

# OGUN STATE CASE SCHEDULING & MANAGEMENT PORTAL



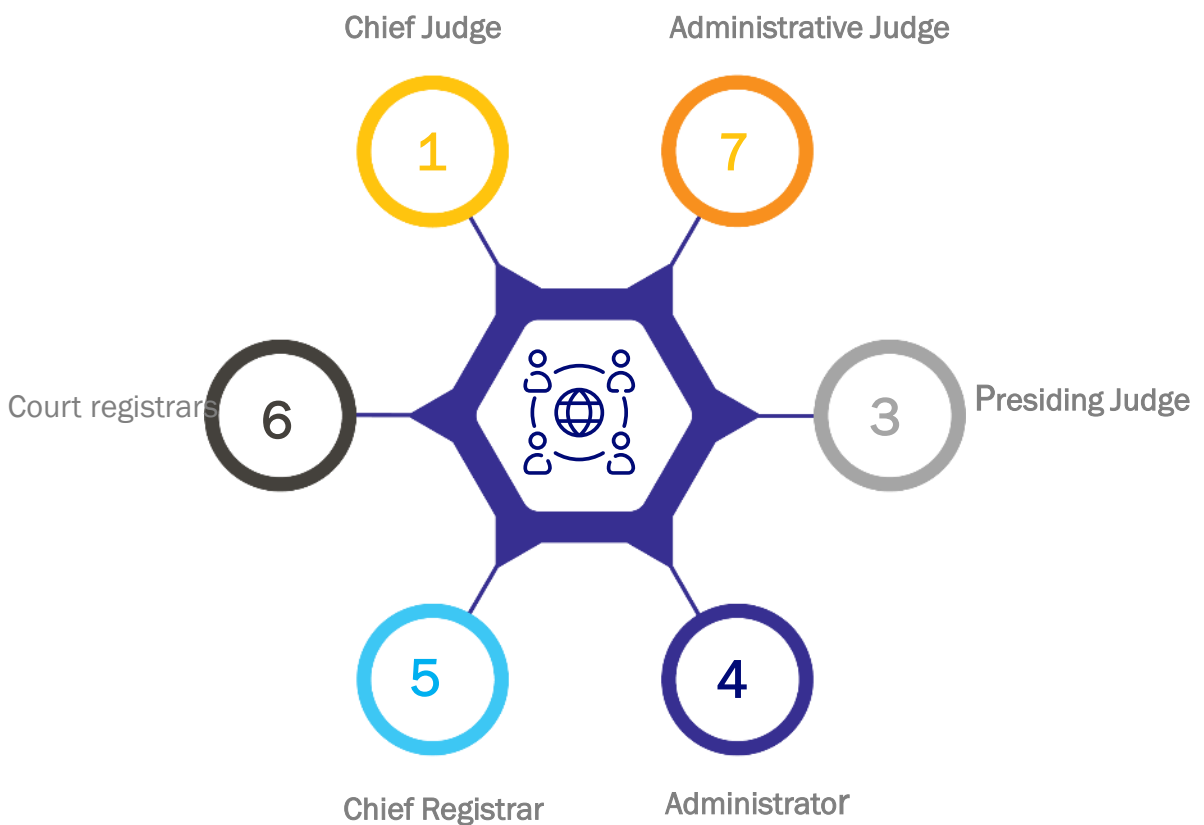


# INTRODUCTION

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 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



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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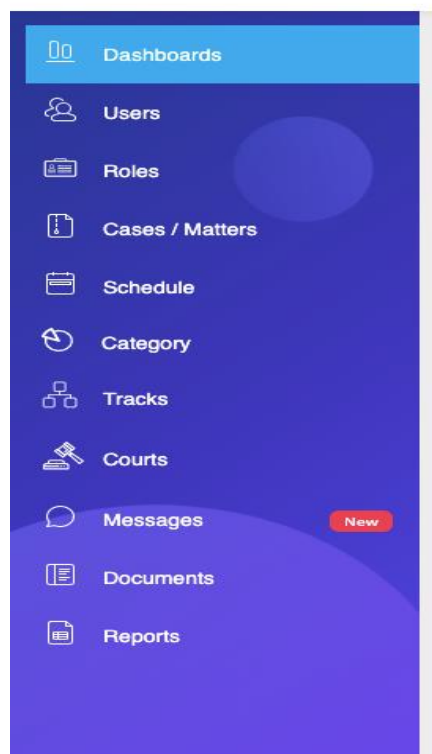
[Help & Support](#) | [User Guide](#) | [FAQ](#)



# CHIEF REGISTRAR

## 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

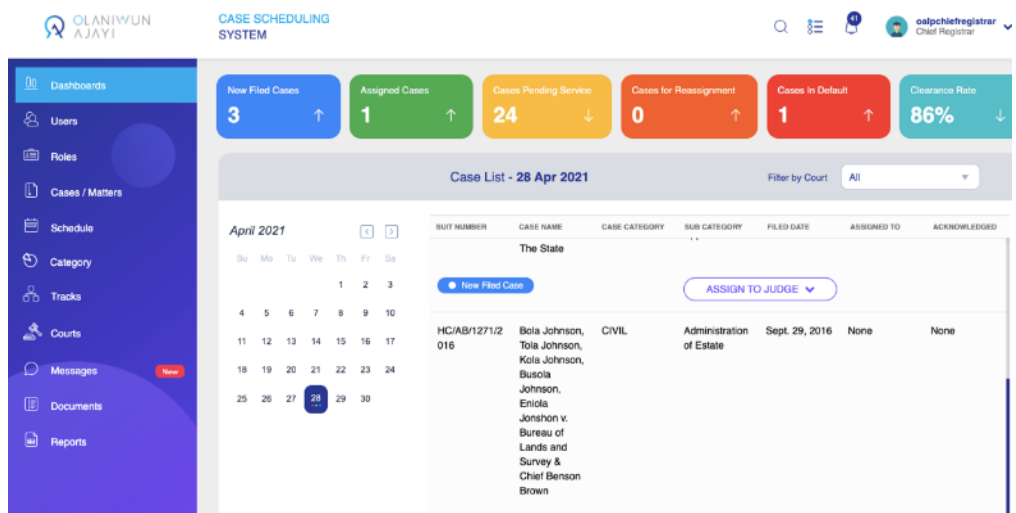


## DASHBOARD

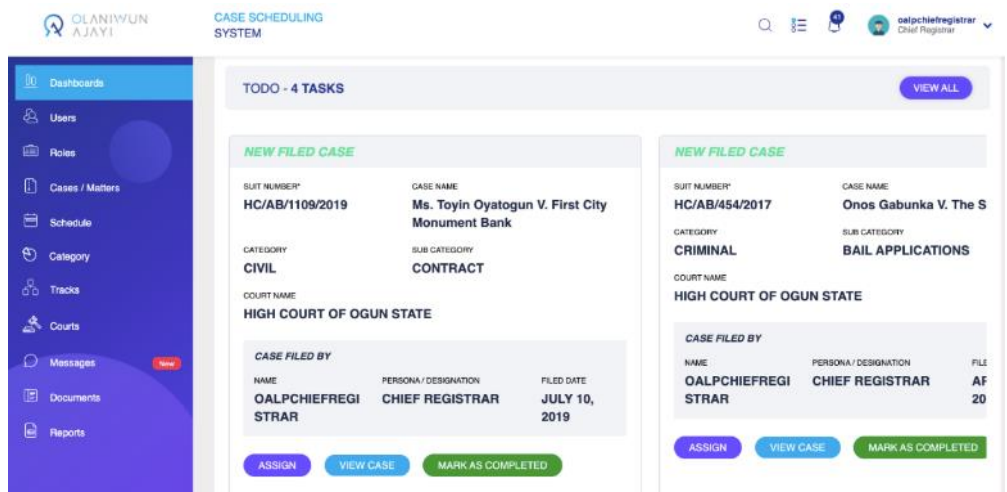
## Home Dashboard

- 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

CASE SCHEDULING SYSTEM

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	-	ASSIGN
April 20, 2017	HC/AB/454/2017	Ones Gabunka vs. The State	CRIMINAL	Bail Applications	-	ASSIGN
Sept. 29, 2016	HC/AB/1271/2016	Bola Johnson, Toia Johnson, Kolat Johnson, Busola Johnson, Eniola Jonshon vs. Bureau of Lands and Survey & Chief Benson Brown	CIVIL	Administration of Estate	-	ASSIGN

### ASSIGNED CASES

CASE SCHEDULING SYSTEM

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

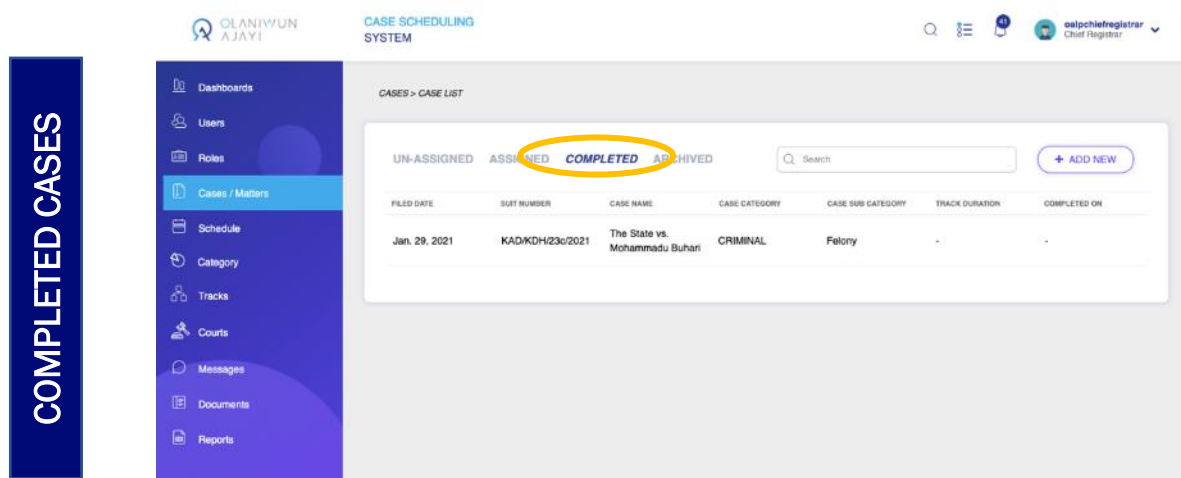
Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
April 1, 2021	HC/AB/FREP4700/2021	Miss Dupe Ojo vs. Mr. James Runtown	FUNDAMENTAL RIGHTS ENFORCEMENT	BREACH OF CHAPTER IV	6 months	RE-ASSIGN
<div>Case In Detail</div> <div> <div>ACKNOWLEDGED BY</div> <div>None</div> </div> <div> <div>ACKNOWLEDGED ON</div> <div>None</div> </div> <div> <div>TYPE OF CASE</div> <div>Simple 6 months</div> </div> <div> <div>CURRENT STAGE</div> <div>FILING OF CASES AND APPLICATION</div> </div> <div> <div>NEXT HEARING ON</div> <div>00/00/0000</div> </div>						
April 20, 2017	HC/AB/6478/2017	Floral Textiles Ltd vs. Tayo's Fashion House	CIVIL	Debt Recovery	3 months	RE-ASSIGN
<div>On Going</div> <div> <div>ACKNOWLEDGED BY</div> <div>Nagaraq Sajjan</div> </div> <div> <div>ACKNOWLEDGED ON</div> <div>27.04.2021 12:07:21</div> </div> <div> <div>TYPE OF CASE</div> <div>simple 3 months</div> </div> <div> <div>CURRENT STAGE</div> <div>Pre-trial conference</div> </div> <div> <div>NEXT HEARING ON</div> <div>00/00/0000</div> </div>						



# CHIEF REGISTRAR



## 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



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

- ☐ Criminal; or
- ☐ Civil

## CREATING A CASE CATEGORY

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CASE SCHEDULING  
SYSTEM

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☰

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oajp@clanivun.com  
Civil Registrar

Dashboard

Users

Roles

Cases / Matters

Schedule

Category

Track

Courts

Messages

Documents

Reports

Case Category

Case Category

Sub Category

Remove

Add Subcategory

Description

CLOSE

CREATE

SR NO.	CASE CATEGORY	CASE SUB CATEGORY	DESCRIPTION	ACTIONS
1	CIVIL	Administration Of Estate, Chieftaincy, Constitutional Law, Contract, Debt Recovery, Land, Matrimonial Causes	Test	<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>
2	CRIMINAL	Felony, Misdemeanor, Simple Offenses, Bail Applications, Others		<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>
3	POST JUDGEMENT PROCEEDING	Stay Of Execution, injunction Pending Appeal, Others		<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>
4	APPEAL			<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>
5	APPEAL	Criminal, Civil, Criminal, Civil		<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>
6	FUNDAMENTAL RIGHTS ENFORCEMENT	BREACH OF CHAPTER IV		<a href="#">✎</a> <a href="#">🔍</a> <a href="#">🗑️</a>



# 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

**OLANIWUN AJAYI**

**CASE SCHEDULING SYSTEM**

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

Tracks

Track Name

Select Case Category

Select

Select case duration

Remove

Add Case Duration

CLOSE

CREATE

SRI. NO	TRACK NAME	CATEGORY	CASE DURATION	ACTIONS
1	Simple	CIVIL	3 Months	
2	Simple	CRIMINAL	3 Months	
3	Misdemeanor	CRIMINAL	6 Months	
4	Felony	CRIMINAL	24 Months	
5	Complex	CIVIL	24 Months	
6	Complex	CIVIL	6 Months, 3 Months	
7	Standard	CIVIL	5	
8	Standard	CIVIL	6 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

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CASE SCHEDULING  
SYSTEM

Search

+ ADD NEW

Court Number	Court Name	Registrar Name	Judge Name	Location	Contact Person	Actions
1	High Court of Ogun State	gyskron	Han_Judice_Dipeolu	Abeokuta Judicial Division	greison	  
2	High Court of Ogun State	gyskron	Han_Judice_Meteloge	Abeokuta Judicial Division	greison	  
0342	TestCourt	Nagerej Sejan	vjay	Hyd	Naganej	  
12345	court test	cheeraj	Bobfo	bangalore	vjay	  

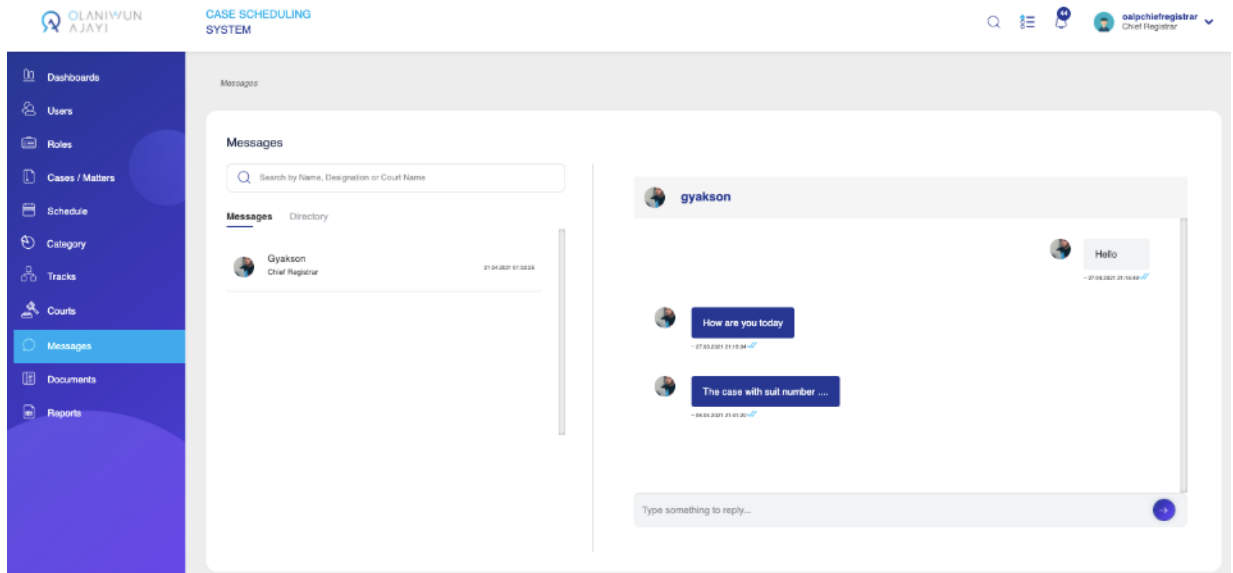
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# CHIEF REGISTRAR

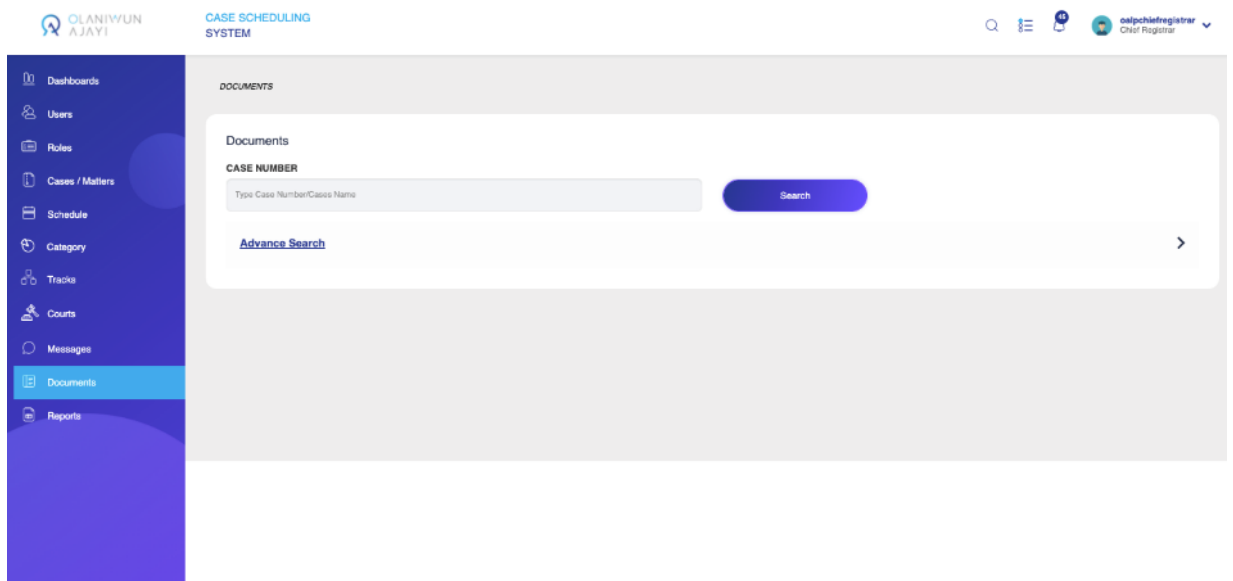
## MESSAGES INTERFACE

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.










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.


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CASE SCHEDULING  
SYSTEM


oajpcchiefregistrar  
Chief Registrar


 Dashboards


 Users


 Roles


 Cases / Matters


 Schedule


 Category

 Tracks


 Courts


 Messages



 Documents

 Reports

Reports >

 dd/mm/yyyy

 dd/mm/yyyy

Export By:  

Filter By:

Court Name ▾

Category ▾

Sub Category ▾


Tracks ▾

Status ▾

APPLY FILTER

Clear Filters

	COURT NAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE
<input type="checkbox"/>	High Court of Ogun State	20/04/2017	HC/AB/454/2017	Onos Gabunka	CRIMINAL	New Case	None
<input type="checkbox"/>	High Court of Ogun State	20/04/2017	HC/AB/6478/2017	Floral Textiles Ltd	CIVIL	On Going	Nagara Sajjan
<input type="checkbox"/>	High Court of Ogun State	28/04/2021	AB/169/21	Jero	CIVIL	New Case	None
<input type="checkbox"/>	High Court of Ogun State	28/04/2021	AB/459/21	Daniel Ologu	CIVIL	New Case	None





## 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.

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	-	ASSIGN
April 20, 2017	HC/AB/454/2017	Onos Gabunka vs. The State	CRIMINAL	Bail Applications	-	ASSIGN
Sept. 29, 2016	HC/AB/1271/2016	Bola Johnson, Tola Johnson, Kola Johnson, Busola Johnson, Eniola Jonshon vs. Bureau of Lands and Survey & Chief Benson Brown	CIVIL	Administration of Estate	-	ASSIGN



### 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

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

← Adding New Case

CASE TYPE GENERAL COUNSEL DETAILS WITNESS & EXHIBITS EVIDENCE OF SERVICE

SELECT THE CASE TYPE\*

CIVIL

CRIMINAL

POST JUDGEMENT PROCEEDING

APPEAL

FUNDAMENTAL RIGHTS ENFORCEMENT

CONTINUE



## 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.

### Inputting the Counsels Details

The screenshot shows the 'Adding New Case' form in the 'COUNSEL DETAILS' tab. The form is divided into two columns: 'Party A - Claimant' and 'Party B - Defendant'. Each column has input fields for 'NAME OF COUNSEL', 'EMAIL', 'ADDRESS OF PARTIES', and 'PHONE NUMBER'. Below each column is an 'ADD MORE' button. At the bottom of the form are 'BACK' and 'CONTINUE' buttons. The left sidebar shows the navigation menu with 'Cases / Matters' selected.



### 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 **“EXHIBITS & WITNESSES”** tab with details of the witnesses and exhibits to be tendered

### Inputting Details of Witnesses & Exhibits

The screenshot shows the 'Adding New Case' form in the 'WITNESS & EXHIBITS' tab. The form has a single column for 'Witness 1' with input fields for 'NAME OF WITNESS', 'ADDRESS OF PARTIES', and 'PHONE NUMBER'. Below the column is an 'ADD MORE' button. At the bottom of the form are 'BACK' and 'CONTINUE' buttons. The left sidebar shows the navigation menu with 'Cases / Matters' selected.



# 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

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

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Cases / Matters

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Reports

CASES > ADD NEW CASE

← Adding New Case

CASE TYPE

GENERAL

COUNSEL DETAILS

WITNESS & EXHIBITS

EVIDENCE OF SERVICE

Document 1

NAME OF DOCUMENT

EVIDENCE DOCUMENT

Choose file No file chosen

+ ADD MORE

BACK

SEND FOR 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

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

oalpchiefregistrar Chief Registrar

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
April 28, 2021	AB/008/21	Frida & Frida Ltd vs. Canstar Plc	CIVIL	Contract	-	ASSIGN
April 28, 2021	AB/02C/21	The State vs. Biodun Camaria	CRIMINAL	Misdemeanor	-	ASSIGN
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	-	ASSIGN
Oct. 10, 2018	HC/AB/1143/2018	Mr Samson Nduka vs. Miss Miranda Bopoto	CIVIL	Tenancy	-	ASSIGN
Oct. 10, 2018	HC/AB/1143/2018	Mr Samson Nduka vs. Miss Miranda Bopoto	CIVIL	Tenancy	-	ASSIGN
April 20, 2017	HC/AB/454/2017	Onos Gabunka vs. The State	CRIMINAL	Bail Applications	-	ASSIGN

Switch to Judge View



### Step 2:

Click on the “EDIT” tab at the right corner of the screen.

