

# **User Manual**

## **LMS: Litigation Management System v.2.0**

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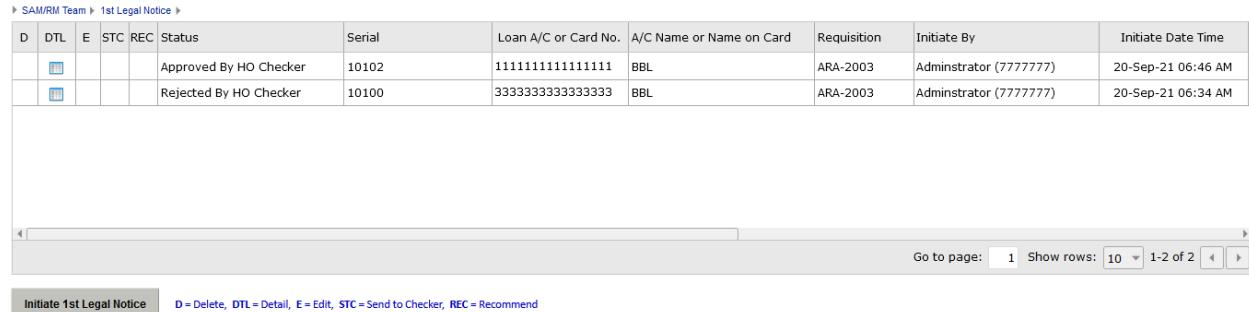
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## 1. SAM/RM Team

### 1.1. 1st Legal Notice

#### 1.1.1 View

This menu is used to manage the 1<sup>st</sup> Legal Notice of LMS system. Using this menu's sub-menu's (SAM/RM Team), the user of the system can be viewed, added, edited, and deleted.



The screenshot shows a table with columns: D, DTL, E, STC, REC, Status, Serial, Loan A/C or Card No., A/C Name or Name on Card, Requisition, Initiate By, and Initiate Date Time. There are two rows of data: one for 'Approved By HO Checker' (Serial 10102) and one for 'Rejected By HO Checker' (Serial 10100). Below the table is a navigation bar with buttons for 'Initiate 1st Legal Notice', 'D = Delete, DTL = Detail, E = Edit, STC = Send to Checker, REC = Recommend', and 'Go to page: 1 Show rows: 10 1-2 of 2'.

D	DTL	E	STC	REC	Status	Serial	Loan A/C or Card No.	A/C Name or Name on Card	Requisition	Initiate By	Initiate Date Time
					Approved By HO Checker	10102	1111111111111111	BBL	ARA-2003	Administrator (7777777)	20-Sep-21 06:46 AM
					Rejected By HO Checker	10100	3333333333333333	BBL	ARA-2003	Administrator (7777777)	20-Sep-21 06:34 AM

Figure 1.1.1:1

#### 1.1.2 Initiate 1<sup>st</sup> Legal Notice

##### Usage

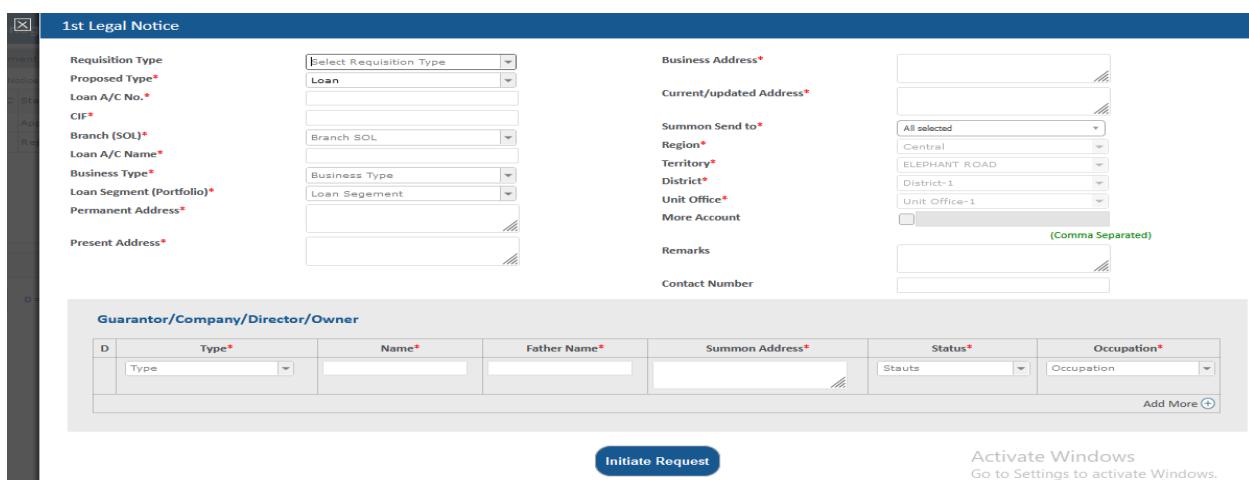
This operation is used to initiate 1<sup>st</sup> Legal Notice. To add 1<sup>st</sup> Legal Notice do as following:

##### Menu Path

SAM/RM Team -> 1<sup>st</sup> Legal Notice

##### Operation

Click **Initiate 1<sup>st</sup> Legal Notice** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:11**.



The form is titled '1st Legal Notice' and contains several sections: 'Requisition Type' (Proposed Type: Loan, Requisition Type: Loan), 'Business Address' (Business Address: ELEPHANT ROAD, Current/updated Address: ELEPHANT ROAD), 'Summon Send to' (Region: Central, Territory: ELEPHANT ROAD, District: District-1, Unit Office: Unit Office-1), 'Remarks' (Remarks: (Comma Separated)), 'Contact Number' (Contact Number: 9876543210), and a 'Guarantor/Company/Director/Owner' table with columns: D, Type\*, Name\*, Father Name\*, Summon Address\*, Status\*, Occupation\*, and an 'Add More' button. At the bottom are 'Initiate Request' and 'Activate Windows' buttons.

Figure 1.1.2:1

1. Enter data as required for 1<sup>st</sup> Legal Notice into the input field of popup window. Then Click the Save button to add 1<sup>st</sup> Legal Notice information.
2. In case of any wrong input, system shows appropriate message. Otherwise, 1<sup>st</sup> Legal Notice information will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
3. New inserted data will be shown with highlighted in the top position of data table.
4. User can close popup window by clicking cross icon towards the top left side of popup window.

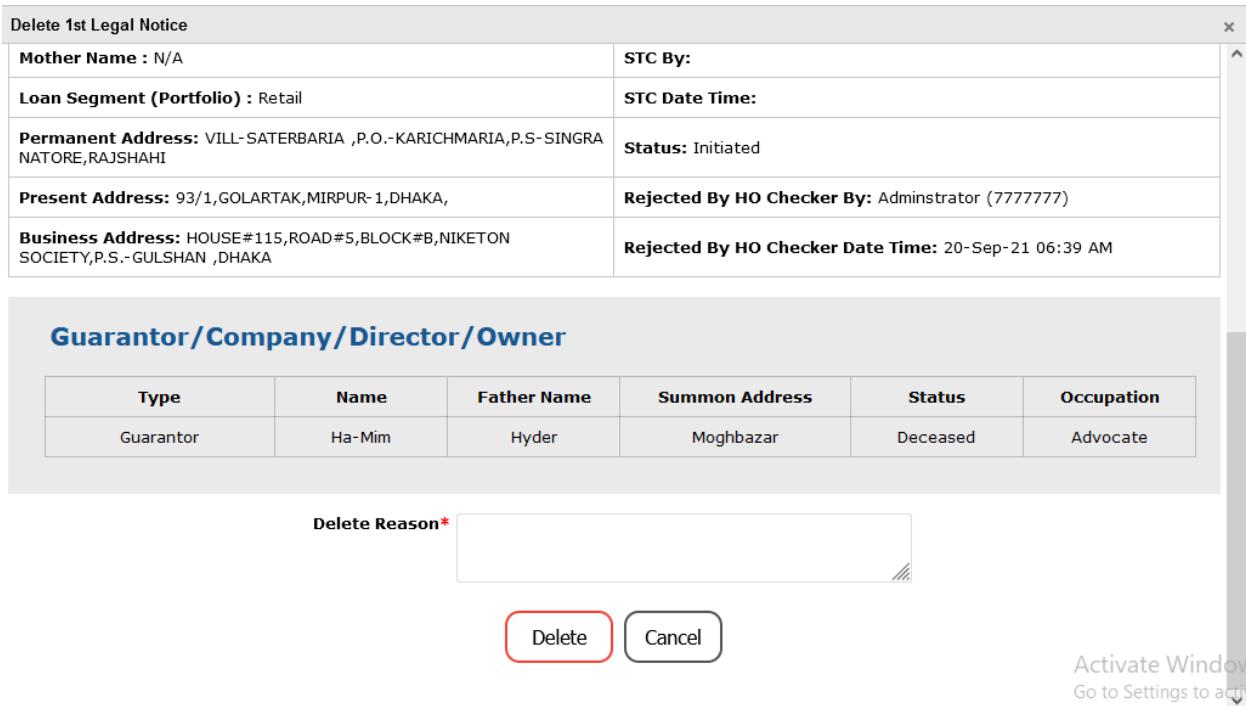
### 1.1.3 Delete 1<sup>st</sup> Legal Notice

#### Usage

This operation is used to delete 1<sup>st</sup> Legal Notice information. To delete 1<sup>st</sup> Legal Notice information do as following:

#### Operation

1. Find 1<sup>st</sup> Legal Notice for which user are going to delete from 1<sup>st</sup> Legal Notice info data table.
2. Click the icon  under **Delete** column. After Click, A pop window is shown.



Delete 1st Legal Notice	
<b>Mother Name :</b> N/A	<b>STC By:</b>
<b>Loan Segment (Portfolio) :</b> Retail	<b>STC Date Time:</b>
<b>Permanent Address:</b> VILL-SATERBARIA ,P.O.-KARICHMARIA,P.S-SINGRA NATORE,RAJSHAH	<b>Status:</b> Initiated
<b>Present Address:</b> 93/1,GOLARTAK,MIRPUR-1,DHAKA,	<b>Rejected By HO Checker By:</b> Adminstrator (7777777)
<b>Business Address:</b> HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA	<b>Rejected By HO Checker Date Time:</b> 20-Sep-21 06:39 AM

**Guarantor/Company/Director/Owner**

Type	Name	Father Name	Summon Address	Status	Occupation
Guarantor	Ha-Mim	Hyder	Moghbazar	Deceased	Advocate

**Delete Reason\***

**Delete** **Cancel**

Figure 1.1.3:1

3. Enter reason for delete
4. After click Delete Button, Delete confirmation message will be shown. Click OK to complete the delete operation or Cancel to abort. If click OK "Deleted Successfully" message will be shown towards the right side of data table.

### 1.1.4 Edit 1<sup>st</sup> Legal Notice Info

#### Usage

This operation is used to edit 1<sup>st</sup> Legal Notice information. To edit 1<sup>st</sup> Legal Notice information do as following:

#### Operation

1. Find 1<sup>st</sup> Legal Notice for which user are going to edit from 1<sup>st</sup> Legal Notice info data table.
2. Click the icon  under **Edit** column. After Click, a popup window will be open. It will let user to the next step.
3. Edit the 1<sup>st</sup> Legal Notice information as required.
4. Click the Save button to edit 1<sup>st</sup> Legal Notice information.
5. In case of any wrong input, system shows appropriate message. Otherwise, Branch information will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
6. New updated data will be shown with highlighted in the data table.
7. User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.1.5 DTL (Details)

#### Usage

This operation is used to preview the details of a 1<sup>st</sup> Legal Notice.

#### Menu Path

SAM/RM Team -> 1<sup>st</sup> Legal Notice

#### Operation

To preview 1<sup>st</sup> Legal Notice information do as following:

1. Find user for whom user are going to preview from user info data table.
2. Click the icon  under Preview column of data table. After Click, a popup window will be opened. It will show all the 1<sup>st</sup> Legal Notice information which are selected.
3. User can close popup window by clicking close button.

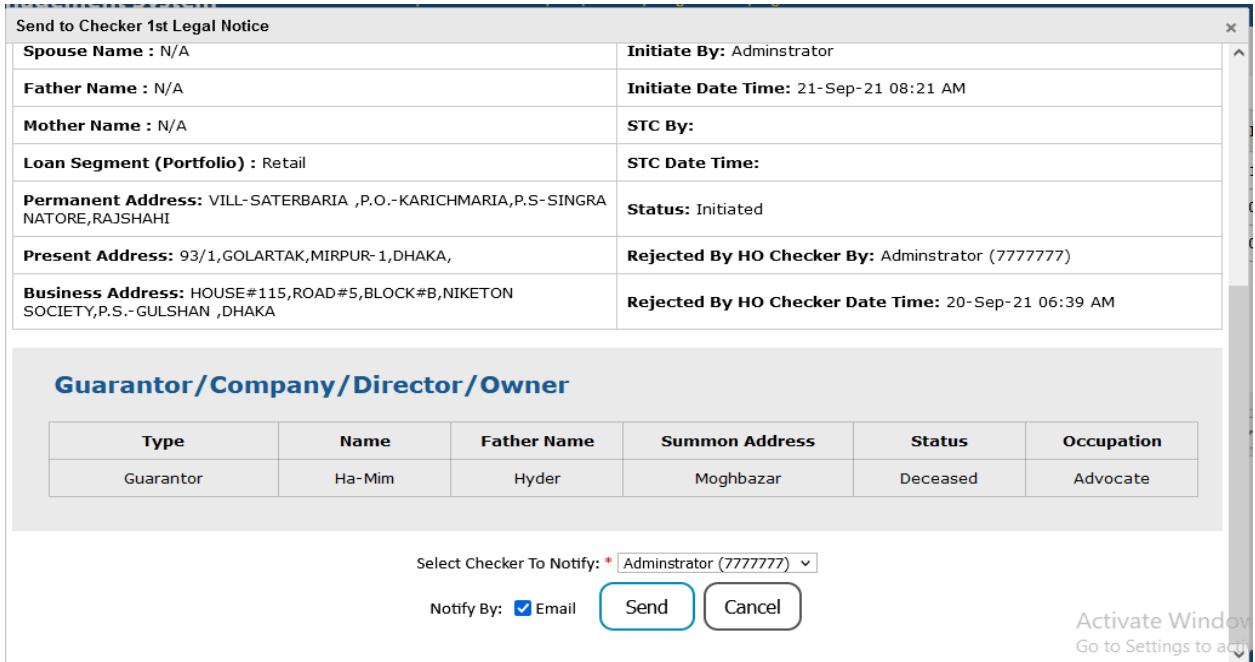
### 1.1.6 STC (Send to checker)

#### Usage

This operation is used to send to checker 1<sup>st</sup> Legal Notice information. To delete 1<sup>st</sup> Legal Notice information do as following:

#### Operation

1. Find 1<sup>st</sup> Legal Notice for which user are going to send from 1<sup>st</sup> Legal Notice info data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



Guarantor/Company/Director/Owner					
Type	Name	Father Name	Summon Address	Status	Occupation
Guarantor	Ha-Mim	Hyder	Moghbazar	Deceased	Advocate

Select Checker To Notify: \* Adminstrator (7777777)

Notify By:  Email

Activate Window  
Go to Settings to activate

Figure 1.1.6:1

3. Choose the checker from dropdown for send
4. After click Send Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for REC to process.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

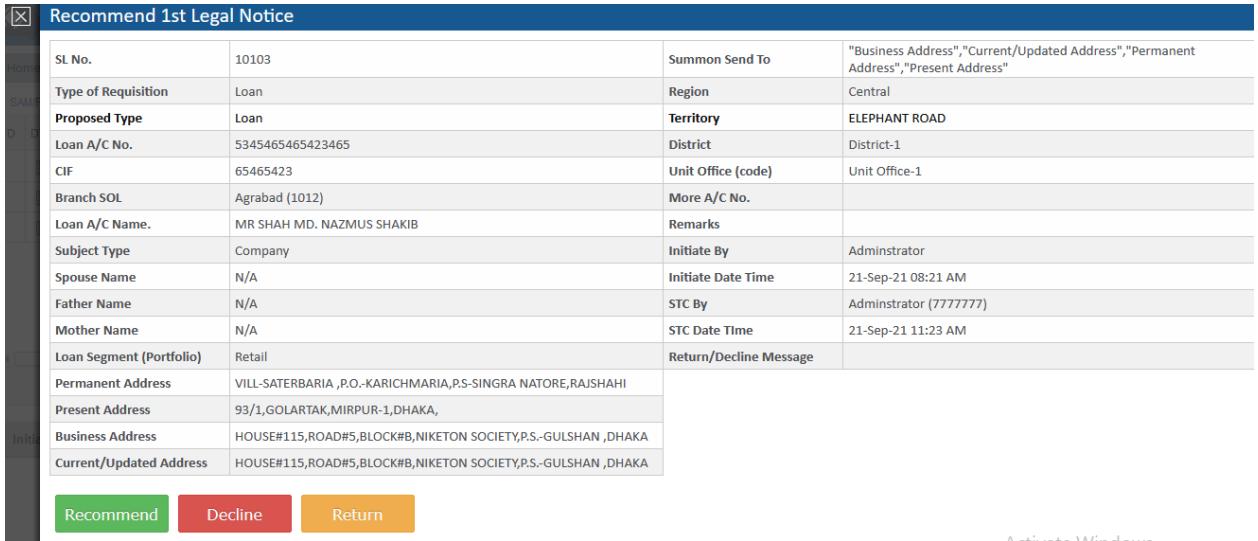
### 1.1.7 REC (Recommend)

## Usage

This operation is used to recommend 1<sup>st</sup> Legal Notice information. To recommend 1<sup>st</sup> Legal Notice information do as following:

## Operation

- Find 1<sup>st</sup> Legal Notice for which user are going to recommend from 1<sup>st</sup> Legal Notice info data table.
- Click the icon  under REC column. After Click, A pop window is shown.



Recommend 1st Legal Notice	
SL No.	10103
Type of Requisition	Loan
Proposed Type	Loan
Loan A/C No.	5345465465423465
CIF	65465423
Branch SOL	Agrabad (1012)
Loan A/C Name.	MR SHAH MD. NAZMUS SHAKIB
Subject Type	Company
Spouse Name	N/A
Father Name	N/A
Mother Name	N/A
Loan Segment (Portfolio)	Retail
Permanent Address	VILL-SATERBARIA ,PO-KARICHMARIA,P.S-SINGRA NATURE,RAJSHAHI
Present Address	93/1,GOLARTAK,MIRPUR-1,DHAKA,
Business Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA
Current/Updated Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA
Summon Send To	"Business Address","Current/Updated Address","Permanent Address","Present Address"
Region	Central
Territory	ELEPHANT ROAD
District	District-1
Unit Office (code)	Unit Office-1
More A/C No.	
Remarks	
Initiate By	Administrator
Initiate Date Time	21-Sep-21 08:21 AM
STC By	Administrator (777777)
STC Date Time	21-Sep-21 11:23 AM
Return/Decline Message	

Figure 1.1.7:1

- After click Recommend Button, Recommend confirmation message will be shown.
- If User want to Decline/Return, then Reason should be entry.

## 1.2 CMA

### 1.2.1 Initiate 1<sup>st</sup> CMA

“CMA” is the sub-menu of “SAM/RM Team” and it is used to entry CMA information of LMS. Besides entry CMA info, user can edit, delete, preview, send to checker, and recommend CMA info along with creating new CMA according to the user’s right as shown in Figure 15. In the data table (grid), user will find “CMA” information.

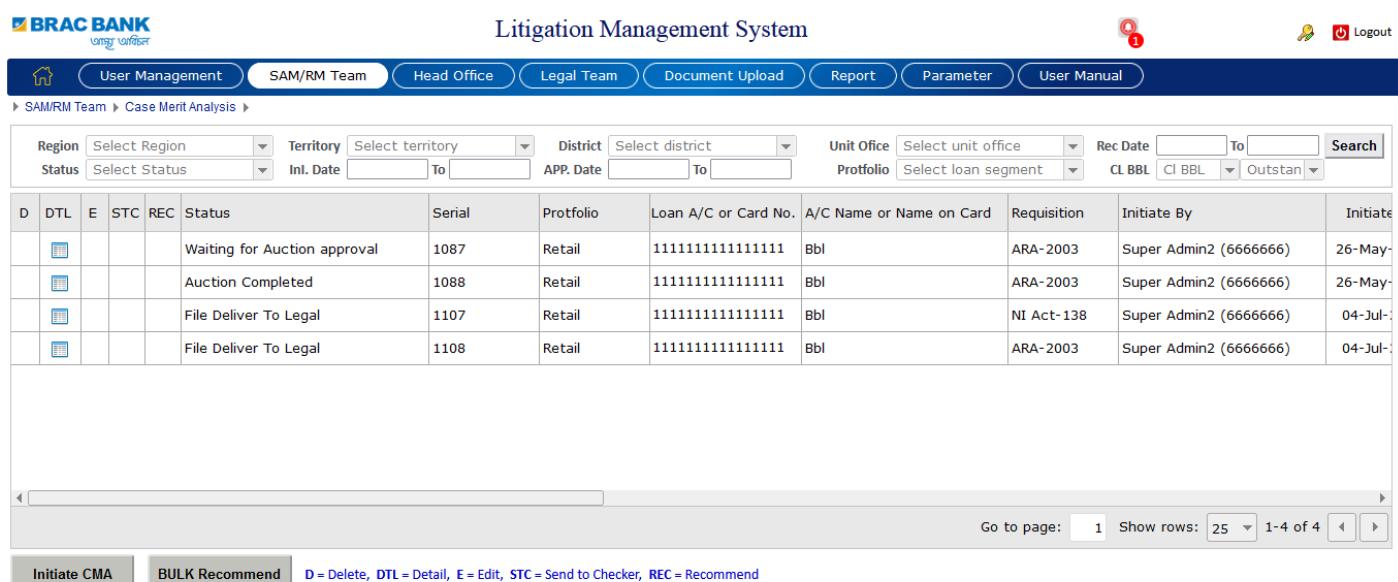


Figure 1.2.1:1

### 1.2.2 Initiate 1<sup>st</sup> CMA

## Usage

This operation is used to initiate CMA. To add CMA do as following:

## Menu Path

SAM/RM Team -> CMA

## Operation

Click **Initiate CMA** button under the data table. After Click, a popup window will be open and a form will be shown as **Fig:16.**

The screenshot shows a modal window titled 'CMA' with various input fields and a table for adding guarantor information.

**Fields in the CMA Form:**

- Requisition Type: Select Requisition Type (Loan)
- Proposed Type\*: Loan
- Loan A/C No.\*
- CIF\*
- Branch (SOL)\*: Branch SOL
- Loan A/C Name\*
- Business Type\*: Business Type
- Loan Segment (Portfolio)\*: Loan Segement
- Permanent Address\*
- Present Address\*
- Business Address\*
- Current/updated Address\*
- Summon Send to\*: All selected
- Previous CMA Approval Type-Date: dd/mm/yyyy
- Previous Case Filing Type-Date: dd/mm/yyyy
- Previous Case Status
- Disposal Status: Disposal Status
- Disposal remarks\*
- Judgment Summary\*
- Call-Up Serving Date\*
- Region\*: Central
- Territory\*: ELEPHANT ROAD
- District\*: District-1
- Unit Office\*: Unit Office-1
- Case Filing (District)\*: Case Filing (District)
- Security Status\*
- Previous Auction Details\*
- Business Status\*
- Borrower Status\*
- Interest Rate (As per Sanction)\*
- Logic for ARA Case\*
- Recovery AM\*
- More Account Available
- Chq. Status\*: Chq. Status
- Remarks

**Guarantor/Company/Director/Owner Table:**

D	Type*	Name*	Father Name*	Summon Address*	Status*	Occupation*
	Type				Status	Occupation

**Buttons:**

- Initiate Request
- Add More (represented by a blue circle with a plus sign)

Figure 1.2.2:1

1. Enter data as required for CMA into the input field of popup window. Then Click the Save button to add CMA information.
2. Mandatory field are mark with red \* mark.
3. User can add one or more guarantor/company/director/owner information by clicking Add More icon.
4. In case of any wrong input, system shows appropriate message. Otherwise, CMA information will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
5. New inserted data will be shown with highlighted in the top position of data table.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

## 1.2.3 Edit CMA

### **Usage**

This operation is used to edit any CMA from the CMA grid table.

### **Menu Path**

SAM/RM Team -> CMA -> **E** (Edit)

### **Operation**

To edit CMA information from the system, need to do as follows:

- a) Find CMA for which the user is going to edit from CMA data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the CMA information as required.
- d) Click the **Update** button to update CMA information.
- e) In case of any wrong input, system shows appropriate message. Otherwise, CMA information will be saved properly and the popup window will be closed automatically with "Successfully Saved" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### **1.2.4 Delete CMA**

### **Usage**

This operation is used to delete CMA information.

### **Menu Path**

SAM/RM Team -> CMA -> **D** (Delete)

### **Operation**

To delete a CMA, the user needs to do as follows:

1. Finding the CMA for which the user is going to delete from the CMA data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific CMA. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the CMA is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the CMA with its reason.

### **1.2.5 Preview/Details of the CMA**

### **Usage**

This operation is used to preview the details of a CMA.

### **Menu Path**

SAM/RM Team -> CMA -> **P** (Preview)

### **Operation**

To preview CMA information does as following:

1. Find the CMA for which the user is going to preview from CMA data table.
2. Click the icon  under **P (Preview)** column of data table. After Click, a popup window will be opened. It will show the CMA information which are selected.
3. User can close popup window by clicking Close button.

### **1.2.6 STC (Send to checker)**

### Usage

This operation is used to send to checker CMA information. To delete CMA information do as following:

### Operation

1. Find CMA for which user are going to send from CMA info data table.
2. Click the icon ➔ under **STC** column. After Click, A pop window is shown.

Send to Checker CMA	
<b>Spouse Name :</b> Ha-Mim	<b>Initiate By:</b> Adminstrator
<b>Father Name :</b> Hyder	<b>Initiate Date Time:</b> 21-Sep-21 11:59 AM
<b>Mother Name :</b> Meena	<b>STC By:</b>
<b>Loan Segment (Portfolio) :</b> Retail	<b>STC Date Time:</b>
<b>Permanent Address:</b> VILL-SATERBARIA ,P.O.-KARICHMARIA,P.S-SINGRA NATORE,RAJSHAHI	<b>Status:</b> Initiated
<b>Present Address:</b> 93/1,GOLARTAK,MIRPUR-1,DHAKA,	<b>Acknowledgement By:</b> Adminstrator (7777777)
<b>Business Address:</b> HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S.-GULSHAN ,DHAKA	<b>Acknowledgement Date Time:</b> 21-Sep-21 11:29 AM

Guarantor/Company/Director/Owner					
Type	Name	Father Name	Summon Address	Status	Occupation
Guarantor	Ha-Mim	Hyder	Moghbazar	Deceased	Advocate

Select Checker To Notify: \* Adminstrator (7777777)

Notify By:  Email

Activate Wind  
Go to Settings to...

Figure 1.2.6:1

3. Choose the checker from dropdown for send
4. After click Send Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for REC to process.
6. User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.2.7 REC (Recommend)

#### Usage

This operation is used to recommend CMA information. To recommend CMA information do as following:

#### Operation

1. Find CMA for which user are going to recommend from CMA info data table.
2. Click the icon ✅ under **REC** column. After Click, A pop window is shown.

Recommend CMA

SL No.	10021	Summon Send To	"Business Address", "Current/Updated Address", "Permanent Address", "Present Address"
Type of Requisition	Loan	Region	Central
Proposed Type	Loan	Territory	ELEPHANT ROAD
Loan A/C No.	3426565654546546	District	District-1
CIF	65654546	Unit Office (code)	Unit Office-1
Branch SOL	Agrabad (1012)	More A/C No.	
Loan A/C Name.	MR SHAH MD. NAZMUS SHAKIB	Remarks	
Subject Type	Personal	Initiate By	Adminstrator
Spouse Name	Ha-Mim	Initiate Date Time	21-Sep-21 11:59 AM
Father Name	Hyder	STC By	Adminstrator (7777777)
Mother Name	Meena	STC Date Time	21-Sep-21 01:10 PM
Loan Segment (Portfolio)	Retail	Return/Decline Message	
Permanent Address	VILL-SATERBARIA ,P.O-KARICHLARIA,P.S-SINGRA NATORE,RAJSHAHI		
Present Address	93/1,GOLARTAK,MIRPUR-1,DHAKA,		
Business Address	HOUSE#115,ROAD#5,BLOCK#B,NIKETON SOCIETY,P.S-GULSHAN ,DHAKA		
Current/Updated Address	MoghBazar		

Figure 1.2.7:1

3. After click Recommend Button, Recommend confirmation message will be shown. This file are secure then move for Head Office Auction otherwise move for Head Office CMA Approve **(1.4)**.
  4. If User want to Decline/Return, then Reason should be entry.

### 1.3 Auction

### 1.3.1 View

This menu is used to manage the Auction file of LMS system. Using this menu's sub-menu's Head Office, the user of the system can be viewed, added, edited, deleted and other operations.

## Menu Path

Head Office -> Auction

P = Preview, E = Edit, ACK = Acknowledgement, STC = Send To Auction checker, VA = Verify Auction, STL = Send To Legal, PI = Paper Info, UB = Update Bidder Info, AS = Auction Status, PN = Paper Notice, AM = Auction Memo, AC = Auction Confirm

Figure 1.3.1:1

### 1.3.2 Acknowledgement (ACK)

## Usage

This operation is used to Auction. To Acknowledgement auction file do as following:

### Menu Path

Head Office -> Auction

### Operation

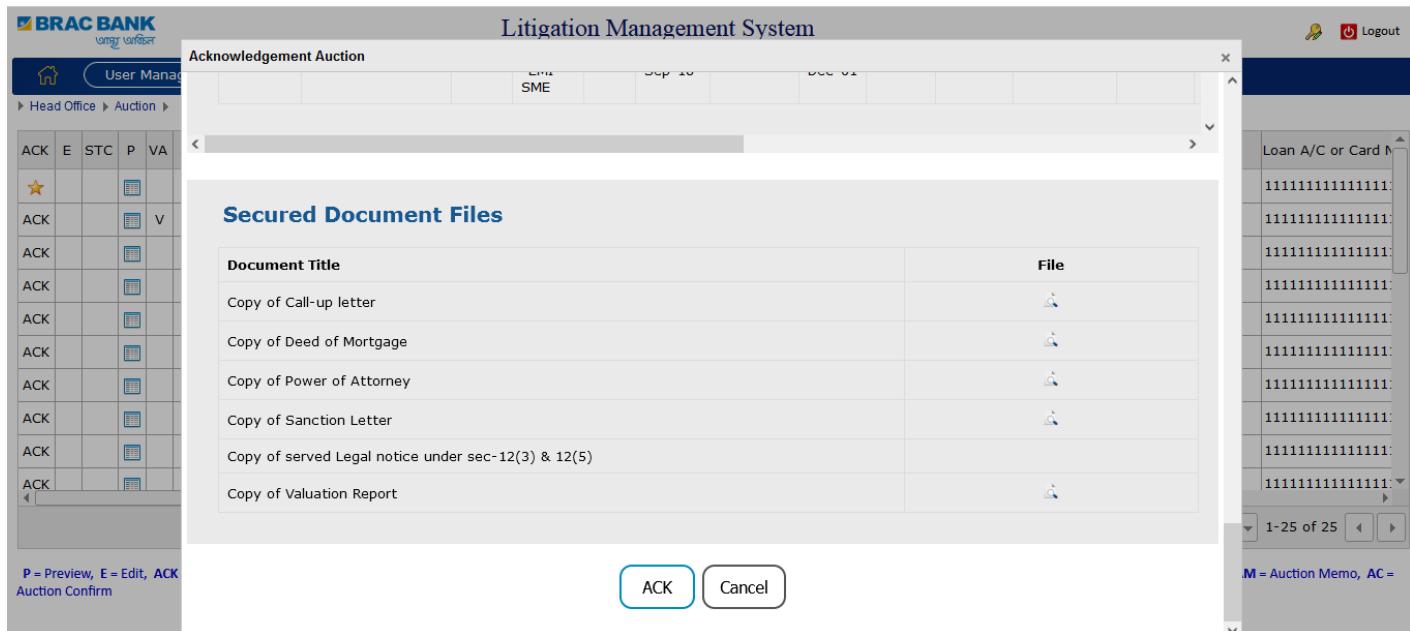


Figure 1.3.2:1

1. Click the icon  under **ACK** column. After Click, A pop window is shown.
2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

### 1.3.3 Edit

#### Usage

This operation is used to edit any Auction file from the Auction grid table.

### Menu Path

Head Office -> Auction -> **E** (Edit)

### Operation

To edit Auction information from the system, need to do as follows:

- a) Find Auction file for which the user is going to edit from Auction data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the CMA Auction Details as required.
- d) Click the **Update** button to update CMA Auction Info.
- e) In case of any wrong input, system shows appropriate message. Otherwise, CMA Auction information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.3.4 STC (Send to Auction Checker)

#### Usage

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This operation is used to send to checker CMA Auction information. To check CMA Auction information do as following:

#### Menu Path

Head Office -> Auction -> **STC** (Send to Auction Checker)

#### Operation

1. Find CMA Auction for which user are going to send from CMA Auction info data table.
2. Click the icon ➔ under **STC** column. After Click, A pop window is shown.

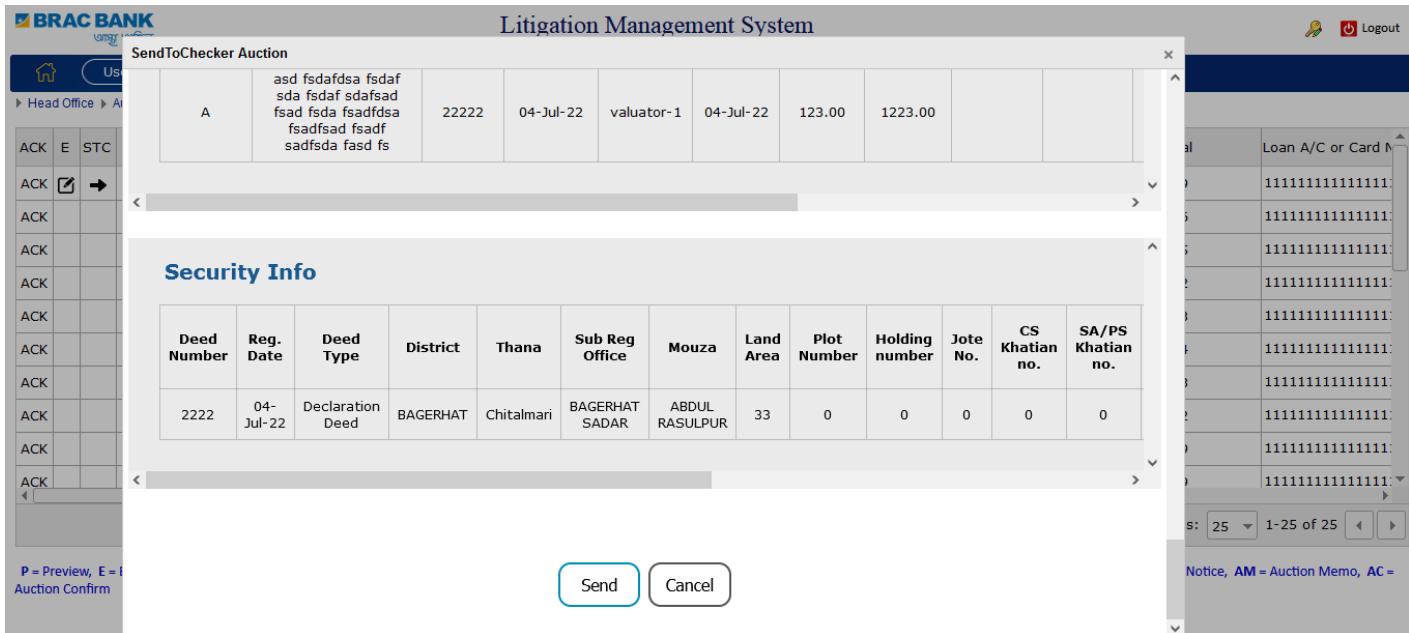


Figure 1.3.4.1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Checker Common Queue waiting for VA to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

#### 1.3.5 Preview

##### Usage

This operation is used to preview the details of a CMA Auction Info.

#### Menu Path

Head Office -> Auction -> **P** (Preview)

#### Operation

To preview CMA Auction information does as following:

1. Find the CMA Auction for which the user is going to preview from CMA Auction data table.
2. Click the icon 📄 under **P** (Preview) column of data table. After Click, a popup window will be opened. It will show the CMA information which are selected.
3. User can close popup window by clicking Close button.

#### 1.3.6 VA (Verify Auction)

##### Usage

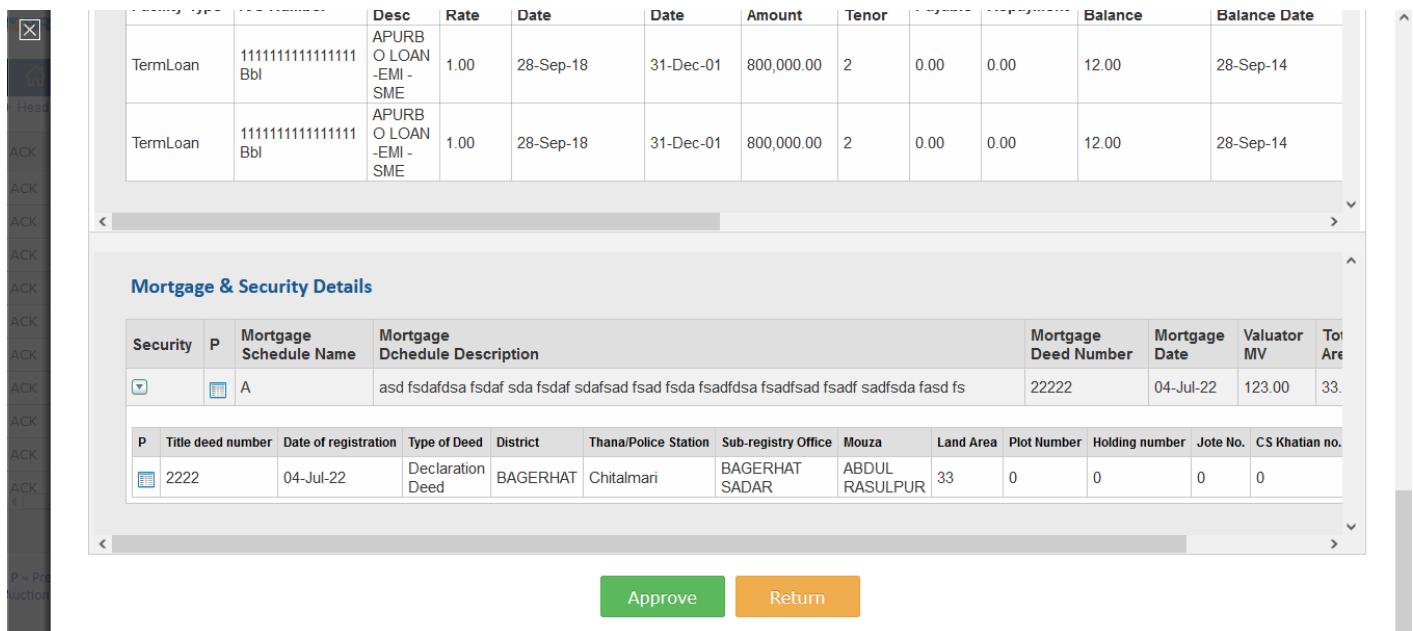
This operation is used to verify auction CMA Auction information. To verify CMA Auction information do as following:

### Menu Path

Head Office -> Auction -> **VA** (Verify Auction)

### Operation

1. Find CMA Auction for which user are going to verify from CMA Auction info data table.
2. Click the icon  under **VA** column. After Click, A pop window is shown.



The screenshot shows the 'Verify Auction' (VA) screen. On the left, there is a vertical toolbar with icons for Home, ACK, and P = Pre Auction. The main area displays a table of auction records with columns: ID, Type, Description, Rate, Date, Date, Amount, Tenor, and Balance. Two rows are visible, both labeled 'TermLoan' with 'APURB O LOAN -EMI - SME' descriptions. Below the table, a pop-up window titled 'Mortgage & Security Details' is open. It contains two tabs: 'Mortgage Schedule Name' (selected) and 'Mortgage Schedule Description'. The 'Mortgage Schedule Name' tab shows a dropdown with 'A' selected and a text area with placeholder text. The 'Mortgage Schedule Description' tab is mostly empty. At the bottom of the pop-up are 'Approve' and 'Return' buttons. A legend on the left side of the main screen defines the icons: a checkmark for 'VA', a document for 'STL', and a gear for 'SOL'.

Figure 1.3.6:1

3. After click Approve Button, Approve confirmation message will be shown.
4. After Successfully Approve the data will be parked to Checker Common Queue waiting for STL to process.
5. If User want to return, then Reason should be entry.

### 1.3.7 STL (Send to Legal)

#### Usage

This operation is used to Send to Legal CMA Auction information. To Send to Legal CMA Auction information do as following:

### Menu Path

Head Office -> Auction -> **STL** (Send to Legal)

### Operation

1. Find CMA Auction for which user are going to send to legal from CMA Auction info data table.
2. Click the icon  under **STL** column. After Click, A pop window is shown.

The screenshot shows a software interface for managing legal notices. At the top, there is a table for a 'TermLoan' entry with fields like Bbl, Date, EMI, and APURBO LOAN -EMI -SME. Below this is a section titled 'Mortgage & Security Details' containing a table with columns for Security, P, Mortgage Schedule Name, Mortgage Schedule Description, Mortgage Deed Number, Mortgage Date, Valuator MV, and Total Area. A note at the bottom left indicates 'P = Preview' and 'ACK = Acknowledgement'.

Figure 1.3.7:1

3. After click Send Button, Successfully confirmation message will be shown.
4. After Successfully Send the data will be parked to Legal Team -> Legal Notice (Auction) Queue waiting for **ACK** to process.
5. If User want to return, then Reason should be entry.

### 1.3.8 View

This menu is used to manage the Auction file of LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Legal Notice (Auction)

The screenshot shows a list of auction entries. Each entry includes a status indicator (e.g., star icon), a preview link, and a reason for the status. The columns are: ACK, P, RS, Status, LN Serving Dt, LN Expiry Dt, Serial, Loan A/C or Card No., A/C Name or Name on Card, and Region. The 'Status' column contains entries like 'Auction Send To Legal (nurul28471)', 'Auction Send To Legal (Habibul10775)', 'Acknowledge By Legal Checker (Habibul10775)', 'Acknowledge By Legal Checker (Habibul10775)', 'Auction Status Given', 'Auction Completed', 'Legal Response Send', 'Auction Completed', 'Auction Completed', and 'Auction Completed'. The 'Region' column shows 'Central' for most entries.

P = Preview, ACK = Acknowledgement

Figure 1.3.8:1

### 1.3.9 Acknowledgement (ACK)

#### Usage

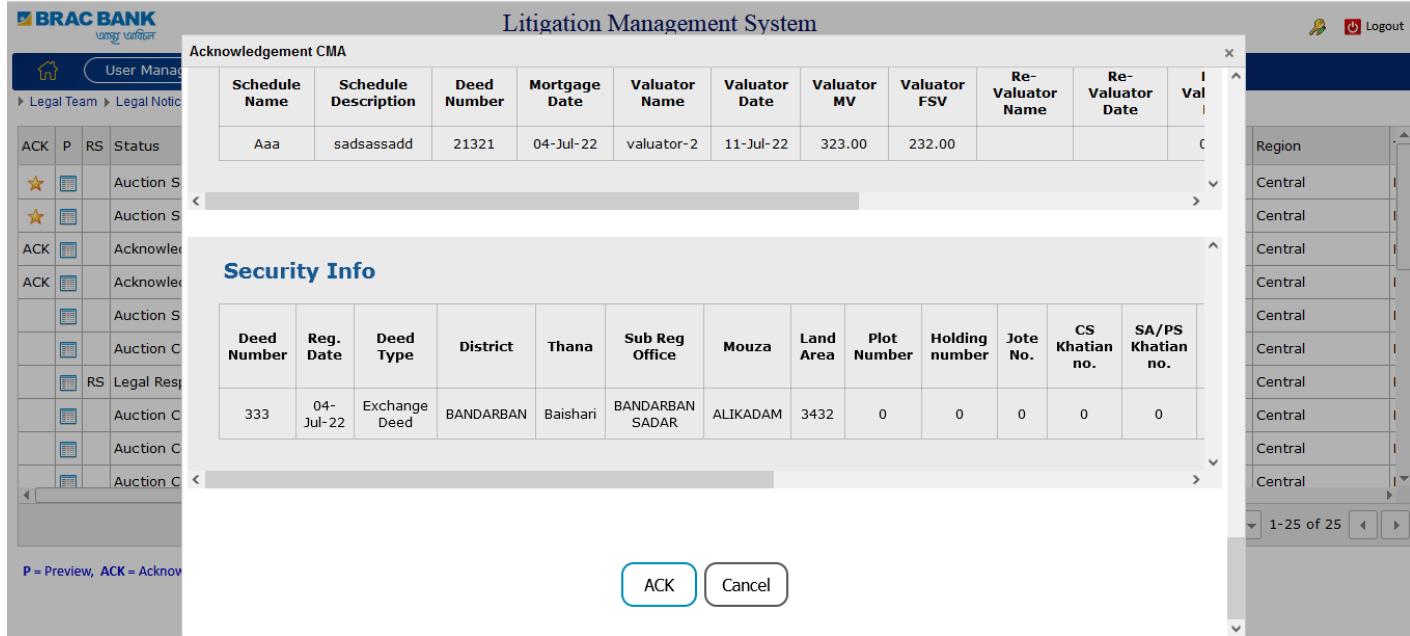
This operation is used to Legal Notice (Auction). To Acknowledgement Legal Notice (Auction) do as following:

### Menu Path

Legal Team -> Legal Notice (Auction) -> ACK

### Operation

1. Click the icon  under **ACK** column. After Click, A pop window is shown.



The screenshot shows the 'Acknowledgement CMA' section of the Litigation Management System. On the left, there is a sidebar with a 'BRAC BANK' logo and a 'User Management' section. The main area displays a table of legal notices. The table has columns for Schedule Name, Schedule Description, Deed Number, Mortgage Date, Valuator Name, Valuator Date, Valuator MV, Valuator FSV, Re-Valuator Name, Re-Valuator Date, and Val. One row in the table is highlighted with a yellow background. Below the table, there is a 'Security Info' section with a table showing details like Deed Number, Reg. Date, Deed Type, District, Thana, Sub Reg Office, Mouza, Land Area, Plot Number, Holding number, Jote No., CS Khatian no., and SA/PS Khatian no. At the bottom of the main area, there are 'ACK' and 'Cancel' buttons. The right side of the screen shows a sidebar with a list of regions (Central, Central, Central, Central, Central, Central, Central, Central, Central) and a navigation bar with buttons for '1-25 of 25' and arrows.

Figure 1.3.9:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

### 1.3.10 Response Send (RS)

#### Usage

This operation is used to Send Response Legal Notice (Auction) information. To Send Response Legal Notice (Auction) information do as following:

### Menu Path

Legal Team -> Legal Notice (Auction) -> **RS** (Response Send)

### Operation

1. Find Legal Notice (Auction) for which user are going to Response Send from Legal Notice Auction info data table.
2. Click the icon  under **RS** column. After Click, A pop window is shown.

**Mortgage & Security Details**

Security	P	Mortgage Schedule Name	Mortgage Dchedule Description			Mortgage Deed Number		Mortgage Date		Valuator MV	Total Land Area (in decimal)	
<input type="checkbox"/>	<input type="checkbox"/>	Aaa	sadsassadd			21321		04-Jul-22		323.00	22.00	
P	Title deed number	Date of registration	Type of Deed	District	Thana/Police Station	Sub-registry Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.
	<input type="checkbox"/> 333	04-Jul-22	Exchange Deed	BANDARBAN	Baishari	BANDARBAN SADAR	ALIKADAM	3432	0	0	0	0

**Legal Notice Info**

Lawyer *	Select Lawyer	LN Serve Date *	dd/mm/yyyy
LN Scan Copy *	<input type="file"/>	LN Expiry Date *	dd/mm/yyyy

**Send Response**

Figure 1.3.10:1

3. After click Send Response Button, Response Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Head Office -> Auction Queue waiting for **PI** to process.

### 1.3.11 Paper Notice (PN)

#### Usage

This operation is used to edit any Auction notice from the CMA Auction grid table.

#### Menu Path

Head Office -> Auction -> **PN** (Paper Notice)

#### Operation

To edit Paper Notice from the system, need to do as follows:

- a) Find Paper Notice for which the user is going to edit from CMA Auction data table.
- b) Click the icon  under **PN** (Paper Notice) column of data table. After clicking the icon, a popup window will be opened. Choose at least one auction notice then click GO button.

Litigation Management System																			
User Management		SAM/RM Team		Head Office		Legal Team		Document Upload		Report		Parameter		User Manual					
► Head Office ► Auction ►																			
ACK	E	STC	P	VA	STL	PN	VN	PI	UB	AM	AS	AC	Status	LN Serve Dt	LN Expiry Dt	Auction Date	Serial	Loan A/C or Card N	
ACK													Legal Response Send	05-Jul-22	06-Jul-22		1110	11111111111111111111	
ACK													Paper Info Updated	05-Jul-22	05-Jul-22		05-Jul-22	1109	11111111111111111111
ACK													Ac	Please choose a format.			1106	11111111111111111111	
ACK													Ac	<input checked="" type="radio"/> 12(3)-Auction Notice			1105	11111111111111111111	
ACK													Au	<input type="radio"/> 12(5)-Auction Notice		19-Jun-22	1102	11111111111111111111	
ACK													Au	<input type="radio"/> 33(5)- Auction Notice		19-Jun-22	1103	11111111111111111111	
ACK													Au	<input type="radio"/> 33(7)-Auction Notice		06-Jun-22	1094	11111111111111111111	
ACK													Le			06-Jun-22	1093	11111111111111111111	
ACK													Auction Completed	01-Jun-22	01-Jun-22	01-Jun-22	1092	11111111111111111111	
																	1089	11111111111111111111	
Go to page: 1 Show rows: 25 1-25 of 25																			

Figure 1.3.11:1

c) After clicking GO button, a popup window will be opened. It will let user to the next step.

