# **User Guide**

# 12. New Modules-Legal- Ver 3.0.0

For

Supply, delivery, installation, Commissioning, Training and Maintenance of Enterprise Resource Planning System (DMMC-ERP)

For

DEHIWALA MOUNT-LAVINIA MUNICIPAL COUNCIL

Ву

**EMETSOFT (PVT) LTD** 

### 1. **REVISION HISTORY**

Date	Version	Description	n		 Author		
 08-03-2025 26-04-2025 28-04-2025	0.1.1 Modif	ications to	the	report	 EMETSOFT EMETSOFT Project M	IMP Team	
		cements for cements for			Project Ma	anager	

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Dehiwala Mount Lavinia Municipal Council

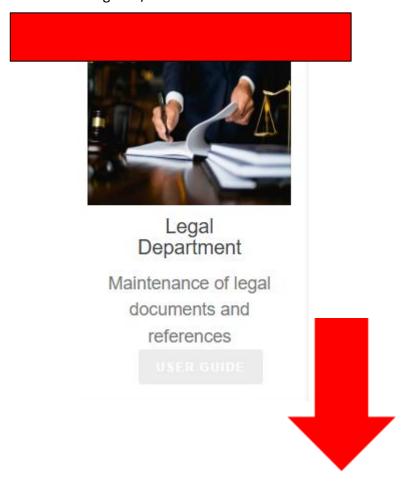
Welcome to the Easiest, Fastest, most Secure, FIRST & the ONLY ERP for the LGA sector

# **Legal Management**

(Quick user Guide)

#### 3. **NAVIGATION**

URL: https://erp.dehiwalamtl.mc.gov.lk/

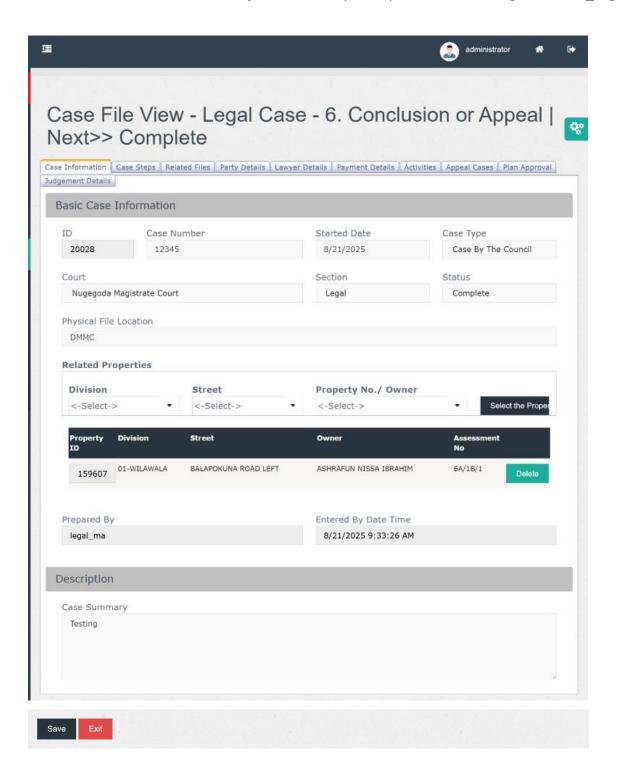


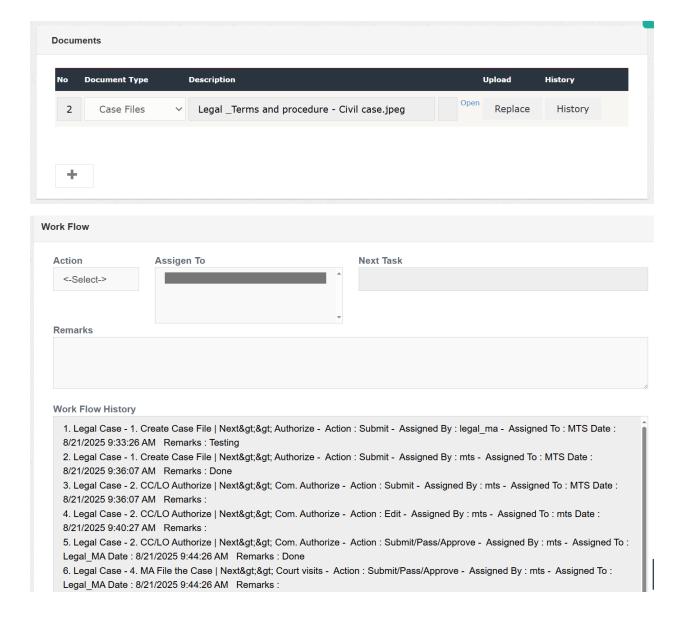
## General:

- 1. Mandatory Fields are shown with Asteriks (\*) mark. Please make sure to Fill those fields
- 2. Make sure to click "Next or Save" and "Exit" Buttons after adding data.

# **Emet Legal Case File Management System**

User Manual - Detailed Edition System URL: https://erp.dehiwalamtl.mc.gov.lk//LGA\_Legal/





### 1. System Overview

This system streamlines legal case tracking, document management, and workflow authorization for municipal legal teams. It includes:

- Case File Management
- Court Calendar
- File & Agreement Management
- Reference Links
- Temporary Access
- Master Data Configuration
- Reports & User Management

System Tools & Layout Customization

#### 2. Case File Tabs & Functions

#### Basic Case Information

Displays all core metadata:

- Case ID, Number, Start Date
- Case Type (e.g., Council-initiated)
- Court Name, Section, Status
- Physical File Location
- Related Property Details (Division, Street, Owner, Assessment No.)
- Prepared By / Entered By / Timestamp
- Case Summary Description

### Case Steps

Chronological workflow history:

- Each step includes action type (Submit, Edit, Approve), assigned user, timestamp, and remarks.
- Tracks progress from case creation to conclusion or appeal.

### **Related Files**

Upload and manage supporting documents:

- Select document type and add descriptions.
- Attach files relevant to hearings, agreements, or evidence.
- View upload history and workflow status.

#### **Party Details**

Add individuals or entities involved:

- Plaintiff, defendant, witnesses, or other stakeholders.
- Include contact information and role in the case.

### Lawyer Details

Assign legal representatives:

- Name, designation, contact info.
- Link lawyers to specific parties or case stages.

#### Payment Details

Record financial transactions:

- Fines, fees, reimbursements.
- Include payment date, amount, and payer details.

#### **Activities**

Log all case-related actions:

- Hearings, meetings, site visits.
- Include date, description, and responsible officer.

#### Appeal Cases

Manage appeal workflows:

- Link to original case.
- Include appeal date, grounds, and status.

### **Plan Approval**

(Optional tab depending on case type)

• Track municipal plan approvals tied to legal cases.

### **3** Judgement Details

Final outcome documentation:

- Verdict summary
- Date of judgement
- Responsible court and officer

### 3. Workflow Actions

- Assign tasks to users
- Select next steps in the process

- Add remarks for each transition
- View full workflow history for audit and accountability

### 4. Master Data Configuration

Accessible via the sidebar:

Master Data Type	Functionality
Courts	Add/edit court names
Nature of Case	Define case categories
Status	Configure case statuses
Sector	Assign municipal sectors
Agreement Type	Set agreement classifications
File Type	Define file categories
Document Type	Standardize document labels

### 5. File & Agreement Management

### File Management

- Add, edit, close, and view case files
- Track file status and physical location

### **Agreement Management**

- Add/edit agreements tied to cases
- Close or authorize agreements
- View agreement history and status

### 6. Reference Links

- Add external URLs or internal references
- Edit or remove links as needed

# 7. Temporary Access

- Grant short-term access to case files
- Edit or cancel access
- Authorize temporary permissions

## 8. User & Access Management

Function	Description
User/Group Accounts	Create and manage user profiles
Permissions	Assign access rights by role/group
Password Management	Reset or change user passwords

### 9. Reports & Tools

- Generate case summaries and user activity logs
- Update system configuration
- Administrator settings for layout and theme