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North Cairo Court Survey

AOJS
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NORTH CAIRO COURT SURVERY

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Acknowledgment

The study team would like to seize this opportunity to thank very much Cnslr Salah Roushdy as the study started during his term as North Cairo Court Chief Justice He provided all the help needed for the study team to facilitate their work and accessibility to the necessary information

The study team would like to also thank Cnslr Ahmed Sabry who was later assigned to the position of North Cairo Court Chief Justice at the time of performing the analytical survey He offered the team the best opportunity to get acquainted with court procedures, which had a great impact on the quality of the final product of the Court System Analysis Report

The study team extends its gratitude to the Court Senior Clerk Mr Mohamed Hashem and the other clerks for their patience and cooperation with the team by answering so many questions There could not have been any study without clerks' answers

We would like also to extend our thanks to Chief Judge Mohamed Saleh, JIC Manager, and Chief Judge Ashraf Kamal, Project Coordinator, for the care, information, and experience they provided the team with

In case there is any mistakes in the study, it will be the team's mistake, so please forgive us

EXECUTIVE SUMMARY

This study aims at mere documentation of work procedures as they are currently done inside the North Cairo Court of First Instance Although this study dealt with every detail of work court procedures as if handled for the first time, however, the study depends in the first place on the detailed study previously done about the information system in side Ismailia Court of First Instance The importance of this study lies in being considered as continuation of the previously mentioned study in order to make sure that court procedures are correctly described In addition, this study shows the impact of increase of cases before the court as well as the increase of litigants in the court on court organization Moreover, the study aims at identifying the core differences between different court administrative systems based on those variables Hence, both studies will form the baseline information that the project will use in developing the court integrated information system The study will also be the main document used by the court administration team in developing and streamlining the court manual procedures

It might seem for the reader that there is a difference in methodology of study and presentation followed in this study This difference does not necessarily mean that there is a difference in courts nature considering volume of work and system application as one might think The difference between the two courts is merely superficial and not substantial However, the core of the difference between the two studies consists of two main factors

First:

The study team has become more knowledgeable of judicial work rules and court administration systems Before conducting the study in Ismailia Court of First Instance, the team has never dealt with court systems However, it has experience in dealing with different information systems in several institutions of different composition The Ismailia Court System Analysis study, which has the first study to be conducted on court systems in Egypt, has been a great help to the team and added to its experience We would like to express our gratitude to Chief Justice Mohamed El Zeki Salama and all the Ismailia Court employees for the information they provided us with and their patience in answering the so many questions asked by the team Thanks to them the team could comprehend the court system

Second:

The continuation of using the same analytical approach dictated from the very beginning by the plan put for the study in the two pilot courts We have to pinpoint the fact that the study team has introduced some changes in this approach after finishing the Ismailia Court study This was based on the new inputs acquired that were not put into consideration while drawing up the original the study plan The study team appreciates very much the input Chief Justice Salah El Din Roushdy, ex North Cairo Court Chief Justice, through providing the study team with his view of workflow variables This was a great help during identifying the new approach, which consumed a lot of time and effort, however, this was necessary in order to reach the aspired results

Study Approach

The reader of information systems literature will find more than one study approach used to conduct analytical survey with the purpose documentation of system details and problems One of the most important of these approaches is

- **Bottom-Up View.**

  This approach depends on the study of work details, then generalization of results to reach a comprehensive overall view of the institution activity This necessitates documentation of the procedures followed in each administrative unit in details as well as drawing detailed work cycles for those units, then make a connection between all detailed work cycles in the institution in order to draw a workflow chart with an upper view (on the institution level) Hence, the analysts will have to start with the lowest level of the organizational structure to document the work details then move to the higher level to put together those details in groups, where each group represents one of the general tasks performed by the court

- **Top-Down View·**

  This approach depends on the study of work cycles in general on the institution level, then the study of detailed procedures to decompose the general work cycles into detailed ones on the level of each administrative unit Hence, the analysts start with the top level of the administrative organizational structure in court to get a general view of work cycles then move to the lower level to detail the general work cycles

It is obvious that using any of the two approached will definitely lead to the same results However, the technique of data collection and processing in the first is opposite the second and not only different The team started the study with the aim of conducting a high quality analytical survey according to system standards (mistakes in collected data does not exceed 4%) in order to have firm baseline data to be used in the development of the new automated system Accordingly, the study team adopted both approaches

The Ismailia Court System Analysis study was conducted using the Top-Down View approach Using this approach was inevitable, as the team was not acquainted with the integration of the judicial work its uniqueness compared with the rest of the financial and administrative systems The study conducted in the North Cairo Court adopted both approaches Hence, the team was divided into two groups, where each group works with one of the two approaches and opposite to the other without exchanging information The purpose of working this way is to compare between the results reached by each group to ensure neutrality, integration and quality of gathered information

Analysis techniques

According to the law, the court administrative structure is divided into two main Departments Clerks and Service Departments This analytical study focuses on the Clerks Department only After conducting the System Analysis study in Ismailia, it was concluded that it is better to conduct a separate study for the Service department Moreover, the time allocated for the study was not enough to include the Service Department as it includes many complex details and procedures that need more time and effort

The Clerks Department is headed by the Senior Clerk or Court General Secretary Some employees call him "General Manager" Under the Senior Clerk come many Units, each performs a group of functions These functions form together one or more full work cycles Originally, court, like any other institution, should have documents describing in details the function performed by the employee in each work cycle Were these documents available, there wouldn't have been any need to conduct this study However, as mentioned before in Ismailia Court System Analysis report, there are no complete consistent useful documents are available The literature available in Arabic lacks the books that scientifically study the nature of office work in details Therefore, we have decided to follow the actions and procedures taken in the court as a reaction to a client's request

The status of the court on its first day of work can be imagined as waiting for the first client to come in Therefore, court functions are a direct response to client's requests Hence, to understand the approach applied in this study, we can merely say that the analyst followed the reactions made by Civil Department in response to client's requests and judges decisions This process aims at defining what takes place inside the court as if the analyst is taking photographs that tell the whole story since the beginning of the procedures till the very end

Employees in any of the court departments are in a state of halt till they receive a document, request, or anything according to which they take an action This document or request is called "the cycle trigger" This trigger may be caused by the court (judge), direct supervisor, a colleague, another department, a citizen, or any other outside authority Those are called "triggerers" This action taken by the employee is just one step in a series of steps aiming at achieving a certain goal These steps may be implemented by one department or distributed among several departments according to the nature and regulations put for those steps

To apply both approaches aforementioned in the analytical survey, it was inevitable to make a list of all documents (triggers) sent to each department Then, the actions taken since the trigger reaches the department are followed and documented as well as the instruments, books, and data resulting from the procedures followed All this is done to serve the Bottom-Up View approach

At the same time, a list was made of all triggers coming to court from outside (outside triggers) and procedures cycle consequent to them was followed with an upper view In addition, the outside trigger's flow inside the court in the concerned departments was followed as well as the triggers resulting from the outside trigger This is done to serve the Top-Down View approach

At the end of this phase, the results of both approaches are compared to make sure the information is correct In case of emergence of differences, court clerks are asked for clarification to reach the truth Accordingly, the team has abided by neutrality and objectivity in every step of the way for the sake of a correct analysis

We draw the reader's attention that the core of this study is bout the Civil Clerks Department only as personal status and criminal cases are excluded from the study Also, all procedures related to accounting, warehouse, and personnel are excluded

Presentation Methodology

The presentation language must be up to the level of information presented so as to quality, quantity and details This ensures that both researcher and reader understand and are sure of the information presented The study team has noticed that the language used in the court forms is very bad Therefore, they tried as much as possible to make sure the terms used mean the same as the meaning it is used for inside the court and at the same time do not prejudice the approved legal terms The study language has been written to suit the following types of readers

1 Chief Justices and judges for them to know what really taked place inside the court

2 Those interested in justice administration at MOJ

3 Court Clerks to make sure the information in this report are correct

4 Court Administration Experts to detect the problem areas in the existing system and recommend the changes needed to develop the general court system

5 Information Systems Experts to know all procedures followed inside the court which will help them develop a design which is not interfering with or less than system development requirements

6 New System application experts To get acquainted with the current procedures in order to draw up a plan for changing to the new system

The differences between the two approaches applied by the two groups have increased the difficulty of reaching a presentation style that would suit all types of targeted readers

The study is divided into the following sections

1. **Executive Summary:** for all types of readers

2 **Chapter One:**

This chapter is divided into two parts the North Cairo Court organizational chart and a high-level study of court work cycles This chapter is directed to all types of readers

3 **Chapter Two.**

This chapter contains a detailed study of all procedures followed in each of the court departments This chapter is directed to fourth, fifth, and sixth types of readers

4. Chapter Three:

This chapter studies in details the cycle of a trigger or an outside trigger and follows each trigger and form inside the court This chapter is directed to fourth, fifth, and sixth types of readers

General Overview of North Cairo Court

The North Cairo Court is location in Abbasya Square in Cairo It is one of two courts concerned with Cairo area within the jurisdiction of which lives 15 million inhabitants

Available statistics show that courts may be classified into three groups according to volume of work and number of cases filed annually Large courts, before which more than 150,000 cases are filed annually, deal with civil and all kinds of criminal cases Middle-size courts are those before which 75,000 to 150,000 cases are filed annually, while small courts are those before which less that 75,000 cases are filed annually According to this classification, North Cairo Court is considered one of the large courts as nearly 250,000 cases are filed before this court every year including civil and criminal cases Affiliated to North Cairo Court, there are 10 partial courts where more than 100,000 cases are filed every year

The court is composed of two building The main building which is composed of five floors and the court occupies only two of them The new building is composed of seven floors of which the court occupies four floors The main building used to receive the same number of cases, hence, it is difficult to detect the impact of doubling the space by constructing the new building especially that the new building does not seem to have improved the old situation a lot Although, the new building has been recently constructed, it has not been designed to meet the court requirements It is very well designed to meet the requirement of administrative buildings in general by not court buildings Courts conduct several activities, and therefore need special requirements to cope with those activities concerning receiving public or internal work procedures

This is a detailed description of personnel distribution inside the court and its impact on the organizational structure, volume of work and numbers of cases filed each year, then an analysis of judicial performance efficiency inside the court and a comment on that performance

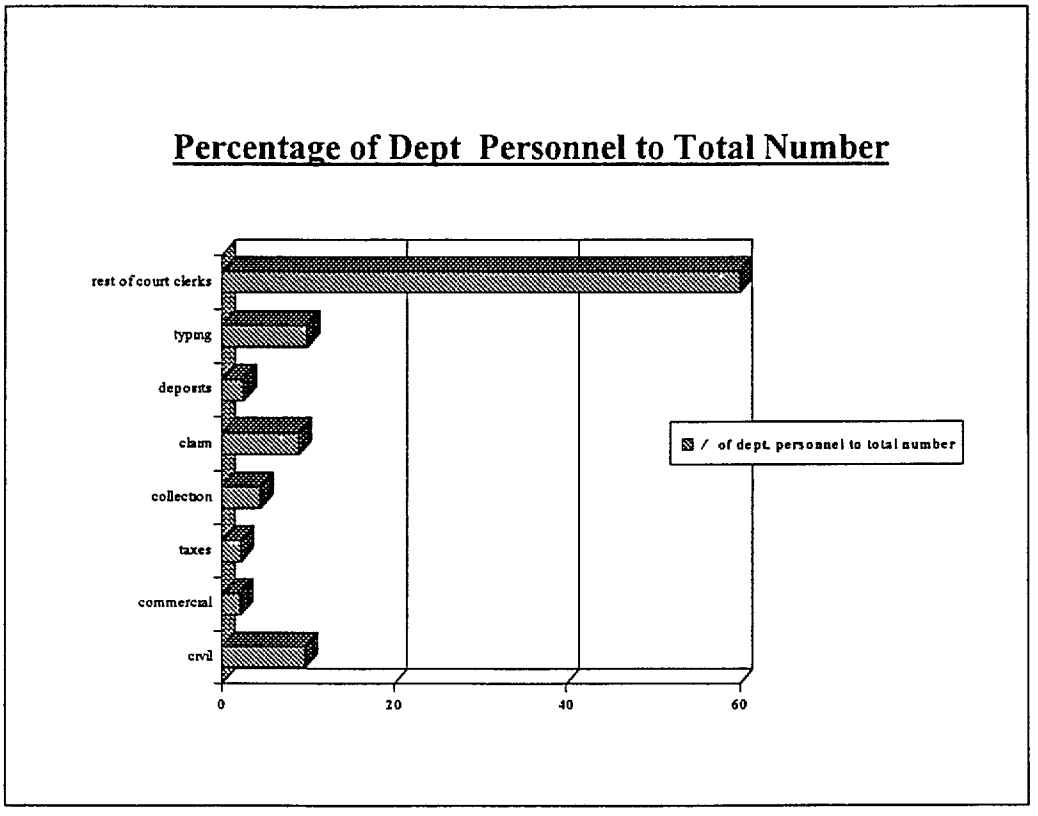
1. Personnel:

The number of court employees in all its departments, units as well as partial courts is about 2000 employees According to the administrative inspection statistics about courts activities all over the country, number of full circuits is 32 and that of partial circuits is 42, and number of judges working in those circuits is 141

Personnel in Civil Clerks department in court can be categorized as follows

Specialty	No. of Supervisors	No. of Clerks
Civil cases	6	66
Commercial cases	1	15
Taxes cases	1	16
Collection	1	31
Claim	1	61
Deposits	1	17
Typing	3	68
Rest of Civil Clerks Dept	20	411

The following figure shows the relative weight of employees in different court units



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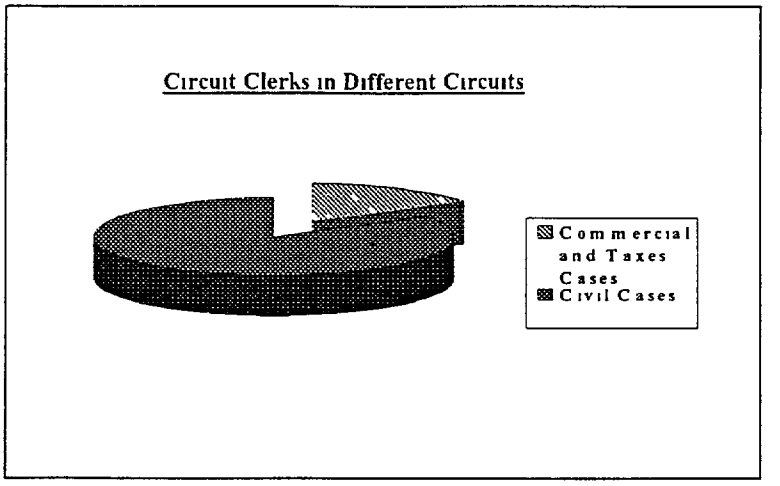
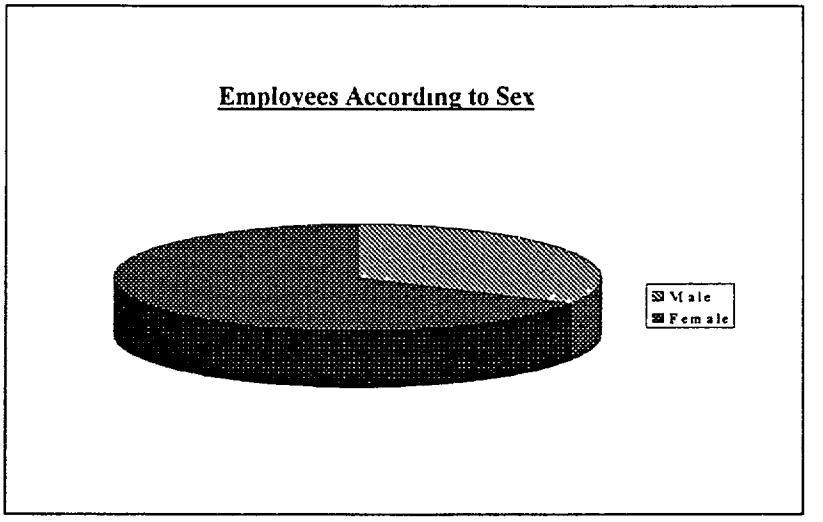
As noticed, number of employees handling civil cases is over double the number of employees dealing with commercial and taxes cases together This is due to the increase in umber of circuit clerks of civil circuits 47 circuit clerks in civil circuits versus 9 in both commercial and taxes circuits



1 The following figure shows that percentage of female employees is about 67%



According to the constitution, both male and female employees must have equal chances for work However, the social circumstances for women lead in many cases to disturbance of workflow and weakening of the organizational capability for court human resources management, like in case of leaves for example Percentage of employees on unpaid leaves or delegated for work outside the court is about 13% of total employees working in the court, 85% of them are female employees

2 It might seem that the percentage of 13% of the court employees on leave is a reasonable percentage putting into consideration the nature of working force in Egypt However, if one looks into this matter, one will notice that the great increase in number of employees has lead to weak management of human resources The aforementioned percentage would have never been reasonable except in case of over-employment where great number of employees is hired

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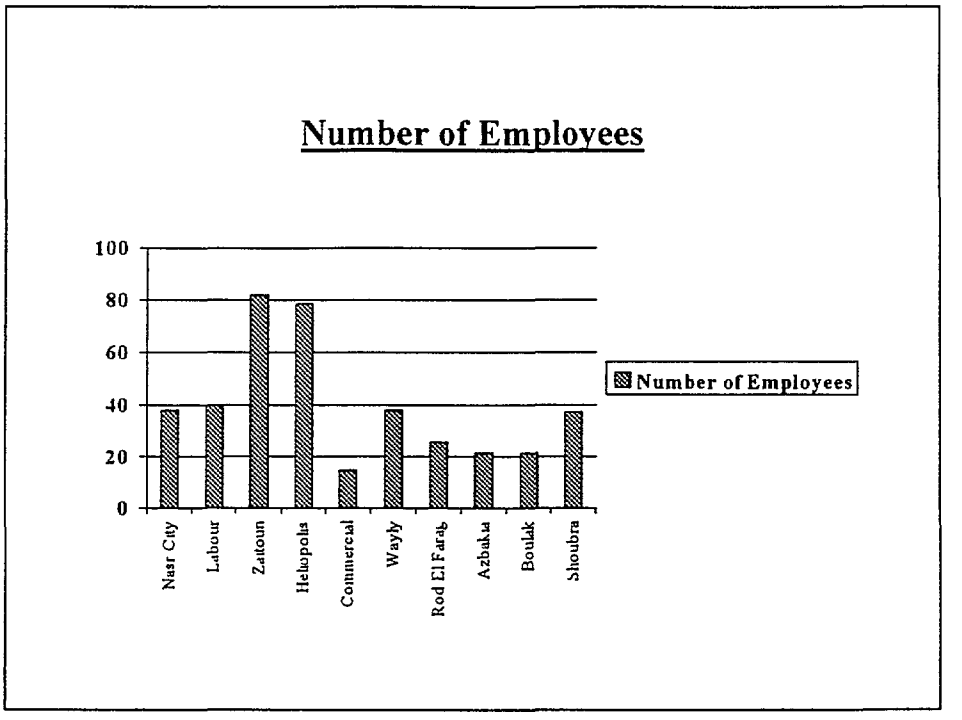
without real need for them That is the reason why court management is not affected by the absence of so many employees

3 The number of employees working in partial courts affiliated to North Cairo Court is about 397 employees



We can say that North Cairo Court is characterized with having a large number of clerks This might be because of the large volume of work However, This increase in number does not raise the performance level About 8% of total number of court employees are busy with claim procedures, while total many collected during 1997 is only 25% of total amount to be collected Consequently, as time passed, the amount of money claimed for collection reached LE 47 million Also, 8% of total number of court employees work in the typing pool, however only 10% are intermediate performance level (35-40 wpm) This leads to accumulation of court judgments to be typed and consequently leads to delay in court judgment issuance Therefore, the reason behind delay in judgment issuance is not the large number of judgments, it is because of the low standard typists working in the typing pool

We may also say that the large number of employees hired is not in favour of work performance This is, as will be stated hereafter, because of the existing weak organizational structure that cannot absorb this number of employees The current organizational structure is the as that of a small court Clerks became more specialized in doing only one function, in addition to the increase in number of clerks doing the same function instead of getting acquainted with several number of functions, the way it is in the small courts However, the organizational structure did not change in order to allow the introduction of change in supervision, inspection, and administrative jobs to improve and develop work and human resources management This also lead to weak human resources planning and management

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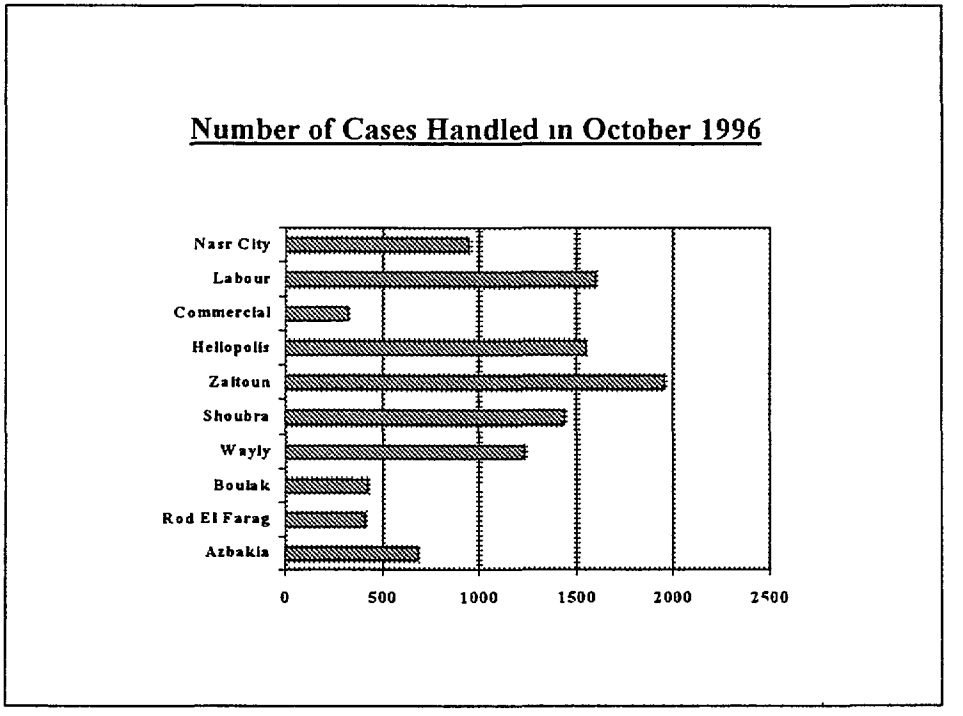
2. Volume of Work:

Under the North Cairo Court Senior Clerk come Senior Clerks of ten partial courts Court of First Instance receive case files of cases appealed from partial courts, as well as cases referred to it from partial courts for value non-jurisdiction, from other courts of first instance for territorial non-jurisdiction, or from Court of Appeals for reconsideration Court work is seasonal, as the high season in court is from end of October till beginning of April The rest of the year, work rate is usually less It is enough to know that 80% of the cases are filed during the high season

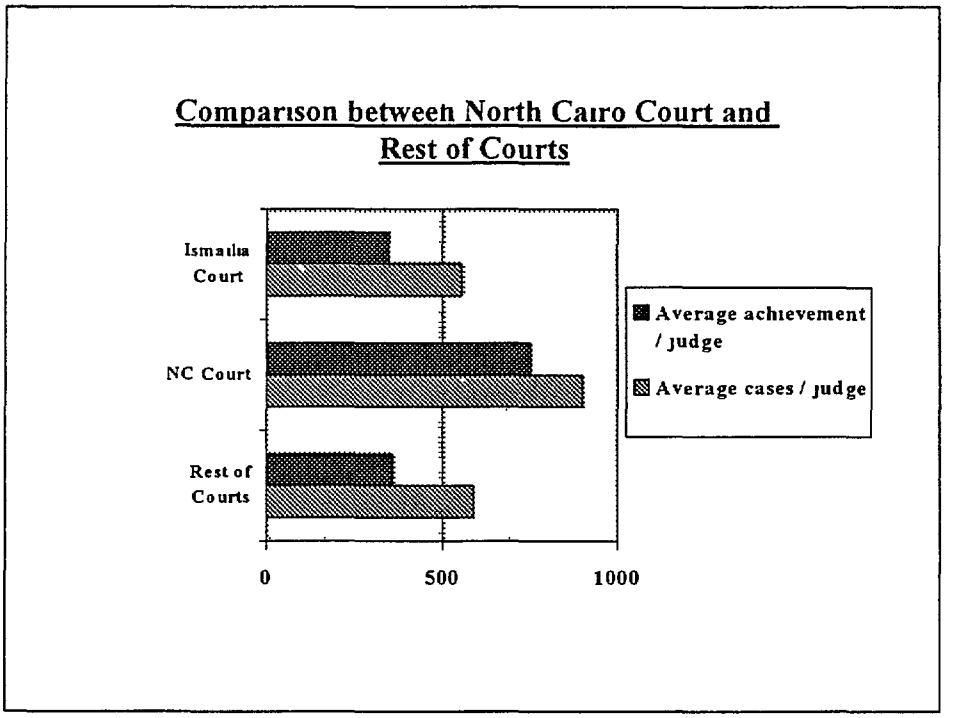
Civil and commercial cases (excluding personal status cases) filed before partial circuits are 23% of the total number of such cases filed before both full and partial circuits The following figure shows the number of such cases in partial courts affiliated to North Cairo Court in October 1995 The numbers of cases are from court statistics



The number of judges in court of first instance and affiliated partial courts is 141 judges There are 32 circuits under the jurisdiction of the court of first instance, while there are 42 circuits under partial courts According to the figures stated in the judicial inspection report on the period from October 1, 1996 till September 30, 1997, 88252 cases were filed in North Cairo Court before full circuits, where 70517 cases of them were disposed of, i e 80% of cases Comparing the general performance rate all over the 24 courts of first instance, one will find that 713927 cases where filed before full circuits and 477323 cases were disposed of during the same period of time, i e 76% of total number of cases

65% of civil cases filed before partial circuits all over the country are disposed of during the year In North Cairo Court 87% of civil cases filed before partial circuits are disposed of

If one considers the burden lying over the judges' shoulders, one will find that average of civil cases handled by each judge all over the country is 554 cases annually, while the average handled by the judge in North Cairo Court is 900 cases annually



Statistics show that about 4400 cases are postponed for expert report, i e 25% of total number of cases postponed to the following year

The following table shows the superiority of North Cairo Court, where a comparison was made between North Cairo Court and the largest four courts in view of volume of cases, and between North Cairo Court and the largest four courts in view of rate of accomplishment

Court	No. of Civil Cases excluding personal status cases	Rate of Accomplishment	No. of Circuits
Average all over the country	29747	66%	16
North Cairo	**88252**	**80%**	**32**
Alexandria	84016	73%	35
Damanhour	69879	44%	15

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Court	No. of Civil Cases excluding personal status cases	Rate of Accomplishment	No of Circuits
South Cairo	65278	76%	42
Sohag	22568	79%	13
Beni Suef	11478	84%	13
South Sinai	827	78%	2

This table shows that average number of circuits in court of first instance is 16 circuits handling about 1900 cases This does not contradict with the average number of cases for each judge (553) as in some circuits there are four judges and not only three

The table shows that north Cairo Court is the largest court considering the work volume and comes second in rate of accomplishment There are 13 circuits in Beni Suef handling 11478 civil case, i e less that 1000 case per circuit, while in North Cairo Court, each circuits handles more that 2000 civil cases That's what leads us to think that rate of accomplishment is higher in North Cairo Court

Such simple comparisons show the burden on North Cairo Court full circuits if compared with general averages all over the country However, this also shows the high performance of North Cairo Court in comparison with general averages for similar courts

The purpose of these comparisons is not to create that sense of competition between courts, as justice should not be put into competition The main purpose is to comprehend the work inside the court, analyze the court from all aspects, and be aware of the position of court in the Egyptian judiciary These comparisons also calculate the performance rate of the existing court system in comparison with similar courts

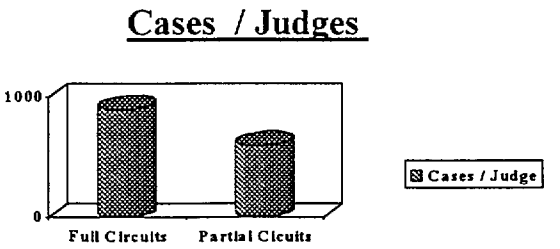
The analysis also leads us to having a closer look at the comparison between performance rate between full and partial circuits The following table compares between full and partial circuits in view of volume of work, personnel, and average of work done by each employee

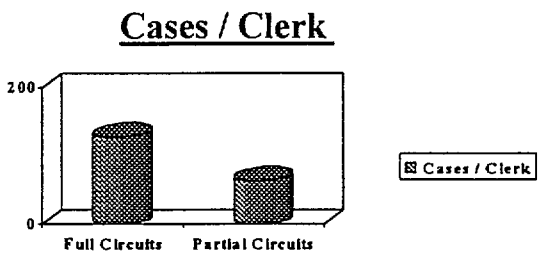
	No. of Civil Cases	No. of Judges	No. of cases/ judge	No. of Clerks	No. of cases/ clerk
Full Circuits	88252	98	900	685	128
Partial Circuits	25263	42	600	399	63

This simple analysis shows that burden on full circuits is more that 200% that on partial circuits If we compare between them in view of cases handled by judge annually, we will find that a full circuit judge handles 900 cases a year while a partial

circuit judge handles 600 cases This means that the burden over a full circuit judge is over 150% of that handled by a partial circuit judge

We can also recommend conducting a detailed feasibility study to increase the value jurisdiction for partial circuits This will decrease the volume of work in full circuits, hence leading to easier justice administration





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Analysis Results

The study is divided into three connected topics describing in details Court Civil Clerks Department in concern to justice administration The methodology is used in this comment

- Organizational Chart
- General court activity
- Clerks Department detailed activity

First: Organizational Chart:

1 Expansion of organizational structure as a result of lack of reliable documentation

Ismailia System Analysis report has showed that the court system includes two entities judiciary, and judicial assistants The system analysis goes for North Cairo Court

The North Cairo Court though, is characterized with a large organizational chart due to the increase in work volume, therefore, each clerk is specialized in a certain function In Ismailia Court, one clerk may perform more that one function together, such as Senior Clerk who undertakes also the responsibility of following up cases referred to the Experts Office In North Cairo Court there is a separate department of 20 employees just to perform the same function with no organization and on unclear basis

The expansion of organization al structure and specialization of clerks in certain functions made is a must to document the functions performed The study team was provided with those documents and, of course, they were of benefit However, those documents were neither systematic, integrated, nor detailed Each Department Head put is own view of the functions performed by the department The result of that is accuracy of the document depends on the experience gained by the one who documents it, who most of the time describes functions performed by other departments

In addition to that, this documentation is hand written and is no gathered in a booklet or guidelines for the whole court Moreover, not all clerks document the work, therefore, the existing documentation is voluntary made and on individual basis It was discovered that the ministry publishes documents, instructions, periodicals, and guidelines, however, they take a long time to reach the courts They have to go through all stages of preparation, printing, and distribution, hence, it takes a very long time to reach the concerned employee This consequently lead that those instructions have very weal impact on actual work performance

2 Non-clarity of Inspection Sequence

The court is subject to centralized management, where inspection responsibilities are not distributed among different administrative levels according to their inspection specialization In all cases, management centralization leads to dependence of work planning and implementation on direct intervention of higher positions of organizational structure in every little detail In big establishments, like the court, this puts a very heavy load on the Chief Justice shoulder, no matter what they claim Many times, this leads to non-abidance of employees to organizational guidelines and regulations, hence, weakening the system because of the weak inspection

3 No Management Inspection

The study team has met a lot of problems trying to define the reporting system for some jobs, such as "Experts Office Incoming and Outgoing Correspondence" Till the end of the survey, the study team has not found any source of information describes the existence of this department as an independent entity, or as a department reporting to three different departments responsible for case management

This is not the only example There are others, such as the question directed by the study team "As there are three different departments managing cases according to specialty (civil, taxes, and commercial cases), does the head of the civil department supervise heads of both taxes and commercial departments, or do they report directly to the Senior Clerk?" The team was told two different answers from the heads of the departments themselves This is not an underestimation for the heads of the departments, this is a very natural result of absence of documentation

Those contradictory answers prove that there is no kind of supervision or inspection performed by direct managers Had there been inspection and supervision, answers to such questions should have been very clear

4 No Set Goal for the Existing System

The departments responsible for case management are divided into three sections one for taxes cases, the second is for commercial cases, and the last one manages the rest of the civil cases except personal status cases The commercial cases section registers companies contracts as an additional function

The court system organizer tried to apply the idea of having front counters for the civil department (the third section aforementioned) We can say that only the form was applied with not the core There are two goals for such a system

- Provide comfortable environment for the public, as they will not have to go to many places
- Separate the public and not allow them to move all around court corridors and offices

However, only the general form was applied as there are tables behind which the clerks sit, but the client still takes his papers in his hand and goes to another clerk inside the court to register the writ of summons in the cases index All this takes place on the ground floor The organizer tried to help the public by putting the commercial department in three adjacent rooms, however, this lead to crowding the

sixth floor and allowed for trouble-making between clients and clerks The same happens on the seventh floor were the taxes department is located The goal was to provide a comfortable atmosphere for the public, however, while applying this system, the concentrated on the front counter as an ultimate goal in itself without dealing with application problems

Here we can mention also another idea implemented in court before An information desk was established outside the courthouse where citizens could review court judgments so that they do not have to review to go through the meeting notes to know the judgments Also this idea did not succeed, as it did not stop the public from moving around the courthouse to know the same information from the circuit clerks

Although these ideas have their negative sides, this should not impede development If a definite goal is set, application is thoroughly studies, and lessons are learnt from the previous experiences, then development will be successful Therefore, it is recommended to conduct a study on reasons of failure of the previous ideas so the development team might avoid them in system redesign

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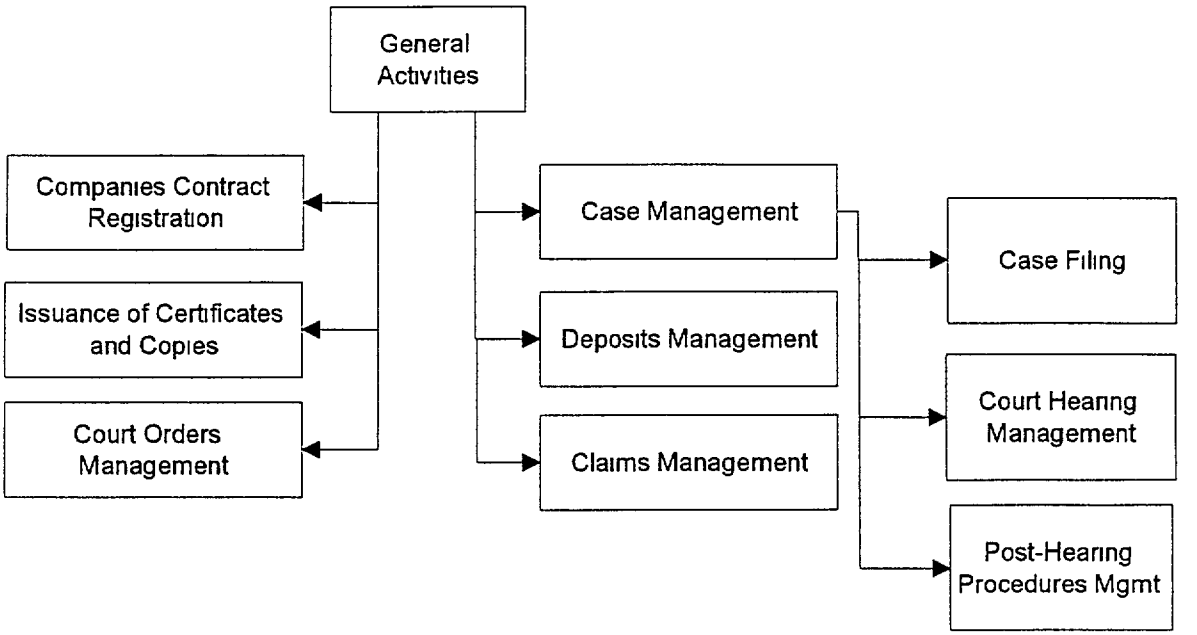
Second: General Court Activity:

Clerks Department is the judiciary and judges assistant It undertakes all the administrative work supporting justice The following chard shows Civil Department activities at North Cairo Court



Detailed tasks for each activity

1- Case Filing

1-1- Commercial case filing

1-2- Bankruptcy case filing

1-3- Taxes case filing

1-4- Labour case filing

1-5- Civil case filing

1-6- Renew a dismissed case – commercial

1-7- Renew a dismissed case – taxes

1-8- Renew a dismissed case – civil

1-9- Release a case from suspension – commercial

1-10- Release a case from suspension – taxes

1-11- Release a case from suspension – civil

2- Court hearing Management:

2-1- Court hearing preparation

2-2- Record court hearing events

2-3- Record hearing notes

3- Post hearing procedures:

3-1- Attach a request to case file

3-2- Perform procedures for acknowledgments presented by litigants

3-3- Receive a claim of remissness

3-4- Execution of a preliminary judgment of referral to Experts Department

3-5- Execution of a preliminary judgment of delegation on one of the Court Experts List

3-6- Execution of a preliminary judgment of referral to Forensic Medicine

3-7- Execution of a preliminary judgment of changing the delegated Expert

3-8- Execution of a preliminary judgment of acknowledgments for Clerks Department to undertake

3-9- Execution of a preliminary judgment of acknowledging an outside authority

3-10- Execution of a preliminary judgment of non-jurisdiction and referral to another court

3-11- Execution of a preliminary judgment of referral to another circuit

3-12- Case Dismissal

3-13- Undertake bankruptcy procedures (execution of judgment with bankruptcy of defendant)

4- Issuance of Certificates and Copies·

4-1- Receive from public requests asking for a certificate with all paid expenses in a case filed

4-2- Cycle of issuing a certificate of court index information – commercial

4-3- Cycle of issuing a certificate of court index information – taxes

4-4- Cycle of issuing a certificate of court index information – civil

4-5- Cycle of issuing a certificate of no bankruptcy

4-6- Cycle of making a certified copy of any of the case documents

5- Registration of companies contracts

6- Deposit and withdraw of deposits in the full court

7- Cycle of Claim Dept

8- Transitory orders request / preventive detention / discharge

Clerks also undertake statistics, follow-up and other administrative functions

Third: Detailed Activity:

Some comments criticizing the system of work as well as suggestions to get over problems can be detected by following the procedures and data used inside the court

- Decision-makers are usually faced with non-consistency of statistical reports issued by different court departments This is due to non-existence of specific definitions to which everybody agrees upon For example, circuit clerks differ in defining final and interlocutory judgments However, all circuit clerks submit monthly statistics about judgments issued by the judges, which are considered a part of the judicial inspection tools for judge's performance evaluation If the answer to that is that circuit clerks have no right to put definition, however, they are the ones who issue the reports and statistics to forwarded to Chief Justices, then the ministry to make decision Therefore, we suggest developing a booklet with all typical definitions for those terms and distribute in all courts

- Some law articles are not abided by, such as postponing the case more than once for the same reason This delays the case as litigants tend to give the same excuses to postpone the hearing such as preparation of documents and evidence in order to delay the case and hurt the litigants

- Sometimes, judges themselves postpone the case to a date previously knows as an official holiday to administratively postpone it once more

- By the end of August 1997, there were 15,000 signature cases, i e about 17% of total number of cases filed before the court This volume of small cases increases the burden over the judges' shoulders We recommend setting fixed fees for signature cases as those put for registration office and company contracts registration to lighten the burden off the judges' and clerks' shoulder Moreover, this will preserve the court dignity as it should not be used a back door for citizens to evade state taxes

- No monitoring plan by either pilot courts or judicial inspection for inadvertence or judgment interpretation to evaluate efficiency and accuracy of judges to take care of all case sides

- Instructions should be documented and updated regularly Moreover, instructions annulling others should not be kept so as clerks do not refer to annulled instructions

- There are no references or jurisprudents in court with experience in procedures except Chief Justice who has the authority on his own responsibility to order execution of procedures to solve the public problems This jurisprudent should be easily accessible by clerks In case of absence of jurisprudents, clerks get lost in dealing with some situations, which they meet for the first time and cannot handle This leads to neglecting public requests and hence delaying the procedures

- Procedures of case filing of civil cases differ from commercial cases, especially in setting the date for the first hearing The date of first court hearing for a commercial case is set according to its number put in case index, while first court hearing for a civil case is set before the case is recorded in case index There are no logical reasons for this difference

- Referral of a case from one circuit to another does not need case file revision if the case is referred to the same section (civil, commercial, taxes) and in this case referral is made by a decision In case of referring case file from one section to the other, it is considered a court order

- Employees should be redistributed in the building as it was noticed that six commercial circuit clerks are located in one room with piles of case files and public is allowed to enter the room and review the files There are also 71 typists in three rooms where each typist with the machine less that one meter squared, while each should be provided with 2 25 m^2 according to the general standards

- There are no fixed procedures for document flow among employees and different departments Hence, each employee delivers documents, as he thinks appropriate and safe for him There are four ways of documents flow

  1 Delivering note
  2 Signing a copy for receipt
  3 Signing a book including document information
  4 Sufficing with registering the document in the receiving employee book

  The problem is that sometimes clerks use all four ways together, as each time the clerk chooses to use one of the four ways with no obvious reason behind choosing any of them

- Depending on microfilm on issuing bankruptcy certificates necessary for filing bankruptcy cases is unacceptable as employees working in the microfilm are not of the judiciary assisting agencies

- Labour cases are exempted from the court fees and not from the microfilm fees, this does not make sense except for the reason that microfilm is managed by an outside agency providing this service to the court and not part of the court

- Circuit clerks deliver case documents to the litigants attorneys and keeps their syndicate cards till they bring back the documents In case the attorney needs an official copy, the document is given to the office boy to make a copy Moreover, circuit clerks meet the litigants in the office so that they can review the case file However, the room is very small and crowded with desks in addition to the fact that there is more than one circuit clerk in the room, this is a risk as documents might be lost This is very risky, therefore, procedures set for litigants to review case files must be developed as their legal right to review the file

- All notes and documents to be attached to the case file are presented during the court hearing except for the documents presented after the case is postponed for

judgment pronouncement which are presented directly to the circuit clerk Litigants usually present those documents right before the court hearing and this leads to postponement of judgment pronouncement

- In case the court refers the case file to Forensics, the circuit clerk deliver the file to Correspondence Unit, which in turn sends it to Forensics who sign for receipt by weight of the envelopes Tracking those files is quite impossible which leads to increasing the probability of losing the files

- Registering cases in the Experts General Register within 24 hours from judgment pronouncement is of no use This register is rarely referred to, moreover, the judge might change his mind for any reason, like non payment of experts deposit, and decides not to refer the case to the Experts Department Hence, the case will be registered in the General Register without being actually sent to the Experts Department Therefore, it is enough to keep the Experts Book, which includes information about the cases that were actually referred to the Experts Department, as cases are registered only when it is sent to or received from the Experts Department

- The Calendar employees and circuit clerks issue certificates This is a time consuming job under the existing system as the Calendar keeps files back to the year 1975 By examining those files, it was discovered that in most cases the files are worn out because of searching in and writing on them for so many times

- There are no rules defining the relationship between circuit clerks and Calendar employees There is no unified system in court to update Calendar information automatically after each hearing For example, if one of the employees submits a request to the Calendar unit, they can not make sure that is request has been approved by the court during the case proceedings, as court consent is not registered in the Calendar

- The way case files and court files are kept is very bad in regard to ventilation, arrangement, and organization In some cases Archive employees cannot find the archived case files and hence not responding to the public request This problem is because of the in appropriate archiving system

- The Claim System is described in several ministry circulars and instructions, however, the system mainly depends upon the employee's experience and efficiency and not the system itself There is no real technical follow-up Claim Inspection is only formal and focuses on discovering the employees' technical mistakes and not the effectiveness of the claim system as a whole What adds to the system problems is the efficiency level of the servers As there is no system for evaluating servers' efficiency in claims execution, the existing system is considered ineffective It is quite enough to know that only 25% of the total claims is collected which lead to accumulation of uncollected fees to reach LE47 million till now We think that fees estimation and collection systems should be reconsidered so that fees are collected during and before case disposition

Core of the Problem:

The reader might think that the problems this study refers to is different from those referred to in the Ismailia Court System Analysis Study The systems might be different, however, the core of the problem The problems will be described in the following few lines which themselves give directions to the appropriate way of solving those problems

1 **First Problem** The concept of court staff and activities management is absent, work flows by inertia and not based on administrative leadership that undertakes supervision and control activities, evaluation of activities outcomes, and comparison between outcomes and court target

2 **Second Problem** Constant increase in human resources without planning besides no evaluation of newly hired qualifications is undertaken to make sure they are capable of working in the court Court staff needs organized training on court system Moreover, methods used for updating staff with new instructions and regulations must be reconsidered and set up in a more organized and effective way In addition, court staff needs training on management, supervision and control theories

3 **Third Problem** regular review of court needs for a change in the system rarely happens This is a function done by the supervisory level that also suggests issuing new laws

4 **Fourth Problem** No MIS system in the court, although information is the heart of management whether court, departments, or even court hearing management Information is the means of interpersonal communication between employees inside the court and between the court and other outside agencies There is no difference between absent and unorganized information as both cancel its role as reliable means of communication

5 **Fifth Problem** The concept of customer satisfaction (litigant and lawyer) of the service is not put into consideration This concept is the basic to management success and quality achievement in any establishment Litigants must be assured that documents presented to court will not be lost because of any of the employees' negligence, dishonesty, or because of the crowded places where case files are kept However, customer satisfaction must be subject to the rule of law in the first place One of the most important requests of the customer is his will to feel dignity of court whether in dealing with the employees or in documents handled inside the court

AMIDEAST
National Center for State Courts & Systems Research Egypt

Administration of Justice Support Project
Contract No 263 -0243 C- 00 -5134-00
مشروع دعم إدارة العدالة

VIA FAX 573 8607

July 30, 1998

Att Mr Nabil Rizk, District Manager
NCR - Egypt
21 Giza St , Borg El Nil
Giza, Egypt

Dear Mr Rizk

As NCR is nearing completion of cabling and hardware installation services at the National Center for Judicial Studies in Abbassia, Cairo, we take this opportunity to exercise our option to request Follow on Work from your firm, in accordance with the terms of our contract, stated below

> 17 0 Follow on Work – Option to Extend Services
>
> AMIDEAST may request continued performance of any services within the limits and at the rates specified in this Subcontract These rates may be adjusted only as a result of prevailing market increase factors The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed one year Exercise of the option provision shall be in writing by AMIDEAST to NCR within the period specified in this agreement under Clause, "Term "

The specifications for this optional work, to be performed at North Cairo Court, 6th floor, Abbassia, Cairo, are enclosed for your review

We would like to have a preliminary meeting next Tuesday, August 4th, at 12 00 noon The purpose of this meeting, to be held at the Chief Justice's office at North Cairo Court, is to discuss the cabling requirements with members of the North Cairo Court and Engineering Dept , with whom you will be working During this visit, you should be provided with an opportunity to view the site proposed for the LAN installation

Sincerely,

Janie Abdul Aziz
Project Office Manager

JAA/jaa
Enclosure
File Contract_amendment doc

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4 Ahmed Pasha St Citi Bank Bldg 10 th Fl Garden City Cairo Egypt Tel 355 8164 / 355 8167 Fax 355 8167 E mail iojs@rite com
٤ أحمد باشا مبنى سيتى بنك الدور العاشر جاردن سيتى القاهرة – تليفون ٣٥٥٨١٦٤ / ٣٥٥٨١٦٧ فاكس ٣٥٥٨١٦٧ البريد الالكترونى iojs@rite com

VOLUME ONE

Introduction to Chapter One

This chapter is divided into two parts, the first parts is a description of the organizational chart for the Court Clerks Unit (the Civil Unit only and not the Criminal Unit)

The second part is a description of the court high-level cycles In other words, all the operations taking place in court without details as the detailed operations are mentioned in Chapter Two

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VOLUME ONE

PART ONE

Organizational Chart

The Clerks Unit is one of the most important judicial assistants in court Performance level of the Clerks Unit is considered one of the conditions for justice realization on timely basis

The Clerks Unit of North Cairo Court is headed by the Senior Clerk (General Secretary), Mr Mohamed Hashem According to work distribution the unit is divided into three main sections The Civil Section, headed by Mr Fekry Nosseir - Commercial Section headed by Mr Mahmoud El Hossary – Taxes Section, headed by Mr Abdul Khalik Mohamed This distribution was made to distribute workload according to types of cases filed before the court

The cycle of case filing in the Civil Section differs from that in both Commercial and Taxes Sections as the Civil Section has front offices while the other two sections don't It is also noticed that other units performing other functions are divided to serve those three sections, which is also considered a type of distribution of workload For example, the Certified Copies Unit has distributed its employees in different places to serve the three sections

One of the characteristics of the North Cairo Court Clerks Unit is that the unit works in the evenings where the Head of the Civil Section registers the vases and sets the date of the first hearing

Accordingly, it is obvious that the main factor governing the administrative structure and job organization of the Clerks Unit is the number of cases filed before the court and their different types Therefore, it is flexible and this can be easily detected by the difference in procedural arrangements in the Civil Section For example, in the Civil Section the date of the first hearing is set before registration in the Civil Index in order to save the time consumed by the litigant in the front office, while in the Commercial and Taxes Sections the case is registered before the setting the date of the first hearing

It is also noticed in the North Cairo Court Commercial Section that the section uses the microfilm for issuing certificates of bankruptcy cases judgments without having to refer to the Index

Due to the importance of the role played by the Head of the Unit and the circuit clerks in case management till disposition, below is a summary of the functions performed by them before going into detailed work cycles

First Head of the Unit

The main task performed by the Head of the Unit (Civil – Commercial – Taxes) is supervision over and follow up the work done by the circuit clerks and the rest of the Units as well as solving problems meeting case management and dealing with the public documents submitted by them in the unit The most important of those documents are

- Request to receive documents from a case file disposed of whether with a final judgment, dismissal, suspension, or conciliation

- Request to receive a copy of a judgment in case the name is wrongly written

- Request to receive judgment execution statement with a lawyer's power of attorney when there is a mistake in the power of attorney

- Request to receive a copy of the judgment by the non committed to pay fees in case they refuse to pay in place of the committed

- Submit a request for appeal for a case disposed of in one of the partial courts without having information about the appealed case

- File a contract case without submitting the original documents

- Receiving and sending of case files by circuit clerks from and to outside agencies and cases of non-completion of papers, copies and original documents

- Requests for paying claims on installments

- Files requested for attachment in other courts in case the person delegated for collection of those files could not get them

- Requests for having certificates based from cases still in action in case of absence of the circuit clerk responsible for the case file

- Inspection of work done by circuit clerks

- Assessment of fees for requests for arbitration

- Assessment of fees for requests of ratification of papers issued b the court and will be used abroad

Second Circuit Clerk

* Circuit clerk is responsible for case files considered by the circuit as well as all the important documents in the files and all documents added to the file during the case cycle

* Circuit clerk undertakes the secretarial work for the judges whether during the hearing (taking notes) as, according to the law, a court hearing may not be held if the circuit clerk is absent The circuit clerk also undertakes secretarial work outside the courtroom as he receives requests submitted to be reviewed by the judge The circuit clerk also prepares periodic reports on judges productivity and judgments announced

* Circuit clerk is the representative of Clerks Unit before the panel He executes court orders announced by the court on behalf of Clerks Unit

Below are some of the functions performed by the circuit clerk

- Presents matters related to work and not settled by Head of the Unit to be reviewed by the General Secretary

- Presents matters related to work to Head of the Unit for action In case the Head of the Unit does not take action, he presents those matters to General Secretary then to the Chief Justice

- Receives new case files from the Index department after they registered and microfilmed

- Receives from the Index department cases referred to court by other courts

- Receives case files for renewal and enhancement of cases from the Index department under the same case number

- Undertakes the function of registration in the books hearing notes, judgment draft book, judgment copies index, decisions execution book copies receipts book, archive receipts book, claims receipts book correspondence receipts book

- Prepares case files before the hearing and make the necessary arrangements for the hearing

- Takes notes of the hearing events, takes investigations reports and files them in the case file

- Executes court decisions made during the hearing notifications acknowledgment, and fines

- Takes the notifications, and covering letters for files sent to the Experts Department as well as the files to Deputy of the Head of the Unit to stamp them

- Takes the responsibility of delivering and receiving cases attached to other cases or referred to other circuits

- Receives judgment and writs drafts (writ of summons – sub-cases writ intervention application application for introducing new litigants) as well as receiving the typed judgment

- Writes reports on fines attorney's fees, fees assessment orders and registers them in the Copies department

- Delivers reports on fines, attorney's fees, and fees assessment orders to be executed along with the original and a copy of the judgment and the original and a copy of the request

- Delivers case file after disposition to Claims Department to make a note of what requested of the circuit clerk to execute such as stamp duties collection, sending notifications, writing memos to circuit chief judge with comments on the judgments and decisions to be executed for review and correction

- Delivers case file after disposition and closure to the Archive

- Receives case files from the Archive for attachment to another case file

- Undertakes procedures of forgery claims and registers them in claims register

- Receives cheques to pay experts deposit from governmental authorities and delivers them to Accounting Department with a memo and receives from the Accounting Department a list of settlement of cheques delivery

- Registers information of cases referred to the Experts Department in a general record before the experts deposit is paid and within 24 hours from court order of referral

- Registers information of cases after the experts deposit is paid in a special book and delivers the case file after making a note on it to the Correspondence Department to send it to the Experts Department

- Delivers requests for enhancement of experts opinion to sent them to the Experts Department

- Delivers papers to be sent outside the court to the Correspondence Department such as notifications and case files referred to the Experts Department

- Receives papers coming from outside the court (like experts opinion)

- Register information on the request of renewal or enhancement submitted with dismissed cases when they are re-filed or suspended cases when they are enhanced before they take their turn in the front offices

- Circuit clerk of bankruptcy circuits follows up bankruptcy declaration procedures after the judgment is announced with the debtors attorney and bankruptcy officer

- Receives and delivers service papers to and from service Department

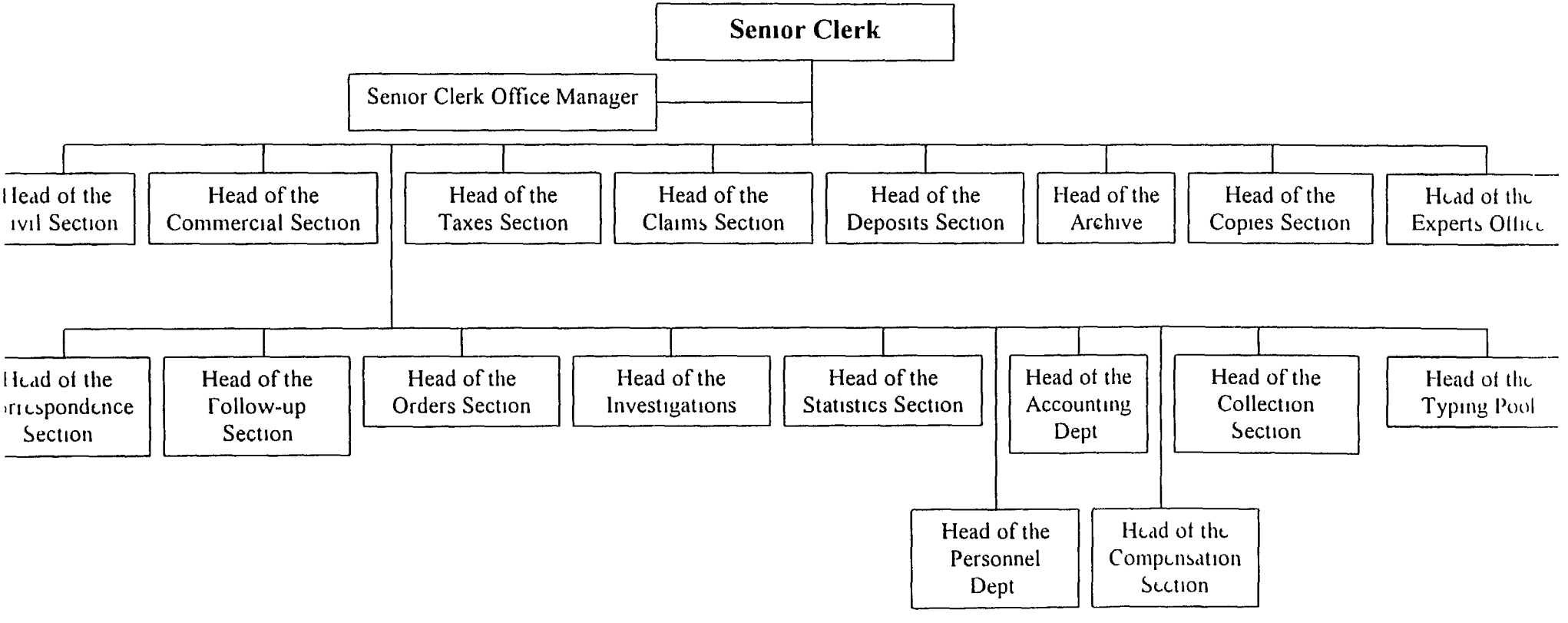
- Referral acknowledgments

- Acknowledgment with submission of experts or forensics reports
- Delivers judgments after signature by circuit chief judge to the Microfilm Division
- Delivers experts reports to the Microfilm Division
- Delivers reports of fines to be paid by the employees to the personnel to be deducted from their salaries
- Delivers official and execution copies to the litigants after the disposition of the case
- Receives lawyers briefs and documents to be put in the case file before judgment hearing
- Receives requests for corrections in judgments from the public to present them to circuit chief judge
- Receives requests for moving the hearing date to an earlier data from the public to present them to circuit chief judge
- Receives service and fees assessment papers such as
- Service with original writ of summons
- Re-service with the writ of summons
- Service with correction of case form
- Service with inclusion of new litigants
- Service with requests amendment
- Re-service with requests amendment
- Service with intervention or inclusion of litigants
- Service with request of exclusion of litigants from a case
- Service with litigating whoever committed with execution
- Service with suspicion of forgery
- Service with renewal of a dismissed case
- Service with enhancement of a case from suspension
- Service with enhancement of a case from الاسطاج

- Acknowledgment of witnesses
- Service with a sub-case
- Service with abandonment of litigation
- Service with preliminary judgment
- Service with administrative postponement
- Service with inclusion of new litigants
- Service with renewal of case from dismissal
- Service with abandonment of litigation against one of the litigants

ORGANIZATIONAL CHART

FOR NORTH CAIRO COURT CLERKS UNIT



VOLUME ONE

PART TWO

Court High-level Work Cycles

This study aims at showing the court main work cycles to give the reader an idea about procedures followed in different departments As has been mentioned in the study executive summary, the system analysts made the analysis model based on the fact that court operations are stimulated by a trigger Actually, the court operations begin according to this trigger from outside such as writ of summons presented by the plaintiff's attorney, putting into consideration that other procedures normally are stimulated by other triggers such as payment of fees assessed for the writ of summons Without payment of fees the case procedures don't proceed In order not to get into too many details, as this study is directed to all types of readers, an analysis of high-level work cycles analysis will be used and not low-level work cycles (procedures followed inside each department, this will be used in chapter two) For example, case initiation cycle fees are assessed when the case is filed, then fees are revised, and then collected As for the details, they can be referred to in Chapter Two

Method of Introduction

Each high-level cycle is put on a separate page starting with "introduction" which summarizes the cycle procedures then includes a table explaining the series of low-level cycles – components of the high-level cycles – arranged in order along with showing the triggers and the department performing it

The table columns are composed of the following

- **Outside trigger** a document, fees payment, or an oral request from outside the court (such as the writ of summons submitted by the lawyer, a request for a certificate submitted by the litigant, paying a fee assessed on a certificate, receiving a case file from the Court of Appeals through Correspondence Department, etc) Accordingly a procedure or more are taken which are not to be taken without this document, payment of fees, or submission of a request

- **Cycle Code** this is the code of the low-level cycle (procedures followed inside each department) which is one part of a number of parts composing the high-level cycle It is noticed that each cycle is stimulated by the trigger and starts after the previous cycle ends – if there is a previous cycle Moreover, using this code, reader can refer for more details in chapter two

- **Cycle Name** this is the name of the low-level cycle referred to by the code

- **Cycle Trigger** this is an internal trigger (document or an oral request) coming from one of the court employees such as case file received by the circuit clerk Here the case file is considered an internal trigger

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- **Section** the section where the aforementioned low-level cycle takes place
- **Remarks** remarks on the cycle

Below is a list of the main high-level cycles in the court

1- Case Initiation

1-1- Commercial Case Initiation

1-2- Bankruptcy Case Initiation

1-3- Taxes Case Initiation

1-4- Labour Case Initiation

1-5- Civil Case Initiation

1-6- Renewal of a dismissed case – commercial

1-7- Renewal of a dismissed case – taxes

1-8- Renewal of a dismissed case – civil

1-9- Enhancement of a case from suspension or abandonment – commercial

1-10- Enhancement of a case from suspension or abandonment – taxes

1-11- Enhancement of a case from suspension or abandonment – civil

1-12- Requests of temporary, conservative attachment, and order of debt payment

2- Hearing Management

3- Post Hearing Procedures

3-1- Attachment of a request to the case file

3-2- Procedures of acknowledgments submitted by public

3-3- Receiving a request of setting an earlier date for the hearing

3-4- Execution of preliminary judgment of referral to the Experts Department

3-5- Execution of preliminary judgment of delegation of one of the Experts on the court list

3-6- Execution of preliminary judgment of referral of case to the Forensics

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3-7- Execution of preliminary judgment to change the expert on the list

3-8- Execution of court order with acknowledgments to be executed by clerks unit

3-9- Execution of court order with notification of an outside authority

3-10- Execution of court order with non-territorial jurisdiction and referral of case to another court

3-11- Execution of court order with referral of case to another circuit

3-12- Case Closure

3-13- Bankruptcy procedures declaration of bankruptcy of defendant

4- Issuance of Certificates and Copies

4-1- Receiving a request for issuing a certificate with case expenses

4-2- Cycle of certificate issuance from Calendar data – commercial

4-3- Cycle of certificate issuance from Calendar data – taxes

4-4- Cycle of certificate issuance from Calendar data – civil

4-5- Cycle of certificate issuance with no bankruptcy judgments

4-6- Cycle of obtaining a certified copy of documents

5- Registration of commercial companies contracts

6- Putting and Cashing deposits in the full court

7- Claims cycle

Commercial Case Initiation

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the documents to the Index Dept to define the case number Then the case goes to the Head of the department to define the circuit and date of the first hearing Then the Index continues the procedures by sending the case file to be microfilmed then delivering it to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Writ of Summons	1-1-10	Receiving commercial case		Head of the commercial section	
	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Writ of Summons with assessed fees	25-1	Revision of fees for writs and requests for orders		Fees revision	
Case docket	25-8	Assessment of fees for case dockets		Fees revision	
Writ of Summons with revised fees	16-1	Collection for commercial section		Collection	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Docket with revised fees	16-1	Collection for commercial section		Collection	
WOS with revised fees	16-5	Collection of attorney's taxes		Collection	
WOS + docket with paid fees	1-1-5	Receiving a commercial case		Index	
	1-1-7	Defining circuit number for a commercial case	Case file with a number	Head of the commercial section	
	1-5-5	Continuation - Receiving a commercial case	Case file with a defined number, circuit and first hearing date	Index	
		Microfilming	Case file with a defined number, circuit and first hearing date	Microfilm	
	1-5-5	Continuation - Receiving a commercial case	Case file stamped by Microfilm	Index	
	1-6-1	Receiving a case file and registration in a circuit	Case file stamped by Microfilm	Circuit Clerk	

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Bankruptcy Case Initiation

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the documents to the Index Dept to define the case number Then the case goes to the Head of the department to define the circuit and date of the first hearing Then the Index continues the procedures by sending the case file to be microfilmed then delivering it to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Writ of Summons + a certificate of no bankruptcy	1-1-8	Receiving bankruptcy case		Head of the commercial section	
	24-124-1	Assessment of fees for writs and requests for orders		Fees assessment	
Writ of Summons with assessed fees	25-125-1	Revision of fees for writs and requests for orders		Fees revision	
Case docket	25-8	Assessment of fees for case dockets		Fees revision	
Writ of Summons with revised fees	16-1	Collection for commercial section		Collection	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Docket with revised fees	16-1	Collection for commercial section		Collection	
WOS with revised fees	16-5	Collection of attorney's taxes		Collection	
WOS + docket with paid fees	1-5-2	Receiving a commercial case		Index	
	1-1-7	Defining circuit number for a commercial case	Case file with a number	Head of the commercial section	
	1-5-2	Continuation - Receiving a commercial case	Case file with a defined number, circuit and first hearing date	Index	
		Microfilming	Case file with a defined number, circuit and first hearing date	Microfilm	
	1-5-2	Continuation - Receiving a commercial case	Case file stamped by Microfilm	Index	
	1-6-1	Receiving a new case file and registration in a circuit	Case file stamped by Microfilm	Circuit Clerk	

Taxes Case Initiation

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the documents to the Index Dept to define the case number Then the case goes to the Head of the department to define the circuit and date of the first hearing Then the Index continues the procedures by sending the case file to be microfilmed then delivering it to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Writ of Summons	1-3-1	Receiving Taxes case		Head of the Taxes section	
	24-1	Assessment of fees for writs and requests for orders	Writ of Summons	Fees assessment	
Writ of Summons with assessed fees	25-1	Revision of fees for writs and requests for orders		Fees revision	
Case docket	25-8	Assessment of fees for case dockets		Fees revision	
Writ of Summons with revised fees	16-1	Collection for Taxes section		Collection	
Docket with revised	16-1	Collection for Taxes		Collection	

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Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
fees		section			
WOS with revised fees	16-5	Collection of attorney's taxes		Collection	
WOS + docket with paid fees	1-3-2	Defining circuit number and first hearing date		Head of the Taxes Section	
Case file with defined circuit and first hearing date	1-5-1	Receiving taxes / civil cases		Index	
		Microfilming	Case file with a defined number, circuit and first hearing date	Microfilm	
	1-5-1	Continuation - Receiving taxes / civil cases	Case file stamped by Microfilm	Index	
	1-6-1	Receiving a case file and registration in a circuit	Case file stamped by Microfilm	Circuit Clerk	

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Civil Case Initiation

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the documents to the Index Dept to define the case number Then the case goes to the Head of the department to define the circuit and date of the first hearing Then the Index continues the procedures by sending the case file to be microfilmed then delivering it to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Writ of Summons + Case Documents	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Writ of Summons with assessed fees	25-1	Revision of fees for writs and requests for orders		Fees revision	
Case docket	25-8	Assessment of fees for case dockets		Fees revision	
Writ of Summons with revised fees	16-1	Collection for Civil section		Collection	
Docket with revised fees	16-1	Collection for Civil section		Collection	

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Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
WOS with revised fees	16-5	Collection of attorney's taxes		Collection	
WOS + docket with paid fees	1-7-1	Defining circuit number and first hearing date		Setting hearing dates	
Case file with defined circuit and first hearing date	1-5-1	Receiving taxes / civil cases		Index	
		Microfilming	Case file with a defined number, circuit and first hearing date	Microfilm	
	1-5-1	Continuation - Receiving taxes / civil cases	Case file stamped by Microfilm	Index	
	1-6-1	Receiving a case file and registration in a circuit	Case file stamped by Microfilm	Circuit Clerk	

Labor Case Initiation

Cycle Summary

As labor cases are exempted from fees, documents are delivered to the Index Dept to define the case number Then the case goes to the Head of the department to define the circuit and date of the first hearing Then the Index continues the procedures by sending the case file to be microfilmed then delivering it to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Transferred Case file	1-7-2	Set a date for the first hearing for cases referred by another court		Set first hearing date	
	1-5-1	Receiving taxes / civil cases	Case file with a defined circuit and first hearing date	Index	
		Microfilming	Case file with a defined number, circuit and first hearing date	Microfilm	
	1-5-1	Continuation - Receiving taxes / civil cases	Case file stamped by Microfilm	Index	
	1-6-1	Receiving a case file and registration in a circuit	Case file stamped by Microfilm	Circuit Clerk	

Renewal of a dismissed case – commercial

Cycle Summary

After assessment and revision of fees over the petition and case docket, the plaintiff's attorney pays the fees and delivers the petition to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index, which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal petition	1-6-24	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal petition with information made by the circuit clerk	1-1-5	Receiving of renew or resume Cases		Head of the commercial section	
Renewal petition with information made by the circuit clerk	24-1	Assessment of fees for petition and requests for orders		Fees assessment	
Renewal petition with assessed fees	25-1	Revision of assessment of fees for petition and requests for orders		Fees revision	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal petition with revised fees	16-4	Collection for Commercial section		Collection	
Renewal petition with paid fees	1-1-7	Defining circuit number for a commercial case		Head of the commercial section	To assign first hearing date
Renewal petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-2	Receiving a renewal petition	Renewal petition registered in the Index	Circuit clerk	
	8-6	Delivering a resumed or renewed case	Request from circuit clerk	Archive Unit	
	1-6-2	Continuation - Receiving a renewal petition	Case file from archiving unit	Circuit Clerk	

Renewal of a dismissed case – taxes

Cycle Summary

After assessment and revision of fees over the petition and case docket, the plaintiff's attorney pays the fees and delivers the petition to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index, which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal petition	1-6-24	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal petition with information made by the circuit clerk	1-3-5	Receiving of renew or resume Cases		Head of the taxes section	
Renewal petition with information made by the circuit clerk	24-1	Assessment of fees for petition and requests for orders		Fees assessment	
Renewal petition with assessed fees	25-1	Revision of assessment of fees for petition and		Fees revision	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
		requests for orders			
Renewal petition with revised fees	16-9	Collection for Commercial section		Collection	
Renewal petition with paid fees	1-3-2	Defining circuit number and first hearing date		Head of the taxes section	To assign first hearing date
Renewal petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-2	Receiving a renewal petition	Renewal petition registered in the Index	Circuit clerk	
	8-6	Delivering an resumed or renewed case	Request from circuit clerk	Archive Unit	
	1-6-2	Continuation - Receiving a renewal petition	Case file from archiving unit	Circuit Clerk	

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Renewal of a dismissed case – civil

Cycle Summary

After assessment and revision of fees over the petition and case docket, the plaintiff's attorney pays the fees and delivers the petition to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index, which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal petition	1-6-28	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal petition with information made by the circuit clerk	24-1	Assessment of fees for petition and requests for orders		Fees assessment	
Renewal petition with assessed fees	25-1	Revision of assessment of fees for petition and requests for orders		Fees revision	
Renewal petition with revised fees	16-1	Collection for civil section		Collection	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal petition with paid fees	1-7-1	Defining circuit number and first hearing date		Defining first hearing date	To assign first hearing date
Renewal petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-2	Receiving a renewal petition	Renewal petition registered in the Index	Circuit clerk	
	8-6	Delivering an resumed or renewed case	Request from circuit clerk	Archive Unit	
	1-6-2	Continuation - Receiving a renewal petition	Case file from archiving unit	Circuit Clerk	

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Enhancement of a case from suspension or abandonment – commercial

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the writ of summons to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal writ	1-6-28	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal writ with information made by the circuit clerk	1-1-5	Receiving of renewal or enhancement writ		Head of the commercial section	
	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Renewal writ with assessed fees	25-1	Revision of assessment of fees for writs and requests for orders		Fees revision	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Resume petition with assessed fees	25-1	Revision of assessment of fees for petition and requests for orders		Fees revision	
Resume petition with revised fees	16-4	Collection for Commercial section		Collection	
Resume petition with paid fees	1-1-7	Defining circuit number for a commercial case		Head of the commercial section	To assign first hearing date
Resume petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-3	Receiving a resume petition from suspension or abandonment	Resume petition registered in the Index	Circuit clerk	
	8-6	Delivering a resume or resumed case	Request from circuit clerk	Archive Unit	
	1-6-3	Continuation - Receiving a resume petition	Case file from archiving unit	Circuit Clerk	

Enhancement of a case from suspension or abandonment – taxes

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the writ of summons to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal writ	1-6-28	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal writ with information made by the circuit clerk	1-3-5	Receiving of renewal or enhancement writ		Head of the taxes section	
	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Renewal writ with assessed fees	25-1	Revision of assessment of fees for writs and requests for orders		Fees revision	

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Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Resume petition with assessed fees	25-1	Revision of assessment of fees for petition and requests for orders		Fees revision	
Resume petition with revised fees	16-9	Collection for Commercial section		Collection	
Resume petition with paid fees	1-3-2	Defining circuit number and first hearing date		Head of the taxes section	To assign first hearing date
Resume petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-3	Receiving a resume petition from suspension or abandonment	Resume petition registered in the Index	Circuit clerk	
	8-6	Delivering a resume or resumed case	Request from circuit clerk	Archive Unit	
	1-6-3	Continuation - Receiving a resume petition	Case file from archiving unit	Circuit Clerk	

Enhancement of a case from suspension or abandonment – civil

Cycle Summary

After assessment and revision of fees over the writ of summons and case docket, the plaintiff's attorney pays the fees and delivers the writ of summons to the Head of the department to define date of the first hearing before the same circuit as the original case Then he delivers the case to the Index which delivers it in turn to the circuit clerk responsible for it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Renewal writ	1-6-28	Write down information about the case on the documents presented by the litigant		Circuit clerk	
Renewal writ with information made by the circuit clerk	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Renewal writ with assessed fees	25-1	Revision of assessment of fees for writs and requests for orders		Fees revision	
Renewal or enhancement writ with revised fees	16-1	Collection for Commercial section		Collection	

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Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Resume petition with paid fees	1-7-1	Defining circuit number and first hearing date		Defining first hearing date	To assign first hearing date
Resume petition with defined circuit and first hearing date	1-5-5	Receiving of renew or resume Cases		Index	
	1-6-3	Receiving a resume petition from suspension or abandonment	Resume writ registered in the Index	Circuit clerk	
	8-6	Delivering a resume or resume case	Request from circuit clerk	Archive Unit	
	1-6-3	Continuation - Receiving a resume petition	Case file from archiving unit	Circuit Clerk	

Requests for Orders Cycle

Cycle Summary

After assessment and revision of fees over the request for order, the litigant pays the fees and delivers the request to the Orders department which presents it to the temporary judge to make a decision

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	24-2	Receiving requests for orders		Head of the commercial section	
Request for a certificate with assessed fees	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Request for a certificate with revised fees	25-1	Revision of assessment of fees for writs and requests for orders		Fees revision	
Request for a certificate with paid fees	16-4	Collection		Collection	
Request for a certificate with paid fees + a certificate	4-1	Registration of request for order		Orders	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
A certified certificate authenticated by Copies dept	4-2	Presenting request to transitory matters judge		Orders	
	4-3	Closure of order cycle	Authenticated order	Orders	

Hearing Management

Cycle Summary

Before each hearing, the circuit clerk prepares the necessary documents and during the hearing he takes notes of hearing events in the hearing minutes, then he registers hearing results in a book

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-6	Preparations for the hearing	Hearing date	Circuit clerk	
	1-6-7	Taking notes of hearing events	Handling case during the hearing	Circuit clerk	
	1-6-8	Registration of hearing results	End of hearing	Circuit clerk	

Attachment of a request to the case file

Cycle Summary

After the fees are assessed and revised for the writ, fees are paid, then the writ is delivered to the circuit clerk in charge

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Writ	24-1	Assessment of fees for writs and requests for orders		Fees assessment	
Writ with assessed fees	25-1	Revision of assessment of fees for writs and requests for orders		Fees revision	
Writ with revised fees	16-1	Collection		Collection	
Writ with paid fees	1-6-1	Attachment of a request to the file		Circuit clerk	

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Procedures of acknowledgments submitted by public

Cycle Summary

Circuit clerk assesses fees for the acknowledgment, then after revision of fees assessment, the litigants pays them

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Acknowledgments submitted by public	1-6-21	Assessment of fees for acknowledgments submitted by public		Circuit clerk	
	25-2	Revision of assessment of fees for acknowledgments submitted by public	Acknowledgment with assessed fees	Fees revision	
	16-1	Collection	Acknowledgment with revised fees	Collection	

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Receiving a request of setting an earlier date for the hearing

Cycle Summary

Circuit clerk receives request from public and presents it to the circuit chief judge, then circuit clerk executes judges decision

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Request from public with paid fees	1-6-25	Receiving request of setting an earlier date for the hearing		Circuit clerk	

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Execution of preliminary judgment of referral to the Experts Department

Cycle Summary

In case a decision is made with referral of case to the Experts Dept , the circuit clerk executes this decision in coordination with Office of correspondence with Experts Dept

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-10	Execution of a preliminary judgment with referral of case to Experts Dept , resending a case to Experts Dept or delegation of a committee of three experts	Preliminary judgment with referral to Experts Dept	Circuit clerk	
	1-8-1	Registration of case referred to Experts Dept	File of referred case	Correspondenc e with Experts	
	1-6-10	Continuation - Execution of a preliminary judgment with referral of case to Experts Dept , resending a case to Experts Dept or delegation of a committee of three experts	Case file registered at Correspondence with Experts	Circuit clerk	
	1-8-2	Registration of case after	Case file + payment	Correspondenc	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
		paying experts money	receipt	e with experts	

Execution of Preliminary Judgment of

Delegation of one of the Experts on the court list

Cycle Summary

In case a decision is made with delegation of one to the experts on the court list, the circuit clerk executes this decision in coordination with Office of correspondence with Experts Dept

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-11	Execution of a preliminary judgment with delegation of one of the experts on the court list	Preliminary judgment with delegation of one of the experts on the court list	Circuit clerk	
	6-13	Assignment of cases to experts on the list	File of referred case	Correspondence with Experts	
	1-6-11	Continuation - Execution of a preliminary judgment with delegation of one of the experts on the court list	Case file with expert information written down on it	Circuit clerk	
	6-18	Notification with date when expert receives the case	Date when expert receives the case	Correspondence with experts	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-11	Continuation - Execution of a preliminary judgment with delegation of one of the experts on the court list		Circuit clerk	

Execution of preliminary judgment of referral of case to the Forensics

Cycle Summary

In case a decision is made with referral of case to the Forensics, the circuit clerk sends it to the Forensics

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-13	Execution of a preliminary judgment with referral of case to the Forensics	Preliminary judgment with referral to the Forensics	Circuit clerk	

Execution of preliminary judgment to change the expert on the list

Cycle Summary

In case a decision is made to change the expert on the list, the circuit clerk executes the decision in coordination with Office of Correspondence with Experts

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-11	Execution of a preliminary judgment to change expert on the list	Preliminary judgment with delegation of one of the experts on the court list	Circuit clerk	
	6-13	Assignment of cases to experts on the list	File of referred case	Correspondence with Experts	
	1-6-11	Continuation - Execution of a preliminary judgment to change the expert on the court list	Case file with expert information written down on it	Circuit clerk	
	6-18	Notification with date when expert receives the case	Date when expert receives the case	Correspondence with experts	
	1-6-11	Continuation - Execution of a preliminary judgment to change the expert on the court list		Circuit clerk	

Execution of court order with acknowledgments to be executed by clerks unit

Cycle Summary

In case a decision is made with acknowledgments, the circuit clerk executes the decision through Service Dept

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-14	Execution of a court order with acknowledgments to be executed by Clerks Unit	Court order	Circuit clerk	

Execution of court order with notification of an outside authority

Cycle Summary

In case a decision is made with notification of an outside authority

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-15	Execution of a court order with notification of an outside authority	Court order	Circuit clerk	

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Execution of court order with non-territorial jurisdiction and referral of case to another court

Cycle Summary

In case a decision is made with non-territorial jurisdiction and referral to another court, the case file is sent to the other court through Correspondence Office

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-21	Execution of a court order with non-territorial jurisdiction and referral to another court	Court order	Circuit clerk	

Execution of court order with referral of case to another circuit

Cycle Summary

In case a decision is made with referral of case to another circuit, the circuit clerk delivers the case file to the other circuit clerk to be in charge of it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-21	Execution of a court order with referral to another circuit	Court order	Circuit clerk	

Case Closure

Cycle Summary

This cycle starts when the judgment is announced

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-9	Preparation and ratification of judgment	Judgment draft	Circuit clerk	
	7-1	Typing of judgment draft	Judgment draft + writ of summons	Typing Pool	
	1-6-9	Continuation - Preparation and ratification of judgment	Judgment draft + writ of summons + judgment	Circuit clerk	
	1-6-16	Closure of case after disposition	Ratified judgment	Circuit clerk	
	25-5	Case fees revision after judgment	Disposed case file	Fees revision	
	1-6-16	Continuation - Preparation and ratification of judgment	Revised case file	Circuit clerk	
	9-3	Registration of attorney's fees	Order of fees assessment + report of attorney's fees + ratified judgment	Coped Dept	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-16	Continuation - Preparation and ratification of judgment	Ratified judgment	Circuit clerk	
	12-1	Receiving claims papers	Judgment + writ of summons + order of fees assessment + report of attorney's fees	Claims	
	1-6-16	Continuation - Preparation and ratification of judgment		Circuit clerk	
	1-6-17	Archiving a case closed in first instance court	Case file	archive	

Bankruptcy Procedures

(Declaration of bankruptcy of defendant)

Cycle Summary

Circuit clerk does this cycle when a bankruptcy judgment is made against the defendant

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-29	Bankruptcy procedures and notification of concerned authorities	Judgment of declaration of bankruptcy against the defendant	Circuit clerk	

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Receiving a request for issuing a certificate with case expenses

Cycle Summary

Circuit clerk writes expenditures on the request after the circuit chief judge agrees to it

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-6-26	Receiving request for a certificate with expenditures paid in case		Circuit clerk	

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Cycle of certificate issuance from Calendar data – commercial

Cycle Summary

The concerned party submits a request to get the following certificates

- A case filed against a specified person
- Data about the case
- No objection to fees assessment order
- No appeals case for a partial case

After the fees are assessed and revised, the concerned party pays the fees and gets the certificate from the Calendar Then the certificate is registered in the Copies Dept before it is signed by head of the department

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Certificate request	1-1-1	Receiving a request to get a certificate or a copy		Head of the commercial dept	
	24-2	Assessment of fees for the request		Fees assessment	
A certificate request with assessed fees	25-3	Revision of fees assessed for the certificate		Fees revision	

Cycle of certificate issuance from Calendar data – commercial

Cycle Summary

The concerned party submits a request to get the following certificates

- A case filed against a specified person
- Data about the case
- No objection to fees assessment order
- No appeals case for a partial case

After the fees are assessed and revised, the concerned party pays the fees and gets the certificate from the Calendar Then the certificate is registered in the Copies Dept before it is signed by head of the department

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Certificate request	1-1-1	Receiving a request to get a certificate or a copy		Head of the commercial dept	
	24-2	Assessment of fees for the request		Fees assessment	
A certificate request with assessed fees	25-3	Revision of fees assessed for the certificate		Fees revision	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
A certificate request with revised fees	16-1	Collection for commercial dept		Collection	
A certificate request with paid fees	1-5-11	Certificate issuance		Calendar	
A certificate request with paid fees + certificate	9-4	Registration of certificate		Copies dept	
A certificate ratified by the Copies Dept	1-1-5	Signatures and stamping of certificates and copies		Head of the Commercial dept	

Cycle of certificate issuance from Calendar data – taxes

Cycle Summary

The concerned party submits a request to get the following certificates

- A case filed against a specified person
- Data about the case
- No objection to fees assessment order
- No appeals case for a partial case

After the fees are assessed and revised, the concerned party pays the fees and gets the certificate from the Calendar Then the certificate is registered in the Copies Dept before it is signed by head of the department

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Certificate request	1-3-3	Receiving a request to get a certificate or a copy		Head of the Taxes dept	
	24-2	Assessment of fees for the request		Fees assessment	
A certificate request with assessed fees	25-3	Revision of fees assessed for the certificate		Fees revision	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
A certificate request with revised fees	16-1	Collection for Taxes dept		Collection	
A certificate request with paid fees	1-5-11	Certificate issuance		Calendar	
A certificate request with paid fees + certificate	9-4	Registration of certificate		Copies dept	
A certificate ratified by the Copies Dept	1-2-6	Signatures and stamping of certificates and copies		Head of the Taxes dept	

Cycle of certificate issuance from Calendar data – civil

Cycle Summary

The concerned party submits a request to get the following certificates

- A case filed against a specified person
- Data about the case
- No objection to fees assessment order
- No appeals case for a partial case

After the fees are assessed and revised, the concerned party pays the fees and gets the certificate from the Calendar Then the certificate is registered in the Copies Dept before it is signed by head of the department

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	24-2	Assessment of fees for the request		Fees assessment	
A certificate request with assessed fees	25-3	Revision of fees assessed for the certificate		Fees revision	
A certificate request with revised fees	16-1	Collection		Collection	
A certificate request with paid fees	1-5-11	Certificate issuance		Calendar	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	9-4	Registration of certificate	A certificate request with paid fees + certificate	Copies dept	
	1-4-1	Stamping of papers	A certificate ratified by the Copies Dept	Stamps section	

Cycle of certificate issuance with no bankruptcy judgments

Cycle Summary

The concerned party gets the certificate from the Microfilm after assessment and revision of fees for the request Then the concerned party pays the fees and registers the certificates in the Copies Dept before they are ratified by the department head

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Certificate request		Issue a certificate with no bankruptcy judgments		Microfilm	
Certificate request	1-1-1	Receiving a request to get a certificate or a copy		Head of the commercial dept	
	24-2	Assessment of fees for the request		Fees assessment	
	25-3	Revision of fees assessed for the certificate	A certificate request with assessed fees	Fees revision	
	16-1	Collection	A certificate request with revised fees	Collection	
	1-5-11	Certificate issuance	A certificate request with paid fees	Index	
	9-4	Registration of certificate	A certificate request with paid fees + certificate	Copies dept	

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Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
	1-1-5	Signatures and stamping of certificates and copies	A certificate ratified by the Copies Dept	Head of the Commercial dept	

Cycle of obtaining a certified copy of documents

Cycle Summary

The concerned party obtains copies of the case file documents from the archive After the copies are made, requires fees are assessed and revised, then they are paid Accordingly the copies are ratified in the Copies Dept before they are ratified by head of the commercial, or taxes department or deputy of the civil dept

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Oral request for documents	8-7	Obtaining documents from case file to make copies		Archive	
	9-2	Delivering a certified copy	Original + copy	Copies Dept	
	25-4	Revision of fees for the copies	Original with assessed fees	Fees revision	
	16-1	Collection	Original request with revised fees	Collection	
	9-2	Continuation - Delivering a certified copy	A certificate request with paid fees	Copies Dept	
		Signatures and stamping of certificates and copies	Copy + original with paid fees	Head of the Dept	

Registration of commercial companies contracts

Cycle Summary

After the fees required for the company summary contract are assessed and revised, the concerned party pays the fees then registers the contract in the Index which sets a date for the first hearing in the same circuit where the original case is files The case is then showed to the head of the department to define the circuit and hearing date Th e Index continuous the procedures and sends the file to the Microfilm then delivers it to the circuit clerk responsible for the set circuit

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Summary company contract + company contract	1-1-12	Receiving request for company contract registration		Head of the commercial dept	
	24-3	Fees assessment for commercial companies contracts summary	Company contract summary + company contract	Fees assessment	
company contract summary with assessed fees + company contract	25-9	Revision of fees assessed for commercial companies contracts summary		Fees revision	
company contract summary with revised fees + company contract	16-4	Collection for commercial dept		Collection	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Attachment report	1-2-1	Registration of company establishment contract		Registration of commercial companies contracts	
Attachment report	1-2-2	Registration of amendment / contract annulment		Registration of commercial companies contracts	In case of amendment or annulment

Putting and Cashing deposits in the full court

Cycle Summary

When a deposit is made a report is written where payment conditions are stated by the depositor A report may be made of the deposit When a request is made to receive this deport, a study is made about his capacity according to a study made about the deposit

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Deposit report	13-1	Receiving deposit report		Deposits	
Sequestration or service	13-3	Execution of sequestration or service over the deposit		Deposits	Possible
Request to receive deposit + documents	13-5	Receiving the request		Deposits	
		Present to Senior Clerk	Request to receive deposit + documents + deposit memo	Senior Clerk	
		Present to Chief Justice	Request to receive deposit with a notation by Senior Clerk + documents + deposit memo	Chief Justice	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
		Claims notation	Request to receive deposit with a notation by Chief Justice + documents + deposit memo	Claims	
	13-5	Continuation – receiving deposit receiving request	Request to receive deposit with a note of payment + documents + deposit memo	Deposits	
		Payment of the amount	Request to receive deposit with a note of payment + documents + deposit memo + payment receipt	Accounting	

List of Claims Cycles

Cycle Summary

As all triggers in the Claims Department are outside triggers, we thought should put them in a list to be easy to identify the nature of work done by the Claims Dept

Cycle Description

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Original and copy of fees list, original and a copy of judgment, and writ of summons	12-1	Receiving claims papers		Claims	
Original fees list + service papers	12-2	Receiving papers after service		Claims	
Report of investigations	12-3	Receiving repot of investigations		Claims	
Original list + service papers	12-4	Receiving papers after servicing a government authority		Claims	
Sequestration report + served fees list + execution delegation	12-5	Receiving service report on execution of sequestration		Claims	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Selling declaration + bill + journal	12-6	Return of publishing the ad from the journal		Claims	
Collection report + original fees list + execution delegation + original receipt (blue)	12-7	Receiving response of service on execution collection report		Claims	
Report of nonexistence of anything + original serviced fees list + execution delegation	12-8	Receiving response of service on execution Report of nonexistence of anything		Claims	
Report of objection + fees list + execution delegation	12-9	Receiving response of service on execution Report of objection		Claims	
Report of collection of a part & sequestration	12-10	Receiving response of service on execution Report of collection of a part & sequestration		Claims	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Report of collection of all money + original receipt (blue) + selling papers (sequestration report + selling declaration + fees list + journal)	12-11	Receiving response of service on selling report of collection of all money		Claims	
Report of no buyers + report of sequestration + list of serviced fees + journal	12-12	Receiving response of service on selling report of no buyers		Claims	
Disposition report + selling papers + (sequestration report + list of serviced fees + selling declaration + journal)	12-13	Receiving response of service on selling Disposition report		Claims	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Report of stopping execution for someone claiming property + sequestration report + selling declaration + list of serviced fees + journal	12-14	Receiving response of service on selling Report of stopping execution for someone claiming property		Claims	
Cheque	12-15	Receiving a cheque to pay claims		Claims	
Oral request	12-16	Paying through the claims		Claims	
Installment request	12-17	Making payments on installments		Claims	
Appealed case file with revised fees	12-18	Annulling an appeals judgment completely		Claims	
Referred case file	12-19	Referral of claims		Claims	
Exemption judgment	12-20	Exemption of fine		Claims	
	12-21	Following up complaint hearing	Date of complaint hearing	Claims	
	12-22	Following up objection hearing	Date of objection hearing	Claims	

Outside Trigger	Cycle Code	Cycle Name	Cycle Trigger	Dept	Remarks
Oral request	12-23	Sending a letter to pay after disposition of property		Claims	
Certificate request (with revised fees)	12-24	Delivering a certificate of paying the claims		Claims	
Writ by a government authority	12-25	Registration in government books		Claims	
Judgment	12-26	Registration of a judgment committing the plaintiff which is a government authority		Claims	
Writ of summons + exemption decision	12-27	Registration in exemption book		Claims	
Book of deduction of collected money + statistics of partial courts	12-28	Monthly report		claims	

VOLUME TWO
(CONT.)

VOLUME TWO (CONT.)

