**Judiciary Case Management Functional Requirements Document**

**REPUBLIC OF KENYA**



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**THE JUDICIARY**

**SRS Document**

**SOFTWARE DEVELOPMENT PLAN FOR CASE MANAGEMENT SYSTEM - CASE REGISTRATION, EDIARY MODULES & E-FILLING**

**Draft One**

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**Introduction**

# INTRODUCTION

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

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

## Purpose

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

## Scope

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

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

## Global Overview of Proposed Case Management System



## System Modules

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

## Case Registration

**Attributes of Case Registration Entity**

**Case registration**

Case Number

Case Code

Law Firms

Court station

Case Type

Appeal Case Number

Case Status

Date of Filling

Parties Info

### CASE REGISTRATION FORM FIELDS

* Case Number
* Date of filing
* Citation
* Case type
* Case Subtype
* Case status (active, closed, archived, disposed, Reopened)

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

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

### Context of Case Registration

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

The module should capture the following

* + 1. Case Number of the case - a unique identifier of the case in the following format Case Code/Case Number/Case Year e.g. CCC 100/2016
    2. Date of filling of the case
    3. Citation
    4. The name and details of all the parties; the following details about the party must be recorded.
    5. Type of the party, Parties full name, Mobile Phone number, Gender, Nationality, Physical Address, Postal Address and advocate name or law firm
    6. Advocate law Firm: Name of the firm , Postal Address, Physical address ,mobile number
* Cases are numbered within year and are assigned consecutively within each case type
* The case number for the case needs to be of standard format and without spaces
* The module should also generate automatically a unique identification for each case registered in the system.
* The module should allow advocates to be added to parties’ record later without removing the previous advocates.
* The users should select law firm from predefined list.
* The Module should also provide a search and filtering functionality. A case should be searched either or in combination of the case number, file location, parties names, date of filling and advocate name or law firm and case status (closed, active, archived ,disposed)
* Cases should also be filtered either or in combination of the name of judicial officer handling it, case status, date of filling and advocate firms

## Case tracking

Attributes of Case Tracking Entity

**Next activity**

**Actors (DR, Judicial Officers)**

Activity Date

**Date of next activity**

**Case Tracking**

### CASE TRACKING FORM FIELDS

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

### Context of Case Tracking

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

## Court fees management Module

**Attributes of Court Fees Entity**

**Court Fees**

Payment Type

Payment Method

Amount Assesed

Amount paid

Date

Payer Name

### COURT FEES FORM FIELDS

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

### Context of Court fees

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

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

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

The following should be recorded;

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

The case management should produce receipt for all electronic payments

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

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

## E-FILLING

**Attributes of Document Management Entity**

Document Owner

Document Name

Document Category

Court Evidence

Case Initiation Documents

Appearance notices

Description

Security Documents

Complaint Replies

Court Proceedings/Summons

Exhibit Photos

**Documents**

### E-FILING FORM FIELDS

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

### E-FILING CONTEXT

The module should be responsible of electronic filling, storage and documentation of case proceeding.

The following is the list of examples of documents to be electronically filed.

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

Files to be uploaded should be linked to a specific case and a specific party or a specific advocate in record.

The file should contain the name of the file, the category which the file is filed under, and the detailed description of the file.

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

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

## FILE MOVEMENT AND TRACKING

**Attribute of File Transfer and Tracking Entity**

**File Transfer and Tracking**

File Location

File Destination

Movement Reason

Current Date

Action Officer Name

Officer Taking Files

### FILE MOVEMENT FORM FIELDS

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

### CONTEXT OF FILE MOVEMENT AND TRACKING

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

The case file can move:

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

The case management system should record the following;

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

## CASE EMPANELING AND CALENDARING (E-DIARY)

**Attributes of E-Diary Entity**

**E-DIARY**

**Date allocation**

**Taking out matters**

**Case transfer**

**Mailing Causelist**

**Generate Causelist**

**Caseload statistics**

es Info

**Judicial officer**

### E-DIARY FORM FIELDS

* Judicial officer(Registrar , DR ,Court Assistant, HOS)
* (Judge ,Magistrate)
* Date allocation
* Cause list ()(hearings, mentions, applications, notice to show cause, submissions, rulings and judgments)
* Court Actions (hearings, mentions, applications, notice to show cause, submissions, rulings and judgments)
* Case Transfer
* Caseload statistics of each judicial officer
* Taken out status
* Taking out matters

