# OLANIWUN AJAYI

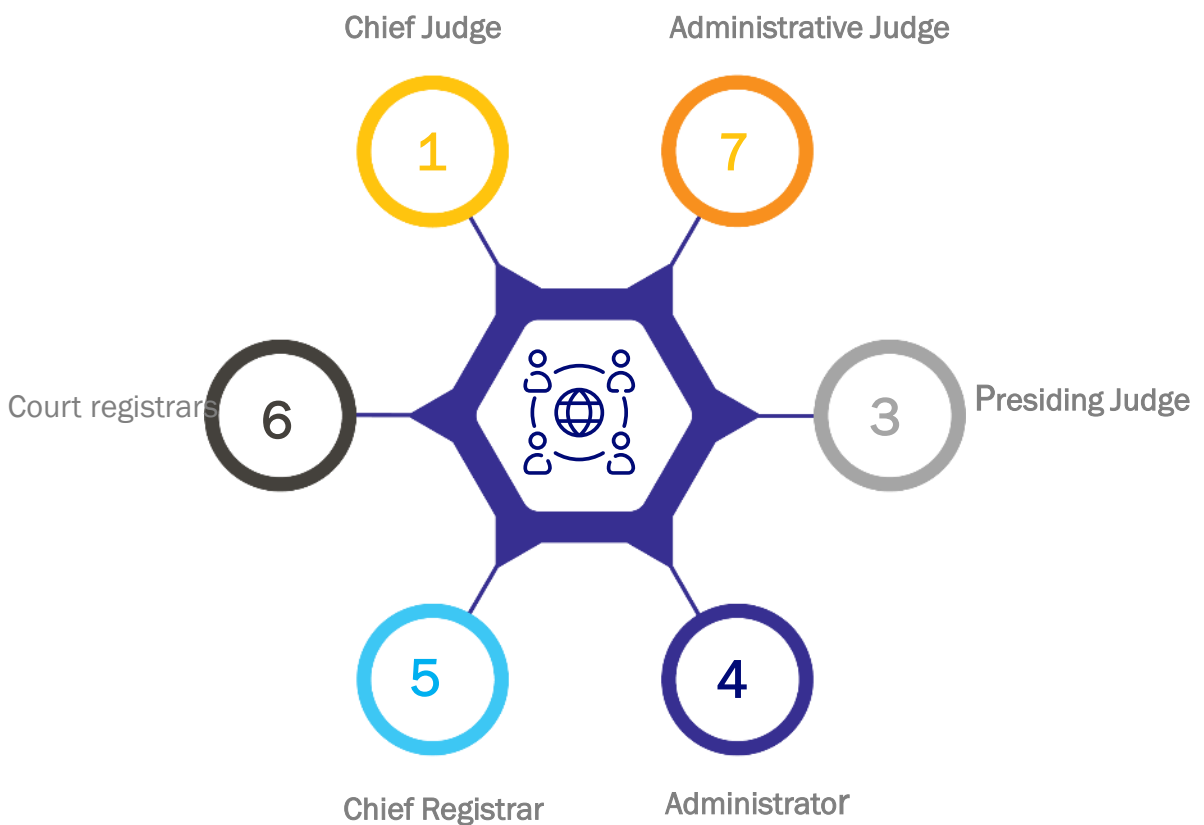# OGUN STATE CASE SCHEDULING & MANAGEMENT PORTAL

**USER MANUAL**

# INTRODUCTION

The Court Scheduling/Case Management Solution (the Solution) is a system designed to prevent the congestion of the court's docket, ensure certainty in court dates, manage and track the progress of cases from filing to when the judgment is delivered. This User Manual provides guidance on how to easily use and navigate through the functionalities of the Solution. The manual is developed using a "task-based' approach; it highlights the key responsibilities of the four users and demonstrates how each user can execute their respective responsibilities.

## OVERVIEW OF THE USERS AND FUNCTIONALITIES

There are six users on the system:

Chief Judge

Administrative Judge

**1**

**7**

Court registrars **6**

**3** Presiding Judge

**5**

**4**

Chief Registrar

Administrator

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### Chief Registrar:

The Chief Registrar is responsible for onboarding filed cases to the Solution. When cases are filed and the "Case Information Sheet" is filled by the counsel or individual filing the case at the registry, it is the Chief Registrar's responsibility to use the details in the "Case Information Sheet" to onboard the case onto the Solution.

### Administrative Judge

The Administrative Judge (Admin Judge) is responsible for the assignment of civil, FREP, and civil appeal related cases that have been filed and onboarded to the Solution

### Chief Judge:

The Chief Judge is responsible for the assignment of criminal cases and criminal related appeal applications cases that have been filed and onboarded to the Solution.

### Presiding Judge:

The Presiding Judge is responsible for the hearing and determination of cases that have been assigned to him/her by the Admin Judge or the Chief Judge. Once a case has been assigned to a Presiding Judge, the Presiding Judge has the responsibility of controlling the activities within the life cycle of the case and ensuring that from service to judgment, the counsel/parties comply with agreed time frames

### Court Registrar

The Court registrar is responsible for supporting the Judges in carrying out their responsibilities.

### Administrator:

The Administrator is responsible for user management, assigning roles and permissions to users on the platform. The Administrator helps to allocate permissions to the different roles e.g Admin Judge, Chief Registrar etc. and then assigns these roles to specific users on the platform. The key responsibility an administrator is to ensure the platform is up and always running

# CHIEF REGISTRAR

## GETTING STARTED

### Access your account

To access the system,

Open the application log in by clicking on the icon

Log in by inputting your username and password then click on Sign in.

*That takes you to your personal dashboard*



**OALP CONSULTING**

**Welcome!**

**OA Case Scheduling System**
Developed by OALP Consulting Ltd

**Logged out**

Thank you for using the Ogun State Case Scheduling Management System
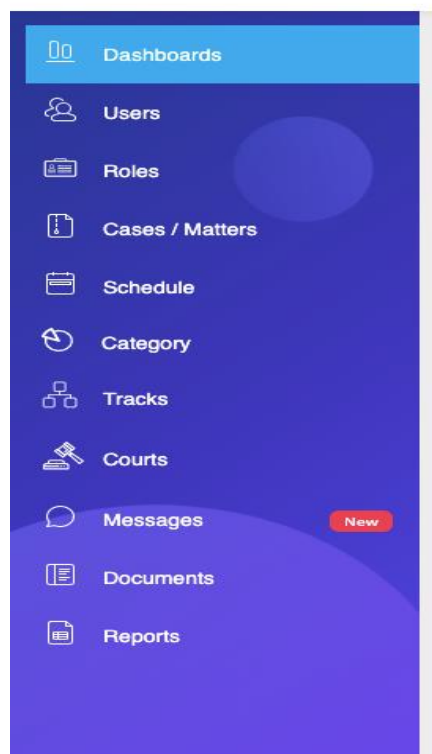
Log-in again

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# CHIEF REGISTRAR

## THE INTERFACES

On the left corner of the dashboard, there are 10 interfaces for the user to engage with

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| Dashboards |
| Users |
| Roles |
| Cases / Matters |
| Schedule |
| Category |
| Tracks |
| Courts |
| Messages      New |
| Documents |
| Reports |

| | |
|---|---|
| **Users** | This displays the different users engaging with the Solution |
| **Roles** | Different users have specific roles and as such this interface will only be available to the IT staff who will be responsible to defining the extent of access each user has on the Solution |
| **Cases/Matters** | The onboarded of cases filed at the registry of the court is done vide this interface. Details of all cases including unassigned, assigned, completed and archived cases can be accessed vide this interface |
| **Schedule** | This interface provides the schedule of the Judge and what his calendar, blocked out dates and act |
| **Category** | This interface was designed for the creation of categories and subcategories some of which were recommended in the Case Scheduling Manual |
| **Tracks** | This interface was designed for the creation of the simple, standard and complex case tracks |
| **Courts** | This contains the court numbers and judges of the different courts |
| **Messages** | On this interface, the users of the system can communicate and interact |
| **Documents** | Documents on any case such as the proof of service and memorandum of appearance can be pulled out from the repository of the Solution, downloaded and printed |
| **Reports** | With this feature, a user can easily pull up different types of reports from the different categories, case name, suit number, status, etc. Of particular interest is the Advanced report, which allows the user |

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## DASHBOARD

### Home Dashboard

- The home dashboard is a collection of summaries of events and key information as it applies to each user.
- At the top right corner is the user's information which consists of the user's name and email address. Followed with the number of cases assigned to the user.
- Beside the user's information is a bell icon for notifications
- From the dashboard you can view your To-do list and your calendar which can be filtered based on Day, Week, Month, or over a specific period, and a snapshot of the top two latest cases filed in court.

**Home Dashboard 1** – General Overview of Cases and Calendar



**Home Dashboard 2 –** To-Do List

# CHIEF REGISTRAR

## CASES/MATTERS INTERFACE

To access your Cases/Matters dashboard, click on the "Cases/Matters" tab which is located dashboard. That takes you to the Case Dashboard where you can see the unassigned, assigned, completed, and archived cases.

For each of these cases you can view the following details:
- Filed Date
- Suit Number
- Case Name
- Case Category
- Case sub category
- Track Duration
- Action

**UN-ASSIGNED CASES**



**ASSIGNED CASES**

# CHIEF REGISTRAR

COMPLETED CASES



## CASE CATEGORY INTERFACE

Under this interface, uniform categories which were recommended in the Case Scheduling Manual to wit: Criminal, Civil, Post Judgment Proceeding, Appeal and Fundamental Rights Enforcement can be created.

Where the case is a **Civil suit**, any of the following standardized subcategories should be selected:

- ◯- Administration of Estate;
- ◯- Chieftaincy;
- ◯- Constitutional Law;
- ◯- Contract;
- ◯- Debt Recovery;
- ◯- Land
- ◯- Tenancy/Possession
- ◯- Tort; or
- ◯- Others.

Where the case is a **Criminal suit**, any of the following standardized subcategories should be selected:

- ◯- Felony;
- ◯- Misdemeanor;
- ◯- Simple offences;
- ◯- Bail Applications; or
- ◯- Others

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Where the case is a Post-Judgement proceeding, any of the following standardized subcategories should be selected:

- ◯ Stay of Execution;
- ◯ Injunction pending appeal; or
- ◯ Others

Where the case is an Appeal, any of the following standardized subcategories should be selected:

- ◯ Criminal; or
- ◯ Civil

The above categories and subcategories have currently been created on the Solution, however, where more categories emerge, same can be created by imputing the category and subcategory into the "**CASE CATEGORY**" and "**SUB CATEGORY**".

**CREATING A CASE CATEGORY**

# CHIEF REGISTRAR

## TRACKS INTERFACE

Cases should also be tracked according to their complexity and Judges should adopt a standardized track categorization for the efficient management of their cases. The standardized track categorization and their respective disposition time adopted by the Court which have been created on the Solution are as follows for civil cases:

- Simple - 6 months duration
- Standard – 12 months duration
- Complex – 24 months duration

Criminal cases:

- Felony – 24months
- Misdemeanor – 12 months
- Others – 3 months

# CHIEF REGISTRAR

## COURTS INTERFACE

This interface shows the following details:

| | |
|---|---|
| Court number | Which is the number of the court |
| Court name | Which is the name of the court – High Court of Ogun State |
| Registrar's Name | Which is the name of the Registrar that works with the Presiding Judge of the court in question |
| Judge Name | Captures the name of the Presiding Judge |
| Location | Shows the judicial division of the Court |
| Contact Person | Shows name of the Registrar of the court who liaises with the counsel on pending matters |
| Actions | Gives the option to edit the details, view the details or deactivate the court created |

Where a Judge is transferred/retires or resigns, or a new court is created, the change in the information of the courts and/or judges/registrars can be updated through this interface.



COURT DASHBOARD

# CHIEF REGISTRAR

## MESSAGES INTERFACE

This enables communication amongst users of the system. Through this interface, the Admin Judge can easily communicate or interact with the Chief Judge, other Presiding Judges, Court registrar and the Chief Registrar on any matters relating to the Solution or the cases on the Solution.



## DOCUMENTS

Documents on any case such as the proof of service and memorandum of appearance can be pulled out from the repository of the Solution, downloaded and printed.

# CHIEF REGISTRAR

## REPORTS

On this interface, a user can easily pull up different types of reports from the different categories, case name, suit number, status, etc. Of particular interest is the Advanced report, which allows a user pull up tailored report within a selected period, under a specific case category/sub-category under a specific track, handled by a particular judge.

# HOW TO **ONBOARD A NEW FILED CASE TO THE SOLUTION**

**STEP 1:**

Onboard of cases to the Solution is also done vide this interface by clicking on the **"ADD NEW"** tab on the right corner of the screen where the arrow is.



**STEP 2:**

After you click on the **"ADD NEW"** tab, select the cate type from the following categories currently on the system or any additional categories that may have been created or added to the Solution and click on **"CONTINUE"**:

Civil

Criminal

Post Judgment Proceedings

Appeal

Fundamental Rights

Selecting a Case Type

# HOW TO **ONBOARD A NEW FILED CASE TO THE SOLUTION**

**Step 3:**

Fill in the **"GENERAL"** tab with the information about the case which was filled into the **CASE INFORMATION SHEET** by the counsel or person that filed the matter at the court registry. Input details of

- Suit number
- Name of Claimant
- Name of Defendant
- Category
- Subcategory
- Court Name
- Date Filed

Where the process is an application, click in **"TYPE OF APPLICATION"** and specify. Where it is not an application, click on **"TYPE OF APPLICATION"** and specify **"N/A"** which means Not Applicable.

Imputing the General Details of the Case

# HOW TO **ONBOARD A NEW FILED CASE TO THE SOLUTION**

**Step 4:**

Fill in the **"COUNSEL DETAILS"** tab with details of the counsel representing both parties. Where there is more than one counsel, click on **"ADD MORE"** to input the details of the counsel.

Imputing the Counsels Details



**Step 5:**

In order to give the Admin and Presiding Judge an idea of the complexity of the matter so as to enable the former make an informed decision on assignment and the latter, identify the relevant Track the case belongs, the Solution requires information on the **"WITNESSES"** to be called & **"EXHIBITS"** to be tendered during trial. This will also make more efficient, the pre-trial conference meeting with the Judges and counsel.

Fill in the **"EXHBITS & WITNESSES"** tab with details of the witnesses and exhibits to be tendered

Imputing Details of Witnesses & Exhibits

# HOW TO **ONBOARD A NEW FILED CASE TO THE SOLUTION**

### Step 6:

When service has been effected by the Claimant and proof of service is submitted at the Registry of the court, the proof of service will be scanned and uploaded to the Solution. Upon upload of proof of service, the case can be send for filing by clicking the **"SEND FOR FILING"** tab where the arrow it.

Uploading Evidence of Filing

# HOW TO **UPDATE THE NEW CASE ONCE SERVICE HAS BEEN EFFECTED**

**Steps 1:**

Click on **"CASES/MATTERS"** and select the case to be updated by clicking on the **"FILED DATE"** or the name of the case



**Step 2:**

Click on the **"EDIT"** tab at the right corner of the screen.

# HOW TO **UPDATE THE NEW CASE ONCE SERVICE HAS BEEN EFFECTED**

**Steps 3:**

Click on **"GENERAL"** and at the bottom right corner, answer the question – "Has service been effected?" by selecting "Yes"



**Step 4:**

Click on **"EVIEDENCE OF SERVICE"** and select **"CHOOSE FILE"** to upload the scanned proof of service to the Solution

# HOW TO **UPDATE THE NEW CASE ONCE SERVICE HAS BEEN EFFECTED**

**Steps 5:**

After the upload, click on **"UPDATE CASE DETAILS"** to complete the process.
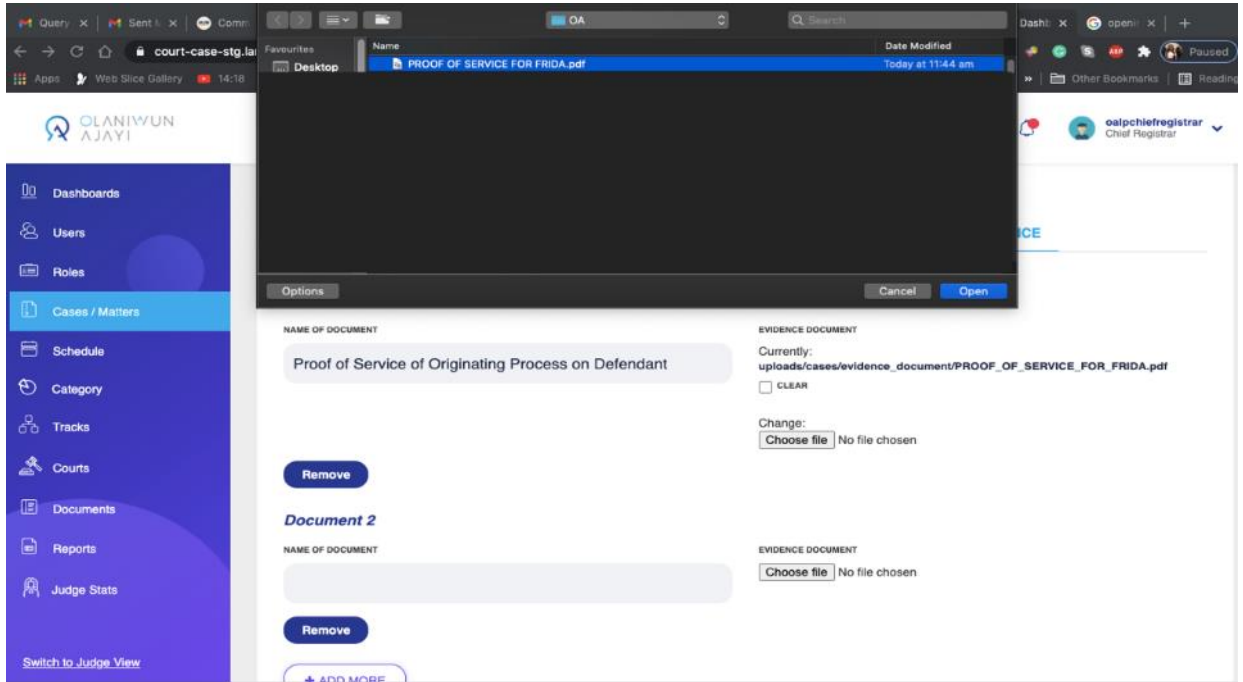


