

eLitigation System Training Manual



Bhutan

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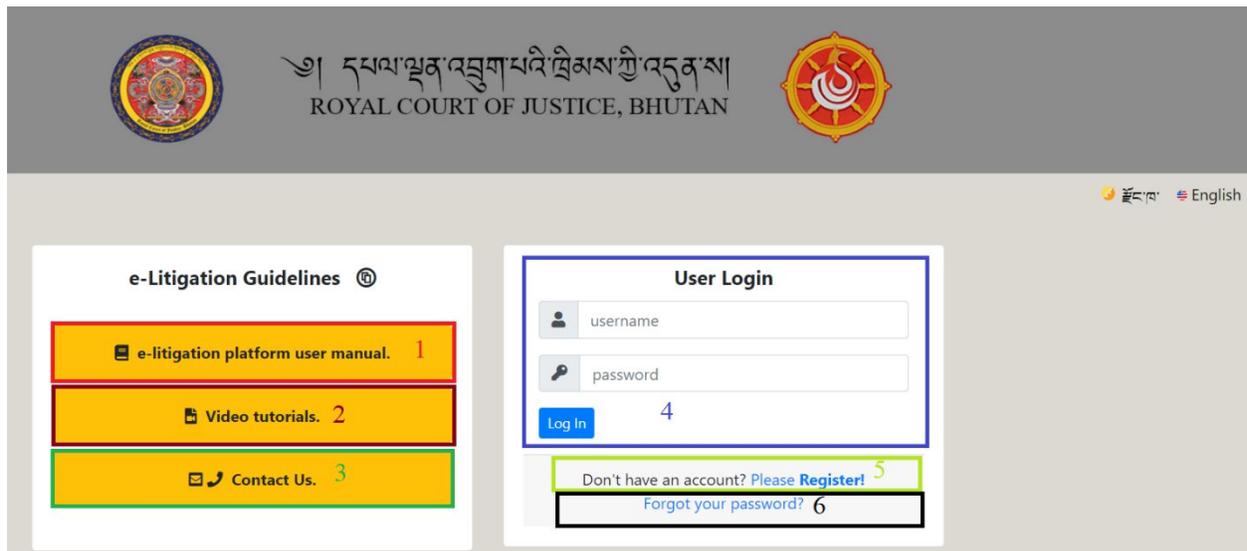
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1. Case Statistics in Brief – Brief of case statistics as captured in the case management system like Total Civil Cases Registered, Total Criminal Cases Registered, Total Cases Decided, Total Cases Appealed, Percentage of Cases Decided.
2. Option for the eLitigation Users (Registered Parties and Court Users) to login and access the system based on the role. Court Users will have to navigate Case Management System and other parties will have to navigate to Click here to go to E-Litigation Platform.
3. Court Announcement will show the announcements posted in the eLitigation System or link to the judiciary website. This is linked to Judiciary Website.
4. Option to change language to Dzongkha.
5. Option to change language to English.

3. eLitigation Platform

To submit case information online, users are required to navigate to “Click here to go to E-Litigation Platform”. Following page is provided.



1. E-Litigation Platform User Manual – Provides the user manual on how to use the eLitigation Platform.
2. Video tutorials – video tutorials on how to use the eLitigation platform can be posted here and users can access the materials.
3. Contact Us – Contact information of office and officials who can provide information on the eLitigation platform.
4. User Login – Those users who have already registered can continue to login by entering correct user credentials.
5. Register – Those who have not created an account in the eLitigation platform need to register using this link.
6. Forgot Password – Provision to request for password change.

4. Party Registration

If already not registered follow the link “Please Register” link on the eLitigation platform. Following page is provided.



1. Bhutanese – Option for Bhutanese Individuals to register in the eLitigation Platform. CID is mandatory in this option.
2. Non-Bhutanese – Option for non-Bhutanese individuals to register in the eLitigation Platform.
3. Lawyer – Option for Lawyers to register in the eLitigation Platform.
4. Organization – Option for organizations (e.g. government agencies, corporations, private companies) to register in the eLitigation platform.

4.1. Registration of Bhutanese Individual

- a. <https://cms.judiciary.gov.bt> Click here to go to eLitigation Platform Please Register Bhutanese. Following registration form is provided.

- b. Bhutanese individuals can enter CID to get details from Department of Registration and Census. Name, Gender, Date of Birth, Thram No., House No., Village, Gewog, Dungkhag (if applicable) and Dzongkhag Details is fetched from Bhutan Civil Registration and Census System. Enter CID and click **Continue** Button.
- c. Defined details are fetched from DCRC and option to update current address information is provided.

Name:	Gender:	DOB:
Sonam Tobgay	M	12/09/1987
Thram Number:	House Number:	Village:
307/255	Kha-5-425	Sinchula
Gewog:	Dungkhag:	Dzongkhag:
Darla		Chukha

Occupation

Email ID*

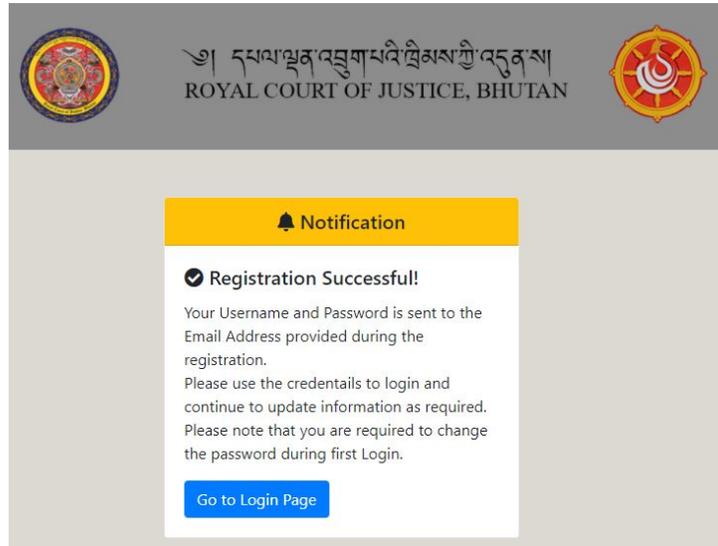
Mobile No.*

Alternate Mobile No.*(Contact of a person through which you can be reached)

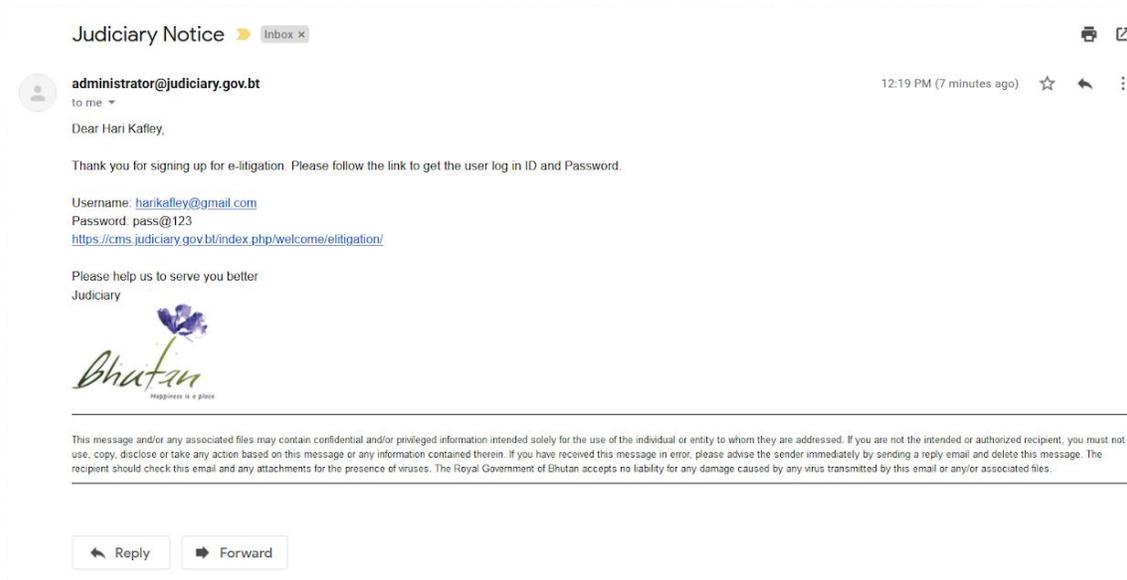
Current Address*

House/Building No*	Street Name*	Place*	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- d. Enter other required information. Either Mobile No. or Email is mandatory. These handles are required to share the system access credentials.
- e. After entering the details **Submit** to submit registration information or **Cancel** abort saving registration information.
- f. Upon successful registration, system access credentials are sent in email or SMS. Following message is provided.



Upon successful registration email is sent to email ID provided with registration information, user name and password to access eLitigation platform.



Notification is also send in SMS.

Bhutanese individuals not having Citizenship Identity, can enter the required details and register. This process is not integrated with the Department of Civil Registration and Census system.

Party is required to click **Others (Bhutanese without CID Card)** to continue.

The screenshot shows the 'Bhutanese Registration' form. At the top, there is a header 'Bhutanese Registration' with a menu icon. Below it, the section 'Enter CID No.*' contains a text input field labeled 'Citizen Identity Card' and a blue 'Continue' button. Below the 'Continue' button, the link 'Others [Bhutanese without CID card]' is highlighted with a red rectangular box, and a red arrow points to it from the right.

Information capture form is provided and party is required to provide required information.

The screenshot shows the 'Bhutanese Registration' form with the 'Others [Bhutanese without CID card]' section expanded. The form includes the following fields and sections:

- Enter CID No.***: Text input field for 'Citizen Identity Card' and a blue 'Continue' button.
- Others [Bhutanese without CID card]**: A link that has been clicked, indicated by a mouse cursor.
- Name***: Text input field.
- Gender***: Dropdown menu with 'Select Gender' as the current selection.
- DOB:**: Text input field.
- Thram Number:**: Text input field.
- House Number:**: Text input field.
- Village:**: Text input field.
- Gewog:**: Text input field.
- Dungkhag:**: Text input field.
- Dzongkhag***: Text input field.
- Occupation**: Dropdown menu with 'Select' as the current selection.
- Email ID***: Text input field.
- Route Permit No.***: Text input field.
- Mobile No.***: Text input field.
- Alternate Contact***: Text input field.
- Current Address***: A shaded section containing:
 - House/Building No***: Text input field.
 - Street Name***: Text input field.
 - Place***: Text input field.
 - Country***: Text input field.
- At the bottom, there are blue 'Submit' and red 'Cancel' buttons.

Successful registration and system access credentials are shared in email.

4.2. Registration of Non-Bhutanese Individual

- a. <https://cms.judiciary.gov.bt> □ Click here to go to eLitigation Platform □ Please Register □ Non-Bhutanese. Following registration form is provided.

- b. Enter other required information. Either Mobile No. or Email is mandatory. These handles are required to share the system access credentials. Also, Current Address information is required for future communications. Incorrect Current Address will lead to communications being sent to incorrect address. Alternate Mobile Number can be of any one who can be contacted in relation to the case. It could be family members, CC operator, etc.
- c. After entering the details **Submit** to submit registration information or **Cancel** abort saving registration information.
- d. Upon successful registration email is sent to email ID recorded with user name and password to access the system.

4.3. Lawyer Registration

Lawyers can register in the system following Lawyer Registration menu. Lawyer is required to enter his / her CID and continue.

Information is fetched from Bhutan Civil Registration System.

Lawyer Registration

[View CID Details](#)

Name: Tshering Lhamo	Gender: F	DOB: 22/09/1986
Thram Number: 307/255	House Number: Kha-5-425	Village: Sinchula
Gewog: Darla	Dzongkhag: Chukha	

Bar Council License No.*

Firm Name:

Email ID*

Bar Council Certificate:* No file chosen

Contact No.*

Alternate Mobile No.*(Contact of a person through which you can be reached)

Firm Address*

House/Building Number*	Street Name*	Place*	Country*
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Record other required information and **Submit** for registration or **Cancel** to abort registration. If submitted, email is shared with system access credentials.

4.4. Registration of Organizations

- <https://cms.judiciary.gov.bt> Click here to go to eLitigation Platform Please Register Organization. Following registration form is provided.

Organization Registration

Organization Name*

P.O. Box

Contact Person*

Alternate Mobile No.*(Contact of a person through which you can be reached)

Organization Type*
Select

Office Phone*

Office Address*

License No / Registration No.

Office Fax

Contact Person's Mobile No.*

Contact Person's Email ID*

Contact Person's CID*

- b. Enter other required information. Either Contact Person's Mobile No. or Email is mandatory. These handles are required to share the system access credentials. Alternate Mobile Number will be used to contact party if the primary number cannot be reached, inactive, etc.
- c. After entering the details **Submit** to submit registration information or **Cancel** abort saving registration information.

5. First Time Login

- i. After Registration has been done, users will be directed to the login page.

e-Litigation Guidelines

-
-
-

User Login

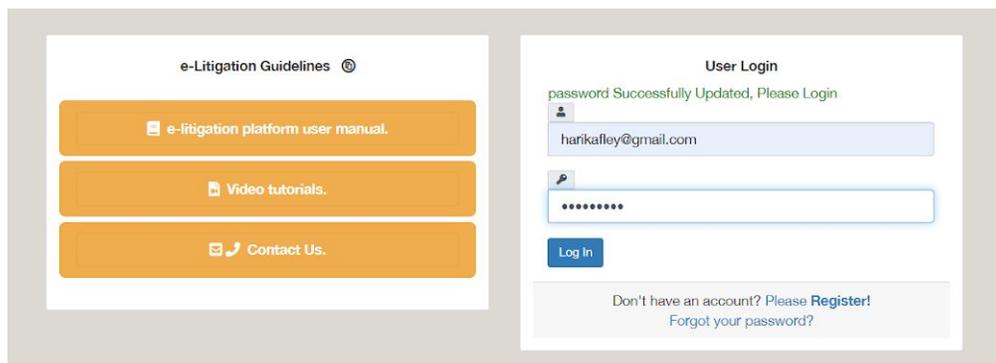
Don't have an account? [Please Register!](#)
[Forgot your password?](#)

- ii. To login, use the credentials sent to given email address or the mobile number. As it is user's first log in, system direct to change the password.

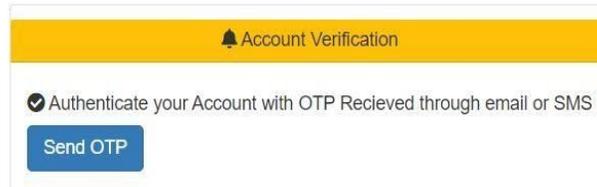


- iii. Click on “Change Password” Link

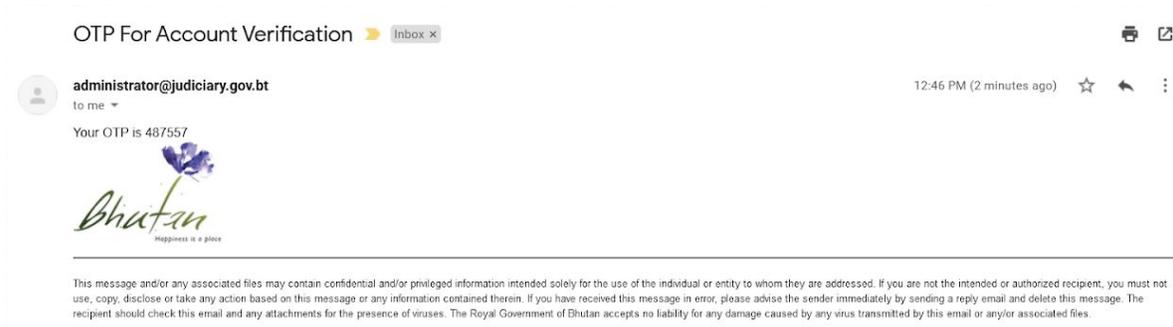
- iv. Enter the old current password, new password and confirm new password. After providing required password details **Submit** to change the new password.
- v. Once the password has been changed, again user will be directed to Login Page. Login with the updated password.



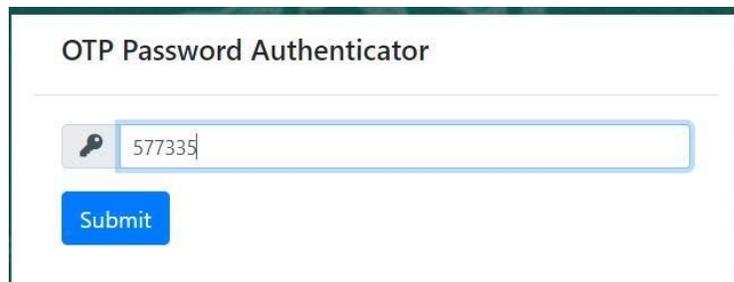
- vi. For additional security, users will be asked to authenticate themselves with an OTP number which will be sent to their mobile number.



Click **Send OTP** button to receive OTP. OTP is received in email or SMS. In email OTP is sent as follows.



vii. Enter the OTP number received in email or SMS



viii. Once the OTP is verified, users will be directed to their individual Dashboard



- i. **Case Registration** – Provides the list of cases already submitted with option to submit new case.
- ii. **InCase Activities** – Provides option to view the case activities that have been recorded like hearings, judicial processes.
- iii. **Court Documents** – Ability to view the documents issued by Court related to the cases.

- iv. **Form Submissions** – Provides features to submit scan of judicial forms once the hearing activities is complete. When Bench clerk select forms, list is generated for parties to submit the signed and scan of judicial form.
- v. **Case Submissions** – Provides option for parties to submit documents and other submissions online.
- vi. **Live Hearings** – Hearing calendar for the logged in party.

6. Litigant Dashboard

Upon successful login litigant is provided with dashboard as follows:



- i. **Case Registration** – Provides the list of cases already submitted with option to submit new case.

[Add New Case](#)

Sl.No	Reg.No	Case Title	Hearing Option	Respondent/Defendant/Witness	Petition Copy	Jurisdiction Copy	Case Status	Action
1	TS-21-23456		Remote Hearing -- Change --	View	HCFC-R22-Import-Registration-Form (1).docx	HCFC-R22-Import-Registration-Form.docx	Registered	
2	TS-21-098765		Remote Hearing -- Change --	Leela Maya RizalAti Raj Rizal View	Budget Call for FY 2021-22.pdf	about_ittech.docx	Completed	Appeal

- ii. **InCase Activities** – Provides option to view the case activities that have been recorded like hearings, judicial processes.

Incase Activities

Note: Incase Activities will be available once the case is registered.

Sl.No	Reg.No	Case Title	Judicial Process	Form Used	Form Copy	Date
1	TS-21-23456		1. Miscellaneous Hearing	1. Miscellaneous Register(G-1)		2021-01-27
3	TS-21-098765		1. Miscellaneous Hearing 2. Preliminary Hearing	1. Miscellaneous Register(G-1) 2. Case Register (G-2) 3. Right to Jabmi(H-11)		2021-01-27 2021-01-27

iii. **Court Documents** – Ability to view the documents issued by Court related to the cases.

Court Documents

Sl.No	Reg.No	Case Title	Document Type	Document Name	Issue Date
1	TS-21-098765		Judgement	lab2_02a_scrum_ng.pdf	2021-01-27

iv. **Form Submissions** – Provides features to submit scan of judicial forms once the hearing activities is complete. When Bench clerk select forms, list is generated for parties to submit the signed and scan of judicial form.

Judicial Form Submissions

Plaintiff / Petitioner / Applicant		Respondent / Defendant				
Sl.No	Reg.No	Case Title	Case Documents	Upload	Status	Acknowledgement
1	TS-21-23456					
2	TS-21-098765		Case Register (G-2) Right to Jabmi(H-11)		Uploaded Uploaded	Pending Pending

v. **Case Submissions** – Provides option for parties to submit documents and other submissions online.

Submissions / Resubmission

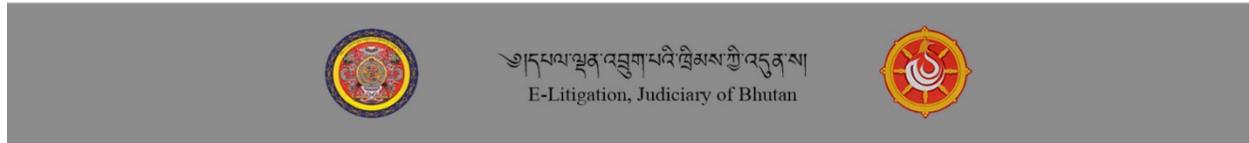
Plaintiff / Petitioner / Applicant		Respondent / Defendant			
Sl.No	Reg.No	Case Title	Case Documents	Court Status	Action
1	TS-21-23456		1. Concept note to Dasho on IBL.S.docx	Pending	Upload Documents
2	TS-21-098765		1. HCFC-R22-Import-Registration-Form (1).docx	Pending	Upload Documents

vi. **Live Hearings** – Remote hearing links for the logged in party.

