Namibia e-Justice
User Guide for Legal Practitioners

V1.0
26 May 2016
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About this Guide

This user guide helps the legal practitioners to use the Namibia e-Justice system to file and manage their cases.

Audience

This user guide is intended for the following users:

- Legal Practitioners approved by the Namibia Law Society
- Secretary of Legal Practitioners
- Law Firm Administrator

Purpose

The user guide explains the users to do the following:

- **Manage User Account**
  - Create User Account
    - Setup User Login Details
  - Create or Change Signature
  - Update User Profile
  - Change Password
  - Dissociate from Law Firm
  - Join a Law Firm
- **Create Case**
  - Create Motion case
  - Create Action Case
  - Approve Draft Case
- **Represent Case**
  - Affidavit Exchange
    - File Answering Affidavit
    - FileReplying Affidavit and Answers to Counterclaims
    - File Replying Affidavit for Counterclaims
- **View Notification Messages**
- **View and Complete Pending Tasks**
- **View My Cases**
- **View All Cases**
- **View Case Summary**
Namibia e-Justice User Guide for Legal Practitioners
About this Guide

- Add Advocate
- Remove Advocate
- File Return of Service
- File Documents
  - Download and save a copy of the case documents to your computer
- File Taxation
- Download Taxation Template
- File Interlocutory Applications
- Create Hearing Index
- File Execution
  - Appoint Deputy Sheriff
  - View Execution Details
- Withdraw Representation (withdraw legal practitioner from a Case)

- Manage your Law Firm
  - Register a New Law Firm
  - Link Legal Practitioner to Law Firm
  - Manage Rights for Law Firm Users
  - Approve Legal Practitioner’s Dissociation Request
  - Check Law Firm Account Balance
  - Change Law Firm Name

How to read this guide

Before you start using this guide, it is important to understand the documentation conventions used in it.

- The phrase “Namibia e-Justice system” and the word “system” denote the same and hence used interchangeably.

- Two types of callouts are used in this user guide to indicate tips and warnings.

This symbol indicates that it is a tip.
A tip provides good-to-know information that helps users complete a task or procedure and understand the functionality better.

This is a warning.
A warning refers to information that may be critical to the system’s functionality and might affect data or system’s stability.
- Screen names, field names or labels, field options are specified in bold font. For example, Enter **User Name** and **Password**.

- Two consecutive “>>” in an instruction indicates how to access a particular page or functionality. For example, click **Case Management >> My Cases** means you first click **Case Management** and then **My Cases**.
Overview of Namibia e-Justice System

Namibia e-Justice is a web-based platform (www.ejustice.moj.na) that leverages on content management systems and dynamic electronic form (e-form) technology. It offers law firms and Court users a single access point for commencement and active management of case files throughout the litigation process. Front-end users can input information directly into e-forms, which can then be harnessed to auto-populate other court documents.

Namibia e-Justice also provides functionalities and related services that streamline the litigation process, thereby helping to improve efficiency and enhance access to justice. The Courts calendaring process can be managed and streamlined to allow Courts officers to better schedule current calendars. Hearing information such as outcomes can be captured and tracked for statistical reports.

Features of the e-Justice System

Following are some of the important and useful features of the system:

- Prompt notifications are sent to the legal practitioner regarding all the important activities related to your cases.
- Quick access to all the pending tasks from Home/Dashboards.
- Shortcuts to most of the common activities such as create case, view and represent case from Home/Dashboards.
- All Legal practitioners can view all the cases of their firms, except those marked as In Camera.
- Manage your cases efficiently.
- Index hearing documents.

Prerequisites

Disable Pop-up blocker

While using Namibia e-Justice system for a case you may download documents related the case.

To download documents from the system, pop-ups must be allowed in your web browser for www.ejustice.moj.na.

Steps to disable pop-up blocker may vary based on your browser. Click the respective browser name to view the instructions.

- Internet Explorer
- Google Chrome
- Mozilla Firefox
Allow Pop-ups for Namibia e-Justice system in Internet Explorer

1. Click **Tools >> Pop-up Blocker >> Pop-up Blocker settings.**
2. Type http://www.ejustice.moj.na/ in Address of website to allow and click Add.
3. Click Close.

- If you are still unable to download files from Namibia e-Justice system, select the Blocking level to Low: Allow pop-ups from secure sites.

![Pop-up Blocker settings](image)
Allow Pop-ups for Namibia e-Justice system in Google Chrome

1. In the top-right corner, click the Chrome menu, then click **Settings**.

2. Scroll down and click **Show advanced settings**.
3. In the **Privacy** section, click **Content settings**.

4. Move the scroll bar until you see the **Pop-ups** section.
5. In **Pop-ups**, click **Manage exceptions**.


7. Make sure **Allow** is selected as **Behaviour** and click **Finished**.
Allow Pop-ups for Namibia e-Justice system in Mozilla Firefox

1. Click the menu ⬤ and then Options.

2. Click Content.
Pop-up Exceptions

3. Make sure **Block popup windows** is selected and then click **Exceptions**.
4. Type http://www.ejustice.moj.na/ in the Address of web site and then click Allow.

5. Click Close.
Manage User Account

This chapter explains the step-by-step procedure to do the following:

- **Create User Account**
  - Setup User Login Details
- **Create or Change Signature**
- **Update User Profile**
- **Change Password**
- **Dissociate from Law Firm**
- **Join a Law firm**

Create User Account

To create user account:


Login page

2. Click **Create Account**.

Create Account

The **User Registrations** page is displayed.
3. Specify the required **Personal Particulars** and click **Next**.
4. Select **Legal Practitioner** from the **Registration Role** drop-down list.

5. Select the **Law Firm** to which you want to be associated with from the drop-down list.

6. If you have a **Membership No**., specify it. Otherwise skip this step.

7. Click **Next** to specify your **Contact Information**.
8. Enter the required details and click **Next**. The **Supporting Documents** page is displayed.
You must attach the Admission Order and an Identity Document.

- You can attach a maximum of three documents.
- You can attach only PDF files.
- Each file must have a unique name and each file must not exceed 10 MB in size.

To attach files:

9. Click + to add a supporting document. The Add Document page is displayed.
Add Document

10. Select **Type** of the document.

11. It is recommended, to specify a **Description** for the document.

12. Click **Select files** to browse and select the required document to upload. An example is shown below.

To delete the file, click corresponding to the file name.

13. Click **Save**. A success message is displayed.
The uploaded PDF is listed as shown below.

- Repeat steps 9-13 to add another document type, for example Identity Document.
- To delete a document from this list, click .
- To modify the description of the attached document, click .

14. Click Next to preview the specified details.
15. If the details are correct, select the checkbox to agree to the Terms of Service.

- You can modify the specified details before clicking Finish.
- To modify the details of a particular section:
  a) Click Previous at the bottom of the page until you see the required section.
  b) Modify or specify the required details.
16. Click **Finish**. You will receive an acknowledgement mail sent to the mailing address that you had specified while creating the user account. The application is now sent to the law society for approval.

Acknowledgement Mail

Thank you for registering yourself in eJustice. You will receive a confirmation email for this request.

Your reference number is REG-2016-LP-000001

Regards,

eJustice Administrator

If you have not received any email, do the following:

- Ensure that the email account you are checking is the same as you specified during the account registration.
- Check if the email has been delivered to your Junk or Spam folder.

Once the user account is approved, you must [setup the login details for your user account](#).

If the application is rejected, a reason for the rejection will be provided. If you wish to reapply for a user account, make a fresh application.

**Setup User Login Details**

Once your request for a legal practitioner user account is approved by the Law Society, you must setup your login details.

**Prerequisites:**

- You must have created your [user account](#).
- Once the account is approved by the Law Society, you will receive the following confirmation mail with a link to create a username and password.
Confirmation Mail

**To setup user login details:**

1. Click the link in the confirmation mail to create your username and password. The Setup new User Login page is displayed.

2. Enter a unique **Username**.

   - Mandatory detail are indicated by asterisk ⭐.
   - **Username** must be unique. If the **Username** you specified is already used by another legal practitioner, the system will prompt you to choose a different **Username**.
   - **Username** must have a minimum of 4 and a maximum of 100 characters.

3. Enter a **Password**.

4. Re-enter the same password in **Confirm Password** field.
5. Enter a **Recall Question** and **Recall Answer**.

- The **Recall Question** and **Recall Answer** are useful in the event of you forgetting your password.
- If you forget your password, the system displays this **Recall Question** and prompts you to answer.
- If you enter an answer that is matching the **Recall Answer**, the system retrieves your password.
- Do not set a question which has a varying answer. For example, question like “What is your age?” will have a changing answer.

---

**Setup New User Login**

![Setup new User Login](image)

6. Click **Save**. The login page is displayed. You may proceed to log in using the specified **Username** and **Password**.

The Law Firm which you had specified while creating your user account, must approve your account and link you to their Law Firm.

---

Tip: You may **change your password** anytime.
Create or Change Signature

It is recommended to create your e-signature the first time you log in to the system as e-signature is mandatory to file or represent a case.

To create or change e-signature:

1. Click **Signature**. The Add Signature page is displayed.
2. Determine if you want to create or change signature.
   - If you are changing the signature, go to step 3.
   - If you are creating signature for the first time, follow the below steps:

   a. Use your mouse pointer to sign inside the **New Signature** box.
Add Signature

If you are not happy with this new signature or made a mistake, click **Clear** to clear the **New Signature** and retry.

b. Click **Save** to save the changes and click **Close**.

3. To change the existing signature, use the mouse pointer to sign inside the **New Signature** box.

Change Signature

- Existing signature will be displayed in the **Current Signature** box.
- If you are not happy with this new signature or made a mistake, click **Clear** to clear the **New Signature** and retry.

4. Click **Save** to save the **New Signature**.
Update User Profile

User Profile displays your details which you had specified while creating your user account. You can update your profile anytime. For example, you may need to update your profile if there is a change in your telephone number.

To update user profile:

1. Click 🗒️ >> User Profile. The Update User Profile page is displayed.

Update User Profile

2. Change the required details and click Save. Following success message is displayed.

Success Message
# Change Password

**To change password:**

1. Click user icon >> **Change Password**. The **Change Password** page is displayed.

![Change Password form](image)

2. Enter a **Password**.
3. Re-enter the same password in **Confirm Password** field.
4. Enter a **Recall Question** and **Recall Answer**.

- The **Recall Question** and **Recall Answer** are useful in the event of you forgetting your password.
- If you forget your password, the system displays this **Recall Question** and prompts you to answer.
- If you enter an answer that is matching the **Recall Answer**, the system retrieves your password.
- Do not set a question which has a varying answer. For example, question like "What is your age?" will have a changing answer.

5. Click **Save**.
Dissociate from Law Firm

A legal practitioner can dissociate from a law firm.

1. Click Law Firm >> My Law Firm Details.

2. Scroll down to the bottom of the page.
3. Click **Dissociation Request**.

4. Click **Dissociation Request**. A success message is displayed.

**Success Message**

Your request is submitted for approval. The law firm administrator will review and approve the dissociation request. Upon approval or rejection, you will be notified. If your request is rejected, the reason for rejection will also be notified.
Join a Law Firm

A legal practitioner who is not associated to any law firm can join a law firm.

To join a law firm:

1. Click Law Firm >> My Law Firm Details.

   Side Menu

   The View Law Firm Details page is displayed.

   View Law Firm

   2. Click Join a Law Firm.

   Update Law Firm User

   Update Law Firm User
3. Click the **Law Firm** drop-down list to choose the required law firm and click **Send Join Request**. Following success message is displayed.

![Success Message]

Once your request is approved or rejected, you will be notified. If your request is rejected, the reason for rejection is notified to you.
Create Case

Legal practitioners or secretary of the legal practitioner (professional assistant) may create or draft case respectively on behalf of applicant(s) or plaintiff(s) using the e-Justice system.

The legal practitioner who creates the case is the instructing legal practitioner for the case.

In this guide, instructions are provided to guide you to file or create the following cases.

- Create Motion Case
- Create Action Case
- Approve case drafted by secretary

To draft a new case on behalf of a legal practitioner, the secretary of the legal practitioner must click Case Management >> Create Draft Case from the side menu.

While drafting the case details, the secretary must specify the instructing legal practitioner for the case.

Status of the case is Draft until the legal practitioner approves the case.

Once a case is drafted and submitted by the secretary, it is notified to the respective legal practitioner for approval.

Upon approval this case is submitted to the court for the registrar’s approval.

Prerequisites:

- You must be a registered legal practitioner in the Namibia e-Justice system
- You must have a valid e-signature
- Your law firm account must have sufficient balance. Refer to Check Law Firm Account Balance for more information. If you do not have adequate amount, you must approach the registrar’s office to top up the account.

Supporting Documents.

- Make sure the supporting documents are available in your computer in the required format and size.
- It is recommended that you save the supporting documents using a logical name for easy reference in the future.
Create Motion Case

As an example for filing a motion case, this document explains the procedure to create a motion general case.

In the Home/Dashboards page there is a shortcut to Create new Case and this is listed under the Legal Practitioner Task(s).

Home - Dashboard

1. Click the Here hyperlink from the Create new Case section in the Home/Dashboards page.

Alternatively you may create a case from the side menu. In the side menu, click Case Management >> Create Case and follow the below steps.

2. Specify the required Case Type details and click Next.

Case Type

The Case Details screen is displayed.
Case Details

3. Specify the case details such as **Office Reference No.**, Relief Claimed. If required, click the calendar icon 📆 to modify the **Hearing Setdown Date** and the clock icon ⏰ to modify the time.

- There are fields to which more than one record can be specified. For example, you may add more than one **Relief Claim**. Such fields are indicated by ++ beside them.

- To add more than one record in this field, click +.

- To remove a record click the - corresponding to the record
- You may modify the **Hearing Setdown Date** as required.
- Select **Urgent** to indicate the case is urgent.

4. Click **Next**. The **Case Parties** page is displayed.
5. Click to add case party details.

6. Specify the required Party Details.
The details to be filled may vary based on the selected **Party Category**.

If it is a motion case, the available party types are **Applicant** and **Respondent**.

**Priority** cannot be duplicated for a **Part Type**. For example, you cannot have two applicants with the same priority.

If required, change the number of court days within which the respondent has to oppose the notice in the **Notice to Oppose** filed.

```
Notice to Oppose *
15
```

Based on the selected party category, you may indicate if **Legal Aid** is applicable. If **Legal Aid** is selected, you must specify the related details such as **Legal Aid No**.

**Party Addresses**

1. Specify the required **Party Addresses**. To add more than one address, click the icon displayed beside **Address Type**.

In case of **Party Addresses**, only the addresses marked as (Required) are mandatory. However, it is recommended to specify all the available addresses.

8. Upon specifying all the required party details, click **Submit**. Added party is listed as shown below.
Added Case Parties

- To modify the party details click [ ].
- To remove the party from the case, click [ ].
- To add another party, repeat steps 5-8.

Case Parties

9. Click Next. The Case Legal Practitioners page is displayed.
Legal Practitioner Details

10. Click icon to choose the required Instructed Legal Practitioners.

- If instructed legal practitioner is not required or not applicable for this case, click Next to skip this step.
- Once a case is issued, you may add advocate(s) to the case at any point of time.

The Legal Practitioner page is displayed.

Legal Practitioner

11. Select the Instructed Legal Practitioner (If any).
12. Click Submit. The added legal practitioner is listed as shown below.
To add another legal practitioner to this case, repeat steps 10 - 12.

Note: The word “false” corresponding to the legal practitioner indicates that he or she is not the instructing legal practitioner but an instructed legal practitioner for this case.

13. Click **Next** to attach the required documents.

14. Click **+** to attach a document.
Add Document

15. Specify **Group** and **Type** of the document.

16. It is recommended to specify a **Description** for the document.

17. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

Uploaded document

To remove the uploaded document, click **X** beside the document.

18. Click **Save**. The following success message is displayed and the attached document is listed as shown below.
Success Message

To attach another document, repeat steps 14-18.

To modify the document description, click .

To remove the document, click .

19. Click Next to view the Case Summary.
Case Summary

The specified details will be grouped into different sections.

20. Click **Expand All** to view all the details or click the individual section headings to view details specified in the respective sections.

Submit Case
21. Click **Submit**. You will be prompted to confirm the case submission.

![Confirmation]

22. Click **Ok**. Following success message is displayed.

![Success Message]

**Success Message**

**Transaction Receipt** is displayed.

![Transaction Receipt]

23. Click **Print** to print the receipt.

The registrar reviews the case for issuance. Once a case number is issued, you will be notified and the case is listed under **My Cases** and **All Cases** of the instructing and instructed legal practitioners.
Create Action Case

As an example for filing or creating an action case, this document explains the procedure to create an action matrimonial case.

In the Home/Dashboards page there are shortcuts for the legal practitioner’s Important Tasks.

1. Click the Here hyperlink from the Create new Case section in the Home/Dashboards page.

2. Specify required Case Type details and click Next.

The Case Details screen is displayed.
Create Case

3. Specify the case details such as **Office Reference No.** and **Relief Claimed**.

   - There are fields to which more than one record can be specified. For example, you may add more than one **Relief Claim**. Such fields are indicated by the icons beside them.

```
[Image showing icons for adding and removing records]
```

   - To add more than one record in this field, click the + icon.

   - To remove a record, click the - corresponding to the record.

4. Click **Next**. The **Case Parties** page is displayed.

Project Case

5. Click the + icon to add case party details.
Party Details

6. Specify the required **Party Details**.

- The details to be filled may vary based on the selected **Party Category**.
- If it is an action case, the available party types will be **Plaintiff** and **Defendant**.
- **Priority** cannot be duplicated for a **Part Type**. For example, you cannot have two defendants with the same priority.
- If required, change the number of court days within which the defendant has to oppose the notice in the **Notice to Oppose** filed.

```
Notice to Oppose *

15
```

- Based on the selected party category, you may indicate if **Legal Aid** is applicable. If **Legal Aid** is selected, you must specify the related details such as **Legal Aid No.**
7. Specify the required **Party Addresses.** To add more than one address, click the icon displayed beside **Address Type.**

- In case of **Party Addresses,** only the addresses marked as *(Required)* are mandatory. However, it is recommended to specify all the available addresses.

8. Upon specifying the required details of the party, click **Submit.** Added party is listed as shown below.
Added Case Parties

- To modify the party details click.
- To remove the party from the case, click.
- To add another party details repeat steps 5-8.

Case Parties

9. Click Next. The Case Legal Practitioners page will be displayed.
Legal Practitioner Details

10. Click the icon to choose the required Instructed Legal Practitioners.

- If instructed legal practitioner is not required or not applicable for this case, click Next to skip this step.
- Once a case is issued, you may add advocate(s) to the case at any point of time.

The Legal Practitioner screen is displayed.

Legal Practitioner

11. Select the Instructed Legal Practitioner (If any).
12. Click Submit. The added legal practitioner details is listed as shown below.
To add another legal practitioner to this case, repeat steps 10-12.  
Note: The word “false” corresponding to the legal practitioner indicates that he or she is not the instructing legal practitioner but only an instructed legal practitioner for this case.

13. Click **Next** to attach the required documents.

14. Click **+** to attach a document.
Add Document

15. Specify **Group** and **Type** of the document.

16. It is recommended to specify a **Description** for the document.

17. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

Uploaded document

To remove the uploaded document, click ✗ beside the document.

18. Click **Save**. The following success message will be displayed and the attached document is listed as shown below.
19. Click **Next** to view the **Case Summary**.
The specified details are grouped into different sections.

20. Click Expand All to view all the details or click the individual section headings to view details specified in the respective sections.

Submit Case

21. Click Submit. You will be prompted to confirm the case submission.
Confirmation

22. Click **Ok**. Following success message is displayed.

**Success Message**

**Transaction Receipt** is displayed.

23. Click **Print** to print the receipt.

The registrar reviews the case for issuance. Once a case number is issued, you will be notified and the case is listed under **My Cases** and **All Cases** of the instructing and instructed legal practitioners.
Approve case drafted by secretary

Legal practitioners will be notified to approve a case drafted by their secretary. This will be listed as pending a task in the Task(s) list in the Home/Dashboards page.

To approve a case drafted by secretary:

1. Click the icon corresponding to the draft case. Case details are displayed.

2. If required, modify the details and click Next.
3. Click 📜 to review the party details.

4. If required, you may modify the details and click **Submit** to save the party details.

5. If the party details are correct, click **Next** to view the instructed legal practitioners.
6. Upon verifying the details, click Next.

7. Upon verifying the documents, click Next.
Summary Information

8. Scroll down and view the required details.

Summary Information

9. Click Submit. The case is submitted to the court for the registrar’s approval.

Upon approval a case number is issued and this will be notified to the instructing legal practitioner and listed under My Cases and All Cases of the instructing and instructed legal practitioners.
Represent Case

A case party can approach legal practitioners of a law firm or self-represent their case with the help of service bureau staff.

Prerequisites:

- You must not be a legal practitioner associated to a law firm which is handling the case for the opposite party.
- You must have a valid e-signature before representing a case.
- Case Number to be provided by the case party.
- Authorize code of the case party to be provided by the case party.
- Supporting Documents to be provided by the case party.

It is recommended that you save the supporting documents using a logical name for easy reference in the future.

You can represent a case from your Home/Dashboards page or from the Case Management menu.

**To represent a case from Home/Dashboards page:**

1. Click Here hyperlink in the Represent Case section displayed under Legal Practitioner Task(s).

Alternatively, click Case Management >> Represent Case.

The Search Case page will be displayed.
2. Enter **Case No** and click **Search** to view the case information.

3. Click **Next**.
Authorize Codes

4. Select the party name to enter the party’s authorize code and click **Validate**. If the code is correct, it is indicated by a green tick mark.

💡 If you are representing more than one **Respondent** or **Defendant** in a case, repeat step 4.

Authorize Codes

5. Click **Next**. The **Case Parties** are listed.
Case Parties

6. Click corresponding, to the party whom you represent.

Case Party Details

Depending on the party type the details displayed may vary.

7. View the details and if required, you may modify the details.

8. Click Submit to update the details and redirect you to Case Parties - Update Case Parties page.
Case Parties

If you are representing more than one Respondent or Defendant in a case, repeat steps 6-8.

9. Click Next.

Case Legal Practitioners

10. If you need an Instructed Legal Practitioner, click . Otherwise go to step 12.
Legal Practitioner

Instructed Legal Practitioner (if any) *

Select One

Submit Close

11. Select the required legal practitioner and click Submit. Selected legal practitioner will be listed as shown below.

Case Legal Practitioner

- To add another instructed legal practitioner, repeat steps 10 and 11.
- Click to remove the added legal practitioner.
12. Click **Next** to view the case summary.
Case Summary

To view the details in all the sections, click **Expand All**.

13. Review the details and click **Represent**. You will be prompted to confirm.

**Confirmation**

14. Click **Ok**. The following success message is displayed.

**Success Message**

- If you are representing a case, the case is listed under **My Cases**.
- If you are representing a motion case on behalf of a respondent, the status of the case is changed to **Affidavit Exchange**.
- If you are representing an action case on behalf of the defendant(s), the status of the case is changed to **Judge Assignment**.
- The legal practitioner of the applicant or plaintiff is notified about the respondent’s or defendant’s intention to oppose the case.
Affidavit Exchange

When the status of the case is **Affidavit Exchange** it indicates that the respondent’s legal practitioner can file affidavits and counter claims against the applicant.

Whenever an affidavit is to be filed, it is listed as a pending task for the legal practitioner. Refer to [complete a pending task](#) for more information.

- **File Answering Affidavit**
- **File Replying Affidavit and Answers to Counterclaims**
- **File Replying Affidavit for Counterclaims**

File Answering Affidavit

The respondent’s legal practitioner files a reply opposing the notice of motion.

**Prerequisites:**

- Scanned copy of the supporting documents which you intend to upload.

Once a legal practitioner represents a respondent, there will be a new pending task listed in the **Home/Dashboards** page of that legal practitioner. The task is to file an answering affidavit opposing the notice of motion and if required, even the counterclaims.

![Task(s) list](image)

1. In the **Task(s) list**, click the **icon corresponding to the pending task.** [Case Answering Affidavit](#) page will be displayed.
Namibia e-Justice User Guide for Legal Practitioners
Represent Case

Case Answering Affidavit

2. To view the case details, click **Case Details**.

3. If you intend to file a **Counter Application**, click **Yes** and specify your **Counter Relief Claim**. Otherwise go to step 4.
• To specify more than one Counter Relief Claim, click +.

• To remove a Counter Relief Claim, click -.

Supporting Documents for Answering Affidavit

4. In Documents, click + to attach required supporting document. The Add Document page will be displayed.

Add Document

5. Select the appropriate Group and Type for the supporting document.

6. It is recommended to specify a Description for the document.
7. Click **Select Files** to browse and upload the required document. Uploaded document is listed as shown below.

![Add Document](image)

**Group:** Affidavit

**Type:** Answering Affidavit

**Description:**

**Filename**

- **Select files...**

- **Supporting Document.pdf**

**Save Uploaded Document**

To remove the uploaded document, click **×** beside the document.

8. Click **Save**. The following success message is displayed and the attached document is listed as shown below.

![Success Message](image)

**Success Message**

*Document has been saved successfully.*
Answering Affidavit - Documents

- To attach another document, repeat steps 4-8.
- To modify the document description, click .
- To remove the document, click .

Submit Answering Affidavit

9. Click Submit. The following success message is displayed.
The attached supporting documents for the answering affidavit and counterclaims are listed in the **Documents** section of the case summary.

Once you submit an answering affidavit, the applicant’s legal practitioner is notified about this and there is a pending task for the applicant’s legal practitioner to **file replying affidavit and answer the counterclaims**.
File Replying Affidavit and Answers to Counterclaim

Once the respondent's legal practitioner submits the answering affidavit or submits answering affidavit and counter claims, the applicant's legal practitioner is notified to file the replying affidavit and answer the counterclaims, if there are any.

This is listed as a pending task in the Home/Dashboards page.

Prerequisites:

- Scanned copy of the supporting documents which you intend to upload.

**Pending Task(s) Lists – Home/Dashboards page**

1. In the Task(s) list, click the icon corresponding to the pending task. Case Document Upload page is displayed.

**Case Details**

2. Click Case Details to view the answering affidavit in Documents section.
Reply affidavit for answering affidavit

The **Answering Affidavit** section displays the name of the respondent’s legal practitioner and associated law firm. It also shows you if there is a **Counter Application** and **Counter Relief Claim** filed by the respondent.

Case Document Upload

3. In **Upload Documents**, click ![+] to attach the required supporting document. The **Add Document** page is displayed.
Add Document

4. Select the appropriate **Group** and **Type** for the supporting document.

5. It is recommended to specify a **Description** for the document.

6. Click **Select Files** to browse and upload the required document. Uploaded document is listed as shown below.
Save Uploaded Document

To remove the uploaded document, click \( \times \) beside the document.

7. Click **Save**. The following success message is displayed and the attached document is listed as shown below.

**Success Message**

**Answering Affidavit Documents**
• To attach another document, repeat steps 3-7.

• To modify the document description, click ☑.

• To remove the document, click 🗑.

Submit Answering Affidavit

8. Click Submit. The following success message is displayed.

Success Message

• If there are counterclaims, the applicant’s legal practitioner may file replying affidavit for the counterclaims.

• If there are no counterclaims, upon submitting the replying affidavit, the case is assigned to a judge and the status of the case changes to Judge Assignment.

• The attached supporting documents for the replying affidavit and counterclaims are listed in the Documents section of the case summary.

• Once the applicant’s legal practitioner answers the counterclaims, the respondent’s legal practitioner is notified about this and it is listed as a pending task for the respondent’s legal practitioner to file a reply.
File Replying Affidavit for Counterclaims

The respondent must reply to counter claims filed by the applicant.

Prerequisites:
- Scanned copy of the supporting documents which you intend to upload.

To file replying affidavit for counterclaims:

1. In the Task(s) list, click the icon corresponding to the pending task. Case Document Upload page is displayed.

2. Click Case Details to view the case details and the related documents.

3. Upload the required documents.

Refer to File Answering Affidavit to know how to upload the required documents.
4. Click **Submit**. The following success message is displayed.

**Success Message**

- **Case Representation has been updated successfully.**

Status of the case is changed to **Judge Assignment**.

- During the case hearing, if the judge finds that the documents filed during the affidavit exchange to be insufficient, the judge may postpone the hearing and allow the case parties to file further affidavits before the next hearing.

- If the judge has allowed the case parties to file further affidavits, the system notifies the instructing legal practitioners and this is listed as a pending task in the **Home/Dashboards** page.
Notifications and Tasks

The system automatically sends notification messages to the legal practitioners regarding their cases and pending tasks.

Notifications are also sent to the law firm administrators regarding requests submitted by legal practitioners.

View Notification Messages

To view notification messages:

1. Click the notification icon at the top of the page. All the notification messages are listed.

The number above the notification icon indicates the number of unread messages.
2. Click the required message.

![View Message]

Notification for Endorsed Case Management Conference

3. Click the case number to view the case summary.

- If there is a case number or any other reference number in the message, you may click them to view the case summary or the related information.
- For example, in the below image there is case number and a reference number for the approved writ of execution.

![View Message]

- Click the reference number for this Writ of Execution to view the execution details.

View and Complete Pending Tasks

Depending on a case status, there are different tasks (pending tasks) that are to be completed by the legal practitioners for the cases handled by them.

You may view and complete a pending task from:

- **Tasks Notifications**
- **Task(s) list in the Home/Dashboards page**

Based on the case status, following are the common tasks that must be completed by the legal practitioner:

- **Exchange Affidavit**
To complete a pending task from task notification:

1. Click at the top of the page.

2. Click Tasks to view all the pending tasks.
If required, scroll down to locate the task by case number or case title. Click the case number or the case title to complete it.

Alternatively, you may complete a task from the Task(s) list in the Home/Dashboards page by clicking the icon corresponding to the task.

**Sort and Filter Pending Tasks and Cases**

- Legal Practitioners can view their pending tasks Task(s) list from the Home/Dashboards page.
- All your cases are listed in My Cases.
- All the cases handled or associated to your law firm are listed in All Cases.

You may sort the list in ascending or descending order by one or more columns and view the required tasks or cases.

To view and hide particular records, you may filter the list by specifying the filter criteria in the required columns.

Refer to Clear Sorting and Filtering Conditions for additional information.
Sort Pending Tasks and Cases

As an example, this user guide explains the step-by-step procedure to sort My Cases.

To sort your cases:

1. To sort the list by a column, click the down arrow in the column and click Sort Ascending or Sort Descending.

List sorted in ascending order by a column

In the above image, the list is sorted by the Case Title column in ascending order.
List sorted in descending order by a column

In the above image, the list is sorted by the **Case Title** column in descending order.

**Filter Pending Tasks and Cases**

You can filter the records by any one of the following methods:

- Specify the filtering condition to view specific records
- Select a filter to view or hide specific records

**To specify filtering condition:**

As an example, the step-by-step procedure to view only the **Issued** case is explained below.

1. Go to the column **Name** and type the required **Status**, for example, **Issued**.

   As you type the first few characters of the case status, the system will provide appropriate suggestions by listing the statuses which begin with the same characters.

2. Click **Issued** from the suggestions. The grid or table now displays only the cases that are issued.
Namibia e-Justice User Guide for Legal Practitioners
Notifications and Tasks

To select a filter:
As an example, the step-by-step procedure to hide all the **Issued** cases is explained below.

Filter and View Cases

1. Type **Issued** in the **Status** column.
2. Click the filter icon in the column to view the different filters (filtering conditions).
3. Click **is not equal to** or **Does not contain**. All the cases except **Issued** cases are listed.

Clear Sorting and Filtering Conditions

To clear the sorting and filtering conditions:

Reset Task(s) List

1. Click **Reset** at the top of the grid. You may be prompted to confirm.

Confirmation Message

2. Click **Yes** to reset the task(s) list.
View Case

You can view all your cases from **My Cases** and all the cases handled by your law firm from **All Cases**.

Though all the cases to which you are associated will be listed in **My Cases**, if a case is marked as In camera, the Case Summary of such case can be viewed only by the instructing legal practitioners, registrars and the managing judge.

View My Cases

**My Cases** lists all the active cases to which you are an instructing or instructed legal practitioner and yet to be **Finalized**.

To view your active cases:

1. Click **Case Management >> My Cases**.

All your active cases are listed as shown below.
Namibia e-Justice User Guide for Legal Practitioners

View Case

My Cases

Refer to Sort and Filter Pending Tasks or Cases for more information.

2. Click corresponding to a case to view the case summary and do the required activities for the case.

View All Cases

All the existing cases handled by your law firm (including your active and finalized cases) will be listed under All Cases.

Case Summary of an In-Camera case can be viewed only by the instructing legal practitioners, registrars and the managing judge.

In the Home/Dashboards page there is a shortcut to view the existing cases and this is listed under the Legal Practitioner Task(s).

To view all the existing cases of your law firm:

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1. Click the **Here** hyperlink from the **View existing Cases** section in the **Home/Dashboards** page.

Alternatively you may view your cases from the side menu. In the side menu, click **Case Management >> All Cases** and follow the below steps.

The **Cases** list is displayed.

![Cases List](image)

Refer to **Sort and Filter Pending Tasks or Cases** for more information.

2. To view the case details, click the corresponding to **view the case summary** and do the required activities for the case.

**Case Summary**

If you are an instructing legal practitioner, you can do the following activities on a case from the case summary:

- **Add Advocate**
- **Remove Advocate**
- **File Return of Service**
- **File Documents**
  - Download and save a copy of the case documents to your computer
- **File Taxation**
- **Download Taxation Template**
- **File Interlocutory Applications**
- **Create Hearing Index**
- **File Execution**
  - Appoint Deputy Sheriff
To view case summary:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information will be displayed. Case details will be grouped into different sections.

3. Scroll down to view the case details. Case details are grouped into different sections such as:
   - Case Details
   - Case Parties
   - Legal Practitioners
   - Case Judges
   - Case Hearings
   - Return of Services
   - Case Histories
   - Documents
4. To view the details of a particular section, click the respective heading or the down arrow.
To hide the details of a particular section, click the respective up arrow.

The documents related to the associated Interlocutory applications will also be listed under the **Documents** section of the main case summary.

Refer to [download a copy of case documents](#) for more information.

To view all the details, click **Expand All**.

To hide all the details, click **Collapse All**.

---

### Add Advocate to a case

Generally instructed legal practitioners are added to a main case while creating a case. However, the e-Justice system allows the instructing legal practitioner to add the required advocates to a case once the case is issued.

**To add advocate to a case:**

1. Go to **My Cases** to view your active cases.

2. In the **My Active Cases** list, click the icon corresponding to the case. The **Summary Information** is displayed.

3. Click **Add Advocate**. The case information is displayed in the **Search Case** page.
Search Case – Case Information

4. Click Next.

Case Legal Practitioners

The Case Legal Practitioners page is displayed.
5. Click + icon to select the required legal practitioner and click **Submit**.

![Legal Practitioner](image)

**Add Legal Practitioner**

Added legal practitioner is listed as shown below.

![Case Advocate Form](image)

**Added Legal Practitioner**

To remove the legal practitioner, click corresponding to the legal practitioner.

6. Click **Submit** to update the case details. Following success message is displayed.

![Success Message](image)
Remove Advocate from a Case

Instructing legal practitioner can remove advocate from a case.

To remove advocate from a case:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.

3. Click Remove Advocate. The case information is displayed in the Search Case page.
4. Click Next. The **Remove Legal Practitioner** page is displayed.

5. Click the **Legal Practitioner** drop-down list to select the advocate to be removed from the case.

6. Click **Submit** to update the case details. Following success message is displayed.
File Return of Service

Return of Service can be filed for a case and the related interlocutory applications by anyone of the following:

- Applicants or Plaintiff’s instructing legal practitioner
- Secretary of the instructing legal practitioner
- Deputy Sheriff
- Registrar
- Service Bureau Staff

Prerequisites

- Proof of service document has to be scanned and saved as PDF to your computer.
- Case Number (if you file return of service from Home/Dashboards or from the side menu by clicking Case Management >> Return of Service)
- Authorize code for the respondent or defendant.

To file return of service:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.

   - Alternatively, you may file return of service from the Home/Dashboards page or from the side menu. Return of Service.
   - Method 1: In the Home/Dashboards page, click the Here link in the section Return of Service for Case.
   - Method 2: Click Case Management >> Return of Service from the side menu.
   - If you file returns of service using any of these alternative methods, you will be directed to the Search Case page.
   - Enter the Case No. and click Search to view the case details.

   - Proceed to step 5.
Case Summary

3. Click **Case Parties** to take note of the **Authorize Code** of the respondent or defendant.

Authorize Code

4. Click **Return Of Service**.
Case Summary

The **Search Case** page is displayed.

---

5. Click **Next**. The **Authorize Codes** page is displayed.
Authorize Codes

6. Select the required respondent or defendant, enter the respective authorize code and click Validate. If the code is correct, it is indicated by a green tick mark.

7. Click Next.
8. Specify the required details and click **Next**.

9. Click **+** to attach a document.
10. Select the **Group** and **Type** of the supporting document.

11. It is recommended to enter a **Description** for the document.

12. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.
13. Click **Save**. The following success message is displayed and the attached document is listed as shown below.
Upload Documents

- To modify the document description, click [ ].
- To remove the document, click [ ].
- To add another document repeat steps 9-13.

14. Click **Submit**. You will be prompted to confirm.

**Confirmation**

15. Click **Ok**. Following success message is displayed.
Creating Hearing Index

Once the registrar endorses a hearing scheduled by the managing judge, the representing legal practitioners are notified about the hearing notice.

The system allows the representing legal practitioners to create hearing index. This feature allows the legal practitioners to index the documents relevant to a hearing in the required order.

To create hearing index:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information will be displayed.

3. Click Create Hearing Index.
Search Case

4. Click Next.

Document Index

5. Enter Index Name and select the Hearing type.
6. In **Reference Index**, click the document name from **All Files** to select it, hold down the mouse, drag it into **Select Files** and release the mouse button. Repeat step 6 to add another document.

7. Click **Create Index**. Following success message will be displayed.
File Documents

Instructing legal practitioner, registrars and service bureau can file documents for a case. This is an ad-hoc filing.

All the documents uploaded for a case are listed under the Documents section in the Case Summary.

The Documents section displays the name of the person who has uploaded the document.

Prerequisites: Scan and save the document to be filed in the required format and size to your computer.

To file documents for a case:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.

3. Click File Documents. The Search Case page is displayed.
4. Click **Next**. The **Documents** page is displayed.

5. Click ✆️ to attach a document.
6. Select the **Group** and **Type** of the supporting document.

7. It is recommended to specify a **Description** for the document.

8. Click **Select files** to browse for the required file and upload it. Uploaded document is listed as shown below.
9. Click **Save**. Following success message is displayed and the attached document is listed as shown below.

**Success Message**

Documents
To modify the document description, click ⌳. 
To remove the document, click ⌴. 
To add another document, repeat steps 5-9.

Documents

10. Click Submit. Following success message is displayed.

Success Message

The filed documents are listed under the Documents section in the case summary.
Download Case Documents

You can download and save a copy of the case documents to your computer.

**Prerequisite:** Pop-up blocker must disabled in your web browser.

1. **Open the case summary** and click the down arrow in the **Documents** section.

2. Click the **Filename** to download the document. A copy is saved to the **Downloads** folder in your computer.

3. Save the file in the required location in your computer.

As an example, sample of the **Notice of Motion** document is shown below.
Rule 65(4)
APPLICATION: NOTICE OF MOTION
(To Registrar and Respondent)
IN THE HIGH COURT OF NAMIBIA
(Main Division)

In the matter between:

MARGARET LOPEZ
APPLICANT

and

CHRIS ROBERT
RESPONDENT

TAKE NOTICE that Margaret Lopez (hereinafter called the applicant) intends to make application to this court for an order

1. Claim 1
2. Claim 2

and that the accompanying affidavit of John Peter will be used in support thereof.

TAKE NOTICE FURTHER that the applicant has appointed Dickson Brothers of No. 33 Feld Street, WINDHOEK, Namibia, at which he or she will accept notice and service of all process in these proceedings.

TAKE NOTICE FURTHER that if you intend to oppose this application you are required to-(a) notify applicant’s legal practitioner in writing on or before 08th day of April 2016.
(b) and within 14 days of the service of notice of your intention to oppose, to file your answering affidavits, if any and further that you are required to appoint in such notification an address within a flexible radius from the court, referred to in rule 65(5) at which you will accept notice and service of all documents in these proceedings.

If no notice of intention to oppose is given, the application will be moved on the 08th day of April 2016 at 09:00 AM.

DATED at Windhoek on this 01st day of April 2016.
Notice of Motion

Below is the sample of Particulars of Litigants.
**PARTICULARS OF LITIGANTS TO BE PROVIDED IN TERMS OF RULE 6 OF THE RULES OF COURT**

<table>
<thead>
<tr>
<th>Role</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructing Legal Practitioner</td>
<td>Margaret Lopez</td>
</tr>
<tr>
<td>Acting on behalf of</td>
<td>Margaret Lopez</td>
</tr>
<tr>
<td>Name and Surname:</td>
<td>One LP</td>
</tr>
<tr>
<td>Firm:</td>
<td>Dickson Brothers</td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:cyherus@gmail.com">cyherus@gmail.com</a></td>
</tr>
<tr>
<td>Direct Land Line:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td></td>
</tr>
<tr>
<td>Fax Number:</td>
<td>061-229 343</td>
</tr>
<tr>
<td>Natural Person</td>
<td></td>
</tr>
<tr>
<td>Full Name:</td>
<td>Margaret Lopez</td>
</tr>
<tr>
<td>ID Number:</td>
<td></td>
</tr>
<tr>
<td>Physical Address:</td>
<td>Address 1, D1, R1, Aland Islands, 548576.</td>
</tr>
<tr>
<td>Home Number:</td>
<td>765776</td>
</tr>
<tr>
<td>Work Number:</td>
<td></td>
</tr>
<tr>
<td>Cell Phone Number:</td>
<td>3546546</td>
</tr>
<tr>
<td>Fax Number:</td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td><a href="mailto:mymail@gmail.com">mymail@gmail.com</a></td>
</tr>
</tbody>
</table>
File Taxation

Instructing legal practitioners can file taxation for the case anytime since its issuance. You have the following options for taxation:

- Taxation between Party and Party
- Taxation Attorney and Client
- Taxation Attorney Own Client

**To file taxation for a case:**

**Prerequisites:** Download and fill in the taxation template.

1. From the side menu, click **Case Management >> All Cases**.

All the cases handled by your law firm are listed.
2. Click the icon corresponding to the case. The Summary Information is displayed.

3. Click File Taxation. The Search Case page is displayed.
Search Case – Case Information

4. Click Next.

Upload Documents

5. Click + to attach the required document. Add Document page will be displayed.
Add Document

6. Select the Group and Type of the supporting document.

7. It is recommended to specify a Description for the document.

8. Click Select files to browse for the required file and upload it. Uploaded spreadsheet is listed as shown below.

Added Document

9. Click Save. Following success message is displayed.
Success Message

Upon filing taxation, the registrar schedules a taxation hearing.

10. Click Submit. Following success message is displayed.

Success

Case info has been saved successfully.

Uploaded Document

- To modify the document description, click.
- To remove the document, click.
- To add another document, repeat steps 5-9.
Download Taxation Template

To download taxation template:

1. Go to My Cases to view your active cases.

   If the case status is Finalized, follow the below steps to view the case:
   a) From the side menu and click Case Management >> All Cases.
   b) Click corresponding to the case.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.
3. Click Taxation Template.

   Side Menu

   The taxation template is a spreadsheet which is downloaded to your Downloads folder.

   Downloaded Template

   4. Click TaxationTemplate.xlsx to view the downloaded taxation template.
If you have downloaded the template from the side menu Templates >> Taxation Template, you must enter the Case No, LP Name and Attendance to Taxation.

Enter the names of Claim Party and Payable Party.

Select an option from the Scale drop-down list.
7. Click the first cell in the **Item** column.
8. Hit the **Delete** key or delete the text “<enter item description here>”.
9. Type the **Item** name.

10. Click the next cell (first cell in the column **Folio**) to enter the folio for this **Item**.
11. Click the next cell (first cell in the column **Fees**) to enter the amount.
12. Click the next cell (first cell in the column **Disbursements**) and enter the amount.

To change a value, click the respective cell and type the required value.

13. To add another item, select the row below the last item (**Total** row), right-click your mouse and click **Insert**. Otherwise go to step 15.
Add another item

- Each item must be mentioned in a separate row.
- Item rows must be between the header row (row 9 in the above image) and Total row.

14. Repeat steps 9-12 to add the required taxation details for this new item.

15. Upon adding all the items, click **Save As** to save the taxation with the required name. For example, "Bill_of_Cost_HC-MD-CIV-MOT-GEN-2016-00009.xlsx"
File Interlocutory Application

If required, instructing legal practitioner can file an interlocutory application for a main case.

**Prerequisites:** Scan and save the supporting documents to be filed for this interlocutory in the required format to your computer.

**To file interlocutory from My Cases:**

1. Go to **My Cases** to view your active cases.

2. In the **My Active Cases** list, click the icon corresponding to the case. The **Summary Information** will be displayed.

   ![Summary Information](image)

   **Case Summary - File Interlocutory**

   3. Click **File Interlocutory**. The **Search Case** page is displayed.

   ![File Interlocutory Form](image)

   **Search Case**

   4. Click **Next** to specify the **Interlocutory Type** details.
**Interlocutory Type**

5. Specify the required details and click **Next**. The **Case Details** page is displayed.

**Case Details**

6. Specify the required details and click **Next**.
7. Click `+` to specify the party details.

8. Specify the party details for this interlocutory and click **Submit**. Refer below for more information.
• If the main case party is involved in the interlocutory application,
• If main case party is not involved in the interlocutory application,
  a) Click the Party drop-down list to view the main case parties.

  ![Party drop-down list](image)

  b) Select the required party.

  ![Case Party](image)

  c) Select the Party Type. Other details related to this party will be automatically displayed.
  d) If required, modify the details and click Submit.

If the main case party is not involved in the interlocutory application:
  a) Click the Party Category drop-down list and choose a party category.

  ![Party Category](image)

  b) Click the Party Type drop-down list to choose a party type. Based on the party type, the details to be filled may vary.
  c) Fill in the required details and click Submit. The new party is exclusive to this interlocutory application and will not be listed under the main case parties.

Added party details are listed in the Case Parties page.
Case Parties for Interlocutory

- To modify party details, click corresponding to the party.
- To remove a party, click corresponding to the party.
- To add another party, repeat steps 7 and 8.

9. Click **Next** to attach the required documents.
10. Click + to attach a document.

11. Select the **Group** and **Type** of the supporting document.

12. It is recommended to specify a **Description** for the document.
13. Click **Select files** to browse for the required file and upload it. Uploaded document is listed as shown below.

![Add Document](image)

Add Document

14. Click **Save**. Following success message is displayed and the attached document is listed as shown below.

![Success](image)

Success Message
To modify the document description, click.

To remove the document, click.

To add another document, repeat steps 10 - 14.

15. Click Next to view the interlocutory case summary before submitting. The interlocutory application details are grouped into different sections.
Case Summary

16. Click **Submit**. You will be prompted to confirm.

Confirmation

17. Click **Ok**. Following success message is displayed.

Success Message

Upon submission, the interlocutory application is auto-approved and the notice of motion for this interlocutory application is automatically generated based on the specified interlocutory details.
View Interlocutory application details

You can view the interlocutory application details and its status of a case which is handled by you or your law firm.

To view the interlocutory details of a case:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information will be displayed.

If there are interlocutories for this case, you will see a section called Interlocutories in the Case Summary.

3. Click the down arrow beside Interlocutories to view the interlocutory applications filed for this case.

4. To view the details of a particular interlocutory application, click the corresponding to the interlocutory application. Summary of the interlocutory application will be displayed.
Summary of an Interlocutory Application

The Interlocutory No and Case Type indicate that it is an interlocutory application.

The interlocutory application details will be grouped under different sections.

5. Scroll down to view the different sections.
6. To view all the details, click Expand All and to hide all the details click Collapse All.
7. To view the details of a particular section, click the respective down arrow.

Show Details

- If required you may file return of service, file documents and submit taxation template for the interlocutory application.
- If the main case has a managing judge the same judge will be assigned to the related interlocutory applications.
- If there is no managing judge for the main case, the instructing legal practitioner can schedule to roll.
- You may file documents, download taxation template and file the taxation for the interlocutory.
- To do any of these above-mentioned activities for an interlocutory application, open the required interlocutory application of a case and follow the same steps mentioned for a main case.
Withdraw Representation

Instructing legal practitioner can withdraw from a case.

To withdraw from case:

1. Go to My Cases to view your active cases.

2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.

3. Click Withdraw Representation. You will be prompted to confirm your withdrawal from the case.

4. Click Confirm My Withdrawal From Case. The following success message is displayed.

Success Message
File Execution

Instructing legal practitioners can file execution for a case using the e-Justice system. If the registrar approves this execution, he or she issues the Writ of Execution.

Prerequisites:

Supporting documents in the required format and size.

To file execution:

Home/Dashboards

1. Click the Here hyperlink from the View existing Cases section in the Home/Dashboards page.

Alternatively from the side menu, click Case Management >> All Cases and follow the below steps.

2. From the Cases list, click the icon corresponding to the required case. The Summary Information is displayed.

All the cases handled by your law firm are listed.
3. Click the 🌟 icon corresponding to the case. The **Summary Information** is displayed.

4. Click **File Execution**. The **Search Case** page is displayed.
Search Case

5. Click **Next** to specify the **Execution Type** details.

Execution Type

6. Select the **Court** and **Execution Type** from the respective drop-down lists.
7. Click **Next** to specify the cased details for this execution.
8. Enter the required details.

9. After specifying all the required details, click **Next** to specify the **Case Parties**.
10. Click + to add a case party.

11. If the party involved in the main case is a party for this execution, select the party from the Party drop-down list. Once you select the party, other details related to this party will be automatically displayed. Verify the details and proceed to step 13.

12. If a new party is involved in this execution, follow the below steps:
   a) Go to Party Details section.
   b) Select a Party Category from the drop-down list.
c) In **Party Type**, indicate if this party is an **Execution Creditor** or **Execution Debtor**.

13. Specify the required details.

If **Legal Aid** is applicable for the party, indicate it by selecting the **Legal Aid** checkbox and you must enter the **Legal Aid No**.

14. Click **Submit**. Added party is listed as shown below.
Case Parties

- To modify the party details click 📝.
- To remove the party from the case, click 🗑.
- To add another party, repeat steps 10-14.

15. Click Next to add supporting documents for this execution.
Documents

16. Click ➕ to add a document.

Add Document

17. Specify Group and Type of the document.
18. It is recommended to specify Description for the document.
19. Click Select files to browse and upload the document. Uploaded document is listed as shown below.
20. Click **Save**. The following success message is displayed and the attached document is listed as shown below.

**Success Message**

- To modify the document description, click 
- To remove the document, click 
- To add another document, repeat steps 16-20.
21. Click **Next**. The **Case Summary** is displayed.

- Click the down arrow of a section to view its details.
- Click **Expand All** to show all the details.
- Click **Collapse All** to hide all the details.

22. **Click Submit**. You will be prompted to confirm the case submission.
23. Click **Ok**. Following success message is displayed.

**Success Message**

Upon filing an execution, the system notifies the registrar. The registrar reviews your application for approval and issues the Writ of Execution.

Once the registrar issues the Writ of Execution, the system notifies the creditor’s instructing legal practitioner, about the registrar’s approval. You will also be notified to **appoint a deputy sheriff** to carry out this execution.

**Appoint Deputy Sheriff**

Instructing legal practitioner of the creditor must appoint a deputy sheriff to carry out the execution. This is listed as pending in the **Home/Dashboards** page.

**To appoint deputy sheriff:**

1. In the **Task(s)** list, click the **icon** corresponding to the pending task. **Select Deputy Sheriff** page will be displayed.
2. Scroll down to view the Appoint Deputy Sheriff section.

![Appoint Deputy Sheriff section]

### Appoint Deputy Sheriff

3. Select the radio button **Yes** to indicate **Manual Execution**.

- Select the radio button **No** to indicate that you allow the system to choose a deputy sheriff registered with the system to carry out this execution.
- On clicking No, the deputy sheriffs available in the system are listed in the Deputy Sheriff drop-down list.
- Choose a deputy sheriff from the list.

![Appoint Deputy Sheriff section]

### Appoint Deputy Sheriff

4. Click **Submit**. Following success message is displayed.

![Success Message]

**Success Message**

*Case info has been saved successfully.*
View Execution Details

Once a Writ of Execution is approved and issued by the registrar, the creditor’s instructing legal practitioner is notified with a reference number for the execution (Refer to view notification messages for more information). Click the reference number to view the execution details.

To view the execution details of a case:

1. Click the Here hyperlink from the View existing Cases section in the Home/Dashboards page.

   Alternatively from the side menu, click Case Management >> All Cases and follow the below steps.

2. From the Cases list, click the icon corresponding to the required case. The Summary Information is displayed.
### Case Summary – Executions

3. Click the down arrow beside **Executions** to view the execution details filed for this case.

### Execution Details

4. Click the **view** button to view the execution summary.
Execution Summary

5. Click **File Documents** to file supporting documents for this execution. The **Documents** section in the summary will list all the case documents (main case, interlocutory and execution documents).

6. **Return to Main Case** to view the main case summary.

7.
Manage Law Firm

Law firm owner can register a new law firm. The Law society Namibia reviews and approves the registration.

Once a firm is registered legal practitioners can be linked to the firm. The Law firm owner can grant the administrator rights to the required law firm users.

Users who have the administrator rights can do the following:

- Link Legal Practitioner to Law Firm
- Manage Rights for Law Firm Users
- Approve Legal Practitioner’s Dissociation Request
- Check Law Firm Account Balance
- Change Law Firm Name

Register New Law Firm

A legal practitioner who is not associated to any law firm can register a new law firm.

Prerequisites: Valid Fidelity Fund Certificate in the required format.

To register a law firm:

1. Click Law Firm >> My Law Firm Details.

The View Law Firm Details page is displayed.
View Law Firm

2. Click **Register a New Law Firm**.
3. Enter the required details.
4. Scroll down to the **Mailing Address**.
5. It is recommended to specify the **Mailing Address**.

![Mailing Address for Law Firm]

6. Scroll down to attach **Supporting Documents**.

![Attach Supporting Documents]

7. Click to attach a supporting document.
Add Document

8. Specify **Group** and **Type** of the document.

9. It is recommended to specify a **Description** for the document.

10. Click **Select files** to browse and upload the document. Uploaded document is listed as shown below.

**Uploaded document**

To remove the uploaded document, click ✗ beside the document.

11. Click **Save**. The following success message is displayed and the attached document is listed as shown below.
Success Message

To attach another document, repeat steps 7-11.

To modify the document description, click .

To remove the document, click .

Submit Firm Details

12. Click Save. Following success message will be displayed.

Success Message

Your request will be submitted for approval. Authorised users of the law society will review and approve the request to register a new law firm.

Upon approval or rejection, you will be notified. If your request is rejected, the reason for rejection will also be notified.
Link Legal Practitioner to Law Firm

Legal practitioner who wishes to be associated to your law firm submits their request for association using the system.

The request is notified to the law firm administrator. When the law firm administrator logs in to the system, this request is listed as a pending task in the Home/Dashboard.

Law Firm Administrator’s Dashboard

1. Click the checkbox to complete the pending task.

Law Firm User Association Request Approval

2. In the Approval section, specify the required details and select Approved as Status.

To reject the request, click Rejected and specify the reason for rejection in Approval Comments.
3. Click **Save**. Following success message confirms the association of the legal practitioner to the legal firm.

![Success Message](image)

**Manage Administrator Rights of Law Firm Users**

If required, the law firm administrator can grant or revoke administrator rights to or from the required law firm users.

*To manage administrator rights of law firm user:*

1. Click **Law Firm >> My Law Firm Details**.

![Side Menu](image)

**My Law Firm Details** will be displayed.

2. Scroll down to view the available law firm users.

![Law Firm Users](image)

3. Click the icon corresponding to the required user.
Update Law Firm User

4. Select **Yes** to grant administrator rights to the user or **No** to revoke the administrator rights from the user.

5. Click **Save**. Following success message is displayed.

Success Message

**Approve Legal Practitioner’s Dissociation Request**

Legal practitioner who wishes to dissociate from your law firm will submit their request for dissociation using the system.

The request will be notified to the law firm administrator. Refer to view notification messages. When the law firm administrator logs in to the system, this request is listed as a pending task in the Home/Dashboards.

The request will be listed as a pending task in the Home/Dashboards page of the law firm administrator.

Task(s) List

1. Click **✓** corresponding to the task with **Name** Approve Law Firm Dissociation Request.
2. Select **Approve** to approve the request.

To reject the request, click **Reject** and specify reason for rejection in **Approval Comments**.

3. Click **Save**.

If the request is approved, the legal practitioner is dissociated from the law firm and the following success message is displayed.

**Success Message**

*The user has been dissociated successfully*
Check Law Firm Account Balance

The law firm to which you are associated must have adequate funds in its account for your legal practitioners to create or file a case.

To check the amount in your law firm account:

1. Click Law Firm >> My Law Firm Details. Your law firm details will be displayed.

2. Scroll down to view the Transaction History at the end of the page. The amount specified against Balance Amount is the amount available in your account.
Transaction History - Balance Amount

If the amount is less than NAD $100, make sure to top-up your account before your legal practitioner files a case.

To top-up your law firm account, approach the registrar's office.

Change Law Firm Name

The law firm owner or the law firm administrator can change the law firm name, if required.

To change a law firm name:

1. Click Law Firm >> My Law Firm Details.

The View Law Firm Details page is displayed.
Law Firm Details

2. Click **Change Law Firm Name**.

Register Law Firm Name

3. Enter the new name in **New Name Request**.

4. Click **+** to attach the required supporting document.
Add Document

5. Select the document Type from the drop-down list.
6. It is recommended to specify a Description for the document.
7. Click Select files to browse and upload the document. Uploaded document is listed as shown below.

Uploaded document

To remove the uploaded document, click \( \times \) beside the document.
8. Click Save. The following success message will be displayed and the attached document will be listed as shown below.
Success Message

- To attach another document, repeat steps 4-8.
- To modify the document description, click .
- To remove the document, click .

Uploaded Document

9. Click **Save** to submit your request.

Your request will be submitted for approval. Authorised users of the law society will review and approve the request to change the name of your law firm. Upon approval or rejection, you will be notified. If your request is rejected, reason for rejection is notified.