Upon completion, a notification as seen in the snapshot below showing that the case update has been successfully done will pop up on your screen.
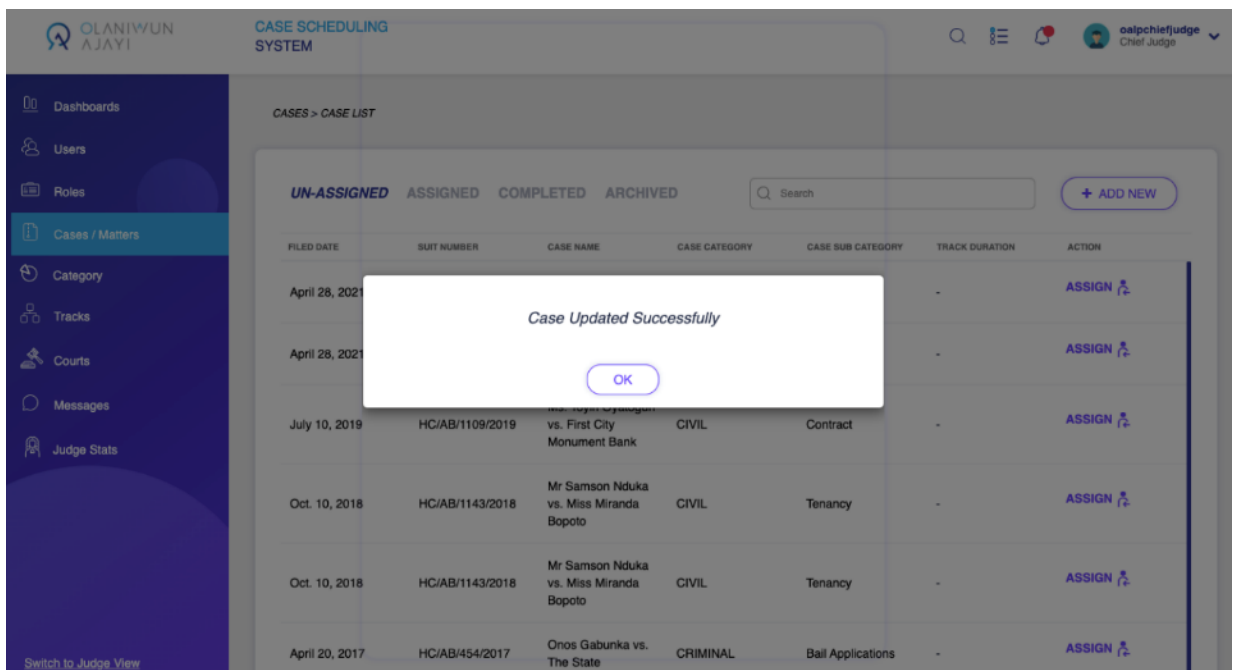
# HOW TO **UPDATE THE NEW CASE ONCE APPEARANCE HAS BEEN ENTERED**

**Steps 1:**

Click on **"CASES/MATTERS"** and select the case to be updated by clicking on the **"FILED DATE"** or the name of the case



**Step 2:**

Click on **"APPEARANCE"** and select the case to be updated by clicking on the **"FILED DATE"** or the name of the case

# HOW TO **UPDATE THE NEW CASE ONCE APPEARANCE HAS BEEN ENTERED**

Under "PARTICULARS OF APPERANCE" circled below, kindly fill "Defendant's Appearance" where there is only one defendant and "1st or 2nd or 3rd Defendant's Appearance" depending on the defendant whose appearance is been imputed.

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### Step 3:

Kindly fill the other self-explanatory fields in the form and tick the relevant documents that were filed by the defendant.



### Step 4:

Upon completion of Step 3, "UPLOAD" the filed memorandum of appearance

# HOW TO **UPDATE THE NEW CASE ONCE APPEARANCE HAS BEEN ENTERED**

**Step 5:**

Upon completion of Step 4, click on **"ADD"** to complete the **"ENTRY OF APPEARANCE"** form

# HOW TO **EXTRACT UPLOADED PROOF OF SERVICE AND MEMORANDUM OF APPEARANCE FROM THE SOLUTION**

**Step 1:**

Click on the **"DASHBOARD"** interface and type in the name or suit number of the case of concern.
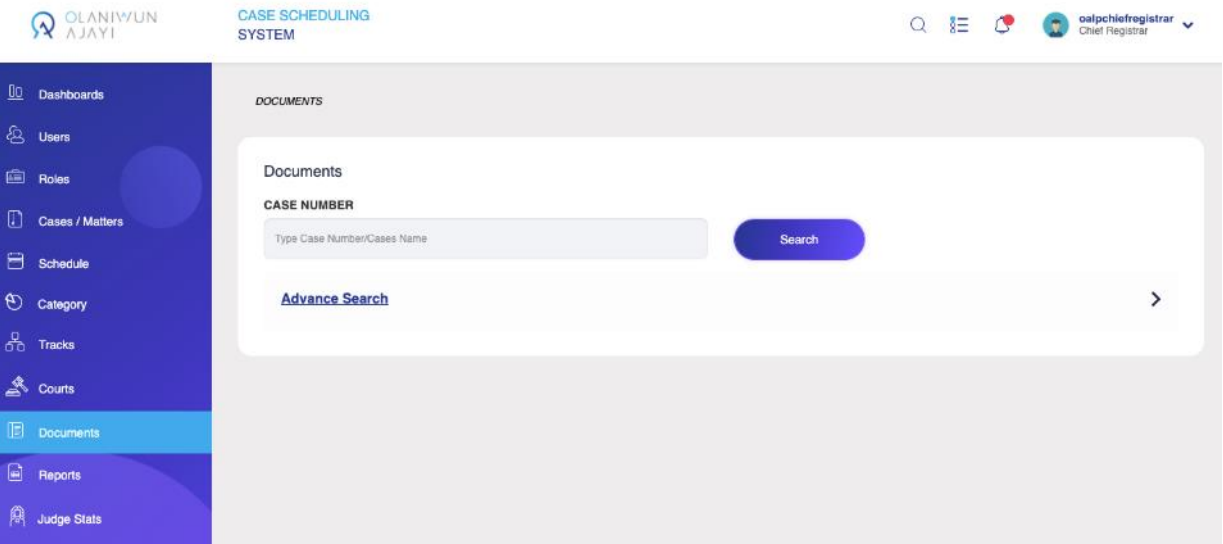


**Step 2:**

Click on **"DOCUMENTS"** circled in the first image to filter the type of document required using the drop down in the second image

.

# HOW TO **EXTRACT UPLOADED PROOF OF SERVICE AND MEMORANDUM OF APPEARANCE FROM THE SOLUTION**

Drop Down



### Step 3:
Click on the **red PDF** sign to download the proof of service or document uploaded

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# HOW TO **CREATE AND DOWNLOAD REPORTS FROM THE SOLUTION**

**Step 1:**

Click on the **"REPORTS"** interface and select your preferred period



**Step 2:**

Customise your report by selecting any of the fields circled below to filter the report and click on **"APPLY FILTER"**

# HOW TO **CREATE AND DOWNLOAD REPORTS FROM THE SOLUTION**

**Step 3:**

Click on **"EXPORT"** at the top right corner to download the report in pdf or as an excel spreadsheet.

# HOW TO **TRACK THE TIME SPENT ON DIFFERENT STAGES IN THE LIFECYCLE OF A CASE**

**Step 1:**

Go to the **"REPORTS"** interface and navigate to the "SEARCH" bar. Type the name or suit number of the relevant case



**Step 2:**

Click on more and a drop down of the different stages in the lifecycle of the case and the time (in number of days) spent on each stage will be displayed below.

# ADMINISTRATIVE JUDGE

## GETTING STARTED

### Access your account

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Log-in again

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# ADMINISTRATIVE JUDGE

## THE INTERFACES

On the left corner of the dashboard, there are 10 interfaces for the user to engage with

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| **Schedule** | This interface provides the schedule of the Judge and what his calendar, blocked out dates and act |
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# ADMINISTRATIVE JUDGE

## DASHBOARD

Go to the **"REPORTS"** interface and navigate to the "SEARCH" bar. Type the name or suit number of the relevant case

| Home Dashboard | The home dashboard is a collection of summaries of events and key information as it applies to each user. |
| --- | --- |
| Users name and Email address | At the top right corner is the user's information which consists of the user's name and email address. Followed with the number of cases assigned to the user. |
| Notifications | Beside the user's information is a bell icon for notifications. |
| Calendar | From the dashboard you can view your calendar which can be filtered based on Day, Week, Month, or over a specific period of time, and a snapshot of the top two latest cases filed in court |

Home Dashboard 1

# ADMINISTRATIVE JUDGE

## TO DO LIST

From the dashboard you can view your To-do-list and view the **"ALL"** your tasks as well as those that are **"NEW"**, **"PENDING,"** and **"COMPLETED"** by clicking the **"VIEW ALL"** tab circled below



Home Dashboard 2



View of your To-do-list

# ADMINISTRATIVE JUDGE

## CASE/ MATTERS INTERFACE

To access your Cases/Matters dashboard, click on the "Cases/Matters" tab which is located dashboard. That takes you to the Case Dashboard where you can see the unassigned, assigned, completed, and archived cases.

For each of these cases you can view the following details:

- Filed Date
- Suit Number
- Case Name
- Case Category
- Case sub category
- Track Duration
- Action

**UN-ASSIGNED CASES**



**ASSIGNED CASES**

# ADMINISTRATIVE JUDGE

## CASE/MATTERS INTERFACE

**COMPLETED CASES**



**ARCHIVED CASES**

# ADMINISTRATIVE JUDGE

## CASE CATEGORY INTERFACE

Under this interface, uniform categories which were recommended in the Case Scheduling Manual to wit: Criminal, Civil, Post Judgment Proceeding, Appeal and Fundamental Rights Enforcement can be created.

Where the case is a **Civil suit**, any of the following standardized subcategories should be selected:

- Administration of Estate;
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- Constitutional Law;
- Contract;
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- Land
- Tenancy/Possession
- Tort; or
- Others.

Where the case is a **Criminal suit**, any of the following standardized subcategories should be selected:

- Felony;
- Misdemeanor;
- Simple offences;
- Bail Applications; or
- Others

Where the case is a **Post-Judgement proceeding**, any of the following standardized subcategories should be selected:

- Stay of Execution;
- Injunction pending appeal; or
- Others.

Where the case is an **Appeal**, any of the following standardized subcategories should be selected:

- Criminal; or
- Civil.

# ADMINISTRATIVE JUDGE

## CASE CATEGORY INTERFACE

The above categories and sub categories have currently been created on the Solution, however, where more categories emerge, same can be created by imputing the category and subcategory into the **"CASE CATEGORY"** and **"SUB CATEGORY"**.



## TRACKS INTERFACE

Cases should also be tracked according to their complexity and Judges should adopt a standardized track categorization for the efficient management of their cases. The standardized track categorization and their respective disposition time adopted by the Court which have been created on the Solution are as follows:

- Simple; - 6 months duration
- Standard – 12 months duration
- Complex – 24 months duration

Criminal cases:

- Felony – 24months
- Misdemeanor – 12 months
- Others – 3 months

# ADMINISTRATIVE JUDGE

# ADMINISTRATIVE JUDGE

## COURT INTERFACE

| | |
|---|---|
| **Court number** | Which is the number of the court |
| **Court name** | Which is the name of the court – High Court of Ogun State |
| **Registrar's Name** | Which is the name of the Registrar that works with the Presiding Judge of the court in question |
| **Judge Name** | Captures the name of the Presiding Judge |
| **Location** | Shows the judicial division of the Court |
| **Contact Person** | Shows name of the Registrar of the court who liaises with the counsel on pending matters |
| **Actions** | Gives the option to edit the details, view the details or deactivate the court created |

Where a Judge is transferred/retires or resigns, or a new court is created, the change in the information of the courts and/or judges/registrars can be updated through this interface.

Court Dashboard 2

# ADMINISTRATIVE JUDGE

## MESSAGES INTERFACE

This enables communication amongst users of the system. Through this interface, the Admin, Presiding or Chief Judge can easily communicate or interact amongst themselves or with the Chief Registrar without on any matters relating to the Solution or the cases on the Solution.
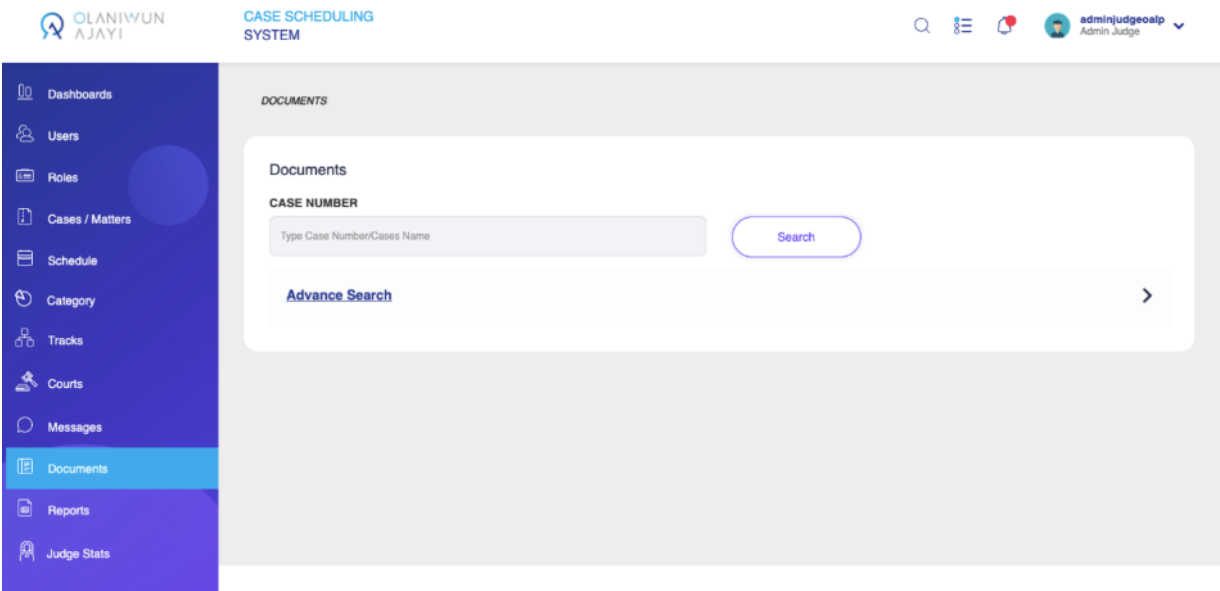
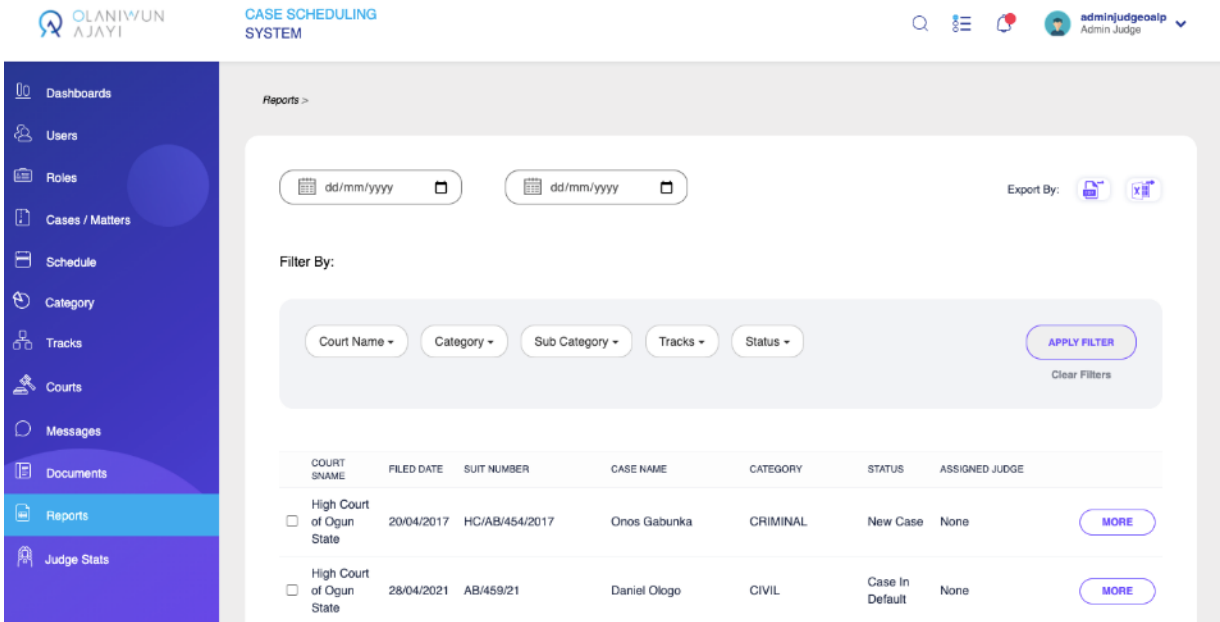### Messages Interface
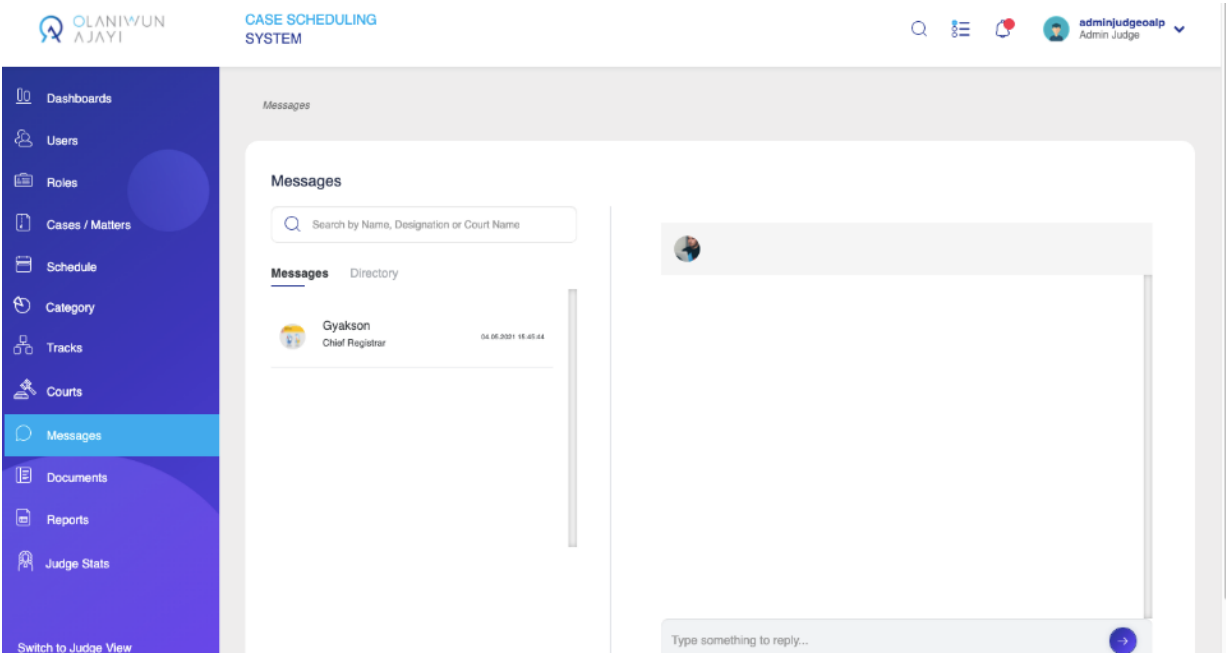
# ADMINISTRATIVE JUDGE

## DOCUMENTS

Documents on any case such as the proof of service and memorandum of appearance can be pulled out from the repository of the Solution, downloaded and printed



## REPORTS

On this interface, you can easily pull up different types of reports from the different categories, case name, suit number, status, etc. Of particular interest is the Advanced report, which allows a user pull up tailored report within a selected period, under a specific case category/sub-

# VIEW A NOTIFICATION

### Step 1:

Click on the bell icon circled in the image below to view notifications.

