e-Litigation –Guyana Judiciary
User Guide for Legal Practitioners – High Court

V 1.0

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About this Guide

This user guide serves as a first point of reference for the Legal Practitioners for the details and steps to follow during the usage of functionalities in the e-Litigation Portal for the Guyana Judiciary High Court.

This guide covers the details only on the functionalities that are accessible to Legal Practitioners.

Audience

This user guide is intended for the users from the following offices:

- Law Offices
- DPP's Chambers
- AG's Chambers
- Guyana Revenue Authority
- Prisons
- Service Bureau

Purpose

The user guide explains the following to the users:

- Manage User Account
    - Create User Account
        - Setup User Login Details
    - Update User Profile
    - Change Password
    - Dissociate from Law office
    - Join a Law office
- Create a Case
- Represent a Case
- View Notification Messages
- View and Complete Pending Tasks
- View My Cases
- View All Cases
- View Case Summary
    - Add an Attorney-at-law
    - Remove an Attorney-at-law

How to Read This Guide

Before you start using this guide, it is important to understand its documentation conventions.

- The phrase "e-Litigation Portal –Guyana Judiciary" and the word "system" or "application" denote the same and hence are used interchangeably.
- "Legal Practitioner" and "LP" denote the same entity and are hence used interchangeably.
- Two types of symbols 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 stability.

- Screen names, field names or labels, and field options are specified in bold font. For example, Enter **Username** 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**.

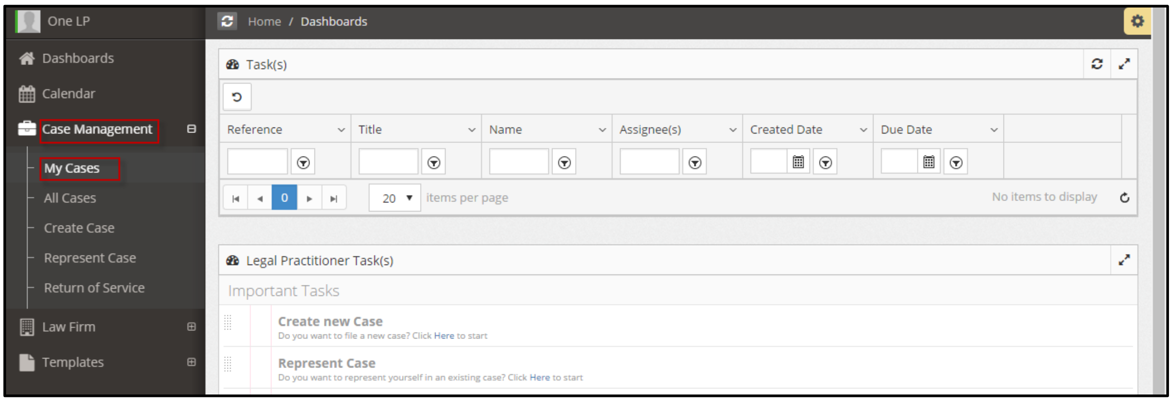


Figure 1 – Application screen

Overview of e-Litigation Portal – Guyana Judiciary

The system is a web-based platform (https://ejudiciary.supremecourt.gy) that leverages on content management systems and dynamic electronic form (e-form) technology. It offers Filing Parties 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 accessed and processed throughout the Case Management System.

The system also provides functionalities and related services that streamline the litigation process, thereby improving efficiency and enhancing access to justice. The Court calendaring process can be managed and streamlined to allow Court officers to better schedule current calendars. Hearing information, such as outcomes, can be captured and tracked for statistical reports.

Features of the System

The 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 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 filed by their office.
- Efficient management of cases .

Prerequisites

Disable Pop-up Blocker

You must disable the pop-up blockers to use some of the functionalities of the system. E.g.to download case documents.

Steps to disable pop-up blocker may vary based on your browser. Below are the instructions for some of the key browsers. Click the respective browser name to view the instructions.

- Microsoft Edge
- Google Chrome
- Mozilla Firefox

Allow Pop-ups for eJudiciary-Guyana Judiciary system in Microsoft Edge

1. Click Settings >> Cookies and site permissions >> Pop-up and redirects >>Add

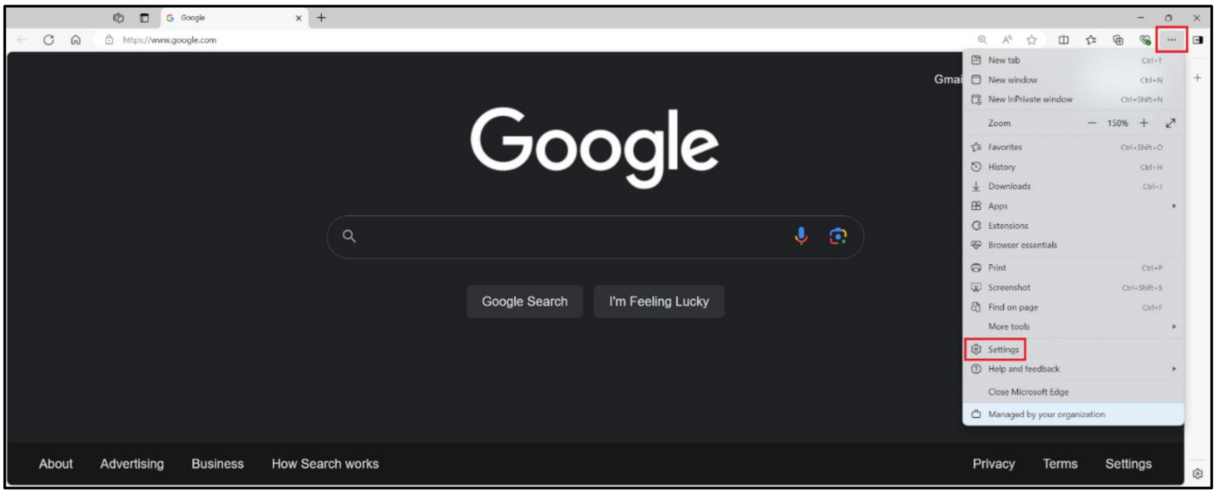


Figure 2– Microsoft Edge

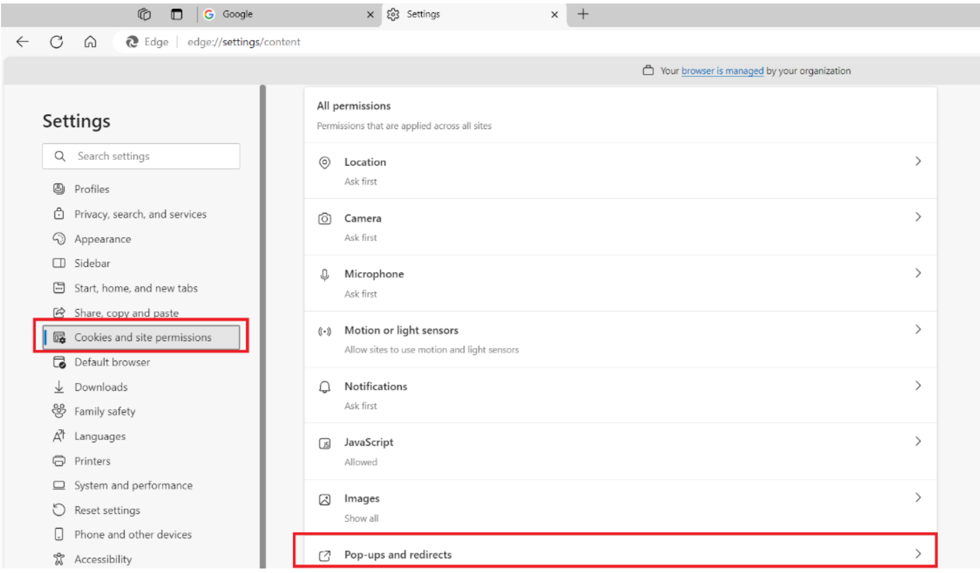
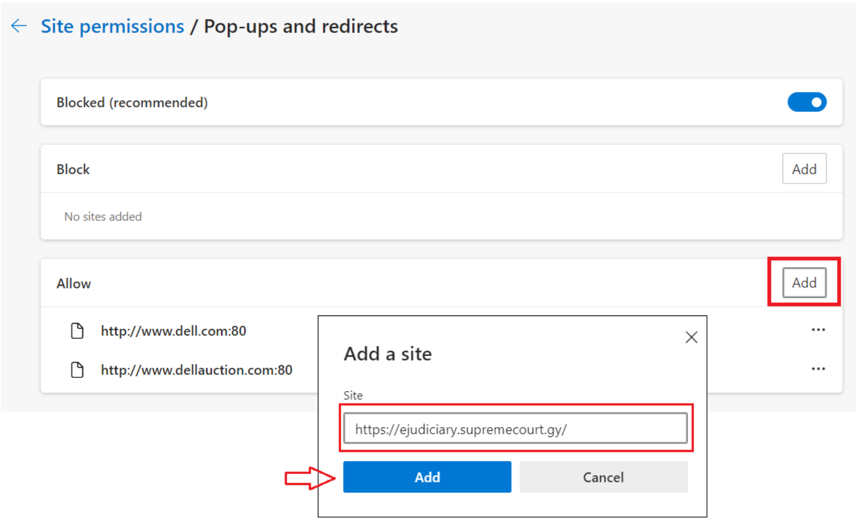


Figure 3 – Pop-up Blocker settings



2. Figure 4 – Pop-up Blocker settingsEnterhttps://ejudiciary.supremecourt.gy/in **Address of website**.
3. Click **Add**.

Allow Pop-ups for eJudiciary-Guyana Judiciary system in Google Chrome

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

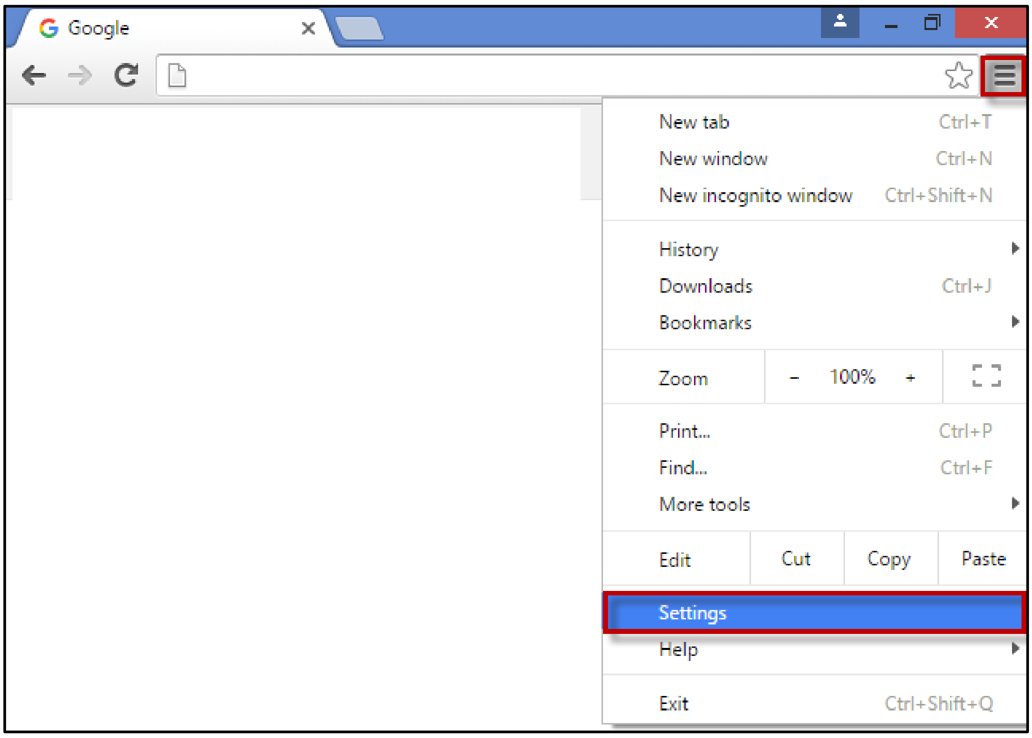


Figure 5 – Google Chrome

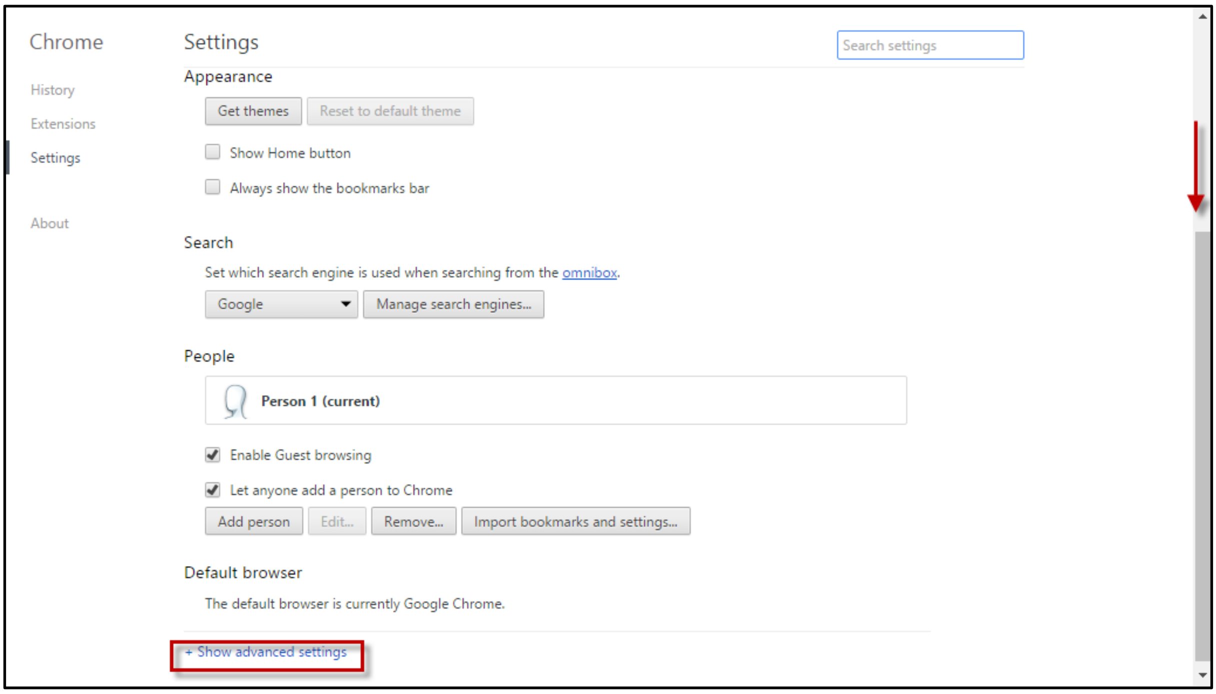


Figure 6 – Settings

2. Scroll down and click **Show advanced settings**.

Figure 7 – Setting Option

3. In the **Privacy** section, click **Content settings**.

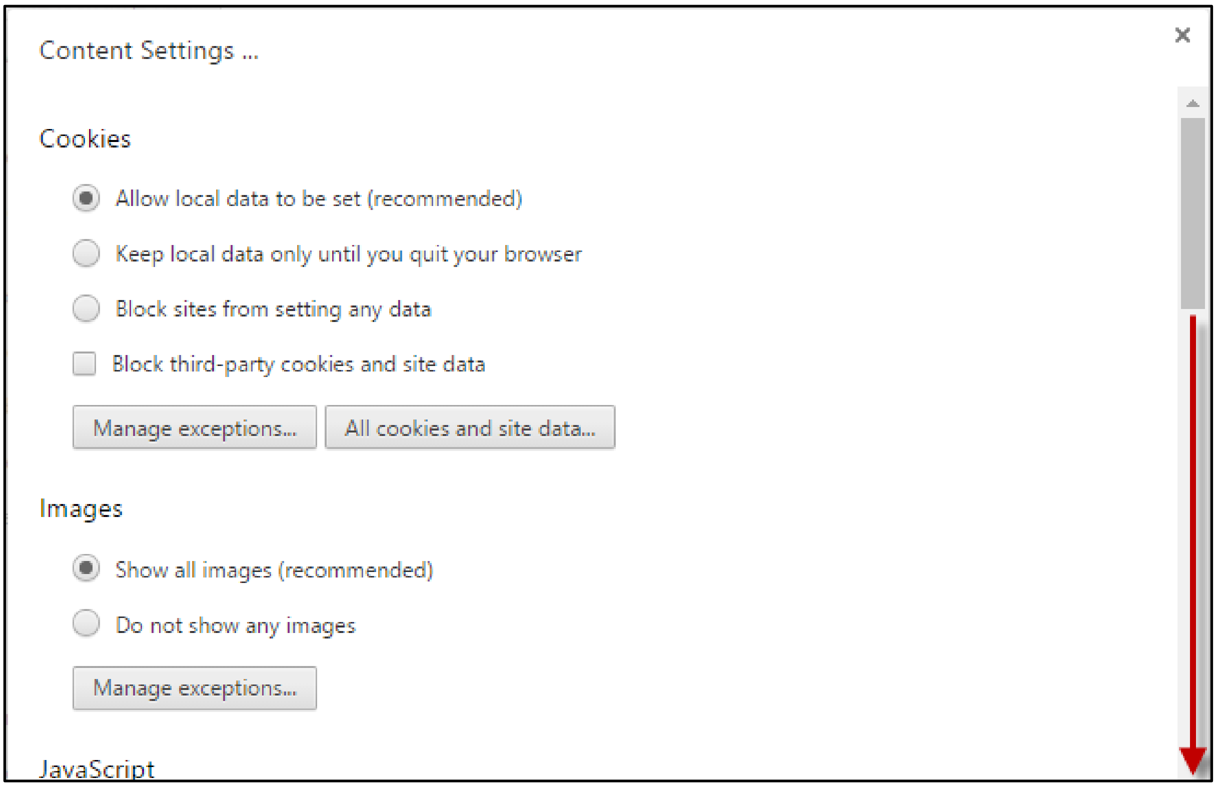


Figure 8 – Content Settings

4. Move the scroll bar until you see the **Pop-ups** section.

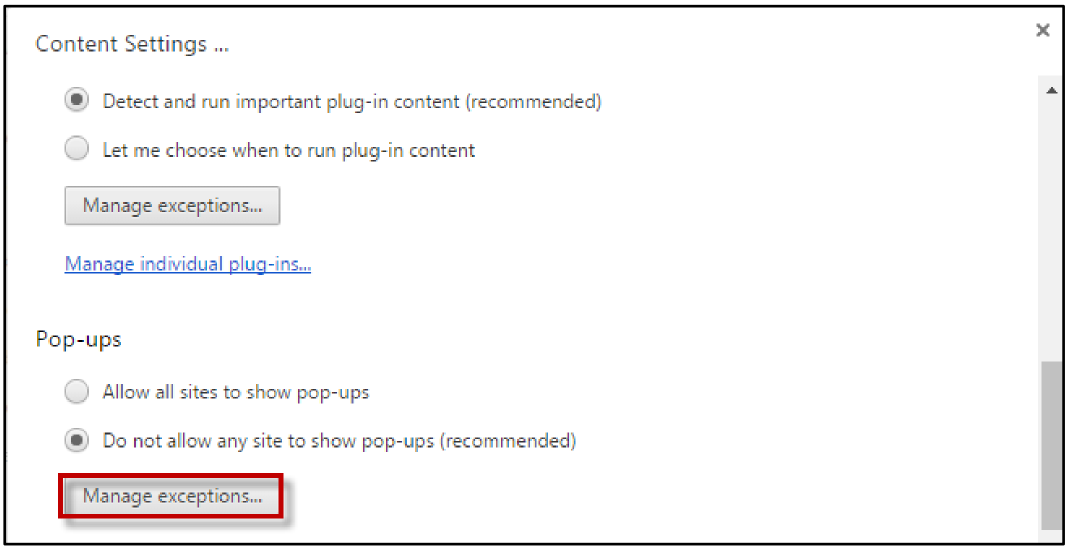


Figure 9 – Content Setting

5. In **Pop-ups**, click **Manage exceptions**.

Figure 10 – Pop-up Exceptions

6. In the **Hostname pattern**, type https://ejudiciary.supremecourt.gy
7. Make sure **Allow** is selected as **Behaviour** and click **Finished**.

Allow Pop-ups for eJudiciary-Guyana Judiciary system in Mozilla Firefox

1. Click the menu and then **Options**.

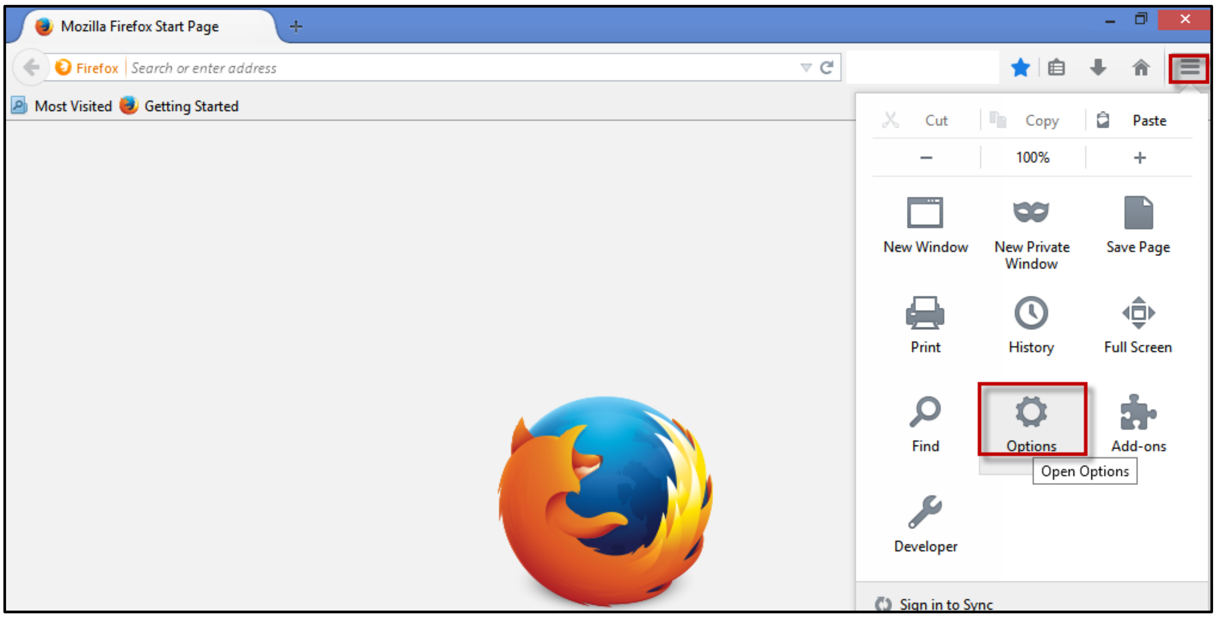


Figure 11 – Mozilla Firefox

2. Click **Content**.

Figure 12 – Options

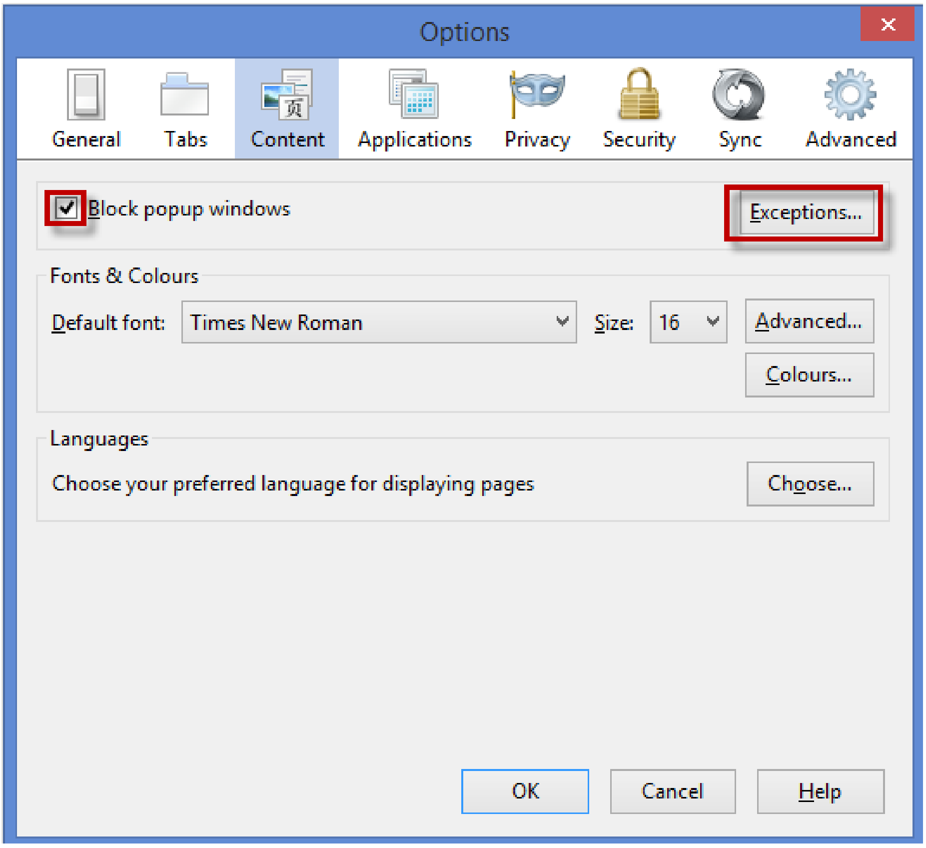


Figure 13 – Pop-up Exceptions

3. Make sure **Block popup windows** is selected and then click **Exceptions**.
4. Type https://ejudiciary.supremecourt.gy in the Address of web site and then click **Allow**.

Manage User Account

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

- Create User Account
    - Setup User Login Details
- Update User Profile
- Change Password
- Dissociate from Law office
- Join a Law office

Create User Account

To create user account:

1. Open the internet browser and type https://ejudiciary.supremecourt.gyin the address bar.

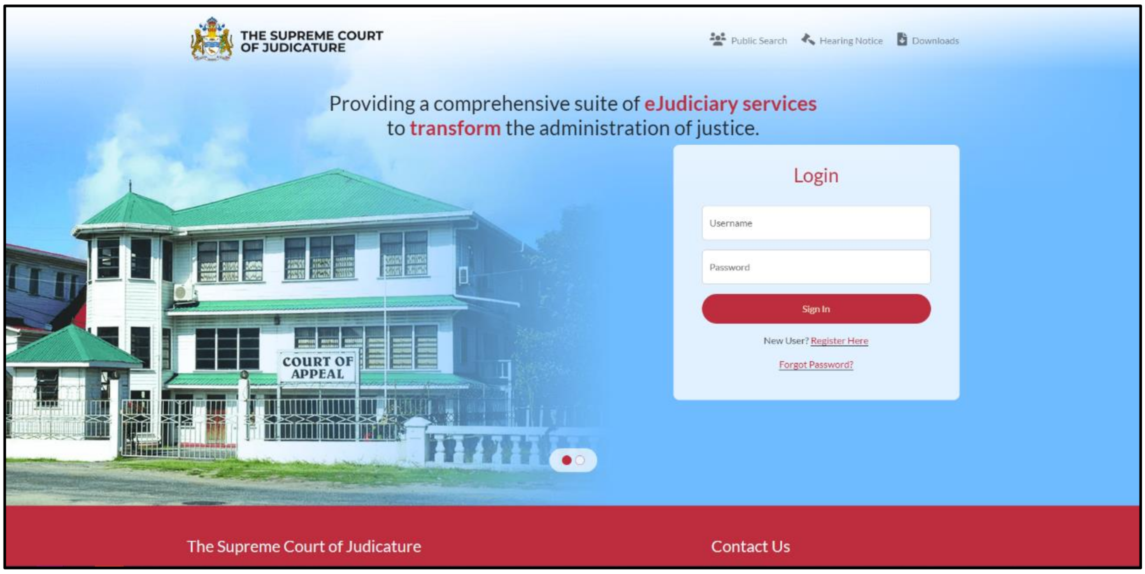


Figure 14 – Login Page

2. Click **Register Here**.

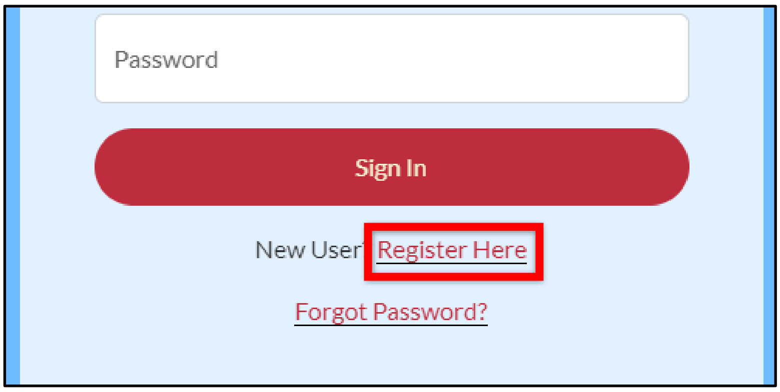


Figure 15 – Create Account

3. The **User Registration** page is displayed.

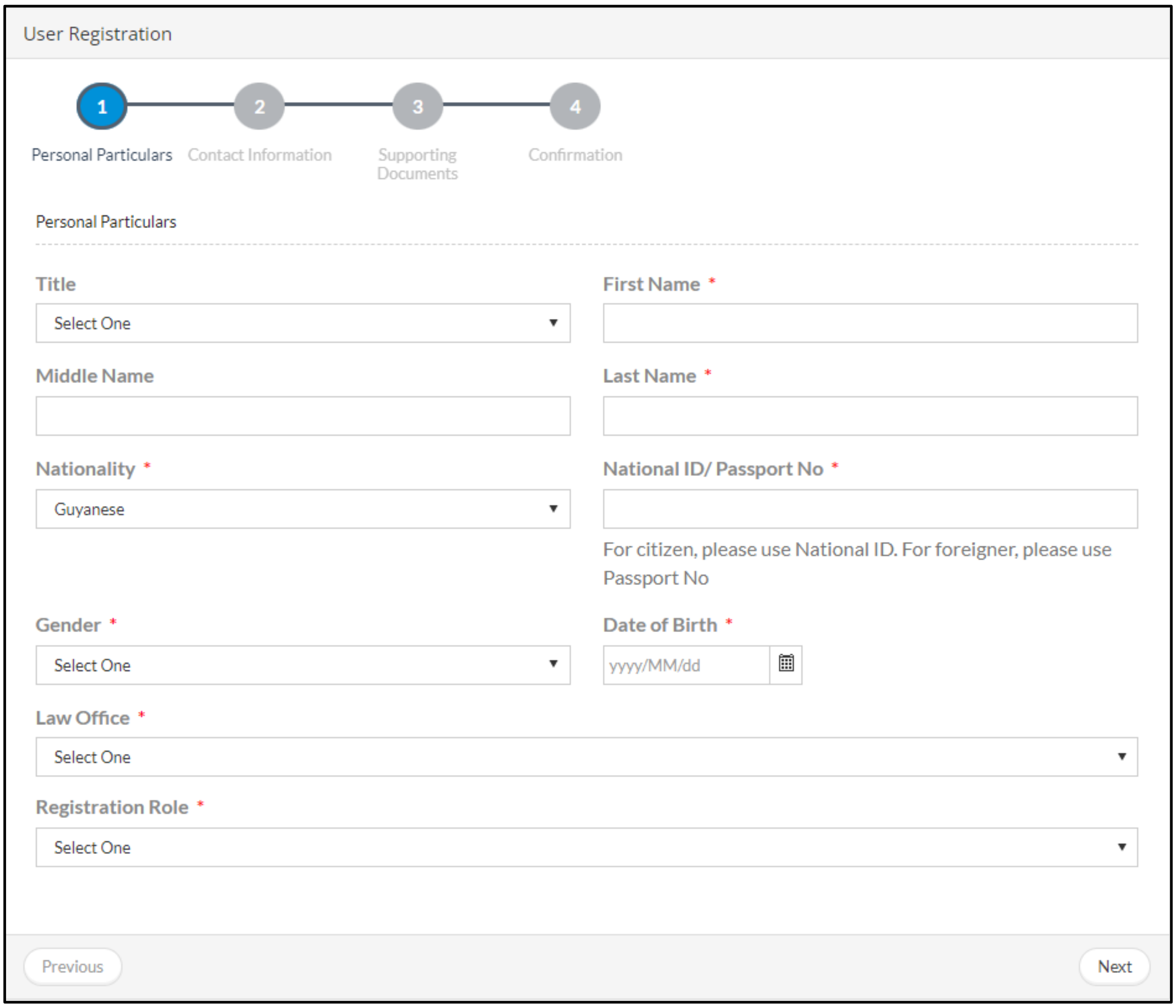


Figure 16 – Personal Particulars

- Mandatory details are indicated by asterisks *.
- By default, the system will assume your nationality and country of residence to be **Guyanese** and **Guyana** respectively. However, you may select other options from the drop-down list.

