

Legal Case Management

User Guide: Employees

February 2017

Copyright

Copyright © 2017 eGovernments Foundation. All rights reserved worldwide.

This document contains proprietary information of eGovernments Foundation and has been provided pursuant to an agreement containing terms of its use. This document is also protected by Indian and worldwide copyright laws.

No part of this document may be reproduced or distributed, transcribed, stored in a retrieval system, translated into any spoken or computer language or transmitted in any form or by any means whatsoever without the prior written consent of eGovernments Foundation.

eGovernments Foundation, No. 18/2A, 2nd Floor, Ambalipura Village, Sarjapur Main Road, Bellandur Gate, Bangalore - 560102

eGovernments is a trademark of eGovernments Foundation.

It is clarified that eGovernments Foundation retains the right to reproduce, distribute or communicate the contents and/or subject matter of this document in part or whole and in any manner or form, to any other entity of its choice, under the terms that it so desires. Such act will not lead to the derogation of the rights of any entity involved.

Contents

About eGovernments

About this User Guide

About Legal Case Management

Getting Started

Create Legal Case

- [Create Legal Case](#)

Update Legal Case

- [Search Legal Case](#)
- [Edit Legal Case](#)
- [Add/Edit Standing Counsel](#)
- [Add/Edit Counter Affidavit Details](#)
- [View/Create/Edit Hearings Details](#)
- [View/Create/Edit Interim Order Details](#)
- [View Judgement data](#)
- [Close Case](#)

View Reports

- [Daily Board Reports](#)
- [Generic Sub Reports](#)
- [Time Series Report](#)
- [Reports Between Due Dates](#)

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.

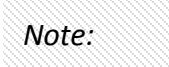
Key components of our e-Governance platform:

- 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 guide to using the module by employees.

Conventions

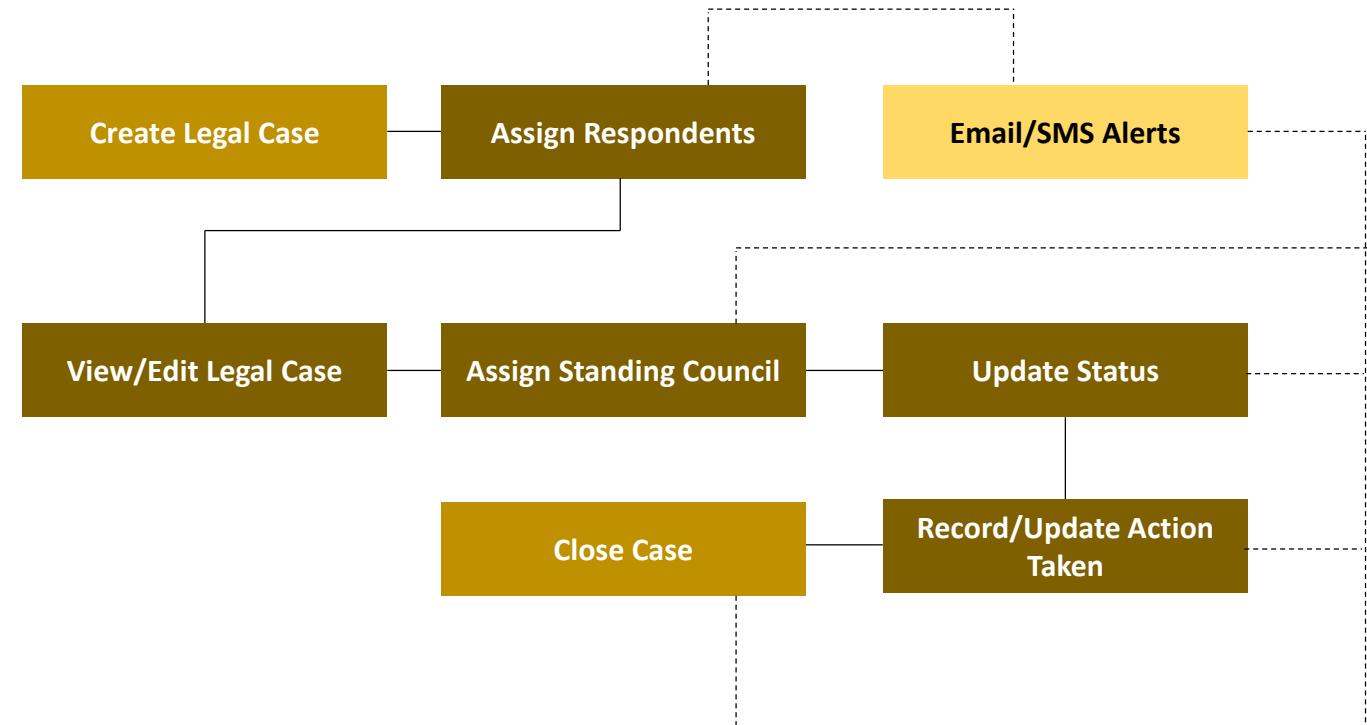
Convention	Description
The conventions used in this manual are:	<p> Note: Provides additional information about a step or concept. Notes are written <i>italics</i> and contained in grey boxes.</p>
	<p>UI Element Used to describe on screen elements like buttons, drop-down lists, etc. The name of the element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

About Legal Case Management Module

About Legal Case Management

Legal Case Management module is available as part of the eGovernments platform. This module helps the Legal Cell of the Urban Local Body (ULB) to:

- 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



Terms used:

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

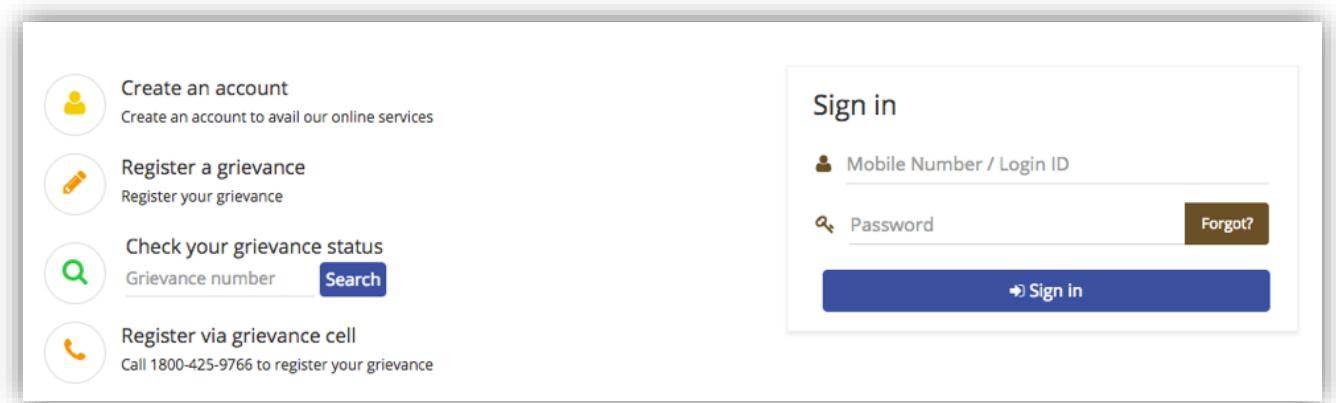
Getting Started

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.

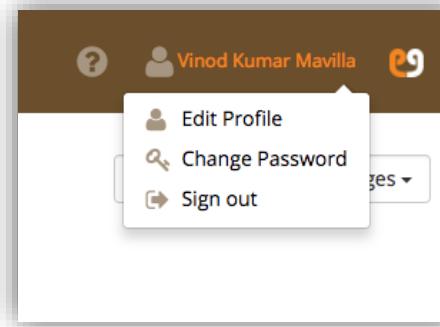
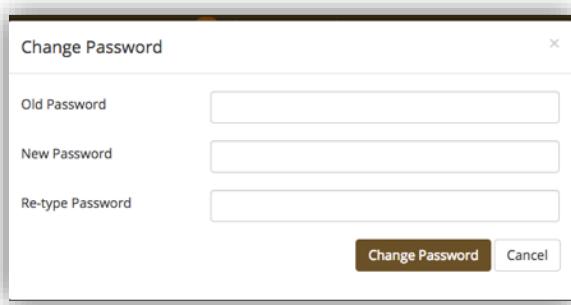
Use your log in details - **Mobile Number/Login ID** and **Password** - and click on **Sign in**.



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**.



Sign out

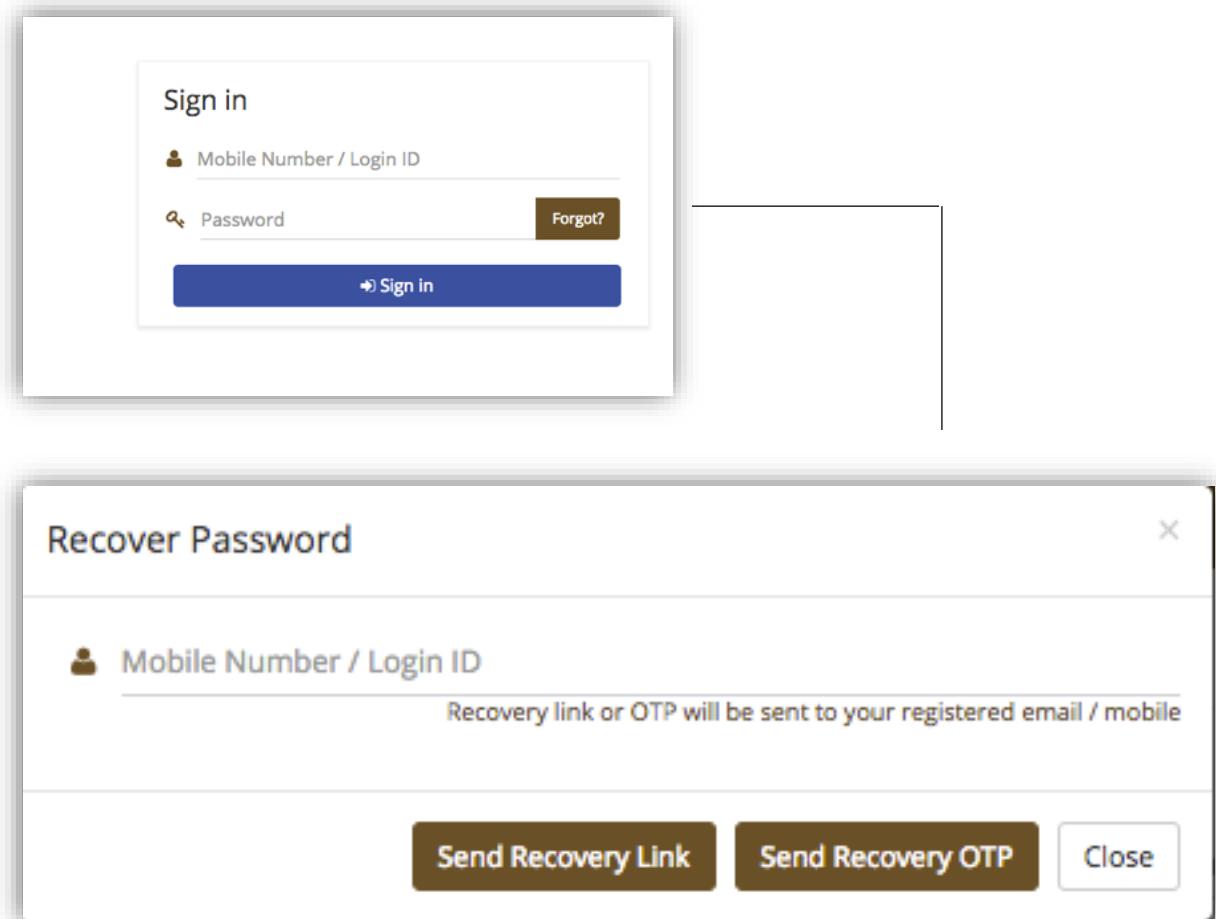
- In the top panel, on the right hand corner, click on the photo icon next to the user name (as shown in Update Profile).
- In the drop down click on **Sign out**.

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)



The image contains two screenshots of the eGovernments password recovery interface. The top screenshot shows the 'Sign in' page with a 'Forgot?' link. The bottom screenshot shows the 'Recover Password' window with fields for 'Mobile Number / Login ID' and buttons for 'Send Recovery Link' and 'Send Recovery OTP'.

Getting Started

Home Page

Element	Functionalities
---------	-----------------

Left panel

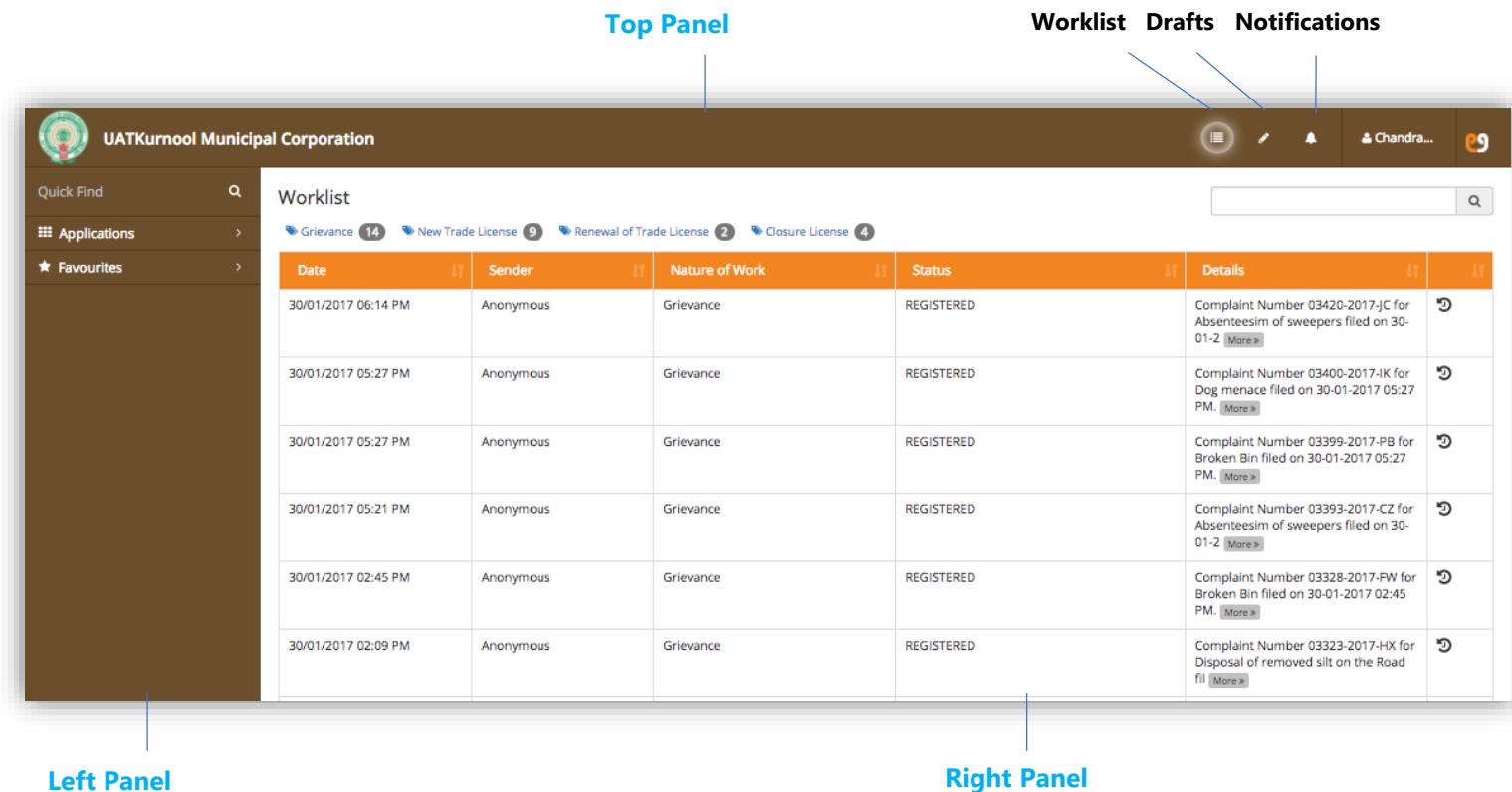
- Provides two options – **Applications** and **Favourites**.
- Applications** enable you to carry out different tasks, view the reports and navigates through the menu options of various applications
- You can mark any task or report as your favourite. Once marked, the application or reports shows up in Favourites for quick access.

Top Panel

- Enables you to view **Worklist**, **Drafts**, and **Notifications**.
- In addition, the Top Panel enables you to update your profile.

Right Panel

- Shows **Worklist**, **Drafts**, and **Notifications** in List View sorted chronologically with most recent on top.
- Worklist** contains all the tasks that are pending reviews or approval.
- Drafts** contain the tasks that are under process and not yet ready for forward submission.
- Notifications** contain the tasks with any changes occurred
- The  icon on the right of each row enables you to view history of each task.



Top Panel

Worklist

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 [More]
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. [More]
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. [More]
30/01/2017 05:21 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03393-2017-CZ for Absenteesim of sweepers filed on 30-01-2 [More]
30/01/2017 02:45 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03328-2017-FW for Broken Bin filed on 30-01-2017 02:45 PM. [More]
30/01/2017 02:09 PM	Anonymous	Grievance	REGISTERED	Complaint Number 03323-2017-HX for Disposal of removed silt on the Road fil [More]

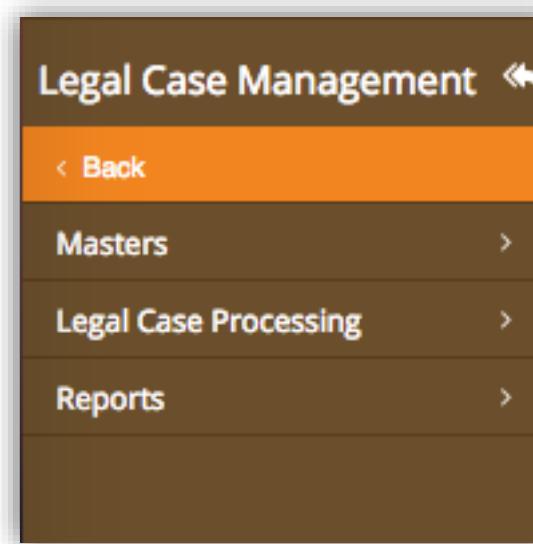
Left Panel

Right Panel

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

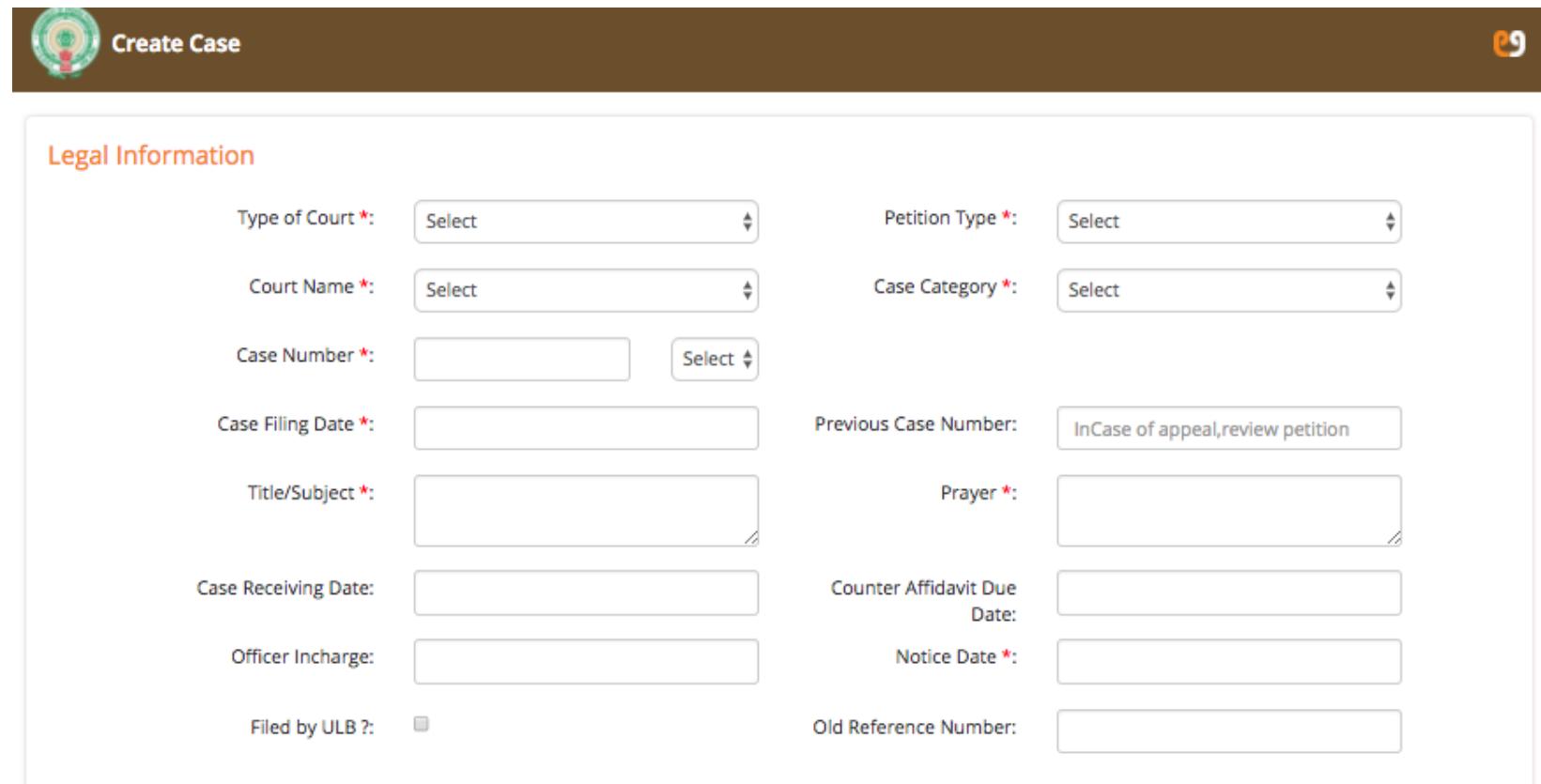
In the new **Create Case** window that opens, enter all **Legal Information** as shown here.

