# Law Matters Management System (LMMS)

**(Web Application & Mobile Application)**

***For managing***

**Legal/ Regulatory/ Taxation / Corporate laws**

**Cases & Notices**

**Of**

**Reliance Group Companies**

# User Manual

**Version 2.1**                                                    **Date: 29.07.2019**

## Contents

# A. Introduction

Reliance Group has developed a software application 'Law Matters Management System' to track and manage the law matters of Reliance Group companies and its subsidiaries in order to ensure the compliance and procedural fairness in handling of the matters.

## 1. Targeted Functions
   a) Legal
   - Civil, Criminal, Defamation, Labour & Service, Consumer, Arbitration

   b) Regulatory
   c) Direct Tax
   d) Indirect Tax
   - Customs, GST, Service Tax, Sales Tax, Entry Tax, Excise, Foreign Trade Policy

   e) Corporate Laws (Company Secretary)

## 2. Forums Coverage
   a) Supreme Court
   b) High Courts
   c) District Courts
   d) Consumer Courts
   e) Tribunals
   f) Other Courts/ Forums / Offices

## 3. System Availability
   a) Web Application
   - Accessible on internet through web browser from any computer (Refer Page 7-21)

   b) Mobile Application
   - Install the mobile application for both Android Phone and iPhone (Refer Page 22-25)

# B.Features of the LMMS application

## 1. Manage Cases

Maintain the up-to-date record of all the cases/matters of Reliance Group at various courts/forums with detailed information.

➤ Below mentioned information are being captured for all cases.

- Case No/Year/Type, Bench, Petitioners, Respondents, AOR, Counsel, Hearing date,
- Subject Matter, Brief facts, Outcome of the previous Hearings, Likely outcome of next hearing, Interim Prayer, Final Prayer,
- Financial Impact, Case Status, Case Priority, State/Location, etc
- Hearing Updates: Date wise update of Hearing details for every case/ matters

➤ Company/Business/Vertical level cases of RPower, RINFRA, RCom, RCAP, Mandke Group (Trusts)

➤ Case Categories

- Legal : Civil, Criminal, Defamation, Consumer, Labour & Service, Arbitration
- Regulatory
- Direct Tax
- Indirect Tax : GST, Service Tax, Sales Tax, Entry Tax, Excise, Customs, Foreign Trade Policy
- Corporate Laws (For Company Secretaries)

➤ Document upload

- Application, Petition, Affidavit, Notices, Order, Office Report, Prayer, Reply, Rejoinder, Judgement etc.

## 2. Manage Notices

➤ Below mentioned information are being captured for all notices

- Date on Notice, Date of receipt of  Notice, Last date for replying to the Notice, Reply sent date
- Name/Designation/Organization of the person who issued the Notice, Nature of the Party
- Notice addressed to, Brief Facts, Case Category, Notice Type, Stake Involvement, Priority
- Status (Open, Replied, Whether Converted to Legal Case, Requested for Adjournment)

➤ Document upload

- Notice, Reply and Order.

## 3. Dashboards, Reports & Content Search

a)  Home Page with Today's Hearings, Upcoming Hearings, New Case Alerts

b)  Detailed Search  – Company/Business/Vertical/Case Category/Forum/ Date/ Status/ etc

c)  Summary View of a case with Hearing Details and Attachments

d)  Management Summary Report and other reports based on search

e)  Print, Export to Excel/PDF options

f) Generate Report – New Format: In addition to the old format, new report has been introduced as an eBook with Index/Summary & Details of the cases. Clicking on the Page No in Summary section will take the user to the detailed section of a case. The report can be printed with the same format either to a printer or to PDF file by right clicking in the report on screen.

g) Show/ Hide Columns in Reports/ Screens: User shall show or hide the report columns as per their requirement. The same format shall be exported to Excel or PDF and shall be printed

h) Excel Master Data : Export the case master data to an excel file for preparing customized reports.

## 4. Integration with Court Information system / Court Websites

➢ Alerts on new cases and updates on existing cases as soon as the court website is updated

➢ Capture Case papers from court websites and attach to the related cases

➢ Integration with around 7200 court/forum websites

## 5. Document Management functionality

➢ Document Upload: User can upload the case related documents against each case in PDF, MS Word & MS Excel formats. Documents are categorised as mentioned below:

| | |
|---|---|
| • Affidavit | • Order |
| • Application | • Petition |
| • Complaint | • Plaint |
| • Counter Affidavit | • Record of Proceedings |
| • Judgment | • Rejoinder |
| • Notice | • Reply |
| • Office Report | • Written Statement |

➢ Documents from Court Information System: Documents from court websites are being captured through Court Information System and are being added against the case as per the availability.

➢ Documents View: Additional Tab has been added in the 'View Case' screen for viewing the attached documents. This contains the documents uploaded by the user as well as the documents received from the Court Information system/ Court websites as applicable.

