



31 December 2012

Dear Administrators

### **Key Tasks to Complete Upon Launch of eLitigation (Supreme Court Phase)**

With the commencement of e-filing of Supreme Court cases via eLitigation on 2 January 2013, all your active Supreme Court cases including closed cases three months prior to launch will be available in eLitigation for verification.

#### **a) Complete Case Assignment of Supreme Court Cases**

If you have participated in the Preview Two exercise, the updated case assignments will be available in eLitigation in the "Case File" tab.

For firms who have not completed the Preview Two Exercise, you are strongly encouraged to verify that you are able to access the cases that your law firm ought to have access to (i.e. if your law firm represents a party, then you should have access to the case). You are also strongly encouraged to assign case files to your lawyers (who are on record) **before** commencing filings via eLitigation. **This is critical to ensure that the correct case, party and solicitor information are available for purposes of e-filing to Supreme Court.**

#### **b) Set up of Notifications and Alerts**

One of the new features in eLitigation is to enable lawyers and paralegals to receive notifications and alerts on new filings, replies from Courts and any other updates on their cases.

To enable this feature, you are advised to ask your users to set up their notification preferences, particularly the lawyers and paralegals who oversee the management of the case files on a day-to-day basis. Please go to the "Notification Preferences" tab in eLitigation to complete this task.

If you need assistance in completing the tasks mentioned above, please refer to the Useful Materials for Administrators available in the eLitigation Get Ready site [www.elitigation.sg/GetReady](http://www.elitigation.sg/GetReady) under the Get Ready Tab.

Yours sincerely

**The eLitigation Change Management Team**

