Rwanda Integrated Electronic Case Management System

Rwanda IECMS

RWANDA JUDICIARY

USER MANUAL

Version 1.0

SYNERGY INTERNATIONAL SYSTEMS

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INTRODUCTION

This document describes the *Rwanda Judiciary* data entry form in the *Rwanda Integrated Electronic Case Management System (Rwanda IECMS)* application developed for the Justice, Reconciliation, Law and Order Sector (JRLOS) of Rwanda. It provides the necessary instructions that the user should follow during the data entry process. The document is addressed to those who will use the *Rwanda IECMS* application to record information on case proceedings at the courts of different levels.

OVERVIEW

The *Integrated Electronic Case Management System for Rwanda (Rwanda IECMS)* is an automated information management system, which is designed within the initiative of modernizing Rwanda's Justice, Reconciliation, Law and Order Sector (JRLOS). It is intended to ensure improved access to and transparency of justice information both for the government institutions and general public. Moreover, the system aims at facilitating information sharing at key decision points, as well as to improve efficiency and coordination of the police, prosecution, and court activities in the Republic of Rwanda. Furthermore, it is intended to replace the paper-based case records and static spreadsheets and workflows with their computerized counterparts in order to enable full reproduction of cases along with case proceeding information in the event of loss or physical damage of the case file.

The main objective of *Rwanda IECMS* is to serve as a centralized and unique database for all justice sector institutions, including the Rwanda National Police (RNP), National Public Prosecution Authority (NPPA), Rwanda Judiciary (RJ), and Rwanda Correctional Services (RCS). Also, it is a sector-wide platform to assist all the officials accessing the system to have an easy and ad-hoc access to the information required for processing the cases and implementing day-to-day operations. *Rwanda IECMS* is intended to help to standardize case record information storage and to streamline current processes, and, thus, ensure more effective follow-up at different levels. It is also the main database and data collection and reporting system as it guarantees effective access to the case data, promotes accountability, and increases public trust and confidence.

Rwanda IECMS consists of the following applications, each dedicated to one justice agency and used to handle their business processes:

- Rwanda National Police
- Rwanda National Public Prosecution Authority

- Rwanda Judiciary
- Rwanda Correctional Service
- Civil Litigation Service

The *Rwanda Judiciary* module in *Rwanda IECMS* is designed to extend its functionality to the court institutions of all levels, including Commercial High Court, High Court Kigali, Supreme Court of Rwanda, etc. It is intended to serve as a tool for all users at all organizational structure levels to handle the judiciary cases (along with their information) at their own institutions.

In the current design, the *Rwanda Judiciary* form consists of the following sections:

- The **General Information** section is used to add and display general information about the court case. The information to be provided in this section includes the court case details, originating and related cases, parties involved into the case and their legal and assisting representatives, etc.

- The **Parties Submissions** section is used to record information about admission of different types of evidence presented or submitted by the parties included in the case. The information to be provided in this section includes listing of the evidence that contradicts or nullifies other evidence presented by an adverse party, issues analysed during the case court hearing, etc. Counter claims, additional claims, and procedural fees can also be captured in this section.

- The **Court Sessions** section is used to provide detailed information about the court schedule. Information on the court hearings and other proceedings should also be captured in this section.

- The **Court Orders** section is used to display information about orders issued by the court within the scope of the given case. The information to be provided in this section includes orders to appear before the court, orders to combine cases, orders on parties without known dwelling or being abroad, etc.

- The **Summons / Reintroductions** section is used to provide detailed information about any case reintroductions and interventions that occurred during the case processing. The court summons issued within the scope of the given case should also be listed in this section.

- The **Court Fees** section is used to provide key information about various fees payable for submitting applications to the court and for lodging documents at different stages of the court procedure. Also, all payment receipts and other related documents are provided in this section.

- The **Summary of Judgements** section is used to store detailed information about the court decisions taken in relation to the given case. The information to be provided in this section includes the date when the decision was taken and pronounced, facts and held, judgement, references, etc. All decision related files and documents should be uploaded in this section as well.

- The **Notes / Attachments** section is used to record additional comments and issues related to the given court case, as well as attach supporting documents and other files. The case workflow details are also presented in this section.

- The **History** section of is used to view information on access to the given case record and the changes made to it.

Rwanda IECMS provides a web-based user interface and requires having a web browser pre-installed.

GENERAL INFORMATION

The *General Information* section of the *Rwanda Judiciary* form (Figure 1 and Figure 2) is used to add and display general information about the court case. The information to be provided in this section includes the court case details, originating and related cases, parties involved into the case and their legal and assisting representatives, etc.

For more details on what information is requested in the *General Information* section, refer to the table below.

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Details	Provide the information requested in this field by indicating the following about the court case: • **QR Code** – displays an automatically generated unique Quick Response barcode that is produced based on the IECMS court case ID. When read by an imaging device, it displays the summary of the court case it is attached to. • **Case Submitted** – the information in this field is automatically populated by the system and displays the date when the case was submitted to the court. • **Case Registered** – the information in this field is automatically populated by the system and displays the date when the case was registered with the court. • **Court** – select the court the case is submitted to form the drop-down list. *This field is mandatory*. Please, note that selection of the court will filter the list in the *Category*, *President of the Court*, *Chief Registrar*, *Assigned Registrar*, and *Judge Reporter* fields and display only those instances that are related to the selection.

	Note: If the list of courts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Category** – specify the case category that classifies and best describes it. *This field is mandatory*. Please, note that selection of the category will filter the list in the *Subcategory* field and display only those instances that are related to the selection. Note: If the list of categories is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Fast Track Case?** – indicate whether the case encompasses fast procedures. Note: If the list of options in this field is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Instance Level** – this field becomes available for cases that are not subject to fast track procedures and is used to indicate the instance level of the court where the case will be heard. Note: If the list of instance levels is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Subcategory** – specify the case subcategory that classifies and best describes it. Note: If the list of subcategories is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Case Priority** – specify the priority that the court case has.

	Note: If the list of priorities is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Value (if applicable)** – indicate the value that the court case has. • **Extra-Ordinary Procedures** – select the extra-ordinary procedures that the court case has from the drop-down list. Note: If the list of extra-ordinary procedures is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Committed by Minor** – this field becomes available for cases that encompass criminal, economic, and genocide related crimes and is used to indicate whether the criminal act is suspected to be committed by a minor. • **Gender based violence** – this field becomes available for cases that encompass criminal, economic, and genocide related crimes and is used to indicate whether the criminal act is a gender-based violence case. • **Detention Case** – this field becomes available for cases that encompass criminal, economic, and genocide related crimes and is used to indicate whether the criminal act assumes detention. • **Appealed Case** – this field becomes available if the case should be processed through the *Special Review*, *Revision*, *Rectification*, and *Interpretation* procedures; if the case trial should be hold at *First* or *Second Instance Appeal* courts; or, if should be processed through extra-ordinary procedures. It is used to record the appealed case the given one is related to. For more details, see Managing Appealed / Linked Cases. • **Linked Case** – this field becomes available if the case should be processed through all extra-ordinary procedures, except the provisional detention one and is used to select the cased

	linked to the current one. For more details, see Managing Appealed / Linked Cases. • **Initiated from Abunzi** – indicate whether the case was originally filed at the local conflict resolution abunzi mediation system. • **Solved at Abunzi** – indicate whether the case was solved at the local conflict resolution abunzi mediation system. • **President of the Court** – select the name of the president of the court where the case will be heard. *This field is mandatory.* Note: If the list of court presidents is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Chief Registrar** – select the name of the chief registrar of the court where the case will be heard. *This field is mandatory.* Note: If the list of chief registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Assigned Registrar** – select the name of the assigned registrar of the court where the case will be heard. Note: If the list of assigned registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list. • **Judge Reporter** – select the name of the judge reporter assigned to the case. Note: If the list of judge reporters is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

	• **Subject matter** – describe the cause or object of dispute out of which the case is formed. *This field is mandatory.* • **Ground of Claim** – indicate the justification behind seeking legal action against someone or something.
Originating / Related Cases	This is an automatically generated field that displays information on other cases (e.g. police cases, prosecution, etc.) related to the court case. The information displayed in this field for each case includes the institution, case number, current status, and date.
Bench Details	Provide information about the assembly of judges that will be involved into the case trial. *This field is mandatory.* For more details, see Managing Bench Details.
Parties	Provide information about the parties involved into the court case in different capacities. For more details, see Managing Case Participants. Moreover, you are requested to identify what the relationship between the case participants is. For more details, see Managing Relationship Records.
Parties Legal / Assisting Representatives	Provide information about the legal and assisting representatives of the parties involved in the court case. For more details, see Managing Case Participants.
Case Details	List all acts that are encompassed by the court case and that are contrary to the law or legal code. For more details, see Managing Case Details.
Related Tasks	Record all tasks that have been originated within the scope of the given and other related cases. For more details, see Managing Related Tasks. **Note:** The functionality of recording case related tasks becomes available upon the first save of the *Rwanda National Police* form.

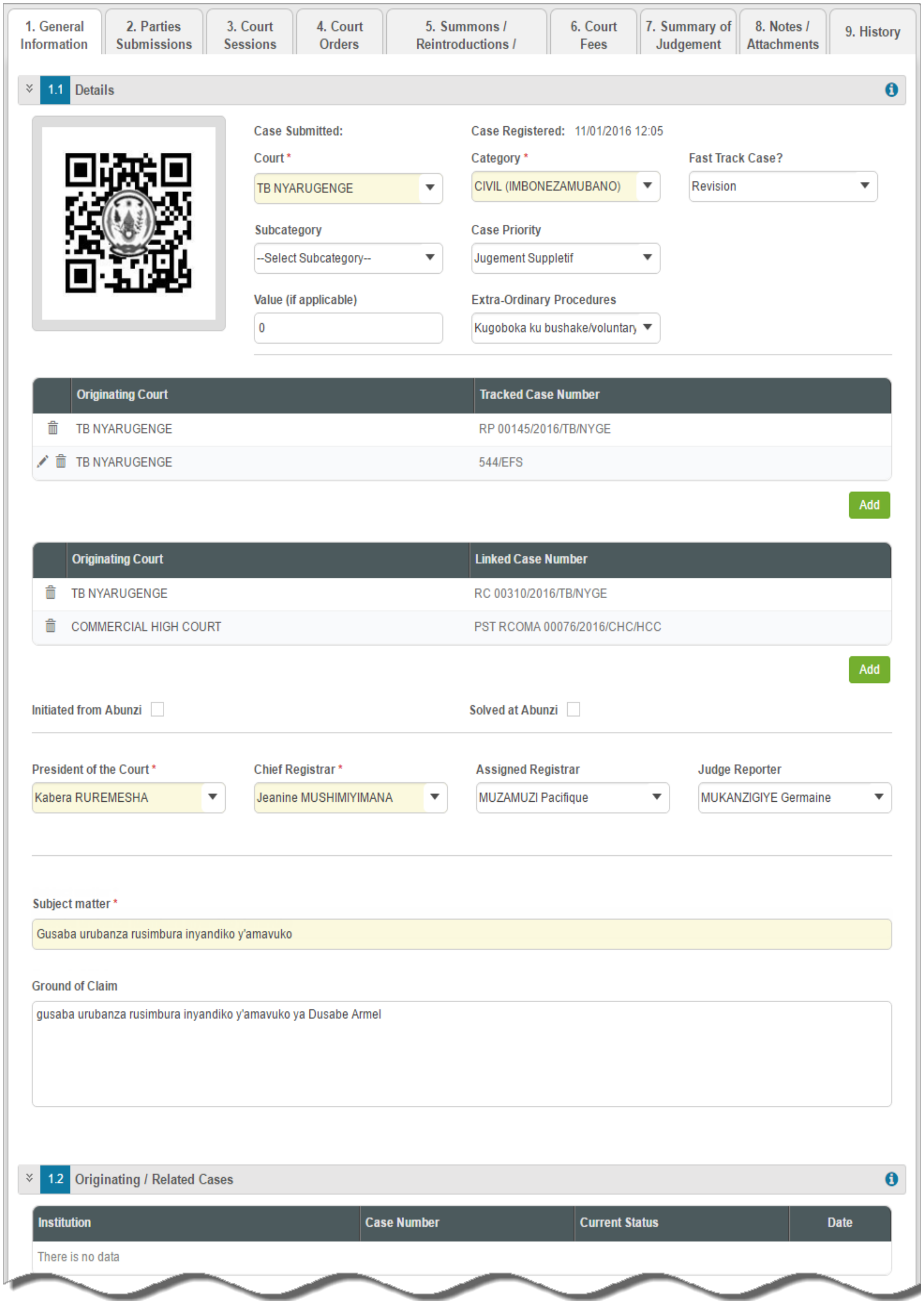


Figure 1: General Information Section (Part 1)

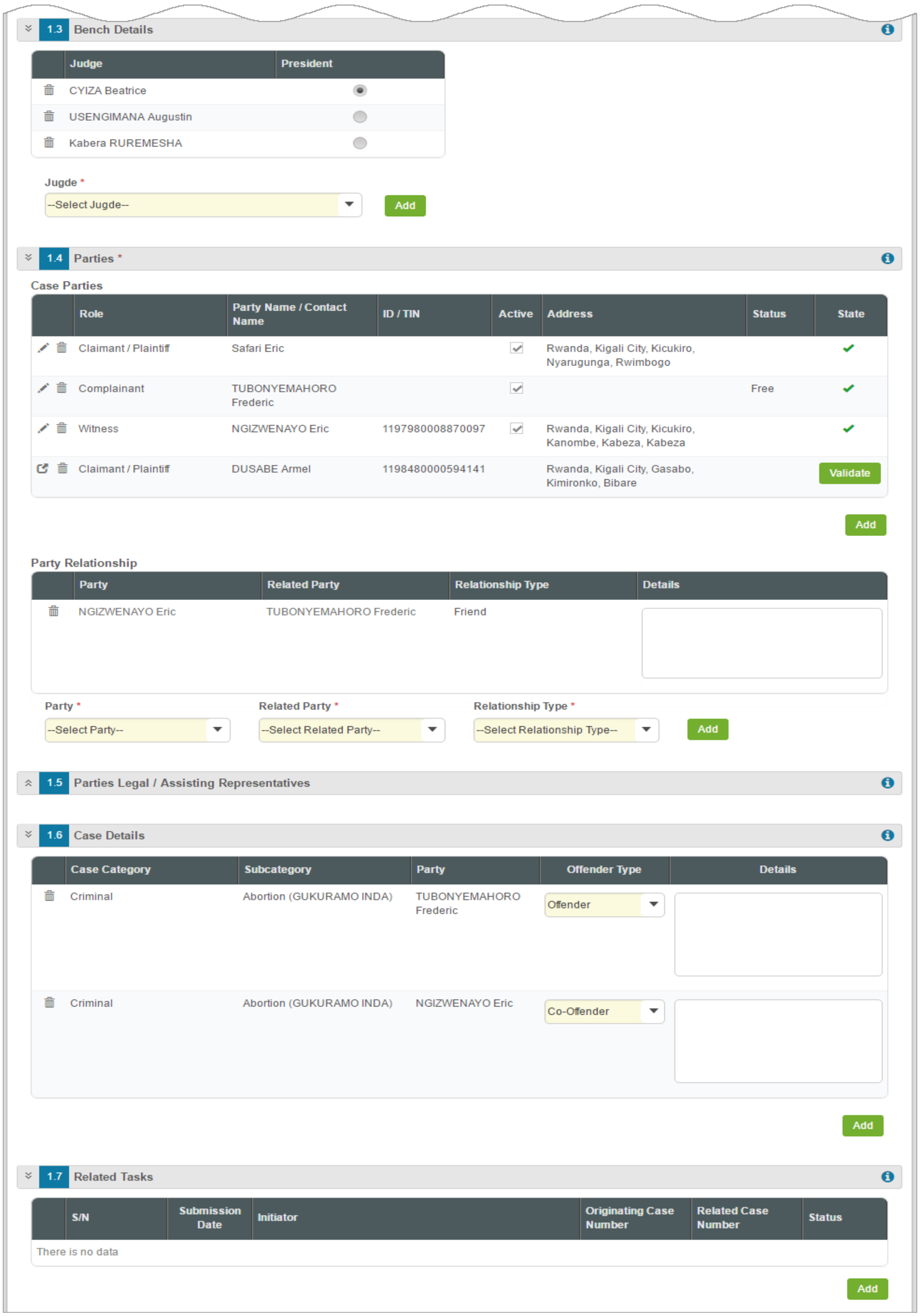


Figure 2: General Information Section (Part 2)

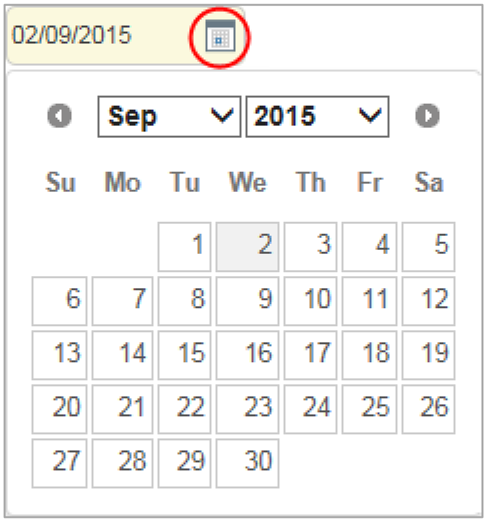


Figure 3: Calendar

Managing Appealed / Linked Cases

This chapter outlines how to select an originating appealed / linked case related to the given one, as well as create a new case record, edit and remove it. It also describes how you can browse among the case records to find the one that you are looking for.

Adding an Appealed / Linked Case Record

In order to add an originating appealed / linked case record, follow the steps below:

1. Click the **Add** button in the *Details* field. A *Case Search* form will open (Figure 4).
2. Locate the case related to the given court case. This can be done by using the search mechanism the *Case Search* form is equipped with. To find a case, create filtering criteria that will be used to find and display all case records that match the selection. The following criteria are available:
   - Court Level
   - Court
   - Status

   Note: Selection of a court level will filter the list in the *Court* field and display only those instances that are related to the selection. Also, if the lists in the *Court Level*, *Court*, and *Status* fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Alternatively, you may enter the case number or any part of it in the search box.

Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.

4. Click the **Search** button. The list of all the cases matching the criteria will be displayed in the *Originating Cases* table below.

   Note: If the desired appealed case does not exist in the *Rwanda IECMS* database, you can create a new case record. For more details, see Creating an Appealed / Linked Case Record.
5. Select the case record that you want to add to the court case by activating the respective radio button to the left of the record.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

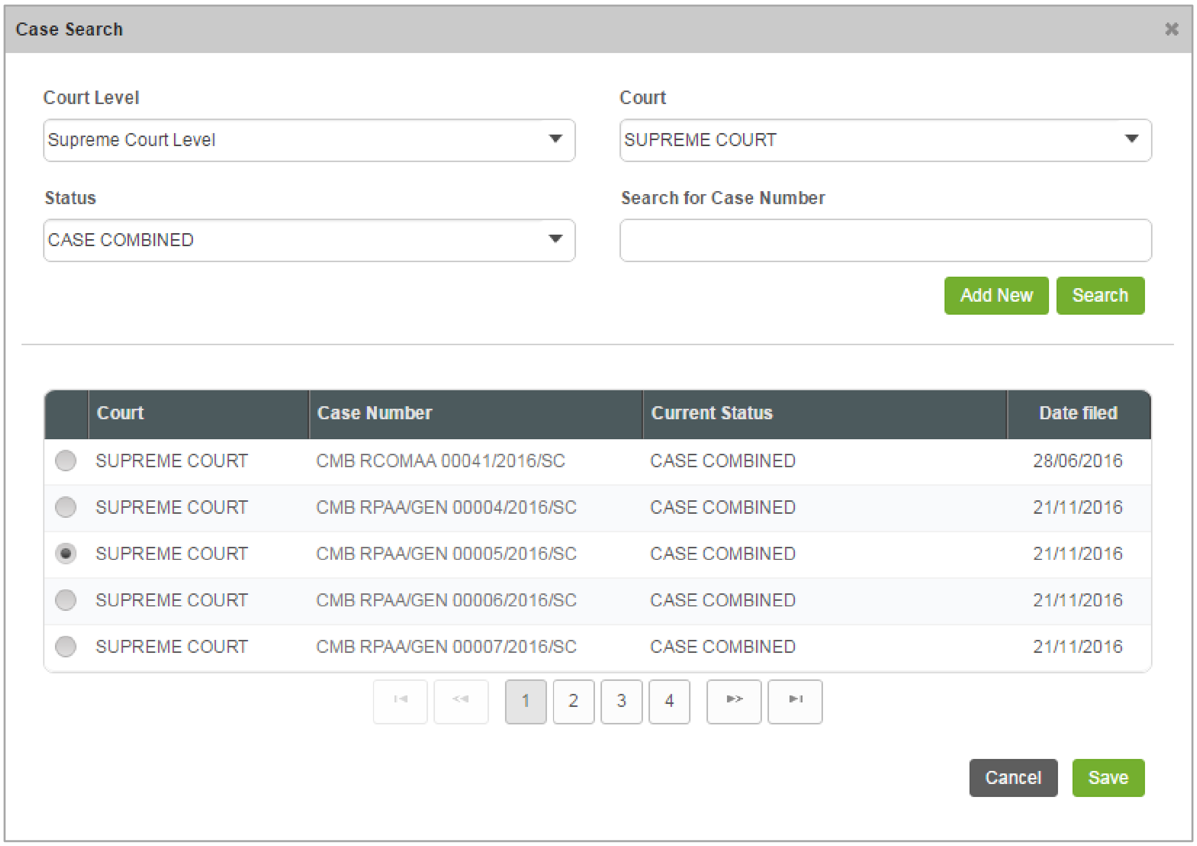


Figure 4: Selecting an Originating Case Record

Browsing among Appealed / Linked Case Records

In order to ensure fast page loading, the *Originating Cases* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Originating Cases* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Creating an Appealed / Linked Case Record

In order to create an originating appealed / linked case, follow the steps below:

1. Click the **Add New** button in the *Case Search* form. An *Originating Court* form will open (Figure 5).
2. Indicate the **Court Level** where the case was heard by selecting the appropriate instance from the drop-down list. *This field is mandatory*. Please, note that selection of the court level will filter the list in the *Court* drop-down and display only those instances that are related to the selection.
   Note: If the list of court levels is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Specify the **Court** where the case was heard by selecting an instance from the drop-down list. *This field is mandatory*.
   Note: If the list of courts is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
4. Enter the **Case Number**. *This field is mandatory.* Please, note that the court number will automatically be assigned the EFS extension, indicating that it is a new addition to the *Rwanda IECMS* database.
5. Provide the date when the case was filed. A calendar popup is available for this field, see Figure 3: Calendar.
6. Upload documents and images that may contain case related information. For more details, see Managing Attachments.
7. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

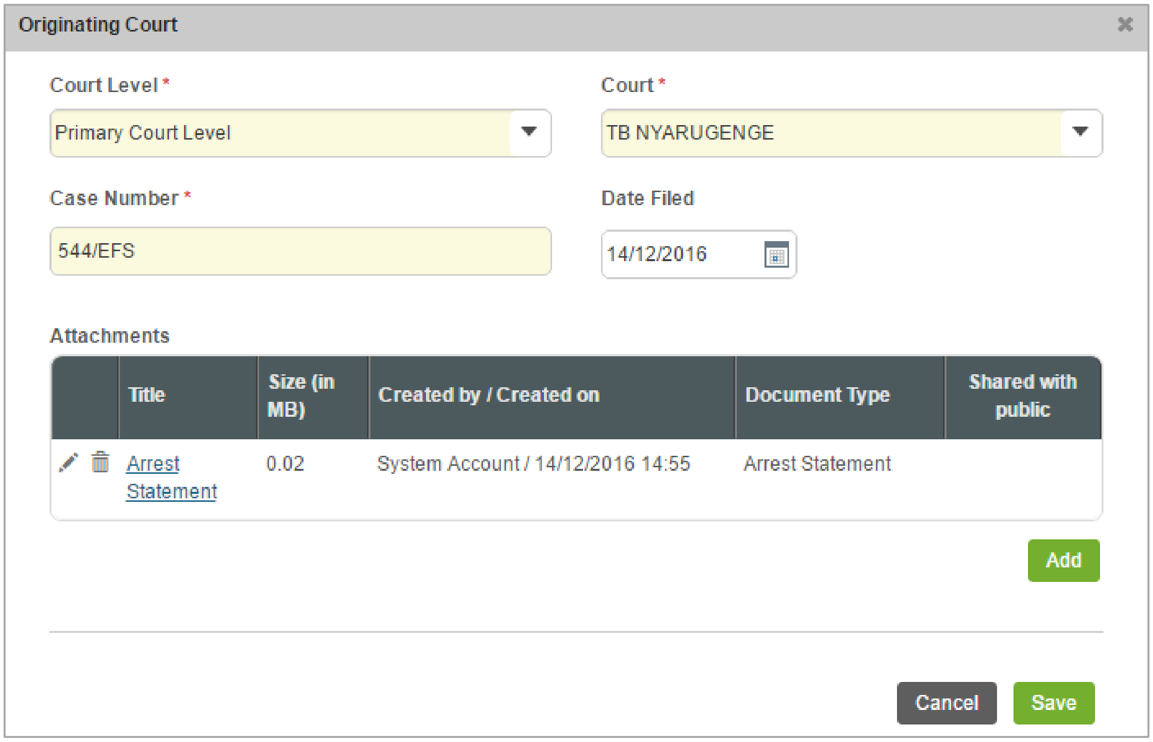


Figure 5: Creating an Originating Case Record

Editing Appealed / Linked Case Records

In order to edit an originating appealed / linked case record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Case Search* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: it should be mentioned that you can only add the originating case records that are newly added to the *Rwanda IECMS* database (see Creating an Appealed / Linked Case Record).

Removing Appealed / Linked Case Records

In order to remove an originating appealed / linked case record, click the **(Remove)** button to the left of the record.

Managing Bench Details

This chapter outlines how to add and remove bench judge records.

Adding a Bench Judge Record

In order to add a bench judge record, follow the steps below:

1. Select the appropriate instance from the **Judge** drop-down list. *This field is mandatory.*
   Note: If the list of bench judges is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Click the **Add** button. The new record will appear in the *Bench Details* field.
3. Indicate who of the selected judges will be the **President** of the assembly by activating the respective radio button.

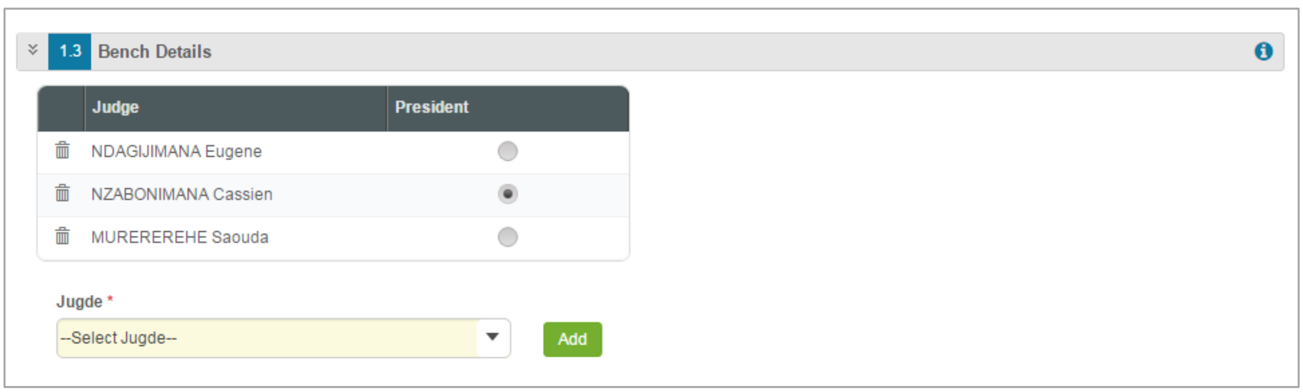


Figure 6: Adding a Bench Judge Record

Removing Bench Judge Records

In order to remove a bench judge record, click the **(Remove)** button to the left of the record.

Managing Case Participants

This chapter outlines how to select the parties and legal representatives involved in the prosecution case, as well as how to create new case participant records, edit and remove them. It also describes how you can browse among the case participant records to find the one that you are looking for.

Adding a Case Participant Record

In order to add a case participant record, follow the steps below:

1. Click the **Add** button at the bottom of the *Parties / Parties Legal/Assisting Representatives* field. A *Parties / Parties Legal/Assisting Representatives* form will open (Figure 7).
2. Indicate the case participant type (*Individual* or *Legal Entity*) by selecting the appropriate instance from the drop-down list.
3. Locate the person or legal entity that will be involved in the given case. This can be done by using the search mechanism the *Parties / Parties Legal/Assisting Representatives* form is equipped with. To find a case participant, enter the participant ID, name or part of the name in the search box and specify the field to look in.

   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search in IECMS** button. The list of all records that match the search criteria will be displayed in the table below.

   Note: If the desired record does not exist, you can create a new one. For more details, see Creating a Case Participant Record.
5. Select the case participant record that you want to add to the court case by ticking the checkbox to the left of the record.
6. For each case participant selected, define in what capacity they will act in relation to the given case. *This field is mandatory*.
7. For each party legal / assisting representative selected, define what party they are going to represent and whether they are going to represent or assist the selected party. *These fields are mandatory.*
8. Click the **Save** button. The selected records will be listed in the respective *Parties / Parties Legal/Assisting Representatives* field.
9. In the *Parties / Parties Legal/Assisting Representatives* field, define which of the selected records are active by ticking the corresponding *Active* checkbox. *This field is mandatory*.

