# CMS: REVIEW & RECOMMENDED CORRECTIVE IMPROVEMENTS

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Team Please note the reviews below and action areas that need your attention:

## Benson

Benson was tasked to champion the implementation of Database Design and Reporting Module

The following corrective changes were recommended to be incorporated in the system

### Cause list

We should have the following categories of the Cause List (Daily Cause List, Weekly Cause both by Individual Judge and per station)

* The cause list to be dynamic ( Use hyperlinks) to allow case activities to be updated within the cause list (Reassigning and changing of Dates)
* Notices to appear on the cause list
* Provide Notifications to the concerned parties for all matters taken out of the cause list
* Provide for Print, Email and download of the cause list

### DCRT

* The DCRT to be properly formatted as its currently used…Consider using XML or Third Part BI Reporting Tool (SPAGO BI)
* Borrow some ideas from Patrick how he managed to produce a neatly formatted DCRT

### Caseload and Pending Caseload Reports

* This Reports be available per Individual Judicial officer and also be displayed in the dash board of the profile of the judicial officer

### Ad hoc Operational Reports

* Consider using BI Reporting Tool such as SPAGO BI to provide all the operational Reports for CMS and the analysis of the Data
* Provide Specific reports for Court Assistant (CA), Deputy Registrar (DR), and Executive Officer (EO) Magistrate, Judge e.tc
* The individual statistic should be displayed in the profile Dashboard when the officer logins into the CMS

## Chelule

Chelule , was tasked to champion the implementation of User Management and Case Registration modules

The following corrective changes were recommended to be incorporated in the system

### Login Page

* Activate the enter Key
* A disclaimer to be added to be incorporated in the login page

### User Management

* Roles be mapped to Groups and Users
* Privileges be placed under user management level

### Dash Board

* Customize the interface to the profile of the person who is logged in
* The Dashboard interface should provide only relevant resources and Information to the person logged e.g. Court Assistant, Deputy Registrar, Executive Officer, Judge etc.
* Provide notification of pending tasks in the dashboard and e-mail

### Case Registration

* Provide some guiding information in all pages the users visit
* Map all the Case registration process for all different case types for (Family,Commercial & Kiambu)

### Case Search

* Provide search either by case number or case parties
* Search be a background activity
* Change the search label from **Proceed TO GO**

### Case Parties

* Case parties be captured during the case registration process
* Add the the following parties Police, Prison & Law firm
* Associate the Advocate to the Respective case Party(Accused , Plaintiff ,Respondent ,Complainant)
* Map the Case parties to their respective Roles in the case

### Court Fees

* Add the following fields the Payment code, Transaction code and Agent code
* Issue the case Number after payments have been made
* Capture the various mode of payments and the associated fields

## IVY

Ivy , was tasked to champion the implementation of Case Activities and the e-dairy

The Case Activities and the e-diary is the engine of the case Management system

The following corrective changes were recommended to be incorporated in the system

### File Tracking/Movement

* Users should request for Case files through the System
* The DR should approve the files to be moved in the system

### Case Activities

* Map all the case activities to the CMS considering the different case flows
* Ensure all fields that **feed data** to the cause list and DCRT are properly mapped

### Mediation Process

* Examining/Screening for Commercial and Family division to be done by the Mediation Deputy Registrar
* The Screening process is to determine whether the case to go to mediation or follow the normal court process and if Mediation fails the case follow the normal court process
* Map the mediation screening and mediation process exhaustively in the case Activities

### Case status

* Case progress and status be indicated
* DR to receive Reports for dormant cases
* Edit / amend case parties but maintain the historical records

### Notification

* CMS to send out relevant dashboard and e-mail notifications to the relevant System users (CA,EO,DR,M&J,R)

## Ernest

Ernest, was tasked to champion the implementation of the e-filing module

The following corrective changes were recommended to be incorporated in the system

### Commercial Division

* The E-filing module to focus/concentrate on Commercial division of the High Court

### Pending Functionalities

* Complete all the remaining functionalities and debug all the errors witnessed

### Notifications

* Notification and communications to & from the filing advocate and the court officer be seamless

### Profiles

* Complete the Profiles of the Advocate and the profile of the court officer

### Payments

* Adopt and subscribe to the e-citizen payment portal