Sl.No	Reg.No	Case Title	Date	Time	Status	URL
1	TS-21-23456					
2	TS-21-098765		2021-01-27 2021-01-27 2021-01-27	10:30:00 10:30:00 10:30:00		https://meet.jit.si/c6993637550017e6d3b9695f57a592de8425289fa https://meet.jit.si/08999044a291d598b0400bc6d640b1f86a7ac179c2 https://meet.jit.si/d22833e62d3c4ddcd36877b91889dafa590095b279

7. Case Submission

- a. <https://cms.judiciary.gov.bt> Click here to go to eLitigation Platform Login Case Registration Add New Case. List of already submitted cases are listed with status whether the case is accepted or pending review by the court.



home Welcome, harikatley@gmail.com | General Public Options

[Add New Case](#)

Sl.No	Case Reg.No	Case Title	Hearing Option	Respondent/Defendant/Witness	Petition Copy	Jurisdiction Copy	Case Status	Action
1	TS-21-23456		Remote Hearing -- Change --	View	HCFC-R22-Import-Registration-Form (1).docx	HCFC-R22-Import-Registration-Form.docx	Registered	
2	TS-21-098765		Remote Hearing -- Change --	Leela Maya RizalAti Raj Rizal View	Budget Call for FY 2021-22.pdf	about_tech.docx	Registered	

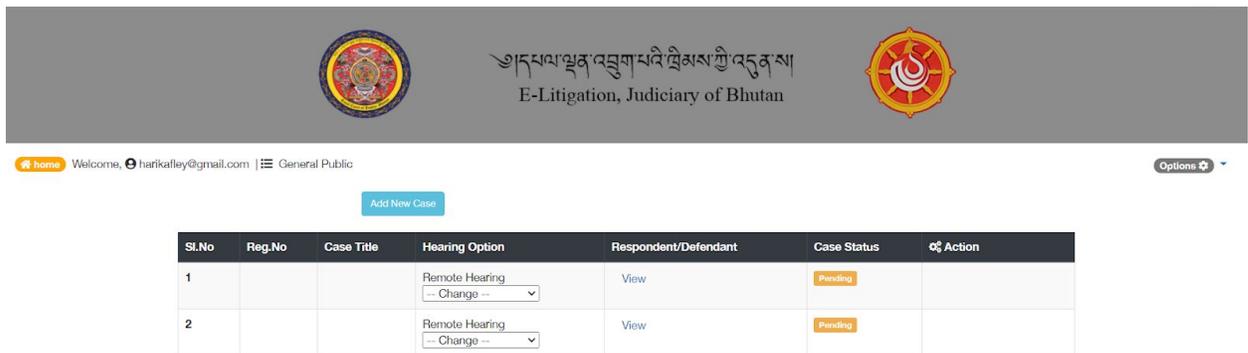
b. To submit new case, click **Add New Case** Button. New case submission form is provided as follows:

- c. Follow information needs to be entered / selected to successfully submit a case registration request.
 - i. Court – Court of Jurisdiction where the case is to be registered.
 - ii. Upload Application Copy – provision to attached the application requesting case registration.
 - iii. Proof of Jurisdiction – supporting document to request registration if selected court is not as per the jurisdiction.
 - iv. Hearing Option – Indicate hearing preference – Court room hearing or Remote Hearing. Remote hearing option allows the court official to schedule online hearing and share link to the party.

After entering required information applicant is required to click **Submit** to submit case registration request or **Cancel** abort submission of case registration application. **Upon successful submission, the request is listed on eRegistration page of selected court. Successful submission message is provided.**



Case is also listed in the cases list.



Upon Successful submission party is provided with option to record Respondent / Defendant. Click **Add Respondent / Defendant** Button to add required information. List of already recorded Respondent / Defendant are listed with option to add new information.

Respondent/Defendant Page



To add Respondent / Defendant click **Add New Respondent / Defendant** link. Option to enter CID is provided. Enter the CID of the defendant / respondent and **Next**. Data from Department of Civil Registration and Census is fetched and displayed.

Enter required information and **Submit** to record the defendant / respondent information or **Cancel** to abort recording defendant / respondent information. If any information added is incurred user can delete the recorded information. Submissions

Once the case registration request is accepted, applicant can make submissions on the cases. When litigant successfully login into the system, option is provided to make online submission if the hearing preference is **Remote Hearing**.

- a. To make submission follow <https://cms.judiciary.gov.bt> Click here to go to eLitigation Platform Login using Username and Password.
- b. After successful login navigate to Case **Submissions**. When user navigates to **Case Submissions** then List of registered cases are listed.

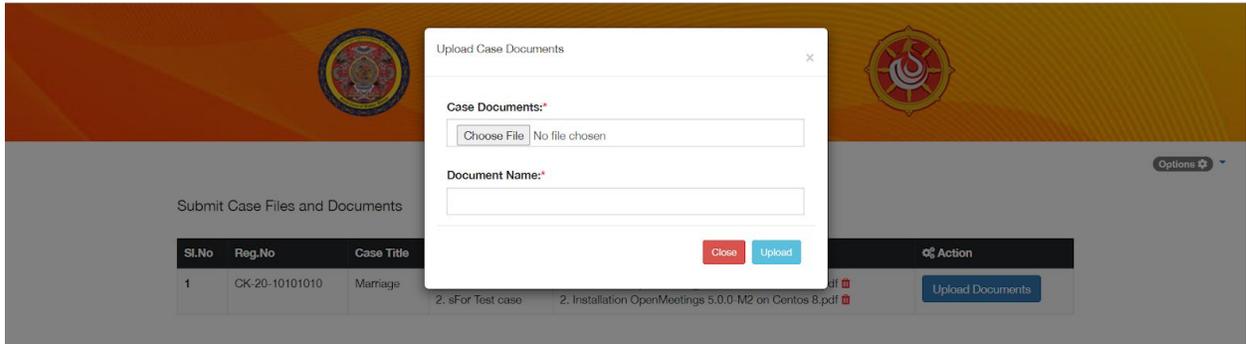


Submit Case Files and Documents Options

Case Submission Page

Sl.No	Reg.No	Case Title	Document Name	Case Documents	Action
1	CK-20-10101010	Marriage			Upload Documents

- c. User is required to click **Upload Documents** to upload case submission. Option to attach submission is provided.



- d. User can browse for the document and attach the document for submission. User is required to provide document name / submission brief and then click **Upload** to upload the document or **Cancel** to abort uploading the document. Uploaded document is accessible to the dealing officer at the Court.
- e. If user navigates to **Case Registration** then list of all cases (submitted, accepted and registered) are listed with status. Submission option is available only for cases that are accepted and registered.



Case Registration Page

Sl.No	Reg.No	Case Title	Calendar	ePay	Case Status	Action
1	Pending Cases	This is yet another test case	View	ePay	Pending	Edit Delete
2		This is another test case	View	ePay	Pending	Edit Delete
3		This is test case	View	ePay	Pending	Edit Delete
4	CK-20-10101010	Marriage	View	ePay	Accepted	Submission

Accepted Case

- f. User can click **Submission** link under Action column to view the submissions made related to the case. User can also upload documents from this page. Uploaded document is accessible to the dealing officer at the Court.

8. Review eRegistration Requests

- a. The case registration requests submitted by litigants is listed under eRegistration menu of the selected Court. This feature is available to Court Registrar of the selected court. Follow <https://cms.judiciary.gov.bt> Case Management System (For Court Officials Only) Login eRegistration. List of case registration requests is provided.

The screenshot shows the 'eRegistration' page in the Case Management System. The header includes the system name and user information for Jampel Tshering. A sidebar on the left lists navigation options like Dashboard, Miscellaneous Activities, Registration, and eRegistration. The main content area displays a table with the following data:

Sl.No	Date	Name	Case Title	Hearing Option	Application Copy	Case Status	Action
1	2020-12-02 15:18:20		This is yet another test case	Remote Hearing		Pending	View
2	2020-12-02 14:31:09		This is test case	Remote Hearing		Pending	View

b. Case status is shown as pending. To view the case registration request user is required to click **View** under Action column. Submitted details are provided.

The screenshot shows the 'Case Application' form in the Case Management System. The header includes the system name and user information for Wangchuk Tshering. A sidebar on the left lists navigation options. The form fields are as follows:

- Applicant Type:** Individual
- Applicant:** Hari Prasad Kafley
- Respondent / Defendant:** Krishna Prasad Kafley
- Hearing Option:** Court Room Hearing
- Petition copy:** GTB_FinTech_Whitepaper_(DB012)_A4_DIGITAL.PDF
- Proof for Jurisdiction Copy:** E10696-IranArze.pdf
- Hearing Options:**
 - Remote Hearing
 - Courtroom Hearing
 - Register
 - Reject

Buttons for 'Submit' and 'Cancel' are located at the bottom of the form.

User can click on the Name of Applicant to view details of the applicant. Details of applicant is opened in new window.

The screenshot shows the 'Party Details' window for the Applicant. It contains the following information:

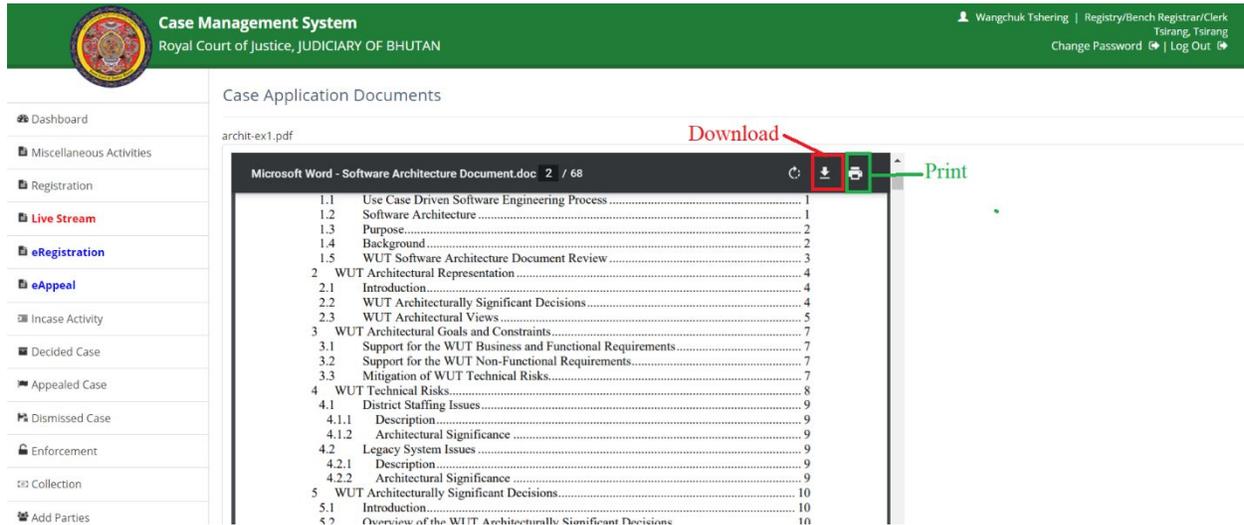
Party Details					
Applicant Detail					
CID:	11011000110	Name:	Hari Prasad Kafley	Gender:	M
DOB:	1977-09-04	Thram Number:	337	House Number:	Ba-11-14
Village:	Drupchhugang(Harpaypani)	Gewog:	Tsholingkhar	Dungkhag:	
Dzongkhag:	Tsirang	Occupation:	Private Employee	Mobile No:	17118424
Email ID:	harikafley@gmail.com	Current Address:			

To view the details of respondent (if updated), user is required to click on the Name of Respondent / Defendant. Details is provided in new window.

