



The Caribbean Agency for Justice Solutions

CURIA COURT MANAGEMENT SUITE

Attaché User Guide

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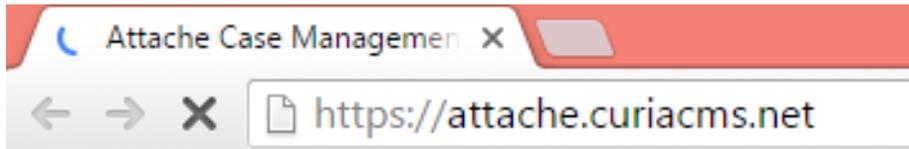
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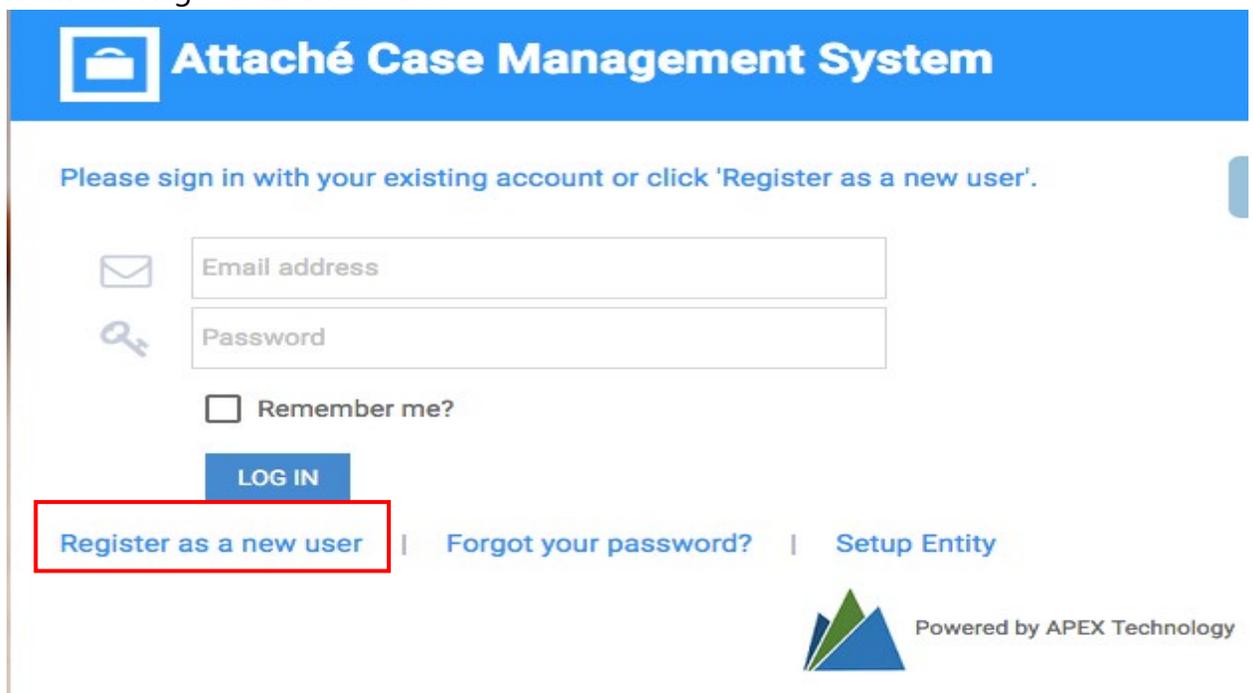
How do I Open the Attaché Application in a web browser?

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"



Attaché Case Management System

Please sign in with your existing account or click 'Register as a new user'.

Email address

Password

Remember me?

LOG IN

[Register as a new user](#) | [Forgot your password?](#) | [Setup Entity](#)

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3. Fill out the registration form and select Register.

My Account

User Information

New User Type Individual Institution

Register With Court Other

Organization *

Legal Entity *

Role *

First Name *

Last Name *

Email Address *

Password *

Confirm Password *

Gender * Male Female

Birth Date

Mobile Phone *
(Format: 8002214678)

Home Phone

Business Phone

Fax

E-Mail Notification

SMS Notification

Additional Information

Mailing Address

Address Line 1 *

Address Line 2

Address Line 3

City *

State / Province *

Postal Code *

Country *

Office Address

Billing Address

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

Terms & Agreement ✕

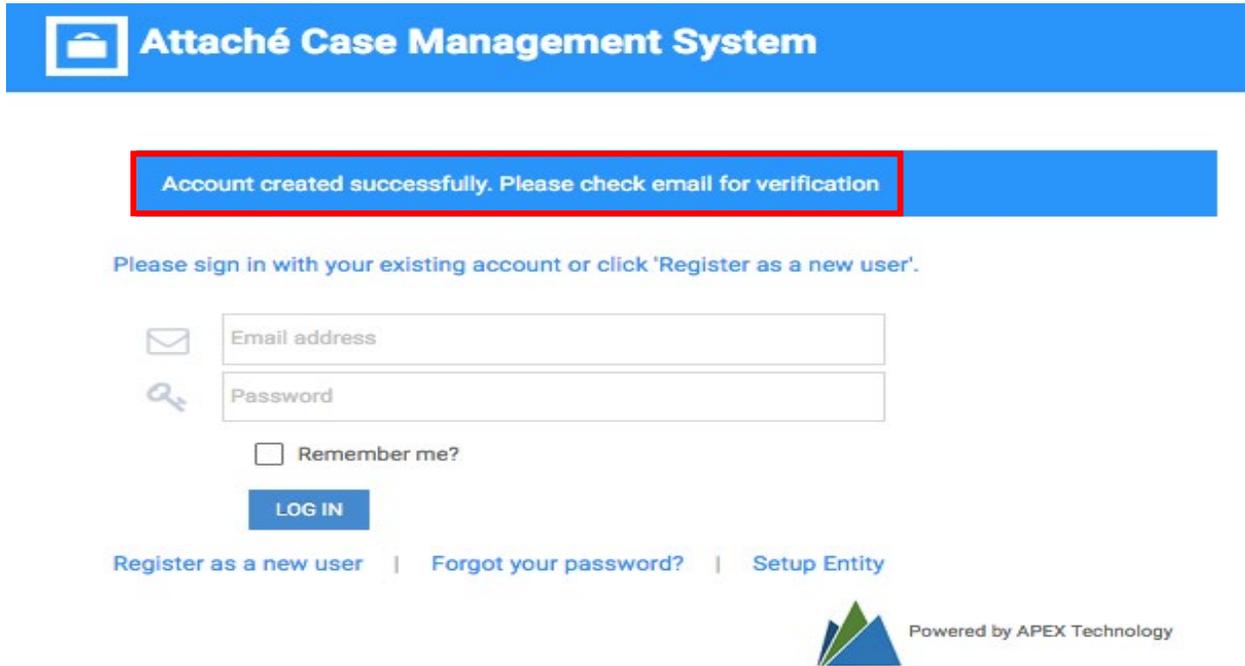
BY USING THE APEX SOFTWARE OR THE DOCUMENTATION YOU AGREE THAT THESE TERMS AND CONDITIONS APPLY TO YOU. IF YOU DO NOT AGREE TO THESE TERMS, YOU ARE NOT LICENSED OR PERMITTED TO USE THE APEX SOFTWARE OR THE DOCUMENTATION.

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I Agree with the agreement conditions.

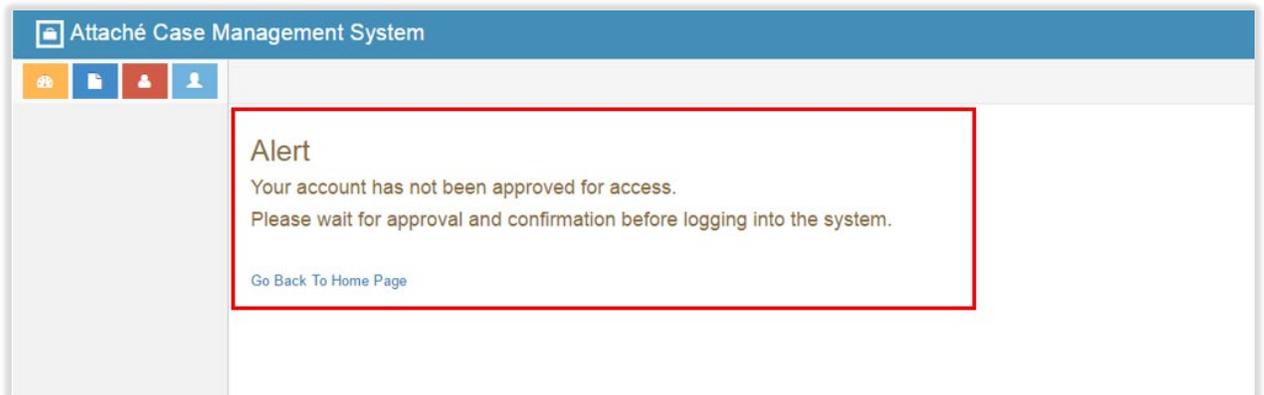
5. On submission of the registration form, the system will display a confirmation message and email a "Verification" link to the email address entered on the registration form. The user needs to complete the email verification to complete the Registration Process.



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

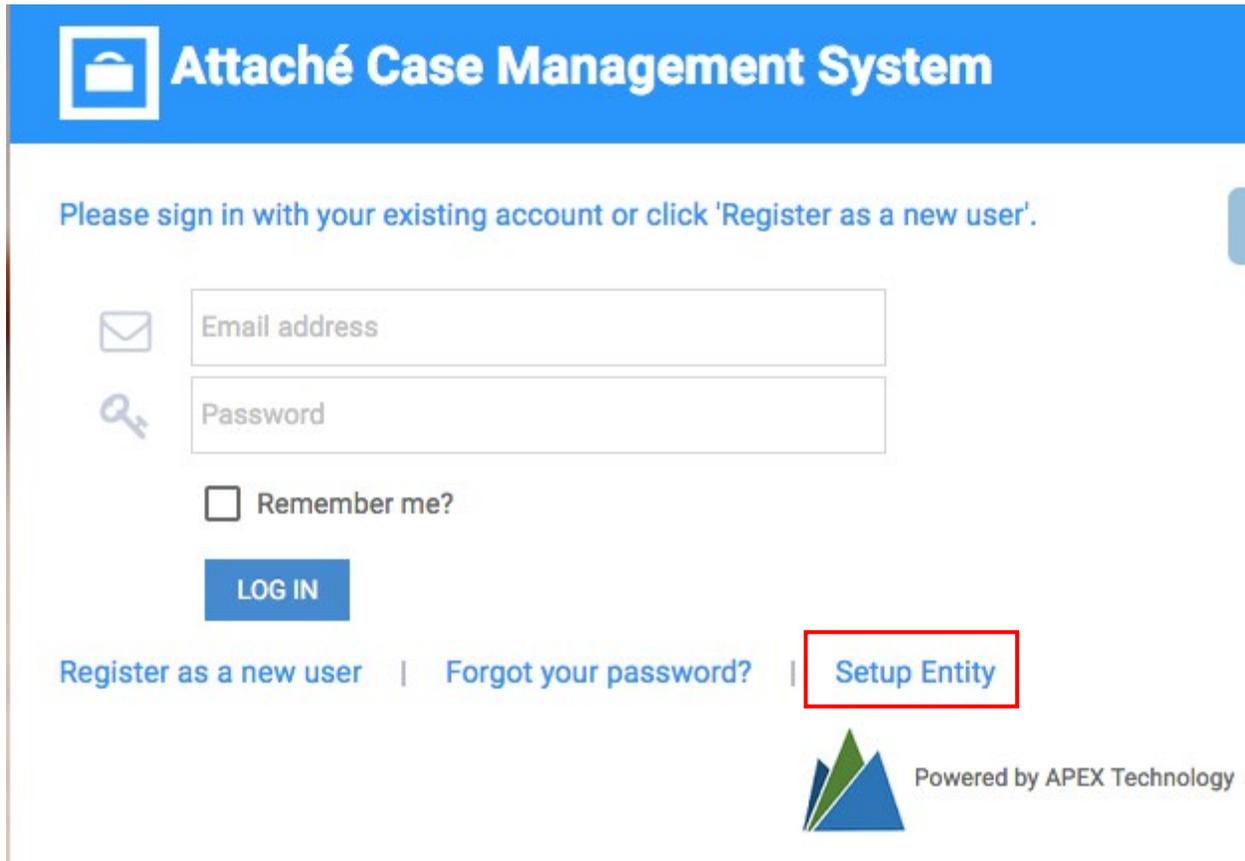
Verify to complete this process.' The 'Verify' link is highlighted with a red box. The email concludes with 'Thank you, APEX Service Desk, Attaché Case Management System, support@apexjustice.org'." data-bbox="114 638 881 830"/>

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"



Attaché Case Management System

Please sign in with your existing account or click 'Register as a new user'.

Remember me?

LOG IN

[Register as a new user](#) | [Forgot your password?](#) | **[Setup Entity](#)**

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

Setup Entity

Progress bar: 1 Entity Details (active), 2 Add User, 3 Select Subscription, 4 Make Payment

Entity Type: Court Attorney General Director of Public Prosecution Law Practice

Entity Name *

Address Line 1 * Address Line 2

Address Line 3 City *

Postal Code * State Province *

Country Code *

--Select Country--

Next

4. Add user details and click next.

Setup Entity

1 Entity Details 2 Add User 3 Select Subscription 4 Make Payment

First Name *

Last Name *

Email *

Password *

Confirm Password *

Birth Date

Phone Number

(Format: 8002214678)

[Previous](#) [Next](#)

5. Select Subscription.

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

Setup Entity

1 Entity Details 2 Add User 3 Select Subscription 4 Make Payment

No. Of User

<input checked="" type="checkbox"/> Curia Applications	\$ 500.00
<input checked="" type="checkbox"/> Setup	\$ 0.00
<input type="checkbox"/> Training	\$ 1500.00
<input type="checkbox"/> Training_Onsite	\$ 500.00

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

Description	Standard	Professional	Premium
— Maintenance	\$12,000	\$18,000	\$36,000
Monthly Support Cost	\$1000	\$1500	\$3000
Ticket Response 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.

Setup Entity

1 Entity Details 2 Add User 3 Select Subscription 4 Make Payment

Payment Type

Payment Type *

Card Number * Cvc Number *

Expiry Month * Expiry Year *

CardName * Name on Card *

Amount Details

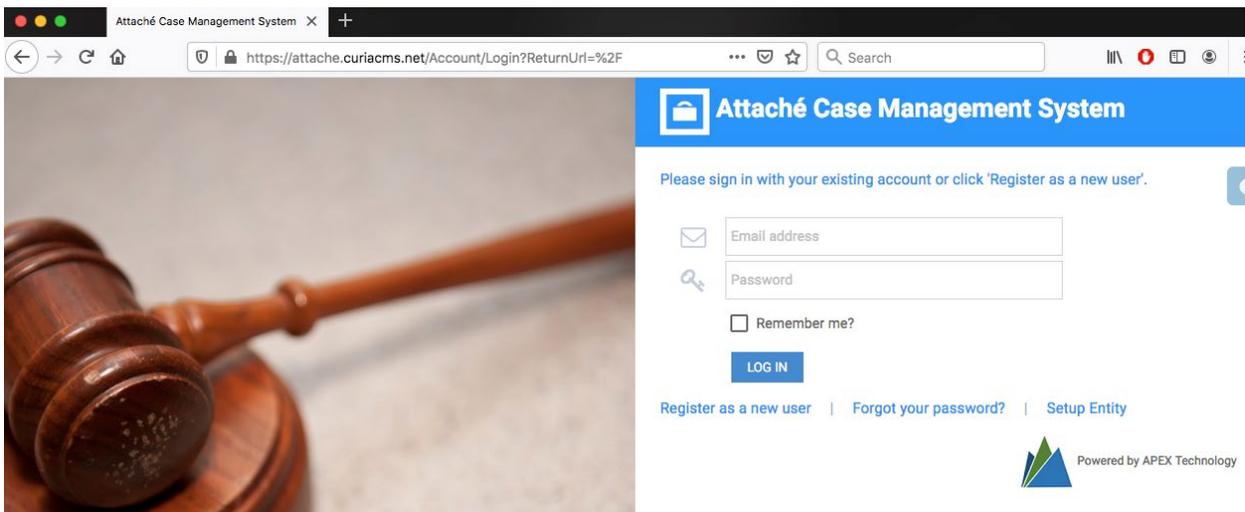
Paid Amount * Paid Date *

Description *

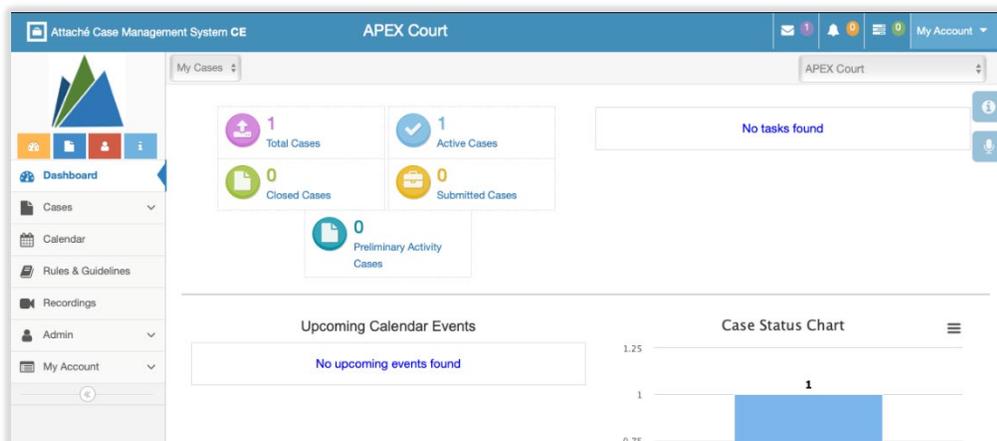
[Previous](#) [Setup Entity](#)

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.

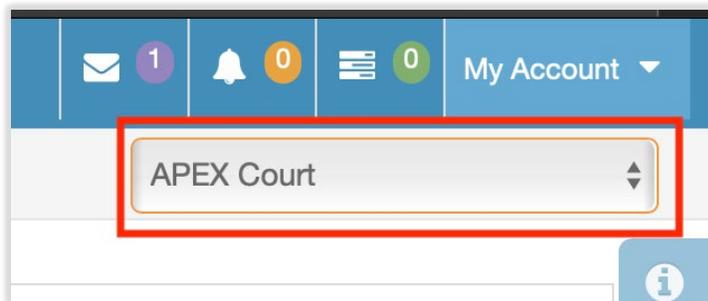


User will be directed to Dashboard Screen similar to the one shown below:



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.



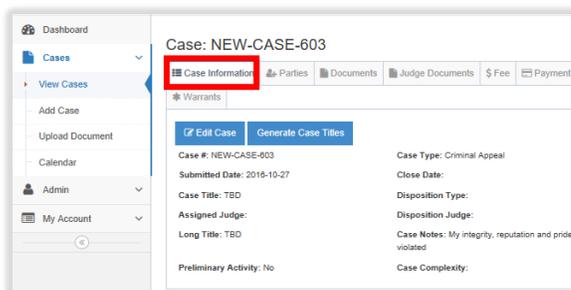
View Case Summary

5. Click on Title of desired Case

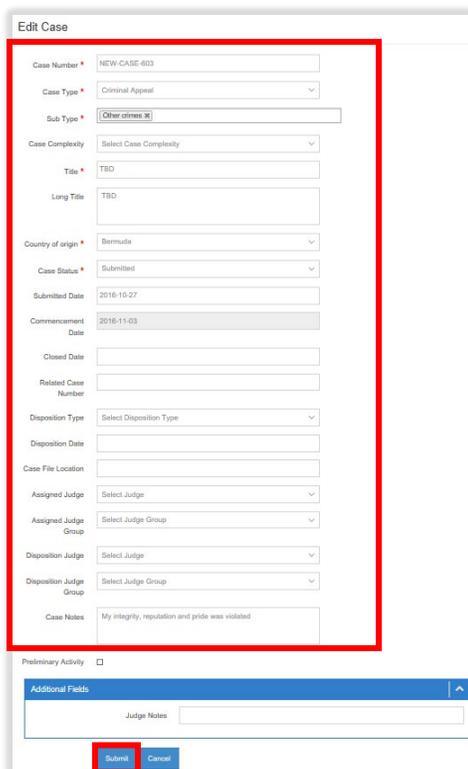
Case #	Title	Case Type	Case Sub Type	Created Date	Commencement Date	Assigned Judge	Case Status	Action
BAHCIV-00012	Andre Hill v Best Plumbing Inc	Civil	Contract Breach - Civil	2019-05-27	2019-05-29		Active	Delete

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.



Edit Case

Case Number * NEW-CASE-603

Case Type * Criminal Appeal

Sub Type * Other crimes

Case Complexity Select Case Complexity

Title * TBD

Long Title TBD

Country of origin * Bermuda

Case Status * Submitted

Submitted Date 2016-10-27

Commencement Date 2016-11-03

Closed Date

Related Case Number

Disposition Type Select Disposition Type

Disposition Date

Case File Location

Assigned Judge Select Judge

Assigned Judge Group Select Judge Group

Disposition Judge Select Judge

Disposition Judge Group Select Judge Group

Case Notes My integrity, reputation and pride was violated

Preliminary Activity

Additional Fields

Judge Notes

Submit Cancel

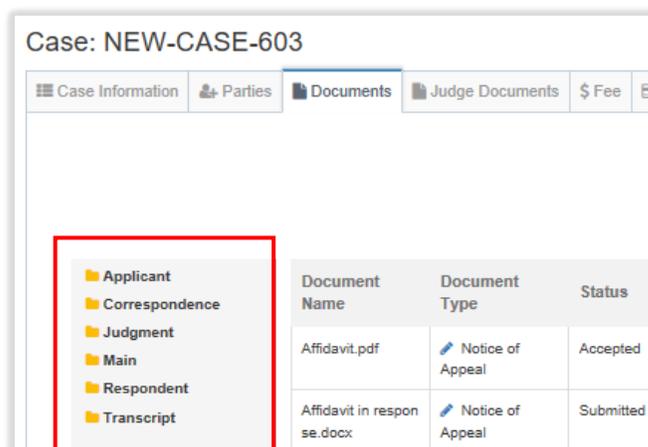
How do I View Case Documents?

- a. Go to Case Information.
- b. Click on the "Documents" tab.

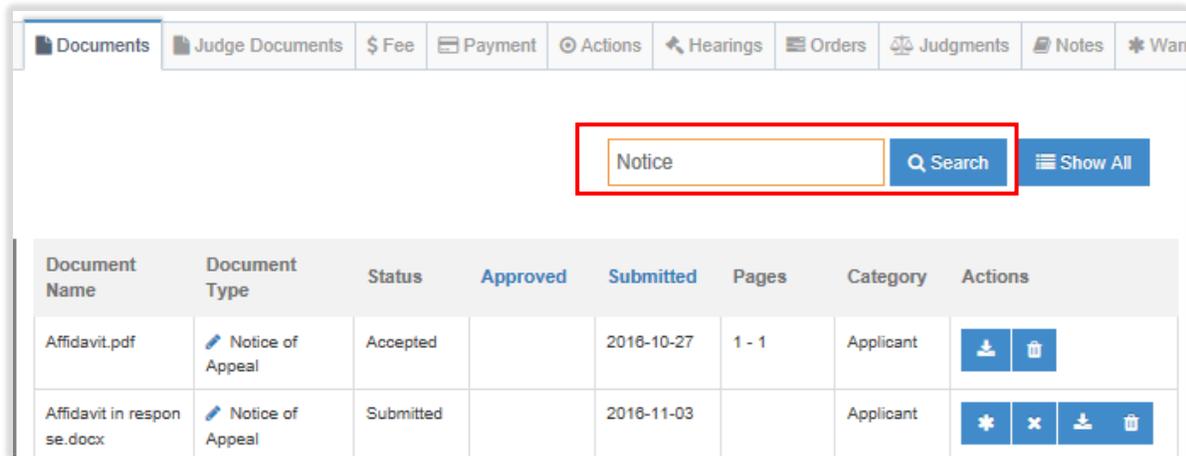


How do I Search for a Document?

