



Bundelkhand University, Jhansi

**User's Guide
Legal & Court Case Module**

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Login to University Management System

- Open University Management System by typing https://ums.bujhansi.org/bujhansi_lms in browser
- Login page will be open, as given below:

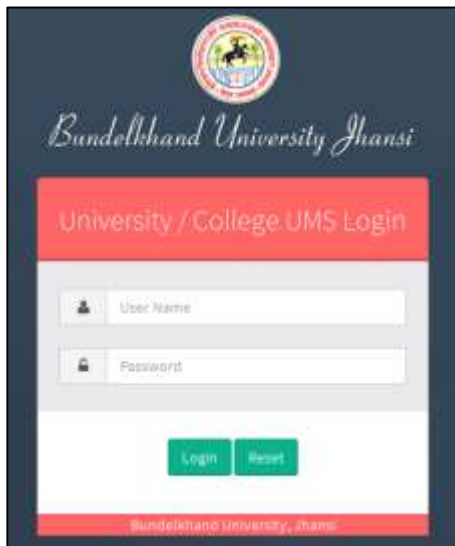


Image: University/College UMS Login Screen

- Type your User Name and Password and click *Login* button
- The University Management System will open, the interactive screen is given below:

University Management System Interactive Screen Views

“There are two views of University Management System; you may switch views by clicking icon red arrowed in below screen”



Image: University Management System Screen View-1



Image: University Management System Screen View-2

Open Legal & Court Case Module

- From View-1
 - Move the scrollbar (A) from View-1 Screen, to navigate all icons of University Management System.
 - Click on Legal & Court Case icon to open Legal & Court Case Module
- From View-2
 - Click on Legal & Court Case box (B) to open Legal & Court Case Module
- This will open Legal & Court Case Module as given below

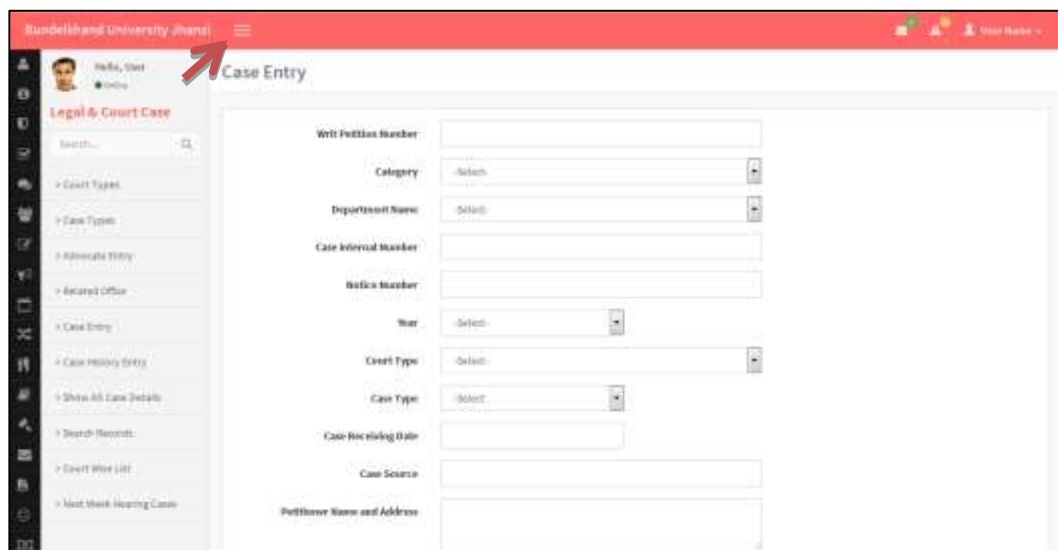


Image: Legal & Court Case Module Screen

“Normally the menu will be shown vertically left side of screen, you may show/hide menu bar by clicking icon red arrowed in above screen”