4. Specify the required **Personal Particulars.**
5. Select the **Law Office** to which you want to be associated with from the drop-down list.
6. Select the required role from the **Registration Role** drop-down list.
7. Click **Next** to specify the **Contact Information**.

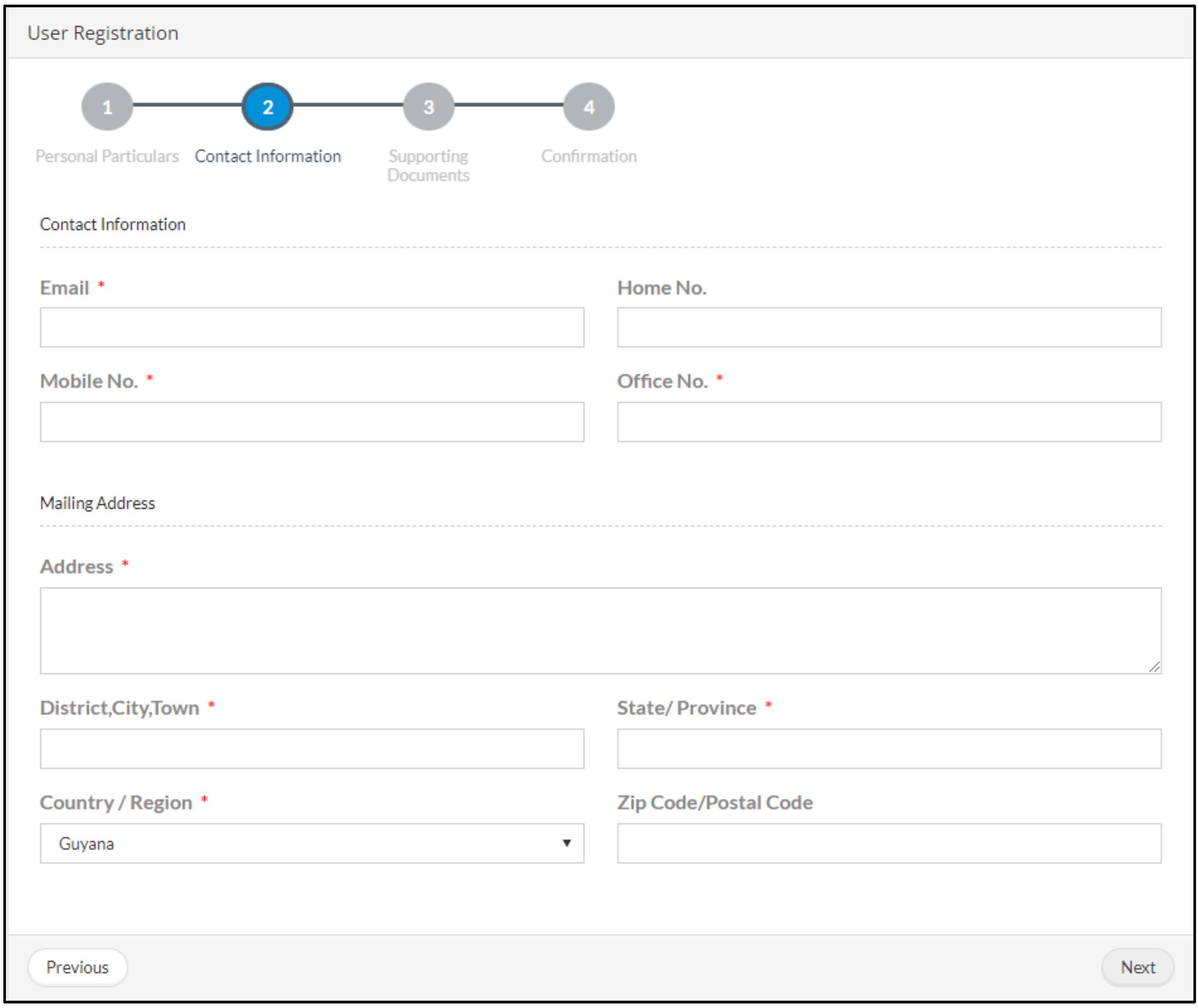


Figure 17 – Contact Information

8. Enter the required details and click **Next.** The **Supporting Documents** page is displayed.

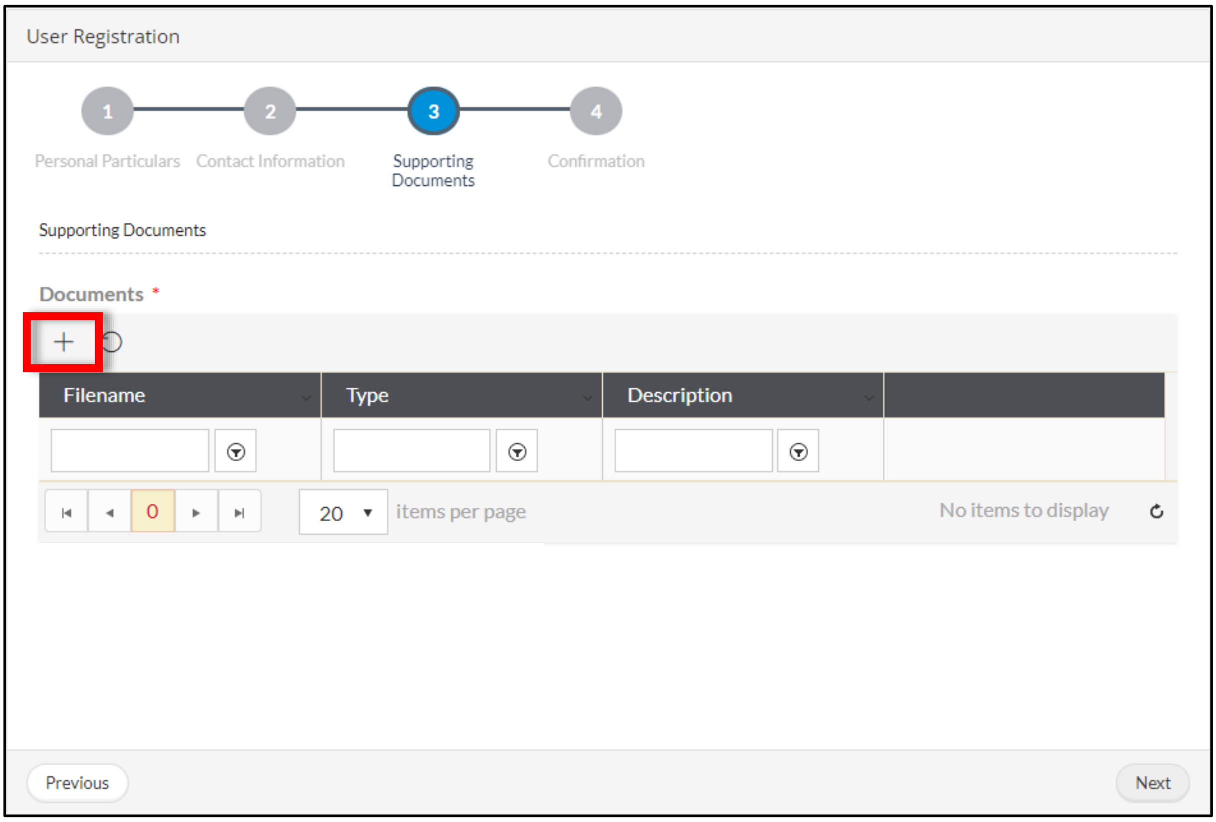


Figure 18 – Supporting Documents

- You must attach the **Certificate of Good Standing from Registry**.
- 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.

Figure 19 – Add Document

10. Select the **Type** of document you would like to upload.

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

11. Click **Select files** to browse the device and select the required document to upload. An example of an uploaded document is shown below.

Figure 20 – Add Document

12. Click **Save**. A success message is displayed.

Figure 21 – Success Message

The uploaded PDF is listed as shown below.

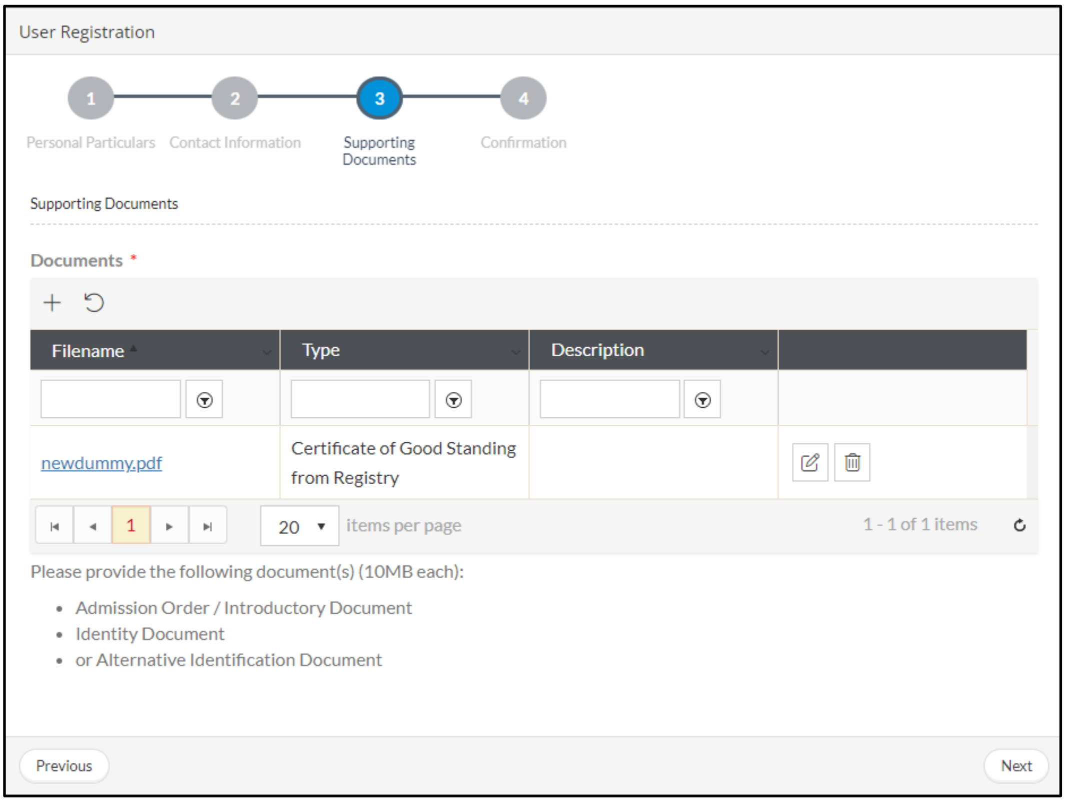


Figure 22 – Supporting Documents

- Repeat steps 9-12 to add another document type, for example **Admission Order**.
- To delete a document from this list, click .
- To modify the description of the attached document, click .

13. Click **Next** to preview the specified details.

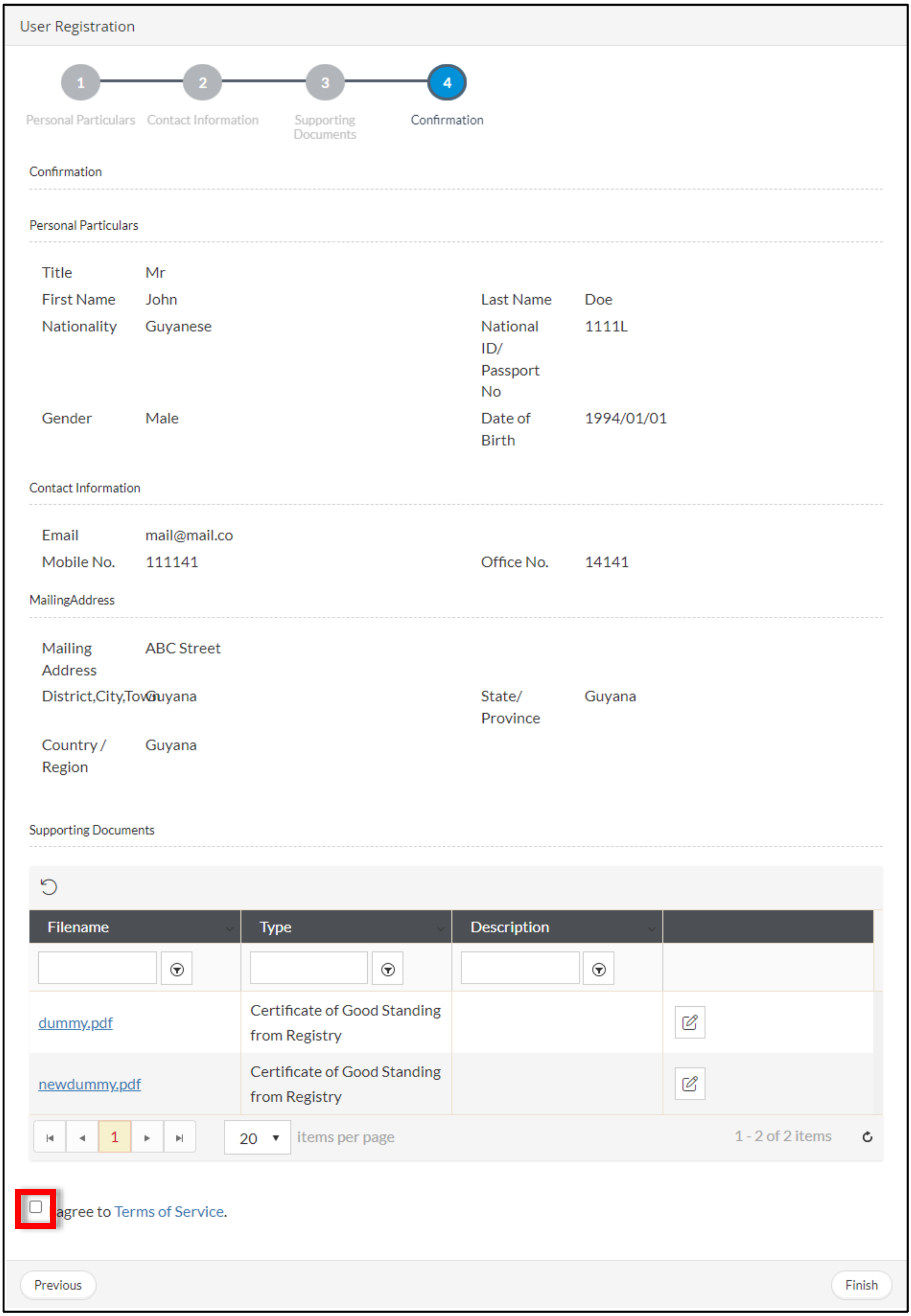


Figure 23 – Confirmation Screen

14. 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.

15. Click **Finish**. A notification will be shown confirming your application. You will receive an acknowledgement mail sent to the mailing address that you specified while creating the user account.

The application is now sent for approval.

Figure 24 – Notification for Application

- If you have not received any email (to the mailing address specified during registration), do the following:
  - Ensure that the email account you are checking is the same as the one you specified during the account registration.
  - Check if the email has been delivered to your **Junk** or **Spam folders**.

Once the application is approved, you must set up 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, you must make a fresh application.

Setup User Login Details

Once your request for a user account is approved, you must setup your login details.

Prerequisites:

- Application must have been approved.

To setup user login details:

Dear Johnson Doe, Your application for registering an account with Supreme Court's eLitigation system has been successful and we confirm that you can create an account to access the eLitigation system.

Click here to create your own username and password.

Yours sincerely,
Registrar of The Supreme Court

Figure 25 – Confirmation Mail

- A confirmation email will be sent to the user after approval.
- Click the link in the confirmation email to create your username and password. The **Setup new User Login** page where this is done is shown below.

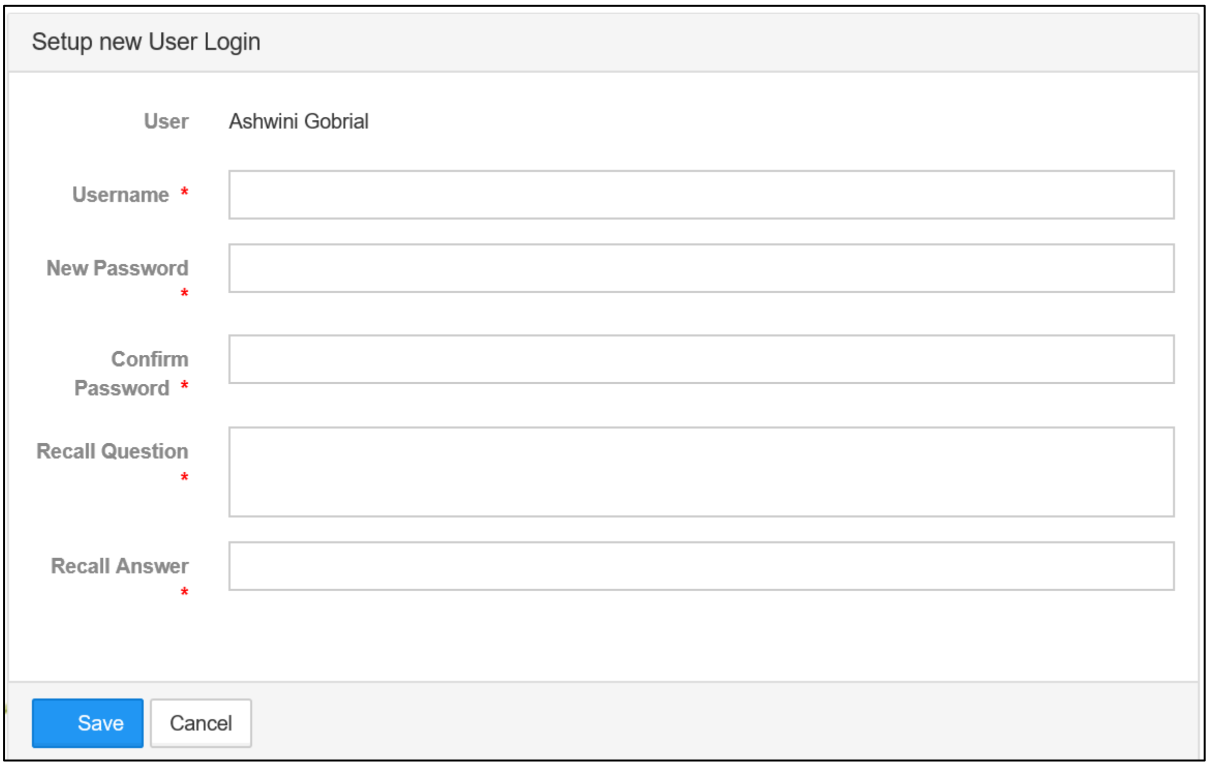


Figure 26 – Setup Login Details

- Enter **Username, Password, Confirm Password, Recall Question** and **Recall Answer**.

- It is recommended not to set a recall question and answer, which may change in time.

- Mandatory details are indicated by a red asterisk *.
- **Username** must be unique. If the **Username** you specified is already used by another user, the system will prompt you to choose a different **Username**.
- **Username** must have a minimum of 3 characters.

- Click on **Save**. The user will receive a welcome email.

Thank you for completing the user registration. You may now login to Guyana eJudiciary.

Regards,

Guyana eJudiciary Administrator

Figure 27 – Welcome Mail

You may change your password anytime.

Update User Profile

Your **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.

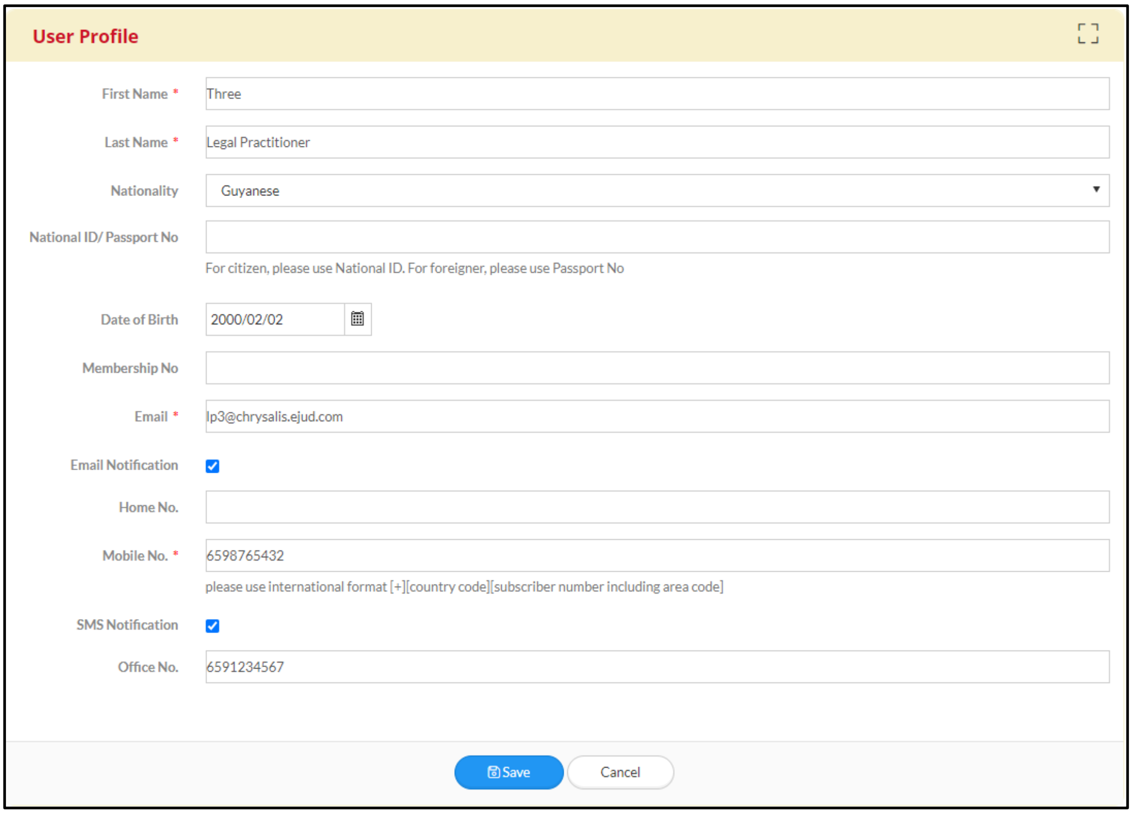


Figure 28 – Update User Profile

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

Figure 29 – Success Message

Change Password

To change password:

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

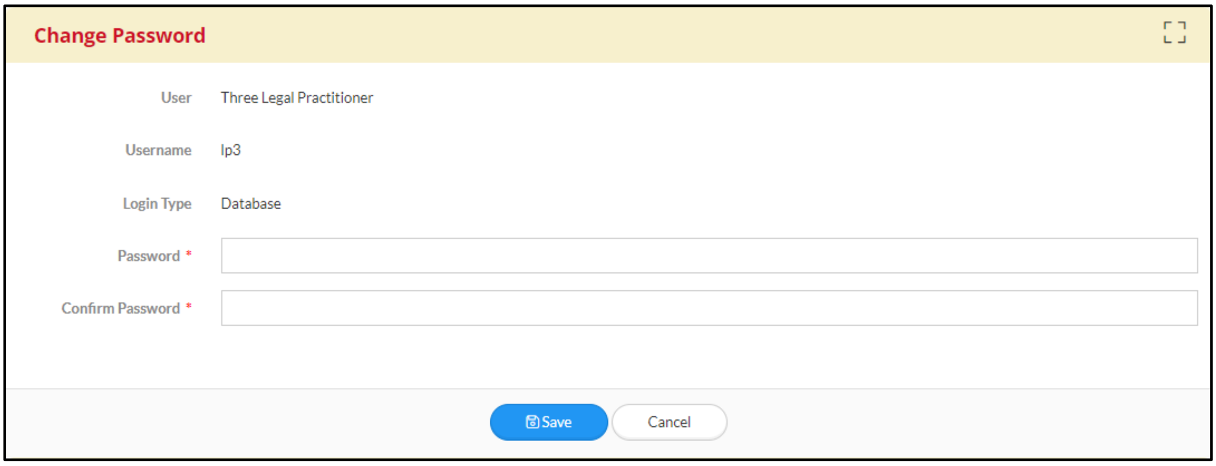


Figure 30 – Change Password

2. Enter a **Password**.
3. Re-enter the same password used in Step 2 in the **Confirm Password** field.
4. Click **Save**.

Dissociate from Law Office

A user can dissociate from a Law Office and the details are given below.

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

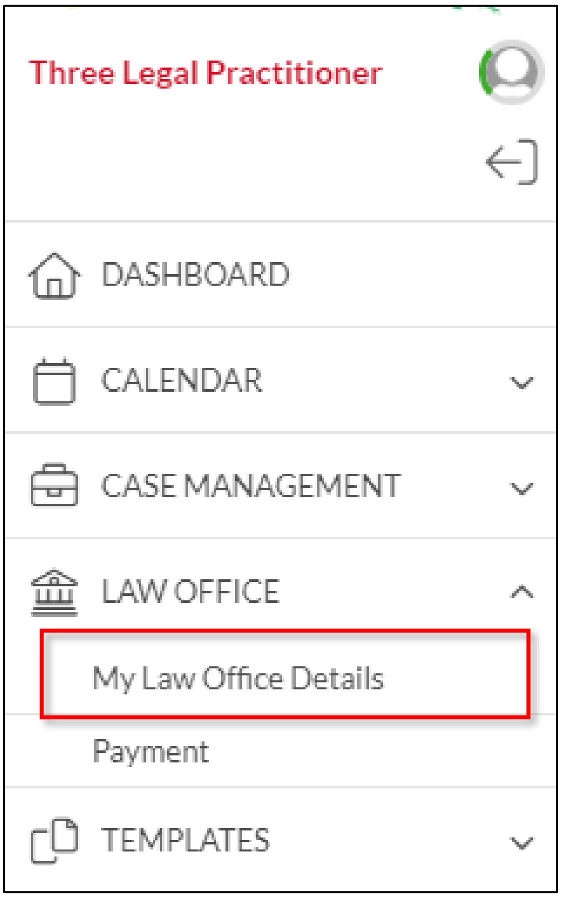


Figure 31 – Side Menu

2. The details of your Law Office are displayed.

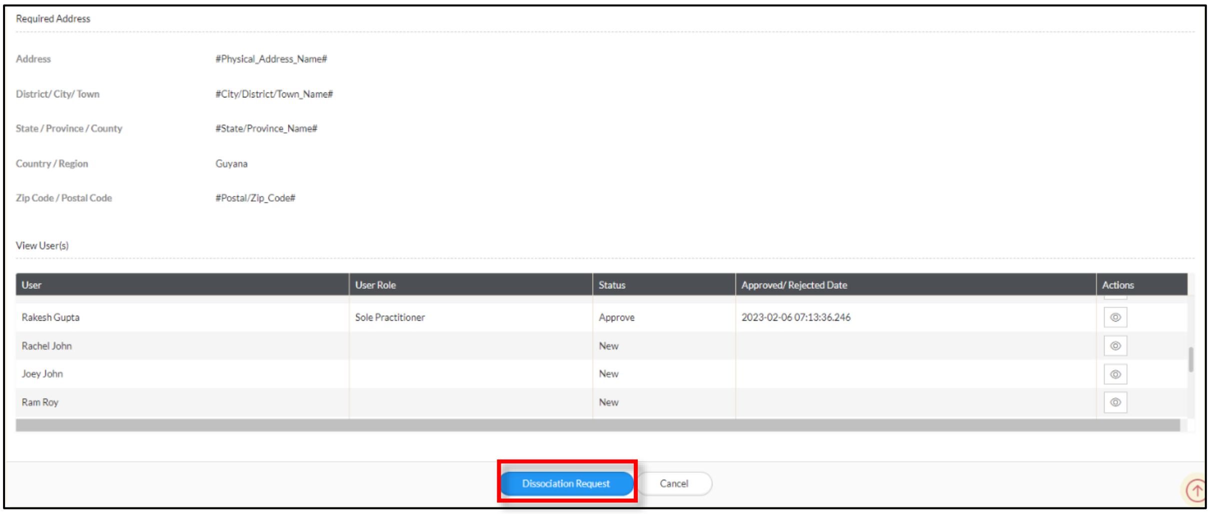


Figure 32 – Dissociation Request

3. Click **Dissociation Request**.

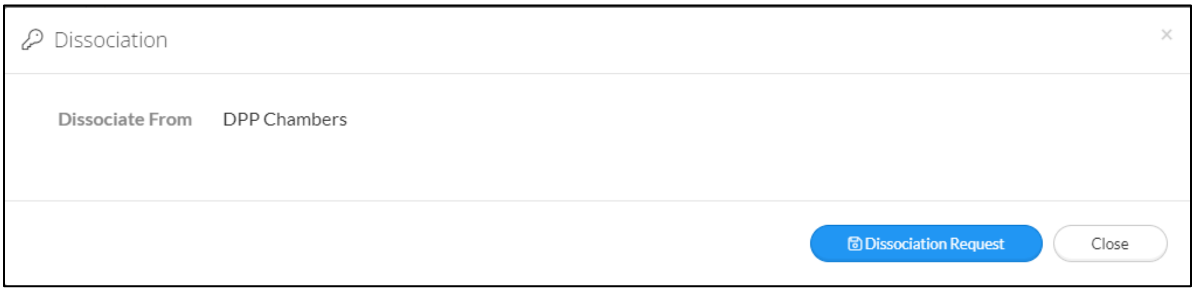


Figure 33 – Confirmation

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

Figure 34 – Success Message

Your request will be submitted for approval by the Registrar or lawful agent. Upon approval or rejection, you will be notified via email. Upon approval, the user will no longer be part of the Law Office. If your request is rejected, the reason for rejection will also be included in the notification.

Join a Law office

- A user can Join a Law Office (after leaving the previous Law Office) and the details are given below.

5. Click **Law Office**>>**My Law Office Details**.

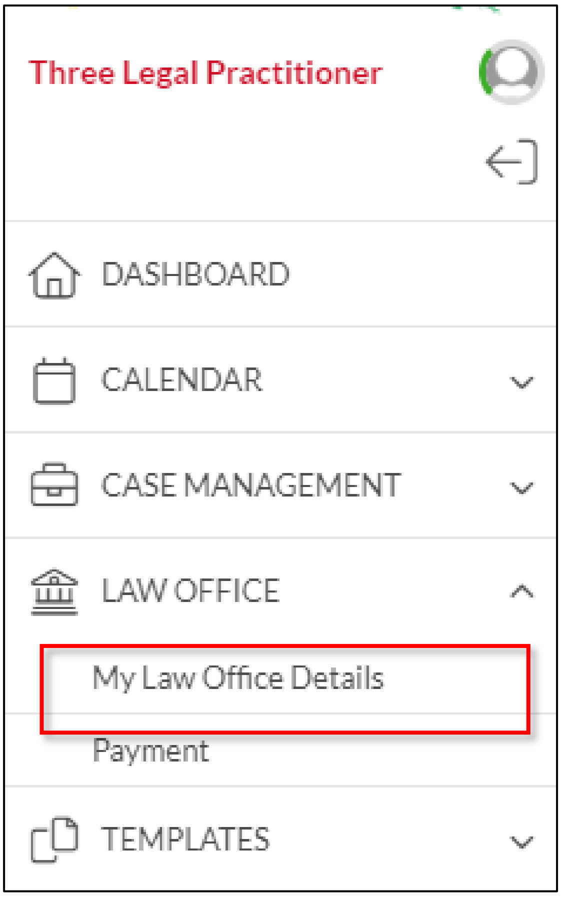


Figure 35 – Side Menu

6. The option to Join a Law Office will be presented, if the user is no longer associated with any Law Office.

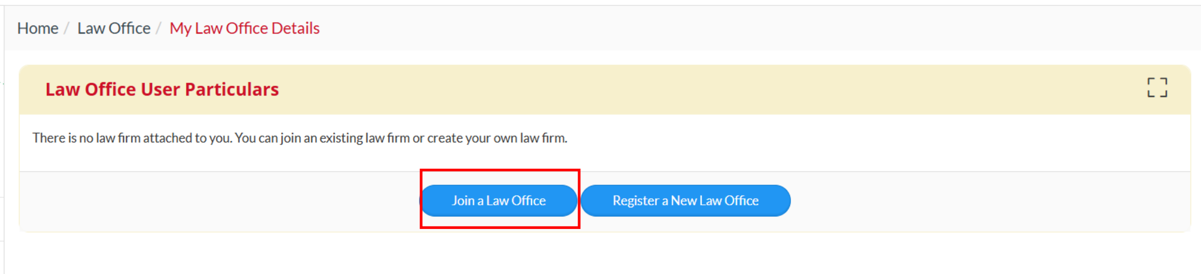


Figure 36 – Join Law office

7. Select the Law Office to join from list.

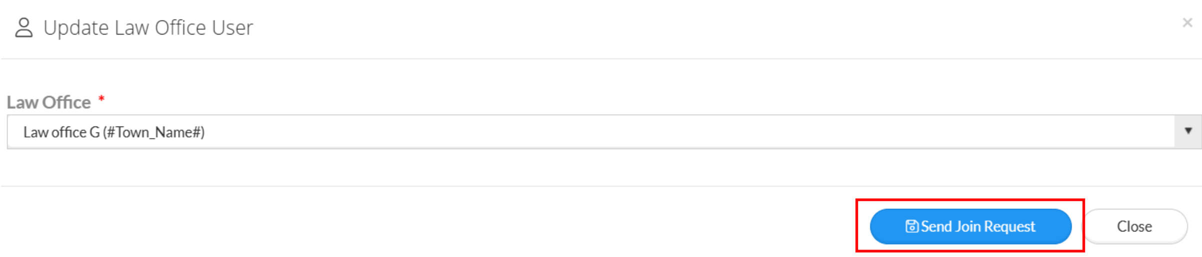


Figure 37 – Join Request

8. Click **Send Join Request**. A success message is displayed.

Figure 38 – Success Message

Your request will be submitted for approval by the approving authority. Upon approval or rejection, you will be notified via email. Upon approval, the user will become part of the Law Office. If your request is rejected, the reason for rejection will also be included in the notification.

Create Case

Registered users may create or draft cases on behalf of their applicant(s), appellant(s) or claimant(s), petitioner(s) using the eJudiciary system.

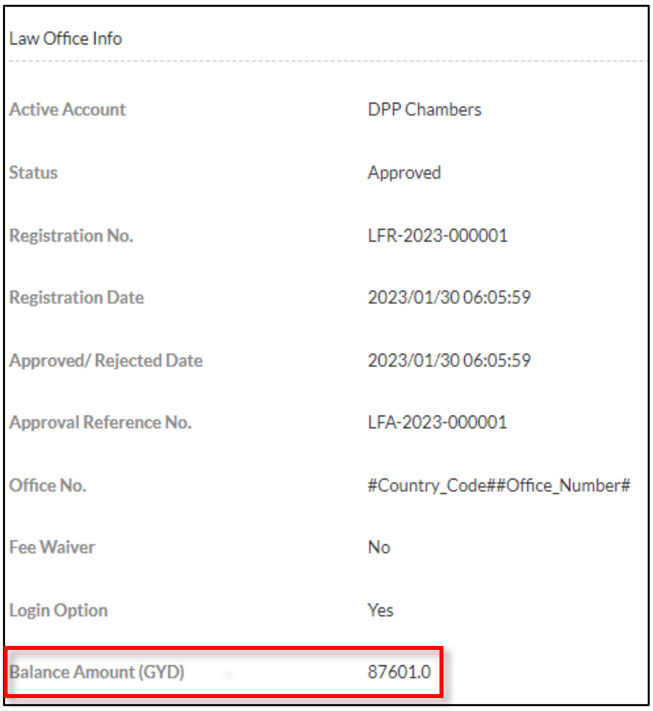
The legal practitioner who creates the case will be the legal practitioner in the case.

- 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 or shortcut in the **dashboard, or add (+) button in My Active Cases, All Cases, or Draft Cases pages**
- While drafting the case details, the secretary must specify the instructing legal practitioner for the case.
- Status of the case is **Draft** until the case is submitted.

Prerequisites:

- You must be a registered legal practitioner in the system.
- Your law office account must have sufficient funds in its standing account. Refer to Check Law Office Account Balance for more information. If you do not have sufficient funds, you must approach the Court to top up the standing account or top up online when the system for online payments comes online.

- To check your account balance, go to Law Office>>My Law Office Details.



Law Office Info	
Active Account	DPP Chambers
Status	Approved
Registration No.	LFR-2023-000001
Registration Date	2023/01/30 06:05:59
Approved/ Rejected Date	2023/01/30 06:05:59
Approval Reference No.	LFA-2023-000001
Office No.	#Country_Code##Office_Number#
Fee Waiver	No
Login Option	Yes
Balance Amount (GYD)	87601.0

Figure 39 – My Law Office Details

- ***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.*

There are 2 ways to file a new case.

Option 1: Navigate to **Case Management>>Create Case**.

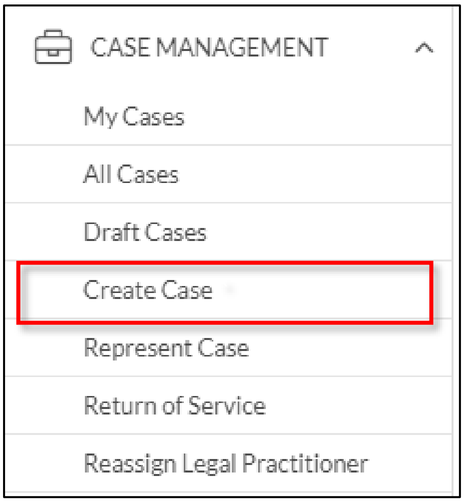
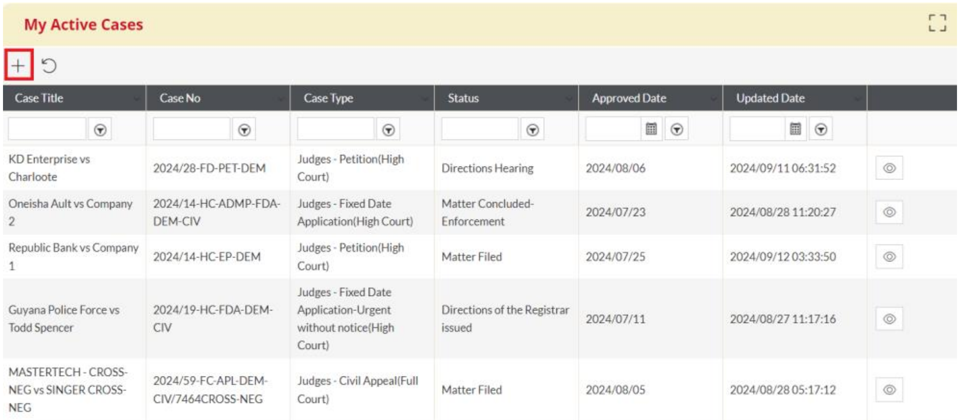


Figure 40 – Menu

Option 2: Click the**+** button in the **My Cases, All Cases,**or **Draft Cases** pages.



My Active Cases

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
KD Enterprise vs Charloote	2024/28-FD-PET-DEM	Judges - Petition(High Court)	Directions Hearing	2024/08/06	2024/09/11 06:31:52	
Oneisha Ault vs Company 2	2024/14-HC-ADMP-FDA-DEM-CIV	Judges - Fixed Date Application(High Court)	Matter Concluded-Enforcement	2024/07/23	2024/08/28 11:20:27	
Republic Bank vs Company 1	2024/14-HC-EP-DEM	Judges - Petition(High Court)	Matter Filed	2024/07/25	2024/09/12 03:33:50	
Guyana Police Force vs Todd Spencer	2024/19-HC-FDA-DEM-CIV	Judges - Fixed Date Application-Urgent without notice(High Court)	Directions of the Registrar issued	2024/07/11	2024/08/27 11:17:16	
MASTERTECH - CROSS-NEG vs SINGER CROSS-NEG	2024/59-FC-APL-DEM-CIV/7464CROSS-NEG	Judges - Civil Appeal(Full Court)	Matter Filed	2024/08/05	2024/08/28 05:17:12	

Figure 41 – All Cases (Add Button)

The above-mentioned options will direct you to the 1st step of the case filing.

1. Specify the required **Case Type** details and click **Next**.

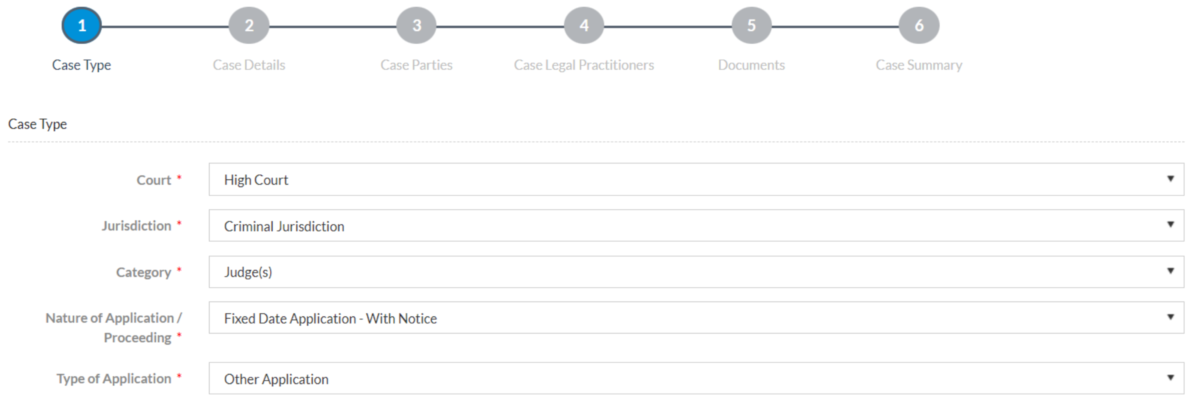
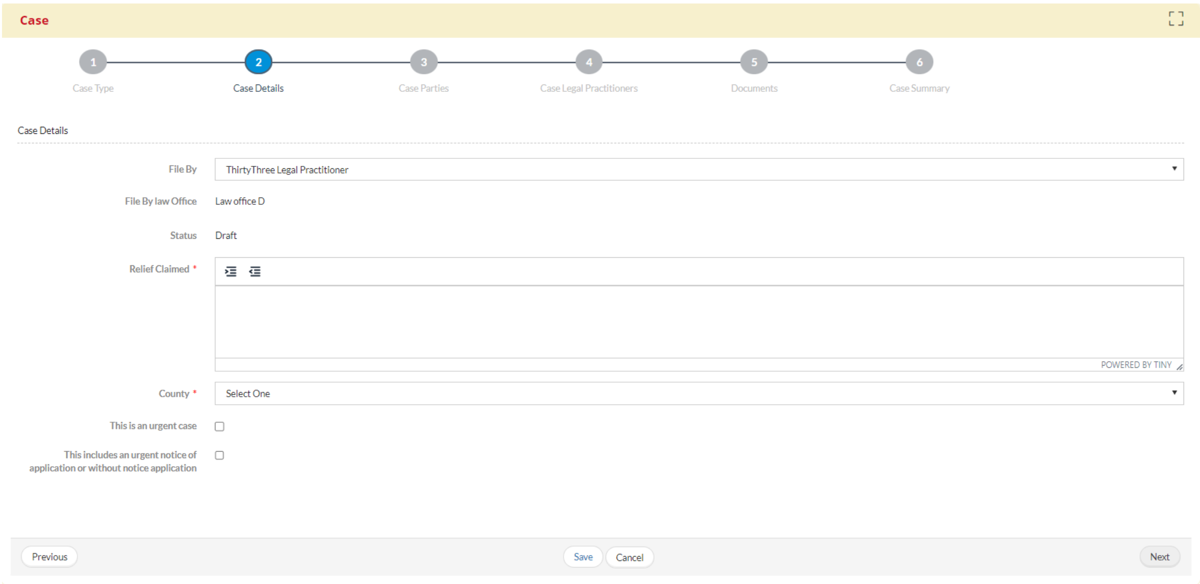


Figure 42 – Case Type

2. The **Case Details** screen will be displayed.



3. Specify the case details such as **Relief Claimed**, the Court of which the **Decision is Appealed Against**, and the **Original Case No.**

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

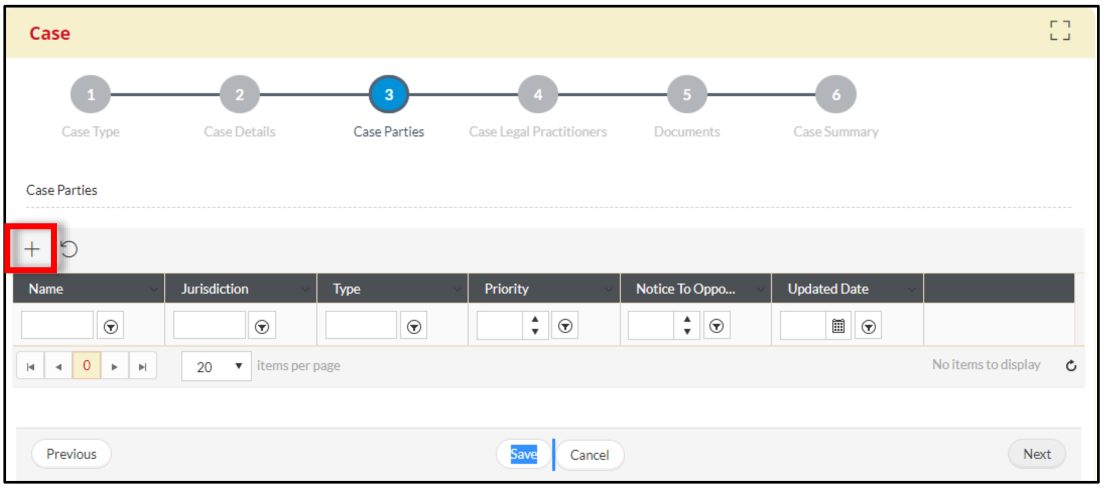


Figure 43 – Case Parties

5. Click **+** to add case party details.

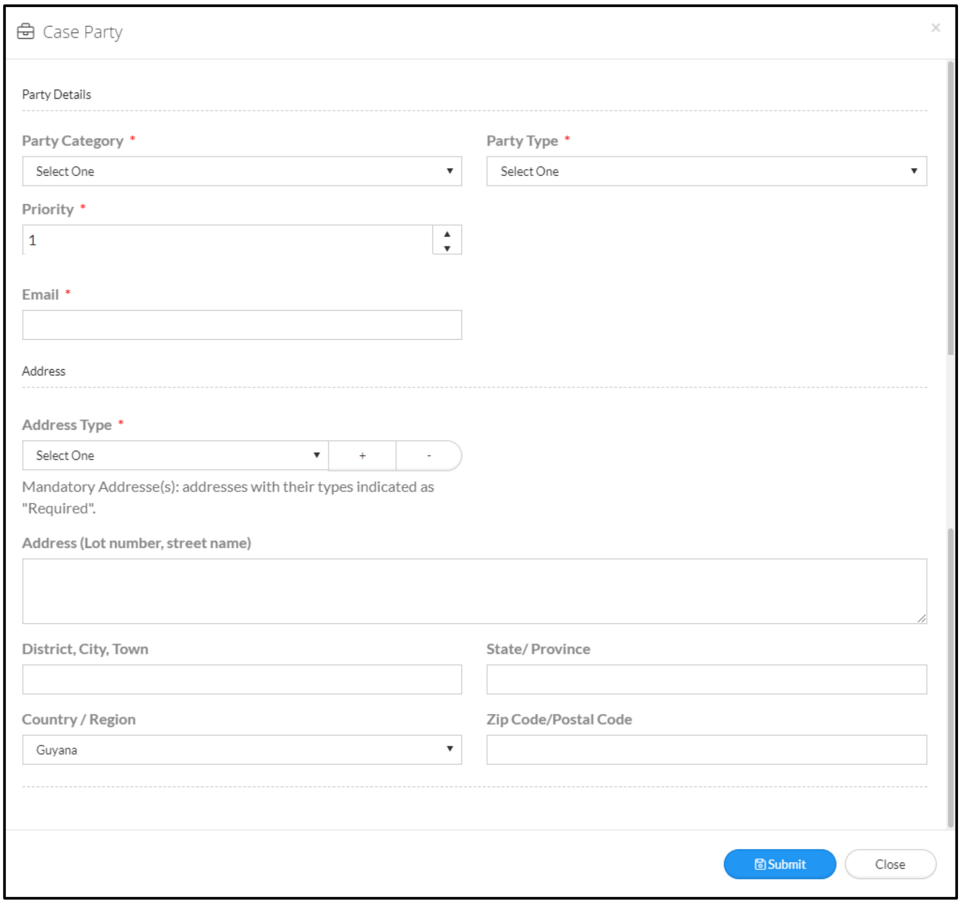


Figure 44 – Party Details

6. Specify the required **Party Details**. On selecting the **Party Type**, the page will briefly reload.

- The details to be filled may vary based on the selected **Party Category** and **Party Type**. For example, if the Applicant or Respondent is an Individual, you may specify the date of birth of the person.
- If you have selected **Respondent** as the party type, there are additional details such as **Notice to Oppose**.
- **Priority** cannot be duplicated for a **Party Type**. For example, you cannot have two Applicants with the same priority.

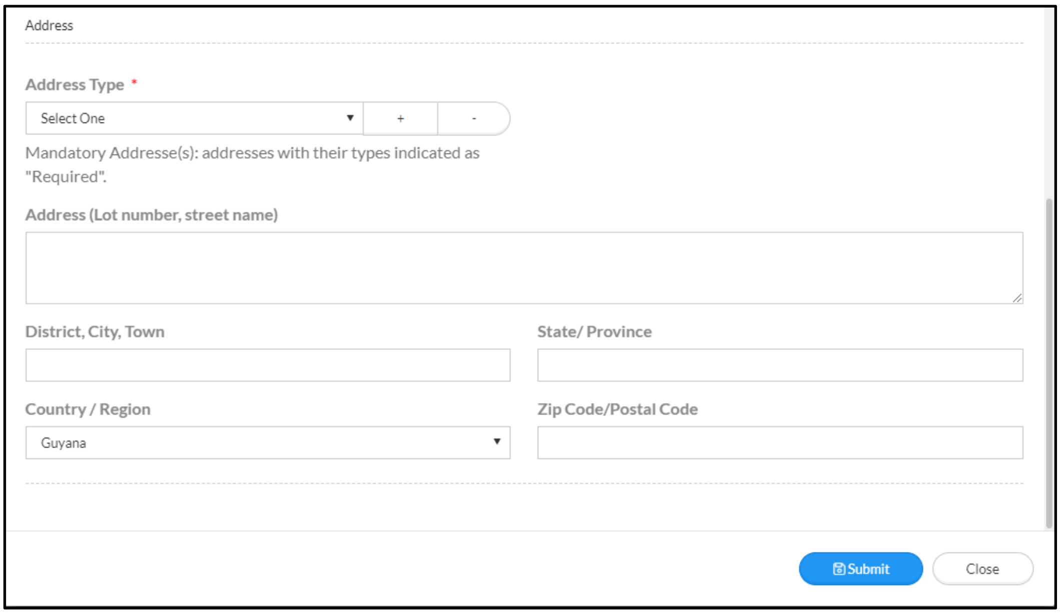


Figure 45 – Party Addresses

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

Figure 46 – Address Types

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

- Addresses that are required (mandatory addresses) may vary depending on the case party type.

8. Upon specifying all the required party details, click **Save**. The added party is listed as shown below.

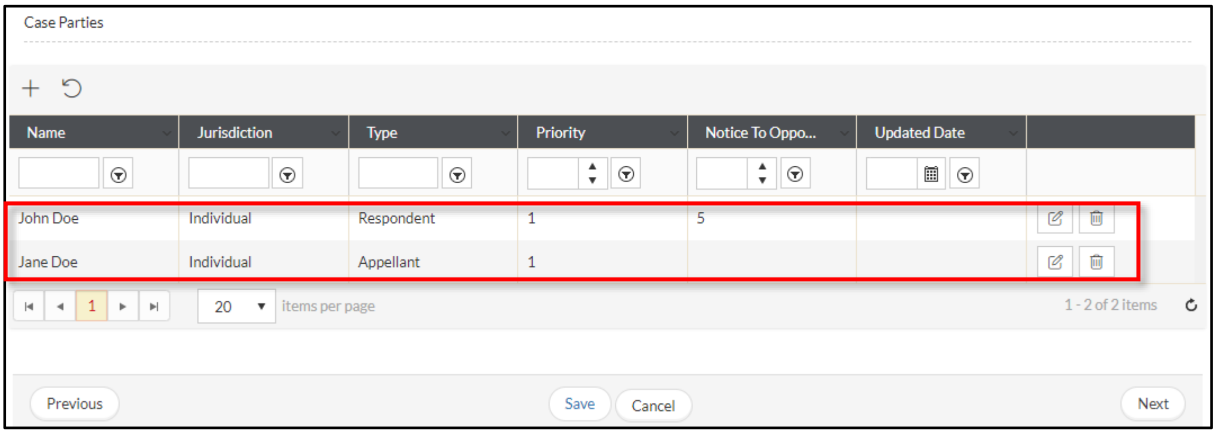


Figure 47 – Added Case Parties

- To modify the party details, click .
- To remove the party from the draft, click .
- To add another party, repeat steps 4-8.

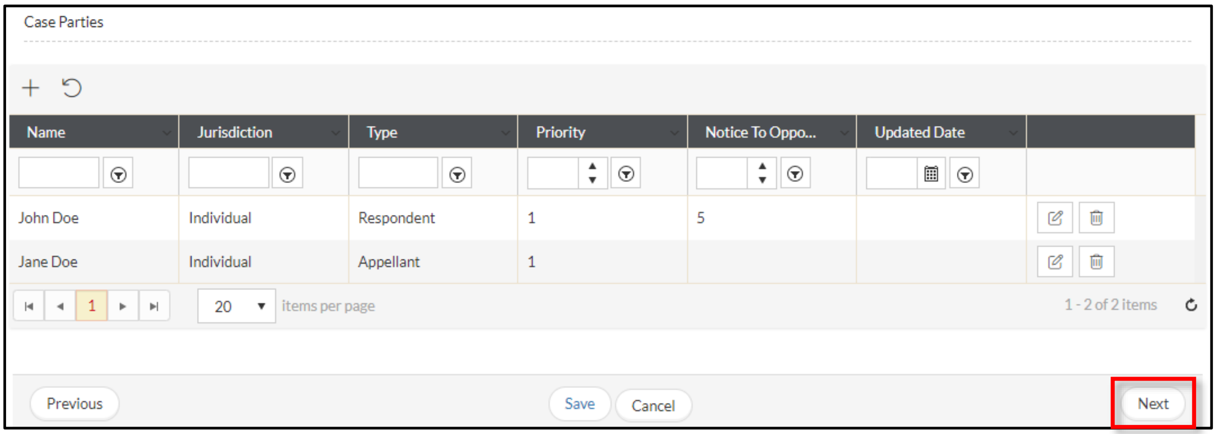


Figure 48 – Case Parties

9. Click **Next**. The **Case Legal Practitioners** page is displayed.

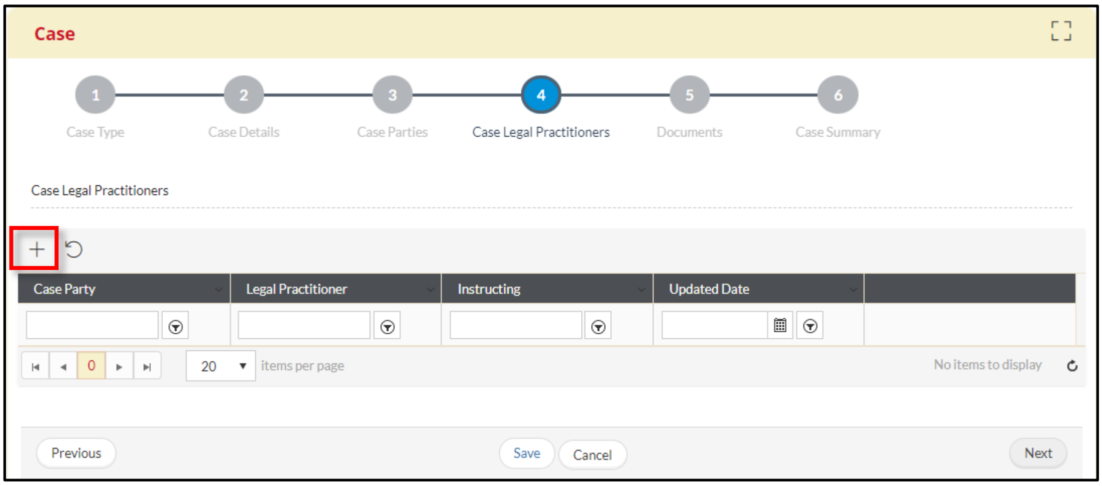


Figure 49 – Legal Practitioner Details

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

- If a 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 legal practitioners to the case at any point of time.

The **Legal Practitioner** page is displayed.

Figure 50 – Legal Practitioner

11. Select the **Legal Practitioner (if any)**.
12. Click **Save**. The added legal practitioner is listed.

To add another legal practitioner to this case, repeat steps 9-12.

13. Click **Next** on the main page of the step to attach the required documents.

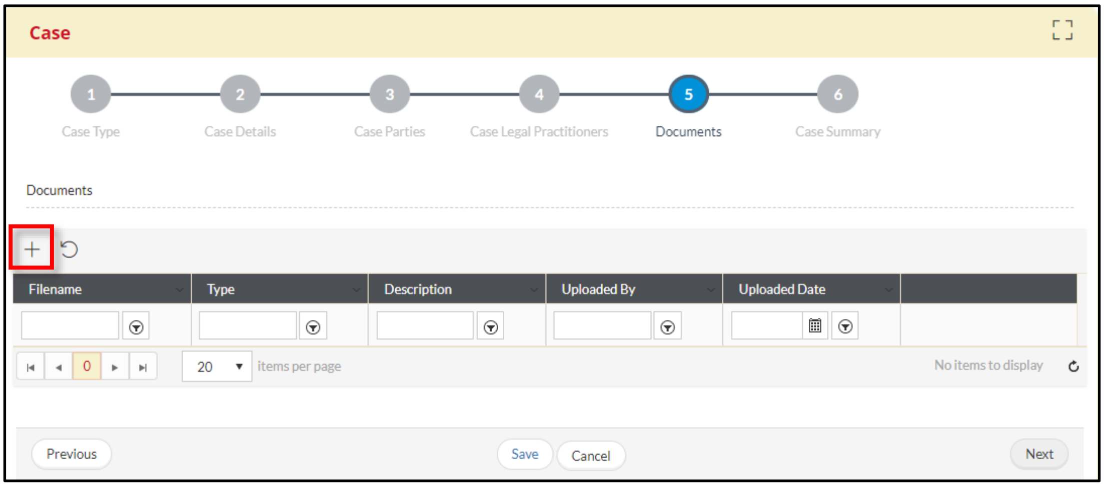


Figure 51 – Supporting Documents

14. Click  to attach a document.

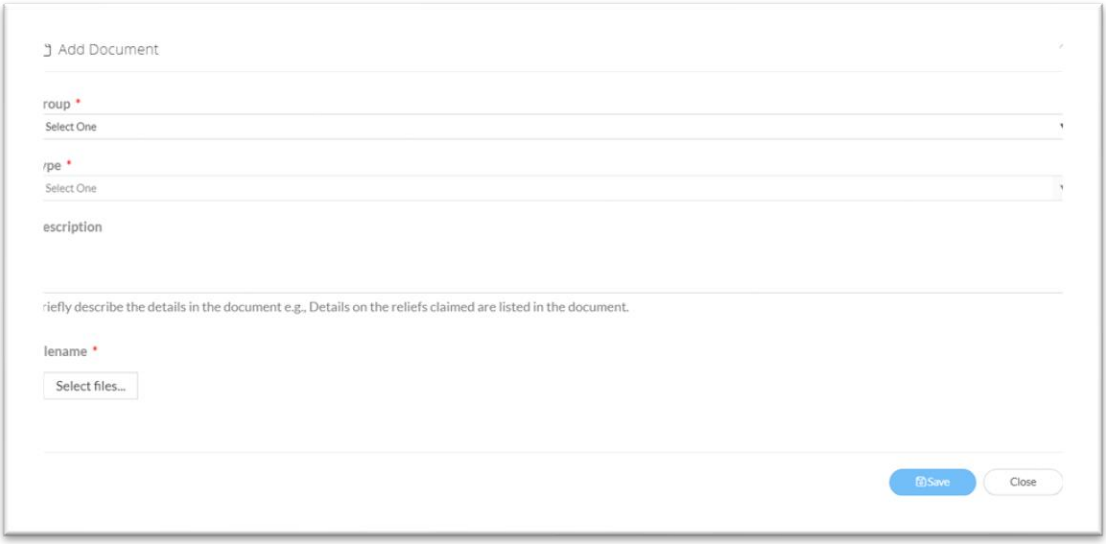


Figure 52 – Add Document

15. Specify the **Group** and **Type** of the document.
16. It is recommended to include a **Description** for the document.
17. Click **Select files,** browse and upload the document. The uploaded document is listed as shown below.

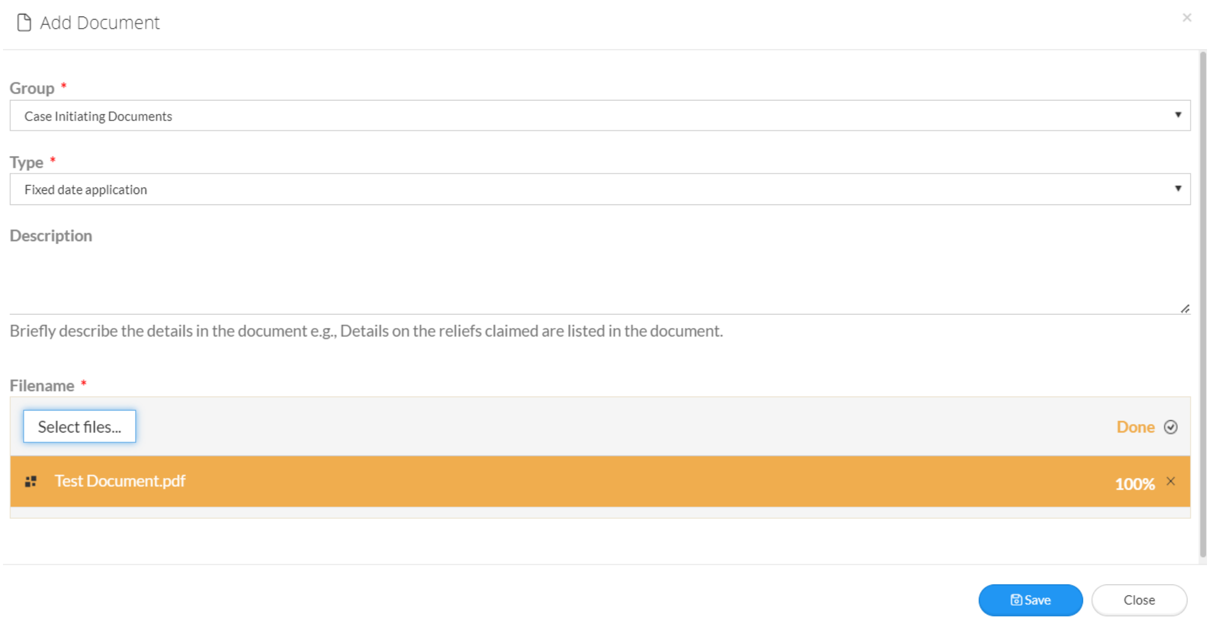


Figure 53 – Uploaded Document

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

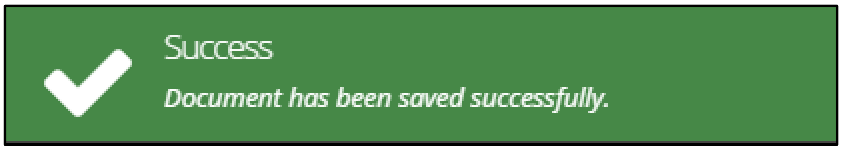


Figure 54 – Success Message

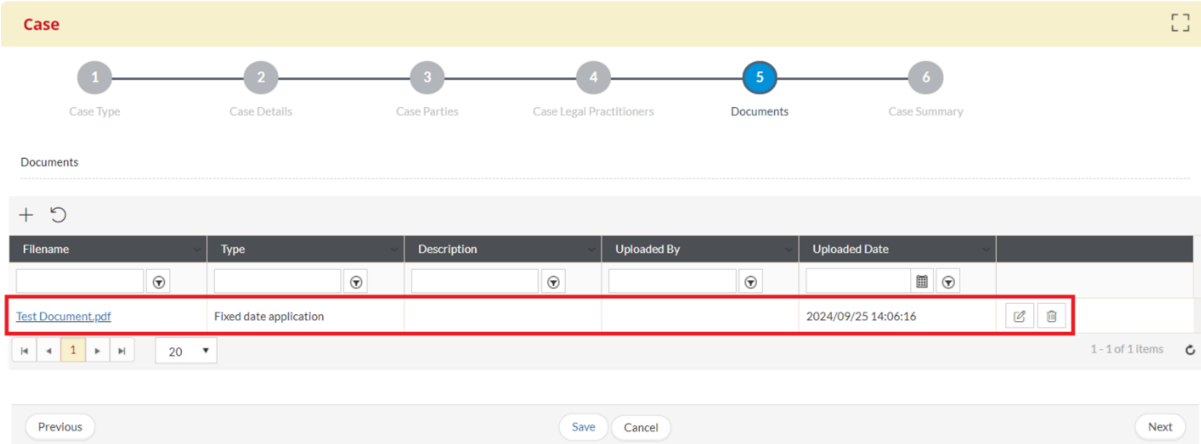


Figure 55 – Uploaded Document

- To attach another document, repeat steps 13-18.
- To modify the document description, click .
- To remove the document, click .

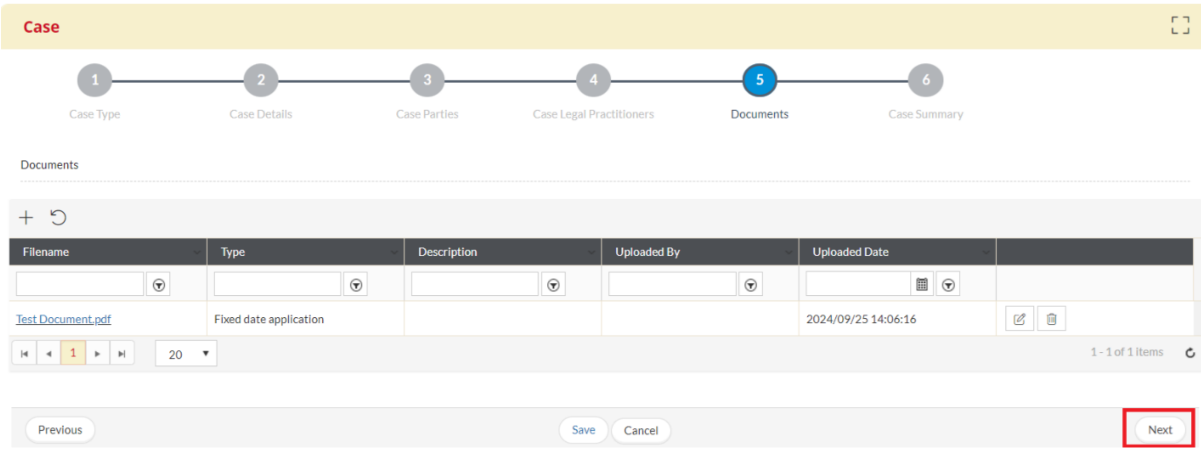


Figure 56 – Uploaded Document

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

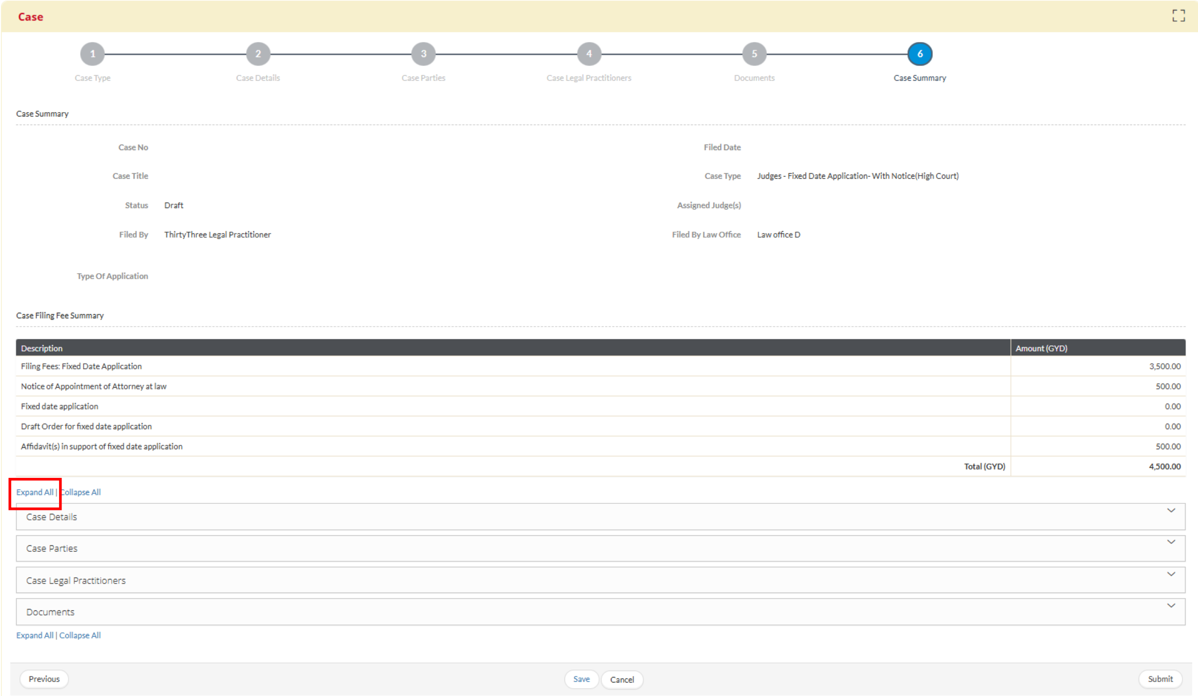


Figure 57 – Case Summary

The specified details will be grouped into different sections.

20. Click **Expand All** to view all the case details or click the individual section headings to view the details of the specified section.

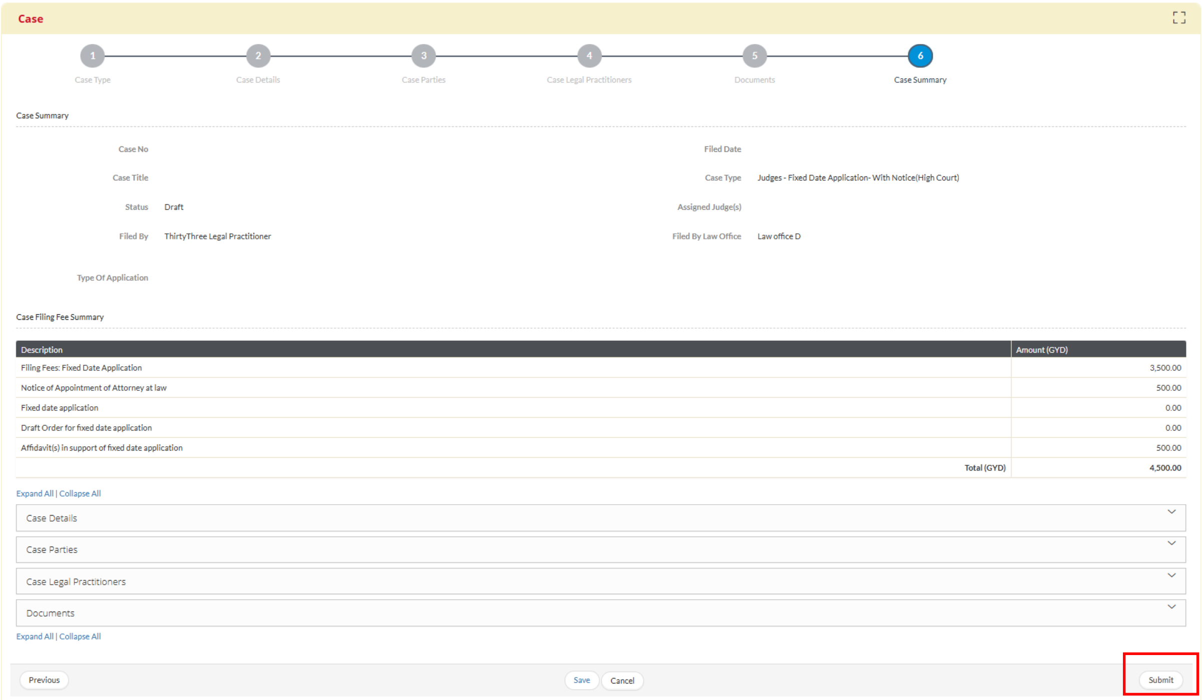


Figure 58 – Submit Case

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

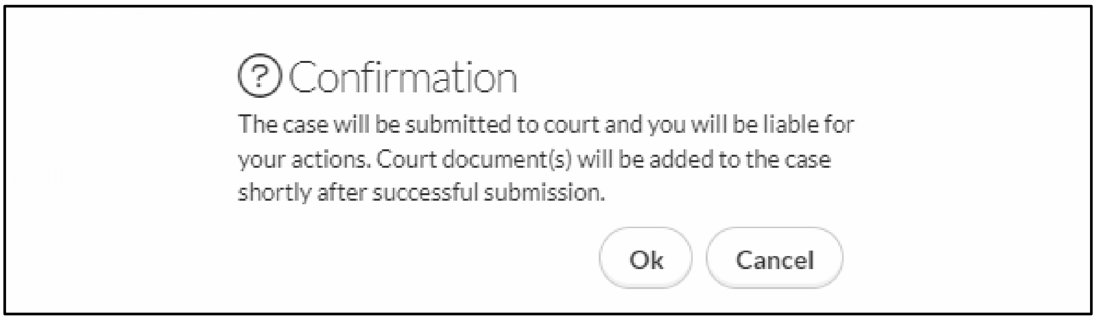
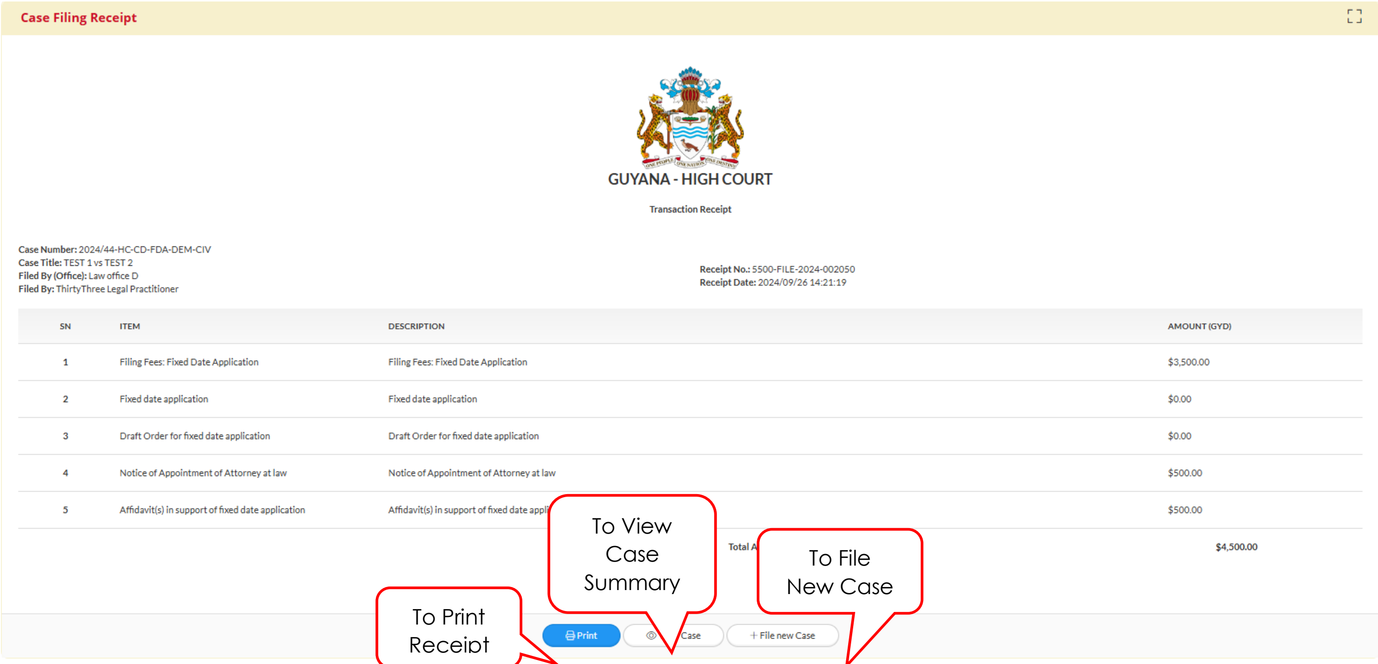


Figure 59 – Confirmation

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

Figure 60 – Success Message

The**Transaction Receipt**is displayed.



SN	ITEM	DESCRIPTION	AMOUNT (GYD)
1	Filing Fees: Fixed Date Application	Filing Fees: Fixed Date Application	$3,500.00
2	Fixed date application	Fixed date application	$0.00
3	Draft Order for fixed date application	Draft Order for fixed date application	$0.00
4	Notice of Appointment of Attorney at law	Notice of Appointment of Attorney at law	$500.00
5	Affidavit(s) in support of fixed date application	Affidavit(s) in support of fixed date appl	$500.00
		Total A	$4,500.00

Figure 61 – Transaction Receipt

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

The case is now submitted to the court. Now, the defendant/Legal Practitioner of the defendant will need to represent themselves in the case.

Note: You should now print the case documents to be served upon the Respondent(s)/Defendant(s). Note that you should also print an additional document with the Responding/Defending Case Party's **Authorisation Code** for them, together with the rest of the case documents, so they can access the system to file their answer or defence in the system. This Authorisation Code can be found in their entry in the **Case Parties table** on the **Case Summary** page.

Represent Case

A case party may approach legal practitioners of a law office or self-represent their case with the help of the Service Bureau staff.

Prerequisites:

- If you are a legal practitioner, you must not be associated with a law office which is handling the case for the opposite party.
- You must have the following details, that are to be provided by the case party that filed the case:
    - **Case Number**
    - **Authorisation Code** for the responding case party
    - Any **Supporting Documents**

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/Dashboard** page or from the **Case Management** menu.

To represent a case from Home/Dashboards page:

Go to **Case Management >>Represent Case**

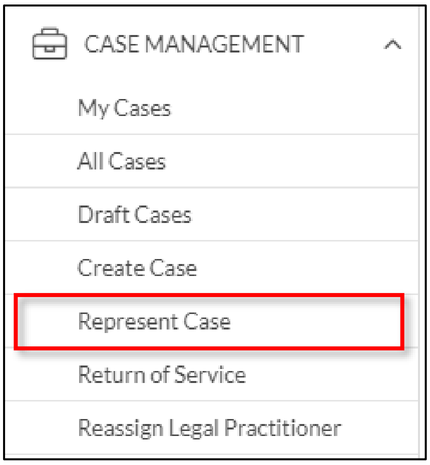


Figure 62 – Side Menu (Represent Case)

The **Search Case** page will be displayed.

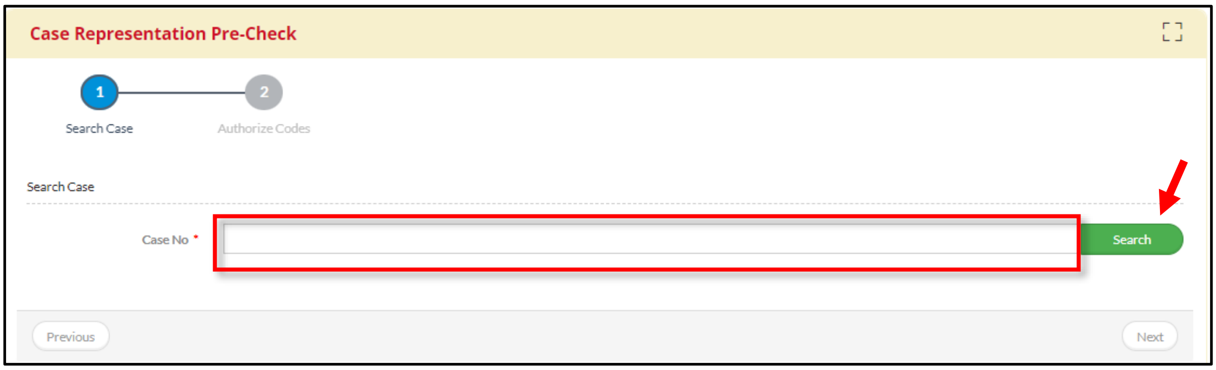


Figure 63 – Search Case

1. Enter the **Case No** and click **Search** to view the case information.

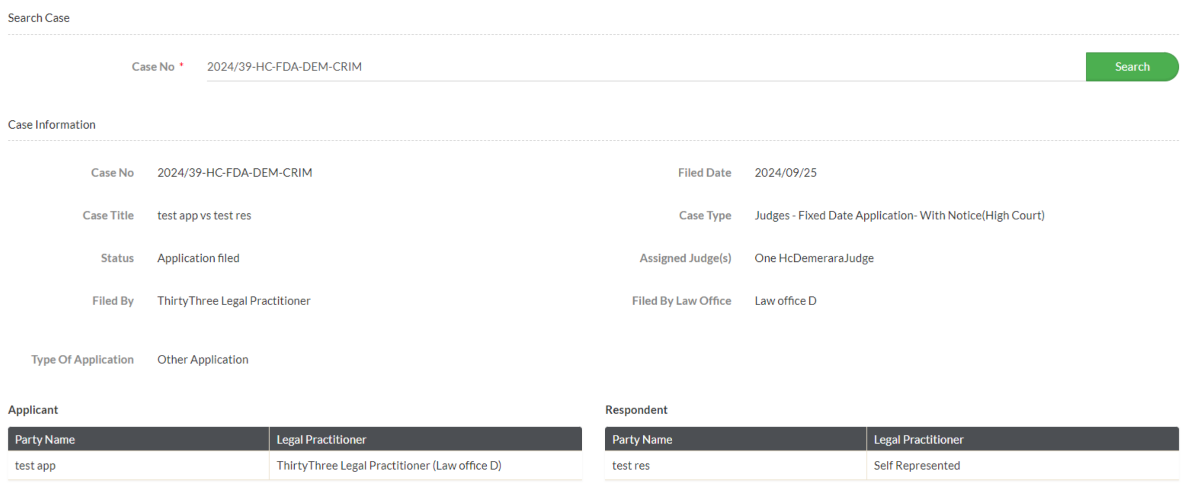


Figure 64 – Case Information

2. Click **Next**.

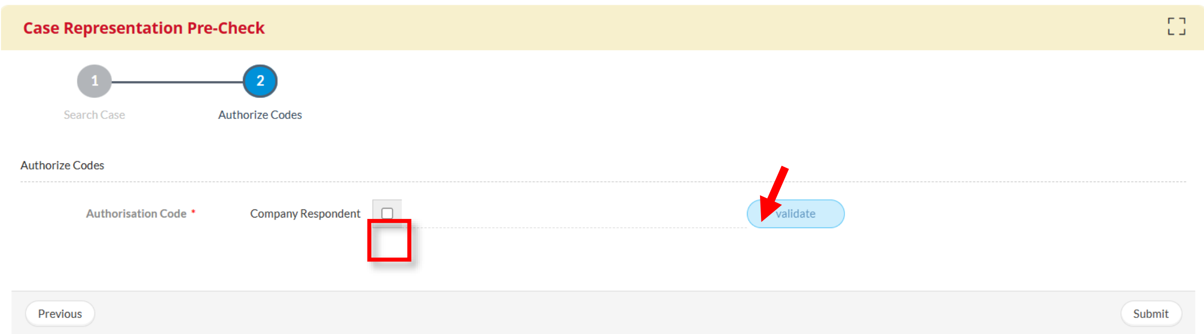


Figure 65 – Authorisation Code

3. Select the party name to enter the party's authorisation code and click **Validate.** If the code is correct, it will be indicated by a green tick mark.

If you are representing more than one **Respondent or Defendant** in a case, repeat step 1 to 3.

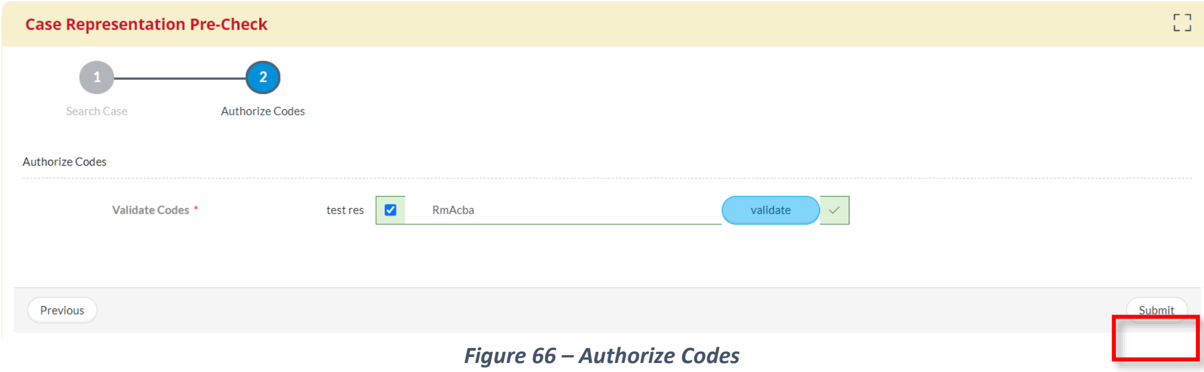


Figure 66 – Authorize Codes

4. Click **Submit**. The **Case Parties** are listed.

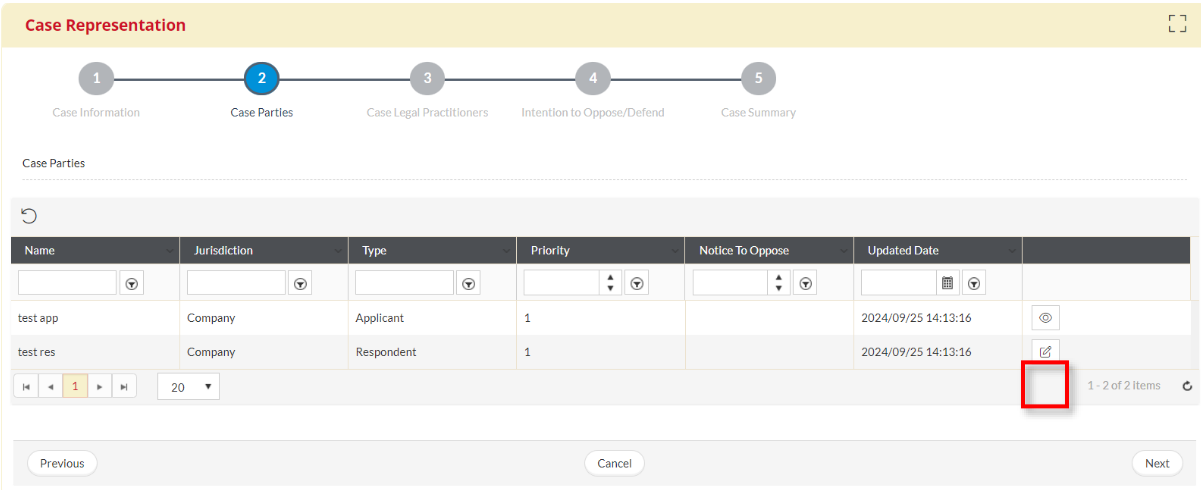


Figure 67 – Case Parties

5. Click the  icon corresponding to the party/parties whom you wish to represent.

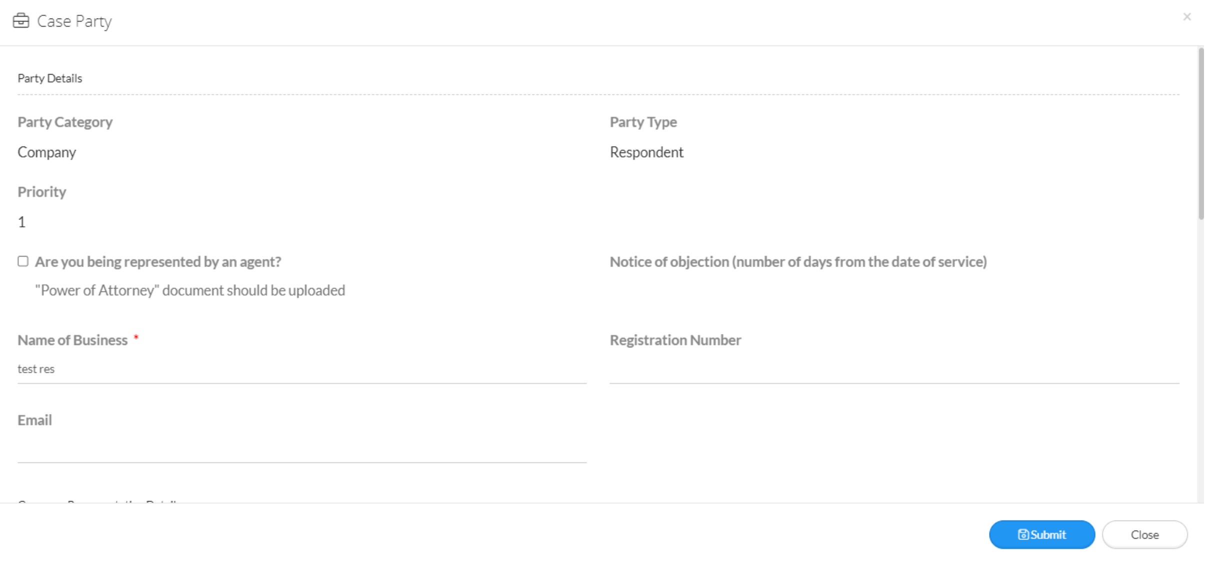


Figure 68 – Case Party Details

Depending on the party type, the details displayed may vary.

6. View the details and if required, modify or enter the required details (such as mandatory address details).

Mandatory addresses may vary depending on the case party type.

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7. Click **Submit** to update the details and return to the **Case Parties** page.

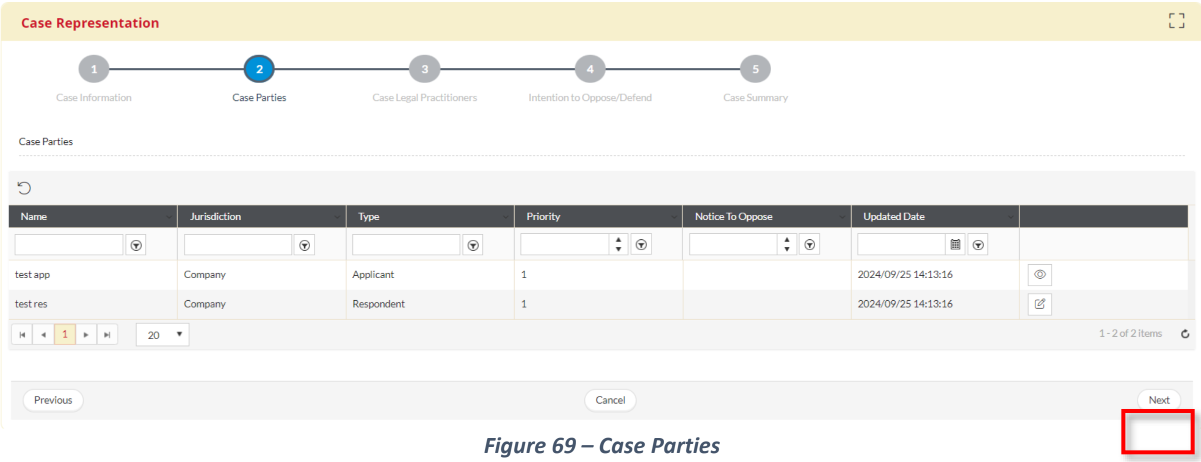


Figure 69 – Case Parties

If you are representing more than one **Respondent or Defendant** in a case, repeat steps 5-7.

---

8. Click **Next**.

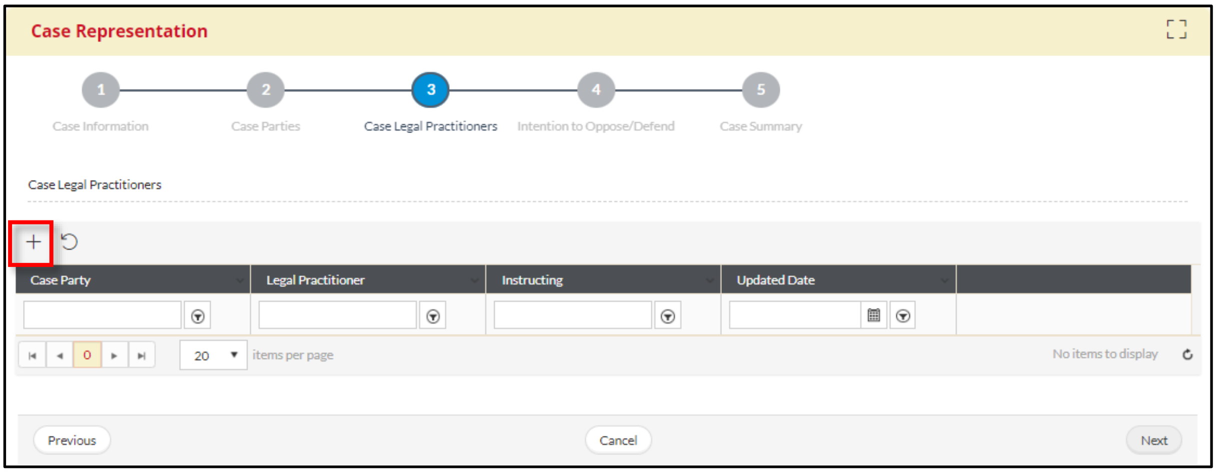


Figure 70 – Case Legal Practitioners

9. If you need a **Legal Practitioner**, click on the + icon. Otherwise go to step 11.

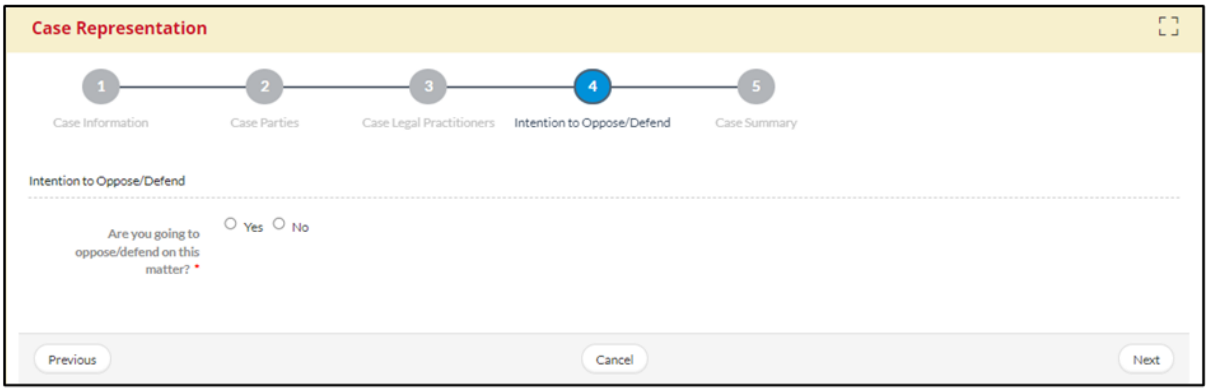
Figure 71 – Legal Practitioner

10. Select the required legal practitioner and click **Save**. The selected legal practitioner will be listed on the main screen. Click **Next** on the main page.

- To add another legal practitioner, repeat steps 9 and 10.
- Click to remove the added legal practitioner.

Intention To Oppose/Defend

11. From the given options, select **Yes** to defend the case, and **No** otherwise**.**



12. Click **Next** to view the case summary.

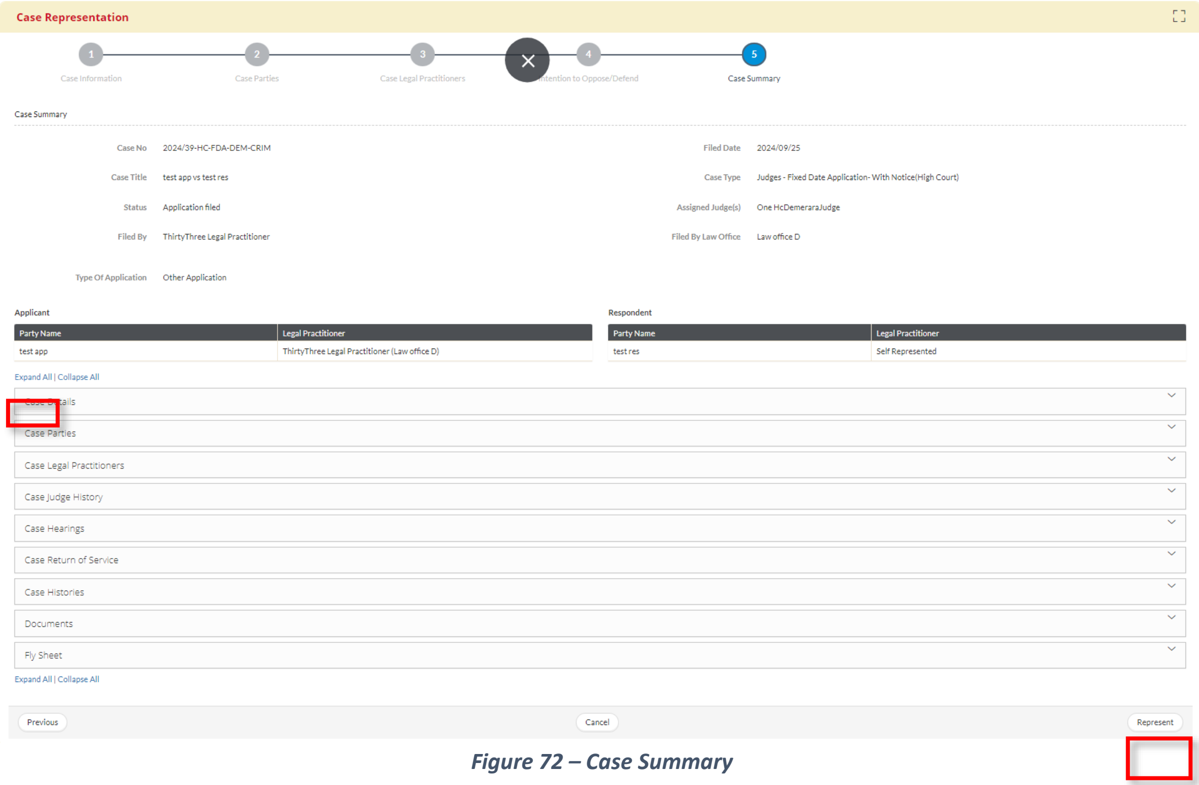


Figure 72 – Case Summary

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

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

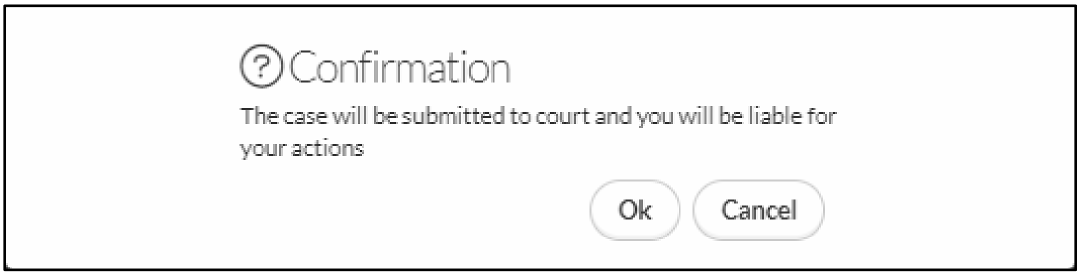


Figure 73 – Confirmation

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

Figure 74 – Success Message

- If you are representing a case, the case will be listed under **My Cases**.

Notifications and Tasks

Notifications and Tasks are replications of email notifications to the users. The system sends email notifications to the users for their cases and assigned tasks. The same messages and tasks are automatically generated in the system as well.

View Notification Messages

To view notification messages:

1. Click the notification icon  at the top of the page. All the notification messages addressed to your account are listed.

The number in the red badge on the icon indicates the number of unread messages.

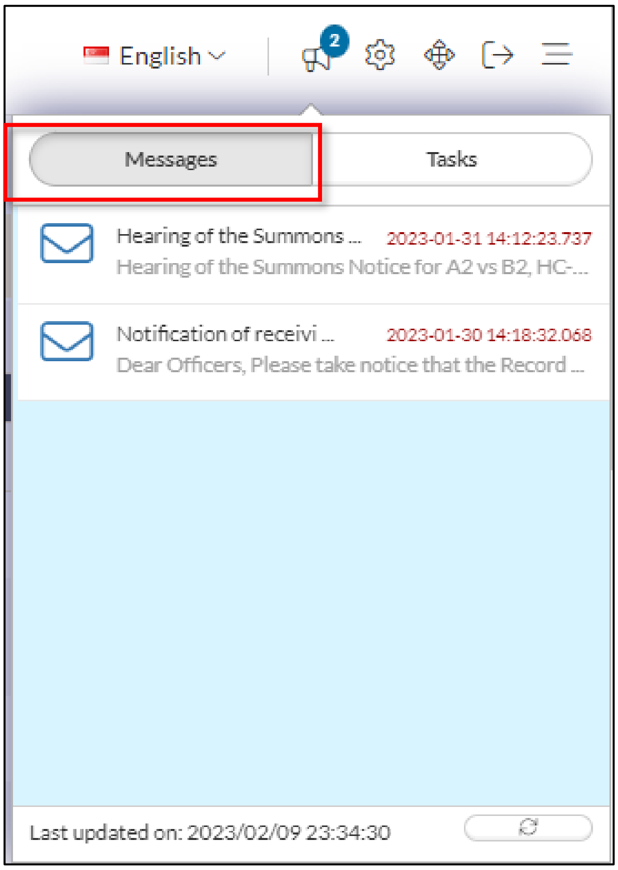


Figure 75 – Notification Messages

2. Click the required message.

Figure 76 – Notification

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

- 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.

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:

Option 1: Tasks Notifications

Option 2: Task(s) list in the **Home/Dashboards** page

To complete a pending task from task notification:

1. Click at the top of the page.

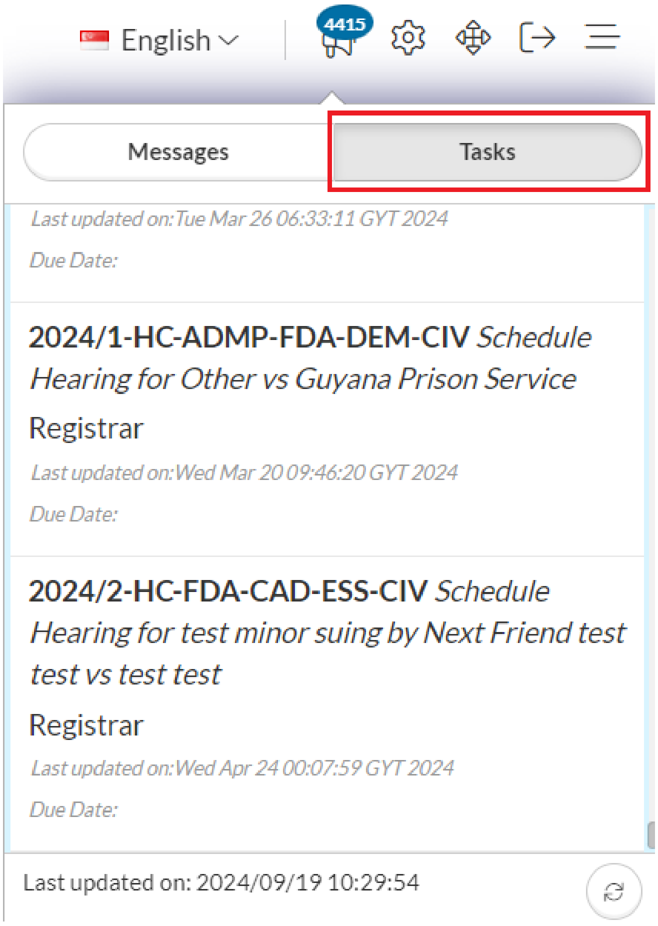


Figure 77 – Pending Task Notification

2. Click **Tasks** to view all the pending tasks.
3. If required, scroll down to locate the task by its case number or case title.
4. Click the case number or the case title. You will be redirected to the corresponding form to complete the task.

To complete task from Home/Dashboard:

Tasks

Reference	Title	Name	Assignee(s)	Created Date	Due Date
HC CIV 2/2022/APL-CIV-SUM 13/2023	Schedule Hearing for government 1 vs rest	Schedule Hearing	Court Of Appeal Registrar, Two Judge	2023/03/27 03:08:00	2023/03/27 03:08:00
ASDF/APL-CIV 51/2023	Schedule Hearing for Appellant One vs Respondent one	Schedule Hearing	Court Of Appeal Registrar, One Chancellor	2023/03/31 09:44:52	2023/04/07 18:00:00
1234/APL-CIV-O 7/2023	Schedule Hearing for Ayesha S vs Henry Adam, and another	Schedule Hearing	Court Of Appeal Registrar, Two Judge	2023/04/16 23:46:33	2023/04/21 18:00:00
orgn-52/2017/APL-CIV-SUM 19/2023	Schedule Hearing for applicant no.1 vs company no.1	Schedule Hearing	Court Of Appeal Registrar, One Judge	2023/04/24 00:10:18	2023/05/01 18:00:00

Figure 78 – Home/Dashboard (Tasks)

- Clicking the icon corresponding to the task. You will be redirected to the corresponding form to complete the task.

Sort and Filter Pending Tasks and Cases

- Users can view their pending tasks from the **Home/Dashboards** page.
- All your pending cases are listed in **My Cases**.
- All the cases handled by or associated with your law office 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.

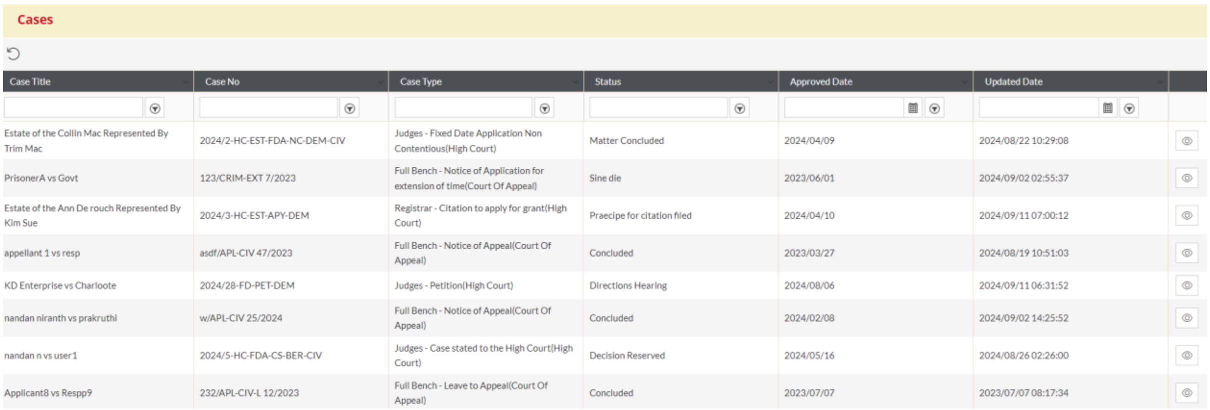
To view and hide specific records, you may filter the list by specifying the filter criteria in the required columns.

Refer to Clear Sorting and Filtering Conditions for additional information.

Sort Pending Tasks and Cases

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

To sort cases:


Cases

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
Estate of the Collin Mac Represented By Trim Mac	2024/2-HC-EST-FDA-NC-DEM-CIV	Judges - Fixed Date Application Non Contentious(High Court)	Matter Concluded	2024/04/09	2024/08/22 10:29:08	
PrisonerA vs Govt	123/CRIM-EXT 7/2023	Full Bench - Notice of Application for extension of time(Court Of Appeal)	Sine die	2023/06/01	2024/09/02 02:55:37	
Estate of the Ann De rouch Represented By Kim Sue	2024/3-HC-EST-APY-DEM	Registrar - Citation to apply for grant(High Court)	Praecipe for citation filed	2024/04/10	2024/09/11 07:00:12	
appellant 1 vs resp	asdf/APL-CIV 47/2023	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2023/03/27	2024/08/19 10:51:03	
KD Enterprise vs Charloote	2024/28-FD-PET-DEM	Judges - Petition(High Court)	Directions Hearing	2024/08/06	2024/09/11 06:31:52	
nandan niranth vs prakruthi	w/APL-CIV 25/2024	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2024/02/08	2024/09/02 14:25:52	
nandan n vs user1	2024/5-HC-FDA-CS-BER-CIV	Judges - Case stated to the High Court(High Court)	Decision Reserved	2024/05/16	2024/08/26 02:26:00	
Applicant8 vs Respp9	232/APL-CIV-L 12/2023	Full Bench - Leave to Appeal(Court Of Appeal)	Concluded	2023/07/07	2023/07/07 08:17:34	

Figure 79 – My Cases

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

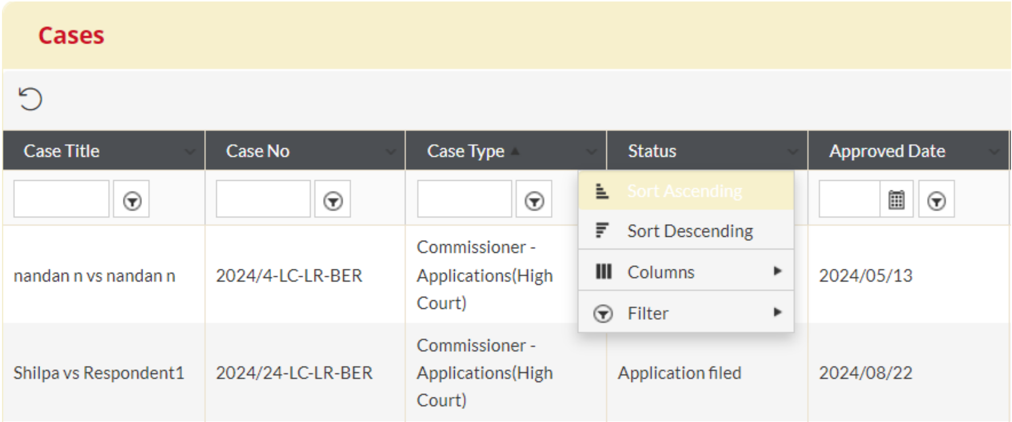


Figure 80 – Sort Cases

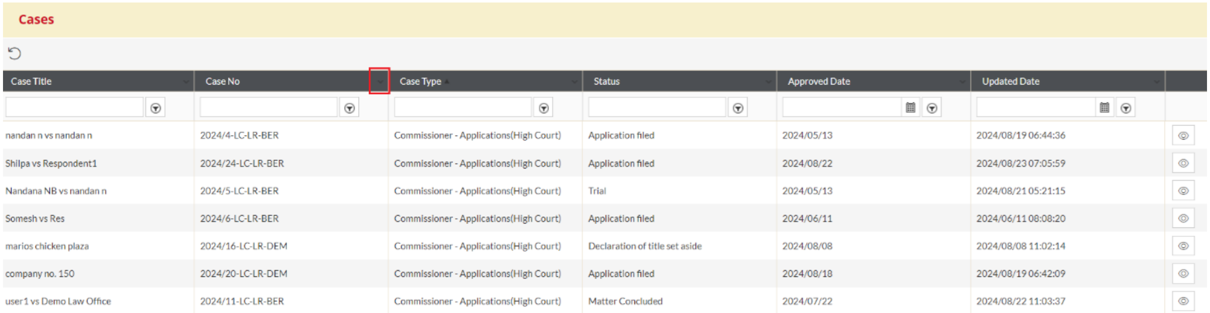


Figure 81 – List sorted in ascending order by a column

In the above image, the list is sorted by the **Case No.** column in ascending order.

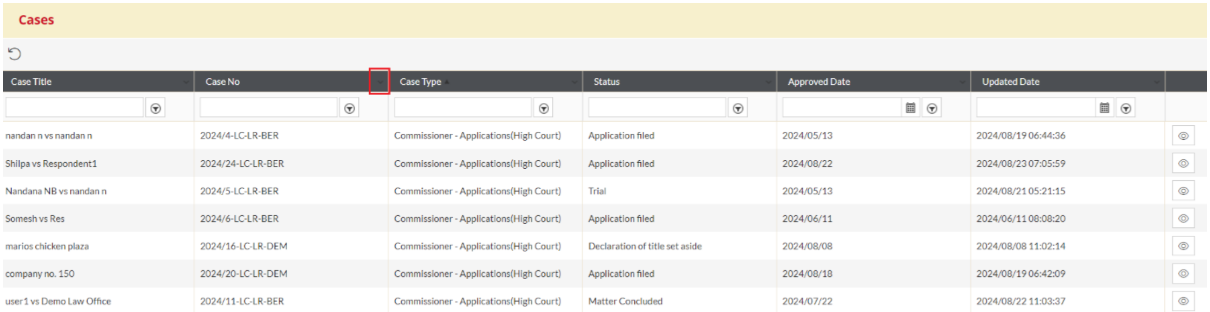


Figure 82 – List sorted in descending order by a column

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

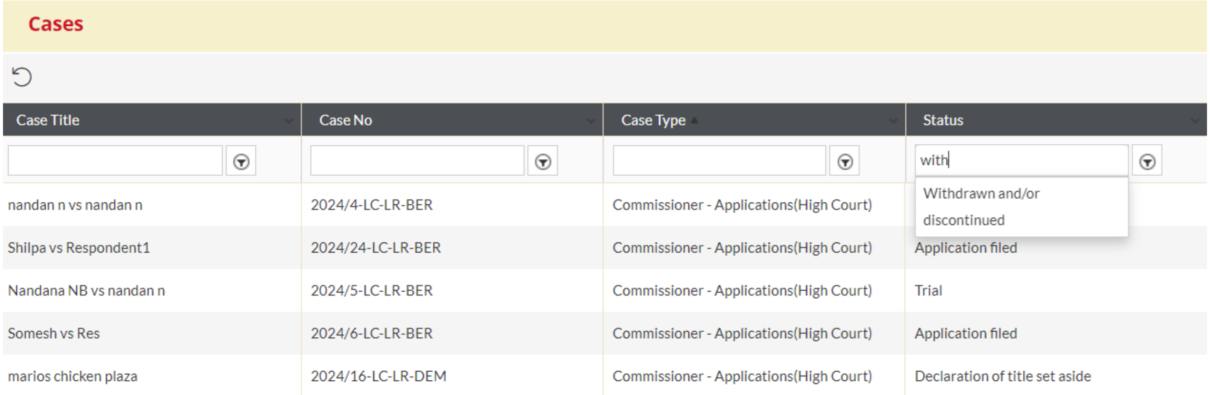
Filter Pending Tasks and Cases

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 **Withdrawn** cases is explained below.


Cases

Case Title	Case No	Case Type	Status
			with
nandan n vs nandan n	2024/4-LC-LR-BER	Commissioner - Applications(High Court)	Withdrawn and/or discontinued
Shilpa vs Respondent1	2024/24-LC-LR-BER	Commissioner - Applications(High Court)	Application filed
Nandana NB vs nandan n	2024/5-LC-LR-BER	Commissioner - Applications(High Court)	Trial
Somesh vs Res	2024/6-LC-LR-BER	Commissioner - Applications(High Court)	Application filed
marios chicken plaza	2024/16-LC-LR-DEM	Commissioner - Applications(High Court)	Declaration of title set aside

Figure 83 – My Active Cases with Filter being selected

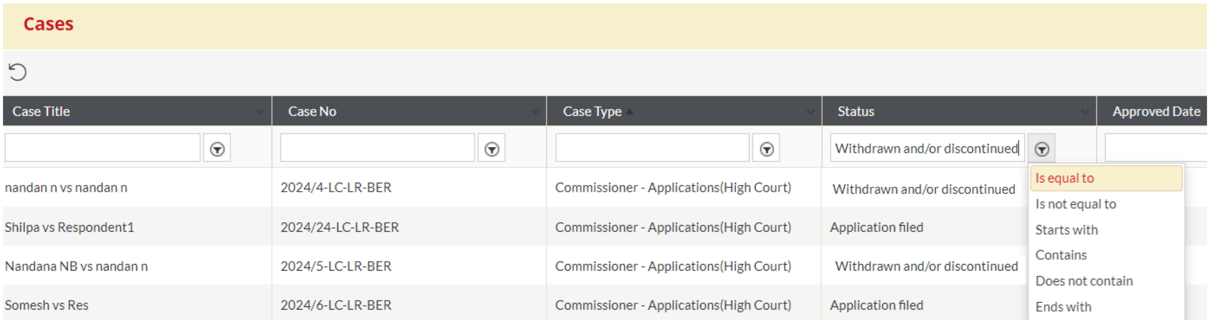
1. Go to the column **Name** and type the required Status, for example, **Withdrawn and/or discontinued**.

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 **Withdrawn and/or discontinued** from the suggestions. The grid or table now displays only the cases that are withdrawn.

To select a filter:

As an example, the step-by-step procedure to hide all the **Withdrawn** cases is explained below.


Cases

Case Title	Case No	Case Type	Status	Approved Date
			Withdrawn and/or discontinued	
nandan n vs nandan n	2024/4-LC-LR-BER	Commissioner - Applications(High Court)	Withdrawn and/or discontinued	
Shilpa vs Respondent1	2024/24-LC-LR-BER	Commissioner - Applications(High Court)	Application filed	
Nandana NB vs nandan n	2024/5-LC-LR-BER	Commissioner - Applications(High Court)	Withdrawn and/or discontinued	
Somesh vs Res	2024/6-LC-LR-BER	Commissioner - Applications(High Court)	Application filed	

Figure 84 – Filter and View Cases

Filter and View Cases

1. Type **Withdrawn and/or discontinued** in the **Status** column.
2. Click the  in the column to view the different filters (filtering conditions).
3. Click **Is not equal to** or **Does not contain**. All the cases except **Withdrawn** cases will be displayed.

View Case

You can view all the cases you have been assigned from My Cases, and all the cases handled by your law office from All Cases.

View My Cases

My Cases lists all the active cases to which you are appointed as a legal practitioner.

To view your cases:

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

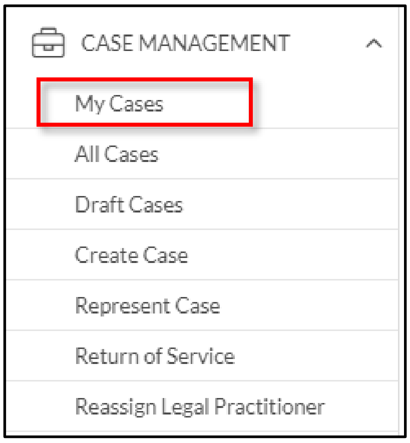
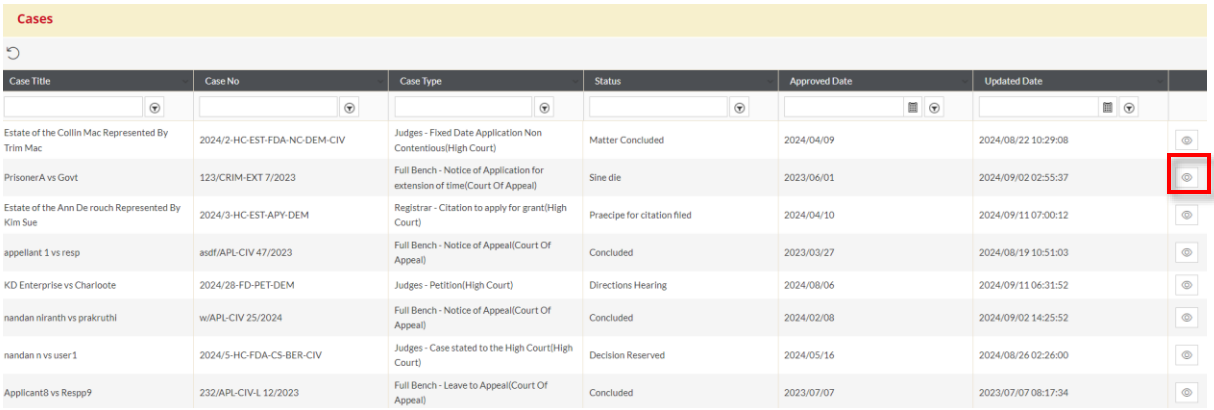


Figure 85 – Side Menu

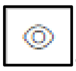
All your cases are listed as shown below.



Case Title	Case No	Case Type	Status	Approved Date	Updated Date
Estate of the Collin Mac Represented By Trim Mac	2024/2-HC-EST-FDA-NC-DEM-CIV	Judges - Fixed Date Application Non Contentious(High Court)	Matter Concluded	2024/04/09	2024/08/22 10:29:08
PrisonerA vs Govt	123/CRIM-EXT 7/2023	Full Bench - Notice of Application for extension of time(Court Of Appeal)	Sine die	2023/06/01	2024/09/02 02:55:37
Estate of the Ann De rouch Represented By Kim Sue	2024/3-HC-EST-APY-DEM	Registrar - Citation to apply for grant(High Court)	Praecipe for citation filed	2024/04/10	2024/09/11 07:00:12
appellant 1 vs resp	asdf/APL-CIV 47/2023	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2023/03/27	2024/08/19 10:51:03
KD Enterprise vs Charloote	2024/28-FD-PET-DEM	Judges - Petition(High Court)	Directions Hearing	2024/08/06	2024/09/11 06:31:52
nandan niranth vs prakruthi	w/APL-CIV 25/2024	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2024/02/08	2024/09/02 14:25:52
nandan n vs user1	2024/5-HC-FDA-CS-BER-CIV	Judges - Case stated to the High Court(High Court)	Decision Reserved	2024/05/16	2024/08/26 02:26:00
Applicant8 vs Respp9	232/APL-CIV-L 12/2023	Full Bench - Leave to Appeal(Court Of Appeal)	Concluded	2023/07/07	2023/07/07 08:17:34

Figure 86 – My Active Cases

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

2. Click  corresponding to a case to view the case summary of that case and perform the required activities for the case.

View All Cases

All the existing cases handled by your law office will be listed under **All Cases**.

To view all the existing cases of your law office:

1. Go to **Case Management>>All Cases**.

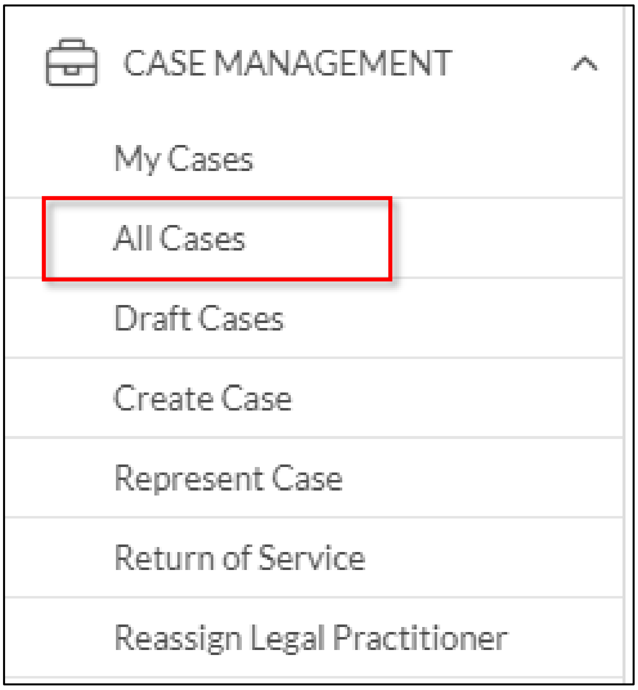
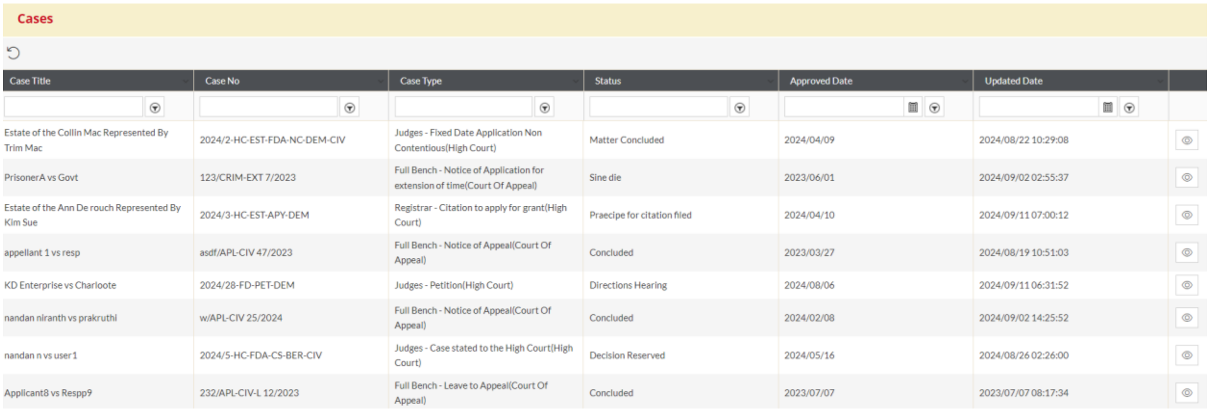


Figure 87 – Side Menu (All Cases)

This will redirect the user to the page below:



Cases

Case Title	Case No	Case Type	Status	Approved Date	Updated Date	
Estate of the Collin Mac Represented By Trim Mac	2024/2-HC-EST-FDA-NC-DEM-CIV	Judges - Fixed Date Application Non Contentious(High Court)	Matter Concluded	2024/04/09	2024/08/22 10:29:08	
PrisonerA vs Govt	123/CRIM-EXT 7/2023	Full Bench - Notice of Application for extension of time(Court Of Appeal)	Sine die	2023/06/01	2024/09/02 02:55:37	
Estate of the Ann De rouch Represented By Kim Sue	2024/3-HC-EST-APY-DEM	Registrar - Citation to apply for grant(High Court)	Praecipe for citation filed	2024/04/10	2024/09/11 07:00:12	
appellant 1 vs resp	asdf/APL-CIV 47/2023	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2023/03/27	2024/08/19 10:51:03	
KD Enterprise vs Charloote	2024/28-FD-PET-DEM	Judges - Petition(High Court)	Directions Hearing	2024/08/06	2024/09/11 06:31:52	
nandan niranth vs prakruthi	w/APL-CIV 25/2024	Full Bench - Notice of Appeal(Court Of Appeal)	Concluded	2024/02/08	2024/09/02 14:25:52	
nandan n vs user1	2024/5-HC-FDA-CS-BER-CIV	Judges - Case stated to the High Court(High Court)	Decision Reserved	2024/05/16	2024/08/26 02:26:00	
Applicant8 vs Respp9	232/APL-CIV-L 12/2023	Full Bench - Leave to Appeal(Court Of Appeal)	Concluded	2023/07/07	2023/07/07 08:17:34	

Figure 88 – Cases List

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

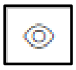
2. To view the case details, click the corresponding to view the case summary of that case and perform the required activities for the case.

Case Summary

If you are a 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
- File Assessment of Costs
- Download Assessment of Costs Template
- Withdraw Representation (withdraw legal practitioner from a Case)
- Withdraw Case

To view a case summary:

1. Go to **My Cases** to view your cases.
2. In the **My Cases** list, click the  icon corresponding to the case.

The **Summary Information** will be displayed. Case details will be grouped into different sections.

