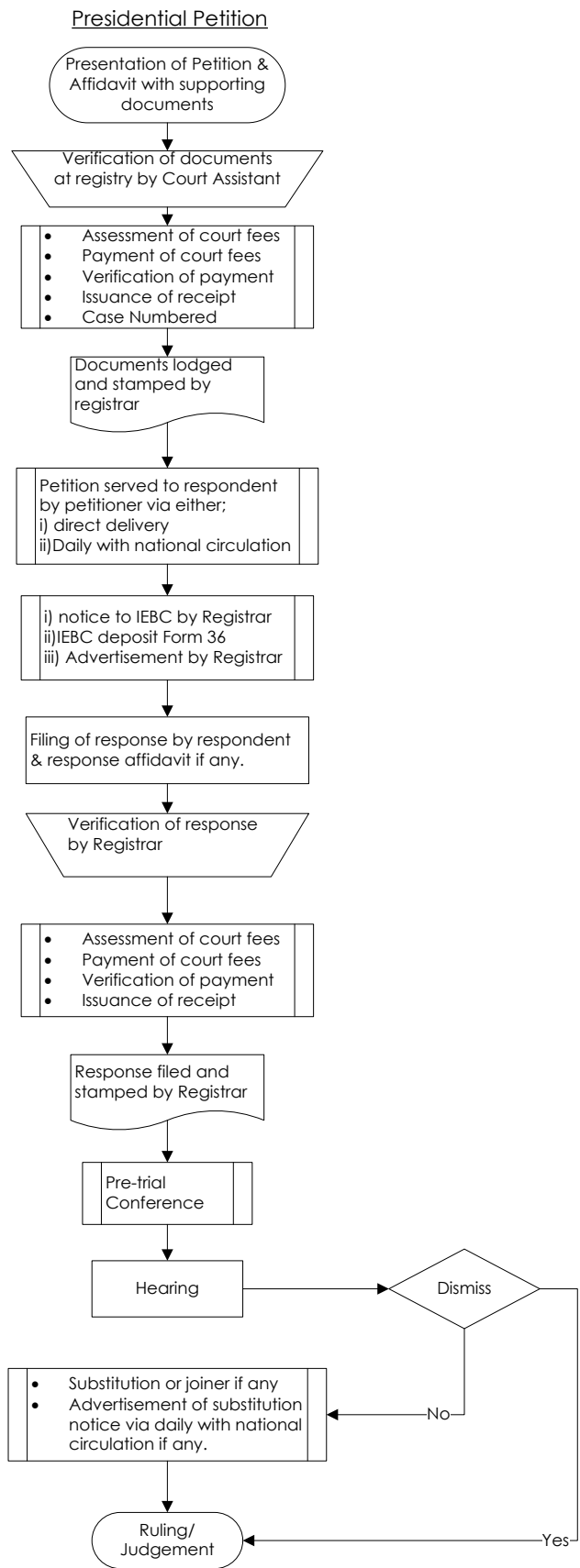
5.1.2 PRESIDENTIAL PETITION

COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	PRESIDENTIAL PETITION	1. PETITIONER 2. RESPONDENT

SCPET

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none">• Date of Registration• Case no.• Checklist• Case citation• Assessment of applicable Fees Advocates' contact (Phone, email, physical address)	Court Assistant	Case Registered
Responses (Replying affidavit, Submissions, Applications)	DR	Replying Affidavit, Submission & Applications filed
Mention for compliance	Court Assistant	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

5.1.2.1 PRESIDENTIAL PETITION CASE FLOW

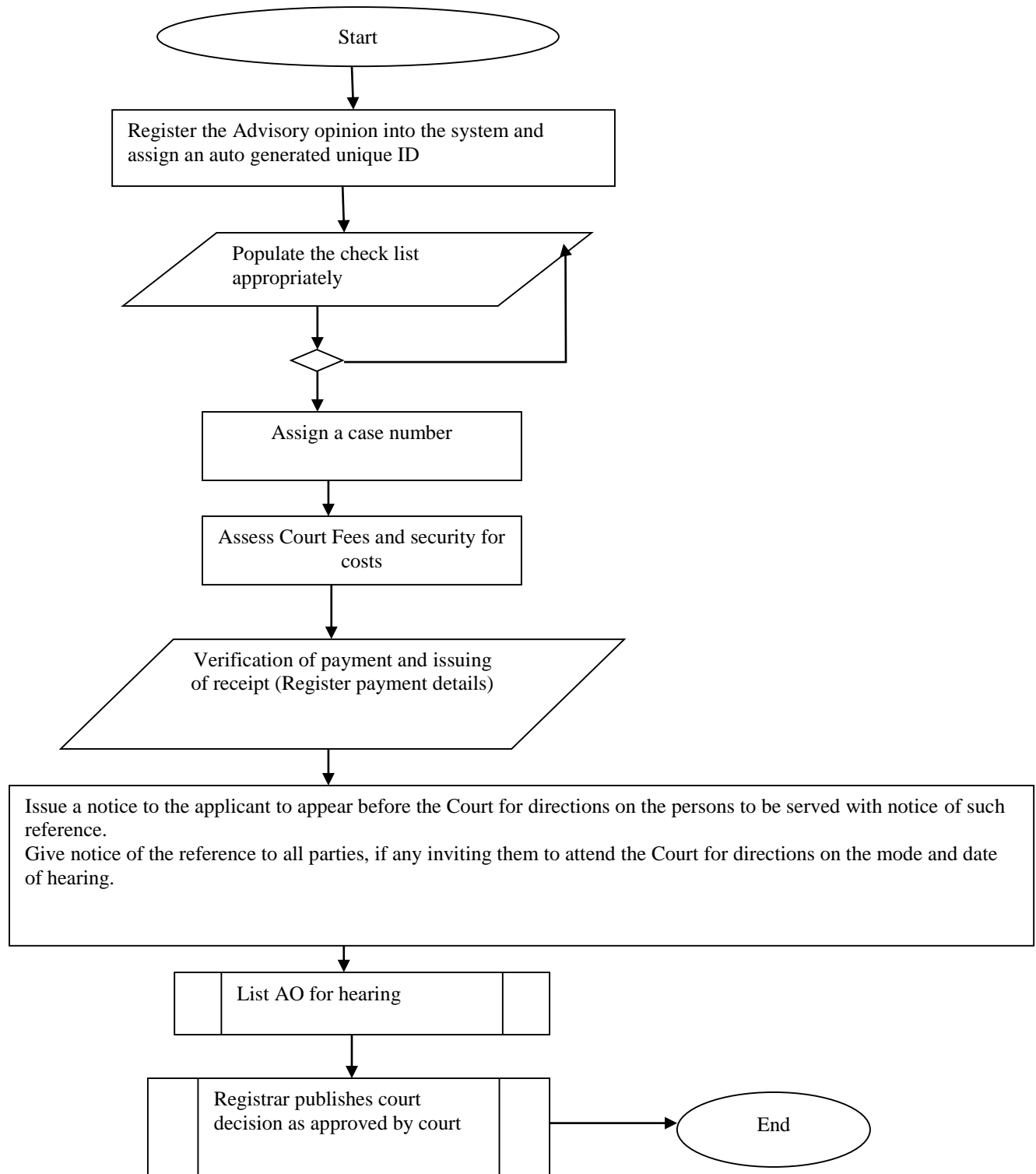


5.1.3 ADVISORY OPINION PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	ADVISORY OPINION	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"> • Date of Registration • Case no. • Checklist • Case citation Assessment of applicable Fees Advocates' contact (Phone, email, physical address)	Court Assistant	Case Registered
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

5.1.3.1 ADVISORY OPINION PROCESS CASE FLOW

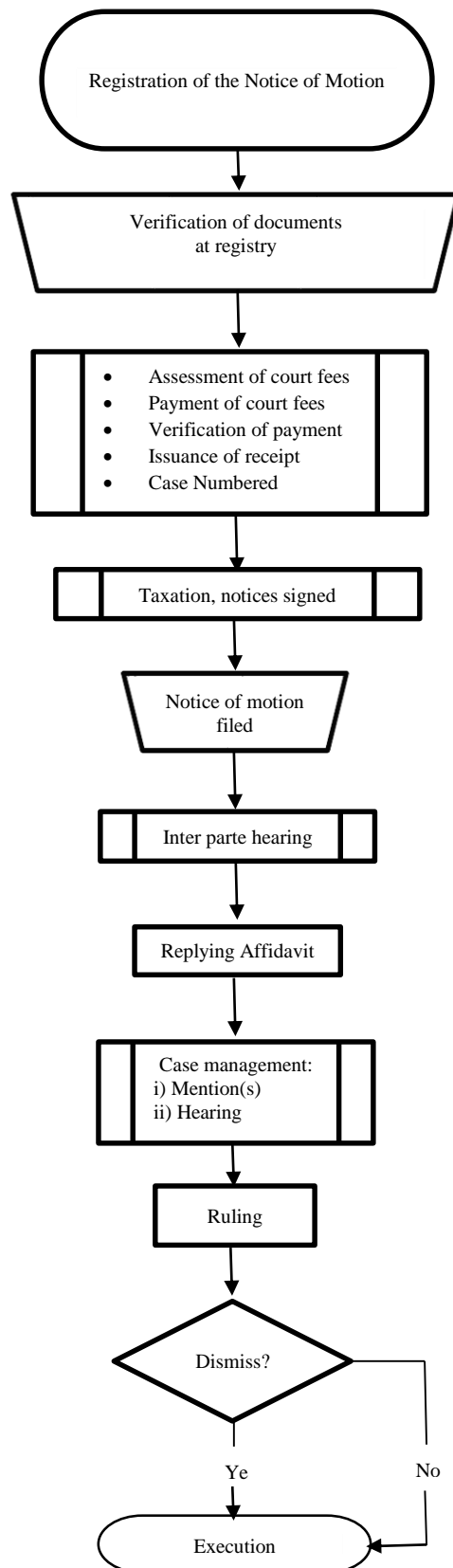


5.1.4 APPLICATIONS CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
SUPREME	APPLICATIONS	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"> The applications are accessed by the court assistants and fees calculated The advocate pays the fees and presents the receipt to the registry Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s)) 	Court Assistant	Case Registered
The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken	DR	
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

5.1.4.1 SUPREME COURT APPLICATION CASE FLOW



5.2 COURT OF APPEAL CASE PROCESS

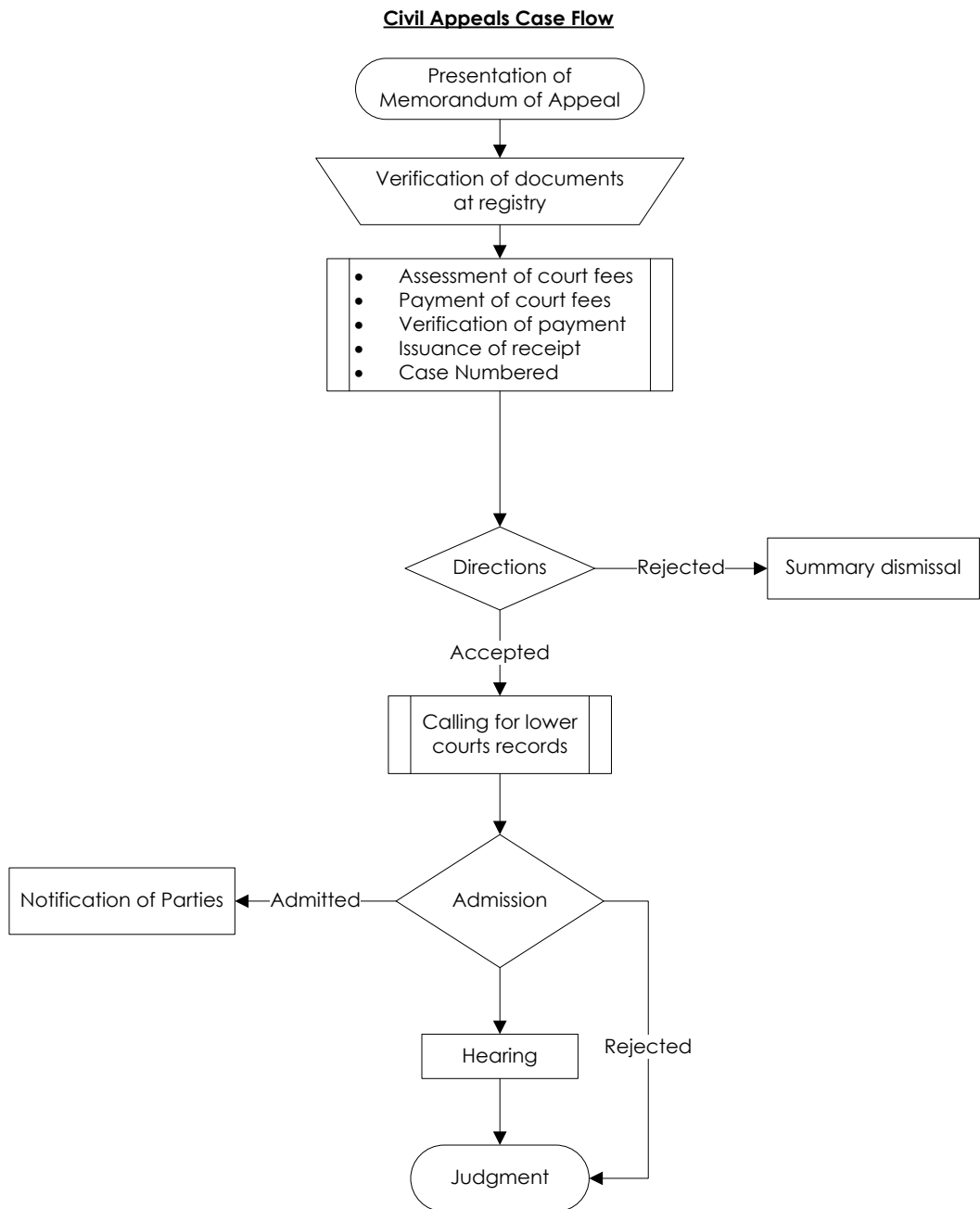
5.2.1 CIVIL APPEAL PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APPEAL > CIVIL	CIVIL APPEAL	1. APPELLANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Case registration <ul style="list-style-type: none"> Compiled record of appeal is presented at the registry The records of appeal are checked for conformity to the standards The records are assessed by the court assistants and fees calculated The advocate pays the fees and presents the receipt to the registry The case is given a case number and recorded at the register. Case is registered in the register (Date of filing of appeal, 	Court Assistant	Case Registered
<ul style="list-style-type: none"> The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. 	DR	Draft cause list
<ul style="list-style-type: none"> Parties are invited for case management on a specified date and at this point the parties agree on whether to file submissions and timelines for the same are discussed. 	DR	Directions issued or Hearing date given
<ul style="list-style-type: none"> Hearing 	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none"> Judgement 	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none"> Orders 	DR	Order extracted and served to the parties

• Taxation Bill of cost	DR	Certificate of taxation issued
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5.2.1.1 CIVIL APPEAL CASE FLOW



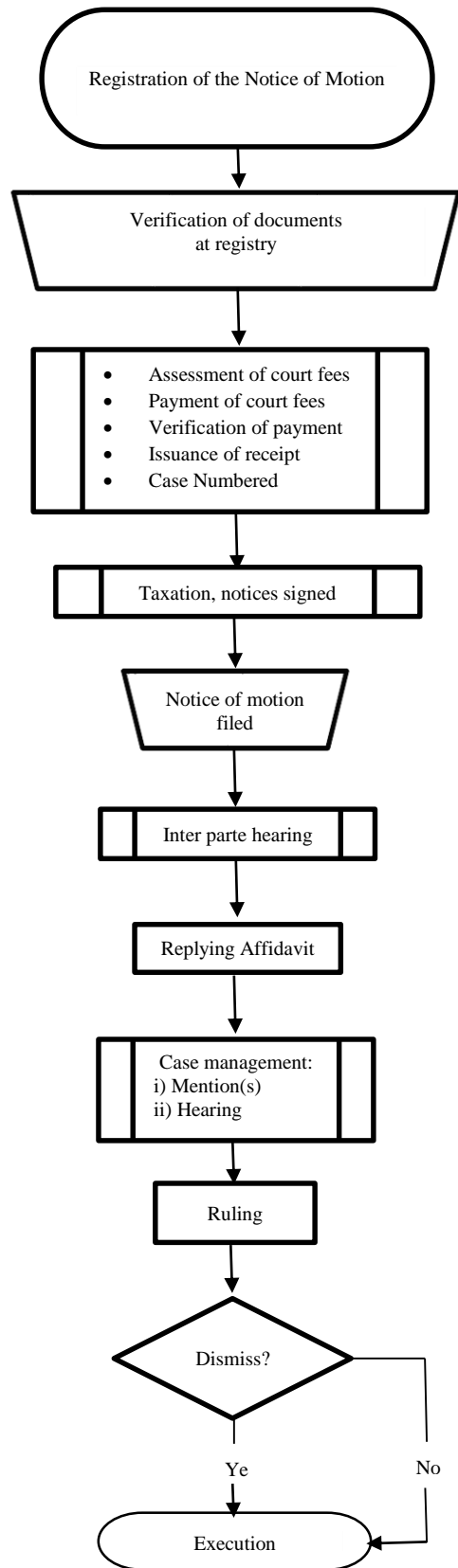
5.2.2 CIVIL APPLICATION PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APPEAL	CIVIL APPLICATIONS	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none"> The applications are accessed by the court assistants and fees calculated The advocate pays the fees and presents the receipt to the registry Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s)) 	Court Assistant	Case Registered
The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken	DR	
Mention before DR	DR	Replying Affidavit, Submission & Applications filed
Responses	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Judgment delivered

5.2.2.1 CIVIL APPLICATION CASE FLOW

COURT OF APPEAL CIVIL APPLICATION CASE FLOW

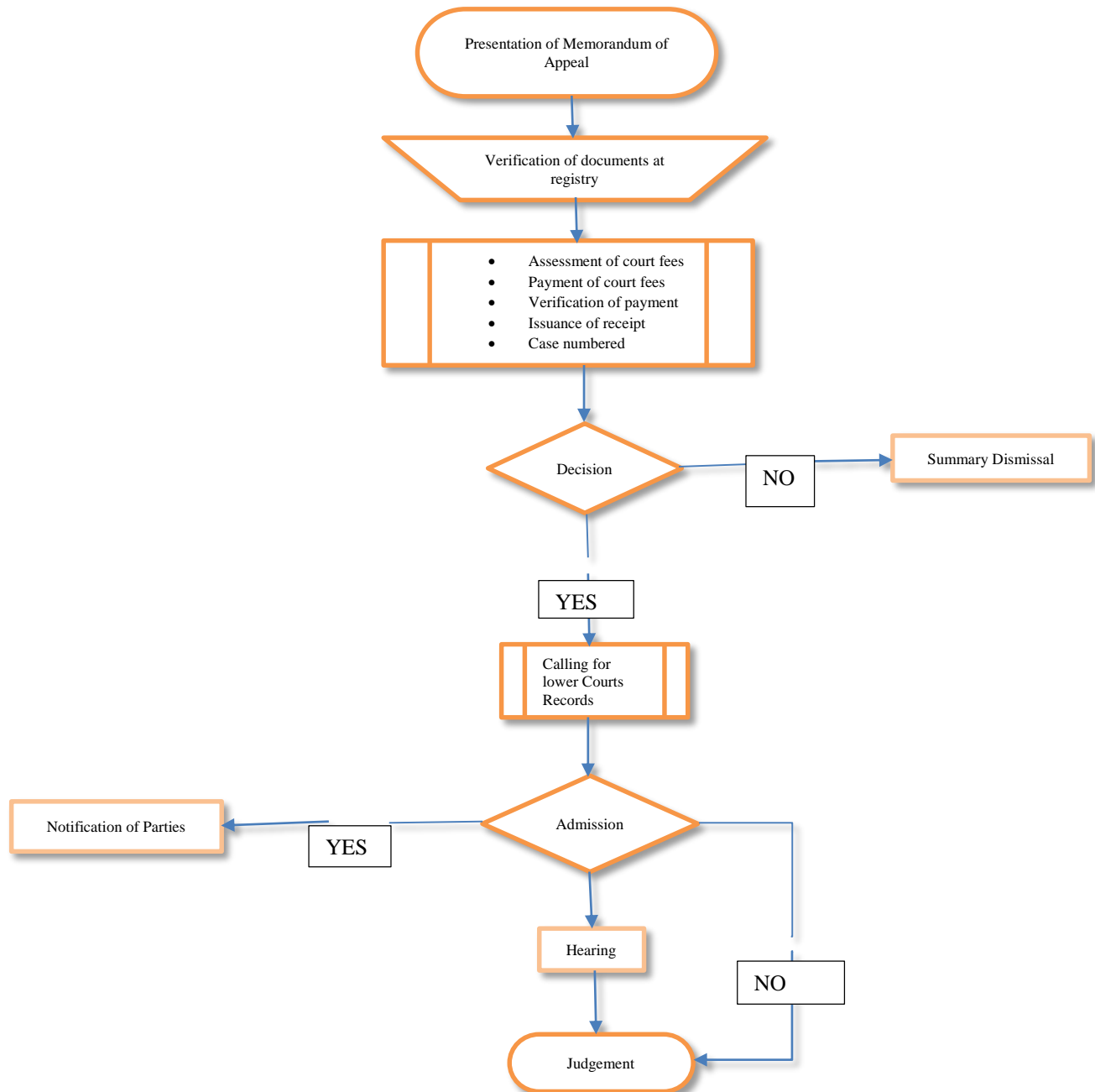


5.2.3 Criminal Appeal

COURT/DIVISION	CASE TYPE	PARTIES
COURT OF APREAL	CRIMINAL APPEAL	1. APPELLANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Case registration <ul style="list-style-type: none">The notice of appeal is given a number	Court Assistant	Case Registered
<ul style="list-style-type: none">The high court is notified of the assigned case number and requested to prepare the records of appeal and transmit the same to Court of Appeal	DR	Records of appeal
<ul style="list-style-type: none">Notices of hearing are served to the parties.Cause list is generated	DR	Directions issued or Hearing date given
<ul style="list-style-type: none">Hearing	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none">Judgement	Judge	Adjournment – Recusals, incomplete bench, by the application of the advocate
<ul style="list-style-type: none">Orders	DR	Order extracted and served to the parties
<ul style="list-style-type: none">Taxation Bill of cost	DR	Certificate of taxation issued