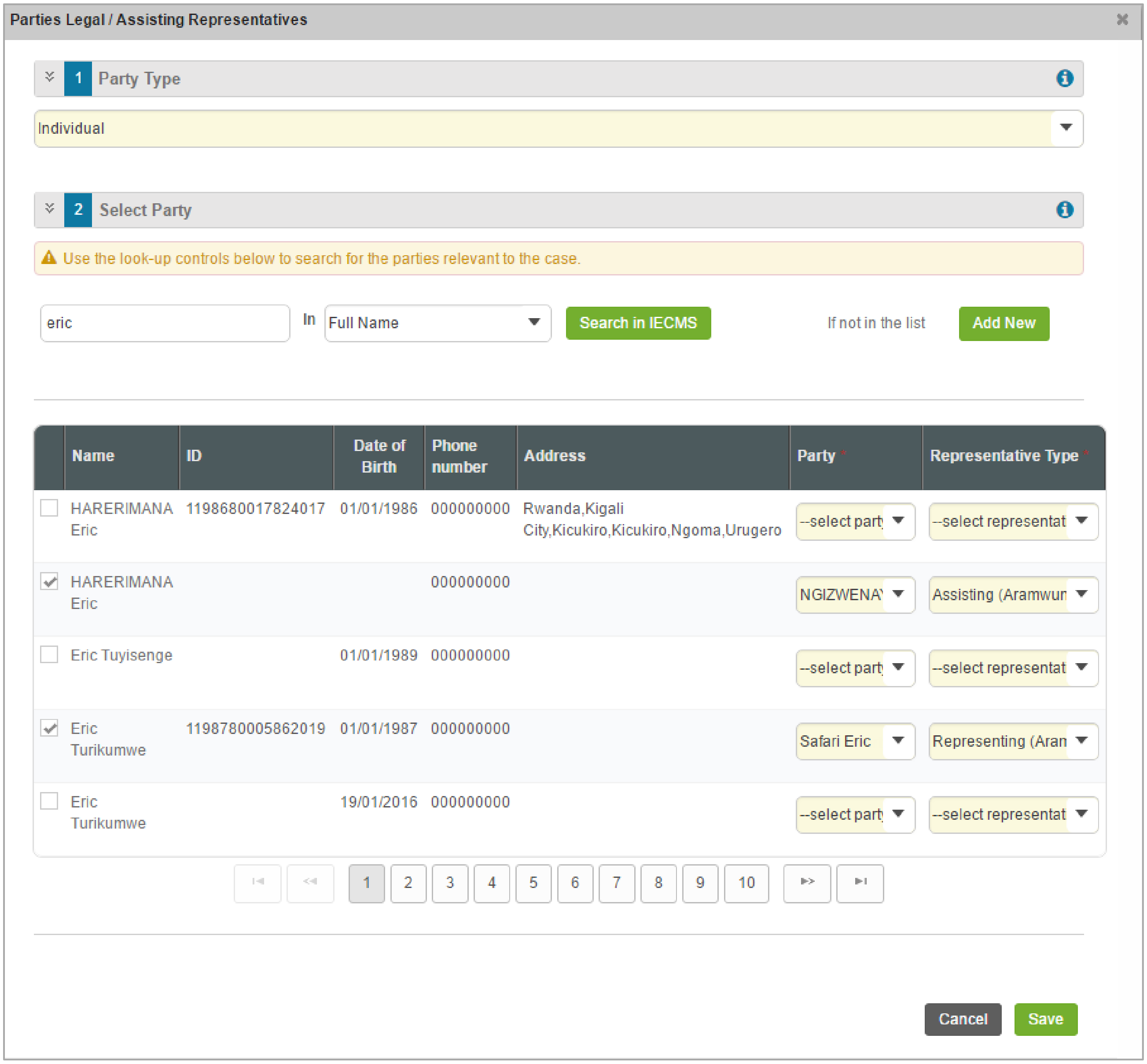


Figure 7: Adding a Case Participant Record

Browsing among Case Participant Records

In order to ensure fast page loading, the *Parties / Parties Legal/Assisting Representatives* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Parties / Parties Legal/Assisting Representatives* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Creating a Case Participant Record

In order to create a new case participant record, follow the steps below:

1. Click the **Add New** button in the *Parties / Parties Legal/Assisting Representatives* form. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in REFERENCES.
3. Save the information input and close the form.

Editing Case Participant Records

In order to edit the party / party legal/assisting representative personal information, follow the steps below:

1. Click the **Edit** button to the left of the record that you want to modify. Depending on the type of the case participant – individual or legal entity, you will be navigated either to the *Individual* or *Legal Entity* module in *Rwanda IECMS* where the record summary will be displayed.
2. Click the **Edit** button in the top right corner of the record summary page.
3. Make the required changes in the data displayed as it is described in the respective *Rwanda IECMS Individual Form User Manual* or *Rwanda IECMS Legal Entity Form User Manual* in REFERENCES.
4. Save the changes made and close the form.

Removing Case Participant Records

In order to remove a case participant record, click the **(Remove)** button to the left of the record.

Managing Relationship Records

This chapter outlines how to add and remove relationship records.

Adding a Relationship Record

In order to add a relationship record, follow the steps below:

1. Select the **Party** from the respective drop-down list. *This field is mandatory.* Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants.
2. Select the party the selected case participant is related to from the drop-down list. *This field is mandatory.*
3. Indicate what the relationship between the selected parties is. *This field is mandatory.* **Note:** If the desired option is not listed, select the *Other* option and specify the relationship type in the new field that appears.
4. Click the **Add** button to save the information input. The new record will appear in the *Party Relationship* table.
5. In the *Party Relationship* table, provide additional details on the relationship between the selected case participants.

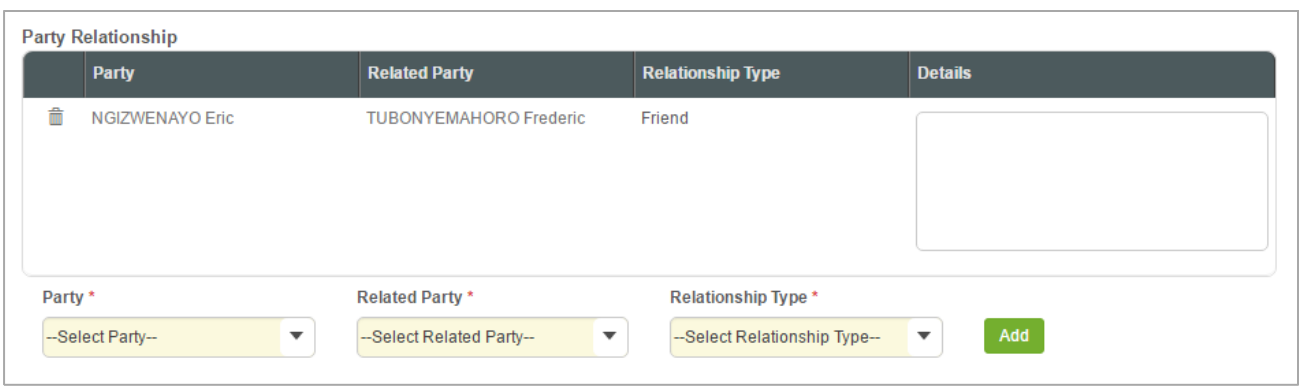


Figure 8: Adding a Relationship Record

Removing Relationship Records

In order to remove a relationship record, click the **(Remove)** button to the left of the record.

Managing Case Details

This chapter outlines how to add and remove case details records. It also describes how you can browse among the case details records to find the one that you are looking for.

Adding a Case Details Record

In order to add a case details record, follow the steps below:

1. Click the **Add** button at the bottom of the *Case Details* field. A *Case Details* form will open (Figure 9).
2. Locate the acts that are encompassed by the court case and that are contrary to the law or legal code. This can be done by using the search mechanism the *Case Details* form is equipped with. To find a case, create filtering criteria that will be used to find and display all legal code records that match the selection. The following criteria are available:
   - Case Category
   - Case Type
   - Subcategory
   - Article / Subtype

   Note: Selection of a case category will filter the lists in the *Case Type, Subcategory,* and *Article / Subtype* fields and display only those instances that are related to the selected category. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Alternatively, you may enter the case category title or any part of it in the search box.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the table below.
5. For each case category added to the court case, select the case participant responsible for acting against the law. *This field is mandatory*. Please, note that the list will contain all parties involved into the case. For more details, see Managing Case Participants
6. Click the **Save** button to save the information input. You will be directed back to the GENERAL INFORMATION section.
7. In GENERAL INFORMATION section, specify the offender type and provide case particulars for each case category listed in the *Case Details* field.

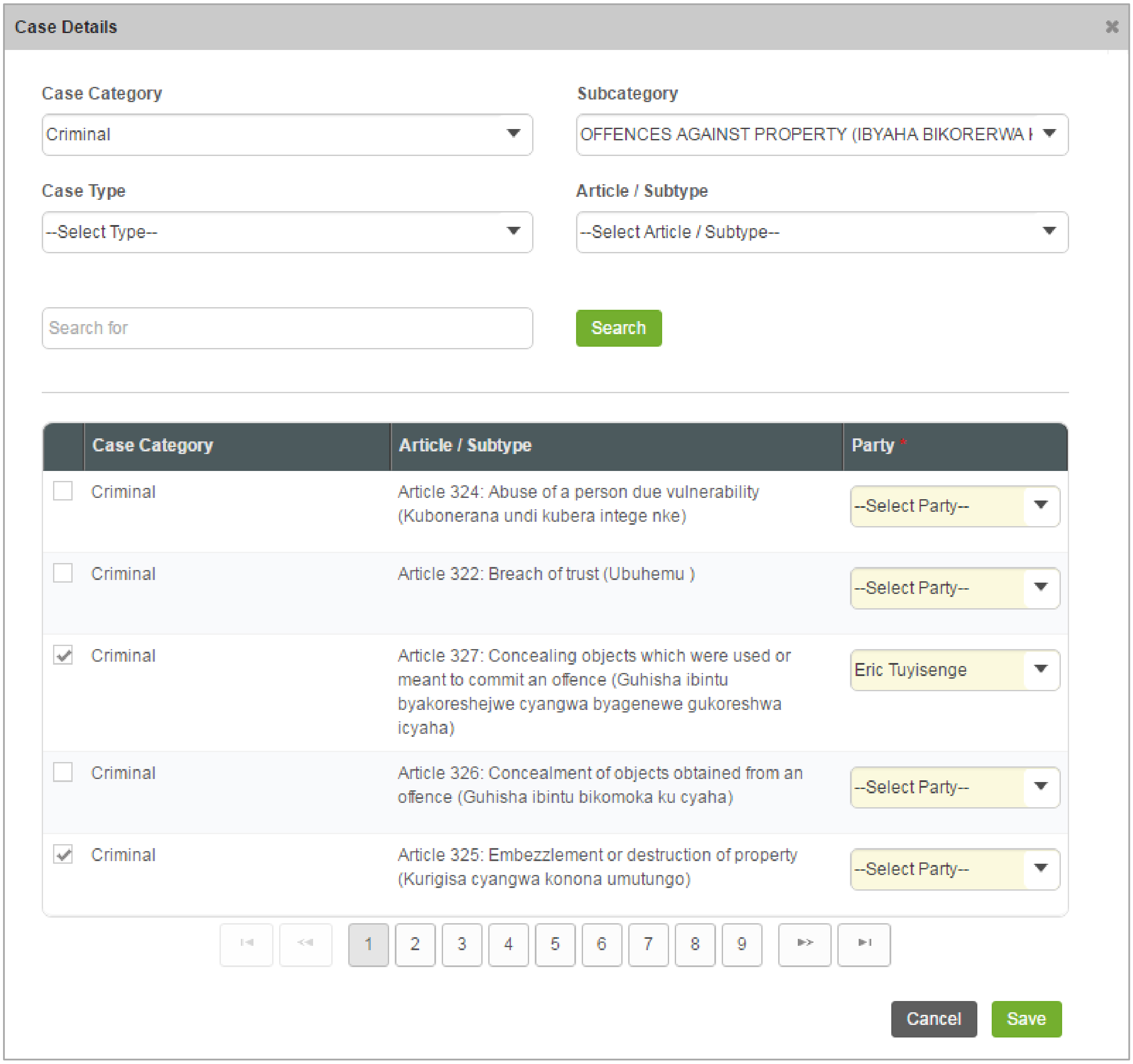


Figure 9: Adding a Case Details Record

Removing Case Details Records

In order to remove a case details record, click the **(Remove)** button to the left of the record.

Managing Related Tasks

This chapter outlines how to add and edit court case related tasks.

Adding a Related Task Record

In order to add a task record, follow the steps below:

1. Click the **Add** button at the bottom of the *Related Tasks* field. You will be navigated to the *Task* module in *Rwanda IECMS* where a blank data entry form will open.
2. Fill in the form as it is described in the *Rwanda IECMS Task Form User Manual* in REFERENCES.
3. Save the information input and close the form.

Editing a Related Task Record

In order to edit a task record, follow the steps below:

1. Click the **Edit** button on the left of the task record that you want to modify. You will be directed to the *Task* module in *Rwanda IECMS* where the task summary will be displayed.
2. Click the **Edit** button in the top right corner of the task summary page.
3. Make the required changes in the data displayed as it is described in the *Rwanda IECMS Task Form User Manual* in REFERENCES.
4. Save the changes made and close the form.

PARTIES SUBMISSIONS

The *Parties Submissions* section of the *Rwanda Judiciary* form (Figure 10) is used to record information about admission of different types of evidence presented or submitted by the parties included in the case. The information to be provided in this section includes listing of the evidence that contradicts or nullifies other evidence presented by an adverse party, issues analysed during the case court hearing, etc. Counter claims, additional claims, and procedural fees can also be captured in this section.

Note: The *Parties Submissions* section becomes available if the court case is categorized as administrative, civil, or social. It is displayed after recording the case category in the *Details* field of the GENERAL INFORMATION section.

Field Name	Description
Parties Positions / Rebuttals Relating Admissibility	Provide information about the admissibility items brought in front of the court. For more details, see Managing Admissibility Items. Then, provide additional particulars on the positions of the parties submitting or presenting the rebuttals recorded. For more details, see Managing Party Position Details. Finally, record rebuttals that are admitted by the court and that contradict the evidence provided by the counter party. For more details, see Managing Rebuttals. **Note:** It should be mentioned that you can record rebuttals for validated party position records only.
Case Summary	State all facts that make up a claim or defense. For more details, see Managing Case Summary Records.
List of Issues to Be Analyzed	Make a listing of the issues to be analyzed during the case hearing. For more details, see Managing Analysis Issues. Then, provide additional particulars on the positions of the parties raising the issues recorded. For more details, see Managing Party Position Details. Finally, record rebuttals that are admitted by the court and that contradict the evidence provided by the counter party. For more details, see Managing Rebuttals.

	Note: It should be mentioned that you can record rebuttals for validated party position records only.
Counter Claim	Make a listing of all claims made to offset the defendant's claim. For more details, see Managing Counter Claim Records. Then, provide additional particulars on the positions of the parties bringing the opposing claim. For more details, see Managing Party Position Details. Finally, record rebuttals that are admitted by the court and that contradict the evidence provided by the counter party by the validated parties. For more details, see Managing Rebuttals. **Note:** It should be mentioned that you can record rebuttals for validated party position records only.
Additional Claims	First, make a listing of all damages claimed to be made by the case participants. For more details, see Managing Additional Claim Records. Then, provide additional particulars on the positions of the parties charged with causing the damage. For more details, see Managing Party Position Details. Finally, record rebuttals that are admitted by the court and that contradict the evidence provided by the counter party. For more details, see Managing Rebuttals. In the next step, record all procedural fees related to processing additional claims. For more details, see Managing Procedural Fees. Then, provide additional particulars on the positions of the parties due to pay fees. For more details, see Managing Party Position Details. Finally, record rebuttals that are admitted by the court and that contradict the evidence provided by the counter party. For more details, see Managing Rebuttals. **Note:** It should be mentioned that you can record rebuttals for validated party position records only.

Note: The system allows for exporting records from the fields in this section. For more details on how to export records, see EXPORTING FILES.

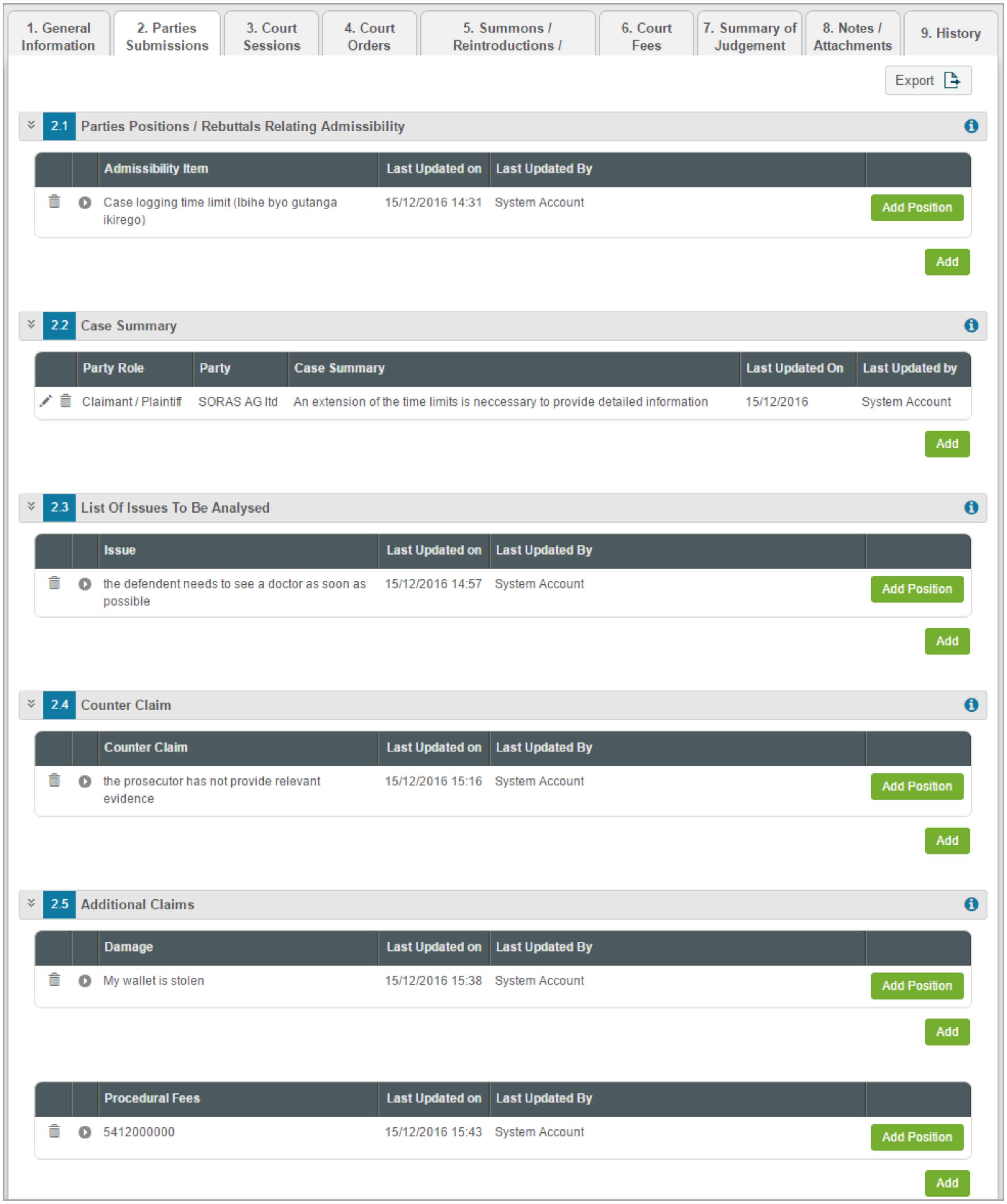


Figure 10: Parties Submissions Section

Managing Admissibility Items

This chapter outlines how to add and remove admissibility item records. It also describes how you can expand an admissibility item record to view particulars on the positions of the parties submitting or presenting rebuttals.

Adding an Admissibility Item Record

In order to add an admissibility item record, follow the steps below:

1. Click the **Add** button at the bottom of the *Parties Positions / Rebuttals Relating Admissibility* field. An *Admissibility Item* form will open (Figure 11).
2. Select the **Admissibility Item** from the respective drop down list. *This field is mandatory*.
   Note: If the list of admissibility items is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Click the **Next** button to proceed. A *Parties Positions Relating Admissibility* form will open.
4. Provide the information requested in the form. For more details, see Managing Party Position Details.

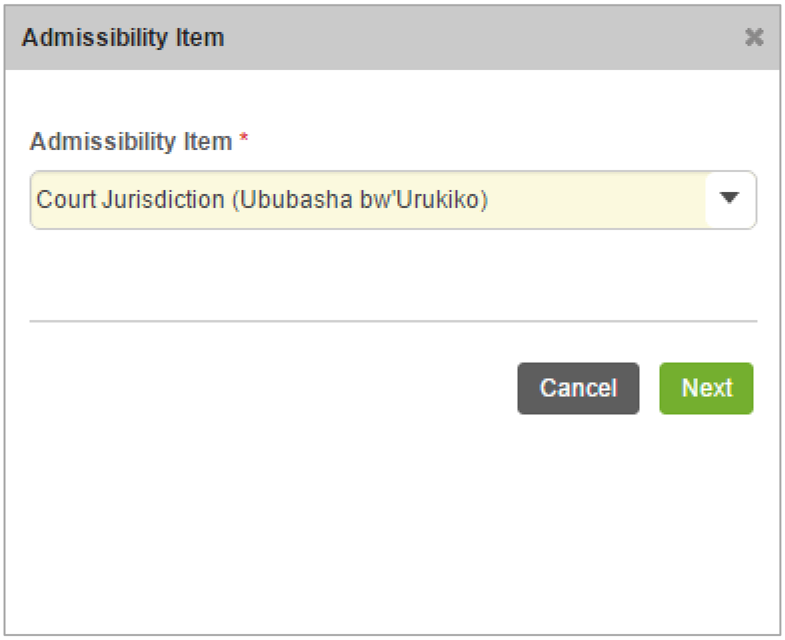


Figure 11: Adding an Admissibility Item

Expanding Admissibility Item Records

You can expand an admissibility item record to view particulars on the positions of the parties submitting or presenting rebuttals (see Managing Party Position Details). This way, when you select to view additional information on the positions of the parties submitting rebuttals, you can see the role and name of the party role who submitted the rebuttal, date when the information was recorded in the system, and other details.

To expand an admissibility item record, click the icon to the left of the record. Clicking the icon will hide the party position related information.

Removing Admissibility Item Records

In order to remove an admissibility item record, click the **(Remove)** button to the left of the record.

Managing Party Position Details

This chapter outlines how to add, edit, view, and remove party position records. It also describes how you can expand a party position record to view additional information on the rebuttals submitted by opposing case parties.

Adding a Party Position Record

In order to add a case party position record, follow the steps below:

1. Click the **Add Position** button to the right of the record for which you want to add party position details to. A *Parties Position Relating Admissibility / Issues / Counter Claim / Damages / Procedural Fees* form will open (Figure 12).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Party Role	Select the role of the party the position details of which you want to add from the drop-down list. *This field is mandatory.* Please, note that the list will contain all roles that the case participants have been indicated to have in the GENERAL INFORMATION section. Also, selection of a role will filter the list in the *Party* field and display only the case participants that are involved in the case in the selected capacity. Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the party the position details of which you want to add from the drop-down list. *This field is mandatory.* Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Description of Facts	Enter a brief description of facts that constitute the essence of the statements made by the party.
Supporting Evidence	List all documents and other means of proof confirming the statements made by the party. For more details, see Managing Supporting Evidence Records.
Statutes	Enter information about the statutes on which the case depends.
Precedent	Describe all occurrences of similar issues or facts in prior legal cases.
Court Legal Position	Provide information about the **Court Legal Position** related to the case.
Legal Commentary (Doctrine)	List all frameworks, sets of rules, procedural steps, or tests through which judgments can be determined in a given case.

	Provide Legal Commentary related to the party's positions relating admissibility. This can be several paragraphs of free text.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Party Position Records

In order to edit a party position record, follow the steps below:

1. Expand the respective admissibility item / analysis issue / counter claim / damage / procedural fee record the party position details are provided for.
2. Click the **(Edit)** button to the left of the record that you want to modify. The *Parties Position Relating Admissibility / Issues / Counter Claim / Damages / Procedural Fees* form will open.
3. Make the required changes in the data displayed.
4. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: When editing validated party position records, you can only add more supporting evidence records (see Managing Supporting Evidence Records). The rest of the information will appear in the read-only mode.

Viewing Party Position Records

In order to view the details of party position records, follow the steps below:

1. Expand the respective admissibility item / analysis issue / counter claim / damage / procedural fee record the party position details are provided for.
2. Click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

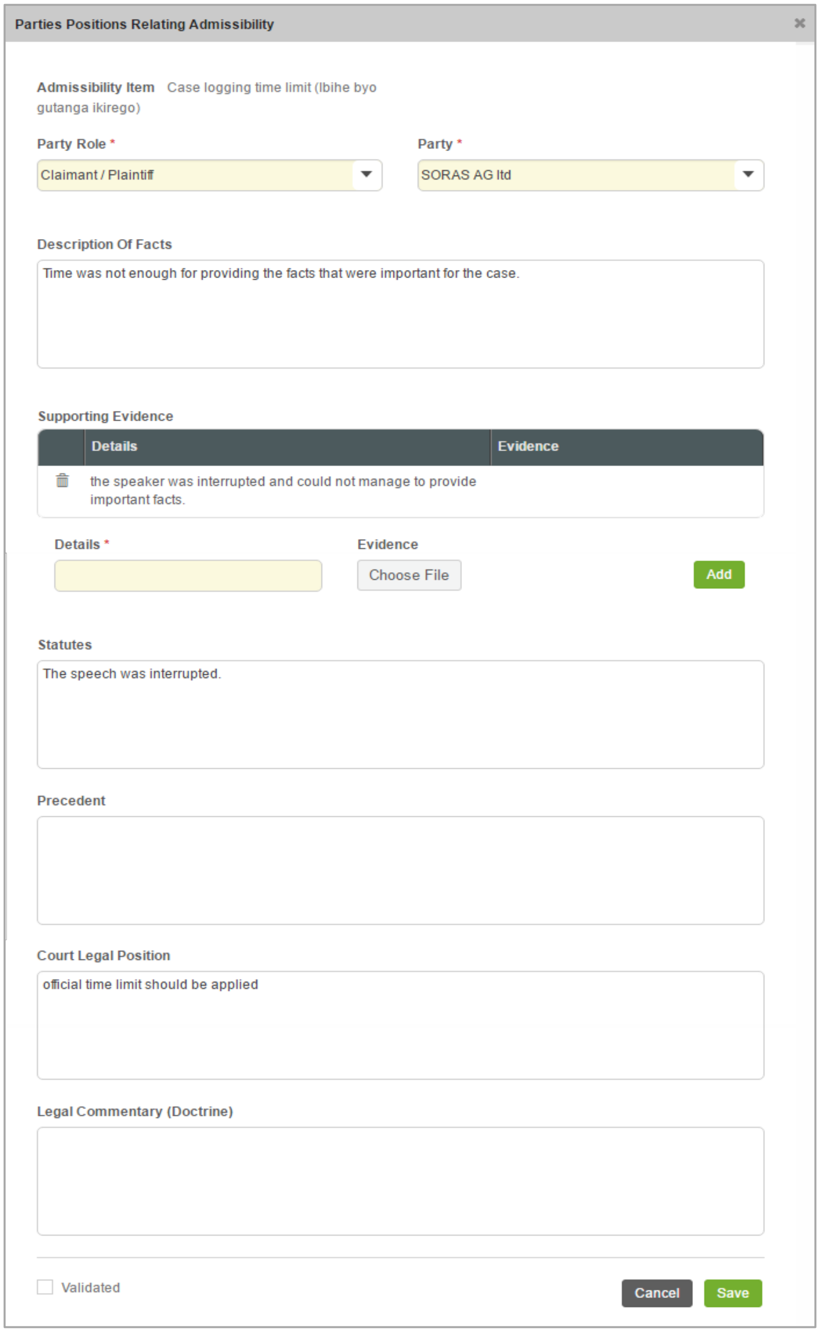


Figure 12: Adding a Party Position Record

Expanding Party Position Records

You can expand a party position record to view the list of rebuttals brought in front of the court by the opposing party. This way, when you select to view additional information on the rebuttals submitted, you can see the role and name of the party submitting the rebuttal, admissibility item the rebuttal is related to, and other particulars.

To expand a party position record, click the icon to the left of the record. Clicking the icon will hide the rebuttal related information.

Removing Party Position Records

In order to remove a party position record, follow the steps below:

1. Expand the respective admissibility item / analysis issue / counter claim / damage / procedural fee record the party position details are provided for.
2. Click the **(Remove)** button to the left of the record.

Managing Supporting Evidence Records

This chapter outlines how to add and remove supporting evidence records.

Adding a Supporting Evidence Record

In order to add a supporting evidence record, follow the steps below:

1. Enter the evidence description in the **Details** field. *This field is mandatory*.
2. Upload documents and images containing additional information about the evidence. For more details, see Managing Attachments.
3. Click the **Add** button. The new record will be added to the *Supporting Evidence* table.

Removing Supporting Evidence Records

In order to remove a supporting evidence record, click the **(Remove)** button to the left of the record.

Managing Rebuttals

This chapter outlines how to add, edit, view, and remove rebuttal records.

Adding a Rebuttal Record

In order to add a rebuttal record, follow the steps below:

1. Expand the respective admissibility item / analysis issue / counter claim / damage / procedural fee record to view the party position details provided for it.
2. Click the **Add Rebuttal** button to the right of the record for which you want to add contradicting evidence to. A *Parties Rebuttals Relating Admissibility / Issues / Counter Claim / Damages / Procedural Fees* form will open (Figure 12).
3. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Party Role	Select the role of the party submitting contradicting evidence from the drop-down list. *This field is mandatory.* Please, note that the list will contain all roles that the case participants have been indicated to have in the GENERAL INFORMATION section. Also, selection of a role will filter the list in the *Party* field and display only the case participants that are involved in the case in the selected capacity. Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the party submitting contradicting evidence from the drop-down list. *This field is mandatory.* Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Description of Facts	Enter a brief description of facts that constitute the essence of the statements made by the opposing party.
Supporting Evidence	List all documents and other means of proof confirming the statements made by the opposing party. For more details, see Managing Supporting Evidence Records.

Statutes	List all enactments made by a legislature and expressed in a formal document.
Precedent	Describe all occurrences of similar issues or facts in prior legal cases.
Court Legal Position	Specify what the court's legal position in relation to these cases was.
Legal Commentary (Doctrine)	List all frameworks, sets of rules, procedural steps, or tests through which judgments can be determined in a given case.
Validated	Select the **Validated** checkbox to check the accuracy of the information provided. Please, note that system validation renders all the information provided in the form as non-editable.

4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Rebuttal Records

In order to edit a rebuttal record, follow the steps below:

1. Expand the respective party position record the rebuttal is provided for.
2. Click the **(Edit)** button to the left of the record that you want to modify. The *Parties Rebuttals Relating Admissibility / Issues / Counter Claim / Damages / Procedural Fees* form will open.
3. Make the required changes in the data displayed.
4. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: When editing validated rebuttal records, you can only add more supporting evidence records (see Managing Supporting Evidence Records). The rest of the information will appear in the read-only mode.

Viewing Rebuttal Records

In order to view the details of party position records, follow the steps below:

1. Expand the respective party position record the rebuttal is provided for.
2. Click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Expanding Rebuttal Records

You can expand a rebuttal record to view the list of party position. This way, when you select to view additional information on the rebuttals records, you can see the role and name of the party submitting the rebuttal, admissibility item the rebuttal is related to, and other particulars.

To expand a rebuttal record, click the icon to the left of the record. Clicking the icon will hide the rebuttal related information.

Removing Rebuttal Records

In order to remove a rebuttal record, follow the steps below:

1. Expand the respective party position record the rebuttal is provided for.
2. Click the **(Remove)** button to the left of the record.

Managing Case Summary Records

This chapter outlines how to add, edit, view, and remove case summary records.

Adding a Case Summary Record

In order to add a case summary record, follow the steps below:

1. Click the **Add** button at the bottom of the *Case Summary* field. A *Case Summary* form will open (Figure 13).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Party Role	Select the role of the party submitting contradicting evidence from the drop-down list. *This field is mandatory.* Please, note that the list will contain all roles that the case participants have been indicated

	to have in the GENERAL INFORMATION section. Also, selection of a role will filter the list in the *Party* field and display only the case participants that are involved in the case in the selected capacity. Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the party submitting contradicting evidence from the drop-down list. *This field is mandatory.* Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Case Summary	Enter a brief description of facts that constitute the essence of the statements made by the opposing party.
Validated	Select the **Validated** checkbox to check the accuracy of the information provided. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button. The selected records will be listed in the respective *Case Summary* field.

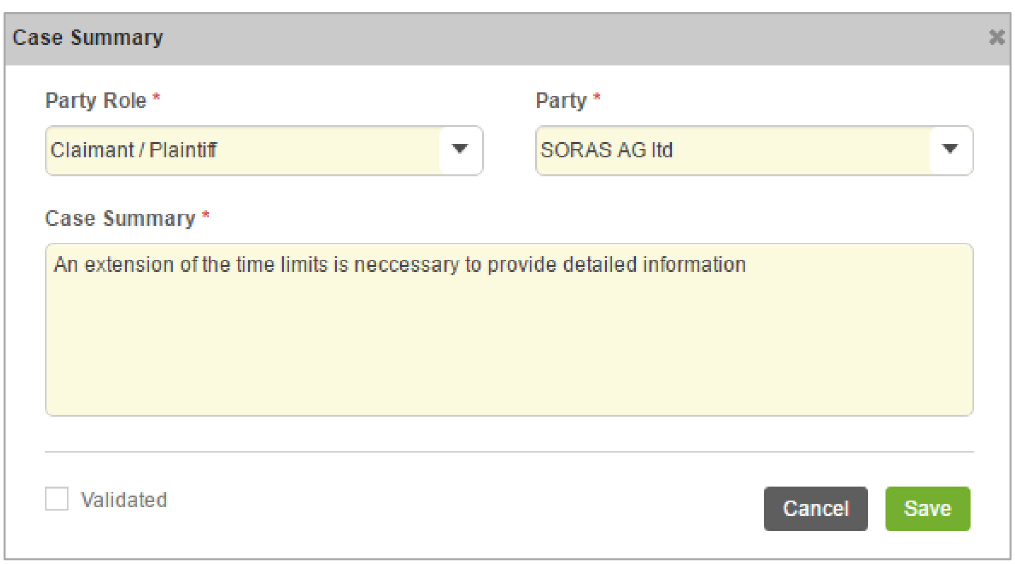


Figure 13: Adding a Case Summary Record

Editing a Case Summary Record

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Case Summary* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing a Case Summary Records

In order to view the details of case summary records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Case Summary Records

In order to remove a case summary record, click the **(Remove)** button to the left of the record.

Managing Analysis Issues

This chapter outlines how to add and remove analysis issue records. It also describes how you can expand an analysis issue record to view particulars on the positions of the parties submitting or presenting rebuttals.

Adding an Analysis Issue Record

In order to add an analysis issue record, follow the steps below:

1. Click the **Add** button at the bottom of the *List of Issues to Be Analyzed* field. An *Issue* form will open (Figure 14).
2. Enter a short description of the issue in the form of free text. *This field is mandatory*.
3. Click the **Next** button to proceed. A *Parties Positions Relating Issues* form will open.

4. Provide the information requested in the form. For more details, see Managing Party Position Details.

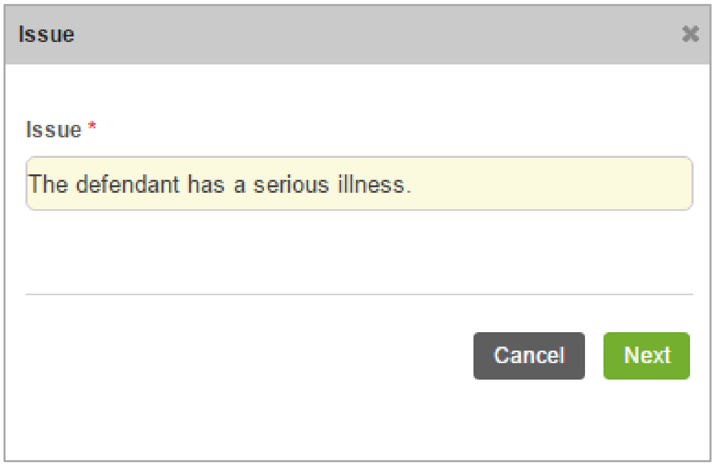


Figure 14: Adding an Analysis Issue Record

Expanding Analysis Issue Records

You can expand an analysis issue record to view particulars on the positions of the parties submitting or presenting rebuttals (see Managing Party Position Details). This way, when you select to view additional information on the positions of the parties submitting rebuttals, you can see the role and name of the party role who submitted the rebuttal, date when the information was recorded in the system, and other details.

To expand an analysis issue record, click the icon to the left of the record. Clicking the icon will hide the party position related information.

Removing Analysis Issue Details

In order to remove an analysis issue record, click the **(Remove)** button to the left of the record.

Managing Counter Claim Records

This chapter outlines how to add and remove counter claim records. It also describes how you can expand a counter claim record to view particulars on the positions of the parties submitting or presenting rebuttals.

Adding a Counter Claim Record

In order to add a counter claim record, follow the steps below:

1. Click the **Add** button at the bottom of the *Counter Claim* field. A *Counter Claim* form will open (Figure 15).

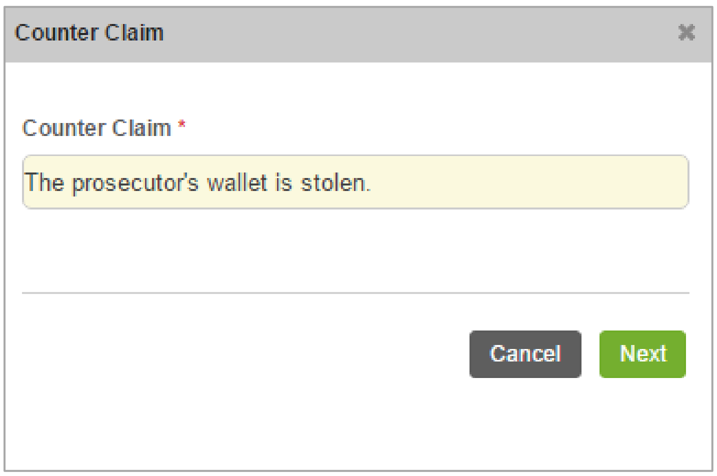


Figure 15: Adding a Counter Claim Record

2. Enter a short description of the counter claim in the form of free text. *This field is mandatory*.
3. Click the **Next** button to proceed. A *Parties Positions Relating Counter Claim* form will open.
4. Provide the information requested in the form. For more details, see Managing Party Position Details.

Expanding Counter Claim Records

You can expand a counter claim record to view particulars on the positions of the parties submitting or presenting rebuttals (see Managing Party Position Details). This way, when you select to view additional information on the positions of the parties submitting rebuttals, you can see the role and name of the party role who submitted the rebuttal, date when the information was recorded in the system, and other details.

To expand a counter claim record, click the icon to the left of the record. Clicking the icon will hide the party position related information.

Removing Counter Claim Records

In order to remove a counter claim record, click the **(Remove)** button to the left of the record.

Managing Additional Claim Records

This chapter outlines how to add and remove additional claim records. It also describes how you can expand an additional claim record to view particulars on the positions of the parties submitting or presenting rebuttals.

Adding an Additional Claim Record

In order to add an additional claim record, follow the steps below:

1. Click the **Add** button at the bottom of the *Additional Claims* field. A *Damage* form will open (Figure 16).

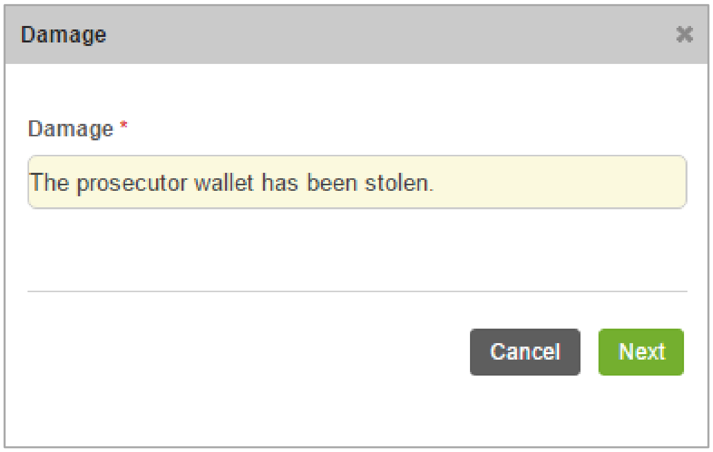


Figure 16: Adding a Damage

2. Enter a short description of the damage in the form of free text. *This field is mandatory*.
3. Click the **Next** button to proceed. A *Parties Positions Relating Damages* form will open.
4. Provide the information requested in the form. For more details, see Managing Party Position Details.

Expanding Additional Claim Records

You can expand an additional claim record to view particulars on the positions of the parties submitting or presenting rebuttals (see Managing Party Position Details). This way, when you select to view additional information on the positions of the parties submitting rebuttals, you can see the role and name of the party role who submitted the rebuttal, date when the information was recorded in the system, and other details.

To expand an additional claim record, click the icon to the left of the record. Clicking the icon will hide the party position related information.

Removing Additional Claim Records

In order to remove an additional claim record, click the **(Remove)** button to the left of the record.

Managing Procedural Fees

This chapter outlines how to add and remove procedural fee records. It also describes how you can expand a procedural fee record to view particulars on the positions of the parties submitting or presenting rebuttals.

Adding a Procedural Fee Record

In order to add a procedural fee record, follow the steps below:

1. Click the **Add** button at the bottom of the *Procedural Fees* field. A *Procedural Fees* form will open (Figure 17).
2. Enter the procedural fee amount in the respective field. *This field is mandatory*.
3. Click the **Next** button to proceed. A *Parties Positions Relating Procedural Fees* form will open.
4. Provide the information requested in the form. For more details, see Managing Party Position Details.

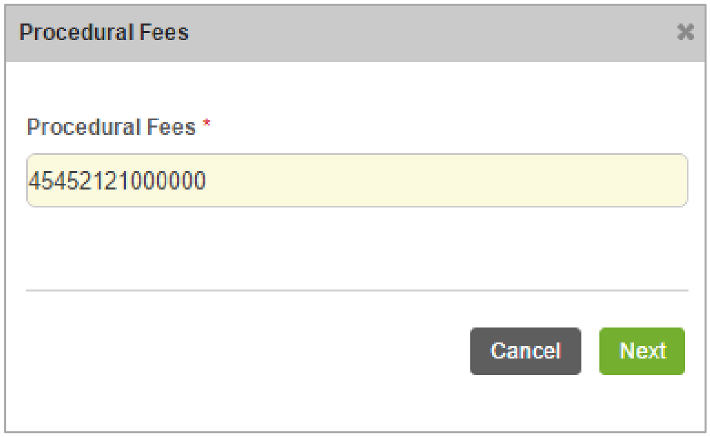


Figure 17: Adding a Procedural Fee

Expanding Procedural Fee Records

You can expand a procedural fee record to view particulars on the positions of the parties submitting or presenting rebuttals (see Managing Party Position Details). This way, when you select to view additional information on the positions of the parties submitting rebuttals, you can see the role and name of the party role who submitted the rebuttal, date when the information was recorded in the system, and other details.

To expand a procedural fee record, click the icon to the left of the record. Clicking the icon will hide the party position related information.

Removing Procedural Fee Records

In order to remove a procedural fee record, click the **(Remove)** button to the left of the record.

COURT SESSIONS

The *Court Sessions* section of the *Rwanda Judiciary* form (Figure 18) is used to provide detailed information about the court schedule. Information on the court hearings and other proceedings should also be captured in this section.

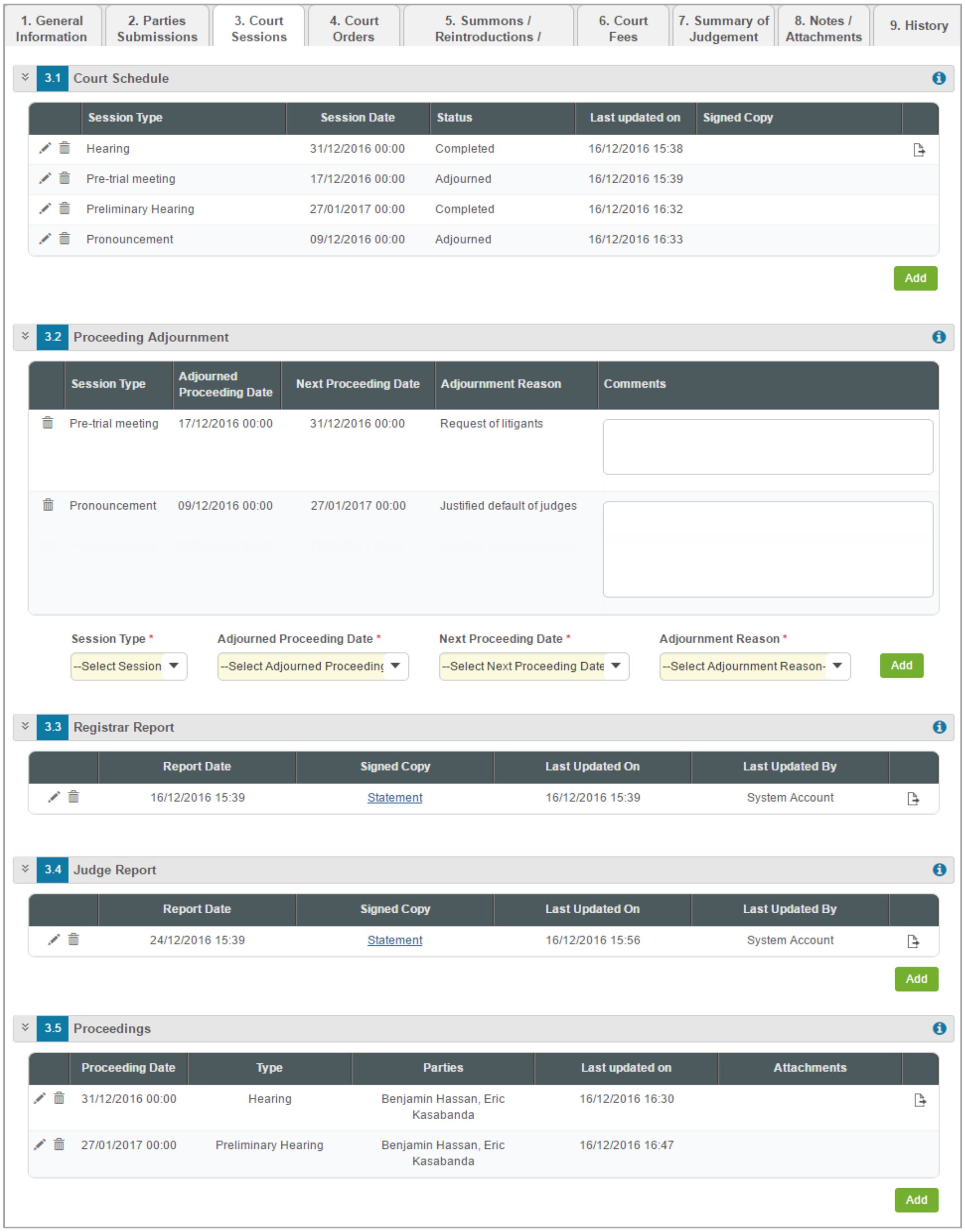


Figure 18: Court Sessions

For more details on what information is requested in the *Court Sessions* section, refer to the table below.

Field Name	Description
Court Schedule	Provide information on the court case hearing calendar. For more details, see Managing Court Schedule.
Proceeding Adjournment	List all requests for re-scheduling the previously appointed case proceeding dates that were placed by any of the case parties. For more details, see Managing Proceeding Adjournments.
Registrar Report	This field becomes available for administrative, civil, or social cases (as indicated in the *Details* field of the GENERAL INFORMATION section) and is used to provide information about the report submitted by the registrar assigned to the case hearing. For more details, see Managing Registrar Reports. **Note:** You can add only one registrar report in this field.
Judge Report	This field becomes available for administrative, civil, or social cases (as indicated in the *Details* field of the GENERAL INFORMATION section) and is used to provide information about the report submitted by the judge assigned to the case hearing. For more details, see Managing Judge Reports.
Proceedings	Provide information on all court proceedings that took place within the scope of the given case. For more details, see Managing Court Proceedings.

Note: The system allows for exporting records from the fields of this section. For more details on how to export records, see EXPORTING FILES.

Managing Court Schedule

This chapter outlines how to add, edit, view, and remove court schedule records.

Adding a Court Schedule Record

In order to add a court schedule record, follow the steps below:

1. Click the **Add** button at the bottom of the *Court Schedule* field. A *Court Schedule* form will open (Figure 19).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Issue Date	Select the date when the court schedule was issued. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.
Hearing Date and Time	Set the date and time of the case hearing. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the hearing is scheduled. Use the **Hour** and **Minute** sliders to set the exact time.
Hearing Type	Indicate what type of hearing this is going to be by selecting the appropriate instance from the drop-down list. *This field is mandatory*. **Note:** If the list of hearing types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Registrar	Select the court **Registrar** in charge of the hearing form the respective drop-down list. *This field is mandatory*. Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. **Note:** If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are

	looking for, you should enter the keyword in the search box above the drop-down list.
Hearing Parties	Specify the case participants that are scheduled to attend the case hearing. This can be done by selecting the case party in the *Available* list and clicking the **(Add)** button. The selected instance will appear in the *Selected* list. Clicking the **(Add All)** button will move all instances from the *Available* list to the *Selected* list. Note: The list of available case parties will be comprised of the validated case participant records selected for the case in the GENERAL INFORMATION section. In order to remove a selected case party from the list, highlight it in the *Selected* list and click the **(Remove)** button. The selected instance will be removed from the *Selected* list. Clicking the **(Remove All)** button will move all the instances from the *Selected* list to the *Available* list.
Signed Copy	Upload a **Signed Copy** of schedule statement or other related document. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated with the date when the attachment was made once you upload the respective file.
Comments	Provide comments related to the case processing schedule. This can be several paragraphs of free text.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

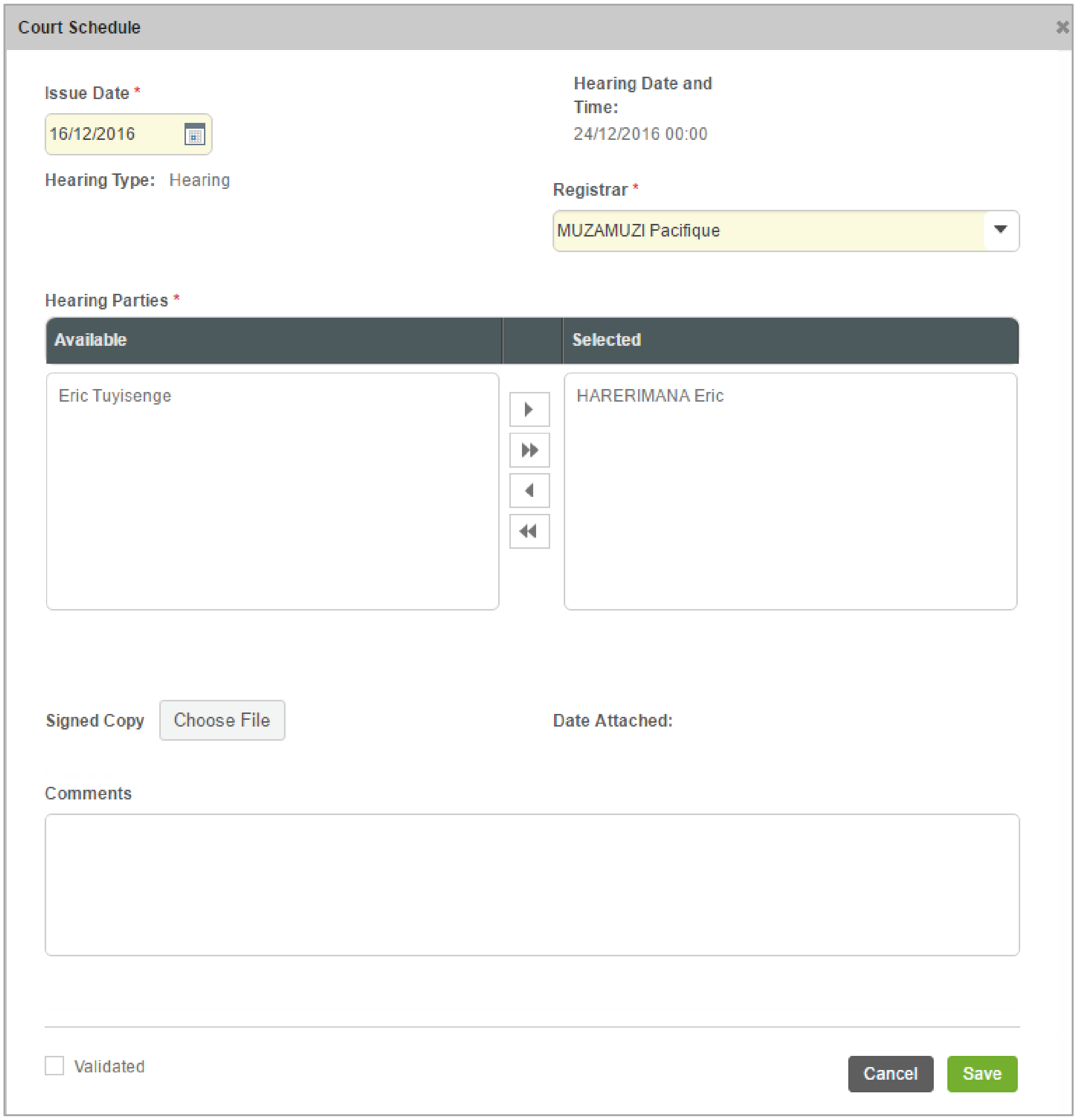


Figure 19: Adding a Court Schedule Record

Editing Court Schedule Records

In order to edit a court schedule record, follow the steps below:

1. Click the **(Edit)** button to the left of the court schedule item that you want to modify. The *Court Schedule* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Court Schedule Records

In order to view the details of court schedule records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Court Schedule Records

In order to remove a court schedule record, click the **(Remove)** button to the left of the record.

Managing Proceeding Adjournments

This chapter outlines how to add and remove proceeding adjournment records.

Adding a Proceeding Adjournment Record

In order to add a proceeding adjournment record, follow the steps below:

1. Select the **Session Type** from the respective drop-down list. *This field is mandatory.* Please, note that the list will contain all sessions as specified in the *Court Schedule* field. For more details, see Managing Court Schedule.
   Note: If the list of session types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Select the court schedule instance that needs to be adjourned as well as indicate the date when the next court proceeding will take place. You can do this by selecting the respective instance from the **Adjourned Proceeding Date** and **Next Proceeding Date** drop-down lists. *These fields are mandatory.* Please, note that the lists will contain all instances of the case proceeding calendar as specified in the *Court Schedule* field. For more details, see Managing Court Schedule.
   Note: If the list of adjourned / next proceeding events is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Provide a good cause for adjourning the previously scheduled proceeding. *This field is mandatory.*

Note: If the list of adjournment reasons is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

4. Click the **Add** button. The new record will appear in the *Proceeding Adjournment* table (Figure 24).
5. Provide **Comments** related to the proceeding adjournment. This may include a more detailed description of the adjournment reason, etc.

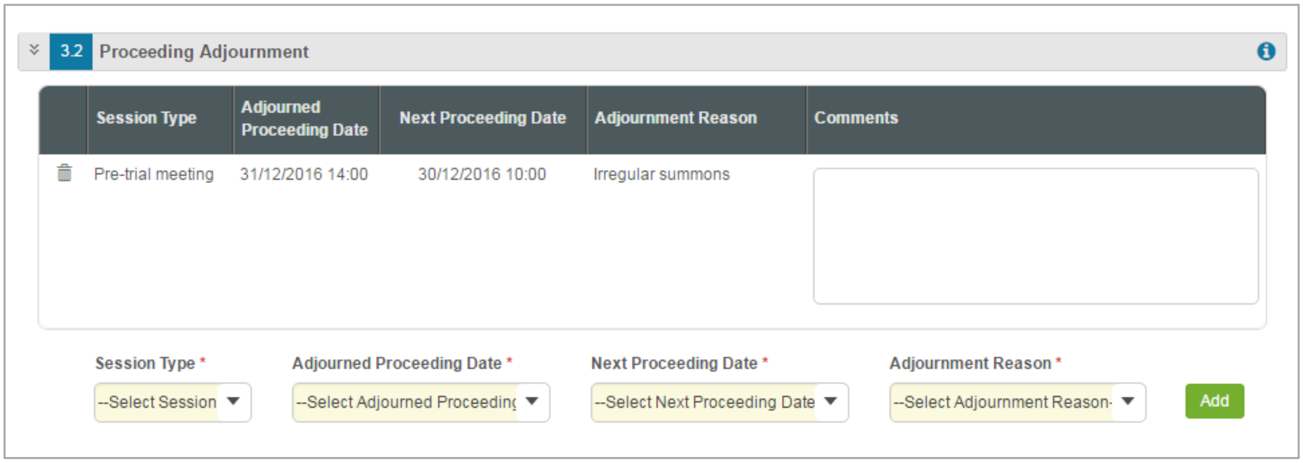


Figure 20: Adding a Proceeding Adjournment Record

Removing Proceeding Adjournments Records

In order to remove a proceeding adjournment record, click the **(Remove)** button to the left of the record.

Managing Registrar Reports

This chapter outlines how to add, edit, view, and remove registrar report records.

Adding a Registrar Report Record

In order to add a registrar report record, follow the steps below:

1. Click the **Add** button at the bottom of the *Registrar Report* field. A *Registrar Report* form will open (Figure 21).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Report Date	Select the date when the registrar report was issued. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the report was submitted. Use the **Hour** and **Minute** sliders to set the exact time.
Registrar	Select the court **Registrar** in charge of the hearing form the respective drop-down list. *This field is mandatory*. Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Date of Hearing	This field becomes available if the mediation for the out-of-court settlement of the case has failed and is used to set the date and time of the case hearing. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the hearing is scheduled. Use the **Hour** and **Minute** sliders to set the exact time.
Successful Mediation	Indicate whether the case settlement mediation has been successful by activating the respective radio button. If the *Yes* option is selected, upload the *Mediation Document*. For more details, see Managing Attachments.
Signed Copy	Upload a **Signed Copy** of the registrar report or other related document. For more details, see Managing Attachments.

	Note: The *Date Attached* field will automatically be populated with the date when the attachment was made once you upload the respective file.
Registrar's preliminary research	Record the findings of the registrar's preliminary research. This can be several paragraphs of free text.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

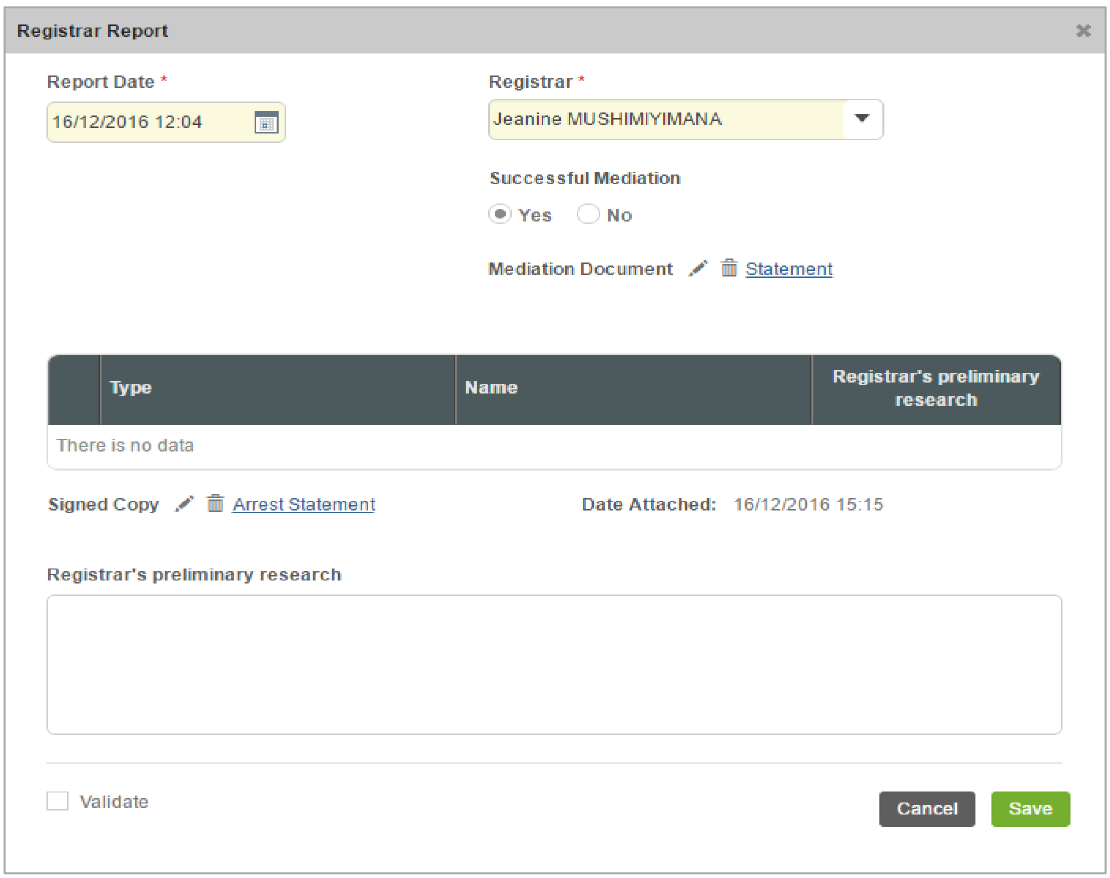


Figure 21: Adding a Registrar Report Record

Editing Registrar Report Records

In order to edit a registrar report record, follow the steps below:

1. Click the **(Edit)** button to the left of the record item that you want to modify. The *Registrar Report* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Registrar Report Records

In order to view the details of a registrar report record, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Registrar Report Records

In order to remove a registrar report record, click the **(Remove)** button to the left of the record.

Managing Judge Reports

This chapter outlines how to add, edit, view, and remove judge report records.

Adding a Judge Report Record

In order to add a registrar report record, follow the steps below:

1. Click the **Add** button at the bottom of the *Judge Report* field. A *Judge Report* form will open (Figure 22).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Report Date	Select the date when the judge report was issued. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the report was submitted. Use the **Hour** and **Minute** sliders to set the exact time.
Judge	Select the court **Judge** in charge of the case hearing form the respective drop-down list. *This field is mandatory*. Please, note that the list will contain all judges of the court selected in the *Details* field of the GENERAL INFORMATION section. **Note:** If the list of judges is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
For Hearing	Select the case hearing the respective judge is assigned to preside from the drop-down list. Please, note that the list will contain all hearing dates scheduled for the case. For more details, see Managing Court Schedule. **Note:** If the list of court hearing instances is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Rebuttals	This is an automatically generated field that displays the list of admissibility items, analysis issues, counter claims, etc. for which rebuttals have been recorded in the PARTIES SUBMISSIONS section. However, you can edit the items presented in this field and provide additional information related to them. For more details, see Editing Rebuttals.
Signed Copy	Upload a **Signed Copy** of the judge report or other related document. For more details, see Managing Attachments.

	Note: The *Date Attached* field will automatically be populated with the date when the attachment was made once you upload the respective file.
Comments	Provide additional comments related to the judge report. This can be several paragraphs of free text.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

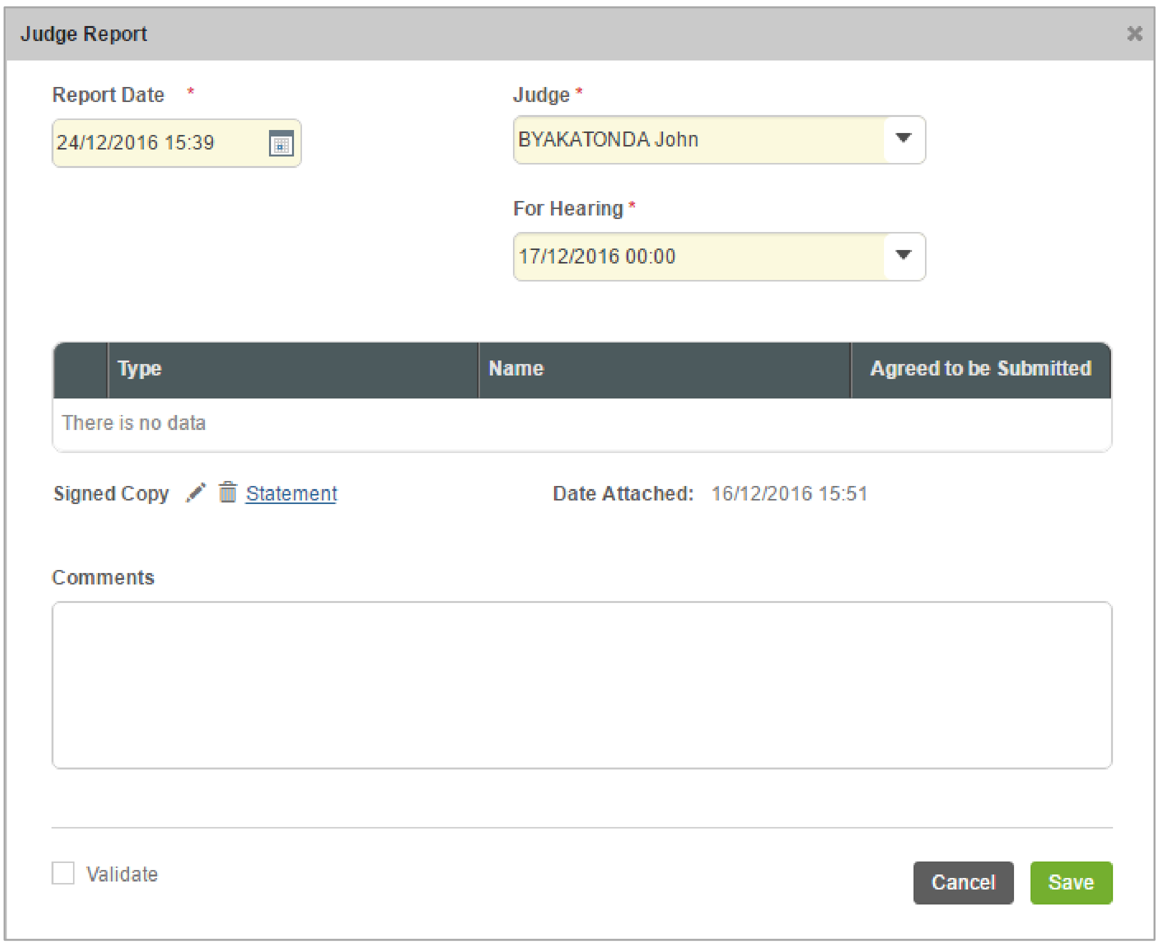


Figure 22: Adding a Judge Report Record

Editing Judge Report Records

In order to edit a judge report record, follow the steps below:

1. Click the **(Edit)** button to the left of the record item that you want to modify. The *Judge Report* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Judge Report Records

In order to view the details of judge report records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Judge Report Records

In order to remove a judge report record, click the **(Remove)** button to the left of the record.

Editing Rebuttals

In order to edit a rebuttal record, follow the steps below:

1. Click the **(Edit)** button to the left of the admissibility item, counter claim, analysis issue, etc. that have a rebuttal recorded for it. A new form will open (Figure 23).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description

Item	This is a read-only field that displays the name of the admissibility item, analysis issue, counter claim, etc. being edited.
Submitted to the Judge	This is a read-only field that displays the name of the judge the request is submitted to.
Description	This is a read-only field that displays a brief description of the admissibility item, analysis issue, counter claim, etc. being edited.
Case Parties	This is a read-only field that displays the names of the case parties that presented opposing evidence (i.e. rebuttals) related to the selected admissibility item, analysis issue, counter claim, etc. in the PARTIES SUBMISSIONS section. Upon expanding the case party record, you will be able to view the summary of the rebuttal presented by the party.
Registrar's Preliminary Research	Record all parties that participated in the registrar's preliminary research and the questions that the parties were asked. For more details, see Managing Research Records.
Judge Comment	Provide additional comments made by the judge in relation to the rebuttal. This can be several paragraphs of free text.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

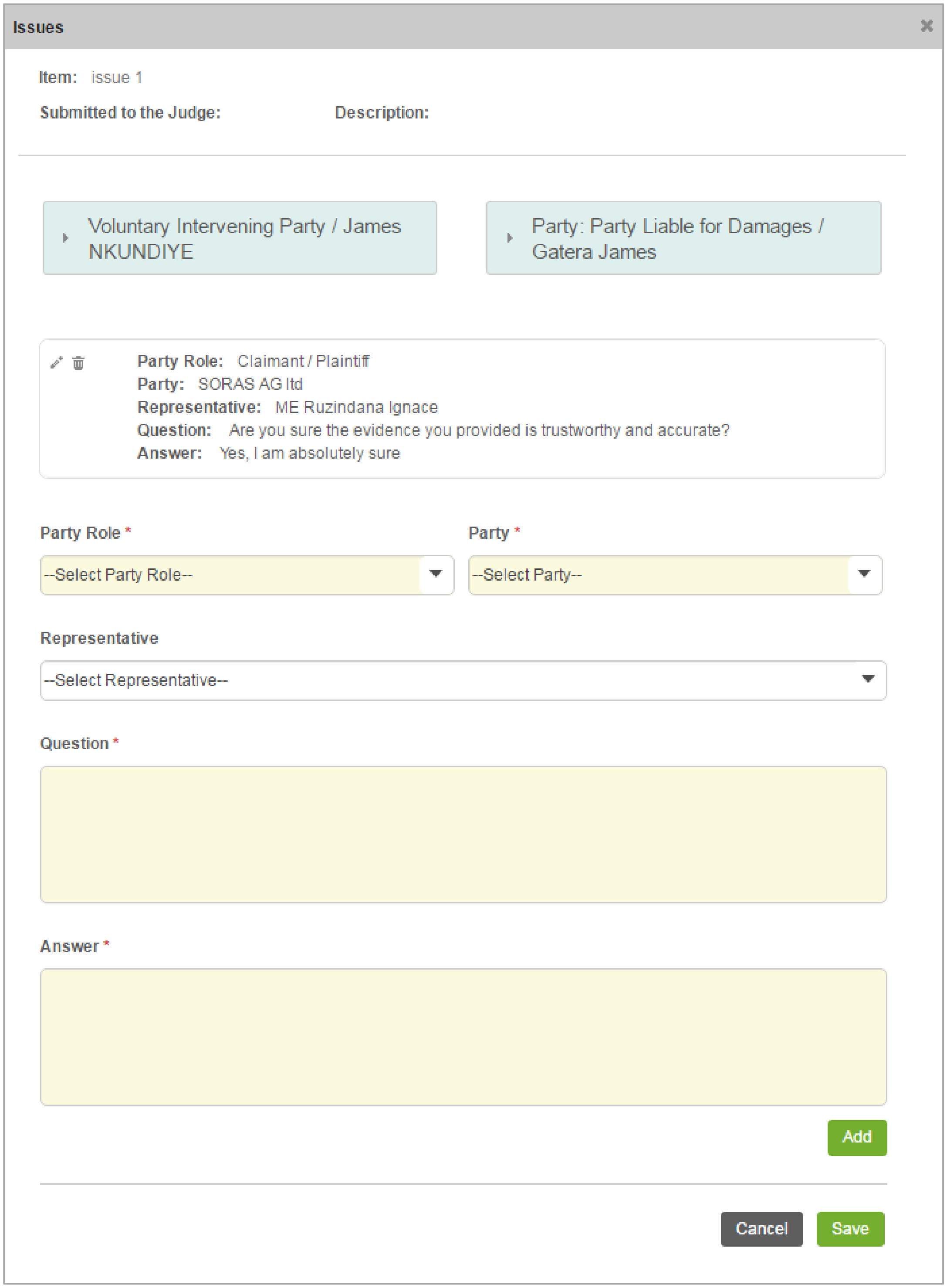


Figure 23: Editing a Rebuttal Record

Managing Research Records

This chapter outlines how to add, edit, and remove registrar's preliminary research records.

Adding a Research Record

In order to add a research record, follow the steps below:

1. Select the role that the party involved into the research plays in the case from the drop-down list. *This field is mandatory.* Please, note that the list will contain the capacities of all case parties involved into the case and specified in the GENERAL INFORMATION section.
   Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Select the name of the case participant involved into the research from the drop-down list. *This field is mandatory.* Please, note that the list will contain all case participants involved into the case in the capacity specified in the previous field.
   Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Select the party representative from the drop-down list. Please, note that the list will be comprised of all the legal representatives specified to represent or assist the selected case party in the GENERAL INFORMATION section.
4. Record the question that the party was asked. *This field is mandatory.*
5. Record the answers to the questions the party was asked. *This field is mandatory.*
6. Click the **Add** button. The new record will appear in the *Registrar's Preliminary Research* table (Figure 24).

Editing Research Records

In order to edit a court proceedings record, follow the steps below:

1. Click the **(Edit)** button to the left of the record item that you want to modify. This will activate the selected record.
2. Make the required changes in the data displayed.
3. Click the icon to save the changes made. Or, click to discard them.

Removing Research Records

In order to remove a research record, click the **(Remove)** button to the left of the record.

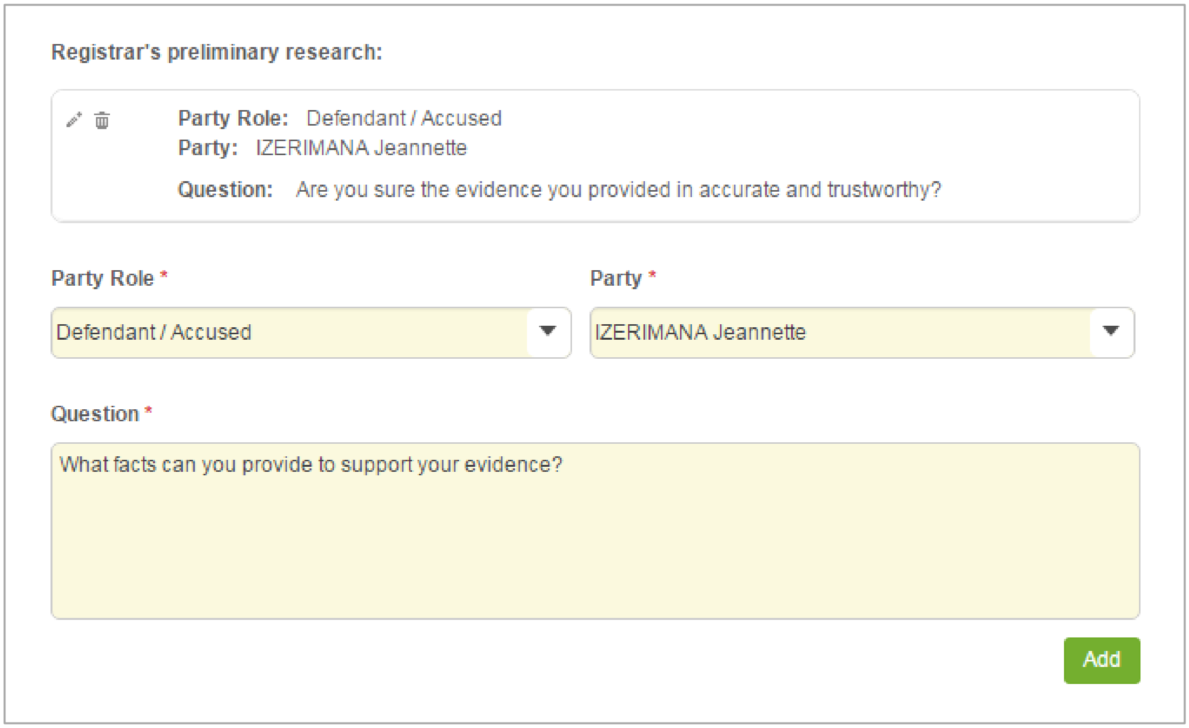


Figure 24: Adding a Registrar's Preliminary Research Record

Managing Court Proceedings

This chapter outlines how to add, edit, view, and remove proceedings records.

Adding a Proceedings Record

In order to add a court proceedings record for administrative, civil, or social cases, follow the steps below:

1. Click the **Add** button at the bottom of the *Proceedings* field. A *Proceedings* form will open (Figure 25).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Type	Select the proceeding **Type** from the drop-down list. *This field is mandatory*. Please, note that the list will contain all court

	proceeding types that are included in the court schedule. For more details, see Managing Court Schedule. Note: If the list of proceeding types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Proceeding Date	Indicate the date and time when the court proceeding is scheduled from the drop-down list. *This field is mandatory*. Please, note that the list will contain all proceeding date instances for which the court proceedings of the selected type are scheduled. For more details, see Managing Court Schedule. Note: If the list of proceeding dates is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Proceeding Type	This field becomes available for hearing and preliminary hearing proceeding types and is used to indicate whether the public and press will be allowed to observe the court processing of the case. *This field is mandatory*.
Registrar	Select the court **Registrar** in charge of the court proceeding form the respective drop-down list. *This field is mandatory*. Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Decision Number	Specify the unique identification number that was assigned to the decision made by the court.
Dates are obeyed	This field becomes available for the hearing and pre-trial meeting proceeding types and is used to indicate whether the hearing dates are obeyed by the attending parties.

Interlocutory Judgment	This field becomes available for the pronouncement proceeding type and is used to select the type of the interlocutory decision made by the judge before the case trial is over.
Next Date of Hearing	This field becomes available if the judge made a decision to reopen the case and is used to indicate the date and time when the next hearing will be held. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the report was submitted. Use the **Hour** and **Minute** sliders to set the exact time.
Reopening Reason	This field becomes available if the judge made a decision to reopen the case and is used to indicate the reason behind the decision.
Postponement Reason	This field becomes available if the judge made a decision to postpone the case and is used to indicate the reason behind the decision.
Decision	This field becomes available for the pronouncement proceeding type and is used to record the details of the interlocutory decision made by the judge.
Parties	List all parties that are scheduled to take part in the case proceeding. For more details, see Managing Parties. Also, specify who of the selected parties were present at the case proceeding event.
Requests to be submitted to the judge	This is an automatically generated field that displays the list of admissibility items, analysis issues, counter claims, etc. for which rebuttals have been recorded in the PARTIES SUBMISSIONS section. However, you can edit the items presented in this field and provide additional information related to them. For more details, see Editing Rebuttals.
Mediation Proposal	This field becomes available for the pre-trial meeting proceeding type and is used to indicate whether a mediation proposal has been made by any of the case parties.

Hearing Date	This field becomes available if a mediation proposal has not been made by any of the case parties and is used to indicate the date and time when the next case hearing will be held. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the report was submitted. Use the **Hour** and **Minute** sliders to set the exact time.
Conclusion	This field becomes available for hearing case proceeding type and is used to record the conclusion the court arrived at in regards to the case.
Object of the Claim / Offence	This field becomes available for hearing case proceeding type and is used to describe what constitutes the subject matter of the case. This can be several paragraphs of free text.
Observation	Record additional observations that can shed light on the case and its subject matter.
Attachments	Attach documents related to the case proceedings. For more details, see Managing Attachments.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

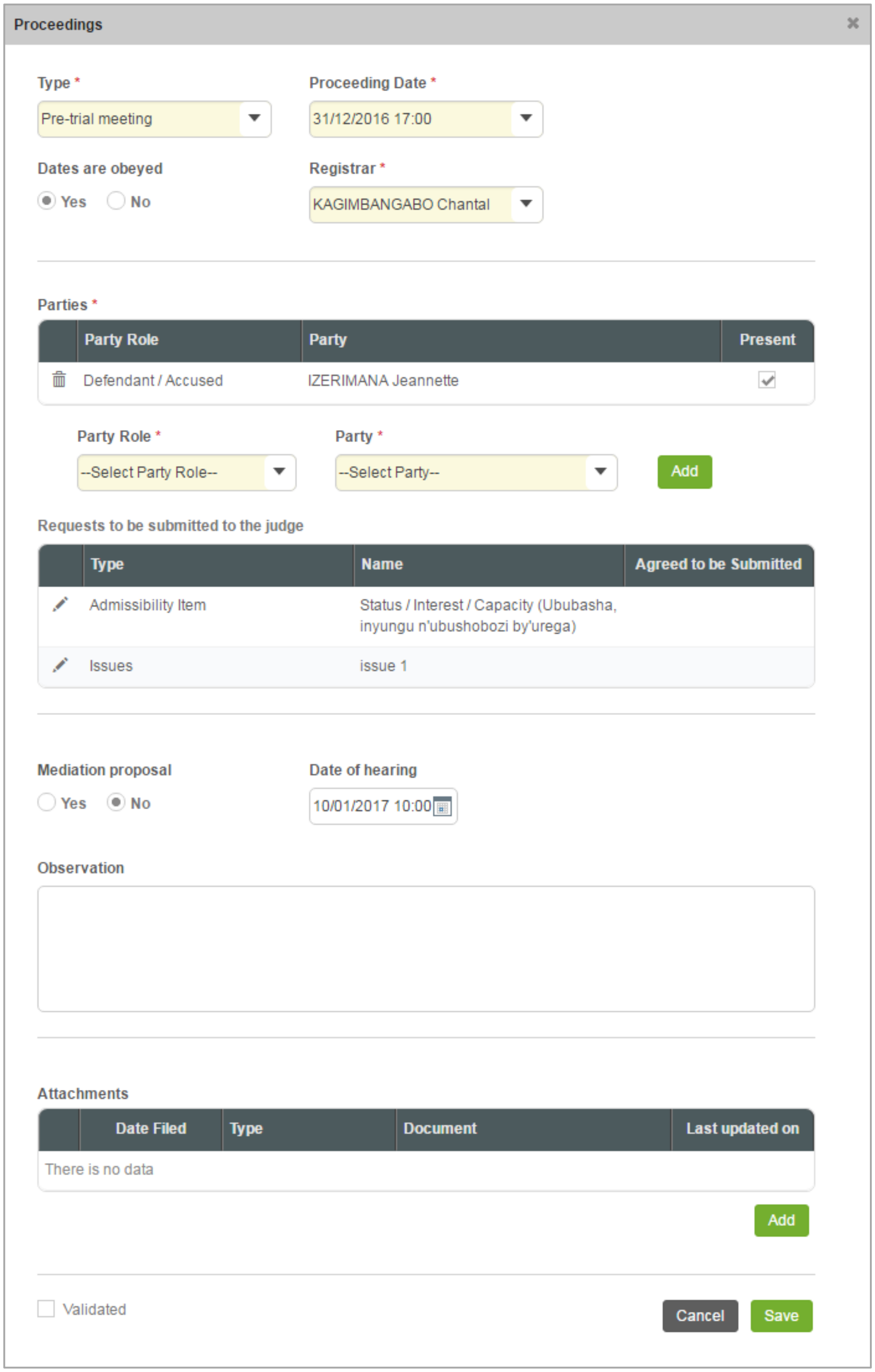


Figure 25: Adding a Proceeding Record for Administrative, Civil, and Social Cases

In order to add a court proceedings record for other cases, follow the steps below:

1. Click the **Add** button at the bottom of the *Proceedings* field. A *Proceedings* form will open (Figure 26 and Figure 27).

2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Type	Select the proceeding **Type** from the drop-down list. *This field is mandatory*. Please, note that the list will contain all court proceeding types that are included in the court schedule. For more details, see Managing Court Schedule. Note: If the list of proceeding types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Proceeding Date	Indicate the date and time when the court proceeding is scheduled from the drop-down list. *This field is mandatory*. Please, note that the list will contain all proceeding date instances for which the court proceedings of the selected type are scheduled. For more details, see Managing Court Schedule. Note: If the list of proceeding dates is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Proceeding Type	This field becomes available for hearing and preliminary hearing proceeding types and is used to indicate whether the public and press will be allowed to observe the court processing of the case. *This field is mandatory*.
Registrar	Select the court **Registrar** in charge of the court proceeding form the respective drop-down list. *This field is mandatory*. Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are

	looking for, you should enter the keyword in the search box above the drop-down list.
Decision Number	Specify the unique identification number that was assigned to the decision made by the court.
Dates are obeyed	This field becomes available for the hearing and pre-trial meeting proceeding types and is used to indicate whether the hearing dates are obeyed by the attending parties.
Interlocutory Judgment	This field becomes available for the pronouncement proceeding type and is used to select the type of the interlocutory decision made by the judge before the case trial is over.
Next Date of Hearing	This field becomes available if the judge made a decision to reopen the case and is used to indicate the date and time when the next hearing will be held. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the report was submitted. Use the **Hour** and **Minute** sliders to set the exact time.
Reopening Reason	This field becomes available if the judge made a decision to reopen the case and is used to indicate the reason behind the decision.
Postponement Reason	This field becomes available if the judge made a decision to postpone the case and is used to indicate the reason behind the decision.
Decision	This field becomes available for the pronouncement proceeding type and is used to record the details of the interlocutory decision made by the judge.
Parties	List all parties that are scheduled to take part in the case proceeding. For more details, see Managing Parties. Also, specify who of the selected parties were present at the case proceeding event.
Interrogation	This field becomes available for the hearing proceeding type and is sued to record all questions asked to the attending case parties and

	the answers they gave to the questions asked. For more details, see Managing Interrogation Questions / Answers.
Conclusion	This field becomes available for hearing case proceeding type and is used to record the conclusion the court arrived at in regards to the case.
Object of the Claim / Offence	This field becomes available for hearing case proceeding type and is used to describe what constitutes the subject matter of the case. This can be several paragraphs of free text.
Observation	Record additional observations that can shed light on the case and its subject matter.
Attachments	Attach documents related to the proceedings. For more details, see Managing Attachments.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

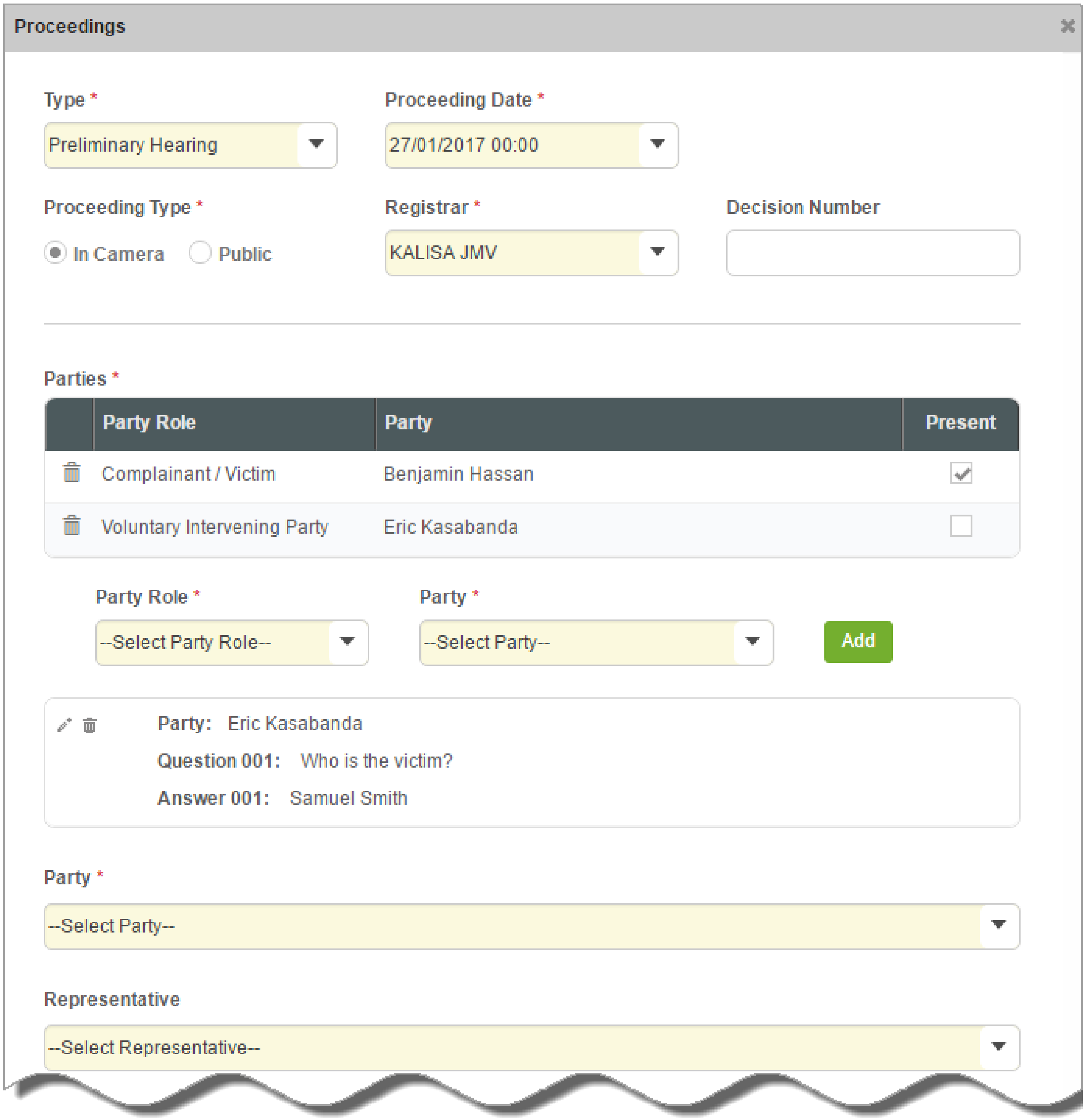


Figure 26: Adding a Proceeding Record for Other Cases (Part 1)

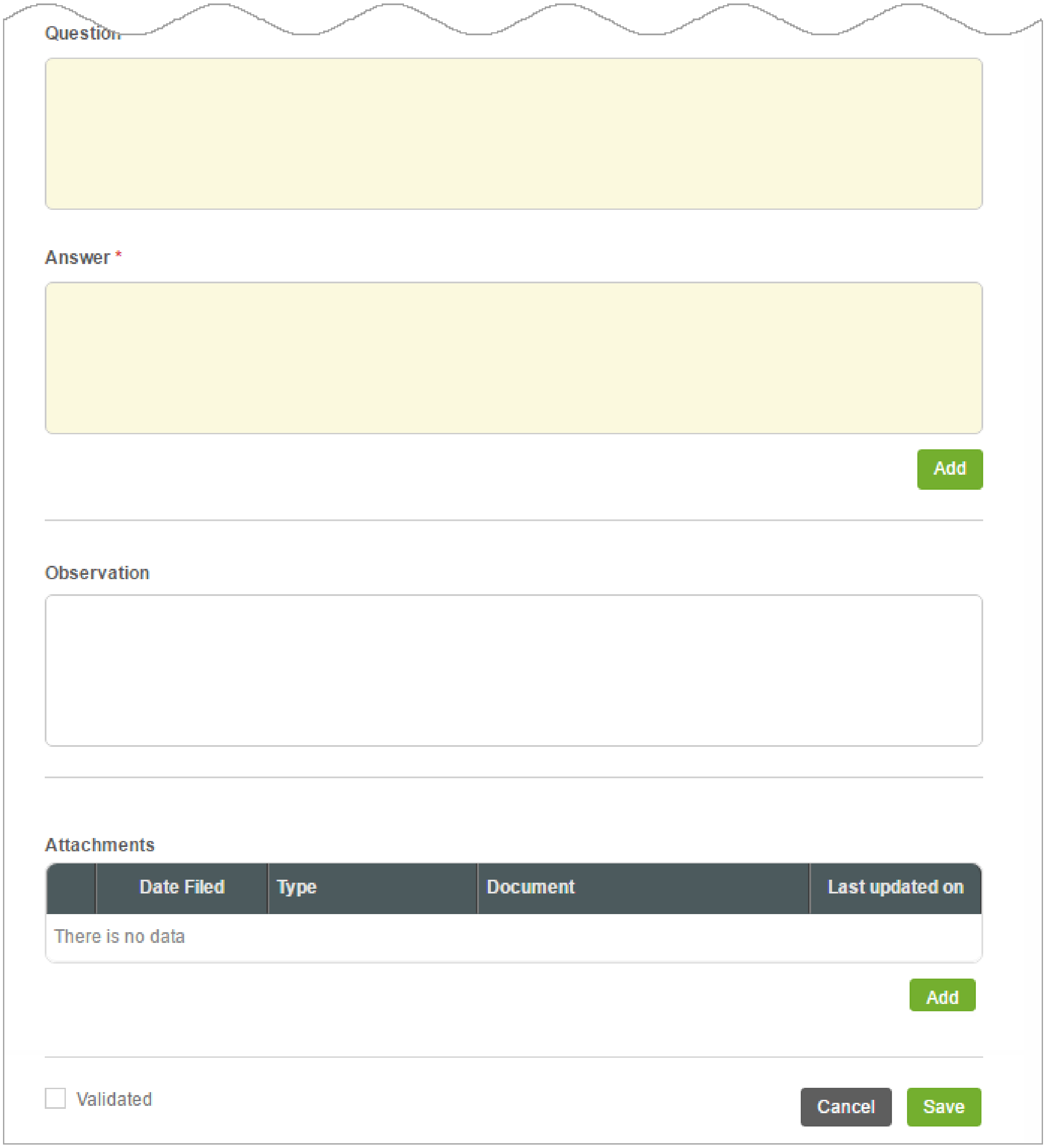


Figure 27: Adding a Proceeding Record for Other Cases (Part 2)

Editing Proceedings Records

In order to edit a court proceedings record, follow the steps below:

1. Click the **(Edit)** button to the left of the record item that you want to modify. The *Proceedings* form will open.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Proceedings Records

In order to view the details of court proceedings records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Proceedings Records

In order to remove a court proceedings record, click the **(Remove)** button to the left of the record.

Managing Parties

This chapter outlines how to add and remove party records.

Adding a Party Record

In order to add a party record, follow the steps below:

1. Select the role that the party plays in the case from the drop-down list. *This field is mandatory.* Please, note that the list will contain the capacities of all case parties involved into the case and specified in the GENERAL INFORMATION section.
   Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Select the name of the case participant from the drop-down list. *This field is mandatory.* Please, note that the list will contain all case participants involved into the case in the capacity specified in the previous field.
   Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Click the **Add** button. The new record will appear in the *Parties* table (Figure 28).

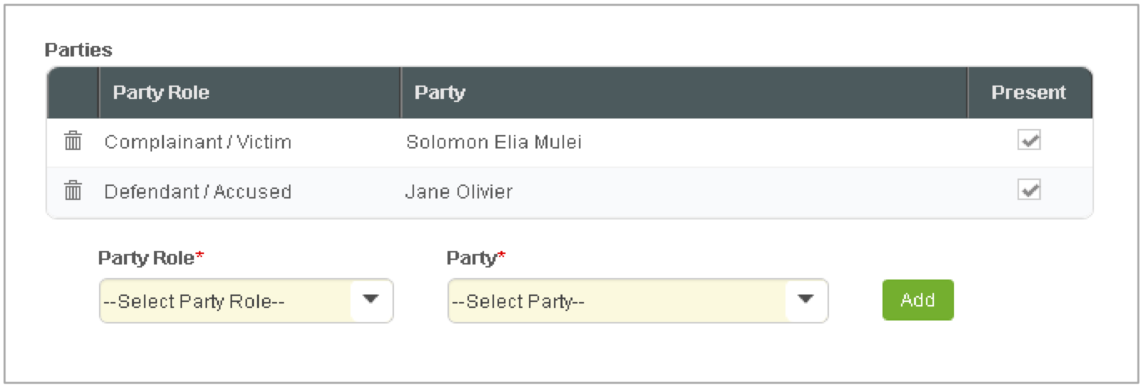


Figure 28: Adding a Party Record

Removing Party Records

In order to remove a party record, click the **(Remove)** button to the left of the record.

Managing Interrogation Questions / Answers

This chapter outlines how to add and remove question and answer records.

Adding a Question / Answer Record

In order to add a question / answer record, follow the steps below:

1. Select the party that was interrogated from the drop-down list. Please, note that the list will be comprised of all the parties that were selected to attend the case proceedings. For more details, see Managing Parties. Also, note that selection of a party will filter the list in the *Representative* field and display only those instances that are related to the selection.
   Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Select the party representative from the drop-down list. Please, note that the list will be comprised of all the legal representatives specified to represent or assist the selected case party in the GENERAL INFORMATION section.
3. Record the question that was asked during the interrogation.
4. Record the answer that the party gave to the question asked.
5. Click the **Add** button. The new record will appear in the respective table (Figure 29).

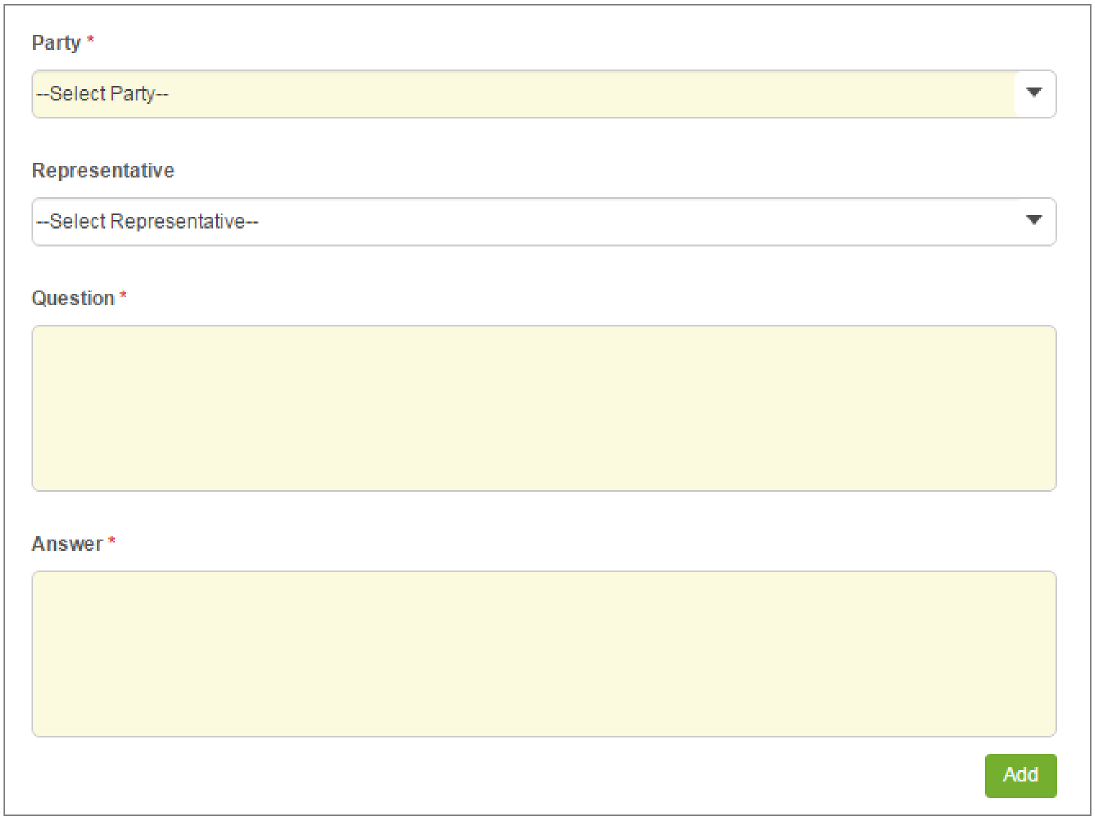


Figure 29: Adding a Question / Answer Record

Editing Question / Answer Records

In order to edit a question / answer record, follow the steps below:

1. Click the **(Edit)** button to the left of the record item that you want to modify. The *Question /Answer* form will appear.
2. Make the required changes in the data displayed.
3. Click the **(Save)** button to save the changes made. Or, click **(Cancel)** to discard them.

Removing Question / Answer Records

In order to remove a question / answer record, click the **(Remove)** button to the left of the record.

COURT ORDERS

The *Court Orders* section of the *Rwanda Judiciary* form (Figure 30) is used to display information about orders issued by the court within the scope of the given case. The information to be provided in this section includes orders to appear personally before the court, orders to combine cases, orders on parties without known dwelling or abroad, etc.

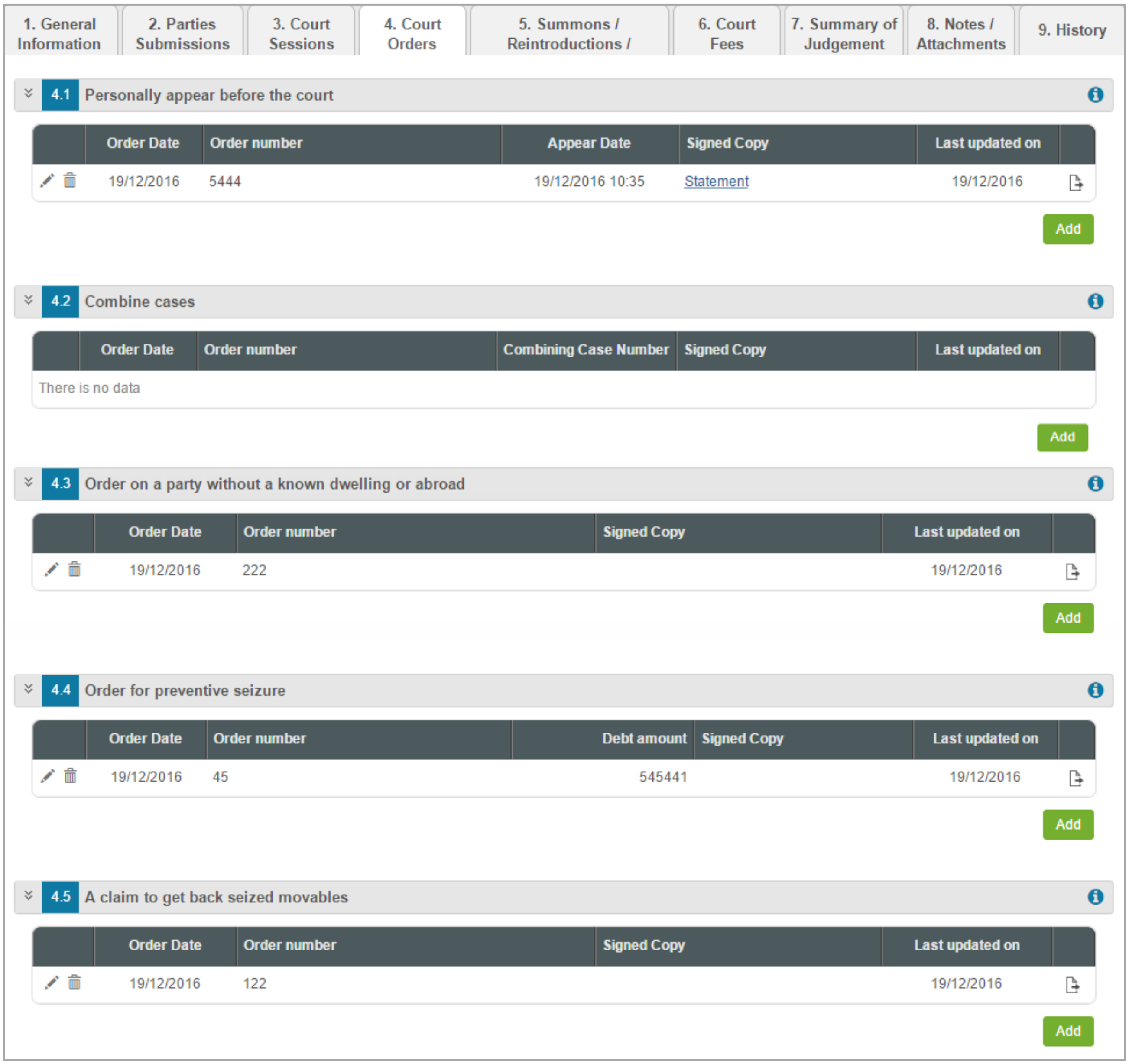


Figure 30: Court Orders Section

For more details on what information is requested in the *Court Orders* section, refer to the table below.

Field Name	Description
Personally Appear before the Court	List all orders issued to the case parties and summoning them to appear personally in front of the court. For more details, see Managing Court Appearance Orders.
Combine Cases	List all orders on combining cases issued within the scope of the given lawsuit. For more details, see Managing Orders to Combine Cases.
Order on a Party without a Known Dwelling or Abroad	Record all court orders issues to the case parties without a known dwelling or living abroad. For more details, see Managing Orders on Parties with Unknown Dwelling or Abroad.
Order for Preventive Seizure	List all court order issued with the aim of preventive seizure of case party belongings or assets. For more details, see Managing Preventive Seizure Orders.
A Claim to Get Back Seized Movables	Record all claims placed with the aim of getting back seized movables. For more details, see Managing Claims on Return of Seized Movables.

Note: The system allows for exporting records from the fields of this section. For more details on how to export records, see EXPORTING FILES.

Managing Court Appearance Orders

This chapter outlines how to add, edit, view, and remove court appearance order records.

Adding a Court Appearance Order Record

In order to add a court appearance order record, follow the steps below:

1. Click the **Add** button at the bottom of the *Personally Appear before the Court* field. A *Personally Appear before the Court* form will open (Figure 31).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of executing the order from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Number	Enter the unique identification number assigned to the order. *This field is mandatory*.
Order Date	Specify the date when the order was issued. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all case parties that the order was issued to. For more details, see Managing Parties. Also, specify the party who should appear in front of the court by activating the respective radio button.
Appear at court on	Specify the date and time when the party was ordered to appear in front of the court. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the party should appear at the court. Use the **Hour** and **Minute** sliders to set the exact time.
Signed Copy	Attach a signed copy of the order file. For more details, see Managing Attachments.

	Note: The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

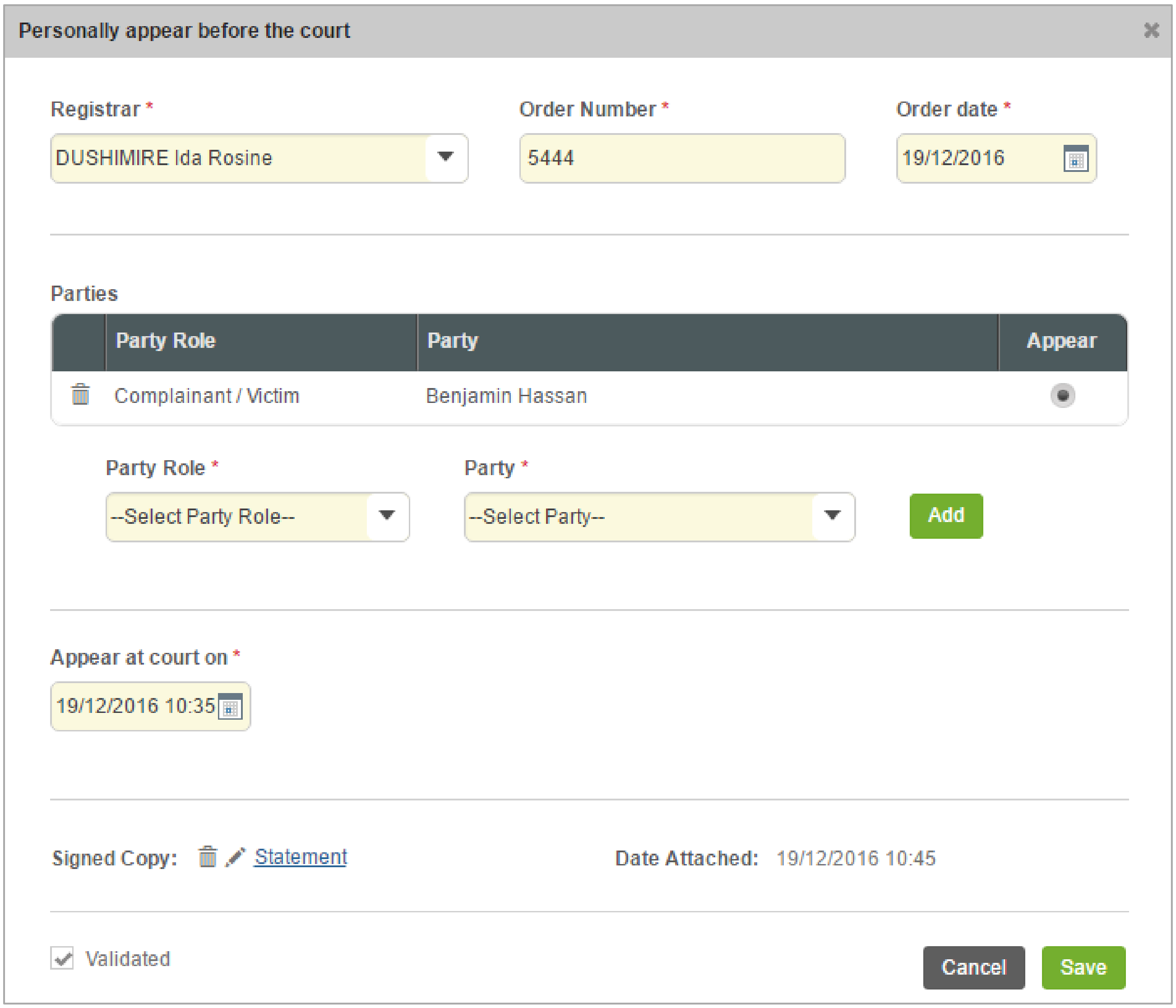


Figure 31: Adding a Court Appearance Order Record

Editing Court Appearance Order Records

In order to edit a court appearance order record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Personally Appear before the Court* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Court Appearance Order Records

In order to view the details of court appearance order records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Court Appearance Order Records

In order to remove a court appearance order record, click the **(Remove)** button to the left of the record.

Managing Orders to Combine Cases

This chapter outlines how to add, edit, view, and remove combine cases order records.

Adding a Combine Cases Order Record

In order to add a combine cases order record, follow the steps below:

1. Click the **Add** button at the bottom of the *Combine Cases* field. A *Combine Cases* form will open (Figure 32).
2. Provide the information requested in the form as described in the table below:

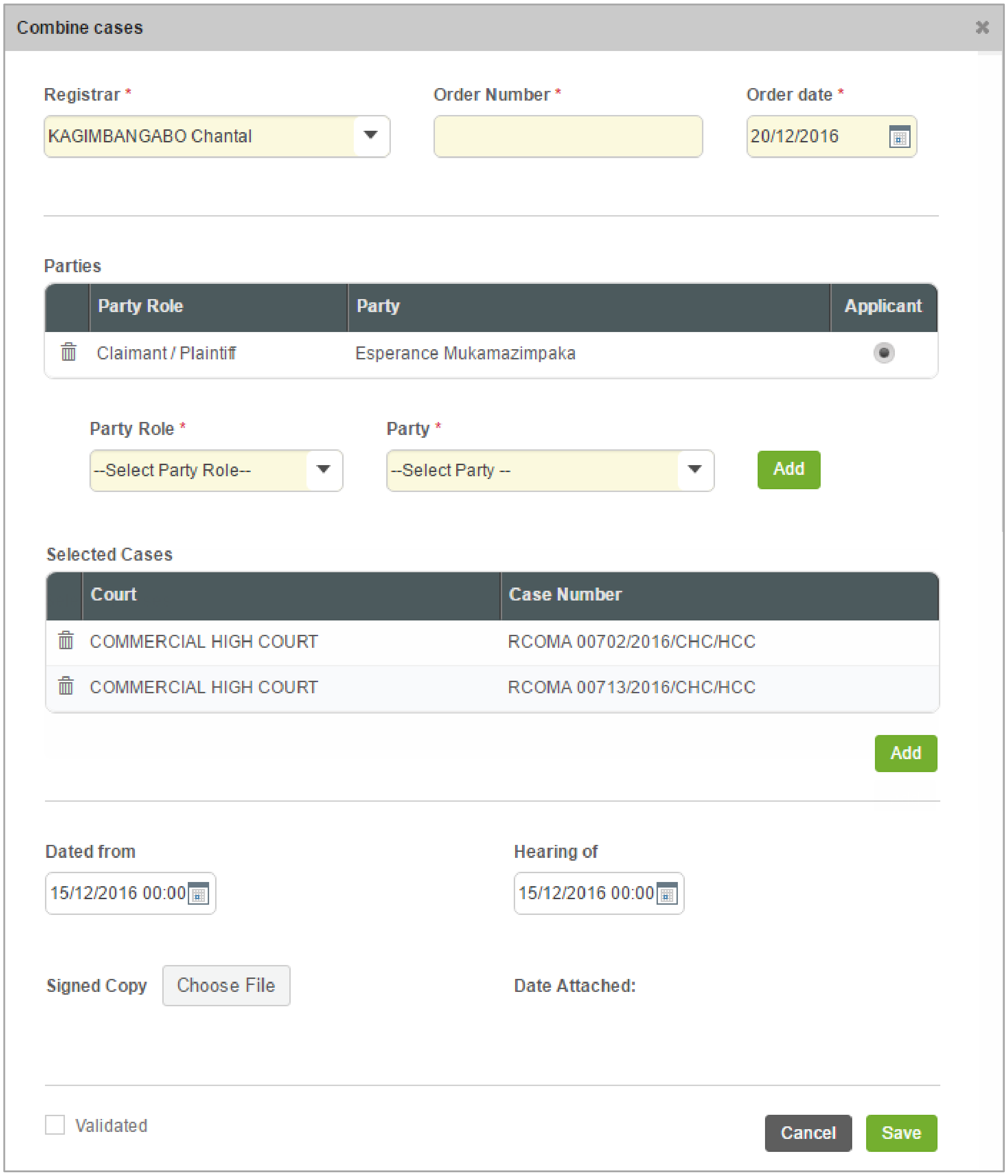


Figure 32: Adding a Combine Cases Order Record

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of executing the order from the drop-down list. *This field is mandatory.* Please, note that the list will

	contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. **Note:** If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Number	Enter the unique identification number assigned to the order. *This field is mandatory*.
Order Date	Specify the date when the order was issued. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all case parties that the order was issued to. For more details, see Managing Parties. Also, specify the party who applied for combining the cases by activating the respective radio button.
Selected Cases	List all cases that the current lawsuit should be combined with. Please, note that the selected cases are added in the same way as appealed cases. For more details, see Managing Appealed / Linked Cases.
Dated from	Indicate the date and time that will signal the beginning of the combined case proceedings. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the case proceedings should start. Use the **Hour** and **Minute** sliders to set the exact time.
Hearing of	Indicate the date and time when the hearing on the combined case will be held. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the hearing will be held Use the **Hour** and **Minute** sliders to set the exact time.

Signed Copy	Attach a signed copy of the order file. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Combine Cases Order Records

In order to edit a combine cases order record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Combine Cases* form will appear.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Combine Cases Order Records

In order to view the details of combine cases order records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Combine Cases Order Records

In order to remove a combine cases order record, click the **(Remove)** button to the left of the record.

Managing Orders on Parties with Unknown Dwelling or Abroad

This chapter outlines how to add, edit, view, and remove order records on parties without a known dwelling or living abroad.

Adding a Party Order Record

In order to add a party order record, follow the steps below:

1. Click the **Add** button at the bottom of the *Order on a Party without a Known Dwelling or Abroad* field. An *Order on a Party without a Known Dwelling or Abroad* form will open (Figure 33).
2. Provide the information requested in the form as described in the table below:

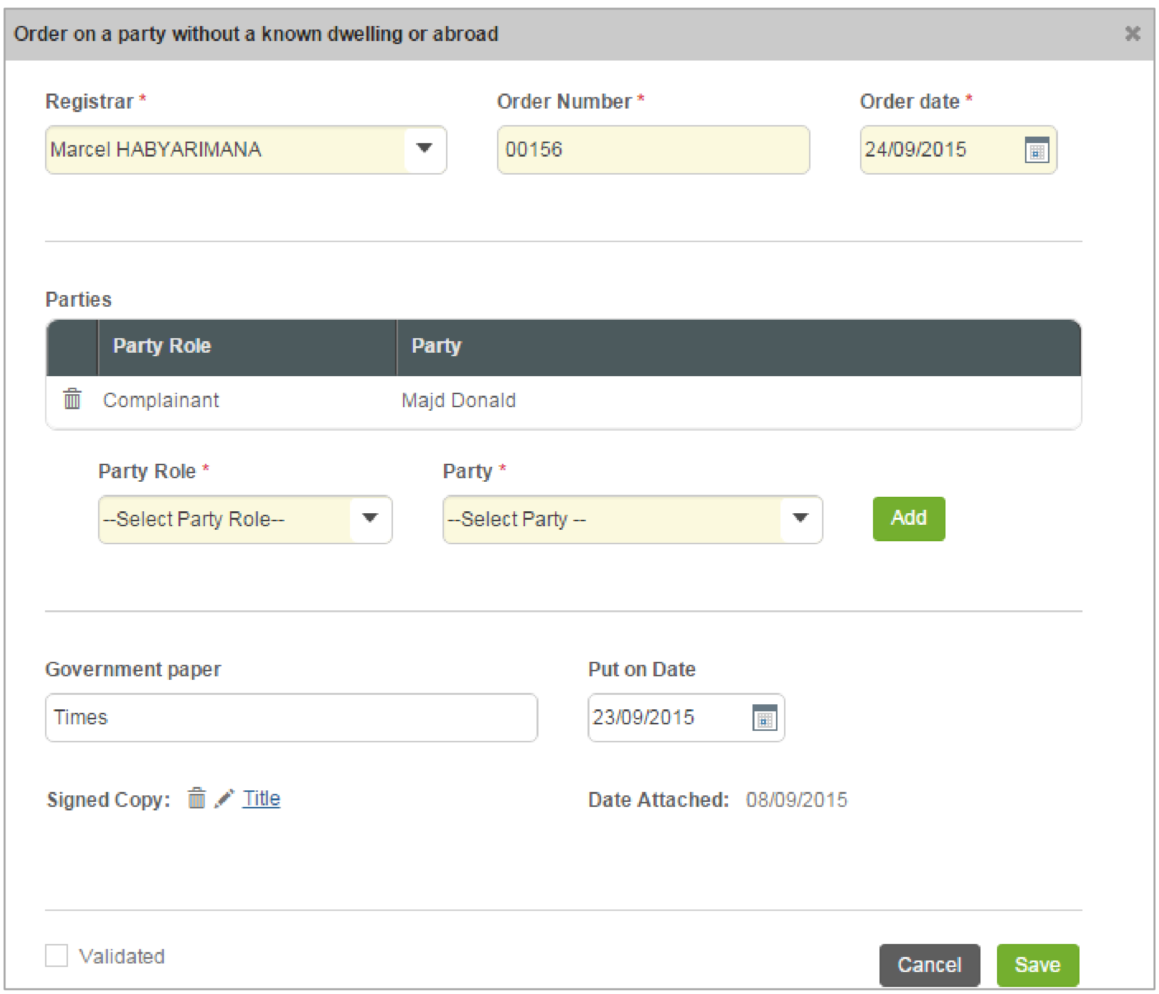


Figure 33: Adding a Party Order Record

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of executing the order from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Number	Enter the unique identification number assigned to the order. *This field is mandatory*.
Order Date	Specify the date when the order was issued. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all the **Parties** without a known dwelling or living abroad that the order was issued to. For more details, see Managing Parties.
Government Paper	Provide the name of the **Government Paper** where the announcement on the party without a known dwelling or living abroad was published.
Put on Date	Provide the date when the respective announcement was published in the government paper.
Signed Copy	Attach a signed copy of the order file. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.

Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Party Order Records

In order to edit a party order record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Order on a Party without a Known Dwelling or Abroad* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Party Order Records

In order to view the details of records of orders on parties without a known dwelling or abroad, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Party Order Records

In order to remove a party order record, click the **(Remove)** button to the left of the record.

Managing Preventive Seizure Orders

This chapter outlines how to add, edit, view, and remove preventive seizure order records.

Adding a Preventive Seizure Order Record

In order to add a preventive seizure order record, follow the steps below:

1. Click the **Add** button at the bottom of the *Order for Preventive Seizure* field. An *Order for Preventive Seizure* form will open (Figure 34).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of executing the order from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Number	Enter the unique identification number assigned to the order. *This field is mandatory*.
Order Date	Specify the date when the order was issued. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all the **Parties** the preventive seizure order was issued for. For more details, see Managing Parties. Also, specify the party owning the seized objects and the party who is securing them by activating the respective radio buttons.
Debt Amount	Indicate the amount that the case party owes to the creditor.
Movables	List all movable properties that will be seized.
Immovables	List all immovable properties that will be seized.

Signed Copy	Attach a signed copy of the order file. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

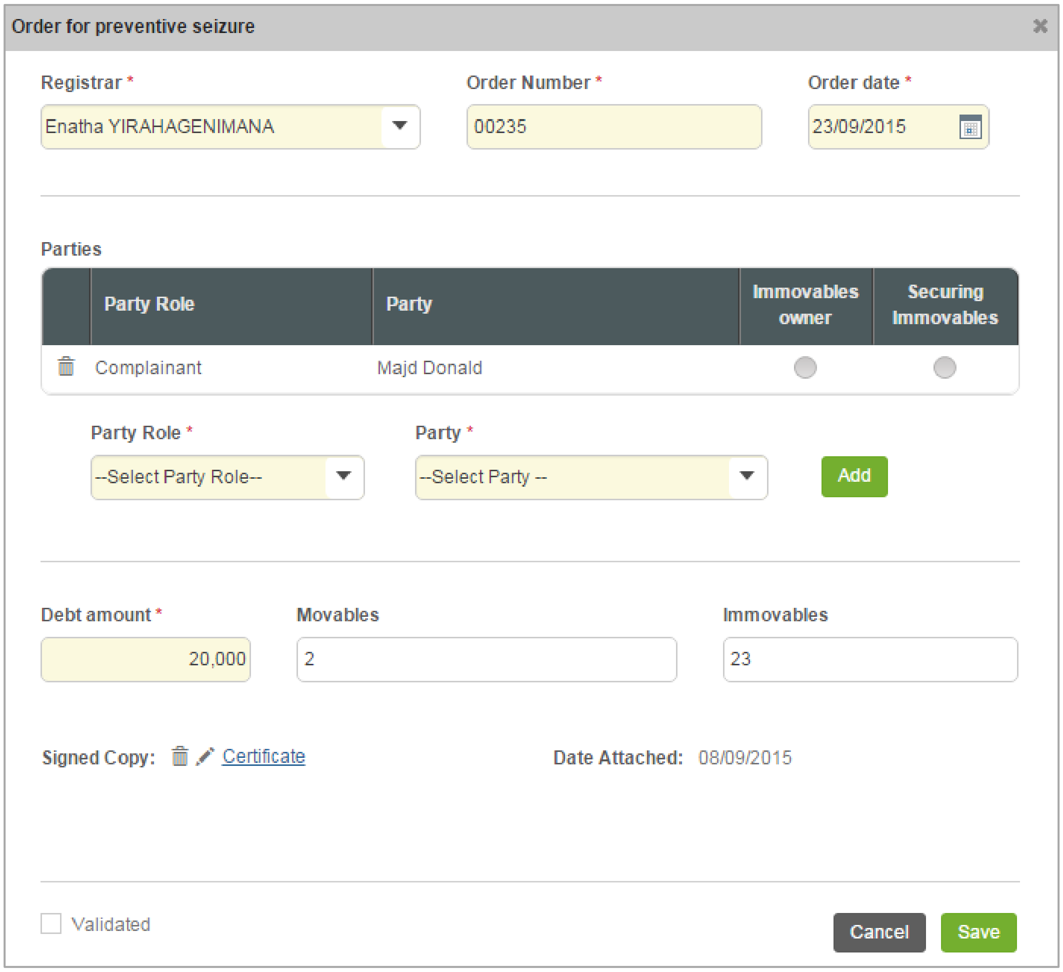


Figure 34: Adding a Preventive Seizure Order Record

Editing Preventive Seizure Order Records

In order to edit a preventive seizure order record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Order for Preventive Seizure* form will appear.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Preventive Seizure Order Records

In order to view the details of preventive seizure order records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Preventive Seizure Order Records

In order to remove a preventive seizure order record, click the **(Remove)** button to the left of the record.

Managing Claims on Return of Seized Movables

This chapter outlines how to add, edit, view, and remove records on return of seized movables.

Adding a Seized Movables Return Claim Record

In order to add a seized movables return claim record, follow the steps below:

1. Click the **Add** button at the bottom of the *Claim to Get Back Seized Movables* field. An *A Claim to Get Back Seized Movables* form will open (Figure 35).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of executing the order from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. **Note:** If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Order Number	Enter the unique identification number assigned to the order. *This field is mandatory*.
Order Date	Specify the date when the order was issued. *This field is mandatory*. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all **Parties** who laid a claim to return the seized movables. For more details, see Managing Parties. Also, specify the debtor party by activating the respective radio button.
Debt Amount	Indicate the amount that the case party owes to the creditor.
Movables	List all movable properties that were seized.
Immovables	List all immovable properties that were seized.
Signed Copy	Attach a signed copy of the order file. For more details, see Managing Attachments. **Note:** The *Date Attached* field will automatically be populated with the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

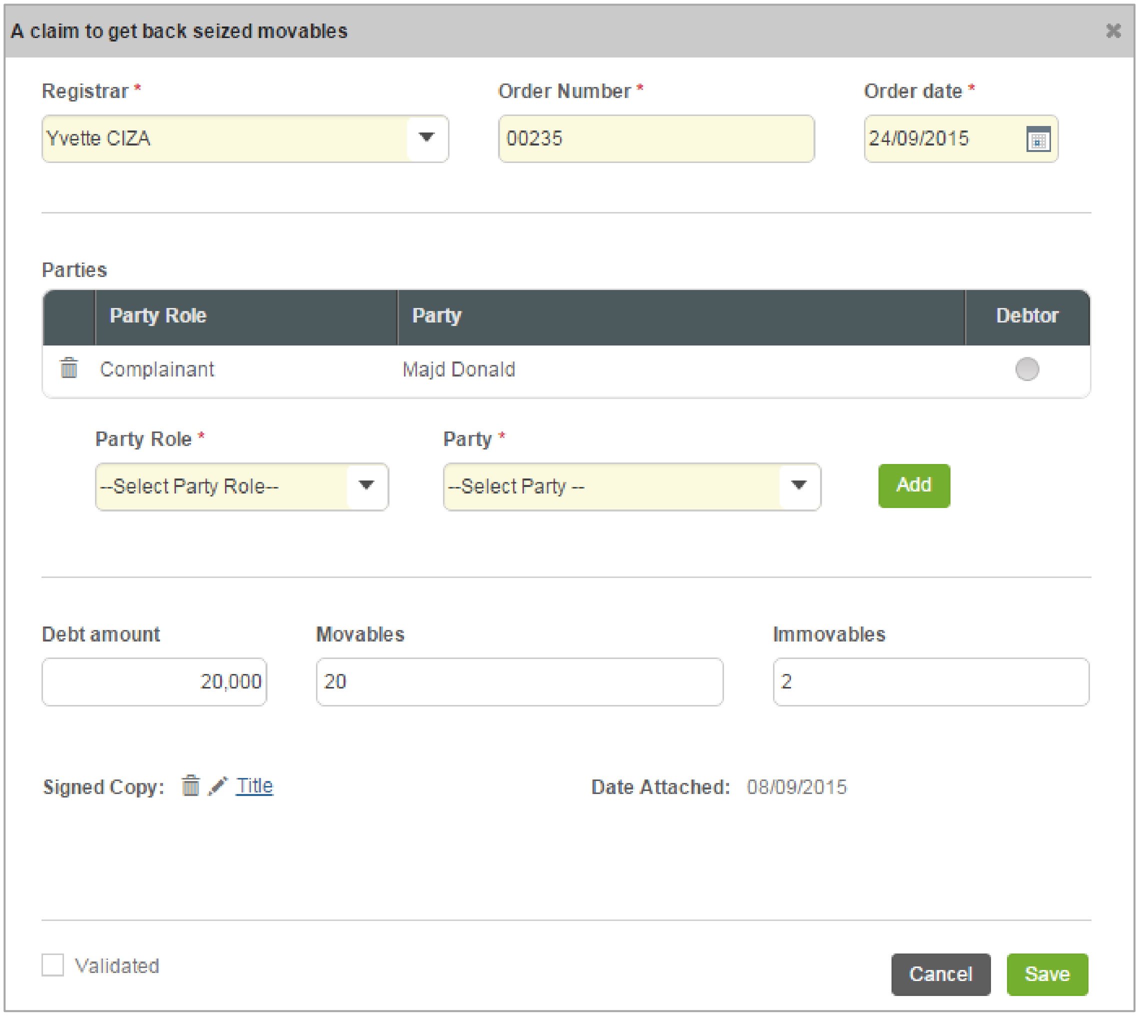


Figure 35: Adding a Claim to Get Back Seized Movables

Editing Seized Movables Return Claim Records

In order to edit a seized movables return claim record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *A Claim to Get Back Seized Movables* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the modifications made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Seized Movables Return Claim Records

In order to view the details of the seized movables return claim records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Seized Movables Return Claim Records

In order to remove a seized movables return record, click the **(Remove)** button to the left of the record.

SUMMONS / REINTRODUCTIONS

The *Summons / Reintroductions* section of the *Rwanda Judiciary* form (Figure 36) is used to provide detailed information about any case reintroductions and interventions. The court summons issued within the scope of the given case should also be listed in this section.

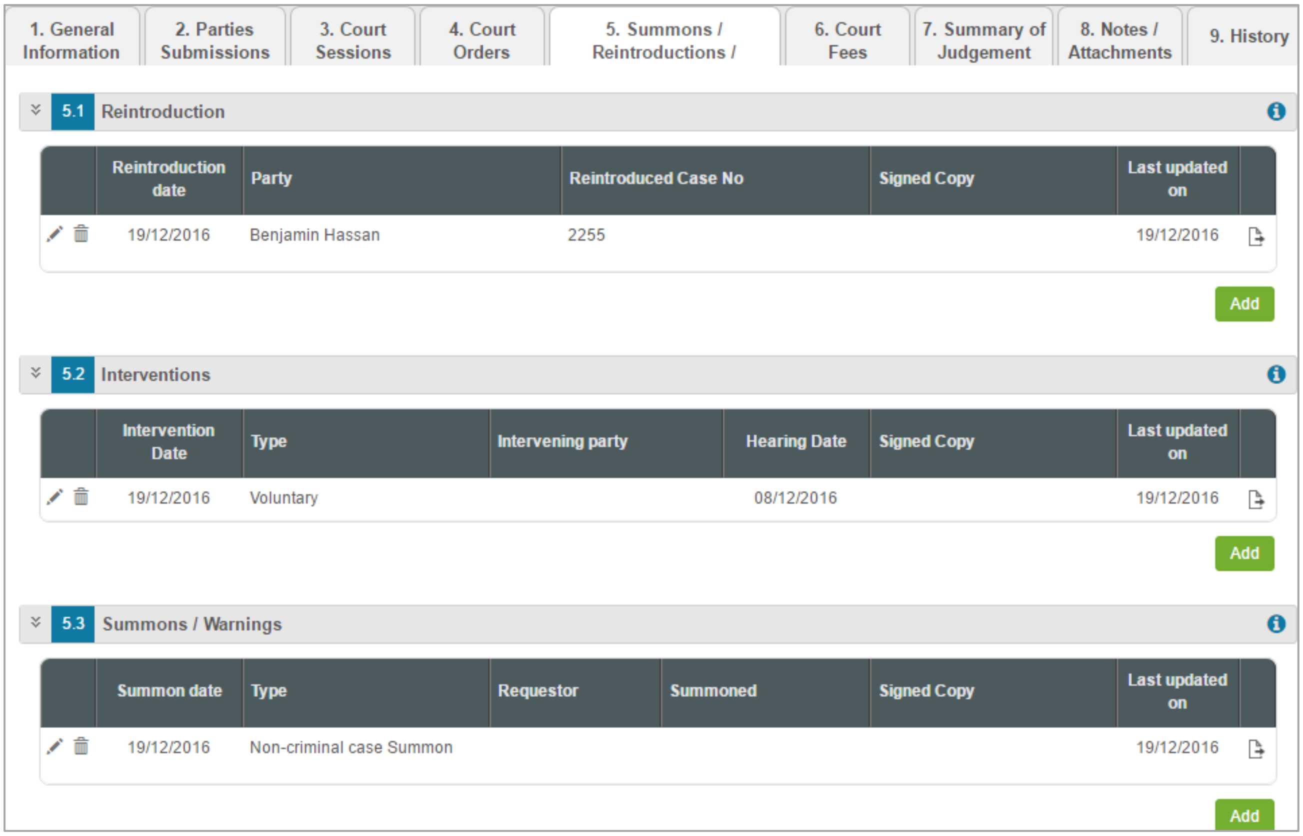


Figure 36: Summons / Reintroductions Section

For more details on what information is requested in the *Summons / Reintroductions* section, refer to the table below.

Field Name	Description
Reintroduction	Record information on all instances of case party re-introductions that occurred within the scope of the give case. For more details, see Managing Reintroductions.

Interventions	Provide information on all court procedures for a third party to join the current lawsuit. For more details, see Managing Interventions.
Summons / Warnings	Provide information about the legal documents requesting a person to appear in front of the court and issued within the scope of the given case. Also, record all warnings issued to case parties. For more details, see Managing Summons / Warnings.

Note: In order to ensure ease of record management and better user experience, the system automatically generates and displays information on the date and time when a record is last modified. This information is displayed in the *Last updated on* column of the tables listed in this section. Moreover, the system allows for exporting records from all the fields of this section. For more details on how to export records, see EXPORTING FILES.

Managing Reintroductions

This chapter outlines how to add, edit, view, and remove reintroduction records.

Adding a Reintroduction Record

In order to add a reintroduction record, follow the steps below:

1. Click the **Add** button at the bottom of the *Reintroduction* field. A *Reintroduction* form will open (Figure 37).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of the reintroduction procedure from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section.

	Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Reintroduction Date	Select the date when the reintroduction took place. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all the **Parties** the reintroduction statement is issued for. For more details, see Managing Parties. Also, specify the intervening party by activating the respective radio button.
Reintroduced case No	Specify the number assigned to the re-introduced case. *This field is mandatory.*
Closing Date	Select the closing date for the reintroduction. A calendar popup is available for this field, see Figure 3: Calendar.
Object of Litigation	Provide a brief description of the object of litigation.
Signed Copy	Attach a **Signed Copy** of the reintroduction statement. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validate** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

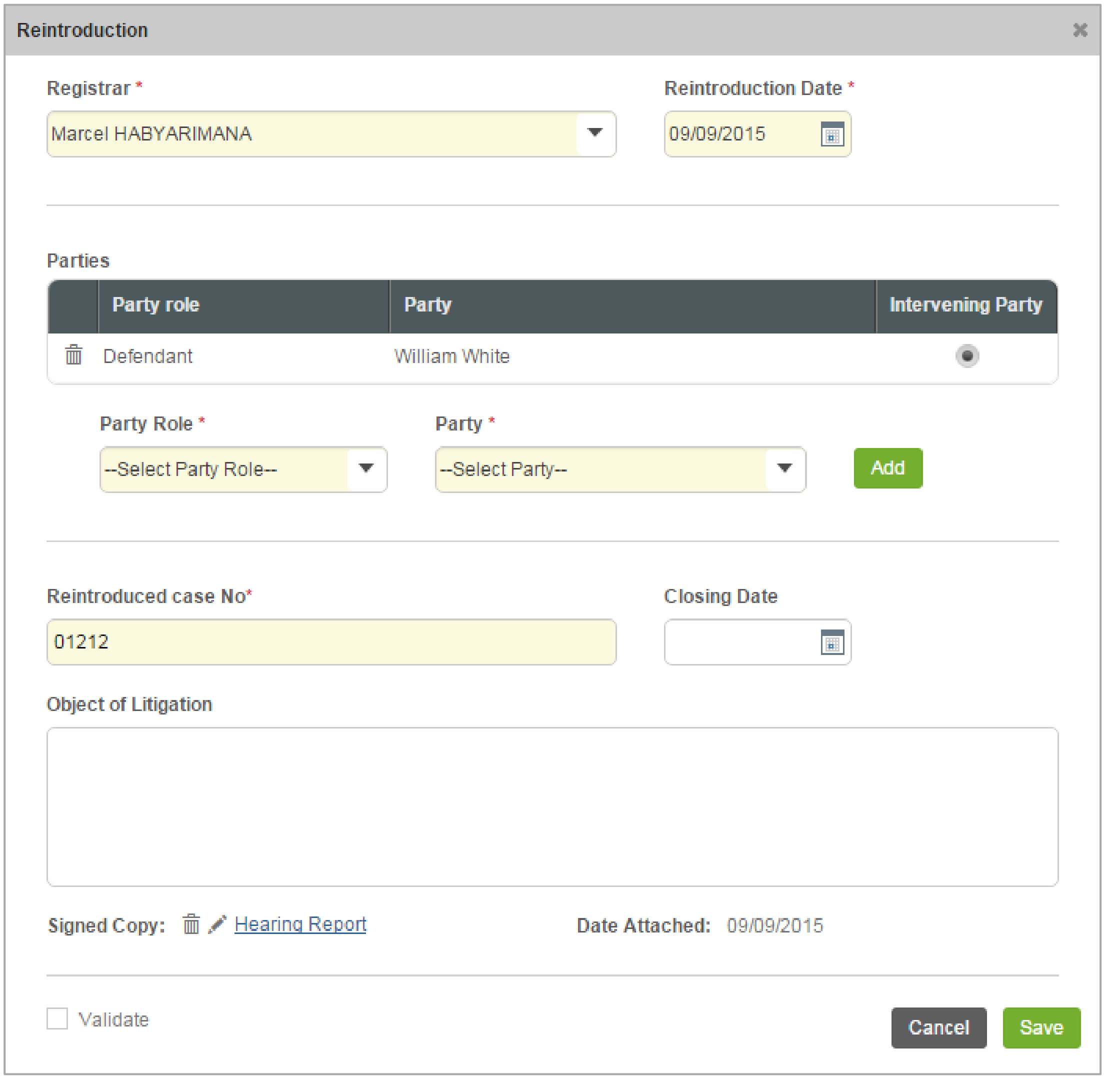


Figure 37: Adding a Reintroduction Record

Editing Reintroduction Records

In order to edit a reintroduction record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Reintroduction* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Reintroduction Records

In order to view the details of reintroduction records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Reintroduction Records

In order to remove a reintroduction record, click the **(Remove)** button to the left of the record.

Managing Interventions

This chapter outlines how to add, edit, view, and remove intervention records.

Adding an Intervention Record

In order to add an intervention record, follow the steps below:

1. Click the **Add** button at the bottom of the *Interventions* field. An *Interventions* form will open (Figure 38).
2. Provide the information requested in the form as described in the table below:

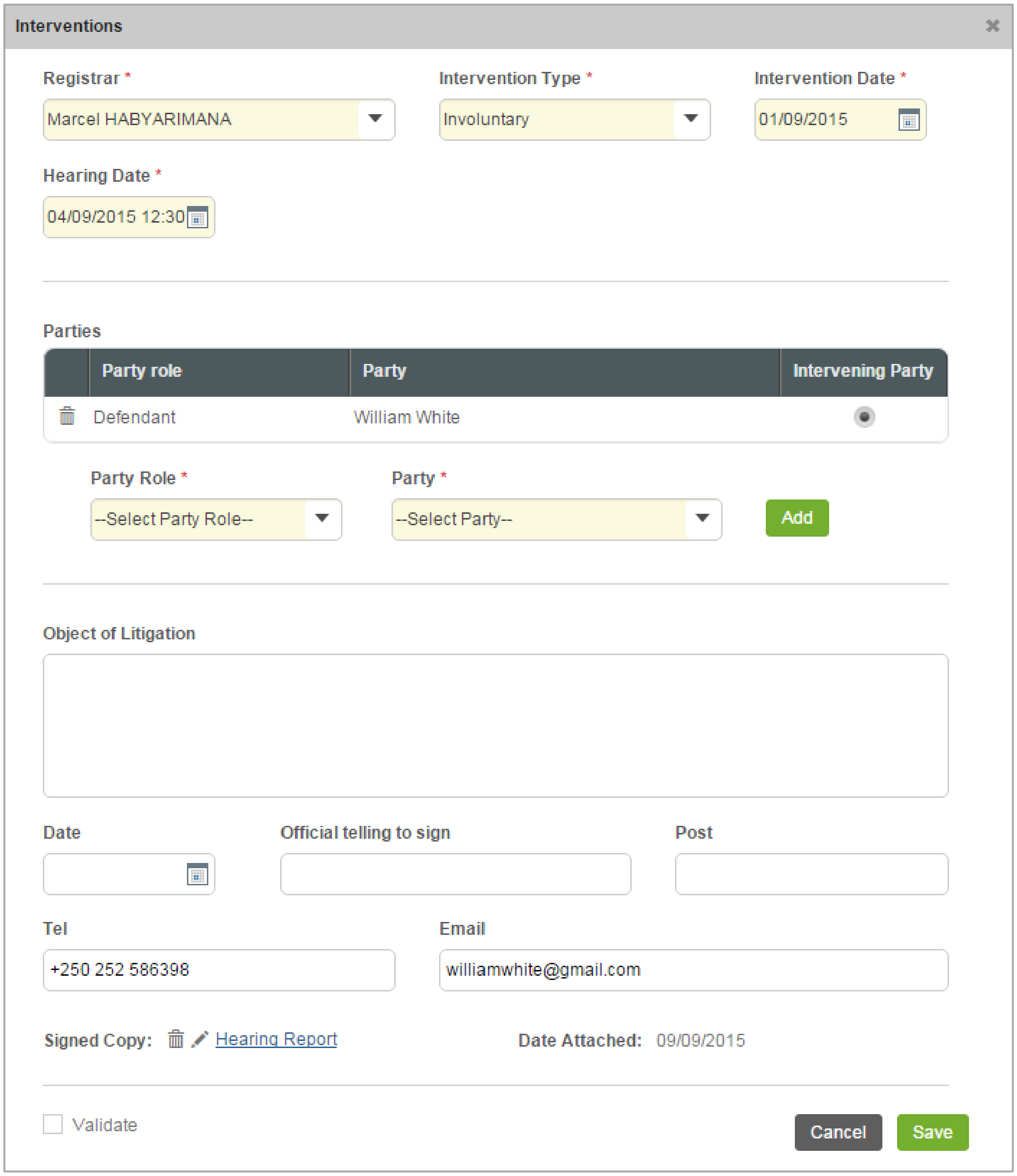


Figure 38: Adding an Intervention Record

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** responsible for the intervention procedure from the drop-down list. *This field is mandatory.* Please, note that

	the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. **Note:** If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Intervention Type	Select the type of the intervention from the drop-down list. *This field is mandatory.* The following options are available: • Involuntary • Voluntary
Intervention Date	Select the date when the intervention took place. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.
Hearing Date	Select the date when the court hearing took place. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the hearing is scheduled. Use the **Hour** and **Minute** sliders to set the exact time.
Parties	List all case **Parties** involved into the intervention process. For more details, see Managing Parties. Also, specify the intervening party by activating the respective radio button.
Object of Litigation	Provide a brief description of the object of litigation.
Date	Specify the date when the intervention statement was passed to the respective party. A calendar popup is available for this field, see Figure 3: Calendar.
Official telling to sign	Provide the name of the official with the liability to sign the intervention statement.
Post	Specify the position that the signatory occupies.

Tel	Specify the telephone number of the official who signed the intervention statement.
Email	Specify the **Email** of the official who signed the intervention statement.
Signed Copy	Attach a **Signed Copy** of the intervention statement. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validate** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Intervention Records

In order to edit an intervention record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Interventions* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Intervention Records

In order to view the details of intervention records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Intervention Records

In order to remove an intervention record, click the **(Remove)** button to the left of the record.

Managing Summons / Warnings

This chapter outlines how to add, edit, view, and remove summons and warning records.

Adding a Summons / Warning Record

In order to add a summons / warning record, follow the steps below:

1. Click the **Add** button at the bottom of the *Summons / Warnings* field. A *Summons / Warnings* form will open (Figure 39).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this section are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Registrar	Indicate the **Registrar** in charge of issuing the summons / warning from the drop-down list. *This field is mandatory.* Please, note that the list will contain all registrars of the court selected in the *Details* field of the GENERAL INFORMATION section. Note: If the list of registrars is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Summon / Warning Type	Specify the type of the summons / warning issued. *This field is mandatory.* Note: If the list of summons / warning types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

Order Number	Enter the unique identification number assigned to the summons / warning order.
Order Date	Select the date when the court order was issued. A calendar popup is available for this field, see Figure 3: Calendar.
Summon Date	Select the date when the summons / warning was issued. A calendar popup is available for this field, see Figure 3: Calendar.
Parties	List all the **Parties** that the summons / warning was issued to. For more details, see Managing Parties. Also, specify whether the party is a requestor or summoned party by activating the respective radio button.
Summon request date	Specify the date when the summons / warning was requested. A calendar popup is available for this field, see Figure 3: Calendar.
Appear at court on	Select the date when the respective party should appear in front of the court. A calendar popup is available for this field, see Figure 3: Calendar.
Object of Litigation	Provide a brief description of the object of litigation.
Met With	Specify the capacity of the person the summoned party met with. Note: If the list of roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Name	Provide the **Name** of the person the summoned party met with.
Official telling to sign	Provide the name of the official with the liability to sign the summons / warning statement.
Post	Specify the position that the signatory occupies.
Date	Specify the date when the summons / warning statement was passed to the respective party. A calendar popup is available for this field, see Figure 3: Calendar.

Tel	Specify the telephone number of the official who signed the summons / warning statement.
Email	Specify the **Email** of the official who signed the summons / warning statement.
Signed Copy	Attach a **Signed Copy** of the summons / warning statement. For more details, see Managing Attachments. **Note:** The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validate** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

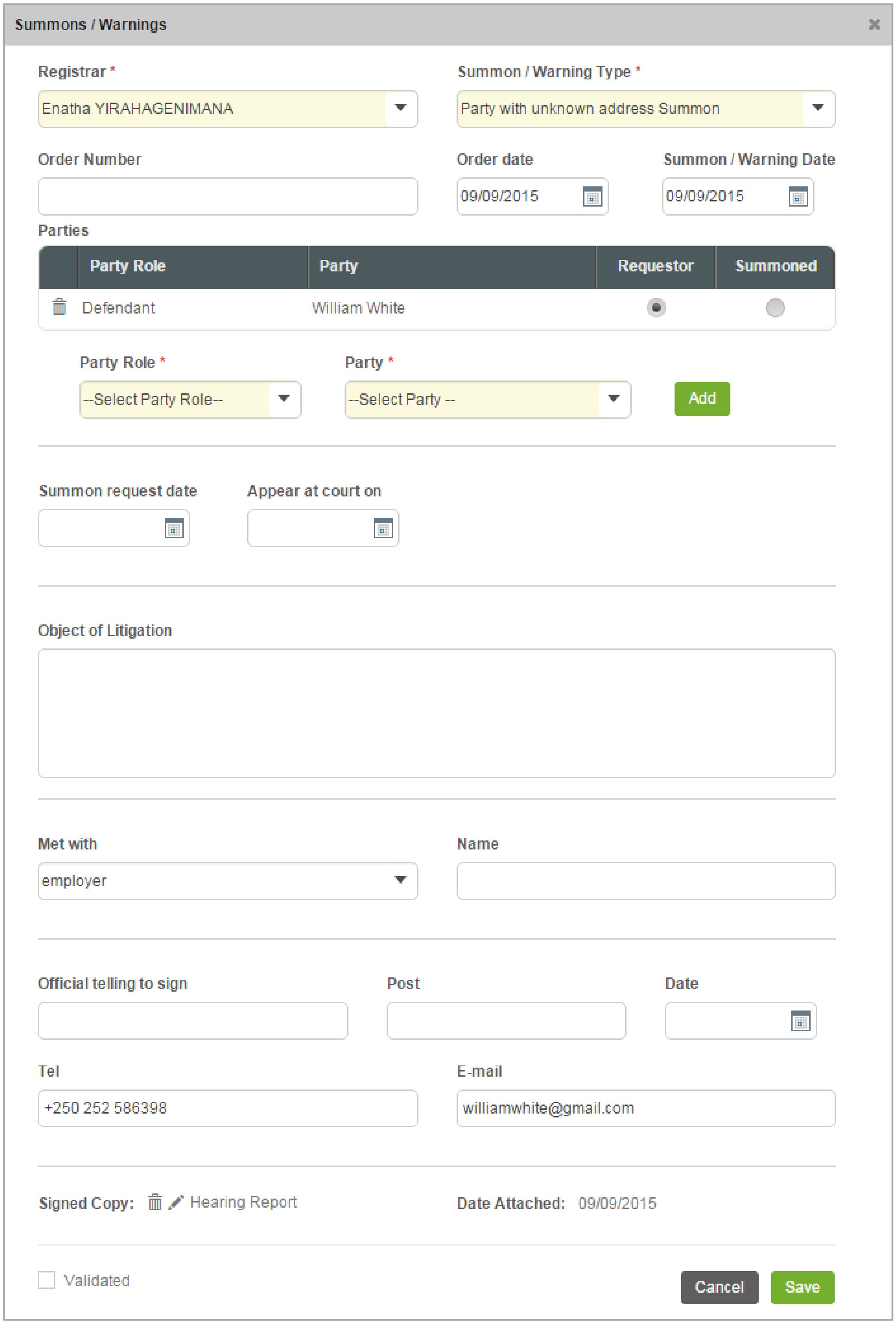


Figure 39: Adding a Summons / Warning Record

Editing Summons / Warning Records

In order to edit a summons / warning record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Summons / Warnings* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Summons / Warning Records

In order to view the details of summons / warning records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

Removing Summons / Warning Records

In order to remove a summons / warning record, click the **(Remove)** button to the left of the record.

COURT FEES

The *Court Fees* section of the *Rwanda Judiciary* form (Figure 40) is used to provide key information about various fees payable for submitting applications to the court and for lodging documents at different stages of the court procedure. Also, all payment receipts and other related documents are provided in this section.

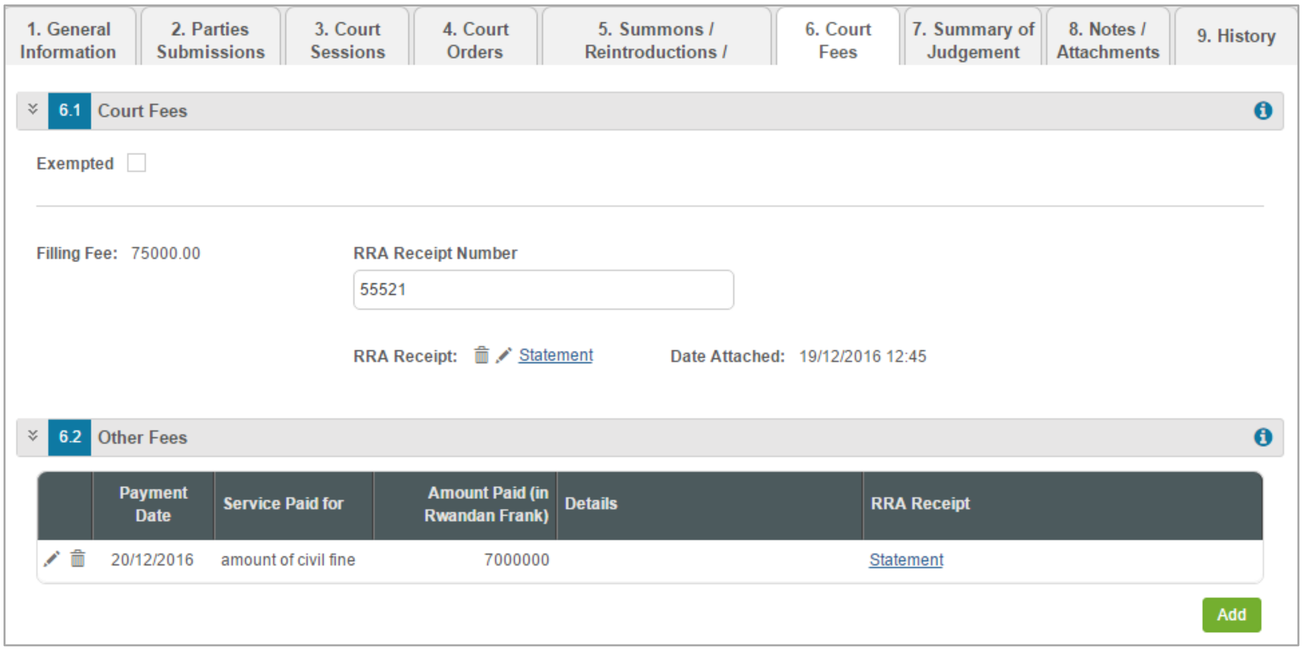


Figure 40: Court Fees Section

For more details on what information is requested in the *Court Fees* section, refer to the table below.

Field Name	Description
Court Fees	Provide the following information about the court fees payable within the scope of the given case: • **Exempted** – specify whether there exists exemption from liability to pay court fees. • **Filing Fee** – this field is automatically populated with the filing fee amount based on the court case type. • **RRA Receipt Number** – enter the number of the receipt issued by the Rwanda Revenue Authority.

	• **RRA Receipt** – attach the file containing a scanned copy of the Rwanda Revenue Authority receipt. For more details, see Managing Attachments. • **Date Attached –** the field is automatically populated with the date when the attachment was made and will be available once you upload the respective file.
Other Fees	List all other fees (for example, for buying case pages) paid within the scope of the given court case. For more details, see Managing Other Fees.

Managing Other Fees

This chapter outlines how to add, edit, view, and remove other fee records.

Adding Other Fee Records

In order to add other fee records, follow the steps below:

1. Click the **Add** button at the bottom of the *Other Fees* field. An *Other Fees* form will open (Figure 41).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Payment Date	Select the date when the payment was made. *This field is mandatory.* A calendar popup is available for this field, see Figure 3: Calendar.
Service Paid for	Specify the **Service** the payment was made for by selecting an instance from the drop-down list. *This field is mandatory*. **Note:** If the list of payment types is long and hard to browse in, you can make use of the search option. To locate the instance that you

	are looking for, you should enter the keyword in the search box above the drop-down list.
RRA Receipt Number	Enter the number of the receipt issued by the Rwanda Revenue Authority. *This field is mandatory.*
Amount Paid	Indicate the fee amount paid. *This field is mandatory.*
Details	Provide additional information on fee payment.
RRA Receipt	Upload the scanned copy of the payment **Receipt**. For more details, see Managing Attachments. Note: The *Date Attached* field will automatically be populated by the date when the attachment was made and will be available once you upload the respective file.
Validated	Check the accuracy of the information provided by selecting the **Validated** checkbox. Please, note that system validation renders all the information provided in the form as non-editable.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Other Fee Records

In order to edit other fee records, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Other Fees* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: The possibility of editing record details is available for records that have not been validated yet.

Viewing Other Fee Records

In order to view the details of other fee records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for validated records only.

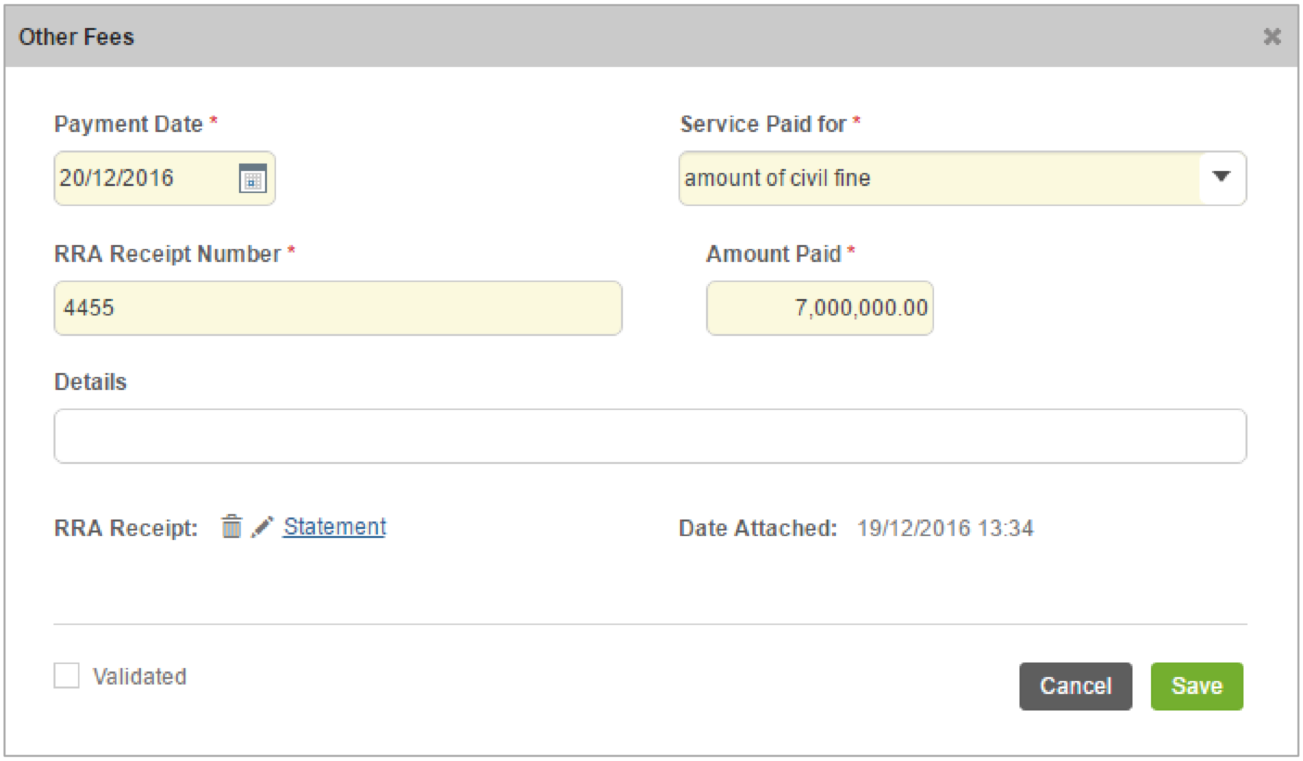


Figure 41: Adding Other Fee Records

Removing Other Fee Records

In order to remove other fee records, click the **(Remove)** button to the left of the record.

SUMMARY OF JUDGEMENT

The *Summary of Judgement* section of the *Rwanda Judiciary* form (Figure 42 and Figure 43) is used to store detailed information about the court decisions taken in relation to the given case. The information to be provided in this section includes the date when the decision was taken and pronounced, facts and held, judgement, references, etc. All decision related files and documents should be uploaded in this section as well.

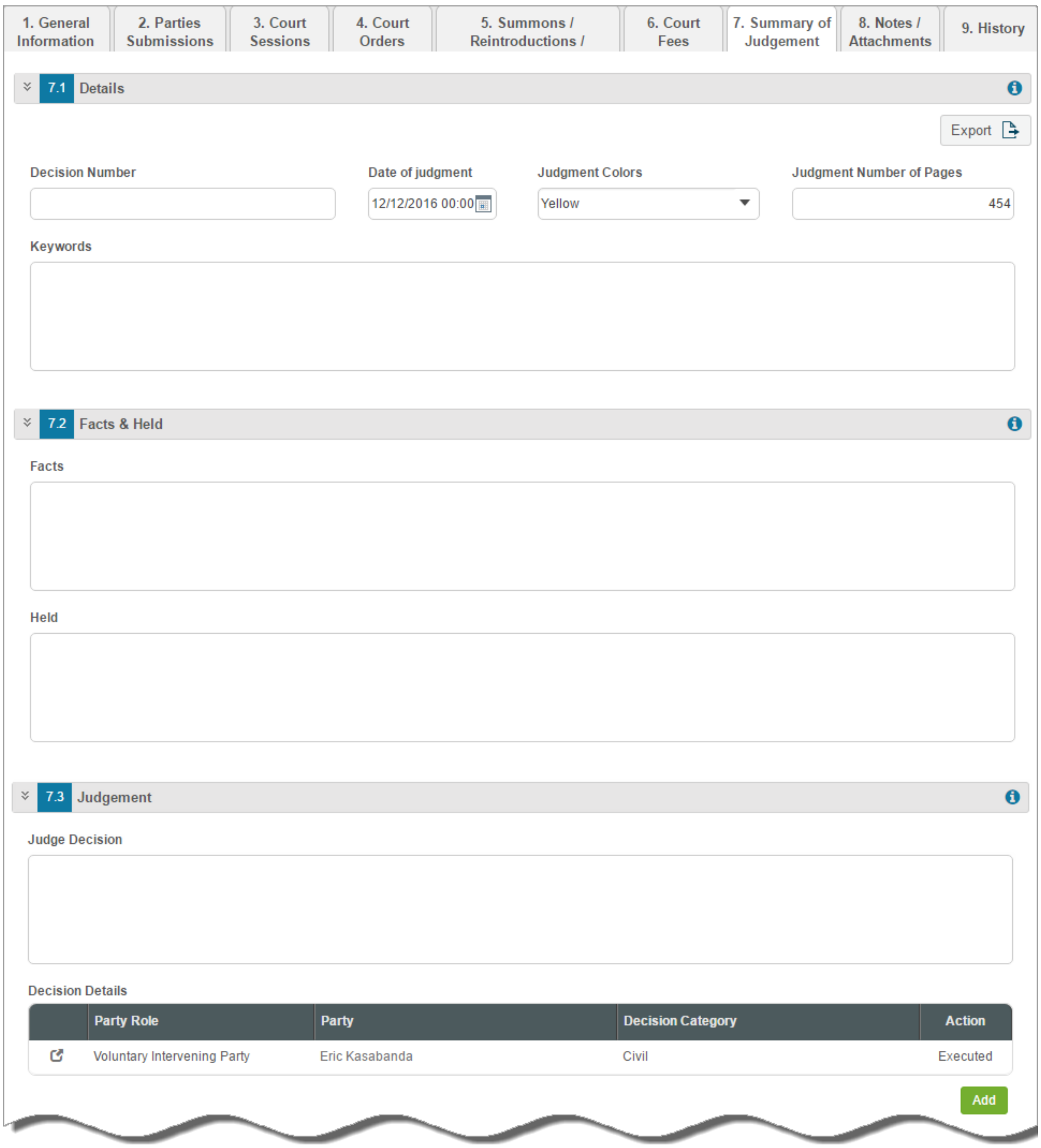


Figure 42: Summary of Judgement Section (Part 1)

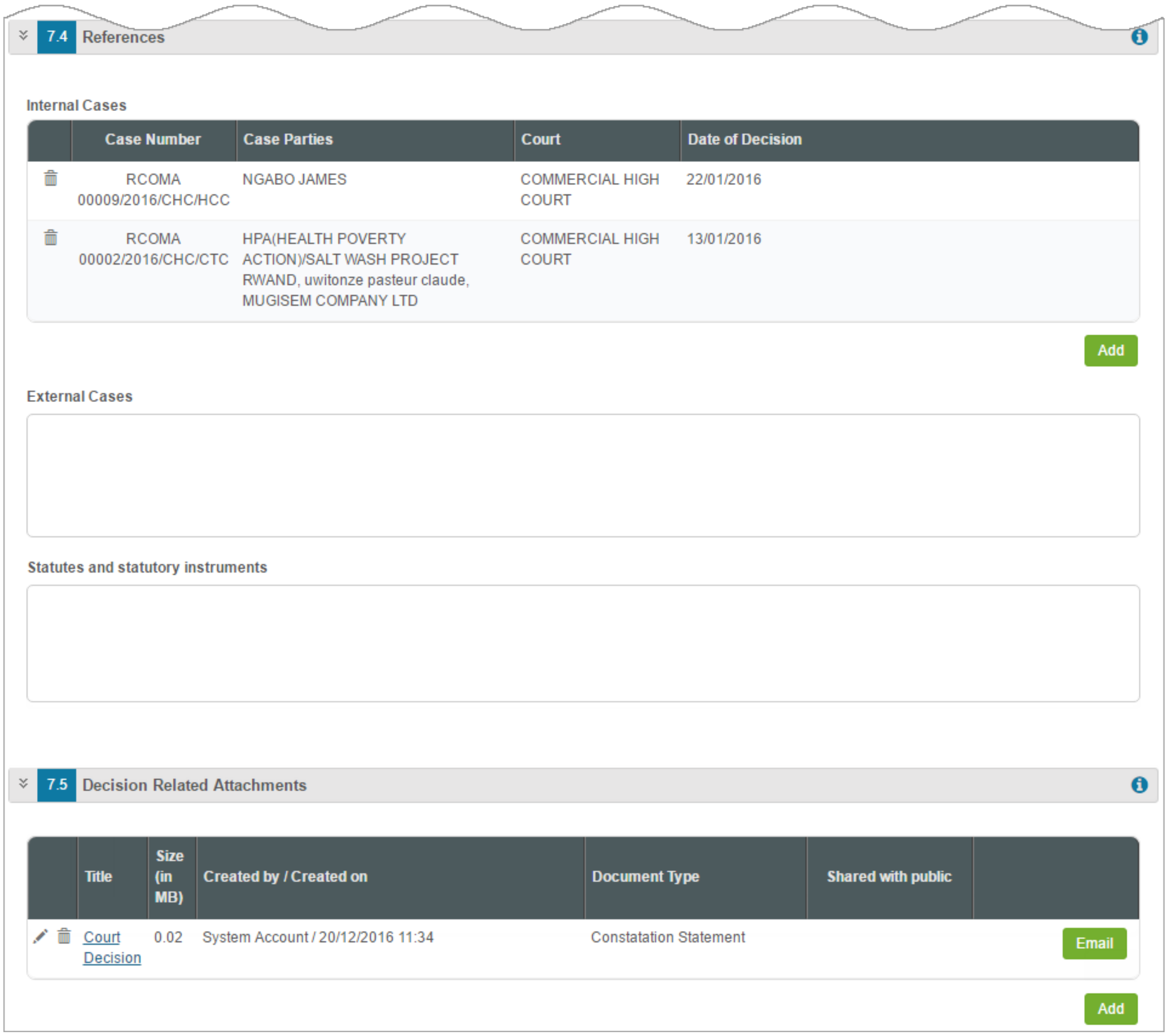


Figure 43: Summary of Judgement Section (Part 2)

For more details on what information is requested in the *Summary of Judgement* section, refer to the table below.

Field Name	Description
Details	Provide the following information about the court decision taken in relation to the given case: • **Decision Number** – enter a unique identification number assigned to the decision.

	• **Date of Judgment** – indicate the date when the judgment was made. A calendar popup is available for this field, see Figure 3: Calendar. Apart from indicating the date, the calendar also allows specifying the time when the hearing is scheduled. Use the **Hour** and **Minute** sliders to set the exact time. • **Judgment Colors** – specify the color assigned to the judgment. *This field is mandatory.* The following options are available: *Red*, *Yellow*, and *Green*. • **Judgment Number of Pages** – indicate how many pages the judgment constitutes. • **Keywords** – list all **Keywords** that can be used for locating the judgment.
Facts & Held	List all acts, events, and circumstances that accompanied the case or happened prior to it. These are instances that are supported by evidence. Also, provide information about the court judgement on the facts.
Judgement	Provide information on the final decision taken by the court in relation to the given case or lawsuit. First, provide detailed description of the judgement made. For more details, see Managing Decision Details. Next, provide information on the decision resolution. For more details, see Managing Decision Resolution Records.
References	Provide allusion to other cases, both external and internal, that the court decision relies on. First, indicate all internal cases referenced. For more details, see Managing Internal Cases. Then, describe all external cases that serve as a source of reference for the given case. And finally, list all governmental acts and other regulatory instruments that the judgement is based on.
Decision Related Attachments	Upload all kinds of documents and images that contain court decision related information. Moreover, you are requested to send

	the attachments to the case parties, court staff, and other recipients. For more details, see Managing Attachments.

The system allows for exporting records from the fields in this section. For more details on how to export records, see EXPORTING FILES.

Managing Decision Details

This chapter outlines how to add, edit, view, and remove decision details records.

Adding a Decision Details Record

In order to add a decision details record, follow the steps below:

1. Click the **Add** button at the bottom of the *Decision Details* field. A *Decision Details* form will open (Figure 44).
2. Provide the information requested in the form as described in the table below:

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Field Name	Description
Related Decision Category	Select the category of the decision related to the judgment from the drop-down list. *This field is mandatory*. Please, note that the list will contain all case categories that are specified for the case in GENERAL INFORMATION the section. **Note:** If the list of categories is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Accepted / Dismissed	Indicate whether the decision is accepted or dismissed by activating the respective radio button. Please, note that if the *Dismissed* option is selected, you should provide information on the *Court Fees*, *Advocate Fees*, *Costs of Court Procedure*, *Penalty Forcing Execution*,

	and *Decision Details* in the respective fields that appear. If the *Accepted* option is selected, you should provide information on the subject for the case decision.
Case Decision Resolution	Select the resolution made for the case decision by selecting an instance from the drop-down list. Note: If the list of resolutions is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party Role	Select the role of the partly directly affected by the court decision from the drop-down list. *This field is mandatory.* Please, note that the list will contain all roles that parties involved in the case are ызусшашув to have in the GENERAL INFORMATION section. Note: If the list of party roles is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Party	Select the name of the party directly affected by the court decision from the drop-down list. *This field is mandatory.* Please, note that the list will contain all parties selected for the case in the GENERAL INFORMATION section. Note: If the list of parties is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
Decision Resolution	This field becomes available for accepted decision resolutions and is used to provide detailed information on the resolution for the case decision. For more details, see Managing Decision Subjects.
Court Fees	This field becomes available for dismissed decision resolutions and is used to indicate the payment amount for the court case.

Advocate Fees	This field becomes available for dismissed decision resolutions and is used to indicate the advocate payment amounts for the court case.
Costs of Court Procedure	This field becomes available for dismissed decision resolutions and is used to indicate the costs of the court procedure.
Penalty forcing execution	This field becomes available for dismissed decision resolutions and is used to indicate the existing penalty amount.
Decision Details	This field becomes available for dismissed decision resolutions and is used to provide a detailed description of the decision made.

3. Click the **Save** button. The selected records will be listed in the respective *Decision Details* table of the *Judgment* field.
4. In the *Decision Details* field, define which of the decision records are executed by clicking the **Execute** button in the furthermost right column of the table.

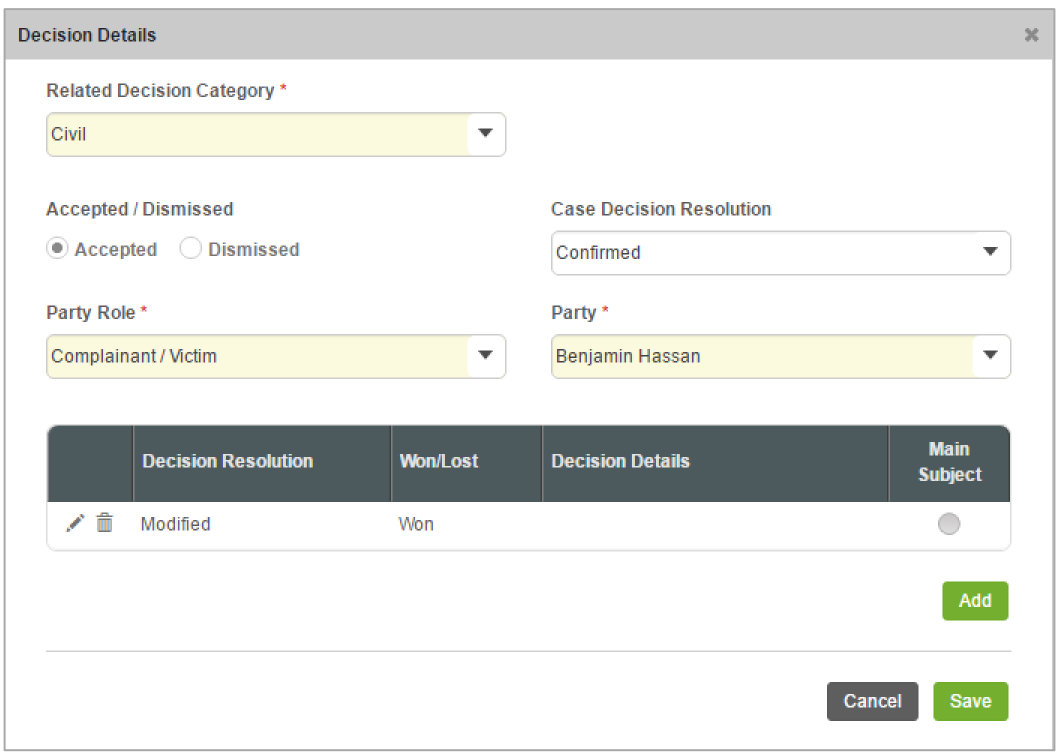


Figure 44: Adding a Decision Details Record

Editing Decision Details Records

In order to edit an existing decision details record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Decision Details* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Note: It should be mentioned that executed decisions cannot be edited.

Viewing Decision Details Records

In order to view the details of decision details records, click the **(View Form)** button to the left of the record. The record summary will open in a separate window in the non-editable mode.

Note: The possibility of viewing record details is available for executed decision records only.

Removing Decision Details Records

In order to remove a decision details record, click the **(Remove)** button to the left of the record.

Note: It should be mentioned that executed decisions cannot be removed.

Managing Decision Subjects

This chapter outlines how to add and remove decision subject records.

Adding a Decision Subject Record

In order to add a decision subject record, follow the steps below:

1. Click the **Add** button at the bottom of the *Decision Resolution* table. A *Decision Subject* form will open (Figure 45).

2. Provide the information requested in the form. Please, note that set of data required in the form may vary depending on the related decision category (see Managing Decision Details) and decision resolution related to it.
3. Click the **Save** button. The selected record will appear in *the Decision Details* form.
4. Indicate which of the decision subjects is the main one for the case by activating the respective radio button.

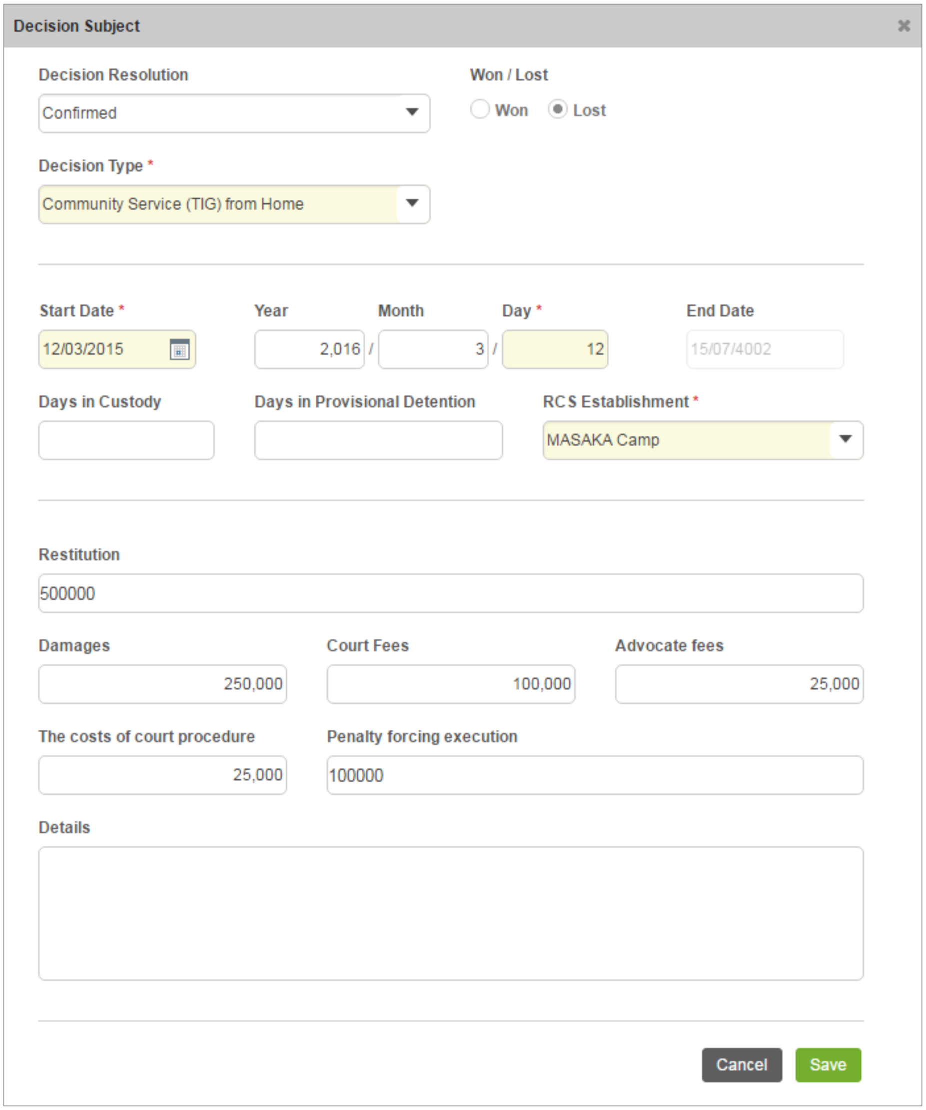


Figure 45: Adding a Decision Subject Record

Editing Decision Subject Records

In order to edit an existing decision subject record, follow the steps below:

1. Click the (Edit) button to the left of the record that you want to modify. The *Decision Subject* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Decision Subject Records

In order to remove a decision subject record, click the **(Remove)** button to the left of the record.

Managing Internal Cases

This chapter outlines how to add and remove internal case records. It also describes how you can browse among the internal case records to find the one that you are looking for.

Adding an Internal Case Record

In order to add an internal case record, follow the steps below:

1. Click the **Add** button at the bottom of the *Internal Cases* field. An *Internal Cases* form will open (Figure 46).
5. Locate the internal case related to the given one. This can be done by using the search mechanism the *Internal Cases* form is equipped with. To find a case, create filtering criteria that will be used to find and display all internal case records that match the selection. The following criteria are available:
   - Court Level
   - Court

   Note: Selection of a court level will filter the lists in the *Court* field and display only those instances that are related to the selected level. Also, if the lists in the fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
2. Alternatively, you may enter the case number or any part of it in the search box.

   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
3. Click the **Search** button. The list of all the case categories matching the criteria will be displayed in the *Internal Cases* table below.

4. Select the internal case that you want to add to the court case by ticking the checkbox to the left of the record.
5. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

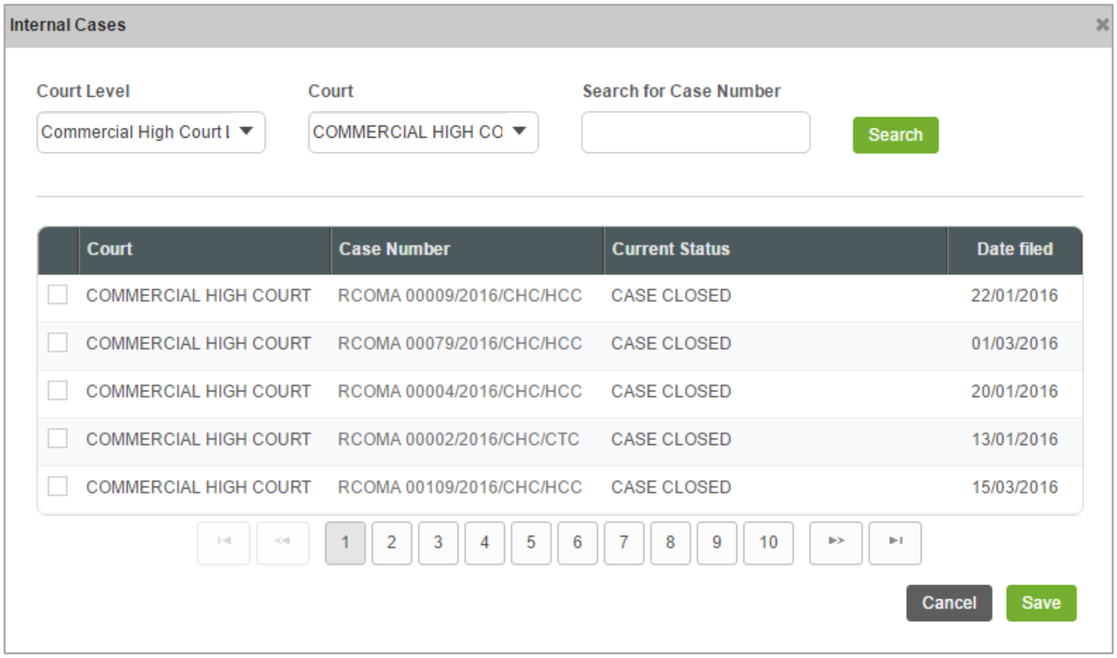


Figure 46: Adding an Internal Case Record

Browsing among Internal Case Records

In order to ensure fast page loading, the *Internal Cases* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Internal Cases* table, click the number link of the page you want to navigate to. The **(First)**, **(Previous)**, **(Next)**, and **(Last)** buttons are used to navigate back and forth through the pages.

Removing Internal Case Records

In order to remove an internal case record, click the **(Remove)** button to the left of the record.

NOTES / ATTACHMENTS

The *Notes / Attachments* section of the *Rwanda Judiciary* form (Figure 47) is used to record additional comments and issues related to the given court case as well as attach supporting documents and other files. The case workflow details are also presented in this section.

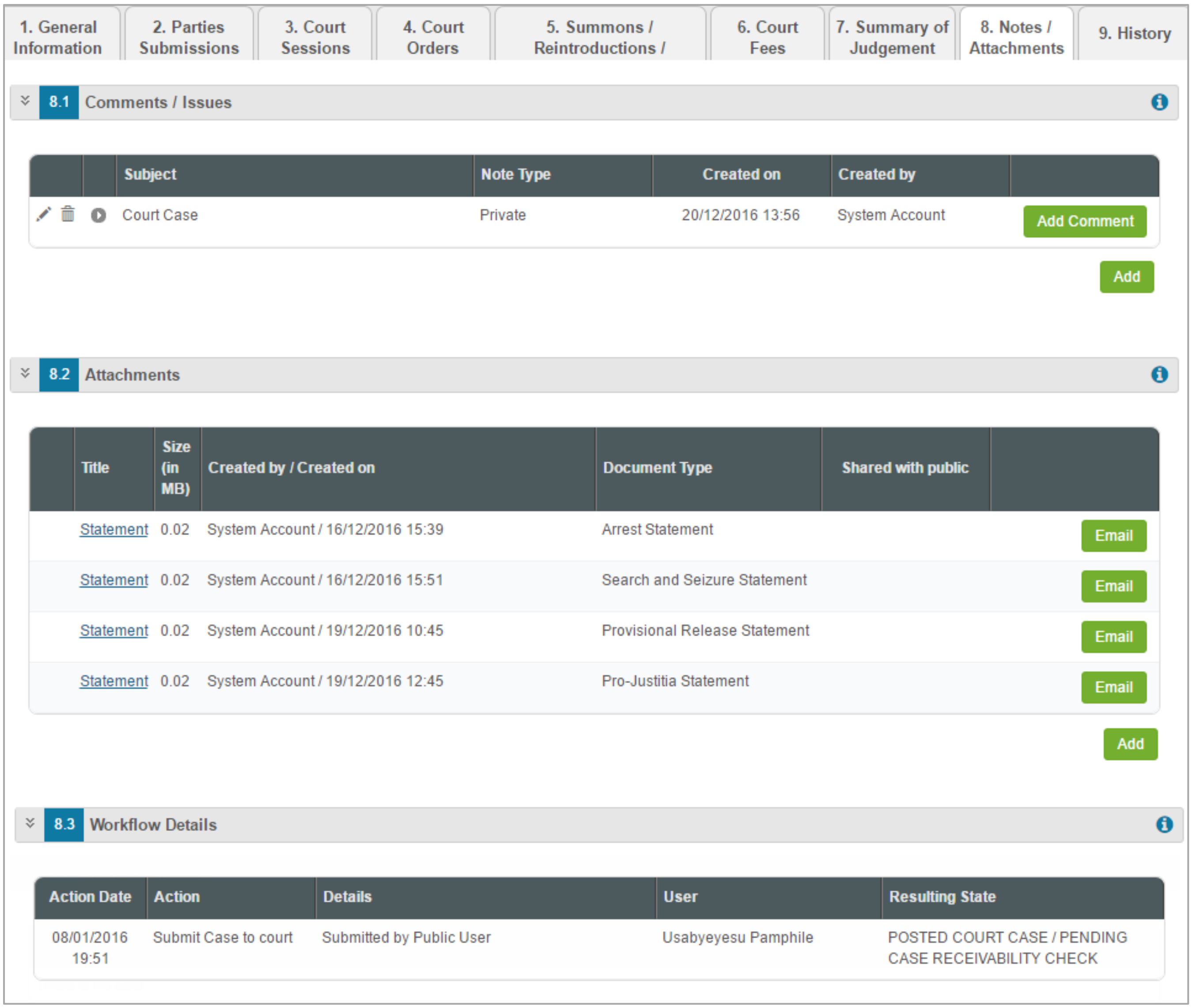


Figure 47: Notes / Attachments Section

For more details on what information is requested in the *Notes / Attachments* section, refer to the table below.

Field Name	Description
Comments / Issues	Provide any court case related comments and issues. For more details, see Managing Comments / Issues. Then, provide additional particulars on the comments and issues recorded. For more details, see Managing Comment Details.
Attachments	Attach any related documents or images and email them to the respective recipients. For more details, see Managing Attachments.
Workflow Details	This field becomes available after saving the *Rwanda Judiciary* form and provides information about the actions made to the corresponding form. The information displayed in this table includes the following: • **Action Date** – date when the action was taken; • **Action** – name of the action taken; • **Details** – details of the action taken; • **User** – name of the user who performed the action; • **Resulting Status** – workflow status of the form, resulting from the action taken.

Managing Comments / Issues

This chapter outlines how to add, edit, and remove comment and issue records. It also describes how you can expand a comment / issue record to view its particulars.

Adding a Comment / Issue Record

In order to add a comment / issue record, follow the steps below:

1. Click the **Add** button at the bottom of the *Comments / Issues* field. A *Comments / Issues* form will open (Figure 48).
2. Provide the information requested in the form as described in the table below.

Note: Some fields in this form are mandatory to be filled in. They are marked with an asterisk.

Component Name	Description
Note Type	Specify, whether the comment is public or private by activating the respective radio-button. *This field is mandatory.*
Subject	Enter the note subject. *This field is mandatory.*
Related Users	This field becomes available is the note types is to *Private* and is used to select the users the note will be shared with. For more details, see Managing Related Users.

3. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Figure 48: Adding a Comment / Issue Record

Editing Comment / Issue Records

In order to edit a comment / issue record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues* form will open.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Expanding Comment / Issue Records

You can expand a comment / issue record to view the issue particulars added for it (see Managing Comment Details). This way, when you select to view additional information on the comment / issue, you can see the name of the user who recorded the comment particulars, the date when the information was recorded in the system, and other details.

To expand a comment / issue record, click the icon to the left of the record. Clicking the icon will hide the comment / issue related information.

Removing Comment / Issue Records

In order to remove a comment / issue record, click the **(Remove)** button to the left of the record.

Managing Related Users

This chapter outlines how to add and remove related user records.

Adding a Related User Record

In order to add a related user, follow the steps below:

1. Click the **Add** button in the *Comments / Issues* form. A *Comments / Issues Details Users* form will open (Figure 49).
2. Locate the user or users the comment with be shared with. This can be done by using the search mechanism the *Comments / Issues Details Users* form is equipped with. To find a user, create filtering criteria that will be used to find and display all users that match the selection. The following criteria are available:
   - Level
   - Institution Office
   - Responsible Role

   Note: Selection of an instance from one drop-down will filter the list in the next field and display only those instances that are related to the selection. Also, note that if the lists in the drop-down fields are long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.

3. Alternatively, you may enter the user's name or any part of it in the search box.
   Note: For the search mechanism to yield accurate results, please, make sure to enter at least three symbols (letters and numerals) in the search box.
4. Click the **Search** button. The list of all users matching the criteria will be displayed in the table below.
5. Select the user that you want to share the comment with by ticking the checkbox to the left of the user name.
6. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

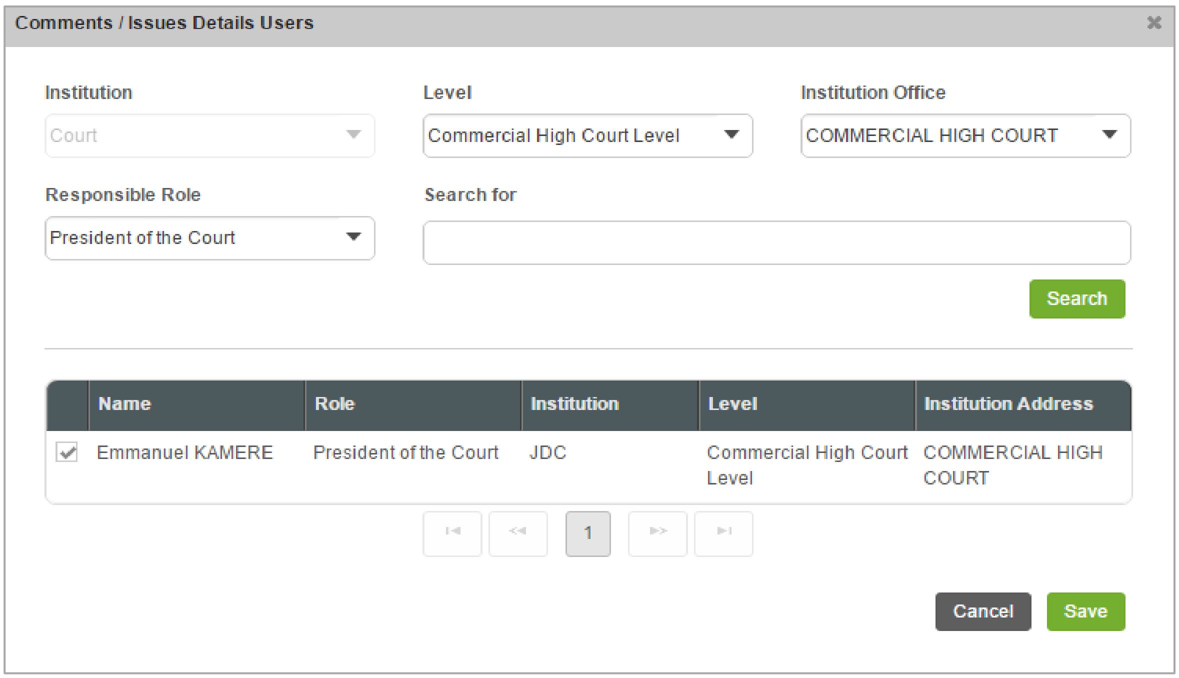
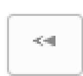


Figure 49: Adding a Related User Record

Browsing among Related User Records

In order to ensure fast page loading, the *Related Users* table is configured to display only five records per page. However, you can easily locate the record that you are looking for by browsing for it.

To browse among the records displayed to you in the *Related Users* table, click the number link of the page you want to navigate to. The  **(First)**,  **(Previous)**,  **(Next)**, and  **(Last)** buttons are used to navigate back and forth through the pages.

Removing Related User Records

In order to remove a related user record, click the **(Remove)** button to the left of the record.

Managing Comment Details

This chapter outlines how to add, edit, and remove comment details records.

Adding a Comment Details Record

In order to add a comment details records, follow the steps below:

1. Click the **Add Comment** button at the right of the comment for which you want to add the details. A *Comments / Issues Details* form will open (Figure 50).

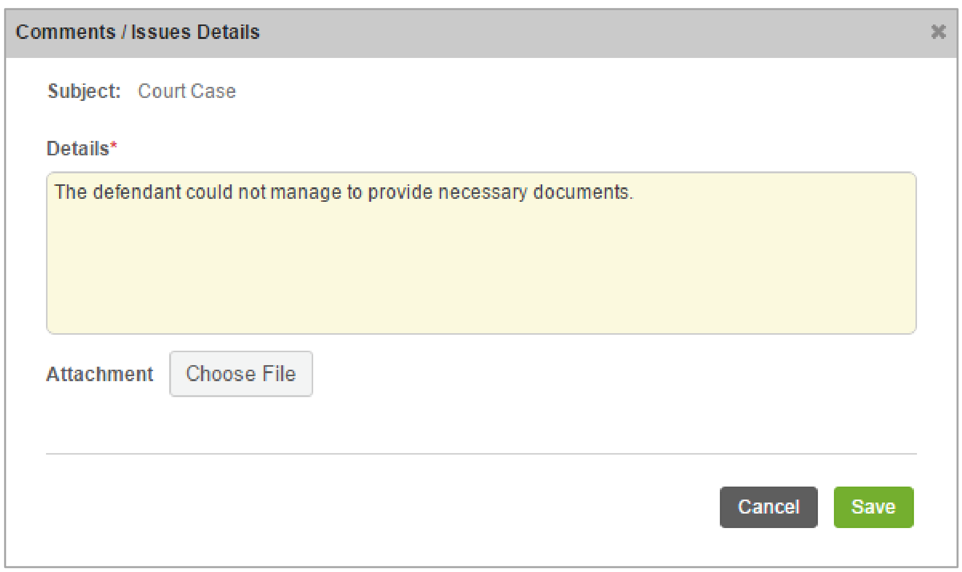


Figure 50: Adding a Comment Details Record

2. Provide the comment details in the respective field. *This field is mandatory.*
3. Attach comment details related documents and images. For more details, see Managing Attachments.
4. Click the **Save** button to save the information input. Or, click **Cancel** to terminate the operation.

Editing Comment Details Records

In order to edit a comment details record, follow the steps below:

1. Click the **(Edit)** button to the left of the record that you want to modify. The *Comments / Issues Details* form will open.
2. Make the required changes in the data displayed.
3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Removing Comment Details Records

In order to remove a comment details record, click the **(Remove)** button to the left of the record.

Managing Attachments

This chapter outlines how to attach documents and images, view, edit, and remove them.

Adding an Attachment

In order to attach a document or image, follow the steps below:

1. Click the **Add** button at the bottom of the *Attachments* field. An *Attachments* form will open (Figure 51).
2. Select the attachment **Type** from the drop-down list. *This field is mandatory.*
   Note: If the list of attachment types is long and hard to browse in, you can make use of the search option. To locate the instance that you are looking for, you should enter the keyword in the search box above the drop-down list.
3. Enter the attachment **Title**. *This field is mandatory.*
4. Provide a brief description of the attachment content in the **Details** field.
5. Provide **Keywords** to be used for locating the file attached.
   Note: Please note that the keywords should be separated with a semicolon symbol (;).
6. Click the **Choose File** button and select a file to upload.
7. Click the **Save** button to upload the selected file. Or, click **Cancel** to terminate the operation.

Note: If you want the attachment to be available to the parties involved into the given court case, you may select the **Share with Public** checkbox at the bottom of the *Attachments* form.

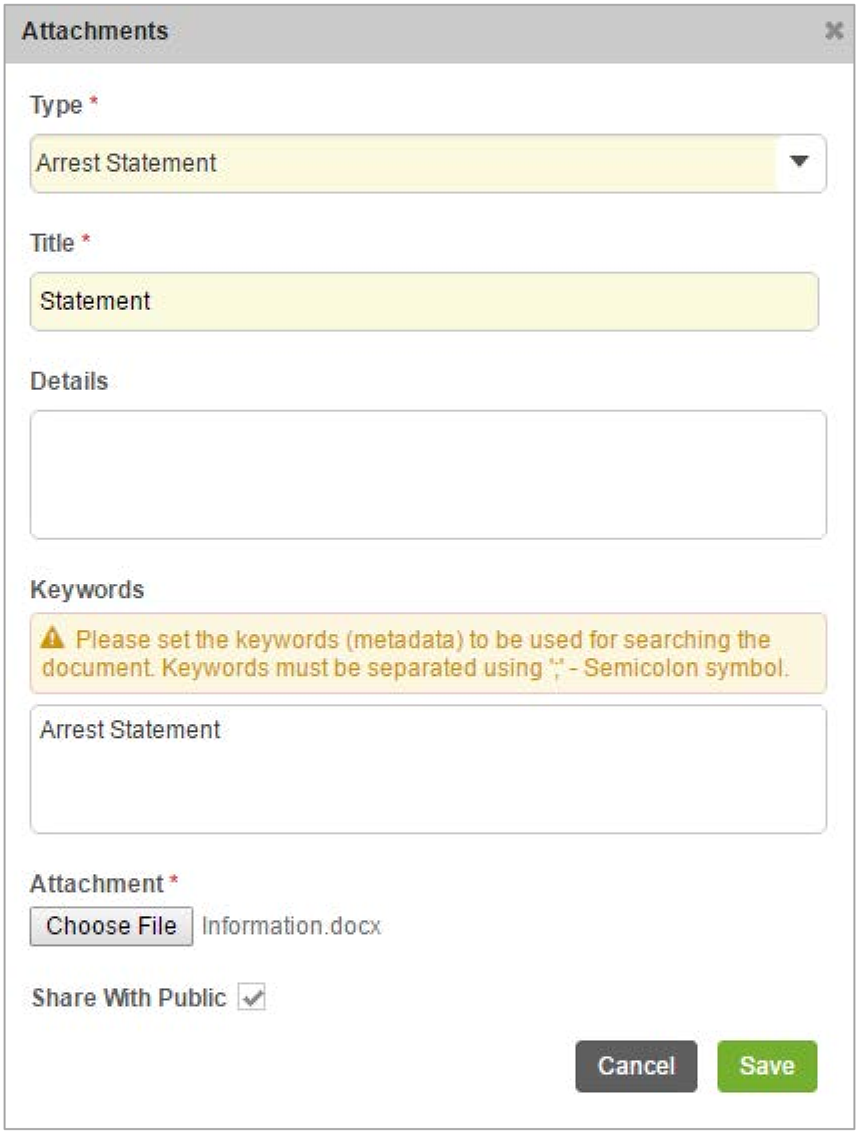


Figure 51: Uploading a File

Viewing Attachments

Click the title of the corresponding attachment you want to view. The attached file will be displayed in your browser or you may download it to your local PC.

Editing Attachments

In order to edit an existing attachment, follow the steps below:

1. Click the **(Edit)** button to the left of the attachment title. The *Attachments* form will open.
2. Make the required changes in the data displayed.

3. Click the **Save** button to save the changes made. Or, click **Cancel** to discard them.

Emailing Attachments

In order to send out the copies of attachments made, follow the steps below:

1. Click the **Email** button to the right of the attachment record. An *Email* form will open.
2. Select the **Case Parties** and **Court Staff** members you want to send the copies of the attachments made. To do this, select the name of the case party or court staff member involved into the case and the **(Add)** button. The selected instance will appear in the *Selected* list. Clicking the **(Add All)** button will move all instances from the *Available* list to the *Selected* list.
   Note: In order to remove a selected case party / court staff record from the list, highlight it in the *Selected* list and click the **(Remove)** button. The selected instance will be removed from the *Selected* list. Clicking the **(Remove All)** button will move all the instances from the *Selected* list to the *Available* list.
3. Indicate the names of other recipients you want to send the attachment to.
   Note: If you are going to indicate multiple recipients in this field, please, make sure that their names are separated with a semicolon symbol (;).
4. Enter the email **Subject** and accompanying text in the **Description** field. *These fields are mandatory*.
5. Click the **Send** button.

Removing Attachments

In order to remove an attachment, click the **(Remove)** button to the left of the attachment title.

Note: Attachments can be deleted only from the section they have been added from.

HISTORY

The *History* section of the *Rwanda Judiciary* form (Figure 52) stores historical data about changes made to the *Rwanda Judiciary* form and is intended for keeping track of the modifications introduced to the record. Each saved version of the form provides detailed information about the corresponding record, including its creation and management history, information on the date/time when modifications were introduced to the form, the modifier details, etc.

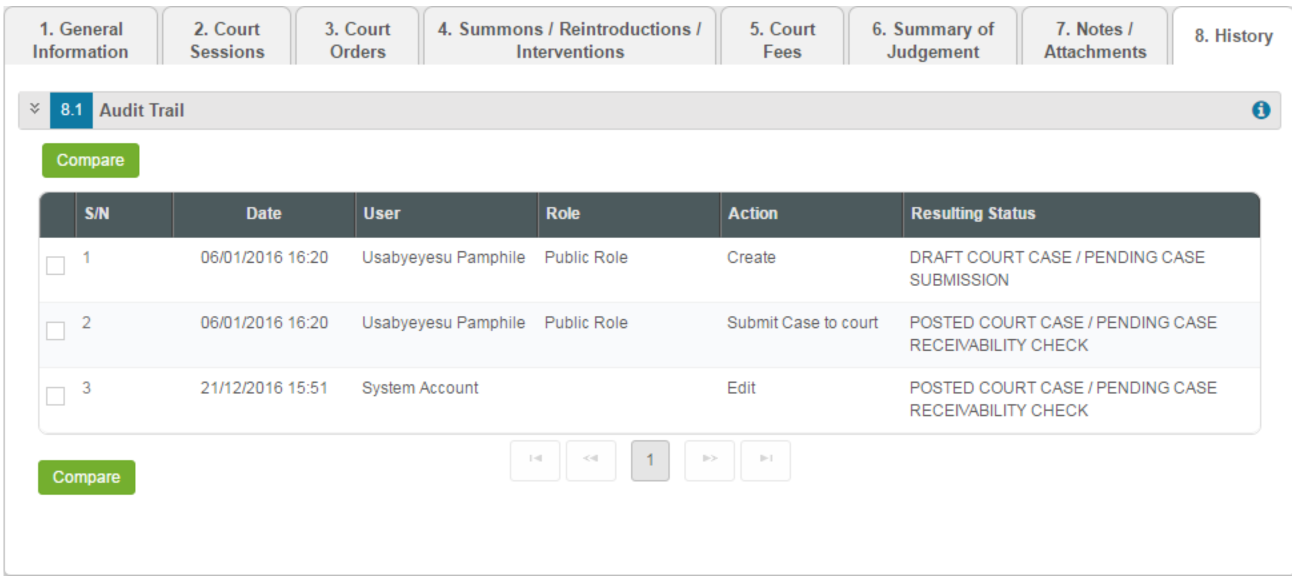


Figure 52: History Section

For more details on what information is stored and can be viewed in the *History* section, refer to the table below.

Field Name	Description
Audit Trail	This field provides information about the recent changes made to the corresponding form. The information displayed in this table includes the following: • **S/N** – serial number assigned to the modification; • **Date** – date when the modification was made; • **User** – name of the user who performed the action; • **Role** – capacity of the user who performed the action;

	• **Action** – description of the action performed; • **Resulting Status** – workflow status of the form, resulting from the action taken. Note: The system stores all the previous modified versions of the task record and makes them available for comparison. For more details, see Comparing Rwanda Judiciary Form Versions.

Comparing Rwanda Judiciary Form Versions

The *History* section is integrated with an easy-to-use tool for comparing different versions of the records stored in the system with the aim of detecting and tracking the modifications and updates made to the recent data. It also provides detailed information about each saved version, including the creation and management history, modifications date and time, etc.

In order to compare two versions of a case form, follow the steps below:

1. Select the two versions that you want to compare by ticking the checkboxes to the left of the records.
2. Click the **Compare** button to start auditing the selected versions. A new window will appear displaying the selected versions of the case form (Figure 53).
3. Expand the fields by clicking the sign next to the name of the field to see how the fields differ in the selected versions. Please, note that the ≠ sign displayed to the left of the field, as well as different background and font colors denote the fields that have been modified or updated.

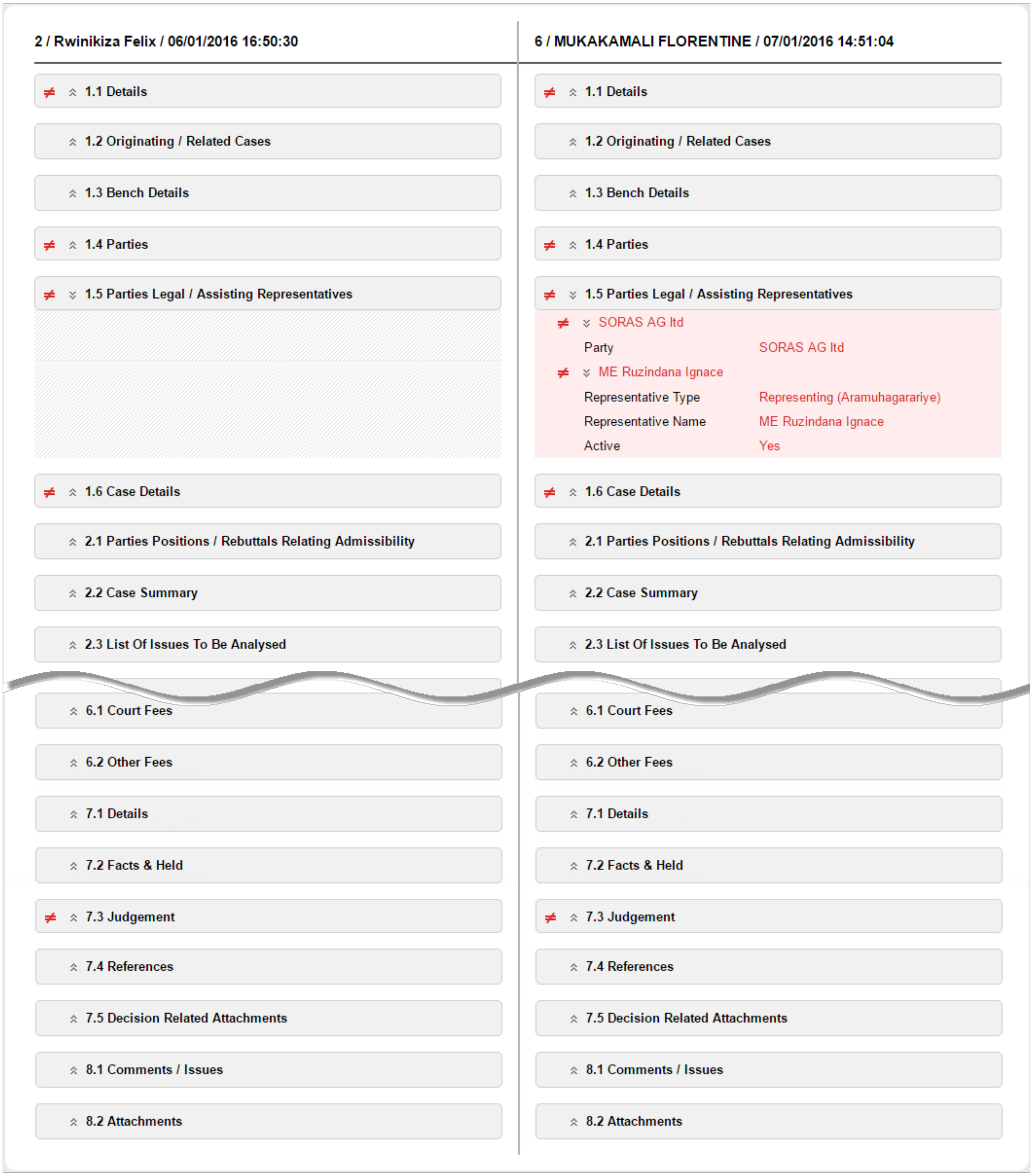


Figure 53: Comparing Rwanda Judiciary Case Form Versions

Browsing among History Records

The *History* section of the *Rwanda Judiciary* form has been enhanced with the pagination option. This means that it is enabled with the possibility of splitting the list of records in the field into pages for paged navigation.

To navigate through the pages, you can use the page numbers at the bottom of the field, as well as the **(First)**, **(Previous)**, **(Next)**, and **(Last)** arrow buttons.

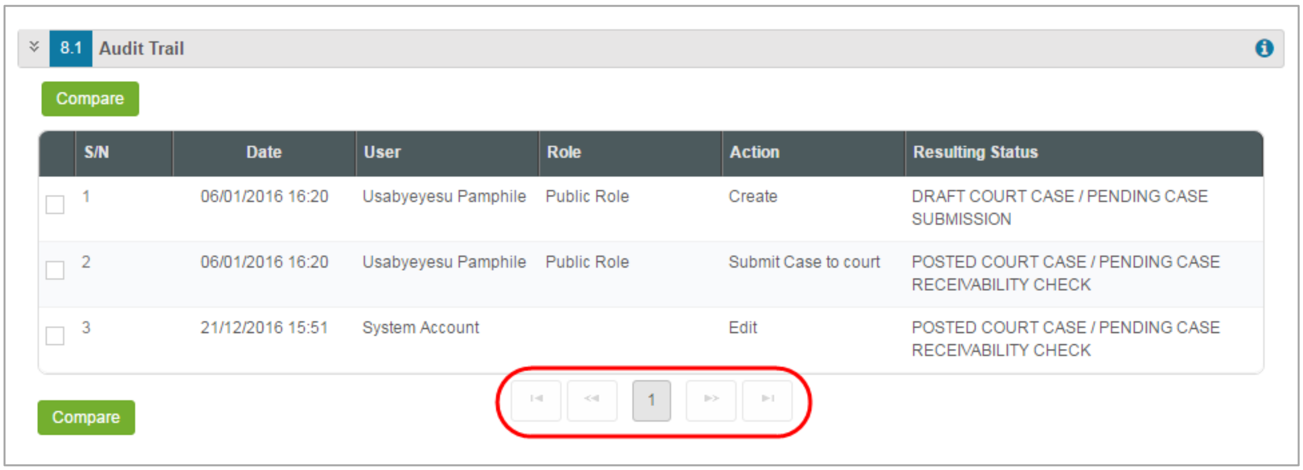


Figure 54: Browsing among History Records

EXPORTING FILES

The system allows exporting the details of records provided in the appropriate fields of the *Rwanda Judiciary* form.

In order to export the corresponding field details, follow the steps below:

1. Click the **(Export Details)** button in the furthermost right column of the respective field. The *Export Details* popup will appear (Figure 55).

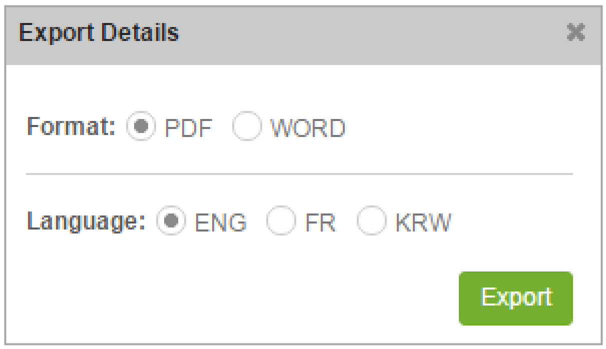


Figure 55: Specifying File Export Details

2. Choose the **Format** you want the file to be downloaded in by selecting the respective **PDF** or **WORD** radio button.
3. Select the **Language** you want the file to be downloaded in by selecting the respective **ENG**, **FR**, or **KRW** radio button.
4. Click the **Export** button to proceed. The exported file will be downloaded to your local PC in accordance with the selected settings - format and language.

SAVING DATA

When you are finished with the data input or modification, you should save your changes before you leave the page. Click the **Save** button to save the data entered and to remain in the opened page. Or, click the **Save and Close** button to save the changes made and navigate away from the *Data Entry* screen. Clicking the **Cancel** button will discard any changes made and close the data entry window.

REFERENCES

Please, refer to the following Rwanda IECMS related documents to obtain more information about the system and how it functions:

- Rwanda IECMS Analytical Interface User Manual
- Rwanda IECMS Portfolio User Manual
- Rwanda IECMS Dashboard User Manual
- Rwanda IECMS Rwanda National Police Application User Manual
- Rwanda IECMS Rwanda National Public Prosecution Authority Application User Manual
- Rwanda IECMS Rwanda Correctional Service Application User Manual
- Rwanda IECMS Civil Litigation Service Application User Manual
- Rwanda IECMS Legal Entity Form User Manual
- Rwanda IECMS Task Form User Manual
- Rwanda IECMS Individual Form User Manual
- Rwanda IECMS Case Processing Workflow User Manual
- Rwanda IECMS Settings Administrator's Guide
- Rwanda IECMS User Management Administrator's Guide
- Rwanda IECMS Data Management Administrator's Guide
- Rwanda IECMS Workflow Management Administrator's Guide