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**.



The screenshot shows the 'Create Case' window with the title 'Create Case' at the top. The main section is titled 'Legal Information'. The form contains the following fields:

- Type of Court *: Select dropdown
- Petition Type *: Select dropdown
- Court Name *: Select dropdown
- Case Category *: Select dropdown
- Case Number *: Text input field with a 'Select' button to its right
- Case Filing Date *: Text input field
- Previous Case Number: Text input field containing 'InCase of appeal,review petition'
- Title/Subject *: Text input field
- Prayer *: Text input field
- Case Receiving Date: Text input field
- Counter Affidavit Due Date: Text input field
- Officer Incharge: Text input field
- Notice Date *: Text input field
- Filed by ULB ?:
- Old Reference Number: Text input field

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

No file chosen

Search Legal Case

Search Legal Case

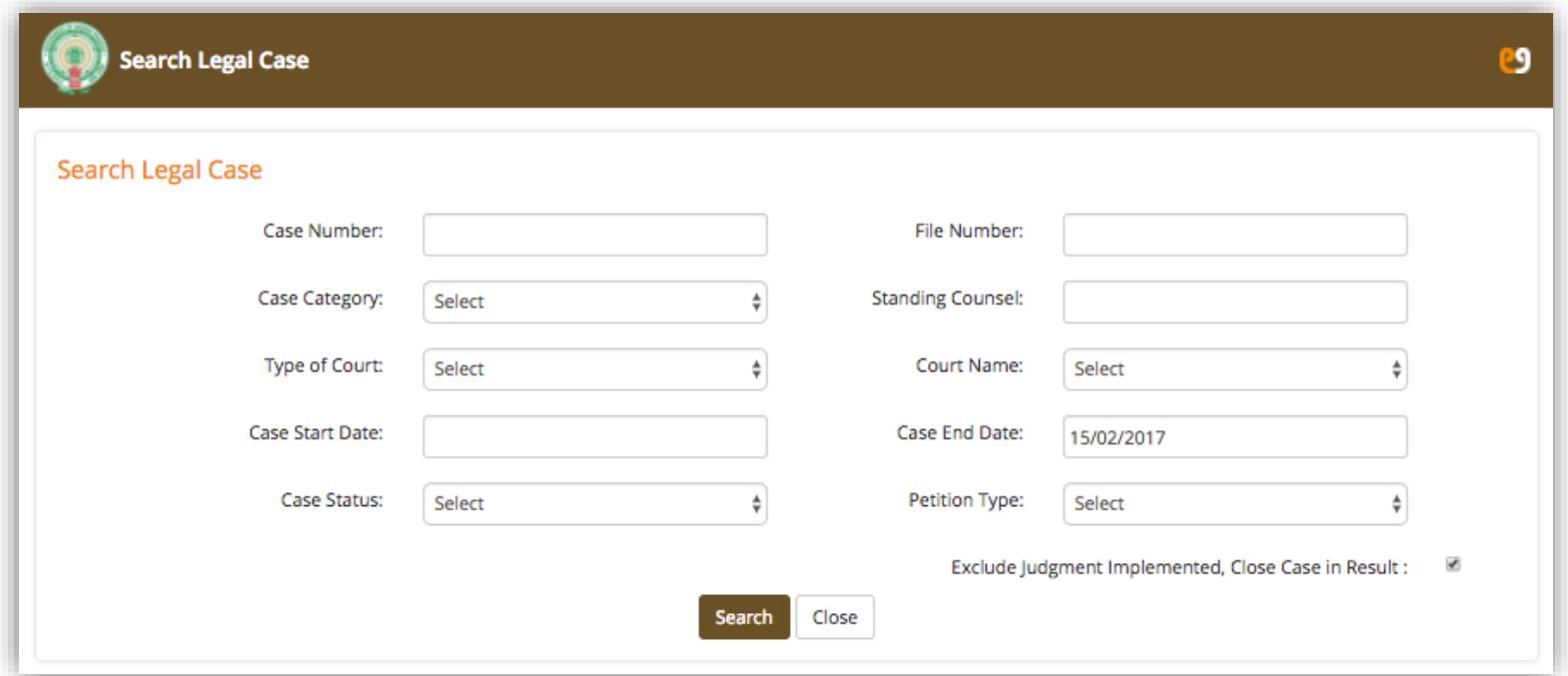
To view a Legal Case/edit it/update its status/close it, you have to search for the case.

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.



Search Legal Case

Case Number:	<input type="text"/>	File Number:	<input type="text"/>
Case Category:	<input type="text" value="Select"/>	Standing Counsel:	<input type="text"/>
Type of Court:	<input type="text" value="Select"/>	Court Name:	<input type="text" value="Select"/>
Case Start Date:	<input type="text"/>	Case End Date:	<input type="text" value="15/02/2017"/>
Case Status:	<input type="text" value="Select"/>	Petition Type:	<input type="text" value="Select"/>

Exclude Judgment Implemented, Close Case in Result :

Search **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

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

Showing 1 to 9 of 9 entries

Show 10 entries

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

Previous **1** Next

Search Legal Case Contd.