Notifications are also sent to your email

HOW TO
# VIEW A NEWLY FILED CASE

**Step 1:**

Click on **"CASES/MATTERS"** to see your **"UNASSIGNED CASES"** and click on any of the cases to view the details of your case.



**Step 2:**

Navigate to the **"SEARCH"** tab to search for your interested case and click on the name of the case to view the details of the case



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**Step 3:**

Click on the name of the case to view the details of the case such as the Case Name, suit number, court name, category



Other details such as the information on the counsel, witness, evidence of service and exhibits will also be displayed on the screen.

# HOW TO **VIEW**
# THE CASELOAD OF JUDGES

**Step 1:**

Navigate to the **"JUDGE STATS"** to view the number of cases and the respective sub categories of those cases assigned to a judge. You can filter by Judge, Category, Sub-category and Track using the drop down options in the options below.



Filter to pull out customized statistics on Judges' caseload

The **"JUDGE STATISTICS"** also provides an aggregate sum of the cases handled by each Judge as seen in the circle below.

# HOW TO **ASSIGN A CASE TO A PRESIDING JUDGE**

All newly filed cases will automatically be on the **"UNASSIGNED"** section of the **"CASES/MATTERS"** interface and will be arranged according to the date of filing, with the first case being the most recently filed.

**Step 1:**

Click on **"CASES/MATTERS"** to see your **"UNASSIGNED CASES"**..



**Step 2:**

Click on **"ASSIGN"** tab on the left part of the screen .

# HOW TO **ASSIGN A CASE TO A PRESIDING JUDGE**

All newly filed cases will automatically be on the **"UNASSIGNED"** section of the **"CASES/MATTERS"** interface and will be arranged according to the date of filing, with the first case being the most recently filed.

## Step 3:

Click on **"ASSIGN"** tab which will show a pop-pup prompting you to assign the court to your select Judge. Click on "Aelect Judge" .



## Step 4:

Select the Judge you want to assign the case to from the drop down of Judges .

# HOW TO **ASSIGN A CASE TO A PRESIDING JUDGE**

**Step 5:**

Click on **"ASSIGN"** tab to assign the case .
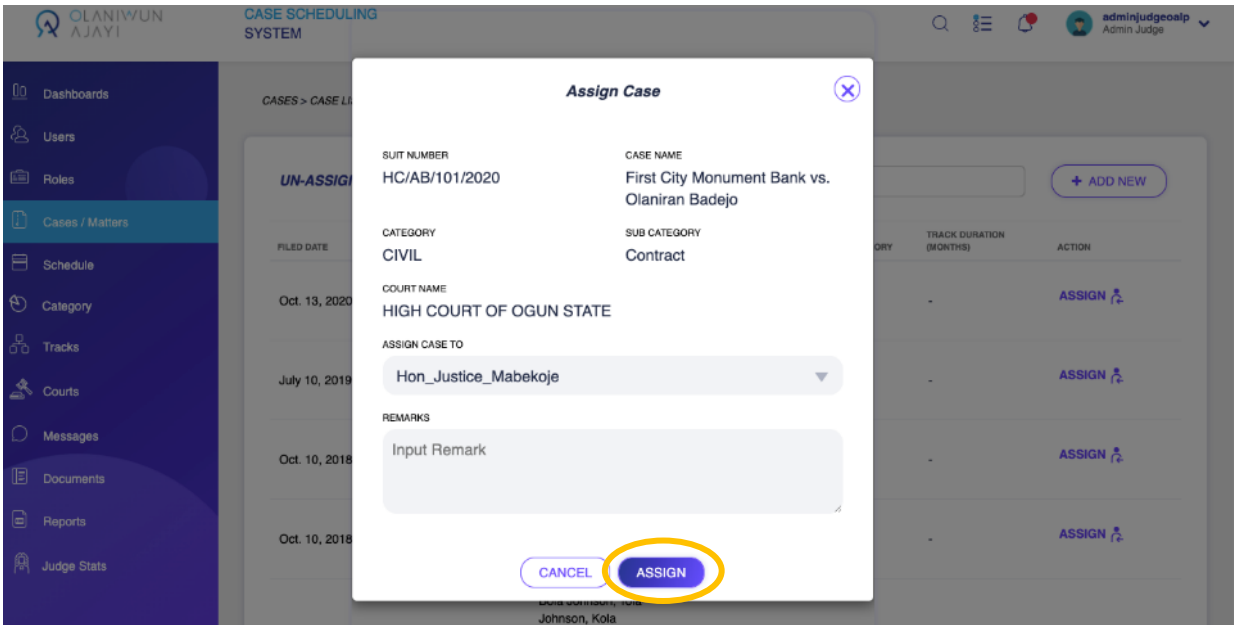


Once the case has been assigned, the pop up below confirming that the case has been assigned to your select Judge will come up on your screen



Also, upon assignment of a case, the case will automatically move from the "UNASSIGNED" section to the "ASSIGNED" section of "CASES/MATTERS".

# HOW TO **ASSIGN**
# A CASE TO A PRESIDING JUDGE

Also, upon assignment of a case, the case will automatically move from the "UNASSIGNED" section to the "ASSIGNED" section of "CASES/MATTERS".
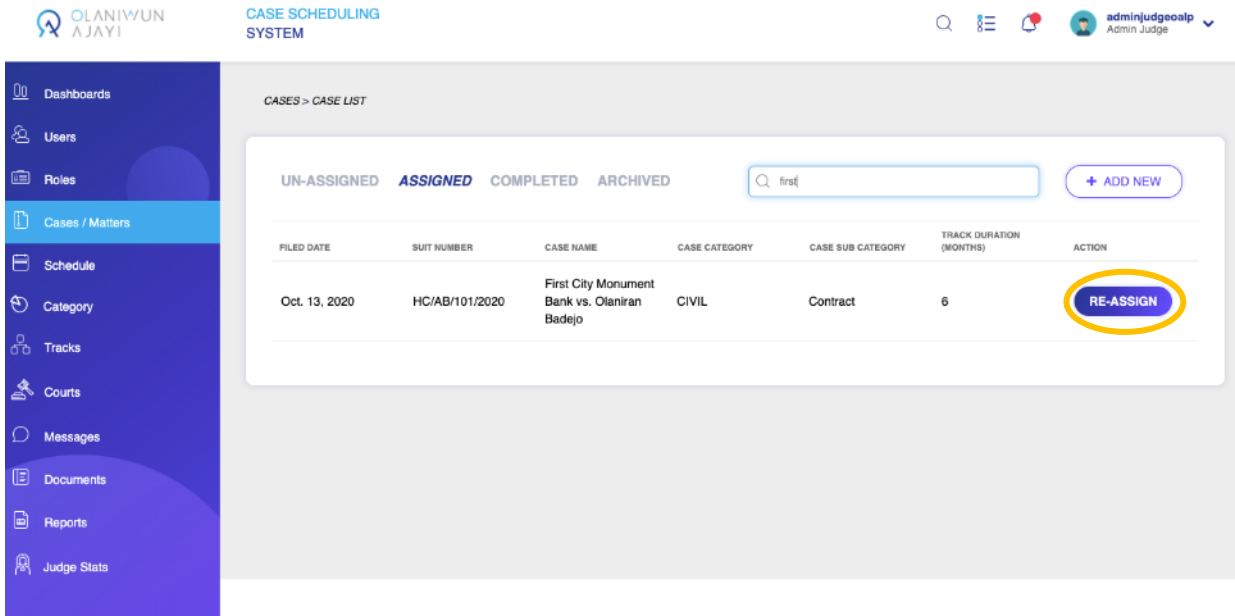
# HOW TO **REASSIGN** A CASE TO ANOTHER JUDGE

After a case has been assigned, an Admin Judge can, for any reason, reassign the case to another Judge using the steps below.
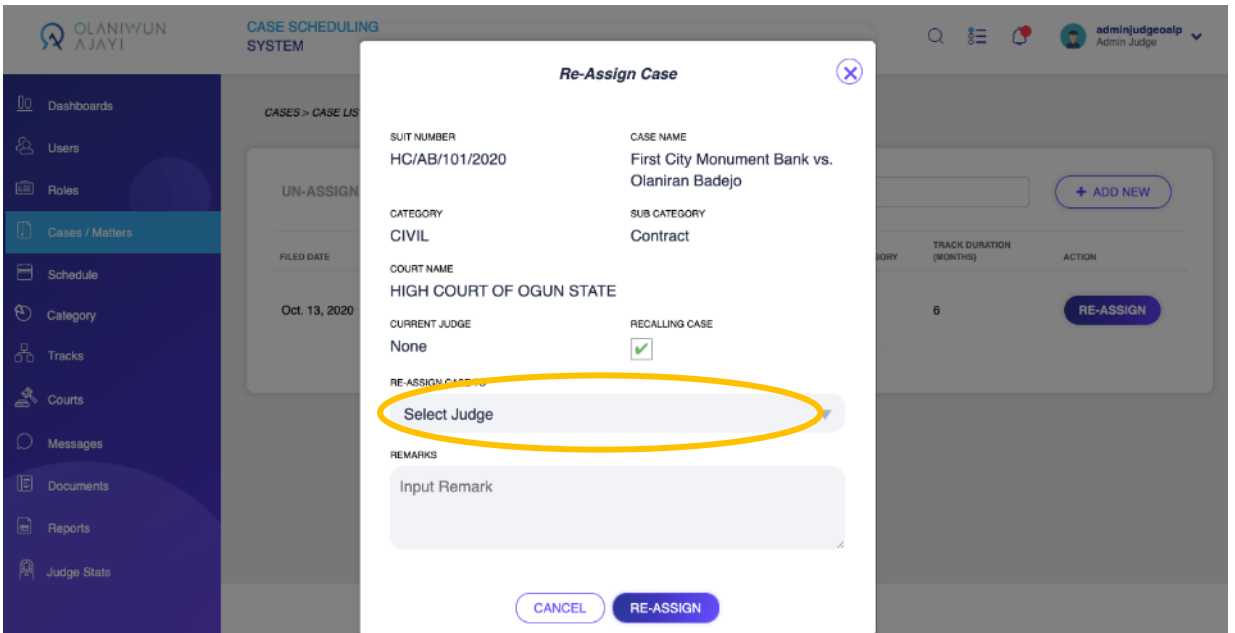
**Step 1:**

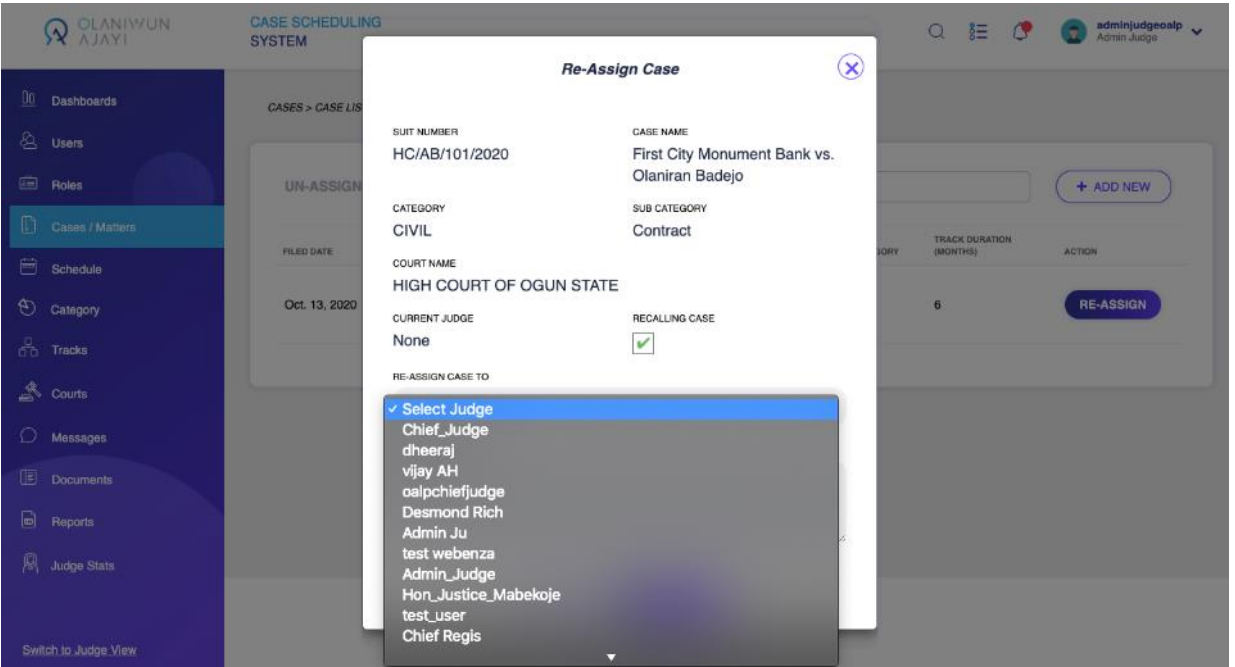Click on **"ASSIGNED"** and select the case you want to re-assign and click on **"RE-ASSIGN"**



**Step 2:**

Click on **"Select Judge"** and select the Judge you want to re-assign the case to.
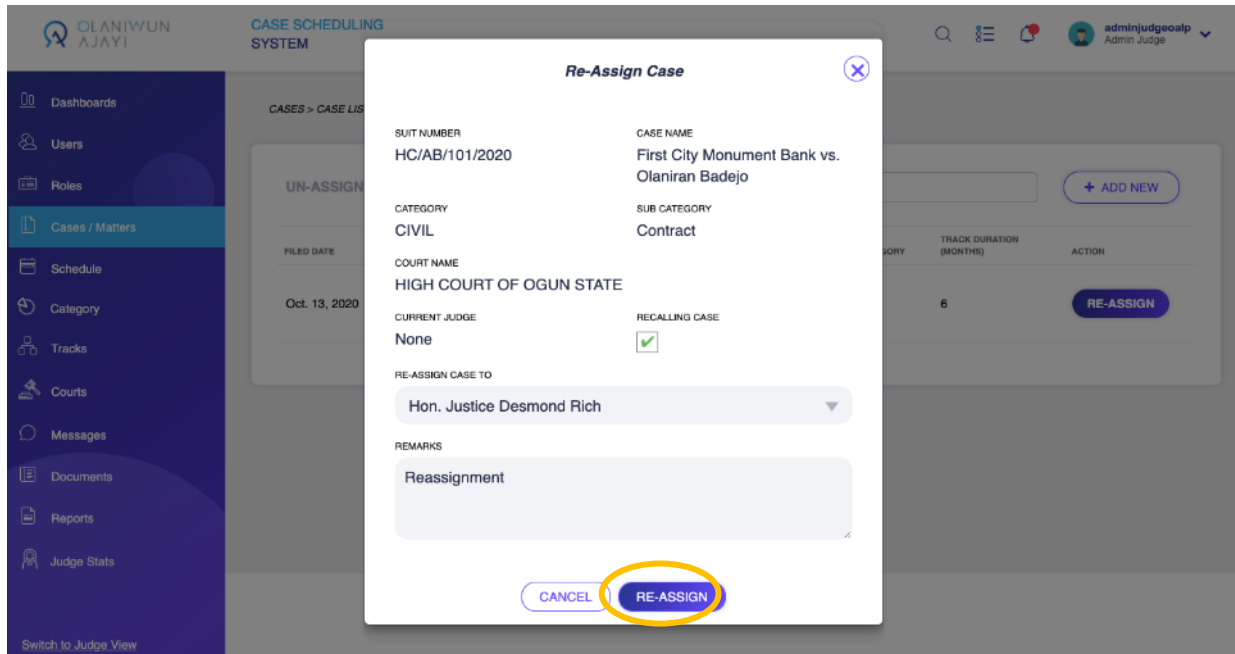
# HOW TO **REASSIGN**
## A CASE TO ANOTHER JUDGE



**Step 3:**

Input a remark, if any, and click on **"RE-ASSIGN".**

# PRESIDING JUDGE

## GETTING STARTED

**Access your account**

To access the system,

Open the application log in by clicking on the icon

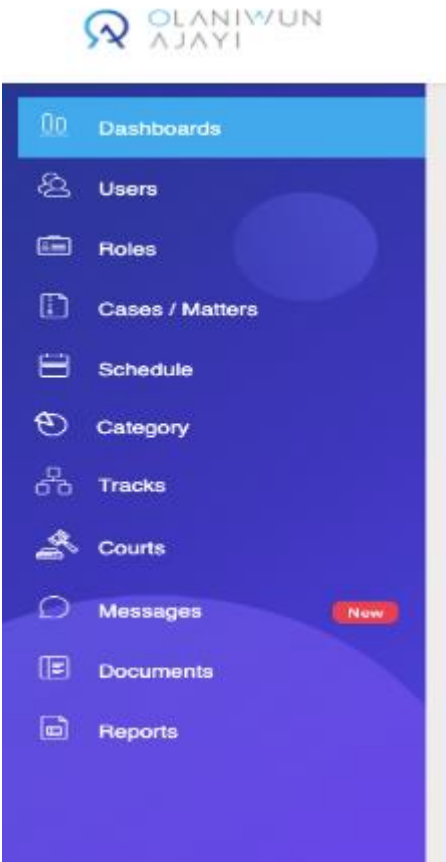Log in by inputting your username and password then click on Sign in.

*That takes you to your personal dashboard*

# PRESIDING JUDGE

## THE INTERFACES

On the left corner of the dashboard, there are 10 interfaces for the user to engage with



| | |
|---|---|
| **Users** | This displays the different users engaging with the Solution |
| **Roles** | Different users have specific roles and as such this interface will only be available to the IT staff who will be responsible to defining the extent of access each user has on the Solution |
| **Cases/Matters** | The onboarded of cases filed at the registry of the court is done vide this interface. Details of all cases including unassigned, assigned, completed and archived cases can be accessed vide this interface |
| **Schedule** | This interface provides the schedule of the Judge and what his calendar, blocked out dates and act |
| **Category** | This interface was designed for the creation of categories and subcategories some of which were recommended in the Case Scheduling Manual |
| **Tracks** | This interface was designed for the creation of the simple, standard and complex case tracks |
| **Courts** | This contains the court numbers and judges of the different courts |
| **Messages** | On this interface, the users of the system can communicate and interact |
| **Documents** | Documents on any case such as the proof of service and memorandum of appearance can be pulled out from the repository of the Solution, downloaded and printed |
| **Reports** | With this feature, a user can easily pull up different types of reports from the different categories, case name, suit number, status, etc. Of particular interest is the Advanced report, which allows the user |

# PRESIDING JUDGE

## DASHBOARD

### Home Dashboard

- The home dashboard is a collection of summaries of events and key information as it applies to each user.
- At the top right corner is the user's information which consists of the user's name and email address. Followed with the number of cases assigned to the user.
- Beside the user's information is a bell icon for notifications
- From the dashboard you can view your To-do list and your calendar which can be filtered based on Day, Week, Month, or over a specific period, and a snapshot of the top two latest cases filed in court.

**Home Dashboard 1** – General Overview of Cases and Calendar
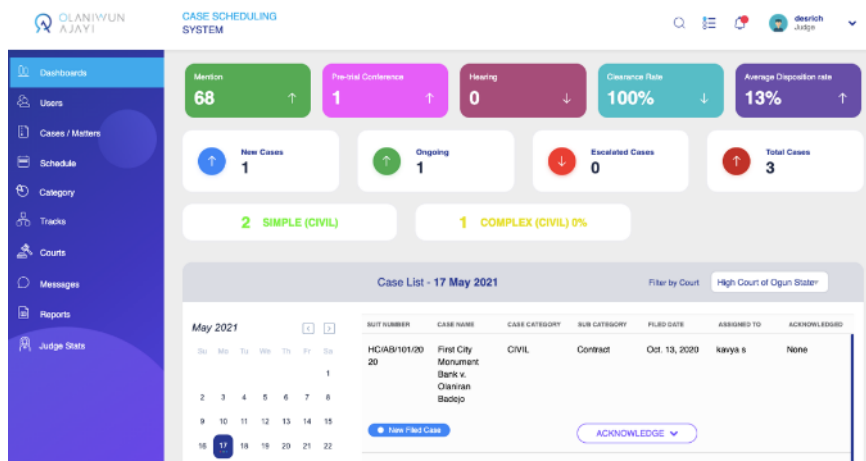


**Home Dashboard 2** – To-Do List and Calendar
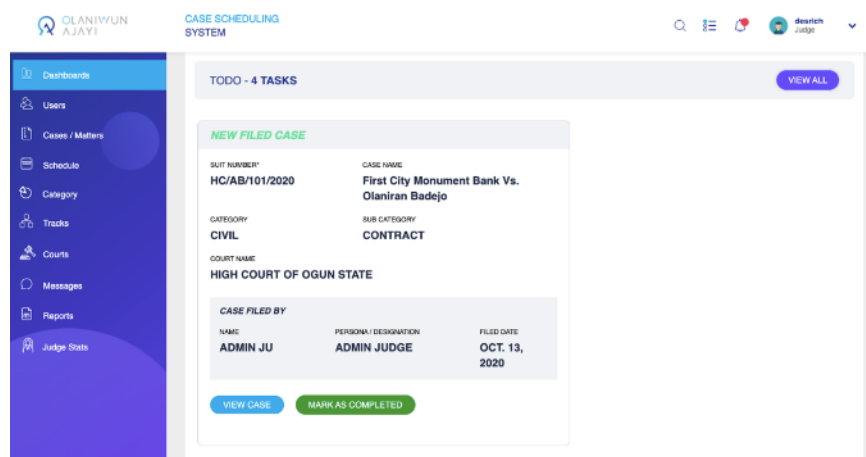
# PRESIDING JUDGE

## CASE/MATTER INTERFACE

To access your Cases/Matters dashboard, click on the "Cases/Matters" tab which is located dashboard. That takes you to the Case Dashboard where you can see the unassigned, assigned, completed, and archived cases.

For each of these cases you can view the following details:

- Filed Date
- Suit Number
- Case Name
- Case Category
- Case sub category
- Track Duration
- Action

**NEW CASES**

Click on "NEW" circled in the screenshot below to view the cases that have just been assigned by the Admin Judge to your Lordship



**ONGOING CASES**

Click on "ONGOING" circled in the screenshot below to view the ongoing cases in your Lordships docket



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# PRESIDING JUDGE

## CASE/MATTER INTERFACE

**RECALLED CASES**

Click on **"RECALLED"** circled in the screenshot below to view the recalled cases in your Lordships docket



**RECUSED CASES**

Click on "RECUSED" circled in the screenshot below to view the recalled cases in your Lordships docket



**COMPLETED CASES**

Click on "COMPLETED" circled in the screenshot below to view the cases completed by your Lordship.



OLANIWUN AJAYI

# PRESIDING JUDGE

## CASE/MATTER INTERFACE

ARCHIVED CASES

# PRESIDING JUDGE

## CASE/MATTER INTERFACE

Under this interface, uniform categories which were recommended in the Case Scheduling Manual to wit: Criminal, Civil, Post Judgment Proceeding, Appeal and Fundamental Rights Enforcement can be created.

- Where the case is a **civil suit**, any of the following standardized subcategories should be selected: Administration of Estate; Chieftaincy; Constitutional Law; Contract; Debt Recovery; Land Tenancy/Possession; Tort; or Others.

- Where the case is a **criminal suit**, any of the following standardized subcategories should be selected: Felony; Misdemeanor; Simple offences; Bail Applications; or Others

- Where the case is a **Post-Judgement proceeding**, any of the following standardized subcategories should be selected: Stay of Execution; Injunction pending appeal; or Others.

- Where the case is an **Appeal**, any of the following standardized subcategories should be selected: Criminal; or  Civil

The above categories and sub categories have currently been created on the Solution, however, where more categories emerge, same can be created by imputing the category and subcategory into the "CASE CATEGORY" and "SUB CATEGORY".

# PRESIDING JUDGE

## TRACKS INTERFACE

Cases should also be tracked according to their complexity and Judges should adopt a standardized track categorization for the efficient management of their cases. The standardized track categorization and their respective disposition time adopted by the Court which have been created on the Solution are as follows for civil cases:

- Simple - 6 months duration
- Standard – 12 months duration
- Complex – 24 months duration

Criminal cases:

- Felony – 24months
- Misdemeanor – 12 months
- Others – 3 months

# PRESIDING JUDGE

## COURTS INTERFACE

This interface shows the following details:

- **Court number** which is the number of the court;
- **Court name** which is the name of the court – High Court of Ogun State
- **Registrar's Name** which is the name of the Registrar that works with the Presiding Judge of the court in question
- **Judge Name** captures the name of the Presiding Judge
- **Location** shows the judicial division of the Court
- **Contact Person** shows name of the Registrar of the court who liaises with the counsel on pending matters
- **Actions** gives the option to edit the details, view the details or deactivate the court created

  Where a Judge is transferred/retires or resigns, or a new court is created, the change in the information of the courts and/or judges/registrars can be updated through this interface.
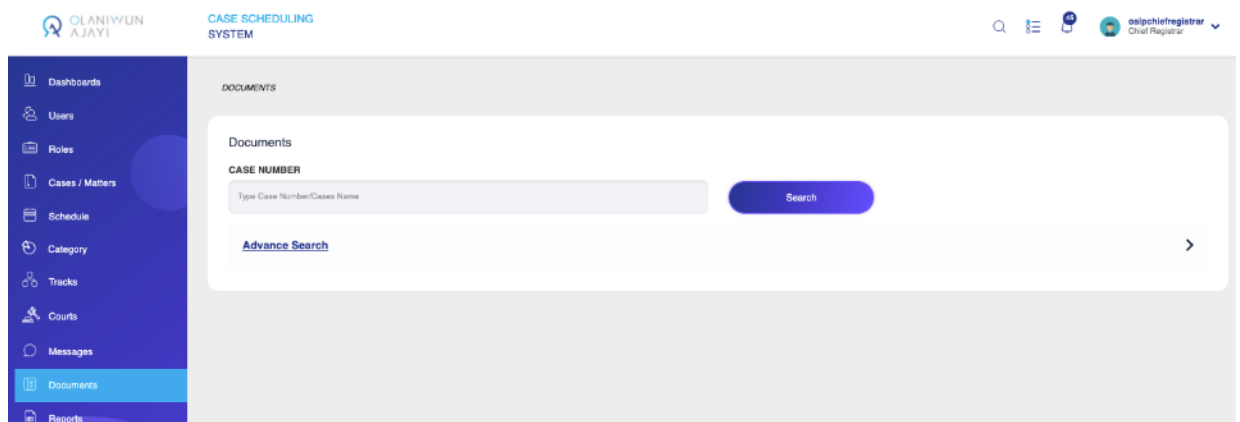
# PRESIDING JUDGE

## MESSAGES INTERFACE

This enables communication amongst users of the system. Through this interface, the Presiding Judge can easily communicate or interact with the Chief Judge, Admin Judge, other Presiding Judges, Court registrar and the Chief Registrar on any matters relating to the Solution or on the cases uploaded to the Solution.
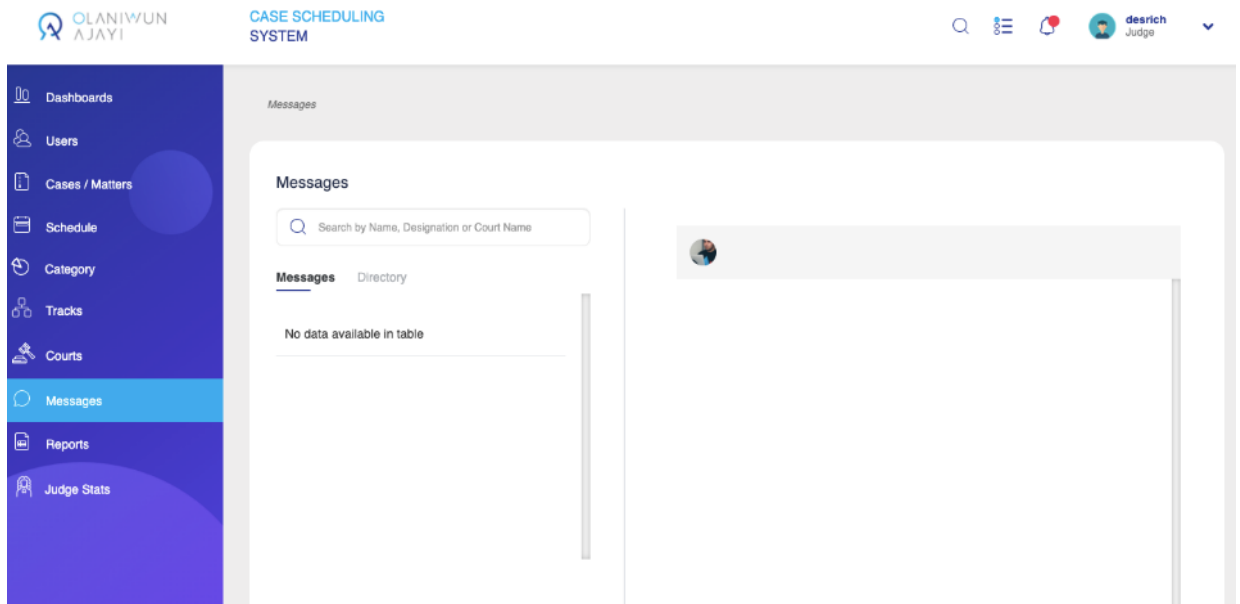


## DOCUMENTS

Documents on any case such as the proof of service and memorandum of appearance can be pulled out from the repository of the Solution, downloaded and printed.

# PRESIDING JUDGE

## REPORTS

On this interface, a user can easily pull up different types of reports from the different categories, case name, suit number, status, etc. Of particular interest is the Advanced report, which allows a user pull up tailored report within a selected period, under a specific case category/sub-category under a specific track, handled by a particular judge.



## JUDGE STATISTICS

On this interface, your Lordship can view the number of cases in this docket based on the category and sub-category of the cases
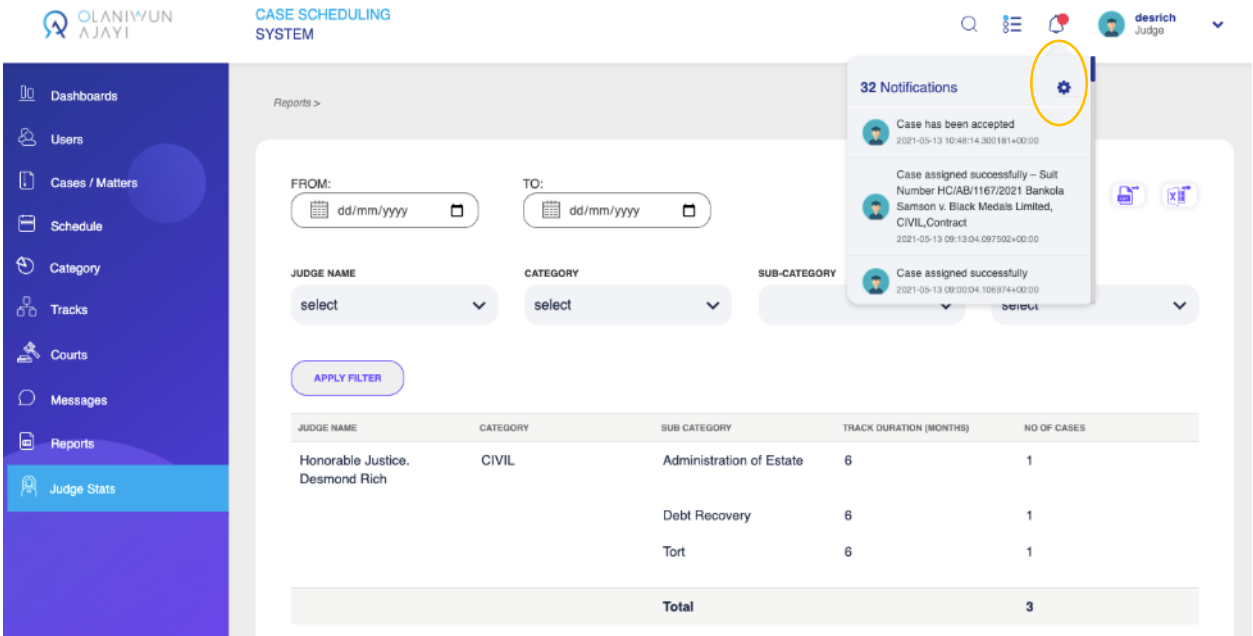
HOW TO

# VIEW A NOTIFICATION

### Step 1:

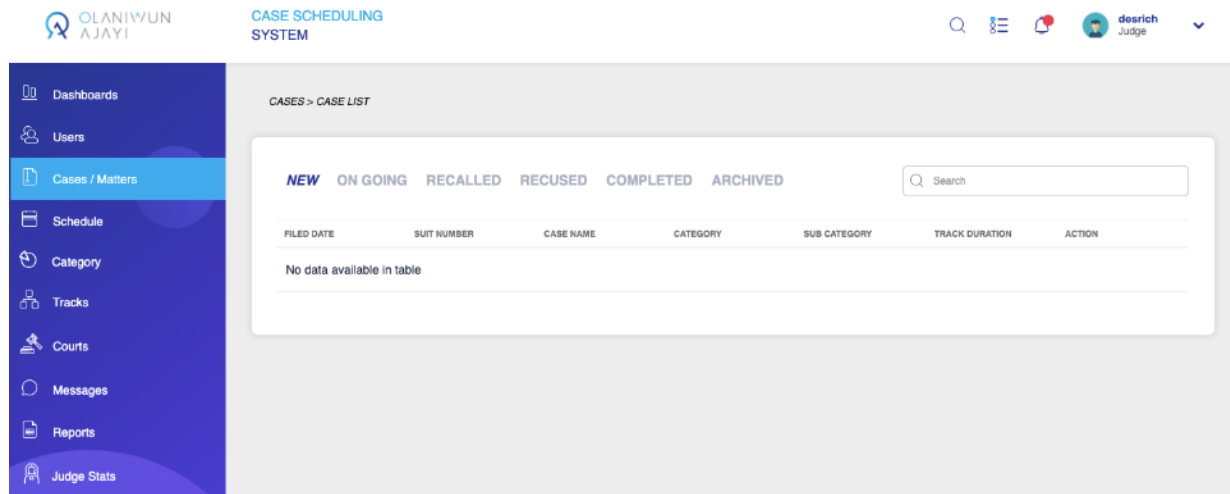Click on the bell icon circled in the image below to view notifications. Notifications are also sent to your email



*View a notification*

HOW TO

# VIEW AN ASSIGNED CASE

### Step 1:

Navigate to the "CASES/MATTERS" tab on the left corner of the screen and all the newly assigned cases can be seen on the "NEW" tab.
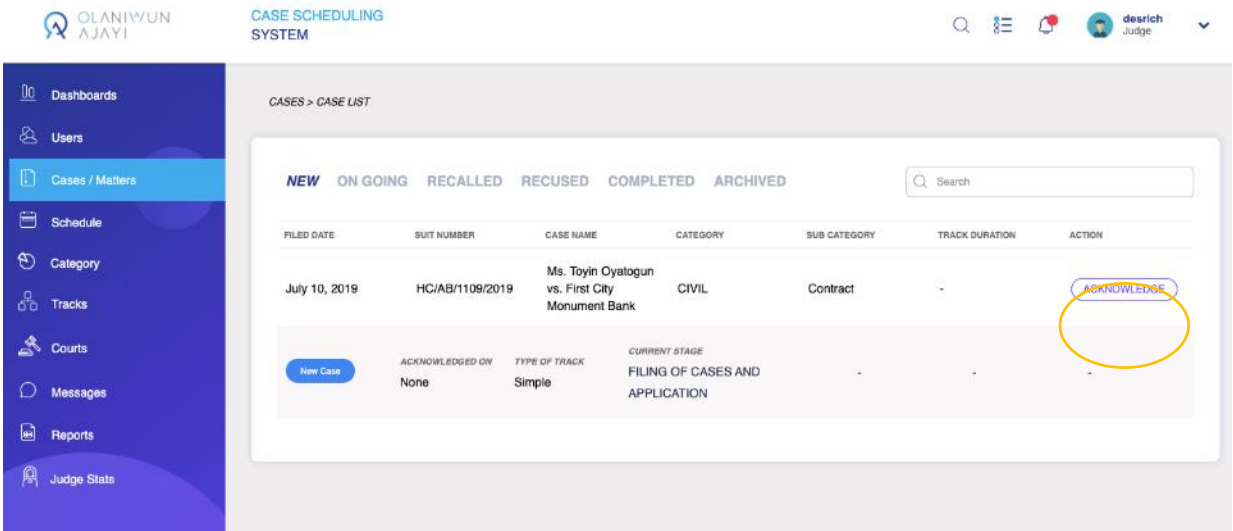
HOW TO