The screenshot shows the 'Party Details' window for the Respondent / Defendant. It contains the following information:

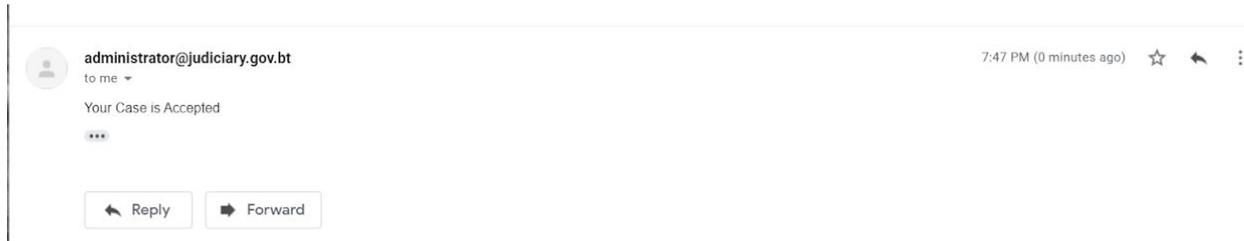
Party Details					
Respondent / Defendant Detail					
CID:	11011000418	Name:	Krishna Prasad Kafley	Gender:	M
DOB:	1974-06-28	Thram Number:	337	House Number:	Ba-11-14
Village:	Drupchhugang(Harpaypani)	Gewog:		Dungkhag:	
Dzongkhag:	Tsirang	Mobile No:	17118424	Alternate Contact No:	17806570
Email ID:	harikafley@gmail.com	Current Address:	12 motithang		

User is required to click on the document link to view the submitted documents. Document will be opened in new window.



User can download the document or print the document if required.

If case can be registered, then user will select **Register** option and **Submit** to proceed with registration. If the case cannot be registered then user will select **Reject** option to dismiss the case. If the case is accepted then email is sent to the applicant.



If the submitted case cannot be accepted then user is required to select **Reject** option. Option to capture the reason for rejection is provided.

Register

Reject

Select Reason For Rejection: -- Select --

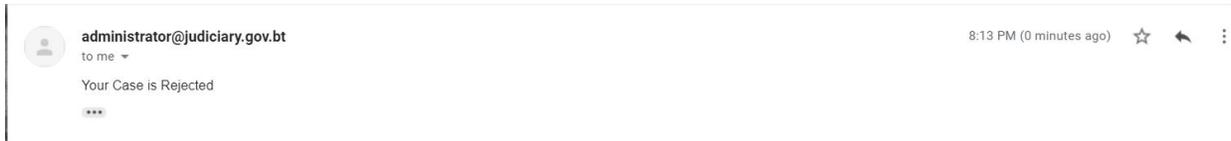
- Select --
- No concrete case or controversy
- No legal standing
- Jurisdiction

Additional Remarks:

Submit Cancel

User will select the Reason for Rejection and additional information and then **Submit** to reject the registration request. If the reason for rejection is 'Jurisdiction' applicant will be able to resubmit by changing the jurisdiction or can provide the proof of jurisdiction.

Email about the rejection is sent in email.



When party login to litigation system, and view the case list resubmission option is provided if the reason for rejection is '**Jurisdiction**'

[Add New Case](#)

Sl.No	Reg.No	Case Title	Hearing Option	Respondent/Defendant	Case Status	Action
1			Courtroom Hearing -- Change --	View	✖ Rejected Jurisdiction Please provide proof of jurisdiction or select appropriate court of jurisdiction.	Resubmit
2			Remote Hearing -- Change --	View	Pending	
3	TS-20-4567	Test for remote hearing	Remote Hearing -- Change --	View	✔ Registered	Submission

Party can click on **Resubmit** button to resubmit the case with required information.

9. Case Registration

Case will be either registered or dismissed after the miscellaneous hearing is conducted. Remote miscellaneous hearing will be conducted if the applicant has indicated remote hearing as hearing options. If applicant has indicated courtroom hearing as hearing preference then miscellaneous hearing will happen in the court. Upon completion of miscellaneous hearing decision to register or dismiss the case is made. Case registration record is updated as follows.

Registration

Case Type: _____

Miscellaneous Number: Date:

Case Title: Miscellaneous Hearing Date:

Miscellaneous Hearing Judges: [Add](#)

Petitioner / Plaintiff: [Add](#)

Name	Type	Option
Hari Prasad Kalley	Plaintiff/Petitioner/Applicant	✖

Register Dismiss

Registration Number:

Registration Date:

Assign Bench:

[Assign Lawyer](#) [Add](#)

No Lawyer Assigned!

[Save](#) [Cancel](#)

During case registration, case is assigned to a Bench. The case will be accessible to the Bench Registrar of the assigned bench.

If case is dismissed, the case dismissal record is created as follows:

10. Assign Case

Once the case is registered and assigned to a Bench, the case is listed in Bench Registrar’s Dashboard. Elitigation cases are indicated with green tick mark and cases registered in court are indicated with red cross mark.

Dashboard

Success! A Notice Mail has been sent to

Search by CID

Sl.No	eLitigation	Registration No	Registration Date	Case Title	Plaintiff / Appellant	Defendant / Respondent	Bench	Case Status	Options
1	✓	TS-21-098765	2021-01-27	eLitigation Cases	iTechnologies	Leela Maya Rizal Ati Raj Rizal	Bench I	Registered Case	Assign View Edit
2	✓	TS-21-23456	2021-01-27		iTechnologies		Bench I	Registered Case	Assign View Edit
3	✗	TS-20-54	2020-02-27	Battery	RBPTsirang		Bench I	Active	Reassign View Edit
4	✗	TS-20-51	2020-02-27	monetary	Devi Maya Mongar		Bench I	Assigned to (Tshering Dema)	Reassign View Edit
5	✗	TS-20-50	2020-02-27	monetary	Devi Maya Mongar		Bench I	Assigned to (Sangay Penden)	Reassign View Edit
6	✗	TS-20-47	2020-02-14	Institutional Loan	NPPE, Thimphu	Pem Dorji	Bench I	Active (Case Handed By Wangchuk Tshering)	Reassign View Edit

The list contains all the cases that are assigned to the Bench. Cases can be assigned to dealing officer. If a case is not assigned to a bench clerk the status is shown as Registered and if a case is already assigned to bench clerk then it shows the name of bench clerk to whom the case is assigned.

Unassigned case can be assigned to a bench clerk and assigned cases can be re-assigned to different bench clerk.

To assign a case to bench clerk, bench registrar is required to use **Assign** option. Following option is provided.

The screenshot shows the 'Registration' page in the Case Management System. The header includes the system name and user information. The sidebar lists various navigation options. The main form area is titled 'Registration' and contains the following elements:

- Case Type:** A dropdown menu with an 'Add' button next to it.
- No Case Type Assigned!** A message indicating that no case type has been assigned.
- Case Title:** A text input field containing the text 'Test Case'.
- Judge:** A dropdown menu with the text 'Select Judge'.
- Clerk / Registrar:** A dropdown menu with the text 'Select Clerk'.
- Update** and **Cancel** buttons at the bottom of the form.

At this stage registrar has option to update case type if sufficient information is available to categorize the case. If not, registrar can update the Judge and clerk information. Only bench judge will be listed and only the bench clerks of the bench of logged in bench registrar will be listed. After selecting judge and bench clerk registrar **Updates** to update the case assignment. Registrar can **Cancel** to abort saving case information.

If registrar options to update case category information, user is required to click **Add** button. Case category option is provided.

The screenshot shows the 'Registration' page with an 'Edit Case Detail' modal window open. The modal window contains the following elements:

- Case Level 1:** A dropdown menu with the text 'Criminal'.
- Case Level 2:** A dropdown menu with the text 'Select One'.
- Case Level 3:** A dropdown menu with the text 'Select Level 2'.
- Cancel** and **Add** buttons at the bottom of the modal.

11. Manage Case Activities

Once the case is assigned to bench clerk, the case is listed on **Incase Activity** page. The access the Incase Activity follow <https://cms.judiciary.gov.bt> **Incase Activity**.

Sl.No	Registration No	Registration Date	Issue	Petitioner/Plaintiff	Case Activity
1	BT-20-18	2020-01-20	Monetary(child Compensation)	Tashi Lhamo	Insert Case Activities
2	BT-20-62	2020-03-03	Monetary	Lhakden Dorji	Insert Case Activities

To record case activity, user is required to click **Insert Case Activities** link under Case Activity column.

11.1. Summon Order

If defendant / respondent is recorded by the applicant then first time **Insert Case Activities** provides option to send **Summon Order** to Respondent is provided.

Sl.No	Name	CID	Contact No.	Address	eMail	Action
1	Man Maya Kafley	11811000420	17118424	here is my address	harikafley@gmail.com	Summon

User is required to click **Summon** action. Option to capture message is provided.

Enter the message and **Send Mail** to send the summon mail or **Cancel** to abort sending summon email. Email is sent to the respondent with message and credentials to access the eLitigation platform.



11.2. Defendant Login

Upon receipt of email, defendant will proceed with login process. Refer First Time Login section for details on first time login, password change and OTP processing. Upon successful login, defendant is provided with the following dashboard page.



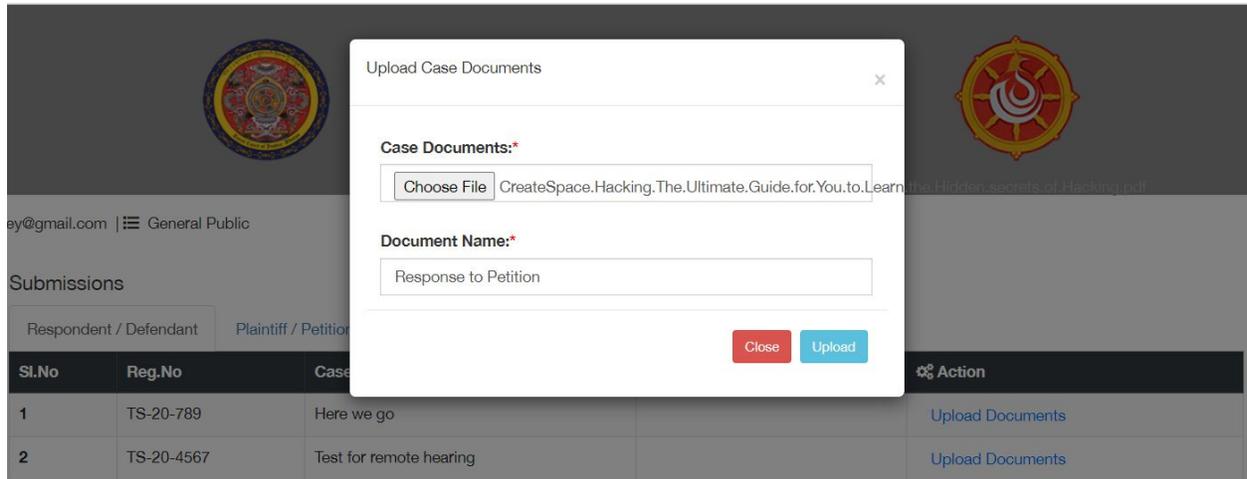
11.3. Submissions by Defendant

After successfully logging, defendant is required to access **Case Submissions** to view the case information. List of cases for which the logged in defended is part of is provided.