View Complete Details

 View Legal Case 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

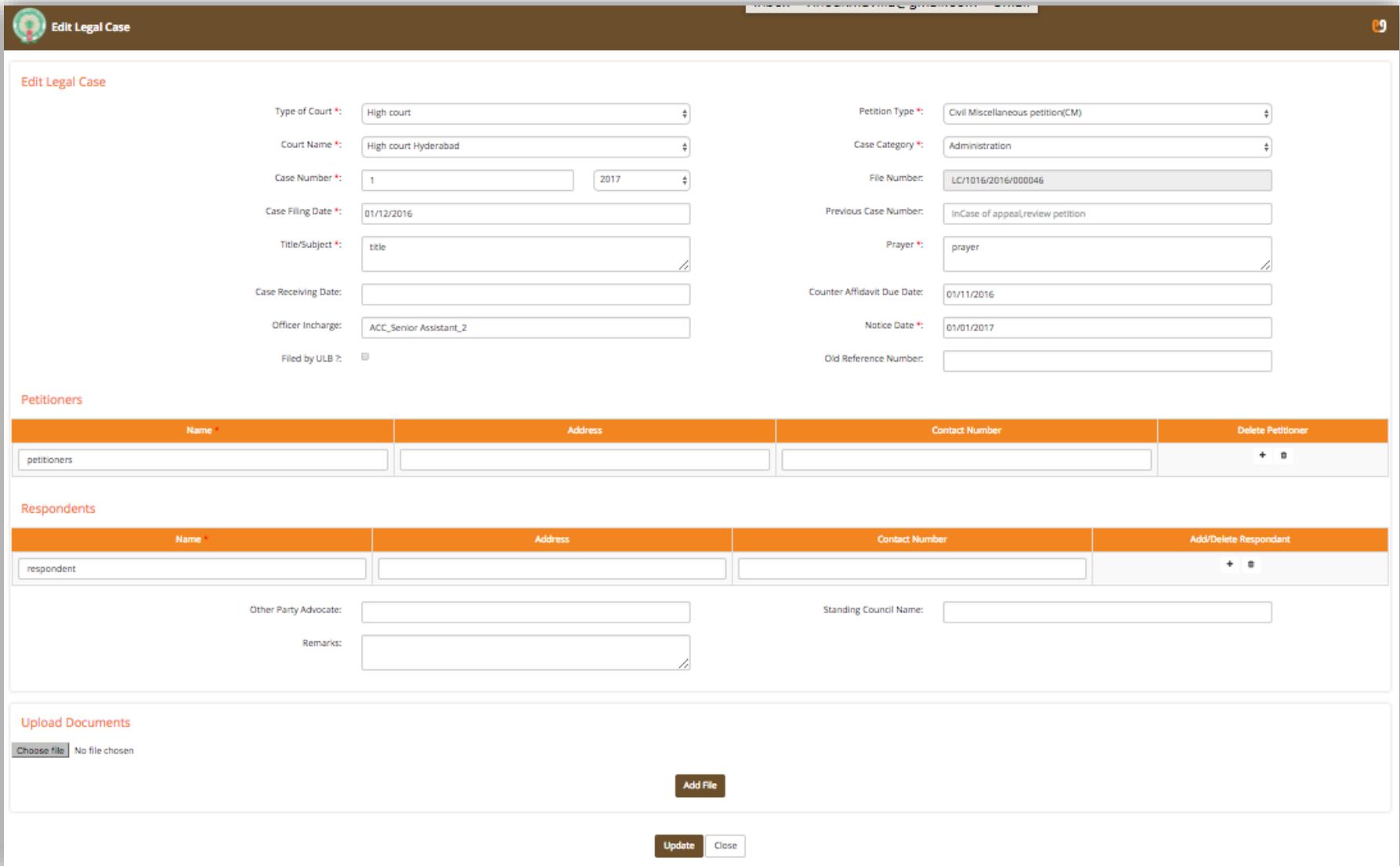
Edit Legal Case

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.



The screenshot shows the 'Edit Legal Case' window with the following details:

- General Information:**
 - Type of Court: High court
 - Court Name: High court Hyderabad
 - Case Number: 1 (Year: 2017)
 - Case Filing Date: 01/12/2016
 - Title/Subject: title
 - Case Receiving Date: (empty)
 - Officer Incharge: ACC_Senior Assistant_2
 - Filed by ULB?: (checkbox)
 - 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: (empty)
- Petitioners:** A table with columns: Name*, Address, Contact Number, and Delete Petitioner. One row is present with the name 'petitioners'.
- Respondents:** A table with columns: Name*, Address, Contact Number, and Add/Delete Respondent. One row is present with the name 'respondent'. Below this table are fields for Other Party Advocate and Standing Council Name.
- Upload Documents:** A section with a 'Choose file' button (No file chosen), an 'Add File' button, and 'Update' and 'Close' buttons at the bottom.

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 StandingCouncil

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:

Submit **Close**

Add/Edit Counter Affidavit Details

Add/Edit Counter Affidavit Details

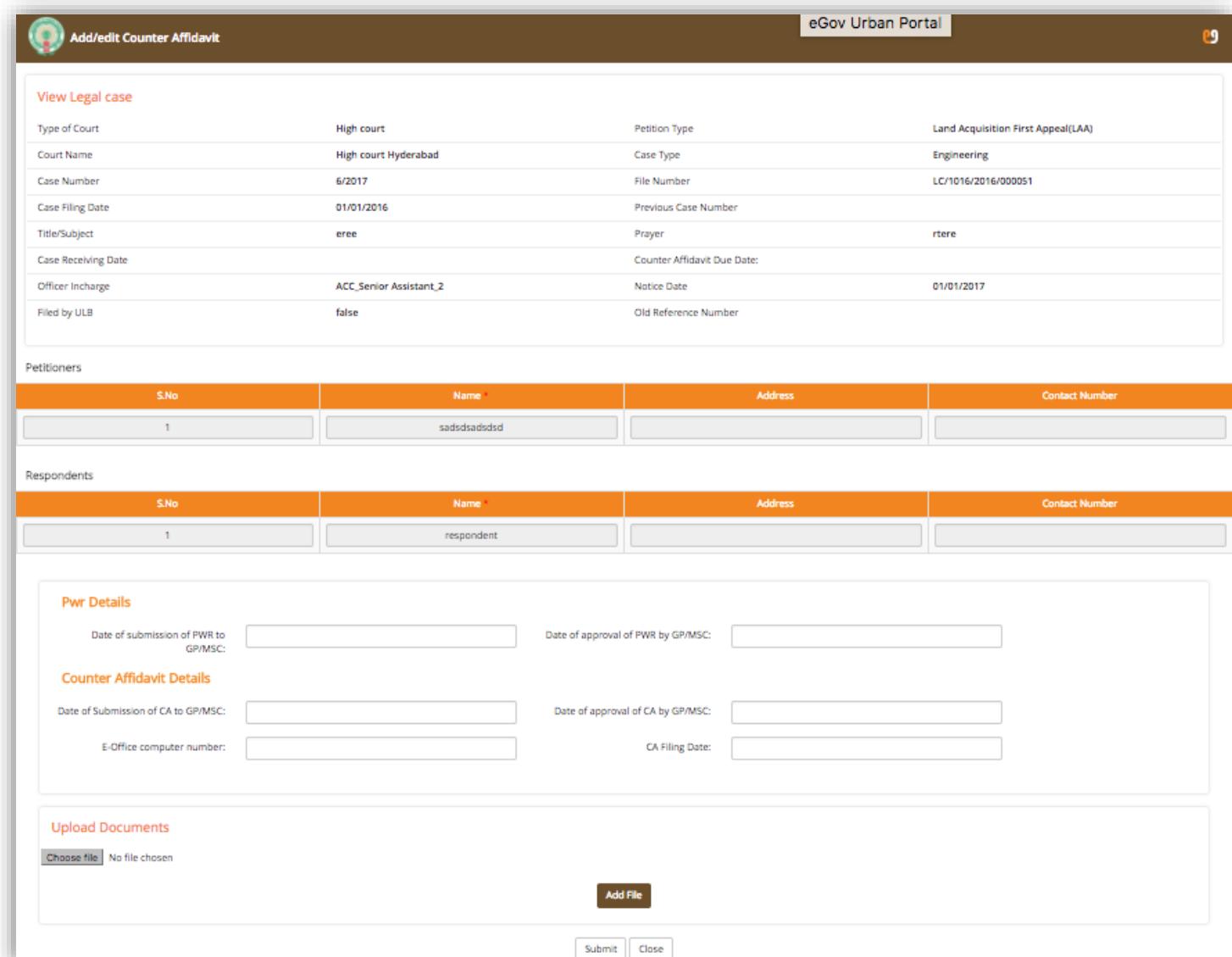
To Search Legal Cases, go to

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/MSC 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 top section displays 'View Legal 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	re
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	

Below this are sections for 'Petitioners' and 'Respondents', each with columns for S.No, Name*, Address, and Contact Number.

The 'Pwr Details' section contains fields for 'Date of submission of PWR to GP/MSC:' and 'Date of approval of PWR by GP/MSC:'.

The 'Counter Affidavit Details' section contains fields for 'Date of Submission of CA to GP/MSC:' and 'Date of approval of CA by GP/MSC:'. It also includes fields for 'E-Office computer number:' and 'CA Filing Date:'.

The 'Upload Documents' section includes a 'Choose file' button with 'No file chosen' and an 'Add file' button.

At the bottom 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

eGov Urban Portal 

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	Edit

View/Create/Edit Hearings Details

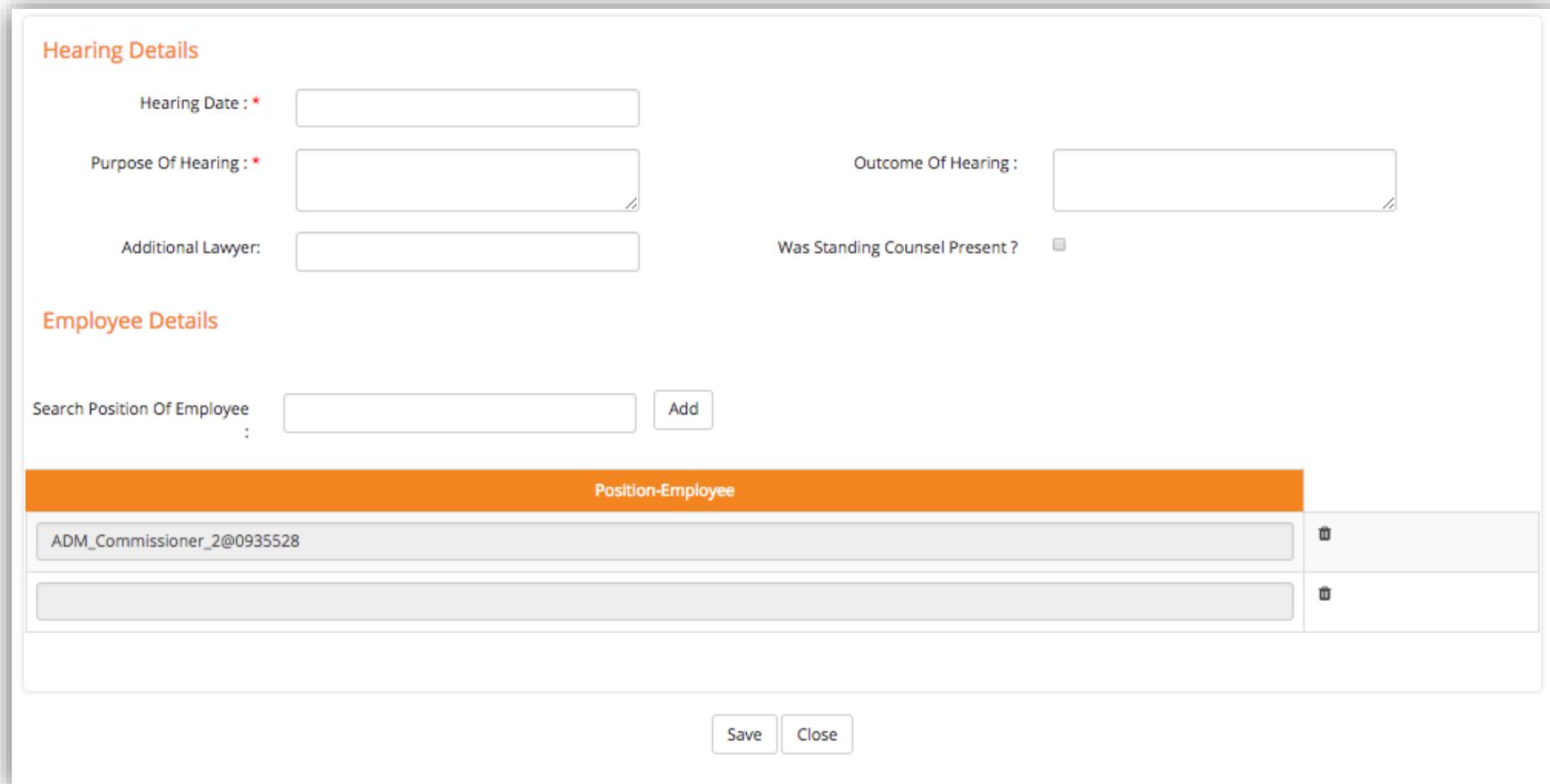
Create Hearing

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 : *

Outcome Of Hearing :

Additional Lawyer:

Was Standing Counsel Present ?

Employee Details

Search Position Of Employee :

Position-Employee

ADM_Commissioner_2@0935528	
<input type="text"/>	
<input type="text"/>	

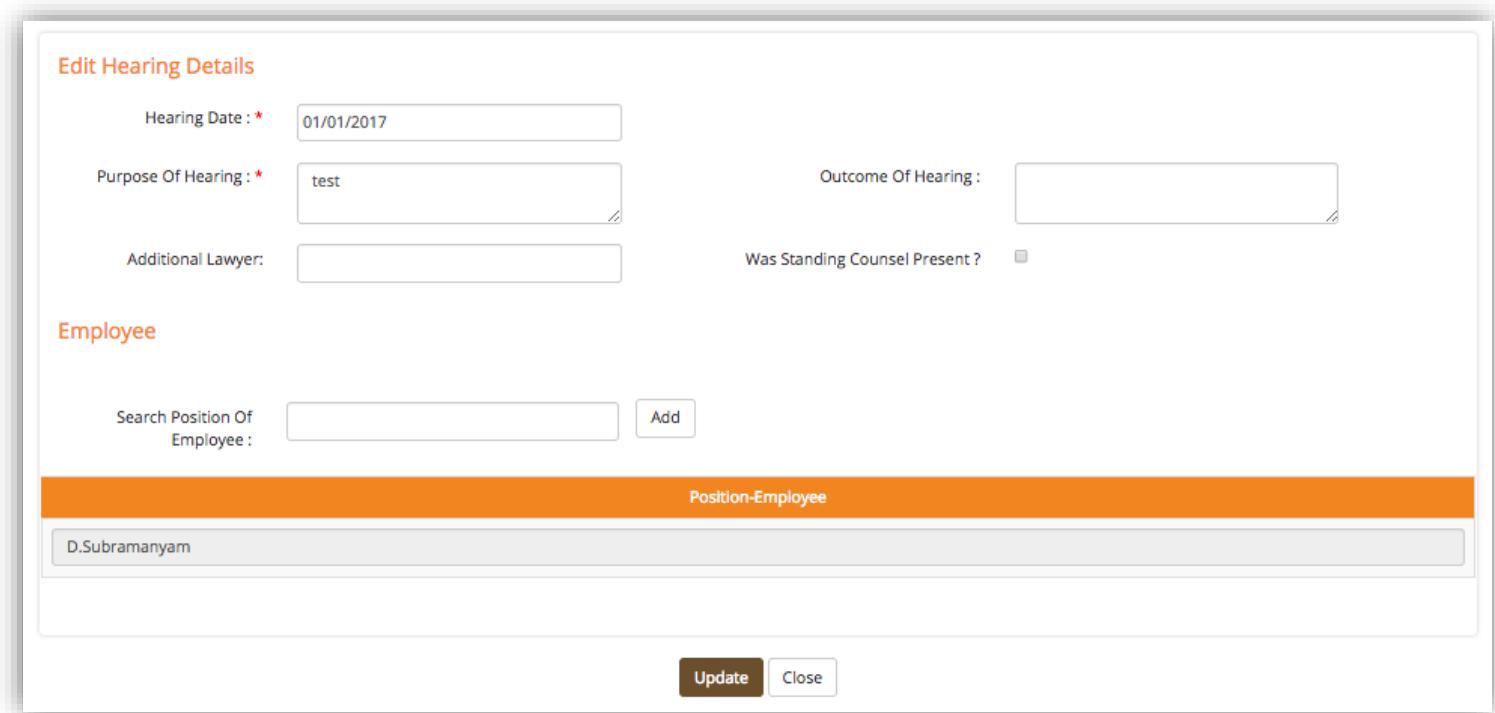
View/Create/Edit Hearings Details

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.



