



## 2018 Court Technology Solutions Award Nomination Form

Use this Form to nominate a court technology solution for the award.

Name of fully implemented Technology Solution:	<u>Namibia eJustice</u>
Name of NACM Member Nominating the Technology Solution:	<u>Nicholas Ng Chieh Meng</u>
Phone: <u>+65 93862188</u>	Email: <u>nicholasng@crimsonlogic.com</u>
Name of Court or Organization using the Technology Solution:	<u>Office of the Judiciary, Republic of Namibia (Supreme Court, Windhoek High Court and Oshakati High Court)</u>
Priority Area addressed by Technology Solution: <i>(check one or more)</i>	<input checked="" type="checkbox"/> Advance Excellence in Court Management <input type="checkbox"/> Promote Fair and Accessible Justice <input type="checkbox"/> Develop Leaders for Tomorrow's Challenge <input checked="" type="checkbox"/> Utilize Technology to Promote Best Practices <input checked="" type="checkbox"/> Enhance Public Perceptions of the Courts
<b>Briefly Describe the Technology Solution you are nominating (feel free to attach URL's, screenshots, etc. to assist the judges with evaluating your solution).</b>	

Namibia eJustice is a web-based platform ([www.ejustice.moj.na](http://www.ejustice.moj.na)) that leverages on content management systems and dynamic electronic form (e-form) technology. It is an end-to-end electronic filling and case management system developed for the Supreme Court and High Court of Namibia's civil stream which will be accessible to all courts users anytime, anywhere. It connects the Supreme Court as well as High Court with legal practitioners. It offers law firms and Court users a single access point for commencement and active management of case files throughout the litigation process.

The easy access auto-populated templates will assist in reducing errors frequently seen on court documents, process and pleadings. The system generated documents and e-filing will also reduce on time and costs. Front-end users can input information directly into e-forms, which can then be

harnessed to auto-populate court documents. It will enhance transparency and effectiveness, making court files and the content thereof available to all interested parties.

Namibia eJustice also provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice. It will also enable legal practitioners to handle greater caseloads more effectively and rapidly. The Court's calendaring process can be managed and streamlined to allow Court officers to better schedule current calendars. Hearing information such as outcomes can be captured and tracked for statistical reports.

The users of Namibia eJustice are:

- Registrar from Supreme Court and High Court
- Judges from Supreme Court and High Court
- Legal Practitioners & Advocates
- Law Society
- Service Bureau
- Litigation in Person
- Master of the Courts
- Government Bodies such as Attorney General and Prosecutors General.
- Law Firm Secretaries
- Deputy Sheriff
- Public Personnels
- Journalists / Media

The users have experienced the following benefits.

- No more physical trips to Courts
- E-Filing can be done any time, any where
- Better visibility - receive status updates via email notifications
- Obtain orders quickly
- Simultaneously access up-to-date case information via a centralised depository of information
- Better resource management

Since the implementation of Namibia eJustice in June 2016, it has eased up the time spent in processing documents which improved the productivity of the Courts and legal practitioners.

Total number of cases processed: 14,542

Total number of documents processed: 193,733

Year	No. of Cases	% Increase	No. of Documents	% Increase
2016 (Jun-Dec)	2,928	-	28,929	-
2017	8,929	300	123,312	400
2018 (Jan-Apr 11)	2,685	-	41,492	-

Website: <http://www.ejustice.moj.na/SitePages/eJustice>

Not secure | www.ejustice.moj.na/SitePages/Home.aspx

The screenshot shows the homepage of the Namibia Superior Courts website. At the top, there is a search bar and the text "NAMIBIA SUPERIOR COURTS". Below this, there are navigation links: HOME, ABOUT US, ORGANISATIONAL STRUCTURE, SITEMAP, and CONTACT US. A large banner image displays the Supreme Court building. On the left side, there is a login section with fields for "User Name" and "Password", a "SIGN IN" button, and links for "New User? Register Here" and "Forgot Password?". At the bottom, there are five quick links: SUPREME COURT (Know More), HIGH COURT (Know More), JUDICIARY (Know More), EJUSTICE (Select your service), and QUICK LINKS (Select your category).

***Please explain how this Technology Solution will help advance the NACM National Agenda.***

## **Namibia eJustice**

Office automation is the most widespread form of information technology generally. It is also the most prevalent functionality used in courts globally. It includes mostly word processing, but also some calendaring, and simple spreadsheets bundled in an office automation package. Leading jurisdictions world-wide took automation in their courts one step further by the inclusion of e-filing, which is the automated transmission of legal documents from practitioners to the court, from the court to the practitioners and from one practitioners to another practitioners or stakeholder.

Namibia Office of the Judiciary is proud to say that Namibia eJustice is adding to the list of leading jurisdictions in the use of court technology which is similar to NACM National Agenda. Namibia eJustice's is committed to address the following

1. Enhancing Public Perceptions of the Courts
2. Advance Excellence in Court Management
3. Utilize Technology to Promote Best Practices

The following screenshots will showcase Namibia eJustice's commitment in addressing the 3 priority areas in NACM National Agenda.

### **1. NACM Priority 1: Enhance Public Perceptions of the Courts**

There are two areas that Namibia eJustice has achieved in enhancing the public perceptions of the Courts from the judges, legal practitioner and court perspectives.

**1.1 Transparency:** Access to case status and information on Namibia eJustice

**1.2 Easy Access and Efficiency:** Collaboration with the key users of Namibia eJustice

**1.1 Transparency:** Access to case status and information on Namibia eJustice

Gaining public trust and confidence in the courts is critical for Namibia eJustice's success. This translates to the ability to access information pertaining to the progress and results of the cases heard during the Court hearings. As the Court room is open to public access to hear cases, the schedule for the daily court hearings are available for viewing on Namibia eJustice. Therefore, Namibia eJustice provides readily accessible and updated case information for the public and other stakeholders.

## Daily Court Rolls

Website:

<http://www.ejustice.moj.na/High%20Court/Court%20Rolls/Pages/DayRolls.aspx>

The image shows two screenshots from a web browser. The top screenshot is the homepage of the Namibia Superior Courts website. It features the national coat of arms, a search bar, and navigation links for Home, About Us, Organisational Structure, Sitemap, and Contact Us. The main content area is titled 'Court Rolls' and 'High Court > Court Rolls > Day Rolls'. It lists several court rolls for April 2018, including NAHCMD 5 April 2018 (marked as NEW), NAHCMD 4 April 2018, NAHCMD 3 April 2018, and NAHCNLD 3 April 2018. A sidebar on the right lists legal organizations: LAW SOCIETY OF NAMIBIA, NAMIBIA SOCIETY OF ADVOCATES, LEGAL ASSISTANCE CENTRE (LAC) NAMIBIA, and SAFLII. At the bottom, there are buttons for SUPREME COURT, HIGH COURT, JUDICIARY, EJUSTICE, and QUICK LINKS, each with a 'Know More' or 'Select your service/category' option. A footer contains copyright information for 2018 and links to Disclaimer and Terms & Conditions.

The bottom screenshot shows the 'Public Case Search' interface. It has a search bar with the text 'Case No \* HC-MD-CIV-MOT-GEN-2017/00415' and a green 'Search' button. Below the search bar, the 'Case Information' is displayed in a table-like format:

Case No	HC-MD-CIV-MOT-GEN-2017/00415		
Case Title	Holter Ngurije Mbai vs Minister of Land Reform	Case Type	Motion - General (High Court - MD)
Status	Scheduled Court Roll	Assigned Judge	
Filed By	John Kandara	Filed By LawFirm	K L INaruses & Associates

The public case search allow public or Litigant in Person to view the status of the case. Information such as parties details to court documents are able to view from this portal.

## 1.2 Easy Access and Efficiency: Collaboration with the key users of Namibia eJustice

Partnering with legal communities and governmental agencies is necessary in today's interlinked world. In order for Namibia eJustice to be successful, it requires the cooperation and collaboration from various legal communities to come on board.

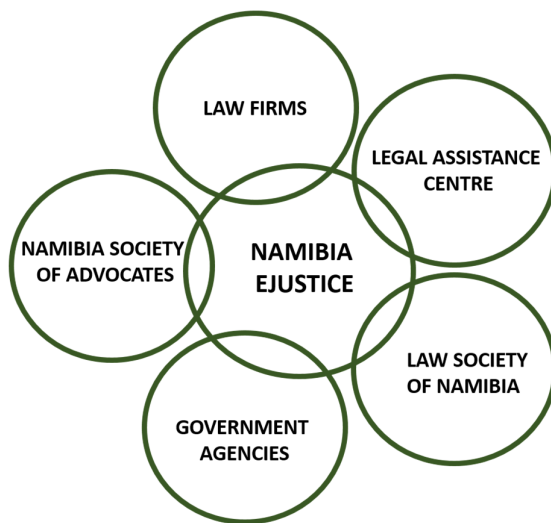
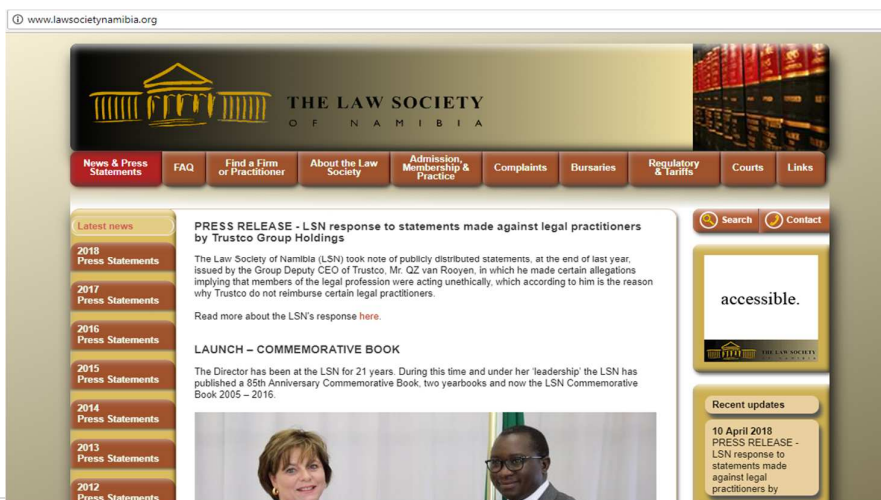


Figure 1: Namibia eJustice Partner with Governmental Agencies and Community

### 1.2.1 The Law Society of Namibia

Website: [www.lawsocietynamibia.org](http://www.lawsocietynamibia.org)

The Law Society of Namibia plays an important role by approving legal practitioners and creation of new law firms in the Namibia eJustice system. The Law Society will receive updated legal practitioners information via the Namibia eJustice system whenever a legal practitioner changes its law firm or address.

