

31 October 2013

Dear Administrator,

**Launch of E-filing via eLitigation in the Subordinate Courts (for Family Matters)
Preview Four Exercise**

The final phase of the eLitigation launch, E-filing via eLitigation in the Subordinate Courts (for Family matters), will commence on 2 December 2013.

To prepare for this final phase, the Preview Four exercise has been planned for administrators and users of law firms to complete the key activity below:

- Online verification of active Subordinate Courts case files relating to Family matters to ensure accurate assignment of case files to the respective lawyers.

Preview Four begins on **Monday 11 November 2013 and ends on Friday 15 November 2013, 06:00 PM**. All law firm administrators and users of eLitigation are encouraged to access Preview Four case files by logging in using SingPass at the eLitigation website (<https://www.elitigation.sg/home.aspx>).

Please note that the list of cases relating to Family matters in the Subordinate Courts which are available for verification comprises of the following.

- Active cases (whether pending or administratively concluded) as at 31 October 2013.
- Cases in which a document (except a request for file inspection, certified true copy or soft copy) was filed or a hearing was conducted during the period of 01 August 2013 to 31 October 2013.

For easy verification when Preview Four commences, law firms are advised to collate the Solicitor and Party information for the above case files.

Law firms which have not completed the following activities are also advised to do so in the Preview Four exercise. This is to ensure users have proper access to cases relating to both Civil and Family matters when the final phase of eLitigation commences on 2 Dec 2013

- Creation, verification and uploading of User accounts
- Creation of teams/ work groups to enable better access control to case files
- Set up of Email and SMS notifications for the law firm users

The Preview Four and other administrative activities to be completed by administrators and users are set out in the attachment (Annex A). A Preview Four quick guide and video with detailed instructions will be uploaded in the eLitigation Get Ready site (www.elitigation.sg/getready) and homepage (www.elitigation.sg) on **8 November 2013** to help you complete the tasks.



If you require more information, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.eLitigation.sg/GetReady for regular updates on eLitigation under "News Update" in the homepage.

Yours sincerely

The eLitigation Change Management Team



Annex A

Preview Four and administrative activities to be completed by administrators and users are set out below. (You may circulate a copy of this note to the users of eLitigation who will be assisting to complete these tasks)

No	Tasks to be completed	Go to	To Completed by
a) Online verification of active case files (Preview Four)			
Task One	<p>Download and print the listing of lawyers' case files from eLitigation for verification with the list(s) compiled by the lawyers.</p> <p>For cases not listed in eLitigation under the correct lawyers' names, you may make changes in the "Party" section of the respective case (*See Task Two).</p>	"Preview Four" tab > "Download in Excel" link	Administrator to download the list from eLitigation
Task Two	<p>Verify the solicitors assigned to the case file and re-assign if necessary.</p> <p>Please note that the changes made will only be available in the edit fields during Preview Four. The amendment will only be updated into the case file after the Preview Four exercise.</p>	"Preview Four" tab > Case file hyperlink > Party Tab > Edit hyperlink	<p>Administrator and/or Users</p> <p>[Tip: All Users will have access to case files in the Preview Four tab. Users other than the Administrator can be nominated to complete this task.]</p>

b) Creation, verification and updating of User accounts (for Law Firm Administrators who have not completed this before)			
Task Three	Create, verify and update (if necessary) user accounts with user particulars such as name, SingPass ID, contact number, email address and assign each user to one of the user profiles provided by the system.	"Manage Users" tab	Administrator
c) Creation of Teams/Work groups (for Law Firm Administrators who have not completed this before)			
Task Four	Create teams and add users to the team to set up working groups for case files belonging to the Law Firm	"Manage Teams" tab	Administrator
d) Set up for Email and SMS notifications (for Law Firm Administrators/Users who have not completed this before)			
Task Five	The Administrator can choose to set the default Email and SMS notifications which will apply to all Users in the firm in the "Notification Configurations" tab. However, each user can choose to change these settings through the "Notification Preferences" tab.	"Notification Configurations" tab	Administrator
Task Six	The Administrator would have configured a standard set of notifications for the firm. The Users can choose to accept or change the settings to suit their purpose.	"Notification Preferences" (SMS, e-mail) tab	User