# Legal Case Management System

Introduction

The module captures the entries of total legal cases, hearings of the given University and maintains a track for the same along with its graphical representation.

When we launch the portal, LCMS appears in the dropdown of Governance Section.

Legal Dashboard

In this dashboard, Admin can access **Manage legal and Lawyers**. Admin can **View** and **Update** the total cases, hearing this week, hearing next week, in favour and against cases, and its graphical representation.

This section gives us an overview of all the legal cases of all the departments.
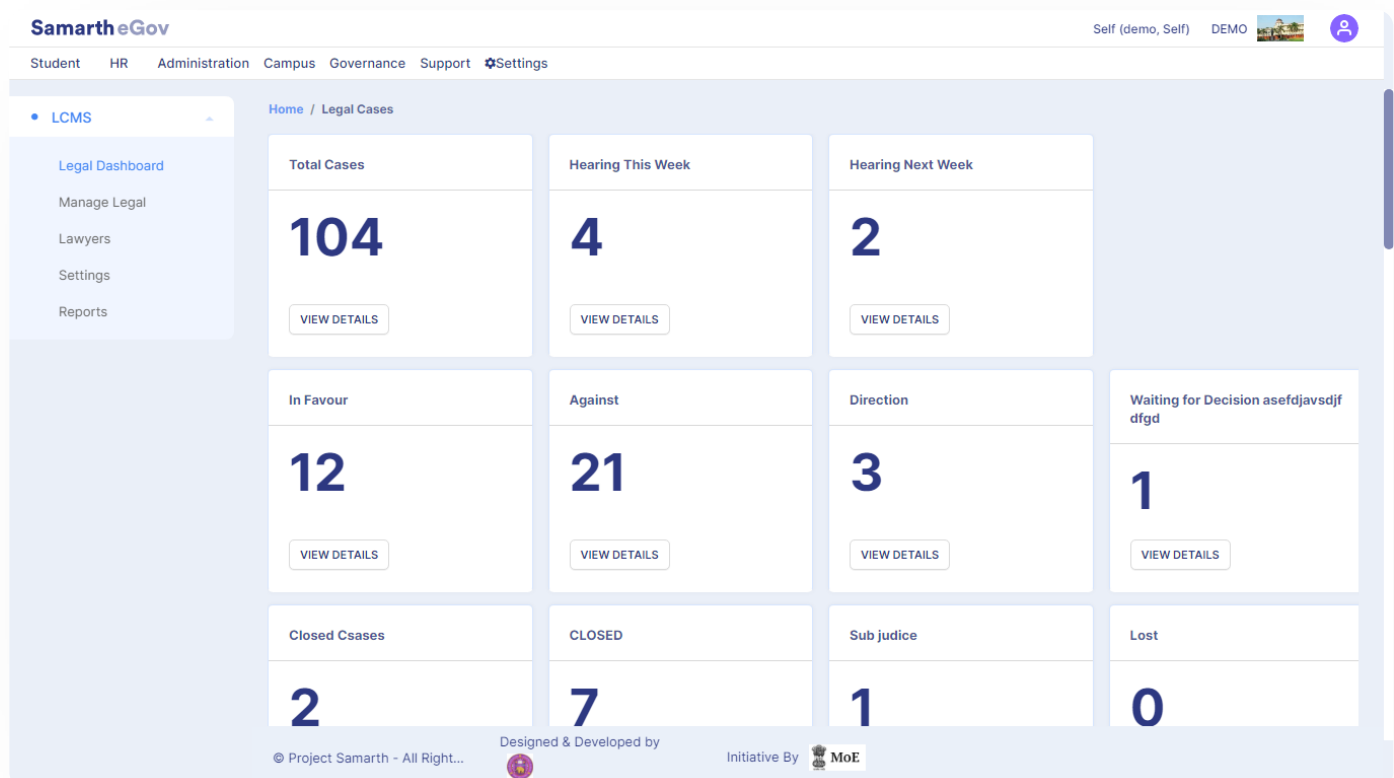
- **Total Cases**

- **Hearing this week**

- **Hearing next week**

- **All the case status configured in the settings section**

- **Disposed cases**

- **Cases by Court (graphical representation)**

Total Cases

This section manages all the legal cases of the University.

Clicking on **View details** will provide all the legal case details.
To add new cases, click on the **Add Case** button.

Hearing This Week

It will filter out the case hearings scheduled for the present week from the total cases.