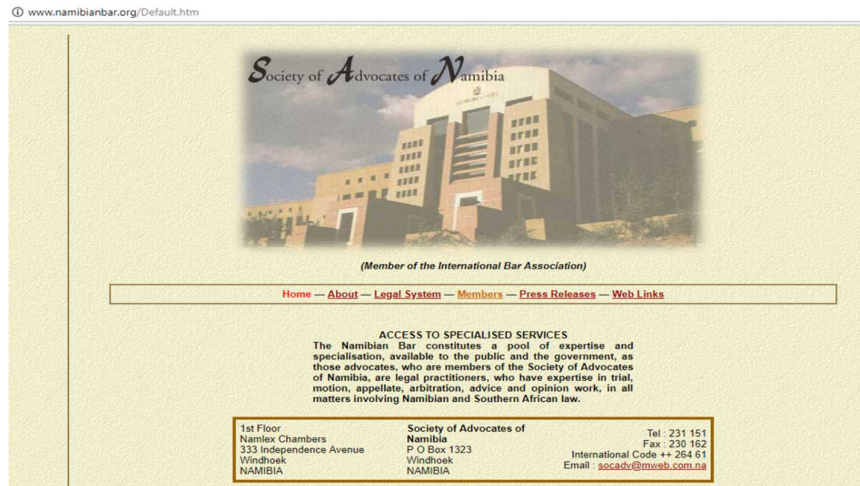


### 1.2.2 Society of Advocates of Namibia

Website: [www.namibianbar.org](http://www.namibianbar.org)

The roles of the Society of Advocates of Namibia are as follows.

- To uphold the interest of Advocates in Namibia.
- To deal with all matters affecting the legal profession in Namibia and to take action thereon if necessary.
- To consider, promote and participate in all matters concerning the teaching and the practice of law and the administration of justice in the interest of the public.



### 1.2.3 Legal Assistance Centre

Website: [www.lac.org.na](http://www.lac.org.na)

The Legal Assistance Centre manages the human rights of Namibians. It is linked to Namibia eJustice as an extended legal arm to assist in managing legal cases which will have a wider impact on the community than just the individual concerned.



### 1.2.4 Namibia Statistics Agency

Website: [www.nsa.org.na](http://www.nsa.org.na)

The roles of the Namibia Statistics Agency are:

- To constitute the central statistical authority for the State
- To collect, produce, analyses and disseminate official and other statistics in Namibia
- Facilitate the capture, management, maintenance, integration, distribution and use of spatial data
- To develop and coordinate the National Statistics System

Namibia eJustice able to generates report for the agency to retrieve reports such as number of divorce cases, their age group, whether minor is involve and sum of alimony given.

The screenshot shows the Namibia Statistics Agency website. The header includes the agency logo, a search bar, and navigation links for Home, About Us, Contact Us, and social media. A menu bar lists sections like News Room, Economics, Social Demographic, Publications, Data Portal, GIS and NSDI, and Tenders and Vacancies. The main content area features a 'TOP STORIES' section with a photo of a group of people and a headline 'NSDS Launched'. Below the headline is a short text snippet. To the right, a 'KEY STATISTICS' section displays a bar chart titled 'Average household size' comparing 2003/2004 and 2009/2010 data for Namibia, Urban, and Rural areas. The chart shows an increase in household size over time across all categories.

Category	2003/2004	2009/2010
Namibia	~4.5	~4.8
Urban	~4.0	~4.2
Rural	~5.0	~5.5

### 1.2.5 Law Firm

Namibia eJustice integrates with Law Firm, Legal Practitioner and its staff. The system allow law firm staff such as candidates legal practitioners, law firm secretary and its owner to view, monitor and prepare documents for the cases. It allow the law firm owner to monitor the case status and assign the case to another team members if his staff leave the firm.



## Dr. Weder, Kauta & Hoveka Inc

Dr Weder, Kauta & Hoveka Incorporated specialises in litigation, labour law, commercial law, corporate law, tax law and conveyancing. The Firm currently operates from offices in Windhoek, Ongwediva, Swakopmund and Grootfontein respectively. The Firm is widely respected and recognised for its professionalism and excellence in service provision.

Our strength and commitment lies in the diversity and experience of our professional staff. We pride ourselves in the appreciation of our clients' requirements for quality legal services. Dr Weder, Kauta & Hoveka's unique professional ethos is derived from a combined period of over 70 years of legal experience within Namibia. This wealth of experience is further supported by a modern approach and appreciation of the contemporary legal setting.

The partners of Dr Weder, Kruger & Hartmann and the directors of Kauta, Basson & Kamuhanga Incorporated merged with effect from the 1st of September 2006, both firms commenced to practice as legal practitioners under the name and style of Dr Weder, Kauta & Hoveka Incorporated.



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**SISA NAMANDJE & CO.**

*"JUSTICE IS THE FIRM AND CONTINUOUS DESIRE TO RENDER TO EVERYONE THAT WHICH IS HIS DUE"*

## **2. Advance Excellence in Court Management and Utilize Technology to Promote Best Practices**

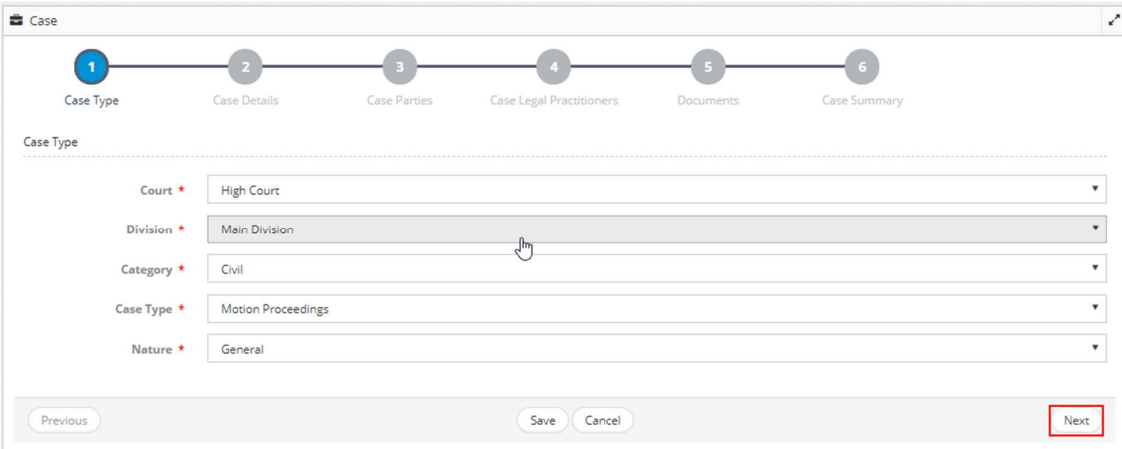
Namibia eJustice manages end-to-end lifecycle of each case. From the beginning of case filing, Namibia eJustice keeps the cases moving through paperless intervention. The following screenshots elaborates the functionalities that Namibia eJustice is implemented for, to bring about the ease of efficiency throughout the case management process.

eJustice users can input information directly into e-forms, which can then be harnessed to auto-populate court documents. It's utilize technology to promote best practices that provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice.

To file a case, all legal practitioner practicing in High Court & Supreme Court would need to access Namibia eJustice. Once the case is approved and a case number is being generated by the system, it will be used throughout the lifecycle from upload of return of service, exchange of affidavit, assigning of judge, judicial case management to hearing session.

The following screenshots detail the simplification to input information to submit cases via Namibia eJustice for the Legal Practitioner :

- Create a case, update and checks for documents
- Schedule Roll Dates
- Schedule Hearing Dates



The screenshot displays a web application interface for creating a case. At the top, a progress bar shows six steps: 1. Case Type (highlighted in blue), 2. Case Details, 3. Case Parties, 4. Case Legal Practitioners, 5. Documents, and 6. Case Summary. Below the progress bar, the 'Case Type' section contains five dropdown menus: 'Court' (High Court), 'Division' (Main Division), 'Category' (Civil), 'Case Type' (Motion Proceedings), and 'Nature' (General). At the bottom of the form, there are three buttons: 'Previous', 'Save', and 'Cancel', and a 'Next' button highlighted with a red border.

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Details

File By SERVICE BUREAU ASSISTANT Henriette Dausas

File By Law Firm

Status Draft

Office Reference No \* sp-11/tom-00002

Relief Claimed \*

1. An order to award \$1000 to applicant
2. any other requirement

Name(s), Surname of Deponent(s) \* Tony rooocomd

Hearing Set Down Date \* 10/04/2018 09:00

Urgent?

Involve Debt?

Parties to Inform  Registrar of Deeds  
 The Director of Law Society of Namibia  
 The Master of the High Court

Previous Save Cancel Next

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Parties


+ ↻

Name	Category	Type	Priority	Notice To Oppose	Updated Date

20 items per page No items to display

Previous Save Cancel Next

## Case Parties

Click  to add case party details.

**Case Party**

Party Details

Party Category \*  
Select One

Party Type \*  
Select One

Priority \*  
1

Party Addresses

Address Type \*  
Select One

Address Details \*

District/City/Town

Region/State/Province

Submit Close

### Party Details

- 2 Upon specifying all the required party details, click **Submit**. Added party is listed as shown below.

**Case**

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Parties

Name	Category	Type	Priority	Notice To Oppose	Updated Date
SK Industries	Government	Applicant	1		

20 items per page 1 - 1 of 1 items

Previous Save Cancel Next

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Case Parties

Name	Category	Type	Priority	Notice To Oppose	Updated Date
SK Industries	Government	Applicant	1		
JK Industries	Government	Respondent	1	15	

20 items per page 1 - 2 of 2 items

Previous Save Cancel **Next**

### Case Parties

Click **Next**. The **Case Legal Practitioners** page is displayed.

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Legal Practitioners

Case Party	Legal Practitioner	Instructing	Updated Date

20 items per page No items to display

Previous Save Cancel **Next**

### Legal Practitioner Details

Case

1 Case Type 2 Case Details 3 Case Parties 4 Case Legal Practitioners 5 Documents 6 Case Summary

Documents

Filename	Type	Description	Uploaded By	Serve On	File On

20 items per page No items to display

Previous Save Cancel **Next**

### Supporting Documents

The screenshot shows a web form titled "Add Document" with a close button (X) in the top right corner. The form contains the following fields:

- Group \***: A dropdown menu with "Case Initiating Documents" selected.
- Type \***: A dropdown menu with "Select One" selected.
- Description**: A large empty text area.
- Filename**: A section containing a "Select files..." button, which is highlighted with a red rectangular box.

At the bottom right of the form, there are two buttons: "Save" (with a document icon) and "Close".

**Add Document**

This screenshot shows the "Add Document" form after a file has been uploaded. The fields are:

- Group \***: "Case Initiating Documents"
- Type \***: "Certificate of Urgency"
- Description**: Empty text area.
- Filename**: This section now includes a list of uploaded files. At the top is the "Select files..." button. Below it is a table with one row:

Certificate of Urgency.pdf	100%	
----------------------------	------	--

At the bottom right, the "Save" and "Close" buttons are visible.

**Uploaded document**

To remove the uploaded document, click beside the document.

Click **Save**. The following success message is displayed and the attached document is listed as shown below.

The screenshot shows a progress bar with 6 steps: Case Type, Case Details, Case Parties, Case Legal Practitioners, Documents (highlighted), and Case Summary. Below the progress bar is a table of documents:

Filename	Type	Description	Uploaded By	Serve On	File On	
Urgent.pdf	Certificate of Urgency	Urgent Stuff			03/04/2018 06:23	[Icons]

At the bottom, there are 'Previous', 'Save', 'Cancel', and 'Next' buttons.

### Uploaded Document

Click **Next** to view the **Case Summary**.

The screenshot shows the 'Case Summary' screen with a progress bar where 'Case Summary' is the active step. The details are as follows:

- Case No**
- Case Title**
- Status**: New
- Filed By**: Kathy Lee
- Case Type**: Motion - General (High Court)
- Assigned Judge**

### Case Summary

The case details are grouped into different sections as shown below.

The screenshot shows a sidebar menu with the following sections:

- Expand All | Collapse All
- Case Details
- Case Parties
- Legal Practitioners
- Documents
- Expand All | Collapse All

### Case Summary

Click the individual section headings to view details in the respective sections.

Click **Submit**. Applicants will be prompted to confirm the case submission.

The confirmation dialog box contains the following text:

**Confirmation**  
The case will be submitted to court and you will be liable for your actions

Buttons: **Ok** **Cancel**

### Confirmation

Click **Ok**. Following success message is displayed.



**Success Message**

**Transaction Receipt** is displayed.

**Office Reference Number :** 43636  
**Name of the Filer:** Kathy Lee

**Receipt No :** RCPT-FILE-2016-000026  
**Receipt Date :** 20/05/2016 11:54

QTY	ITEM	DESCRIPTION	PRICE	SUBTOTAL
1	Filing Fee	eFiling for Case 'SK Industries vs JK Industries'	\$100.00	\$100.00
Total				<b>\$100.00</b>

Buttons: [Print](#) [View Case](#) [File new Case](#)

**Transaction Receipt**

**Legal Practitioner able to view all his cases file by him**

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
john tan vs kerry lai	HC-MD-CIV-MOT-GEN-2016-00001	Motion - General (High Court)	Hearing	12/04/2016	13/04/2016 13:54	
Electricity Board vs Martha Tombuki	HC-MD-CIV-MOT-GEN-2016-00002	Motion - General (High Court)	Schedule Hearing	12/04/2016	14/04/2016 09:48	
Varen Industries vs tracy whitney	HC-MD-CIV-MOT-GEN-2016-00003	Motion - General (High Court)	Schedule Hearing	12/04/2016	14/04/2016 14:57	
Tin & Till vs Lisa Ray	HC-MD-CIV-MOT-GEN-2016-00004	Motion - General (High Court)	Judge Assignment	14/04/2016	13/04/2016 17:06	
Dako vs Sarah Morey		Motion - General (High Court)	Draft		13/04/2016 11:15	



**Legal Practitioner can also request for various activities within the case such as assignment of dates, withdraw representation, file documents at their convenience.**

Summary Information

Add Advocate Remove Advocate Create Hearing Index File Documents File Ancillary Processes Withdraw Representation Withdraw Case

Request for Assignment of Date

Case No HC-MD-CIV-APP-AMC-2018/00004

Case Title Case Type Appeal - Appeal from Magistrate's Courts (High Court - MD)

Status Registered Assigned Judges

Request to Assign a Date

1 Search Case 2 Request For Date

Search Case

Case No \* HC-MD-CIV-APP-AMC-2018/00004 Search

Case Information

Case No HC-MD-CIV-APP-AMC-2018/00004

Case Title SOFIA MURARANGANDA vs THE MUNICIPAL COUNCIL OF WINDHOEK Case Type Appeal - Appeal from Magistrate's Courts (High Court - MD)

Status Registered Assigned Judges

Filed By Mbushandje Ntinda Filed By Sisa Namandje & Co. Inc. LawFirm

Previous Next

**Click "Next".**

Request to Assign a Date

1 Search Case 2 Request For Date

Request For Date

Hearing Type Assignment of Date Registrar Hearing

Hearing Date \* 13/04/2018 09:00 Please set only to Wednesdays at 9:00am

Officer \* Reg One

Hearing Location Chief Registrar's Office

Previous Submit

**Request to assign a Date**

## File Ancillary Processes

Example of how Legal Practitioner can file ancillary process at their convenience.

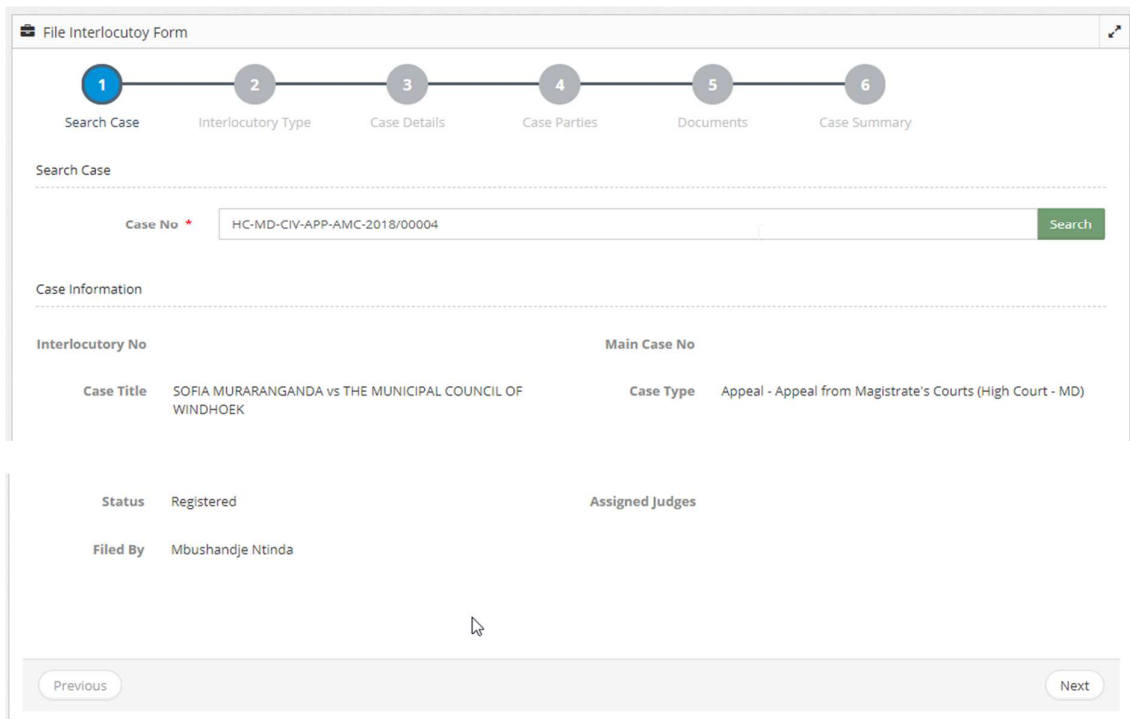
**To file ancillary process for a case:**



The screenshot shows the 'File Interlocutory Form' interface. At the top, there is a progress bar with six steps: 1. Search Case (highlighted in blue), 2. Interlocutory Type, 3. Case Details, 4. Case Parties, 5. Documents, and 6. Case Summary. Below the progress bar, the 'Search Case' section is active. It features a 'Case No' input field with a red asterisk, a 'Search' button, and a 'Previous' button at the bottom left and a 'Next' button at the bottom right.

### Search Case

Enter **Case No** and click **Search** to view the **Case Information**.



The screenshot shows the 'File Interlocutory Form' interface after the search. The progress bar now highlights step 1. The 'Search Case' section shows the 'Case No' field filled with 'HC-MD-CIV-APP-AMC-2018/00004' and the 'Search' button. Below this, the 'Case Information' section is displayed. It includes fields for 'Interlocutory No', 'Main Case No', 'Case Title', 'Case Type', 'Status', and 'Filed By'. The 'Case Title' is 'SOFIA MURARANGANDA vs THE MUNICIPAL COUNCIL OF WINDHOEK' and the 'Case Type' is 'Appeal - Appeal from Magistrate's Courts (High Court - MD)'. The 'Status' is 'Registered' and 'Filed By' is 'Mbushandje Ntinda'. The 'Assigned Judges' field is empty. At the bottom, there are 'Previous' and 'Next' buttons.

Click **Next**.

File Interlocutory Form

1 Search Case 2 Interlocutory Type 3 Case Details 4 Case Parties 5 Documents 6 Case Summary

Interlocutory Type

Court \* High Court

Ancillary Process \* Others

Previous Next

Specify **Ancillary Process**.

Click **Next**.

File Interlocutory Form

1 Search Case 2 Interlocutory Type 3 Case Details 4 Case Parties 5 Documents 6 Case Summary

Case Details

File By SERVICE BUREAU ASSISTANT Henriette Dausas

Status Draft

Relief Claim \*

Name(s), Surname of Deponent(s) \*

Hearing Setdown Date \* 12/04/2018 09:00

Urgent?

Parties to Inform

Registrar of Deeds

The Director of Law Society of Namibia

The Master of the High Court


Previous Next

Legal Practitioner to specify case details such as **Relief Claim, Name(s), Surname of Deponents(s), Hearing Setdown Date**.

If required, click the calendar icon  to modify the **Date of Judgment**.

Click **Next**. The **Case Parties** page is displayed.

**Case Parties**

Click  to add case party details.

**Added Case Parties**

Click **Next**.

**Supporting Documents**

Click  to attach a document.

The screenshot shows a web form titled "Add Document". It contains the following fields:

- Group \***: A dropdown menu with "Interlocutory" selected.
- Type \***: A dropdown menu with "Notice for Directions on Interlocutory - R32(4)" selected.
- Description**: A text input field containing "Interlocutory".
- Filename**: A section containing a "Select files..." button, which is highlighted with a red rectangle.

At the bottom right of the form, there are "Save" and "Close" buttons.

### Add Document

Specify **Group** and **Type** of the document.

It is recommended to specify a **Description** for the document.

Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

This screenshot shows the same "Add Document" form, but with the document upload progress bar visible. The progress bar shows the file "Interlocutory.pdf" is being uploaded at 100%.

The fields are the same as in the previous screenshot:

- Group \***: "Interlocutory"
- Type \***: "Notice for Directions on Interlocutory - R32(4)"
- Description**: "Interlocutory"
- Filename**: "Select files..." button and an "Uploading..." progress indicator.

The progress bar at the bottom of the filename section shows:

Interlocutory.pdf	100%
-------------------	------

At the bottom right, the "Save" and "Close" buttons are still present.

File Interlocutory Form

- 1 Search Case
- 2 Interlocutory Type
- 3 Case Details
- 4 Case Parties
- 5 Documents**
- 6 Case Summary

Documents

Filename	Type	Description	Uploaded By	Serve On	File On	
Interlocutory.pdf	Notice for Directions on Interlocutory - R32(4)	Interlocutory			05/04/2018 09:04	

20 Items per page 1 - 1 of 1 items

Previous Next

### Uploaded Document

Click **Next** to view the **Case Summary**.

Case

- 1 Case Type
- 2 Case Details
- 3 Case Parties
- 4 Case Legal Practitioners
- 5 Documents
- 6 Case Summary**

Case Summary

Case No

Case Title Case Type Motion - General (High Court)

Status New Assigned Judge

Filed By Kathy Lee

### Case Summary

The case details are grouped into different sections as shown below.

Expand All Collapse All

Case Details

Case Parties

Legal Practitioners

Documents

Expand All Collapse All

### Case Summary

Click the individual section headings to view details in the respective sections.

Click **Submit**. Applicants will be prompted to confirm the case submission.

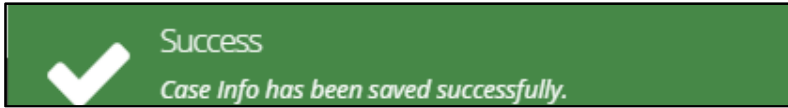
**Confirmation**

The case will be submitted to court and you will be liable for your actions

Ok Cancel

### Confirmation

Click **Ok**. Following success message is displayed.



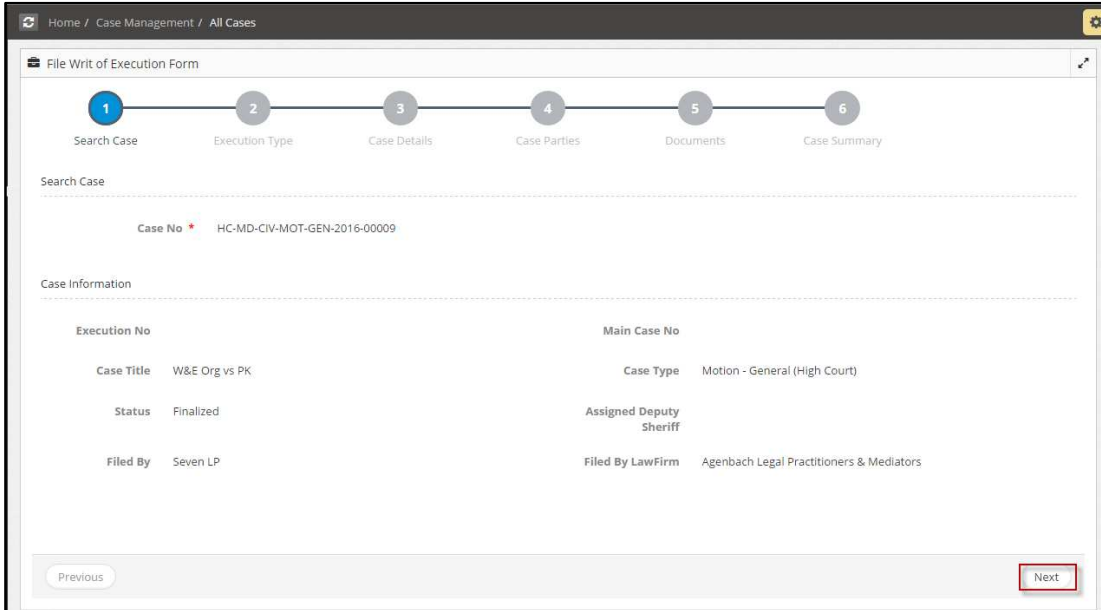
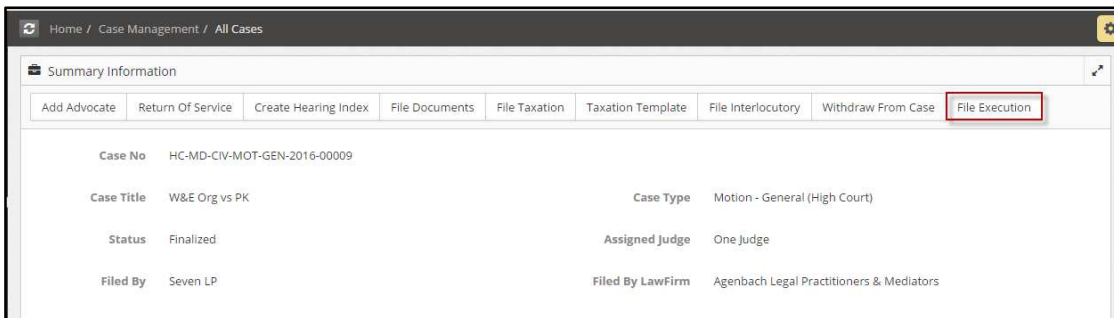
### Success Message

### File Execution

Namibia eJustice system also allow Legal Practitioner to file execution for a case. The case must be finalised before the filing of Execution is allowed. If the registrar approves the execution, the system will generates the Writ of Execution.

#### To file execution:

Click on '**File Execution**'



Home/Case Management/

### Execution Type

Select the **Court** and **Execution Type** from the respective drop-down lists.  
Click **Next** to specify the cased details for this execution.

### Case Details

Specify the required details such as Description of Immovable Property, District, Debt Amount, Interest Rate, Interest Start Date, To be taxed, Taxed Cost Amount, Judgment/Court Order Date Inserted.



Home / Case Management / All Cases

File Writ of Execution Form

1 Search Case   2 Execution Type   3 Case Details   4 Case Parties   5 Documents   6 Case Summary

Case Parties


+ □

Name	Category	Type	Priority	Updated Date

◀ 0 ▶ 20 Items per page   No items to display

Previous   Next

### Case Parties

Click  to add a case party.

File Writ of Execution Form

1 Search Case   2 Execution Type   3 Case Details   4 Case Parties   5 Documents   6 Case Summary

Case Parties

+ □

Name	Category	Type	Priority	Updated Date
Mark arc	Natural Person	Execution Creditor	1	
W&E Org	Government	Execution Debtor	1	

◀ 1 ▶ 20 Items per page   1 - 2 of 2 items

Previous   Next

### Case Parties

Click **Next** to add supporting documents for this execution.

File Writ of Execution Form

1 Search Case   2 Execution Type   3 Case Details   4 Case Parties   5 Documents   6 Case Summary

Documents

+ □

Filename	Type	Description	Uploaded By	Serve On	File On

◀ 0 ▶ 20 Items per page   No items to display

Previous   Next

**Add Document**

**Group \***  
Execution

**Type \***  
Notice by Execution Creditor to Debtor or Councils

**Description**

**Filename**

Select files... Done

Supporting\_Document.pdf 100%

Save Close

**Added Document**

**File Writ of Execution Form**

1 Search Case   2 Execution Type   3 Case Details   4 Case Parties   5 Documents   6 Case Summary

**Documents**

Filename	Type	Description	Uploaded By	Serve On	File On	
Supporting_Document.pdf	Notice by Execution Creditor to Debtor or Councils		Nine LP		26/04/2016 17:04	

20 items per page   1 - 1 of 1 items

Previous Next

**File Writ of Execution Form**

1 Search Case   2 Execution Type   3 Case Details   4 Case Parties   5 Documents   6 Case Summary

**Documents**

Filename	Type	Description	Uploaded By	Serve On	File On	
Supporting_Document.pdf	Notice by Execution Creditor to Debtor or Councils		Nine LP		26/04/2016 17:04	

20 items per page   1 - 1 of 1 items

Previous Next

3 Click **Next**. The **Case Summary** will be displayed.

The screenshot shows a web application window titled "File Writ of Execution Form". At the top, there is a progress bar with six steps: 1. Search Case, 2. Execution Type, 3. Case Details, 4. Case Parties, 5. Documents, and 6. Case Summary. Step 6 is currently selected and highlighted with a blue circle. Below the progress bar, the "Case Summary" section is displayed. It contains the following information:

Execution No	Main Case No	HC-MD-CIV-MOT-GEN-2016-00009
Case Title	Case Type	Execution - Immovable Properties (High Court)
Status: New	Assigned Deputy Sheriff	
Filed By: Nine LP	Filed By LawFirm	Agenbach Legal Practitioners & Mediators

Below the summary, there are four expandable sections: Case Details, Case Parties, Legal Practitioners, and Documents. Each section has a dropdown arrow on the right. At the bottom of the form, there are "Expand All | Collapse All" links.

### Case Summary

.Click **Submit**. Applicants will be prompted to confirm the case submission.

The screenshot shows a dark-themed confirmation dialog box. At the top, it says "Confirmation" with a question mark icon. Below that, it reads "The case will be submitted to court and you will be liable for your actions". At the bottom right, there are two buttons: "Ok" and "Cancel".

### Confirmation

Upon filing an execution, the eJustice system will notifies the registrar via email. The registrar will reviews Applicants application for approval and issues the Writ of Execution.

Once the registrar issues the Writ of Execution, the system notifies Applicants, the creditor's instructing legal practitioner, about the registrar's approval. Applicants will also be notified to appoint a deputy sheriff to carry out this execution.

## Schedule to Roll

The legal practitioner can Schedule for Roll if the case defendant / respondent did not oppose or defend the case.

**Here is the step to Schedule to Roll:**

Go to [My Cases](#) to view your active cases.

Click on 'Schedule to Roll'

Summary Information

Add Advocate Remove Advocate Return Of Service Create Hearing Index **Schedule to Roll** File Documents Taxation Template File Ancillary Processes

File Execution

Case No HC-MD-CIV-MOT-EXP-2017/00198

Case Title Case Type Motion - Ex Parte (High Court - MD)

Status Schedule to Roll Assigned Judge

Filed By \ Filed By LawFirm

Schedule Motion Court

1 Search Case 2 Schedule Hearing 3 Annexure 9

Search Case

Case No \* HC-MD-CIV-MOT-EXP-2017/00198

Case Information

Case No HC-MD-CIV-MOT-EXP-2017/00198

Case Title Bjorn Michael Schmidbauer Case Type Motion - Ex Parte (High Court - MD)

Status Schedule to Roll Assigned Judge HOSEA ANGULA

Filed By Virginia O'Malley Filed By LawFirm Kangueehi & Kavendji Inc.

Previous Cancel Next

Click Next

Schedule Motion Court

1 Search Case 2 Schedule Hearing 3 Annexure 9 4 Filing Party

Schedule Hearing

Residual Court Roll \* Select One

Previous Cancel Next

## Residual Court Roll

Select the **Residual Court Roll** from the respective drop-down lists.

Click **Next** to specify the cased details for this court roll.

Schedule Motion Court

1 Search Case   2 Schedule Hearing   3 Annexure 9   4 Filing Party

Annexure 9

Previously removed, struck, postponed, RCR extended or RCR lapsed? If so, provide the reason. \*

Will the matter be postponed or the rule extended again? If so, state the reason. \*

What relief, if any, will be applied for? \*

Will the matter be opposed or not? \*

Are the Papers in order? \*

Is it necessary for the presiding judge to read the Papers? \*

Name of legal practitioners who will appear during the motion court. \*

Date of admission as a legal practitioner of person who will appear in court. \*

Name and surname of person checking the file. \*

Previous   Cancel   Schedule

### Annexure9 Details

Input the required details.

After inputting all the required details, click **Schedule**

Following success message is displayed.



### Success Message

Judges are one of the key users of Namibia eJustice. The system seeks to improve the efficiency for judges to manage the lifecycle of cases. The following screenshots details the span of functions that brings about the efficiency to improve the productivity of judges.

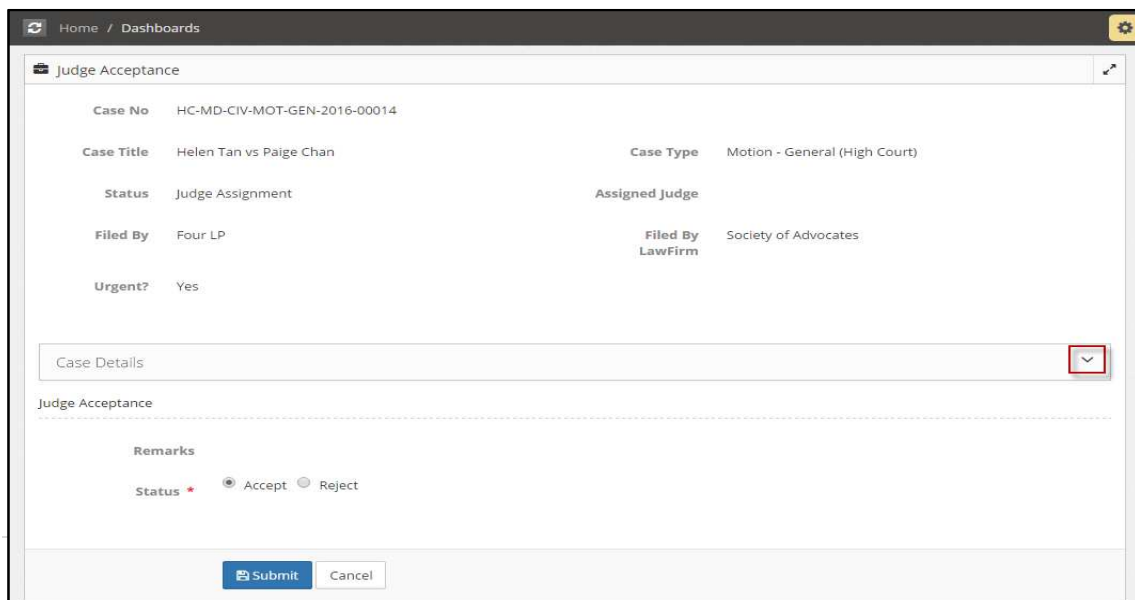
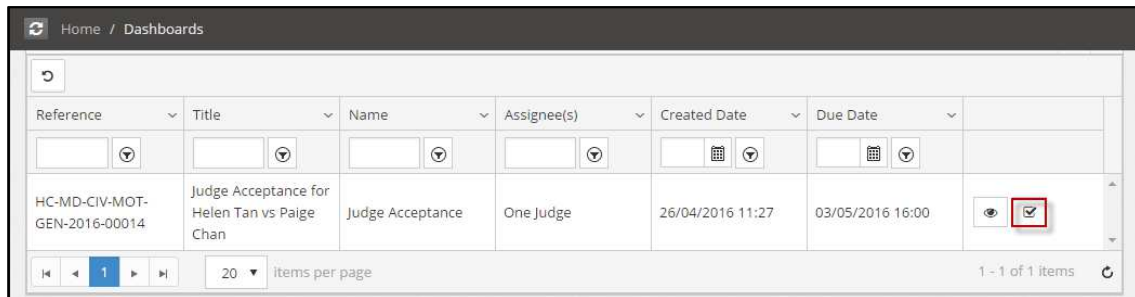
Namibia eJustice enables judges with the following through the system:

- Accept or Reject Case
- View Case
- Schedule Hearing (first hearing)
- Add Hearing (schedule additional hearing from the case summary)
- Assign Ad-hoc task
- Mark case as In-Camera

**Here are some of the screenshot for Judge to Accept or Reject a Case**

**Once a case is automatically assigned to a judge, an email will be send to the judge. The judge has the option to accept or reject the case**

**To accept a case:**



Judge Acceptance

---

**Remarks**

Status \*  Accept  Reject

Reasons for Rejection \*

If Judge select reject, a text box will appear for the judge to input his reason for rejection. The case will be routed to Chief Justice / Chief Registrar for reassignment.

### Schedule Hearing

Once the managing judge accepts the case, notification is sent to schedule the first hearing for the case and this is listed as a pending task for the managing judge in the Home/Dashboards page.

Home / Dashboards

Task(s)

Reference	Title	Name	Assignee(s)	Created Date	Due Date	
HC-MD-CIV-MOT-GEN-2016-00010	Schedule Hearing for A&B Org vs C&D Org	Schedule Hearing	Alfred Bushong	04/05/2016 10:32	11/05/2016 16:00	<input checked="" type="checkbox"/>

20 items per page 1 - 1 of 1 items

Case Schedule Hearing Form

1 Search Case 2 Schedule Hearing 3 Preview Notice

Search Case

Case No \* HC-MD-CIV-MOT-GEN-2016-00010

Case Information

Case No	HC-MD-CIV-MOT-GEN-2016-00010	Case Type	Motion - General (High Court)
Case Title	A&B Org vs C&D Org	Assigned Judge	Alfred Bushong
Status	Schedule Hearing	Filed By	Vidhur Law Firm
Filed By	Alexandar Maxwell		

Previous Next

Case Schedule Hearing Form

1 Search Case    2 Schedule Hearing    3 Preview Notice

Schedule Hearing

Case No: HC-MD-CIV-MOT-GEN-2016-00010

Case Title: A&B Org vs C&D Org    Case Type: Motion - General (High Court)

Status: Schedule Hearing    Assigned Judge: Alfred Bushong

Filed By: Alexandar Maxwell    Filed By LawFirm: Vidhur Law Firm

Case Details

Schedule Hearing

Hearing Type \*

Judges \*

Hearing Start Date Time \*

Hearing End Date Time \*

Hearing Location \*

### Schedule Hearing

Click **Case Details** to view the required details.

Judges \*

Hearing Start Date Time \*

Hearing End Date Time \*

Hearing Location \*

One Judge

Alfred Bushong

Judge Harold Geier

Judge Shafimane Ueitele

Click the **Judges** field, to select the judge required for the hearing.

Hearing Start Date Time \*

Hearing End Date Time \*

Hearing Location \*

Previous

Click **View Calendar** to view judges' calendar before scheduling the hearing.



Schedule Hearing

Hearing Type \* Case Management Conference

Judges \* Alfred Bushong x Judge Harold Geier x

Hearing Start Date Time \* 04/05/2016 13:13 View Calendar

Hearing End Date Time \* 04/05/2016 14:13

Hearing Location \* A-Court

Previous Next

### Schedule Hearing

Click **Next** to preview the notice.

Case Schedule Hearing Form

1 Search Case 2 Schedule Hearing 3 Preview Notice

Preview Notice

**CASE MANAGEMENT CONFERENCE NOTICE**

The managing judge, Honourable Justice Bushong, hereby directs the parties or their legal practitioners to attend a case management conference to be held at **Windhoek** on **04<sup>th</sup> day of May 2016 at 13:14 PM** at court indicated on the notice board.

All court documents must be clearly indexed.

All the issues listed in rule 25(2), as well as issues not listed therein but included in the report, must be considered by the parties at the parties' case management meeting and directions will be given by the managing judge based on the report.

An order will be made by the managing judge in terms of rule 25(5).

DATED at Windhoek on this **04<sup>th</sup> day of May 2016**.

BY ORDER OF THE MANAGING JUDGE

Previous Submit

### Preview Notice

Judges to click **Submit** once the decision is made.

- The notice is directed to the registrar for endorsement. Once the registrar endorses the hearing notice, it is notified to the managing judge and the representing legal practitioners for this case.
- If required, managing judge can change or remove the case hearing details.
- If the scheduled hearing is yet to be endorsed by the registrar, the managing judge can only edit the hearing details.

While all the judges can view the case summary of all the cases handled by the court, the in-camera cases can be viewed only by the managing judge.

Case summary can be viewed from any of the following:


- My Cases (only Active and In-Camera cases for which only the managing judge)
- All Cases (Including Finalized cases for which the user is the managing judge)

Judges can visit **My Cases** or **All Cases**.

**The case list is displayed.**

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
john tan vs kerry lai	HC-MD-CIV-MOT-GEN-2016-00001	Motion - General (High Court)	Hearing	12/04/2016	13/04/2016 13:54	
Electricity Board vs Martha Tombuki	HC-MD-CIV-MOT-GEN-2016-00002	Motion - General (High Court)	Finalized	12/04/2016	22/04/2016 15:04	
Varen Industries vs tracy whitney	HC-MD-CIV-MOT-GEN-2016-00003	Motion - General (High Court)	Hearing	12/04/2016	05/05/2016 13:42	
Tin & Till vs Lisa Ray	HC-MD-CIV-MOT-GEN-2016-00004	Motion - General (High Court)	Judge Assignment	14/04/2016	13/04/2016 17:06	
Dako vs Sarah Morey		Motion - General (High Court)	Draft		13/04/2016 11:15	
Dias vs hal Pal	HC-MD-CIV-ACT-CON-2016-00001	Action - Contract (High Court)	Judge Assignment	14/04/2016	14/04/2016 13:14	

**Case List**

Click the  icon corresponding to the case. The case summary is displayed.

Home / Case Management / My Cases

Summary Information

Update Case Hearing Ad-hoc Task Add Hearing **In-Camera**

Case No HC-MD-CIV-MOT-GEN-2016-00010


Case Title A&B Org vs C&D Org Case Type Motion - General (High Court)

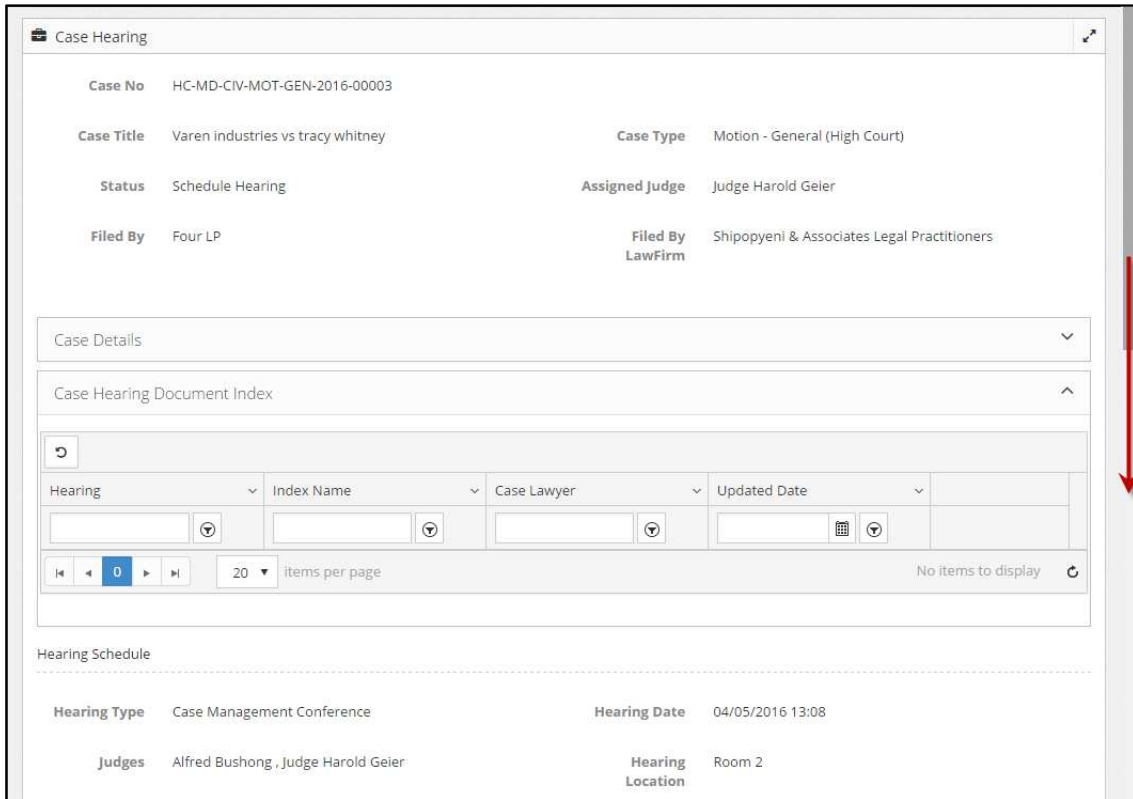
Status Schedule Hearing Assigned Judge Alfred Bushong

Filed By Alexandar Maxwell Filed By LawFirm Vidhur Law Firm

Applicants		Respondents	
Party Name	Instructing LP	Party Name	Instructing LP
A&B Org	Alexandar Maxwell (Vidhur Law Firm)	C&D Org	Four LP (Shipopyeni & Associates Legal Practitioners)

## To Update Hearing Outcome

To update the hearing outcome for an active hearing, click  corresponding to the hearing from the **Active Hearings** list. The **Case Hearing** page is displayed.



**Case Hearing**

Case No: HC-MD-CIV-MOT-GEN-2016-00003

Case Title: Varen industries vs tracy whitney

Status: Schedule Hearing

Filed By: Four LP

Case Type: Motion - General (High Court)

Assigned Judge: Judge Harold Geier

Filed By LawFirm: Shipopyeni & Associates Legal Practitioners

Case Details

Case Hearing Document Index

Hearing	Index Name	Case Lawyer	Updated Date

0 items per page

No items to display

Hearing Schedule

Hearing Type: Case Management Conference

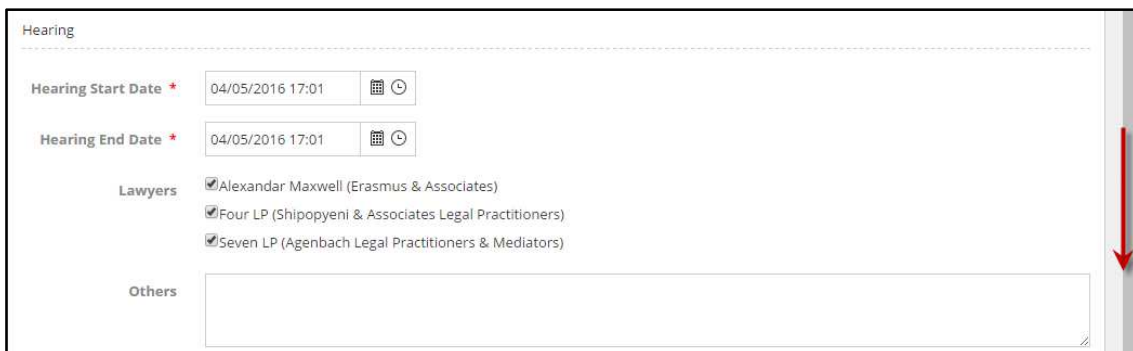
Hearing Date: 04/05/2016 13:08

Judges: Alfred Bushong, Judge Harold Geier

Hearing Location: Room 2

## Case Hearing

Scroll down to **Hearing**.



Hearing

Hearing Start Date \*: 04/05/2016 17:01

Hearing End Date \*: 04/05/2016 17:01

Lawyers

- Alexandar Maxwell (Erasmus & Associates)
- Four LP (Shipopyeni & Associates Legal Practitioners)
- Seven LP (Agenbach Legal Practitioners & Mediators)

Others

## Hearing Schedule

Indicate the **Hearing Start Date and Time** as well as the **Hearing End Date and Time** using both the calendar and clock buttons.

Indicate which of the representing **lawyers** are in attendance.

Scroll down to **Hearing Outcome**.

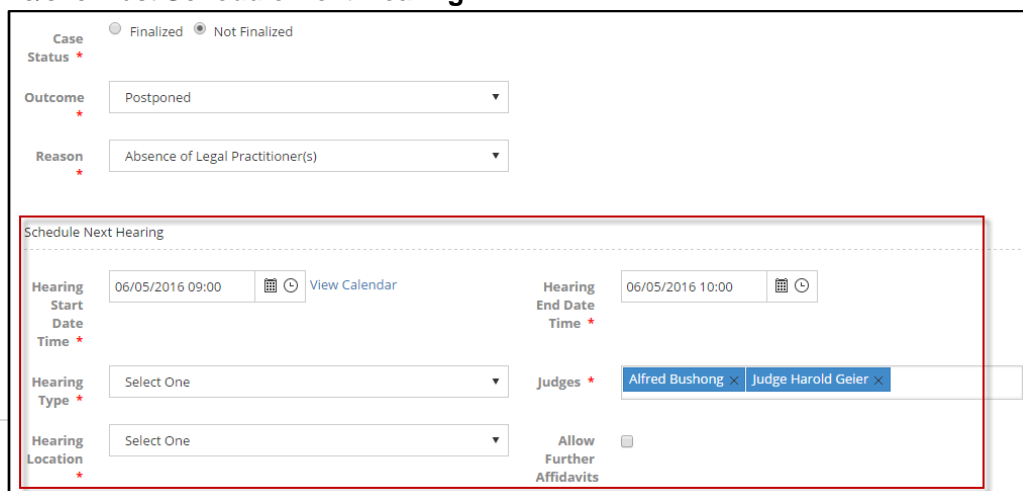


The screenshot shows the 'Hearing Outcome' section of a web form. It includes a 'Case Status' field with radio buttons for 'Finalized' and 'Not Finalized'. Below this are two dropdown menus: 'Outcome' and 'Reason', both currently set to 'Select One'. Red asterisks indicate required fields.

## Hearing Outcome

Select the appropriate **Case Status**.

- If the **Case Status** is **Finalized**:
  - a. Select **Remove From Roll** as **Outcome**. Wait a few seconds till the blue progress circle has stopped spinning.
  - b. Select a **Reason** from the drop-down list.
- If the **Case Status** is **Not Finalized**:
  - a. Select the appropriate hearing **Outcome** from the drop-down list. Wait a few seconds till the blue progress circle has stopped spinning.
  - b. Select a **Reason** from the drop-down list.
  - c. If the judge has selected **Postponed** or **Rule Nisi/Return Date** as the **Outcome**, he/she must **Schedule Next Hearing**.

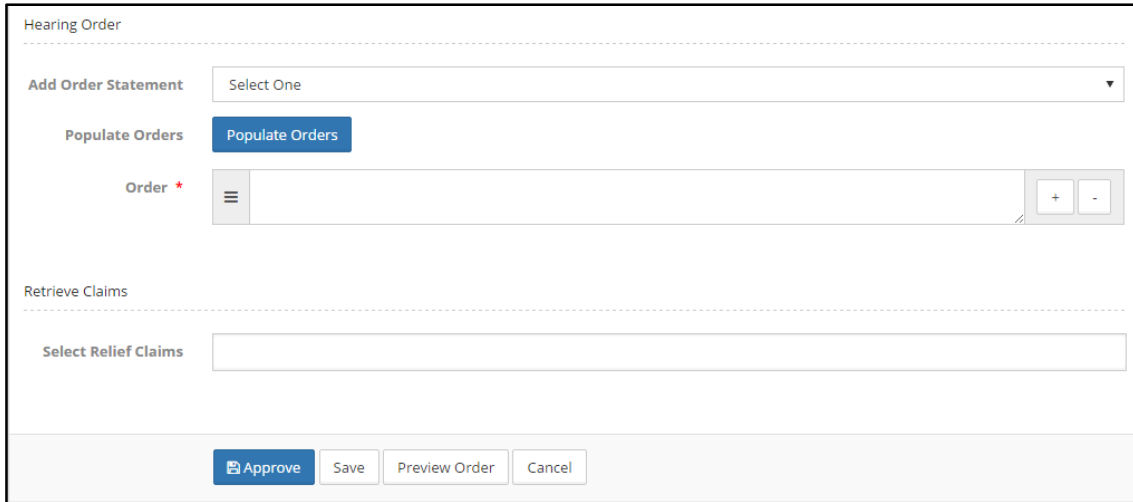


The screenshot shows the 'Hearing Outcome' and 'Schedule Next Hearing' sections. The 'Case Status' is 'Not Finalized'. The 'Outcome' is 'Postponed' and the 'Reason' is 'Absence of Legal Practitioner(s)'. The 'Schedule Next Hearing' section is highlighted with a red box and includes fields for 'Hearing Start Date Time' (06/05/2016 09:00), 'Hearing End Date Time' (06/05/2016 10:00), 'Hearing Type' (Select One), 'Hearing Location' (Select One), and 'Judges' (Alfred Bushong, Judge Harold Geier). There is also an 'Allow Further Affidavits' checkbox.

## Schedule Next Hearing

- d. Enter the required details for the next hearing.
- e. If the documents filed during the affidavit exchange are not sufficient, select **Allow Further Affidavits**.

## Case Plan Conference Hearing



The screenshot shows a web form titled "Hearing Order". At the top, there is a dropdown menu labeled "Add Order Statement" with "Select One" as the current selection. Below this is a blue button labeled "Populate Orders". Underneath is a section labeled "Order" with a red asterisk, containing a list view with a menu icon on the left and plus/minus icons on the right. Below the "Order" section is a section titled "Retrieve Claims" with a dashed line separator. Underneath is a text input field labeled "Select Relief Claims". At the bottom of the form are four buttons: "Approve" (with a checkmark icon), "Save", "Preview Order", and "Cancel".

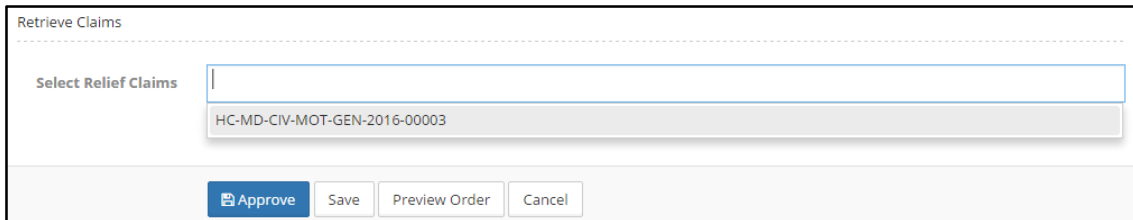
### Hearing Order

In **Hearing Order** section, select the required order from **Add Order Statement**.

Click **Populate Orders** to generate all the available orders for this **Hearing Outcome**.

Judge may add order, remove order, modify and sequence the orders if required.

In **Retrieve Claims** section, click **Select Relief Claims** box to select the case number, interlocutory number and execution number to view the related claims.



The screenshot shows a web form titled "Retrieve Claims". It features a text input field labeled "Select Relief Claims" with a dropdown menu below it. The dropdown menu is open, showing a single option: "HC-MD-CIV-MOT-GEN-2016-00003". At the bottom of the form are four buttons: "Approve" (with a checkmark icon), "Save", "Preview Order", and "Cancel".

### Retrieve Claims

**Selected numbers and their respective claims are listed as shown below.**

Click **Preview Order** to preview the properly-formatted order. The following screen will show.

Case Hearing Preview Order

**B I U** [text color] [background color] [bulleted list] [numbered list] [link] [unlink] [source code] [font size] [font color]

Format (inherited font) (inherited size) A [font color] [background color]

**CASE MANAGEMENT ORDER**

Having heard **FOUR LP**, on behalf of the Applicant(s) and **ALEXANDAR MAXWELL, SEVEN LP**, on behalf of the Respondent(s) and having held case management conference pursuant to rule 25 of the Rules of High Court of Namibia on **04<sup>th</sup> day of May 2016 at 17:01 PM**.

Having considered the report and submissions by the parties or their legal practitioners during the case management conference.

**IT IS ORDERED THAT:**

1. Case is postponed: Absence of Legal Practitioner(s)
2. Case is postponed: Absence of Legal Practitioner(s)
3. The case is postponed to 06/05/2016 09:00hrs for hearing.

**BY ORDER OF THE COURT**

Save & Close Close

### Preview Order

Judge will click on save & close button if he is satisfied with the case management order.

## File a Judgement


When a case has been finalized, Judge or Judge Secretary can file a judgment simply by scanning and uploading/transferring a scanned copy of the signed judgment/s from their computer to eJustice.

### To file a judgment:

Go to **Case Management -> All Cases**. Search and select the appropriate finalized case.

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
john tan vs kerry lai	HC-MD-CIV-MOT-GEN-2016-00001	Motion - General (High Court)	Hearing	12/04/2016	13/04/2016 13:54	
Electricity Board vs Martha Tombuki	HC-MD-CIV-MOT-GEN-2016-00002	Motion - General (High Court)	Finalized	12/04/2016	22/04/2016 15:04	
Varen industries vs tracy whitney	HC-MD-CIV-MOT-GEN-2016-00003	Motion - General (High Court)	Hearing	12/04/2016	05/05/2016 13:42	
Tin & Till vs Lisa Ray	HC-MD-CIV-MOT-GEN-2016-00004	Motion - General (High Court)	Judge Assignment	14/04/2016	13/04/2016 17:06	
Dako vs Sarah Morey		Motion - General (High Court)	Draft		13/04/2016 11:15	
Dias vs hal Pal	HC-MD-CIV-ACT-CON-2016-00001	Action - Contract (High Court)	Judge Assignment	14/04/2016	14/04/2016 13:14	

### Case List

Click the  icon corresponding to the case. The case summary is displayed.

Home / Case Management / All Cases

Summary Information

Ad-hoc Task **File Judgement** In-Camera

Case No HC-NLD-CIV-MOT-GEN-2016/00012

Case Title Alex Lee vs Construction Case Type Motion - General (High Court)

Status Finalized Assigned Judge Maphios Cheda

Filed By LP 101 Filed By LawFirm Aingura Attorneys

**Applicants**

Party Name	Instructing LP
Alex Lee	LP 101 (Aingura Attorneys)

**Respondents**

Party Name	Instructing LP
Construction	Ndumba Thim (Shakumu & Associates Inc.)

### Case Summary Information

Click **File Judgement**. The **Search Case** page is displayed.

Case Ad-hoc Filing Form

1 Search Case 2 Documents

Search Case

Case No. HC-NLD-CIV-MOT-GEN-2016/00012

Case Information

Case No. HC-NLD-CIV-MOT-GEN-2016/00012

Case Title Alex Lee vs Construction

Case Type Motion - General (High Court)

Status Finalised

Assigned Judge Mapfhozi Cheda

Filed By LP 101

Filed By Law Firm Aingura Attorneys

Applicants

Party Name	Instructing LP
Alex Lee	LP 101 (Aingura Attorneys)

Respondents

Party Name	Instructing LP
Construction	Ndumba Thim (Shakuma & Associates Inc.)

Previous Cancel Next

© Justice © 2016 (Rev. 1.0.13.M7)

## Search Case

Click **Next** to file judgement/s.

Case Ad-hoc Filing Form


1 Search Case 2 Documents

Documents

Filename	Type	Description	Uploaded By	Serve On	File On
No items to display					

Previous Cancel Submit

## Documents

Click  to attach a document.

Add Document

Group \*  
Judgement

Type \*  
Select One

Description

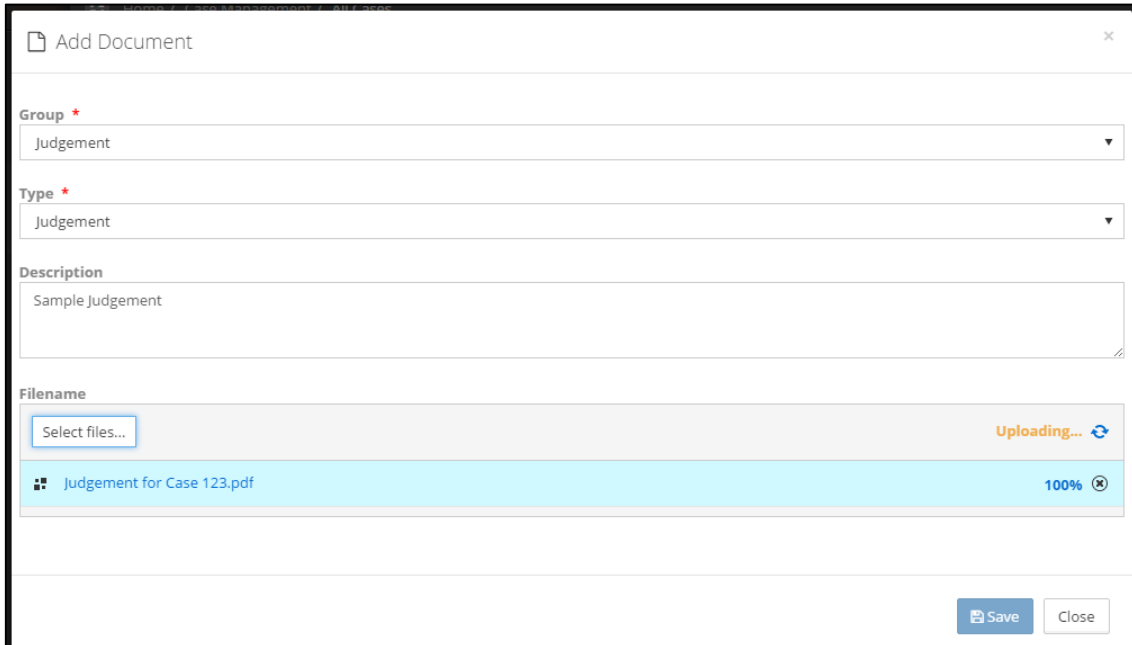
Filename  
Select files...

Save Close

## Add Document



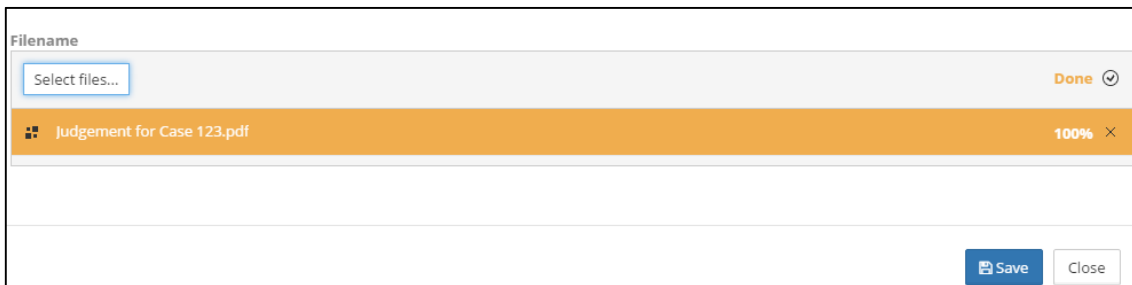
Select the **Group** and **Type** of the supporting document. To file a judgement, the **document group** and document **type** should both be **Judgement**.



The screenshot shows a web form titled "Add Document". It has the following fields and elements:

- Group \***: A dropdown menu with "Judgement" selected.
- Type \***: A dropdown menu with "Judgement" selected.
- Description**: A text area containing "Sample Judgement".
- Filename**: A section containing a "Select files..." button, an "Uploading..." status indicator with a refresh icon, and a file entry for "Judgement for Case 123.pdf" with a "100%" progress indicator and a close icon.
- At the bottom right, there are "Save" and "Close" buttons.

#### Uploading/Transferring Document to eJustice

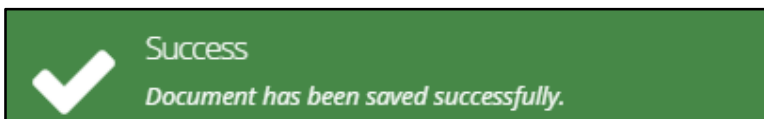


This screenshot shows the "Filename" section of the form after the upload is complete. It includes:

- A "Select files..." button.
- A "Done" status indicator with a checkmark icon.
- A file entry for "Judgement for Case 123.pdf" with a "100%" progress indicator and a close icon.
- "Save" and "Close" buttons at the bottom right.

#### File uploaded/transferred to eJustice

Click **Save**. Following success message will be displayed and the attached document will be listed as shown below.



#### Success Message

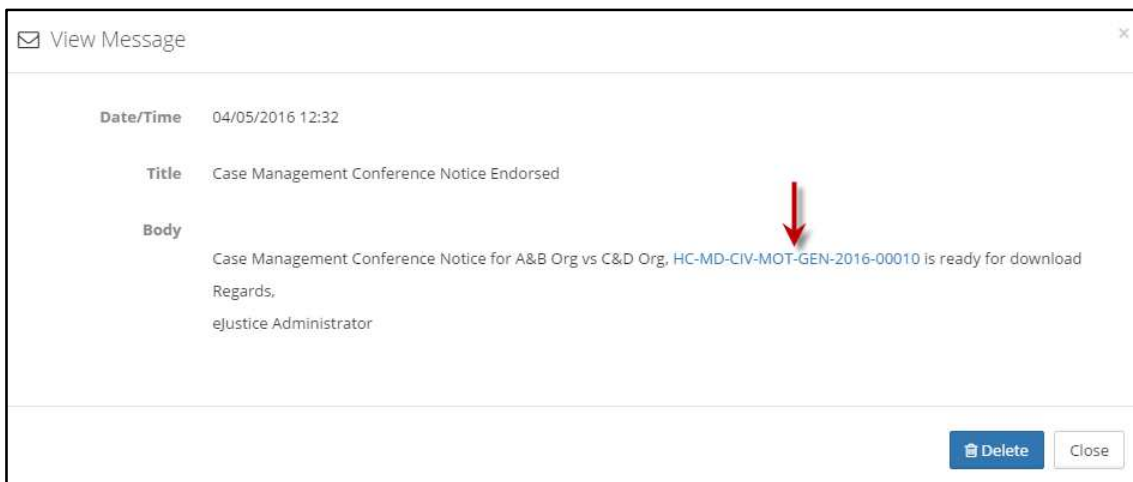
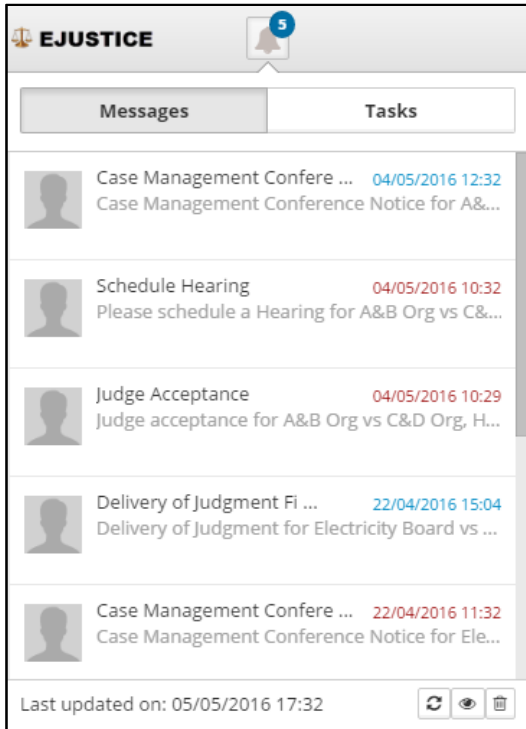
## Notifications and Tasks

The system automatically sends [notification messages](#) to the judges, Legal Practitioner or Registrar regarding assigned cases and [pending tasks](#).

### View Notification Messages

---









*To view notification messages:*






### View and Complete Pending Tasks

---

Depending on a case status, there are different tasks that are to be completed by the judges for the case to proceed further.

Messages	Tasks
	Case Management Confere ... 04/05/2016 12:32 Case Management Conference Notice for A&...
	Schedule Hearing 04/05/2016 10:32 Please schedule a Hearing for A&B Org vs C&...
	Judge Acceptance 04/05/2016 10:29 Judge acceptance for A&B Org vs C&D Org, H...
	Delivery of Judgment Fi ... 22/04/2016 15:04 Delivery of Judgment for Electricity Board vs ...
	Case Management Confere ... 22/04/2016 11:32 Case Management Conference Notice for Ele...
Last updated on: 05/05/2016 17:37	
  	

### Pending Task Notification

Messages	Tasks
<p><b>HC-MD-CIV-MOT-GEN-2016-00004</b> <i>Judge Reassignment for Tin &amp; Till vs Lisa Ray</i></p> <p>Judge Reassignment</p> <p>Last updated on: 14/04/2016 17:19</p> <p>Due Date: 22/04/2016 16:00</p>	
Last updated on:	
  	

### Pending Task

**Send Nominations by April 13 to [nacm@ncsc.org](mailto:nacm@ncsc.org)**

**For questions regarding the NACM Court Technology Solutions Awards, please contact Kevin  
J. Bowling at [kbowling@miottawa.org](mailto:kbowling@miottawa.org)**