

Legal case management - User Manual

For

Admin Department

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1 About Legal case management

Legal case management facilitates the process of capturing the details of a legal case in a structured manner. It allows a user to initially register a case and then add its details which includes

- Case number
- Nature of case
- Court name
- Plaintiff details
- Petitioner details
- Panel details
- Case conduction officer details
- Brief description of the case
- Hearing details

Once a case details are added, the data gets saved in the software further allowing the user to search and view its details.

2 Key functionalities

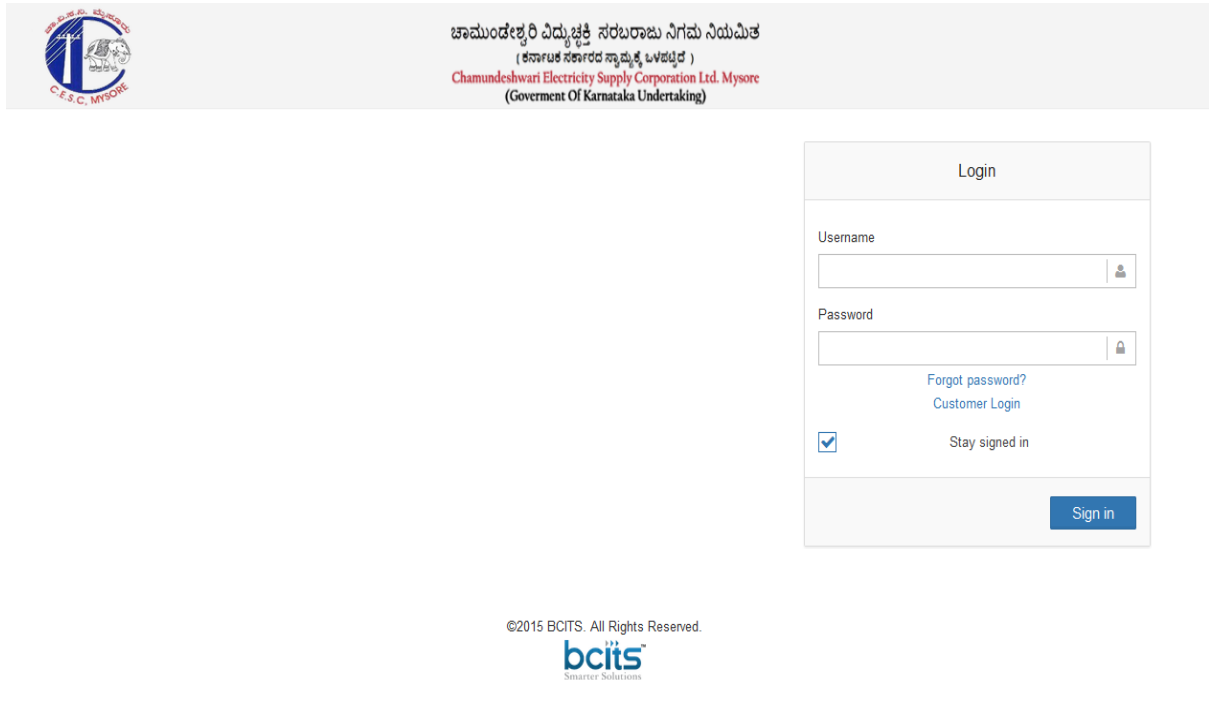
- Legal case registration
- Adding case proceedings
- search /view/edit of legal cases
- document report of a legal case

3 Features

Name	Type	Usage Description
Case details	transaction	Used for entering case details
Legal report	Search	Used for searching a case and generating case details report

4 Using the Application

4.1 Login screen



ಚಾಮುಂಡೇಶ್ವರಿ ವಿದ್ಯುಚ್ಛಕ್ತಿ ಸರಬರಾಜು ನಿಗಮ ನಿಯಮಿತ
(ಕರ್ನಾಟಕ ಸರ್ಕಾರದ ಸ್ವಾಮ್ಯಕ್ಕೆ ಒಳಪಟ್ಟಿದೆ)
Chamundeshwari Electricity Supply Corporation Ltd. Mysore
(Government Of Karnataka Undertaking)

ಚಾಮುಂಡೇಶ್ವರಿ ವಿದ್ಯುಚ್ಛಕ್ತಿ ಸರಬರಾಜು ನಿಗಮ ನಿಯಮಿತ
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Login

Username

Password

[Forgot password?](#)
[Customer Login](#)

Stay signed in

Sign in

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4.2 Steps


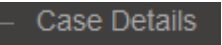
- Enter <http://www.cescmysorepgrs.com/pgrs/login> on the address bar of your web browser (use firefox)
- Enter your user name in the 'username' text box
- Enter your password in the 'password' text box
- Click on 'sign in'

4.3 Result

You will be redirected to the PGRS home page

4.4 Entering the case details

4.5 Steps

- On the home screen click on  Legal
- Click on  Case Details
- On clicking on case details the data entry screen gets displayed

4.6 Case details screen

- Click on **+ Add Case Details** to add a case
- On clicking the case details pop up screen opens up

Add Legal Case Details ✕

<p>Case Number * <input style="width: 100%;" type="text"/></p> <p>Nature * <input style="width: 100%;" type="text" value="WP"/></p> <p>Year <input style="width: 100%;" type="text" value="2016"/> <input type="calendar"/></p> <p>Name of the Court/Place <input style="width: 100%;" type="text"/></p> <p>Plaintiff / Dependent (Names) <input style="width: 100%;" type="text"/></p> <p>Petitioner / Appellant (Names) <input style="width: 100%;" type="text"/></p>	<p>Name of the Panel Lawyer / Advocate / Counted / Firm <input style="width: 100%;" type="text"/></p> <p>Name of the Designation Litigation / Case Conduction officer <input style="width: 100%;" type="text"/></p> <p>Case Details in Brief <div style="border: 1px solid #ccc; height: 80px; width: 100%;"></div></p>
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- Add the case details
- Click on **Save**
- Case details gets saved

Legal Case Details


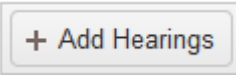
+ Add Case Details Clear Filter

Drag a column header and drop it here to group by that column

Case Number *	Nature *	Year	Name of the Court/Place	Plaintiff / Dependent (Names)	Petitioner / Appellant (Names)	Name of the Panel Lawyer / Advocate / Counted / Firm
▶ test		2015	test	test	test	test

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To add case proceedings.

- Click on  button in the grid
- Click on  button

Hearing details pop up gets displayed


Add Hearing Details [X]

Date of hearing* 16/01/2016 [Calendar Icon]

Proceedings * 

Appeals if Any *

Save Cancel

- Add the details
- Click on 

To upload documents

Legal Case Details

+ Add Case Details Clear Filter

Drag a column header and drop it here to group by that column

Case Number *	Nature *	Year	Name of the Court/Place	Plaintiff / Dependent (Names)	Petitioner / Appellant (Names)	Name of the Panel Lawyer / Advocate / Counted / Firm
test		2015	test	test	test	test

Details of the Case Upload important documents

+ Add Document

Drag a column header and drop it here to group by that column

Document Type *	Document Name *	
Petition copy(Plaintiff copy)		Edit Delete Upload Doc View Doc
Written statement / Affidavit		Edit Delete Upload Doc View Doc

Page 1 of 1 5 items per page 1 - 1 of 1 items

- Click on 'upload important documents tab'
- Click on **+ Add Document**
- Select the file from your computer and add

4.7 Searching a case

4.8 Steps

- Click on **Legal Report**

From date To date Select Case Statu Case Number Search PDF Report

Case Number *	Nature *	Year	Name of the Court/Place	Plaintiff / Dependent (Names)	Petitioner / Appellant (Names)	Name of the Panel Lawyer / Advocate / Counted / Firm
test		2015	test	test	test	test

- Do a search using the parameters that gets displayed
- Click on **PDF Report** to generate report

4.9 General instructions

+ Add Case Details Clear Filter

Drag a column header and drop it here to group by that column

Case Number *	Nature *	Year	Name of the Court/Place	Plaintiff / Dependent (Names)	Petitioner / Appellant (Names)	Name of the Panel Lawyer / Advocate / Counted / Firm
test		2015	test	test	test	test

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Use the horizontal scroll bar to move across the case details grid

Drag a column header and drop it here to group by that column

wyer / Firm	Name of the Designation Litigation / Case Conduction officer	Case Details in Brief	Status			
test		test	Created	Change Status	Edit	Delete
						PDF Report

Click on 'change status' to change the status of the case

Click on 'edit' to edit the case details

Click on 'PDF report' to generate case details report