

**DEVELOPMENT AND INSTALLATION OF CASE TRACKING
SOFTWARE AND TRAINING AT SPECIAL COURT
FINAL REPORT**

FROM : Techminds Communication Pvt. Ltd.

TO : ARD, Inc. Rule of Law Project

PROJECT DURATION : 7 + 3 Months.

DATE : April 10, 2007

OBJECTIVES OF THE WORK:

The main objectives of the work are as follows:

- a. Develop and Install case tracking software and archiving software and train Special Court staffs to use and maintain the software after installation.
- b. To develop, install and debug case tracking software and archiving software for the Special Court and insure that the software is fully operational.
- c. Insure that the software of case tracking software and archiving software is fully compatible with and can exchange information with automated case management software now installed in the 7 pilot courts and Supreme Court.

ARD PROJECT ACTIVITIES

ARD Rule of Law Project staff devoted substantial effort to strengthening management capacity of the court. The project staff and international consultants, working with the Special Court, gathered baseline data showing the average time required to process cases. Forms for gathering the data were developed and staffs were trained in gathering the required data.

Project staff and an international consultant worked with the Special Court to improve the archive. An archiving manual explaining archiving was written, and the project provided assistance for training the staffs in procedures for purging and organizing archived files. The project also provided shelving and file boxes for storing the files.

ACTIVITIES CARRIED OUT AND WORKS DONE:

Activities carried out and works done in Special Court.

Development of the Case Tracking Software and Archiving Software.

1. The Case tracking software and archiving system software for the Special Court was developed, installed and debugged insuring that it is fully operational. We assure that the

case tracking software and archiving software is fully compatible with and can exchange information with automated case management software now installed in the 7 pilot courts and Supreme Court.

2. We have provided manuals and operating instruction for the case tracking and archiving software installed in Special Court.
3. We have assisted the court in developing a security and backup system for the software and provide instructions for backing-up and protecting the data.
4. We have trained three staff members of the court assigned by the Special Court to maintain computers, software and security system, and to assist software users of the court. They should be able to address questions and problems that arise during use of the software. They are provided with necessary skills normally used by a "**System Administrators.**"

The Staffs who have received the **System Administrator** training are:

- a. **Rudra Prasad Aryal.**
- b. **Santosh Bhandari.**
- c. **Durga Prasad Bhattarai.**

5. We have provided system operation training to the court staffs.
6. Under the original contract between **TMC** and **ARD** full training to the staff was not fully complete. Therefore, the contract was **extended for three more months.** During this period we arranged more training to the System Administrators selected by the court and other staffs of the court.

7. Data Entry and other support provided are:

a. Case Tracking System

About **413 cases** of this financial year (2063/64) have been entered in case tracking software. In those cases about **46 cases are decided** from software this financial year and about **367 cases are continuing.**

- i) **Daily and weekly cause lists** are printed out from the software.
- ii) Other reports are also incorporated in the software.

b. Archiving System

About 850 data are entered in Archiving Section. The output of software used there is very useful and it has made the staffs easier to track out the old cases files.

CONCLUSION

The staffs of Special Court are cooperative and sincere on their responsibilities on implementing the software and getting the required reports and **ARD** assisted us with different processes of work.