Edit Hearing Details

Hearing Date : * 01/01/2017

Purpose Of Hearing : * test

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	2017-02-05	24234	rr	Edit	

View/Create/Edit Interim Order Details

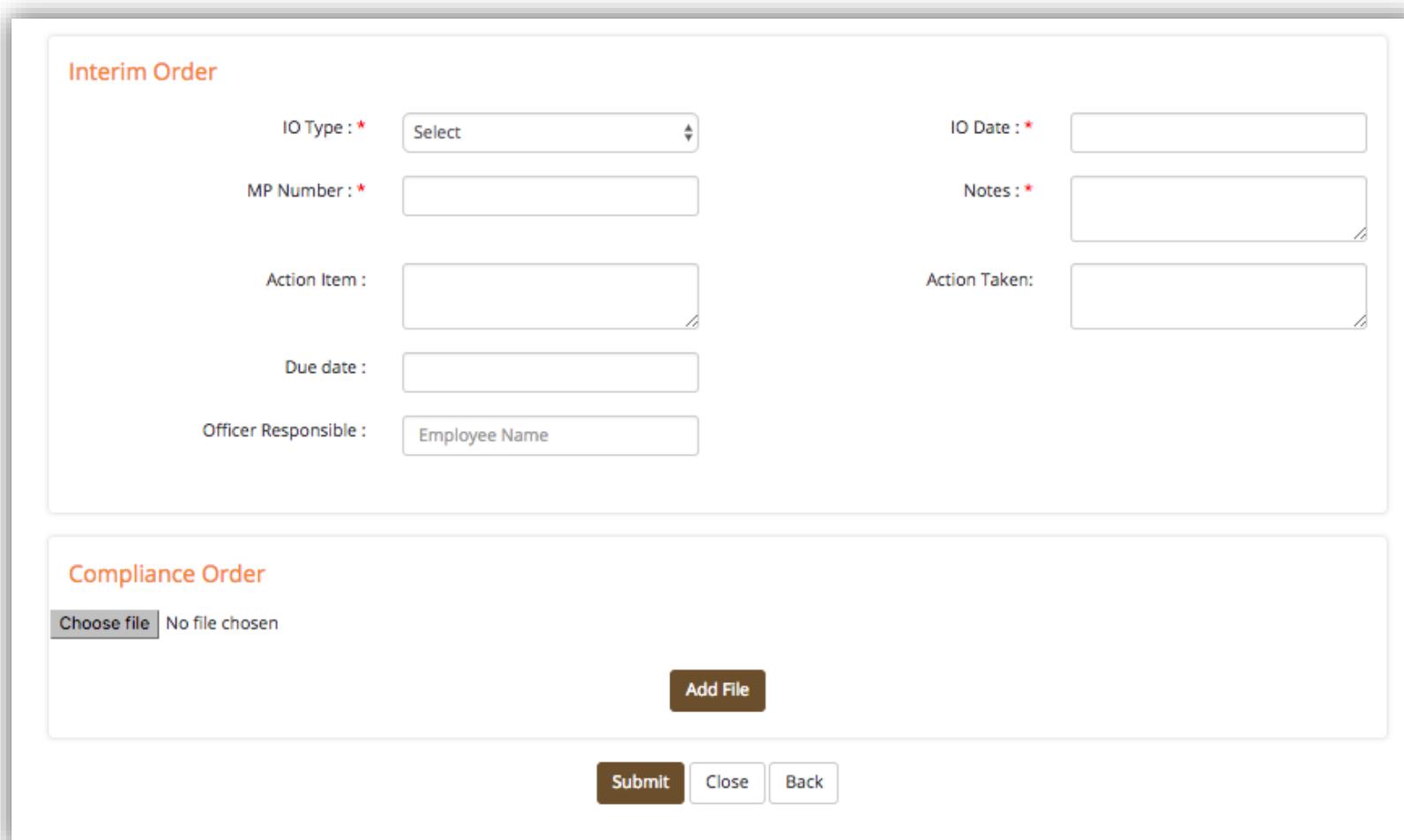
Create Interim Order

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.



Interim Order

IO Type : * Select

MP Number : *

Action Item :

Due date :

Officer Responsible : Employee Name

IO Date : *

Notes : *

Action Taken:

Compliance Order

Choose file No file chosen

Add File

Submit Close Back

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.

Edit Interim Order

IO Type : *	Interim order	IO Date : *	05/02/2017
MP Number : *	24234	Notes : *	rr
Action Item :			
Due date :			
Officer Responsible :	Employee Name		

Compliance Order

Choose file No file chosen

Add File

Update Close 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="button" 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: *			