Submissions

Respondent / Defendant		Plaintiff / Petitioner / Applicant		
Sl.No	Reg.No	Case Title	Case Documents	Action
1	TS-20-789	Here we go		Upload Documents
2	TS-20-4567	Test for remote hearing		Upload Documents

Respondent can upload the submissions by clicking on **Upload Documents** action. Provision to browse and upload document is provided.



11.4. Case Activity Update – Remote Hearing

11.4.1. Add Judicial Process

Court user is required to schedule remote hearing by adding Judicial Process. To add judicial process for remote hearing:

Access CMS [?](#) Login [?](#) In Case Activities [?](#) Select Case [?](#) Click **Add Judicial Process**. Provision to add judicial process for remote hearing is provided.

Insert Case Activity

Judicial Process:	Preliminary Hearing	Activity Date:	27 / 01 / 2021	10 : 30 am
Forms Used:	Case Register (G-2)	Form Date:	27 / 01 / 2021	Detail: test Add More
Forms Used:	Right to Jabmi(H-11)	Form Date:	27 / 01 / 2021	Detail: test Remove

Litigant Present:		Check the Litigant(s) to Notify the form upload through eLitigation System	
<input type="checkbox"/>	Leela Maya Rizal Respondent	<input checked="" type="checkbox"/>	Leela Maya Rizal Respondent
<input type="checkbox"/>	Ati Raj Rizal Respondent	<input checked="" type="checkbox"/>	Ati Raj Rizal Respondent
<input type="checkbox"/>	iTechnologies Plaintiff/Petitioner/Applicant	<input checked="" type="checkbox"/>	iTechnologies Plaintiff/Petitioner/Applicant

Copyrights © 2015: Supreme Court

[Submit](#) [Cancel](#)

Select the Judicial Process, select the date and time. Time is important to schedule online hearing using Video Conferencing System. User can select the Judicial Form that is to be used. Use **Add More** to select multiple forms, if necessary. Upon creation of judicial process, option to configure Video Conferencing is provided.

Case Files - Submissions / Resubmissions						
Sl.No	Upload Date	Document Name	View	Uploaded by	Acknowledge	
Respondent / Defendant / Witness						
Sl.No	Latigant Type	Name	CID	Contact No.	eMail	Action
1	Respondent	Leela Maya Rizal	11103000190	17118424	hari@itechnologies.bt	Summon
2	Respondent	Ati Raj Rizal	11103000188	17806570	harikafley@itechnologies.bt	Summon

Judicial Process						
Sl.No	Judicial Process	Activity Date	Activity Time	Forms Used	Live Meet	Action
1	Miscellaneous Hearing	2021-01-27	18:34:18	Miscellaneous Register(G-1)		
2	Preliminary Hearing	2021-01-27	10:30:00	Case Register (G-2) Right to Jabmi(H-11)	Configure	Edit Delete

[Add Judicial Process](#) [Case Complete](#)

11.4.2. Send Remote Hearing Invitation

To send invitation to the parties and other relevant court officials, click on **Configure** link under Live Meet Column. Option to send invitation is provided.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Wangchuk Tshering | Registry/Bench Registrar/Clerk
Tsirang, Tsirang
[Change Password](#) | [Log Out](#)

- [Dashboard](#)
- [Miscellaneous Activities](#)
- [Registration](#)
- [Live Stream](#)
- [eRegistration](#)
- [eAppeal](#)
- [Incase Activity](#)
- [Decided Case](#)
- [Appealed Case](#)
- [Dismissed Case](#)
- [Enforcement](#)
- [Collection](#)
- [Add Parties](#)
- [Calendar](#)

Manage Live Meet

Case Title: Here we go Judicial Process Name: Production before judge

Judges

Sl.No	Name	Live Stream Date	Live Stream Time	eMail
1	Karma Dorji	27-12-2020	10:00:00	Invite

Lawyers

Sl.No	Name	Live Stream Date	Live Stream Time	eMail
1		27-12-2020	10:00:00	Invite

Litigants

Sl.No	Name	Live Stream Date	Live Stream Time	eMail
1	1.Hari Kafley 2.Man Maya Kafley	27-12-2020	10:00:00	1.harikafley@gmail.com Invite 2.harikafley@gmail.com Invite

Once the invitation is sent, link changes to **Invitation Sent**.

eLitigation System Training Manual

Manage Live Meet

Success! An invitation Mail has been sent to harikafley@gmail.com

Case Title:	Test case	Judicial Process Name:	Preliminary Hearing
-------------	-----------	------------------------	---------------------

Judges

Sl.No	Name	Live Stream Date	Live Stream Time	eMail
1	Tashi Yangzom	2021-01-27	10:30:00	

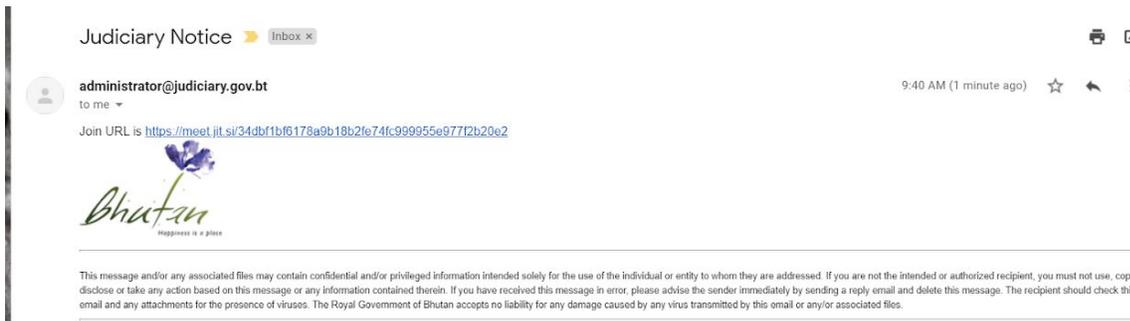
Litigants

Sl.No	Name	Live Stream Date	Live Stream Time	eMail
1	1. Leela Maya Rizal 2. Ati Raj Rizal 3. Hari Kafley	2021-01-27	10:30:00	1.har@technologies.bt Invitation Sent 2.harikafley@technologies.bt Invitation Sent 3.harikafley@gmail.com Invitation Sent

Copyrights © 2015: Supreme Court Back To Case Activity

11.4.3. Remote Hearing

Click on **Invite** link under eMail column to send invitation to the parties and other court officials (Judge and Bench Clerk). Invitation is sent to all selected in email.



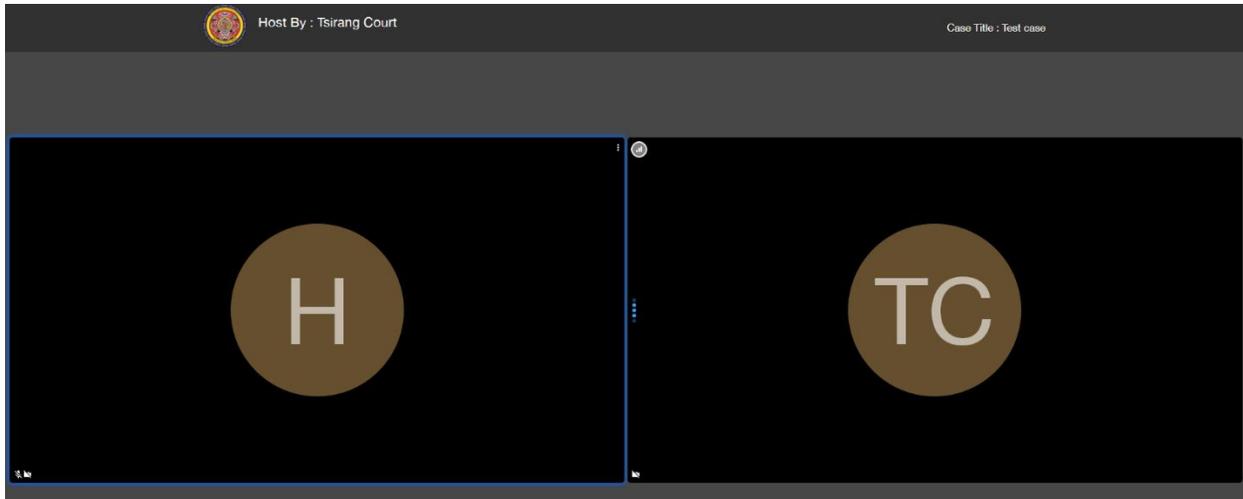
Parties can click on the link provided in the mail to join the remote hearing session.

Alternatively, parties can login into the eLitigation Platform and access the remote hearing link from the system.

Court officials can use Live Stream Menu to access the remote hearing.

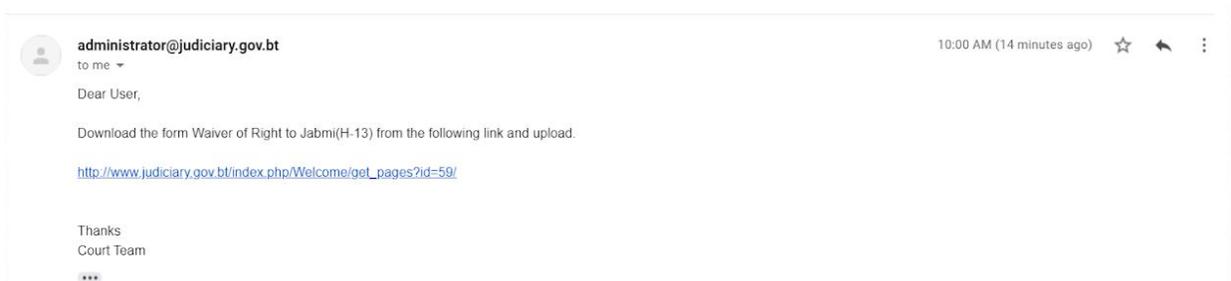
Court Name	Misc Case No.	Title	Hearing Date	Hearing Time	Action
Tsirang	TS-21-68868868	Test case	2021-01-27	10:30:00	Start Live Streaming

Click on Start Live Streaming button to open Video Conferencing feature. Parties can join the VC will be visible. VC can be conducted with Audio and Video bridge.