Menus of Legal & Court Case Module

Menu	Function
Court Types	Court Entry
Case Types	Cases Running According to Court
Advocate Entry	Advocate Entry
Related Office	Related Office Entry
Case Entry	Case Entry
Case History Entry	Case Hearing Entry
Show All Case Details	View and Filter Cases
Search Records	Search and Filter Cases
Court Wise List	View Court Wise List of Cases
Next Week Hearing Cases	Cases of which hearing is in next week or between given date

Court Types

This is a master category menu, used to view all saved Court Types as well as to insert/update/delete Court Types. The screen is given below:

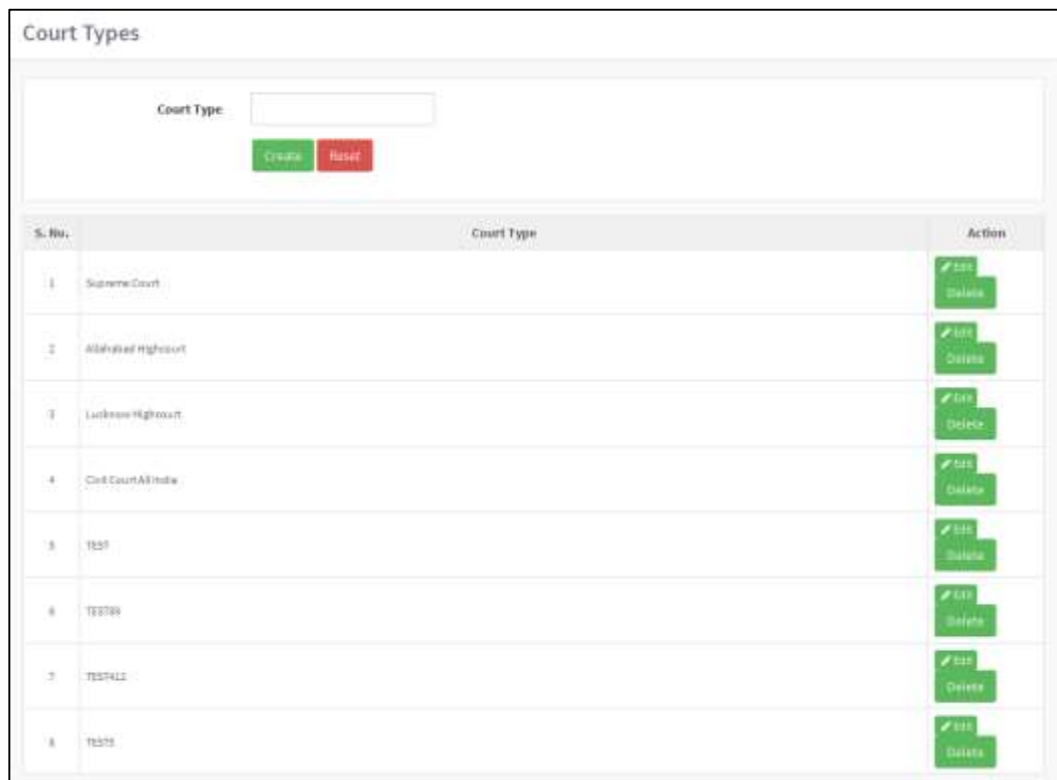


Image: Court Types Screen

- **Adding New Court Type:**
 - Type Name of New Court in Court Type text box and click Create button to add or Reset button to cancel this operation
 - A confirmation message will be prompted “Record Saved Successfully”, click OK

- **Editing an Existing Court Type:**
 - Click on Edit button from Action column given in front of Court Name you want to edit, the Court Type Name will appear in Court Type text box
 - Change the name and click Update button, to save the changes or Reset to cancel this operation
 - A confirmation message will be prompted “Record Saved Successfully”, click OK
- **Deleting an Existing Court Type**
 - Click on Delete button from Action column given in front of the Court Type you want to delete
 - A confirmation message will be prompted “Are you sure? You want to delete”, click OK to Delete or Cancel to cancel this operation
 - After clicking OK, a confirmation message will be prompted “Record Deleted Successfully”, click OK