Click on **View details,** it will provide all the legal case details, scheduled for the present week. Also, we will be able to search any specific case details quickly by entering the details in respective search boxes.

Hearing Next Week

It will filter out the case hearings scheduled for the next week from the total cases.

Clicking on **View details** option will provide all the legal case details scheduled for next week. Also, we will be able to search any specific case details quickly by entering the details in respective search boxes.

All case status configured in the settings

Clicking on **View details** option will provide all the legal cases according to the status. Also, we will be able to search any specific case details quickly by entering the details in respective search boxes.

Cases by Court

This section graphically represents number of cases by respective courts in the organization.

Cases by Type

This section graphically represents cases by its **type** like civil cases, criminal cases, etc. and total number of cases.

Manage Legal

This section will provide a list of all the Legal Cases. We can search for cases with the help of search boxes provided under all the fields with the required details.

Also, we will be able to add cases by clicking on Add Cases.

Click on Add Details, the form to add a new case will appear as follows. Enter the details of Case Number, Court, Case Title, Assigned To, Subject, Case Brief, Date Of Disposal, Case Status, Judgement Document Link, Remarks and Click on Submit.

We can update the Legal Cases by clicking on the **Edit Link** given against the Legal Case in the list.

To view hearing details and Judgement documents of Legal Case and update the Next hearing Details , click on the View link against the Legal case in list. To view and add new hearing details click on the hearing details button.

To add **New Hearing** fill all the required details and submit it. Case hearing details are shown at the bottom of the page.

To View and Update Hearing Details, click on the **Edit link** against the hearing detail.

To view Judgement documents, click on hearing details button.

Lawyers

Add New Lawyers' Details and filling in the required details.

Settings

Setting consists of three sub-sections:-

- **Courts**

- **Case Status**

- **Types of Cases**

- **Court Type**

a) Courts

To view settings of courts, click on **Settings/Gear icon** in Action column.

Click on the **View** icon to View Details of all the courts. Click on the **Update** icon to update existing court details. To add a new court, click on the **New Court** option on the top right of the page and fill in the following details:

- Short Code

- Name

- Status (Select from drop-down for Active/Inactive)

- Court Type (Select from drop-down)

b) Case Status

In the Case Status section all the types of cases whether they are in In-favour, Against or Pending with their active and inactive status will be listed.

In the Type of Cases section all subcategories of cases types like civil cases, criminal cases, etc. with their active and inactive status will be listed.

d) Court Type

In the Court Type section all the court type with their active and inactive status will be listed. Here you can add , view and update the details of court type.

Reports

The *legal_admin* can generate a report of all the cases filed in the court and all hearings of case based on the following filters namely:

- Case Number

- Reference File Number

- Branch\Section

- Court

- Type of Case

- Party Type

- Year

- Lawyer

- Assigned To

- Case Status

- Date of Filing

- Date of Disposal

- Hearing Date

We can generate a report by clicking on **Fetch Detail** button.

We can export the report in the form of CSV by clicking on **CSV** button.

We can copy the report data by clicking on **COPY** button.

We can download the pdf of the report by clicking on **PDF** button.

Annexure

Roles in Legal Management System

Role Name	Description
legal_admin	This role is to be provided to the person from the University who handles the legal cases registered in the University.
legal_data_entry_operator	This role is to be provided to the person from the University who inserts the legal details under the supervision of Legal Admin.
legal_admin_view	This role can only view the legal case registered in the University.

Diagrams

Legal Activity Diagram

Legal Use Case Diagram

Legal Case Management System

External Resources

📽 Module Training Video ⌕

✏ Edit this page

Samarth

DATA MANAGEMENT

Content Federation System System

Minutes Resolutions Archive Retrieval System

University Web Portal - Technical Document

EMPLOYEE SERVICES

Career Advancement Scheme

Employee Management - Admin

Employee Management - Non Teaching

Employee Management - Teaching

Knowledge

Leave Management System

ToT Management

GOVERNANCE

Affiliation Management

Estate Management System

File Management & Tracking System

Inventory Management System

IT Service Desk

Legal Case Management System

Residence Alloaction (E-housing)

RTI Management System

RECRUITMENT

Recruitment Management (Candidate Portal) - Non-Teaching

Recruitment Management (Candidate Portal) - Teaching

Screening Process of Non-Teaching Recruitment

Recruitment Management System (Teaching) - Admin Portal

UNIVERSITY FACILITY

Core Communication System

Essential Services

Grievance Management

Health Management System

Security Management System

Sports Management System

Transport Management System

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