- 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.



Document Name	Document Type	Status	Approved	Submitted	Pages	Category	Actions
Affidavit.pdf	Notice of Appeal	Accepted		2016-10-27	1 - 1	Applicant	[Download] [Delete]
Affidavit in response.docx	Notice of Appeal	Submitted		2016-11-03		Applicant	[Print] [Close] [Download] [Delete]

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:



Document Name	Document Type	Status	Approved	Submitted	Pages	Category	Actions
Affidavit.pdf	Notice of Appeal	Accepted		2016-10-27	1 - 1	Applicant	[Download] [Delete]
Affidavit in response.docx	Notice of Appeal	Submitted		2016-11-03		Applicant	[Print] [Close] [Download] [Delete]
Agreed statement of issues.pdf	Agreed Statement of Issues	Certified	2016-11-02	2016-11-03	2 - 2	Applicant	[Download] [Delete]

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.

Document Name	Document Type	Status	Filed
300620.pdf	 Affidavit of Service	Submitted	

Edit Case File Type

Type *

- ✓ Affidavit of Service
- Attorney Letter
- Attorney Response
- Audio
- Decisions/Judgments
- Form 1 Claim
- Form of Affidavit
- Form of Complaint
- Form of Complaint and Affidavit

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 response.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.

File Document

Filed Date *

Next Page No. *

Apply Pagination and Seal

Apply Digital Certificate

- 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.

Document's status changed successfully

Case Information Parties Staff Documents Judges Financials Actions Hearings Orders Judgements Notes

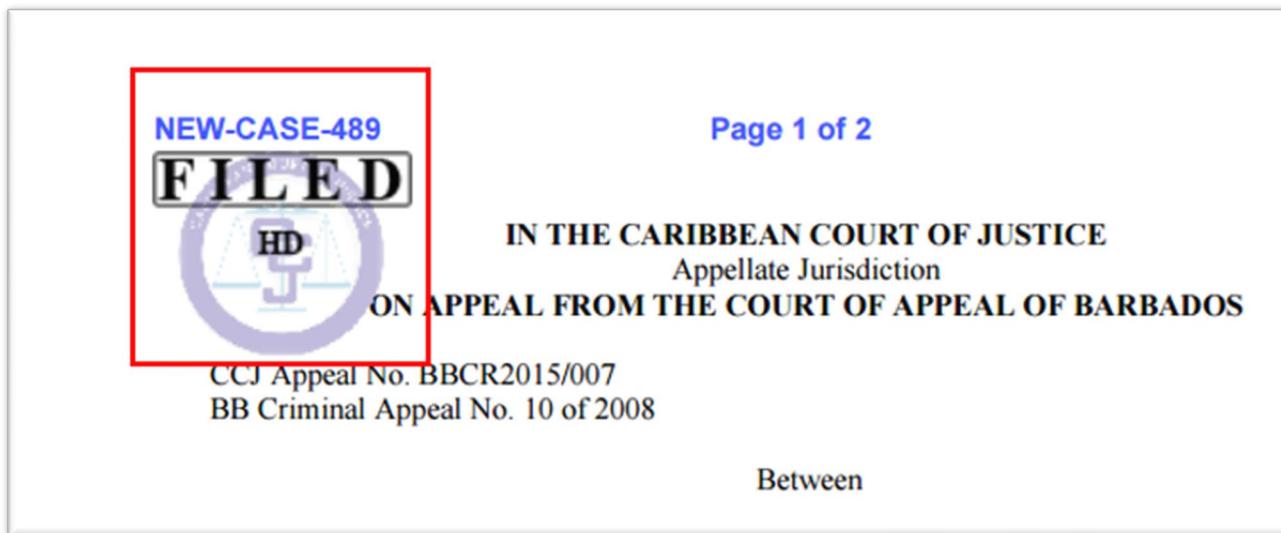
Documents

Search All Q Search Show All

Document Name	Document Type	Status	Filed	Submitted	Pages	Submitted By	Filed/Not Accepted
300620.pdf	Affidavit of Service	Filed	2020-07-08	2020-06-30	1 - 12	APEX Support	APEX Support

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."

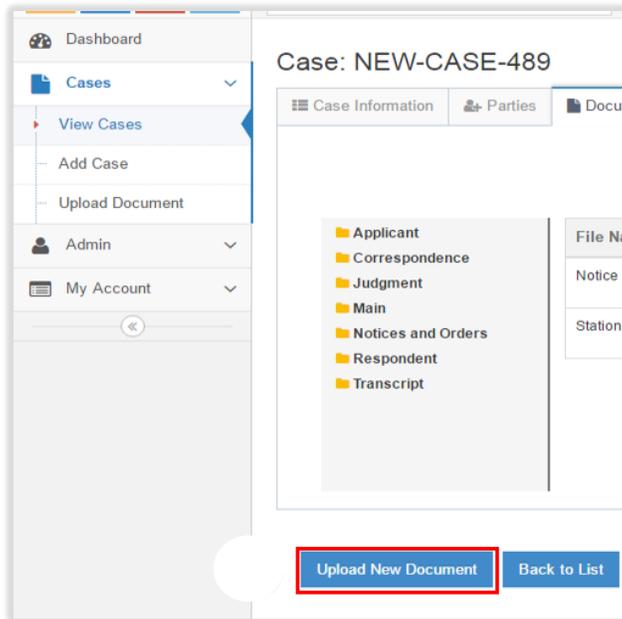
Document Name	Document Type	Status	Approved	Submitted	Pages	Category	Actions
Affidavit.pdf	 Notice of Appeal	Accepted		2016-10-27	1 - 1	Applicant	 
Affidavit in response.docx	 Notice of Appeal	Submitted		2016-11-03		Applicant	   
Agreed statement of issues.pdf	 Agreed Statement of Issues	Certified	2016-11-02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

Reason For Not Accepted ✕

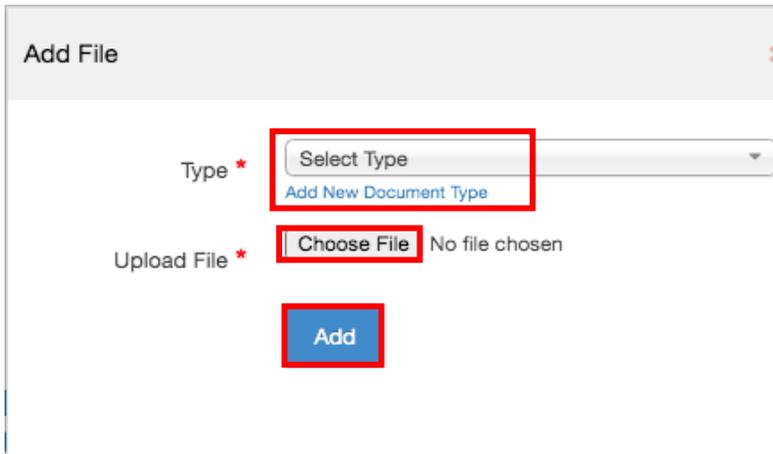
Reason ▼

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.



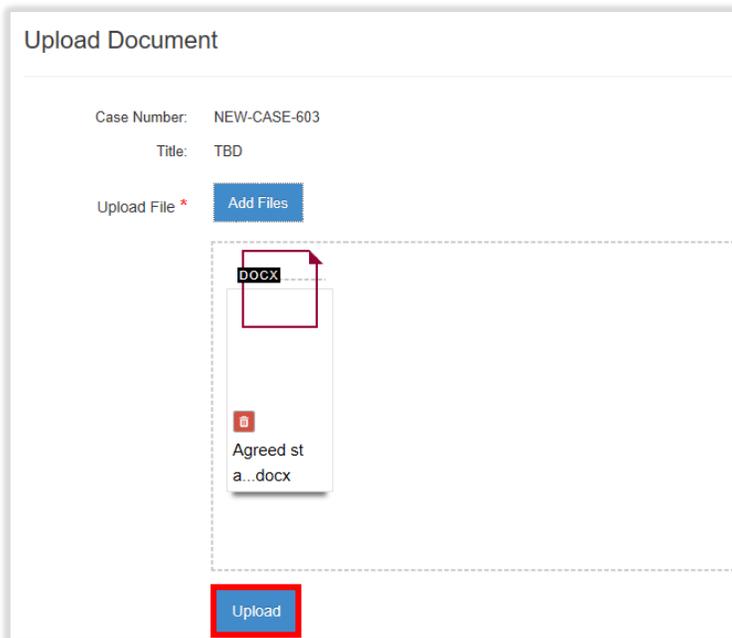
Add File

Type * Select Type
[Add New Document Type](#)

Upload File * Choose File No file chosen

Add

g. Click the "Upload" button.



Upload Document

Case Number: NEW-CASE-603
Title: TBD

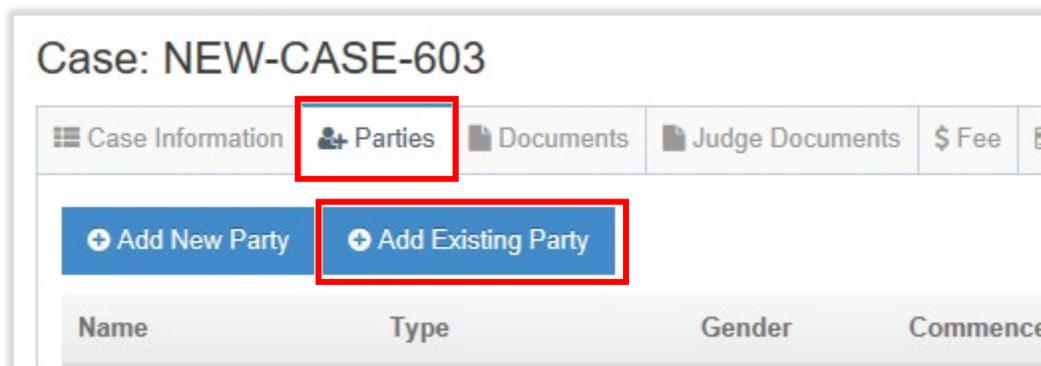
Upload File * Add Files

DOCX
Agreed st
a...docx

Upload

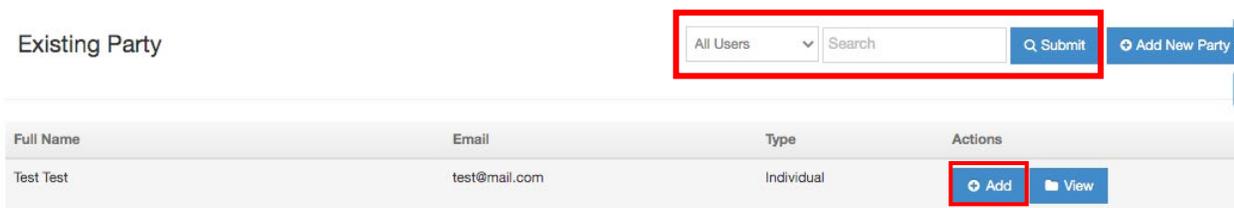
How do I Add a party to my Case?

- 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.



Name	Type	Gender	Commence
------	------	--------	----------

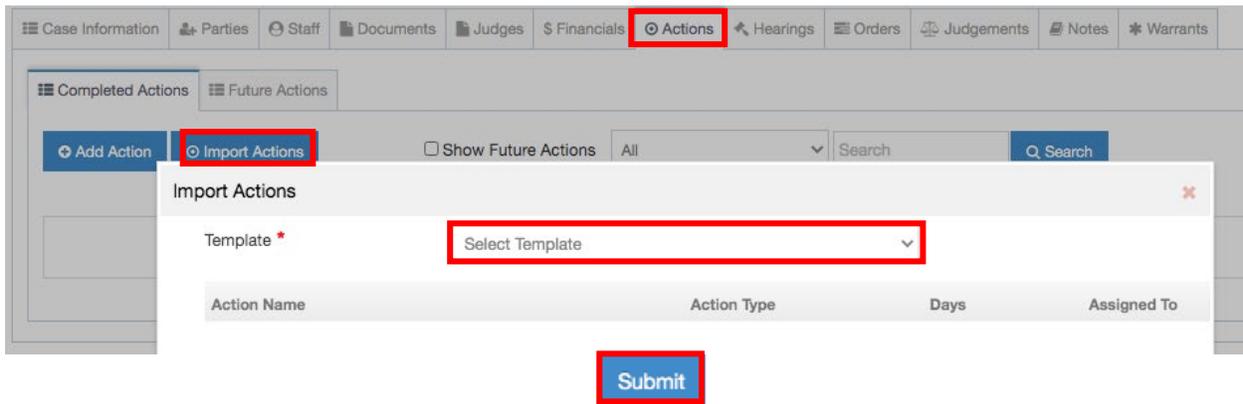
- f. Browse for the Party or type the party name in the search box and click the "Submit" button.
- g. Click the "Add" button next to the Party to be added to the Case.



Full Name	Email	Type	Actions
Test Test	test@mail.com	Individual	Add View

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."

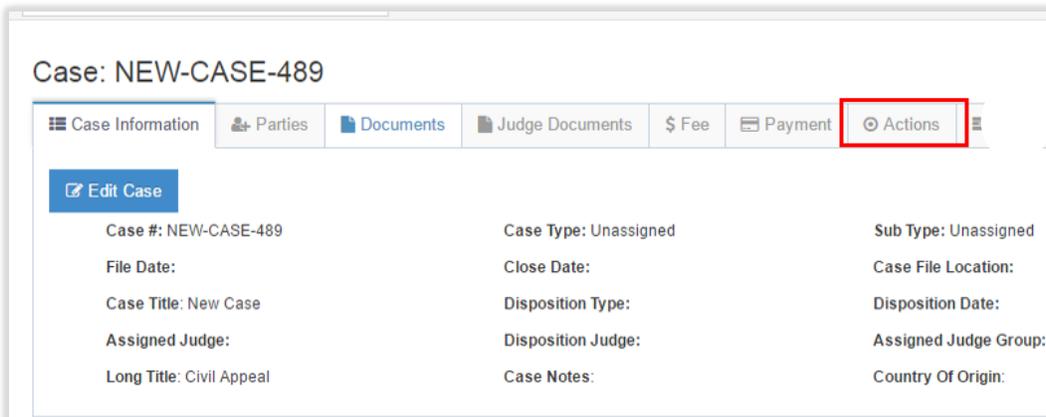


The screenshot shows the 'Actions' tab in the Curia interface. The 'Import Actions' button is highlighted with a red box. A dialog box titled 'Import Actions' is open, featuring a 'Template' dropdown menu with 'Select Template' selected, also highlighted with a red box. Below the dropdown is a table with columns for 'Action Name', 'Action Type', 'Days', and 'Assigned To'. A 'Submit' button is located below the table, also highlighted with a red box.

Action Name	Action Type	Days	Assigned To
-------------	-------------	------	-------------

How do I View Case Actions?

- a. Go to My Cases.
- b. Select a case.
- c. Click on the "Actions" tab.



Case: NEW-CASE-489

Case Information Parties Documents Judge Documents \$ Fee Payment **Actions**

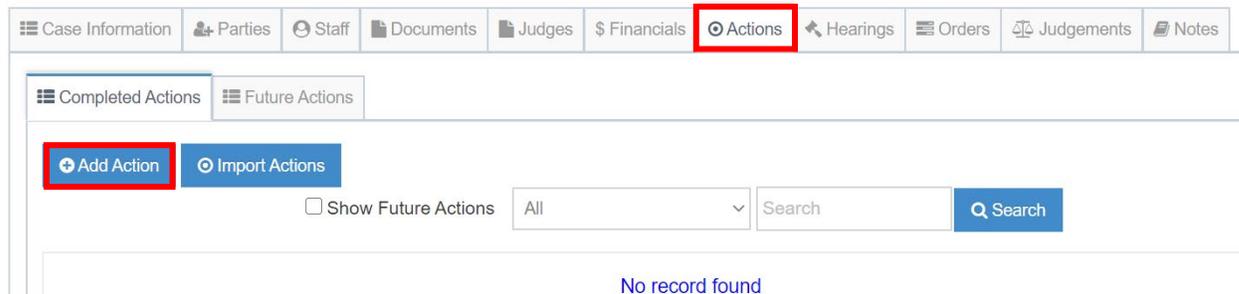
[Edit Case](#)

Case #: NEW-CASE-489	Case Type: Unassigned	Sub Type: Unassigned
File Date:	Close Date:	Case File Location:
Case Title: New Case	Disposition Type:	Disposition Date:
Assigned Judge:	Disposition Judge:	Assigned Judge Group:
Long Title: Civil Appeal	Case Notes:	Country Of Origin:

How do I Add actions to a Case?

- a. Go to Actions.
- b. Click on the "Add Action" button.

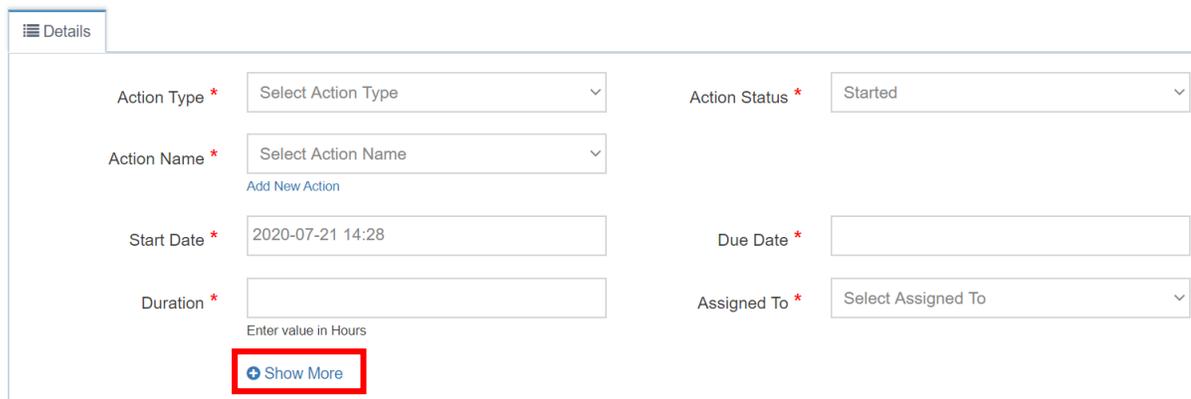
Case: APL200618-056



The screenshot shows the top navigation bar of the Curia system with the 'Actions' tab highlighted in red. Below the navigation bar, there are two tabs: 'Completed Actions' and 'Future Actions'. Under 'Completed Actions', there are two buttons: 'Add Action' (highlighted in red) and 'Import Actions'. Below these buttons, there is a checkbox for 'Show Future Actions', a dropdown menu set to 'All', a search input field, and a 'Search' button. The main content area below shows 'No record found'.

- c. Complete the required information in the Action details section.
- d. Click on the "Save" button.

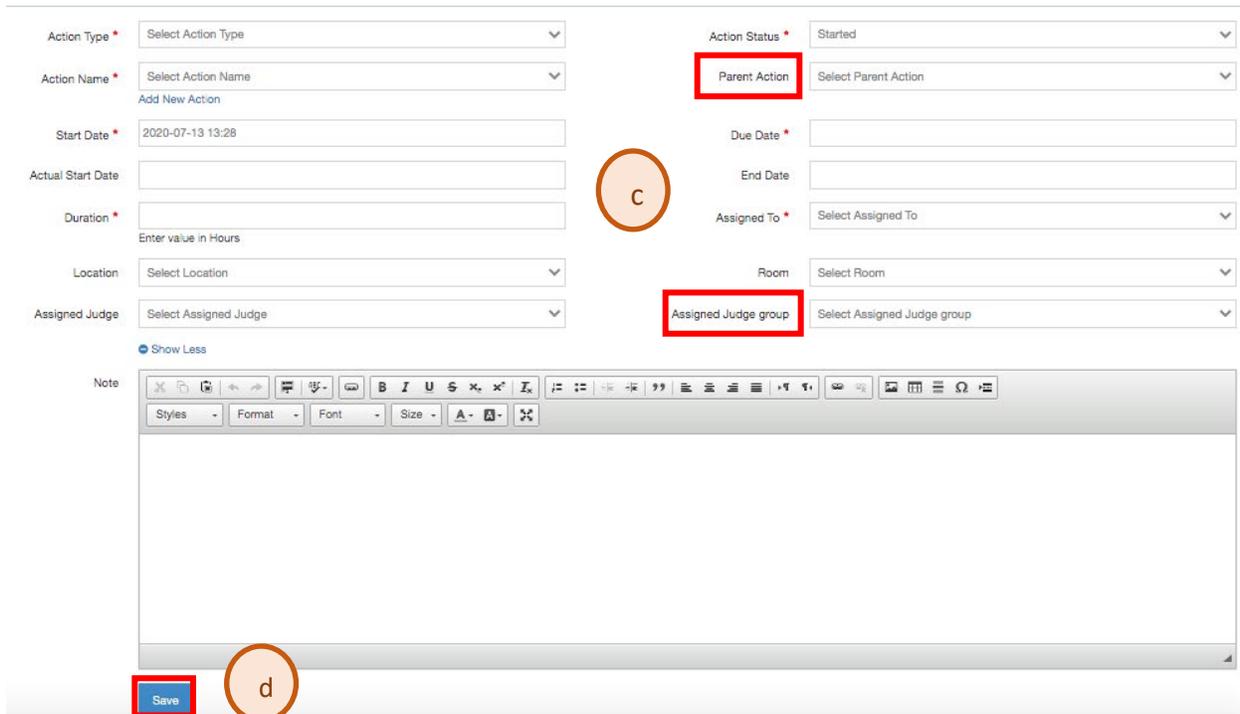
Action Details - AJ2007/00049



The screenshot shows the 'Action Details' form for case AJ2007/00049. The form has a 'Details' tab selected. It contains several fields with red asterisks indicating required information:

- Action Type * (dropdown menu: Select Action Type)
- Action Name * (dropdown menu: Select Action Name)
- Start Date * (text input: 2020-07-21 14:28)
- Duration * (text input)
- Action Status * (dropdown menu: Started)
- Due Date * (text input)
- Assigned To * (dropdown menu: Select Assigned To)

Below the Duration field, there is a note 'Enter value in Hours' and a red-bordered button labeled '+ Show More'.



The screenshot displays a form for creating or editing an action. Key fields include:

- Action Type:** Select Action Type
- Action Name:** Select Action Name, with a link for "Add New Action"
- Start Date:** 2020-07-13 13:28
- Actual Start Date:** (empty)
- Duration:** Enter value in Hours
- Location:** Select Location
- Assigned Judge:** Select Assigned Judge
- Action Status:** Started
- Parent Action:** Select Parent Action (highlighted with a red box)
- Due Date:** (empty)
- End Date:** (empty)
- Assigned To:** Select Assigned To
- Room:** Select Room
- Assigned Judge group:** Select Assigned Judge group (highlighted with a red box)

Below the form is a "Note" section with a rich text editor toolbar. A "Save" button is located at the bottom left of the form area (highlighted with a blue box). Orange circles labeled "C" and "d" are placed over the "Parent Action" dropdown and the "Save" button, respectively.

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.

Action Details - NEW-CASE-489

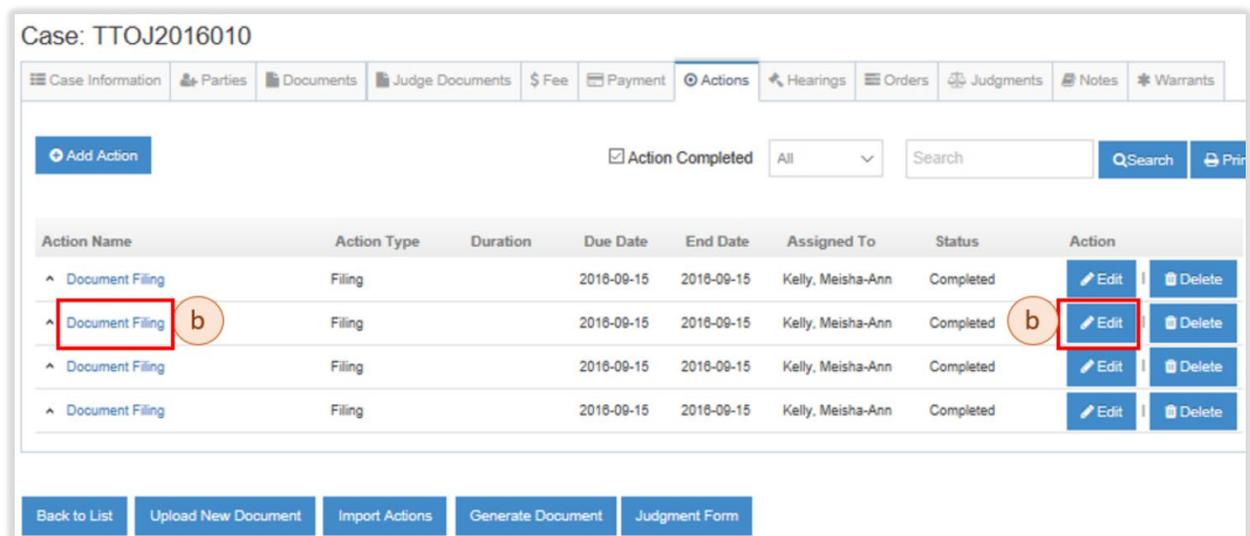
Details | Sub-Actions | Documents | \$ Fee | Payment

Action Type *	Filing	Action Code *	DOF - Document Filing
Action Name	Document Filing	Parent Action	Select Parent
Filing Date *	08/12/2016		
Action Status *	Completed		
Assigned To *	Rajvanshi, Nilam n2	Judge	Select Judge
Judge Group	Select Judge Group	Notes	

b

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.



Case: TTOJ2016010

Case Information Parties Documents Judge Documents \$ Fee Payment Actions Hearings Orders Judgments Notes Warrants

[Add Action](#) Action Completed All [Search](#) [Print](#)

Action Name	Action Type	Duration	Due Date	End Date	Assigned To	Status	Action
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	Edit Delete
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	Edit Delete
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	Edit Delete
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	Edit Delete

[Back to List](#) [Upload New Document](#) [Import Actions](#) [Generate Document](#) [Judgment Form](#)

- c. Edit the Action Details as required.
- d. Click the "Save" button.

Details Sub-Actions \$ Fee Documents

Action Type * Action Status *

Action Name * Add New Action

Start Date * Due Date *

Duration * Assigned To *
Enter value in Hours

Show More

Note

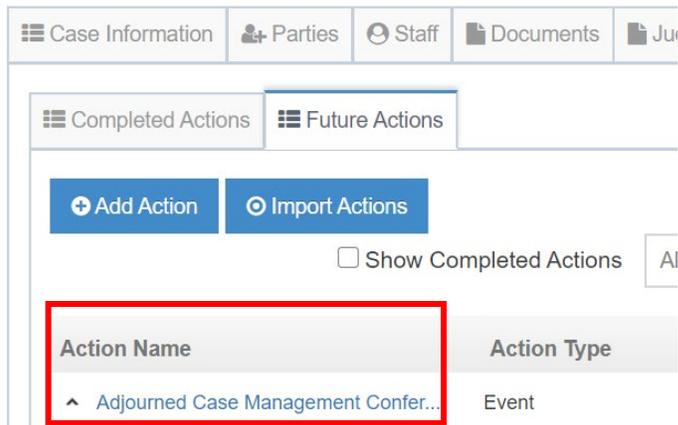


d

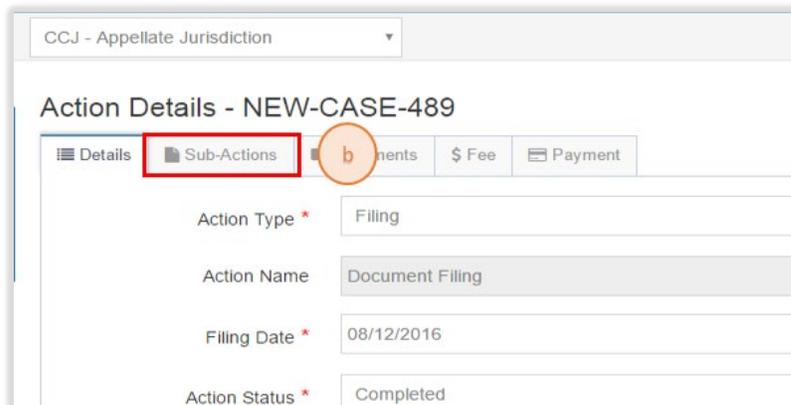
How do I View Sub-Actions for an Action?

- a. Go to the Action Name.
- b. Click on the "Sub-Actions" tab.

Case: CV190626-058



Action Name	Action Type
Adjourned Case Management Confer...	Event



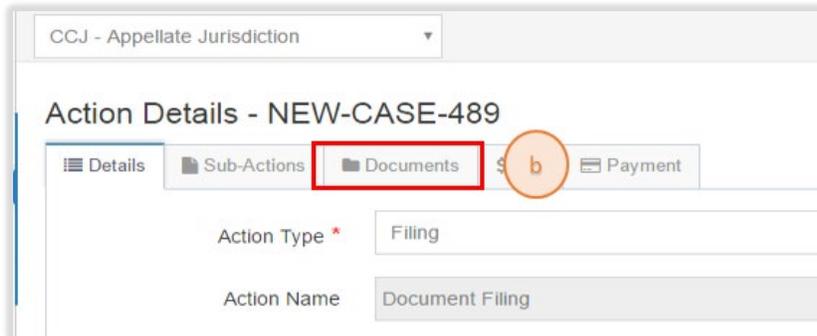
CCJ - Appellate Jurisdiction

Action Details - NEW-CASE-489

Details	Sub-Actions	Comments	\$ Fee	Payment
Action Type *	Filing			
Action Name	Document Filing			
Filing Date *	08/12/2016			
Action Status *	Completed			

How do I Upload documents for an Action?

- a. Go to the Action Name.
- b. Click on the "Documents" tab.



CCJ - Appellate Jurisdiction

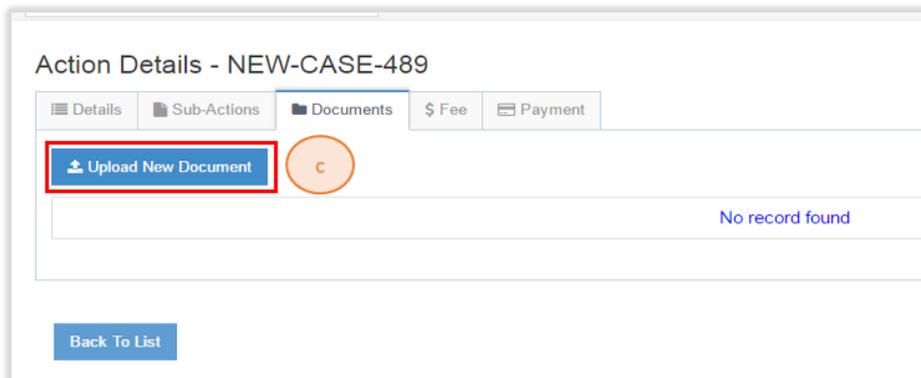
Action Details - NEW-CASE-489

Details Sub-Actions **Documents** \$ Fee Payment

Action Type * Filing

Action Name Document Filing

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



Action Details - NEW-CASE-489

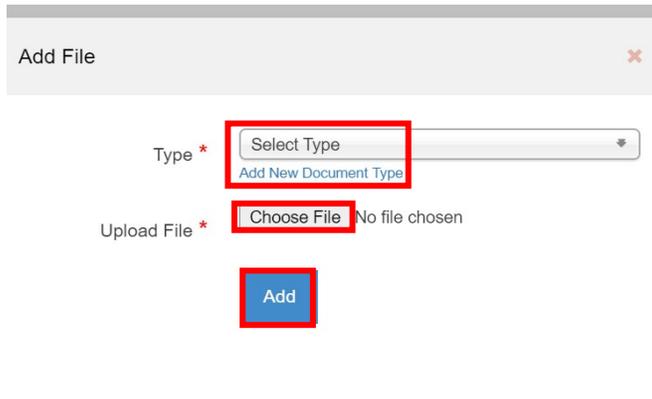
Details Sub-Actions **Documents** \$ Fee Payment

Upload New Document c

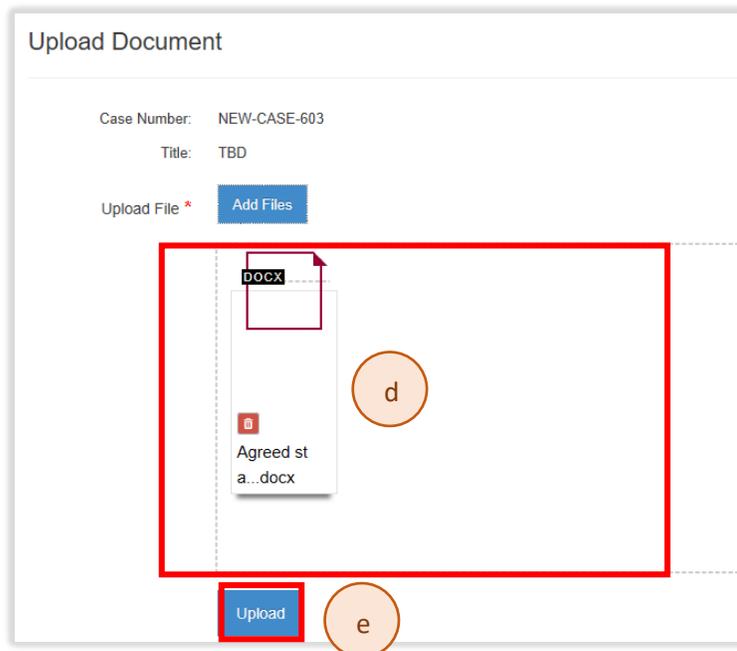
No record found

Back To List

- 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.



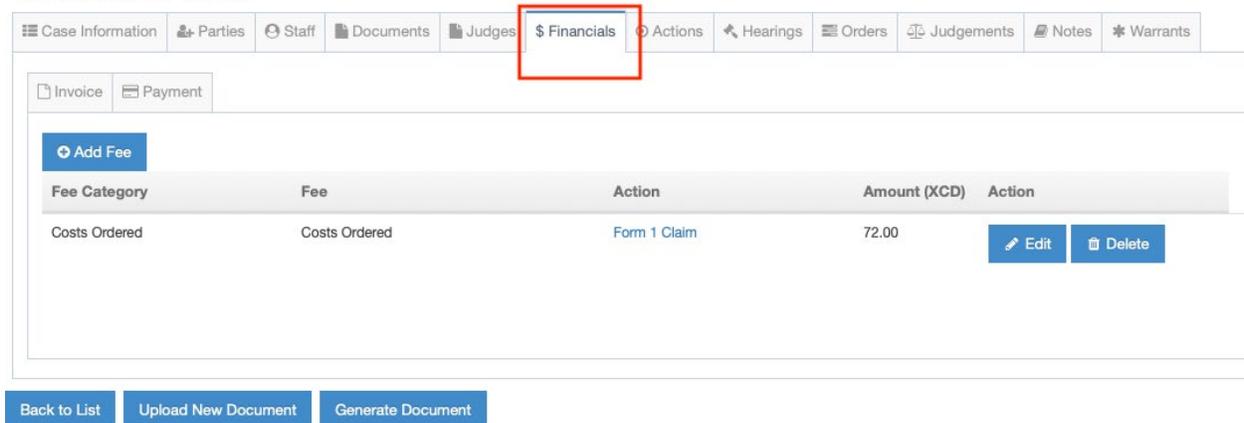
- e. Click "Upload" button



How do I view Fees associated with a Case?

- a. Go to the Case Details.
- b. Click on the "Financials" tab.

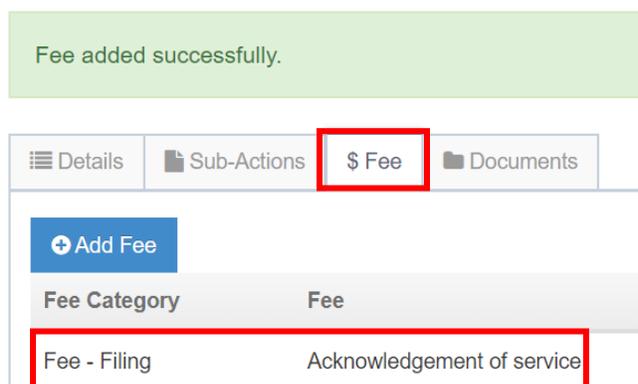
Case: BAH CIV-00012



Fee Category	Fee	Action	Amount (XCD)	Action
Costs Ordered	Costs Ordered	Form 1 Claim	72.00	Edit Delete

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.

Action Details - CV190626-058



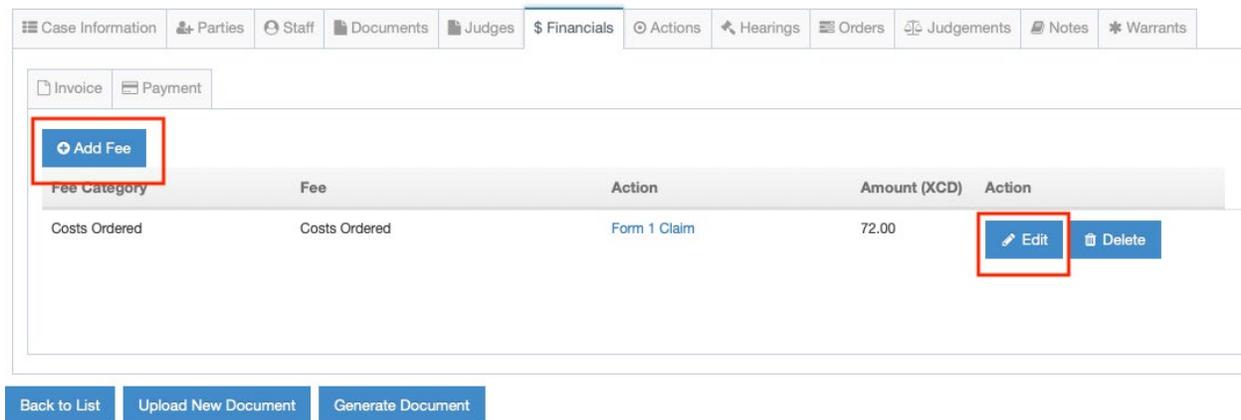
Fee added successfully.

Fee Category	Fee
Fee - Filing	Acknowledgement of service

How do I Add/Edit Case Fees?

- Go to the "Financials" tab in the case details.
- Click the "Add Fee" button or Click on the "Edit" button for a Fee that needs to be edited.

Case: BAH CIV-00012



Case: BAH CIV-00012

Case Information Parties Staff Documents Judges **Financials** Actions Hearings Orders Judgements Notes Warrants

Invoice Payment

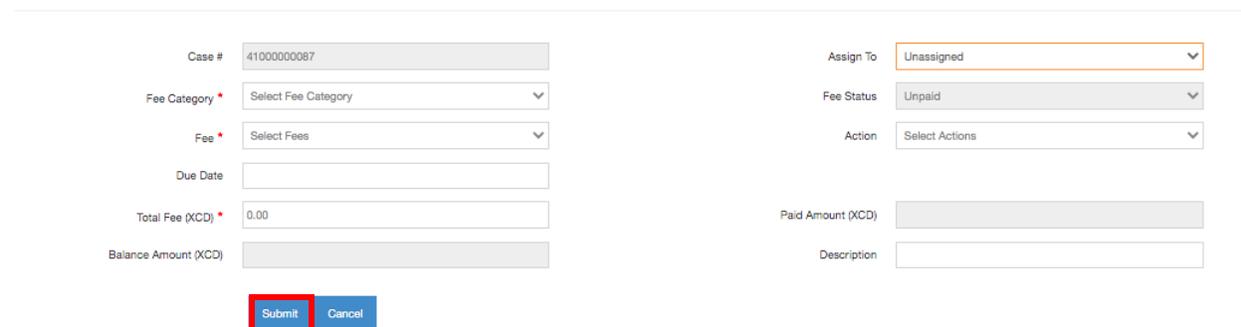
Add Fee

Fee Category	Fee	Action	Amount (XCD)	Action
Costs Ordered	Costs Ordered	Form 1 Claim	72.00	Edit Delete

Back to List Upload New Document Generate Document

- Fill out the Fee details and click the "Submit" button.

Add Case Fee



Add Case Fee

Case # 4100000087 Assign To Unassigned

Fee Category * Select Fee Category Fee Status Unpaid

Fee * Select Fees Action Select Actions

Due Date

Total Fee (XCD) * 0.00 Paid Amount (XCD)

Balance Amount (XCD) Description

Submit Cancel

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.

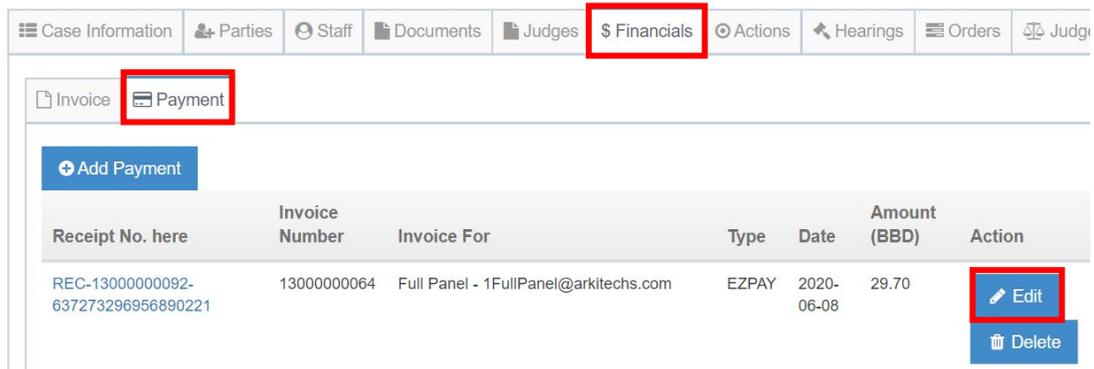
Add Payment

Case #	<input type="text" value="4100000087"/>	Status	<input type="text" value="Paid"/>
Payment Type *	<input type="text"/>	Invoice For	<input type="text"/>
Invoice Number *	<input type="text" value="Select Invoice Number"/>	Balance Amount (XCD)	<input type="text"/>
Paid Amount (XCD) *	<input type="text"/>	Total Amount (XCD)	<input type="text" value="0.00"/>
Description *	<input type="text"/>	Paid Date *	<input type="text" value="2020-07-13"/>
<input type="button" value="Submit"/> <input type="button" value="Cancel"/>			

How do I Edit Payments?

- Go to the "Payment" tab under Financials.
- Click the "Edit" button for the Payment that needs to be edited.
- A new window will appear with a form.
- Change the Payment information in the form as required.
- Click the "Submit" button.

Case: AJ200605-049



The screenshot shows the Curia interface for Case: AJ200605-049. The top navigation bar includes tabs for Case Information, Parties, Staff, Documents, Judges, Financials (highlighted), Actions, Hearings, Orders, and Judges. Below this, the 'Payment' sub-tab is selected and highlighted. A table lists payments with columns for Receipt No. here, Invoice Number, Invoice For, Type, Date, Amount (BBD), and Action. The 'Edit' button for the first payment is highlighted.

Receipt No. here	Invoice Number	Invoice For	Type	Date	Amount (BBD)	Action
REC-13000000092-637273296956890221	13000000064	Full Panel - 1FullPanel@arkitech.com	EZPAY	2020-06-08	29.70	Edit Delete

How do I Delete Payments?

- Go to the "Payments" tab under Financials.
- Select the Payment to be deleted.
- Click the "Delete" button for the payment to be deleted.

Receipt No	Fee Name	Payment Type	Amount	Paid Amount	Paid Date	Action
REC-51-636065970040178263	Affidavit of service	Cheque	EC\$100	EC\$50	31-8-2016	C Delete

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

Add Fee Payment

Payment Type *

Fee *

Action Name *

Paid Amount (\$) *

Paid Date *

Status *

Balance Amount (\$)

Total Amount (\$)

Description *

Submit
Back To List

Receipt No	Fee Name	Amount (\$)	Paid Amount (\$)	Paid Date	Action
REC-51-636065970040178263	Affidavit of s		\$50	31-8-2016	d Yes Delete

How do I Schedule a Hearing?

- a. Go to the "Hearings" tab.
- b. Click the "Add Hearing" button.

Case: GYCR2016/001

Case Information Parties Documents Judge Documents \$ Fee Payment Actions **Hearings** a Judgments Notes Warrants

Add Hearing b

Hearing Type	Hearing Date	Action Status	Judge	Location-Room
Hearing of Application	2016-06-14	Completed	Court Panel,	CCJ - 134 Henry Street,
Hearing of Application	2016-07-13	Completed	Court Panel,	CCJ - 134 Henry Street,
Hearing of Application	2016-10-19	In Progress	Court Panel,	CCJ - 134 Henry Street,

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

Details

Action Type * Hearing

Action Status * Started

Action Name * Select Action Name

Add New Action

Start Date * 2020-07-13 14:04

Due Date * 2020-07-13 14:04

Duration * Enter value in Hours

Assigned To * Select Assigned To

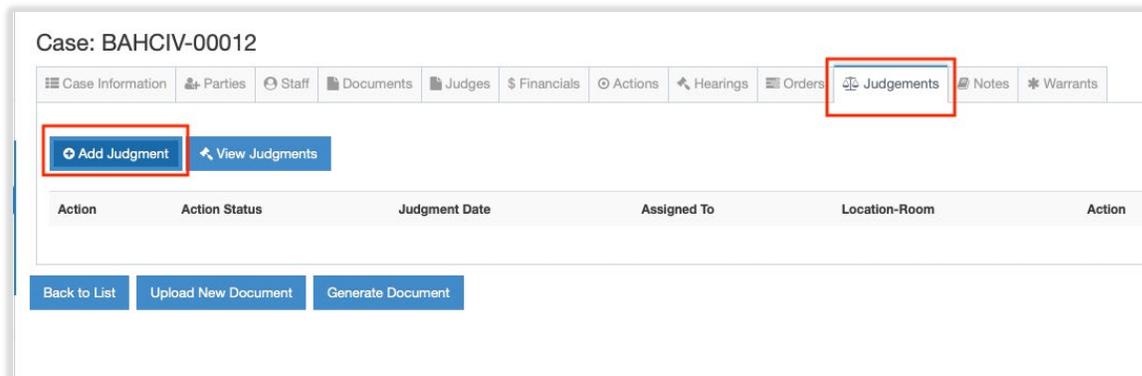
Show More

Note

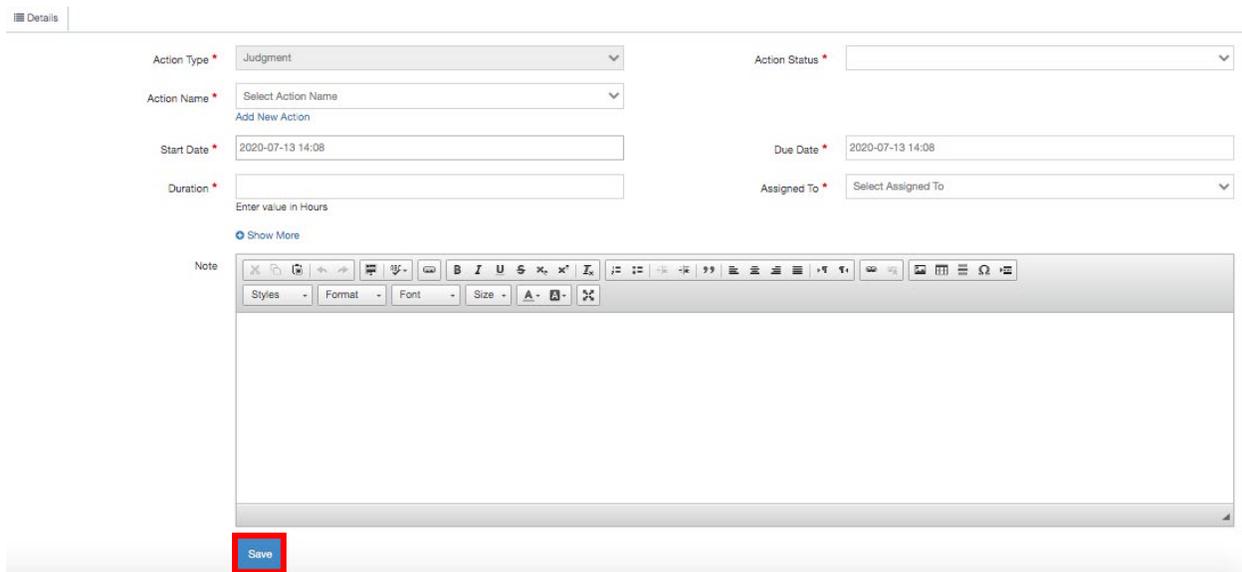
Save

How do I Add a Judgment date?

- a. Go to the "Judgments" tab.
- b. Select the "Add Judgment" button.

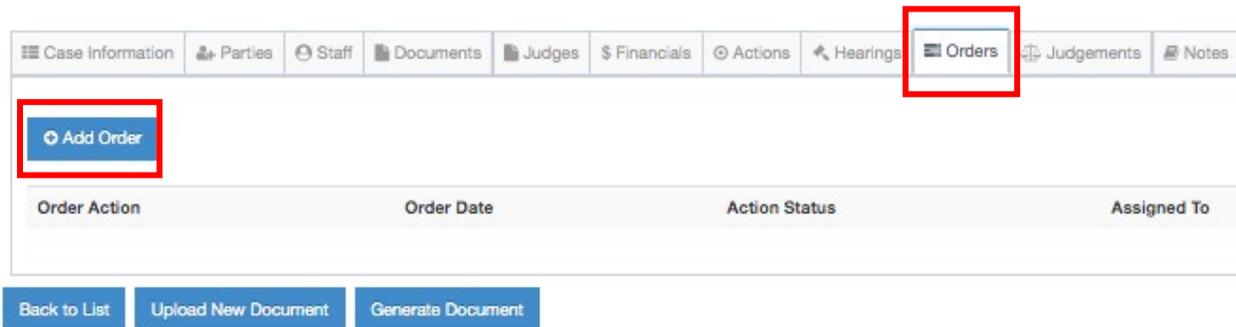


- c. Enter all the required information in the Judgment Details page and click the "Save" button.



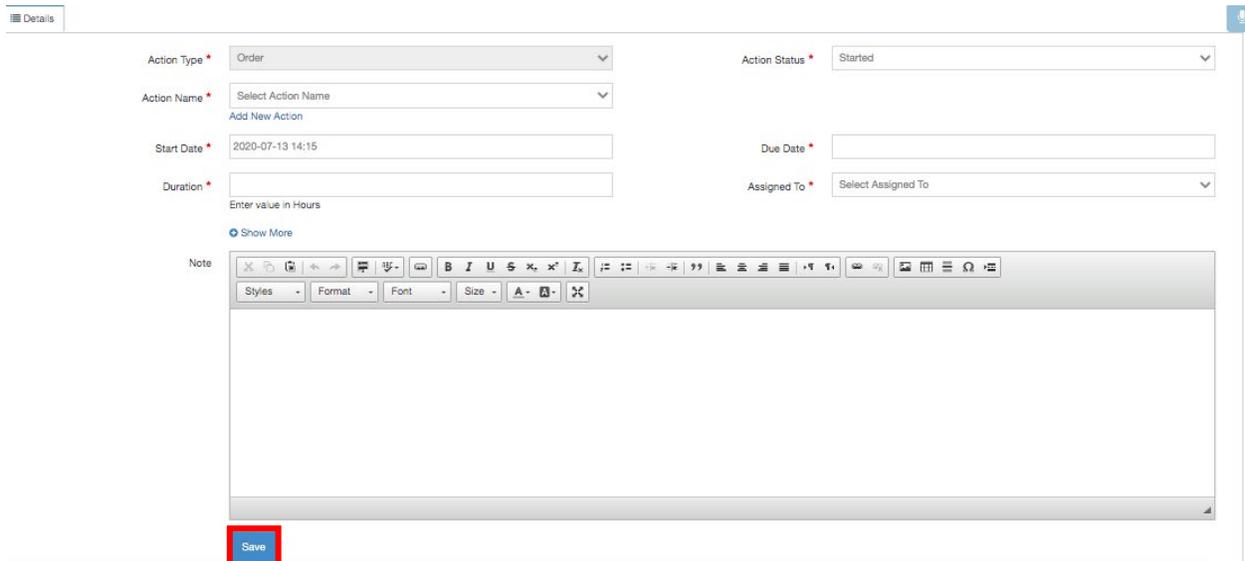
How do I Add an Order to a Case?

- a. Go to the "Orders" tab.
- b. Click on the "Add Order" button.



The screenshot shows the Curia interface with the 'Orders' tab selected in the top navigation bar. Below the navigation bar, the 'Add Order' button is highlighted with a red box. Below the button, there is a table with the following columns: Order Action, Order Date, Action Status, and Assigned To. At the bottom of the interface, there are three buttons: 'Back to List', 'Upload New Document', and 'Generate Document'.

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



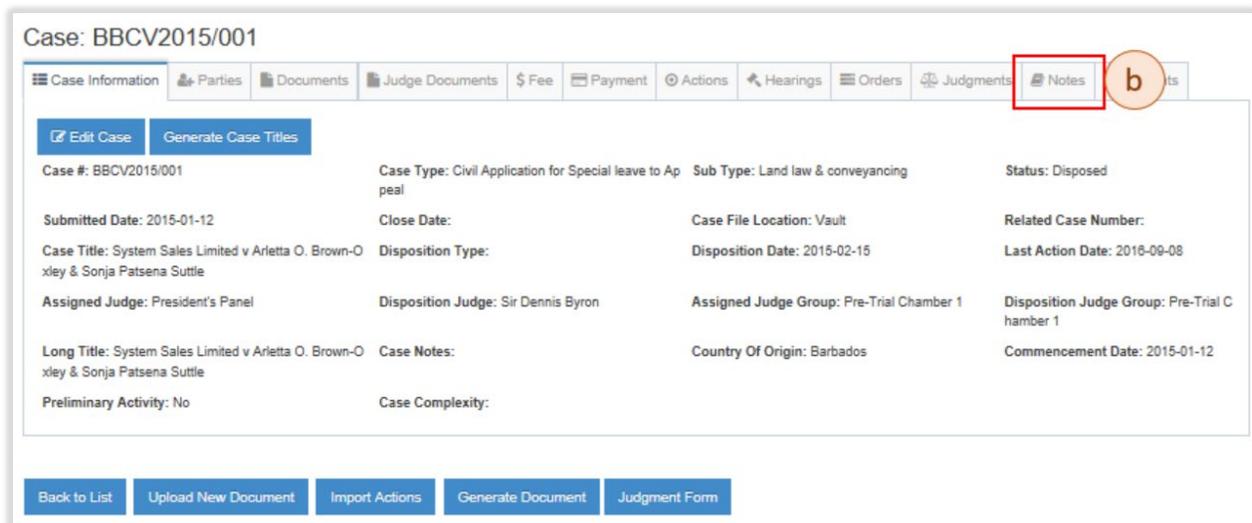
The screenshot shows the 'Order Details' window in the Curia interface. The window contains several fields for entering order information:

- Action Type: Order (dropdown)
- Action Status: Started (dropdown)
- Action Name: Select Action Name (dropdown)
- Start Date: 2020-07-13 14:15 (text input)
- Due Date: (text input)
- Duration: (text input)
- Assigned To: Select Assigned To (dropdown)

Below these fields is a 'Show More' link and a 'Note' section with a rich text editor. At the bottom left of the window, the 'Save' button is highlighted with a red box.

How do I View Case notes?

- a. Go to the Case Details.
- b. Click on the "Notes" tab.



Case: BBCV2015/001

Case Information Parties Documents Judge Documents \$ Fee Payment Actions Hearings Orders Judgments **Notes** ts

[Edit Case](#) [Generate Case Titles](#)

Case #: BBCV2015/001	Case Type: Civil Application for Special leave to Appeal	Sub Type: Land law & conveyancing	Status: Disposed
Submitted Date: 2015-01-12	Close Date:	Case File Location: Vault	Related Case Number:
Case Title: System Sales Limited v Arletta O. Brown-Oxley & Sonja Patsena Suttle	Disposition Type:	Disposition Date: 2015-02-15	Last Action Date: 2016-09-08
Assigned Judge: President's Panel	Disposition Judge: Sir Dennis Byron	Assigned Judge Group: Pre-Trial Chamber 1	Disposition Judge Group: Pre-Trial Chamber 1
Long Title: System Sales Limited v Arletta O. Brown-Oxley & Sonja Patsena Suttle	Case Notes:	Country Of Origin: Barbados	Commencement Date: 2015-01-12
Preliminary Activity: No	Case Complexity:		

[Back to List](#) [Upload New Document](#) [Import Actions](#) [Generate Document](#) [Judgment Form](#)

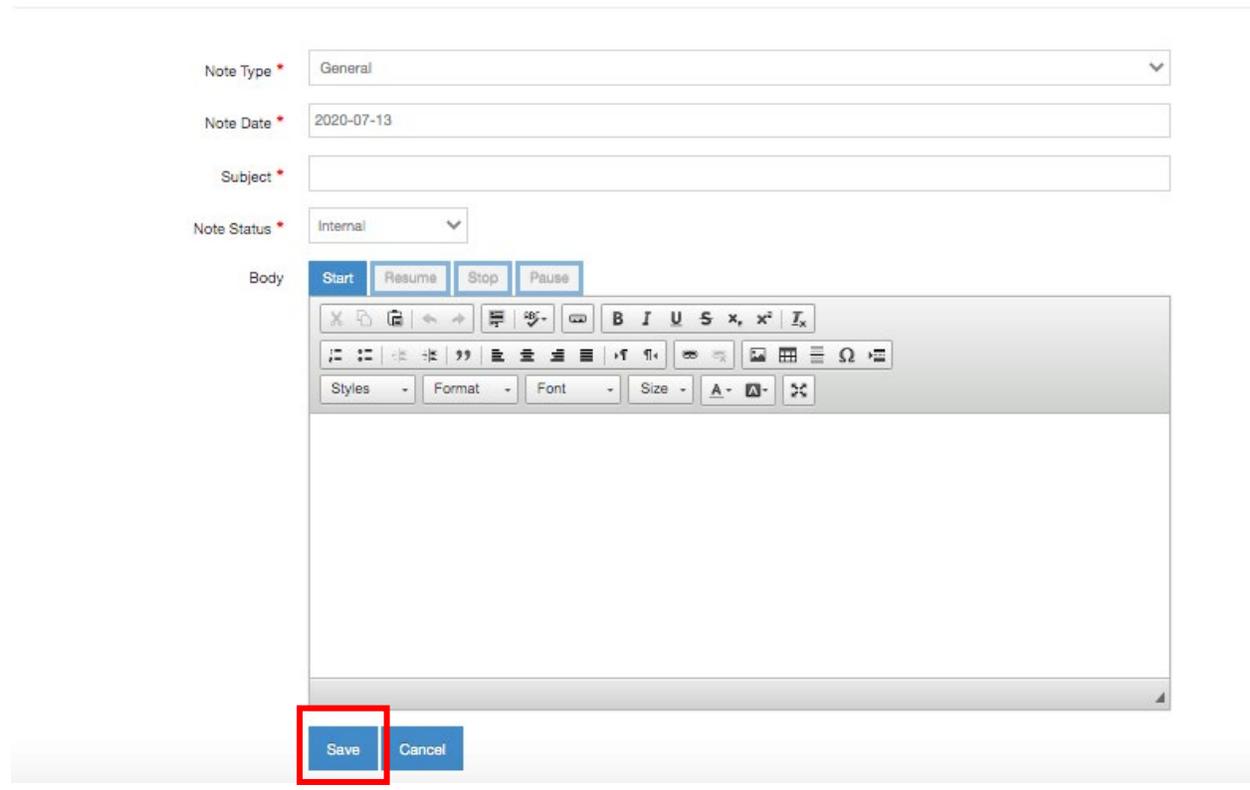
How do I Add Case notes?

- Go to the "Notes" tab.
- Click the "Add Notes" button.



- Fill in the details in the "Add Notes" form and click the "Save" button.

Add Note



The 'Add Note' form contains the following fields and controls:

- Note Type: General (dropdown menu)
- Note Date: 2020-07-13 (text input)
- Subject: (empty text input)
- Note Status: Internal (dropdown menu)
- Body: A rich text editor with a toolbar containing buttons for Start, Resume, Stop, Pause, Bold, Italic, Underline, Strikethrough, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Table, Table of Contents, and Insert. Below the toolbar are dropdown menus for Styles, Format, Font, and Size, along with font color and background color pickers.
- Save: A blue button highlighted with a red box.
- Cancel: A blue 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."

Edit Note

Note Type *

Note Date *

Subject *

Note Status *

Body

Start Resume Stop Pause

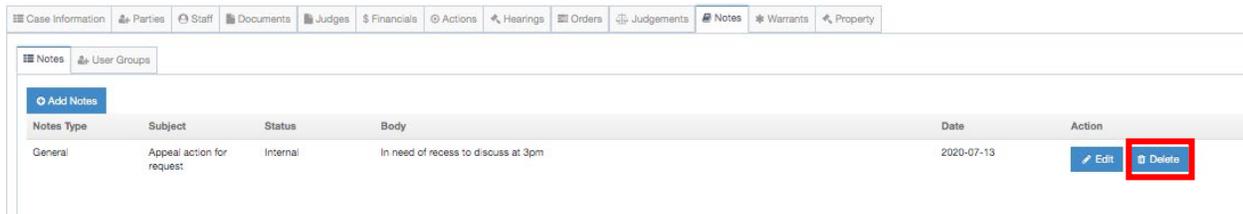


Just adding a test note.

Save
Cancel

How do I Delete Case notes?

- a. Go to the Case Notes.
- b. Click the "Delete" button to delete the relevant note.

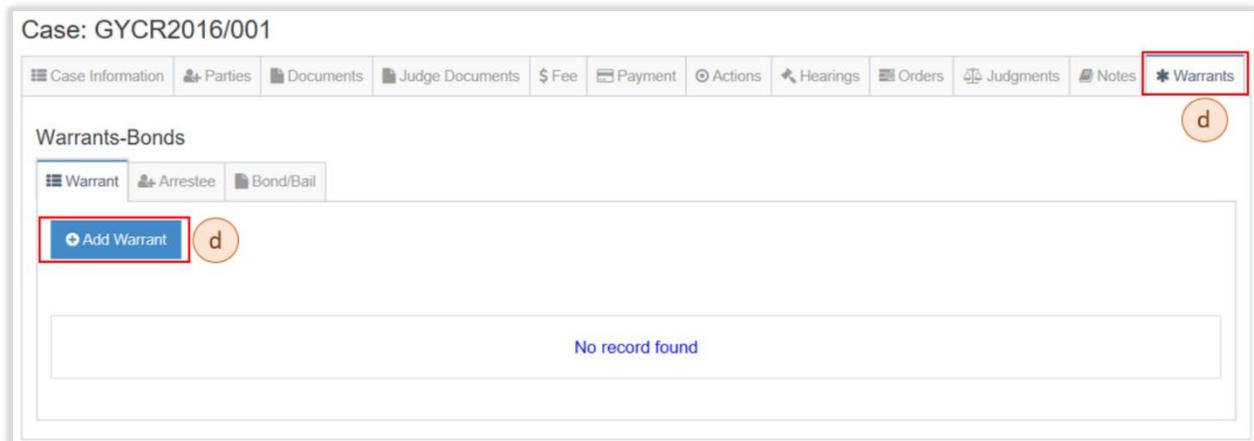


- c. A pop-up window appears to confirm deletion of the note. Click the "Yes" button to delete.



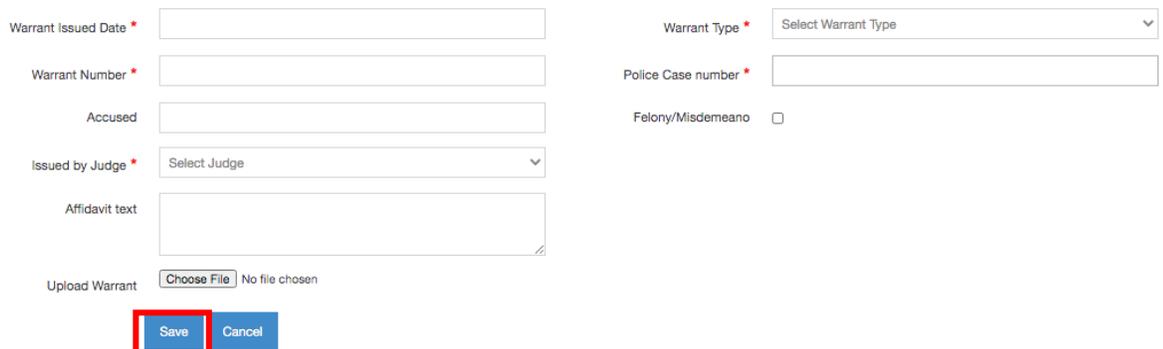
How do I Add a Warrant to a Case?

- a. Go to the Warrants tab.
- b. Click on the "Add Warrant" button.



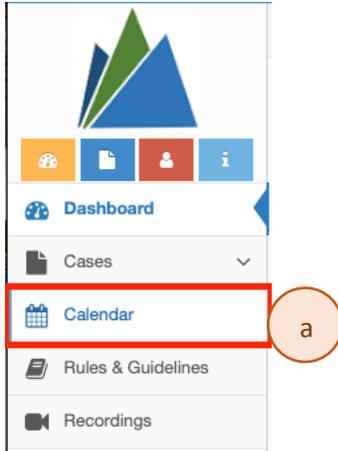
- c. Enter all the necessary information on the "Add Warrant" page and click the "Save" button.

Add Warrant



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
i
?

Action Type **Action Assigned To** **Assigned Judge** **Assigned Judge Group** **Attorney**
 All Select Action Assigned To Select Assigned Judge Select Assigned Judge Group Select Attorney

Location **Room** **Q Search** **Add** Select Export Type

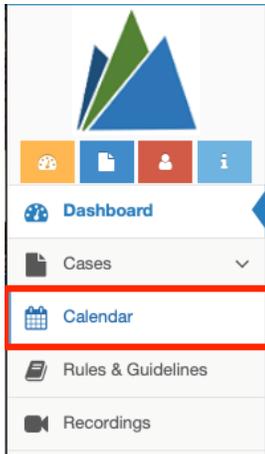
c
d

Today < > **March 2025** Set Default View Print
 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."

Calendar [Info] [Microphone]

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 ▾

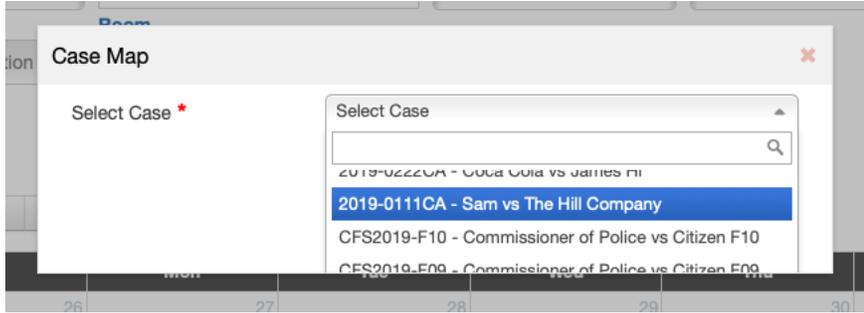
Location Select Location ▾
 Room Select Room ▾
 Q Search
 Add
 Select Export Type ▾

Set Default View Print

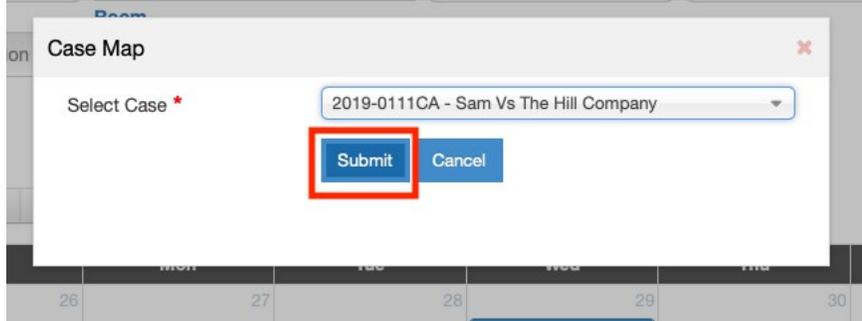
Today < > **March 2025** Day Week Month List

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

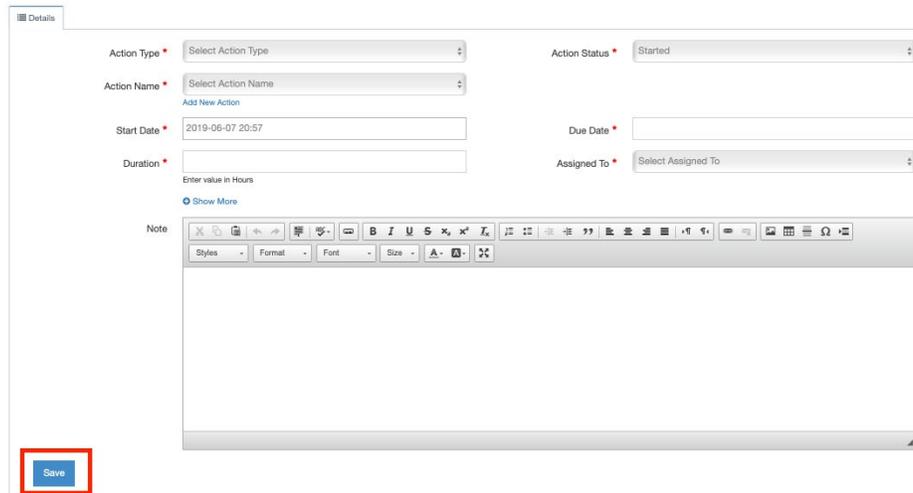
- c. Select the Case for which the Action is to be added, by clicking the drop-down menu and searching for it.



- d. Click "Submit."

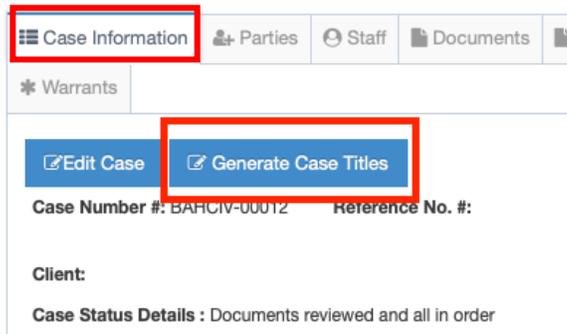


- e. Fill in the Action Details and click "Save."



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:

Please add Primary Applicant and Primary Respondent parties to auto generate Title & Long Title.