

BRS-Digital Filing

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Chapter - 1: Understanding of High Court Jurisdiction

Overview

Digital Filing

The digital filing system of the Supreme Court serves as a platform for completing the whole filing process. Various base data such as data of Filing Section, Affidavit Section, Court, Benches, Divisions, Record Room, Appeal Sections, Dispatch section, Death Reference Section, Paper Book Section, etc. are filed in this system. It comprises all capabilities for maintaining, storing, publishing, and retrieving case files, case paperwork, evidence, court orders, judgments, and other important documents. The target of this platform is to ensure accessibility, accountability, sustainability, scalability, reliability of judiciary filing usage and access process and accelerate beneficiaries' satisfaction.

Overall Project Objective:

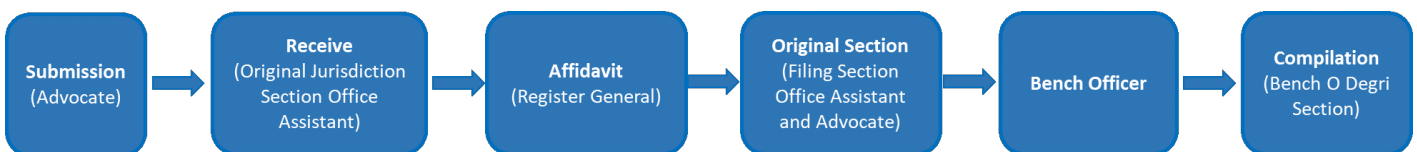
There are different types of cases are filing in the High Court Division, such as, Cr Misc., Criminal Revision, Criminal Appeal, First Appeal, Civil Revision, Jail Appeal, Death Reference, Writ, Original Jurisdiction. On that purpose need an already proven configurable workflow system that have been used to develop as a backbone for any E-Filing System. The system must configure with the various base data for Filing Section, Affidavit Section, Court, Benches, Divisions, Record Room, Appeal Sections, Dispatch section, Death Reference Section, Paper Book Section, etc. where cases are filing.

The Government of the People's Republic of Bangladesh has taken several initiatives regarding making the country digitally empowered in the field of technology by ensuring Government services available to citizens electronically as well as making the country digitally empowered in the field of technology. In collaboration with Government Judiciary offices, A2i has brainstormed an idea to introduce a centralized digital filing platform enhancing the availability of case related documents electronically from anywhere and anytime.

There is a very limited use of technology to access the case file from different filing sections in Supreme Court. And usage of files is still in its manual form. Even though there is a recent initiative to receive the application online, but most of the file handling happening by using hard copy of the submitted applications. But now it's time to ensure the introduction of information system in the court which will help to reduce the number of pending processes, boosting the efficiency of the services provided to citizens and to the society in general.

Original Jurisdiction - Company Matters

1. **Legal Counsellor** prepares the document. The document may vary depending on the type of case. For instance, Trade License, Mem. Of Article, AGM or EGM, Company Authorization to a Person, Power of Attorney to Advocate, Advocate bar Certificate etc.
2. Advocate Person comes Original Jurisdiction section and with the help of the Office Assist. Get the court fee for this type of Case and attach the stamp accordingly.
3. Submit the documents to the Original Jurisdiction Section and get the entry number (e.g., 2503). Original Section makes a registry entry with an entry number. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, Tribunal Office Name, Plaintiff (□□□□) Name, Defendant (□□□□□□) name, Advocate Name, Court Fee, Descripti Appeal, Tribunal Verdict Date, Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
4. Then the documents go to Registrar General for Affidavit - There he checks all the documents validity along with the authorized person (Deponent), his national ID and his signature as well as court fees.
5. Then the files again come to the original section and register a new number as case number.
6. The Advocate Person collects the case number and communicate with the relevant court bench officer for case date with mention slip.
7. Bench Officer Send all the mention slips to "Bench O Degri" Section for compilation. There they compile all those and send it to BG Press at the evening for publishing Cause list. In the morning Cause List circulated to all relevant sections.

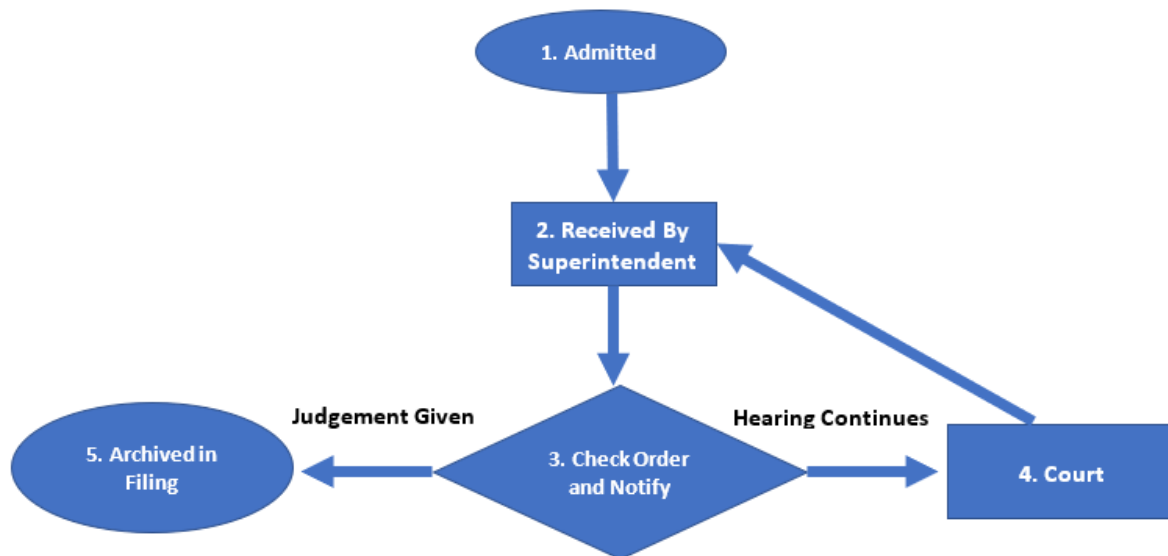


8. Then the Case was admitted from court.

1. After being admitted into the court the file comes to the Original Jurisdiction Section Superintendent (Super). Super then distribute the file among the Office assistant for Docketing.
2. After Docketing the orders from the court are given to the typist for typing then another office assistant compares the orders and sent it to Super for final review. Then the typed order goes to Cr. Misc. Assist. Registrar for approval.
3. Then Notice has been prepared and send to corresponding parties. (□□□□, □□□□□□, adv., Attorney

office, etc.).

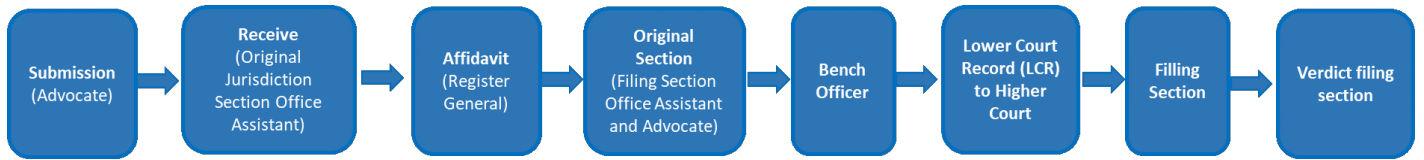
4. File may again go to court if there is a new hearing until the case ends with final verdict [Step-i to Step-iv Cycle]
5. After the final verdict from the court then again, the step-i to step-iv executed then finally file goes to the record room for record-keeping.



Original Jurisdiction - Custom, VAT, TM, Review, Petition

1. Legal Counsellor prepare the document. Document may varies depending on the type of case. For instance, Trade License, Mem. Of Article, Company Authorization to a Person, Power of Attorney to Advocate, Tribunal Order etc.
2. Advocate Person come to Stamp Checker for the required stamp amount for court fee. Then attach the stamp with the documents file after purchasing it.
3. Submit the documents to the filing section-original and get the entry number (e.g. 2509). Filing section makes a registry entry with an entry number. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, District Court Name, Plaintiff (□□□□) Name, Defendant (□□□□□□) name, Advocate Name, Court Fee, Description of Ap Lower Court Verdict Date, Date Lower Court or Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
4. Then the documents go to Registrar General for Affidavit - There he checks all the documents validity along with the authorized person (Deponent), his national id and his signature. Registrar Gen. Calls the Deponent for physical checking -- matches with NID and Physical Appearance. Also talk with Deponent, he really knows the company or not.
5. The files again come to filing section and register a new number named **appeal number**. Case number also start each year (e.g., 191).
6. The Advocate Person collect the appeal number and communicate with relevant court bench officer for case date.
7. Filing section also notify Plaintiff (□□□□), defendant (□□□□□□) and corresponding tribunal. All notifications are registered with date.
8. Also, Tribunal or lower court send the Lower Court Record (LCR) to Higher court and filing section received it and filed it into the case file. LCR also collected by □□□□ or □□□□□□. Received is recorded in the register.
9. After publishing it into Cause List filing section again takes necessary actions - Like inform with Company person and lawyer, Inform plaintiff (□□□□), Defendant (□□□□□□), Attorney Office.
10. The hearing goes on in different dates **Cause list** updated accordingly and filing section takes action according to each hearing orders -- if requires. If any notification requires to Attorney office, or any other person or organization. Or any other action requires like sending Summons or even arrest warrant.
11. After the verdict filing section takes relevant actions according to the verdict and send

the files to record room for preservation. Advocate person collect the certified copy for his client or company.



The Criminal Miscellaneous Petitions are one of the important tasks of the Judge in the Criminal Court. The filing of Criminal Miscellaneous Petition will start even before registering the case by way of anticipatory bail application.

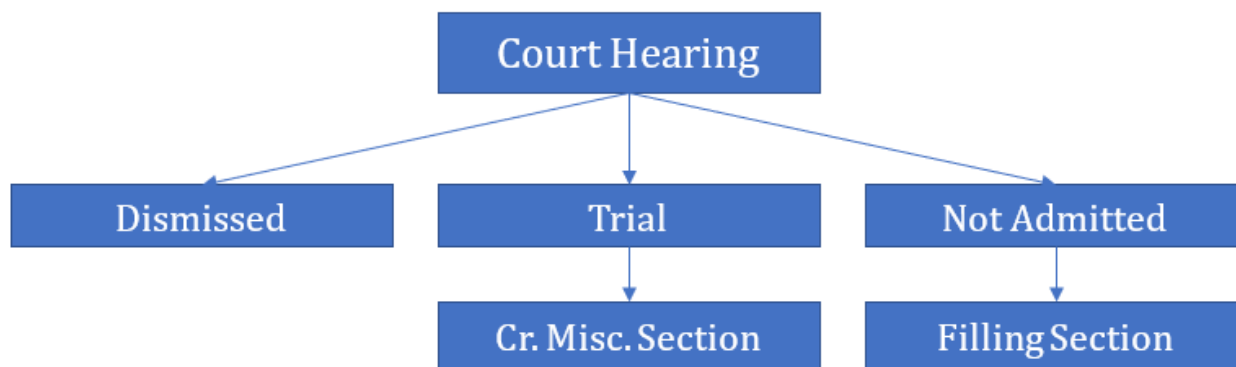
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graph LR
 A[Submission (Advocate)] --> B[Receive (Filing Section Office Assistant)]
 B --> C[Affidavit (Affidavit Commissioner)]
 C --> D[Bench Officer (Cr. Misc. or Criminal Revision Court)]
 D --> E[Bench O Degri]

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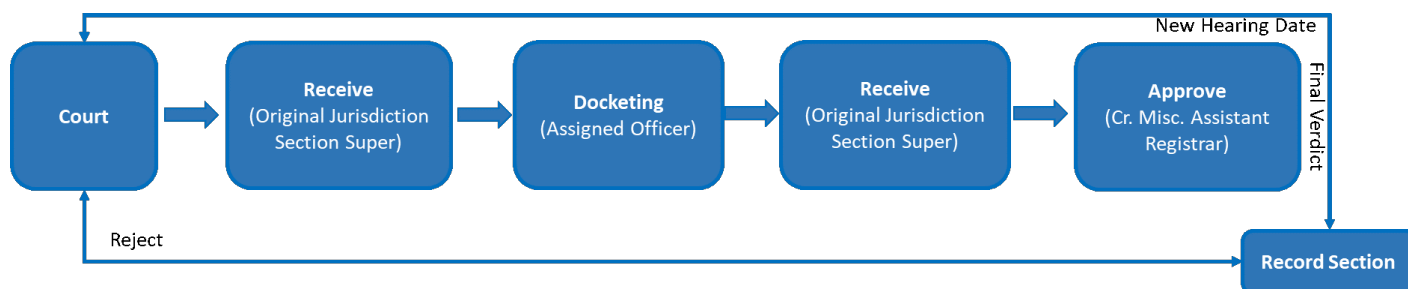
9. After hearing from the court, either case dismissed or case has been taken for the trial.
10. If the case had taken for the trial (admitted) then the documents are sent to the "Cr. Misc. Section" for further operation. If court doesn't admit the case, then filing section

preserve the case and send it to Cr. Misc. Record room.



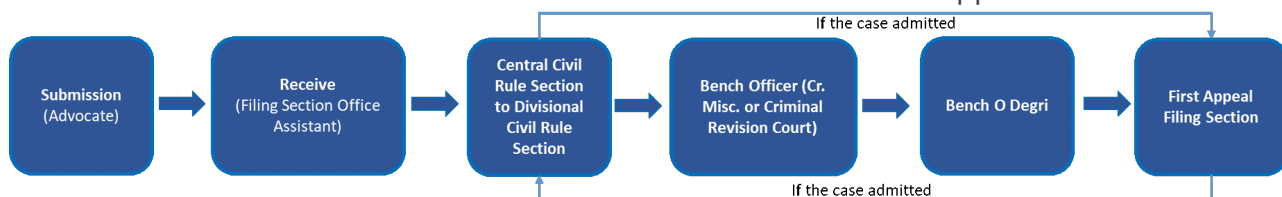
11. The hearing goes on in different dates because list updated accordingly and "**CR Misc. section**" takes action according to each hearing orders -- if requires.

1. After Admitted into court the file comes to **Misc. Section Superintendent (Super)**. Super then distributes the file among the Office assistant/administrative officer for Docketing
2. After Docketing a new file number as Case number has entered on new file. Then the orders from court is given to typist for typing then another office assistant compare the orders and sent it to Super for final review. Then the file goes to Cr. Misc. Assist. Registrar for approval.
3. Then Notice has been prepared and send to corresponding parties. (□□□□, □□□□□□, adv., Attorney office, etc.).
4. File may again go to court if there is new hearing until case ends with final verdict [Step-1 to Step-4 Cycle]
5. After final verdict from court then again, the step-1 to step-4 executed then finally file goes to record room for record keeping
6. If Appeal has rejected from the court on the first hearing, then also the file is directly going to Record room without the case number -- only with tender number.