Figure 1.3.11:2

- d) Edit the Auction Notice as required.
  - e) Click the **Save** button to update Auction Notice.
  - f) User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.3.12 Paper Info (PI)

## Usage

**Paper info will be able to update the information when the legal notice expires.**

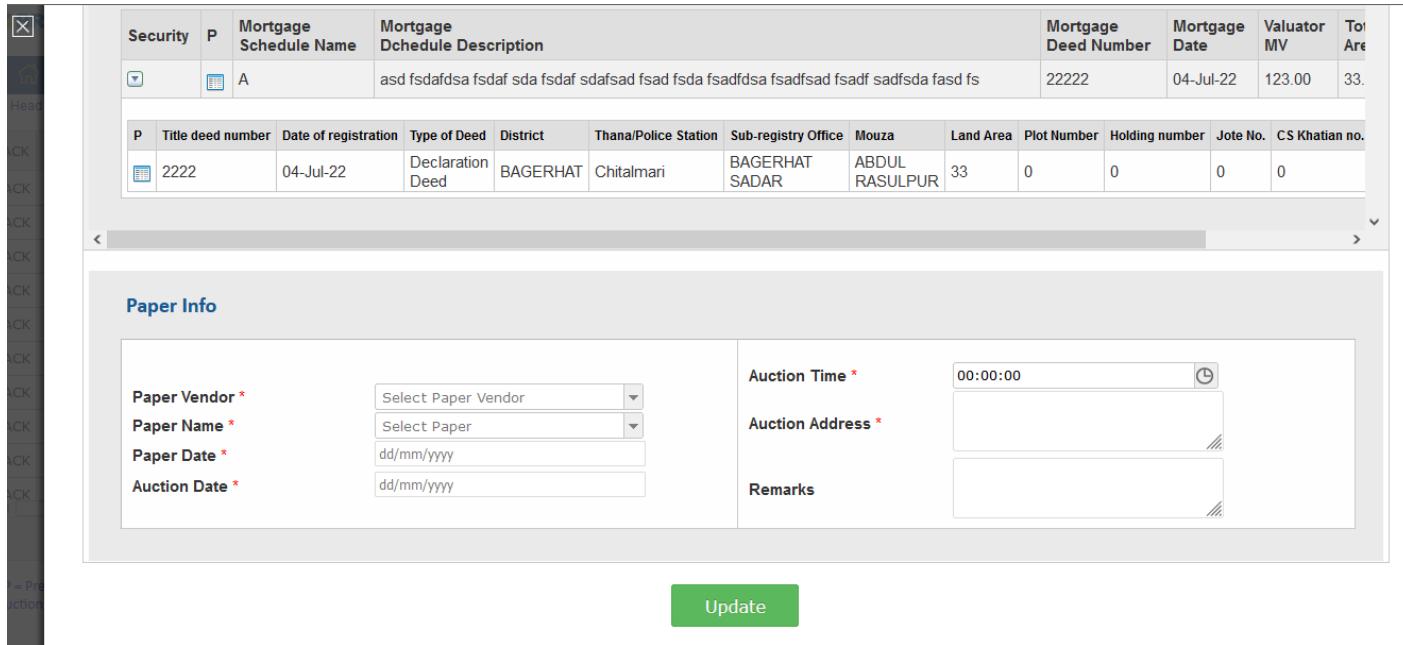
This operation is used to Update Paper Info in CMA Auction. To update Paper Info do as following:

## Menu Path

Head Office -> Auction -> **PI** (Paper Info)

### Operation

1. Find CMA Auction for which user are going to update Paper Info from CMA Auction info data table.
2. Click the icon  under **PI** column. After Click, A pop window is shown.



The screenshot shows a table with columns: Security, P, Mortgage Schedule Name, Mortgage Schedule Description, Mortgage Deed Number, Mortgage Date, Valuator MV, and Total Area. A row is selected with a checkmark icon in the P column. A pop-up window titled 'Paper Info' is overlaid, containing fields for Paper Vendor, Paper Name, Paper Date, Auction Date, Auction Time, Auction Address, and Remarks, with an 'Update' button at the bottom.

Figure 1.3.12:1

3. After click Update Button, Successfully confirmation message will be shown.
4. After Successfully Update the data will be parked to Common Queue waiting for VA to process.

### 1.3.13 Update Bidder Info (UB)

#### Usage

**Update Bidder Info (UB) will be able to update the data when Auction Date begins.**

This operation is used to Update Bidder Info in CMA Auction. To update bidder info do as following:

#### Menu Path

Head Office -> Auction -> **UB** (Update Bidder Info)

### Operation

1. Find CMA Auction for which user are going to update Bidder Info from CMA Auction info data table.
2. Click the icon  under **UB** column. After Click, A pop window is shown.

Security	P	Mortgage Schedule Name	Mortgage Dchedule Description							Mortgage Deed Number	Mortgage Date	Valuator MV	Total Area	
<input type="button" value="X"/>	<input type="button" value="In"/>	<input type="button" value="Save"/>	A	asd fsdadsa fsdad sda fsdaf sdafsd fsad fsda fsadfsda fsadfsad fsadfsda fasd fs							22222	04-Jul-22	123.00	33.
P	Title deed number	Date of registration	Type of Deed	District	Thana/Police Station	Sub-registry Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.		
<input type="button" value="Edit"/>	2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0		

**Bidder Info**

D	Bidder Name*	Bidder Details*	Bidder Rank*	Pay Order No *	Pay Order Date*	Pay Order Amount (in total)*	Bid Amount*	Auction Schedule*		R.S Plot No.*	Remarks
	<input type="text"/>	<input type="text"/>	<input type="button" value="Bidder Rank"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Schedule"/>		<input type="text"/>	<input type="text"/>
<input type="button" value="Add More"/>											

Figure 1.3.13:1

3. After click Update Button, Successfully confirmation message will be shown.
  4. After Successfully Update the data will be parked to Common Queue waiting for **AS** to process.

### 1.3.14 Auction Memo (AM)

## Usage

This operation is used to edit Auction Memo from the CMA Auction grid table.

## Menu Path

Head Office -> Auction -> **AM** (Auction Memo)

## Operation

To edit Auction Memo from the system, need to do as follows:

- a) Find Auction Memo for which the user is going to edit from CMA Auction data table.
  - b) Click the icon  under **AM** (Auction Memo) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

Figure 1.3.14:1

- c) Edit the Auction Memo as required.
  - d) Click the **Save** button to update Auction Memo.
  - e) User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.3.15 Auction Status (AS)

## Usage

This operation is used to Update Auction Status in CMA Auction. To update Auction Status do as following:

## Menu Path

Head Office -> Auction -> **AS** (Auction Status)

## Operation

1. Find Auction Status for which user are going to update Auction Status from CMA Auction info data table.
  2. Click the icon  under **AS** column. After Click, A pop window is shown.

SendToChecker Auction

2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0
------	-----------	------------------	----------	------------	----------------	----------------	----	---	---	---	---

**Bidder Info**

<input type="checkbox"/>	Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
<input type="checkbox"/>	bbb	dddd	1st		3	05-Jul-22	33333.00	3333.00	333	

Auction Status: \*

Auction Remarks\*

Figure 1.3.15:1

3. After click Save Button, Successfully confirmation message will be shown.
4. After Successfully Save the data will be parked to Common Queue waiting for **AC** to process.

### 1.3.16 Auction Confirm (AC)

#### Usage

This operation is used to Auction confirm in CMA Auction. To Auction confirm do as following:

#### Menu Path

Head Office -> Auction -> **AC** (Auction Confirm)

#### Operation

1. Find Auction Confirm for which user are going to update Auction Confirm from CMA Auction info data table.
2. Click the icon under **AC** column. After Click, A pop window is shown.

Confirm Auction

2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0
------	-----------	------------------	----------	------------	----------------	----------------	----	---	---	---	---

**Bidder Info**

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	dddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

Sign Memo:\*

Remarks :\*

Figure 1.3.16:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Head Office -> CMA Approve Queue waiting for **ACK** to process.

## 1.4 CMA Approve

### 1.4.1 View

This menu is used to manage the CMA Approve of LMS system. Using this menu's sub-menu's Head Office, the user of the system can be viewed, added, edited and other operations.

#### Menu Path

Head Office -> CMA Approve

**Litigation Management System**

User Management   SAM/RM Team   Head Office   Legal Team   Document Upload   Report   Parameter   User Manual

BRAC BANK

Head Office > CMA Approve >

Region	Select Region	Territory	Select territory	District	Select district	Unit Office	Select unit office	Rec Date	To	Search	
Status	Select Status	ACK. Date	To	APP. Date	To	Protolio	Select loan segment	CL BBL	CI BBL	Outstan	
ACK	E	STA	APV	STHO	P	Status	Serial	Protolio	Loan A/C or Card N...	A/C Name or Name on Card	Other Ac
★						Auction Completed	1109	Retail	1111111111111111	Bbl	
★						Auction Completed	1088	Retail	1111111111111111	Bbl	
ACK					✓	Send To HO Checker (abidul22...	1010	Retail	1111111111111111	Cbl	
ACK					S	Send To HOOPS (4444444)	1049	Retail	1111111111111111	Bbl	
ACK					S	Send To HOOPS (4444444)	1047	Retail	1111111111111111	Bbl	
ACK					S	Send To HOOPS (4444444)	1061	Retail	333333*****3333	Shah Md. Nazmus Shakib	1111111111111111, 1111111111111111
ACK					S	Send To HOOPS (4444444)	1028	Retail	555555*****5555	Shah Md. Nazmus Shakib	1111111111111111, 1111111111111111
ACK					S	Send To HOOPS (4444444)	1084	Retail	1111111111111111	Bbl	

Go to page: 1 Show rows: 25 1-25 of 90

BULK ACK   BULK STA   BULK APV   BULK STHO   ACK = Acknowledgement, E = Edit Facility, STA (HO) = Send to Approver (HO), APV (HO) = Approve (HO), STHO = Send to HOOPS

Figure 1.4.1:1

## 1.4.2 Acknowledgement (ACK)

### Usage

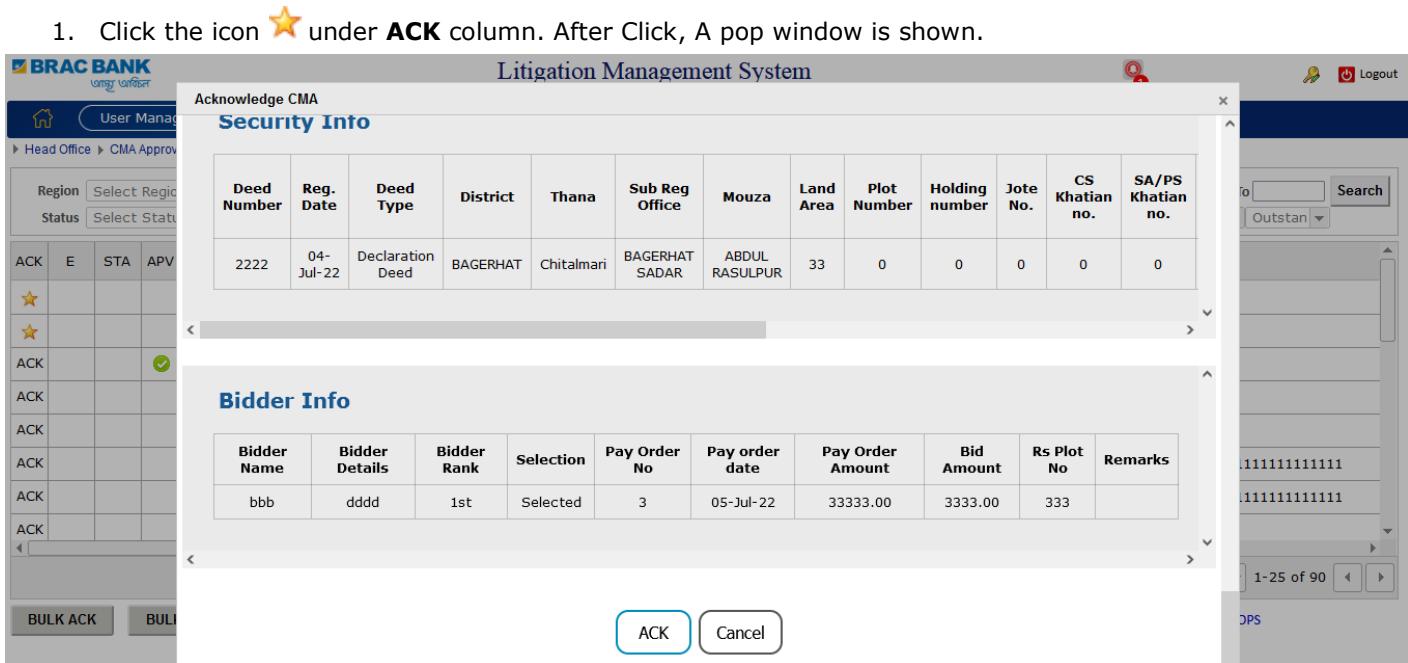
This operation is used to CMA Approve. To Acknowledgement CMA Approve do as following:

### Menu Path

Head Office -> CMA Approve ->ACK (Acknowledgement)

### Operation

1. Click the icon  under **ACK** column. After Click, A pop window is shown.



Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	ddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

Figure 1.4.2:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

## 1.4.3 Edit

### Usage

This operation is used to edit any CMA Approve from the CMA Approve grid table.

### Menu Path

Head Office -> CMA Approve -> **E** (Edit)

### Operation

To edit CMA Approve information from the system, need to do as follows:

- Find CMA Approve file for which the user is going to edit from CMA Approve data table.
- Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- Edit the CMA Details as required.
- Click the **Update** button to update CMA Approve Info.
- In case of any wrong input, system shows appropriate message. Otherwise, CMA Approve information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- New updated data will be shown with highlighted in the data table.
- User can close popup window by clicking cross icon towards the top left side of popup window.

#### 1.4.4 Send to Approver (STA)

##### Usage

This operation is used to send to Approver CMA Approver information. To send to Approver CMA Approver information do as following:

##### Menu Path

Head Office -> CMA Approver -> **STA** (Send to Approver)

##### Operation

1. Find CMA Approver for which user are going to send to Approver from CMA Approver info data table.
2. Click the icon  under **STA** column. After Click, A pop window is shown.

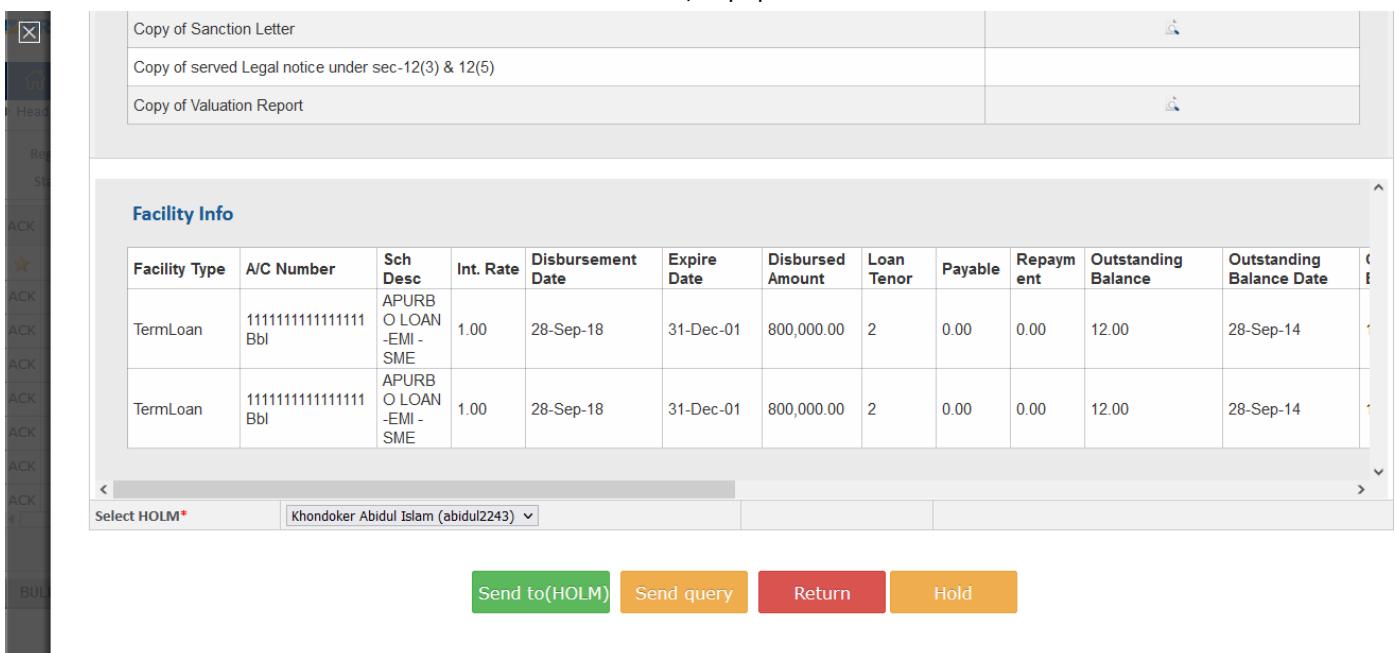


Figure 1.4.4:1

3. After click Send to (HOLM) Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Checker Common Queue waiting for **APV** to process.
5. If User want to Return, Hold then Reason should be entry.
6. If User want to Send Query then Query should be entry.

#### 1.4.5 Approve (HO) (APV)

##### Usage

This operation is used to Approve CMA Approver information. To Approve to Approver CMA Approver information do as following:

##### Menu Path

Head Office -> CMA Approver -> **APV** (Approve)

##### Operation

1. Find CMA Approver for which user are going to Approve from CMA Approver info data table.
2. Click the icon  under **APV** column. After Click, A pop window is shown.

Facility Type	A/C Number	Sch Desc	Int. Rate	Disbursement Date	Expire Date	Disbursed Amount	Loan Tenor	Payable	Repayment	Outstanding Balance	Outstanding Balance Date
TermLoan	1111111111111111 Bbl	APURB O LOAN -EMI -SME	1.00	28-Sep-18	31-Dec-01	800,000.00	2	0.00	0.00	12.00	28-Sep-14
TermLoan	1111111111111111 Bbl	APURB O LOAN -EMI -SME	1.00	28-Sep-18	31-Dec-01	800,000.00	2	0.00	0.00	12.00	28-Sep-14

**Approve**   **Return**   **Decline**

Figure 1.4.5:1

3. After click Approve Button, Approve confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue waiting for **STHO** to process.
5. If User want to Return, Decline then Reason should be entry.

#### 1.4.6 Send to HOOPS (STHO)

##### Usage

This operation is used to send to HOOPS CMA Approver information. To send to HOOPS CMA Approver information do as following:

##### Menu Path

Head Office -> CMA Approver -> **STHO** (Send to HOOPS)

##### Operation

1. Find CMA Approver for which user are going to send to HOOPS from CMA Approver info data table.
2. Click the icon  under **STHO** column. After Click, A pop window is shown.

Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

**Bidder Info**

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	ddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

Select Hoops User: \* Admin Recovery Maker(4444444)

**Send**   **Cancel**

Figure 1.4.6:1

**Fig: 20**

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Hoops Queue waiting for **FD** to process.
5. If User want to Cancel, click the Cancel Button.

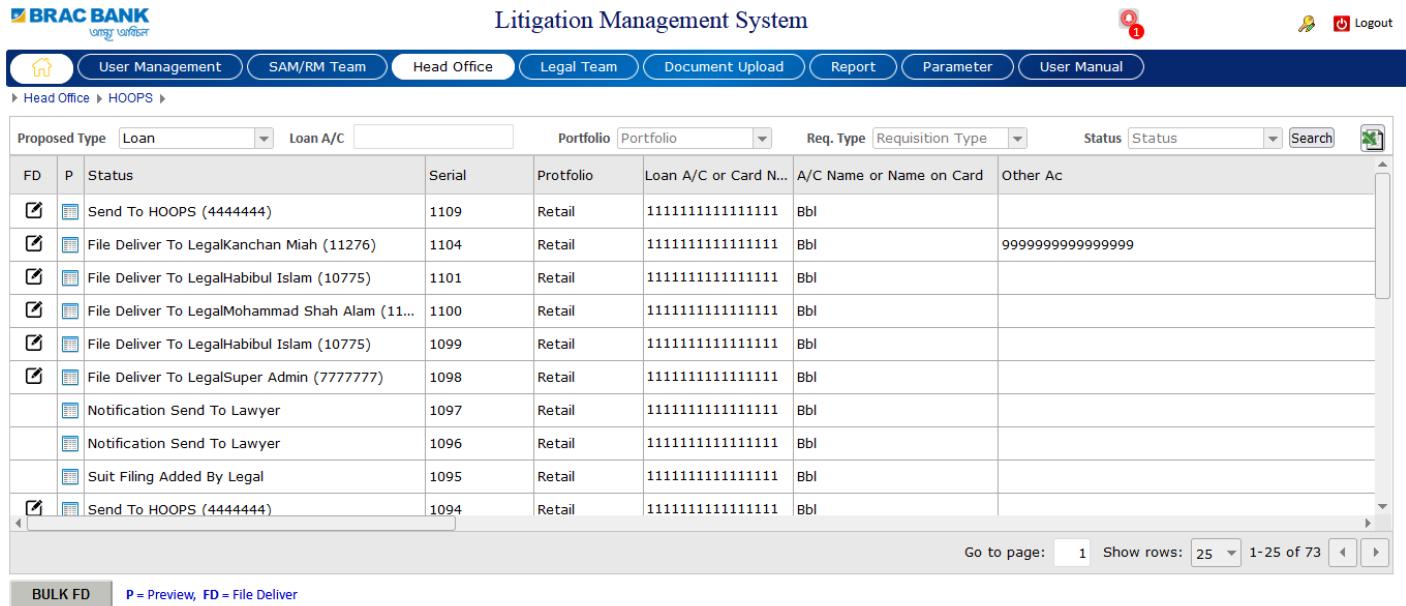
## 1.5 HOOPS

### 1.5.1 View

This menu is used to manage the CMA file of LMS system. Using this menu's sub-menu's of Head Office, the user of the system can be viewed.

Menu Path

Head Office -> HOOPS



The screenshot shows a grid of data for HOOPS entries. The columns are:

- FD
- P
- Status
- Serial
- Portfolio
- Loan A/C or Card N...
- A/C Name or Name on Card
- Other Ac

The data grid contains 14 rows of information. The first row is a header. The subsequent rows list various HOOPS entries with details such as Serial number (e.g., 1109, 1104, 1101, 1100, 1099, 1098), Portfolio (Retail), and A/C Name (e.g., 1111111111111111, Bbl). The 'Status' column shows 'Status' for most entries and '9999999999999999' for one entry. The 'P' column indicates Preview (P) for some entries. The 'FD' column contains icons for 'Send To HOOPS' and 'File Deliver'.

*Figure 1.5.1:1*

### 1.5.2 File Deliver (FD)

#### Usage

This operation is used to File Deliver HOOPS information. To File Deliver HOOPS information do as following:

#### Menu Path

Head Office -> HOOPS -> **FD** (File Deliver)

#### Operation

1. Find HOOPS for which user are going to File Deliver from HOOPS info data table.
2. Click the icon  under **FD** column. After Click, A pop window is shown.

Loan AC	AC Name	Int Rate	Date From	Date To	Generate	Libality Statement
1111111111111111	Bbl	1.00	dd/mm/yyyy	dd/mm/yyyy	<input type="button" value="Generate Statement"/>	
1111111111111111	Bbl	1.00	dd/mm/yyyy	dd/mm/yyyy	<input type="button" value="Generate Statement"/>	

**File Delivery Info**

Legal Region: Central  
 Legal User: Select legal user  
 Balance Date: dd/mm/yyyy  
 Balance:

Generated Statement  
 Upload Statement

Figure 1.5.2:1

3. Generate Statement and File Delivery info add as required.
4. After click Deliver Button, Send confirmation message will be shown.
5. After Successfully Send the data will be parked to Legal Team -> Case Management Common Queue waiting for **ACK** to process.

## 1.6 Case Management

### 1.6.1 Case Management

#### 1.6.1.1 View

This menu is used to manage the Case Management of LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

##### Menu Path

Legal Team -> Case Management -> Case Management

Data Grid												Form		
ACK	RF	AR	STM	SNL	ADI	SFA	AM	SF	P	Account Close	Status	Portfolio	Serial	Loan A/C or Card ...
★											File Deliver To Legal Kanchan Miah (11276)	Retail	1109	1111111111111111
★											File Deliver To Legal Kanchan Miah (11276)	Retail	1104	1111111111111111
★											File Deliver To Legal Habibul Islam (10775)	Retail	1101	1111111111111111
★											File Deliver To Legal Mohammad Shah Alam (11...	Retail	1100	1111111111111111
★											File Deliver To Legal Habibul Islam (10775)	Retail	1099	1111111111111111
★											File Deliver To Legal Super Admin (7777777)	Retail	1098	1111111111111111
ACK	→	→	→	→	→	→	→	→	→	Notification Send To Lawyer		Retail	1097	1111111111111111

P = Preview, ACK = Acknowledgement, RF = Reassign File, AR = Approve Reassign, STM = Statement Download, ADI = Additional Input, SNL = Send Notification To Lawyer, SF = Suit Filing, SFA = Send For Authorization, SFC = Suit File Confirm, AM = Authorization Memo

Figure 1.6.1.1:1

### 1.6.1.2 Acknowledgement (ACK)

#### Usage

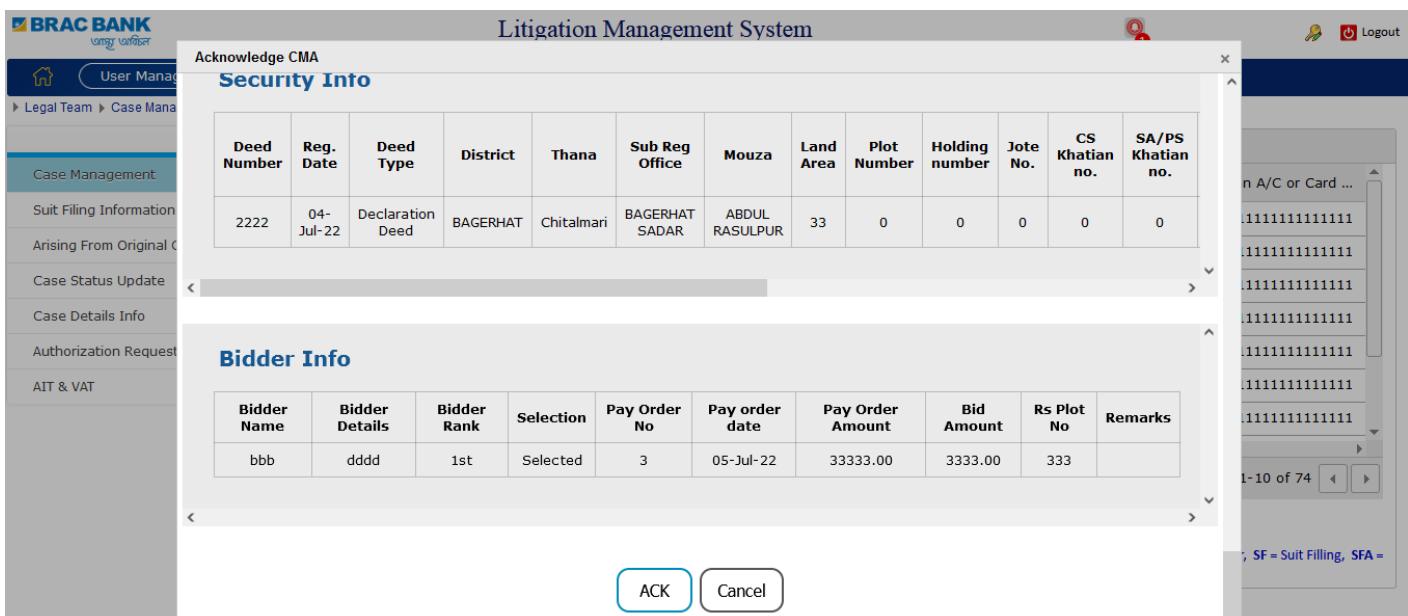
This operation is used to Case Management. To Acknowledgement CMA Approver do as following:

#### Menu Path

Legal Team -> Case Management -> Case Management -> ACK (Acknowledgement)

#### Operation

1. Find Case Management for which user are going to Acknowledgement from Case Management info data table.
2. Click the icon  under **ACK** column. After Click, A pop window is shown.



Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	dddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

ACK      Cancel

Figure 1.6.1.2:1

3. After click ACK Button, Acknowledgement confirmation message will be shown.
4. After Successfully Acknowledgement the data will be parked to Common Queue waiting for **RF/SNL** to process
5. If User want to cancel, click the Cancel button.

### 1.6.1.3 Reassign File (RF)

#### Usage

This operation is used to Reassign File Case Management information. To Reassign File Case Management information do as following:

#### Menu Path

Legal Team -> Case Management -> Case Management -> **RF** (Reassign File)

#### Operation

1. Find Reassign File for which user are going to Reassign File from Case Management info data table.
2. Click the icon  under **RF** column. After Click, A pop window is shown.

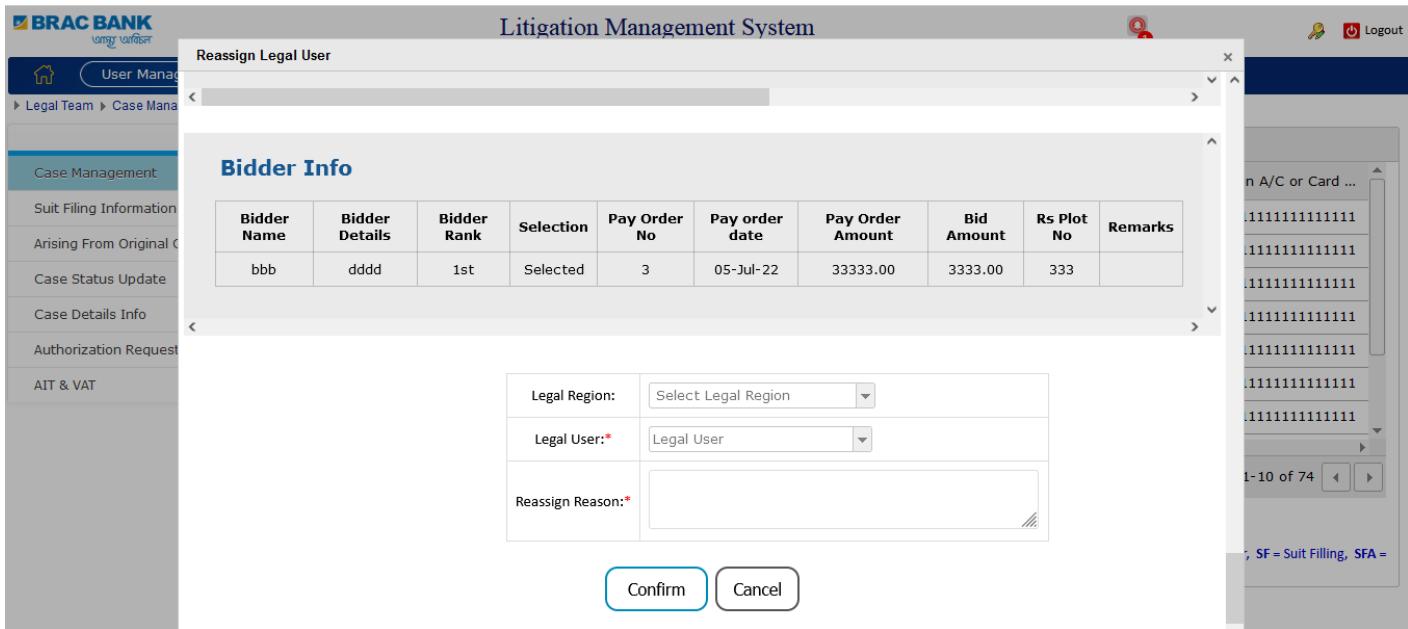


Figure 1.6.1.3:1

3. Must be required field fill up.
4. After click Confirm Button, Confirmation message will be shown.
5. After Successfully Send the data will be parked to Checker Common Queue waiting for **AR** to process.

#### 1.6.1.4 Approve Reassign (AR)

##### Usage

This operation is used to Approve Reassign File Case Management information. To Approve Reassign File Case Management information do as following:

##### Menu Path

Legal Team -> Case Management ->Case Management -> **AR** (Approve Reassign)

##### Operation

1. Find Approve Reassign File for which user are going to Approve Reassign File from Case Management info data table.
2. Click the icon under **AR** column. After Click, A pop window is shown.

Reassign Approval

**Security Info**

Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

**Bidder Info**

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	dddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

**Reject** **Approve** **Cancel**

Figure 1.6.1.4:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue waiting for **ACK** to process.
5. If User want to Reject, Reject then Reason should be entry.

### 1.6.1.5 Send Notification to Lawyer (SNL)

#### Usage

This operation is used to Send Notification to Lawyer (SNL) Case Management information. To **SNL** Case Management information do as following:

#### Menu Path

Legal Team -> Case Management ->Case Management -> **SNL** (Send Notification to Lawyer)

#### Operation

1. Find Send Notification to Lawyer for which user are going to Send Notification to Lawyer from Case Management info data table.
2. Click the icon  under **SNL** column. After Click, A pop window is shown.

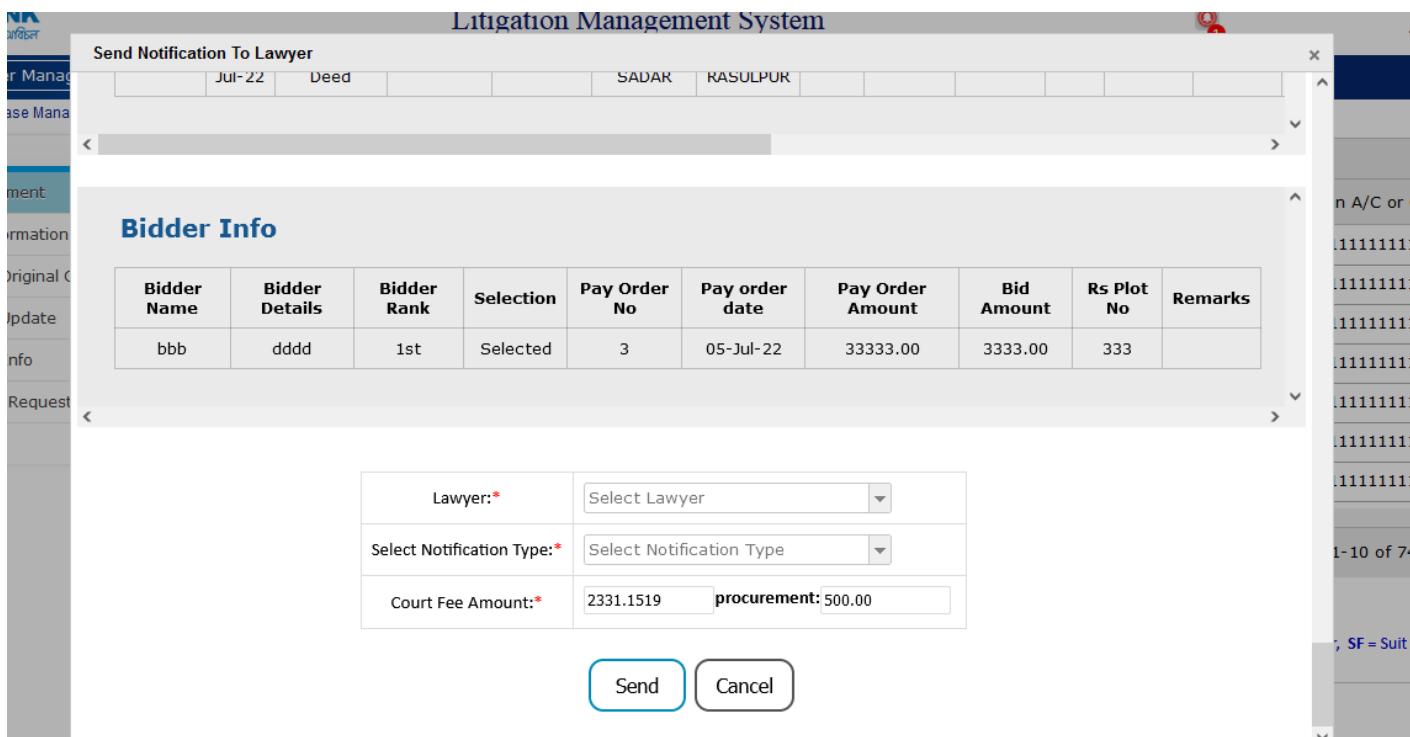


Figure 1.6.1.5:1

3. Must be required field fill up.
4. After click Send Button, Send Confirmation message will be shown.
5. After Successfully Send the data will be parked to Common Queue waiting for **ADI** to process.
6. If User want to cancel, click the cancel button.

### 1.6.1.6 Additional Input (ADI)

#### Usage

This operation is used to Additional Input Case Management information. To Additional Input Case Management information do as following:

#### Menu Path

Legal Team -> Case Management ->Case Management -> **ADI** (Additional Input)

#### Operation

1. Find Additional Input for which user are going to Additional Input from Case Management info data table.
2. Click the icon  under **ADI** column. After Click, A pop window is shown.

Figure 1.6.1.6:1

3. Must be required field fill up.
4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Common Queue waiting for **SFA** to process.

### 1.6.1.7 Send for Authorization (SFA)

#### Usage

This operation is used to send for authorization Case Management information. To send for authorization Case Management information do as following:

#### Menu Path

Legal Team -> Case Management ->Case Management -> **SFA** (Send for Authorization)

#### Operation

1. Find send for authorization for which user are going to send for authorization from Case Management info data table.
2. Click the icon ➔ under **SFA** column. After Click, A pop window is shown.

**Litigation Management System**

**Send For Authorization**

**Security Info**

Deed Number	Reg. Date	Deed Type	District	Thana	Sub Reg Office	Mouza	Land Area	Plot Number	Holding number	Jote No.	CS Khatian no.	SA/PS Khatian no.
2222	04-Jul-22	Declaration Deed	BAGERHAT	Chitalmari	BAGERHAT SADAR	ABDUL RASULPUR	33	0	0	0	0	0

**Bidder Info**

Bidder Name	Bidder Details	Bidder Rank	Selection	Pay Order No	Pay order date	Pay Order Amount	Bid Amount	Rs Plot No	Remarks
bbb	dddd	1st	Selected	3	05-Jul-22	33333.00	3333.00	333	

**Send** **Cancel**

Figure 1.6.1.7:1

3. After click Send Button, Successfully Send Confirmation message will be shown.
4. After Successfully Send the data will be parked to Head Office -> Authorization Common Queue waiting for **V** to process.
5. If User want to cancel, click the cancel button.

### 1.6.1.8 Account Close

#### Usage

This operation is used to Account Close Case Management information. To Account Close Case Management information do as following:

#### Menu Path

Legal Team -> Case Management ->Case Management -> **Account Close**

#### Operation

1. Find Account Close for which user are going to Account Closes from Case Management info data table.
2. Click the icon  under **Account Close** column. After Click, A pop window is shown.

Figure 1.6.1.8:1

3. After click Close Button, Successfully Close Confirmation message will be shown.
4. After Successfully Close the data will be parked to Common Queue.
5. If User want to cancel, click the cancel button.

### 1.6.1.9 Approve Authorization (V)

#### Usage

This operation is used to Approve Authorization File Case Management information. To Approve Authorization File Case Management information do as following:

#### Menu Path

Head Office -> Authorization -> **V** (Approve Authorization)

#### Operation

1. Find Approve Authorization File for which user are going to Approve Authorization File from Case Management info data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

Figure 1.6.1.9:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. After Successfully Approve the data will be parked to Legal Team -> Case management -> Case Management -> Common Queue waiting for **SF** to process.
6. If User want to Return, Return then Reason should be entry.

7. If User want to Hold, Hold then Reason should be entry.

## 1.6.2 Suit Filing Information

### 1.6.2.1 Add

#### Usage

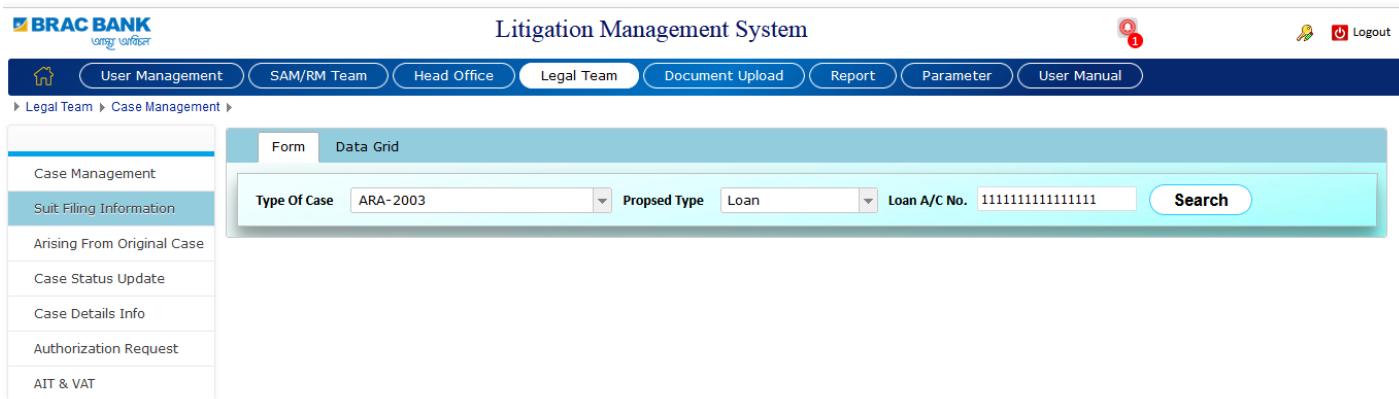
You can search by case type, Proposed type, a / c number. The search system will show the data ready for the suite file after approval. You can select at least one file to create the suite file.

#### Menu Path

Legal Team -> Case Management -> Suit Filing Information -> Form

#### Operation

1. Search Data:



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Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Logout

Legal Team > Case Management >

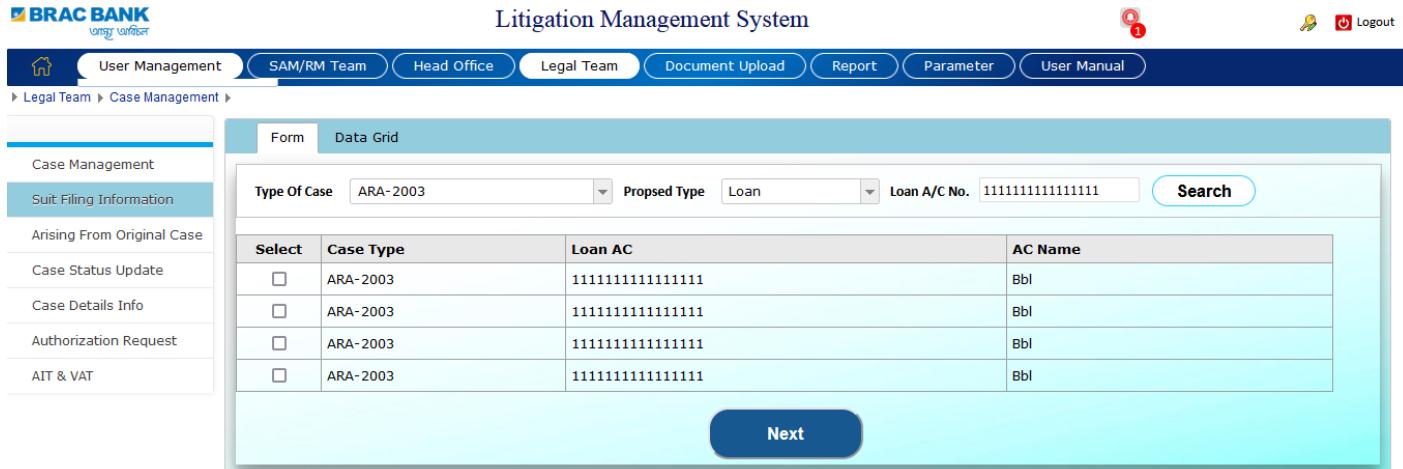
Form Data Grid

Type Of Case: ARA-2003 Proposed Type: Loan Loan A/C No.: 1111111111111111 Search

Case Management  
Suit Filing Information  
Arising From Original Case  
Case Status Update  
Case Details Info  
Authorization Request  
AIT & VAT

Figure 1.6.2.1:1

2. Show Data:



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Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Logout

Legal Team > Case Management >

Form Data Grid

Type Of Case: ARA-2003 Proposed Type: Loan Loan A/C No.: 1111111111111111 Search

Select	Case Type	Loan AC	AC Name
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl

Next

Figure 1.6.2.1:2

3. Add form:

User Management   SAM/RM Team   Head Office   Legal Team   Document Upload   Report   Parameter   User Manual

Legal Team > Case Management >

Form   Data Grid

Back

Case Management	A/C No./Card No.	1111111111111111	Next Case Status	Case Status
Suit Filing Information	Name	Bbl	Remarks On Case Sts on the Next Date	
Arising From Original Case	Type of Case*	ARA-2003	Filing Plaintiff*	Kanchan Miah (11276)
Case Status Update	Filing Date*	dd/mm/yyyy	Case Dealing Officer*	Kanchan Miah (11276)
Case Details Info	Case Number*	Artho	Dealing Lawyer*	12 BC LAW CHAMBER
Authorization Request	Case Claim Amount*	3.00	Present Name Of The Court*	Select Court
AIT & VAT	Previous Date*	dd/mm/yyyy	Judge Name	
	Case Status On The Previous Date*	Case Status	Judge Phone	
	Previous Activities Taken*	Case Activities		
	Next Date*	dd/mm/yyyy		
	Arji Copy*			

**Expenses**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	Lawyer	12 BC LAW CHAMBER	Filing	dd/mm/yyyy	1000	
	Lawyer	12 BC LAW CHAMBER	Drafting	dd/mm/yyyy	2000	
	Lawyer	12 BC LAW CHAMBER	Drafting of Summons No	dd/mm/yyyy	500	

Save

Figure 1.6.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **Next** process.

### 1.6.2.2 Edit

#### Usage

This operation is used to edit any Suit File from the Suit Filling grid table.

#### Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **E** (Edit)

#### Operation

To edit Suit Filling information from the system, need to do as follows:

- a) Find Suit file for which the user is going to edit from Suit Filling data table.
- b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Suit Filling Details as required.

- d) Click the **Update** button to update Suit Filling Info.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Suit Filling information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.6.2.3 Delete

#### Usage

This operation is used to delete Suit Filling Information.

#### Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **D** (Delete)

#### Operation

To delete a Suit File, the user needs to do as follows:

1. Finding the Suit File for which the user is going to delete from the Suit Filling data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Suit File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the CMA is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Suit File with its reason.

### 1.6.2.4 Suit File Confirm (SFC)

#### Usage

This operation is used to Suit File Confirm in Suit Filling Information. To Suit File Confirm do as following:

#### Menu Path

Legal Team -> Case Management -> Suit Filling Information -> **SFC** (Suit File Confirm)

#### Operation

1. Find Suit File Confirm for which user are going to update Suit File Confirm from Suit Filling info data table.
2. Click the icon  under **SFC** column. After Click, A pop window is shown.

Figure 1.6.2.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

### 1.6.3 Arising From Original Case

#### 1.6.3.1 Add

##### Usage

You can search by case type, Proposed type, a / c number. The search system will show all Suit Filling Data. You can select at least one file to create the Arising case.

##### Menu Path

Legal Team -> Case Management -> Arising From Original Case -> Form

##### Operation

1. Search Data:

Figure 1.6.3.1:1

2. Show Data:

**Litigation Management System**

Select	Case Type	Loan AC	AC Name	Case Number
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/3333
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asd/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022

**Next**

Figure 1.6.3.1:2

### 3. Add form:

**Litigation Management System**

A/C No./Card No.	1111111111111111
Name	Bbl
Case Name*	Case Name
New Filing Date*	dd/mm/yyyy
Previous Case Number	asdf/3333
New Case Number*	case number / 2022
Case Claim Amount*	444.00
Next Date*	dd/mm/yyyy
Next Case Status*	Case Status
Both Case Running	<input type="checkbox"/>
Previous Case Merge With New Case	<input checked="" type="checkbox"/>
Filing Plaintiff*	1
Present Lawyer Name*	12 BC LAW CHAMBER
Present Name Of The Court*	court-1
Remarks	

**Save**

Figure 1.6.3.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 1.6.3.2 Edit

### Usage

This operation is used to edit any arising case File from the Arising Case File grid table.

### Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **E** (Edit)

### Operation

To edit Arising Case File information from the system, need to do as follows:

- Find Suit file for which the user is going to edit from Arising Case File data table.
- Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- Edit the Arising Case File Details as required.
- Click the **Update** button to update Arising Case File Info.

- e) In case of any wrong input, system shows appropriate message. Otherwise, Arising Case File information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 1.6.3.3 Delete

#### Usage

This operation is used to delete Arising Case File Information.

#### Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **D** (Delete)

#### Operation

To delete a Arising Case File, the user needs to do as follows:

1. Finding the Arising Case File for which the user is going to delete from the Arising Case Filling data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Arising Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the CMA is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Suit File with its reason.

### 1.6.3.4 Suit File Confirm (SFC)

#### Usage

This operation is used to Arising Case File Confirm in Arising Case File Information. To Arising Case File Confirm do as following:

#### Menu Path

Legal Team -> Case Management -> Arising From Original Case -> **SFC** (Suit File Confirm)

#### Operation

1. Find Arising Case File Confirm for which user are going to update Arising Case File Confirm from Arising Filling info data table.
2. Click the icon  under **SFC** column. After Click, A pop window is shown.

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Litigation Management System

Confirm Suit File

Case Name:Artho Appeal	Case Number:ara/3333(Artho- 1822/2022)
Next Date: 22-Jun-22	Next Case Status:Auction 33(1)
Remarks:	Filing Plaintiff:
Filing Date:22-Jun-22	Suit File Entry Date:22-Jun-22
Both Case Running:No	Merge With Previous Case:Yes
Present Lawyer Name:A&T Associate	Present Court Name:court- 1
Case Claim Amount:333.00	Suit File Entry By:Super Admin (7777777)

**Expense Info**

Expense Type	Vendor Name	Activities Name	Activities Date	Amount	Remarks
Lawyer	Mr.Monjur E Elahi Porag	Drafting	22-Jun-22	1000.00	

Confirm Cancel

Figure 1.6.3.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

## 1.6.4 Case Status Update

### 1.6.4.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Case Status Update.

#### Menu Path

Legal Team -> Case Management -> Case Status Update -> Form

#### Operation

1. Search Data:

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Litigation Management System

Case Management

Suit Filing Information

Arising From Original Case

**Case Status Update**

Case Details Info

Authorization Request

AIT & VAT

Form Data Grid

Type Of Case Type Of Case Proposed Type Loan Loan A/C No. Case No. Search

Figure 1.6.4.1:1

2. Show Data:

**Litigation Management System**

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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Case status update

Form Data Grid

Type Of Case Legal Notice Proposed Type Loan Loan A/C No. 1111111111111111 Case No. Search

Select	Case Type	Loan AC	AC Name	Case Number
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/3333
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asd/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022

Next

Figure 1.6.4.1:2

3. Add form:

**Litigation Management System**

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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Case status update

Form Data Grid

Back

Previous Case Status Argument

Previous Case Date

Previous Date Case Status Remarks

New Lawyer Name Select Lawyer

New Court Name Select Court

Case activities Date\* dd/mm/yyyy

New Case Status\* Case Status

Next Case Date\* dd/mm/yyyy

Next Case Status\* Select Purpose

Next Date Case Status Remarks

Transfer To Other District Plaintiff Select Plaintiff

Transfer To Other District Select District

Final Remarks Running

Remarks

**Expenses**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	Lawyer	12 BC LAW CHAMBER	Select Activity	dd/mm/yyyy		

Add More +

Save

Figure 1.6.4.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

**1.6.4.2 Edit**

**Usage**

This operation is used to edit any Suit File from the Case Status grid table.

#### **Menu Path**

Legal Team -> Case Management -> Case Status Update -> **E** (Edit)

#### **Operation**

To edit Case Status information from the system, need to do as follows:

- A) Find Suit file for which the user is going to edit from Case Status data table.
- B) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- C) Edit the Case Status Details as required.
- D) Click the **Update** button to update Case Status.
- E) In case of any wrong input, system shows appropriate message. Otherwise, Case Status will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- F) New updated data will be shown with highlighted in the data table.
- G) User can close popup window by clicking cross icon towards the top left side of popup window.

### **1.6.4.3 Delete**

#### **Usage**

This operation is used to delete Case Status.

#### **Menu Path**

Legal Team -> Case Management -> Case Status Update -> **D** (Delete)

#### **Operation**

To delete a Case Status, the user needs to do as follows:

1. Finding the Case Status for which the user is going to delete from the Case Status data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case Status. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the CMA is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### **1.6.4.4 Suit File Confirm (SFC)**

#### **Usage**

This operation is used to Suit File Confirm in Case Status Update. To Suit File Confirm do as following:

#### **Menu Path**

Legal Team -> Case Management -> Case Status Update -> **SFC** (Suit File Confirm)

#### **Operation**

1. Find Suit File Confirm for which user are going to update Suit File Confirm from Case Status Update data table.
2. Click the icon  under **SFC** column. After Click, A pop window is shown.