### Context of E-Diary

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

## Bring Up system

**Attributes of Bring Up Entity**

Action Required

Client Name

Number of Files

Case transfer

Date

**Bring Up**

### Context of Bring Up System

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

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

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

## Exhibits Management System

**Attributes of Exhibits Entity**

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

Closed Status

**Exhibits**

### EXHIBITS MANAGEMENT FORM FIELDS

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

### Context Exhibits Management

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

## Records Retention and Disposal System (RRDS)

**Attributes of RDDS Entity.**

Archived Status

Active Status

Disposed

Closed Status

**RDDS**

### Context of Records Retention and Disposal System

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

## Reporting Module

The Case Management must produce the following reports;

**Attribute of Reporting Entity**

**Reporting**

Case Load

Ad Hoc Reports

Records retention and disposal

Sexual Offences Registry

Pending Cases

DCRT

CauseList

## Caseload Report

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

## Pending Caseload Report



## Cause lists Report



## DCRT

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

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

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



## FIELDS UNIQUE TO SPECIFIC CASE TYPES:

## High Court Criminal

### Murder cases

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

### Criminal Appeals

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

### Criminal Revisions

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

### Misc. Applications in Criminal Matters

* Nature of application
* Description
* Parties

## Family division

### Probate and Administration

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

### Divorce

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



## COURT STRUCTURE

### Court Ranks

|  |  |  |
| --- | --- | --- |
| **SN** | **Court Rank ID** | **Court Rank** |
|  | 01 | Supreme Court |
|  | 02 | Court of Appeal |
|  | 03 | High Court |
|  | 04 | Employment and Labour Relations |
|  | 05 | Environment and Land |
|  | 06 | Magistrate Court |

### COURT DIVISIONS

| **SN** | **DIVISION ID** | **DIVISION** |
| --- | --- | --- |
|  | 0101 | Petition |
|  | 0102 | Advisory Opinion/Reference |
|  | 0103 | Application |
|  | 0104 | Election petition |
|  | 0201 | Civil Appeal |
|  | 0202 | Civil Application |
|  | 0203 | Criminal Appeal |
|  | 0203 | Criminal Application |
|  | 0301 | Criminal |
|  | 0302 | Commercial |
|  | 0303 | Civil |
|  | 0304 | Family Division |
|  | 0305 | Judicial Review |
|  | 0306 | Constitutional & Human Rights Petitions |
|  | 0307 | Environmental and Land Cases |
|  | 0308 | County Court |
|  | 0401 | Appeals |
|  | 0402 | Collective Bargaining Agreements (CBAs) |
|  | 0403 | Causes Disputes |
|  | 0404 | Judicial Review |
|  | 0405 | Miscellaneous Applications |
|  | 0406 | Petitions |
|  | 0501 | Environment and Land |
|  | 0601 | Civil |
|  | 0602 | Criminal |
|  | 0603 | Traffic Division |
|  | 0604 | Election Petition |
|  | 0605 | MC Succession |
|  | 0606 | Children's Division |
|  | 0607 | Kadhi |
|  | 0608 | Anticorruption |



## COURT PROCESS

### SUPREME COURT CASE PROCESS

### PRESIDENTIAL PETITION

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

SCPET

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Date of Registration * Case no. * Checklist * Case citation * Assessment of applicable Fees   Advocates’ contact (Phone, email, physical address | Court Assistant | Case Registered |
| Responses (Replying affidavit, Submissions, Applications) | DR | Replying Affidavit, Submission & Applications filed |
| Mention for compliance | Court Assistant | Directions issued or Hearing date given |
| Hearings | Judges | Matter fully heard and judgment date issued or partly heard and a further hearing date given. |
| Judgment | Judges | Judgment delivered |

