

16 October 2012

Dear Administrator

### **Previews of eLitigation for law firm administrators**

E-filing of Supreme Court Cases via eLitigation will commence on **2 January 2013**.

Prior to this date, two previews have been planned for law firm administrators as part of the progressive launch to facilitate the transition to the new platform more seamlessly.

#### **Preview One: 29 October to 9 November 2012 Creation of law firm's user accounts**

The objective of Preview One is to facilitate the update and creation of the law practice's user accounts for eLitigation.

Preview One will be open to law firm administrators from **29 October to 9 November 2012**. In preparation for Preview One, please collate SingPass IDs, email addresses and contact numbers of users you intend to register for eLitigation.

During Preview One, please go to <https://www.elitigation.sg> to access the Preview site. As the designated administrator for your law practice, you have to do two things during Preview One.

First, you have to verify and update the details of your law practice. These details will be used by the system when generating draft documents for filing. Begin by logging in using your SingPass ID which was submitted in your law firm's account registration form for eLitigation. Click on the "Manage Law Firm" tab to begin verifying and updating the details of your law practice.

Next, you have to give access to each user in your law practice and assign each of these users to one of the user profiles provided by the system. Different user profiles have different levels of access. For example, the "Filing Clerk" and "Lawyer" profiles have the ability to file documents on behalf of the law practice. Whereas the "Lawyer (View Only)" and "Paralegal (View Only)" profiles can access case files but do not have the ability to file documents. Your law practice may want to use different types of user profiles to manage the types of users who are able to incur stamp fees and filing charges on behalf of the law practice. Click on the "Manage Users" tab to give access and assign profiles for your law practice's authorised users.

Existing EFS user accounts have been migrated to eLitigation for your convenience and verification. Please add their SingPass IDs, update their user profiles and other



particulars such as handphone numbers and email addresses to complete the user account set up. In addition, you will be able to add new users or to de-register existing users where applicable.

Your law practice will be charged a monthly fee according to the number of practicing advocates and solicitors and not the number of user accounts that are set up.

Please find attached the Preview One Quick Guide to assist you in walking through the steps to be carried out. The Preview One Quick Guide will also be available on the eLitigation microsite "Get Ready" page: [www.eLitigation.sg/GetReady/getready.html](http://www.eLitigation.sg/GetReady/getready.html) from 17 October 2012.

You are advised to review the guide before beginning this activity.

**Preview Two: 6 December to 14 December 2012**  
**Verification of online case files and creation of teams/work groups**

Preview Two will enable you to do the following:

- (i) Verify list of active cases migrated from EFS and lawyers involved in each case
- (ii) Create teams (workgroups) to enable seamless sharing of documents and tracking of documents filed in eLitigation within the team

More information and guides will be released closer to the Preview Two commencement date.

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

Yours sincerely

**The eLitigation Change Management Team**