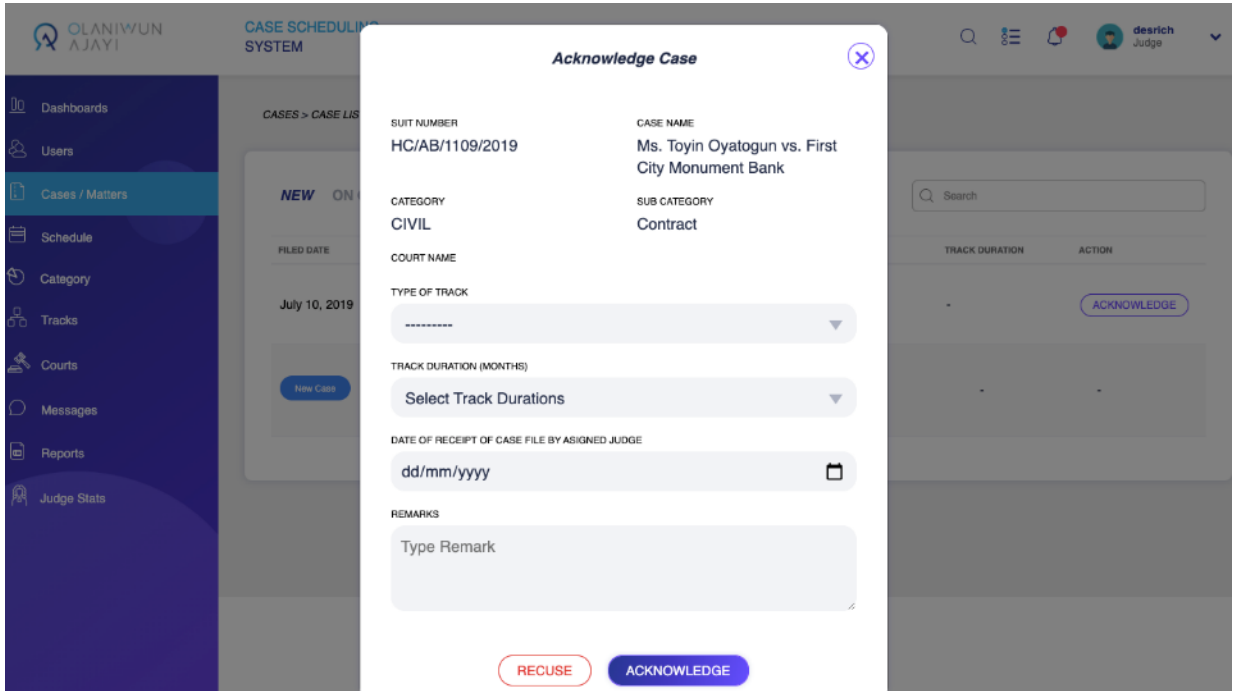## ACKNOWLEDGE A CASE AND ASSIGN A TRACK TO A NEW CASE

**Step 1:**

Navigate to "CASES/MATTERS" and click on "NEW" to see cases just assigned to your Lordship and click on "ACKNOWLEDGE"



**Step 2:**

The pop-pup in the screenshot below will show on your screen. Select the type of track, track duration, date his Lordship received the case and a remark, if any.

HOW TO

## ACKNOWLEDGE A CASE AND ASSIGN A TRACK TO A NEW CASE

### Step 3:

The pop-pup in the screenshot below will show on your screen. Select the type of track, track duration, date his Lordship received the case and a remark, if any.
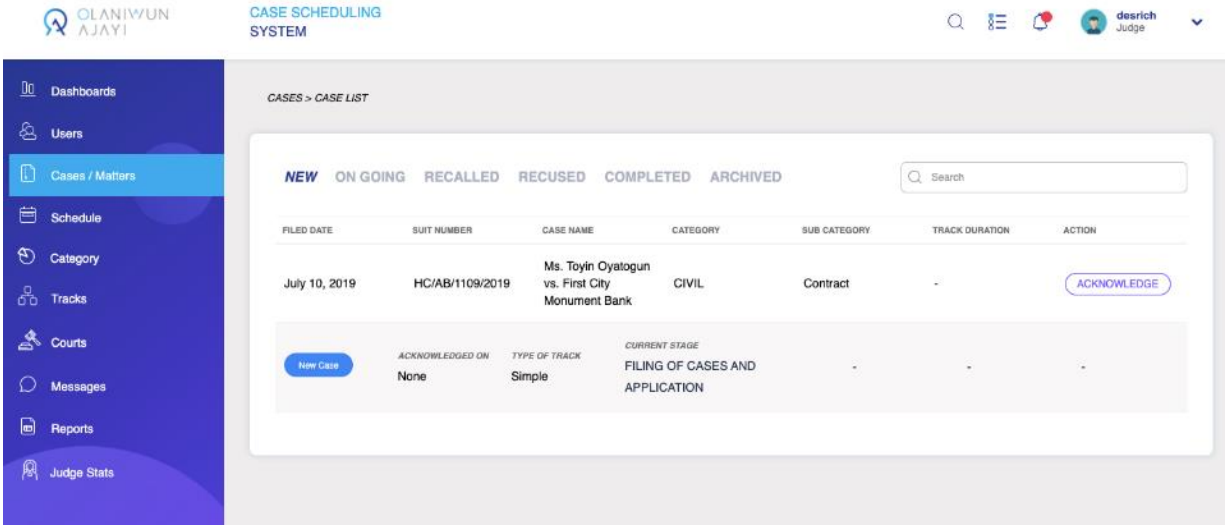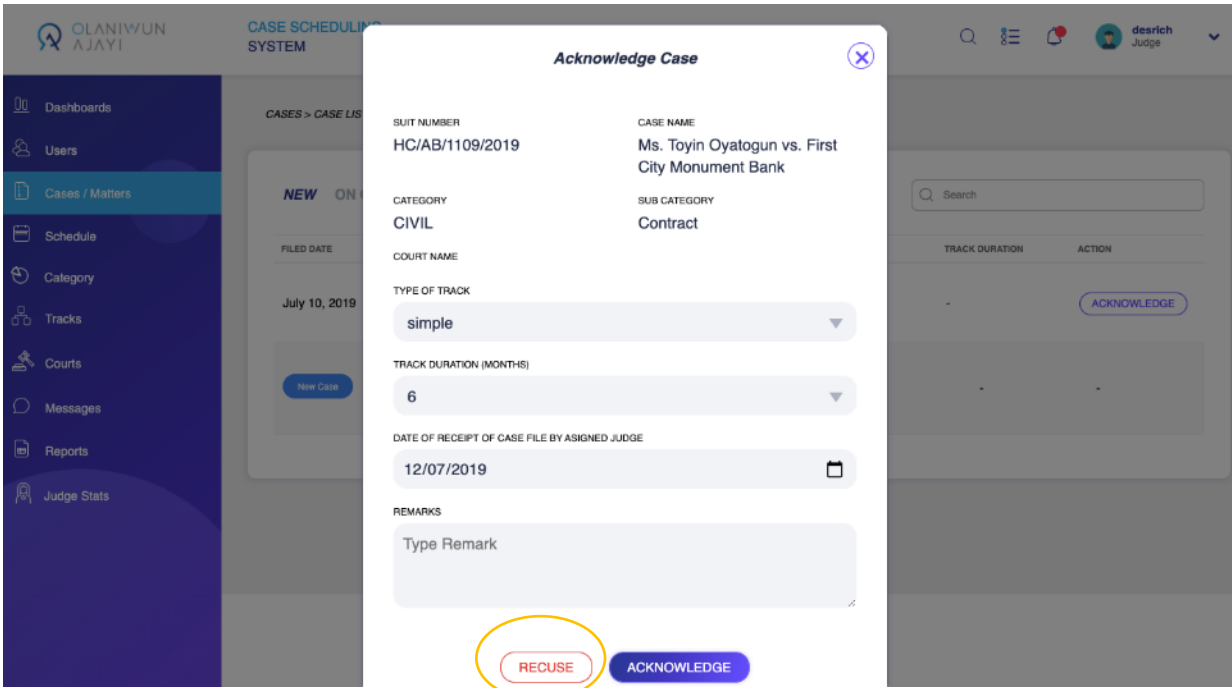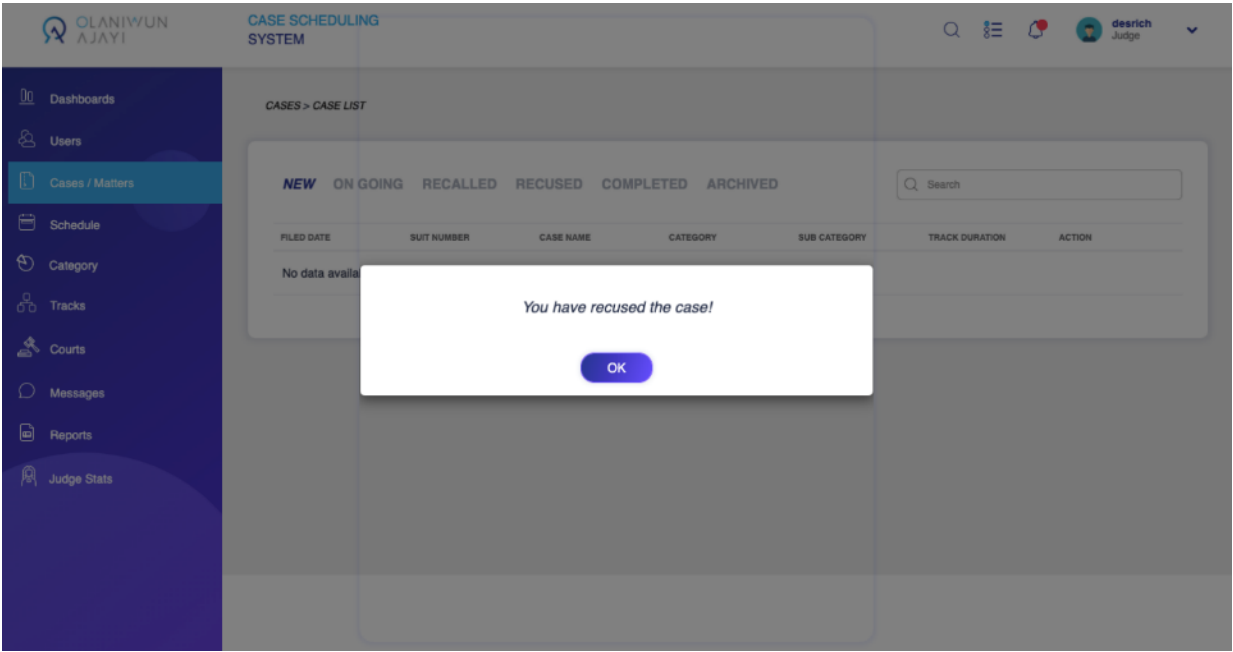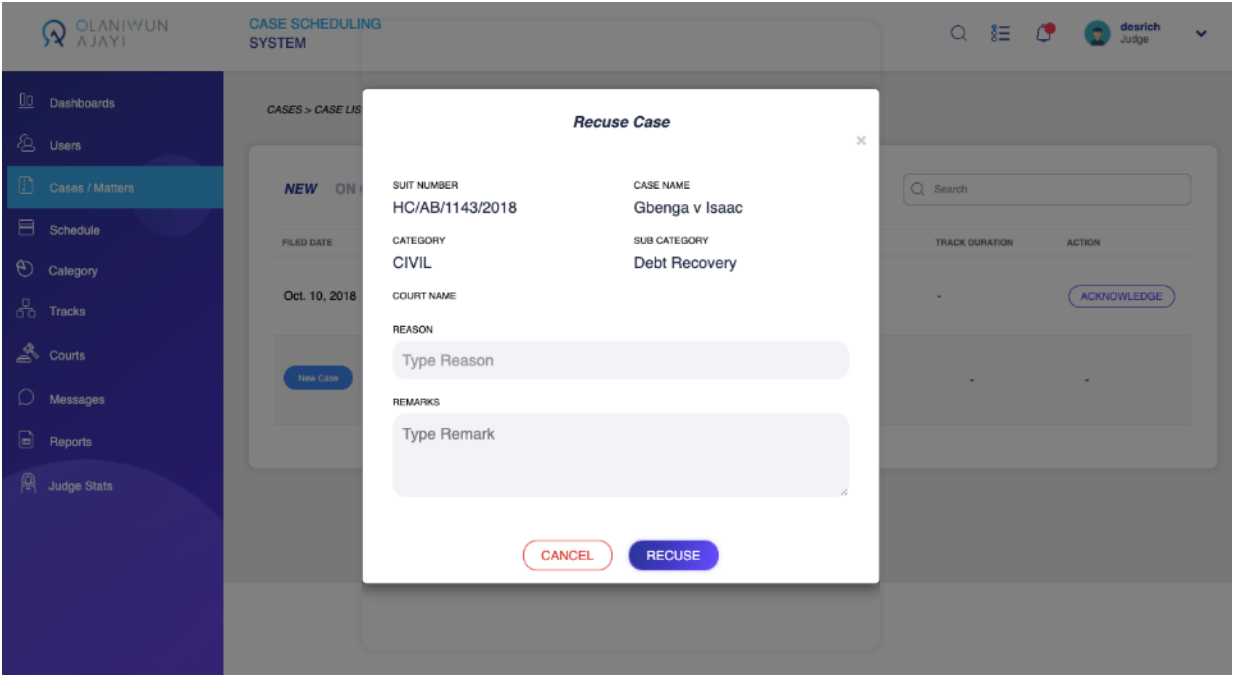
HOW TO

## RETURN A CASE

### Step 1:

Navigate to "CASES/MATTERS" and click on "NEW" to see cases just assigned to your Lordship and click on "ACKNOWLEDGE"



### Step 2:

The pop-pup in the screenshot below will show on your screen. Click on "RETURN"

HOW TO
## RETURN A CASE

### Step 3:

When you click on "RETURN". The pop-pup in the screenshot below will show on your screen. Type in your reason for recusing yourself from the case and click on "RETURN"

HOW TO

**RETURN A CASE**

OR

**Step 1:**

You could also click on "CASES/MATTERS" and select the case you want to return.

Click on the case name to open the details of the case.

HOW TO

## SCHEDULE A HEARING DATE FOR AN ONGOING CASE

### Step 1:

On your "CASES/MATTERS" interface, navigate to the "ONGOING" cases.



### STEP 2:

using the "SEARCH" tab, select the case your Lordship wants to schedule a hearing date for and click on "NEXT HEARING".
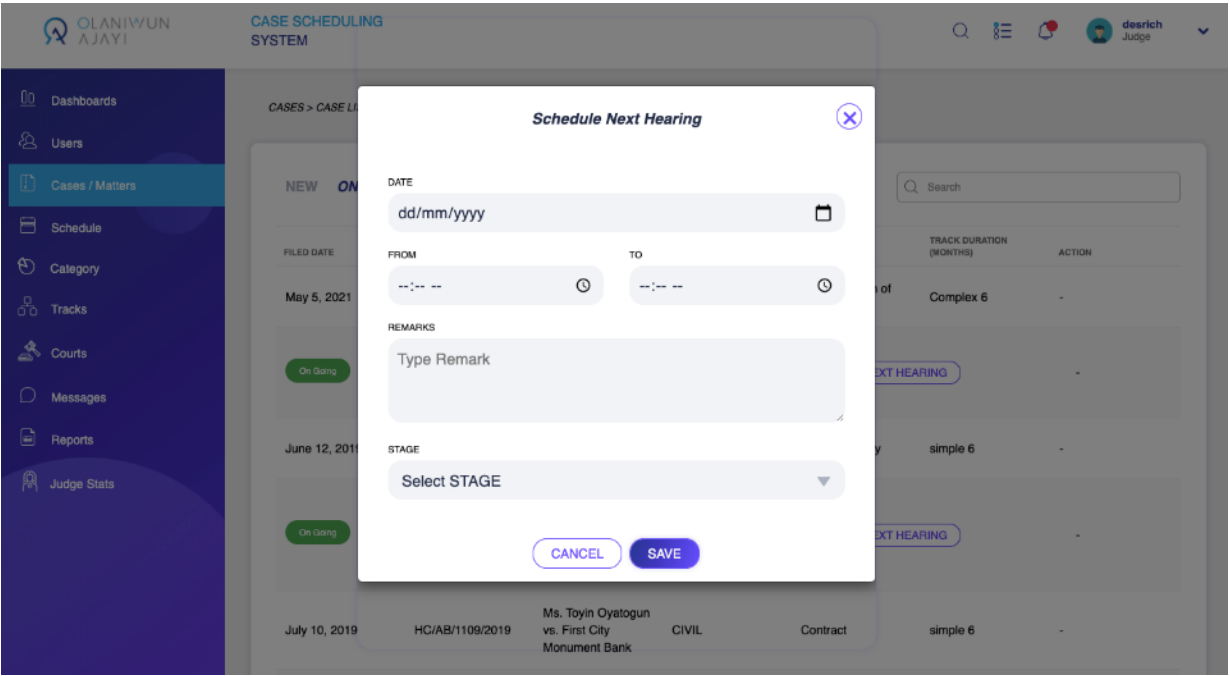
HOW TO

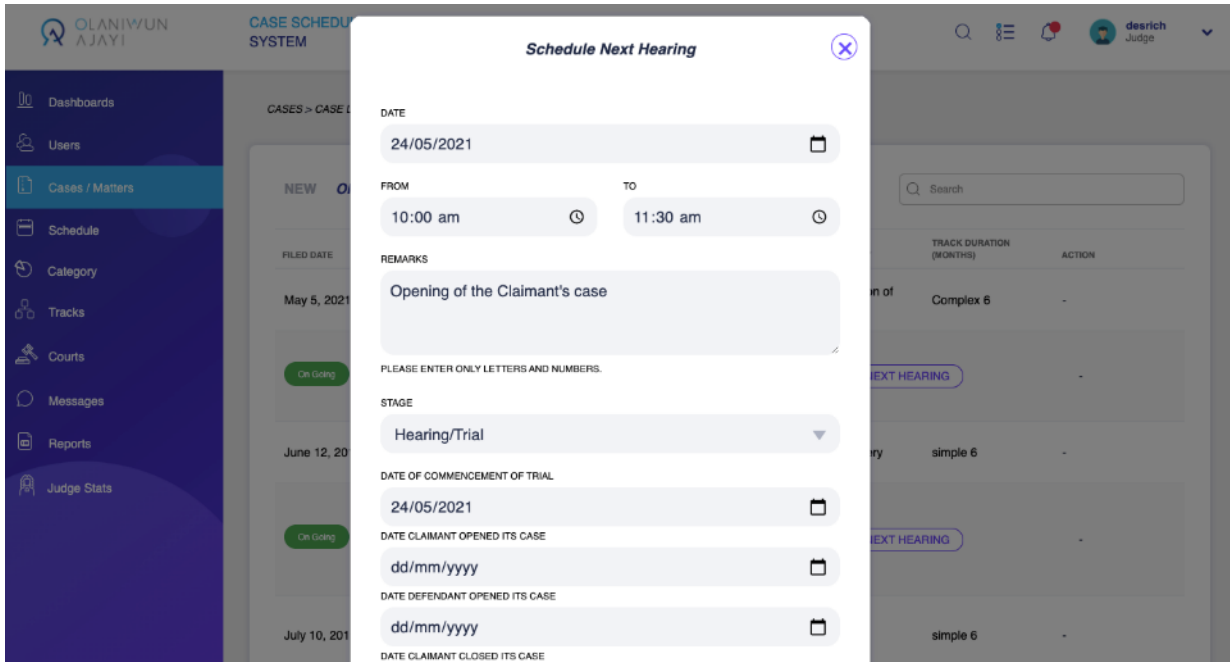## SCHEDULE A HEARING DATE FOR AN ONGOING CASE

### STEP 3:

When you click on "NEXT HEARING", the pop-up in the screen below will be appear on your screen. Fill in the new date, time, remark and select the relevant stage.



### STEP 4:

When you select the stage, input the relevant date of commencement of trial.

HOW TO

## SCHEDULE A HEARING DATE FOR AN ONGOING CASE

### STEP 5:

When you select the stage, input the relevant date of commencement of trial and other relevant dates. Click on "SAVE" and the case will be automatically added to your Lordship's calendar.



*A pop-up confirming that the case has been successfully scheduled will appear*

HOW TO

## ADD NEW HEARING DATE, RESCHEDULE OR CANCEL A DATE

**Step 1:**

Navigate to your "SCHEDULE" interface and click on the last date the case came up



**Step 2:**

Navigate to your either of the three stages to see the cases scheduled for that day



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HOW TO

## ADD NEW HEARING DATE, RESCHEDULE OR CANCEL A DATE

### Step 3:

Click on "MORE" at the left corner of the case



*The dropdown with three actions "ADD HEARING", "RESCHEDULE" and "CANCEL" as seen below will show on your screen.*

### Step 4:

Click on "ADD HEARING" to assign a new hearing date, "RESCHEDULE" to reschedule the case to another date or "CANCEL" to cancel the previously scheduled date.

HOW TO

## ADD NEW HEARING DATE, RESCHEDULE OR CANCEL A DATE

### Step 5:

When you click on "ADD HEARING" the following pop-up will show on your screen. Fill in the form and submit it to add the new date.



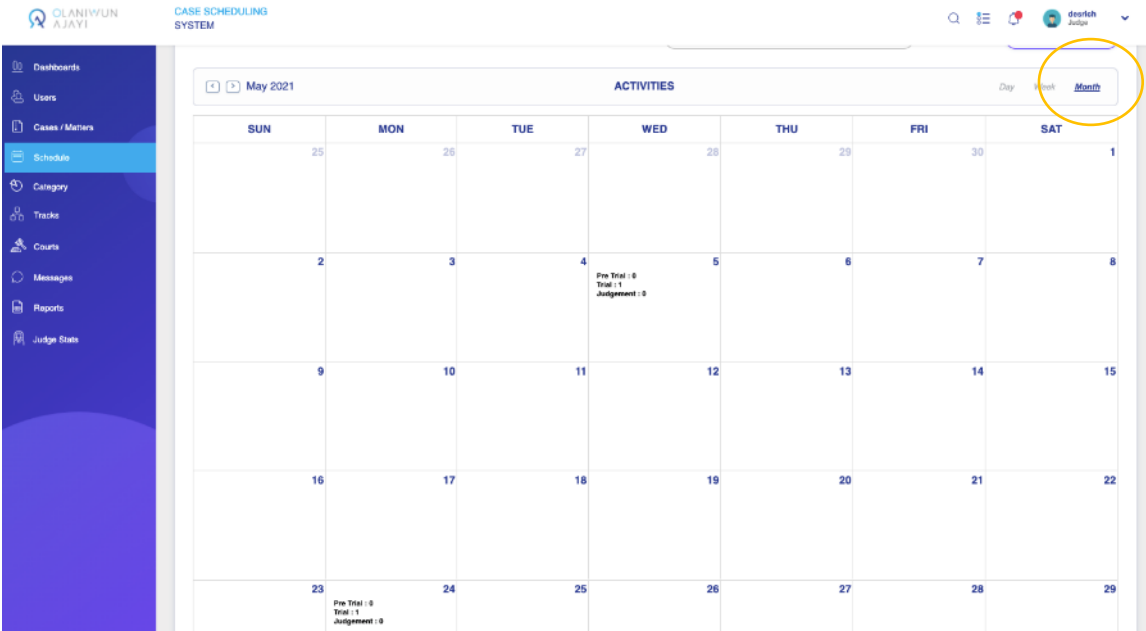*The new date will automatically appear on the calendar as seen below*

HOW TO

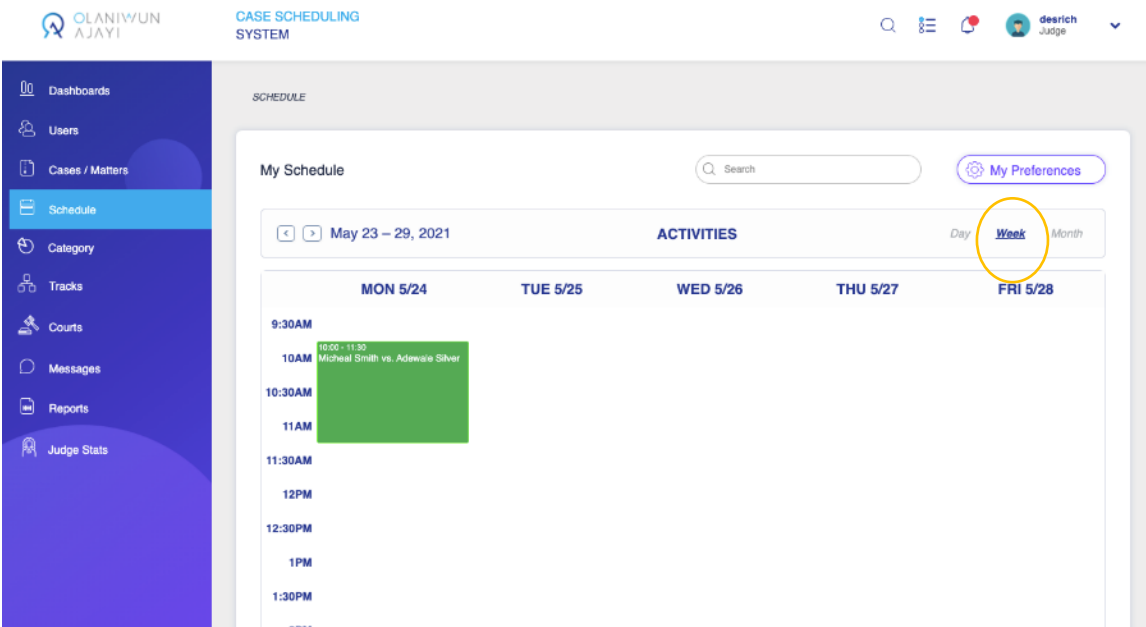## VIEW A SCHEDULED CASE ON THE CALENDAR

### Step 1:

Navigate to your "SCHEDULE" interface on the left side of the screen to view your calendar. Click on either MONTH, WEEK or DAY on the top right corner of your screen to view the cases on your calendar.
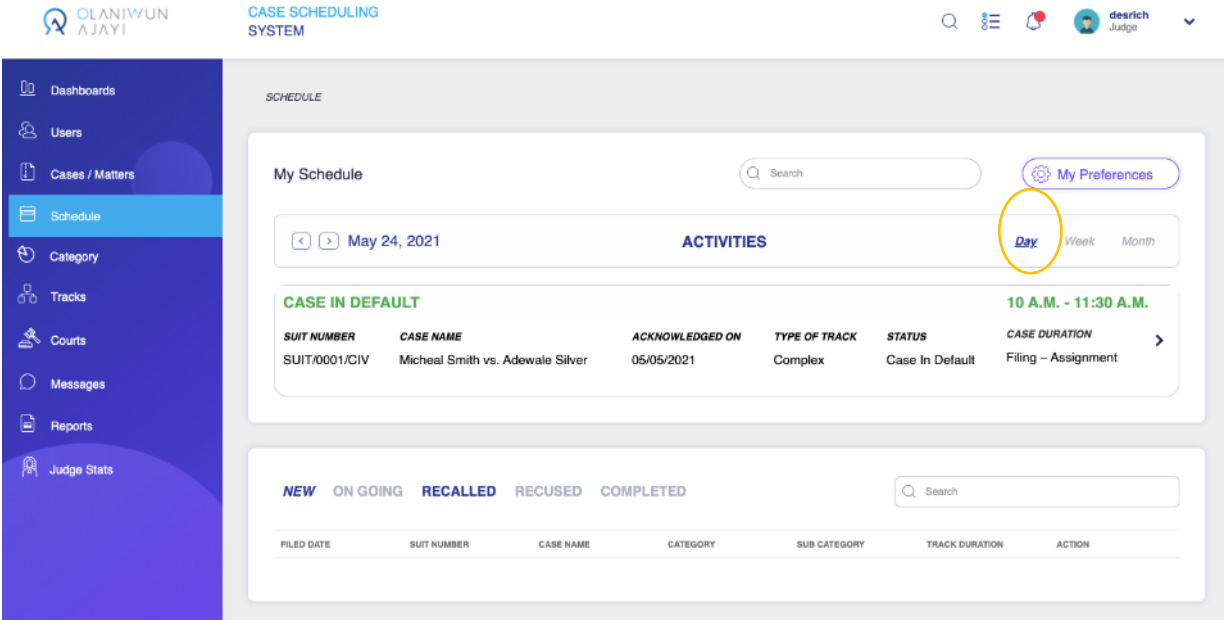


*Monthly view of the case scheduled above.*



*Weekly view of the case scheduled above.*

HOW TO

# VIEW A SCHEDULED CASE ON THE CALENDAR



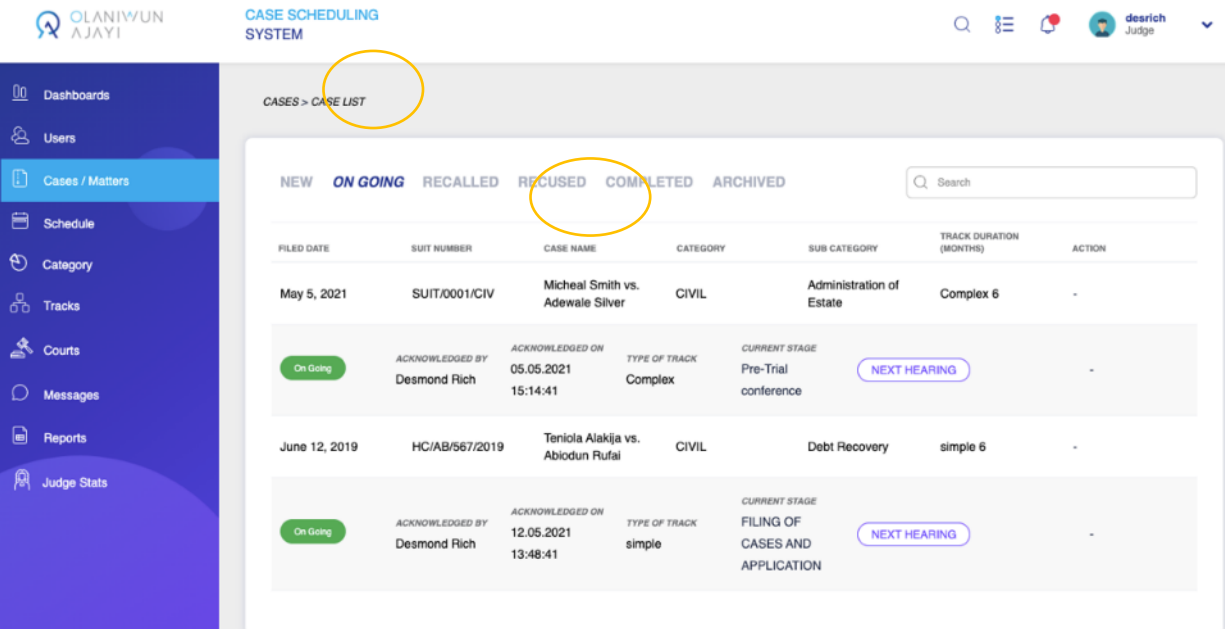*Day View of the case scheduled above*

HOW TO

# EDIT A CASE TRACK

## Step 1:

Navigate to your "ONGOING" cases and select the case of your choice.

## HOW TO

## EDIT A CASE TRACK

**Step 2:**

Navigate to "TRACK" and click on it to change the track.





## HOW TO

## RULE ON A CASE

**Step 1:**

Navigate to your "ONGOING" cases and select the case of your choice.

HOW TO

**RULE ON A CASE**

**Step 2:**

Click on "RULE".



*when you click on "RULE", the pop-up below will come up on your screen.*

**Step 3:**

Click on date and input the date the Ruling was delivered

HOW TO

## RULE ON A CASE

### Step 4:

Input a remark such as the name of the application over which the Ruling was

delivered and then click on Rule.



HOW TO

## KNOW WHETHER A DEFENDANT HAS ENTERED APPEARANCE

Once a defendant has entered appearance and the Chief Registrar has recorded same on the

Solution, a notification will be sent to your Lordship that appearance has been entered.

However, your Lordship can view the appearance of the case by following the steps below.

### Step 1:

Select the case

## HOW TO

# KNOW WHETHER A DEFENDANT HAS ENTERED APPEARANCE

The "APPEARANCE TAB" circled in the screenshot below will be highlighted in purple indicating that an appearance as been entered.
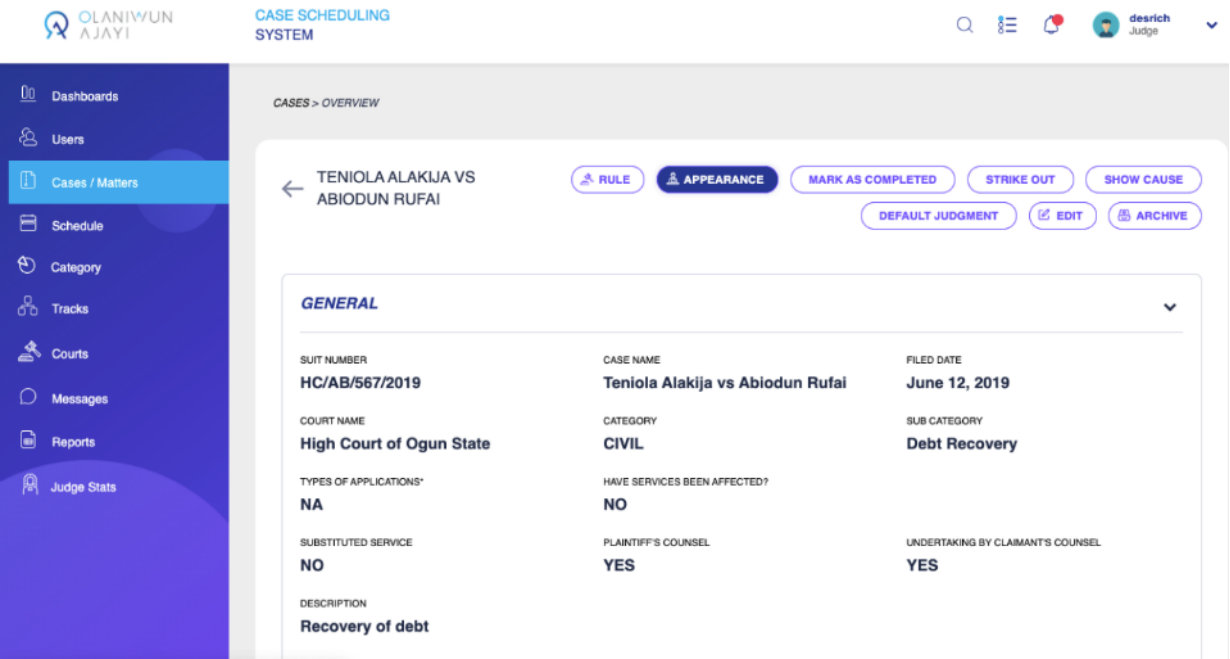


You can also scroll down to "TIMELINE/HISTORY" to view the date and time that the appearance was uploaded to the system by the Chief Registrar.

## Know whether a defendant has entered appearance

*To view the uploaded memorandum of appearance, click on "DOCUMENTS" and type in the name of the case in the "SEARCH" bar.*
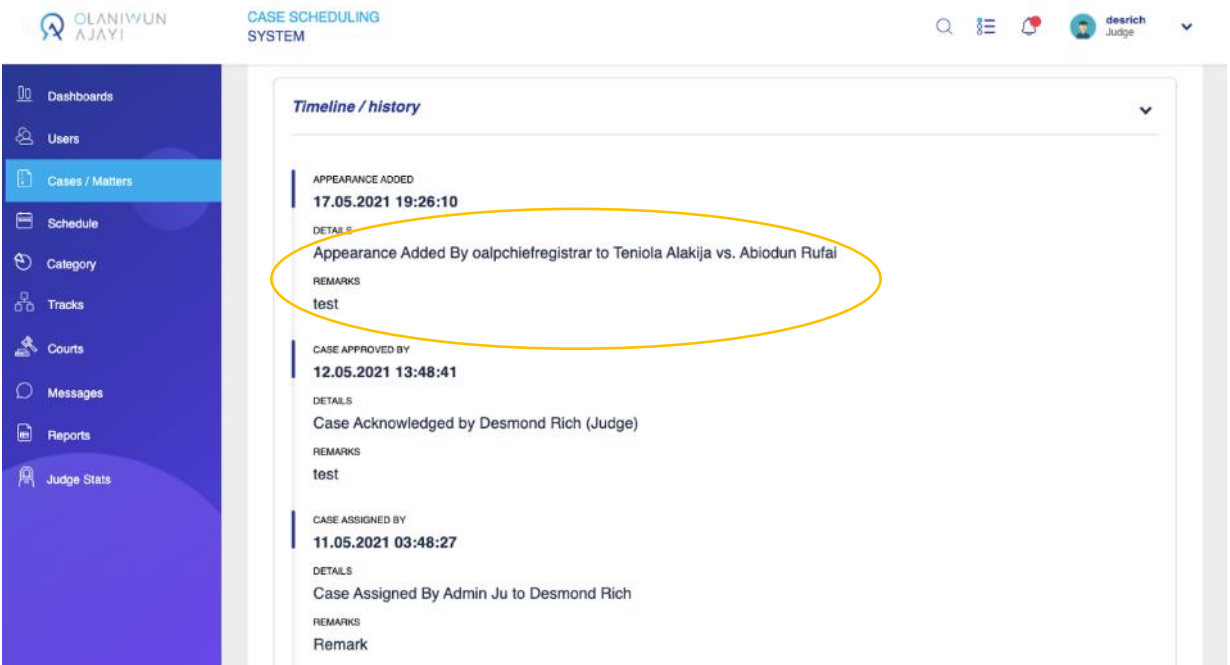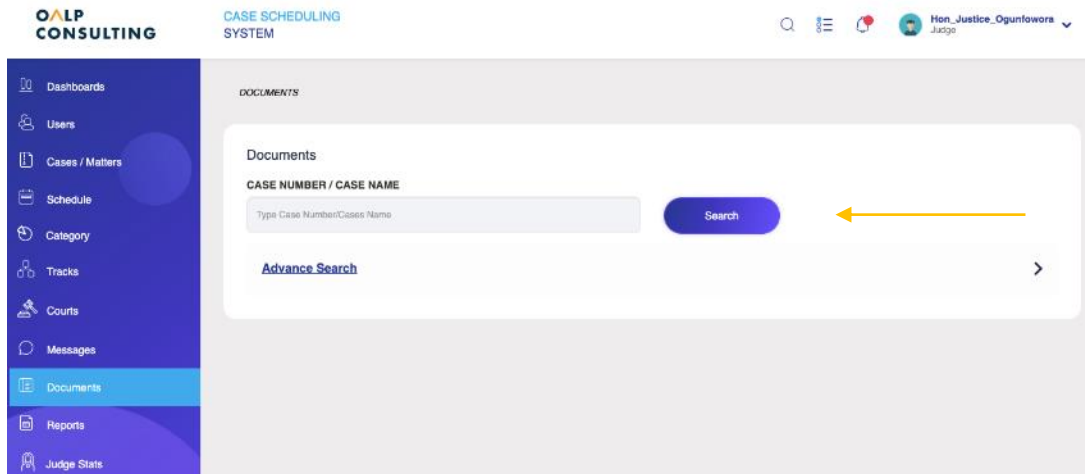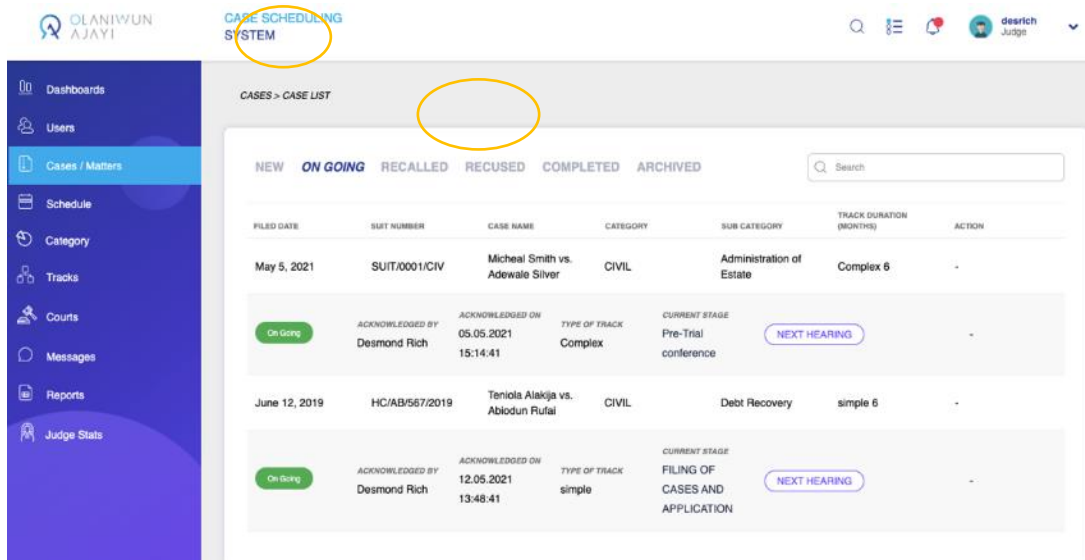


### HOW TO

## RECORD A SHOW CAUSE

*To ensure that cases move swiftly, we recommended that where a Claimant failed to serve the originating processes within the stipulated time – 30 days – the Claimant will receive a notification giving him a date to show cause as to why his case should not be struck out. Where the Claimant comes to court to show case, the Judge/Court registrar can record this activity on the Solution.*

### Step 1:

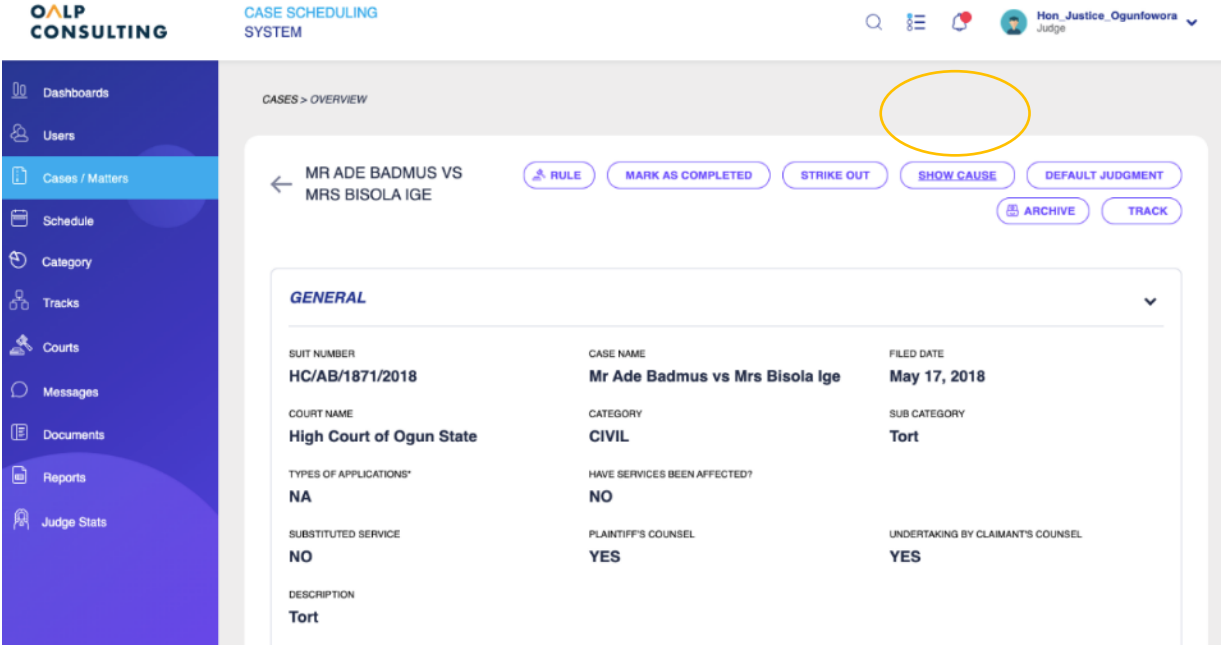Navigate to your "ONGOING" cases and select the case of your choice.



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How to

## Know whether a defendant has entered appearance
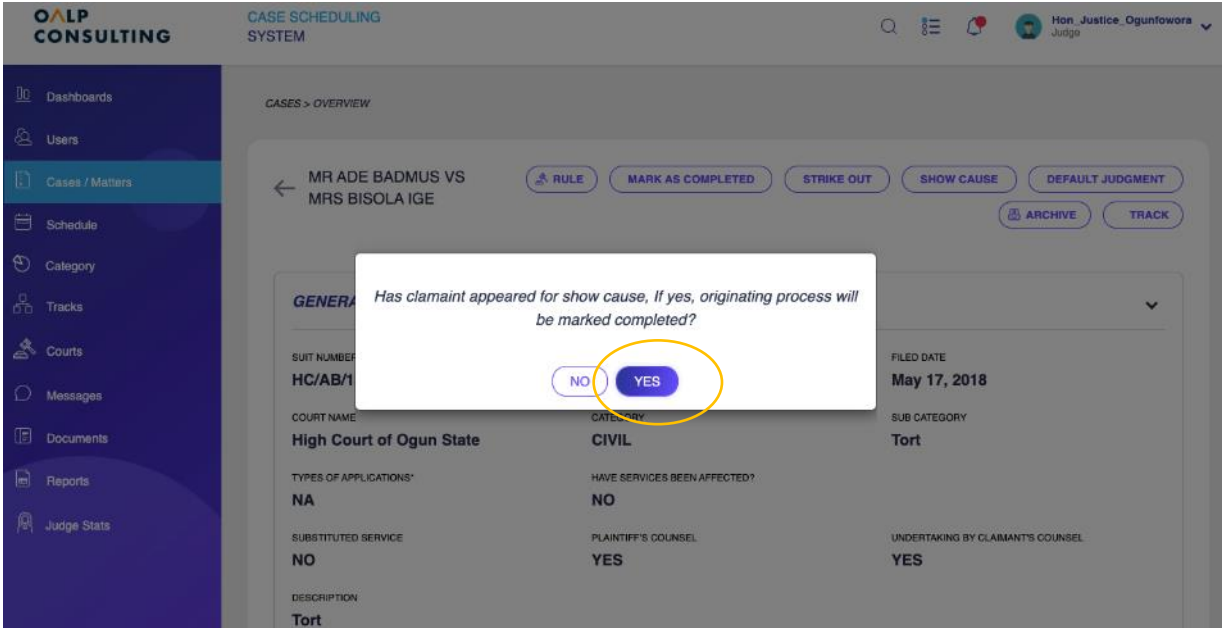
### Step 2:

Click on "SHOW CAUSE".



A pop-up as seen in the screenshot below will show on your screen

### Step 3:

Click on "YES"

How to

## Know whether a defendant has entered appearance

*Once step 3 is completed, the "SHOW CAUSE" tab will turn green*



*In addition to the "SHOW CAUSE" tab turning green, the "SHOW CAUSE" activity will be recorded in the "TIMELINE/HISTORY" section of the case.*

HOW TO
## STRIKE OUT A CASE

### Step 1:

Navigate to your "ONGOING" cases and select the case of your choice.



### Step 2:

Click on "STRIKE OUT" a case

## STRIKE OUT A CASE

When you click on "STRIKE OUT", the pop-up below will come up.

To ensure that cases move swiftly, we recommended that if on the date fixed to show cause, the Claimant or his Legal Practitioner does not show cause to the satisfaction of the Judge or otherwise show proof of service, his Lordship, except he sees good reason otherwise, should strike out the suit for want of diligent prosecution and with substantial cost. Where the Claimant has failed to show case, my Lord can, after striking out the case in open court , click on "YES".
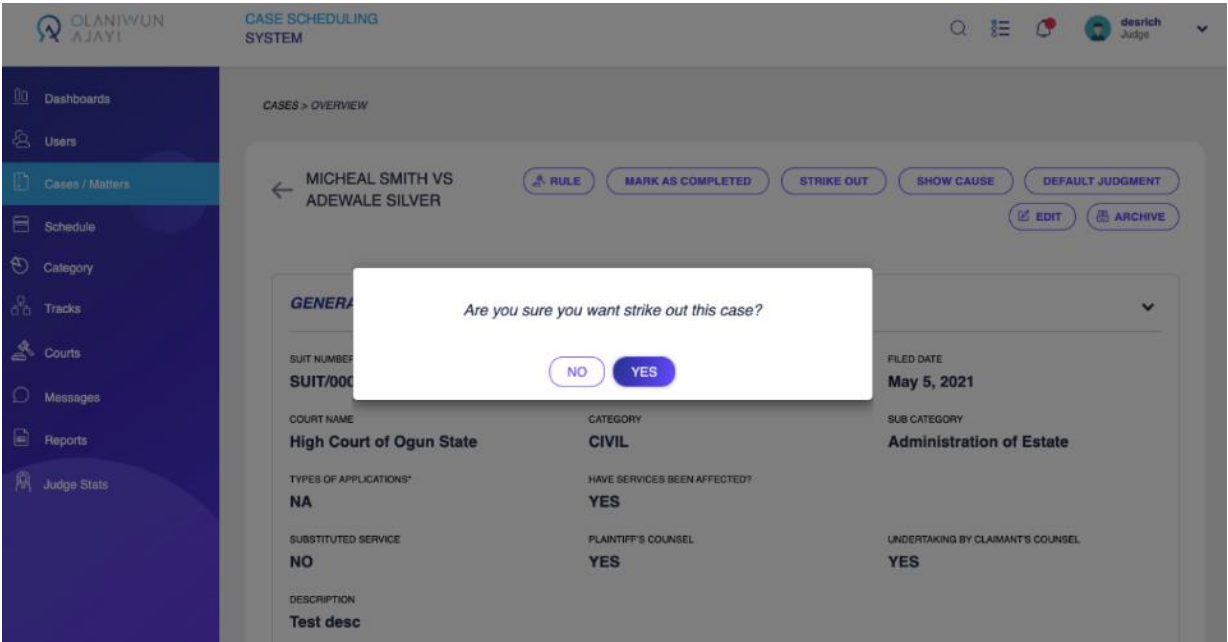
## RECORD A DEFAULT JUDGEMENT DECISION

When a Claimant has served the originating processes on the defendant and the defendant fails to enter appearance within the stipulated time, the Claimant can apply for default judgment. If the court elects to deliver default judgment and same is delivered, the Judge/Court registrar can record this decision on the Solution.
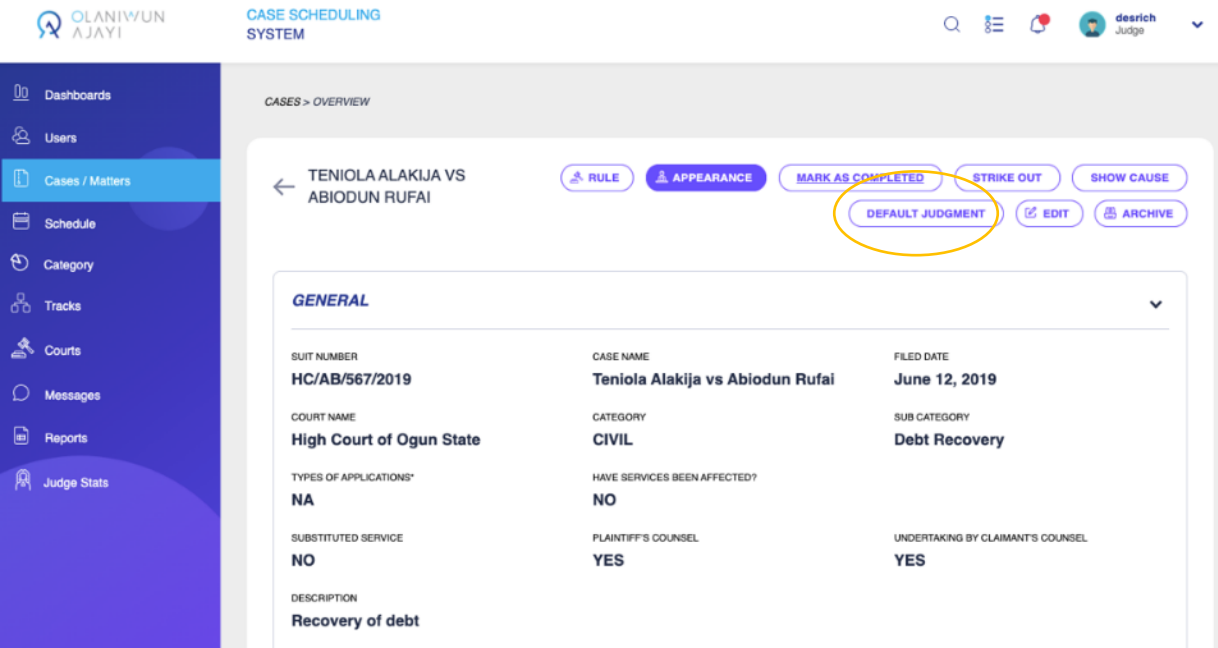
**Step 1:**

Once you've selected your preferred case, navigate to the "DEFAULT JUDGEMENT" tab on the screen and click on it
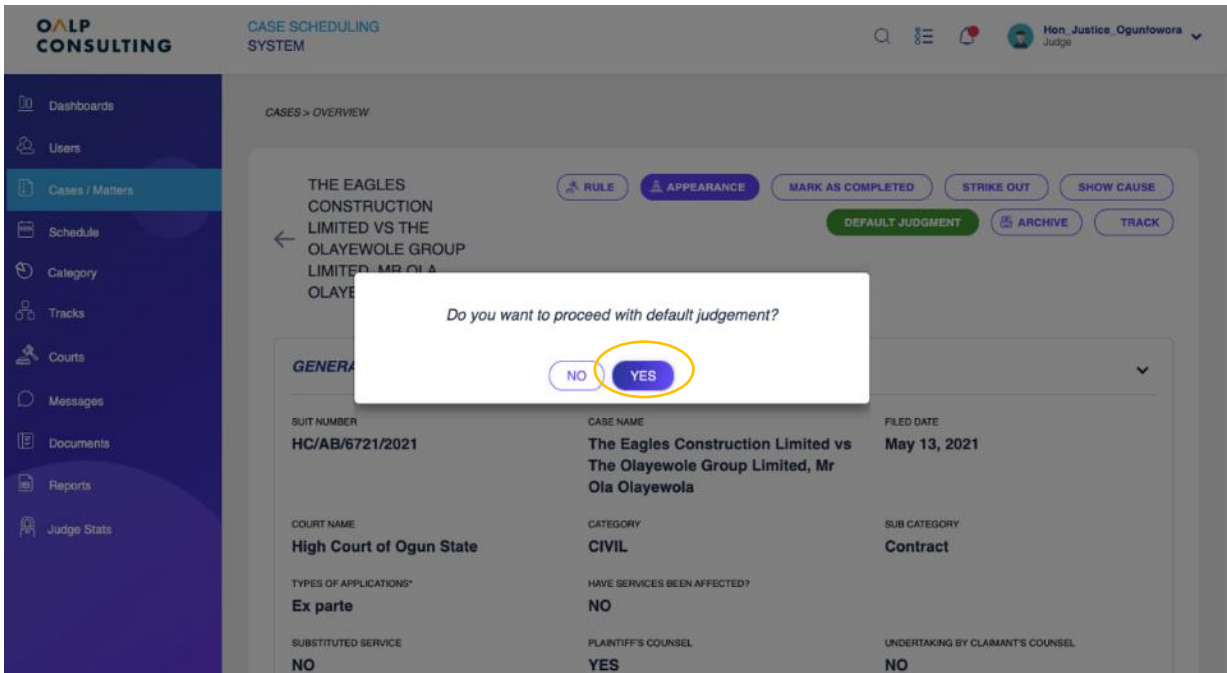
HOW TO

## RECORD A DEFAULT JUDGEMENT DECISION



**Step 2:**

On the pop-up below, kindly click on yes and the decision will be recorded on the "TIMELINE/HISTORY" section of the case.
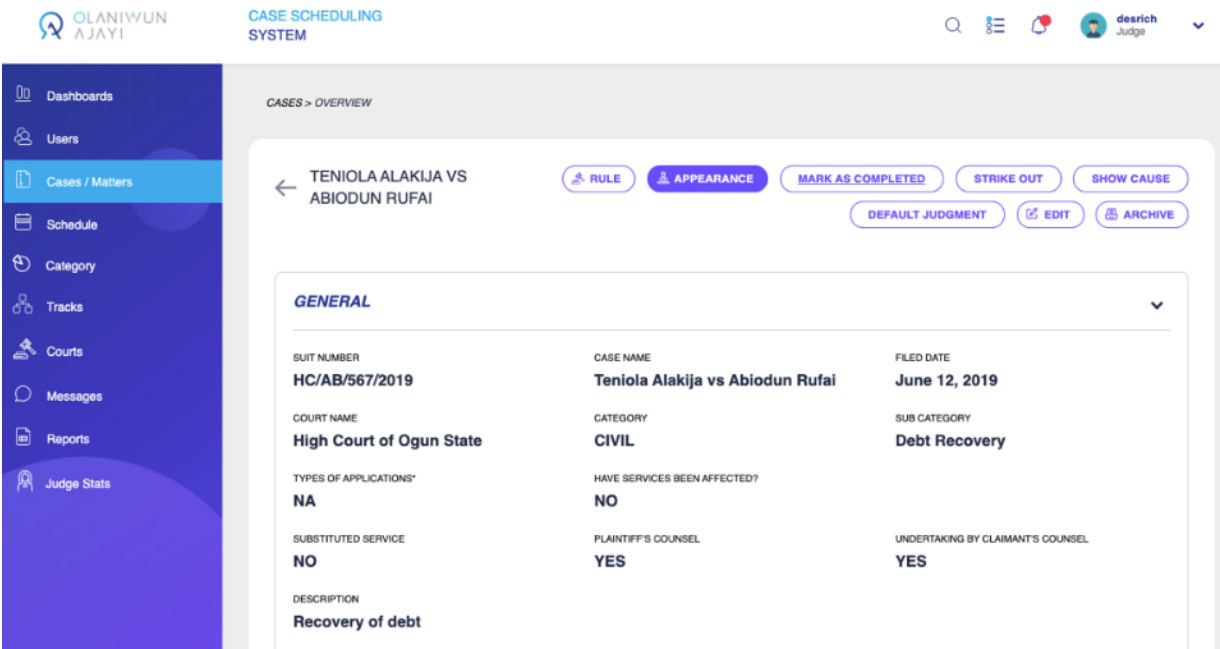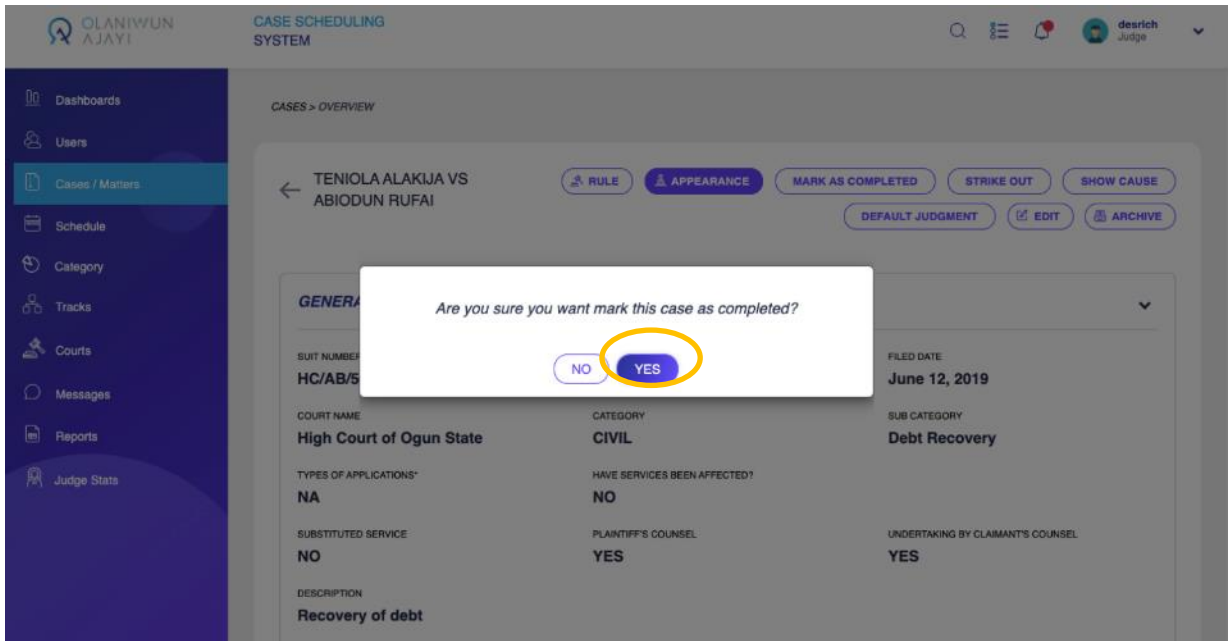
HOW TO

## CLOSE A CASE UPON COMPLETION

### Step 1:

Once you've selected your preferred case, navigate to the "MARK AS COMPLETED" tab on the screen



### Step 2:

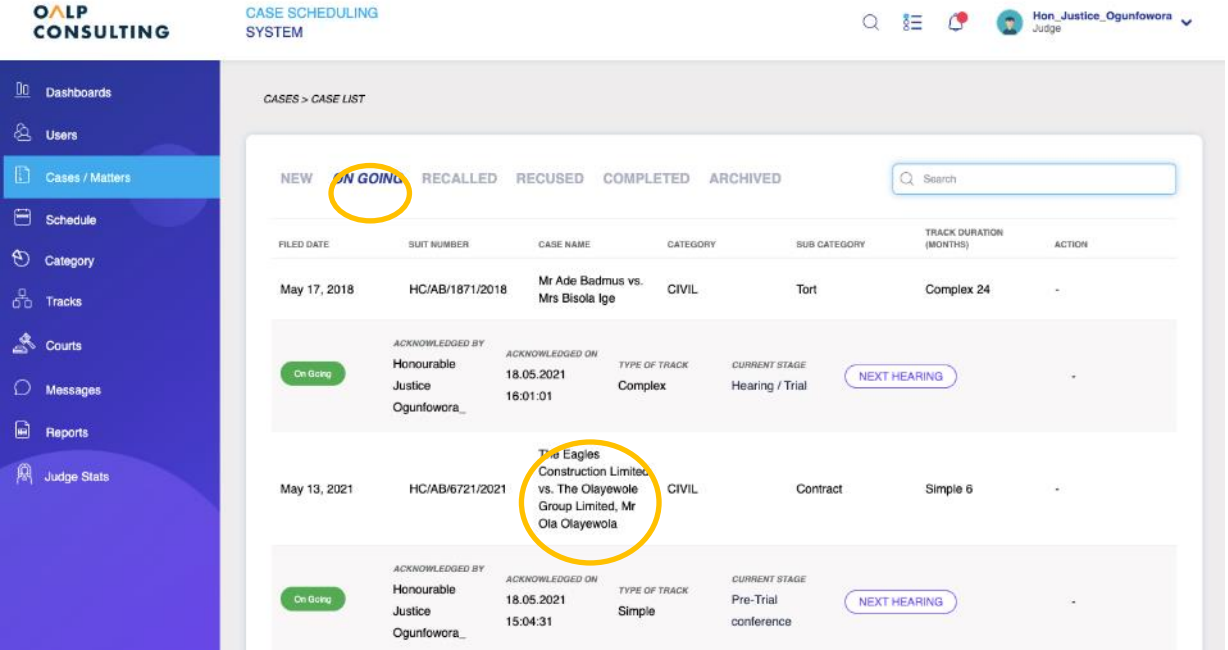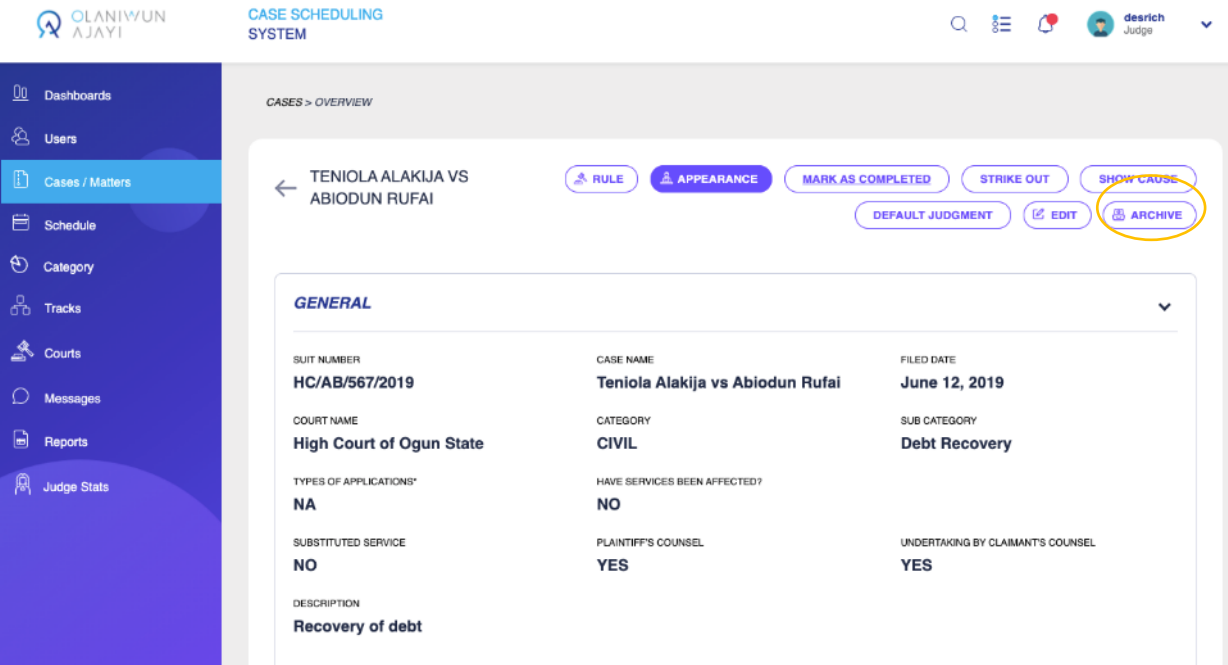Click on "Yes" to mark the case as completed

HOW TO

## ARCHIVE A COMPLETED CASE

**Step 1:**

Go to "CASES/MATTERS", select your preferred case and click on it to open the details of the case.



**Step 2:**

Once you've selected your preferred case, navigate to the "ARCHIVED" tab on the screen and click on Archive.



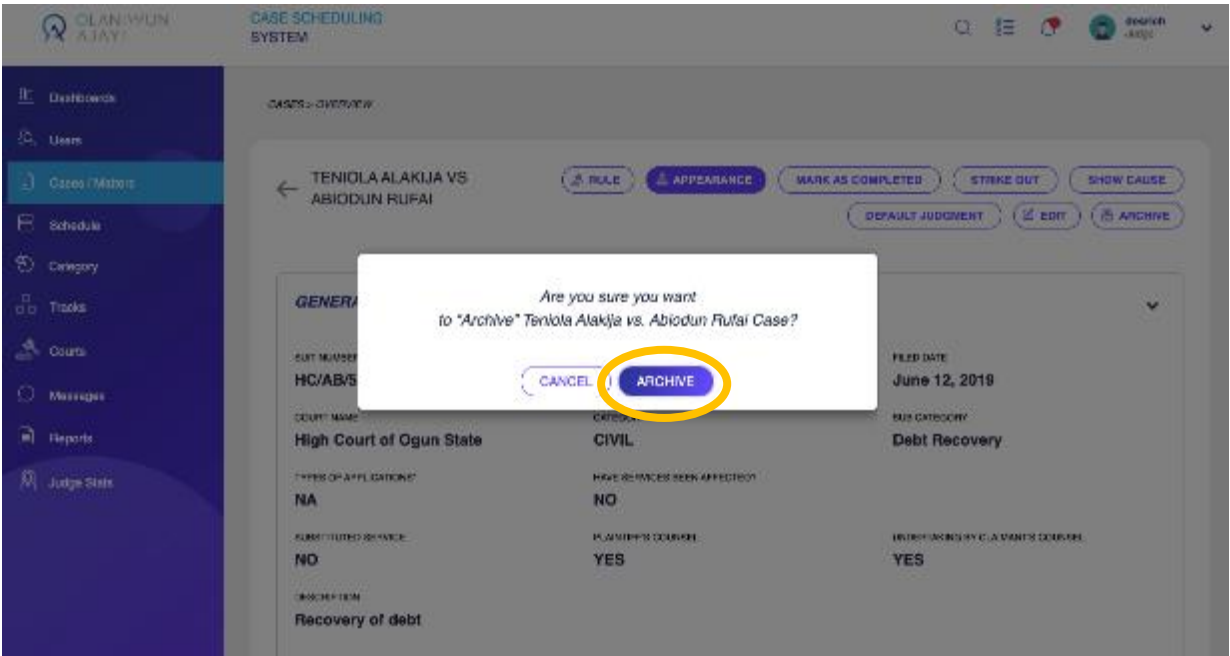*A pop-up as shown in the screenshot below will appear on your screen.*

HOW TO

## ARCHIVE A COMPLETED CASE

### Step 3:

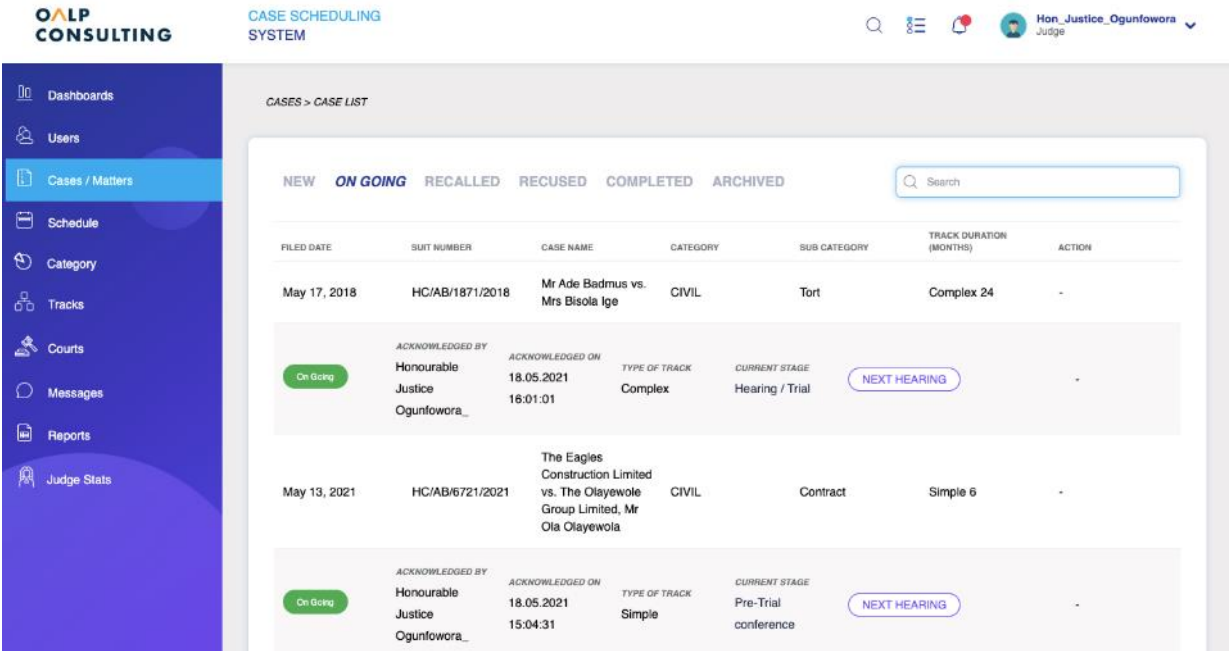Click on "ARCHIVE" to archive the case.



HOW TO

## ADD NJC REMARK

### Step 1:

Navigate to "CASES/MATTERS interface and click on your select case

HOW TO

**ADD NJC REMARK**

**Step 2:**

Click on the "NJC REMARK" tab and fill in your remark in the pop up



*The pop-up*



*The remark will be capture in the "TIMELINE/HISTORY" section of cases*

HOW TO

**PULL UP REPORTS**

**Step 1:**

Navigate to the "REPORTS" interface and select your preferred reporting period.



**Step 2:**

Filter either by court name category, sub-category, tracks, or status. You can also filter using more than one of these variables.

HOW TO

**PULL UP REPORTS**

**Step 3:**

Click on "APPLY FILTER"



**Step 4:**

Export your report by clicking on "PDF" icon or the "EXCEL SHEET" to export your customized report.

HOW TO
## VIEW NJC REPORT

### Step 1:

Navigate to the "NJC REPORT" interface and select your preferred reporting period



### Step 2:

Select your preferred case and export the NJC Report for that case

# APPENDIX

## CLEARANCE RATE

*Definition*: Clearance Rate is obtained when the number of resolved cases is divided by the number of incoming cases and essentially, this indicator is used to assess the ability of a judicial system to handle the inflow of judicial cases.

$$\frac{\text{Total number of cases completed from (insert date) to (insert date)}}{\text{Total number of cases received from (insert date) to (insert date)}} \times 100$$

NB: the reporting period must be the same for the numerator and denominator

## DISPOSITION RATE

*Definition*: Calculated Disposition Time, provides further insight into the way the judicial system manages the flow of cases. Generally, case turnover ratio and Disposition Time compare the number of resolved cases during a reporting period with the number of unresolved cases at the end of that period.

$$\frac{\text{Total number of cases completed within 6months(Simple Case)}}{\substack{\text{Total number of cases completed within 6 months + Total number of} \\ \text{cases completed but not within 6 months +} \\ \text{Total number of ongoing cases older than 6 months (cases in} \\ \text{default)}}} \times 100$$