



Curia
Court Management Suite



Attaché

USER GUIDE

2026

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Section 1. Getting Started

1.1 System Requirements

The Attaché Case Management System operates with reasonable efficiency and response times on **updated** web browsers such as:

- Google Chrome,
- Microsoft Edge,
- Mozilla Firefox and
- Brave

Note: Other browsers may be compatible but not officially supported

If pages are loading slowly or timing out, check your internet speed or contact your IT support team.

1.2 Accessing Attaché

Purpose: Use these steps to open the Attaché Case Management System in your browser.

Steps:

1. Open a supported web browser on your device.
2. In the address bar, type the Attaché link provided by your Court or organization.
3. Press Enter on your keyboard.
4. Wait for the Attaché Log In page to load.

Tip: Add the Attaché link page to your browser Bookmarks/Favourites so you can access it quickly next time.

1.3 Registering a New Account

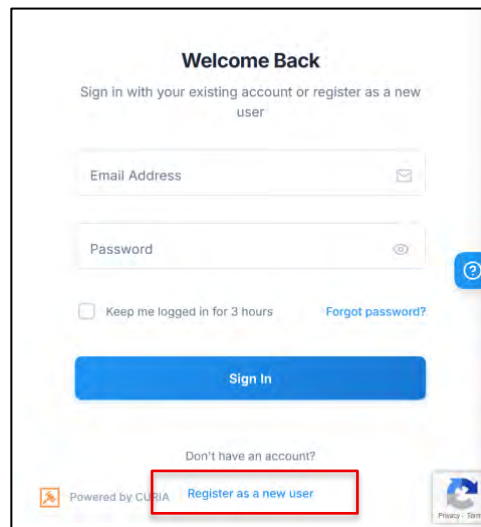
Purpose: Use these steps if you do not have an Attaché account.

Open your web browser and go to the Attaché link provided to you.

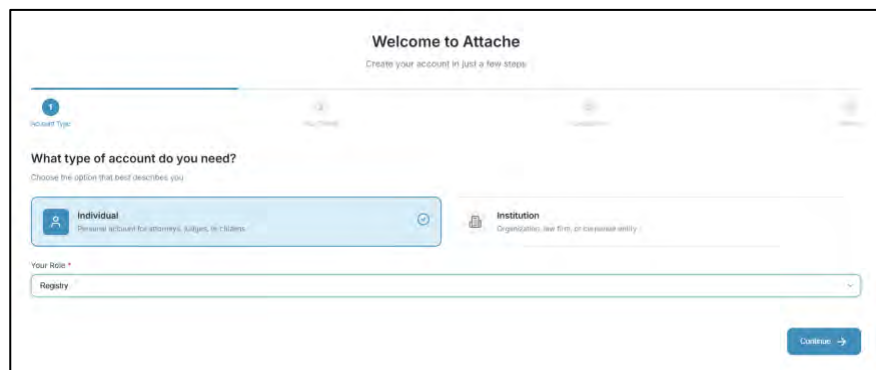
Steps

Screenshot Examples

1. On the Attaché Log In page, select **'Register as a New User'**.

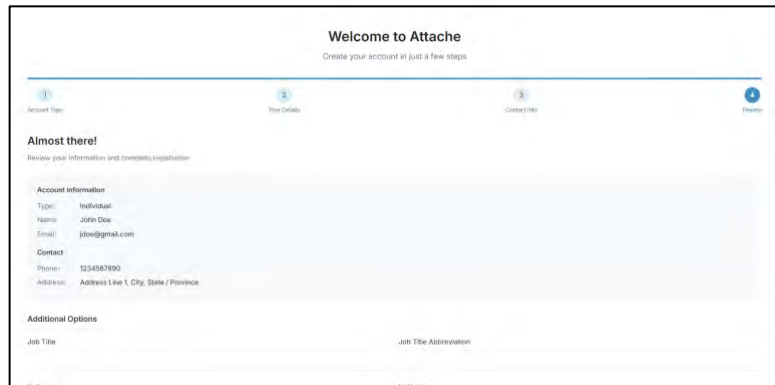


2. Complete the steps within the Registration wizard



3. Review your **account information** and **notification preferences** on the Review page.

When you are satisfied, select **Create Account**.



Check your email inbox for the **verification email** sent to the email address you entered.

In that email, select the **Verify** link to confirm your email address.

After your email is verified, **Court/Organization personnel** will review your registration and approve your account.

Note: You cannot Log In until your account has been approved (provisioned) by the local Court or Organization.

If you do not see the verification email, check your Spam/Junk folder.

Note: Password Requirements

When creating or resetting a password, it must:

- **Be at least 10 characters long**
- **Contain at least 1 digit (0-9)**
- **Contain at least 1 lowercase letter (a-z)**
- **Contain at least 1 uppercase letter (A-Z)**
- **Contain at least 1 special character (for example: @ # \$ % ^ & !)**

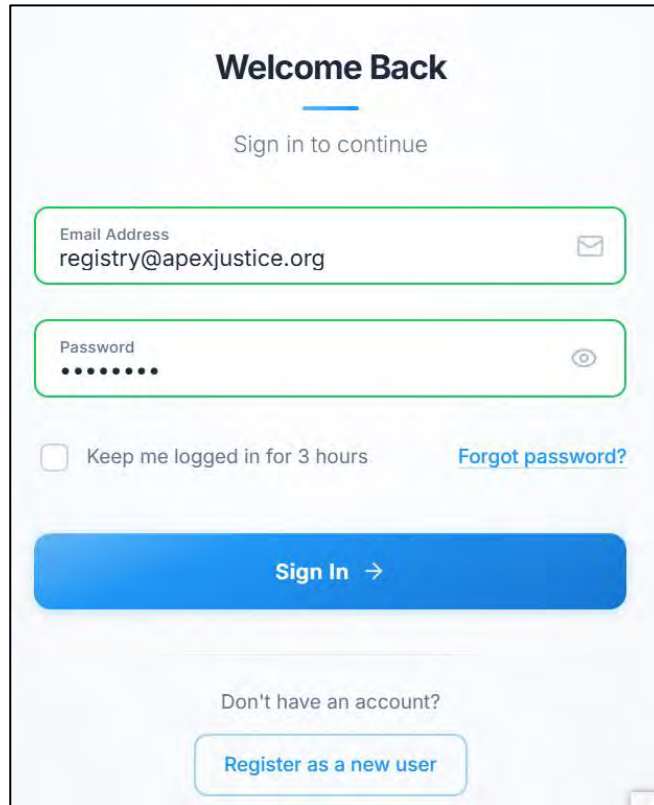
1.4 Logging in

Purpose: Use these steps if you already have an Attaché Case Management account.

Steps

Screenshot Examples

1. Enter your email address and Password and click **Sign In**



If your credentials are correct and your account has been approved, the system will log you in and display the Attaché home page.

Tips: If you are unable to Log In:

- **Confirm that your account has been approved by the Court/Organization.**
- **Make sure you are using the same email address you used during registration.**
- **If you forgot your password, follow the steps in Section 1.5 - Resetting Your Password.**

1.5 Changing Your Entity

Purpose: Use these steps to change between the **Entities** that you have access to.

Steps

1. Click on the Entity dropdown in the top right of the screen and select the desired entity.

Screenshot Examples



Note:

Users will only be able to view the Entity or Entities for which they has been granted access.

Section 2. Case Management

2.1 Understanding Case Types

Purpose: To highlight the various Case Types in Attaché and how to select them

Within Attaché, the Court/Organization can create cases in accordance with those managed by the respective Court/Organization. Some Case Types include:

1. Civil
2. Criminal
3. Family
4. Estate/Probate
5. Ticket

Depending on the Case Type, there may be differences in the case creation process, the type of information that can be entered and accessed in cases, and the types of actions that Attaché users can perform in cases.

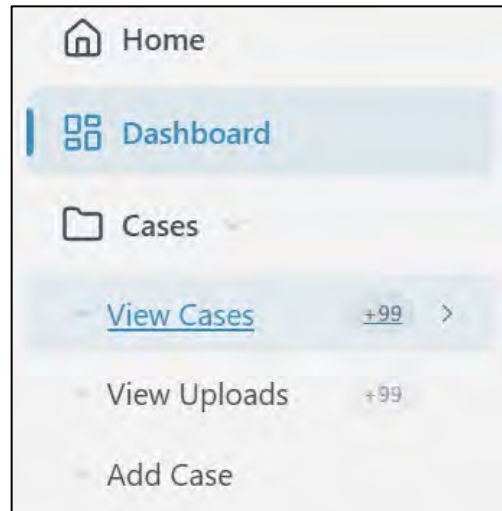
2.2 Viewing Cases

Purpose: Use these steps to view cases in Attaché.

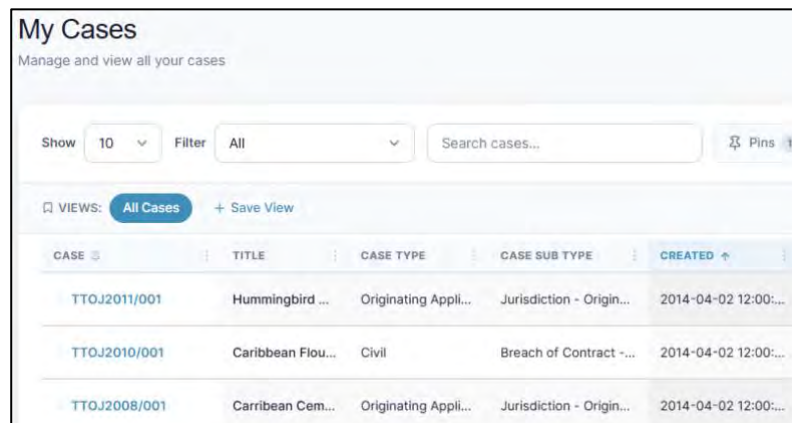
Steps

1. On the Left Main Menu, select **Cases > View Cases**.

Screenshot Examples



2. Click on the corresponding **Case Number** to view case details.



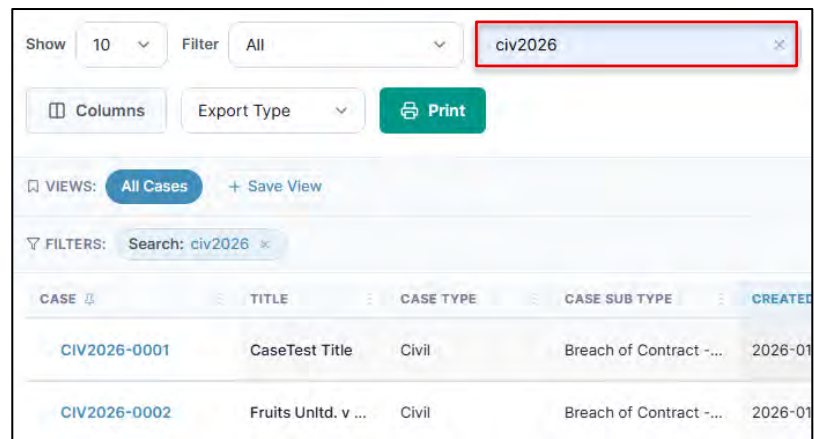
2.3 Searching for a Case

Purpose: Use these steps to search a specific case on Attaché.

Steps

1. To search for a case, enter the respective **Alpha-numeric Case Number** in the search bar.

Screenshot Examples



CASE	TITLE	CASE TYPE	CASE SUB TYPE	CREATED
CIV2026-0001	CaseTest Title	Civil	Breach of Contract -...	2026-01
CIV2026-0002	Fruits Unltd. v ...	Civil	Breach of Contract -...	2026-01

Tip: You may also use the column filters located at the top of the table to narrow your search.

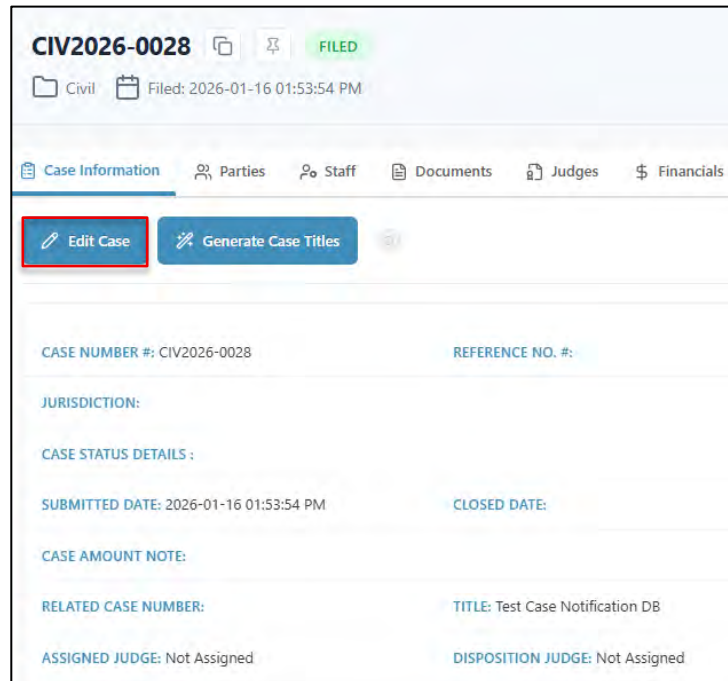
2.4 Editing Case Information

Purpose: Use these steps to edit case information.

Steps

Screenshot Examples

1. On the Case Information Screen click **Edit Case**.



CIV2026-0028 FILED

Civil Filed: 2026-01-16 01:53:54 PM

Case Information Parties Staff Documents Judges Financials

Edit Case Generate Case Titles

CASE NUMBER #: CIV2026-0028 REFERENCE NO. #:

JURISDICTION:

CASE STATUS DETAILS:

SUBMITTED DATE: 2026-01-16 01:53:54 PM CLOSED DATE:

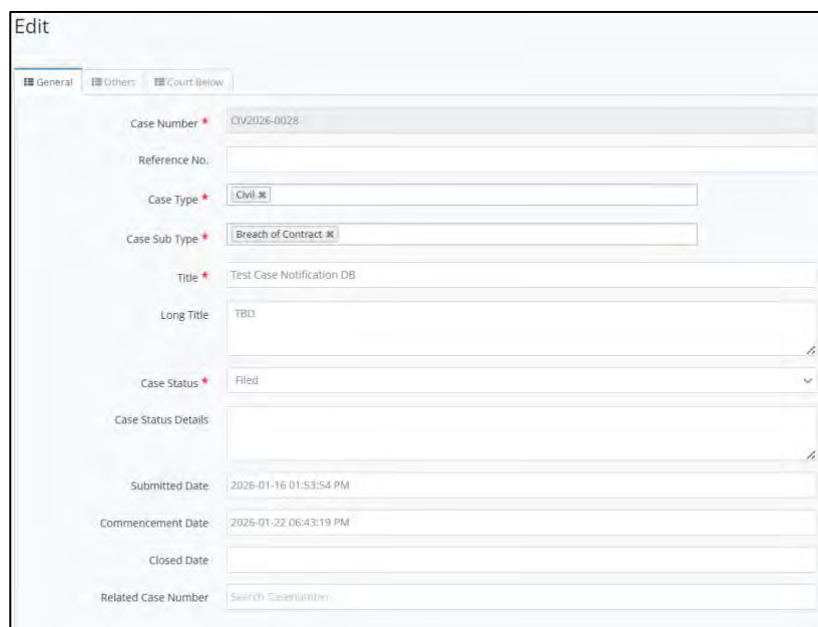
CASE AMOUNT NOTE:

RELATED CASE NUMBER: TITLE: Test Case Notification DB

ASSIGNED JUDGE: Not Assigned DISPOSITION JUDGE: Not Assigned

2. Edit Case Information fields as required and click **Submit**.

Required fields are marked with a red asterisk (*).



General Others Court Below

Case Number * CIV2026-0028

Reference No.:

Case Type * Civil

Case Sub Type * Breach of Contract

Title * Test Case Notification DB

Long Title TBD

Case Status * Filed

Case Status Details:

Submitted Date 2026-01-16 01:53:54 PM

Commencement Date 2026-01-22 06:43:19 PM

Closed Date:

Related Case Number SEARCH Casenumber:

Section 3. Case Documents

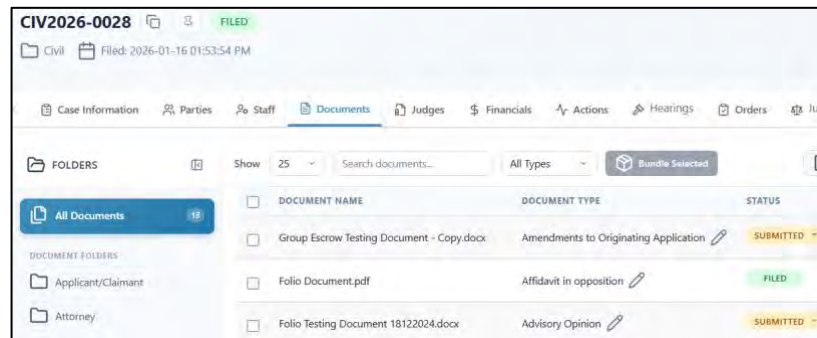
3.1 Viewing Case Documents

Purpose: Use these steps to find documents uploaded to a specific case.

Steps

1. Within the case, select the **Documents** tab. Uploaded document will be shown in the table as in the image

Screenshot Examples



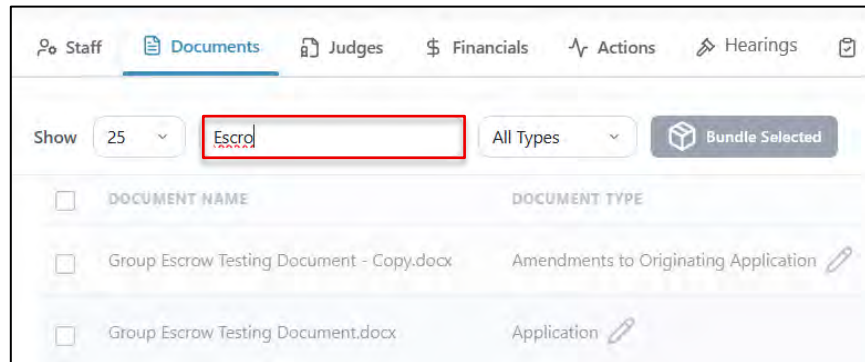
3.2 Searching for a Document

Purpose: Use these steps to search for a specific document in your case.

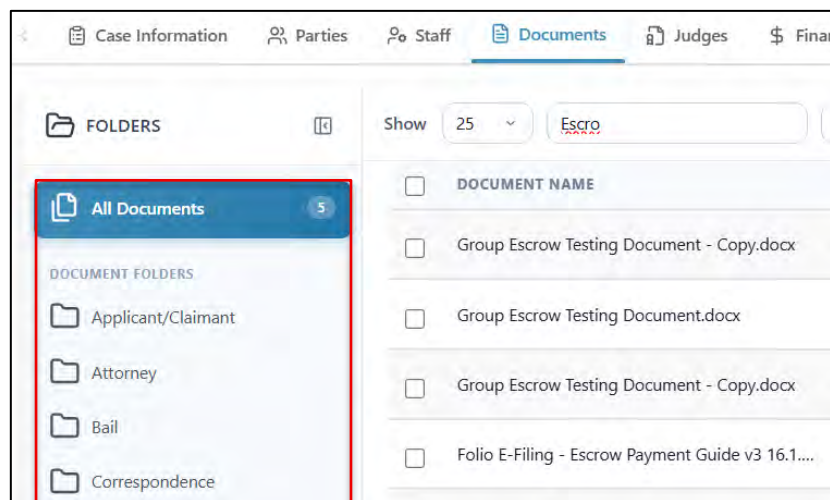
Steps

1. In the Documents tab, type a key word in the search box and press **Enter**.

Screenshot Examples



2. Each Document type is associated with a **Document folder**. You may select Document Folder to view documents within the folder.



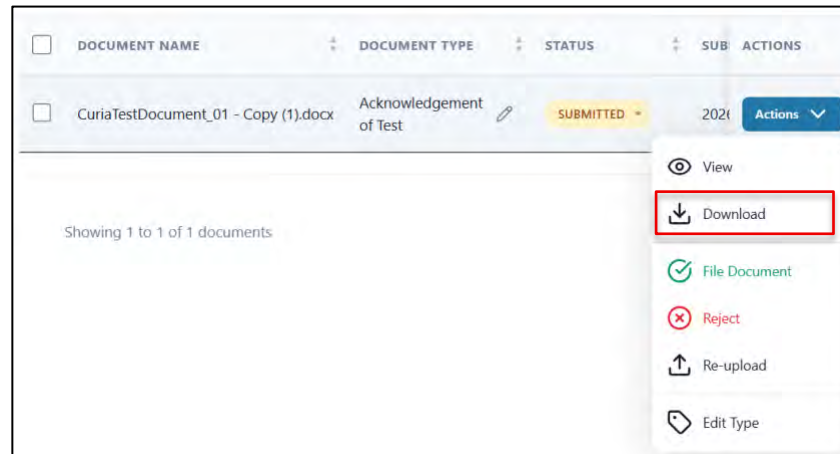
3.3 Downloading a Document

Purpose: Use these steps to download a case document.

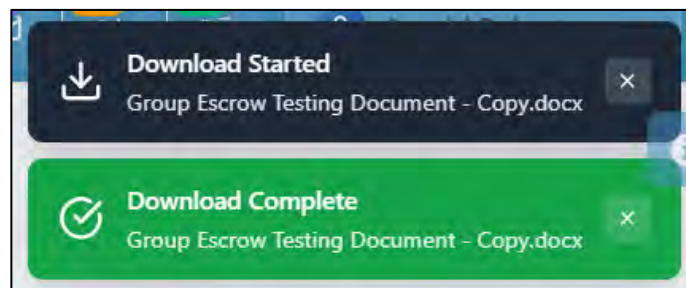
Steps

Screenshot Examples

1. Identify the document you wish to download, select the **Actions** dropdown and select **Download**.



2. Once your download has started and is completed, you will see the following messages.



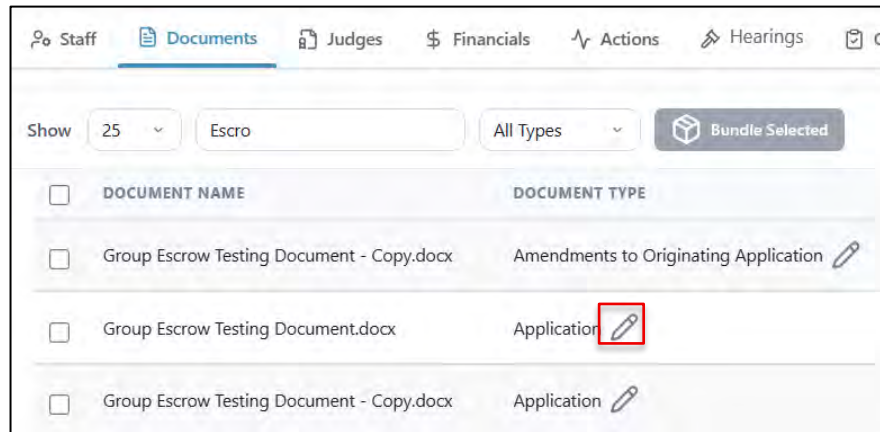
3.4 Editing a Document Type

Purpose: Use these steps to edit the Document Type assigned to a document.

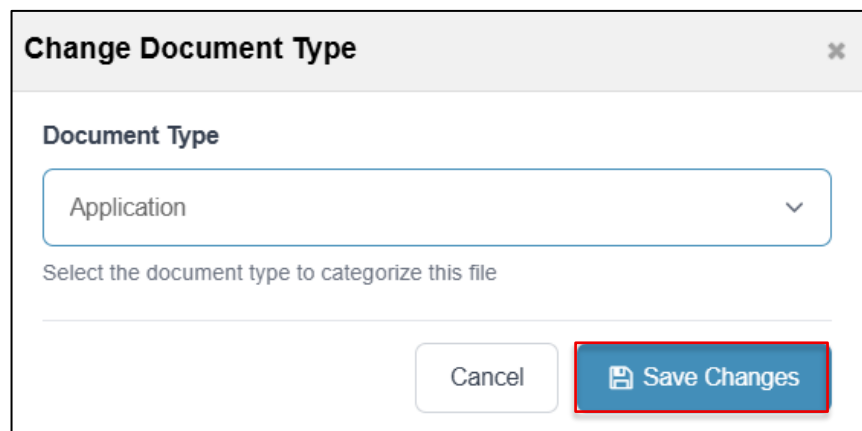
Steps

Screenshot Examples

1. In the Documents Tab, select the **pencil** icon next to the document



2. Select the appropriate document type from the dropdown list and click **Save Changes**.



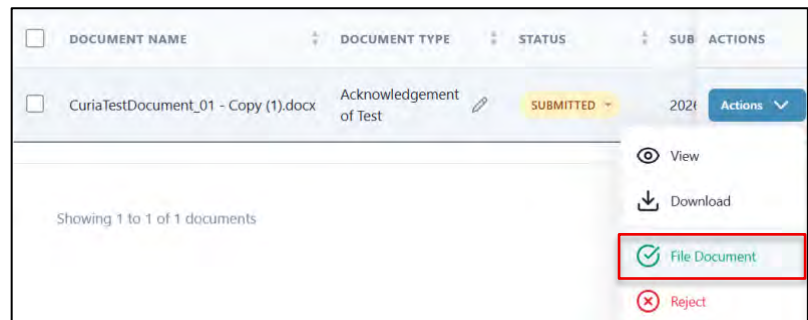
3.5 E-Filing Uploaded Documents

Purpose: Use these steps to e-file documents uploaded to case.

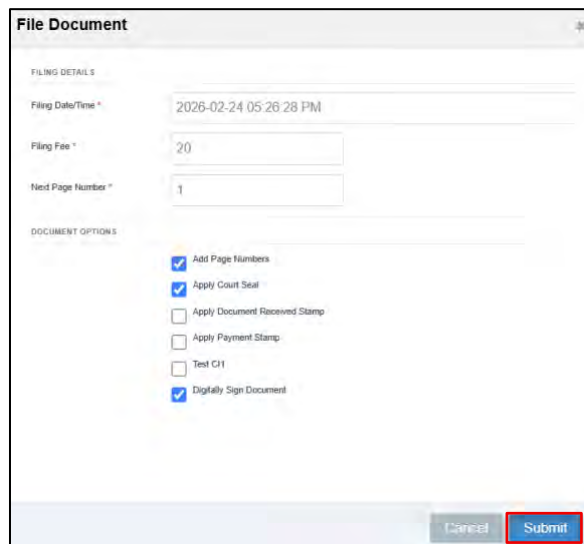
Steps

1. Identify the document you wish to e-file. Select the **Actions** drop down menu and select **File Document**.

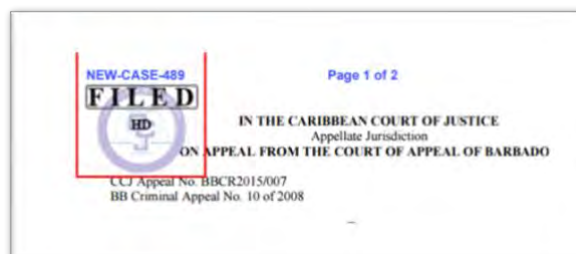
Screenshot Examples



2. Fill in the additional required information and click **Submit**.



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.



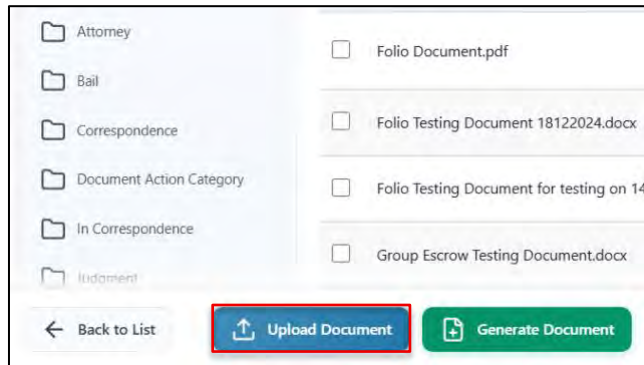
3.6 Uploading Documents

Purpose: Use these steps to upload a new document within a case.

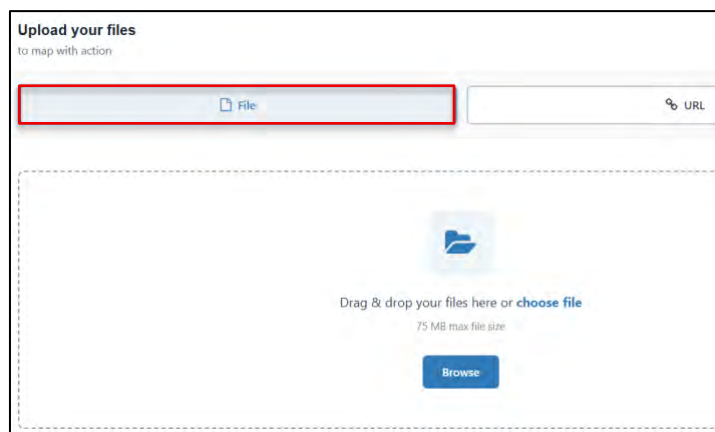
Steps

1. From the Documents tab, select **Upload Document** at the bottom of the page.

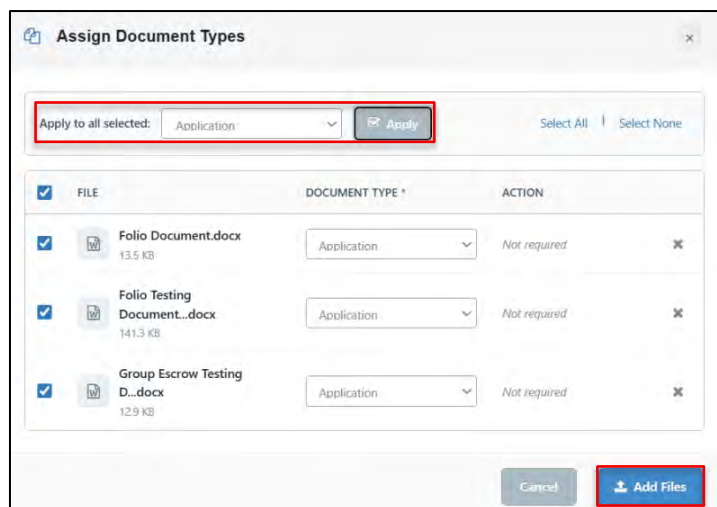
Screenshot Examples



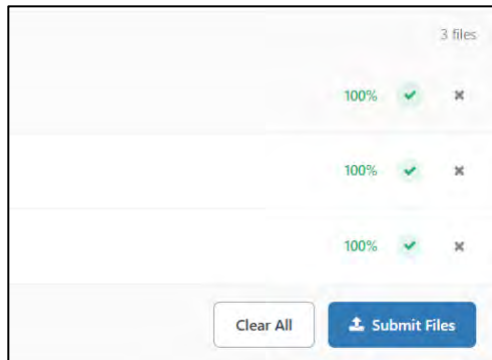
2. Select the **File** source option and click **Browse** to locate the Document.



3. Select the appropriate **Document Type**, then click **Add Files**.



- Once your files have been added, select **Submit Files** at the bottom right of the screen.

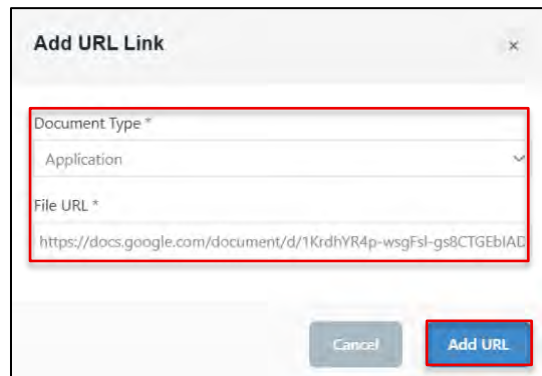


Tip: You can upload a URL (web link) to a case using the following steps:

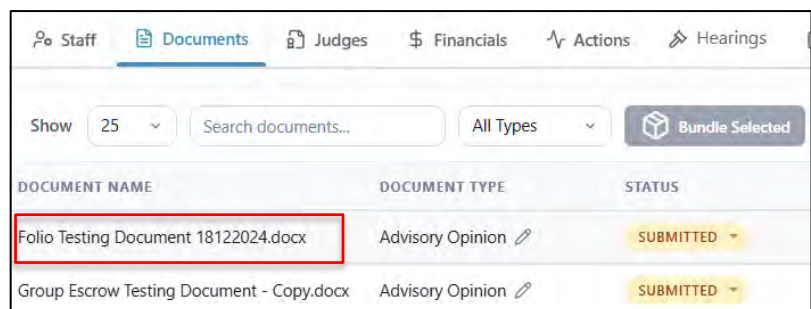
- From the Upload Document Screen, select the **URL** source option, enter the URL in the search bar and click **+Add**.



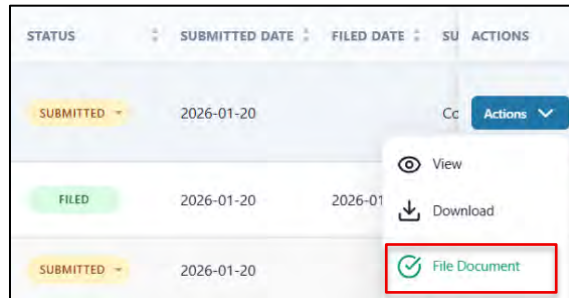
- Select the respective **Document Type** and enter the URL once more. Then click **Add URL**.



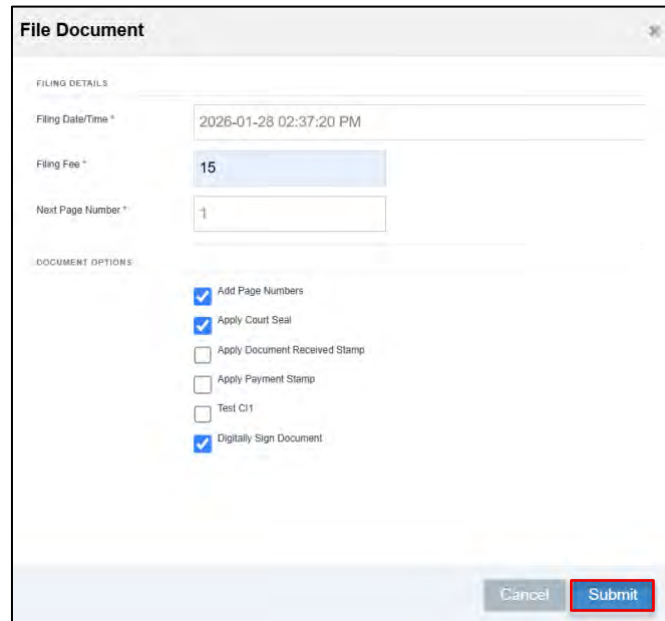
- Within the **Documents** tab locate the document you wish to file.



- To e-file the uploaded documents - Select the **Actions** drop down menu and select **File Document**.



- Fill in the additional required information and click **Submit**.



File Document

FILING DETAILS

Filing Date/Time * 2026-01-28 02:37:20 PM

Filing Fee * 15

Next Page Number * 1

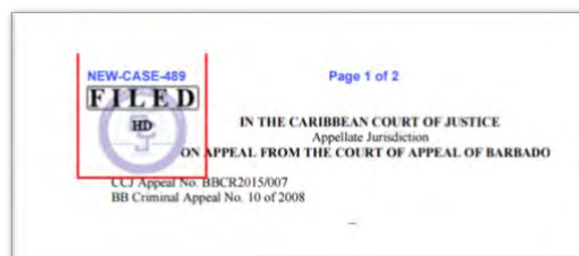
DOCUMENT OPTIONS

- Add Page Numbers
- Apply Court Seal
- Apply Document Received Stamp
- Apply Payment Stamp
- Test CI1
- Digitally Sign Document

Cancel Submit

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.



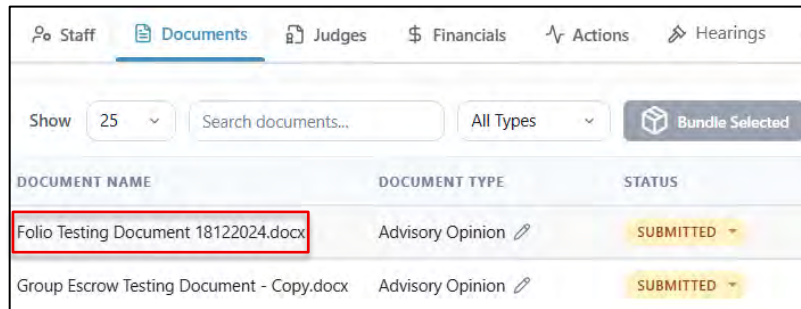
3.7 How do I Not-Accept a Document?

Purpose: Use these steps when a uploaded document is not accepted.

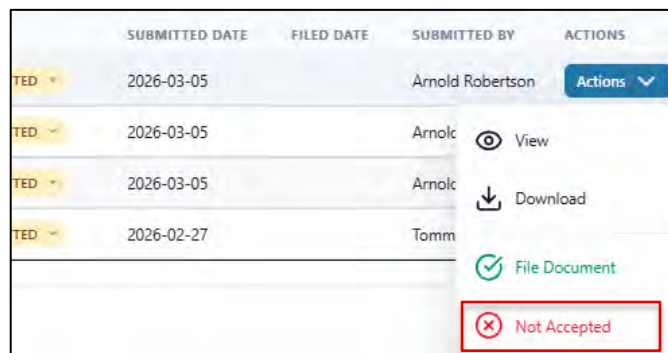
Steps

Screenshot Examples

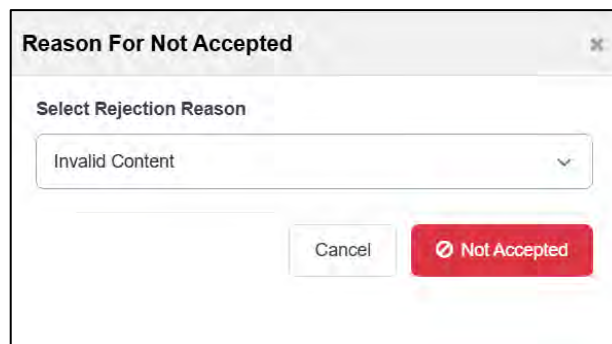
- From the **Documents tab**, locate the document and click the **Actions** Dropdown.



- Select the **Actions** drop down menu and select **Not Accepted**.



- Select Reason for Non-Acceptance from the dropdown menu and select **Not Accepted**.



Section 4. Case Parties

4.1 Understanding Case Parties

Purpose: To understand how to add parties to a case.

New Party

A person or Institution **not registered** in Curia.

Use this option when the party **does not already exist in the system**.

Party information must be **entered manually**.

Existing Party

A person or Institution **already registered** in Curia.

Use this option to **search for and add a registered party** to the case.

Party information is **retrieved from the existing record**.

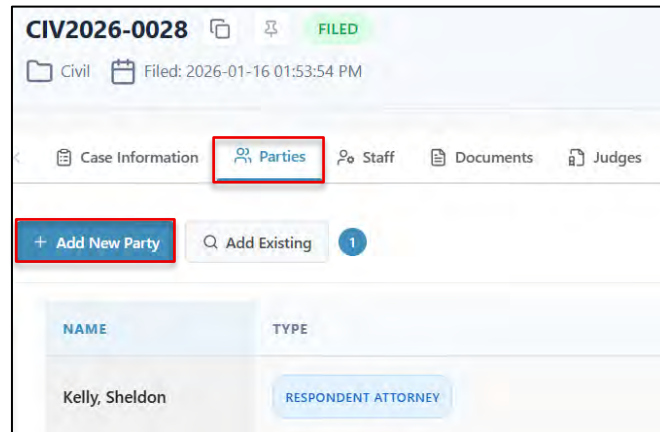
4.2 Adding a New Party

Purpose: Use these steps to add a *New Party* to a case.

Steps

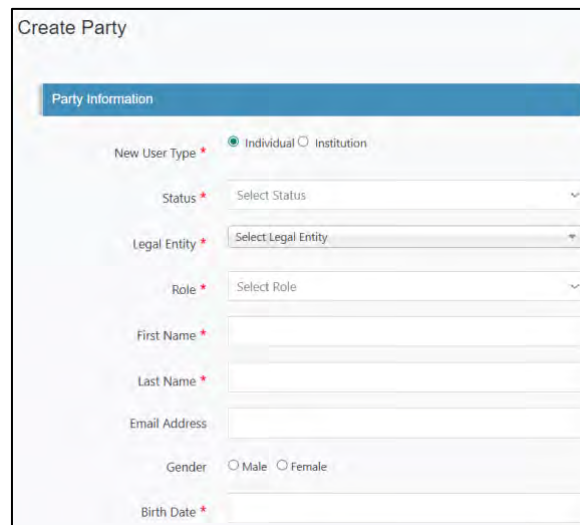
Screenshot Examples

1. From the **Parties** tab, select **Add New Party**



2. Fill in the required party information, then click **Save**.

Required fields are marked with a red asterisk (*).



The screenshot shows the 'Create Party' form. The 'Party Information' section is highlighted. The form includes the following fields:

- New User Type: Individual Institution
- Status: *
- Legal Entity: *
- Role: *
- First Name: *
- Last Name: *
- Email Address:
- Gender: Male Female
- Birth Date: *

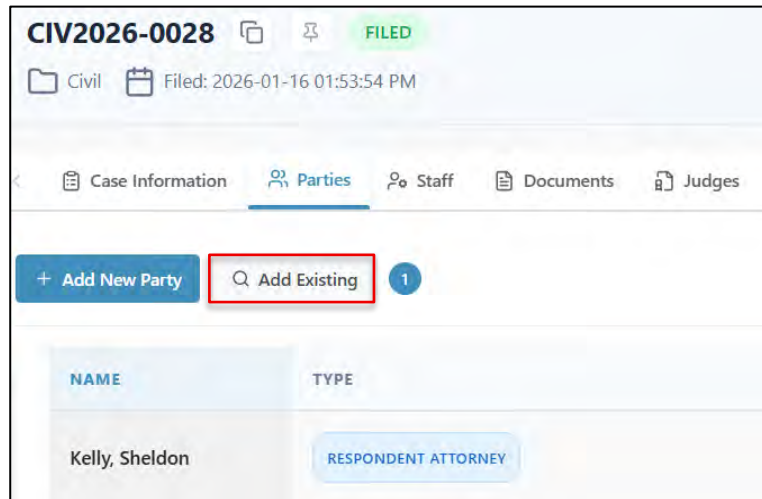
4.3 Adding an Existing Party

Purpose: Use these steps to add an *Existing Party* to a case.

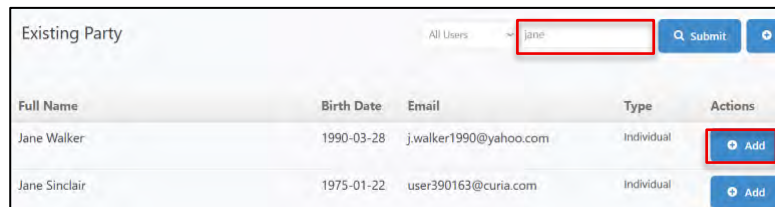
Steps

Screenshot Examples

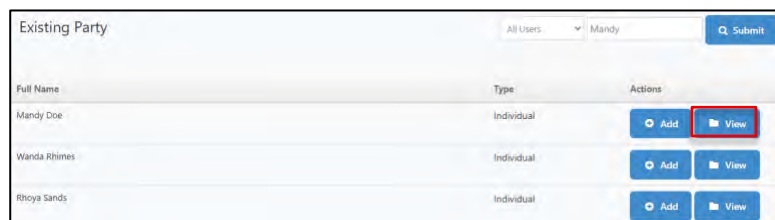
1. From the Parties tab, select **Add Existing Party** to add a party/user that is already registered in Curia.



2. To find an existing party, scroll through the list that appears, or use the search bar to enter the **first or last name**. Once found, select **Add**.



3. To view additional details about the Party, select **View**.



4. See View Party details:

View Party Details

Party Information

Email Address *

First Name *

Last Name *

Gender * Male Female

Address

Birth Date *

Date Served

Is Allowed to view case details

Section 5. Actions and Sub-Actions

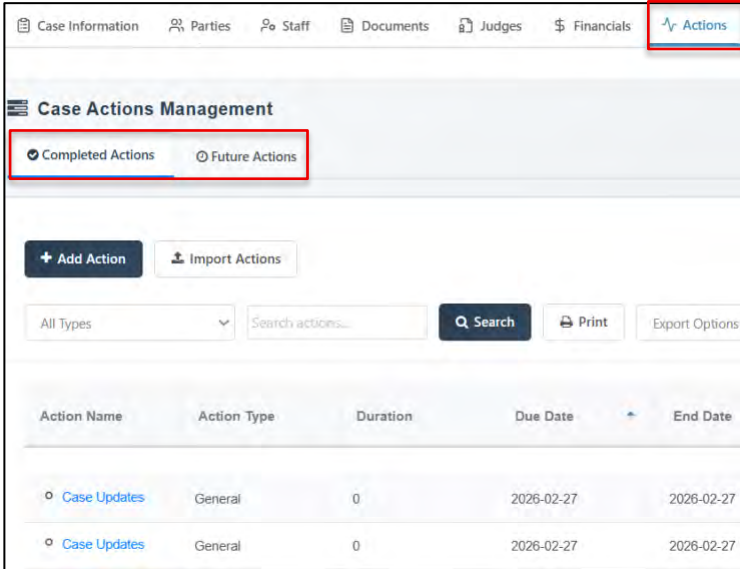
5.1 Viewing Case Actions

Purpose: Use these steps to view actions added to a case.

Steps

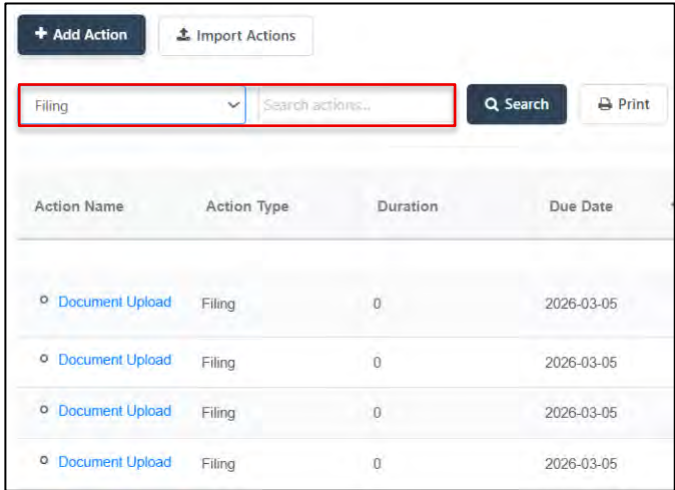
Screenshot Examples

1. Once within your case, navigate to the **Actions** tab. Here you can view actions. You can **see Completed Actions or Future** actions under the respective submenus.



The screenshot shows the 'Case Actions Management' interface. The top navigation bar includes 'Case Information', 'Parties', 'Staff', 'Documents', 'Judges', 'Financials', and 'Actions'. The 'Actions' tab is highlighted. Below the navigation bar, there are two sub-tabs: 'Completed Actions' (selected) and 'Future Actions'. There are buttons for '+ Add Action' and 'Import Actions'. A dropdown menu is set to 'All Types', and there is a search bar with the text 'Search actions...'. There are also 'Search', 'Print', and 'Export Options' buttons. Below this is a table with columns: Action Name, Action Type, Duration, Due Date, and End Date. The table contains two rows of 'Case Updates' with a duration of 0 and due dates of 2026-02-27.

2. Use the **Action Type** dropdown to **filter** the list and **search bar** to narrow your search for the action you wish to view.



The screenshot shows the 'Case Actions Management' interface with the 'Action Type' dropdown set to 'Filing'. The search bar contains the text 'Search actions...'. There are also 'Add Action' and 'Import Actions' buttons. Below this is a table with columns: Action Name, Action Type, Duration, and Due Date. The table contains four rows of 'Document Upload' with a duration of 0 and due dates of 2026-03-05.

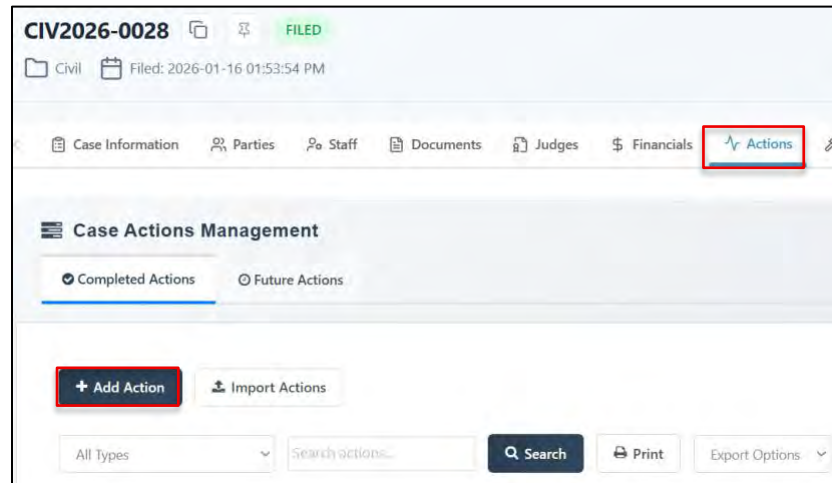
5.2 Adding an Action

Purpose: Use these steps to add a new action to a case.

Steps

1. Within your case, navigate to the **Actions** tab and select **Add Action**.

Screenshot Examples



CIV2026-0028 FILED
 Civil Filed: 2026-01-16 01:53:54 PM

Case Information Parties Staff Documents Judges Financials **Actions**

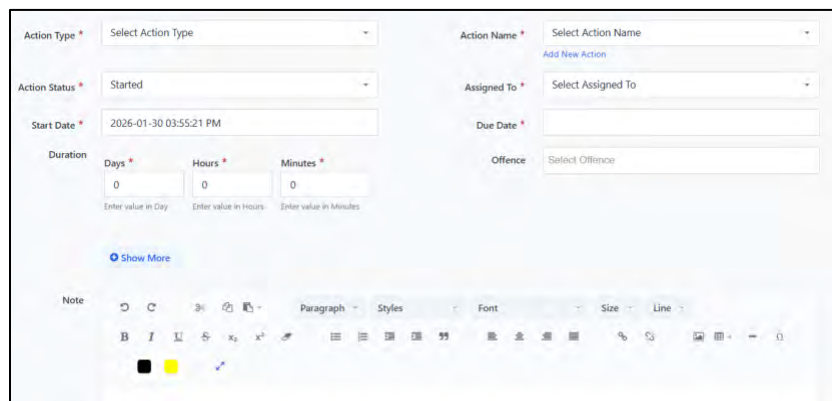
Case Actions Management

Completed Actions Future Actions

+ Add Action Import Actions

All Types Search actions... Search Print Export Options

2. Fill in all required fields, then select **Save**.



Action Type * Select Action Type

Action Name * Select Action Name
[Add New Action](#)

Action Status * Started

Assigned To * Select Assigned To

Start Date * 2026-01-30 03:55:21 PM

Due Date *

Offence * Select Offence

Duration

Days * 0
Enter value in Day

Hours * 0
Enter value in Hours

Minutes * 0
Enter value in Minutes

[Show More](#)

Note

Paragraph Styles Font Size Line

B I U x₂ x²

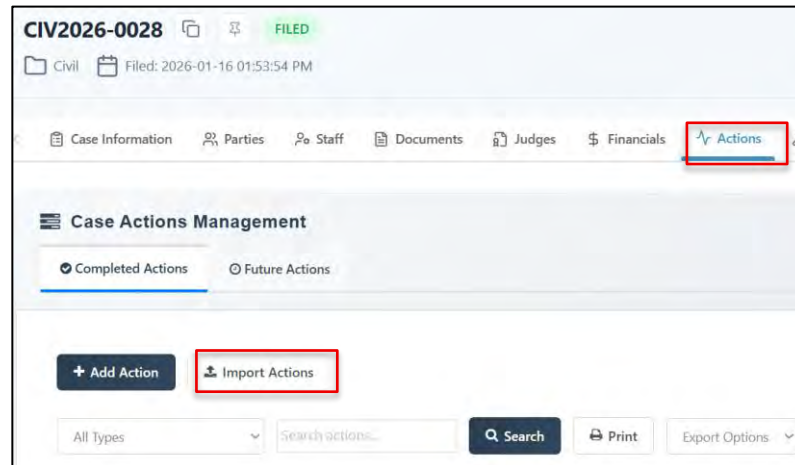
5.3 Importing Actions from an Action Template

Purpose: Use these steps to import actions from an Action Template.

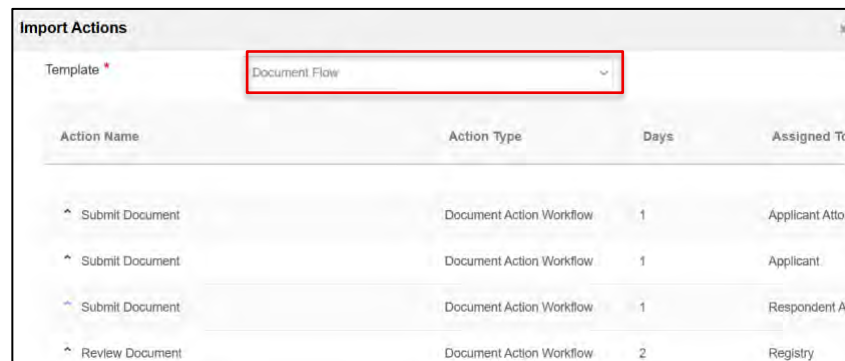
Steps

1. Within the **Actions** tab, select **Import Actions** to add from an Action Template.

Screenshot Examples



2. Select the Template from the **dropdown menu** and select **Submit**.



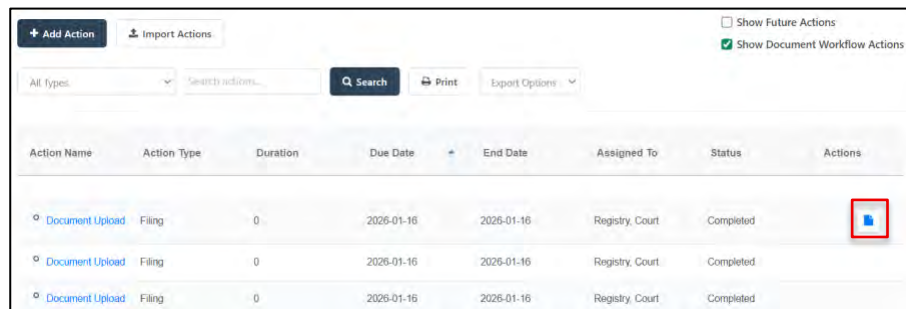
5.4 Viewing Action Details


Purpose: Use these steps to view the details of a specific action within a case.

Steps

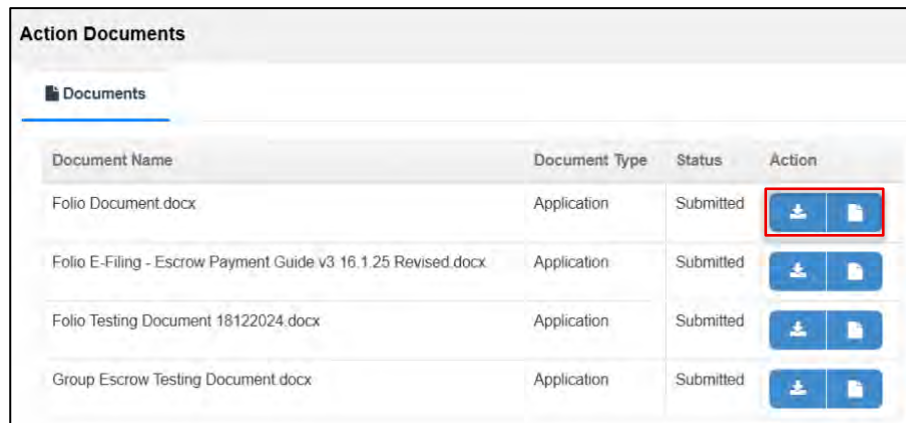
1. Within the Actions tab, locate the action you wish to view. Then select the **Document details** icon.









Screenshot Examples



Action Name	Action Type	Duration	Due Date	End Date	Assigned To	Status	Actions
Document Upload	Filing	0	2026-01-16	2026-01-16	Registry Court	Completed	
Document Upload	Filing	0	2026-01-16	2026-01-16	Registry Court	Completed	
Document Upload	Filing	0	2026-01-16	2026-01-16	Registry Court	Completed	

2. Here, you can **download or view** the uploaded document.



Document Name	Document Type	Status	Action
Folio Document.docx	Application	Submitted	 
Folio E-Filing - Escrow Payment Guide v3 16.1.25 Revised.docx	Application	Submitted	 
Folio Testing Document 18122024.docx	Application	Submitted	 
Group Escrow Testing Document.docx	Application	Submitted	 

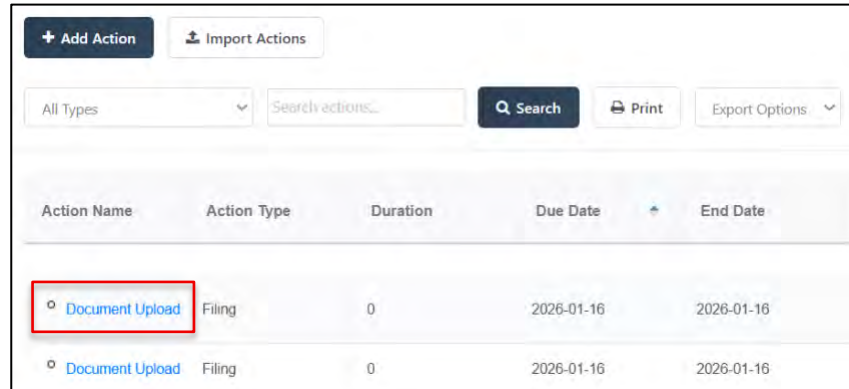
5.5 Viewing and Managing Sub-Actions

Purpose: Use these steps to view the various available sub-actions within an action.

Steps

1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.

Screenshot Examples



Action Name	Action Type	Duration	Due Date	End Date
Document Upload	Filing	0	2026-01-16	2026-01-16
Document Upload	Filing	0	2026-01-16	2026-01-16

2. Under the **Sub-Actions** menu, you can view all sub-actions.



Action Name	Action Type	Duration	Judge	Start Date	Due Date
Document Upload	Filing	0		2026-01-16	2026-01-16
Document Upload	Filing	0		2026-01-16	2026-01-16
Document Upload	Filing	0		2026-01-16	2026-01-16
Document Upload	Filing	0		2026-01-16	2026-01-16
Document Upload	Filing	0		2026-01-16	2026-01-16

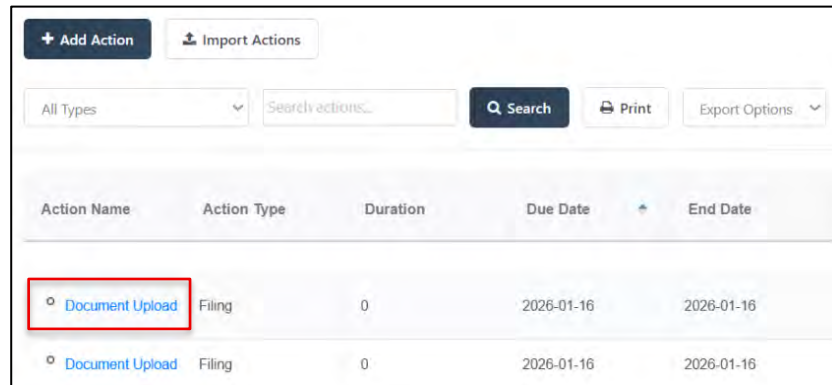
5.6 Uploading documents for an Action

Purpose: Use these steps to upload documents for a specific action.

Steps

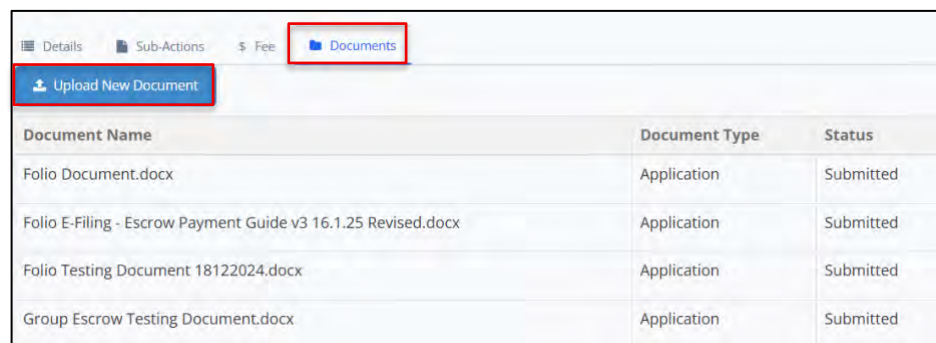
Screenshot Examples

1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.



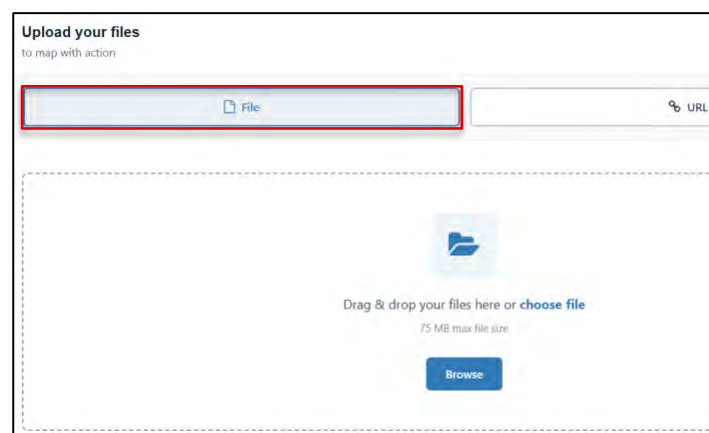
Action Name	Action Type	Duration	Due Date	End Date
Document Upload	Filing	0	2026-01-16	2026-01-16
Document Upload	Filing	0	2026-01-16	2026-01-16

2. Within the action, select the **Documents sub-menu** and select **Upload New Document**.



Document Name	Document Type	Status
Folio Document.docx	Application	Submitted
Folio E-Filing - Escrow Payment Guide v3 16.1.25 Revised.docx	Application	Submitted
Folio Testing Document 18122024.docx	Application	Submitted
Group Escrow Testing Document.docx	Application	Submitted

3. To upload files stored on your device, select the **File** source option and click Browse:



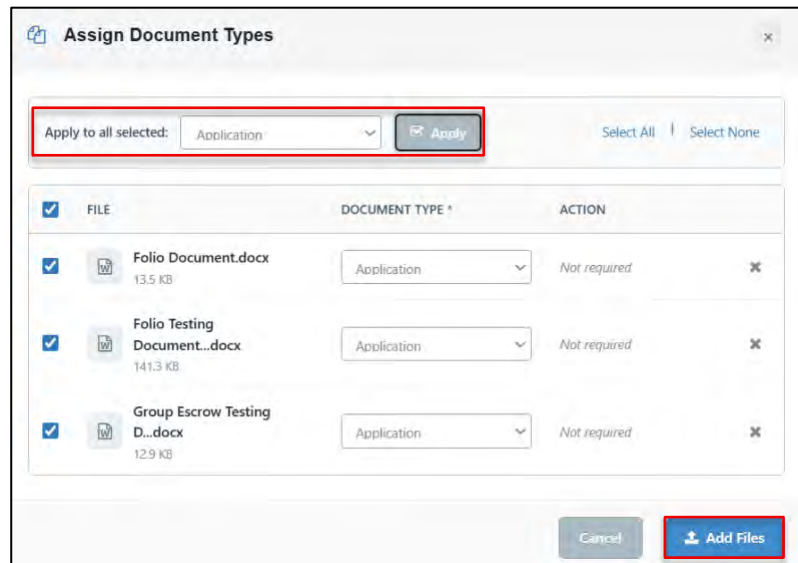
Upload your files
to map with action

File URL

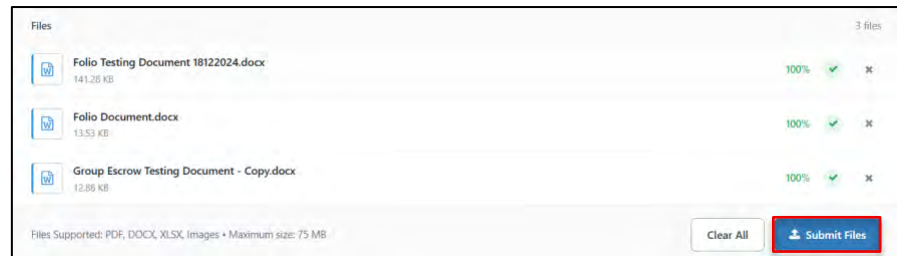
Drag & drop your files here or [choose file](#)
75 MB max file size

[Browse](#)

4. Select the respective document type to the selected documents. If several documents have the same document type, you may use the **Apply to all selected** dropdown and select **Apply**. Then select **Add Files**.



5. Once your files have been added, select **Submit Files**.



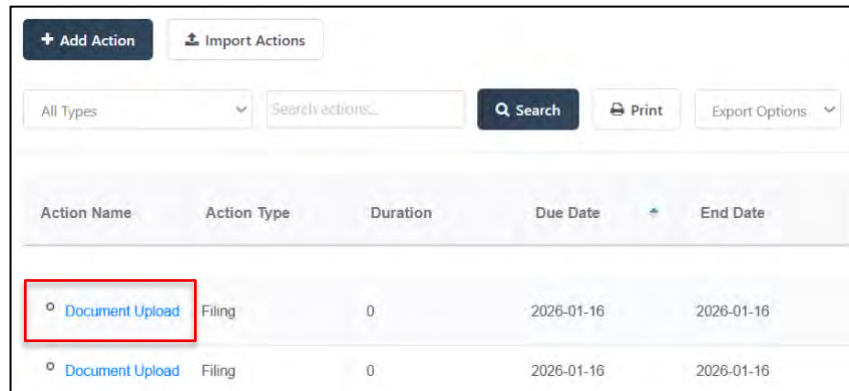
5.7 Editing Action Details

Purpose: Use these steps to edit the specific details of an action within a case.

Steps

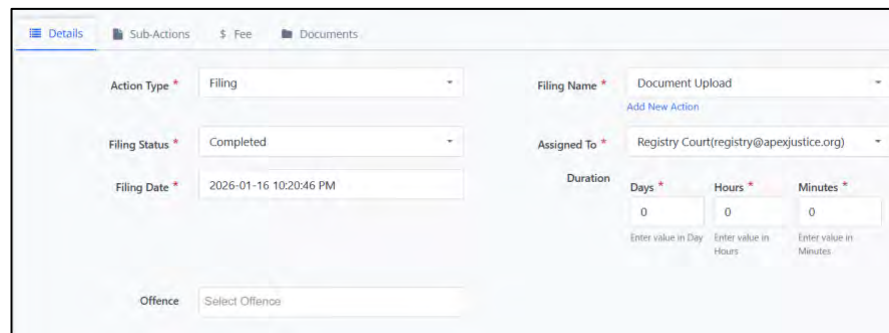
Screenshot Examples

1. Within the **Actions** tab, locate the action you wish to view. Then select the **Action Name** to see action details.



Action Name	Action Type	Duration	Due Date	End Date
Document Upload	Filing	0	2026-01-16	2026-01-16
Document Upload	Filing	0	2026-01-16	2026-01-16

2. Under the **Details** sub-menu, you can view and edit Action Details. Once done, click **Save**.



Details | Sub-Actions | Fee | Documents

Action Type *

Filing Status *

Filing Date *

Offence

Filing Name *
[Add New Action](#)

Assigned To *

Duration

Days * Hours * Minutes *

Enter value in Day Enter value in Hours Enter value in Minutes

Section 6. Financials

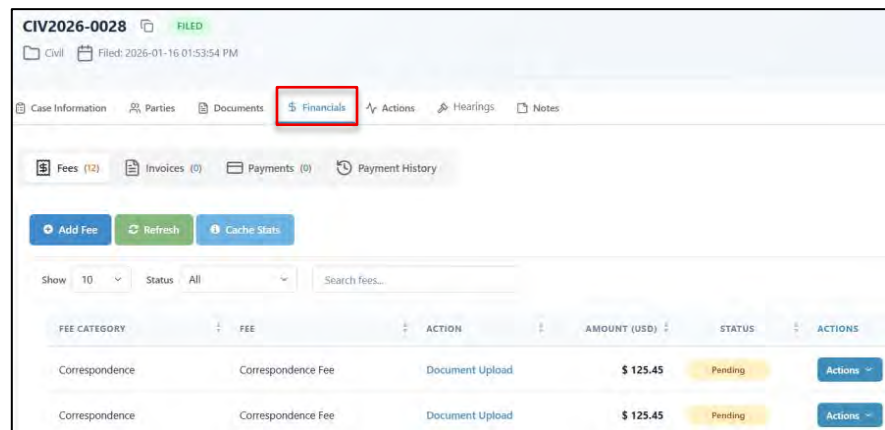
6.1 Viewing Case Fees

Purpose: Use these steps to view fees within a case.

Steps

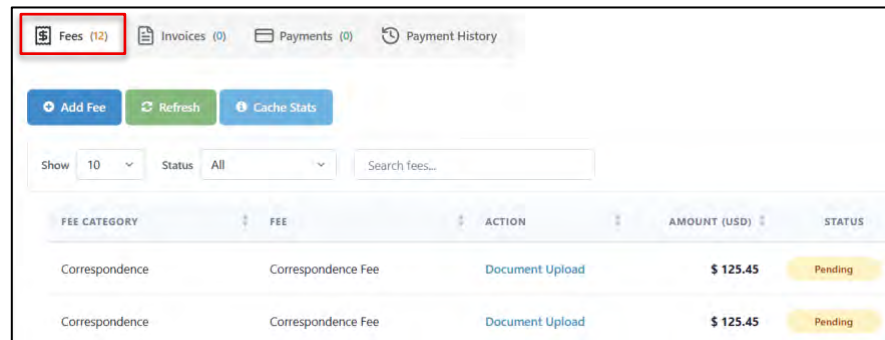
Screenshot Examples

1. Within your case, navigate to the **Financials** tab.



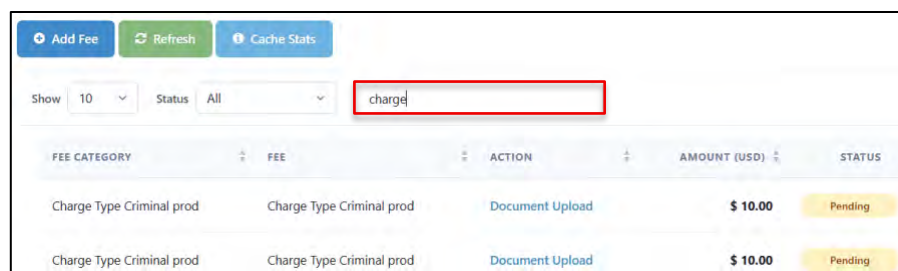
FEE CATEGORY	FEE	ACTION	AMOUNT (USD)	STATUS	ACTIONS
Correspondence	Correspondence Fee	Document Upload	\$ 125.45	Pending	Actions
Correspondence	Correspondence Fee	Document Upload	\$ 125.45	Pending	Actions

2. Within the **Fees** submenu, you will see fees associated with document filing, charges and other items within the case.



FEE CATEGORY	FEE	ACTION	AMOUNT (USD)	STATUS
Correspondence	Correspondence Fee	Document Upload	\$ 125.45	Pending
Correspondence	Correspondence Fee	Document Upload	\$ 125.45	Pending

3. You can also type a **keyword** in the search bar to narrow your search for a specific fee.



FEE CATEGORY	FEE	ACTION	AMOUNT (USD)	STATUS
Charge Type Criminal prod	Charge Type Criminal prod	Document Upload	\$ 10.00	Pending
Charge Type Criminal prod	Charge Type Criminal prod	Document Upload	\$ 10.00	Pending

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.

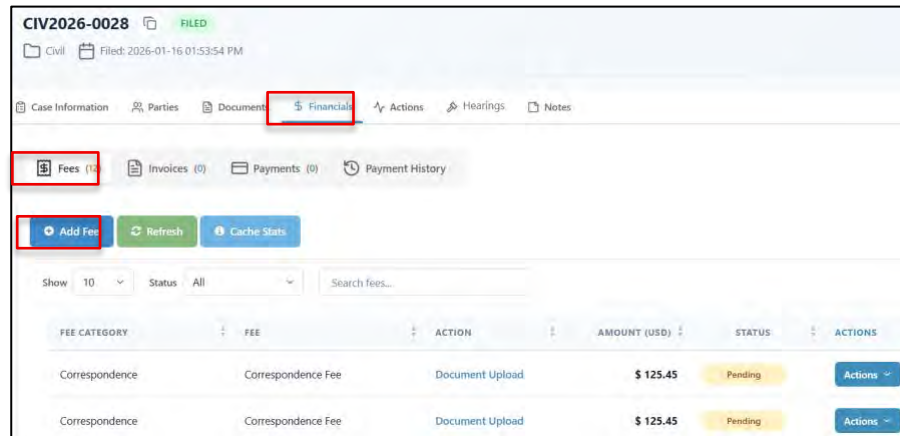
6.2 Adding or Editing Case Fees

Purpose: Use these steps to add a new fee or edit existing fees within a case.

Steps

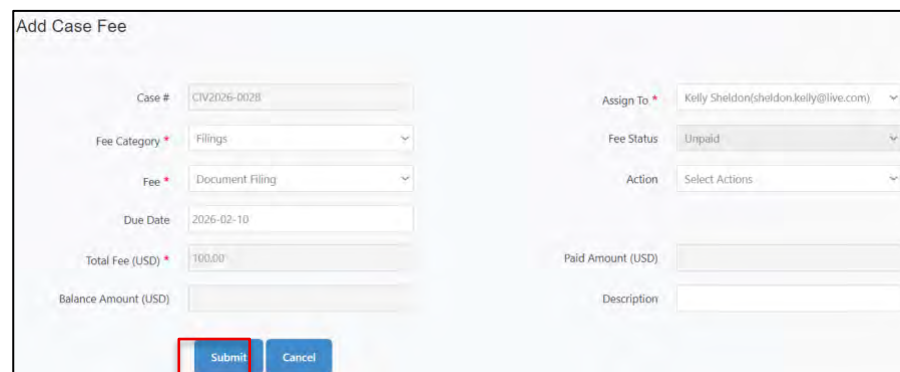
Screenshot Examples

- Once within the **Financials** tab of your case, select the **Fee** sub-menu. Then select **Add Fee** to add a new fee.



- Fill in all the required information then click **Submit**.

Required fields are marked with a red asterisk (*).

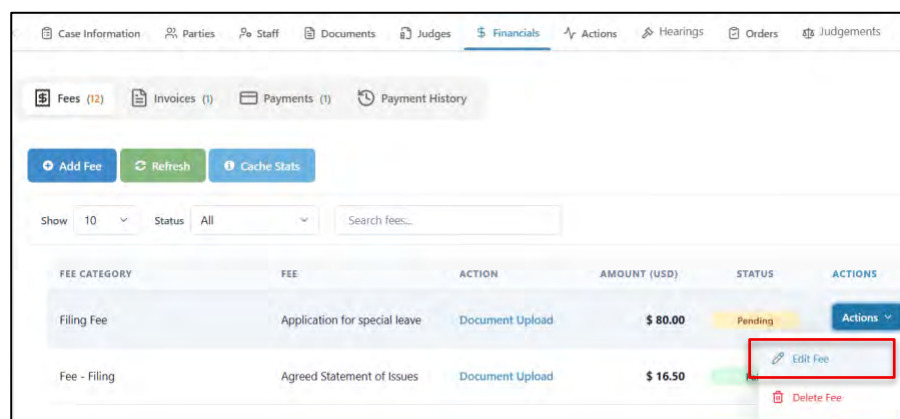


The 'Add Case Fee' form contains the following fields:

- Case #: CIV2026-0028
- Assign To: Kelly Sheldon(sheldon.kelly@live.com)
- Fee Category: Filings
- Fee Status: Unpaid
- Fee: Document Filing
- Action: Select Actions
- Due Date: 2026-02-10
- Total Fee (USD): 100.00*
- Paid Amount (USD):
- Balance Amount (USD):
- Description:

The 'Submit' button is highlighted with a red box.

- To edit a case fees, select **Edit** from the **Actions** dropdown.





4. Edit the respective fields and click **Submit**.

Cases > View Case > Case > Add Fee

Case #	CIV2026-0028	Assign To *	Unassigned
Fee Category *	Filing Fee	Fee Status	Unpaid
Fee *	Application for special leave	Action	Document Upload
Due Date	2026-01-20	Paid Amount (USD)	0.00
Total Fee (USD) *	80.00	Description	Document upload fee: Amendments to Orig
Balance Amount (USD)	80.00		

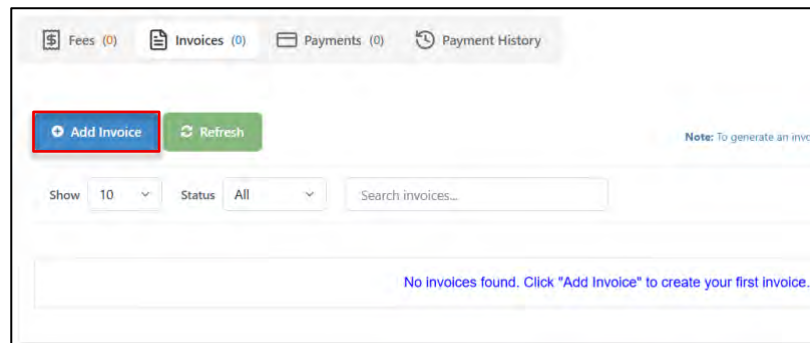
6.3 Adding an Invoice

Purpose: Use these steps to add a new invoice to a case.

Steps

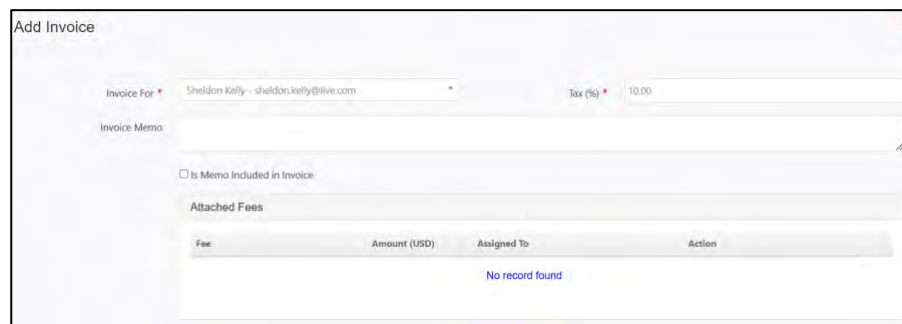
1. Once within the **Financials** tab of your case, select the **Invoice** sub-menu. Then select **Add Invoice**.

Screenshot Examples



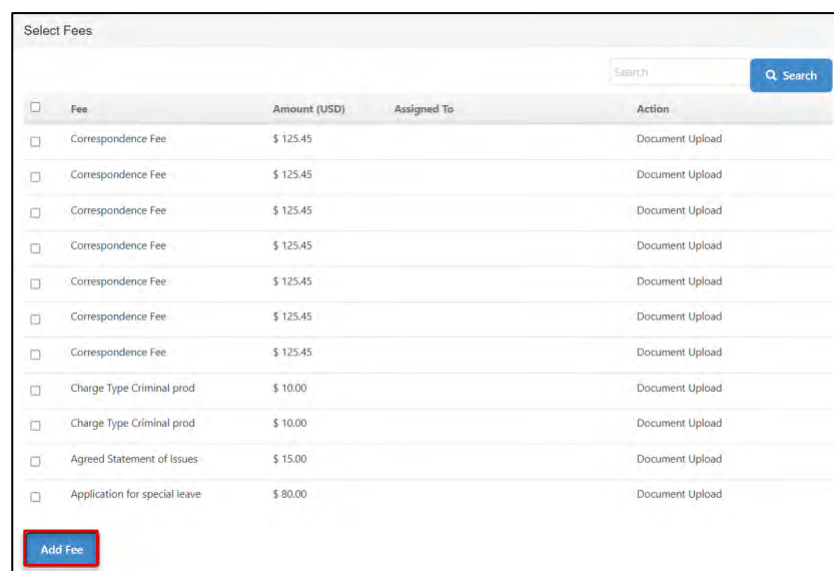
The screenshot shows the 'Financials' tab interface. At the top, there are navigation links for 'Fees (0)', 'Invoices (0)', 'Payments (0)', and 'Payment History'. Below these, there are two buttons: 'Add Invoice' (highlighted with a red box) and 'Refresh'. A 'Note' on the right says 'To generate an invoice...'. Below the buttons, there are filters for 'Show 10' and 'Status All', and a search box labeled 'Search invoices...'. At the bottom, a message states 'No invoices found. Click "Add Invoice" to create your first invoice.'

2. Fill in all the required information. **Required fields are marked with a red asterisk (*)**.



The screenshot shows the 'Add Invoice' form. The 'Invoice For' field contains 'Sheldon Kelly - sheldon.kelly@live.com' and is marked with a red asterisk. The 'Tax (%)' field contains '10.00' and is also marked with a red asterisk. Below these is an 'Invoice Memo' text area. There is a checkbox labeled 'Is Memo Included in Invoice'. Underneath is a table for 'Attached Fees' with columns for 'Fee', 'Amount (USD)', 'Assigned To', and 'Action'. The table is currently empty, with a 'No record found' message at the bottom.

3. Check the **boxes** next to the desired fees from the fee list to select them. Then click **Add Fee**.



The screenshot shows the 'Select Fees' table. It has a search bar at the top right. The table has columns for 'Fee', 'Amount (USD)', 'Assigned To', and 'Action'. There are several rows of fees, each with a checkbox in the first column. The 'Add Fee' button at the bottom left is highlighted with a red box.

Fee	Amount (USD)	Assigned To	Action
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Correspondence Fee	\$ 125.45		Document Upload
<input type="checkbox"/> Charge Type Criminal prod	\$ 10.00		Document Upload
<input type="checkbox"/> Charge Type Criminal prod	\$ 10.00		Document Upload
<input type="checkbox"/> Agreed Statement of Issues	\$ 15.00		Document Upload
<input type="checkbox"/> Application for special leave	\$ 80.00		Document Upload

4. You can also type a **keyword** to narrow your search and locate a specific fee. Then check the **box** to select the fee and click **Add Fee**.



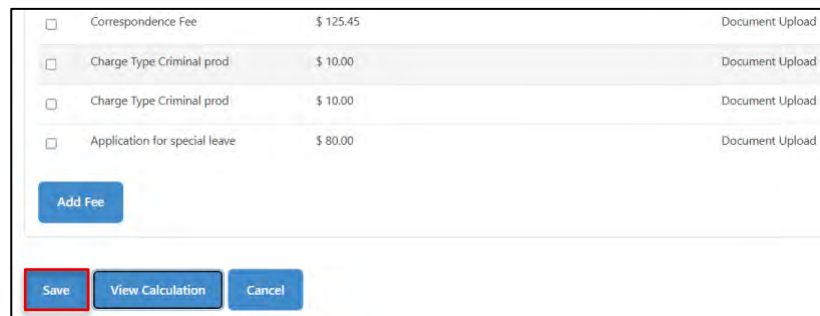
Select Fees

agreed Search

<input type="checkbox"/>	Fee	Amount (USD)	Assigned To	Action
<input checked="" type="checkbox"/>	Agreed Statement of Issues	\$ 15.00		Document Upload

Add Fee

5. Once the appropriate fees have been added, click **Save**.

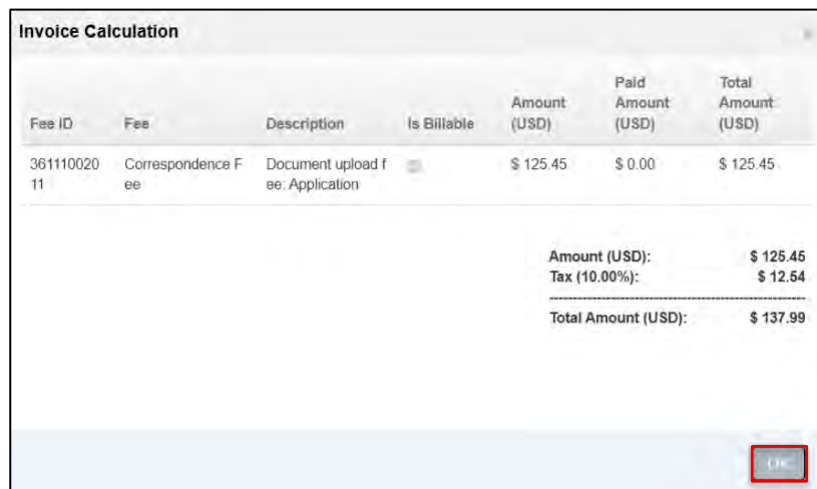


<input type="checkbox"/>	Correspondence Fee	\$ 125.45	Document Upload
<input type="checkbox"/>	Charge Type Criminal prod	\$ 10.00	Document Upload
<input type="checkbox"/>	Charge Type Criminal prod	\$ 10.00	Document Upload
<input type="checkbox"/>	Application for special leave	\$ 80.00	Document Upload

Add Fee

Save View Calculation Cancel

6. Once verified, select OK and then click **Save**.



Invoice Calculation

Fee ID	Fee	Description	Is Billable	Amount (USD)	Paid Amount (USD)	Total Amount (USD)
36111002011	Correspondence Fee	Document upload fee: Application	<input type="checkbox"/>	\$ 125.45	\$ 0.00	\$ 125.45

Amount (USD): \$ 125.45
Tax (10.00%): \$ 12.54
Total Amount (USD): \$ 137.99

OK

6.4 Viewing Invoice Calculations

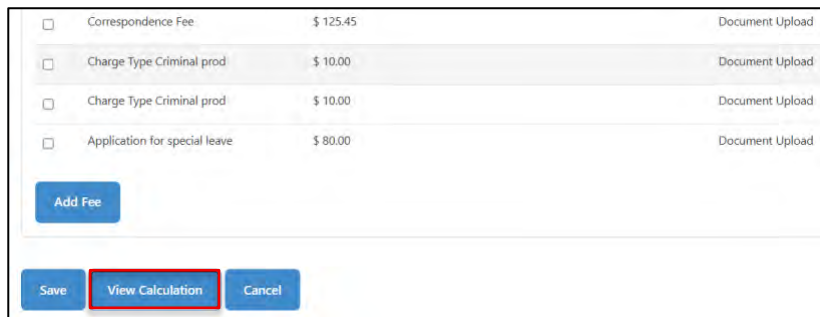
Purpose: Use these steps to view the calculations for fees added to an invoice.

Steps

1. Complete steps 1-4 as shown in the section above - **“6.3. Adding an Invoice”**

2. To view the invoice calculation, select **View Calculation** as shown below:

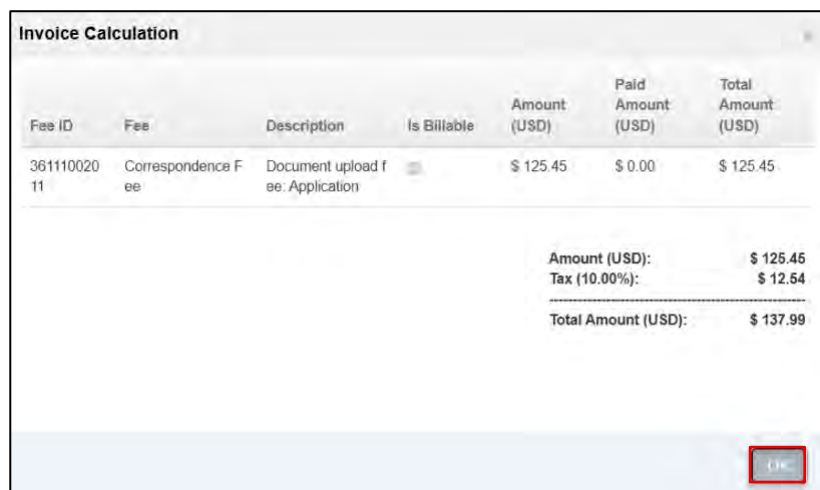
Screenshot Examples



<input type="checkbox"/>	Correspondence Fee	\$ 125.45	Document Upload
<input type="checkbox"/>	Charge Type Criminal prod	\$ 10.00	Document Upload
<input type="checkbox"/>	Charge Type Criminal prod	\$ 10.00	Document Upload
<input type="checkbox"/>	Application for special leave	\$ 80.00	Document Upload

Buttons: Add Fee, Save, **View Calculation**, Cancel

3. Once verified, select **OK** and then click **Save**.



Fee ID	Fee	Description	Is Billable	Amount (USD)	Paid Amount (USD)	Total Amount (USD)
36111002011	Correspondence Fee	Document upload fee: Application	<input type="checkbox"/>	\$ 125.45	\$ 0.00	\$ 125.45

Amount (USD):	\$ 125.45
Tax (10.00%):	\$ 12.54
Total Amount (USD):	\$ 137.99

Buttons: **OK**

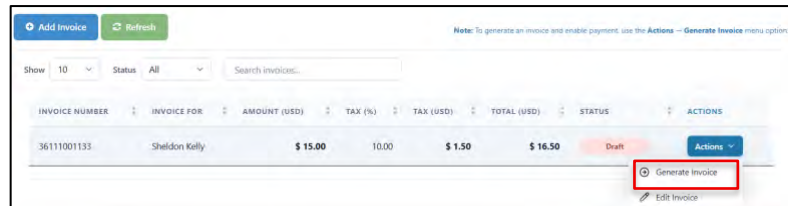
6.5 Generating an Invoice

Purpose: Use these steps to generate an invoice.

Steps

1. Complete steps 1-6 as shown in the section above - “6.3. Adding an Invoice”.
2. When an Invoice is added, it is assigned the **Draft** status. To generate the invoice, select the **Actions** dropdown and select **Generate Invoice**.

Screenshot Examples



Note: To generate an invoice and enable payment, use the **Actions – Generate Invoice** menu option.

INVOICE NUMBER	INVOICE FOR	AMOUNT (USD)	TAX (%)	TAX (USD)	TOTAL (USD)	STATUS	ACTIONS
36111001133	Sheldon Kelly	\$ 15.00	10.00	\$ 1.50	\$ 16.50	Draft	Actions Generate Invoice Edit Invoice

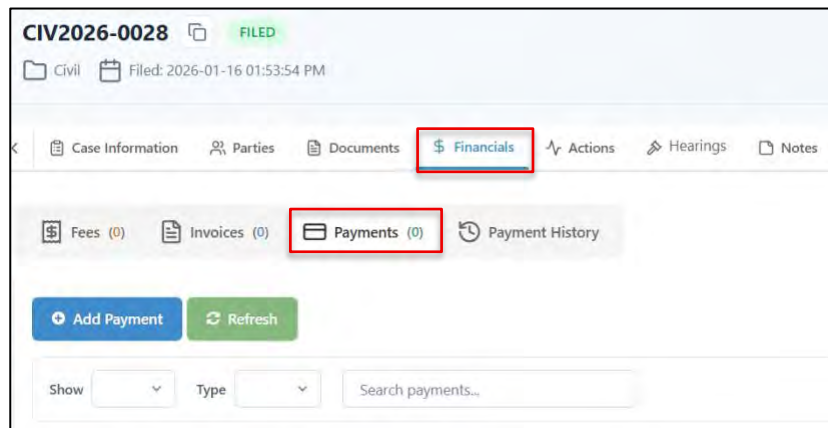
Note:

Invoice details cannot be edited after an Invoice is generated

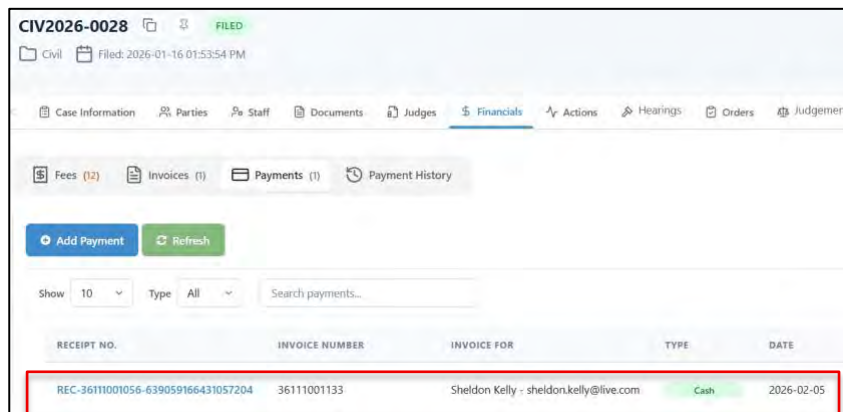
6.6 Viewing Payments

Purpose: Use these steps to view all payments made within a case.

1. Once within your case, navigate to the **Financials** tab, select the **Payments** sub-menu.



2. Here you can view all payments made within your case.



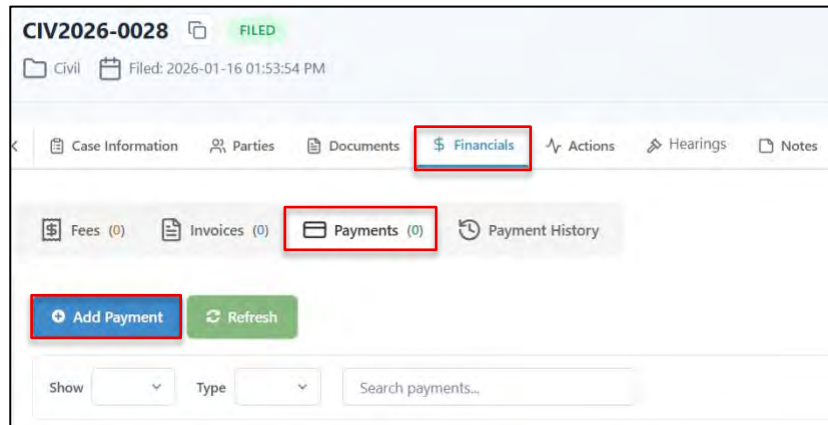
6.7 Adding Payments

Purpose: Use these steps to add a new payment to a case.

Steps

Screenshot Examples

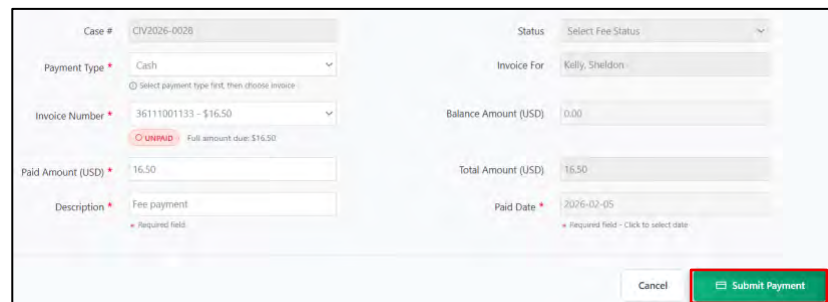
- Once within your case, navigate to the **Financials** tab, select the **Payments** sub-menu. Then select **Add Payment** to make a payment for a generated invoice.



The screenshot shows the case details for CIV2026-0028, which is marked as FILED. The interface includes a navigation bar with tabs for Case Information, Parties, Documents, Financials, Actions, Hearings, and Notes. The Financials tab is selected and highlighted with a red box. Below the navigation bar, there are sub-menus for Fees (0), Invoices (0), Payments (0), and Payment History. The Payments (0) sub-menu is also highlighted with a red box. At the bottom of this section, there is a blue 'Add Payment' button and a green 'Refresh' button, both highlighted with red boxes. Below these buttons are filters for 'Show' and 'Type', and a search bar labeled 'Search payments...'.

- Enter the required payment information and select Submit Payment.

Required fields are marked with a red asterisk (*).



The screenshot shows the 'Add Payment' form for case CIV2026-0028. The form includes the following fields: Case # (CIV2026-0028), Status (Select Fee Status), Payment Type (Cash), Invoice For (Kelly, Sheldon), Invoice Number (36111001133 - \$16.50), Balance Amount (USD) (0.00), Paid Amount (USD) (16.50), Total Amount (USD) (16.50), Description (Fee payment), and Paid Date (2026-02-05). Fields marked with a red asterisk (*) are Payment Type, Invoice Number, Description, and Paid Date. A red 'UNPAID' label is visible next to the Invoice Number. At the bottom right, there are 'Cancel' and 'Submit Payment' buttons, with the 'Submit Payment' button highlighted with a red box.

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.

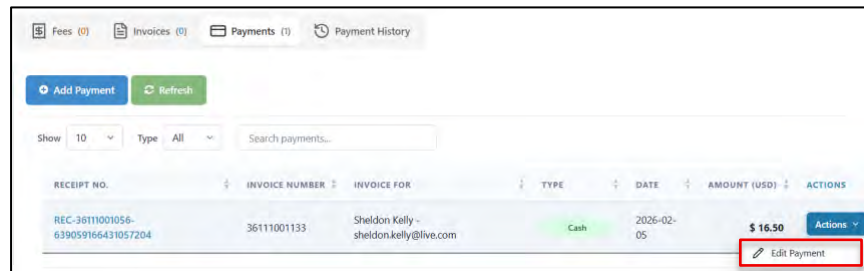
6.8 Editing Payments

Purpose: Use these steps to edit payments within a case.

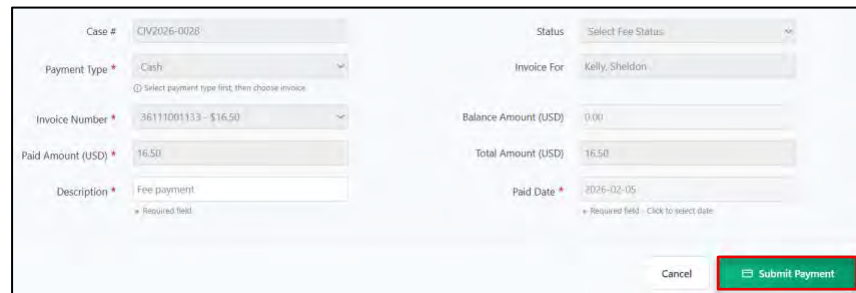
Steps

1. Within the **Payments** tab, identify the Payment you wish to edit. Then click the **Actions** dropdown and select **Edit Payment**.

Screenshot Examples



2. Edit the desired fields, then select **Submit Payment**.



Case # CIV2026-0026 Status Select Fee Status

Payment type * Cash Invoice For Kelly, Sheldon

Invoice Number * 36111001133 - \$16.50 Balance Amount (USD) 0.00

Paid Amount (USD) * 16.50 Total Amount (USD) 16.50

Description * Fee payment Paid Date * 2026-02-05

Cancel Submit Payment

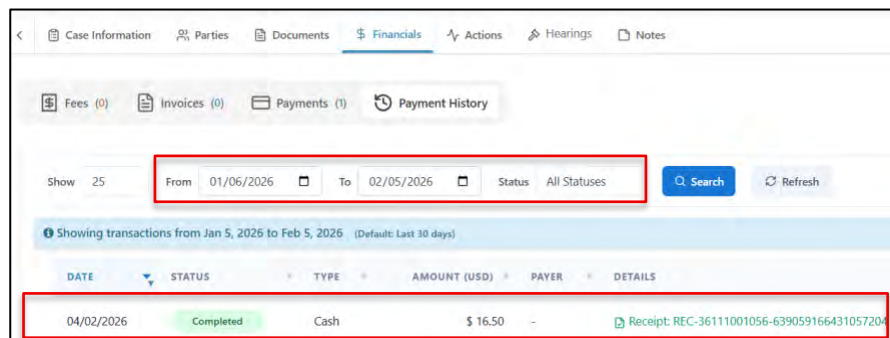
6.9 Payment History

Purpose: Use these steps to view the history of payments made within a case.

Steps

1. Within the **Financials** Tab, select the **Payment History** tab. Here you can see all payments made within the case.
2. You can also use **the Date Range, and Status Filter** to narrow your search.

Screenshot Examples

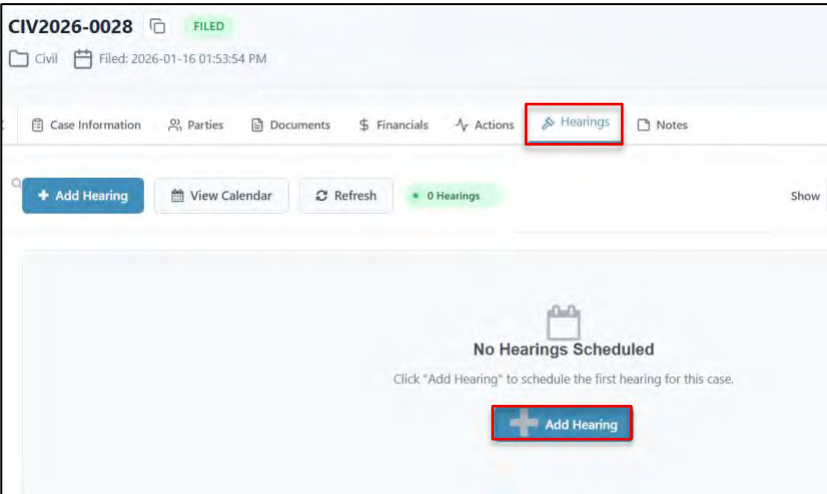
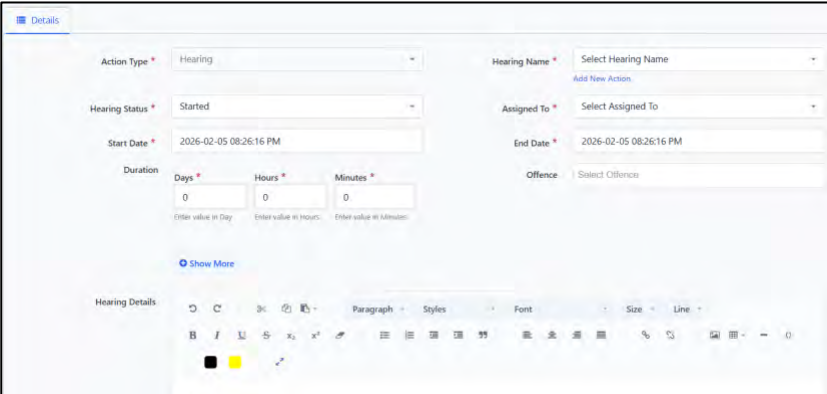


DATE	STATUS	TYPE	AMOUNT (USD)	PAYER	DETAILS
04/02/2026	Completed	Cash	\$ 16.50	-	Receipt: REC-36111001056-639059166431057204

Section 7. Hearings

7.1 Scheduling a Hearing

Purpose: Use these steps to schedule a new Hearing.

Steps	Screenshot Examples
<p>1. Within the desired case, navigate to the Hearings tab and click Add Hearing.</p>	
<p>2. Fill in the required information and select Save.</p>	

Required fields are marked with a red asterisk (*).

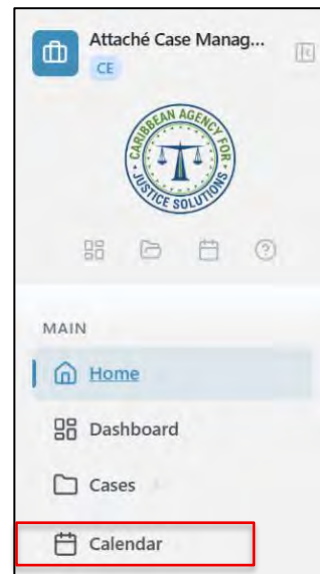
7.2 Editing a Hearing

Purpose: Use these steps to edit a previously scheduled hearing.

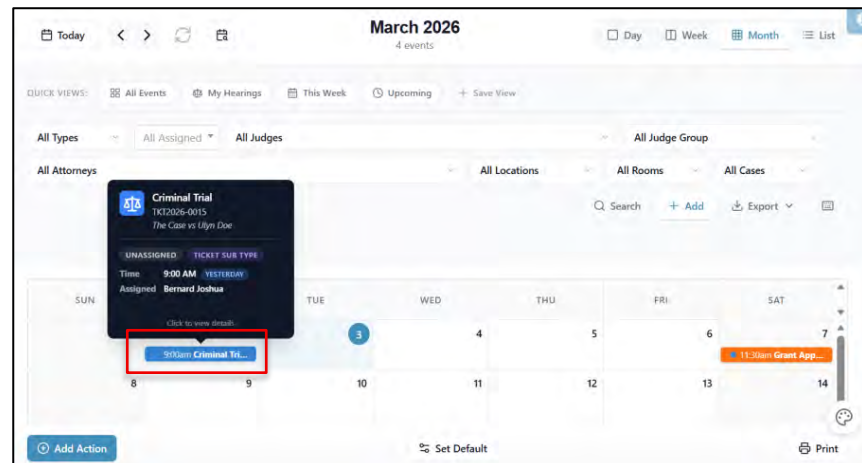
Steps

1. Select the **Calendar** Tab from the left navigation panel to open the Calendar.

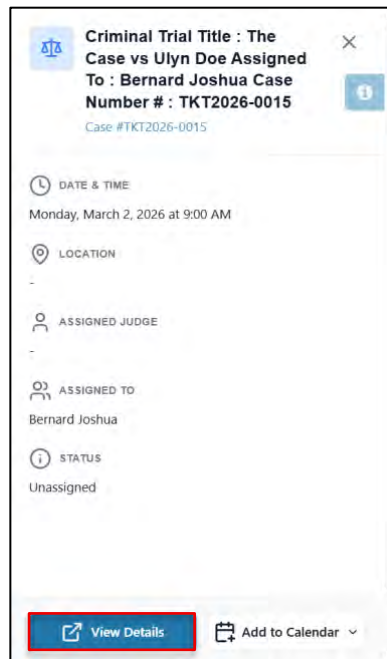
Screenshot Examples



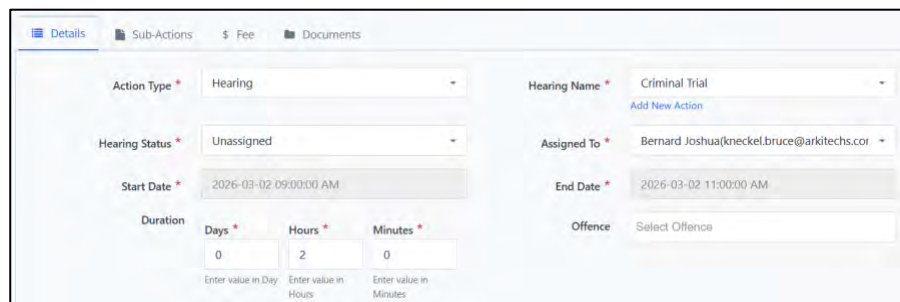
2. Once on the Calendar screen, identify the hearing you wish to edit and **select** it.



- Then select **View Details** to edit.



- Edit the Hearing details accordingly and select **Save**.



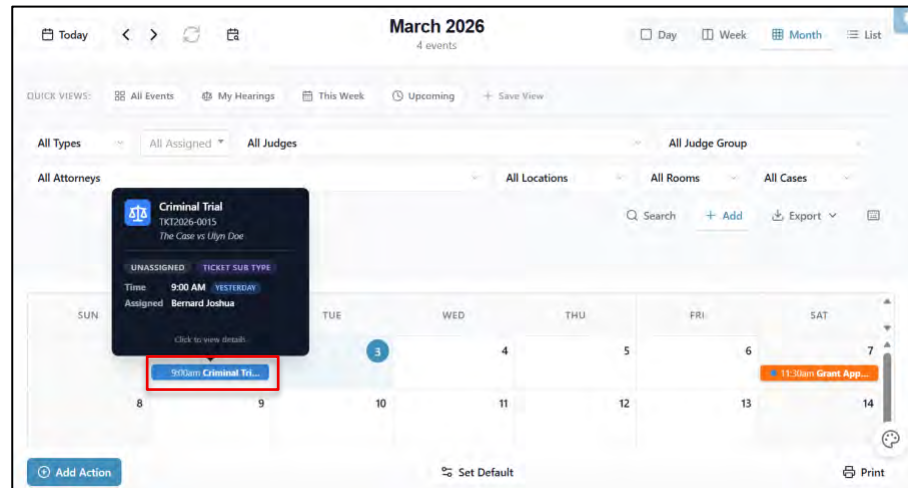
7.3 Viewing Hearings on the Calendar?

Purpose: Use these steps to view schedules hearings on the Calendar.

Steps

1. Select **Calendar** from the left navigation panel.
2. The Calendar will display all hearings to which you are a party. **Hover over** or **click on the hearing** to view it.

Screenshot Examples



Section 8. Calendar

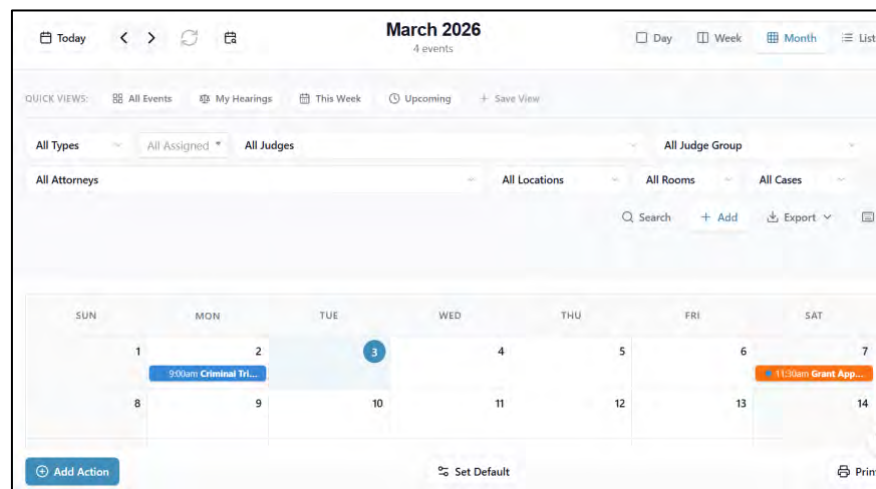
8.1 Navigating the Calendar

Purpose: Use these steps to learn some of the various features that can be used to navigate the Calendar.

Steps

1. Select **Calendar** from the left navigation panel to view items on your calendar.
2. You can **view and add** all events such as Hearings and Judgements.
3. Additional features such as **filters, export, and search** provide key functions that can assist you in best using the Calendar.

Screenshot Examples

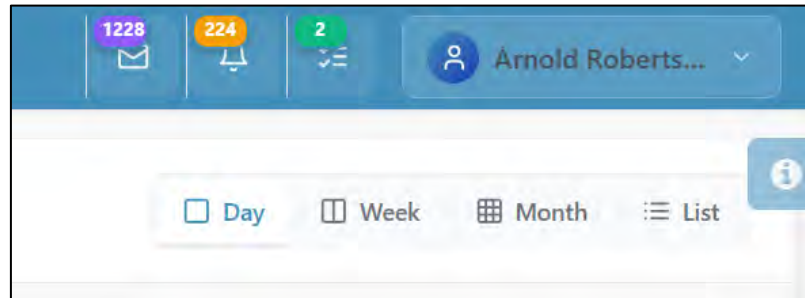


See the sections below for an in-depth breakdown of the Calendar function.

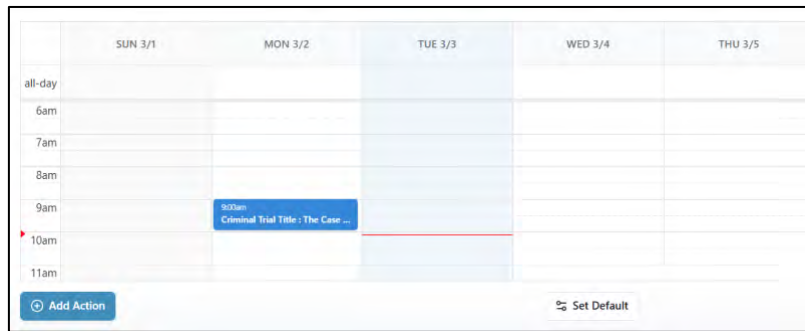
8.2 Changing Calendar Views

Purpose: Use these steps to understand and switch between the various views on the Calendar.

1. Use the **Day, Week, Month, List** options to change the view calendar view based on the **time-period** you would like to view (See Month view below)



2. See **Week View** as example:



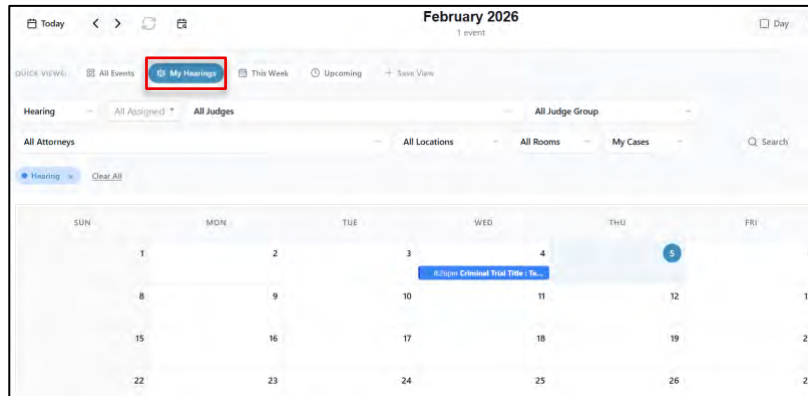
8.3 Using Quick Views

Purpose: Use these steps to learn how to use quick views – presets based on frequently used Calendar views.

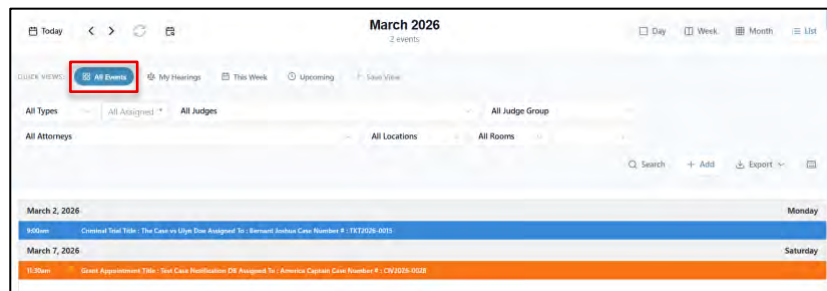
Steps

1. Utilize **Quick Views** to see preset Calendar views. See **My Hearings** view:

Screenshot Examples



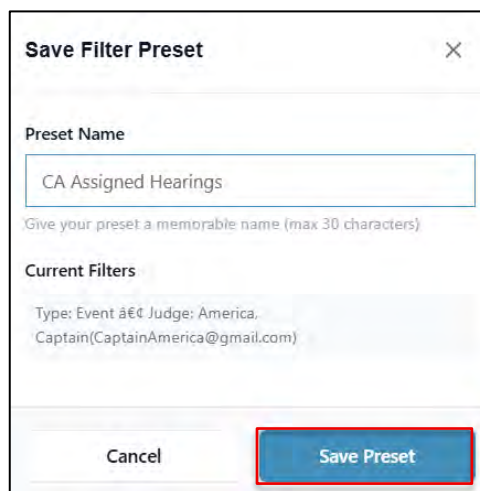
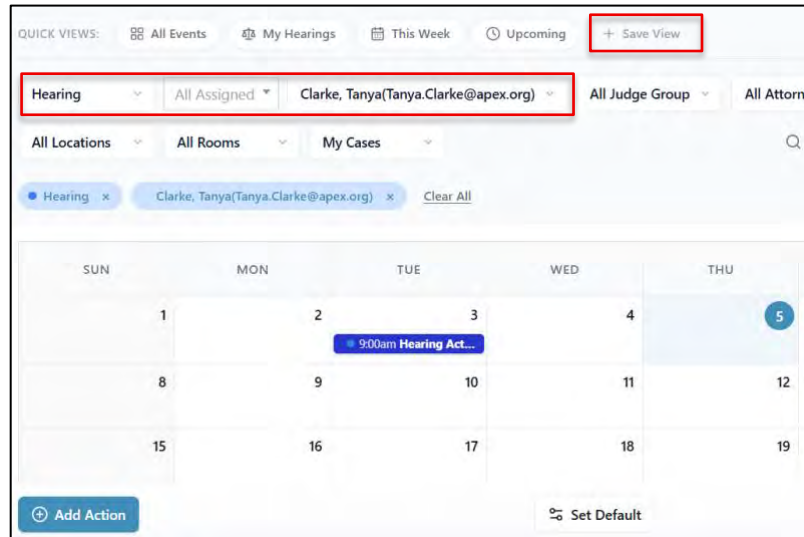
2. See **All Events** Quick View as example.



8.4 Creating Custom Filter Presets

Purpose: Use these steps to create new custom views like those showed in the section above.

1. Select the **filters** that you wish to use to create your preset. **(These can be filters that you use often and want to avoid entering repeatedly).**
2. Create **custom filter presets** and add them to **Quick Views** by clicking **Save View**.
3. Assign a **preset name** and confirm the **Preset Filters**, then click **Save Preset**.



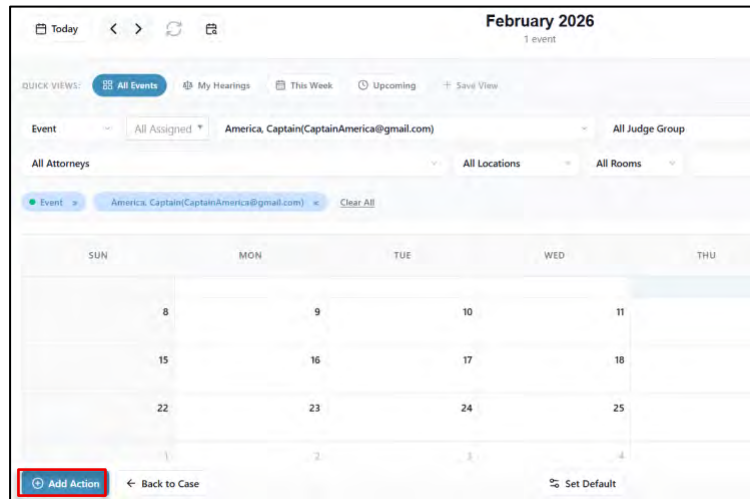
8.5 Adding a Calendar Action

Purpose: Use these steps to add a new action to the Calendar.

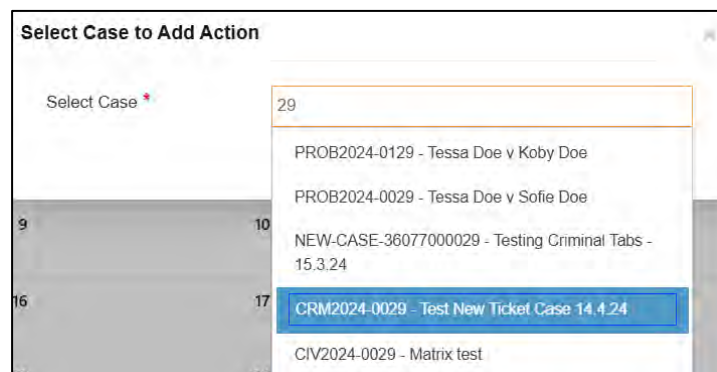
Steps

Screenshot Examples

1. Within the Calendar, select **Add Action or + Add** to add an Action.



2. Enter the **case title or case number** for the respective case.



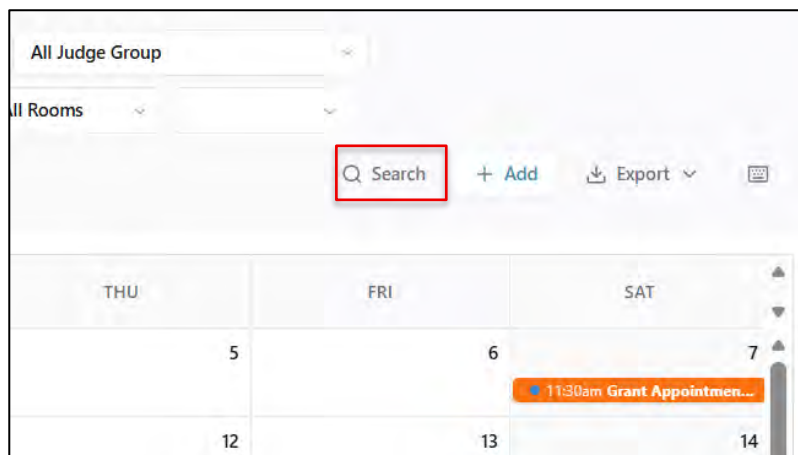
8.6 Searching the calendar

Purpose: Use these steps to learn how to search for actions on the calendar such as Hearings and Judgements.

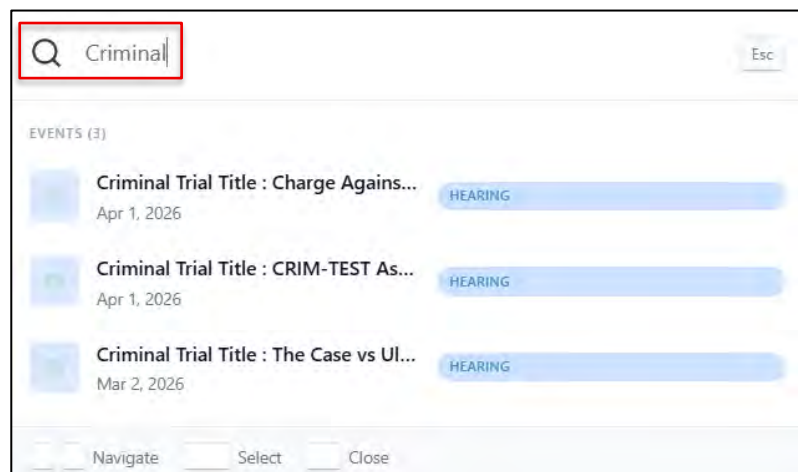
Steps

Screenshot Examples

1. Use the **Search feature** to search for hearings on your Calendar



2. Enter the keyword associated with the event you are searching for.



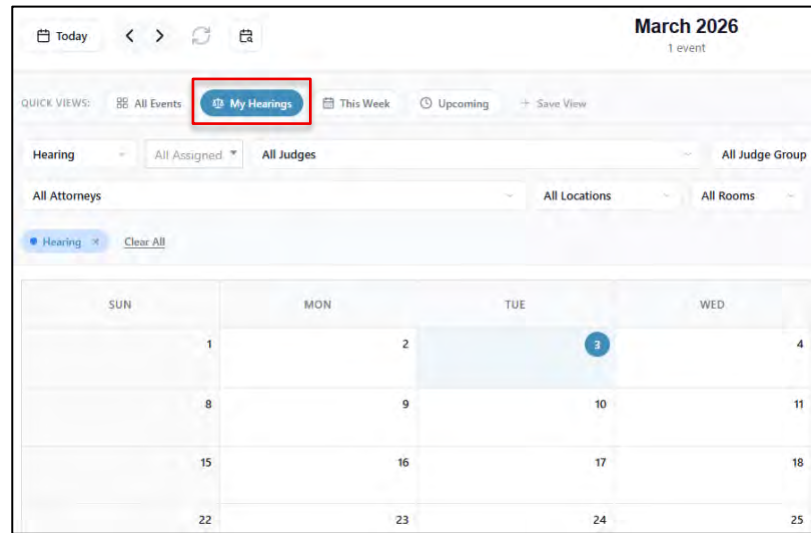
8.7 Viewing My Hearings

Purpose: Use these steps to view all Hearings assigned to you on the Calendar.

Steps

Screenshot Examples

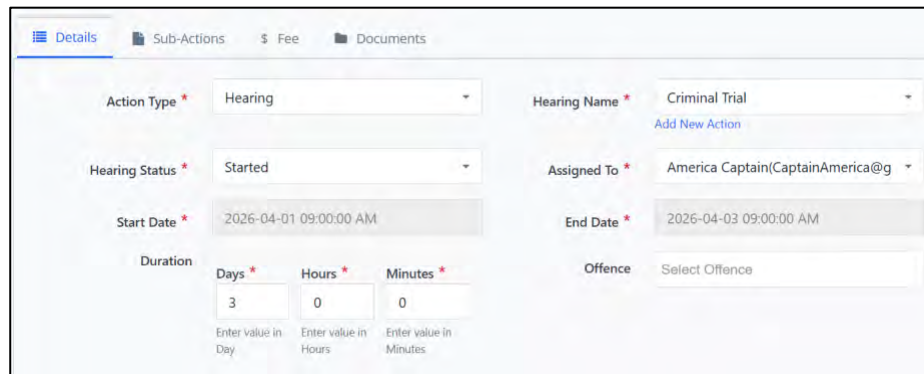
1. Use the **My Hearings** Quick view to see all hearings assigned to you on your Calendar.



2. Enter the **keyword** associated with the event you are searching for and select it from the list



3. Here you can navigate through the various **sub-menus** to view more details about the hearing.



The screenshot displays the 'Details' page for a hearing in the Curia Court Management Suite. The page is organized into several sections:

- Navigation:** Tabs for 'Details', 'Sub-Actions', 'Fee', and 'Documents' are visible at the top.
- Action Type:** A dropdown menu set to 'Hearing'.
- Hearing Name:** A dropdown menu set to 'Criminal Trial', with a link for 'Add New Action' below it.
- Hearing Status:** A dropdown menu set to 'Started'.
- Assigned To:** A dropdown menu set to 'America Captain(CaptainAmerica@g)'. Below this is an 'Offence' field with a 'Select Offence' button.
- Start Date:** A date and time field set to '2026-04-01 09:00:00 AM'.
- End Date:** A date and time field set to '2026-04-03 09:00:00 AM'.
- Duration:** Three input fields for 'Days', 'Hours', and 'Minutes'. The 'Days' field contains '3', 'Hours' contains '0', and 'Minutes' contains '0'. Below each field is a small instruction: 'Enter value in Day', 'Enter value in Hours', and 'Enter value in Minutes'.

Section 9. Staff Management

9.1 Viewing the Staff Tab

Purpose: Use these steps to view staff members assigned to a case.

Steps	Screenshot Examples												
<ol style="list-style-type: none"> Once within your case, navigate to the Staff tab. Here you can see all staff currently assigned to the case 	 <p>CIV2026-0047 Civil Filed: 2026-02-27 03:29:30 PM Last Activity: 2026-02-28 02:26:22 AM SUBMITTED</p> <p>Case Information Staff Documents Judges Financials</p> <p>+ Assign Staff 2</p> <table border="1"> <thead> <tr> <th>NAME</th> <th>TYPE</th> <th>GENDER</th> <th>COMMENCEMENT</th> </tr> </thead> <tbody> <tr> <td>Doe, Sheldon</td> <td>Registry - CMO</td> <td>Male</td> <td>2026-03-04</td> </tr> <tr> <td>Matthews, Aaron</td> <td>Registry</td> <td>Male</td> <td>2026-03-04</td> </tr> </tbody> </table>	NAME	TYPE	GENDER	COMMENCEMENT	Doe, Sheldon	Registry - CMO	Male	2026-03-04	Matthews, Aaron	Registry	Male	2026-03-04
NAME	TYPE	GENDER	COMMENCEMENT										
Doe, Sheldon	Registry - CMO	Male	2026-03-04										
Matthews, Aaron	Registry	Male	2026-03-04										

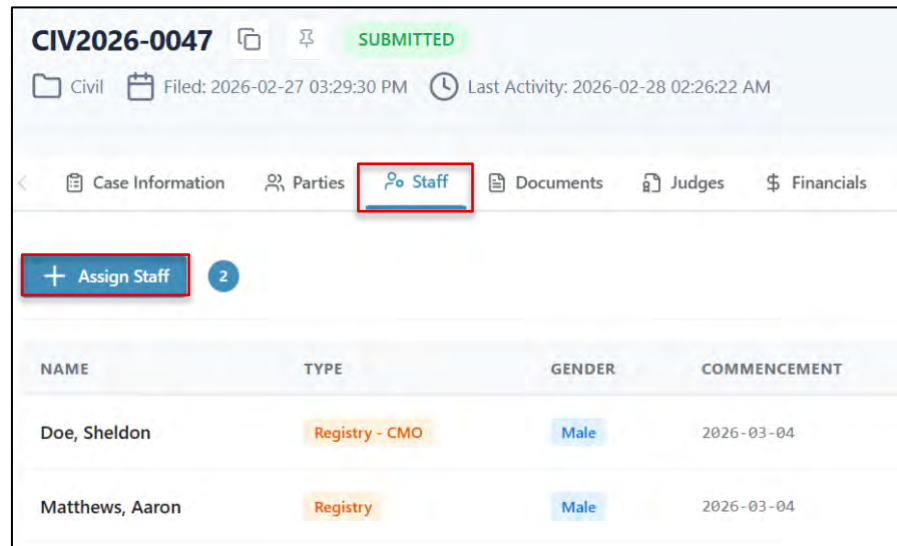
9.2 Assigning Staff to a Case

Purpose: Use these steps to assign new Staff to a case.

Steps

Screenshot Examples

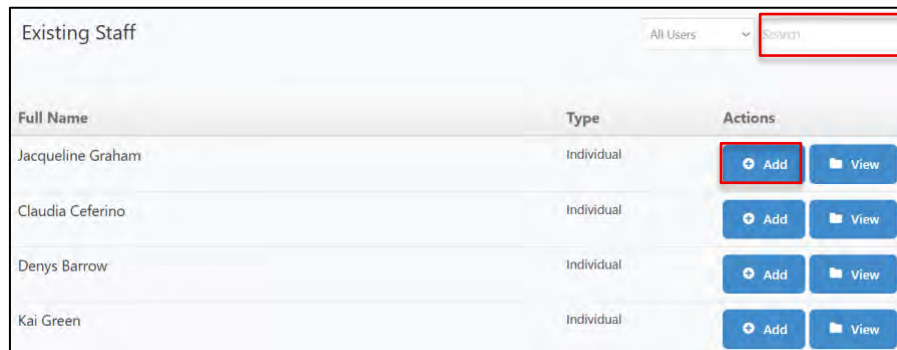
1. Once within the **Staff** tab of your case, select **Assign Staff** to begin adding staff to the case.



The screenshot shows a case page for CIV2026-0047, which is in a 'SUBMITTED' state. The page has several tabs: Case Information, Parties, Staff, Documents, Judges, and Financials. The 'Staff' tab is selected and highlighted with a red box. Below the tabs, there is a '+ Assign Staff' button, also highlighted with a red box, and a notification bubble with the number '2'. Below the button is a table of assigned staff.

NAME	TYPE	GENDER	COMMENCEMENT
Doe, Sheldon	Registry - CMO	Male	2026-03-04
Matthews, Aaron	Registry	Male	2026-03-04

2. From the list, identify the user you wish to assign and click **Add**. You can also use the **search bar** to narrow your search.



The screenshot shows the 'Existing Staff' section of the application. At the top right, there is a search bar with the word 'Search' inside, highlighted with a red box. Below the search bar is a table of existing staff members. Each row in the table has an 'Add' button and a 'View' button. The 'Add' button for the first staff member, Jacqueline Graham, is highlighted with a red box.

Full Name	Type	Actions
Jacqueline Graham	Individual	Add View
Claudia Ceferino	Individual	Add View
Denys Barrow	Individual	Add View
Kai Green	Individual	Add View

3. Enter the additional Staff information and select **Submit**.

Add Staff

Staff Information

Email Address * 1cjcefe@gmail.com

Staff Role * Registry

Withdrawal Date

Date Served

Is Allowed to view case details

Additional Fields

Additional Notes on Party

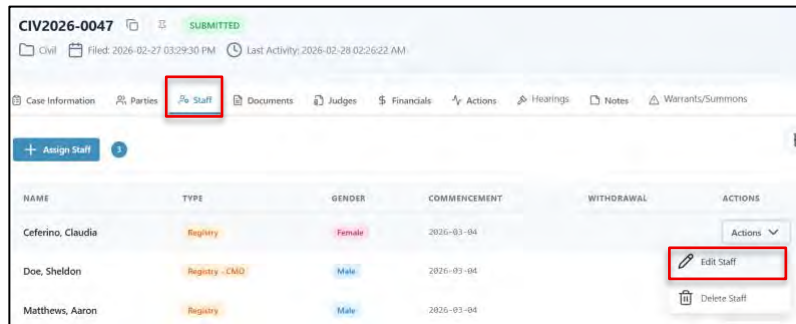
9.3 Editing Assigned Staff

Purpose: Use these steps to edit the staff assigned to a case.

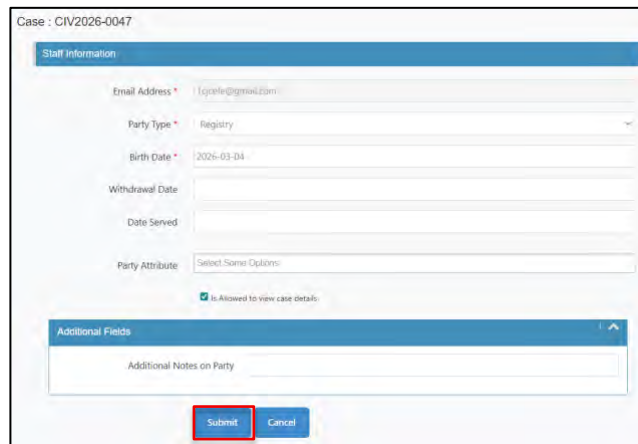
Steps

1. Within the **Staff** tab, identify the staff you would like to edit, and select **Edit Staff** from the **Actions** dropdown menu.

Screenshot Examples



2. Edit the respective Staff information, then click **Submit**.



The screenshot shows the 'Staff Information' form for case CIV2026-0047. The form contains the following fields:

- Email Address * (lgc@e@gmail.com)
- Party Type * (Registry)
- Birth Date * (2026-03-04)
- Withdrawal Date
- Date Served
- Party Attribute (Select Some Options)
- Is Allowed to view case details

Below the form is an 'Additional Fields' section with a text area for 'Additional Notes on Party'. At the bottom of the form, the 'Submit' button is highlighted with a red box.

Section 10. Judges' Tab

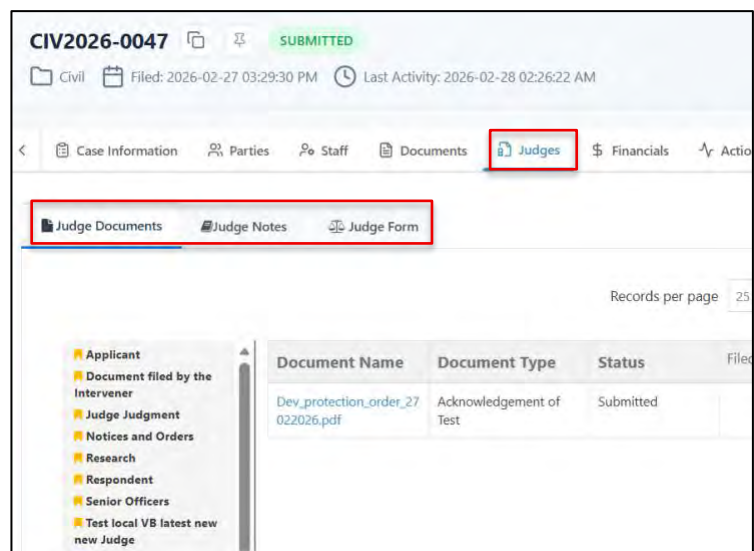
10.1 Judges' Tab Overview

Purpose: To give a general overview of the features and functions of the Judges' Tab

Steps

1. Once within your case, navigate to **the Judges' tab**.
2. Here you can see all the information relative to the Judges assigned to your case including **Documents, Notes and Forms**.
3. You may navigate these three sub-menus to view and take action on specific items.

Screenshot Examples



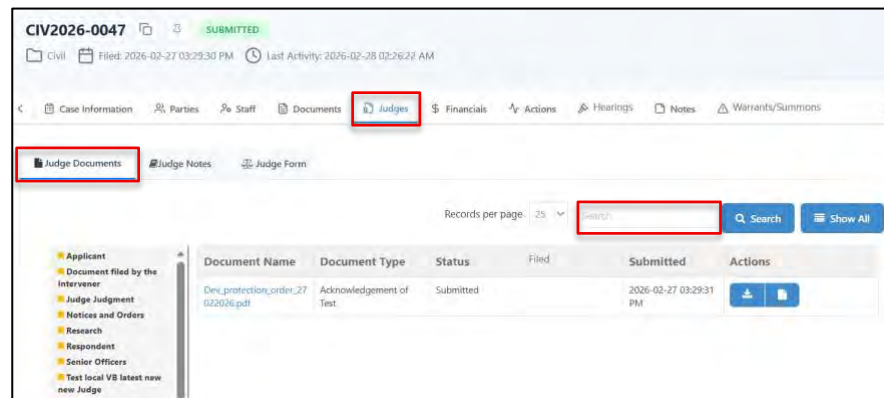
10.2 Viewing Judges' Documents

Purpose: Use these steps view Documents in a case.

Steps

1. Once within the **Judges'** tab, select the **Judge Documents** sub-menu to see documents.
2. You may enter a **key word** for your document in the **search bar** to identify your document.

Screenshot Examples



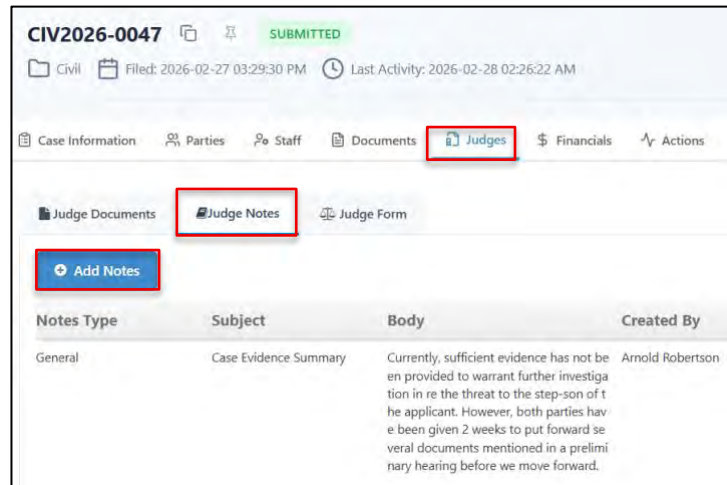
10.3 Adding Notes (Judge Notes)

Purpose: Use these steps to add Judge Notes to a case.

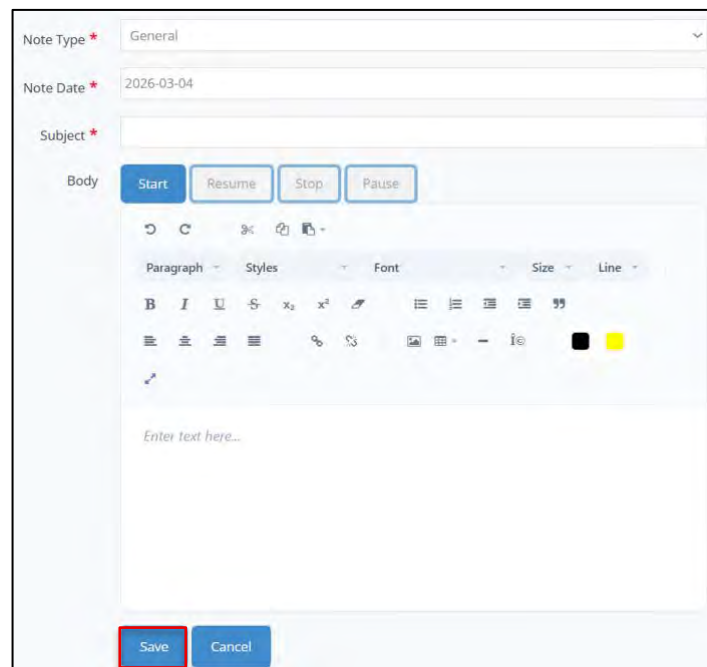
Steps

Screenshot Examples

1. Once within the **Judges'** tab, select the **Judge Notes** sub-menu and select **Add Notes** to add a new note.



2. Enter the **Note** details, then click **Save**.



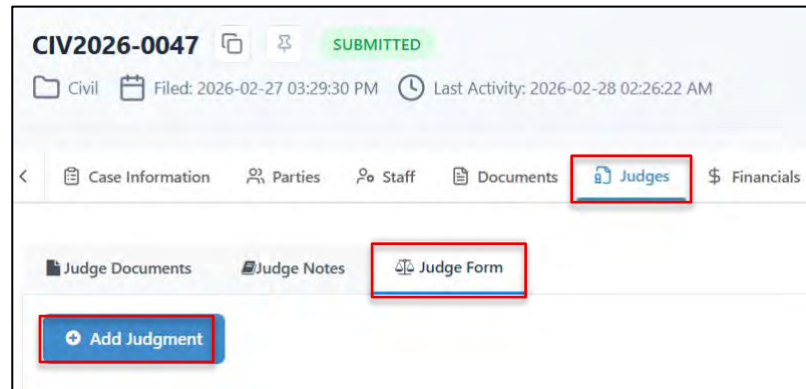
10.4 Adding a Judgement

Purpose: Use these steps to add a new judgement to a case.

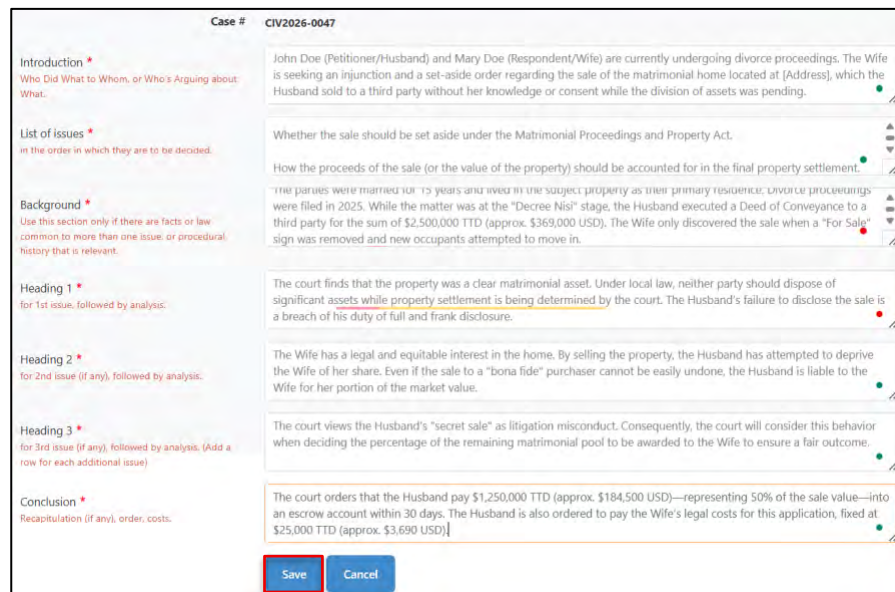
Steps

1. Once within the **Judges** tab, select the **Judge Form** sub-menu and select **Add Judgement**.

Screenshot Examples



2. Enter the Judgement details, then click **Save**.



The screenshot shows the Judgement form for case CIV2026-0047. The form is divided into sections: Introduction, List of issues, Background, Heading 1, Heading 2, Heading 3, and Conclusion. Each section contains text describing the case details and the court's findings. The 'Save' button at the bottom is highlighted with a red box.

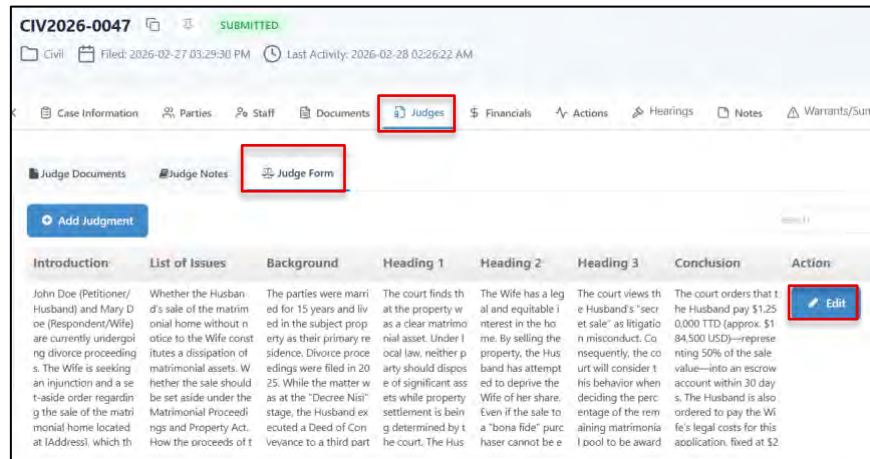
10.5 Editing a Judgement

Purpose: Use these steps to edit a judgement in a case.

Steps

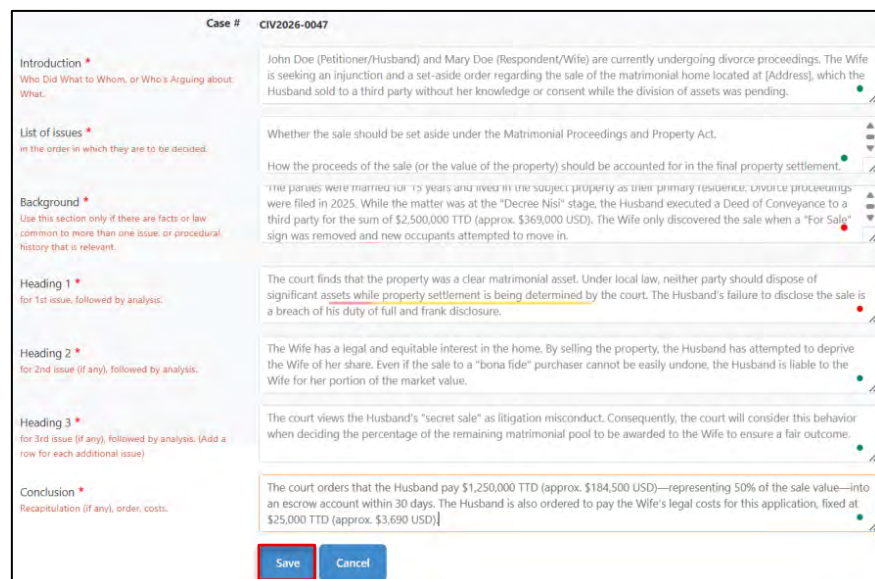
- Once within the **Judges** tab of your case, select the **Judge Form** sub-menu and locate the respective judgement. Then select **Edit**.

Screenshot Examples



The screenshot shows the case interface for CIV2026-0047. The 'Judges' tab is selected and highlighted with a red box. Below it, the 'Judge Form' sub-menu is also highlighted with a red box. An 'Add Judgment' button is visible. The main content area shows a table of judgments with columns for Introduction, List of Issues, Background, Heading 1, Heading 2, Heading 3, Conclusion, and Action. The 'Action' column for the first judgment has an 'Edit' button highlighted with a red box.

- Update the Judgement details, then click **Save**.



The screenshot shows the 'Judge Form' editing interface for Case # CIV2026-0047. The form is divided into sections: Introduction, List of Issues, Background, Heading 1, Heading 2, Heading 3, and Conclusion. Each section contains text input fields with red asterisks indicating required fields. The 'Introduction' field contains the text: "John Doe (Petitioner/Husband) and Mary Doe (Respondent/Wife) are currently undergoing divorce proceedings. The Wife is seeking an injunction and a set-aside order regarding the sale of the matrimonial home located at [Address], which th...". The 'List of Issues' field contains: "Whether the sale should be set aside under the Matrimonial Proceedings and Property Act." The 'Background' field contains: "The parties were married for 15 years and lived in the subject property as their primary residence. Divorce proceedings were filed in 2025. While the matter was at the 'Decree Nisi' stage, the Husband executed a Deed of Conveyance to a third party for the sum of \$2,500,000 TTD (approx. \$369,000 USD). The Wife only discovered the sale when a 'For Sale' sign was removed and new occupants attempted to move in." The 'Heading 1' field contains: "The court finds that the property was a clear matrimonial asset. Under local law, neither party should dispose of significant assets while property settlement is being determined by the court. The Husband's failure to disclose the sale is a breach of his duty of full and frank disclosure." The 'Heading 2' field contains: "The Wife has a legal and equitable interest in the home. By selling the property, the Husband has attempted to deprive the Wife of her share. Even if the sale to a 'bona fide' purchaser cannot be easily undone, the Husband is liable to the Wife for her portion of the market value." The 'Heading 3' field contains: "The court views the Husband's 'secret sale' as litigation misconduct. Consequently, the court will consider this behavior when deciding the percentage of the remaining matrimonial pool to be awarded to the Wife to ensure a fair outcome." The 'Conclusion' field contains: "The court orders that the Husband pay \$1,250,000 TTD (approx. \$184,500 USD)—representing 50% of the sale value—into an escrow account within 30 days. The Husband is also ordered to pay the Wife's legal costs for this application, fixed at \$25,000 TTD (approx. \$3,690 USD)." At the bottom, there are 'Save' and 'Cancel' buttons, with the 'Save' button highlighted by a red box.

Section 11. Orders

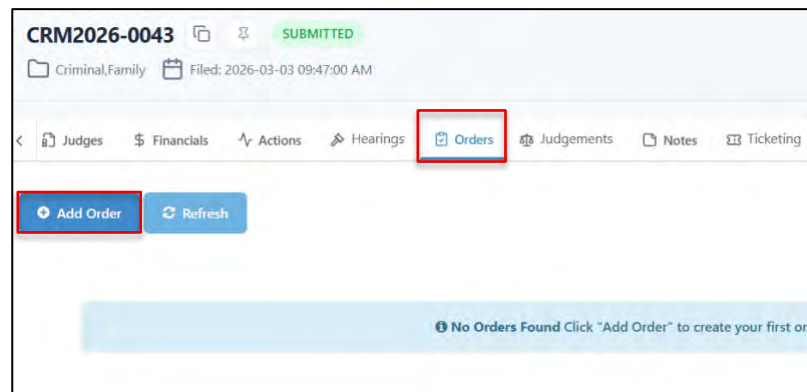
11.1 Adding an Order

Purpose: Use these steps to add a new Order to a case.

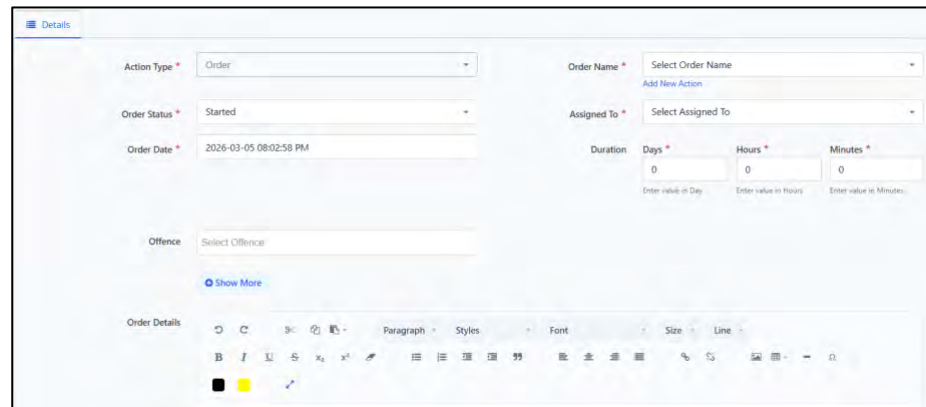
Steps

Screenshot Examples

1. Once within your case, navigate to the **Orders** tab and select **Add Order**.



2. Enter the Order details and select **Save**.



The screenshot shows the 'Order Details' form. The 'Action Type' is set to 'Order'. The 'Order Status' is 'Started'. The 'Order Date' is 2026-03-05 08:02:58 PM. The 'Order Name' field is empty, with a link to 'Add New Action'. The 'Assigned To' field is empty, with a link to 'Select Assigned To'. The 'Duration' section has three input fields for 'Days', 'Hours', and 'Minutes', all set to 0. The 'Offence' field is empty, with a link to 'Select Offence'. There is a 'Show More' link below the 'Offence' field. At the bottom, there is a rich text editor with various formatting options like bold, italic, underline, and text color.

Section 12. Judgements

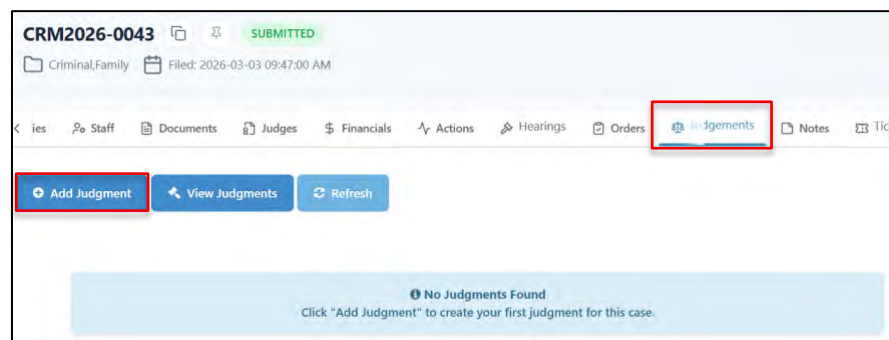
12.1 Adding a Judgement

Purpose: Use these steps to add a new Judgement from the Judgement Tab

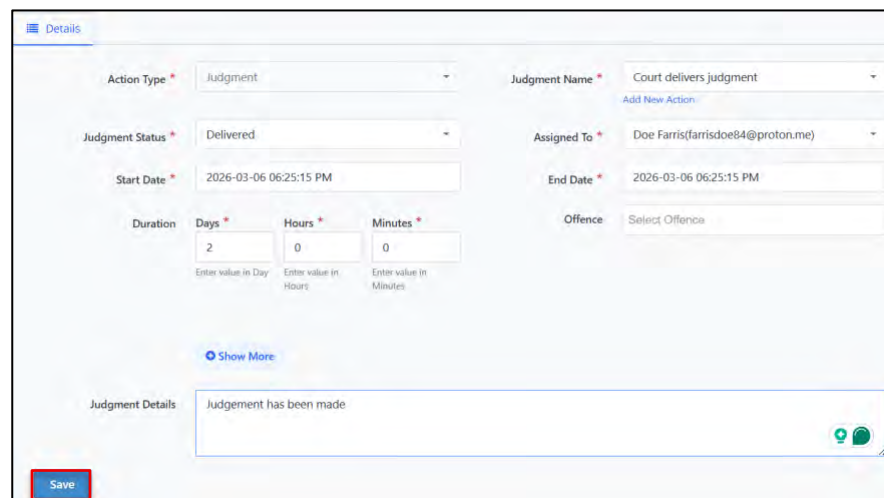
Steps

Screenshot Examples

1. Once within the **Judgements** tab, select **Add Judgement**.



2. Enter the Judgement details, then click **Save**.



The screenshot shows the 'Details' form for adding a judgment. The form fields are as follows:

- Action Type:** Judgment
- Judgment Name:** Court delivers judgment
- Judgment Status:** Delivered
- Assigned To:** Doe Farris(farrisdoe84@proton.me)
- Start Date:** 2026-03-06 06:25:15 PM
- End Date:** 2026-03-06 06:25:15 PM
- Duration:** Days: 2, Hours: 0, Minutes: 0
- Offence:** Select Offence

Below the form fields, there is a 'Show More' link and a 'Judgment Details' text area containing the text 'Judgement has been made'. A 'Save' button is located at the bottom left of the form.

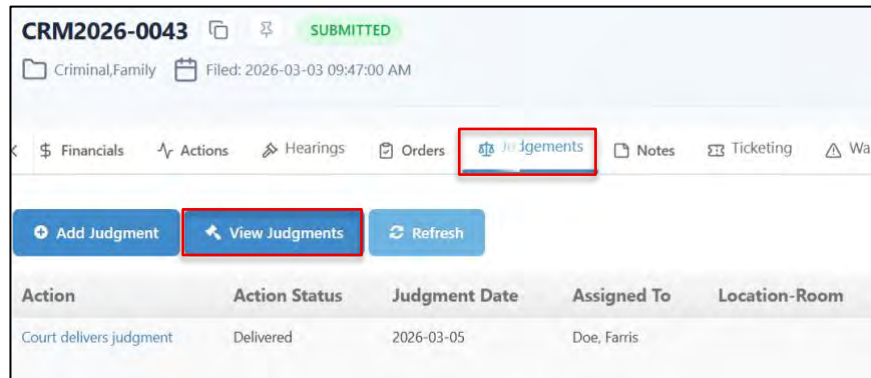
12.2 Viewing a Judgement

Purpose: Use these steps to learn how to view a Judgement on a Calendar.

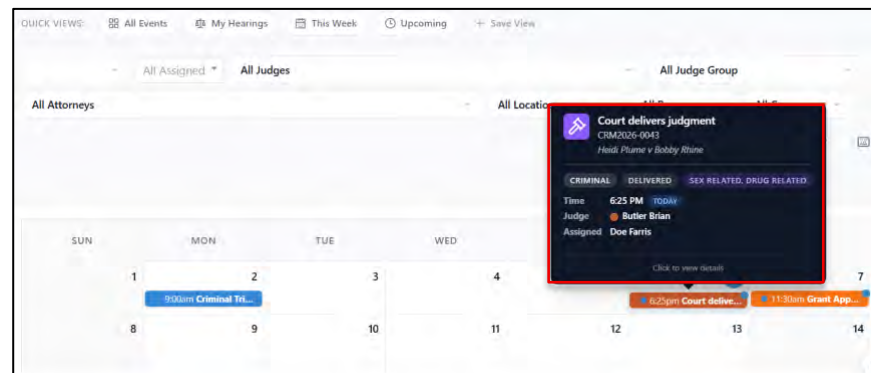
Steps

Screenshot Examples

1. Once within the **Judgements**, click **View Judgements**.



2. This will open the **Calendar**, where you see judgements in the case and their details, then click **Save**.



Note: See section 8. Calendar for more in depth guide on using the Calendar.

Section 13. Warrants & Summons

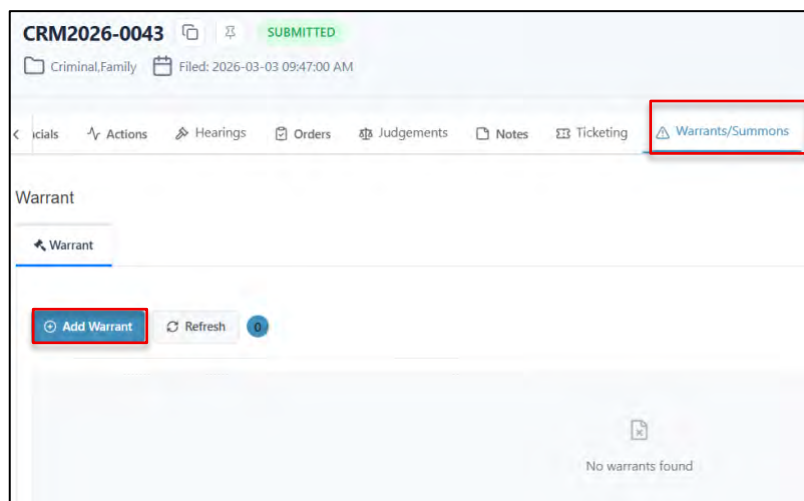
13.1 Adding a Warrant

Purpose: Use these steps to add a new fee or edit existing fees within a case.

Steps

Screenshot Examples

1. Once within your case, navigate to the **Warrants/Summons** tab and select **Add Warrant** to add a warrant.



CRM2026-0043 SUBMITTED
Criminal, Family Filed: 2026-03-03 09:47:00 AM

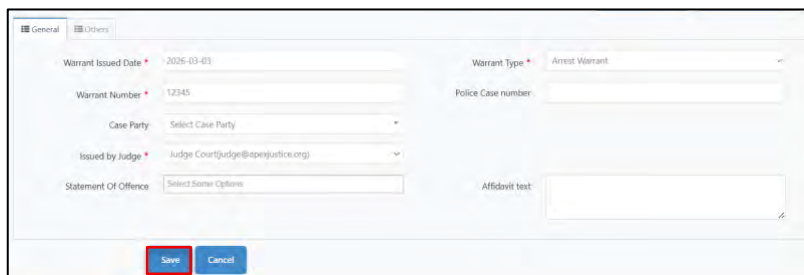
Warrants/Summons

Warrant

Add Warrant Refresh 0

No warrants found

2. Enter the Warrant details and select **Save**.



General Others

Warrant Issued Date * 2026-03-03 Warrant Type * Arrest Warrant

Warrant Number * 12345 Police Case number

Case Party Select Case Party

Issued by Judge * Judge Court[judge@apejjustice.org]

Statement Of Offence Select Some Offence Affidavit text

Save Cancel

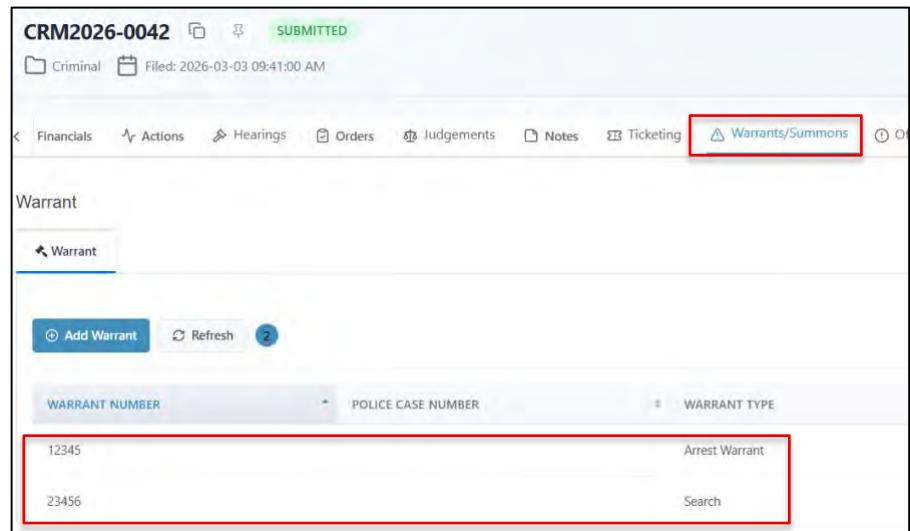
13.3 Viewing Warrants/Summons

Purpose: Use these steps to view Warrants and Summons added to a case.

Steps

1. Once within your case, navigate to the **Warrants/Summons** tab. Here you can view all Warrants within the case.

Screenshot Examples



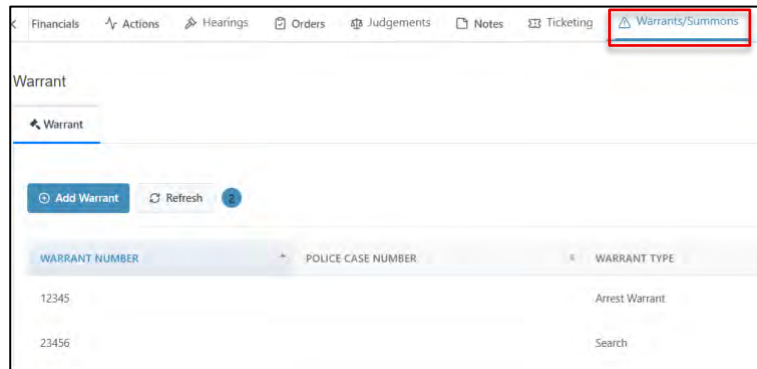
13.4 Editing or Updating Entries

Purpose: Use these steps to add a new fee or edit existing fees within a case.

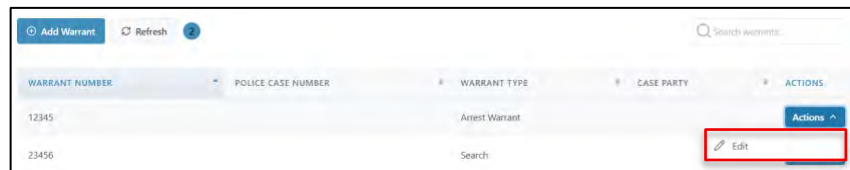
Steps

Screenshot Examples

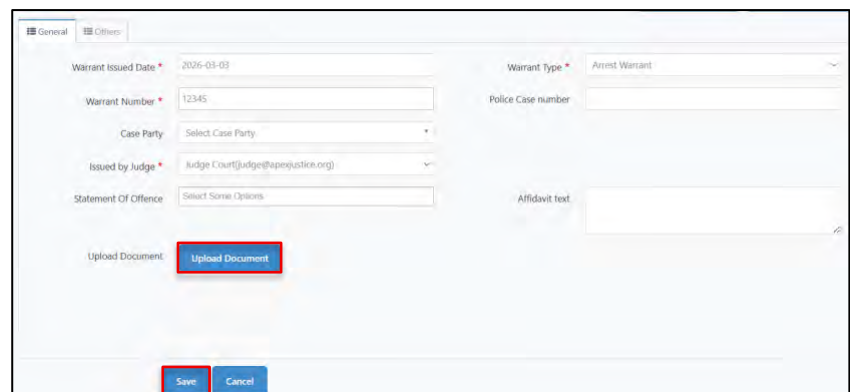
1. Once within your case, navigate to the **Warrants/Summons** tab.



2. Identify the Warrants you want to edit and select the **Edit** from the **Actions** dropdown menu.



3. Edit the Warrants details accordingly. You can also **upload a document**. Once done, select **Save**.



Section 14. Bail

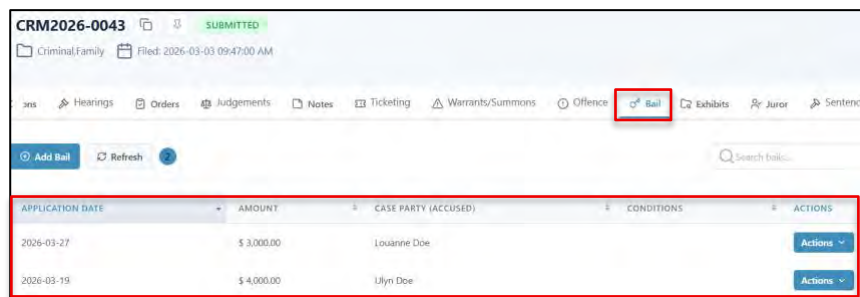
14.1 Viewing Bail Information

Purpose: Use these steps to view Bail information added to your case.

Steps

1. Navigate to the case within which you wish to view bail information. Once there, select the **Bail** tab.
2. Here, you can view all the Bail applications for the respective case parties.

Screenshot Examples



The screenshot shows the Curia CRM2026-0043 case page. The 'Bail' tab is selected in the navigation menu. Below the navigation, there is a table of bail applications. The table has columns for Application Date, Amount, Case Party (Accused), Conditions, and Actions. Two applications are listed: one for Louanne Doe on 2026-03-27 for \$3,000.00, and one for Ulynn Doe on 2026-03-19 for \$4,000.00. Each row has an 'Actions' dropdown menu.

APPLICATION DATE	AMOUNT	CASE PARTY (ACCUSED)	CONDITIONS	ACTIONS
2026-03-27	\$ 3,000.00	Louanne Doe		Actions
2026-03-19	\$ 4,000.00	Ulynn Doe		Actions

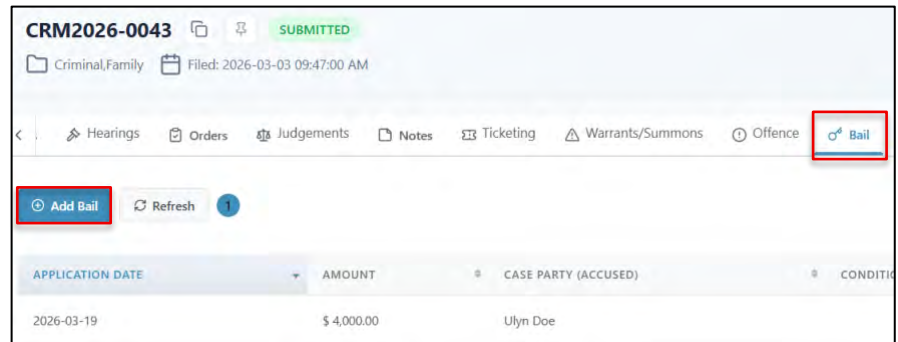
14.2 Recording Bail Details

Purpose: Use these steps to add a new Bail record to a case.

Steps

Screenshot Examples

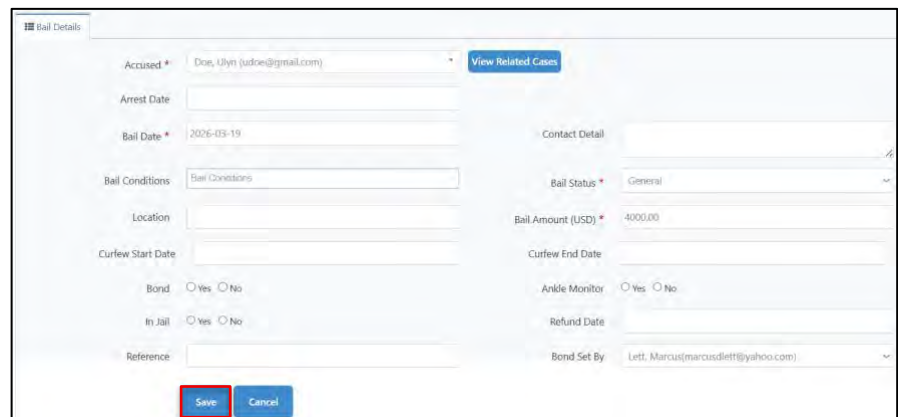
1. Once within your case, navigate to the **Bail** tab and select **Add Bail** to add bail to a case party.



The screenshot shows a case page for CRM2026-0043, categorized as Criminal/Family, filed on 2026-03-03 at 09:47:00 AM. The status is SUBMITTED. The navigation menu includes Hearings, Orders, Judgements, Notes, Ticketing, Warrants/Summons, Offence, and Bail. The Bail tab is highlighted with a red box. Below the menu, there is an 'Add Bail' button and a 'Refresh' button, both also highlighted with red boxes. A table below shows a single bail record:

APPLICATION DATE	AMOUNT	CASE PARTY (ACCUSED)	CONDITIONS
2026-03-19	\$ 4,000.00	Ulyn Doe	

2. Fill in the Bail details, and click **Save**.



The screenshot shows the 'Bail Details' form. The 'Accused' field is populated with 'Doe, Ulyn (udoe@gmail.com)'. The 'Bail Date' is set to 2026-03-19. The 'Bail Amount (USD)' is 4000.00. The 'Bail Status' is set to 'General'. The 'Bond' and 'In Jail' fields have radio buttons for 'Yes' and 'No'. The 'Reference' field is empty. The 'Bond Set By' field is populated with 'Lett, Marcus(marcusdlett@yahoo.com)'. The 'Save' button is highlighted with a red box.

Section 15. Exhibits

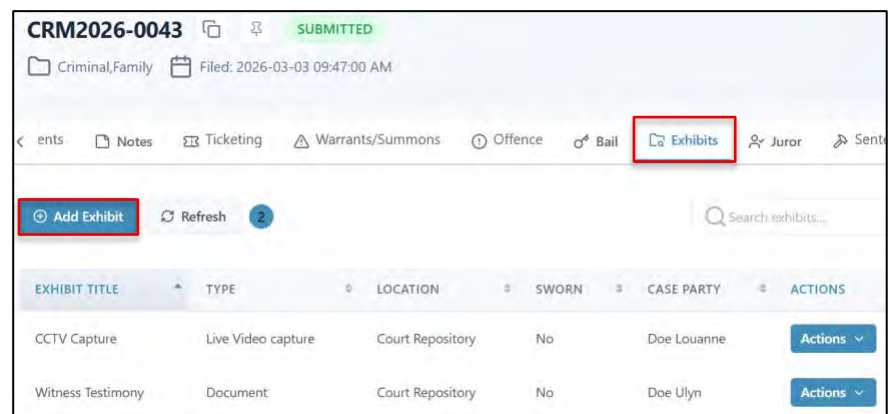
15.1 Adding Exhibits

Purpose: Use these steps to add a new Exhibit to a case.

Steps

1. Once within your case, navigate to the **Exhibits** tab and select **Add Exhibit** to add an Exhibit.

Screenshot Examples



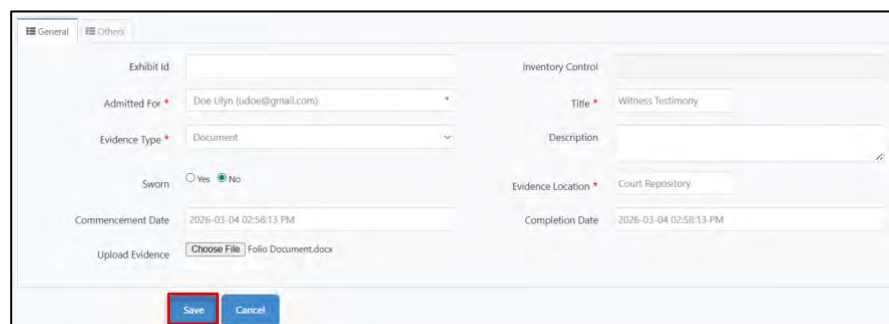
CRM2026-0043 SUBMITTED
Criminal, Family Filed: 2026-03-03 09:47:00 AM

ents Notes Ticketing Warrants/Summons Offence Bail Exhibits Juror Sent

Add Exhibit Refresh 2 Search exhibits...

EXHIBIT TITLE	TYPE	LOCATION	SWORN	CASE PARTY	ACTIONS
CCTV Capture	Live Video capture	Court Repository	No	Doe Louanne	Actions
Witness Testimony	Document	Court Repository	No	Doe Ulyn	Actions

2. Fill in the Exhibit details and click **Save**.



General Others

Exhibit Id:

Admitted For: Doe Ulyn (udoe@gmail.com)

Evidence Type: Document

Sworn: Yes No

Commencement Date: 2026-03-04 02:58:13 PM

Upload Evidence: Folio Document.docx

Inventory Control

Title: Witness Testimony

Description:

Evidence Location: Court Repository

Completion Date: 2026-03-04 02:58:13 PM

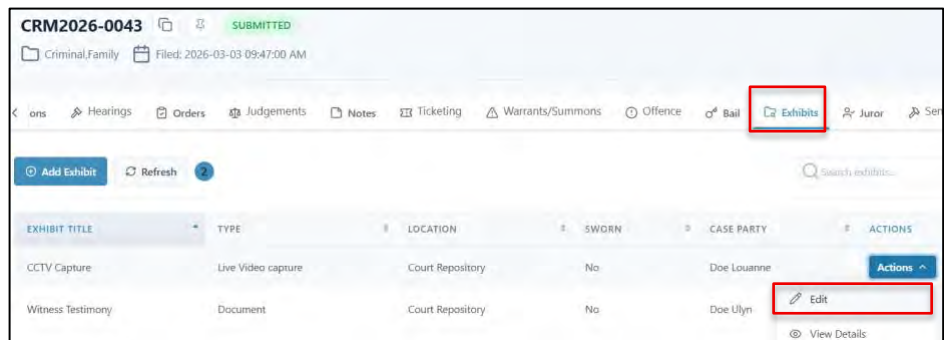
15.3 Editing Exhibit Information

Purpose: Use these steps to edit the information in an Exhibit.

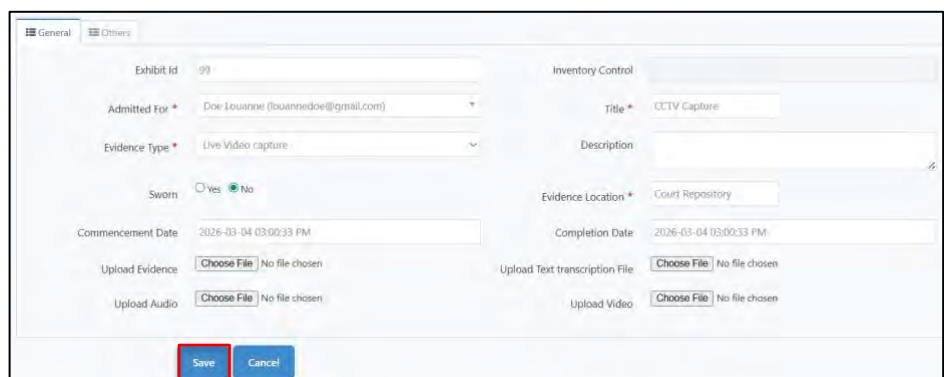
Steps

1. Once within your case, navigate to the **Exhibits** tab and identify the Exhibit you wish to edit. Then select **Edit** from the **Actions** dropdown menu.

Screenshot Examples



2. Update the Exhibit details and click **Save**.



General Others

Exhibit Id: 99

Inventory Control

Admitted For: Doe Louanne (louannedoe@gmail.com)

Evidence Type: Live Video capture

Sworn: Yes No

Commencement Date: 2026-03-04 03:00:33 PM

Completion Date: 2026-03-04 03:00:33 PM

Title: CCTV Capture

Description:

Evidence Location: Court Repository

Upload Evidence: Choose File No file chosen

Upload Text transcription File: Choose File No file chosen

Upload Audio: Choose File No file chosen

Upload Video: Choose File No file chosen

Save Cancel

Section 16. Juror Management

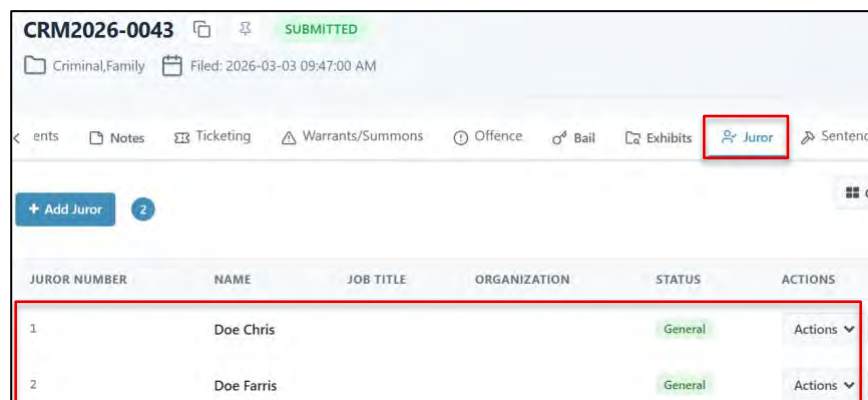
16.1 Viewing Juror Information

Purpose: Use these steps to view juror information in a case.

Steps

1. Once within your case, navigate to the **Juror** tab to view all Jurors added to your case.

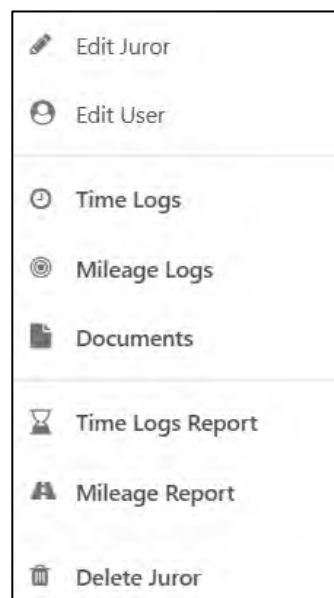
Screenshot Examples



The screenshot shows the case page for CRM2026-0043, which is in a 'SUBMITTED' state. The 'Juror' tab is highlighted in the navigation menu. Below the navigation, there is an 'Add Juror' button with a notification badge showing '2'. A table lists the following juror information:

JUROR NUMBER	NAME	JOB TITLE	ORGANIZATION	STATUS	ACTIONS
1	Doe Chris			General	Actions
2	Doe Farris			General	Actions

2. Click the **Actions** dropdown menu next to a specific **Juror** to see the list of available actions and information related to them.



The screenshot shows the dropdown menu for a juror's actions, listing the following options:

- Edit Juror
- Edit User
- Time Logs
- Mileage Logs
- Documents
- Time Logs Report
- Mileage Report
- Delete Juror

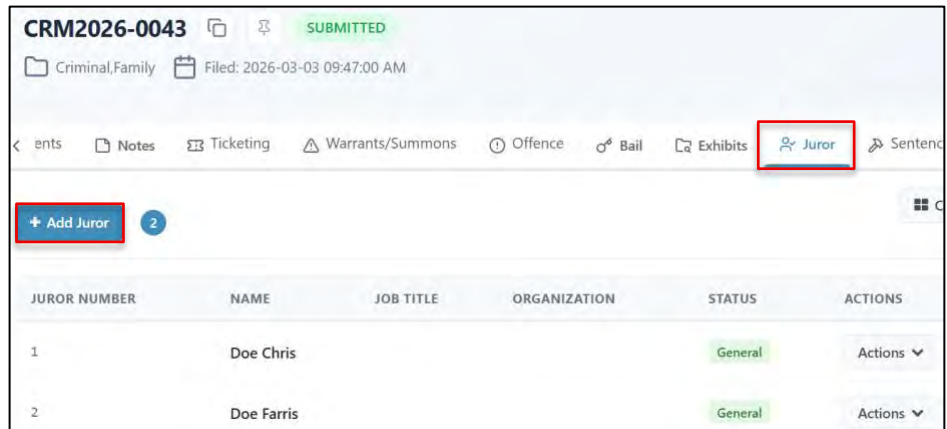
16.2 Adding or Editing Juror Records

Purpose: Use these steps to add or edit a juror record added to a case.

Steps

Screenshot Examples

1. Once within your case, navigate to the **Juror** tab, and click **Add Juror** to add a Juror to your case.



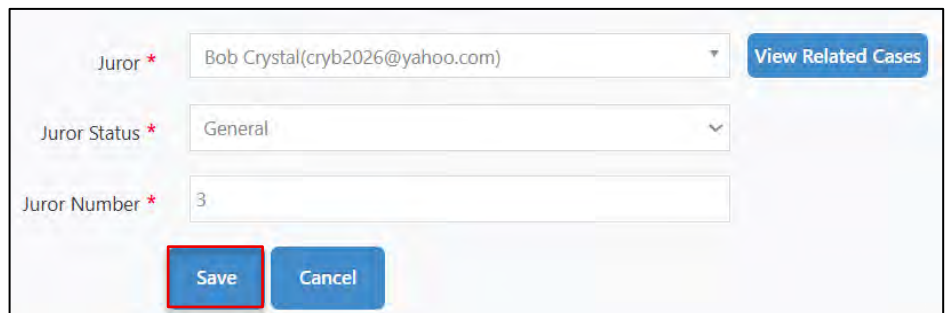
CRM2026-0043 SUBMITTED
Criminal,Family Filed: 2026-03-03 09:47:00 AM

ents Notes Ticketing Warrants/Summons Offence Bail Exhibits **Juror** Sentenc

+ Add Juror 2

JUROR NUMBER	NAME	JOB TITLE	ORGANIZATION	STATUS	ACTIONS
1	Doe Chris			General	Actions
2	Doe Farris			General	Actions

2. Enter the Juror details and click **Save**.



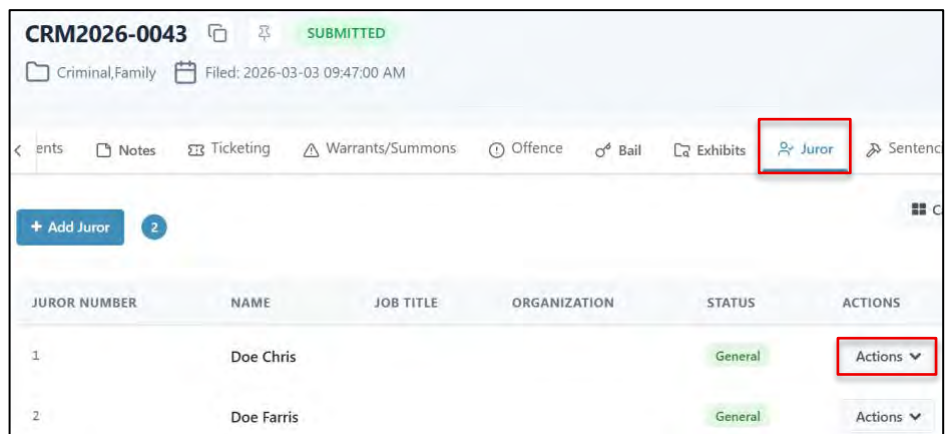
Juror * Bob Crystal(cryb2026@yahoo.com) [View Related Cases](#)

Juror Status * General

Juror Number * 3

Save **Cancel**

3. To edit a Juror Record, identify the Juror you wish to add and select the **Actions** dropdown menu.



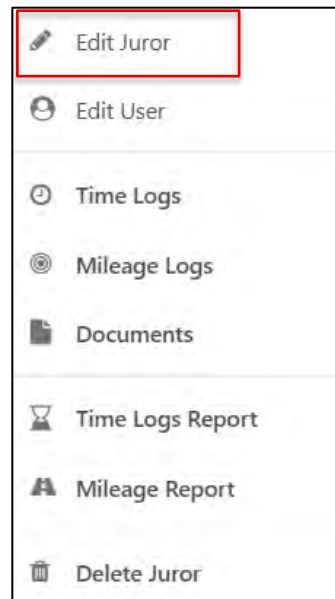
CRM2026-0043 SUBMITTED
Criminal,Family Filed: 2026-03-03 09:47:00 AM

ents Notes Ticketing Warrants/Summons Offence Bail Exhibits **Juror** Sentenc

+ Add Juror 2

JUROR NUMBER	NAME	JOB TITLE	ORGANIZATION	STATUS	ACTIONS
1	Doe Chris			General	Actions
2	Doe Farris			General	Actions

4. From the list, select **Edit Juror** to begin editing the Juror details.



Section 17. Offences

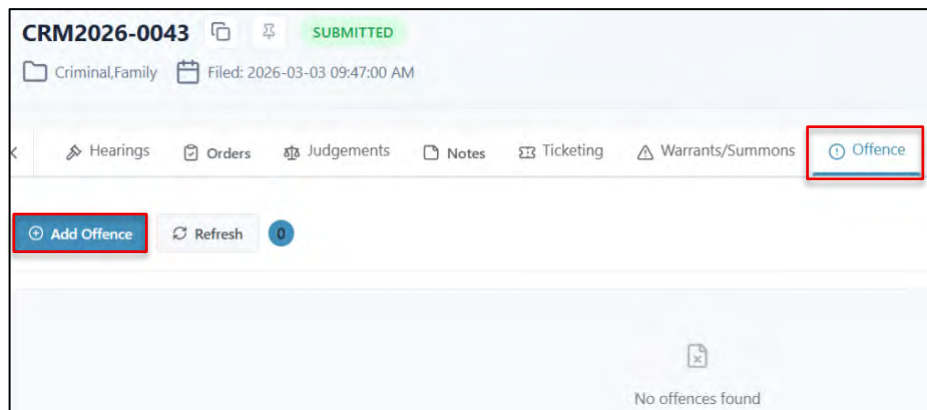
17.1 Adding an Offence

Purpose: Use these steps to add a new offence to a case.

Steps

Screenshot Examples

1. Once within your case, navigate to the **Offence** tab and click **Add Offence** to add a new offence.



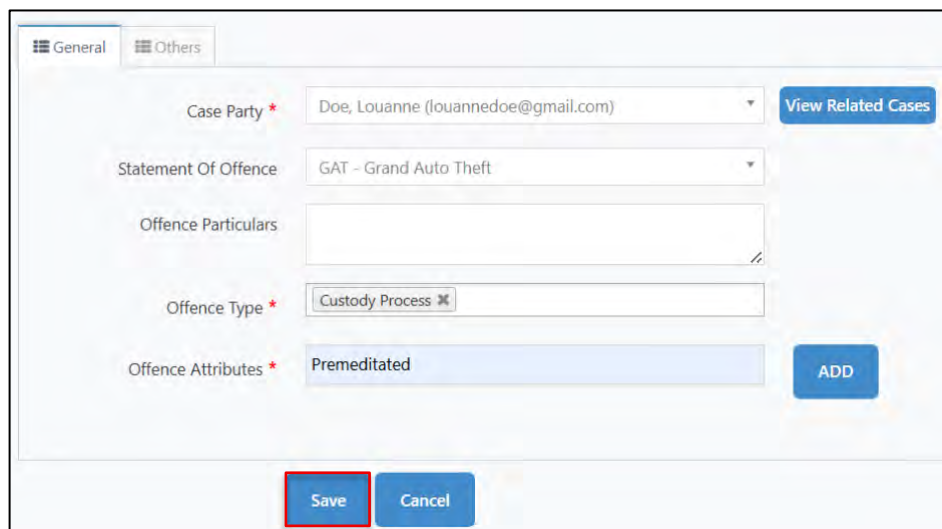
CRM2026-0043 SUBMITTED
Criminal,Family Filed: 2026-03-03 09:47:00 AM

Hearings Orders Judgements Notes Ticketing Warrants/Summons **Offence**

Add Offence Refresh 0

No offences found

2. Enter the Offence details and click **Save**.



General Others

Case Party * Doe, Louanne (louannedoe@gmail.com) [View Related Cases](#)

Statement Of Offence GAT - Grand Auto Theft

Offence Particulars

Offence Type * Custody Process ✕

Offence Attributes * Premeditated **ADD**

Save **Cancel**

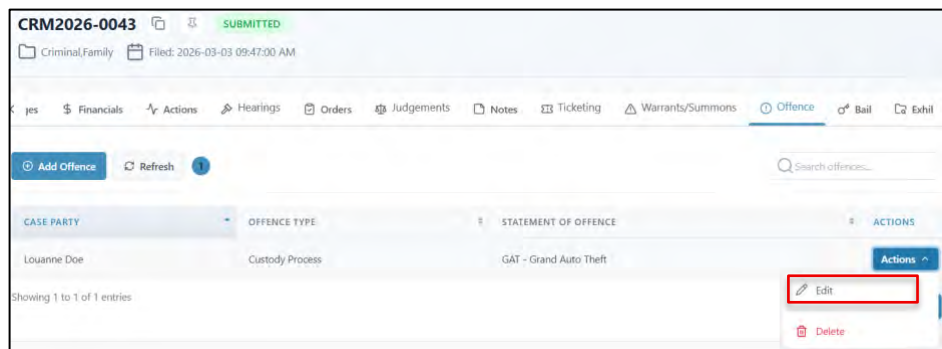
17.2 Editing an Offence

Purpose: Use these steps to edit an offence that has been added to a case.

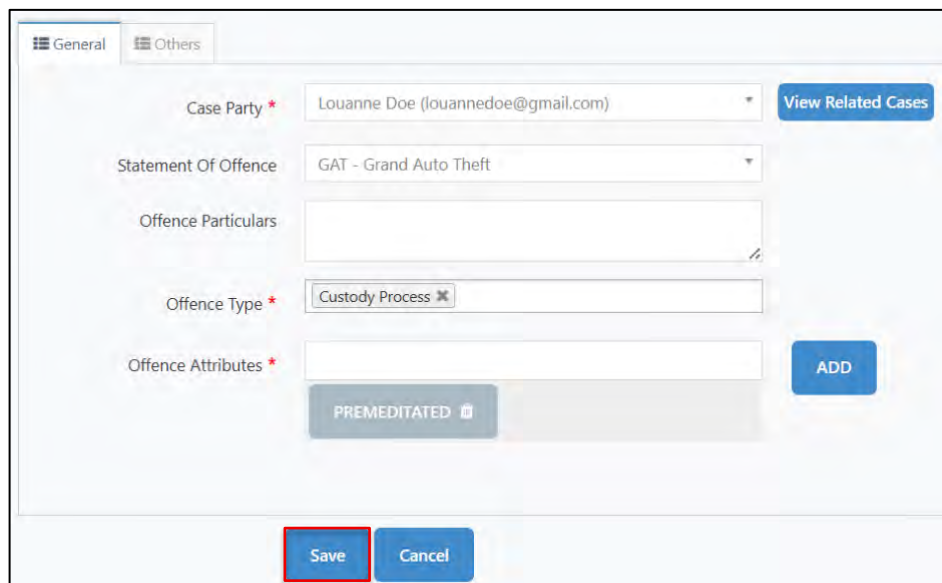
Steps

Screenshot Examples

1. To edit an offence, locate the offence you wish to edit and select **Edit** from the **Actions** Dropdown menu



2. Edit the Offence details and click **Save**.



Section 18. Sentencing

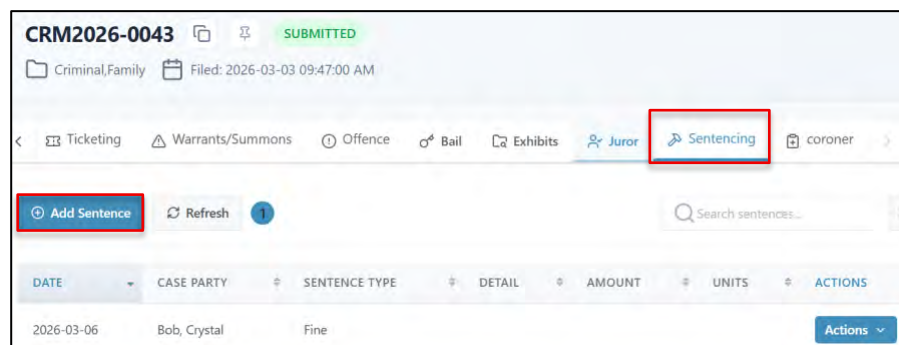
18.1 Adding a Sentence

Purpose: Use these steps to view sentences added to a case.

Steps

1. Once within your case, navigate to the **Sentencing** tab and click **Add Sentence**.

Screenshot Examples



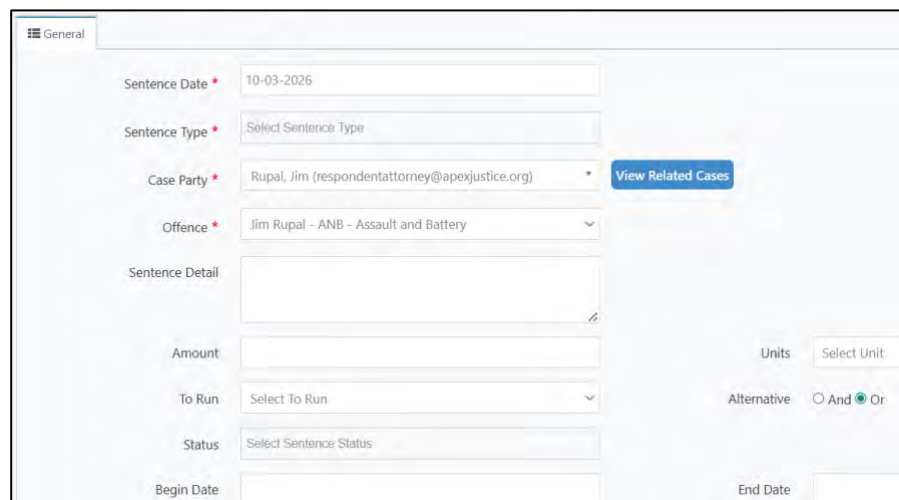
CRM2026-0043 SUBMITTED
Criminal, Family Filed: 2026-03-03 09:47:00 AM

Ticketing Warrants/Summons Offence Bail Exhibits Juror **Sentencing** coroner

Add Sentence Refresh 1 Search sentences...

DATE	CASE PARTY	SENTENCE TYPE	DETAIL	AMOUNT	UNITS	ACTIONS
2026-03-06	Bob, Crystal	Fine				Actions

2. Fill in the Sentence details then click **Save**.



General

Sentence Date * 10-03-2026

Sentence Type * Select Sentence Type

Case Party * Rupal, Jim (respondentattorney@apexjustice.org) [View Related Cases](#)

Offence * Jim Rupal - ANB - Assault and Battery

Sentence Detail

Amount

To Run Select To Run

Status Select Sentence Status

Begin Date

Units Select Unit

Alternative And Or

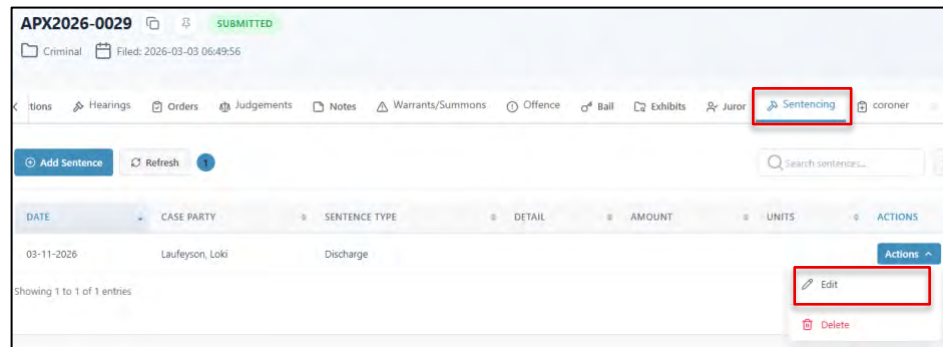
End Date

18.1 Editing a Sentence

Steps

1. Once within your case, navigate to the **Sentencing** tab. Identify the sentence you wish to edit and select **Edit** from the **Actions** dropdown menu.

Screenshot Examples



2. Edit the Sentence details then click **Save**.



Section 19. Coroners Cases

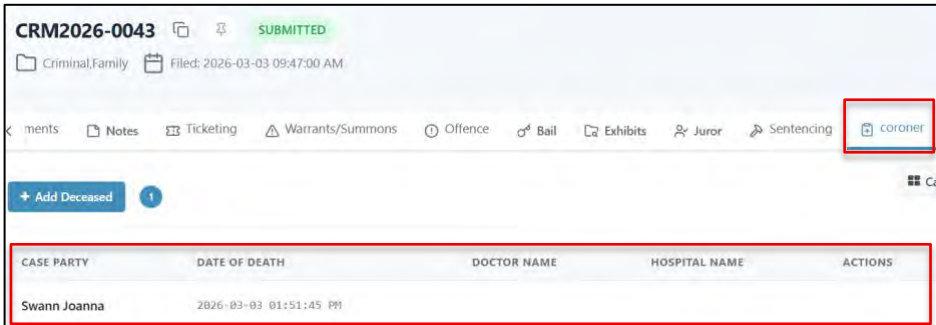
19.1 Viewing Coroners Case Information

Purpose: Use these steps to view Deceased records added to a case.

Steps

1. Once within your case, navigate to the **Coroner** tab to view all **Deceased** parties in your case.

Screenshot Examples



The screenshot shows a case view for CRM2026-0043, categorized as Criminal/Family, filed on 2026-03-03 at 09:47:00 AM. The 'Coroner' tab is selected in the navigation menu. Below the navigation, there is a '+ Add Deceased' button with a notification icon. A table displays the following data:

CASE PARTY	DATE OF DEATH	DOCTOR NAME	HOSPITAL NAME	ACTIONS
Swann Joanna	2026-03-03 01:51:45 PM			

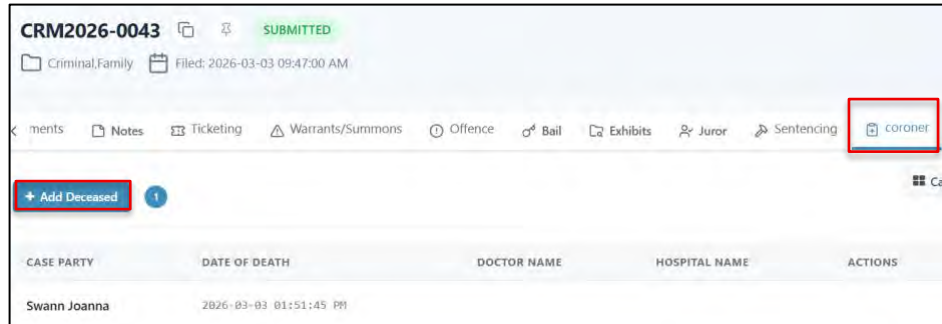
19.2 Adding a Deceased Record

Purpose: Use these steps to add a new deceased record to a case.

Steps

Screenshot Examples

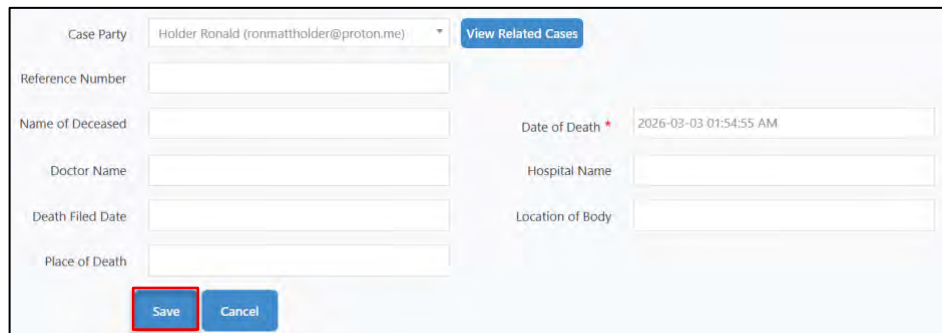
1. Within your case, navigate to the **Coroner** tab and click **Add Deceased** to add a Deceased Record.



The screenshot shows the case details for CRM2026-0043, categorized as Criminal/Family, filed on 2026-03-03 at 09:47:00 AM. The 'Coroner' tab is selected in the top navigation bar. Below the navigation, there is a '+ Add Deceased' button with a notification badge '1'. A table below shows one record for Swann Joanna, with a date of death of 2026-03-03 at 01:51:45 PM.

CASE PARTY	DATE OF DEATH	DOCTOR NAME	HOSPITAL NAME	ACTIONS
Swann Joanna	2026-03-03 01:51:45 PM			

2. Enter the information for the Deceased Record and click **Save**.



The screenshot shows the 'Add Deceased' form. The 'Case Party' is set to 'Holder Ronald (ronmattholder@proton.me)'. The 'Date of Death' is pre-filled with '2026-03-03 01:54:55 AM'. The 'Save' button is highlighted with a red box.

Section 20. Case Notes

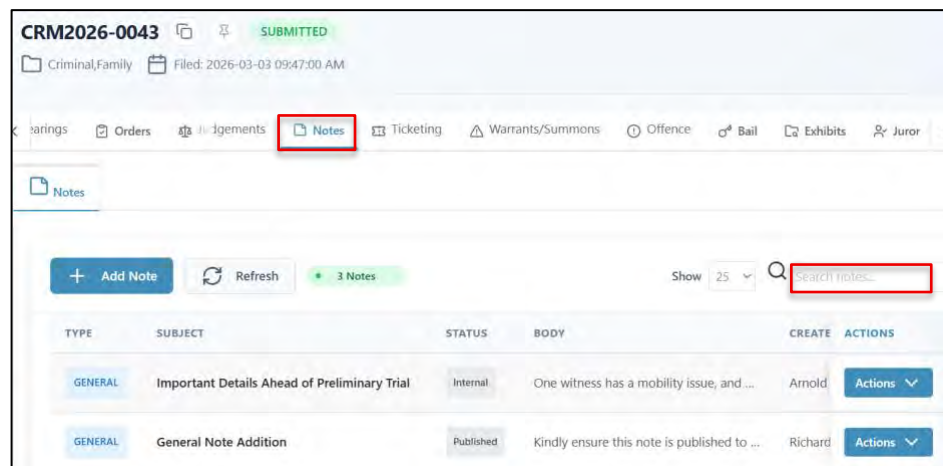
20.1 Viewing Case Notes

Purpose: Use these steps to view notes added to a case.

Steps

1. Within your case, navigate to the **Notes** tab and click to view all Case Notes.
2. To find the specific note you are searching for, navigate through the list or use the Search function.

Screenshot Examples



TYPE	SUBJECT	STATUS	BODY	CREATE	ACTIONS
GENERAL	Important Details Ahead of Preliminary Trial	Internal	One witness has a mobility issue, and ...	Arnold	Actions
GENERAL	General Note Addition	Published	Kindly ensure this note is published to ...	Richard	Actions

20.2 Adding Notes

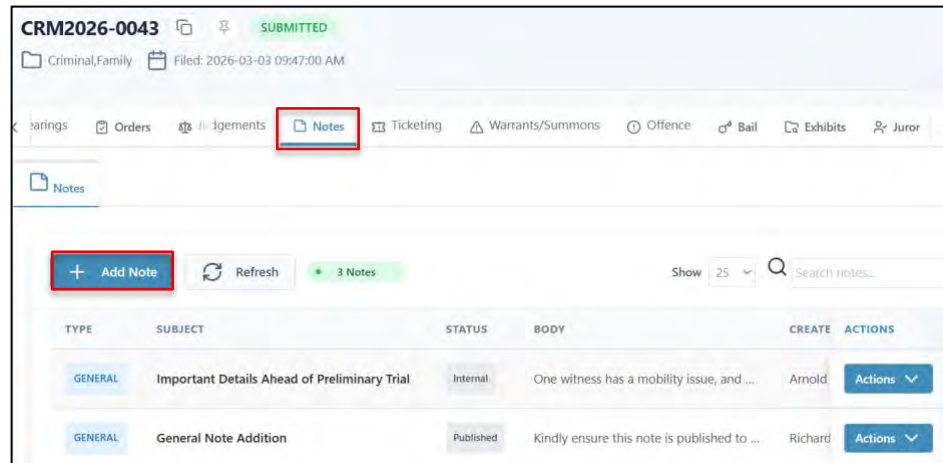
Purpose: Use these steps to add a note to your case.

Steps

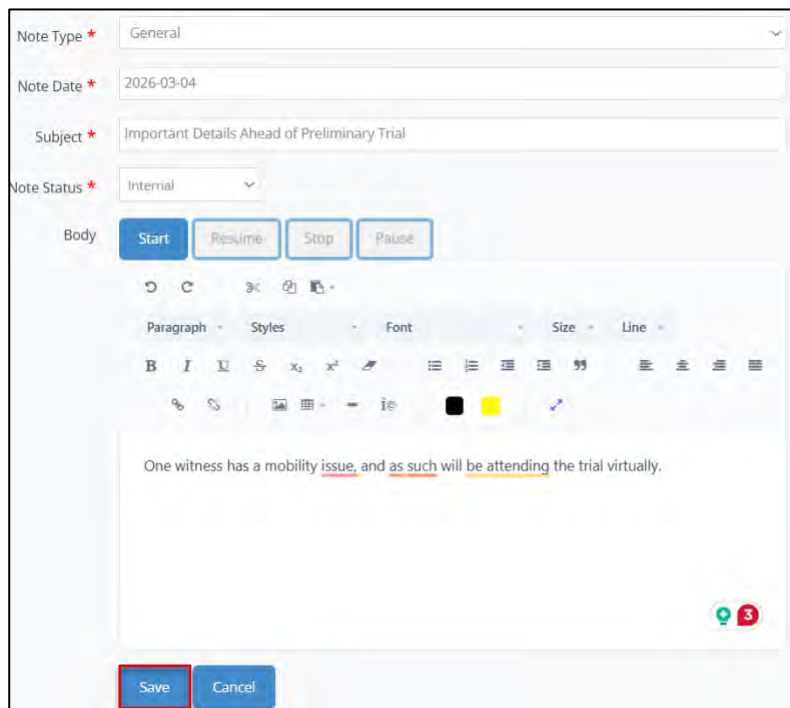
Screenshot Examples

1. Within your case, navigate to the **Notes** tab and click to view all Case Notes.

2. Select **Add Note** to add a new case note.



3. Enter the note details, then click **Save**.



The screenshot shows the 'Add Note' form with the following fields and options:

- Note Type: General
- Note Date: 2026-03-04
- Subject: Important Details Ahead of Preliminary Trial
- Note Status: Internal
- Body: A rich text editor with a toolbar and the text: "One witness has a mobility issue, and as such will be attending the trial virtually." The 'Save' button is highlighted with a red box.

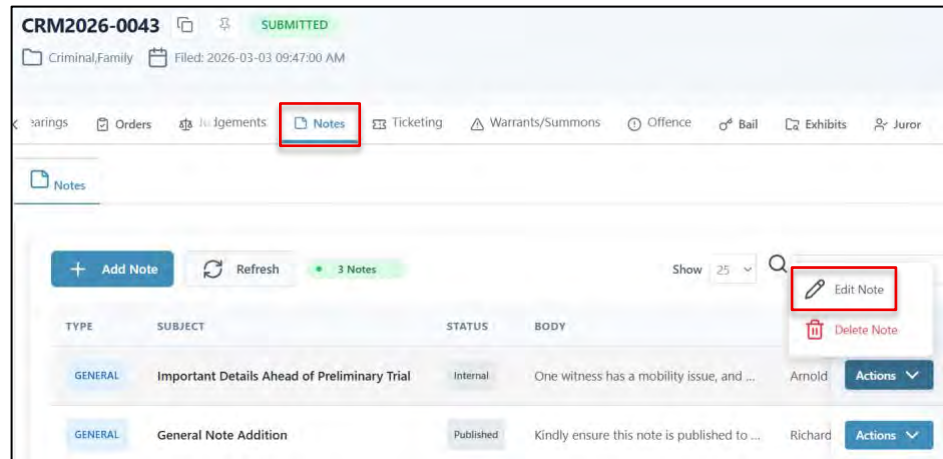
20.3 Editing Notes

Purpose: Use these steps to edit a note added to a case.

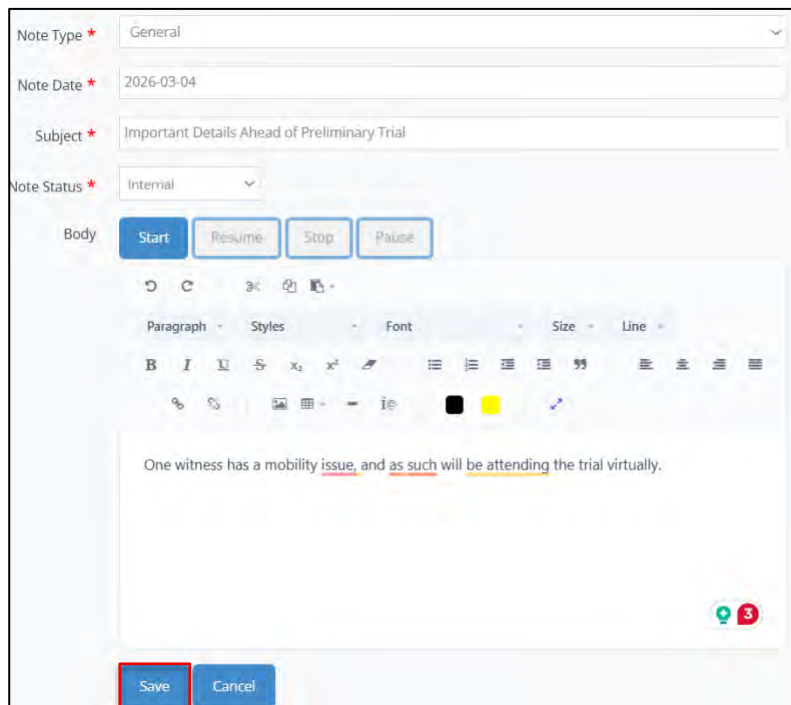
Steps

Screenshot Examples

1. Within the **Notes** tab, identify the note you wish to edit, and select **Actions > Edit Note**.



2. Edit the note details accordingly, then click **Save**.



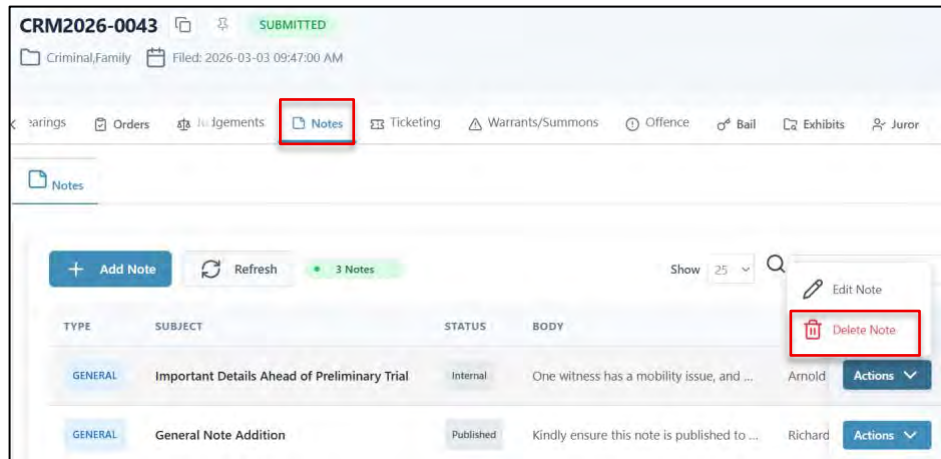
20.4 Deleting Notes

Purpose: Use these steps to delete a note from a case.

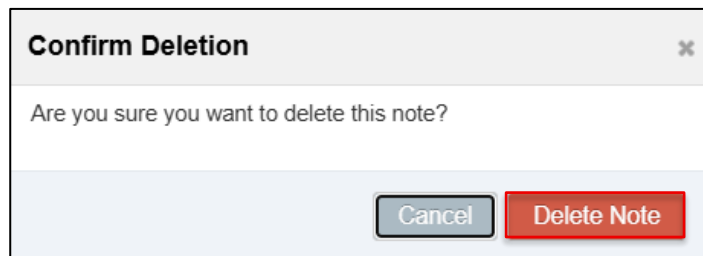
Steps

Screenshot Examples

1. Within the **Notes** tab, identify the note you wish to edit, and select **Actions** dropdown menu.



2. Then click Delete Note to delete.



Section 21. Generating Case Titles

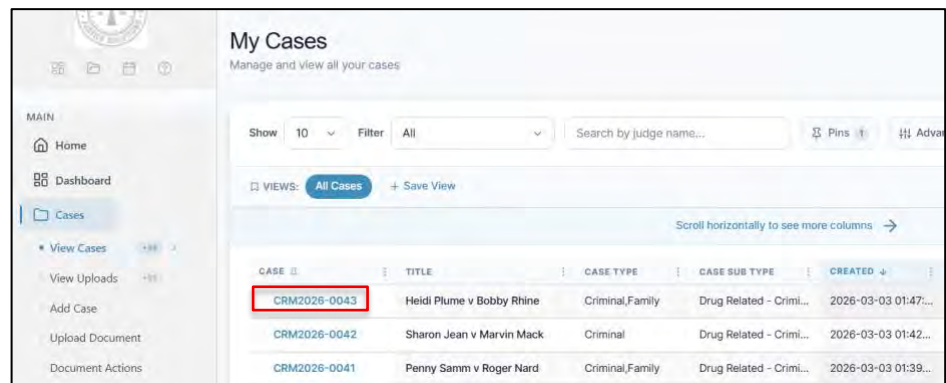
21.1 Overview

Purpose: Use these steps to generate Case Titles for a specific case.

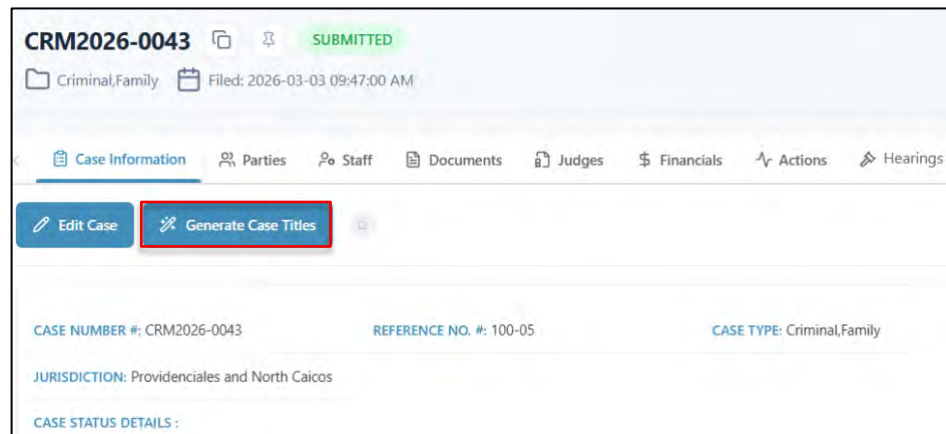
Steps

Screenshot Examples

1. Select **Cases** > **View Cases** and select the case for which you want to generate Case Titles.

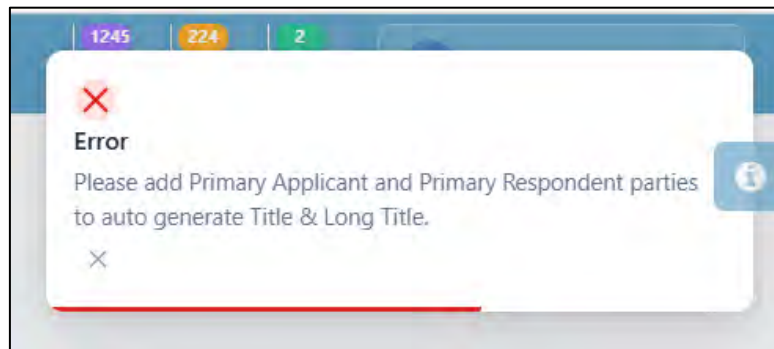


2. Once within the case, select **Generate Case Titles**.



Note:

To generate Case Titles, Primary Applicant and Primary Respondent parties must be added to the party. If this is not done. The following error message will appear when you try to generate Titles:



To add a Primary Applicant and Primary Respondent, ensure that the respective boxes for both are selected when adding parties to the case as shown below: