The Caribbean Agency for Justice Solutions

CURIA COURT MANAGEMENT SUITE

Attaché User Guide

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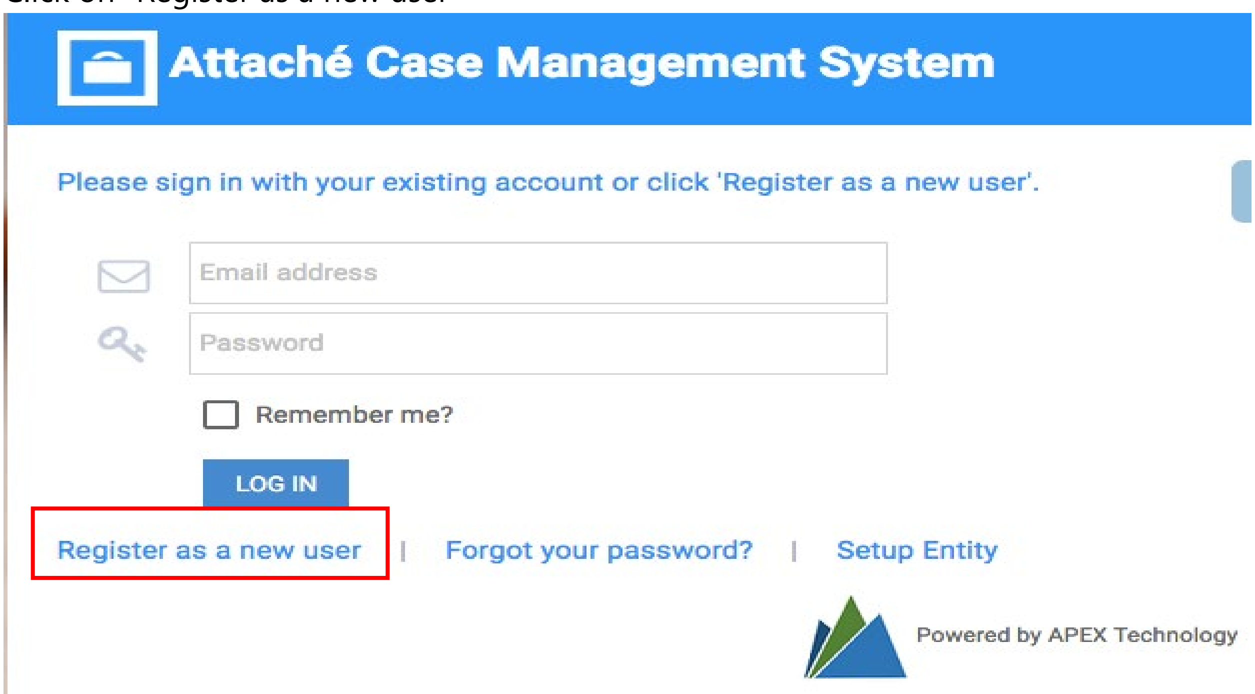
How do I Open the Attaché Application in a web browser?

Open a web browser, type the Attaché link provided for you and press “Enter.”

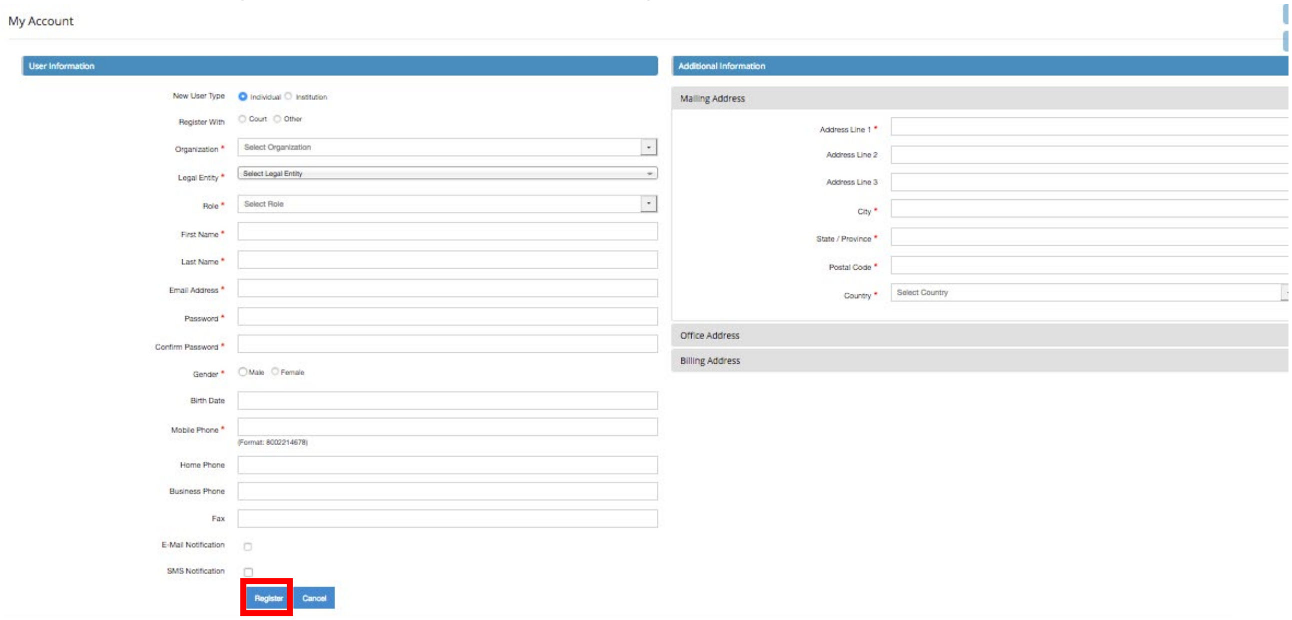
How do I Register in Attaché?

1. Open Attaché in a web browser.

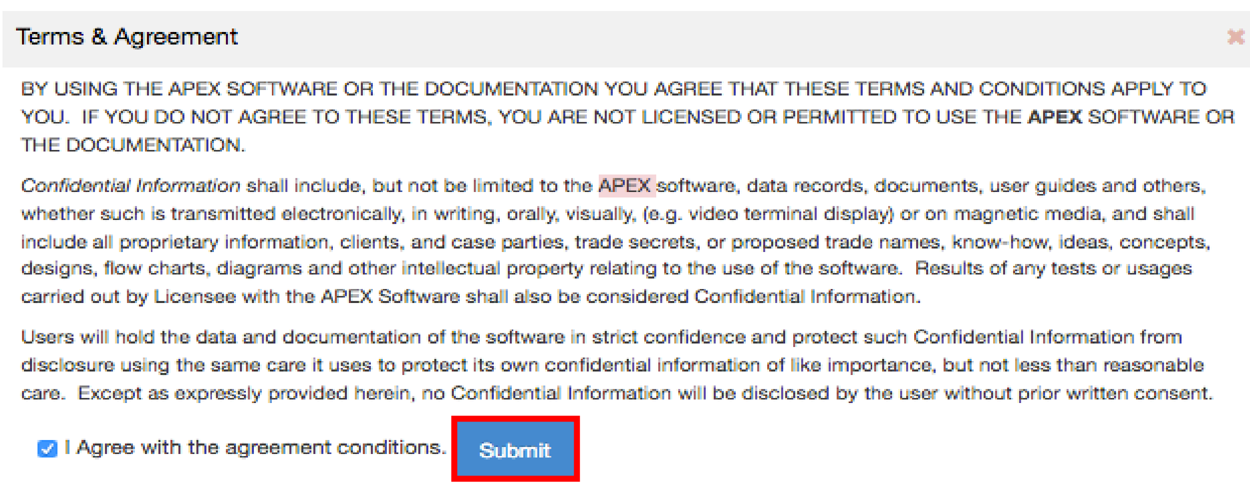
2. Click on “Register as a new user”



3. Fill out the registration form and select Register.



4. Select the checkbox "I Agree with the agreement conditions," then click "Submit."



Terms & Agreement

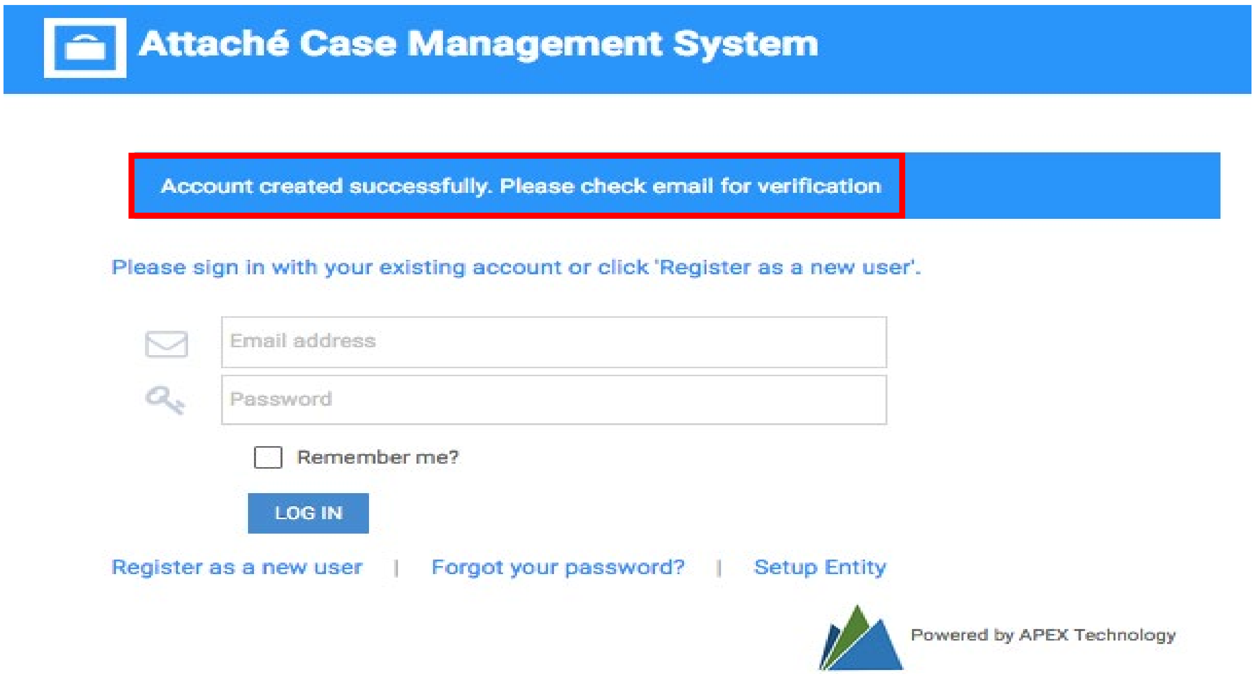
BY USING THE APEX SOFTWARE OR THE DOCUMENTATION YOU AGREE THAT THESE TERMS AND CONDITIONS APPLY TO YOU. IF YOU DO NOT AGREE TO THESE TERMS, YOU ARE NOT LICENSED OR PERMITTED TO USE THE **APEX** SOFTWARE OR THE DOCUMENTATION.

Confidential Information shall include, but not be limited to the APEX software, data records, documents, user guides and others, whether such is transmitted electronically, in writing, orally, visually, (e.g. video terminal display) or on magnetic media, and shall include all proprietary information, clients, and case parties, trade secrets, or proposed trade names, know-how, ideas, concepts, designs, flow charts, diagrams and other intellectual property relating to the use of the software. Results of any tests or usages carried out by Licensee with the APEX Software shall also be considered Confidential Information.

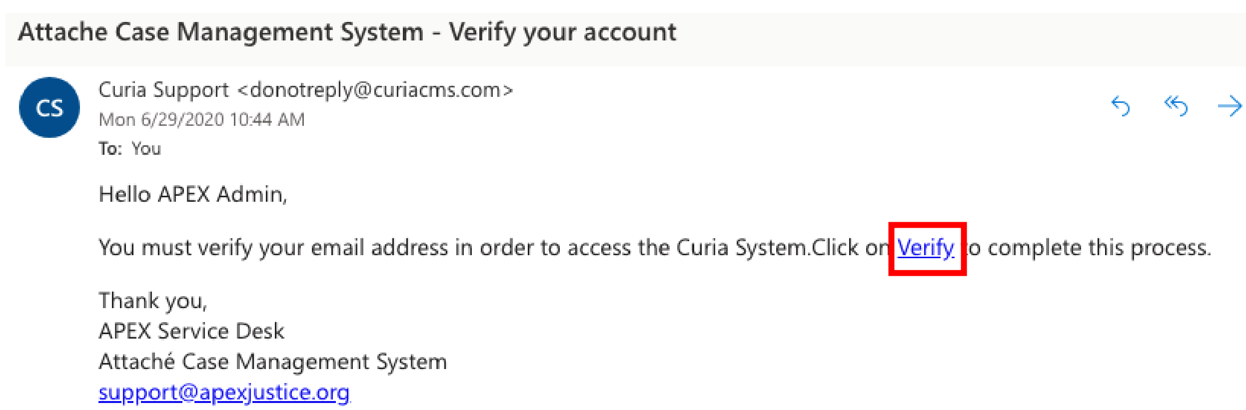
Users will hold the data and documentation of the software in strict confidence and protect such Confidential Information from disclosure using the same care it uses to protect its own confidential information of like importance, but not less than reasonable care. Except as expressly provided herein, no Confidential Information will be disclosed by the user without prior written consent.

I Agree with the agreement conditions. Submit

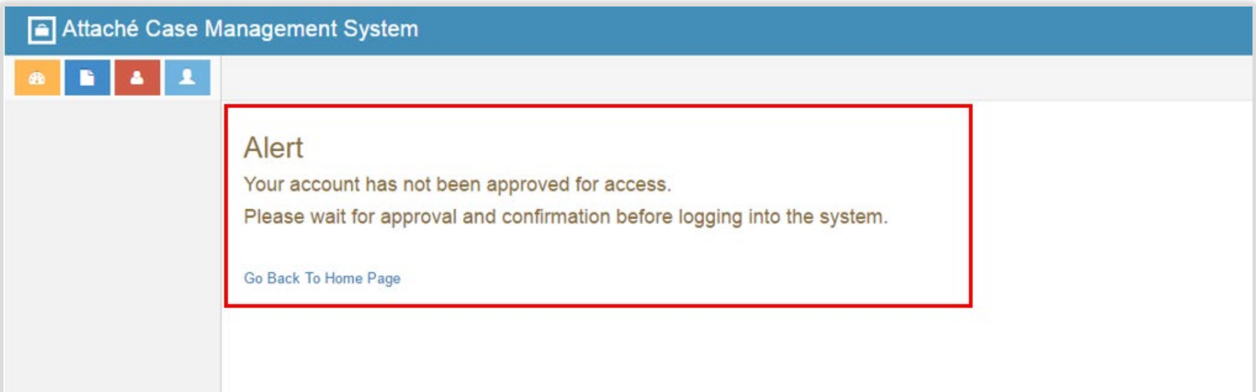
5. On submission of the registration form, the system will display a confirmation message and email a "Verification" link to the email address entered on the registration form. The user needs to complete the email verification to complete the Registration Process.



   a. Click on "verify" to complete the email address verification.



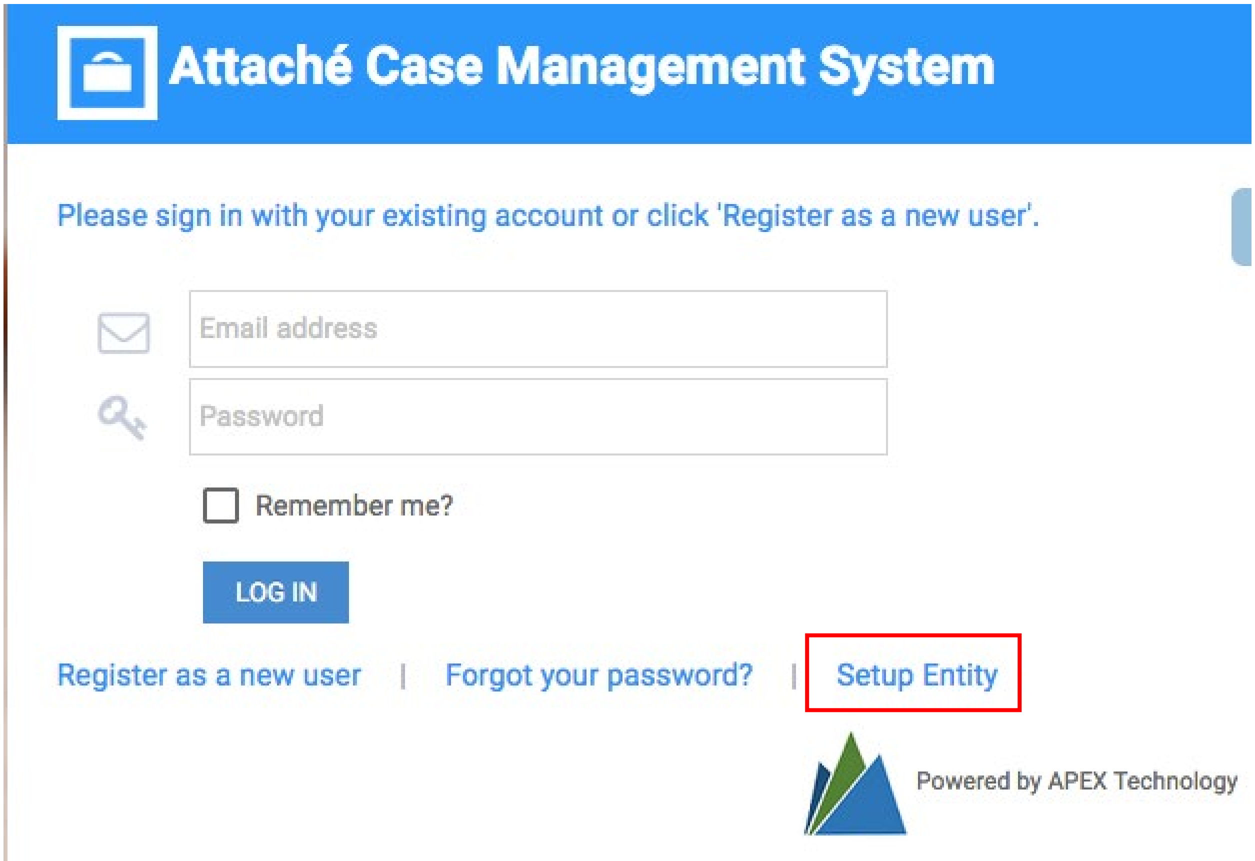
6. After the email address is verified, the registration form will be reviewed by the Registry personnel and upon approval, the user will gain access. Before the email address is verified, the user is only able to log in to the system; not use it. The system will display the below message until access has been approved.