# First Appeal

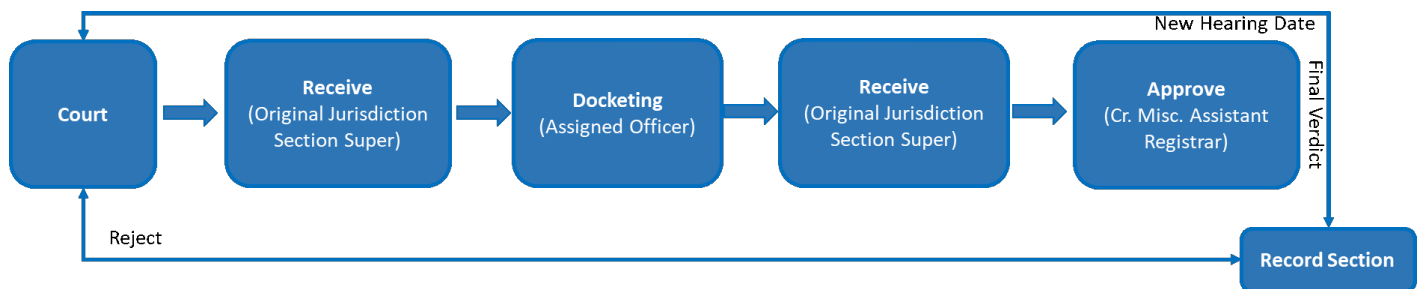
1. **Legal Counsellor** prepares the document. Document may varies depending on the type of case.
2. **Advocate or his nominated Person** collect the required stamp amount for court fee from the **filing section** (if needed). Then attach the stamp with the documents for file after purchasing it. In general, 30-taka stamp is required but it may vary with the cases.
3. Token is collected from **Kiosk** providing mobile number. Advocate or his nominated person's mobile number is provided.
4. Submit the Documents **First Appeal filing section** with the token.
5. Filing section checks the documents and punch stamp then enter an entry number along with other information to the registry. If all the required papers ok then enter **FMAT** (First Mics. Appeal Tender). They check the dates for the appeal if dates fail then it goes to **First Appeal Rule Section** for date extension. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, District Court Name, Plaintiff (□□□) Name, Defendant (□□□□□) name, Advocate Name, Court Fee, Description of Appeal, Lower Court Verdict Date, Date Lower Court or Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
6. **Central Civil Rule Section** then sends the files to corresponding **Divisional Civil Rule Section**.
7. If the date is OK then filing section docket the documents attaching order sheet to the file. Then the file again goes to **stamp reporter** for recheck and his comment on the order sheet.
8. **Advocate or his clerk** collect the FMAT number and give it to one of his desired court bench officers as Mention Slip. **Bench Officer** then give all the mention slip he collected to "Bench O Degri" Section.
9. **Bench O Degri** section then compile all the mention slip he got from different bench officer and send the compiled version to BG Press at night.
10. **BG Press** publish all these as **Cause List** and return to Bench O Degri Section. Bench O Degree Section then circulate Cause List to relevant section and courts.
11. If case admitted to the court on first hearing, the file again come to **First Appeal filing section**. Here a new number is given. In case of the appeal is against a lower court order then new FMA number is entered. In case the appeal is against judgement then a new FA number is entered and send it to Central First Appeal Rule Section.



12. Central Civil Rule Section then sends the files to corresponding Divisional Civil Rule Section. C. Filing section takes necessary steps according to the courts instructing. E.g.,

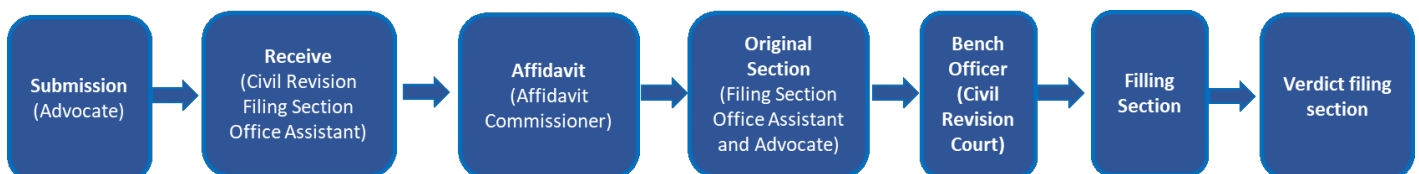
inform Legal Counsellor or Attorney office or Lower Court for the LCR etc. or Even any Summons or Arrest warrant.

1. After Admitted in court the file comes to **Original Jurisdiction Section Superintendent** (Super). Super then distribute the file among the Office assistant for Docketing.
2. After Docketing the orders from court is given to typist for typing then **another office assistant** compare the orders and sent it to Super for final review. Then the typed order goes to **Misc. Assist. Registrar** for approval.
3. Then Notice has been prepared and send to corresponding parties. (□□□□, □□□□□□, ad Attorney office, etc). "Legal Counsel Collect □□□□□□□□, Postal form and Quick notice form, etc Also takes necessary steps according to the courts instructing. e.g. inform Legal counsellor or Attorney office or Lower Court for the LCR etc. or Even any Summons or Arrest warrant.
4. File may again go to court if there is new hearing until case ends with final verdict [Step-1 to Step-4 Cycle]
5. After final verdict from court then again, the step-1 to step-4 executed then finally file goes to record room for record keeping



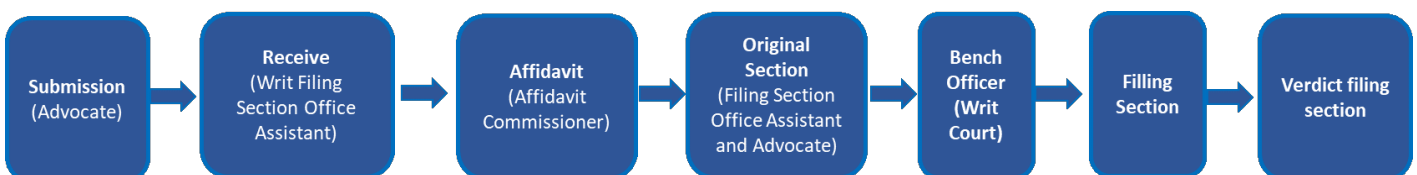
# Civil Revisions

1. **Legal Counsellor** prepares the document. Document may varies depending on the type of case.
2. **Advocate or his nominated Person** collect the required stamp amount for court fee from the **filing section** (if needed). Then attach the stamp with the documents for file after purchasing it. In general, 30-taka stamp is required but it may vary with the cases.
3. Token is collected from **Kiosk** providing mobile number. Advocate or his nominated person's mobile number is provided.
4. Submit the Documents **Civil revision filing section** with the token.
5. Filing section checks the documents and punch stamp then enter an entry number along with other information to the registry. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, District Court Name, Plaintiff (□□□□) Name, Defendant (□□□□□) name, Advocate Name, Court Fee, Description of Appeal, Value of Land c Property, Lower Court Verdict Date, Date Lower Court or Tribunal Verdict submission or return date, Degri form received date, Sign of Advocate or His clerk.
6. Then the **authorize person (deponent)** takes the documents to the **affidavit commissioner**. He checks the documents and identity of the deponent and make affidavit seal to the document. After Affidavit filing section enters a case number along with the date and advocate nominated person collect it from filing section.
7. Then the Lawyer or his person communicate with the one of the **Civil revision courts bench officers**.
8. Bench Officer enters the case number into Cause List for the first hearing with the consent of the relevant Justice for the hearing
9. After Publishing the cause list filing section again register the date with the case number and inform relevant person. Legal counsellor, Attorney's office
10. The hearing goes on in different dates **Cause list** updated accordingly and filing section takes action according to each hearing orders -- if requires. If any notification requires to Attorney office, or any other person or organization. Or any other action requires like sending summon or ever arrest warrant



# Writ Petition

1. **Legal Counsellor** prepares the document. Document may varies depending on the type of writ.
2. **Advocate Person** come to filing section to know what about the specific writ stamp or amount to be deposited.
3. Submit the Documents to **Writ filing section** with the appropriate revenue stamp for court fee.
4. Filing section checks the documents and punch stamp then enter an entry number along with other information to the registry. They usually enter - Date of entry, Entry number - Start from 1 every year, Title of the Case, Plaintiff (□□□□) Name, Defendant (□□□□□) name, Advocate Name, Court Fee, Description Writ, Sign of Advocate or His clerk.
5. Then the **authorize person (deponent)** takes the documents to the **affidavit commissioner**. He checks the documents and identity of the deponent and make affidavit seal to the document.
6. Then the file goes to **Writ filing section** They enter a Writ number into the case along with other information.
7. Advocate or his nominated person takes the Writ Number and communicate with **Writ court bench officer** for Writ for hearing.
8. Then Bench officer enters the Writ to the **Cause List** with the consent of the justice on specific date.
9. Again, filing section register the date and inform relevant person or office. i.e. □□□□ or □□□□□□. section takes necessary steps according to the court's instruction. E.g. inform Legal counsellor or Attorney office or Lower Court for the LCR etc. or Even any Summons or Arrest warrant.
10. Then on after each hearing Writ filing section register the instruction and take appropriate action on them until final verdict. If any notification requires to Attorney office, or any other person or organization. Or any other action requires like sending summon or ever arrest warrant.
11. After Final Verdict Writ filing section enters the final verdict summary with dates and send the file to record room for archive and also legal counsellor and attorney office collect certified copy of the verdict.



# Chapter - 2: Lawyer Panel for the Submission of Case Filing

# Details of Lawyer Panel for the submission of Case Filing

- System will have the provision to verify NID number of the lawyer;
- System will have the provision to filing all case information along with document like pdf, image, etc.
- System will generate a number called tender No or any other filing no that will be pre-determined by the section. This number will also be used as a tracking number for the case until respective section provide any case number [e.g., Cr. Misc. No].
- System will allow the submission to a concerned section to automate the file processing;
- System will provide a dashboard to lawyer about their submitted files
- System will provide searching, tagging and archiving functionalities for the files to the Lawyer
- System will provide a provision to share the uploaded files to other user of the system or by email
- System will provide a link to see all shared document
- System will provide bookmark feature for the files



# Chapter - 3: Access Control

# Details of Access Control

- System will provide authenticated access to the Court's staff

# Chapter - 4: Case Filing

# 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.

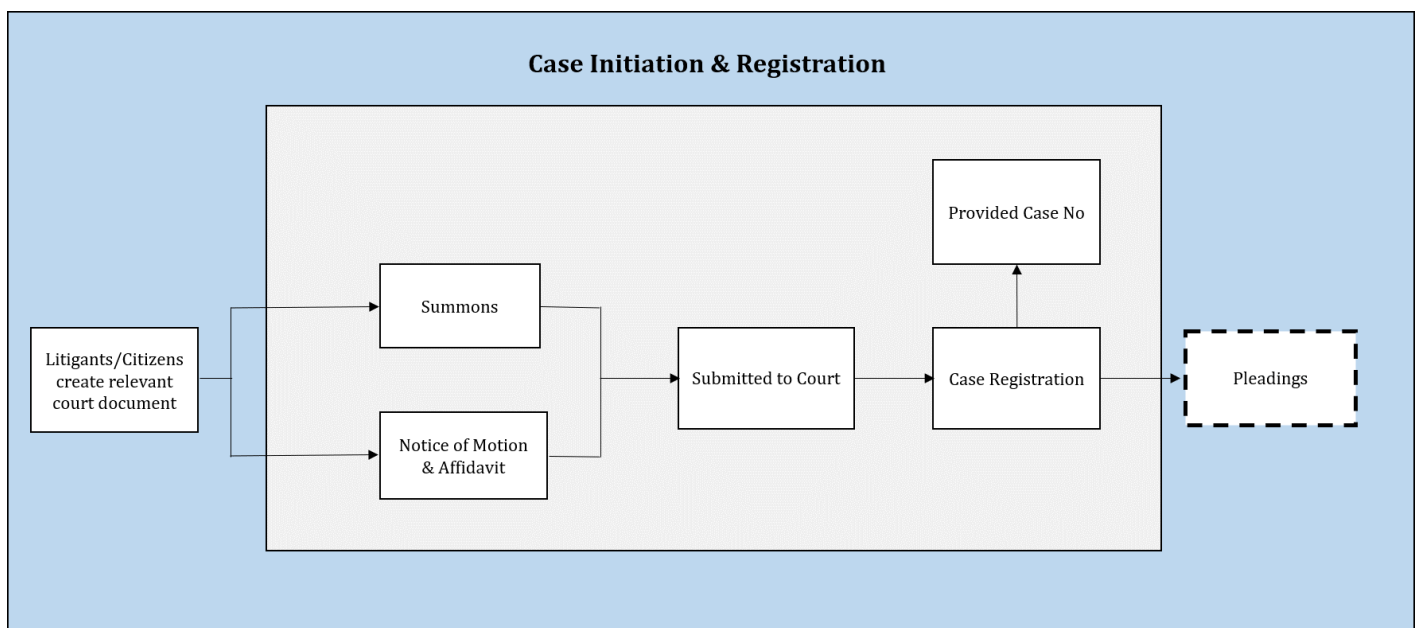
# Functional Key Process and Requirement

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

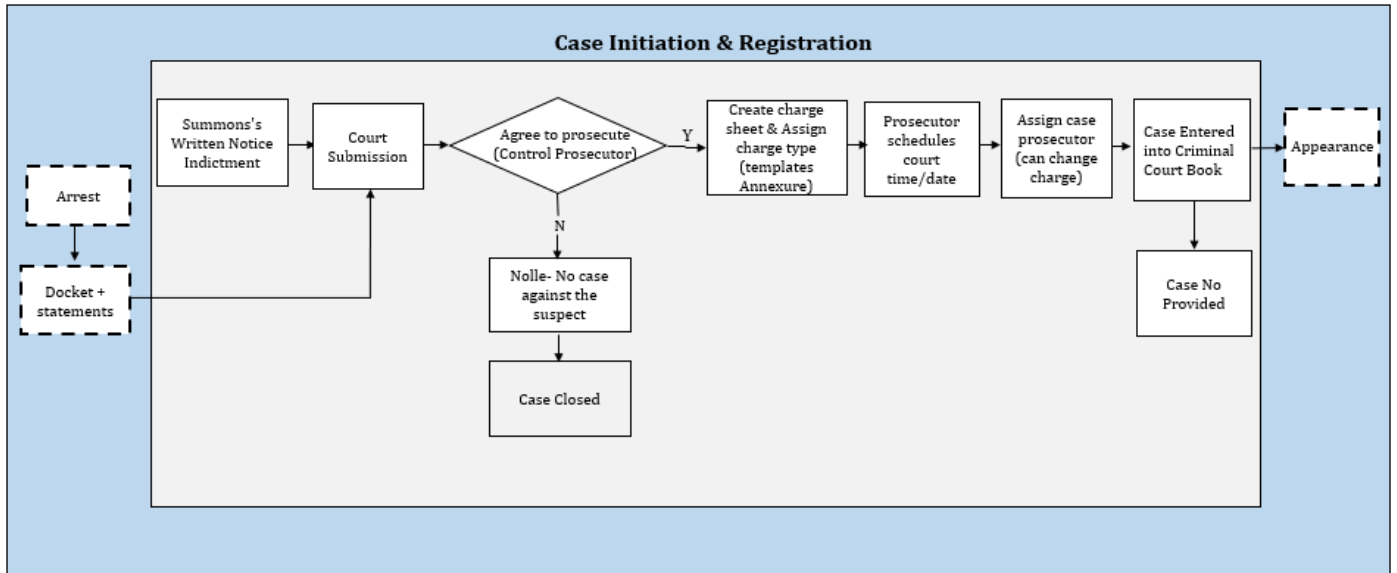
## Details of the Case Filing Process:

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**

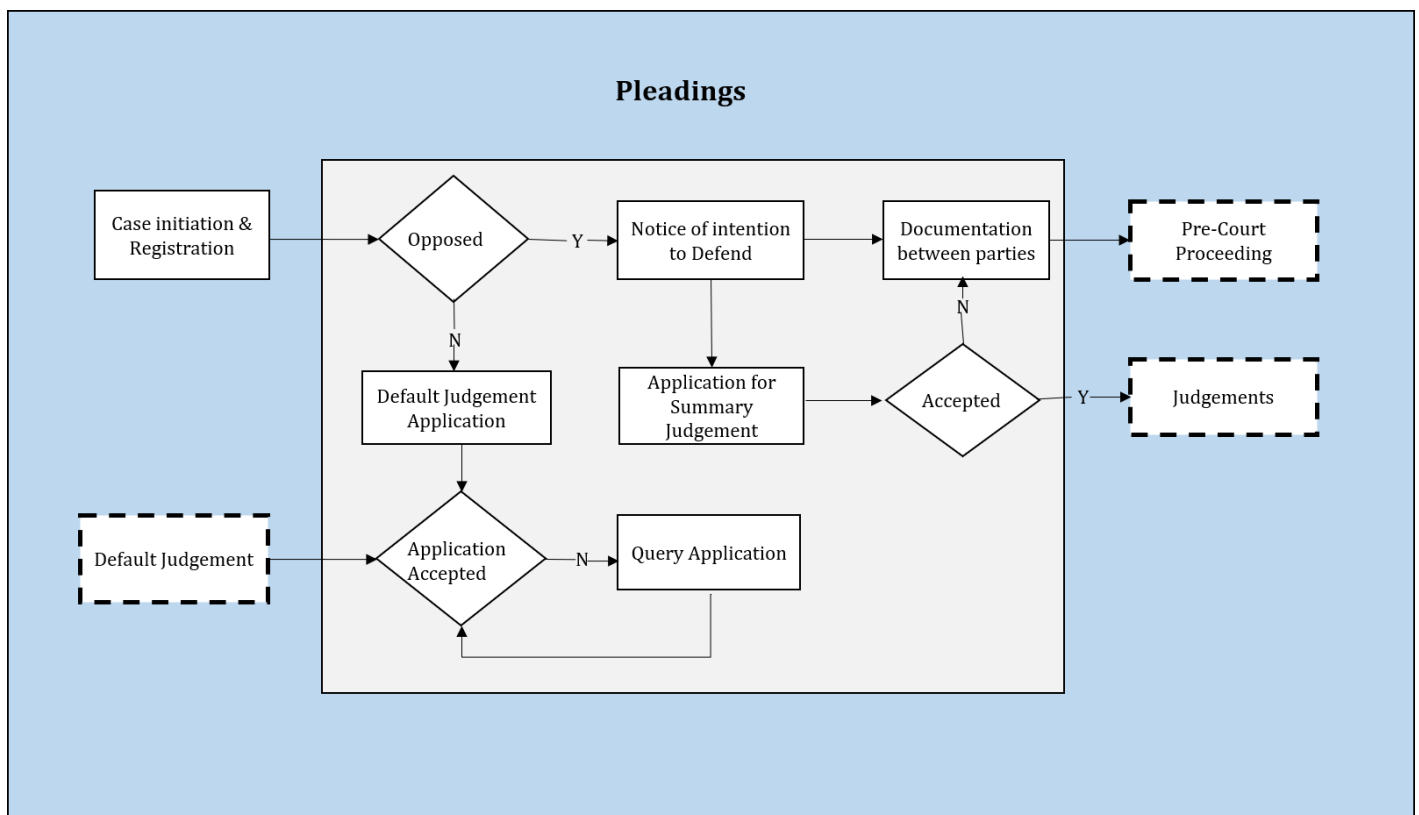


**Figure 2: Criminal Case Initiation & Registration**

**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:**

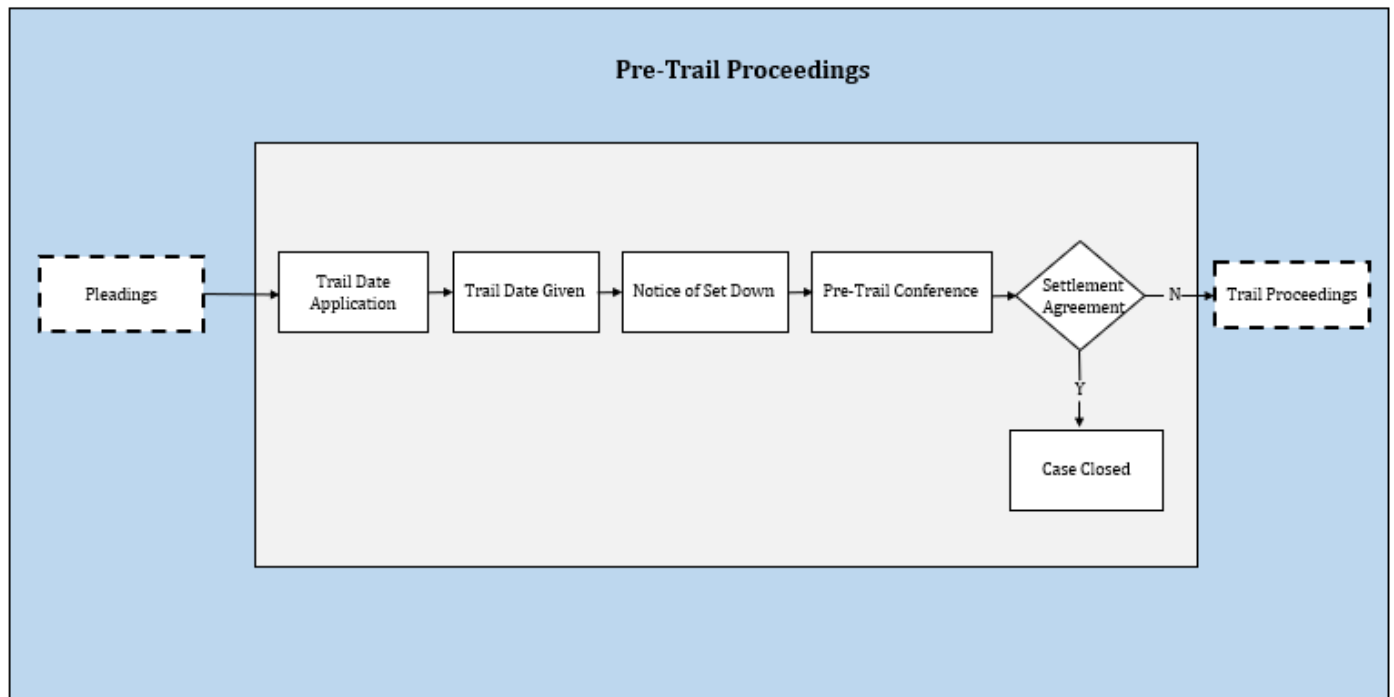
**Process activities-**



**Figure 3: Civil Pleadings Phase**

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

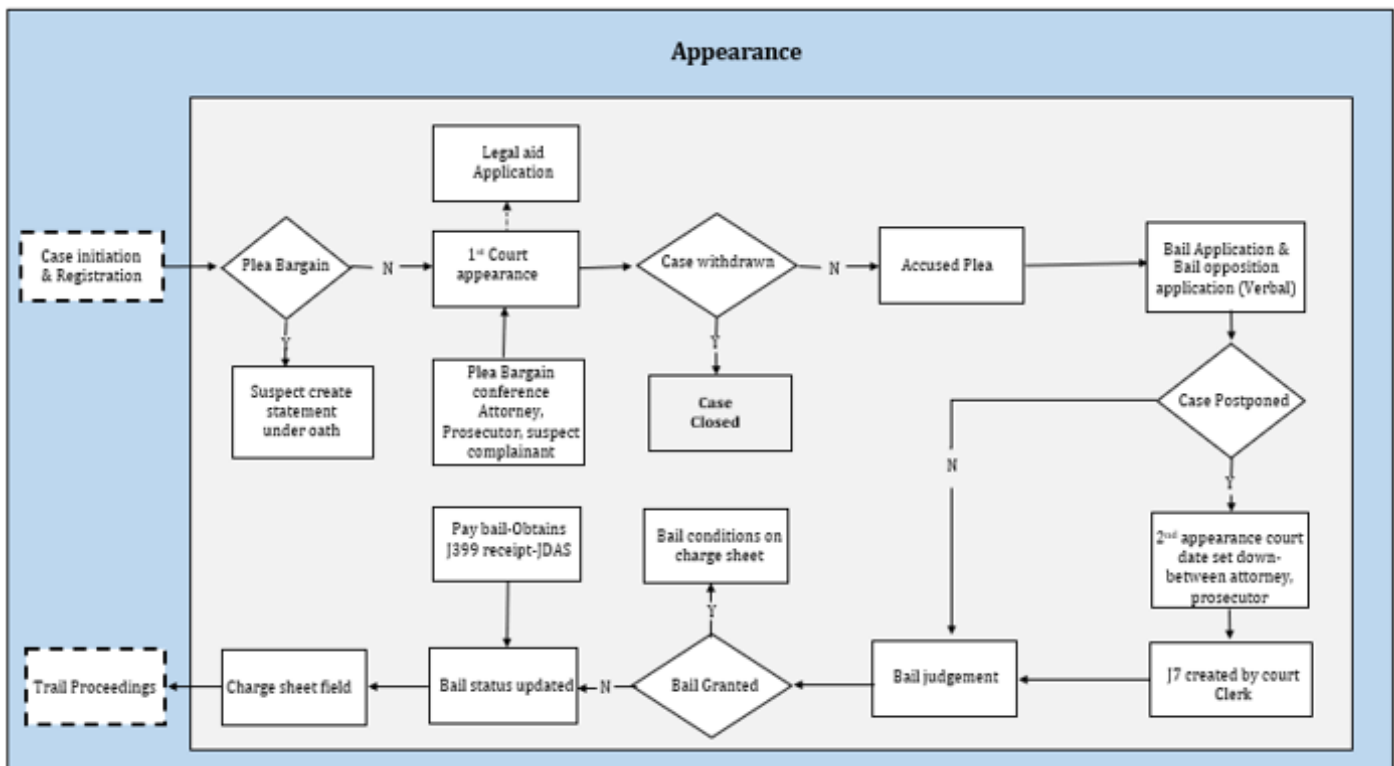
and actions which occur directly before the court proceedings.



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

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

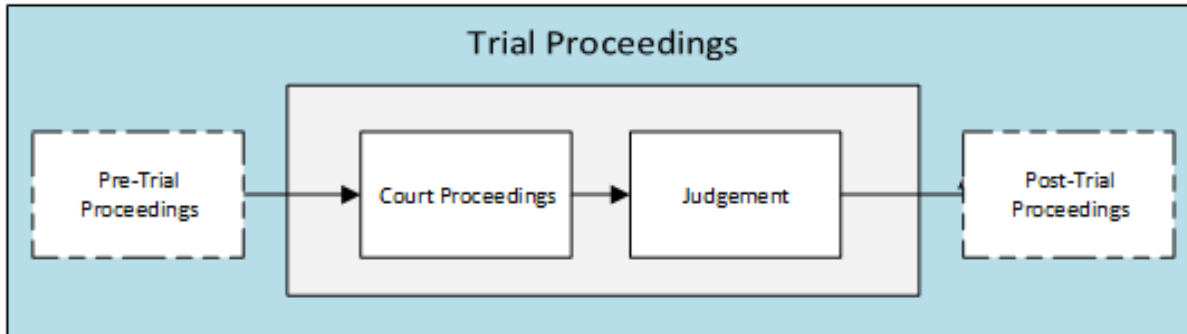
##### **Process activities-**



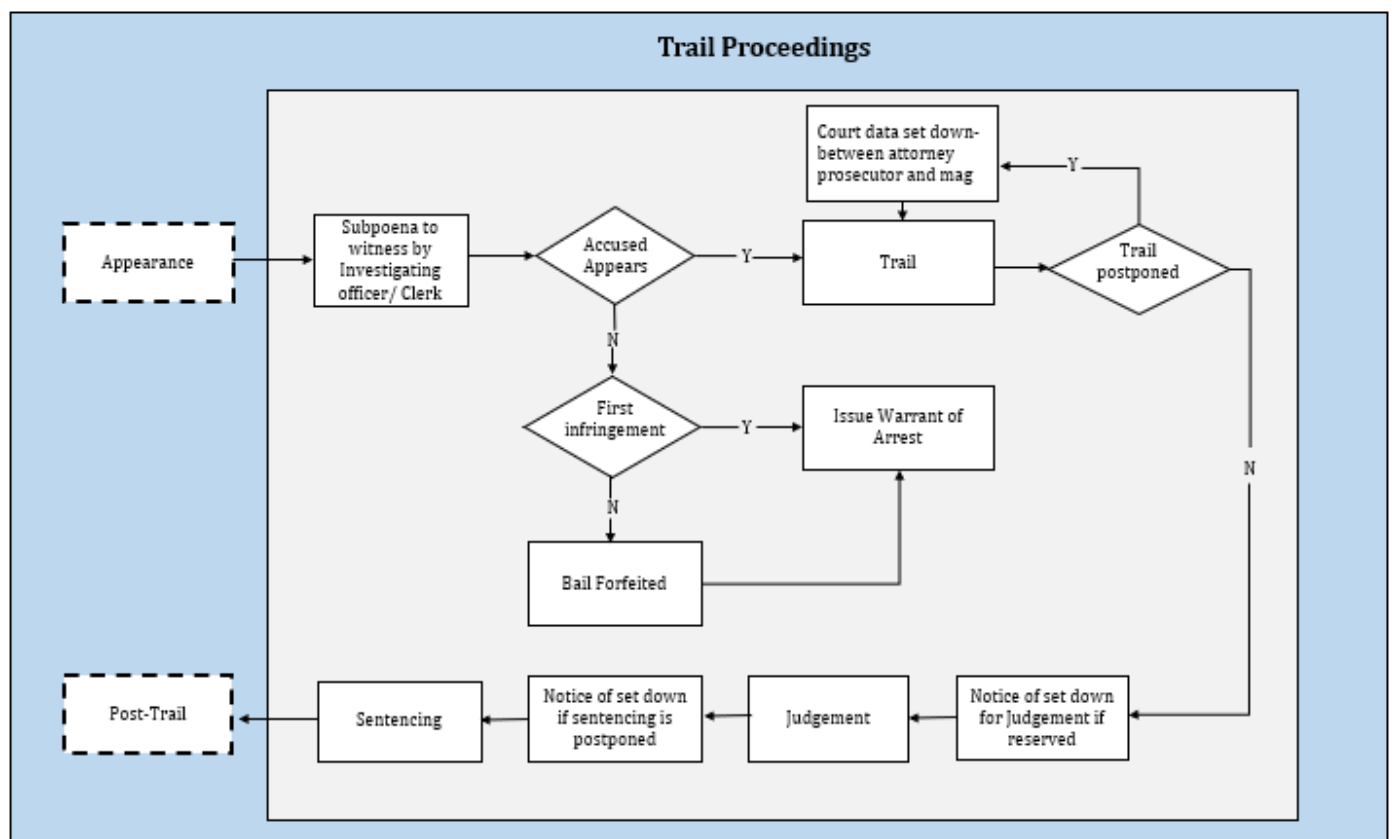
**Figure 5: Criminal 1st Court Appearance**

