

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

By

EMETSOFT (PVT) LTD

1. REVISION HISTORY

Date	Version	Description	Author
08-03-2025	0.0.1	Initial version	EMETSOFT IMP Team
26-04-2025	0.1.1	Modifications to the report	EMETSOFT IMP Team
28-04-2025	1.0.0	Final Release	Project Manager
19-05-2025	2.0.0	Enhancements for the manual	Project Manager
31-08-2025	3.0.0	Enhancements for the manual	Project Manager

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ENTERPRISE RESOURCE PLANNING (ERP)

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/>



Legal
Department

Maintenance of legal
documents and
references

USER GUIDE



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/

administrator

Case File View - Legal Case - 6. Conclusion or Appeal | Next>> Complete

Case InformationCase StepsRelated FilesParty DetailsLawyer DetailsPayment DetailsActivitiesAppeal CasesPlan Approval

Judgement Details

Basic Case Information

ID

20028

Case Number

12345

Started Date

8/21/2025

Case Type

Case By The Council

Court

Nugegoda Magistrate Court

Section

Legal

Status

Complete

Physical File Location

DMMC

Related Properties

Division

<-Select->

Street

<-Select->

Property No./ Owner

<-Select->

Select the Property

Property ID	Division	Street	Owner	Assessment No	
159607	01-WILAWALA	BALAPOKUNA ROAD LEFT	ASHRAFUN NISSA IBRAHIM	6A/1B/1	Delete

Prepared By

legal_ma

Entered By Date Time

8/21/2025 9:33:26 AM

Description

Case Summary

Testing

Save

Exit

Documents

No	Document Type	Description	Upload	History
2	Case Files	Legal _Terms and procedure - Civil case.jpeg	Open	Replace History

+

Work Flow

Action

<-Select->

Assign To

Next Task

Remarks

Work Flow History

1. Legal Case - 1. Create Case File | Next>>> Authorize - Action : Submit - Assigned By : legal_ma - Assigned To : MTS Date : 8/21/2025 9:33:26 AM Remarks : Testing
2. Legal Case - 1. Create Case File | Next>>> Authorize - Action : Submit - Assigned By : mts - Assigned To : MTS Date : 8/21/2025 9:36:07 AM Remarks : Done
3. Legal Case - 2. CC/LO Authorize | Next>>> Com. Authorize - Action : Submit - Assigned By : mts - Assigned To : MTS Date : 8/21/2025 9:36:07 AM Remarks :
4. Legal Case - 2. CC/LO Authorize | Next>>> Com. Authorize - Action : Edit - Assigned By : mts - Assigned To : mts Date : 8/21/2025 9:40:27 AM Remarks :
5. Legal Case - 2. CC/LO Authorize | Next>>> Com. Authorize - Action : Submit/Pass/Approve - Assigned By : mts - Assigned To : Legal_MA Date : 8/21/2025 9:44:26 AM Remarks : Done
6. Legal Case - 4. MA File the Case | Next>>> Court visits - Action : Submit/Pass/Approve - Assigned By : mts - Assigned To : Legal_MA Date : 8/21/2025 9:44:26 AM Remarks :

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.

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