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

oalpchiefjudge Chief Judge

CASES > OVERVIEW

FRIDA & FRIDA LTD VS CANSTAR PLC

RULE APPEARANCE MARK AS COMPLETED STRIKE OUT SHOW CAUSE

DEFAULT JUDGMENT EDIT ARCHIVE

GENERAL

SUIT NUMBER	CASE NAME	FILED DATE
AB/008/21	Frida & Frida Ltd vs Canstar Plc	April 28, 2021
COURT NAME	CATEGORY	SUB CATEGORY
High Court of Ogun State	CIVIL	Contract
TYPES OF APPLICATIONS*	EXPARTE APPLICATION	HAVE SERVICES BEEN AFFECTED?
Interlocutory	Application for Substituted Service	YES
SUBSTITUTED SERVICE	PLAINTIFF'S COUNSEL	UNDERTAKING BY CLAIMANT'S COUNSEL
NO	YES	YES
DESCRIPTION		
The Defendant has filed an application challenging the jurisdiction of the court to entertain the matter		

Switch to Judge View



## 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 “EVIDENCE OF SERVICE” and select “CHOOSE FILE” to upload the scanned proof of service to the Solution

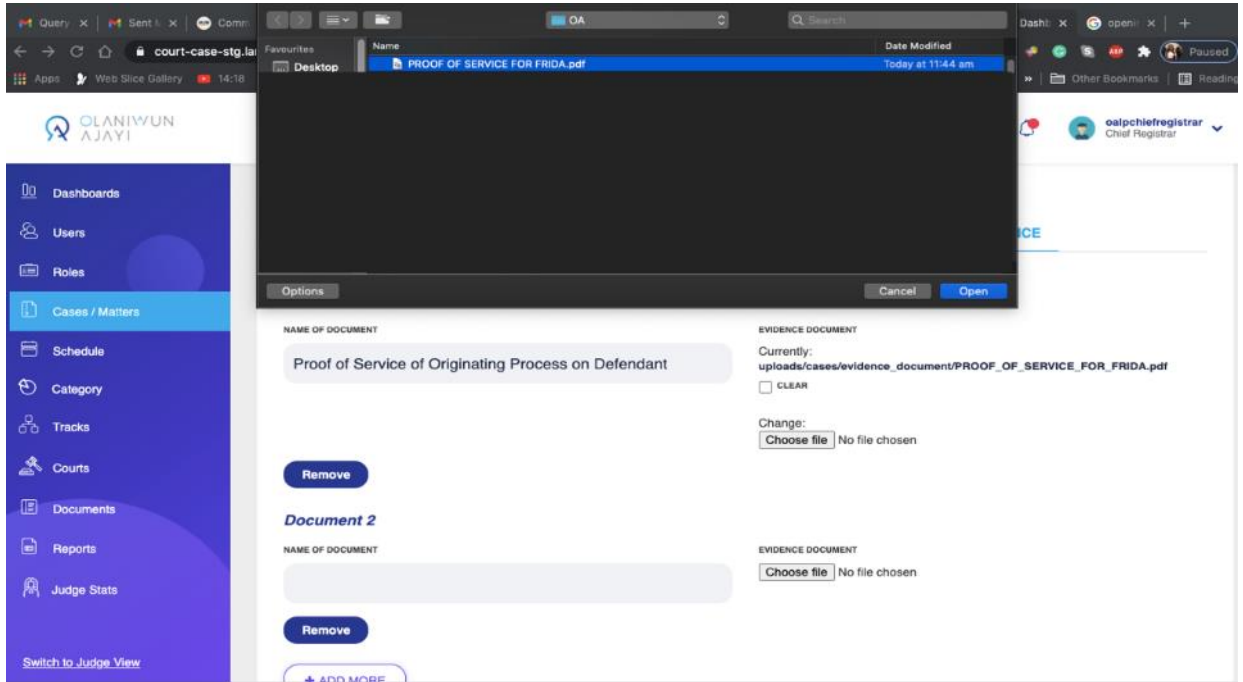


## HOW TO UPDATE THE NEW CASE ONCE SERVICE HAS BEEN EFFECTED

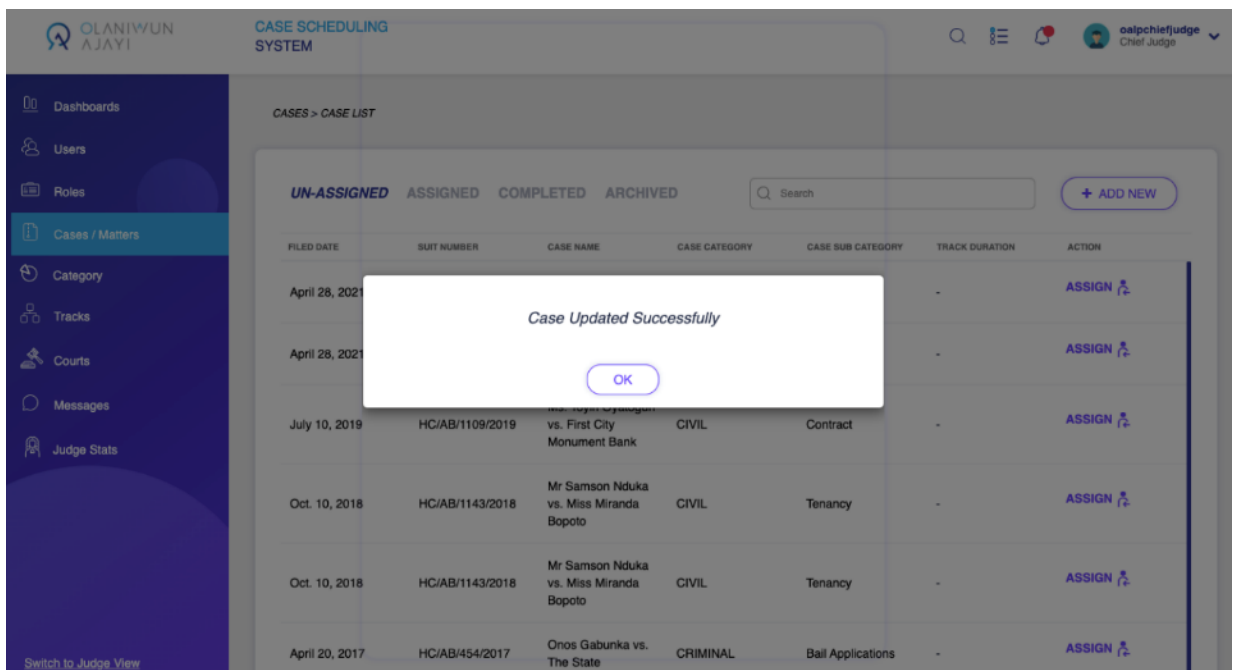


### Steps 5:

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

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

oalpchiefregistrar Chief Registrar

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
April 28, 2021	AB/02C/21	The State vs. Blodun Camaria	CRIMINAL	Misdemeanor	-	ASSIGN
April 28, 2021	AB/008/21	Frida & Frida Ltd vs. Canstar Plc	CIVIL	Contract	-	ASSIGN
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	-	ASSIGN
Oct. 10, 2018	HC/AB/1143/2018	Mr Samson Nduka vs. Miss Miranda Bopoto	CIVIL	Tenancy	-	ASSIGN
Oct. 10, 2018	HC/AB/1143/2018	Mr Samson Nduka vs. Miss Miranda Bopoto	CIVIL	Tenancy	-	ASSIGN
April 20, 2017	HC/AB/454/2017	Onos Gabunka vs. The State	CRIMINAL	Bail Applications	-	ASSIGN



### Step 2:

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

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

oalpchiefjudge Chief Judge

CASES > OVERVIEW

FRIDA & FRIDA LTD VS CANSTAR PLC

RULE APPEARANCE MARK AS COMPLETED STRIKE OUT SHOW CAUSE

DEFAULT JUDGMENT EDIT ARCHIVE

GENERAL

SUIT NUMBER <b>AB/008/21</b>	CASE NAME <b>Frida &amp; Frida Ltd vs Canstar Plc</b>	FILED DATE <b>April 28, 2021</b>
COURT NAME <b>High Court of Ogun State</b>	CATEGORY <b>CIVIL</b>	SUB CATEGORY <b>Contract</b>
TYPES OF APPLICATIONS* <b>Interlocutory</b>	EXPORTE APPLICATION <b>Application for Substituted Service</b>	HAVE SERVICES BEEN AFFECTED? <b>YES</b>
SUBSTITUTED SERVICE <b>NO</b>	PLAINTIFF'S COUNSEL <b>YES</b>	UNDERTAKING BY CLAIMANT'S COUNSEL <b>YES</b>
DESCRIPTION <b>The Defendant has filed an application challenging the jurisdiction of the court to entertain the matter</b>		

Switch to Judge View



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

Under “PARTICULARS OF APPEARANCE” 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.

## Step 3:

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

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CASE SCHEDULING  
SYSTEM

oalpchiefjudge  
Chief Judge

Dashboards

Users

Roles

Cases / Matters

Category

Tracks

Courts

Messages

Judge Stats

Switch to Judge View

CASES > OVERVIEW > CASE FILE NAME

← ENTRY OF APPEARANCE

PARTICULARS OF APPEARANCE

HAVE PRELIMINARY OBJECTION OR OTHER DISPOSITIVE APPLICATION FILED?

Yes

EMAIL ADDRESS OF DEFENDANTS COUNSEL

PHONE NUMBER OF DEFENDANTS COUNSEL

NO. OF WITNESSES

NO. OF EXHIBITS/DOCUMENTS

UPLOAD PROOF OF SERVICE FOR APPLICATIONS FILED

UPLOAD

MEMORANDUM OF APPEARANCE

COUNTER CLAIM

UNDERTAKING BY DEFENDANT'S COUNSEL

Yes

STATEMENT OF DEFENCE

ADD APPLICATION TO REGULARISE

OTHER APPLICATIONS

CANCEL

ADD

## Step 4:

Upon completion of Step 3, “UPLOAD” the filed memorandum of appearance

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

oalpchiefjudge  
Chief Judge

Dashboards

Users

Roles

Cases / Matters

Category

Tracks

Courts

Messages

Judge Stats

Switch to Judge View

CASES > OVERVIEW > CASE FILE NAME

← ENTRY OF APPEARANCE

PARTICULARS OF APPEARANCE

HAVE PRELIMINARY OBJECTION OR OTHER DISPOSITIVE APPLICATION FILED?

Yes

EMAIL ADDRESS OF DEFENDANTS COUNSEL

PHONE NUMBER OF DEFENDANTS COUNSEL

NO. OF WITNESSES

NO. OF EXHIBITS/DOCUMENTS

UPLOAD PROOF OF SERVICE FOR APPLICATIONS FILED

UPLOAD

MEMORANDUM OF APPEARANCE

COUNTER CLAIM

UNDERTAKING BY DEFENDANT'S COUNSEL

Yes

STATEMENT OF DEFENCE

ADD APPLICATION TO REGULARISE

OTHER APPLICATIONS

CANCEL

ADD



# 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

CASE SCHEDULING SYSTEM

oalpchiefjudge  
Chief Judge

Dashboards

Users

Roles

Cases / Matters

Category

Tracks

Courts

Messages

Judge Stats

Switch to Judge View

CASES > OVERVIEW > CASE FILE NAME

← ENTRY OF APPEARANCE

PARTICULARS OF APPEARANCE

HAVE PRELIMINARY OBJECTION OR OTHER DISPOSITIVE APPLICATION FILED?

Yes

EMAIL ADDRESS OF DEFENDANTS COUNSEL

PHONE NUMBER OF DEFENDANTS COUNSEL

NO. OF WITNESSES

NO. OF EXHIBITS/DOCUMENTS

UPLOAD PROOF OF SERVICE FOR APPLICATIONS FILED

UPLOAD

MEMORANDUM OF APPEARANCE

COUNTER CLAIM

UNDERTAKING BY DEFENDANT'S COUNSEL

Yes

STATEMENT OF DEFENCE

ADD APPLICATION TO REGULARISE

OTHER APPLICATIONS

CANCEL

ADD

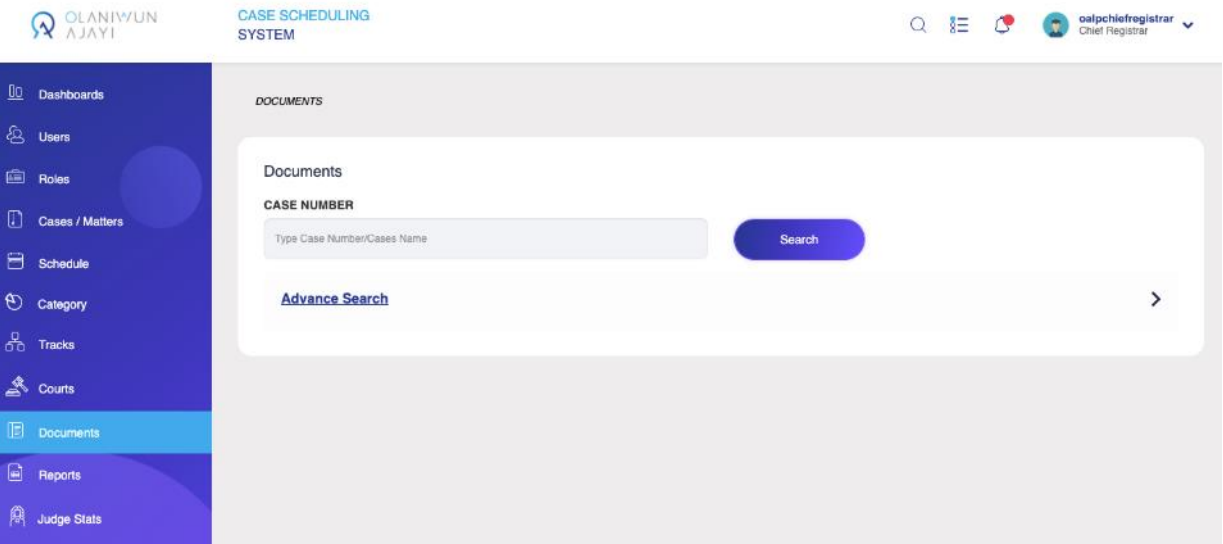


# HOW TO EXTRACT UPLOADED PROOF OF SERVICE AND MEMORANDUM OF APPEARANCE FROM THE SOLUTION



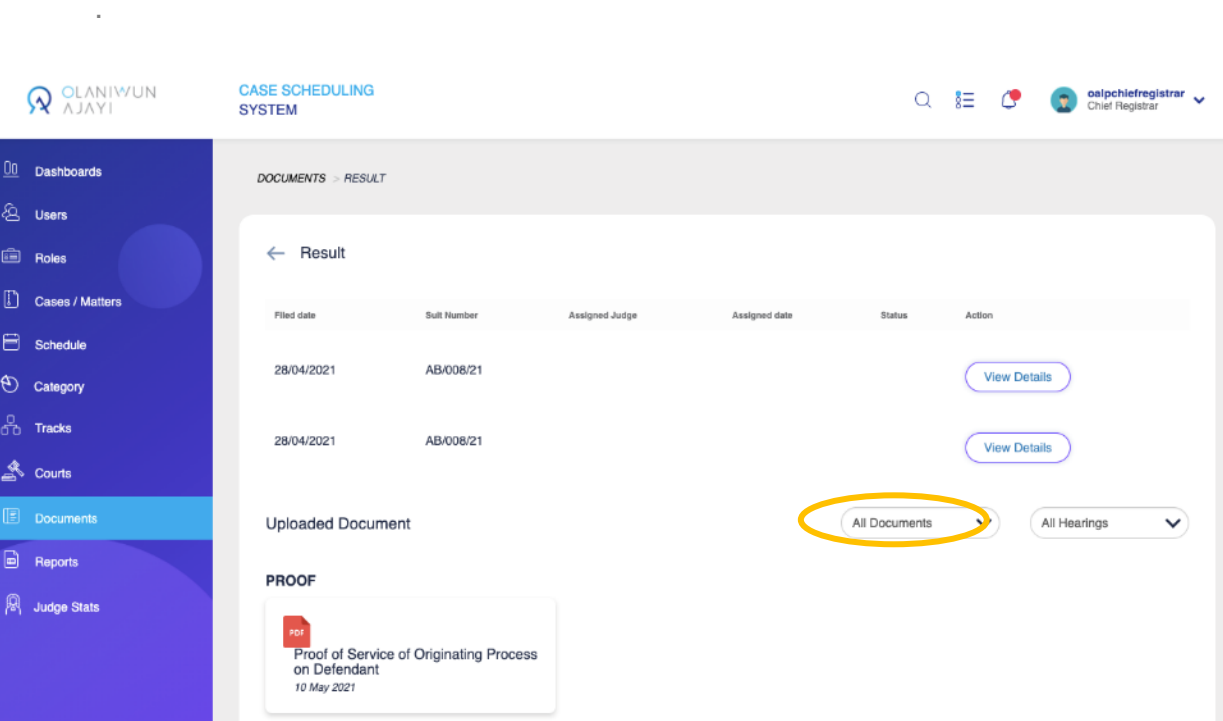
## Step 1:

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

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Result

Search

SORT BY

Filed date	Suit Number	Assigned Judge	Assigned date	Status	Action
28/04/2021	AB/008/21				<div>View Details</div>
28/04/2021	AB/008/21				<div>View Details</div>

Uploaded Document

PROOF

PDF

Proof of Service of Originating Process on Defendant

10 May 2021

✓ All Documents

Proof of service

Proof

Announcement

All Hearings



### Step 3:

Click on the red PDF sign to download the proof of service or document uploaded

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Result

Search

SORT BY

Filed date	Suit Number	Assigned Judge	Assigned date	Status	Action
28/04/2021	AB/008/21				<div>View Details</div>
28/04/2021	AB/008/21				<div>View Details</div>

Uploaded Document

PROOF

PDF

Proof of Service of Originating Process on Defendant

10 May 2021

✓ All Documents

Proof of service

Proof

Announcement

All Hearings



# HOW TO CREATE AND DOWNLOAD REPORTS FROM THE SOLUTION



## Step 1:

Click on the “REPORTS” interface and select your preferred period

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Reports >

14/05/2021

dd/mm/yyyy

Export By:

May 2021

2018

2019

2020

2021

2022

Jan

Feb

Mar

Apr

May

Jun

Jul

Aug

Sep

Oct

Nov

Dec

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

	COURT SNAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
<input type="checkbox"/>	High Court of Ogun State	20/04/2017	HC/AB/454/2017	Onos Gabunka	CRIMINAL	New Case	None	MORE
<input type="checkbox"/>	High Court of Ogun State	28/04/2021	AB/459/21	Daniel Ologu	CIVIL	Case In Default	None	MORE

## Step 2:

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

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Reports >

01/01/2020

31/12/2020

Export By:

Filter By:

Court Name

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

COMPLETED

	COURT SNAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
<input type="checkbox"/>	High Court of Ogun State	19/04/2021	M/345/2021	The Blue Concepts Limited	CIVIL	Completed	Desmond Rich	MORE
<input type="checkbox"/>	High Court of Ogun State	29/01/2021	KAD/KDH/23c/2021	The State	CRIMINAL	Completed	Hon_Justice_Mabekoje	MORE



# 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.

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Reports >

dd/mm/yyyy

dd/mm/yyyy

Export By:

Filter By:

Court Name

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

COURT SNAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
<input type="checkbox"/> High Court of Ogun State	20/04/2017	HC/AB/454/2017	Onos Gabunka	CRIMINAL	New Case	None	<div>MORE</div>
<input type="checkbox"/> High Court of Ogun State	28/04/2021	AB/459/21	Daniel Ologo	CIVIL	Case In Default	None	<div>MORE</div>



# 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

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Switch to Judge View

Court NameCategorySub CategoryTracksStatus

COMPLETED

APPLY FILTER

Clear Filters

COURT SNAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
<input type="checkbox"/> High Court of Ogun State	19/04/2021	M/345/2021	The Blue Concepts Limited	CIVIL	Completed	Desmond Rich	MORE
<input type="checkbox"/> High Court of Ogun State	29/01/2021	KAD/KDH/23c/2021	The State	CRIMINAL	Completed		

STAGE NAME

DURATION (DAYS)

Case Age from filing24

Filing - AssignmentNA

Filing - ServiceNA

Filing - Start of Hearing/TrialNA

Assignment - Start of Hearing/TrialNA

Filing - Start of Hearing Hearing/TrialNA

Filing - JudgmentNA

Service - Close of pleadingsNA



## 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.

CASE SCHEDULING SYSTEM

oalpchiefregistrar  
Chief Registrar

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Documents

Reports

Judge Stats

Switch to Judge View

Court NameCategorySub CategoryTracksStatus

COMPLETED

APPLY FILTER

Clear Filters

COURT SNAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
<input type="checkbox"/> High Court of Ogun State	19/04/2021	M/345/2021	The Blue Concepts Limited	CIVIL	Completed	Desmond Rich	MORE
<input type="checkbox"/> High Court of Ogun State	29/01/2021	KAD/KDH/23c/2021	The State	CRIMINAL	Completed		

STAGE NAME

DURATION (DAYS)

Case Age from filing24

Filing - AssignmentNA

Filing - ServiceNA

Filing - Start of Hearing/TrialNA

Assignment - Start of Hearing/TrialNA

Filing - Start of Hearing Hearing/TrialNA

Filing - JudgmentNA

Service - Close of pleadingsNA



# ADMINISTRATIVE JUDGE

## GETTING STARTED

### Access your account

To access the system,

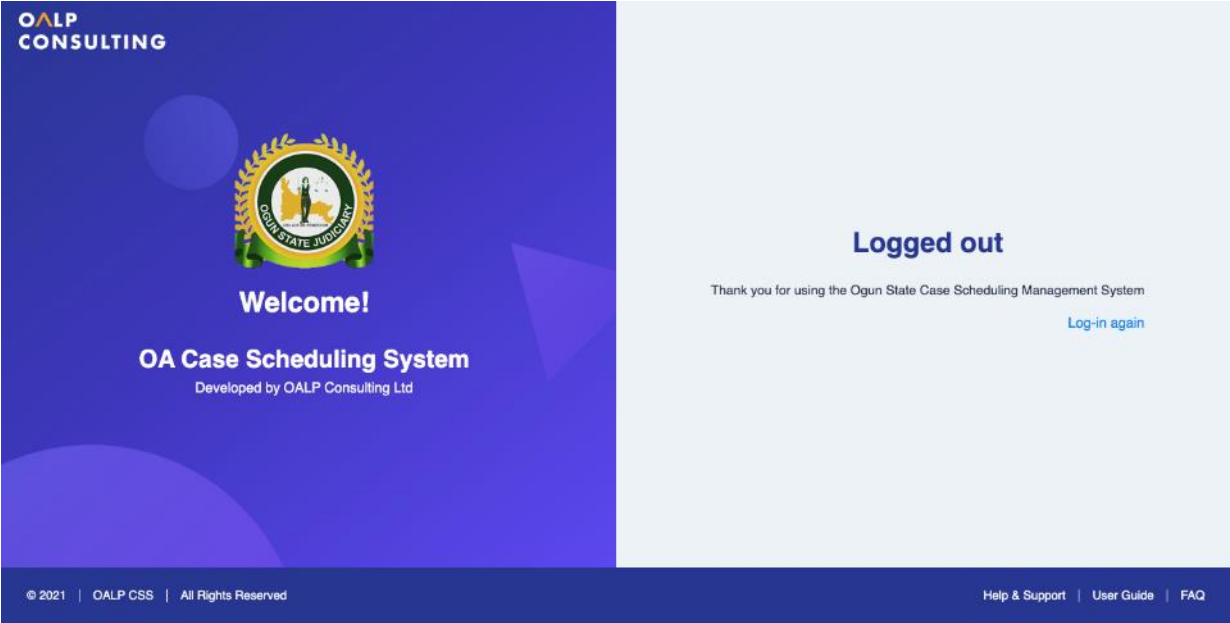


Open the application log in by clicking on the icon



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

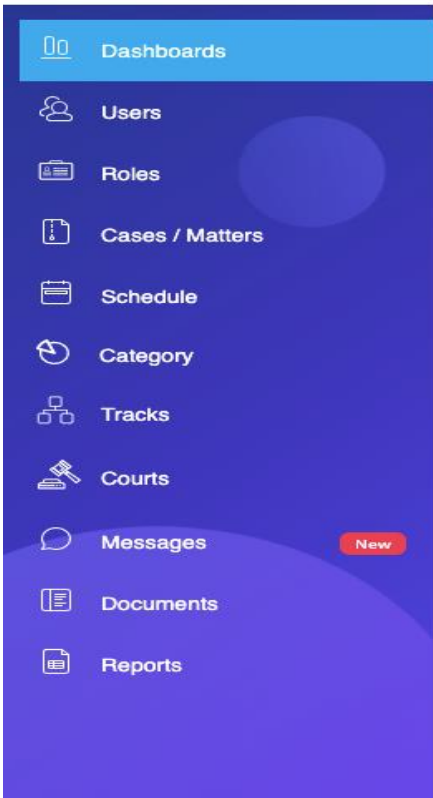
*That takes you to your personal dashboard*





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 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




# 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


OLANIWUN  
AJAYI


CASE SCHEDULING  
SYSTEM


adminjudgeoalp  
Admin Judge


Dashboards


Users


Roles


Cases / Matters


Schedule


Category


Tracks

Courts

Messages

Documents

Reports

Judge Stats

Switch to Judge View

New Filed Cases  
12 ↑

Assigned Cases  
9 ↑

Cases Pending Service  
24 ↓

Cases for Reassignment  
0 ↑

Cases In Default  
27 ↑

Clearance Rate  
9% ↓

7 SIMPLE()

1 STANDARD()

2 COMPLEX()

5 SIMPLE()

Case List - 13 May 2021

Filter by Court All

May 2021

Su

Mo

Tu

We

Th

Fr

Sa

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

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17

18

19

20

21

22

23

24

25

26

27

28

29

30

31

SUIT NUMBER	CASE NAME	CASE CATEGORY	SUB CATEGORY	FILED DATE	ASSIGNED TO	ACKNOWLEDGED
CASE123/cas e123	sdh v. jsjds	CIVIL	Chieftaincy	May 13, 2021	None	None
● Case In Default						
11/12/13	t1 v. def	CIVIL	Constitutional Law	May 13, 2021	None	None
● Case In Default						
QQQQ	DClaimant v.	CRIMINAL	Bail	May 12, 2021	None	None



# 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

**OLANIWUN AJAYI** CASE SCHEDULING SYSTEM

adminjudgealp Admin Judge

**TODO - 14 TASKS** **VIEW ALL**

**NEW FILED CASE**

SUIT NUMBER\* **HC/AB/6721/2021** CASE NAME **The Eagles Construction Limited V. The Olayewole Group Limited, Mr Ola Olayewola**