**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**



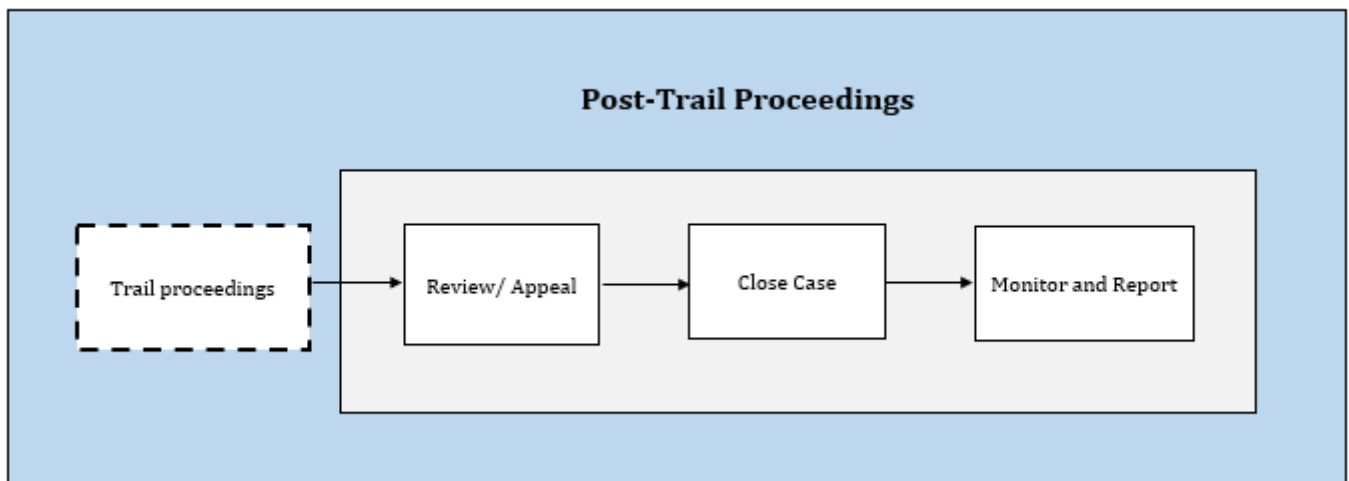
**Figure 7: Criminal Trial Proceedings**

**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.

# Chapter - 5: File Management

# Details of File Management:

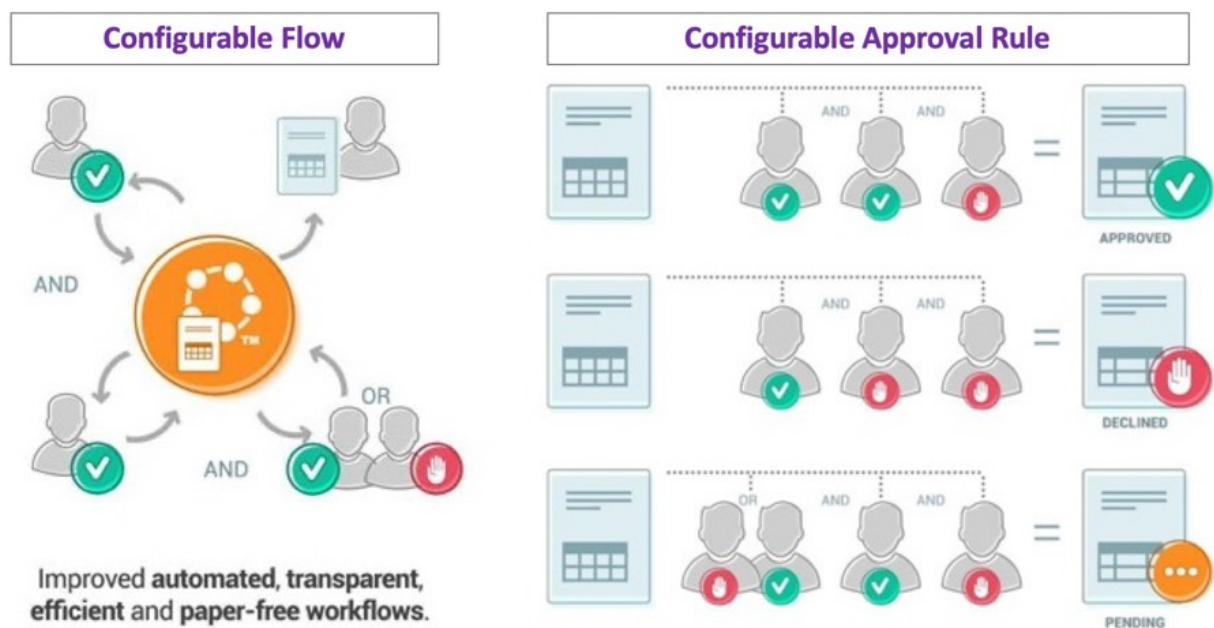
- System will provide easily accessible of the electronic file to the Judges which will contain different kind of case matters with thousands of pages.
- Files will be viewed in seconds and easy to navigate.
- System will have provision to create hierarchical label with private/public access control
- File will be categorized in various label considering its content case matters.
- File will be accessible using the prespecified label.
- File will be searchable using different keywords and labels
- System will provide configurable file type creation
- System will provide the provision to create virtual/electronic Folder and store the file in the Folder
- System will provide bookmark feature for the files
- System will provide a flexible pdf reader to read the uploaded documents
- System will provide the printing functions for any documents
- System will provide download feature of one of multiple files

# Chapter - 6: File Routing/Workflow Engine

# Details of File Routing/workflow engine:

- System will provide file access rule and path for the uploaded case document
- Each file can be forwarded or sent back as per defined path

## Configurable Workflow Engine



# Chapter - 7: Image to Text Conversion

# Image to Text Conversion

## Details:

- System will provide image to text conversion facility during file upload or after uploading the files as images
- System will provide option to save both image and converted text in the system



# Chapter - 8: Integration with JSDP and Others

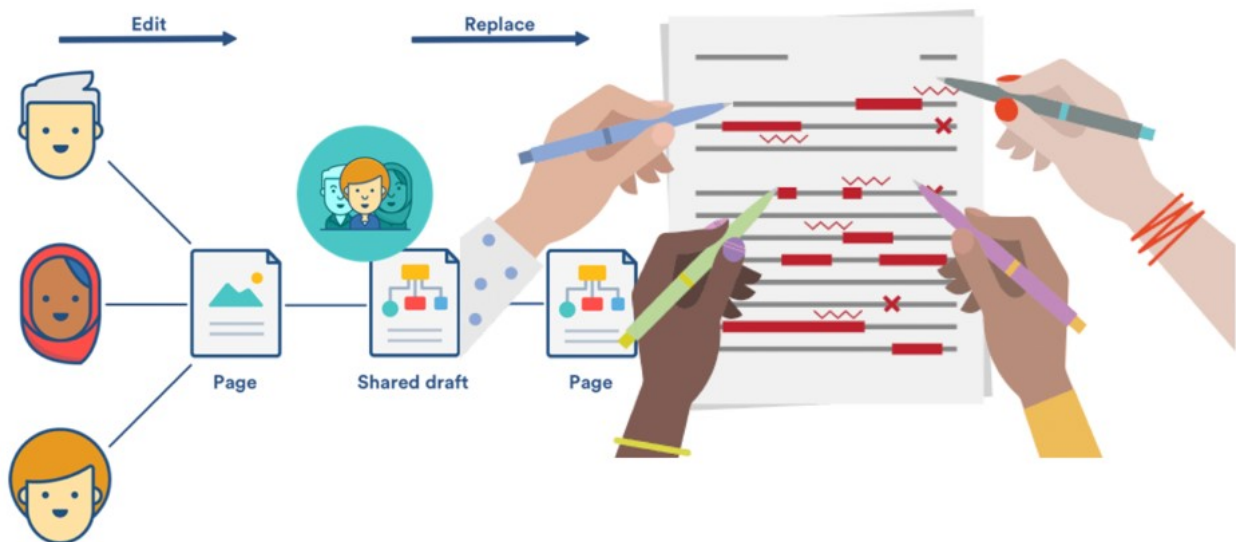
# Integration with Judicial Service Delivery Platform and Others:

All the components of the Digital Filing Platform should have provision:

- To integrate with Judicial Service Delivery Platform (Cause List, MyCourt, etc) wherever applicable
- To integrate with Porichoy
- To integrate through BNDA or similar sectoral eService Bus.

# Chapter - 9: Collaborative Editor

- ## Multi User Reviewing and Drafting Editor



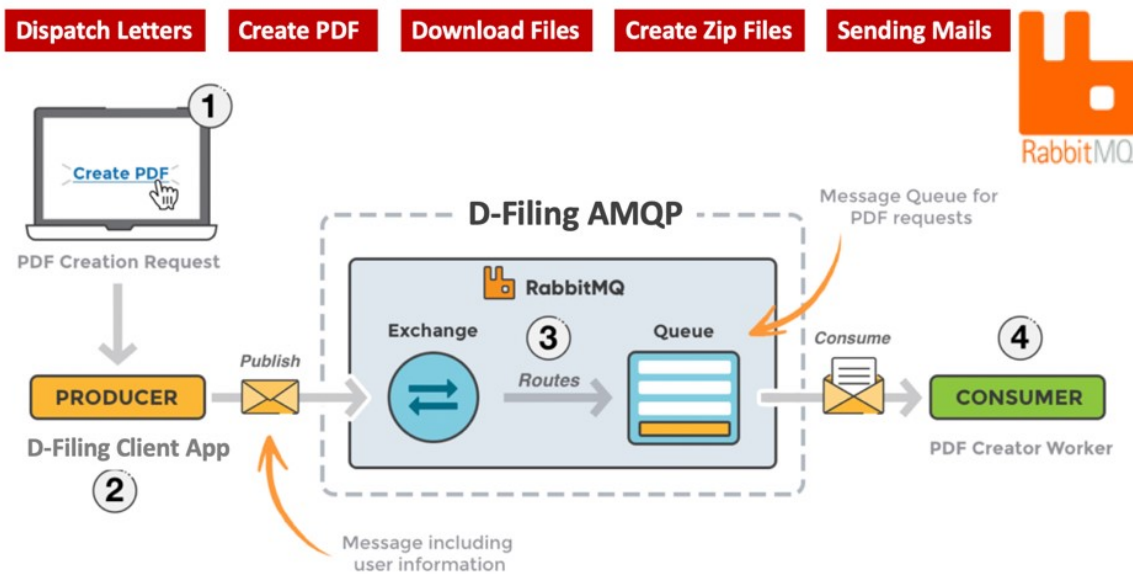
# Chapter - 10: Document Sharing

# Details of Document Sharing:

- System will provide features to share the document attachments to other user without sending the file.
- The original user should be able to revoke the permission of the user.
- System will provide features to add new files to the filing system whoever have permission.
- System will provide a link to see all shared document

## Asynchronous Job Handler

### Queuing the time-consuming Jobs



# Chapter - 11: Digital Signature/eSignature

# Digital Signature/ e-Signatures

- System will provide to put scanned copy of signature in specific page(s) to authenticate the document.
- System will provide facility to put the signature as per rule.
- While signing there should have option of 2FA as per user preference.
- Should have provision of integrating dongle based digital Signature.



# Chapter - 12: Dashboard

# Dashboard

System will provide a dashboard for the Supreme Court as follows:

- Overall summary of the Digital Filing Count
- Section wise digital filing count
- Section wise user wise digital file access
- Section wise summary dashboard
- Section wise disk usage statistics
- Section wise file movement statistics
- Section wise file sharing statistics

# Chapter - 13: Role-based System Access

# Enhancement of Role Based System Access

To ensure the secured and authentic access of the system it will enhance to provide following features:

- Create a central directory for the court staff
- Provide a configurable 2FA access
- Provide a configurable user group creation for digital filing access
- Provide an audit log of the system access

# Chapter - 14: Mobile Application

# Mobile Application

Providing service during mobility has become a de-facto standard now-a-days; Hence the platform should have a mobile accessibility by providing:

- Both iOS and Android application that can use/access required files from the Digital Filing of specific section
- Security to access permitted files
- Read the files in user friendly interface
- Both the application should have native interface and provide basic file access functionalities

# Chapter - 15: Infrastructure Administration

# Infrastructure Administration:

We must manage the infrastructure deployed for the “Digital Filing Platform” which includes operating systems, databases, virtualization technologies, load balancer, database replicator, high availability and load balancing cluster solution, storage technology, middleware platforms etc. to ensure availability, performance, cost effective utilization and security of the system.

- Build DC for Production, Test and Development.
- Manage the operating system, database, application, application server and the integration among them to ensure the availability of “Judicial Service Delivery Platform” solution.
- Administer the load balancer, database replicator, cluster software etc. to ensure high availability computing environment.
- We must ensure the 99% availability/uptime of service.
- Update the security settings and version of the operating system, database, application, application setting to ensure secured computing environment and service.
- Manage and update the Logical Architecture Diagram, Logical Design Diagram Manage, High Level Design, Low Level Design, Physical Architecture Diagram, Physical Design Diagram etc. as appropriate from the base line
- Manage IT inventory, configuration management database etc. to ensure the integrity and consistency of the computing environment.
- Backup of the database, application and server should be performed by the vendor as per the predefined retention policy, RPO and RTO