## 6. User Experience

➢ Easy to access from anywhere with secured internet either through computer or through smart phones

➢ Customized Search, Dashboards, Reports considering the user requirements

➢ Email Notifications on New Cases and Case updates

## 7. Information Security

- ➤ Access Control at Application level : View/Edit restriction to users at Company/ Business/ Vertical/ Case category levels
- ➤ Restriction from anonymous / Automated access /extraction of data through Captcha
- ➤ Secure communication through HTTPS / SSL Certificate
- ➤ System performs Vulnerability Assessment and Penetration Testing regularly to avoid possible external threats to data
- ➤ Mobile Device registration: Only registered smart phones can the access the application
- ➤ Audit Trail : User Activities are captured for audit purpose as required
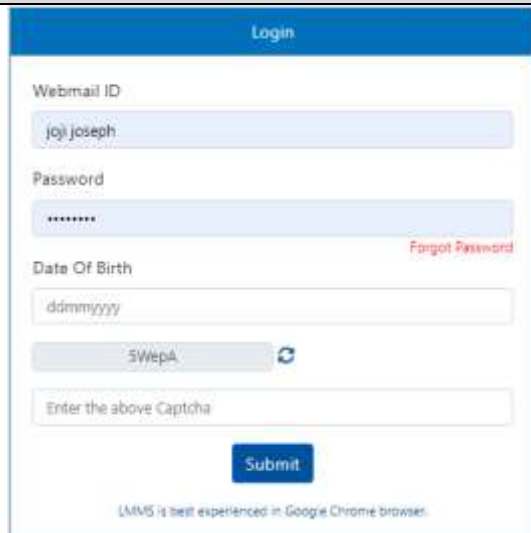
# C.LMMS Web application

## 1. Access & Login to the application

Type the below given URL in the Web Browser (*Preferred Browser – Chrome*) to access the web based application
https://mportal.reliancepower.co.in/LMMS/#/login
(You may add this URL in the Browser's Favourites list for easy/quick access)
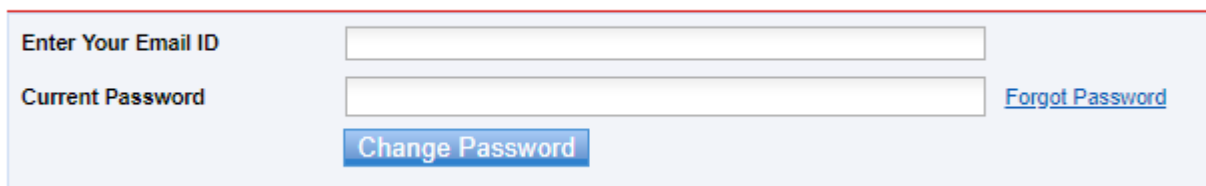
**Login Screen**

Type your Webmail ID / Password , Date of Birth and the dynamic Captcha appearing on the screen.

Click on '**Submit**' to login to the application

## 2. Set/ Reset Password

Those who want to set / Reset their Webmail ID/Password, click on the '<span style="color:red">Forgot Password</span>' link in the Login screen.
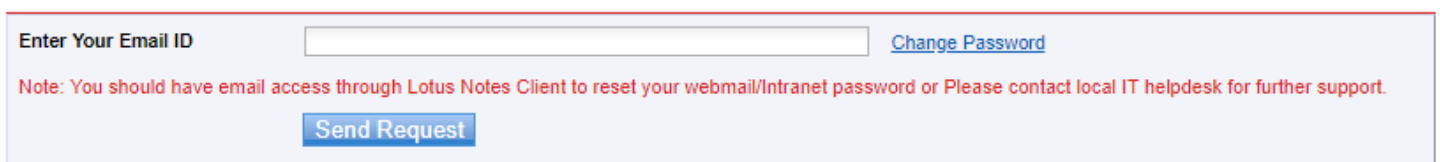
- To set new password, type your Email ID and old Password and click on 'Change Password'.
- If you don't remember the password, click on 'Forgot Password'. Type Email ID and click on 'Send Request'.  You will get an email from 'Mail & Mobility Administrator' with a link to reset the password. Reset the password using this link. User can login to LMMS with new password after an hour from password reset.
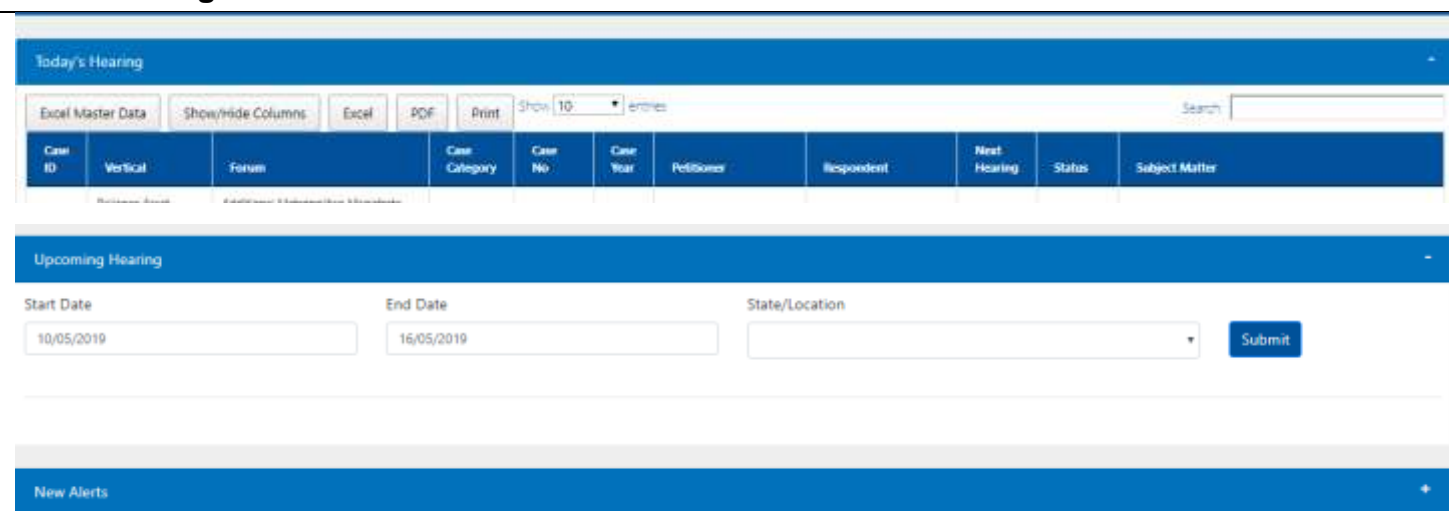
## 3. Home Page



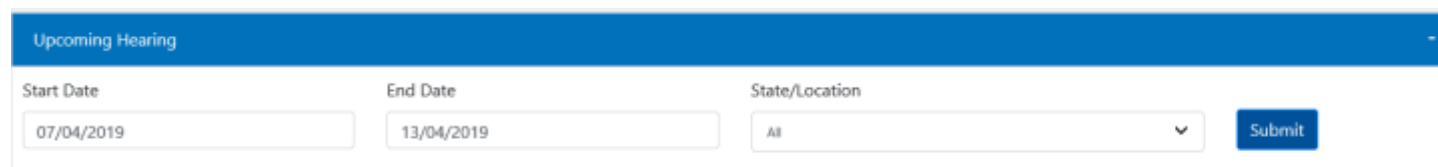**Home Page has three sections as shown in the above screen shot.**

1) Today's Hearing
2) Upcoming Hearing
3) New Alerts

## a) Today's Hearing

This will show the list of cases scheduled for Today in a Tabular form as shown in the above screen shot. By clicking on any case it will give a one page summary report of that case

## b) Upcoming Hearing

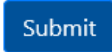This will show the list of cases scheduled in the future in a Tabular form.



Click on the '+' symbol to expand this section. By default, it will give a filter for next week starting from 'Tomorrow'. However, this filter shall be modified. You also can filter by State/Location from which the case is being handled.



Click on  [Submit]  to get the results based on the filter. If you click on any case in the filtered list, it will give a one page summary report of that case.

## c) New Alerts

This will show the list of alerts received from Court Information System on New cases and existing case updates.

Click on the '+' symbol on the right side of the title bar to expand this section. Select Company, Notification Type and Duration. By default, for duration, it will give a date filter for previous day. However, this filter shall be modified.

**New Alerts**

| | | | | |
|---|---|---|---|---|
| Company | Notification Type | Start Date 06/04/2019 | End Date 06/04/2019 | Submit |

Excel  PDF  **Print**  Show 10 ▼ entries    Search:

| Alert ID | Company | Forum | Case Type | Court Case No | Petitioner | Respondent | Subject Matter | Next Hearing | Notification Type | Status |
|---|---|---|---|---|---|---|---|---|---|---|
| 127722 | Reliance Capital | Udaipur District Commission, Rajasthan | CC | 1/2017 | Narayan Lal Suthar | Reliance Capital Ltd. | | 08/04/2019 | Court Or Item Number Updated | New |
| 127720 | Reliance Infrastructure Limited | Industrial Court, Mumbai, Maharashtra Industrial Labour Courts, Maharashtra | Complaint ULP1 | 5000349/2012 | Mumbai Electric Employes Union | Ms Reliance Infrastructure ltd. and 2 ors | | 09/04/2019 | New Listing | New |

## d) Show / Hide Columns



User can show / hide columns by clicking on this button. The selected columns would be visible in the screen/ report output which shall be exported to PDF or shall be printed. Blue background columns would be visible and Grey background columns would be hidden in the screen/ report

In Home page, this option is available for 'Today's Hearing' and 'Upcoming Hearing'. It is also available in Cases → Search/ View/Update →Search output as well.

## e) Export to Excel, PDF or Print

| | |
|---|---|
| Excel Master Data | User shall export all the columns of the case to an excel sheet, which can be used for custom reports |
| Excel | User shall export the columns of the cases visible on the screen to Excel file. |
| PDF | User shall export the columns of the cases visible on the screen to a PDF file. |
| Print | User shall print the report with the columns of the cases visible on the screen. |

The above options are available for  Home Page→ 'Today's Hearing' , 'Upcoming Hearing', 'New Alerts'  and Manage Cases → View/Update Cases→Search.

## 4.  Manage Cases

| | |
|---|---|
|  | Top menu item 'Cases' has the below given options: 1) Add case – For adding new cases into the system 2) Search/View/Update  Cases  - For Searching the cases which is already added into the system. User shall  View the case summary/ Edit the case Header details/ update the date wise Hearing Update |

## a) Add Cases

Click on **Cases →Add Case**

While adding any case, data mentioned in the below table need to be selected / filled.

**Notes:**
\* Marked fields are mandatory.
Field Types are as mentioned below:

| | | | |
|---|---|---|---|
| ⌄ | Select the value from the Drop Down list | ✎ | Clicking on the symbol will open a window, type the value. If it is available in master, it will be displayed and user shall select the same. Otherwise, system will allow saving the new value in the master for selection. Based on the field, it will allow single or multiple values |
| ⌃⌄ + | Clicking on the symbol will open a window, type the value and Add. Multiple values are allowed | + | Clicking on the symbol will open a window for typing large amount of text. |

| | |
|---|---|
| Company* | Group companies such as RPower, Rinfra, RCap, Rent, RCom or Madke Group |
| Business* | Eg: <br> For RPower, it is Thermal, Gas, Wind, Hydro, Coal, etc <br> For Rinfra, it is GTD, EPC, Metro, Roads, etc and so on. <br><br> **Corporate** as business would be there for all Group companies, which is to be used for the cases at Group company level. |
| Vertical* | Eg: <br> For Group Company RPower Thermal Business, Verticals shall be Rosa Power Supply Company Ltd, Sasan Power Ltd, etc |
| State/Location | State or Location from which the case is being handled |
| Ref No | This Reference Number which is an auto increment field based on the Vertical Selection. This can be used for future reference of cases in the system |
| Forum Category* | Supreme Court, High Court, District Court, etc |
| Forum* | Note: In case any forum is not available in the drop down list, click on the button <br><br> **Send Request to add new forum** and you will get a screen as shown below. |

First, search the forums in the List of available Forums. If not available, submit the request to add the new forum. The case shall be saved with other details. However, user need to update the forum as and when they receive the Forum addition approval message through Email.

| | |
|---|---|
| Bench | Fill the details of the bench |
| Case Category* | This is a list of Case categories being used by system, which are as mentioned below:<br>1) Arbitration<br>2) Defamation<br>3) Criminal<br>4) Civil<br>5) Labour and Service<br>6) Regulatory<br>7) Corporate Laws<br>8) Consumer<br>9) Direct Tax<br>10) Service Tax<br>11) Sales Tax<br>12) Entry Tax<br>13) GST<br>14) Excise<br>15) Customs<br>16) Foreign Trade Policy |
| Case Type* | This is linked with each forum. If the list is not available select 'Others' |
| Court Case No | Original Court case number provided by court |
| Case Year | |
| Petitioner* | |
| Respondent* | |
| AOR for the Petitioner | |
| Counsel for the Petitioner | |
| AOR for the Respondent | |
| Counsel for the Respondent | |
| Business Representative | |
| Legal Representative | |
| Last Date of Hearing | |
| Outcome of Last Hearing | |
| Next Date of Hearing | |
| Likely outcome of Next Hearing | |
| Further Dates | This field is applicable only for 'Arbitration' case category |
| Case Status | |
| Subject Matter of Dispute* | |
| Brief Facts/ Issues | |
| Interim Prayer | |
| Final Prayer | |
| Financial Impact | |
| Financial Impact Detailed | Detailed Financial Impact calculation shall be entered through the screen shown below |

## Financial Impact Details

**+ Add**

Show 10 ▾ entries                                   Search [Search]

| Particular | Principal | Penalty | Interest | Total | Edit |
|---|---|---|---|---|---|
| Test1 | 10000 | 2000 | 200 | 12200 | ✏️ 🗑️ |
| Test 2 | 5000 | 100 | 10 | 5110 | ✏️ 🗑️ |
| | Grand Total | | | 17310 | |

**Ok**   **Cancel**

| | |
|---|---|
| Case Priority | Critical/ High/ Medium/ Low |

**Additional Info specific to Direct Tax matters**

In Case of Case Category is 'Direct Tax', additional info need to be updated as mentioned below

**Additional Info**

| Financial Year : * | Assessment Year : * | Amount of Disallowance (in INR): |
|---|---|---|
| ▾ | ▾ | 0 |

| | |
|---|---|
| Financial Year | This field is applicable & available only for 'Direct Tax' case category |
| Assessment Year | This field is applicable only for 'Direct Tax' case category |
| Amount of Disallowance | This field is applicable only for 'Direct Tax' case category |

**Additional Info specific to 'Reliance Asset Reconstruction Co Ltd' matters**

For the vertical 'Reliance Asset Reconstruction Co Ltd', additional info need to be updated as mentioned below

**Additional Info**

| Asset Segment : * | Trust Name : * | Account Name : * |
|---|---|---|
| ▾ | ▾ | ▾ |
| Asset Segment must be selected | Trust Name must be selected | |

| Substitution Filed : * | Substitution Allowed : * | Interim Stay : * | Brief on Stay Order : * |
|---|---|---|---|
| Yes ▾ | Yes ▾ | Yes ▾ | |

| | |
|---|---|
| Asset Segment | Drop Down - based on Trust/Account Master. |
| Trust Name | Dropdown - based on Trust/Account Master - Filtered by Asset Segment |
| Account Name | Dropdown - based on Trust/Account Master. Filtered by Asset Segment + Trust Name |
| Substitution Filed | Drop down - Yes/ No/ NA |
| Substitution Allowed | Drop down - Yes/ No/ NA - This field would be active only if 'Substituition Filed' is 'Yes' |
| Interim stay (Yes/No) | Drop down - Yes/ No |
| Brief on stay order | Text Box - Max characters - This field would be active only if 'Interim Stay' is 'Yes' |

## b) Search Cases

Click on **Cases →Search/ View/Update**

Specify atleast one filter in the search conditions and search for the cases.



By Default, cases with the status 'Judgement Pronounced/Reserved', will come in the search results. If it is not required,

**Judgement Pronounced / Reserved :**

select the 'Exclude' button.

**Search Output would be as shown below:**



## Show / Hide Columns

| | |
|---|---|
|  | User can show / hide columns by clicking on this button. The selected columns would be visible in the screen/ report output which shall be exported to PDF or shall be printed. Blue background columns would be visible and Grey background columns would be hidden in the screen/ report |
| | In Home page, this option is available for 'Today's Hearing' and 'Upcoming Hearing'. It is also available in Cases → Search/ View/Update →Search output as well. |

**Search Output**

| | |
|---|---|
| Generate Report - New Format | This report is similar to an eBook with indexing/navigation between Case Header and Details data. (*This option works only with Chrome browser ) |
| Generate Report - Old Format | This report is in normal table format with Case Header and Details data. |
| Excel Master Data | User shall export all the columns of the case to an excel sheet, which can be used for custom reports |
| Excel | User shall export the columns of the cases visible on the screen to Excel file. |
| PDF | User shall export the columns of the cases visible on the screen to a PDF file. |
| Print | User shall print the report with the columns of the cases visible on the screen. |

## c) Existing Case – View /Print , Edit, Hearing Update & Attachment

Click on the below buttons against a case/record from search outputs for appropriate actions



— View Case

— Edit Case

— Add documents as Attachments to a case

— Update datewise hearing details of a case
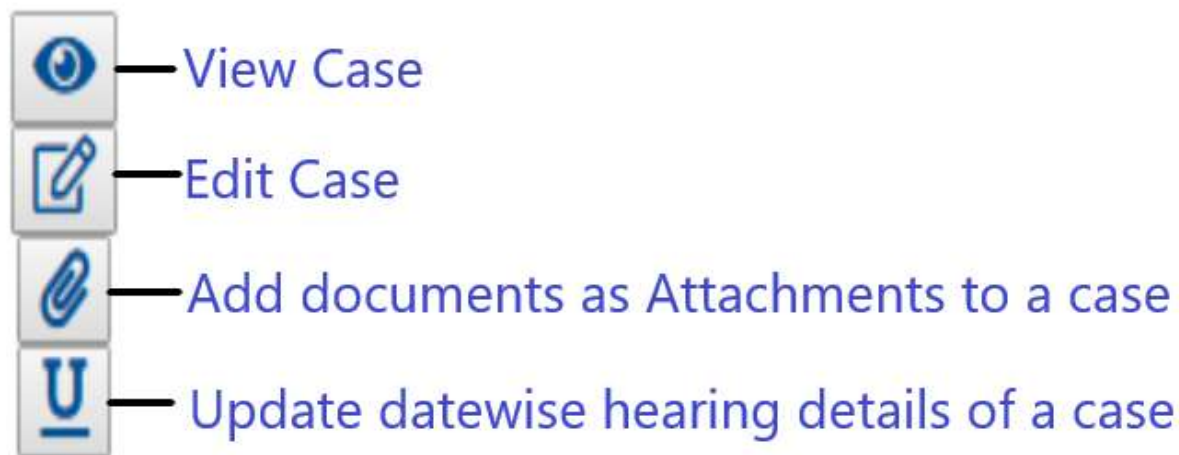
**View Cases**

Click on **Cases →Search/ View/Update**

For viewing the Case details, user need to search the case with the known search criteria, as mentioned in the Search

Cases section. From the Search results, click on the [eye icon] button next to any case. It will give a one page summary of any case as shown in the below screen shot.

- Click on the '+' symbol on the right side of the 3 bars in the bottom of the View page will give the details of **Financial Impact, Hearing Update, Attached Documents** respectively.

- By clicking on the **Print** on the right top corner of the View window, it can be printed in the same format.
Note: Using 'DoPDF' or 'Microsoft print to PDF', this can be printed as a PDF file.

**Edit Cases**

Click on **Cases →Search/ View/Update**

For editing the Case details, user need to search the case with the known search criteria as mentioned in the Search

Cases section. From the Search results, click on the 🖉 button next to the case to be edited. And, you shall edit those fields which are not in grey background.

Please note, only editing of the case information should be done using this option. In case of hearing details addition/update, it has to be done using the option for 'Update Hearing'.

**Add documents as attachments to the Cases**

Click on **Cases →Search/ View/Update**
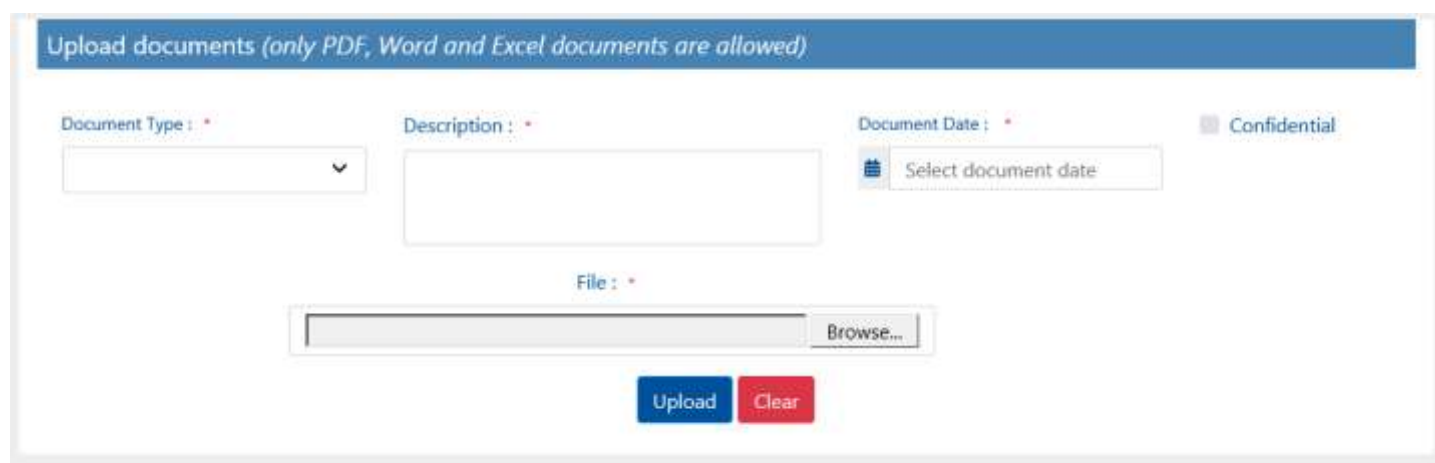
For adding/Viewing/ editing the attachments/ attachment details of the Cases, user need to search the case with the known search criteria as mentioned in the Search Cases section. From the Search results, click on the [image] button next to the case for which the attachments need to be updated.  Window as shown below would be opened and the details shall be updated.



Click on [Add New +] button to add any attachments.

User can upload the case related documents against each case in PDF, MS Word & MS Excel formats. Documents are categorised as Application, Petition, Affidavit, Notices, Order, Office Report, Prayer, Reply, Rejoinder, Judgement etc. Specify the document type, Description, Date and browse the document to be attached and click on 'Upload' button to attach the document. User shall mark the document as 'Confidential' as applicable



Documents from court websites are being captured through Court Information System and are being added against the case as per the availability.

**List of Documents**

This contains the documents uploaded by the user as well as the documents received from the Court Information system/ Court websites as applicable.



Click on [icons] buttons to View/ Edit or Delete attachments.

## List of Documents

Show 10 entries

Search: [ ]

| S.No | Document Type | Document Desc. | File Name | Document Date | Uploaded On | Uploaded By | |
|------|---------------|----------------|-----------|---------------|-------------|-------------|---|
| 1 | Order | LPA 537/2017 | order_537_2017_127531.pdf | 03/04/2019 | 05/04/2019 | CIS | 👁 ✏ 🗑 |

Showing 1 to 1 of 1 entries

First   Previous   1   Next   Last

**Update Hearing details of the Cases**

Click on **Cases →Search/ View/Update**

For adding/updating the hearing details of the Cases, user need to search the case with the known search criteria as



mentioned in the Search Cases section. From the Search results, click on the ⎾U⏌ button next to the case for which
the hearing details to be updated.  Window as shown below would be opened.



 Click on 'Add New '  [Add New +]  button to add 'Hearing update' and the details shall be updated & saved in the window
as shown below.



Note:  'Hearing Date' field would be filled automatically with the 'Next date of hearing' value of previous hearing
update. Hence, updating 'Next Hearing Date' is mandatory

## 5. Manage Notices

| | |
|---|---|
| **Manage Notices** ▾<br><br>Add Notice<br>View Notice | 'Manage Notices' in the Top Menu of the application has the below given features:<br><br>a) Add Notices<br>b) View/ Print the Notice details<br>c) Edit Notice Details<br>d) Add documents as attachments to Notices |

## a) Add Notices

Click on **Notices → Add Notice**

## b) View Notices

Click on **Notices →View Notice**

For viewing the Case details, click on the [eye icon] button next to any notice. It will give a one page summary of any case as shown in the below screen shot.



**Details for Notice with ID: 1000** — Print | Close

| Company : | RINFRA | | Case Category : | Direct Tax |
| Business : | Rinfra-Others | | Assessment Year : | 2017-2018 |
| Vertical : | Crest Logistics & Engineering Pvt Ltd | | Report as on : | Dec 14, 2018 |

| 1 | State / Circle | HO | 2 | Addressed To | |
| 3 | Name of the Person issued Notice | V K GUPTA | 4 | Designation of the Person issued Notice | CIT(TDS)-1 |
| 5 | Organization of the Person issued Notice | | 6 | Nature of the Party | |
| 7 | Date on Notice | 19/11/2018 | 8 | Date on which Notice received | 03/12/2018 |
| 9 | Date on which notice required to be replied | 03/12/2018 | 10 | Date of reply | |
| 11 | Brief Facts | | | | |
| 12 | Stake Involvment | | 13 | Notice Priority | |
| 14 | Status | New | 15 | Remark | |
| 16 | PAN No | | 17 | Notice Type | Offences and Prosecution |
| 18 | Section | 276B | 19 | Section Description | ~~red scribble~~ |
| 20 | Updated By | Foram Japee | | | |

Ok

- By clicking on the [Print] on the right top corner of the View window, it can be printed in the same format.

Note: Using 'DoPDF' or 'Microsoft print to PDF', this output can be printed as a PDF file.

## c) Edit Notices

Click on **Notices →View Notice**

For editing the Notice details, click on the [edit icon] button next to the notice to be edited.

## d) Add documents as attachments to Notices

Click on **Notices →View Notice**

For adding documents, click on the [attachment icon] button next to the notice and the below window would be opened.

Click on the button **Add New +** to add/attach documents



Uploaded documents shall be viewed/downloaded from the View Notice page bottom section by clicking on the down

arrow button [⬇] next to the attached document

| S.No | Document Type | Document Desc. | File Name | Document Date | Uploaded By | Uploaded On | · |
|------|---------------|----------------|-----------|---------------|-------------|-------------|---|
| 1 | Order | test update | DZone Web Dev.pdf | 14/05/2019 | Dhivya Delphina1 | 13/05/2019 | ⬇ |

## 6. View/ Update My Profile
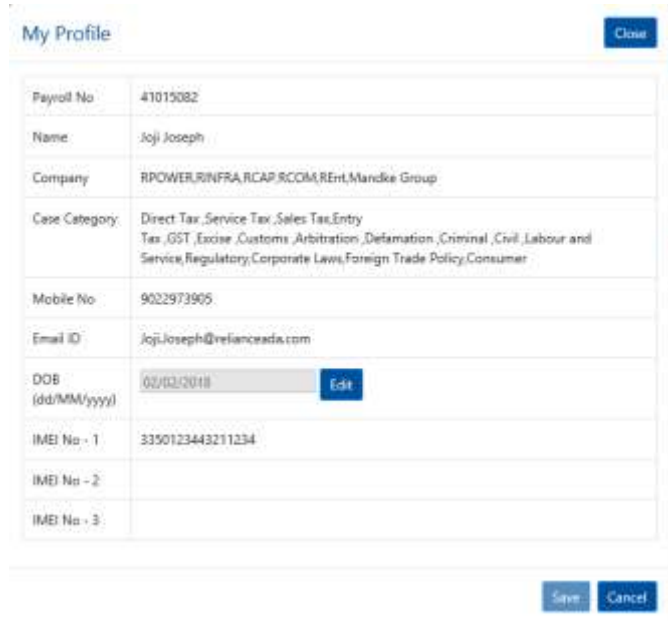
 **My Profile**

Click on the Menu Item 'My Profile'

From 'My Profile ' window, User shall view their profile to know their access level.  Also, 'Date of Birth' shall be updated by the user.