Upload Documents

No file chosen

Close Case

Close Case

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

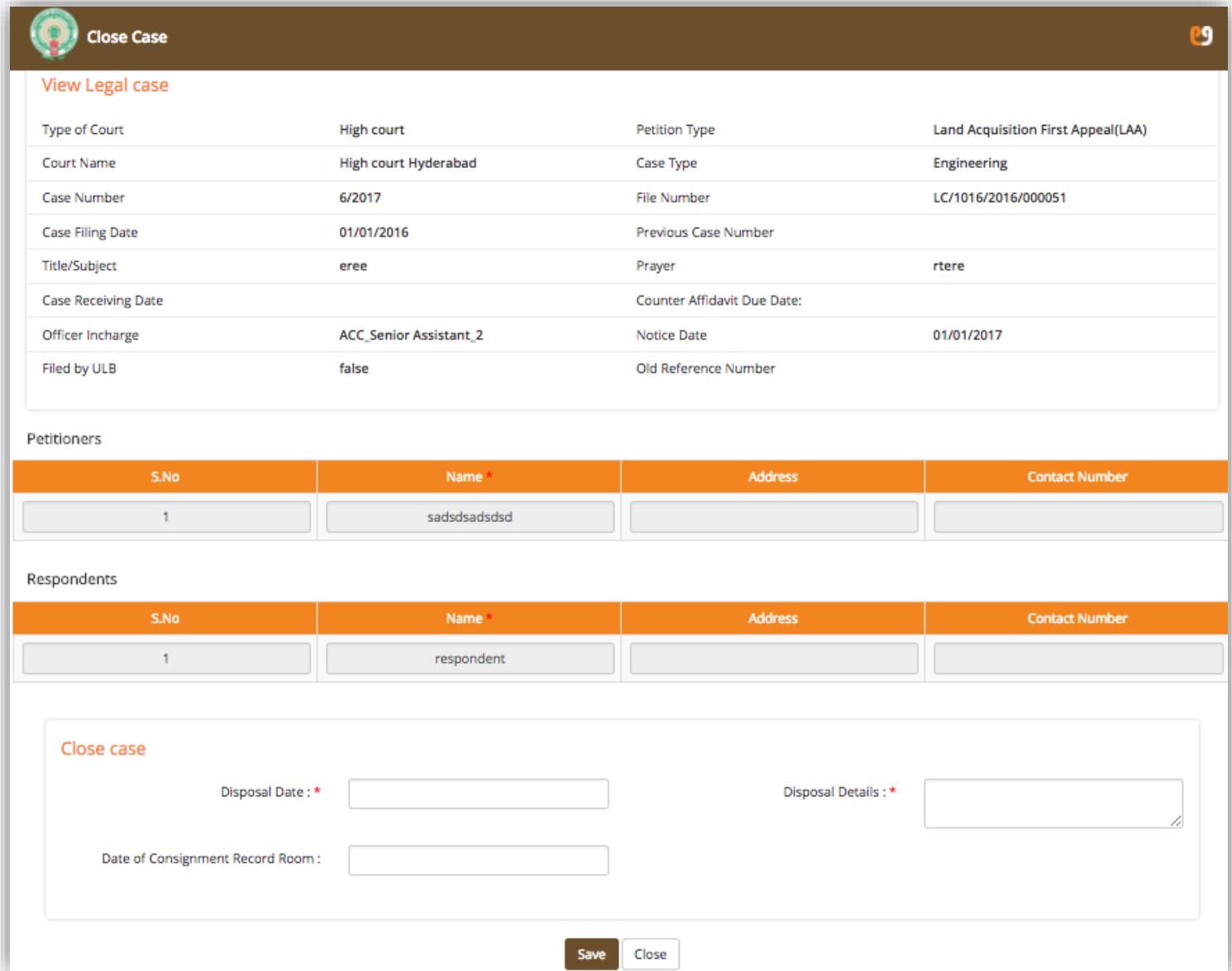
To Search Legal Cases, go to

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.



The screenshot shows the 'Close Case' window with the following details:

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	sadsdsadsd		

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 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	eree	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	eeeeeeeeeeeeeeeeeee	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

Show entries

Previous Next

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 : **Petition Type**

Reports Criteria

Case Category :	Select	Standing Counsel :	
Type of Court :	Select	Court Name :	Select
Judgment Outcome :	Select	Petition Type :	Select
Case Status :	Select	Officer Incharge:	
From Date :		To Date :	

Search **Close**

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 OP(LAP)	4

Showing 1 to 5 of 5 entries

Show 10 entries

Excel **PDF** **Print**

Previous **1** Next

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 :*	<input type="text" value="Case Category"/>	Period: *	<input type="text" value="Year"/>
From Date:	<input type="text"/>	To Date:	<input type="text" value="15/02/2017"/>
<input type="button" value="Search"/> <input type="button" value="Close"/>			

Report generated on : 15-02-2017

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

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.

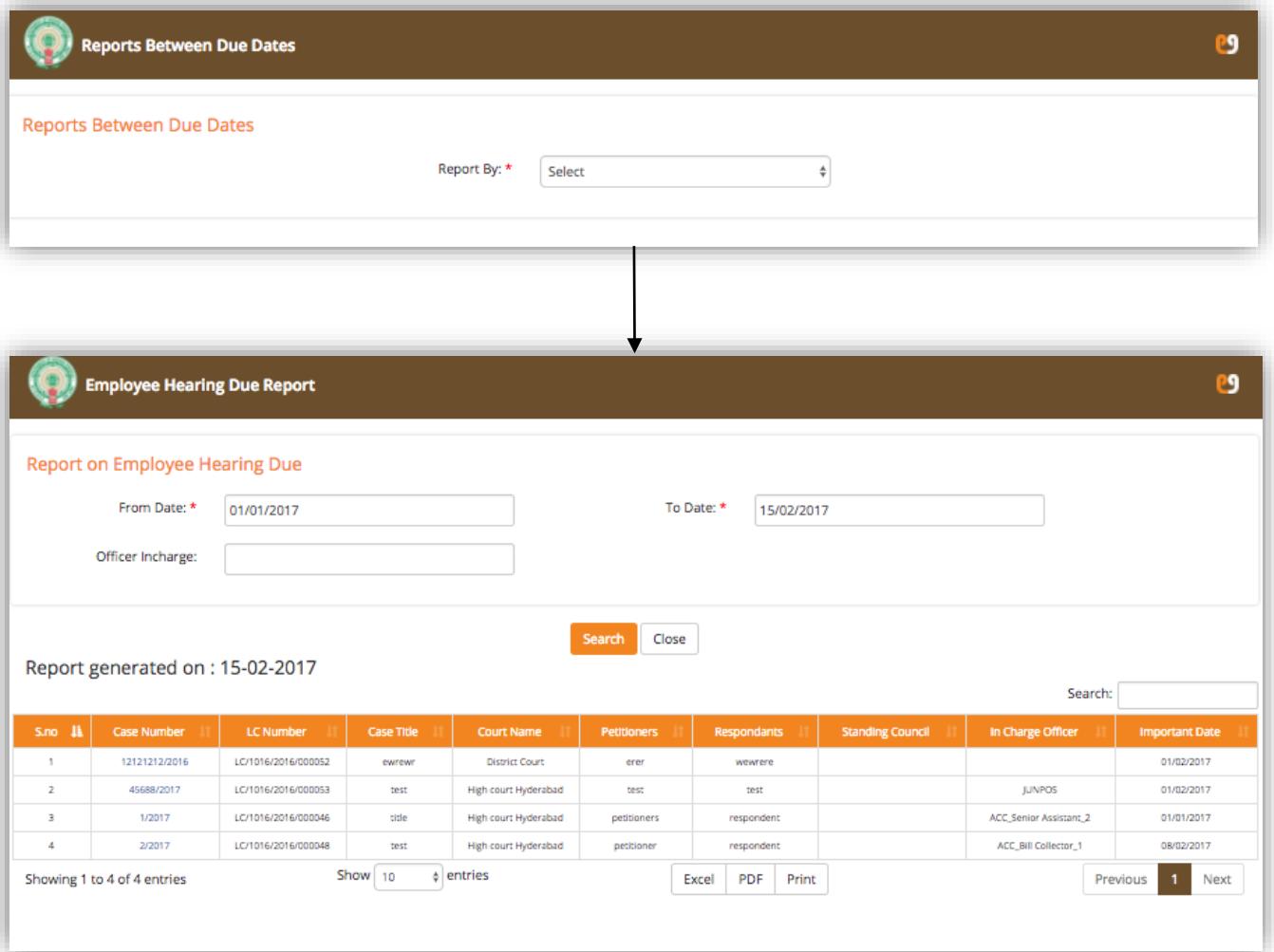
To access the report, go to

[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.



The image shows two screenshots of a web application interface. The top screenshot is titled 'Reports Between Due Dates' and contains a dropdown menu labeled 'Report By: *' with 'Select' as the option. The bottom screenshot is titled 'Employee Hearing Due Report' and shows a search form with 'From Date: * 01/01/2017', 'To Date: * 15/02/2017', and an 'Officer Incharge:' field. Below the form, a message says 'Report generated on : 15-02-2017'. A table below lists four entries with columns: S.no, Case Number, LC Number, Case Title, Court Name, Petitioners, Respondants, Standing Council, In Charge Officer, and Important Date. The table data is as follows:

S.no	Case Number	LC Number	Case Title	Court Name	Petitioners	Respondants	Standing Council	In Charge Officer	Important Date
1	121212/2016	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

At the bottom of the table, there are buttons for 'Excel', 'PDF', and 'Print'. Navigation buttons 'Previous' and 'Next' are also present.