CATEGORY **CIVIL** SUB CATEGORY **CONTRACT**

COURT NAME **HIGH COURT OF OGUN STATE**

**CASE FILED BY**

NAME	PERSONA / DESIGNATION	FILED DATE
<b>NONE</b>		<b>MAY 13, 2021</b>

**ASSIGN** **VIEW CASE** **MARK AS COMPLETED**

**NEW FILED CASE**

SUIT NUMBER\* **WB/11/22** CASE NAME **Webenza One V. Weben**

CATEGORY **CIVIL** SUB CATEGORY **TENANCY**

COURT NAME **HIGH COURT OF OGUN STATE**

**CASE FILED BY**

NAME	PERSONA / DESIGNATION	FILE
<b>CHIEF REGIS</b>	<b>CHIEF REGISTRAR</b>	<b>M/ 20</b>

**ASSIGN** **VIEW CASE** **MARK AS COMPLETED**

## Home Dashboard 2

**OLANIWUN AJAYI** CASE SCHEDULING SYSTEM

adminjudgealp Admin Judge

**NEW CASE ASSIGNMENT** **VIEW CASE**

**ALL** **NEW** **COMPLETED** **PENDING**

Search

**NEW CASE ASSIGNMENT**

SUIT NUMBER\* **HC/AB/6721/2021** CASE NAME **The Eagles Construction Limited V. The Olayewole Group Limited, Mr Ola Olayewola**

CATEGORY **CIVIL** SUB CATEGORY **CONTRACT**

COURT NAME **HIGH COURT OF OGUN STATE**

**CASE FILED BY**

NAME	PERSONA / DESIGNATION	FILED DATE
<b>NONE</b>		<b>MAY 13, 2021</b>

**ASSIGN** **MARK AS COMPLETED**

**NEW CASE ASSIGNMENT**

SUIT NUMBER\* **WB/11/22** CASE NAME **Webenza One V. Webenza Two**

CATEGORY **CIVIL** SUB CATEGORY **TENANCY**

COURT NAME **HIGH COURT OF OGUN STATE**

**CASE FILED BY**

NAME	PERSONA / DESIGNATION	FILED DATE
<b>CHIEF REGIS</b>	<b>CHIEF REGISTRAR</b>	<b>MAY 12, 2021</b>

**ASSIGN** **MARK AS COMPLETED**

## 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

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
May 13, 2021	HC/AB/6721/2021	The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Olu Okeyewola	CIVIL	Contract	-	ASSIGN
May 13, 2021	XXXXX	XTest vs. DTest	CIVIL	Administration of Estate	-	ASSIGN
May 12, 2021	WB/11/23	Webenza three vs. Webenza four	CIVIL	Chieftaincy	-	ASSIGN
May 12, 2021	WB/11/22	Webenza one vs. Webenza two	CIVIL	Tenancy	-	ASSIGN
May 10, 2021	HC/AB/1167/2021	Bankola Samson vs. Black Medals Limited	CIVIL	Contract	-	ASSIGN
...	...	Bianca Lamide vs. Gold Talk	...	...	...	ASSIGN

### ASSIGNED CASES

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED ARCHIVED

Search

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
May 13, 2021	CASE00000	new1 vs. new2	CIVIL	Chieftaincy	3 months	RE-ASSIGN
	On going	ACKNOWLEDGED BY Desmond Rich	ACKNOWLEDGED ON 12.05.2021 13:52:42	TYPE OF TRACK simple 3 months	CURRENT STAGE FILING OF CASES AND APPLICATION	NEXT HEARING ON 00:00/0000
May 13, 2021	t1/t2/t3	t1 vs. dsf	CIVIL	Constitutional Law	None	RE-ASSIGN
	Case in Default	ACKNOWLEDGED BY None	ACKNOWLEDGED ON None	TYPE OF TRACK None None	CURRENT STAGE FILING OF CASES AND APPLICATION	NEXT HEARING ON 00:00/0000
May 13, 2021	CASE123/case123	sdh vs. jijsd	CIVIL	Chieftaincy	None	RE-ASSIGN



# ADMINISTRATIVE JUDGE

## CASE / MATTERS INTERFACE

### COMPLETED CASES

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

admin@judgeoalp Admin Judge

Dashboards Users Roles **Cases / Matters** Schedule Category Tracks Courts Messages Documents Reports Judge Stats

CASES > CASE LIST

UN-ASSIGNED ASSIGNED **COMPLETED** ARCHIVED

Search + ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	COMPLETED ON
Jan. 29, 2021	KAD/KDH/23c/2021	The State vs. Mohammadu Buhari	CRIMINAL	Felony	-	-

### ARCHIVED CASES

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

admin@judgeoalp Admin Judge

Dashboards Users Roles **Cases / Matters** Schedule Category Tracks Courts Messages Documents Reports Judge Stats

CASES > CASE LIST

UN-ASSIGNED ASSIGNED COMPLETED **ARCHIVED**

Search + ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ARCHIVED ON	ACTION
May 10, 2021	00000000000000000000	Test0012222 vs. darshan	FUNDAMENTAL RIGHTS ENFORCEMENT	BREACH OF CHAPTER IV	-	-	UNARCHIVE
May 8, 2021	CASE123	kavya vs. dheeraj	CIVIL	Chieftaincy	-	-	UNARCHIVE
May 8, 2021	as1111	kavya vs. djhd	CRIMINAL	Bail Applications	-	-	UNARCHIVE
April 19, 2021	M/345/2021	The Blue Concepts Limited vs. Chief Ike & Sons Limited, Chief Ike Nwachukwu, Mr Bright Onouha and Dr Olabisi Yetunde	CIVIL	Tort	-	-	UNARCHIVE



## 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

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.

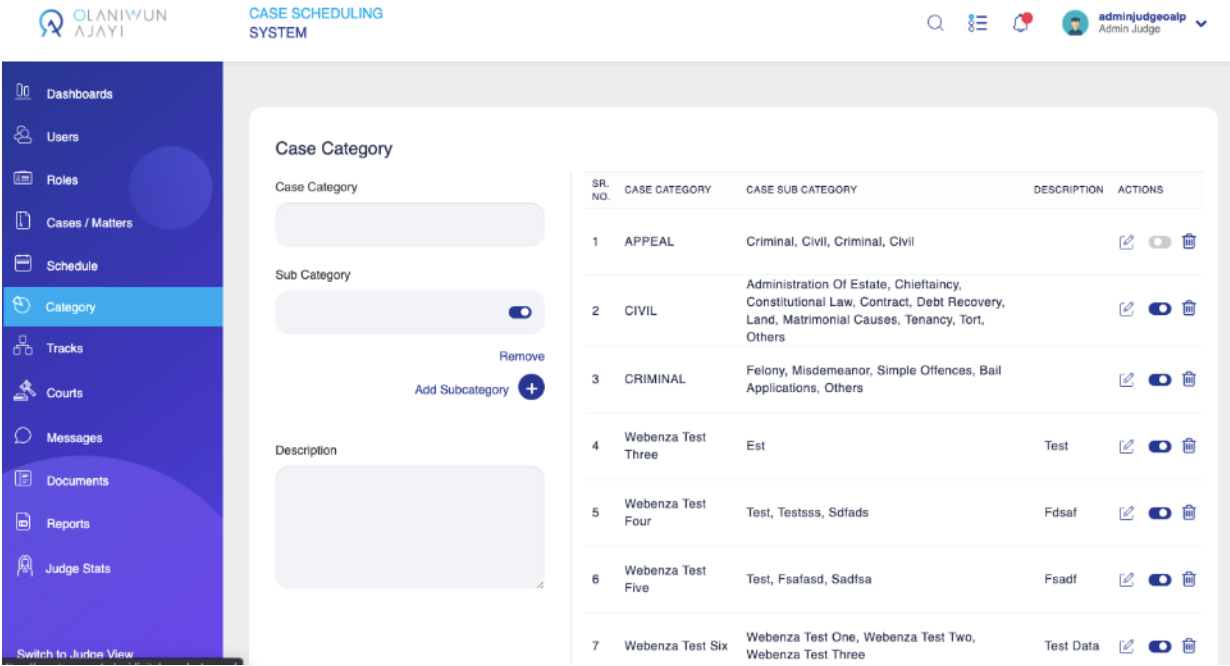
Where the case is an **Appeal**, any of the following standardized subcategories should be selected:

- ☐ Criminal; or
- ☐ Civil.



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





CASE SCHEDULING SYSTEM


adminjudgeoalp


Admin Judge


 Dashboards


 Users


 Roles


 Cases / Matters


 Schedule


 Category


 Tracks

 Courts

 Messages

 Documents

 Reports

 Judge Stats

Switch to Judge View

Tracks

Track Name

Select Case Category

Select






















Select case duration


Remove

Add Case Duration

CLOSE

CREATE

SR. NO	TRACK NAME	CATEGORY	CASE DURATION	ACTIONS
1	Simple	CIVIL	3 Months	  
2	Simple	CRIMINAL	3 Months	  
3	Misdemeanor	CRIMINAL	6 Months	  
4	Felony	CRIMINAL	24 Months	  
5	Complex	CIVIL	24 Months	  
6	Complex	CIVIL	6 Months, 3 Months	  
7	Standard	CIVIL	5	  






# 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


OLANIWUN  
AJAYI


CASE SCHEDULING  
SYSTEM





adminjudgeoalp  
Admin Judge


Dashboards


Users


Roles


Cases / Matters


Schedule


Category


Tracks

Courts

Messages

Documents

Reports






















Judge Stats

COURTS

COURT

Search

+ ADD NEW

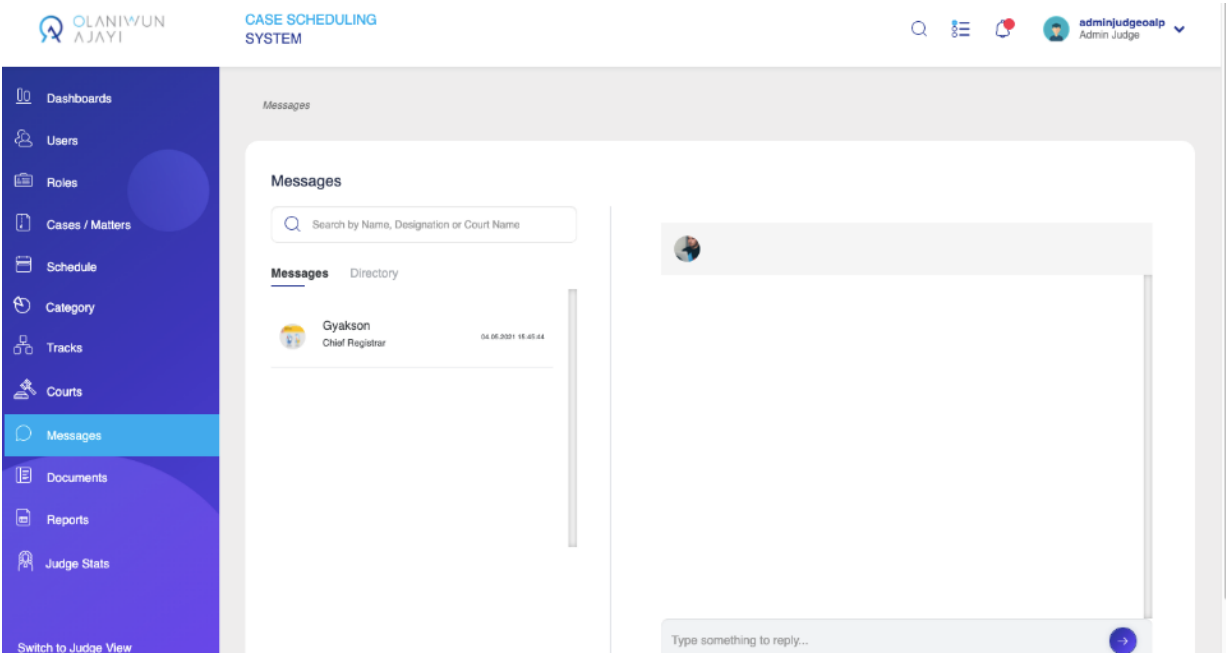
Court Number	Court Name	Registrar Name	Judge Name	Location	Contact Person	Actions
003	Sample Court	Gbenga Yakson	Desmond Rich	Location Here	Desmond Rich	  
1	High Court of Ogun State	tests test	b59ae	Abeokuta Judicial Division	Chief Regis	  
12345	court test	dheeraj	8cbfb	bangalore	vijay AH	  
1234_new_court	new_court	kavya s	kavya s	jhyd	Chief_Judge	  
2	High Court of Ogun State	Chief Regis	Hon_Justice_Mabekoje	Abeokuta Judicial Division	Chief Regis	  
Court 1	Test Court	kavya s	Honourable Justice Onafowokan	Abeokuta	Nagaraj	  
COURT THREE	Court 2	Nagaraj	Nagaraj	Location Here	Nagaraj	  



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

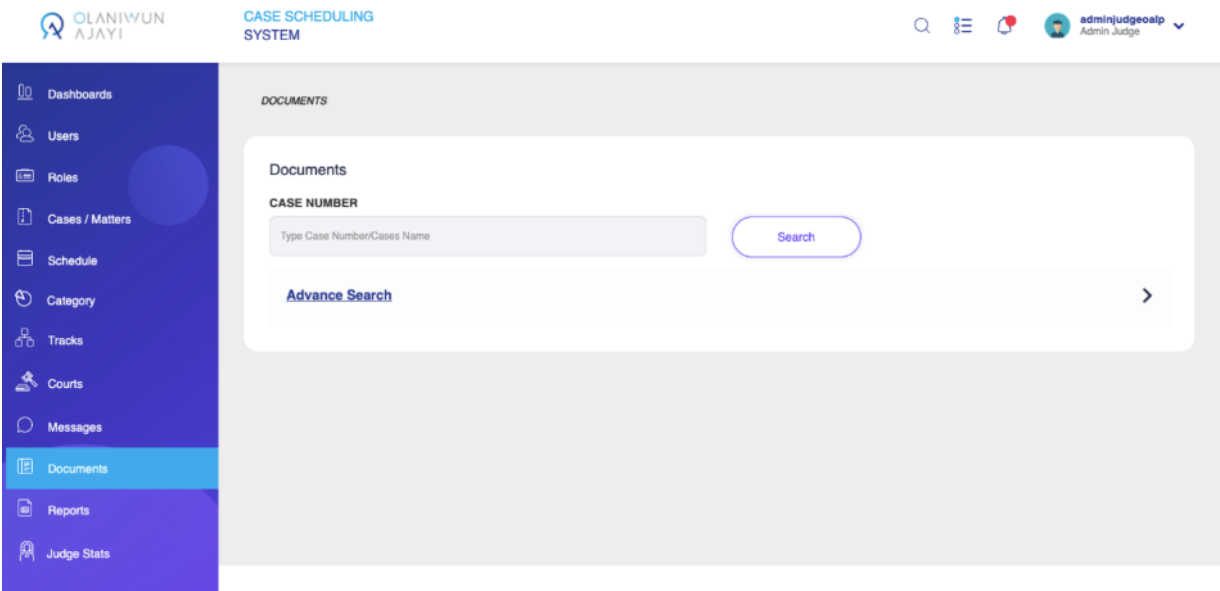




# ADMINISTRATIVE JUDGE

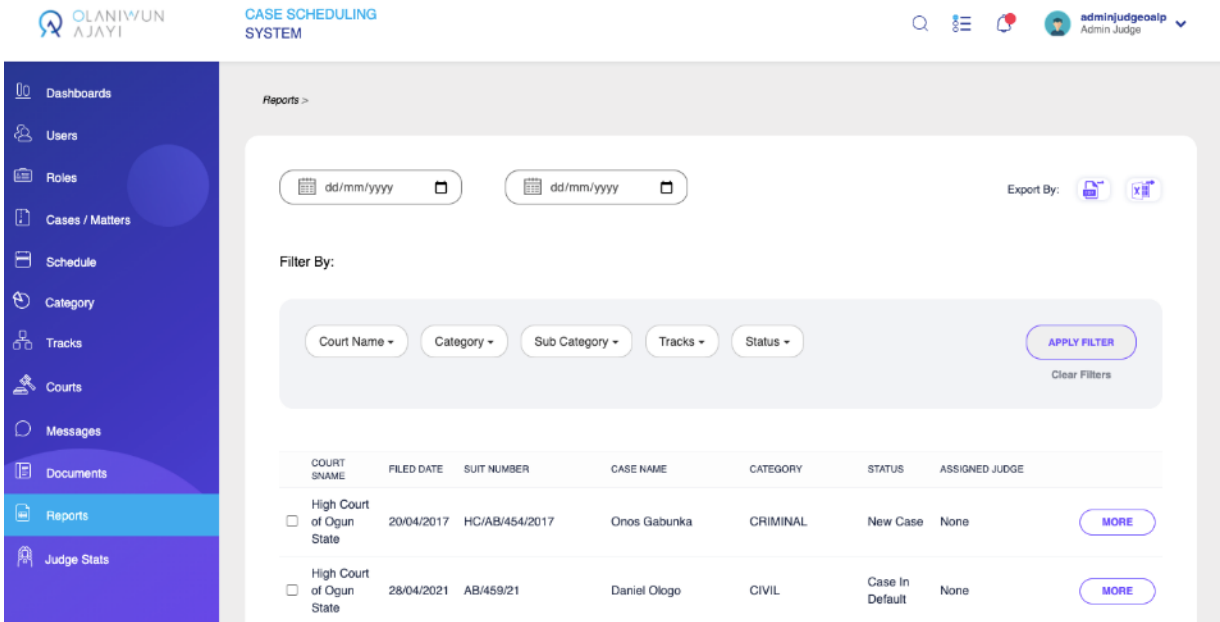
## DOCUMENTS

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-





# 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

CASE SCHEDULING SYSTEM

adminjudgeoalp  
Admin Judge

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

Switch to Judge View

New Filed Cases  
13

Assigned Cases  
9

Cases Pending Service  
24

Cases for Reassignment  
0

Cases In Default  
29

Clearance Rate  
0%

7 SIMPLE()

1 STANDARD()

2 COMPLEX()

5 SIMPLE()

Case List - 13 May 2021

Filter by Court All

May 2021

Su Mo Tu We Th Fr Sa

1

2 3 4 5 6 7 8

9 10 11 12 13 14 15

16 17 18 19 20 21 22

23 24 25 26 27 28 29

30 31

SUIT NUMBER	CASE NAME	CASE CATEGORY	SUB CATEGORY	FILED DATE	ASSIGNED TO	ACKNOWLEDGED
XXXXX	XTest v. DTest	CIVIL	Administration of Estate	May 13, 2021	None	None
● Case In Default						
t1/t2/13	t1 v. dsf	CIVIL	Constitutional Law	May 13, 2021	None	None
● Case In Default						



## 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.

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

CASES > CASE LIST

**UN-ASSIGNED** ASSIGNED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
May 13, 2021	HC/AB/6721/2021	The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Ola Olayewola	CIVIL	Contract	-	ASSIGN
May 12, 2021	WB/11/22	Webenza one vs. Webenza two	CIVIL	Tenancy	-	ASSIGN
May 12, 2021	WB/11/23	Webenza three vs. Webenza four	CIVIL	Chieftaincy	-	ASSIGN
May 10, 2021	HC/AB/4112/2021	Bianca Lamide vs. Gold Talk Communications Limited	CIVIL	Tort	-	ASSIGN
April 28, 2021	AB/008/21	Frida & Frida Ltd vs. Canstar Plc	CIVIL	Contract	-	ASSIGN



### 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

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

CASES > CASE LIST

**UN-ASSIGNED** ASSIGNED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
Oct. 13, 2020	HC/AB/101/2020	First City Monument Bank vs. Olaniran Badejo	CIVIL	Contract	-	ASSIGN
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	-	ASSIGN



# HOW TO VIEW A NEWLY FILED CASE



## 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

CASE SCHEDULING SYSTEM

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

CASES > OVERVIEW

FIRST CITY MONUMENT BANK VS OLANIRAN BADEJO

GENERAL

SUIT NUMBER	CASE NAME	FILED DATE
HC/AB/101/2020	First City Monument Bank vs Olaniran Badejo	Oct. 13, 2020
COURT NAME	CATEGORY	SUB CATEGORY
High Court of Ogun State	CIVIL	Contract
TYPES OF APPLICATIONS*	EXPORTE APPLICATION	HAVE SERVICES BEEN AFFECTED?
NA	Application for Substituted Service	NO
SUBSTITUTED SERVICE	PLAINTIFF'S COUNSEL	UNDERTAKING BY CLAIMANT'S COUNSEL
NO	YES	YES
DESCRIPTION		

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

CASE SCHEDULING SYSTEM

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

Counsel details

PARTY A - PLAINTIFF	PARTY B - DEFENDANT
<b>Hafeez Ahmed</b>	<b>Michael Akingbade</b>
Email: gyakson@olaniwunajayi.net	Email: fime@olaniwunajayi.net
contact No: 08123232323	contact No: 09045354535
13 Lalubu Road, Ibara 101241, Abeokuta	95, Obafemi Awolowo Road, PMB No. 2003, 234039, Abeokuta

Evidence of Service

No Evidence details.

Witness

No Witness details.

Exhibits

EXHIBITS



# 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.

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

adminjudgealp  
Admin Judge

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

Switch to Judge View

Reports >

FROM: dd/mm/yyyy

TO: dd/mm/yyyy

Export By:

JUDGE NAME

CATEGORY

SUB-CATEGORY

TRACK DURATION

select

select

select

APPLY FILTER

JUDGE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION	NO OF CASES
Honorable Justice. Admin_Judge	CIVIL	Administration of Estate	6	1
		Constitutional Law	6	1
		Land	6	1
Total				3
Honorable Justice. Hon_Justice_Mabekoje	CRIMINAL	Felony	6	1

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.

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

adminjudgealp  
Admin Judge

Dashboards

Users

Roles

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

Switch to Judge View

APPLY FILTER

JUDGE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION	NO OF CASES
Honorable Justice. Admin_Judge	CIVIL	Administration of Estate	6	1
		Constitutional Law	6	1
		Land	6	1
Total				3
Honorable Justice. Hon_Justice_Mabekoje	CRIMINAL	Felony	6	1
	FUNDAMENTAL RIGHTS ENFORCEMENT	BREACH OF CHAPTER IV	6	1
Total				2
Honorable Justice. demos webenza	CIVIL	Chieftaincy	6	1
Total				1
Honorable Justice. Desmond Rich	CIVIL	Administration of Estate	6	1



## 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”..

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

**CASES > CASE LIST**

**UN-ASSIGNED** ASSIGNED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
May 13, 2021	HC/AB/6721/2021	The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Ola Olayewola	CIVIL	Contract	-	ASSIGN
May 12, 2021	WB/11/22	Webenza one vs. Webenza two	CIVIL	Tenancy	-	ASSIGN
May 12, 2021	WB/11/23	Webenza three vs. Webenza four	CIVIL	Chieftaincy	-	ASSIGN
May 10, 2021	HC/AB/4112/2021	Bianca Lamide vs. Gold Talk Communications Limited	CIVIL	Tort	-	ASSIGN
April 28, 2021	AB/008/21	Frida & Frida Ltd vs. Canstar Plc	CIVIL	Contract	-	ASSIGN



### Step 2:

Click on “ASSIGN” tab on the left part of the screen .

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

**CASES > CASE LIST**

**UN-ASSIGNED** **ASSIGN** COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION	ACTION
May 13, 2021	HC/AB/6721/2021	The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Ola Olayewola	CIVIL	Contract	-	ASSIGN
May 12, 2021	WB/11/22	Webenza one vs. Webenza two	CIVIL	Tenancy	-	ASSIGN
May 12, 2021	WB/11/23	Webenza three vs. Webenza four	CIVIL	Chieftaincy	-	ASSIGN
May 10, 2021	HC/AB/4112/2021	Bianca Lamide vs. Gold Talk Communications Limited	CIVIL	Tort	-	ASSIGN
April 28, 2021	AB/008/21	Frida & Frida Ltd vs. Canstar Plc	CIVIL	Contract	-	ASSIGN



## 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-up prompting you to assign the court to your select Judge. Click on “Aelect Judge” .

