

# Court Case Management System

## How To File a New Case (E-Filer)

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## User Manual

Number of Mandatory fields required

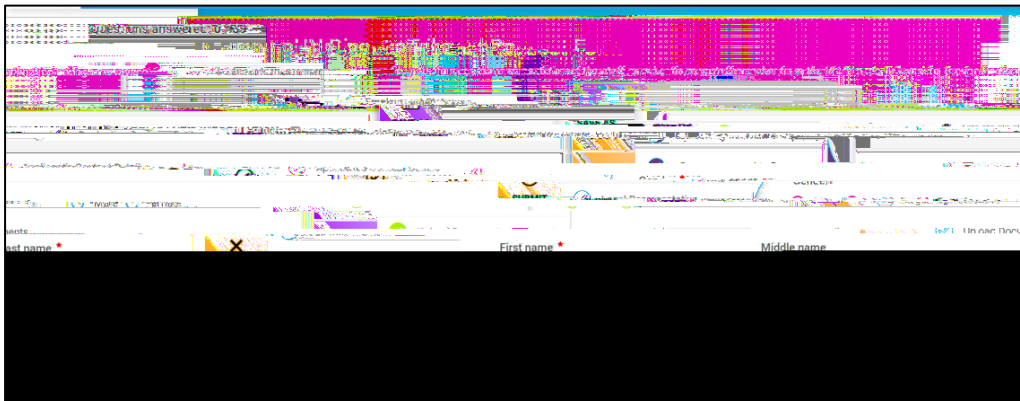


Application is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

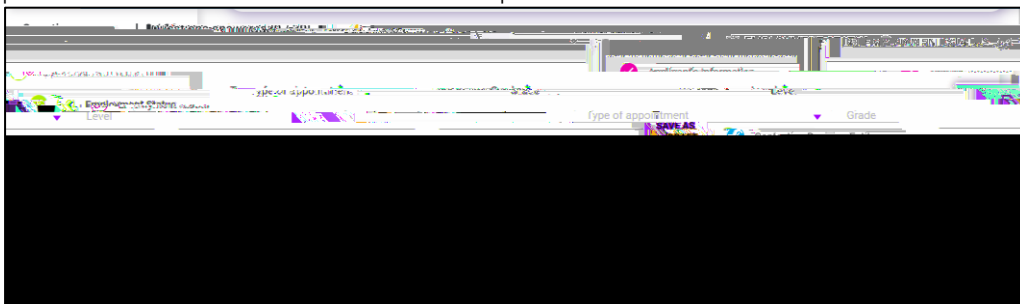
Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

Floating Buttons allows user to take quick action to save draft or submit the form. User can also discard the form by using Cancel option from there.

Applicant's Information: This section include details about applicant's personal information such as Name, Age, Gender, etc.



Employment Status: Applicant has to provide details of their Employment in this section using predefined fields and Values from the dropdown.





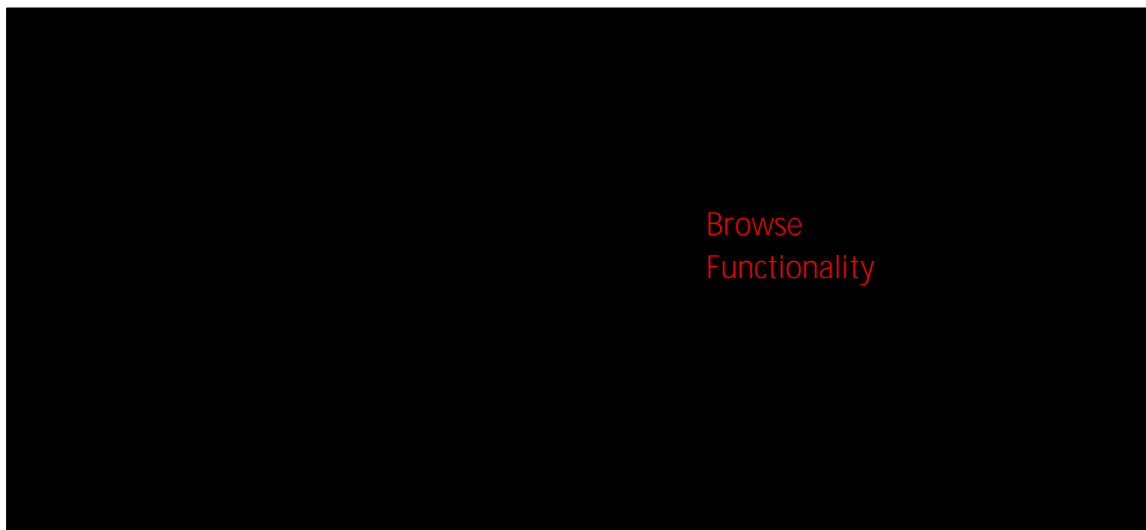
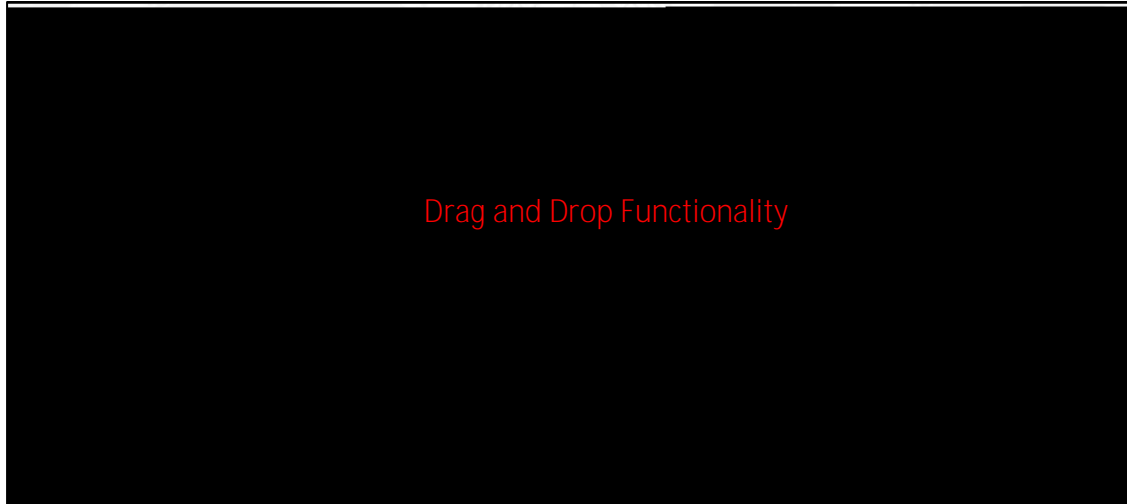


Upload Document: Efiler is supposed to provide supporting document for verification of his case.

Documents should be uploaded in various category such as Main Document, Copy of Contested Decision etc.

To upload the document(s) user can use Browse functionality or Drag and Drop functionality.

Multiple file(s) can be uploaded at a same time using both functionalities (Drag and Drop/Browse)



There are certain restrictions on file upload. User cannot upload files with certain extensions like exe, ps1 etc. A single file cannot be more than 1.2 GB. In any of the above scenario, user will be notified of upload failure.

It is recommended to use Drag and Drop feature for files larger than 100 MB







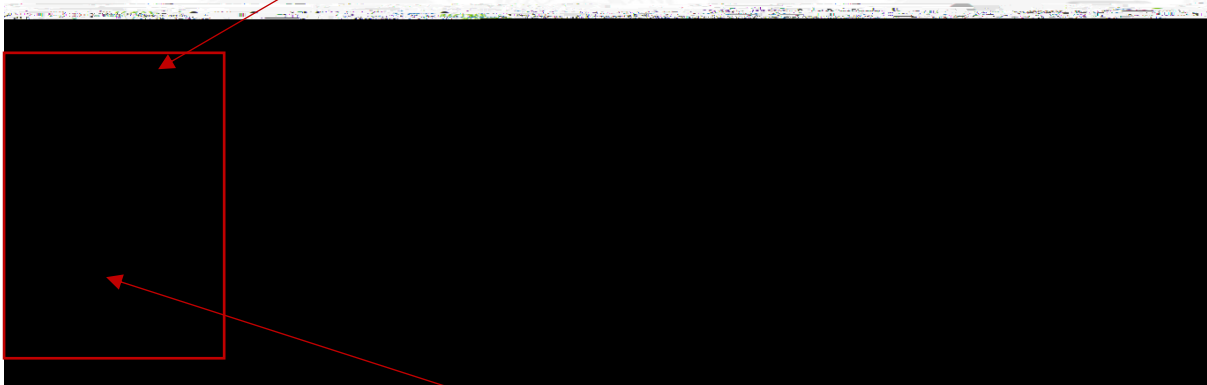






When efiler chooses to appeal as an Organization user is navigated to 2<sup>nd</sup> Form with following sections

Number of Mandatory fields

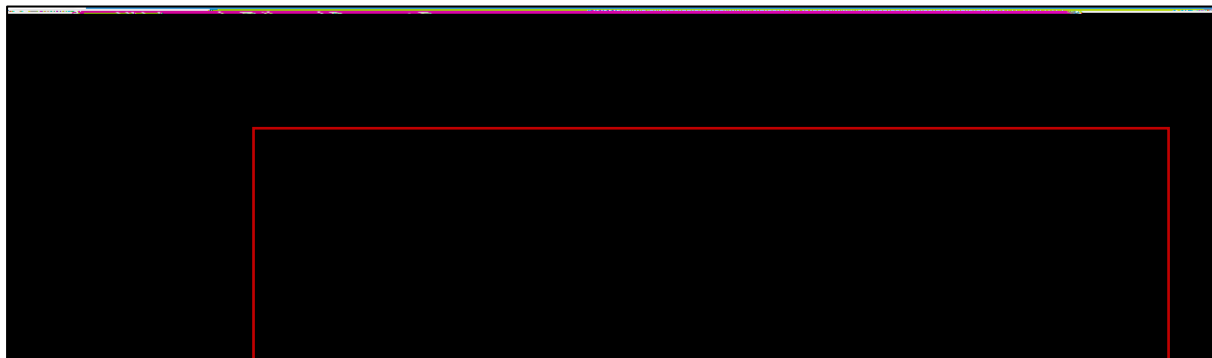


Request form is divided into sections given in Left collapsible menu in screen. User can also click on each section and navigate to respective section of the form.

Left pane also shows the required number of fields that needs to be attended while filling the details in the form.

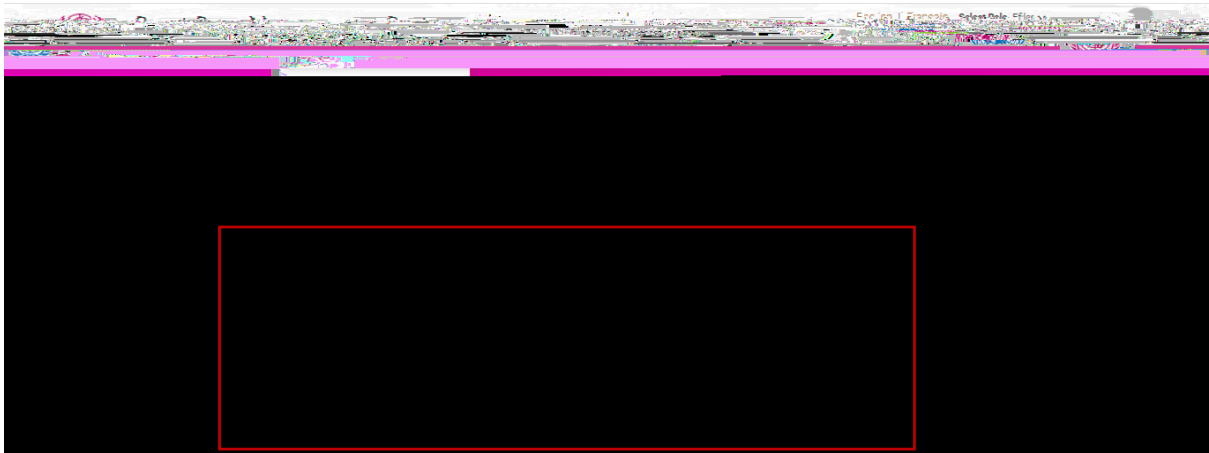
Floating Buttons allows user to take quick action to save draft or submit the form. User can also discard the form by using Cancel option from there.

Appeal Information: This section is applicable for both Filing Parties (Individual/Organization). Here user will have to select Tribunal/Organization details from the dropdown menu.

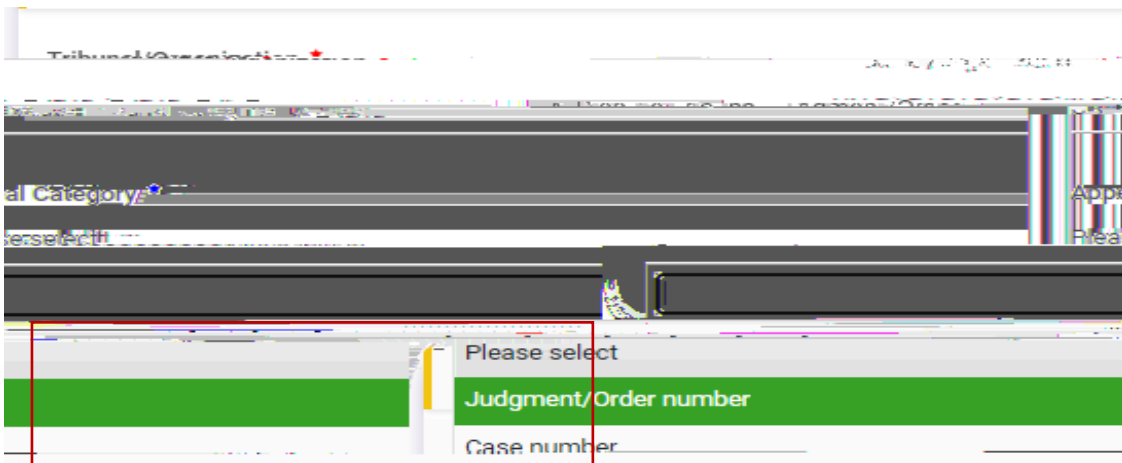




User selects in relation to which decision they are appealing. User has option to select one of the following:

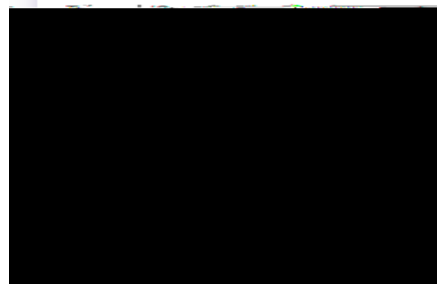


Upon selecting this (Tribunal/Organization) value, user has option to select following Appeal category.



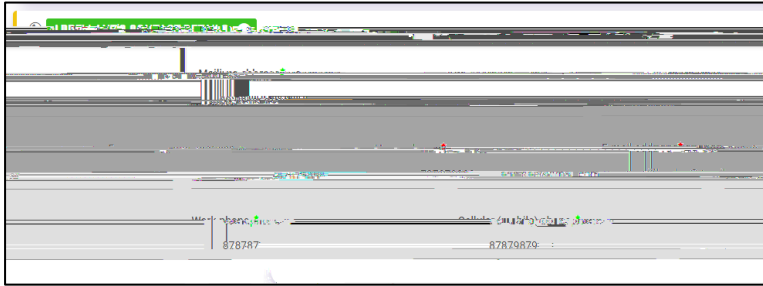
If Efiler selects appeal category as Judgment/Order number, Application helps user to Search through the Judgment order and select Case Number Associated with it. Vice versa if user selects Case Number as Appeal Category.

Efiler also has an option to provide its own input to Case Number and Judgment/Order number field if those values does not exists in Application.

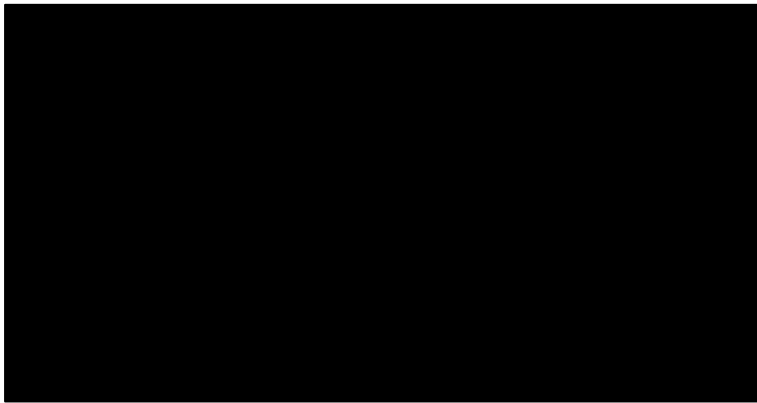




Efiler can select multiple values in

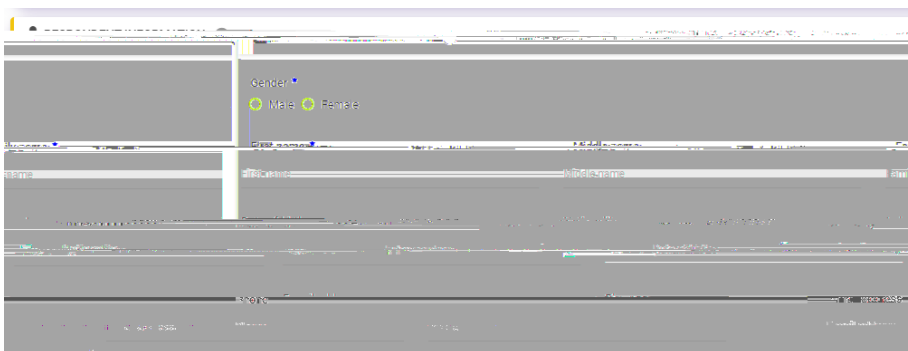
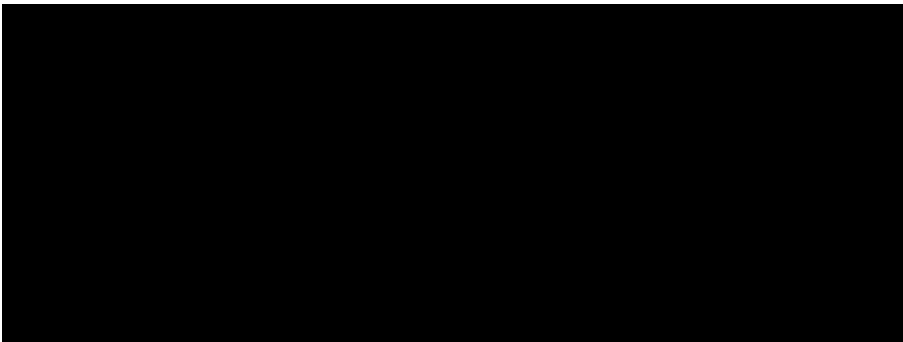


User has to enter information for Legal representative



### Organization Information

If the appellant filing the appeal is an organization, they will have to fill the information regarding organization that made the original contested decision, respondent information as below, choosing valid options from dropdown and enter text in mandatory fields.







User has to select document confidentiality by selecting values from dropdown in given column.

If User set document Confidentiality as Ex-Parte, it is mandatory to fill in the Reason field.

[Please note]: Documents marked as standard will be made available to both applicant and respondent on the said case. If a document is marked as ex-parte, it will be reviewed by the Registry. If the Registry approves the claim, then document will not be made available to other party that is tagged to case. If the Registry rejects the claim, the document will be marked as Standard and will be



Upon Submitting user will get confirmation message.

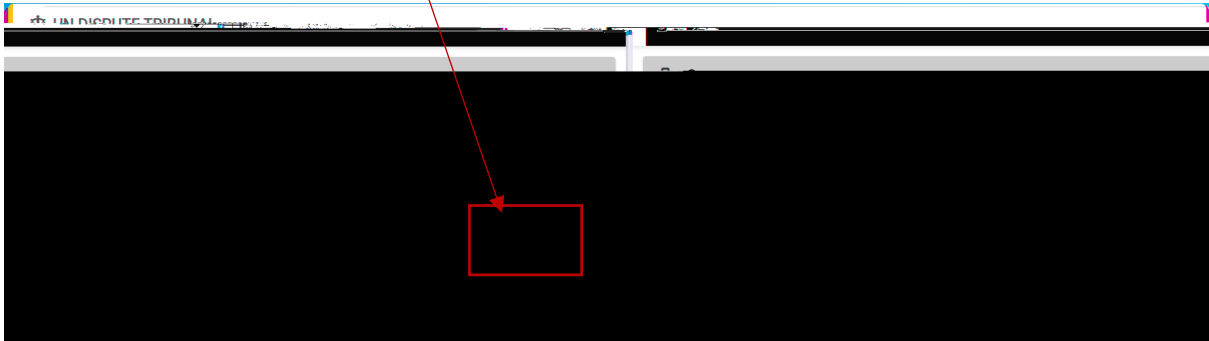
If not user can choose option to save partially complete application form by clicking on " Save as draft" button.

User can access the partially saved Appeal from Draft section form the dashboard. User has to select on Draft option from the dashboard.



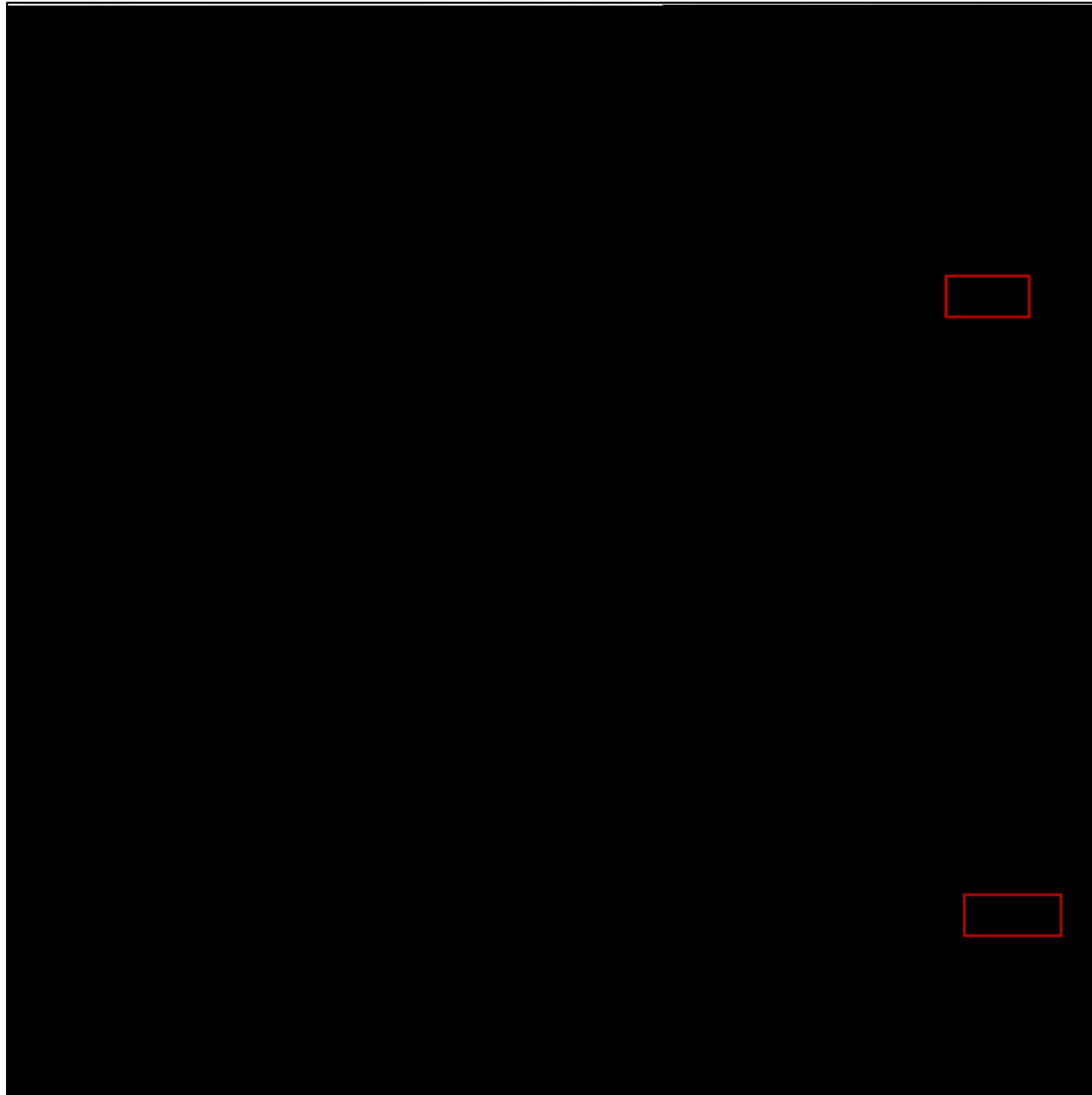


Status of Application will be "Received" until Registry Accepts this case.



### 1.3 Viewing Case Details

E-filer can view the existing case details submitted on Dashboard by login into application and perform various action on existing cases.





Under Action Column, User can perform various action depending upon the application status.

Each one is explained in detail below:

Option	Tribunal	Action Details	Availability
View Application	UNDT and UNAT	Opens the View Mode of the Case Application	For all users and Case statuses
View Documentation	UNDT and UNAT	Opens a page containing all supporting documentation.	For all users and Case statuses
File a Submission	UNDT and UNAT	User files a submission to an existing case	Only when case is accepted by Registry

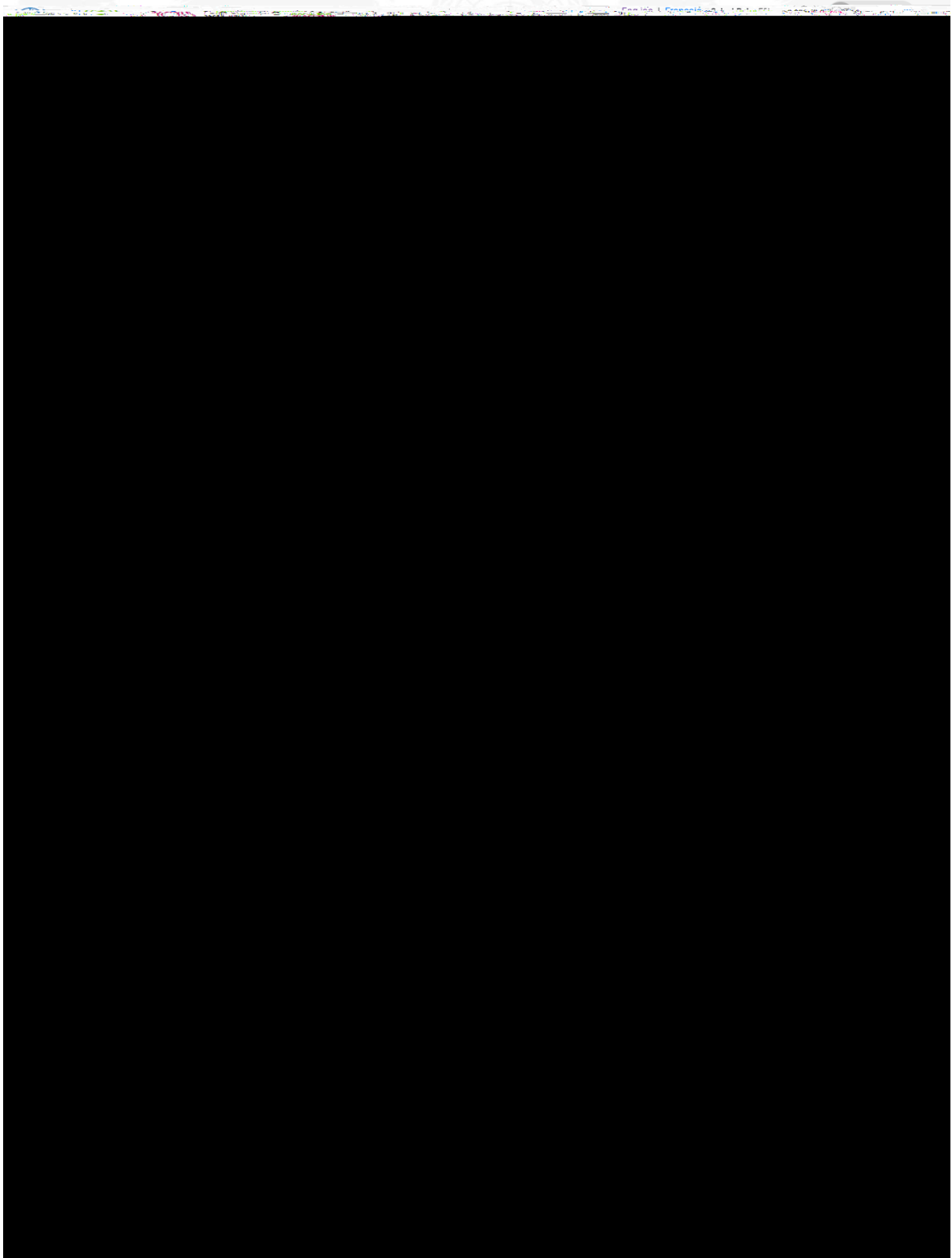
Request  
Hearing



### 1.3.1 View Application

E-filer can open View Mode of the application.





UNAT  
Organization  
Form

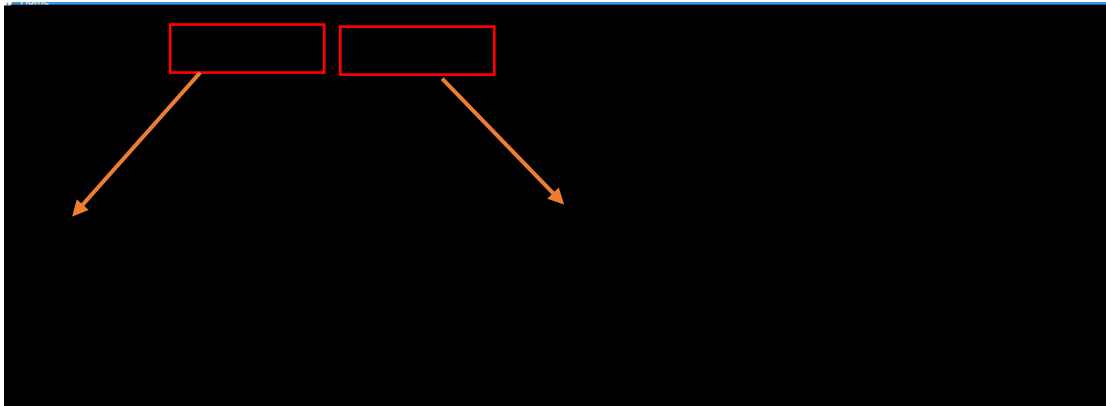




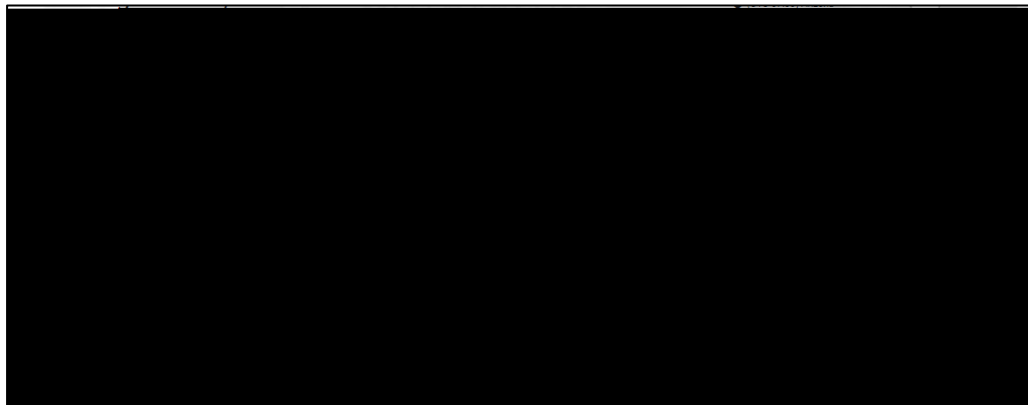




# User Manual



File Search: Efiler can search for document, by entering keyword in the below search box and this will pull in matching items in the case. This is applicable for both tribunals (UNDT/UNAT)



Also, documents can be searched document metadata like category, title etc. by entering keyword in the header search box. This is applicable for both tribunals (UNDT/UNAT)



Search is available in both all files and Folder structure view.

Action Slider: Efiler has option to view all the submission that are made against case or group case (if case belongs to group)

Note:

Efiler can see only those documents to which the permission has been granted.

This is applicable for both Tribunals (UNAT/UNDT)

View Group Filing History is accessible only if case belongs to group

When user clicks on View filing History then filing history page will be displayed. User can go back to documents page by clicking on "Go to Case Folder" button.

On view filing page