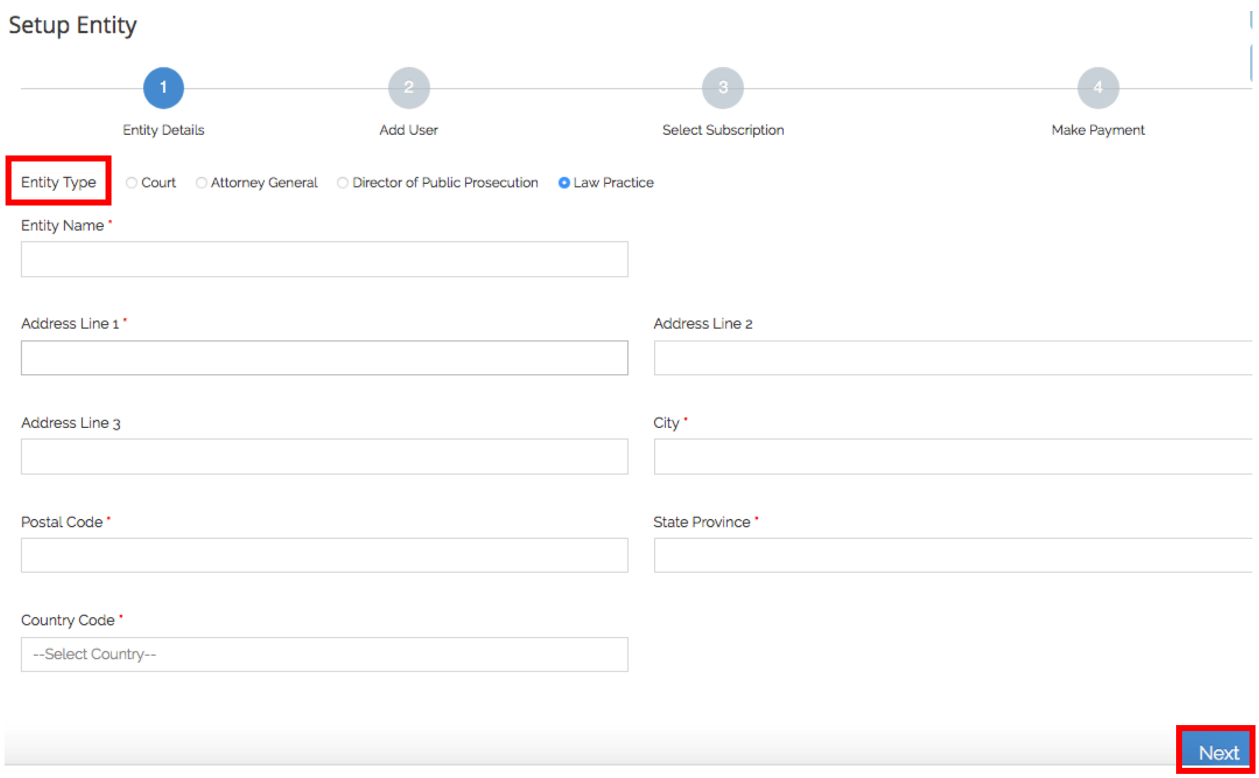
How do I Register as an Entity?

1. Open Attaché in a web browser

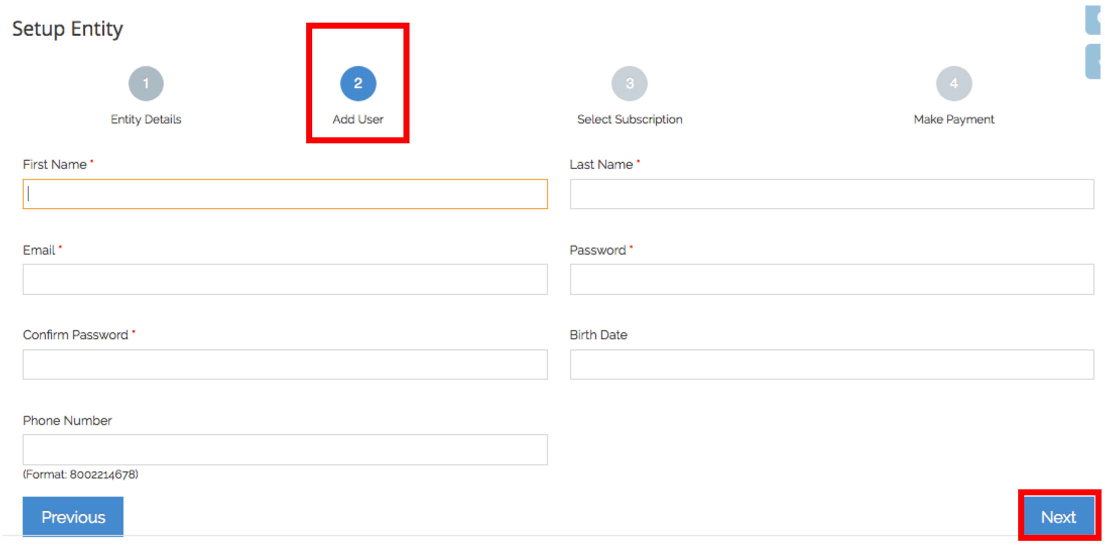
2. Click on “Setup Entity”



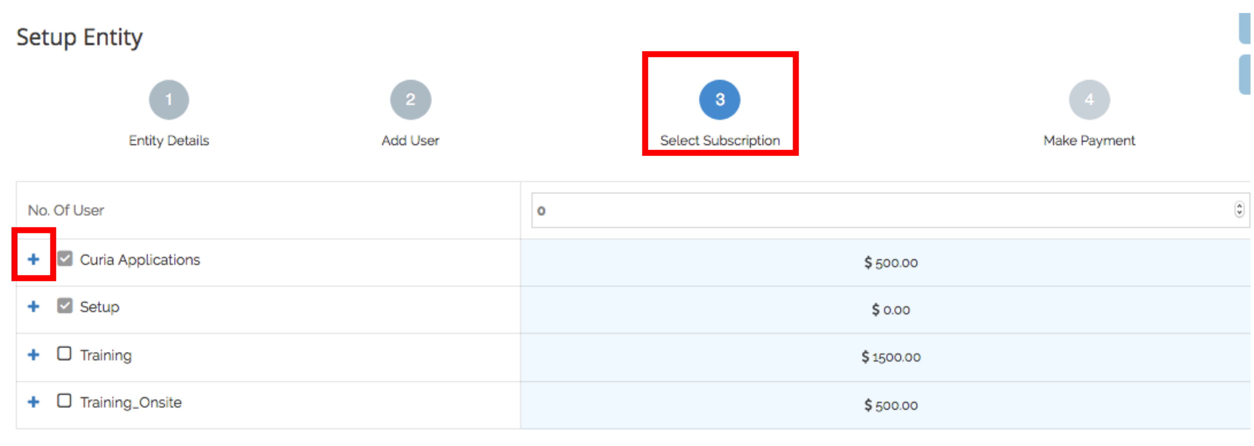
3. Select the “Entity Type” and fill out the entity details. Click “Next” when completed.



4. Add user details and click next.



5. Select Subscription.
- Enter the No. of Users
- Select the **+** symbol to expand the options and select the features required for your entity

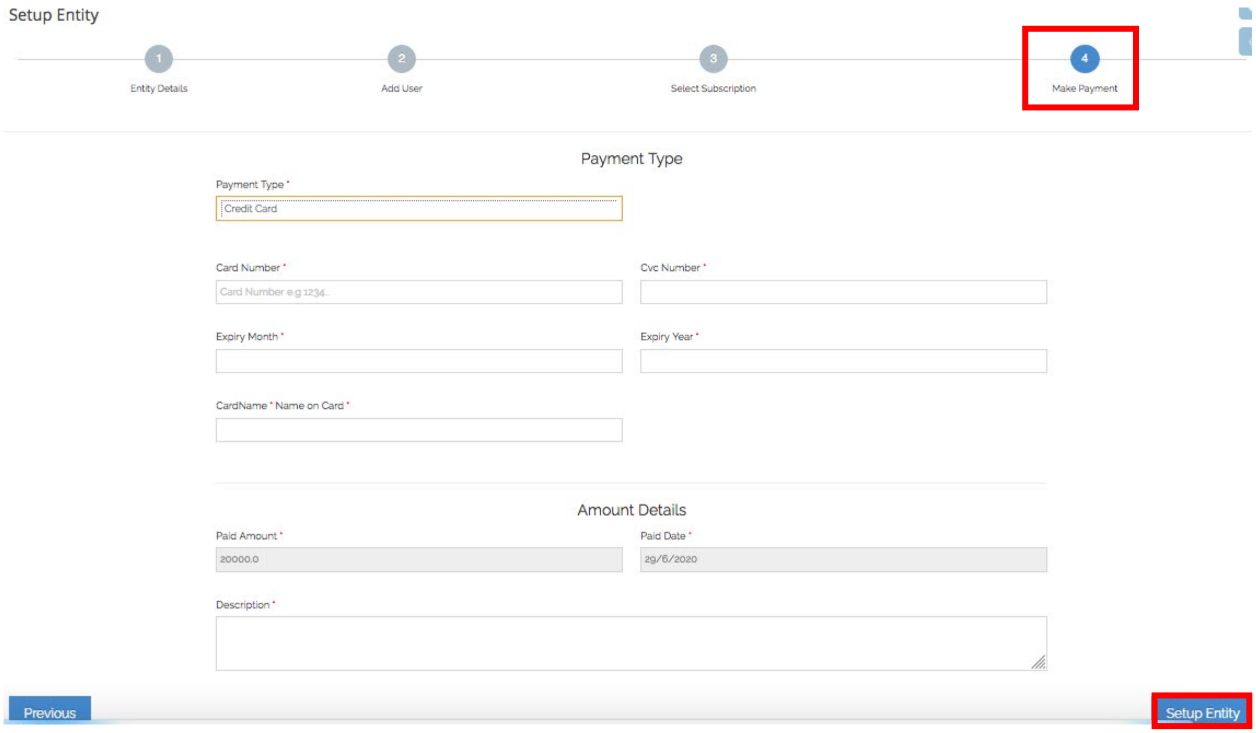


6. Select the subscription type (Standard, Professional or Premium) and click "Next."

Description	Standard	Professional	Premium
− Maintenance	$12,000	$18,000	$36000
Monthly Support Cost	$1000	$1500	$3000
Ticket Reponse Time (Hrs)	48 hrs	24 hrs	12 hrs
Complimentary Support Tickets (Per Year)	3	5	12
Email Support	Unlimited	Unlimited	Unlimited
Phone Support ($/Per Hr)	$40	$35	$25
Service Desk Access	x	x	x
User Guides	x	x	x
Video Tutorials	x	x	x
Knowledge Base and FAQs	x	x	x
Advisory Services			x
Dedicated Account Representative			x
Annual Efficiency Audit			x
Mailing List			x
Newsletter			x
Curia Early Access Program			x
Digital Certificate Program	Optional	Optional	Optional
Onsite Support ($/Per Hr)	CFP	CFP	CFP
*CFP - Call For Pricing	SELECT	SELECT	SELECT

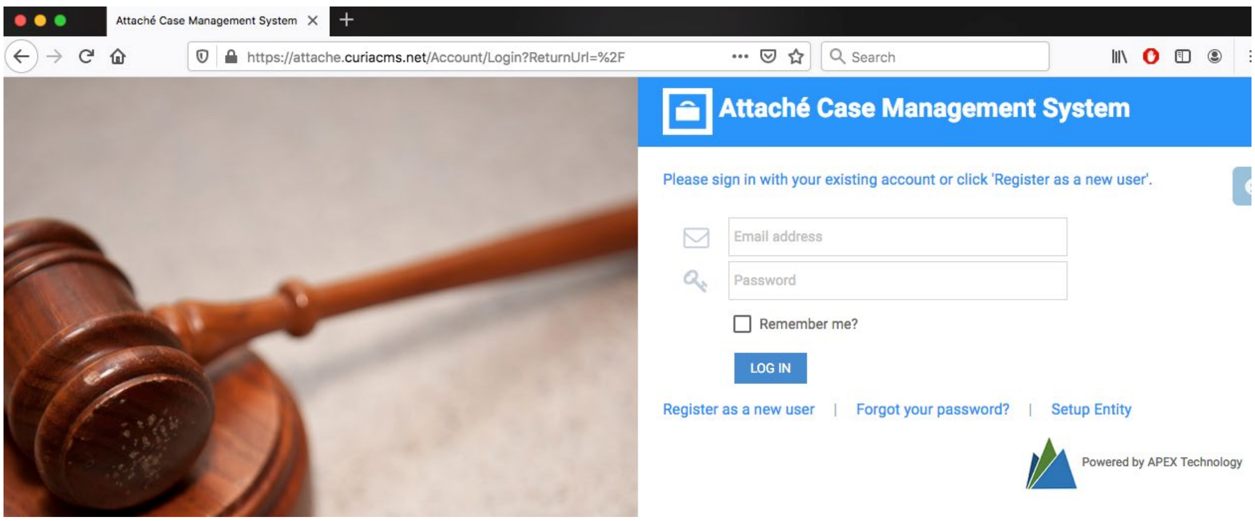
Total	$500.0

7. Proceed to Make Payment. Enter payment details and select Setup Entity.

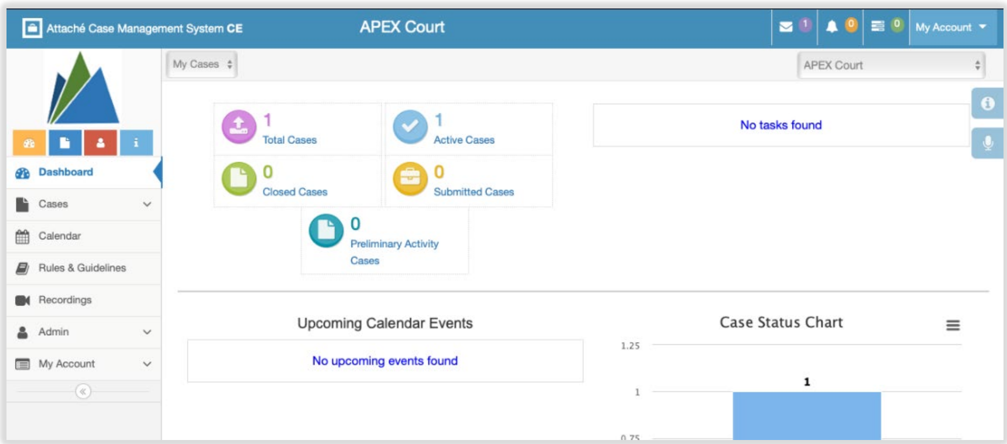


How do I Login to Attaché?

1. Open Attaché Application in a web browser.
2. Enter "Email address" and "Password" for the Attaché Application.
3. Click on "Log In" button.

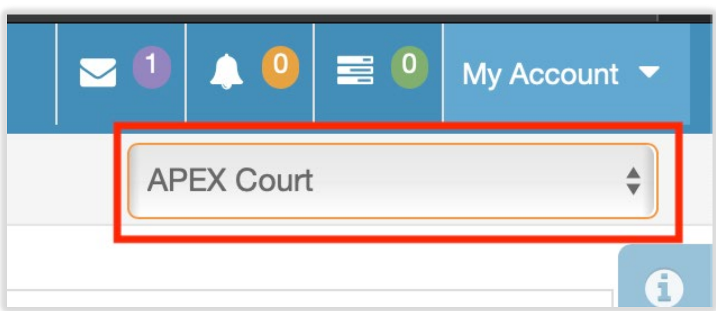


User will be directed to Dashboard Screen similar to the one shown below:



How do I Change the Court Jurisdiction?