**Assign Case**

SUIT NUMBER: HC/AB/6721/2021

CASE NAME: The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Ola Olayewola

CATEGORY: CIVIL

SUB CATEGORY: Contract

COURT NAME: HIGH COURT OF OGUN STATE

ASSIGN CASE TO: **Select Judge**

REMARKS: Input Remark

**CANCEL** **ASSIGN**



### Step 4:

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

**Assign Case**

SUIT NUMBER: HC/AB/6721/2021

CASE NAME: The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Ola Olayewola

CATEGORY: CIVIL

SUB CATEGORY: Contract

COURT NAME: HIGH COURT OF OGUN STATE

ASSIGN CASE TO: **Select Judge**

REMARKS: Input Remark

**CANCEL** **ASSIGN**

Dropdown List:

- ✓ Select Judge
- Chief\_Judge dheeraj
- oalpchiefjudge
- Admin\_Judge vijay AH
- Admin Ju
- test webenza
- kavya s
- Hon\_Justice\_Mabekoje
- test\_user
- Chief Regis

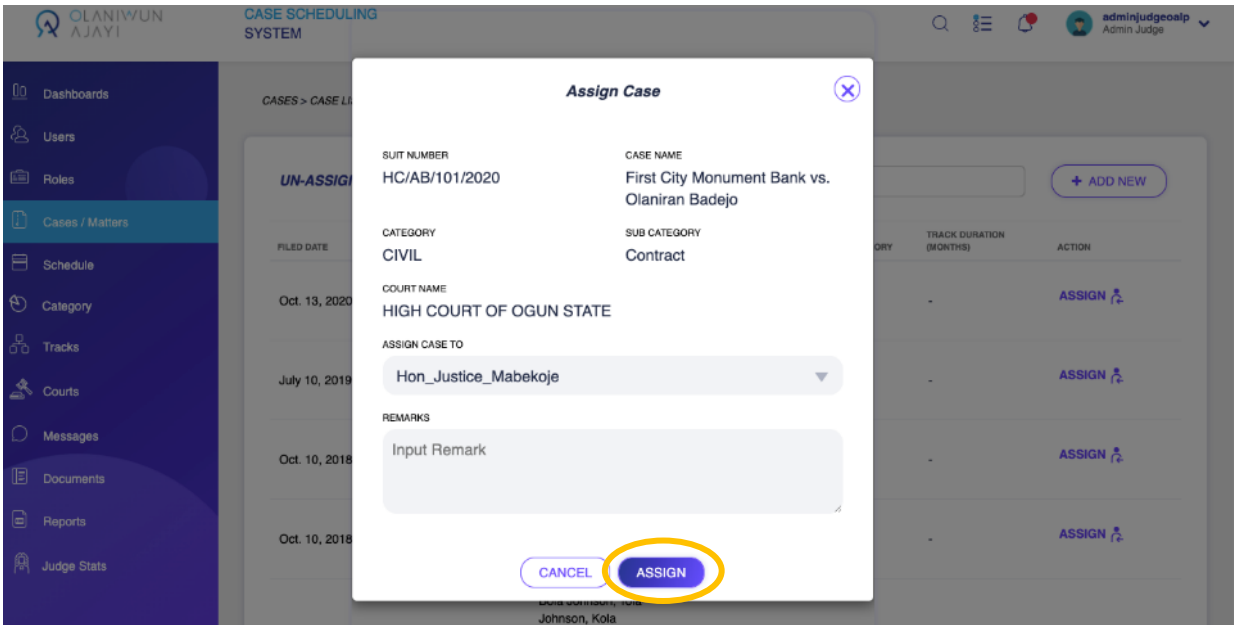


# HOW TO ASSIGN A CASE TO A PRESIDING JUDGE

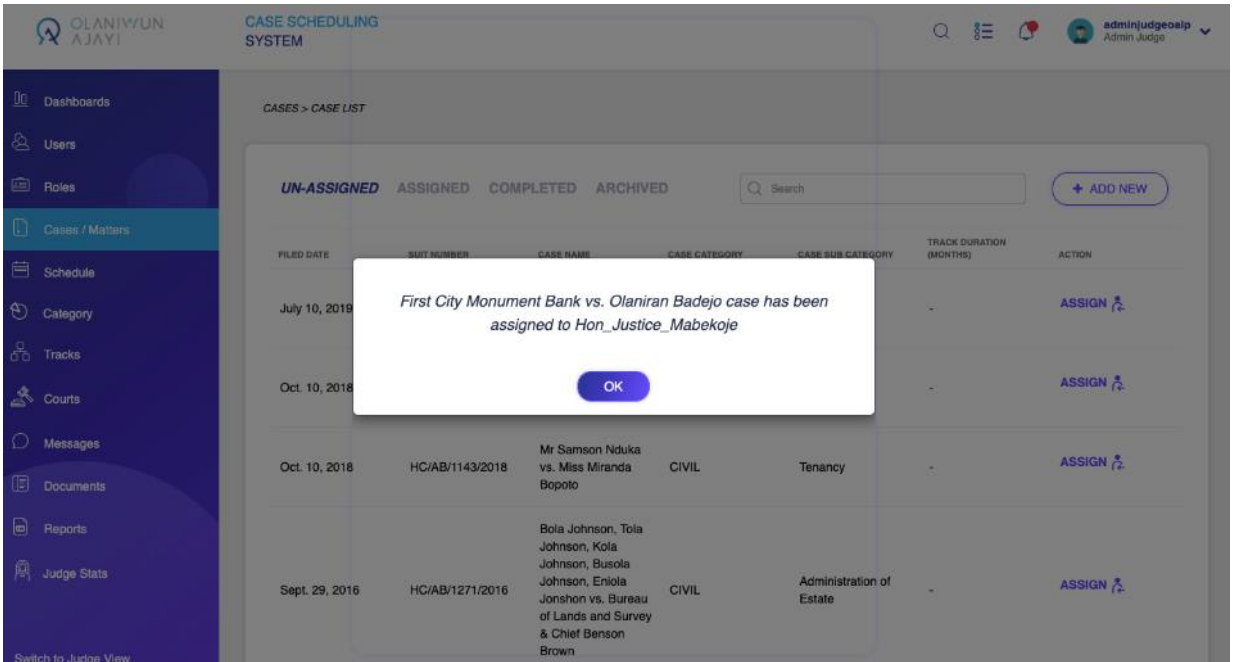


**Step 5:**

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”.


OLANIWUN  
AJAYI


CASE SCHEDULING  
SYSTEM





adminjudgeoalp  
Admin Judge


Dashboards


Users


Roles


Cases / Matters


Schedule


Category


Tracks

Courts

Messages

Documents

Reports

Judge Stats


CASES > CASE LIST

UN-ASSIGNEDASSIGNEDCOMPLETEDARCHIVED

Qfirst

+ ADD NEW

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
Oct. 13, 2020	HC/AB/101/2020	First City Monument Bank vs. Olaniran Badejo	CIVIL	Contract	6	RE-ASSIGN





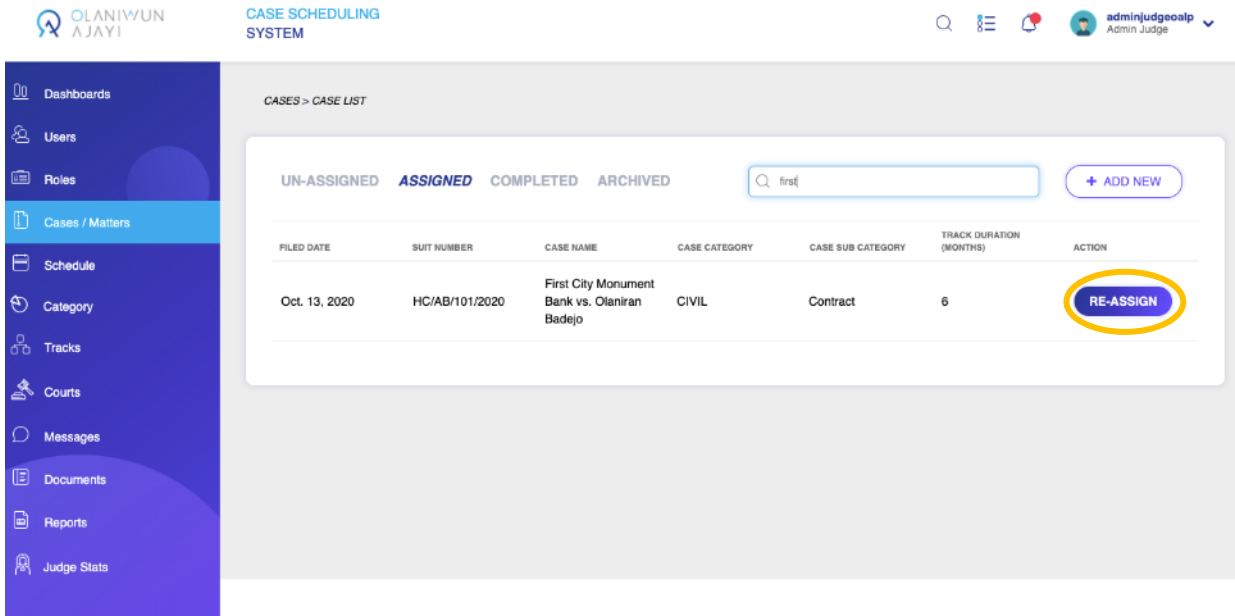
# HOW TO REASSIGN A CASE TO ANOTHER JUDGE

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



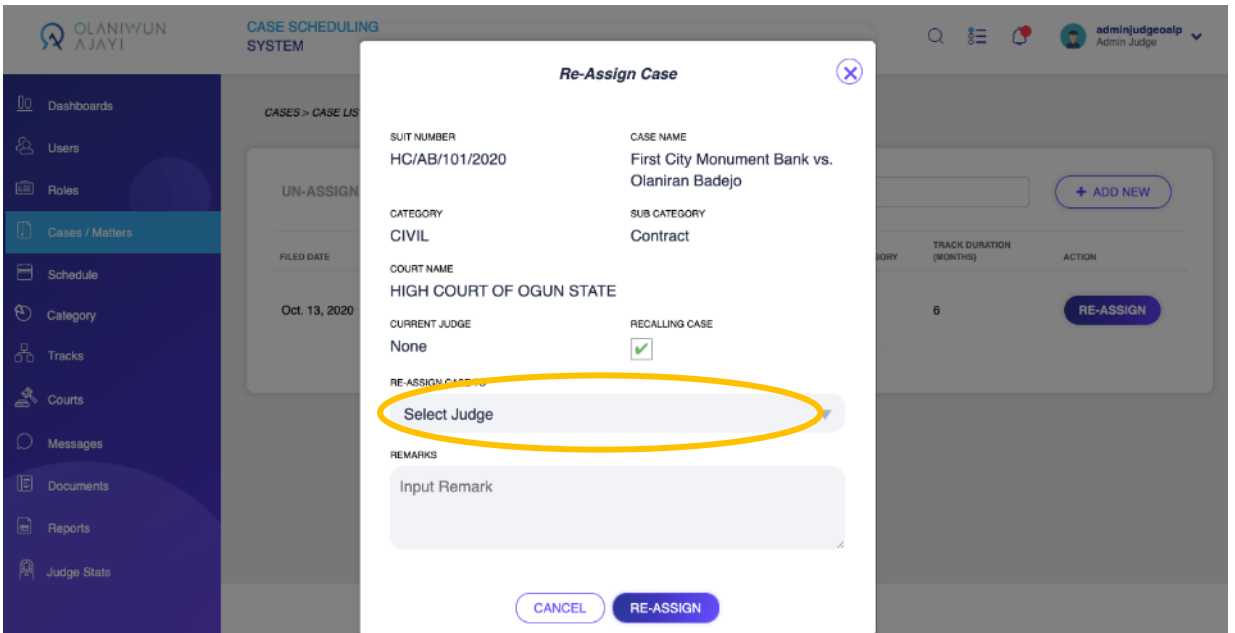
**Step 1:**

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



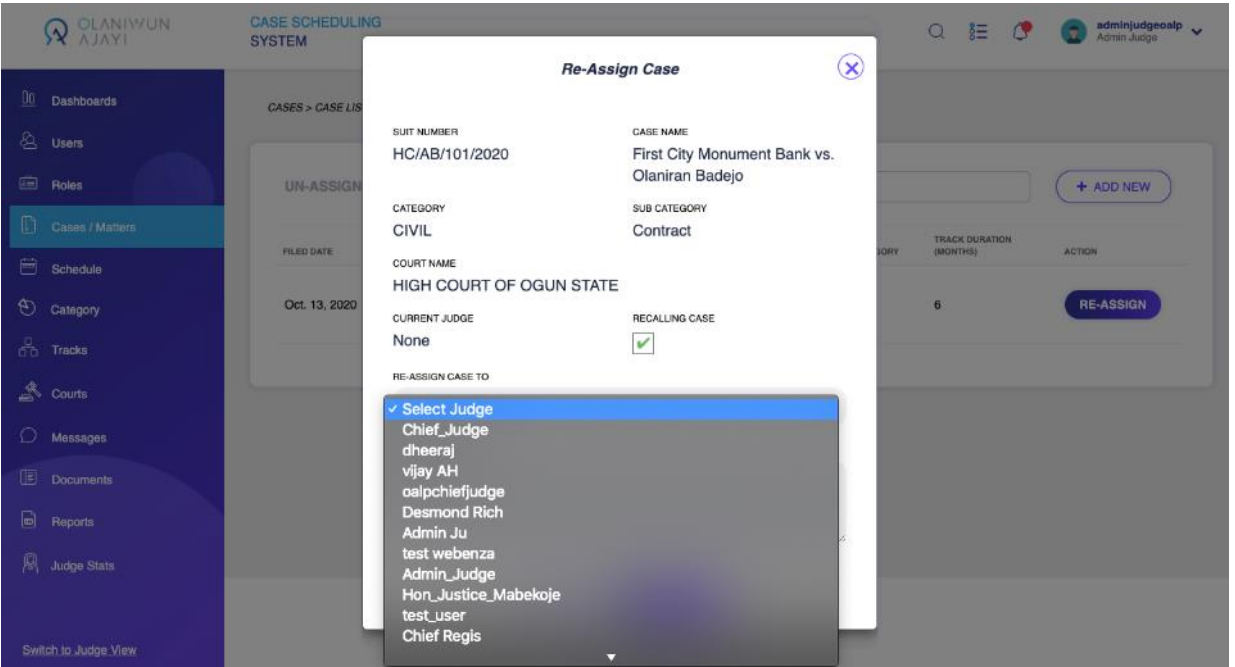
**Step 2:**


Click on **“Select Judge”** and select the Judge you want to re-assign the case to.

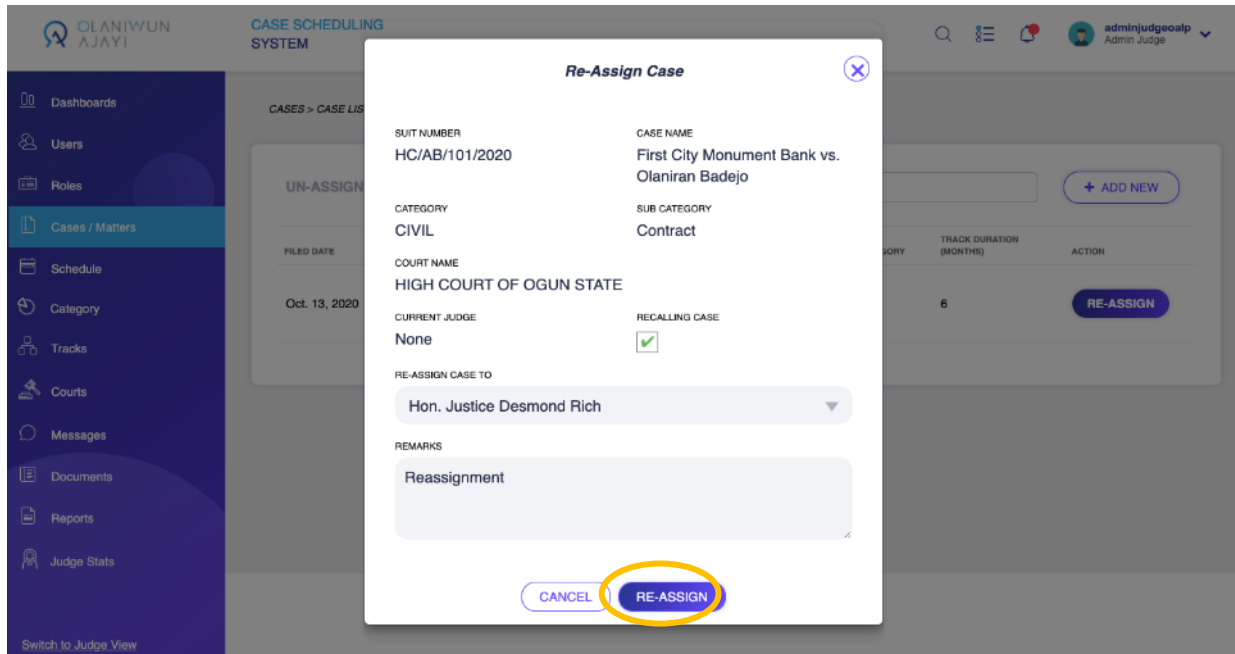




# HOW TO REASSIGN A CASE TO ANOTHER JUDGE



 **Step 3:**  
Input a remark, if any, and click on “RE-ASSIGN”.





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.

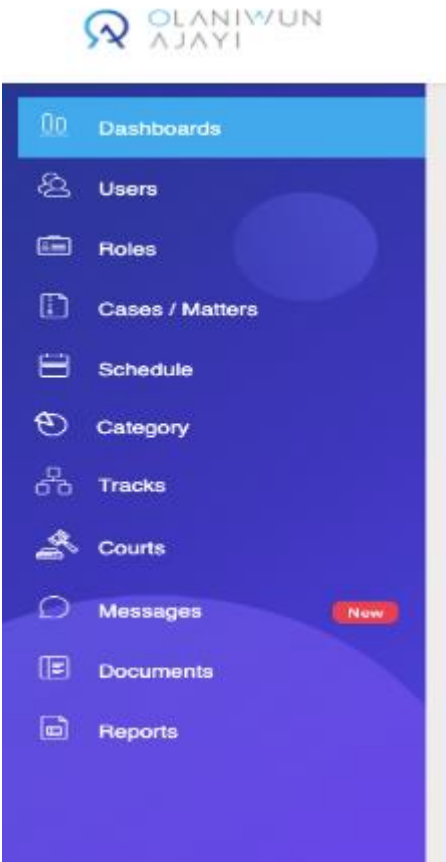
*That takes you to your personal dashboard*





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



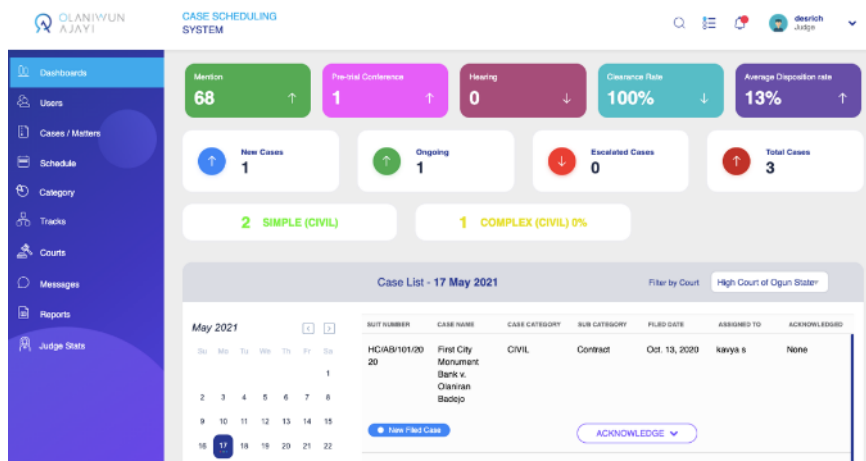
# PRESIDING JUDGE

## DASHBOARD

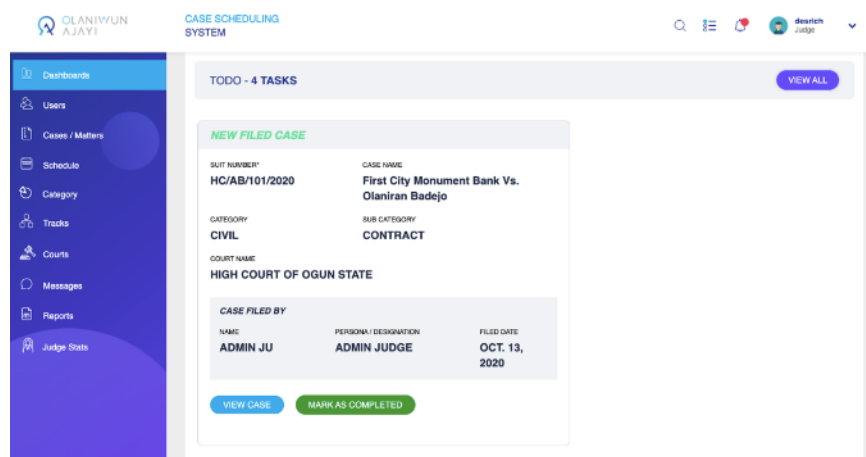
### Home Dashboard

- 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

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

NEW CASES

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

ONGOING CASES



CASE / MATTER INTERFACE

RECALLED CASES

Click on “RECALLED” circled in the screenshot below to view the recalled cases in your Lordships docket

OLANIWUN AJAYI

CASE SCHEDULING SYSTEM

dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

CASES > CASE LIST

NEW

ON GOING

RECALLED

RECUSED

COMPLETED

ARCHIVED

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

SUB CATEGORY

TRACK DURATION (MONTHS)

ACTION

May 5, 2021

SUIT/0001/CIV

Michael Smith vs. Adelewe Silver

CIVIL

Administration of Estate

-

-

ACKNOWLEDGED ON

05.05.2021 15:14:41

TYPE OF TRACK

Complex

CURRENT STAGE

Pre-Trial conference

-

-

RECUSED CASES

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

OLANIWUN AJAYI

CASE SCHEDULING SYSTEM

dashboards

Users

Cases / Matters

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Judge Stats

CASES > CASE LIST

NEW

ON GOING

RECALLED

RECUSED

COMPLETED

ARCHIVED

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

SUB CATEGORY

TRACK DURATION (MONTHS)

ACTION

No data available in table

COMPLETED CASES

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

OLANIWUN AJAYI

CASE SCHEDULING SYSTEM

dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

CASES > CASE LIST

NEW

ON GOING

RECALLED

RECUSED

COMPLETED

ARCHIVED

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

SUB CATEGORY

TRACK DURATION (MONTHS)

ACTION

No data available in table



PRESIDING JUDGE

CASE / MATTER INTERFACE

ARCHIVED CASES

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

dashboards

Users

Cases / Matters

Schedule

Category

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Judge Stats

CASES > CASE LIST

NEW

ON GOING

RECALLED

RECUSED

COMPLETED

ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CASE CATEGORY	CASE SUB CATEGORY	TRACK DURATION (MONTHS)	ARCHIVED ON	ACTION
No data available in table							

OLANIWUN  
AJAYI



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”.





CASE SCHEDULING SYSTEM





desrich Judge


 Dashboards


 Users


 Cases / Matters


 Schedule


 Category

 Tracks

 Counts

 Messages

 Reports


 Judge Stats

Case Category











Sub Category


Remove

Add Subcategory



Description

SR. NO.	CASE CATEGORY	CASE SUB CATEGORY	DESCRIPTION	ACTIONS
1	APPEAL	Criminal, Civil, Criminal, Civil		 
2	CIVIL	Administration Of Estate, Chieftaincy, Constitutional Law, Contract, Debt Recovery, Land, Matrimonial Causes, Tenancy, Tort, Others		 
3	CRIMINAL	Felony, Misdemeanor, Simple Offences, Bail Applications, Others		 
4	POST JUDGEMENT PROCEEDING	Stay Of Execution, Injunction Pending Appeal, Others		 
5	FUNDAMENTAL RIGHTS ENFORCEMENT	Breach Of Chapter IV		 





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

CASE SCHEDULING SYSTEM

dearich Judge

Dashboards

Users

Cases / Matters

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Category

Tracks

Courts

Messages

Reports

Judge Stats

Tracks

Track Name

Select Case Category

Select

▼

Enter Case Duration (Months)

Remove

Add Case Duration

CLOSE

CREATE








SR. NO	TRACK NAME	CATEGORY	ENTER CASE DURATION (MONTHS)	ACTIONS
1	Simple	CIVIL	6	
2	Simple	CRIMINAL	6	
3	Misdemeanor	CRIMINAL	6	
4	Felony	CRIMINAL	6	
5	Complex	CIVIL	6	
6	Complex	CIVIL	6, 6	




# 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.


OLANIWUN  
AJAYI


CASE SCHEDULING  
SYSTEM


desirich  
Judge


Dashboards


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Category

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Judge Stats

COURTS

COURT

Search

+ ADD NEW

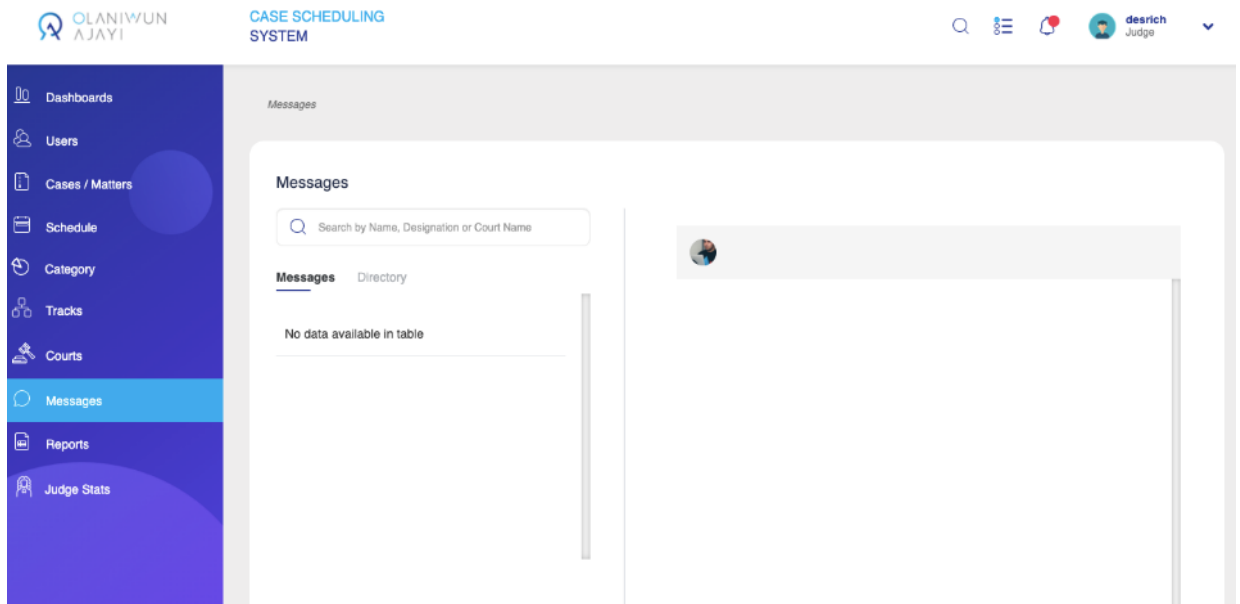
Court Number	Court Name	Registrar Name	Judge Name	Location	Contact Person	Actions
1	High Court of Ogun State	tests test	b59ae	Abeokuta Judicial Division	Chief Regis	  
2	High Court of Ogun State	Chief Regis	Hon_Justice_Mabekoje	Abeokuta Judicial Division	Chief Regis	  
003	Sample Court	Gbenga Yakson	Desmond Rich	Location Here	Desmond Rich	  



# PRESIDING JUDGE

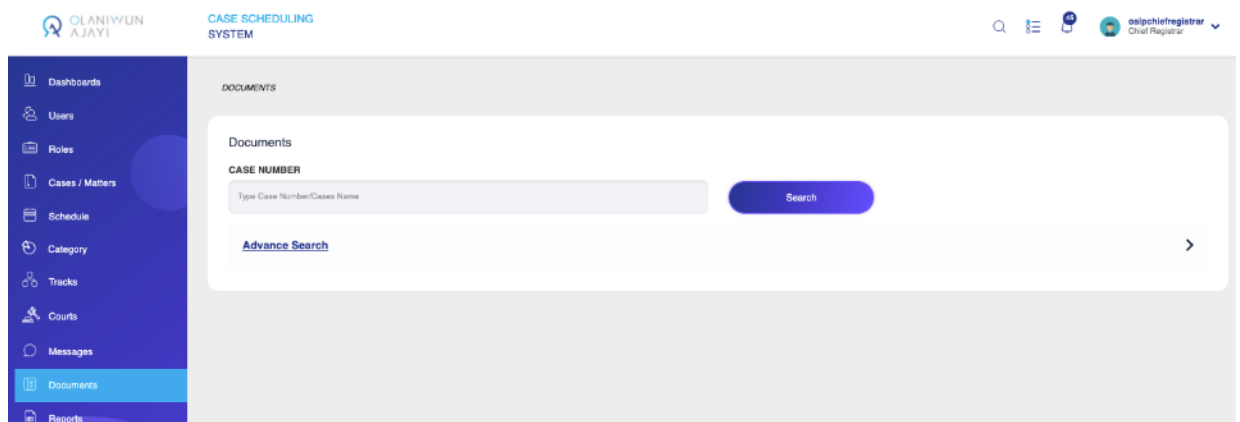
## MESSAGES INTERFACE

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.

CASE SCHEDULING SYSTEM

Search, List, Add, Profile, Logout icons

desrich Judge

Dashboard

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

Reports >

dd/mm/yyyy

dd/mm/yyyy

Export By: PDF, XLSX

Filter By:

Court Name

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

Case age from Filing

Filing to Assignment

Filing to Judgement

Assignment to Judgement

Service to Judgement

Hearing/Trial to Judgement

COURT NAME	FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	STATUS	ASSIGNED JUDGE	
High Court of Ogun State	28/04/2021	AB005C/21	The State	CRIMINAL	Case in Default	None	MORE

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

CASE SCHEDULING SYSTEM

Search, List, Add, Profile, Logout icons

desrich Judge

Dashboard

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

Reports >

FROM: dd/mm/yyyy

TO: dd/mm/yyyy

Export By: PDF, XLSX

JUDGE NAME

CATEGORY

SUB-CATEGORY

TRACK DURATION

select

select

select

select

APPLY FILTER

JUDGE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	NO OF CASES
Honorable Justice. Desmond Rich	CIVIL	Administration of Estate	6	1
		Debt Recovery	6	1
		Tort	6	1
Total				3

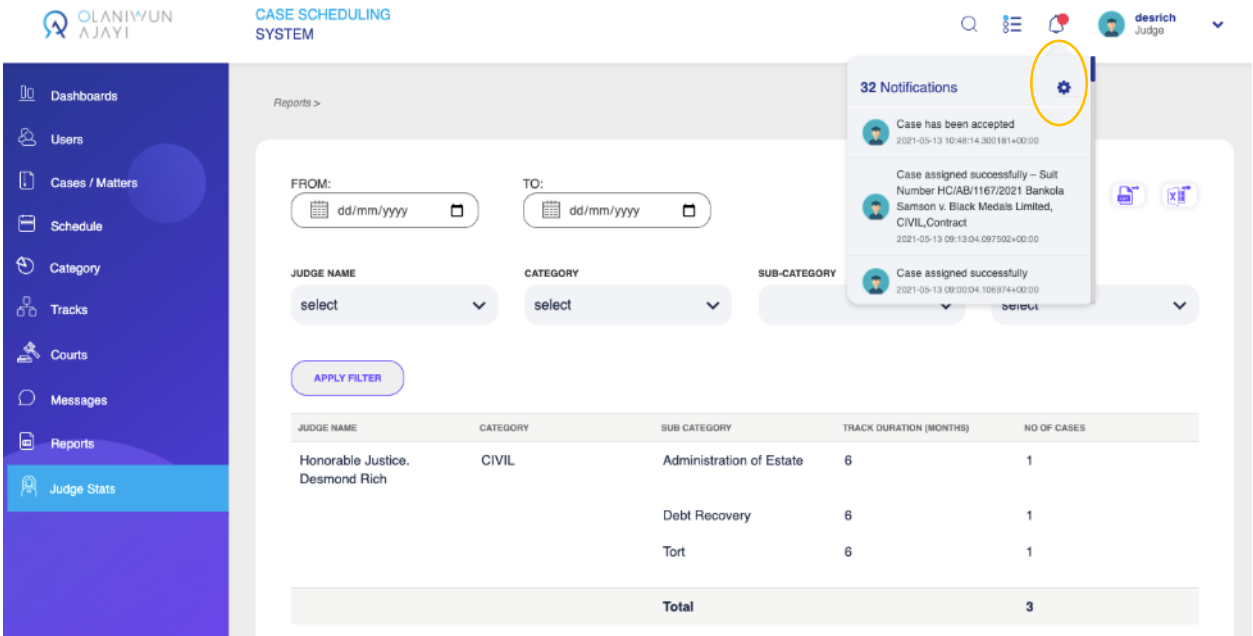


# HOW TO VIEW A NOTIFICATION



## Step 1:

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



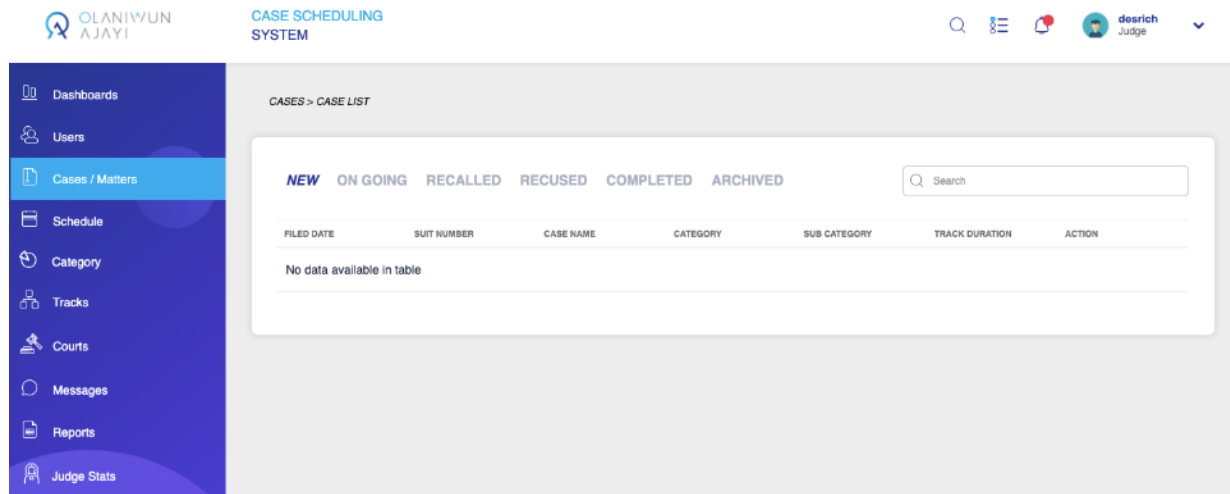
View a notification

# 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.





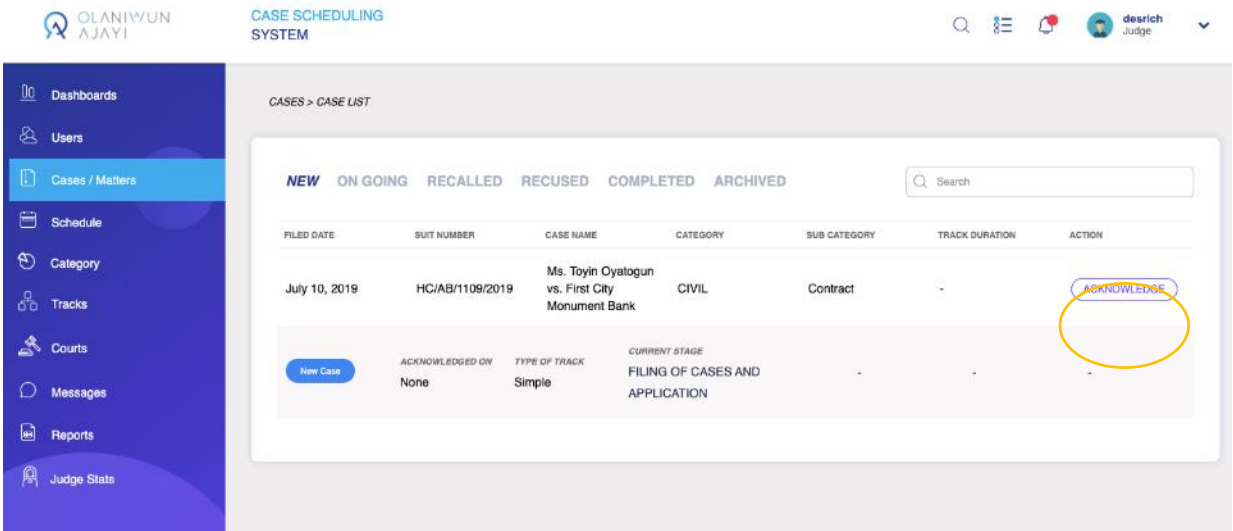
HOW TO

ACKNOWLEDGE A CASE AND ASSIGN A TRACK TO A NEW CASE



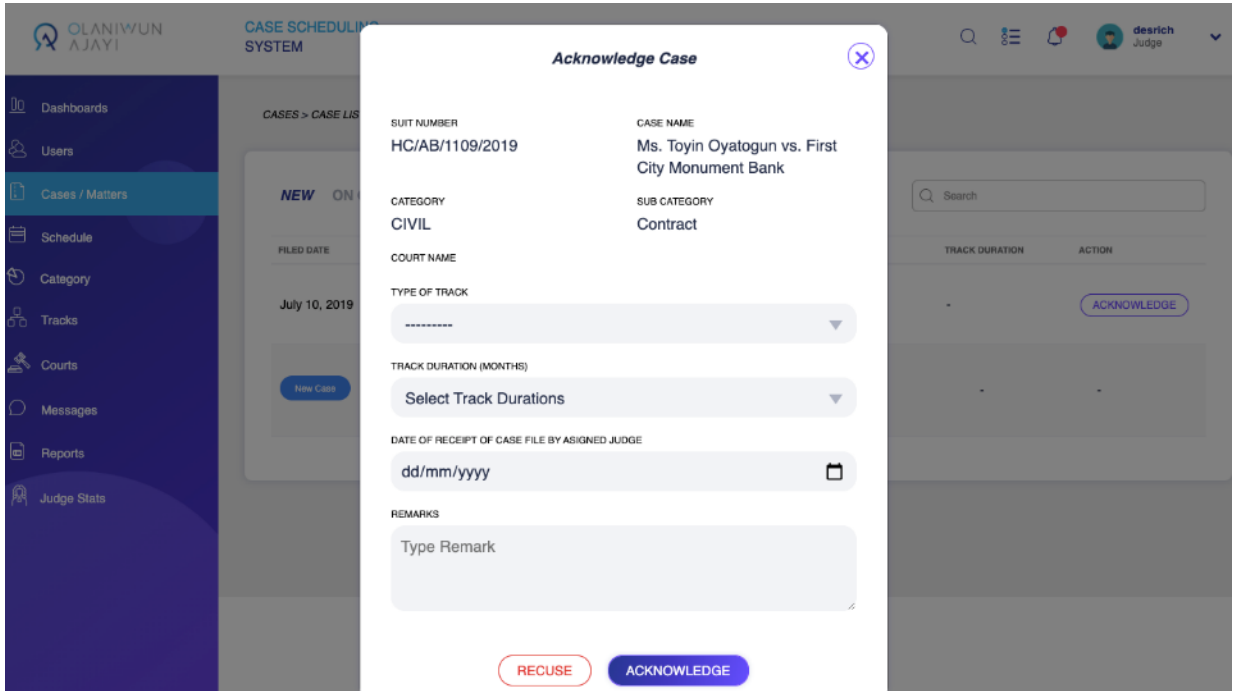
Step 1:

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



Step 2:

The pop-up 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-up 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.

CASE SCHEDULING SYSTEM

NEW ON

FILED DATE

July 10, 2019

New Case

Dashboard

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

SUIT NUMBER

HC/AB/1109/2019

CASE NAME

Ms. Toyin Oyatogun vs. First City Monument Bank

CATEGORY

CIVIL

SUB CATEGORY

Contract

COURT NAME

TYPE OF TRACK

simple

TRACK DURATION (MONTHS)

6

DATE OF RECEIPT OF CASE FILE BY ASSIGNED JUDGE

12/07/2019

REMARKS

Type Remark

RECUSE

ACKNOWLEDGE

SEARCH

desrich Judge

TRACK DURATION

ACTION

ACKNOWLEDGE

CASE SCHEDULING SYSTEM

NEW ON GOING RECALLED RECUSED COMPLETED ARCHIVED

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

SUB CATEGORY

TRACK DURATION

ACTION

No data available

Dashboard

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

SEARCH

desrich Judge

TRACK DURATION

ACTION

ACKNOWLEDGE

Thanks For Accepting!

OK

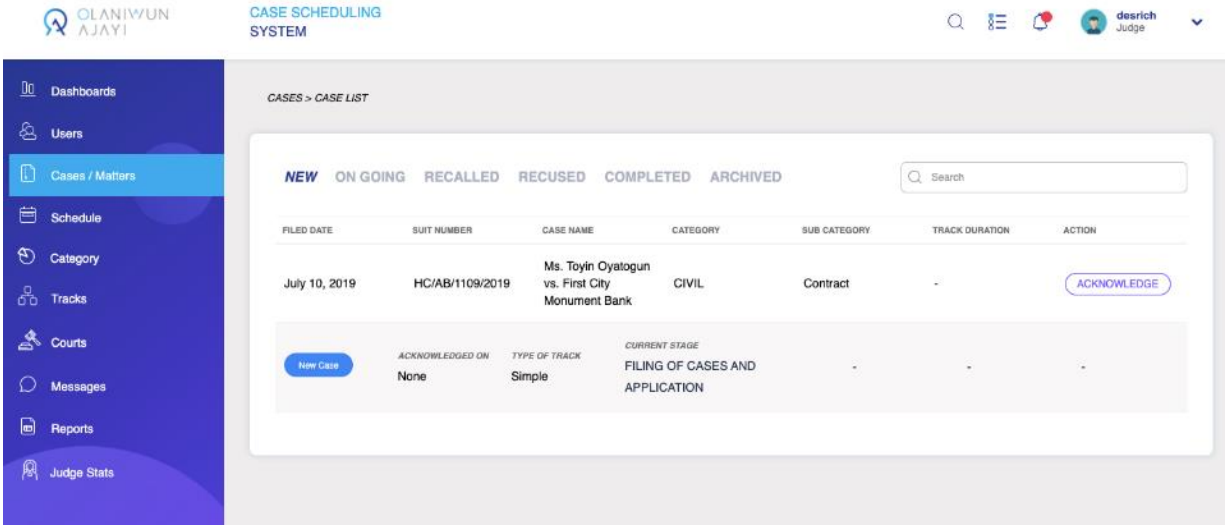


# HOW TO RETURN A CASE



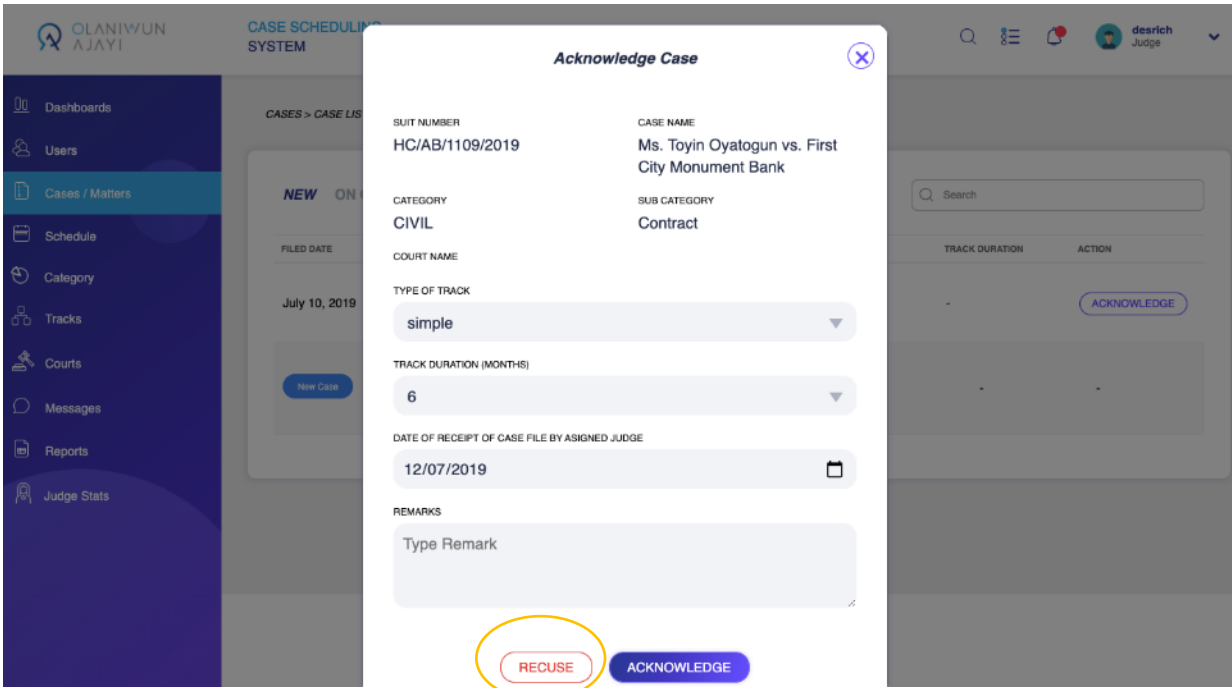
## Step 1:

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



## Step 2:

The pop-up in the screenshot below will show on your screen. Click on “RETURN”



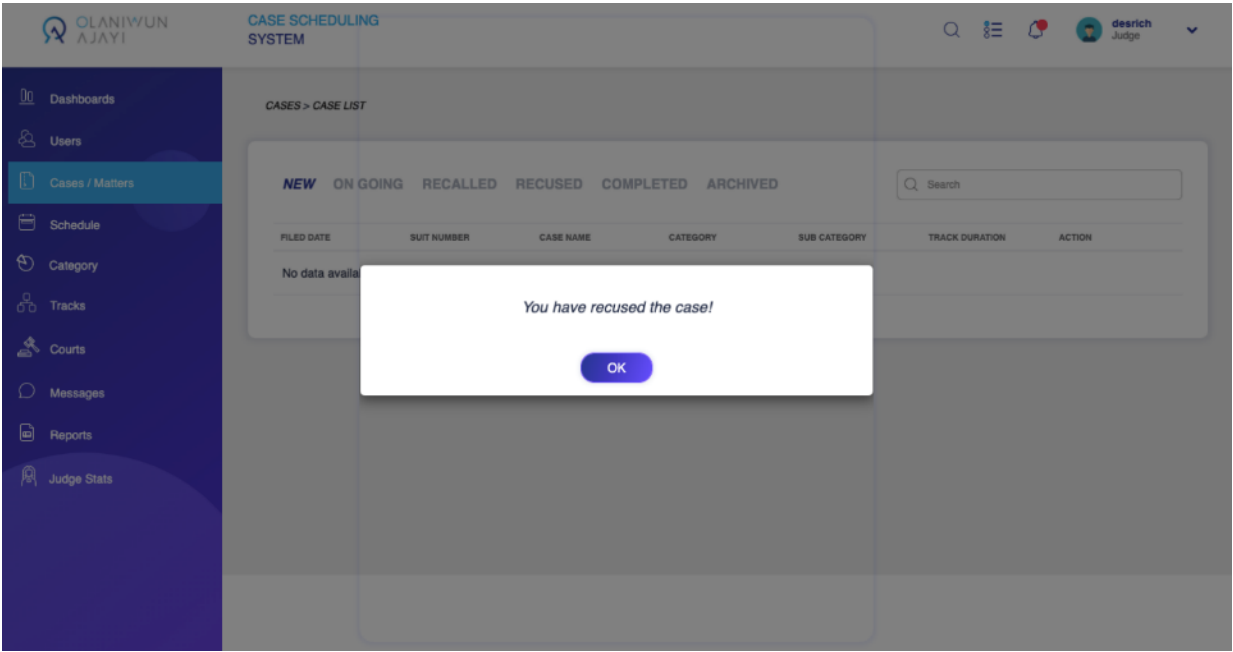
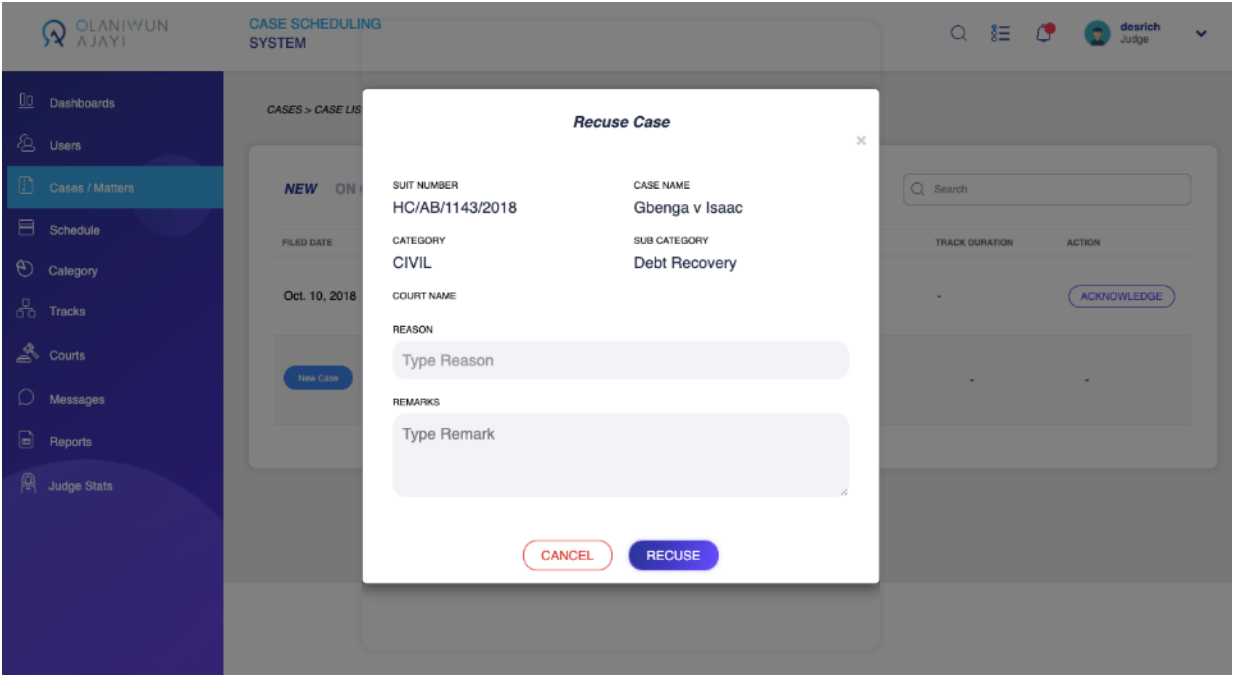


HOW TO  
RETURN A CASE



Step 3:

When you click on “RETURN”. The pop-up 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.

**OALP CONSULTING** CASE SCHEDULING SYSTEM

CASES > CASE LIST

NEW **ON GOING** RECALLED RECUSED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 17, 2018	HC/AB/1871/2018	Mr Ade Badmus vs. Mrs Bisola Ige	CIVIL	Tort	Complex 24	-
<p>ACKNOWLEDGED BY: Honourable Justice Ogunfowora_</p> <p>ACKNOWLEDGED ON: 18.05.2021 16:01:01</p> <p>TYPE OF TRACK: Complex</p> <p>CURRENT STAGE: Hearing / Trial</p> <p>NEXT HEARING</p>						
May 13, 2021	HC/AB/6721/2021	The Eagles Construction Limited vs. The Olayewole Group Limited, Mr Oia Olayewola	CIVIL	Contract	Simple 6	-
<p>ACKNOWLEDGED BY: Honourable Justice Ogunfowora_</p> <p>ACKNOWLEDGED ON: 18.05.2021 15:04:31</p> <p>TYPE OF TRACK: Simple</p> <p>CURRENT STAGE: Pre-Trial conference</p> <p>NEXT HEARING</p>						

**OALP CONSULTING** CASE SCHEDULING SYSTEM

CASES > OVERVIEW

SHONGAI TECHNOLOGIES LIMITED VS THE SAMSON SUPPLY LIMITED

RULE APPEARANCE MARK AS COMPLETED STRIKE OUT SHOW CAUSE

**RECUSE** DEFAULT JUDGMENT ARCHIVE

**GENERAL**

SUIT NUMBER: HC/AB/210/2018

CASE NAME: Shongai Technologies Limited vs The Samson Supply Limited

FILED DATE: Nov. 19, 2018

**OALP CONSULTING** CASE SCHEDULING SYSTEM

CASES > CASE LIST

NEW ON GOING

FILED DATE: Nov. 19, 2018

New Case

**Recuse Case**

SUIT NUMBER: HC/AB/210/2018

CASE NAME: Gbenga v Isaac

CATEGORY: CIVIL

SUB CATEGORY: Debt Recovery

COURT NAME:

REASON: Type Reason

REMARKS: Type Remark

CANCEL RECUSE



## HOW TO

## SCHEDULE A HEARING DATE FOR AN ONGOING CASE



## Step 1:

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

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

**CASES > CASE LIST**

NEW **ON GOING** RECALLED RECUSED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 5, 2021	SUIT/0001/CIV	Michael Smith vs. Adewale Silver	CIVIL	Administration of Estate	Complex 6	-
On Going	ACKNOWLEDGED BY Desmond Rich	ACKNOWLEDGED ON 05.05.2021 15:14:41	TYPE OF TRACK Complex	CURRENT STAGE Pre-Trial conference	NEXT HEARING	-
June 12, 2019	HC/AB/567/2019	Teniola Alakija vs. Abiodun Rufai	CIVIL	Debt Recovery	simple 6	-
On Going	ACKNOWLEDGED BY Desmond Rich	ACKNOWLEDGED ON 12.05.2021 13:48:41	TYPE OF TRACK simple	CURRENT STAGE FILING OF CASES AND APPLICATION	NEXT HEARING	-
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	simple 6	-



## STEP 2:

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

**OLANIWUN AJAYI CASE SCHEDULING SYSTEM**

**CASES > CASE LIST**

NEW **ON GOING** RECALLED RECUSED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 5, 2021	SUIT/0001/CIV	Michael Smith vs. Adewale Silver	CIVIL	Administration of Estate	Complex 6	-
On Going	ACKNOWLEDGED BY Desmond Rich	ACKNOWLEDGED ON 05.05.2021 15:14:41	TYPE OF TRACK Complex	CURRENT STAGE Pre-Trial conference	NEXT HEARING	-
June 12, 2019	HC/AB/567/2019	Teniola Alakija vs. Abiodun Rufai	CIVIL	Debt Recovery	simple 6	-
On Going	ACKNOWLEDGED BY Desmond Rich	ACKNOWLEDGED ON 12.05.2021 13:48:41	TYPE OF TRACK simple	CURRENT STAGE FILING OF CASES AND APPLICATION	NEXT HEARING	-
July 10, 2019	HC/AB/1109/2019	Ms. Toyin Oyatogun vs. First City Monument Bank	CIVIL	Contract	simple 6	-

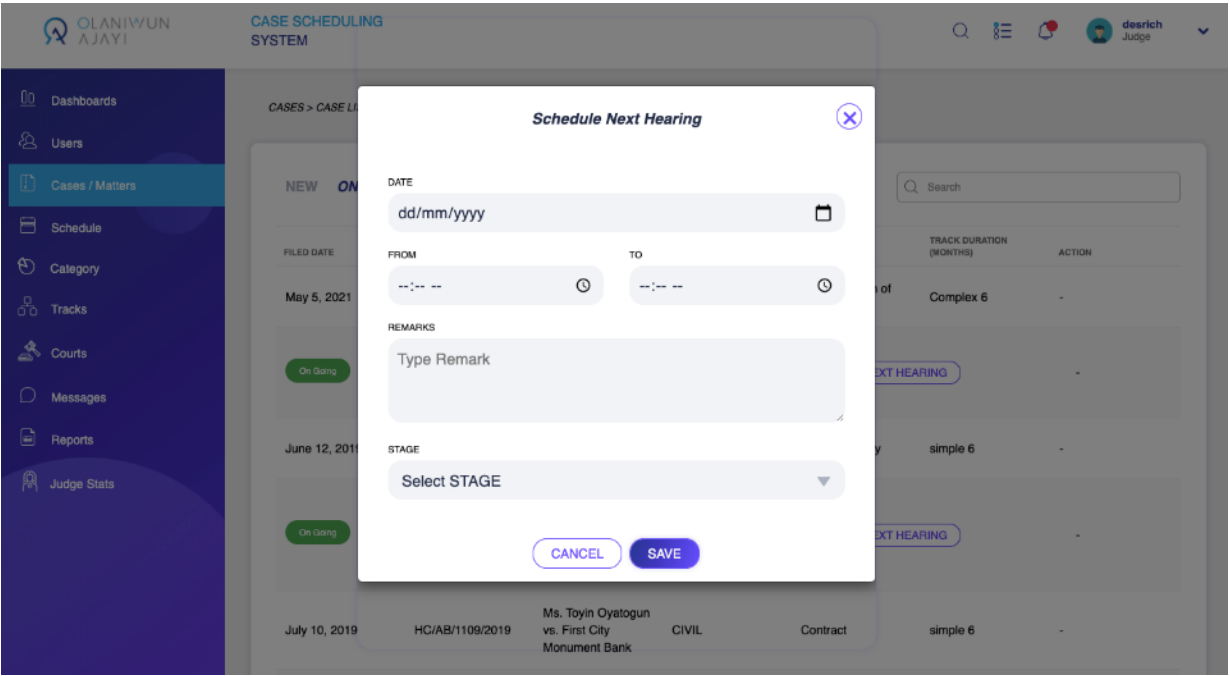


# HOW TO

## SCHEDULE A HEARING DATE FOR AN ONGOING CASE

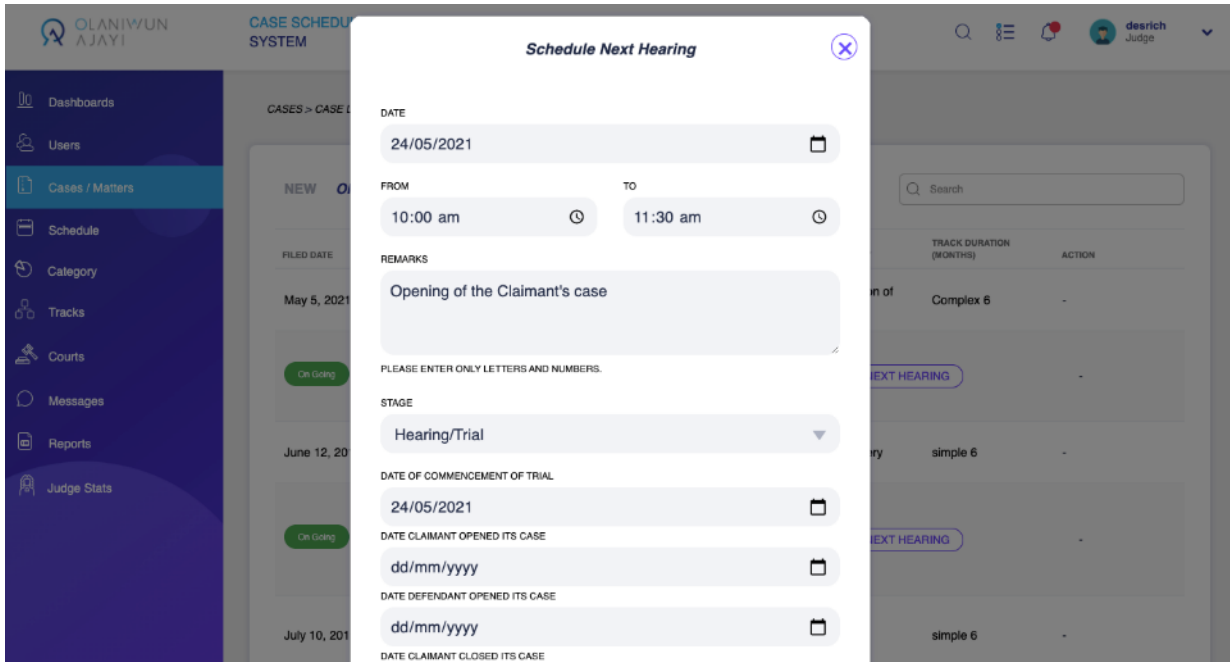
### STEP 3:

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.

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

10:00 am 11:30 am

REMARKS  
Opening of the Claimant's case

PLEASE ENTER ONLY LETTERS AND NUMBERS.

STAGE  
Hearing/Trial

DATE OF COMMENCEMENT OF TRIAL  
24/05/2021

DATE CLAIMANT OPENED ITS CASE  
dd/mm/yyyy

DATE DEFENDANT OPENED ITS CASE  
dd/mm/yyyy

DATE CLAIMANT CLOSED ITS CASE  
dd/mm/yyyy

DATE DEFENDANT CLOSED ITS CASE  
dd/mm/yyyy

CANCEL SAVE

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

OLANIWUN AJAYI CASE SCHEDULING SYSTEM

CASES > CASE LIST

NEW ON GOING RECALLED RECUSED COMPLETED ARCHIVED

FILED DATE SUIT NUMBER CASE NAME CATEGORY SUB CATEGORY TRACK DURATION ACTION

No data available

Case Scheduled Successfully

OK



# 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

**OALP**  
CONSULTING

CASE SCHEDULING  
SYSTEM

Q

≡

📍

Hon. Justice Ogunfowora  
Judge

📊 Dashboards

👤 Users

📁 Cases / Matters

**📅 Schedule**

🗂️ Category

📂 Tracks

🏛️ Courts

💬 Messages

📄 Documents

📊 Reports

👤 Judge Stats

My Schedule

🔍 Search

⚙️ My Preferences

< > May 2021

ACTIVITIES

Day Week **Month**

SUN	MON	TUE	WED	THU	FRI	SAT
25	26	27	28	29	30	1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

Pre Trial : 1

Trial : 1

Judgement : 0

Hearing Applications : 0

Report Settlement : 0

Ruling : 0



### Step 2:

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

**OALP**  
CONSULTING

CASE SCHEDULING  
SYSTEM

Q

≡

📍

Hon. Justice Ogunfowora  
Judge

📊 Dashboards

👤 Users

📁 Cases / Matters

**📅 Schedule**

🗂️ Category

📂 Tracks

🏛️ Courts

💬 Messages

📄 Documents

📊 Reports

👤 Judge Stats

CASES > CASE LIST

**PRE-TRIAL CONFERENCE**

HEARING / TRIAL

JUDGEMENT

🔍 Search

SUIT NUMBER	CASE NAME	FILED DATE	CATEGORY	SUB CATEGORY	TRACK DURATION	JUDGE
AB/01/21	John Frank vs. Mercy Gregory	May 18, 2021	CIVIL	Contract	Standard 12	Honourable Justice Ogunfowora_

MORE



## HOW TO

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



## Step 3:

Click on “MORE” at the left corner of the case

The screenshot shows the OALP CONSULTING CASE SCHEDULING SYSTEM interface. The left sidebar contains navigation links: Dashboards, Users, Cases / Matters, Schedule, Category, Tracks, Courts, Messages, Documents, Reports, and Judge Stats. The main content area is titled 'CASES > CASE LIST' and features a table with columns: SUIT NUMBER, CASE NAME, FILED DATE, CATEGORY, SUB CATEGORY, TRACK DURATION, and JUDGE. The table contains one row for case AB/01/21, John Frank vs. Mercy Gregory, filed on May 18, 2021, categorized as CIVIL, with a SUB CATEGORY of Contract and TRACK DURATION of Standard 12. The JUDGE is listed as Honourable Justice Ogunfowora. A 'MORE' button is highlighted with a yellow circle at the end of the row.

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.

The screenshot shows the OALP CONSULTING CASE SCHEDULING SYSTEM interface, similar to the previous one. The 'MORE' button has been clicked, and a dropdown menu is visible. The dropdown menu contains three options: 'ADD HEARING', 'RESCHEDULE', and 'CANCEL'. These options are highlighted with a yellow circle.



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.

CASE SCHEDULING SYSTEM

Hon\_Justice\_Ogunfowora Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

CASES > CASE LIST

PRE-TRIAL CONFERENCE

HEARING / TRIAL

JUDGEMENT

SUIT NUMBER	CASE NAME	FILED DATE	CATEGORY	SUB CATEGORY	TRACK DURATION	JUDGE
AB/01/21	John Frank vs. Mercy Gregory	May 18, 2021	CIVIL	Contract	Standard 12	Honourable Justice Ogunfowora

X

ADD HEARING

RESCHEDULE

CANCEL

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

CASE SCHEDULING SYSTEM

Hon\_Justice\_Ogunfowora Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Documents

Reports

Judge Stats

CASES > CASE LIST

PRE-TRIAL CONFERENCE

HEARING / TRIAL

JUDGEMENT

SUIT NUMBER	CASE NAME	FILED DATE	CATEGORY	SUB CATEGORY	TRACK DURATION	JUDGE
AB/01/21	John Frank vs. Mercy Gregory	May 18, 2021	CIVIL	Contract	Standard 12	Honourable Justice Ogunfowora

X

ADD HEARING

RESCHEDULE

CANCEL



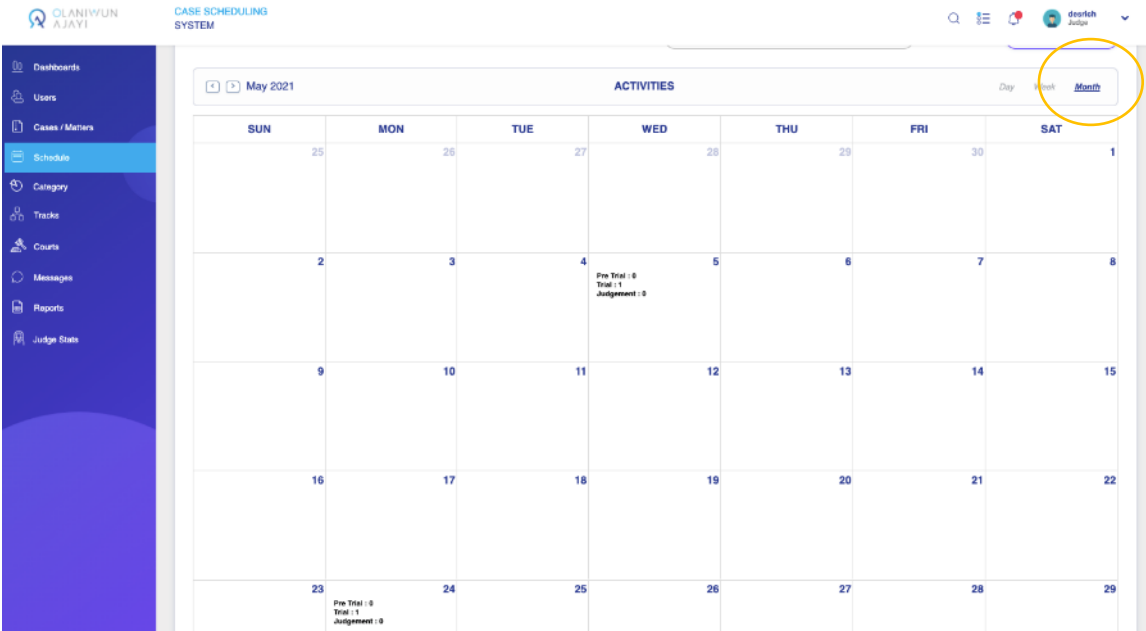
HOW TO

VIEW A SCHEDULED CASE ON THE CALENDAR

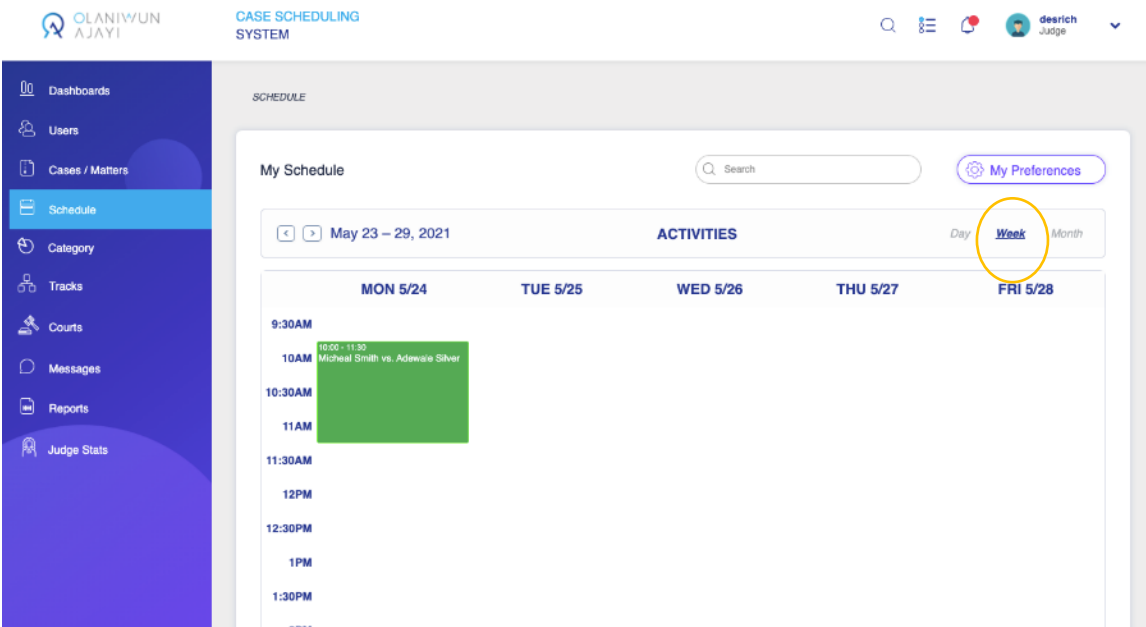


Step 1:

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.

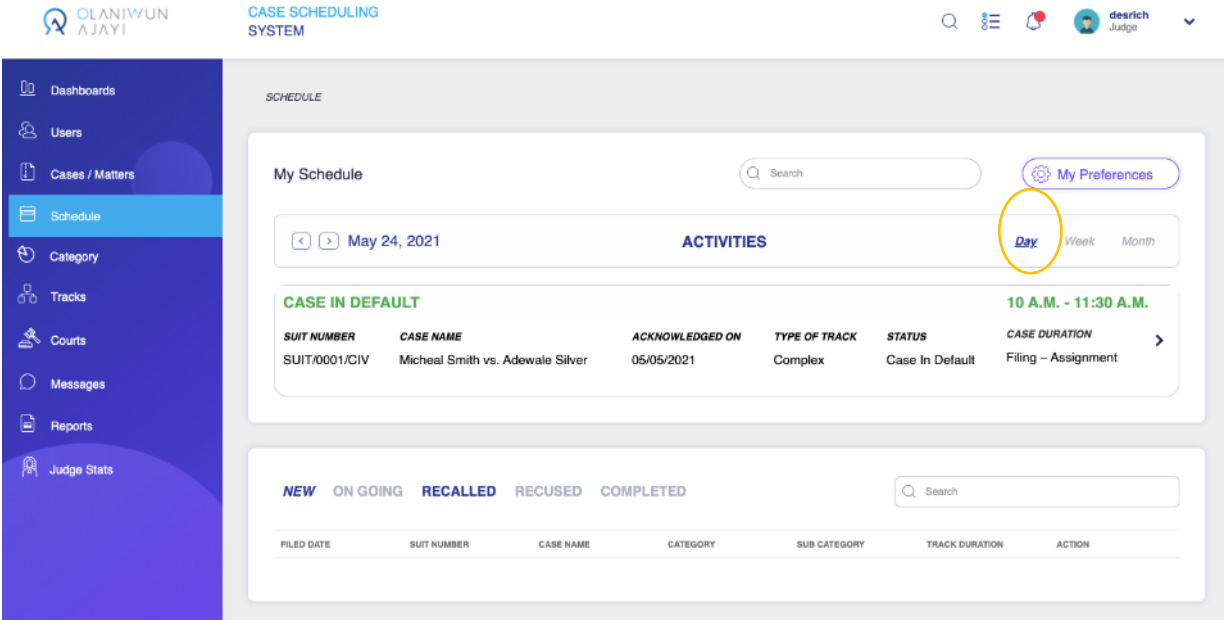


Weekly view of the case scheduled above.



# HOW TO

## VIEW A SCHEDULED CASE ON THE CALENDAR



Day View of the case scheduled above

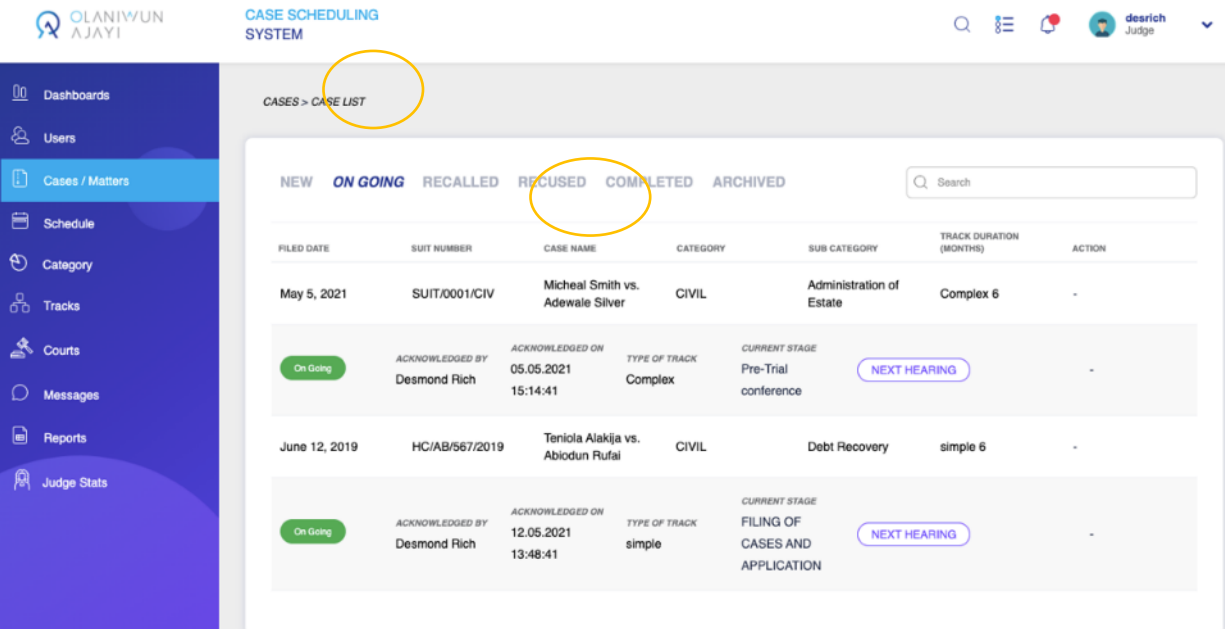
# HOW TO

## 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.

The screenshot shows the OALP CONSULTING CASE SCHEDULING SYSTEM interface. The left sidebar contains navigation options: Dashboards, Users, Cases / Matters (highlighted), Schedule, Category, Tracks, Courts, and Messages. The main area displays the 'CASES > OVERVIEW' section for the case 'SHONGAI TECHNOLOGIES LIMITED VS THE SAMSON SUPPLY LIMITED'. A red box highlights the 'TRACK' button among other action buttons like RULE, APPEARANCE, MARK AS COMPLETED, STRIKE OUT, SHOW CAUSE, DEFAULT JUDGMENT, and ARCHIVE. Below this, the 'GENERAL' section shows case details: SUIT NUMBER HC/AB/210/2018, CASE NAME Shongai Technologies Limited vs The Samson Supply Limited, and FILED DATE Nov. 19, 2018.

### SAMPLE MODAL

The screenshot shows a 'SAMPLE MODAL' for track selection. It includes a sidebar with Tracks, Courts, and Messages. The main area has a date selector set to 'Nov. 19, 2018' and a 'New Case' button. Below, there are dropdown menus for 'TYPE OF TRACK' and 'TRACK DURATION (MONTHS)' with the option 'Select Track Durations'. A preview on the right shows a button labeled 'ACKNOWLEDGE'.

## HOW TO RULE ON A CASE



### Step 1:

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

The screenshot shows the OLANIWUN AJAYI CASE SCHEDULING SYSTEM interface. The left sidebar contains navigation options: Dashboards, Users, Cases / Matters (highlighted), Schedule, Category, Tracks, Courts, Messages, Reports, and Judge Stats. The main area displays the 'CASES > CASE LIST' section. The 'ON GOING' tab is selected and circled in yellow. Below the tabs, a table lists ongoing cases. The first case, 'Micheal Smith vs. Adewale Silver', is highlighted. The second case, 'Teniola Alakija vs. Abiodun Rufai', is also circled in yellow. The table columns include FILED DATE, SUIT NUMBER, CASE NAME, CATEGORY, SUB CATEGORY, TRACK DURATION (MONTHS), and ACTION. Below the table, details for the selected case are shown, including 'ACKNOWLEDGED BY', 'ACKNOWLEDGED ON', 'TYPE OF TRACK', 'CURRENT STAGE', and a 'NEXT HEARING' button.

FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 5, 2021	SUIT/0001/CIV	Micheal Smith vs. Adewale Silver	CIVIL	Administration of Estate	Complex 6	-
June 12, 2019	HC/AB/567/2019	Teniola Alakija vs. Abiodun Rufai	CIVIL	Debt Recovery	simple 6	-



## HOW TO RULE ON A CASE



### Step 2:

Click on “RULE”.

The screenshot shows the 'CASES > OVERVIEW' page in the 'OLANIWUN AJAYI CASE SCHEDULING SYSTEM'. The left sidebar contains navigation links: Dashboards, Users, Cases / Matters (selected), Schedule, Category, Tracks, Courts, Messages, Reports, and Judge Stats. The main content area displays details for 'MICHEAL SMITH VS ADEWALE SILVER'. A row of buttons is visible: RULE (circled in orange), MARK AS COMPLETED, STRIKE OUT, SHOW CAUSE, DEFAULT JUDGMENT, EDIT, and ARCHIVE. Below the buttons is a 'GENERAL' section with the following details:

SUIT NUMBER <b>SUIT/0001/CIV</b>	CASE NAME <b>Micheal Smith vs Adewale Silver</b>	FILED DATE <b>May 5, 2021</b>
COURT NAME <b>High Court of Ogun State</b>	CATEGORY <b>CIVIL</b>	SUB CATEGORY <b>Administration of Estate</b>
TYPES OF APPLICATIONS* <b>NA</b>	HAVE SERVICES BEEN AFFECTED? <b>YES</b>	
SUBSTITUTED SERVICE <b>NO</b>	PLAINTIFF'S COUNSEL <b>YES</b>	UNDERTAKING BY CLAIMANT'S COUNSEL <b>YES</b>
DESCRIPTION <b>Test desc</b>		

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

The screenshot shows the 'Ruling on an Application' pop-up form. The form contains the following fields and options:

- APPLICATION TYPE:** NA
- RULING HAS BEEN DELIVERED:** YES (selected) or NO
- DATE:** dd/mm/yyyy (with a calendar icon)
- REMARKS:** Input Remark (text area)
- Buttons:** CANCEL and RULE

The background shows the same case details as the previous screenshot, but the 'RULE' button is no longer circled.



## 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

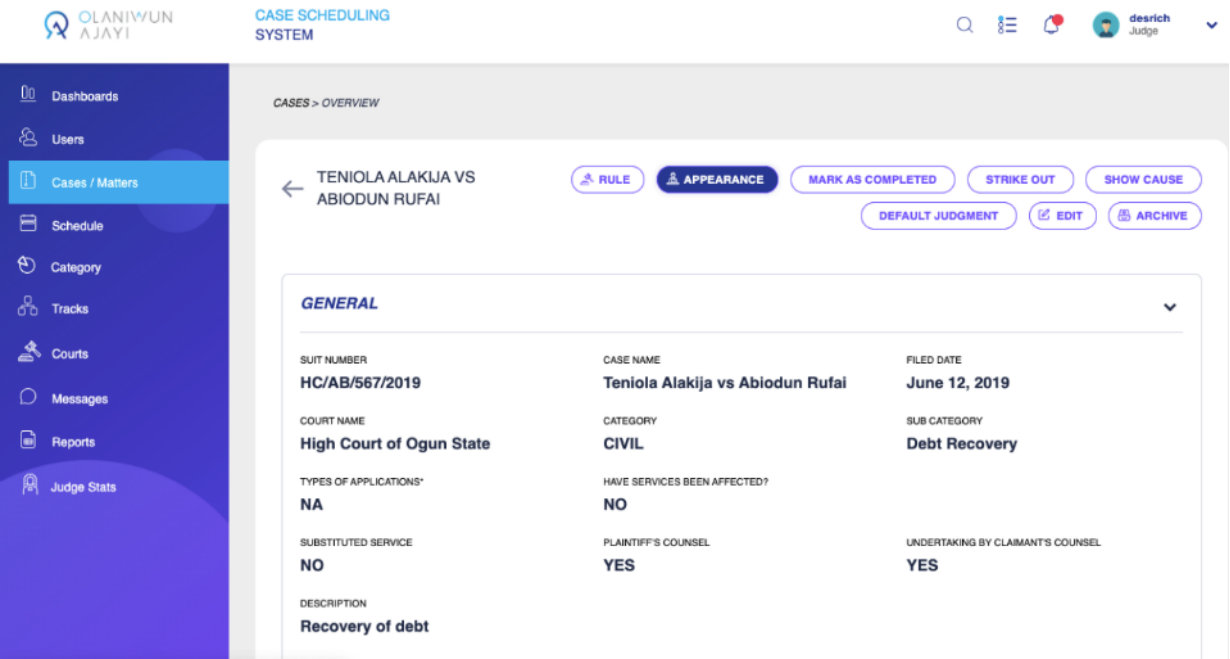
FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 5, 2021	SUIT/0001/CIV	Michael Smith vs. Adewale Silver	CIVIL	Administration of Estate	Complex 6	-
June 12, 2019	HC/AB/567/2019	Teniola Alakija vs. Abiodun Rufai	CIVIL	Debt Recovery	simple 6	-



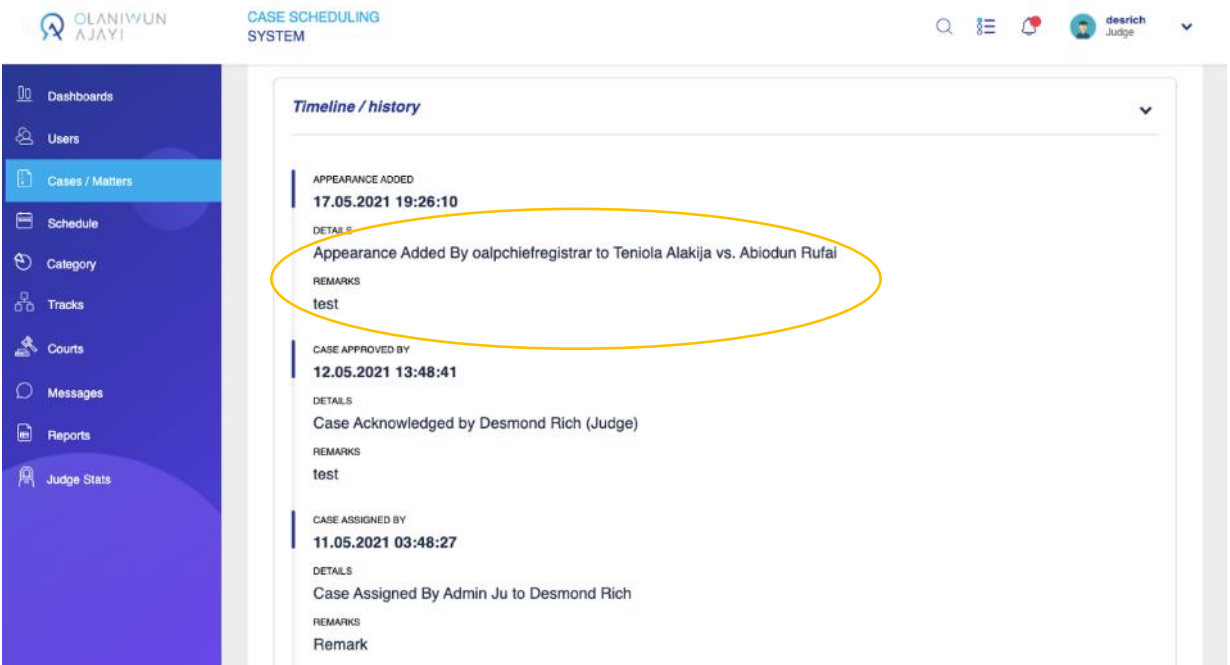
# HOW TO

## 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.

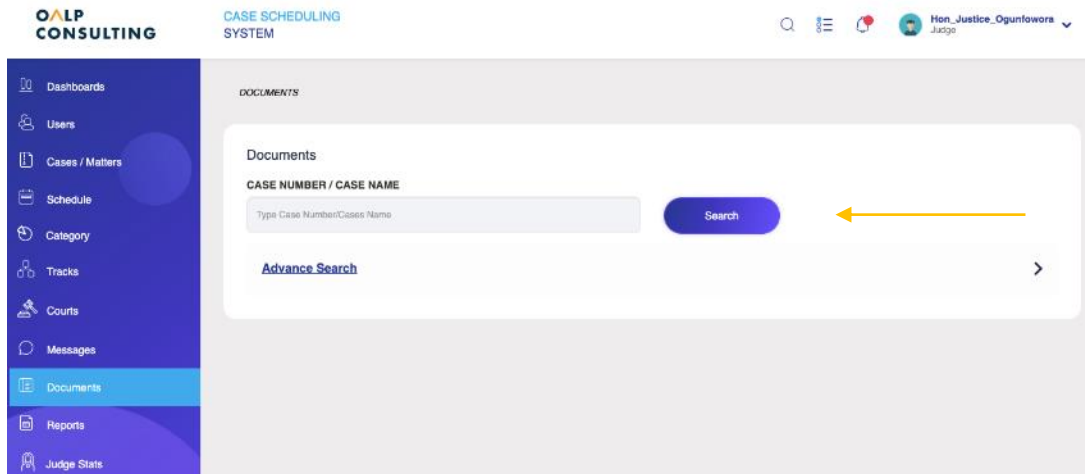




## How to

### 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

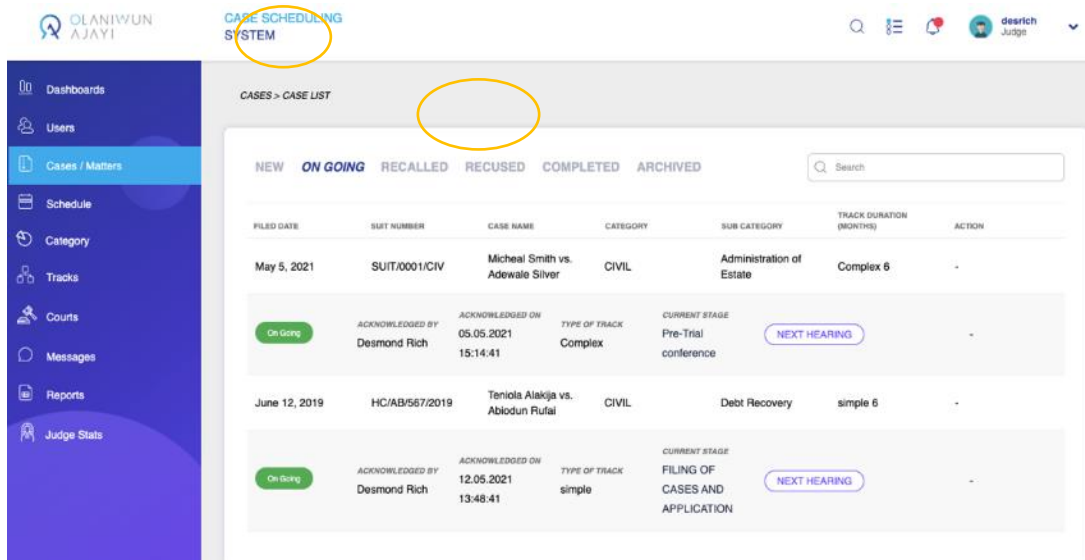
### RECORD A SHOW CAUSE

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.





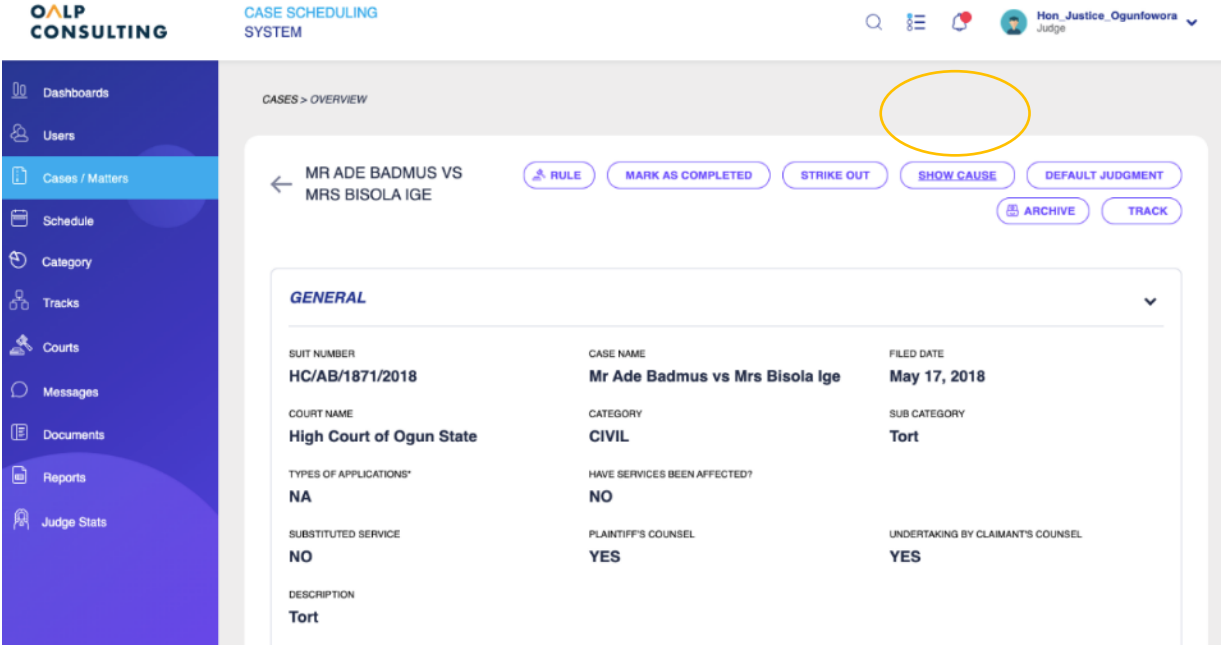
How to

Know whether a defendant has entered appearance



Step 2:

Click on “SHOW CAUSE”.

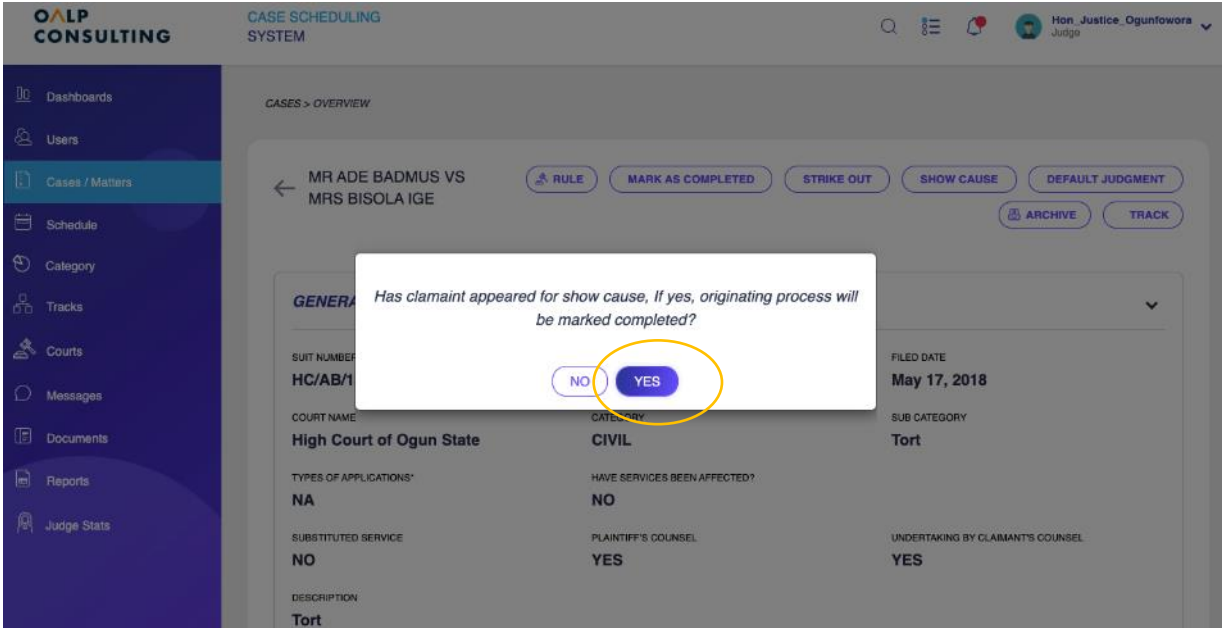


A pop-up as seen in the screenshot below will show on your screen



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

The screenshot shows the OALP CONSULTING CASE SCHEDULING SYSTEM interface. On the left is a sidebar with navigation options: Dashboards, Users, Cases / Matters (highlighted), Schedule, Category, Tracks, Courts, Messages, Documents, Reports, and Judge Stats. The main area displays the 'CASES > OVERVIEW' section for the case 'MR ADE BADMUS VS MRS BISOLA IGE'. Above the case details are several action buttons: RULE, MARK AS COMPLETED, STRIKE OUT, SHOW CAUSE (highlighted in green), DEFAULT JUDGMENT, ARCHIVE, and TRACK. Below these buttons is a 'GENERAL' section with the following details:

GENERAL		
SUIT NUMBER <b>HC/AB/1871/2018</b>	CASE NAME <b>Mr Ade Badmus vs Mrs Bisola Ige</b>	FILED DATE <b>May 17, 2018</b>
COURT NAME <b>High Court of Ogun State</b>	CATEGORY <b>CIVIL</b>	SUB CATEGORY <b>Tort</b>
TYPES OF APPLICATIONS* <b>NA</b>	HAVE SERVICES BEEN AFFECTED? <b>YES</b>	
SUBSTITUTED SERVICE <b>NO</b>	PLAINTIFF'S COUNSEL <b>YES</b>	UNDERTAKING BY CLAIMANT'S COUNSEL <b>YES</b>
DESCRIPTION <b>Tort</b>		

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

The screenshot shows the OALP CONSULTING CASE SCHEDULING SYSTEM interface, specifically the 'Timeline / history' section. The sidebar is the same as in the previous screenshot. The main area displays the 'Timeline / history' section for the case 'MR ADE BADMUS VS MRS BISOLA IGE'. The timeline shows the following activities:

- SHOW CAUSE**  
27.05.2021 14:40:52  
DETAILS: Marked as Show Cause By Honourable Justice Ogunfowora\_  
REMARKS:
- HEARING/TRIAL SCHEDULED**  
18.05.2021 17:04:48  
DETAILS: Hearing/Trial Scheduled for date 2021-05-19 12:37 to 13:37  
REMARKS: Nil
- PRE TRIAL SCHEDULED**  
18.05.2021 16:22:48



# HOW TO

## STRIKE OUT A CASE



### Step 1:

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

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

desrich  
Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

CASES > CASE LIST

NEW ON GOING RECALLED RECUSED COMPLETED ARCHIVED

Search

FILED DATE	SUIT NUMBER	CASE NAME	CATEGORY	SUB CATEGORY	TRACK DURATION (MONTHS)	ACTION
May 5, 2021	SUIT/0001/CIV	Micheal Smith vs. Adewale Silver	CIVIL	Administration of Estate	Complex 6	-
<div><div>On Going</div><div>ACKNOWLEDGED BY Desmond Rich</div><div>ACKNOWLEDGED ON 05.05.2021 15:14:41</div><div>TYPE OF TRACK Complex</div><div>CURRENT STAGE Pre-Trial conference</div><div>NEXT HEARING</div><div>-</div></div>						
June 12, 2019	HC/AB/567/2019	Teniola Alekija vs. Abiodun Rufai	CIVIL	Debt Recovery	simple 6	-
<div><div>On Going</div><div>ACKNOWLEDGED BY Desmond Rich</div><div>ACKNOWLEDGED ON 12.05.2021 13:48:41</div><div>TYPE OF TRACK simple</div><div>CURRENT STAGE FILING OF CASES AND APPLICATION</div><div>NEXT HEARING</div><div>-</div></div>						



### Step 2:

Click on “STRIKE OUT” a case

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

desrich  
Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages

Reports

Judge Stats

CASES > OVERVIEW

← MICHEAL SMITH VS ADEWALE SILVER

RULE

MARK AS COMPLETED

STRIKE OUT

SHOW CAUSE

DEFAULT JUDGMENT

EDIT

ARCHIVE

GENERAL

SUIT NUMBER  
SUIT/0001/CIV

CASE NAME  
Micheal Smith vs Adewale Silver

FILED DATE  
May 5, 2021

COURT NAME  
High Court of Ogun State

CATEGORY  
CIVIL

SUB CATEGORY  
Administration of Estate

TYPES OF APPLICATIONS\*  
NA

HAVE SERVICES BEEN AFFECTED?  
YES

SUBSTITUTED SERVICE  
NO

PLAINTIFF'S COUNSEL  
YES

UNDERTAKING BY CLAIMANT'S COUNSEL  
YES

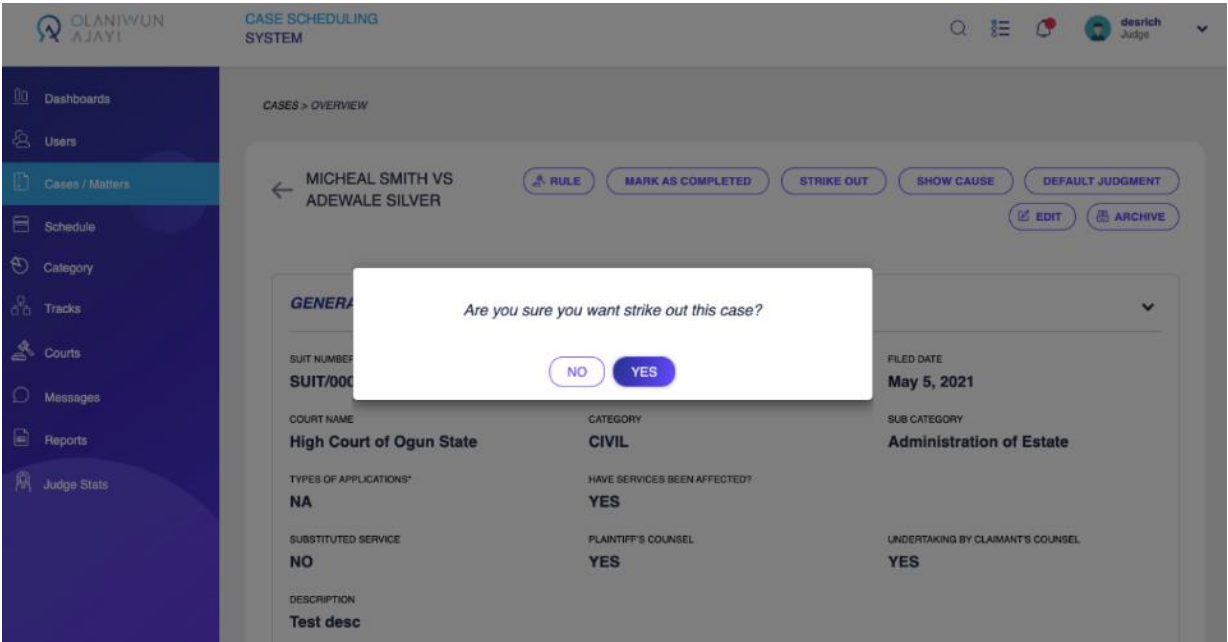
DESCRIPTION  
Test desc



## HOW TO 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”.



## HOW TO 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.



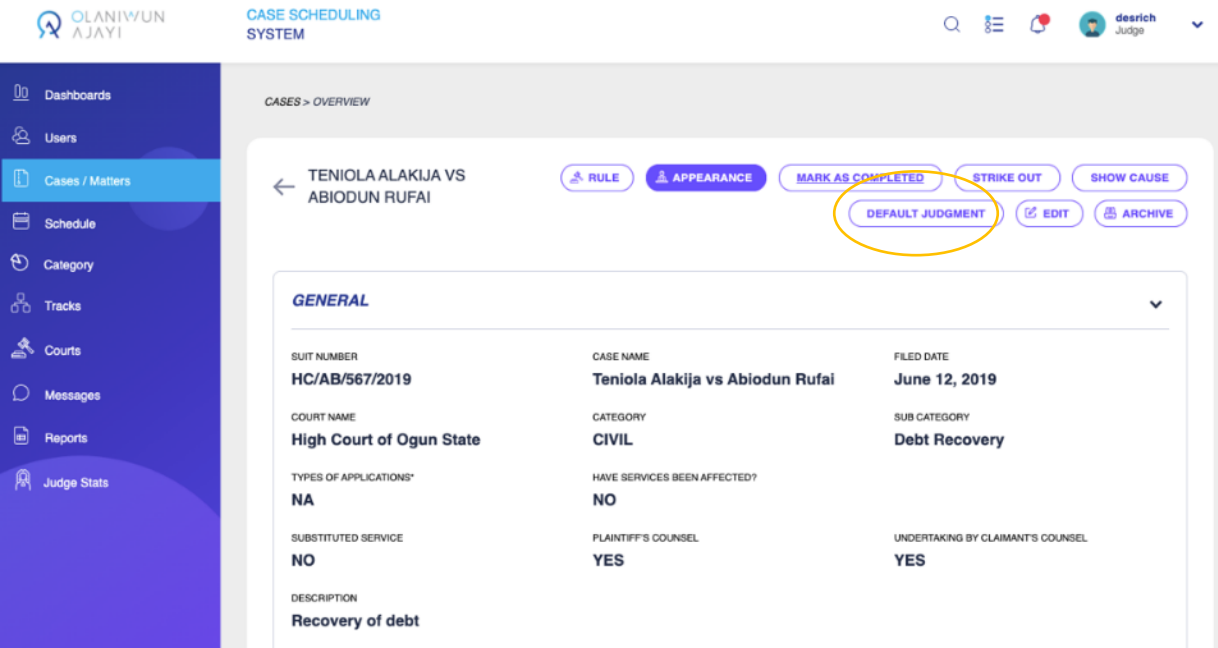
### Step 1:

Once you’ve selected your preferred case, navigate to the “DEFAULT JUDGEMENT” tab on the screen and click on it



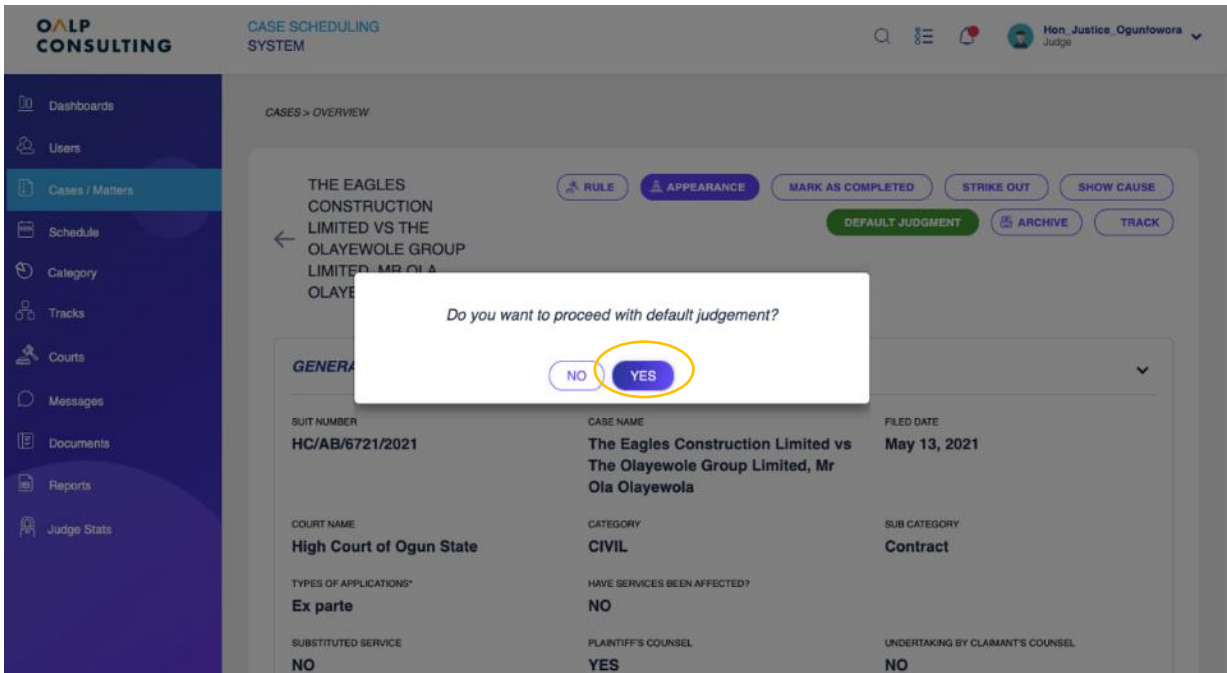
# HOW TO

## 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.





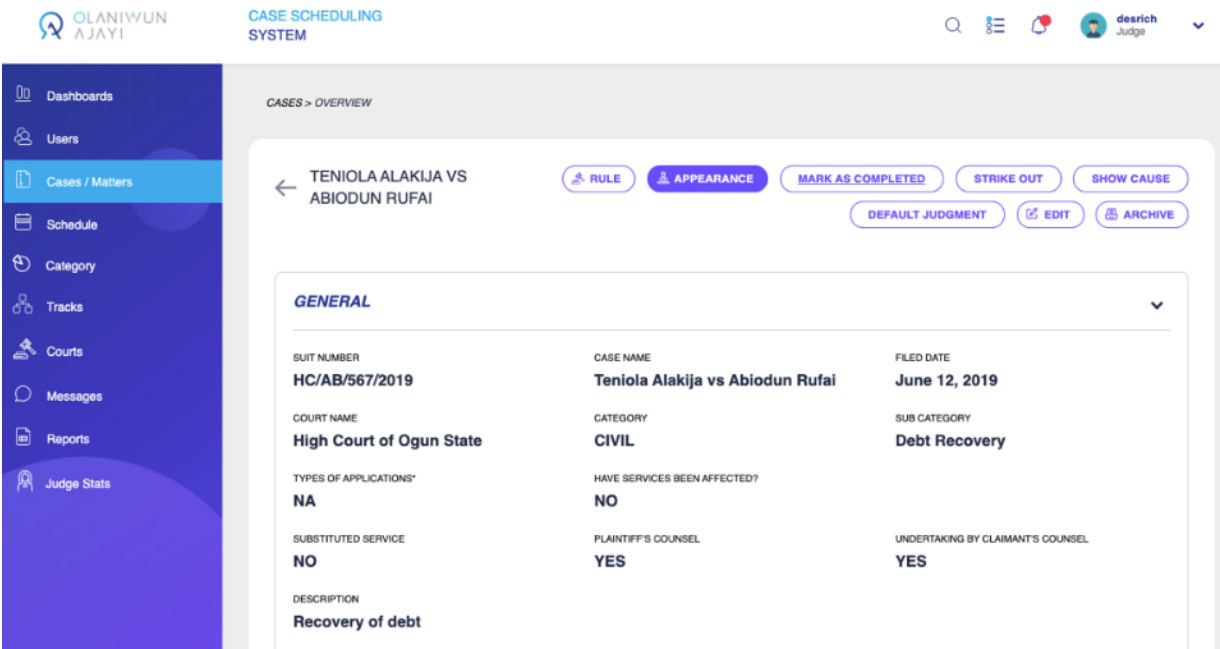
# HOW TO

## CLOSE A CASE UPON COMPLETION



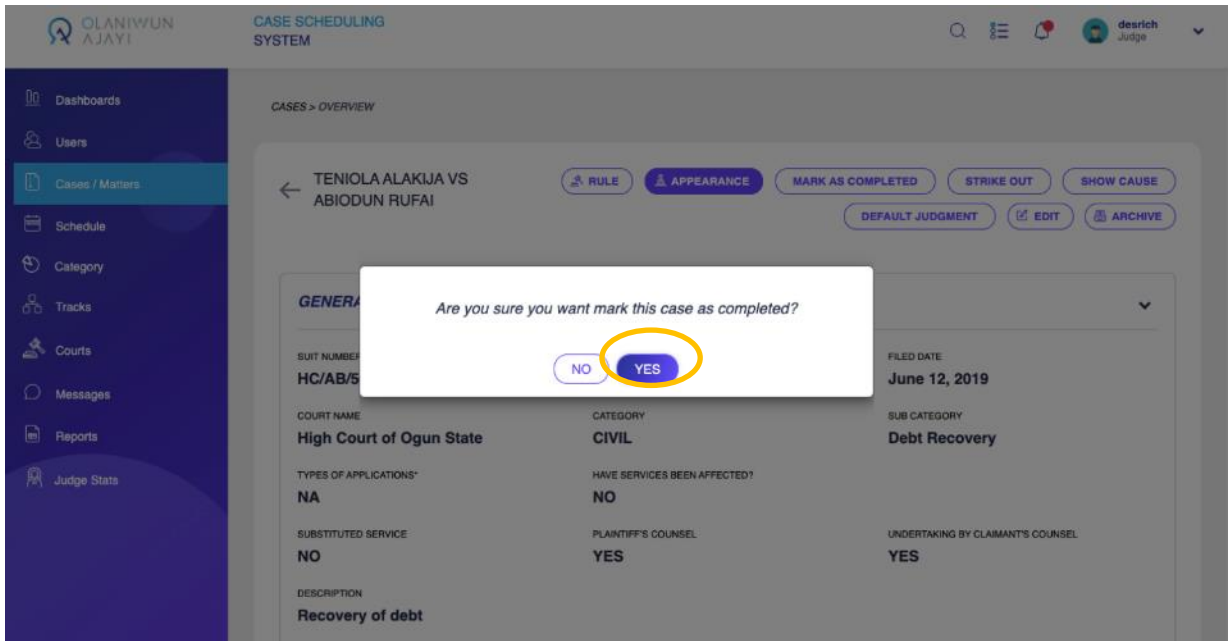
### Step 1:

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





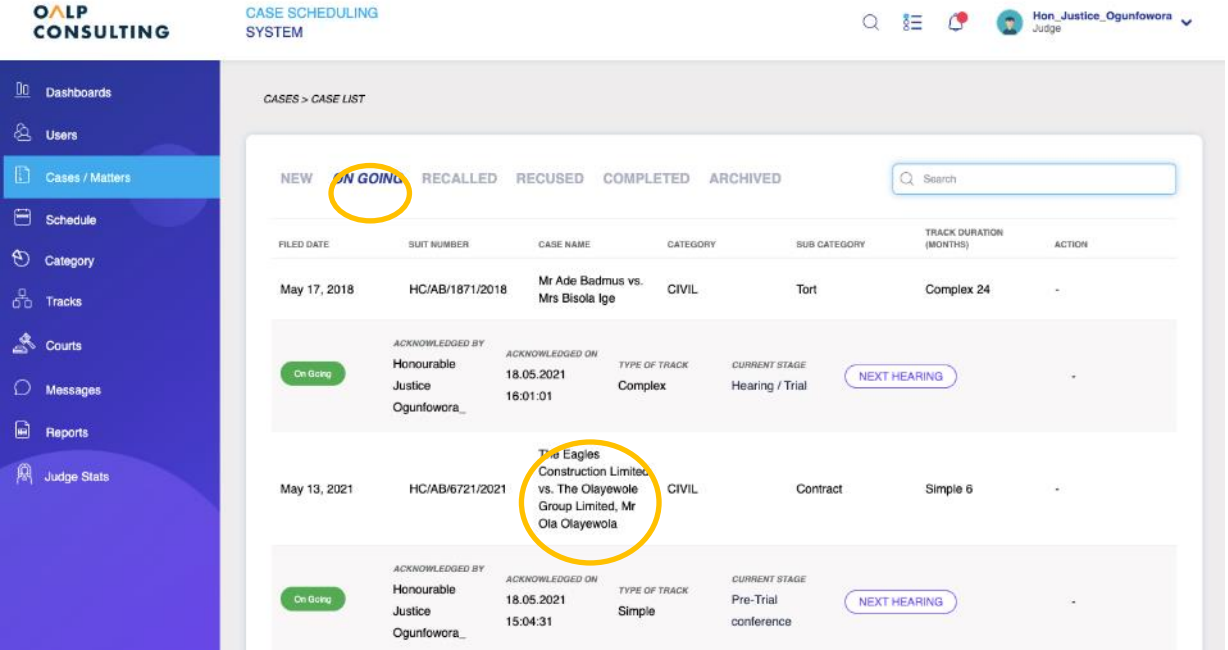
# HOW TO

## ARCHIVE A COMPLETED CASE



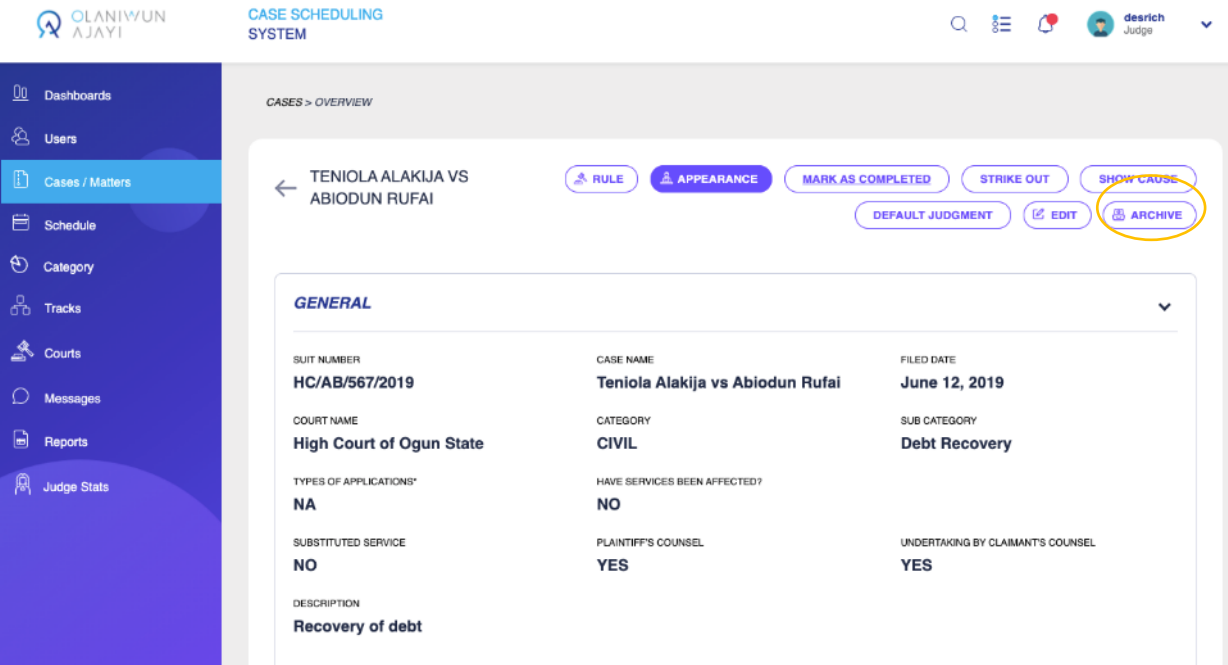
### Step 1:

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.

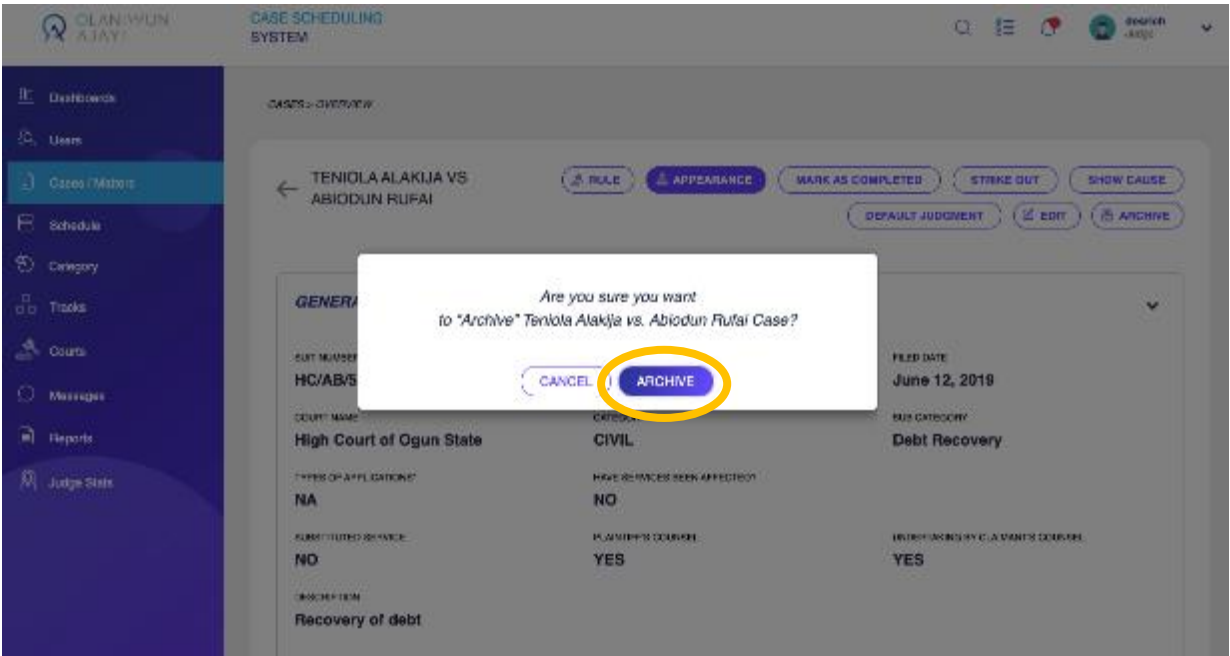


# HOW TO ARCHIVE A COMPLETED CASE



Step 3:

Click on “ARCHIVE” to archive the case.

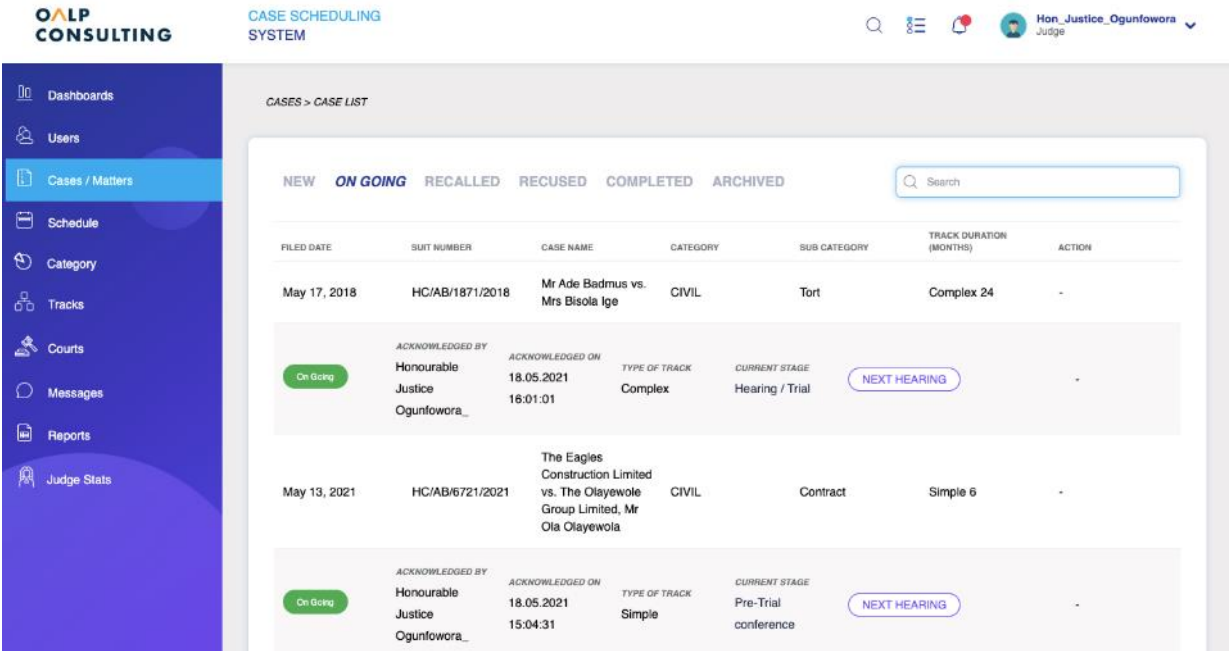


# HOW TO ADD NJC REMARK



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

OALP CONSULTING CASE SCHEDULING SYSTEM

CASES > OVERVIEW

SHONGAI TECHNOLOGIES LIMITED VS THE SAMSON SUPPLY LIMITED

**NJC Remark**

GENERAL

SUIT NUMBER	CASE NAME	FILED DATE
HC/AB/210/2018	Shongai Technologies Limited vs The Samson Supply Limited	Nov. 19, 2018

The pop-up

OALP CONSULTING CASE SCHEDULING SYSTEM

CASES > OVERVIEW

SHONGAI TECHNOLOGIES LIMITED VS THE SAMSON SUPPLY LIMITED

**NJC Remark**

GENERAL

SUIT NUMBER	CASE NAME	FILED DATE
HC/AB/210/2018	Shongai Technologies Limited vs The Samson Supply Limited	Nov. 19, 2018

The remark will be capture in the “TIMELINE/HISTORY” section of cases

OALP CONSULTING CASE SCHEDULING SYSTEM

**NJC Remark Log**

Timeline / history

CASE ASSIGNED BY  
18.05.2021 15:35:08

DETAILS  
Case Assigned By Admin Ju to Honourable Justice Ogunfowora

REMARKS  
Optional



## 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”

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

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Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages



Reports

Judge Stats

Reports >

06/01/2020

17/01/2021

Export By:  

Filter By:

Court Name

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

CIVIL

Case age from Filing  
275

Filing to Assignment  
0

Filing to Judgement  
0

Assignment to Judgement  
0

Service to Judgement  
0

Hearing/Trial to Judgement  
0

COURT

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

STATUS

ASSIGNED JUDGE



## Step 4:

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

OLANIWUN  
AJAYI

CASE SCHEDULING  
SYSTEM

desrich  
Judge

Dashboards

Users

Cases / Matters

Schedule

Category

Tracks

Courts

Messages



Reports

Judge Stats

Reports >

06/01/2020

17/01/2021

Export By:  

Filter By:

Court Name

Category

Sub Category

Tracks

Status

APPLY FILTER

Clear Filters

CIVIL

Case age from Filing  
216

Filing to Assignment  
0

Filing to Judgement  
0

Assignment to Judgement  
0

Service to Judgement  
0

Hearing/Trial to Judgement  
0

COURT SNAME

FILED DATE

SUIT NUMBER

CASE NAME

CATEGORY

STATUS

ASSIGNED JUDGE

☐ High Court of Ogun State

13/10/2020

HC/AB/101/2020

First City Monument Bank

CIVIL

Case In Default

kavya s

MORE



## HOW TO VIEW NJC REPORT



### Step 1:

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

**OALP CONSULTING** CASE SCHEDULING SYSTEM

Search, Filter, Refresh, User: HonJustice\_Ogunfowora Judge

**Metrics:**

- Mention: 68 ↑
- Pre-trial Conference: 1 ↑
- Hearing: 3 ↓
- Clearance Rate: 100% ↓
- Average Disposition rate: 58% ↑

**Case Status:**

- New Cases: 1 ↑
- Ongoing: 3 ↑
- Escalated Cases: 0 ↓
- Total Cases: 5 ↑

**Case Type:**

- 3 SIMPLE (CIVIL)
- 2 COMPLEX (CIVIL) 0%

**Case List - 20 May 2021** Filter by Court: Sample Court

**May 2021** (Calendar view with NJC Report highlighted)

SUIT NUMBER	CASE NAME	CASE CATEGORY	SUB CATEGORY	FILED DATE	ASSIGNED TO	ACKNOWLEDGED
HC/AB/210/2018	Shongai Technologies Limited v. The Samson Supply Limited	CIVIL	Contract	Nov. 19, 2018	None	None

Buttons: New Filed Case, ACKNOWLEDGE



### Step 2:

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

**OALP CONSULTING** CASE SCHEDULING SYSTEM

Search, Filter, Refresh, User: HonJustice\_Ogunfowora Judge

**Metrics:**

- Mention: 68 ↑
- Pre-trial Conference: 1 ↑
- Hearing: 3 ↓
- Clearance Rate: 100% ↓
- Average Disposition rate: 58% ↑

**Case Status:**

- New Cases: 1 ↑
- Ongoing: 3 ↑
- Escalated Cases: 0 ↓
- Total Cases: 5 ↑

**Case Type:**

- 3 SIMPLE (CIVIL)
- 2 COMPLEX (CIVIL) 0%

**Case List - 20 May 2021** Filter by Court: Sample Court

**May 2021** (Calendar view with NJC Report highlighted)

SUIT NUMBER	CASE NAME	CASE CATEGORY	SUB CATEGORY	FILED DATE	ASSIGNED TO	ACKNOWLEDGED
HC/AB/210/2018	Shongai Technologies Limited v. The Samson Supply Limited	CIVIL	Contract	Nov. 19, 2018	None	None

Buttons: New Filed Case, ACKNOWLEDGE



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.

Total number of cases completed from (insert date) to (insert date)

Total number of cases received from (insert date) to (insert date)

×

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.

Total number of cases completed within 6months(Simple Case)

Total number of cases completed within 6 months + Total number of cases completed but not within 6 months + Total number of ongoing cases older than 6 months (cases in default)

×

100





#### Lagos

The Adunola, 401 Close,  
Banana Island, Ikoyi,  
Lagos, Nigeria

#### Abuja

4th Floor Leadway House  
Plot 1061, Cadastral Avenue,  
Central Business District,  
Abuja, Nigeria

#### Port Harcourt

Flat 5, BICS Suites, 25  
Herbert Macaulay Street,  
Old GRA, Port Harcourt,  
Rivers State, Nigeria



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