USER MANUALLMS 2.O

LITIGATION MANAGEMENT SYSTEM (LMS)

Submitted by

CENTRE FOR MODERNIZING GOVERNMENT INITIATIVE
BHUBANESWAR

CONTENTS

1. <u>Introduction: -</u>

1.1. About LMS: -

Government of Odisha has already implemented Litigation Management System for Government employees of all department and Advocate General Office across the state since 20th July 2011.

Presently LMS is dealing with HIGH COURT (CIVIL/CRIMINAL) & State Education Tribunal, Bhubaneswarcase. The software application is developed in-house and implemented by IT engineers of Centre for Modernizing Government Initiative (CMGI). CMGI is Administrative Reform program of Government of Odisha.

In the new system it provides a smart monitoring system to manage court cases effectively where govt. is a party. It also provides end to end solution to monitor court cases right from its inception till the post judgment processes. It operates as bulletin board service to keep track of pending and ongoing cases. It helps in taking timely decision on necessary steps to be taken by analyzing reports generated.

A Project Office is functioning in DC&SD-QR NO-4, KALIGALI (NEAR ORISSA HIGH COURT), CHANDINI CHOWK, CUTTACK . The entire plaint copies field everyday will be collected from the Advocate General office& Government Advocate office of Tribunal by the Personnel of CMGI posted in the LMS project office. They will be scanned, uploaded through LMS and mailed to the concerned departments on the same day.

1.2.Objectives: -

(1) Through LMS, all pending cases and new cases will be transacted electronically through various departments

(2) The Messaging System or Case Communication System provides its usability of all the officers and law officers of concerned departments

(3) The availability of MIS report for the user to know the court wise/case wise/office wise information of all the cases.

1.3. Accessibility of LMS: -

LMS is available on internet through URL http://orissalms.in/lms.

The government officials can access to LMS using same user id & password as provided.

1.4. Key Functional Areas of LMS: -

➢ To develop a decision support system for litigation management.
➢ To develop a database of all cases against the Government pending in the Courts.
➢ To monitor the status of cases.
➢ To facilitate interaction between Government Departments and Government Advocates.

To track all important events in respect of a case such as communication of notice of the case, assignment of Government Advocates, submission of draft reply, revision of the reply by Government Advocate, filing of reply in the Court, adjournments, interim orders, judgment compliance, appeal etc.

1.5. Inauguration in Details:

The litigation management system (LMS) project has been launched by the General Administrative (Administrative Reforms) Department with CMGI on 24.06.2011 have been inaugurated by H'onble Chief Justice, Orissa high Court and LMS Project office, Cuttack started functioning on 20th July'2011.

A separate project office is functioning in Kaligali,Cuttack to co-ordinate between various departments and offices of the Advocate General& High Court. The entire plaint copies field everyday will be collected from the advocate General office by the Personnel of G.A Department posted in the project office. They will be scanned, uploaded through LMS and mailed to the concerned departments on the same day.
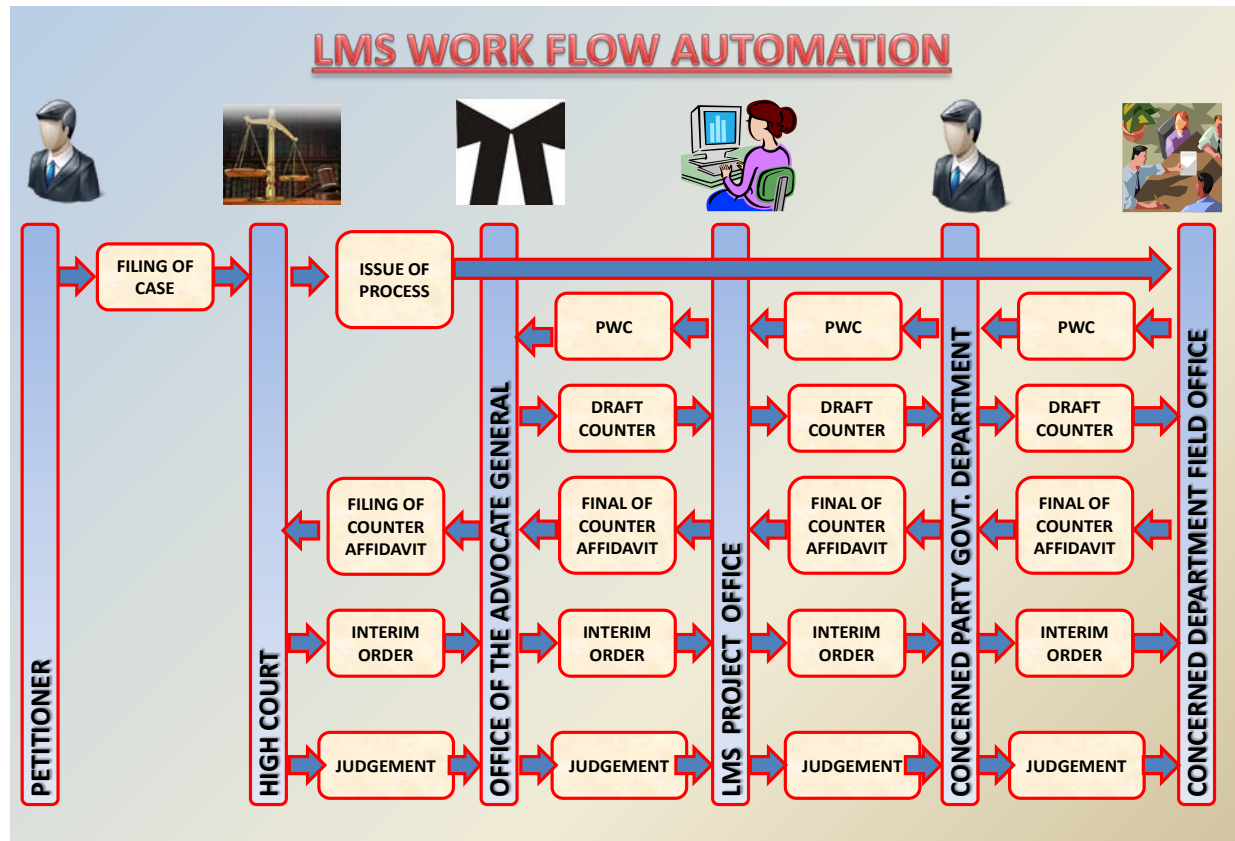
1.6. LMS CELL OPERATION: -

LMS Cell Operation

Advocate General

Plaint Copy	Scanning of Plaint Copy	Indexing of Plaint Copy	Upload	Online Plaint Copy
PWC	Printing of PWC	Download PWC	LMS Web Application	Upload PWC
Draft Counter	Indexing of Draft Counter	Upload Draft Counter	LMS Web Application	Online Draft Counter
Counter Affidavit	Upload	Indexing of Counter Affidavit	Scanning of Counter Affidavit	Counter Affidavit
Interim Orders & Judgment	Scanning of Interim Orders & Judgment	Indexing of Interim Orders & Judgment	Upload	Online Interim Order & Judgment

Parties (Govt. Officers)

ORISSA MODERNIZING GOVERNMENT INITIATIVE

1.7.LMS WORKFLOW AUTOMATION:-

1.8. LMS Service in Details: -

LMS facilitates to track a case from its Admission of case till hearing to disposal and also track down implementation of any court order.

The Project Office has been set up in the Advocate General Office, Cuttack on behalf of the Government to upload plaint copy along with case information at Filing stage of any case.

Government Officials would log in and get the plaint copies filed against them.

Accordingly, they can prepare Para-Wise-Comments (PWC) on the same and send the PWC to the Government Advocate through LMS. Government Advocate in turn can download the PWC and prepare draft counter and send it to the concern officer(s).

After finalization of the draft counter, the concerned officer of the Government will file counter affidavit in the court.

1.9. ISSUES WHICH LEADS TO LMS:-

Preliminary system study of Litigation Management System (LMS) reveals that State Government, Odisha losses cases without having faults in its part. Major reasons of losing the case in the court are as follows:

1. Timely not attending the Casses.

2. Less Coordination among related Officials.

3. Lack of Communication & Common Interface.

4. Contempt Charges against Government Officials due to poor follow up to Post

   Judgment Process.

5. Documentation and Record Keeping Incurs Huge Spending.

6. No Benefit from Lessons Learnt.

7. Reinforcement of Accountability in Handling Legal Matters.

1.10. SOLUTIONS PROVIDED BY LMS:-

Considering above issues General Administration (Administrative Reforms) Department envisaged a web-based software application with following Objectives.

Secretarial Tool	: To Record Information of a Legal Case.
Case Monitoring	: To Track Different Phases of a Case.
Messaging System	: To Communicate between Government Officials.
Bulletin Board	: To Remind Time Critical Sensitive Legal Actions.
Knowledge Base	: To Derive Best Benefits from Past Experience.
Document Management	: To Manage Documents Conveniently & Economically.
Dynamic Reporting	: To Provide Scalability on MIS Report

Hence GA (Administrative Reforms) Department entrusted the project LMS to Centre for Modernizing Government Initiative (CMGI) for its development and implementation in the Orissa High Court & Odisha Administrative Tribunal (Cuttack & Bhubaneswar Bench) & State Education Tribunal, Bhubaneswar.