Click on the dropdown list of Courts on the top, right side of the screen and select the desired court



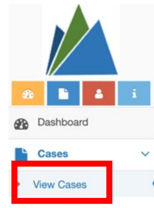
Note:
User will only be able to view the court(s) for which he/she has been granted access.

How do I View my Cases?

View Case Information

1. Go to My Cases.

2. Click View Cases.

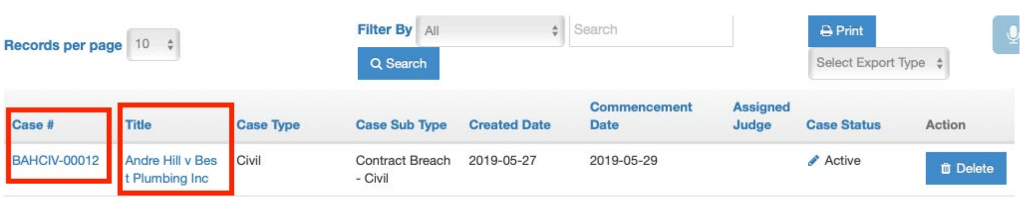


3. Browse or Search for the required case.

4. Click on the case # of the desired case.

View Case Summary

5. Click on Title of desired Case

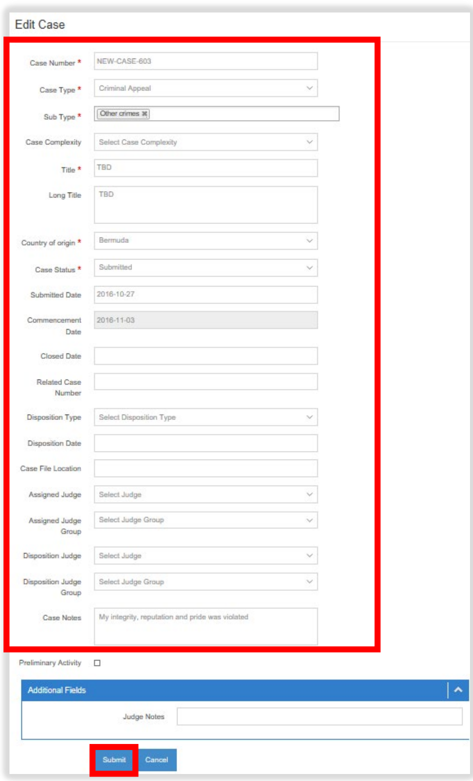


How do I Edit a Case?

a. Go to Case Information.

b. Click on the “Edit Case” button.

c. Edit Case Information fields as required and click the “Submit” button.



How do I View Case Documents?

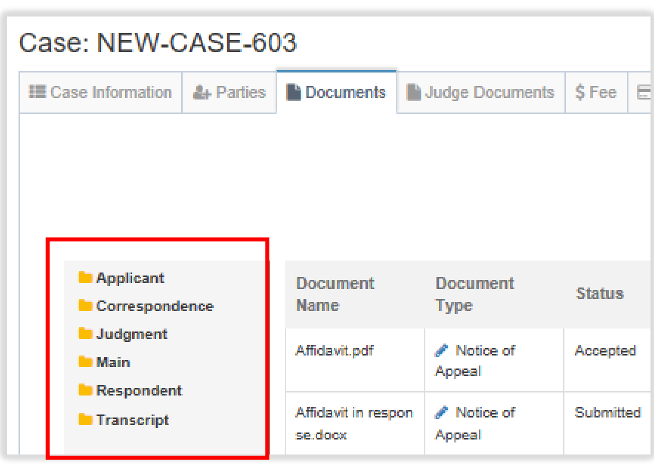
a. Go to Case Information.

b. Click on the "Documents" tab.

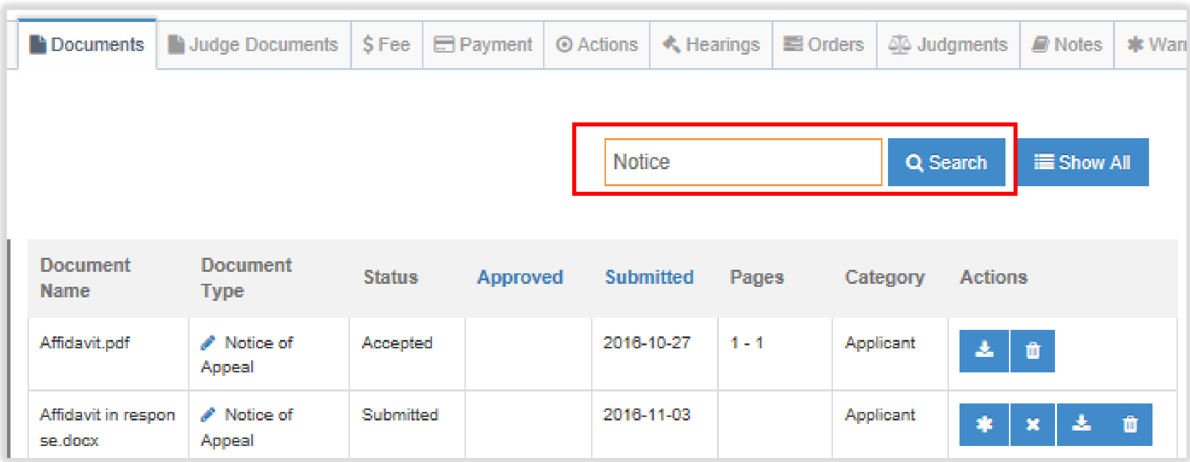
How do I Search for a Document?

a. Go to the Case Documents.

b. To browse documents, select a Document Folder to view documents within the folder.



c. To search a document, type a key word in the search box and click the "Search" button.

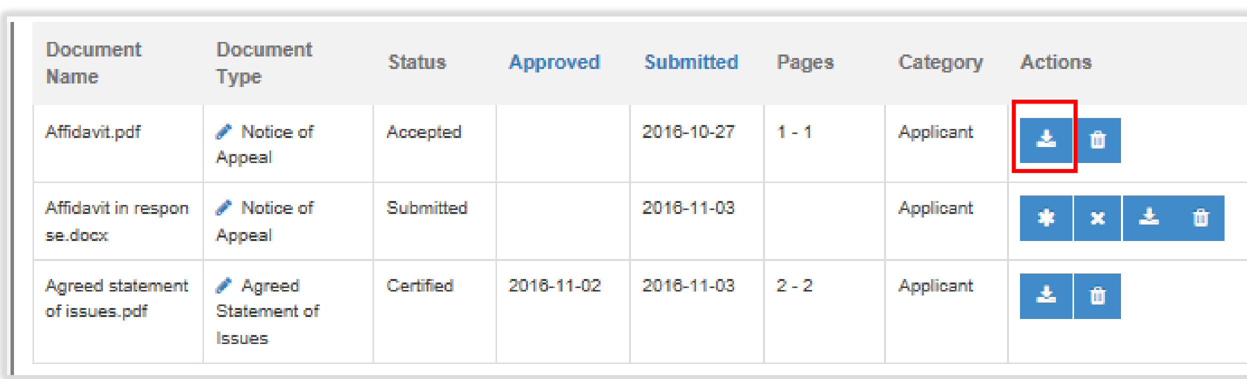


How do I Download a Document?

a. Go to the Case Documents.

b. Browse/Search the desired case document.

c. Click the download icon to download a copy of the document:



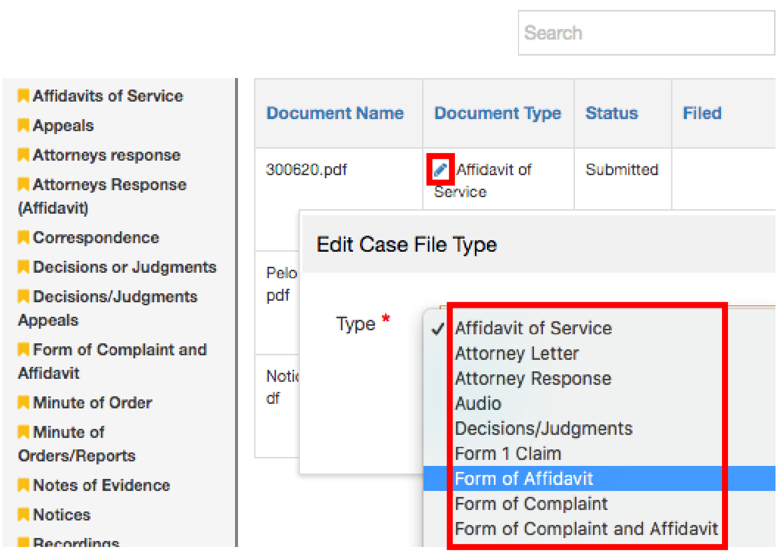
How do I Edit a Document type?

a. Go to the Case Documents.

b. Browse/Search the desired case document.

c. Click on the icon, next to the document type to open the "Document Type" list.

d. Select the required document from the dropdown list, then click the "Save" button.



Notes:

- The case file types should only be available in their respective courts.
- When the Case File Type is changed, the document will move to the appropriate folder set for that Case File Type.

How do I File Documents?

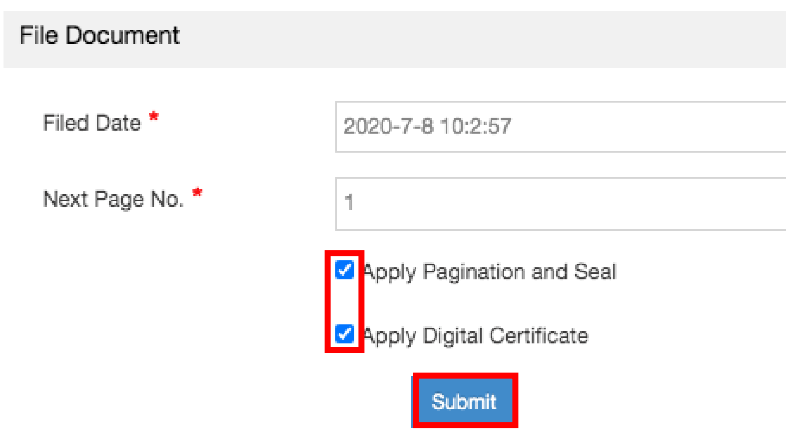
a. Go to the Case Documents.

b. Browse/Search the desired Case Document.

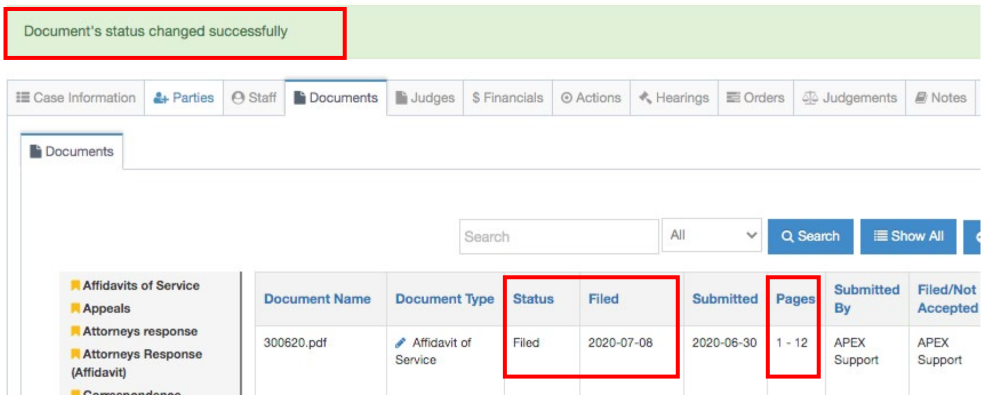
c. Click on the filing icon to File a Case Document.

Document Name	Document Type	Status	Approved	Submitted	Pages	Category	Actions
Affidavit.pdf	Notice of Appeal	Accepted		2016-10-27	1 - 1	Applicant	
Affidavit in respon se.docx	Notice of Appeal	Submitted		2016-11-03		Applicant	
Agreed statement of issues.pdf	Agreed Statement of Issues	Certified	2016-11-02	2016-11-03	2 - 2	Applicant	

d. Attaché will display a window to set the acceptance parameters. Once the options are selected, the user must submit the information for the document to be filed.

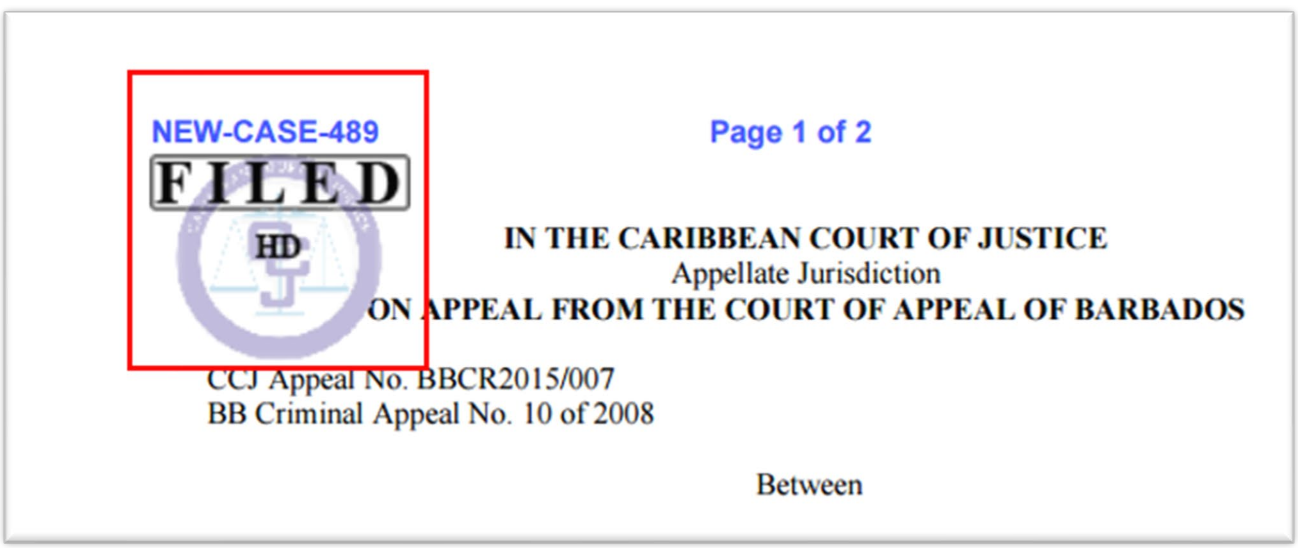


e. A confirmation message is displayed in the "Documents" window. The filed date will show under the "Filed" column; the status will read "Filed" and the Pages column will show the number of pages.



Note:

When a document is Accepted & Certified, it is converted into a PDF file and a watermark is placed on the document as shown in the image below.



How do I Reject a Document?

a. Go to the Case Documents.

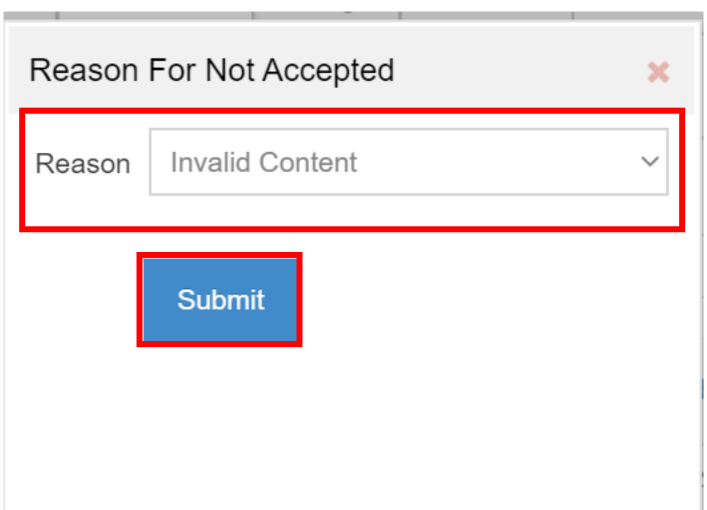
b. Browse/Search the desired Case Document.

c. Click the icon to reject a Document.

d. Select the reason for rejecting the document.

e. Click “Submit.”

