

# Chapter - 4: Case Filing

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# Scope of Case Filing

- System will provide easily uploading features of the scan copy of hard copy document along with various format of soft copy (pdf, doc, docx, ppt, pptx, xls, xlsx, MP3, MP4,3GP).
- System will have image-based OCR conversion, convert image to text only.
- System will have Queue-based file type conversion facility
- System will have the compression facility while uploading the document.
- System will have Queue-based file uploading and downloading.

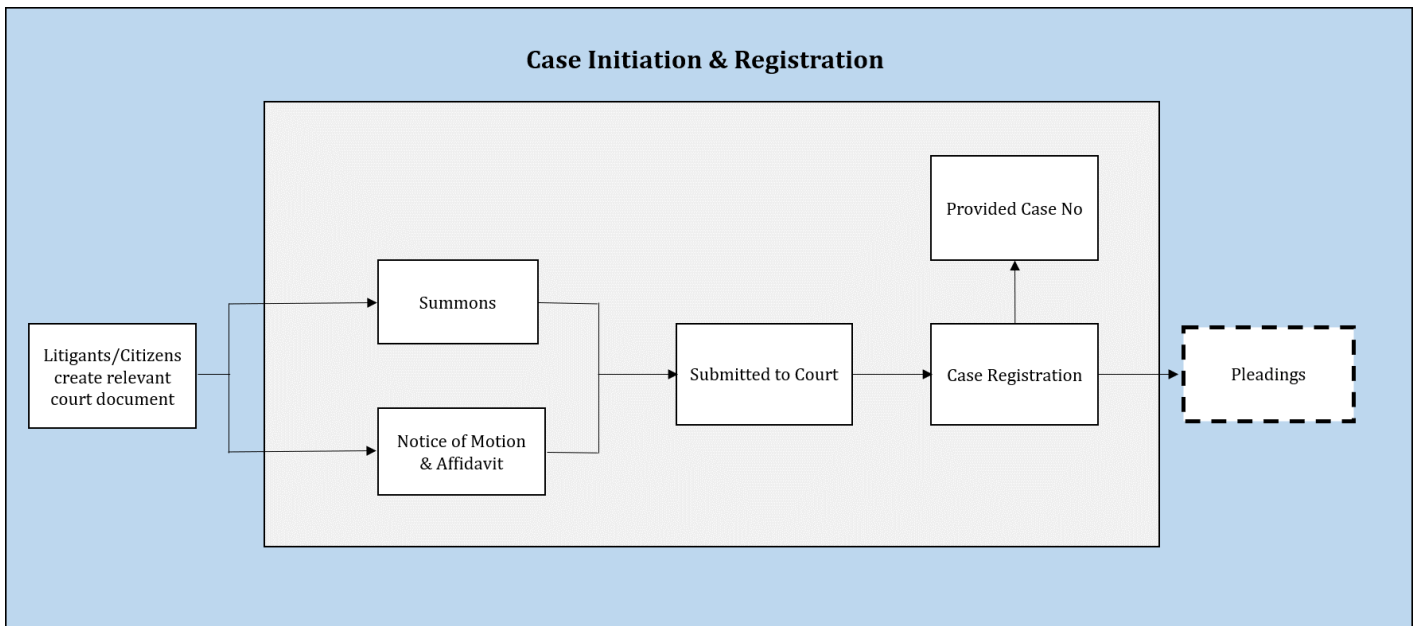
# Functional Key Process and Requirement

The business requirements will encompass the following business processes with its related sub-processes:

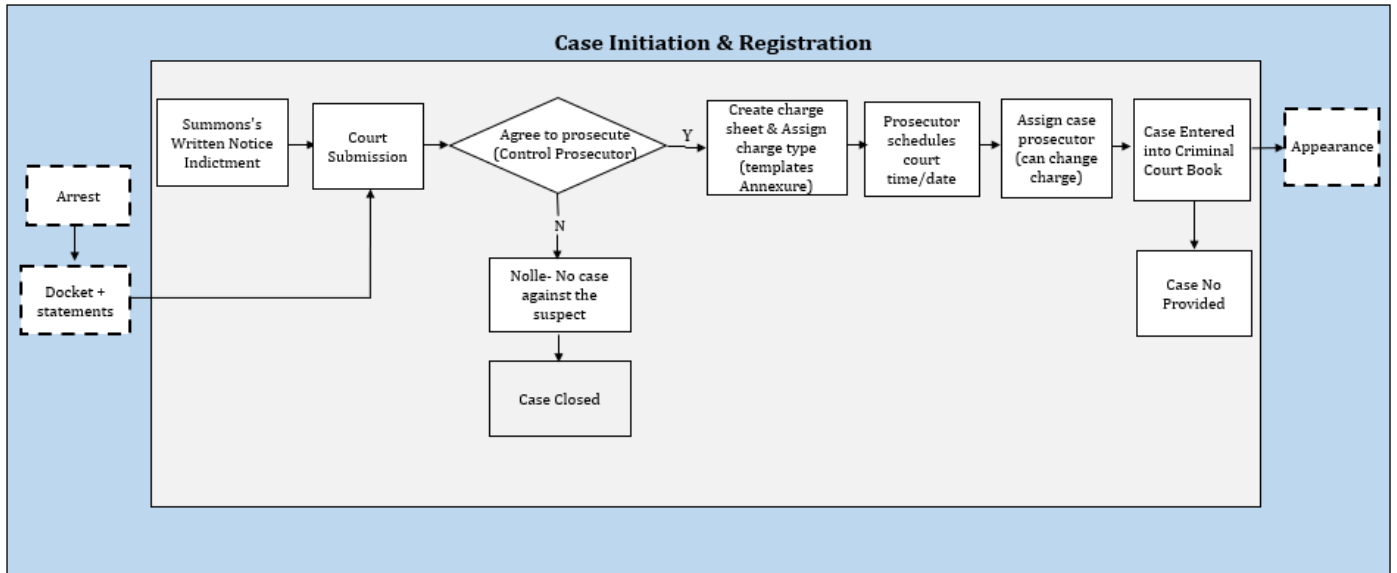
## Details of the Case Filing Process:

1. **Case Initiation and Registration** – This process comprises the submission of the initial documents by the applicant and the registration of a new case by the court.

### Process activities-



**Figure 1: Civil Case Initiation & Registration**

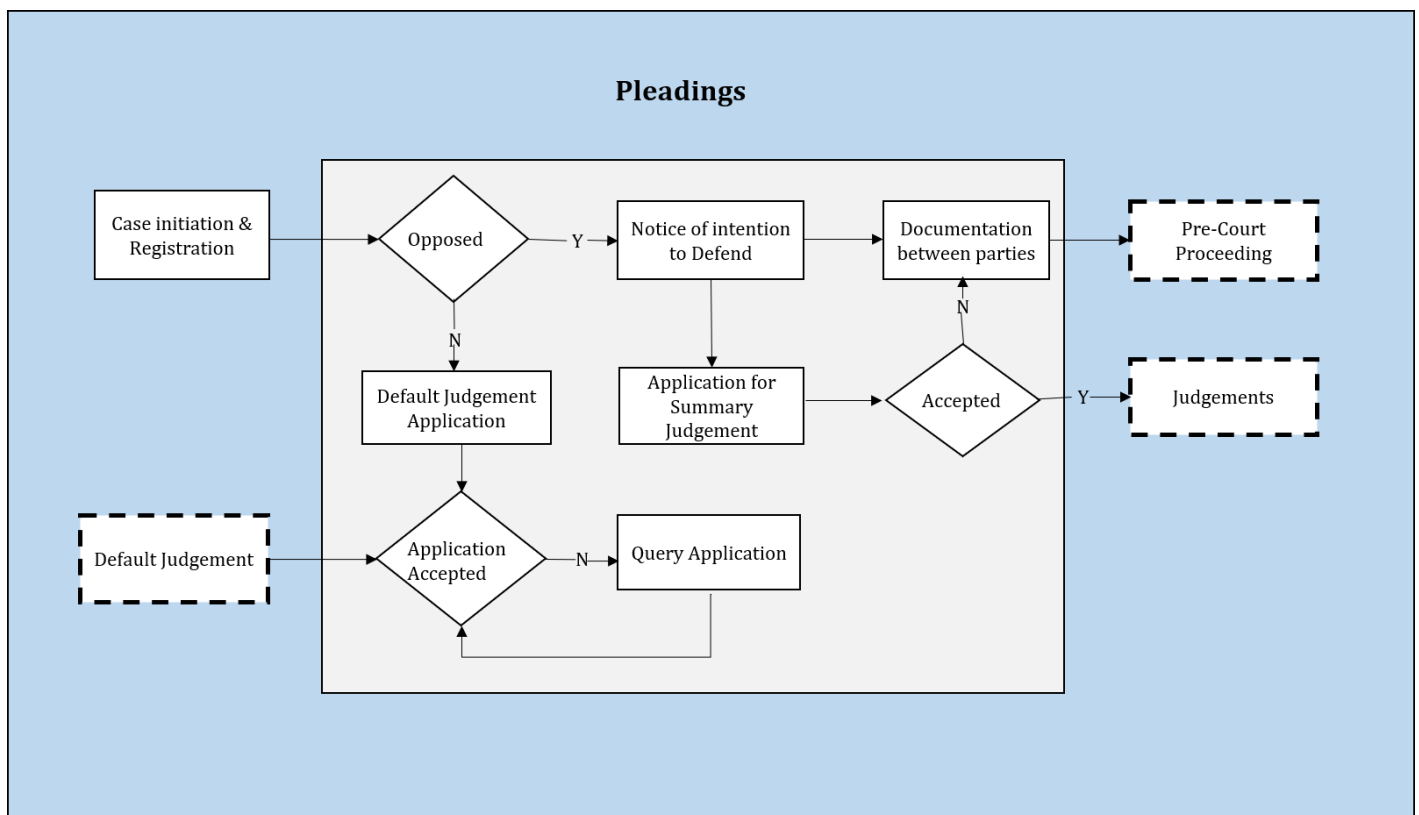


**Figure 2: Criminal Case Initiation & Registration**

**2. Pleadings** – This process comprises the exchange of documentation between the parties in dispute and the submission of said document to the court

**Civil Pleadings:**

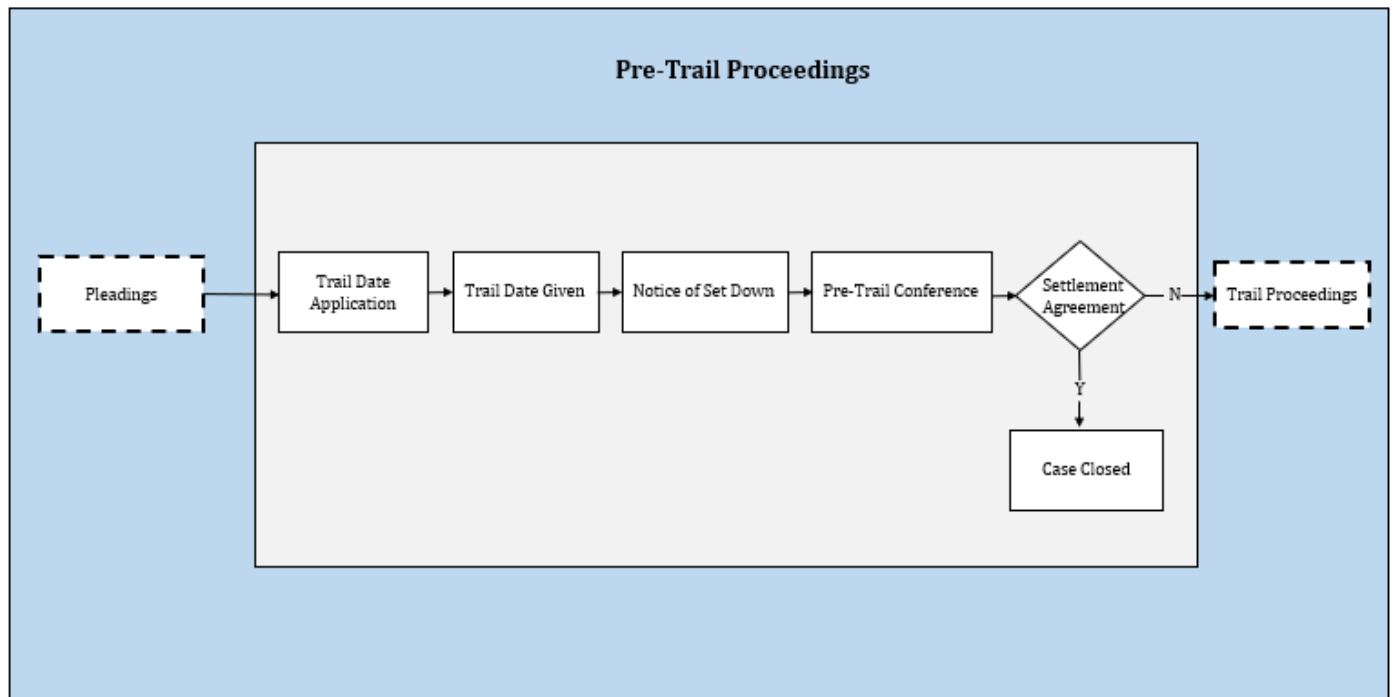
**Process activities-**



**Figure 3: Civil Pleadings Phase**

**3. Pre-Trial / Hearing Proceedings** – This process comprises all documentation submissions

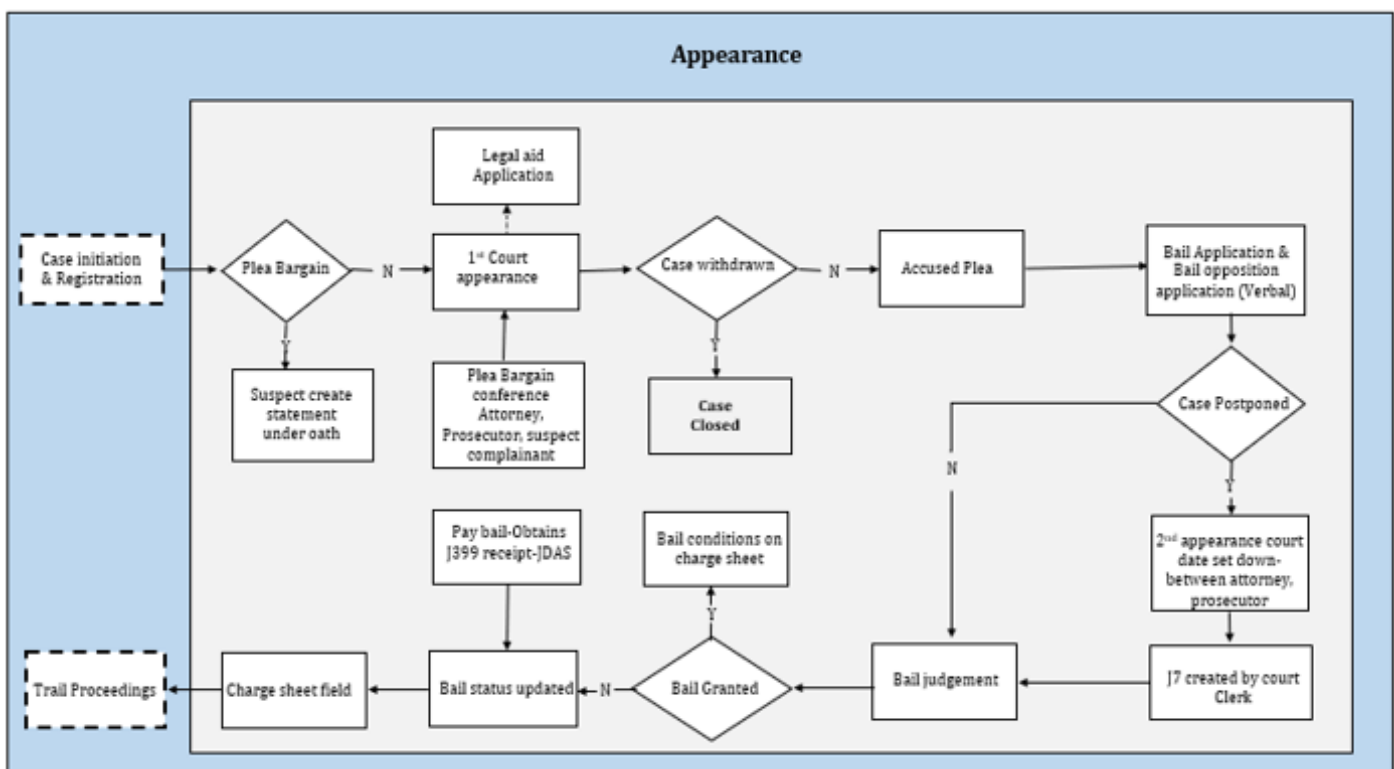
and actions which occur directly before the court proceedings.



**Figure 4: Civil Pre-Trial Proceedings**

### Pre-Trial / Hearing Proceedings or Criminal First Appearance:

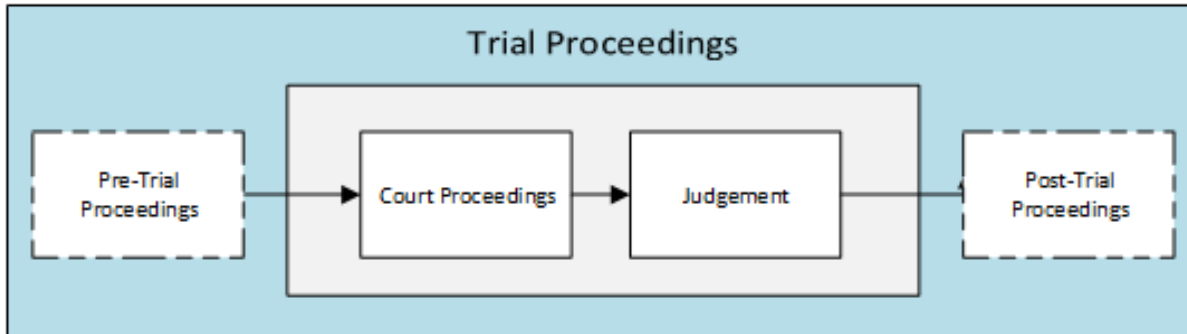
#### Process activities-



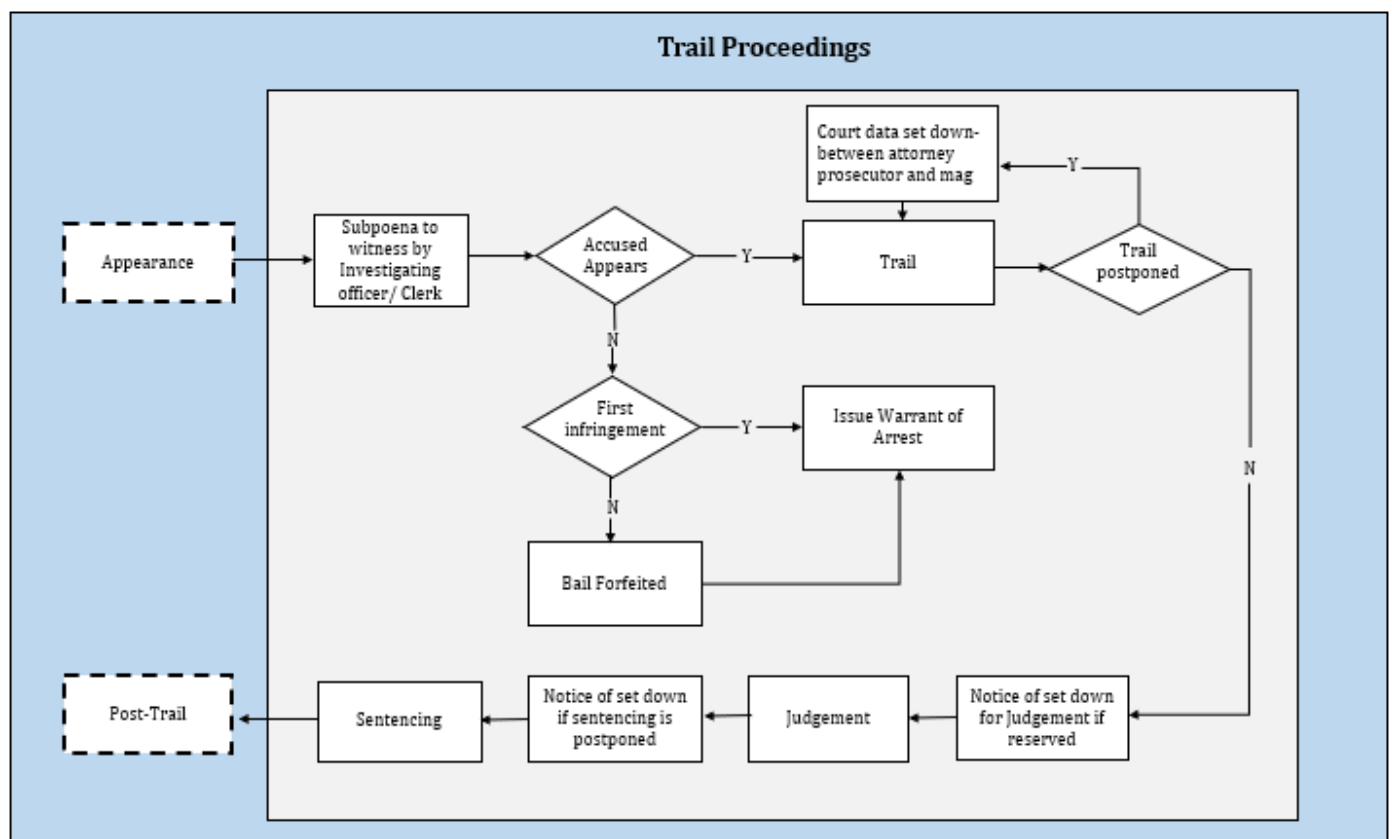
**Figure 5: Criminal 1st Court Appearance**

**4. Trial Proceedings** – This process comprises the actual trial itself and all relevant actions supporting it including the judgement and sentencing court proceedings

