

**Legal Services Management and
Mobile Responsive Case Movement &
Schedule Monitoring System:
User's Manual**

Finding Your Way Around

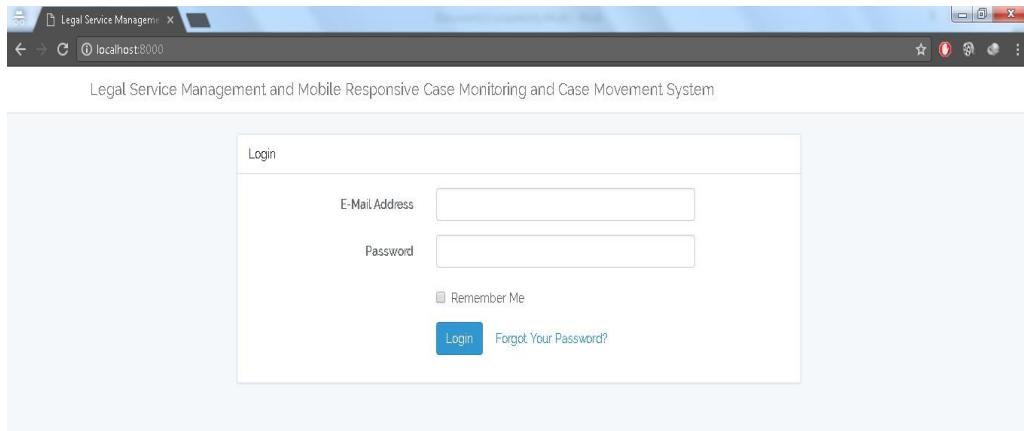
This document uses the text conventions identified below:

<u>Convention</u>	<u>Description</u>
Century Gothic Bold	Identifies menus, options, icons, fields and text boxes
[Bold]	Identifies clickable buttons (e.g. [OK] button)

Note: Some screen captures have been cropped and/or edited for emphasis and descriptive purposes.

How to use the Software

Log-in page

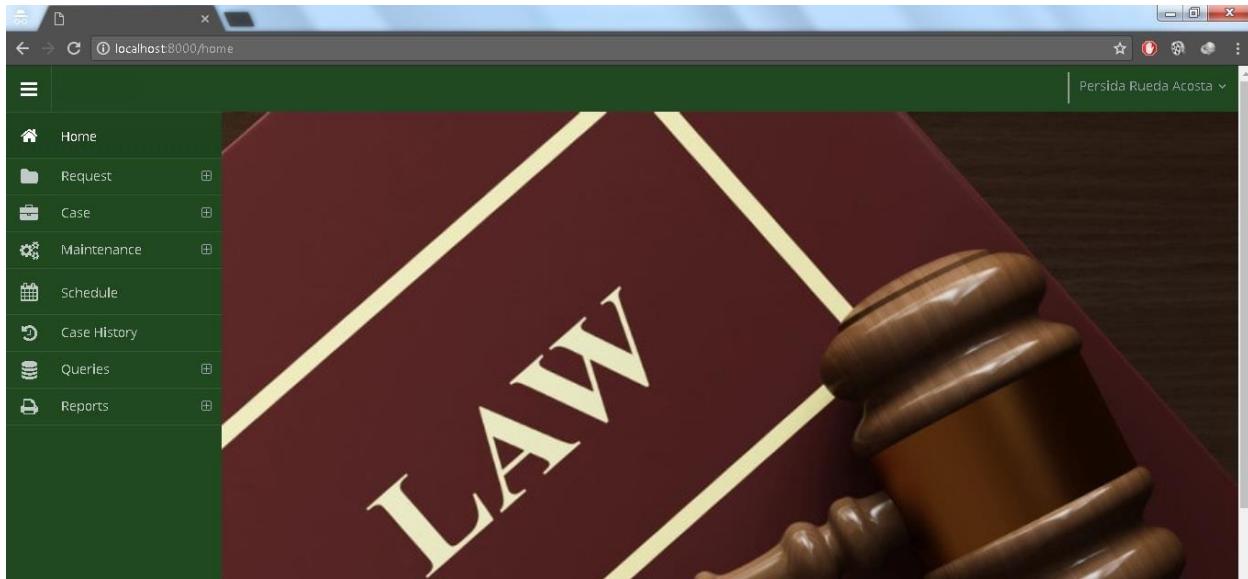


Logging in to your account

- 1) Enter your Email address/Username then your Password
- 2) Click **[Login]** to proceed

System's Admin Side

Admin Side Homepage

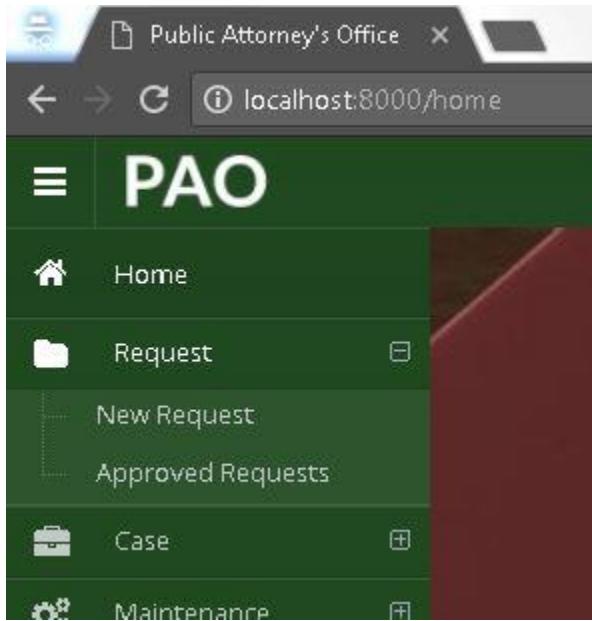


There are 8 options in the Side Navigation Bar that you can choose:

- **[Request]** – Choose to add new request or view and transfer cases
- **[Case]** – Choose to add lawyers on the case raffling pool and edit cases
- **[Maintenance]** – Choose proceed on the maintenance part (add, edit or delete employee records, etc. on the system)
- **[Schedule]** – Choose to add new schedule, reschedule and delete schedule
- **[Case History]** – Choose to view the history of the case
- **[Queries]** – Choose to view queries
- **[Reports]** – Choose to view and generate reports

Request

- If you click on [Request] a dropdown will appear showing [New Request] and [Approved Requests]



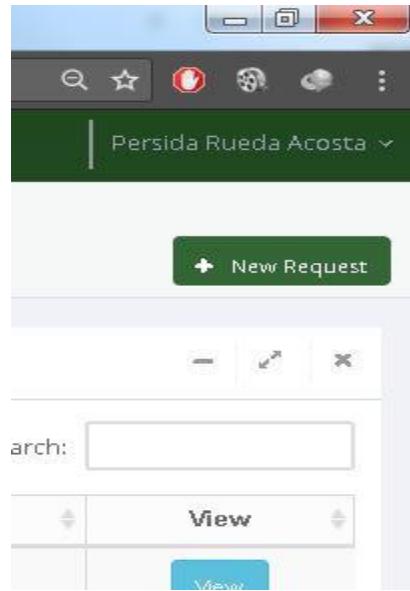
New Request

- Here you can choose to add a new request, approve, deny or view the request

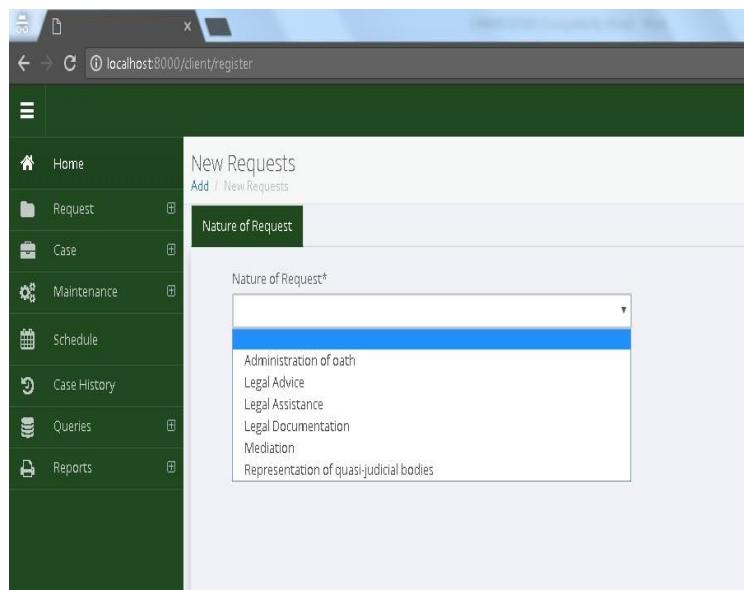
A screenshot of a web browser window titled "Public Attorney's Office" at "localhost:8000/client/show". The main content area shows a table titled "Request TABLE" under the "Tables / Requestables" section. The table is titled "CLIENTS" and contains one record: "Ibrahim, Juan , Legal Assistance, 13220". To the right of the table are buttons for "Approve" (green), "Deny" (red), and "View" (blue). On the far right of the table are navigation buttons for "records", "Search:", and page numbers. The left sidebar of the application includes links for Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports.

Adding New Request

- 1) Click on [New Request]



- 2) Choose any Nature of Request from the dropdown list



- 3) Click [Next] to proceed or [Back] to go back to the previous page.

The screenshot shows a web application titled "PAO" (Public Attorney's Office) running on a local host. The URL is `localhost:8000/client/register`. The main menu on the left includes Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The current page is titled "New Requests" and shows a sub-section "Nature of Request". A dropdown menu under "Nature of Request" is open, with "Administration of oath" selected. At the bottom of the page are "Back" and "Next" buttons.

If Administration of Oath is chosen

- 1) Fill up the Form then click [Submit] to proceed or [Back] to go back to the previous page.

The screenshot shows the "Client Info" form from the "New Requests" section of the PAO application. The form fields are as follows:

First Name *	Middle Name	Last Name *
Kaleb	Jefferson	Lacsamana
Address *		
23 indigo st. quezon city		
CTC No. *	Date *	
23325762	April 3 2018	
City: *		
Quezon City		

At the bottom of the form are "Back" and "Submit" buttons.

- 2) The system will redirect to another page where a message showing the assigned lawyer is displayed.

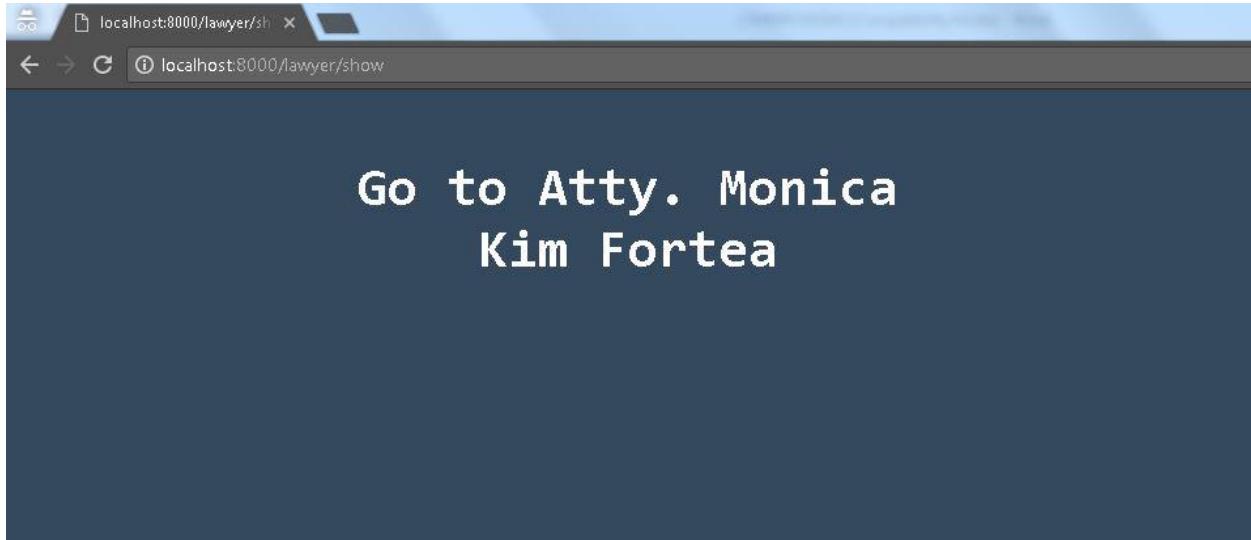


If Legal Documentation is chosen

- 1) Fill up the form then click [Submit] to proceed.

A screenshot of a web application interface. The left sidebar has navigation links: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area is titled 'New Requests' with a sub-section 'Client Info'. It contains fields for First Name (Mikaela), Middle Name (Alexia), Last Name (Cojuangco), Address (23 green st. manila), CTC No (3125484), CTC No issue date (03/10/2018), Date (April 4 2018), City (manila), and Civil Status (radio buttons for Single, Married, Divorced, Widowed). A 'Submit' button is at the bottom right.

- 2) The system will redirect to another page where a message showing the assigned lawyer is displayed.



If Legal Advice is chosen

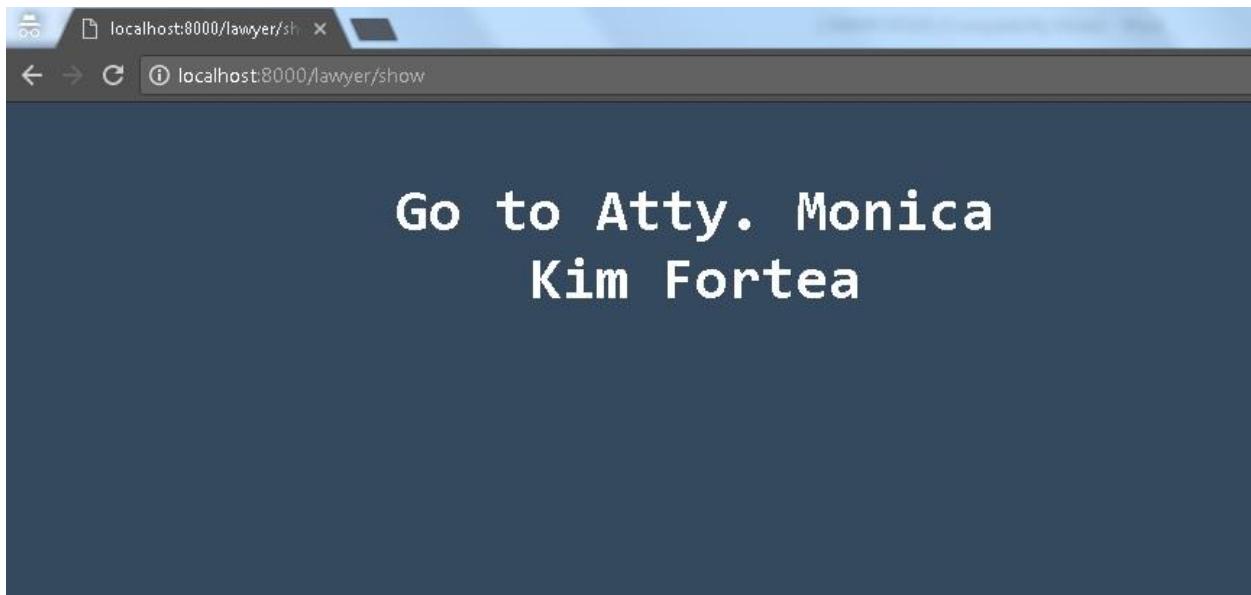
- 1) Fill up the Form then click [Submit] to proceed.

A screenshot of a web browser window showing a client registration form. The title bar says 'localhost:8000/client/register'. The left sidebar has navigation links: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area is titled 'New Requests' and shows a 'Client Info' tab selected. The form fields include:

- First Name *: Daniela
- Middle Name: Josefina
- Last Name *: Labuguen
- Address *: 78 pink st. quezon city
- Email *: danielal@gmail.com
- Birthday *: 08/22/1990
- Contact Number *: 09453127567
- Monthly Income(In Philippine Peso) *: 13899
- Religion *: Roman Catholic
- Citizenship *: Filipino
- Language Spoken *: Tagalog
- Educational Attainment *: High School
- Gender *:
 - Male
 - Female
- Detained(?)*:
 - Yes
 - No
- Civil Status *:
 - Single
 - Married
 - Divorced
 - Widowed

[Submit](#)

- 2) The system will redirect to another page where a message showing the assigned lawyer is displayed.



If Legal Assistance, Mediation or Representation of quasi-judicial bodies is chosen.

- 1) Fill up the Form then click [Submit] to proceed.

A screenshot of a web application interface. The left sidebar has navigation links: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area has a title 'New Requests' and a sub-section 'Add / New Requests'. It shows a 'Nature of Request' tab and a 'Client Info' tab (which is active). The 'Client Info' section contains various input fields: First Name * (Felisa), Middle Name (Dorotea), Last Name * (Lopa); Address * (65 blue st. quezon city); Email * (felisa@gmail.com); Contact Number * (09452233684); Birthday * (12/28/1990); Monthly Income(In Philippine Peso) * (4500); Citizenship * (Filipino); Religion * (Roman Catholic); Language Spoken * (Tagalog); Educational Attainment * (College); Gender * (radio buttons for Male, Female, Detained(?)); Civil Status * (radio buttons for Single, Married, Divorced, Widowed); and a 'Submit' button at the bottom. A user name 'Persida Rueda Acosta' is visible in the top right corner of the browser window.

If Married is selected.

Civil Status *

Single Married Divorced Widowed

Submit

- Fill up the Form then click [Submit] to proceed or [Back] to go back to the previous page.

New Requests

Add / New Requests

Nature of Request Client Info Client Marital Info

Spouse Name
Sophie Diokno

Spouse Address
99 black st. quezon city

Spouse Contact Number
09475632115

Back Submit Next

If Yes is selected in the Detained question

Gender *

Male Female

Detained(?) *

Yes No

- Fill up the Form then click [Submit] to proceed or [Back] to go back to the previous page.

New Requests
Add / New Requests

Nature of Request Client Info Client Marital Info Client Detention

Detained Since
04/01/2018

Place of Detention
Quezon City Jail

Back Submit Next

- 2) Fill up the Form then click [Next] to proceed or [Close] to go back to the previous page.

The screenshot shows a software application window titled "Public Attorney's Office" with the URL "localhost:8000/casetbh/register". The title bar includes a user dropdown "Persida Rueda Acosta". The main menu on the left is titled "PAO" and contains the following items: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The current page is "Add Case". The form fields include:

- Nature of Case *: Criminal
- Interviewer *: Persida Rueda Acosta
- Case Name *: Child Abuse
- Client Complainant Victim Of *: VAWC
- Case Involvement *: Defendant

At the bottom right are "Close" and "Next" buttons.

- 3) Fill up the Form then click [Submit] to proceed or [Back] to go back to the previous page.

The screenshot shows a software application window titled "Public Attorney's Office" with the URL "localhost:8000/adverse/register". The title bar includes a user dropdown "Persida Rueda Acosta". The main menu on the left is titled "PAO" and contains the following items: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The current page is "Add Adverse Party". The form fields include:

- Case Involvement *: Plaintiff
- First Name *: Rocco
- Middle Name *: Dwayne
- Last Name *: Fitzpatrick
- Address *: 66 dandelion st. manila

At the bottom right are "Back" and "Submit" buttons.

Approve, Deny or View Request

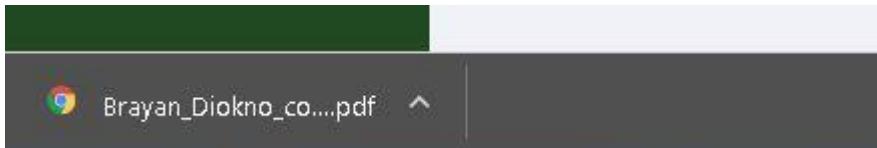
Full Name	Nature of Request	Monthly Income	Approve	Deny	View
Diokno, Brayan ,Macario	Mediation	10695	Approve	Deny	View
Diokno, Brayan ,Macario	Mediation	10695	Approve	Deny	View
Ibrahim, Juan ,	Legal Assistance	13220	Approve	Deny	View
Lopa, Felisa ,Dorotea	Legal Assistance	4500	Approve	Deny	View

Showing 1 to 4 of 4 entries

< 1 >

If [Approve] is clicked

- 1) A printable file that contains the Client's Information will be downloaded.



view_interviewsheet

INTERVIEW SHEET/CLIENTS PROFILE

Region NCR
District Office Central Office

Date: April 3 2018
Control No:201804La002

Interviewer: Persida Rueda Acosta
(Name & Signature)

Assigned to: Mairin Manansala
Referred/Indorsed by:
Refer to:
(Name & Signature) Public Attorney
Approved by:
(Name & Signature) DPA / OIC-DPA

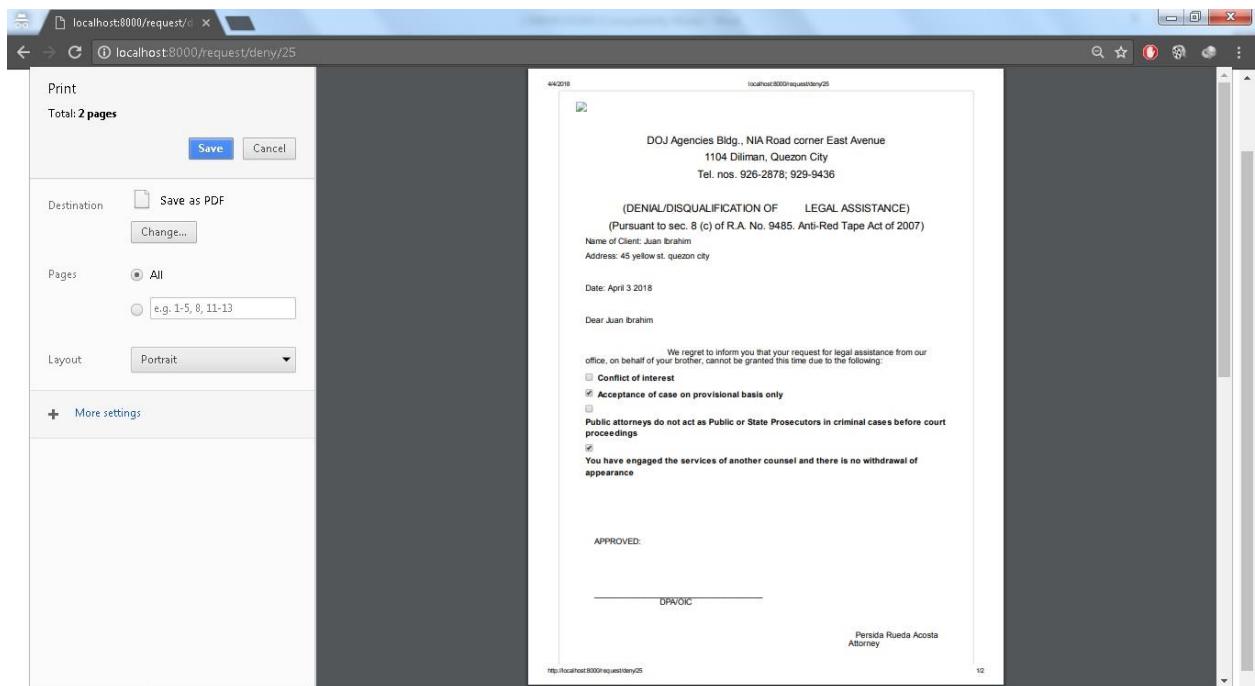
NATURE OF REQUEST(to be filled up by PAO personnel)

If [Deny] is clicked

- 1) Fill the checkbox with the disqualification reason then click [Print]



- 2) The system will redirect to a page showing the Disqualification Form. Click [Save] to download the pdf file.



If [View] is clicked

- Client information is displayed

Client	Case to be Handled	Adverse
First Name :	Brayan	Middle Name :
Last Name :	Diokno	Religion :
Citizenship :	Filipino	Address :
Email :	brayand@gmail.com	Birthday :
Contact Number :	9442366875	Monthly Income :
Language Spoken :	Tagalog	Educational Attainment :
Gender :	male	Detained(?) :
Civil Status :	married	Nature of Request :

- Click [Case to be Handled] to view Case information

Client	Case to be Handled	Adverse
Case Name :	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	
Interviewer :	Persida Rueda Acosta	
Case Category :	Agrarian Case	
Nature of Case :	Labor	
Case Involvement :	Accused	

- Click [Adverse] to view Adverse Party information

Client Case to be Handled **Adverse**

Adverse Party Type :
Petitioner

First Name :
Yaj

Middle Name :
Na

Last Name :
Lee

Address :
16 gray st. manila

Approved Request

- Here you can view case details and transfer cases from one lawyer to another.

Approved Requests
Tables / Approved Requests

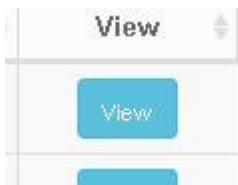
CLIENTS

Full Name	Nature of Request	Monthly Income	Case Transfer	View
Diokno, Brayan ,Macario	Mediation	10695	<button>Case Transfer</button>	<button>View</button>
e, e ,e	Mediation	12345	<button>Case Transfer</button>	<button>View</button>
f, e ,e	Mediation	1231	<button>Case Transfer</button>	<button>View</button>
passer2, midyear ,	Legal Assistance	12345	<button>Case Transfer</button>	<button>View</button>
q, q ,q	Representation of quasi-judicial bodies	12313	<button>Case Transfer</button>	<button>View</button>
r, r ,r	Representation of quasi-judicial bodies	12345	<button>Case Transfer</button>	<button>View</button>
t, t ,t	Mediation	12345	<button>Case Transfer</button>	<button>View</button>
u, u ,u	Mediation	12345	<button>Case Transfer</button>	<button>View</button>
w, w ,w	Legal Assistance	12345	<button>Case Transfer</button>	<button>View</button>

Showing 1 to 1 of 1 entries

Viewing case details

- 1) Click [View] to view Case and Client Details



- 2) Client information is displayed

Client	Case to be Handled	Adverse	
First Name :	Brayan	Middle Name :	Macario
Last Name :	Diokno	Religion :	Roman Catholic
Citizenship :	Filipino	Address :	99 black st. quezon city
Email :	brayand@gmail.com	Birthday :	1989-04-13
Contact Number :	9442366875	Monthly Income :	10695
Language Spoken :	Tagalog	Educational Attainment :	High School
Gender :	male	Detained(?) :	yes
Civil Status :	married	Nature of Request :	Mediation

- 3) Click [Case to be Handled] to view Case information

Client	Case to be Handled	Adverse
Case Name :	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	
Interviewer :	Persida Rueda Acosta	
Case Category :	Agrarian Case	
Nature of Case :	Labor	
Case Involvement :	Accused	

- 4) Click [Adverse] to view Adverse Party information

The screenshot shows a software interface with a top navigation bar containing three tabs: "Client", "Case to be Handled", and "Adverse". The "Adverse" tab is currently selected and highlighted in green. Below the tabs, there is a form for entering adverse party details. The fields are as follows:

- Adverse Party Type: Petitioner
- First Name: Yaj
- Middle Name: Na
- Last Name: Lee
- Address: 16 gray st. manila

Transferring of Cases

- 1) Click [Case Transfer] to transfer cases from one lawyer to another.



- 2) Fill the Transfer Case form then click [Transfer] to transfer the case.

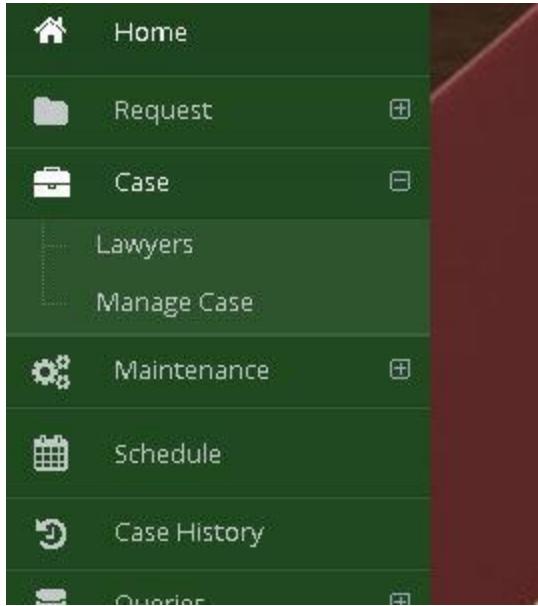
The screenshot shows a web browser window with the URL "localhost:8000/transfer/show/31". The page has a dark green header bar with the text "Persida Rueda Acosta" on the right. On the left, there is a sidebar menu with the following options: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area is titled "TRANSFER CASE" and contains the following information:

- Case Name :Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)
- Interviewer :Persida Rueda Acosta
- Client Complainant Victim Of :Agrarian Case
- Nature of Case :Labor
- Case Involvement :Accused
- Assigned To: Atty.Mairin Manansala

To the right of this information, there is a section titled "Lawyer Names" which contains a dropdown menu with the name "Monica Kim Fortea" and a green "TRANSFER" button below it.

Case

- 1) If you click on [Case] a dropdown will appear showing [Lawyers] and [Manage Case]



Lawyers

- 1) Here you can choose to activate or deactivate a lawyer status. Only activated lawyers are included in the raffling of cases.

A screenshot of a web application window. The title bar says "localhost:8000/request/showlawyers". The left sidebar has the same menu as the previous image. The main area is titled "Lawyers" and shows a table titled "LAWYERS". The table has columns: "Check Lawyer", "Handle Case", "Lawyer Name", "Status", and "Case Count". There are three rows:

Check Lawyer	Handle Case	Lawyer Name	Status	Case Count
<input type="checkbox"/>	Yes <input type="radio"/> No <input type="radio"/>	Angela Cabuenos	Cannot Handle Case	0
<input type="checkbox"/>	Yes <input type="radio"/> No <input type="radio"/>	Monica Kim Fortea	Can Handle Case	0
<input type="checkbox"/>	Yes <input type="radio"/> No <input type="radio"/>	Mairin Manansala	Can Handle Case	0

Showing 1 to 1 of 1 entries

Activating and Deactivating a Lawyer Status

- 1) Check on the Checkbox all the Lawyers you want to change the status. Choose [Yes] if you want to activate or [No] if you want to deactivate a lawyer. Then click [Submit] to commit changes.

The screenshot shows a web-based application interface. On the left is a sidebar menu with the following items: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area has a header "Lawyers" and a sub-header "Tables / Lawyers Table". Below this is a table titled "LAWYERS" with the following columns: Check Lawyer, Handle Case, Lawyer Name, Status, and Case Count. There are three rows of data:

Check Lawyer	Handle Case	Lawyer Name	Status	Case Count
<input checked="" type="checkbox"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	Angela Cabuenos	Cannot Handle Case	0
<input checked="" type="checkbox"/>	Yes <input checked="" type="radio"/> No <input type="radio"/>	Monica Kim Fortea	Can Handle Case	0
<input type="checkbox"/>	Yes <input type="radio"/> No <input checked="" type="radio"/>	Mairin Manansala	Can Handle Case	0

At the bottom of the table, it says "Showing 1 to 1 of 1 entries". A "Submit" button is located at the bottom right of the table area. The browser address bar shows "localhost:8000/request/showlawyers".

Manage Case

- 2) Here you can edit the details of the case and the client by clicking [Edit]

The screenshot shows a web-based application titled "Manage Case" with a dark green header bar. The left sidebar contains navigation links: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area is titled "MANAGE CASE" and displays a table of "records". The table has columns for Client Name, Case Name, Case Status, and Edit button. The data in the table includes:

Client Name	Case Name	Case Status	Edit
Brayan Macario Diokno	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted	
e e e	Libel	Arraignment	
e e f	Child Abuse	Arraignment	
Felisa Dorotea Lopa	Child Abuse	Granted	
Juan Ibrahim	Forgery	Granted	
Juan Ibrahim	Forgery	Granted	
q q q	Libel	Granted	
r r r	Plagiarism	Granted	
t t t	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted	
u u u	Fraud	Granted	

Editing the Case and Client details

- 1) Click on the Nature of Request text field to edit. Click [Next] to proceed.

The screenshot shows a "Manage Case" application window with a title bar "localhost:8000/edit/case/31". The left sidebar has the same navigation links as the previous screenshot. The main content area is titled "Edit/Delete Case" and shows a step-by-step process. The current step is "Nature of Request". The "Nature of Request" field is highlighted with a red border and contains the value "Mediation". Below the field are "Back" and "Next" buttons. Other tabs visible include Client Info, Client Marital Info, Client Detention, Case Details, and Case Adverse.

2) Click on any text field to edit then click [Next] to proceed.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

First Name * Middle Name Last Name *
Brayan Macario Diokno

Address : 99 black st. quezon city

Email * : brayand@gmail.com Birthday * : 04/13/1989

Contact Number * : 9442366875 Monthly Income * : 10695

Religion * : Roman Catholic Citizenship * : Filipino

Language Spoken * : Tagalog Educational Attainment * : High School

Gender * : male Civil Status * : married

Detained(?) * : yes

Back Next

3) Click on any text field to edit then click [Next] to proceed.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Spouse First Name : Sophie Diokno

Spouse Address : 99 black st. quezon city

Spouse Contact Number : 9475632115

Back Next

4) Click on any text field to edit then click [Next] to proceed.

The screenshot shows a web browser window with the URL localhost:8000/edit/case/31. The page title is "Manage Case" and the sub-page title is "Edit/Delete / Edit/Delete Case". On the left, there is a sidebar with navigation links: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area has tabs: Nature of Request, Client Info, Client Marital Info, Client Detention (which is selected), Case Details, and Case Adverse. Under the Client Detention tab, there are two input fields: "Detained Since" (containing "04/01/2018") and "Place of Detention" (containing "Quezon City Jail"). At the bottom right of the form are "Back" and "Next" buttons.

5) Click on any text field to edit then click [Next] to proceed.

The screenshot shows the same web browser window and sidebar as the previous screenshot. The main content area now displays the "Case Details" tab. It contains several input fields: "Case Number *" (SB-27-LBR-0385), "Case Title *" (People of the Philippines VS. Brayan Macario Diokno), "Case Name *" (Unpaid Overtime and Meal and Rest Breaks [telephone retail sales]), "Interviewer *" (Persida Rueda Acosta), "Case Category *" (Agrarian Case), "Nature of Case*" (Labor), "Case Involvement *" (Accused), "Case Status" (Promulgation), and "Case Decision" (Dismissed). The "Back" and "Next" buttons are visible at the bottom right.

- 6) Click on any text field to edit then click [Submit] to commit all the changes.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Adverse Type *

Petitioner

Adverse First Name * Adverse Middle Name Adverse Last Name *

Yaj Na Lee

Adverse Address *

16 gray st manila

Back Submit

Schedule

- 3) Here you can create a new schedule, reschedule hearing or delete a schedule

Schedule
Tables / Schedule

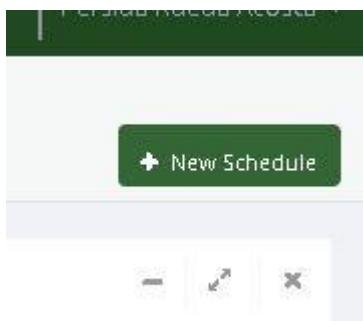
SCHEDULE

Lawyer Name	Client Name	Schedule Name	Case Title	Case Name	Court	Start date and time	End date and time	Edit	Delete
Monica Kim Forteza	rrr	Hearing	Plagiarism	MTC(Metropolitan Trial Court) QC BRANCH 98	2018-03-29 14:59:00	2018-03-29 18:00:00	<button>Reschedule</button>	<button>Delete</button>	

Showing 1 to 1 of 1 entries

Creating a New Schedule

- 1) Click on the [New Schedule] button.



- 2) Fill up the Form then click [Submit] to proceed.

A screenshot of a web browser window titled 'localhost:8000/schedule/register'. The page has a dark green header with a navigation menu on the left containing links like 'Home', 'Request', 'Case', 'Maintenance', 'Schedule', 'Case History', 'Queries', and 'Reports'. The main content area is titled 'Schedule' and contains several input fields:

- 'Schedule Type': A dropdown menu set to 'Hearing'.
- 'Lawyer Name': A dropdown menu set to 'Angela Cabuenos'.
- 'Control Number': A dropdown menu set to '201803Cr001'.
- 'Start time and date': A text input field showing '2018/04/13 09:00' with a calendar icon to its right.
- 'Client Name': A dropdown menu set to 'Brayan Macario Diokno'.
- 'End time and Date': A text input field showing '2018/04/13 10:00' with a calendar icon to its right.

A green 'Submit' button is located at the bottom right of the form.

Rescheduling

- 1) Click on the [Reschedule] button.

End date and time	Edit	Delete
2018-04-13 10:00:00	Reschedule	Delete

- 2) Set new Start time and date, End time and date, then click [Reschedule] to commit changes.

Schedule

Lawyer Name: Angela Cabuenos

Client Name: Brayan Macario Diokno

Control Number: 201804La002

Case Title: People of the Philippines VS. Brayan Macario Diokno

Case Name: Unpaid Overtime and Meal and Rest Breaks [telephone retail sales]

Schedule Type: Hearing

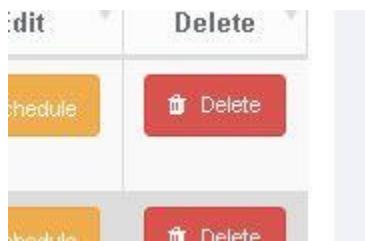
Start time and date: 2018/04/16 09:00

End time and Date: 2018/04/16 10:00

Reschedule

Deleting a Schedule

- 1) Click on the [Delete] button.



- 2) A message will pop-up asking if you are sure to delete the schedule. Click [OK] to delete schedule or [Cancel] to cancel deletion.



Case History

- 4) Here you can view the history of the cases

The screenshot shows a web application window with a dark green header bar. The header bar has a search icon, a star icon, a refresh icon, and a user profile icon for 'Persida Rueda Acosta'. Below the header is a sidebar with navigation links: Home, Request, Case, Maintenance, Schedule, Case History (which is currently selected), Queries, and Reports. The main content area is titled 'Case History' and shows a table titled 'CASE HISTORY'. The table has columns: Control Number, Client Name, Case Number, Case Title, Case Name, Assigned To, Court, Verdict, and View. There are three rows of data:

Control Number	Client Name	Case Number	Case Title	Case Name	Assigned To	Court	Verdict	View
201803Ad001	www	MTC-14-5678	www vs www	Forgery	Atty. Mairin Manansala	Sandiganbayan	Dismissed	
201804Cr002	midyear passer2	CRM-1234-MIN	midyear passer 2 vs john olino	Child Pornography	Atty. Mairin Manansala	Sandiganbayan	Dismissed	
201804La002	Brayan Macario Diokno	SB-27-LBR-0385	People of the Philippines VS. Brayan Macario Diokno	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Atty. Mairin Manansala	Sandiganbayan	Dismissed	

At the bottom of the table, it says 'Showing 1 to 3 of 3 entries'.

Viewing the Case History

- 1) Click on the [View (Eye Symbol)] button.



- 2) The system will redirect to a page showing the client details.

A screenshot of a web-based application interface. The URL in the address bar is `localhost:8000/casehistory/view/16`. The top navigation bar has tabs for Client, Case to be Handled, and Adverse. The Client tab is selected. On the left, there is a sidebar with icons and labels for Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area displays the following client information:

- First Name : w
- Middle Name : w
- Last Name : w
- Religion : Hinduism
- Citizenship : American
- Address : w
- Email : w@w
- Birthday : 1998-02-01
- Contact Number : 12345
- Monthly Income : 12345
- Language Spoken : English
- Educational Attainment : High School
- Gender : female
- Detained(?) : no
- Civil Status : single

Nature of Request : Legal Assistance

3) Click on [Case to be Handled] to view case details.

A screenshot of the same web application interface. The URL is still `localhost:8000/casehistory/view/16`. The Case to be Handled tab is selected. The sidebar remains the same. The main content area displays the following case details:

- Case Number : SB-27-LBR-0385
- Case Title : People of the Philippines VS. Brayan Macario Diokno
- Interviewer : Persida Rueda Acosta
- Case Category : Agrarian Case
- Nature of Case : Labor
- Case Involvement : Accused
- Court : Sandiganbayan QC BRANCH 94
- Lawyer : Atty. Mairin Manansala

4) Click on [Adverse] to view adverse details.

A screenshot of the web application interface. The URL is still `localhost:8000/casehistory/view/16`. The Adverse tab is selected. The sidebar remains the same. The main content area displays the following adverse party details:

- Adverse Party Type : Petitioner
- First Name : Yaj
- Middle Name : Na
- Last Name : Lee
- Address : 16 gray st. manila

Queries

- 5) If you click on [Queries] a dropdown will appear showing [Most Cases Handled by Case Type] and [Pending Cases].



Most Cases Handled by Case Type

- 6) Here you can view the query of the Most Cases Handled by Case Type.

The screenshot shows a web-based application interface with a dark green header bar. The header bar contains the URL 'localhost:8000/show/mostcasetype' and a user name 'Persida Rueda Acosta'. On the left side, there is a vertical navigation menu with icons and labels: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area has a title 'Most Cases Handled by Case Type' and a subtitle 'Queries / Case type'. Below this is a table titled 'CASES' with columns: Case Type, Case Name, and Count. The data in the table is as follows:

Case Type	Case Name	Count
Administrative	Forgery	3
Civil	Libel	2
Criminal	Child Abuse	2
Labor	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	2

At the bottom of the table, it says 'Showing 1 to 4 of 4 entries' and has navigation buttons for page 1 of 1.

Pending Cases

- 7) Here you can view the query of the Pending Cases.

The screenshot shows a web-based application interface with a dark green header bar. The header bar contains the URL 'localhost:8000/show/pendingcase' and a user name 'Persida Rueda Acosta'. On the left side, there is a vertical navigation menu with icons and labels: Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area has a title 'Pending Cases' and a subtitle 'Queries / Pending'. Below this is a table titled 'CASES' with columns: Date, Client Name, Case Title, Case Name, and Case Status. The data in the table is as follows:

Date	Client Name	Case Title	Case Name	Case Status
March 23 2018	r r r		Plagiarism	Granted
March 25 2018	t t t		Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted
March 27 2018	e e e	eee vs www	Libel	Arraignment
March 27 2018	q q q	qqq vs wrt	Libel	Granted
March 27 2018	e e f	eef vs rrr	Child Abuse	Arraignment
April 2 2018	y y y		Fraud	Granted
April 2 2018	u u u		Fraud	Granted
April 3 2018	Juan Ibrahim		Forgery	Granted
April 3 2018	Juan Ibrahim		Forgery	Granted
April 3 2018	Felisa Dorotea Lopa		Child Abuse	Granted

At the bottom of the table, it says 'Showing 1 to 10 of 10 entries' and has navigation buttons for page 1 of 1.

Reports

- 8) If you click on [Reports] a dropdown will appear showing [Year End Inventory of Cases] and [Inventory of Cases per Court].



Year End Inventory of Cases

- 9) Here you can view and print the Year End Inventory of Cases report

A screenshot of a web browser window titled 'localhost:8000/show/yearendreport'. The left sidebar has a dark green theme with various menu items like Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. The main content area is titled 'Criminal' and shows a table with two rows of data. The table columns are: ITEM NO., CONTROL NO., PARTY REPRESENTED, GENDER/SEX, TITLE OF THE CASE, COURT/BODY, CASE NO., CAUSE OF ACTION, STATUS OF THE CASE, STATUS DATE, and DECISION. The first row has values: 1, 20180301001, eef, female, eef vs rr, MTC(Metropolitan Trial Court), MTC-14-5678, Child Abuse, Arraignment, 2018-03-27, and Dismissed. The second row has values: 2, 20180401002, midyear passer2, female, midyear passer 2 vs john olino, MTC(Metropolitan Trial Court), CRM-1234-MIN, Child Pornography, Pre-trial, 2018-04-02, and Dismissed. A 'Print' button is visible at the bottom right of the table.

Printing/Downloading Year End Inventory of Cases report

- 1) Choose from [Criminal], [Civil], [Labor], [Administrative] what report you want to view.



- 2) The system will redirect to a page displaying the data table of the report. Click [Print] to proceed.

ITEM NO.	CONTROL NO.	PARTY REPRESENTED	GENDER/SEX	TITLE OF THE CASE	COURT/BODY	CASE NO.	CAUSE OF ACTION	STATUS OF THE CASE	STATUS DATE	DECISION
1	201803La001	ttt	female		Sandiganbayan		Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted		
2	201804La002	Brayan Macario Diokno	male	People of the Philippines VS. Brayan Macario Diokno	Sandiganbayan	SB-27-LBR-0385	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Promulgation	2018-04-03	Dismissed

- 3) The system will redirect to a page displaying the Year End Inventory of Cases report. Click [Download] to download the file and print.

ITEM NO.	CTRL NO.	PARTY REPRESENTED	SEX	TITLE	COURT	CASE NO.	CAUSE OF ACTION	STATUS	DATE	DECISION
1	201803C001	e e f	female	eef vs rr	MTC/Metropolitan Trial Court	MTC-14-5678	Child Abuse	Arraignment	2018-03-27	
2	201804C002	midyear passer2	female	midyear passer 2 vs john olinio	MTC/Metropolitan Trial Court	CRM-1234-MIN	Child Pornography	Pre-trial	2018-04-02	Dismissed

ITEM NO.	CTRL NO.	PARTY REPRESENTED	SEX	TITLE	COURT	CASE NO.	CAUSE OF ACTION	STATUS	DATE	DECISION
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Inventory of Cases per Court

10) Here you can view and print the Inventory of Cases per Court report.

ITEM NO.	CONTROL NO.	PARTY REPRESENTED	SEX	CASE TITLE	CASE NO.	CAUSE OF ACTION	CASE STATUS	DATE	DECISION
1	201803C007	qqq	female	qqq vs wrt	SB-17-AD-04675	Libel	Granted		
2	201803La001	ttt	female			Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted		
3	201803Ad001	uuu	female			Fraud	Granted		

Printing/Downloading Inventory of Cases per Court report

1) Choose from [MTC], [RTC], [Sandiganbayan] what report you want to view.

2) The system will redirect to a page displaying the data table of the report. Click [Print] to proceed.

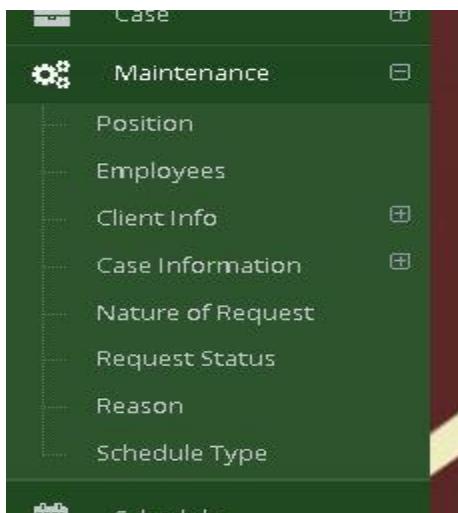
ITEM NO.	CONTROL NO.	PARTY REPRESENTED	SEX	CASE TITLE	CASE NO.	CAUSE OF ACTION	CASE STATUS	DATE	DECISION
1	201803Ad001	www	female	www vs www	MTC-14-5678	Forgery	Arraignment	2018-04-02	Dismissed
2	201804La002	Brayan Macario Diokno	male	People of the Philippines VS. Brayan Macario Diokno	SB-27-LBR-0385	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Promulgation	2018-04-03	Dismissed

- 3) The system will redirect to a page displaying the Inventory of Cases per Court report. Click [Download] to download the file and print

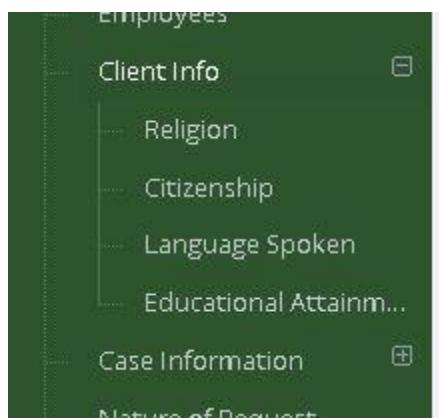
ITEM NO.	CONTROL NO.	PARTY REPRESENTED	GENDER/SEX	TITLE OF THE CASE	CASE NO.	CAUSE OF ACTION	STATUS OF THE CASE	STATUS DATE	DECISION
1	201803Ci007	q q q	female	qqq vs wrt	SB-17-AD-04875	Libel	Granted		
2	201803La001	t t t	female			Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted		
3	201803Ad001	u u u	female			Fraud	Granted		

Maintenance

- 11) If you click on [Maintenance] a dropdown will appear showing [Position], [Employees], [Client Info], [Case Information], [Nature of Request], [Request Status], [Reason], and [Schedule Type]



- 12) If you click on [Client Info] a dropdown will appear showing [Religion], [Citizenship], [Language Spoken] and [Educational Attainment].

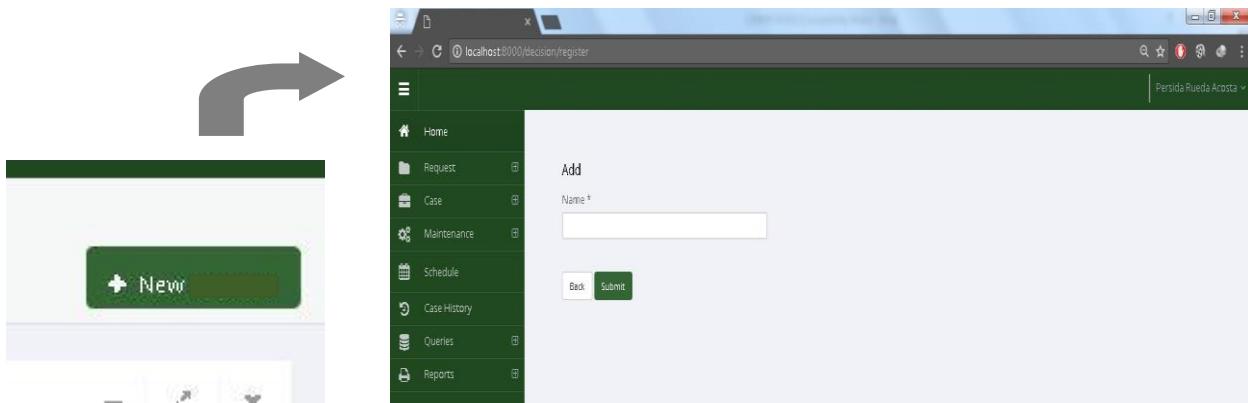


- 13) If you click on [Case Information] a dropdown will appear showing [Court type], [Branch], [Court], [Case Category], [Case], [Case Involvement], [Case Type], [Case Status] and [Decision].



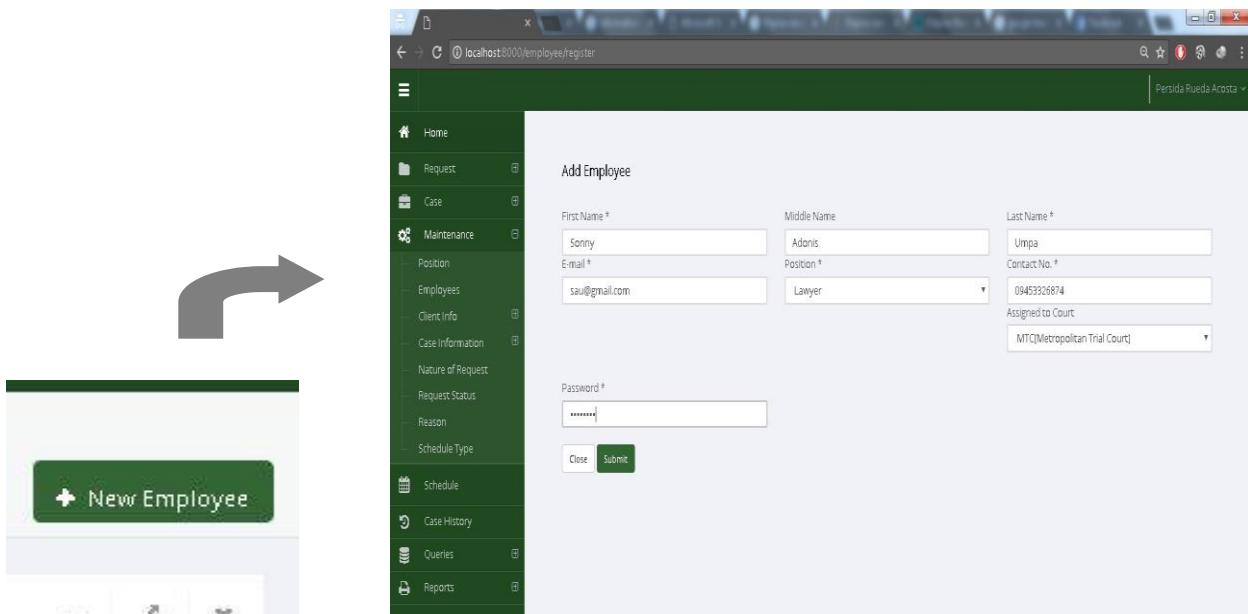
Adding/ Creating New Record

- 14) The process of adding new record in Position, Nature of Request, Request Status, Reason, Schedule Type, Religion, Citizenship, Language Spoken, Educational Attainment, Court Type, Branch, Case Category, Case Involvement, Case Type, Case Status and Decision is the same. Click [New (Position, etc.)], fill up the form then click [Submit] to commit addition or [Back] to go back to the previous page.



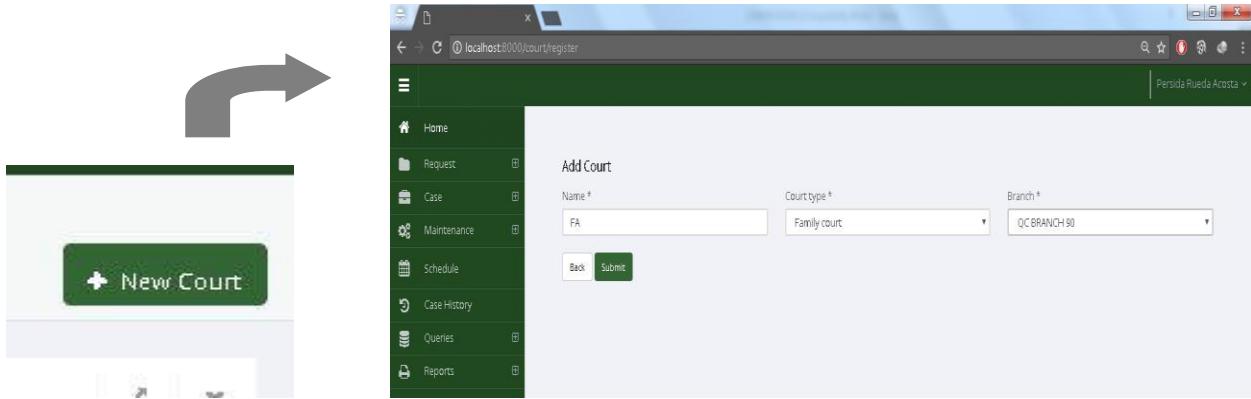
The screenshot shows a web browser window with the URL `localhost:8000/decision/register`. On the left, there is a sidebar menu with items like Home, Request, Case, Maintenance, Schedule, Case History, Queries, and Reports. A large green arrow points from the left towards the 'New' button on the left side of the screen. The main content area displays an 'Add' form with a single input field labeled 'Name *' and a 'Submit' button. There is also a 'Back' link below the form.

- 15) If [Employees] is chosen, a different form will be displayed. Click [New Employee], fill up the form then click [Submit] to commit addition or [Close] to go back to the previous page.



The screenshot shows a web browser window with the URL `localhost:8000/employee/register`. On the left, there is a sidebar menu with items like Home, Request, Case, Maintenance, Position, Employees, Client Info, Case Information, Nature of Request, Request Status, Reason, Schedule Type, and Reports. A large green arrow points from the left towards the 'New Employee' button on the left side of the screen. The main content area displays an 'Add Employee' form with fields for First Name, Middle Name, Last Name, E-mail, Position, Password, and Assigned to Court. There are also 'Close' and 'Submit' buttons at the bottom of the form.

16) If [Court] is chosen, a different form will be displayed. Click [New Employee], fill up the form then click [Submit] to commit addition or [Back] to go back to the previous page.



Add Court

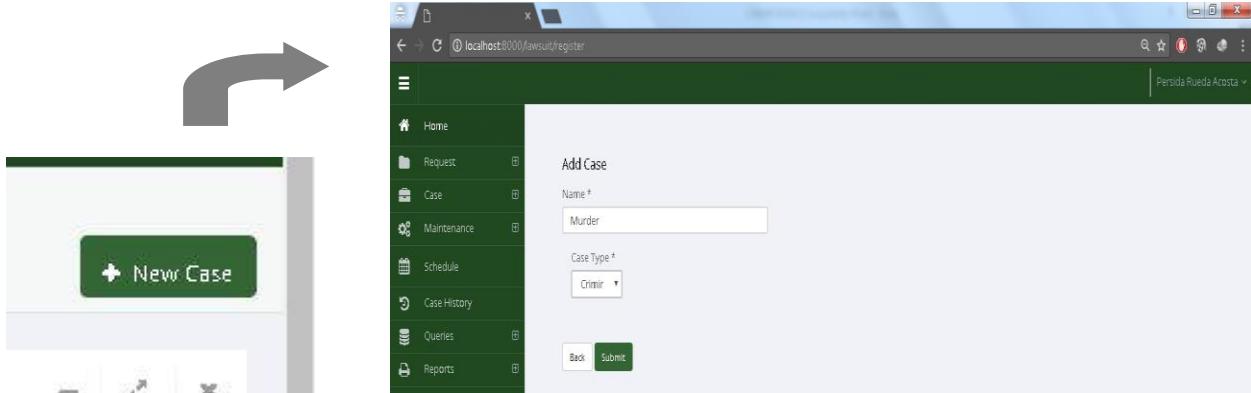
Name * PA

Court type * Family court

Branch * QC BRANCH 90

Back Submit

17) If [Case] is chosen, a different form will be displayed. Click [New Case], fill up the form then click [Submit] to commit addition or [Back] to go back to the previous page.



Add Case

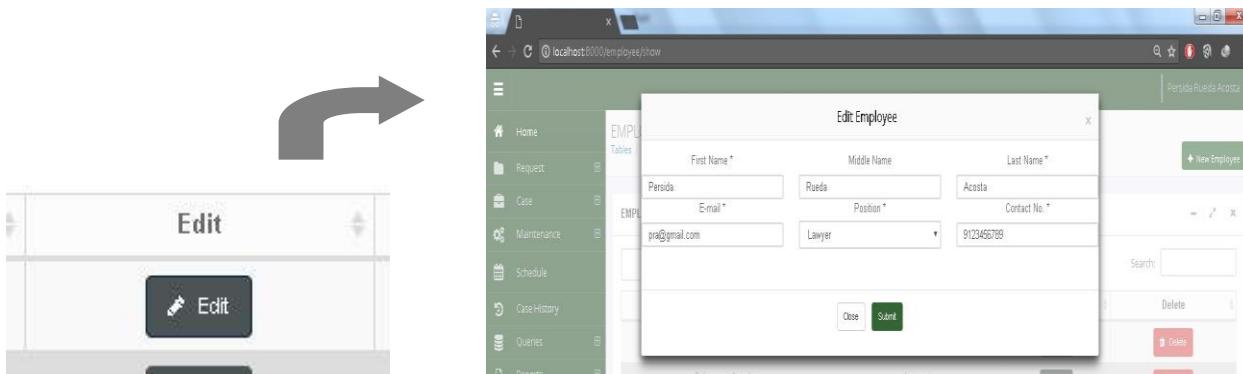
Name * Murder

Case Type * Criminal

Back Submit

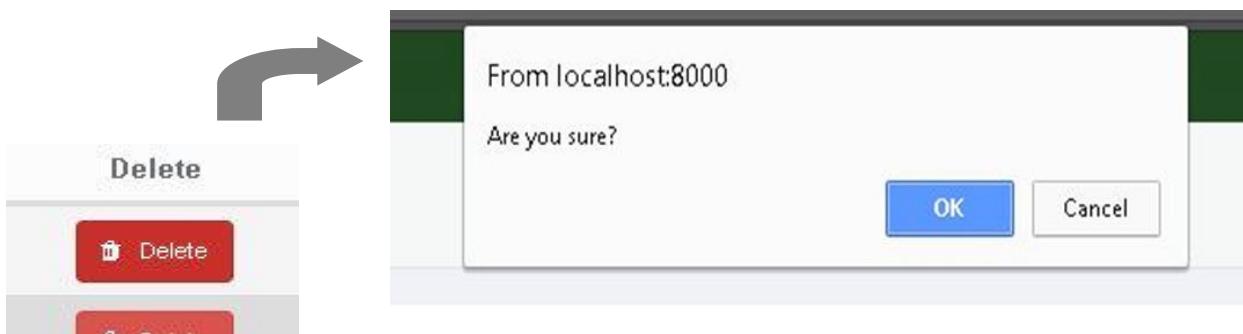
Editing/ Updating Records

- 18) The process of updating records in the maintenance is the same, they only differ in forms to be filled, but otherwise, just click [Edit], fill the form that will be displayed then click [Submit] to commit changes or [Back] to go back to the previous page.



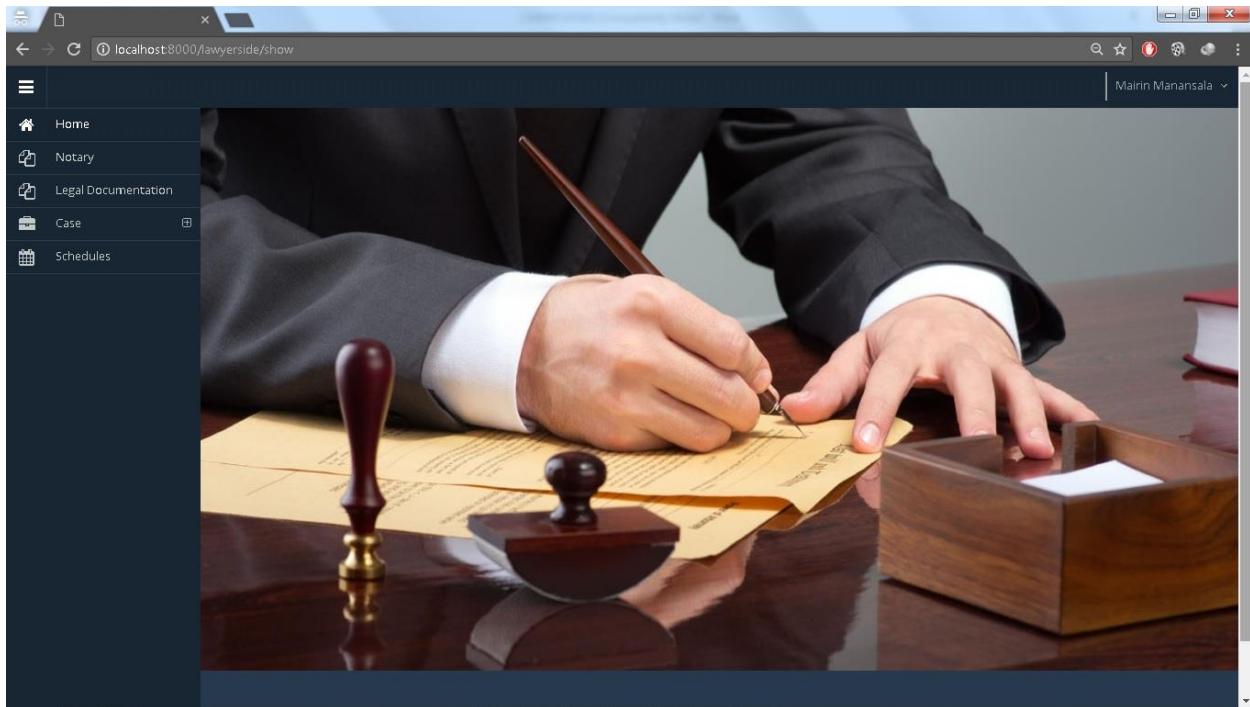
Deleting Records

- 19) The process of deleting records in the maintenance is the same in all the options (position, employees, etc.). A message will pop-up asking if you are sure to delete the record. Click [OK] to delete record or [Cancel] to cancel deletion.



System's Lawyer Side

Lawyer Side Homepage



There are 4 options in the Side Navigation Bar that you can choose:

- [Notary] – Contains assigned Notary (Administration of Oath) request. Choose to process and view notary.
- [Legal Documentation] – Contains assigned Legal Documentation request. Choose to print or delete legal documentation.
- [Case] – Contains assigned Cases. Choose to view or manage cases handled.
- [Schedule] – Contains Hearing Schedules. Choose reschedule or delete schedule.

Notary

- Here you can upload the notary document and view it.

The screenshot shows a web application interface for managing clients. On the left, a sidebar menu includes Home, Notary, Legal Documentation, Case, and Schedules. The main content area has a header "Notary TABLE" and a breadcrumb "Tables > Administration of oath tables". Below this is a section titled "CLIENTS" with a table. The table has columns: "Full Name", "Nature of Request", "Upload", and "View". A single row is present with the values "passer, passer," and "Administration of oath". To the right of the table are "Upload" and "View" buttons. At the bottom, it says "Showing 1 to 1 of 1 entries". The top of the browser window shows the URL "localhost:8000/notary/show" and the title "Monica Kim Fortea".

Processing Notary

- 1) Click [Upload], the system will redirect to the File Upload page.

The screenshot shows a web browser window with a URL of `localhost:8000/notaryupload`. On the left, there is a sidebar with navigation links: Home, Notary, Legal Documentation, Case, and Schedules. The main content area has a title "File Upload". It contains a form with a label "Select image to upload:" and a "Choose File" button. Below the button, it says "No file chosen". At the bottom of the form is an "Upload" button. A large gray arrow points from the "Upload" button on the left towards the "Upload" button in the main content area.

- 2) Click [Choose File], choose the file to be uploaded from your computer then click [Open] to proceed or [Cancel] to cancel selection.

The screenshot shows a web browser window with a dark theme. On the left, there's a sidebar with navigation links: Home, Notary, Legal Documentation, Case, and Schedules. Below these, there are sections for Libraries (Documents, Music, Pictures, Videos), Homegroup, Computer, and Local Disk (C:). A large, semi-transparent watermark with the text "Notary" is visible across the center of the page. In the main content area, there's a form with the placeholder text "Select image to upload:" and a "Choose File" button. To the right of the form, a "File Open" dialog box is displayed over the browser window. The dialog shows a list of files in the "Downloads" folder, including "Capstone-2-master (1)", "Capstone-2-master (2)", "Composer-Setup", "Dammit CV Docx", "GT_10_G10_OSA_MARCH 25-31, 2018", "manual", "MP3", and "notary". The "notary" file is selected. At the bottom of the dialog, there are "Open" and "Cancel" buttons.