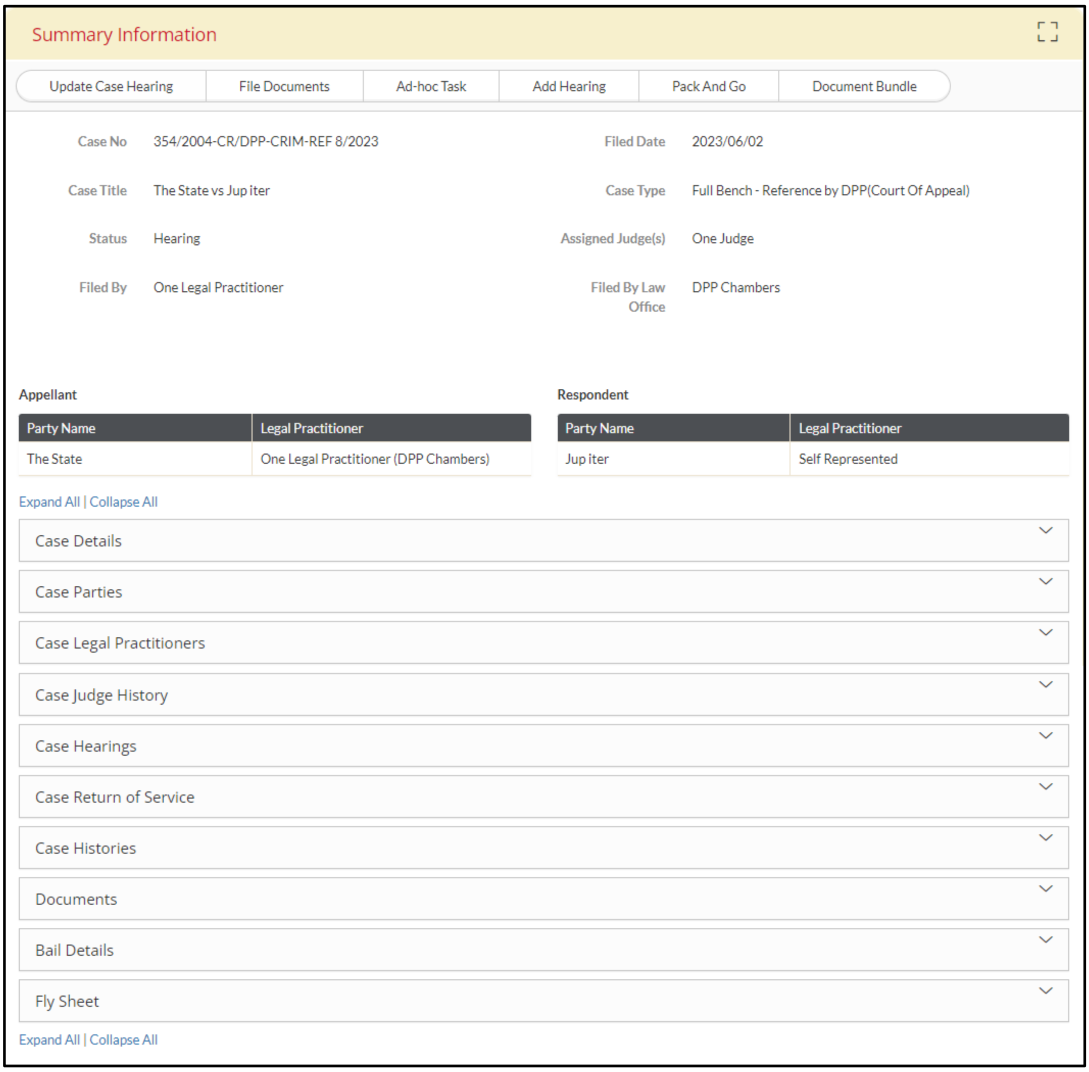


Figure 89 – Case Summary

3. Case details are grouped into different sections such as:

- Case Details
- Case Parties
- Case Legal Practitioners
- Case Judge History
- Case Hearings
- Case Return of Service
- Case Histories
- Documents

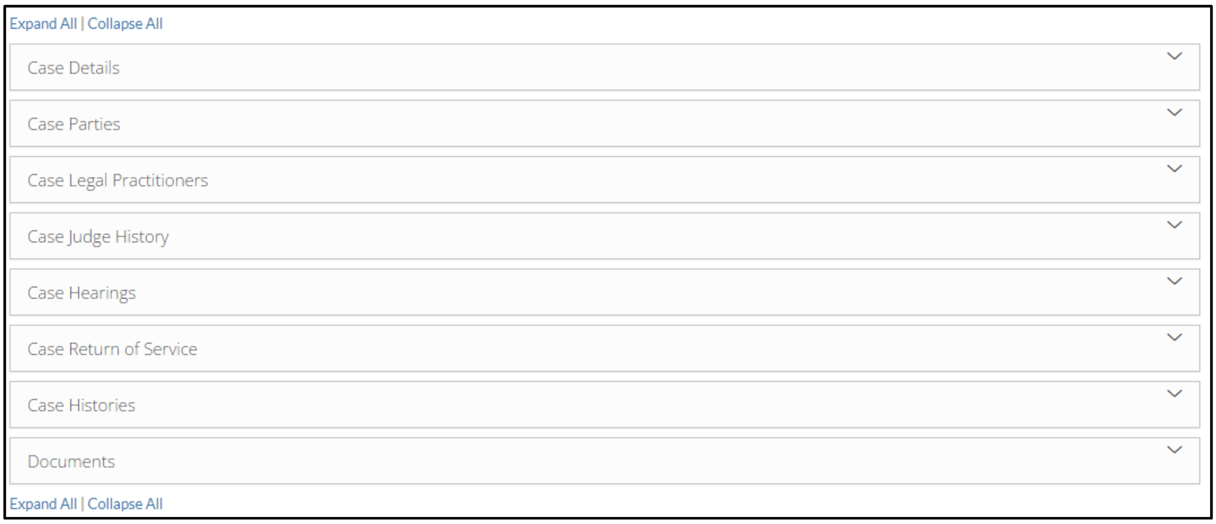


Figure 90 – Case Summary

4. To view the details of a particular section, click the respective heading or the down arrow.

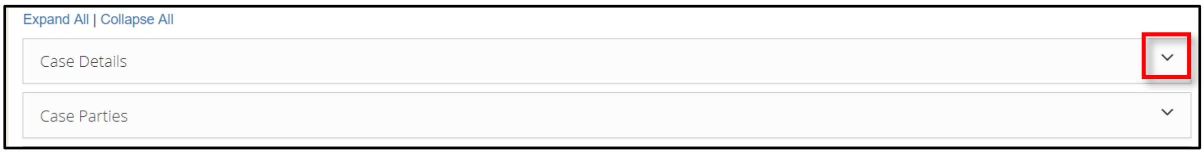


Figure 91 – Show Details

- To hide the details of a particular section, click the respective up arrow.
- 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 Legal Practitioner to a Case

A legal practitioner may choose to add advocates to the case.

To add legal practitioners to a case:

1. Go to **My Cases** to view your active cases.
2. In the **My Cases** list, click the icon corresponding to the case. The **Summary Information** is displayed.

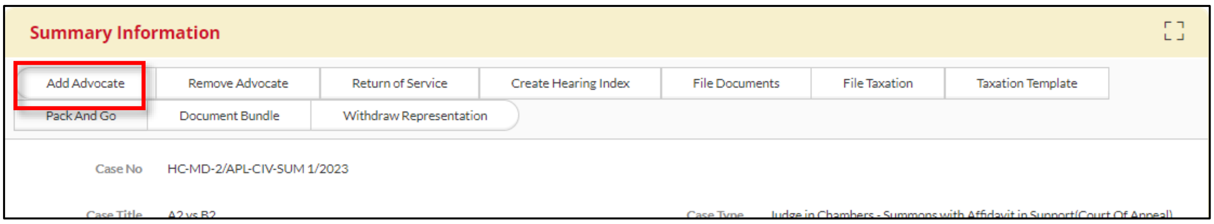


Figure 92 – Summary Information - Add Advocate

3. Click **Add Legal Practitioner**. The case information is displayed in the **Search Case** page.

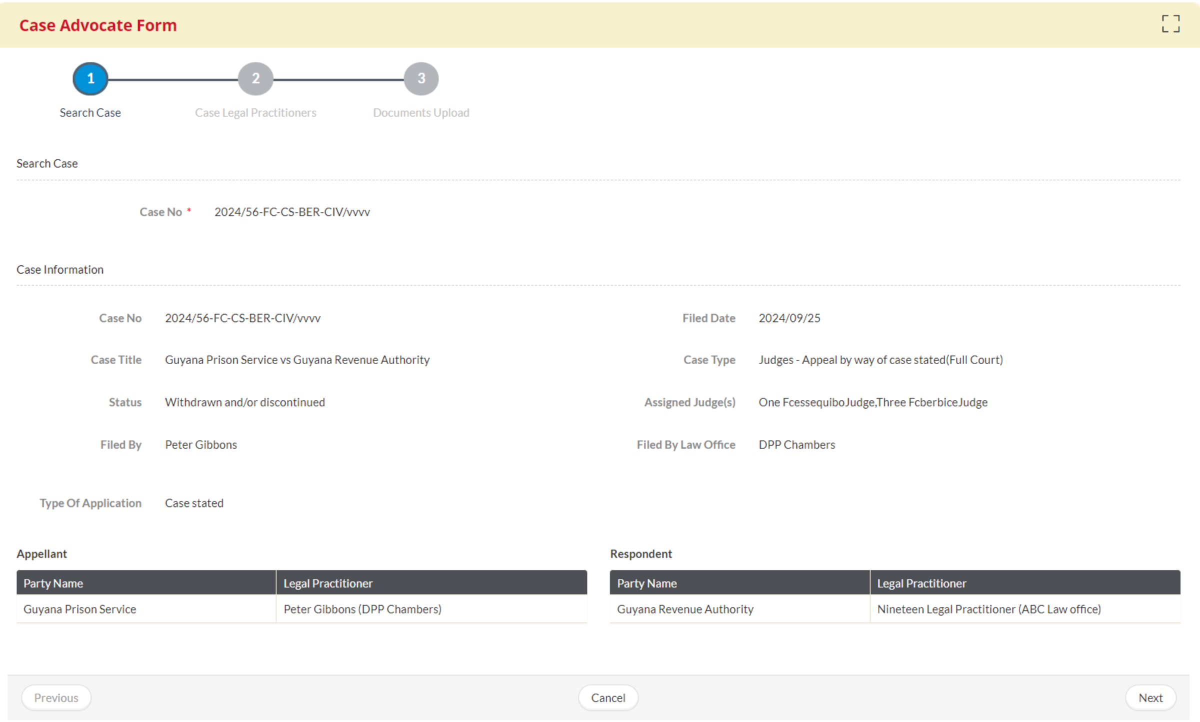


Figure 93 – Search Case – Case Information

4. Click **Next**.

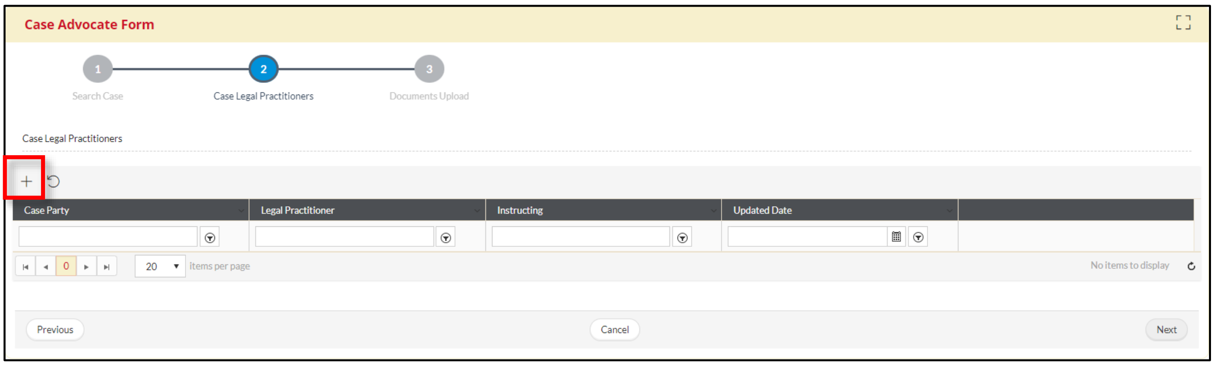


Figure 94 – Case Legal Practitioners

The **Case Legal Practitioners** page is displayed.

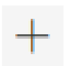
5. Click  icon to select the required legal practitioner and click **Submit**.

Figure 95 – Add Legal Practitioner

The added legal practitioner will be listed on main screen.

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

6. Click **Next**.

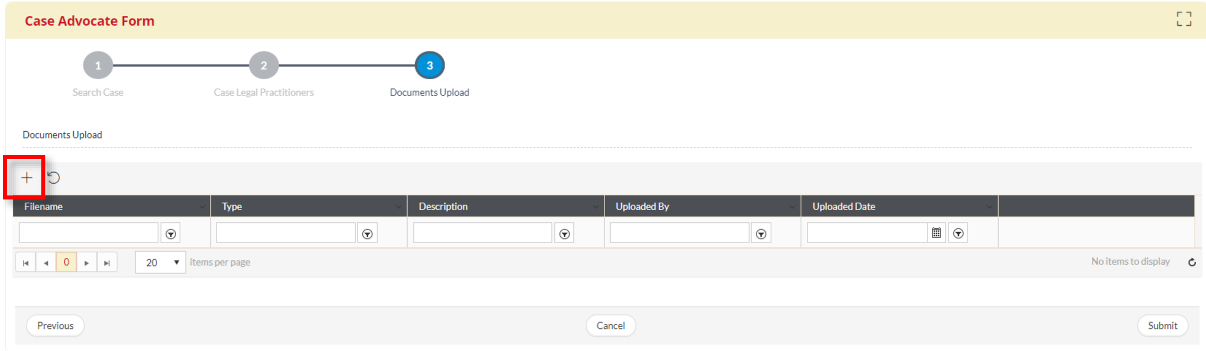


Figure 96 – Documents Upload Form

The **Documents Upload** page is displayed.

7. Click the icon to upload your documents.

Figure 97 – Add Document

8. Specify the **Type** of the document.
9. It is recommended to include a **Description** for the document.
10. Click **Select files,** browse and upload the document. The uploaded document is listed as shown below.

Figure 98 – Uploaded document

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

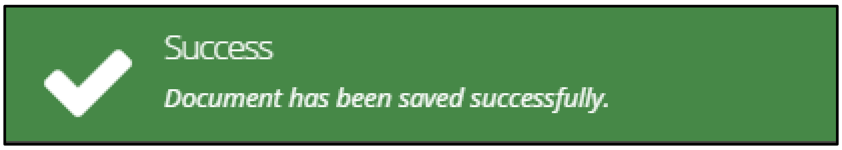


Figure 99 – Success Message

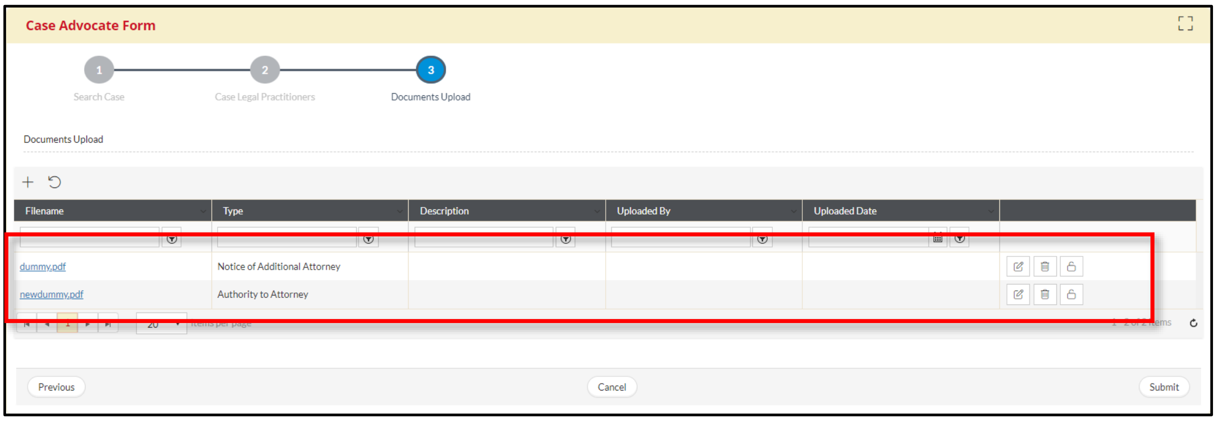


Figure 100 – Uploaded Document

- You must upload both the **Notice of Additional Attorney** and **Authority to Attorney** to add an advocate to the case.

12. Click **Submit** to update the case details. The following success message is displayed.

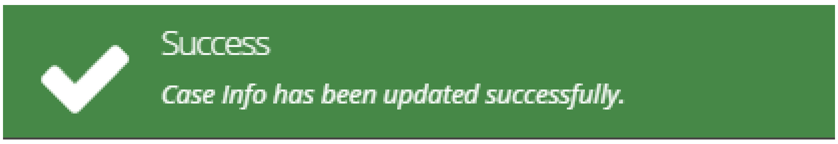


Figure 101 – Success Message

Remove Advocate from a Case

Similar to adding advocates, a legal practitioner may remove advocates from a case.

To remove advocate from a case:

1. Go to [My Cases](#) to view your cases.
2. In the **My Cases** list, click the icon corresponding to the case. The **Summary Information** is displayed.

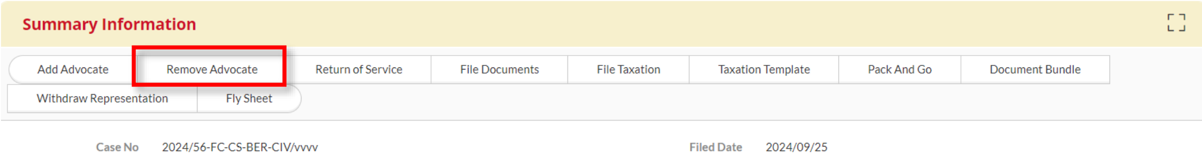


Figure 102 – Case Summary – Remove Advocate

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

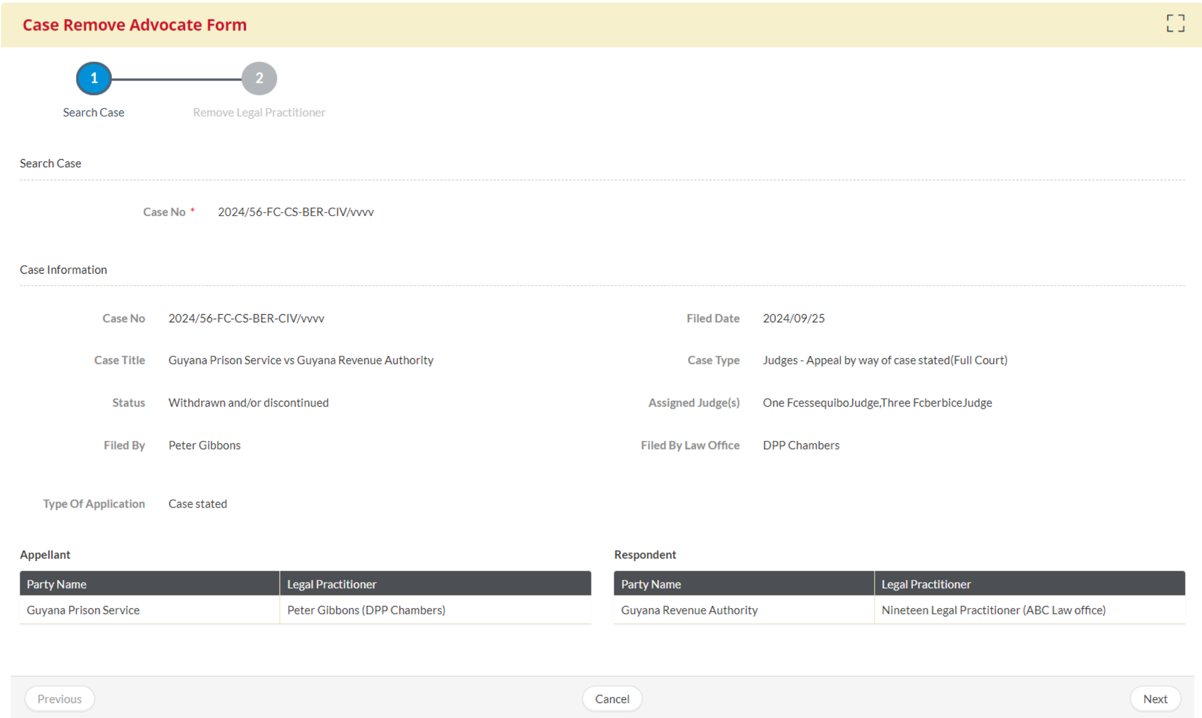


Figure 103 – Search Case – Case Information

4. Click **Next**. The **Remove Legal Practitioner** page is displayed.

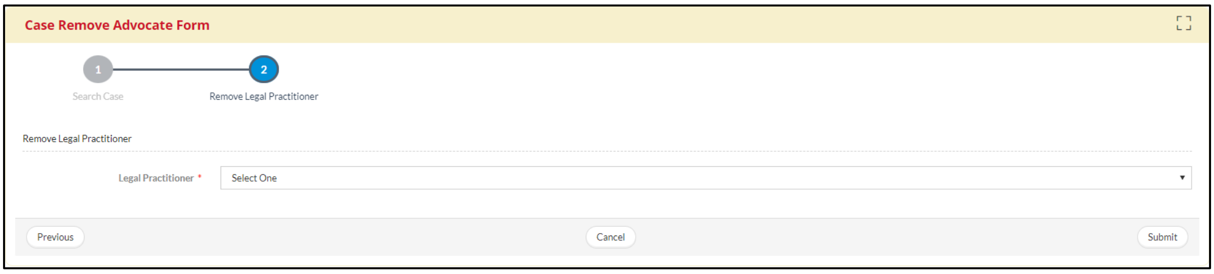


Figure 104 – Remove Legal Practitioner

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

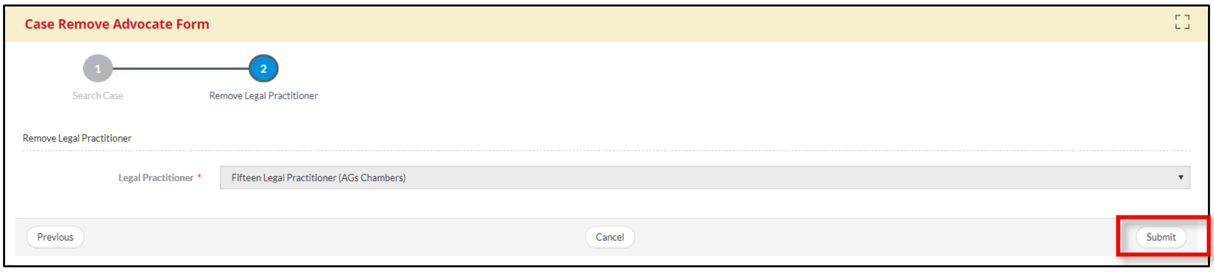


Figure 105 – Remove Legal Practitioner

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

Figure 106 – Success Message

File Return of Service

Return of Service can be filed for a case by anyone of the following:

It can also be filed by any of the following

- Applicants or Appellant via service bureau
- Applicants or Appellant's legal practitioner
- Court Marshal

Prerequisites

- A **Proof of Service document** must be scanned and saved as PDF on your computer
- **Case Number** (if you file return of service from a task on the **Home/Dashboard** screen, or from the side menu by clicking **Case Management**>>**Return of Service**)
- The **Authorisation code** given to the respondent or defendant

Return of Service process:

There are two options to begin filing returns of service:

Option 1: Go to [My Cases](#) to view your active cases.

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

- Take note of the authorisation code of the party to be served from the **Case Parties** panel and click on **Return of Service**.

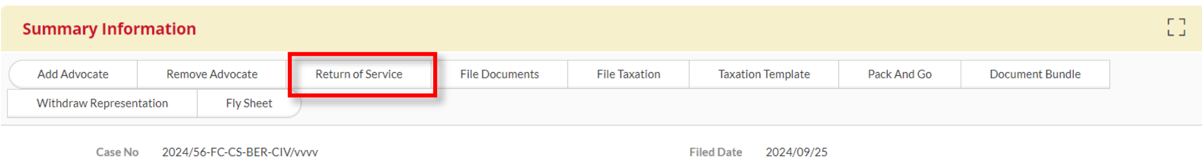


Figure 107 – Case Summary

Option 2: Go to **Case Management>>Return of Service**.

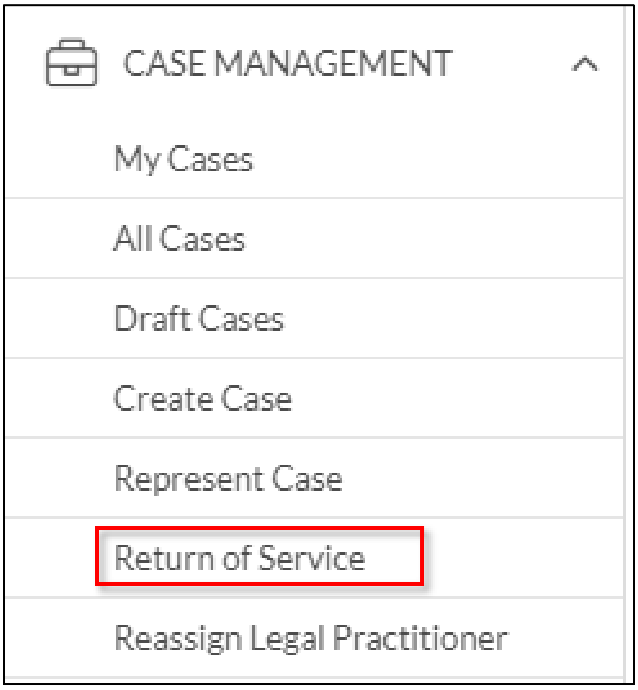


Figure 108 – Side Menu (Return of Service)

1. Both options redirect user to the 1st page of the return of service process.

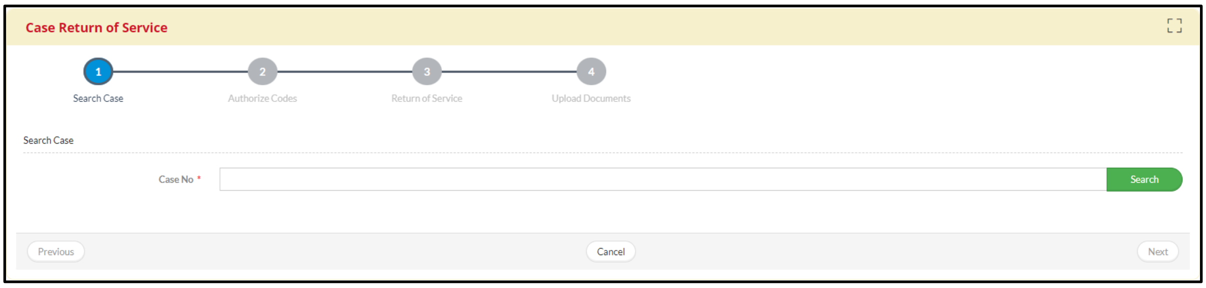


Figure 109 – Search Case

2. Search for the case and click **Next**.

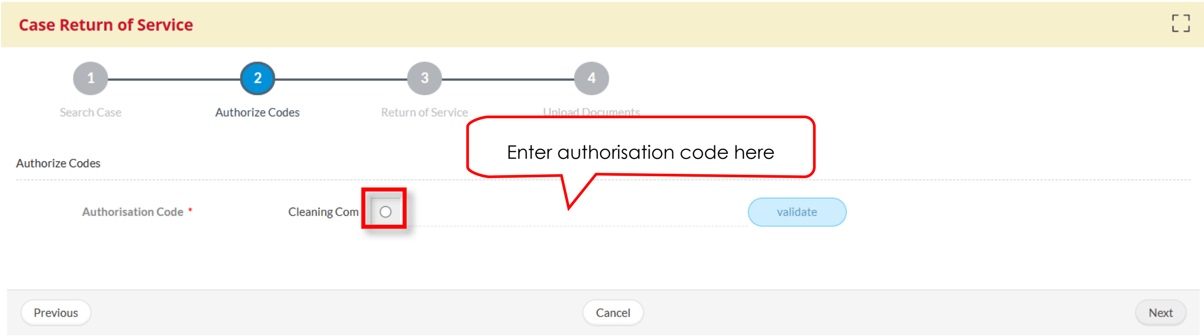


Figure 110 – Authorize Codes

3. Select the respondents or defendants that the return of service is being filed for, then enter the party's authorisation code and click **Validate**. If the code is correct, it is indicated by a green tick mark.

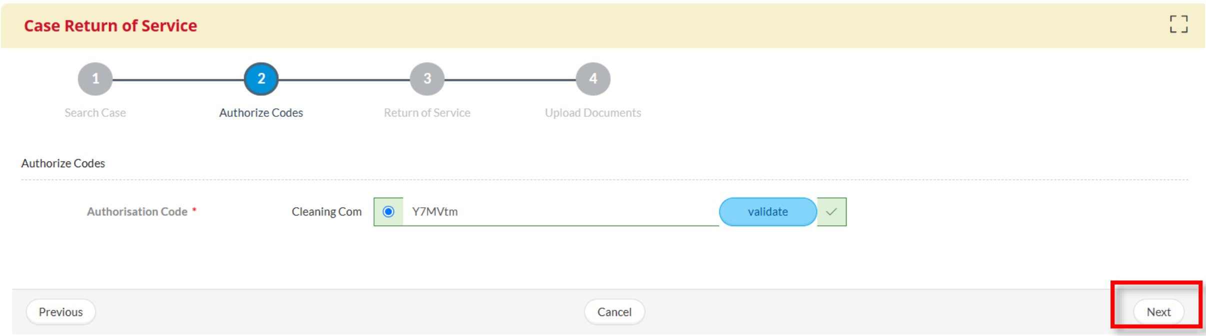


Figure 111 – Authorize Codes

If there is more than one respondent, repeat step 3 for each respondent.