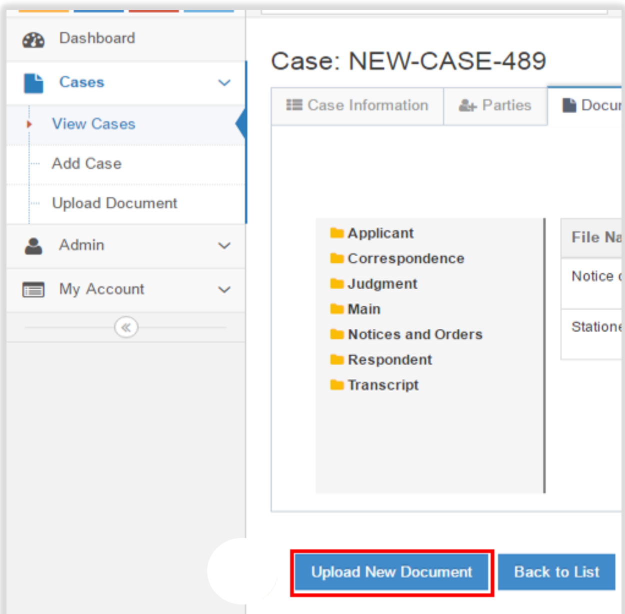
Document Name	Document Type	Status	Approved	Submitted	Pages	Category	Actions
Affidavit.pdf	Notice of Appeal	Accepted		2016-10-27	1 - 1	Applicant	
Affidavit in respon se.docx	Notice of Appeal	Submitted		2016-11-03		Applicant	
Agreed statement of issues.pdf	Agreed Statement of Issues	Certified	2016-11-02	2016-11-03	2 - 2	Applicant	



How do I Add a document to a Case?

a. Go to the Case Documents.

b. Click the "Upload New Document" button.

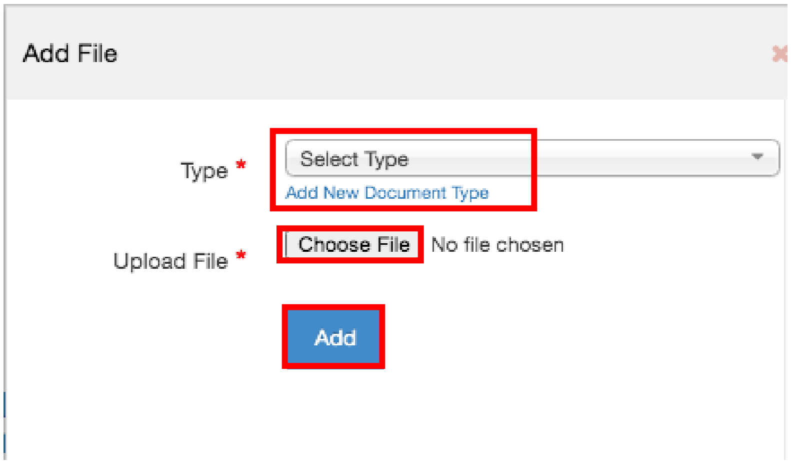


c. In the Upload document window, select the "Add Files" button.

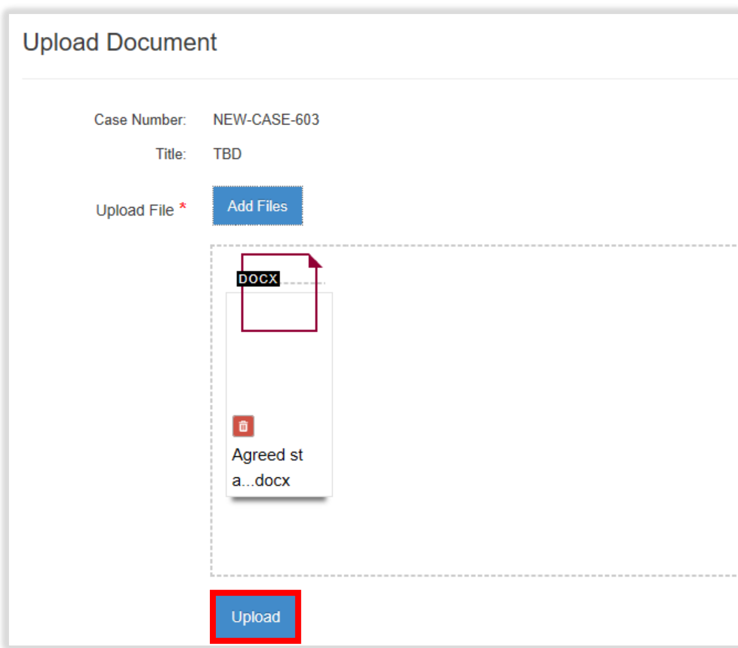
d. When the pop-up window comes up, select the Document Type from the drop-down menu.

e. Click the "Choose File" button and select the file by browsing to the location where the file is saved. Select the file then add same by clicking the "Add" button.

f. Click on the "Add" button.



g. Click the “Upload” button.



How do I Add a party to my Case?

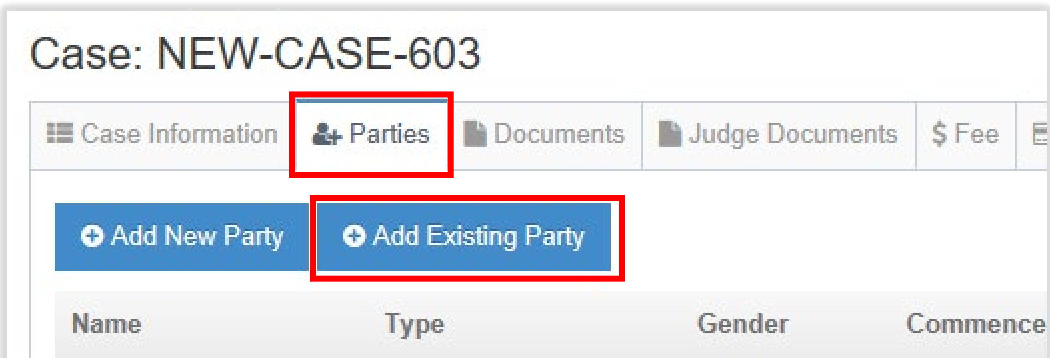
a. Go to My Cases.

b. Browse/Search for the required case.

c. Select the case by clicking on the case number.

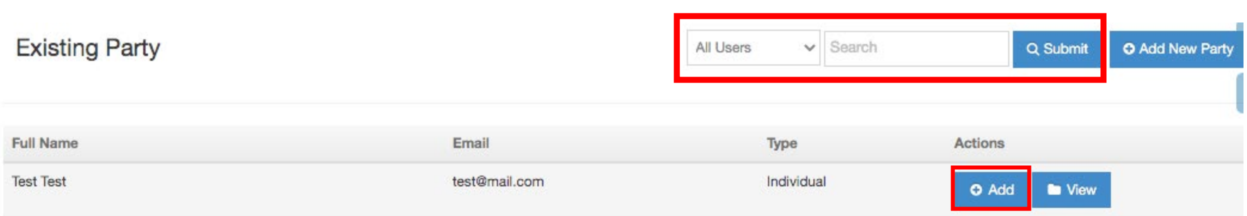
d. Click on the "Parties" tab.

e. Click on the "Add Existing Party" button.



f. Browse for the Party or type the party name in the search box and click the "Submit" button.

g. Click the "Add" button next to the Party to be added to the Case.



How do I Import Actions from an Action template to a Case?

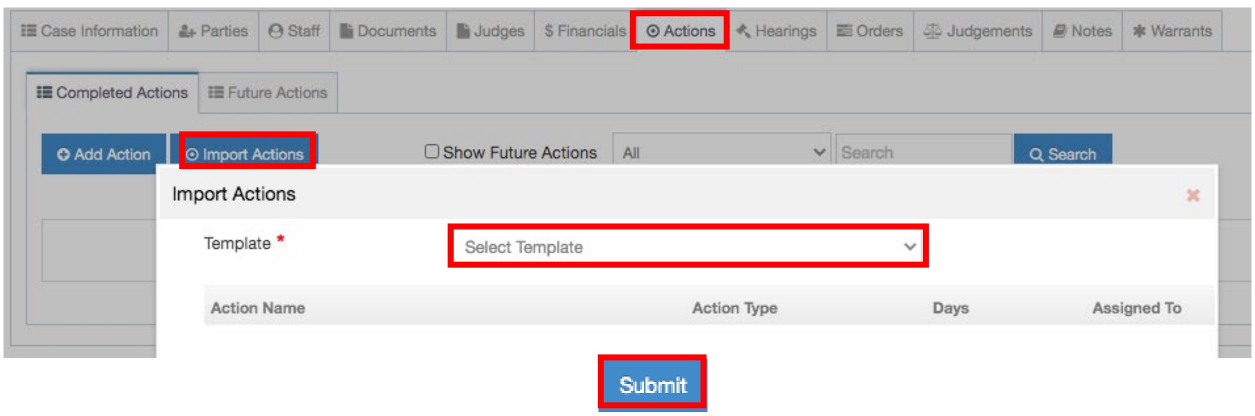
a. Go to My Cases.

b. Select the case by clicking on the Case Number.

c. Select the “Actions” tab.

d. Click the “Import Actions” button.

e. Select the Template and click “Submit.”

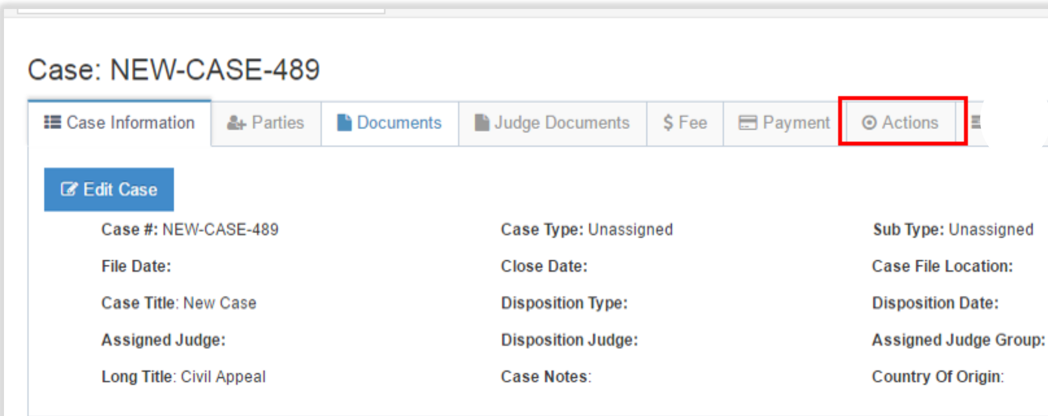


How do I View Case Actions?

a. Go to My Cases.

b. Select a case.

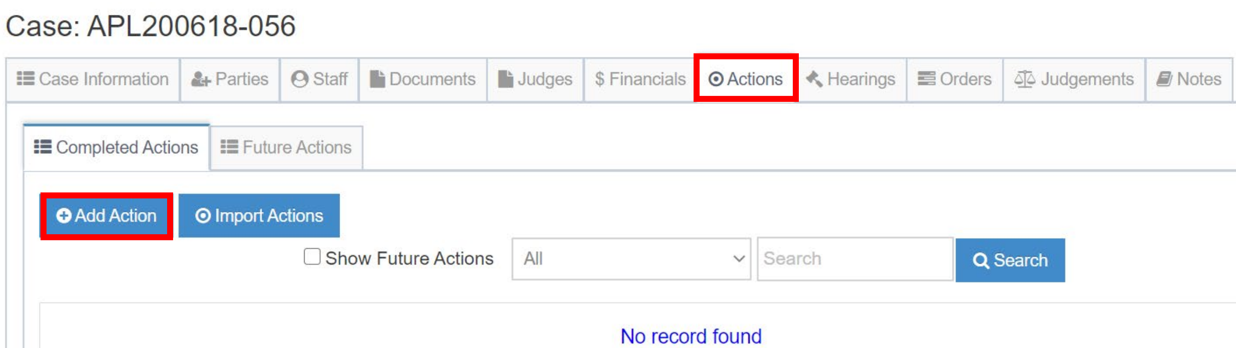
c. Click on the “Actions” tab.



How do I Add actions to a Case?

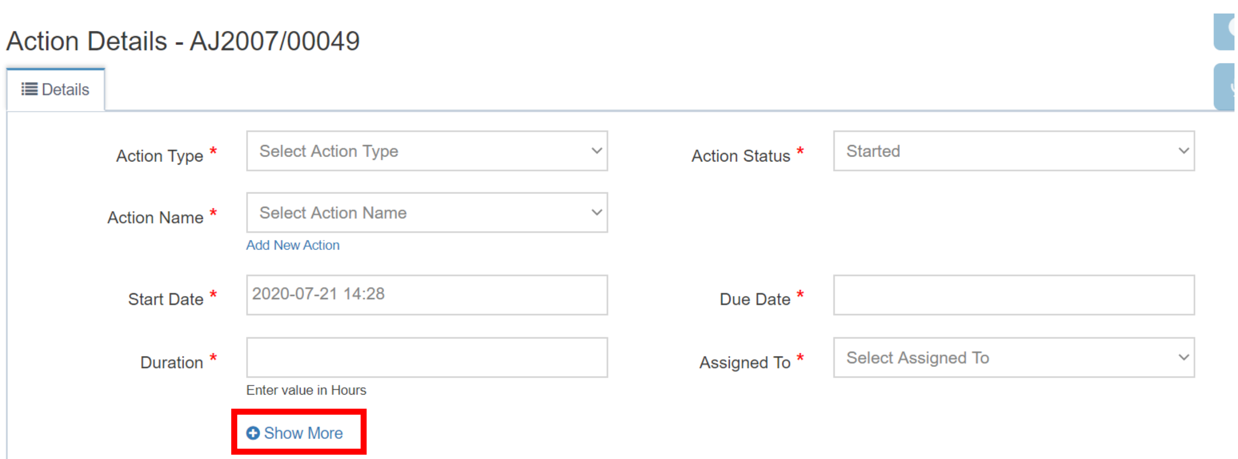
a. Go to Actions.

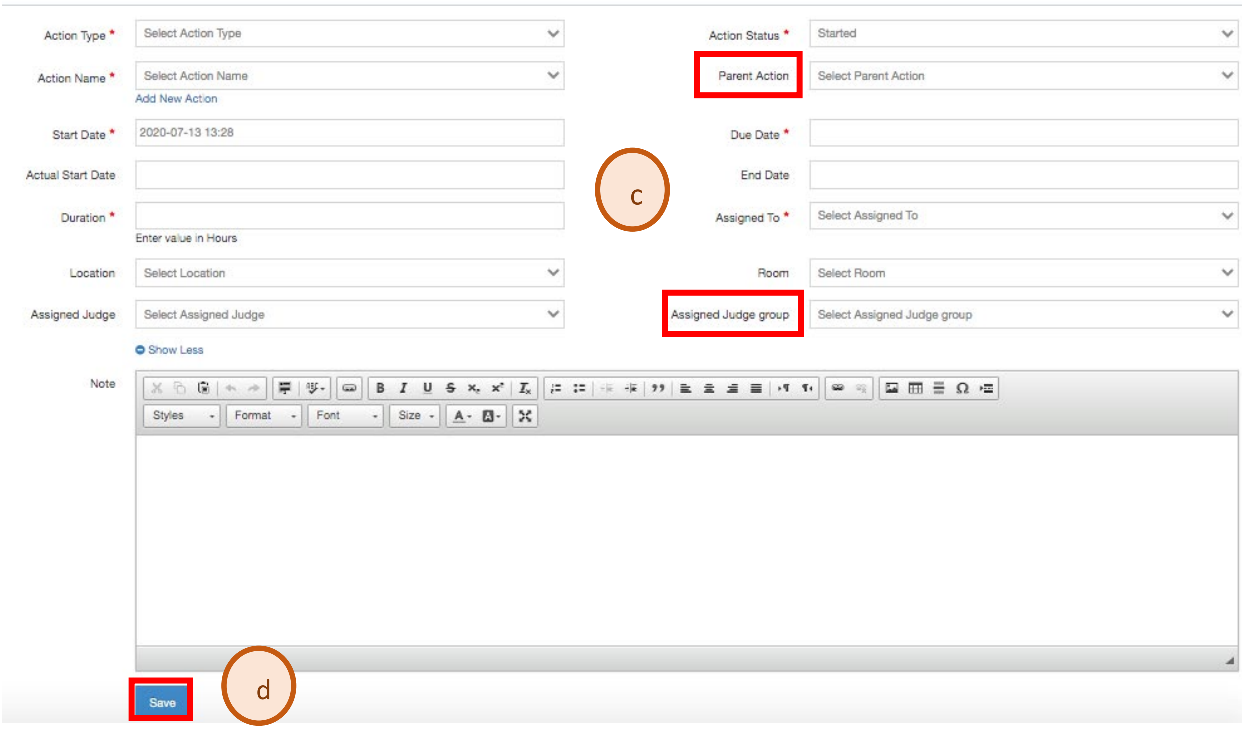
b. Click on the “Add Action” button.



c. Complete the required information in the Action details section.

d. Click on the “Save” button.