#### PRESIDENTIAL PETITION CASE FLOW



### ADVISORY OPINION PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Date of Registration * Case no. * Checklist * Case citation   Assessment of applicable Fees Advocates’ contact (Phone, email, physical address) | Court Assistant | Case Registered |
| Mention before DR | DR | Replying Affidavit, Submission & Applications filed |
| Responses | DR | Directions issued or Hearing date given |
| Hearings | Judges | Matter fully heard and judgment date issued or partly heard and a further hearing date given. |
| Judgment | Judges | Judgment delivered |

#### ADVISORY OPINION PROCESS CASE FLOW

Assign a case number

Populate the check list appropriately

Register the Advisory opinion into the system and assign an auto generated unique ID

Assess Court Fees and security for costs

Verification of payment and issuing of receipt (Register payment details)

Registrar publishes court decision as approved by court

List AO for hearing

Issue a notice to the applicant to appear before the Court for directions on the persons to be served with notice of such reference.

Give notice of the reference to all parties, if any inviting them to attend the Court for directions on the mode and date of hearing.

### APPLICATIONS CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * The applications are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | Court Assistant | Case Registered |
| The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken | DR |  |
| Mention before DR | DR | Replying Affidavit, Submission & Applications filed |
| Responses | DR | Directions issued or Hearing date given |
| Hearings | Judges | Matter fully heard and judgment date issued or partly heard and a further hearing date given. |
| Judgment | Judges | Judgment delivered |

#### SUPREME COURT APPLICATION CASE FLOW

Registration of the Notice of Motion

Verification of documents

at registry

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case Numbered

Taxation, notices signed

Ruling

Execution

Notice of motion filed

Inter parte hearing

Replying Affidavit

Case management:

i) Mention(s)

ii) Hearing

Dismiss?

Yes

No

## COURT OF APPEAL CASE PROCESS

### CIVIL APPEAL PROCESS

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| COURT OF APREAL >CIVIL | CIVIL APPEAL | 1. APPLELLANT 2. RESPONDENT |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Case registration   * Compiled record of appeal is presented at the registry * The records of appeal are checked for conformity to the standards * The records are assessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * The case is given a case number and recorded at the register. * Case is registered in the register (Date of filling of appeal, | Court Assistant | Case Registered |
| * The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. | DR | Draft cause list |
| * Parties are invited for case management on a specified date and at this point the parties agree on whether to file submissions and timelines for the same are discussed. | DR | Directions issued or Hearing date given |
| * Hearing | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Judgement | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Orders | DR | Order extracted and served to the parties |
| * Taxation Bill of cost | DR | Certificate of taxation issued |

#### CIVIL APPEAL CASE FLOW



### CIVIL APPLICATION PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * The applications are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | Court Assistant | Case Registered |
| The files are taken to the DR for signature, 4 copies are retained for the court and the rest are returned to the advocate to serve the other parties. If the case is before a single Judge only 2 copies are taken | DR |  |
| Mention before DR | DR | Replying Affidavit, Submission & Applications filed |
| Responses | DR | Directions issued or Hearing date given |
| Hearings | Judges | Matter fully heard and judgment date issued or partly heard and a further hearing date given. |
| Judgment | Judges | Judgment delivered |

#### CIVIL APPLICATION CASE FLOW

COURT OF APPEAL CIVIL APPLICATION CASE FLOW

Registration of the Notice of Motion

Verification of documents

at registry

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case Numbered

Taxation, notices signed

Ruling

Execution

Notice of motion filed

Inter parte hearing

Replying Affidavit

Case management:

i) Mention(s)

ii) Hearing

Dismiss?

Yes

No

### Criminal Appeal

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| COURT OF APREAL | CRIMINAL APPEAL | 1. APPLELLANT 2. RESPONDENT |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Case registration   * The notice of appeal is given a number | Court Assistant | Case Registered |
| * The high court is notified of the assigned case number and requested to prepare the records of appeal and transmit the same to Court of Appeal | DR | Records of appeal |
| * Notices of hearing are served to the parties. * Cause list is generated | DR | Directions issued or Hearing date given |
| * Hearing | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Judgement | Judge | Adjournment – Recusals, incomplete bench, by the application of the advocate |
| * Orders | DR | Order extracted and served to the parties |
| * Taxation Bill of cost | DR | Certificate of taxation issued |