1.11.STAKE HOLDERS: -

- Advocate General Office
- Secretaries of all Departments of Government of Odisha
- Law Department
- Heads of the Departments
- District Collectors/SP's
- Field Offices (Tahasildar's/Bdo's/Police station etc.)
- S& ME DEPT

2. Step by Step Instruction to use the LMSSystem

2.1 FUNCTIONALITY OF ACCESS TO LMS:

To access LMS, the users have to type http://orissalms.in/lms in the URL address bar of any browser (e.g. Internet Explore).Users have to provide the Login id , Password and User type in the Login Page(By default Govt.Employee).

http://orissalms.in/lms
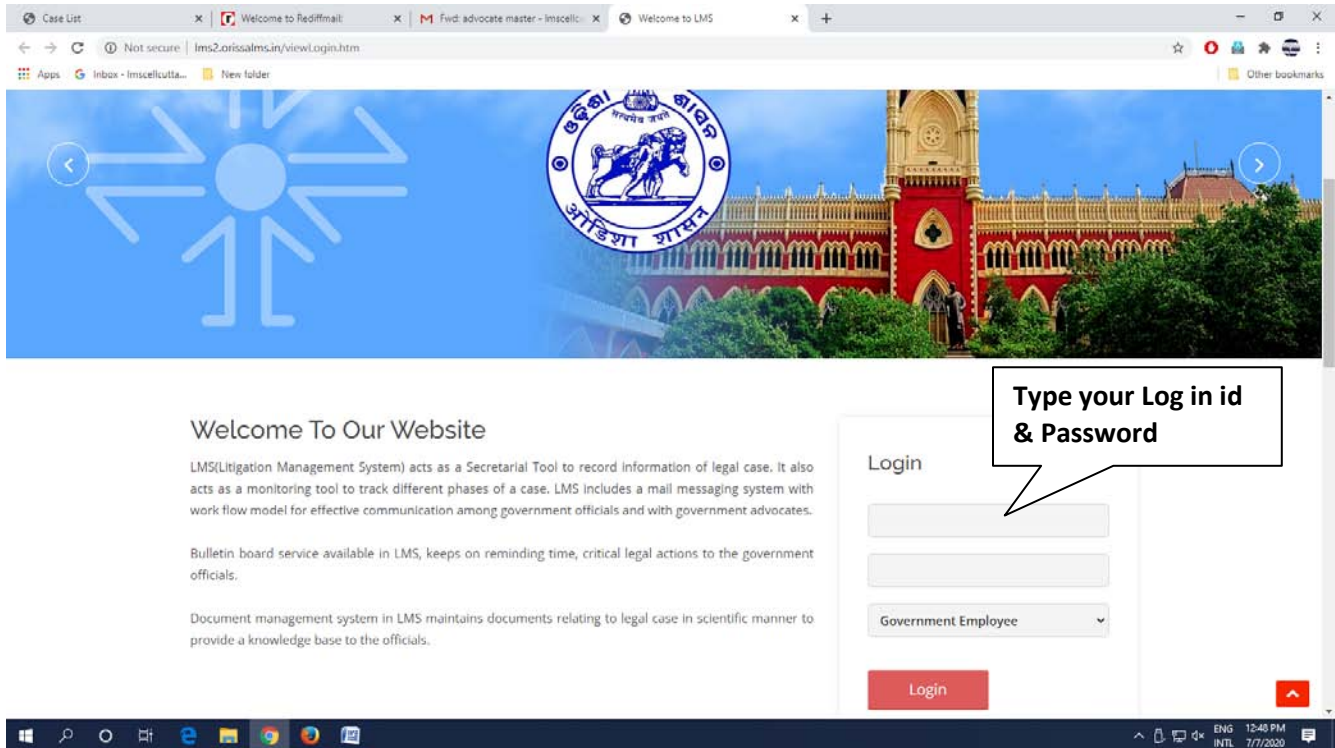
FIGURE-1

2.2. Facilities Available in the Home Page of LMS:-

➢ Through LMS online user manual version LMS2.0 user can easily access to LMS.

➢ The contact no of State Law Officers from Advocate General Office is available in the quick links lab.

➢ High Court & Supreme court website link.

2.3. CHOOSE THE TYPE OF CASE OR COURT NAME IN DASHBOARD TAB:-

After successful login User can choose the case type (Civil / Criminal/Service) he/she wants to open.Presently LMS Project offices are dealing with Civil/ Criminal case of Orissa High Court, Cuttack& State Education Tribunal, Bhubaneswar.
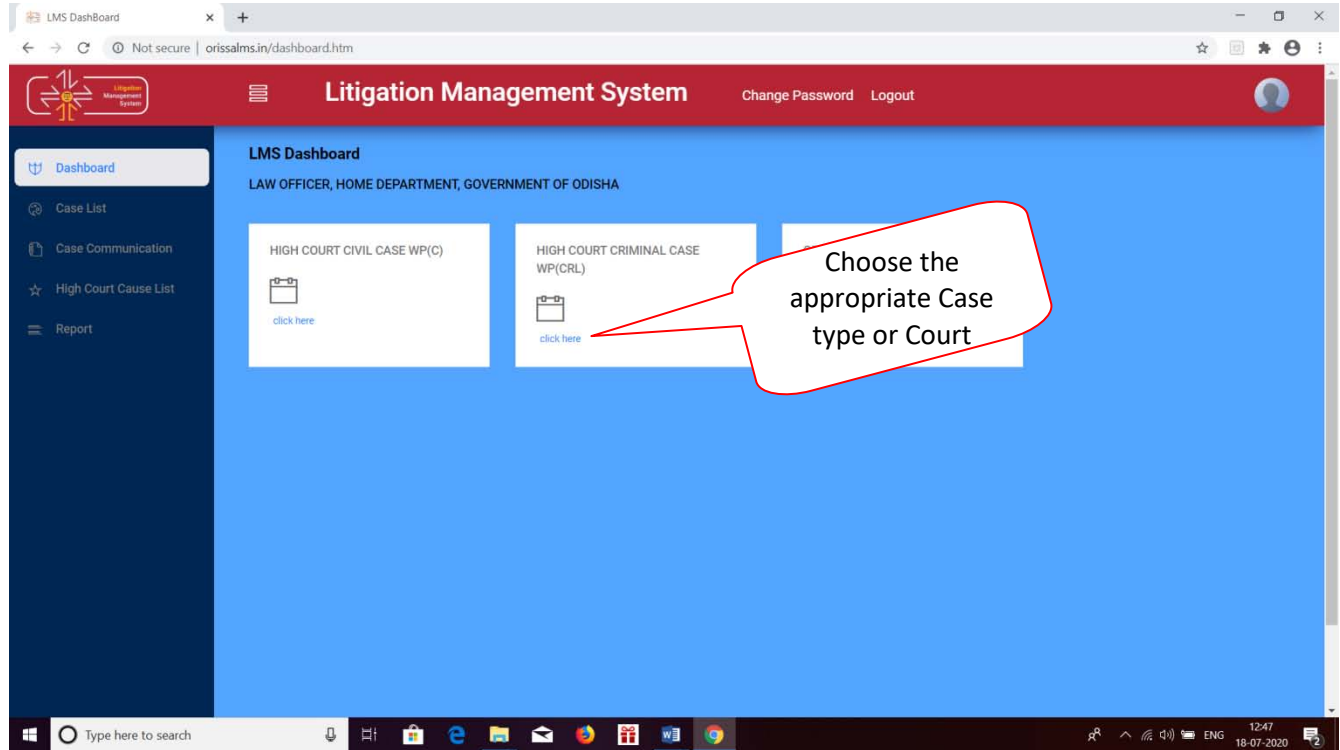
FIGURE -2

2.4 VIEW THE CASE RELATED LINK IN DASH BOARD TAB: -

After choose the court name to the Dashboard, In the Dash Board tab user can view case related information likewise what is the cases user has to attend personally.

- User can view in which cases PWC has not submitted from how many days.
- Cases which are counter not filed/Personal Appearance etc.
- User can view the uploading of cont (c) case on daily basis, Interim order & judgment & request letter for Govt Advocate sending PWC & Counter affidavit on stipulated time & the same are reflected in the dashboard of the respective user id & password of Government employee. The link provision also provided.
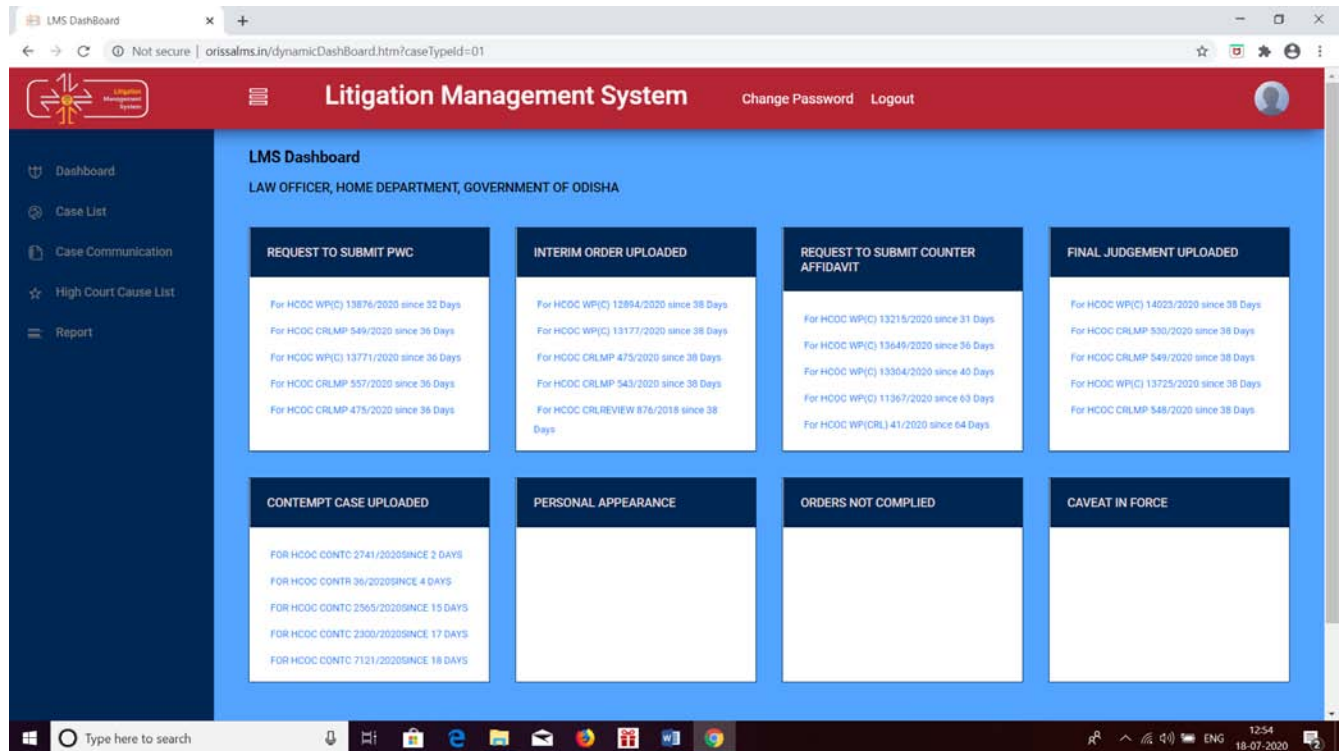
FIGURE -3

2.5.CASE LISTTAB (VIEW THE DIFFERENT TYPE OF CASE CATEGORY)

After click the case list (Click in the Court name or Case type), the user can view different cases(Original/Review/Revision/Contempt/Misc case/Appeal)he/she is in requirement. It will show the case- number, stage, case status. Also, user will view year wise case list in descending order where one page consists of 15 rows of case. Right below case list there is a paging panel. This panel will give information about total records and will give the facility to navigate the next and previous page.
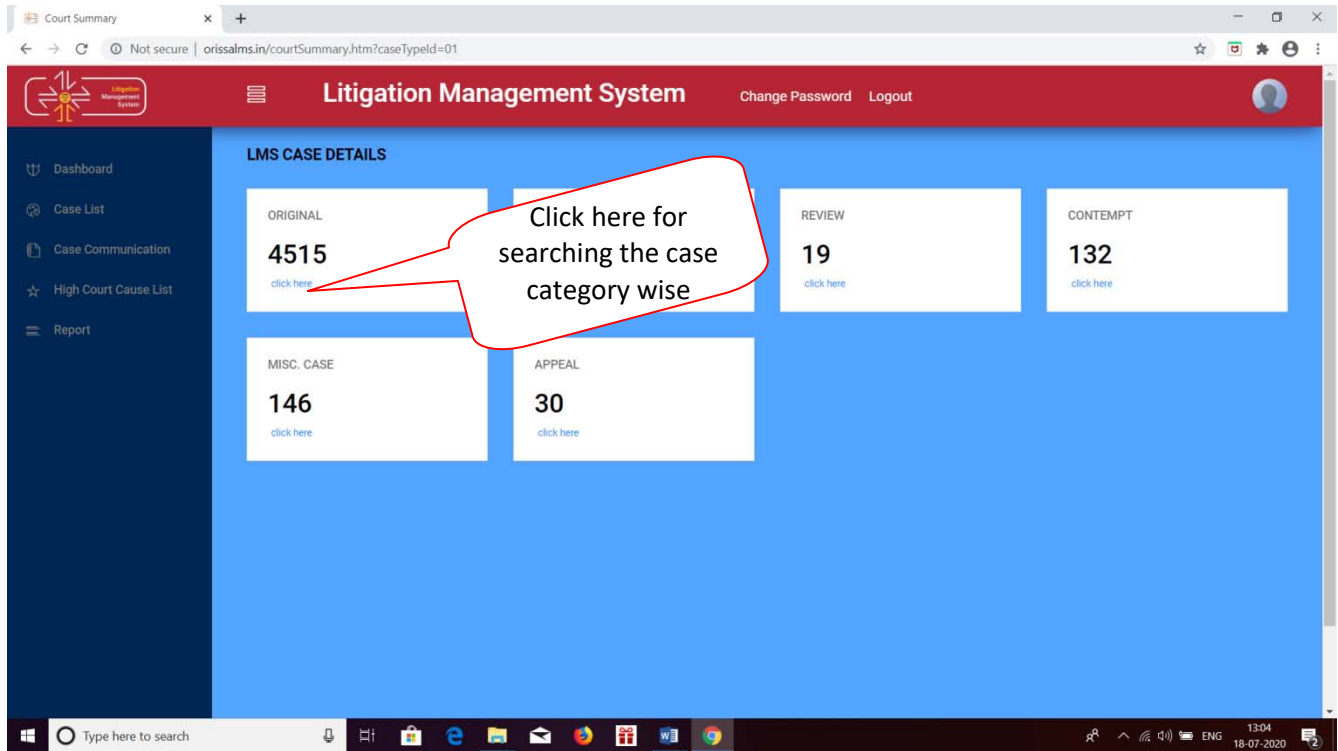
FIGURE -4

It will show the case- number, stage, case status. Also, user will view year wise case list in descending order where one page consists of 15 rows of case. Right below case list there is a paging panel. This panel will give information about total records and will give the facility to navigate the next and previous page.
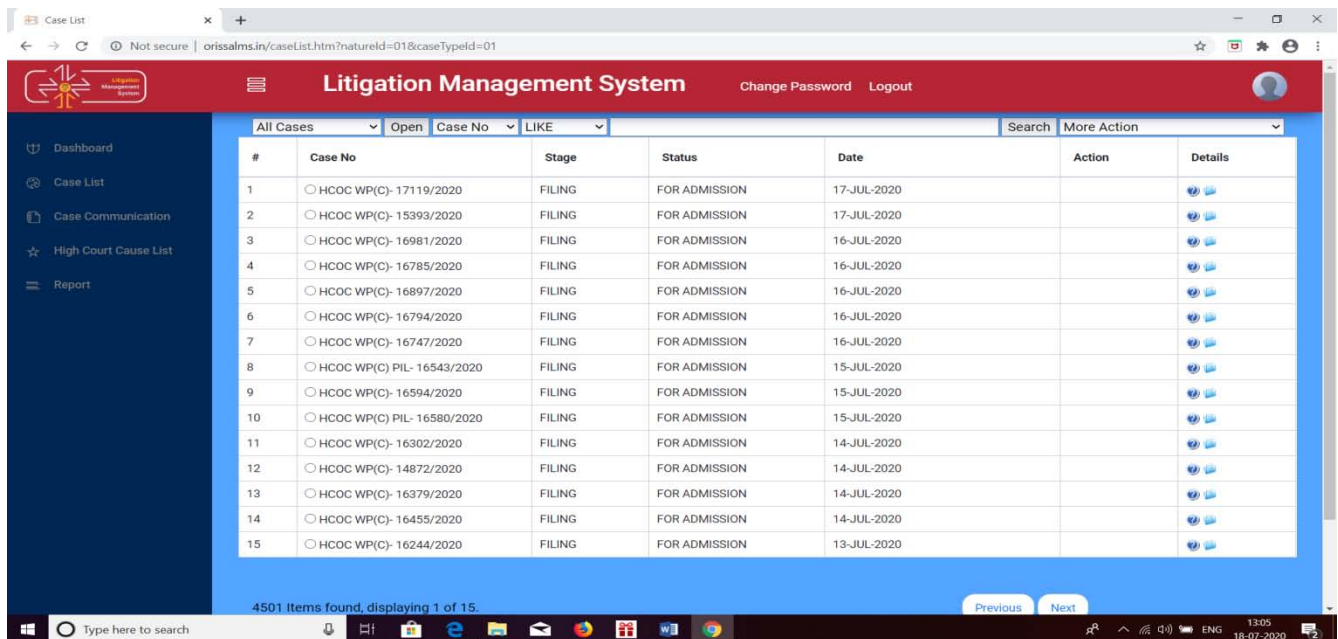
FIGURE-5

2.6.To Know About Case Brief Information:

To know about the case information of each case from the case list then the user have to click on (question mark icon).This is assigned at right to every case no of the case list as shown in figure.
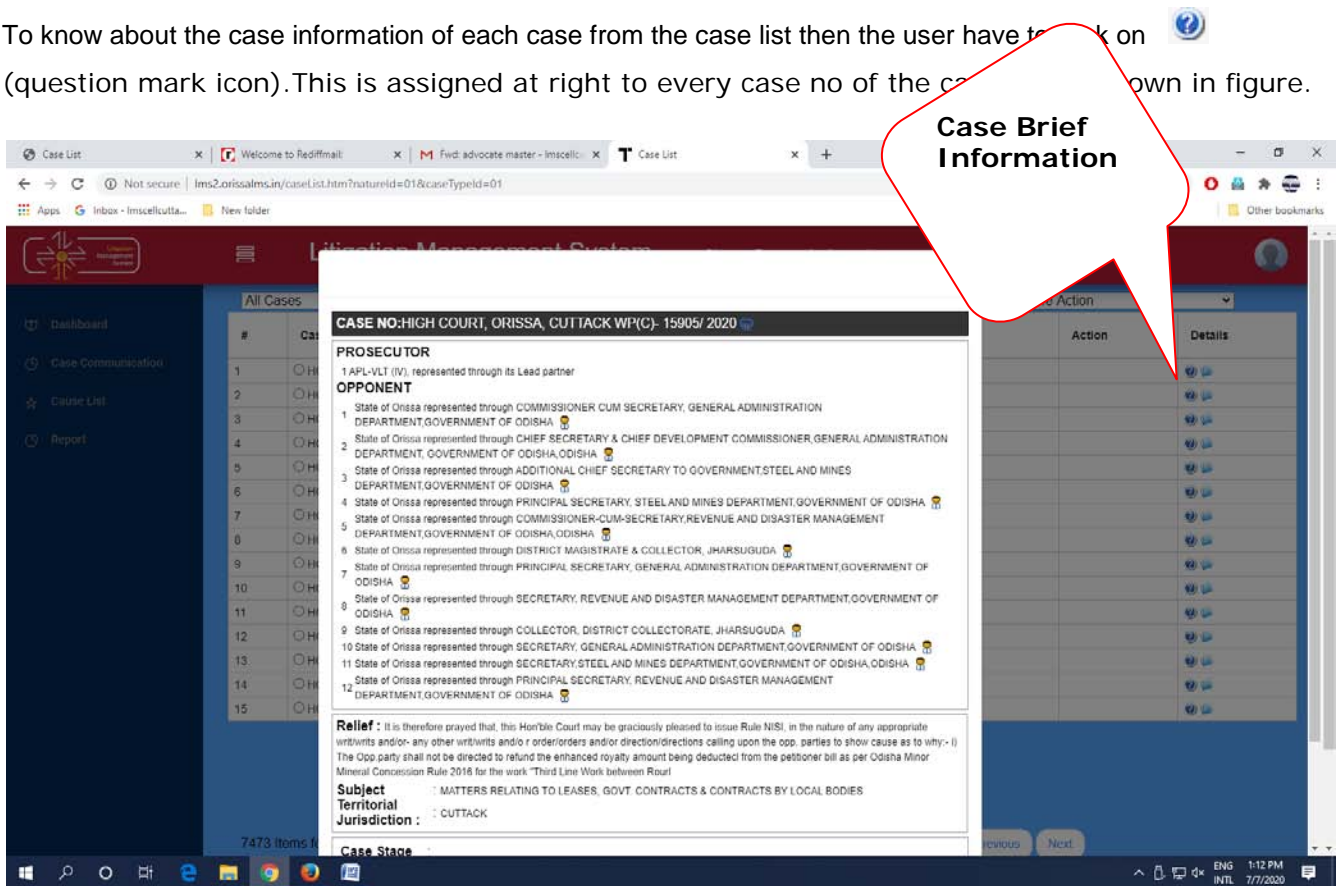
FIGURE -6

2.7. Case no Wise Searching:-

If the user wants to see the particular case no then the user have to enter case no in the search filed as shownin figure. Similarly user can search and download the all type of case in High court and Tribunal case(Bhubaneswar & Cuttack **).**

FIGURE-7

2.8. Petitioner Name Wise Case Searching: -

If the user wants to know the petitioner name wise searching then select party name in the open tab, then type the correct petitioner name in the search field as shown in figure. Similarly user can search and download the all the type of case and Tribunal case(Bhubaneswar & Cuttack **).**
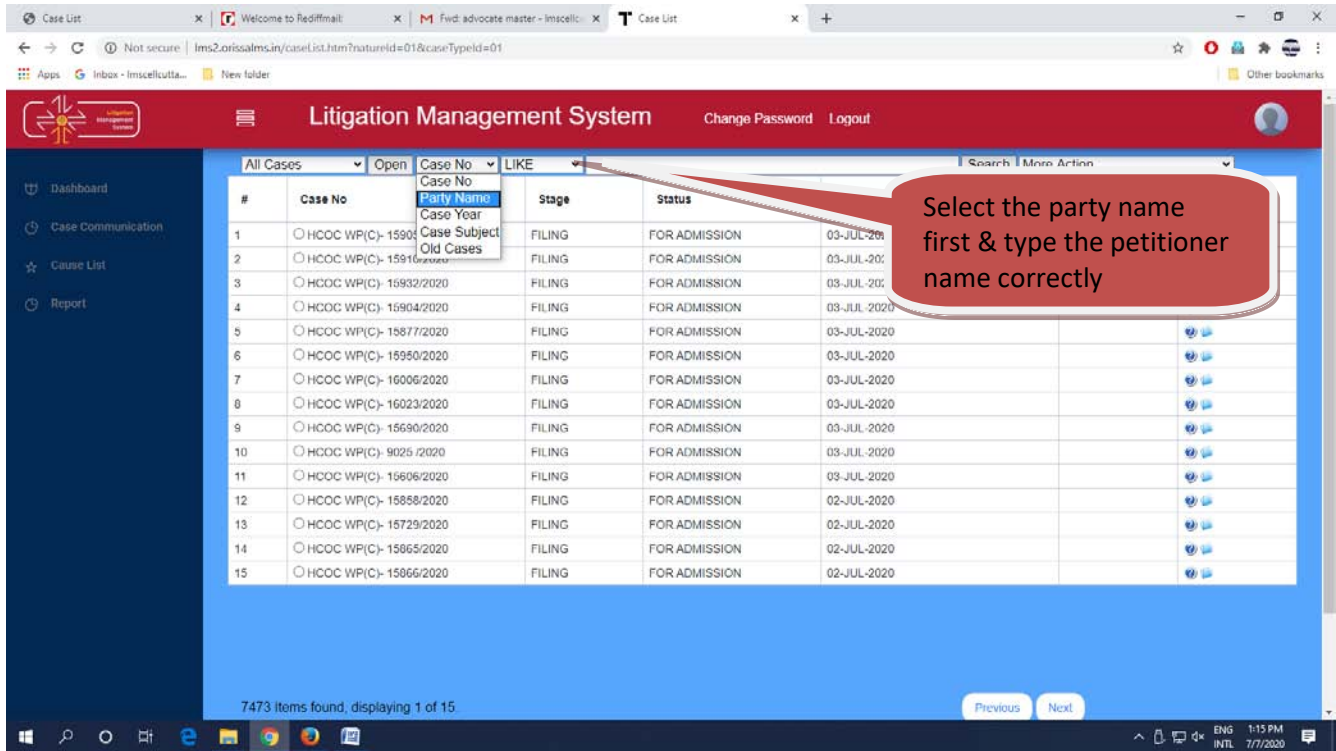
FIGURE-8

2.9. Year wise Case Searching: -

If the user wants to know the year wise searching then select case year in the open tab, then type the year in the search field as shown in figure. Similarly user can search and download the all Criminal case and Tribunal case(Bhubaneswar & Cuttack **).**
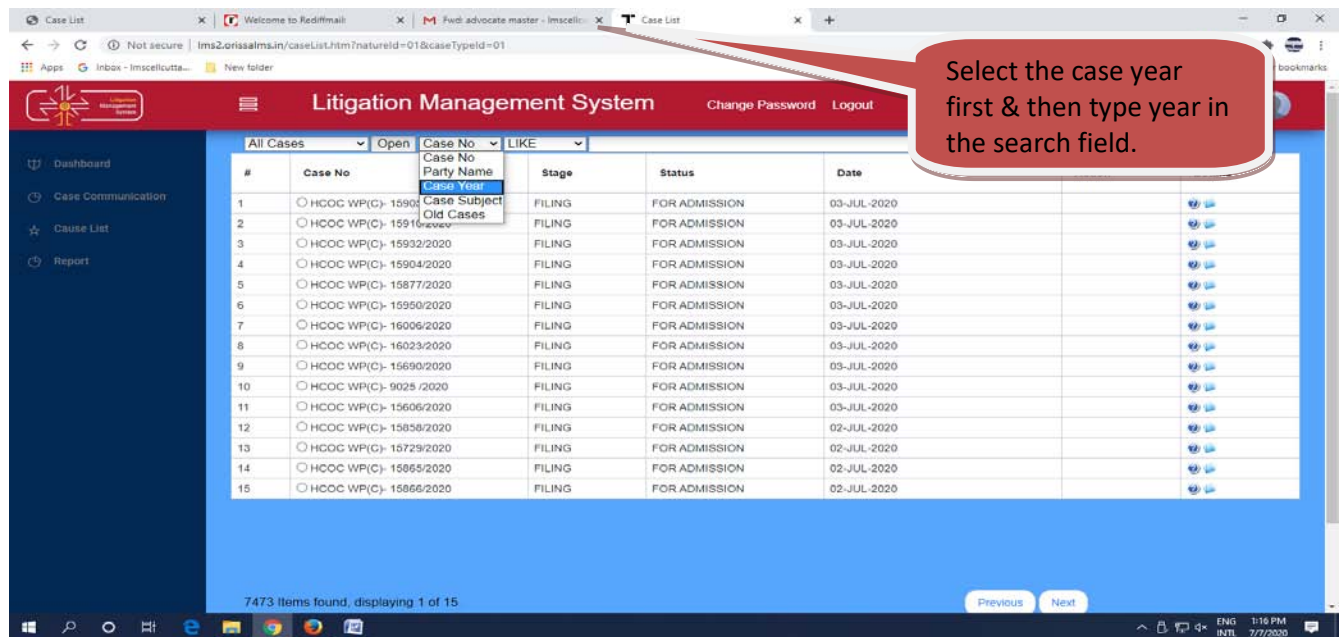
FIGURE-9

2.10. Subject Code Wise Searching: -

After successful login the User can choose the case type (Civil / Criminal/Service) he/she wants to click the case list tab then select the case subject in the combo box then click search box to select subject code for view or print out the subject wise case details in the concerned user id & password of the users as shown in the figure.
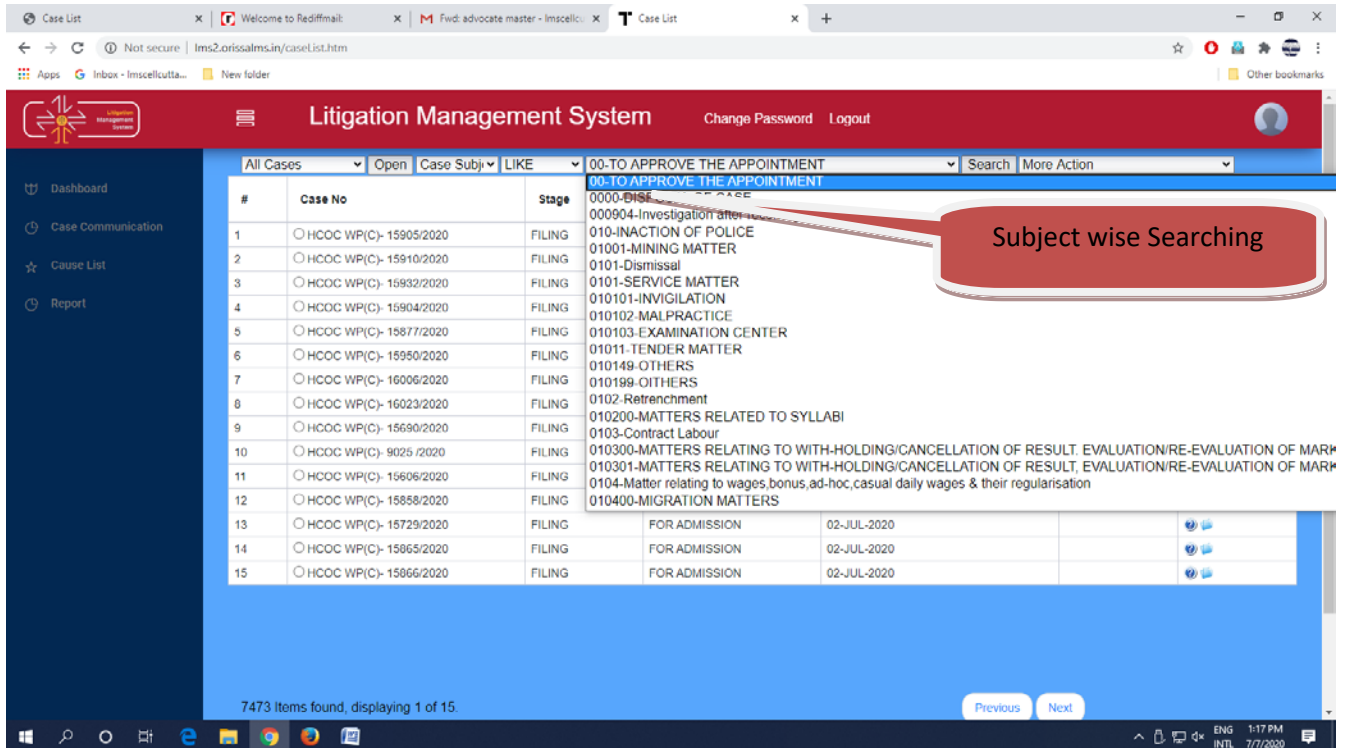
FIGURE-10

2.11. How User can Download the Case Document: -

To have the case documents that are related to each case the user have to click oncase documents icon as shown below. By clicking on the Case Documents icon, the pagewill navigate to Case Documents page. With this, the user can view the documents such asPlaint copies,PWC, Draft Counter, Counter Affidavit and Interim Order that are related to the case.
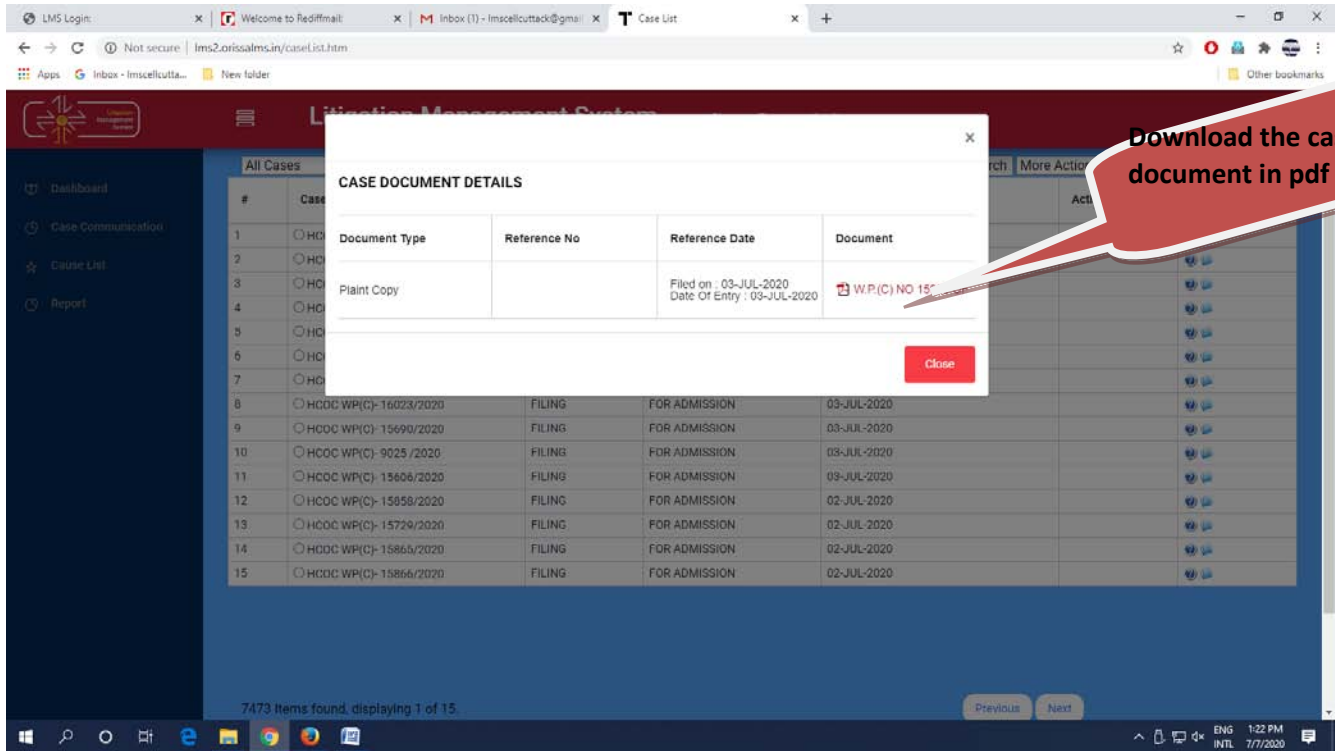
FIGURE-11

The user can also download the related documents attached to each Document in pdf format type as shown below.
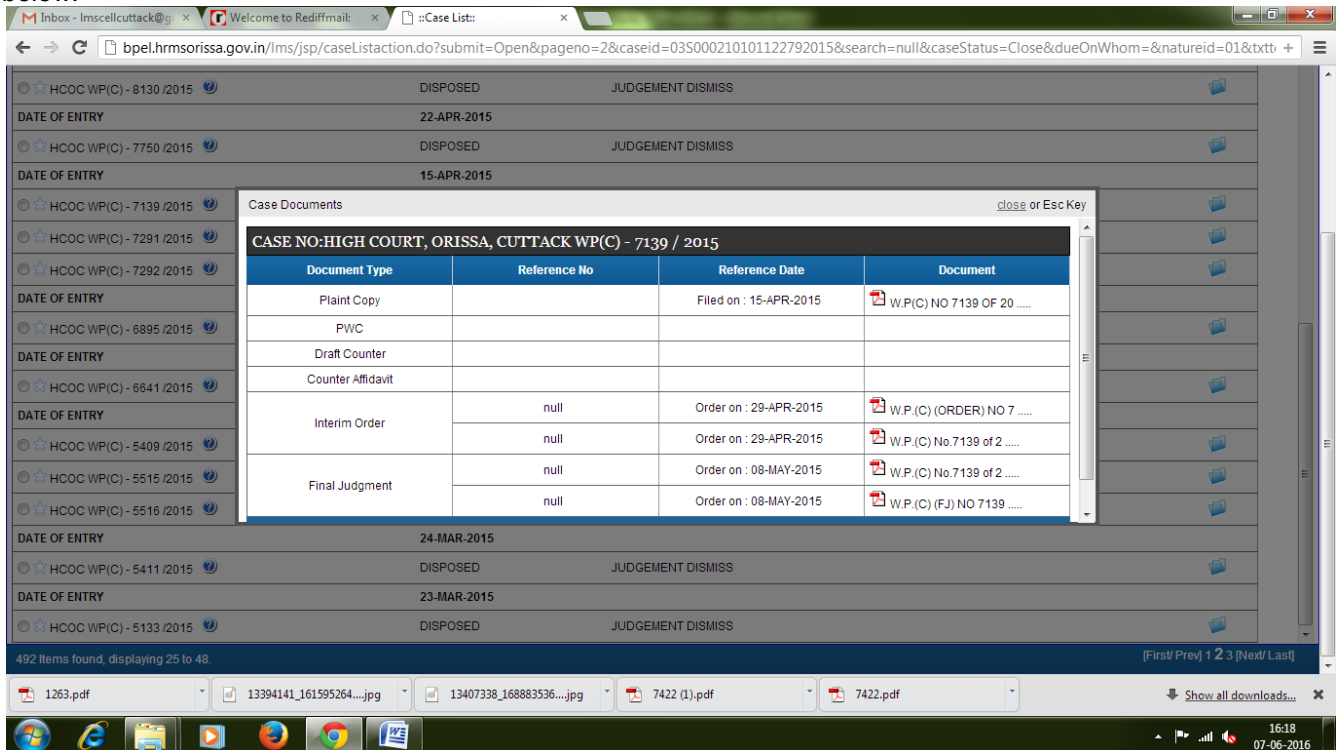
FIGURE-12

2.12. Types of Casses:-The case types that are assigned as below as shown in figure can be selected by the user by clicking the combo box. If the user gets the privilege to see all the cases then he/she has to select All Cases option. If the user wants to see only the continuing cases that are not disposed then he/she has to select the Continuing Cases option. If the user wants to see only the disposed case then he/she has to select only the disposed cases.

FIGURE -13

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3. CASE COMMUNICATION: -

Advocate General office will send the request first to government employee for request letter to submit PWC and file the counter affidavit/ Show cause reply also & the user also has privilege to send PWC as when required within a stipulated time as per the direction of Advocate General. In this case user may contact to LMS by mail or telephone after preparing the PWC/Counter in document format or pdf format.
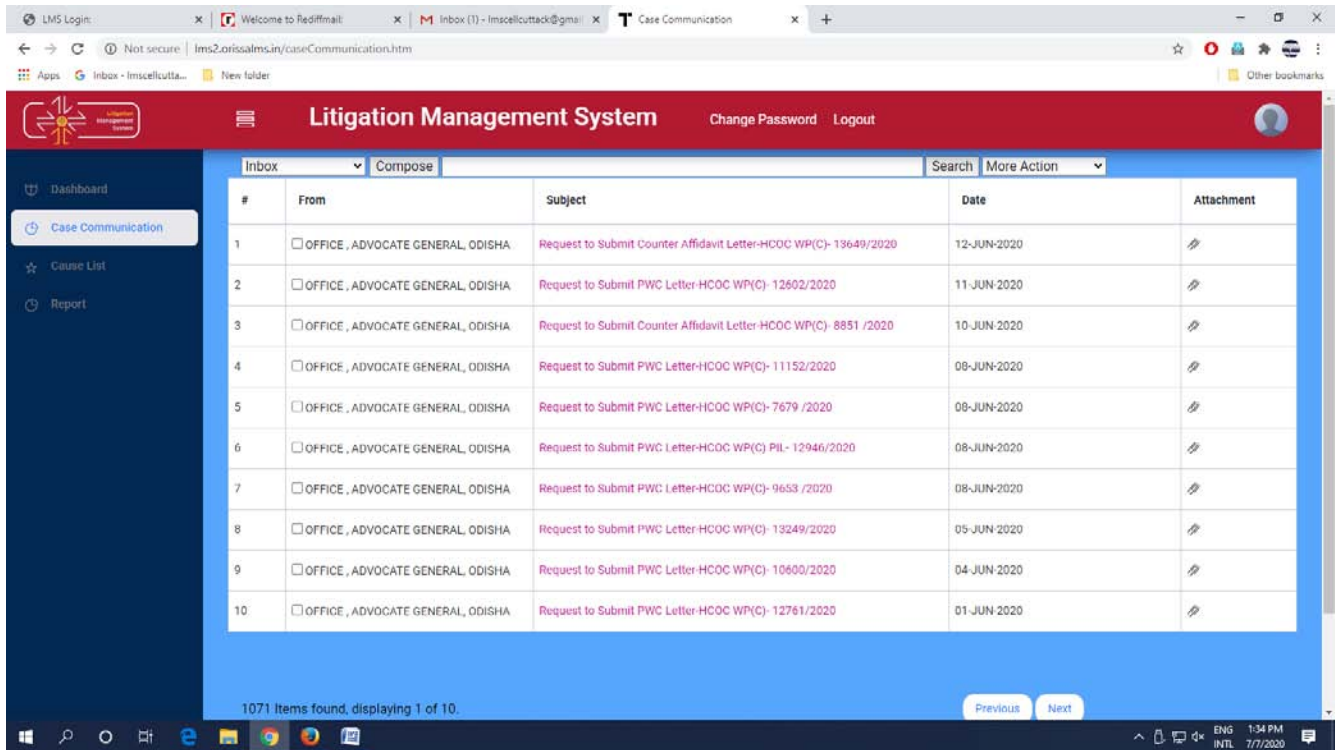
FIGURE-14

3.1 Government Employee -to- Advocate General Communication: -

After clicking the case communication link user can see the available case(s) waiting to Request to Submit the PWC (RED COLOUR MARK).
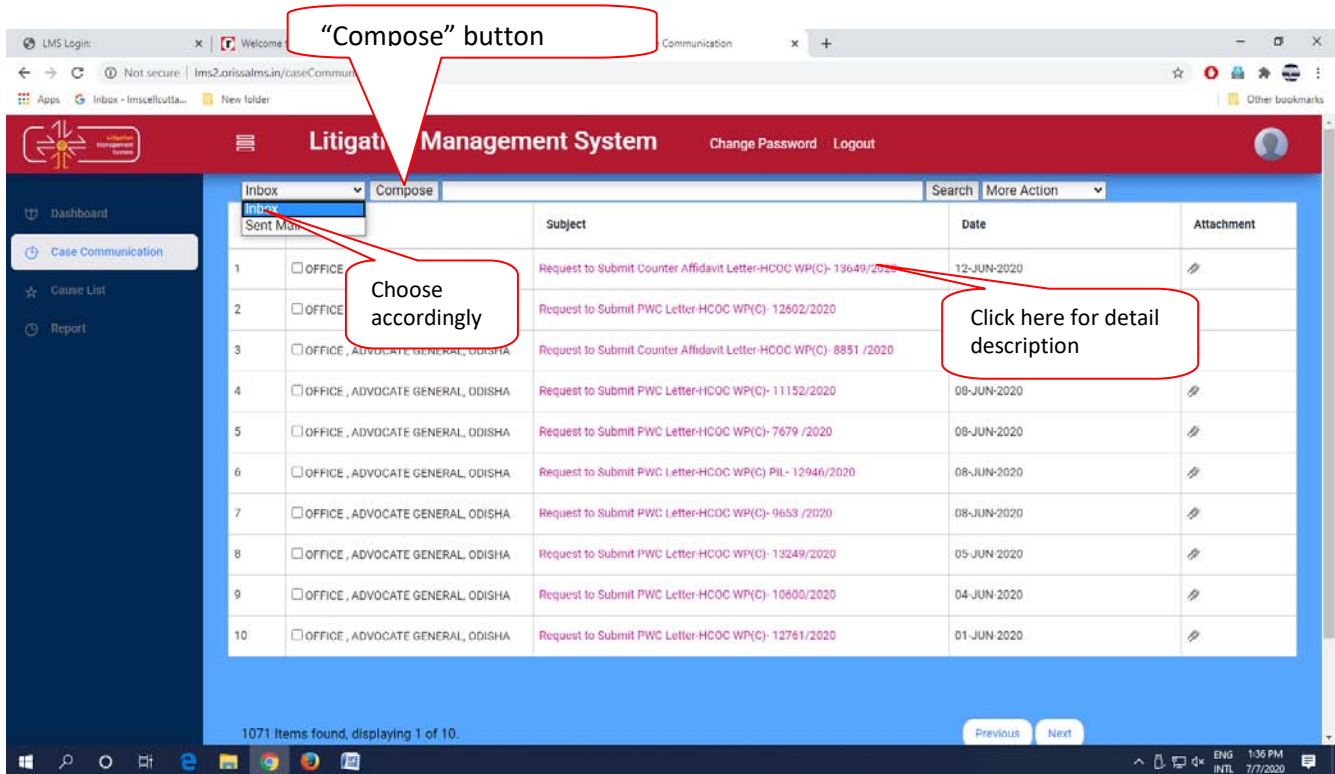
FIGURE-15

Inbox: - It includes columns like Subject, Description, Date, Attachments which are described below.

Subject:-It indicates Request to Submit PWC, PWC Finalized and Submitted, Inputs to Prepare PWC, Request to Submit Counter Affidavit, Filing Counter Affidavit, Feedback on Draft Counter for Necessary Modification, Authorization to File Counter Affidavit, Other Communication Desc.

Description:-It indicates the description of corresponding subjects as given above. Description field should be in dot(..) format not in full text.

Date:-It indicates date of occurrence according to the subject.

Attachment 🖉 :-It indicates the attachment related to subject. Attachment icon is provided. On clicking the attachment user can view and open the attachment.