Notes:

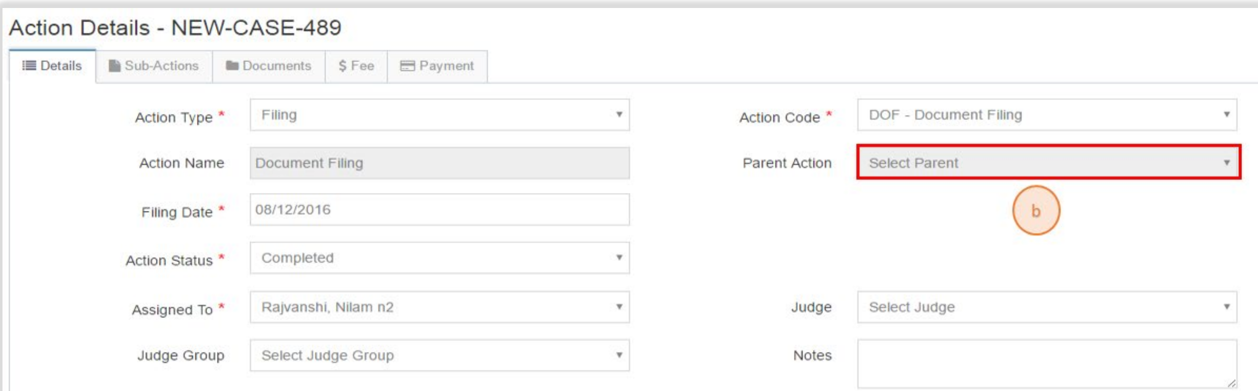
i. The "Parent Action" field can be used to create a parent-child relationship between the Actions by selecting a Parent Action. The dropdown options will show the Actions already added to the Case. The "Parent Action" field is accessed by clicking on the "+ Show More" button.

ii. "Judge Group" field refers to a Judge Panel and can be used in scenarios where there is a Panel of Judges involved in a case. In scenarios where a single judge is handling the case, the "Judge" field should be used.

How do I Add Sub-Actions to an Action?

a. Add Parent Action to a Case.

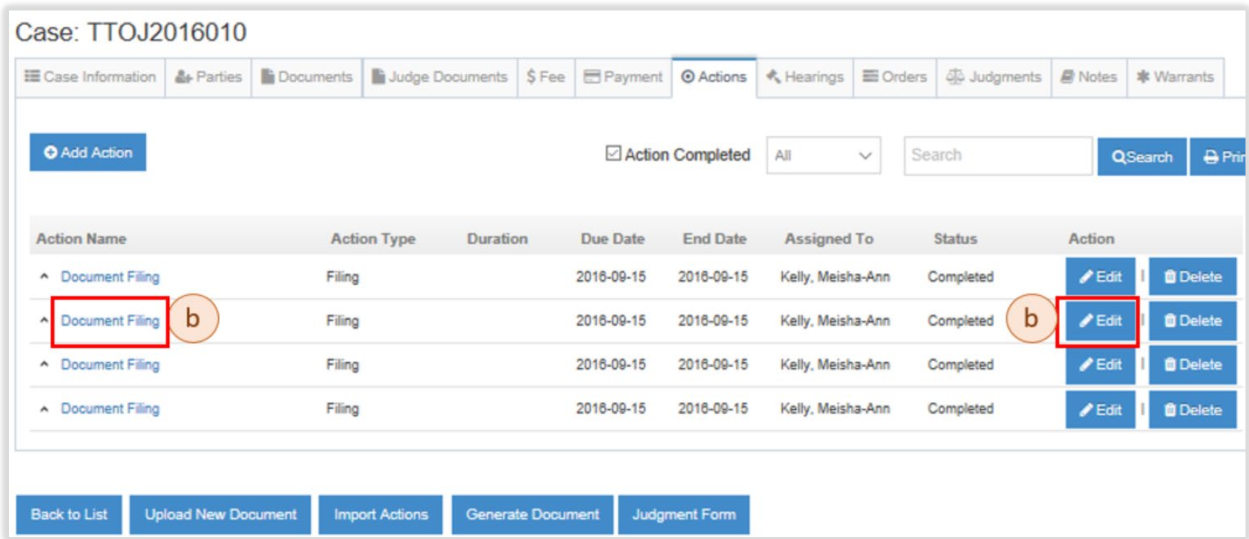
b. Add another Action which will act as a sub-action and select "Parent Action" from the dropdown list on the Action Details page, while creating the sub-action.



How do I View/ Edit Action details?

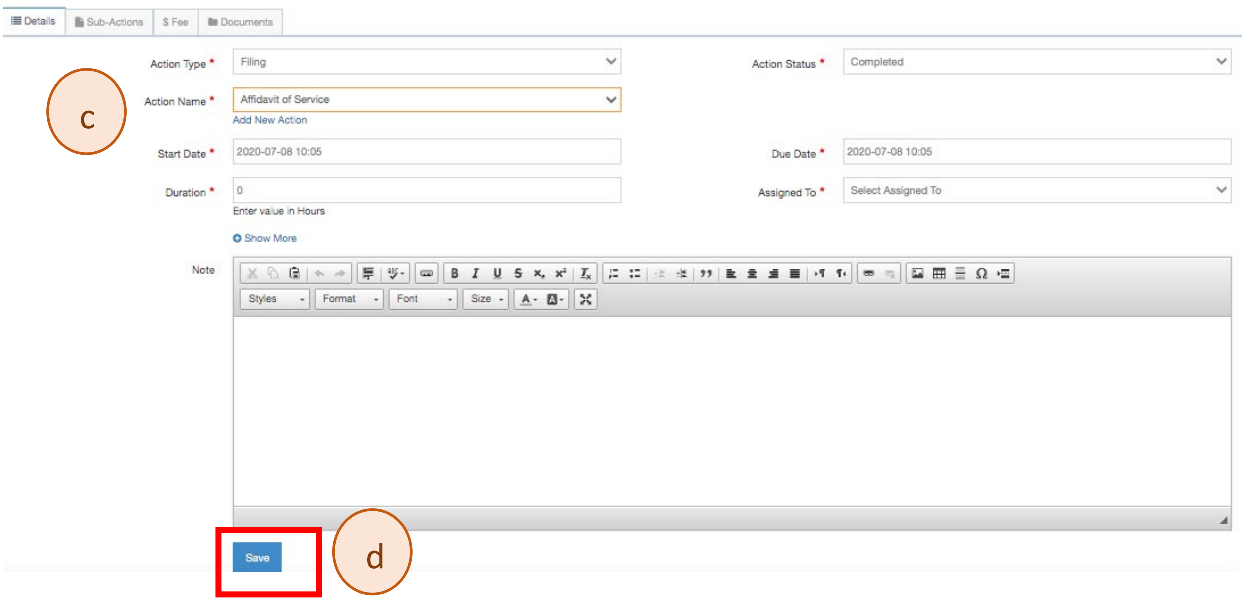
a. Go to the Case Actions.

b. Click on Action Name or “Edit” button to view Action Details.



c. Edit the Action Details as required.

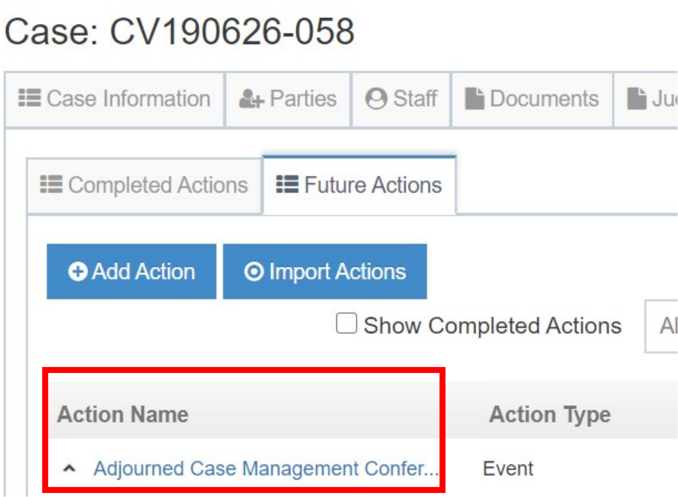
d. Click the “Save” button.

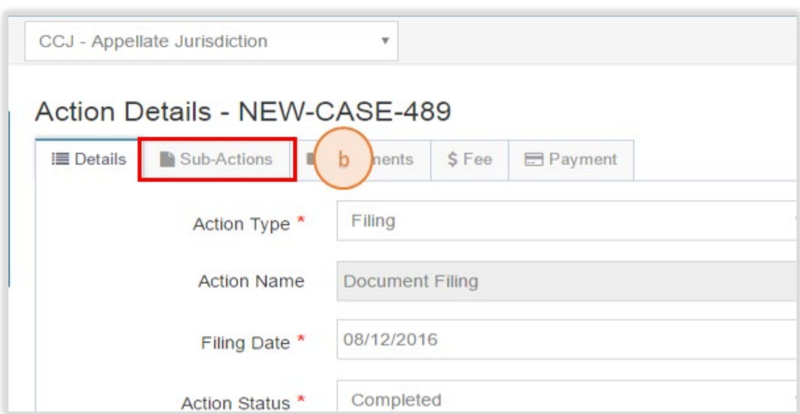

Details
Sub-Actions
$ Fee
Documents
Action Type *
Filing
Action Status *
Completed
c
Action Name *
Affidavit of Service
Add New Action
Start Date *
2020-07-08 10:05
Due Date *
2020-07-08 10:05
Duration *
0
Enter value in Hours
Assigned To *
Select Assigned To
Show More
Note
Styles
Format
Font
Size
Save
d

How do I View Sub-Actions for an Action?

a. Go to the Action Name.

b. Click on the "Sub-Actions" tab.

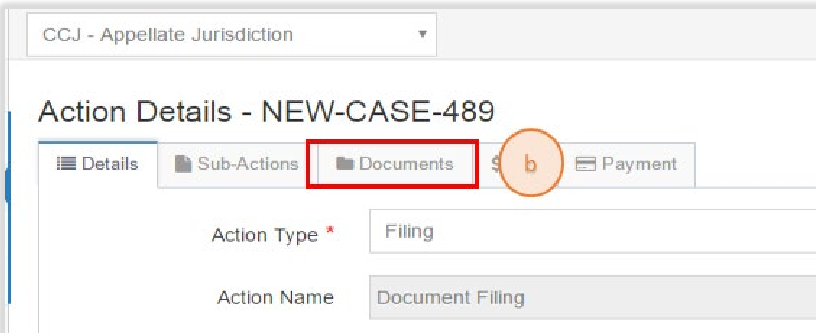




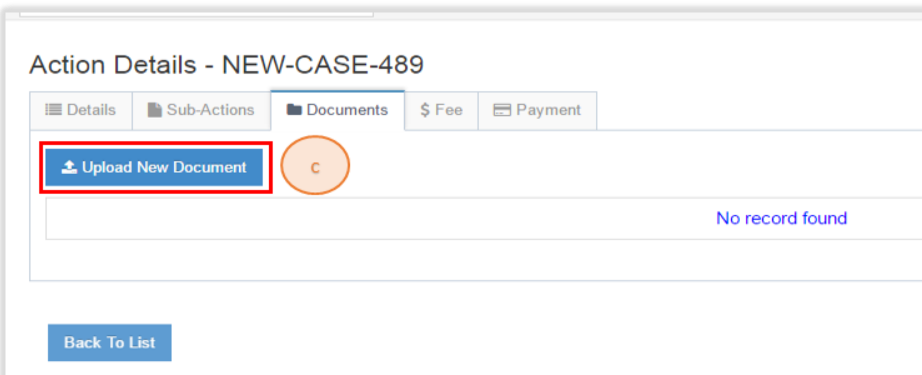
How do I Upload documents for an Action?

a. Go to the Action Name.

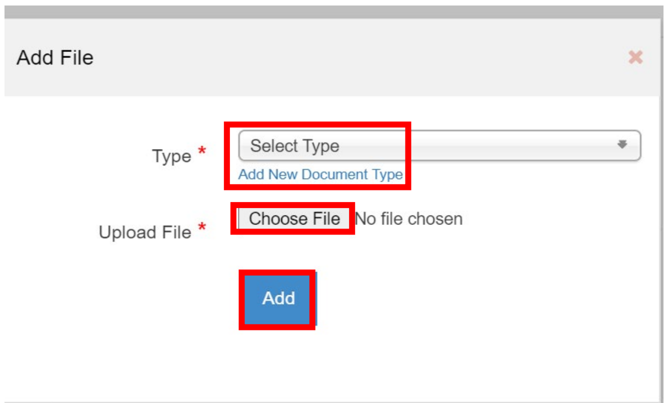
b. Click on the "Documents" tab.



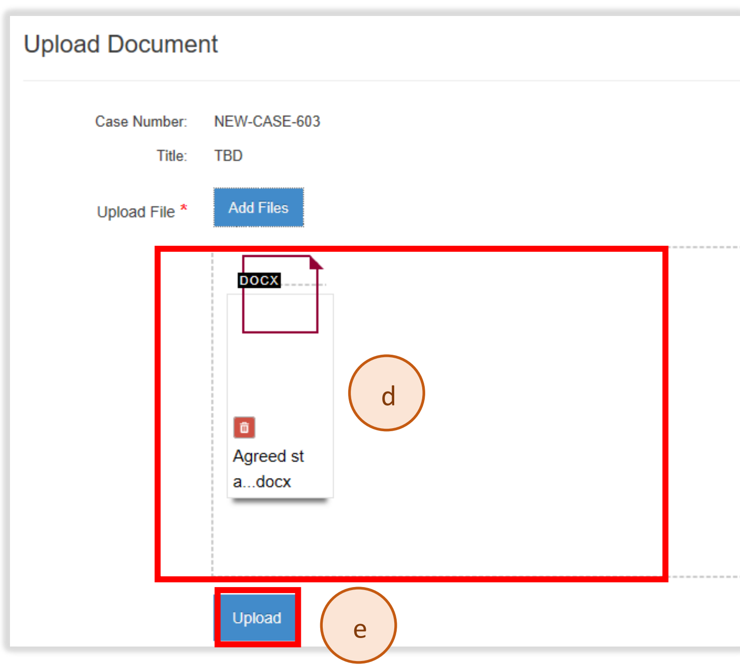
c. Click on the "Upload New Document" button.



d. After selecting the New Document Type, upload documents by browsing to the location where the files are saved, select the file then add same by clicking the "Add" button.



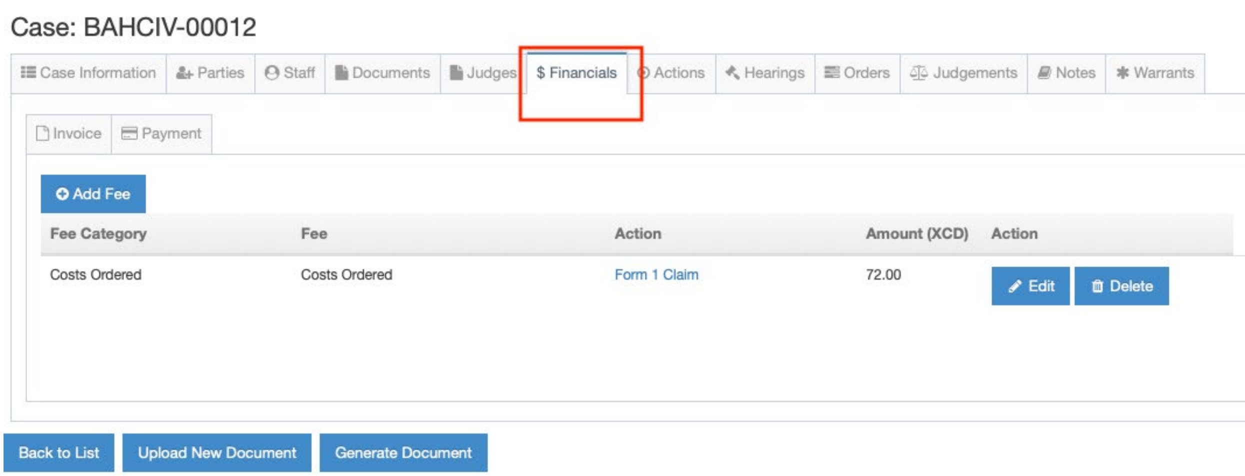
e. Click "Upload" button



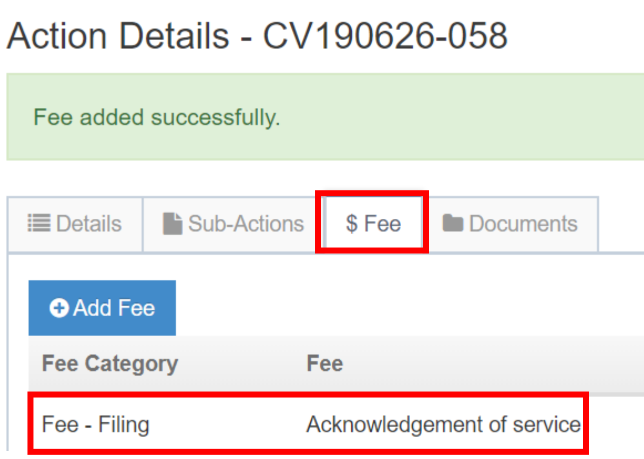
How do I view Fees associated with a Case?

a. Go to the Case Details.

b. Click on the “Financials” tab.



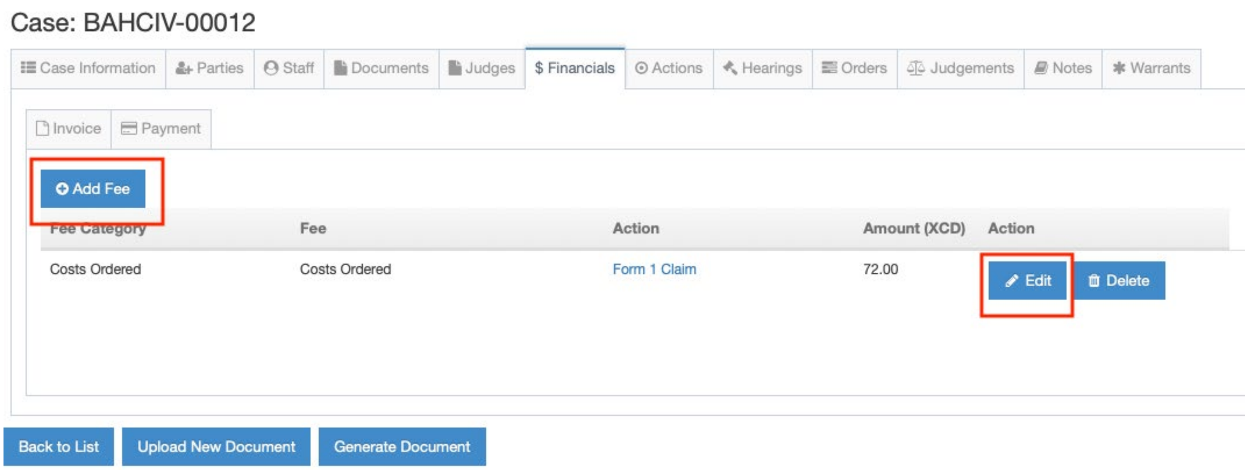
Note: There are Fees linked with the Actions. In such cases, when an Action is added to a case, all linked Fees are also added to the case automatically and can be found at the list of fees under the Fee tab.



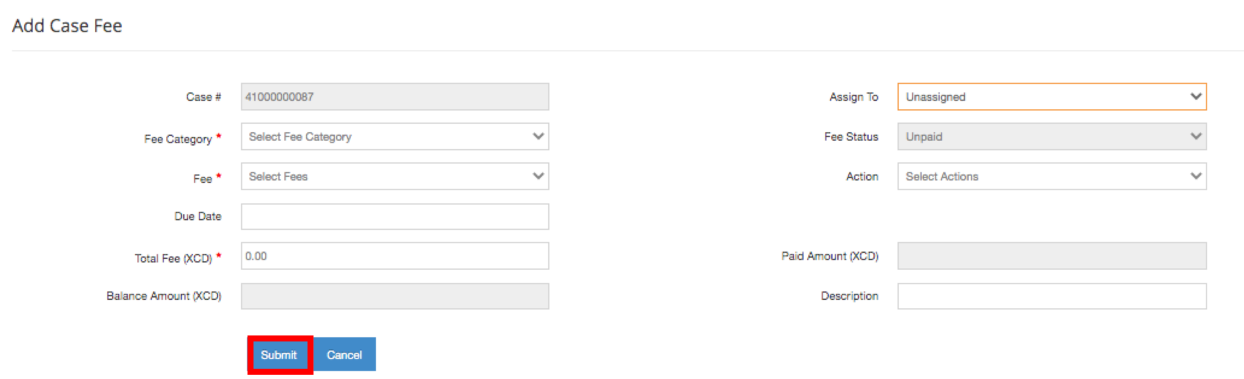
How do I Add/Edit Case Fees?

a. Go to the “Financials” tab in the case details.

b. Click the “Add Fee” button or Click on the “Edit” button for a Fee that needs to be edited.



c. Fill out the Fee details and click the “Submit” button.



How do I View Payments?

a. Go to the Case Details by clicking on the case number.

b. Click the “Financials” tab.

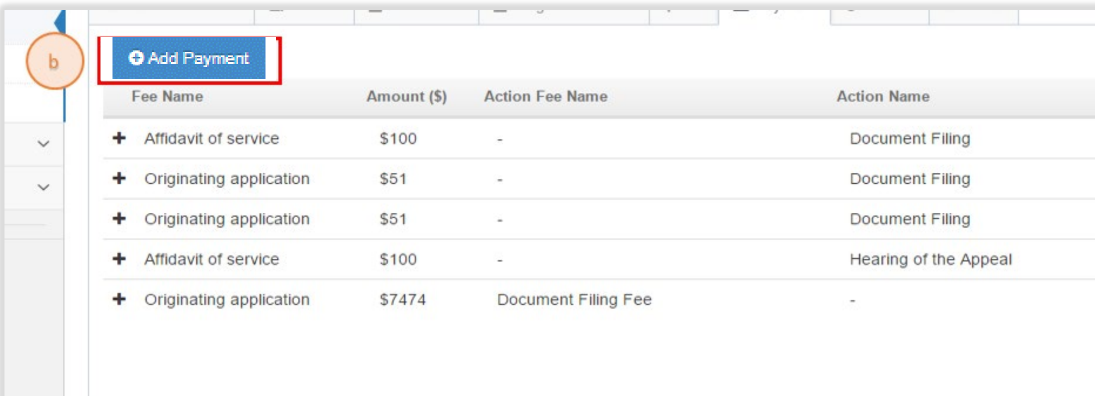
c. Click the “Payment” tab.

Note: The “Payment” tab under Financials will list all the Payments related to Case Fees, including Payments for Fees linked to Case Actions. In addition, Payments for the Fees linked with an Action can be also viewed in the “Payment” tab under the Action details.

How do I Add Payments?

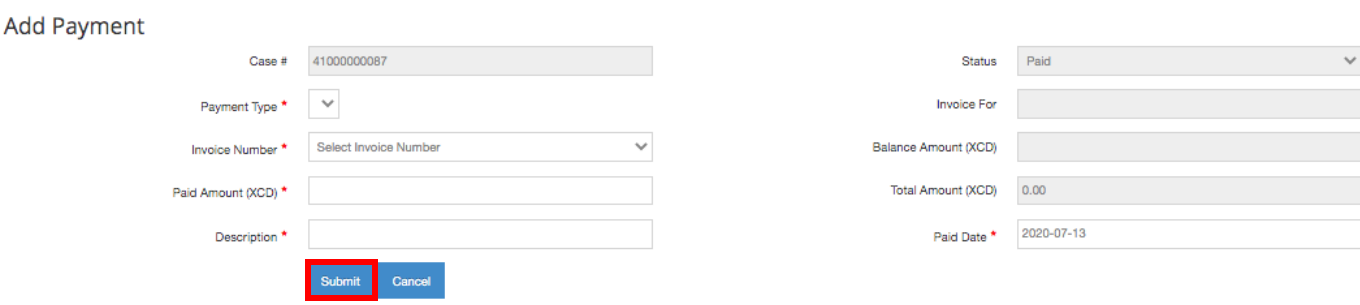
a. Go to the “Payment” tab under “Financials.”

b. Click the “Add Payment” button.



Fee Name	Amount ($)	Action Fee Name	Action Name
Affidavit of service	$100	-	Document Filing
Originating application	$51	-	Document Filing
Originating application	$51	-	Document Filing
Affidavit of service	$100	-	Hearing of the Appeal
Originating application	$7474	Document Filing Fee	-

c. Fill out the Payment details and click the “Submit” button.



How do I Edit Payments?

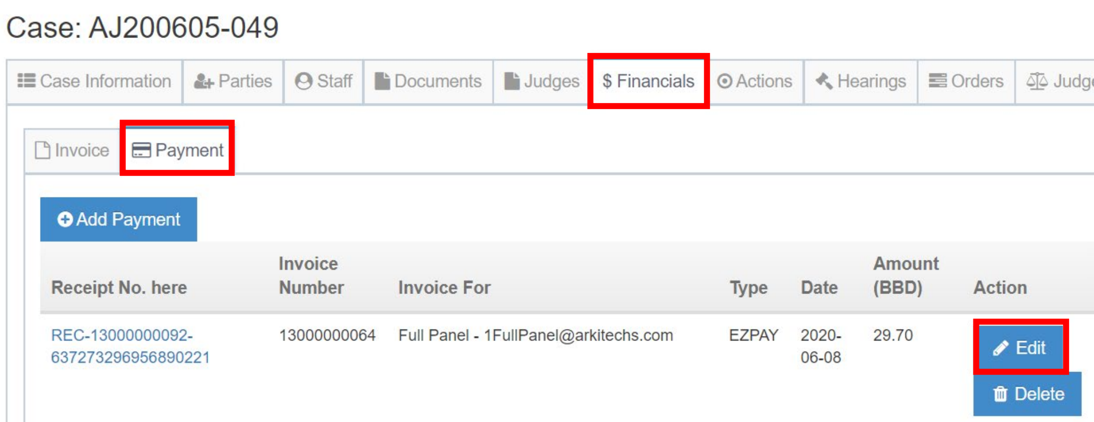
a. Go to the “Payment” tab under Financials.

b. Click the “Edit” button for the Payment that needs to be edited.

c. A new window will appear with a form.

d. Change the Payment information in the form as required.

e. Click the “Submit” button.

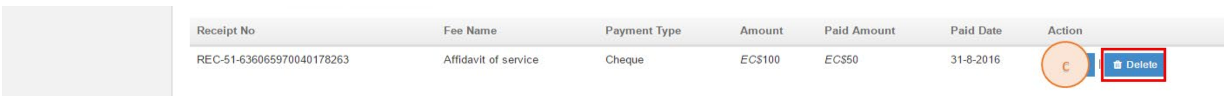


How do I Delete Payments?

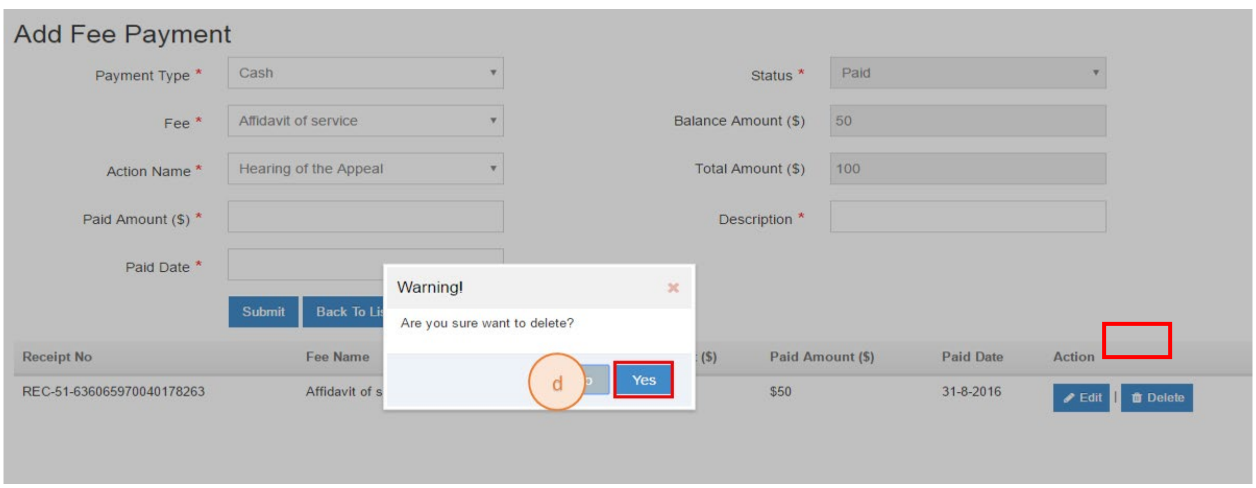
a. Go to the "Payments" tab under Financials.

b. Select the Payment to be deleted.

c. Click the "Delete" button for the payment to be deleted.



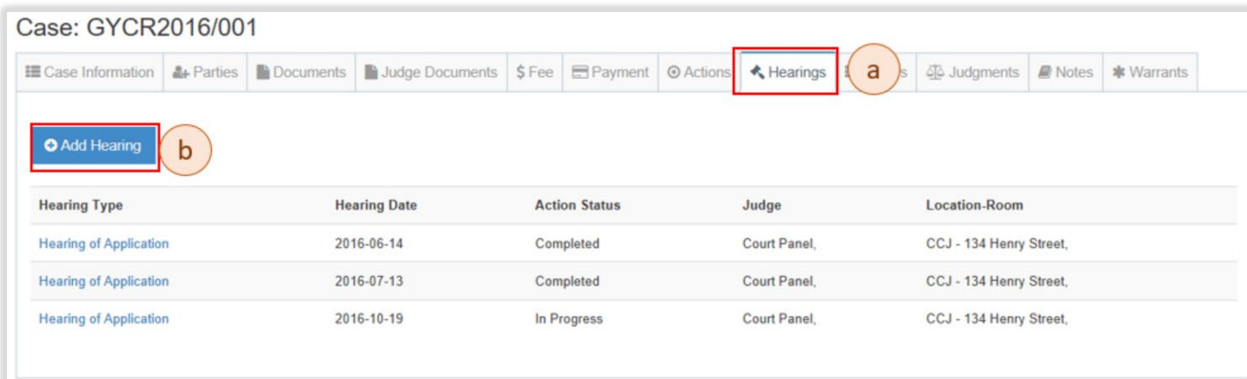
d. A pop-up message will appear to ensure you want to delete. Click the "Yes" button.



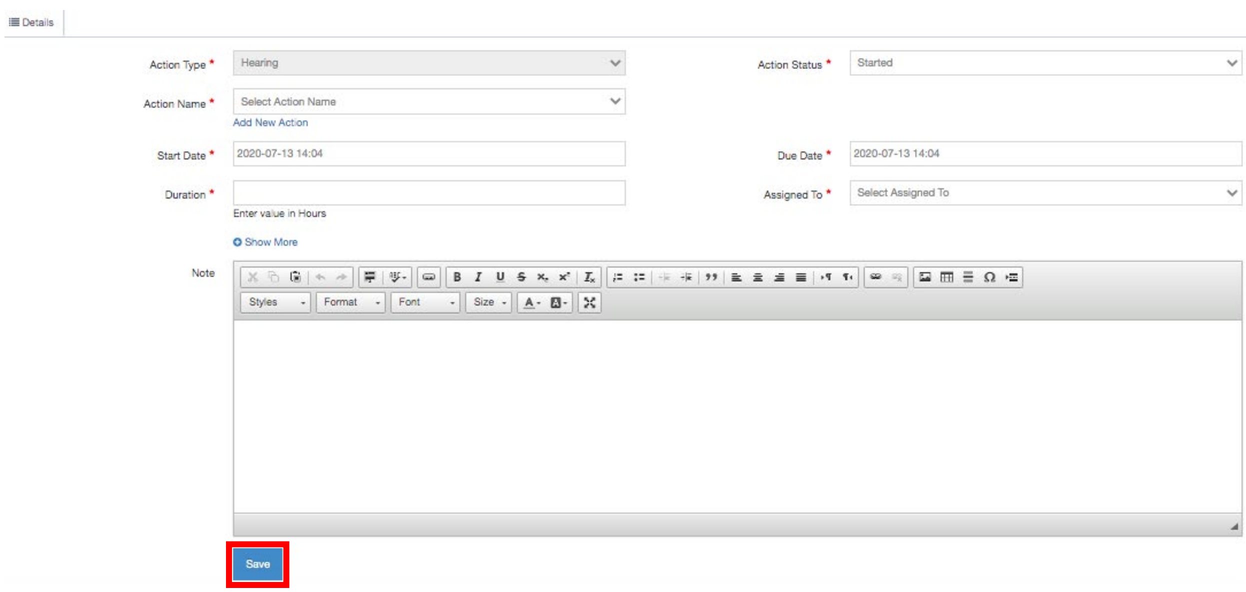
How do I Schedule a Hearing?

a. Go to the "Hearings" tab.

b. Click the "Add Hearing" button.



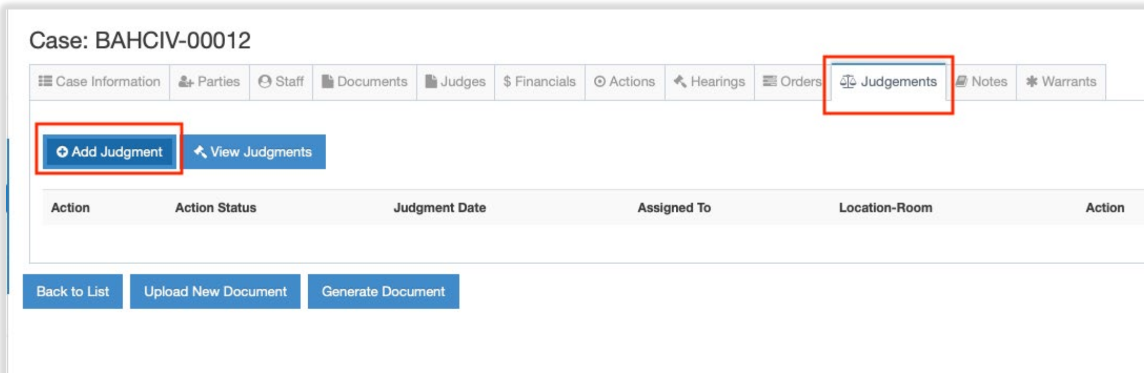
c. Fill out the Hearing Details page with all required information and click "Save."



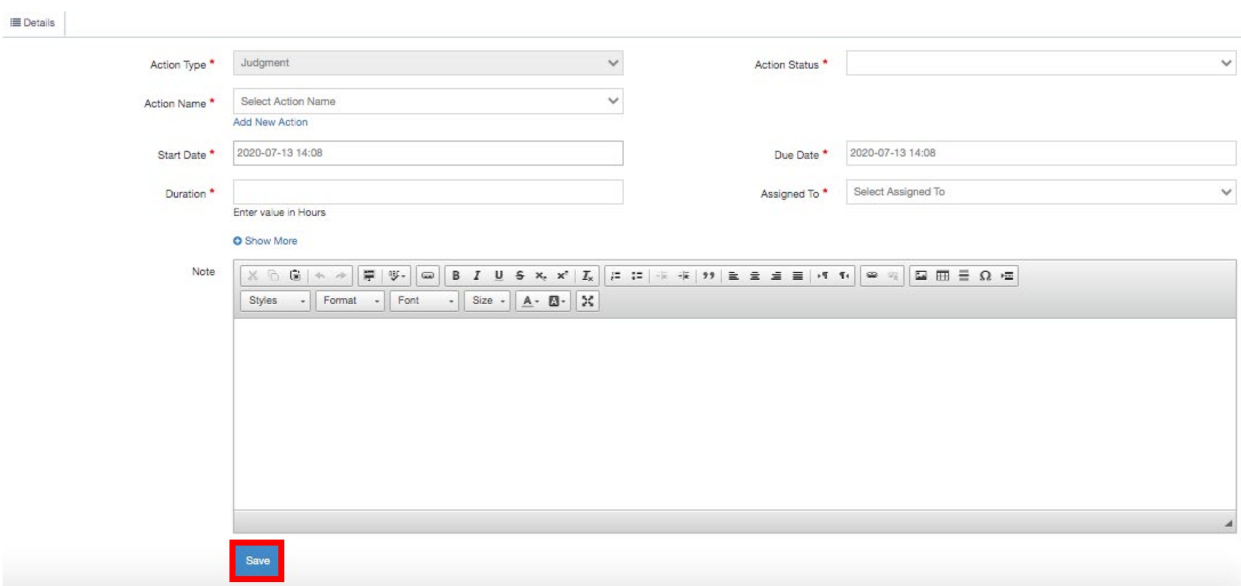
How do I Add a Judgment date?

a. Go to the “Judgments” tab.

b. Select the “Add Judgment” button.



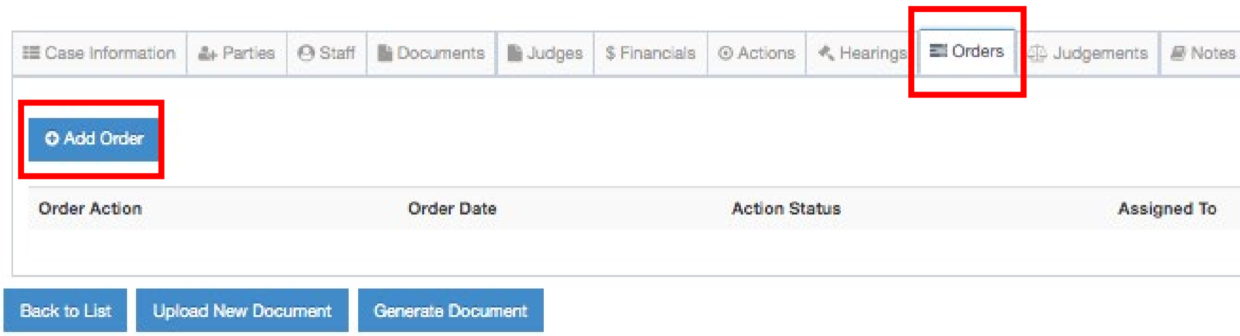
c. Enter all the required information in the Judgment Details page and click the “Save” button.



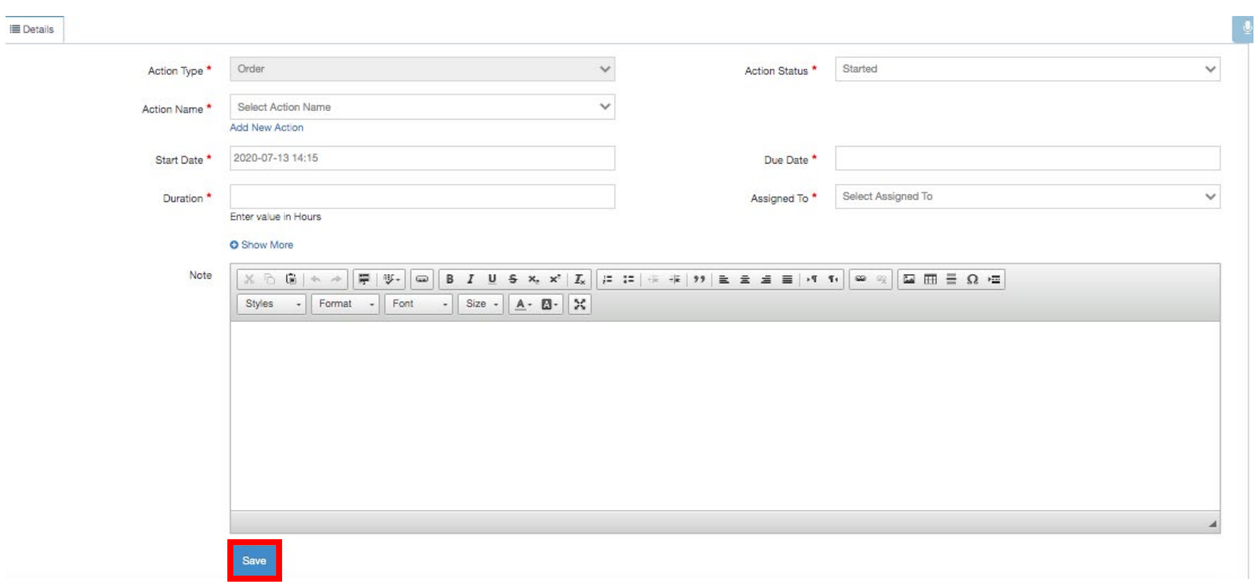
How do I Add an Order to a Case?

a. Go to the “Orders” tab.

b. Click on the “Add Order” button.



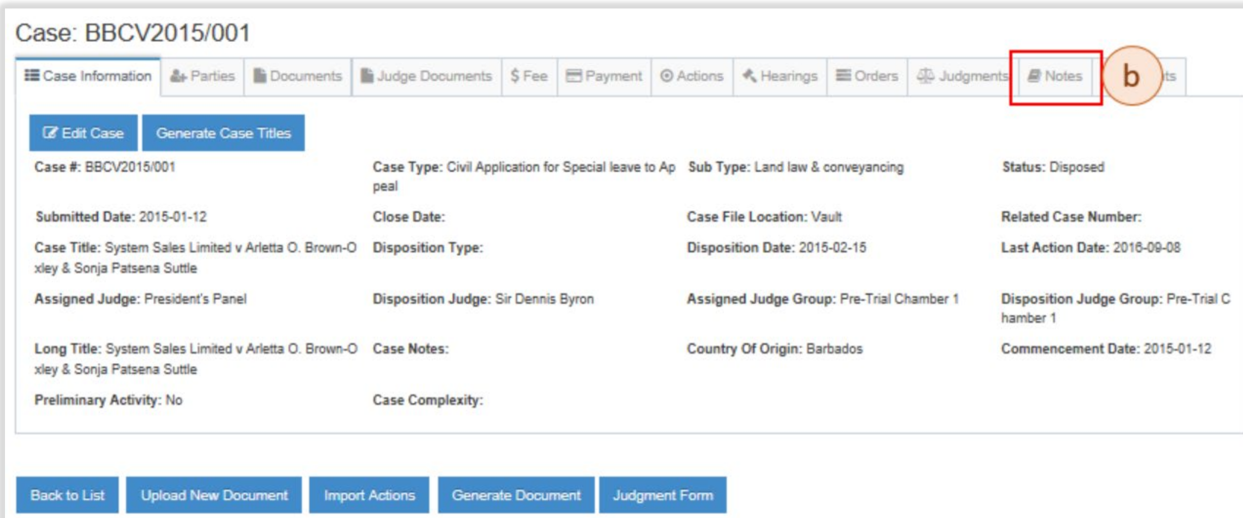
c. Enter all the necessary information in the Order details window and click “Save” to create your Order.



How do I View Case notes?

a. Go to the Case Details.

b. Click on the “Notes” tab.

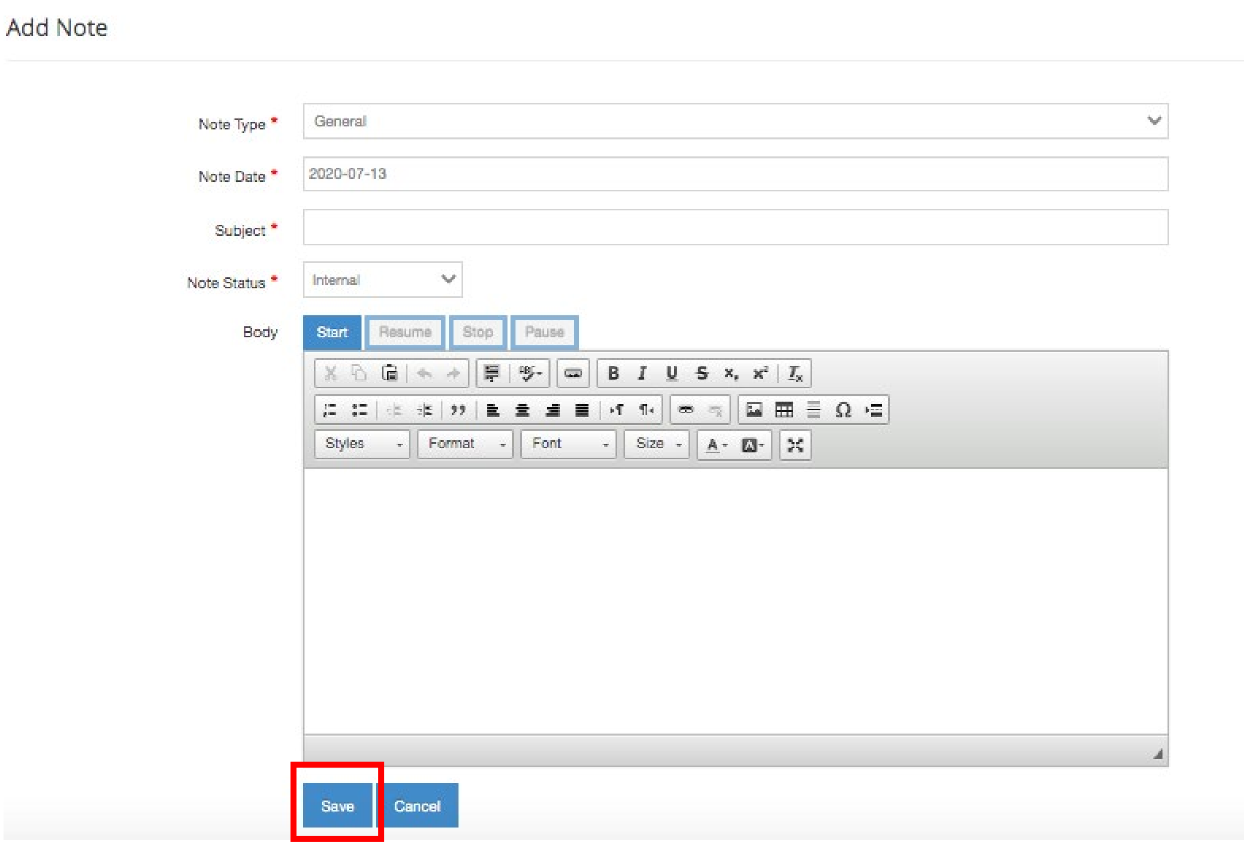


How do I Add Case notes?

a. Go to the “Notes” tab.

b. Click the “Add Notes” button.

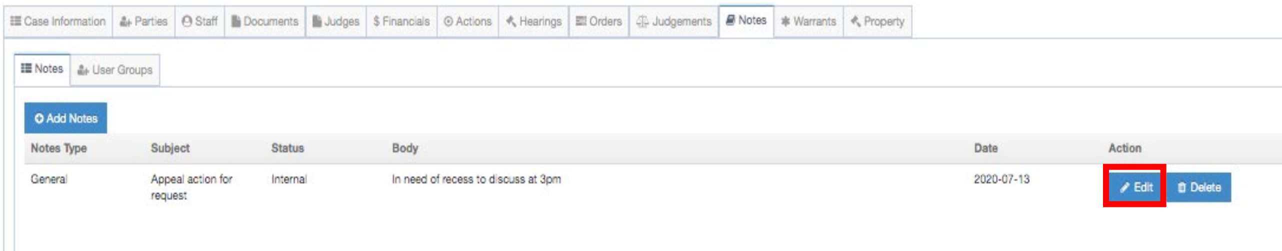
c. Fill in the details in the “Add Notes” form and click the “Save” button.



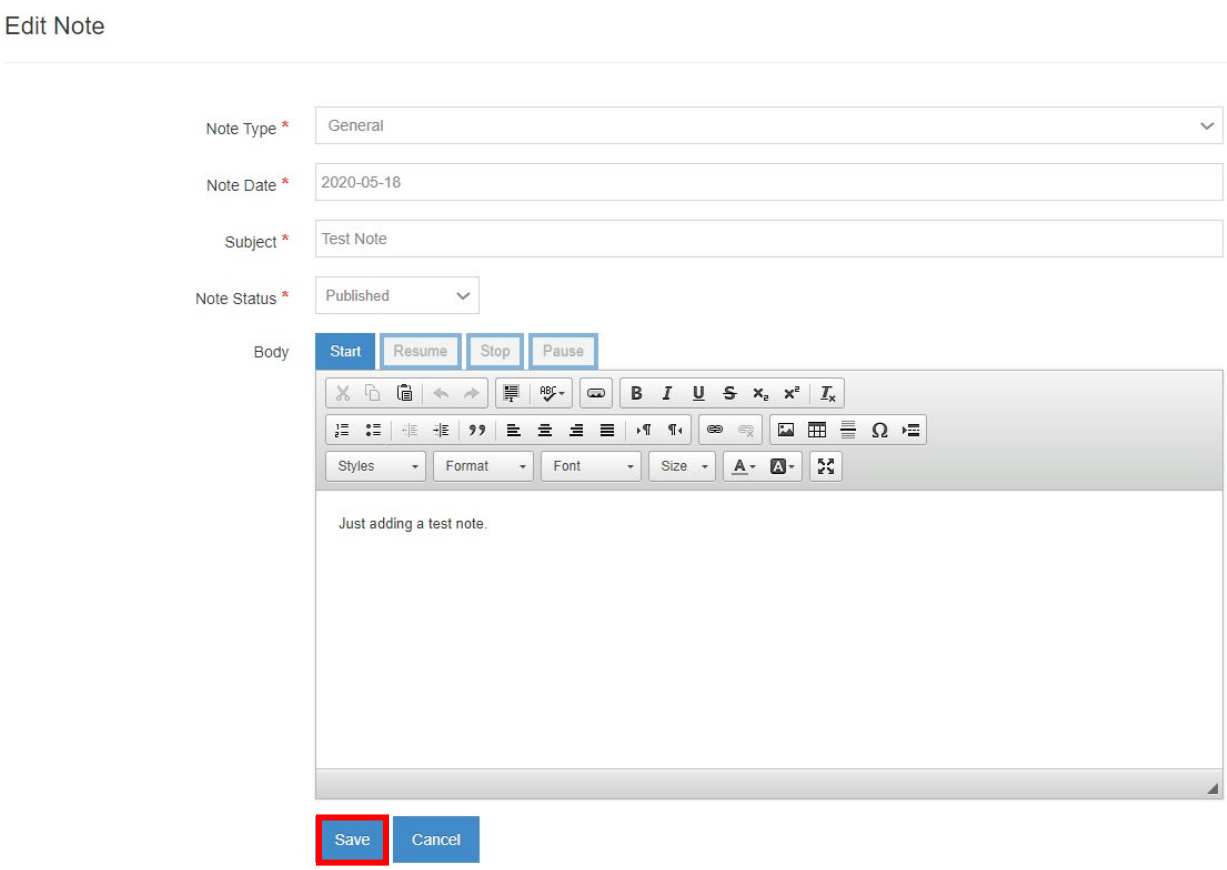
How do I Edit Case notes?

a. Go to the Case Notes.

b. Click the “Edit” button for the Note to be edited.