5.2.3.1 CRIMINAL APPEAL CASE FLOW



5.3 HIGH COURT CASE PROCESS

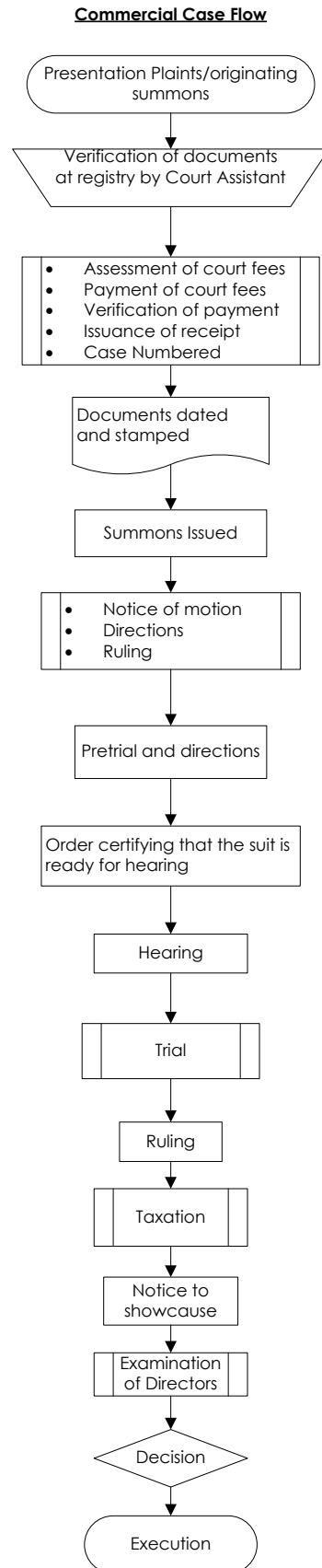
5.3.1 COMMERCIAL CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT > COMMERCIAL	HIGH COURT CIVIL SUIT (HCCC) AND COMMERCIAL CASES	PLAINTIFF(S) -DEFENDANT -ADVOCATE OF PLAINTIFF -ADVOCATE OF DEFENDANT

1. Registration (Plaint/OS) - Name of Plaintiff - Name of Defendant - Date of filing - Parties contacts - Court fees	1. File opening	Court assistant/DR
2. Summons	2. Summons issued	2. Deputy Registrar
2 (a) Notice of motion	2 (a)-Interim orders -Directions -Hearing date	Judge
2 (b) Replying affidavit/ grounds of opposition	2(b) Inter parte hearings	Judge
2 (c) Inter parte hearing	2 (c) . Mention date Directions Hearing date Ruling date	Judge
2 d. Ruling delivered	2. d. (-Ruling delivered Ruling deferred - Application Dismissed - Application allowed)	Judge
3. Appearance/ Defence filing	3. If not within 15 days- an interlocutory judgment may be issued	Defendant
Pre-trial / Case Management Conference	Directions	Judge/DR
Fixing of Hearing dates	Hearing date	.DR/CA
Trial	7. (-Date set for Judgment -Date set for ruling -Further mention date -Further hearing date)	Judge
Judgment delivery	8. (-Judgment	Judge

	delivered -Judgement deferred)	
Hearing	6(-Mention date set -Trial -Adjournment -Withdrawal of the case -Dismissed -Settled -Mediation)	Judge
Ruling delivered	9.(-Ruling delivered -Ruling deferred)	Judge
Taxation	Execution	DR
Notice to show cause	Warrants issued	DR
Examination of directors		DR

5.3.1.1 Commercial case flow

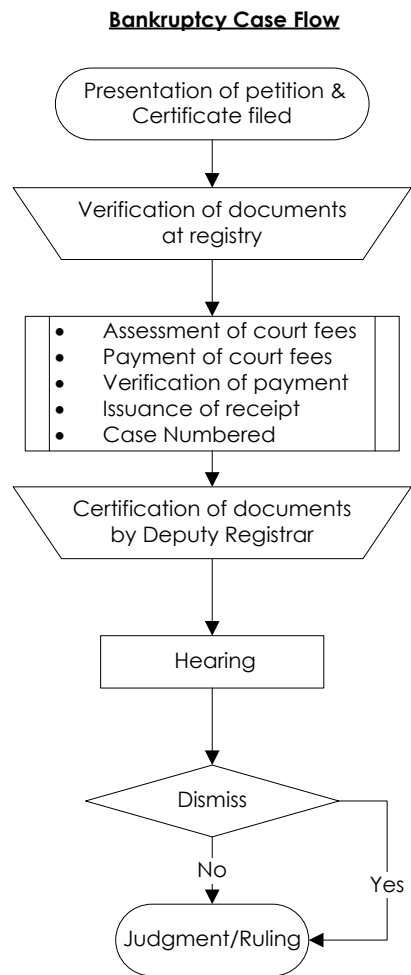


5.3.2 BANKRUPTCY CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >COMMERCIAL	BANKRUPTCY CAUSE /INSOLVENCY CAUSE	APPLICANT(S) -RESPONDENT -ADVOCATE OF APPLICANT ADVOCATE OF RESPONDENT

CASE ACTIVITY	OUTCOME	ASSISTANT
1. Petition and certificate filed 2.Registration of BC <ul style="list-style-type: none"> - Name of Subject - Date of filing - Parties contacts Court fees	1. and 2. (- File opened then -Mention date fixed to confirm compliance)	Court assistant
3. Directions by the Judge	3. (-Hearing date fixed -Mention date fixed -Directions given -Further hearing date given)	Judge
4.Hearing	Judgment date fixed	Judge
5. Judgment	5. (-Petition Allowed -Petition dismissed)	Judge

5.3.2.1 BANKRUPTCY CASE FLOW

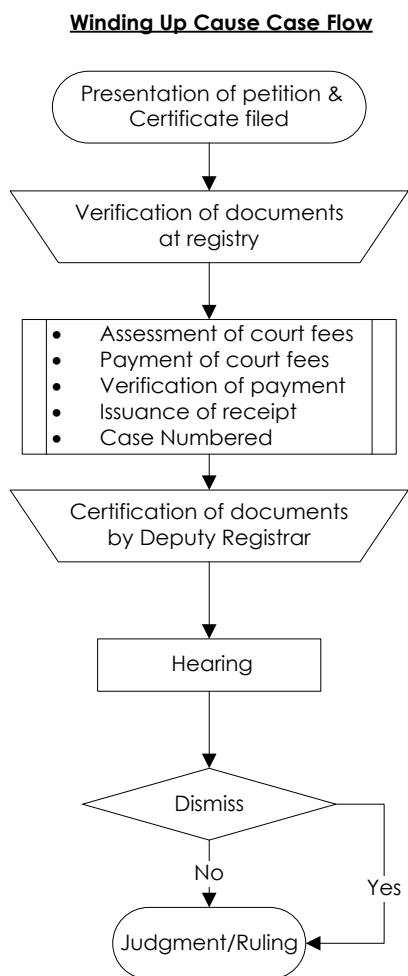


5.3.3 WINDING UP CAUSE CASE FLOW PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >COMMERCIAL	WINDING UP CAUSE / INSOLVENCY PETITION	-APPLICANT(S) -RESPONDENT -ADVOCATE OF APPLICANT -ADVOCATE OF RESPONDENT

CASE ACTIVITY	OUTCOME	ASSISTANT
1. Petition and certificate filed 2.Registration of WC <ul style="list-style-type: none"> - Name of Subject - Date of filing - Parties contacts Court fees	1. and 2. (- File opened then -Mention and hearing date fixed to confirm compliance)	Court assistant
3. Directions by the DR on the mention date	3.Hearing date fixed	DR
4.Hearing	4. (- Judgment date fixed -Mention date fixed -Directions given -Further hearing date given)	Judge
5. Judgment delivery	5. (Petition Dismissed -Petition Allowed)	Judge

5.3.3.1 WINDING UP CAUSE CASE FLOW



HIGH COURT CIVIL CASE PROCESS

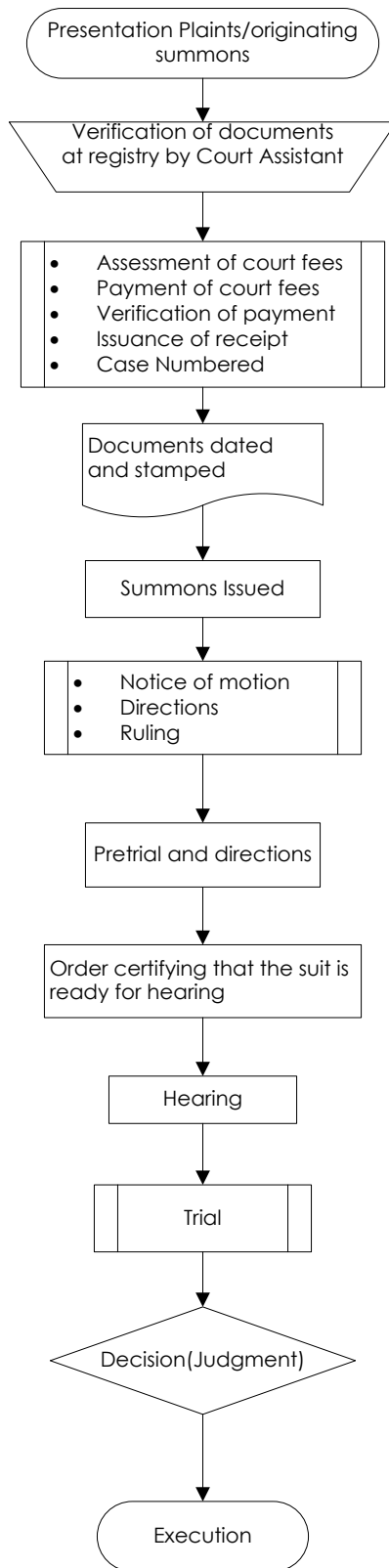
COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT > CIVIL	HIGH COURT CIVIL CASE	PLAINTIFF(S) -DEFENDANT -ADVOCATE OF PLAINTIFF -ADVOCATE OF DEFENDANT

1. Registration (Plaint/OS) - Name of Plaintiff - Name of Defendant - Date of filing - Parties contacts - Court fees	1. File opening	Court assistant/DR
2. Summons	2. Summons issued	2. Deputy Registrar
2 (a) Notice of motion	2 (a)-Interim orders -Directions -Hearing date	Judge
2 (b) Replying affidavit/ grounds of opposition	2(b) Inter parte hearings	Judge
2 .(c) Inter parte hearing	2 (c) . Mention date Directions Hearing date Ruling date	Judge
2 d. Ruling delivered	2. d. (-Ruling delivered Ruling deferred - Application Dismissed - Application allowed)	Judge
3. Appearance/ Defence filing	3. If not within 15 days- an interlocutory judgment may be issued	Defendant
Pre-trial / Case Management Conference	Directions	Judge/DR
Fixing of Hearing dates	Hearing date	.DR/CA
Trial	7. (-Date set for Judgment -Date set for ruling -Further mention date -Further hearing date)	Judge
Judgment delivery	8. (-Judgment delivered -Judgement deferred)	Judge

Hearing	6(-Mention date set -Trial -Adjournment -Withdrawal of the case -Dismissed -Settled -Mediation)	Judge
Ruling delivered	9.(-Ruling delivered -Ruling deferred)	Judge

HIGH COURT CIVIL CASE FLOW

High Court Civil Case Flow



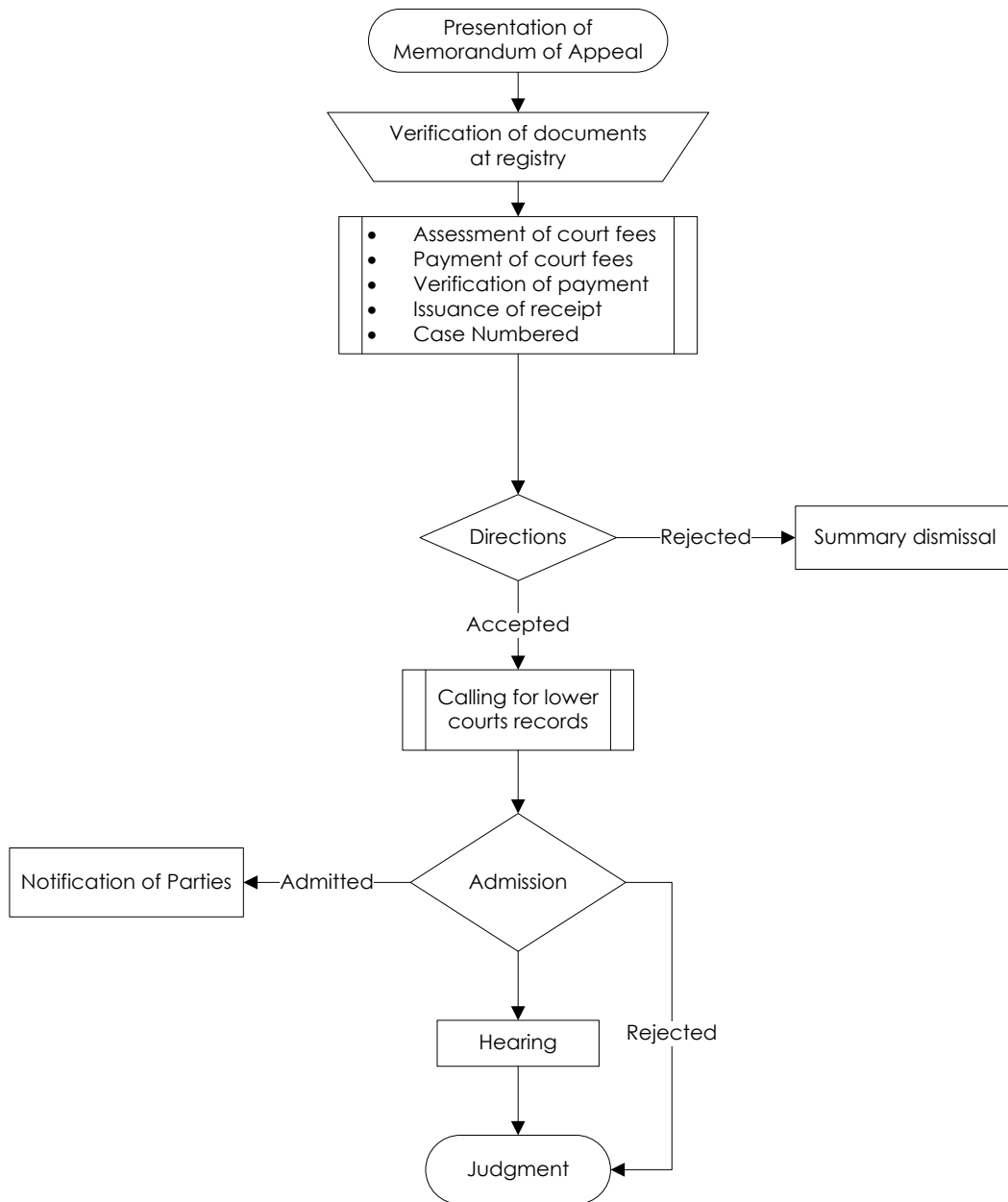
5.3.4 CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT >CIVIL APPEAL	CIVIL APPEALS AND INCOME TAX APPEALS (ITA)	<ol style="list-style-type: none"> 1. Appellant(s) 2. Respondent(s) 3. Advocate of Appellant 4. Advocate of Respondent

CASE ACTIVITY	OUTCOME	STAFF
File memorandum of appeal: 1.Registration <ul style="list-style-type: none"> - Name of Appellant - Name of Respondent - Date of filing - Parties contacts Court fees	Appeal filed	Court Assistant/ DR
2. Call for lower court record.	2.Lower court record received	Court Assistant/ DR
3. Request for the record of appeal	3.Record of appeal filed	Court assistant/DR
4. Admission of the appeal	4.Admissions done	Judge
5. Appeal fixed for directions	5. (-Direction notices served - Directions given)	Court Assistant/DR
6. Fixing of hearing dates	6.Hearing date fixed	Judge
7. Hearing of the appeal	7. (-Appeal adjourned -Mention date set -A further hearing date set -Appeal heard)	Court Assistant
8. if appeal is heard	8. Judgment date set	Judge
9. Judgement Delivered	9. (-Judgment deferred - Appeal Allowed -Appeal dismissed)	Judge

5.3.4.1 CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS

Civil Appeals Case Flow



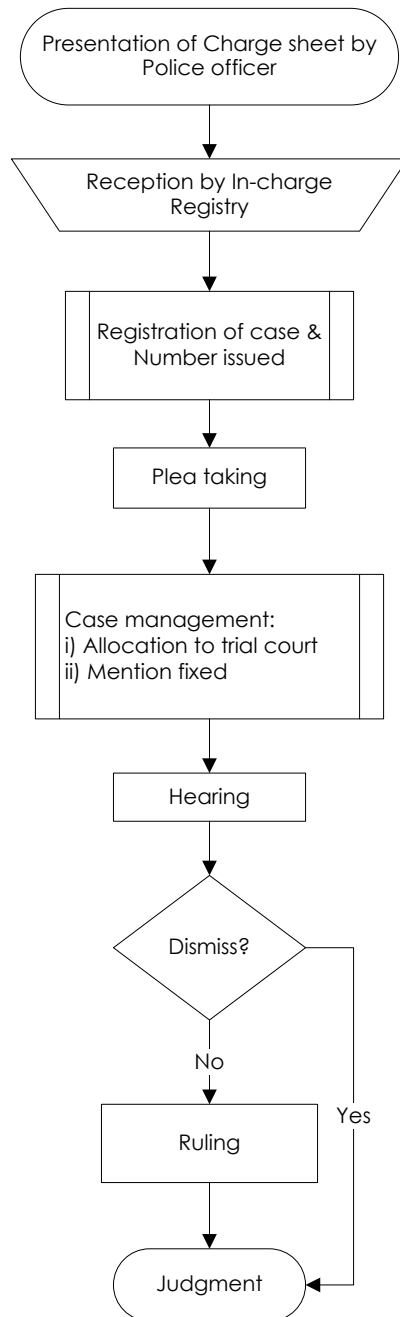
5.3.5 CRIMINAL CASE PROCESS

COURT	CASE TYPE	PARTIES
HIGH COURT	AS per Charge Sheet	Republic (Specific police station) Accused Police case number

CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none"> • Plea of guilty entered • Plea of not guilty entered. Hearing date set	-Plea taking – Duty Court
	<ul style="list-style-type: none"> • Mention date set • Accused sentenced Plea differed.	
-Hearing	<ul style="list-style-type: none"> • Mention date set • Trial • Adjournment. Withdrawal of the case	-Hearing – Trial Court
-Mention	<ul style="list-style-type: none"> • Hearing date set. • Direction given. Case withdrawn.	-Mention – Trial Court
-Ruling	-Ruling delivered	-Ruling- Trial Magistrate
Judgement	Judgement delivered	Judgement – Trial Magistrate

5.3.6 CRIMINAL CASE FLOW

Criminal case Flow

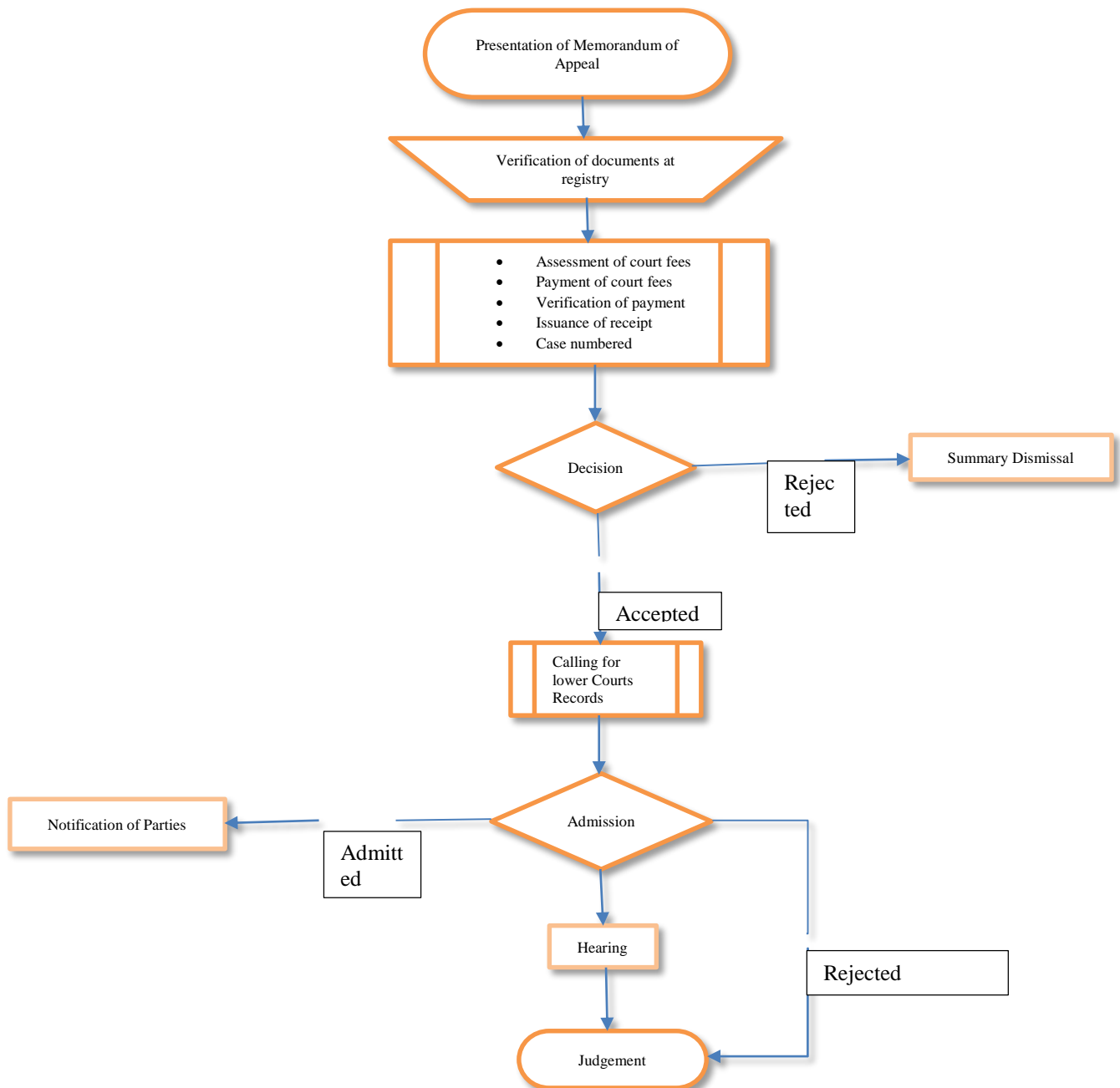


5.3.7 CRIMINAL APPEAL

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT	CRIMINAL APPEAL	5. Appellant(s) 6. Respondent(s) 7. Advocate of Appellant 8. Advocate of Respondent

CASE ACTIVITY	OUTCOME	STAFF
File memorandum of appeal: 1.Registration <ul style="list-style-type: none"> - Name of Appellant - Name of Respondent - Date of filing - Parties contacts Court fees	Appeal filed	Court Assistant/ DR
2. Call for lower court record.	2.Lower court record received	Court Assistant/ DR
3. Request for the record of appeal	3.Record of appeal filed	Court assistant/DR
4. Admission of the appeal	4.Admissions done	Judge
5. Appeal fixed for directions	5. (-Direction notices served - Directions given)	Court Assistant/DR
6. Fixing of hearing dates	6.Hearing date fixed	Judge
7. Hearing of the appeal	7. (-Appeal adjourned -Mention date set -A further hearing date set -Appeal heard)	Court Assistant
8. if appeal is heard	8. Judgment date set	Judge
9. Judgement Delivered	9. (-Judgment deferred - Appeal Allowed -Appeal dismissed)	Judge

5.3.7.1 CRIMINAL APPEAL CASE FLOW



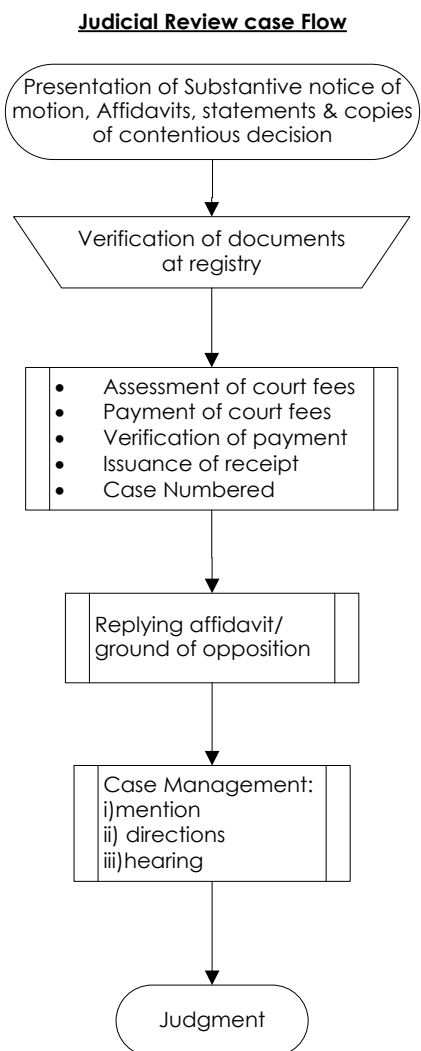
5.4 JUDICIAL REVIEW APPLICATION CASE

5.4.1 JR APPLICATIONS

COURT/DIVISION	CASE TYPE	PARTIES
HIGH COURT JUDICIAL REVIEW	JR APPLICATIONS	.APPLICANT -RESPONDENT -INTERESTED PARTIES DETAILS - ADVOCATES ON RECORD

CASE ACTIVITY	STAFF	OUTCOME
Case Registration	Court Assistant	Case Registered
Certificate of urgency	Court Clerk/Court assistant	Certificate of urgency file goes to court same day mention date given orders given hearing date given
Mention given	court assistant(registry	
Hearing	Judge	
Ruling	Judge	

5.4.1.1 JR APPLICATIONS FLOW



5.5 EMPLOYMENT AND LABOR RELATIONS

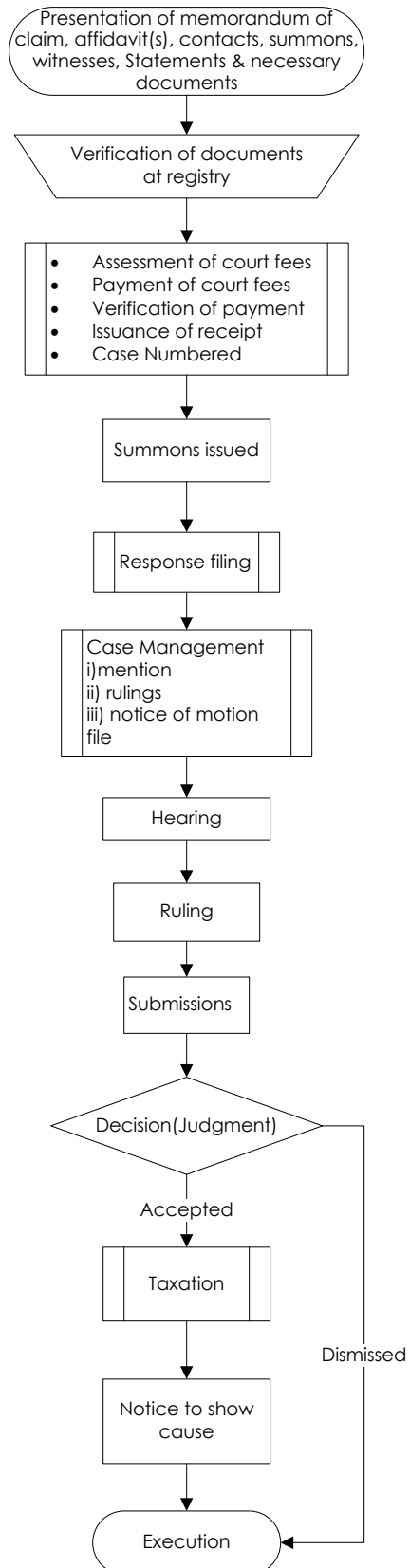
5.5.1 ELRC CLAIMS PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
ELRC CLAIMS	ELRC CLAIMS	CLAIMANT -RESPONDENT -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (claim) Case number Name of claimant, advocate and contacts Name of respondent, advocate Nature of claim Date of filing Fees paid Receipt no	Court Assistant	Case Registered
Summons prepared	DR	summons issued
Filing Response to the claim	court assistant(registry)	Response to the claim filed
Request for mention date	DR	Mention Date
Filing of Notice of Motion and taking of hearing date for the application	DR	Notice of motion filed and hearing date fixed at registry
Hearing of the Notice of Motion	JUDGE	Interim orders granted -Application dismissed
Notice to Show Cause	DR	
Warrant of Execution	DR	

5.5.1.1 Employment & Labour Relations Court Case Flow

Employment & Labour Relations Court Case Flow



5.5.2 MISCELLANEOUS APPLICATION

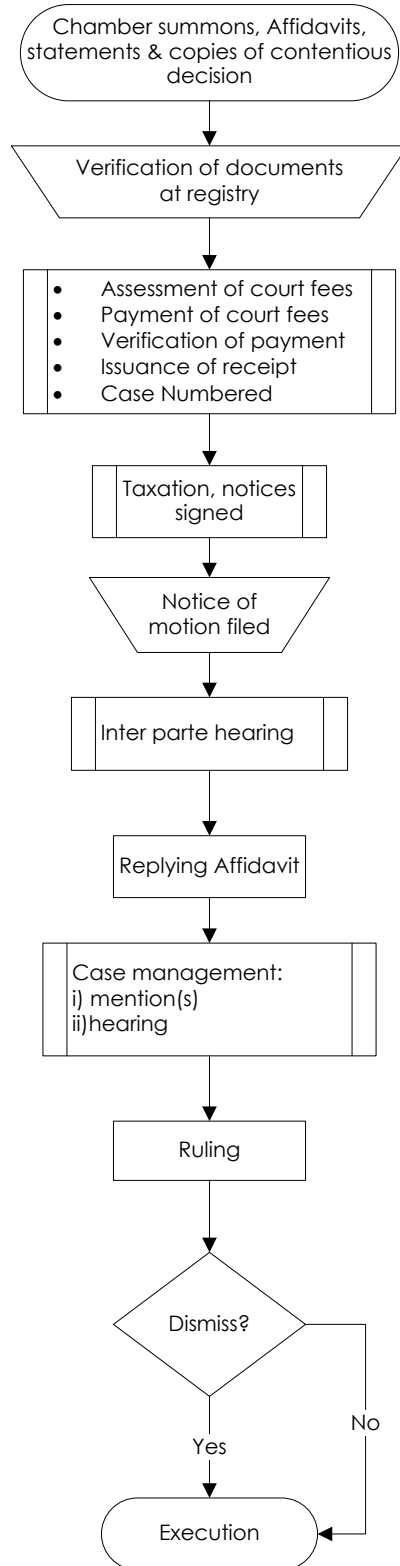
COURT/DIVISION	CASE TYPE	PARTIES
ELRC	MISCELLANEOUS APPLICATION	CLAIMANT -RESPONDENT -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (Miscellaneous Application) Case number Name of Applicant, advocate and contacts Name of respondent, advocate Nature of Application Date of filing Fees paid Receipt no Taxation date fixed at registry	Court Assistant	Case Registered Taxation date issued
Taxation notices prepared/signed	DR	Taxation notices issued
Filing of Notice of Motion Replying Affidavit/Grounds of Opposition	court assistant(registry)	Application filed Replying Affidavit/Grounds of Opposition filed Mention date issued at registry
Request for mention date	DR	Mention Date
Hearing of the Application	Judge	Interim orders granted -Application dismissed -Application withdrawn -A further hearing date given for the application -Application is heard -Ruling delivered -Ruling date given -Ruling on notice

Ruling	JUDGE	<ul style="list-style-type: none">-Judgment delivered-Dismissed-Application allowed-Judgment deferred

5.5.2.1 MISCELLANEOUS APPLICATION FLOW

Miscellaneous Application case Flow



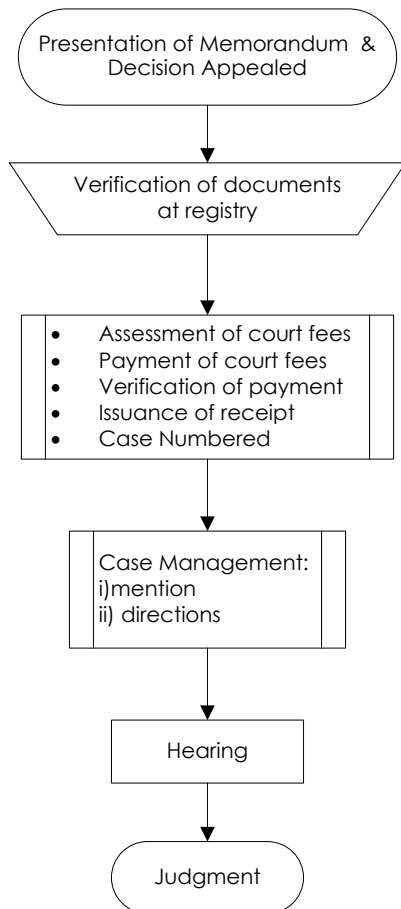
5.5.3 ELRC APPEAL

COURT/DIVISION	CASE TYPE	PARTIES
ELRC	APPEAL	CLAIMANT -RESPONDENT -INTERESTED PARTY

CASE ACTIVITY	STAFF	OUTCOME
Registration (Appeal) Case number Name of claimant, advocate and Their contacts Name of respondent, advocate and their contacts Nature of claim Date of filing Fees paid Receipt Filing	Court Assistant	Case Registered
Response/Grounds of Opposition to the Appeal	Court Assistant	Response to the Appeal filed
Request for a mention date for directions at the registry	court assistant(registry	Mentioned date issued
Case Mentioned in Court for directions	Judge	Further mention date given -Matter stood over general -Hearing date given -Directions given
Hearing of Notice of Motion in Court	Judge	Interim orders granted -Application dismissed -Application withdrawn -A further hearing date given for the application
Hearing of the Appeal	JUDGE	- A ruling given -Ruling to be delivered on notice -Appeal heard -Appeal Adjourned -Appeal Dismissed

Ruling	JUDGE	Judgment delivered -Appeal allowed -Appeal dismissed -Appeal partly allowed

ELRC Appeals Case Flow



5.6 ENVIRONMENT & LAND COURT

5.6.1 ELC PETITION

ELC PROCESS					
DIVISION	CASE TYPE	PARTY DETAILS	CASE ACTIVITIES	CASE OUTCOME	ROLES OF STAFF
ELC	ELC PETITION	<ul style="list-style-type: none"> Plaintiff Defendant Interested Advocate 	<ul style="list-style-type: none"> Registration <ul style="list-style-type: none"> Plaints and originating summons Name of Plaintiff/Applicant Name of respondent/Defendant Date of filing 		Court assistant
			<ul style="list-style-type: none"> Assessment of Fees <ul style="list-style-type: none"> As per assessment manual 	<ul style="list-style-type: none"> Fees Assessed 	Court assistant
			<ul style="list-style-type: none"> Payment of Fees 	<ul style="list-style-type: none"> Fees paid Receipt Issued 	Accountant
			<ul style="list-style-type: none"> Allocation of Case Number 	<ul style="list-style-type: none"> Case captured in the Case register 	Designated Court Assistant
			<ul style="list-style-type: none"> Pre Trial Conference 	<ul style="list-style-type: none"> Directions given Hearing date given File referred to out of court settlement Matter is withdrawn with or without any orders to the cost. Final consent entered and 	Judge

				adopted as an order of the court	
			<ul style="list-style-type: none"> • Interlocutory Applications 	<ul style="list-style-type: none"> • Matter certified urgent • Temporary Order granted • Directions Given • Hearing date Given 	Judge
			<ul style="list-style-type: none"> • Replying affidavit/Grounds of opposition/preliminary objections 	<ul style="list-style-type: none"> • Application heard • Application deferred • Further mention date given • Further hearing date for the application 	Judge
			<ul style="list-style-type: none"> • Ruling 	<ul style="list-style-type: none"> • Ruling delivered • Ruling deferred • Application allowed • Application dismissed 	Judge
			<ul style="list-style-type: none"> • Hearing 	<ul style="list-style-type: none"> • Adjourned • Matter taken out • further hearing date given • New date to be taken at the registry • Mention for further directions • Submissions to be filed • Scene visit 	Judge
			Judgement	<ul style="list-style-type: none"> • Judgement delivered 	Judge
			Taxation	<ul style="list-style-type: none"> • Same as Civil 	
	1. ELC		<ul style="list-style-type: none"> • Registration 		

	MISC		<ul style="list-style-type: none"> - Name of applicant - Name of respondent - Date of filing 		
			Filling of Bill of Costs	Bill of Costs Filed	Court assistant
			Notice of taxation issued	Taxation Date is given in the registry	Court assistant
			Signing of the notice of taxation	Notice of taxation Signed	DR
			Taxation	Ruling delivered Bill allowed Bill dismissed	DR
	2. ELC APPEAL		Presentation of Memorandum of Appeal	Memorandum of Appeal Filed	Court assistant
			Allocation of Case Number	New Case Number assigned	Court assistant
			Request for the lower court file	File availed	E.O
			Admission of Appeal	Appeal Admitted Appeal Rejected	Judge
					Judge
			Appeal Admitted	Hearing date Given at the registry	Court assistant
			Hearing	<ul style="list-style-type: none"> • Adjourned • Matter taken out • further hearing date given • New date to be taken at the registry 	Judge

				<ul style="list-style-type: none">• Mention for further directions• Submissions to be filed	
			Judgement	<ul style="list-style-type: none">• Judgement delivered	Judge

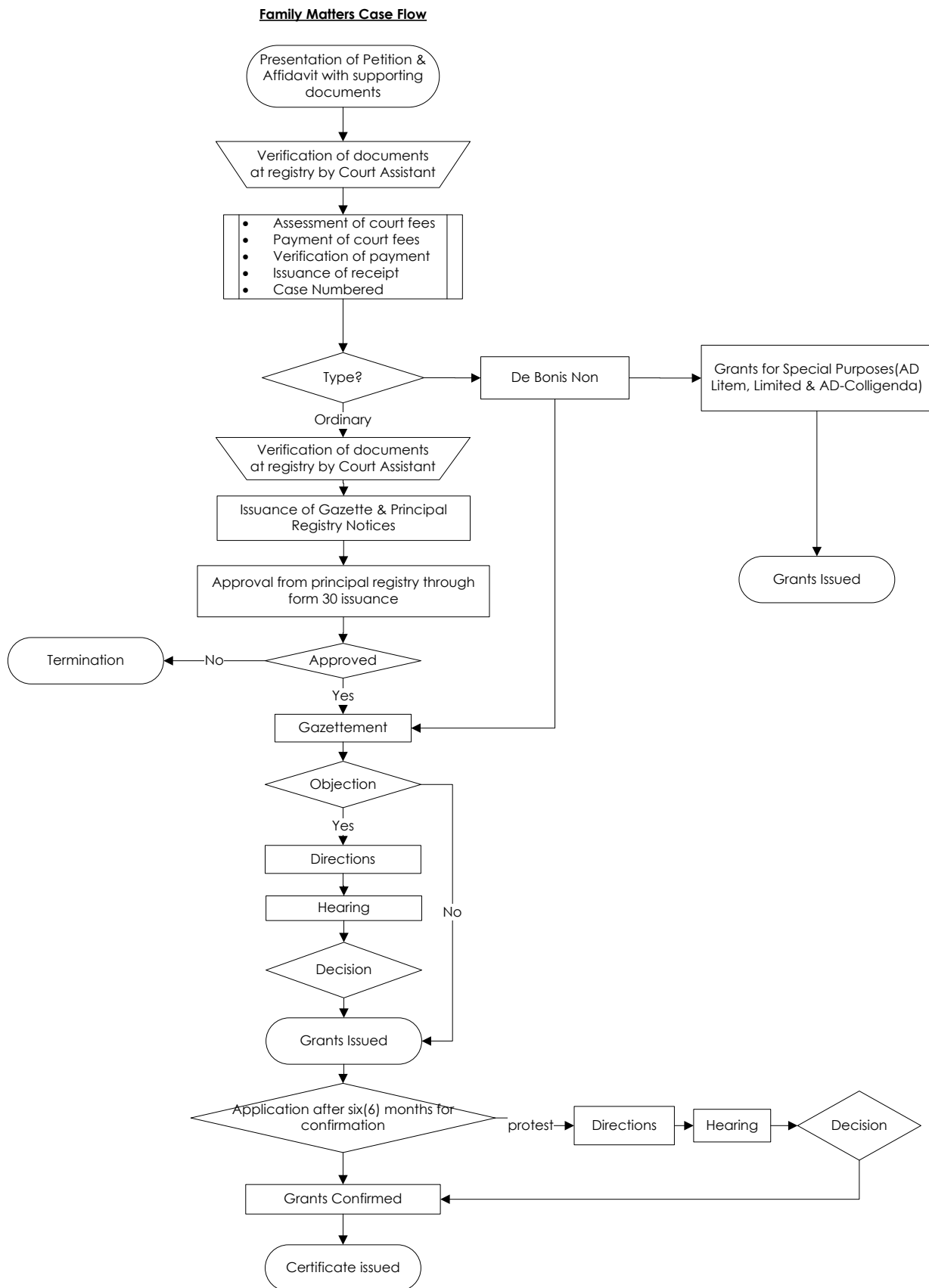
5.7 FAMILY DIVISION

5.7.1 FAMILY MATTERS CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
FAMILY	Family Matters	1. APPLICANT 2. RESPONDENT

CASE ACTIVITY	STAFF	OUTCOME
Registration <ul style="list-style-type: none">• Presentation of Petition and affidavit with supporting document• The documents are accessed by the court assistants and fees calculated• • The advocate pays the fees and presents the receipt to the registry• Case is entered at the register (Date of filling of appeal, Name of applicant(s), Name of respondent(s))	Court Assistant	Case Registered
Issuance of gazette and Principal registry notices	DR	Notices
Approval from registry through form 30 issuance	DR	Form 30
Gazettement	DR	Gazetted
Direction	DR	Directions issued or Hearing date given
Hearings	Judges	Matter fully heard and judgment date issued or partly heard and a further hearing date given.
Judgment	Judges	Decision made. Grant Issued or Declined

5.7.1.1 FAMILY MATTERS CASE FLOW



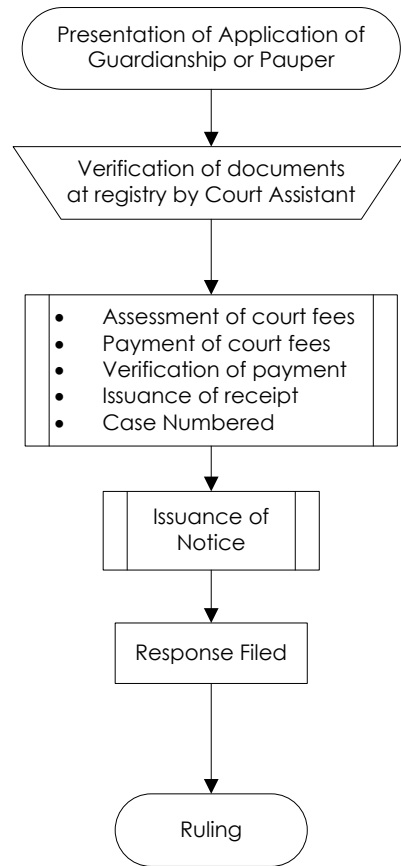
5.7.2 DIVORCE/SEPARATION CASE PROCESS

COURT/DIVISION	CASE TYPE	PARTIES
FAMILY	Divorce/Separation	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

CASE ACTIVITY	OUTCOME	STAFF
-Assessment of Court fees	-Court fees Paid	-Court Assistant
Registration <ul style="list-style-type: none"> Name of applicant and respondent Case no. Telephone number email Date of registration Nature of complaint	-Case registered	-Court Assistant
-Issuance of notice	Notice issued	Judge
Filing of response to a notice	- notice file -Hearing date set	Court Assistant
Hearing	Trial	Judge
-Ruling	Ruling delivered	Judge
Judgment	-Judgment delivered	Judge

5.7.2.1 DIVORCE CASE FLOW

Divorce or Separation Case Flow



5.8 MAGISTRATE COURT PROCESS

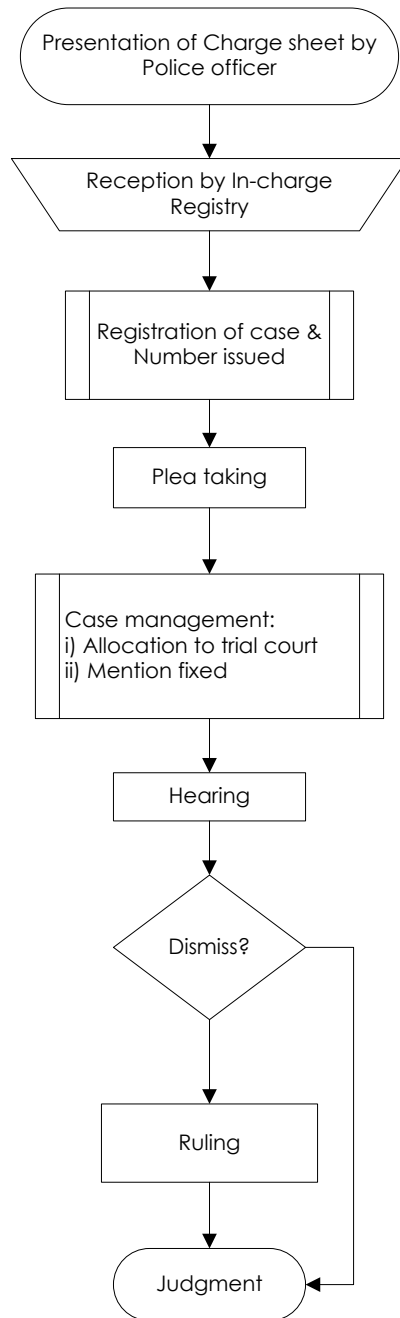
5.8.1 TRAFFIC CASE PROCESS

COURT	CASE TYPE	PARTIES
MAGISTRATE	TRAFFIC CASE	Republic (Specific police station) Accused Police case number

CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none">• Plea of guilty entered• Plea of not guilty entered.• Hearing date set• Mention date set• Accused sentenced Plea differed.	-Plea taking – Duty Court
-Hearing	<ul style="list-style-type: none">• Mention date set• Trial• Adjournment. Withdrawal of the case	Hearing – Trial Court
-Mention	<ul style="list-style-type: none">• Hearing date set.• Direction given. Case withdrawn.	-Mention – Trial Court
Ruling	Ruling delivered	Ruling- Trial Magistrate
-Judgment	-Judgment delivered	-Judgment – Trial Magistrate

5.8.1.1 TRAFFIC CASE FLOW

Magistrate Court Traffic case Flow



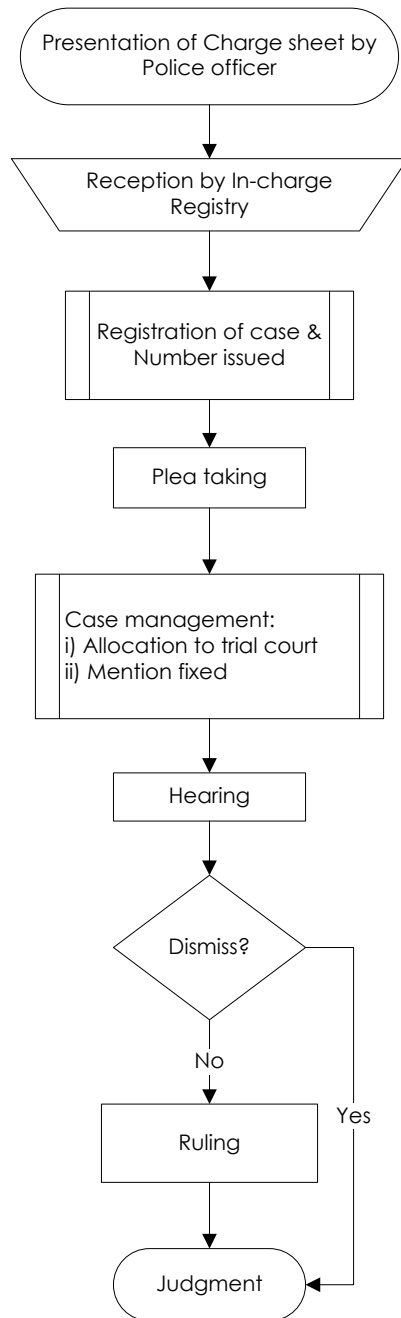
5.8.2 CRIMINAL CASE PROCESS

COURT	CASE TYPE	PARTIES
MAGISTRATE	AS per Charge Sheet MCCR	Republic (Specific police station) Accused Police case number

CASE ACTIVITY	OUTCOME	STAFF
-Registration	-Case Registered	-Registration – Court assistant
-Plea taking	<ul style="list-style-type: none"> • Plea of guilty entered • Plea of not guilty entered. Hearing date set	-Plea taking – Duty Court
	<ul style="list-style-type: none"> • Mention date set • Accused sentenced Plea differed.	
-Hearing	<ul style="list-style-type: none"> • Mention date set • Trial • Adjournment. Withdrawal of the case	-Hearing – Trial Court
-Mention	<ul style="list-style-type: none"> • Hearing date set. • Direction given. Case withdrawn.	-Mention – Trial Court
-Ruling	-Ruling delivered	-Ruling- Trial Magistrate
Judgement	Judgement delivered	Judgement – Trial Magistrate

5.8.2.1 CRIMINAL CASE FLOW

Criminal case Flow



5.8.3 CIVIL CASE PROCESS

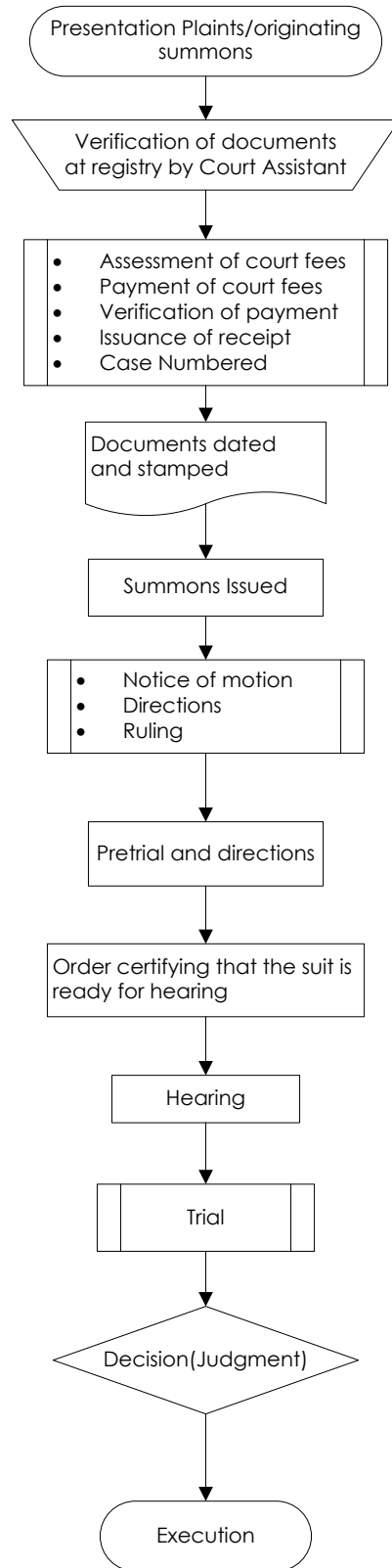
COURT	CASE TYPE	PARTIES
MAGISTRATE	AS per Charge Sheet MCCV	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

CASE ACTIVITY	OUTCOME	STAFF
-Registration (Plaint/OS) - Name of Plaintiff - Name of Defendant - Date of filing - Parties contacts	-File opening	-Court assistant
-Summons	-Summons issued	-Magistrate
-Notice of motion	<ul style="list-style-type: none"> • -Interim orders • -Directions -Hearing date	-Magistrate
Replying affidavit/ grounds s of opposition	Inter parte hearings	Magistrate
-Inter parte hearing	<ul style="list-style-type: none"> • Mention date set • Directions given • Hearing date set Ruling date set	-Magistrate
-Ruling delivered	-Ruling delivered -Ruling deferred - Application Dismissed Application allowed)	Magistrate
Appearance/ Defence filing	If not within 15 days- an interlocutory judgement may be issued	Magistrate
Pre-trial / Case Management Conference	Directions given	Magistrate
Fixing of Hearing dates	Hearing date set	Magistrate/court assistant
Hearing	<ul style="list-style-type: none"> • Mention date set • Trial • Adjournment • Withdrawal of the case • Dismissed • Settled Mediation	Magistrate

Trial	<ul style="list-style-type: none"> • Date set for Judgment • Date set for ruling • Further mention date (Further hearing date) 	Magistrate
Judgement delivery	<ul style="list-style-type: none"> • Judgment delivered (Judgement deferred) 	Magistrate

5.8.3.1 CIVIL CASE FLOW

Magistrate Court Civil Case Flow Chart

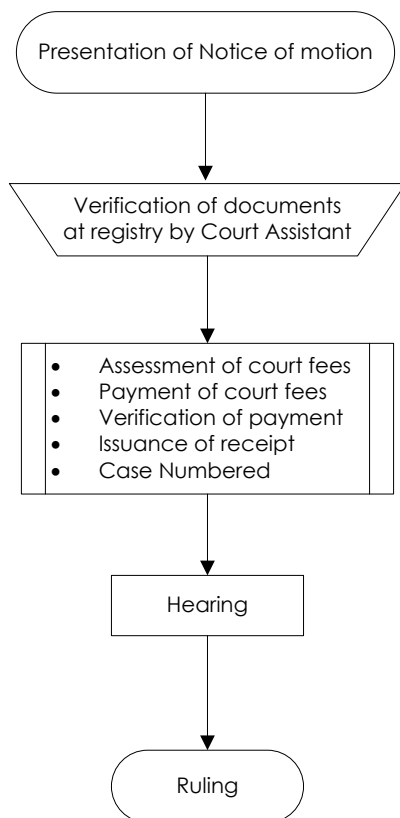


5.8.4 MISCELLANEOUS CIVIL CASE

COURT	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Misc. Civil	As per Affidavit annexed to Notice of Motion	Applicant(s) Respondent -Advocate of Applicant -Advocate of Respondent	-Assessment of Court fees	-Court fees Paid	-Court Assistant
			Registration -Name of applicant and respondent -Case no. -Telephone number -email -Date of registration -Nature of claim	Case registered	Court Assistant
			If under certificate, ex parte hearing	Inter parte's hearing given	Duty Court
			Respondent served with application	Replying affidavit filed	Court Assistant
			Hearing	Ruling date given	Trial Magistrate
			Ruling	Ruling delivered	Trial Magistrate

5.8.4.1 MISCELLANEOUS CIVIL CASE FLOW

Miscellaneous Civil Case Flow

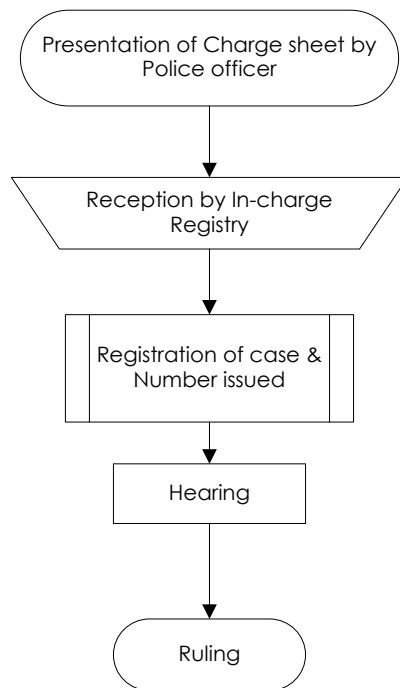


5.8.5 MISC. CRIMINAL

COURT	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Misc. Criminal	As per Affidavit annexed to Notice of Motion	Applicant(s) Respondent -Advocate of Applicant -Advocate of Respondent	-Assessment of Court fees	-Court fees Paid	-Court Assistant
			Registration -Name of applicant and respondent -Case no. -Telephone number -email -Date of registration -Nature of claim	Case registered	Court Assistant
			If under certificate, ex parte hearing	Inter parte's hearing given	Duty Court
			Respondent served with application	Replying affidavit filed	Court Assistant
			Hearing	Ruling date given	Trial Magistrate
			Ruling	Ruling delivered	Trial Magistrate

5.8.5.1 MISC. CRIMINAL FLOW

Miscellaneous Criminal Case Flow



5.8.6 DIVORCE/SEPARATION CASE PROCESS

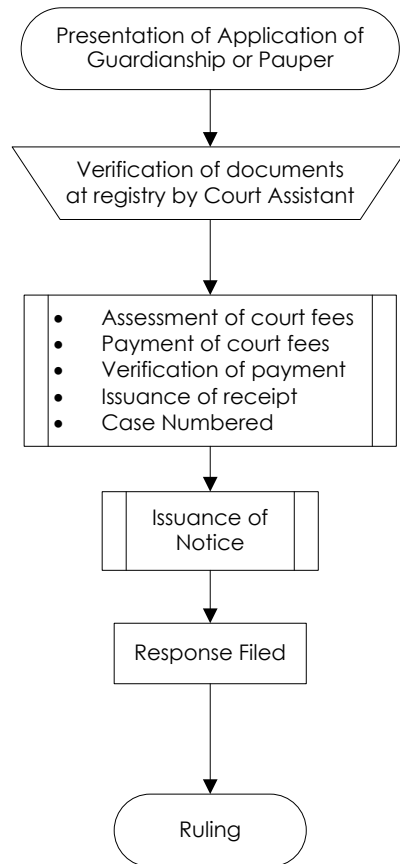
COURT	CASE TYPE	PARTIES
MAGISTRATE	Divorce/Separation	Plaintiff(s) -Defendant(s) -Advocate of Plaintiff (s) -Advocate of Defendant(s)

CASE ACTIVITY	OUTCOME	STAFF
-Assessment of Court fees	-Court fees Paid	-Court Assistant
Registration <ul style="list-style-type: none">Name of applicant and respondentCase no.Telephone numberemailDate of registration Nature of complaint	-Case registered	-Court Assistant
-Issuance of notice	Notice issued	Court Assistant
Filing of response to a notice	- notice file -Hearing date	Court Assistant

	set	
Hearing	Trial	Trial magistrate
-Ruling	Ruling delivered	Trial Magistrate
Judgment	-Judgment delivered	Trial Magistrate

DIVORCE/SEPARATION CASE FLOW

Divorce or Separation Case Flow

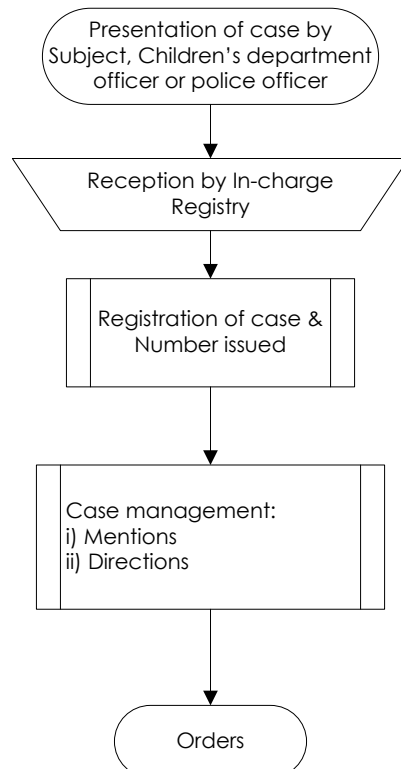


5.8.7 PROTECTION & CARE CASE

SECTION	CASE TYPE	PARTIES	ACTIVITIES	OUTCOME	RESULT
Protection and Care	Protection and Care	-Subject -Children's Department -Police Station	-Registration -Date of Registration - Case no. -Name of Subject -Police station/Children -Nature (care needed)	Case Registered & taken to court	- Court Assistant
			-Mention for directions	-Directions given	-Magistrate
			-Report given by Children's department	-Report filed by children's department	-Court Assistant
			-Orders	-Order issued	-Magistrate

5.8.7.1 PROTECTION & CARE CASE

Child protection & Care case Flow



5.9 SYSTEM USER PERMISSION & ROLES

Module	Permission	Description	Users
Case Registration module	:create_case		
	:view_case		
	:update_case		
Court fees management module	:add_fee		
	:remove_fee		
	:update_fee		
Document Management module	:add_document		
	:update_document		
	:view_document		
	:remove_document		
	:version_document		
JATS Module	:play_video		
	:link_case_to_video		
Case tracking module	:create_movement		
	:update_movement		
	:view_movements		
Case Empaneling and Calendaring (ediary) module	:add_date		
	:view_date		
	:update_date		
	:remove_date		
	:view_causelists		
	:take_out_matters		
	:assign_matters		
	:reassign_case		
Issues and Complaints module	:add_issue		
	:view_issue		
	:update_issue		
Records Retention and Disposal System (RRDS) module	:close_case		
	:archive_case		
	:dispose_case		
	:reopen_case		
Exhibits Management System module	:add_exhibit		
	:view_exhibit		
	:update_exhibit		
Reports Module	:view_case_status_reports		
	:view_caseload_reports		
	:view_fees_reports		
	:view_movements_reports		
	:view_issues_reports		
	:view_rrds_reports		
	:view_exhibit_reports		

Administration module	:add_user		
	:update_user_info		
	:view_user_info		
	:deactivate_user		
	:add_role		
	:rename_role		
	:view_role		
	:reassign_role_to_user		
	:view_permission_reports		
	:assign_permissions_to_user		
	:add_judicial_officer		
	:edit_judicial_officer		
	:archive_judicial_officer		

SYSTEM SERVICES

5.10.1 Backup and Recovery

- In order to provide robust and reliable system, data is backed up daily and available for recovery if needed.

5.11 Authentication

- The Judiciary case management contains protected information and mission critical data and protection against improper access must be provided.
- Authentication via a verified user PJ number and a secure password is required in order to access the system. A password strength policy should be established.
- Users should have different permissions and access levels depending on their role in the registry.
- Users should be granted different permission levels to different modules depending on their work.
- Each of these four types of users has different use of the system so each of them has their own requirements.
- The system should allow users to be deactivated but not deleted
- The system should have three types of users that interact with the system:
 - User Class 1- Registry Users (Court Assistants, E.O)
 - User Class 2 – Judicial Administrators (DR, HOD, Presiding Judge)
 - User Class 3 – Judicial Officers (Judges, Magistrates)
 - User Class 4 – ICT Administrators (ICTO, ICT Director)
- The ICT Administrators should access system usage statistics; user registrations details, change password requests.

5.12 Audit Trail

- The system should keep trail of each activity performed. The ID of the user who made the changes, the date and time, and what they did should be recorded.
- The IP of the user, number of visits for each user should be recorded.

5.13 Data Validation and Error reporting

- Data elements are validated against appropriate data standards for both structure and content.
- Errors and Abnormalities are reported to the Data Submitter for correction.

5.14 Communications interfaces

- The system should provide RESTful API interface as one way of providing interoperability between computer systems on the Internet
- The system should send messages via Email and SMS regarding urgent events and reports.

5.15 System Availability

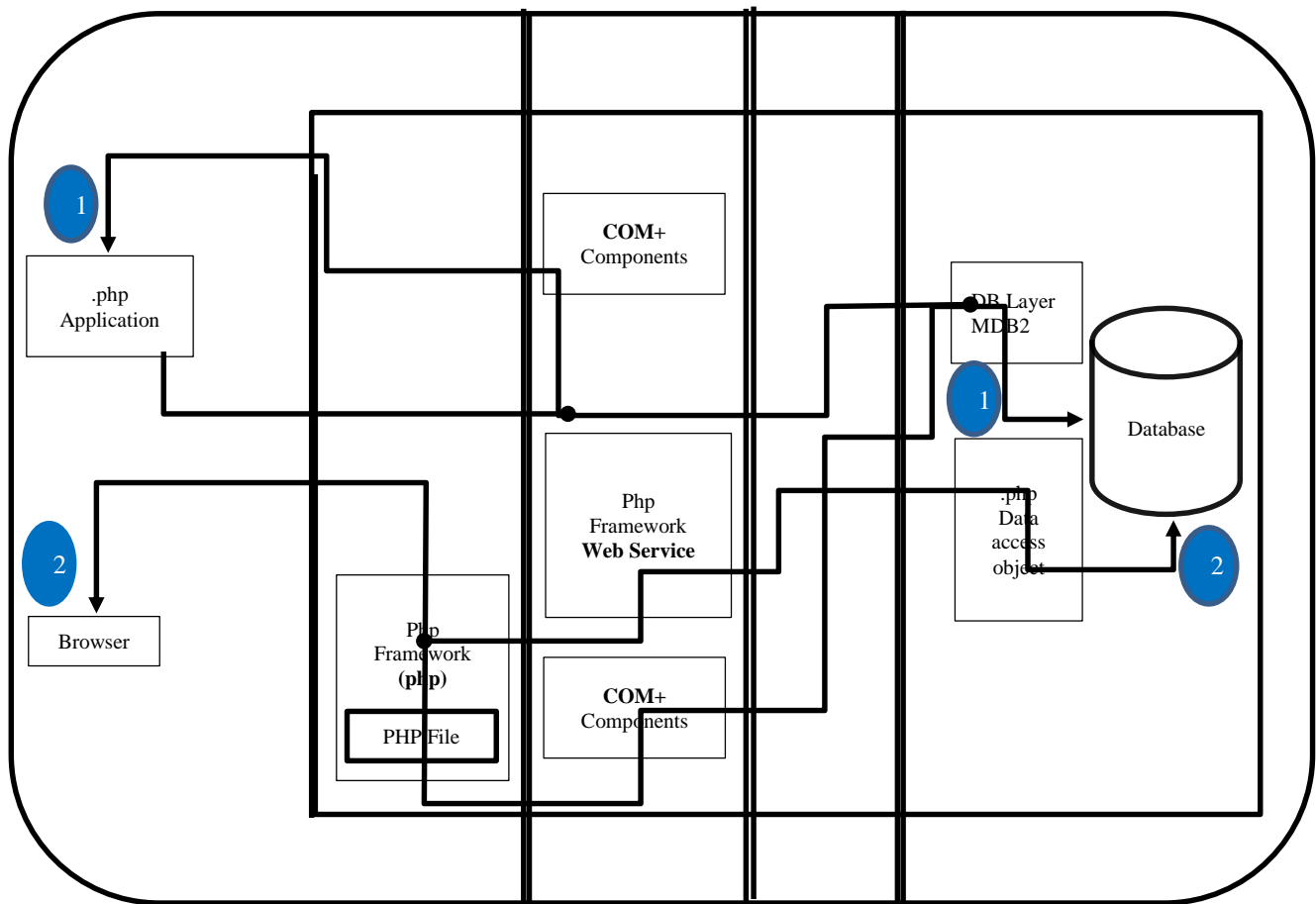
- The system must be available to users Monday through Sunday between the hours of 6:30 a.m. and 5:30 p.m.

- System Maintenance should only be done during the night.

5.16 Data Retention

- The ICT Directorate with consultation with stakeholders shall formulate system data retention policies, considering different forms of data .e.g. System documentation, audit records, database records, and access records.

1 System Architecture



5.17 User Interface

- It should provide interface web form for staff members to login
- It should provide privileged users to modify case registrations
- It should provide an interface in php, which will display the details of case status along with the case details.
- It should provide a web page to the privileged users to allocate dates to cases
- It should provide an interface for generating reports of cases based on case status, case outcomes and activities.
- It should provide a web page to the users to register cases and case activities online.
- It should provide a web page to the privileged users to view case activity in other courts ranks.
- It should allow users to fill case registration forms
- It should provide a web page for displaying courts, case types, case parties and Judicial officers

5.17.1.1 Log in webform

The screenshot shows a web browser window with the address bar displaying `http://casemanagment.judiciary.go.ke`. The browser's navigation bar includes back, forward, stop, and home buttons, along with a search icon. The main content area of the browser displays a login form titled "Log in to Judiciary case Management System to continue". The form contains two input fields: "PJ Number" and "Password". Below these fields is a "login" button. At the bottom of the form, there is a checkbox labeled "remember me". The browser window also shows a vertical scrollbar on the right side.

http://casemanagment.judiciary.go.ke

Log in to Judiciary case Management System to continue

PJ Number

Password

☐ remember me

5.17.1.2 Standadized Home Webpage




THE JUDICIARY




REPUBLIC OF KENYA


HOME




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