**Process activities-**



**Figure 6: Trial / Hearing Proceedings**

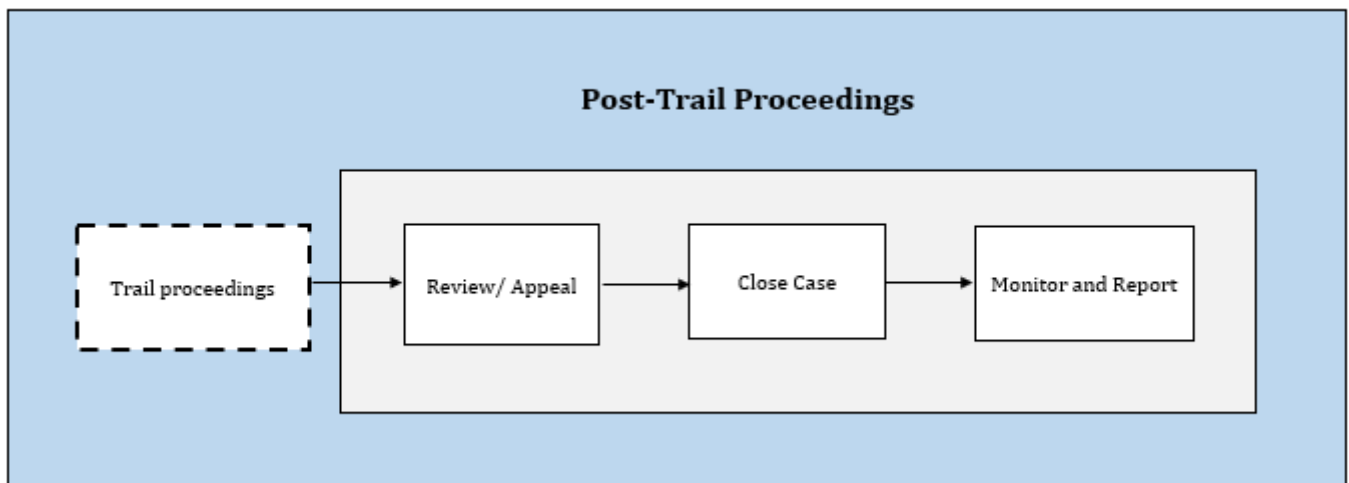


**Figure 7: Criminal Trial Proceedings**

**5. Post-Trial / Hearing Proceedings** – This process comprises the appeal, review, case

monitoring and reporting where relevant.

**Process activities-**



**Figure 8: Post-Trial / Hearing Proceedings**

# Requirement Description for Civil Cases

**The following requirements apply to the entire value chain:**

1. When Citizens login to the system they should be able to view and access all case folders that they are involved in so that they access and read their case files easily
2. When Litigants login to the system they should be able to view all case folders and files across all cases that they are representing so that they can access and read any case file easily.
3. A Registrar should be able to apply a digital signature and automatic case number to online documentation so that they do not need to print and re-upload documents.
4. Citizens, Litigants, Registrar or Clerk should be able to scan and upload files directly to the portal thereby eliminating the need to scan, save and upload files
5. A Registrar or Clerk should be able to open, initiate and file on behalf of Citizens so that they can help them in the event that they are unable to do so themselves
6. Citizens or Litigants completing an online template for submission, known details are pre populated by the system so that it saves time not having to duplicate input details they have previously submitted.
7. Citizens, Litigants or Court Employees should be able to see information on submission details including who submitted / edited which document together with a timestamp so that they know who added or edited a document.
8. Citizens, Litigants, Registrar, Clerk or Judge involved in a case are the only ones who can view the online case documentation before case finalization so that a level of security is maintained at all times.
9. Citizens or Litigants researching a case should be able to access the portal and view all judgements and relevant case files where applicable so that court information is easily accessible without having to go into the relevant court.
10. Registrars should be able to search for court orders so that they can verify that it is real when they are handed one.
11. Registrar or Clerk should be able to search for any case file so that they can see the status, submitted documentation and should be able to add documentation if necessary.

# Requirement Description for Criminal Cases

1. Litigants, Accused or Investigating Officer should be able to copy and paste information in the online templates for completion so that they do not have to retype information.
2. Litigants, Accused, Attorney-General, public Prosecutor, Commissioned Police Officer should be able to choose to download the template so that they can complete it offline and submit it when ready.
3. Litigants, Accused, Litigants, Attorney-General, public Prosecutor, Commissioned Police Officer should be able to resume working on an online template that was previously saved draft so that They do not lose information between online sessions.
4. Litigants should be able to choose to submit documentation and applications on behalf of my client through the online portal so that they can reliably act on their behalf.
5. Litigants, Attorney-General, Public Prosecutor, Commissioned Police Officer or Accused should be able to access case documentation so that they can read or append files.
6. Judge / Magistrate, Control Prosecutor, Clerk and Prosecutor Should be able to login to the system and view all my case files so that they can read or append any files.

# Requirement Description for Civil & Criminal Cases

1. Citizens, Litigants, Accused must be able to choose the type of notification channel (email, sms etc.) and when the notifications must be sent (after document submissions, after process stages etc.)
2. Citizens, Litigants, Registrar, Accused, Prosecutor, Control Prosecutor, Clerk or Judge / Magistrate must be able to choose language of choice for the portal.
3. Citizens, Accused or Litigants should not be able to edit documents that have already been submitted to the case file, although they can at any stage submit an amendment to a document so that the integrity of all documents are maintained.
4. Court Employee should not be able to edit documents that have already been submitted to the case file, so that the integrity of all documents is maintained.

# Requirement Specifications for Civil Cases

1. Citizens need to create a once-off online profile so that they can access the court Digital Filing system.
2. Citizens must enter my ID as part of my profile creation, which is verified with the home affairs system along with all my other information so that I am a verified Citizens.
3. Litigants need to create a once-off online profile so that they can create and access all my client's case documentation.
4. Citizens, Litigants must have the ability to choose the type of notification channel (email, sms etc.) and when the notifications must be sent (after document submissions, after process stages etc.)
5. Citizens, Litigants, Registrar, Clerk or Judge Should be able to choose the language of choice so they can easily use and understand the portal.
6. The Litigants once they create an online profile, the details must be verified with the Law society or Advocates Bar to verify practising Litigants.
7. Litigants should no longer access the e-filing system if they are no longer registered with the law society or advocates bar so that all cases are created by practising registered Litigants.
8. The Judge, must have the option of choosing upon registration of their account as to whether they want files to be presented digitally or in hardcopy.
9. The Judge, Court Clerk or Registrar must be provided with employee login details to the online web portal so they can view and search for any and all cases.
10. The Citizens or Litigants Should be able to complete online templates to create summons and notices of motions so that they can submit the correct documentation in the correct format.
11. Citizens or Litigants Should be able to resume working on an online template that was previously saved draft so that they do not lose information between online sessions.
12. Citizens or Litigants Should be able to choose to download the template so that they can complete it offline and submit it when ready.
13. Citizens or Litigants Should be able to upload their documentation case file in PDF format so that they can work offline and create their own documentation for online submission.
14. Citizens or Litigants must able to copy and paste information in the online templates for completion so that they do not have to retype information
15. When Citizens login to the system they should be able to view and access all case folders their involved in so that they can access and read their case files easily.
16. When Litigants login to the system they Should be able to view all case folders and files across all cases they representing so that they can access and read any case file easily.
17. Registrar Should be able to apply a digital signature and automatic case number to online documentation so that they do not need to print and re-upload documents.

18. Citizens or Litigants Should be able to upload the proof of service to the online case file so they can kick-start the case registration.
19. Citizens, Litigants, Registrar or Clerk Should be able to scan and upload files directly to the portal thereby eliminating the need to scan, save and upload files.
20. The Registrar or Clerk Should be able to open, initiate and file on behalf of Citizens so that they can help them in the event that they are unable to do so themselves.
21. The Citizens or Litigants should be able to choose the type of document they wish to submit from a dropdown so that they can get access to online templates if required and applicable
22. The Citizens or Litigants should be able to choose the type of document they wish to submit from a dropdown so that the document they submit or upload will be placed into the correct folder or subfolder in the case file.
23. The Citizens or Litigants should be shown a confirmation of submission message so I know that my file has been successfully uploaded.
24. The Citizens or Litigants should be able to file for a notice of bar through the online system so that they can immediately prevent any further submissions from the other party being recognised by the court.
25. The Registrar should have a view of notice of bar applications so that they can grant or reject the application timeously.
26. The registrar once granted a notice of bar application should be able to generate a court order so the other party can no longer file documents with the court.
27. The Registrar should be able to disable a party from submitting documentation to the case file so that a court order barring the party from submitting prevents them from doing so online as well.
28. The Citizens or Litigants should be able to apply for a default judgement online in a case in which they are the plaintiff or applicant so that they can close the case quicker.
29. Citizens or Litigants acting plaintiff in a civil case should be able to make an application for summary judgement through the online portal by either online template or PDF upload.
30. The Citizens or Litigants acting defendant in a civil case should be able to make an application for exception through the online portal by either online template or PDF upload.
31. The Judge should be able to view all applications for summary judgements and exceptions so that they can grant or reject summary judgements and exceptions online.
32. The Citizens or Litigants should be able to upload all required documentation not submitted during the pleadings so the case file documentation required for the trial / hearing.
33. Citizens or Litigants should be able to complete online templates, submit their own document or create online a subpoena so that they have the correct documentation format and information needed by the court to issue a subpoena.
34. The Judge should be able to easily search through case documentation, jump to pages and find words in the documents so that they can keep track of details when presented in court.
35. The Judge should be able to digitally endorse agreements and draft orders between parties made out of court so that a court order can be easily generated and sent to all relevant parties.

36. The Citizens or Litigants should be able to submit documentation to court during the proceedings and when necessary, so that any documentation the court may not have can easily be given to the judge while keeping the case file up to date
37. The Judge should be able to compile and submit my judgement via the web portal so that they do not need to write it out in isolation.
38. The Clerk or Typist should be able to compile and submit the court order through the portal so that the parties can be informed immediately of the order.
39. The Judge should be able to digitally sign the court order captured in the system so that the parties can be informed immediately of the order.
40. The Registrar should be able to upload digital sound and / or video recordings and other court proceeding evidence so that it can be kept together with the case file in the event it is needed later.
41. Citizens or Litigants whom has lost a case Should be able to submit a leave to appeal application online.
42. Registrar Should be able to restrict certain case documentation from public online viewing so that sensitive information is not made public

# Requirement Specifications for Criminal Cases

1. The Investigating Officer, should be able to create their profile online so that they can initiate a case registration.
2. Investigating Officer, I must be able to search for accused details/profile in any previous criminal/court matters.
3. The Investigating Officer should be able to upload/scan and upload in PDF format or complete online the docket (with statement and evidence) as prompted by the system.
4. The Control Prosecutor Should be able to login to the system and have a view of all pending documentation that requires my action.
5. The Control Prosecutor should be able to choose to accept the case in which they will choose the type of case based on the criminal activity conducted, and should be able to create the Charge Sheet with automatic case number assignment.
6. The Control Prosecutor should be able to close the case so that status can be updated automatically

If the Investigating Officer's case is queried, they should be able to submit requested information online in response to the Control Prosecutor.

7. When the Magistrate / Judge, login to the system they should have a view of all documents pending that require their approval / rejection.
8. The Control Prosecutor, should be able to login and view all pending cases that require approval / rejection for a summons/indictment application.
9. The Control Prosecutor, after approving the summons/indictment should be able to confirm the charge type and select the case complexity classification so that a Case Prosecutor and case number can be automatically assigned.
10. The Judge / Magistrate, Control Prosecutor, Clerk and Prosecutor Should be able to login to the system and view all my case files so that they can track all changes made to these files.
11. The Litigants, Accused, Investigating Officer, should be able to submit evidence to the system so that it is stored in the case file for the appearance and trial.
12. The Litigants, Accused, Investigating Officer, should be able to capture information on where to find filed physical case evidence for material which cannot be digitised.
13. The Prosecutor should be able to fill out the plea bargain template agreement online with the accused's details and the outcomes from the plea bargain exchange.
14. The Investigating Officer, Attorney-General, Commissioned Police Officer or Public Prosecutor should be able to select to withdraw the case so that the case documentation can be archived.
15. The Prosecutor should be able to close the case based on the withdrawal so that the case status can be updated and the documents can be archived.

16. The Prosecutor should be able to upload any video/voice recordings and minutes from the plea-bargaining meetings/exchanges to serve as proof for the plea bargain agreement.
17. The Prosecutor should be able to select the type of document I am submitting and so that it is placed in the correct folder hierarchy for tracking purposes.
18. The Attorney-General, Public Prosecutor, Commissioned Police Officer should be able to submit an application for a warrant of arrest online.
19. The Judge / Magistrate or Clerk should be able to select to postpone the case, so that the system can automatically generate a new case date taking into account the availability of the trial Judge/ Magistrate, Attorney and Prosecutor.
20. The Court Clerk should be able to capture all the outcomes from the 1st appearance directly onto the system, which includes an upload option for the Digital Court Recordings.
21. The Court Clerk should be able to capture all bail information (bail conditions, bail amount) so that the payment clerk has real-time view of incoming bail payments.
22. The Court Clerk should be able to automatically generate the J7 document based on the bail application outcome and notify the relevant correctional services facility.
23. The Bail Payment Clerk Should be able to automatically generate a Bail Receipt (J399) with the suspects details as well as the case details and bail information.
24. The Investigating Officer or Litigants should be able to create my subpoena online from a template with prepopulated data so that the relevant witnesses can be notified of court proceedings
25. The Clerk should be able to login and view all pending subpoena applications so that they can attach my digital signature.
26. The Convict or Litigants should be able to submit an appeal application online using a template with prepopulated information.
27. The Convict or Litigants who has failed to meet submission deadlines, should be able to submit a letter of condonation through the portal using the template with prepopulated information.
28. The Clerk must have a view of all deferred fines owing to court, so that they know how much money is being owed to court and when to expect the payment.
29. The Clerk should be able to login and have a view of all deferred fine defaulters so that they can initiate proceedings to recover the money.
30. The Judge / Magistrate or Clerk should be able to select to postpone the case, judgement or sentencing so that the system can automatically generate a new case date taking into account the availability of the trial Judge/Mag, attorney and Prosecutor.
31. The Judge / Magistrate must have the option of terminating the case through the portal so that the case is closed and the case file is archived.
32. The Judge / Magistrate should be able to complete an online template outlining the court case proceedings and any inconsistencies that have occurred.
33. The Clerk should be able to capture all the outcomes from the trial directly onto the system, which includes an upload option for the Digital Court Recordings.
34. The Clerk should be able to automatically generate the SAPS69 document so that the relevant parties are notified timeously.
35. The Correctional Services representative, should be able to login to the portal and have a view of incoming criminals and access their files so that they can process the criminal accordingly.