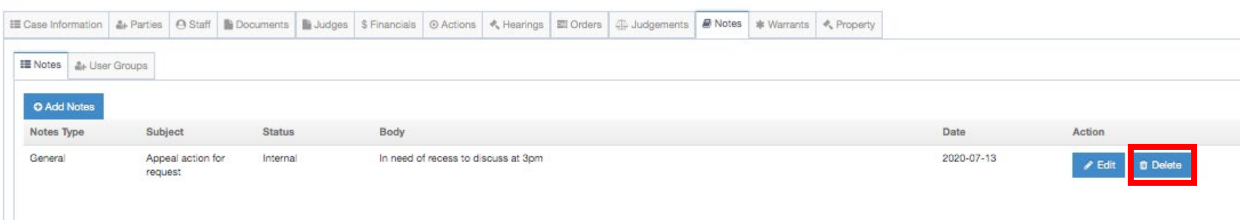
c. Edit the Case Note details and click “Save.”



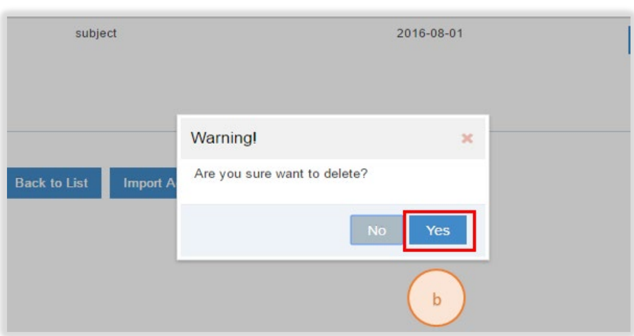
How do I Delete Case notes?

a. Go to the Case Notes.

b. Click the “Delete” button to delete the relevant note.



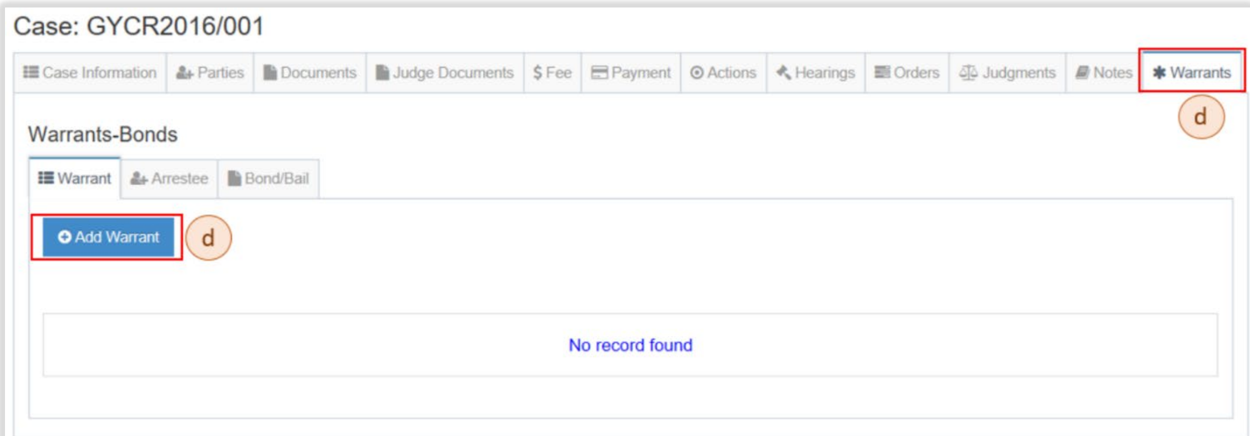
c. A pop-up window appears to confirm deletion of the note. Click the “Yes” button to delete.



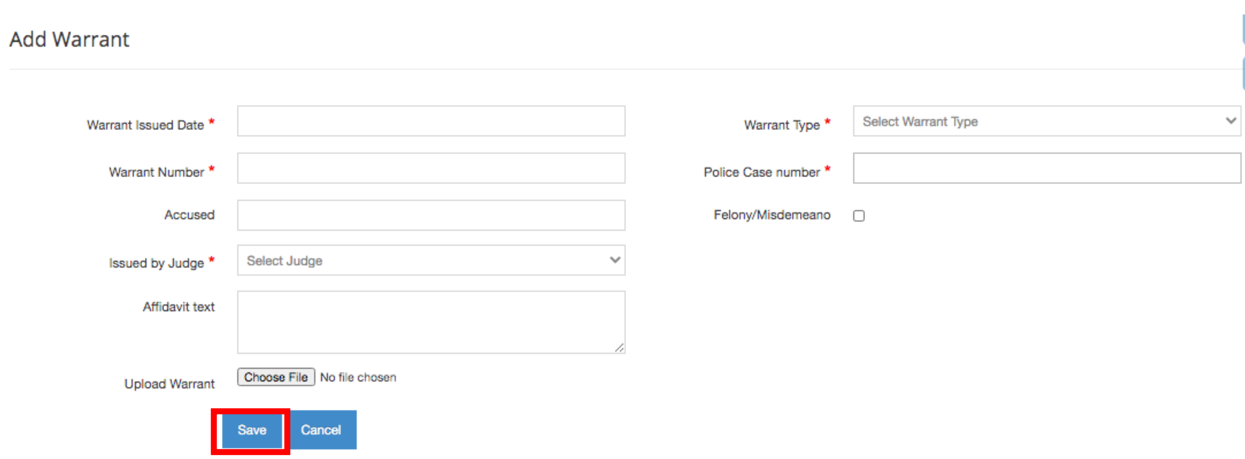
How do I Add a Warrant to a Case?

a. Go to the Warrants tab.

b. Click on the "Add Warrant" button.

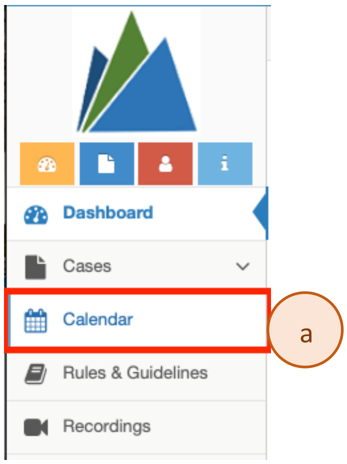


c. Enter all the necessary information on the "Add Warrant" page and click the "Save" button.



How do I search my Calendar?

a. In the sidebar, select Calendar.

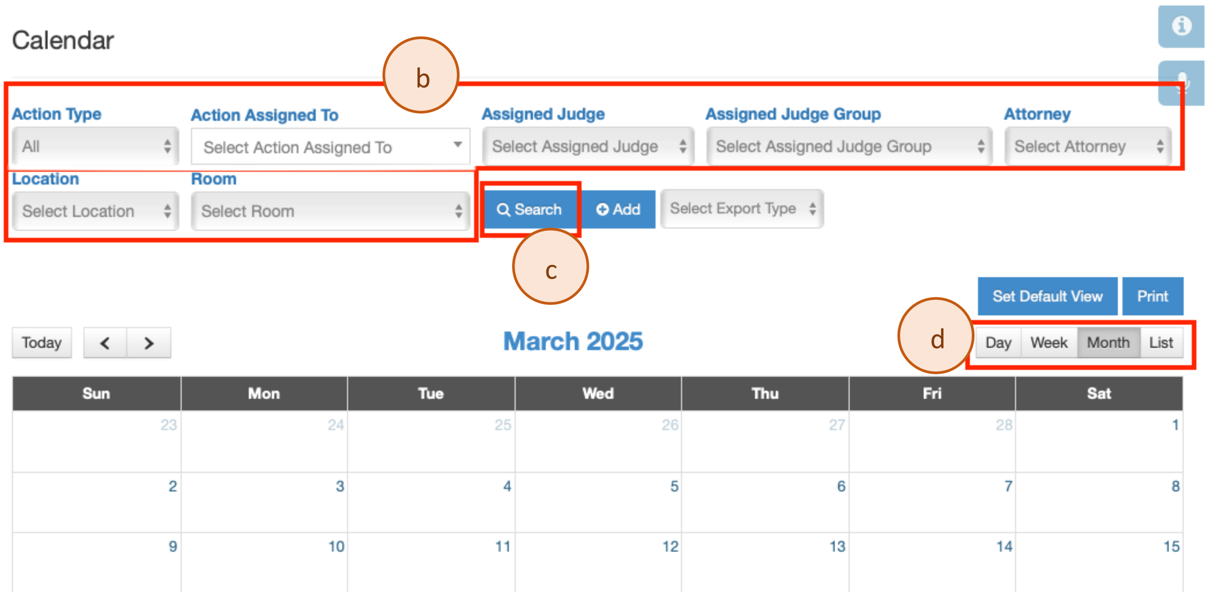


b. Filter your search based on

I. Action Type;
II. Action Assigned To;
III. Assigned Judge;
IV. Assigned Judge Group;
V. Attorney;
VI. Location; and
VII. Room.

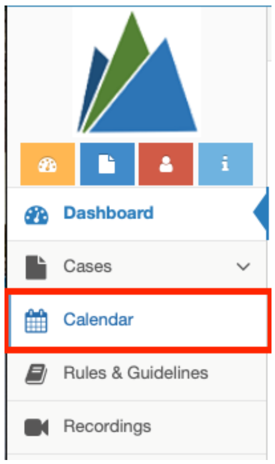
d. Click on the Search button.

e. Adjust calendar view by selecting Day, Week, Month or List.

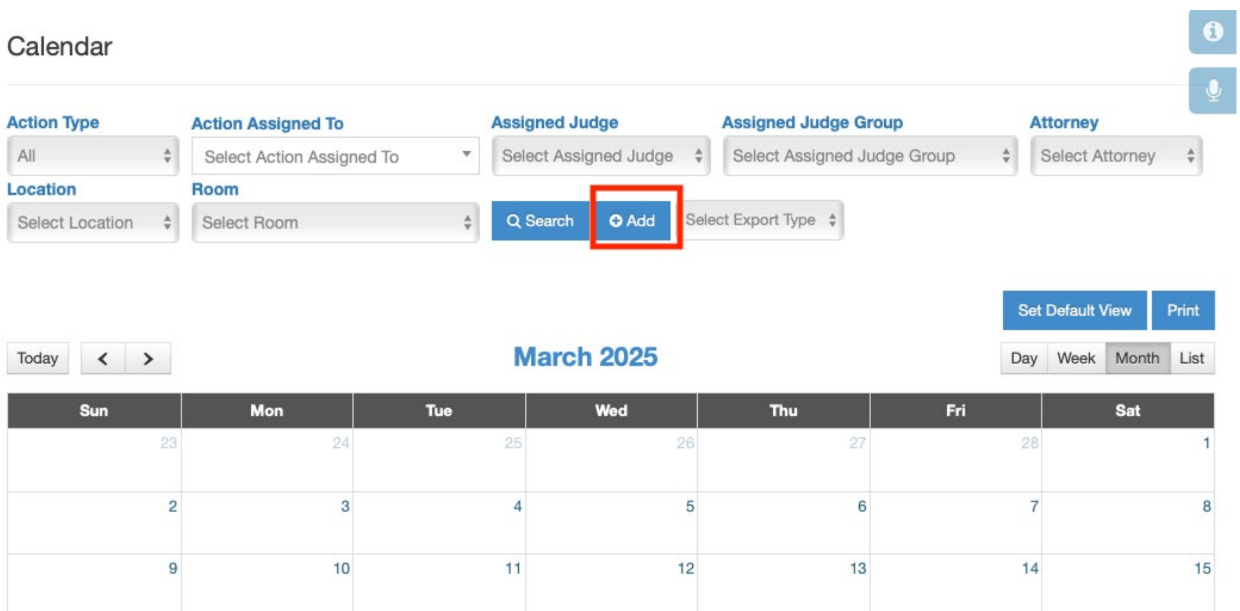

Calendar
b
Action Type
All
Action Assigned To
Select Action Assigned To
Assigned Judge
Select Assigned Judge
Assigned Judge Group
Select Assigned Judge Group
Attorney
Select Attorney
Location
Select Location
Room
Select Room
Search
Add
Select Export Type
c
Set Default View
Print
Today
March 2025
d
Day
Week
Month
List
Sun
Mon
Tue
Wed
Thu
Fri
Sat
23 24 25 26 27 28 1
2 3 4 5 6 7 8
9 10 11 12 13 14 15

How do I add an Action for one of my Cases to my Calendar?

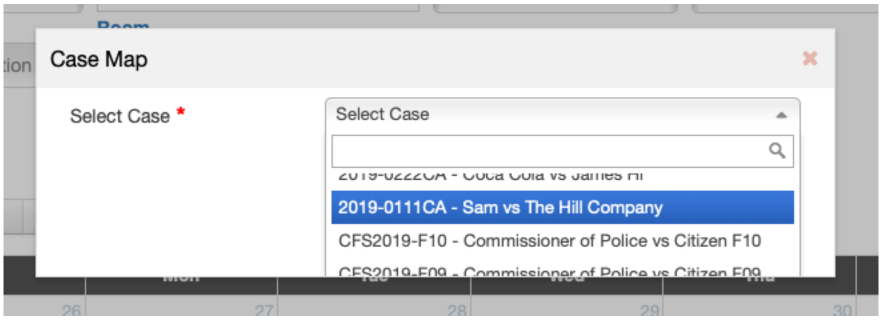
a. In the sidebar, select Calendar.



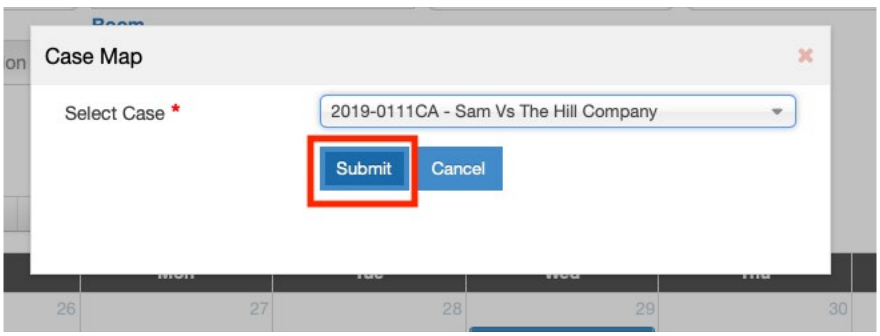
b. Select "Add."



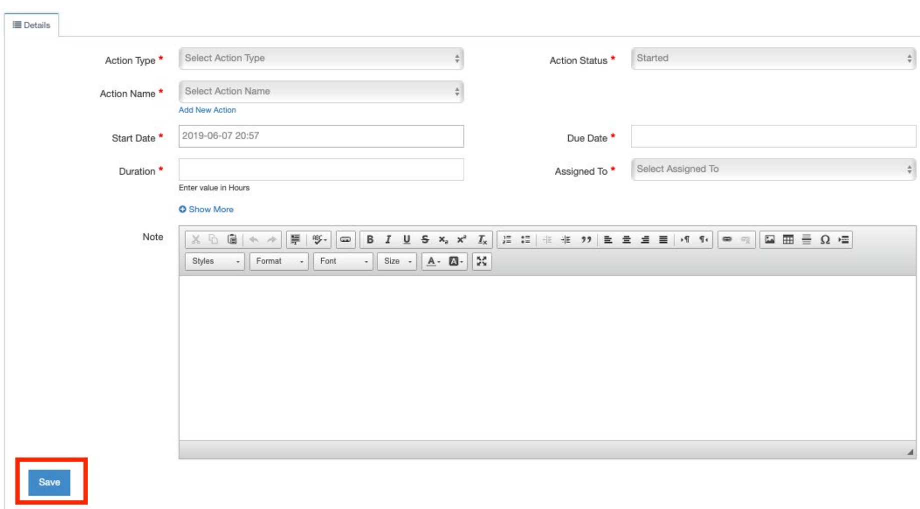
c. Select the Case for which the Action is to be added, by clicking the drop-down menu and searching for it.



d. Click "Submit."



e. Fill in the Action Details and click "Save."

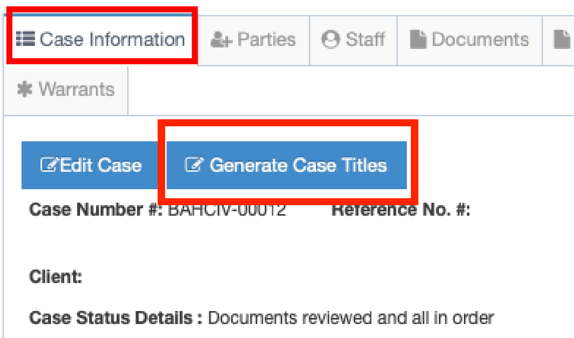


How do I Generate Case Titles?

a. Click on the Case number from the "My Cases" page.

b. Go to the Case Information tab.

c. Click "Generate Case Titles."



In order to Generate the Case Titles, the Primary Applicant and Primary Respondent parties must first be put in, otherwise, the following message will appear: