



Caribbean Agency for  
**JUSTICE SOLUTIONS**



# Attaché

## User Guide

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## *Web Browser Requirements*

The Attaché Case Management system will operate with reasonable efficiency and response times on web browsers with the following specifications:

- Google Chrome (last two versions)
- Microsoft Edge (last two versions)
- Mozilla Firefox (last two versions)
- Opera (last two versions)
- Apple Safari (last two versions)

***Please note that other browsers may be compatible but are not officially supported***

## *Minimum Bandwidth Requirements*

The Folio E-Filing Portal will operate with reasonable efficiency and response times on the following minimum bandwidth requirements:

- Downstream at 10 MB per second
- Upstream speed at 5 MB per second

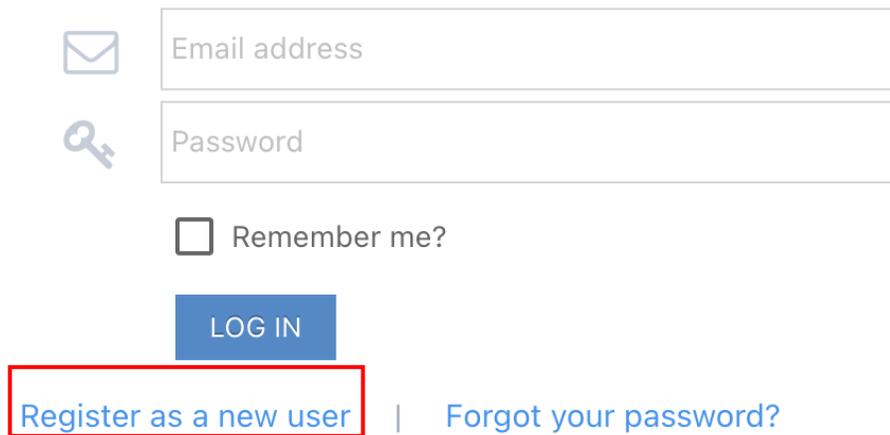
### *How do I Open the Attaché Application in a web browser?*

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"

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



The form contains the following elements:

- An email address input field with an envelope icon to its left.
- A password input field with a key icon to its left.
- A checkbox labeled "Remember me?".
- A blue "LOG IN" button.
- A link "Register as a new user" which is highlighted with a red rectangular border.
- A link "Forgot your password?".

3. Fill out the registration form and select Register.

### 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: 802214678)

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

### Key things to note:

- The password must contain at least one of the following special characters:  
**.\|!-@#\$\$%^&!\_\*~+=**
- After selecting Register', check the Terms and Agreement box that will appear,
- On submission of the registration form, the system will send a verification link via email to the address entered on the registration form.

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

## Terms & Agreement



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

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

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

I Agree with the agreement conditions.

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

## Attache Case Management System - Verify your account



Curia Support <donotreply@curiacms.com>

Mon 6/29/2020 10:44 AM

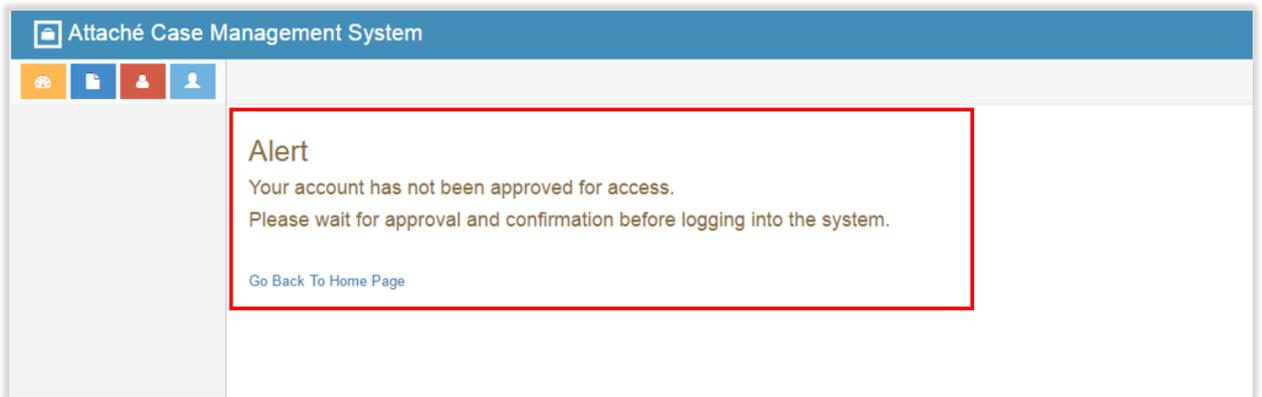
To: You



Hello APEX Admin,

You must verify your email address in order to access the Curia System. Click on [Verify](#) to complete this process.

7. 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.

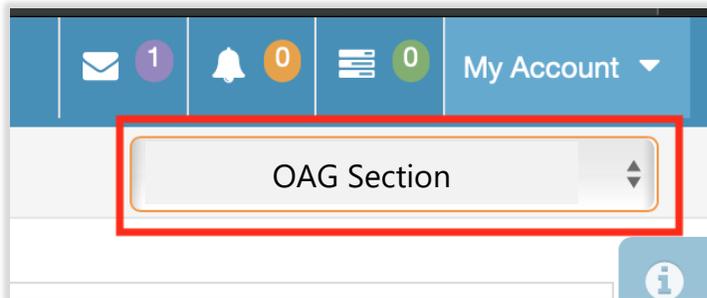


### *How do I Login to Attaché?*

1. Open in a web browser and enter the url given to you for the Attaché Case Management System.
2. Enter "Email address" and "Password" for the Attaché Application.
3. Click on "Log In" button.

### *How do I Change the Entity?*

Click on the dropdown list of Entities on the top, right side of the screen and select the desired entity.



**Note:**

User will only be able to view the Entity or Entities 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

Records per page: 10

Filter By: All Search

Q Search Print Select Export Type

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.



Dashboard

Cases

View Cases

Add Case

Upload Document

Calendar

Admin

My Account

Case: NEW-CASE-603

Case Information Parties Documents Judge Documents \$ Fee Payment

Warrants

Edit Case Generate Case Titles

Case #: NEW-CASE-603

Submitted Date: 2016-10-27

Case Title: TBD

Assigned Judge:

Long Title: TBD

Preliminary Activity: No

Case Type: Criminal Appeal

Close Date:

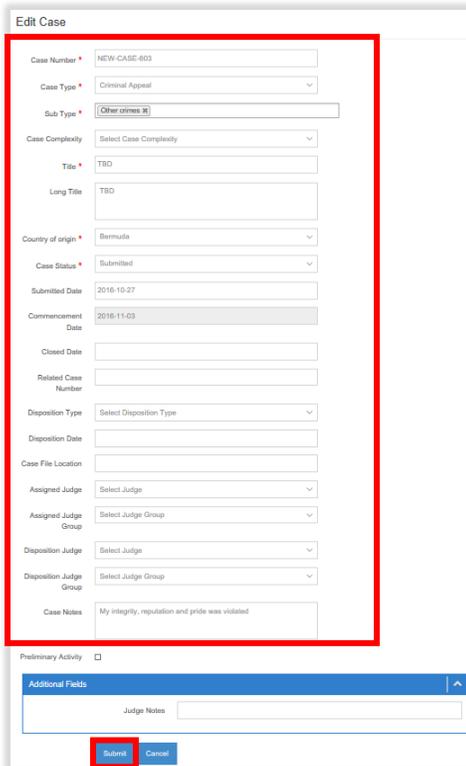
Disposition Type:

Disposition Judge:

Case Notes: My integrity, reputation and pride violated

Case Complexity:

- 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.



**Case: BAH CIV-00012**

Case Information | Parties | Status | **Documents** | Judges | Financials

\* Warrants

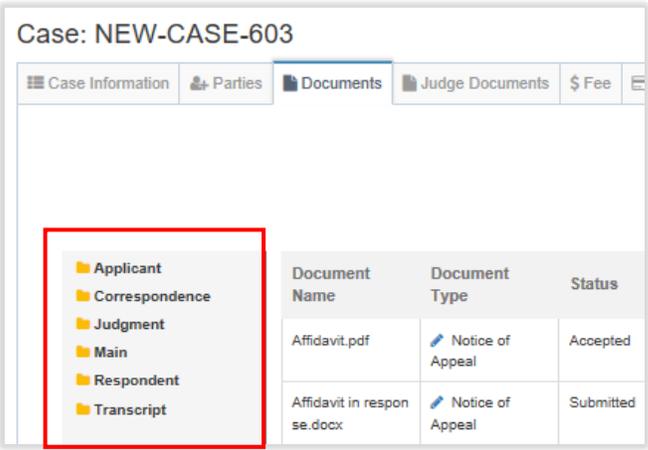
[Edit Case](#) | [Generate Case Titles](#)

Case Number #: BAH CIV-00012    Reference No. #:    Case Type: Civil



## 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.

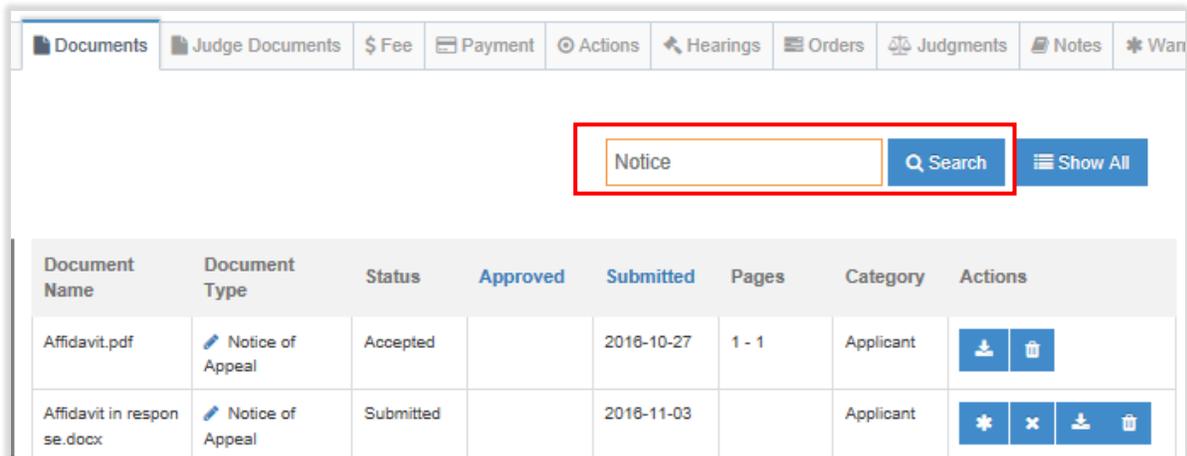


**Case: NEW-CASE-603**

Case Information | Parties | **Documents** | Judge Documents | Fee

Document Name	Document Type	Status
Affidavit.pdf	Notice of Appeal	Accepted
Affidavit in response.docx	Notice of Appeal	Submitted

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



The screenshot shows the Attaché interface with a search bar containing the word "Notice" and a "Search" button highlighted with a red box. Below the search bar is a table with the following data:

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	   

### 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:



The screenshot shows a table of documents with the download icon for the first document highlighted with a red box. The table has the following data:

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	 

## 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 Entities.
- 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

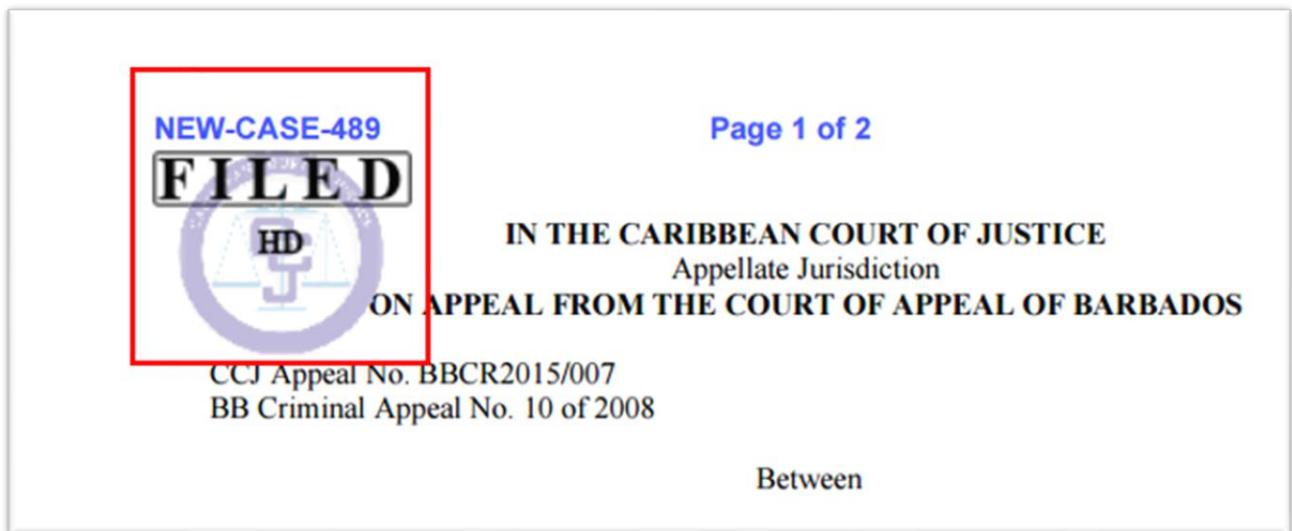
Documents

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?

- Go to the Case Documents.
- Browse/Search the desired Case Document.
- Click the  icon to reject a Document.
- Select the reason for rejecting the document.
- 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	 

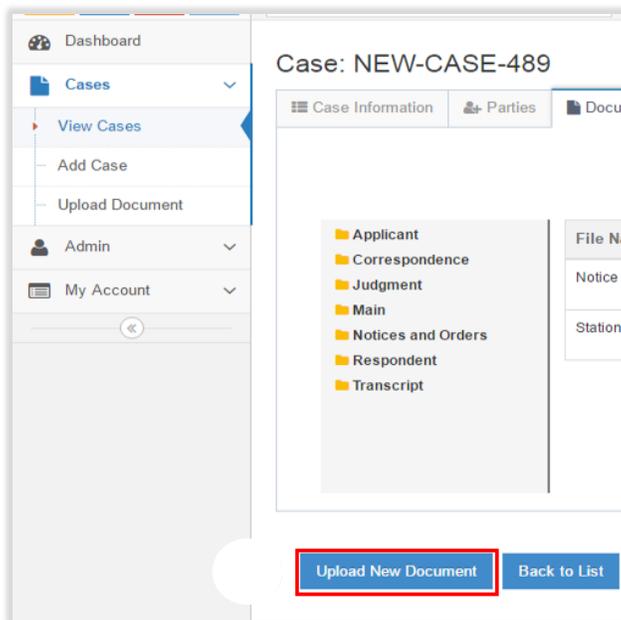
Reason For Not Accepted ✕

Reason Invalid Content ▼

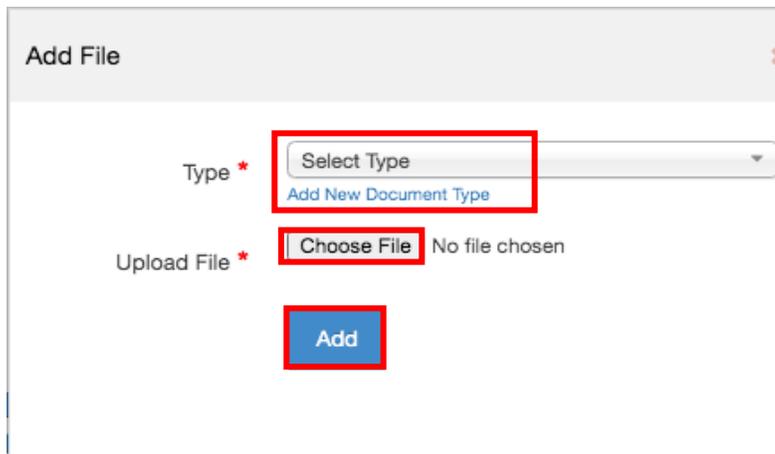
Submit

## 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.



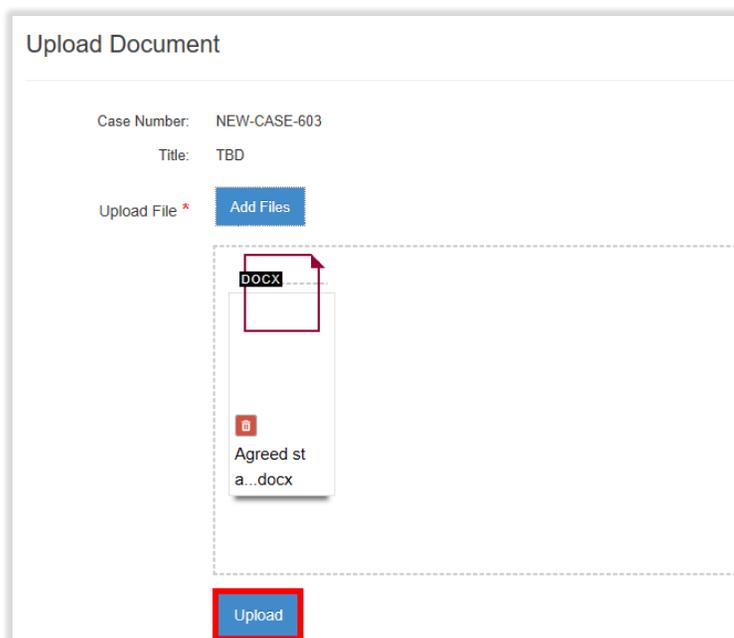
**Add File**

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

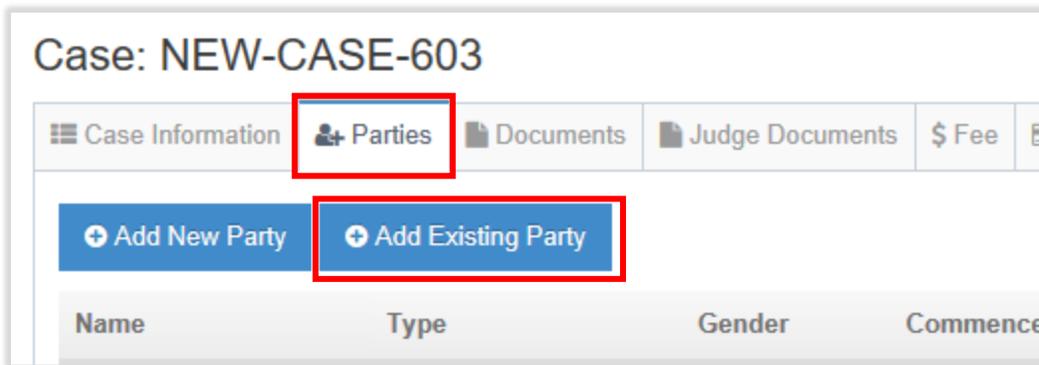
Upload File \* Add Files

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.



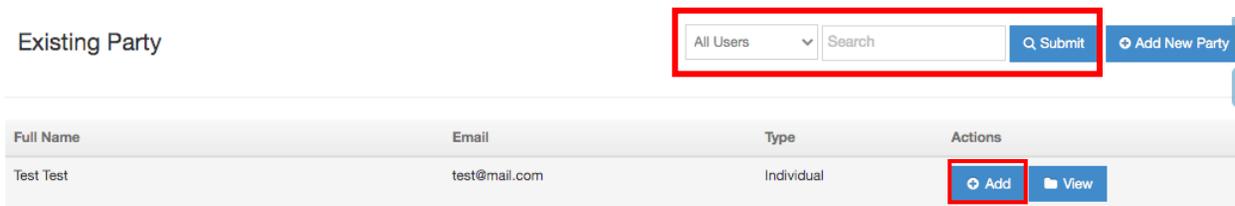
Case: NEW-CASE-603

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

[+ Add New Party](#) **[+ Add Existing Party](#)**

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.



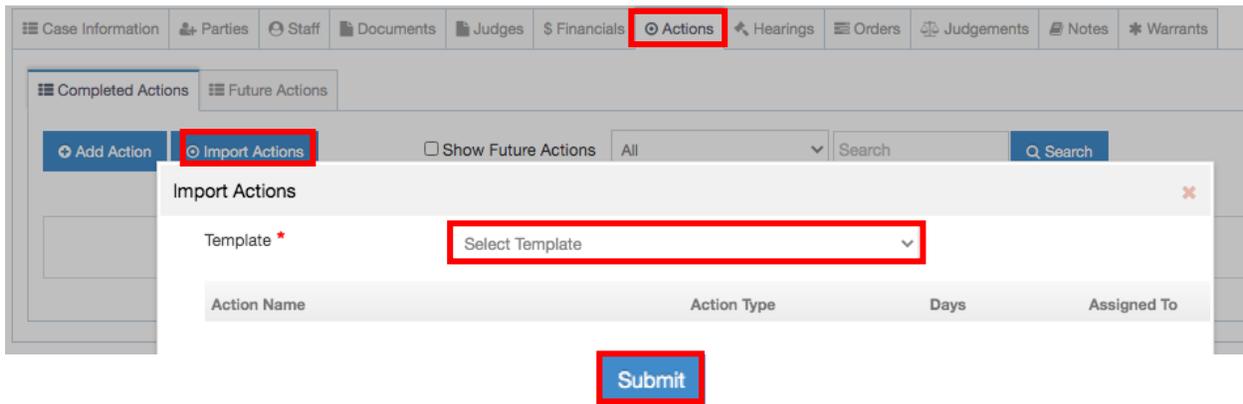
Existing Party

All Users Search [Q Submit](#) [+ Add New Party](#)

Full Name	Email	Type	Actions
Test Test	test@mail.com	Individual	<b><a href="#">+ Add</a></b> <a href="#">View</a>

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

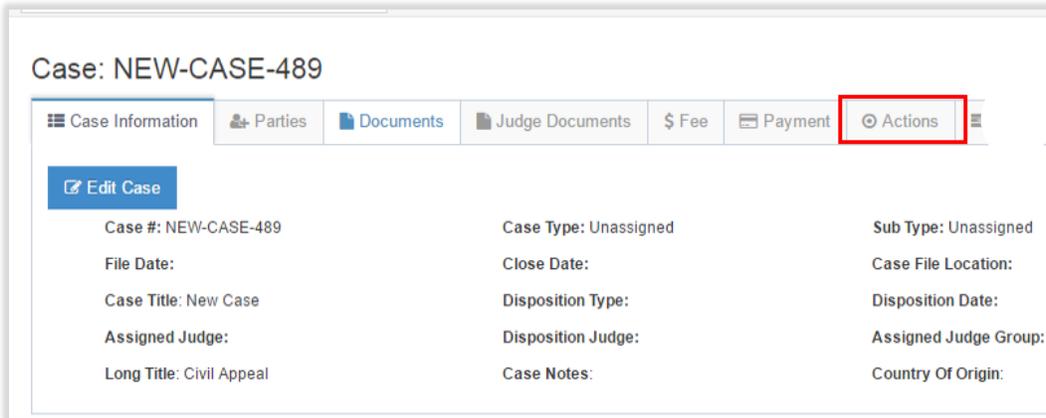
- a. Go to My Cases.
- b. Select the case by clicking on the Case Number.
- c. Select the "Actions" tab.
- d. Click the "Import Actions" button.
- e. Select the Template and click "Submit."



The screenshot displays the Attaché system interface. The top navigation bar includes tabs for Case Information, Parties, Staff, Documents, Judges, Financials, Actions, Hearings, Orders, Judgements, Notes, and Warrants. The 'Actions' tab is selected and highlighted with a red box. Below the navigation bar, there are two tabs: 'Completed Actions' and 'Future Actions'. The 'Import Actions' button is highlighted with a red box. A dialog box titled 'Import Actions' is open, featuring a 'Template' dropdown menu with the text 'Select Template' and a red box around it. Below the dropdown is a table with columns for 'Action Name', 'Action Type', 'Days', and 'Assigned To'. At the bottom of the dialog box, the 'Submit' button is highlighted with a red box.

