

Assign court case(s) to OU Account(s) by PA/SA (by profile)

Whenever an Organization opts to transact with the e-Courts electronically for a specific court case (i.e. linking up of an Organization Account with that specific court case), the PA, or SA, is required to assign that specific court case to OU Account(s) before the account holder(s) can carry out further electronic transactions with the e-Courts by means of iCMS¹.

There are **two types of case link-up**, namely -

- (1) Assign case(s) by **Profile** to OU(s) – If PA/SA decides to assign court cases according to case profile (e.g. Personal Injuries Action of the District Court) to designated OU(s), no further link-up of such type of cases individually will be required.
- (2) Assign case by **Case No.** to OU(s) – If PA/SA opts to assign individual cases to designated OUs one by one, the OUs can only access to those particular cases that PA/SA entitles them to access.

This step-by-step guide outlines the general process required

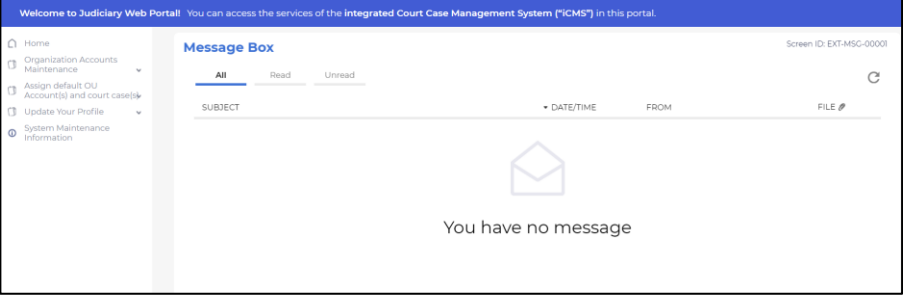
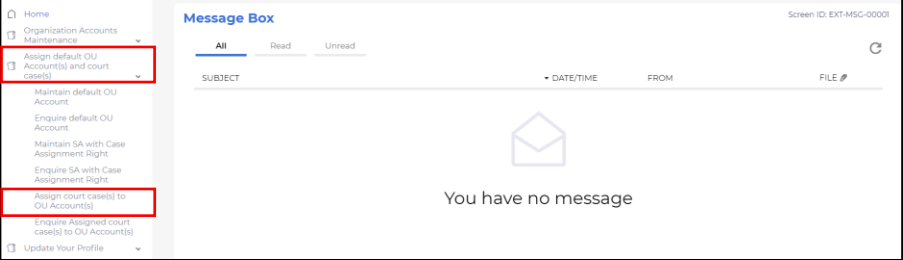
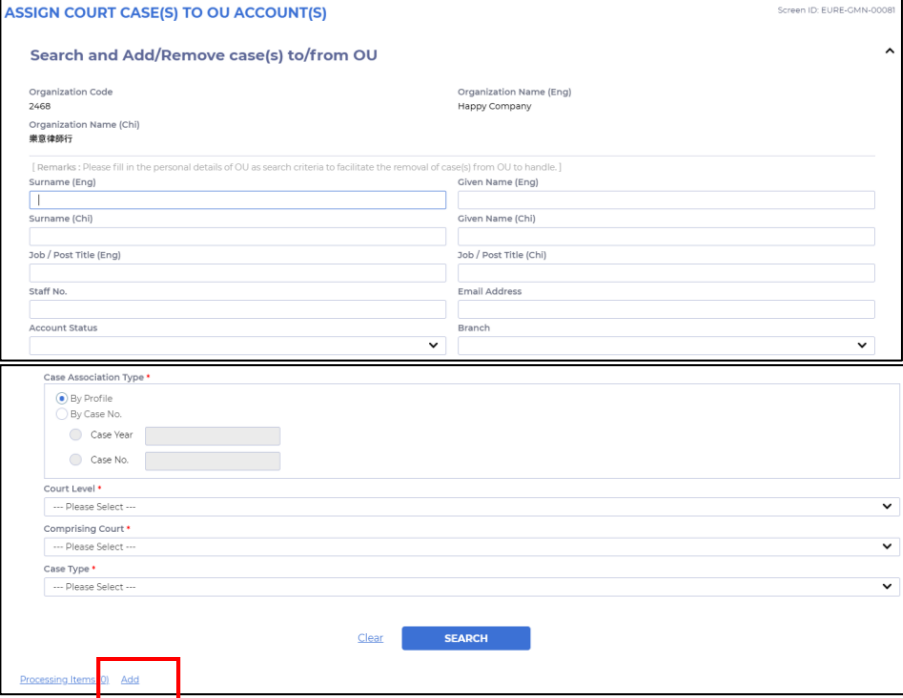
- to link-up court case to an OU Account **by a PA, and the SA assigned with iCMS Role “To link-up case to OU Accounts (all branches)”, by Profile**²; and
- to remove case profile(s) assigned to OU(s).

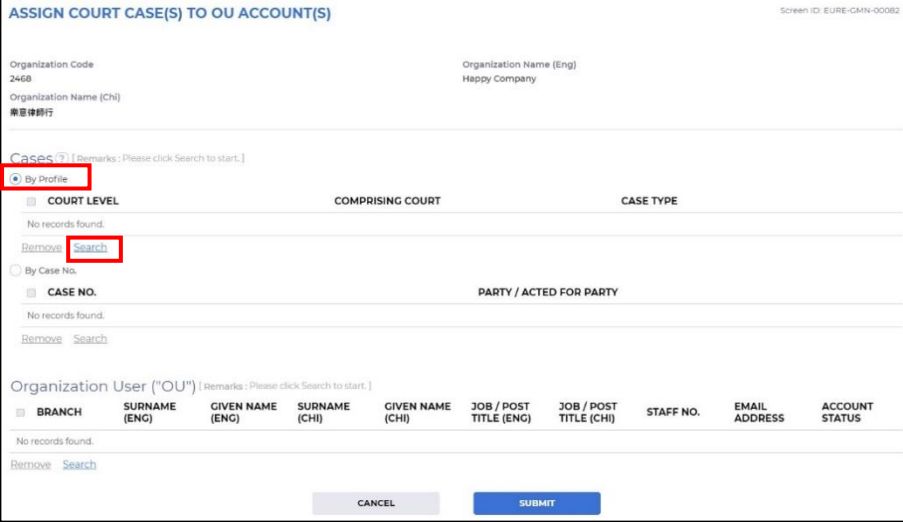
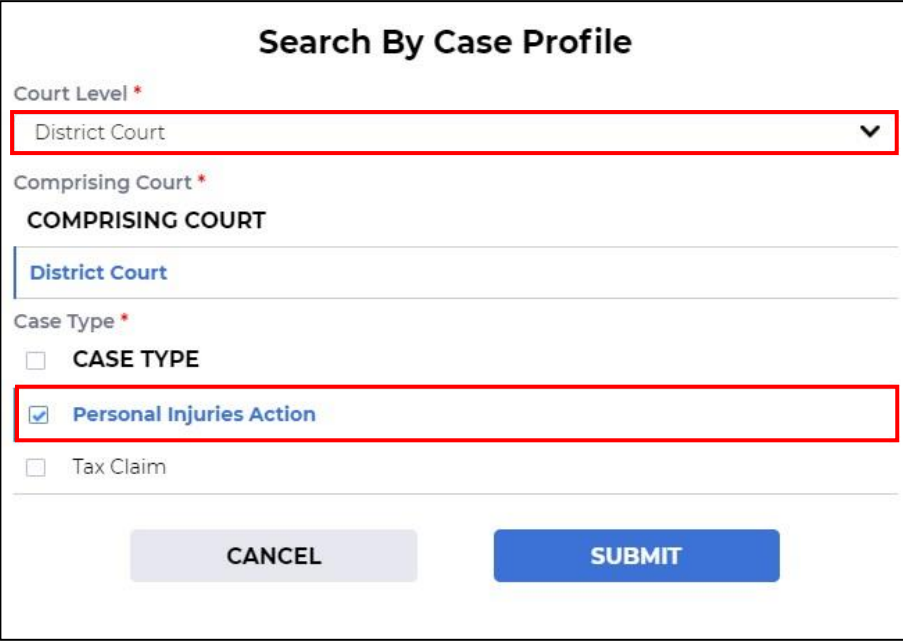
It is for general guidance only. The screenshots provided hereunder are for general illustration purpose and may not be specific for the case/document concerned.

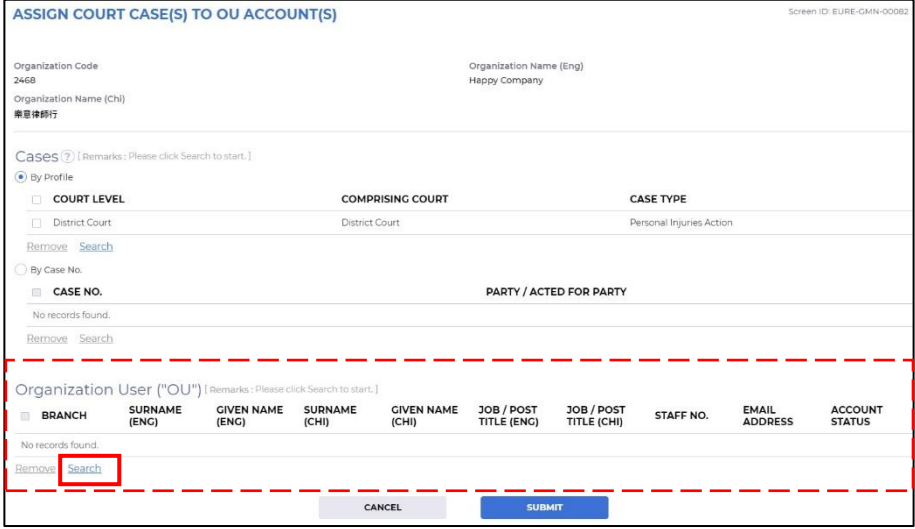
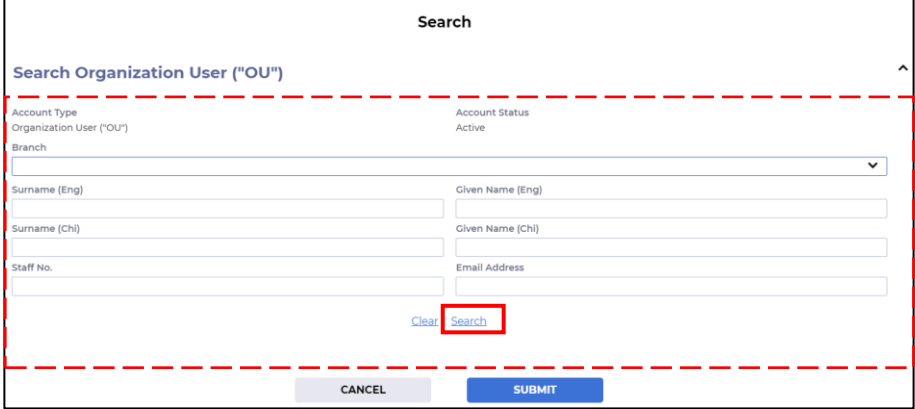
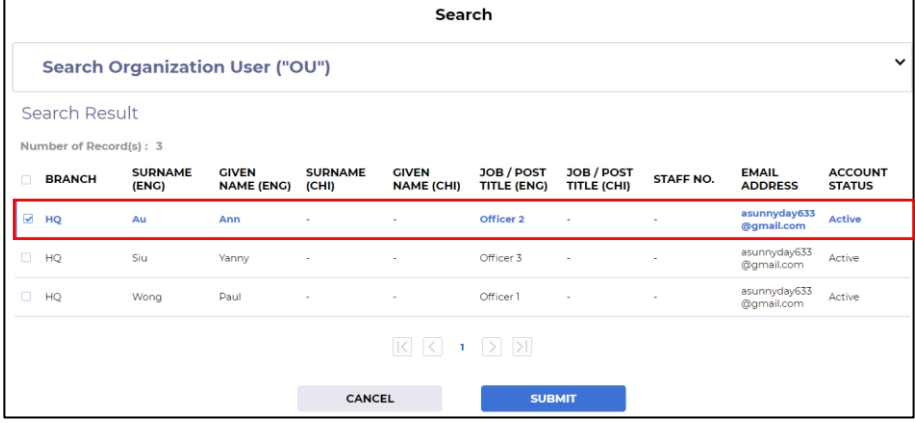
¹ When assigning court case to OU Account, PA and SA should be cautious to avoid conflict of interest.

² For assignment of cases to OUs by case number, please refer to the step-by-step guide on **Assign court case(s) to OU Account(s) by PA/SA (by case number)** for more information.

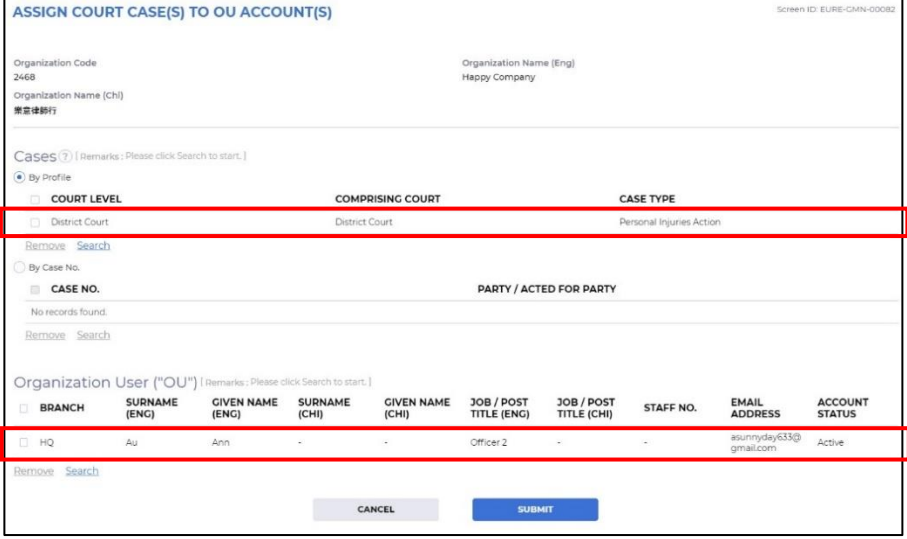
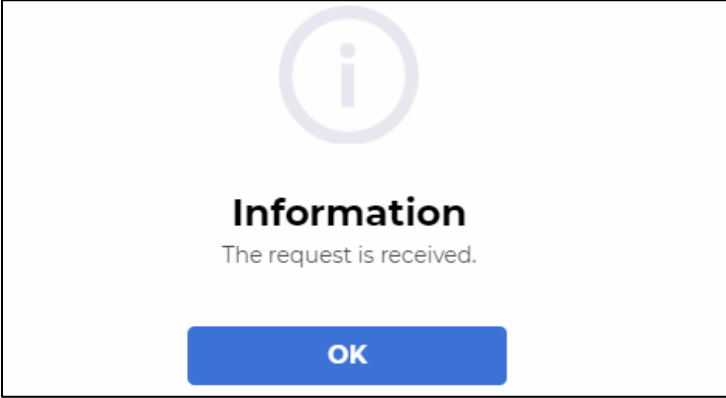
Step-by-step guide - “Assign court case(s) to OU Account(s) by PA/SA (by profile)”

Item	Process	Related screenshots for reference
1.	<p><u>Login user account</u></p> <p><i>[Note: Please refer to the step-by-step guide Account Login and Logout for information if necessary.]</i></p>	<p>The landing page after logged-in is displayed</p> 
2.	<p><u>Assign default OU Account(s) and court case(s)</u></p> <p>Under Main Menu > Assign default OU Account(s) and court case(s) ></p> <p>Select Assign court case(s) to OU Account(s) ></p>	
<p>Add Case(s) to OU (by profile)</p>		
3.	<p><u>Assign court case(s) to OU Account(s)</u></p> <p>Scroll to the bottom of the page, click “Add” for case association type selection ></p> <p><i>[Note: Please refer to items 11 to 15 for procedure on removal of assigned case profile(s) from OU(s).]</i></p>	<p>The “Assign court case(s) to OU Account(s)” screen is displayed</p> 

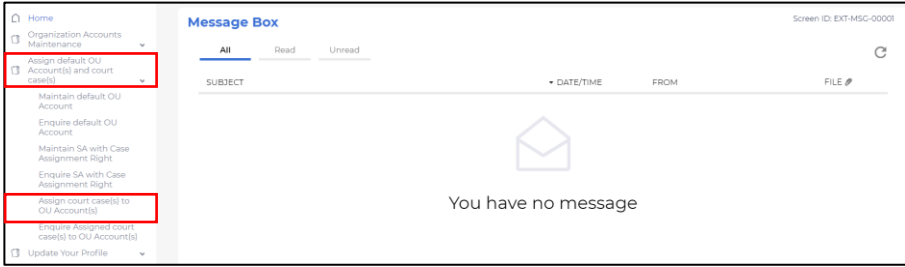
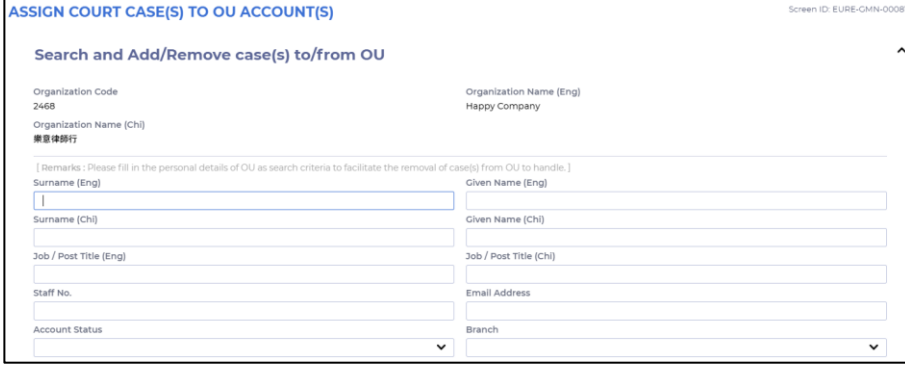

Item	Process	Related screenshots for reference
4.	<p><u>Assign cases to OU by Profile</u></p> <p>Select the option “By Profile” (i.e. case type) ></p> <p>Click “Search” ></p>	<p>The “Assign court case(s) to OU Account(s) – Case Association” screen is displayed</p> 
5.	<p><u>Select Court Level and Case Type</u></p> <p>Select Court Level ></p> <p><i>[Note: The Comprising Court is pre-set by the system according to the Court Level selected.]</i></p> <p>Select the checkbox next to the Case Type(s) you want to assign ></p> <p>Click “SUBMIT” ></p>	<p>The “Search By Case Profile” screen is displayed</p> 
<p>NOTE</p>	<p>PA/SA may select the checkbox next to “CASE TYPE” to select all available case types under the corresponding Court Level for assignment to OUs.</p>	

Item	Process	Related screenshots for reference
6.	<p><u>Search for an OU</u></p> <p>Under “Organization User (“OU”)” section</p> <p>Click “Search” ></p>	<p>The “Assign court case(s) to OU Account(s) – Organization User (“OU”)” screen is displayed</p> 
7.	<p><u>Input the search criteria to search an OU</u></p> <p>Input search criteria ></p> <p>Click “Search” ></p>	<p>The “Search Organization User (“OU”)” screen is displayed</p> 
8.	<p><u>Select the OU to whom cases to be linked-up by profile</u></p> <p>Depending on the search criteria entered, the result will then display</p> <p>Select the checkbox next to the OU(s) you want to assign the selected case profile to ></p> <p><i>[Note: PA/SA may select more than one OUs to link-up with the selected profile(s)]</i></p> <p>Click “SUBMIT” ></p>	<p>The “Search Result of Organization User (“OU”)” screen is displayed</p> 

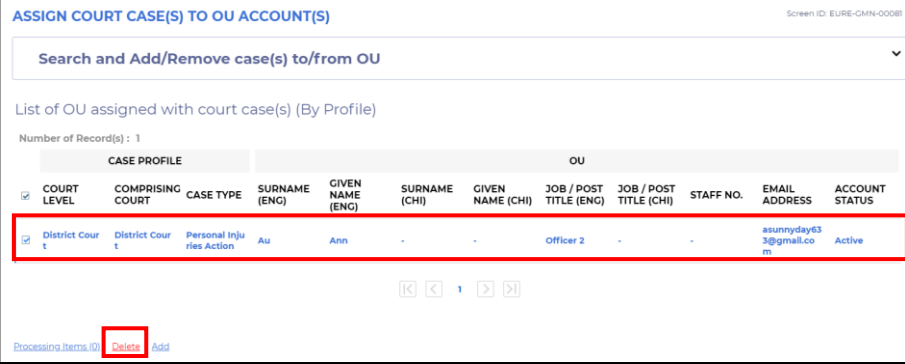
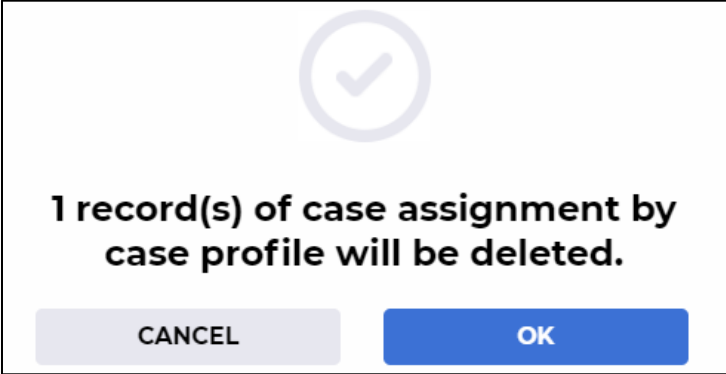
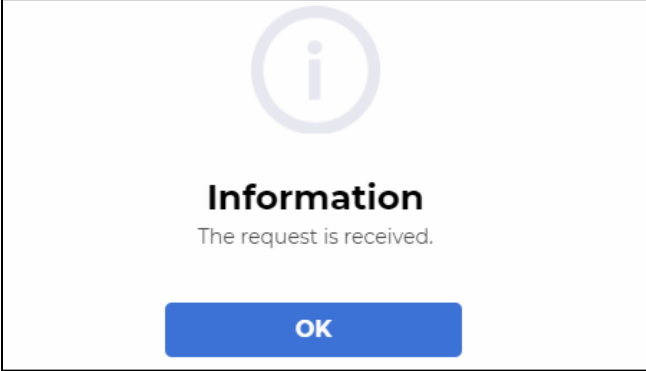
Step-by-step guide - “Assign court case(s) to OU Account(s) by PA/SA (by profile)”

Item	Process	Related screenshots for reference
9.	<p><u>Confirm the options selected</u></p> <p>Check the case profile selected in Item 5 and the OU(s) selected in Item 8</p> <p>Then click “SUBMIT” ></p>	<p>All the selected options are displayed</p>  <p>The screenshot shows the 'ASSIGN COURT CASE(S) TO OU ACCOUNT(S)' interface. It includes sections for 'Cases' and 'Organization User ("OU")'. In the 'Cases' section, the 'By Profile' filter is selected, and a table lists 'District Court' under 'COURT LEVEL' and 'Personal Injuries Action' under 'CASE TYPE'. In the 'Organization User' section, a table lists 'HQ' under 'BRANCH' and 'Ann' under 'GIVEN NAME (ENG)'. Red boxes highlight these specific selections.</p>
10.	<p><u>Acknowledgement</u></p> <p>Click “OK” to complete ></p>	<p>A pop-up message screen is displayed</p>  <p>The screenshot shows an information pop-up message screen. It features a large 'i' icon in a circle, the word 'Information', and the text 'The request is received.' Below this is a blue 'OK' button.</p>

Step-by-step guide - “Assign court case(s) to OU Account(s) by PA/SA (by profile)”

Item	Process	Related screenshots for reference
Remove Case(s) from OU (by profile)		
11.	<p><u>Assign default OU Account(s) and court case(s)</u></p> <p>Under Main Menu > Assign default OU Account(s) and court case(s) > Select Assign court case(s) to OU Account(s) ></p>	<p>The landing page of PA or SA Account is displayed</p> 
12.	<p><u>Search existing case assignment record with OU - by profile</u></p> <p><i>[Note: From this screen, apart from inputting the required fields relating to Case Association Type, you may also input other search criteria (e.g. personal particulars of OU) to narrow down the search result.]</i></p> <p>Select the option “By Profile” (i.e. case type) > Select Court Level > Select Comprising Court > Select Case Type > Click “SEARCH” ></p>	<p>The “Assign court case(s) to OU Account(s) – Search and Add/Remove case(s) to/from OU” screen is displayed</p>  <p><i>[Scroll down...Search by Profile]</i></p> 
13.	<p><u>Search result shows in the record table</u></p> <p>Depending on the search criteria entered, the result will then display.</p>	<p>The search result – “List of OU assigned with court case(s) (By Profile)” screen is displayed</p>

Step-by-step guide - “Assign court case(s) to OU Account(s) by PA/SA (by profile)”

Item	Process	Related screenshots for reference																																			
	<p>To delete the existing case assignment record</p> <p>For the record which needs to be deleted, tick the checkbox next to the record and click “Delete” ></p>	 <p>The screenshot shows a web interface titled "ASSIGN COURT CASE(S) TO OU ACCOUNT(S)". Below the title is a search bar and a dropdown menu. A section titled "List of OU assigned with court case(s) (By Profile)" shows "Number of Record(s) : 1". A table with columns for "CASE PROFILE" and "OU" is displayed. The first row in the table is highlighted with a red border. Below the table, there are navigation icons and a "Processing Items (0)" section with a red-bordered "Delete" button.</p> <table border="1"> <thead> <tr> <th colspan="3">CASE PROFILE</th> <th colspan="8">OU</th> </tr> <tr> <th>COURT LEVEL</th> <th>COMPRISING COURT</th> <th>CASE TYPE</th> <th>SURNAME (ENG)</th> <th>GIVEN NAME (ENG)</th> <th>SURNAME (CHI)</th> <th>GIVEN NAME (CHI)</th> <th>JOB / POST TITLE (ENG)</th> <th>JOB / POST TITLE (CHI)</th> <th>STAFF NO.</th> <th>EMAIL ADDRESS</th> <th>ACCOUNT STATUS</th> </tr> </thead> <tbody> <tr> <td><input checked="" type="checkbox"/></td> <td>District Court</td> <td>Personal Injuries Action</td> <td>Au</td> <td>Ann</td> <td>-</td> <td>-</td> <td>Officer 2</td> <td>-</td> <td>-</td> <td>asunmyday633@gmail.com</td> <td>Active</td> </tr> </tbody> </table>	CASE PROFILE			OU								COURT LEVEL	COMPRISING COURT	CASE TYPE	SURNAME (ENG)	GIVEN NAME (ENG)	SURNAME (CHI)	GIVEN NAME (CHI)	JOB / POST TITLE (ENG)	JOB / POST TITLE (CHI)	STAFF NO.	EMAIL ADDRESS	ACCOUNT STATUS	<input checked="" type="checkbox"/>	District Court	Personal Injuries Action	Au	Ann	-	-	Officer 2	-	-	asunmyday633@gmail.com	Active
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<p>14.</p>	<p><u>Confirmation</u></p> <p>A message listing out the number of record(s) of case assignment by case profile will be deleted pops-up.</p> <p>Click “OK” to confirm the selection ></p>	<p>A pop-up message screen is displayed</p>  <p>The screenshot shows a confirmation dialog box with a large checkmark icon at the top. Below the icon, the text reads "1 record(s) of case assignment by case profile will be deleted." At the bottom, there are two buttons: a grey "CANCEL" button and a blue "OK" button.</p>																																			
<p>15.</p>	<p><u>Acknowledgement</u></p> <p>Click “OK” to complete ></p>	<p>A pop-up message screen is displayed</p>  <p>The screenshot shows an information dialog box with a large information icon at the top. Below the icon, the text reads "Information" followed by "The request is received." At the bottom, there is a blue "OK" button.</p>																																			
<p>NOTE</p>	<p><i>If the case link-up arrangement to an OU is made by way of profile, the system will not be able to support removal of a specific case number from the OU, even though the concerned case comes from the same case profile.</i></p>																																				