#### CRIMINAL APPEAL CASE FLOW

Presentation of Memorandum of Appeal

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case numbered

Verification of documents at registry

Calling for lower Courts Records

Hearing

Summary Dismissal

Notification of Parties

Judgement

Decision

Admission

NO

YESS

YES

NO

## HIGH COURT CASE PROCESS

### COMMERCIAL CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| 1. Registration (Plaint/OS)   * Name of Plaintiff * Name of Defendant * Date of filing * Parties contacts * Court fees | 1. File opening | Court assistant/DR |
| 2. Summons | 2. Summons issued | 2.Deputy Registrar |
| 2 (a)Notice of motion | 2 (a)-Interim orders  -Directions  -Hearing date | Judge |
| 2 (b)Replying affidavit/ grounds s of opposition | 2(b)Inter parte hearings | Judge |
| 2 .(c) Inter parte hearing | 2 (c) . Mention date  Directions  Hearing date  Ruling date | Judge |
| 2 d. Ruling delivered | 2. d. (-Ruling delivered  Ruling deferred   * Application Dismissed * Application allowed) | Judge |
| 3. Appearance/ Defence filing | 3.If not within 15 days- an interlocutory judgment may be issued | Defendant |
| Pre-trial / Case Management Conference | Directions | Judge/DR |
| Fixing of Hearing dates | Hearing date | .DR/CA |
| Trial | 7. (-Date set for Judgment  -Date set for ruling  -Further mention date  -Further hearing date) | Judge |
| Judgment delivery | 8.(-Judgment delivered  -Judgement deferred) | Judge |
| Hearing | 6(-Mention date set  -Trial  -Adjournment  -Withdrawal of the case  -Dismissed  -Settled  -Mediation) | Judge |
| Ruling delivered | 9.(-Ruling delivered  -Ruling deferred) | Judge |
| Taxation | Execution | DR |
| Notice to show cause | Warrants issued | DR |
| Examination of directors |  | DR |

#### Commercial case flow



### BANKRUPTCY CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | ASSISTANT |
| 1. Petition and certificate filed  2.Registration of BC   * Name of Subject * Date of filing * Parties contacts   Court fees | 1. and 2. (-File opened then  -Mention date fixed to confirm compliance ) | Court assistant |
| 3. Directions by the Judge | 3. (-Hearing date fixed  -Mention date fixed  -Directions given  -Further hearing date given) | Judge |
| 4.Hearing | Judgment date fixed | Judge |
| 5. Judgment | 5. (-Petition Allowed  -Petition dismissed) | Judge |

#### BANKRUPTCY CASE FLOW



### WINDING UP CAUSE CASE FLOW PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | ASSISTANT |
| 1. Petition and certificate filed  2.Registration of WC   * Name of Subject * Date of filing * Parties contacts   Court fees | 1. and 2. (-File opened then  -Mention and hearing date fixed to confirm compliance ) | Court assistant |
| 3. Directions by the DR on the mention date | 3.Hearing date fixed | DR |
| 4.Hearing | 4. (- Judgment date fixed  -Mention date fixed  -Directions given  -Further hearing date given) | Judge |
| 5. Judgment delivery | 5. (Petition Dismissed  -Petition Allowed) | Judge |

#### WINDING UP CAUSE CASE FLOW



## HIGH COURT CIVIL CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| 1. Registration (Plaint/OS)   * Name of Plaintiff * Name of Defendant * Date of filing * Parties contacts * Court fees | 1. File opening | Court assistant/DR |
| 2. Summons | 2. Summons issued | 2.Deputy Registrar |
| 2 (a)Notice of motion | 2 (a)-Interim orders  -Directions  -Hearing date | Judge |
| 2 (b)Replying affidavit/ grounds s of opposition | 2(b)Inter parte hearings | Judge |
| 2 .(c) Inter parte hearing | 2 (c) . Mention date  Directions  Hearing date  Ruling date | Judge |
| 2 d. Ruling delivered | 2. d. (-Ruling delivered  Ruling deferred   * Application Dismissed * Application allowed) | Judge |
| 3. Appearance/ Defence filing | 3.If not within 15 days- an interlocutory judgment may be issued | Defendant |
| Pre-trial / Case Management Conference | Directions | Judge/DR |
| Fixing of Hearing dates | Hearing date | .DR/CA |
| Trial | 7. (-Date set for Judgment  -Date set for ruling  -Further mention date  -Further hearing date) | Judge |
| Judgment delivery | 8.(-Judgment delivered  -Judgement deferred) | Judge |
| Hearing | 6(-Mention date set  -Trial  -Adjournment  -Withdrawal of the case  -Dismissed  -Settled  -Mediation) | Judge |
| Ruling delivered | 9.(-Ruling delivered  -Ruling deferred) | Judge |