4. Click **Next**.

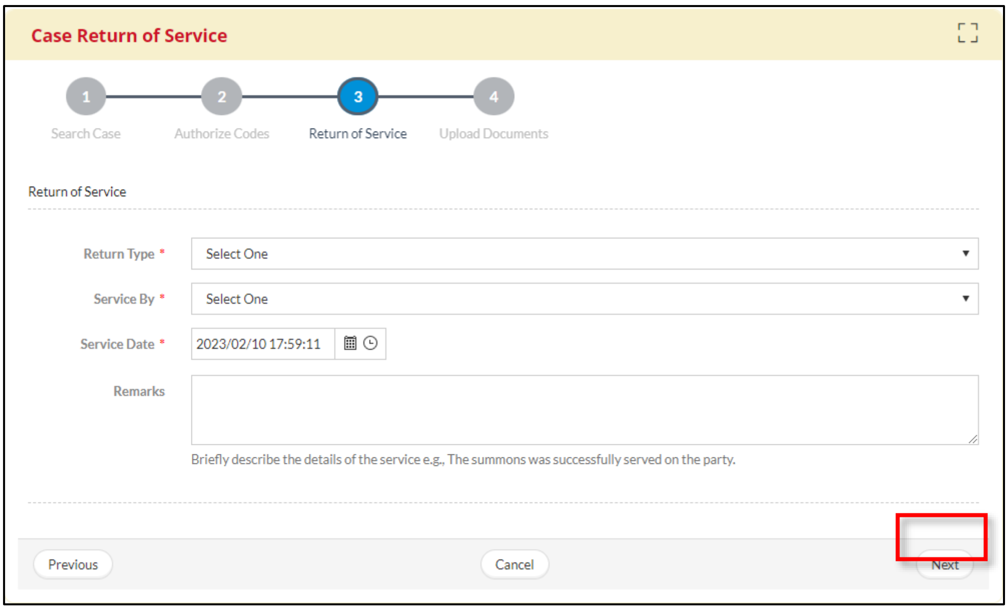


Figure 112 – Return of Service

5. Specify the required details and click **Next**.

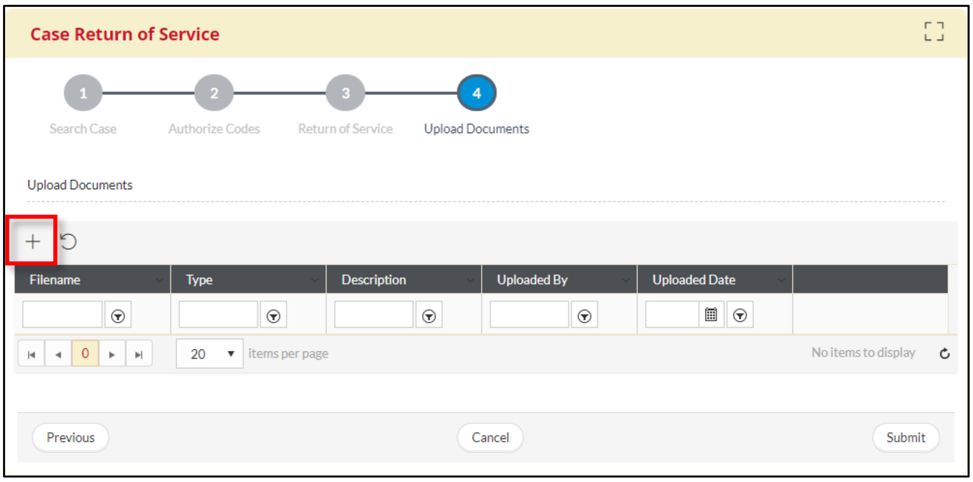
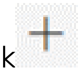


Figure 113 – Upload Documents

6. Click  to attach a document.

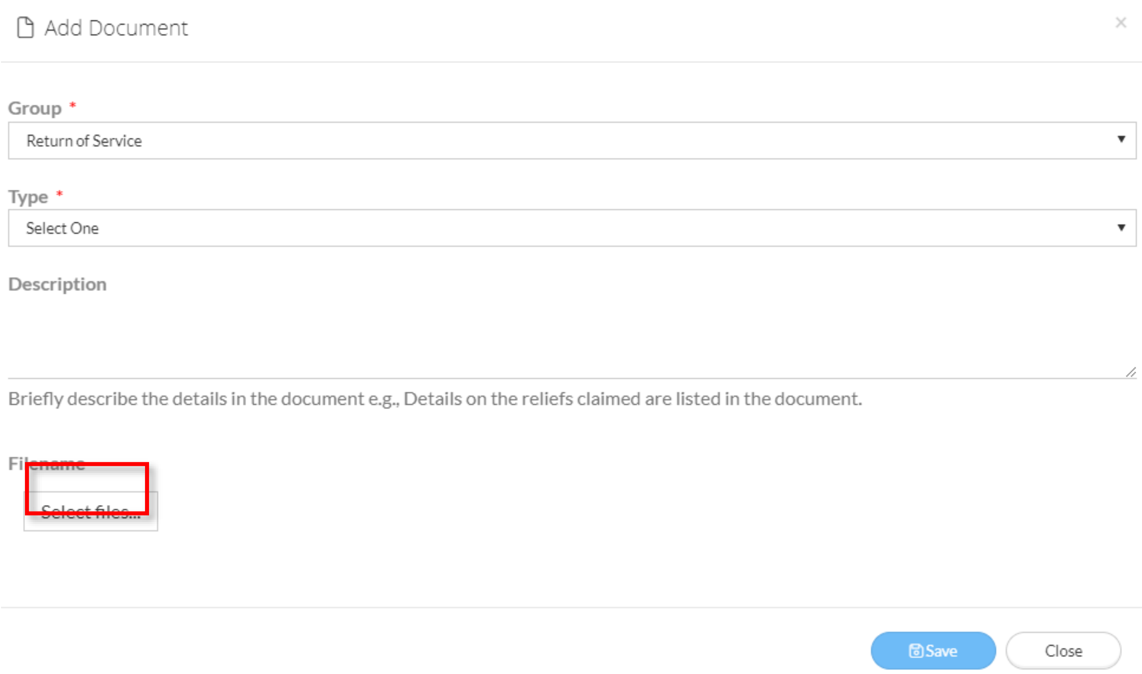


Figure 114 – Add Document

7. Select the **Group** and **Type** of the supporting document.
8. It is recommended to enter a **Description** for the document.
9. Click **Select files**, browse and upload the document. The uploaded document is listed as shown below.

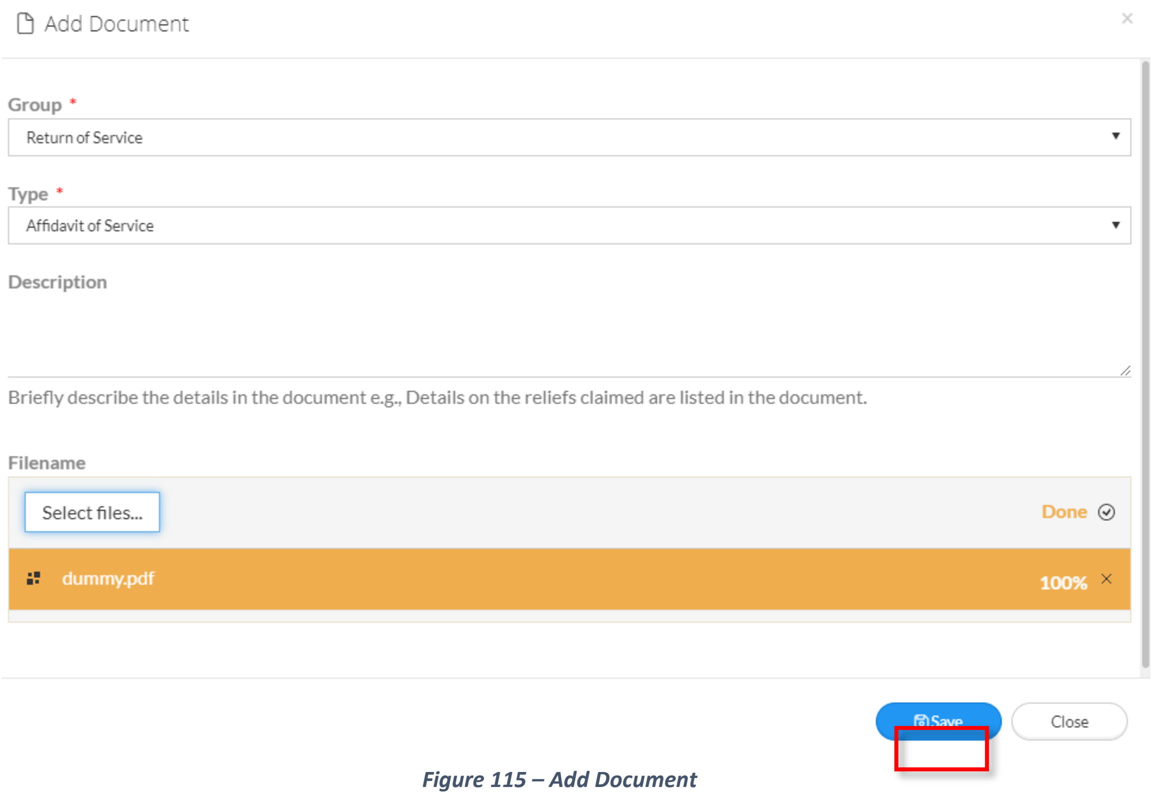


Figure 115 – Add Document

10. Click **Save**. The uploaded document will be listed as shown below:

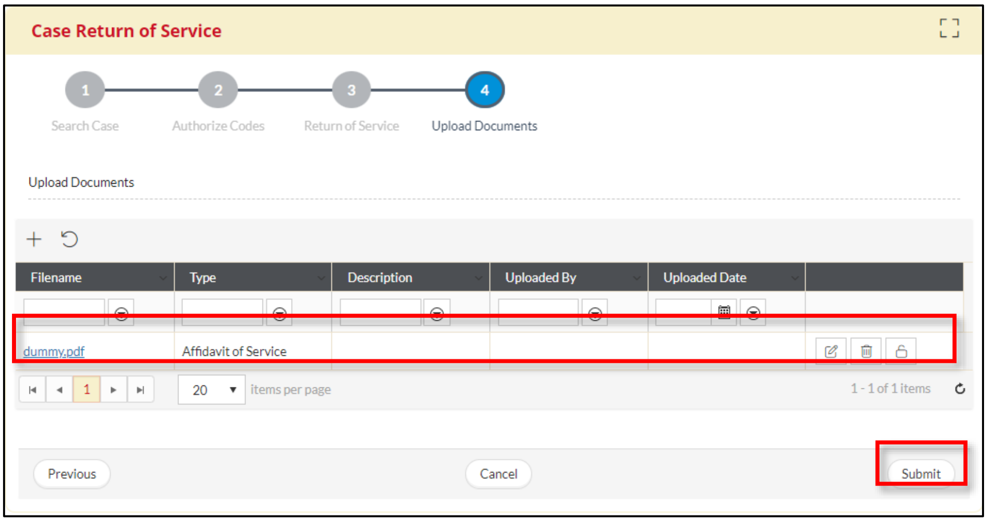


Figure 116 – Add Document

- To modify the document description, click .
- To remove the document, click .
- To add another document, repeat steps 6-10.

11. Click on **Submit**, and the following confirmation message will display.

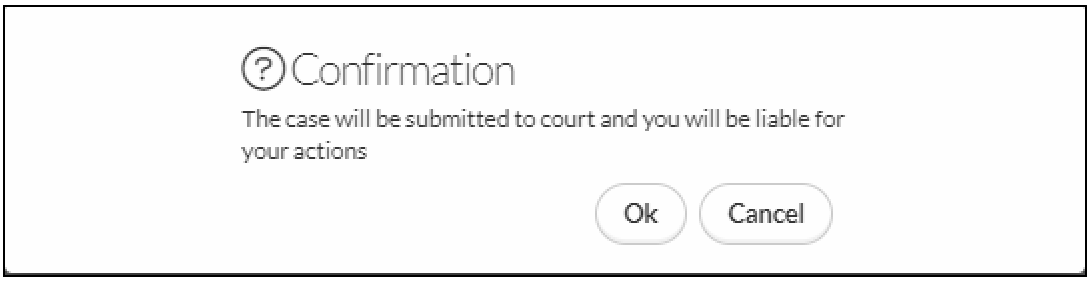


Figure 117 – Confirmation Message

12. Click **OK** to file the document. The following success message will be displayed:

Figure 118 – Success Message

File Documents

This is a subsequent document filing in an ongoing case.

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, document type, date/time etc.

Documents can be filed by any of the following:

- Legal Practitioner, Judge and Court Staff

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

To file documents for a case:

1. Go to [My Cases](#) to view your cases.
2. In the **My Cases** list, click the  icon corresponding to the case. The **Summary Information** is displayed.

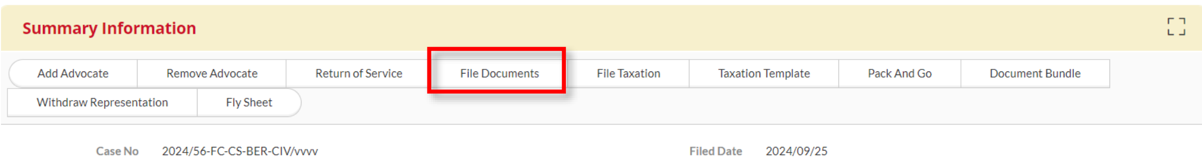


Figure 119 – Summary Information – File Documents

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

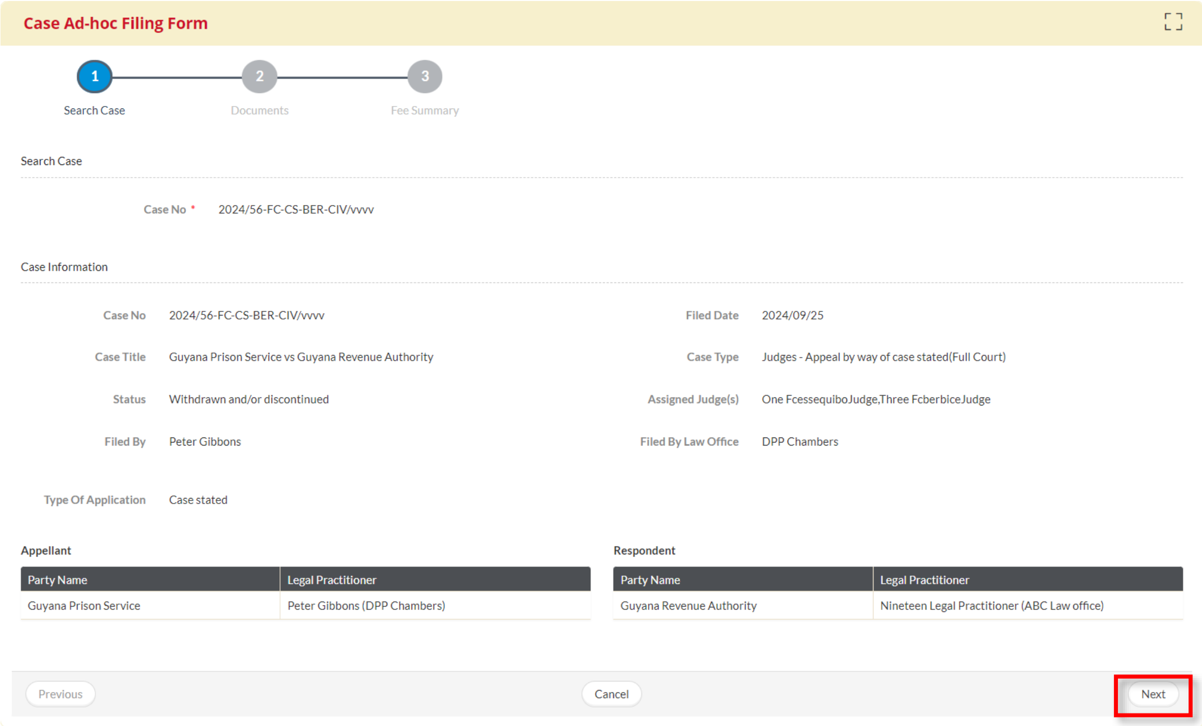


Figure 120 – Search Case

4. Click **Next**.

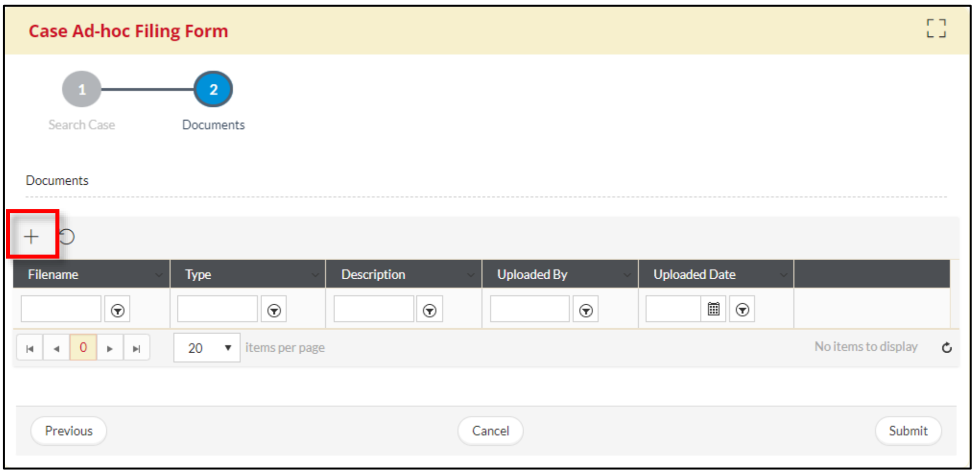


Figure 121 – Add Documents

5. Click on the  icon to open a pop-up to add documents, as shown below:

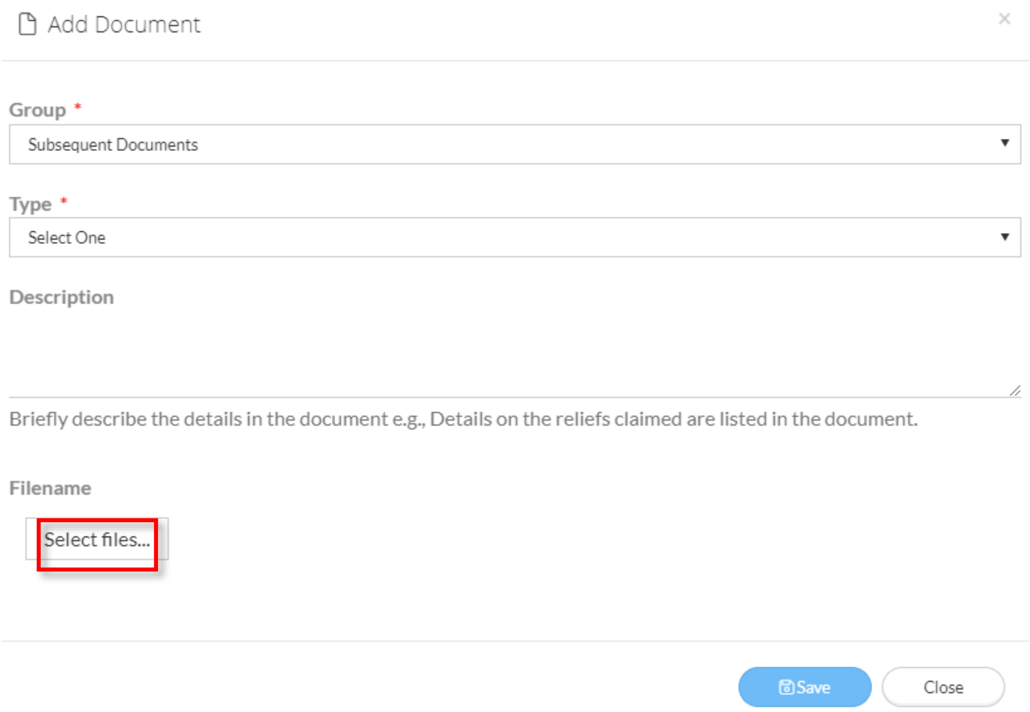


Figure 122 – Add Documents

6. Select the **Group**, and **Type** of the document. It is recommended to add a **Description** for the document.
7. Click **Select files** to browse and upload the document. Once uploaded it will be listed as shown below:

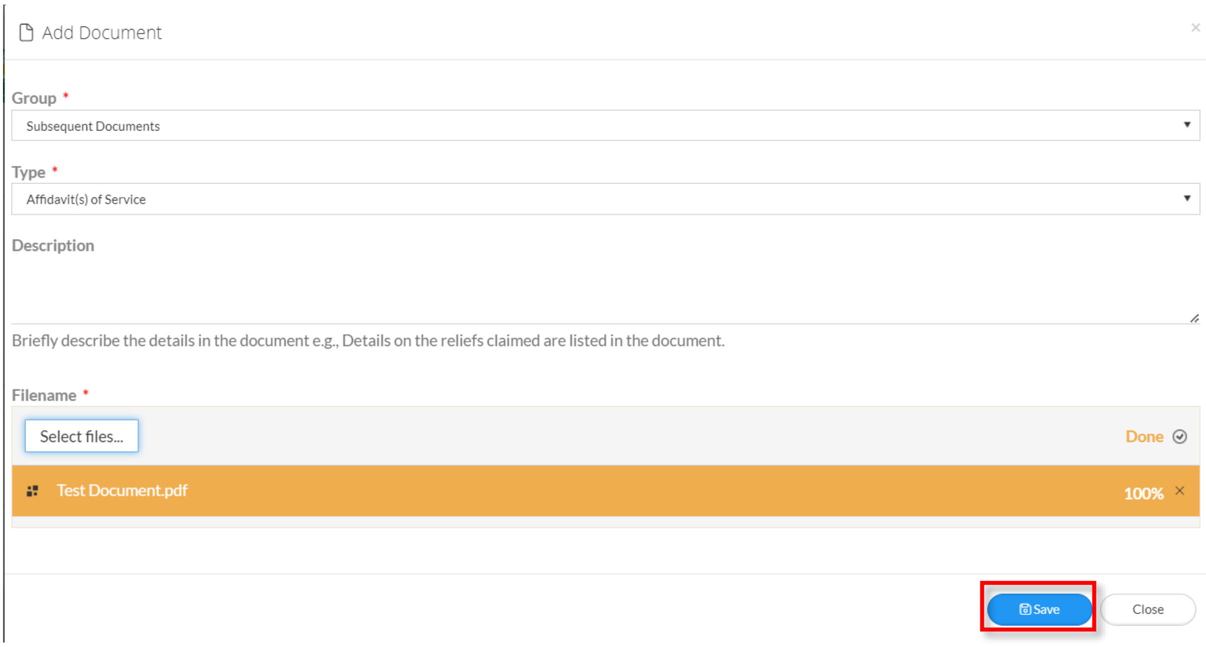


Figure 123 – Add Documents

8. Click on **Save** button and the uploaded document will be listed as shown below:

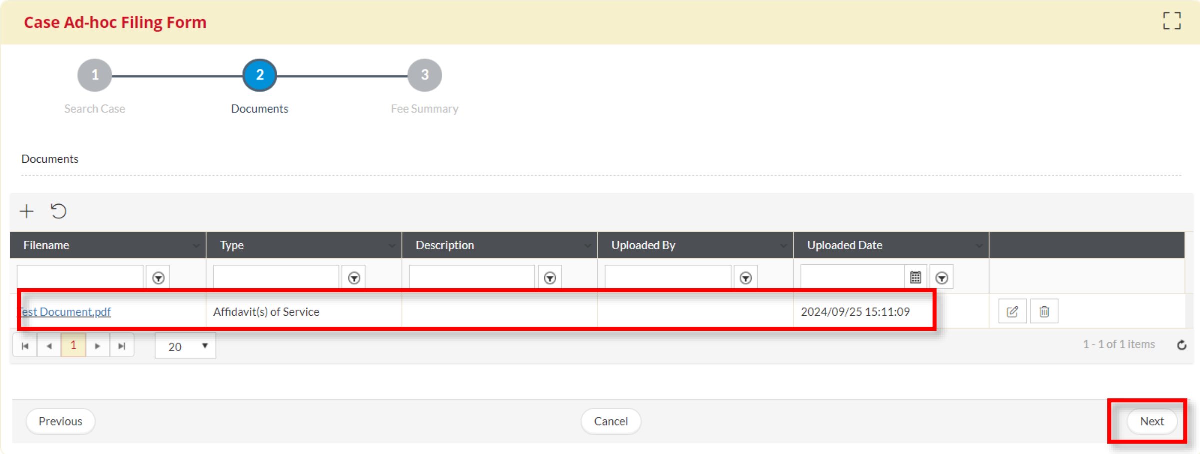


Figure 124 – Add Documents

- To modify the document description, click .
- To remove the document, click .
- To add another document, repeat steps 5-8.

9. Click on **Submit**. A success message will be generated as shown below:

Figure 125 – Success Message

Download Case Documents

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

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

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

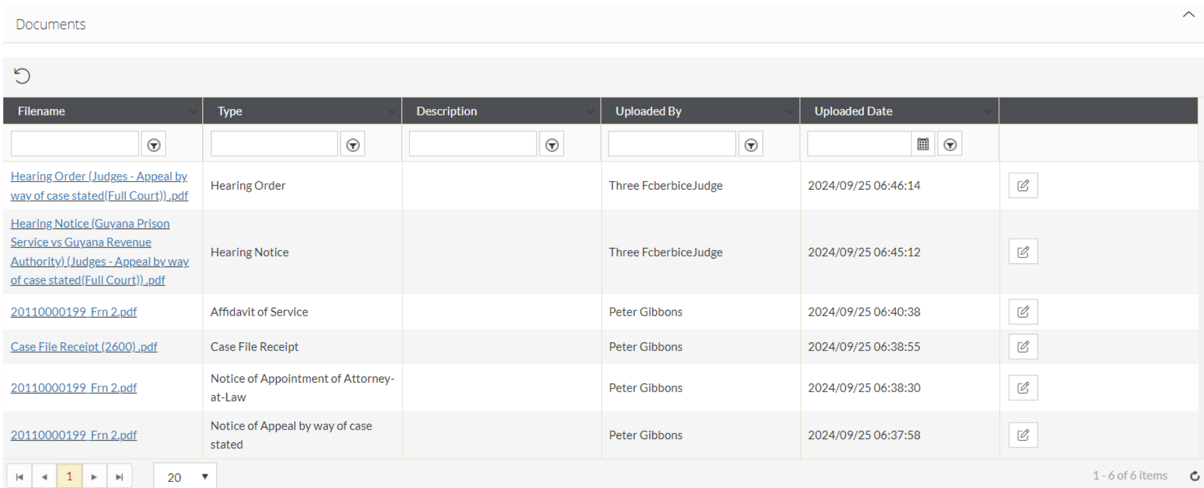


Figure 126 – Case Summary – Documents

All the documents related to the case, including the interlocutory application documents, will be listed in this section.

You may search for the required document using the filtering conditions or sort the columns as required.

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

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

Download Assessment of Costs Template

To download assessment of costs template:

1. Go to My Active 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 the icon corresponding to the case.

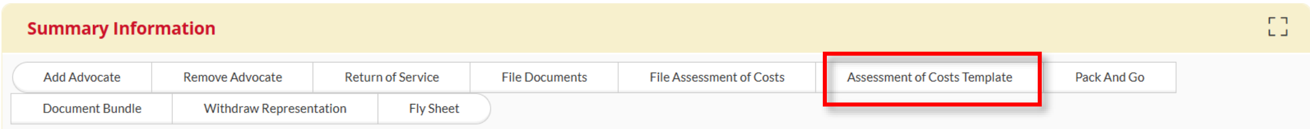
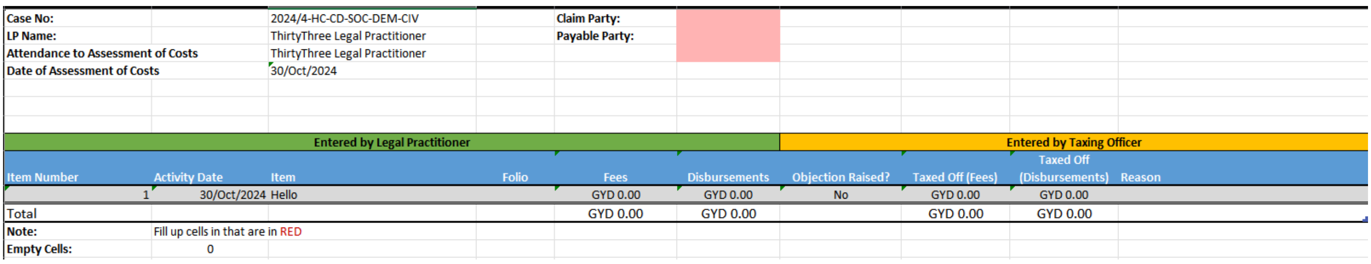
2. In the My Active Cases list, click the icon corresponding to the case. The Summary Information is displayed.
3. Click **Assessment of Costs Template**.
4. 

Figure 127 – Case Summary

5. The assessment of costs template is a spreadsheet which is downloaded to your **Downloads** folder.

Figure 128 – Download

6. Click *Assessment of Costs Template.xlsx* to view the downloaded Assessment of Costs template.



Case No:		2024/4-HC-CD-SOC-DEM-CIV		Claim Party:					
LP Name:		ThirtyThree Legal Practitioner		Payable Party:					
Attendance to Assessment of Costs		ThirtyThree Legal Practitioner							
Date of Assessment of Costs		30/Oct/2024							
Entered by Legal Practitioner						Entered by Taxing Officer			
Item Number	Activity Date	Item	Folio	Fees	Disbursements	Objection Raised?	Taxed Off (Fees)	Taxed Off (Disbursements)	Reason
1	30/Oct/2024	Hello		GYD 0.00	GYD 0.00	No	GYD 0.00	GYD 0.00	
Total				GYD 0.00	GYD 0.00		GYD 0.00	GYD 0.00	
Note:	Fill up cells in that are in RED								
Empty Cells:	0								

Figure 129 – Assessment of Costs Template

Cells highlighted in red indicate that you must enter a value for that cell. For example, you must enter the Fee. If there is no fee for this item, then enter "0" in the respective cell.

6. Enter the names of **Claim Party** and **Payable Party**.
7. Enter the **Item** name.
8. Similarly fill all other columns with the appropriate information.

File Assessment of Costs

Instructing legal practitioners can file Assessment of Costs for the case at anytime after its issuance.

To file assessment of costs for a case:

Prerequisites: Download and fill in the assessment of costs template.

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

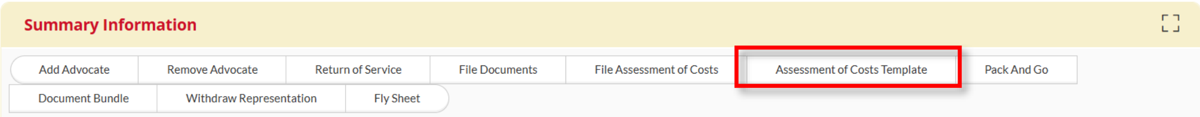


Figure 130 – Case Summary – File Assessment of Costs

2. Click on **File Assessment of Costs**. The **Search Case** page will be displayed.

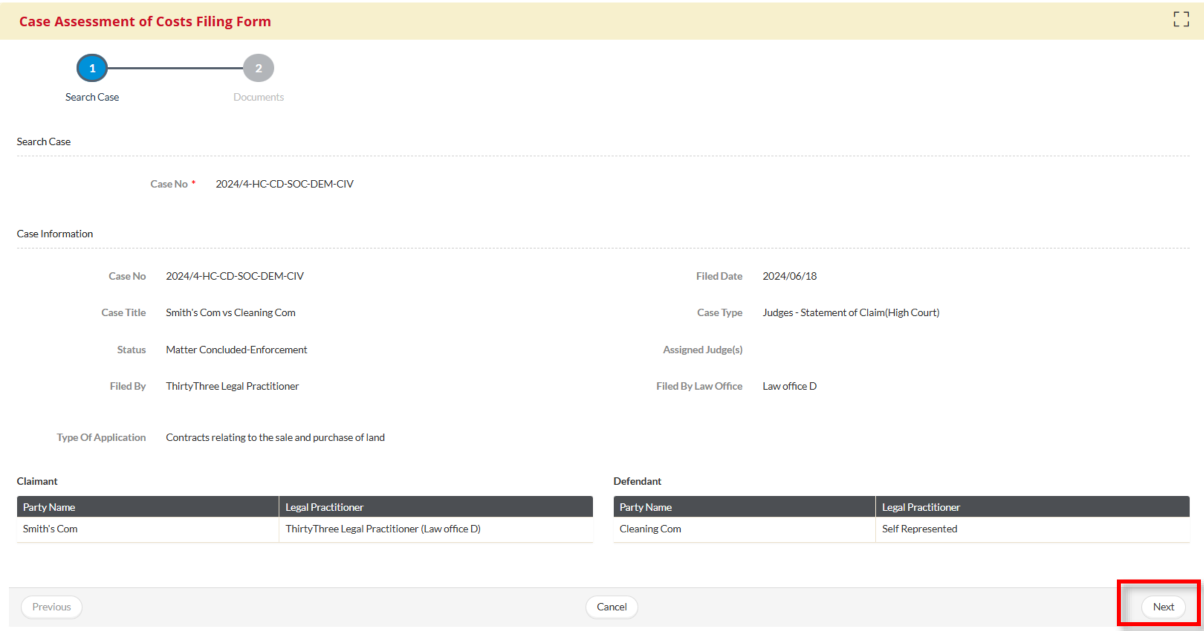


Figure 131 – Search Case

3. Click on **Next**.

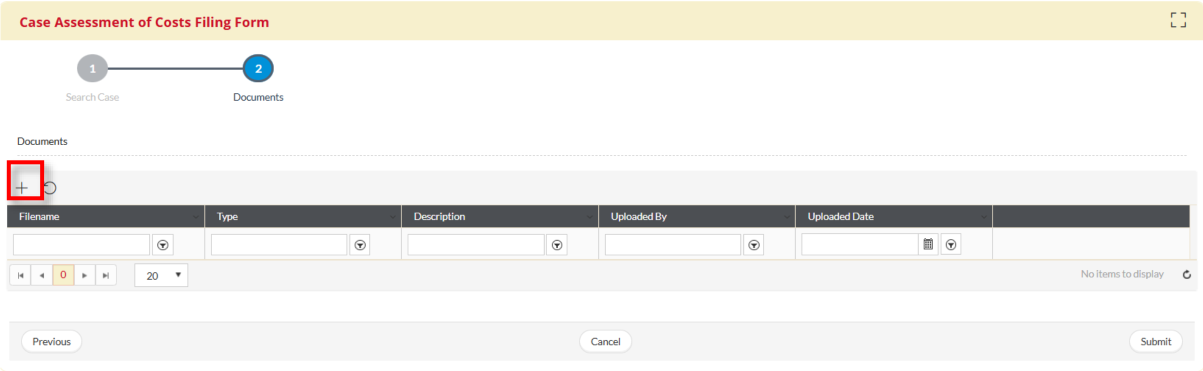


Figure 132 – Add Documents

4. Click on the button. The pop-up to add a document will be displayed.

Figure 133 – Add Documents

5. Select **Group** and **Type**. It is recommended to include a **Description** for the document. Once uploaded it will be listed as shown below:

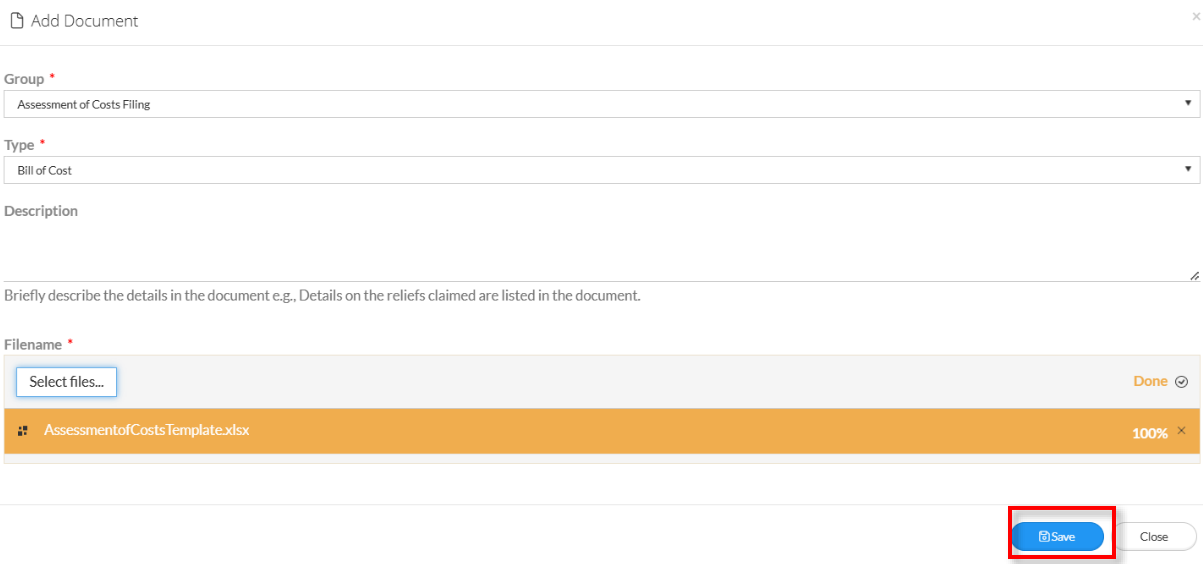


Figure 134 – Add Document

6. Click on the **Save** button. A success message will be displayed.

Figure 135 – Success Message

7. The added document will be listed as shown below:

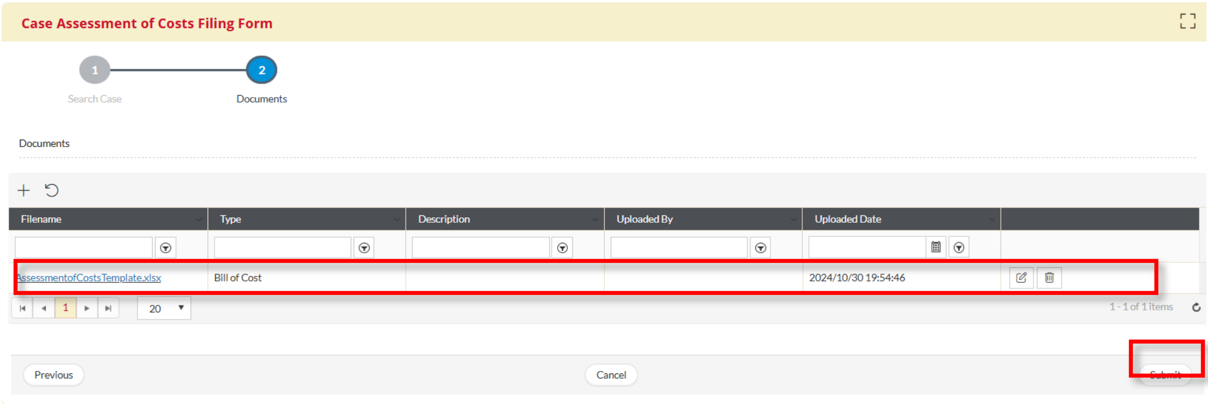


Figure 136 – Add Document

8. Click on the **Submit** button. A success message will be displayed.

Figure 137 – Success Message

Upon filing the assessment of costs, the system will automatically generate a new document in a pre-defined template. This document will then be available in the case file for the parties'/Courts' reference.

