

# **Legal Case Management**

## **User Guide: Employees**

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**February 2017**

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# About eGovernments

*eGovernments Foundation is a best-in-class technology solutions developer for electronic governance and smart cities with over 13 years of experience in transforming urban governance. Building a comprehensive, intelligent platform for technology-powered, mobile-enabled urban governance is the only work we do.*

*Our products are relied upon by millions of people across India, both in government as well as citizens in their day-to-day lives. They offer exceptional possibilities to organizations engaged in developing/integrating solutions and applications in the e-governance domain.*

## Our strength:

- eGovernments Foundation is promoted by two visionary technocrats – Nandan Nilekani, ex CEO, Infosys, former Chairperson of the Unique Identification Authority of India (UIDAI) and former Head of Government of India's Technology Committee, and Srikanth Nadhamuni, CEO, Khosla Labs, and ex CTO UIDAI – with a vision to transform urban governance through cutting edge technology.
- Our benefactors include Omidyar Network and Tata Trust
- Over the past decade, we have gained deep insights into eGovernance space at a very granular level
- Our state-of-the-art, ERP-based platform – with 22 modules – for urban governance is built on advanced OpenSource technologies for better flexibility, interoperability and faster implementation
- Our products enable administrators in information-driven decision-making, enhanced citizen connect, intelligent financial management; and help citizens to interact with government in an easy, transparent, and real-time fashion.

## Key components of our e-Governance platform:

- ERP - to fully digitize civic body operations
- CRM - digital service delivery to citizens
- Payment System – enabling government offices to go cashless both internally as well as with citizens
- Financial Management – includes budgeting, forecasting and financial accounting that are compliant with National Municipal Accounting Standard
- Dashboards for State / City / Town level monitoring and control
- Mobile apps for citizens to pay taxes, raise and resolve complaints
- Mobile apps for civic body employees
- Data Analytics
- We are committed to collaborate with reputed solution/application developers and system integrators to make Digital India a reality and transform urban governance globally.

# About this User Guide

This User Manual describes the features, benefits, workflow, and roles offered by the Legal Case Management module of eGovernments platform; and step-by-step-by guide to using the module by employees.

## Conventions

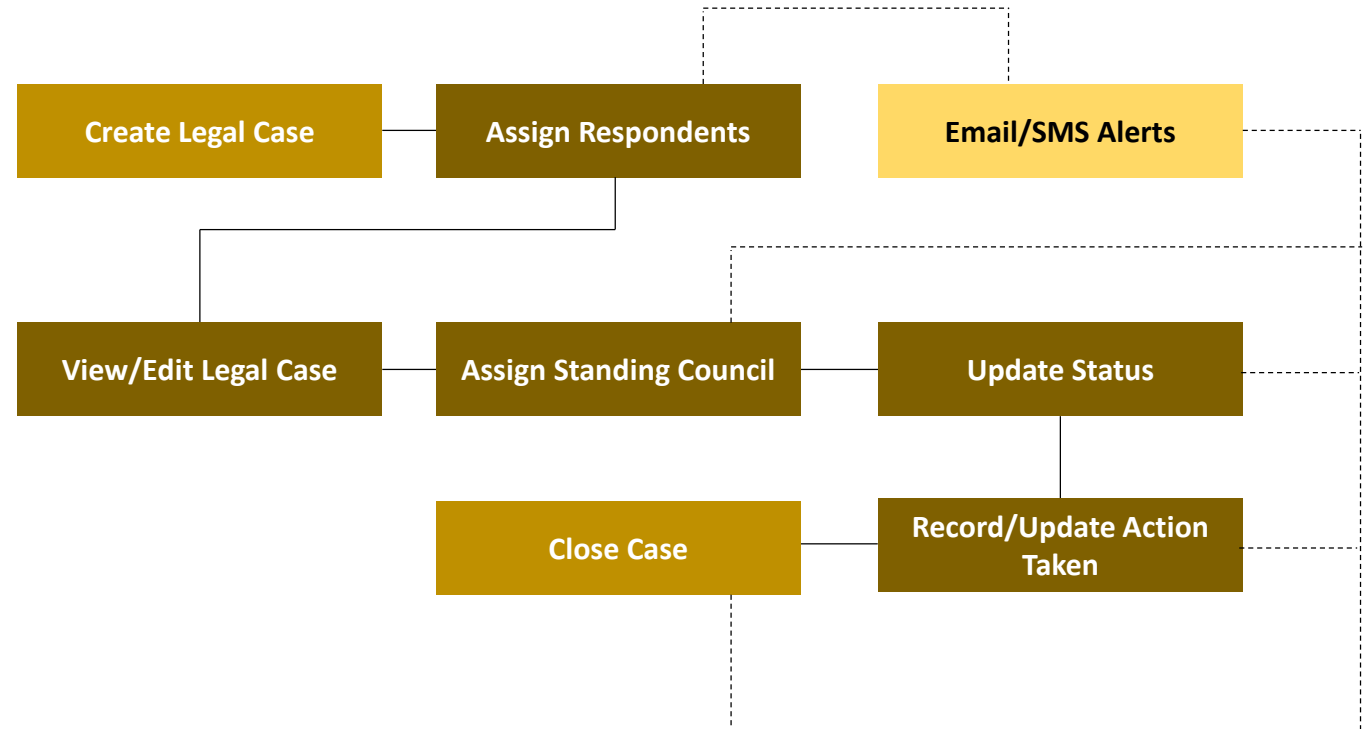
The conventions used in this manual are:

Convention	Description
<i>Note:</i>	Provides additional information about a step or concept. Notes are written italics and contained in grey boxes.
<b>UI Element</b>	Used to describe on screen elements like buttons, drop-down lists, etc. The name of the element is in <b>bold, dark brown</b>
<i>Navigation &gt;</i>	Arrow '>' notation describes the flow of navigation in the app. The navigation is described in <b>bold, italics, blue</b>
*	Fields in the tool screen shots marked with * are mandatory fields

## About Legal Case Management

- Maintain all the information and updates regarding legal cases concerning the ULB electronically
- Assign Respondents and Standing Council
- Track and Update the legal case at different stages of the case with information on the proceedings of the case
- Send auto alerts (email & SMS) to respondents/concerned employees of the ULB on all important events related to Legal Cases
- Enable all stakeholders in ULB w.r.t. Legal Cases to have accurate and consistent information
- Record and track information on actions being taken on judgements

- ULB: Urban Local Body (Municipality)
- LC: Legal Case



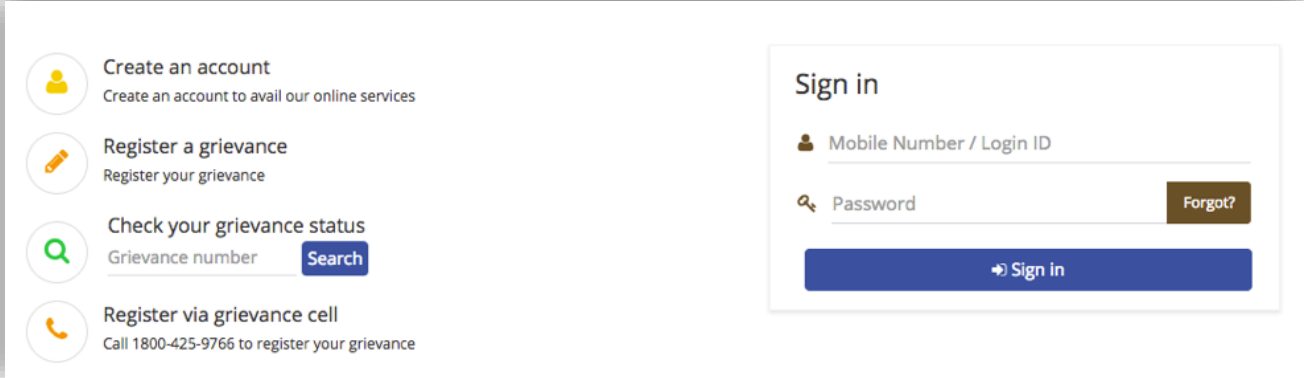
# Getting Started

## Open Legal Case Management Module

Legal Case Management module is available as part of the eGovernments platform. To log into eGovernments platform / your citizen services portal, on your web browser, type <URL> and click on **enter**.

Upon entering the web page, you will see the following options in the home page.

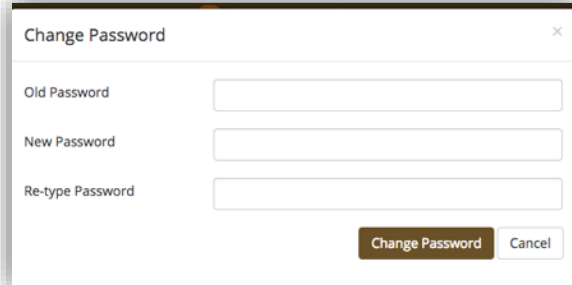
Use your log in details - **Mobile Number/Login ID** and **Password** - and click on **Sign in**.

A screenshot of the eGovernments platform home page. On the left, there are four circular icons with corresponding text: a person icon for 'Create an account' (with subtext 'Create an account to avail our online services'), a pencil icon for 'Register a grievance' (with subtext 'Register your grievance'), a magnifying glass icon for 'Check your grievance status' (with a 'Grievance number' input field and a 'Search' button), and a telephone icon for 'Register via grievance cell' (with subtext 'Call 1800-425-9766 to register your grievance'). On the right, there is a 'Sign in' section with a 'Mobile Number / Login ID' input field, a 'Password' input field with a 'Forgot?' link, and a blue 'Sign in' button with a right-pointing arrow.

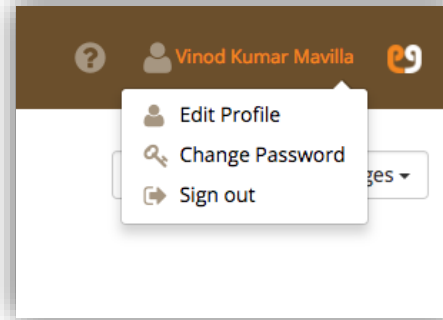
# Getting Started

## Change Password

- In the top panel, on the right hand top corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down, click on **Change Password** option.
- **Provide Old Password, New password, Retype new password**, and click on **Change Password**.



A dialog box titled "Change Password" with a close button (X) in the top right corner. It contains three input fields: "Old Password", "New Password", and "Re-type Password". At the bottom right, there are two buttons: "Change Password" and "Cancel".



## Sign out

- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on **Sign out**.

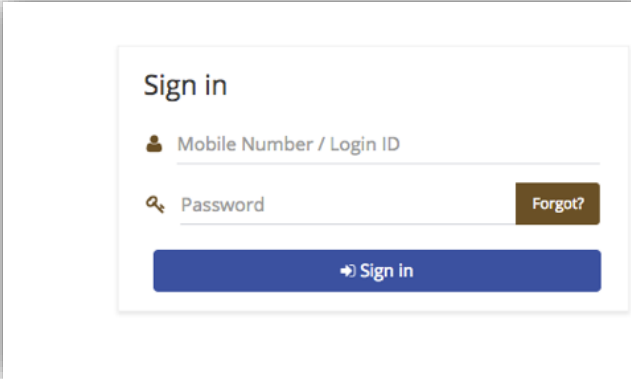


# Getting Started


## Recover Password


If you forget your password, in the log in page click on **Forgot** in the Password box

- In the Recover Password window that opens, enter your Mobile Number or Email ID, and choose the password recovery option (either my OTP to mobile phone or password recovery link to email)

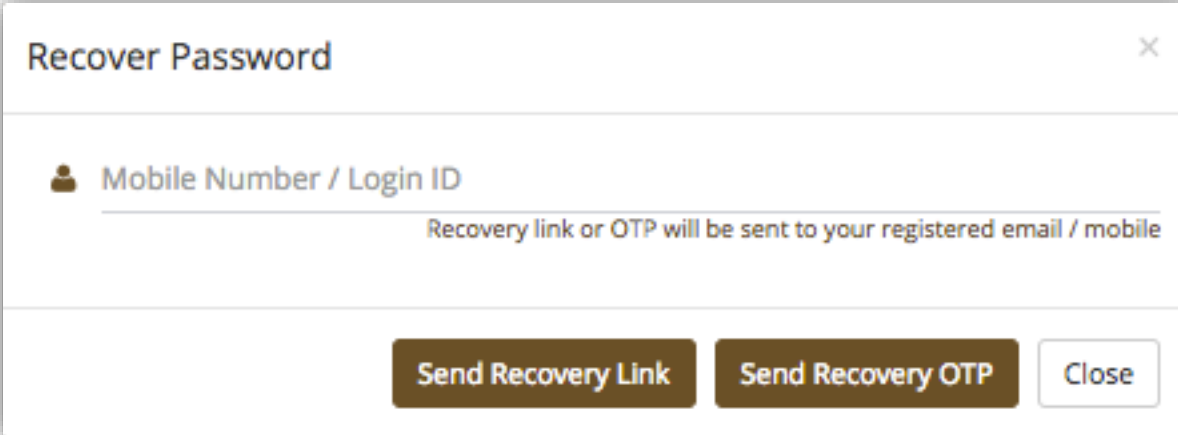


Sign in


 Mobile Number / Login ID

 Password [Forgot?](#)

[➔ Sign in](#)



Recover Password ×


 Mobile Number / Login ID

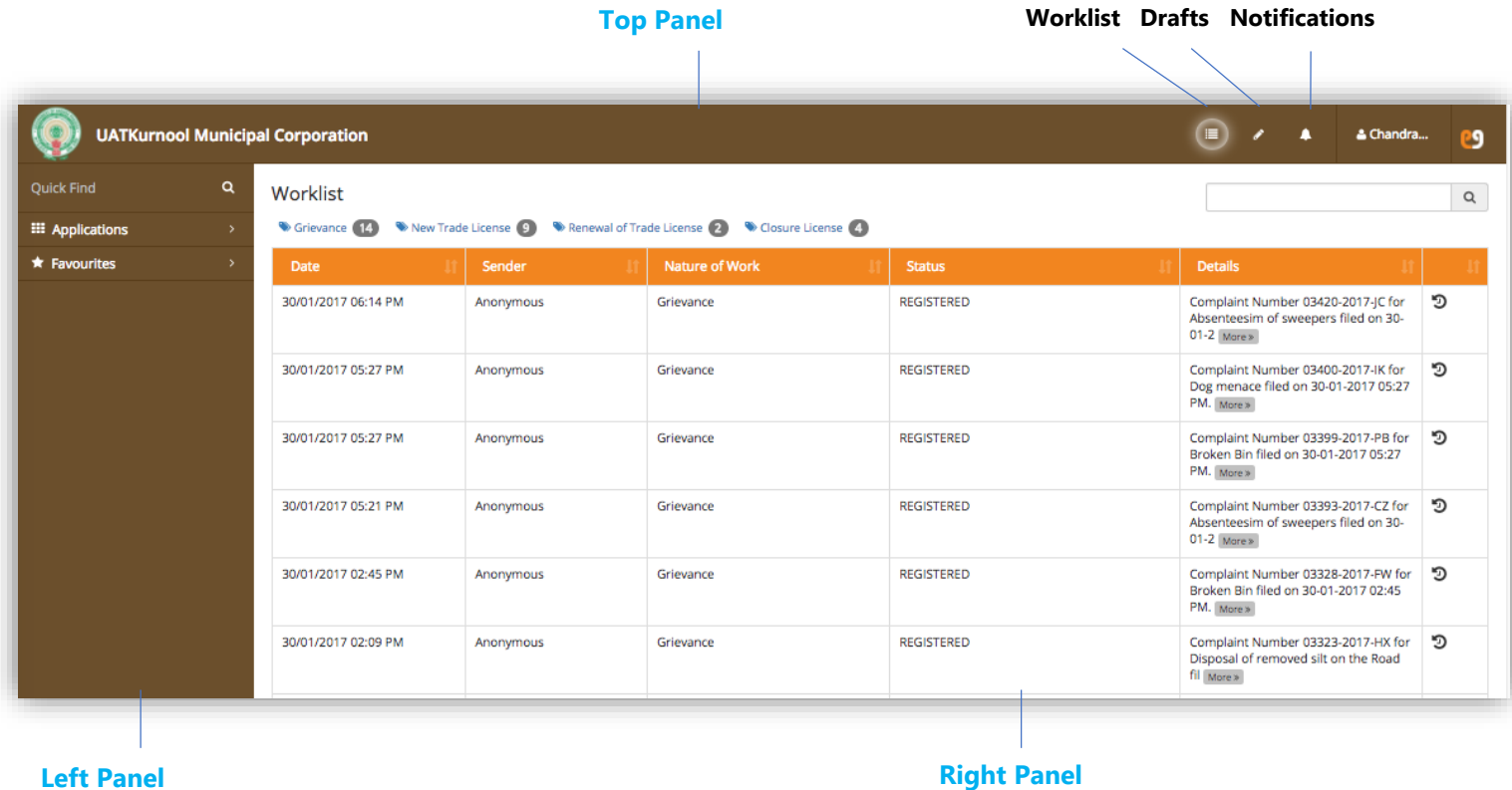
Recovery link or OTP will be sent to your registered email / mobile

[Send Recovery Link](#) [Send Recovery OTP](#) [Close](#)

# Getting Started

## Home Page

Element	Functionalities
<b>Left panel</b>	<ul style="list-style-type: none"> <li>Provides two options – <b>Applications</b> and <b>Favourites</b>.</li> <li><b>Applications</b> enable you to carry out different tasks, view the reports and navigates through the menu options of various applications</li> <li>You can mark any task or report as your favourite. Once marked, the application or reports shows up in Favourites for quick access.</li> </ul>
<b>Top Panel</b>	<ul style="list-style-type: none"> <li>Enables you to view <b>Worklist</b>, <b>Drafts</b>, and <b>Notifications</b>.</li> <li>In addition, the Top Panel enables you to update your profile.</li> </ul>
<b>Right Panel</b>	<ul style="list-style-type: none"> <li>Shows <b>Worklist</b>, <b>Drafts</b>, and <b>Notifications</b> in List View sorted chronologically with most recent on top.</li> <li><b>Worklist</b> contains all the tasks that are pending reviews or approval.</li> <li><b>Drafts</b> contain the tasks that are under process and not yet ready for forward submission.</li> <li><b>Notifications</b> contain the tasks with any changes occurred</li> <li>The  icon on the right of each row enables you to view history of each task.</li> </ul>









**Top Panel**

**Worklist Drafts Notifications**

**Left Panel**

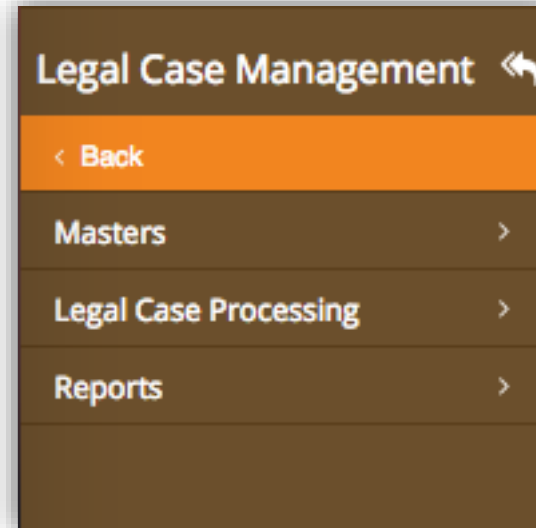
**Right Panel**

Date	Sender	Nature of Work	Status	Details	
30/01/2017 06:14 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03420-2017-JC for Absenteesim of sweepers filed on 30-01-2	
30/01/2017 05:27 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03400-2017-IK for Dog menace filed on 30-01-2017 05:27 PM.	
30/01/2017 05:27 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03399-2017-PB for Broken Bin filed on 30-01-2017 05:27 PM.	
30/01/2017 05:21 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03393-2017-CZ for Absenteesim of sweepers filed on 30-01-2	
30/01/2017 02:45 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03328-2017-PW for Broken Bin filed on 30-01-2017 02:45 PM.	
30/01/2017 02:09 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03323-2017-HX for Disposal of removed silt on the Road fil	

# Access Legal Case Management

## Access Legal Case Management

To access the Legal Case Management module, go to  
[Left panel](#) > [Applications](#) > [Legal Case Management](#)



# Create Legal Case

## Create Legal Case: Legal Information

To create new Legal Case, go to  
[Left panel > Applications > Legal Case Management > Legal Case Processing > Create Legal Case](#)

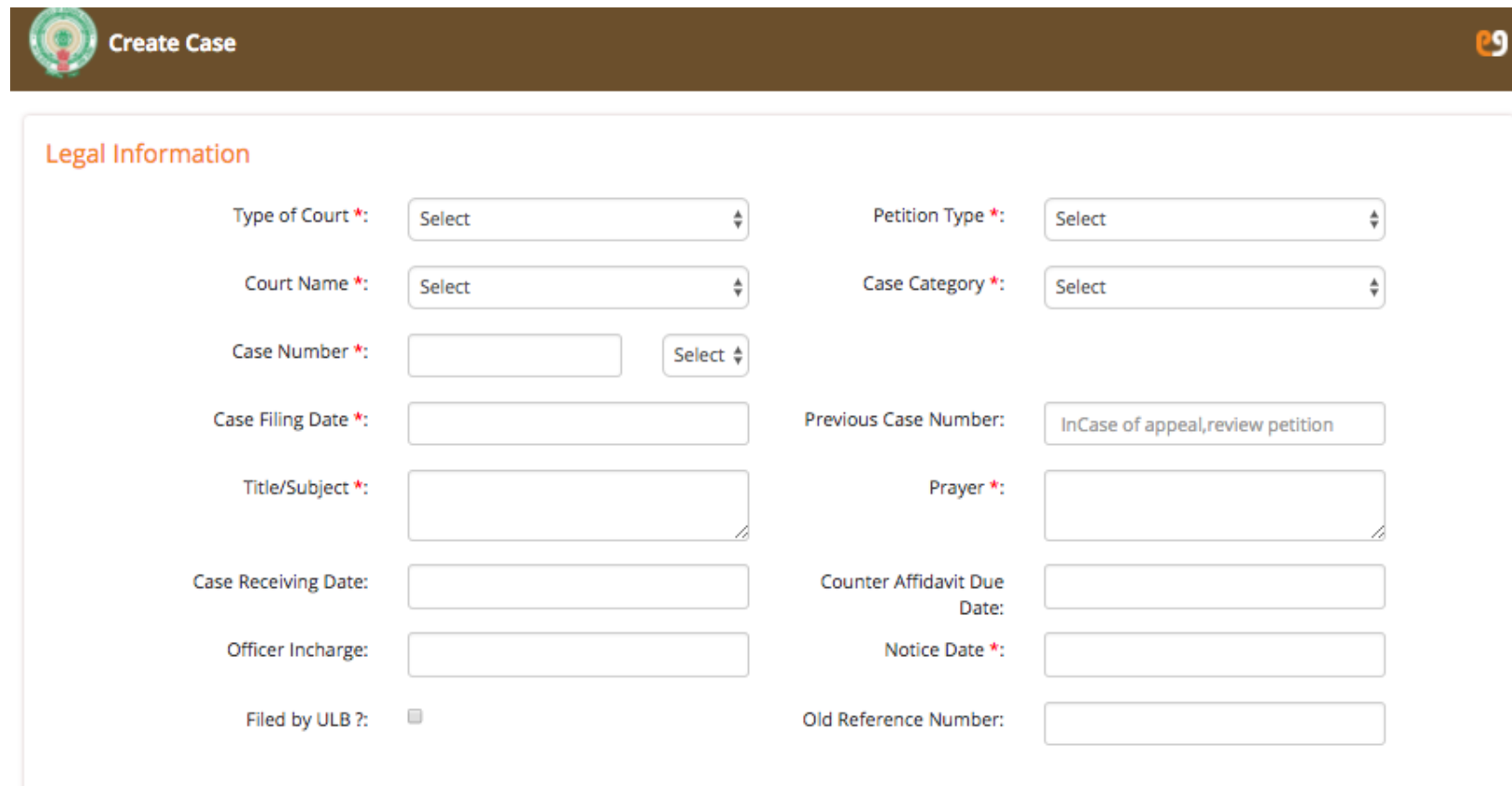
In the new **Create Case** window that opens, enter all **Legal Information** as shown here.



In **Case Category**, select the department/function of the ULB that the case pertains to.

If the case is filed by the ULB, select the check box **Filed by ULB?**

If the Case is an appeal/review over a case that already received a judgement, enter **Previous Case Number**.

If the Case is a legacy case that is being entered into the system now, enter **Old Reference Number**.




**Create Case**


### Legal Information

Type of Court *:	Select	Petition Type *:	Select
Court Name *:	Select	Case Category *:	Select
Case Number *:	<input type="text"/> <input type="button" value="Select"/>	Previous Case Number:	InCase of appeal,review petition
Case Filing Date *:	<input type="text"/>	Prayer *:	<input type="text"/>
Title/Subject *:	<input type="text"/>	Counter Affidavit Due Date:	<input type="text"/>
Case Receiving Date:	<input type="text"/>	Notice Date *:	<input type="text"/>
Officer Incharge:	<input type="text"/>	Old Reference Number:	<input type="text"/>
Filed by ULB ?:	<input type="checkbox"/>		

# Create Legal Case

## Create Legal Case: Assign Respondents

Enter **Petitioners Information**. Click on the “+” button to add more petitioners. Click on “bin” button to delete a Petitioner.

Enter **Respondents Information**. Click on the “+” button to add more petitioners. Click on “bin” button to delete a Petitioner.

If information is available on the Petitioner’s advocate, enter the name of the **Other Party Advocate**.

If the **Standing Council** is already assigned, enter the details.

Use **Upload Documents** to add all relevant documents to the Case. Click **Choose file** to select the document from your system and click **Add file** to complete the upload. You can upload multiple documents.

Click **Save** to create the Case.

# Contd.

Petitioners

S.No	Name *	Address	Contact Number	Add/Delete Petitioner
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Respondents

S.No	Name *	Address	Contact Number	Add/Delete Respondant
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	+

Other Party Advocate:

Standing Council Name:

Remarks:

Upload Documents

Choose file

No file chosen

Add File

Save

Close

# Search Legal Case

## Search Legal Case

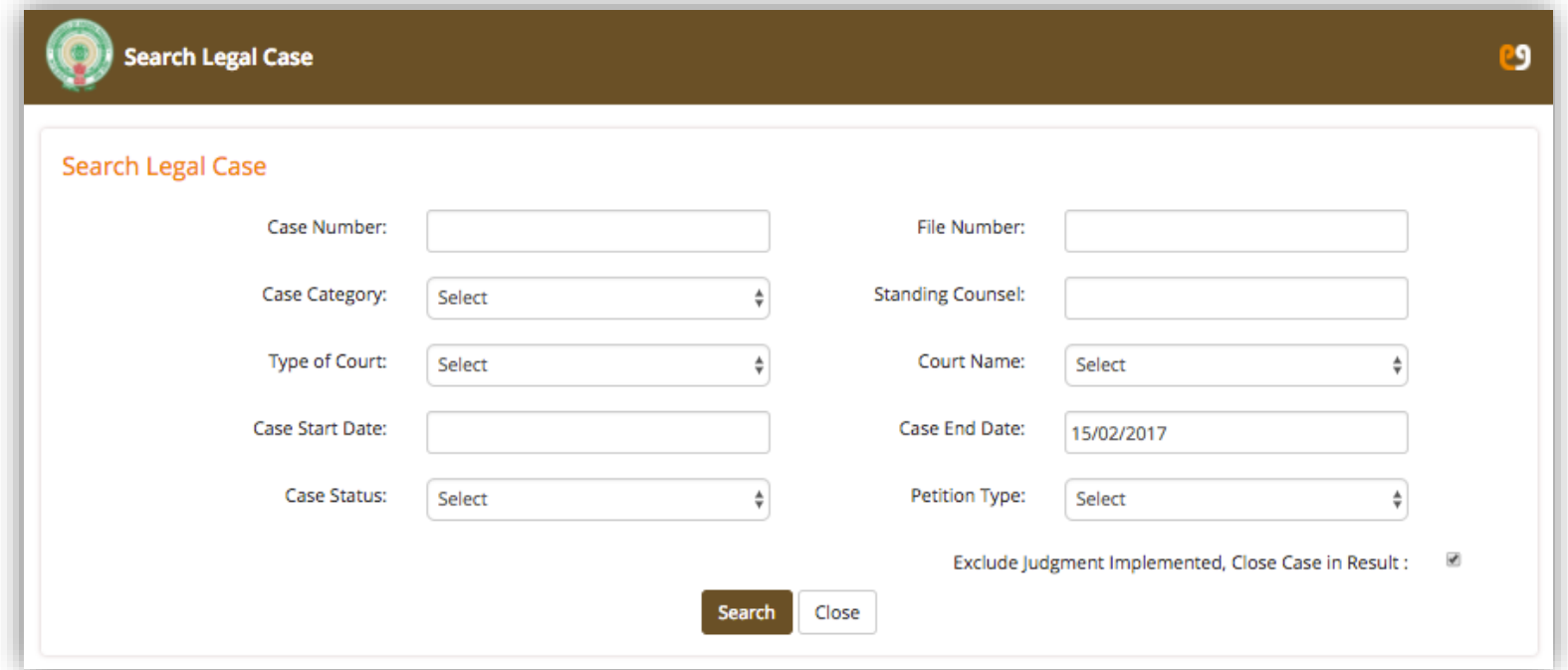
To view a Legal Case/edit it/update its status/close it, you have to search for the case.

To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

You can search Legal Cases by multiple search criteria as shown here. Choose you criteria and click **Search**.

If you do not choose any search criteria, the system will display all the Legal Cases.



The screenshot shows a web interface for searching legal cases. At the top, there is a header bar with a logo on the left, the text "Search Legal Case" in the center, and a small "e9" logo on the right. Below the header, the form is titled "Search Legal Case" in orange. The form contains two columns of input fields. The left column includes: "Case Number:" with a text box, "Case Category:" with a dropdown menu showing "Select", "Type of Court:" with a dropdown menu showing "Select", "Case Start Date:" with a text box, and "Case Status:" with a dropdown menu showing "Select". The right column includes: "File Number:" with a text box, "Standing Counsel:" with a text box, "Court Name:" with a dropdown menu showing "Select", "Case End Date:" with a text box containing "15/02/2017", and "Petition Type:" with a dropdown menu showing "Select". At the bottom right of the form, there is a checkbox labeled "Exclude Judgment Implemented, Close Case in Result :". Below the form, there are two buttons: "Search" and "Close".

# Search Legal Case Contd.

## View Search Results

The Search Results box will list the Legal Cases as per your search criteria.



















Clicking the **Legal Case Number** field of a specific case will show the complete details of the case in a separate window.

Under **Actions** field, you can click on **Select from Below** to take an action on the case:

- View Legal Case
- Edit Legal Case
- Add/Edit Standing Counsel
- Add/Edit Counter Affidavit Details
- Hearings
- Interim Order
- Judgement
- Close Case

The Search result is

Search

Legal Case Number 	Case Number 	Case Title 	Court 	Standing Council 	Case Status 	Petitioners 	Respondents 	Actions 
<a href="#">LC/1016/2016/000046</a>	1/2017	title	High court Hyderabad		Interim Stay	petitioners	respondent	Select from Below 
<a href="#">LC/1016/2016/000048</a>	2/2017	test	High court Hyderabad		Hearing In Progress	petitioner	respondent	Select from Below 
<a href="#">LC/1016/2016/000050</a>	5/2017	test	High court Hyderabad		Judgment	petitioner	respondent	Select from Below 
<a href="#">LC/1016/2016/000051</a>	6/2017	ereee	High court Hyderabad		Created	sadssadsdsd	respondent	Select from Below 
<a href="#">LC/1016/2016/000052</a>	12121212/2016	ewrewr	District Court		Hearing In Progress	erer	wewwere	Select from Below 
<a href="#">LC/1016/2016/000053</a>	45688/2017	test	High court Hyderabad		Hearing In Progress	test	test	Select from Below 
<a href="#">LC/1016/2016/000055</a>	5456662/2017	test	District Court		Created	test	test	Select from Below 
<a href="#">LC/1016/2016/000056</a>	1212/2014	www	District Court		Created	abc	eeeeeeeeeeeeeeeeeeee	Select from Below 
<a href="#">LC/1016/2016/000057</a>	214124214/2015	ww	District Court		Created	ww	www	Select from Below 



Showing 1 to 9 of 9 entries
Show  entries

[PDF](#)
[Excel](#)
[Print](#)

[Previous](#)
[1](#)
[Next](#)

# Search Legal Case Contd.

## View Complete Details


**View LegalCase Details**


**View Legal case**

Type of Court	High court	Petition Type	Civil Miscellaneous petition(CM)
Court Name	High court Hyderabad	Case Type	Administration
Case Number	1/2017	File Number	LC/1016/2016/000046
Case Filing Date	01/12/2016	Previous Case Number	
Title/Subject	title	Prayer	prayer
Case Receiving Date		Counter Affidavit Due Date:	01/11/2016
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	petitioners		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

Other Party Advocate	Standing Council Name
Remarks	

**Standing Council Details:**

Standing Council:	Kothapalli Ram Mohan Chowdary(APAT)	Assigned Date:	12/02/2017
Date on which Vakalat filed:	13/02/2017		
Is Senior Standing Counsel Required:	No		

**Uploaded Documents**

No Documents Found

Close



# Edit Legal Case

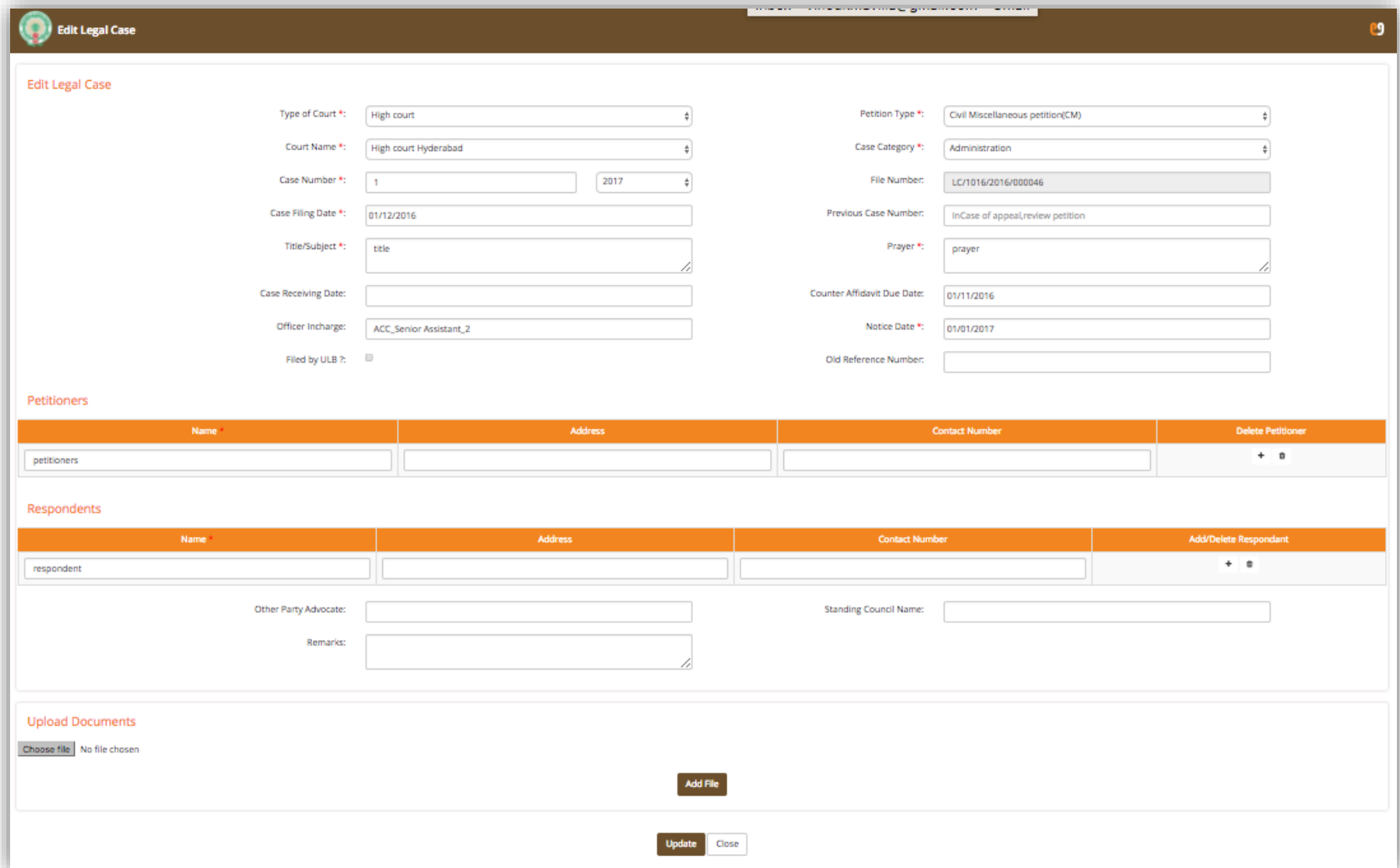
## Edit Legal Case

To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case you wish to edit. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Edit Legal Case”.

In the **Edit Legal Case** window that opens, you can edit the Legal Information, Petitioners Information, and Respondents Information; edit Standing Counsel, Other Party Advocate and Remarks data. You can **Upload Documents**. Click **Choose file** to select the document from your system and click **Add file** to complete the upload. Click **Update** to save the edits.



**Edit Legal Case**

Type of Court \*: High court  
 Court Name \*: High court Hyderabad  
 Case Number \*: 1 2017  
 Case Filing Date \*: 01/12/2016  
 Title/Subject \*: title  
 Case Receiving Date:   
 Officer Incharge: ACC\_Senior Assistant\_2  
 Filed by ULB ? ☐

Petition Type \*: Civil Miscellaneous petition(CM)  
 Case Category \*: Administration  
 File Number: LC/1016/2016/000046  
 Previous Case Number: InCase of appeal,review petition  
 Prayer \*: prayer  
 Counter Affidavit Due Date: 01/11/2016  
 Notice Date \*: 01/01/2017  
 Old Reference Number:

**Petitioners**

Name *	Address	Contact Number	Delete Petitioner
petitioners			+ -

**Respondents**

Name *	Address	Contact Number	Add/Delete Respondent
respondent			+ -

Other Party Advocate:   
 Remarks:   
 Standing Council Name:

**Upload Documents**

Choose file No file chosen

Add File

Update Close

# Add/Edit Standing Counsel

## Add/Edit Standing Counsel

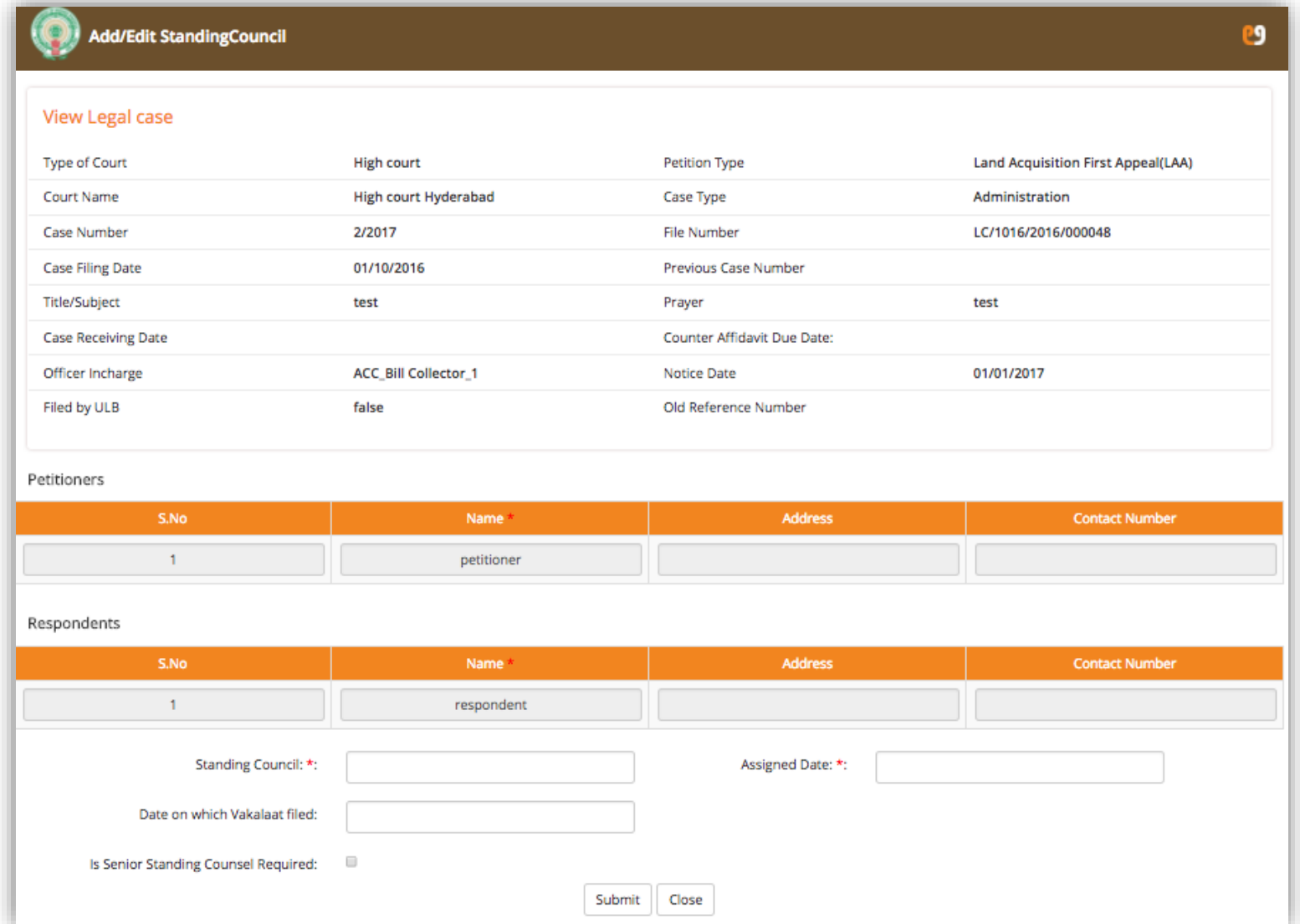
To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case for which you wish to add/edit Standing Counsel. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Add/Edit Standing Counsel”.

In the **Add/Edit Standing Council** window that opens, you can view details of the case in the **View Legal Case** box. Scroll down to **Standing Counsel** field. Enter the name of the standing council. Provide **Assigned Date**. Check **Is Senior Standing Counsel Required**, if there is a requirement.

Click **Submit** to complete assignment of Standing Council. The assigned standing counsel will be notified through email and SMS.



**Add/Edit Standing Council**

**View Legal case**

Type of Court	High court	Petition Type	Land Acquisition First Appeal(LAA)
Court Name	High court Hyderabad	Case Type	Administration
Case Number	2/2017	File Number	LC/1016/2016/000048
Case Filing Date	01/10/2016	Previous Case Number	
Title/Subject	test	Prayer	test
Case Receiving Date		Counter Affidavit Due Date:	
Officer Incharge	ACC_Bill Collector_1	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	petitioner		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

Standing Council: \*

Assigned Date: \*

Date on which Vakalaat filed:

Is Senior Standing Counsel Required: ☐

# Add/Edit Counter Affidavit Details

## Add/Edit Counter Affidavit Details

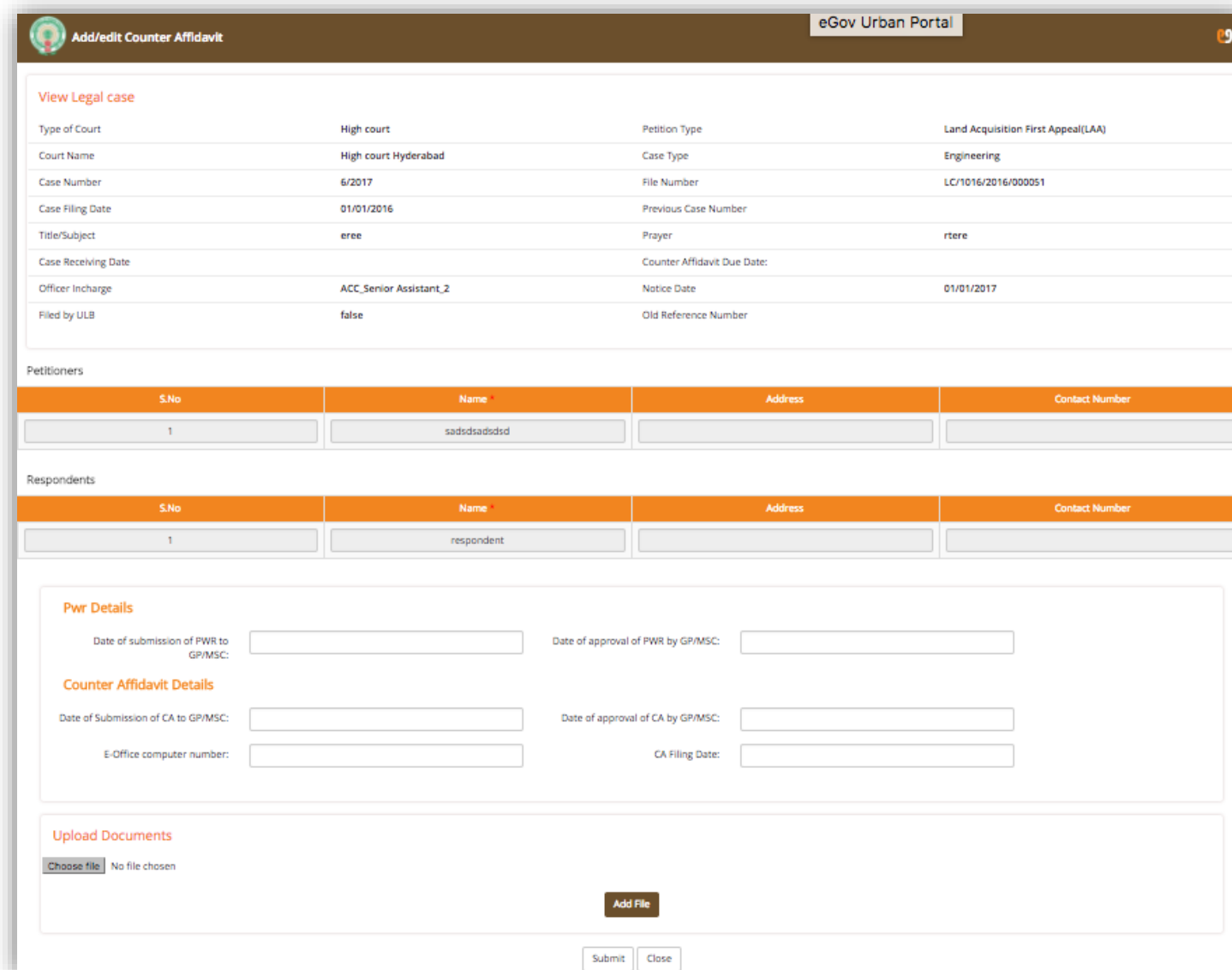
To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case for which you wish to add/edit Counter Affidavit Details. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Add/Edit Counter Affidavit Details”.

In the **Add/Edit Counter Affidavit Details** window that opens, you can view details of the case in the **View Legal Case** box. Scroll down to **Pwr Details** box to enter Para Wise Remarks (PWR) details – Date of submission of PWR to GP/MSD and Date of approval. Go to **Counter Affidavit Details** box, enter Counter Affidavit (CA) submission date, approval date, E-office computer number, and CA filing date. Use **Upload Documents** if you would like to upload a copy of the CA. Click **Choose file** to select the document from your system and click **Add file** to complete the upload.

Click **Submit** to add Counter Affidavit Details. You can come back to this screen to edit Counter Affidavit Details.



The screenshot shows the 'Add/edit Counter Affidavit' form in the eGov Urban Portal. The form is divided into several sections:

- View Legal case**: A table displaying case details.
 

Type of Court	High court	Petition Type	Land Acquisition First Appeal(LAA)
Court Name	High court Hyderabad	Case Type	Engineering
Case Number	6/2017	File Number	LC/1016/2016/000051
Case Filing Date	01/01/2016	Previous Case Number	
Title/Subject	eree	Prayer	rtere
Case Receiving Date		Counter Affidavit Due Date:	
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	
- Petitioners**: A table with columns S.No, Name, Address, and Contact Number. It contains one entry with S.No 1 and Name sadsdsadsdsd.
- Respondents**: A table with columns S.No, Name, Address, and Contact Number. It contains one entry with S.No 1 and Name respondent.
- Pwr Details**: Fields for Date of submission of PWR to GP/MSD and Date of approval of PWR by GP/MSD.
- Counter Affidavit Details**: Fields for Date of Submission of CA to GP/MSD, Date of approval of CA by GP/MSD, E-Office computer number, and CA Filing Date.
- Upload Documents**: A section with a 'Choose file' button (labeled 'No file chosen') and an 'Add File' button.

At the bottom of the form are 'Submit' and 'Close' buttons.

# View/Create/Edit Hearings Details

## View Hearings

When the Case comes up to a Hearing in the Court, record the details and alert the stakeholders.

To Search Legal Cases, go to



[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal for which case you wish to view Hearings details. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Hearings”.

In the **Hearings Details** window that opens, you can view details of the case in the **View Legal Case** box. Scroll down to **View Past Hearings** box to view details of the past hearings.

Click on **Create Hearings** to create a new hearing.

Click on **Edit** to edit the details of the past hearing.


**Hearing Details**


[View Legal case](#)

Type of Court	High court	Petition Type	Civil Miscellaneous petition(CM)
Court Name	High court Hyderabad	Case Type	Administration
Case Number	1/2017	File Number	LC/1016/2016/000046
Case Filing Date	01/12/2016	Previous Case Number	
Title/Subject	title	Prayer	prayer
Case Receiving Date		Counter Affidavit Due Date:	01/11/2016
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	petitioners		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

[Create Hearings](#)

**View Past Hearings**

Hearing Date	Purpose Of Hearing	Outcome Of Hearing	Additional Lawyer	Was Standing Counsel Present	Position-Employee	Edit
01/01/2017	test			false	D.Subramanyam- 0944181	<a href="#">Edit</a>

# View/Create/Edit Hearings Details

## Create Hearing

In **Hearing Details** box, you can enter all the details about the next hearing as shown here. Entering **Hearing Date** and **Purpose of Hearing** is mandatory.

You can notify the concerned employees about the Hearing. In **Employee Details** box, search for the position of the employee using **Search Position of Employee** and click **Add**. The chosen position will appear in the **Position-Employee** box. You can add more than one employee. You can remove an employee by clicking on the “bin” button next to the position name.

Click **Save** to complete the recording of the Hearing. The employees selected here will get notified through email and SMS.

### Hearing Details

Hearing Date : \*

Purpose Of Hearing : \*

Additional Lawyer:

Outcome Of Hearing :

Was Standing Counsel Present ?
☐

### Employee Details

Search Position Of Employee :

Position-Employee	
ADM_Commissioner_2@0935528	<input type="button" value="bin"/>
<input type="text"/>	<input type="button" value="bin"/>

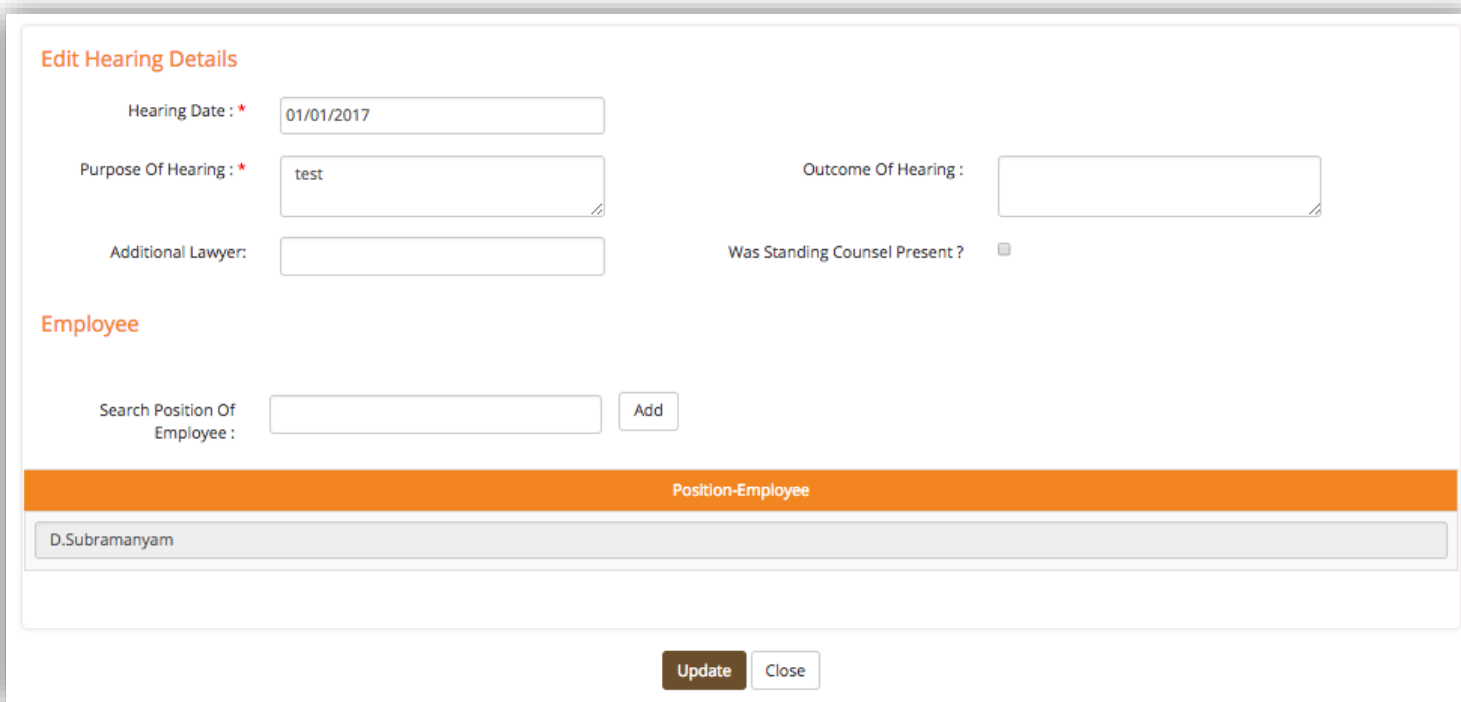
# View/Create/Edit Hearings Details

## Edit Hearing

In **Hearing Details** window, you can edit all the details about the next hearing, including **Hearing Date** and **Purpose of Hearing**, as shown here.

You can notify the concerned employees about the update to Hearing. In **Employee Details** box, search for the position of the employee using **Search Position of Employee** and click **Add**. The chosen position will appear in the **Position-Employee** box. You can add more than one employee. You can remove an employee by clicking on the “bin” button next to the position name.

Click **Update** to save the edits. The employees selected here will get notified through email and SMS.



The screenshot shows a web form titled "Edit Hearing Details". It contains several input fields: "Hearing Date" with a date picker showing "01/01/2017", "Purpose Of Hearing" with a text box containing "test", "Additional Lawyer" with an empty text box, and "Outcome Of Hearing" with an empty text box. There is also a checkbox for "Was Standing Counsel Present?". Below these is a section titled "Employee" with a "Search Position Of Employee" text box and an "Add" button. At the bottom of the form is a table with an orange header "Position-Employee" and one row containing the name "D.Subramanyam". At the very bottom of the form are "Update" and "Close" buttons.

**Edit Hearing Details**

Hearing Date : \* 01/01/2017

Purpose Of Hearing : \* test

Additional Lawyer:

Outcome Of Hearing :

Was Standing Counsel Present ? ☐

**Employee**

Search Position Of Employee : Add

Position-Employee
D.Subramanyam

Update Close

# View/Create/Edit Interim Order Details

## View Interim Order

When the Court passes an Interim Order, record the details of the Interim Order and alert the stakeholders.

To Search Legal Cases, go to



[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case for which you wish to view Interim Order details. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Interim Order”.

In the **View Interim Order** window that opens, you can view details of the case in the **View Legal Case** box. Scroll down to **View Past Interim Order** box to view details of the past Interim Orders.

Click on **Create Interim Order** to create a new Interim Order.

Click on **Edit** to edit the details of the past Interim Order.


**View Interim Order**


**View Legal case**

Type of Court	High court	Petition Type	Civil Miscellaneous petition(CM)
Court Name	High court Hyderabad	Case Type	Administration
Case Number	1/2017	File Number	LC/1016/2016/000046
Case Filing Date	01/12/2016	Previous Case Number	
Title/Subject	title	Prayer	prayer
Case Receiving Date		Counter Affidavit Due Date:	01/11/2016
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	petitioners		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

**Create Interim Order**

**View Past Interim Order**

IO Type	IO Date	MP Number	Notes	Edit	Add/Edit Vacate Stay Petition
Interim order	<a href="#">2017-02-05</a>	24234	rr	<a href="#">Edit</a>	

# View/Create/Edit Interim Order Details

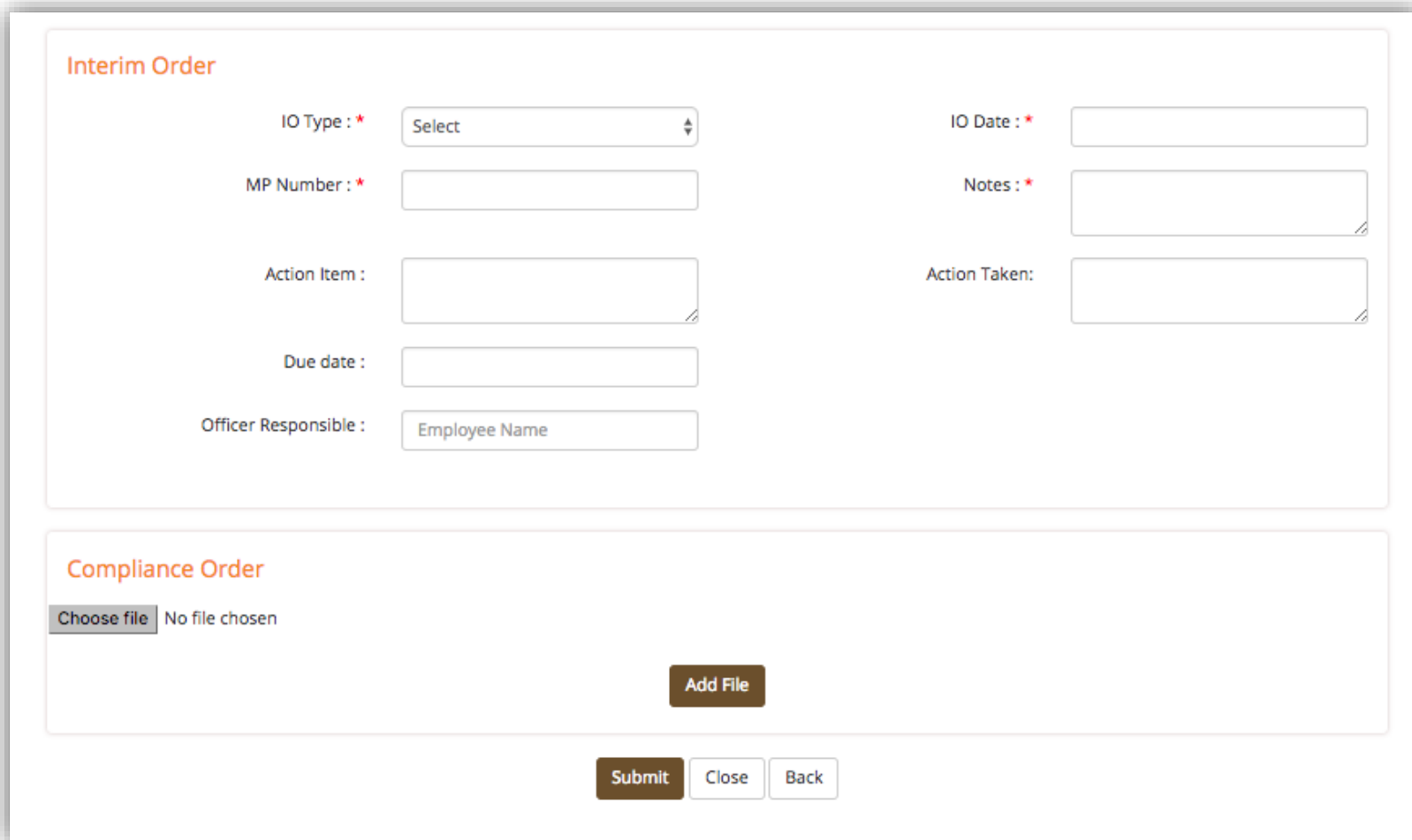
## Create Interim Order

In **Interim Order** box, you can enter all the details about the Interim Order (IO) as shown here. Entering **IO Type**, **IO Date**, **MP Number** and **Notes** is mandatory.

You can record **Action Item** required to be taken as per Interim Order and **Action Taken**, as well as **Due date** for completion of action and **Officer Responsible** for taking the action. When you enter the Officer Responsible data, the concerned employee is notified via email & SMS.

You can also upload the **Compliance Order**. Click **Choose file** to select the document from your system and click **Add file** to complete the upload

Click **Submit** to create Interim Order.



The screenshot displays a web form for creating an Interim Order and uploading a Compliance Order. The form is divided into two main sections: 'Interim Order' and 'Compliance Order'.

**Interim Order Section:**

- IO Type :** A dropdown menu with 'Select' as the current value.
- IO Date :** A text input field.
- MP Number :** A text input field.
- Notes :** A text area with a small icon in the bottom right corner.
- Action Item :** A text input field with a small icon in the bottom right corner.
- Action Taken:** A text input field with a small icon in the bottom right corner.
- Due date :** A text input field.
- Officer Responsible :** A text input field containing the placeholder text 'Employee Name'.

**Compliance Order Section:**

- Choose file** (button) and **No file chosen** (text).
- Add File** (button).

**Bottom Navigation:**

- Submit** (button).
- Close** (button).
- Back** (button).



# View/Create/Edit Interim Order Details

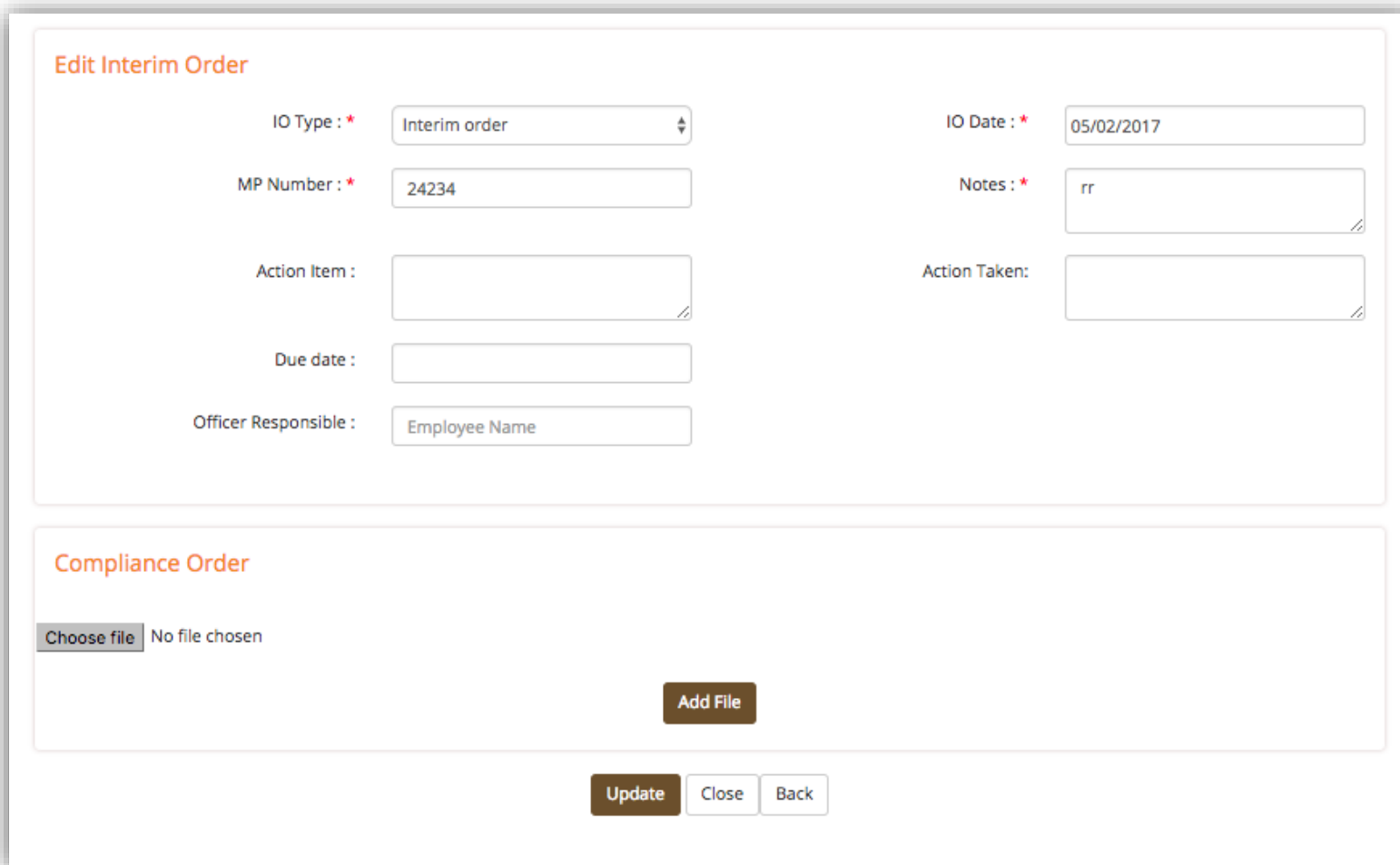
## Edit Interim Order

In **Edit Interim Order** box, you can edit all the details about the Interim Order (IO), including **IO Type**, **IO Date**, **MP Number** and **Notes**, as shown here.

You can record/update **Action Item** required to be taken as per Interim Order and **Action Taken**, as well as **Due date** for completion of action and **Officer Responsible** for taking the action. When you enter the Officer Responsible data, the concerned employee is notified via email & SMS.

You can also upload the **Compliance Order**. Click **Choose file** to select the document from your system and click **Add file** to complete the upload

Click **Update** to save your edits.



The screenshot displays two forms within a single interface. The top form, titled "Edit Interim Order", contains several input fields: "IO Type" (a dropdown menu showing "Interim order"), "IO Date" (a date field with "05/02/2017"), "MP Number" (a text field with "24234"), "Action Item" (a text area), "Due date" (a date field), and "Officer Responsible" (a text field with "Employee Name"). To the right of these fields are "Notes" (a text area with "rr") and "Action Taken" (a text area). The bottom form, titled "Compliance Order", features a "Choose file" button next to the text "No file chosen", and an "Add File" button. At the bottom of the entire interface are three buttons: "Update", "Close", and "Back".

# Enter Judgement Details

## Create Judgement

When a Judgement is passed by the Court on the Case, enter the details of the Judgement and alert the stakeholders.



To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case for which you wish to create Judgement. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Judgement”.

In the **Create Judgement** window that opens, you can view details of the case in the **View Legal Case** box.

Scroll down to **Judgement** box.


**Create Judgment**


**View Legal case**

Type of Court	High court	Petition Type	Civil Miscellaneous petition(CM)
Court Name	High court Hyderabad	Case Type	Administration
Case Number	1/2017	File Number	LC/1016/2016/000046
Case Filing Date	01/12/2016	Previous Case Number	
Title/Subject	title	Prayer	prayer
Case Receiving Date		Counter Affidavit Due Date:	01/11/2016
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	petitioners		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

# Enter Judgement Details Contd.

## Create Judgement

In the **Judgement** box, enter details of the Judgement as shown here.

**Order Date**, Date of sending the Order to Zone/Department (**Order sent to Zone/Dept on**), **Judgement Outcome** and **Judgement Details** are mandatory fields.

Judgement Outcome can be selected as – Abates / Against / Arbitration / Allowed / Closed / Dismissal / Enquiry / Ex-Parte Order / Withdrawn.

Judgement Order or any other document related to the Judgement can be uploaded using **Upload Documents**. Click **Choose file** to select the document from your system and click **Add file** to complete the upload

Click **Submit** to complete the recording of the Judgement details.

## Contd.

**Judgment**

Order Date: *	<input type="text"/>	Order sent to Zone/Dept on : *	<input type="text"/>
Judgment Outcome : *	<input type="text" value="Select"/>	Deadline for Implementation :	<input type="text"/>
Cost Awarded if Any :	<input type="text" value="0.0"/>	Compensation awarded if any:	<input type="text" value="0.0"/>
Judgment Details: *	<input type="text"/>		

**Upload Documents**

Choose file

No file chosen

Add File

Submit

Close

# Close Case

## Close Case

Based on the Judgement passed, if a Case can be closed, you have to complete the closure in the system.



To Search Legal Cases, go to

[Left panel > Applications > Legal Case Management > Legal Case Processing > Search Legal Legal Case](#)

Using Search Legal Case, go to the legal case for which you wish to view Interim Order details. In the **Actions** field of the specific case, click on **Select from Below**, and choose “Close Case”.

In the **Close Case** window that opens, you can view details of the case in the **View Legal Case** box.

Scroll down to **Close Case** box. Enter **Disposal Date**. Use **Disposal Details** box to record details of the disposal of the case. You can also enter the **Date of Consignment Record Room**. Click **Save** to close the Case. Once a Case is closed, it will no longer be available for view in Search Legal Case.


**Close Case**


**View Legal case**

Type of Court	High court	Petition Type	Land Acquisition First Appeal(LAA)
Court Name	High court Hyderabad	Case Type	Engineering
Case Number	6/2017	File Number	LC/1016/2016/000051
Case Filing Date	01/01/2016	Previous Case Number	
Title/Subject	eree	Prayer	rtere
Case Receiving Date		Counter Affidavit Due Date:	
Officer Incharge	ACC_Senior Assistant_2	Notice Date	01/01/2017
Filed by ULB	false	Old Reference Number	

**Petitioners**

S.No	Name *	Address	Contact Number
1	sadssadsdsd		

**Respondents**

S.No	Name *	Address	Contact Number
1	respondent		

**Close case**

Disposal Date : \*

Disposal Details : \*

Date of Consignment Record Room :

Save Close

# Reports: Daily Board Report

## Daily Board Report

Daily Board Report helps in viewing the number of Legal Cases created in the system, which are in various stages of progress.

To access the report, go to

[Left panel > Applications > Legal Case Management > Reports > Daily Board Report](#)

In the Search criteria, you can filter data by **Case Category** (the department to which the case is related to), **Officer Incharge**, and date range (**From Date** and **To Date**). Click **Search** to generate the report.

If no search criteria is selected, the complete list of Legal Cases is displayed.

If you click on the **Case Number** of a specific Case, the complete details of that Case are displayed in a separate window.

By clicking on **Excel** / **PDF** buttons you can download the report in that format. Click on **Print** to print the report.

### Daily Board Report

Case Category: 
Officer Incharge:

From Date: 
To Date:

Report generated on : 15-02-2017

Search:

S.no	Case Title	Court Name	Case Number	Petitioners	Respondants	Petition Type	Standing Council	In Charge Officer	Status	Next Imp Date
1	test	High court Hyderabad	45688/2017	test	test	Election Petition(EP)		JUNPOS	Hearing In Progress	01/02/2017
2	test	High court Hyderabad	4/2017	petitioner	respondent	Land Acquisition First Appeal(LAA)		ACC_Office Subordinate_1	Judgment Implemented	09/02/2017
3	erree	High court Hyderabad	6/2017	sadsdsadsdsd	respondent	Land Acquisition First Appeal(LAA)		ACC_Senior Assistant_2	Created	01/01/2016
4	ww	District Court	214124214/2015	ww	www	Insolvency Petition(IP)		REV_Junior Assistant_1	Created	08/02/2017
5	title	High court Hyderabad	1/2017	petitioners	respondent	Civil Miscellaneous petition(CM)		ACC_Senior Assistant_2	Interim Stay	05/02/2017
6	test	High court Hyderabad	2/2017	petitioner	respondent	Land Acquisition First Appeal(LAA)		ACC_Bill Collector_1	Hearing In Progress	08/02/2017
7	www	District Court	1212/2014	abc	eeeeeeeeeeeeeeeeee	Land Aquisition OP(LAP)		REV_Junior Assistant_1	Created	06/02/2017
8	test	High court Hyderabad	1111/2017	test	test	Land Acquisition First Appeal(LAA)		ACC_Junior Assistant_1@0944181@0944181@0944181	Judgment Implemented	06/02/2017
9	test	District Court	455689/2017	test	test	Land Aquisition OP(LAP)			Closed	08/02/2017
10	test	High court Hyderabad	5/2017	petitioner	respondent	Land Acquisition First Appeal(LAA)		ACC_Senior Assistant_2	Judgment	01/12/2016

Showing 1 to 10 of 13 entries
 10 
  
 **1** **2**

# Reports: Generic Sub Report

## Generic Sub Report

Generic Sub Report helps in viewing the number of Legal Cases aggregated by Court Type / Court Name / Petition Type / Case Category / Case Status / In charge officer / Judgement outcome.

To access the report, go to

[Left panel > Applications > Legal Case Management > Reports > Generic Sub Reports](#)

Using the **Reports Criteria**, you can filter data by using a combination of aggregation.

Click **Search** to generate the report.

Clicking on the **Number of Cases** against the specific aggregation in the generated report, you view the detailed list of those cases.

By clicking on **Excel** / **PDF** buttons you can download the report in that format. Click on **Print** to print the report.

### Generic Sub Report

Aggregated by :

#### Reports Criteria

Case Category :

Standing Counsel :

Type of Court :

Court Name :

Judgment Outcome :

Petition Type :

Case Status :

Officer Incharge:

From Date :

To Date :

Report generated on : 15-02-2017

Search:

S. No	Aggregated By	Number Of Cases
1	Civil Miscellaneous petition(CM)	1
2	Election Petition(EP)	1
3	Insolvency Petition(IP)	2
4	Land Acquisition First Appeal(LAA)	5
5	Land Acquisition DP(LAP)	4

Showing 1 to 5 of 5 entries

Show  entries

# Reports: Time Series Report

## Time Series Report

Time Series Report helps in viewing the number of Legal Cases entered into the system – year wise and month wise; and aggregated by Court Name / Court Type / Petition Type / Case Category / Case Status / In charge officer / Standing Counsel.

To access the report, go to

[Left panel > Applications > Legal Case Management > Reports > Time Series Report](#)

Choose search criteria as shown here. Click **Search** to generate the report.

Clicking on the **Number of Cases** against the specific aggregation in the generated report, you view the detailed list of those cases.

By clicking on **Excel** / **PDF** buttons you can download the report in that format. Click on **Print** to print the report.

### Time Series Report

Aggregated by : \* 
Period: \*

From Date: 
To Date:

**Search** **Close**

Report generated on : 15-02-2017

Search:

S.no	Aggregated By	Year	Number of Cases
1	Administration	2016	4
2	Administration	2017	1
3	Elections	2017	3
4	Engineering	2016	1
5	Engineering	2017	2
6	Land Reforms	2016	1
7	Revenue	2017	1

Showing 1 to 7 of 7 entries
Show  entries

Excel
PDF
Print

Previous
**1**
Next

# Reports: Reports Between Due Dates

## Reports Between Due Dates

Reports Between Due Dates helps in viewing the number of Legal Cases that have a due date in the specified date range for action by Legal Cell/ULB.

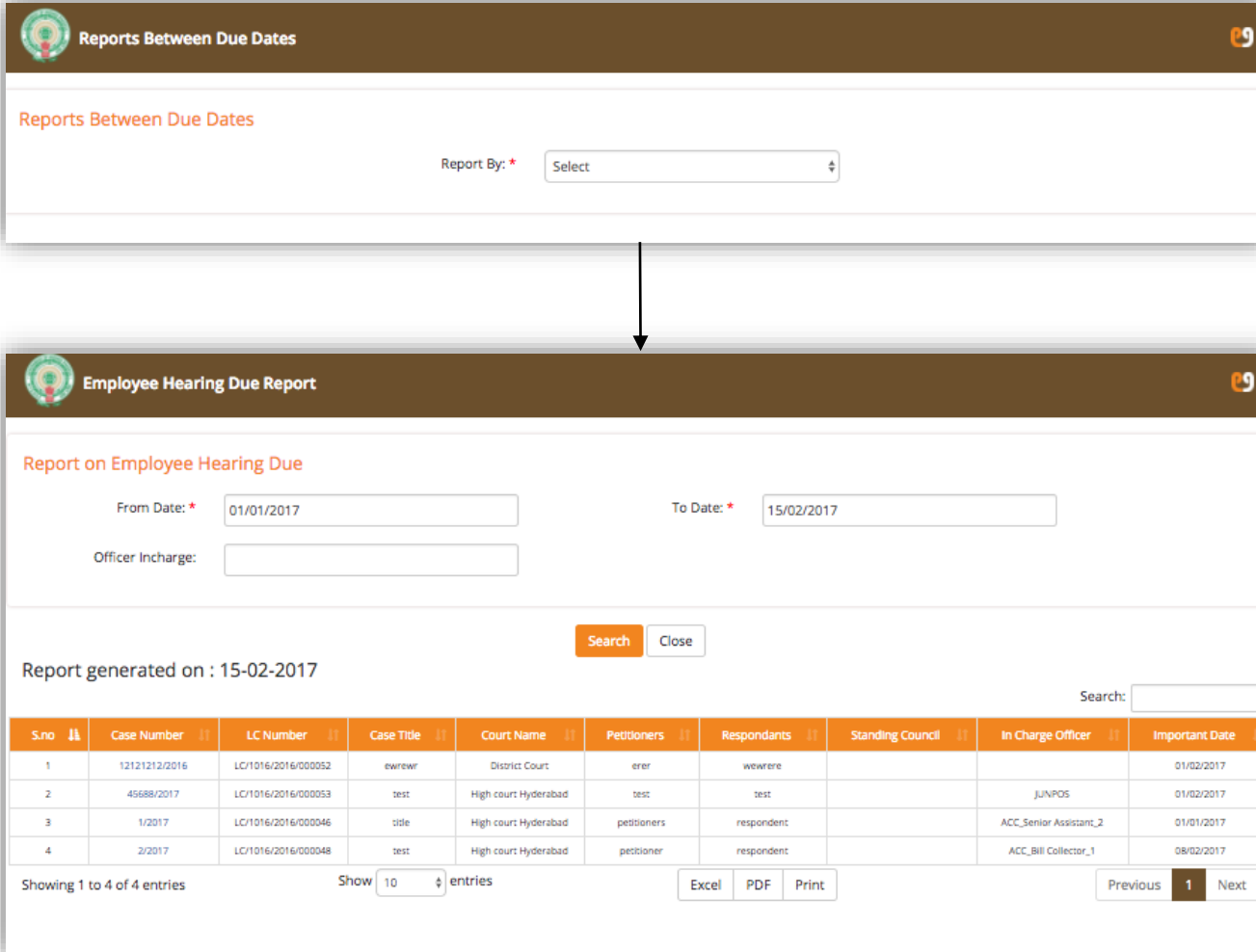
To access the report, go to

[Left panel > Applications > Legal Case Management > Reports > Reports Between Due Dates](#)

In the **Reports Between Due Dates** window, choose the pending action Counter Affidavit / Employee Hearing / PWR / Judgement Implementation in **Report By**.

In this example, the list of Cases with Employee Hearings due between 01/01/2017 to 15/02/2017 is viewed – by entering the date range in the **Report on Employee Hearing Due** window. You can also filter data by Officer Incharge. Click **Search** to generate the report.

By clicking on **Excel** / **PDF** buttons you can download the report in that format. Click on **Print** to print the report.



**Reports Between Due Dates**

Reports Between Due Dates

Report By: \*

**Employee Hearing Due Report**

Report on Employee Hearing Due

From Date: \*  To Date: \*

Officer Incharge:

Report generated on : 15-02-2017

Search:

S.no	Case Number	LC Number	Case Title	Court Name	Petitioners	Respondants	Standing Council	In Charge Officer	Important Date
1	12121212/2016	LC/1016/2016/000052	ewrewr	District Court	erer	wewere			01/02/2017
2	45688/2017	LC/1016/2016/000053	test	High court Hyderabad	test	test		JUNPOS	01/02/2017
3	1/2017	LC/1016/2016/000046	title	High court Hyderabad	petitioners	respondent		ACC_Senior Assistant_2	01/01/2017
4	2/2017	LC/1016/2016/000048	test	High court Hyderabad	petitioner	respondent		ACC_Bill Collector_1	08/02/2017

Showing 1 to 4 of 4 entries

Show  entries

Previous **1** Next