

# P:3 Supreme court. 25th Oct, 2021

## **Understanding the matters that are handled by the Supreme Court.**

The processes of the following two matters were observed:

- Company Matters
- Admiralty Matters

## **Data collection for DIGITAL FILING:**

- Collection of court staff name and designation from the work list of the original section.
- Scanning of essential case documents. The pdf can be collected by Anarul bhai.

## **Supreme Court case journey**

How the case documents traverses “Desk-to-Desk” from a lawyer to the Judge and then the subordinate courts for appeal. Also made the following observations:

- On which desk will the documents first be collected.
- Designation and role of the particular individual who will receive the documents in that desk. Are they properly receiving all the mandatory documents for the case.

Inconclusive - The next physical processes after receiving the documents. Due to the absence of the concerned person further processes are yet to be understood.

## **Understanding of the Court Staff**

- Understanding the user roles of Superintendent, Administrative officers, Office assistant, Typist, and Record arranger.
- Created accounts and shared user credentials for administrative Officers.

Brief overview of the following portals (by Anarul bhai):

- For Lawyers: [mycase.supremecourt.gov.bd](http://mycase.supremecourt.gov.bd)
- For Court Staff: [Digitalfile.supremecourt.gov.bd](http://Digitalfile.supremecourt.gov.bd)

**Purpose:**

The purpose of the visit was to observe how the physical journey can be translated into the digitalized system. How the case documents will be traverse via the system. Who will be the next individual to receive the digitalized documents, Specific user actions such as deleting or rectifying an error or mistake in the system.

**Next course of action:**

- There are some modifications required in the register set prepared by the dev team.
- Today's discussion was for the digital filling process. Cause list process will be discussed at a later date.

**Challenges:**

- Big files scanning and uploading (file size (MB) limitation)
- File attachments confusions
- Lacking of computer literacy
- Lack of knowledge about online payment system
- Bulk entry in digital filing
- Different formats of forms (filled up by Lawyers)

**High court's Judiciary Process (step by step):**

- Lawyer receives a complaint and accept verbally to work on it. Then he prepares necessary files according to annexures.
- Assigned Lawyer submit the complain with all necessary files.
- Then the files go through the process of affidavit to check the complain/claim formally that if it's legit or not. If it is legit it will get an entry number for the complain/claim file through nothi system.
- The Lawyer will send the full set of affidavit docs including his preferred court number to the attorney general office and also in the filing section (according to the case type i.e. for civil case: entry number // for appeal: appeal number // for criminal case: tender number) to cross check the attached files according to annexures.
- The chosen Court's (total 33 benches available) bench officer will receive the affidavit docs from the filing section and input it into the Cause List.
- Lawyer can see the hearing date and serial number of the case from Cause List.
- On the hearing day the Judge will decide if the claim is accepted/valid or not and take a decision which will be updated on the Cause List.
- Stuffs of filing section will receive the updated file including Judge's decision from the Court and replace the entry number by the case number. They will send the file including Judge's decision to the IT section to scan and upload it in the database. It will be also sent

to the dispatch section to send it to the Subordinate Court via RP or GP. Subordinate court will cross check the received files (hardcopy) with database (softcopy).

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