**Edit**

Click on            button next to DOB field and save.



## 7. Add/ Update Users

Click on Manage Users →Add/ View/Update . This option is available only for System Administrators.



For adding a User, user's Payroll No, Name, Webmail ID, Mobile No, Access Type (Edit/View),Company, Business, Vertical and Case Category need to be communicated to System Administrator with due approvals.

Note: Device details would be updated automatically while registering the Mobile phone for Mobile Application access

# D.LMMS Mobile Application

LMMS shall be accessed from your Android or iPhone mobile phones as well.
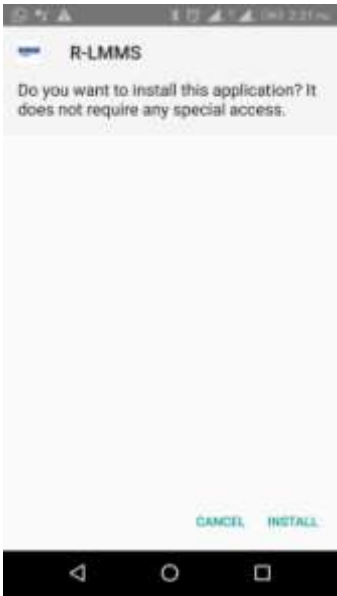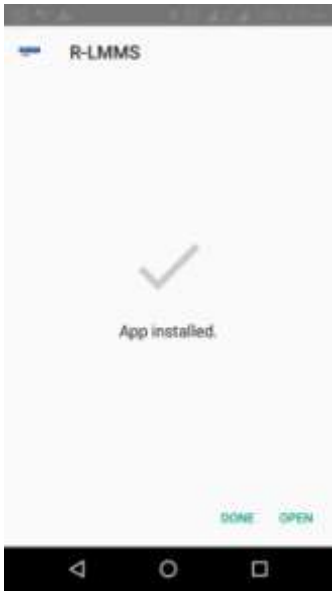
## a) Installation LMMS Mobile Application

**Android Mobile Phone users**

- Login to LMMS through Web application ( URL https://mportal.reliancepower.co.in/LMMS/#/login) from your Mobile Phone and download the application from the App Store. Download the Android Version, if your phone platform is Android.
- Android  version of the application shall be downloaded from the link https://goo.gl/yJomYH also.

**iPhone Mobile users**

- iPhone users, please contact on 022-33033075 for installing iPhone version of mobile application.

After download of the Android mobile app installer as mentioned above, install the application by double clicking on the installer/ APK file.

| 1) While getting the below screen, Click on 'Install' Button | 2) Installing... | 3) Installation completed. Click on 'Done' |
|---|---|---|
|  |  |  |
| 4) An application short cut would be created on Mobile screen as shown below.  Click on this icon to open the application.<br><br> | | |

**b) Register the Mobile Device to access LMMS**

| | | |
|---|---|---|
| Enter the webmail credentials, DOB and the given captcha to login.  | On First login from a Mobile Device, Mobile App will prompt the user to register the mobile device as part of the information security process.<br><br>Click on 'Register' button  | System will send a Mobile device request to system admin automatically and user will get the registration request acknowledgment on screen as shown below.  |
| After the System Administrator approves the registration request, user will get an email from 'lmmsapp-admin' confirming the registration as shown below.  | | |

## c) Set the PIN (Personal Identification Number)

After successful Registration, click on the LMMS icon to open the mobile application. Enter the webmail credentials & DOB to login.

| | | |
|---|---|---|
| After login, App will prompt you to set the PIN. Enter your secret PIN as per your choice two times and click on 'Submit' button. This is a onetime activity.<br>PIN shall be used for quick login, instead of using webmail ID/ Password /DOB/ Captcha<br> | System will give you the message as shown below. Click on 'OK' to login<br> | User shall login either by using the PIN or by using the webmail credentials.<br><br>User shall Reset the PIN by clicking on 'Reset Pin' link.<br> |

## d) Home Page

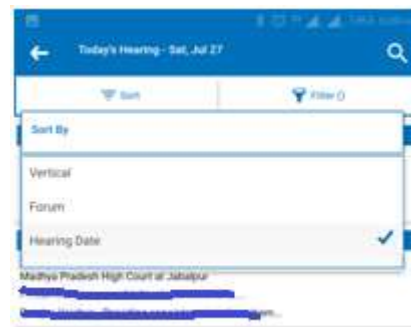| | |
|---|---|
| After login, you will get the Home screen as shown below with options for :<br><br>**A) Case Management**<br>      1) Today's Hearing<br>      2) Upcoming Hearing<br>      3) Search Cases<br>      4) Alerts<br><br>**B) Notice Management** |  |

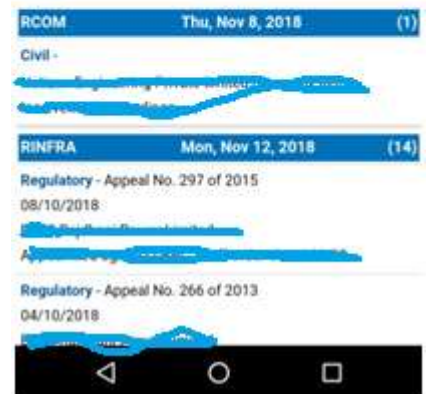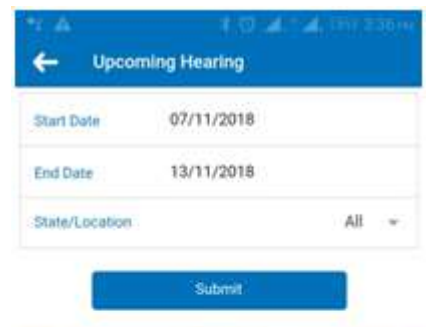## e) List of cases for Today's Hearing/ Upcoming Hearing

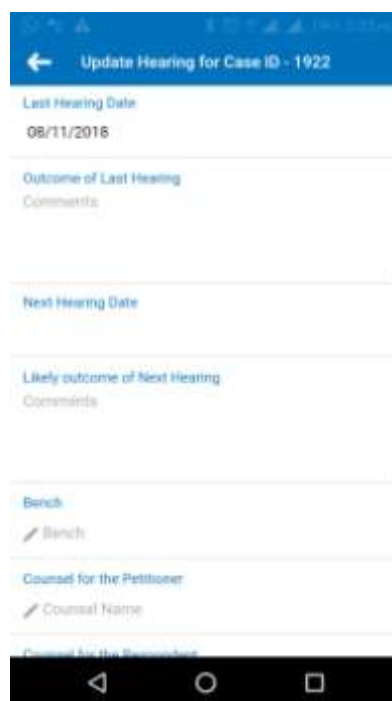| By clicking on 'Today's Hearing' or 'Upcoming Hearings', you will get the list of cases as shown below. | User shall Sort/ Filter the output. | Also, user shall change the search criteria in 'Upcoming Hearings' as required. |
|---|---|---|
|  |  |  |
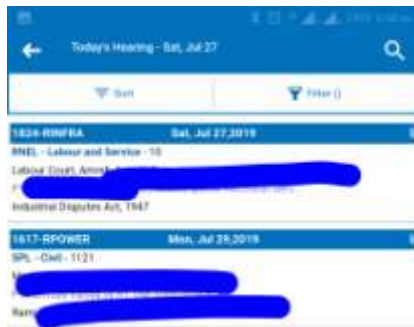
## f) View Case / Hearing Update / View Documents

| By clicking on any case from the list , details of that case with two buttons 'Update' and 'View Docs' would be shown as shown below: | By clicking on 'Update' button, user shall update the hearing update. | By clicking on 'View Docs' button, user shall view the list of documents and shall open the documents |
|---|---|---|
|  |  |  |

## g) Search Cases

| User can search the cases by clicking on the 'Search Cases'. There are two types of searches. Simple search and Advanced search. | Refer below the 'Simple Search' screen using Case ID/ Court Case No  | Advanced search have the options as shown below:  |
|---|---|---|

## h) Alerts

| User shall view the alerts on new cases and updates on existing cases by clicking on 'Alerts'<br><br>Also the alerts shall be sorted and filtered using the given options. |  | |
|---|---|---|

## i) Notices

| | | |
|---|---|---|
| User shall view the Notices by clicking on 'Notices'<br><br>Also the notices shall be sorted and filtered using the given options. | <br><br>Notices recv., from 21, Jul to 27, Jul<br><br>Sort     Filter (2)<br><br>No notices found | |
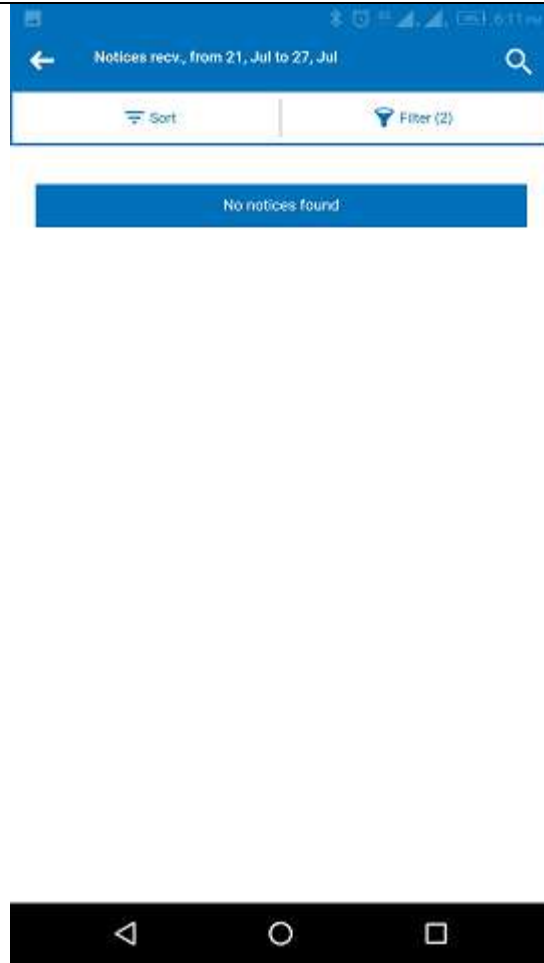
# E.   LMMS User Manual

Click on the Menu 'Help' for the LMMS application User Manual.