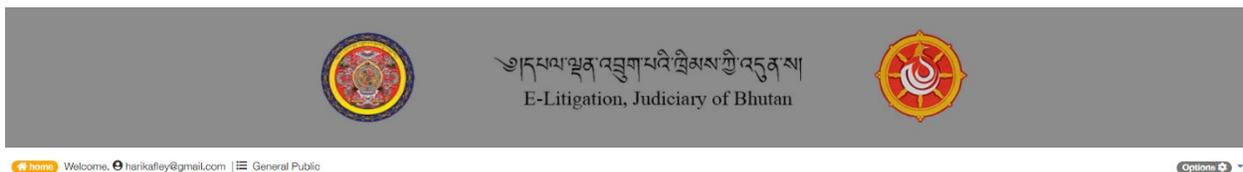


11.4.4. Submission of Judicial Forms for Remote Hearing

While updating judicial process, required forms submission information is provided in mail. Once the remote hearing is complete, court official send request to sign and submit the relevant forms related to hearing.



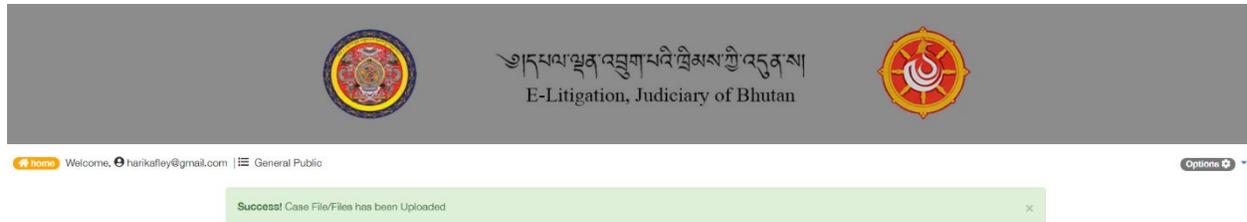
Alternatively, parties can login in the system and navigate to Form Submission box to upload the signed form(s). Forms are available on www.judiciary.gov.bt.



Judicial Form Submissions

SI.No	Reg.No	Case Title	Case Documents	Upload	Status	Acknowledgement
1	TS-21-23456				Pending	Pending
2	TS-21-098765		Case Register (G-2) Right to Jabmi(H-11)		Pending	Pending

After uploading the forms, litigant can access the documents uploaded.



Litigant can also check whether other party submitted the forms or not.

Judicial Form Submissions

Plaintiff / Petitioner / Applicant

Respondent / Defendant

Sl.No	Reg.No	Case Title	Case Documents	Status	Acknowledgement
1	TS-21-23456				
2	TS-21-098765		Case Register (G-2) Right to Jabmi(H-11)	Pending Pending	Pending Pending

11.4.5. Acknowledge Form Submission

Bench clerk is required to acknowledge form submission. Access In Case Activity to see the uploaded forms.

Judicial / Case Activity Forms							
Plaintiff/Petitioner/Applicant				Respondent/Defendant			
Judicial Form Name	Uploaded Document	Upload Date	Acknowledge	Uploaded Document	Upload Date	Acknowledge	
Miscellaneous Register(G-1)							
Case Register (G-2)	1611753987HCFC-R22-Import-Registration-Form (1).docx	2021-01-27	-- Select one --				
Right to Jabmi(H-11)	1611754190HCFC-R22-Import-Registration-Form.docx	2021-01-27	-- Select one --				

Bench clerk can click the uploaded document link to view the document. After reviewing uploaded document, bench clerk is required to either accept or reject the submission by selecting appropriate option.

Above process of scheduling activity, remote hearing and form submission by the parties can be continued as long as it is required. Once everything is complete Court user is required to follow Complete Case button to record judgment information. For Remote hearing option before uploading the judgment, remote hearing for reading the judgment can be scheduled and conducted.

11.5. Case Activity Update for Court Room Hearing

Option to view already recorded activities and record new activity is provided. Three set of information is provided as follows.

The screenshot shows the 'Case Activities' page for a case titled 'Here we go'. The interface includes a sidebar with navigation options like Dashboard, Registration, and eRegistration. The main content area displays case details such as Application Date (2020-12-26), Registration No. (TS-20-789), and Hearing Date (2020-12-26). It also shows a list of documents uploaded, including 'Response to Petition' and 'Petition Copy'. A table lists the respondent/defendant, Man Maya Kaflay, with contact information and an action to 'Summon'.

1. Case Details – This section provides the details of case like case title, Case Type, Litigant, etc. User can edit some information in this section. User can edit Case Title, Judge, Case Type, Litigant, and Lawyer.
2. Documents submitted online – If at any stage of the case online submissions were made then this section will list of documents submitted online.
3. Activities completed – List of activities already completed are listed in this section. User can edit the activity details or delete the activity if incorrectly recorded.

As the case progresses case can be categorized more clearly, so user can use **Edit** option to update the case title and case type. A case can be categorized into multiple categories.

The screenshot shows the 'Case Activities' page for a case titled 'Monetary(child Compensation)'. The interface displays case details such as Application Date (2020-01-14), Registration No. (BT-20-18), and Hearing Date (2020-01-14). A red box highlights the 'Case Type' section, which lists '1- Agreement restraining marriage' and '2- Betting or wagering Agreements'. The 'Litigant' section shows 'Tashi Lhamo' as the Plaintiff/Petitioner/Applicant, with an option to add a lawyer.

New Litigants can be added using **Add** option for a case.

If any litigant already added is cleared from the case, then the litigant can be removed from the case.

Sometime judge may change or additional judge may be added. User can use **Add** option to add new judge.

When there change in judge user can remove assigned judge and add new judge to the case.

To add new activity user is required to click on **Add Judicial Process** button. Option to record judicial process / activity is provided.

User is required to record the required information and then **Submit** to submit case activity / judicial process details or **Cancel** to abort saving case activity information. More than one form can be used while recording an activity. Use **Add More** option to record the forms used during the activity / hearing.

Any number of activities can be updated for a case.

12. Complete Case

Once hearing activities are complete user is required to click on **Case Complete** Button to record judgement information. Judgement details are captured as follows.

The screenshot shows the 'Judgment' form in the eLitigation System. The form is titled 'Judgment' and is part of the Royal Court of Justice, Judiciary of Bhutan interface. It includes the following fields and options:

- Judgment Type:** Select One (dropdown)
- Judgment Number:** BT-20- (text input)
- Judgment Date:** (text input)
- Disposal Type:** Select One (dropdown)
- Act Name:** Select One (dropdown)
- Article/Chapter:** (text input)
- Section:** (text input)
- Subsection:** (text input)
- Add More Act,Article, Section, Sub-Section :** Add More (button)
- Delivered By:** Select One (dropdown) Add More (button)
- Judgment Brief:** Optional (dropdown)
- Upload Judgment:** Choose File (button) No file chosen (text) Upload Limit: 50MB (text)
- Conviction:** Yes (checkbox)
- Submit** (button) **Cancel** (button)

Multiple Acts, Articles, Sections and Sub-Sections can be added. Use **Add More** option to record multiple Acts, Articles, Sections and Sub Sections. If incorrect selection is made, user can use **Remove** option to remove the incorrect selection.

The close-up screenshot shows the 'Add More Act,Article, Section, Sub-Section' section of the judgment form. It includes the following fields and options:

- Add More Act,Article, Section, Sub-Section :** Add More (button)
- Delivered By:** Select One (dropdown) Add More (button)
- Act Name:** Audit Act (dropdown) Remove (button)
- Delivered By:** Select One (dropdown) Remove (button)
- Article/Chapter:** (text input)
- Section:** (text input)
- Subsection:** (text input)
- Judgment Brief:** Optional (dropdown)
- Submit** (button) **Cancel** (button)

The dropdown menu for 'Act Name' is open, showing a list of acts:

- Select One
- Audit Act
- Bankruptcy Act
- Citizenship Act
- Civil and Criminal Procedure Code
- Companies Act
- Copyright Act
- Customs Act
- Deposit Act
- Environmental Act
- Evidence Act
- Forest Act
- Income Tax Act
- Industrial Property Act
- Inheritance Act
- Jabmi Act
- Kadyon(ka,kha,ga,nga,cha,chha)
- Land Act
- Legal Deposit Act
- Livestock Act

Similarly, more than one judge can be associated with a case and judgment may be delivered accordingly. User can use **Add More** option to include additional judge. If incorrect selection is made, user can use **Remove** option to remove the incorrect selection.

Uploaded file is available for the litigant to view if the case was registered online. Also, the judgement file is archived in the archival system.

If conviction is involved in the judgment then conviction information is captured.

Conviction Yes

Sentence Type:	Compensation/Damages
Select Litigant for sentence :	Tashi Lhamo - Plaintiff/Petitioner/ Applicant
Amount:	
Receipt No:	

Submit Cancel Add

Based on the sentence type, relevant information is captured. If more than once sentence type is included use **Add** button to record multiple sentence type information.

Conviction Yes

Sentence Type:	Compensation/Damages
Select Litigant for sentence :	Tashi Lhamo - Plaintiff/Petitioner/ Applicant
Amount:	10000
Receipt No:	2345

1

Sentence Type:	Thrimthue/Fined
Select Litigant for sentence :	Tashi Lhamo - Plaintiff/Petitioner/ Applicant
Amount:	
Receipt No:	

2

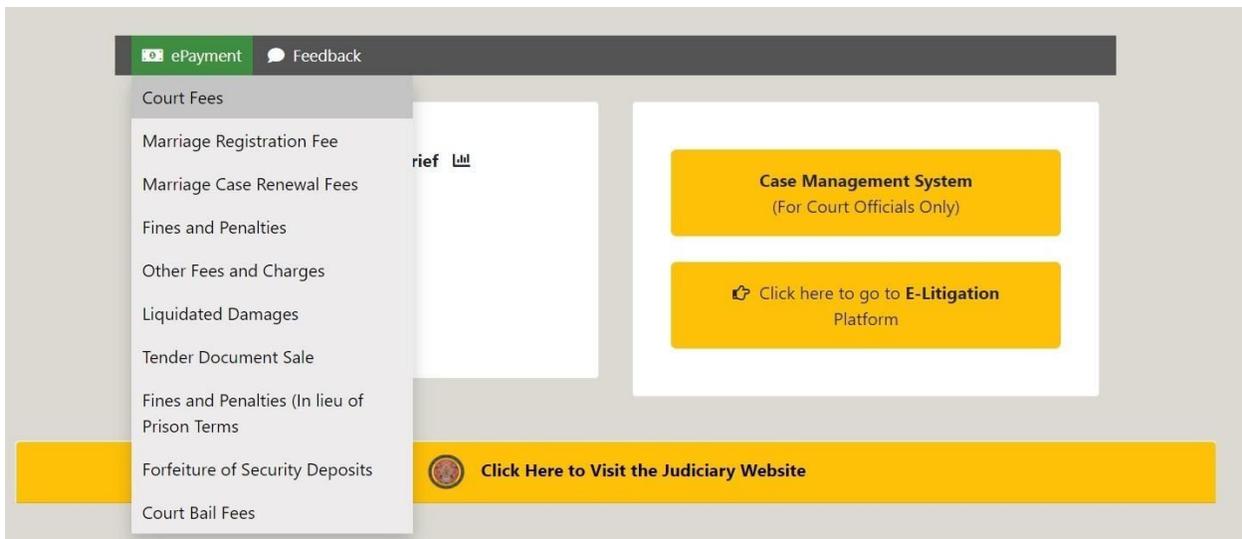
Submit Cancel Add

In case of remote eLitigation and remote hearing, once the judgment is uploaded, the judgment file can be accessible for parties to view / download.