**HIGH COURT CIVIL CASE FLOW**



### CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| HIGH COURT >CIVIL APPEAL | CIVIL APPEALS  AND INCOME TAX APPEALS (ITA) | 1. Appellant(s) 2. Respondent(s) 3. Advocate of Appellant 4. Advocate of Respondent |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| File memorandum of appeal:  1.Registration   * Name of Appellant * Name of Respondent * Date of filing * Parties contacts   Court fees | Appeal filed | Court Assistant/ DR |
| 2. Call for lower court record. | 2.Lower court record received | Court Assistant/ DR |
| 3. Request for the record of appeal | 3.Record of appeal filed | Court assistant/DR |
| 4. Admission of the appeal | 4.Admissions done | Judge |
| 5. Appeal fixed for directions | 5. (-Direction notices served  - Directions given) | Court Assistant/DR |
| 6. Fixing of hearing dates | 6.Hearing date fixed | Judge |
| 7. Hearing of the appeal | 7. (-Appeal adjourned  -Mention date set  -A further hearing date set  -Appeal heard ) | Court Assistant |
| 8. if appeal is heard | 8. Judgment date set | Judge |
| 9. Judgement Delivered | 9. (-Judgment deferred  - Appeal Allowed  -Appeal dismissed) | Judge |

#### CIVIL APPEALS AND INCOME TAX APPEALS (ITA) PROCESS



### CRIMINAL CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Registration | -Case Registered | -Registration – Court assistant |
| -Plea taking | * Plea of guilty entered * Plea of not guilty entered.   Hearing date set | -Plea taking – Duty Court |
|  | * Mention date set * Accused sentenced   Plea differed. |  |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | -Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| -Ruling | -Ruling delivered | -Ruling- Trial Magistrate |
| Judgement | Judgement delivered | Judgement – Trial Magistrate |

### CRIMINAL CASE FLOW



### CRIMINAL APPEAL

|  |  |  |
| --- | --- | --- |
| COURT/DIVISION | CASE TYPE | PARTIES |
| HIGH COURT | CRIMINAL APPEAL | 1. Appellant(s) 2. Respondent(s) 3. Advocate of Appellant 4. Advocate of Respondent |

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| File memorandum of appeal:  1.Registration   * Name of Appellant * Name of Respondent * Date of filing * Parties contacts   Court fees | Appeal filed | Court Assistant/ DR |
| 2. Call for lower court record. | 2.Lower court record received | Court Assistant/ DR |
| 3. Request for the record of appeal | 3.Record of appeal filed | Court assistant/DR |
| 4. Admission of the appeal | 4.Admissions done | Judge |
| 5. Appeal fixed for directions | 5. (-Direction notices served  - Directions given) | Court Assistant/DR |
| 6. Fixing of hearing dates | 6.Hearing date fixed | Judge |
| 7. Hearing of the appeal | 7. (-Appeal adjourned  -Mention date set  -A further hearing date set  -Appeal heard ) | Court Assistant |
| 8. if appeal is heard | 8. Judgment date set | Judge |
| 9. Judgement Delivered | 9. (-Judgment deferred  - Appeal Allowed  -Appeal dismissed) | Judge |

#### CRIMINAL APPEAL CASE FLOW

Presentation of Memorandum of Appeal

* Assessment of court fees
* Payment of court fees
* Verification of payment
* Issuance of receipt
* Case numbered

Verification of documents at registry

Calling for lower Courts Records

Hearing

Summary Dismissal

Notification of Parties

Judgement

Decision

Admission

Admitted

Rejected

Accepted

Rejected

## JUDICIAL REVIEW APPLICATION CASE

### JR APPLICATIONS

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

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

#### JR APPLICATIONS FLOW



## EMPLOYMENT AND LABOR RELATIONS

### ELRC CLAIMS PROCESS

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

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

#### Employment & Labour Relations Court Case Flow



### MISCELLANEOUS APPLICATION

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

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

#### MISCELLANEOUS APPLICATION FLOW



### ELRC APPEAL

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

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



## ENVIRONMENT & LAND COURT

### ELC PETITION

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **ELC PROCESS** | | | | | |
| **DIVISION** | **CASE TYPE** | **PARTY DETAILS** | **CASE ACTIVITIES** | **CASE OUTCOME** | **ROLES OF STAFF** |
| ELC | **ELC PETITION** | * Plaintiff * Defendant * Interested * Advocate | * Registration * Plaints and originating summons * Name of Plaintiff/Applicant * Name of respondent/Defendant * Date of filing |  | Court assistant |
| * Assessment of Fees * As per assessment manual | * Fees Assessed | Court assistant |
| * Payment of Fees | * Fees paid * Receipt Issued | Accountant |
| * Allocation of Case Number | * Case captured in the Case register | Designated Court Assistant |
| * Pre Trial Conference | * Directions given * Hearing date given * File referred to out of court settlement * Matter is withdrawn with or without any orders to the cost. * Final consent entered and adopted as an order of the court | Judge |
| * Interlocutory Applications | * Matter certified urgent * Temporary Order granted * Directions Given * Hearing date Given | Judge |
| * Replying affidavit/Grounds of opposition/preliminary objections | * Application heard * Application deferred * Further mention date given * Further hearing date for the application | Judge |
| * Ruling | * Ruling delivered * Ruling deferred * Application allowed * Application dismissed | Judge |
| * Hearing | * Adjourned * Matter taken out * further hearing date given * New date to be taken at the registry * Mention for further directions * Submissions to be filed * Scene visit | Judge |
| Judgement | * Judgement delivered | Judge |
|  |  |  | Taxation | * Same as Civil |  |
|  | 1. **ELC MISC** |  | * Registration * Name of applicant * Name of respondent * Date of filing |  |  |
| Filling of Bill of Costs | Bill of Costs Filed | Court assistant |
| Notice of taxation issued | Taxation Date is given in the registry | Court assistant |
| Signing of the notice of taxation | Notice of taxation Signed | DR |
| Taxation | Ruling delivered  Bill allowed  Bill dismissed | DR |
| 1. **ELC APPEAL** |  | Presentation of Memorandum of Appeal | Memorandum of Appeal Filed | Court assistant |
| Allocation of Case Number | New Case Number assigned | Court assistant |
| Request for the lower court file | File availed | E.O |
| Admission of Appeal | Appeal Admitted  Appeal Rejected | Judge |
| Judge |
| Appeal Admitted | Hearing date Given at the registry | Court assistant |
|  | Hearing | * Adjourned * Matter taken out * further hearing date given * New date to be taken at the registry * Mention for further directions * Submissions to be filed | Judge |
|  |  |  | Judgement | * Judgement delivered | Judge |

## FAMILY DIVISION

### FAMILY MATTERS CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | STAFF | OUTCOME |
| Registration   * Presentation of Petition and affidavit with supporting document * The documents are accessed by the court assistants and fees calculated * The advocate pays the fees and presents the receipt to the registry * Case is entered at the register   (Date of filling of appeal,  Name of applicant(s),  Name of respondent(s) | Court Assistant | Case Registered |
| Issuance of gazette and Principal registry notices | DR | Notices |
| Approval from registry through form 30 issuance | DR | Form 30 |
| Gazettement | DR | Gazetted |
| Direction | DR | Directions issued or Hearing date given |
| Hearings | Judges | Matter fully heard and judgment date issued or partly heard and a further hearing date given. |
| Judgment | Judges | Decision made. Grant Issued or Declined |

#### FAMILY MATTERS CASE FLOW



### DIVORCE/SEPARATION CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Assessment of Court fees | -Court fees Paid | -Court Assistant |
| Registration   * Name of applicant and respondent * Case no. * Telephone number * email * Date of registration   Nature of complaint | -Case registered | -Court Assistant |
| -Issuance of notice | Notice issued | Judge |
| Filing of response to a notice | - notice file  -Hearing date set | Court Assistant |
| Hearing | Trial | Judge |
| -Ruling | Ruling delivered | Judge |
| Judgment | -Judgment delivered | Judge |

#### DIVORCE CASE FLOW



## MAGISTRATE COURT PROCESS

### TRAFFIC CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Registration | -Case Registered | -Registration – Court assistant |
| -Plea taking | * Plea of guilty entered * Plea of not guilty entered. * Hearing date set * Mention date set * Accused sentenced   Plea differed. | -Plea taking – Duty Court |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| Ruling | Ruling delivered | Ruling- Trial Magistrate |
| -Judgment | -Judgment delivered | -Judgment – Trial Magistrate |

#### TRAFFIC CASE FLOW



### CRIMINAL CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Registration | -Case Registered | -Registration – Court assistant |
| -Plea taking | * Plea of guilty entered * Plea of not guilty entered.   Hearing date set | -Plea taking – Duty Court |
|  | * Mention date set * Accused sentenced   Plea differed. |  |
| -Hearing | * Mention date set * Trial * Adjournment.   Withdrawal of the case | -Hearing – Trial Court |
| -Mention | * Hearing date set. * Direction given.   Case withdrawn. | -Mention – Trial Court |
| -Ruling | -Ruling delivered | -Ruling- Trial Magistrate |
| Judgement | Judgement delivered | Judgement – Trial Magistrate |

#### CRIMINAL CASE FLOW



### CIVIL CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Registration (Plaint/OS)   * Name of Plaintiff * Name of Defendant * Date of filing * Parties contacts | -File opening | -Court assistant |
| -Summons | -Summons issued | -Magistrate |
| -Notice of motion | * -Interim orders * -Directions   -Hearing date | -Magistrate |
| Replying affidavit/ grounds s of opposition | Inter parte hearings | Magistrate |
| -Inter parte hearing | * Mention date set * Directions given * Hearing date set   Ruling date set | -Magistrate |
| -Ruling delivered | -Ruling delivered  -Ruling deferred   * Application Dismissed   Application allowed) | Magistrate |
| Appearance/ Defence filing | If not within 15 days- an interlocutory judgement may be issued | Magistrate |
| Pre-trial / Case Management Conference | Directions given | Magistrate |
| Fixing of Hearing dates | Hearing date set | Magistrate/court assistant |
| Hearing | * Mention date set * Trial * Adjournment * Withdrawal of the case * Dismissed * Settled   Mediation | Magistrate |
| Trial | * Date set for * Judgment * Date set for ruling * Further mention date   Further hearing date) | Magistrate |
| Judgement delivery | * Judgment delivered   Judgement deferred) | Magistrate |

#### CIVIL CASE FLOW



### MISCELLANEOUS CIVIL CASE

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

#### MISCELLANEOUS CIVIL CASE FLOW



### MISC. CRIMINAL

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

#### MISC. CRIMINAL FLOW



### DIVORCE/SEPARATION CASE PROCESS

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

|  |  |  |
| --- | --- | --- |
| CASE ACTIVITY | OUTCOME | STAFF |
| -Assessment of Court fees | -Court fees Paid | -Court Assistant |
| Registration   * Name of applicant and respondent * Case no. * Telephone number * email * Date of registration   Nature of complaint | -Case registered | -Court Assistant |
| -Issuance of notice | Notice issued | Court Assistant |
| Filing of response to a notice | - notice file  -Hearing date set | Court Assistant |
| Hearing | Trial | Trial magistrate |
| -Ruling | Ruling delivered | Trial Magistrate |
| Judgment | -Judgment delivered | Trial Magistrate |

**DIVORCE/SEPARATION CASE FLOW**



### PROTECTION & CARE CASE

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

#### PROTECTION & CARE CASE



## SYSTEM USER PERMISSION & ROLES

|  |  |  |  |
| --- | --- | --- | --- |
| Module | Permission | Description | Users |
| Case Registration module | :create\_case |  |  |
| :view\_case |  |  |
| :update\_case |  |  |
| Court fees management module | :add\_fee |  |  |
| :remove\_fee |  |  |
| :update\_fee |  |  |
| Document  Management module | :add\_document |  |  |
| :update\_document |  |  |
| :view\_document |  |  |
| :remove\_document |  |  |
| :version\_document |  |  |
| JATS Module | :play\_video  :link\_case\_to\_video |  |  |
| Case tracking module | :create\_movement |  |  |
| :update\_movement |  |  |
| :view\_movements |  |  |
| Case Empaneling and Calendaring (ediary) module | :add\_date |  |  |
| :view\_date |  |  |
| :update\_date |  |  |
| :remove\_date |  |  |
| :view\_causelists |  |  |
| :take\_out\_matters |  |  |
| :assign\_matters |  |  |
| :reassign\_case |  |  |
| Issues and Complaints module | :add\_issue |  |  |
| :view\_issue |  |  |
| :update\_issue |  |  |
| Records Retention and Disposal System (RRDS) module | :close\_case |  |  |
| :archive\_case |  |  |
| :dispose\_case |  |  |
| :reopen\_case |  |  |
| Exhibits Management System module | :add\_exhibit |  |  |
| :view\_exhibit |  |  |
| :update\_exhibit |  |  |
| Reports Module | :view\_case\_status\_reports |  |  |
| :view\_caseload\_reports |  |  |
| :view\_fees\_reports |  |  |
| :view\_movements\_reports |  |  |
| :view\_issues\_reports |  |  |
| :view\_rrds\_reports |  |  |
| :view\_exhibit\_reports |  |  |
| Administration module | :add\_user |  |  |
| :update\_user\_info |  |  |
| :view\_user\_info |  |  |
| :deactivate\_user |  |  |
| :add\_role |  |  |
| :rename\_role |  |  |
| :view\_role |  |  |
| :reassign\_role\_to\_user |  |  |
| :view\_permission\_reports |  |  |
| :assign\_permissions\_to\_user |  |  |
| :add\_judicial \_officer |  |  |
| :edit\_judicial\_officer |  |  |
| :archive\_judicial\_officer |  |  |
|  |  |  |

# SYSTEM SERVICES



### Backup and Recovery

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

## Authentication

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

## Audit Trail

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

## Data Validation and Error reporting

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

## Communications interfaces

* The system should provide restful api interface are one way of providing interoperability between computer systems on the Internet
* The system should send messages via Email and SMS regarding urgent events and reports.

## System Availability

* The system must be available to users Monday through Sunday between the hours of 6:30 a.m. and 5:30 p.m.
* System Maintenance should only be done during the night.

## Data Retention

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

# System Architecture

.php

Application

**COM+**

Components

DB Layer

MDB2

.php

Data access object

Database

Php

Framework

**Web Service**

Php

Framework

**(php)**

Browser

**COM+**

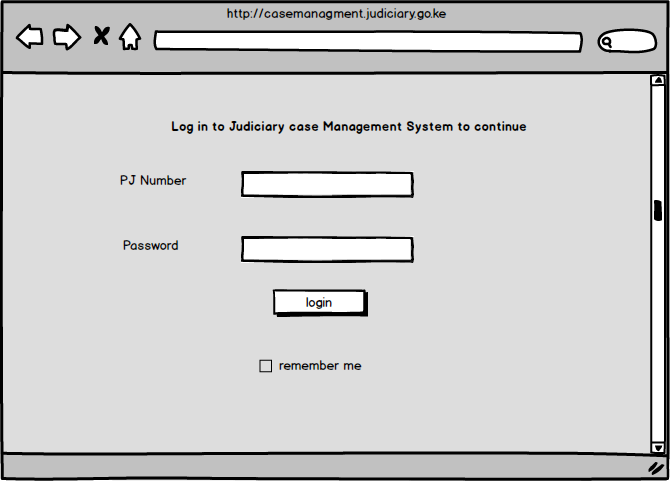
Components

PHP File

## User Interface

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

#### Log in webform



#### Standadized Home Webpage