## 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**

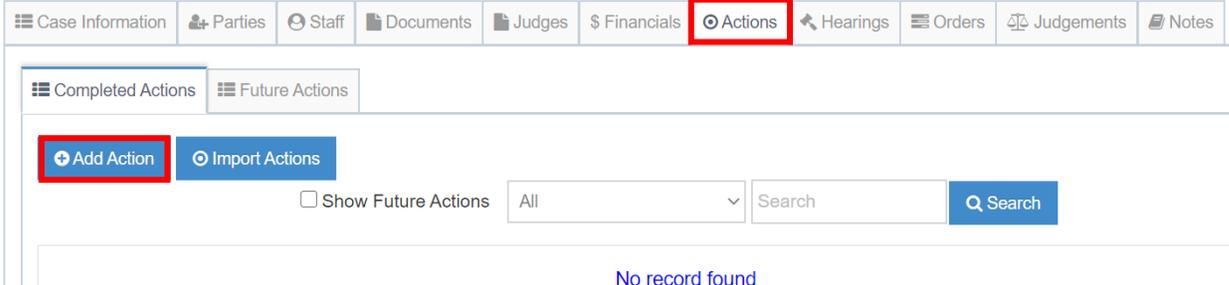
[Edit Case](#)

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



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

Completed Actions Future Actions

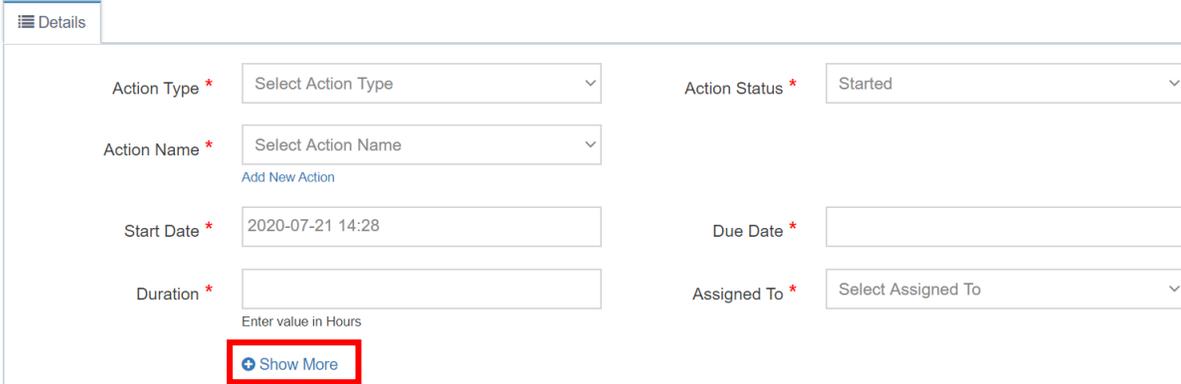
**Add Action** Import Actions

Show Future Actions All Search Search

No record found

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

Action Details - AJ2007/00049



Details

Action Type \* Select Action Type Action Status \* Started

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

Start Date \* 2020-07-21 14:28 Due Date \*

Duration \* Enter value in Hours Assigned To \* Select Assigned To

**Show More**

Action Type \*

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

Start Date \*

Actual Start Date

Duration \*   
Enter value in Hours

Location

Assigned Judge

Action Status \*

**Parent Action**

Due Date \*

End Date

Assigned To \*

Room

**Assigned Judge group**

[Show Less](#)

Note



## 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	<a href="#">Edit</a> <a href="#">Delete</a>
<b>Document Filing</b>	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	<b><a href="#">Edit</a></b> <a href="#">Delete</a>
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	<a href="#">Edit</a> <a href="#">Delete</a>
Document Filing	Filing		2018-09-15	2018-09-15	Kelly, Meisha-Ann	Completed	<a href="#">Edit</a> <a href="#">Delete</a>

[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

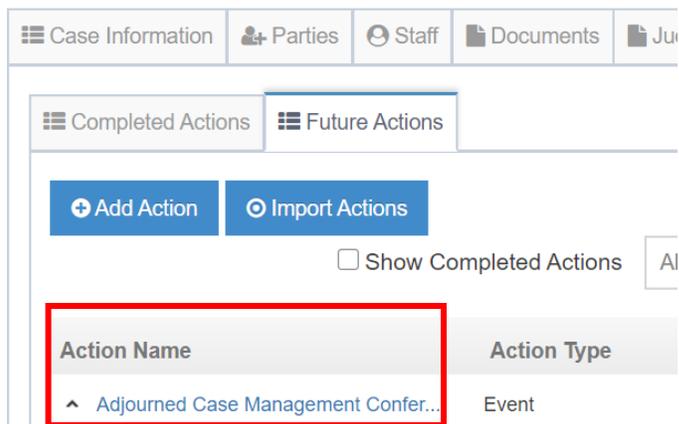
Rich text editor toolbar with options: Styles, Format, Font, Size, and various text formatting icons.

Empty text area for notes.

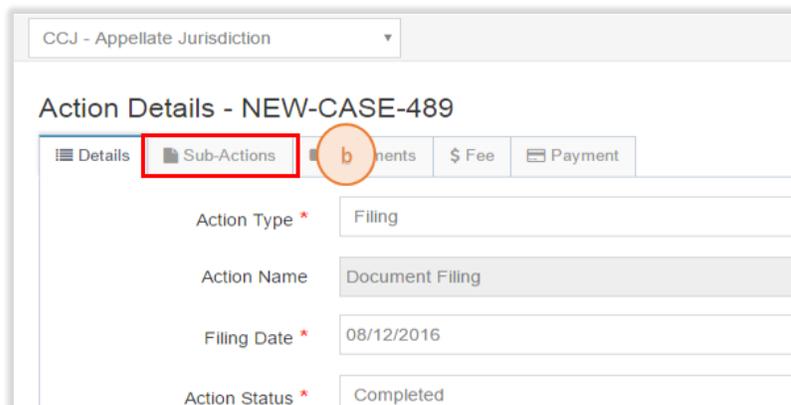
## How do I View Sub-Actions for an Action?

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

Case: CV190626-058



The screenshot shows a navigation bar with tabs for Case Information, Parties, Staff, Documents, and Jurisdiction. Below this is a sub-section with 'Completed Actions' and 'Future Actions' tabs. There are buttons for 'Add Action' and 'Import Actions', and a checkbox for 'Show Completed Actions'. A table lists actions with columns for 'Action Name' and 'Action Type'. The first row shows 'Adjourned Case Management Confer...' under 'Action Name' and 'Event' under 'Action Type'. The 'Action Name' column header and the first row are highlighted with a red box.

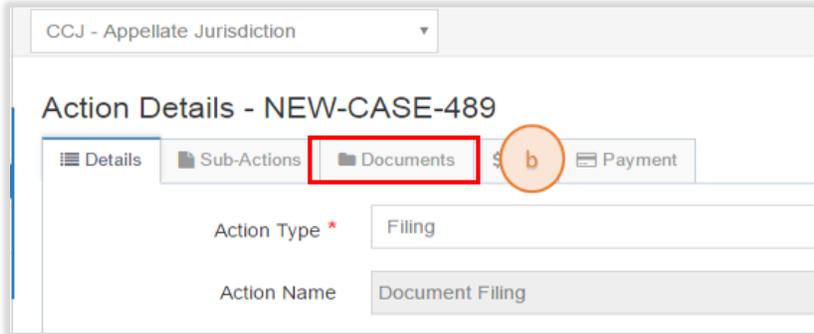


The screenshot shows the 'Action Details' page for 'NEW-CASE-489' under 'CCJ - Appellate Jurisdiction'. The 'Sub-Actions' tab is highlighted in red. A red circle with the letter 'b' is placed over the 'Sub-Actions' tab. The form displays the following details:

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

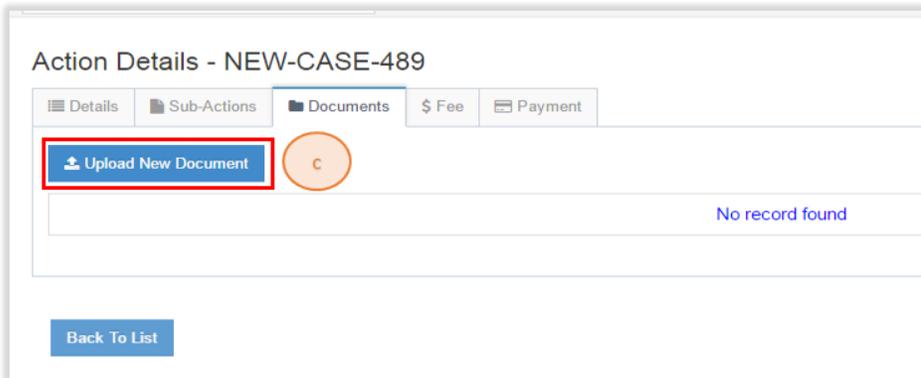
Details Sub-Actions **Documents** \$ Fee Payment

Action Type \* Filing

Action Name Document Filing

The screenshot shows a web interface for 'Action Details - NEW-CASE-489'. At the top, there is a dropdown menu set to 'CCJ - Appellate Jurisdiction'. Below it, the title 'Action Details - NEW-CASE-489' is displayed. A navigation bar contains five tabs: 'Details', 'Sub-Actions', 'Documents', '\$ Fee', and 'Payment'. The 'Documents' tab is highlighted with a red box and a circled 'b'. Below the tabs, there are two input fields: 'Action Type \*' with the value 'Filing' and 'Action Name' with the value 'Document Filing'.

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



Action Details - NEW-CASE-489

Details Sub-Actions Documents \$ Fee Payment

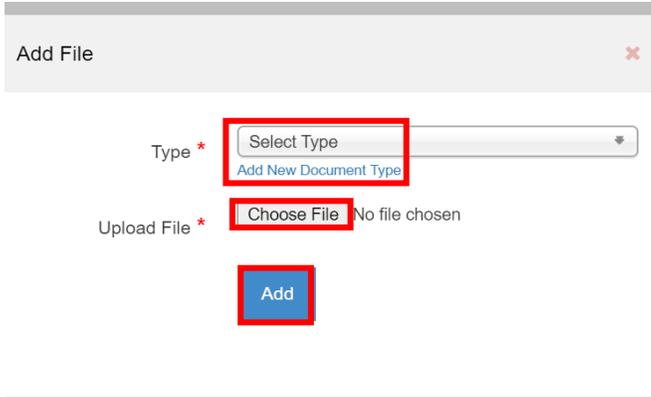
**Upload New Document** c

No record found

Back To List

The screenshot shows the same web interface as the previous one, but now the 'Documents' tab is active. Below the tabs, there is a blue button labeled 'Upload New Document' with a document icon, which is highlighted with a red box and a circled 'c'. Below the button, there is a text area that says 'No record found'. At the bottom left, there is a blue button labeled '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.



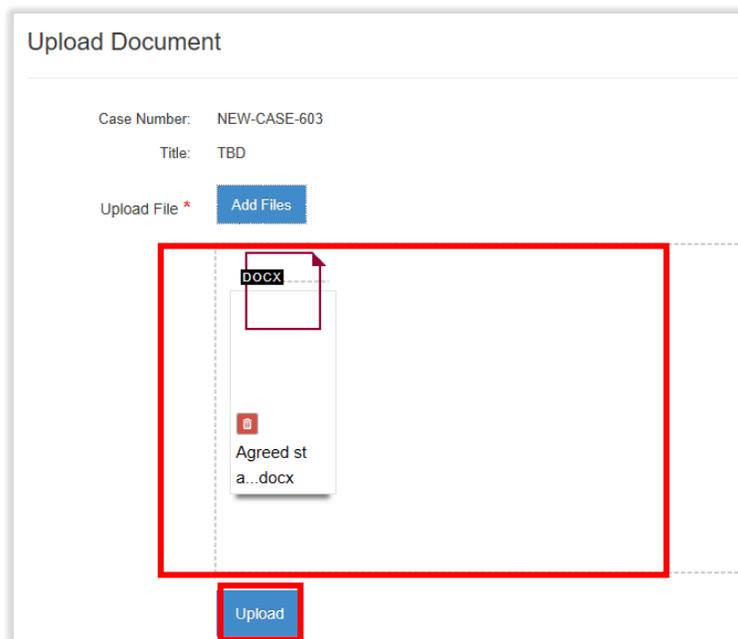
Add File

Type \* Select Type  
Add New Document Type

Upload File \* Choose File No file chosen

Add

- e. Click "Upload" button



Upload Document

Case Number: NEW-CASE-603  
Title: TBD

Upload File \* Add Files

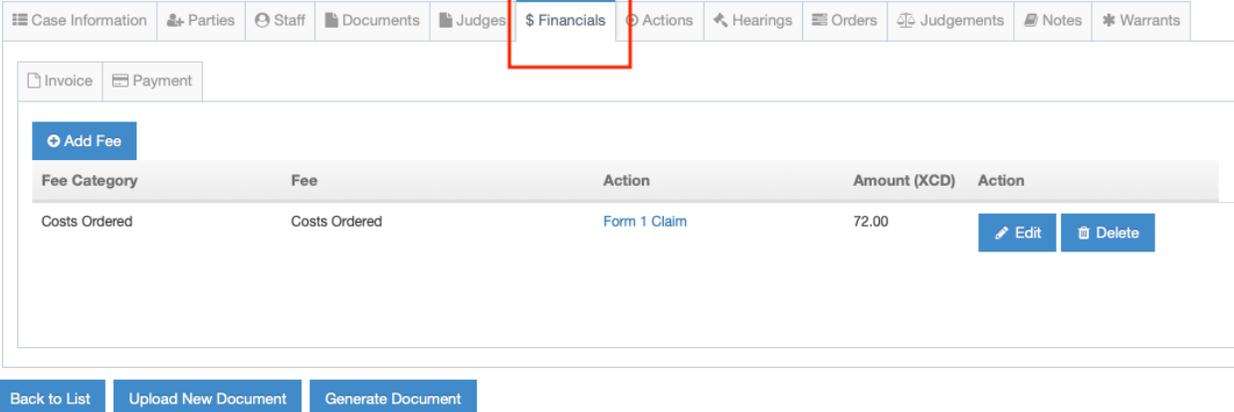
Agreed st  
a...docx

Upload

## 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



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

Invoice Payment

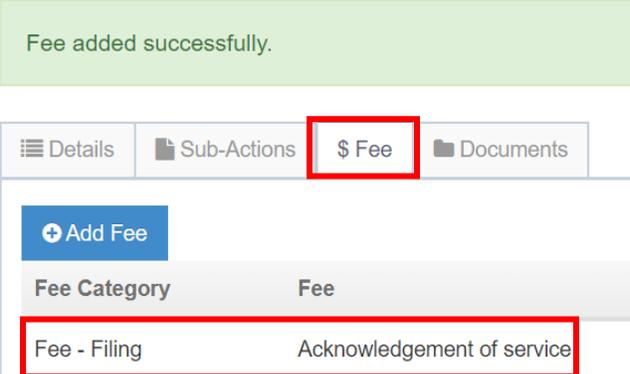
**Add Fee**

Fee Category	Fee	Action	Amount (XCD)	Action
Costs Ordered	Costs Ordered	Form 1 Claim	72.00	<a href="#">Edit</a> <a href="#">Delete</a>

[Back to List](#) [Upload New Document](#) [Generate Document](#)

**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.

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

**Add Fee**

Fee Category	Fee
Fee - Filing	Acknowledgement of service

## How do I Add/Edit Case Fees?

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

Case: BAH CIV-00012

Case Information	Parties	Staff	Documents	Judges	Financials	Actions	Hearings	Orders	Judgements	Notes	Warrants										
<div style="display: flex; justify-content: space-between;"> <span>Invoice</span> <span>Payment</span> </div> <div style="display: flex; align-items: center; margin-top: 10px;"> <div style="border: 2px solid red; padding: 5px; margin-right: 20px;"> <span style="color: white; font-weight: bold;">➕ Add Fee</span> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #f2f2f2;"> <th>Fee Category</th> <th>Fee</th> <th>Action</th> <th>Amount (XCD)</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Costs Ordered</td> <td>Costs Ordered</td> <td>Form 1 Claim</td> <td>72.00</td> <td style="text-align: right;"> <div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">✎ Edit</div> <div style="padding: 2px 5px; color: white; font-weight: bold;">🗑 Delete</div> </div> </td> </tr> </tbody> </table> </div>												Fee Category	Fee	Action	Amount (XCD)	Action	Costs Ordered	Costs Ordered	Form 1 Claim	72.00	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">✎ Edit</div> <div style="padding: 2px 5px; color: white; font-weight: bold;">🗑 Delete</div> </div>
Fee Category	Fee	Action	Amount (XCD)	Action																	
Costs Ordered	Costs Ordered	Form 1 Claim	72.00	<div style="display: flex; align-items: center; gap: 10px;"> <div style="border: 2px solid red; padding: 2px 5px; color: white; font-weight: bold;">✎ Edit</div> <div style="padding: 2px 5px; color: white; font-weight: bold;">🗑 Delete</div> </div>																	
<div style="display: flex; justify-content: space-around;"> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Back to List</span> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Upload New Document</span> <span style="background-color: #007bff; color: white; padding: 5px 15px; border-radius: 3px;">Generate Document</span> </div>																					

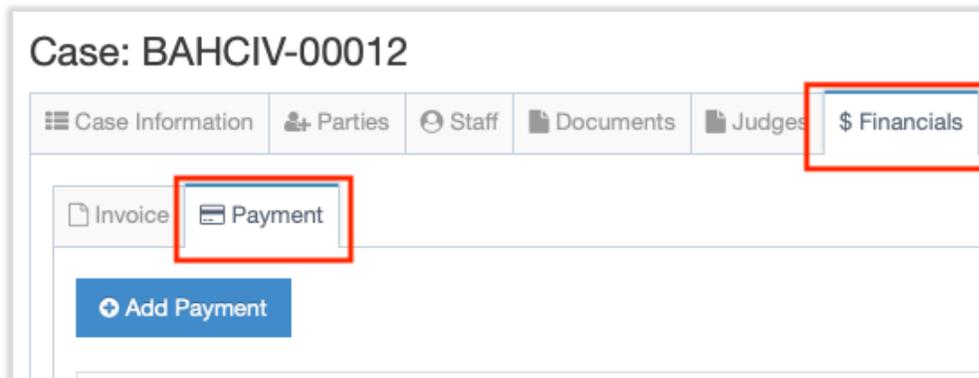
- c. Fill out the Fee details and click the "Submit" button.

Add Case Fee

<p>Case # <input type="text" value="4100000087"/></p> <p>Fee Category * <input type="text" value="Select Fee Category"/></p> <p>Fee * <input type="text" value="Select Fees"/></p> <p>Due Date <input type="text"/></p> <p>Total Fee (XCD) * <input type="text" value="0.00"/></p> <p>Balance Amount (XCD) <input type="text"/></p>	<p>Assign To <input type="text" value="Unassigned"/></p> <p>Fee Status <input type="text" value="Unpaid"/></p> <p>Action <input type="text" value="Select Actions"/></p> <p>Paid Amount (XCD) <input type="text"/></p> <p>Description <input type="text"/></p>
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; padding: 5px 15px; background-color: #007bff; color: white; font-weight: bold;">Submit</div> <div style="padding: 5px 15px; background-color: #007bff; color: white; font-weight: bold;">Cancel</div> </div>	

## How do I View Payments?

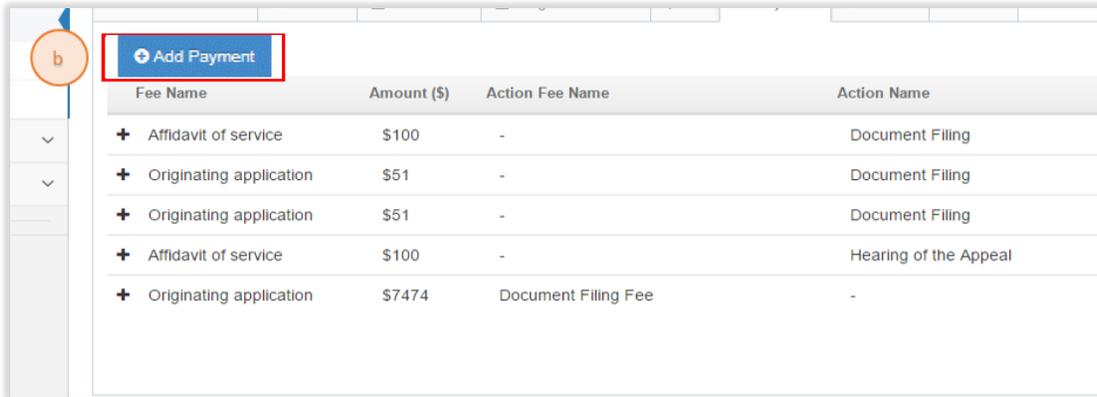
- a. Go to the Case Details by clicking on the case number.
- b. Click the “Financials” tab.
- c. Click the “Payment” tab.



**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.

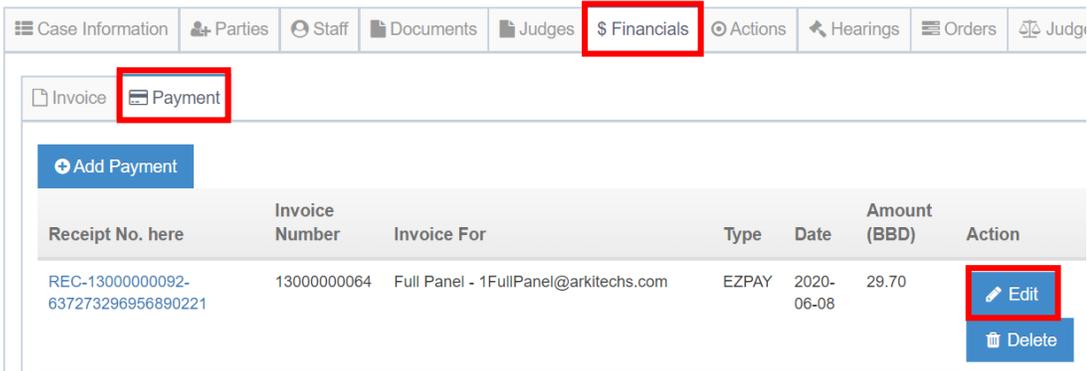
### Add Payment

Case #	<input type="text" value="4100000087"/>	Status	<input type="text" value="Paid"/>
Payment Type *	<input type="text" value="v"/>	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 Attaché case management interface for Case: AJ200605-049. The top navigation bar includes tabs for Case Information, Parties, Staff, Documents, Judges, Financials, Actions, Hearings, Orders, and Judges. The 'Financials' tab is selected and highlighted with a red box. Below the navigation bar, there are sub-tabs for Invoice and Payment, with the 'Payment' sub-tab highlighted with a red box. A blue button labeled '+ Add Payment' is visible. Below this, a table lists payment records. The table has columns for Receipt No. here, Invoice Number, Invoice For, Type, Date, Amount (BBD), and Action. One payment record is shown with the following details: Receipt No. here: REC-1300000092-637273296956890221, Invoice Number: 1300000064, Invoice For: Full Panel - 1FullPanel@arkitech.com, Type: EZPAY, Date: 2020-06-08, Amount (BBD): 29.70. The 'Action' column for this record contains two buttons: 'Edit' (highlighted with a red box) and 'Delete'.

Receipt No. here	Invoice Number	Invoice For	Type	Date	Amount (BBD)	Action
REC-1300000092-637273296956890221	1300000064	Full Panel - 1FullPanel@arkitech.com	EZPAY	2020-06-08	29.70	<a href="#">Edit</a> <a href="#">Delete</a>

## 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	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">C</span> <span style="border: 1px solid red; padding: 2px;">Delete</span>

- 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	<span style="border: 1px solid red; border-radius: 50%; padding: 2px;">d</span> <span style="border: 1px solid red; padding: 2px;">Yes</span> <span style="border: 1px solid red; padding: 2px;">Edit</span> <span style="border: 1px solid red; padding: 2px;">Delete</span>

## 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

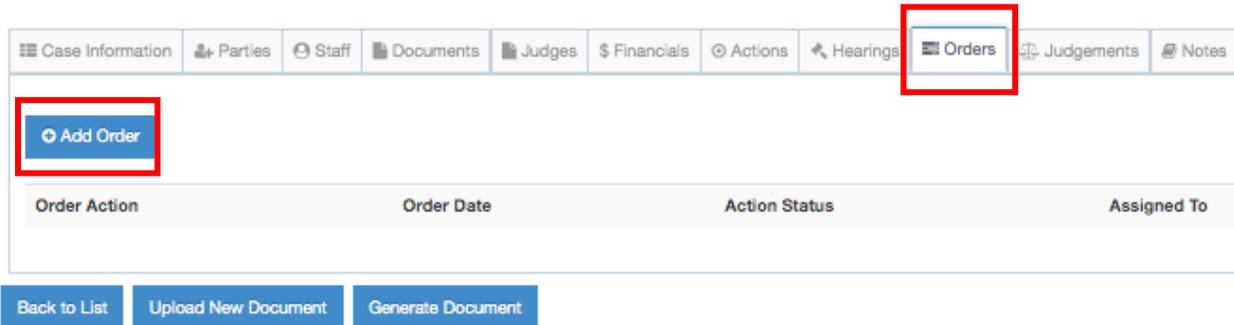
Note

Save



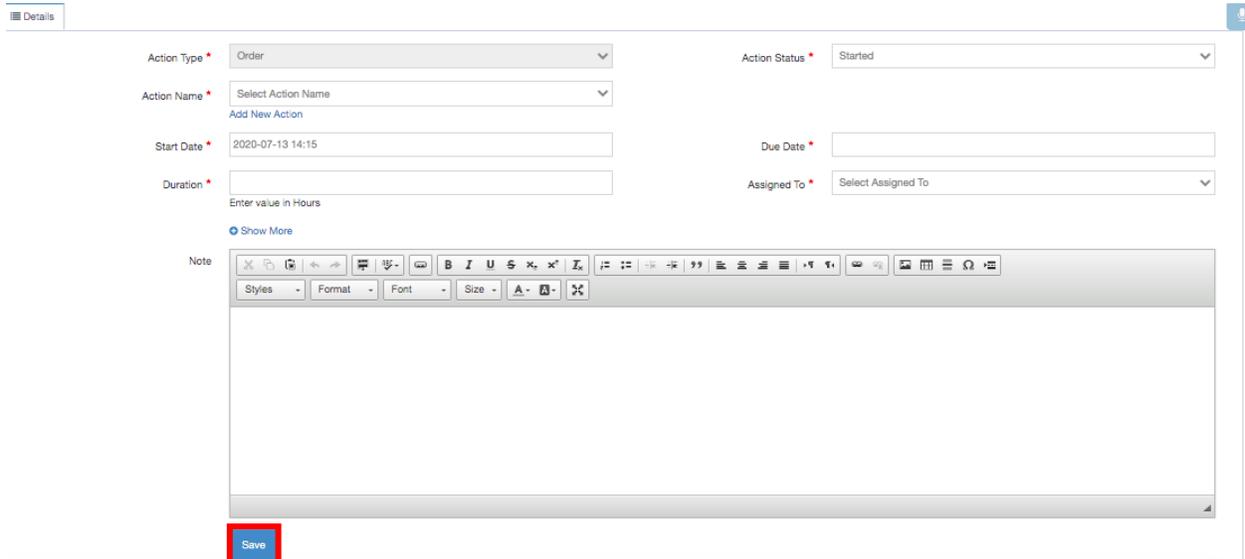
## How do I Add an Order to a Case?

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



The screenshot shows the Attaché 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.



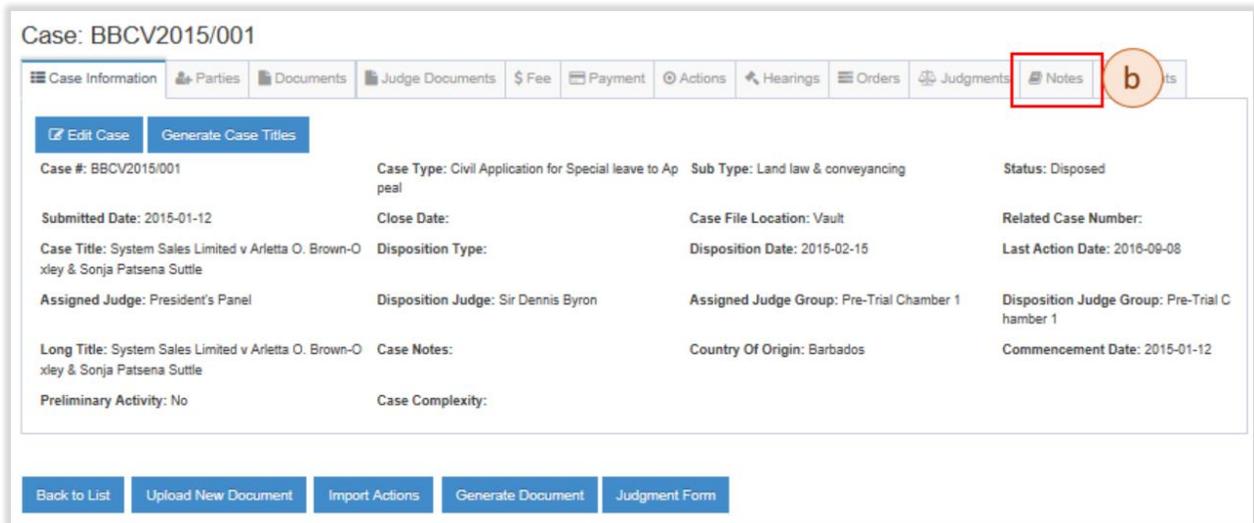
The screenshot shows the 'Order Details' window in the Attaché interface. The window contains several input fields and dropdown menus:

- Action Type: Order
- Action Status: Started
- Action Name: Select Action Name
- Start Date: 2020-07-13 14:15
- Duration: Enter value in Hours
- Due Date: [Empty field]
- Assigned To: Select Assigned To

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?

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



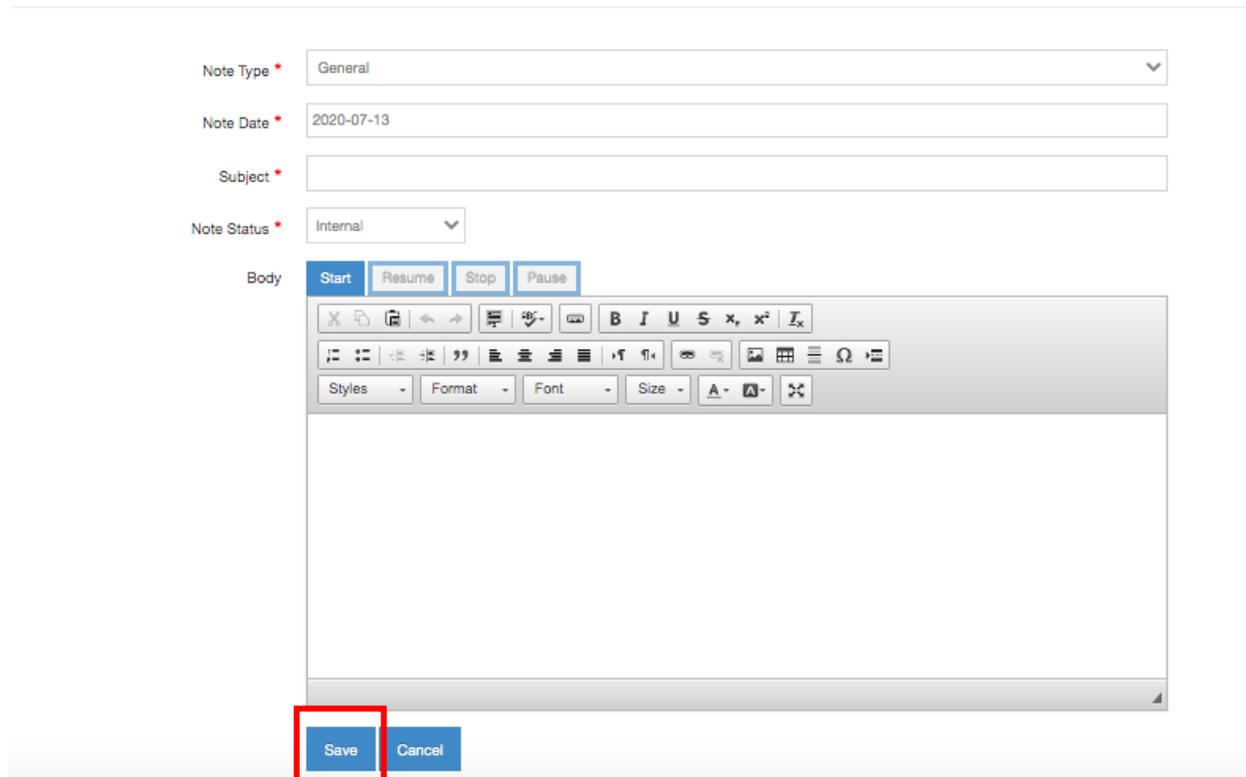
Case Information Parties Staff Documents Judges \$ Financials Actions Hearings Orders Judgements **Notes**

Notes User Groups

[Add Notes](#)

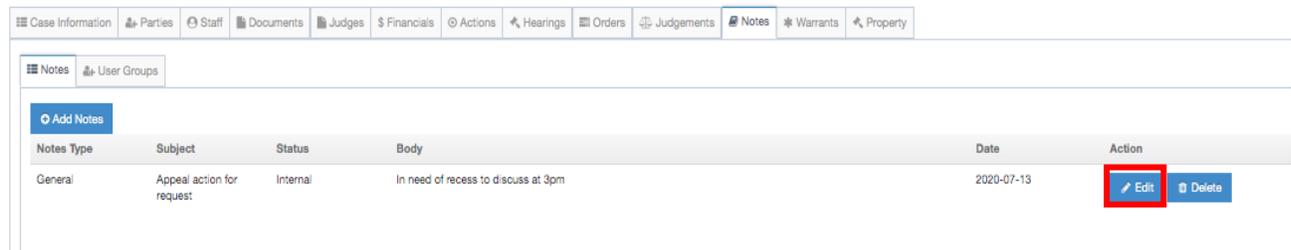
- c. Fill in the details in the “Add Notes” form and click the “Save” button.

#### Add Note



### How do I Edit Case notes?

- a. Go to the Case Notes.
- b. Click the “Edit” button for the Note to be edited.



Notes Type	Subject	Status	Body	Date	Action
General	Appeal action for request	Internal	In need of recess to discuss at 3pm	2020-07-13	<a href="#">Edit</a> <a href="#">Delete</a>

- c. Edit the Case Note details and click "Save."

Edit Note

---

Note Type \*

Note Date \*

Subject \*

Note Status \*

Body



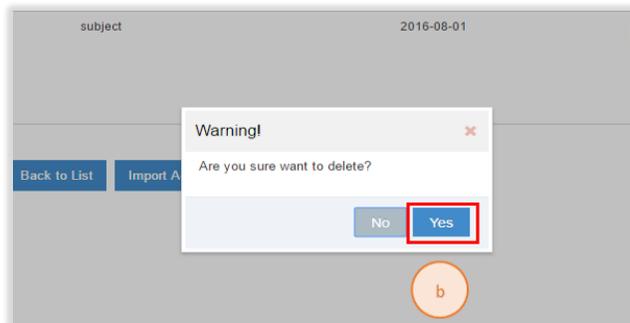
Just adding a test note.

### *How do I Delete Case notes?*

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

Notes Type	Subject	Status	Body	Date	Action
General	Appeal action for request	Internal	In need of recess to discuss at 3pm	2020-07-13	<a href="#">Edit</a> <a href="#">Delete</a>

- 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.

Case: GYCR2016/001

Case Information	Parties	Documents	Judge Documents	Fee	Payment	Actions	Hearings	Orders	Judgments	Notes	Warrants
<p><b>Warrants-Bonds</b></p> <p> <a href="#">Warrant</a> <a href="#">Arrestee</a> <a href="#">Bond/Bail</a> </p> <p> <a href="#">Add Warrant</a> </p> <p>No record found</p>											

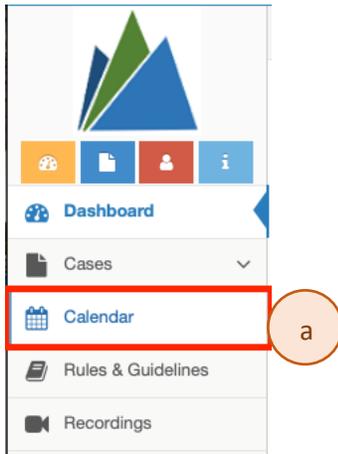
- c. Enter all the necessary information on the “Add Warrant” page and click the “Save” button.

### Add Warrant

Warrant Issued Date *	<input type="text"/>	Warrant Type *	<input type="text" value="Select Warrant Type"/>
Warrant Number *	<input type="text"/>	Police Case number *	<input type="text"/>
Accused	<input type="text"/>	Felony/Misdemeanor	<input type="checkbox"/>
Issued by Judge *	<input type="text" value="Select Judge"/>		
Affidavit text	<input type="text"/>		
Upload Warrant	<input type="button" value="Choose File"/> No file chosen		
	<input type="button" value="Save"/>	<input type="button" value="Cancel"/>	

## How do I search my Calendar?

a. In the sidebar, select Calendar.



b. Filter your search based on

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

d. Click on the Search button.

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

## Calendar



<b>Action Type</b> All	<b>Action Assigned To</b> Select Action Assigned To	<b>Assigned Judge</b> Select Assigned Judge	<b>Assigned Judge Group</b> Select Assigned Judge Group	<b>Attorney</b> Select Attorney
<b>Location</b> Select Location	<b>Room</b> Select Room	<b>Q Search</b>	<b>Add</b>	Select Export Type

Set Default View Print

Today < >

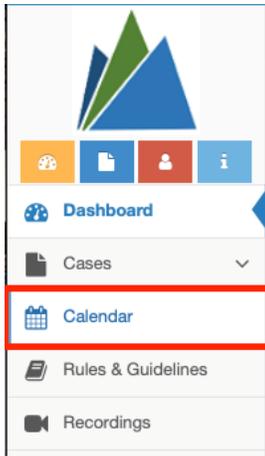
March 2025

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

*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 [Left Arrow] [Right Arrow] **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.



Case Map

Select Case \*

Select Case

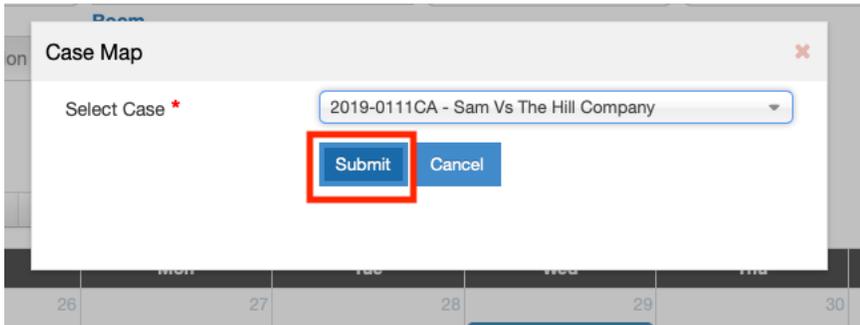
2019-0222CA - CUGA CUGA VS JAMES FI...

**2019-0111CA - Sam vs The Hill Company**

CFS2019-F10 - Commissioner of Police vs Citizen F10

CFS2019-F09 - Commissioner of Police vs Citizen F09...

- d. Click "Submit."



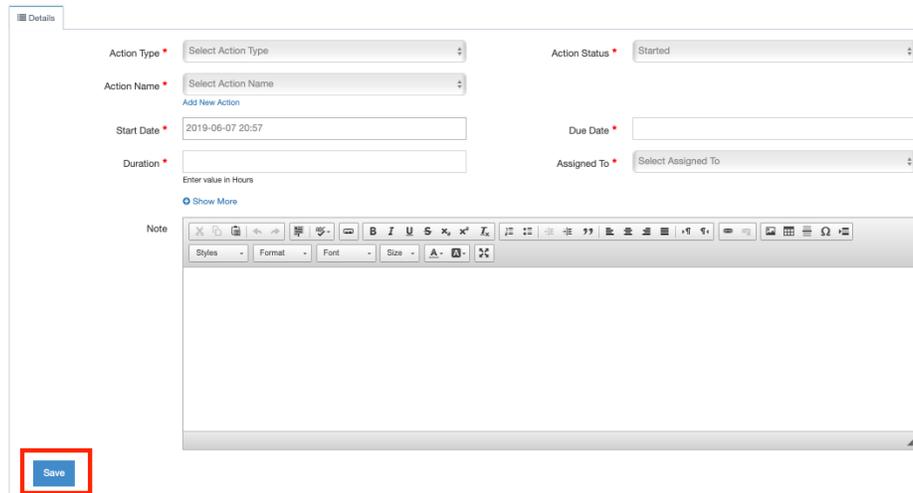
Case Map

Select Case \*

2019-0111CA - Sam Vs The Hill Company

Submit Cancel

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



Details

Action Type \* Select Action Type

Action Status \* Started

Action Name \* Select Action Name

Add New Action

Start Date \* 2019-08-07 20:57

Due Date \*

Duration \* Enter value in Hours

Assigned To \* Select Assigned To

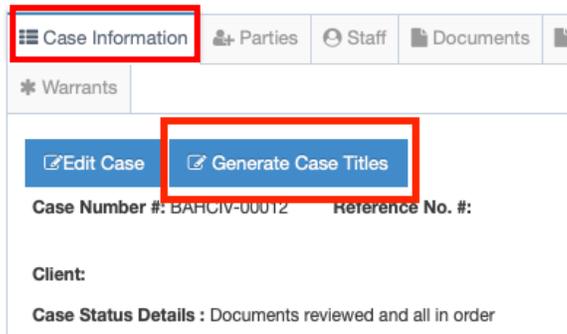
Show More

Note

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.