Withdraw Representation

A legal practitioner may choose to withdraw from a case, given that they have been allowed to do so by the Court and the party they are representing.

To withdraw from a case:

1. Go to [My Cases](#) to view your cases.

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

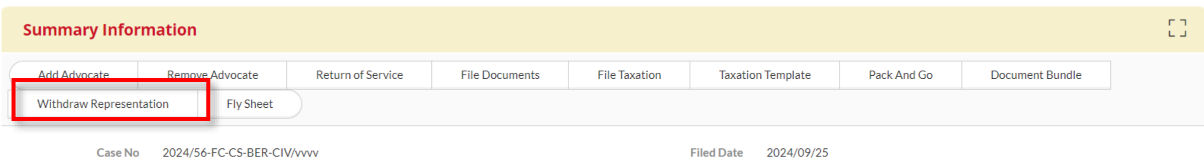


Figure 138 – Case Summary

3. Click on the **Withdraw Representation** button, and the **Confirm Withdrawal from Case** page will appear.

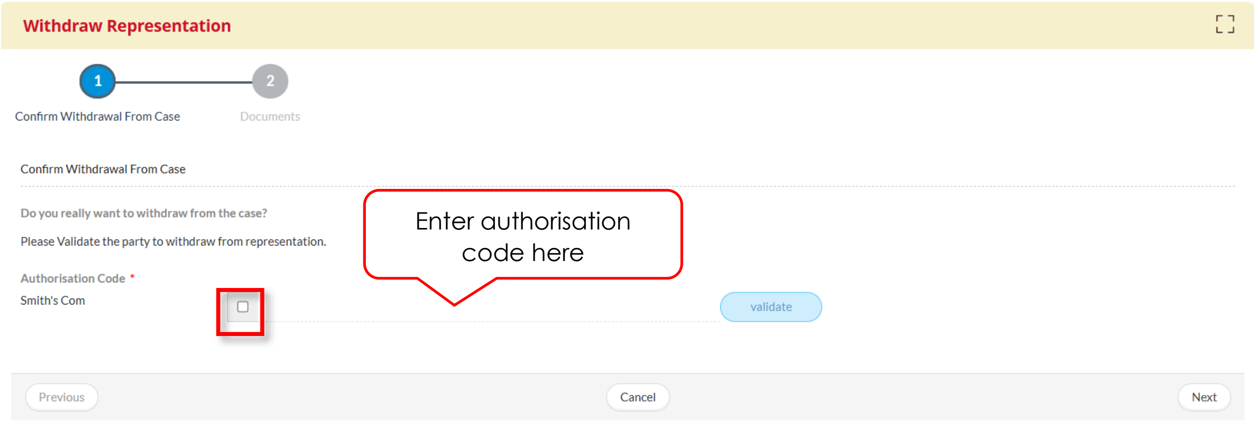


Figure 139 – Confirm Withdrawal From Case

4. Select the party for whom representation is being withdrawn, enter the corresponding authorisation code and click **Validate**. If the code is correct, it will be indicated by a green tick mark.

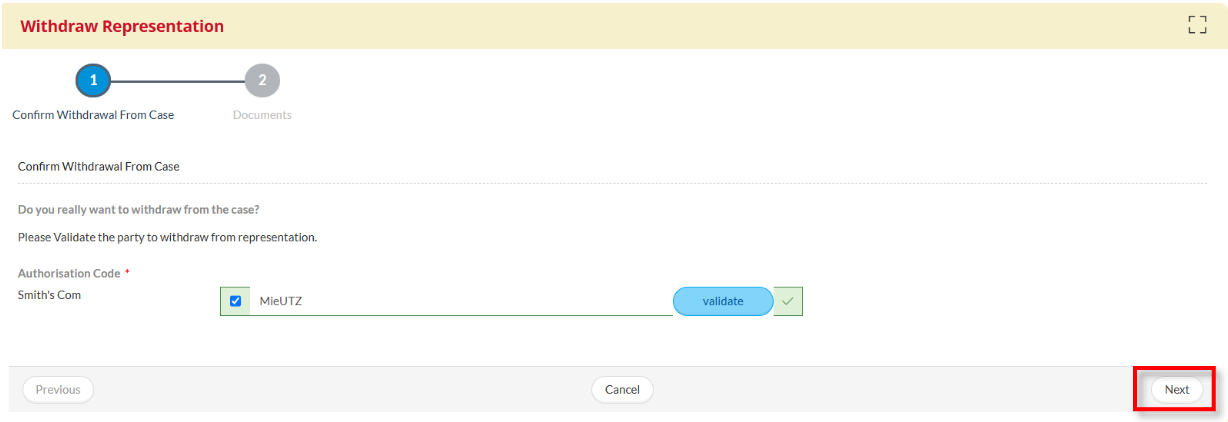


Figure 140 – Authorisation Code

5. Click on **Next**.

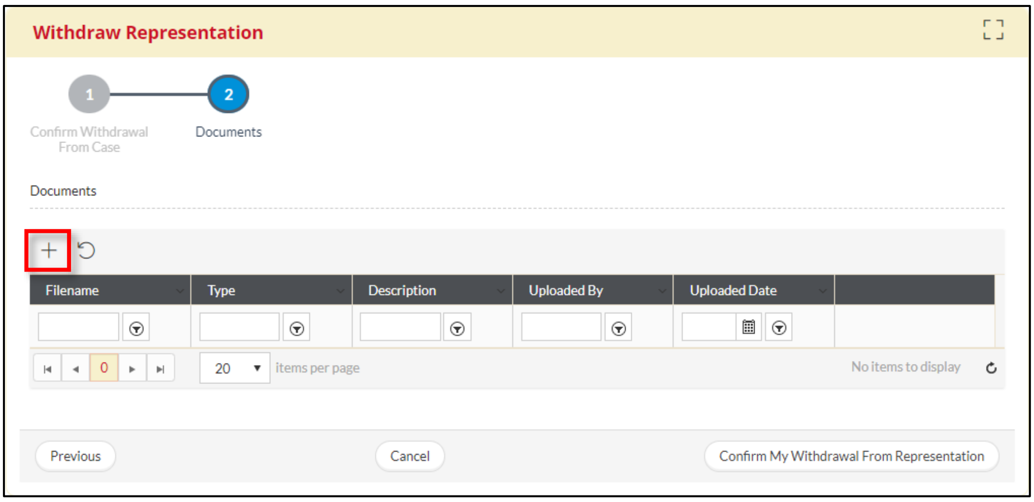
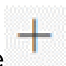


Figure 141 – Add Documents

6. Click on the  button to add supporting documents.

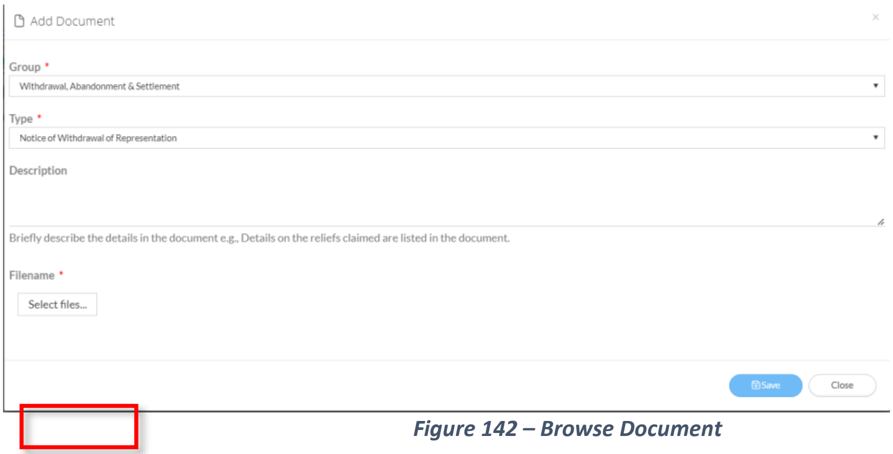


Figure 142 – Browse Document

7. Select **Group**, and **Type**. It is recommended to include a **Description** for the document.
8. Browse your computer for the document to add. Once uploaded, it will be listed as shown below:

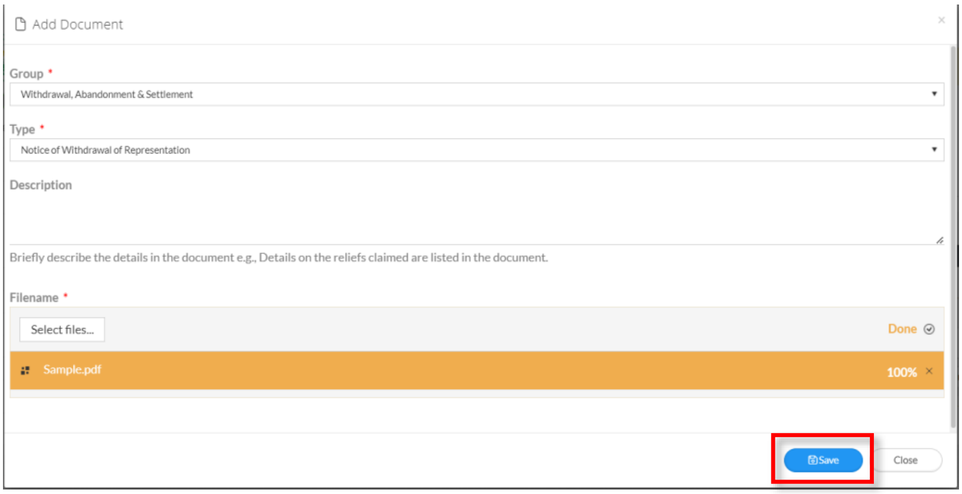


Figure 143 – Add Document

9. Click on the **Save** button. The added document will be listed as shown below:

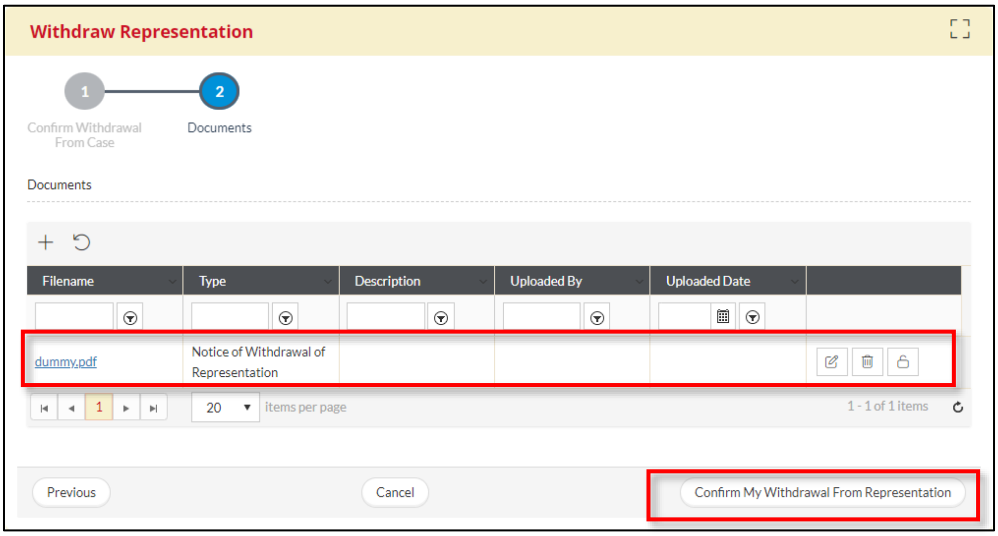


Figure 144 – Withdraw Representation

10. Click on the **Confirm My Withdrawal From Representation** button. A success message will be displayed. The legal practitioner will then be removed as a representative for the case party.

Figure 145 – Success Message

Pack and Go

Both legal practitioners and the Court staff will be able to download all the documents of a case into a .zip file, for review outside of the eJudiciary system.

Pack and Go process:

1. Go to [My Cases](#) to view your cases.

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

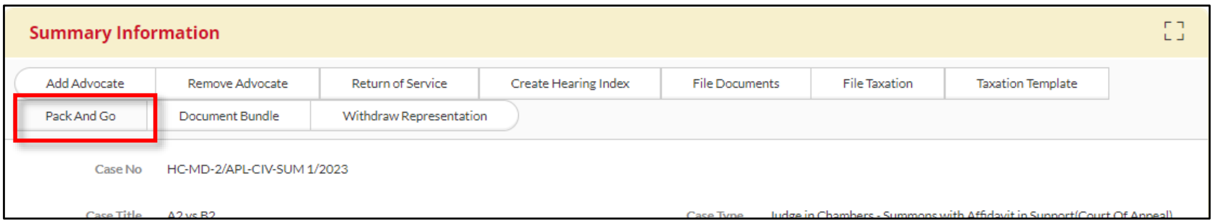


Figure 146 – Case Summary

3. Click on **Pack And Go**. A .zip file will be downloaded to your computer.

Figure 147 – Downloaded File

Document Bundle

Both legal practitioners and the Court staff can combine selected pages of multiple documents of a case into one single file that can be reuploaded into the case as another type of document.

Document Bundle process:

1. Go to [My Cases](#) to view your cases.

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

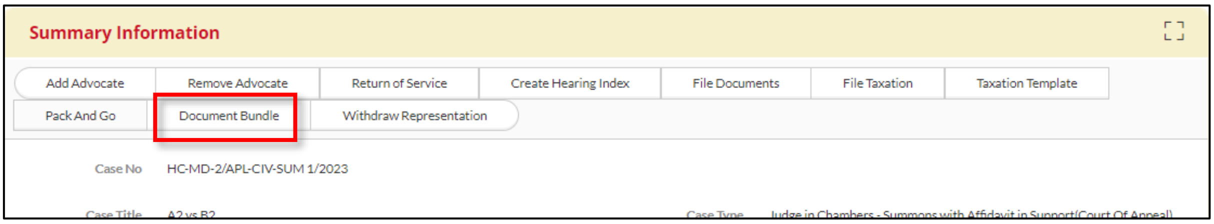


Figure 148 – Case Summary

3. Click on **Document Bundle** and the first page '**Document Bundle**' will appear.

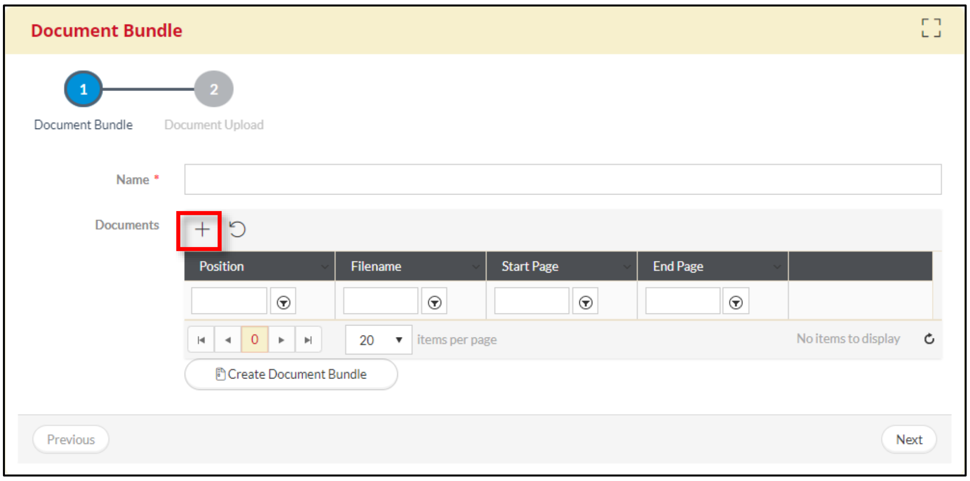


Figure 149 – Document Bundle

4. Enter the bundle's **Name**.

5. Click on the  to add documents. A pop-up screen will appear to add documents.

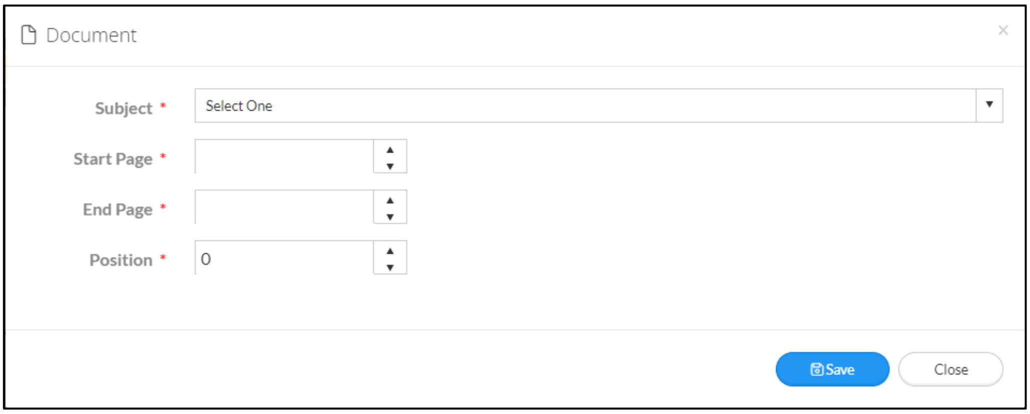


Figure 150 – Add Document

6. Select **Subject, Start Page, End Page,** and **Position**.

Figure 151 – Add Document

7. Click on the **Save** button, and the added document will be listed as shown below:

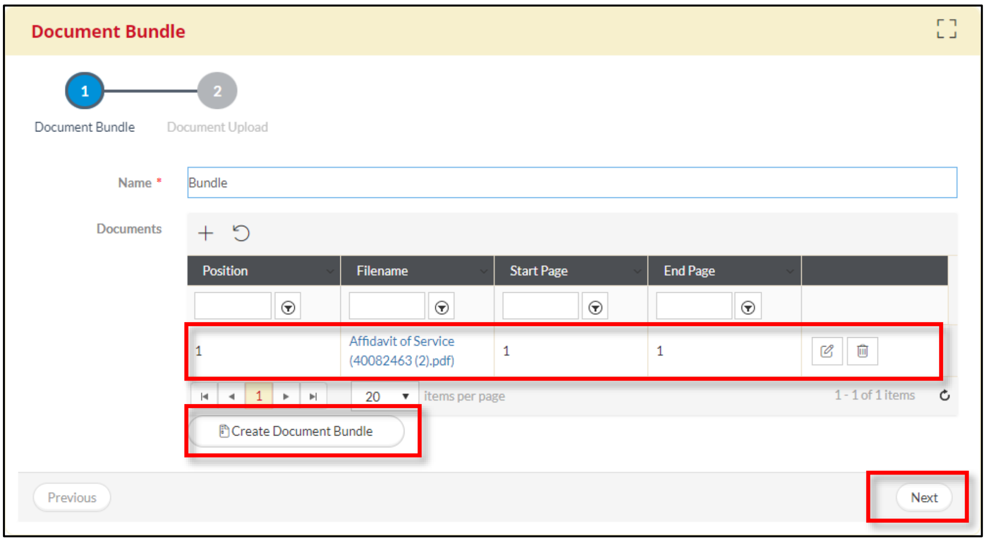


Figure 152 – Add Document

8. Click on **Create Document Bundle**; the bundle will be downloaded onto your computer. Click on **Next**.

Figure 153 – Downloaded Document

9. The **Add Document** page will appear.

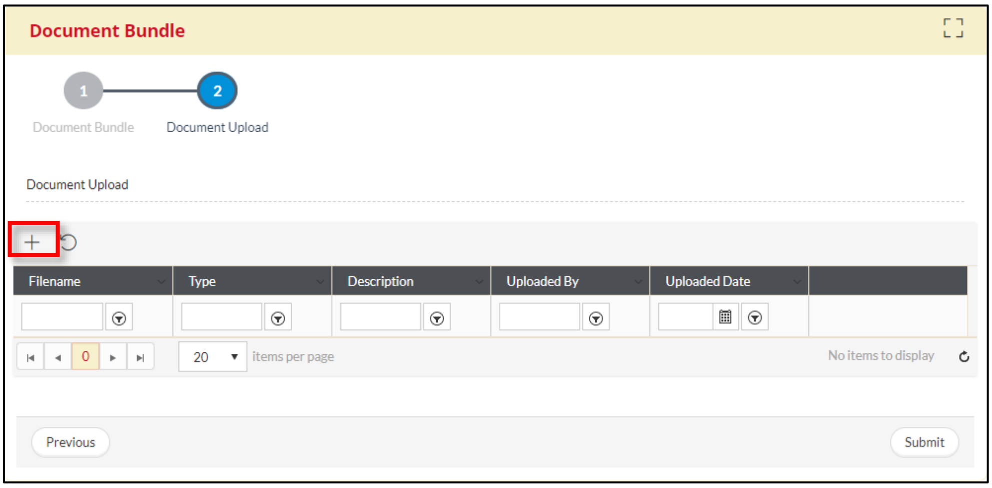


Figure 154 – Document Upload

10. Click on to add a document. A pop-up will appear or add documents.

Figure 155 – Document Upload

11. Select **Group** and **Type**. It is suggested to add a **Description** for the document.
12. Click **Select Files** to browse your computer for a file. Once the document is uploaded, it will be listed as shown below:

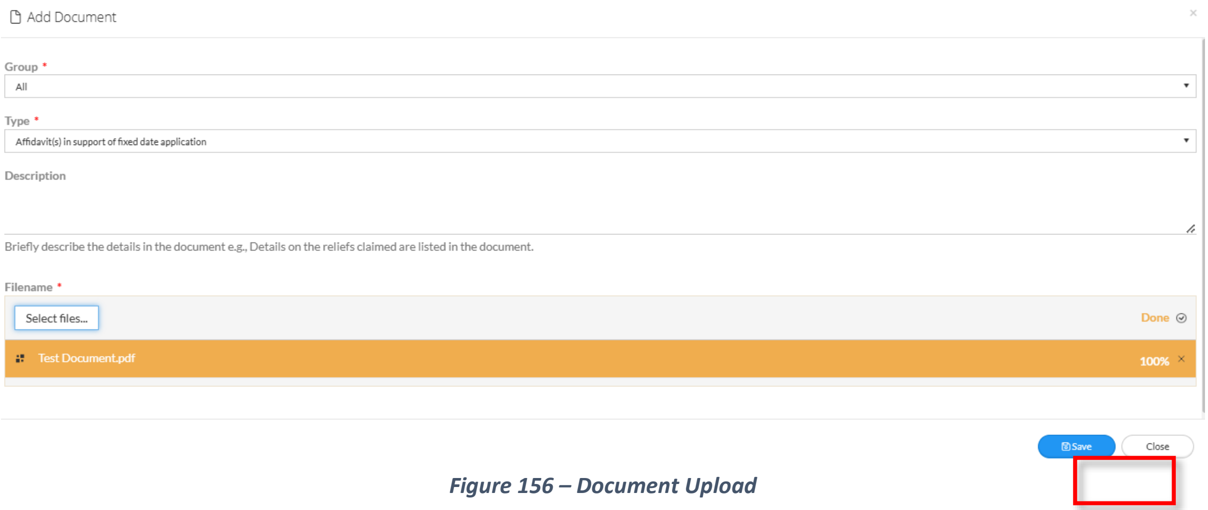


Figure 156 – Document Upload

13. Click on the **Save** button. The added document will be listed as shown below:

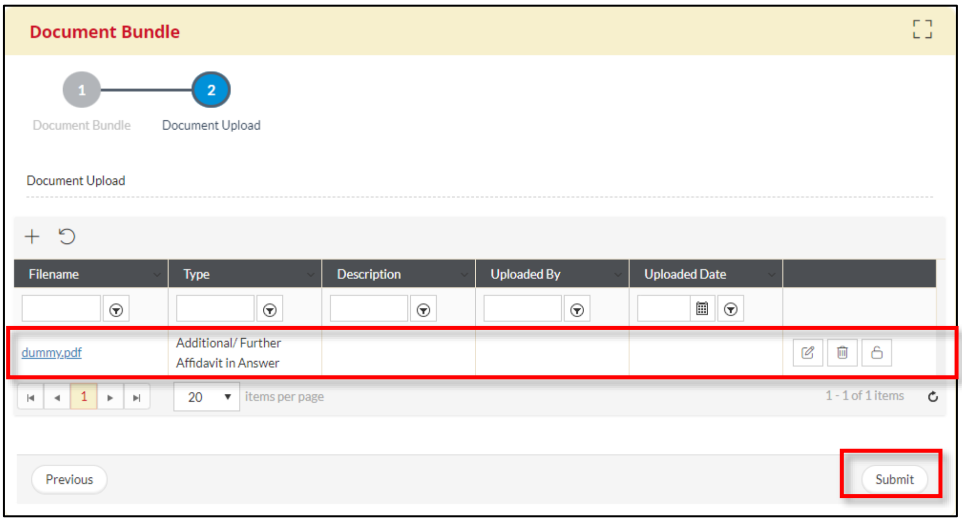


Figure 157 – Document Upload

14. Click on **Submit** to complete the activity.

Fly Sheet

The system automatically maintains a Fly Sheet for each case, to track any changes to the Case File. Legal Practitioners will be able to access this Fly Sheet and able to download a PDF version of the Fly Sheet to their machine.

Go to [My Cases] to view your cases.

1. In the [My Cases] list, click the  icon corresponding to the desired case. The **Summary Information** is displayed.

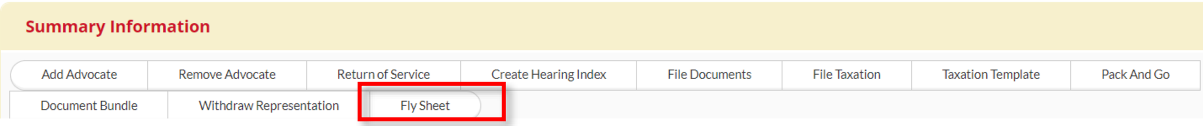


Figure 157 – Case Summary

2. Click on **Fly Sheet**, and the **'Fly Sheet'** page will be displayed.

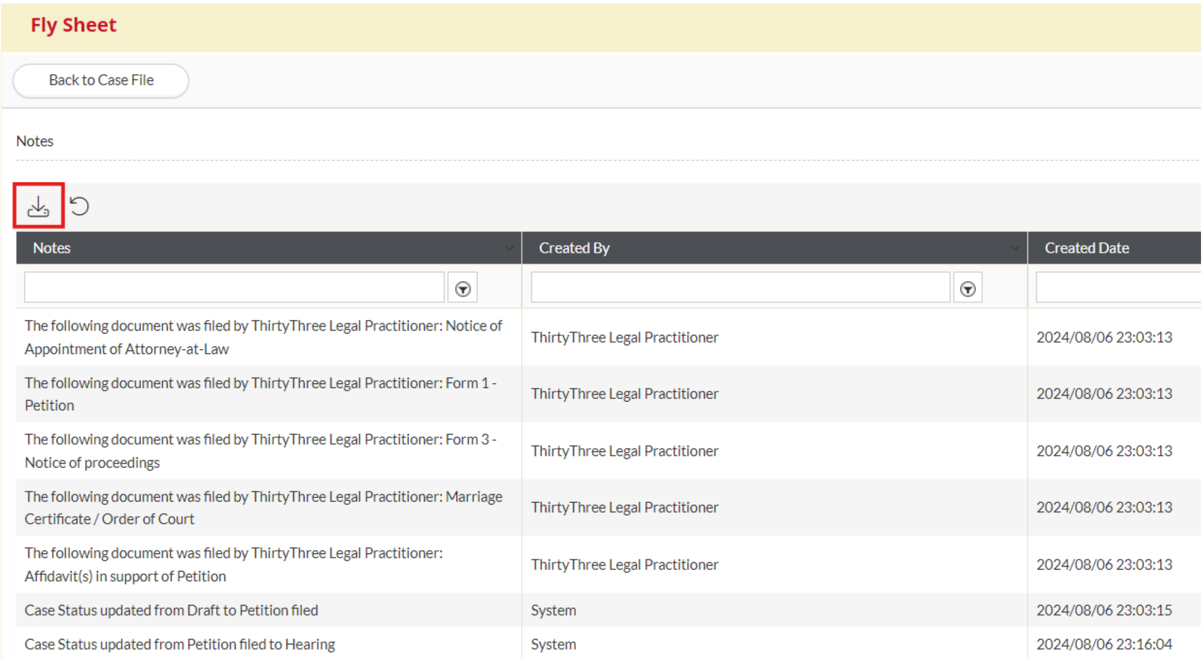


Figure 158 – Add Notes

3. Click on the  icon to download the Fly Sheet, as displayed, onto your machine.
4. A PDF version of the Fly Sheet will be downloaded to your machine.