- 3) After the file has been selected, click [Upload] to upload the file.

Viewing Notary

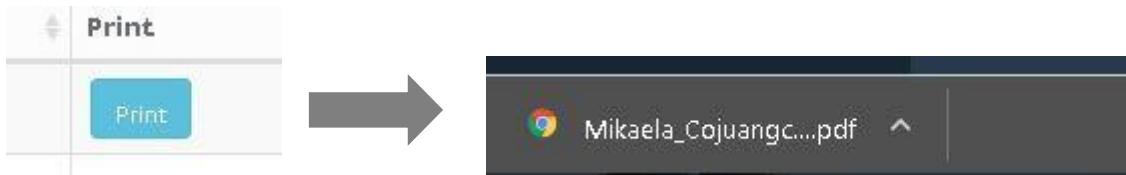
- 1) After the file has been uploaded you can view it by clicking [View]. The system will display the uploaded file.

Legal Documentation

- Here you can print or delete the Legal Documentation request.

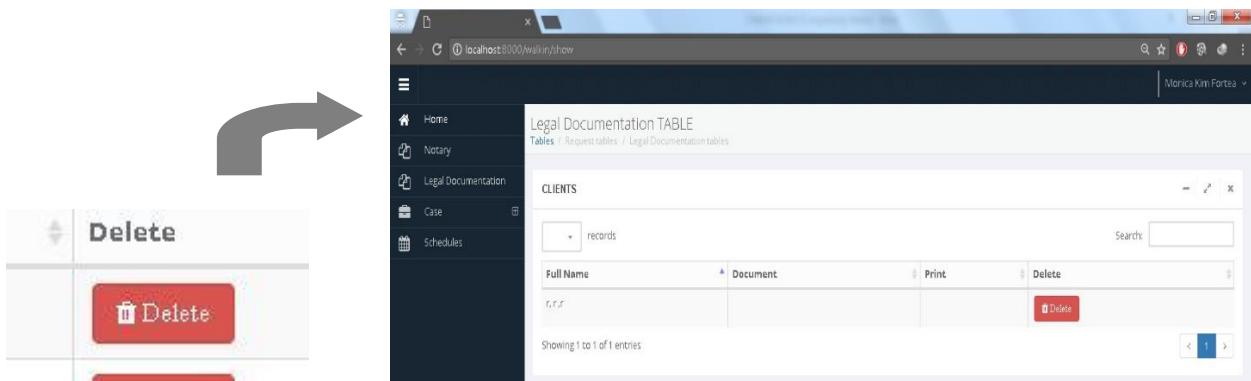
Printing/ Downloading the Legal Document

- 1) Click [Print] to download the Legal Document file for printing



Deleting Legal Document

- 1) Click [Delete] to delete the Legal Documentation file.



Case

- If you click on [Case] a dropdown will appear showing [Cases Handled] and [Manage Case].



Cases Handled is chosen

- Here you can view the cases you are handling. You can also generate a Monthly Case Inventory.

The screenshot shows a web-based application interface for managing clients. On the left, there is a vertical sidebar with icons for Home, Notary, Legal Documentation, Case, and Schedules. The main content area has a header "Clients" and a sub-header "Tables / Client". A green button at the top right says "Monthly Case Inventory". Below this is a table titled "CLIENTS" with the following data:

Full Name	Case Title	Case Name	View
Diokno, Brayan Macario	People of the Philippines VS. Brayan Macario Diokno	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	<button>View</button>
e, e, e	eee vs www	Libel	<button>View</button>
Ibrahim, Juan,		Forgery	<button>View</button>
Ibrahim, Juan,		Forgery	<button>View</button>
q, q, q	qqq vs wrt	Libel	<button>View</button>
t t, t		Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	<button>View</button>
U, U, U		Fraud	<button>View</button>

Viewing a case

- 1) Click [View], the system will redirect to a page displaying the Client information.

The screenshot shows a detailed view of a client's information. The sidebar remains the same. The main content area has tabs for "Client", "Case to be Handled", and "Adverse". The "Client" tab is selected. The form fields include:

First Name :	e	Middle Name :	e
Last Name :	e	Religion :	Buddhism
Citizenship :	American	Address :	e
Email :	e@e	Birthday :	1977-11-30
Contact Number :	21213	Monthly Income :	12345
Language Spoken :	English	Educational Attainment :	High School
Gender :	female	Detained(?) :	no
Civil Status :	single	Nature of Request :	Mediation

2) Click [Cases to be Handled] to view the Case information.

The screenshot shows a web browser window with the URL `localhost:8000/lawyer/clientview/2`. The page has a dark sidebar on the left with icons for Home, Notary, Legal Documentation, Case, and Schedules. The main content area has three tabs at the top: Client, Case to be Handled (which is selected and highlighted in green), and Adverse. Below the tabs are several input fields for case details:

- Case Name : Libel
- Interviewer : Persida Rueda Acosta
- Case Category : Human Security Act
- Nature of Case : Civil
- Case Involvement : Accused

3) Click [Adverse] to view the Adverse Party information.

The screenshot shows the same web browser window with the URL `localhost:8000/lawyer/clientview/2`. The sidebar and tabs are identical to the previous screenshot. The 'Adverse' tab is now selected. The main content area contains input fields for adverse party information:

- Adverse Party Type : Petitioner
- First Name : w
- Middle Name : w
- Last Name : w
- Address : w

Manage Case

- Here you can edit the cases you are handling

The screenshot shows a web application window titled "Manage Case" at the URL "localhost:8000/lawyershow/managecase". The left sidebar has links for Home, Notary, Legal Documentation, Case, and Schedules. The main area is titled "MANAGE CASE" and contains a table with columns: Client Name, Case Name, Case Status, and Edit. There are five entries in the table:

Client Name	Case Name	Case Status	Edit
Brayan Macario Diokno	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Promulgation	
e e e	Libel	Arraignment	
q q q	Libel	Granted	
ttt	Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)	Granted	
u u u	Fraud	Granted	

At the bottom, it says "Showing 1 to 5 of 5 entries".

Editing Case

- 1) Click [Edit], Update the record you want to update.

A large curved arrow points from the "Edit" button in the Manage Case list to the "Edit" button in the detailed Edit screen. The Edit screen shows a single row with the "Nature of Request" field set to "Mediation".

- 2) Click [Client Info], Update the record you want to update.

The screenshot shows the "Edit" screen for a specific case. The "Client Info" tab is active. The form fields include:

First Name *	Middle Name	Last Name *
Brayan	Macario	Diokno
Address *	Birthday *	
99 black st. quezon city	04/13/1989	Monthly Income *
Email *	10695	Citizenship *
brayand@gmail.com	Filipino	Educational Attainment *
Contact Number *	High School	
9442366875	Civil Status *	
Religion *	married	
Roman Catholic		
Language Spoken *		
Tagalog		
Gender *		
male		
Detained(?) *		
yes		

- 3) Click [Client Marital Info], Update the record you want to update then click [Next] to proceed or [Back] to go back to the previous page.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Spouse First Name
Ela Luz Diokno

Spouse Address
99 black st. quezon city

Spouse Contact Number
09453111567

Back Submit Next

- 4) Click [Client Detention], Update the record you want to update then click [Next] to proceed or [Back] to go back to the previous page.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Detained Since
12/30/2017

Place of Detention
Quezon City Jail

Back Next

- 5) Click [Case Details], Update the record you want to update then click [Next] to proceed or [Back] to go back to the previous page.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Case Number * SB-27-LBR-0385 Case Title * People of the Philippines VS. Brayan Macario Diokno

Case Name * Unpaid Overtime and Meal and Rest Breaks (telephone retail sales)

Interviewer * Persida Rueda Acosta Case Category *

Nature of Case * Labor Case Involvement *

Case Status Accused Case Decision

Preliminary Conference

Back Next

- 6) Click [Case Adverse], Update the record you want to update then click [Submit] to commit changes or [Back] to go back to the previous page.

Manage Case
Edit/Delete / Edit/Delete Case

Nature of Request Client Info Client Marital Info Client Detention Case Details Case Adverse

Adverse Type * Petitioner

Adverse First Name * Yaj Adverse Middle Name Na Adverse Last Name *

Adverse Address * 16 gray st. manila

Back Submit

Schedule

- Here you can Reschedule hearing or Delete hearing schedule.

The screenshot shows a web application window titled "localhost:8000/lawyerschedule/show". The left sidebar has links for Home, Notary, Legal Documentation, Case, and Schedules. The main area is titled "Schedule" and contains a table with one row. The table columns are Client Name, Schedule Name, Case Title, Case Name, Start date and time, End date and time, Edit, and Delete. The data row is: Client Name (rrr), Schedule Name (Hearing), Case Title (Plagiarism), Start date and time (2018-03-29 14:59:00), End date and time (2018-03-29 18:00:00), Edit (orange button), and Delete (red button). A search bar and pagination buttons (< 1 >) are at the bottom.

Rescheduling hearing

- 1) Click [Reschedule], fill the reschedule form then click [Reschedule] to commit changes.

The screenshot shows a "Schedule" edit form for a hearing. It includes fields for Lawyer Name (Monica Kim Fortea), Control Number (201803001), Client Name (rrr), Schedule Type (Hearing), Start time and date (2018/04/19 15:55), and End time and Date (2018/04/19 17:00). A large orange arrow points from the "Edit" button on the left to the "Reschedule" button at the bottom right of the form.

Deleting hearing schedule

- 1) Click [Delete], a message will pop-up asking if you are sure to delete the schedule. Click [OK] to delete schedule or [Cancel] to cancel deletion.

The screenshot shows a confirmation dialog box with the title "From localhost:8000" and the message "Are you sure?". There are two buttons: "OK" (blue) and "Cancel" (white). A large orange arrow points from the "Delete" button on the left to the "OK" button in the dialog box.