## Enquire assigned court case(s) to OU Account(s)

This step-by-step guide outlines the general process required to enquire court case(s) assigned to OU Account(s) **by a PA, the SA with the iCMS Role "To link-up case to OU Accounts (all branches)", and a SA of the same branch**. 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.

Item	Process	Related screenshots for reference
1.	Login user account	The landing page after logged-in is displayed
	[Note: Please refer to the step- by-step guide Account Login and Logout for information if necessary.]	Welcome to Judiclary Web Portall       You can access the services of the integrated Court Case Management System ("ICMS") in this portal.         Image: Anison Accounts Maintenance Maintenance Subject       Screen ID: EXTMSC-00001         Asign default OU Account Hardmannee Information       Image: Anison Accounts Maintenance Subject       Image: Anison Accounts Maintenance Maintenance Subject       Image: Anison Accounts Maintenance Subject       Image: Anison Accounts Maintenance Maint
2.	Enquire Assigned court case(s) to OU Account(s) Under Main Menu > Assign default OU Account(s) and court case(s) > Select Enquire Assigned court case(s) to OU Account(s) >	Image: Source Line Control       Assign of control       Source Line Control       C         Image: Source Line Control       Assign of control       C       C         Image: Source Line Control       Subject       C       C         Subject       • DATE/TIME       FROM       FILE Ø         Viewer Hours       C       Subject       Viewer Hours         Image: Source Control       Subject       Viewer Hours       Viewer Hours
3.	Option (1): Enquire by Profile	The "Enquire Assigned court case(s) to OU Account(s) - Search"         screen is displayed         ENQUIRE ASSIGNED COURT CASE(S) TO OU ACCOUNT(S)         Search         Organization Code         2568         Organization Name (Eng)         I         Sumame (Eng)         Chen Name (Eng)         I         Sumame (Eng)         Staff Ro.         Enal (Interpreted)         Staff No.

	Process	Related screenshots for reference
	Search by Profile	
	Select the option	Case Association Type •
	"By Profile" (i.e. case type) >	By Profile     By Case Year     Case Year
	Select Court Level >	Court Level *
	Select Comprising Court >	Comprising Court •
	Select Case Type >	
		Clear SEARCH
	Click "SEARCH" >	
4.	Search result shows in the	The search result – "List of OU assigned with court case(s)
	<u>record table</u>	(By Profile) <sup>a</sup> screen is displayed
	Depending on the search	ENQUIRE ASSIGNED COURT CASE(S) TO OU ACCOUNT(S) Screen ID: EURE-GMN-00211
	criteria entered, the result	Search ~
	will then display	List of OU assigned with court case(s) (By Profile)
		CASE PROFILE OU
		COURT COMPRISIN CASE SURNAME NAME SURNAME NAME POST POST STAFF NO. EMAIL ACCOUNT LEVEL COURT TYPE (ENC) (CHI) (CHI) TITLE (CHI) (ENC) (CHI) (ENC) (CHI) (ENC)
		District Cour Personal Inj Au Ann - Officer 2 - 330g-mail.co Active m t uries Action Au Ann - Officer 2 - 330g-mail.co Active m
		$\mathbb{K} \subset \mathfrak{1} \supset \mathfrak{I}$
NOTE	If the case link-up arrangemen support enquiry of assigned ca from the same case profile.	t to an OU is made by way of Profile, the system will not be able to ses by a specific case number, even though the concerned case comes
5.	Option (2):	The "Enquire Assigned court case(s) to OU Account(s) - Search"
	Enquire by Case Number	screen is displayed
		ENQUIRE ASSIGNED COURT CASE TO OU Screen ID. EURE-CMN-002T
		Search ^
		Organization Code     Organization Name (Eng)       007     Liu Solicitor Firm       Organization Name (Chi)     Biglingtingtingtingtingtingtingtingtingtingt
		Surname (Eng) Given Name (Eng)
		Surrame (Chi)         Given Name (Chi)           3a/ Post Title (Eng)         3a/ Post Title (Chi)
		Staff No. Email Address
		Account Status Branch INQ - Headquarters

Item	Process	Related screenshots for reference
	Search by Case No.	
	Select the option	Case Association Type •
	"By Case No." >	By Profile
	Input Case No. >	Case Year
	[Note: PA/SA may also conduct search by using the search criteria <u>case year</u> .	Court Level Court See Select ··· Comprising Court -·· Please Select ··· V
	Select the option	Case Type Please Select
	"By Case No"> Input Case Year >	<u>Clear</u> SEARCH
	Select "Court Level"> Select "Comprising Court"> and "Case Type"]	
	Click "SEARCH" >	
6.	Search result shows in the	The search result – "List of OU assigned with court case(s)
	record table	(By Case No.)" screen is displayed
	Depending on the search	ENQUIRE ASSIGNED COURT CASE(S) TO OU ACCOUNT(S) Search
	will then display	List of OU assigned with court case(s) (By Case No.)
		Number of Record(s): 1         OU           CASE         OU
		PABTY/ CASE NO. ACTED FOR SURNAME GIVEN SURNAME GIVEN JOB/POST JOB/POST STAFF NO. EMAIL ACCOUNT ACTED FOR (ENG) NAME (ENG) (CHI) NAME (CHI) TITLE (ENG) TITLE (CHI) STAFF NO. ADDRESS STATUS
		DCP11/2022 P1 Wong Hol F Au Ann Officer 2 - asunnyday633 Active Show Detail ung @gmail.com
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