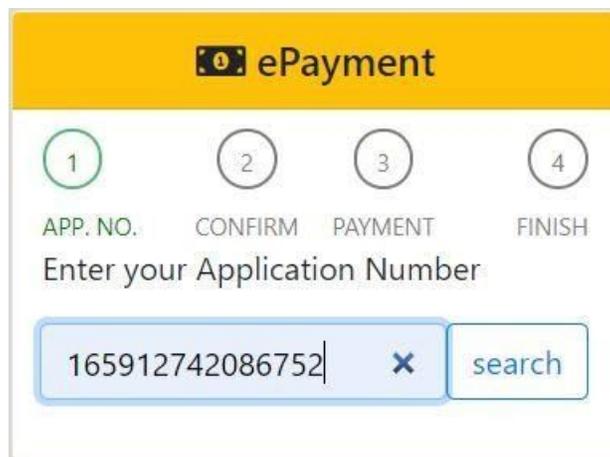


13. Fee Payment

Parties can make online payment using Bhutan Immediate Payment System. To make payment parties can access the eLitigation platform and access **ePayment** menu.



Select relevant payment – Mostly payment will be Court Fee. Option to enter the application Number will be provided. Application Number will be provided in email or SMS.



After entering the Application Number, Search required payment information.

The screenshot shows the ePayment interface with a yellow header. A green error message at the top reads "Fail! Application No. not found x". Below this is a progress indicator with four steps: 1 (APP. NO.), 2 (CONFIRM), 3 (PAYMENT), and 4 (FINISH). Step 2 is highlighted. The main content area displays the following details:

Application No.:	165912742086751
Agency Code:	DAY01935
Court Name:	Chukha
Service:	Court Fees
Service Fee:	100.00
Account Head:	131340001

At the bottom, there are two buttons: a red "Cancel" button and a blue "Confirm" button.

After reviewing the information, if everything is correct continue payment process by confirming. If information is not correct then Cancel. If confirmed, payment gateway interface is provided.

The screenshot displays the 'Payment Gateway' interface. At the top, a progress bar shows four steps: 1. APP. NO., 2. CONFIRM, 3. PAYMENT, and 4. FINISH. The main content area includes the Royal Monetary Authority of Bhutan logo, the 'Payment Gateway' title, and logos for partner banks: Bank of Bhutan, Bhutan National Bank, Druk PNB Bank, Bhutan Development Bank, and T Bank Ltd. Below this, the 'Payment Details' section lists: Beneficiary Name: G2C Payment Aggregator, Payment Description: Court Fees, Beneficiary Order No: 30020210127041747261374325, BFS Transaction ID: 102701281324, Amount: 100.0, and Fee: 0.0. A 'Please Select Your Bank' section offers radio button options for each bank. A text input field prompts the user to enter their active Savings/Current/Overdraft Account number, with a note that other account types are not permitted. 'Continue' and 'Cancel' buttons are at the bottom left, and a Norton Secured logo is at the bottom right. Footer text includes the RMA of Bhutan website and copyright information.

Select the bank and enter account number and then continue. OTP is provided in SMS to Mobile Number recorded in Bank through Customer Information. Based on the payment status, status information is provided.

The screenshot shows the 'ePayment' confirmation screen. It features a yellow header with the 'ePayment' title and a progress bar with four steps: 1. APP. NO., 2. CONFIRM, 3. PAYMENT, and 4. FINISH. The screen displays the following transaction details: Application No.: 165912742086753, Payment Date: 2021-01-27, Txn ID: 16725637163, Txn Amount: 100.00, and Payment Status: PAID.

14. Appeal

Any of the party has option to appeal to higher court if not satisfied with the judgment. Two appeal options are available viz. (i) Online Appeal Submission, (ii) Appeal Submission from the Court.

14.1. Online Appeal Submission

Once judgement is issued, parties will have option to appeal online. Access the cases that are complete from Case Registration box. List of cases is provided. Closed case can be appealed.

Sl.No	Reg.No	Case Title	Hearing Option	Respondent/Defendant/Witness	Petition Copy	Jurisdiction Copy	Case Status	Action
1	TS-21-23456		Remote Hearing -- Change --	View	HCFC-R22-Import-Registration-Form (1).docx	HCFC-R22-Import-Registration-Form.docx	Registered	
2	TS-21-098765		Remote Hearing -- Change --	Leela Maya Rizal/Ati Raj Rizal View	Budget Call for FY 2021-22.pdf	about_tech.docx	Completed	Appeal

Parties can click **Appeal** link under Action column. Appeal information submission is provided.

Upon submission, case is available in appealed list of appellate court. The case will be listed in Appealed case menu.

14.2. Appeal Submission from the Court

When party approach court with appeal request, bench clerk / bench registrar / court registrar can record the appeal information once the appeal formalities are complete. To record appeal information, follow Login → Decided Cases. List of decided cases are displayed.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Jampel Tshering | Registry/Bench Registrar/Clerk
Bumhang, Bumhang
Change Password | Log Out

Decided Case

Search by Judgement No

SL No	Registration No	Registration Date	Judgment No	Judgment Date	Case Type	Plaintiff/Appellant	Defendant/Respondent	Option
1	BT-20-18	2020-01-20	BT-20-158	2020-08-04	1- Agreement restraining marriage 1- Betting or wagering Agreements	Tashi Lhamo		35999 <input type="button" value="Appeal"/> <input type="button" value="View"/>

Dashboard
Miscellaneous Activities
Registration
eRegistration
Incase Activity
Decided Case
Appealed Case

User can view the case information by clicking **View** button. Case details is provided.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Kuenley | public
Bumhang, Bumhang
Change Password | Log Out

Case Details

Misc Case No:	BT-20-40	Litigant		
Issue :	Monetary(child Compensation)	Name	Type	Lawyer
Case Types:	1- Agreement restraining marriage 2- Betting or wagering Agreements	Tashi Lhamo	Plaintiff/Petitioner/ Applicant	Not Assigned
Misc Hearing Date:	2020-01-14			
Registration Status:	Registered			
Application Date:	2020-01-14			
Hearing Judges:	No Hearing Judge Assigned!			
Registration Date:	2020-01-20	Registration No:	BT-20-18	
Judge Assigned:	Phurba Dorji	Case Status:	Case Closed, Clerk:Jampel Tshering	
Sl.No	Judicial Process	Activity Date	Forms Used	
1	Production before judge	02-12-2020	Case Register (G-2) Conviction Register(G-4)	
Judgment No:	BT-20-158	Judgment Date:	2020-08-04	
Disposal Type:	Judgment	Judgment Document:	No Judgement Document!	

To record Appeal information, user is required to click **Appeal** option. Provision to capture appeal information is available. Enter the required information and **Submit** to save appeal details or **Cancel** to abort saving appeal information.

eLitigation System Training Manual

The screenshot shows the 'Case Appeal Form' interface. On the left is a navigation menu with items like Dashboard, Miscellaneous Activities, Registration, eRegistration, Incase Activity, Decided Case, Appealed Case, Dismissed Case, Enforcement, Collection, Add Litigant, Calendar, Litigant Cases, and Reports. The main form area contains the following fields:

- Court:** A dropdown menu with 'Bumthang' selected.
- Appellant:** A dropdown menu with 'Select One' and 'Tashi Lhamo' visible. A note below says '* Press CTRL to MultiSelect'.
- Appeal Brief:** A text input field.
- Appellate Court:** A dropdown menu with 'High Court' selected.
- Singning Judge:** A dropdown menu with 'Phurba Dorji' selected. A note below says '* Press CTRL to MultiSelect'.
- Appeal Number:** A text input field.
- Appeal Date:** A date input field with the format 'dd/mm/yyyy' and a calendar icon.

At the bottom right of the form are two buttons: 'Submit' and 'Cancel'.

Appealed cases will be listed under appealed tab of the appellate court. Appellate court can proceed with registration, recording of case activities and case close activities.

Appealed cases in Dzongkhag Courts and High Court follow the process of registration, case activities and judgement.

However, cases appealed to Supreme Court comprise of additional activity before being registered. When appeal reaches supreme court, case is assigned to a bench and then bench clerk without registering the case. Once the case is assigned to the bench and then to bench clerk, Miscellaneous Activity is conducted by the bench clerk for case presentation. Upon completion of the presentation decision is made whether the case can be registered or not.

The screenshot shows the 'Miscellaneous Activities' form in the 'Case Management System'. The header includes the system name and user information: 'Jampel Tshering | Registry/Bench Registrar/Clerk Bumthang, Bumthang Change Password | Log Out'. The left navigation menu is similar to the previous screenshot. The main form area contains the following fields:

- Applicant:** A button labeled 'Add Applicant'.
- Application Date:** A date input field with the format 'dd/mm/yyyy' and a calendar icon.
- Miscellaneous No:** A text input field with the placeholder 'Miscellaneous No'.
- Miscellaneous Hearing Date:** A date input field with the format 'dd/mm/yyyy' and a calendar icon.
- Assigned to which bench:** A dropdown menu with 'Select One' visible.
- Miscellaneous Activity Type:** A dropdown menu with '--Select one--' visible.
- Issue:** A text input field with the placeholder 'Case Title'.
- Hearing Judge:** A dropdown menu with '--Select hearing judge--' visible.

At the bottom of the form are two radio buttons: 'Approve' and 'Dismiss'.

If the case is approved for registration then approval information is captured and registration number is recorded from the registry section.

Approve Dismiss

Order No

Order Date

Remarks

Submit Cancel

Approved cases then follow the activities recording and then judgment process.

If the case is rejected then dismissal information is captured.

Approve Dismiss

Order No

Order Date

Remarks

Submit Cancel

Activities information is cannot be captured for rejected cases.

15. Review and Approve Case Information

Dasho Drangpons are required to review and approve the case information of their respective Bench / Court. Upon successful login list of cases registered and assigned to the bench is provided.

eLitigation System Training Manual

The screenshot shows the Case Management System interface. The header includes the system name, user information (Pema Rinzin, Judge / Justice, High Court, Thimphu), and options for Change Password and Log Out. The left sidebar contains navigation links for Dashboard, Approved Cases, Calendar, Litigant Cases, and Reports. The main content area is titled 'Dashboard' and features a search bar with a dropdown menu set to 'Select One' and a 'Search' button. Below the search bar, a table titled 'Registered Case' displays a list of cases with columns for Sl.No, Court, Misc Case No, Case No, Registered Date, Case Title, Case Status, Action, and Approve Status. The table contains 8 rows of data.

Sl.No	Court	Misc Case No	Case No	Registered Date	Case Title	Case Status	Action	Approve Status
1	High Court	HC-20-230	HC-20-95	2020-02-17	Criminal	Case Registered	View	
2	High Court	HC-20-233	HC-20-98	2020-02-17	Sale and purchase of goods	Case Registered	View	
3	High Court	HC-20-227	HC-20-92	2020-02-17	Marital Rape	Case Registered	View	
4	High Court	HC-20-224	HC-20-89	2020-02-17	Monetary	Case Registered	View	
5	High Court	HC-20-183	HC-20-86	2020-02-03	Larceny	Case Registered	View	
6	High Court	HC-20-180	HC-20-83	2020-02-03	Land Transaction	Case Registered	View	
7	High Court	HC-20-176	HC-20-80	2020-01-30	Monetary	Case Registered	View	
8	High Court	HC-20-159	HC-20-77	2020-01-27	Breach of Trust and Forgery	Case	View	

User can filter the list by selecting the type of case.

This screenshot is similar to the previous one but shows the search dropdown menu open. The menu options are: 'Select One', 'Registered / Dismissed Case', 'Active Case', 'Closed Case', and 'Appealed Case'. The table below the menu shows the first five rows of the case list.

Sl.No	Court	Misc Case No	Case No	Registered Date	Case Title	Case Status	Action	Approve Status
1	High Court	HC-20-230	HC-20-95	2020-02-17	Criminal	Case Registered	View	
2	High Court	HC-20-233	HC-20-98	2020-02-17	Sale and purchase of goods	Case Registered	View	
3	High Court	HC-20-227	HC-20-92	2020-02-17	Marital Rape	Case Registered	View	
4	High Court	HC-20-224	HC-20-89	2020-02-17	Monetary	Case Registered	View	
5	High Court	HC-20-183	HC-20-86	2020-02-03	Larceny	Case Registered	View	

Mostly information of the closed cases is reviewed and approved. Once the case is closed Approve Status is shown are Not Approved.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Pema Rinzin | Judge / Justice
High Court, Thimphu
Change Password | Log Out

Dashboard

Search: Closed Case

Registered Case

Sl.No	Court	Misc Case No	Case No	Registered Date	Case Title	Case Status	Action	Approve Status
1	High Court	HC-20-05	HC-20-05	2020-01-03	Monetary	Case Closed	View	Not Approved
2	High Court	HC-19-430	HC-19-203	2019-04-22	Monetary	Case Closed	View	Not Approved
3	High Court	HC-19-1554	HC-19-647	2019-12-05	Fraudulent Cheque Writing	Case Closed	View	Not Approved
4	High Court	HC-19-1505	HC-19-626	2019-11-27	Encroachment	Case Closed	View	Not Approved
5	High Court	HC-19-1453	HC-19-611	2019-11-13	Monetary	Case Closed	View	Not Approved
6	High Court	HC-19-1300	HC-19-548	2019-10-11	Battery	Case Closed	View	Not Approved
7	High Court	HC-19-1238	HC-19-524	2019-09-25	Contractual Dispute	Case Closed	View	Not Approved
8	High Court	HC-19-1220	HC-19-515	2019-09-23	Murder and Rape of a child above twelve	Case Closed	View	Not Approved

User is required to click **View** Action to view the detailed information about the case.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Pema Rinzin | Judge / Justice
High Court, Thimphu
Change Password | Log Out

Case Details

Misc Case No:	HC-20-05	Litigant		
Issue :	Monetary	Name	Type	Lawyer
Case Types:	No Case Type Assigned!	Tshoki Dema	Appellant	Not Assigned
Misc Hearing Date:	2020-01-01	Kelzang Choden	Respondent	Not Assigned
Registration Status:	Registered			
Application Date:				
Hearing Judges:	No Hearing Judge Assigned!			
Registration Date:	2020-01-03	Registration No:	HC-20-05	
Judge Assigned:	Pema Rinzin Lungten Dubgyur	Case Status:	Case Closed, Clerk:Ugyen Wangdi	

Sl.No	Judicial Process	Activity Date	Forms Used
1	Preliminary Hearing	16-01-2020	No Form Selected
2	Closing Argument	17-01-2010	No Form Selected

Judgment No:	HC-20-15	Judgment Date:	2020-01-20
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If everything is OK then user is required to click **Approve** button to approve the case information. Once approved the status in the list change to approved or the case will be included in Approved Case list.

If information is not correction then user has option to update information by clicking **Update** button. Case information is loaded with option to modify information.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Pema Rinzin | Judge / Justice
High Court, Thimphu
Change Password | Log Out

Case Details

Misc Case No: HC-19-430

Issue: Monetary

Case Type: 1- Private loan

Misc Hearing Date: 17/04/2019

Registration Status: Registered

Application Date: dd/mm/yyyy

Hearing Judges: No Hearing Judge Assigned!

Registration Date: 22/04/2019

Registration No: HC-19-203

Judge Assigned: Pema Rinzin, Lungten Dubgyur

Case Status: Case Closed.Clerk: Dechen Pem

Sl.No	Judicial Process	Activity Date	Forms Used	Options
				Add Judicial Process

User can modify required information and **Submit**. The modified information is considered as approved information and updated in the system.

If the information is not correct and user is not in position to modify the case information, user is required to **Reject** the case information. User is required to record the reason for rejection.

Comment

Submit Cancel

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After entering the comments, user **Submits** to reject the case information or **Cancel** to abort rejection of case information. If submitted then rejected case information is provided to bench clerk who has updated the information.

16. Decided Cases

Users will be able view list of cases that are decided. A bench clerk will be able to view the list of cases managed by the user. Bench registrar can view the list of cases that were decided from the bench. Court registrar will be able to view the list of all cases decided from the court.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Sonam Lhamo | Clerk
Bumthang, Bumthang
Change Password | Log Out

Decided Case

Search by Judgement No

SL No	Registration No	Registration Date	Judgment No	Judgment Date	Case Type	Plaintiff/Appellant	Defendant/Respondent	Option
1	BT-20-13	2020-01-08	BT-20-17	2020-01-22	1- withdrawal	Dawa Zangmo	Yeshi Dorji	35055 Appeal View
2	BT-19-335	2019-12-10	BT-20-14	2020-01-17	1- Institutional loan		Leki Wangmo	34294 Appeal View
2	BT-19-315	2019-11-20	BT-20-18	2020-01-24	1- timber chrages	Sonam Cheten	kiran rai	33734 Appeal View
2	BT-19-310	2019-11-04	BT-20-26	2020-01-31	1- Private loan	Lam Palden Wangchuk	Phurba Wangdi	33443 Appeal View
2	BT-19-305	2019-10-16	BT-20-07	2020-01-16	1- Divorce by Court	Tashi Norzom	pelthel	33435 Appeal View

User can view the case details any time and also process appeal if the litigants process for appeal within eligibility time frame.

17. Appealed Cases

This option allows the user to view the cases that are appealed to higher court from the court of logged in user. A bench clerk will be able to view the list of cases managed by the user that are appealed. Bench registrar can view the list of cases that were decided from the bench and appealed to higher court. Court registrar will be able to view the list of all cases decided from the court and appealed to higher court.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Sonam Lhamo | Clerk
Bumthang, Bumthang
Change Password | Log Out

Appealed Cases

Sl.No	Registration No	Case Title	Litigants	Appealed Date	View
1	BT-20-18	Monetary(child Compensation)	Tashi Lhamo	2020-12-02	View

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User can view the cases details by clicking **View** option.

18. Add Litigant

User can add litigant information as and when new litigant is to be added. Litigant can be individual or organization.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Sonam Lhamo | Clerk
Bumthang, Bumthang
Change Password | Log Out

Dashboard
Incase Activity
Decided Case
Appealed Case
Enforcement

Add Litigant

Individual Organization

Search by CID, Organization Code, License. **Go**

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User can search using CID, license no., etc. to check if the litigant is already added in the system or not. If the litigant does not exist in the system then new record and be created.

Individual.

Enforcement

Collection
Add Litigant
Calendar
Litigant Cases
Reports

Enter Individual Detail

Name :	<input type="text"/>	Nationality:	Bhutanese
CID / Passport / Work Permit No:	<input type="text"/>	Occupation:	Govt. Employee
Gender:	Select One	DOB:	Date
Age:	<input type="text"/>	House No:	<input type="text"/>
Tharm No:	<input type="text"/>	Dzungkhag:	Select One
Dungkhag:	Select One	Gewog:	Select Dzungkhag First
Village:	Select Gewog First	Father's/Mother's Name:	<input type="text"/>
Phone No:	<input type="text"/>	Email:	<input type="text"/>
Contact Address:	<input type="text"/>		

Organization.

Case Management System
Royal Court of Justice, JUDICIARY OF BHUTAN

Sonam Lhamo | Clerk
Bumthang, Bumthang
Change Password | Log Out

Dashboard
Incase Activity
Decided Case
Appealed Case
Enforcement

Add Litigant

Individual **Organization**

Search by CID, Organization Code, License. **Go**

Enter Organization Detail

Organization Name * :	<input type="text"/>	Organization Code:	<input type="text"/>
License/Registration Number*:	<input type="text"/>	Address * :	<input type="text"/>
P.O Box No:	<input type="text"/>	Phone No * :	<input type="text"/>
Fax No:	<input type="text"/>	Contact Person Name:	<input type="text"/>
Contact Phone No :	<input type="text"/>	Designation:	<input type="text"/>

19. Litigant Cases

This feature provides function to check if any litigant has case registered in courts across Bhutan along with status of the case.

The screenshot displays the Case Management System interface for the Royal Court of Justice, JUDICIARY OF BHUTAN. The user is logged in as Sonam Lhamo, Clerk, Burnthang, Burnthang. The interface includes a sidebar with navigation options: Dashboard, Incase Activity, Decided Case, Appealed Case, Enforcement, Collection, Add Litigant, Calendar, Litigant Cases (highlighted with a red box), and Reports. The main content area is titled "Search Litigant Involved Case" and features a search input field containing "10713001766" and a "Go" button. Below the search field is a table with the following data:

Registration No	Issue	Registration Date	Defendant	Respondent	Clerk Assigned	Court Name	Case Status	Option
SJ-15-291	Malicious mischief	2015-11-16	Yeshi		Rinchen Dema	Samdrupjongkhar	Closed	View

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Case is searched using CID of the Litigant.