Litigation Management System

Send To Checker					
Vendor Type	Vendor Name	Activities Name	Activities Date	Amount	Remarks
Lawyer	12 BC LAW CHAMBER	All necessary papers withdrawal for case filing	05-Jul-22	0.00	

**Case Status History**

Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Auction	Auction	Super Admin (7777777)	28-Mar-22 07:38 PM	28-Mar-22	Auction	asd

[Send](#) [Cancel](#)

Figure 1.6.4.4:1

3. After click Confirm Button, Successfully confirmation message will be shown.
4. After Successfully Confirm the data will be parked to Common Queue.

#### 1.6.4.5 Next Date Update (U)

##### Usage

This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

##### Menu Path

Legal Team -> Case Management -> Case Status Update -> **U** (Next Date Update)

##### Operation

1. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
2. Click the icon  under **U** column. After Click, A pop window is shown.

Litigation Management System

Update Next Date					
Lawyer	12 BC LAW CHAMBER	withdrawal for case filing	05-Jul-22	0.00	

**Case Status History**

Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Auction	Auction	Super Admin (7777777)	28-Mar-22 07:38 PM	28-Mar-22	Auction	asd

Next Date\*

[Save](#) [Cancel](#)

Figure 1.6.4.5:1

3. After click Save Button, Successfully confirmation message will be shown.

- After Successfully Save the data will be parked to Common Queue.

### 1.6.5 Case Details Info

#### Usage

This operation is used to preview the details of Case Details.

#### Menu Path

Legal Team -> Case Management ->Case Details Info -> Account Wise Case Details

#### Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

P	SI No	A/C Number	Other's AC	A/C Name	3 Type of case	Type Of Case	Filing Date	Case Number	Case Claim Amount	Previous Date	Case Status On The Previous	District	I.R
1	1111111111111111		Bbl	NI Act-138	Appeal	Appeal	23-Mar-22	ara/2022	2.00	23-Mar-22	Auction	B. BARIA	C
2	1111111111111111		Bbl	ARA-2003	Artho Appeal	Artho Appeal	23-Mar-22	ara/2022	3.00	23-Mar-22	Argument	B. BARIA	C
3	1111111111111111		Bbl	ARA-2003	Artho Appeal	Artho Appeal	23-Mar-22	ara/3333	3.00	17-Apr-22	Argument	B. BARIA	C
4	1111111111111111		Cbl	ARA-2003	Artho Appeal	Artho Appeal	16-Mar-22	ara/3333	333.00	23-Mar-22	Argument	B. BARIA	C
5	1111111111111111		Bbl	ARA-2003	Artho Jari	Artho Jari	24-Mar-22	tera/2222	2.00	03-Jul-22	Auction 33(4)	B. BARIA	C

Figure 1.6.5:1

### 1.6.6 Authorization Request

#### 1.6.6.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Authorization Request.

#### Menu Path

Legal Team -> Case Management -> Authorization Request -> Form

#### Operation

- Search Data:

**Litigation Management System**

Figure 1.6.6.1:1

**2. Show Data:**

Select	Case Type	Loan AC	AC Name	Case Number
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/3333
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asd/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022

Figure 1.6.6.1:2

**3. Add form:**

Figure 1.6.6.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 1.6.6.2 Edit

### **Usage**

This operation is used to edit any Authorization Request from the Authorization Request grid table.

### **Menu Path**

Legal Team -> Case Management -> Authorization Request -> **E** (Edit)

### **Operation**

To edit Authorization Request from the system, need to do as follows:

- a) Find Authorization Request for which the user is going to edit from Authorization Request data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Authorization Request as required.
- d) Click the **Update** button to update Case Status.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Authorization Request will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### **1.6.6.3 Delete**

#### **Usage**

This operation is used to delete Authorization Request.

#### **Menu Path**

Legal Team -> Case Management -> Authorization Request -> **D** (Delete)

#### **Operation**

To delete a Authorization Request, the user needs to do as follows:

1. Finding the Authorization Request for which the user is going to delete from the Authorization Request data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Authorization Request. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Authorization Request is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Authorization Request with its reason.

### **1.6.6.4 Send For Authorization (SFA)**

#### **Usage**

This operation is used to send for authorization, Authorization Request information. To send for authorization information do as following:

#### **Menu Path**

Legal Team -> Case Management -> Authorization Request -> **SFA** (Send for Authorization)

#### **Operation**

1. Find send for authorization for which user are going to send for authorization from Authorization Request info data table.
2. Click the icon  under **SFA** column. After Click, A pop window is shown.

Litigation Management System

Send For Authorization Request

<b>Authorization Type:</b> Appear In Appeal Case	<b>Case Name:</b> Artho Appeal
<b>Loan AC.:</b> 1111111111111111	<b>AC Name:</b> Bbl
<b>Case Number:</b> ara/3333	<b>Borrower Name:</b> Bbl
<b>Proprietor Address:</b>	<b>Type Of Case:</b> ARA-2003
<b>Present Representative:</b> Super Admin (7777777)	<b>New Representative:</b>
<b>Entry By:</b> Super Admin (7777777)	<b>Entry Date Time:</b> 10-May-22
<b>Update By:</b>	<b>Update Date Time:</b>

[Send](#) [Cancel](#)

Figure 1.6.6.4:1

3. After click Send Button, Successfully Send Confirmation message will be shown.
4. After Successfully Send the data will be parked to Common Queue AND Head Office -> Authorization Common Queue waiting for **V/LMA** to process.
5. If User want to cancel, click the cancel button.

### 1.6.6.5 Legal Manager Authorization (LMA)

#### Usage

**If Head Office Authorization absent or not response, Legal Manager Authorization (LMA) approve the request.**

This operation is used to Approve Authorization File Authorization Request. To Approve Authorization File Authorization Request do as following:

#### Menu Path

Legal Team -> Case Management ->Authorization Request -> **LMA** (Legal Manager Authorization)

#### Operation

1. Find Approve Authorization File for which user are going to Approve Authorization File from Authorization Request data table.
2. Click the icon  under **LMA** column. After Click, A pop window is shown.

Authorize Request

Authorization Type	Filling Authorization	Status	Send For Authorization
Loan AC.	1111111111111111	AC Name	Bbl
Selected Lawyer	12 BC LAW CHAMBER	Legal Notice Sent Date	05-Jul-22
Legal Notice Validity Date	05-Jul-22	Legal Notice Status	Legal Notice Sent
Final Legal Notice			
Send For Authorization By	Super Admin2 (6666666)	Send For Authorization Date	05-Jul-22 02:50 PM

[Approve](#) [Return](#) [Hold](#)

Figure 1.6.6.5:1

3. After click Approve Button, Approve Confirmation message will be shown.

4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. If User want to Return, Return then Reason should be entry.
6. If User want to Hold, Hold then Reason should be entry.

### 1.6.6.6 Approve Authorization (V)

#### Usage

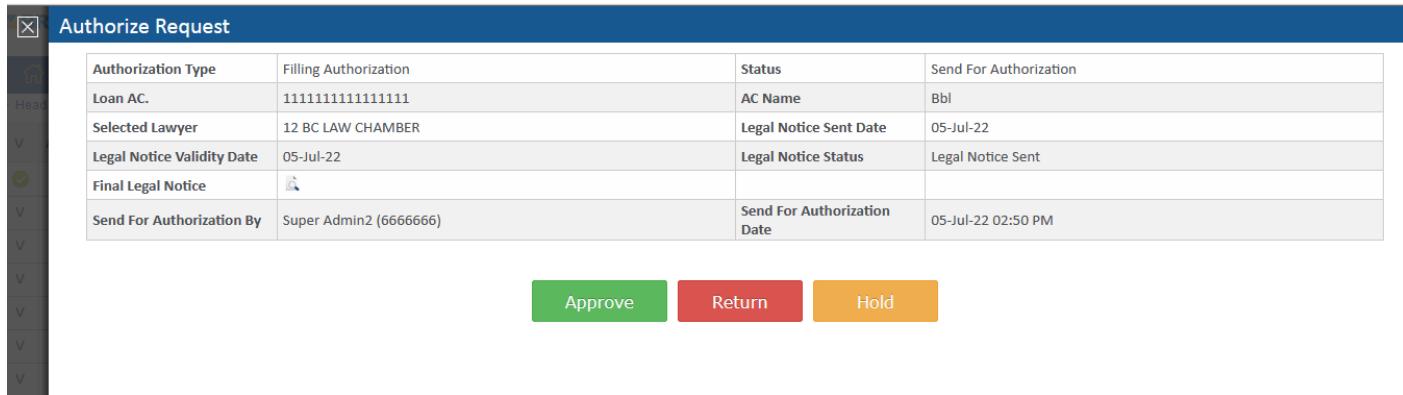
This operation is used to Approve Authorization File Authorization Request. To Approve Authorization File Authorization Request do as following:

#### Menu Path

Head Office -> Authorization -> **V** (Approve Authorization)

#### Operation

1. Find Approve Authorization File for which user are going to Approve Authorization File from Authorization Request data table.
2. Click the icon  under **V** column. After Click, A pop window is shown.



The screenshot shows a table titled 'Authorize Request' with the following data:

Authorization Type	Filing Authorization	Status	Send For Authorization
Loan AC.	1111111111111111	AC Name	Bbl
Selected Lawyer	12 BC LAW CHAMBER	Legal Notice Sent Date	05-Jul-22
Legal Notice Validity Date	05-Jul-22	Legal Notice Status	Legal Notice Sent
Final Legal Notice			
Send For Authorization By	Super Admin2 (6666666)	Send For Authorization Date	05-Jul-22 02:50 PM

Below the table are three buttons: **Approve** (green), **Return** (red), and **Hold** (orange).

Figure 1.6.6.6:1

3. After click Approve Button, Approve Confirmation message will be shown.
4. After Successfully Approve the data will be parked to Common Queue and Download Authorization Memo.
5. After Successfully Approve the data will be parked to Legal Team -> Case management -> Authorization Request -> Data Grid Common Queue and Download Authorization Memo.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Hold, Hold then Reason should be entry.

## 2 Warrant of Arrest (WA)

### 2.1 Pending

#### 2.1.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Warrant of Arrest -> Pending

#### Operation

Data will be parked in this grid under NI Act judgment or Autho Jari Warrant of arrest.

Warrant Of Arrest											
<a href="#">Data Grid</a> <a href="#">Form</a>											
E	S	V	P	Case Status	Account Name	Account	Type	CMA Serial No	Case name	Case Number	Amount
		V	<input type="button" value="Judgement"/>	Judgement	Shah Md. Nazmus ...	111111*****1111	Card	1068		asdfsdf/2022	10.00
<input checked="" type="checkbox"/>	<input type="button" value="➡"/>	<input type="button" value="Judgement"/>	<input type="button" value="Bbl"/>	Bbl	1111111111111111	Loan	1067			ara2022/2022	23.00
		V	<input type="button" value="Judgement"/>	Judgement	Shah Md. Nazmus ...	111111*****1111	Card	1064		ara/2000	10.00
		V	<input type="button" value="Warrant Of Arrest"/>	Warrant Of Arrest	Bbl	1111111111111111	Loan	1006	Artho Jari	ara/3333/ara/...	3.00

Go to page:  Show rows:  1-4 of 4

E = Edit, S = Send to Checker, V = Verify, P = Preview

Figure 2.1.1:1

## 2.1.2 Edit

### Usage

This operation is used to edit any Warrant of Arrest from the Warrant of Arrest grid table.

### Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **E** (Edit)

### Operation

To edit Pending information from the system, need to do as follows:

- Find Pending info for which the user is going to edit from Pending data table.
- Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

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Legal Team Warrant of Arrest

Warrant Of Arrest		Data Grid			Form																						
Pending	Conviction	Settled	<input type="checkbox"/>	Arrested By*	Arrested by Court	Loan Account	Account Name																				
Executed				W/A Status*	Running	Case Number	1111111111111111 Bbl ara2022/2022																				
Settled				Execution Criteria*	First																						
Pending Incentive				Police Station Sharok no	Police Station Sharok No																						
Executed Incentive				Issue Date	dd/mm/yyyy																						
				Police Station Name	Police Station Name																						
				W/A Copy Attested*																							
<b>Who Executed?</b> <table border="1"> <tr> <td><input checked="" type="checkbox"/> Nur Nahar (Borrower)</td> <td>Date: 07/06/2022</td> <td>Remarks</td> </tr> <tr> <td><input type="checkbox"/> Nur Nahar (Guarantor/Owner)</td> <td>Date: dd/mm/yyyy</td> <td>Remarks</td> </tr> </table>					<input checked="" type="checkbox"/> Nur Nahar (Borrower)	Date: 07/06/2022	Remarks	<input type="checkbox"/> Nur Nahar (Guarantor/Owner)	Date: dd/mm/yyyy	Remarks																	
<input checked="" type="checkbox"/> Nur Nahar (Borrower)	Date: 07/06/2022	Remarks																									
<input type="checkbox"/> Nur Nahar (Guarantor/Owner)	Date: dd/mm/yyyy	Remarks																									
<b>Executor</b> <table border="1"> <thead> <tr> <th>Pin</th> <th>Name</th> <th>Type</th> <th>Amount</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td>7777777</td> <td>Super Admin</td> <td>Recovery Maker</td> <td>1000.00</td> <td>sdfds</td> </tr> <tr> <td> Pin</td> <td>red</td> <td>Others</td> <td>1000.00</td> <td>Remarks</td> </tr> <tr> <td> 5555555</td> <td>Super Admin3</td> <td>Recovery Maker</td> <td>5000.00</td> <td>Remarks</td> </tr> </tbody> </table>								Pin	Name	Type	Amount	Remarks	7777777	Super Admin	Recovery Maker	1000.00	sdfds	Pin	red	Others	1000.00	Remarks	5555555	Super Admin3	Recovery Maker	5000.00	Remarks
Pin	Name	Type	Amount	Remarks																							
7777777	Super Admin	Recovery Maker	1000.00	sdfds																							
Pin	red	Others	1000.00	Remarks																							
5555555	Super Admin3	Recovery Maker	5000.00	Remarks																							
<input type="button" value="Update"/>																											

Figure 2.1.2:1

- c) Edit the Warrant of Arrest Details as required.
- d) Click the **Update** button to update Warrant of arrest Info.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Warrant of Arrest information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 2.1.3 Send to Checker (STC)

#### Usage

This operation is used to send to checker Warrant of Arrest. To send to checker Warrant of Arrest do as following:

#### Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **STC** (Send to Checker)

#### Operation

6. Find STC for which user are going to STC from Warrant of arrest data table.
7. Click the icon under **STC** column. After Click, A pop window is shown.

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SendToChecker Auction

A	asd fsdafds fsdaf sda fsdaf sdafsd fsaf fsda fsafdsda fsadfsad fsadfsa fasdf sadsfsa fasd fs	22222	04-Jul-22	valuator-1	04-Jul-22	123.00	1223.00				
---	--	-------	-----------	------------	-----------	--------	---------	--	--	--	--

ACK E STC

ACK  →

ACK

P = Preview, E = Edit, A = Auction Confirm

Send Cancel

Notice, AM = Auction Memo, AC =

Figure 2.1.3:1

8. After click Send Button, Send confirmation message will be shown.
9. After Successfully Send the data will be parked to Checker Common Queue waiting for VA to process.
10. User can close popup window by clicking cross icon towards the top left side of popup window.

## 2.1.4 Verify (V)

### Usage

This operation is used to Verify Warrant of Arrest. To Verify Warrant arrest do as following:

### Menu Path

Legal Team -> Warrant of Arrest -> Pending -> **V** (Verify)

### Operation

1. Find Warrant of arrest for which user are going to Verify from Warrant of Arrest Pending data table.
2. Click the icon  under **V** column. After Click, A pop window is shown.

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Warrant Of Arrest

Nature of WA	Conviction	W/A Copy Attested	
--------------	------------	-------------------	--

Who Executed?

Name	Executed Date	Remarks
Nur Nahar (M)	07-06-2022	

Executor

Type	Pin	Name	Amount	Status	Remarks
Recovery Maker	7777777	Super Admin	1000.00	paid	sdfds
Others		red	1000.00	paid	
Recovery Maker	5555555	Super Admin3	5000.00		

Verify Cancel

Figure 2.1.4:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Common Queue.
5. If User want to Cancel, Click cancel button.

## 2.2 Executed

### 2.2.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Warrant of Arrest -> Executed

#### Operation

Data will be parked in this grid Warrant of arrest pending data after verify.

Warrant Of Arrest									
<div style="display: flex; justify-content: space-between;"> <span>Proposed Type</span> <span>Loan</span> <span>Loan A/C</span> <span>Case Number</span> <span>Serial No.</span> <span>Arrested By</span> <span>Nature of Warrant</span> <span>Search</span> </div>									
E	P	Status	Account Name	Account	Type	CMA Serial No	Case name	Case Number	Amount
<input checked="" type="checkbox"/>		Pending	Bbl	1111111111111111	Loan	1006	Artho Jari	ara/3333/ara/...	3.00
<input checked="" type="checkbox"/>		Pending	Bbl	1111111111111111	Loan	1067		ara2022/2022	23.00
<input checked="" type="checkbox"/>		Pending	Bbl	1111111111111111	Loan	1031	Artho Mis	tera2/2024	2.00

Figure 2.2.1:1

### 2.2.2 Edit

#### Usage

This operation is used to edit any Warrant of Arrest from the Warrant of Arrest executed grid table.

#### Menu Path

Legal Team -> Warrant of Arrest -> Executed -> E (Edit)

#### Operation

To edit Executed information from the system, need to do as follows:

- a) Find Executed info for which the user is going to edit from Executed data table.
- b) Click the icon under E (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

Home User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team > Warrant of Arrest >

Warrant Of Arrest

Pending  
Executed  
Settled  
Pending Incentive  
Executed Incentive

Data Grid Form

**Nature of W/A\*** Artho Jari

**Settled**

**Arrested By\*** Motivational

**W/A Status\*** Running

**Execution Criteria\*** Third

**Police Station Sharok no** Police Station Sharok No

**Issue Date** dd/mm/yyyy

**Police Station Name** Police Station Name

**W/A Copy Attested\***

**Who Executed?**

		Date	Remarks
<input checked="" type="checkbox"/>	Nur Nahar (Borrower)	16/06/2022	Remarks
<input type="checkbox"/>	Nur Nahar (Guarantor/Owner)	dd/mm/yyyy	Remarks

**Executor**

	Pin	Name	Type	Amount	Remarks
	7777777	Super Admin	Recovery Maker	1000.00	assa
<input type="checkbox"/>	Pin	erw	Others	1000.00	Remarks
<input type="checkbox"/>	4444444	Admin Recovery Maker	HOOPS	100.00	Remarks

Add More

**Update**

Figure 2.2.2:1

- c) Edit the Warrant of Arrest Details as required.
- d) Click the **Update** button to update Warrant of arrest Info.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Warrant of Arrest information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 2.3 Settled

### 2.3.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Warrant of Arrest -> Settled

#### Operation

Data will be parked in this grid Warrant of arrest data when status is settled.

Figure 2.3.1:1

## 2.4 Pending Incentive

### 2.4.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Warrant of Arrest -> Pending Incentive

#### Operation

Data will be parked in this grid Warrant of arrest Executor data after verify.

Figure 2.4.1:1

### 2.4.2 Send to Checker (STC)

#### Usage

This operation is used to send to checker Warrant of Arrest. To send to checker Warrant of Arrest do as

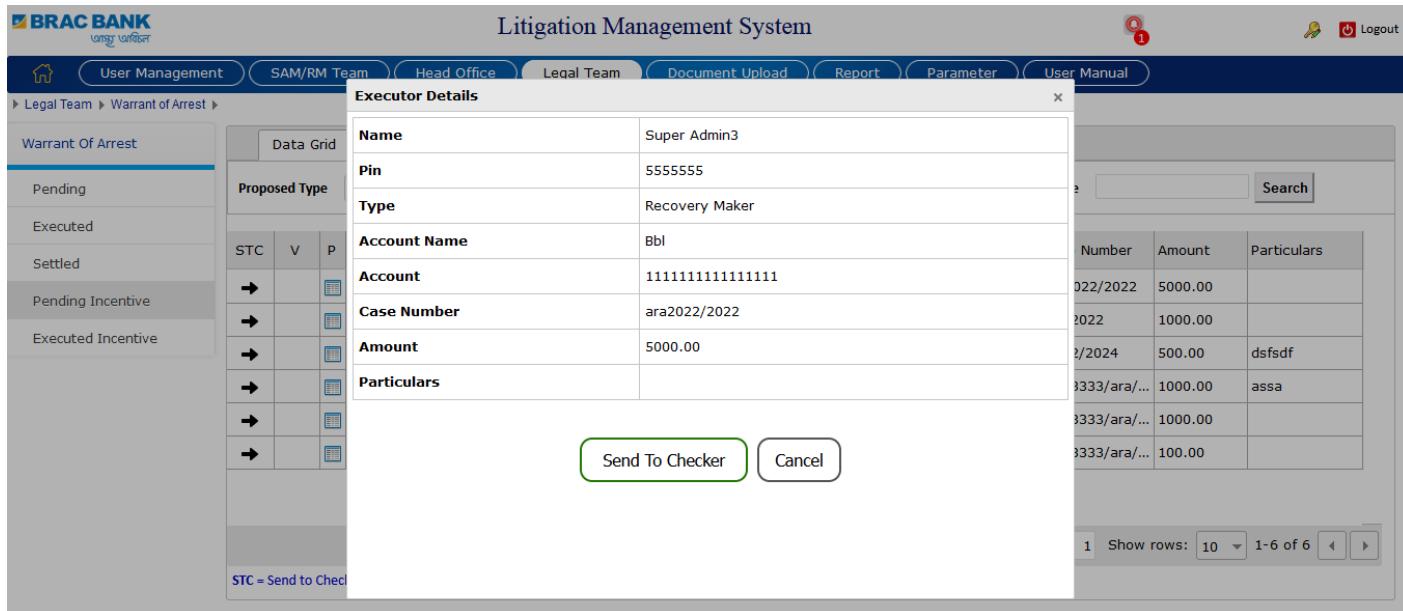
following:

#### Menu Path

Legal Team -> Warrant of Arrest -> Pending Incentive -> **STC** (Send to Checker)

#### Operation

1. Find Pending Incentive for which user are going to send to checker from Warrant of arrest data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



Number	Amount	Particulars
022/2022	5000.00	
2022	1000.00	
2/2024	500.00	dsfsdf
3333/ara/...	1000.00	assa
3333/ara/...	1000.00	
3333/ara/...	100.00	

Figure 2.4.2:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Checker Common Queue waiting for VA to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

### 2.4.3 Verify (V)

#### Usage

This operation is used to Verify Warrant of Arrest Pending Incentive. To Verify Warrant arrest do as following:

#### Menu Path

Legal Team -> Warrant of Arrest -> Pending Incentive -> **V** (Verify)

#### Operation

- a) Find Warrant of arrest for which user are going to Verify Pending Incentive from Warrant of Arrest Pending Incentive data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

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Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Warrant of Arrest

Executor Details

Name	Super Admin3
Pin	555555
Type	Recovery Maker
Account Name	Bbl
Account	1111111111111111
Case Number	ara2022/2022
Amount	5000.00
Particulars	Verify

Number Amount Particulars

02/2022	5000.00	
02/2022	1000.00	
02/2024	500.00	dsfsdf
03/2022	1000.00	assa
03/2022	1000.00	
03/2022	100.00	

Verify Cancel

1 Show rows: 10 1-6 of 6

STC = Send to Check

Figure 2.4.3:1

- c) After click Verify Button, Verify Confirmation message will be shown.
- d) After Successfully Verify the data will be parked to Executed Incentive Common Queue.
- e) If User want to Cancel, Click cancel button.

## 2.5 Executed Incentive

### 2.5.1 View

This menu is used to manage the Warrant of Arrest in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Warrant of Arrest -> Executed Incentive

#### Operation

Data will be parked in this grid Warrant of arrest Pending Incentive data after verify.

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Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Warrant of Arrest

Warrant Of Arrest

Pending	Super Admin	7777777	Recovery Maker	Bbl	1111111111111111	tera2/2024	1000.00		paid
Executed	name		Others	Bbl	1111111111111111	tera2/2024	1000.00		paid
Settled	Super Admin	7777777	Recovery Maker	Bbl	1111111111111111	ara2022/2022	1000.00	sdfds	paid
Pending Incentive	red		Others	Bbl	1111111111111111	ara2022/2022	1000.00		paid
Executed Incentive	Super Admin3	5555555	Recovery Maker	Bbl	1111111111111111	ara2022/2022	5000.00		paid

P = Preview

Go to page: 1 Show rows: 10 1-5 of 5

Figure 2.5.1:1

### 3 Appeal and Bail Money

#### 3.1 Pending

##### 3.1.1 View

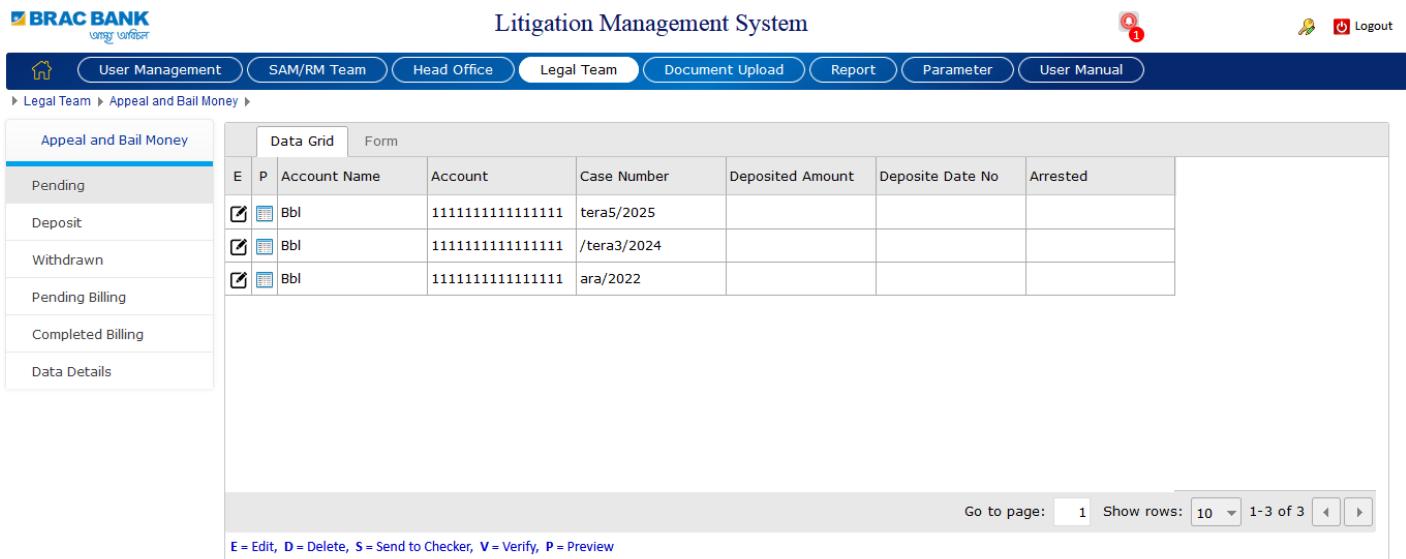
This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

##### Menu Path

Legal Team -> Appeal and Bail Money -> Pending

##### Operation

Data will be parked in this grid under NI Act Appeal status.



Data Grid							
Form							
E	P	Account Name	Account	Case Number	Deposited Amount	Deposite Date No	Arrested
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bbl	1111111111111111	teras/2025			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bbl	1111111111111111	/teras/2024			
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Bbl	1111111111111111	ara/2022			

Go to page: 1 Show rows: 10 1-3 of 3

E = Edit, D = Delete, S = Send to Checker, V = Verify, P = Preview

Figure 3.1.1:1

##### 3.1.2 Edit

##### Usage

This operation is used to edit any Appeal and Bail Money from the Appeal and Bail Money grid table.

##### Menu Path

Legal Team -> Appeal and Bail Money -> Pending -> E (Edit)

##### Operation

To edit Pending information from the system, need to do as follows:

- Find Pending info for which the user is going to edit from Pending data table.
- Click the icon  under E (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Appeal and Bail Money

Pending Deposit Withdrawn Pending Billing Completed Billing Data Details

Type\* Appeal Money

Deposited Amount\* Deposited Amount

Date\* dd/mm/yyyy

Arrested?\* Select Type

Scan copy Upload:

Proposed Type | Loan Account | Account Name | Case Number

Loan	1111111111111111	Bbl	ter45/2025
------	------------------	-----	------------

Save

Figure 3.1.2:1

- c) Edit the Appeal and Bail Money Details as required.
- d) Click the **Save** button to save Appeal and Bail Money Info.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Appeal and Bail Money information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) After Successfully Save the data will be parked to Deposit Common Queue.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 3.2 Deposit

### 3.2.1 Add

#### Usage

You can search by case number, Proposed type, a / c number. The search system will show the warrant of arrest Data. You can select at least one file to deposit add.

#### Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> Form

#### Operation

1. Search Data:

Litigation Management System

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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Appeal and Bail Money

Pending Deposit Withdrawn Pending Billing Completed Billing Data Details

Proposed Type | Loan Account | Account Name | Case Number

Loan	1111111111111111	Bbl	ter45/2025
------	------------------	-----	------------

Search

Figure 3.2.1:1

2. Show Data:

Select	Case Number	Loan AC	AC Name
<input type="checkbox"/>	terea2/2024	1111111111111111	Bbl

Figure 3.2.1:2

### 3. Add form:

Proposed Type	Loan A/C	Case Number
Loan		

Figure 3.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 3.2.2 Edit

### Usage

This operation is used to edit any Deposit from the Deposit grid table.

### Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> **E** (Edit)

### Operation

To edit Deposit data from the system, need to do as follows:

- a) Find Deposit for which the user is going to edit from Deposit data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Deposit Details as required.
- d) Click the **Update** button to Deposit.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Deposit will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.

- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 3.2.3 Delete

#### Usage

This operation is used to delete Deposit.

#### Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> **D** (Delete)

#### Operation

To delete a deposit, the user needs to do as follows:

1. Finding the deposit for which the user is going to delete from the Deposit data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Deposit. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Deposit is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### 3.2.4 Send to Checker (STC)

#### Usage

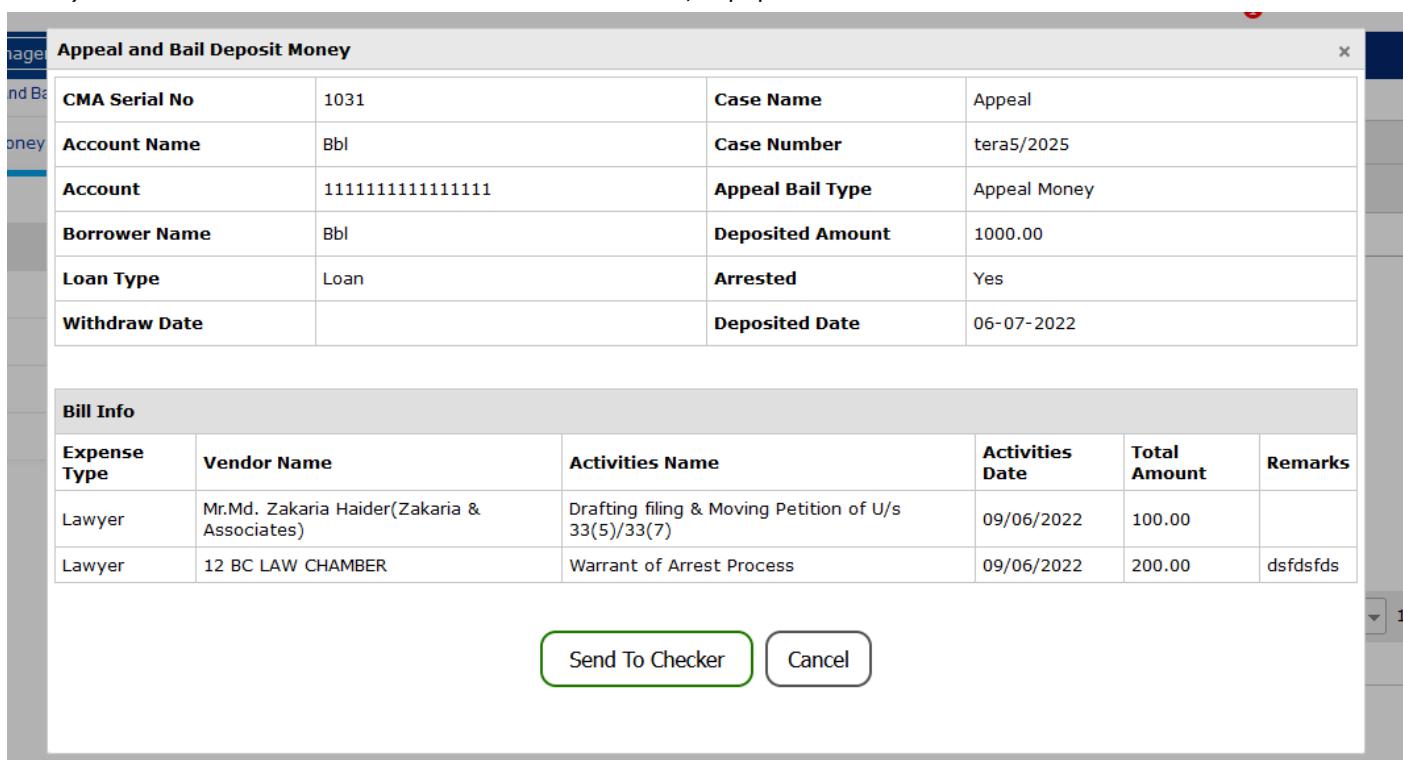
This operation is used to send to checker Appeal and Bail Money. To send to checker Appeal and Bail Money do as following:

#### Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> **STC** (Send to Checker)

#### Operation

- a) Find Deposit for which user are going to send to checker from Appeal and Bail Money data table.
- b) Click the icon  under **STC** column. After Click, A pop window is shown.



Appeal and Bail Deposit Money					
CMA Serial No	1031	Case Name	Appeal		
Account Name	Bbl	Case Number	tera5/2025		
Account	1111111111111111	Appeal Bail Type	Appeal Money		
Borrower Name	Bbl	Deposited Amount	1000.00		
Loan Type	Loan	Arrested	Yes		
Withdraw Date		Deposited Date	06-07-2022		

Bill Info					
Expense Type	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer	Mr.Md. Zakaria Haider(Zakaria & Associates)	Drafting filing & Moving Petition of U/s 33(5)/33(7)	09/06/2022	100.00	
Lawyer	12 BC LAW CHAMBER	Warrant of Arrest Process	09/06/2022	200.00	dsfdsfs

Figure 3.2.4:1

- c) After click Send Button, Send confirmation message will be shown.
- d) After Successfully Send the data will be parked to Checker Common Queue waiting for **V** to process.
- e) User can close popup window by clicking cross icon towards the top left side of popup window.

### 3.2.5 Verify (V)

#### Usage

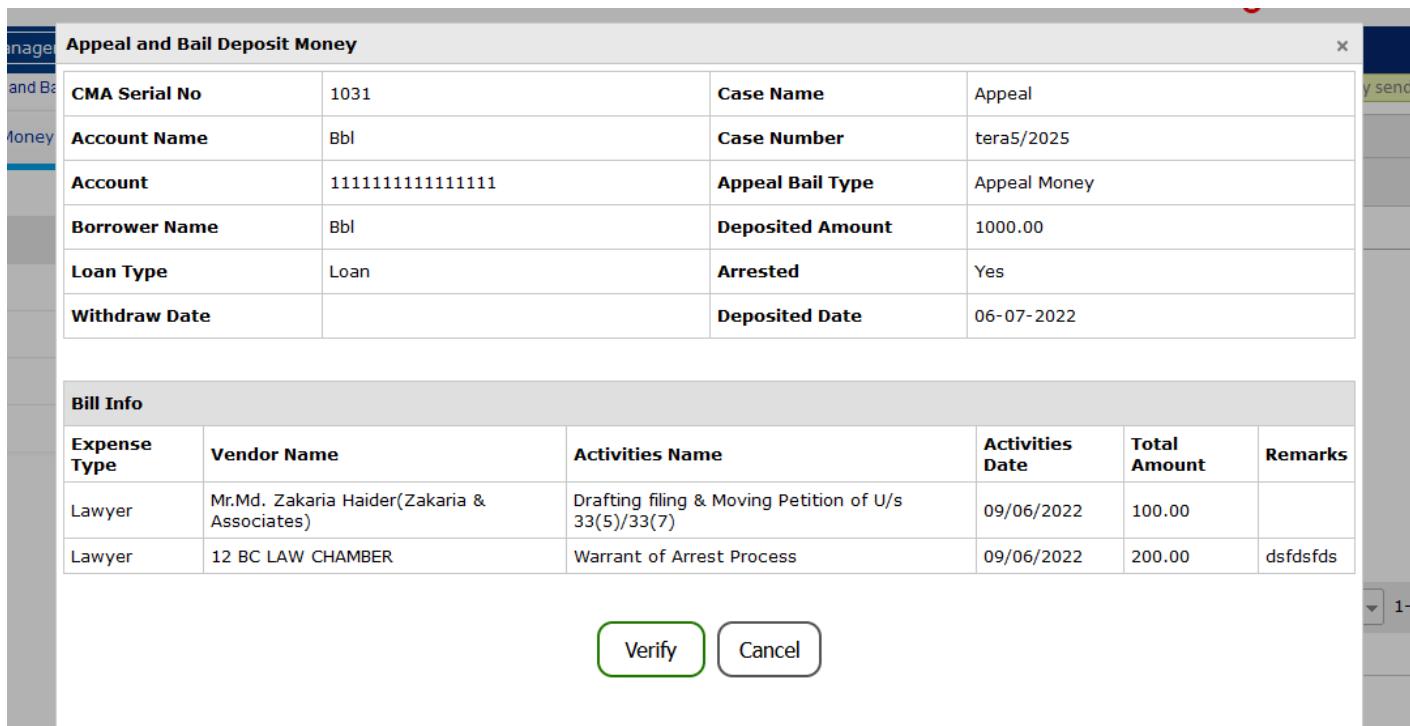
This operation is used to Verify Deposit Money. To Verify Deposit Money do as following:

#### Menu Path

Legal Team -> Appeal and Bail Money -> Deposit -> **V** (Verify)

#### Operation

- a) Find Appeal and Bail Money for which user are going to Verify Deposit Money from Deposit data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.



Appeal and Bail Deposit Money			
Deposit Details		Case Details	
CMA Serial No	1031	Case Name	Appeal
Account Name	Bbl	Case Number	teras/2025
Account	1111111111111111	Appeal Bail Type	Appeal Money
Borrower Name	Bbl	Deposited Amount	1000.00
Loan Type	Loan	Arrested	Yes
Withdraw Date		Deposited Date	06-07-2022

Bill Info						
Expense Type	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks	
Lawyer	Mr.Md. Zakaria Haider(Zakaria & Associates)	Drafting filing & Moving Petition of U/s 33(5)/33(7)	09/06/2022	100.00		
Lawyer	12 BC LAW CHAMBER	Warrant of Arrest Process	09/06/2022	200.00	dsfdsf	

Figure 3.2.5:1

- c) After click Verify Button, Verify Confirmation message will be shown.
- d) After Successfully Verify the data will be parked to Deposit Withdrawn Common Queue.
- e) If User want to Cancel, Click cancel button.

### 3.3 Withdrawn

#### 3.3.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Appeal and Bail Money -> Withdrawn

#### Operation

Data will be parked in this grid under Deposit money after verify.

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**Litigation Management System**

Logout

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team > Appeal and Bail Money

**Appeal and Bail Money**

**Data Grid** Form

Proposed Type: Loan Loan A/C: Case Number: Account Name: Search

W	STC	V	P	Account Name	Account	Case Number	Deposited Amount	Deposite Date No	Arrested	Widhdraw Date	Status
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Bbl	1111111111111111	teras/2025	1000.00	06-07-2022	Yes			Verified
	<input type="checkbox"/>	V	<input type="checkbox"/>	Bbl	1111111111111111	teras/2222	2000000000000000...	27-06-2022	Yes	27/06/2022	Deposi
<input checked="" type="checkbox"/>		<input type="checkbox"/>	Bbl	1111111111111111	ara/2025	1000010000000000...	27-06-2022	Yes			Verified

W = Withdrawn, P = Preview, STC = Send to Checker, V = Verify

Go to page: 1 Show rows: 10 1-3 of 3

Figure 3.3.1:1

### 3.3.2 Withdrawn

#### Usage

This operation is used to edit any Withdrawn Appeal and Bail Money from the Withdrawn Money grid table.

#### Menu Path

Legal Team -> Appeal and Bail Money -> Withdrawn -> **E** (Edit)

#### Operation

To edit withdrawn information from the system, need to do as follows:

- Find withdrawn info for which the user is going to edit from withdrawn data table.
- Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.

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**Litigation Management System**

Logout

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team > Appeal and Bail Money

**Appeal and Bail Money**

**Data Grid** Form

Proposed Type	Loan	Appeal Bail Type	Appeal Money
Loan Account	1111111111111111	Deposited Amount	1000.00
Account Name	Bbl	Date	06/07/2022
Case Number	teras/2025	Arrested	Yes
Withdraw Date:	dd/mm/yyyy		

**Billing Info**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	File Upload	Remarks
	<input type="text"/> Lawyer	<input type="text"/> Mr.Md. Zakaria Haider(Zakari)	<input type="text"/> Select Activity	<input type="text"/> dd/mm/yyyy	<input type="text"/>	<input type="file"/>	<input type="text"/>

Add More

**Save**

Figure 3.3.2:1

- Edit the withdrawn Appeal and Bail Money Details as required.
- Click the **Save** button to save Appeal and Bail Money Info.

- e) In case of any wrong input, system shows appropriate message. Otherwise, Appeal and Bail Money information will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) After Successfully Save the data will be parked to Withdrawn grid Common Queue.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 3.3.3 Send to Checker (STC)

#### Usage

This operation is used to send to checker Withdrawn Appeal and Bail Money. To send to checker Appeal and Bail Money do as following:

#### Menu Path

Legal Team -> Appeal and Bail Money -> Withdrawn -> **STC** (Send to Checker)

#### Operation

- a) Find Withdrawn for which user are going to send to checker from Withdrawn Appeal and Bail Money data table.
- b) Click the icon ➔ under **STC** column. After Click, A pop window is shown.

Figure 3.3.3:1

- c) After click Send Button, Send confirmation message will be shown.
- d) After Successfully Send the data will be parked to withdrawn Common Queue waiting for **V** to process.
- e) User can close popup window by clicking cross icon towards the top left side of popup window.

### 3.3.4 Verify (V)

#### Usage

This operation is used to verify withdrawn Appeal and Bail Money. To verify withdrawn Appeal and Bail Money do as following:

#### Menu Path

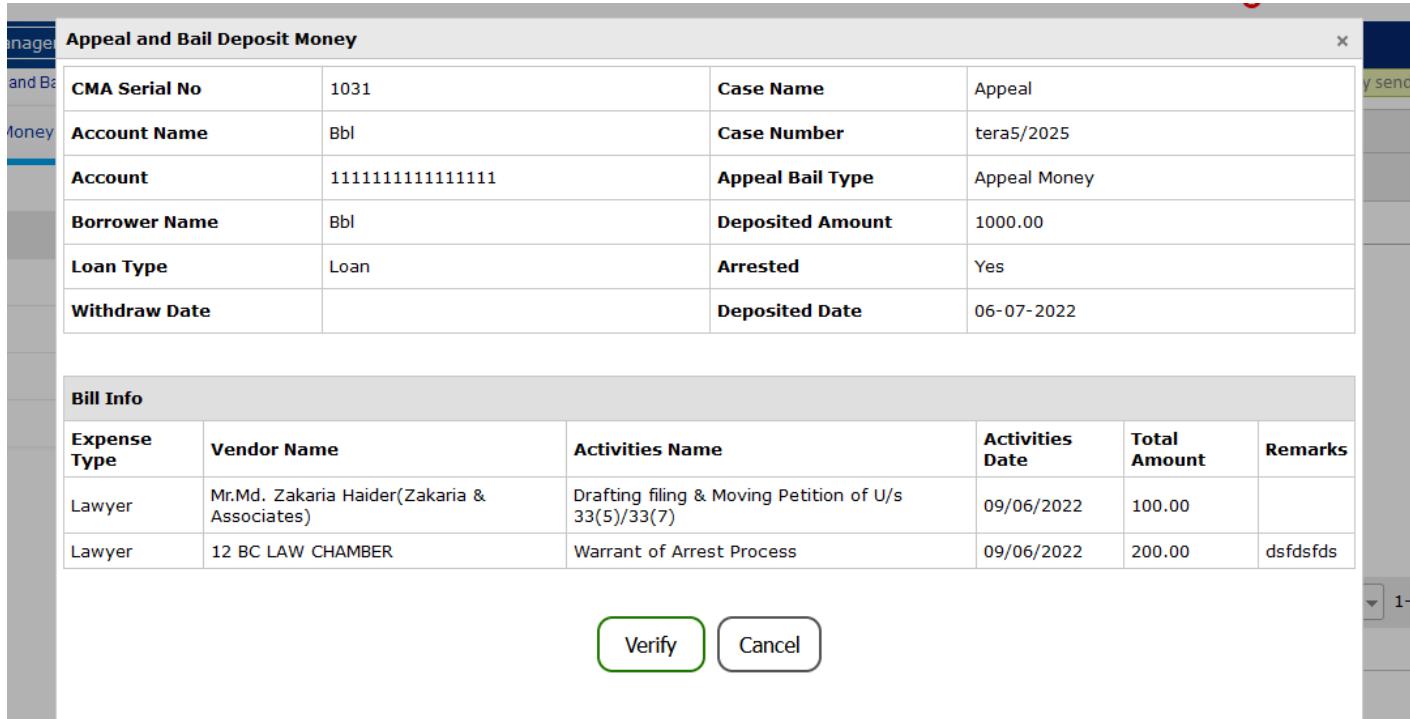
Legal Team -> Appeal and Bail Money -> Withdrawn -> **V** (Verify)

#### Operation

- a) Find withdrawn Appeal and Bail Money for which user are going to Verify Appeal and Bail Money from Litigation Management System User Manual © MicroMac Techno Valley Ltd, 2021 P a

withdrawn Appeal and Bail Money data table.

- b) Click the icon  under **V** column. After Click, A pop window is shown.



Appeal and Bail Deposit Money			
CMA Serial No	1031	Case Name	Appeal
Account Name	Bbl	Case Number	teras/2025
Account	1111111111111111	Appeal Bail Type	Appeal Money
Borrower Name	Bbl	Deposited Amount	1000.00
Loan Type	Loan	Arrested	Yes
Withdraw Date		Deposited Date	06-07-2022

Bill Info					
Expense Type	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer	Mr. Md. Zakaria Haider(Zakaria & Associates)	Drafting filing & Moving Petition of U/s 33(5)/33(7)	09/06/2022	100.00	
Lawyer	12 BC LAW CHAMBER	Warrant of Arrest Process	09/06/2022	200.00	dsfdfsdf

Verify Cancel

Figure 3.3.4:1

- c) After click Verify Button, Verify Confirmation message will be shown.  
d) After Successfully Verify the data will be parked to Withdrawn Common Queue.  
e) If User want to Cancel, Click cancel button.

## 3.4 Pending Billing

### 3.4.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Legal Team -> Appeal and Bail Money -> Pending Billing

#### Operation

Data will be parked in this grid under all pending lawyer bill after verify.

Appeal and Bail Money								
Data Grid								
P	Billing Status	Expenses Type	Vendor Name	District	Activities	Activities Date	Amount	Remarks
	Pending	Lawyer	Mr.Md. Zakaria Hai...			27-06-2022	100.00	
	Pending	Lawyer	12 BC LAW CHAMB...			16-06-2022	200.00	
	Pending	Lawyer	Mr.Md. Zakaria Hai...			16-06-2022	100.00	
	Pending	Lawyer	Mr.Md. Zakaria Hai...			09-06-2022	200.00	
	Pending	Lawyer	12 BC LAW CHAMB...			09-06-2022	200.00	dsfdfsds
	Pending	Lawyer	Mr.Md. Zakaria Hai...			09-06-2022	100.00	
	Pending	Paper Vendor	Md. Zillur Rahman	Court Fee	09-06-2022	100.00		
	Pending	Paper Vendor	Md. Zillur Rahman	Court Fee	09-06-2022	100.00		
	Pending	Paper Vendor	Md. Zillur Rahman	Court Fee	09-06-2022	100.00		www.mmtvbd.com

Figure 3.4.1:1

### 3.5 Completed Billing

#### 3.5.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

##### Menu Path

Legal Team -> Appeal and Bail Money -> Completed Billing

##### Operation

Data will be parked in this grid under all completed lawyer bill.

Appeal and Bail Money								
Data Grid								
P	Billing Status	Expenses Type	Vendor Name	District	Activities	Activities Date	Amount	Remarks
	Completed	Lawyer	12 BC LAW CHAMB...			21-03-2022	400.00	

Figure 3.5.1:1

### 3.6 Data Details

#### 3.6.1 View

This menu is used to manage the Appeal and Bail Money in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

### Menu Path

Legal Team -> Appeal and Bail Money -> Data Details

### Operation

Data will be parked in this grid under all appeal and bail money. You can search and export excel download.

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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Appeal and Bail Money

Pending Deposit Withdrawn Pending Billing Completed Billing Data Details

Proposed Type: Loan | Loan A/C: | Case Number: | Account Name: |

Date: From: dd/mm/yyyy To: dd/mm/yyyy | Search |

P	Account Name	Account	Case Number	Deposited Amount	Deposite Date No	Arrested	Withdraw Date	Status
Bbl	1111111111111111	tera/2222	2000000000000000	27-06-2022	Yes	27/06/2022	Deposited Amount W	

Go to page: 1 Show rows: 10 1-1 of 1

P = Preview,

Figure 3.6.1:1

## 4 High Court Matter

### 4.1 HC Case File

#### 4.1.1 Add

### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Suit File data. If no data in suit filling click new button.

### Menu Path

Head Office -> HC Matter -> HC Case File -> Form

### Operation

#### 1. Search Data:

BRAC BANK  
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User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office HC Matter

High Court Matter

HC Case File Case Status Update (HCM) Appellate Division Case File Case Status Update (ADM) Billing (HCM) Billing (ADM) Case Details (HCM) Case Details (ADM)

Form Data Grid

Proposed Type: Loan | Loan A/C: | Case Number: | limit: 5 | Search | New

Figure 4.1.1:1

#### 2. Show Data:

Litigation Management System User Manual © MicroMac Techno Valley Ltd, 2021 Page

**Litigation Management System**

Select	Case Number	Loan AC	AC Name
<input checked="" type="checkbox"/>	ara/2022	1111111111111111	Bbl
<input type="checkbox"/>	ara/2022	1111111111111111	Bbl
<input type="checkbox"/>	ara/3333	1111111111111111	Bbl
<input type="checkbox"/>	ara/3333	1111111111111111	Cbl
<input type="checkbox"/>	tera/2222	1111111111111111	Bbl

**Next**

Figure 4.1.1:2

### 3. Add form:

**Litigation Management System**

Proposed Type*	Loan A/C No.	A/C NAME	H. C. Mater number*	Portfolio*	Filing Date	NAME OF DIST*	LAST ACTIVITIES	Subject matter/cause of action*	Bench name*	Bench Number*	REMARKS	Expenses													
Loan	1111111111111111	Bbl	H. C. Mater number	Retail	dd/mm/yyyy	Select DIST	LAST ACTIVITIES	Subject matter/cause of action	Select Bench Name	Select Bench Number	Remarks	Expenses													
<table border="1"> <thead> <tr> <th>D</th> <th>Expense Type*</th> <th>Vendor Name*</th> <th>Activities Name*</th> <th>Activities Date*</th> <th>Total Amount*</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td>Select Type</td> <td>Select Activities</td> <td>dd/mm/yyyy</td> <td></td> <td></td> <td>Add More</td> </tr> </tbody> </table>												D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks		Select Type	Select Activities	dd/mm/yyyy			Add More
D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks																			
	Select Type	Select Activities	dd/mm/yyyy			Add More																			

**Save**

Figure 4.1.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

### 4.1.2 Edit

#### Usage

This operation is used to edit any HC Case File from the HC Case File grid table.

#### **Menu Path**

Head Office -> HC Matter -> HC Case File -> **E** (Edit)

#### **Operation**

To edit HC Case File from the system, need to do as follows:

- a) Find HC Case file for which the user is going to edit from HC Case File data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the HC Case File Details as required.
- d) Click the **Update** button to update HC Case File.
- e) In case of any wrong input, system shows appropriate message. Otherwise, HC Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### **4.1.3 Delete**

#### **Usage**

This operation is used to delete HC Case File.

#### **Menu Path**

Head Office -> HC Matter -> HC Case File -> **D** (Delete)

#### **Operation**

To delete a HC Case File, the user needs to do as follows:

1. Finding the HC Case File for which the user is going to delete from the HC Case File data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific HC Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the HC Case File is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### **4.1.4 Preview**

#### **Usage**

This operation is used to preview the details of a HC Case File.

#### **Menu Path**

Head Office -> HC Matter -> HC Case File -> D (Delete)

#### **Operation**

To preview HC Case File do as following:

1. Find user for whom user are going to preview from HC Case File data table.
2. Click the icon  under Preview column of data table. After Click, a popup window will be opened. It will show all the HC Case File which are selected.
3. User can close popup window by clicking close button.

### **4.1.5 Send to Checker (STC)**

#### **Usage**

This operation is used to send to checker HC Case File. To send to checker HC Case File do as following:

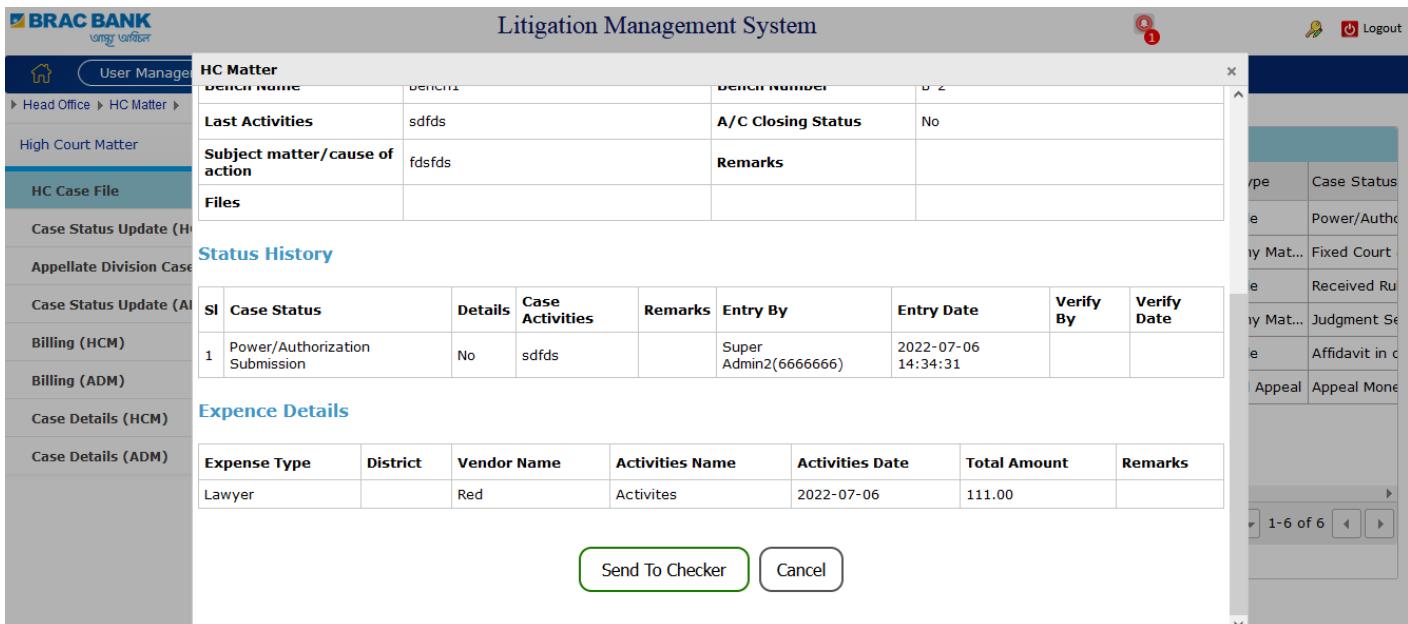
#### **Menu Path**

Litigation Management System User Manual © MicroMac Techno Valley Ltd, 2021 P a

Head Office -> HC Matter -> HC Case File -> **STC** (Send to Checker)

#### Operation

- Find HC Case File for which user are going to send to checker from HC Case File data table.
- Click the icon  under **STC** column. After Click, A pop window is shown.



The screenshot shows the Litigation Management System interface. On the left, a sidebar menu includes options like Head Office, HC Matter, High Court Matter, HC Case File (selected), Case Status Update (HCM), Appellate Division Case, Case Status Update (ADM), Billing (HCM), Billing (ADM), Case Details (HCM), and Case Details (ADM). The main content area displays the 'HC Case File' table with columns: Bench Name, Bench No, Last Activities, A/C Closing Status, Subject matter/cause of action, Remarks, and Files. Below this is a 'Status History' table showing a single entry for a Power/Authorization Submission. Further down is an 'Expence Details' table with one row for Lawyer expenses. At the bottom of the main content is a 'Send To Checker' button and a 'Cancel' button. To the right of the main content is a sidebar titled 'Case Status' with sections for Power/Authorization, Fixed Court, Received Rule, Judgment, Affidavit, and Appeal.

Figure 4.1.5:1

- After click Send Button, Send confirmation message will be shown.
- After Successfully Send the data will be parked to HC Case File Common Queue waiting for **V** to process.
- User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.1.6 Verify (V)

##### Usage

This operation is used to verify HC Case File. To verify HC Case File do as following:

##### Menu Path

Head Office -> HC Matter -> HC Case File -> **V** (Verify)

#### Operation

- Find HC Case File for which user are going to Verify HC Case File from HC Case File data table.
- Click the icon  under **V** column. After Click, A pop window is shown.

**HC Matter**

Bench Name	Bench1	Bench Number	B-2
Last Activities	sdfds	A/C Closing Status	No
Subject matter/cause of action	sdfds	Remarks	
Files			

**Status History**

SL	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date
1	Power/Authorization Submission	No	sdfds		Super Admin2(6666666)	2022-07-06 14:34:31		

**Expense Details**

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer	Red		Activites	2022-07-06	111.00	

**Verify** **Return** **Reject** **Cancel**

Figure 4.1.6:1

- c) After click Verify Button, Verify Confirmation message will be shown.
- d) After Successfully Verify the data will be parked to HC Case File Common Queue.
- e) If User want to Cancel, Click cancel button.
- f) If User want to Return, Return then Reason should be entry.
- g) If User want to Reject, Reject then Reason should be entry.

## 4.2 Case Status Update (HCM)

### 4.2.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data after verify. You can select at least one file to HC Case File.

#### Menu Path

Head Office -> HC Matter -> Case Status Update (HCM) -> Form

#### Operation

1. Search Data:

**Litigation Management System**

**Form** **Data Grid**

Proposed Type	Loan	Loan A/C	Case Number	limit	5	Search
---------------	------	----------	-------------	-------	---	--------

**High Court Matter**

**HC Case File**

**Case Status Update (HCM)**

**Appellate Division Case File**

**Case Status Update (ADM)**

**Billing (HCM)**

**Billing (ADM)**

**Case Details (HCM)**

**Case Details (ADM)**

Figure 4.2.1:1

## 2. Show Data:

Figure 4.2.1:2

## 3. Add form:

Figure 4.2.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 4.2.2 Edit

### **Usage**

This operation is used to edit any Case Status Update (HCM) from the Case Status Update (HCM) grid table.

### **Menu Path**

Head Office -> HC Matter -> Case Status Update (HCM) -> **E** (Edit)

### **Operation**

To edit Case Status Update (HCM) from the system, need to do as follows:

- a) Find Case Status Update (HCM) for which the user is going to edit from Case Status Update (HCM) data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Case Status Update (HCM) Details as required.
- d) Click the **Update** button to update Case Status Update (HCM).
- e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update (HCM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### **4.2.3 Delete**

#### **Usage**

This operation is used to delete Case Status Update (HCM).

#### **Menu Path**

Head Office -> HC Matter -> Case Status Update (HCM) -> **D** (Delete)

#### **Operation**

To delete a Case Status Update (HCM), the user needs to do as follows:

1. Finding the Case Status Update (HCM) for which the user is going to delete from the Case Status Update (HCM) data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update (HCM). After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case Status Update (HCM) is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### **4.2.4 Send to Checker (STC)**

#### **Usage**

This operation is used to send to checker Case Status Update (HCM). To send to checker Case Status Update (HCM) do as following:

#### **Menu Path**

Head Office -> HC Matter -> Case Status Update (HCM) -> **STC** (Send to Checker)

#### **Operation**

1. Find Case Status Update (HCM) for which user are going to send to checker from Case Status Update (HCM) data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

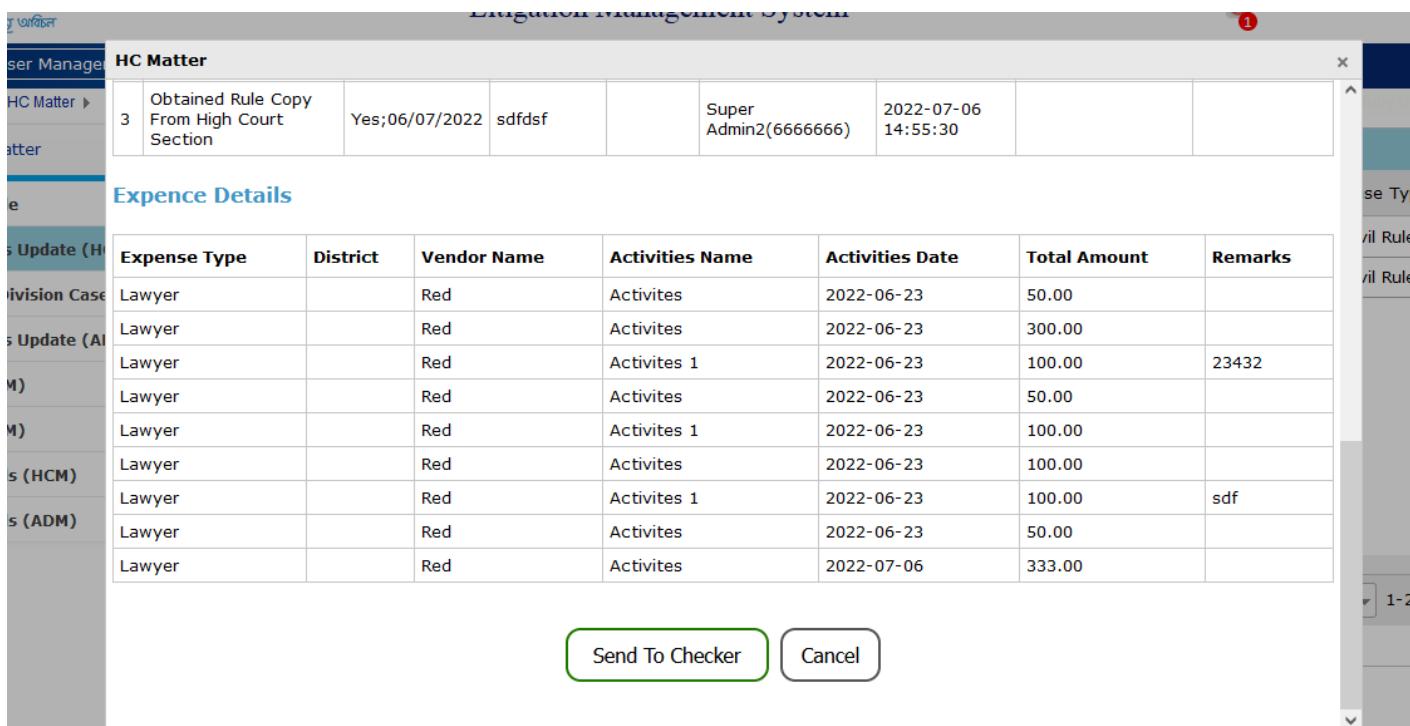


Figure 4.2.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Case Status Update (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.2.5 Verify (V)

##### Usage

This operation is used to verify Case Status Update (HCM). To verify Case Status Update (HCM) do as following:

##### Menu Path

Head Office -> HC Matter -> Case Status Update (HCM) -> **V** (Verify)

##### Operation

1. Find Case Status Update (HCM) for which user are going to Verify Case Status Update (HCM) from HC Case File data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

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Litigation Management System

1

User Manager HC Matter

HC Matter > Matter

Expence Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-06-23	50.00	
Lawyer		Red	Activites	2022-06-23	300.00	
Lawyer		Red	Activites 1	2022-06-23	100.00	23432
Lawyer		Red	Activites	2022-06-23	50.00	
Lawyer		Red	Activites 1	2022-06-23	100.00	
Lawyer		Red	Activites	2022-06-23	100.00	
Lawyer		Red	Activites 1	2022-06-23	100.00	sdf
Lawyer		Red	Activites	2022-06-23	50.00	
Lawyer		Red	Activites	2022-07-06	333.00	

Verify      Return      Reject      Cancel

Figure 4.2.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Case Status Update (HCM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

### 4.3 Appellate Division Case File

#### 4.3.1 Add

##### Usage

You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data. You can select at least one file to HC Case File data. If no data in HC Case File click new button.

##### Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> Form

##### Operation

1. Search Data:

Home User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office > HC Matter >

High Court Matter	Form	Data Grid					
HC Case File	Proposed Type	Loan	Loan A/C	Case Number	limit 5	Search	New
Case Status Update (HCM)							
Appellate Division Case File							
Case Status Update (ADM)							
Billing (HCM)							
Billing (ADM)							
Case Details (HCM)							
Case Details (ADM)							

Figure 4.3.1:1

## 2. Show Data:

Home User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office > HC Matter >

High Court Matter	Form	Data Grid					
HC Case File	Proposed Type	Loan	Loan A/C	Case Number	limit 5	Search	New
Case Status Update (HCM)							
Appellate Division Case File							
Case Status Update (ADM)							
Billing (HCM)							
Billing (ADM)							
Case Details (HCM)							
Case Details (ADM)							

Select	Case Number	Loan AC	AC Name
<input type="checkbox"/>	wer	22222222222222	324
<input type="checkbox"/>	32432	44444444444444	sdsdf
<input type="checkbox"/>	sdfewr32	33333333333333	sdfsd
<input type="checkbox"/>	dsf34532	44444444444444	dsf
<input type="checkbox"/>	wew232	5555555555555555	sadsa

Next

Figure 4.3.1:2

## 3. Add form:

User Management
SAM/RM Team
Head Office
Legal Team
Document Upload
Report
Parameter
User Manual

Head Office > HC Matter >

High Court Matter

- [HC Case File](#)
- [Case Status Update \(HCM\)](#)
- Appellate Division Case File**
- [Case Status Update \(ADM\)](#)
- [Billing \(HCM\)](#)
- [Billing \(ADM\)](#)
- [Case Details \(HCM\)](#)
- [Case Details \(ADM\)](#)

Form
Data Grid

**Proposed Type\***  **A/C Closing Status\***

**Loan A/C No.**  **Case Claim**

**A/C NAME\***  **Case Category\***

**AD Mater Number\***  **Case Types\***

**Portfolio\***  **Present Status\***

**Filing Date**  **Next Status\***

**NAME OF DIST\***  **Next Date\***

**LAST ACTIVITIES \***  **Year\***

**Subject matter/cause of action\***  **Dealing officer\***

**Bench Name\***  **Lower Court Dealing officer\***

**Bench Number\***  **Lawyer Name\***

**Region**  **File Receiving Date**

**Territory**  **50% Deposited Appeal money**

**District**  **Remarks**

**Expenses**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	<input type="text" value="Select Type"/>	<input type="text"/>	<input type="text" value="Select Activities"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>

[Add More](#)

Figure 4.3.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

### 4.3.2 Edit

#### Usage

This operation is used to edit any Appellate Division Case File from the Appellate Division Case File grid table.

#### Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **E** (Edit)

#### Operation

To edit Appellate Division Case File from the system, need to do as follows:

- a) Find Appellate Division Case File for which the user is going to edit from Appellate Division Case File data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Appellate Division Case File Details as required.
- d) Click the **Update** button to update HC Case File.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Appellate Division Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.

- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 4.3.3 Delete

#### Usage

This operation is used to delete Appellate Division Case File.

#### Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **D** (Delete)

#### Operation

To delete a Appellate Division Case File, the user needs to do as follows:

1. Finding the Appellate Division Case File for which the user is going to delete from the Appellate Division Case File data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Appellate Division Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Appellate Division Case File is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### 4.3.4 Send to Checker (STC)

#### Usage

This operation is used to send to checker Appellate Division Case File. To send to checker Appellate Division Case File do as following:

#### Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **STC** (Send to Checker)

#### Operation

- a) Find Appellate Division Case File for which user are going to send to checker from Appellate Division Case File data table.
- b) Click the icon  under **STC** column. After Click, A pop window is shown.

Appeal Division Case File

Bench Number	D-3	FILE RECEIVE DATE	25/06/2022
Subject matter/cause of action	asdsad	50% Deposited Appeal money	
A/C Closing Status	No	Case Claim	0.00
Remarks		File	

Status History

SL	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date
1	Received Rule Copy From High Court	Yes;2022-07-06	sadad		Super Admin2(6666666)	2022-07-06 15:09:36		

Expence Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-07-06	20.00	

[Send To Checker](#) [Cancel](#)

Figure 4.3.4:1

- c) After click Send Button, Send confirmation message will be shown.
- d) After Successfully Send the data will be parked to Appellate Division Case File Common Queue waiting for **V** to process.
- e) User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.3.5 Verify (V)

##### Usage

This operation is used to verify Appellate Division Case File. To verify Appellate Division Case File do as following:

##### Menu Path

Head Office -> HC Matter -> Appellate Division Case File -> **V** (Verify)

##### Operation

- a) Find Appellate Division Case File for which user are going to Verify Appellate Division Case File from HC Case File data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

Litigation Management System

Appeal Division Case File				
Bench Number	B-3		File Receive Date	23/06/2022
Subject matter/cause of action	asdsad		50% Deposited Appeal money	
A/C Closing Status	No		Case Claim	0.00
Remarks			File	

**Status History**

SI	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date
1	Received Rule Copy From High Court	Yes;2022-07-06	sadad		Super Admin2(6666666)	2022-07-06 15:09:36		

**Expence Details**

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-07-06	20.00	

Verify Return Reject Cancel

Figure 4.3.5:1

- c) After click Verify Button, Verify Confirmation message will be shown.
- d) After Successfully Verify the data will be parked to Appellate Division Case File Common Queue.
- e) If User want to Cancel, Click cancel button.
- f) If User want to Return, Return then Reason should be entry.
- g) If User want to Reject, Reject then Reason should be entry.

## 4.4 Case Status Update (ADM)

### 4.4.1 Add

#### Usage

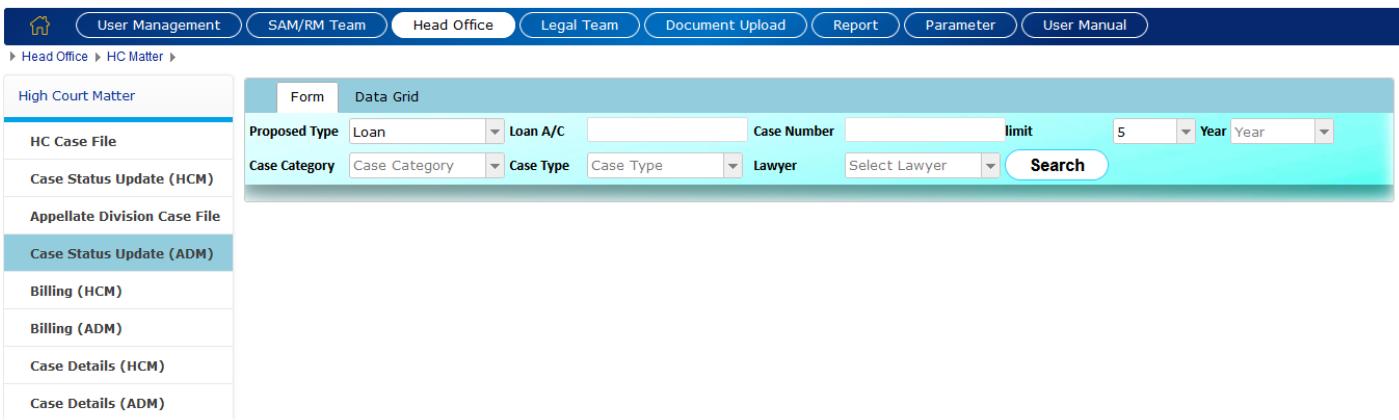
You can search by case type, Proposed type, a / c number. The search system will show the Appellate Division Case File Data after verify. You can select at least one file to Appellate Division Case File.

#### Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> Form

#### Operation

1. Search Data:

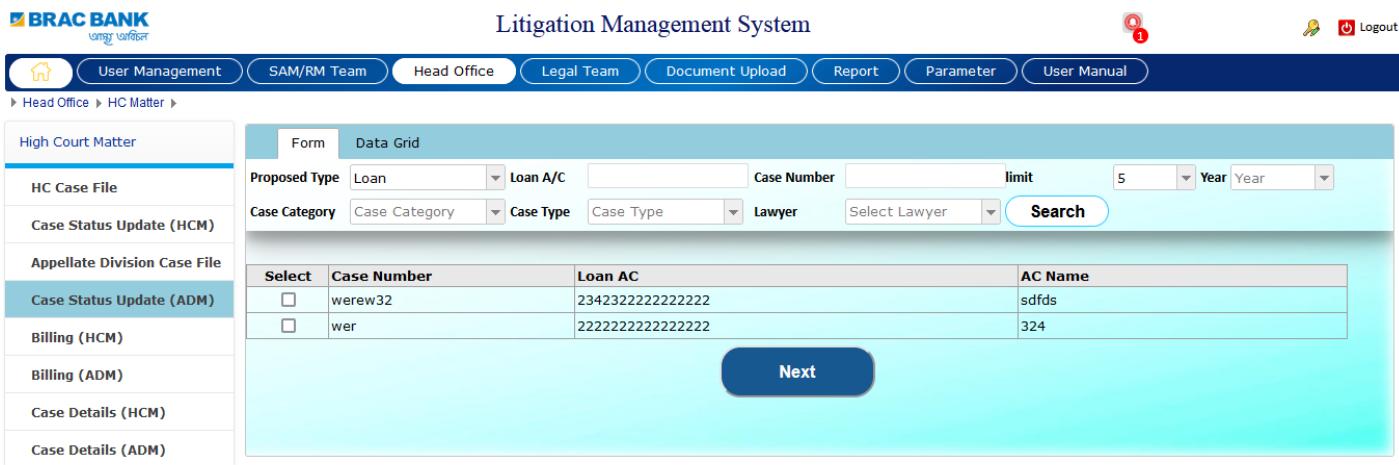


High Court Matter

- HC Case File
- Case Status Update (HCM)
- Appellate Division Case File
- Case Status Update (ADM)
- Billing (HCM)
- Billing (ADM)
- Case Details (HCM)
- Case Details (ADM)

Figure 4.4.1:1

## 2. Show Data:



Select	Case Number	Loan AC	AC Name
<input type="checkbox"/>	werew32	2342322222222222	sdfds
<input type="checkbox"/>	wer	2222222222222222	324

Figure 4.4.1:2

## 3. Add form:

Head Office > HC Matter >

High Court Matter	Form	Data Grid																		
HC Case File	High Court Name Bench2	High Court Bench Bench2																		
Case Status Update (HCM)	Bench Number B-2	Bench Number* B-2																		
Appellate Division Case File	Previous Status Power/Authorization Submission	Present Status Power/Authorization Submission																		
Case Status Update (ADM)	Status No	Status* Select Status																		
Billing (HCM)	Last Activities sdf	Present Activities*																		
Billing (ADM)	Previous Date dd/mm/yyyy	Previous Date* dd/mm/yyyy																		
Case Details (HCM)	Remarks Previous Remarks	Final Status* Running																		
Case Details (ADM)		Remarks Remarks																		
<b>Expenses</b> <input checked="" type="checkbox"/> <table border="1"> <thead> <tr> <th>D</th> <th>Expense Type*</th> <th>Vendor Name*</th> <th>Activities Name*</th> <th>Activities Date*</th> <th>Total Amount*</th> <th>Remarks</th> </tr> </thead> <tbody> <tr> <td></td> <td>Select Type</td> <td></td> <td>Select Activities</td> <td>dd/mm/yyyy</td> <td></td> <td></td> </tr> </tbody> </table>			D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks		Select Type		Select Activities	dd/mm/yyyy						
D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks														
	Select Type		Select Activities	dd/mm/yyyy																
<b>Save</b>																				
<b>History:</b> <table border="1"> <thead> <tr> <th>Sl</th> <th>Case Status</th> <th>Details</th> <th>Case Activities</th> <th>Remarks</th> <th>Entry By</th> <th>Entry Date</th> <th>Verify By</th> <th>Verify Date</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Power/Authorization Submission</td> <td>No</td> <td>sdf</td> <td></td> <td>Super Admin2(6666666)</td> <td>2022-06-29 11:33:58</td> <td>Super Admin2(6666666)</td> <td>2022-06-29 11:34:06</td> </tr> </tbody> </table>			Sl	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date	1	Power/Authorization Submission	No	sdf		Super Admin2(6666666)	2022-06-29 11:33:58	Super Admin2(6666666)	2022-06-29 11:34:06
Sl	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date												
1	Power/Authorization Submission	No	sdf		Super Admin2(6666666)	2022-06-29 11:33:58	Super Admin2(6666666)	2022-06-29 11:34:06												

Figure 4.4.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

#### 4.4.2 Edit

##### Usage

This operation is used to edit any Case Status Update (ADM) from the Case Status Update (ADM) grid table.

##### Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> **E** (Edit)

##### Operation

To edit Case Status Update (ADM) from the system, need to do as follows:

- a) Find Case Status Update (ADM) for which the user is going to edit from Case Status Update (ADM) data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Case Status Update (ADM) Details as required.
- d) Click the **Update** button to update Case Status Update (ADM).
- e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update (ADM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.

- g) User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.4.3 Delete

##### Usage

This operation is used to delete Case Status Update (ADM).

##### Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> **D** (Delete)

##### Operation

To delete a Case Status Update (ADM), the user needs to do as follows:

1. Finding the Case Status Update (ADM) for which the user is going to delete from the Case Status Update (ADM) data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update (ADM). After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case Status Update (ADM) is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

#### 4.4.4 Send to Checker (STC)

##### Usage

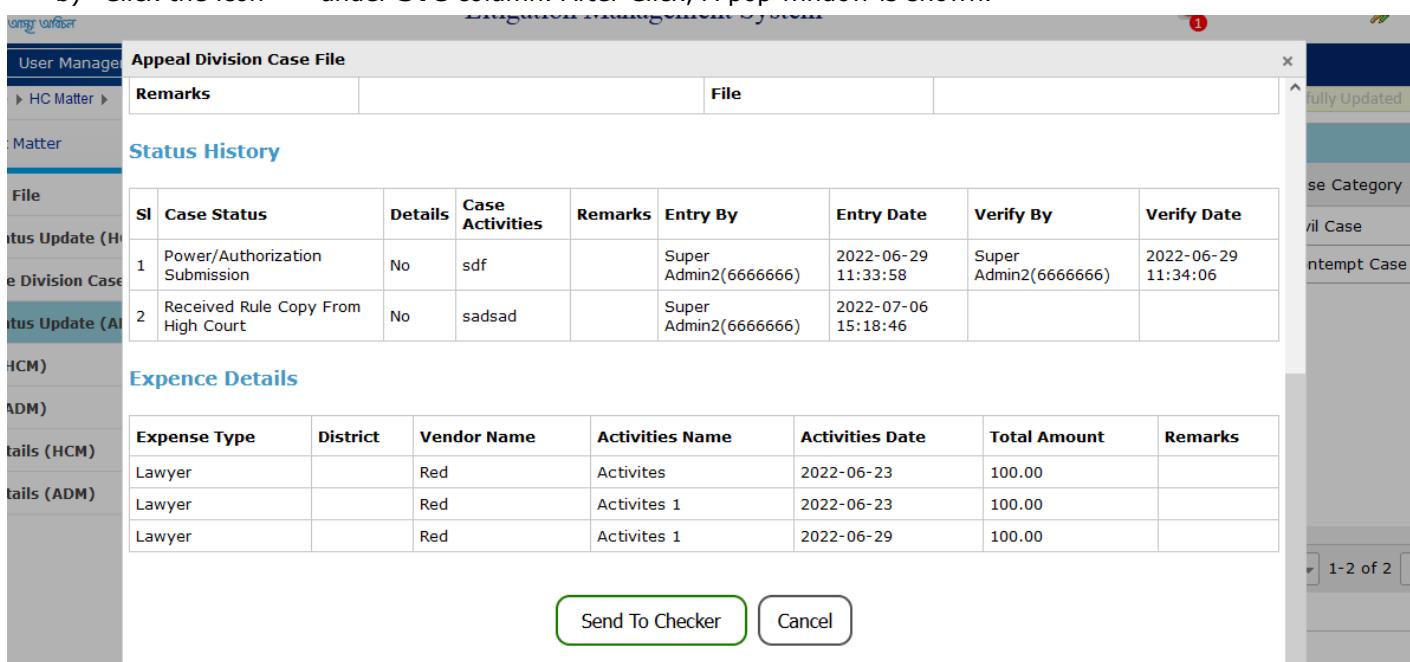
This operation is used to send to checker Case Status Update (ADM). To send to checker Case Status Update (ADM) do as following:

##### Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> **STC** (Send to Checker)

##### Operation

- a) Find Case Status Update (ADM) for which user are going to send to checker from Case Status Update (ADM) data table.
- b) Click the icon  under **STC** column. After Click, A pop window is shown.



The screenshot shows a modal window titled 'Appeal Division Case File' with the following details:

**Status History**

SL	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date
1	Power/Authorization Submission	No	sdf		Super Admin2(6666666)	2022-06-29 11:33:58	Super Admin2(6666666)	2022-06-29 11:34:06
2	Received Rule Copy From High Court	No	sadsad		Super Admin2(6666666)	2022-07-06 15:18:46		

**Expense Details**

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-06-23	100.00	
Lawyer		Red	Activites 1	2022-06-23	100.00	
Lawyer		Red	Activites 1	2022-06-29	100.00	

**Buttons**

- Send To Checker
- Cancel

Figure 4.4.4:1

- c) After click Send Button, Send confirmation message will be shown.
- d) After Successfully Send the data will be parked to Case Status Update (ADM) Common Queue waiting for **V** to process.
- e) User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.4.5 Verify (V)

##### Usage

This operation is used to verify Case Status Update (ADM). To verify Case Status Update (ADM) do as following:

##### Menu Path

Head Office -> HC Matter -> Case Status Update (ADM) -> **V** (Verify)

##### Operation

- a) Find Case Status Update (ADM) for which user are going to Verify Case Status Update (ADM) from HC Case File data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

SL	Case Status	Details	Case Activities	Remarks	Entry By	Entry Date	Verify By	Verify Date
1	Power/Authorization Submission	No	sdf		Super Admin2(6666666)	2022-06-29 11:33:58	Super Admin2(6666666)	2022-06-29 11:34:06
2	Received Rule Copy From High Court	No	sadsad		Super Admin2(6666666)	2022-07-06 15:18:46		

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-06-23	100.00	
Lawyer		Red	Activites 1	2022-06-23	100.00	
Lawyer		Red	Activites 1	2022-06-29	100.00	

Verify Return Reject Cancel

Figure 4.4.5:1

- c) After click Verify Button, Verify Confirmation message will be shown.
- d) After Successfully Verify the data will be parked to Case Status Update (ADM) Common Queue.
- e) If User want to Cancel, Click cancel button.
- f) If User want to Return, Return then Reason should be entry.
- g) If User want to Reject, Reject then Reason should be entry.

#### 4.5 Billing (HCM)

##### 4.5.1 Add

##### Usage

You can search by case type, Proposed type, a / c number. The search system will show the HC Case File Data after verify. You can select at least one file to HC Case File.

##### Menu Path

Head Office -> HC Matter -> Billing (HCM) -> Form

### Operation

#### 1. Search Data:

Litigation Management System

High Court Matter

HC Case File

Case Status Update (HCM)

Appellate Division Case File

Case Status Update (ADM)

**Billing (HCM)**

Billing (ADM)

Case Details (HCM)

Case Details (ADM)

Form Data Grid

Proposed Type: Loan

Case Number:

limit: 5

Search

Figure 4.5.1:1

#### 2. Show Data:

Litigation Management System

High Court Matter

HC Case File

Case Status Update (HCM)

Appellate Division Case File

Case Status Update (ADM)

**Billing (HCM)**

Billing (ADM)

Case Details (HCM)

Case Details (ADM)

Form Data Grid

Proposed Type: Loan

Case Number:

limit: 5

Search

Select	Case Number	Loan AC	AC Name
<input type="checkbox"/>	32432	4444444444444444	sdsdf
<input type="checkbox"/>	442323hc	1111111111111111	Bbl

Next

Figure 4.5.1:2

#### 3. Add form:

Litigation Management System

High Court Matter

HC Case File

Case Status Update (HCM)

Appellate Division Case File

Case Status Update (ADM)

**Billing (HCM)**

Billing (ADM)

Case Details (HCM)

Case Details (ADM)

Form Data Grid

High Court Matter Type	Loan Account	Account Name	Case Number
New	4444444444444444	sdsdf	32432

**Billing Info**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	Select Type		Select Activities	dd/mm/yyyy		

Add More +

Save

Figure 4.5.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

#### 4.5.2 Edit

##### Usage

This operation is used to edit any Billing (HCM) from the Billing (HCM) grid table.

##### Menu Path

Head Office -> HC Matter -> Billing (HCM) -> **E** (Edit)

##### Operation

To edit Billing (HCM) from the system, need to do as follows:

- a) Find Billing (HCM) for which the user is going to edit from Billing (HCM) data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Billing (HCM) Details as required.
- d) Click the **Update** button to update Billing (HCM).
- e) In case of any wrong input, system shows appropriate message. Otherwise, Billing (HCM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.5.3 Delete

##### Usage

This operation is used to delete Billing (HCM).

##### Menu Path

Head Office -> HC Matter -> Billing (HCM) -> **D** (Delete)

##### Operation

To delete a Billing (HCM), the user needs to do as follows:

1. Finding the Billing (HCM) for which the user is going to delete from the Billing (HCM) data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Billing (HCM). After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Billing (HCM) is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

#### 4.5.4 Send to Checker (STC)

##### Usage

This operation is used to send to checker Billing (HCM). To send to checker Billing (HCM) do as following:

##### Menu Path

Head Office -> HC Matter -> Billing (HCM) -> **STC** (Send to Checker)

##### Operation

1. Find Billing (HCM) for which user are going to send to checker from Billing (HCM) data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

Litigation Management System

High Court Expenses

Portfolio		Present Status	Obtained Rule Copy From High Court Section
Case/Rule NO	32432	50% Deposited Appeal money	
Filing Date		Assigned Lawyer	
Name Of DIST	BARGUNA	File Receive Date	23/06/2022
NAME OF HIGH COURT BENCH	Bench1	Case Claim	0.00
Last Activities	sdf	A/C Closing Status	No
Present CAUSE OF ACTION	dsf	Remarks	

Expence Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-07-06	100.00	

Figure 4.5.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Billing (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.5.5 Verify (V)

##### Usage

This operation is used to verify Billing (HCM). To verify Billing (HCM) do as following:

##### Menu Path

Head Office -> HC Matter -> Billing (HCM) -> **V** (Verify)

##### Operation

1. Find Billing (HCM) for which user are going to Verify Billing (HCM) from Billing (HCM) data table.
2. Click the icon  under **V** column. After Click, A pop window is shown.

High Court Expenses

Portfolio		Present Status	Obtained Rule Copy From High Court Section
Case/Rule NO	32432	50% Deposited Appeal money	
Filing Date		Assigned Lawyer	
Name Of DIST	BARGUNA	File Receive Date	23/06/2022
NAME OF HIGH COURT BENCH	Bench1	Case Claim	0.00
Last Activities	sdf	A/C Closing Status	No
Present CAUSE OF ACTION	dsf	Remarks	

Expense Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-07-06	100.00	

Approve
Return
Reject
Cancel

Figure 4.5.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Billing (HCM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

## 4.6 Billing (ADM)

### 4.6.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Appellate Division Case File Data after verify. You can select at least one file to Appellate Division Case File.

#### Menu Path

Head Office -> HC Matter -> Billing (ADM) -> Form

#### Operation

1. Search Data:

**Litigation Management System**

Figure 4.6.1:1

**2. Show Data:**

Figure 4.6.1:2

**3. Add form:**

Figure 4.6.1:3

4. After click Save Button, Successfully save Confirmation message will be shown.
5. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 4.6.2 Edit

### Usage

This operation is used to edit any Billing (ADM) from the Billing (ADM) grid table.

#### **Menu Path**

Head Office -> HC Matter -> Billing (ADM) -> **E** (Edit)

#### **Operation**

To edit Billing (ADM) from the system, need to do as follows:

- a) Find Billing (ADM) for which the user is going to edit from Billing (ADM) data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Billing (ADM) Details as required.
- d) Click the **Update** button to update Billing (ADM).
- e) In case of any wrong input, system shows appropriate message. Otherwise, Billing (ADM) will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### **4.6.3 Delete**

#### **Usage**

This operation is used to delete Billing (ADM).

#### **Menu Path**

Head Office -> HC Matter -> Billing (ADM) -> **D** (Delete)

#### **Operation**

To delete a Billing (ADM), the user needs to do as follows:

1. Finding the Billing (ADM) for which the user is going to delete from the Billing (ADM) data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Billing (ADM). After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Billing (ADM) is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### **4.6.4 Send to Checker (STC)**

#### **Usage**

This operation is used to send to checker Billing (ADM). To send to checker Billing (ADM) do as following:

#### **Menu Path**

Head Office -> HC Matter -> Billing (ADM) -> **STC** (Send to Checker)

#### **Operation**

1. Find Billing (ADM) for which user are going to send to checker from Billing (ADM) data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

Appeal Division Matter Expenses

Portfolio		Present Status	Received Rule Copy From High Court
Case/Rule NO	werew32	50% Deposited Appeal money	
Filing Date	29/06/2022	Assigned Lawyer	Red
Name Of DIST	B. BARIA	File Receive Date	
NAME OF HIGH COURT BENCH	Bench2	Case Claim	0.00
Last Activities	sdf	A/C Closing Status	No
Present CAUSE OF ACTION	sdfdsf	Remarks	

Expence Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-07-06	100.00	

Figure 4.6.4:1

3. After click Send Button, Send confirmation message will be shown.
4. After Successfully Send the data will be parked to Billing (HCM) Common Queue waiting for **V** to process.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

#### 4.6.5 Verify (V)

##### Usage

This operation is used to verify Billing (ADM). To verify Billing (ADM) do as following:

##### Menu Path

Head Office -> HC Matter -> Billing (ADM) -> **V** (Verify)

##### Operation

1. Find Billing (ADM) for which user are going to Verify Billing (ADM) from Billing (ADM) data table.
2. Click the icon under **V** column. After Click, A pop window is shown.

Appeal Division Matter Expenses

Account No	3333333333333333	Case Types	Civil Rule
Portfolio		Present Status	Received Rule Copy From High Court
Case/Rule NO	ewe2323	50% Deposited Appeal money	
Filing Date	26/06/2022	Assigned Lawyer	Red
Name Of DIST	BAGERHAT	File Receive Date	
NAME OF HIGH COURT BENCH	Bench1	Case Claim	0.00
Last Activities	qweqwe	A/C Closing Status	No
Present CAUSE OF ACTION	sasad	Remarks	

Expence Details

Expense Type	District	Vendor Name	Activities Name	Activities Date	Total Amount	Remarks
Lawyer		Red	Activites	2022-06-09	41.00	

Approve
Return
Reject
Cancel

Figure 4.6.5:1

3. After click Verify Button, Verify Confirmation message will be shown.
4. After Successfully Verify the data will be parked to Billing (ADM) Common Queue.
5. If User want to Cancel, Click cancel button.
6. If User want to Return, Return then Reason should be entry.
7. If User want to Reject, Reject then Reason should be entry.

## 4.7 Case Details (HCM)

### 4.7.1 View

This menu is used to manage the Case Details (HCM) in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Head Office -> HC Matter -> Case Details (HCM)

#### Operation

Data will be parked in this grid under all HC Case File. You can search and export excel download.

The screenshot shows the 'HCM Case Details' page. At the top, there are dropdown menus for 'Portfolio' (Select Portfolio), 'Case Types' (Select Case Type), 'Present Proceeding Status' (Select Present Proceeding Status), and a 'Limit' of 100. Below these are filters for 'Proposed Type' (Loan), 'Loan A/C' (a text input field), 'Case/Rule NO' (a text input field), and a 'Search Now' button. The main area is a table with the following columns: SI Preview, A/C NO, A/C NAME, Portfolio, Case Types, CASE NO, Case Claim, Filing Date, NAME OF DIST, Status, LAST ACTIVITIES, and PRESENT CAUSE OF ACTION. The table contains 6 rows of data.

SI Preview	A/C NO	A/C NAME	Portfolio	Case Types	CASE NO	Case Claim	Filing Date	NAME OF DIST	Status	LAST ACTIVITIES	PRESENT CAUSE OF ACTION
1	1111111111111111	Bbl	Retail	Civil Rule	442323hc	0.00	null	B. BARIA	Power/Authorization Submission	sdfds	fdsfds
2	5555555555555555	sadsa	Corporate	Company Matter	wew232	0.00	29-06-2022	BAGERHAT	Fixed Court & Ready for Hearing	sdfds	dsf
3	4444444444444444	dsf	Corporate	Civil Rule	dsf34532	0.00	29-06-2022	BAGERHAT	Received Rule Copy From High Court	sdfdsf	dsfsdf
4	3333333333333333	sdfsd	Corporate	Company Matter	sdfevr32	0.00	29-06-2022	B. BARIA	Judgment Send From High Court to Trail Court	sdfdsf	dsfsdf
5	4444444444444444	sdsdf	SME	Civil Rule	32432	0.00	null	BARGUNA	Obtained Rule Copy From High Court Section	sdf	dsf
6	2222222222222222	324	Corporate	Criminal Appeal	wer	0.00	00-00-0000	BAGERHAT	Appeal Money withdraw	sadad	asdasd

Figure 4.7.1:1

## 4.8 Case Details (ADM)

### 4.8.1 View

This menu is used to manage the Case Details (ADM) in LMS system. Using this menu's sub-menu's of Legal Team, the user of the system can be viewed.

#### Menu Path

Head Office -> HC Matter -> Case Details (ADM)

#### Operation

Data will be parked in this grid under all Appellate Division Case File. You can search and export excel download.

The screenshot shows the 'ADM Case Details' page. At the top, there are dropdown menus for 'Portfolio' (Select Portfolio), 'Case Category' (Case Category), 'Case Types' (Select Case Type), 'Present Proceeding Status' (Select Present Proceeding), and a 'Limit' of 100. Below these are filters for 'Proposed Type' (Loan), 'Loan A/C' (a text input field), 'Case/Rule NO' (a text input field), and a 'Search Now' button. The main area is a table with the following columns: SI Preview, A/C NO, A/C NAME, Portfolio, Case Category, Case Types, CASE NO, Case Claim, Filing Date, NAME OF DIST, Status, LAST ACTIVITIES, and PRESENT CAUSE OF ACTION. The table contains 3 rows of data.

SI Preview	A/C NO	A/C NAME	Portfolio	Case Category	Case Types	CASE NO	Case Claim	Filing Date	NAME OF DIST	Status	LAST ACTIVITIES	PRESENT CAUSE OF ACTION
1	2222222222222222	324	Corporate	Civil Case	Civil Rule	wer	0.00	06-07-2022	BAGERHAT	Received Rule Copy From High Court	sadad	asdasd
2	2342322222222222	sdfds	Corporate	Contempt Case	Company Matter	werew32	0.00	29-06-2022	B. BARIA	Received Rule Copy From High Court	sdf	sdfdsf
3	3333333333333333	rwe	Retail	Contempt Case	Civil Rule	ewe2323	0.00	26-06-2022	BAGERHAT	Received Rule Copy From High Court	qwewqe	sasad

Figure 4.8.1:1

## 5 Legal Affairs

### 5.1 Case File

#### 5.1.1 Add

#### Usage

You can search by a / c number. The search system will show the Suit Filling Data.

### Menu Path

Legal Team -> Legal Affairs -> Case File -> Form

### Operation

LMS v.1.0.1      Super Admin( 77777777 )      07-Jul-2022 Thursday 12 : 35 : 40 PM      Group :Recovery Maker, Region : Central      Developed by MicroMac

Figure 5.1.1:1

### 5.1.2 Edit

#### Usage

This operation is used to edit any Case File from the Legal Affairs Case File grid table.

### Menu Path

Legal Team -> Legal Affairs -> Case File -> **E** (Edit)

### Operation

To edit Case File from the system, need to do as follows:

- a) Find Case file for which the user is going to edit from Legal Affairs Case File data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Case File Details as required.
- d) Click the **Update** button to update Case File.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 5.1.3 Delete

#### Usage

This operation is used to delete Case File.

#### Menu Path

Legal Team -> Legal Affairs -> Case File -> **D** (Delete)

#### Operation

To delete a Case File, the user needs to do as follows:

3. Finding the Case File for which the user is going to delete from the Case File data table.
4. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case File is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### 5.1.4 Send to Checker (STC)

#### Usage

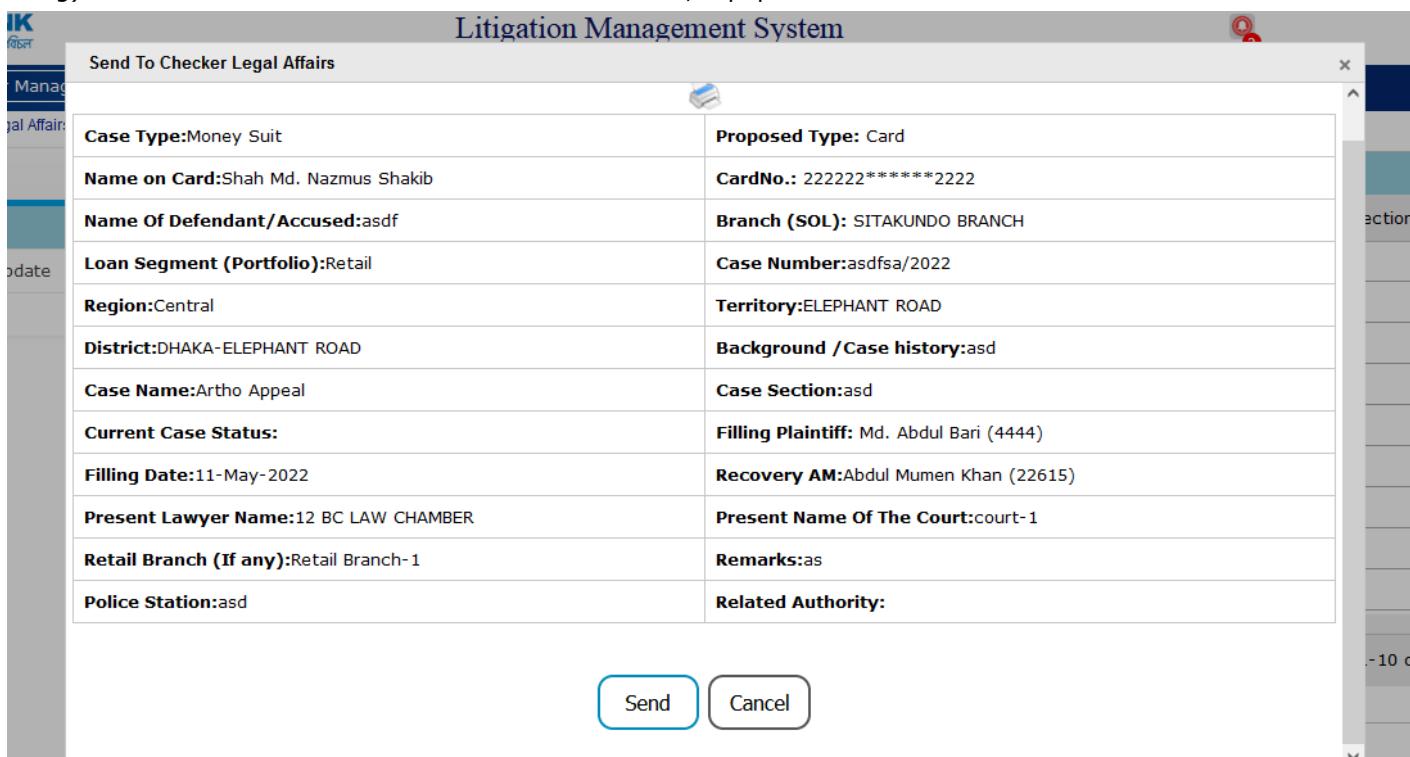
This operation is used to send to checker Case File. To send to checker Case File do as following:

#### Menu Path

Legal Team -> Legal Affairs -> Case File -> **STC** (Send to Checker)

#### Operation

- f) Find Case File for which user are going to send to checker from Case File data table.
- g) Click the icon  under **STC** column. After Click, A pop window is shown.



Litigation Management System	
Send To Checker Legal Affairs	
<b>Case Type:</b> Money Suit	<b>Proposed Type:</b> Card
<b>Name on Card:</b> Shah Md. Nazmus Shakib	<b>CardNo.:</b> 22222*****2222
<b>Name Of Defendant/Accused:</b> asdf	<b>Branch (SOL):</b> SITAKUNDO BRANCH
<b>Loan Segment (Portfolio):</b> Retail	<b>Case Number:</b> asdfs/2022
<b>Region:</b> Central	<b>Territory:</b> ELEPHANT ROAD
<b>District:</b> DHAKA-ELEPHANT ROAD	<b>Background / Case history:</b> asd
<b>Case Name:</b> Artho Appeal	<b>Case Section:</b> asd
<b>Current Case Status:</b>	<b>Filing Plaintiff:</b> Md. Abdul Bari (4444)
<b>Filing Date:</b> 11-May-2022	<b>Recovery AM:</b> Abdul Mumen Khan (22615)
<b>Present Lawyer Name:</b> 12 BC LAW CHAMBER	<b>Present Name Of The Court:</b> court-1
<b>Retail Branch (If any):</b> Retail Branch-1	<b>Remarks:</b> as
<b>Police Station:</b> asd	<b>Related Authority:</b>

**Send**   **Cancel**

Figure 5.1.4:1

- h) After click Send Button, Send confirmation message will be shown.
- i) After Successfully Send the data will be parked to Case File Common Queue waiting for **V** to process.
- j) User can close popup window by clicking cross icon towards the top left side of popup window.

### 5.1.5 Verify (V)

#### Usage

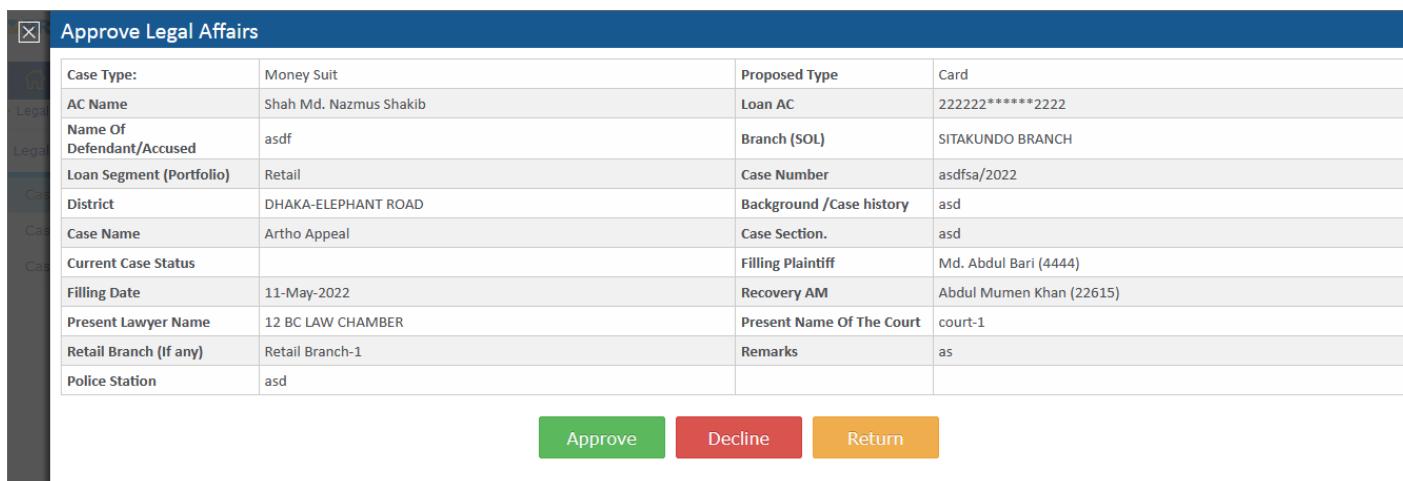
This operation is used to verify Case File. To verify Case File do as following:

#### Menu Path

Legal Team -> Legal Affairs -> Case File -> **V** (Verify)

#### Operation

- a) Find Case File for which user are going to Verify Case File from Case File data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.



Approve Legal Affairs			
Case Type:	Money Suit	Proposed Type	Card
AC Name	Shah Md. Nazmus Shakib	Loan AC	222222*****2222
Name Of Defendant/Accused	asdf	Branch (SOL)	SITAKUNDO BRANCH
Loan Segment (Portfolio)	Retail	Case Number	asdfs/2022
District	DHAKA-ELEPHANT ROAD	Background /Case history	asd
Case Name	Artho Appeal	Case Section.	asd
Current Case Status		Filling Plaintiff	Md. Abdul Bari (4444)
Filling Date	11-May-2022	Recovery AM	Abdul Mumen Khan (22615)
Present Lawyer Name	12 BC LAW CHAMBER	Present Name Of The Court	court-1
Retail Branch (If any)	Retail Branch-1	Remarks	as
Police Station	asd		

Figure 5.1.5:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Case File Common Queue.
- e) If User want to Decline, Decline then Reason should be entry.
- f) If User want to Return, Return then Reason should be entry.

## 5.2 Case Status Update

### 5.2.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Legal Affairs Case File Data. You can select at least one file to Case Status Update.

#### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> Form

#### Operation

1. Search Data:

**Litigation Management System**

Figure 5.2.1:1

2. Show Data:

**Litigation Management System**

Select	Case Type	Loan AC	AC Name	Case Number
<input checked="" type="checkbox"/>	NI Act-138	1111111111111111	asdf	asdfsd/3333
<input type="checkbox"/>	ARA-2003	1111111111111111	asdf	ara/3333
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	NI Act-138	1111111111111111	Bbl	/2022
<input type="checkbox"/>	ARA-2003	1111111111111111	Bbl	aaaaaaaaaaaaaaa/2022

Figure 5.2.1:2

3. Add form:

User Management   SAM/RM Team   Head Office   Legal Team   Document Upload   Report   Parameter   User Manual

Legal Team > Legal Affairs >

Legal Affairs   Form   Data Grid

Back

Previous Case Status   Charge Hearing  
Previous Case Date   05-Jul-2022  
Previous Date Case Status  
Remarks  
New Lawyer Name   Select Lawyer  
New Court Name   Select Court  
Case activities Date\*   dd/mm/yyyy  
New Case Status\*   Case Status

Next Case Date\*   dd/mm/yyyy  
Purpose For Next Case Date\*   Select Purpose  
Next Date Case Status  
Remarks  
Transfer To Other District Plaintiff   Select Plaintiff  
Transfer To Other District   Select District  
Final Remarks   Running  
Remarks

**Expenses**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	Lawyer	12 BC LAW CHAMBER	Select Activity	dd/mm/yyyy		

Add More +

Save

**Case Status History**

Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Argument	Argument	Super Admin (7777777)	14-Jun-22 07:21 PM	2024-06-14	null	
Argument	Auction 33(4)	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Charge Hearing	
Auction 33(4)	Charge Hearing	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Warrant Of Proclamation & Attachment	

Figure 5.2.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 5.2.2 Edit

### Usage

This operation is used to edit any Case File from the Case Status update grid table.

### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **E** (Edit)

### Operation

To edit Case Status Update information from the system, need to do as follows:

- Find Case file for which the user is going to edit from Case Status Update data table.

- I) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- J) Edit the Case Status Update Details as required.
- K) Click the **Update** button to update Case Status Update.
- L) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- M) New updated data will be shown with highlighted in the data table.
- N) User can close popup window by clicking cross icon towards the top left side of popup window.

### 5.2.3 Delete

#### Usage

This operation is used to delete Case Status Update.

#### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **D** (Delete)

#### Operation

To delete a Case Status Update, the user needs to do as follows:

- 3. Finding the Case Status Update for which the user is going to delete from the Case Status Update data table.
- 4. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case Status Update is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### 5.2.4 Send to Checker (STC)

#### Usage

This operation is used to Send to Checker in Case Status Update. To Send to Checker do as following:

#### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **STC** (Send to Checker)

#### Operation

- 5. Find Send to Checker for which user are going to update Send to Checker from Case Status Update data table.
- 6. Click the icon  under **STC** column. After Click, A pop window is shown.

Litigation Management System

Send To Checker					
Vendor Type	Vendor Name	Activities Name	Activities Date	Amount	Remarks
Lawyer	12 BC LAW CHAMBER (Proxy)	Charge Complete	07-Jul-22	3333.00	

**Case Status History**

Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Argument	Argument	Super Admin (7777777)	14-Jun-22 07:21 PM	2024-06-14		
Argument	Auction 33(4)	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Charge Hearing	
Auction 33(4)	Charge Hearing	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Warrant Of Proclamation & Attachment	

[Send](#) [Cancel](#)

Figure 5.2.4:1

7. After click Send Button, Successfully Send message will be shown.
8. After Successfully Send the data will be parked to Common Queue.

## 5.2.5 Verify (V)

### Usage

This operation is used to verify Case Status Update. To verify Case Status Update do as following:

### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **V** (Verify)

### Operation

- g) Find Case File for which user are going to Verify Case Status Update from Case Status Update data table.
- h) Click the icon  under **V** column. After Click, A pop window is shown.

Approve Changes						
	Vendor Type	Vendor Name	Activities Name	Activities Date	Amount	Remarks
Legal Affairs	Lawyer	12 BC LAW CHAMBER (Proxy)	Charge Complete	07-Jul-22	3333.00	

Case Status History						
Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Argument	Argument	Super Admin (7777777)	14-Jun-22 07:21 PM	2024-06-14		
Argument	Auction 33(4)	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Charge Hearing	
Auction 33(4)	Charge Hearing	Super Admin (7777777)	05-Jul-22 05:51 PM	05-Jul-22	Warrant Of Proclamation & Attachment	

Figure 5.2.5:1

- i) After click Approve Button, Approve Confirmation message will be shown.
- j) After Successfully Approve the data will be parked to Case File Common Queue.
- k) If User want to Reject, Reject then Reason should be entry.
- l) If User want to Return, Return then Reason should be entry.
- m) If User want to Cancel, Click Cancel Button.

## 5.2.6 Next Date Update (U)

### Usage

This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

### Menu Path

Legal Team -> Legal Affairs -> Case Status Update -> **U** (Next Date Update)

### Operation

5. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
6. Click the icon  under **U** column. After Click, A pop window is shown.

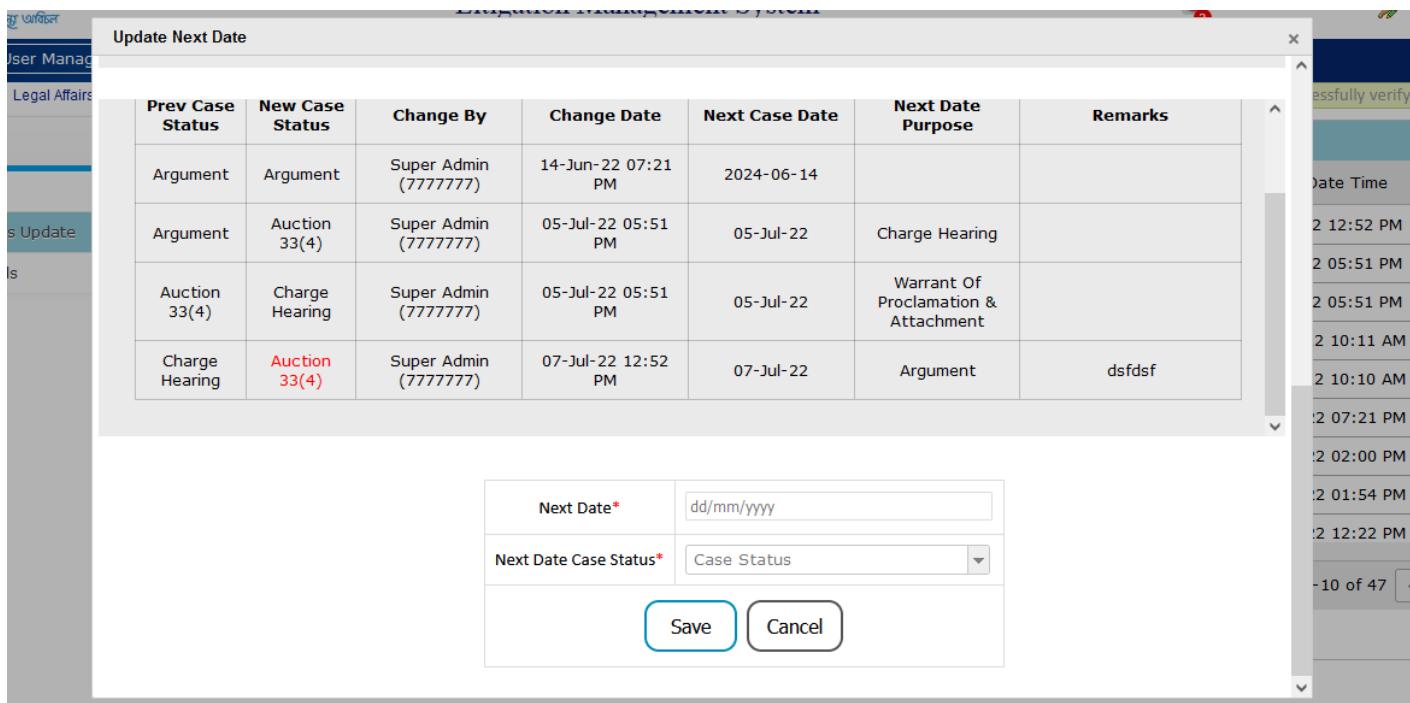


Figure 5.2.6:1

- After click Save Button, Successfully confirmation message will be shown.
- After Successfully Save the data will be parked to Common Queue.

## 5.3 Case Details

### 5.3.1 View

#### Usage

This operation is used to preview the details of Legal Affairs Case File Details.

#### Menu Path

Legal Team -> Legal Affairs -> Case Details

#### Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

**Litigation Management System**

BRAC BANK ব্রাক ব্যাংক

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Logout

Legal Team Legal Affairs

Details Form Account Wise Case Details

P	Sl No	A/C Number	A/C Name	3 Type of case	Type Of Case	Filling Date	Case Number	Previous Date	Case Status On The Previous	District	Legal Region	Protolio	Final Remarks	Le
1	333333*****3333	asdf	ARA-2003	Artho Appeal	04-Apr-22	asdf/3333				DHAKA-ELEPHANT ROAD	Central	Corporate		109:
2	1111111111111111	safd	ARA-2003	Artho Appeal	04-Apr-22	asdf/3333	04-Apr-22	Auction	B. BARIA	Central	Corporate	Settled	109:	
3	1111111111111111	asdf	ARA-2003	Artho Appeal	04-Apr-22	ara/2022	04-Apr-22	Argument	B. BARIA	Central	Corporate	Settled	145:	
4	1111111111111111	asdf	NI Act-138		04-Apr-22	asdfs/3333	07-Jul-22	Auction 33(4)	DHAKA-IMAMGANJ	Central	Corporate	Running	336	

Figure 5.3.1:1

## 6 Case against Bank

### 6.1 Case File

#### 6.1.1 Add

##### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Suit Filling Data. You can select at least one file to Suit File data. If no data in suit filling click new button.

##### Menu Path

Legal Team -> Case against Bank -> Case File -> Form

##### Operation

###### 1. Search Data:

**Litigation Management System**

BRAC BANK ব্রাক ব্যাংক

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Logout

Legal Team Case Against Bank

Form Data Grid

Type Of Case	Type Of Case	Proposed Type	Loan	Loan A/C No.	Case No.	Search	New
AC Name							

Figure 6.1.1:1

###### 2. Show Data:

**Litigation Management System**

Select	Case Type	Loan AC	AC Name	Case Number
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/3333
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asd/2022
<input type="checkbox"/>	Legal Notice	1111111111111111	Bbl	asdf/2022

**Next**

Figure 6.1.1:2

3. Add form:

**Litigation Management System**

**Save**

Figure 6.1.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

### 6.1.2 Edit

#### Usage

This operation is used to edit any Case File from the Case against Bank Case File grid table.

#### Menu Path

Legal Team -> Case against Bank -> Case File -> **E** (Edit)

### **Operation**

To edit Case File from the system, need to do as follows:

- h) Find Case file for which the user is going to edit from Case against Bank Case File data table.
- i) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- j) Edit the Case against Bank Details as required.
- k) Click the **Update** button to update Case File.
- l) In case of any wrong input, system shows appropriate message. Otherwise, Case File will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- m) New updated data will be shown with highlighted in the data table.
- n) User can close popup window by clicking cross icon towards the top left side of popup window.

### **6.1.3 Delete**

#### **Usage**

This operation is used to delete Case File.

#### **Menu Path**

Legal Team -> Case against Bank -> Case File -> **D** (Delete)

### **Operation**

To delete a Case File, the user needs to do as follows:

5. Finding the Case File for which the user is going to delete from the Case File data table.
6. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case File. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case File is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### **6.1.4 Send to Checker (STC)**

#### **Usage**

This operation is used to send to checker Case File. To send to checker Case File do as following:

#### **Menu Path**

Legal Team -> Case against Bank -> Case File -> **STC** (Send to Checker)

### **Operation**

- a) Find Case File for which user are going to send to checker from Case File data table.
- b) Click the icon  under **STC** column. After Click, A pop window is shown.

Litigation Management System

Send To Checker Case Against Bank

Case Type:Criminal	Proposed Type: Loan
Loan A/C Name:	Loan A/CNo.:
Name Of Defendant/Accused:asdf	Branch (SOL): AGRABAD BRANCH
Filling Date:05-Jun-2022	Case Number:asdf/2022
District:B. BARIA	Background /Case history:
Case Name:	Case Section:asdf
Current Case Status:	Case Dealing Officer: Md. Abdul Bari (4444)
Present Lawyer Name:12 BC LAW CHAMBER	Present Name Of The Court:court-1
Retail Branch (If any):Retail Branch-1	Remarks:

[Send](#) [Cancel](#)

Figure 6.1.4:1

- c) After click Send Button, Send confirmation message will be shown.
- d) After Successfully Send the data will be parked to Case File Common Queue waiting for **V** to process.
- e) User can close popup window by clicking cross icon towards the top left side of popup window.

### 6.1.5 Verify (V)

#### Usage

This operation is used to verify Case File. To verify Case File do as following:

#### Menu Path

Legal Team -> Case against Bank -> Case File -> **V** (Verify)

#### Operation

- a) Find Case File for which user are going to Verify Case File from Case File data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

Approve Case Against Bank

Case Type:	Criminal	Proposed Type	Loan
AC Name		Loan AC	
Name Of Defendant/Accused	asdf	Branch (SOL)	AGRABAD BRANCH
District	B. BARIA	Background /Case history	
Case Name		Case Section.	asdf
Current Case Status		Filing Plaintiff	Md. Abdul Bari (4444)
Case Number	asdf/2022	Filing Date	05-Jun-2022
Present Lawyer Name	12 BC LAW CHAMBER	Present Name Of The Court	court-1
Retail Branch (If any)	Retail Branch-1	Remarks	

[Approve](#) [Decline](#) [Return](#)

Figure 6.1.5:1

- c) After click Approve Button, Approve Confirmation message will be shown.

- d) After Successfully Approve the data will be parked to Case File Common Queue.
- e) If User want to Decline, Decline then Reason should be entry.
- f) If User want to Return, Return then Reason should be entry.

## 6.2 Case Status Update

### 6.2.1 Add

#### Usage

You can search by case type, Proposed type, a / c number. The search system will show the Case against Bank Case File Data. You can select at least one file to Case Status Update.

#### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> Form

#### Operation

1. Search Data:

Figure 6.2.1:1

2. Show Data:

Select	Case Type	Loan AC	AC Name	Case Number
<input type="checkbox"/>	Criminal	1111111111111111	Bbl	asdf/3333
<input type="checkbox"/>	Criminal	1111111111111111	asdfsadf	ara/2022
<input type="checkbox"/>	Criminal	1111111111111111	Bbl	asdf/2022
<input type="checkbox"/>	Civil	1111111111111111	Bbl	asdf/2022

Figure 6.2.1:2

3. Add form:

Home User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Case Against Bank

Case Against Bank

Case File Case Status Update Case Details

Form Data Grid

Back

Previous Case Status: Summon  
Previous Case Date: 09-Jun-2022  
Previous Date Case Status  
Remarks  
New Lawyer Name: Select Lawyer  
New Court Name: Select Court  
Case activities Date\*: dd/mm/yyyy  
New Case Status\*: Case Status

Next Case Date\*: dd/mm/yyyy  
Purpose For Next Case Date\*: Select Purpose  
Next Date Case Status  
Remarks  
Transfer To Other District Plaintiff: Select Plaintiff  
Transfer To Other District: Select District  
Final Remarks: Running  
Remarks

**Expenses**

D	Expense Type*	Vendor Name*	Activities Name*	Activities Date*	Total Amount*	Remarks
	Lawyer	A&T Associate	Select Activity	dd/mm/yyyy		

Add More +

Save

**Case Status History**

Prev Case Status	New Case Status	Change By	Change Date	Next Case Date	Next Date Purpose	Remarks
Argument	Argument	Super Admin (7777777)	03-Apr-22 01:58 PM	03-Apr-22	Argument	fg
Argument	Argument	Super Admin (7777777)	03-Apr-22 02:02 PM	03-Apr-22	Argument	asd
Argument	Argument	Super Admin (7777777)	03-Apr-22 03:28 PM	03-Apr-22	Auction	as
Argument	Argument	Super Admin (7777777)	06-Apr-22 09:28 AM	06-Apr-22	Argument	asdf

Figure 6.2.1:3

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 6.2.2 Edit

### Usage

This operation is used to edit any Case File from the Case Status update grid table.

### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **E** (Edit)

### Operation

To edit Case Status Update information from the system, need to do as follows:

- Find Case file for which the user is going to edit from Case Status Update data table.

- b) Click the icon  under **E (Edit)** column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Case Status Update Details as required.
- d) Click the **Update** button to update Case Status Update.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Case Status Update will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 6.2.3 Delete

#### Usage

This operation is used to delete Case Status Update.

#### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **D (Delete)**

#### Operation

To delete a Case Status Update, the user needs to do as follows:

1. Finding the Case Status Update for which the user is going to delete from the Case Status Update data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Case Status Update. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Case Status Update is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Case Status with its reason.

### 6.2.4 Send to Checker (STC)

#### Usage

This operation is used to Send to Checker in Case Status Update. To Send to Checker do as following:

#### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **STC (Send to Checker)**

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Case Status Update data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

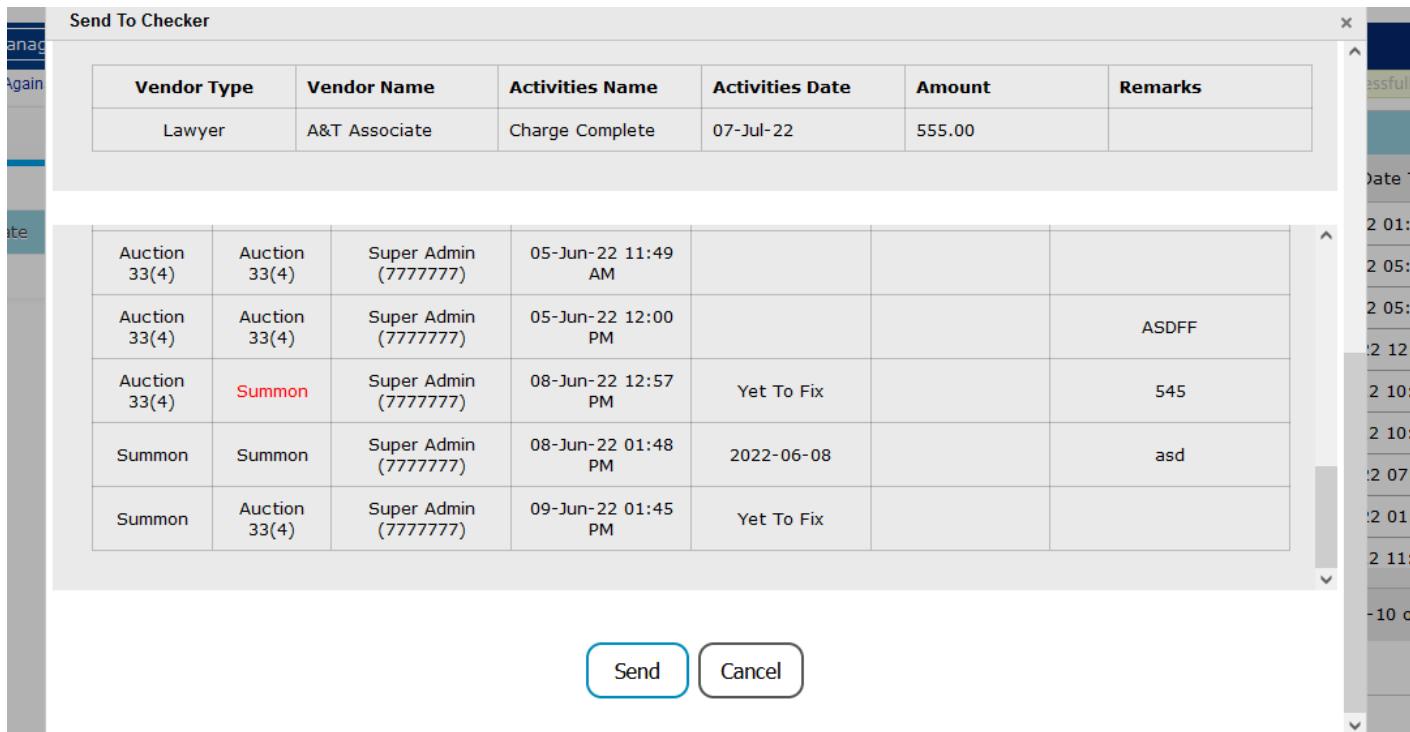


Figure 6.2.4:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 6.2.5 Verify (V)

#### Usage

This operation is used to verify Case Status Update. To verify Case Status Update do as following:

#### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **V** (Verify)

#### Operation

- n) Find Case File for which user are going to Verify Case Status Update from Case Status Update data table.
- o) Click the icon under **V** column. After Click, A pop window is shown.

Approve Changes						
anag Again	Vendor Type	Vendor Name	Activities Name	Activities Date	Amount	Remarks
	Lawyer	A&T Associate	Charge Complete	07-Jul-22	555.00	
ate	Auction 33(4)	Auction 33(4)	Super Admin (7777777)	05-Jun-22 11:49 AM		
	Auction 33(4)	Auction 33(4)	Super Admin (7777777)	05-Jun-22 12:00 PM		ASDFF
	Auction 33(4)	Summon	Super Admin (7777777)	08-Jun-22 12:57 PM	Yet To Fix	545
	Summon	Summon	Super Admin (7777777)	08-Jun-22 01:48 PM	2022-06-08	asd
	Summon	Auction 33(4)	Super Admin (7777777)	09-Jun-22 01:45 PM	Yet To Fix	

Approve
Reject
Return
Cancel

Figure 6.2.5:1

- p) After click Approve Button, Approve Confirmation message will be shown.
- q) After Successfully Approve the data will be parked to Case File Common Queue.
- r) If User want to Reject, Reject then Reason should be entry.
- s) If User want to Return, Return then Reason should be entry.
- t) If User want to Cancel, Click Cancel Button.

## 6.2.6 Next Date Update (U)

### Usage

This operation is used to Next Date Update in Case Status Update. To Next Date Update do as following:

### Menu Path

Legal Team -> Case against Bank -> Case Status Update -> **U** (Next Date Update)

### Operation

9. Find Next Date Update for which user are going to update Next Date Update from Case Status Update data table.
10. Click the icon  under **U** column. After Click, A pop window is shown.

Update Next Date

Auction 33(4)	Auction 33(4)	Super Admin (7777777)	05-Jun-22 11:49 AM			
Auction 33(4)	Auction 33(4)	Super Admin (7777777)	05-Jun-22 12:00 PM			ASDFF
Auction 33(4)	Summon	Super Admin (7777777)	08-Jun-22 12:57 PM	Yet To Fix		545
Summon	Summon	Super Admin (7777777)	08-Jun-22 01:48 PM	2022-06-08		asd
Summon	Auction 33(4)	Super Admin (7777777)	09-Jun-22 01:45 PM	Yet To Fix		

Next Date*	<input type="text" value="dd/mm/yyyy"/>
Next Date Case Status*	<input type="text" value="Case Status"/>

Figure 6.2.6:1

11. After click Save Button, Successfully confirmation message will be shown.
12. After Successfully Save the data will be parked to Common Queue.

## 6.3 Case Details

### 6.3.1 View

#### Usage

This operation is used to preview the details of Case against Bank Case File Details.

#### Menu Path

Legal Team -> Case against Bank -> Case Details

#### Operation

To Case Details info does as following:

You can search by case type, Proposed type, a / c number etc. The search system will show the Case Details Data. You can separate preview or export excel download click the excel icon.

**Litigation Management System**

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Case Against Bank

Details Form Account Wise Case Details

Case Type Type Of Case Proposed Type Proposed Type No. Case Number Search

Filing From dd/mm/yyyy TO dd/mm/yyyy District Select district

P	Sl No	A/C Number	A/C Name	3 Type of case	Type Of Case	Filing Date	Case Number	Previous Date	Case Status On The Previous	District	Final Remarks	Legal Cost
1	3333333333333333	asdf	asdf	Criminal		30-Mar-22	aser/3333		Argument	B. BARIA	Running	
2	1111111111111111	Bbl	Criminal	Title Suit	30-Mar-22	asdf/3333	08-Jun-22	Summon	B. BARIA	Running	10927.00	
3	1111111111111111	asdfsadf	Criminal	Title Suit	06-Apr-22	ara/2022	14-Jun-22	Argument	B. BARIA	Running	14516.00	
4			Criminal	Civil Suit	02-Jun-22	asdf/2022			B. BARIA	Running	14719.75	
5	1111111111111111	Bbl	Criminal	Civil Suit	09-Jun-22	asdf/2022			B. BARIA	Running	14719.75	
6	1111111111111111	Rbl	Civil	Civil Suit	15-Jun-22	asdf/2022	05-Jul-22	Exparte	R. BARIA	Running	14719.75	

Figure 6.3.1:1

## 7 Jari Statement

### 7.1 View

#### Usage

This operation is used to jari statement generate.

#### Menu Path

Head Office -> Jari Statement

#### Operation

To Jari Statement generate does as following:

You can search by int. type, Proposed type, a / c number, int. rate, out. Amount, Date from – to, Legal Cost from – to, Legal Cost. The search system will show the Statement Data. You can separate preview or export excel and word download click the icon.

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Head Office Jari Statement

Int. Type Simple Proposed Type Loan Loan A/C No. 1111111111111111 Int.rate 5 Out.Amount 1000 Date From 01/07/2022 To 13/07/2022 Generate

Legal Cost From 01/07/2022 To 13/07/2022 Total Legal Cost 111 Statement Loaded Jari Statement Jari Certificate

Date	Narration	Withdraw	Deposit	Balence
01-Jul-22	Outstanding Amount	1,000.00	0.00	1,000.00

Figure 7.1:1

## 8 Statement Generate

### 8.1 View

## Usage

This operation is used to statement generate.

## Menu Path

Head Office -> Statement

## Operation

To Statement generate does as following:

You can search by Menu, Proposed type, a / c number, Req. type, Int. rate, Date from – to. The search system will show the Statement Data. You can separate preview or export excel download click the icon.

Date	Narration	Withdraw	Deposit	Balance
27-May-05	SME CLD to Rojoni Hosiary of Pabna thr PBL File# 24178	200,000.00	0.00	200,000.00
31-Dec-05	Interest	666.67	0.00	200,666.67
25-Jan-06	Ins Paid By Rojoni Hosiary 90363687 of Pabna thr PBL	0.00	13,400.00	187,266.67
31-Jan-06	Interest	4,084.58	0.00	191,351.25
27-Feb-06	Ins paid by Rojoni Hosiary 150190363687 of Pabna thr PBL(Rls.dt.26-02-06)	0.00	13,400.00	177,951.25
28-Feb-06	Interest	3,554.02	0.00	181,505.27
31-May-06	Ins Paid By150190363687Rojoni Hosiary of Pabna thr PBL	3,343.79	0.00	184,849.06
31-May-06	Interest	3,343.79	0.00	188,192.85
30-Jun-06	Interest	3,293.12	0.00	191,485.97
31-Jul-06	Interest	3,470.95	0.00	194,956.92
31-Aug-06	Interest	3,542.68	0.00	198,499.60
31-Aug-06	Interest	3,400.75	0.00	201,800.35

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Figure 8.1:1

## 9 Expenses

### 9.1 Lawyer Bill

#### 9.1.1 Add

## Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

## Menu Path

Legal Team -> Expenses -> Lawyer Bill -> Form

## Operation

1. Search Data:

**Litigation Management System**

Expenses

Lawyer Bill

Court Fee

Court Entertainment

Staff Conveyance

Paper Bill

Other/Miscellaneous

Court Fee Return

Entry Form Data Grid

Month Of Bill\* Bill Month 2022 Load

Lawyer\* Select Lawyer

Save

Figure 9.1.1:1

## 2. Show Data:

**Litigation Management System**

Expenses

Lawyer Bill

Court Fee

Court Entertainment

Staff Conveyance

Paper Bill

Other/Miscellaneous

Court Fee Return

Entry Form Data Grid

Month Of Bill\* January,... 2022 Reload

Lawyer\* 12 BC LAW CHAMBER

**Bill Info**

<input type="checkbox"/>	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
<input type="checkbox"/>	1	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
<input type="checkbox"/>	2	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
<input type="checkbox"/>	3	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
<input type="checkbox"/>	4	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
<input type="checkbox"/>	5	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
<input type="checkbox"/>	6	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
<input type="checkbox"/>	7	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,200.00
<input type="checkbox"/>	8	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,000.00
<input type="checkbox"/>	9	12 BC LAW CHAMBER (9782)				29-Mar-2022		700.00
<input type="checkbox"/>	10	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00
<input type="checkbox"/>	11	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00

Total Selected Amount : 0

Save

Figure 9.1.1:2

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.1.2 Edit

### Usage

This operation is used to edit any bill from the lawyer bill grid table.

#### Menu Path

Legal Team -> Expenses -> Lawyer Bill -> **E** (Edit)

#### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Lawyer Bill data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Lawyer bill Details as required.
- d) Click the **Update** button to update Lawyer bill.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Lawyer bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.1.3 Send to Checker (STC)

#### Usage

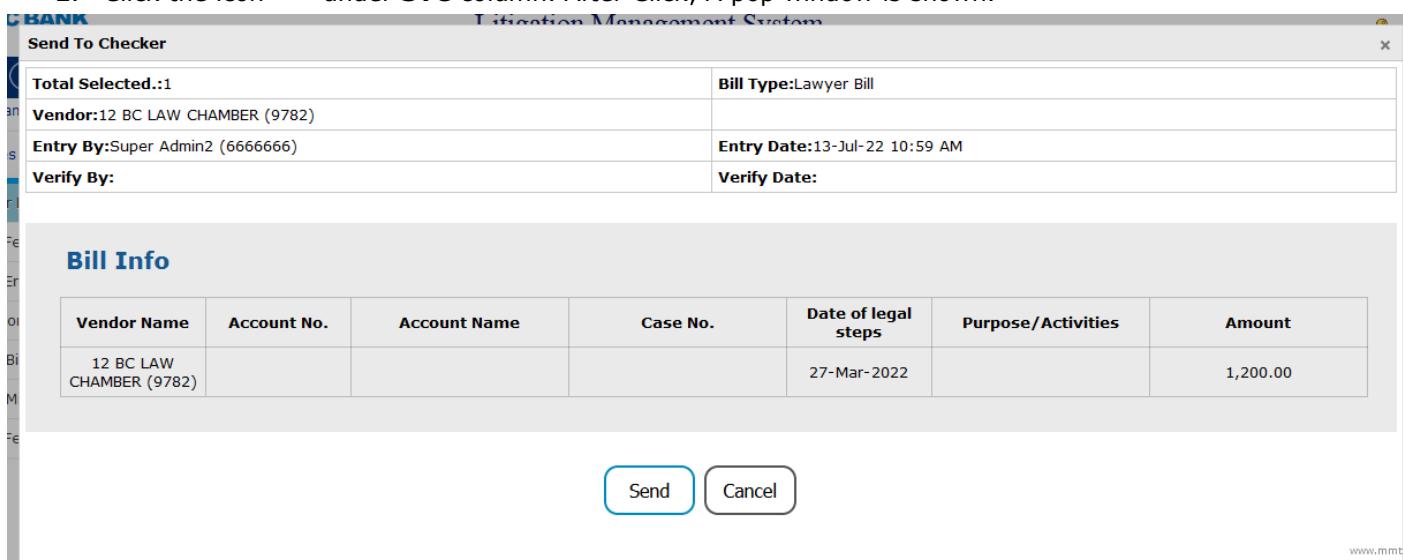
This operation is used to Send to Checker in Lawyer Bill. To Send to Checker do as following:

#### Menu Path

Legal Team -> Expenses -> Lawyer Bill -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Lawyer Bill data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)				27-Mar-2022		1,200.00

Figure 9.1.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.1.4 Verify (V)

#### Usage

This operation is used to verify Lawyer Bill. To verify Lawyer Bill do as following:

#### Menu Path

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Legal Team -> Expenses -> Lawyer Bill -> **V** (Verify)

#### Operation

- Find Bill for which user are going to Verify Lawyer Bill from Lawyer Bill data table.
- Click the icon  under **V** column. After Click, A pop window is shown.

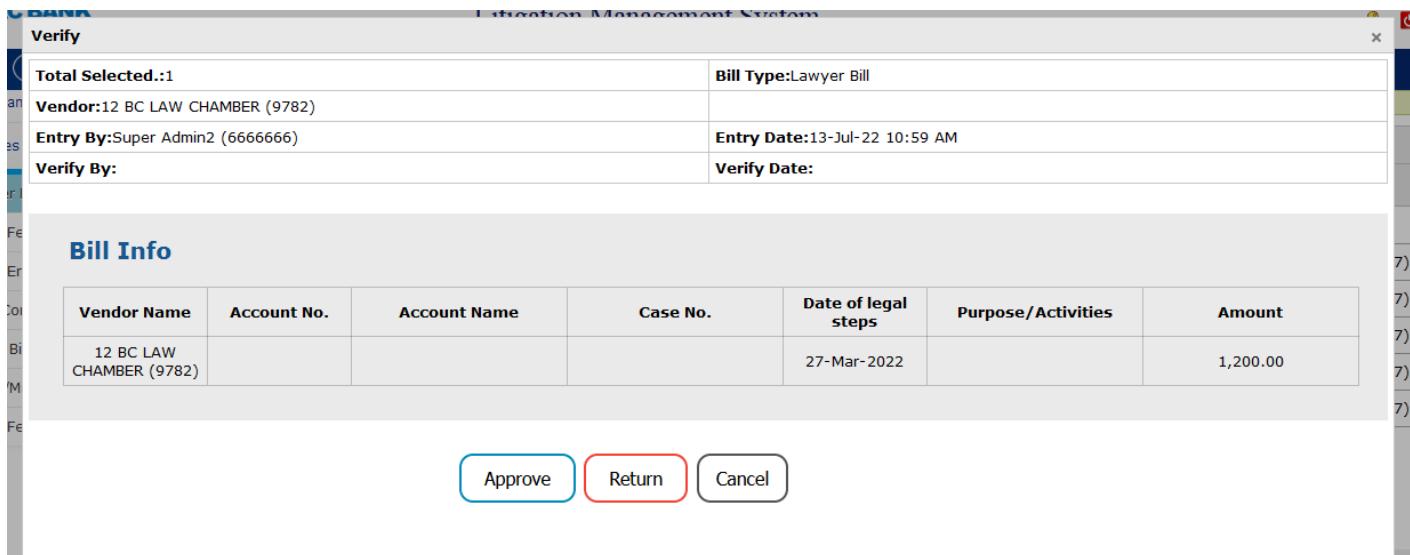


Figure 9.1.4:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Lawyer Bill Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

### 9.1.5 Bill Process by HO

#### Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

#### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> Form

#### Operation

- Search Data:

Home User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office Bill Processing

Bill Processing

Court Fee Lawyer Bill Court Entertainment Staff Conveyance Paper Bill Other/Miscellaneous Court Fee Return

Entry Form Data Grid

Serial No.*	Auto Generate	Memo Remarks
Month Of Bill*	Bill Month 2022 Load	Approver List*
Lawyer*	Select Lawyer	Tax Vat Text*
Despatch No.*	Auto Generate	Payment Type*
Bill Amount		TIN
Discount Amount		BIN
Receiving Date From Field*	dd/mm/yyyy	-----

Save

Figure 9.1.5:1

## 2. Show Data:

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual
[Head Office](#) > [Bill Processing](#)

Bill Processing
[Entry Form](#)
[Data Grid](#)

Serial No.\*
Auto Generate

Month Of Bill\*
January,... 2022
Reload

Lawyer\*
12 BC LAW CHAMBER

Despatch No.\*
Auto Generate

Bill Amount

Discount Amount

Receiving Date From Field\*
dd/mm/yyyy

Memo Remarks

Approver List\*
Approver

Tax Vat Text\*
Select Tax Vat Text

Payment Type\*
A/C Transfer

AC NO.\*
1529204525014001

TIN
2491033905

BIN
2491033905

**Bill Submit From Legal Team**

<input type="checkbox"/>	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
<input type="checkbox"/>	1	12 BC LAW CHAMBER (9782)				27-Mar-2022		1,200.00

**Total Selected Amount : 0**

**Bill Info**

<input type="checkbox"/>	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
<input type="checkbox"/>	2	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
<input type="checkbox"/>	3	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
<input type="checkbox"/>	4	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
<input type="checkbox"/>	5	12 BC LAW CHAMBER (9782)				28-Mar-2022		405.00
<input type="checkbox"/>	6	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,320.00
<input type="checkbox"/>	7	12 BC LAW CHAMBER (9782)				28-Mar-2022		300.00
<input type="checkbox"/>	8	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,200.00
<input type="checkbox"/>	9	12 BC LAW CHAMBER (9782)				28-Mar-2022		1,000.00
<input type="checkbox"/>	10	12 BC LAW CHAMBER (9782)				29-Mar-2022		700.00
<input type="checkbox"/>	11	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00
<input type="checkbox"/>	12	12 BC LAW CHAMBER (9782)				30-Mar-2022		1,200.00

**Total Selected Amount : 0**

**Save**

LMS v.1.0.1

Super Admin2( 6666666) 13-Jul-2022 Wednesday 11 : 25 : 30 AM Group :Recovery Maker, Region : Central

Developed by MicroMac

Figure 9.1.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.1.6 Edit

### Usage

This operation is used to edit any bill from the lawyer bill grid table.

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### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **E** (Edit)

### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Lawyer Bill data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Lawyer bill Details as required.
- d) Click the **Update** button to update Lawyer bill.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Lawyer bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.1.7 Send to Checker (STC)

#### Usage

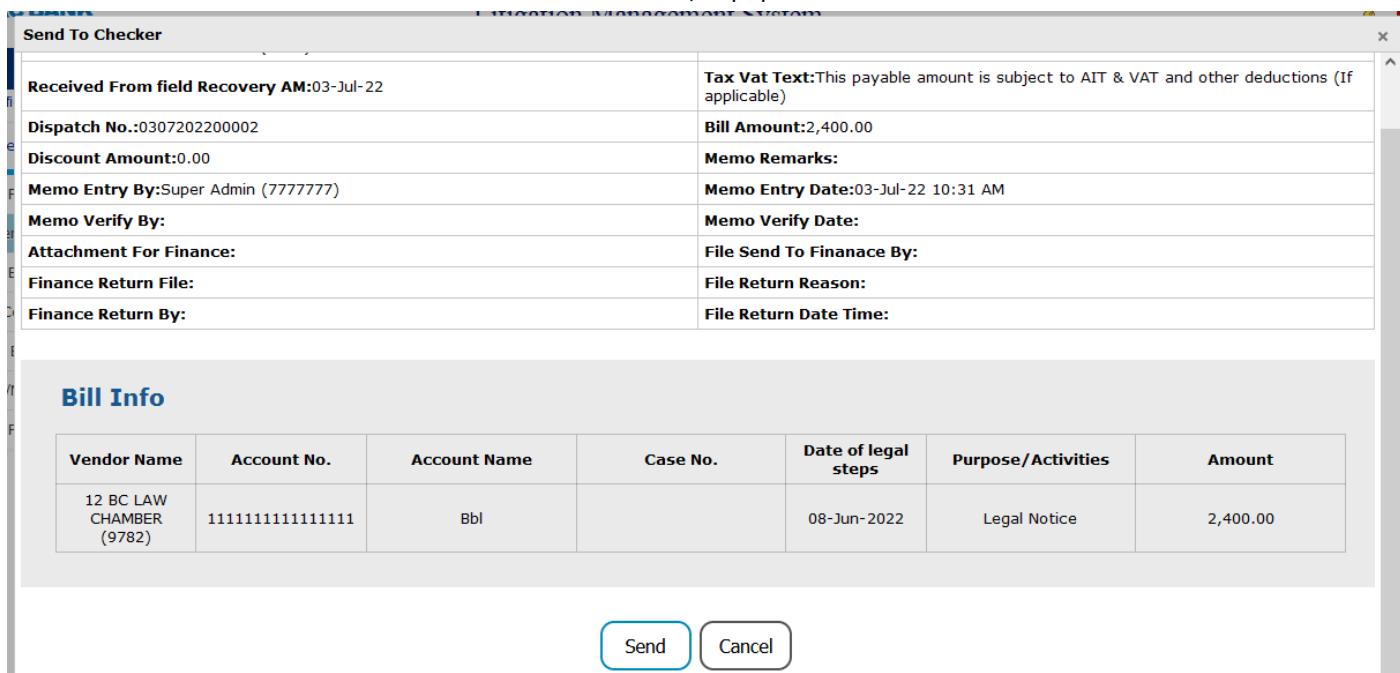
This operation is used to Send to Checker in Lawyer Bill. To Send to Checker do as following:

#### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Lawyer Bill data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



**Send To Checker**

Received From field Recovery AM:03-Jul-22	Tax Vat Text: This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:030720220002	Bill Amount:2,400.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:31 AM
Memo Verify By:	Memo Verify Date:
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl		08-Jun-2022	Legal Notice	2,400.00

Send    Cancel

Figure 9.1.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.1.8 Verify (V)

#### Usage

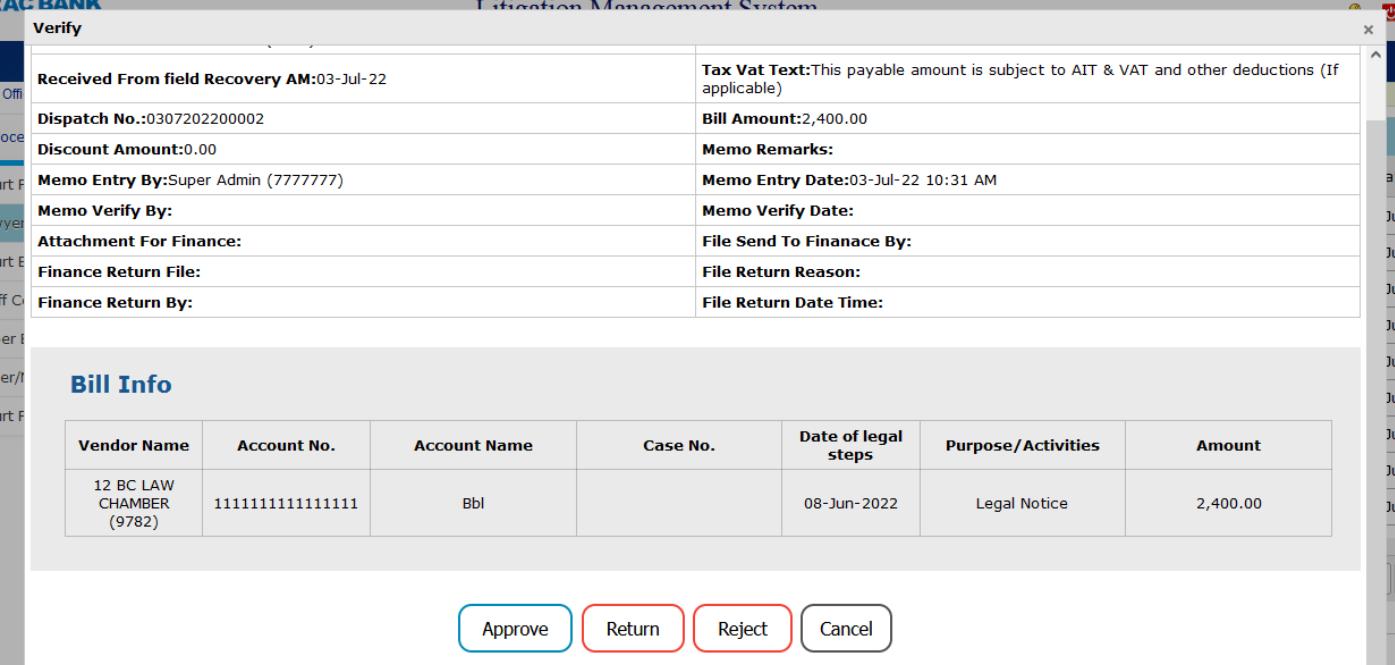
This operation is used to verify Lawyer Bill. To verify Lawyer Bill do as following:

### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **V** (Verify)

### Operation

- Find Bill for which user are going to Verify Lawyer Bill from Lawyer Bill data table.
- Click the icon  under **V** column. After Click, A pop window is shown.



The screenshot shows a 'Verify' pop-up window. At the top, there are several text fields and labels for bill details: 'Received From field Recovery AM:03-Jul-22', 'Dispatch No.:0307202200002', 'Discount Amount:0.00', 'Memo Entry By:Super Admin (7777777)', 'Memo Verify By:', 'Attachment For Finance:', 'Finance Return File:', and 'Finance Return By:'. To the right of these fields are corresponding labels: 'Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)', 'Bill Amount:2,400.00', 'Memo Remarks:', 'Memo Entry Date:03-Jul-22 10:31 AM', 'Memo Verify Date:', 'File Send To Finance By:', 'File Return Reason:', and 'File Return Date Time:'. Below this is a section titled 'Bill Info' with a table:

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl		08-Jun-2022	Legal Notice	2,400.00

At the bottom of the window are four buttons: 'Approve' (blue), 'Return' (orange), 'Reject' (red), and 'Cancel' (grey).

Figure 9.1.8:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Lawyer Bill Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

## 9.1.9 Send to Finance (STF)

### Usage

This operation is used to send to Finance in Lawyer Bill. To Send to Finance do as following:

### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **STF** (Send to Finance)

### Operation

- Find Send to Finance for which user are going to update Send to Finance from Lawyer Bill data table.
- Click the icon  under **STF** column. After Click, A pop window is shown.

Send To Finance

Received From Field Recovery AM:05 Jul-22	applicable)
Dispatch No.:0307202200002	Bill Amount:2,400.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:31 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 11:34 AM
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl		08-Jun-2022	Legal Notice	2,400.00

Attachment (If Any):

Figure 9.1.9:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.1.10 Verify From Finance (VF)

#### Usage

This operation is used to verify from Finance. To verify from Finance Lawyer Bill do as following:

#### Menu Path

Head Office -> Bill Processing -> Lawyer Bill -> **VF** (Verify from Finance)

#### Operation

- a) Find Bill for which user are going to Verify from Finance Lawyer Bill from Lawyer Bill data table.
- b) Click the icon under **VF** column. After Click, A pop window is shown.

Litigation Management System

**Verify**

Received From field Recovery AM:03-Jul-22	Tax Vat Text: This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:0307202200002	Bill Amount:2,400.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:31 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 11:34 AM
Attachment For Finance:	File Send To Finance By:Super Admin2 (6666666)
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl		08-Jun-2022	Legal Notice	2,400.00

[Return](#) [Approve](#) [Cancel](#)

Figure 9.1.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Lawyer Bill Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.2 Court Fee

### 9.2.1 Add

#### Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

#### Menu Path

Legal Team -> Expenses -> Court Fee -> Form

#### Operation

1. Search Data:

**Litigation Management System**

**Expenses**

- Lawyer Bill
- Court Fee**
- Court Entertainment
- Staff Conveyance
- Paper Bill
- Other/Miscellaneous
- Court Fee Return

**Entry Form** **Data Grid**

<b>Month Of Bill*</b>	Bill Month <input type="button" value="2022"/> <input type="button" value="Load"/>
<b>Lawyer*</b>	Select Lawyer <input type="button" value=""/>
<b>Save</b>	

Figure 9.2.1:1

2. Show Data:

BRAC BANK  
longer together

Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Expenses

Entry Form Data Grid

Month Of Bill\* January, 2022 Reload

Lawyer\* 12 BC LAW CHAMBER

**Bill Info**

	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
<input type="checkbox"/>	1	12 BC LAW CHAMBER (9782)				28-Mar-2022		500.09

Total Selected Amount : 0

Save

Figure 9.2.1:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.2.2 Edit

### Usage

This operation is used to edit any bill from the Court Fee grid table.

### Menu Path

Legal Team -> Expenses -> Court Fee -> **E** (Edit)

### Operation

To edit Court Fee information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Court Fee data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Court Fee Details as required.
- d) Click the **Update** button to update Court Fee.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.2.3 Send to Checker (STC)

### Usage

This operation is used to send to Checker in Court Fee. To Send to Checker do as following:

### Menu Path

Legal Team -> Expenses -> Court Fee -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

Total Selected.:1		Bill Type: Court Fee				
Vendor:	12 BC LAW CHAMBER (9782)	Entry By:	Super Admin2 (6666666)			
Verify By:	Entry Date: 13-Jul-22 11:52 AM					Verify Date:
<b>Bill Info</b>						
Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)				28-Mar-2022		500.09

Figure 9.2.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

#### 9.2.4 Verify (V)

##### Usage

This operation is used to verify Court Fee. To verify Court Fee do as following:

##### Menu Path

Legal Team -> Expenses -> Court Fee -> **V** (Verify)

##### Operation

- a) Find Bill for which user are going to Verify Court Fee from Court Fee data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

Total Selected.:1		Bill Type: Court Fee				
Vendor:	12 BC LAW CHAMBER (9782)	Entry By:	Super Admin2 (6666666)			
Verify By:	Entry Date: 13-Jul-22 11:52 AM					Verify Date:
<b>Bill Info</b>						
Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)				28-Mar-2022		500.09

Figure 9.2.4:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Fee Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

#### 9.2.5 Bill Process By HO

## Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

## Menu Path

Head Office -> Bill Processing -> Court Fee -> Form

## Operation

### 1. Search Data:

The screenshot shows the 'Entry Form' for 'Court Fee' in the 'Bill Processing' section of the 'Litigation Management System'. The form contains the following fields:

- Serial No.\***: Auto Generate
- Month Of Bill\***: Bill Month (dropdown) 2022, Load button
- Lawyer\***: Select Lawyer
- Despatch No.\***: Auto Generate
- Bill Amount**: Text input field
- Discount Amount**: Text input field
- Receiving Date From Field\***: dd/mm/yyyy
- Memo Remarks**: Text area
- Approver List\***: Select Approver List
- Tax Vat Text\***: Select Tax Vat Text
- Payment Type\***: Select Payment Type
- TIN**: Text input field
- BIN**: Text input field

At the bottom right is a **Save** button. The sidebar on the left lists other bill categories: Lawyer Bill, Court Entertainment, Staff Conveyance, Paper Bill, Other/Miscellaneous, and Court Fee Return. The top navigation bar includes links for User Management, SAM/RM Team, Head Office, Legal Team, Document Upload, Report, Parameter, and User Manual. The BRAC BANK logo is in the top left.

Figure 9.2.5:1

### 2. Show Data:

User Management
SAM/RM Team
Head Office
Legal Team
Document Upload
Report
Parameter
User Manual

Head Office > Bill Processing >

Bill Processing

- Court Fee
- Lawyer Bill
- Court Entertainment
- Staff Conveyance
- Paper Bill
- Other/Miscellaneous
- Court Fee Return

Entry Form
Data Grid

**Serial No.\***

**Month Of Bill\***

**Lawyer\***

**Despatch No.\***

**Bill Amount**

**Discount Amount**

**Receiving Date From Field\***

**Memo Remarks**

**Approver List\***

**Tax Vat Text\***

**Payment Type\***

**AC NO.\***

**TIN**

**BIN**

**Bill Submit From Legal Team**

<input type="checkbox"/>	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
<input type="checkbox"/>	1	12 BC LAW CHAMBER (9782)				28-Mar-2022		500.09

Total Selected Amount : 0

**Bill Pending**

<input type="checkbox"/>	SL	Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
								Total Selected Amount Pending Bill : 0

Figure 9.2.5:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.2.6 Edit

### Usage

This operation is used to edit any bill from the Court Fee grid table.

### Menu Path

Head Office -> Bill Processing -> Court Fee -> **E** (Edit)

### Operation

To edit Court Fee information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Court Fee data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Court Fee Details as required.
- d) Click the **Update** button to update Court Fee.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.2.7 Send to Checker (STC)

### Usage

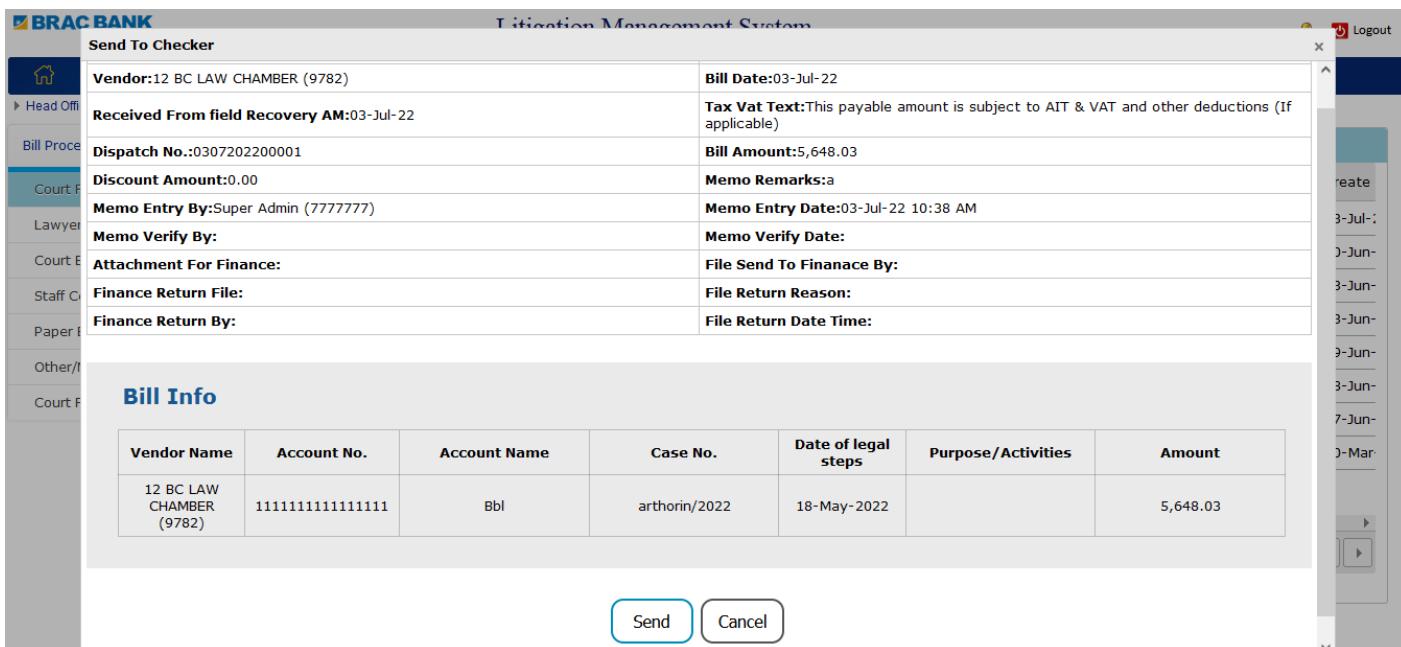
This operation is used to send to Checker in Court Fee. To Send to Checker do as following:

### Menu Path

Head Office -> Bill Processing -> Court Fee -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



The screenshot shows a 'Send To Checker' pop-up window. The window title is 'Send To Checker'. It contains the following data:

Vendor:12 BC LAW CHAMBER (9782)	Bill Date:03-Jul-22
Received From field Recovery AM:03-Jul-22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:0307202200001	Bill Amount:5,648.03
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:38 AM
Memo Verify By:	Memo Verify Date:
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl	arthorin/2022	18-May-2022		5,648.03

At the bottom of the window are two buttons: 'Send' and 'Cancel'.

Figure 9.2.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

## 9.2.8 Verify (V)

### Usage

This operation is used to verify Court Fee. To verify Court Fee do as following:

### Menu Path

Head Office -> Bill Processing -> Court Fee -> **V** (Verify)

### Operation

- a) Find Bill for which user are going to Verify Court Fee from Court Fee data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Verify**

Vendor:12 BC LAW CHAMBER (9782)	Bill Date:03-Jul-22
Received From field Recovery AM:03-Jul-22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:0307202200001	Bill Amount:5,648.03
Discount Amount:0.00	Memo Remarks:a
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:38 AM
Memo Verify By:	Memo Verify Date:
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl	arthonin/2022	18-May-2022		5,648.03

**Approve** **Return** **Reject** **Cancel**

Figure 9.2.8:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Fee Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Reject, Reject then Reason should be entry.
- g) If User want to Cancel, Click Cancel Button.

## 9.2.9 Send to Finance (STF)

### Usage

This operation is used to send to Finance in Court Fee. To Send to Finance do as following:

### Menu Path

Head Office -> Bill Processing -> Court Fee-> **STF** (Send to Finance)

### Operation

1. Find Send to Finance for which user are going to update Send to Finance from Court Fee data table.
2. Click the icon ➔ under **STF** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Send To Finance**

Received From field Recovery AM:03-Jul-22	applicable)
Dispatch No.:0307202200001	Bill Amount:5,648.03
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:38 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 12:06 PM
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl	arthonin/2022	18-May-2022		5,648.03

Attachment (If Any):

**Send** **Cancel**

Figure 9.2.9:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.2.10 Verify From Finance (VF)

#### Usage

This operation is used to verify from Finance. To verify from Finance Court Fee do as following:

#### Menu Path

Head Office -> Bill Processing -> Court Fee -> **VF** (Verify from Finance)

#### Operation

- a) Find Bill for which user are going to Verify from Finance Court Fee from Court Fee data table.
- b) Click the icon under **VF** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Verify**

Received From field Recovery AM:03-Jul-22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:0307202200001	Bill Amount:5,648.03
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:03-Jul-22 10:38 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 12:06 PM
Attachment For Finance:	File Send To Finance By:Super Admin2 (6666666)
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Account No.	Account Name	Case No.	Date of legal steps	Purpose/Activities	Amount
12 BC LAW CHAMBER (9782)	1111111111111111	Bbl	arthonin/2022	18-May-2022		5,648.03

**Return** **Approve** **Cancel**

Figure 9.2.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Fee Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.3 Court Entertainment

### 9.3.1 Add

#### Usage

This operation is used to add Court Entertainment. To add Court Entertainment do as following:

#### Menu Path

Legal Team -> Expenses -> Court Entertainment -> Form

#### Operation

Figure 9.3.1:1

1. Enter data as required for Court Entertainment Bill into the input field of popup window. Then Click the Save button to add Court Entertainment Bill information.
2. In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment Bill will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
3. New inserted data will be shown with highlighted in the top position of data table.
4. User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.3.2 Edit

#### Usage

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This operation is used to edit any bill from the Court Entertainment grid table.

#### Menu Path

Legal Team -> Expenses -> Court Entertainment -> **E** (Edit)

#### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Court Entertainment data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Court Entertainment Details as required.
- d) Click the **Update** button to update Court Entertainment bill.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.3.3 Send to Checker (STC)

#### Usage

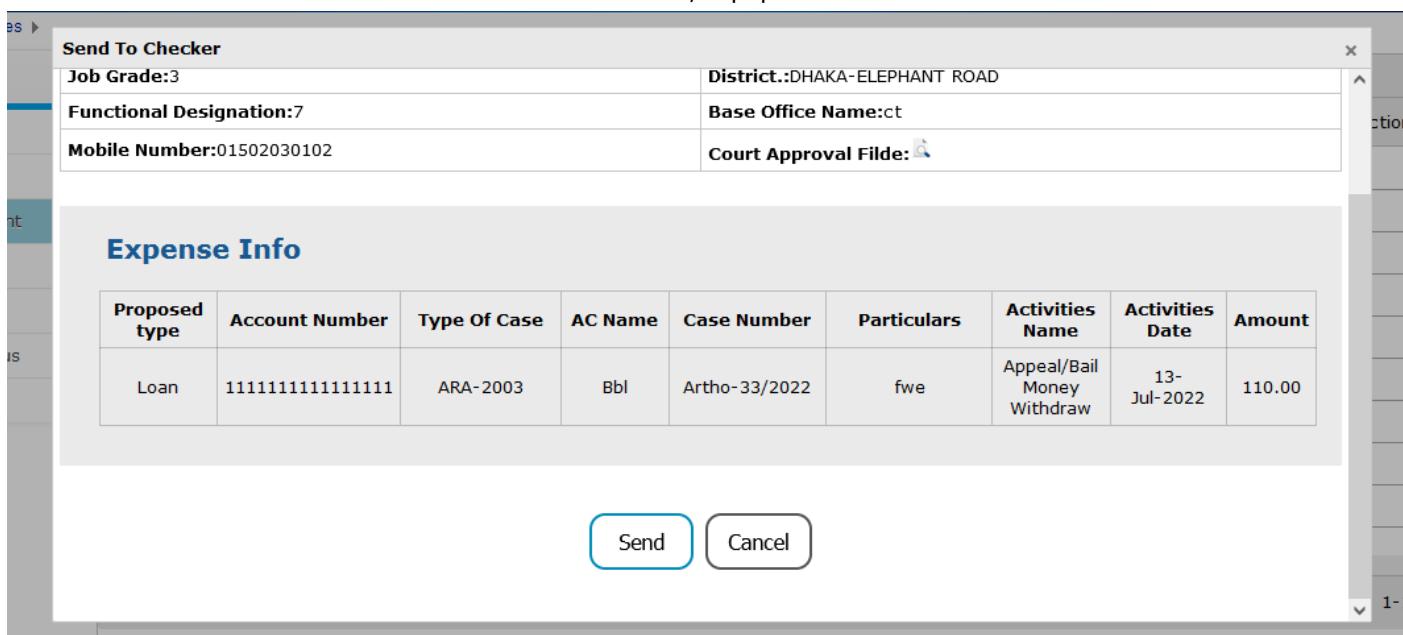
This operation is used to send to Checker in Court Entertainment. To Send to Checker do as following:

#### Menu Path

Legal Team -> Expenses -> Court Entertainment -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Entertainment data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



Proposed type	Account Number	Type Of Case	AC Name	Case Number	Particulars	Activities Name	Activities Date	Amount
Loan	1111111111111111	ARA-2003	Bbl	Artho-33/2022	fwe	Appeal/Bail Money Withdraw	13-Jul-2022	110.00

Figure 9.3.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.3.4 Verify (V)

#### Usage

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This operation is used to verify Court Entertainment. To verify Court Entertainment do as following:

#### Menu Path

Legal Team -> Expenses -> Court Entertainment -> **V** (Verify)

#### Operation

- Find Bill for which user are going to Verify Court Entertainment from Court Entertainment data table.
- Click the icon  under **V** column. After Click, A pop window is shown.



Proposed type	Account Number	Type Of Case	AC Name	Case Number	Particulars	Activities Name	Activities Date	Amount
Loan	1111111111111111	ARA-2003	Bbl	Artho-33/2022	fwe	Appeal/Bail Money Withdraw	13-Jul-2022	110.00

Figure 9.3.4:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Court Entertainment Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

### 9.3.5 Bill Process By HO

#### Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

#### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> Form

#### Operation

- Search Data:

**Litigation Management System**

BRAC BANK বঙ্গ বাণিজ

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office Bill Processing

**Bill Processing**

- Court Fee
- Lawyer Bill
- Court Entertainment**
- Staff Conveyance
- Paper Bill
- Other/Miscellaneous
- Court Fee Return

Entry Form Data Grid

Employee Type Employee Type Year Select Year Billing Month Select Bill Month Staff Pin **Search**

**Serial No.\*** Auto Generate **Month Of Bill**  
**Employee Type** Approver List\* Select Approver List

**Despatch No.\*** Auto Generate

**Bill Info**

<input type="checkbox"/>	SI	Pin	Employee Name	Employee AC number	Base Office	Region	Case Account Details	Amount
<b>Save</b>								

Figure 9.3.5:1

**2. Show Data:**

**Litigation Management System**

BRAC BANK বঙ্গ বাণিজ

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office Bill Processing

**Bill Processing**

- Court Fee
- Lawyer Bill
- Court Entertainment**
- Staff Conveyance
- Paper Bill
- Other/Miscellaneous
- Court Fee Return

Entry Form Data Grid

Employee Type BBL Year 2022 Billing Month January Staff Pin **Search**

**Serial No.\*** Auto Generate **Month Of Bill** January  
**Employee Type** Approver List\* Select Approver List

**Despatch No.\*** Auto Generate

**Bill Info**

<input type="checkbox"/>	SI	Pin	Employee Name	Employee AC number	Base Office	Region	Case Account Details	Amount
<input type="checkbox"/>	1	7777777	Super Admin	1111111111111111	asdf	Central	<input type="button" value="Edit"/>	100.00
<input type="checkbox"/>	2	7777777	Super Admin	1111111111111111	asdf	Central	<input type="button" value="Edit"/>	300.00
<input type="checkbox"/>	3	7777777	Super Admin	3333333333333333	asdf	Central	<input type="button" value="Edit"/>	33.00
<input type="checkbox"/>	4	7777777	Super Admin	1111111111111111	asdf	Central	<input type="button" value="Edit"/>	333.00
<input type="checkbox"/>	5	7777777	Super Admin	1111111111111111	asdf	Central	<input type="button" value="Edit"/>	50.00
<input type="checkbox"/>	6	7777777	Super Admin	9999999999999999	as	Central	<input type="button" value="Edit"/>	600.00
<b>Total Selected Amount : 0</b>								
<b>Save</b>								

Figure 9.3.5:2

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.3.6 Edit

### Usage

This operation is used to edit any bill from the Court Entertainment grid table.

### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **E** (Edit)

### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Court Entertainment data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Court Entertainment Details as required.
- d) Click the **Update** button to update Court Entertainment.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Court Entertainment will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.3.7 Send to Checker (STC)

#### Usage

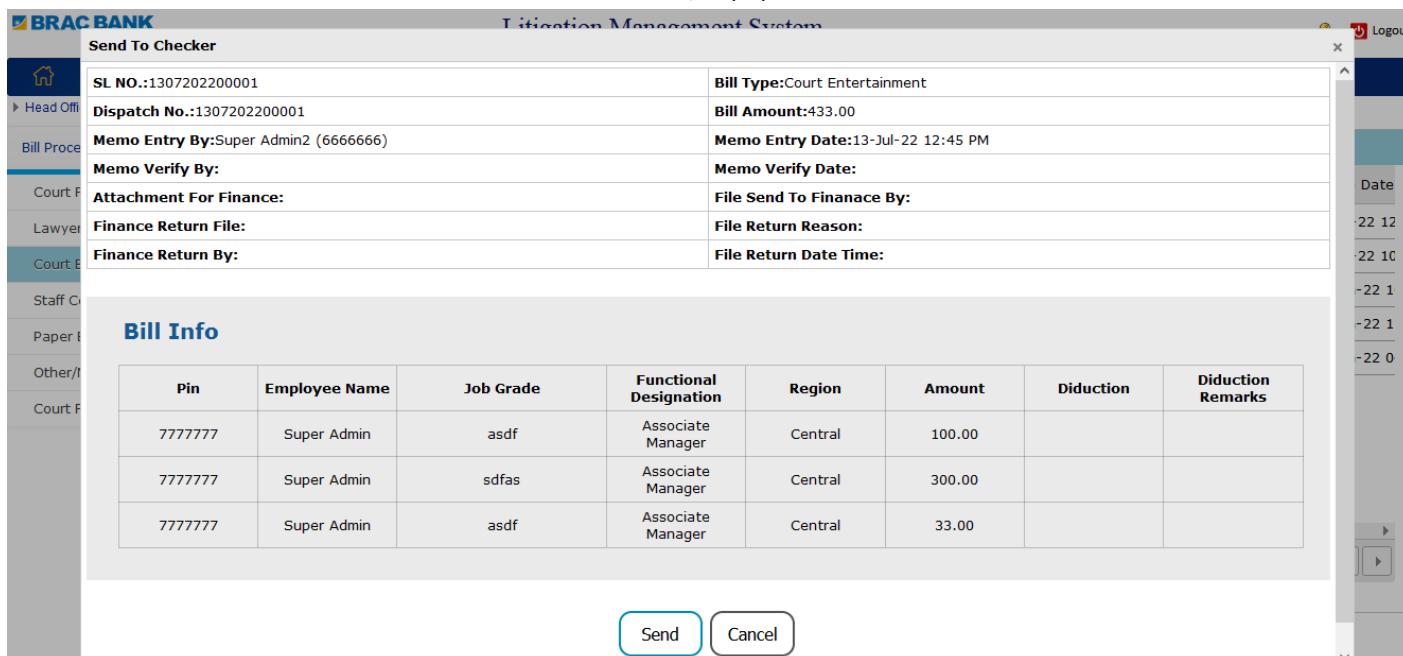
This operation is used to send to Checker in Court Entertainment. To Send to Checker do as following:

#### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Entertainment data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

Figure 9.3.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.3.8 Verify (V)

### Usage

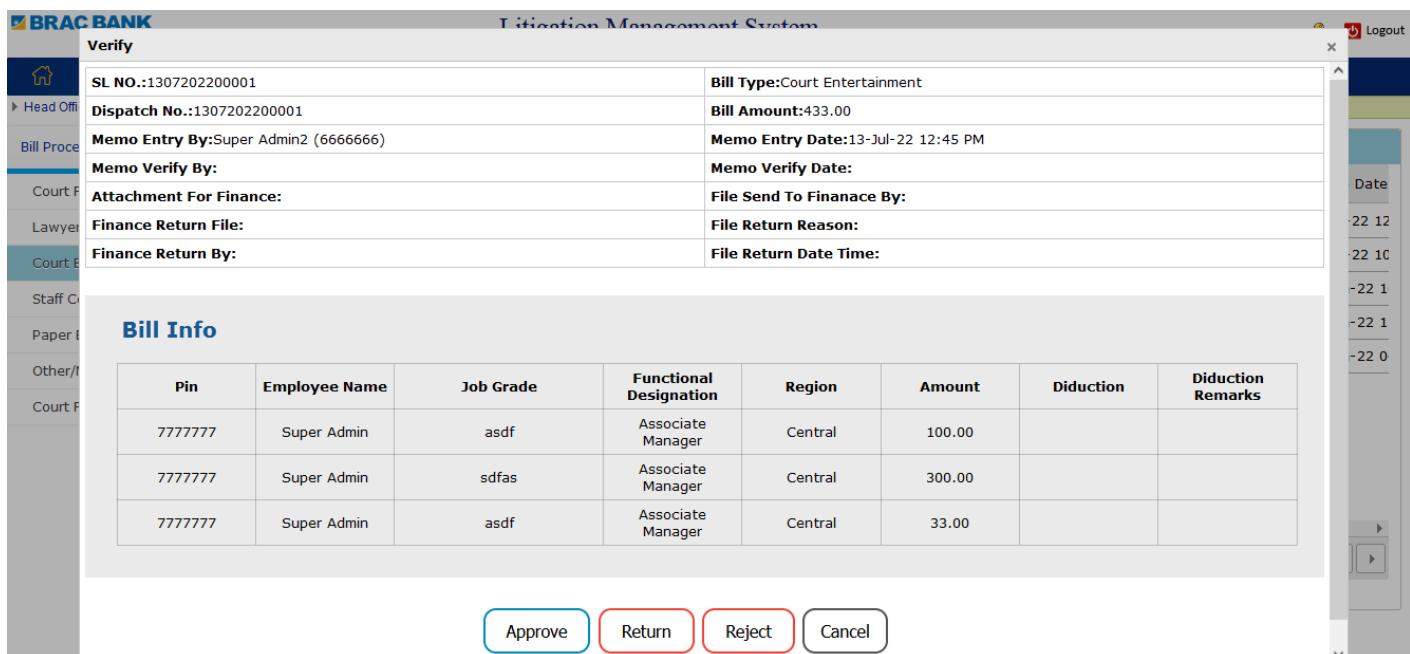
This operation is used to verify Court Fee. To verify Court Entertainment do as following:

### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **V** (Verify)

### Operation

- Find Bill for which user are going to Verify Court Entertainment from Court Entertainment data table.
- Click the icon  under **V** column. After Click, A pop window is shown.



SL NO.:1307202200001	Bill Type: Court Entertainment
Dispatch No.:1307202200001	Bill Amount: 433.00
Memo Entry By: Super Admin2 (6666666)	Memo Entry Date: 13-Jul-22 12:45 PM
Memo Verify By:	Memo Verify Date:
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

**Bill Info**

**Approve** **Return** **Reject** **Cancel**

Figure 9.3.8:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Court Entertainment Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

### 9.3.9 Send to Finance (STF)

#### Usage

This operation is used to send to Finance in Court Entertainment. To Send to Finance do as following:

#### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **STF** (Send to Finance)

#### Operation

- Find Send to Finance for which user are going to update Send to Finance from Court Entertainment data table.
- Click the icon  under **STF** column. After Click, A pop window is shown.

Head Offi	<b>Memo Entry By:</b> Super Admin2 (6666666)	<b>Memo Entry Date:</b> 13-Jul-22 12:45 PM
Bill Proce	<b>Memo Verify By:</b> Super Admin2 (6666666)	<b>Memo Verify Date:</b> 13-Jul-22 12:46 PM
Court F	<b>Attachment For Finance:</b>	<b>File Send To Finanace By:</b>
Lawyer	<b>Finance Return File:</b>	<b>File Return Reason:</b>
Court E	<b>Finance Return By:</b>	<b>File Return Date Time:</b>

**Bill Info**

Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

Attachment (If Any):

[Send](#) [Cancel](#)

Figure 9.3.9:1

- c) After click Send Button, Successfully Send message will be shown.
- d) After Successfully Send the data will be parked to Common Queue.

### 9.3.10 Verify From Finance (VF)

#### Usage

This operation is used to verify from Finance. To verify from Finance Court Entertainment do as following:

#### Menu Path

Head Office -> Bill Processing -> Court Entertainment -> **VF** (Verify from Finance)

#### Operation

- a) Find Bill for which user are going to Verify from Finance Court Entertainment from Court Entertainment data table.
- b) Click the icon  under **VF** column. After Click, A pop window is shown.

Head Offi	<b>Dispatch No.:</b> 1307202200001	<b>Bill Amount:</b> 433.00
Bill Proce	<b>Memo Entry By:</b> Super Admin2 (6666666)	<b>Memo Entry Date:</b> 13-Jul-22 12:45 PM
Court F	<b>Memo Verify By:</b> Super Admin2 (6666666)	<b>Memo Verify Date:</b> 13-Jul-22 12:46 PM
Lawyer	<b>Attachment For Finance:</b>	<b>File Send To Finanace By:</b> Super Admin2 (6666666)
Court E	<b>Finance Return File:</b>	<b>File Return Reason:</b>
Staff C	<b>Finance Return By:</b>	<b>File Return Date Time:</b>

**Bill Info**

Pin	Employee Name	Job Grade	Functional Designation	Region	Amount	Diduction	Diduction Remarks
7777777	Super Admin	asdf	Associate Manager	Central	100.00		
7777777	Super Admin	sdfas	Associate Manager	Central	300.00		
7777777	Super Admin	asdf	Associate Manager	Central	33.00		

[Return](#) [Approve](#) [Cancel](#)

Figure 9.3.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Entertainment Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.4 Staff Conveyance

### 9.4.1 Add

#### Usage

This operation is used to add Staff Conveyance. To add Staff Conveyance do as following:

#### Menu Path

Legal Team -> Expenses -> Staff Conveyance -> Form

#### Operation

The screenshot shows the 'Entry Form' for Staff Conveyance. The sidebar on the left lists categories: Expenses, Lawyer Bill, Court Fee, Court Entertainment, Staff Conveyance (which is selected and highlighted in blue), Paper Bill, Other/Miscellaneous, and Court Fee Return. The main area has tabs for 'Entry Form' and 'Data Grid'. The 'Entry Form' tab is active, showing fields: District\* (Select District dropdown), Staff\* (Select Staff dropdown), Activities Name\* (Select Expense Activities dropdown), Activities Date\* (dd/mm/yyyy input), Amount\* (input field), and Remarks (text area). A 'Save' button is at the bottom. The top navigation bar includes the BRAC BANK logo, User Management, SAM/RM Team, Head Office, Legal Team (which is the current page), Document Upload, Report, Parameter, User Manual, and Logout.

Figure 9.4.1:1

1. Enter data as required for Staff Conveyance Bill into the input field of popup window. Then Click the Save button to add Staff Conveyance Bill information.
2. In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance Bill will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
3. New inserted data will be shown with highlighted in the top position of data table.
4. User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.4.2 Edit

#### Usage

This operation is used to edit any bill from the Staff Conveyance grid table.

#### Menu Path

Legal Team -> Expenses -> Staff Conveyance -> **E** (Edit)

#### Operation

To edit bill information from the system, need to do as follows:

- h) Find bill for which the user is going to edit from Staff Conveyance data table.
  - i) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
  - j) Edit the Staff Conveyance Details as required.
  - k) Click the **Update** button to update Staff Conveyance bill.
  - l) In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
  - m) New updated data will be shown with highlighted in the data table.
  - n) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.4.3 Send to Checker (STC)

## Usage

This operation is used to send to Checker in Staff Conveyance. To Send to Checker do as following:

## Menu Path

Legal Team -> Expenses -> Staff Conveyance -> **STC** (Send to Checker)

## Operation

1. Find Send to Checker for which user are going to update Send to Checker from Staff Conveyance data table.
  2. Click the icon  under **STC** column. After Click, A pop window is shown.



Litigation Management System


Logout

User Management
SAM/RM Team
Head Office
Legal Team
Document Upload
Report
Parameter
User Manual

Legal Team > Expenses

**Expenses**

Lawyer Bill  
Court Fee  
Court Entertainment  
**Staff Conveyance**  
Paper Bill  
Other/Miscellaneous  
Court Fee Return

**Entry Form**

D	E	STC	V
			
V	V	V	V
V	V	V	V
V	V	V	V
V	V	V	V
V	V	V	V

**Expenses**

Expense Type		Staff conveyence
Vendor Name	Md. Kamal	
District	B. BARIA	
Activities Name	Courier	
Activities Date	13-07-2022	
Amount	1000.00	
Remarks		

Send
Cancel

Successfully Saved

Activities Name	A
Courier	1
Motor cycle	0
Courier	0
Courier	0
Motor cycle	0
Courier	1
Courier	0
	0
Courier	1
Courier	0

Show rows:

10

1-10 of 21

Figure 9.4.3:1

3. After click Send Button, Successfully Send message will be shown.
  4. After Successfully Send the data will be parked to Common Queue.

#### 9.4.4 Verify (V)

## Usage

This operation is used to verify Staff Conveyance. To verify Staff Conveyance do as following:

## Menu Path

Legal Team -> Expenses -> Staff Conveyance -> **V** (Verify)

## Operation

- a) Find Bill for which user are going to Verify Staff Conveyance from Staff Conveyance data table.
  - b) Click the icon  under **V** column. After Click, A pop window is shown.

BRAC BANK

Litigation Management System

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Legal Team Expenses

Expenses

Entry Form

Expense Type: Staff conveyance

Vendor Name: Md. Kamal

District: B. BARIA

Activities Name: Courier

Activities Date: 13-07-2022

Amount: 1000.00

Remarks:

Approve Return Reject Cancel

D = Delete, E = Edit, STC = Send To Checker, V = Verify

Activities Name

Courier 1

Motor cycle 0

Courier 0

Courier 0

Motor cycle 0

Courier 1

Courier 0

Courier 0

Courier 1

Courier 1

Show rows: 10 1-10 of 21

Figure 9.4.4:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Staff Conveyance Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Reject, Reject then Reason should be entry.
- g) If User want to Cancel, Click Cancel Button.

#### 9.4.5 Bill Process by HO

##### Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

##### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> Form

##### Operation

1. Search Data:

**Litigation Management System**

BRAC BANK বাবু অফিস

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office Bill Processing

Bill Processing

Serial No. Auto Generate

Month Of Bill\* Bill Month 2022 Load

District\* Select District

Staff\* Select Staff

Despatch No. Auto Generate

Bill Amount

Discount Amount

Receiving Date From Field\* dd/mm/yyyy

Memo Remarks

Approver List\* Select Approver List

Tax Vat Text\* Select Tax Vat Text

Payment Type\* Select Payment Type

Save

Figure 9.4.5:1

## 2. Show Data:

**Litigation Management System**

BRAC BANK বাবু অফিস

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Head Office Bill Processing

Bill Processing

Serial No. Auto Generate

Month Of Bill\* January,... 2022 Reload

District\* B. BARIA

Staff\* Md. Kamal (13081)

Despatch No. Auto Generate

Bill Amount

Discount Amount

Receiving Date From Field\* dd/mm/yyyy

Memo Remarks

Approver List\* Select Approver List

Tax Vat Text\* Select Tax Vat Text

Payment Type\* A/C Transfer

AC NO.\*

**Bill Info**

SL	Vendor Name	Date of legal steps	Purpose/Activities	Amount
1	Md. Kamal (13081)	16-Mar-2022	Courier	333.00

Total Selected Amount : 0

Save

LMS v.1.0.1 Super Admin2( 6666666) 13-Jul-2022 Wednesday 01 : 01 : 03 PM Group :Recovery Maker, Region : Central Developed by MicroMac

Figure 9.4.5:2

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.4.6 Edit

### Usage

This operation is used to edit any bill from the Staff Conveyance grid table.

### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **E** (Edit)

### Operation

To edit bill information from the system, need to do as follows:

- h) Find bill for which the user is going to edit from Staff Conveyance data table.
- i) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- j) Edit the Staff Conveyance Details as required.
- k) Click the **Update** button to update Staff Conveyance.
- l) In case of any wrong input, system shows appropriate message. Otherwise, Staff Conveyance will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- m) New updated data will be shown with highlighted in the data table.
- n) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.4.7 Send to Checker (STC)

#### Usage

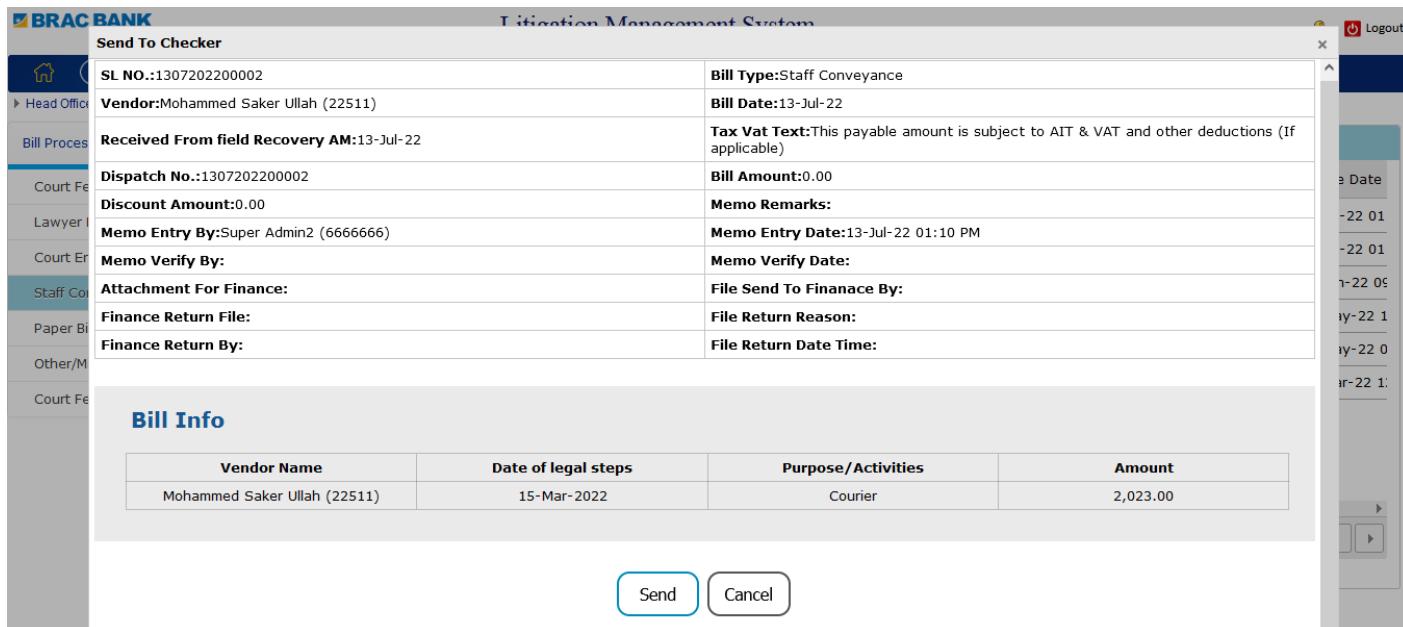
This operation is used to send to Checker in Staff Conveyance. To Send to Checker do as following:

### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Staff Conveyance data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



**BRAC BANK** Litigation Management System

**Send To Checker**

SL NO.:1307202200002	Bill Type:Staff Conveyance
Vendor:Mohammed Saker Ullah (22511)	Bill Date:13-Jul-22
Received From field Recovery AM:13-Jul-22	
Dispatch No.:1307202200002	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:0.00
Memo Entry By:Super Admin2 (6666666)	Memo Remarks:
Memo Verify By:	Memo Entry Date:13-Jul-22 01:10 PM
Attachment For Finance:	Memo Verify Date:
Finance Return File:	File Send To Finance By:
Finance Return By:	File Return Reason:
	File Return Date Time:

**Bill Info**

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Mohammed Saker Ullah (22511)	15-Mar-2022	Courier	2,023.00

**Send** **Cancel**

Figure 9.4.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.4.8 Verify (V)

#### Usage

This operation is used to verify Court Fee. To verify Staff Conveyance do as following:

### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **V** (Verify)

### Operation

- Find Bill for which user are going to Verify Staff Conveyance from Staff Conveyance data table.
- Click the icon  under **V** column. After Click, A pop window is shown.

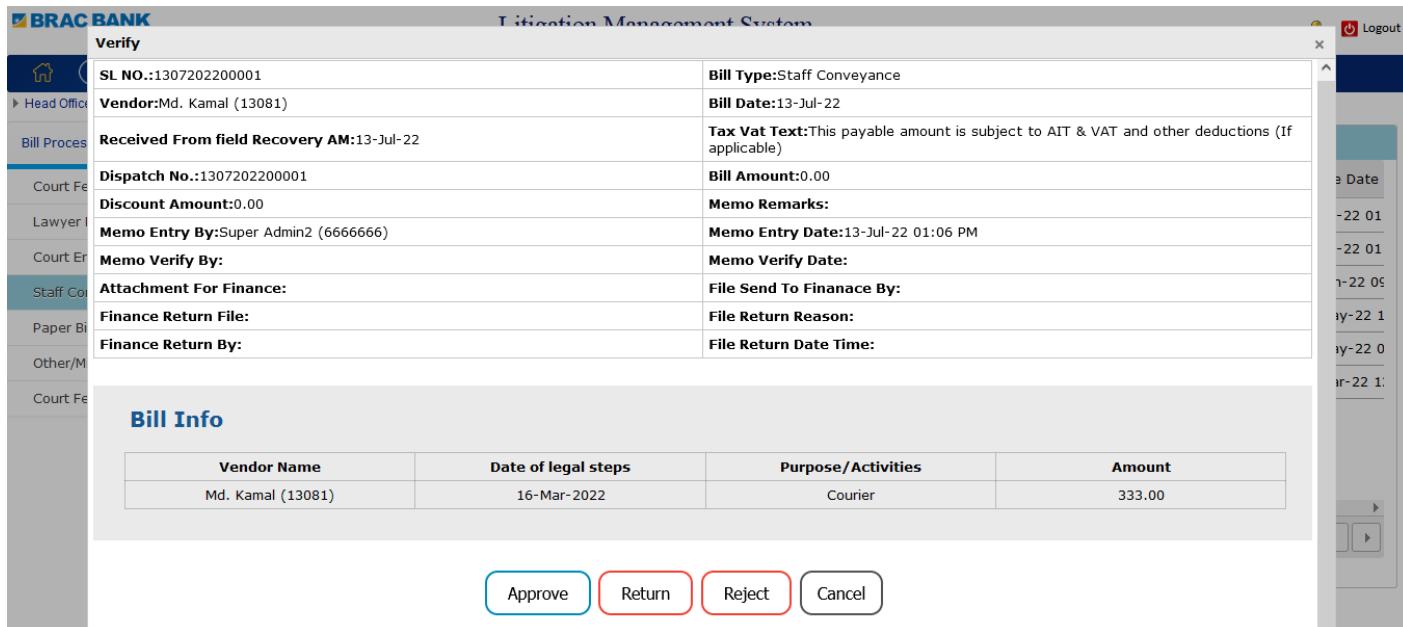


Figure 9.4.8:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Staff Conveyance Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

### 9.4.9 Send to Finance (STF)

#### Usage

This operation is used to send to Finance in Staff Conveyance. To Send to Finance do as following:

### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **STF** (Send to Finance)

### Operation

- Find Send to Finance for which user are going to update Send to Finance from Staff Conveyance data table.
- Click the icon  under **STF** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Send To Finance**

SL NO.:1307202200001	Bill Type:Staff Conveyance
Vendor:Md. Kamal (13081)	Bill Date:13-Jul-22
Received From field Recovery AM:13-Jul-22	
Dispatch No.:1307202200001	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:0.00
Memo Entry By:Super Admin2 (6666666)	Memo Remarks:
Memo Verify By:Super Admin2 (6666666)	Memo Entry Date:13-Jul-22 01:06 PM
Attachment For Finance:	Memo Verify Date:13-Jul-22 01:11 PM
Finance Return File:	File Send To Finance By:
Finance Return By:	File Return Reason:
	File Return Date Time:

**Bill Info**

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Md. Kamal (13081)	16-Mar-2022	Courier	333.00

Attachment (If Any):

**Send** **Cancel**

Figure 9.4.9:1

- c) After click Send Button, Successfully Send message will be shown.
- d) After Successfully Send the data will be parked to Common Queue.

#### 9.4.10 Verify From Finance (VF)

##### Usage

This operation is used to verify from Finance. To verify from Finance Staff Conveyance do as following:

##### Menu Path

Head Office -> Bill Processing -> Staff Conveyance -> **VF** (Verify from Finance)

##### Operation

- a) Find Bill for which user are going to Verify from Finance Staff Conveyance from Staff Conveyance data table.
- b) Click the icon  under **VF** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Verify**

SL NO.:1307202200001	Bill Type:Staff Conveyance
Vendor:Md. Kamal (13081)	Bill Date:13-Jul-22
Received From field Recovery AM:13-Jul-22	
Dispatch No.:1307202200001	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:0.00
Memo Entry By:Super Admin2 (6666666)	Memo Remarks:
Memo Verify By:Super Admin2 (6666666)	Memo Entry Date:13-Jul-22 01:06 PM
Attachment For Finance:	Memo Verify Date:13-Jul-22 01:11 PM
Finance Return File:	File Send To Finance By:Super Admin2 (6666666)
Finance Return By:	File Return Reason:
	File Return Date Time:

**Bill Info**

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Md. Kamal (13081)	16-Mar-2022	Courier	333.00

[Return](#) [Approve](#) [Cancel](#)

Figure 9.4.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Staff Conveyance Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.5 Paper Bill

### 9.5.1 Add

#### Usage

This operation is used to add Paper Bill. To add Paper Bill do as following:

#### Menu Path

Legal Team -> Expenses -> Paper Bill -> Form

#### Operation

**Expenses**

- Lawyer Bill
- Court Fee
- Court Entertainment
- Staff Conveyance
- Paper Bill**
- Other/Miscellaneous
- Court Fee Return

**Entry Form**

**Proposed Type\***

**Requisition Type\***

**Account Type\***

**Loan A/C No.\***

**Loan Account Name** -----

**Previous Publication Date** -----

**Previous Publication Paper Name** -----

**District** -----

**Under Section\***

**Case Number\***

**Previous Publication Copy Attached** -----

**Remarks**

**Expenses**

D	<b>Vendor*</b>	<b>Bank Account No.*</b>	<b>Tin Number</b>	<b>Bin Number</b>	<b>Musok(6.3) Number</b>	<b>Paper Name*</b>	<b>Publication Date*</b>	<b>Publication Copy*</b>	<b>Approval Attachment*</b>	<b>Amount*</b>
1	<input type="text" value="Vendor"/> <input type="text" value="Vendor"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Paper"/> <input type="text"/>	<input type="text" value="dd/mm/yyyy"/>	<input type="button" value=""/>	<input type="button" value=""/>	<input type="text"/>

[Add More](#)

Figure 9.5.1:1

- a) Enter data as required for Paper Bill into the input field of popup window. Then Click the Save button to add Paper Bill information.
- b) In case of any wrong input, system shows appropriate message. Otherwise, Paper Bill will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
- c) New inserted data will be shown with highlighted in the top position of data table.
- d) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.5.2 Edit

### Usage

This operation is used to edit any bill from the Paper Bill grid table.

### Menu Path

Legal Team -> Expenses -> Paper Bill -> **E** (Edit)

### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Paper Bill data table.
- b) Click the icon under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Paper Bill Details as required.
- d) Click the **Update** button to update Paper Bill.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Paper Bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.5.3 Send to Checker (STC)

### Usage

This operation is used to send to Checker in Paper Bill. To Send to Checker do as following:

### Menu Path

Legal Team -> Expenses -> Paper Bill -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Paper Bill data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

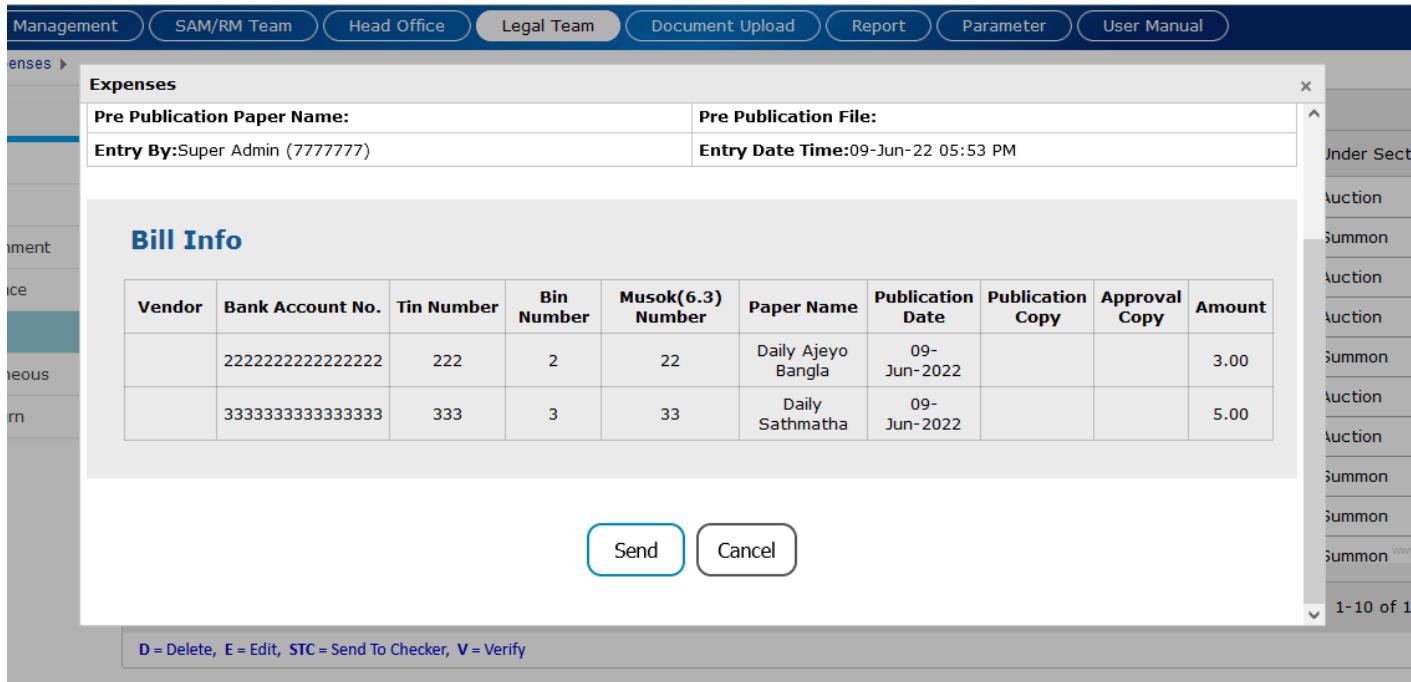


Figure 9.5.3:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.5.4 Verify (V)

#### Usage

This operation is used to verify Paper Bill. To verify Paper Bill do as following:

#### Menu Path

Legal Team -> Expenses -> Paper Bill -> **V** (Verify)

#### Operation

- a) Find Bill for which user are going to Verify Paper Bill from Paper Bill data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

Pre Publication Paper Name: **Pre Publication File:**  
**Entry By:** Super Admin (7777777) **Entry Date Time:** 09-Jun-22 05:53 PM

Vendor	Bank Account No.	Tin Number	Bin Number	Musok(6.3) Number	Paper Name	Publication Date	Publication Copy	Approval Copy	Amount
	2222222222222222	222	2	22	Daily Ajeyo Bangla	09-Jun-2022			3.00
	3333333333333333	333	3	33	Daily Sathmatha	09-Jun-2022			5.00

**Bill Info**

Approve    Return    Reject    Cancel

D = Delete, E = Edit, STC = Send To Checker, V = Verify

Figure 9.5.4:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Paper Bill Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Reject, Reject then Reason should be entry.
- g) If User want to Cancel, Click Cancel Button.

## 9.5.5 Bill Process by HO

### Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

### Menu Path

Head Office -> Bill Processing -> Paper Bill -> Form

### Operation

1. Search Data:

Bill Processing

Entry Form Data Grid

Serial No.\* Auto Generate

Month Of Bill\* Bill Month 2022 Load

Paper Vendor\* Vendor Select Paper Vendor

Despatch No.\* Auto Generate

Bill Amount

Discount Amount

Receiving Date From Field\* dd/mm/yyyy

Memo Remarks

Approver List\* Select Approver List

Tax Vat Text\* Select Tax Vat Text

Payment Type\* Select Payment Type

Branch -----

TIN -----

BIN -----

Save

Figure 9.5.5:1

## 2. Show Data:

Bill Processing

Entry Form Data Grid

Serial No.\* Auto Generate

Month Of Bill\* January,... 2022 Reload

Paper Vendor\* Vendor S. M. ISLAM ALI

Despatch No.\* Auto Generate

Bill Amount

Discount Amount

Receiving Date From Field\* dd/mm/yyyy

Memo Remarks

Approver List\* Select Approver List

Tax Vat Text\* Select Tax Vat Text

Payment Type\* RTGS Select Bank

Rtgs Info\* AC NO.\* Routing No.\*

Branch

TIN

BIN

**Bill Info**

SL	Paper Name	Account No.	Account Name	Paper Publication Date	Paper Publication Copy	Approval Copy	Amount
Sorry No Data!!							

Save

Figure 9.5.5:2

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.5.6 Edit

### Usage

This operation is used to edit any bill from the Paper Bill grid table.

#### Menu Path

Head Office -> Bill Processing -> Paper Bill -> **E** (Edit)

#### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Paper Bill data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Paper Bill Details as required.
- d) Click the **Update** button to update Paper Bill.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Paper Bill will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.5.7 Send to Checker (STC)

#### Usage

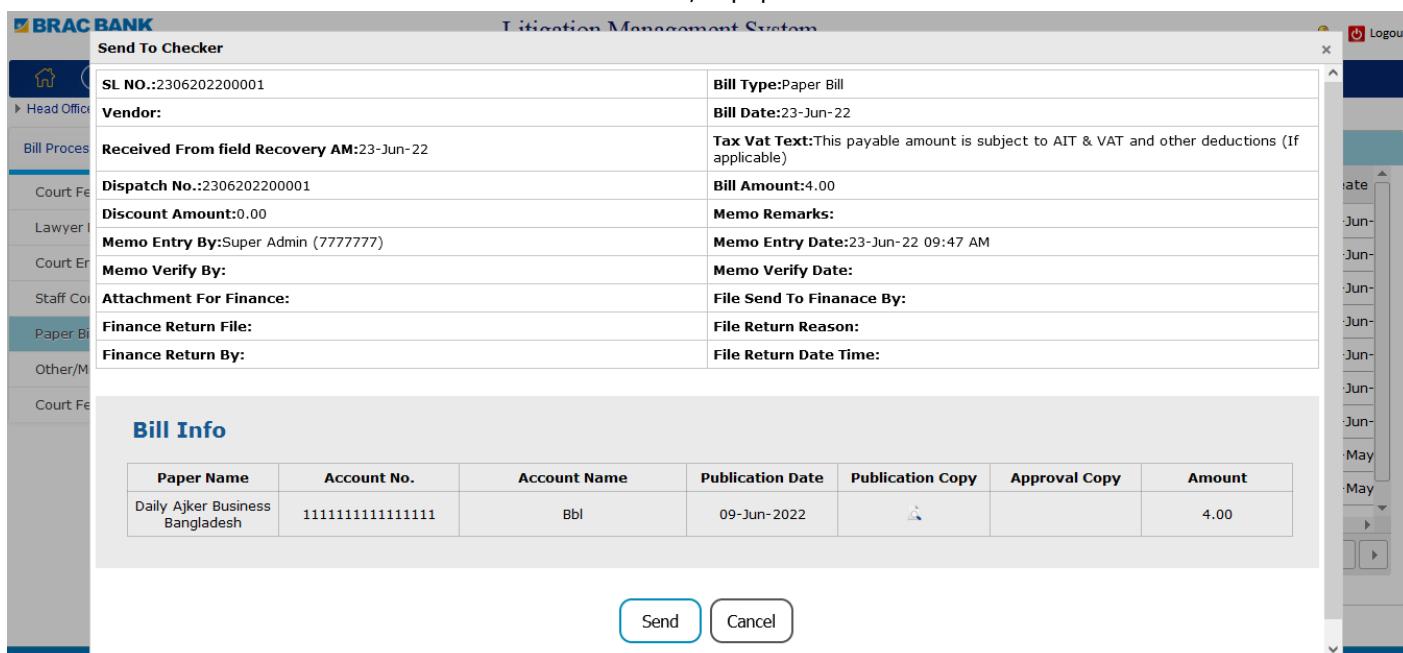
This operation is used to send to Checker in Paper Bill. To Send to Checker do as following:

#### Menu Path

Head Office -> Bill Processing -> Paper Bill -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Paper Bill data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



The screenshot shows a 'Send to Checker' pop-up window. The top section displays bill details: SL NO.:2306202200001, Vendor: (empty), Bill Type:Paper Bill, Bill Date:23-Jun-22, Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable), Bill Amount:4.00, Memo Remarks: (empty), Memo Entry Date:23-Jun-22 09:47 AM, Memo Verify Date: (empty), File Send To Finance By: (empty), File Return Reason: (empty), and File Return Date Time: (empty). Below this is a 'Bill Info' table with one row: Paper Name: Daily Ajker Business Bangladesh, Account No.: 1111111111111111, Account Name: Bbl, Publication Date: 09-Jun-2022, Publication Copy: (empty), Approval Copy: (empty), and Amount: 4.00. At the bottom of the window are 'Send' and 'Cancel' buttons.

Figure 9.5.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.5.8 Verify (V)

#### Usage

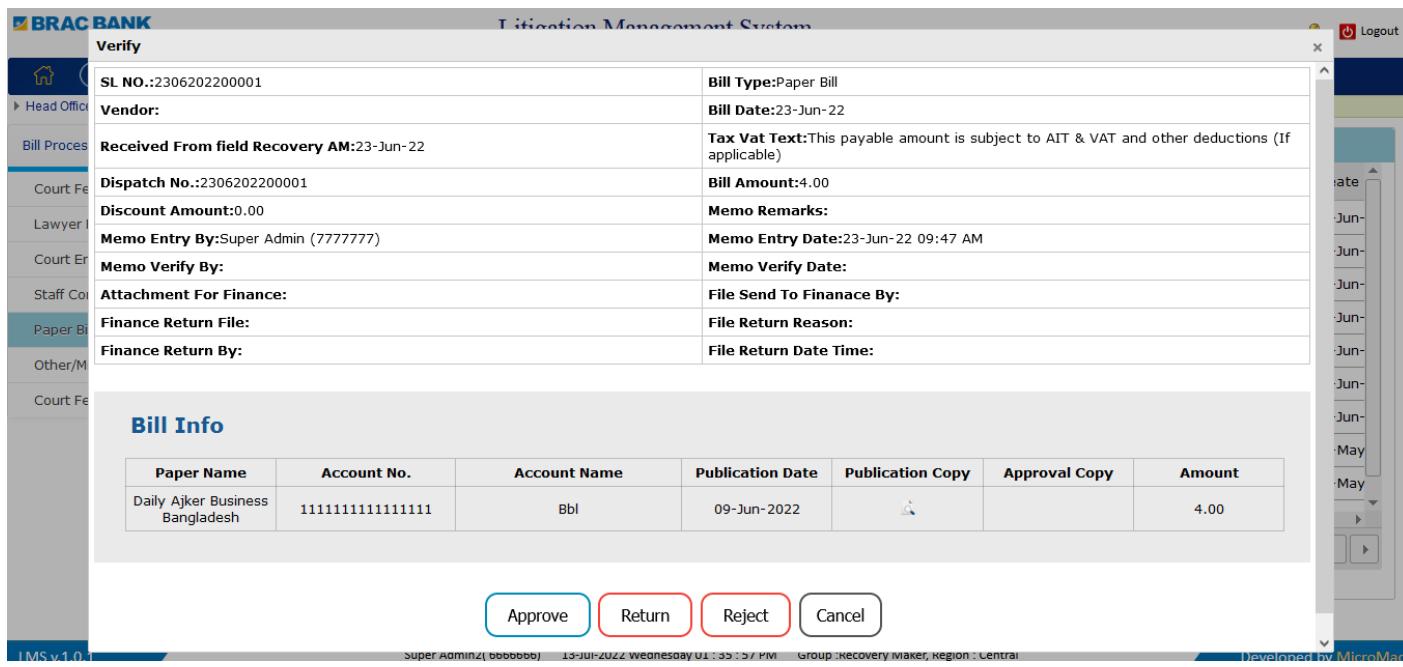
This operation is used to verify Paper Bill. To verify Paper Bill do as following:

#### Menu Path

Head Office -> Bill Processing -> Paper Bill -> **V** (Verify)

#### Operation

- Find Bill for which user are going to Verify Paper Bill from Paper Bill data table.
- Click the icon  under **V** column. After Click, A pop window is shown.



SL NO.:2306202200001	Bill Type:Paper Bill
Vendor:	Bill Date:23-Jun-22
Received From field Recovery AM:23-Jun-22	
Dispatch No.:2306202200001	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:4.00
Memo Entry By:Super Admin (7777777)	Memo Remarks:
Memo Verify By:	Memo Entry Date:23-Jun-22 09:47 AM
Attachment For Finance:	Memo Verify Date:
Finance Return File:	File Send To Finance By:
Finance Return By:	File Return Reason:
	File Return Date Time:

**Bill Info**

Paper Name	Account No.	Account Name	Publication Date	Publication Copy	Approval Copy	Amount
Daily Ajker Business Bangladesh	1111111111111111	Bbl	09-Jun-2022			4.00

Figure 9.5.8:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Paper Bill Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

#### 9.5.9 Send to Finance (STF)

##### Usage

This operation is used to send to Finance in Paper Bill. To Send to Finance do as following:

#### Menu Path

Head Office -> Bill Processing -> Paper Bill -> **STF** (Send to Finance)

#### Operation

- Find Send to Finance for which user are going to update Send to Finance from Paper Bill data table.
- Click the icon  under **STF** column. After Click, A pop window is shown.

**AC BANK** **Litigation Management System**

**Send To Finance**

Vendor: S. M. ISLAM ALI	Bill Date: 28-Jun-22
Received From field Recovery AM: 28-Jun-22	Tax Vat Text: This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.: 2806202200002	Bill Amount: 100.00
Discount Amount: 0.00	Memo Remarks:
Memo Entry By: Super Admin (7777777)	Memo Entry Date: 28-Jun-22 11:57 AM
Memo Verify By: Super Admin (7777777)	Memo Verify Date: 28-Jun-22 11:57 AM
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Paper Name	Account No.	Account Name	Publication Date	Publication Copy	Approval Copy	Amount
Daily Ajeyo Bangla	1111111111111111	Bbl	28-Jun-2022			100.00

Attachment (If Any):

**Send** **Cancel**

Figure 9.5.9:1

- c) After click Send Button, Successfully Send message will be shown.
- d) After Successfully Send the data will be parked to Common Queue.

### 9.5.10 Verify From Finance (VF)

#### Usage

This operation is used to verify from Finance. To verify from Finance Paper Bill do as following:

#### Menu Path

Head Office -> Bill Processing -> Paper Bill -> **VF** (Verify from Finance)

#### Operation

- a) Find Bill for which user are going to Verify from Finance Paper Bill from Paper Bill data table.
- b) Click the icon under **VF** column. After Click, A pop window is shown.

**BRAC BANK** Litigation Management System

**Verify**

SL NO.:2806202200002	Bill Type:Paper Bill
Vendor: S. M. ISLAM ALI	Bill Date:28-Jun-22
Received From field Recovery AM:28-Jun-22	
Dispatch No.:2806202200002	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:100.00
Memo Entry By:Super Admin (7777777)	Memo Remarks:
Memo Verify By:Super Admin (7777777)	Memo Entry Date:28-Jun-22 11:57 AM
Attachment For Finance:	Memo Verify Date:28-Jun-22 11:57 AM
Finance Return File:	File Send To Finance By:Super Admin2 (6666666)
Finance Return By:	File Return Reason:
	File Return Date Time:

**Bill Info**

Paper Name	Account No.	Account Name	Publication Date	Publication Copy	Approval Copy	Amount
Daily Ajeyo Bangla	1111111111111111	Bbl	28-Jun-2022			100.00

[Return](#) [Approve](#) [Cancel](#)

LMS v.1.0.1 Super Admin2 (6666666) 13-JUL-2022 Wednesday 01:59 : 26 PM Group :Recovery Maker, Region : Central Developed by MicroMac

Figure 9.5.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Paper Bill Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.6 Other/Miscellaneous

### 9.6.1 Add

#### Usage

This operation is used to add Other/Miscellaneous. To add Other/Miscellaneous do as following:

#### Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> Form

#### Operation

**BRAC BANK** Litigation Management System

**Entry Form**

Expenses	Vendor Name.*	<input type="text"/>
Lawyer Bill	Activities Name*	Select Expense Activities
Court Fee	Activities Date*	dd/mm/yyyy
Court Entertainment	Amount*	<input type="text"/>
Staff Conveyance	Remarks	<input type="text"/>
Paper Bill		
Other/Miscellaneous		
Court Fee Return		

[Save](#)

Figure 9.6.1:1

- a) Enter data as required for Other/Miscellaneous into the input field of popup window. Then Click the Save button to add Other/Miscellaneous information.
- b) In case of any wrong input, system shows appropriate message. Otherwise, Other/Miscellaneous will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
- c) New inserted data will be shown with highlighted in the top position of data table.
- d) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.6.2 Edit

### Usage

This operation is used to edit any bill from the Other/Miscellaneous grid table.

### Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> **E** (Edit)

### Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Other/Miscellaneous data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Other/Miscellaneous Details as required.
- d) Click the **Update** button to update Other/Miscellaneous.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Other/Miscellaneous will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.6.3 Send to Checker (STC)

### Usage

This operation is used to send to Checker in Other/Miscellaneous. To Send to Checker do as following:

### Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Other/Miscellaneous data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

Figure 9.6.3:1

3. After click Send Button, Successfully Send message will be shown.
  4. After Successfully Send the data will be parked to Common Queue.

## 9.6.4 Verify (V)

## Usage

This operation is used to verify Other/Miscellaneous. To verify Other/Miscellaneous do as following:

## Menu Path

Legal Team -> Expenses -> Other/Miscellaneous -> **V** (Verify)

## Operation

- a) Find Bill for which user are going to Verify Other/Miscellaneous from Other/Miscellaneous data table.
  - b) Click the icon  under **V** column. After Click, A pop window is shown.

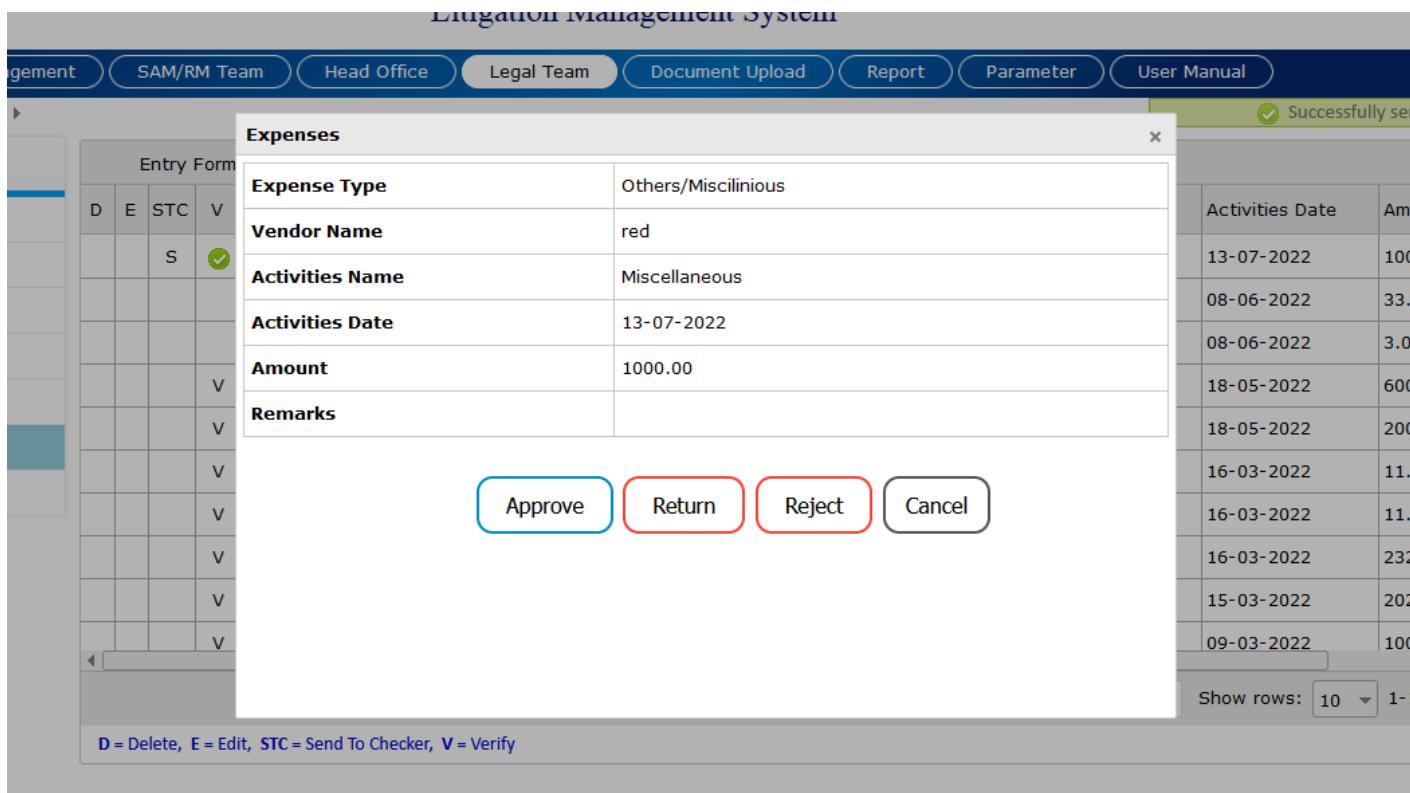


Figure 9.6.4:1

- c) After click Approve Button, Approve Confirmation message will be shown.
  - d) After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.
  - e) If User want to Return, Return then Reason should be entry.
  - f) If User want to Reject, Reject then Reason should be entry.
  - g) If User want to Cancel, Click Cancel Button.

## 9.6.5 Bill Process by HO

## Usage

You can search by month of bill, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

## Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> Form

## Operation

- ## 1. Search Data:

**Litigation Management System**

BRAC BANK

Entry Form Data Grid

**Serial No.\*** Auto Generate

**Month Of Bill\*** January, 2022 Load

**Vendor Name\***

**Despatch No.\*** Auto Generate

**Bill Amount**

**Discount Amount**

**Receiving Date From Field\*** dd/mm/yyyy

**Memo Remarks**

**Approver List\*** Approver

**Tax Vat Text\*** This payable amount is subject to

**Payment Type\*** A/C Transfer

**AC NO.\***

**Save**

Figure 9.6.5:1

**2. Show Data:**

BRAC BANK

Entry Form Data Grid

**Serial No.\*** Auto Generate

**Month Of Bill\*** January, 2022 Reload

**Vendor Name\*** red

**Despatch No.\*** Auto Generate

**Bill Amount**

**Discount Amount**

**Receiving Date From Field\*** dd/mm/yyyy

**Memo Remarks**

**Approver List\*** Select Approver List

**Tax Vat Text\*** Select Tax Vat Text

**Payment Type\*** A/C Transfer

**AC NO.\***

**Bill Info**

SL	Vendor Name	Date of legal steps	Purpose/Activities	Amount
1	red	13-Jul-2022	Miscellaneous	1,000.00

Total Selected Amount : 0

**Save**

Figure 9.6.5:2

- After click Save Button, Successfully save Confirmation message will be shown.
- After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

## 9.6.6 Edit

### Usage

This operation is used to edit any bill from the Other/Miscellaneous grid table.

### Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **E** (Edit)

Litigation Management System User Manual © MicroMac Techno Valley Ltd, 2021 Page

## Operation

To edit bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Other/Miscellaneous data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Other/Miscellaneous Details as required.
- d) Click the **Update** button to update Other/Miscellaneous.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Other/Miscellaneous will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

## 9.6.7 Send to Checker (STC)

### Usage

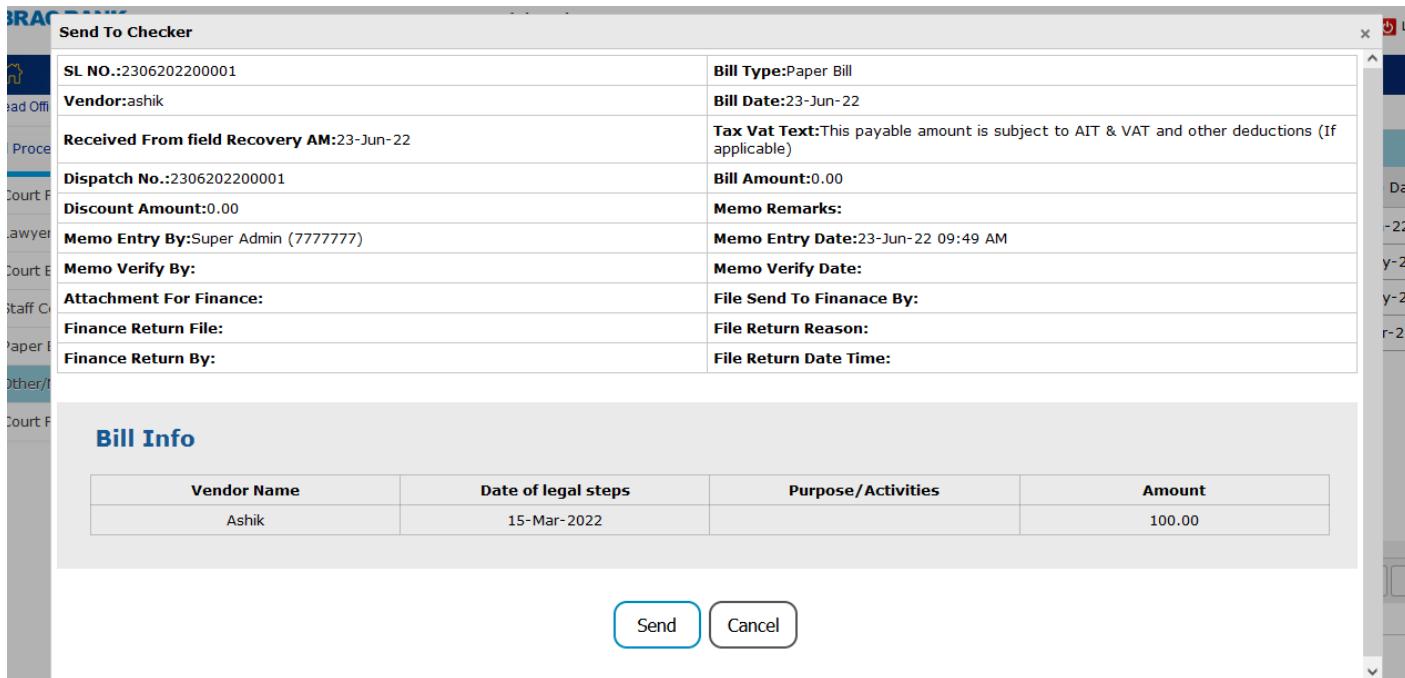
This operation is used to send to Checker in Other/Miscellaneous. To Send to Checker do as following:

### Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Other/Miscellaneous data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.



The screenshot shows a 'Send To Checker' dialog box. The main area contains bill details:

SL NO.:2306202200001	Bill Type:Paper Bill
Vendor:ashik	Bill Date:23-Jun-22
Received From field Recovery AM:23-Jun-22	
Dispatch No.:2306202200001	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Discount Amount:0.00	Bill Amount:0.00
Memo Entry By:Super Admin (7777777)	Memo Remarks:
Memo Verify By:	Memo Entry Date:23-Jun-22 09:49 AM
Attachment For Finance:	Memo Verify Date:
Finance Return File:	File Send To Finance By:
Finance Return By:	File Return Reason:
	File Return Date Time:

Below this is a 'Bill Info' section:

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Ashik	15-Mar-2022		100.00

At the bottom are 'Send' and 'Cancel' buttons.

Figure 9.6.7:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

## 9.6.8 Verify (V)

### Usage

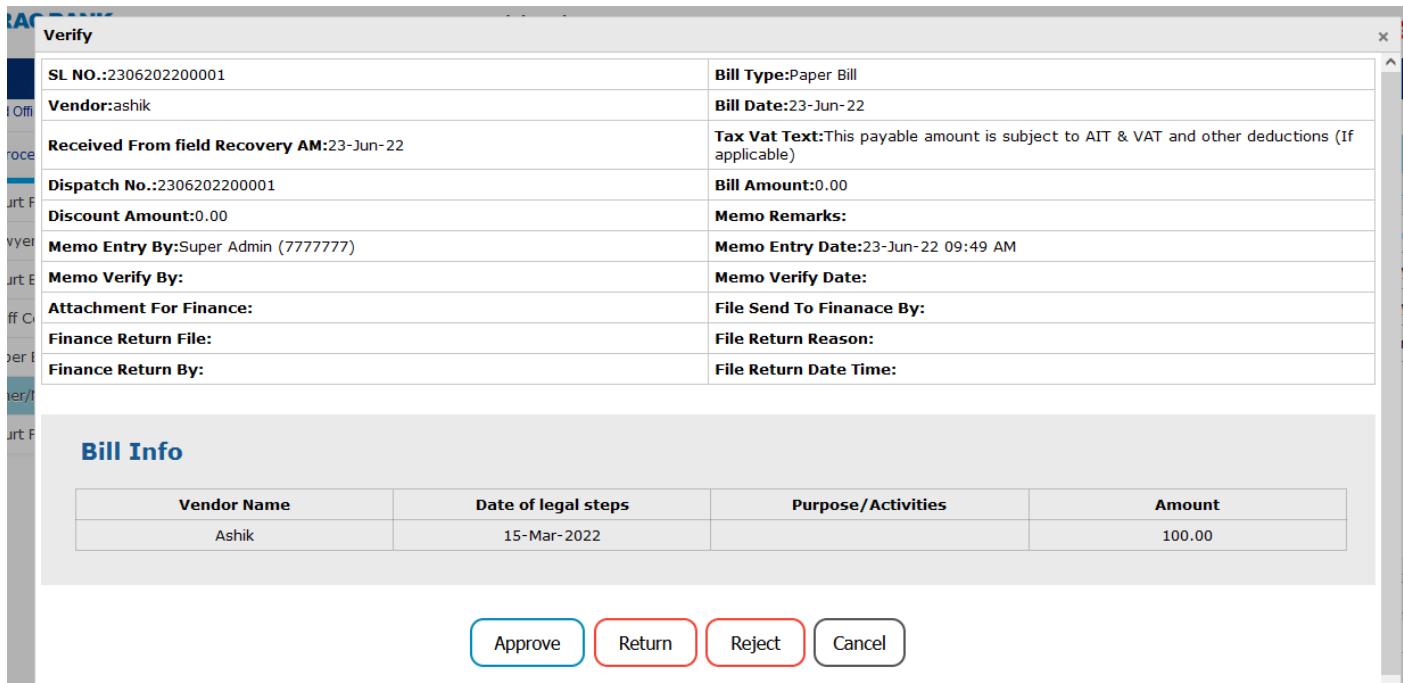
This operation is used to verify Other/Miscellaneous. To verify Other/Miscellaneous do as following:

#### Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **V** (Verify)

#### Operation

- Find Bill for which user are going to Verify Other/Miscellaneous from Other/Miscellaneous data table.
- Click the icon  under **V** column. After Click, A pop window is shown.



The screenshot shows a 'Verify' pop-up window. At the top, there is a table with various bill details:

SL NO.:2306202200001	Bill Type:Paper Bill
Vendor:ashik	Bill Date:23-Jun-22
Received From field Recovery AM:23-Jun-22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:2306202200001	Bill Amount:0.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:23-Jun-22 09:49 AM
Memo Verify By:	Memo Verify Date:
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

Below this is a 'Bill Info' section with a table:

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Ashik	15-Mar-2022		100.00

At the bottom are four buttons: 'Approve' (blue outline), 'Return' (red outline), 'Reject' (red outline), and 'Cancel' (grey outline).

Figure 9.6.8:1

- After click Approve Button, Approve Confirmation message will be shown.
- After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.
- If User want to Return, Return then Reason should be entry.
- If User want to Reject, Reject then Reason should be entry.
- If User want to Cancel, Click Cancel Button.

### 9.6.9 Send to Finance (STF)

#### Usage

This operation is used to send to Finance in Other/Miscellaneous. To Send to Finance do as following:

#### Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **STF** (Send to Finance)

#### Operation

- Find Send to Finance for which user are going to update Send to Finance from Other/Miscellaneous data table.
- Click the icon  under **STF** column. After Click, A pop window is shown.

Send To Finance

Vendor:ashik	Bill Date:23-Jun-22
Received From field Recovery AM:23-Jun-22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:2306202200001	Bill Amount:0.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:23-Jun-22 09:49 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 02:30 PM
Attachment For Finance:	File Send To Finance By:
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Ashik	15-Mar-2022		100.00

Attachment (If Any):

Figure 9.6.9:1

- c) After click Send Button, Successfully Send message will be shown.
- d) After Successfully Send the data will be parked to Common Queue.

### 9.6.10 Verify From Finance (VF)

#### Usage

This operation is used to verify from Finance. To verify from Finance Other/Miscellaneous do as following:

#### Menu Path

Head Office -> Bill Processing -> Other/Miscellaneous -> **VF** (Verify from Finance)

#### Operation

- a) Find Bill for which user are going to Verify from Finance Other/Miscellaneous from Other/Miscellaneous data table.
- b) Click the icon under **VF** column. After Click, A pop window is shown.

AC ----- Verify

SL NO.:2306202200001	Bill Type:Paper Bill
Vendor:ashik	Bill Date:23-Jun-22
Received From field Recovery AM:23-Jun- 22	Tax Vat Text:This payable amount is subject to AIT & VAT and other deductions (If applicable)
Dispatch No.:2306202200001	Bill Amount:0.00
Discount Amount:0.00	Memo Remarks:
Memo Entry By:Super Admin (7777777)	Memo Entry Date:23-Jun-22 09:49 AM
Memo Verify By:Super Admin2 (6666666)	Memo Verify Date:13-Jul-22 02:30 PM
Attachment For Finance:	File Send To Finanace By:Super Admin2 (6666666)
Finance Return File:	File Return Reason:
Finance Return By:	File Return Date Time:

**Bill Info**

Vendor Name	Date of legal steps	Purpose/Activities	Amount
Ashik	15-Mar-2022		100.00

[Return](#) [Approve](#) [Cancel](#)

Figure 9.6.10:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Other/Miscellaneous Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 9.7 Court Fee Return

### 9.7.1 Add

#### Usage

You can search by Court Fee Return A/C No, Lawyer name. The search system will show the Bill Info. You can select at least one bill.

#### Menu Path

Legal Team -> Expenses -> Court Fee Return -> Form

#### Operation

##### 1. Search Data:

**Litigation Management System**

BRAC BANK বাবু বাবু

User Management SAM/RM Team Head Office Legal Team Document Upload Report Parameter User Manual

Logout

Entry Form Data Grid

Expenses	Court Fee Return A/C No.*	1111111111111111	Lawyer District	-----
Lawyer Bill	Court Fee Return A/C Name	-----	Return Type	Full Return
Court Fee	Lawyer Name*	Select Lawyer	Court Fee Amount	Select Court Fee
Court Entertainment	Lawyer Application Attachment*	<input type="file"/>	Return Remarks	<input type="text"/>
Staff Conveyance				
Paper Bill				
Other/Miscellaneous				
Court Fee Return				

**Save**

Figure 9.7.1:1

## 2. Show Data:

The screenshot shows the 'Litigation Management System' interface. At the top, there is a navigation bar with links for 'User Management', 'SAM/RM Team', 'Head Office', 'Legal Team', 'Document Upload', 'Report', 'Parameter', and 'User Manual'. The 'Legal Team' link is highlighted. Below the navigation bar, the 'Expenses' section is selected. The main content area shows an 'Entry Form' for 'Court Fee Return'. The form includes fields for 'Lawyer District' (DHAKA-ELEPHANT ROAD), 'Return Type' (Full Return), 'Court Fee Amount' (5648.03), and 'Return Remarks'. The 'Lawyer Name' is listed as '12 BC LAW CHAMBER' and the 'Lawyer Application Attachment' is 'Bbl'. A 'Save' button is at the bottom of the form. On the left, a sidebar lists expense categories: Lawyer Bill, Court Fee, Court Entertainment, Staff Conveyance, Paper Bill, Other/Miscellaneous, and Court Fee Return (which is selected).

Figure 9.7.1:2

3. After click Save Button, Successfully save Confirmation message will be shown.
4. After Successfully Save the data will be parked to Data Grid Common Queue waiting for **next** process.

### 9.7.2 Edit

#### Usage

This operation is used to edit any Court Fee Return bill from the Court Fee Return grid table.

#### Menu Path

Legal Team -> Expenses -> Court Fee Return -> **E** (Edit)

#### Operation

To edit Court Fee Return bill information from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Court Fee Return data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Court Fee Return Details as required.
- d) Click the **Update** button to update Court Fee Return.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Court Fee Return will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 9.7.3 Send to Checker (STC)

#### Usage

This operation is used to Send to Checker in Court Fee Return. To Send to Checker do as following:

#### Menu Path

Legal Team -> Expenses -> Court Fee Return -> **STC** (Send to Checker)

#### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee Return data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

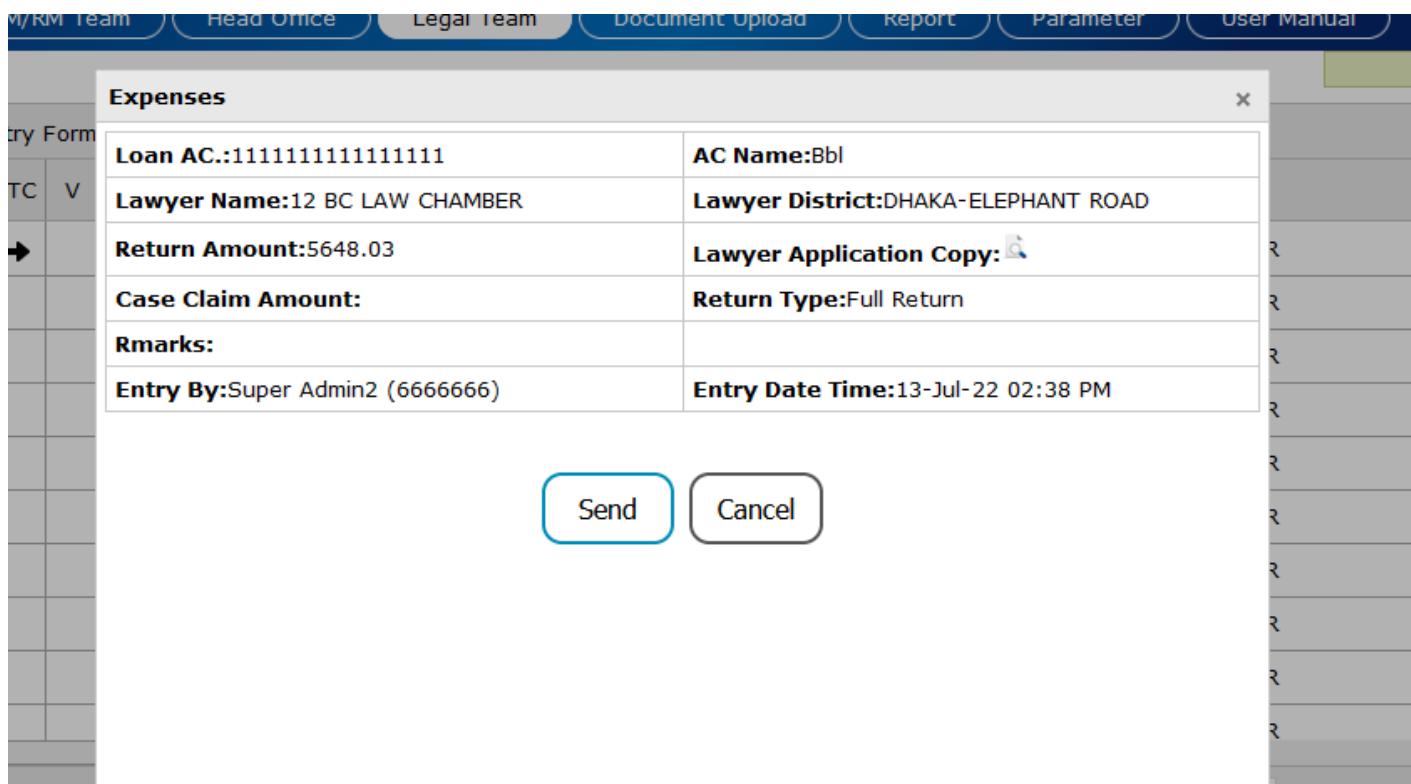


Figure 9.7.3:1

3. After click Send Button, Successfully Send message will be shown.
  4. After Successfully Send the data will be parked to Common Queue.

#### 9.7.4 Verify (V)

## Usage

This operation is used to verify Court Fee Return. To verify Court Fee Return do as following:

## Menu Path

Legal Team -> Expenses -> Court Fee Return -> **V** (Verify)

## Operation

- a) Find Bill for which user are going to Verify Court Fee Return from Court Fee Return data table.
  - b) Click the icon  under **V** column. After Click, A pop window is shown.

Expenses

Entry Form		Loan AC.:1111111111111111	AC Name:Bbl
D	E	Lawyer Name:12 BC LAW CHAMBER	Lawyer District:DHAKA-ELEPHANT ROAD
	STC	Return Amount:5648.03	Lawyer Application Copy:
	V	Case Claim Amount:	Return Type:Full Return
	S	Remarks:	
		Entry By:Super Admin2 (6666666)	Entry Date Time:13-Jul-22 02:38 PM

Approve    Return    Reject    Cancel

D = Delete, E = Edit, STC = Send To Checker, V = Verify

Figure 9.7.4:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Fee Return Common Queue.
- e) If User want to Return, Return then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

### 9.7.5 Acknowledgement (ACK) by HO

#### Usage

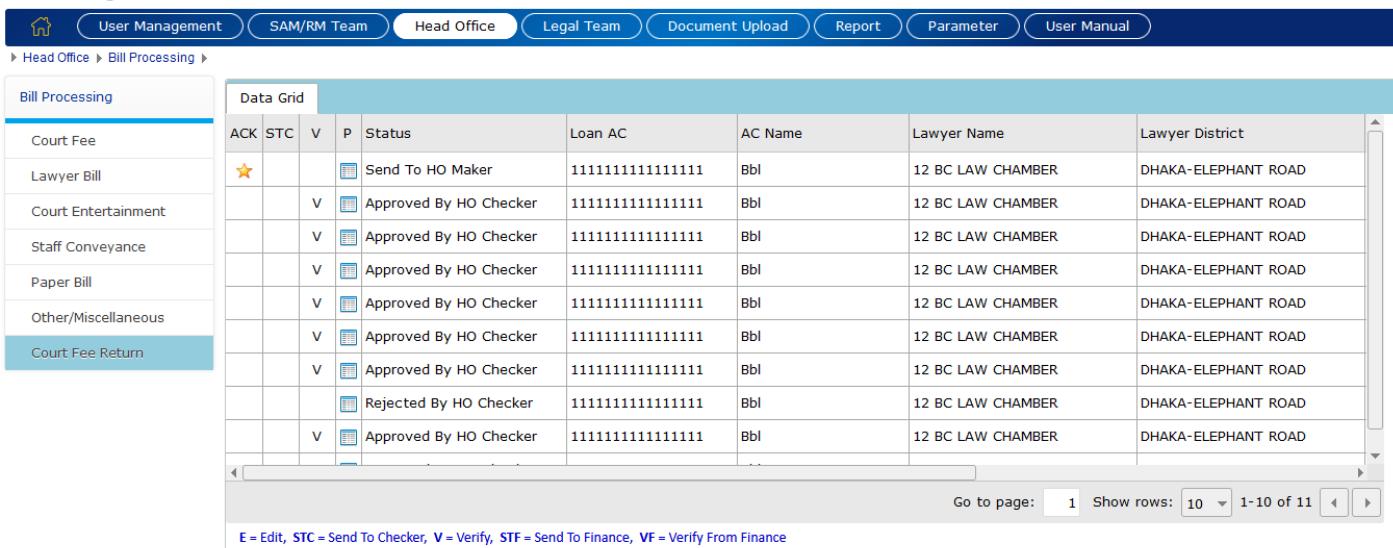
This operation is used to Court Fee Return. To Acknowledgement Court Fee Return file do as following:

#### Menu Path

Head Office -> Bill Processing ->Court Fee Return ->Acknowledgement (ACK)

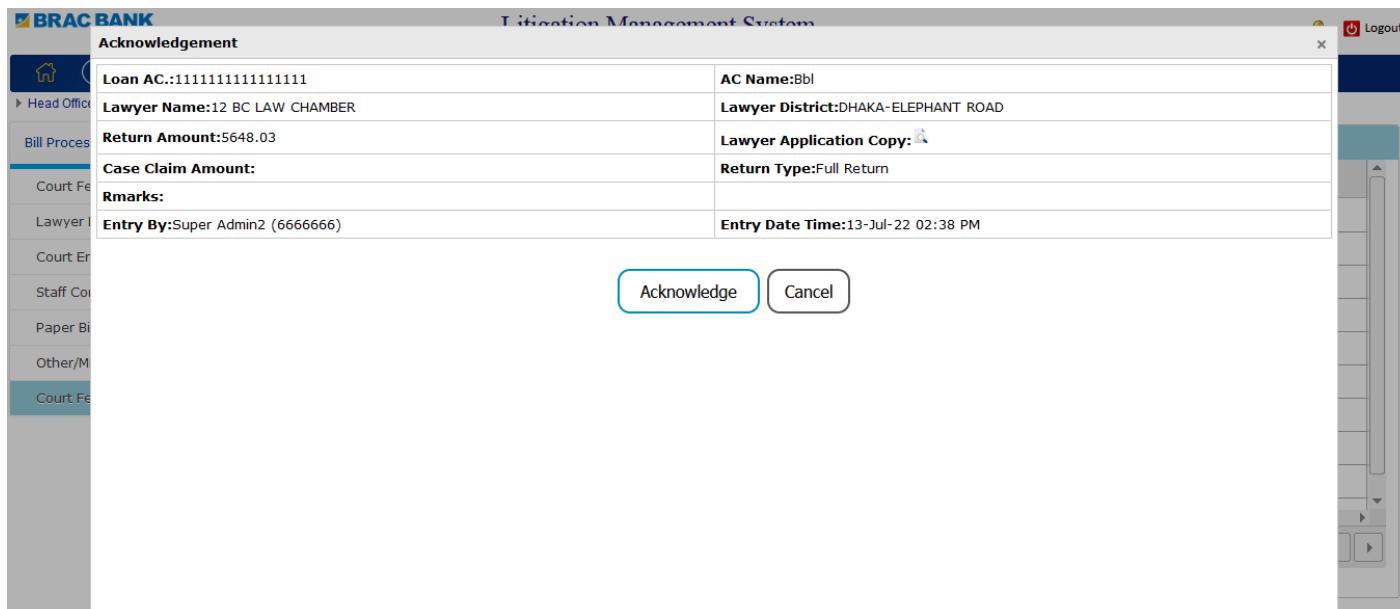
#### Operation

1. Click the icon under **ACK** column. After Click, A pop window is shown.



Data Grid								
ACK	STC	V	P	Status	Loan AC	AC Name	Lawyer Name	Lawyer District
★				Send To HO Maker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
				Rejected By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD
		V		Approved By HO Checker	1111111111111111	Bbl	12 BC LAW CHAMBER	DHAKA-ELEPHANT ROAD

Figure 9.7.5:1



Loan AC:1111111111111111	AC Name:Bbl
Lawyer Name:12 BC LAW CHAMBER	Lawyer District:DHAKA-ELEPHANT ROAD
Return Amount:5648.03	Lawyer Application Copy:
Case Claim Amount:	Return Type:Full Return
Remarks:	
Entry By:Super Admin2 (6666666)	Entry Date Time:13-Jul-22 02:38 PM

Figure 9.7.5:2

2. After click ACK Button, Acknowledgement confirmation message will be shown.
3. If User want to cancel, click the Cancel button.

## 9.7.6 Send to Checker (STC)

### Usage

This operation is used to Send to Checker in Court Fee Return. To Send to Checker do as following:

### Menu Path

Head Office -> Bill Processing -> Court Fee Return -> **STC** (Send to Checker)

### Operation

1. Find Send to Checker for which user are going to update Send to Checker from Court Fee Return data table.
2. Click the icon  under **STC** column. After Click, A pop window is shown.

AC BANK Litigation Management System

Send To Checker

Loan AC.:1111111111111111	AC Name:Bbl
Lawyer Name:12 BC LAW CHAMBER	Lawyer District:DHAKA-ELEPHANT ROAD
Return Amount:5648.03	Lawyer Application Copy: <a href="#">Link</a>
Case Claim Amount:	Return Type:Full Return
Remarks:	
Entry By:Super Admin2 (6666666)	Entry Date Time:13-Jul-22 02:38 PM

Return Type: Full Return

Send Cancel

Figure 9.7.6:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

### 9.7.7 Verify (V)

#### Usage

This operation is used to verify Court Fee Return. To verify Court Fee Return do as following:

#### Menu Path

Head Office -> Bill Processing -> Court Fee Return -> **V** (Verify)

#### Operation

- a) Find Bill for which user are going to Verify Court Fee Return from Court Fee Return data table.
- b) Click the icon under **V** column. After Click, A pop window is shown.

AC BANK Litigation Management System

Verify

Loan AC.:1111111111111111	AC Name:Bbl
Lawyer Name:12 BC LAW CHAMBER	Lawyer District:DHAKA-ELEPHANT ROAD
Return Amount:5648.03	Lawyer Application Copy: <a href="#">Link</a>
Case Claim Amount:	Return Type:Full Return
Remarks:	
Entry By:Super Admin2 (6666666)	Entry Date Time:13-Jul-22 02:38 PM

Approve Reject Cancel

Figure 9.7.7:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Court Fee Return Common Queue.
- e) If User want to Reject, Reject then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 10 AIT & VAT

### 10.1 Add

#### Usage

This operation is used to add AIT & VAT Certificate application. To add AIT & VAT Certificate application do as following:

## Menu Path

Legal Team -> Case Management -> AIT & VAT -> Form

## Operation



The screenshot shows the Litigation Management System interface. At the top, there is a navigation bar with links for User Management, SAM/RM Team, Head Office, Legal Team, Document Upload, Report, Parameter, and User Manual. The Legal Team link is highlighted. Below the navigation bar, the page title is "Litigation Management System". On the left, there is a sidebar with links for Case Management, Suit Filing Information, Arising From Original Case, Case Status Update, Case Details Info, Authorization Request, and AIT & VAT. The AIT & VAT link is highlighted. The main content area is titled "Form" and contains fields for Certificate Type, Request From, Lawyer Name, TIN Number, BIN Number, Date, Application File Upload, Email, and Remarks. A "Save" button is at the bottom right of the form.

Figure 10.1:1

- Enter data as required for AIT & VAT into the input field of popup window. Then Click the Save button to add AIT & VAT information.
- In case of any wrong input, system shows appropriate message. Otherwise, AIT & VAT will be saved properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
- New inserted data will be shown with highlighted in the top position of data table.
- User can close popup window by clicking cross icon towards the top left side of popup window.

## 10.2 Edit

### Usage

This operation is used to edit any bill from the AIT & VAT grid table.

## Menu Path

Legal Team -> Case Management -> AIT & VAT -> **E** (Edit)

## Operation

To edit AIT & VAT information from the system, need to do as follows:

- Find bill for which the user is going to edit from AIT & VAT data table.
- Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- Edit the AIT & VAT Details as required.
- Click the **Update** button to update AIT & VAT.
- In case of any wrong input, system shows appropriate message. Otherwise, AIT & VAT will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- New updated data will be shown with highlighted in the data table.
- User can close popup window by clicking cross icon towards the top left side of popup window.

## 10.3 Delete

### Usage

This operation is used to delete AIT & VAT.

### Menu Path

Legal Team -> Case Management -> AIT & VAT -> **D** (Delete)

### Operation

To delete a AIT & VAT, the user needs to do as follows:

1. Finding the AIT & VAT for which the user is going to delete from the AIT & VAT data table.
2. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific AIT & VAT. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the AIT & VAT is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the AIT & VAT with its reason.

## 10.4 Send to Head Office (STHO)

### Usage

This operation is used to send to Head Office in AIT & VAT. To Send to Head Office do as following:

### Menu Path

Legal Team -> Case Management -> AIT & VAT -> **STHO** (Send to Head Office)

### Operation

1. Find Send to Head Office for which user are going to update Send to Head Office from AIT & VAT data table.
2. Click the icon  under **STHO** column. After Click, A pop window is shown.

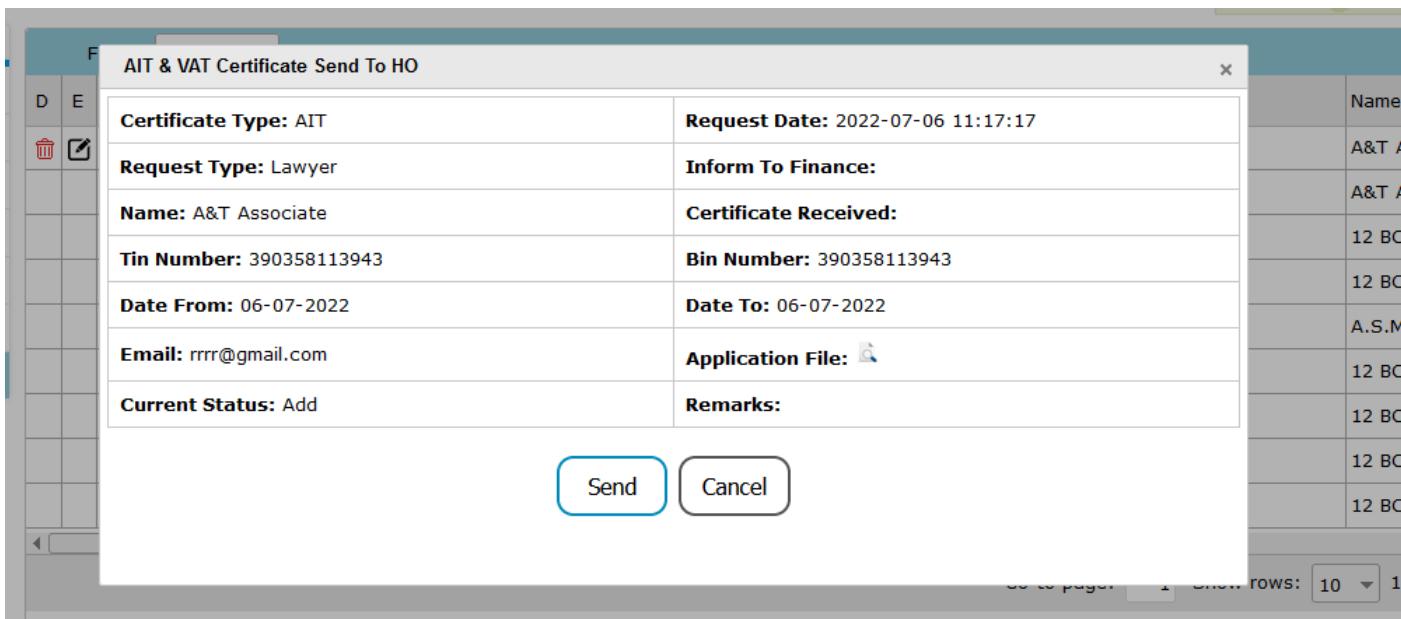


Figure 10.4:1

3. After click Send Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

## 10.5 Acknowledgement (ACK) by HO

## Usage

This operation is used to AIT & VAT. To Acknowledgement AIT & VAT do as following:

### Menu Path

Head Office -> AIT & VAT HO ->Acknowledgement (ACK)

### Operation

1. Click the Checkbox under Acknowledgement (ACK) tab.

Acknowledgement		Send To Finance								
P	History	Certificate Type	Type	Name	Current Status	Request date	Inform to Finance team	Certificate Received	AIT & VAT	
<input checked="" type="checkbox"/>		AIT	Lawyer	A&T Associate	Send To HO Checker	06-Jul-22 11:17 AM				

Figure 10.5:1

2. After click ACK Button, Acknowledgement confirmation message will be shown.

## 10.6 Send to Finance (STF)

### Usage

This operation is used to send to Finance in AIT & VAT. To Send to Finance do as following:

### Menu Path

Head Office -> AIT & VAT HO -> Send to Finance

### Operation

- a) Click the Checkbox under Send to Finance tab.

Acknowledgement		Send To Finance									
STF	RF	STL	P	History	AIT & VAT File	Certificate Type	Type	Name	Current Status	Request date	Inform to Finance team
<input checked="" type="checkbox"/>					AIT	Lawyer	A&T Associate	Acknowledgement By HO	06-Jul-22 11:17 AM		
<input type="checkbox"/>					AIT	Lawyer	A&T Associate	Acknowledgement By HO	06-Jul-22 11:16 AM		
<input type="checkbox"/>	S				AIT	Lawyer	12 BC LAW CHAMBER	Send To Finance	06-Jul-22 11:08 AM	06-Jul-22 11:18 AM	
<input type="checkbox"/>	S				AIT	Lawyer	12 BC LAW CHAMBER	Send To Finance	06-Jul-22 10:55 AM	06-Jul-22 11:18 AM	
<input type="checkbox"/>	S				AIT	Lawyer	A.S.M.Hasnat Faruk (B...	Send To Finance	16-Jun-22 02:27 PM	06-Jul-22 11:03 AM	
<input type="checkbox"/>	RF	S			AIT	Lawyer	12 BC LAW CHAMBER	File Send to Legal	09-Jun-22 04:21 PM	13-Jun-22 01:38 PM	
<input type="checkbox"/>	RF	S			VAT	Lawyer	12 BC LAW CHAMBER	File Send to Legal	07-Jun-22 02:04 PM	13-Jun-22 01:38 PM	

Figure 10.6:1

- b) After click Send to Finance Button, Send confirmation message will be shown.

## 10.7 Receive File (RF)

### Usage

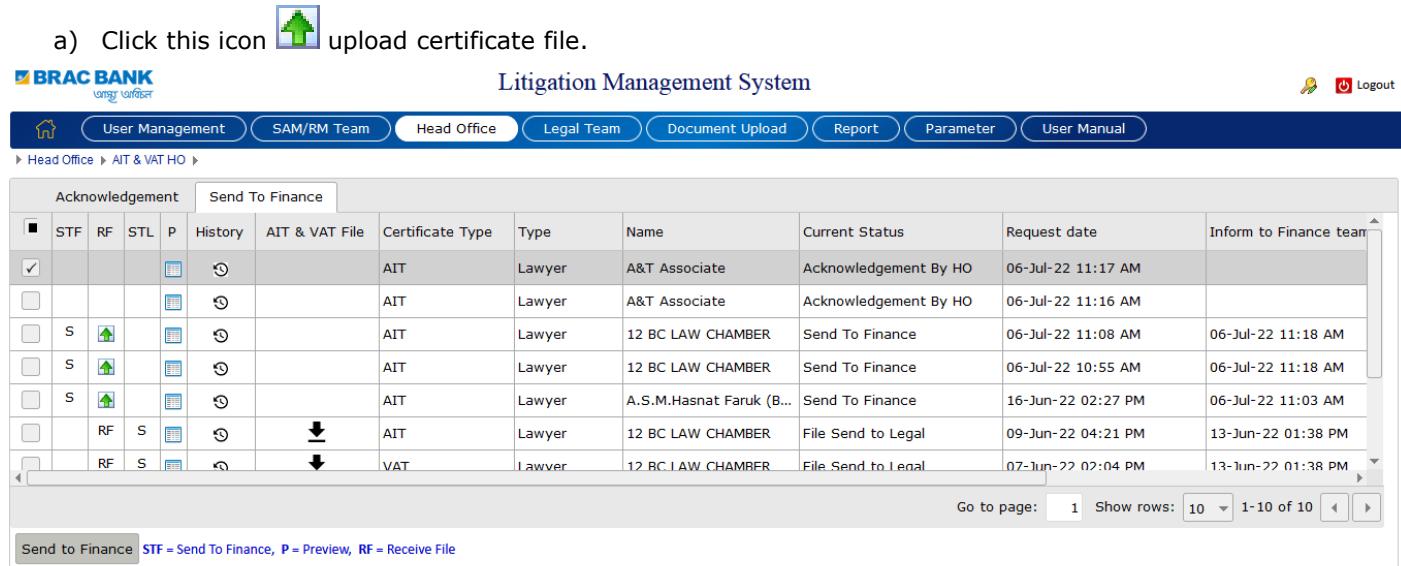
This operation is used to upload Certificate File in AIT & VAT. To upload Certificate file do as following:

### Menu Path

Head Office -> AIT & VAT HO -> Send to Finance

### Operation

a) Click this icon  upload certificate file.



	STF	RF	STL	P	History	AIT & VAT File	Certificate Type	Type	Name	Current Status	Request date	Inform to Finance team	
<input checked="" type="checkbox"/>								AIT	Lawyer	A&T Associate	Acknowledgement By HO	06-Jul-22 11:17 AM	
<input type="checkbox"/>								AIT	Lawyer	A&T Associate	Acknowledgement By HO	06-Jul-22 11:16 AM	
<input type="checkbox"/>	S						AIT	Lawyer	12 BC LAW CHAMBER	Send To Finance	06-Jul-22 11:08 AM	06-Jul-22 11:18 AM	
<input type="checkbox"/>	S						AIT	Lawyer	12 BC LAW CHAMBER	Send To Finance	06-Jul-22 10:55 AM	06-Jul-22 11:18 AM	
<input type="checkbox"/>	S						AIT	Lawyer	A.S.M.Hasnat Faruk (B...	Send To Finance	16-Jun-22 02:27 PM	06-Jul-22 11:03 AM	
<input type="checkbox"/>	RF	S					AIT	Lawyer	12 BC LAW CHAMBER	File Send to Legal	09-Jun-22 04:21 PM	13-Jun-22 01:38 PM	
<input type="checkbox"/>	RF	S					VAT	Lawyer	12 BC LAW CHAMBER	File Send to Legal	07-Jun-22 02:04 PM	13-Jun-22 01:38 PM	

Send to Finance STF = Send To Finance, P = Preview, RF = Receive File

Figure 10.7:1

## 10.8 Send to Legal (STL)

### Usage

This operation is used to send to Legal in AIT & VAT. To Send to Legal do as following:

### Menu Path

Head Office -> AIT & VAT HO -> **STL** (Send to Legal)

### Operation

1. Find Send to Legal for which user are going to update Send to Legal from AIT & VAT data table.
2. Click the icon  under **STL** column. After Click, A pop window is shown.

Figure 10.8:1

3. After click Send to Legal Button, Successfully Send message will be shown.
4. After Successfully Send the data will be parked to Common Queue.

## 11 Document Upload

### 11.1 View

“Document Upload” is the sub-menu of “Document Upload” and it is used to entry doc information of LMS. Besides entry doc info, user can edit, delete, preview and verify doc info along with creating new doc according to the user’s right as shown in Figure 19. In the data table (grid), user will find “DOC” information.

Figure 11.1:1

### 11.2 Add

#### Usage

This operation is used to upload doc. To upload doc do as following:

#### Menu Path

Document upload -> Document Upload

#### Operation

Click **Doc Upload** button under the data table. After Click, a popup window will be open and a form will be shown as **Figure 11.2:1**.

The screenshot shows a 'Document Upload' form in a modal window. The form has a blue header bar with the title. Below the header, there are several input fields: 'Document Type\*' (marked with a red asterisk), 'Document Name\*' (marked with a red asterisk), 'Certificate Type' (a dropdown menu), 'Doc File\*' (marked with a red asterisk), and 'Remarks' (a text area). A 'Save' button is located at the bottom left, and a 'Browse...' button with the text 'No file selected.' is at the bottom right. The left side of the window has a sidebar with icons.

Figure 11.2:1

1. Enter data as required for document upload into the input field of popup window. Then Click the Save button to upload doc information.
2. Mandatory field are mark with red **\*** mark.
3. In case of any wrong input, system shows appropriate message. Otherwise, Doc information will be upload properly and the popup window will be closed with "Successfully Saved" message towards the right side of data table.
4. New inserted data will be shown with highlighted in the top position of data table.
5. User can close popup window by clicking cross icon towards the top left side of popup window.

### 11.3 Edit

#### Usage

This operation is used to edit any Document Upload from the Document Upload grid table.

#### Menu Path

Document Upload -> Document Upload -> **E** (Edit)

#### Operation

To edit Document Upload from the system, need to do as follows:

- a) Find bill for which the user is going to edit from Document Upload data table.
- b) Click the icon  under **E** (Edit) column of data table. After clicking the icon, a popup window will be opened. It will let user to the next step.
- c) Edit the Document Upload Details as required.
- d) Click the **Update** button to update Document Upload.
- e) In case of any wrong input, system shows appropriate message. Otherwise, Document Upload will be saved properly and the popup window will be closed automatically with "Successfully Updated" message towards the right side of data table.
- f) New updated data will be shown with highlighted in the data table.
- g) User can close popup window by clicking cross icon towards the top left side of popup window.

### 11.4 Delete

#### Usage

This operation is used to delete Document Upload.

#### Menu Path

Document Upload -> Document Upload -> **D** (Delete)

#### Operation

To delete a Document Upload, the user needs to do as follows:

3. Finding the Document Upload for which the user is going to delete from the Document Upload data table.
4. User needs to click the icon  under **D (Delete)** column and the specific row of data table to delete the specific Document Upload. After clicking it a confirmation message will be shown. User needs to click **Delete** button to complete the delete operation or **Cancel** to abort. If the Document Upload is not involved with any other operation, then it will be deleted and a successful message will be shown towards the right side of data table, otherwise it will show the prompt for unable to delete the Document Upload with its reason.

## 11.5 Verify (V)

### Usage

This operation is used to verify Document Upload. To verify Document Upload do as following:

### Menu Path

Document Upload -> Document Upload -> **V** (Verify)

### Operation

- a) Find Bill for which user are going to Verify Document Upload from Document Upload data table.
- b) Click the icon  under **V** column. After Click, A pop window is shown.

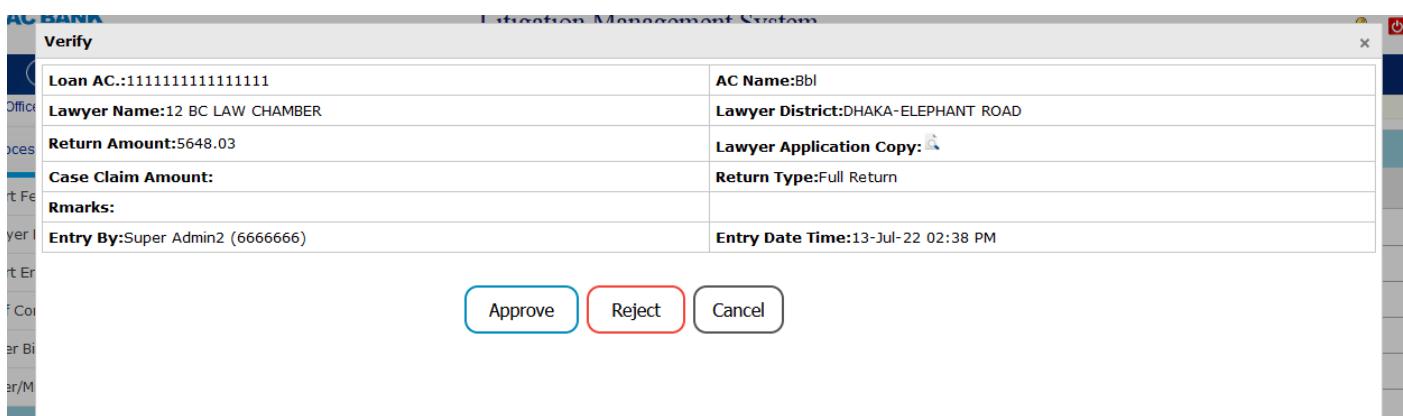


Figure 11.5:1

- c) After click Approve Button, Approve Confirmation message will be shown.
- d) After Successfully Approve the data will be parked to Document Upload Common Queue.
- e) If User want to Reject, Reject then Reason should be entry.
- f) If User want to Cancel, Click Cancel Button.

## 12 Report

### 12.1 1<sup>st</sup> Legal Notice

### Usage

This operation is used to export report in 1<sup>st</sup> legal Notice.

### Menu Path

Report -> 1<sup>st</sup> Legal Notice

### Operation

To 1<sup>st</sup> legal Notice info does as following:

You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the 1<sup>st</sup> Legal Notice Data. You can separate preview or export excel download click the excel icon.

Report 1st Legal Notice

Region	All Region	Territory	Select territory	District	Select district	Unit Office	Select unit office	Type	All Type	Limit	100
Status	All Status	Init. Date:	To	App. Date:	To	Column	All selected	Search	Excel	Print	
1093	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR			Recommended By RM
1092 297	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1092 296	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1092 295	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1092 294	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1092 293	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1092 292	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.S.M. Hasnat Faruk (Babul)		Legal Notice Sent
1091 291	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1091 290	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1091 289	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1091 288	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1091 287	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1091 286	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR	A.T.M. Aminur Rahman		Approved By HO Checker
1090 267	Card	11111*****1111	02909790	Shah Md. Nazmus Shakib	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1090 266	Card	11111*****1111	02909790	Shah Md. Nazmus Shakib	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1090 265	Card	11111*****1111	02909790	Shah Md. Nazmus Shakib	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1089 261	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1089 260	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1089 259	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent
1089 258	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	A&T Associate		Legal Notice Sent

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Figure 12.1:1

## 12.2 CMA

### Usage

This operation is used to export report in CMA.

### Menu Path

Report -> CMA

### Operation

To CMA info does as following:

You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the CMA Data. You can separate preview or export excel download click the excel icon.

Report CMA

Region	All Region	Territory	Select territory	District	Select district	Unit Office	Select unit office	Type	All Type	Limit	100
Status	All Status	Init. Date:	To	App. Date:	To	Column	All selected	Search Now	Excel		
1110	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Waiting for Auction approval
1109	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Authorized By Ho
1108	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR		File Deliver To Legal
1107	NI Act-138	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR		File Deliver To Legal
1106	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1105	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1104	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1103	Auction only	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1102	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1101	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1100	NI Act-138	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Deliver To Legal
1099	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR		File Acknowledgement By Legal
1098	NI Act-138	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		File Acknowledgement By Legal
1097	NI Act-138	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	ATI BAZAR		Notification Send To Lawyer
1096	NI Act-138	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Notification Send To Lawyer
1095	Legal Notice	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Suit Filing Added By Legal
1094	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Send To HOOPS
1093	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Suit Filing Added By Legal
1092	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Waiting for Auction approval
1091	Legal Notice	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR		Suit Filing Added By Legal

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Figure 12.2:1

## 12.3 Auction

### Usage

This operation is used to export report in Auction.

### Menu Path

Report -> Auction

### Operation

To Auction info does as following:

You can search by Region, Territory, District, Unit Office, Type, Limit, Status, Init. Date – to, App. Date – to, Column. The search system will show the Auction Data. You can separate preview or export excel download click the excel icon.

Sl	Req.Type	Proposed Type	Loan AC	CIF	AC Name	Region	Territory	District	Unit Office	Status	Remarks
1106	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	Legal Response Send	
1109	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	Auction Completed	sdfdsf
1110	ARA-2003	Loan	1111111111111111	11111111	Bbl	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD	AGANAGAR	Legal Response Send	

Figure 12.3:1

## 12.4 BB Report

### 12.4.1 Statement of Cases Filed & Settled Branch Wise

### Usage

This operation is used to export report in Statement of Cases Filed & Settled Branch Wise.

### Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled Branch Wise

### Operation

To Statement of Cases Filed & Settled Branch Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled Branch Wise Data. You can separate preview or export excel download click the excel icon.

[User Management](#)
[SAM/RM Team](#)
[Head Office](#)
[Legal Team](#)
[Document Upload](#)
[Report](#)
[Parameter](#)
[User Manual](#)

Report > BB Report >

**BB Report**

- [Statement of Cases filed & Settled Branch Wise](#)
- [Statement of Cases filed & Settled By Court Wise](#)
- [Statement of Classified Loans Branch Wise](#)
- [Case Filed & Settled Court & Segment Wise quarterly](#)
- [Case Filed & Settled Segment Wise quarterly](#)
- [Yearly Internal Report](#)
- [Statement of Cases filed & Settled Branch Wise \(ବାହ୍ୟ\)](#)
- [Quarterly Statement of Cases filed & Settled under Arthorin Adalat\(ବାହ୍ୟ\)](#)
- [ମାମଲାବିଧିନ ଅଧିକାର ବିବରଣୀ](#)

Branch SOL: AGRABAD BRANCH (1101)  

Statement of Cases filed & Settled in Artho Rin & Dewlia Adalat									
Branch Name: AGRABAD BRANCH									
As on (Jul-Sep-22) In Lac									
S.L	Type of Case	Number & Amount of Case Filed (Last Quarter)		Number & Amount of Case Filed (Present Quarter)		Number & Amount of Case Settled (Present Quarter)		Number & Amount of Case Unsettled (Present Quarter)	
		No. of Cases	Claimed Amount	No. of Cases	Claimed Amount	No. of Cases	Amount Claimed	No. of Cases	Amount Claimed
1	2	3	4	5	6	7	8	9	10
2	Certificate Case/NI ACT	4	0.001	0	0	0	0	0	0
3	Arthorin Adalat Ain-2003	13	1.014	0	0	0	0	0	0
<b>Total</b>		17	1.014	0	0	0	0	0	0

LMS v.1.0.1

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Figure 12.4.1:1

## 12.4.2 Statement of Cases Filed & Settled By Court Wise

### Usage

This operation is used to export report in Statement of Cases Filed & Settled By Court Wise.

### Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled By Court Wise

### Operation

To Statement of Cases Filed & Settled By Court Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled By Court Wise Data. You can separate preview or export excel download click the excel icon.

[User Management](#)
[SAM/RM Team](#)
[Head Office](#)
[Legal Team](#)
[Document Upload](#)
[Report](#)
[Parameter](#)
[User Manual](#)

Report > BB Report >

**BB Report**

- [Statement of Cases filed & Settled Branch Wise](#)
- [Statement of Cases filed & Settled By Court Wise](#)
- [Statement of Classified Loans Branch Wise](#)
- [Case Filed & Settled Court & Segment Wise quarterly](#)
- [Case Filed & Settled Segment Wise quarterly](#)
- [Yearly Internal Report](#)
- [Statement of Cases filed & Settled Branch Wise \(ବାହ୍ୟ\)](#)
- [Quarterly Statement of Cases filed & Settled under Arthorin Adalat\(ବାହ୍ୟ\)](#)
- [ମାମଲାବିଧିନ ଅଧିକାର ବିବରଣୀ](#)

Branch SOL: AGRABAD BRANCH (1101)  

Statement of Cases filed & Settled in Artho Rin & Dewlia Adalat									
Branch Name: AGRABAD BRANCH									
As on (13-Jul-2022) In Lac									
S.L	Name of Court	Number & Amount of Case Filed (Cumulative)		Number & Amount of Case Settled/Decree			Number & Amount of Case Unsettled		
		No. of Cases	Claimed Amount	No. of Cases	Claimed Amount	Actual Realization	No. of Cases	Amount Claimed	Actual Realization on pending case
1	2	3	4	5	6	7	8	9	10
2	court-1	28	1.031	4	0.007		17	1.018	
3	court-2	6	0.037	1	0		3	0.037	
4	court-4	5	0	1	0		4	0	
<b>Total</b>		39	1.068	6	0.007		24	1.054	

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Figure 12.4.2:1

### 12.4.3 Statement of Classified & Loans Branch Wise

#### Usage

This operation is used to export report in Statement of Classified & Loans Branch Wise.

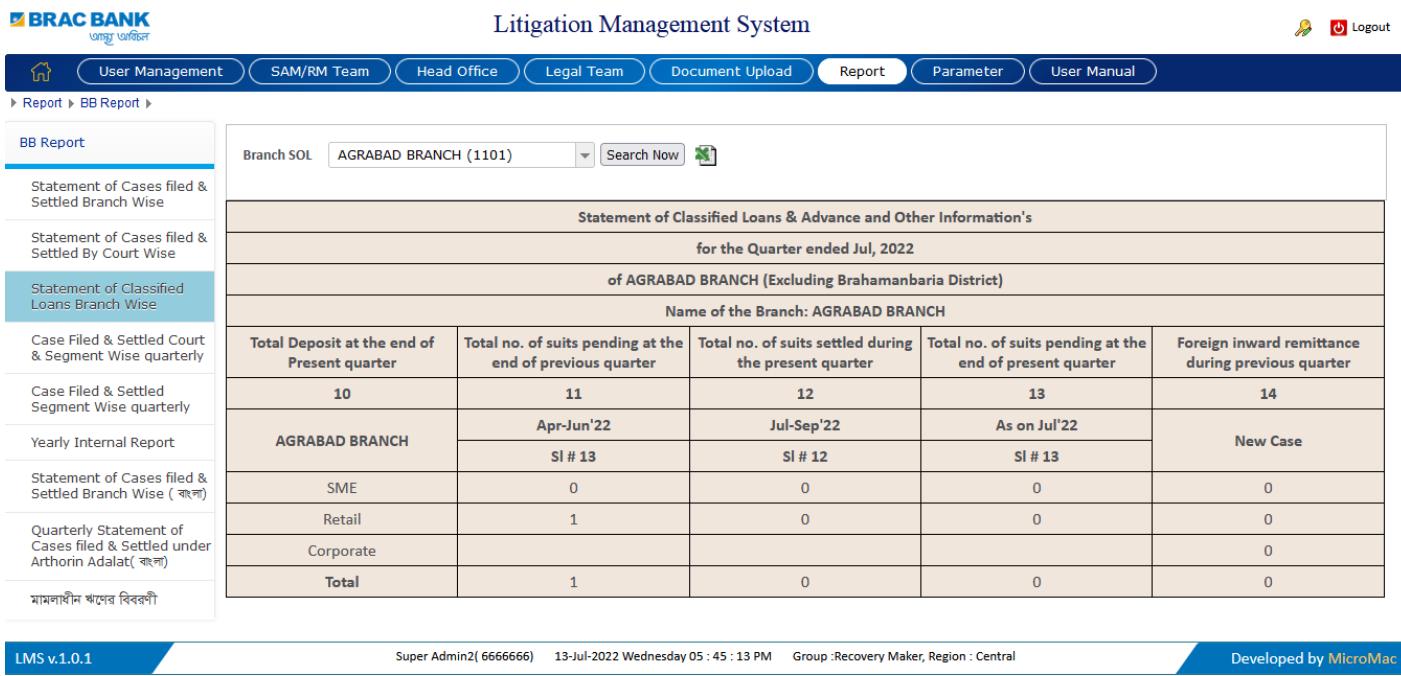
#### Menu Path

Report -> BB Report -> Statement of Classified & Loans Branch Wise

#### Operation

To Statement of Classified & Loans Branch Wise info does as following:

You can search by Branch SOL. The search system will show the Statement of Classified & Loans Branch Wise Data. You can separate preview or export excel download click the excel icon.



Litigation Management System

BRAC BANK

Report > BB Report

Branch SOL: AGRABAD BRANCH (1101)

Statement of Classified Loans & Advance and Other Information's

for the Quarter ended Jul, 2022

of AGRABAD BRANCH (Excluding Brahmanbaria District)

Name of the Branch: AGRABAD BRANCH

Total Deposit at the end of Present quarter	Total no. of suits pending at the end of previous quarter	Total no. of suits settled during the present quarter	Total no. of suits pending at the end of present quarter	Foreign inward remittance during previous quarter
10	11	12	13	14
AGRABAD BRANCH	Apr-Jun'22	Jul-Sep'22	As on Jul'22	New Case
	SI # 13	SI # 12	SI # 13	
SME	0	0	0	0
Retail	1	0	0	0
Corporate				0
Total	1	0	0	0

LMS v.1.0.1 Super Admin2( 6666666) 13-Jul-2022 Wednesday 05 : 45 : 13 PM Group :Recovery Maker, Region : Central Developed by MicroMac

Figure 12.4.3:1

### 12.4.4 Case Filed & Settled Court & Segment Wise Quarterly

#### Usage

This operation is used to export report in Case Filed & Settled Court & Segment Wise Quarterly.

#### Menu Path

Report -> BB Report -> Case Filed & Settled Court & Segment Wise Quarterly

#### Operation

To Case Filed & Settled Court & Segment Wise Quarterly info does as following:

You can search by Quarter. The search system will show the Case Filed & Settled Court & Segment Wise Quarterly Data. You can separate preview or export excel download click the excel icon.

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Report > BB Report

**BB Report**

- [Statement of Cases filed & Settled Branch Wise](#)
- [Statement of Cases filed & Settled By Court Wise](#)
- [Statement of Classified Loans Branch Wise](#)
- [Case Filed & Settled Court & Segment Wise quarterly](#)
- [Case Filed & Settled Segment Wise quarterly](#)
- [Yearly Internal Report](#)
- [Statement of Cases filed & Settled Branch Wise \( কর্তৃ \)](#)
- [Quarterly Statement of Cases filed & Settled under Arthorin Adalat\( কর্তৃ \)](#)
- [মামলাধীন খাতের বিবরণী](#)

Quarter

1 (Jan-Mar)

Search Now 

**BRAC BANK LIMITED**  
**CASE FILED & SETTLED IN ARTHARIN ADALAT & OTHER COURT**  
**Quarterly Report Jul-13-2022**

BDT-Lac

SI No	Name of the Court	No of Case Filed		No of Settled Case			No of Case Running		
		No	Case Claim Amount	No	Claimed Amount	Recovery Amount	No	Amount Claimed	Recovery Amount
1	2	3	4	5	6	7	8	9	10
1	court-1	15	0.017	2	0.003	0	4	0.003	0
	SME	1	0	1	0	0	0	0	0
	Retail	14	0.017	1	0.003	0	4	0.003	0
2	court-2	6	0.037	0	0	0	3	0.037	0
	SME	1	0.033	0	0	0	1	0.033	0
	Retail	5	0.004	0	0	0	2	0.003	0

LMS v.1.0.1

Super Admin2( 66666666 ) 13-Jul-2022 Wednesday 05 : 48 : 04 PM Group :Recovery Maker, Region : Central

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Figure 12.4.4:1

## 12.4.5 Case Filed & Settled Segment Wise Quarterly

### Usage

This operation is used to export report in Case Filed & Settled Segment Wise Quarterly.

### Menu Path

Report -> BB Report -> Case Filed & Settled Segment Wise Quarterly

### Operation

To Case Filed & Settled Segment Wise Quarterly info does as following:

You can search by Quarterly. The search system will show the Case Filed & Settled Segment Wise Quarterly Data. You can separate preview or export excel download click the excel icon.

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Report > BB Report

**BB Report**

- [Statement of Cases filed & Settled Branch Wise](#)
- [Statement of Cases filed & Settled By Court Wise](#)
- [Statement of Classified Loans Branch Wise](#)
- [Case Filed & Settled Court & Segment Wise quarterly](#)
- [Case Filed & Settled Segment Wise quarterly](#)
- [Yearly Internal Report](#)
- [Statement of Cases filed & Settled Branch Wise \( কর্তৃ \)](#)
- [Quarterly Statement of Cases filed & Settled under Arthorin Adalat\( কর্তৃ \)](#)
- [মামলাধীন খাতের বিবরণী](#)

Quarter

1 (Jan-Mar)

Search Now 

**BRAC BANK LIMITED**  
**CASE FILED & SETTLED IN ARTHARIN ADALAT & OTHER COURT**  
**Quarterly Report Jul-13-2022**

BDT-Lac

Type	No of Case Filed & Case Claim Amount		No of Case Filed in Present Quarter		Total No of Case Filed & Case Claim Amount		No of Case Settled & Case Claim Amount		No of Case Unsettled & Case Claim Amount		Remarks
	No	Claim Amount	No	Claimed Amount	No (2 + 4)	Case Claim Amount (3 + 5)	No	Amount Claimed	No	Amount Claimed	
1	2	3	4	5	6	7	8	9	10	11	12
SME	2	0.033	2	0.033	4	0.066	1	0	1	0.033	
Retail	55	12.877	20	0.02	75	12.897	5	0.007	41	12.863	
Corporate		0		0	0	0		0		0	
Total	57	12.91	22	0.053	79	12.963	6	0.007	42	12.896	

LMS v.1.0.1

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Figure 12.4.5:1

## 12.4.6 Yearly Internal Report

### Usage

This operation is used to export report in Yearly Internal Report.

### Menu Path

Report -> BB Report -> Yearly Internal Report

### Operation

To Yearly Internal Report info does as following:

You can search by Year. The search system will show the Yearly Internal Report Data. You can separate preview or export excel download click the excel icon.

Month	Data Requirement of 2022												At glance-2022							
	Filing			Disposal/Case Withdrawal					Appeal/Bail Money recovery				Total		Total					
	ARA-2003		NI Act-138		Penal Code	ARA-2003		NI Act-138		Penal Code	From Jari Suit		From NI Act Appeal		Filing	CC AMT	Disposal	Rec		
No. of Case	CC AMT	No. of Case	CC AMT	No. of Case	CC AMT	No. of Case	Rec	No. of Case	Rec	No. of Case	Rec	Acc	Rec	Acc	Rec					
March	12	1351.00	7	3366.00	0	0	6	678.00	0	0.00	0	0	0	0.00	1	100001000000000000.00	19	4717	6	1
April	7	120361.00	5	63.00	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	12	120424	0	0
May	10	370162.65	10	370162.65	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	20	740325.3	0	0
June	7	339422.59	1	29175.88	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	8	368598.47	0	0
July	1	3.00	1	3.00	0	0	0	0.00	0	0.00	0	0	0	0.00	0	0.00	2	6	0	0
Grand Total	37	831300.24	24	402770.53	0	0	6	678	0	0	0	0	0	1	0	1.00001E+18	61	1234070.77	6	1

Figure 12.4.6:1

## 12.4.7 Statement of Cases Filed & Settled Branch Wise (বাংলা)

### Usage

This operation is used to export report in Statement of Cases Filed & Settled Branch Wise (বাংলা).

### Menu Path

Report -> BB Report -> Statement of Cases Filed & Settled Branch Wise (বাংলা)

### Operation

To Statement of Cases Filed & Settled Branch Wise (বাংলা) info does as following:

You can search by Branch SOL. The search system will show the Statement of Cases Filed & Settled Branch Wise (বাংলা) Data. You can separate preview or export excel download click the excel icon.

BB Report	Branch SOL	AGRABAD BRANCH (1101)	Search Now							
Statement of Cases filed & Settled Branch Wise	<b>Name of the Bank : BRAC Bank Ltd.</b>									
Statement of Cases filed & Settled By Court Wise	<b>Statement of Cases filed &amp; Settled in Artho Rin &amp; Dewlia Adalat</b>									
Statement of Classified Loans Branch Wise	<b>Branch Name: AGRABAD BRANCH</b>									
As on (13-Jul-2022)										
ক্রমিক নং	আদালতের নাম	দায়েরকৃত মামলা (ক্ষম পূর্ণিম্বত)		বিস্পষ্টিকৃত মামলা (ক্ষম পূর্ণিম্বত)			বিচারাধীন মামলা			বিচারাধীন মামলার দায়ীকৃত অর্থের বিপরীতে আলাপকৃত অর্থের পরিমাণ
		সংখ্যা	দায়ীকৃত অর্থের পরিমাণ	সংখ্যা	দায়ীকৃত অর্থের পরিমাণ	প্রকৃত আদায়	সংখ্যা	দায়ীকৃত অর্থের পরিমাণ		
১	২	৩	৪	৫	৬	৭	৮	৯	১০	
২	court-1	২৮	১,০০১	৮	০,০০৭		১৭	১,০১৮		
৩	court-2	৬	০,০০৭	১	০		৩	০,০০৭		
৪	court-4	৫	০	১	০		৮	০		
মোট		৩৯	১,০৬৮	৬	০,০০৭		২৪	১,০৫৮		

Figure 12.4.7:1

#### **12.4.8 Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা)**

## Usage

This operation is used to export report in Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা).

## Menu Path

Report -> BB Report -> Quarterly Statement of Cases Filed & Settled Under Arthonin Adalat (বাংলা)

## Operation

To Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা) info does as following:

You can search by Quarter. The search system will show the Quarterly Statement of Cases Filed & Settled Under Arthorin Adalat (বাংলা). Data. You can separate preview or export excel download click the excel icon.

BB Report	Quarter	1 (Jan-Mar)	Search Now	×
Statement of Cases filed & Settled Branch Wise	Name of the Bank : BRAC Bank Ltd.			
Statement of Cases filed & Settled By Court Wise	Quarterly Statement of Cases filed & Settled under Arthorin Adalat			
Statement of Classified Loans Branch Wise	Quarter Report Jan-Mar (2022)			
As on (13-Jul-2022)	(কেটি টাকায়)			
ক্রমিক নং	বিবরণ	বিশেষ বছরের অক্টোবর মাহের স্থিতি	বিবেচ এমাসিকাতে স্থিতি	বিবেচ এমাসিকাতে স্থিতি
১	ঋণ/ বিনিয়োগ আদায়ে দাষ্টেরক্ত মামলার সংখ্যা	অর্ব ঋণ আদায়ত পিতিআর এ্যাট অন্যান্য মোট	০ ০ ০ ০	০ ০ ০ ০
১০	মামলাবিল ঋণ/ বিনিয়োগে বিজড়িত অর্ধের পরিমাণ	অর্ব ঋণ আদায়ত পিতিআর এ্যাট অন্যান্য মোট	০ ০ ০ ০	০ ০ ০ ০
১১	সম্পর্ক কর্তৃক আদায়ক বিটিক ঋণ/ বিনিয়োগ	সংখ্যা	০	০

Figure 12.4.8:1

## 12.4.9 মামলাধীন খণ্ডের বিবরণী

### Usage

This operation is used to export report in মামলাধীন খণ্ডের বিবরণী.

### Menu Path

Report -> BB Report -> মামলাধীন খণ্ডের বিবরণী

### Operation

To মামলাধীন খণ্ডের বিবরণী info does as following:

You can search by Quarter. The search system will show মামলাধীন খণ্ডের বিবরণী Data. You can separate preview or export excel download click the excel icon.

Litigation Management System

BB Report

Quarter: 1 (Jan-Mar) Search Now

মামলার ঘৰ্ত্তি	মামলা সংখ্যা		মামলাধীন ক্ষেত্রের পরিমাণ	
	৫ বছর পর্যন্ত	৫ বছরের উভ্যে	৫ বছর পর্যন্ত	৫ বছরের উভ্যে
অৰ্ব ক্ষেত্র আদালত	০	০	০	০
চোজনাধীন আদালত	০	০	০	০
অন্যান্য	০	০	০	০
মোট	০	০	০	০

Name of the Bank : BRAC Bank Ltd.

মামলাধীন ক্ষেত্রের বিবরণী

ব্যাংক কর্তৃক দাবেরকৃত মামলার বিবরণী :

As on (13-Jul-2022) (কোটি টাকায়)

LMS v.1.0.1 Super Admin2( 6666666 ) 13-Jul-2022 Wednesday 05 : 56 : 34 PM Group :Recovery Maker, Region : Central Developed by MicroMac

Figure 12.4.9:1

## 12.5 WA Report

### 12.5.1 Warrant Execution Report

### Usage

This operation is used to export report in Warrant Execution Report.

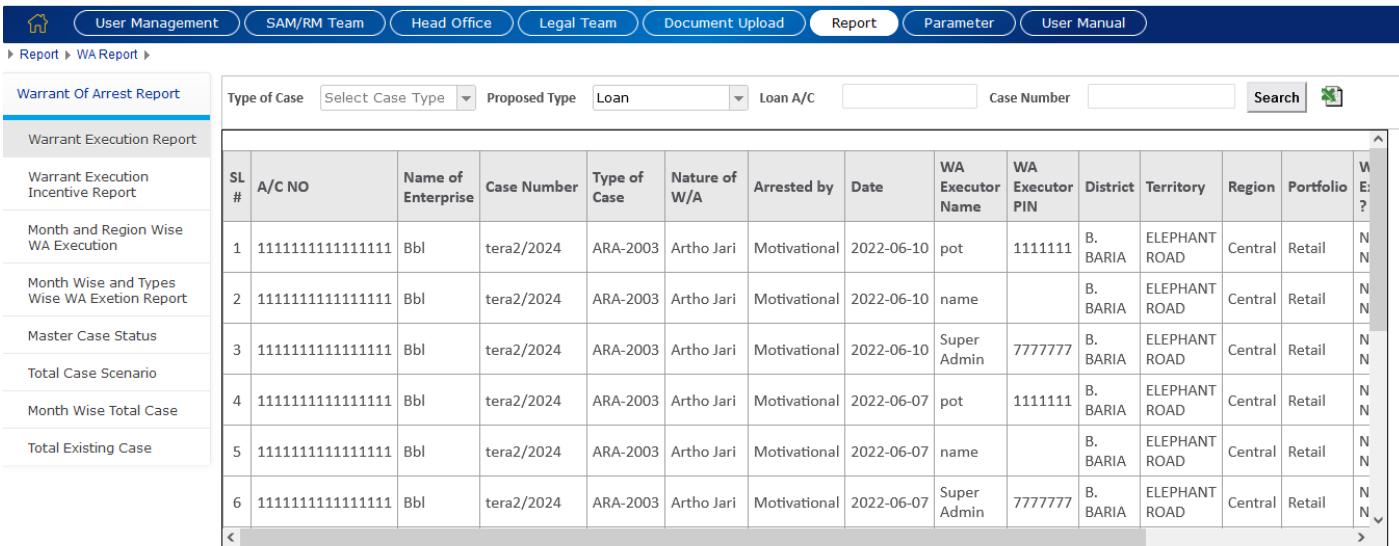
### Menu Path

Report -> WA Report -> Warrant Execution Report

### Operation

To Warrant Execution Report does as following:

You can search by Type of Case, Proposed Type, Loan A/C, Case Number. The search system will show the Warrant Execution Report Data. You can separate preview or export excel download click the excel icon.



SL #	A/C NO	Name of Enterprise	Case Number	Type of Case	Nature of W/A	Arrested by	Date	WA Executor Name	WA Executor PIN	District	Territory	Region	Portfolio	W/E?
1	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-10	pot	11111111	B. BARIA	ELEPHANT ROAD	Central	Retail	N N
2	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-10	name		B. BARIA	ELEPHANT ROAD	Central	Retail	N N
3	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-10	Super Admin	77777777	B. BARIA	ELEPHANT ROAD	Central	Retail	N N
4	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-07	pot	11111111	B. BARIA	ELEPHANT ROAD	Central	Retail	N N
5	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-07	name		B. BARIA	ELEPHANT ROAD	Central	Retail	N N
6	1111111111111111	Bbl	tera2/2024	ARA-2003	Artho Jari	Motivational	2022-06-07	Super Admin	77777777	B. BARIA	ELEPHANT ROAD	Central	Retail	N N

Figure 12.5.1:1

## 12.5.2 Warrant Execution Incentive Report

### Usage

This operation is used to export report in Warrant Execution Incentive Report.

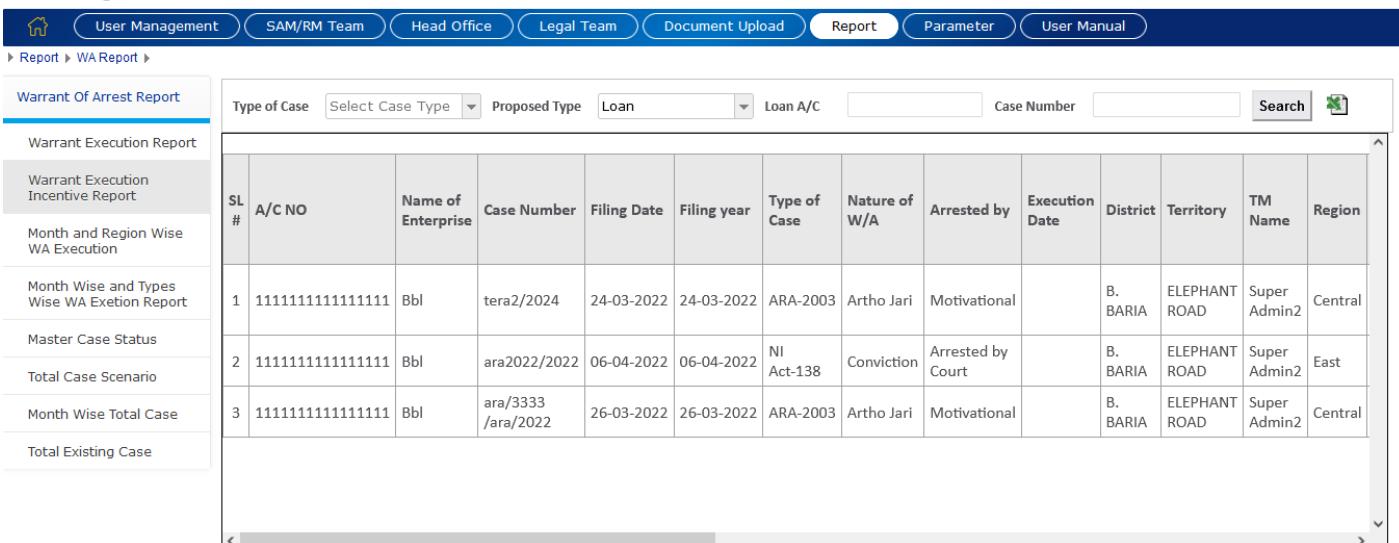
### Menu Path

Report -> WA Report -> Warrant Execution Incentive Report

### Operation

To Warrant Execution Incentive Report does as following:

You can search by Type of Case, Proposed Type, Loan A/C, Case Number. The search system will show the Warrant Execution Incentive Report Data. You can separate preview or export excel download click the excel icon.



SL #	A/C NO	Name of Enterprise	Case Number	Filing Date	Filing year	Type of Case	Nature of W/A	Arrested by	Execution Date	District	Territory	TM Name	Region
1	1111111111111111	Bbl	tera2/2024	24-03-2022	24-03-2022	ARA-2003	Artho Jari	Motivational		B. BARIA	ELEPHANT ROAD	Super Admin2	Central
2	1111111111111111	Bbl	ara2022/2022	06-04-2022	06-04-2022	NI Act-138	Conviction	Arrested by Court		B. BARIA	ELEPHANT ROAD	Super Admin2	East
3	1111111111111111	Bbl	ara/3333 /ara/2022	26-03-2022	26-03-2022	ARA-2003	Artho Jari	Motivational		B. BARIA	ELEPHANT ROAD	Super Admin2	Central

Figure 12.5.2:1

### 12.5.3 Month and Region Wise WA Execution

#### Usage

This operation is used to export report in Month and Region Wise WA Execution.

#### Menu Path

Report -> WA Report -> Month and Region Wise WA Execution

#### Operation

To Month and Region Wise WA Execution does as following:

You can search by WA Execution of YRS, Year. The search system will show the Month and Region Wise WA Execution Data. You can separate preview or export excel download click the excel icon.

Region	Nature of W/A	WA Execution of YRS						WA Proceed Jan to Jun-21
		January	February	March	April	May	June	
Central	General						0	
	Conviction						0	
	Artho Jari					4	4	
Central Total	0	0	0	0	0	4	4	
East	General						0	
	Conviction					1	1	
	Artho Jari						0	
East Total	0	0	0	0	0	1	1	
South	General						0	
	Conviction						0	

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Figure 12.5.3:1

### 12.5.4 Month Wise and Types wise WA Execution Report

#### Usage

This operation is used to export report in Month Wise and Types wise WA Execution Report.

#### Menu Path

Report -> WA Report -> Month Wise and Types wise WA Execution Report

#### Operation

To Month Wise and Types wise WA Execution Report does as following:

You can search by WA Execution of YRS, Year. The search system will show the Month Wise and Types wise WA Execution Report Data. You can separate preview or export excel download click the excel icon.

User Management
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Report > WA Report

Warrant Of Arrest Report

WA Execution of YRS

Jan-Jun

Year

2022

Search



WA Executed Month	Artho Jari	Conviction	General	Grand Total
June	3	0	1	4
<b>Grand Total</b>	<b>3</b>	<b>0</b>	<b>1</b>	<b>1</b>

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Figure 12.5.4:1

## 12.5.5 Master Case Status

### Usage

This operation is used to export report in Master Case Status.

### Menu Path

Report -> WA Report -> Master Case Status

### Operation

To Master Case Status does as following:

You can search by Type of Case, Loan A/C, Case Number. The search system will show the Master Case Status Data. You can separate preview or export excel download click the excel icon.

User Management
SAM/RM Team
Head Office
Legal Team
Document Upload
Report
Parameter
User Manual

Report > WA Report

Warrant Of Arrest Report

Type of Case

ARA-2003

Case Number

Account

1111111111111111

Search



SL #	Loan Account No	Name of Enterprise	Customer ID	Another A/c-1	3 Type of Case	Type of Case	Filing Date	Case Number	Case claim Amount	Previous date	Case Status on the Previous date	Activities Taken On The Previous Date	Next
1	1111111111111111	Bbl			Appeal	NI Act-138	2022-03-23	ara/2022	2.00	2022-07-05	Auction 33(4)	Argument	20
2	1111111111111111	Bbl			Artho Appeal	ARA-2003	2022-03-23	ara/2022	3.00	2022-03-23	Argument	Argument	20
3	1111111111111111	Bbl			Artho Appeal	ARA-2003	2022-03-23	ara/3333	3.00	2022-04-17	Argument	Argument	20
4	1111111111111111	Cbl			Artho Appeal	ARA-2003	2022-03-16	ara/3333	333.00	2022-03-23	Argument	Auction	20
5	1111111111111111	Bbl			Artho Jari	ARA-2003	2022-03-24	tera/2222	2.00	2022-07-03	Auction 33(4)		20

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Figure 12.5.5:1

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## 12.5.6 Total Case Scenario

### Usage

This operation is used to export report in Total Case Scenario.

### Menu Path

Report -> WA Report -> Total Case Scenario

### Operation

To Total Case Scenario does as following:

You can search by Months, Year. The search system will show the Total Case Scenario Data. You can separate preview or export excel download click the excel icon.

Total Case Scenario end of Jan, 2022							
Final Status(Filed by HO)	Portfolio	ARA-2003	Auction only	Legal Notice	NI Act-138	Others	Grand Total
Disposal	Corporate	0	0	0	0	0	0
	Retail	0	0	0	0	0	0
	SME	0	0	0	0	0	0
Disposal Total		0	0	0	0	0	0
Running	Corporate	0	0	0	0	0	0
	Retail	0	0	0	0	0	0
	SME	0	0	0	0	0	0
Running Total		0	0	0	0	0	0
Grand Total		0	0	0	0	0	0

LMS v.1.0.1

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Figure 12.5.6:1

## 12.5.7 Month wise total Case

### Usage

This operation is used to export report in Month wise total Case.

### Menu Path

Report -> WA Report -> Month wise total Case

### Operation

To Month wise total Case does as following:

You can search by Year. The search system will show the Month wise total Case Data. You can separate preview or export excel download click the excel icon.



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[Warrant Of Arrest Report](#)

[Warrant Execution Report](#)

[Warrant Execution Incentive Report](#)

[Month and Region Wise WA Execution](#)

[Month Wise and Types Wise WA Exetion Report](#)

[Master Case Status](#)

[Total Case Scenario](#)

[Month Wise Total Case](#)

[Total Existing Case](#)

Year



Month Wise Total Case	
Month	Total
Jan	
Feb	
Mar	15
Apr	12
May	8
Jun	7
Jul	1
Aug	
Sep	
Oct	
Nov	
Dec	

LMS v.1.0.1
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*Figure 12.5.7:1*

## 12.5.8 Total Existing Case

### Usage

This operation is used to export report in Total Existing Case.

### Menu Path

Report -> WA Report -> Total Existing Case

### Operation

To Total Existing Case does as following:

You can search by Year. The search system will show the Total Existing Case Data. You can separate preview or export excel download click the excel icon.



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[Warrant Of Arrest Report](#)

[Warrant Execution Report](#)

[Warrant Execution Incentive Report](#)

[Month and Region Wise WA Execution](#)

[Month Wise and Types Wise WA Exetion Report](#)

[Master Case Status](#)

[Total Case Scenario](#)

[Month Wise Total Case](#)

[Total Existing Case](#)

Year



Total Existing Case	
Month	Total
Jan	
Feb	
Mar	1
Apr	
May	
Jun	
Jul	
Aug	
Sep	
Oct	
Nov	
Dec	

LMS v.1.0.1
Super Admin2( 6666666 ) 13-Jul-2022 Wednesday 06 : 14 : 28 PM Group :Recovery Maker, Region : Central
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*Figure 12.5.8:1*

## 12.6 Lawyer Wise Case Report

### Usage

This operation is used to export report in Lawyer Wise Case Report.

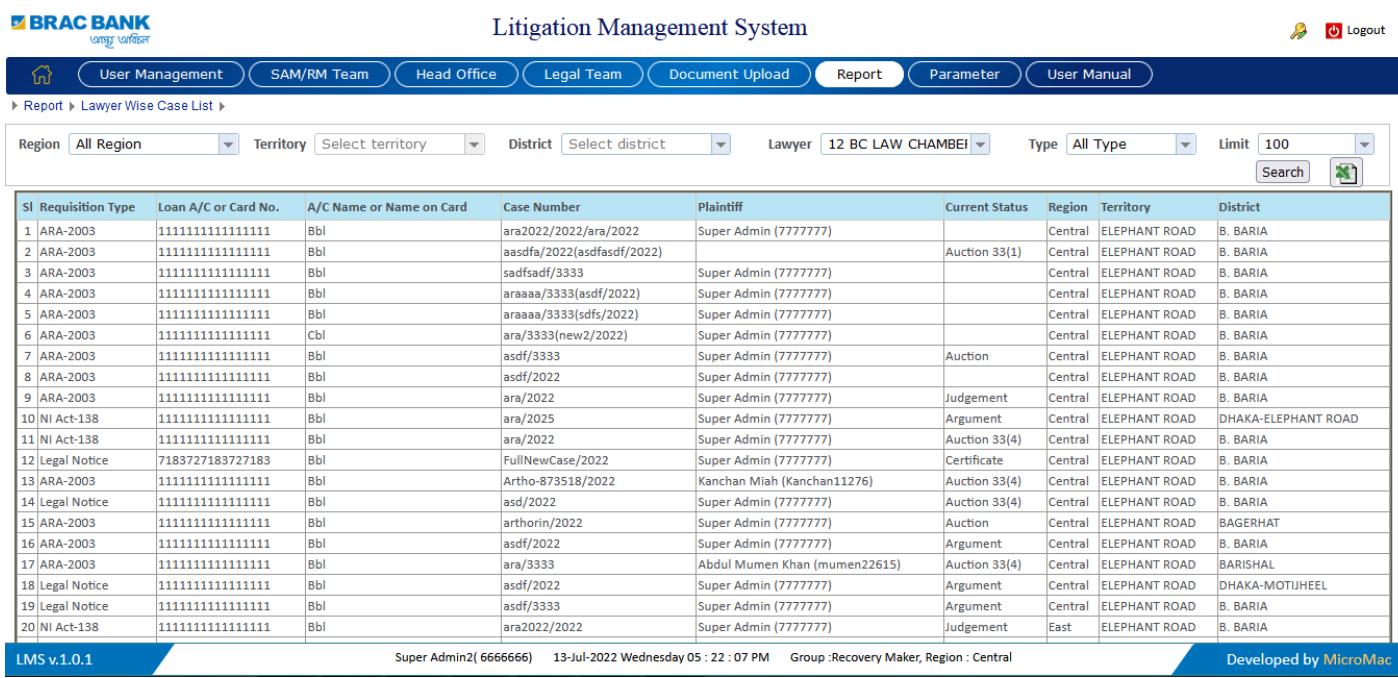
### Menu Path

Report -> Lawyer Wise Case Report

### Operation

To Lawyer Wise Case Report info does as following:

You can search by Region, Territory, District, Lawyer, Type. The search system will show the Lawyer Wise Case Report Data. You can separate preview or export excel download click the excel icon.



SL	Requisition Type	Loan A/C or Card No.	A/C Name or Name on Card	Case Number	Plaintiff	Current Status	Region	Territory	District
1	ARA-2003	1111111111111111	Bbl	ara2022/2022/ara/2022	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
2	ARA-2003	1111111111111111	Bbl	aasdfa/2022(asdfasdf/2022)		Auction 33(1)	Central	ELEPHANT ROAD	B. BARIA
3	ARA-2003	1111111111111111	Bbl	sadfsadf/3333	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
4	ARA-2003	1111111111111111	Bbl	araaaa/3333(asdf/2022)	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
5	ARA-2003	1111111111111111	Bbl	araaaa/3333(sdfs/2022)	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
6	ARA-2003	1111111111111111	Cbl	ara/3333(new2/2022)	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
7	ARA-2003	1111111111111111	Bbl	asdf/3333	Super Admin (7777777)	Auction	Central	ELEPHANT ROAD	B. BARIA
8	ARA-2003	1111111111111111	Bbl	asdf/2022	Super Admin (7777777)		Central	ELEPHANT ROAD	B. BARIA
9	ARA-2003	1111111111111111	Bbl	ara/2022	Super Admin (7777777)	Judgement	Central	ELEPHANT ROAD	B. BARIA
10	NI Act-138	1111111111111111	Bbl	ara/2025	Super Admin (7777777)	Argument	Central	ELEPHANT ROAD	DHAKA-ELEPHANT ROAD
11	NI Act-138	1111111111111111	Bbl	ara/2022	Super Admin (7777777)	Auction 33(4)	Central	ELEPHANT ROAD	B. BARIA
12	Legal Notice	718372/18372/183	Bbl	FullNewCase/2022	Super Admin (7777777)	Certificate	Central	ELEPHANT ROAD	B. BARIA
13	ARA-2003	1111111111111111	Bbl	Artho-873518/2022	Kanchan Miah (Kanchan11276)	Auction 33(4)	Central	ELEPHANT ROAD	B. BARIA
14	Legal Notice	1111111111111111	Bbl	asd/2022	Super Admin (7777777)	Auction 33(4)	Central	ELEPHANT ROAD	B. BARIA
15	ARA-2003	1111111111111111	Bbl	arthorin/2022	Super Admin (7777777)	Auction	Central	ELEPHANT ROAD	BAGERHAT
16	ARA-2003	1111111111111111	Bbl	asdf/2022	Super Admin (7777777)	Argument	Central	ELEPHANT ROAD	B. BARIA
17	ARA-2003	1111111111111111	Bbl	ara/3333	Abdul Mumen Khan (mumen22615)	Auction 33(4)	Central	ELEPHANT ROAD	BARISHAL
18	Legal Notice	1111111111111111	Bbl	asdf/2022	Super Admin (7777777)	Argument	Central	ELEPHANT ROAD	DHAKA-MOTIJHEEL
19	Legal Notice	1111111111111111	Bbl	asdf/3333	Super Admin (7777777)	Argument	Central	ELEPHANT ROAD	B. BARIA
20	NI Act-138	1111111111111111	Bbl	ara2022/2022	Super Admin (7777777)	Judgement	East	ELEPHANT ROAD	B. BARIA

Figure 12.6:1