Case Types

This is a master category menu, used to view all the saved Case Types under a Court Type as well as insert/update/delete Case Types. The screen is given below:

S.No.	Court Name	Case Type	Action
1	Allahabad Highcourt	Test Case1	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
2	Supreme Court	Test Case1	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
3	Ludhiana Highcourt	Test Case1	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
4	Civil Court All India	Case Type-1	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
5	Supreme Court	Test Case111111	<input type="checkbox"/> Edit <input type="checkbox"/> Delete
6	Supreme Court	Test Supreme	<input type="checkbox"/> Edit <input type="checkbox"/> Delete

Image: Case Types Screen

“A Case Type must be mapped with a Court Type, so during the insert and edit operation, be sure about the Court Type of Case Type.”

- **Adding New Case Type:**
 - Select a Court Type from Court Name drop-down list
 - Type name of new Case Type you like to add
 - Click on create button to add or Reset button to cancel this operation
 - After create, a confirmation message will be prompted “Record inserted successfully”, click OK

- **Editing an Existing Case Type**
 - Click on Edit button from Action column given in front of the Case Type you like to edit
 - Select Court Type from Court Type drop-down list or change the name in Case Type text box
 - Click Update button to save changes or Reset to cancel this operation
 - A confirmation message will be prompted “Record Updated successfully”, click OK
- **Deleting an Existing Case Type:**
 - Click Delete button from Action column given in front of the Case Type you want to delete
 - A confirmation message will be prompted “Are You sure? You want to delete”, click OK to delete or cancel to cancel this operation
 - A confirmation message will be prompted “Record Deleted successfully”, click OK

Advocate Entry

Advocate Entry is a master category menu, used to view all saved Advocates as well as insert/update/delete saved advocate. The screen is given below:

Advocate Entry

Name:

Address:

Mobile Number:

Email:

S. No.	Name	Address	Mobile Number	Email	Action
1	Rajesh	Nil	9876543210	RajeshSingh@gn	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
2	Anand Swamy	Jankipuram Lucknow	9876543210	anand1234@gmail	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
3	Mr. Ram Prasad Maurya	Sadar Market Jhansi	988653214	rpm@gmail.com	<input type="button" value="Edit"/> <input type="button" value="Delete"/>
4	Ram Singh Yadav	Ganghar Doria Jhansi	9876543210	ramsingh@gmail	<input type="button" value="Edit"/> <input type="button" value="Delete"/>

Image: Advocate Entry Screen

- **Adding New Advocate Entry**
 - Enter Name, Address, Mobile Number and Email in text boxes
 - Click Save to save entry and Reset to cancel this operation
 - After clicking Save, a confirmation message will be prompted “Record saved successfully”
 - Click OK

- **Editing an Existing Advocate Entry**
 - Click on Edit button from Action column given in front of Name of Advocate Entry you want to edit
 - Change the value you want to change from the text box
 - Click Update to save changes or Reset to cancel this operation
 - After clicking update, a message box will be prompted “Record updated successfully”
- **Deleting an Existing Advocate Entry**
 - Click Delete button from Action column given in front of the Advocate Entry given in front of the Advocate Entry you want to delete
 - A confirmation message will be prompted “Are you sure? You want to delete”
 - Click OK to delete or Cancel to cancel the current operation
 - After clicking OK, a message box will be prompted “Record deleted successfully”, click OK

Related Office

This is a master category menu, used to view all saved offices related to cases as well as inset/update/delete an existing entries. The screen is given as below:

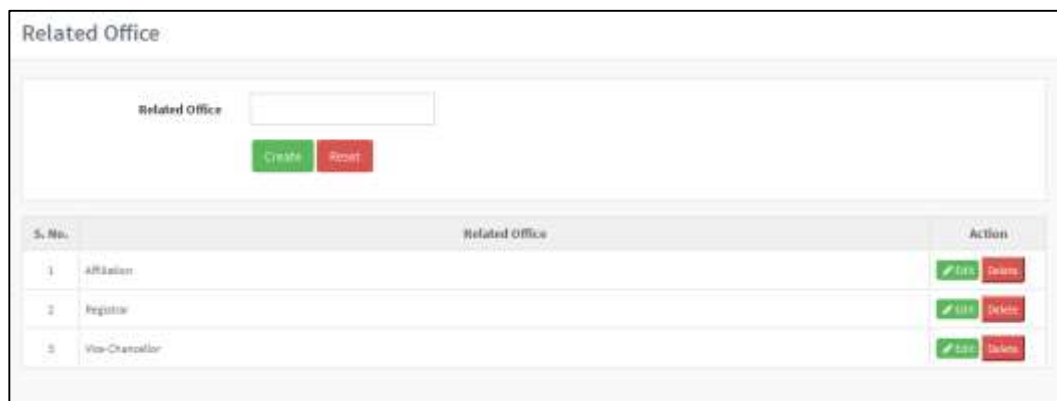


Image: Related Office Screen

- **Adding New Related Office**
 - Enter related office name in text box
 - Click on Create button to save this related office or Reset to cancel this operation
 - A message box will be prompted “Record inserted successfully”
 - Click OK

- **Editing an Existing Related Office**
 - Click Edit button from Action column given in front of the Related Office you want to edit
 - Change name of related office from the text box
 - Click Update to save changes or Cancel button to cancel this operation
 - After clicking Update, a confirmation message will be prompted “Record updated successfully”, click OK

- **Deleting an Existing Related Office**
 - Click on Delete button from the Action column given in front of the Related Office you want to delete
 - A confirmation message will be prompted “Are you sure? You want to delete”, click OK to delete or Cancel to cancel this operation
 - A confirmation message will be prompted “Record deleted successfully”, click OK

Case Entry

This is transaction related menu, used to enter new Case Entry. The screen is given below.

Field Description of Case Entry

Field Name	Description
Writ Petition Number	Enter Writ Petition Number of Case
Category	Select Category of Case viz. A, B, C or D
Department Name	Select Department Name
Case Internal Number	Type Case Internal Number
Notice Number	Type Notice Number
Year	Select Year
Court Type	Select Court Type
Case Type	Select Case Type
Case Receiving Date	Type Case Receiving Date
Case Source	Type Case Source
Petitioner Name and Address	Type Petitioner Name and Address
State	Select State of Petitioner
Petitioner District	Select District of Petitioner
Petitioner Detail	Type Petitioner Detail
Advocate Name	Select Advocate for this Case
Related District Name	Select Related District Name
Related to	Select Related Office Name
Status	Select Status of Case
Office Letter Number	Type Office Letter Number
Summary	Type Summary of Case

Case Entry

Writ Petition Number	<input type="text"/>
Category	<input type="text" value="-Select-"/>
Department Name	<input type="text" value="-Select-"/>
Case Internal Number	<input type="text"/>
Notice Number	<input type="text"/>
Year	<input type="text" value="-Select-"/>
Court Type	<input type="text" value="-Select-"/>
Case Type	<input type="text" value="-Select-"/>
Case Receiving Date	<input type="text"/>
Case Source	<input type="text"/>
Petitioner Name and Address	<input type="text"/>
State	<input type="text" value="-Select-"/>
Petitioner District	<input type="text" value="-Select-"/>
Petitioner Detail	<input type="text"/>
Advocate Name	<input type="text" value="-Select-"/>
Related District Name	<input type="text" value="-Select-"/>
Related To	<input type="text" value="-Select-"/>
Status	<input type="text" value="-Select-"/>
Office Letter Number	<input type="text"/>
Summary	<input type="text"/>

Image: Case Entry Screen

Case History Entry

This is a transaction category menu, used to enter hearing details of a case. The screen is given below:

Image: Case Entry Screen

- **Enter new Hearing Details of a Case**
 - Enter Writ Petition Number in text box to search
 - Details of case of this writ petition number will be displayed
 - To print last hearing detail click on Print Last Hearing Report button

Field Description of Case History Entry

Field Name	Description
Writ Petition Number	Every hearing will be related to a case Writ Petition Number, to enter hearing details, type the writ petition number first
C.A. Date	Type C.A. Date
R.A. Date	Type R.A. Date
Hearing Details	Type hearing details
Other Details	Type other details
Justice Details	Type justice details
Justice Status	Select justice status
Responsible Person Name	Type name of responsible person
Mobile Number	Type mobile number of responsible person
Related Officer's Name	Type name of officer
Related Officer's Mobile Number	Type mobile number of officer
Next Hearing Date	Type next hearing date
Upload Order Copy	Upload pdf/jpg format copy of order copy

- **Editing an Existing Hearing Detail of a Given Writ Petition Number**
 - When you type a Writ Petition Number, all the history of hearing details will be viewed into a grid below the screen as given below.

- To edit a hearing detail click on Edit button from Action column given in front of the hearing detail you want to edit
- A confirmation message will be prompted “Are you sure? You want to edit”, click OK
- All the details will be displayed in form, change fields you want to edit
- Click Update button to save changes or click Reset button cancel this operation
- After update, a confirmation message will be prompted “Record updated successfully”, click OK

Case History ID	Court Case No	C.A. Date	S.A. Date	Related Case	Respondent Petition	Subcase	Next Hearing Date	Action
1 818	27	03-10-2014	02-10-2014	Mr. Arun Kumar Mishra	Akhlesh Kumar	Rajgadh	07-10-2014	Edit Delete
2 829	27	10-01-2014	10-02-2014	Mr. Arun Kumar Mishra	Akhlesh Kumar	Rajgadh	10-02-2014	Edit Delete

Image: Case History Grid Screen

- **Deleting an Existing Hearing Detail of Given Writ Petition Number**
 - Click on Delete button from Action column given in front of the hearing detail you like to delete from hearing detail Grid View
 - A confirmation message will be prompted “Are you sure? You want to delete”, click OK to delete or Cancel to cancel this operation
 - After deleting a confirmation message will be prompted “Record deleted successfully”, click OK

Show all Case Details

This is view/report category menu, used to view/edit/print Case details. The screen is given below:

S. No.	Writ Petition Number	Category	Year	Notice Number	Case Type	Court Type	Case Source	Case Receiving Date	Petitioner Name and Address	Status	Edit	Delete	Print
1	1112120417	C	2014	10002225	Test Case	Supreme Court	Test Source	01/10/2014	110220	Incomplete			
2	092496	B	2014	100211	Test Case	Supreme Court	Test Source	04/10/2014	TEST	Incomplete			
3	062780	A	2014	10002223	Test Case	Supreme Court	Test Source	04/10/2014	TEST	Incomplete			
4	000001	B	2014	100027047	Test Case	Allahabad Highcourt	Test Source	05/10/2014	Test	Incomplete			
5	000001	B	2014	10002221	Test Case	Supreme Court	Test Source	01/10/2014	Test	Incomplete			
6	000040	A	2014	10002221	Test Case	Allahabad Highcourt	gfh	10/10/2014	gfhg	Complete(According to Order)			
7	10002014	A	2014	10002221	Test Case	Allahabad Highcourt	from University	01/10/2014	Vijal Shivastava	Incomplete			

Image: Case Details Screen

Here you can view all case details as well as edit/delete or print the case details

- To edit case detail click on Edit button, this will open a new window to edit case details information
- To delete case detail click on Delete button, this will delete that particular case
- To print click on Print button to generate pdf report of that case

Search Records

This is view/report category menu, used to search/view all cases/based on search criteria. The screen is given below:

Search Cases
Print Report

<p>Writ Petitioner Number <input style="width: 100%;" type="text"/></p> <p>Year <input style="width: 100%;" type="text" value="-Select-"/></p> <p>Court Type <input style="width: 100%;" type="text" value="-Select-"/></p> <p>Subject To <input style="width: 100%;" type="text" value="-Select-"/></p>	<p>Notice Number <input style="width: 100%;" type="text"/></p> <p>Petitioner District <input style="width: 100%;" type="text" value="-Select-"/></p> <p>Case Type <input style="width: 100%;" type="text" value="-Select-"/></p> <p>Status <input style="width: 100%;" type="text" value="-Select-"/></p>
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View
Reset

S. No.	Writ Petition Number	Notice Number	Year	Case Type	Court Type	Case Source	Case Receiving Date	Petitioner Name and Address	Status	
1	Test Writ Petitioner Number	Test Notice Number	2014	Test Case1	Supreme Court	Test Source	01/10/2014	Test Petitioner Name and address	Incomplete	Q View
2	000705	074822	2014	Case Type-2	Dist Court All India	Test Source	03/13/2014	000705	Complete (According to Order)	Q View
3	Test Writ Petitioner Number123	Test Notice Number123	2014	Test Case1	Supreme Court	Test Source123	10/08/2014	TEST	Incomplete	Q View
4	02130130403	208802025	2014	Test Case1	Supreme Court	Test Source	01/18/2014	025238	Incomplete	Q View
5	0024056	230211	2014	Test Supreme	Supreme Court	Test Source	04/10/2014	TEST	Incomplete	Q View
6	000008	545	2012	Test Case1	Allahabad Highcourt	gfhg	15/10/2014	gfhg	Complete (According to Order)	Q View
7	454540	545	2012	Test Case1	Allahabad Highcourt	gfhg	15/10/2014	gfhg	Complete (According to Order)	Q View
8	123456	54	2013	Test Case1	Allahabad Highcourt	Case Source	15/10/2014	Address	Complete	Q View
9	0027183	208802113	2014	Test Case1	Supreme Court	Test Source	04/10/2014	TEST	Incomplete	Q View
10	000003	2088027587	2014	Test Case1	Allahabad Highcourt	Test Source	03/13/2014	fafaf	Incomplete	Q View
11	0024055	0	2014	Test Case1	Supreme Court	gfh	10/10/2014	gfh	Complete (According to Order)	Q View
12	000000	20880221	2014	Test Case1	Supreme Court	Test Source12344	03/13/2014	gfh	Incomplete	Q View
13	000040	gfhgfh	2014	Test Case1	Allahabad Highcourt	gfhg	10/10/2014	gfhg	Complete (According to Order)	Q View
14	007442014	15faw	2014	Test Case1	Allahabad Highcourt	Test Source	03/13/2014	gfhg	Incomplete	Q View

Image: Search Cases Screen

Field Description of Search Records:

Field Name	Description
Writ Petition Number	Type writ petition number to search case related to this writ petition number
Notice Number	Type Notice Number to search cases related to this notice number
Year	Select year drop-down list to include into search criteria
Petitioner District	Select petitioner district drop-down list to include into this search criteria
Court Type	Select court type drop-down list to include into this search criteria
Case Type	Select case type drop-down list to include case type into search criteria
Subject to	Select subject drop-down list to from drop-down list to include into search criteria
Status	Select status drop-down list to include into search criteria

Court Wise List

This is view/report category menu, used to view/print Court Wise List of cases between given dates. The screen is given below:

Image: Court Wise List Screen

Field Description of Court Wise List

Field Name	Description
From Date	Type date to include search start from in search criteria
To Date	Type date to include search end up to in search criteria
Court Name	Select court name to include in search
Case Name	Select case type to include in search criteria

Next Week Hearing Cases

This is view/report category menu, used to view/print list of cases of which hearing will fall into next week or between given dates. The screen is given below:



Next Week Hearing Cases

Print

From Date: 31/10/2014

To Date: 07/11/2014

View Reset

No Record found

Image: Next Week Hearing Cases Screen

By default the next week dates automatically taken by the application, but you may type date in From Date and To Date to view list of cases of which hearing falls between given dates.

To generate pdf file, for printing purpose of same list, click on print button.