FIGURE-16

Sent Mail:- It includes same columns like Subject, Description, Date, Attachments which are described below.

Subject:-It indicates Request to Submit PWC, PWC Finalized and Submitted, Inputs to Prepare PWC, Request to Submit Counter Affidavit, Filing Counter Affidavit, Feedback on Draft Counter for Necessary Modification, Authorization to File Counter Affidavit, Other Communication. Desc.

Description:-It indicates the description of corresponding subjects as given above. Description field should be in dot (…) format not in full text.

Date:-It indicates date of occurrence according to the subject.

Attachment ✎ **:-**It indicates the attachment related to subject. Attachment icon is provided. On clicking the attachment user can view and open the attachment.

Search: - It searches using search category from the combo. Category may be Search by Subject and Search by Description.

Check Box:-If check box is selected and if employee doesn't want to open the mail. That mail should be made as "Mark as Read".

More Actions:-It contains the field only "Mark as Read" which indicates the mail which is not opened.

After clicking the case communication link user can see the available case(s) waiting to submit the PWC.

By clicking the compose button placed in the page as marked above user can send the detail PWC of the case to the corresponding Advocate General.

When the user click on this link as placed above in the figure, it will show the detail description as shown in the figure below.
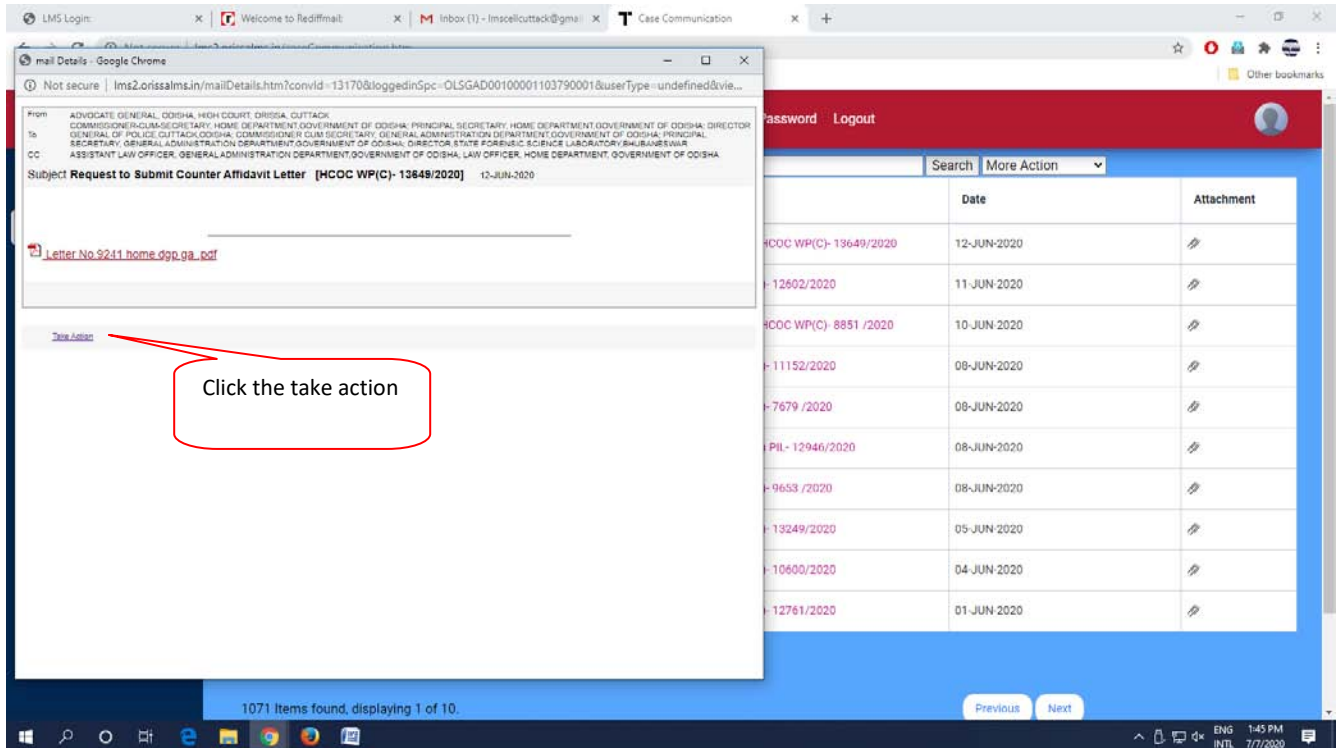
FIGURE-17

Case No: - It includes case No. which indicates the party (prosecutor or opponent). When user click the "take action" link it will open the page as placed below in figure and also according to the case no it will show the case no automatically.

Subject: - According to the case number the available subject lines will come. So user need to select the appropriate subject line accordingly as shown in the following figure

FIGURE-18

To:-It contains name of recipients which will get through search button and type of recipients should be saved as 'To'. Select the Advocate General.

FIGURE-19

Cc: - It contains name of recipients which will get through search button and type of recipients should be saved as 'Cc'. Select the employee(s) according to the post and also the number of employees involved in this case as shown in the figure.

Bcc: - It contains name of recipients which will get through search button and type of recipients should be saved as 'Bcc' as shown in the figure.

Any Issue of Process Link: - If there is some issue of process (summon or warrant) then it will retrieved through search button. This link is used to retrieve the summon recording and summon monitoring of the party.

Due Date: - This field stores the due date of submitting the PWC.

Attachment:-Attachment file should not be more than 10 MB. If file size is more than 10 MB then file uploaded is not successful.
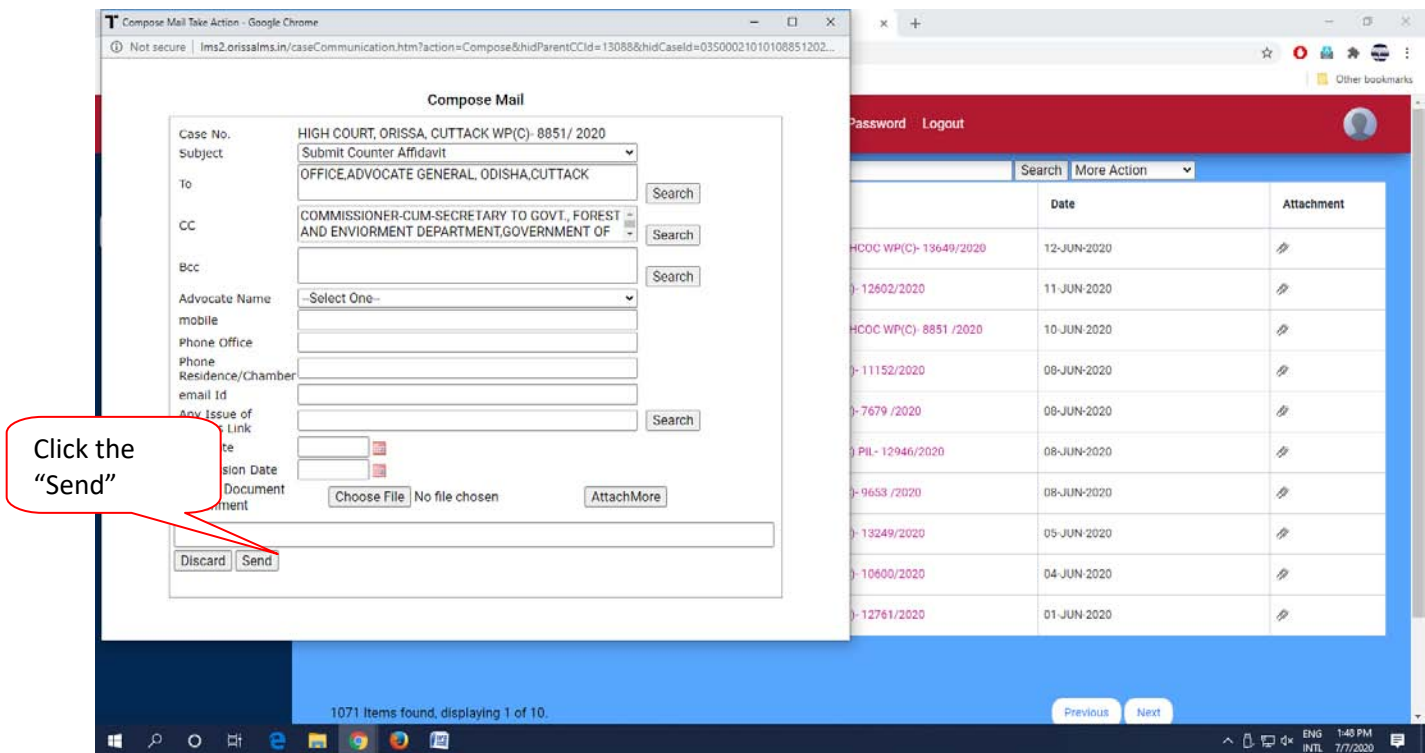
FIGURE-20

3.2 Submit the Counter Affidavit: -

After successful login User can choose the case type (Civil / Criminal/Service) he/she wants to submit counter filed as similar to submit pwc as shown in the figure.

After choosing the appropriate case type user needs to click on the link placed in the page as shown in the figure below. Then user can view the case details in a descriptive way.

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FIGURE-21

In order to send the counter affidavit the user need to click the "Take action" link in the page as placed above in the figure. After clicking the link user need to fill some of the components of that page as shown in the below figure.

Case No: - It includes case No. which indicates the party (prosecutor or opponent). When user click the "take action" link it will open the page as placed above in figure and also according to the case no it will show the case no automatically.

Subject: -According to the case number the available subject lines will come. So user need to select the appropriate subject line accordingly as shown in the following figure.

FIGURE-22

To:-It contains name of recipients which will get through search button and type of recipients should be saved as 'To'. Select the employee(s) according to the post and also the number of employees involved in this case, as shown in the above figure.

Cc: -It contains name of recipients which will get through search button and type of recipients should be saved as 'Cc'. Select the employee(s) according to the post and also the number of employees involved in this case as shown in the above figure.

Bcc: - It contains name of recipients which will get through search button and type of recipients should be saved as 'Bcc' as shown in the above figure-..

Attachment:-Attachment file should not be more than 10 MB. If file size is more than 10 MB then file uploaded is not successful.

Any Issue of Process Link: - If there is some issue of process (summon or warrant) then it will retrieved through search button. This link is used to retrieve the summon recording and summon monitoring of the party.

Due Date: - This field stores the due date of submitting the PWC.

Upload Document Attachment:- User needs to attach any document in supporting to the case if any.

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FIGURE-23

3.3 Interim Order& Judgment

The interim & judgment option from the more action combo the page will navigate to interim order list page. In the list page the user can see the columns like date of order, Type and Final Judgment. By knowing the date of order the user can edit the existing interim order date by clicking the ✏ edit link left to the each order date.

FIGURE-24

After clicking the edit link the page will navigate to interim order edit page. To update the data the user has to enter the following fields.

Date of Judgment / Order: This is a mandatory date field .The user can enter the date by clicking the date image or manually in dd-mm-yyyy format.

Order No: It is a text field by which the user can enter the order no.

Type of Order: It is a combo box from which the user can select the option allowed or disallowed.

If Case is remanded: If case is remanded field check box is checked then under Nature of remand field two radio buttons such as Blanket and Specific will display. From these radio buttons the user has to select Blanket or specific.
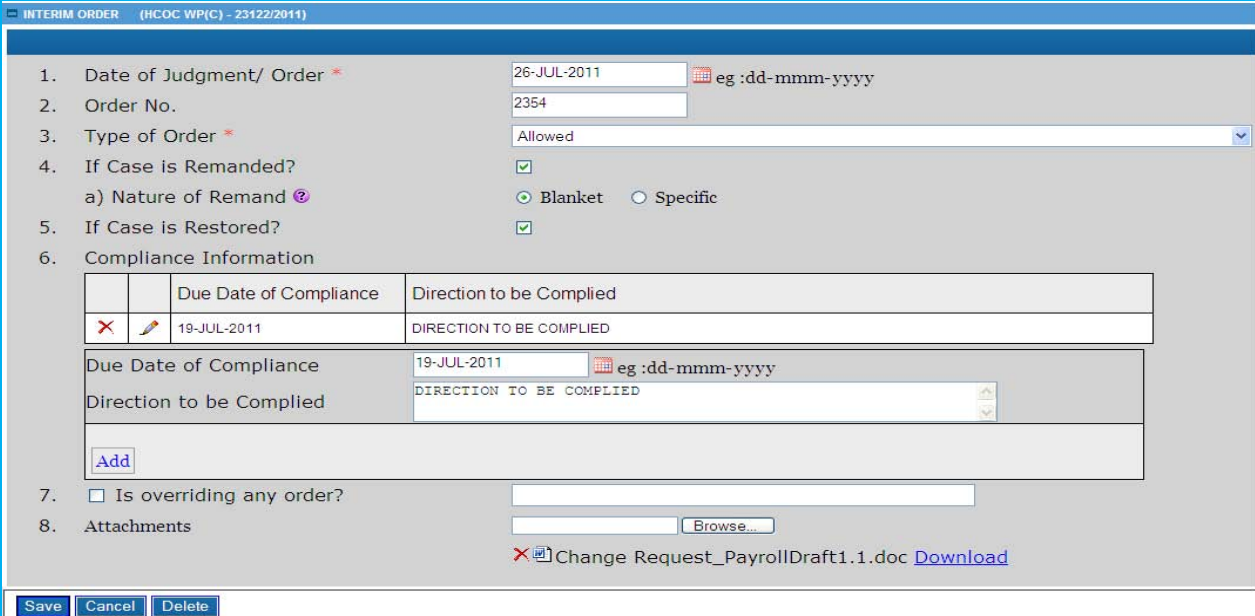
Compliance Information: To edit the date of compliance information the user has to click on ✎ edit link. Then the user can view the Due date of Compliance and Direction to be Complied data in the text boxes which are provided for this purpose. The user can edit these data and add it to the list by clicking the Add button as shown in fig.

Remove the Compliance Information:

The user can remove the existing information by clicking the ✕ remove symbol as shown in fig:
Is overriding any order:

If the user wants to override on the existing order then click on the check box left to this field .Then a Search box will display below the text box which is right to the 'Is overriding any Order' field. Then by clicking the Search button the user can select the order no which wants to override.

Attachment: The user can upload any document related to the interim order by clicking the Browse button and download it by clicking the Download link right to the attached document as shown in fig:

FIGURE-25

4. CAUSE LIST (WEEKLY / SUPPLEMENTARY)

The Cause lists(a list of cases awaiting a hearing) are schedule of cases to be heard by the courts on the following day(s). Every court must have a **cause list** for each working day. The Cause lists give details such as the Court Number, the bench dealing with the cases and the case details like case number, petitioner/respondent, respective advocates, etc.

FIGURE-26

5.O MIS REPORT:-

5.1 Court wise/Case Wise/Office Wise Details Report:-

After Submitting PWC & Counter, the users can view and print any time all reports available in LMS as shown in the figure. The user can access the status of the case in details (Court wise/Case wise/Office) .The all report available in excel format.
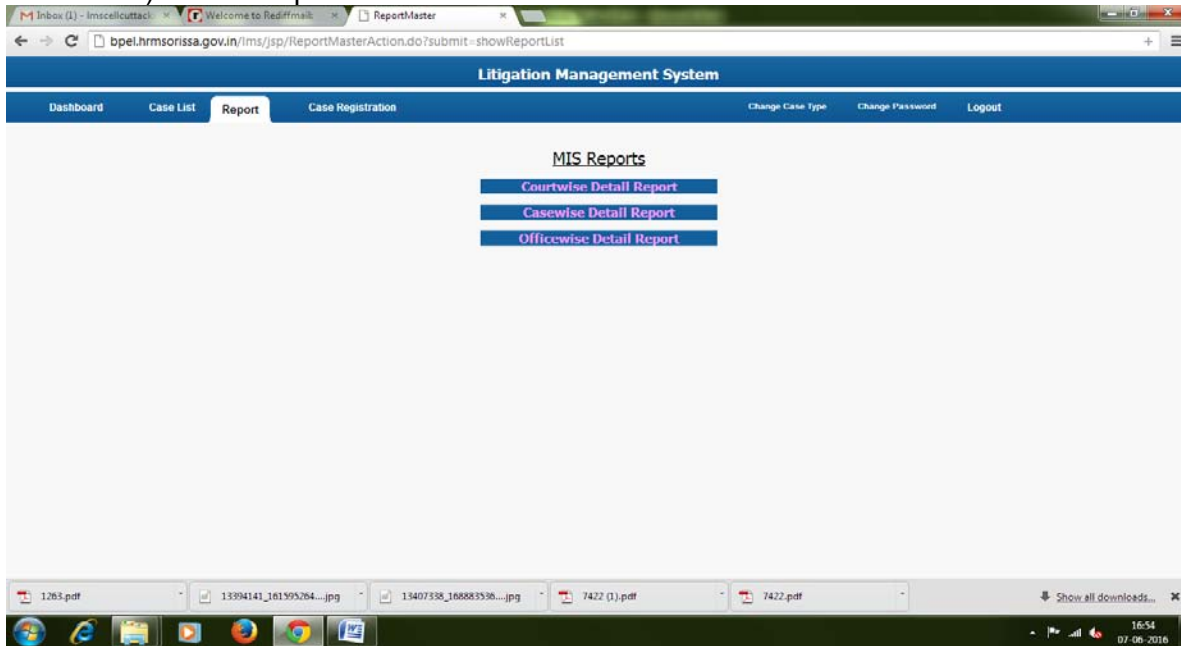

FIGURE-27

After successful login the User can choose the case type (Civil / Criminal/Service) he/she wants to click the MIS REPORT action tab for view or print out details of the case.

CONTACT DETAILS:-

LITIGATION MANAGEMENT SYSTEM (PROJECT OFFICE), CUTTACK

DC & SD Qtr No - 4
Kaligali(Infront of Orissa High Court)
Chandini Chowk, Cuttack
Ph.No- 0671-2509188
Email-id: lmscellcuttack@gmail.com
Contact Person: Sabyasachi Rout

LITIGATION MANAGEMENT SYSTEM, SET, BHUBANESWAR

STATE EDUCATION TRIBUNAL, BHUBANESWAR

B-1,3RD Floor,Toshali Bhawan,Satya Nagar, Bhubaneswar-7
Contact Person:-Mrs.Aprna Mallick,DEO,SET,Bhubaneswar
HELP LINE NO:-0674-2974107
Mail ID:- lmssetbbsr@gmail.com

HEAD OFFICE

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Email: admin@cmgi.org.in ,Website: http://www.cmgi.org.in

Contact Person: Smt. Swagatika Sahoo | Software Engineer