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10	**Description of Experts Department**		**1**
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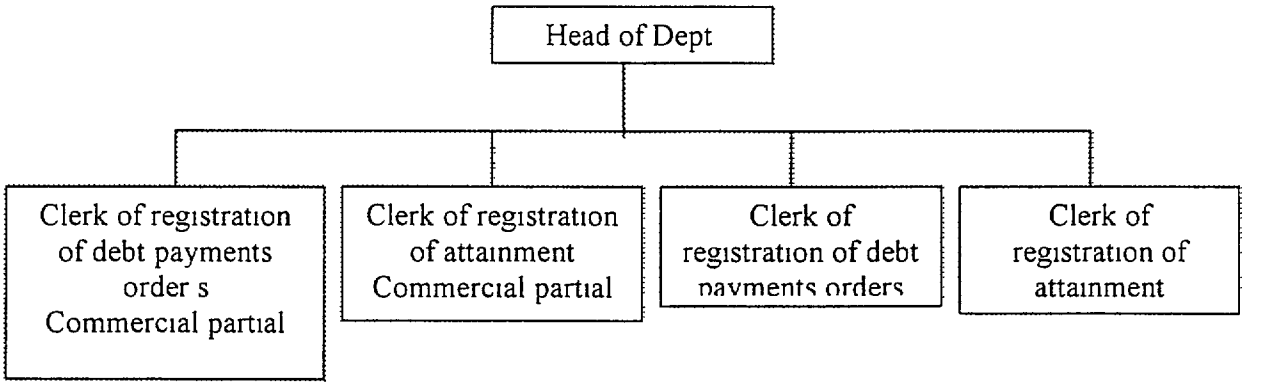
Description of Orders Department

Date	August 29, 1997	Time	10 00 a m
Location	Room no (220) – second floor – Building of North Cairo Court of First Instance		
Source of Information	Mrs Fayza Mahmoud Mekkawy (Head of Dept)		

Official Title	Orders Dept
Popular Title	Orders Dept
Organizational Position	Clerks Dept / Orders Dept



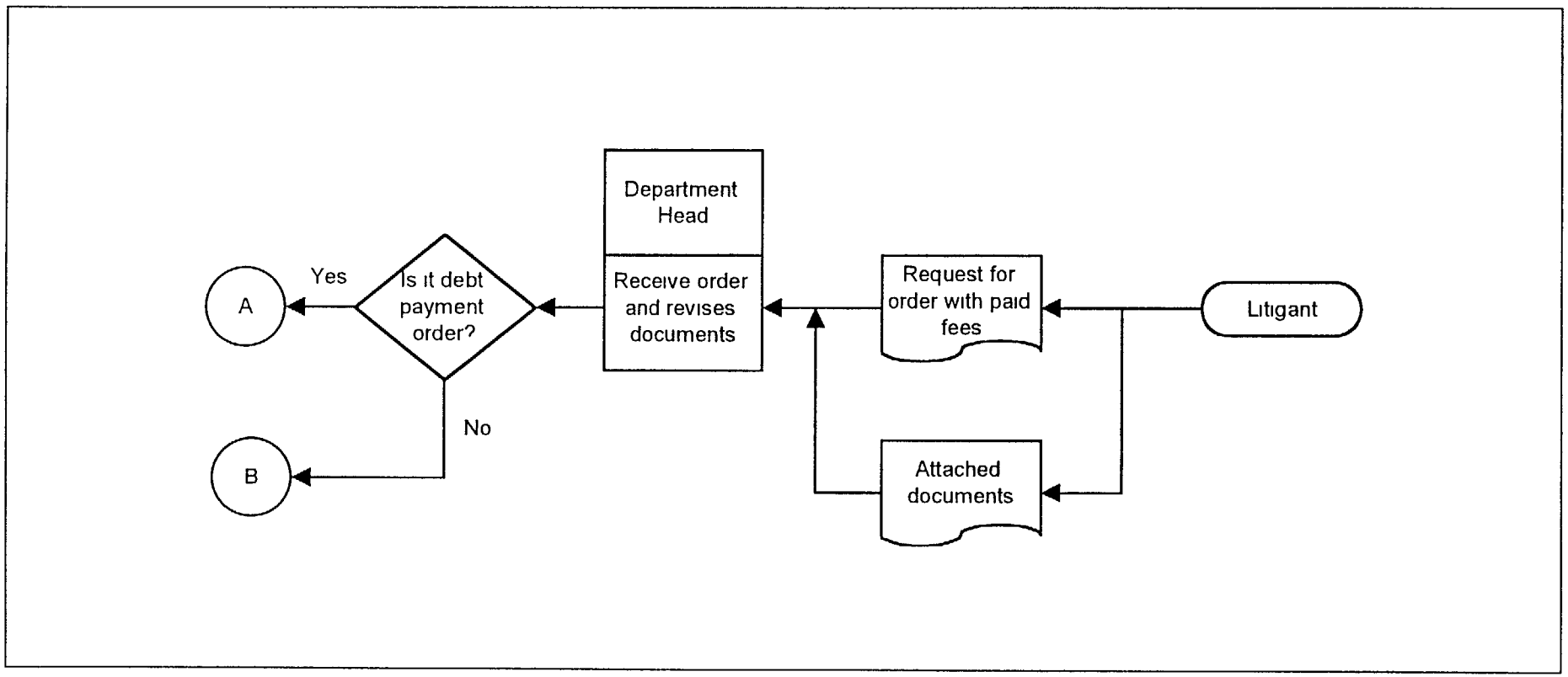
Description

Orders are divided into three parts

1 Debt payment orders (example Warning for payment)
2 Attainment orders (example sequestration on basis of a bill of exchange)
3 Temporary matters orders (example order for issuing a passport for a married women whose husband does not permit her to travel or issuing and order to refrain a person from travel)

111

Work cycle	Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



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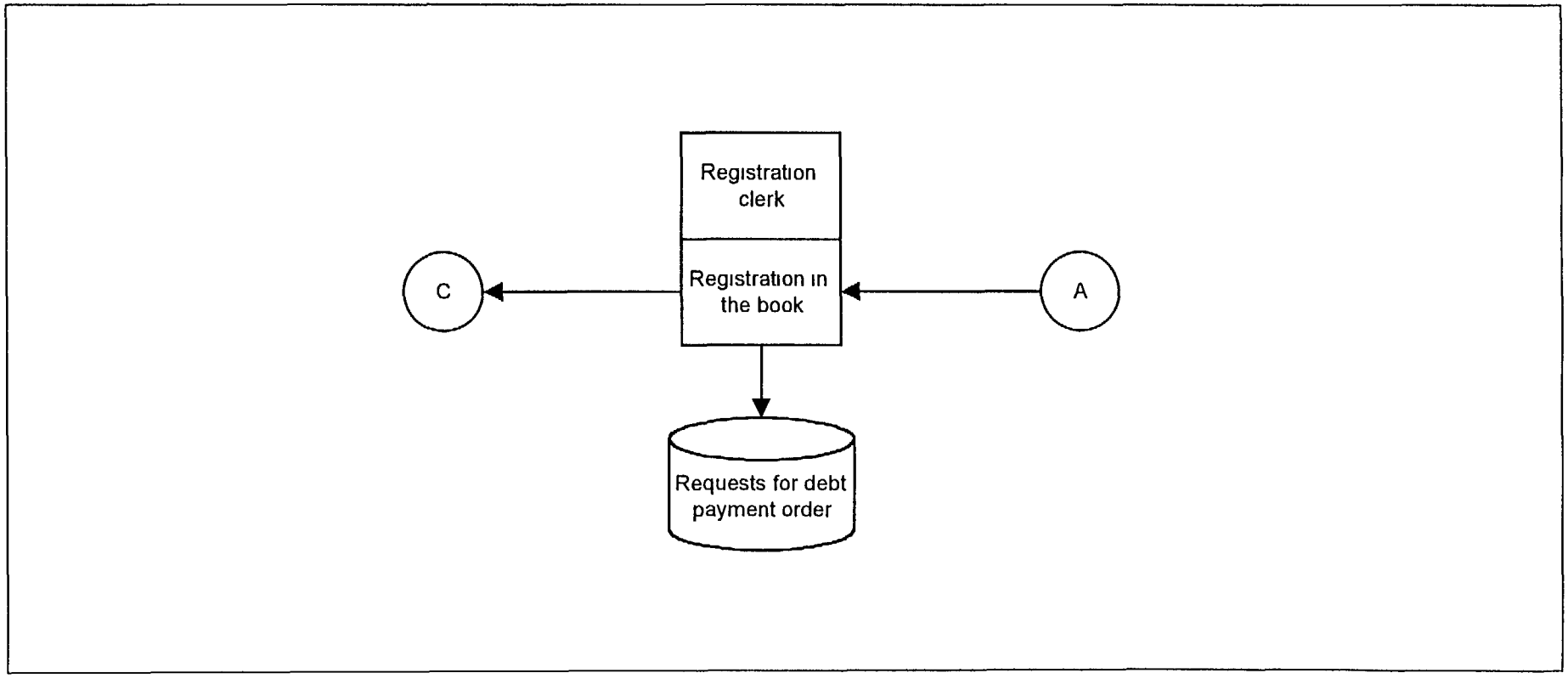
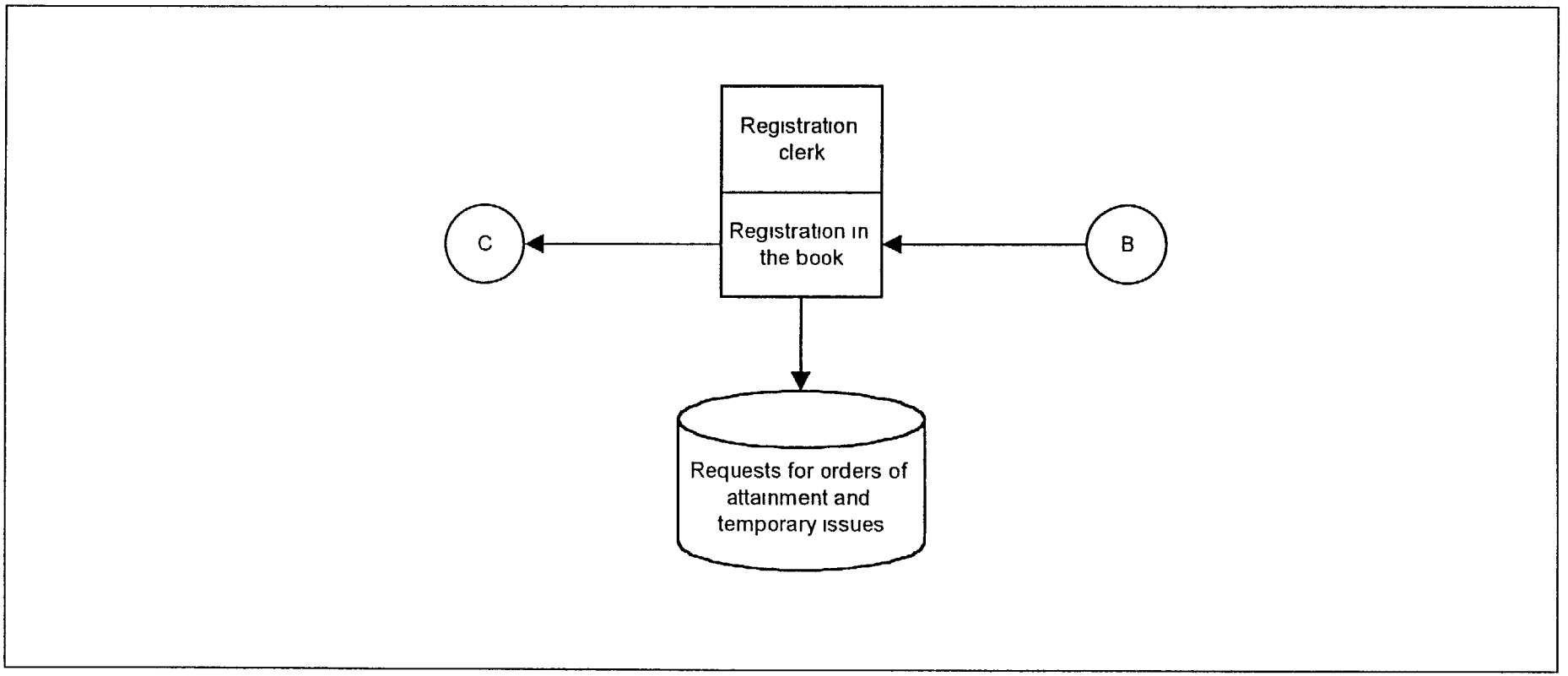
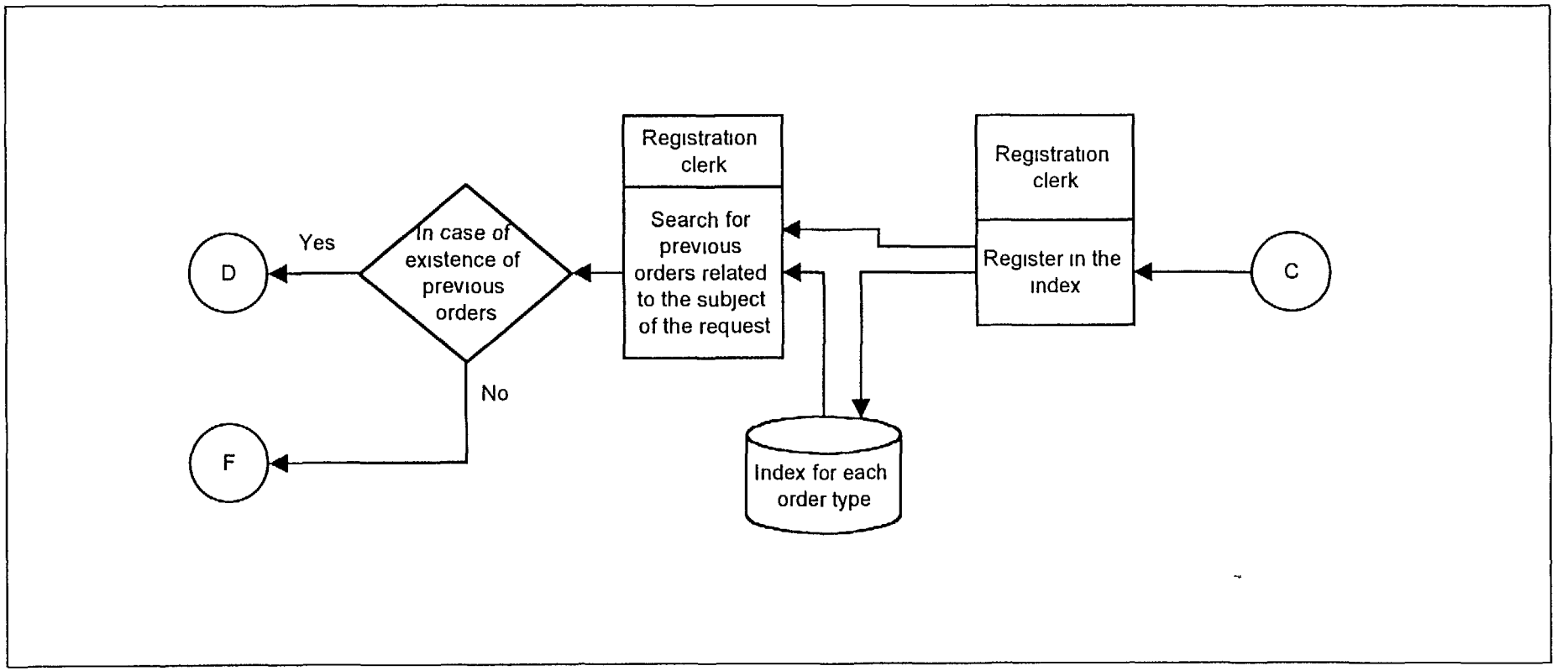
Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



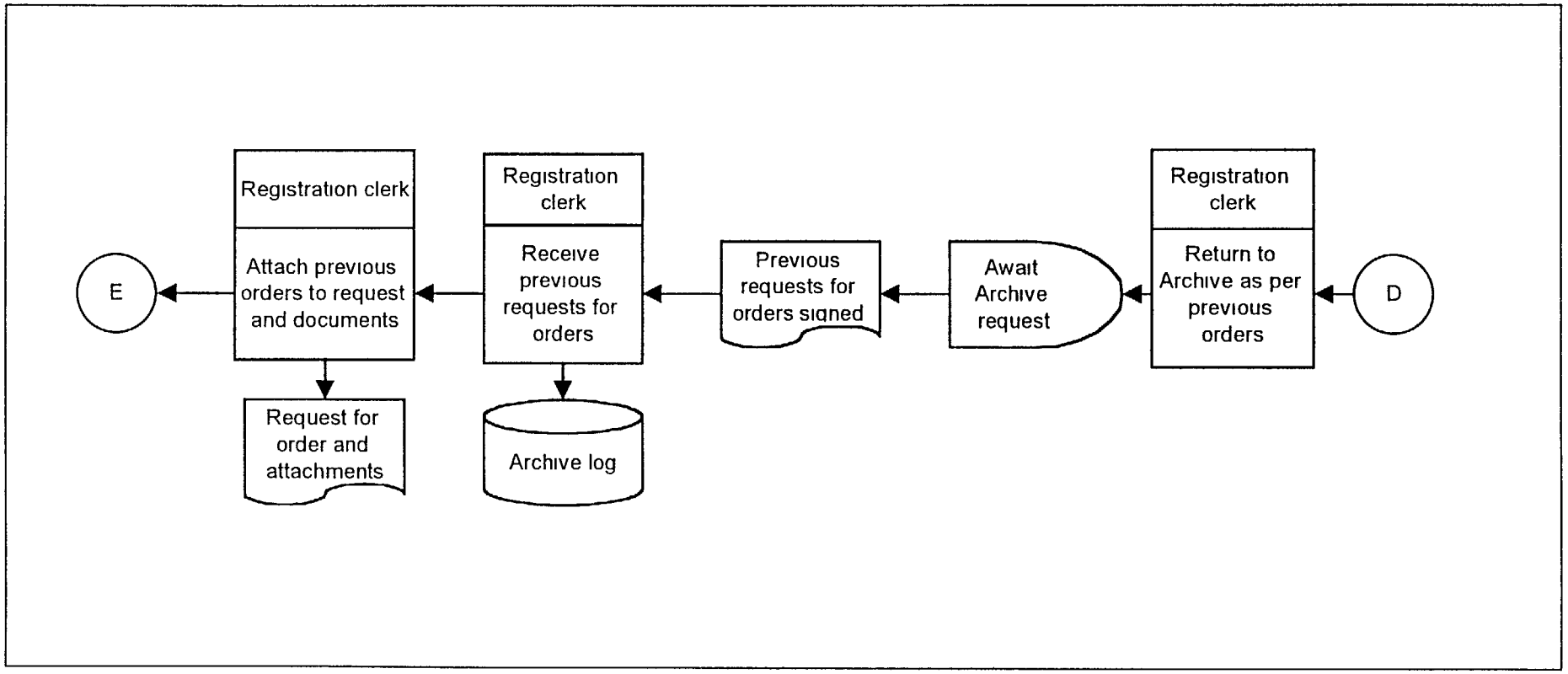
Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request

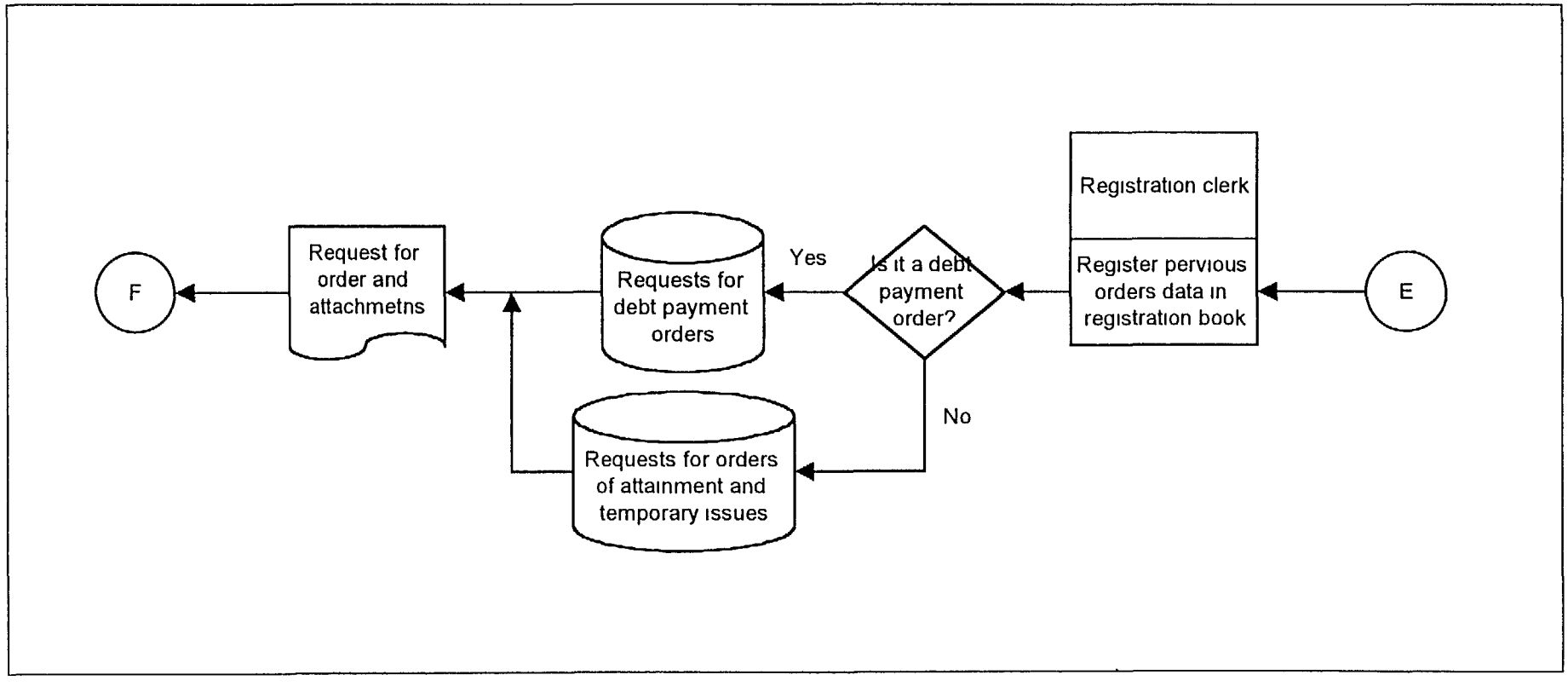


Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



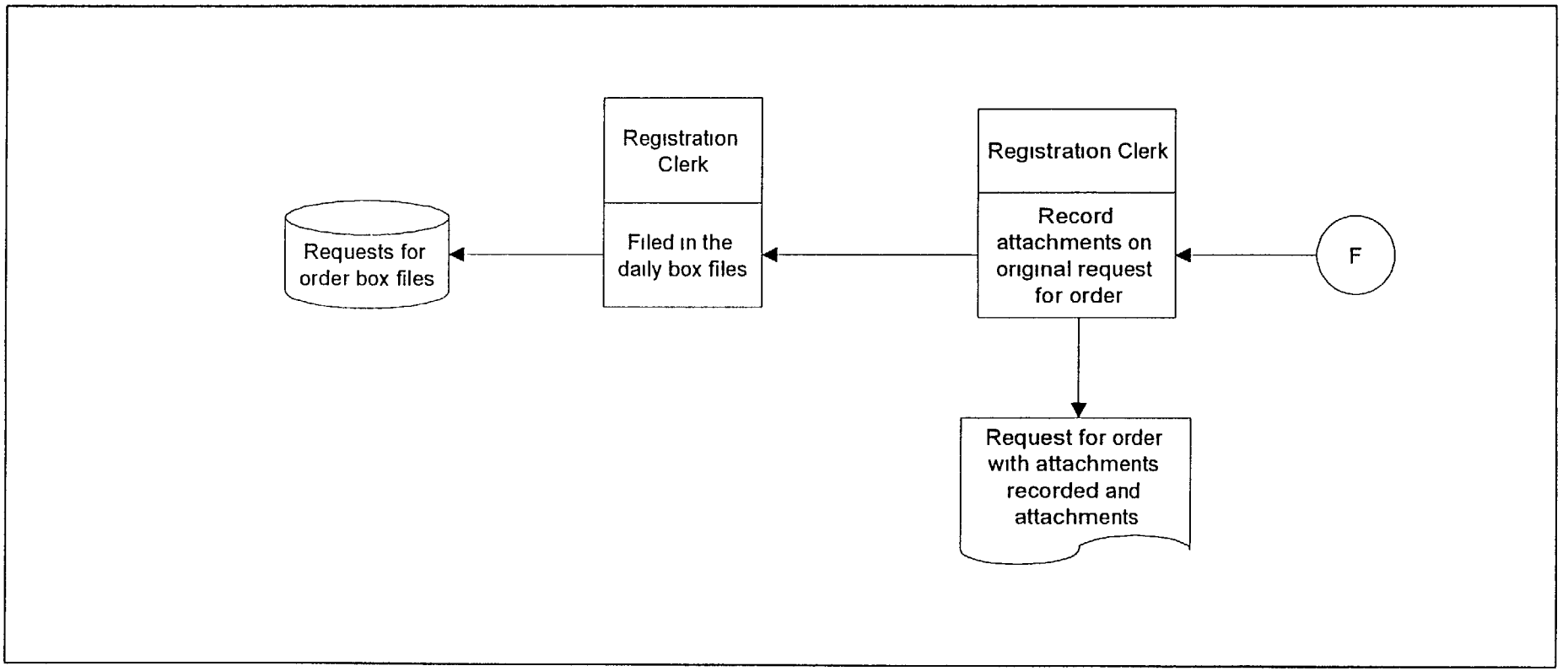
116

Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



117

Work cycle	Continuation of Record request for order	Location	Orders Dept	Trigger document	Request for issuance of an order with paid fees
Cycle code	4-1			Frequency	Upon request



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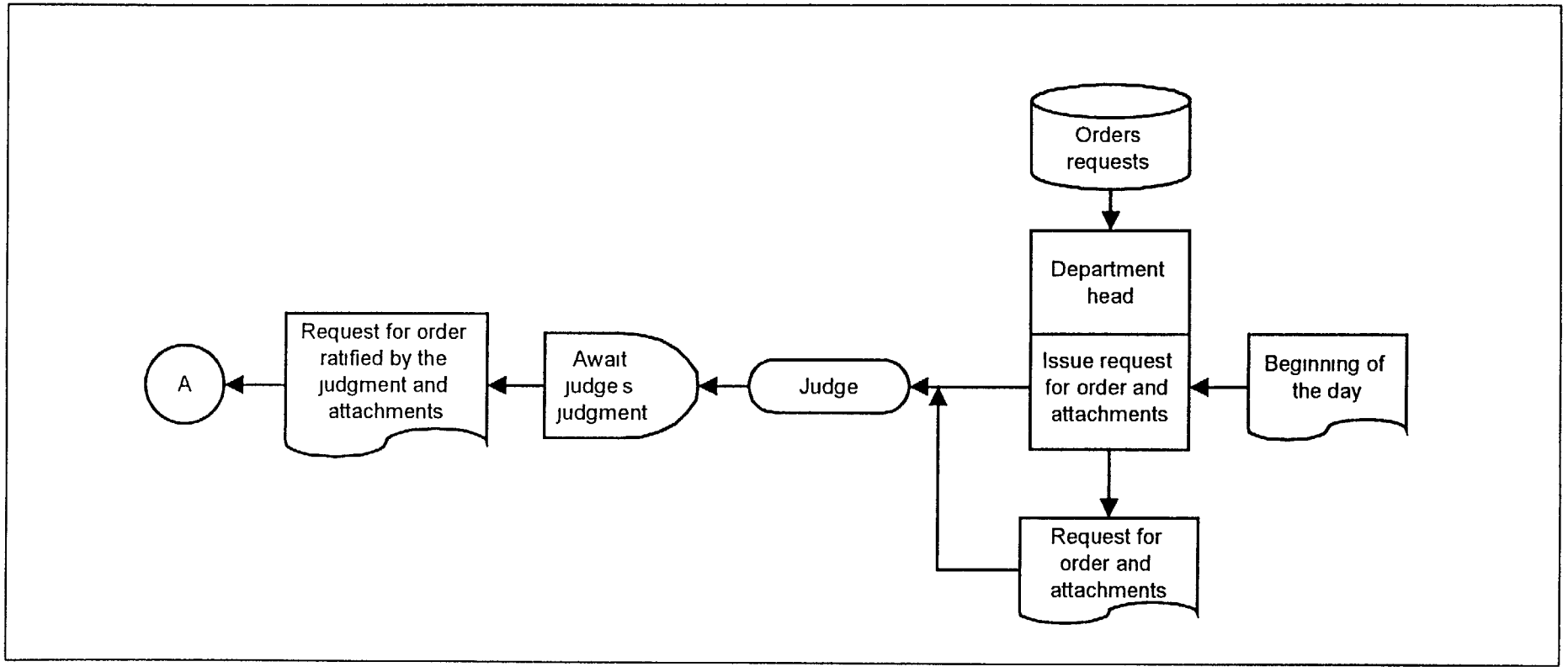
Description of work cycle Record request for order

Job	Description and Remarks
Receive order and revise the documents	Order is revised and documents as well as attached documents, then type of order is set (Debt payment, attainment, or temporary matters orders)
Search for previous orders related to the subject	Search is done in the index for requester name or people against whom request is submitted to pick up all order related to them This process is based on search for requester and name of the person against whom request is submitted then related orders are picked out from Archive Dept Then orders are categorized according to subject If the subject of order extracted from the Archive differs from subject of new request for order, then order is returned to Archive
Make notation of the attachment on original request for order	Orders data are written including dates of request for orders on back of request Then data are recorded in the book in "remarks" column
File in daily box files	A file is opened to put in all requests for orders received during the day

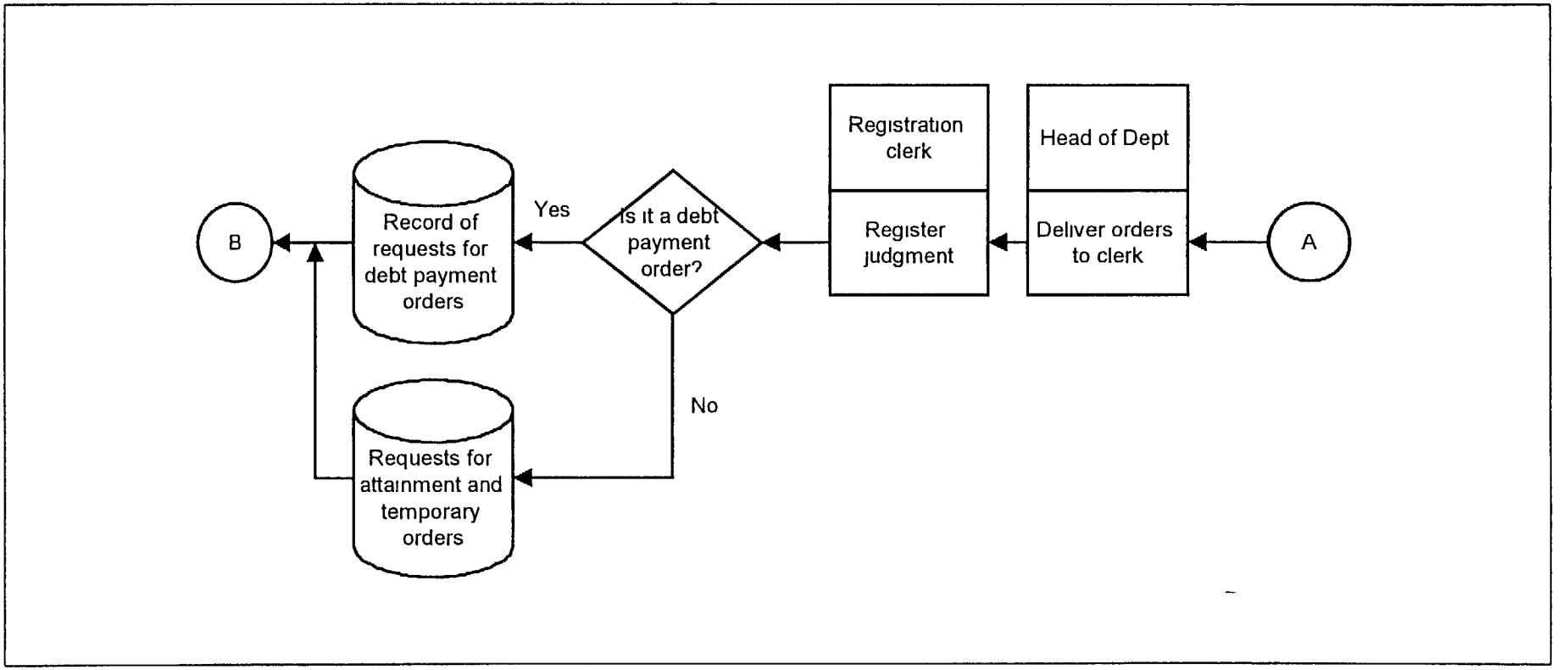
119

Work cycle	Submit request of temporary matters judge	Location	Orders Dept	Trigger document	Box file of requests for orders
Cycle code	4-2			Frequency	Daily



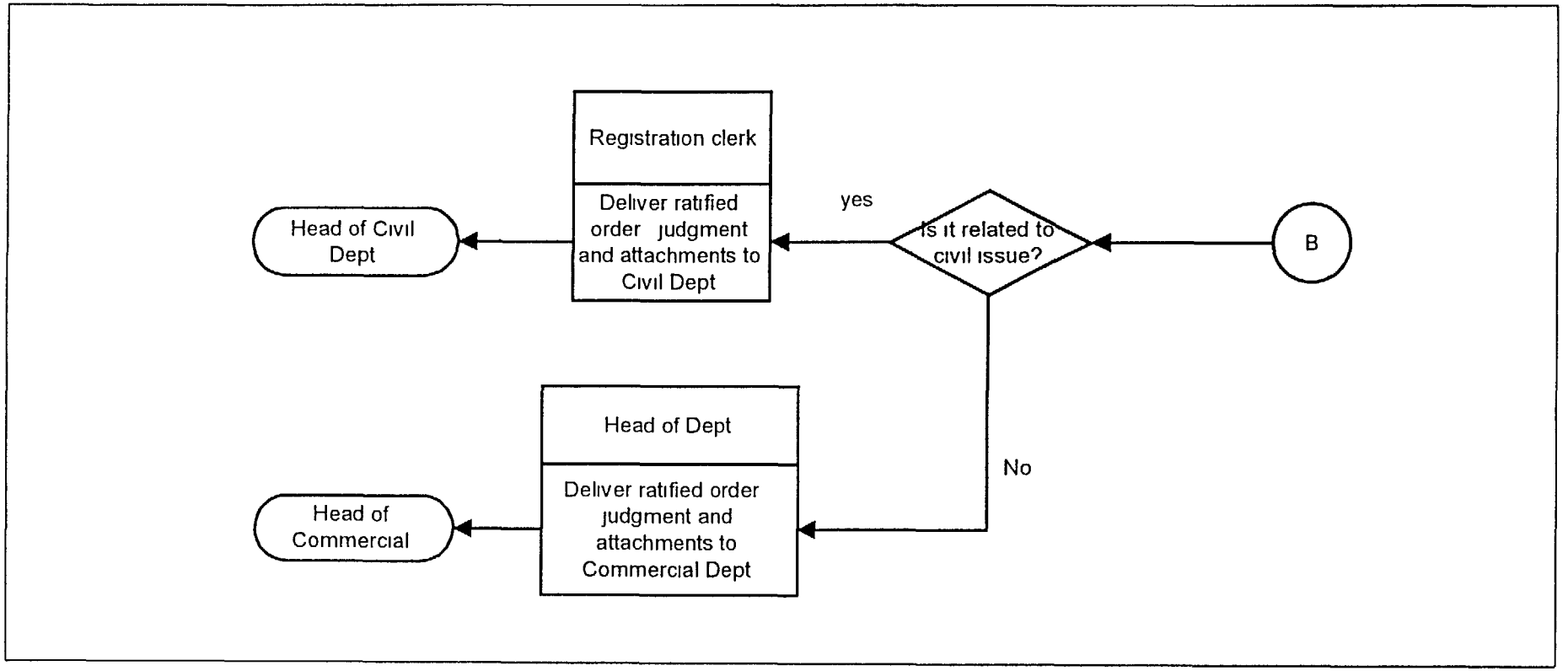
128

Work cycle	Continuation of Submit request of temporary matters judge	Location	Orders Dept	Trigger document	Box file of requests for orders
Cycle code	4-2			Frequency	Daily



121

Work cycle	Continuation of Submit request of temporary matters judge	Location	Orders Dept	Trigger document	Box file of requests for orders
Cycle code	4-2			Frequency	Daily

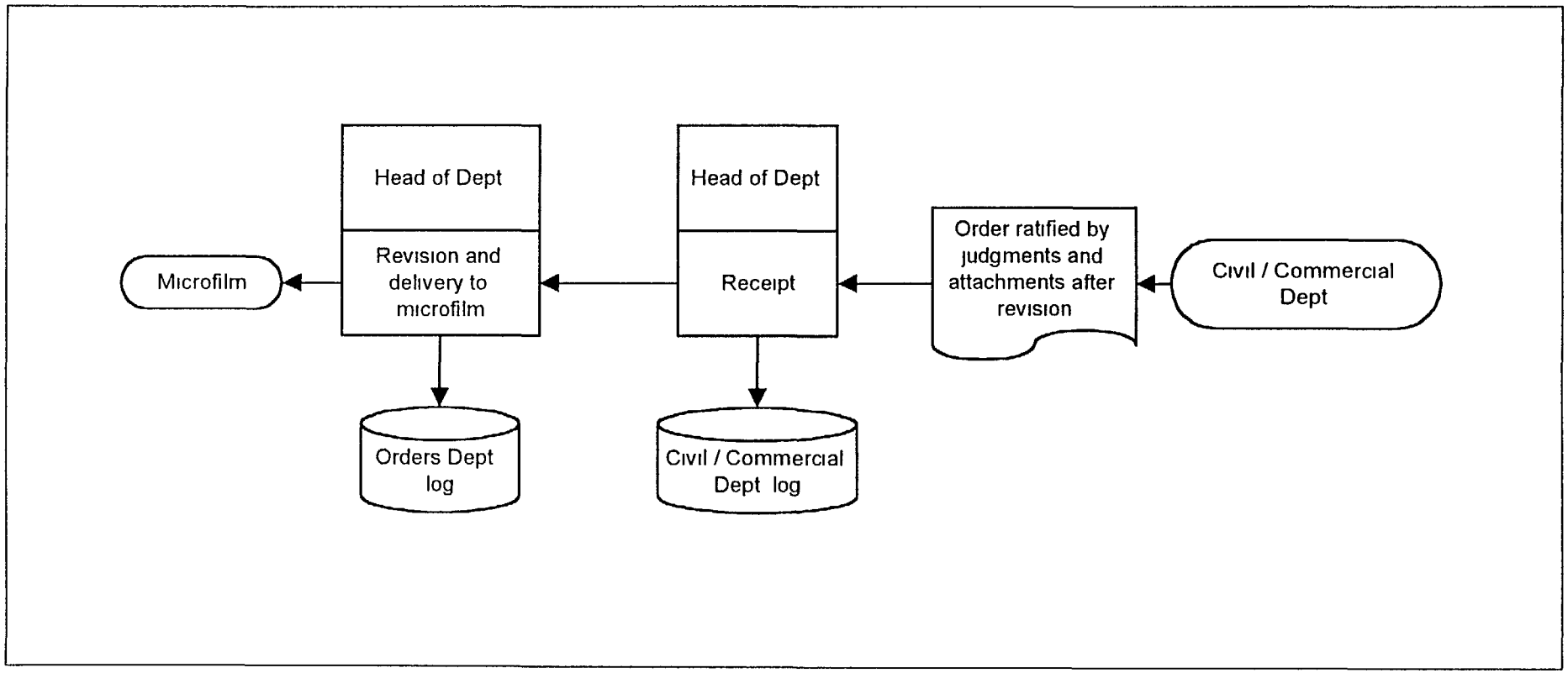


122

Description of work cycle Submit request of temporary matters judge

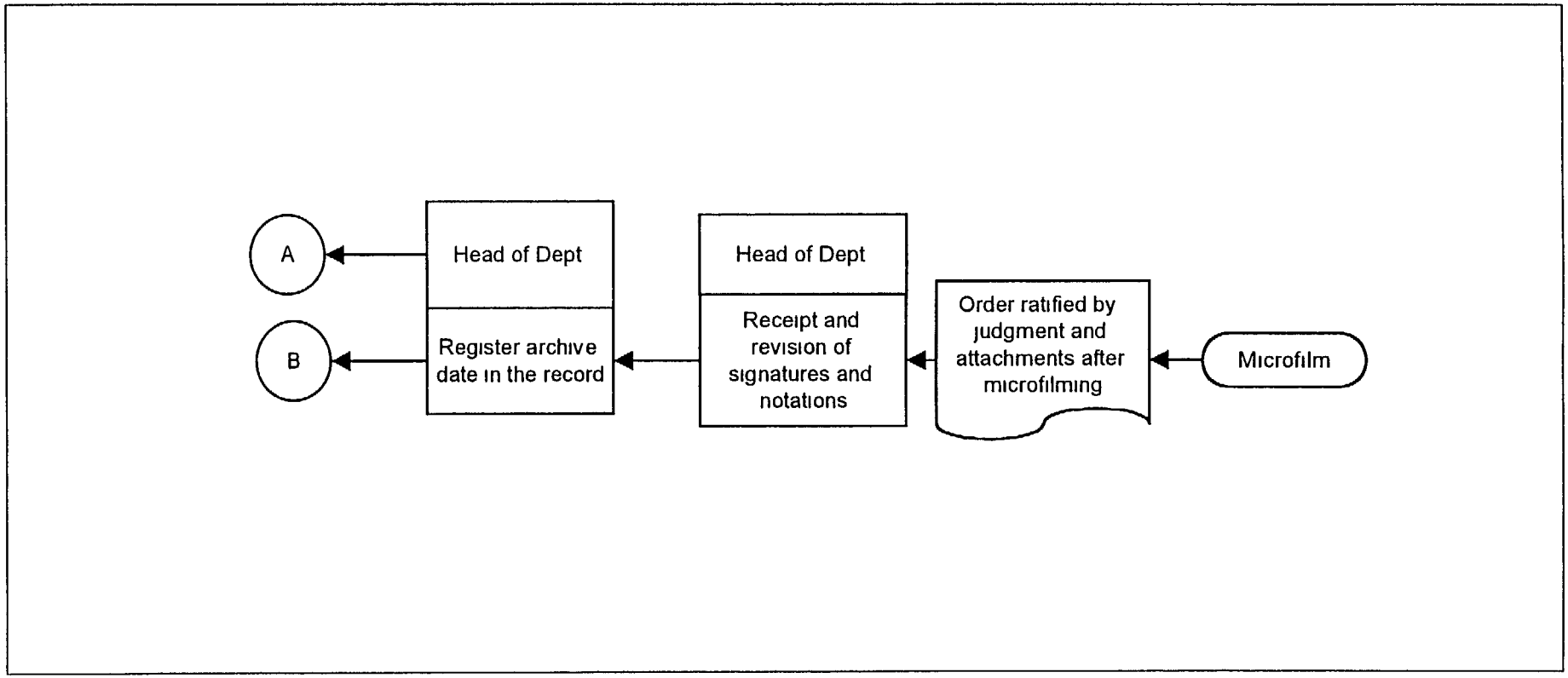
Job	Description and Remarks
Record of judgment	Judgment is recorded whether with acceptance or refusal Date of submission to the judge is also recorded Judgments may be divided into the following 1) Debt payment orders a- Refusal of request b- Refusal of request and submission to a panel of three judges c- Acceptance of request 2) Attainment orders a- Refusal of request b- Acceptance of request
Deliver order ratified with judgment and attachments to Civil / Commercial Dept	They are delivered to the concerned Dept where request is revised, then all requests are stamped and returned to Orders Dept after setting the claim over accepted orders of debt payment

Work cycle Close Orders cycle	Location Orders Dept	Trigger document	Order ratified with a judgment and attachments after revision
Cycle code 4-3		Frequency	Daily



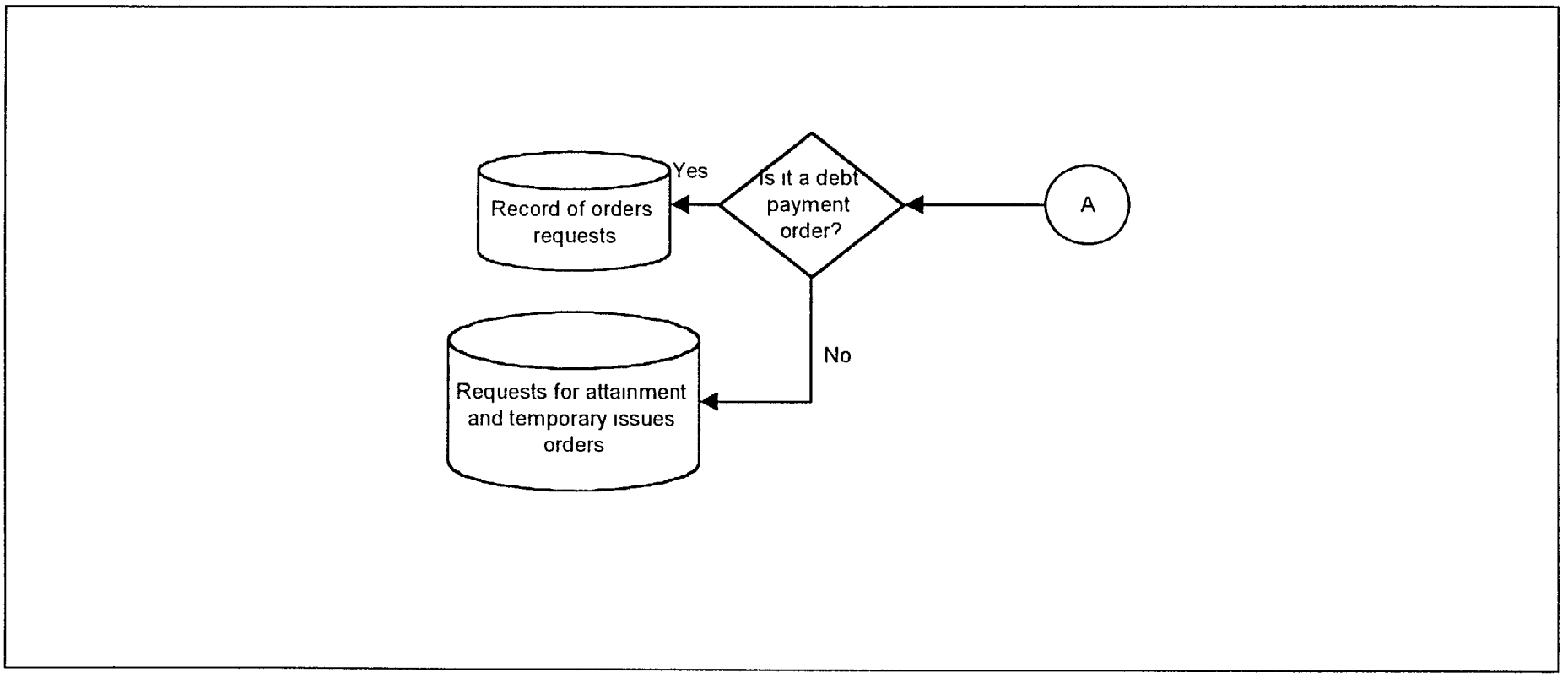
124

Work cycle	Continuation of Close Orders cycle	Location	Orders Dept	Trigger document	Order ratified with a judgment and attachments after revision
Cycle code	4-3			Frequency	Daily



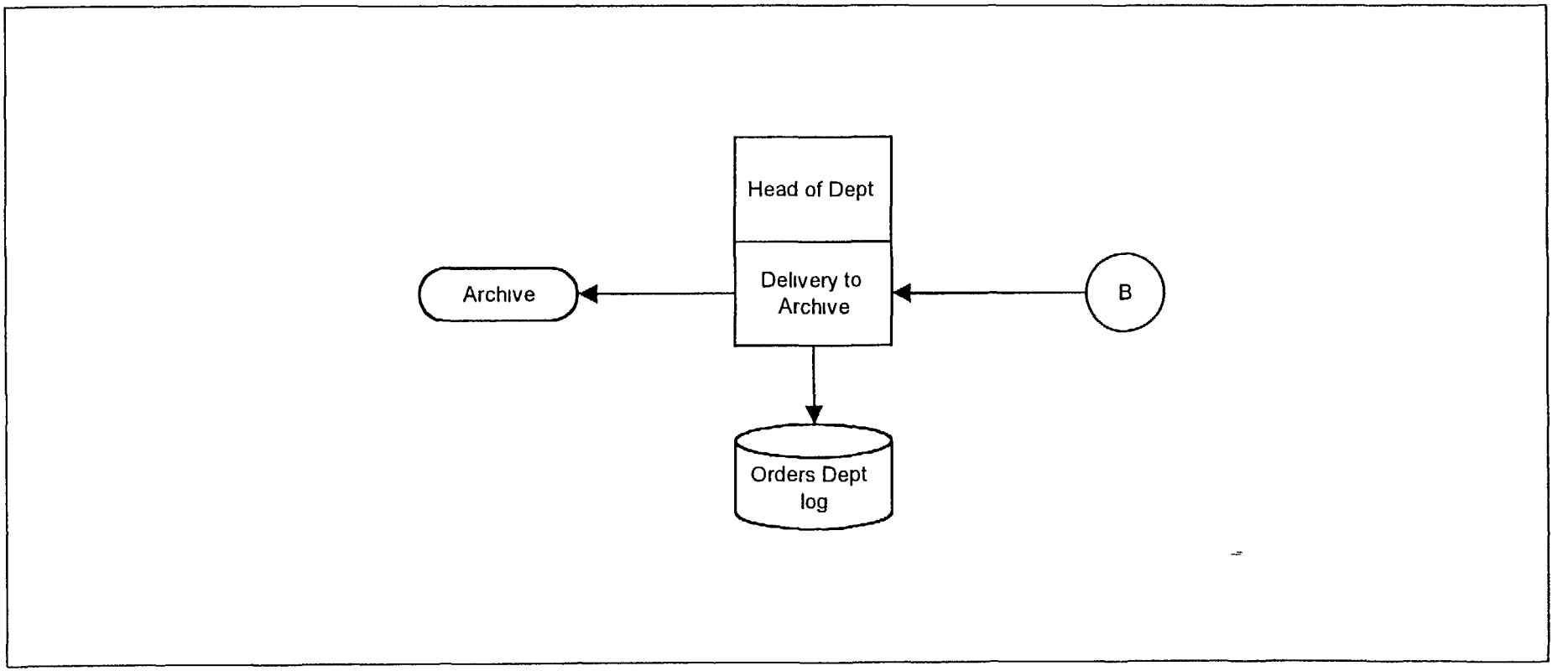
125

Work cycle	Continuation of Close Orders cycle	Location	Orders Dept	Trigger document	Order ratified with a judgment and attachments after revision
Cycle code	4-3			Frequency	Daily



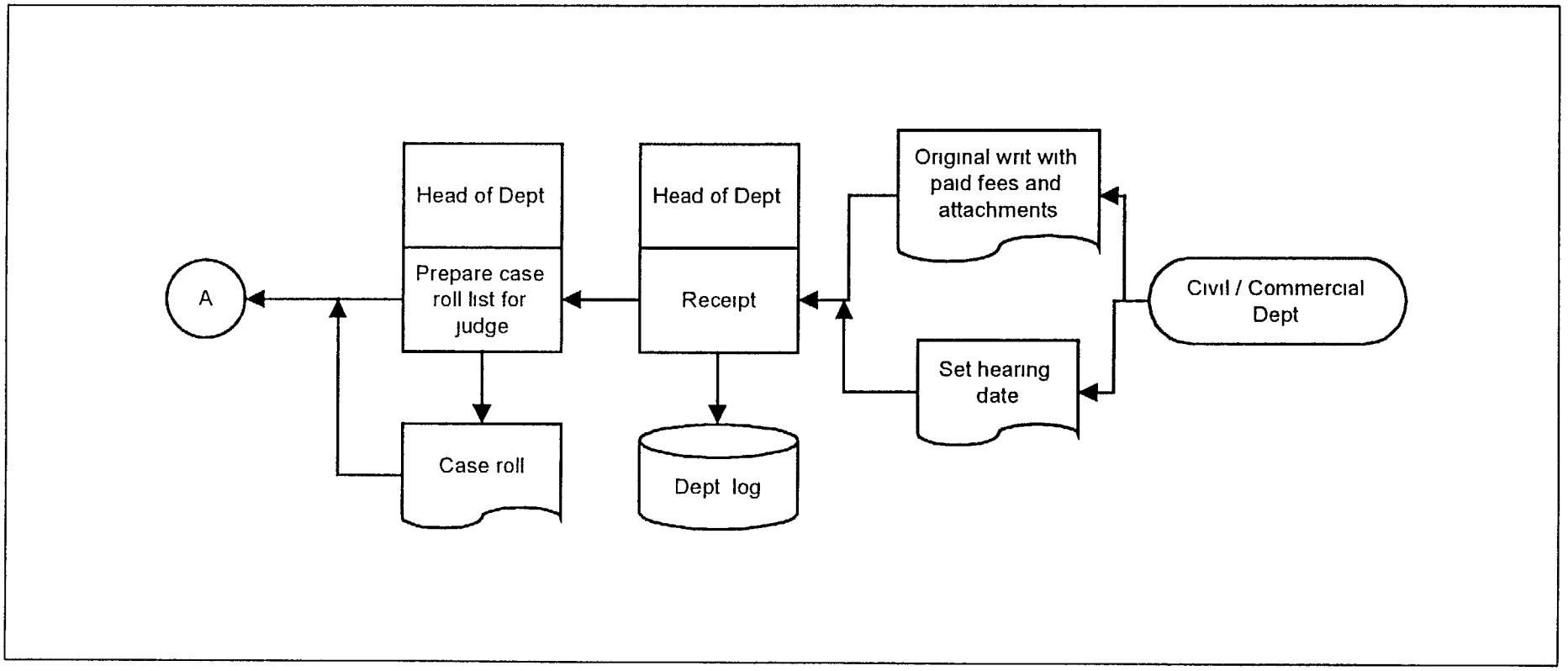
126

Work cycle	Continuation of Close Orders cycle	Location	Orders Dept	Trigger document	Order ratified with a judgment and attachments after revision
Cycle code	4-3			Frequency	Daily

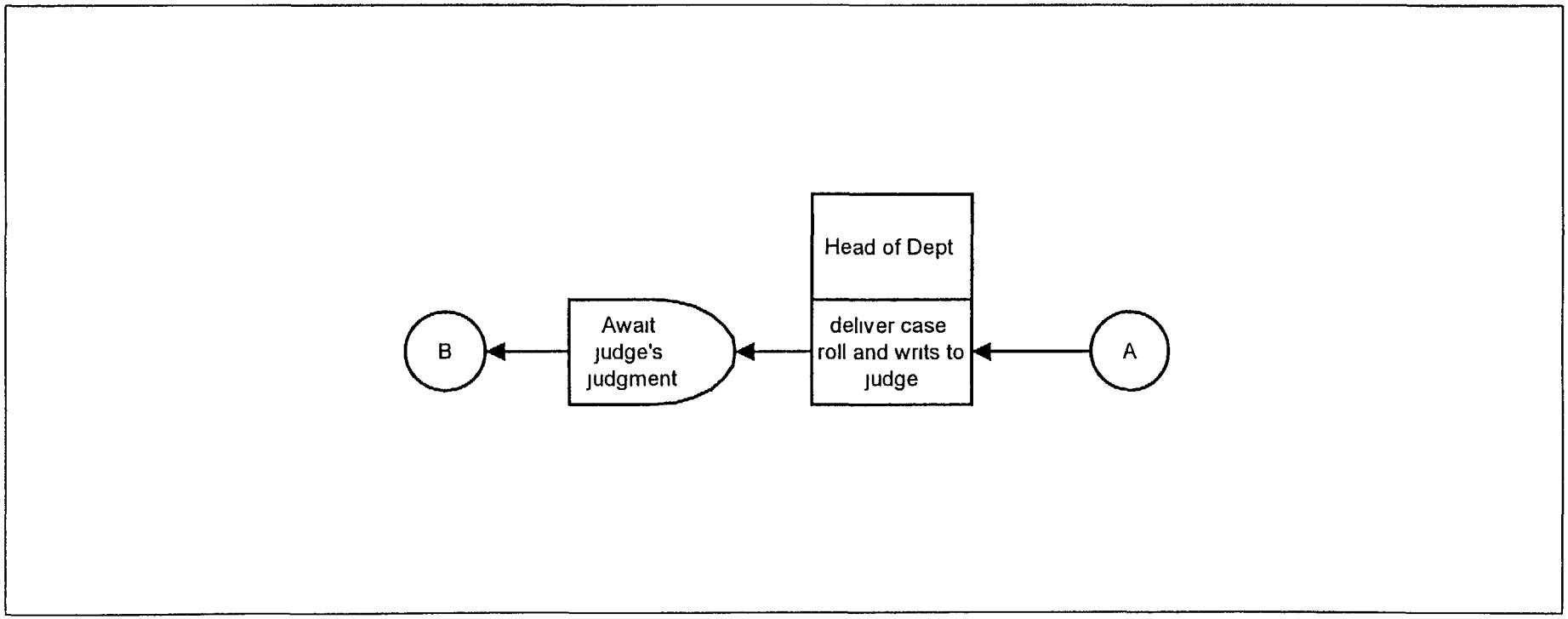


121

Work cycle	Procedures of objection against refusal of attainment order and temporary matters orders	Location	Orders Dept	Trigger document	Original writ with paid fees and attachments
Cycle code	4-4			Frequency	Upon request

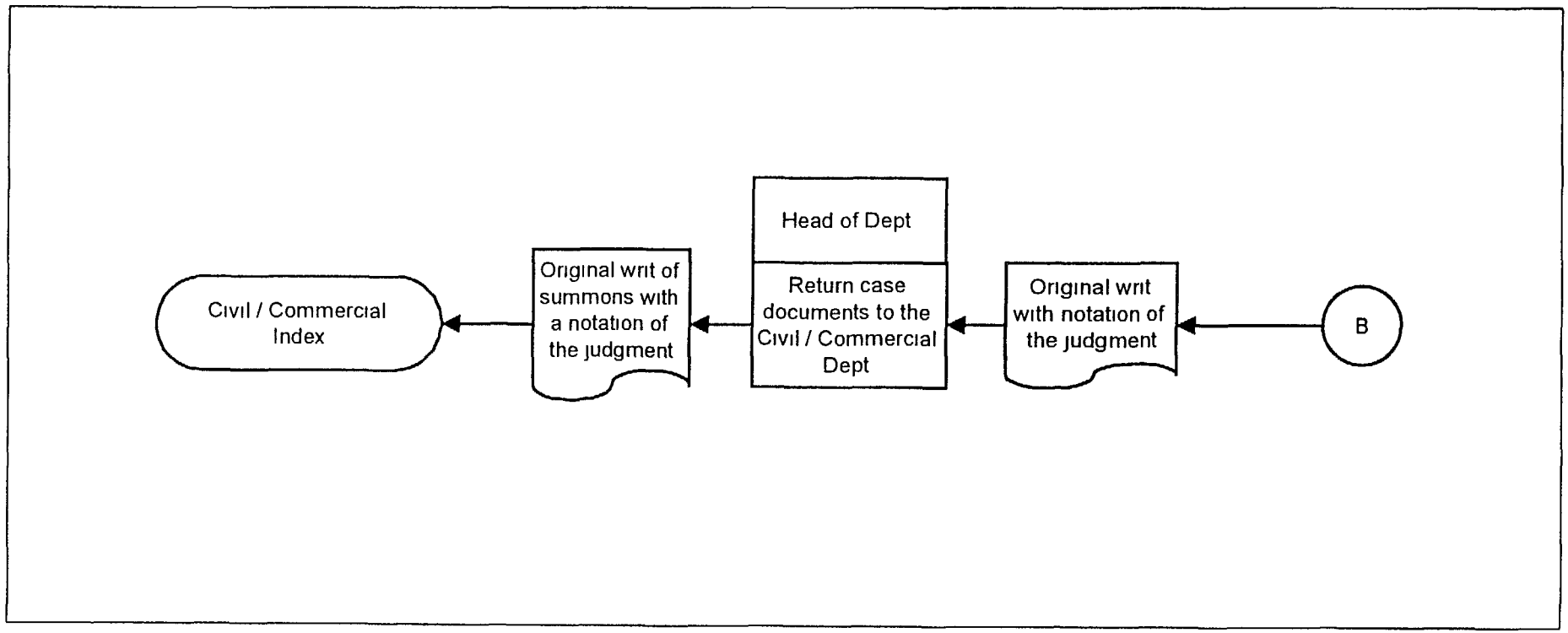


Work cycle	Continuation of Procedures of objection against refusal of attainment order and temporary matters orders	Location	Orders Dept	Trigger document	Original writ with paid fees and attachments
Cycle code	4-4			Frequency	Upon request



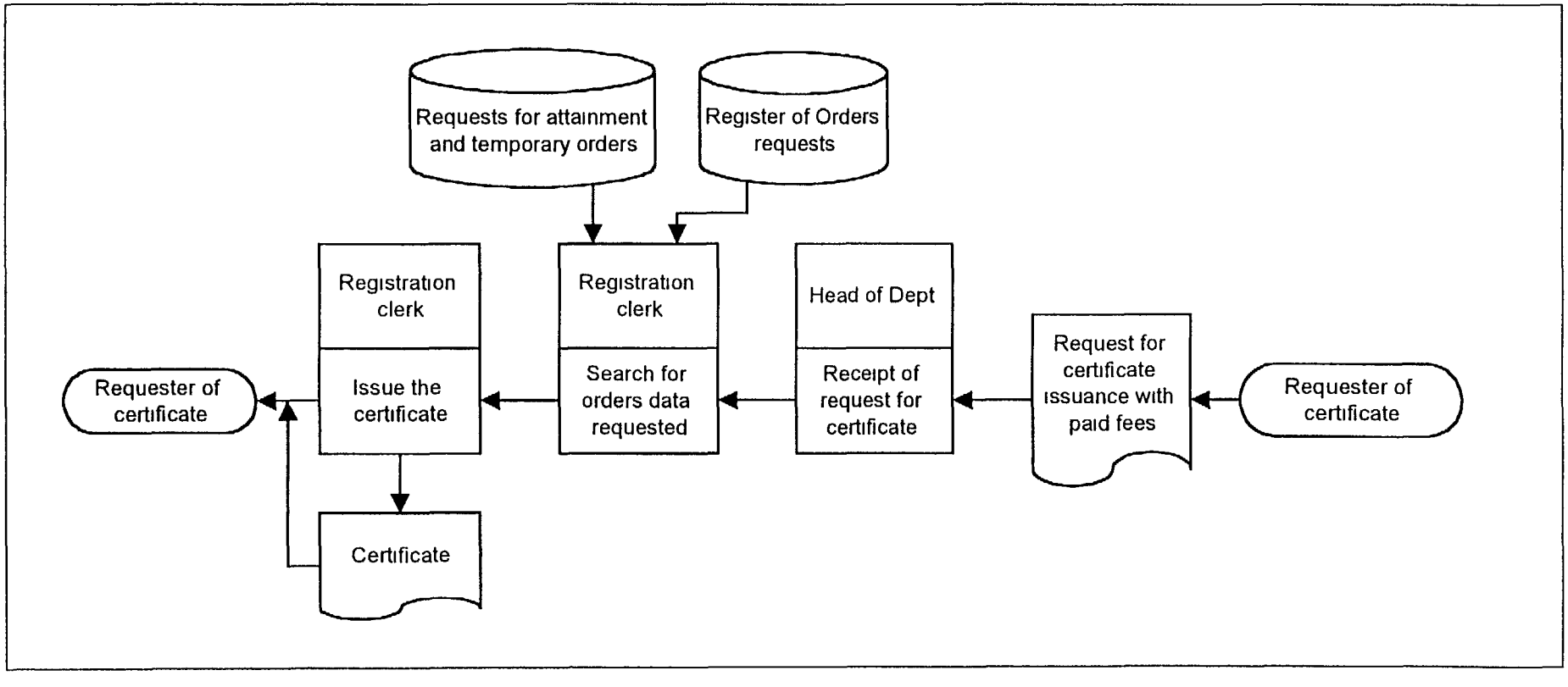
129

Work cycle	Continuation of Procedures of objection against refusal of attainment order and temporary matters orders	Location	Orders Dept	Trigger document	Original writ with paid fees and attachments
Cycle code	4-4			Frequency	Upon request



130

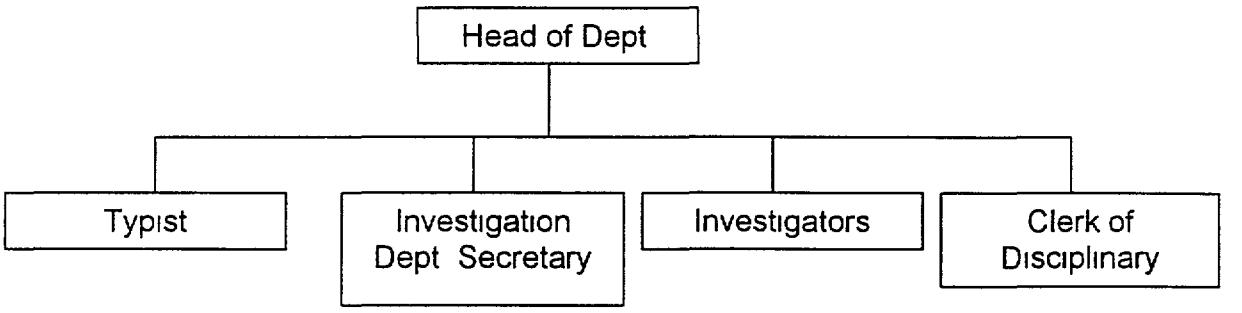
Work cycle	Request for certificate of order issuance in favour of someone or against someone	Location	Order Dept	Trigger document	Request for certificate issuance with paid fees
Cycle code	4-5			Frequency	Upon request



Description of Investigation Department

Date	August 3, 1997	Time	10 30 a m
Location			
Source of Information			

Official Title	Investigation Department
Popular Title	Investigation Department
Organizational Position	Clerks Department / Investigation Dept



Description

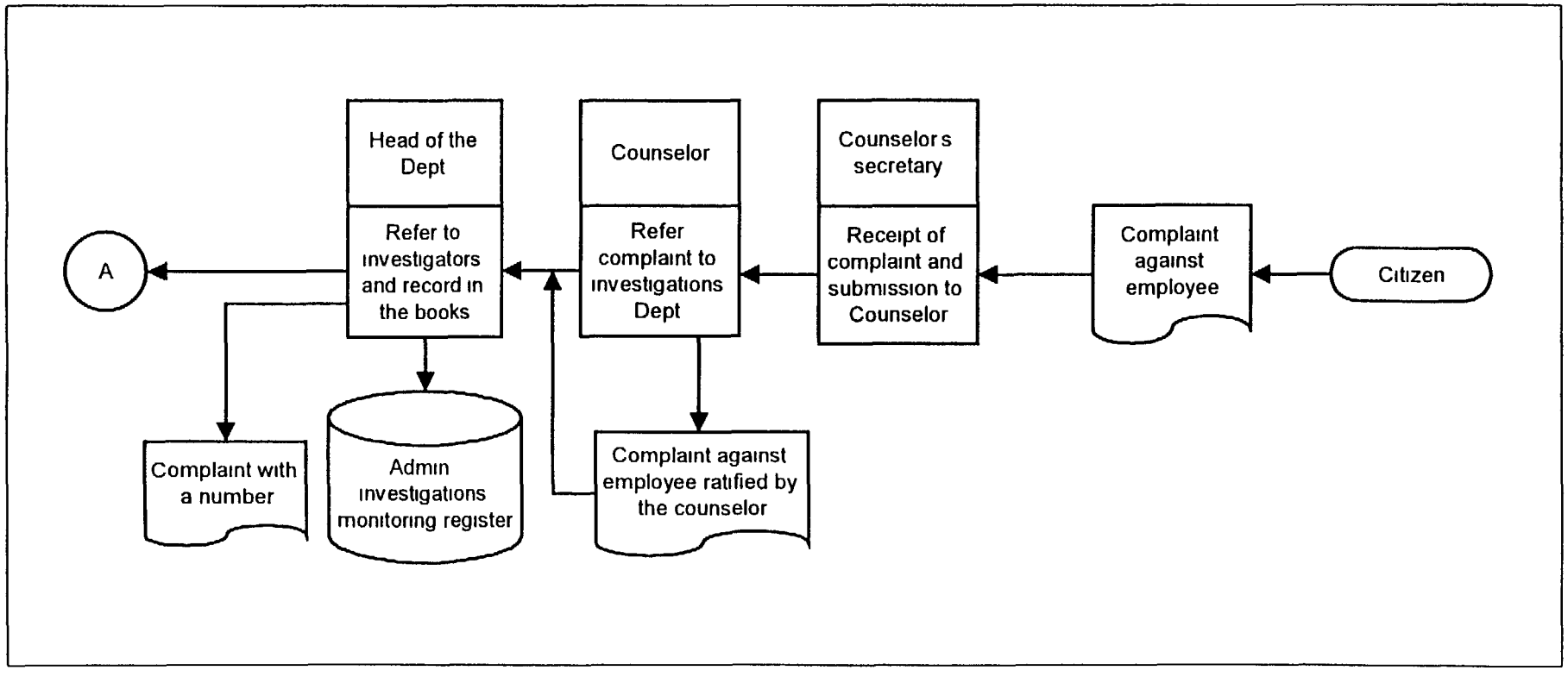
- According to organizational structure, this department is under the Senior Clerk, but technically it is under the Chief Justice
- The Investigation Department is responsible for reviewing complaints against clerk(s) working in the court and submitting a report to Chief Justice to either refer him to Public Prosecution, apply administrative penalty or refer him to disciplinary boards so the judge passes his sentence

Types of violations that might be committed by clerks

1 No show at work with no reason
2 Violating workflow and job duties
3 Violating job dignity and employee behaviour either inside or outside the court
4 Mismanagement of public property

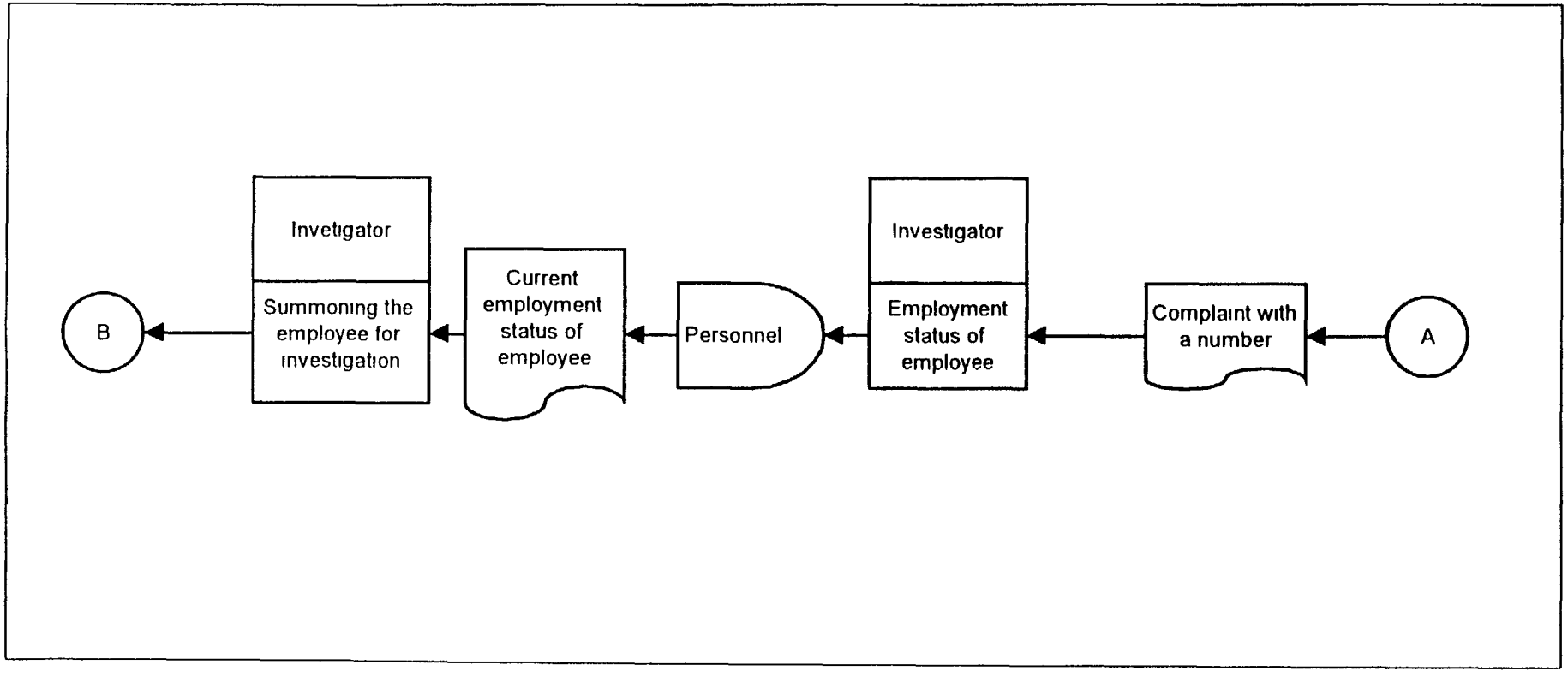
132

Work cycle	Investigating a complaint against an employee	Location	Investigation Dept	Trigger document	Complaints against employee
Cycle code	5-1			Frequency	Upon request



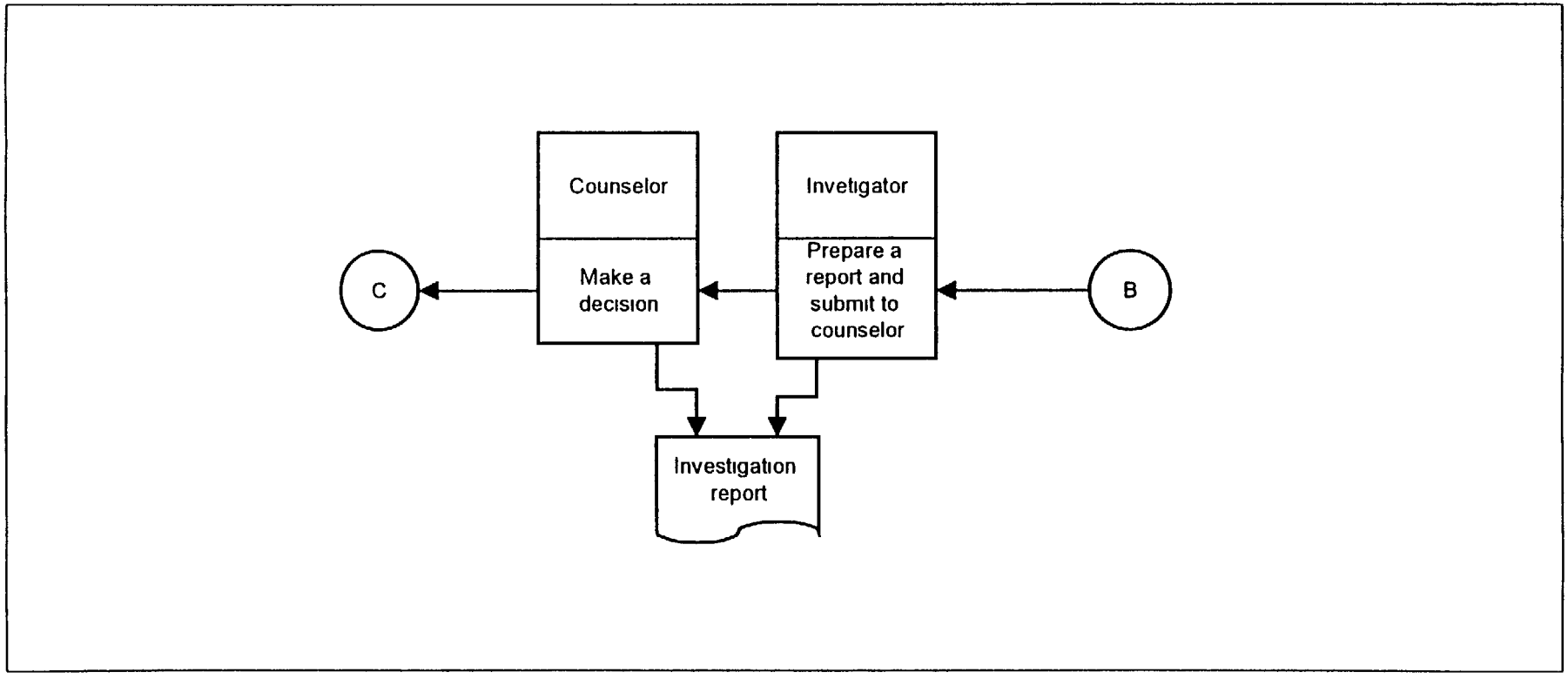
132

Work cycle	Investigating a complaint against an employee	Location	Investigation Dept	Trigger document	Complaints against employee
Cycle code	5-1			Frequency	Upon request



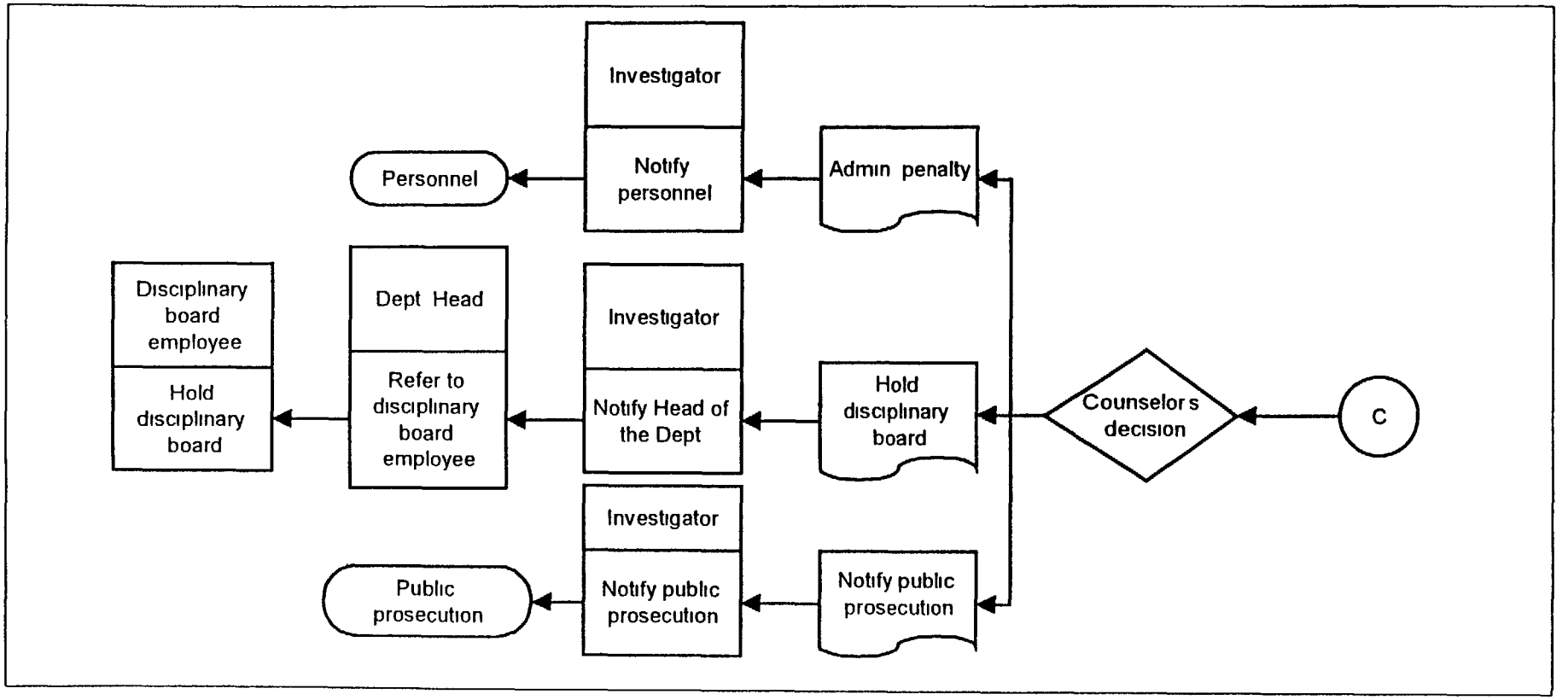
134

Work cycle	Investigating a complaint against an employee	Location	Investigation Dept	Trigger document	Complaints against employee
Cycle code	5-1			Frequency	Upon request



125

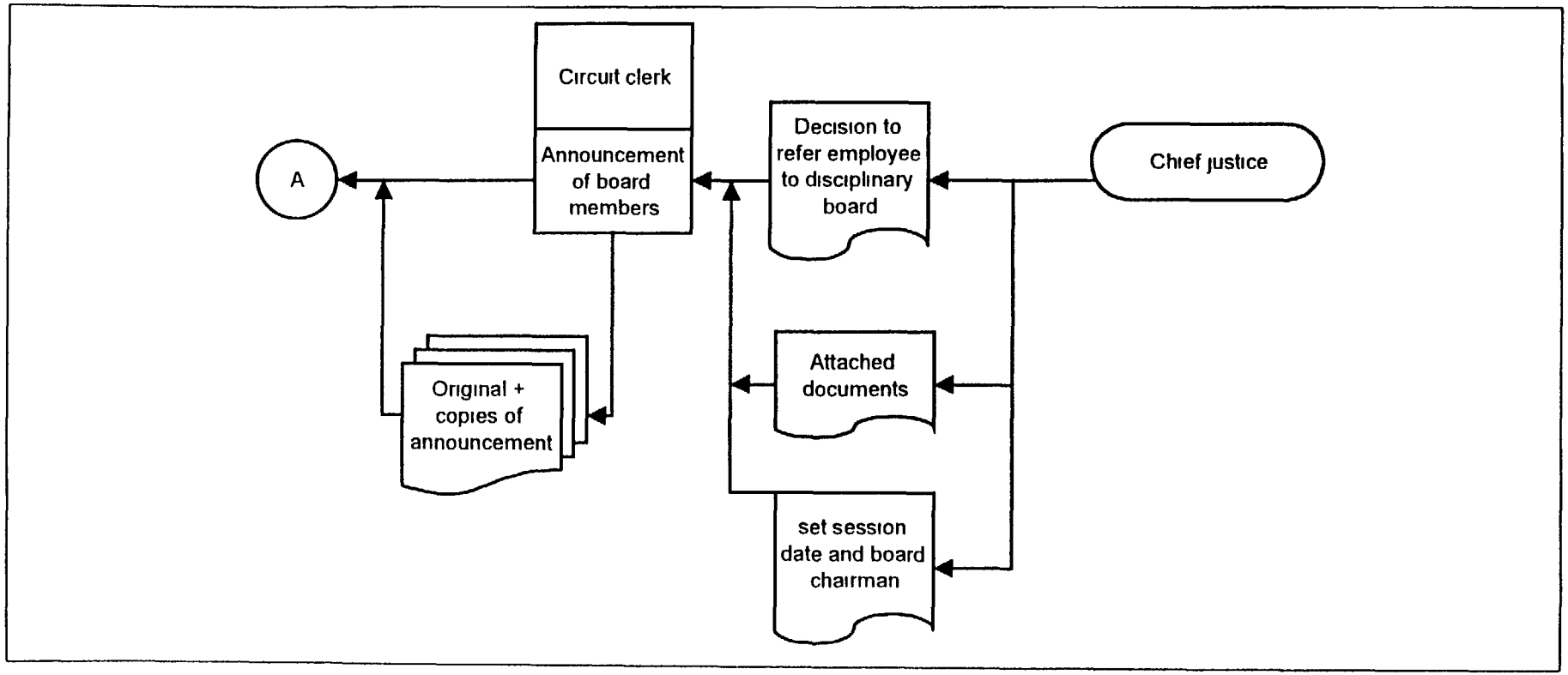
Work cycle	Investigating a complaint against an employee	Location	Investigation Dept	Trigger document	Complaints against employee
Cycle code	5-1			Frequency	Upon request



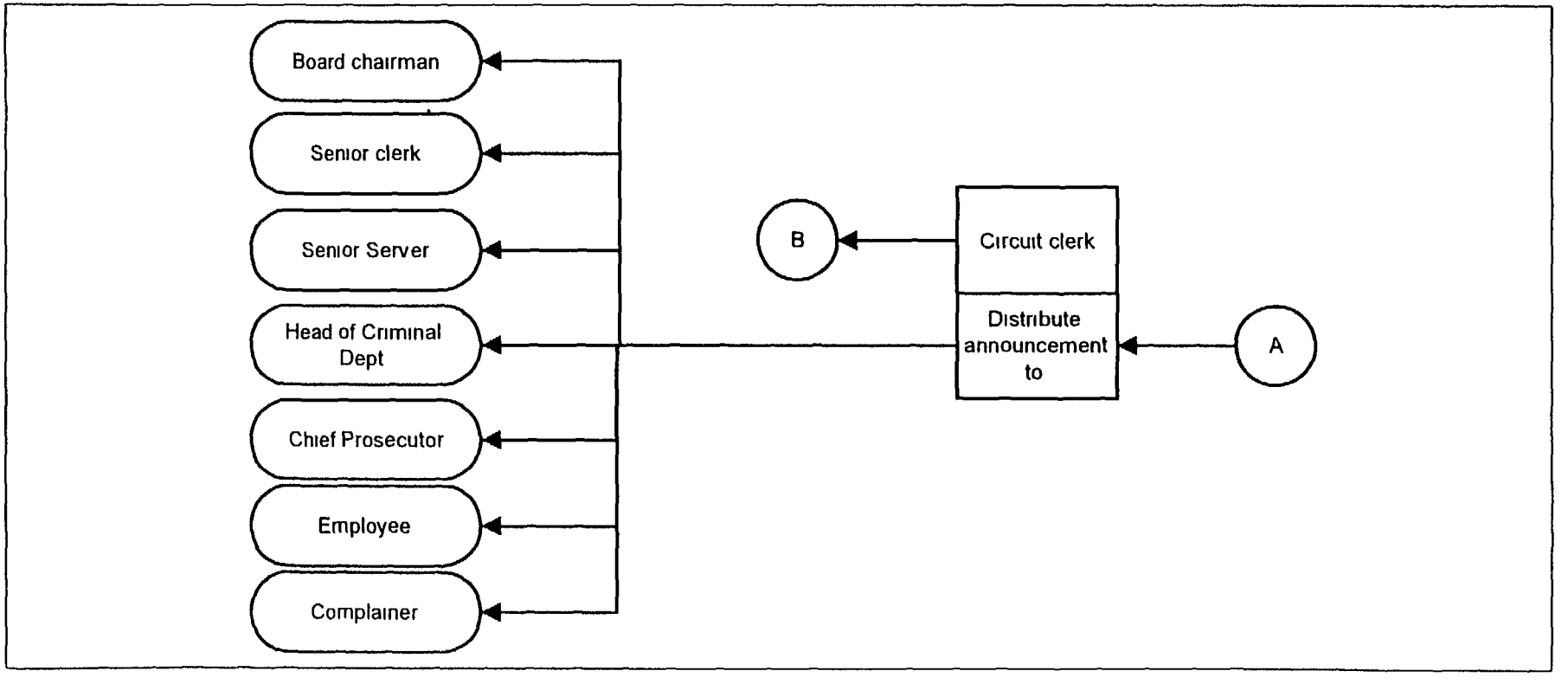
Description of work cycle data Investigating complaint against employee **Dept** Investigation Dept
Job Refer to investigators and record in the book

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Record of administrative investigations		Complaint number	Annual serial number	•	
		Complainer	Names of complainers	•	
		Employee		•	
		Subject	Summary f complaint	•	

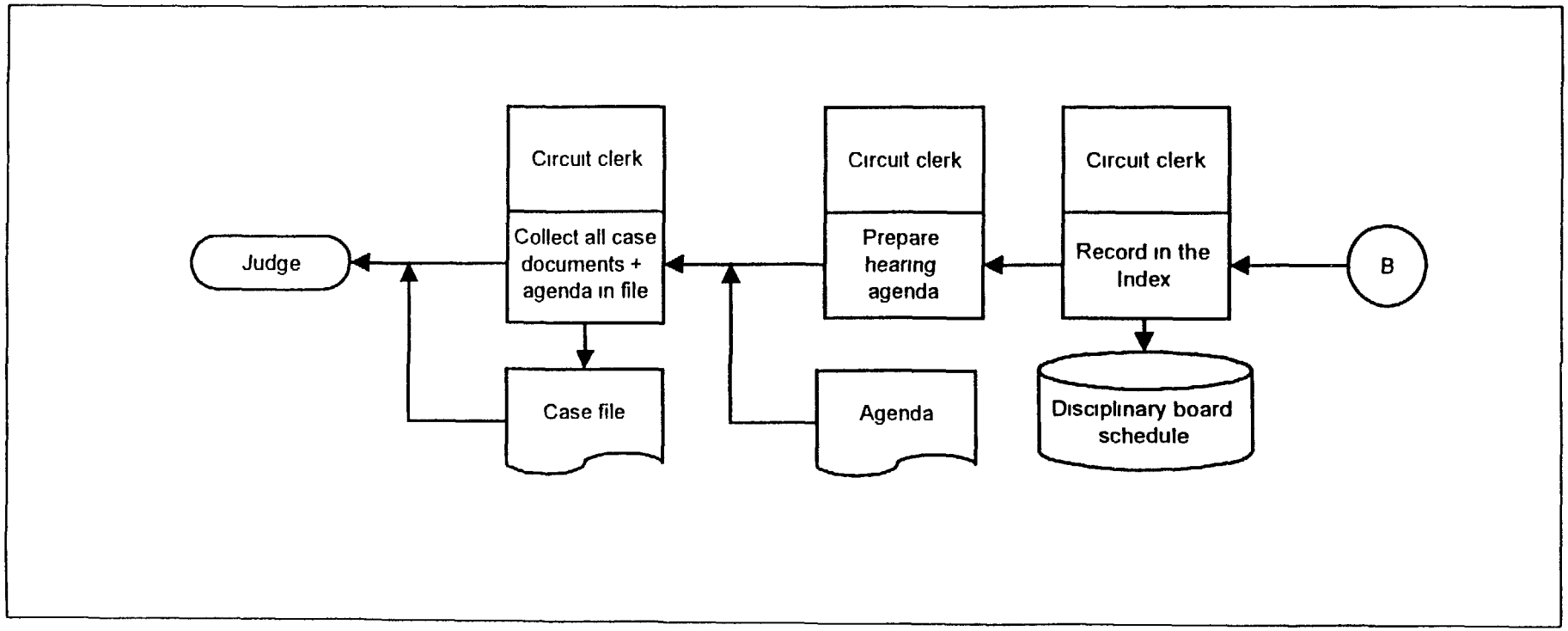
Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



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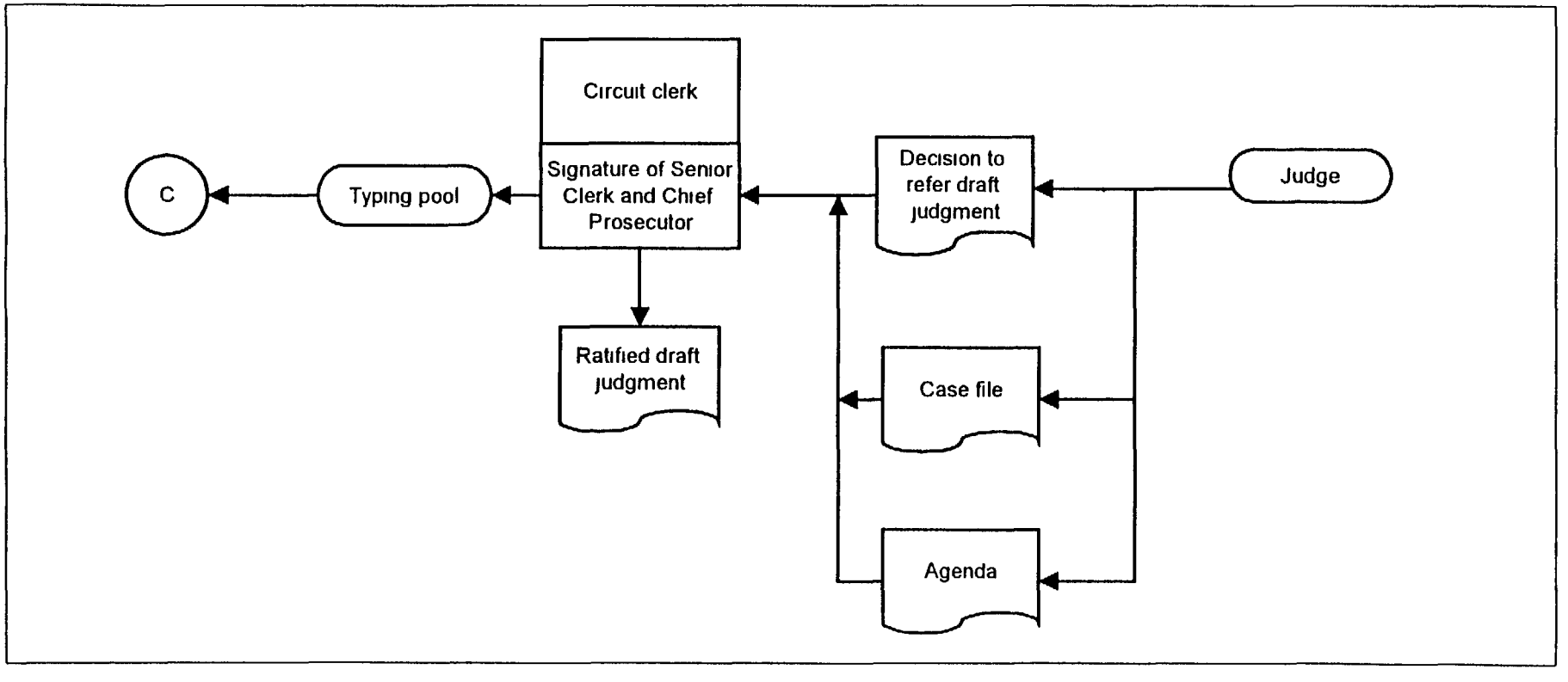
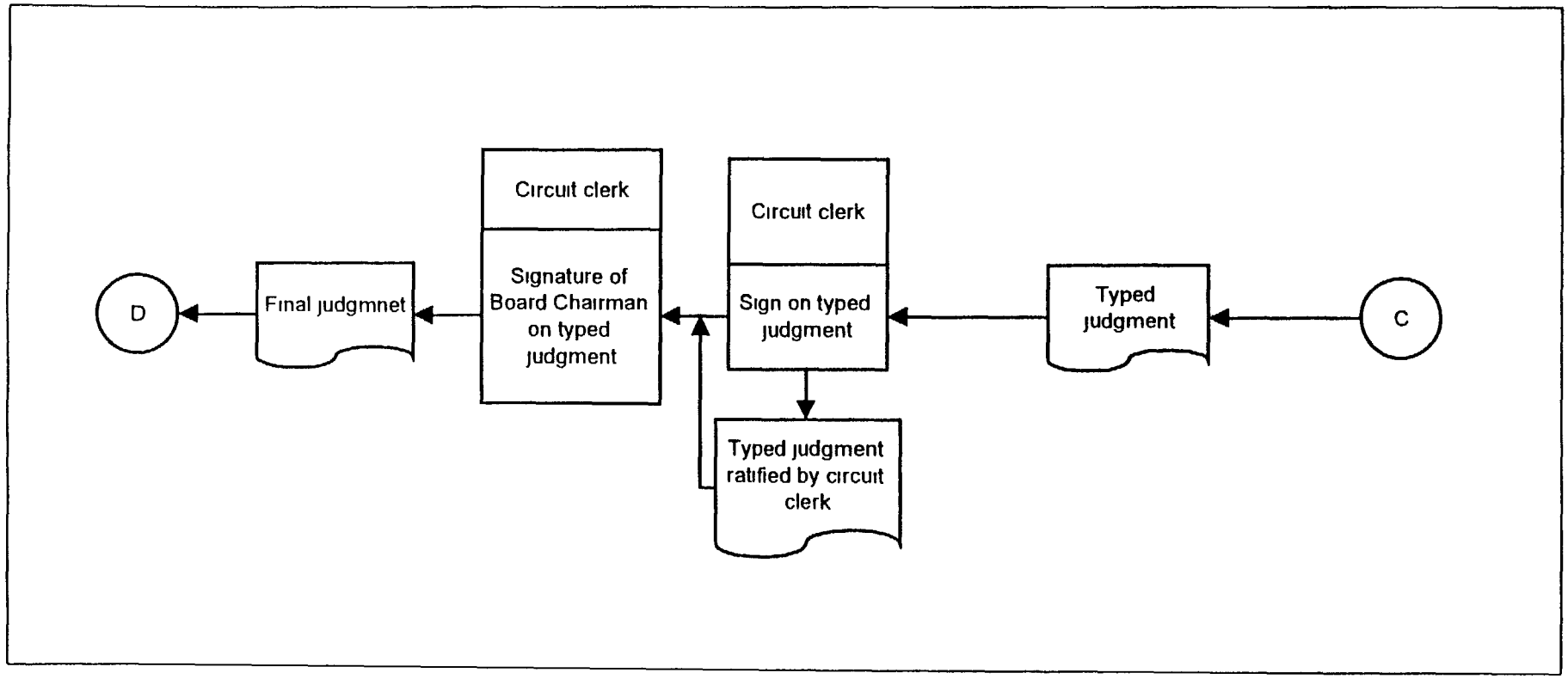
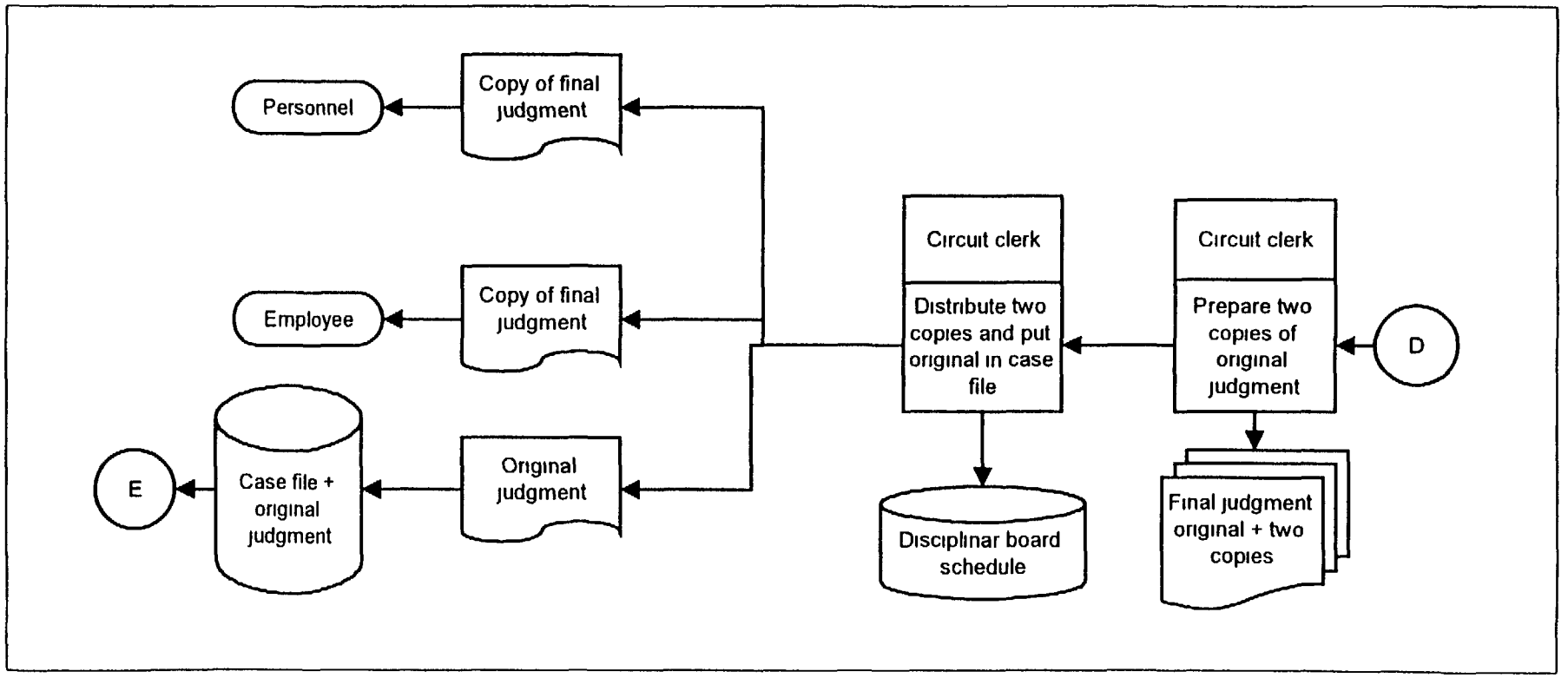
Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



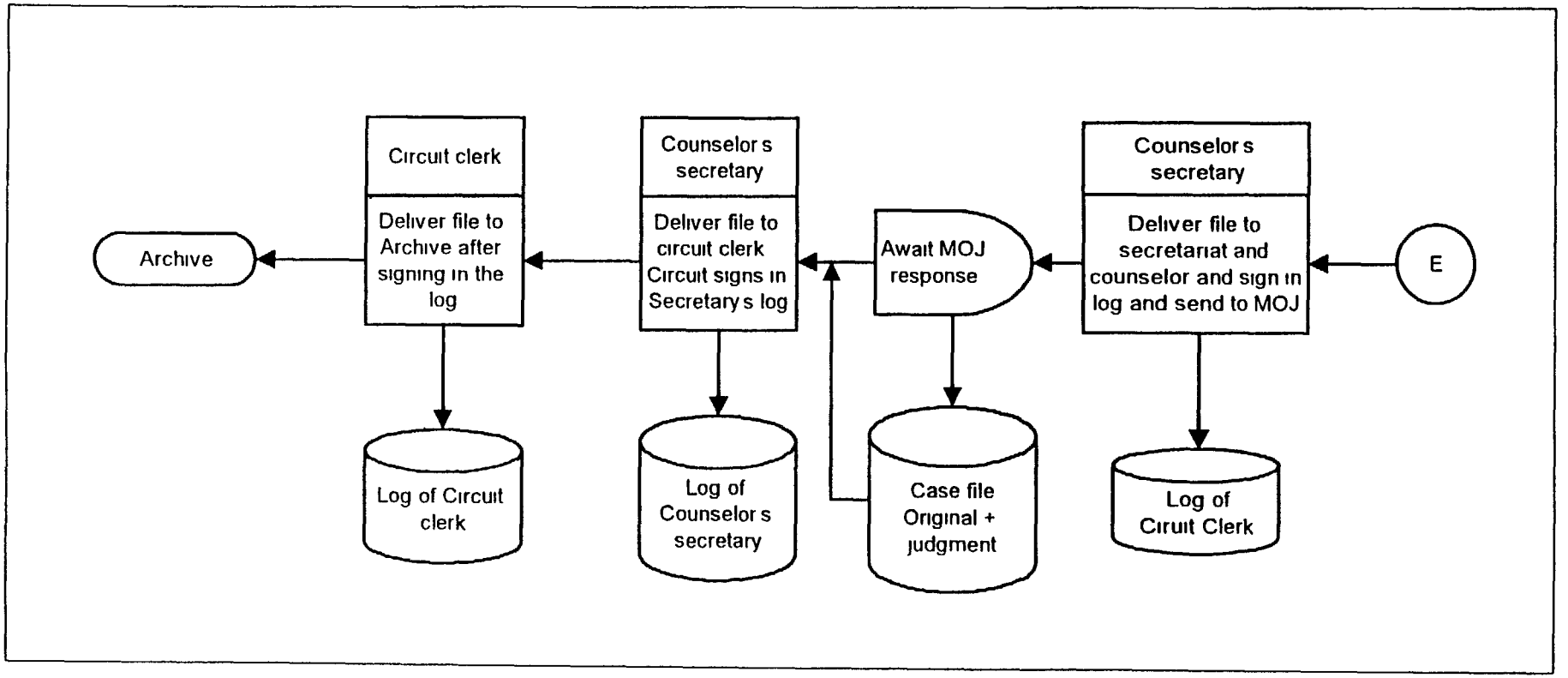
Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



Work cycle	Disciplinary board	Location	Investigation Dept	Trigger document	Chief Justice decision
Cycle code	5-2			Frequency	Upon request



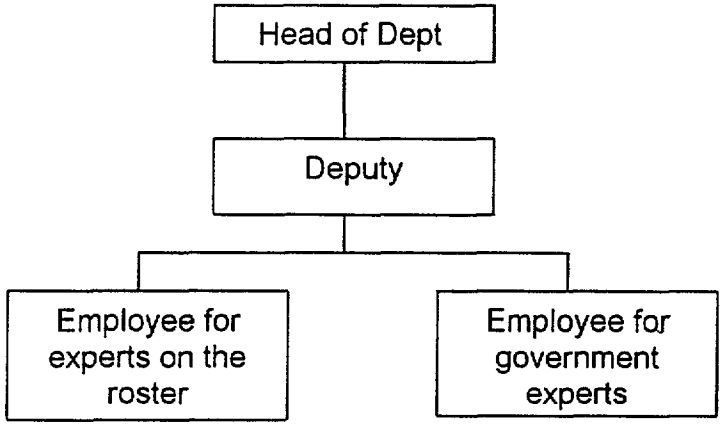
Job

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Hearing daily record (agenda)		Judge's name			
		Hearing date			
		Start time			
		End time			
		Case number			
		Plaintiffs' names			
		Name of defendant			
		Date of previous hearings			
		Decision made in each hearing	Judge's comments	•	
		Date of next hearing		•	

Description of Experts Department

Date	August 21, 1997	Time	11 00 a m
Location	Fifth floor – New building of North Cairo Court		
Source of Information	Head of Dept (Ikbal Hanem Abul Nasr) – Deputy (Soheir Abdullah Mohamed)		

Official Title	Experts Office at North Cairo Court
Popular Title	Experts Office
Organizational Position	Clerks Department / Experts Office



Description

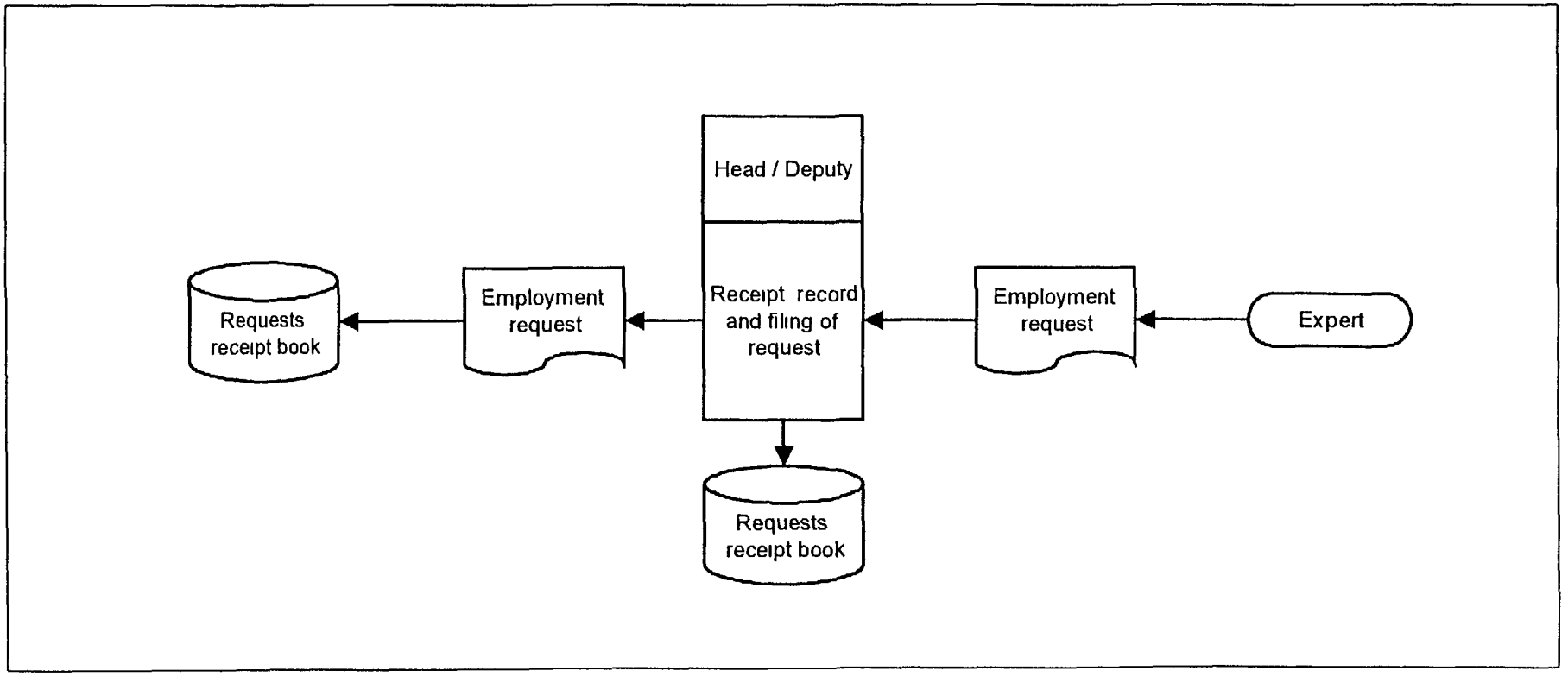
Experts Office functions can be summarized into Adding experts names to the roster – Assignment different types of cases to experts – Remove names of experts from the roster – Issue certificates for experts on the roster – Issue reports

List of Functions Performed by Experts Office

Cycle	Cycle code	Cycle Trigger	Cycle frequency	Remarks
Receipt of request for adding expert's name to the roster	6-1	Request for adding name	Upon request	
Adding expert's name to the roster	6-2	Expert position vacancy	Upon request	
Receipt security investigations form	6-3	Ratified security investigations form	Upon request	
Response of ministry to decision of expert employment	6-4	Employment decision	Upon request	
Refusal of ministry of employment request	6-5	Ministry's refusal	Upon request	
Issue a letter of policy renewal	6-6	Beginning of the month	Monthly	
Inform expert of two months delay for policy renewal	6-7	Two months delay for policy renewal	Monthly	
Inform expert of more than two months and a half for policy renewal	6-8	More than two months and a half delay	Monthly	
Remove expert's name because of death	6-9	Knowledge of Death (newspapers / death certificate)	Upon request	
Receipt of ministerial decree of expert removal from the roster	6-10	Ministerial decree of expert removal from the roster	Upon request	
Request by expert to remove his name	6-11	Request by expert to remove his name	Upon request	
Receipt of removal decision	6-12	Draft decision	Upon request	
Assign cases to roster experts	6-13	List of cases and case files	Upon request	
Receive deposit spending receipt	6-14	Receipt of deposit spending	Upon request	
Assign labour case to experts Department	6-15	Case origin	Upon request	
Assign case to forensics after fees payment	6-16	Case file with paid deposit	Upon request	
Receipt of complaint against expert	6-17	Complaint against expert	Upon request	
Notification of date of expert's start of work	6-18	Notification of date of expert's start of work	Upon request	
Monthly reports	6-19	Beginning of day	Daily	
Assign civil case as soon as judgment is announced	6-20	Case file for which judgment is announced	Upon request	
Assign civil case after deposit	6-21	Case file with a	Upon request	

Cycle	Cycle code	Cycle Trigger	Cycle frequency	Remarks
payment		notation of deposit payment		
Issue registration certificate	6-22	Request for certificate of registration with a set authority	Upon request	
Issue certificate of non-registration	6-23	Request for certificate of non-registration	Upon request	
Issue death certificate	6-24	Request for death certificate	Upon request	
Receipt of cases from Experts Dept	6-25	Case file	Upon request	

Work cycle	Receipt of request for expert assignment in the roster	Location	Experts Office	Trigger document	Assignment request
Cycle code	6-1			Frequency	Upon request



Description of work cycle Receipt of request for expert assignment in the roster

Job	Description and Remarks
Receipt, record and file request	When an expert submits request for assignment, the employee receives the request and records it in requests receipt book then keeps it in the book

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Description of work cycle data Receipt of request for expert assignment in the roster **Dept** Experts
Job Receive, record and file request

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Requests receipt book	37	Number	Expert number	•	Serial for each kind of experts
		Date	Date of request submission	•	
		Name	Expert's name	•	
		Position	Position for which expert is applying	•	

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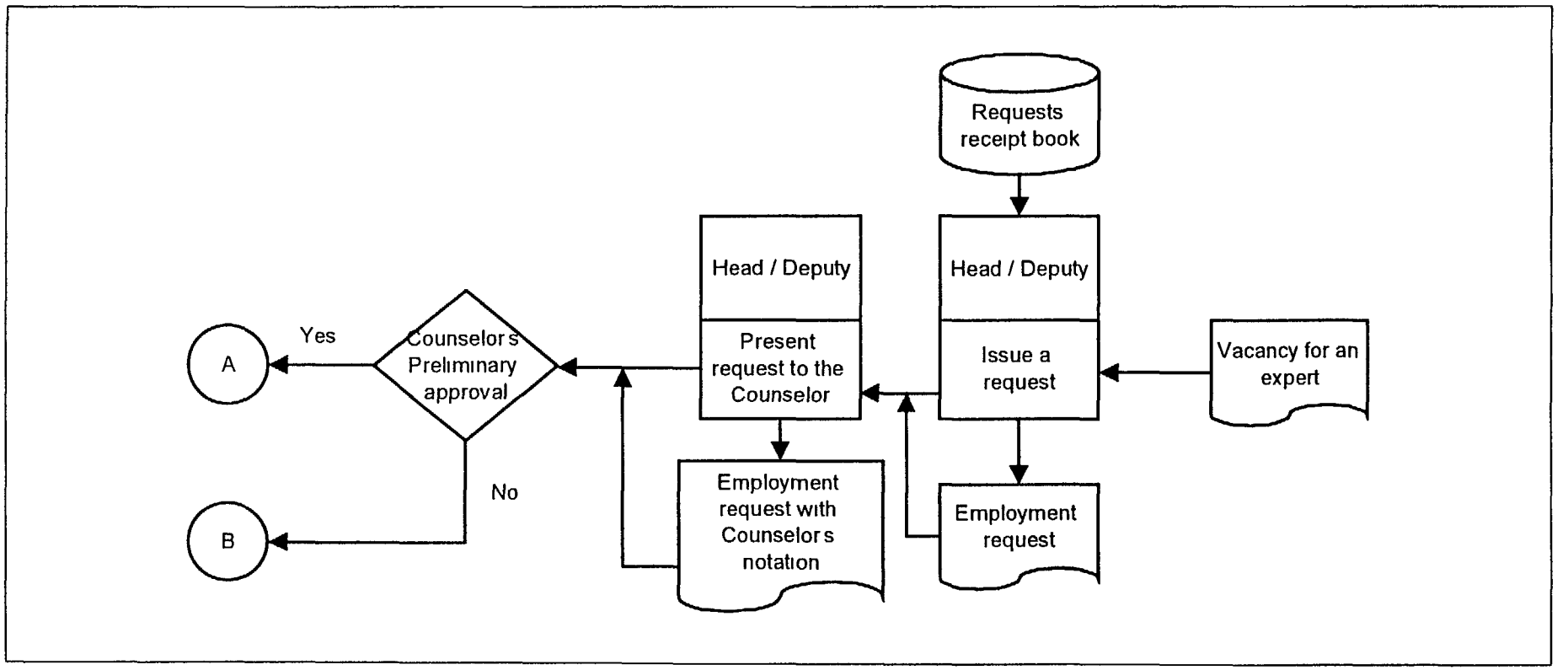
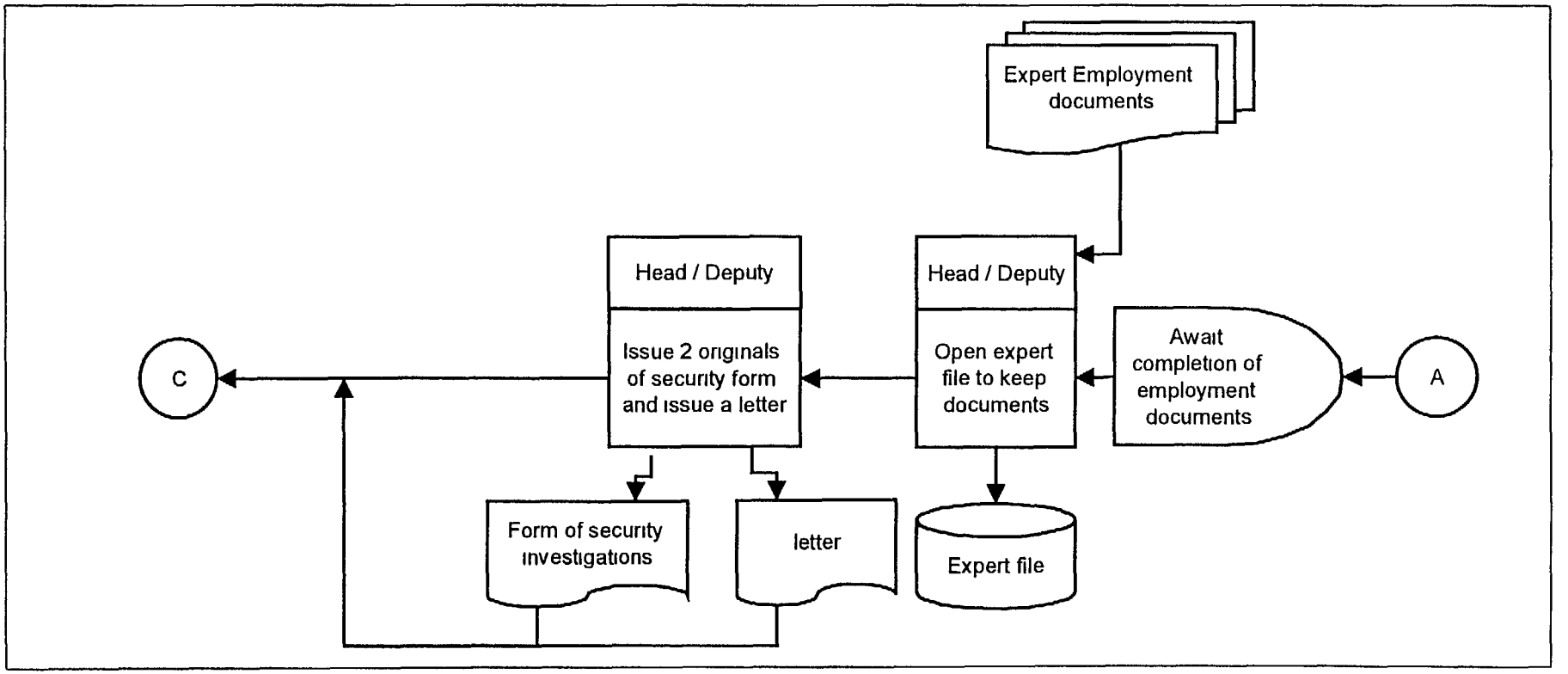
Work cycle	Employment of roster experts	Location	Experts Dept	Trigger document	Expert position vacancy
Cycle code	6-2			Frequency	Upon request



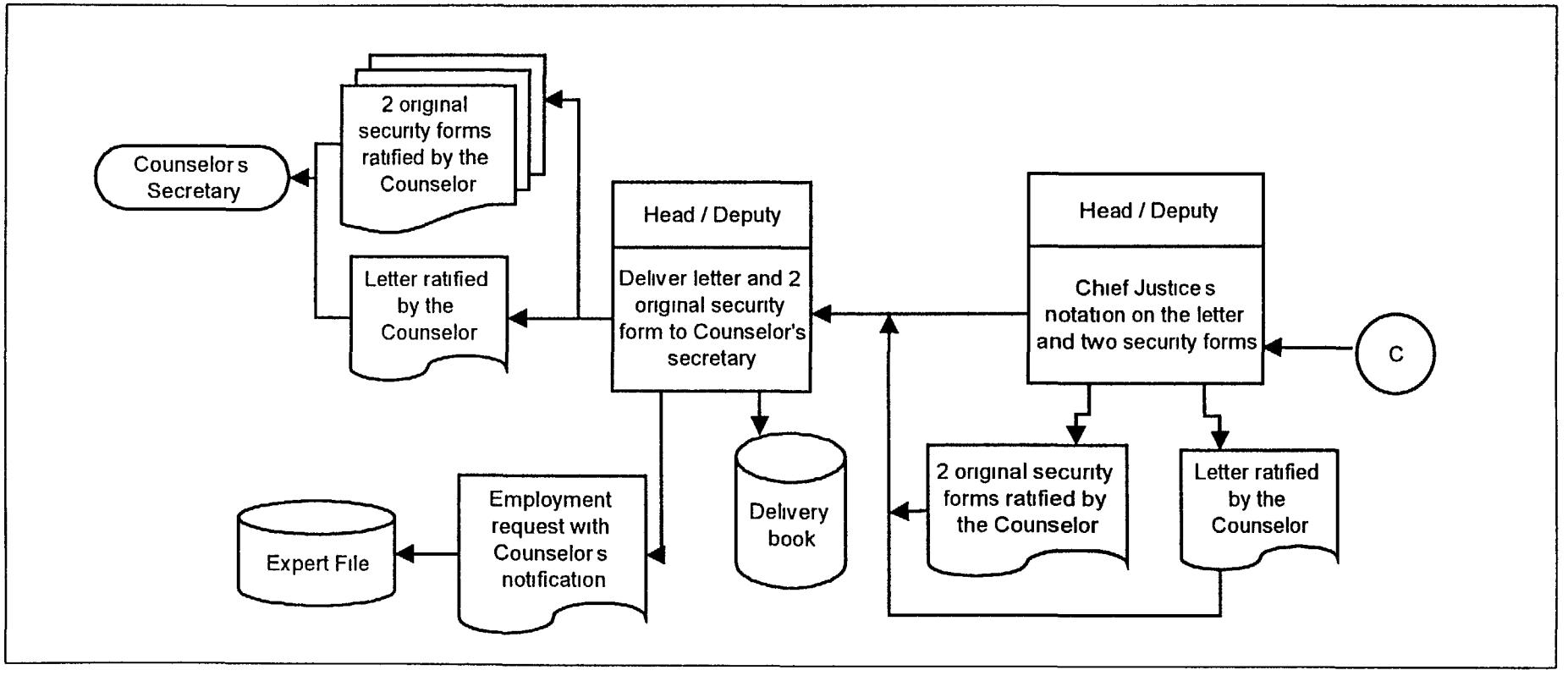
152

Work cycle	Continuation of Employment of roster experts	Location	Experts Dept	Trigger document	Expert position vacancy
Cycle code	6-2			Frequency	Upon request

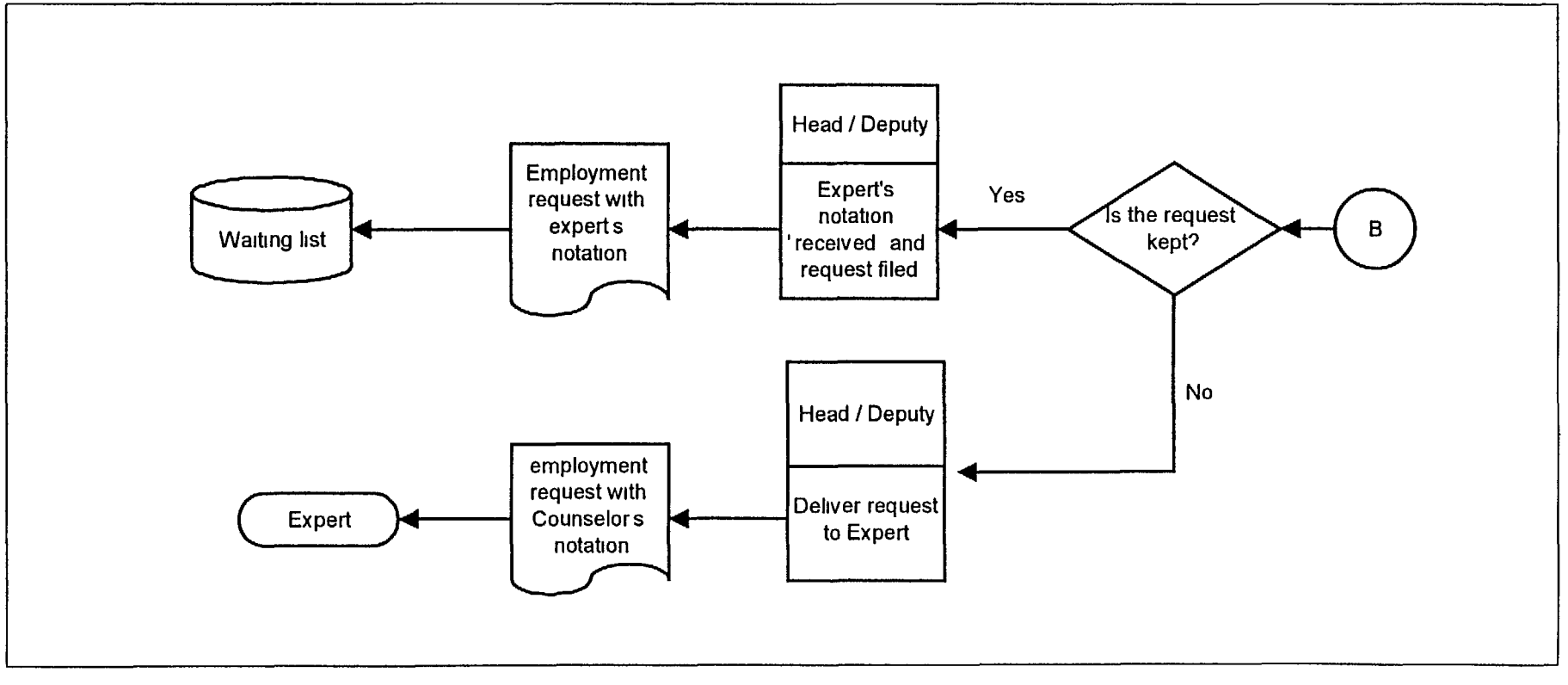


153

Work cycle	Continuation of Employment of roster experts	Location	Experts Dept	Trigger document	Expert position vacancy
Cycle code	6-2			Frequency	Upon request



Work cycle	Continuation of Employment of roster experts	Location	Experts Dept	Trigger document	Expert position vacancy
Cycle code	6-2			Frequency	Upon request



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Description of work cycle Expert position vacancy

Job	Description and Remarks
Request issuance	When there is a vacancy for an expert in a certain field, request from requests receipt book is issued to employ an expert
Submit request to Counselor	Request is submitted to Counselor for preliminary approval
Open expert's file and file the papers	When the expert submits his employment papers (affirmance of non-occupation, 4 photos, copy of ID, Birth certificate or an extract, financial status declaration, copy of tax card, criminal status card, graduation certificate, certificate from the syndicate (court of Appeals for lawyers), roster of free practicing of profession (for accountants), certificate from Ministry of Finance (for those who are authorized to audit joint stock company), a certificate from Ministry of Supplies (Department of commercial sales for appraisers), then a file is opened to keep the papers in
Issue 2 originals for security form and a letter	Two original security forms are issued and a letter is attached with the form addressed to Assistant to the Minister of Justice for Experts Affairs
Notation by Chief Justice on the letter and the two forms	Either head of department or his deputy submits the letter and two security forms to the Counselor
Deliver letter and two forms to Counselor's secretary	Letter and two original forms are delivered to the Counselor's secretary where a notation is made on the delivery book
Notation of expert and request filing	When the Counselor refuses employment of the expert, a notation may be made on the request with knowledge then request is kept with the waiting list
Deliver request to the Expert	When the Counselor refuses employment of the Expert, the expert may take back his request

Description of work cycle data Employment of experts in the roster **Dept** Experts
Job Issue two original security forms and a letter

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Security form	34	Name	Expert's name	•	
		Place of Birth		•	
		Date of birth		•	
		Education degree		•	
		Date of education degree		•	
		Current occupation address		•	
		Residence		•	
		Reason for questionnaire	"employment of a roster expert"	•	
		Issued on	Date of form issuance	•	
		Counselor's signature	Signature of Chief Justice		

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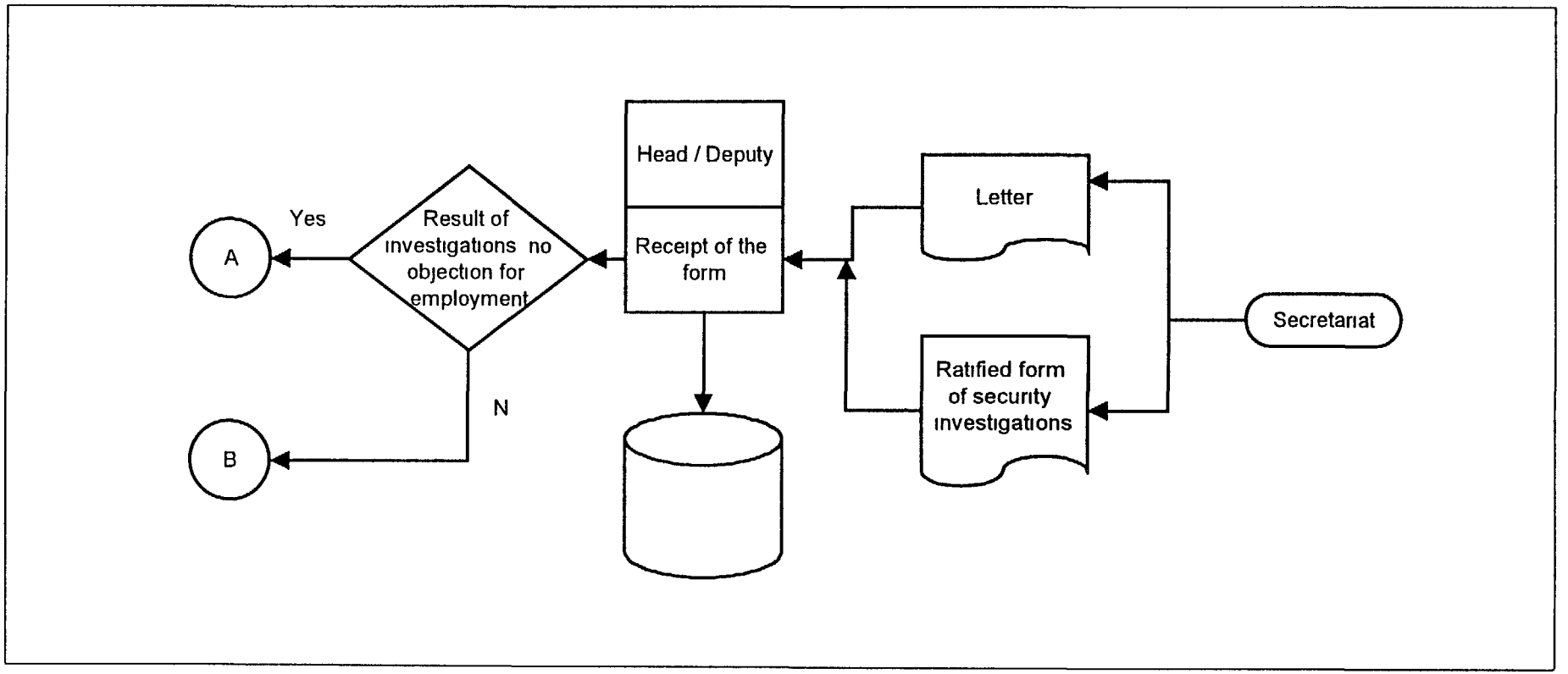
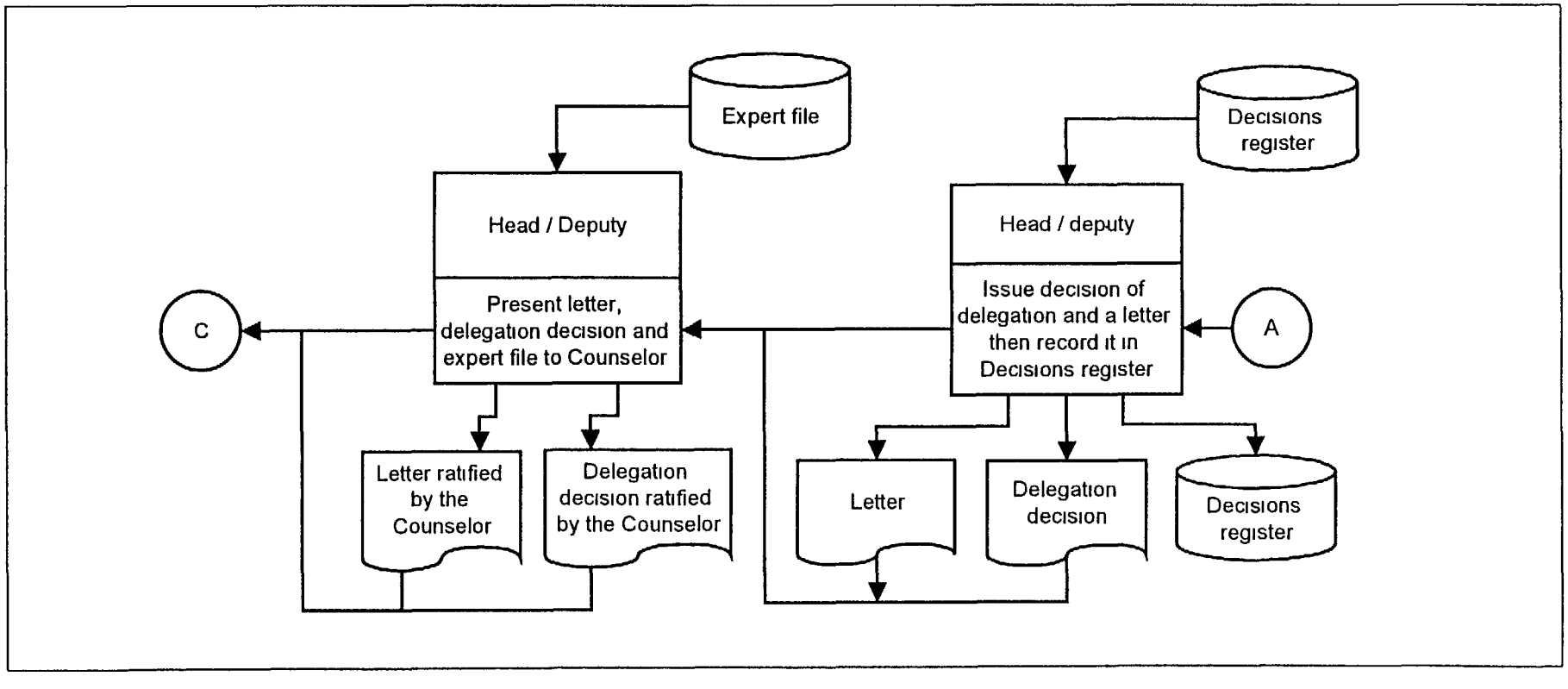
Work cycle	Receipt of security investigations form	Location	Experts Dept	Trigger document	Ratified security investigations form
Cycle code	6-3			Frequency	Upon request



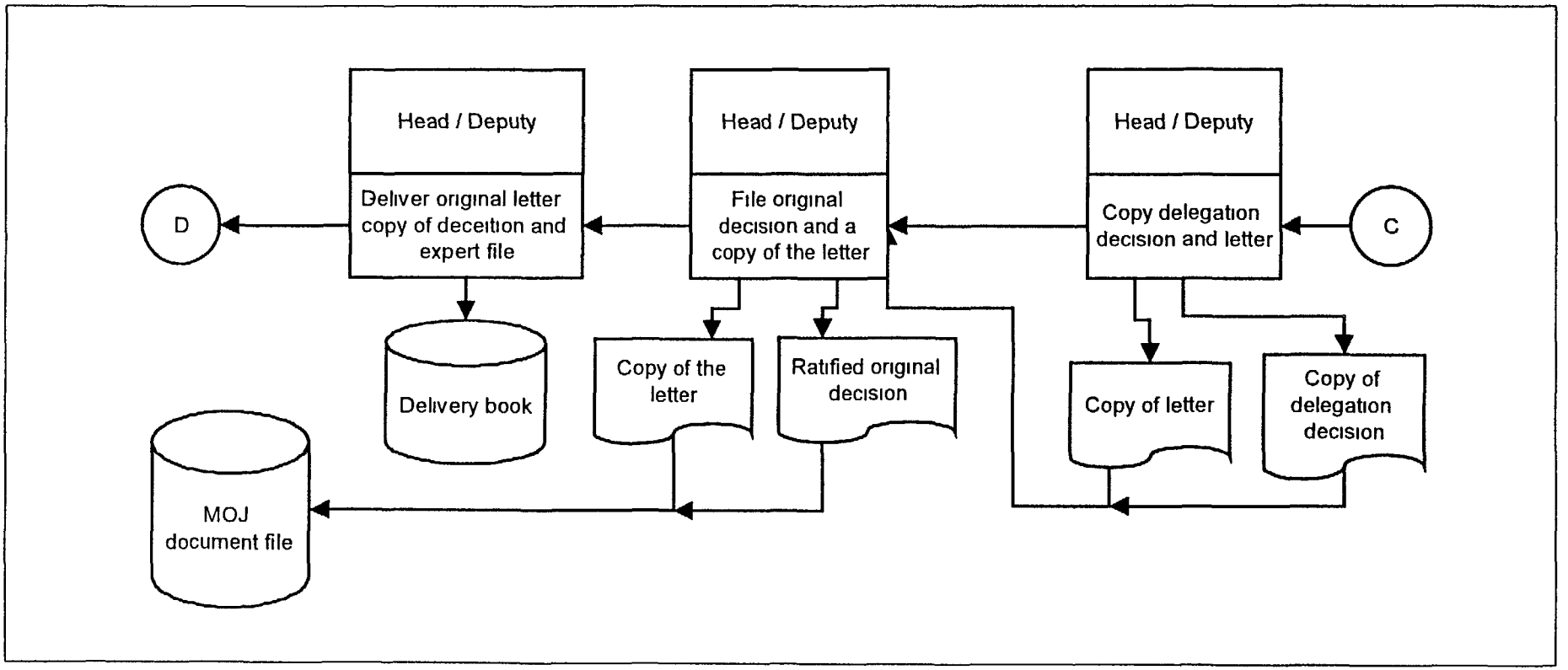
158

Work cycle	Continuation of Receipt of security investigations form	Location	Experts Dept	Trigger document	Ratified security investigations form
Cycle code	6-3			Frequency	Upon request

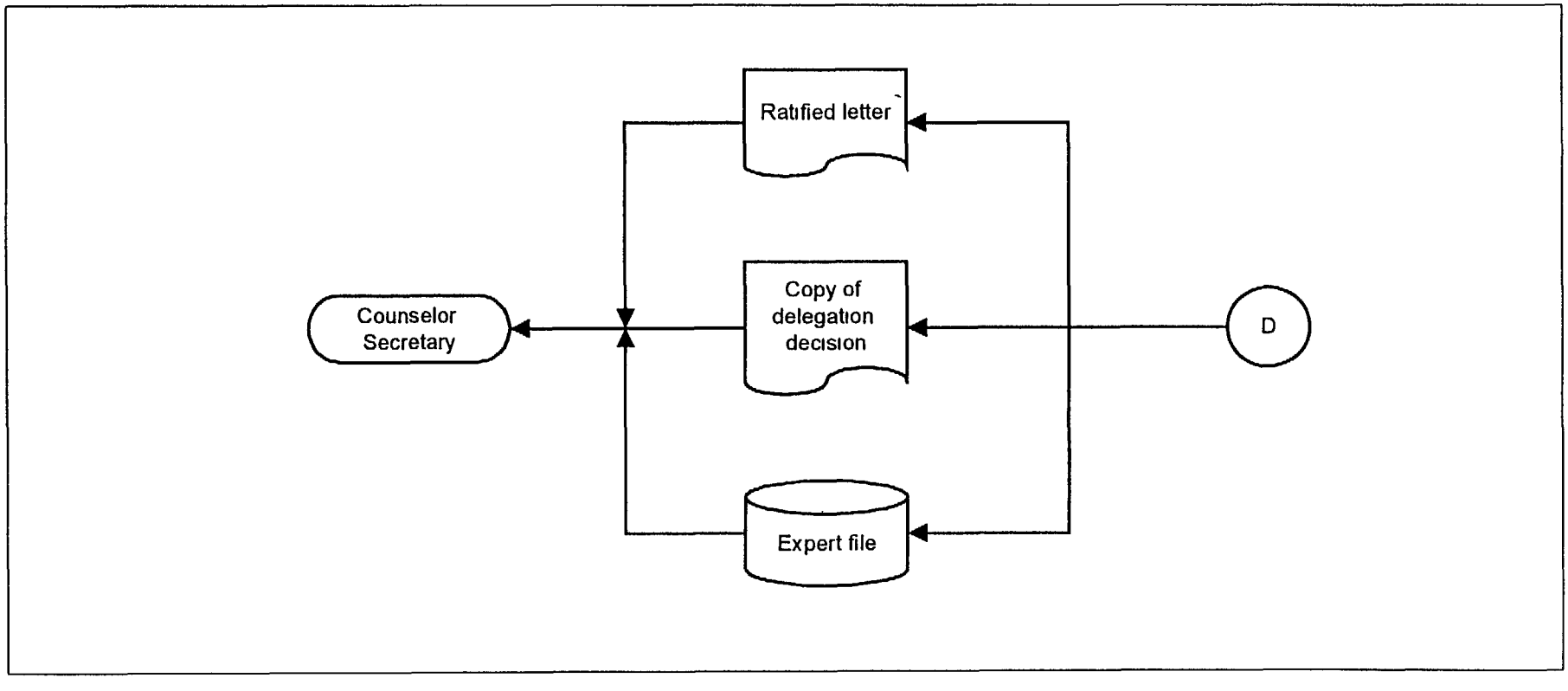


159

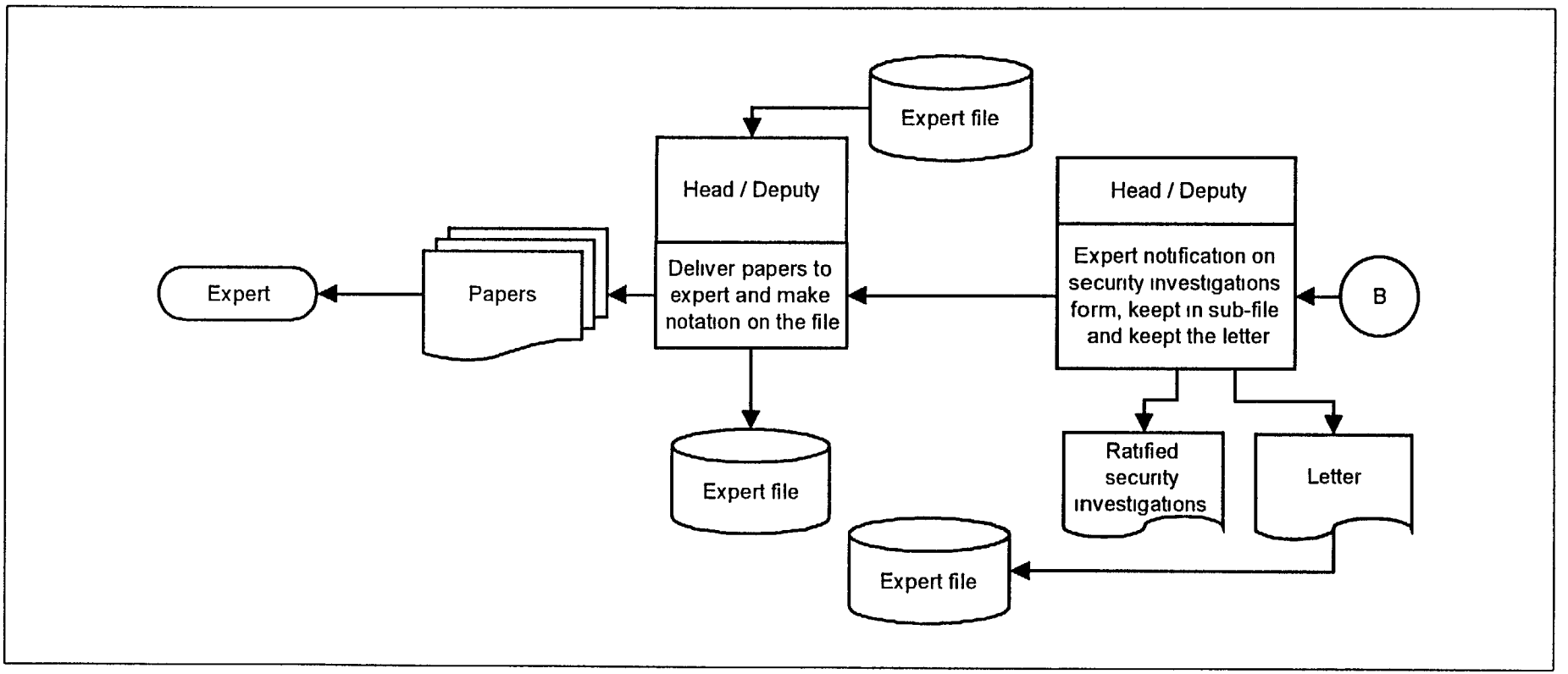
Work cycle	Continuation of Receipt of security investigations form	Location	Experts Dept	Trigger document	Ratified security investigations form
Cycle code	6-3			Frequency	Upon request



Work cycle	Continuation of Receipt of security investigations form	Location	Experts Dept	Trigger document	Ratified security investigations form
Cycle code	6-3			Frequency	Upon request



Work cycle	Continuation of Receipt of security investigations form	Location	Experts Dept	Trigger document	Ratified security investigations form
Cycle code	6-3			Frequency	Upon request



Description of work cycle Receipt of security investigations form

Job	Description and Remarks
Receipt	Head of department or his deputy receives ratified security investigations form and makes a notation on the Counselor's secretary book
Issue nomination decision and letter, then record s in decisions book	Head of department or his deputy issues expert nomination decision and the attached letter, then records them in decisions book where it is given a serial number
Submission of letter, nomination decision and expert file to Counselor for ratification	Head of department or his deputy submits letter, nomination decision and expert file to Counselor for ratification
Copy nomination decision and letter	Head of department or his deputy copies nomination decision and attached letter
File original decision and letter copy	Head of department or his deputy files original decision and attached letter copy in the Ministry documents file
Deliver original letter, decision copy and expert file	Head of department or his deputy decision copy, original attached letter and expert file to Counselor's secretary and signs in the Counselor's secretary log where it is sent to Experts' Technical Research
Notation of expert on security investigations form and keep in a sub-file and keep the letter	When security investigations form is ready and stamped, the expert makes a notation on the form, then keeps it with the attached letter in the expert file
Deliver papers to the expert where he makes a notation on the file	Expert's documents are delivered to him where he makes a notation of receipt on the file

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Description of work cycle **Job**

Receipt of security investigations form
issue nomination decision, letter and record in decision's book

Department Experts

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Decisions' book		Serial	Book serial	•	
		Date	Date of issuance of nomination decision	•	
		Decision number	Decision's serial	•	
		Subject summary	Decision's summary	•	

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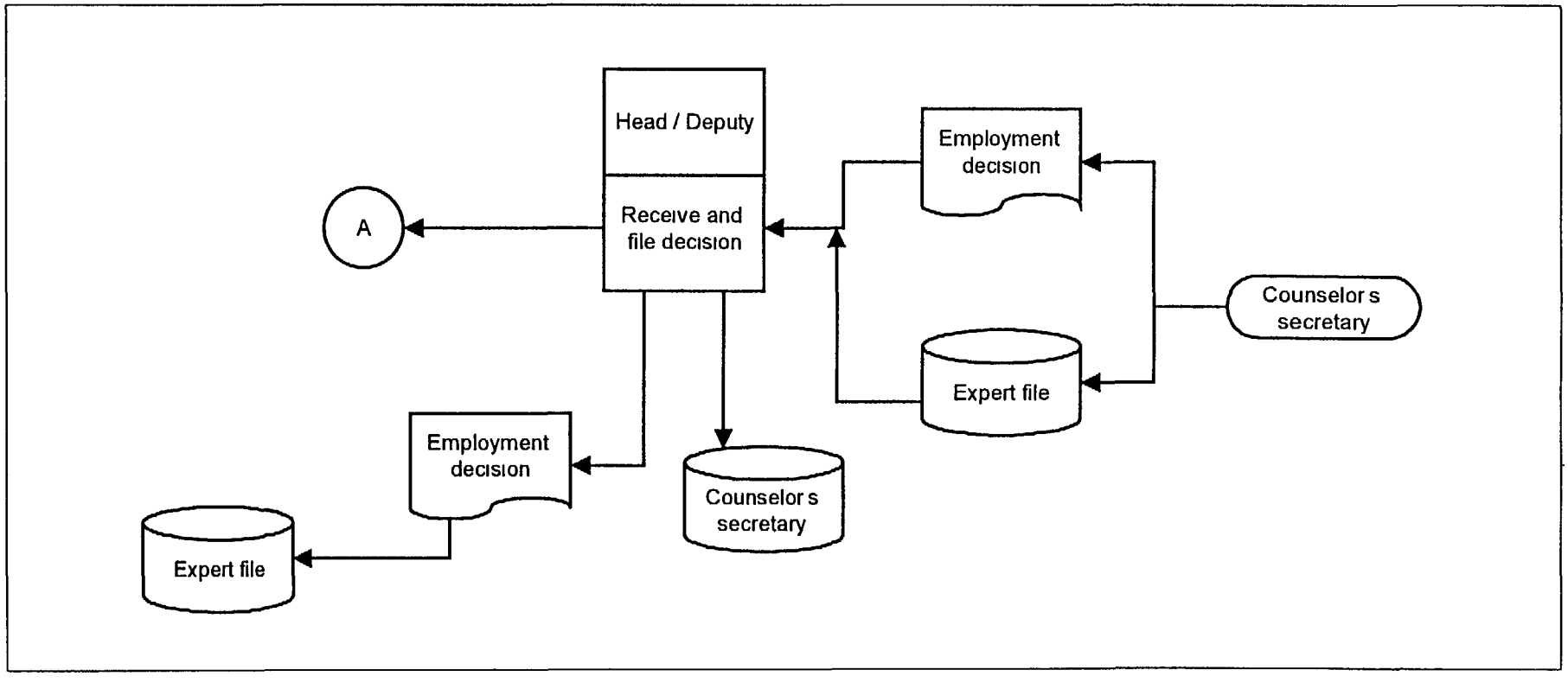
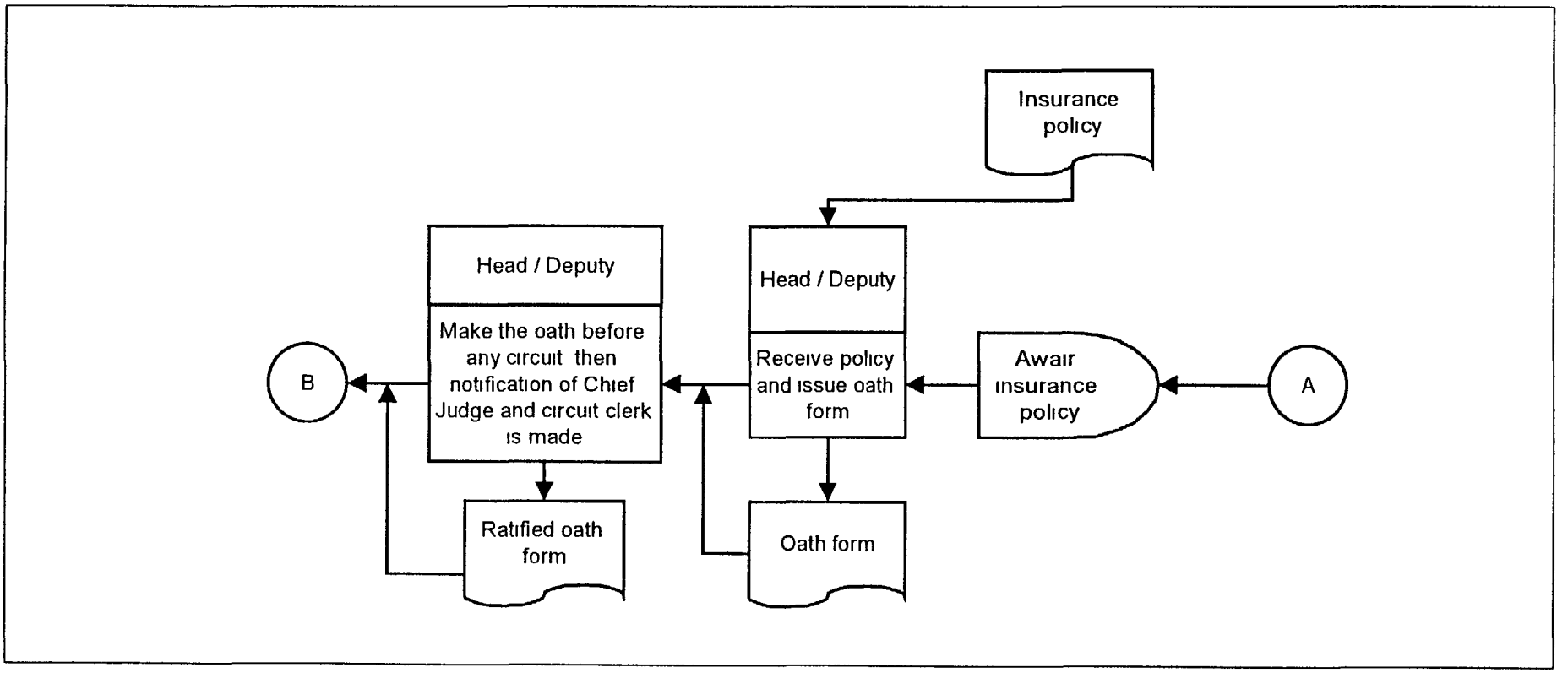
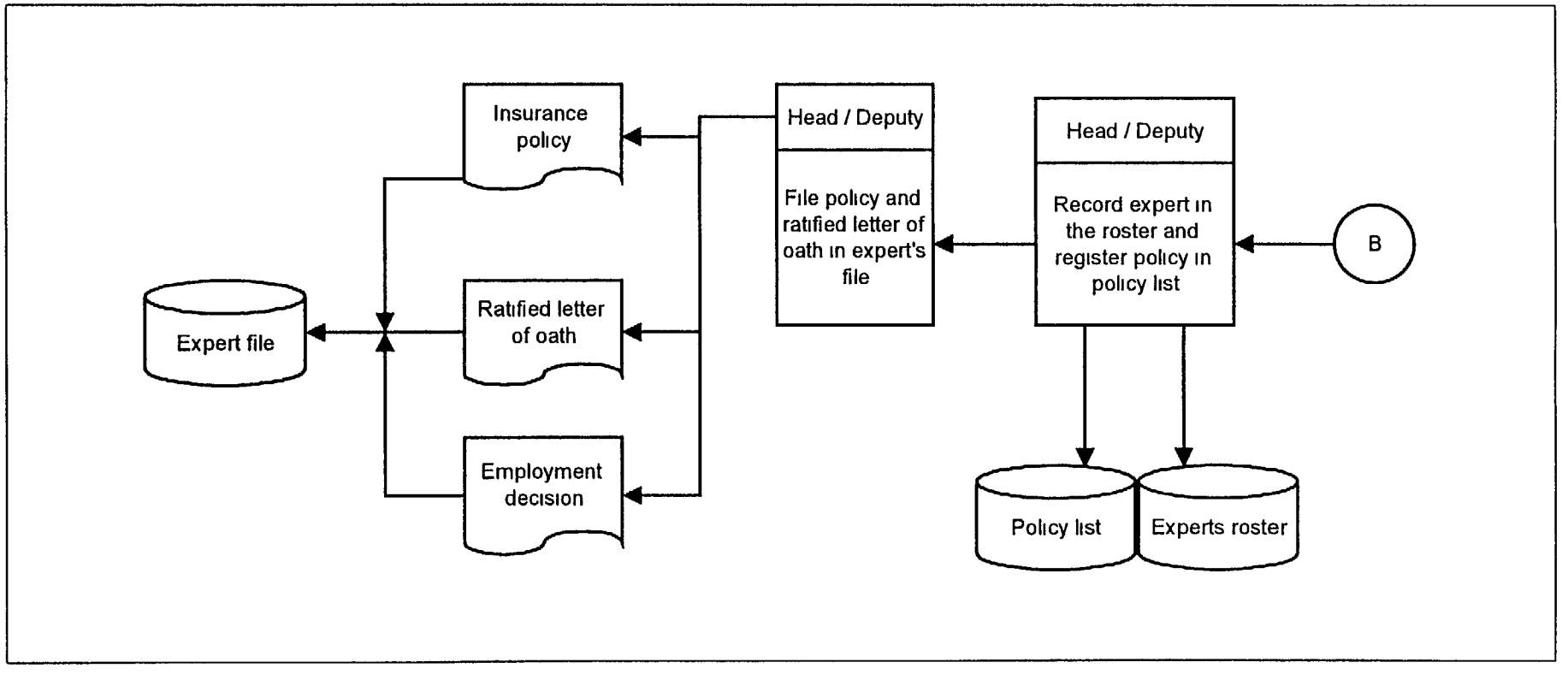
Work cycle	Ministry's response with a decision of expert employment	Location	Experts Department	Trigger document	Employment decision
Cycle code	6-4			Frequency	Upon request



Work cycle	Continuation of Ministry's response with a decision of expert employment	Location	Experts Department	Trigger document	Employment decision
Cycle code	6-4			Frequency	Upon request



Work cycle	Continuation of Ministry's response with a decision of expert employment	Location	Experts Department	Trigger document	Employment decision
Cycle code	6-4			Frequency	Upon request



Description of work cycle Ministry's response with expert employment

Job	Description and Remarks
Receipt and filing of decision	Head of department or his deputy receives employment decision and keeps it in expert's file
Receipt of policy and issuance of oath form	When head of department or his deputy receives insurance policy against disloyalty, he issues oath form
Make the oath before any circuit then Chief Judge and circuit clerk make their notation	Head of department or his deputy witness the oath before the circuit, then Chief Judge and circuit clerk make their notation on the form
Enroll expert and record policy in the roster	Expert is enrolled in the roster (creditors' attorney, appraisers, custodians) then policy is also recorded in the roster
File policy and ratified oath letter in expert's file	Head of department or his deputy file policy, ratified oath letter and employment decision in the expert's file

Description of work cycle Ministry's response of expert employment Department Experts
Job Record expert's name in the roster and record policy in policies schedule

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Experts' roster	54	Serial		•	
		Expert's name		•	
		Expert's address		•	
		Date of record	Date of recording expert's name in the roster	•	
		Circuit number			
		Case number			
		Litigants' names			
		Date of judgment announcement			
		Deposit amount			
		Date of deposit spending			
		Date of deposit payment			
		Date of next hearing			
		Remarks			

Description of work cycle Ministry's response of expert employment Department Experts
Job Record expert's name in the roster and record policy in policies schedule

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Policy schedule	49	Month			
		Name			
		Creditors' attorney	Make a sign if he is creditors' attorney		
		Judicial liquidator	Make a sign if he is a judicial liquidator		
		Appraiser	Make a sing if he is an appraiser		
		Guard	Make a sign if he is a guard		
		Years	Years for which policy is paid		

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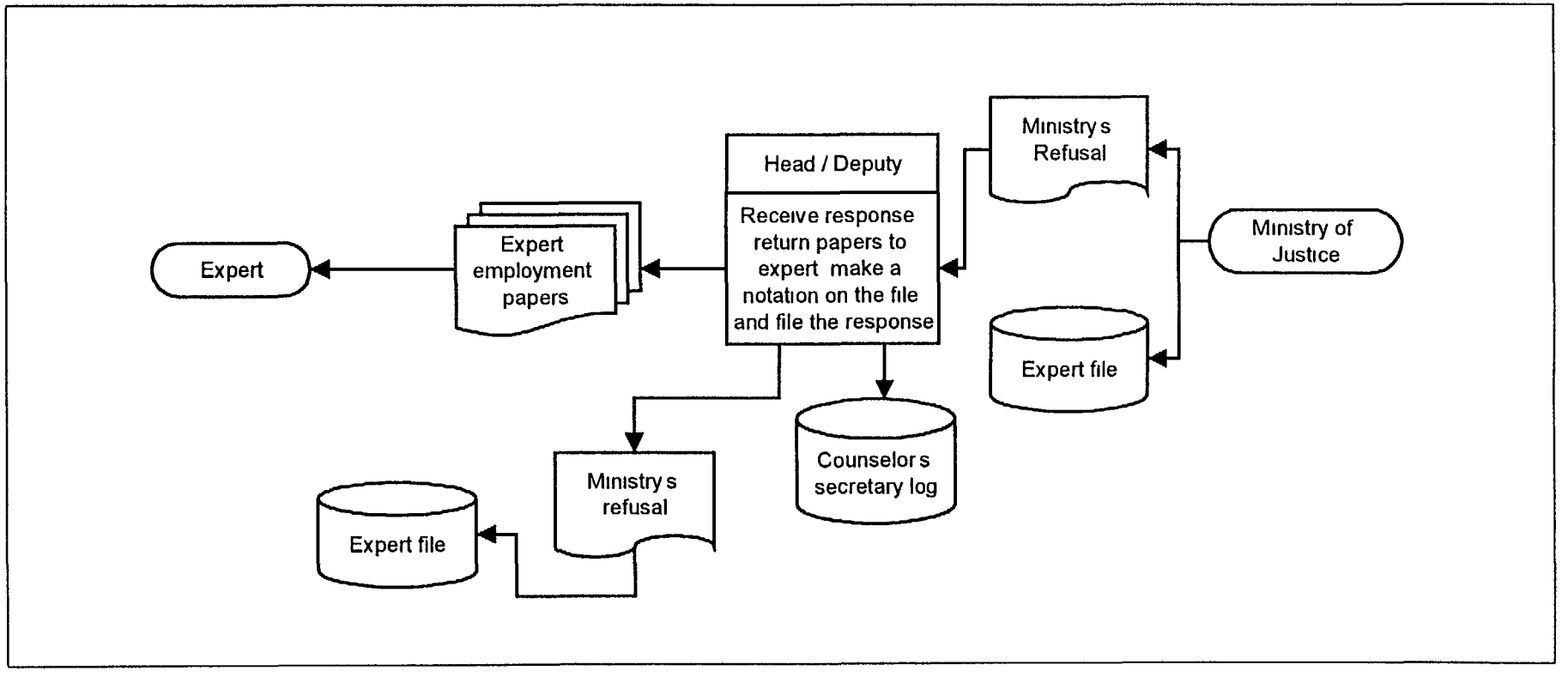
Work cycle	Ministry's refusal of expert appointment to roster	Location	Expert Dept	Trigger document	Ministry's refusal
Cycle code	6-5			Frequency	Upon request



Description of work cycle Ministry of Justice refusal of appointment of expert to the roster

Job	Description and Remarks
Receipt of response, returning papers to expert and notation on file and keep the response	Head of the Department or his deputy receives response with refusal of appointment of expert and signs in the Counselor's secretary log and delivers the papers to the expert and files the response

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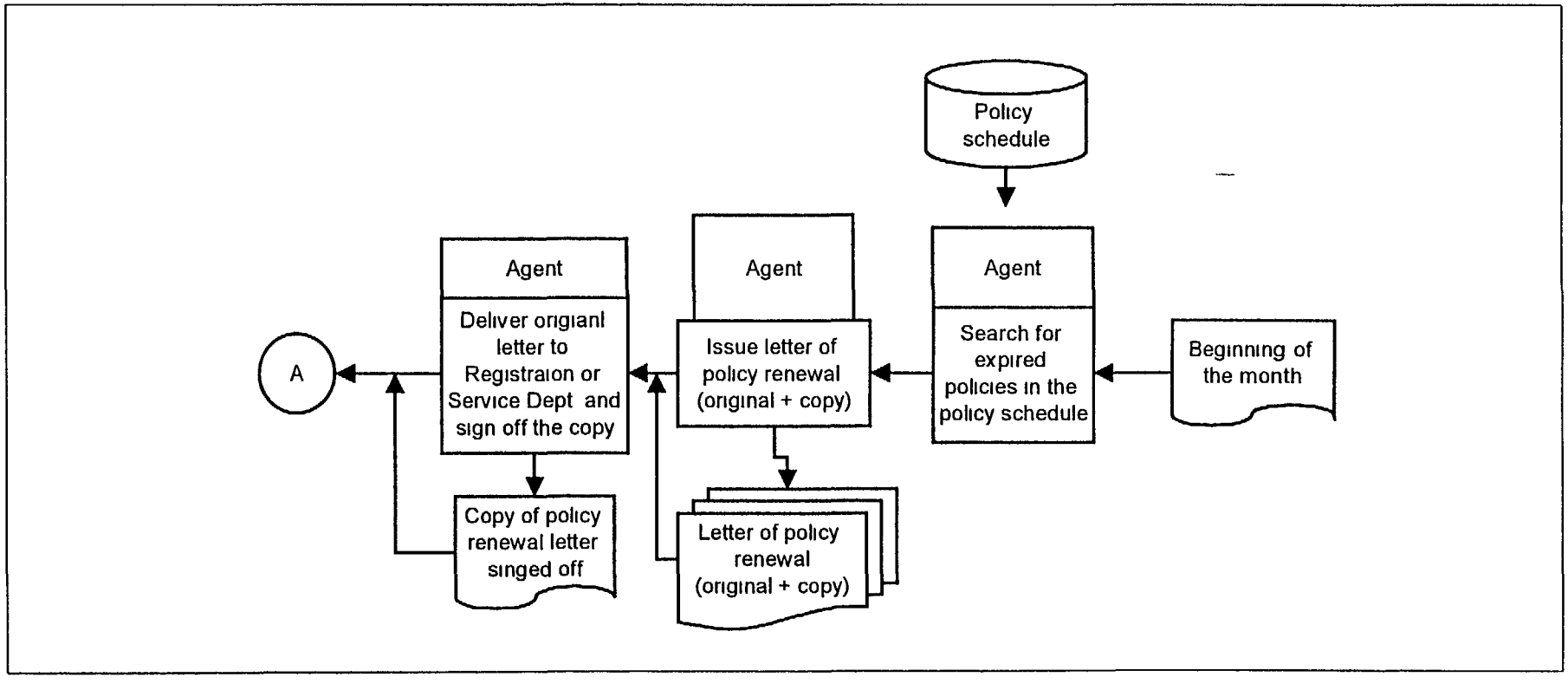
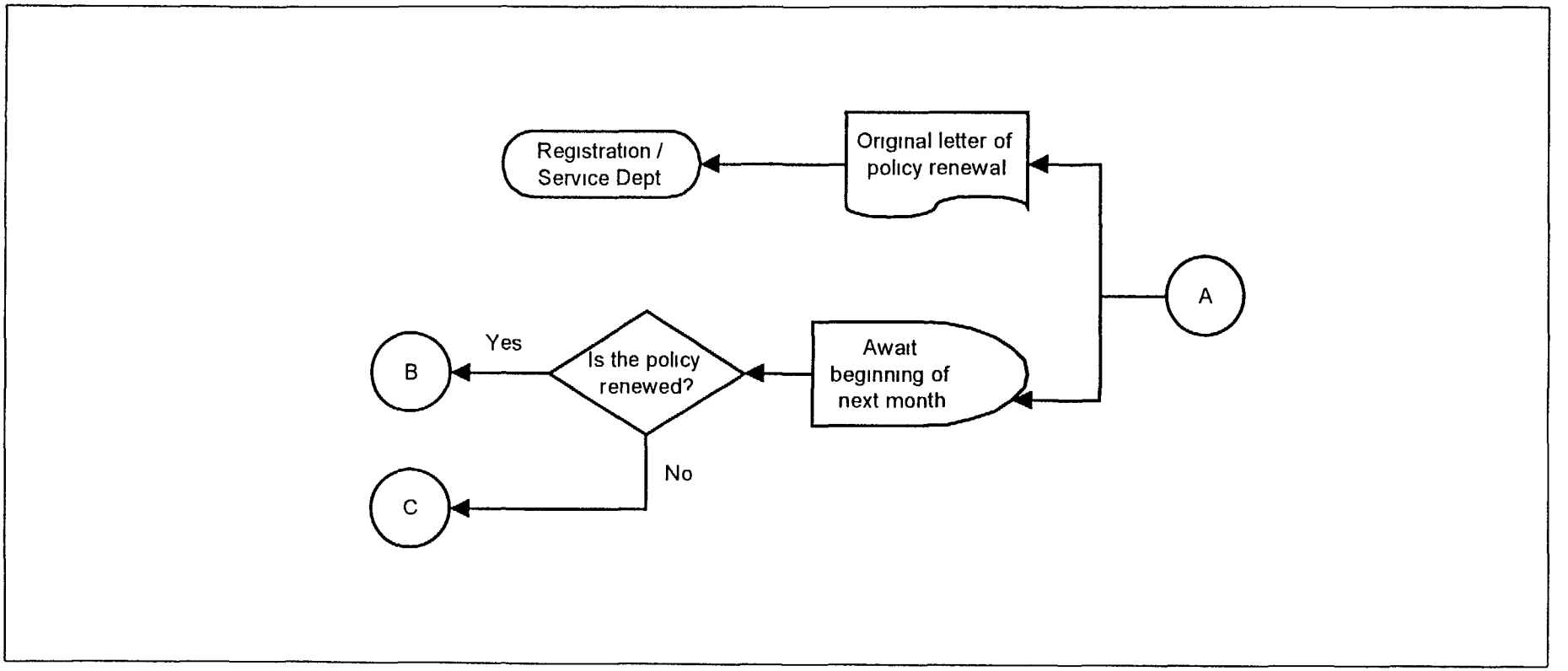
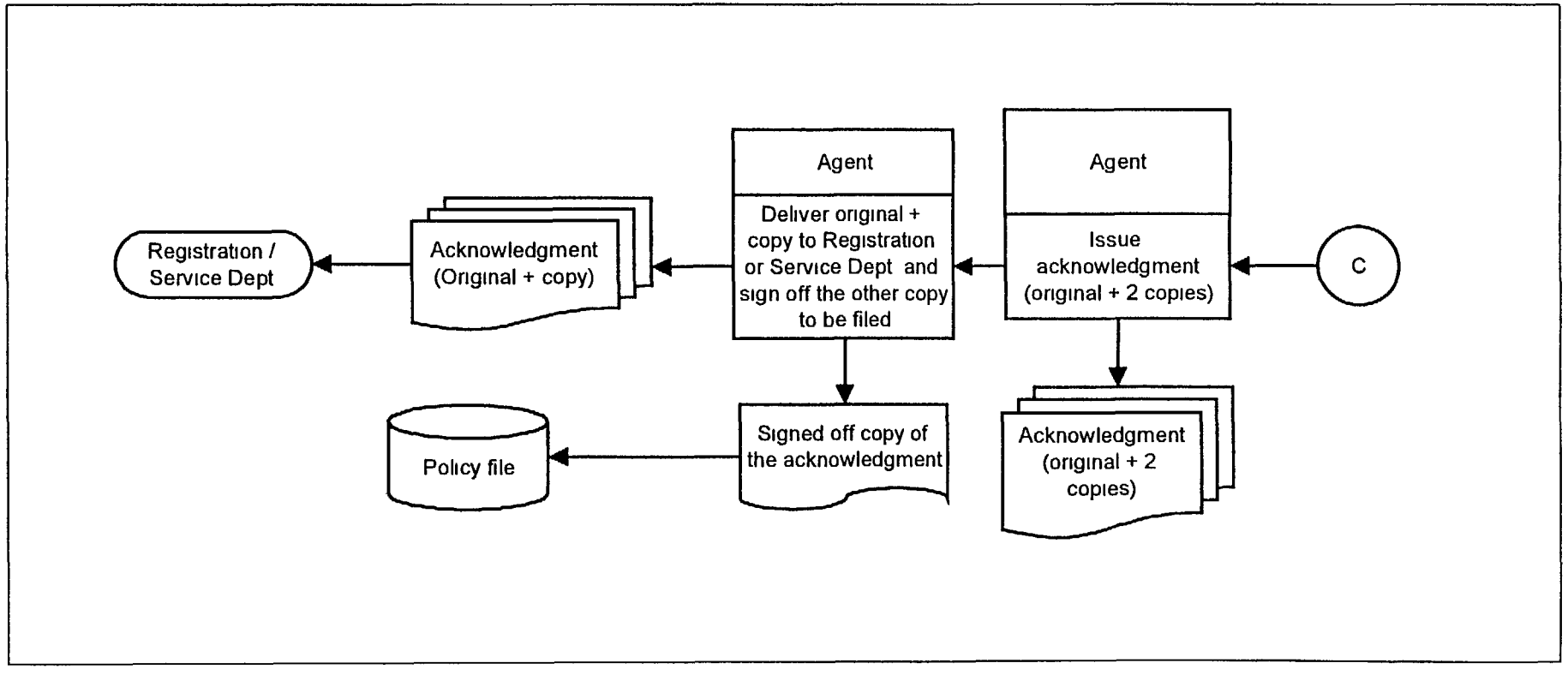
Work cycle	Continuation of issuing letter for renewal of insurance policy	Location	Experts dept	Trigger document	Beginning of the month
Cycle code	6-6			Frequency	Monthly



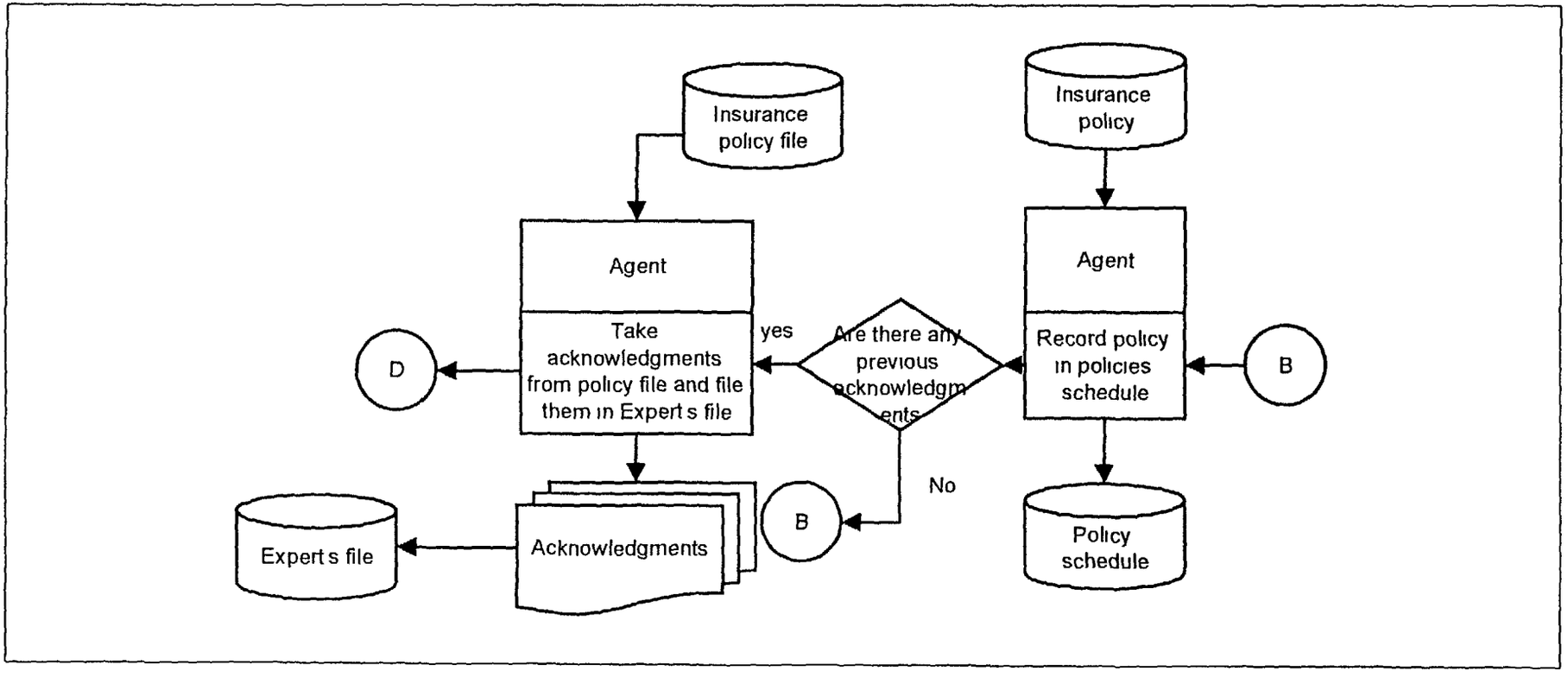
Work cycle	Continuation of issuing letter for renewal of insurance policy	Location	Experts dept	Trigger document	Beginning of the month
Cycle code	6-6			Frequency	Monthly



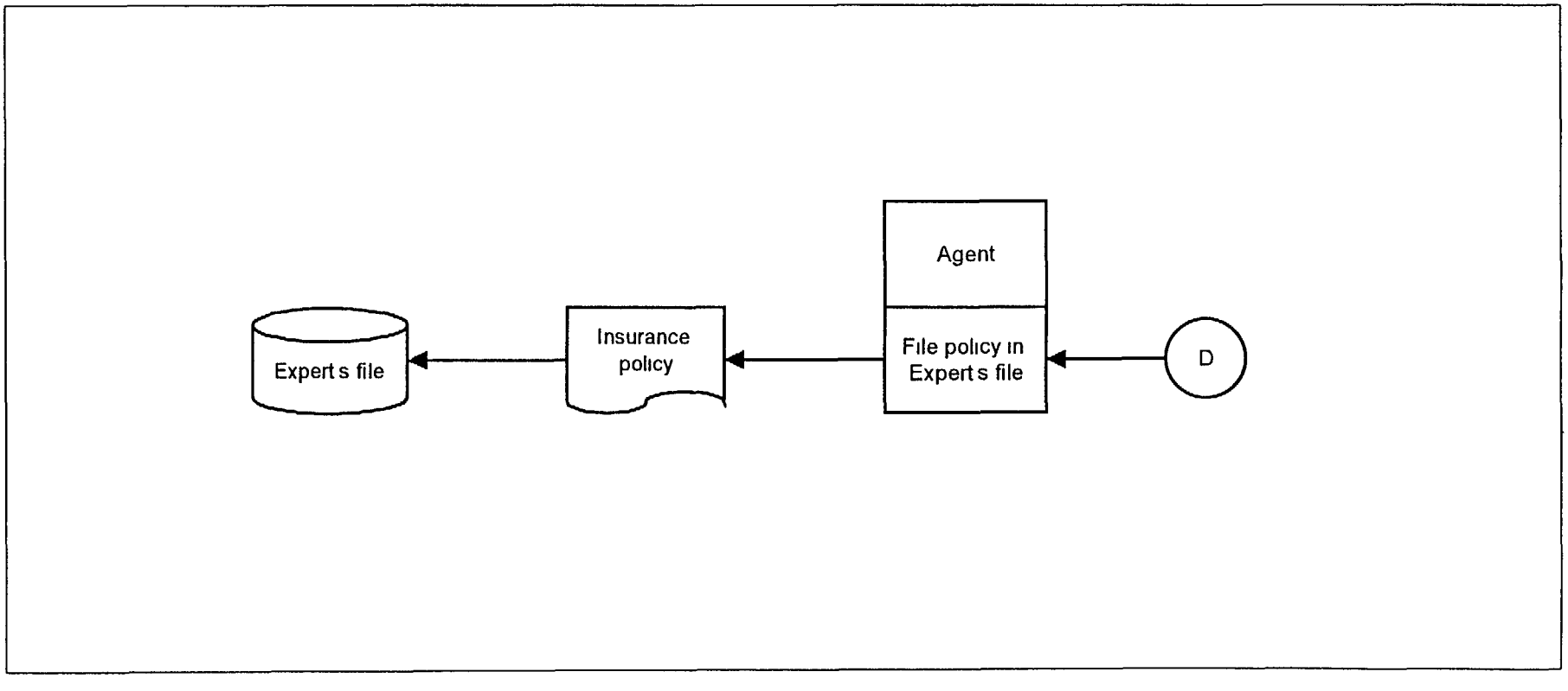
Work cycle	Continuation of issuing letter for renewal of insurance policy	Location	Experts dept	Trigger document	Beginning of the month
Cycle code	6-6			Frequency	Monthly



Work cycle	Continuation of issuing letter for renewal of insurance policy	Location	Experts dept	Trigger document	Beginning of the month
Cycle code	6-6			Frequency	Monthly



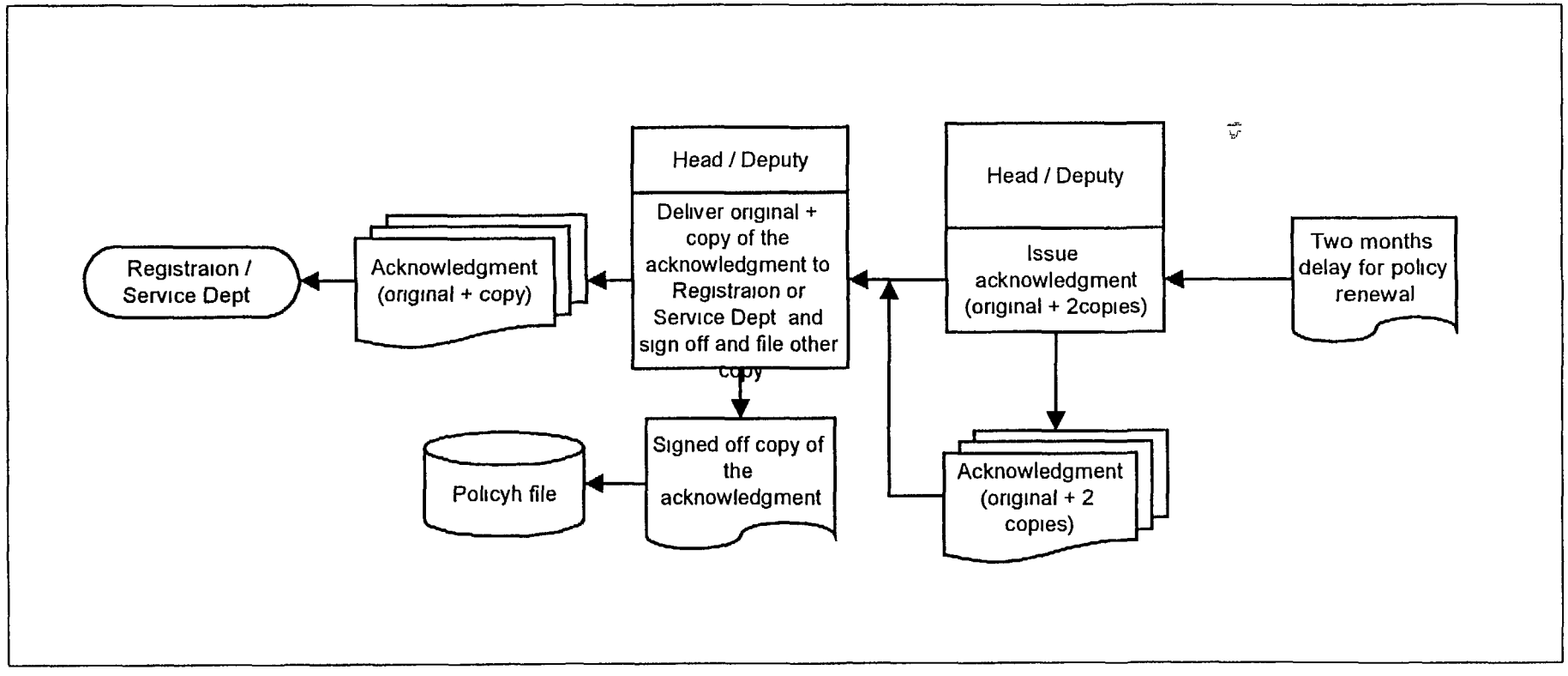
Work cycle	Continuation of issuing letter for renewal of insurance policy	Location	Experts dept	Trigger document	Beginning of the month
Cycle code	6-6			Frequency	Monthly



Description of work cycle Issue letter for renewal of insurance policy

Job	Description and Remarks
Search in policies schedule for Expired policies	The department deputy searches in schedule on Expert's policies
Issue a letter to renew policy (original + copy)	The deputy issues letter of policy renewal (original + copy)
Deliver original to Registration or Service department and sign off on copy	The department deputy delivers the letter to Registration or Service department based on Expert's address is he lives in the area of the court, if he lives outside, it goes to Registration department and signs off the copy
Issue acknowledgment (original + 2 copies)	The deputy issues the acknowledgment for the expert (original + 2 copies) at the beginning of the month while the expert has not renewed the policy
Deliver original + copy of acknowledgment to Registration or Service department and sign off and file the copy	The deputy delivers acknowledgment to the expert (original + 2 copies) to Registration or Service departments and signs off the other copy and files it in the policies file
Record policy in schedule	The deputy records the policy in policy schedule when he receives it from Expert
Take acknowledgments from policy file and file them in Expert's file	The agent gets the acknowledgment and copies from policies file and file in Expert's file
Put policy in Expert's file	The deputy files policy in Expert's file

Work cycle	Servicing Expert on two-month delay for policy renewal	Location	Expert's dept	Trigger document	Two-month delay for policy renewal
Cycle code	6-7			Frequency	Monthly



Description of work cycle Servicing Expert on two-month delay for policy renewal

Job	Description and Remarks
Issue acknowledgment (original + 2 copies)	The head of department or his deputy issues acknowledgment (original + 2 copies) when the Expert is delayed for more than 2 months on renewing of policy
Deliver original and copy of the acknowledgment to Registration or Service department Copy is signed off and filed	The department head or his deputy delivers the original and copy of acknowledgment to Registration or Service Department based on the address of the Expert and signs off receipt on copy to file in policies file

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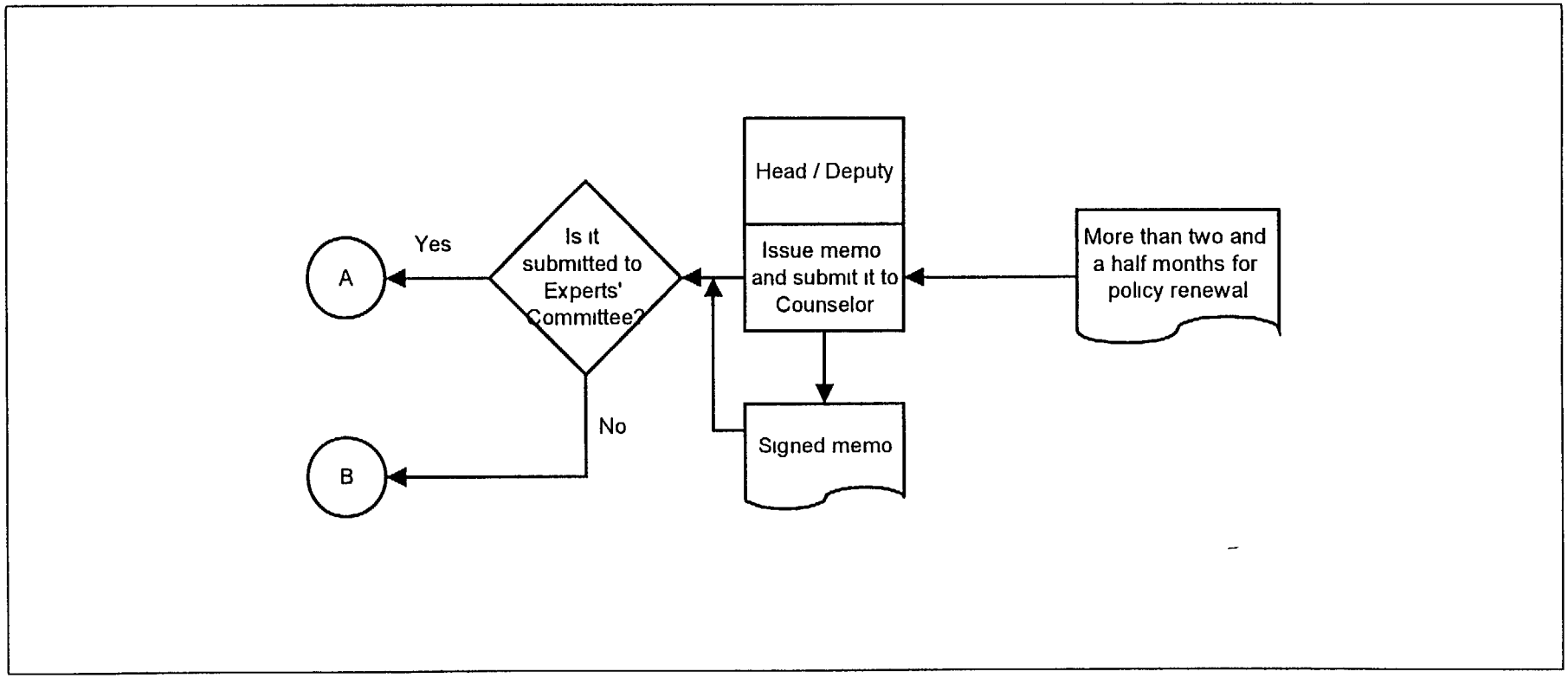
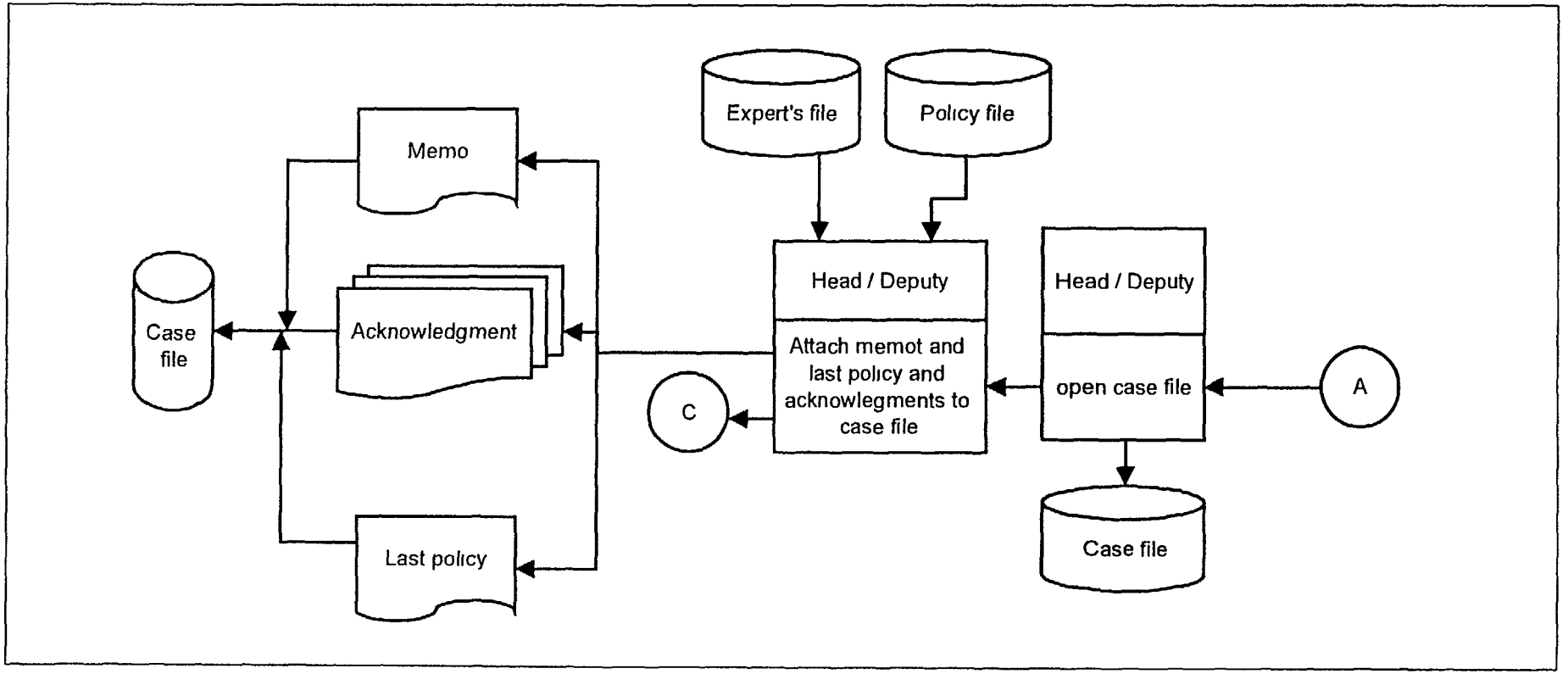
Work cycle	Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request



Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request



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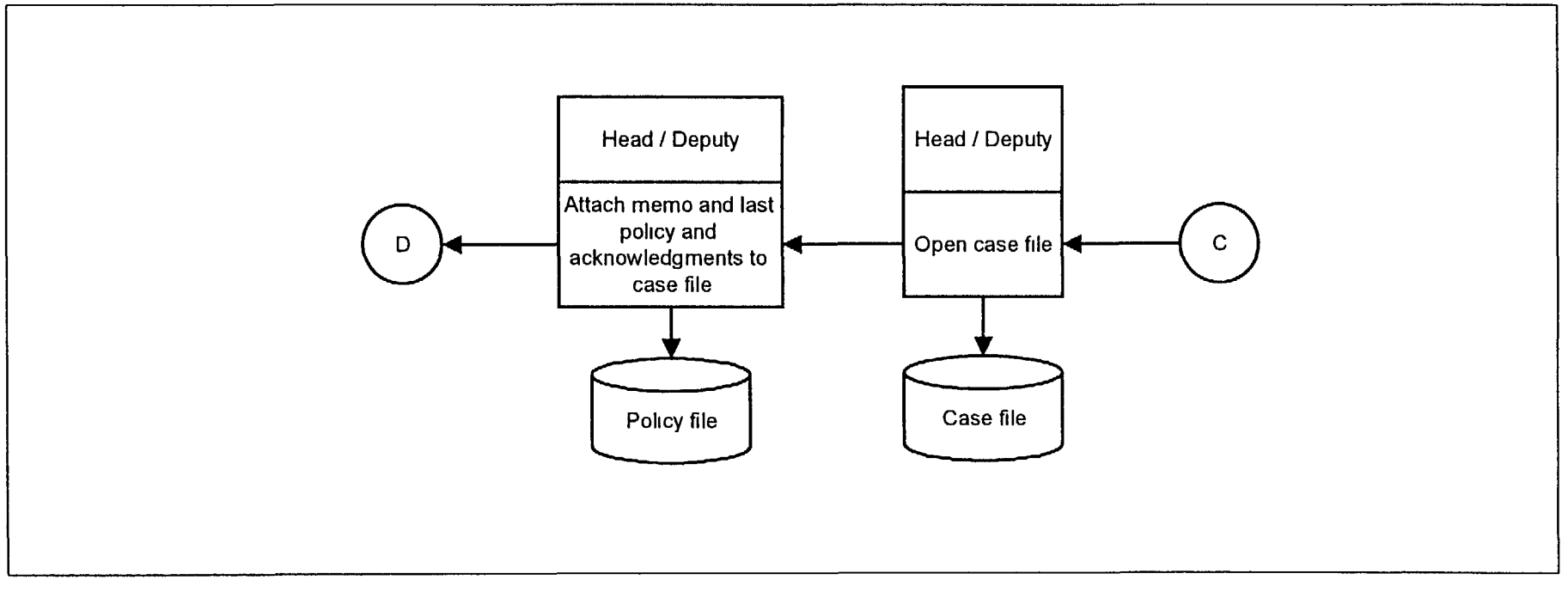
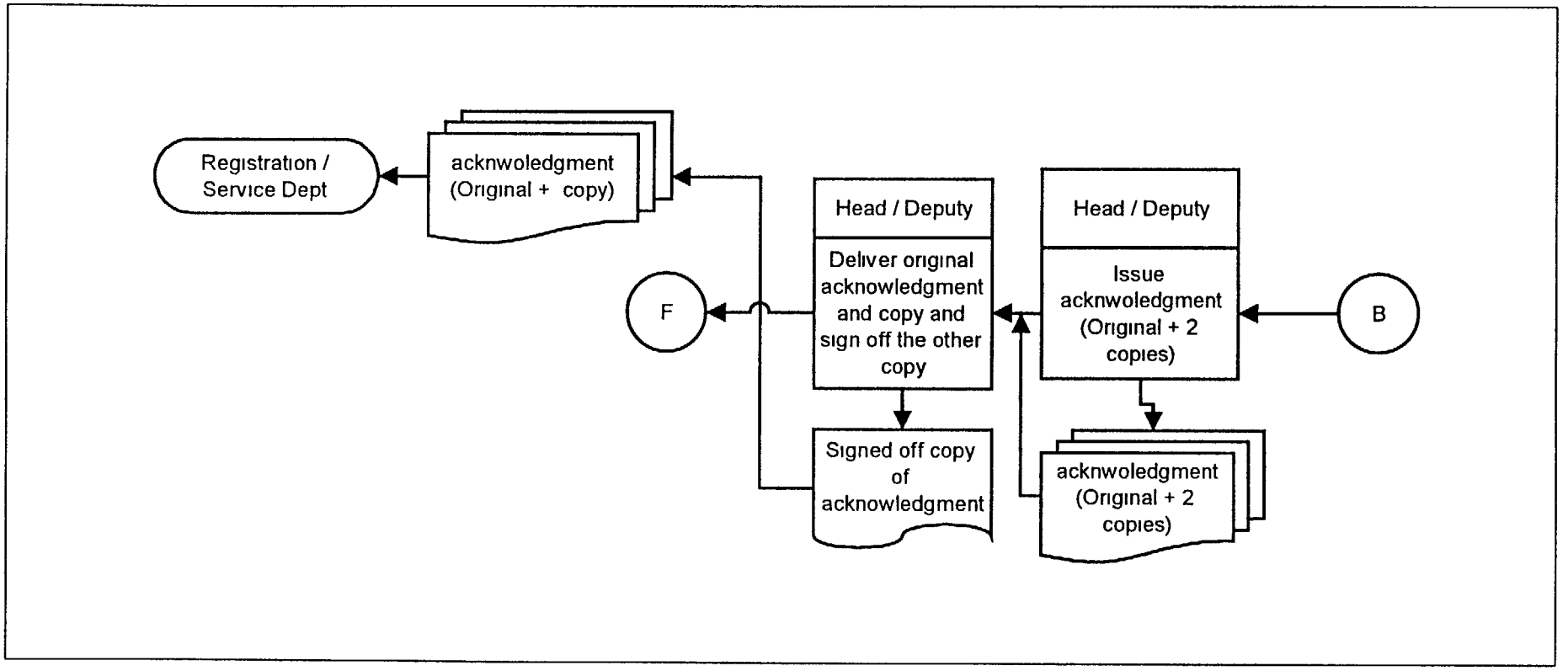
Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request

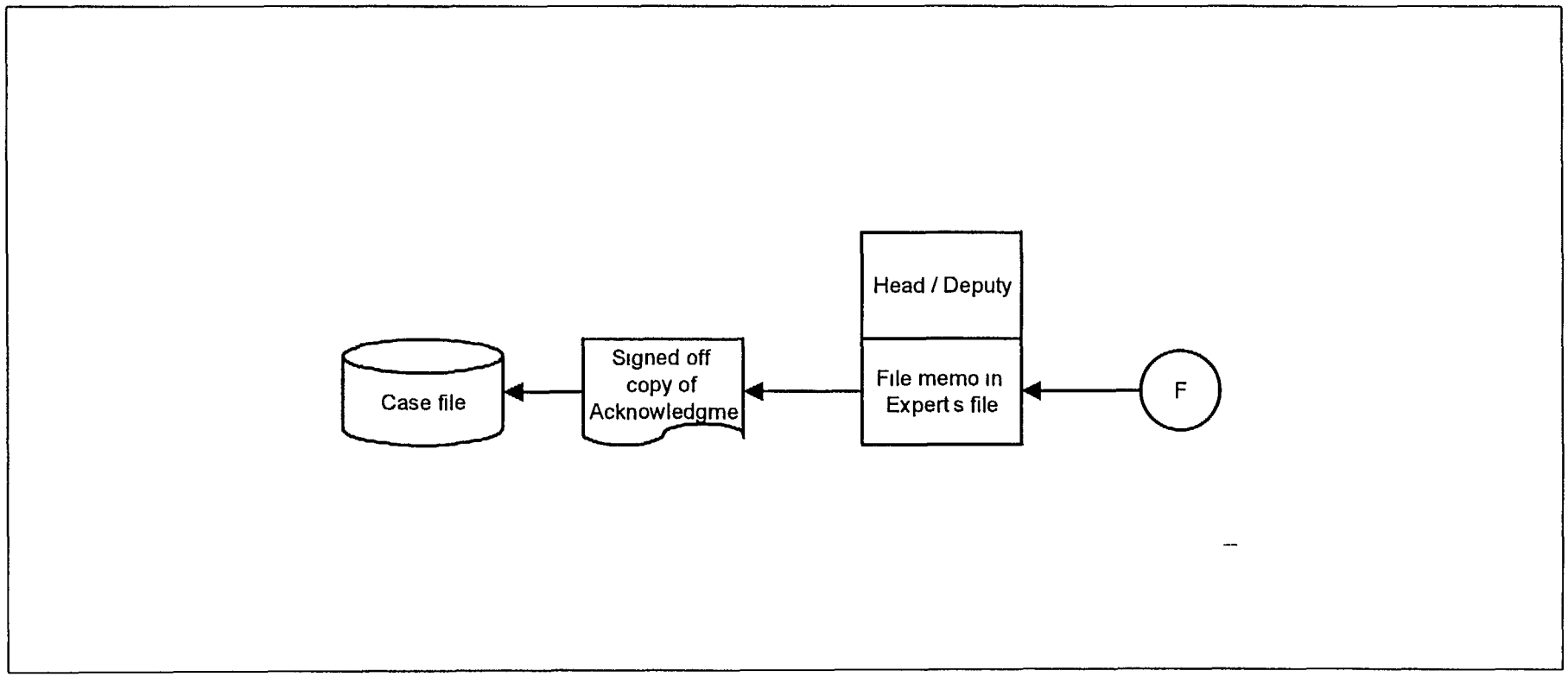


183

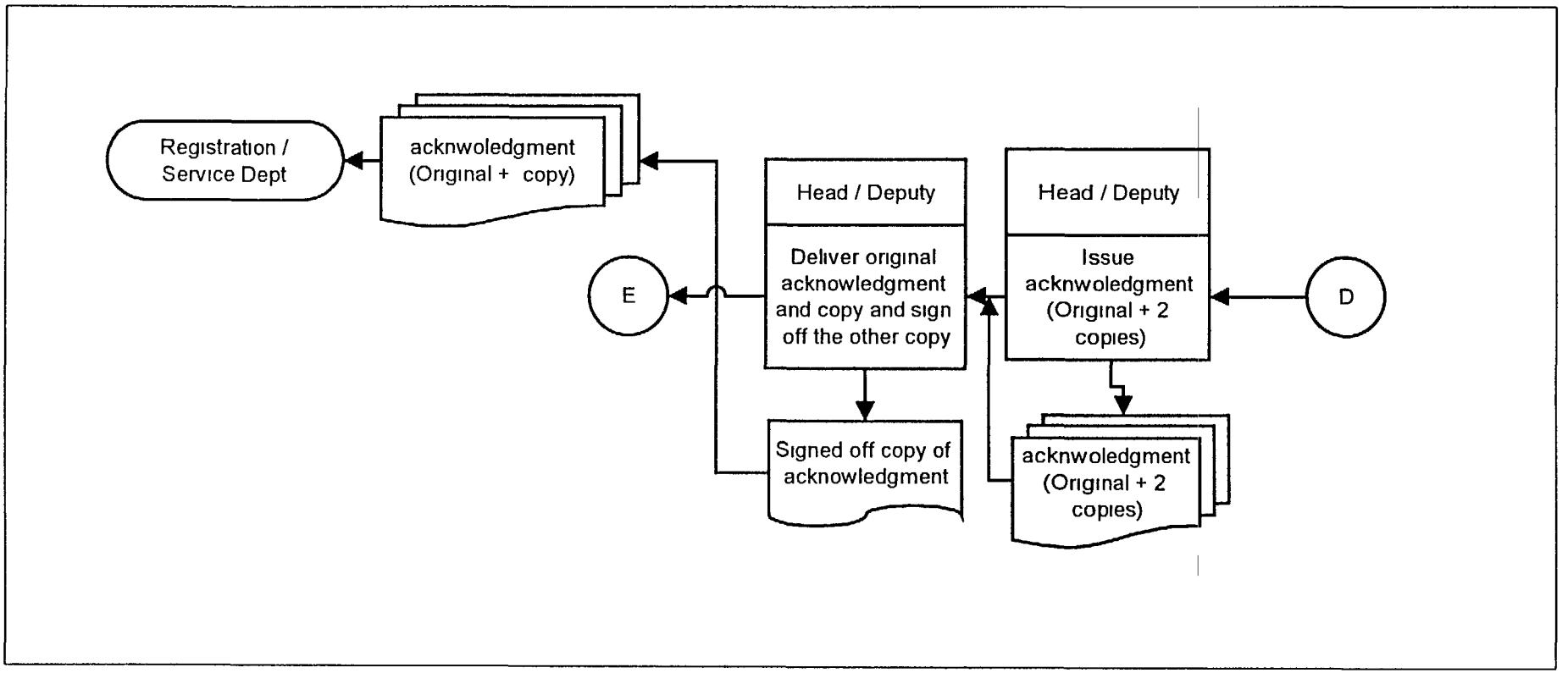
Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request



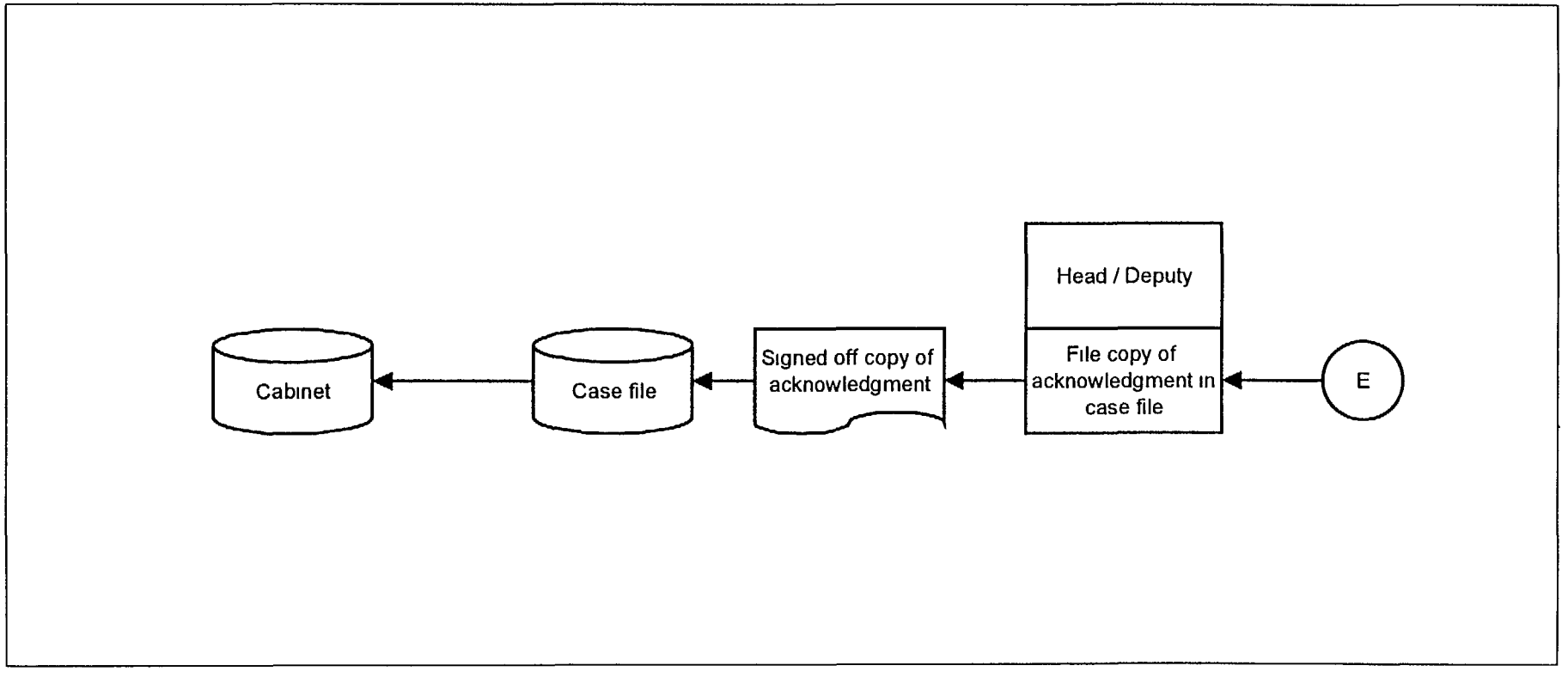
Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request



Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request



Work cycle	Continuation of Servicing Expert on more than two and a half-month delay for renewal of policy	Location	Experts Dept	Trigger document	More than two and a half-month delay
Cycle code	6-8			Frequency	Upon request

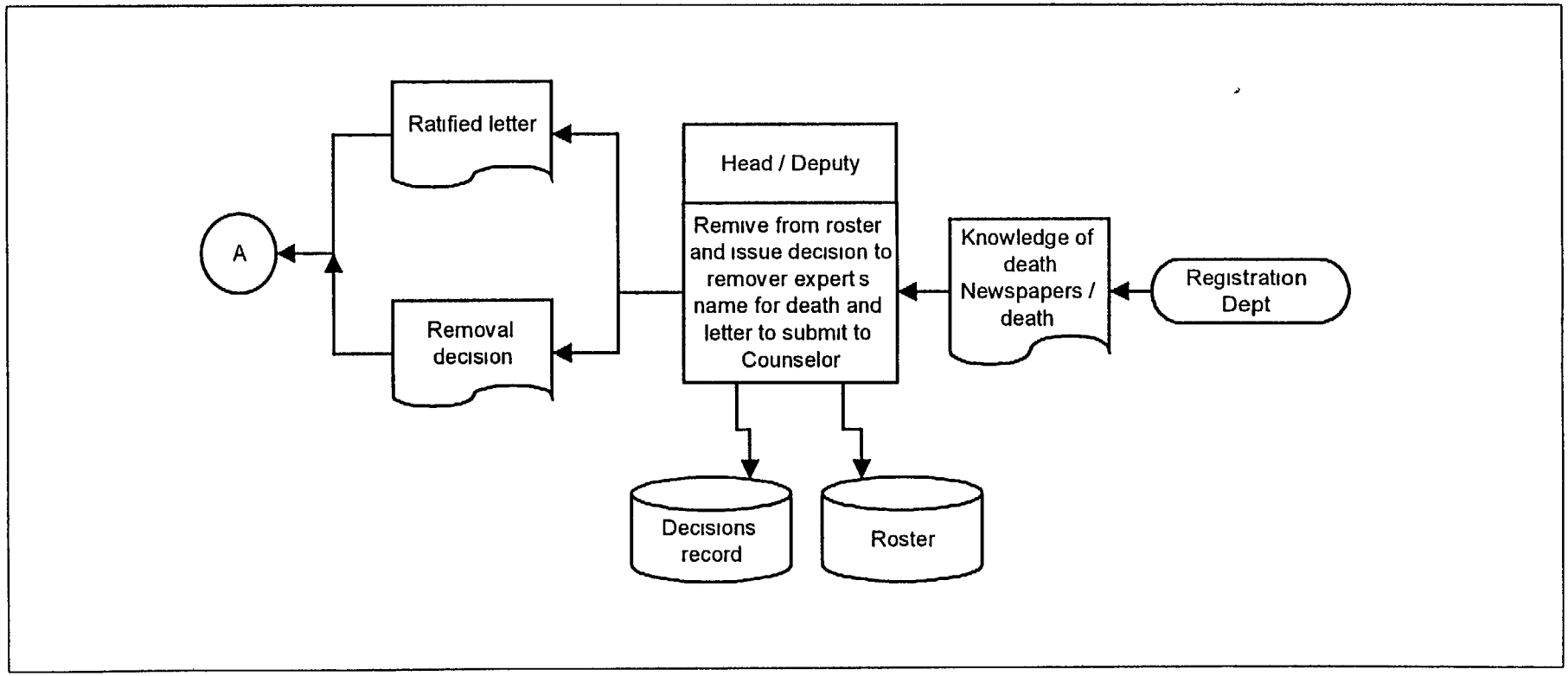


187

Description of work cycle Servicing Expert on more than two and a half-month delay for renewal of policy

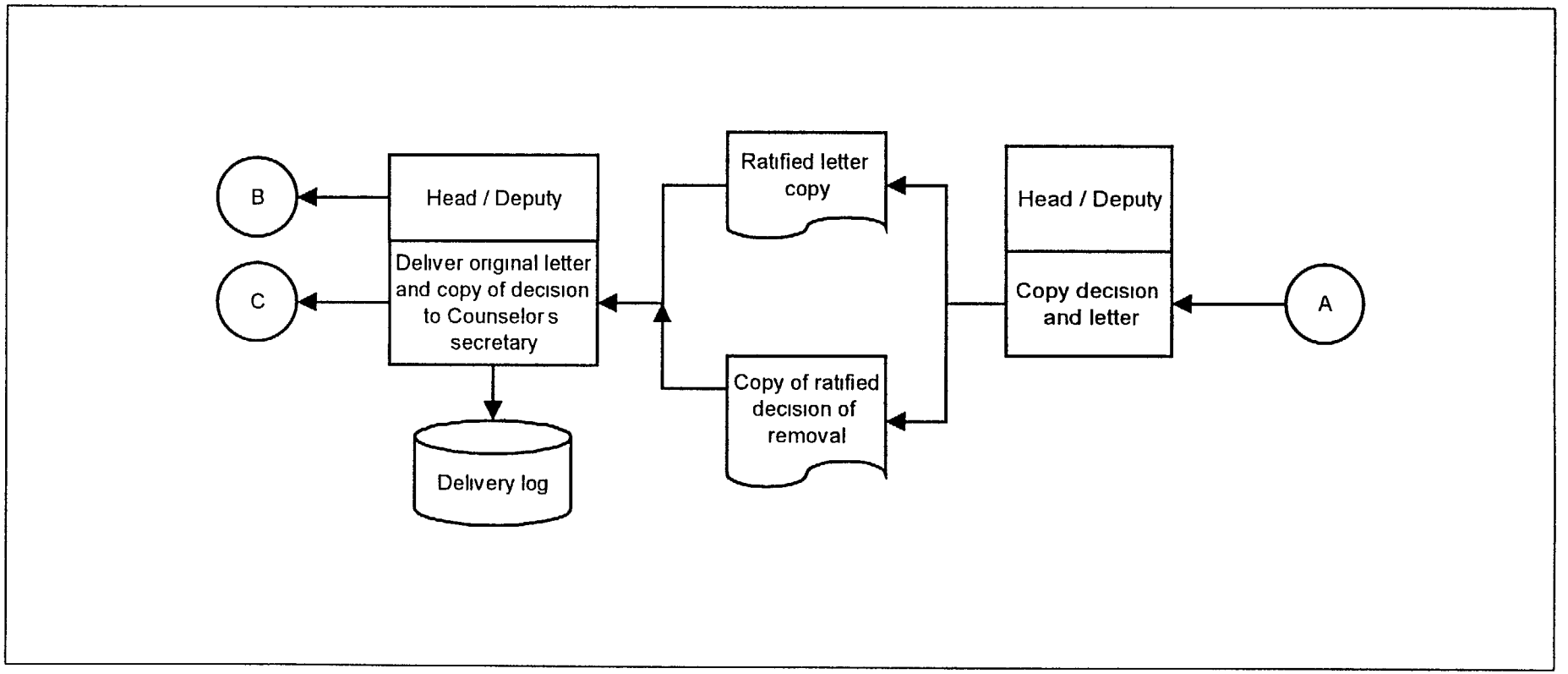
Job	Description and Remarks
Issue a memo to the Counselor	The head of the department issues a memo to Chief Justice when Expert is more than two and a half months late to renew the policy
Open case file	When Counselor sings the memo to be submitted to Experts' committee, head of the department or his deputy opens a case file
Attach memo, acknowledgments and last policy to case file	Head of the department or his deputy attaches memo, serviced acknowledgments and last policy to case file
Case file submitted to committee chairman and hearing date defined	The department head submits case file to the Expert's committee chairman to set a hearing date and make a notation on the case file with hearing date
Record case in Expert's committee calendar	The deputy records case data in the Experts' committee calendar
Issue acknowledgment (original + 2 copies)	The deputy head issues the acknowledgment (original + 2 copies) to inform him of hearing date
Deliver original acknowledgment and copy and sign off the other copy	The deputy delivers the original acknowledgment and copy to Registration or Service Dept based on Expert's address and the other copy is signed off with receipt
File copy of the acknowledgment in case file	Deputy files the copy of the acknowledgment in case file and keeps file in the cabinet
Filing memo	The deputy files memo in case file

Work cycle	Remove Expert's name because of death	Location	Experts' Dept	Trigger document	Knowledge of death (newspapers / Death certificate)
Cycle code	6-9			Frequency	Upon request

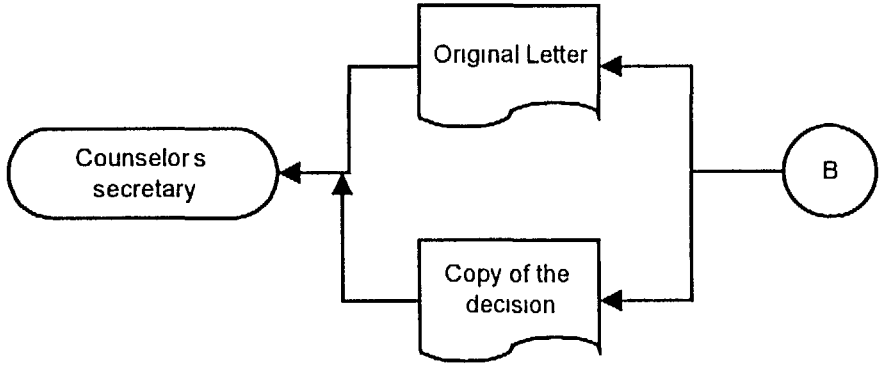


189

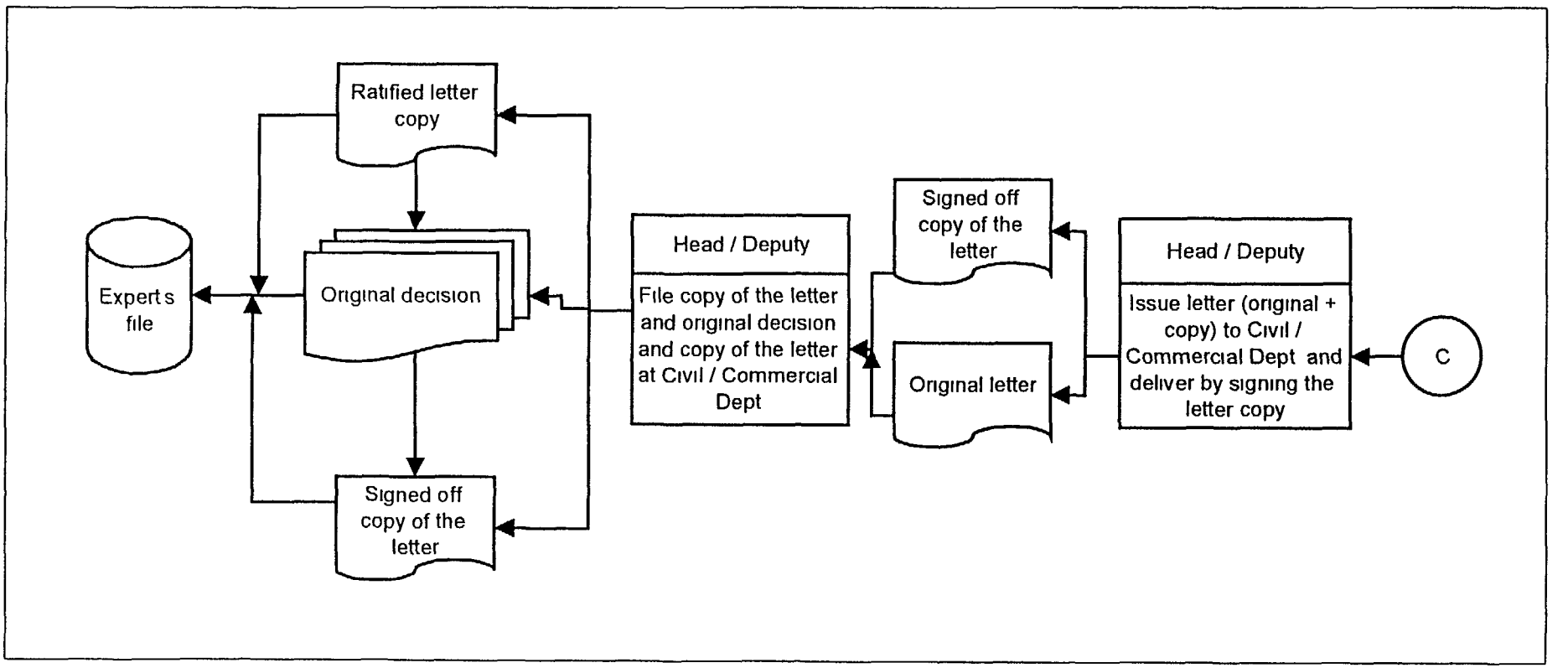
Work cycle	Removal of expert's name because of death	Location	Experts Office in court	Trigger document	Knowledge of death (newspapers / Death certificate)
Cycle code	6-9			Frequency	Upon request



Work cycle	Removal of expert's name because of death	Location	Experts Office in court	Trigger document	Knowledge of death (newspapers / Death certificate)
Cycle code	6-9			Frequency	Upon request



Work cycle	Remove Expert's name because of death	Location	Experts' Dept	Trigger document	Knowledge of death (newspapers / Death certificate)
Cycle code	6-9			Frequency	Upon request

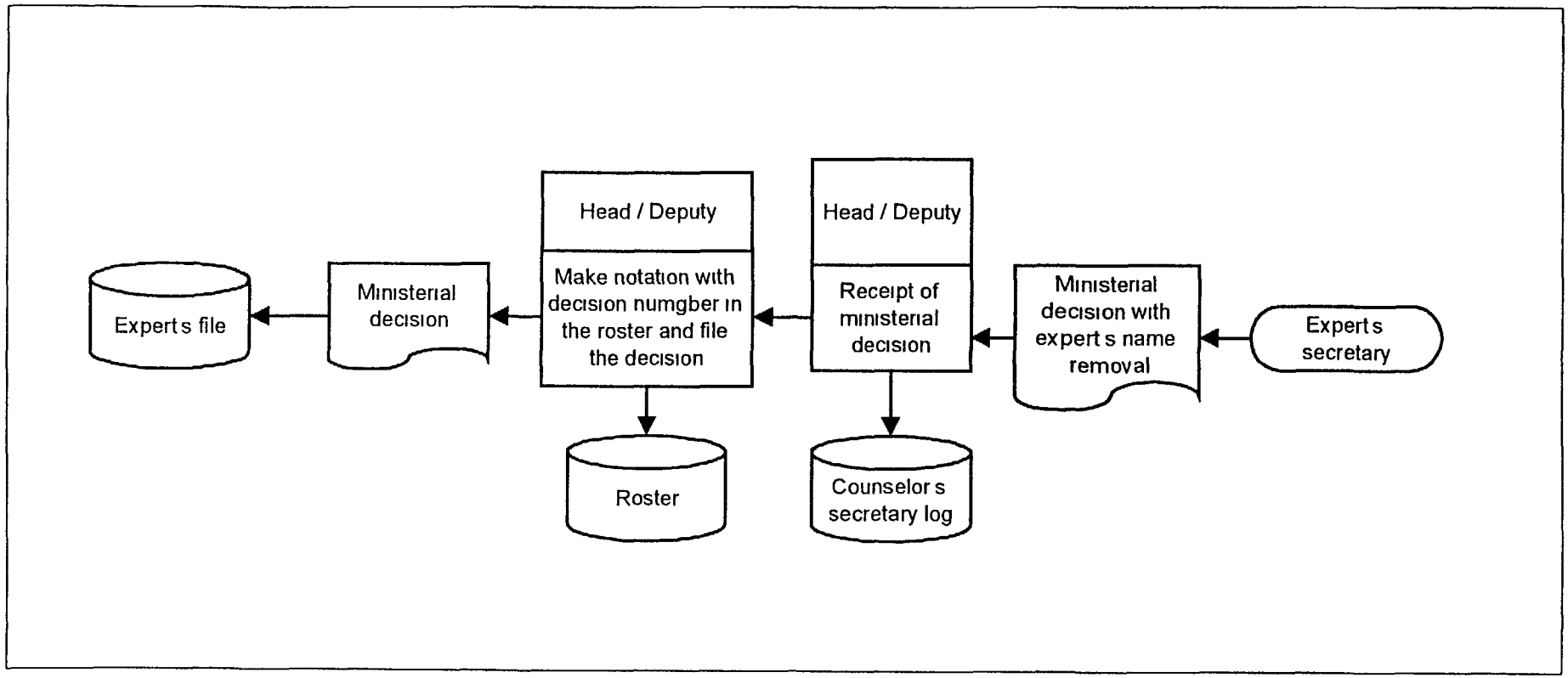


192

Description of work cycle Remove Expert's name because of death

Job	Description and Remarks
Remove from the roster and issue a removal decision because of death and a letter then submit them to Chief Justice	Head of the department or his deputy signs in the roster of removal of expert's name and issues a decision to remove expert's name from the roster and a letter then submit all that to the Chief Justice and records decision in decisions book
Copy decision and letter	Head of the department or his deputy copies the decision and the letter
Deliver original letter and copy of the decision to the Counselor's secretary	Head of department or his deputy delivers original letter and copy of the decision to Counselor's secretary and signs in the delivery book as he sends it to General department for technical research
Issue letter (original + copy) for Civil / commercial dept and delivers the letter by signing the copy	Head of department or his deputy issues a letter to civil or commercial dept to inform them of removing expert's name and delivers letter them where they sign the copy
File copy of letter and original decision and copy of letter is given to civil or commercial dept	Head of department or his deputy files copy of the letter and original decision and copy of the letter in expert's file

Work cycle	Receive a ministerial decree to remove expert's name from the roster	Location	Experts Office in court	Trigger document	Ministerial decree to remove expert's name from the roster
Cycle code	6-10			Frequency	Upon request



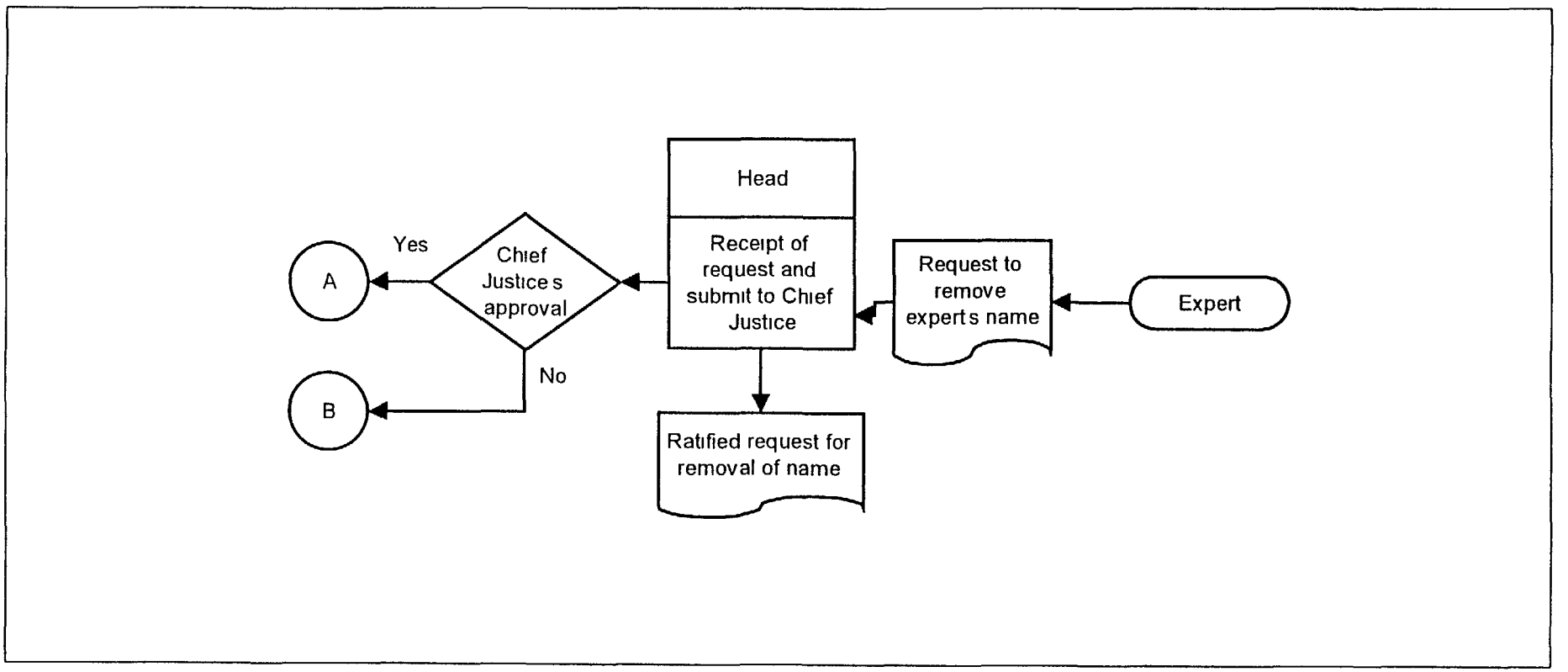
194

Description of work cycle Receive ministerial decree of removal of expert's name from the roster

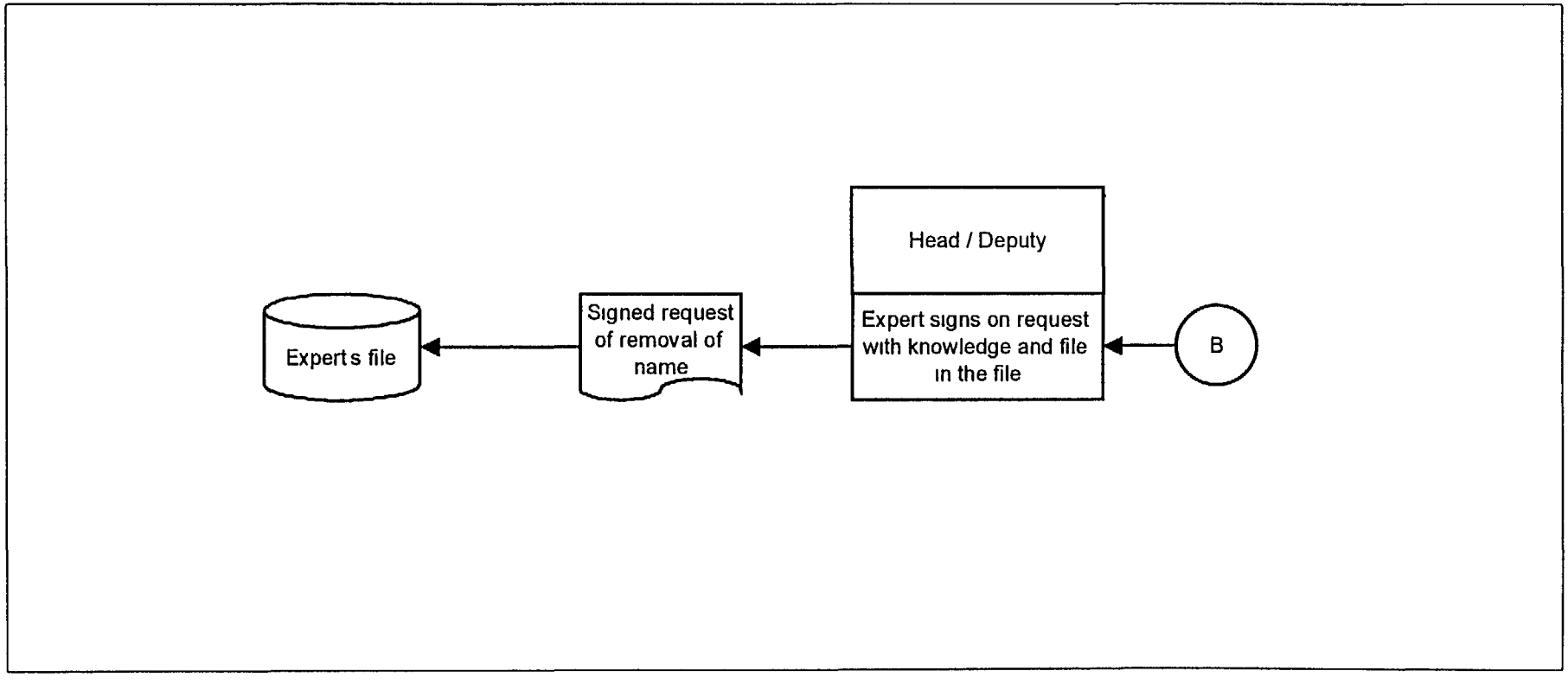
Job	Description and Remarks
Receive ministerial decree	Head of the Dept or deputy receives ministerial decree of removal of expert's name from the roster and signs in the Counselor's secretary log
Make a notation of number of decree in the roster and file the decree	Head of the Dept or deputy makes a notation in the roster on the page of the expert the name of whose is required to be removed He also makes a notation in the remarks column so that not to assign any cases to that expert then he files the decree in the expert's file

195

Work cycle	Request submitted by expert to remove his name	Location	Expert's office in court	Trigger document	Request submitted by expert to remove his name
Cycle code	6-11			Frequency	Upon request

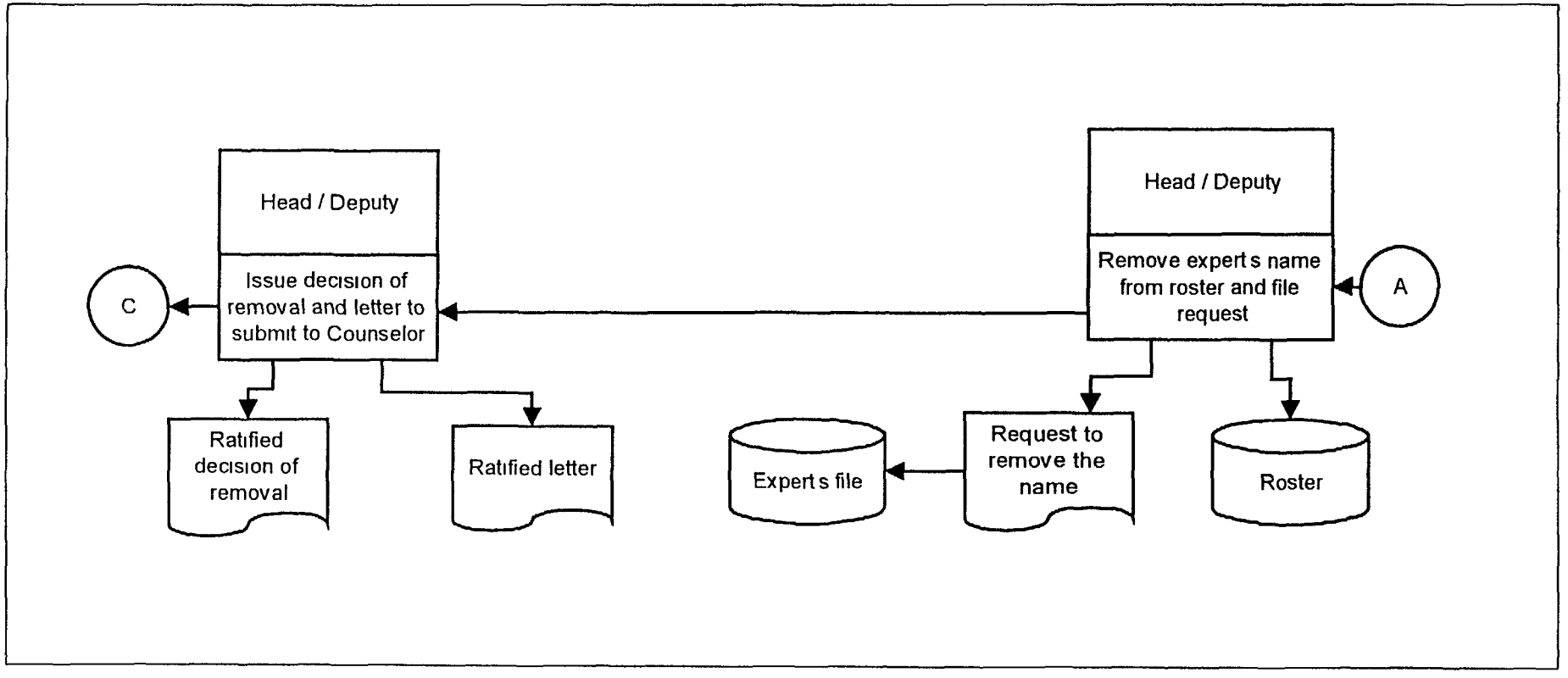


Work cycle	Continuation of Request submitted by expert to remove his name	Location	Expert's office in court	Trigger document	Request submitted by expert to remove his name
Cycle code	6-11			Frequency	Upon request



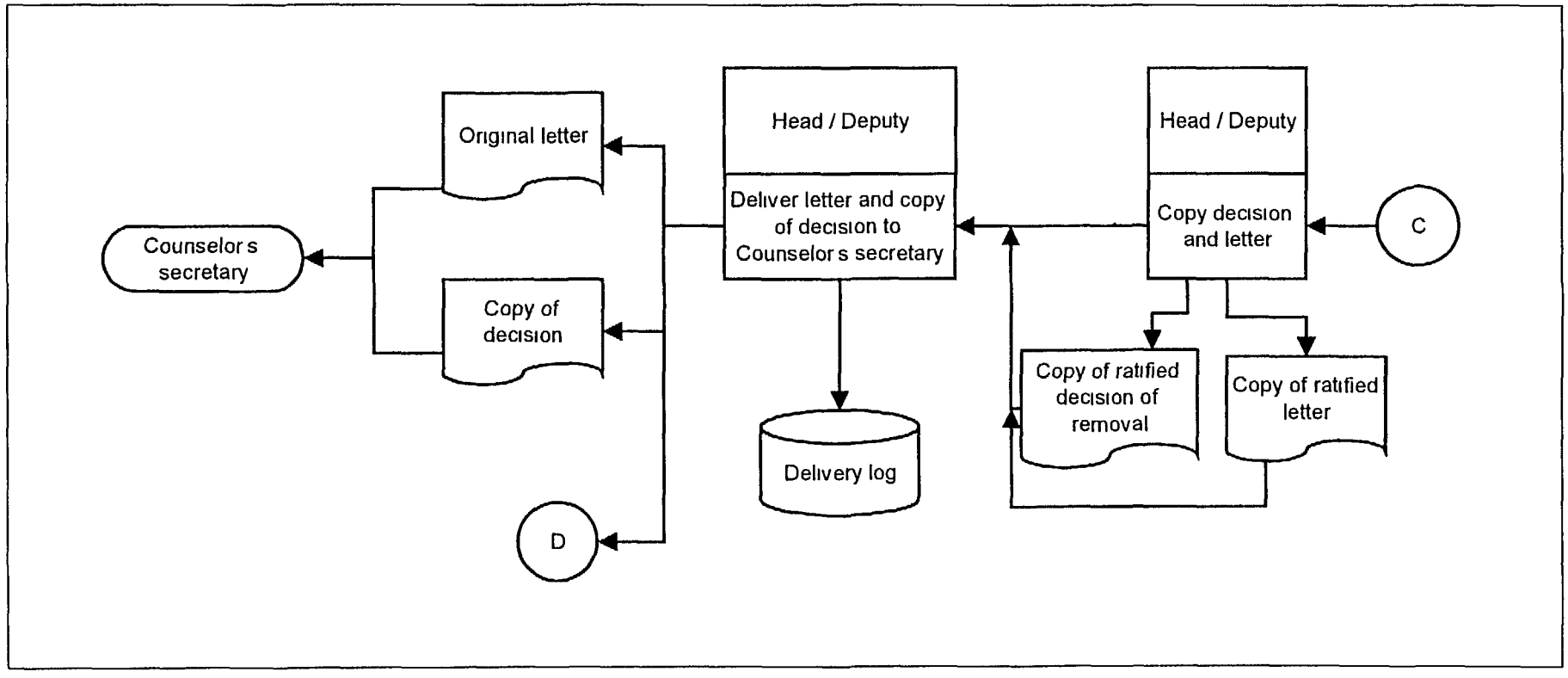
197

Work cycle	Continuation of Request submitted by expert to remove his name	Location	Expert's office in court	Trigger document	Request submitted by expert to remove his name
Cycle code	6-11			Frequency	Upon request



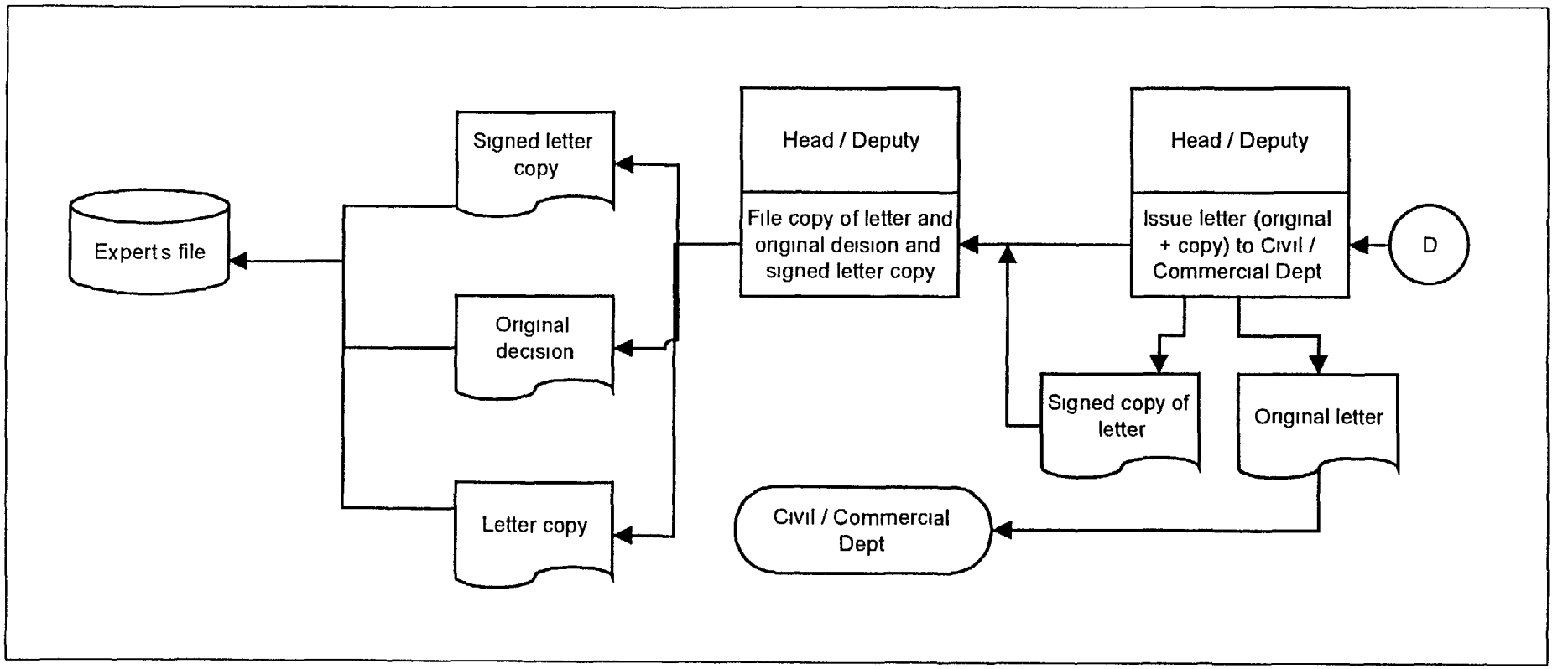
198

Work cycle	Continuation of Request submitted by expert to remove his name	Location	Expert's office in court	Trigger document	Request submitted by expert to remove his name
Cycle code	6-11			Frequency	Upon request



199

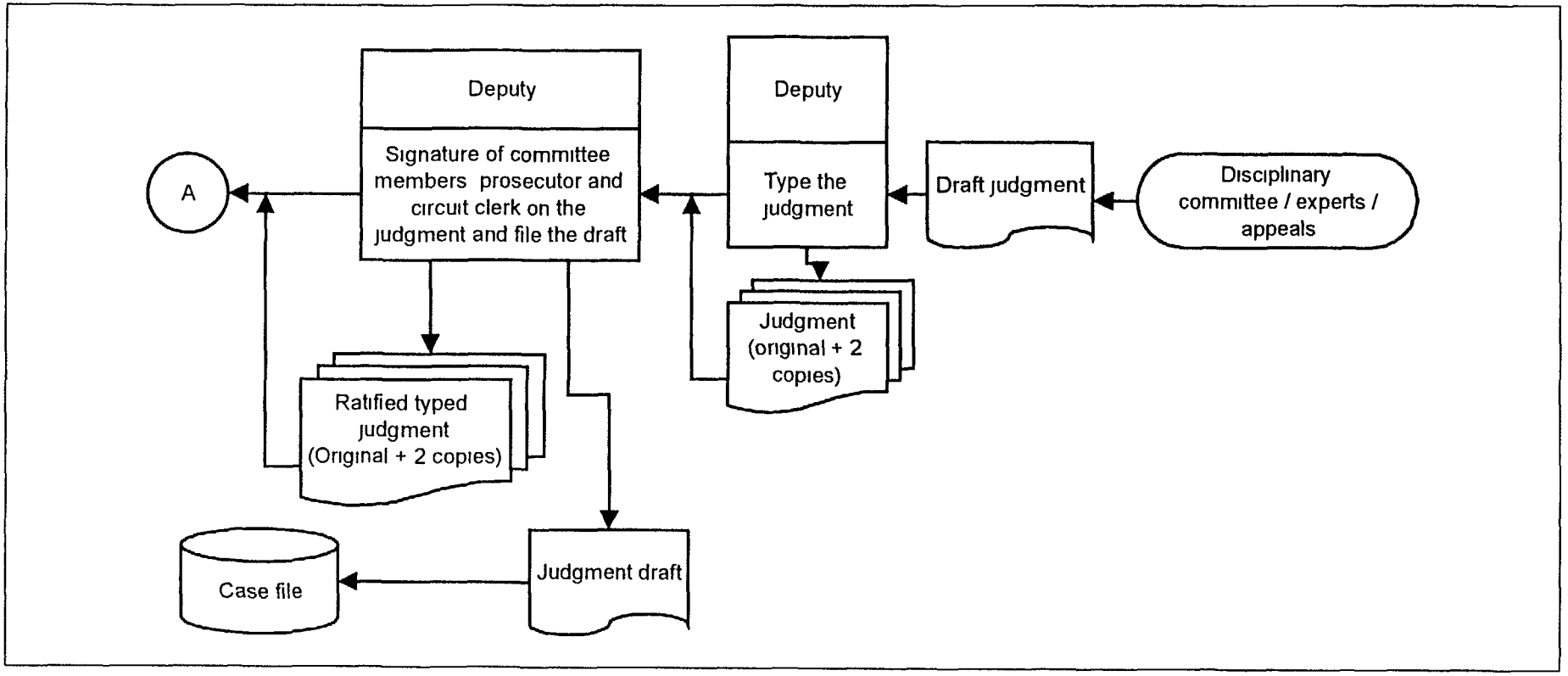
Work cycle	Continuation of Request submitted by expert to remove his name	Location	Expert's office in court	Trigger document	Request submitted by expert to remove his name
Cycle code	6-11			Frequency	Upon request



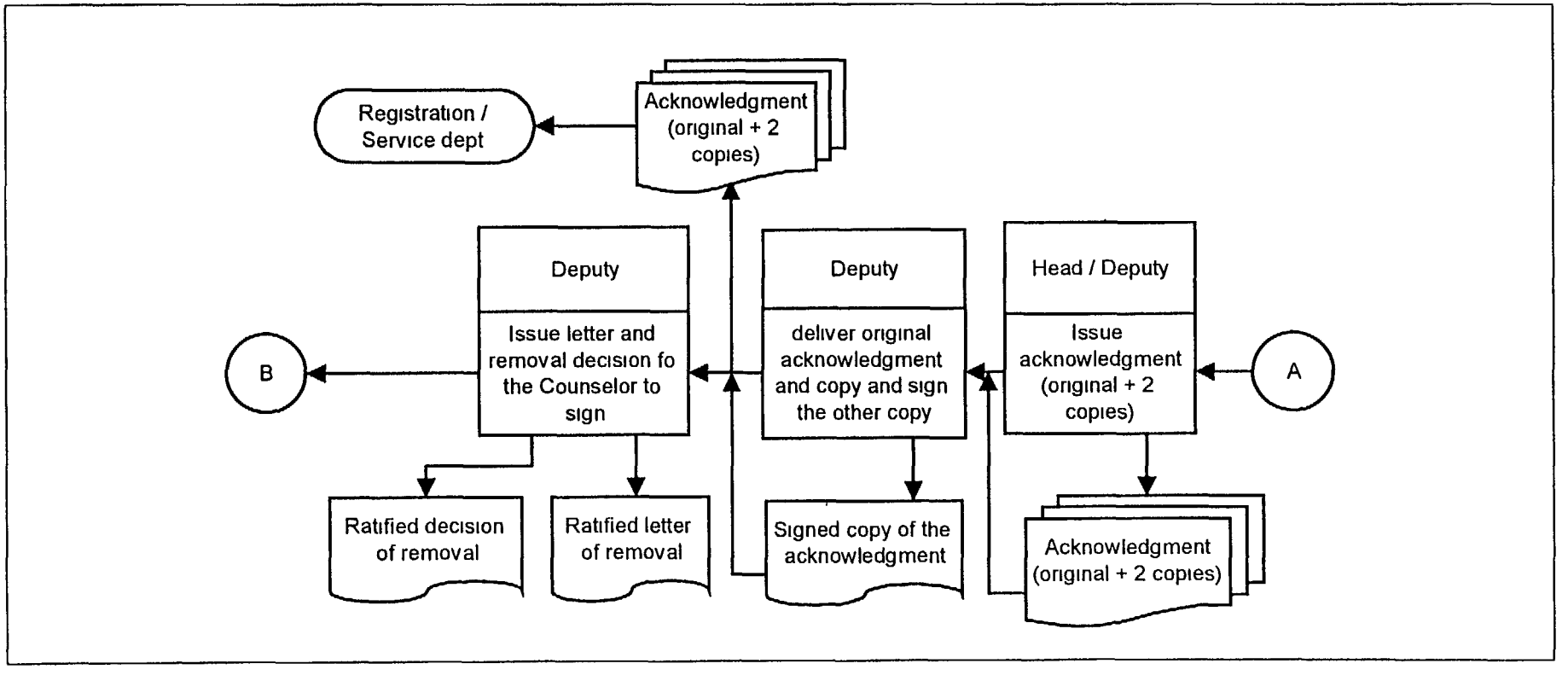
Description of work cycle Request submitted by expert to remove his name

Job	Description and Remarks
Receive request and present to Chief Justice	Head of Dept receives the request and presents it Chief Justice
Expert's signature on the request and filing of request in the file	In case the Counselor refuses the expert's request to remove his name, the expert signs of knowledge and either Head of Dept or deputy files the request in the expert's file
Removal from roster and filing of request	In case the Counselor accepts the request, Head of Dept or deputy makes a notation in the roster that name has been removed, then he files the request in the expert's file
Issue a removal decision and letter then submit them to Counselor	Head of Dept or deputy issues removal decision then submits them to Counselor for ratification
Copy decision and letter	Head of Dept or deputy copies the letter and decision
Deliver original letter and copy of decision to Counselor's secretary	Head of Dept or deputy delivers original letter and copy of decision to Counselor's secretary and signs in delivery log which is sent to General Department for Technical Researches for Expert's affairs
Issue and deliver a letter (original + copy to Civil / Commercial Dept	Head of Dept or deputy issues a letter to Civil or Commercial Dept to inform them of expert's name removal and makes them sign "received" on the copy
File copy of letter and original decision and singed copy of letter in Expert's file	Head of Dept or deputy files copy of the letter, original decision and copy of the letter sent to the Civil or Commercial Dept in the expert's file

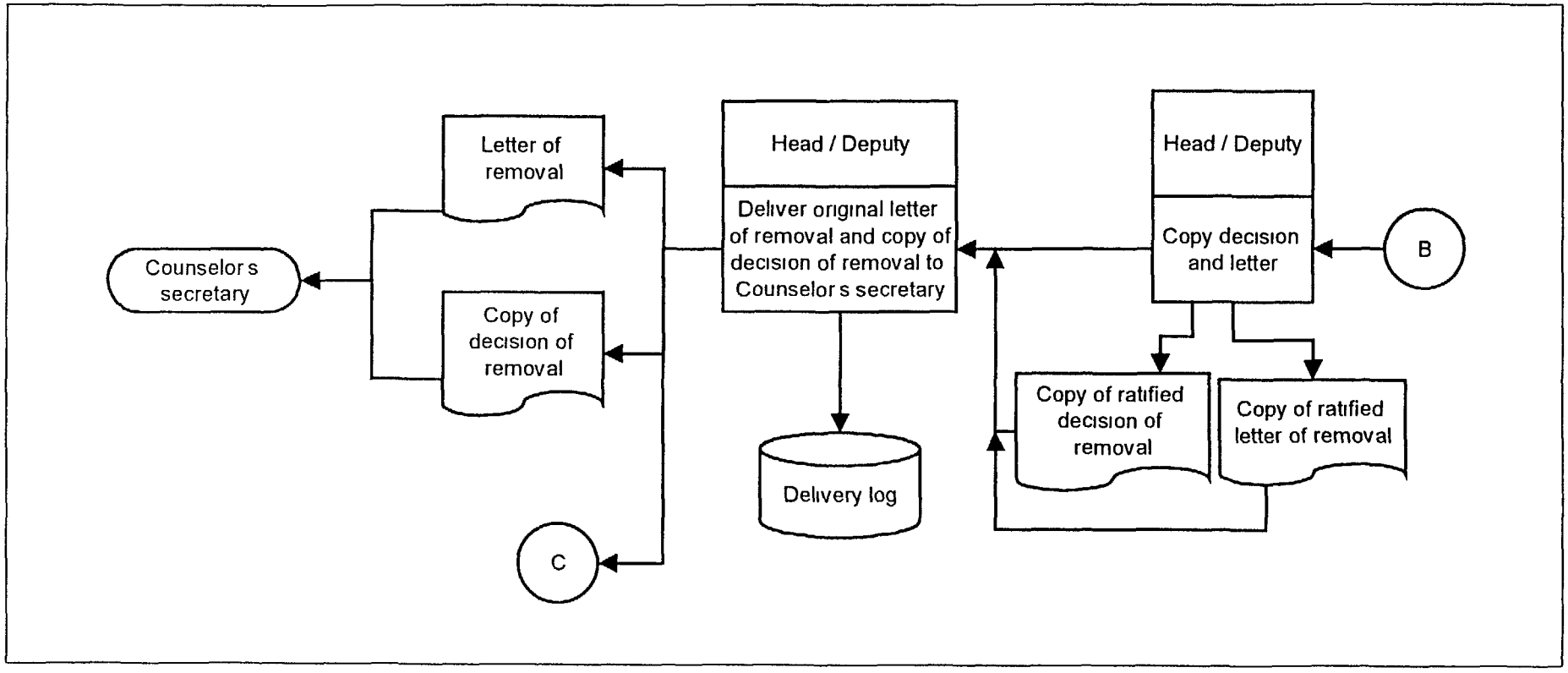
Work cycle	Receive removal judgment	Location	Expert's office in court	Trigger document	Draft judgment
Cycle code	6-12			Frequency	Upon request



Work cycle	Continuation of Receive removal judgment	Location	Expert's office in court	Trigger document	Draft judgment
Cycle code	6-12			Frequency	Upon request

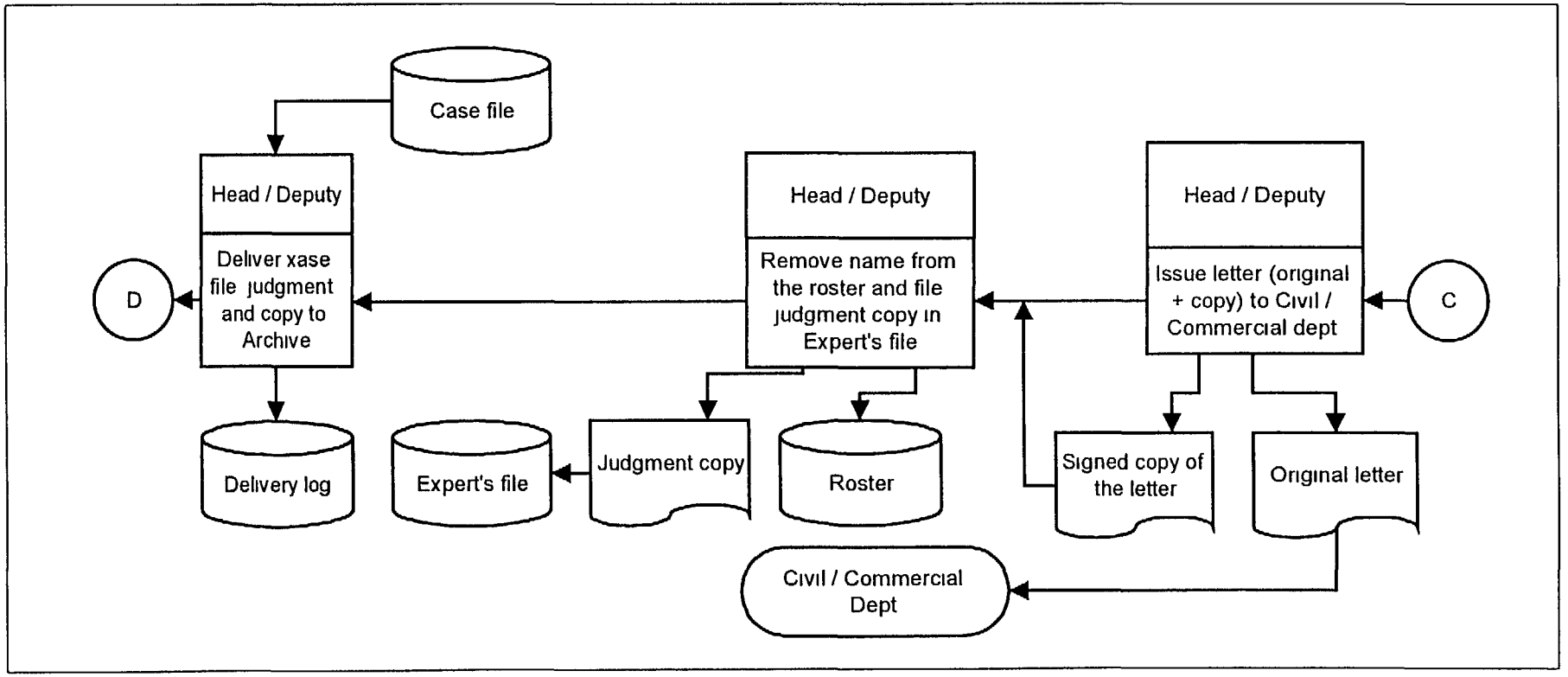


Work cycle	Continuation of Receive removal judgment	Location	Expert's office in court	Trigger document	Draft judgment
Cycle code	6-12			Frequency	Upon request

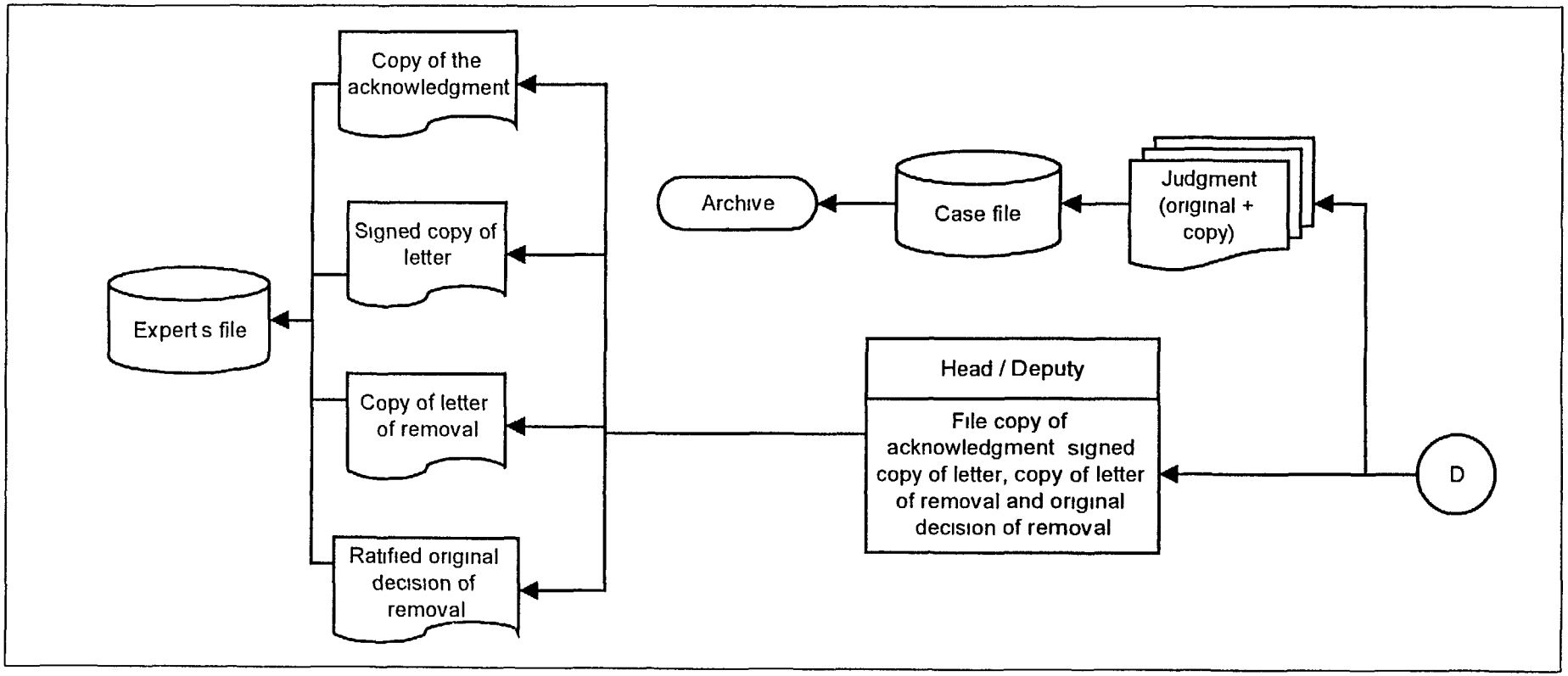


204

Work cycle	Continuation of Receive removal judgment	Location	Expert's office in court	Trigger document	Draft judgment
Cycle code	6-12			Frequency	Upon request



Work cycle	Continuation of Receive removal judgment	Location	Expert's office in court	Trigger document	Draft judgment
Cycle code	6-12			Frequency	Upon request



206

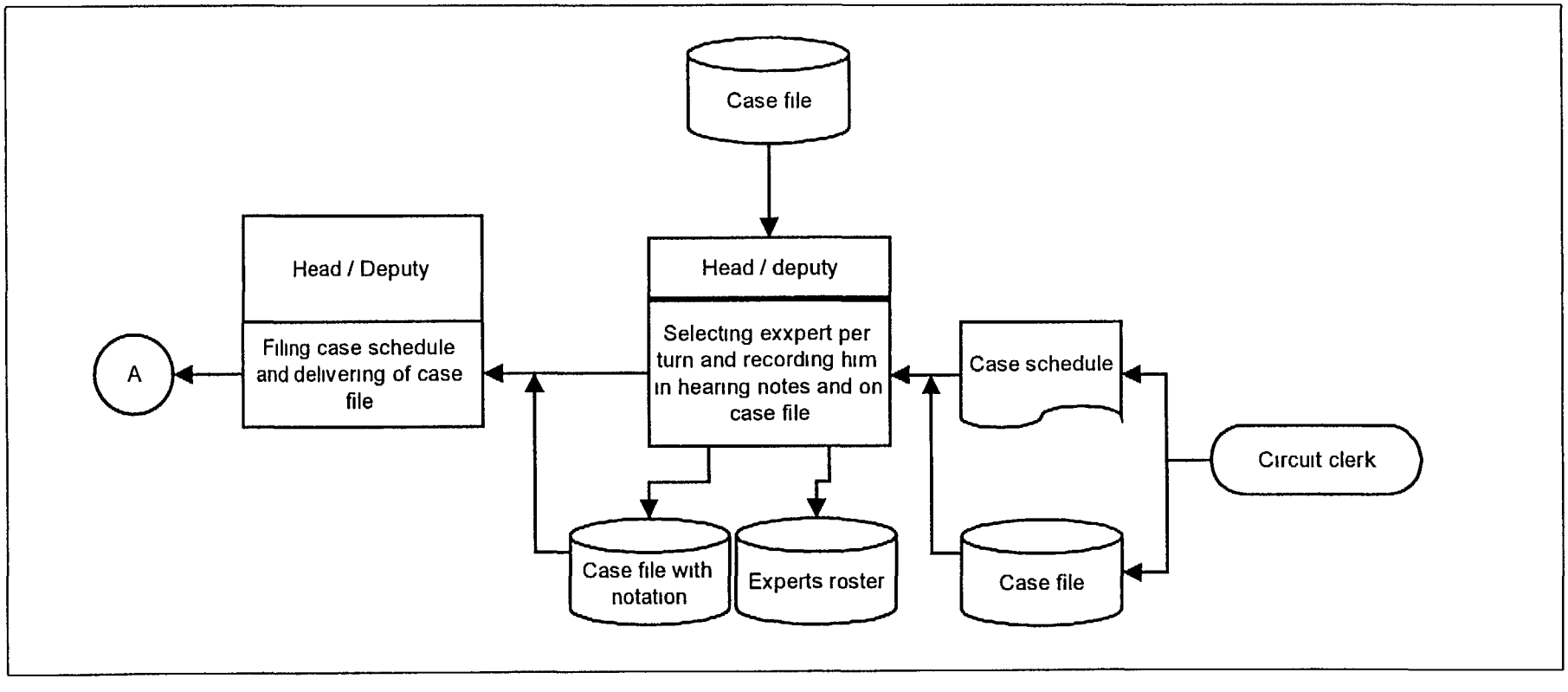
Description of work cycle Receive Removal Judgment

Job	Description and Remarks
Type the judgment	Index employee gets the judgment typed (original + 2 copies)
Committee members, Prosecutor, and circuit clerk sign the judgment and file the draft	Committee members, prosecutor and circuit clerk sign the judgment, then Head of Dept or deputy files the draft judgment in case file
Issue acknowledgment (original + 2 copies)	Head of dept or deputy issues acknowledgment (original + 2 copies) to inform the expert of the removal judgment
Deliver original acknowledgment and copy and sign off the copy	Original acknowledgment and copy are delivered to Service / Registration Dept according to Expert's address then signs "received" on the copy
Issue a letter and removal decision and Counselor signs them off	Head of Dept or deputy issues a removal decision and a letter then submit them to Counselor for signature
Copy letter and decision	Head of Dept or deputy copies letter and decision
Deliver original removal letter and copy of removal judgment to Counselor's secretary	Original letter and copy of decision are delivered to Counselor's secretary to sent to General Dept for Technical Researches and signs in delivery log
Issue and deliver letter (original + copy) Civil / Commercial dept	Head of Dept or deputy issues a letter to Civil / Commercial Dept and delivers it to the department to take the necessary action and makes them sign off the copy
Removal from the roster and filing copy of judgment in Expert's file	Head of Dept or deputy removes expert's name from the roster and files the judgment in the expert's file
Deliver case file, judgment and copy to Archive	Head of Dept or deputy delivers case file, judgment and judgment copy to Archive and lets them sign in the delivery log
File copy of Acknowledgment Copy of signed letter Copy of removal letter Original removal decision	Head of Dept or deputy files copy of acknowledgment, copy of signed letter, original removal decision and copy of removal letter in the expert's file

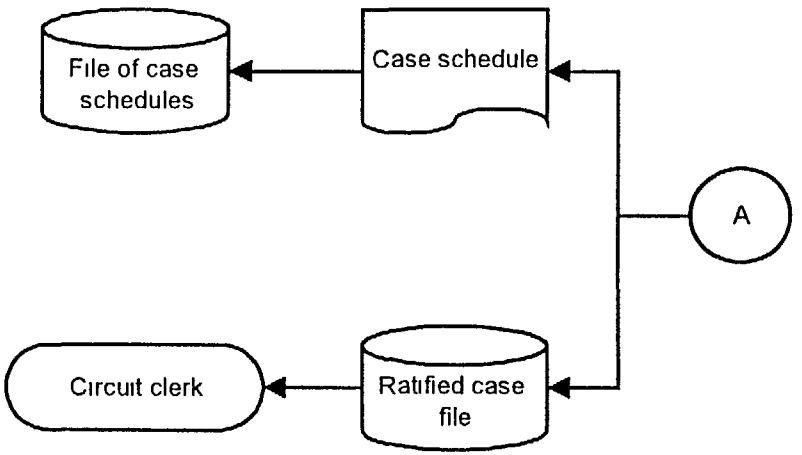
Description of work cycle data Receipt of removal judgment **Dept** Experts
Job Removal from roster and file copy of judgment in expert's file

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Experts roster	54	Serial		•	
		Expert's name		•	
		Expert's address		•	
		Date of registration	Date of expert's registration in the roster	•	
		Circuit number			
		Case number			
		Litigants names			
		Judgment date			
		Value of deposit			
		Deposit cashing date			
		Deposit payment date			
		Next hearing date			
		Remarks		•	

Work cycle	Assign cases to roster experts	Location	Expert's office in court	Trigger document	List of cases and their files
Cycle code	6-13			Frequency	Upon request



Work cycle	Assign cases to roster experts	Location	Expert's office in court	Trigger document	List of cases and their files
Cycle code	6-13			Frequency	Upon request



Description of work cycle Assigning cases to roster experts

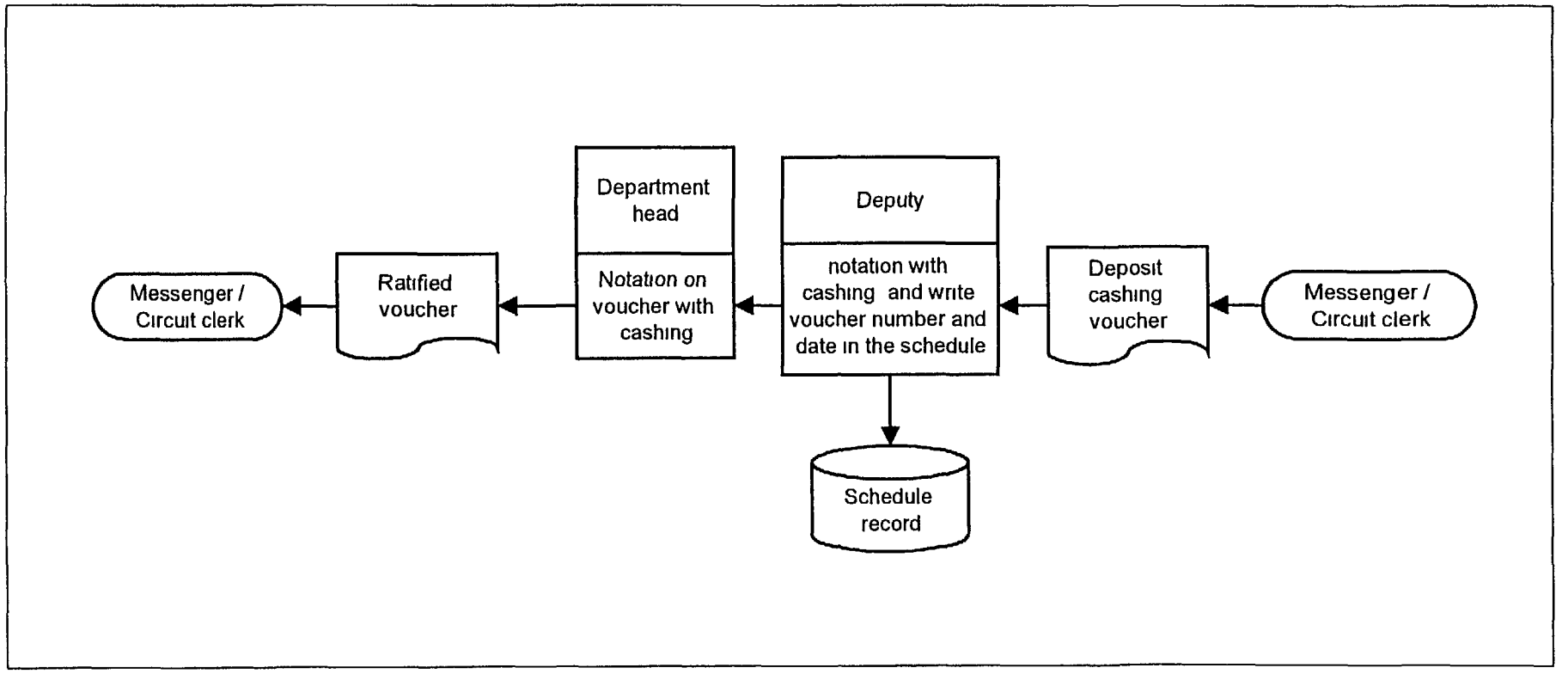
Job	Description and Remarks
Selecting the expert according to turn and put his name on hearing notes and case file	Head of Dept or deputy selects the expert to whom the case will be assigned, then he makes a notation in expert's roster and on hearing notes and case file with the expert's name and address
Keep cases list and deliver case file	Head of Dept or deputy keeps cases list in cases lists file and delivers case file to circuit clerk

Description of work cycle data Assigning cases to roster experts **Dept** Experts
Job Selection of expert as per turn and put his name on hearing notes and case file

Name of Form / Book The Printed name	Form code	Item	Item meaning	Changed	Remarks
Experts roster	54	Serial			
		Expert's name			
		Expert's address			
		Date of registration	Date of expert's registration in the roster	•	
		Circuit number		•	
		Case number		•	
		Litigants names		•	
		Judgment date			
		Value of deposit			
		Deposit cashing date			
		Deposit payment date			
		Next hearing date			
		Remarks			

212

Work cycle	Receive deposit cashing slip	Location	Expert's office in court	Trigger document	Deposit cashing slip
Cycle code	6-14			Frequency	Upon request

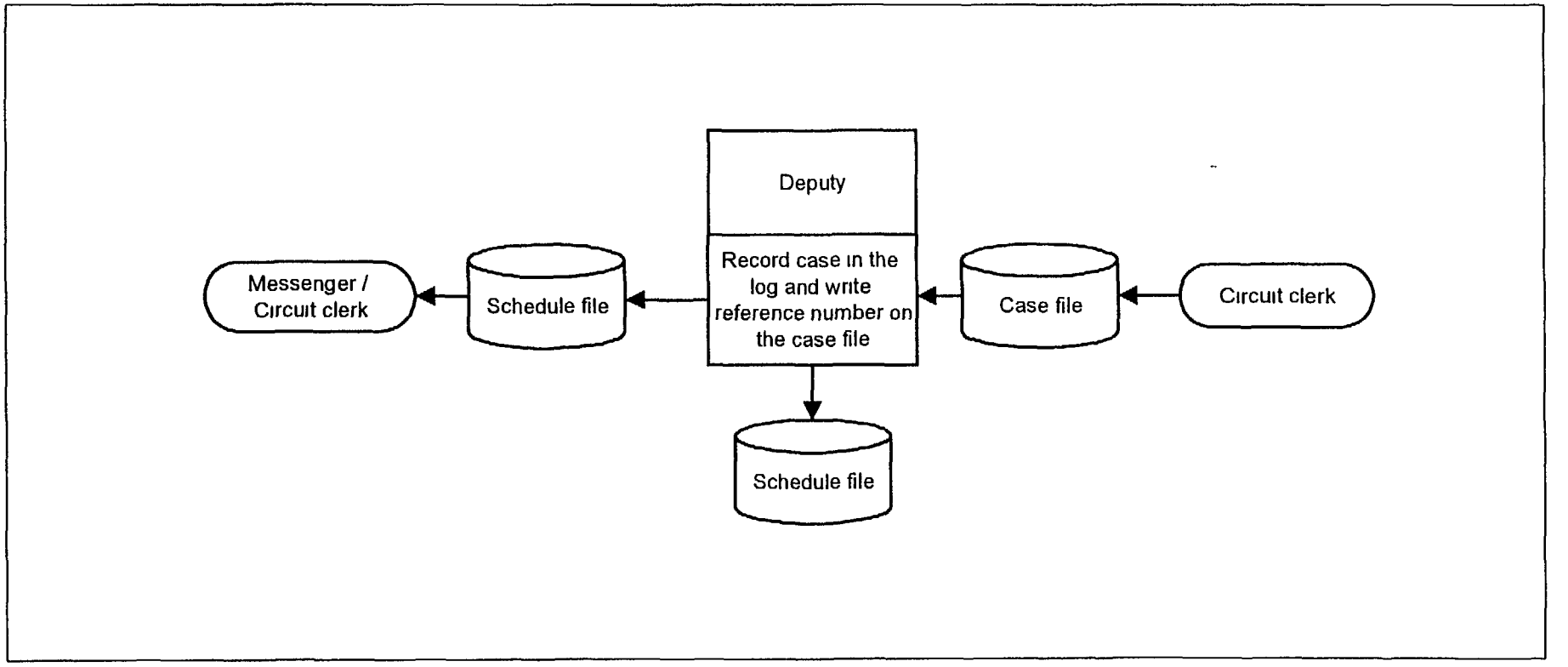


213

Description of work cycle Receive deposit cashing slip

Job	Description and Remarks
Make a notation of cashing and write receipt number an date in the roster	Dept deputy makes a notation of deposit cashing and value as well as date of deposit cashing and date of delivering it to Index
Sing on receipt of cashing	Dept deputy

Work cycle	Assign labour case to Expert's Office	Location	Expert's Dept	Trigger document	Original Case
Cycle code	6-15			Frequency	Upon request

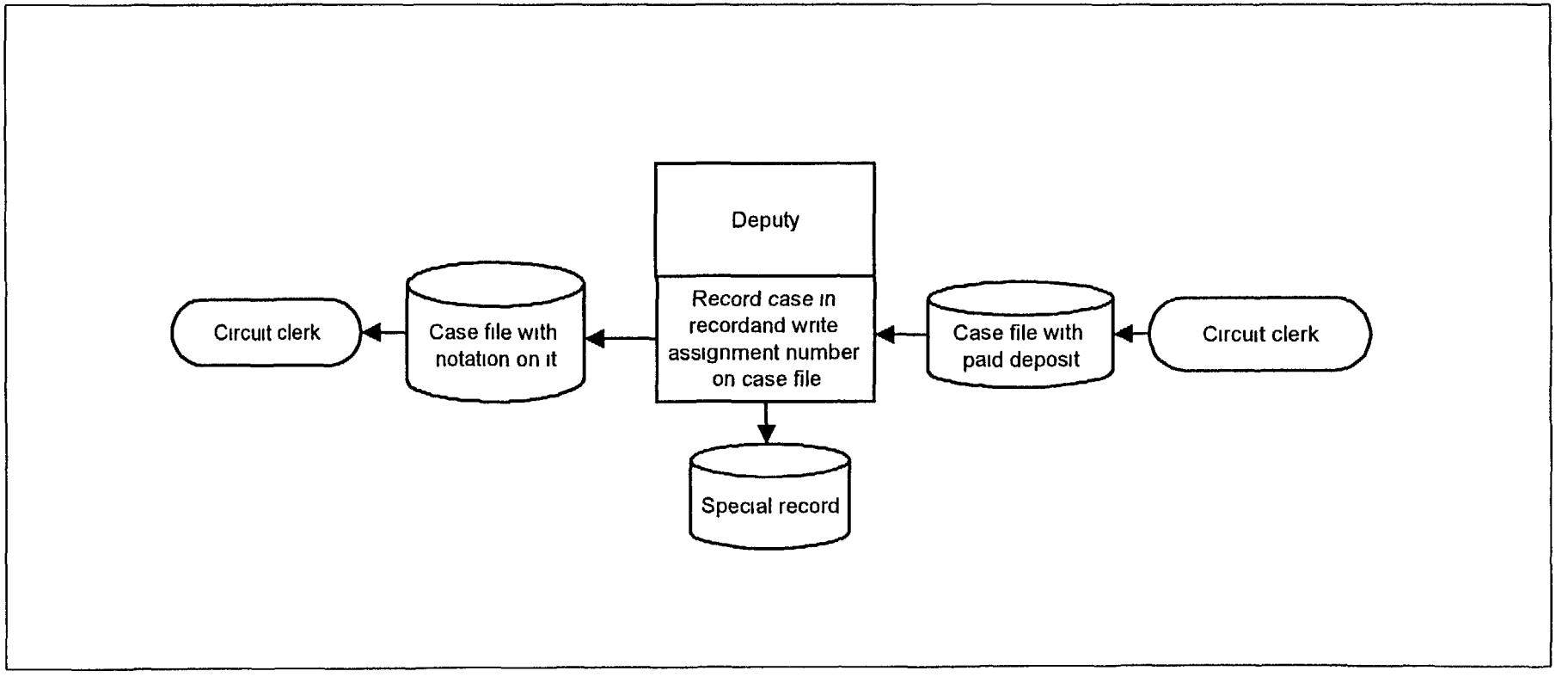


215

Description of work cycle Assign labour case to Expert's Office

Job	Description and Remarks
Record case in register and write registration number on case file and labour cases experts' file	Record case in special register and write number of registration and labour cases experts on case file

Work cycle	Assign case to forensics after fees payment	Location	Experts office in court	Trigger document	Case file with paid deposit
Cycle code	6-16			Frequency	Upon request

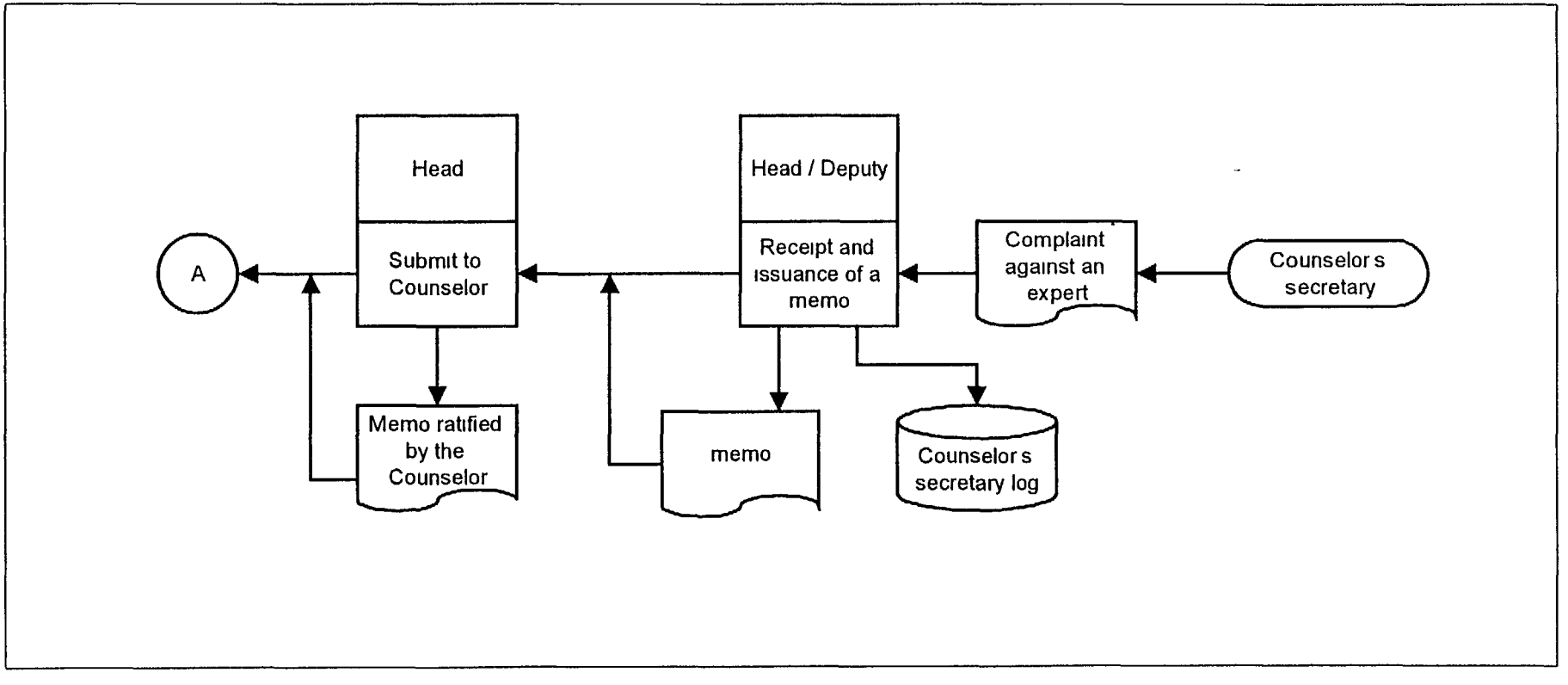


L12

Description of work cycle Assign labour case to Forensics after paying the fees

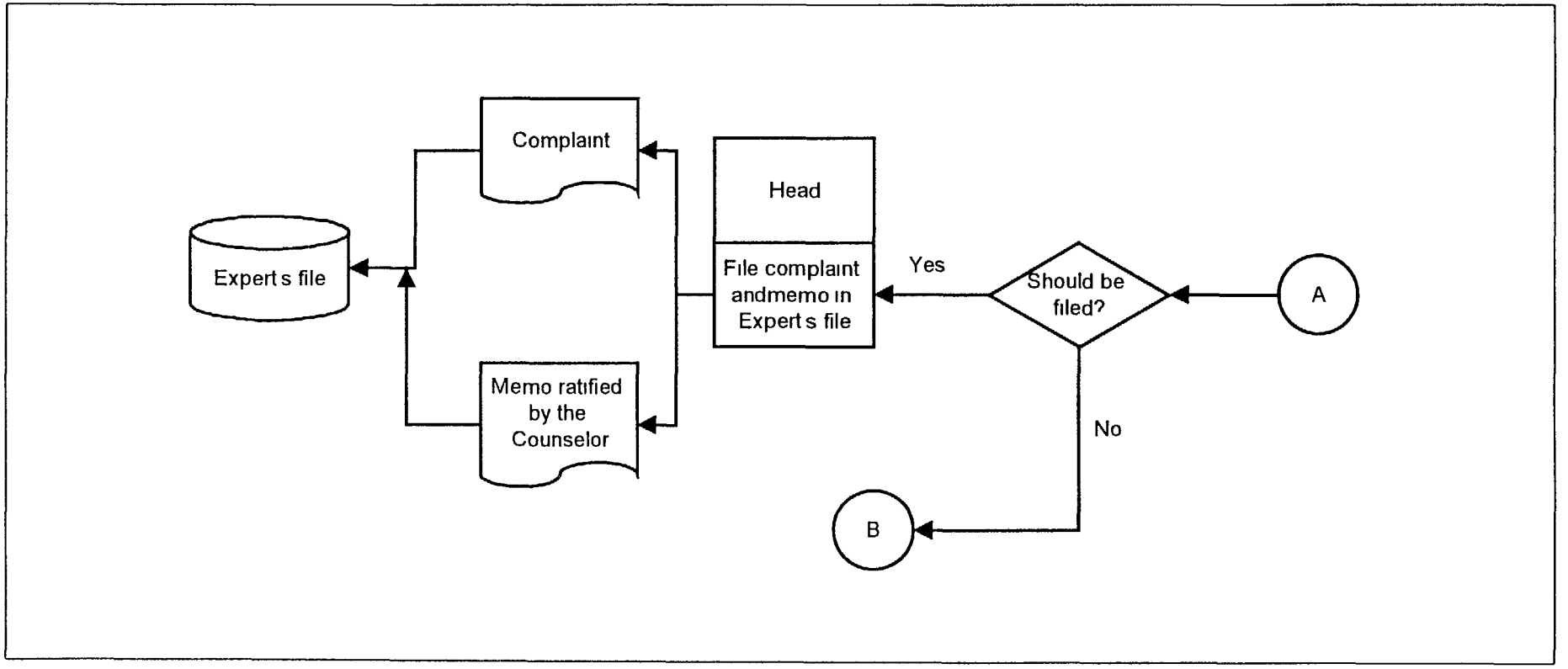
Job	Description and Remarks
Record case in special register and write assignment number on case file	Employee records case data in special register and writes assignment number on case file

Work cycle	Receive complaint against Expert	Location	Expert's office in court	Trigger document	Complaint against expert
Cycle code	6-17			Frequency	Upon request



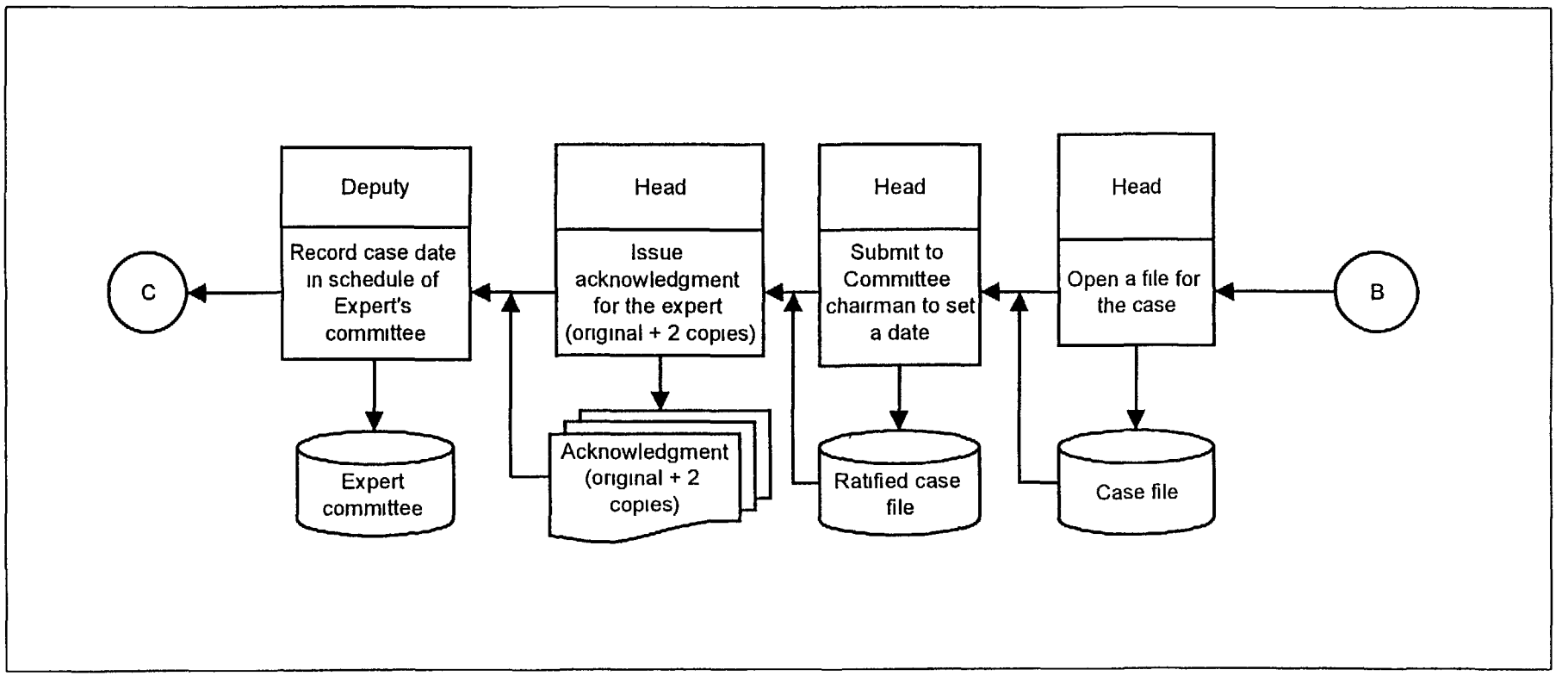
219

Work cycle	Receive complaint against Expert	Location	Expert's office in court	Trigger document	Complaint against expert
Cycle code	6-17			Frequency	Upon request



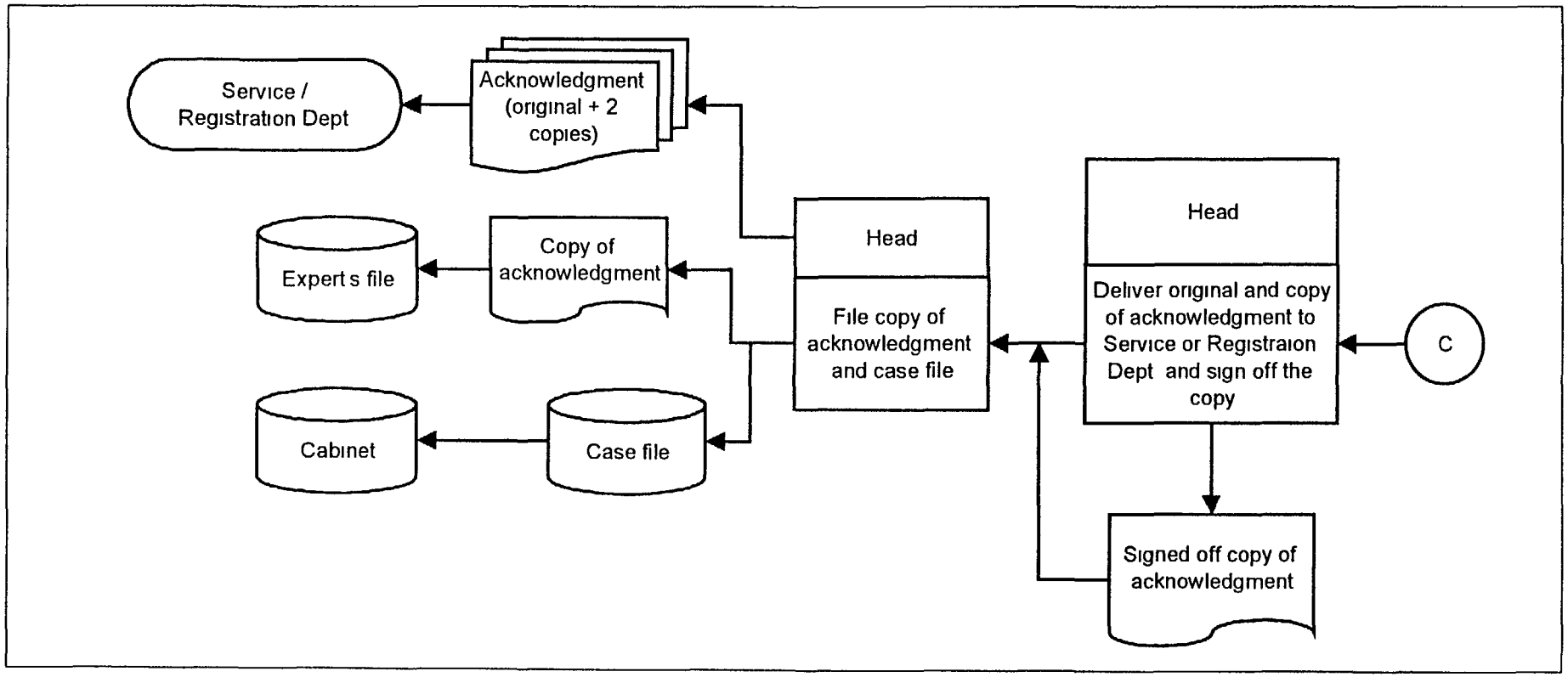
220

Work cycle	Receive complaint against Expert	Location	Expert's office in court	Trigger document	Complaint against expert
Cycle code	6-17			Frequency	Upon request



221

Work cycle	Receive complaint against Expert	Location	Expert's office in court	Trigger document	Complaint against expert
Cycle code	6-17			Frequency	Upon request



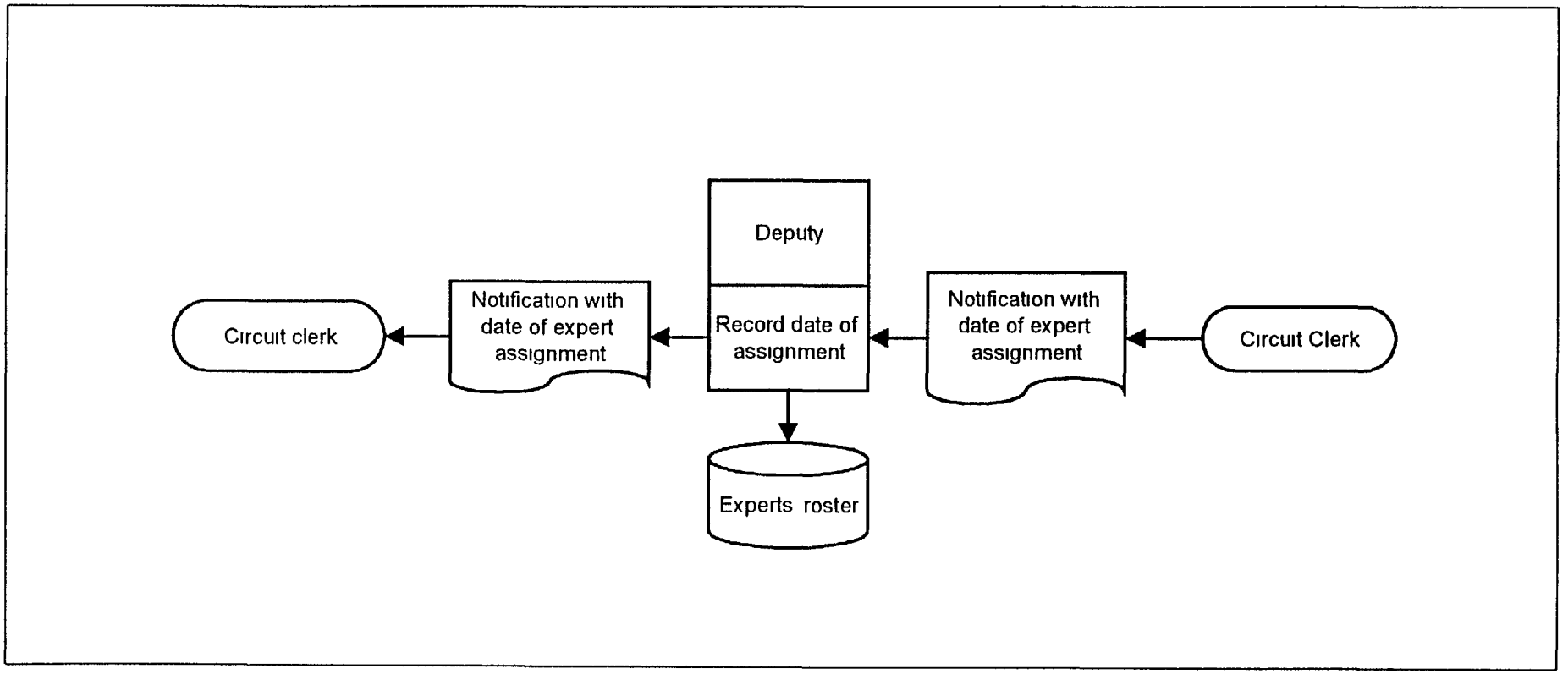
222

Description of work cycle, Receive complaint against expert

Job	Description and Remarks
Receipt and issuance of a memo	Head of Dept or deputy receives complaint and sings in Counselor's secretary log of receipt and issue a memo
Present to Counselor	Head of Dept submits memo to Chief Justice
File complaint and memo in expert's file	When Chief Justice signs "reviewed" on the memo, complaint and memo are files in expert's file
Open case file	When Chief Justice refers memo to Experts Committee, head of Dept opens a case file
Case is presented to Committee chairman to set a date	Head of Dept presents case file to Committee chairman to set a hearing date
Issuance of acknowledgment to expert (original + 2 copies)	Head of Dept issues an acknowledgment to the expert (original + 2 copies) to inform him of hearing date
Register case date in Experts' Committee schedule	Head of Dept records case in Expert's Committee shcedule
Deliver original and copy of acknowledgment to Service or Registration Dept and sign off the other copy	Original and copy of the acknowledgment are delivered to Service or Registration Dept and signs "received" on the other copy
File copy of acknowledgment and case file	Head of dept files copy of acknowledgment in expert's file and keeps case file in the cabinet

223

Work cycle	Notification with date of expert's assignment	Location	Expert's office in court	Trigger document	Notification with date of expert's assignment
Cycle code	6-18			Frequency	Upon request

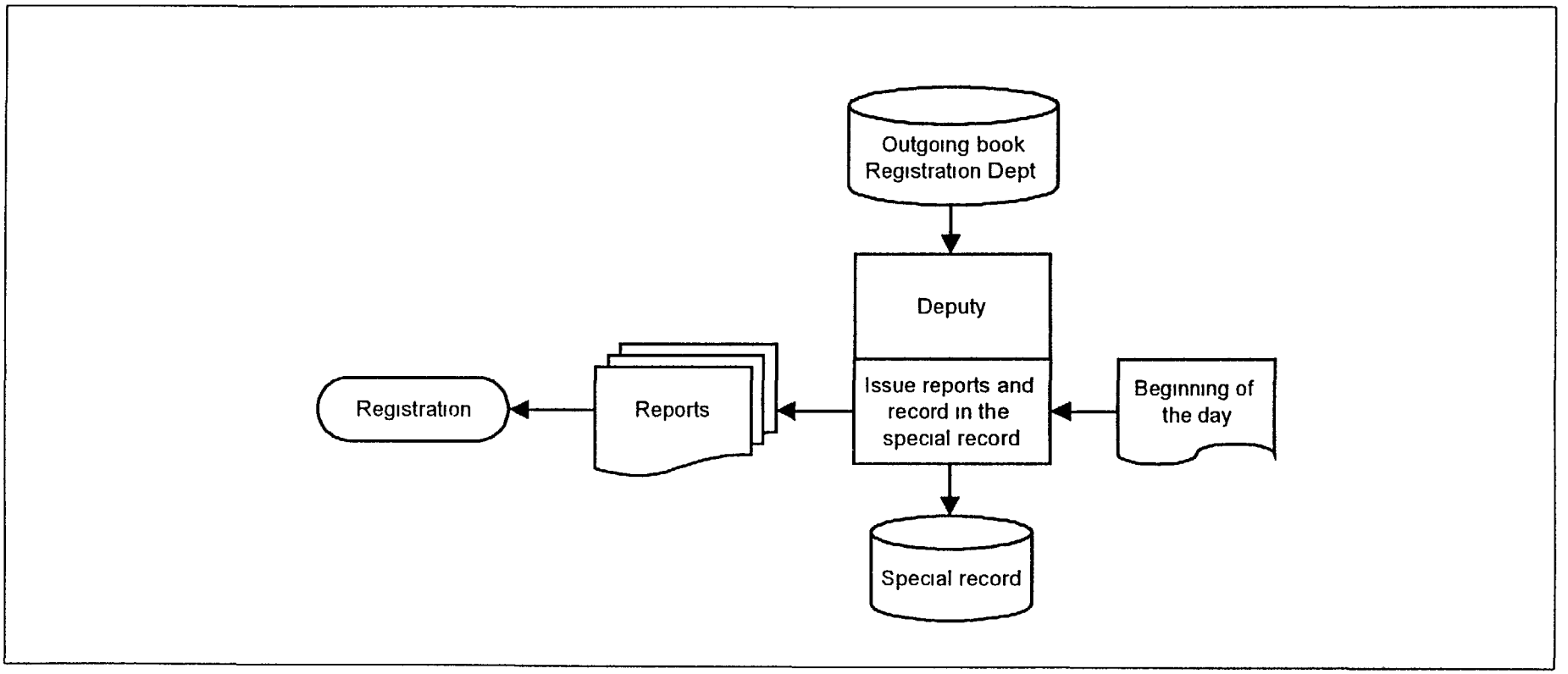


224

Description of work cycle, Notification with date of expert's assignment

Job	Description and Remarks
Record date of assignment	Head of Dept or deputy records date of expert's assignment in experts roster

Work cycle	Monthly loyalty reports	Location	Experts office in court	Trigger document	Beginning of day
Cycle code	6-19			Frequency	On daily basis



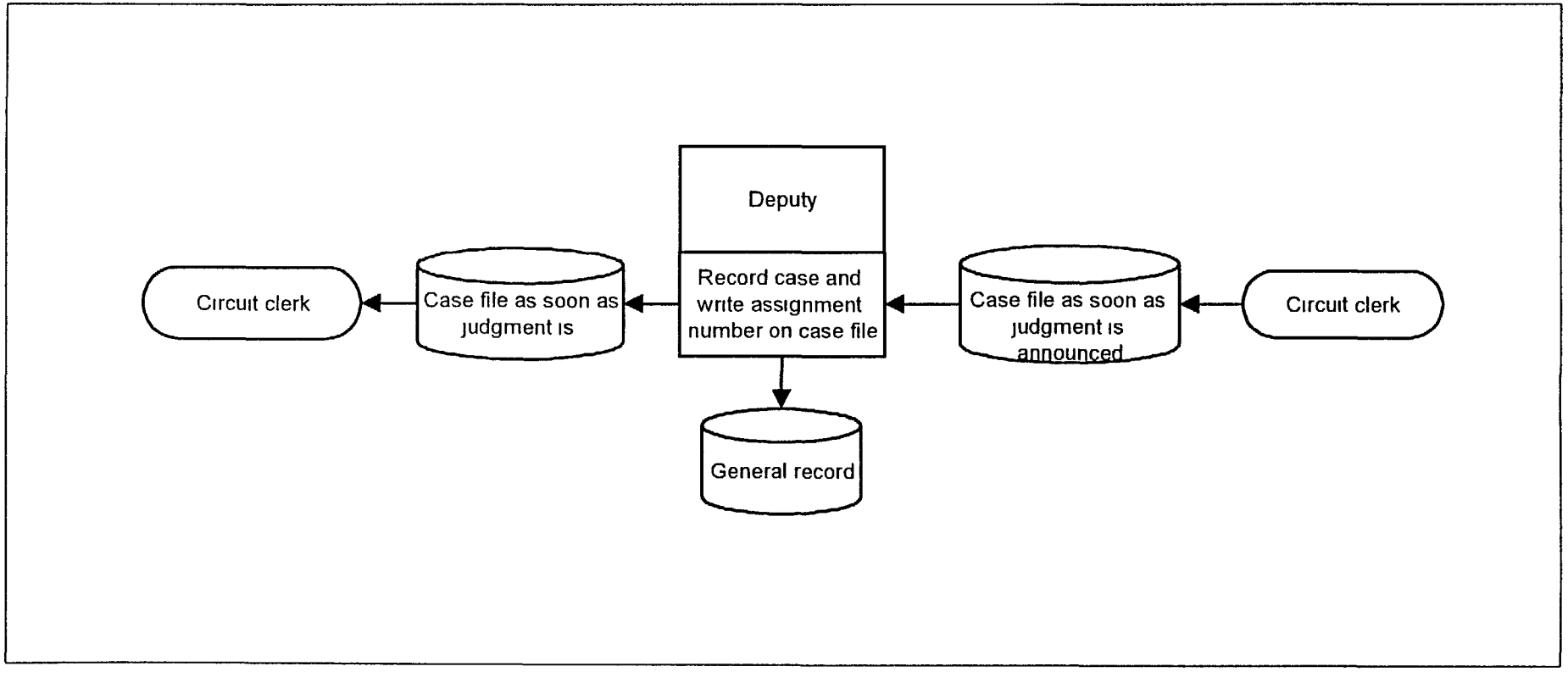
226

Description of work cycle, Monthly loyalty reports

Job	Description and Remarks
Issue loyalty report and record in special register	Experts office employee prepares Registration outgoing book, issues loyalty reports and records outgoing reference number and sending date in a special register

227

Work cycle	Assign civil case as soon as judgment is announced	Location	Experts office in court	Trigger document	Case file as soon as judgment is announced
Cycle code	6-20			Frequency	Upon request

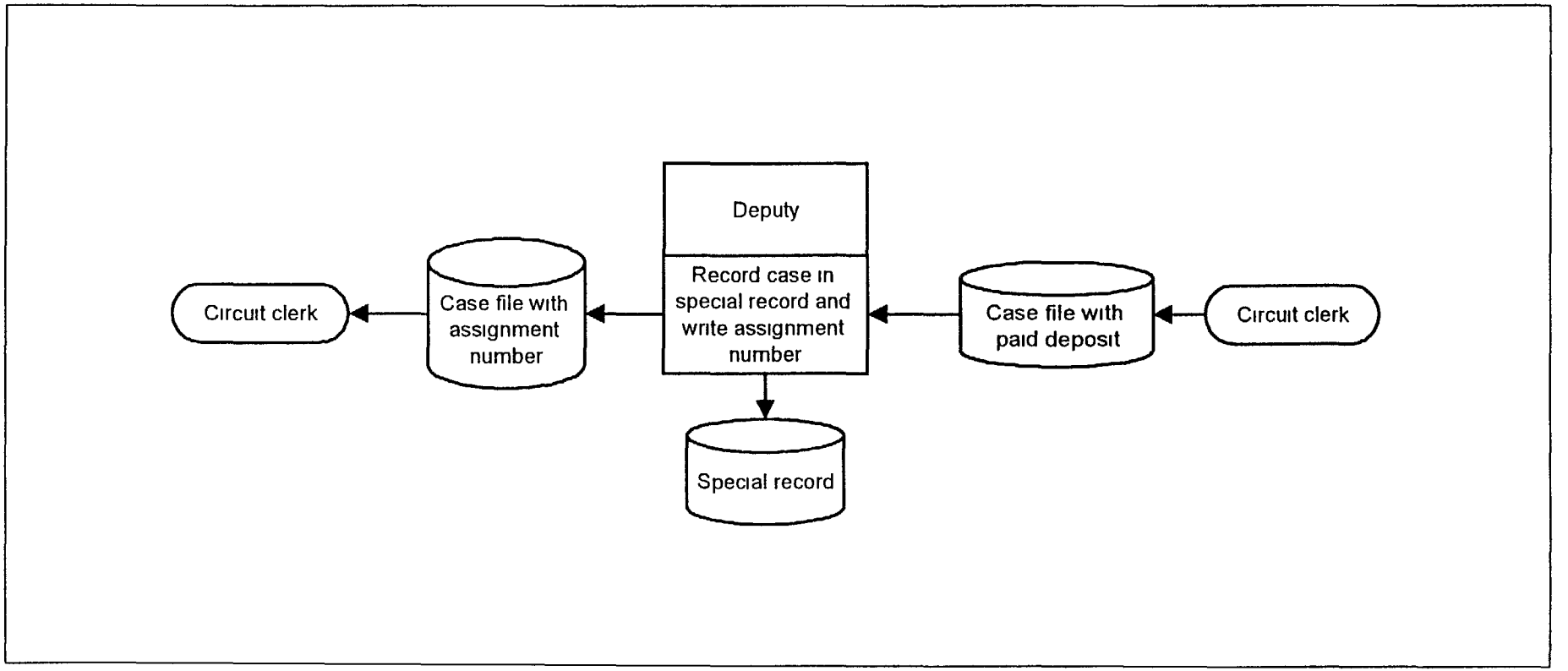


228

Description of work cycle, Assign civil case as soon as judgment is announced

Job	Description and Remarks
Record case and write assignment reference number on case file	Employee records case in general register and write assignment number on case file

Work cycle	Assign civil case after deposit payment	Location	Experts office in court	Trigger document	Case file with notation of deposit payment
Cycle code	6-21			Frequency	Upon request

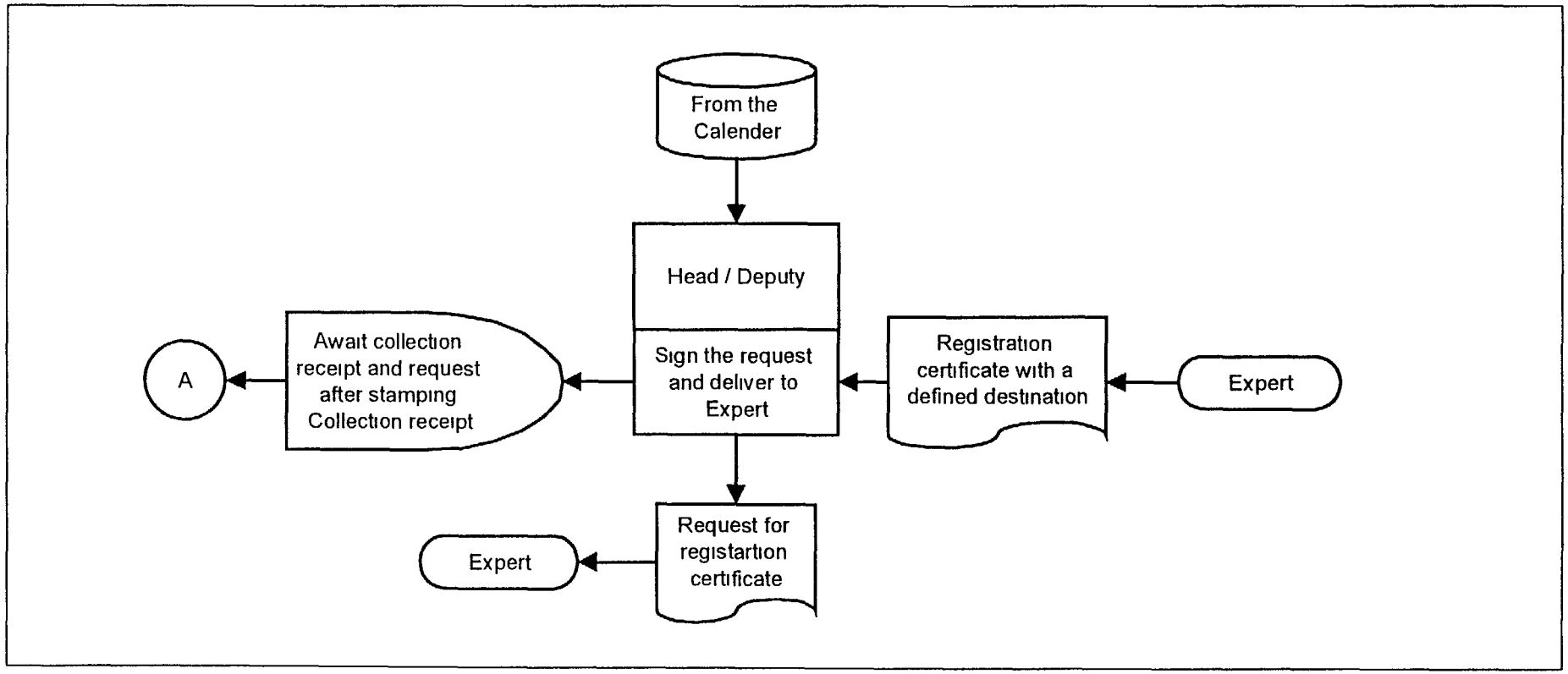


Description of work cycle Assign civil case after deposit payment

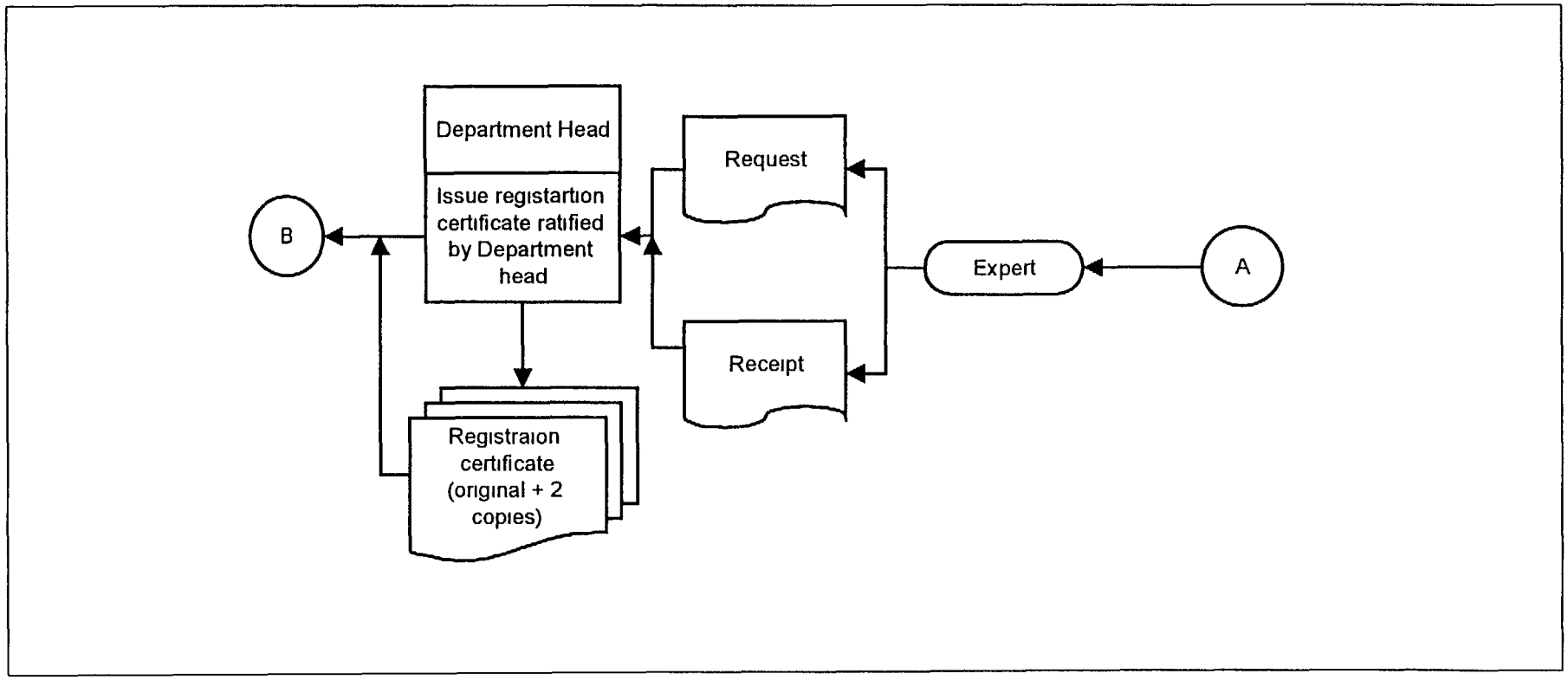
Job	Description and Remarks
Record case in special register and make notation with assignment number	Case is recorded in special register and a notation is made with assignment number

231

Work cycle	Issuance of registration certificate	Location	Experts office in court	Trigger document	Request for registration certificate with set destination
Cycle code	6-22			Frequency	Upon request

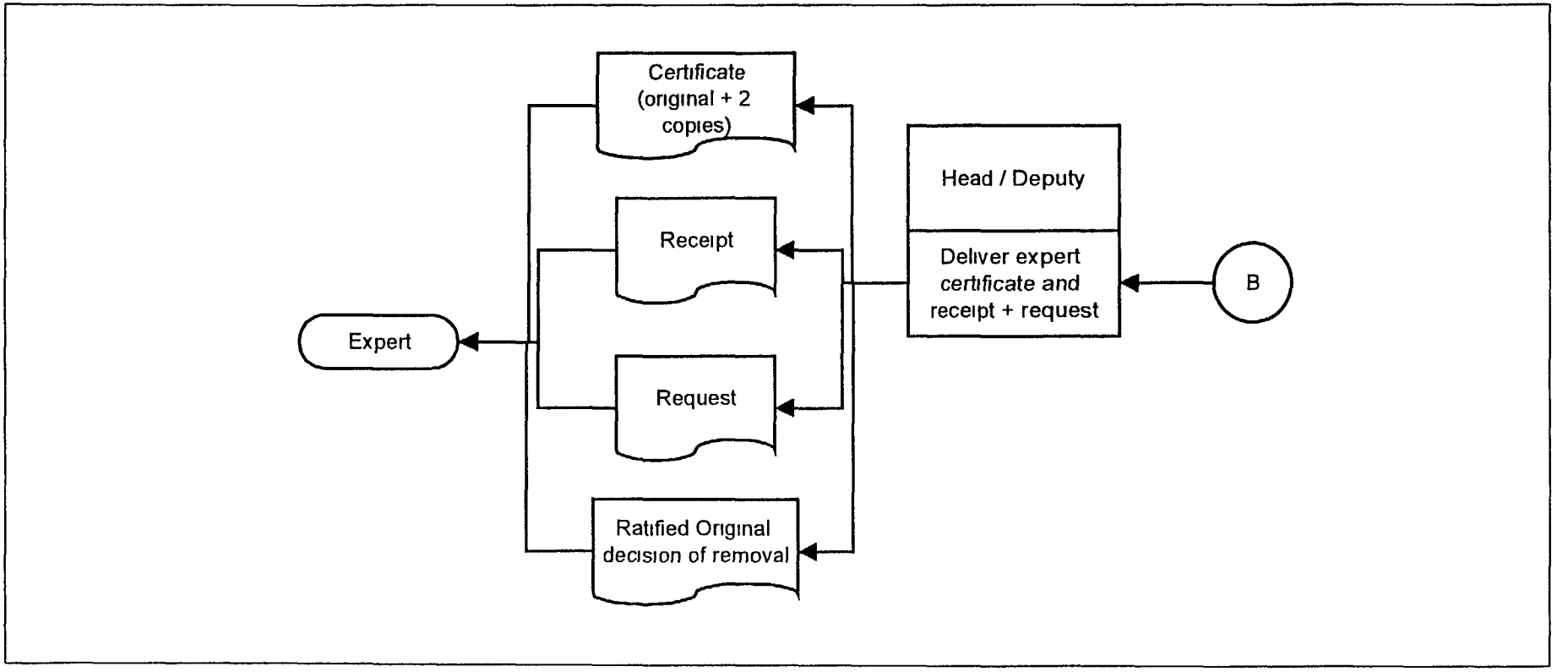


Work cycle	Issuance of registration certificate	Location	Experts office in court	Trigger document	Request for registration certificate with set destination
Cycle code	6-22			Frequency	Upon request



233

Work cycle	Issuance of registration certificate	Location	Experts office in court	Trigger document	Request for registration certificate with set destination
Cycle code	6-22			Frequency	Upon request



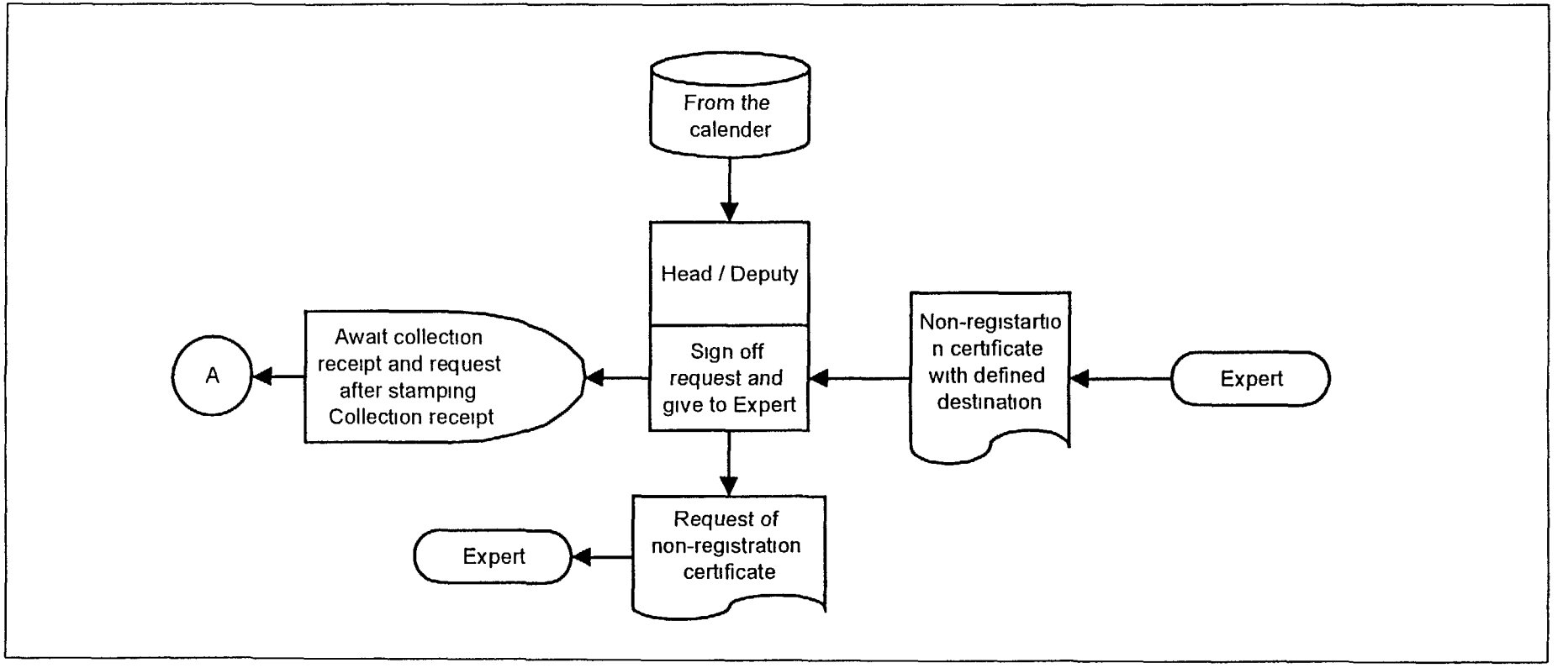
234

Description of work cycle Issuance of registration certificate

Job	Description and Remarks
Sign the request and deliver to expert	Head of Dept or deputy sings the request after revising the data in the request by referring to the roster
Issuance of registration certificate ratified by Head of Dept	Head of Dept or deputy issues registration certificate to be ratified by Head of Dept (original + copy) after making sure all fees are paid
Deliver certificate, receipt and request to expert	Certificate (original + copy), receipt and request to expert

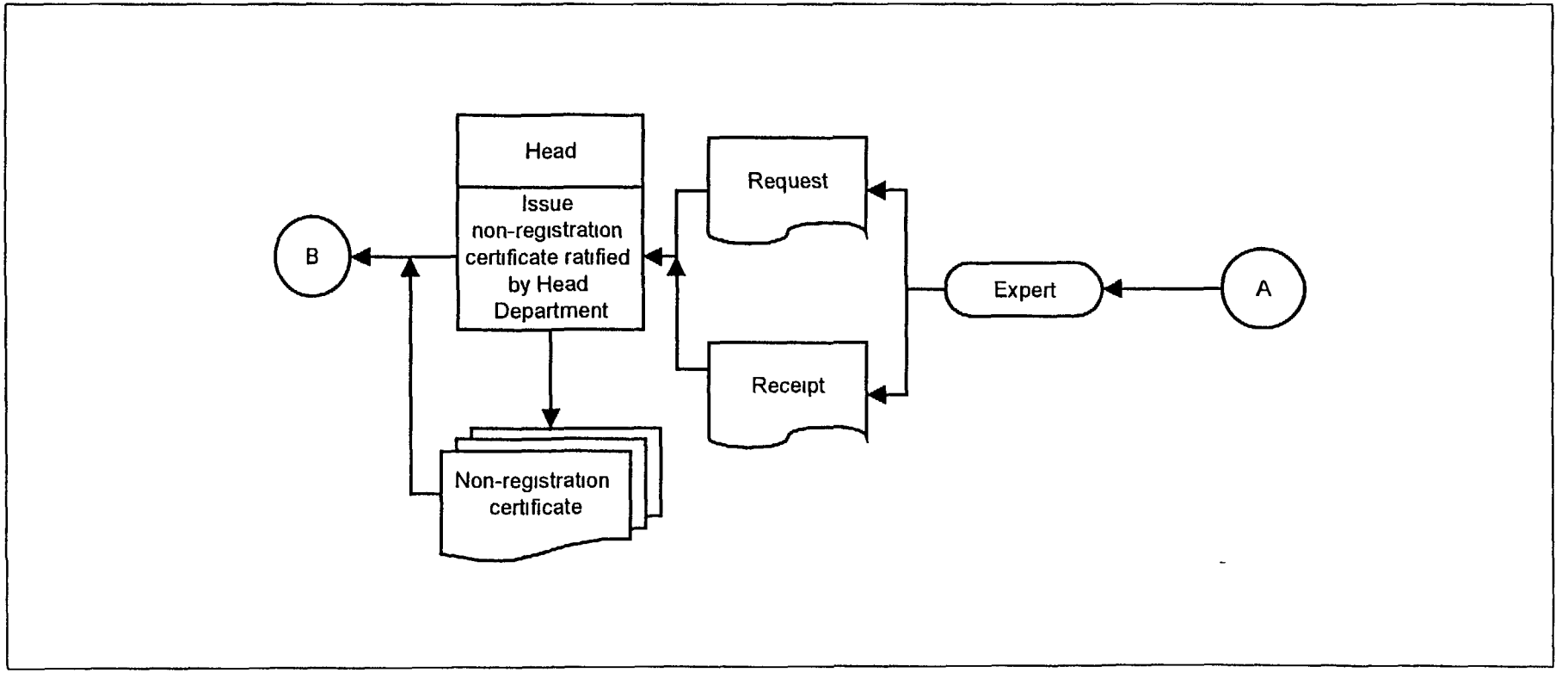
235

Work cycle	Issuance of non-registration certificate	Location	Experts office in court	Trigger document	Request for non-registration certificate
Cycle code	6-23			Frequency	Upon request

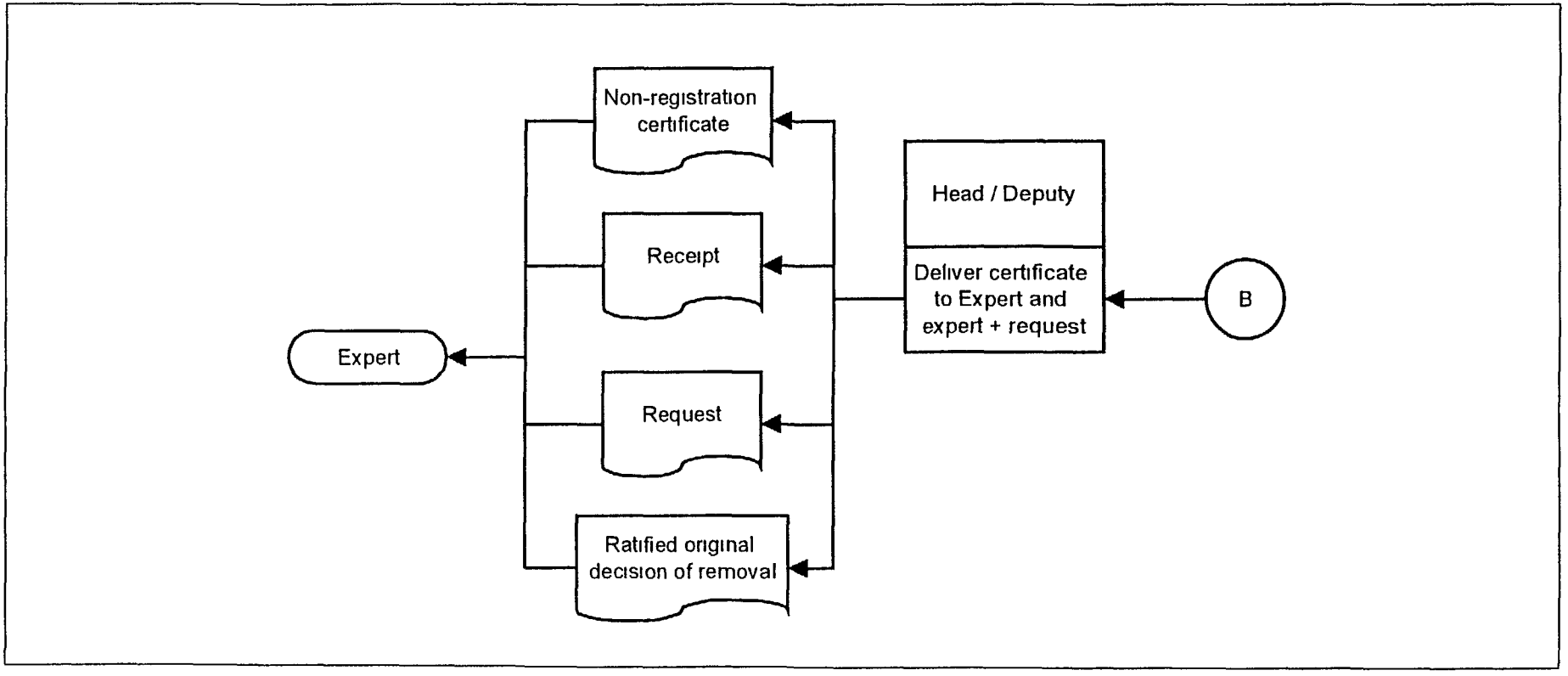


236

Work cycle	Issuance of non-registration certificate	Location	Experts office in court	Trigger document	Request for non-registration certificate
Cycle code	6-23			Frequency	Upon request



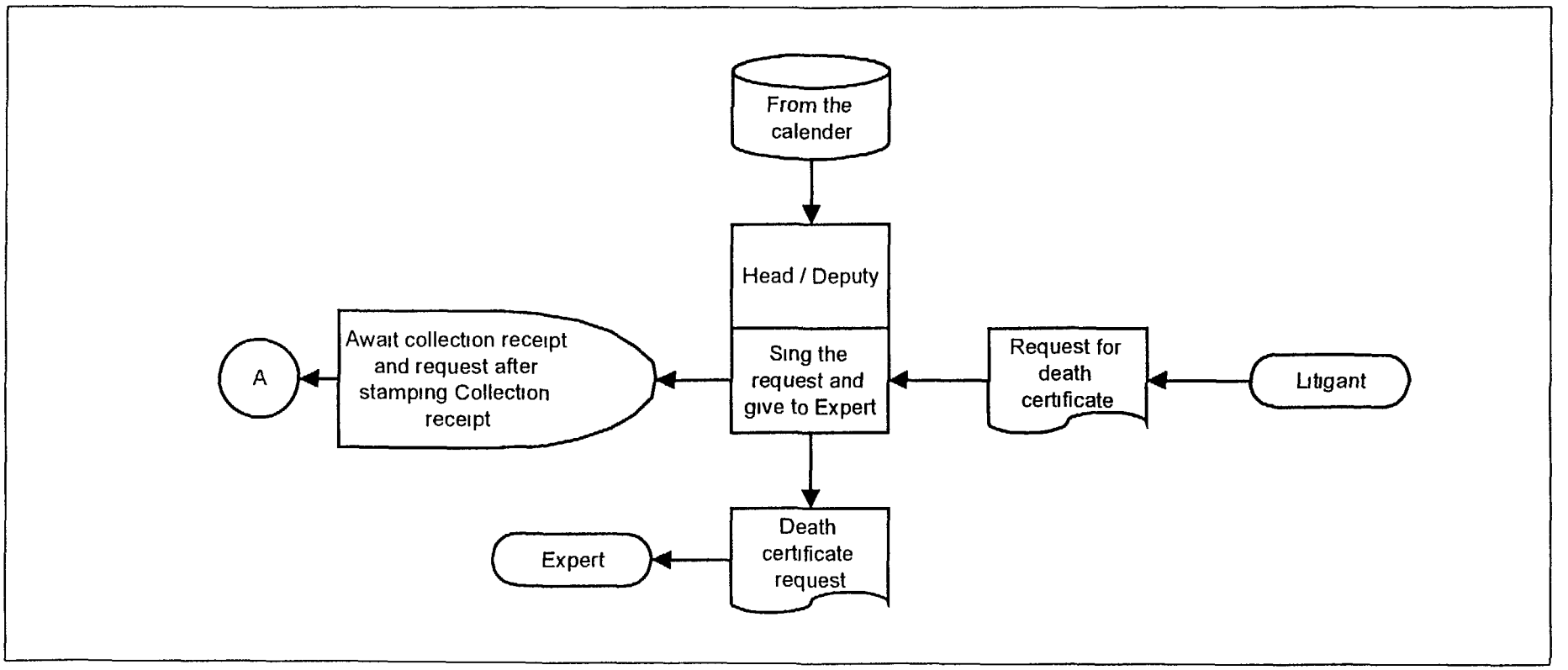
Work cycle	Issuance of non-registration certificate	Location	Experts office in court	Trigger document	Request for non-registration certificate
Cycle code	6-23			Frequency	Upon request



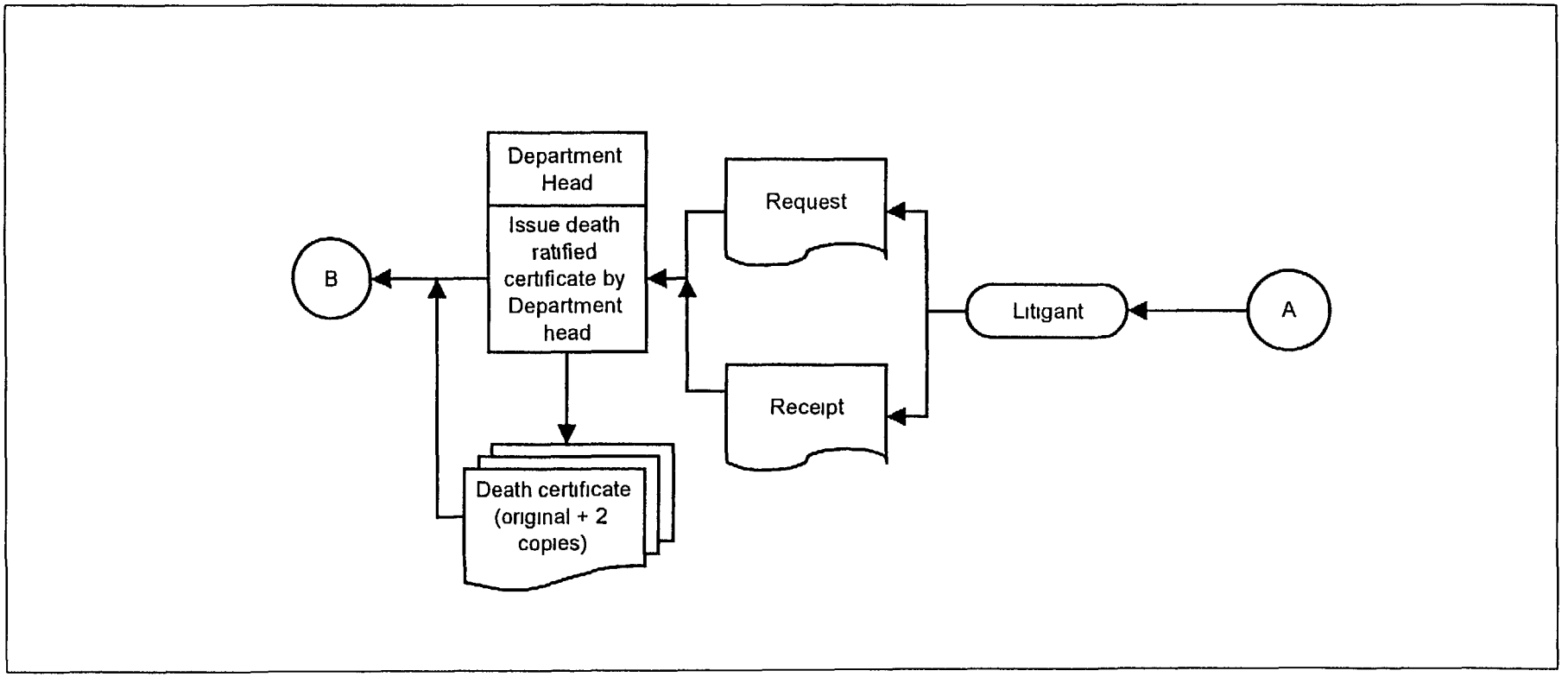
Description of work cycle Issuance of non-registration certificate

Job	Description and Remarks
Sign the request and deliver to expert	Head of Dept or deputy sings the request after revising the data in the request by referring to the roster
Issuance of non-registration certificate ratified by Head of Dept	Head of Dept or deputy issues non-registration certificate to be ratified by Head of Dept (original + copy) after making sure all fees are paid
Deliver certificate, receipt and request to expert	Certificate (original + copy), receipt and request to expert

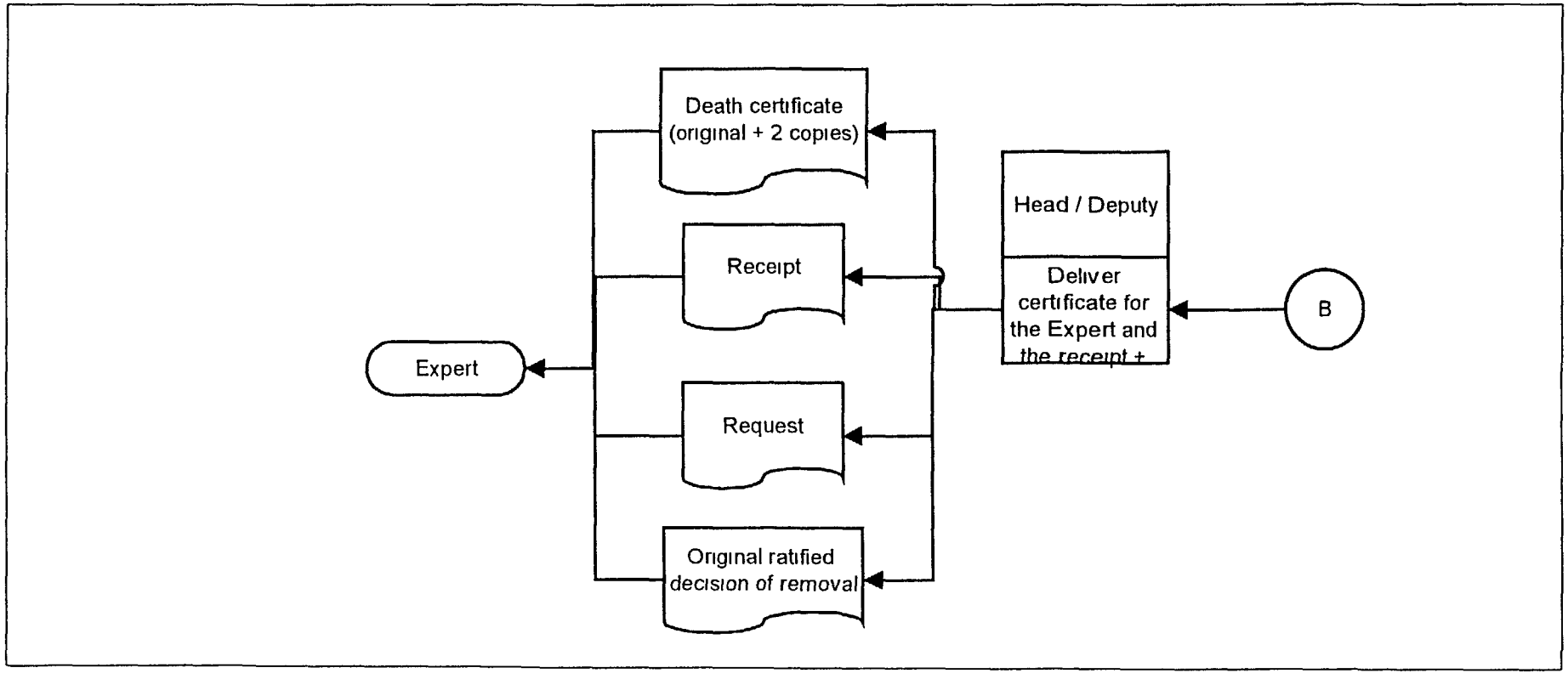
Work cycle	Issuance of expert's death certificate	Location	Experts office in court	Trigger document	Request for expert's death certificate
Cycle code	6-24			Frequency	Upon request



Work cycle	Issuance of expert's death certificate	Location	Experts office in court	Trigger document	Request for expert's death certificate
Cycle code	6-24			Frequency	Upon request



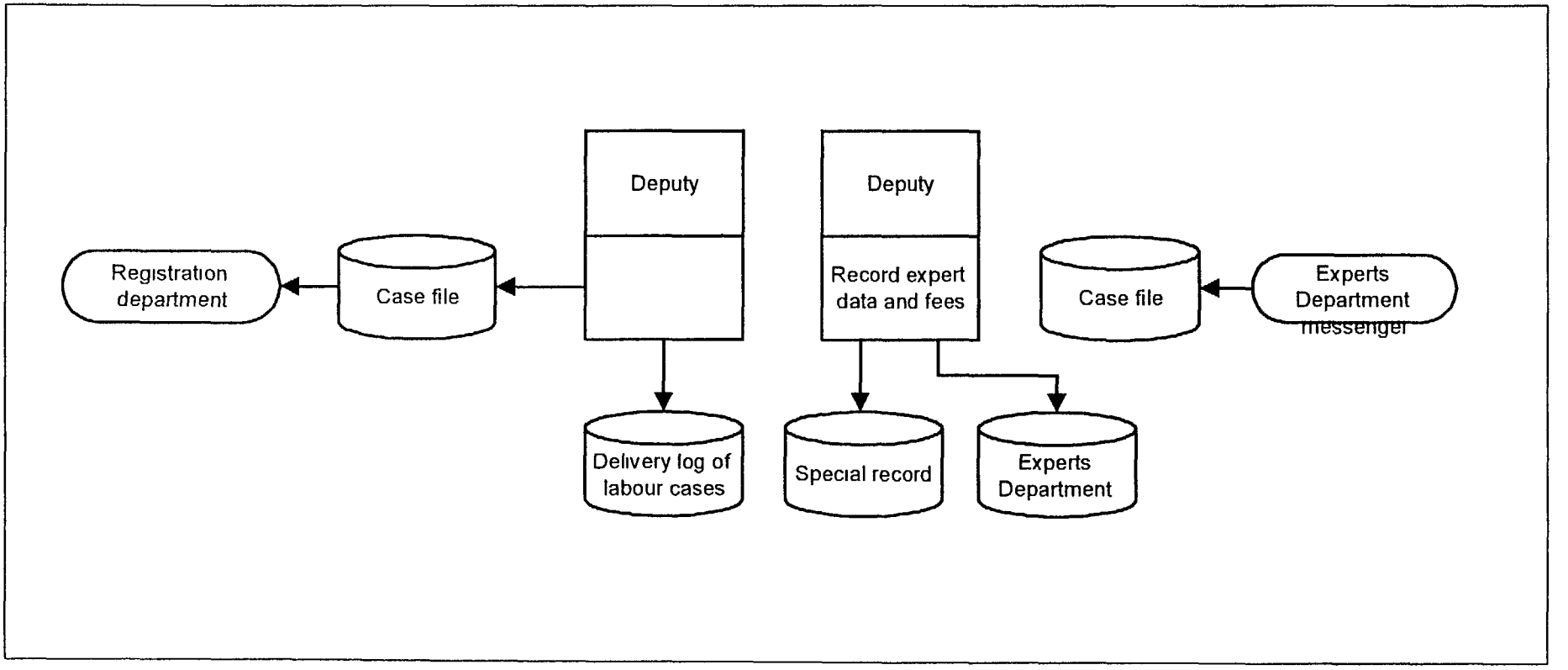
Work cycle	Issuance of expert's death certificate	Location	Experts office in court	Trigger document	Request for expert's death certificate
Cycle code	6-24			Frequency	Upon request



Description of work cycle Issuance of expert's death certificate

Job	Description and Remarks
Sign the request and deliver to expert	Head of Dept or deputy sings the request after revising the data in the request by referring to the roster
Issuance of expert's death certificate ratified by Head of Dept	Head of Dept or deputy issues expert's death certificate to be ratified by Head of Dept (original + copy) after making sure all fees are paid
Deliver certificate, receipt and request to expert	Certificate (original + copy), receipt and request to expert

Work cycle	Receive cases from Experts Department	Location	Experts office in court	Trigger document	Case file
Cycle code	6-25			Frequency	Upon request



Description of work cycle Assign civil case after deposit payment

Job	Description and Remarks
Record data expert's name, incoming reference number and fees amount	Employee registers data in special register expert's name, incoming reference number and fees amount after receiving and sing in the log
Deliver case file to Registration Dept	Employee delivers case file and signs in the log of delivering labour cases

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Administrative Units Description

Introduction

This part of the report studies the functions undertaken by each administrative unit inside the court As has been mentioned in the executive summary, the system analysts have based their analysis upon the characteristic of anticipating the trigger The whole idea is that each employee in each administrative unit is in a state of anticipation and stall waiting for a trigger Hence, the court work is actually a reaction to requests submitted by different external parties (like litigants, lawyers, Ministry of Justice, Ministry of Finance, etc) who are called "trigger requester"

Trigger requester presents the trigger to the employee The "trigger" will be one of the following

1 Document like original writ of summons for case initiation

2 Written request like request for certificate issuance

3 Oral request like request for case file review

4 Periodic task like submitting monthly reports about incoming and outgoing documents in court, or making monthly salary lists The trigger here is the decision made by the employee to do this work When the due time comes, the employee does the job without renewing the trigger

The way the trigger is received is of no importance here whether it is delivered by hand, mail, fax, or phone as the way of communication matters only to understand the nature of work

As soon as the employee receives the trigger, he undertakes defined, knows and regulated procedures till the request of the "trigger requester is fulfilled" Those procedures are defined in sequence, where a procedure could not be taken except when the preceding procedure is done This series of procedures is called "work cycle"

This part of the report details all work cycles inside the court except those related to accounting, personnel, and warehouses, not only because they are outside the scope of the automation plan, but because it needs more time

The reader might find some difficulty in following up those details This is because system analysts are keen to introduce all the details, as they are important, vital and effective in method of automation and re-engineering

It is important for the reader to be aware of the cycle description from the point of view of procedures performers themselves The reader will then be aware while tracking those procedures that the included descriptions may be

considered detailed practical guidelines for the way work is done inside the court Moreover, any one who would study any of the administrative units described here can substitute any of the other court employees and do the same work using this description with no difficulty He might only need experience which reflects performance level

The study team was keen to make sure that the information included in this description is absolutely right as it is mere description of reality without interference from the system analysis, however, we do not claim perfection If there are some mistakes, they are because of forgetfulness and we claim that the rate of mistakes does not exceed 4% according to information systems literature standards and we have nothing to do with this

Description of each administrative unit was done according to Egyptian Company for Research and Systems which is composed of the following

1 Description of functional structure of each unit

2 Make a list of work cycles performed by the unit

3 Description of each work cycle with a flow chart describing each job and the person who performs it with detailed explanation of each job in case it needs more clarification

4 List of data used in each job in the form of inputs and outputs

This methodology is used in the description to collect all the information that court information systems developer needs regarding introduction of computer technology, or development of manual systems and re-engineering of procedures to develop court administration system

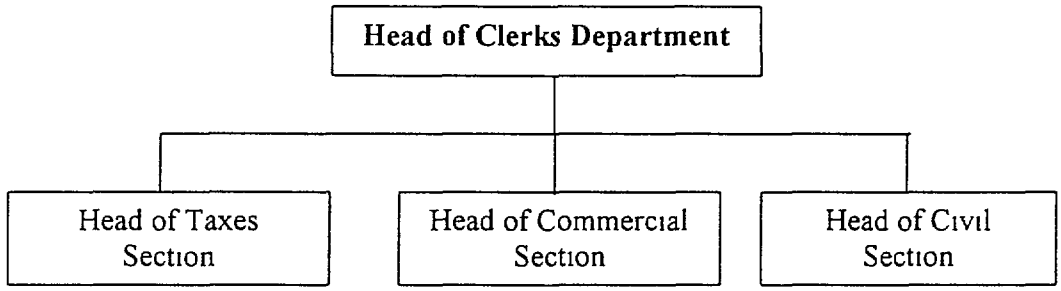
This description may be used in drawing up a development plan as an approach to detect the difference between Ismailia Court and North Cairo Courts of First Instance, and may also be put as a base for studying Ismailia Court of Appeals

Description of Civil Department

Date	28 July, 1997	**Time**	10 30 a m
Location	Senior Clerks Office – Second Floor – North Cairo Court of First Instance building		
Information source	Mr Mohamed Hashem, Senior Clerk		

Basic Information

Official Name	Civil Department
Popular Name	Civil Department
Organizational location	Clerks Dept / Civil Department



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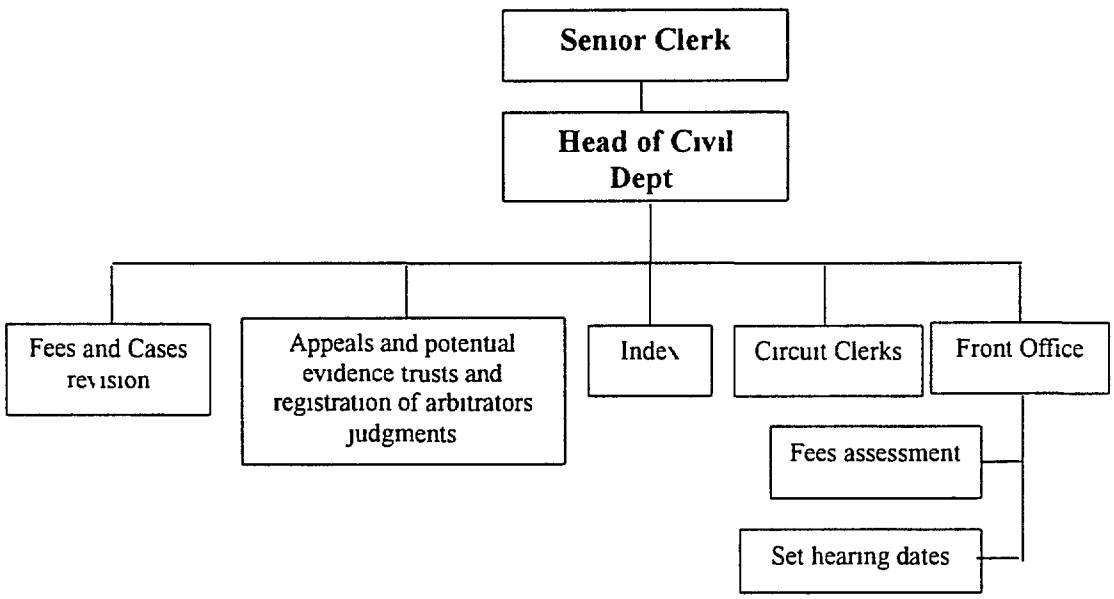
Description of Civil Section

Date	August 1997	Time	10 30 a m
Location	First Floor of the old building - First Floor of the new building – North Cairo Court of First Instance building		
Information source	Mr Mohamed Hashem, Mr Fekry Noseir, Mr Mohamed Selim, Mr Adel Fahmy, Mr Hassan El Sayed El Sarraf		

Basic Information

Official Name	Civil Section
Popular Name	Civil Department
Organizational location	Clerks Dept / Civil Section



Description

- The Civil Section provides assistance to the judiciary in handling civil cases (non-criminal) which include all kinds of civil cases except commercial and taxes cases
- Front offices take the responsibility of execution of first steps for case initiation through dealing with the public, receiving papers, collecting fees, setting first hearing date, and registering case in the Index
- In procedures concerning case file flow and handling after initiation and till disposition, the technical work is focused in the work done by Head of the Section with circuit clerks, Index employees, employee responsible for appeals trusts, and employee responsible for recording of arbitrators judgments, while the other units serve the case with the purpose of case disposition and judgment execution

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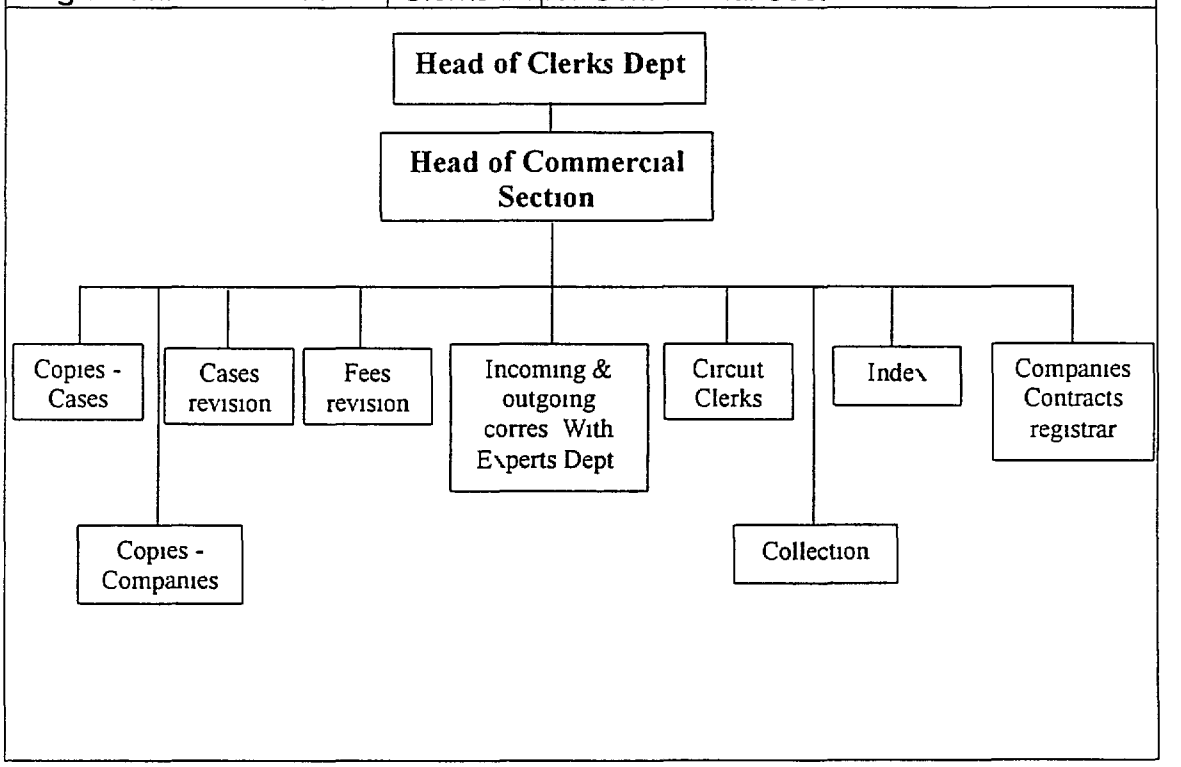
Description of Commercial Section

Date	28 July, 1997	Time	10 30 a m
Location	Rooms 602, 603, 604, 605 court building – Office of Head of commercial Section		
Information source	Mr Mahmoud El Hossary – Head of Commercial Section		

Basic Information

Official Name	Commercial Section
Popular Name	Commercial Section
Organizational location	Clerks Dept / Commercial Section



Description

- The Commercial Section is located in four rooms on the Sixth Floor in the new building where all functions involving dealing with public are located In those rooms are located also some activities not related to the Commercial Section but are put there to facilitate public access to them like fees collection and copies In order that the public does not have to go to other locations for fees payment, branch of fees collection and copies were put in those rooms

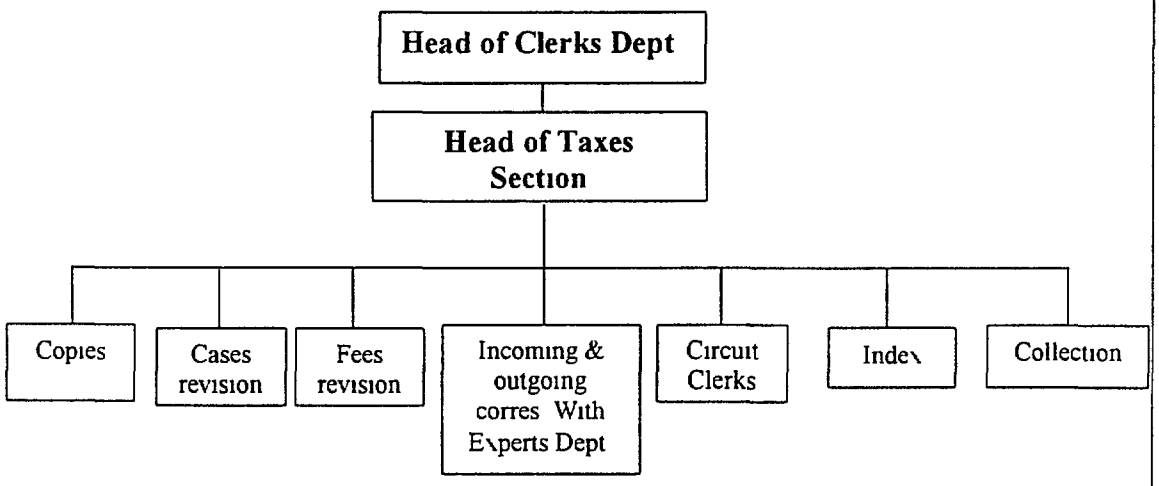
250

Description of Taxes Section

Date	28 July, 1997	**Time**	10 30 a m
Location	Office of Head of Taxes Section – North Cairo Court		
Information source	Mr Abdul Khalek – Head of Taxes Section		

Basic Information

Official Name	Taxes Section
Popular Name	Taxes Section
Organizational location	Clerks Dept / Taxes Section



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List of Work Cycles for Hearing Scheduling at Front Offices

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Set hearing date and circuit to handle the new case	1-7-1	Case file submitted	Upon request	
Set hearing date and circuit to handle a case referred from another court	1-7-2	Case file of referred case	Upon request	
Papers stamping	1-7-3	Papers submitted from stamping	Upon request	

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List of Work Cycles in Fees Assessment Department

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Fees assessment for writs, requests & orders	24-1	Writ + documents docket	Upon request	
Fees assessment for certificate request	24-2	Request for certificate	Upon request	
Fees assessment for commercial companies contracts summary	24-3	Company establishment, amendment, or dissolution	Upon request	(only commercial)

List of Work Cycles in Fees Revision Department

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Revision of fees assessed for writs, requests & orders	25-1	Writ / request, order	Upon request	
Revision of fees assessed for acknowledgment	25-2	Acknowledgment	Upon request	
Revision of fees assessed for certificates	25-3	Certificate	Upon request	
Revision of fees assessed for copies	25-4	Copies	Upon request	
Revision of fees assessed for cases after disposition	25-5	Case file	Upon request	
Revision of fees assessed for cases from Courts of Appeals or Cassation	25-6	Case file	Upon request	
Notation with exemption	25-7	Official copy of exemption order + writ of summons	Upon request	
Assessment of fees for documents dockets	25-8	Documents docket	Upon request	
Revision of fees assessed for commercial companies contract summary	25-9	Original company contract + summary of establishment, amendment, or dissolution contract	Upon request	(only commercial)

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List of Work Cycles of Head of Commercial Section

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Receipt of request of certificate or copy issuance	1-1-1	Request of certificate or copy issuance with requested documents	Upon request	
Receipt of complaints and request for orders	1-1-2	Complaint from order or request for order issuance	Upon request	
Revision of Index books	1-1-3	Index books	Upon request	
Receipt of High Appeals judgments	1-1-4	Case file + Appeals judgment		
Receipt of renewal or enhancement	1-1-5	Request of case renewal or enhancement + notation of circuit clerk with information	Upon request	
Signature and stamping of certificates and copies	1-1-6	Certificate or copy with required number ratified by copies department	Upon request	
Set circuit number for commercial case	1-1-7	Case file with case number	Upon request	
Receipt of Appeals case	1-1-8	Original writ of summons	Upon request	
Receipt of bankruptcy case	1-1-9	Original writ of summons + case documents	Upon request	
Receipt of commercial cases	1-1-10	Original writ of summons + case documents	Upon request	
Stamping of a copy of company contract summary	1-1-11	Company contract summary ratified by copies dept	Upon request	
Receipt of request for registration of company contract	1-1-12	Summary of company contract + company contract	Upon request	

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List of Work Cycles of Head of Taxes Section

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Receipt of taxes cases	1-3-1	Original writ of summons and case documents	Upon request	
Set circuit number and first hearing date	1-3-2	Original writ of summons with paid fees	Upon request	
Receipt of request for certificate or copy issuance	1-3-3	Request for certificate or copy issuance with requested documents	Upon request	
Revision of Index books	1-3-4	Index books	Upon request	
Receipt of renewal or enhancement	1-3-5	Request for renewal or enhancement + notation of circuit clerk with information	Upon request	
Signature and stamping of certificates and copies	1-3-6	Certificate or copy with required number ratified by copies department	Upon request	
Receipt of High Appeals judgments	1-3-7	Case file + appeals judgment	Upon request	

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List of Work Cycles of Calendar Section

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Receipt of civil / taxes cases	1-5-1	Original writ of summons with set hearing date	Upon request	
Receipt of commercial case	1-5-2	Original writ of summons with paid fees	Upon request	Includes commercial cases, bankruptcy, appeal from partial courts, & complaints against orders
Receipt of labour cases	1-5-3	Case file from labour court	Upon request	
Receipt of appeals court judgment	1-5-4	Case file with appealed judgment	Upon request	
Receipt of renewal or enhancement of cases	1-5-5	Request for renewal or enhancement with paid fees	Upon request	
Registration of cases and requests	1-5-6	Original writ of summons or request with paid fees	Upon request	
Registration of hearing notes	1-5-7	Hearing minutes	Upon request	Includes hearing minutes and final judgments
Inform probate prosecution of existence of minors	1-5-8	Original writ of summons where the existence of a minor litigant is stated	Upon request	
Registration of complaint against fees assessment order	1-5-9	Complaint against fees assessment order with paid fees	Upon request	
Daily closure	1-5-10	End of day	On daily basis	
Certificate issuance	1-5-11	Request for certificate	Upon request	

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Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Request for information about a case against a specific person	1-5-12	Oral request	Upon request	
Request for information about hearing date	1-5-13	Oral request	Upon request	
Registration of data of fees order	1-5-14	Fees assessment order	Upon request	

List of Work Cycles of Circuit Clerk

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Receipt of new case file and assigning it to a circuit	1-6-1	Case file	On weekly basis	
Receipt of writ of renewal of a dismissed case	1-6-2	Case file	On weekly basis	
Receipt of writ of enhancement of suspended case	1-6-3	Case file	On weekly basis	
Receipt of appealed case and assigning it to a circuit	1-6-4	Case file	On weekly basis	
Receipt of case file to attach it to another case before the court	1-6-5	Case file to be attached	Upon receipt of file	
Preparation for the hearing	1-6-6	Hearing date	According to hearing dates	
Taking notes of hearing events	1-6-7	Handling the case in the hearing	According to hearing date and preparation for the case (case roll number)	
Taking notes of hearing results	1-6-8	Hearing adjournment	According to hearing dates	
Preparation and ratification of judgment	1-6-9	Judgment draft	Hearing date	
Execution of preliminary judgment with referring the case to Experts Department or resending the case to Expert dept or delegation of committee of three experts	1-6-10	Preliminary judgment with referring the case to Experts dept	Upon judgment announcement and typing	
Execution of preliminary judgment with delegation of an expert from the court list	1-6-11	Preliminary judgment with delegation of an expert from the court list	Hearing date	
Execution of court order with change of expert	1-6-12	Judgment with change of delegated expert	Hearing date	

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Execution of preliminary judgment with referral of case to forensics	1-6-13	Preliminary judgment with referral of case to forensics	Upon judgment announcement and typing	
Court judgment with acknowledgments to be executed by Clerks Dept	1-6-14	Court order	According to hearing dates	
Execution of court order with informing outside authority	1-6-15	Court order	Hearing adjournment	
Procedures of request for forgery investigation	1-6-17	Request for forgery investigation submitted by litigant	Upon request	
Execution of court order with a fine or exemption from fine for one of the litigants or a court employee	1-6-18	Court order from hearing minutes	Hearing date	
Acknowledging litigants with receipt of experts report	1-6-19	Experts report	Upon request	
Attachment of interlocutory request to case file	1-6-20	Interlocutory request	Upon request	
Execution of court order with referral of case to another circuit	1-6-22	Court order	Upon request	
Execution of court judgment with non-jurisdiction and referral to another court	1-6-21	Judgment with non-jurisdiction and referral to another court	Judgment announcement	
Receipt of request submitted by the public to make hearing date earlier	1-6-26	Request to make hearing date earlier	Upon request	
Receipt of request for certificate issuance submitted by the public with paid expenditures in a case	1-6-27	Request for certificate issuance with paid expenditures	Upon request	

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Fees assessment for requests submitted by the public	1-6-23	Acknowledgment papers submitted by the public	Upon request	
Stating information about the case on papers submitted by litigants	1-6-24	Papers submitted by the public	Upon request	
Delivering copies of a document from the file	1-6-25	Request with paid fees submitted by the public	Upon request	
Case closure after disposition	1-6-16	Judgment draft	Hearing date	
Submission of judges accomplishment reports	1-6-28	End of month	On monthly basis	
Procedures of bankruptcy and informing concerned authorities	1-6-29		Upon request	

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List of Work Cycles of Incoming and Outgoing Correspondence with Experts Department

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Registration of case referred to Experts	1-8-1	Case file – hearing notes	Upon request	
Registration of case after paying the deposit	1-8-2	Case file – receipt of deposit payment – hearing notes	Upon request	
Sending case file to Experts dept	1-8-3	Case file – sub-file	Upon request	
Receiving a case from Experts dept	1-8-4	Case file – experts report	Upon request	
Preparation of monthly reports	1-8-5	End of each month	On monthly basis	

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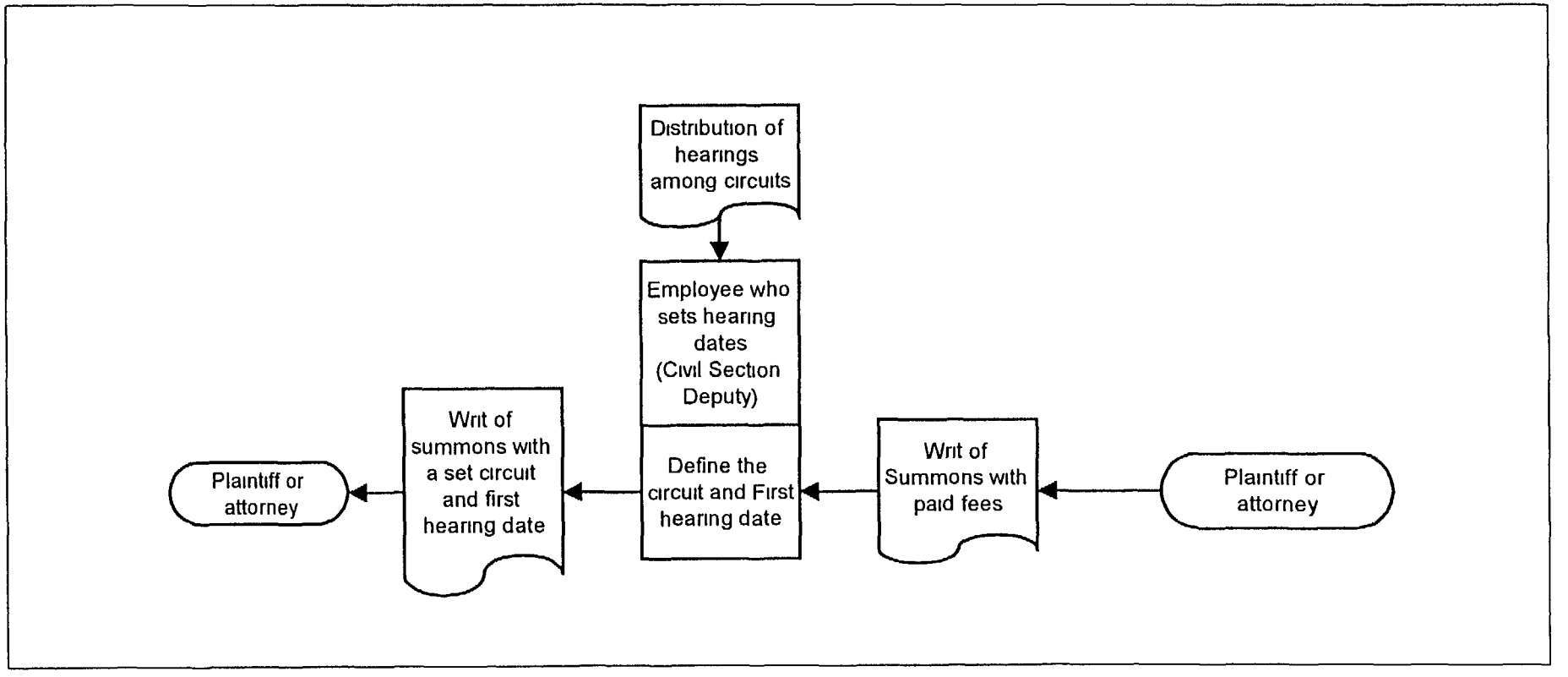
List of Work Cycles of Registration of Commercial Companies

Cycle	Cycle Code	Cycle Trigger	Cycle Operation Frequency	Remarks
Registration of establishment contract of a company	1-2-1	Establishment contract + contract summary	Upon request	
Registration of amendment or dissolution of a company	1-2-2	Contract summary	Upon request	
Request for a copy of summary contract of a registered contract	1-2-3	Request for copies issuance of summary of registered contracts	Upon request	

Work cycle	Set hearing date and circuit for the new case	Location	Office for setting hearing date at Front Office	Trigger document	New Writ of Summons with paid fees
Cycle code	1-7-1			Frequency	Upon request



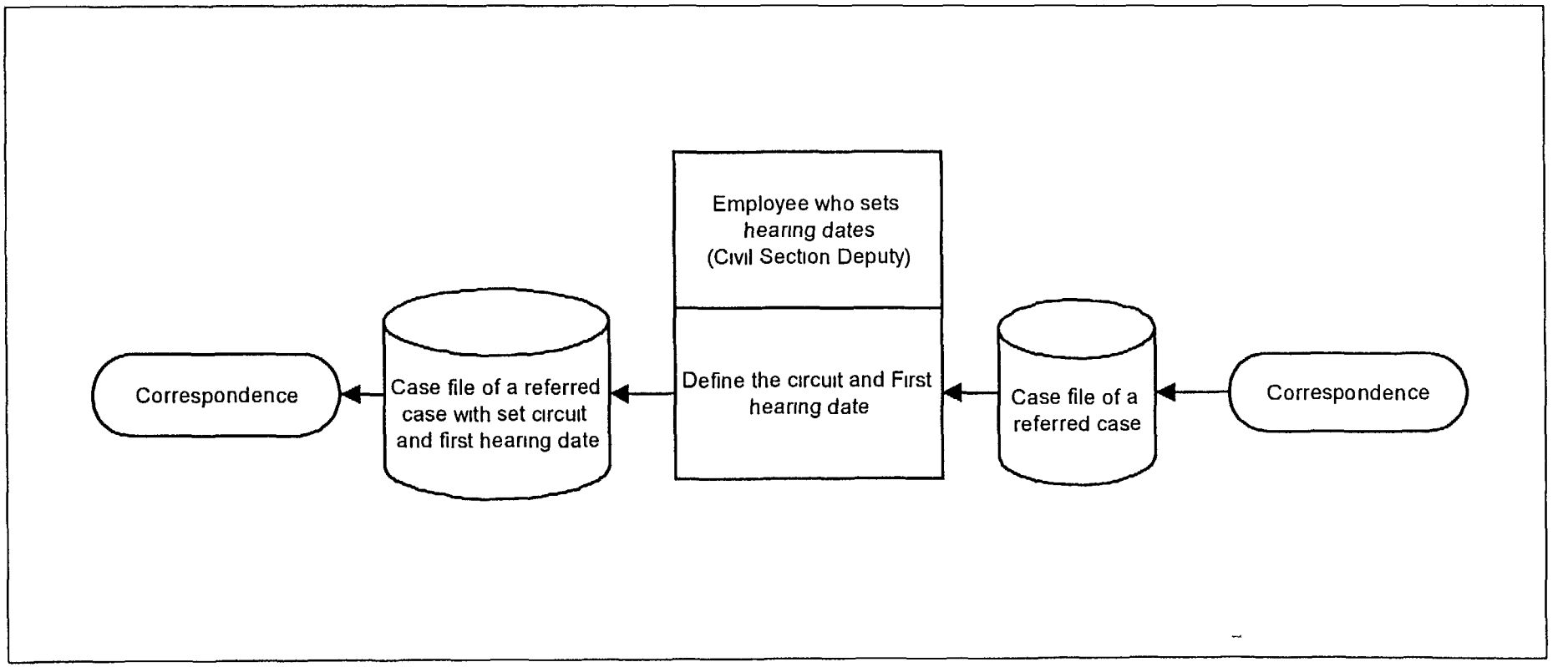
264

Work Cycle Description Set hearing date and circuit for the new case

Job	Description and Comments
Set the circuit and first hearing date	For the new cases, the employee sets the circuit that will handle the case according to criteria of case distribution, that is if the case is not related to another case before the court If the case is related to another case, so the new case is assigned to the same circuit The employee has no way to know this information except from the litigant After he sets the circuit, he then sets the first hearing date within one month from case initiation and according to the circuit working days during the week

265

Work cycle	Set a hearing and circuit to handle a case referred from another court	Location	Office for setting hearing date at Front Office	Trigger document	Case file of a referred case
Cycle code	1-7-2			Frequency	Upon request



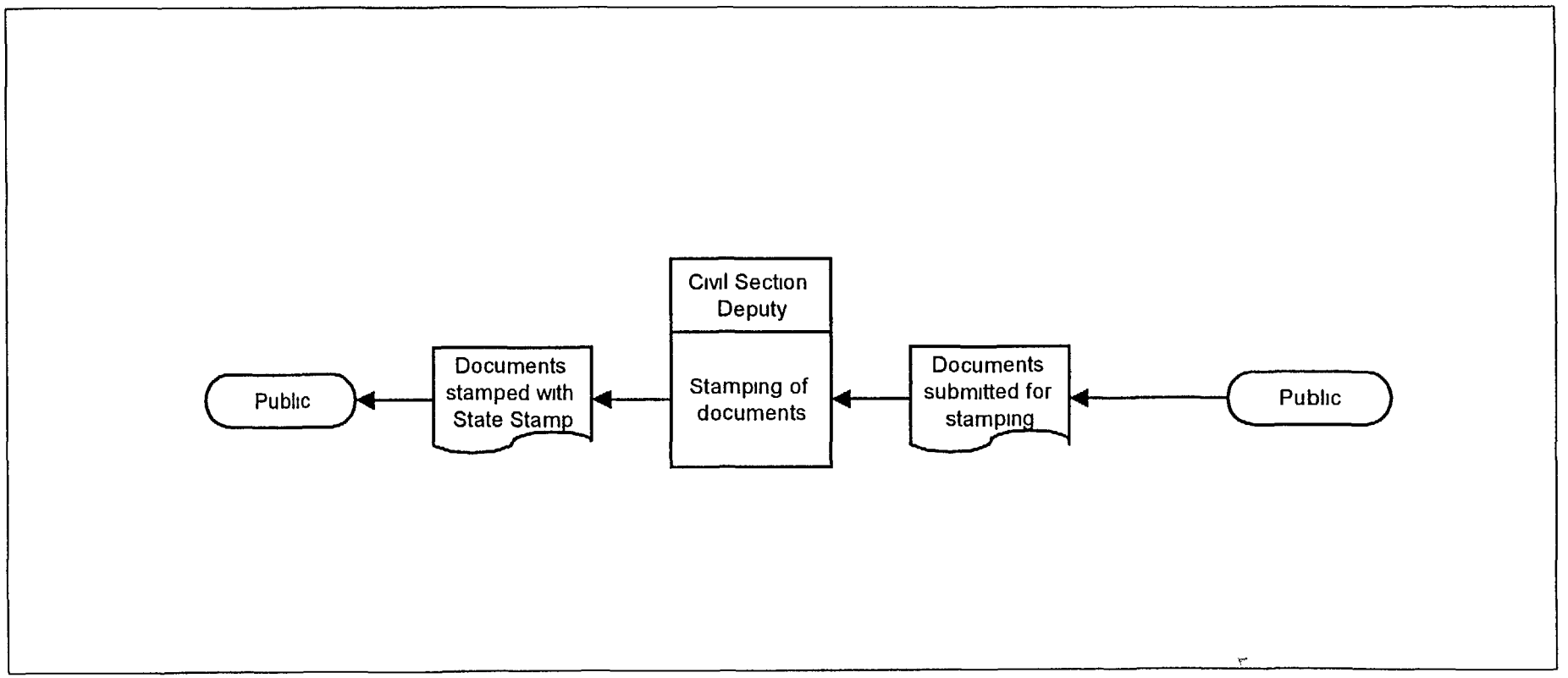
266

Work Cycle Description Set a hearing and circuit to handle a case referred from another court

Job	Description and Comments
Set the circuit and first hearing date	Regarding cases referred from other courts (partial courts / Court of High Appeals / another Court of First Instance) If a circuit is already determined (like the cases resent to the court by Court of Appeals for amendment of First Instance court judgment, the case is assigned to the same circuit that made the judgment) Only a hearing date is set But, if there is no circuit set for the case, then a circuit is set according to case type as well as a hearing date

267

Work cycle	Document stamping	Location	Office for setting hearing date at Front Office	Trigger document	Documents submitted by the public for stamping
Cycle code	1-7-3			Frequency	Upon request



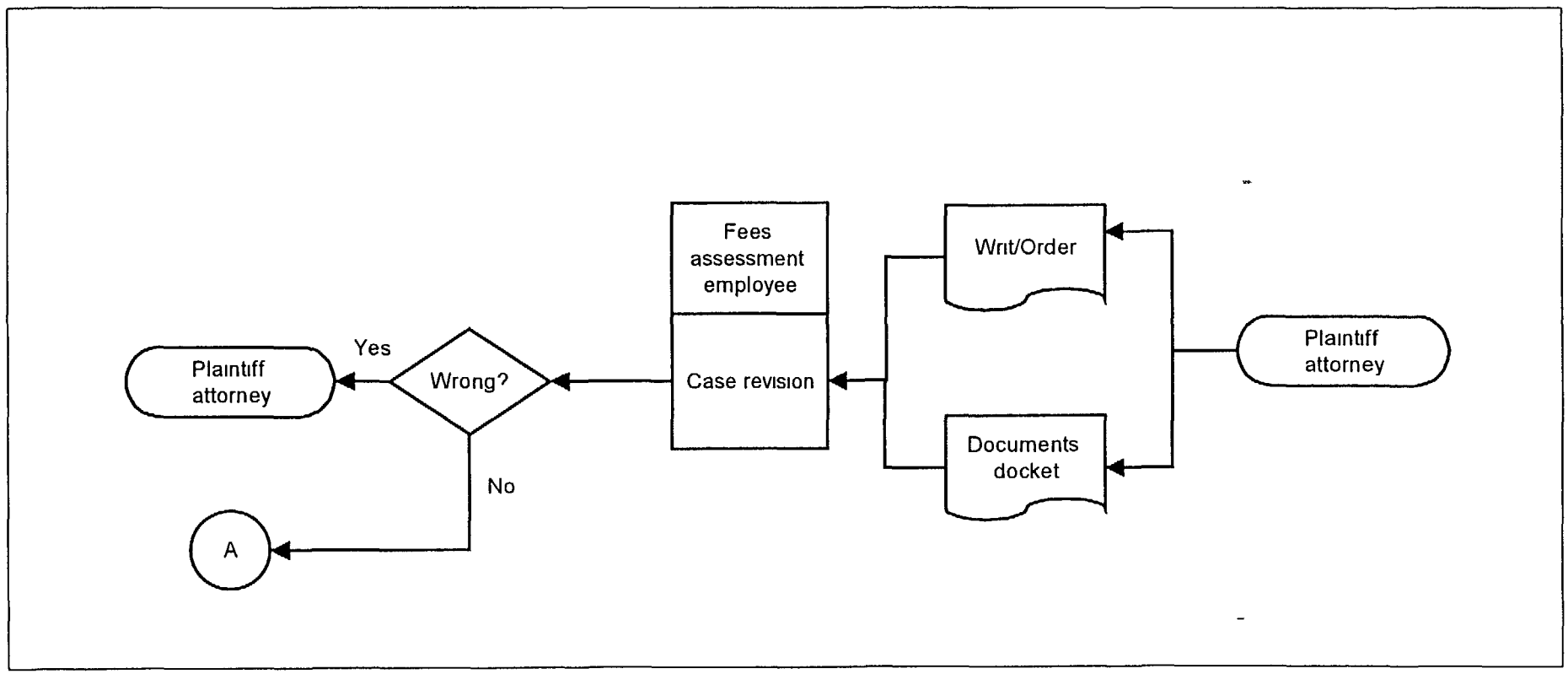
228

Work Cycle Description Document Stamping

Job	Description and Comments
Papers Stamping	Documents required to be stamped with State Stamp (like copies of judgments or copies of case documents to be ratified as being original) are submitted to Civil Section deputy who stamps them

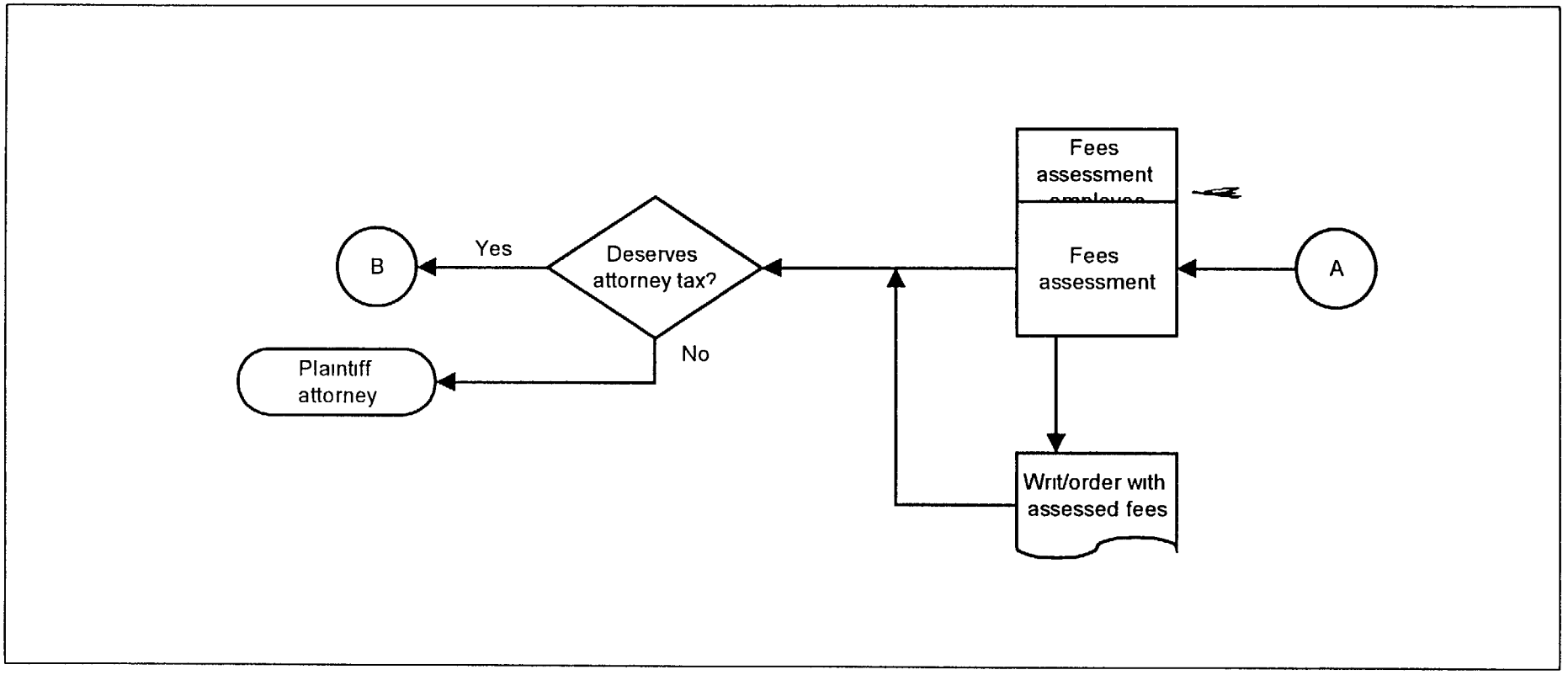
269

Work cycle	Fees assessment for writs, requests and orders	Location	Fees Assessment Dept	Trigger document	Case + documents docket
Cycle code	24-1			Frequency	Upon request

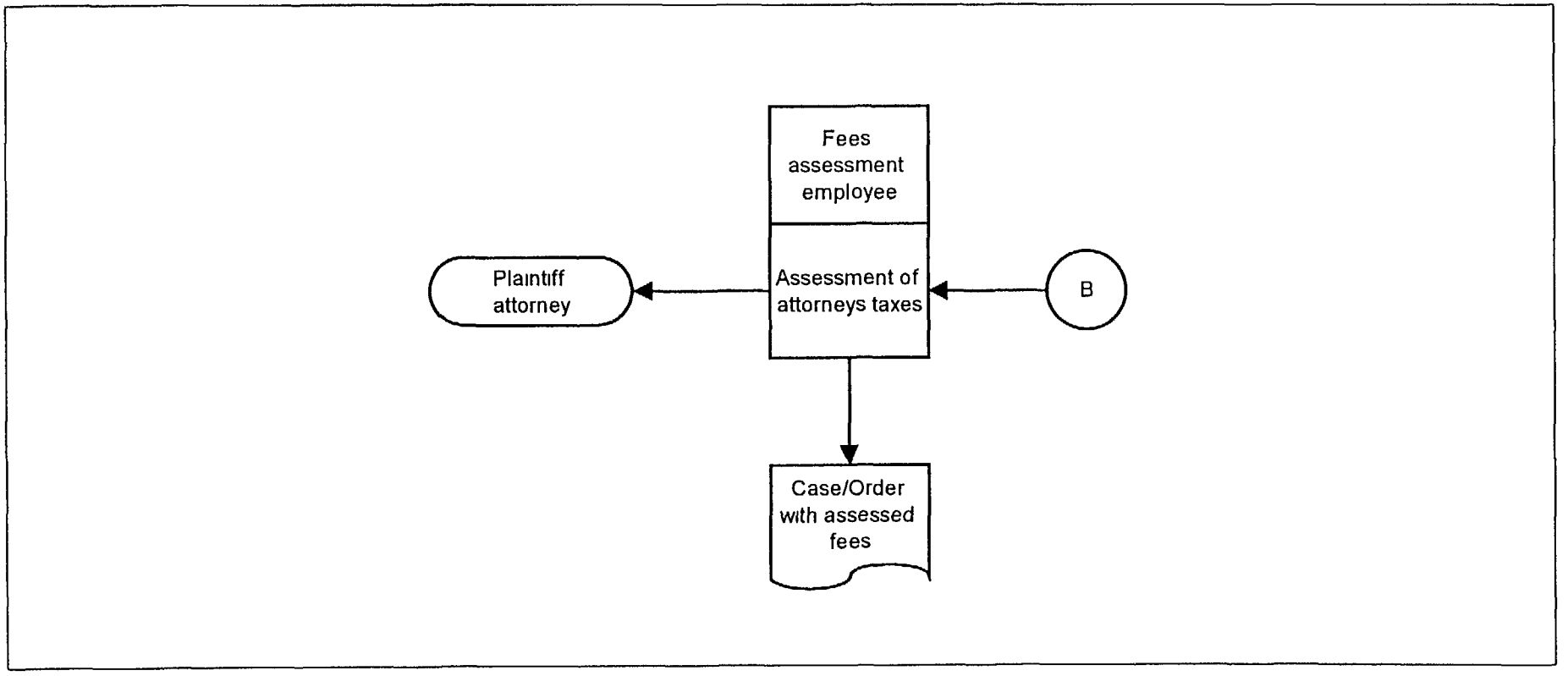


270

Work cycle	Fees assessment for writs, requests and orders	Location	Fees Assessment Dept	Trigger document	Case + documents docket
Cycle code	24-1			Frequency	Upon request



Work cycle	Fees assessment for writs, requests and orders	Location	Fees Assessment Dept	Trigger document	Case + documents docket
Cycle code	24-1			Frequency	Upon request



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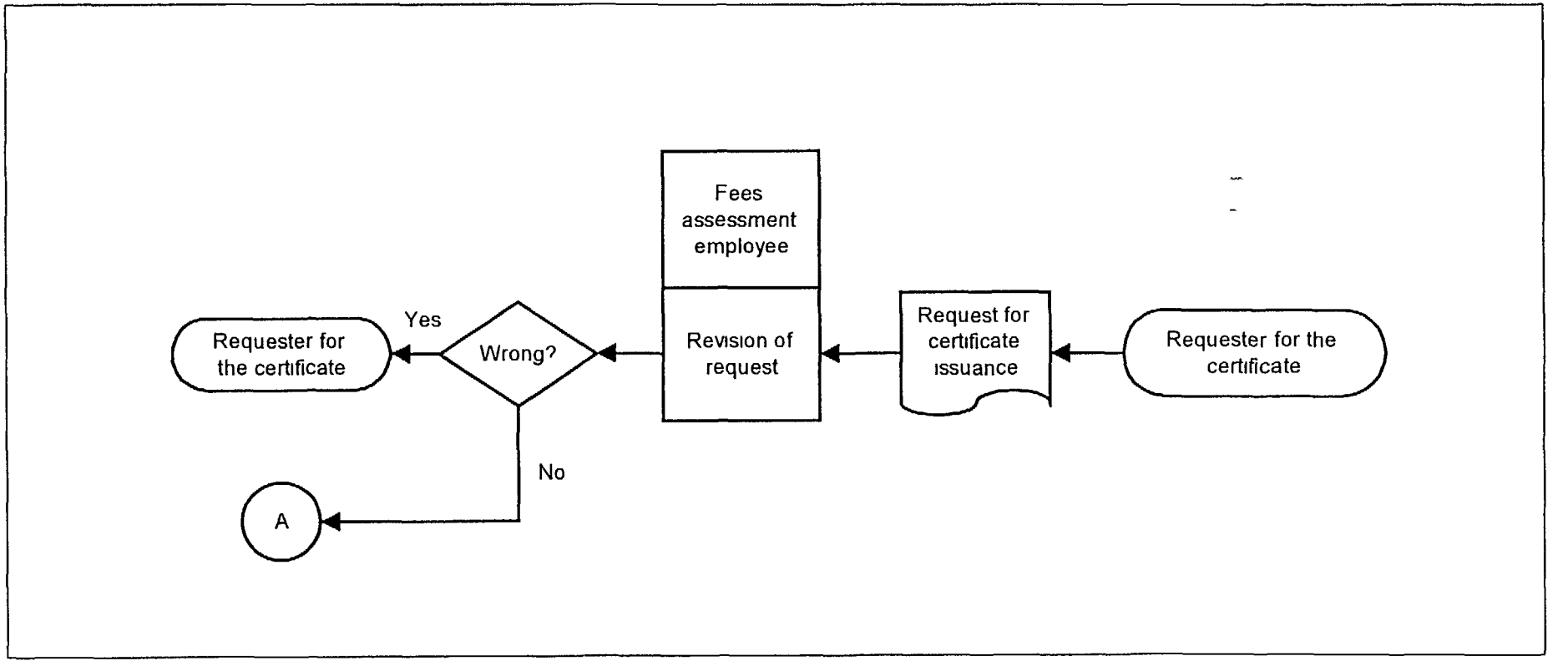
Work Cycle Description Fees assessment for writs, requests and orders

Job	Description and Comments
Case revision	The fees assessment employee revises the case value and type and also records attorney's data as well as plaintiffs and defendants full names and addresses He also makes sure the necessary documents are attached to the case like original contract in some cases
Fees assessment	By reviewing the requests in the case, required fees are assessed and written on the last page of the case file according to fees law
Attorney's taxes assessment	Attorney's taxes are assessed and also written on the last page of case file according to degree of attorney, except if the litigant is a lawyer where he is exempted from these taxes

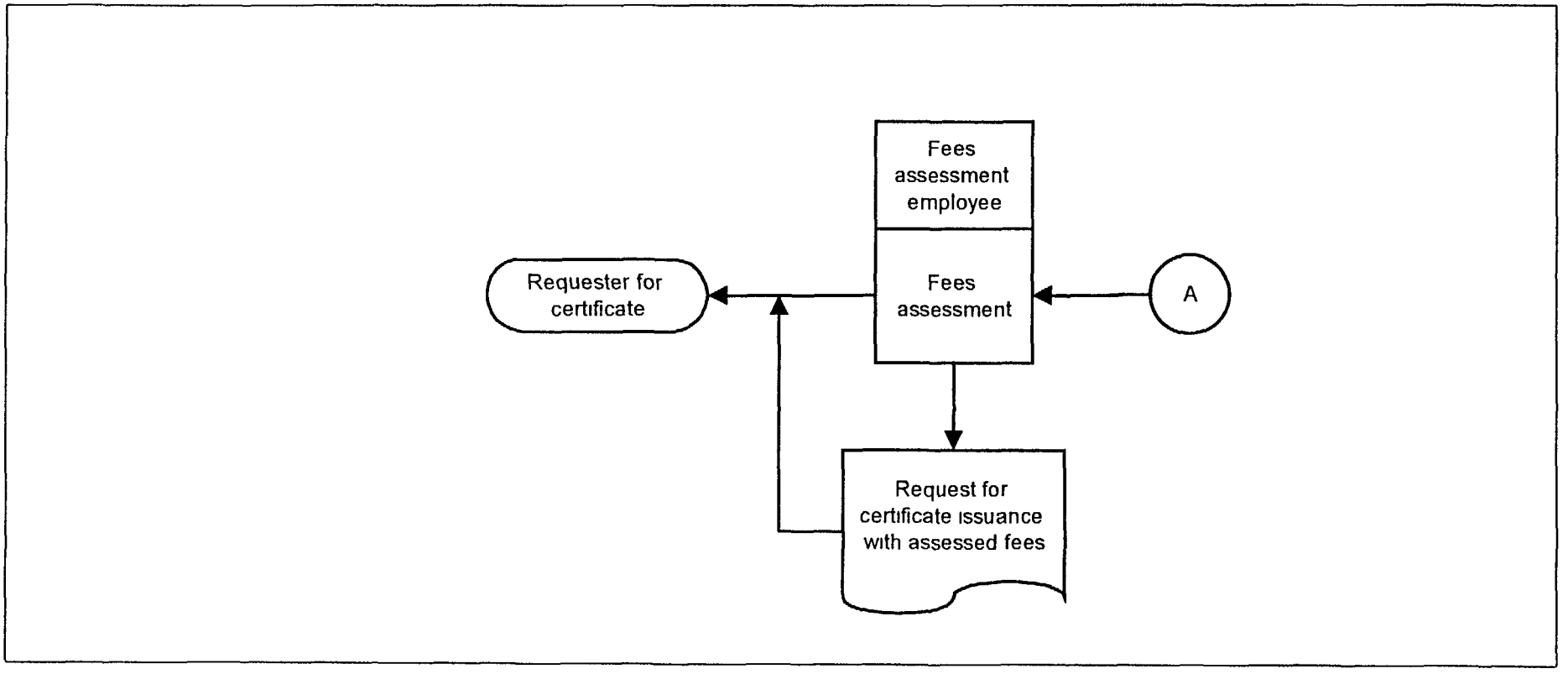
273

Work cycle	Fees assessment for request of certificate issuance	Location	Fees Assessment Dept	Trigger document	Request for certificate issuance
Cycle code	24-2			Frequency	Upon request



274

Work cycle	Fees assessment for request of certificate issuance	Location	Fees Assessment Dept	Trigger document	Request for certificate issuance
Cycle code	24-2			Frequency	Upon request



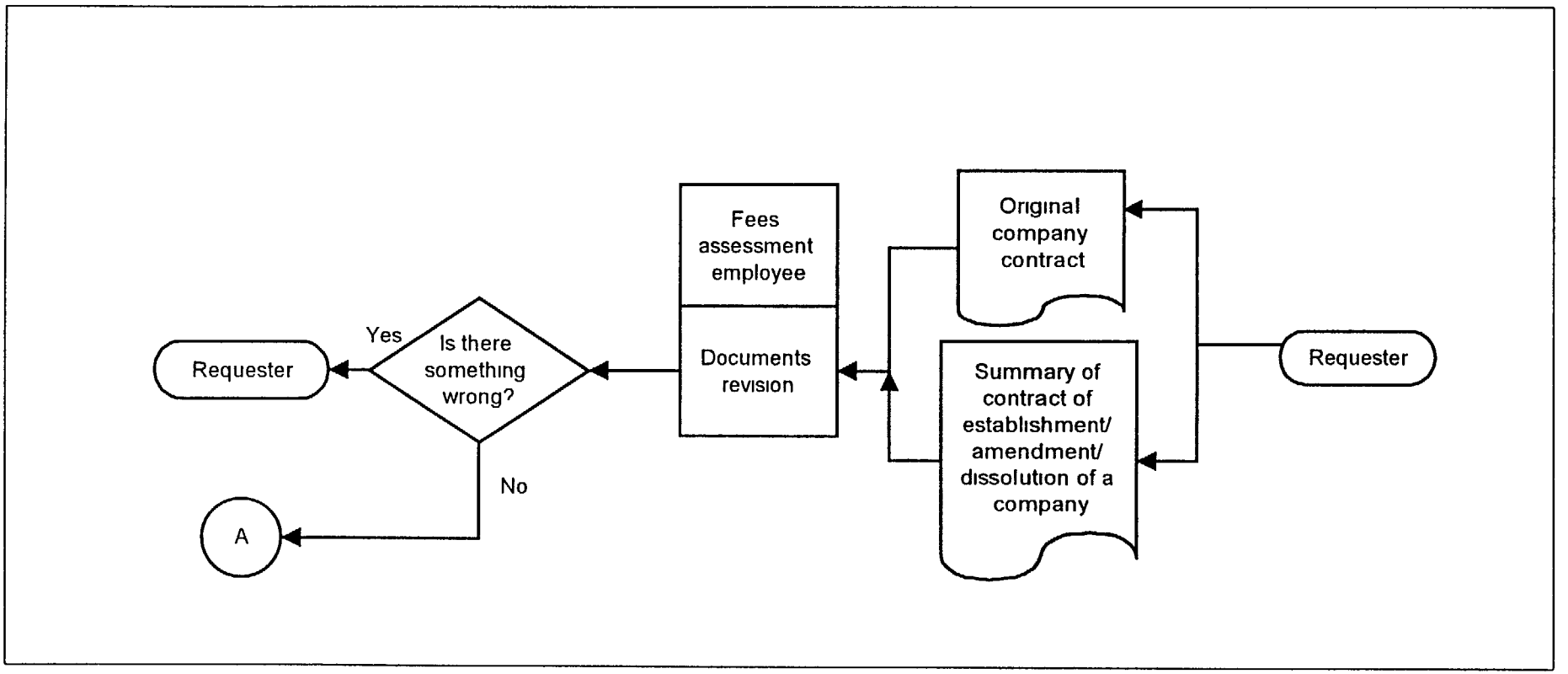
275

Work Cycle Description Fees assessment for request of certificate issuance

Job	Description and Comments
Request revision	The request is revised regarding its clarity
Fees Assessment	The fees assessment employee assesses the fees for the request and writes the amount on it according to what is required on the certificate

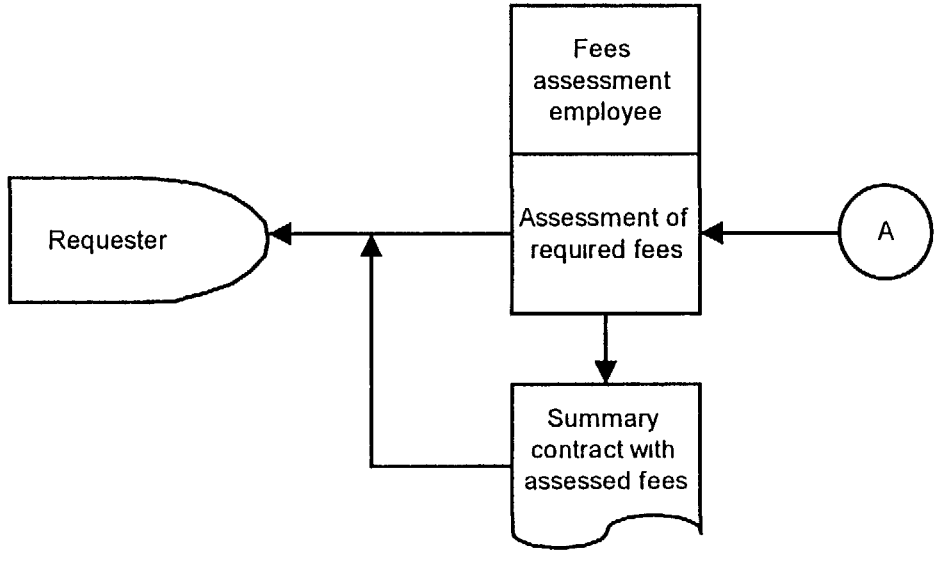
276

Work cycle	Fees assessment for summary of commercial companies contracts	Location	Fees Assessment Dept (Commercial Dept)	Trigger document	Original company contract + summary of contract of establishment / amendment/ dissolution of the company
Cycle code	24-3			Frequency	Upon request



217

Work cycle	Continuation of Fees assessment for summary of commercial companies contracts	Location	Fees Assessment Dept (Commercial Dept)	Trigger document	Original company contract + summary of contract of establishment / amendment/ dissolution of the company
Cycle code	24-3			Frequency	Upon request



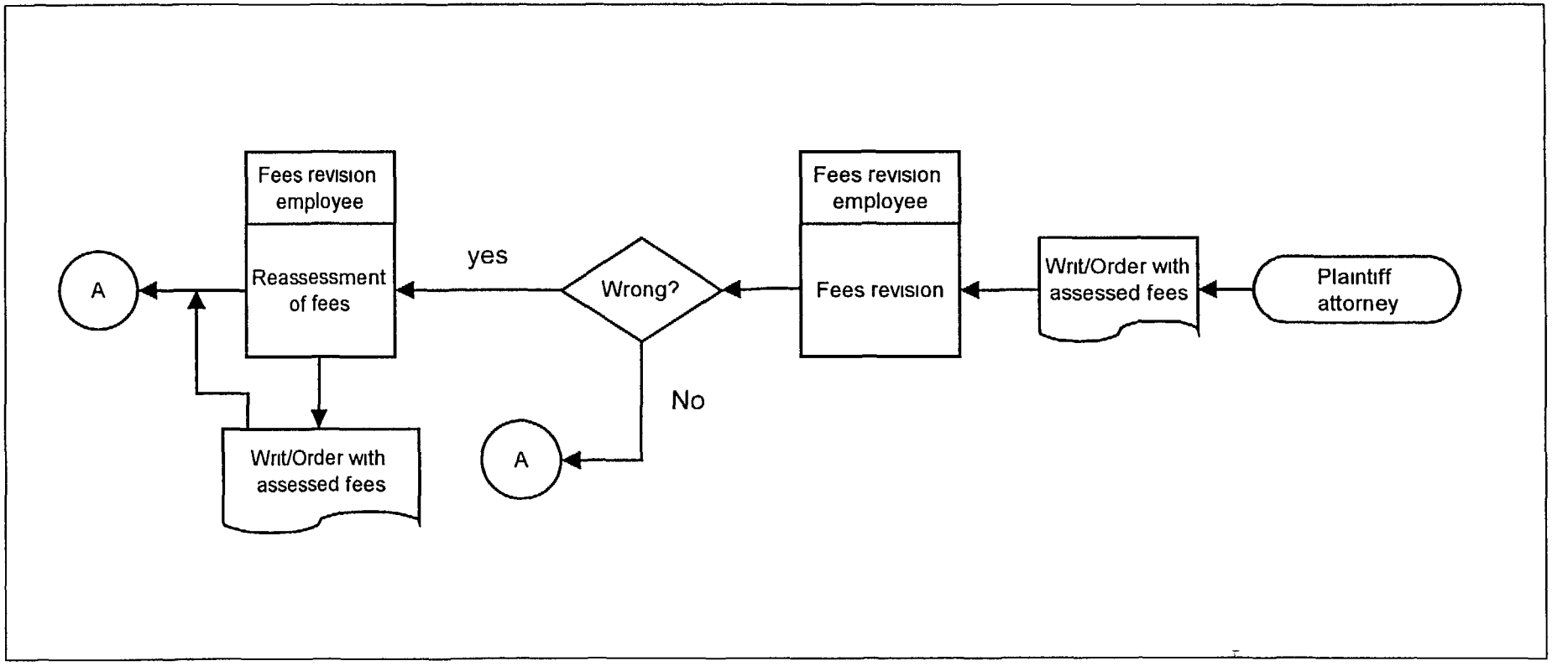
278

Work Cycle Description Fees assessment for summary contracts of commercial companies

Job	Description and Comments
Performance assessment	The employee makes sure the commercial registry has made a notation that the document has been revised and that contract and summary are valid and ready for registration
Fees assessment	Fees assessment employee defines the required fees according to the provision of Article 15, paragraphs 1-2-3-4 of Law No 70 of 1964 Law No 111 of 1980, Law No 104 of 1987, Law No 224 of 1989, and Law No 2 of 1993

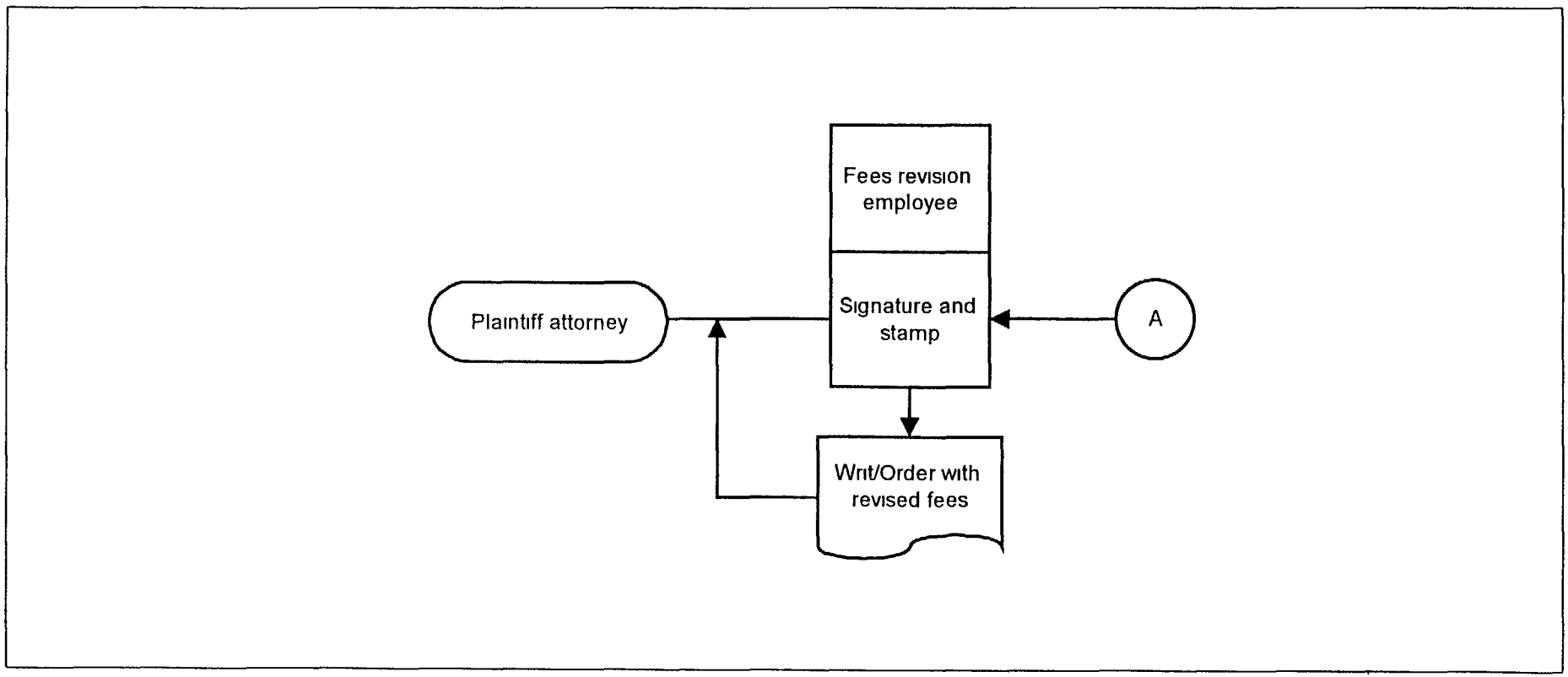
27 P

Work cycle	Revision of fees assessed for writs, requests and orders	Location	Fees Revision Dept	Trigger document	Writ of Summons / order
Cycle code	25-1			Frequency	Upon request



280

Work cycle	Revision of fees assessed for writs, requests and orders	Location	Fees Revision Dept	Trigger document	Writ of Summons / order
Cycle code	25-1			Frequency	Upon request

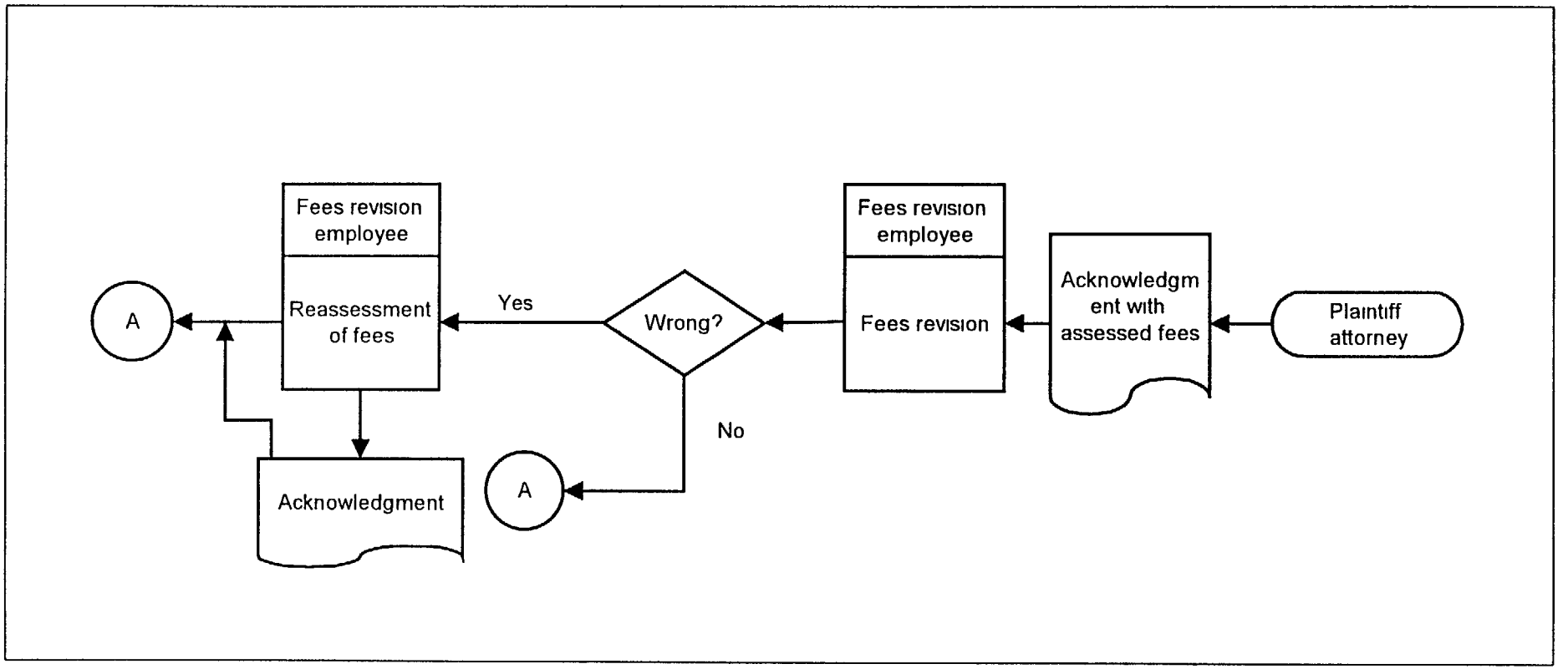


Work Cycle Definition Revision of fees defined for writs, requests and orders

Job	Description and Comments
Fees revision	Fees revision employee revises the defined fees to make sure fees laws are correctly applied
Fees reassessment	If a mistake is done with fees assessment, the fees revision employee reassesses the fees according to the law
Signature and stamp	The fees revision employee signs the documents after revisions and stamps "revised" on the fees assessment

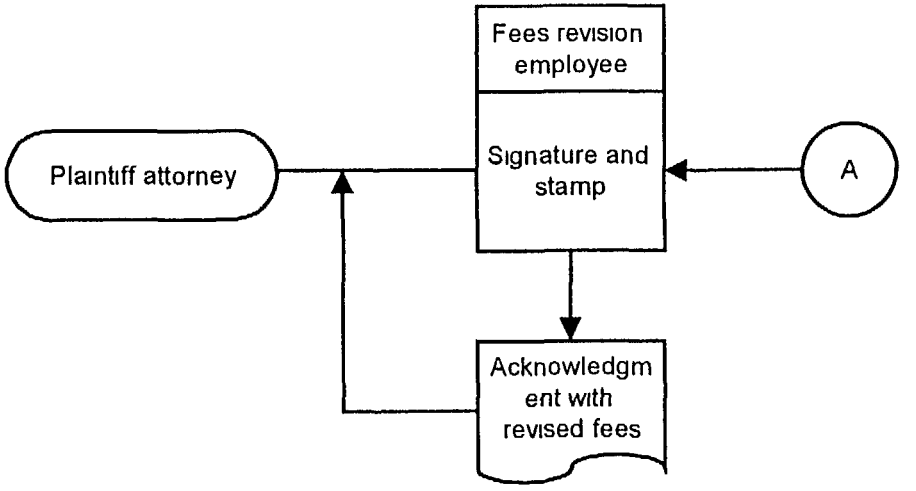
282

Work cycle	Revision of fees assessed for papers	Location	Fees Revision Dept	Trigger document	Acknowledgment
Cycle code	25-2			Frequency	Upon request



282

Work cycle	Revision of fees assessed for papers	Location	Fees Revision Dept	Trigger document	Acknowledgment
Cycle code	25-2			Frequency	Upon request



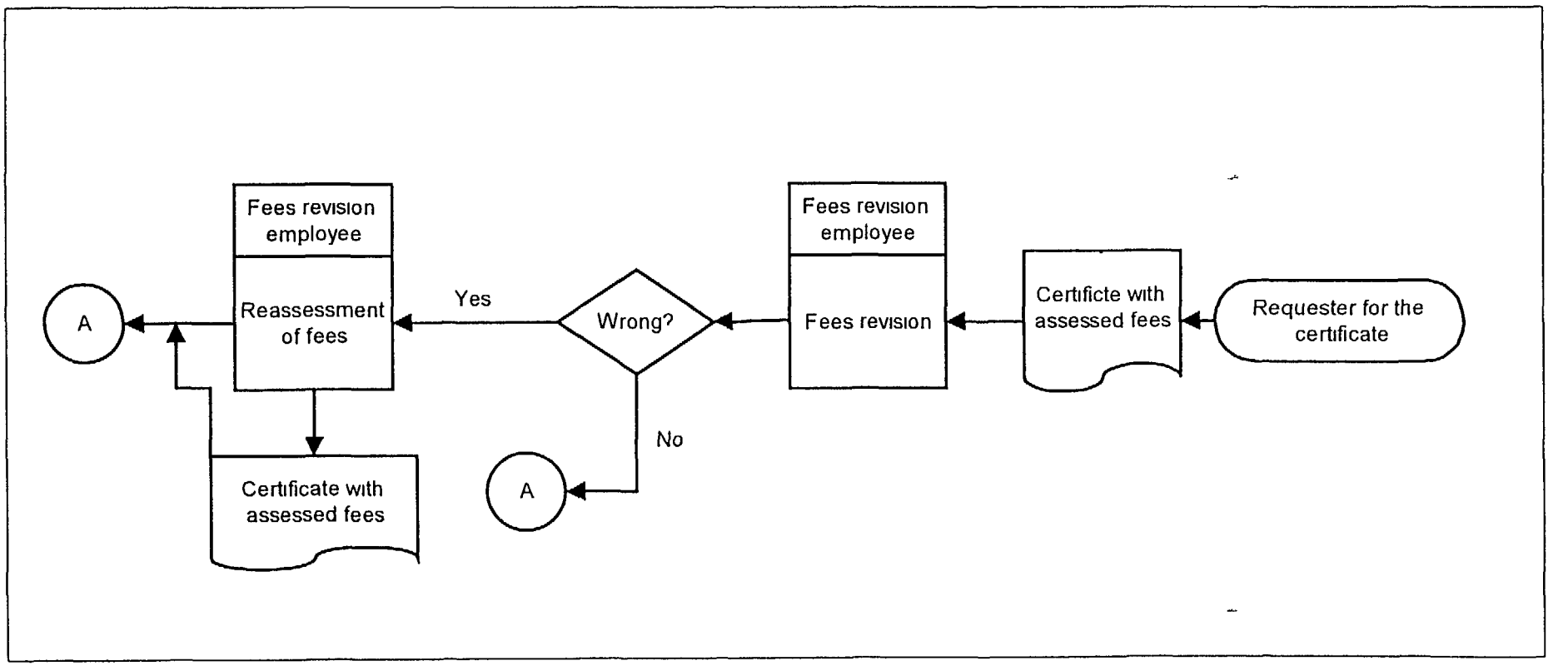
284

Work Cycle Description Revision of fees assessed for acknowledgment

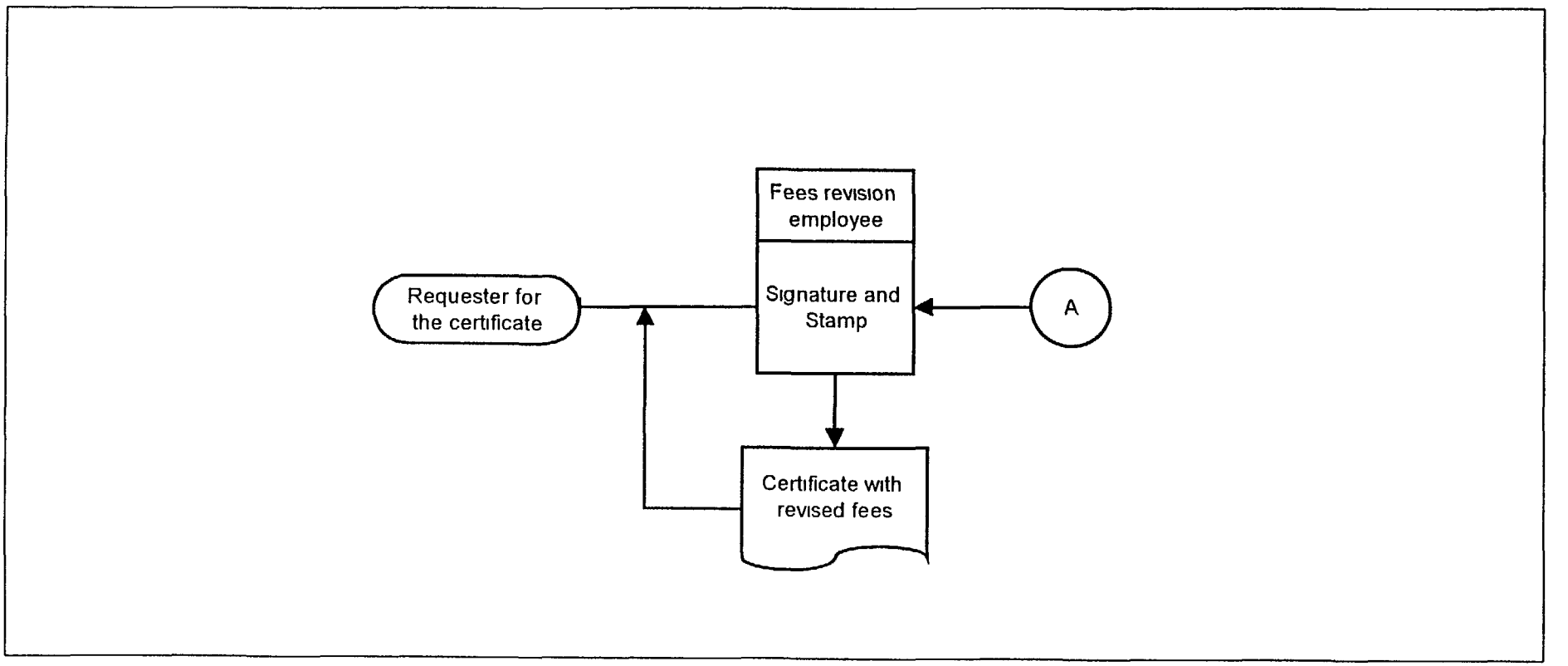
Job	Description and Comments
Fees revision	Fees revision employee revises the assessed fees to make sure Fees Law is enforced
Reassessment of fees	If a mistake is done with fees assessment, the revision employee reassesses the fees according to Fees Law
Signature and stamp	Revision employee signs the document after revision and stamps "revised on them

285

Work cycle	Revision of fees assessed for certificates	Location	Fees Revision Dept	Trigger document	Certificate
Cycle code	25-3			Frequency	Upon request



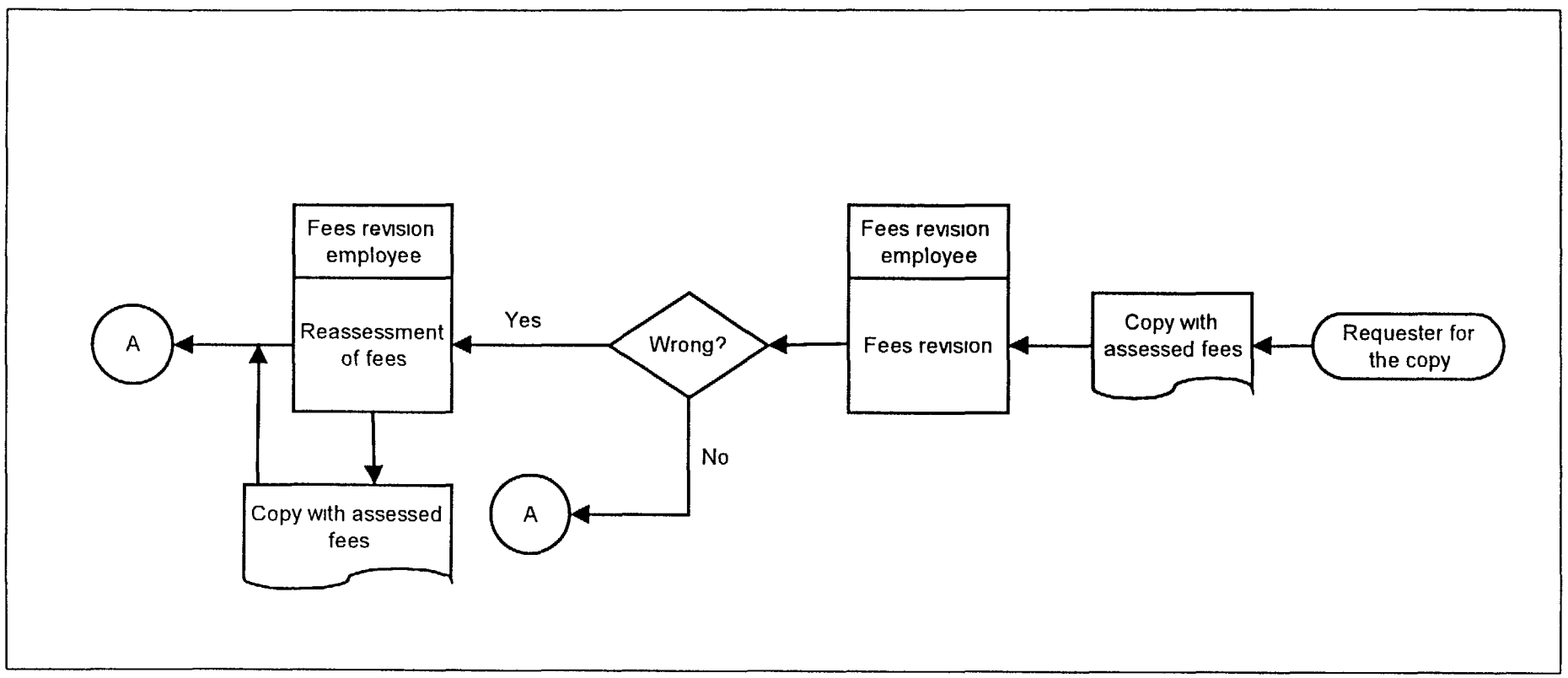
Work cycle	Revision of fees assessed for certificates	Location	Fees Revision Dept	Trigger document	Certificate
Cycle code	25-3			Frequency	Upon request



Work Cycle Description Revision of fees assessed for certificates

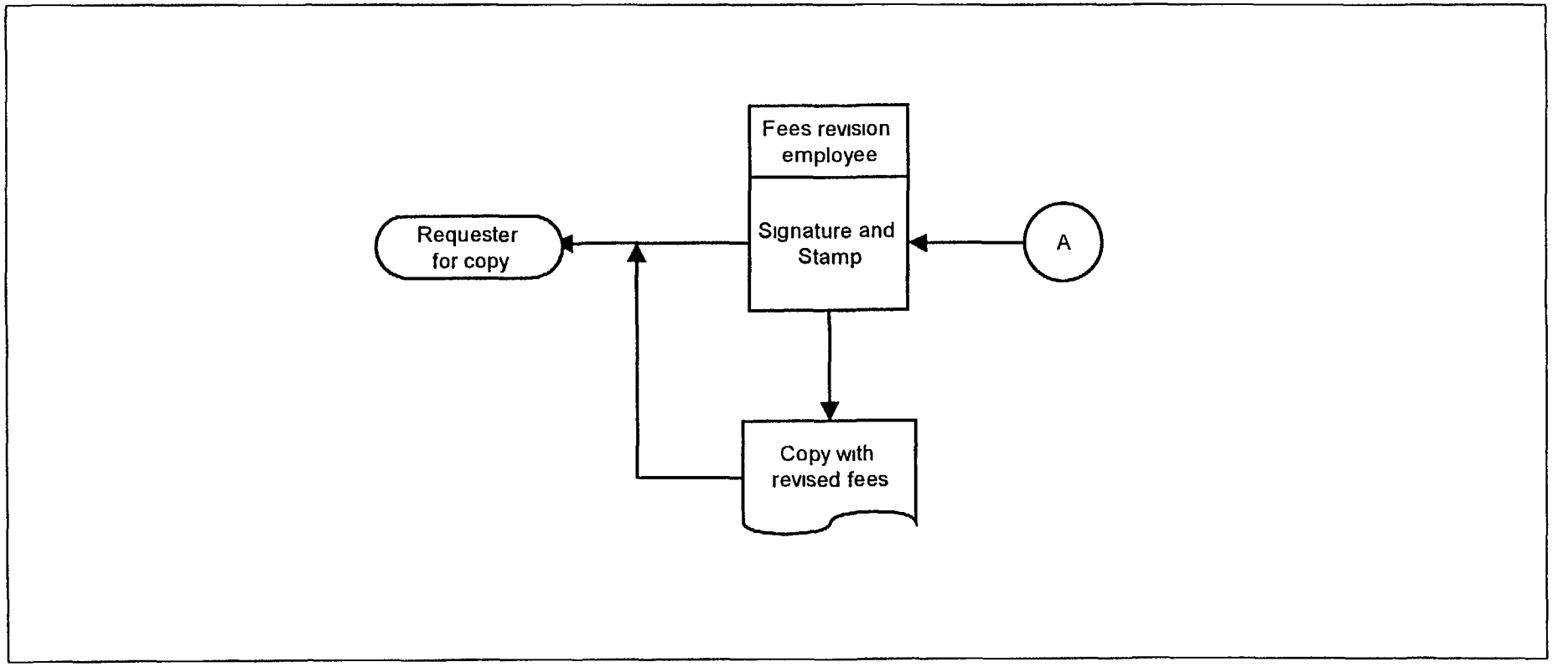
Job	Description and Comments
Fees revision	Fees revision employee revises the assessed fees to make sure Fees Law is enforced
Reassessment of fees	If a mistake is done with fees assessment, the revision employee reassesses the fees according to Fees Law
Signature and stamp	Revision employee signs the document after revision and stamps "revised on them

Work cycle	Revision of fees assessed for copies	Location	Fees Revision Dept	Trigger document	Copy
Cycle code	25-4			Frequency	Upon request



287

Work cycle	Revision of fees assessed for copies	Location	Fees Revision Dept	Trigger document	Copy
Cycle code	25-4			Frequency	Upon request

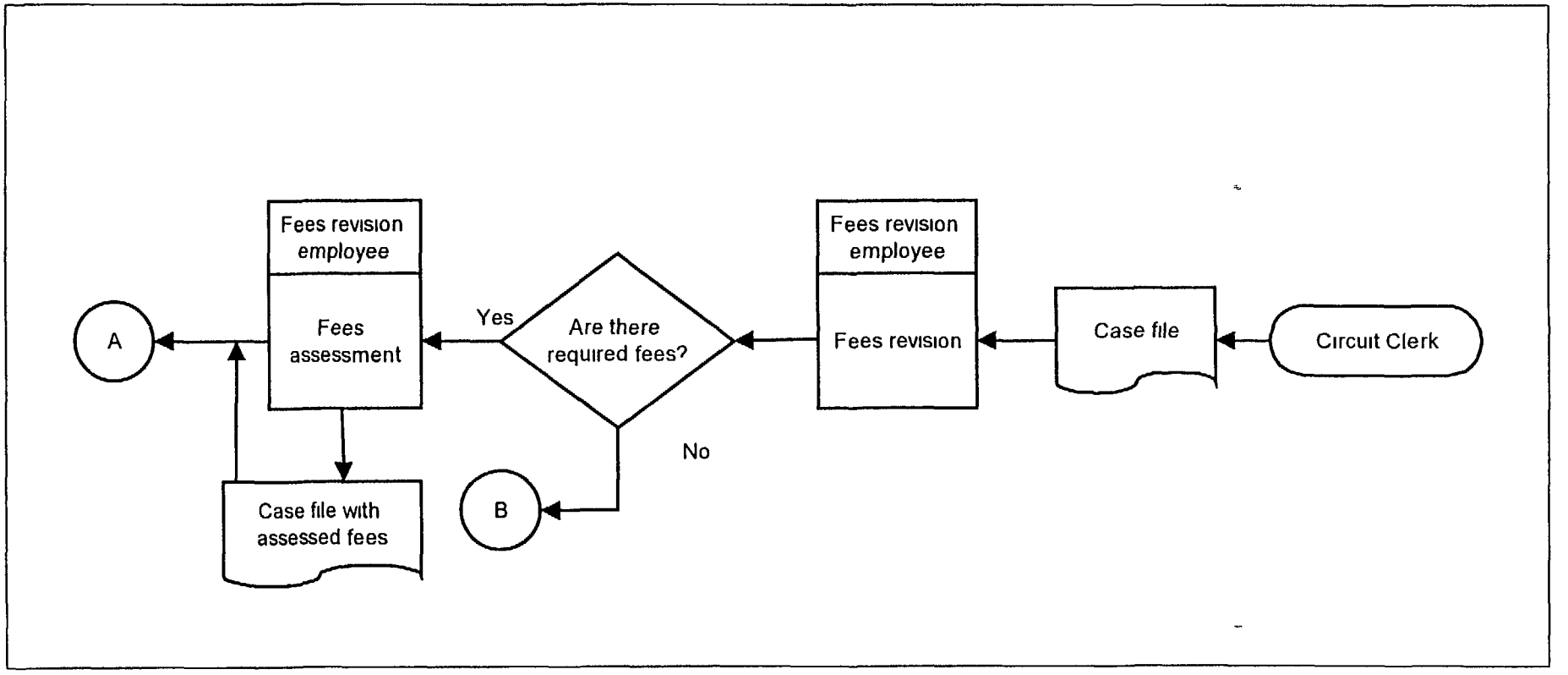


262

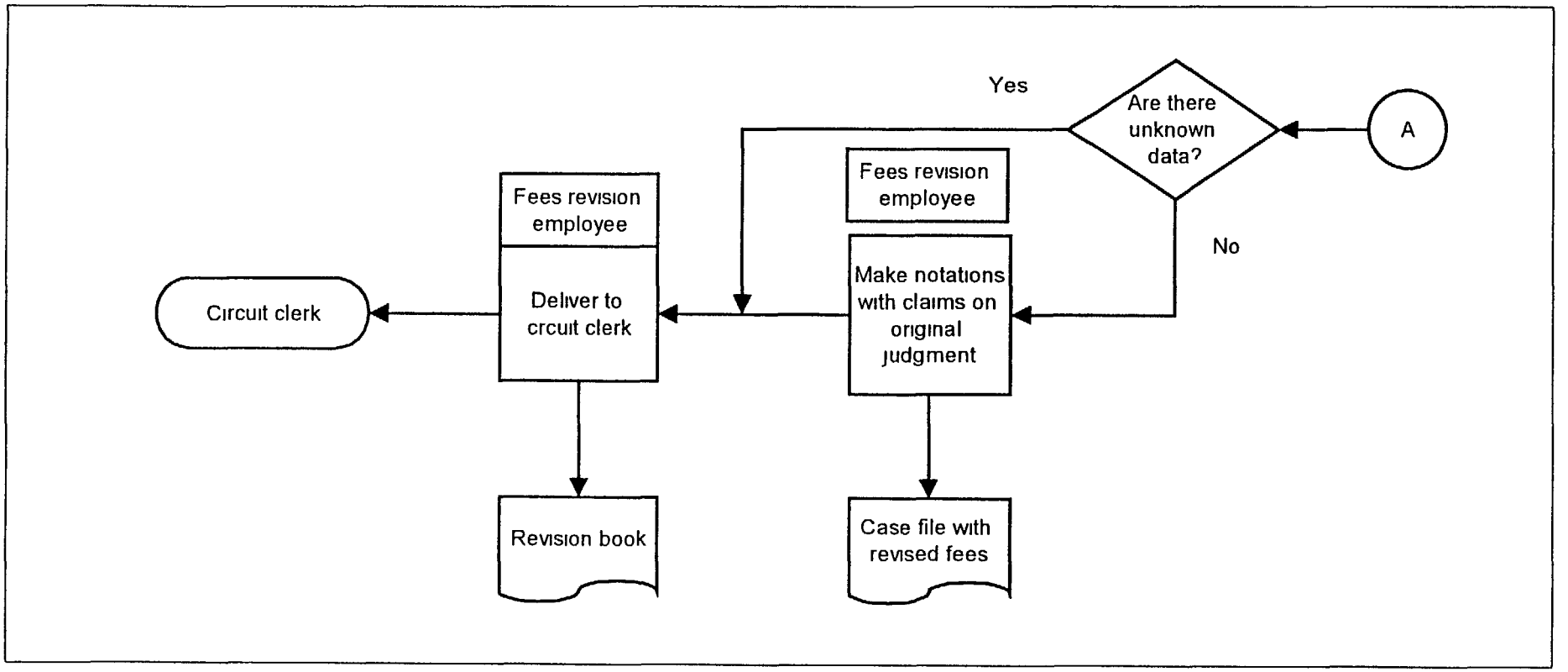
Work Cycle Description Revision of fees assessed for Copies

Job	Description and Comments
Fees revision	Fees revision employee revises the assessed fees to make sure Fees Law is enforced
Reassessment of fees	If a mistake is done with fees assessment, the revision employee reassesses the fees according to Fees Law
Signature and stamp	Revision employee signs the document after revision and stamps "revised on them

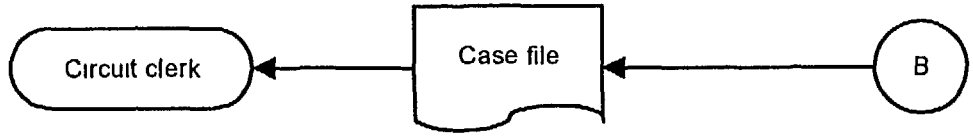
Work cycle	Revision of fees for cases after disposition	Location	Fees Revision Dept	Trigger document	Case file
Cycle code	25-5			Frequency	Upon request



Work cycle	Revision of fees for cases after disposition	Location	Fees Revision Dept	Trigger document	Case file
Cycle code	25-5			Frequency	Upon request



Work cycle	Revision of fees for cases after disposition	Location	Fees Revision Dept	Trigger document	Case file
Cycle code	25-5			Frequency	Upon request



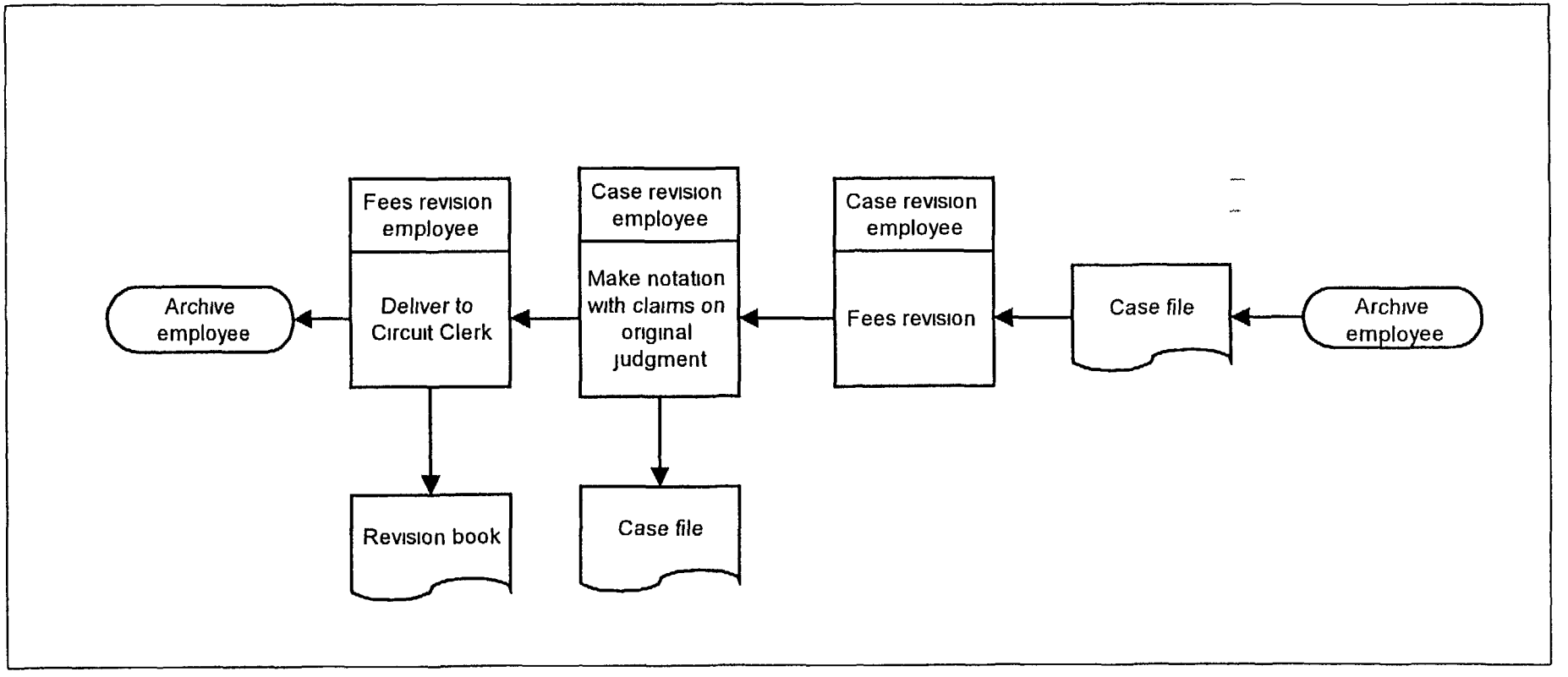
294

Work Cycle Description Revision of fees assessed for cases after disposition

Job	Description and Comments
Fees revision	Fees revision employee revises the assessed fees to make sure they are correctly calculated and whether there are new fees on the case or not
Fees assessment	Fees revision employee reassesses the fees according to Fees law
Notation with claims on the original judgment	Fees revision employee makes a note with the fees, duty stamps, and required attorney fees and also notifies State Cases Authority where the government is one of the litigants
Delivering to Circuit Clerk	Circuit Clerk receives the case after it is revised then signs in the Revision Dept books

295

Work cycle	Revision of fees for cases from Court of Appeals and Cassation	Location	Fees Revision Dept	Trigger document	Case File
Cycle code	25-6			Frequency	Upon request



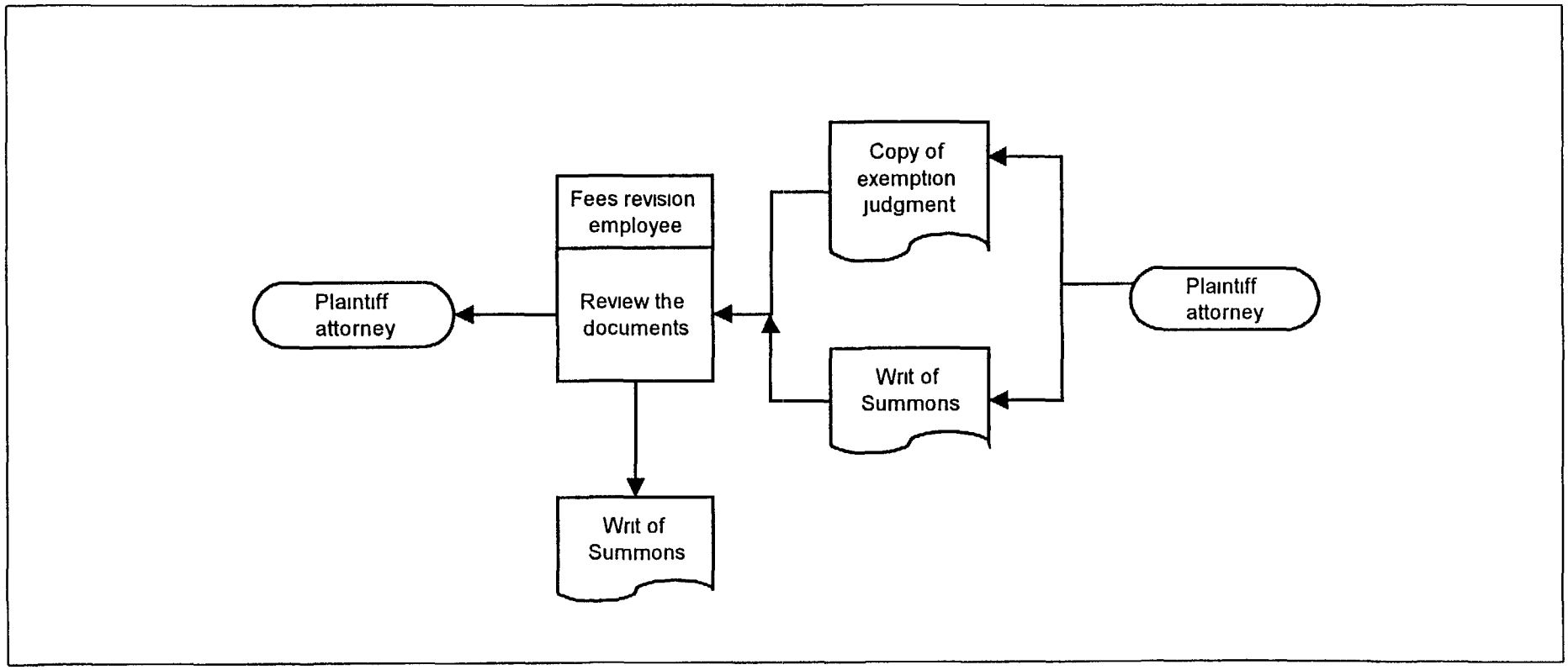
296

Work Cycle Description Revision of fees for cases from court of Appeals or Cassation

Job	Description and Comments
Fees revision	Fees revision employee revises the assessed fees to make sure they are correctly calculated and whether there are new fees on the case or not
Fees assessment	Fees revision employee reassesses the fees according to Fees law
Notation with claims on the original judgment	Fees revision employee makes a note with the fees, duty stamps, and required attorney fees and also notifies State Cases Authority where the government is one of the litigants
Delivering to Circuit Clerk	Circuit Clerk receives the case after it is revised then signs in the Revision Dept books

251

Work cycle	Notation with exemption	Location	Fees Revision Dept	Trigger document	Official copy of exemption judgment + writ of summons
Cycle code	25-7			Frequency	Upon request

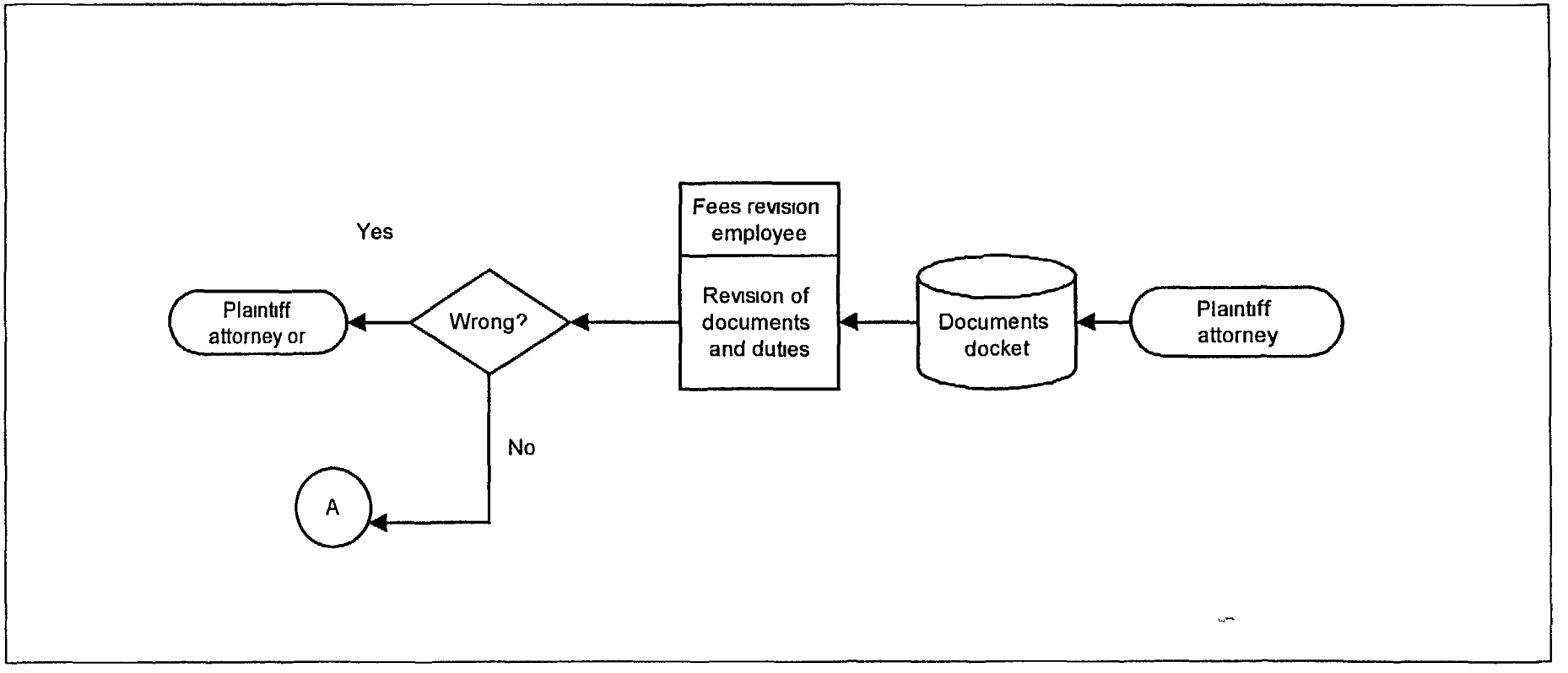


258

Work Cycle Description Notation with exemption

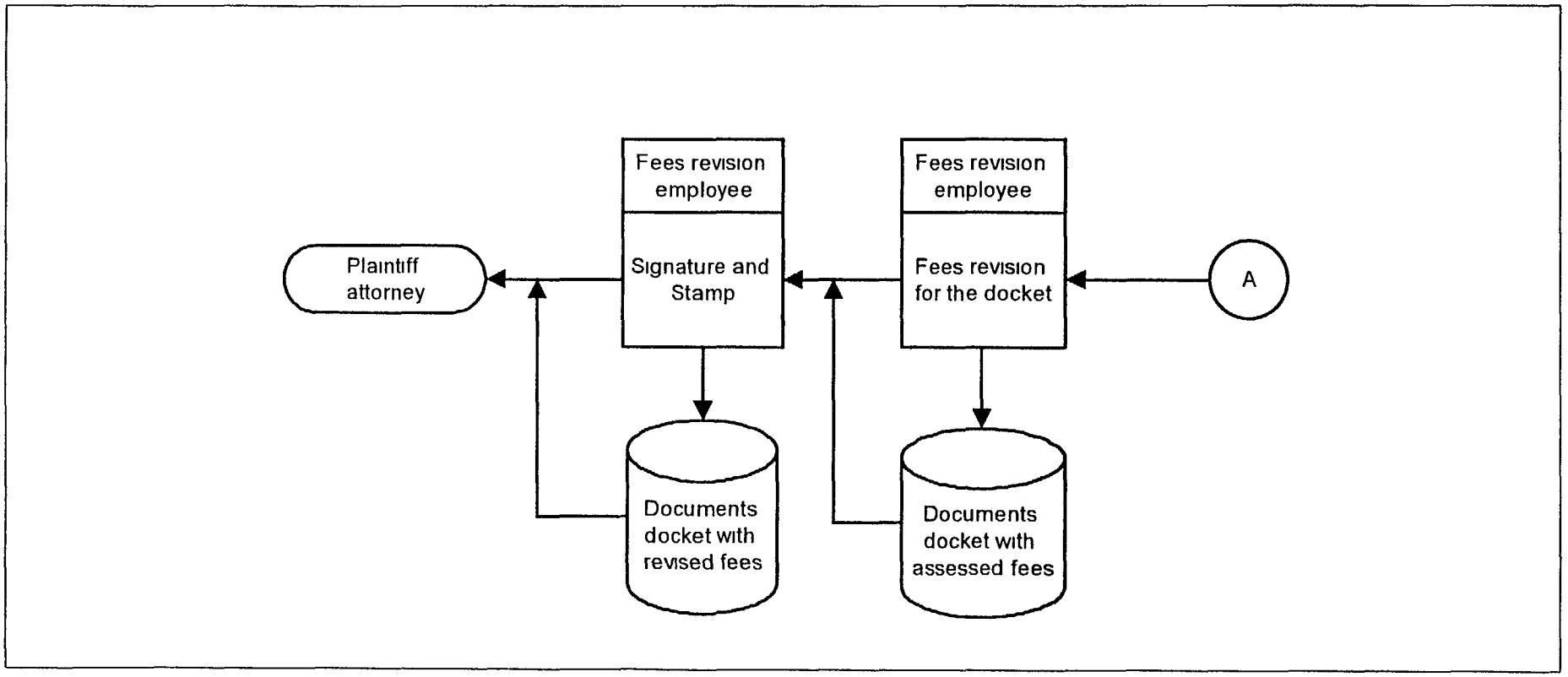
Job	Description and Comments
Notation with exemption	After the employee revises the judgment, he makes a notation with exemption and registers this in the exemption book at the Fees Claims Dept

Work cycle	Fees assessment for documents docket	Location	Fees Revision Dept	Trigger document	Documents docket
Cycle code	28-8			Frequency	Upon request



300

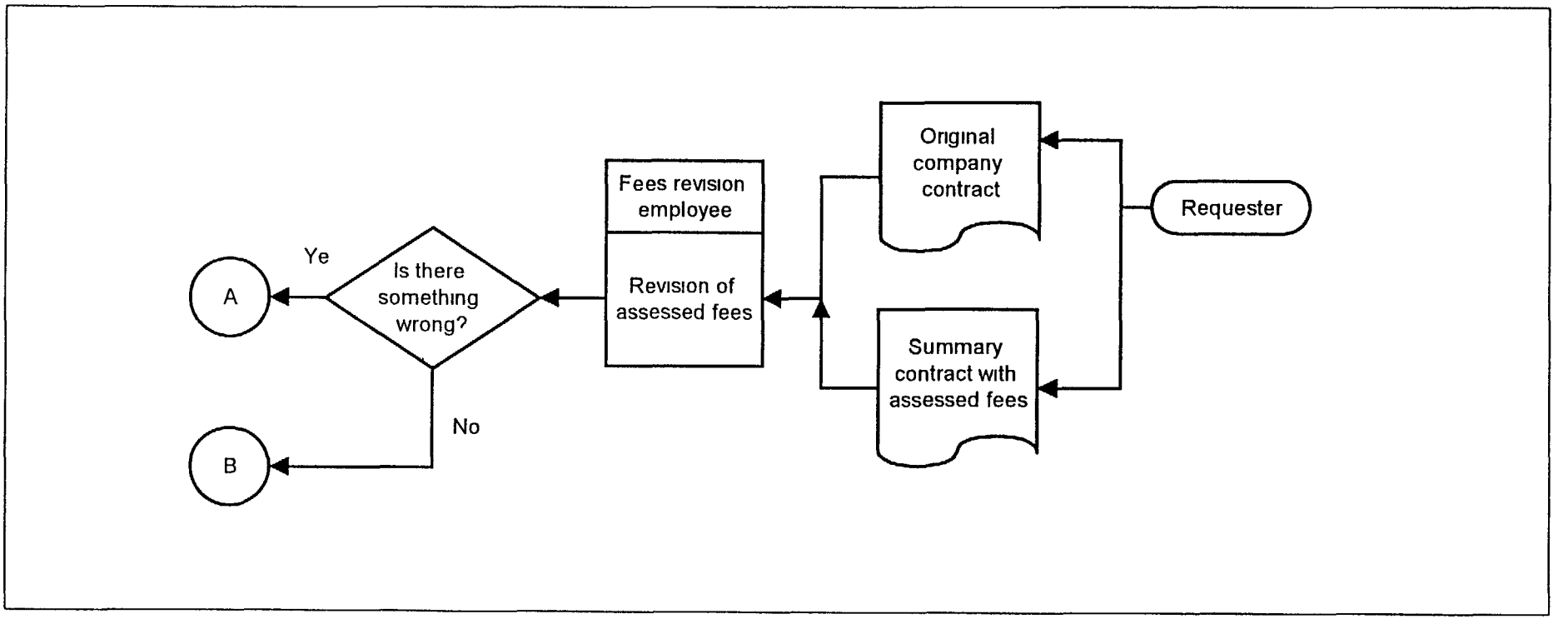
Work cycle	Fees assessment for documents docket	Location	Fees Revision Dept	Trigger document	Documents docket
Cycle code	28-8			Frequency	Upon request



Work Cycle Description Fees Assessment for documents docket

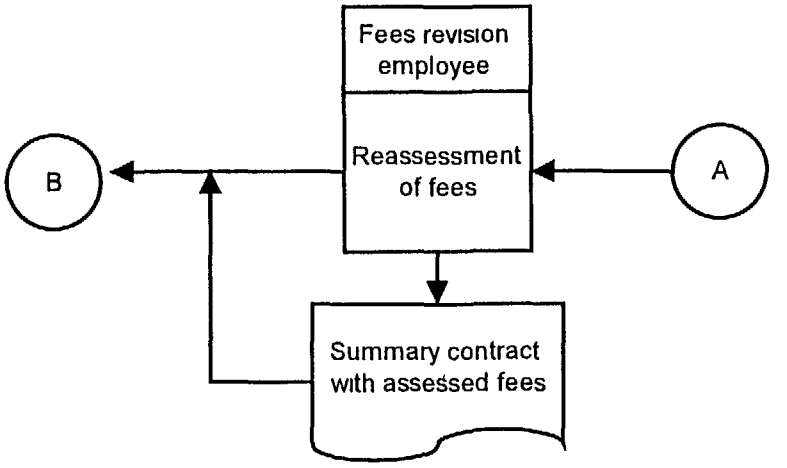
Job	Description and Comments
Revision of documents and stamp duty	The fees revision employee makes sure the documents in the file match the notation over the docket
Fees assessment for docket	Fees revision employee assesses the fees for the document according to their type according to fees and stamp duty laws
Signature and stamp	Fees revision employee signs the docket and stamps "revised" and returns papers to the attorney

Work cycle	Revision of fees assessed for commercial companies contracts	Location	Fees Revision Dept (commercial)	Trigger document	Original company contract + contract summary (establishment / amendment / dissolution) with assessed fees
Cycle code	25-9			Frequency	Upon request



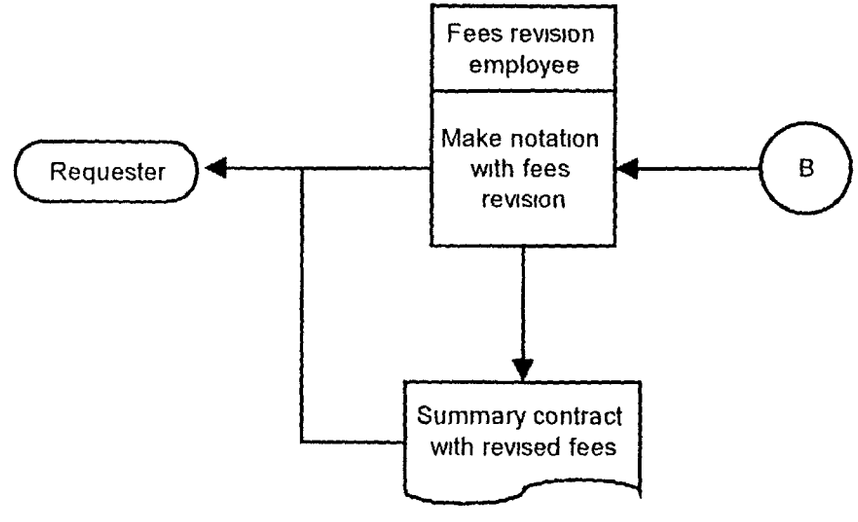
303

Work cycle	Revision of fees assessed for commercial companies contracts	Location	Fees Revision Dept (commercial)	Trigger document	Original company contract + contract summary (establishment / amendment / dissolution) with assessed fees
Cycle code	25-9			Frequency	Upon request



3 of

Work cycle	Revision of fees assessed for commercial companies contracts	Location	Fees Revision Dept (commercial)	Trigger document	Original company contract + contract summary (establishment / amendment / dissolution) with assessed fees
Cycle code	25-9			Frequency	Upon request



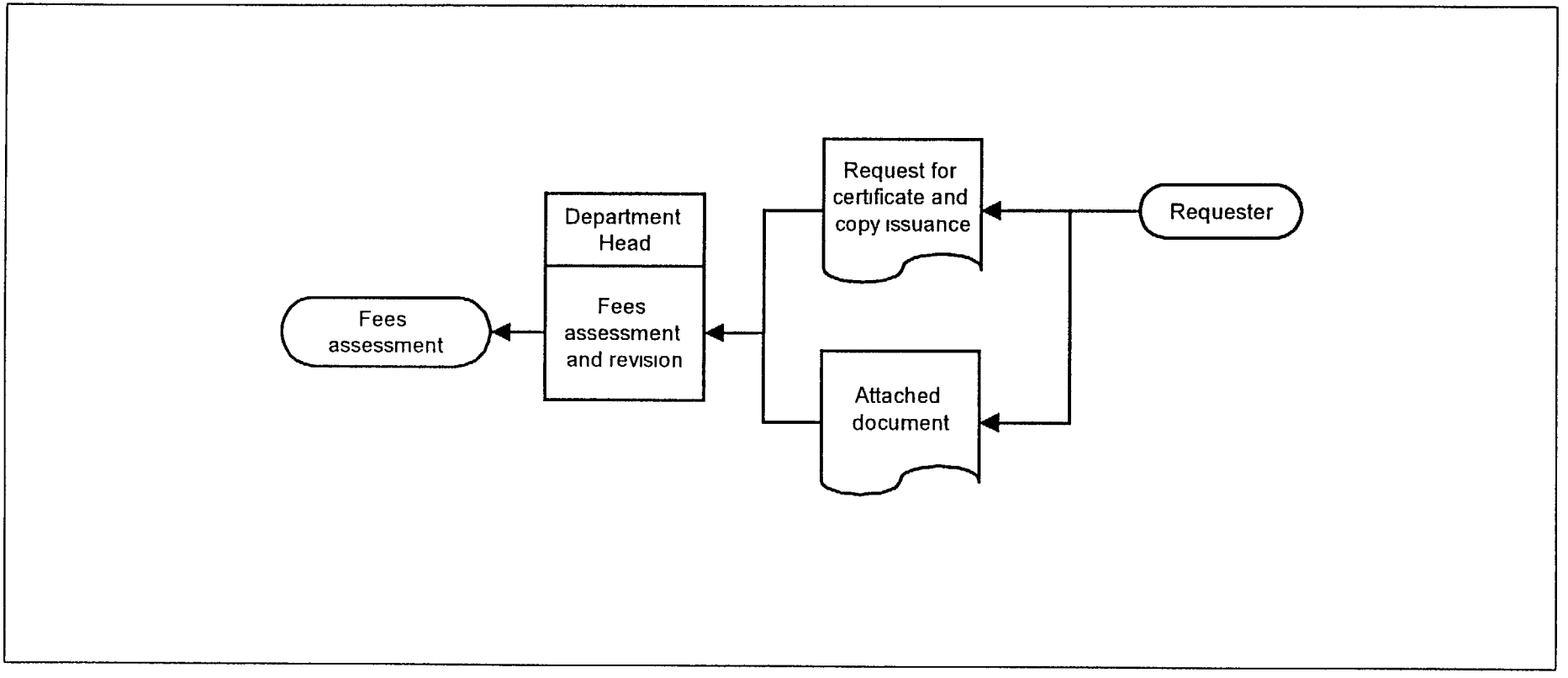
305

Work Cycle Description Revision of fees assessed for commercial companies contracts

Job	Description and Comments
Revision of assessed fees	Fees revision employee revises the assessed fees to make sure law is enforced
Fees reassessment	If a mistake is done with the assessed fees, the employee reassesses the fees
Notation by Revision Dept	The employee makes a notation on the summary that the fees assessment is revised

306

Work cycle	Receipt of request for certificate or copy issuance	Location	Head of Commercial Section	Trigger document	Request for certificate or copy issuance with required documents
Cycle code	1-1-1			Frequency	Upon request



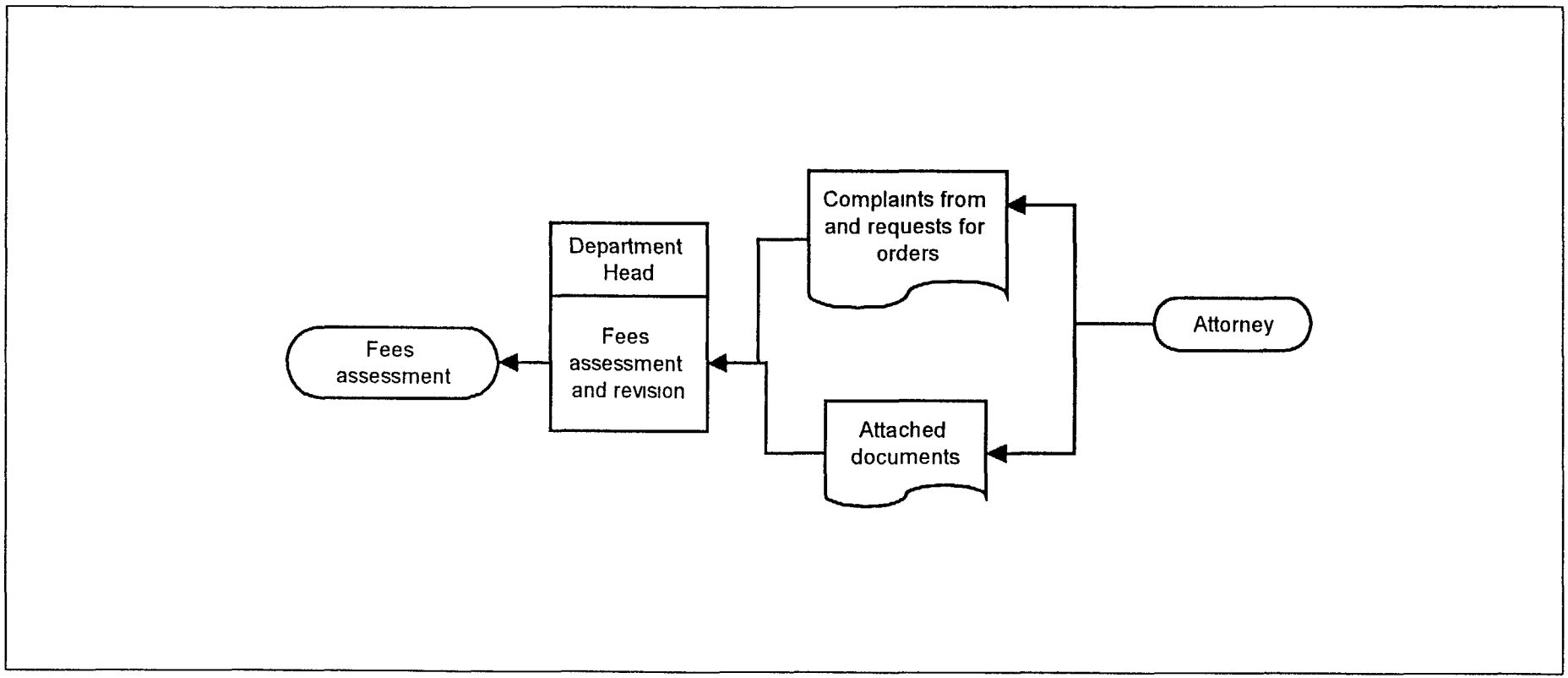
307

Work Cycle Description Receipt of certificate or copy issuance

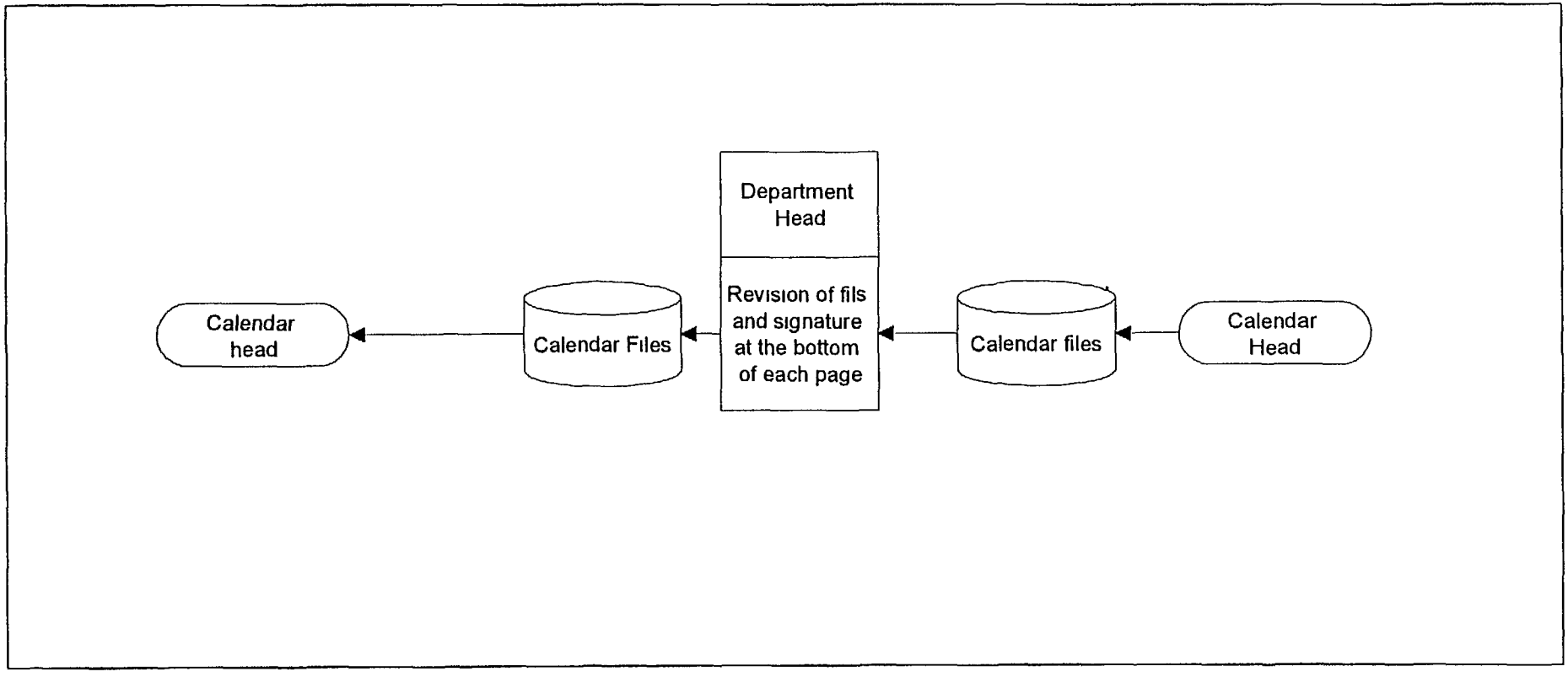
Job	Description and comments	
Revision and assessment of fees	Revision is done based on type of request as each type requires availability of certain documents	
	Request for certificate with no bankruptcy cases	Requires signed certificate from microfilm (commercial only)
	Copy of company contract summary	Requires signed copy from microfilm (commercial only)
	Request for certificate of cases against a specific person	Requires a signed certificate from the Index
	Request for information about a case	Requires a signed certificate from the Index
	Request for certificate of no complaint against fees assessment order	Requires a signed certificate from the Index
	Request for certificate of no appeal for a partial case	Requires a signed certificate from the Index (commercial only)

308

Work cycle	Receipt of complaints and requests for order	Location	Head of Commercial Section	Trigger document	Complaint against an order or request for order issuance
Cycle code	1-1-2			Frequency	Upon request

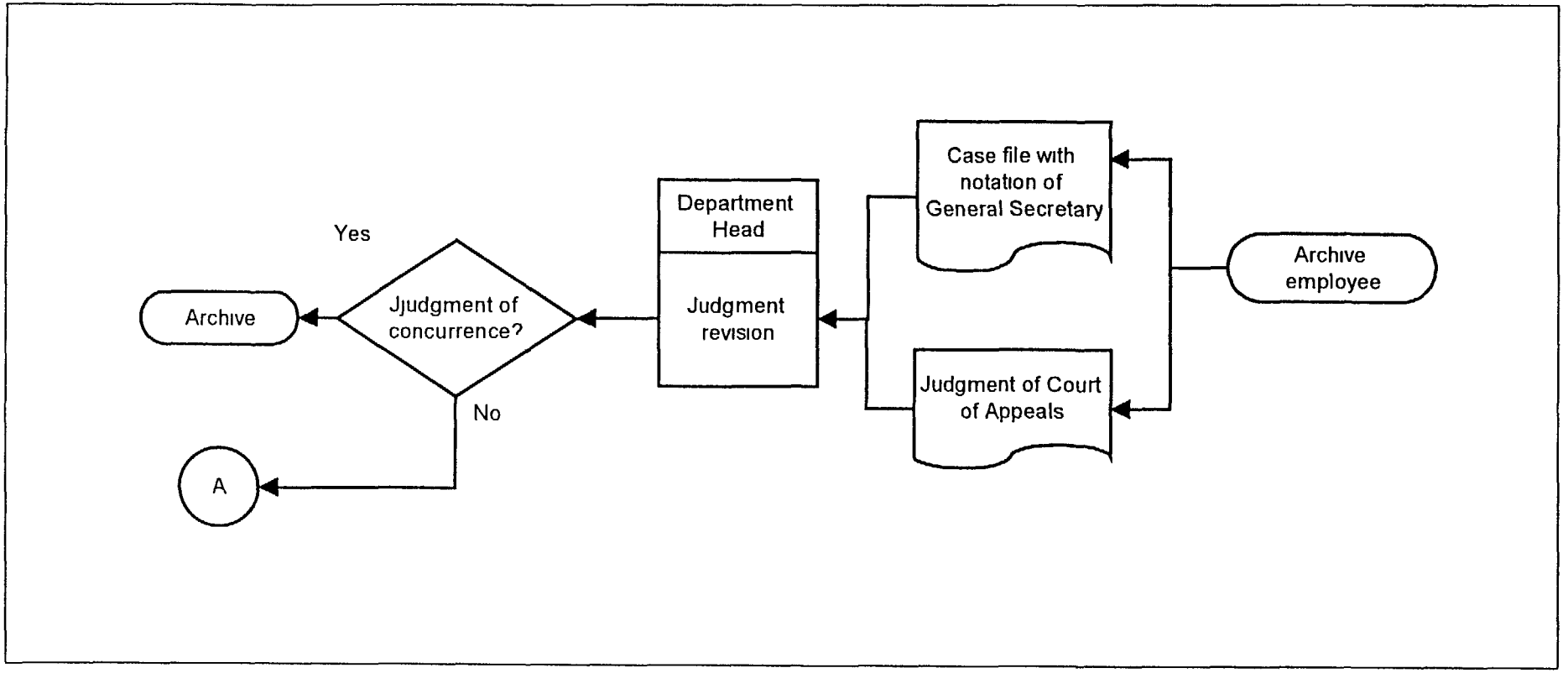


Work cycle	Revision of Calendar books	Location	Head of Commercial Section	Trigger document	Calendar files
Cycle code	1-1-3			Frequency	Upon request

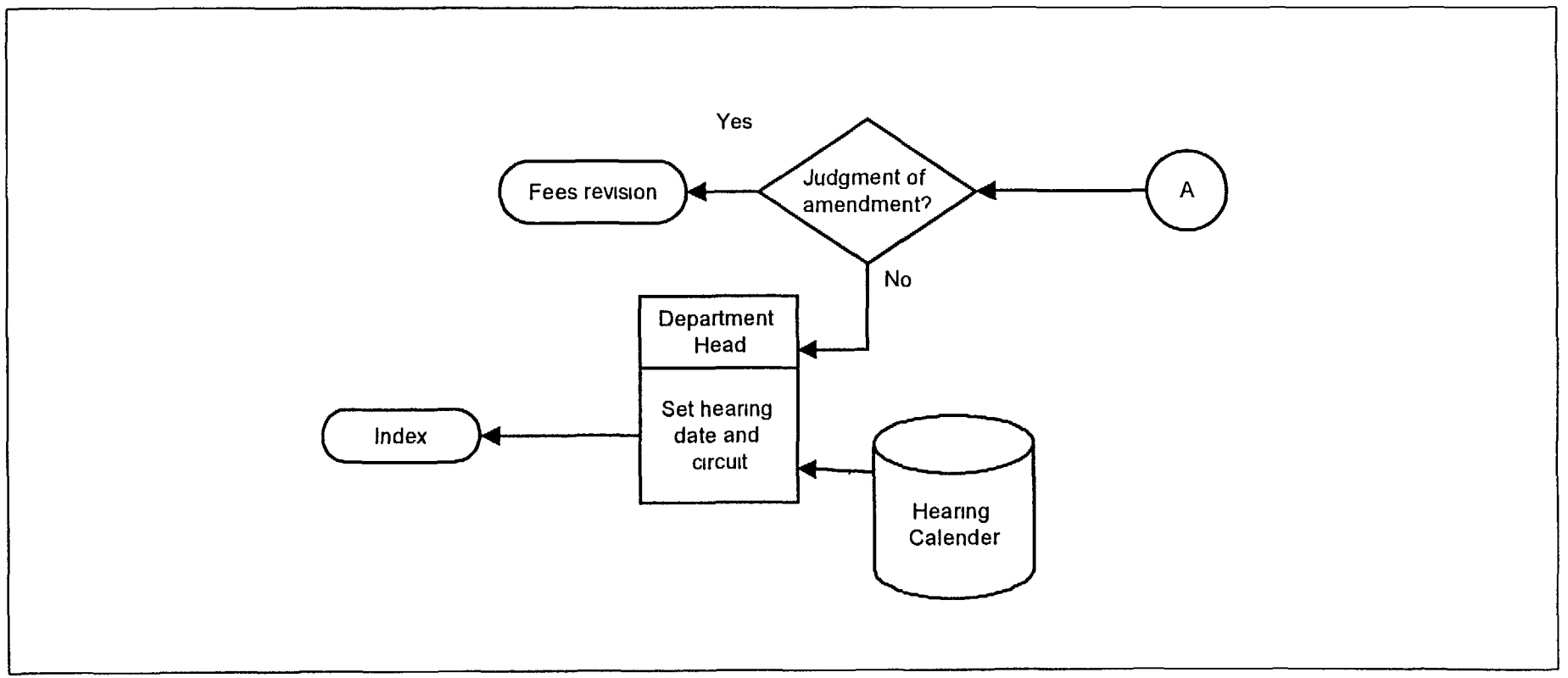


310

Work cycle	Receipt of High Appeals judgments	Location	Head of Commercial Section	Trigger document	Case file + appeals judgment
Cycle code	1-1-4			Frequency	Upon request

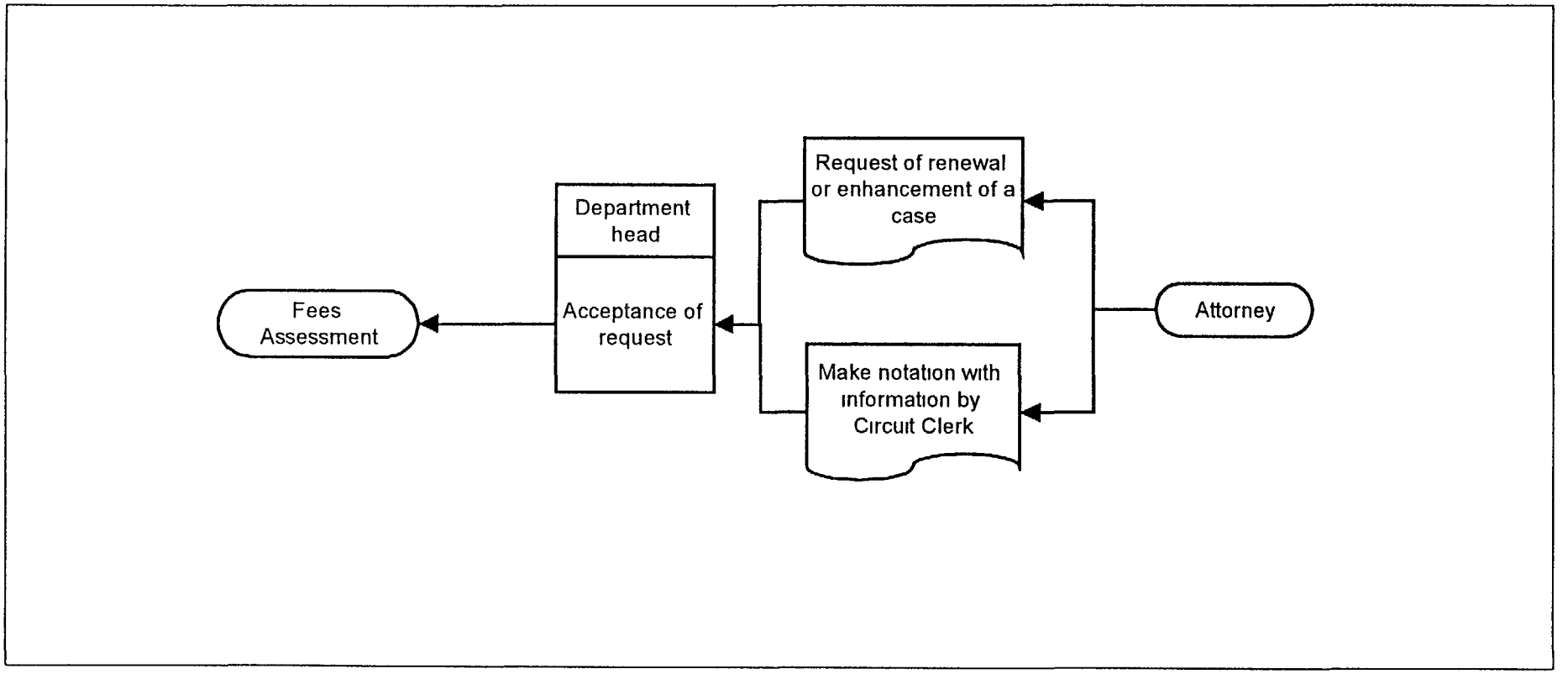


Work cycle	Receipt of High Appeals judgments - continuation	Location	Head of Commercial Section	Trigger document	Case file + appeals judgment
Cycle code	1-1-4			Frequency	Upon request



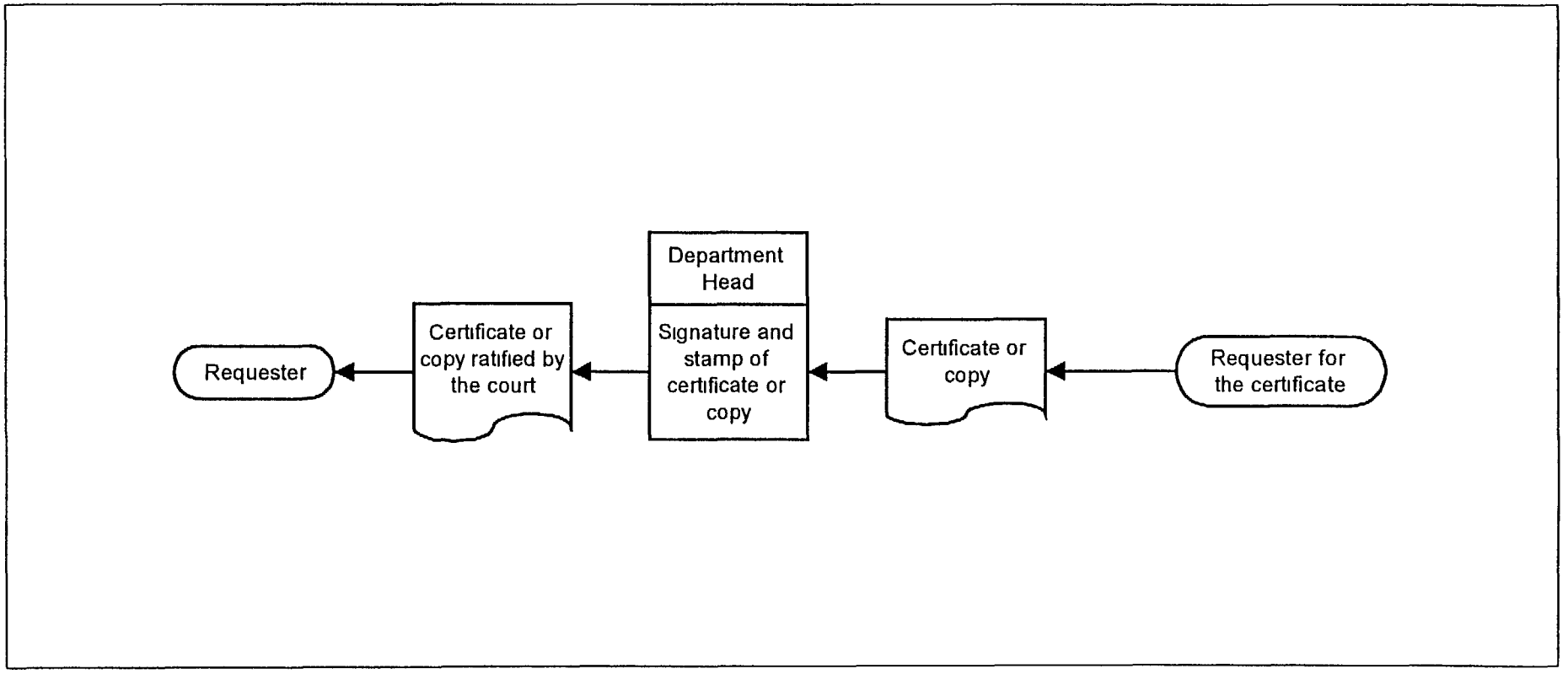
312

Work cycle	Receipt of renewal or enhancement	Location	Head of Commercial Section	Trigger document	Request for case renewal or enhancement + notation with information by circuit clerk
Cycle code	1-1-5			Frequency	Upon request



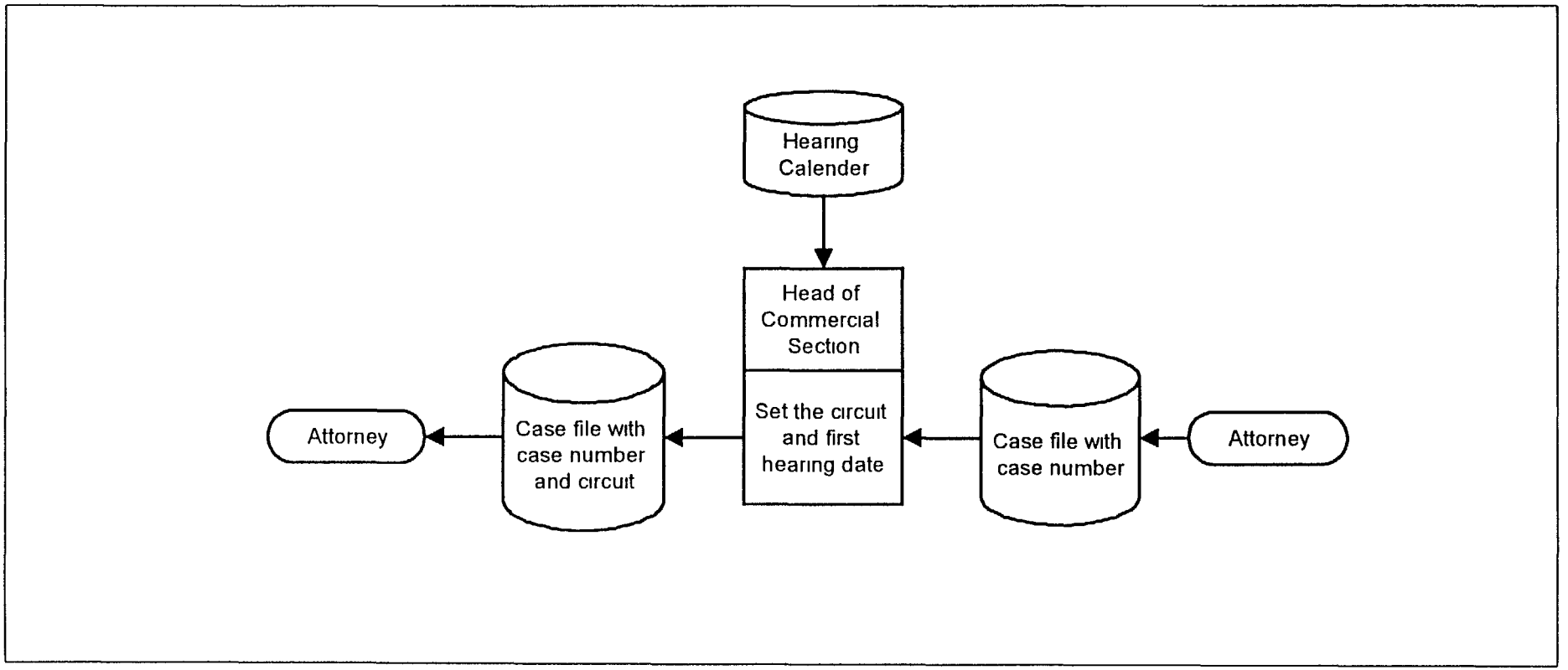
3/3

Work cycle	Signature and stamping certificates and copies	Location	Head of Commercial Section	Trigger document	Requested number of certificates or copies ratified by copies dept
Cycle code	1-1-6			Frequency	Upon request



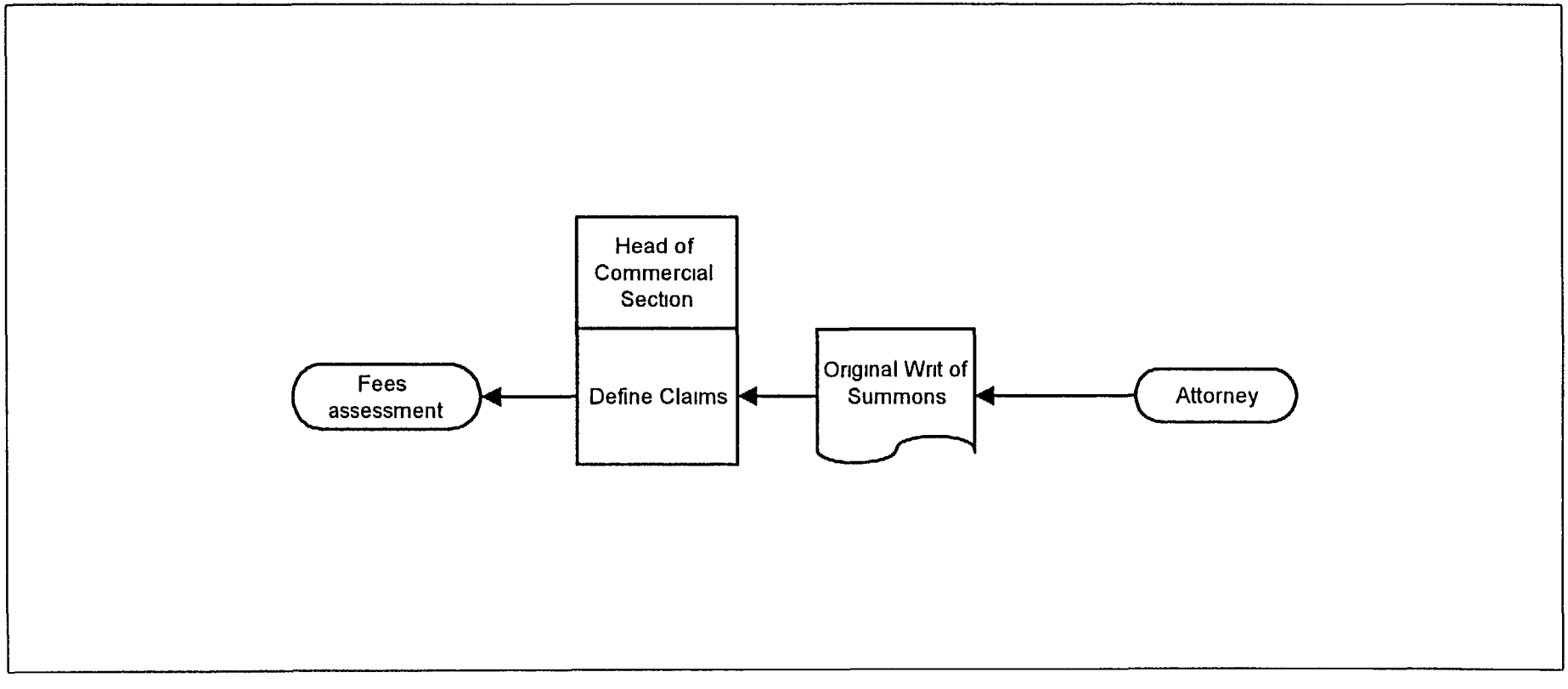
314

Work cycle	Set circuit number of a commercial case	Location	Head of Commercial Section	Trigger document	Case file with a set case number
Cycle code	1-1-7			Frequency	Upon request



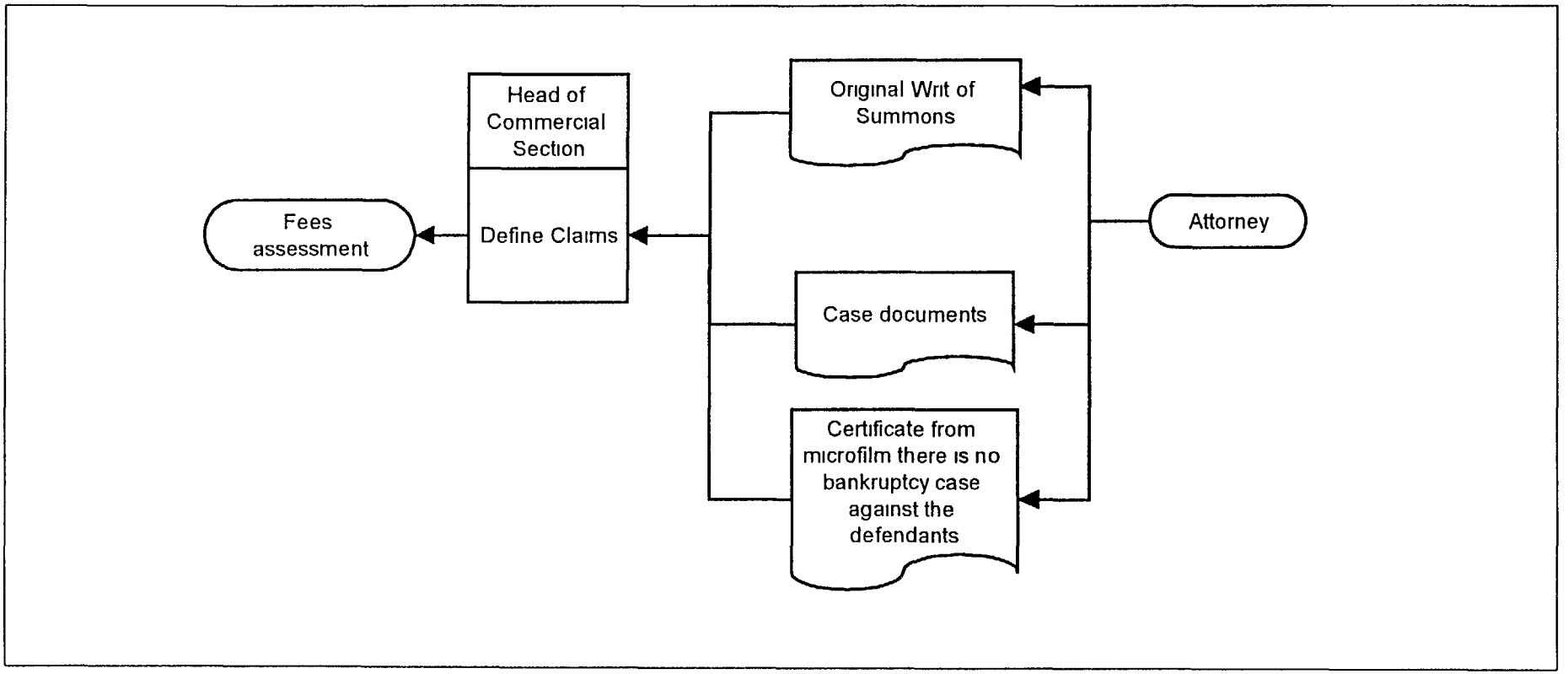
315

Work cycle	Receipt of an appealed case	Location	Head of Commercial Section	Trigger document	Original writ of summons
Cycle code	1-1-8			Frequency	Upon request



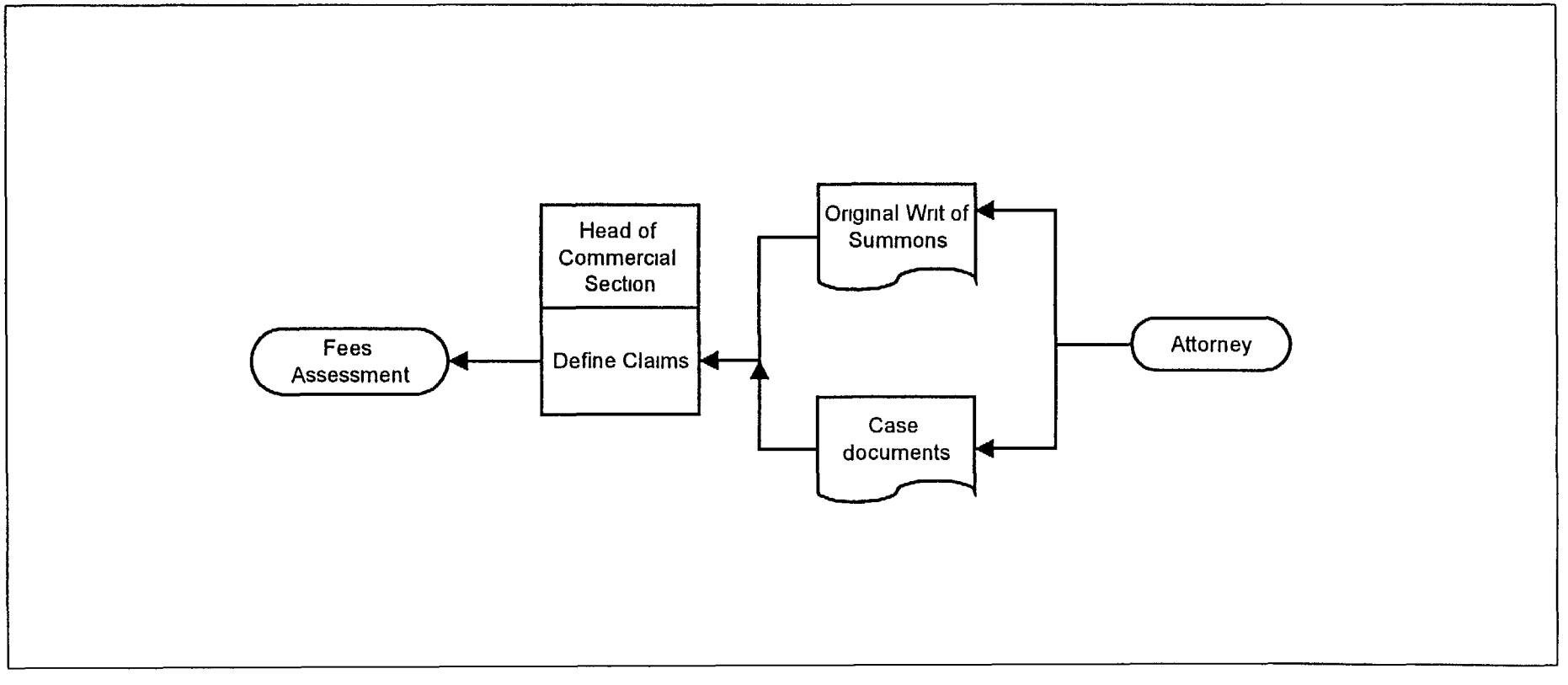
316

Work cycle	Receipt of bankruptcy case	Location	Head of Commercial Section	Trigger document	Original writ of summons + case documents
Cycle code	1-1-9			Frequency	Upon request



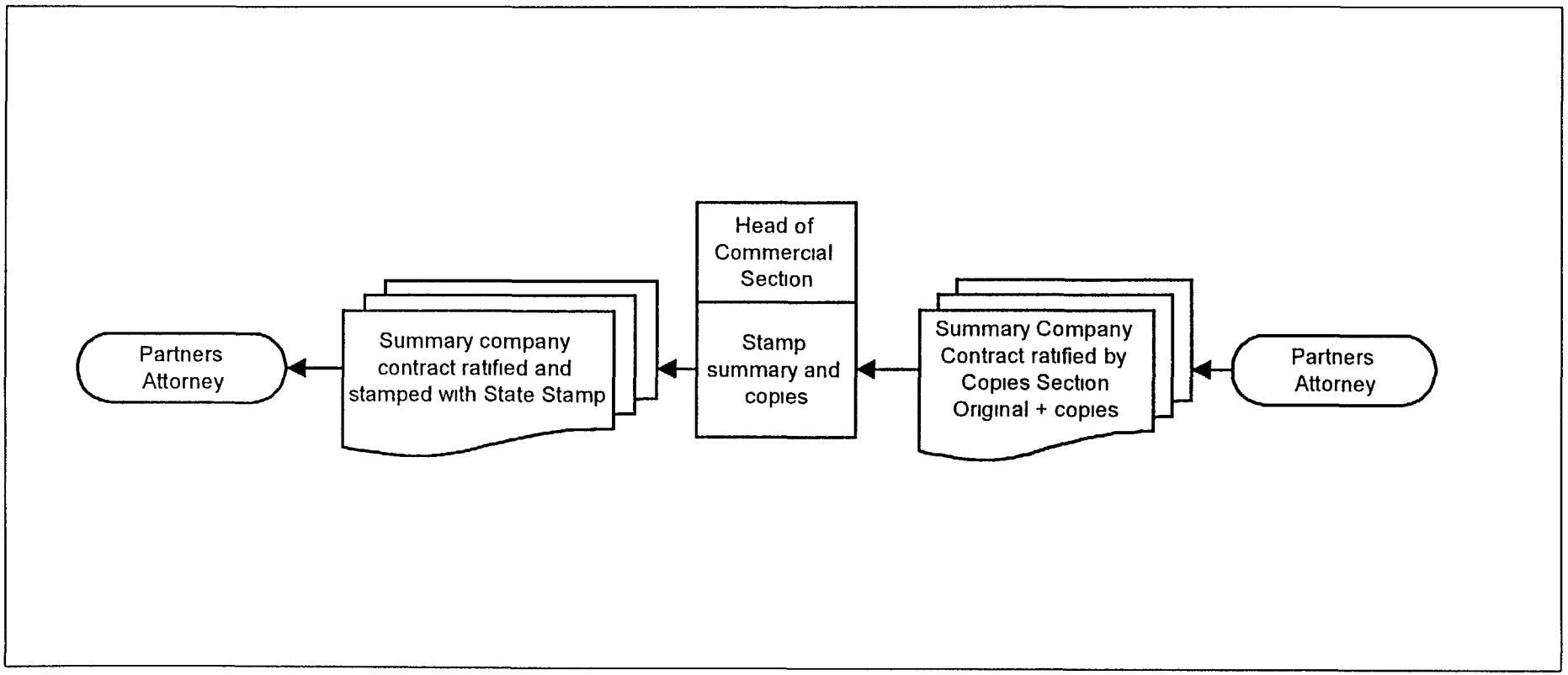
317

Work cycle	Receipt of a commercial case	Location	Head of Commercial Section	Trigger document	Original writ of summons + case documents
Cycle code	1-1-10			Frequency	Upon request



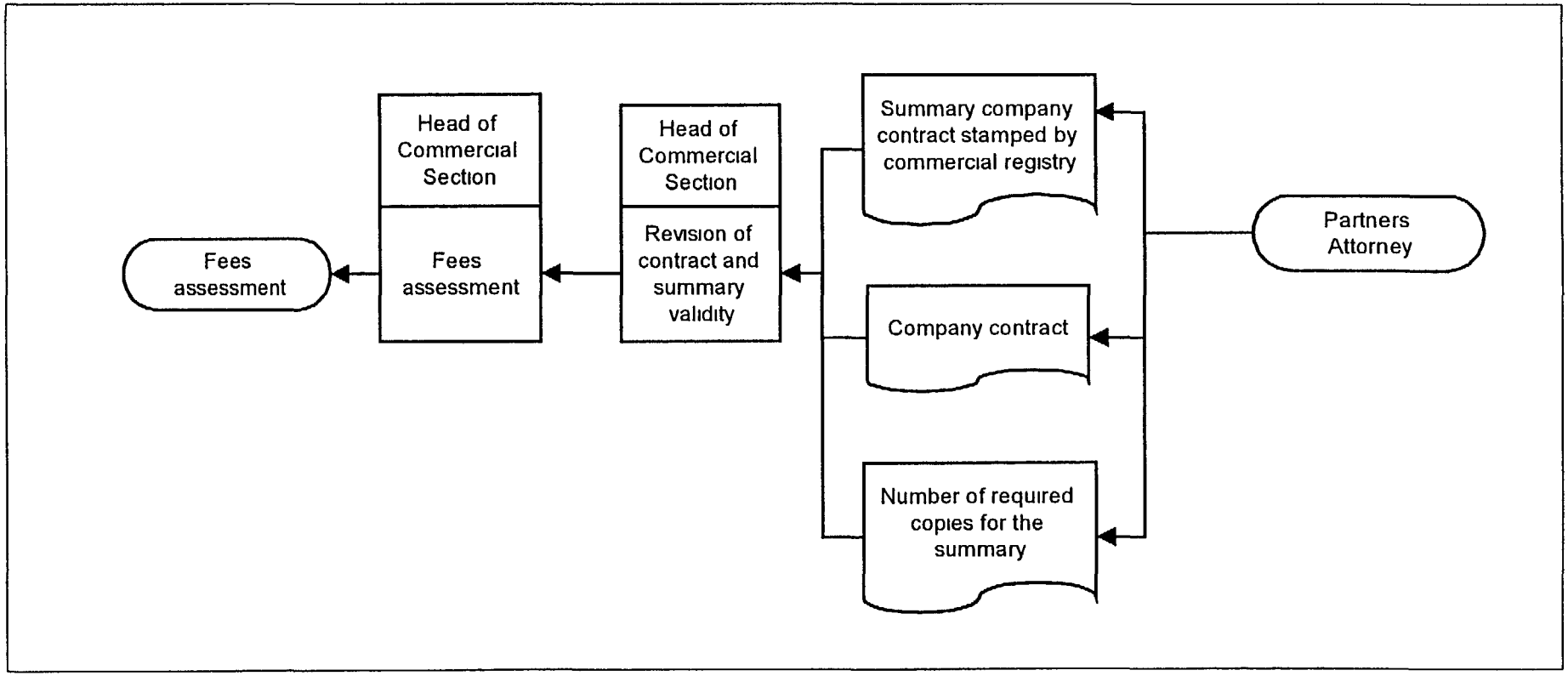
318

Work cycle	Stamp a copy of company contract summary	Location	Head of Commercial Section	Trigger document	Summary of company contract ratified by Copies Dept
Cycle code	1-1-11			Frequency	Upon request



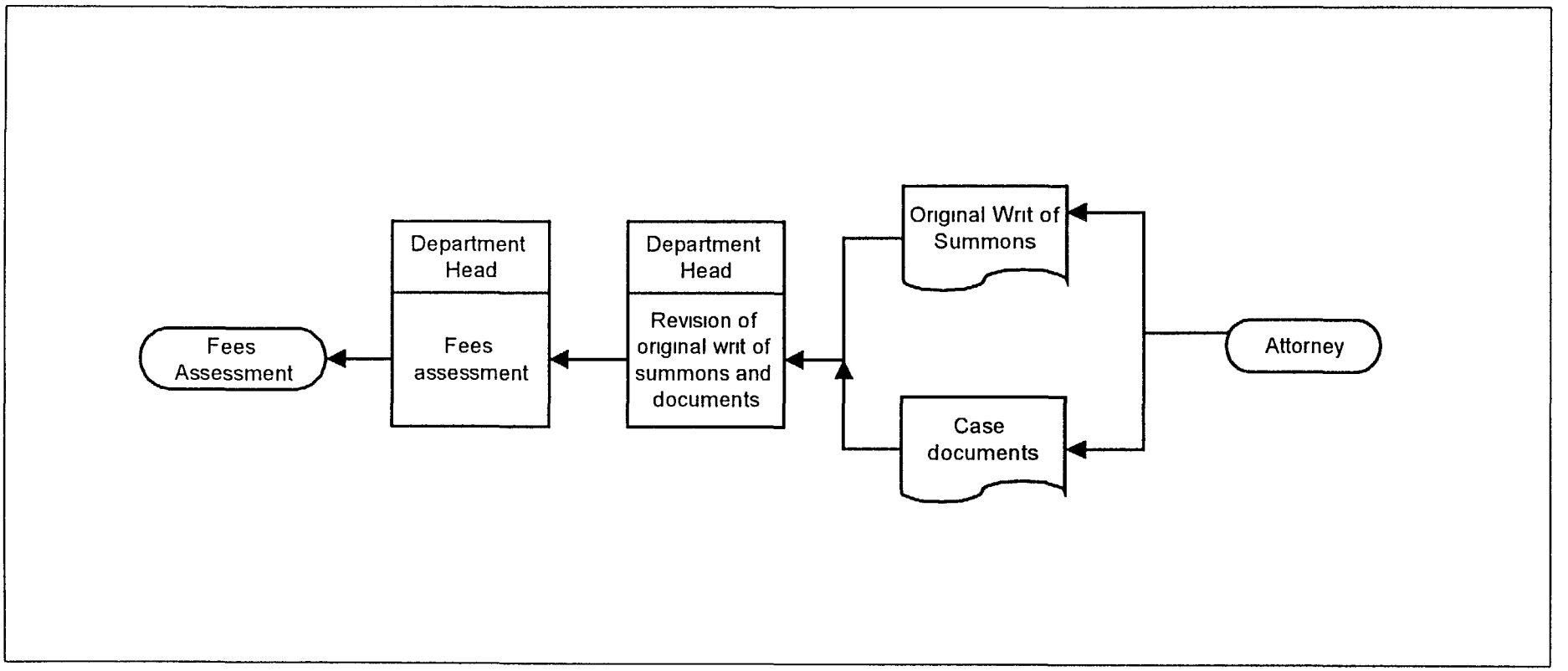
319

Work cycle	Receipt of a request for company contract registration	Location	Head of Commercial Section	Trigger document	Summary of company contract + company contract
Cycle code	1-1-12			Frequency	Upon request



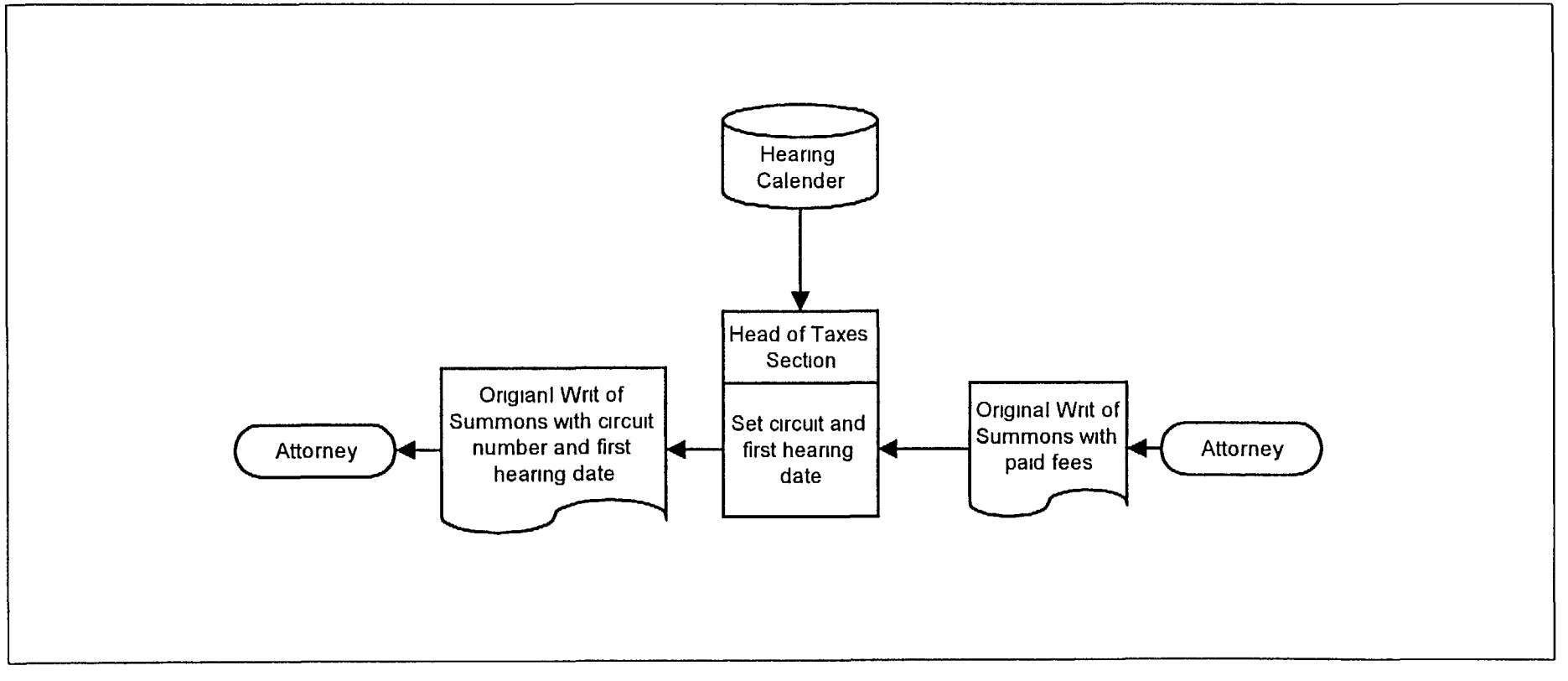
320

Work cycle	Receipt of a taxes case	Location	Head of Taxes Section	Trigger document	Original writ of summons and case documents
Cycle code	1-3-1			Frequency	Upon request



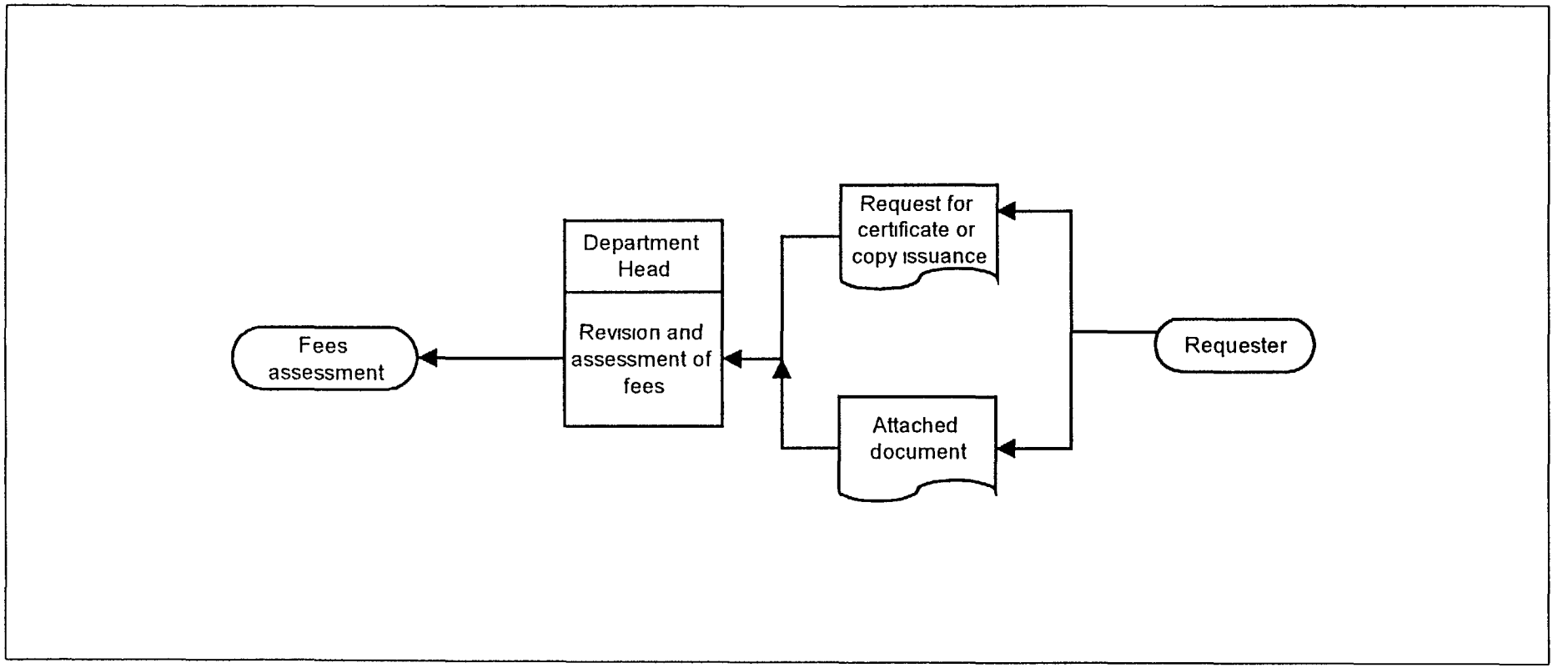
321

Work cycle	Setting circuit number and first hearing date	Location	Head of Taxes Section	Trigger document	Original writ of summons with paid fees
Cycle code	1-3-2			Frequency	Upon request



322

Work cycle	Receipt of request for certificate or copy issuance	Location	Head of Taxes Section	Trigger document	Request for certificate or copy issuance with required documents
Cycle code	1-3-3			Frequency	Upon request



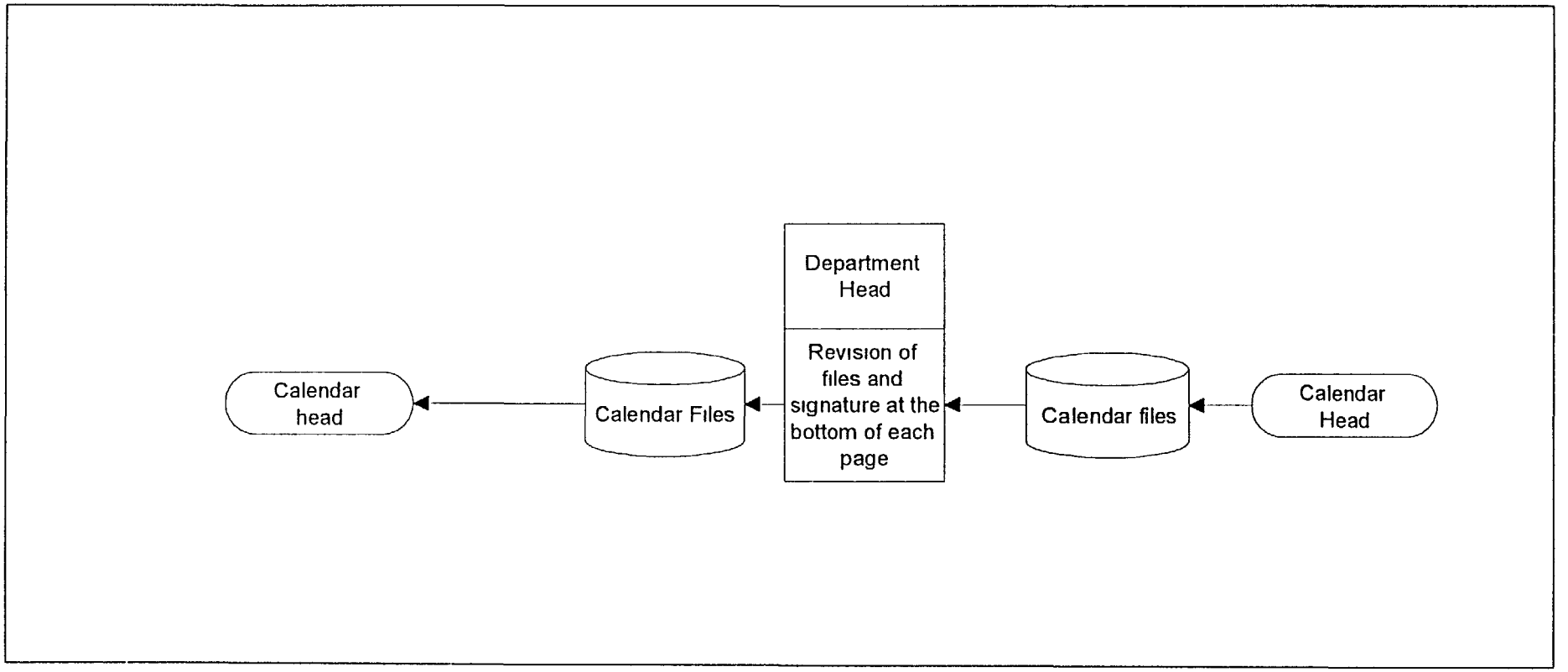
323

Work Cycle Description Receipt of request for certificate or copy issuance

Job	Description and comments	
Revision and assessment of fees	Revision is done based on type of request as each type requires availability of certain documents	
	Request for certificate with no bankruptcy cases	Requires signed certificate from microfilm (commercial only)
	Copy of company contract summary	Requires signed copy from microfilm (commercial only)
	Request for certificate of cases against a specific person	Requires a signed certificate from the Index
	Request for information about a case	Requires a signed certificate from the Index
	Request for certificate of no complaint against fees assessment order	Requires a signed certificate from the Index
	Request for certificate of no appeal for a partial case	Requires a signed certificate from the Index (commercial only)

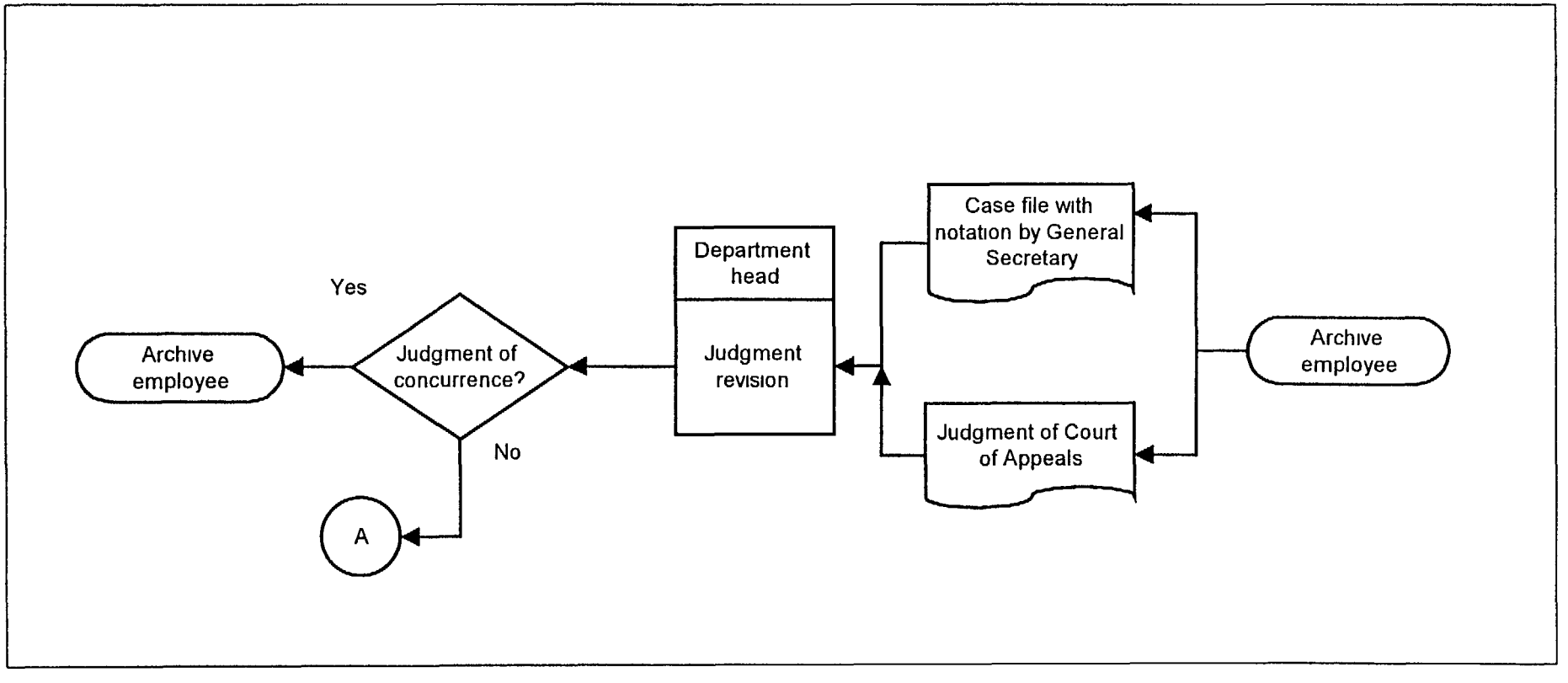
324

Work cycle	Revision of Calendar books	Location	Head of Taxes Section	Trigger document	Calendar files
Cycle code	1-3-4			Frequency	Upon request



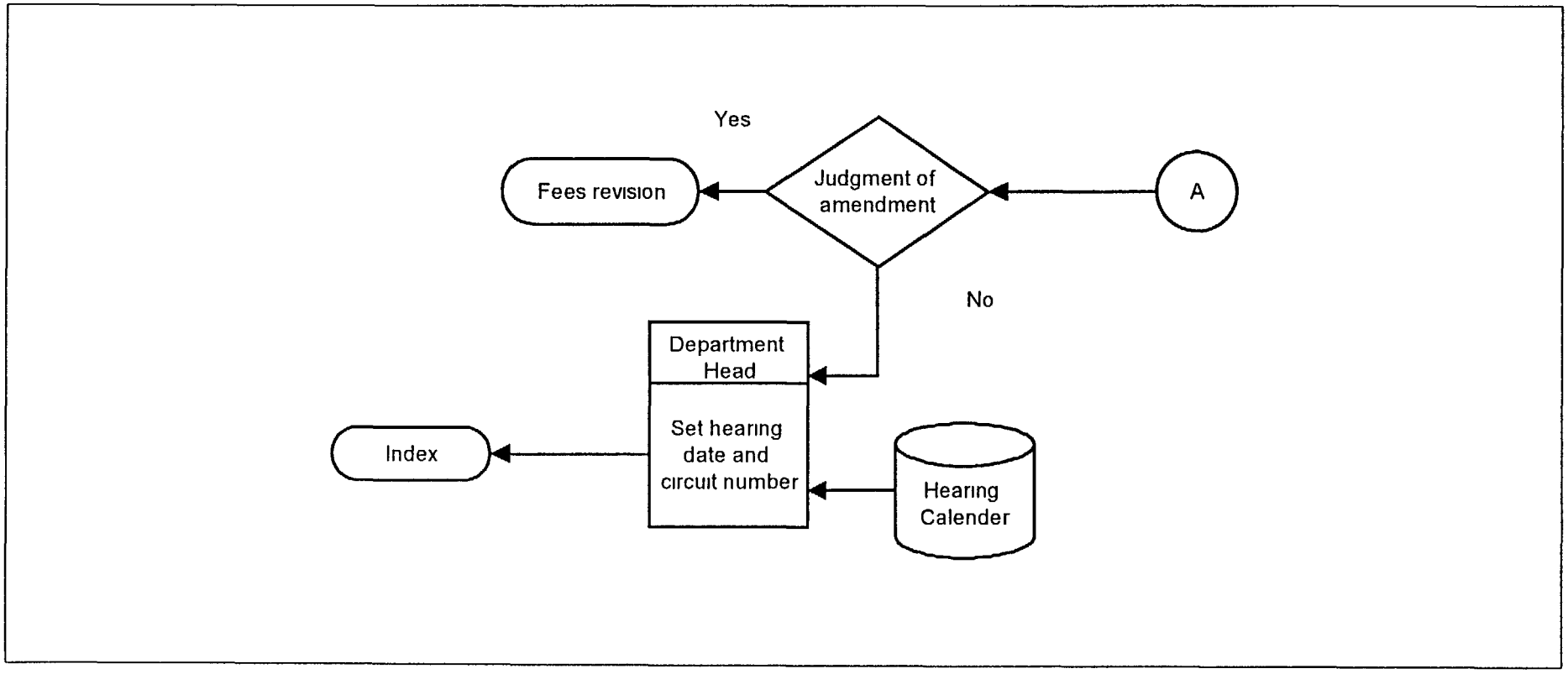
325

Work cycle	Receipt of High Appeals judgment	Location	Head of Taxes Section	Trigger document	Case file + appeals judgment
Cycle code	1-3-7			Frequency	Upon request



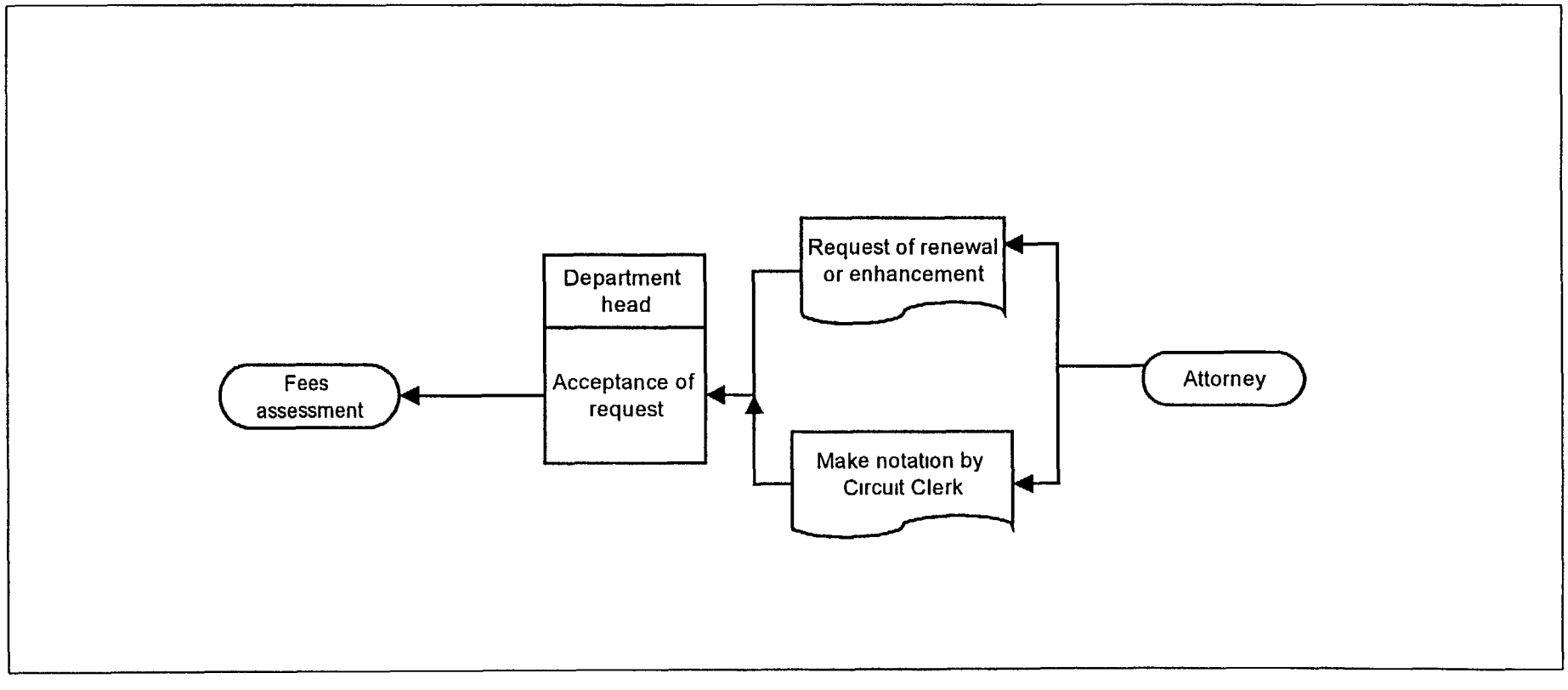
326

Work cycle	Receipt of High Appeals judgment – continuation	Location	Head of Taxes Section	Trigger document	Case file + appeals judgment
Cycle code	1-3-7			Frequency	Upon request



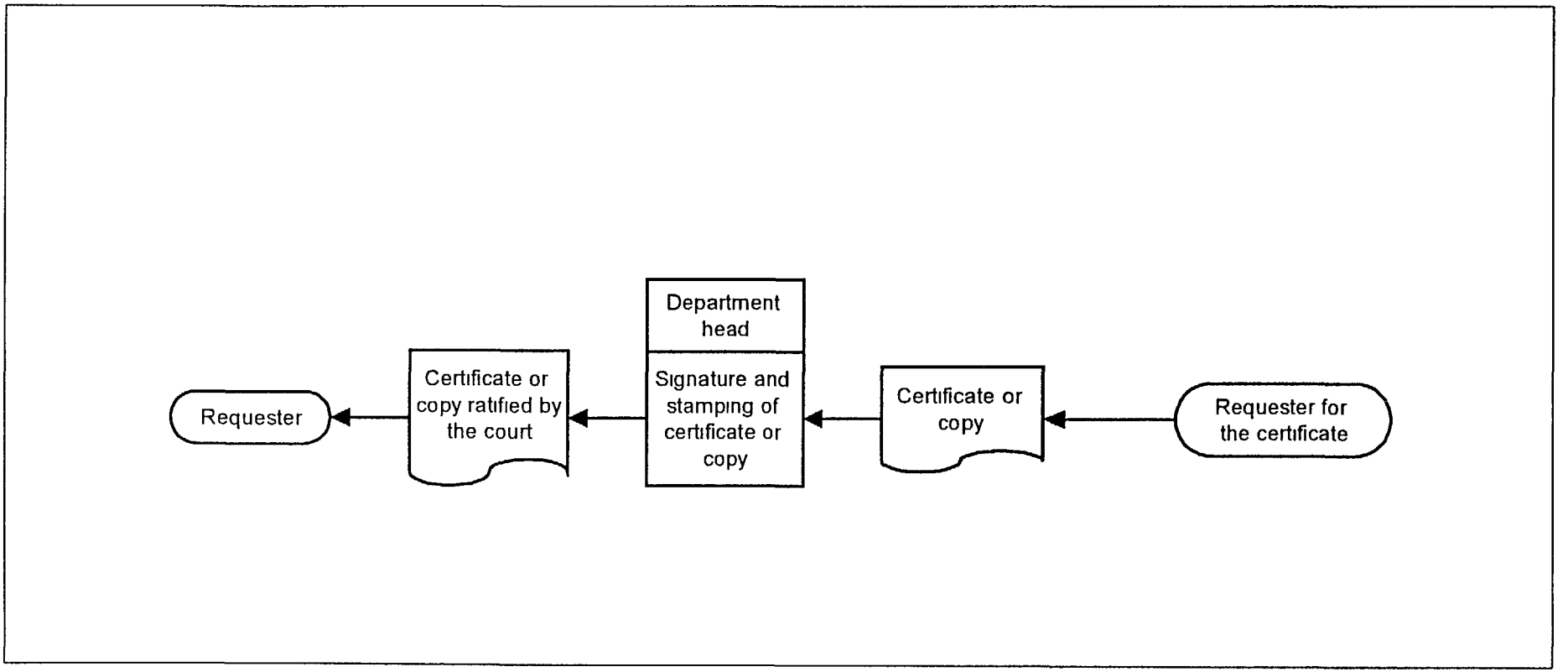
327

Work cycle	Receipt of renewal or enhancement	Location	Head of Taxes Section	Trigger document	Request for renewal or enhancement + notation with information by circuit clerk
Cycle code	1-3-5			Frequency	Upon request



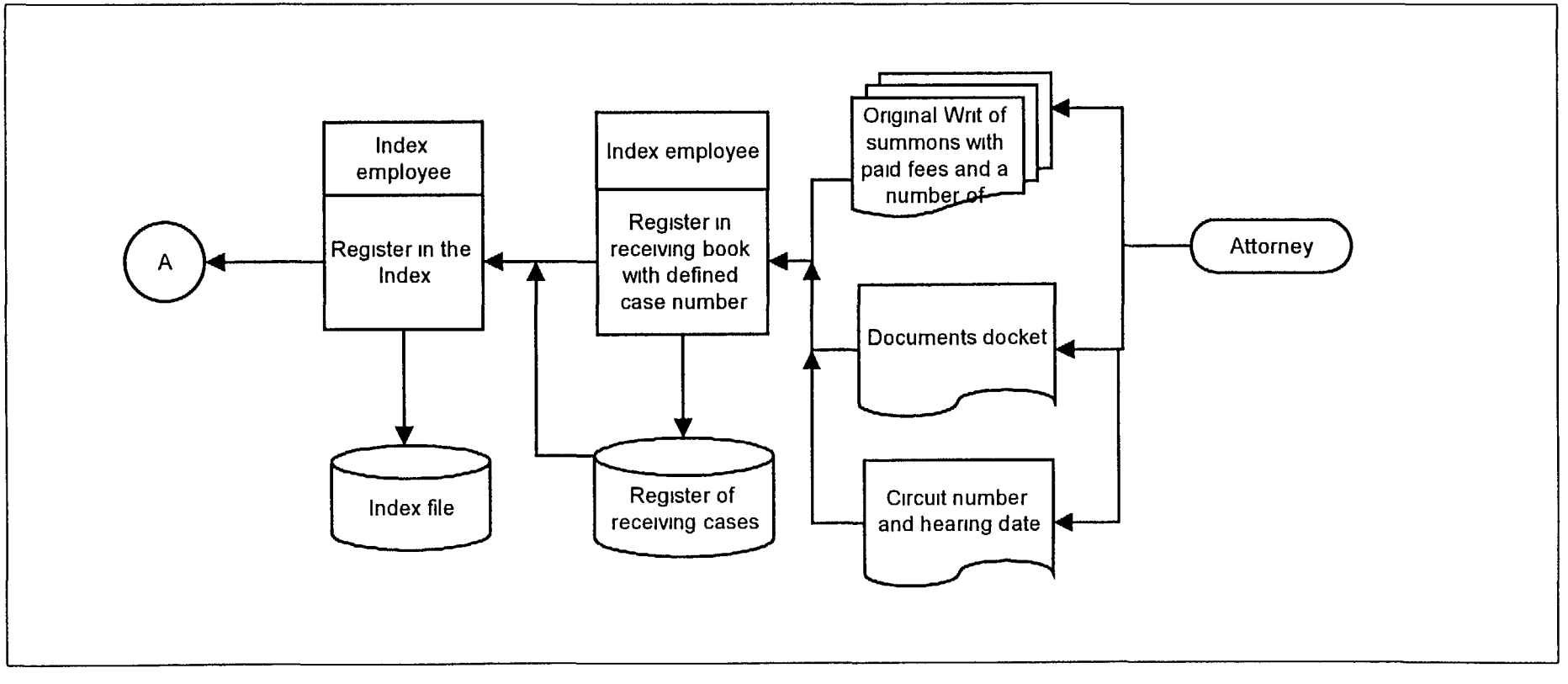
228

Work cycle	Signature and stamping of certificates and copies	Location	Head of Taxes Section	Trigger document	Required number of certificates or copies ratified by Copies Dept
Cycle code	1-3-6			Frequency	Upon request

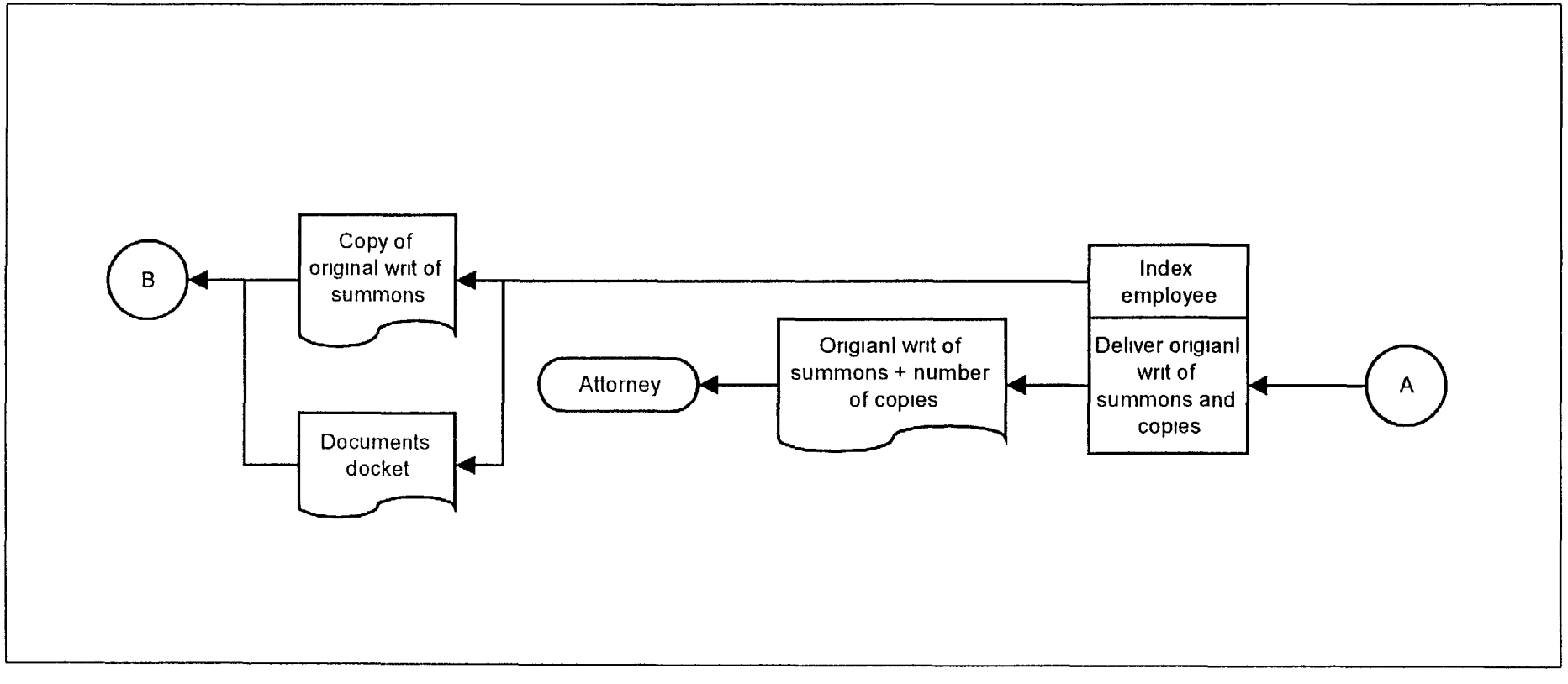


326

Work cycle	Receipt of civil or taxes case	Location	Calendar (civil / taxes)	Trigger document	Original writ of summons with paid fees and set circuit and first hearing date
Cycle code	1-5-1			Frequency	Upon request

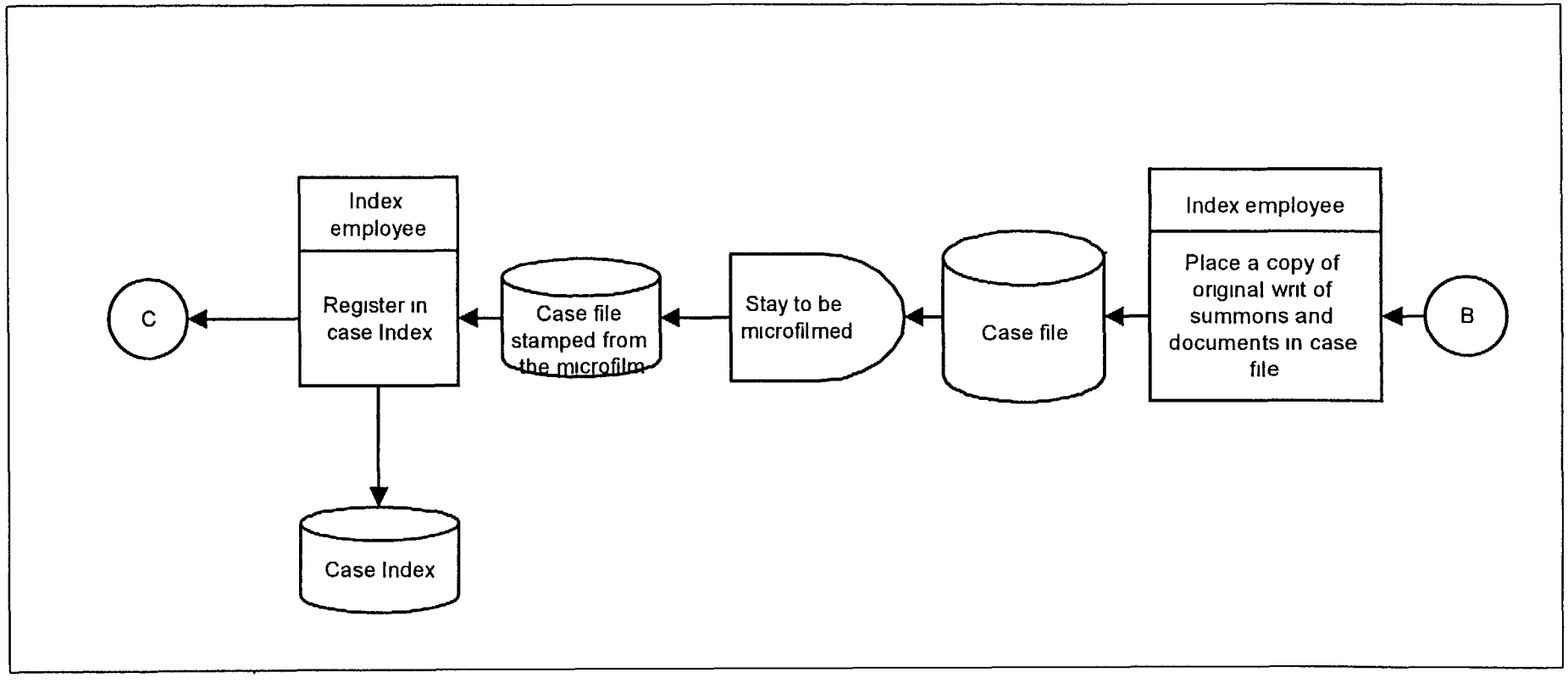


Work cycle	Receipt of civil or taxes case - continuation	Location	Calendar (civil / taxes)	Trigger document	Case file – payment receipt – hearing calendar
Cycle code	1-5-1			Frequency	Upon request



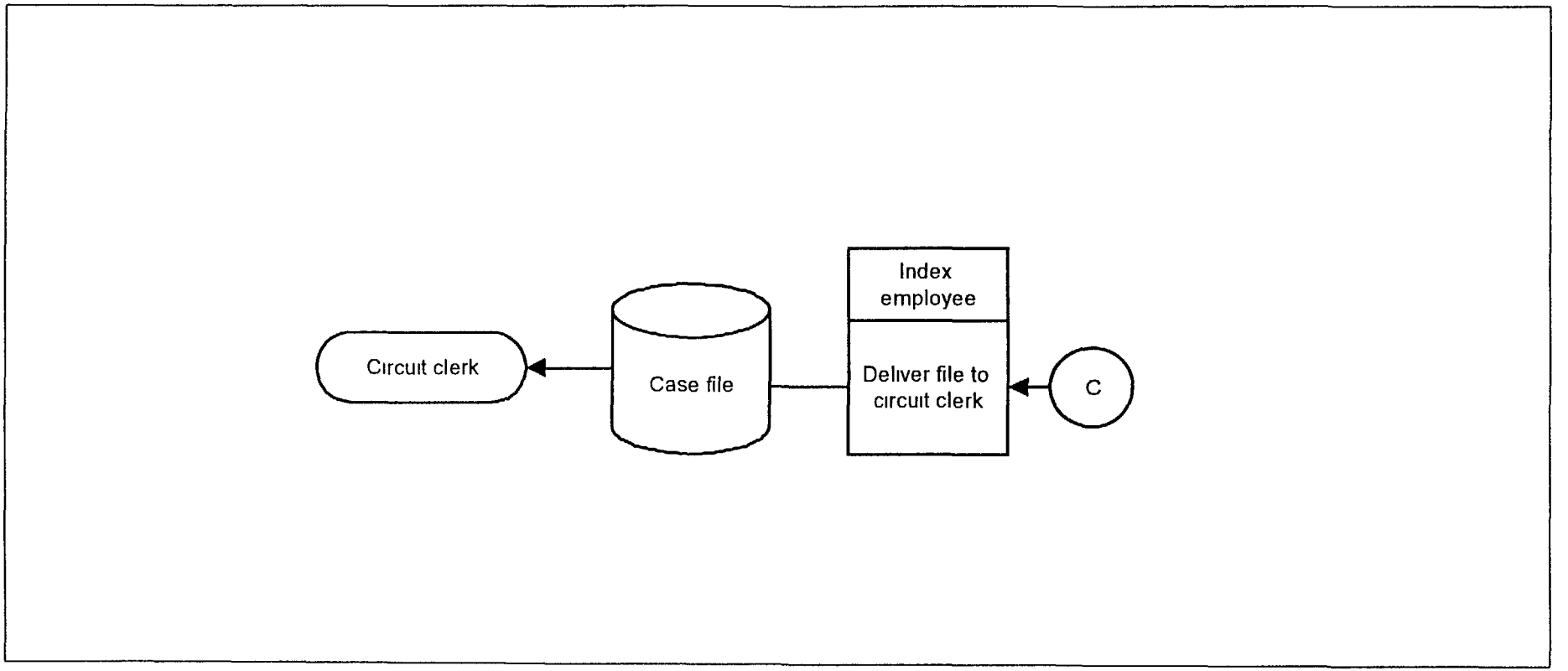
331

Work cycle	Receipt of civil or taxes case - continuation	Location	Calendar (civil / taxes)	Trigger document	Case file – payment receipt – hearing calendar
Cycle code	1-5-1			Frequency	Upon request

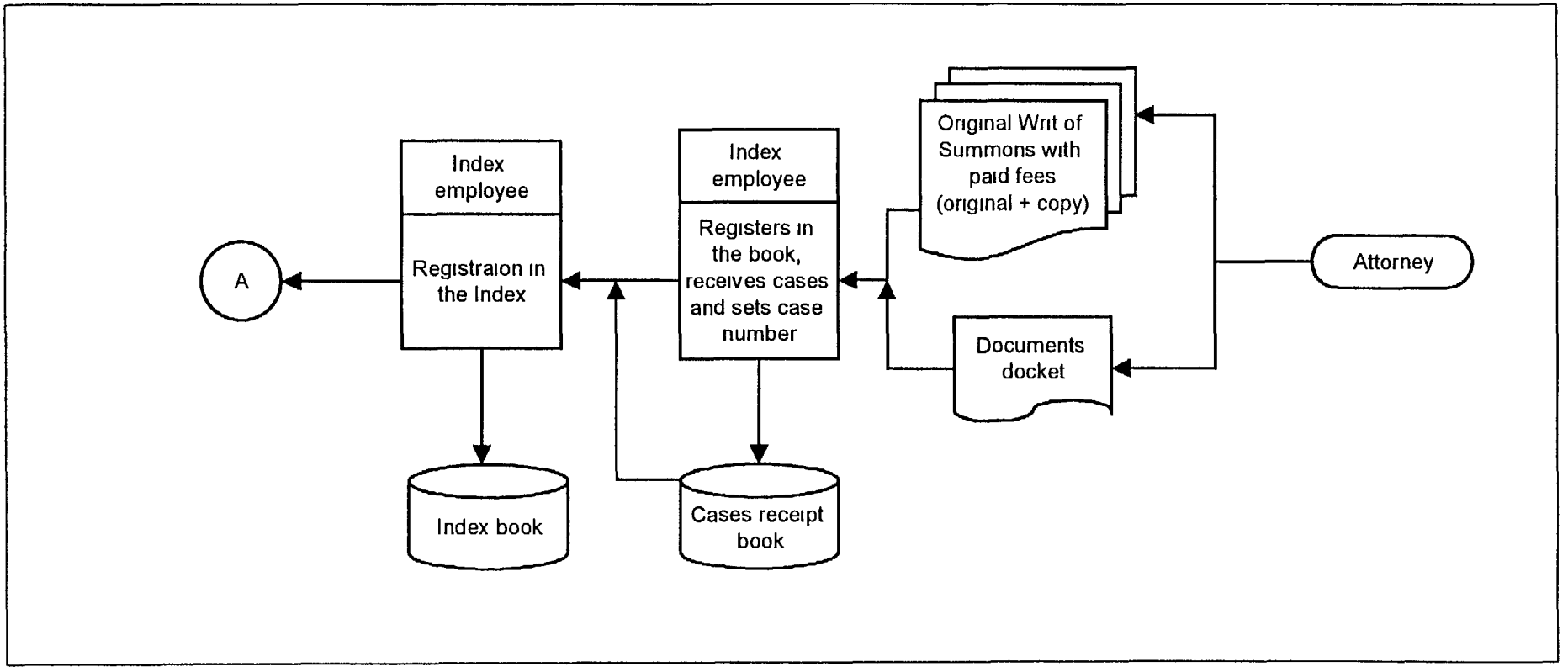


332

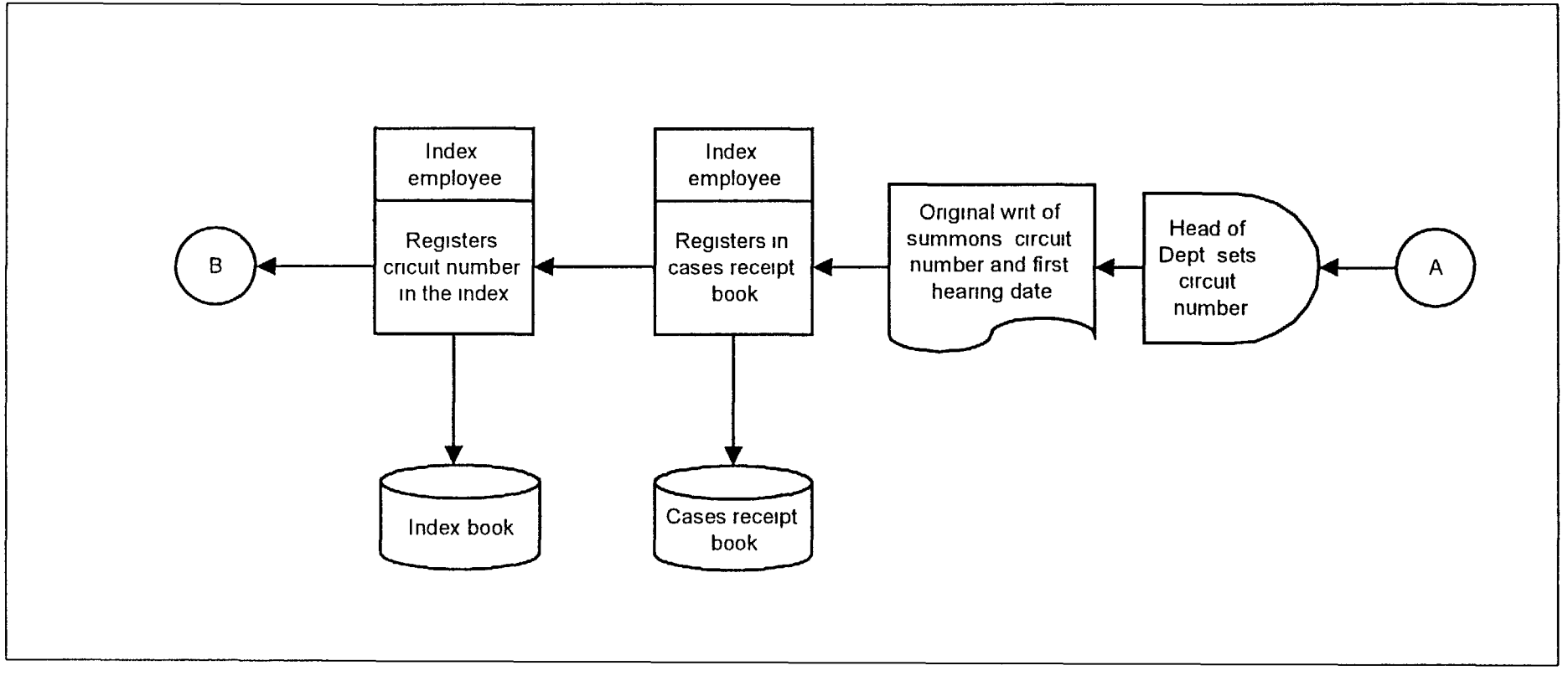
Work cycle	Receipt of civil or taxes case - continuation	Location	Calendar (civil / taxes)	Trigger document	Case file – payment receipt – hearing calendar
Cycle code	1-5-1			Frequency	Upon request



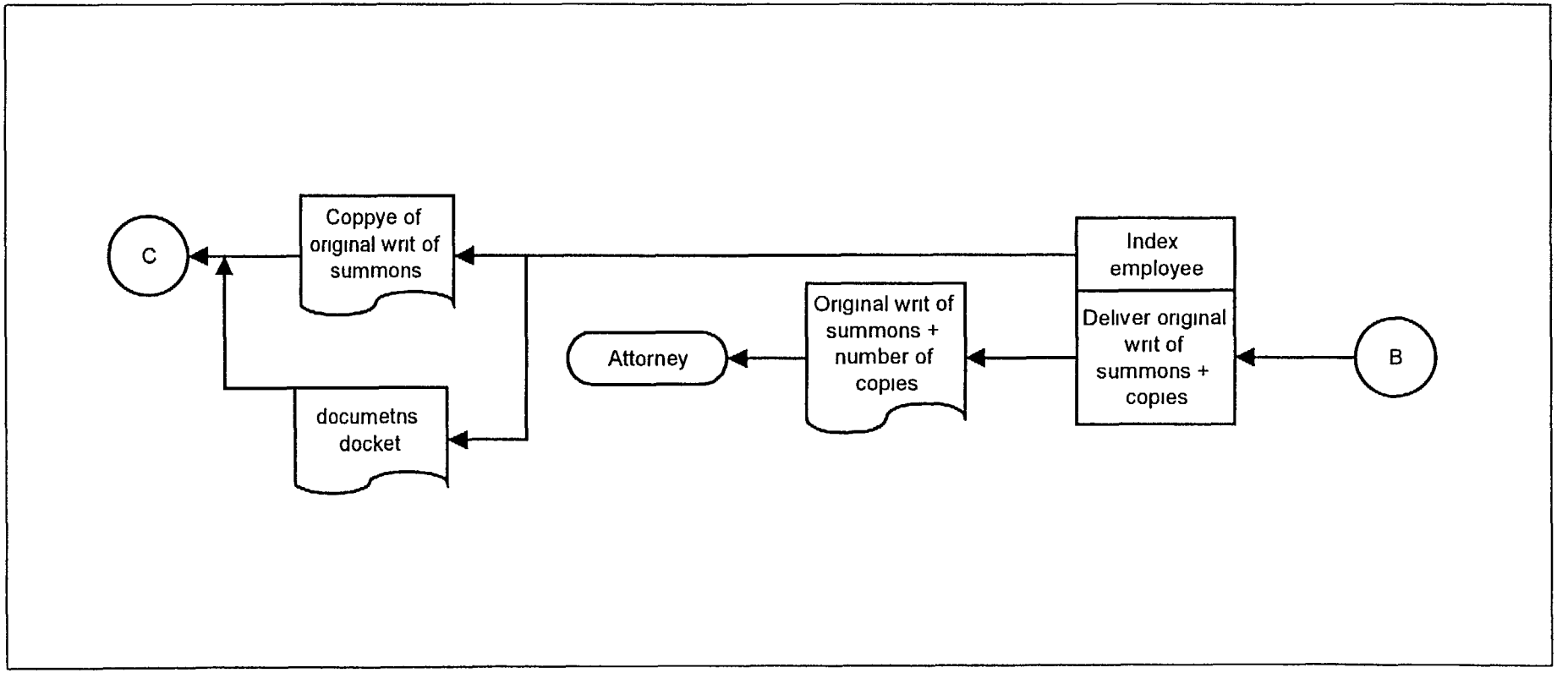
Work cycle	Receipt of Commercial Case	Location	Commercial Calendar Dept	Trigger document	Original writ of summons with paid fees and stamped to be microfilmed
Cycle code	1-5-2			Frequency	Upon request



Work cycle	Continuation of Receipt of Commercial Case	Location	Commercial Calendar Dept	Trigger document	Original writ of summons with paid fees and stamped to be microfilmed
Cycle code	1-5-2			Frequency	Upon request

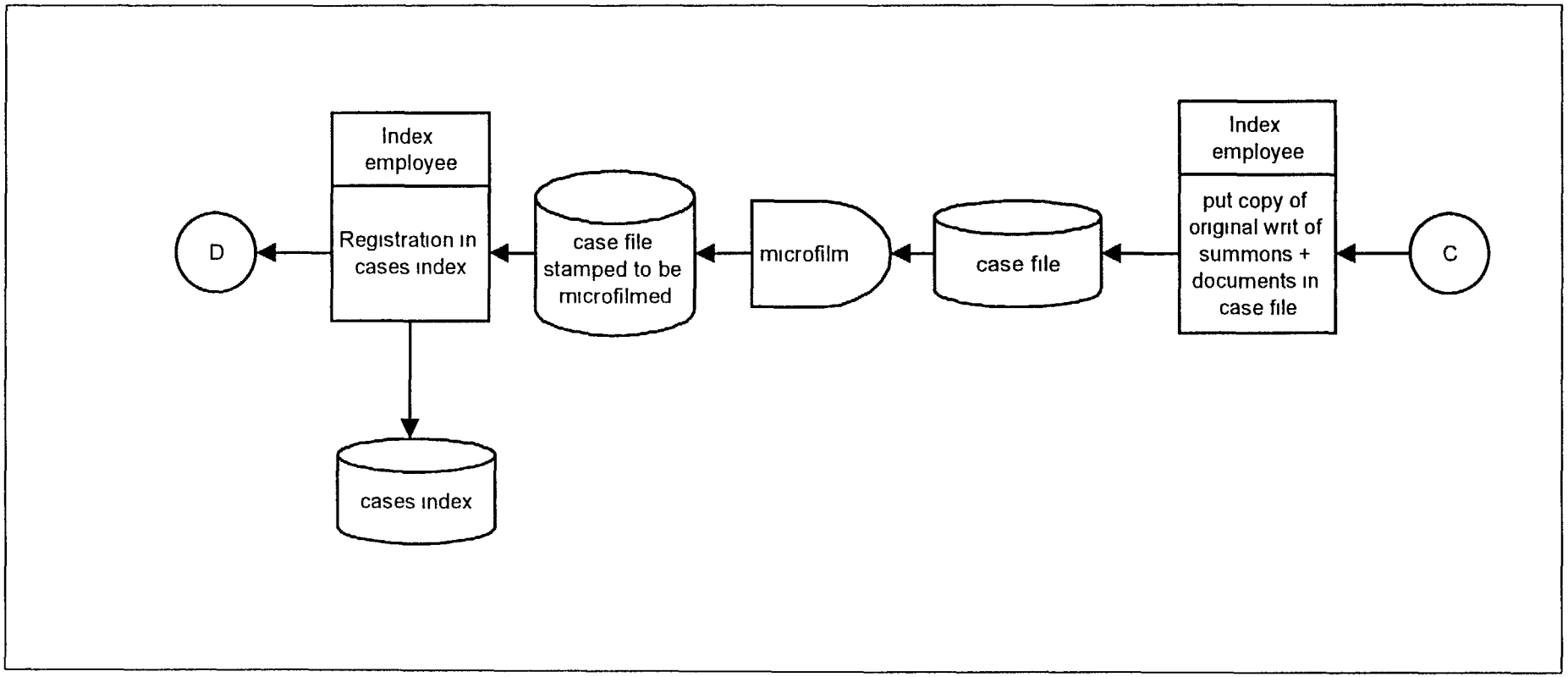


Work cycle	Continuation of Receipt of Commercial Case	Location	Commercial Calendar Dept	Trigger document	Original writ of summons with paid fees and stamped to be microfilmed
Cycle code	1-5-2			Frequency	Upon request



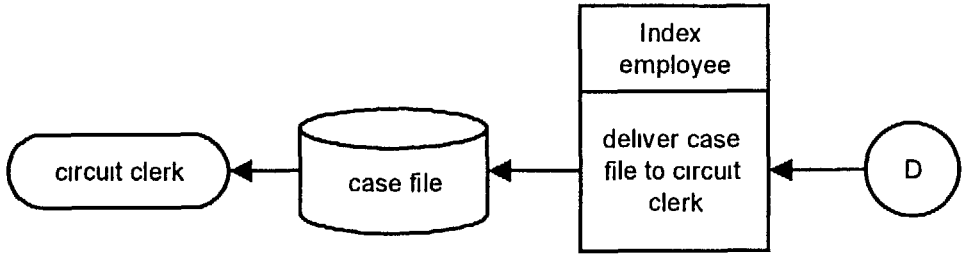
336

Work cycle	Continuation of Receipt of Commercial Case	Location	Commercial Calendar Dept	Trigger document	Original writ of summons with paid fees and stamped to be microfilmed
Cycle code	1-5-2			Frequency	Upon request



337

Work cycle	Continuation of Receipt of Commercial Case	Location	Commercial Calendar Dept	Trigger document	Original writ of summons with paid fees and stamped to be microfilmed
Cycle code	1-5-2			Frequency	Upon request



338

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in the Calendar

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Calendar book		Serial number	Year and serial number	•	This special number in cases receipt book in case of labour cases
		Plaintiff s name	Names of all plaintiffs	•	Names of intervening or introduced plaintiffs to be added
		Plaintiff s address	Addresses of all plaintiffs	•	
		Defendant s name	Names of all defendants	•	Names of intervening or introduced defendants to be added
		Defendant's address	Addresses of all defendants	•	
		Circuit number	Circuit that will handle the case		
		First hearing date			
		Debt s value		•	In case the defendant is indebted with a sum of money
		Case core	Summary of the case core and requests	•	
		Total amount of fees	Fees assessed on the day of case initiation	•	
		Receipt's number		•	
		Date of the receipt		•	
		Date of appeal against an order			
		Fees assessment			

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in the Calendar

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Calendar book		Serial number	Year and serial number		This special number in cases receipt book in case of labour cases
		Plaintiff's name	Names of all plaintiffs		Names of intervening or introduced plaintiffs to be added
		Plaintiff s address	Addresses of all plaintiffs		
		Defendant's name	Names of all defendants		Names of intervening or introduced defendants to be added
		Defendant s address	Addresses of all defendants		
		Circuit number	Circuit that will handle the case	•	
		First hearing date		•	
		Debt's value			In case the defendant is indebted with a sum of money
		Case core	Summary of the case core and requests		
		Total amount of fees	Fees assessed on the day of case initiation		
		Receipt's number			
		Date of the receipt			
		Date of appeal against an order			
		Fees assessment			

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in the Calendar

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Calendar book (cont)		Hearing data	• Date of next hearing • Court decision • Circuit number • Number of attached case • Number of case to which this case is attached • Hearing notes summary		If any In case of referral to another circuit In case of attaching a case to it In case of attaching this case to another
		Appeals data	• Date of Appeals judgment • Core of Appeals judgment		
		Fees assessment order data	• Value of final fees • Value of Attorney s fees		
		Data of enhancement or renewal	• Date of request for renewal or enhancement • Date of next hearing		
		Data of the request	Write core of the request		
		Data of sub-case	• Date of case filing • Requests core		

341

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in cases receipt book and set case number

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Cases receipt book		The year	Current year	•	
		Serial number	Annual serial	•	
		Date	Date of case initiation	•	
		Primary Plaintiff's name	Write names of "others" if any	•	
		Primary defendant s name	Writ names of "others" if any	•	
		Hearing date			
		Total amount of fees	Fees assessed on the day of case initiation	•	
		Receipt's number	Receipt of fees payment	•	From the blue receipt
		Date of the receipt	Date of fees payment	•	From the blue receipt

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in cases receipt book

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Cases receipt book		The year	Current year		
		Serial number	Annual serial		
		Date	Date of case initiation		
		Primary Plaintiff's name	Write names of others" if any		
		Primary defendant's name	Writ names of "others' if any		
		Hearing date		•	
		Total amount of fees	Fees assessed on the day of case initiation		
		Receipt's number	Receipt of fees payment		From the blue receipt
		Date of the receipt	Date of fees payment		From the blue receipt

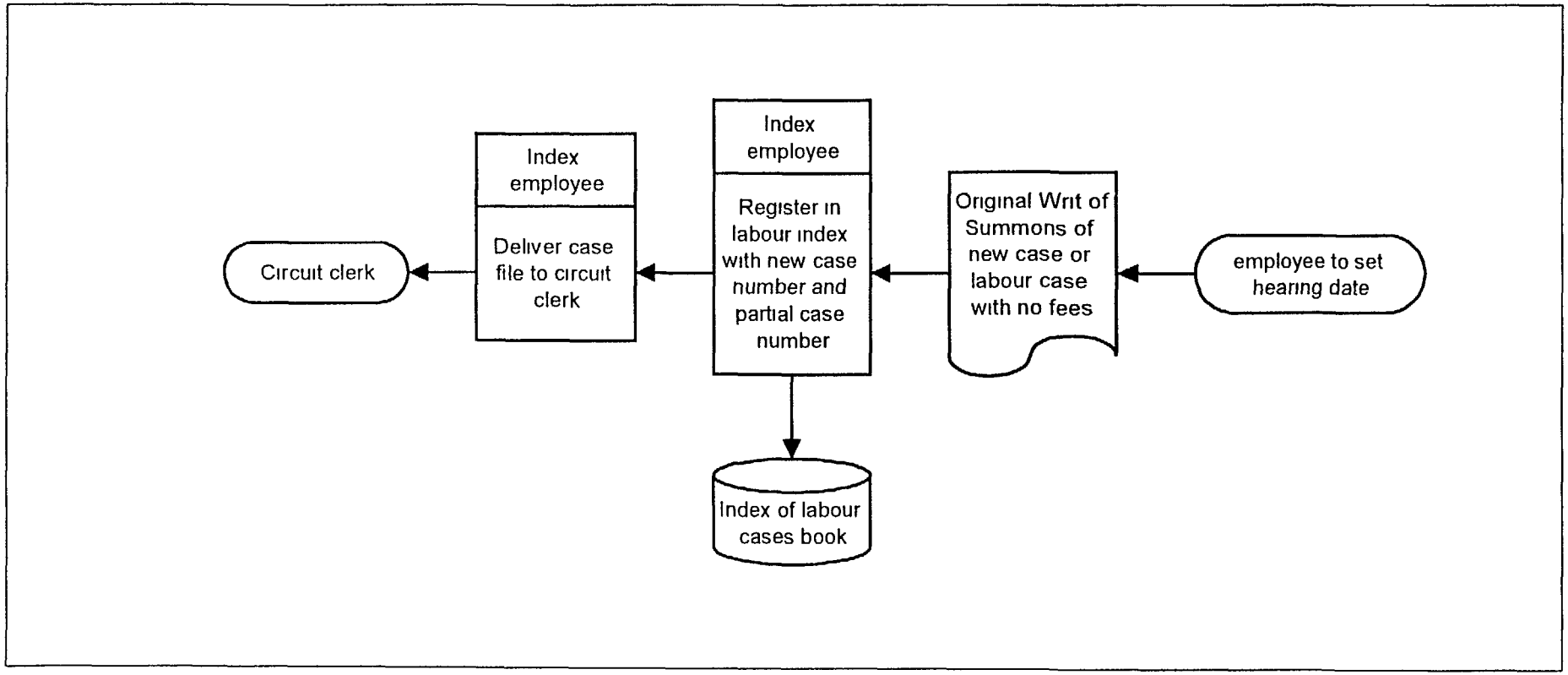
363

Description of work cycle data Receipt of a Commercial Case **Dept** Commercial Calendar Dept
Job Register in cases index

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Cases Index Sorted according to the name and all defendants names alphabetically each under its first letter		Defendant s name		•	
		Case number		•	

244

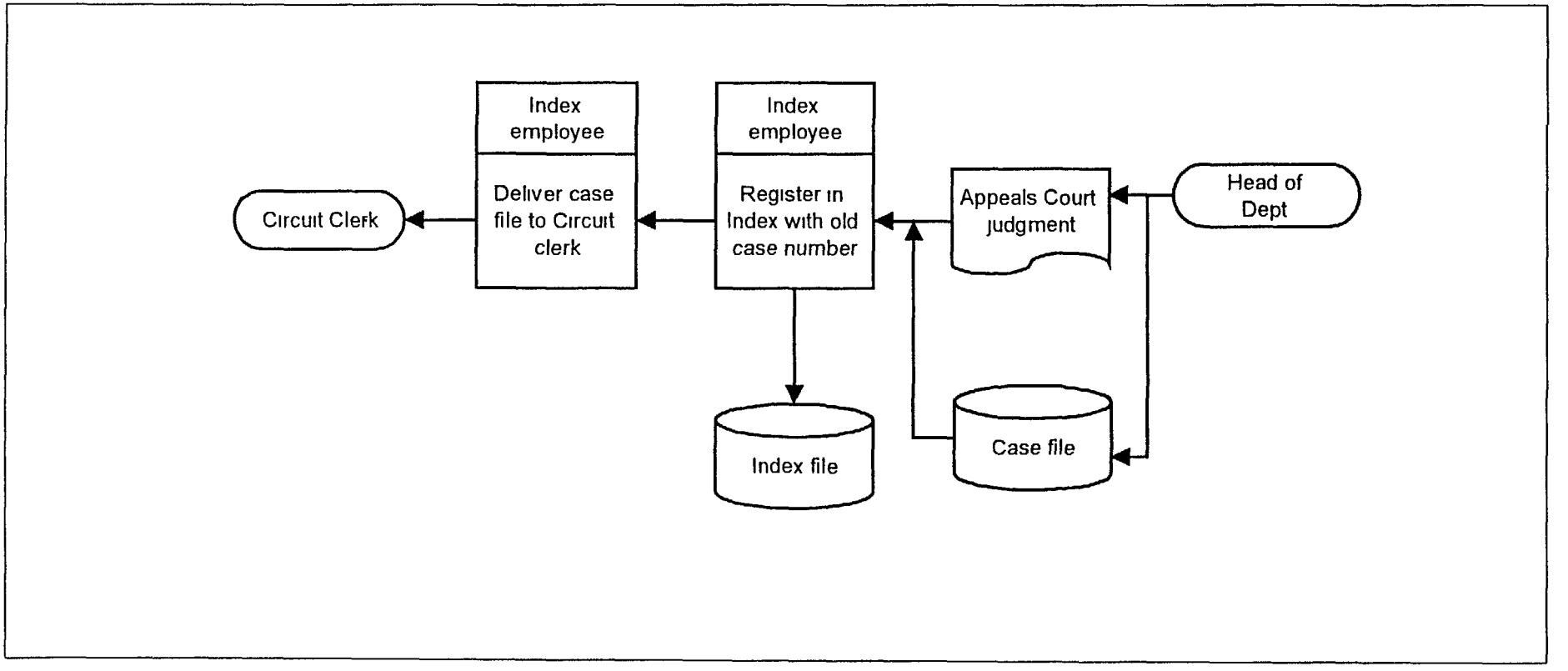
Work cycle	Receipt of labour cases	Location	Civil calendar dept	Trigger document	Original writ of summons of new case or file of labour case from partial court without paid fees
Cycle code	1-5-3			Frequency	Upon request



Description of work cycle data Receipt of a Labour Case **Dept** Civil Calendar Dept
Job Register in the Labour Index new case number or partial case number

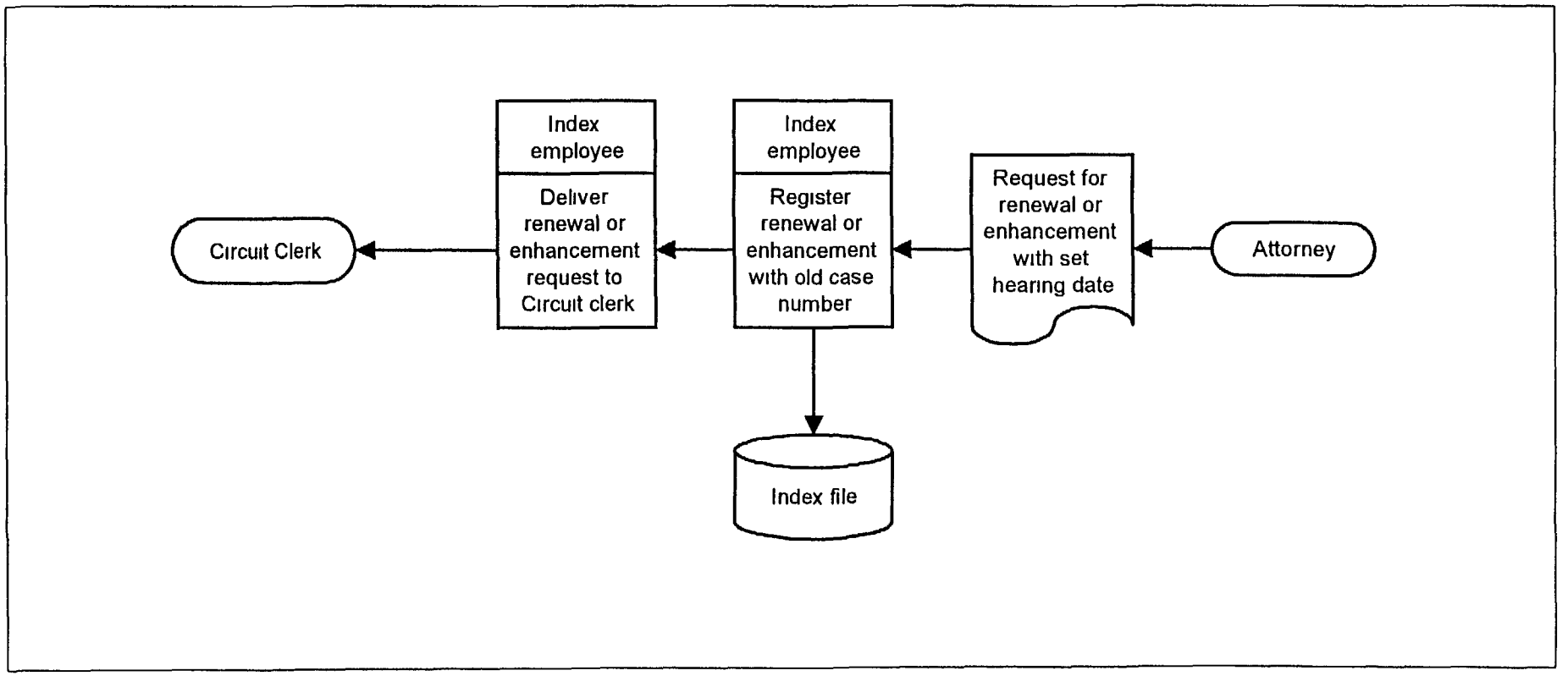
Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Calendar book		Serial number	Year and serial number	•	This special number is not put in cases receipt book in case of labour cases
		Plaintiff s name	Names of all plaintiffs	•	Names of intervening or introduced plaintiffs to be added
		Plaintiff s address	Addresses of all plaintiffs	•	
		Defendant s name	Names of all defendants	•	Names of intervening or introduced defendants to be added
		Defendant's address	Addresses of all defendants	•	
		Circuit number	Circuit that will handle the case	•	
		First hearing date		•	
		Debt's value		•	In case the defendant is indebted with a sum of money
		Case core	Summary of the case core and requests	•	
		Total amount of fees	Fees assessed on the day of case initiation		There are no fees in case of labour cases
		Receipt's number			
		Date of the receipt			
		Date of appeal against an order			
		Fees assessment			

Work cycle	Receipt of High Appeals Court judgment	Location	Civil/Commercial/ Taxes Calendar Dept	Trigger document	Court of Appeals judgment + case file
Cycle code	1-5-4			Frequency	Upon request



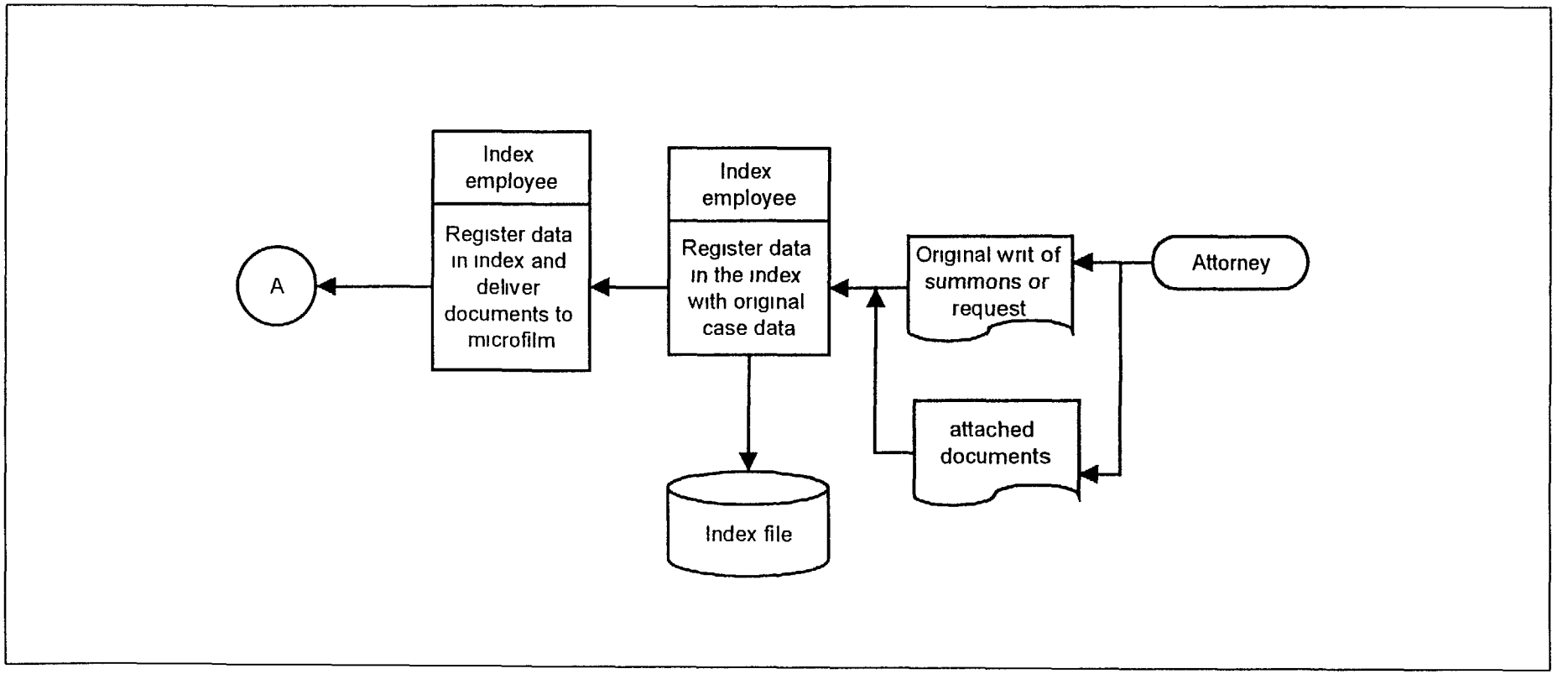
351

Work cycle	Receipt of renewal or enhancement of cases	Location	Civil/Commercial/ taxes Calendar Dept	Trigger document	Request for renewal or enhancement with a notation by head of Dept With hearing date
Cycle code	1-5-5			Frequency	

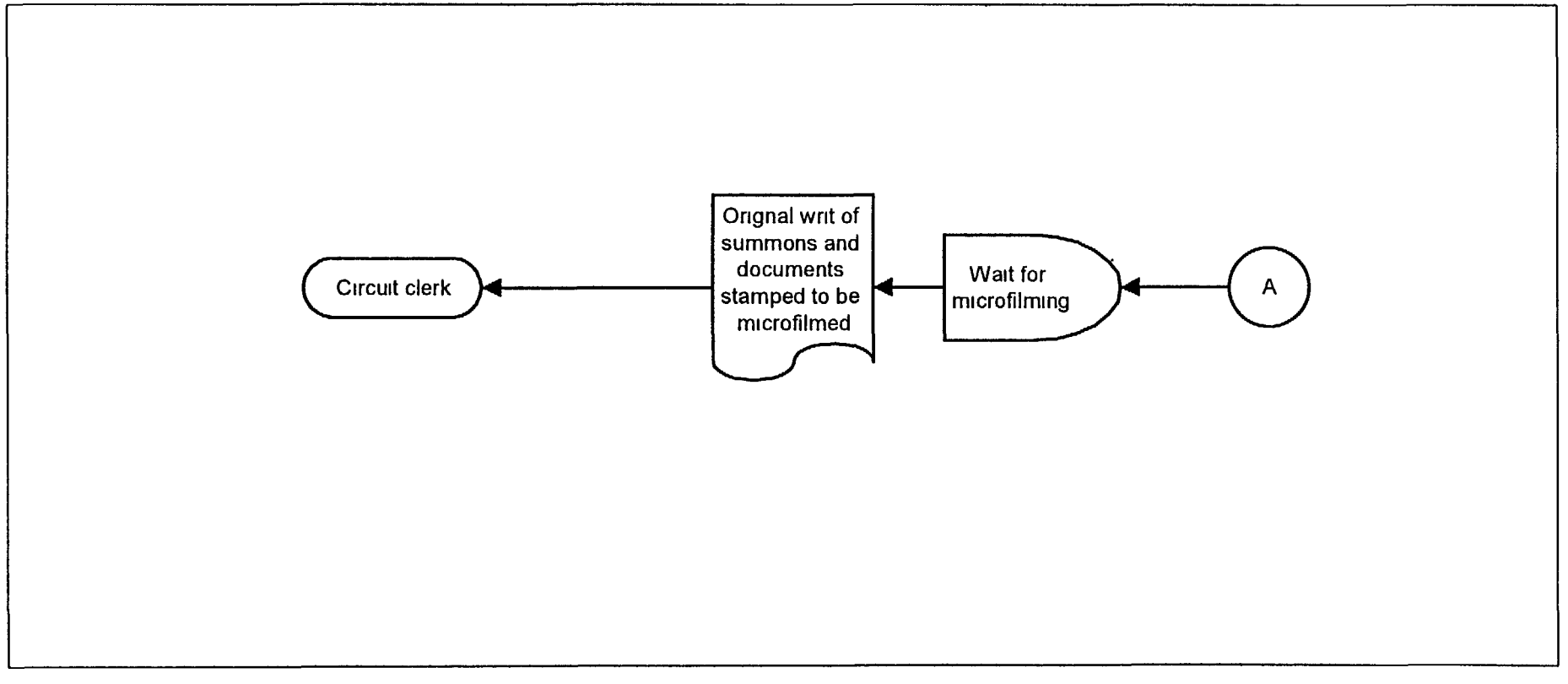


3 of 8

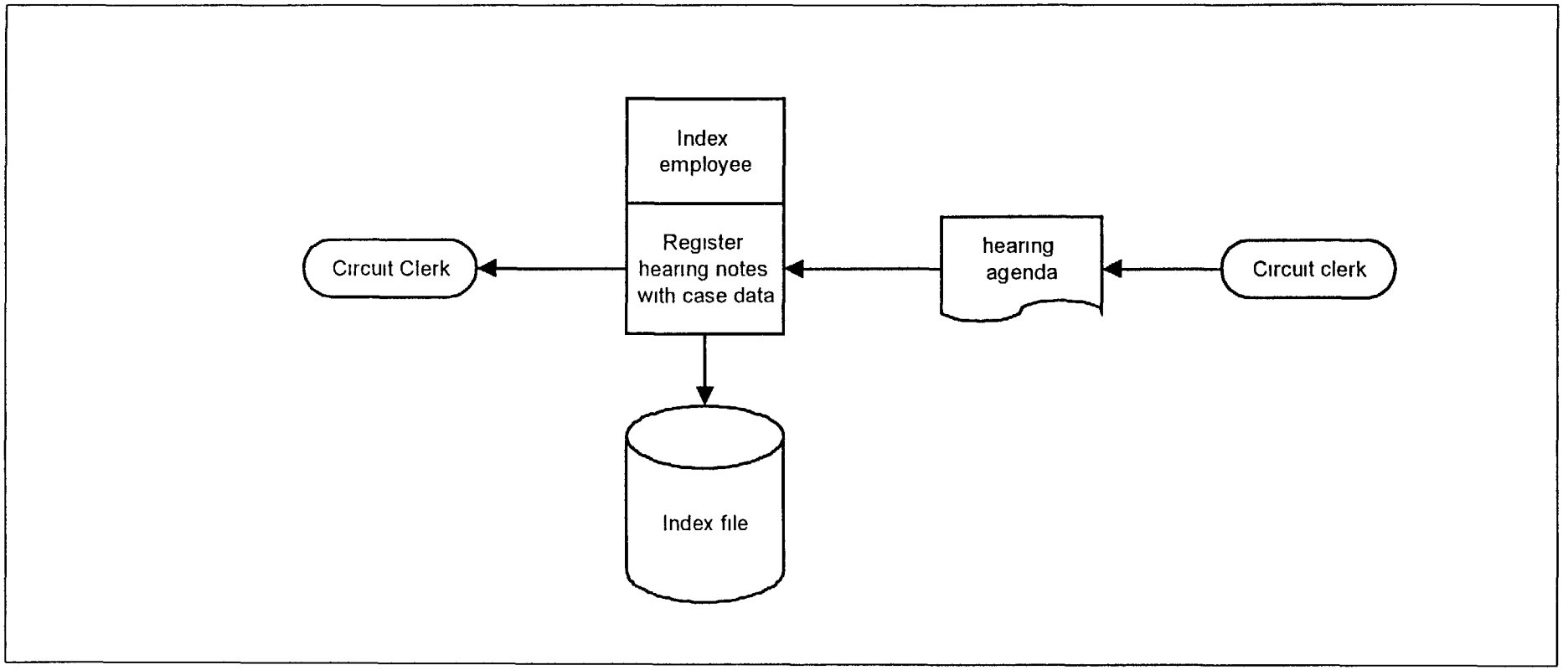
Work cycle	Registration of cases and requests	Location	Civil / Commercial calendar Dept	Trigger document	Original writ of summons of sub-case or interlocutory request
Cycle code	1-5-6			Frequency	Upon request



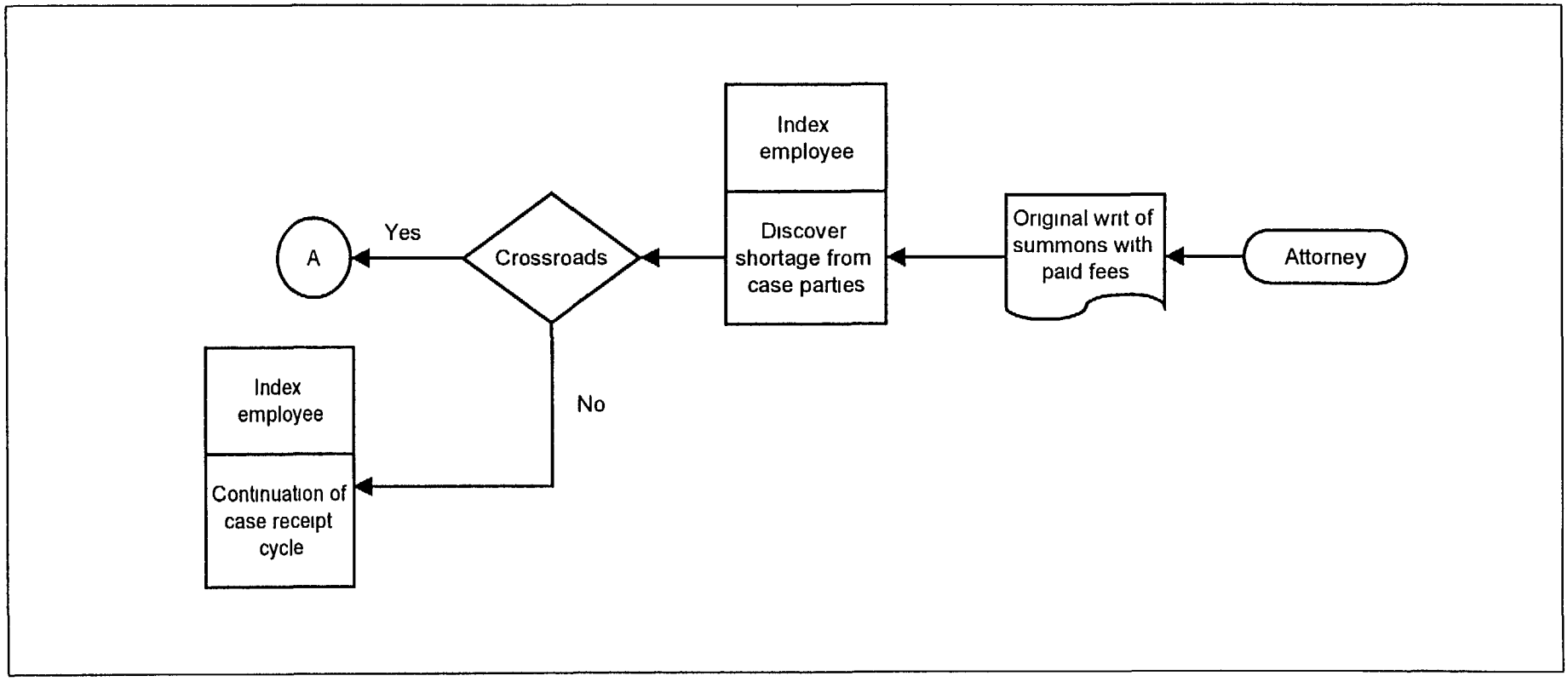
Work cycle	Continuation of registration of cases and requests	Location	Civil / commercial Calendar Dept	Trigger document	Original writ of summons of sub-case or interlocutory request
Cycle code	1-5-6			Frequency	Upon request



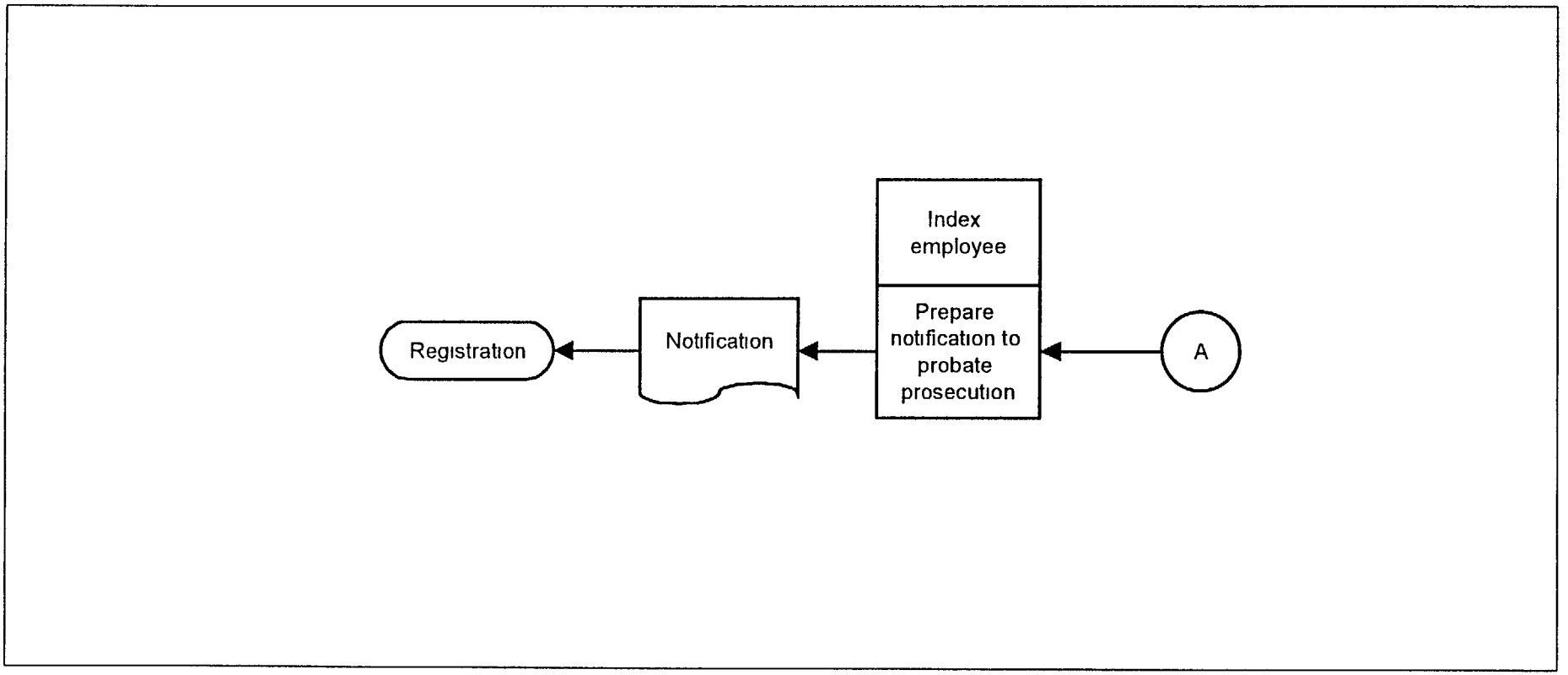
Work cycle	Registration of hearing data	Location	Civil/Commercial/ Taxes Calendar Dept	Trigger document	Hearing agenda
Cycle code	1-5-7			Frequency	Upon request



Work cycle	Notification of probate prosecution of minors	Location	Civil/Commercial Calendar Dept	Trigger document	Original writ of summons
Cycle code	1-5-8			Frequency	Upon request

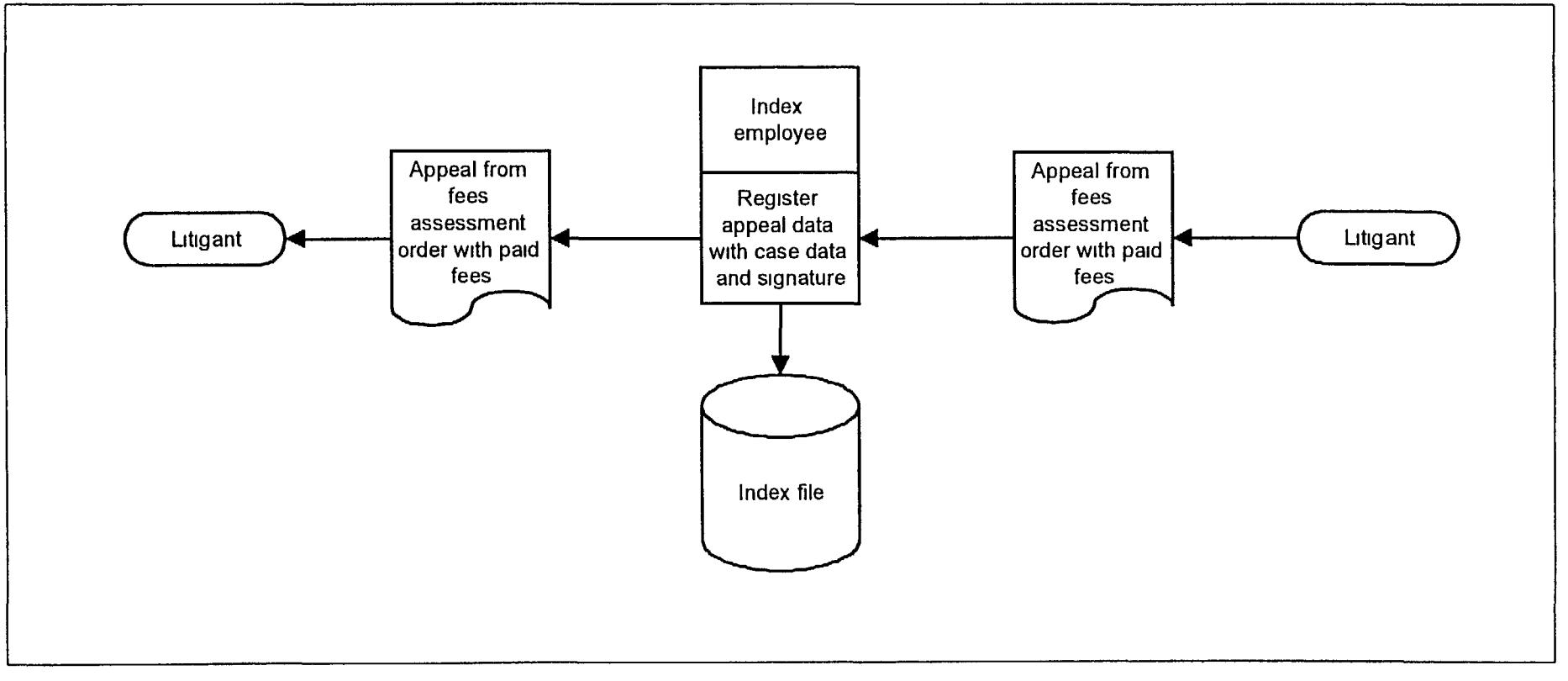


Work cycle	Continuation of notification of probate prosecution of minors	Location	Civil/Commercial Calendar Dept	Trigger document	Original writ of summons
Cycle code	1-5-8			Frequency	Upon request



353

Work cycle	Registration of objection against fees assessment order	Location	Civil/Commercial/ Taxes Calendar Dept	Trigger document	Objection against fees assessment with paid fees
Cycle code	1-5-9			Frequency	Upon request



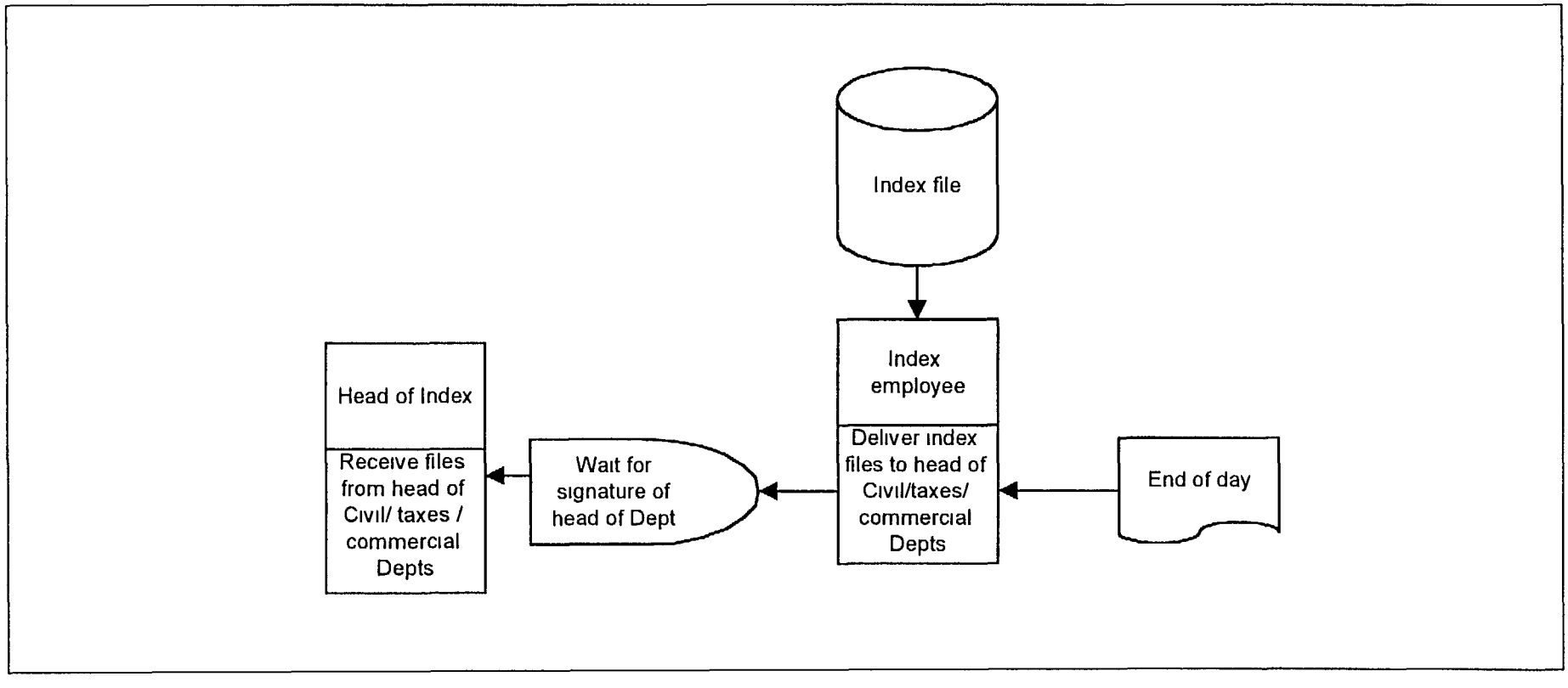
234

Description of work cycle data Registration of objection against fees assessment order **Dept** Commercial/ Civil/ Taxes
Job Register data of appeals with cases data and signature Calendar Dept

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Calendar book		Serial number	Year and serial number		This special number is not put in cases receipt book in case of labour cases
		Plaintiff s name	Names of all plaintiffs		Names of intervening or introduced plaintiffs to be added
		Plaintiff's address	Addresses of all plaintiffs		
		Defendant s name	Names of all defendants		Names of intervening or introduced defendants to be added
		Defendant s address	Addresses of all defendants		
		Circuit number	Circuit that will handle the case		
		First hearing date			
		Debt s value			In case the defendant is indebted with a sum of money
		Case core	Summary of the case core and requests		
		Total amount of fees	Fees assessed on the day of case initiation		
		Receipt's number			
		Date of the receipt			
		Date of objection against an order		•	
		Fees assessment			

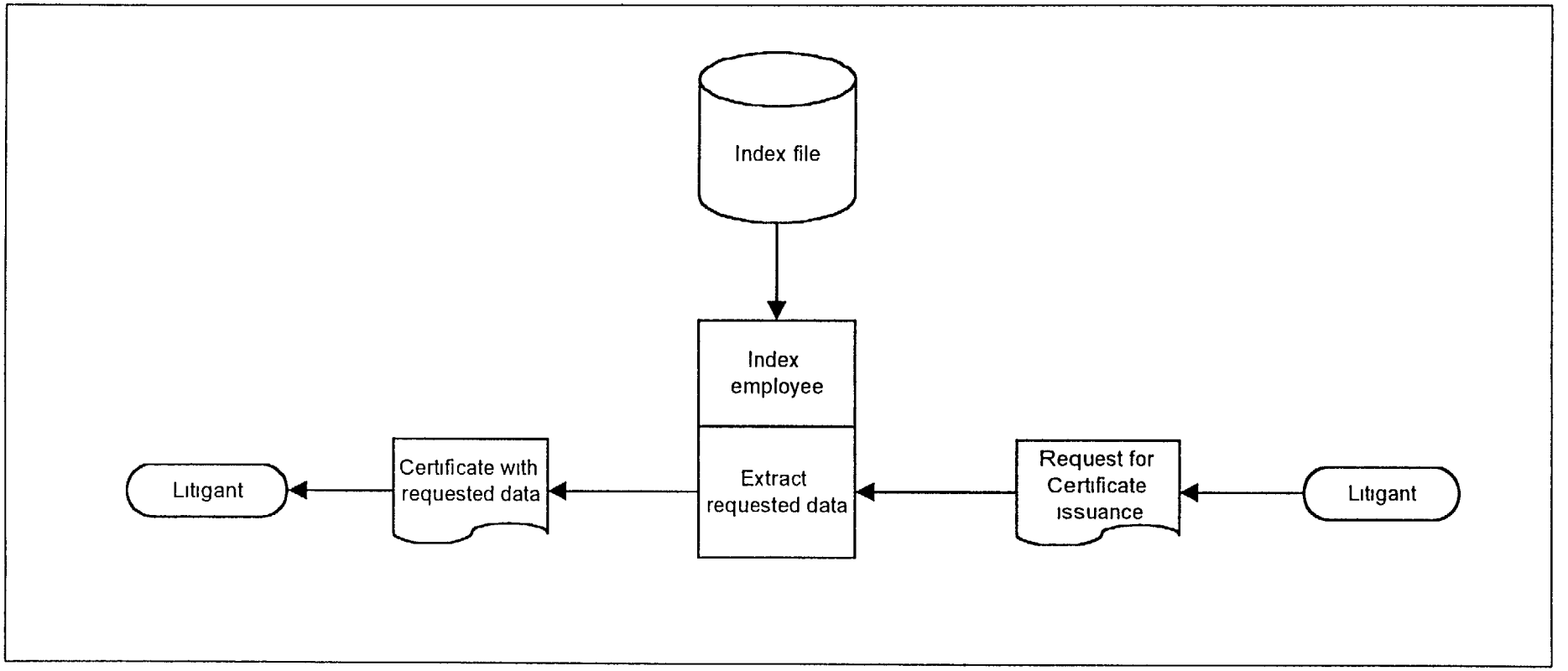
355

Work cycle	End of day	Location	Civil/Commercial/ Taxes Index Dept	Trigger document	End of each day
Cycle code	1-5-10			Frequency	On daily basis

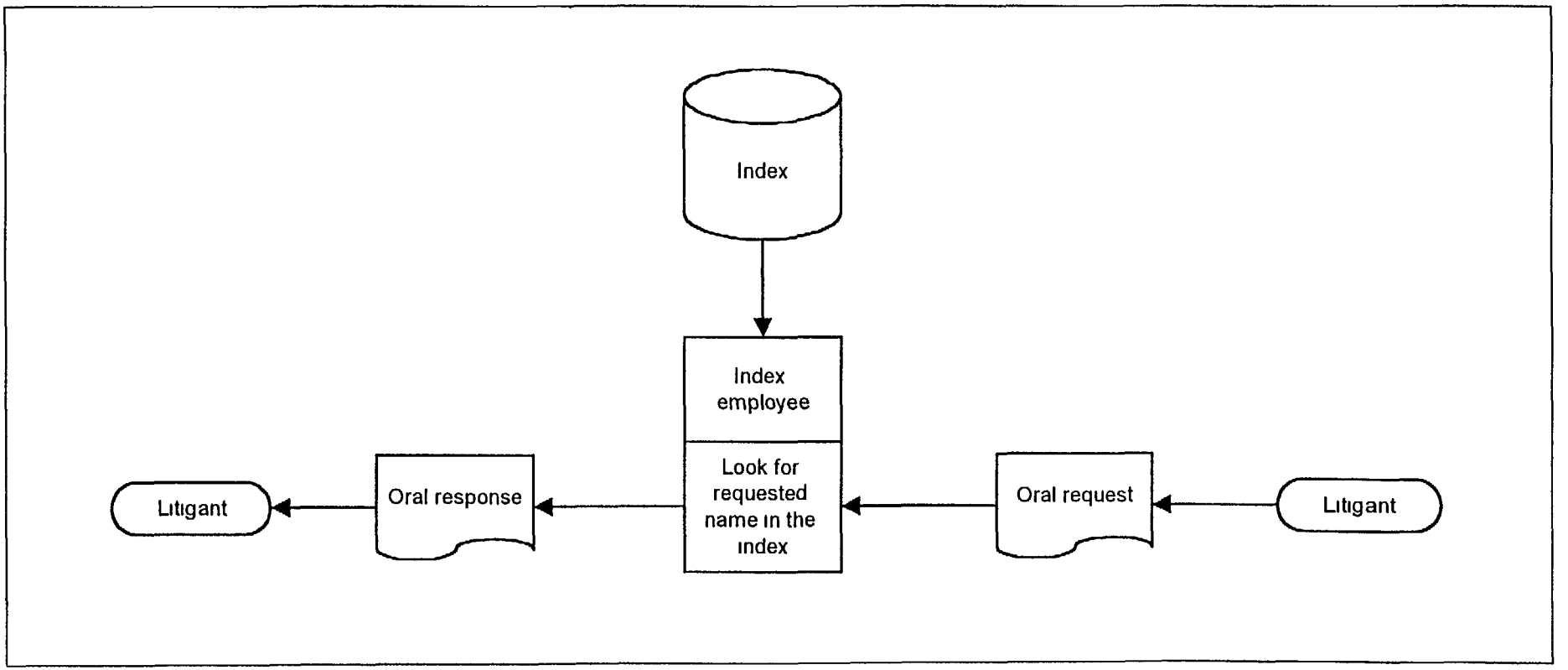


358

Work cycle	Issuance of a certificate	Location	Civil/Commercial/ Taxes Index Dept	Trigger document	Request for certificate issuance
Cycle code	1-5-11			Frequency	Upon request

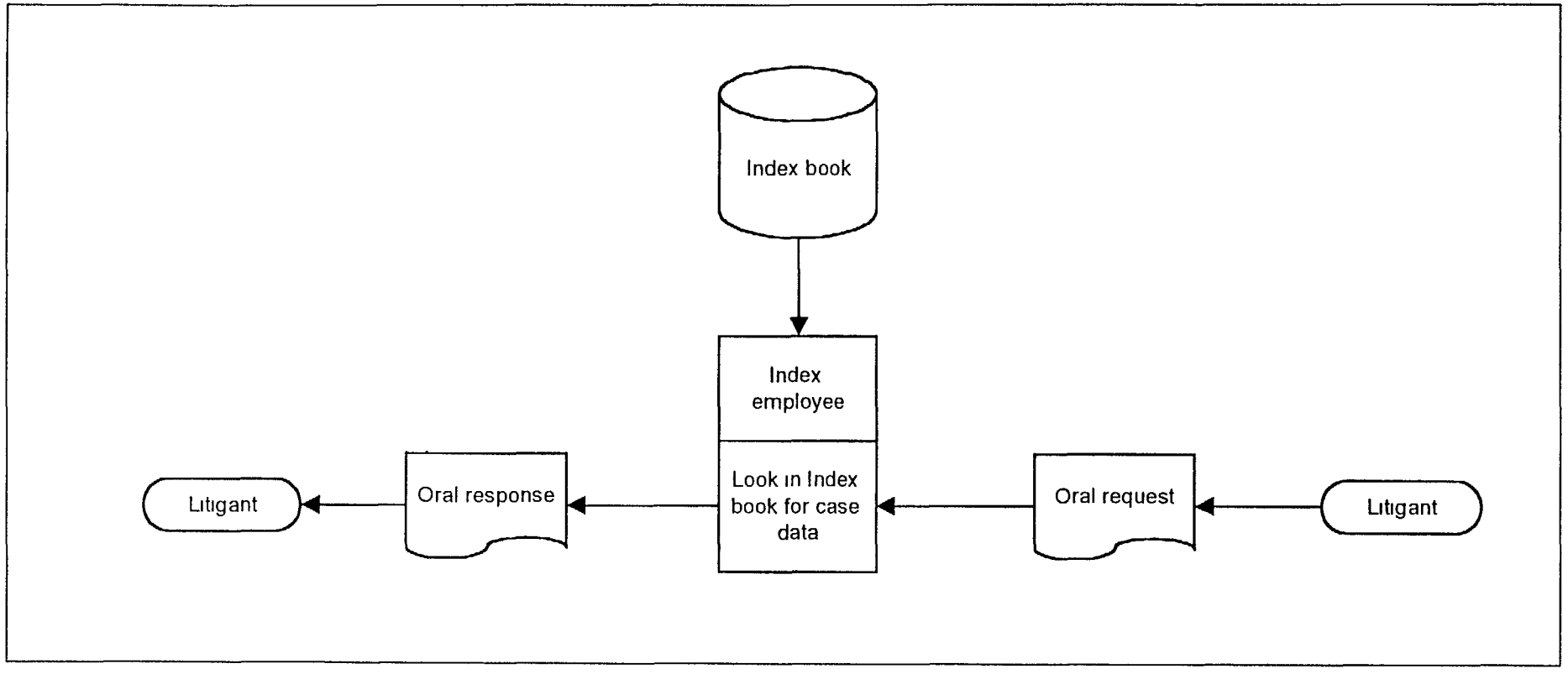


Work cycle	Request for information about a case against someone	Location	Civil/Commercial/ Taxes Index Dept	Trigger document	Oral request
Cycle code	1-5-12			Frequency	Upon request



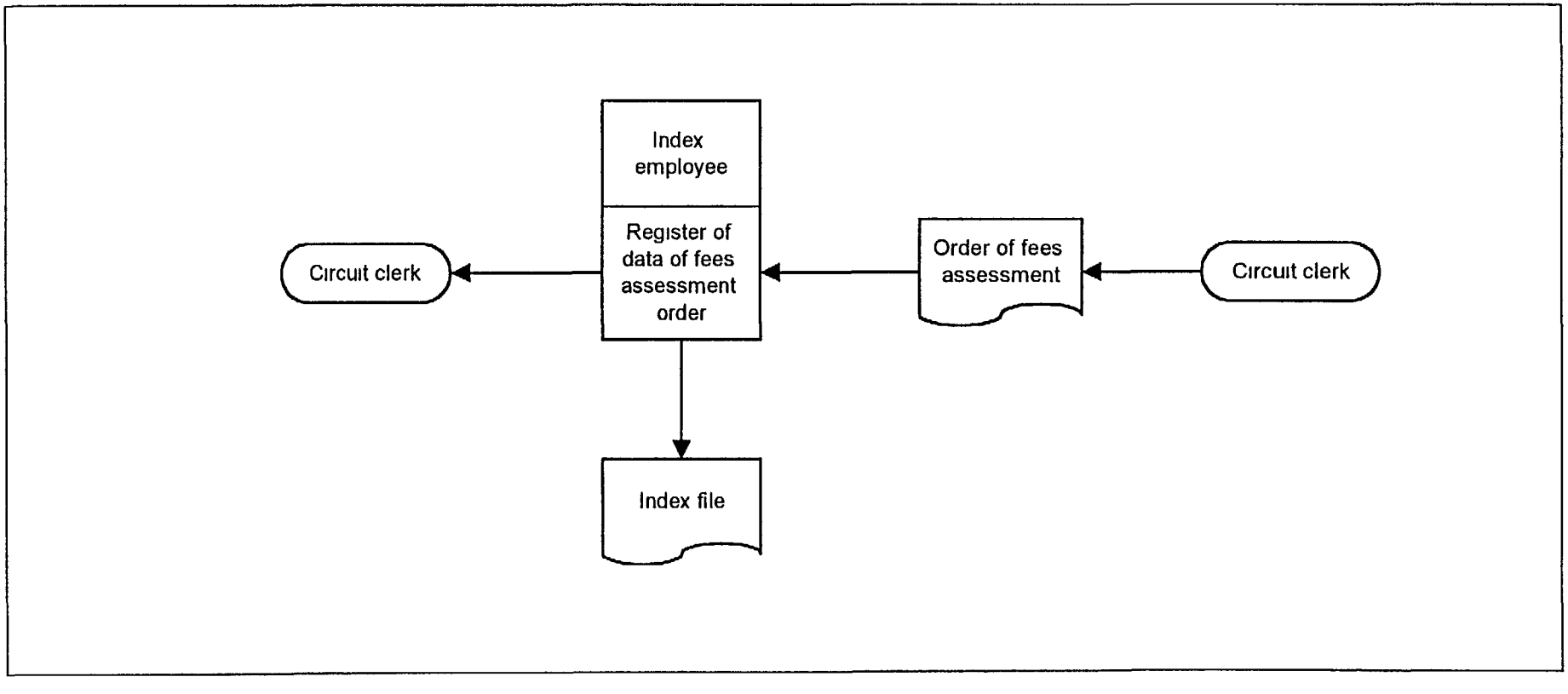
388

Work cycle	Request for information about hearing date	Location	Civil/Commercial/ Taxes Index Dept	Trigger document	Oral request
Cycle code	1-5-13			Frequency	Upon request



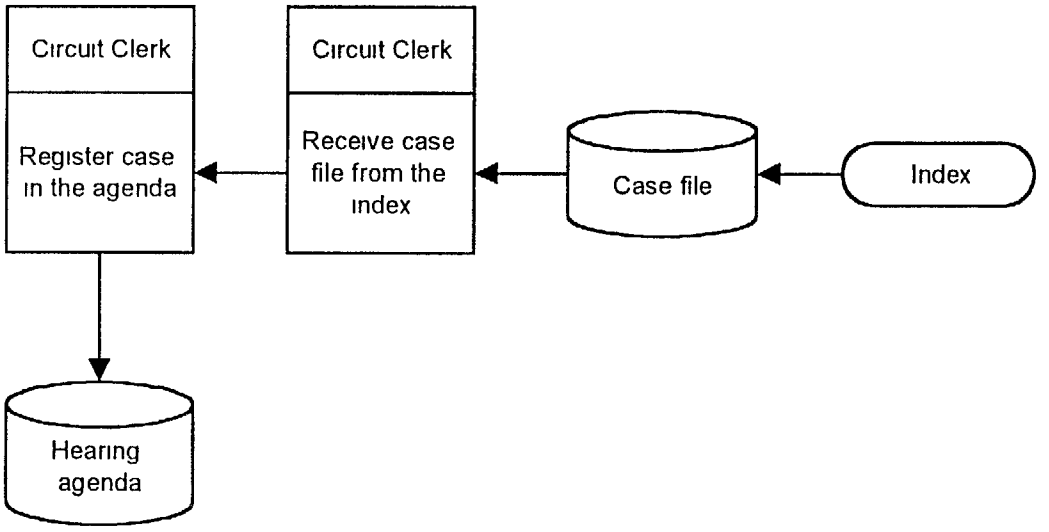
359

Work cycle	Registration of data of fees assessment order	Location	Civil/Commercial/ Taxes Index Dept	Trigger document	Fees assessment order
Cycle code	1-5-14			Frequency	Upon request



360

Work cycle	Receipt of new case file and its registration in the circuit	Location	Circuit Clerk's office	Trigger document	Case file
Cycle code	1-6-1			Frequency	On weekly basis



361

Description of work cycle Receipt of new case file and its registration in the circuit

Job	Description and Remarks
Receipt of case file in the Index Dept	Circuit clerk receives case file from the Index Dept and signs in the cases receipt book
Registration of casein the hearing agenda	Circuit clerk registers case data in the page specified for the hearing according to hearing date

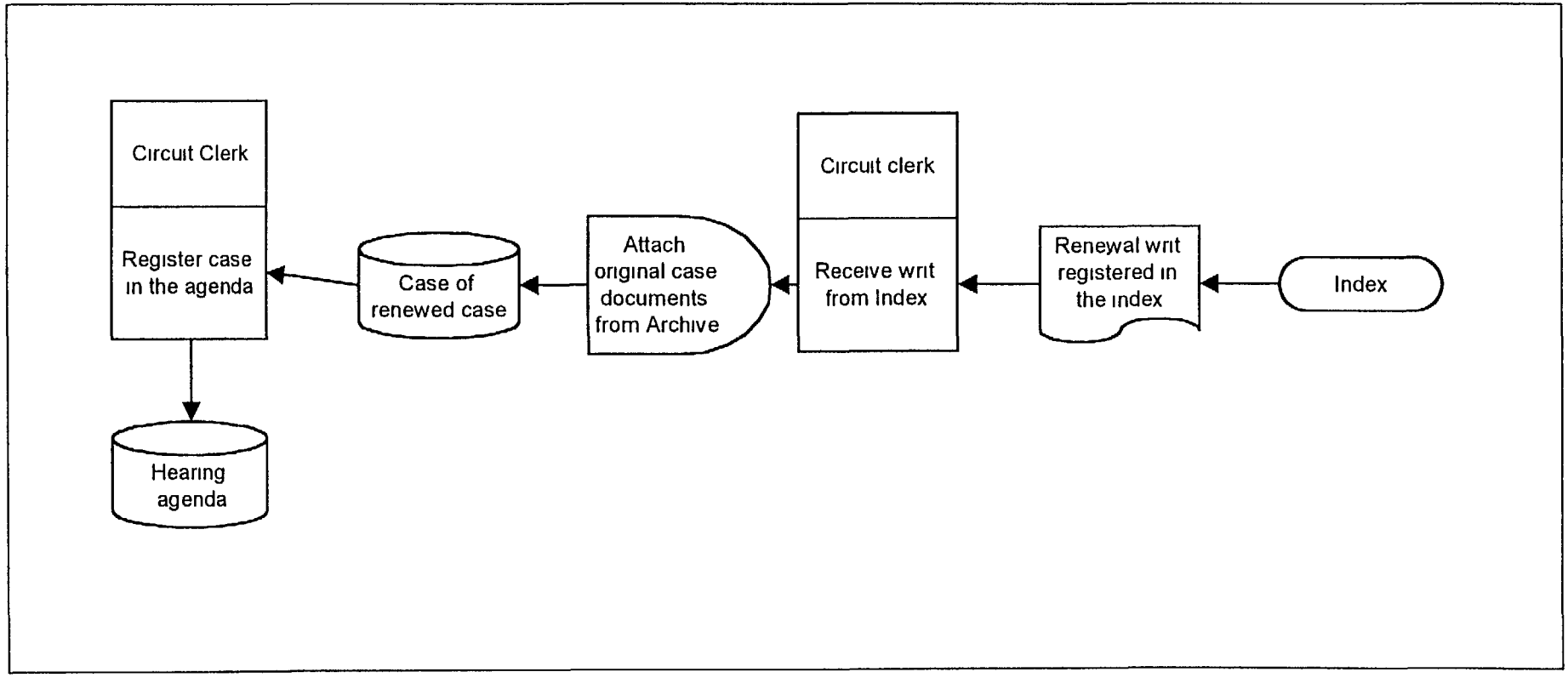
352

Description of work cycle data Receipt of new case file and its registration in the circuit **Dept** Circuit Clerk
Job Register case on its hearing page in the hearing agenda

Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Hearing agenda		Type of list	The list includes briefs or judgments	•	
		Type of hearing	Special or common hearing		Special hearings are not held on regular basis Chief Judge requests holding such hearings when necessary because of large number of cases to be deliberated
		Date, time, and which day in the week		•	
		Judges' and circuit clerk's names		•	
		Serial	Number on case roll (order of the case)	•	
		Case number and year of initiation	Case number and year of initiation	•	
		Litigants' names	Names of plaintiffs and defendants	•	Only Primary plaintiff and defendant
		Date of previous hearing	Date of last hearing		
		Decision taken in last hearing	Summary for reason of continuance to this hearing from		
		Decision	Summary of Court decision		
		Symbol of judge announcing the judgment			Only in case of judgments

363

Work cycle	Receipt of a writ for renewal of a dismissed case	Location	Circuit clerk's office	Trigger document	Renewal writ
Cycle code	1-6-2			Frequency	On weekly basis



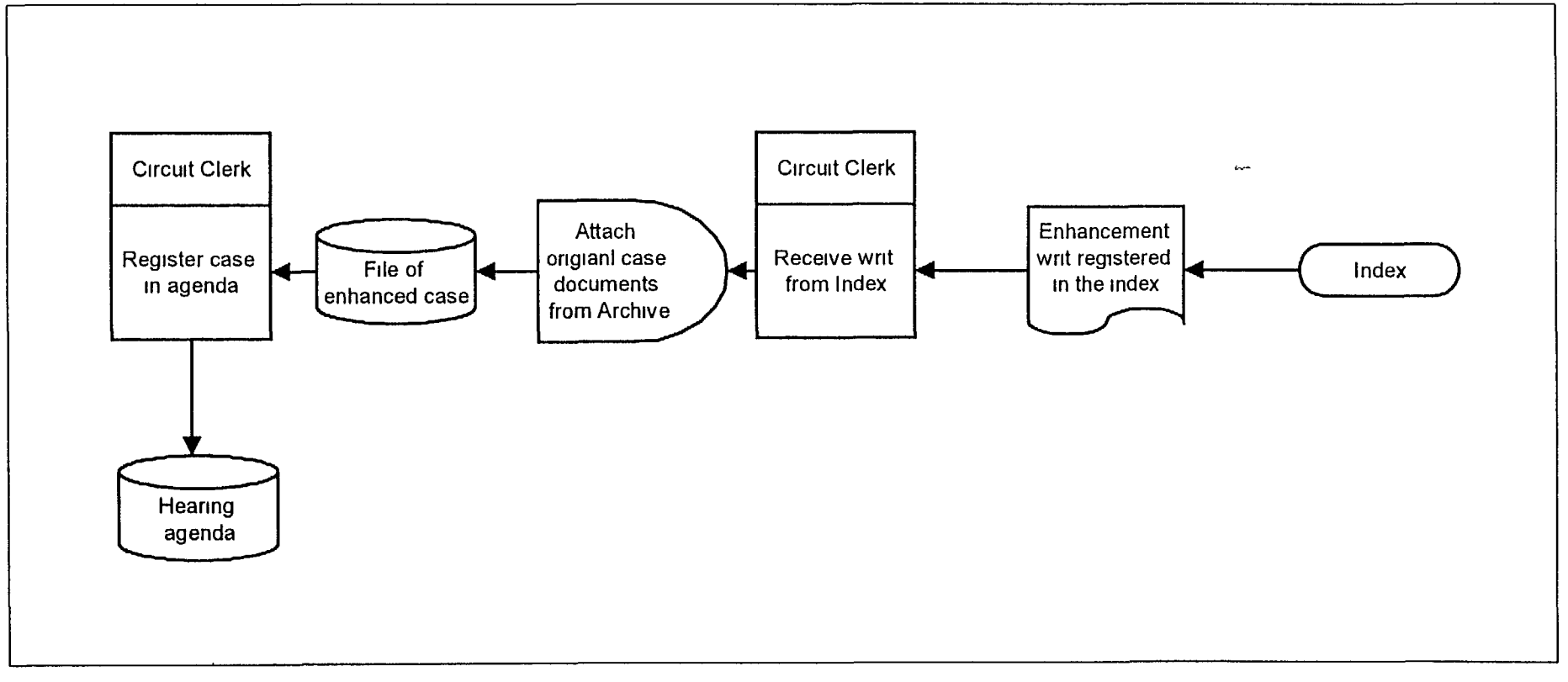
364

Description of work cycle Receipt of writ of renewal of a dismissed case

Job	Description and Remarks
Receipt of writ from the Index	Circuit clerk receives writ of renewal from Index dept and signs in the cases receipt book, then attaches original case file from the Archive
Registration of case in the hearing agenda	Circuit clerk registers case data in the page specified for hearing where the case will be deliberated according to hearing date

365

Work cycle	Receipt of writ of enhancement from suspension or abandonment	Location	Circuit Clerk's Office	Trigger document	Writ of enhancement
Cycle code	1-6-3			Frequency	On weekly basis



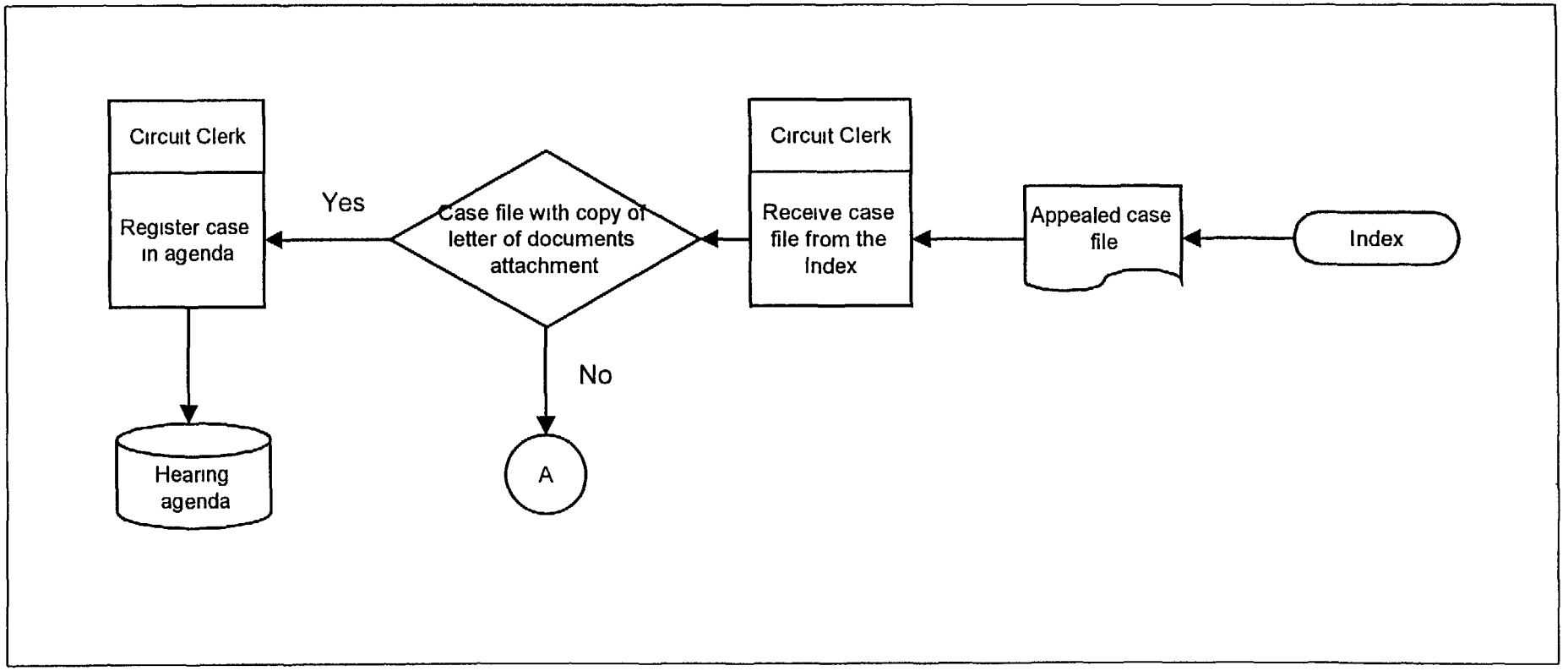
364

Description of work cycle Receipt of writ of enhancement from suspension or abandonment

Job	Description and Remarks
Receipt of writ from the Index Dept	Circuit clerk receives writ of enhancement from writ of enhancement from Index Dept and signs in the cases receipt book, then circuit clerk attaches original case file from the Archive
Registration of case in the hearing agenda	Circuit clerk registers case data in the page specified for the hearing where case is to be deliberated according to hearing date

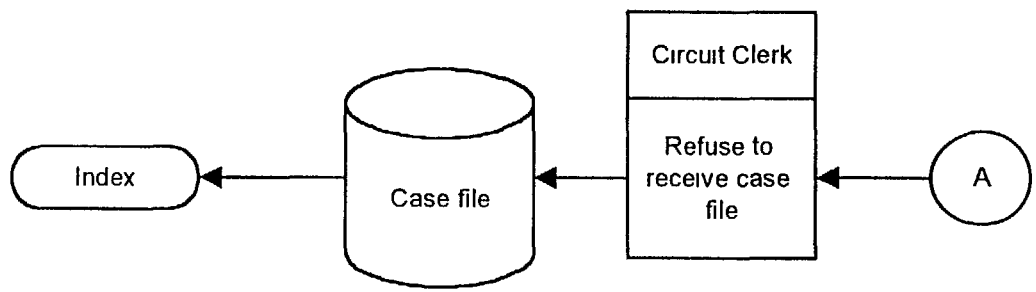
367

Work cycle	Receipt of appealed case and its registration in the circuit	Location	Circuit clerk's office	Trigger document	File of Appealed Case
Cycle code	1-6-4			Frequency	On weekly basis



368

Work cycle	Continuation of receipt of appealed case and its registration in the circuit	Location	Circuit clerk's office	Trigger document	File of Appealed Case
Cycle code	1-6-4			Frequency	On weekly basis



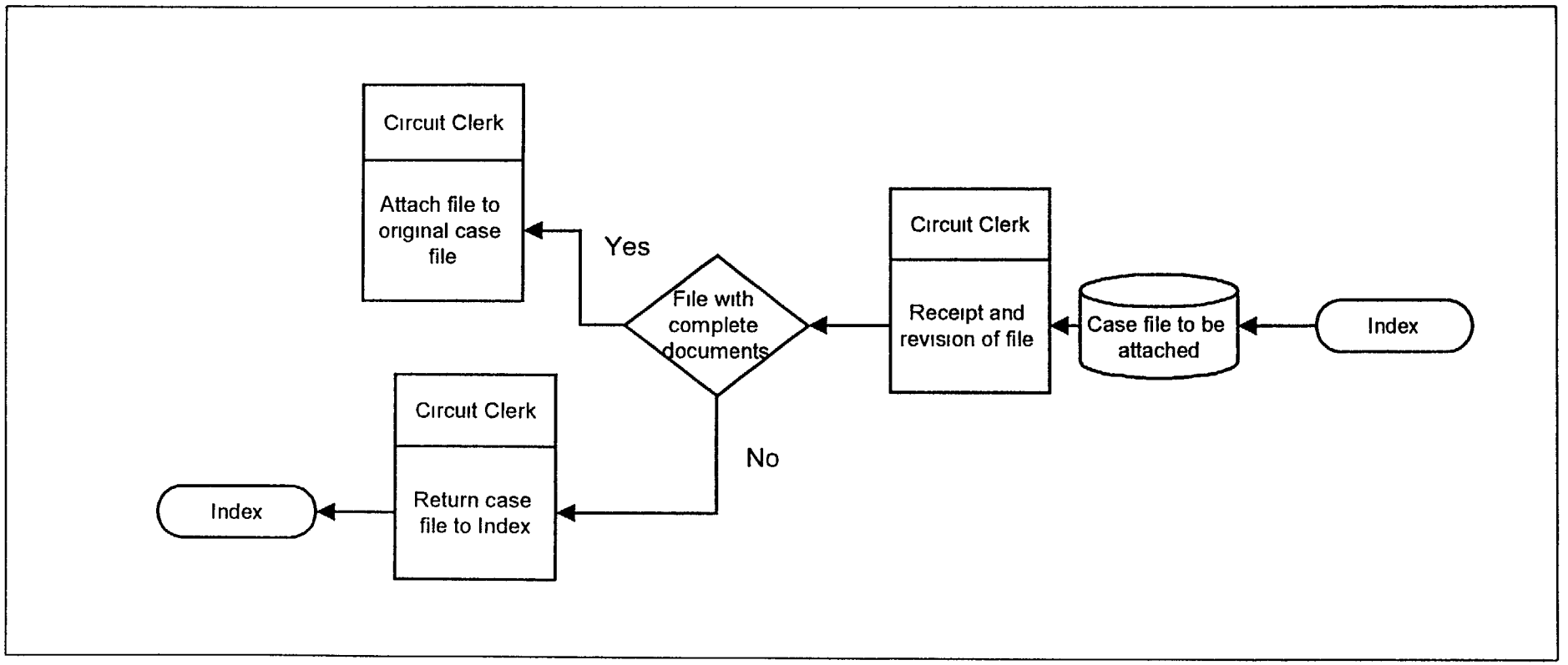
369

Description of work cycle Receipt of appealed case and its registration in the circuit

Job	Description and Remarks
Receipt of case file from the Index Dept	Circuit clerk receives case file form the Index Dept and signs in the cases receipt book, then makes sure of existence of a copy of the letter of attachment of appealed case documents issued by Index Dept The circuit clerk refuses to receive the file in case of absence copy of letter of documents attachment
Registration of case in the hearing agenda	Circuit clerk registers case data in the page specified for the hearing where case is to be deliberated according to hearing date

370

Work cycle	Receipt of case file to attach it to deliberated case file	Location	Circuit Clerk's office	Trigger document	Case file requested to be attached
Cycle code	1-6-5			Frequency	When file is available



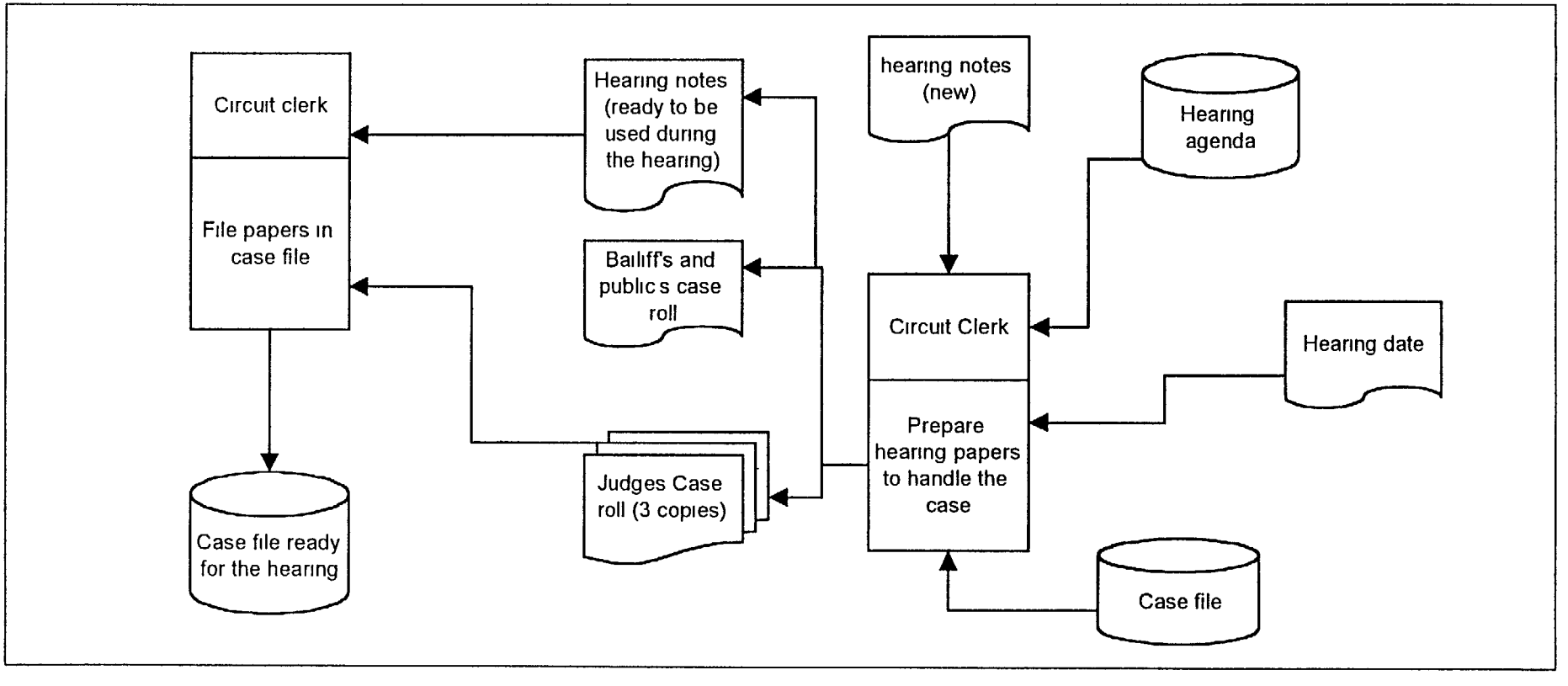
371

Description of work cycle Receipt of case file to attach to an active case file

Job	Description and Remarks
Receipt and revision of case file	Circuit clerk receives and revises documents of case file If documents are not complete, circuit clerk returns file to Index Depts If the file is complete, then circuit clerk attaches the file
Attachment of file to original case file	Circuit clerk attaches incoming case file to original case file and makes a notation on the original case file

372

Work cycle	Preparations for the hearing	Location	Circuit Clerk's office	Trigger document	Hearing date
Cycle code	1-6-6			Frequency	According to hearing dates

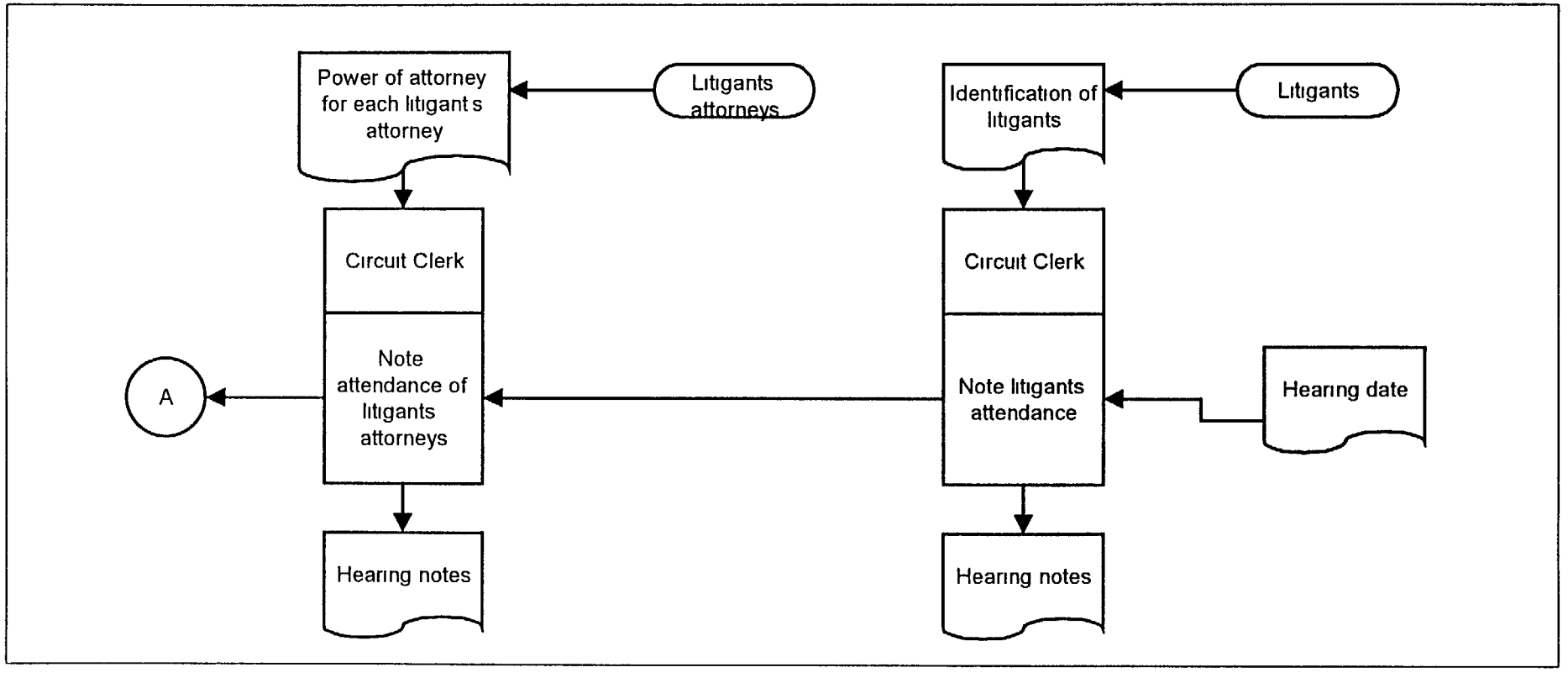


373

Description of work cycle Preparations for the hearing

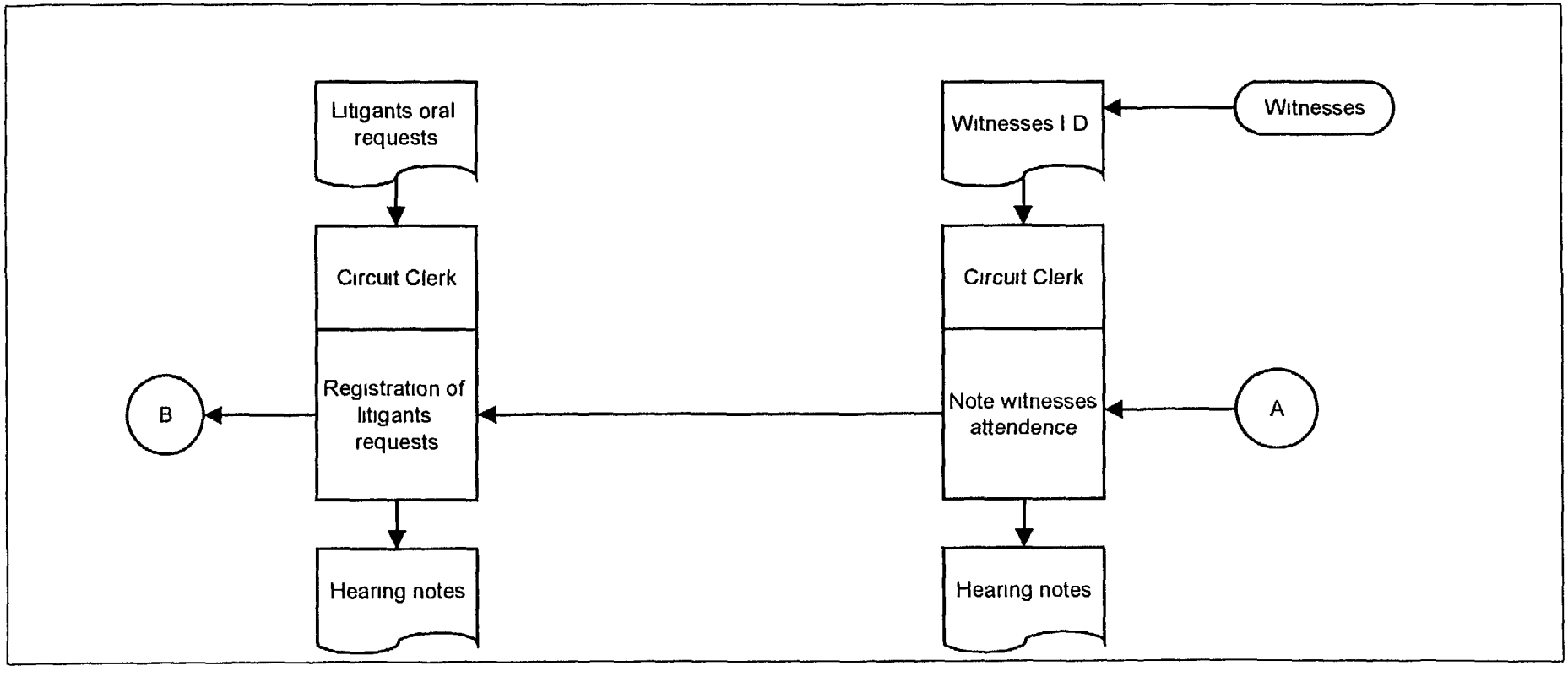
Job	Description and Remarks
Preparations of hearing papers for case deliberations	Circuit clerk prepares hearing minutes form for each case to be deliberated in the hearing in order to use in recording hearing events Preparation of minutes form is by writing down case information, hearing, court panel and circuit clerk information Circuit clerk prepares 3 copies of judge's case roll, one for each judge to use in writing down the decision made by the court during the hearing Preparation of the form is by writing case information and arranging the order of case handling during the hearing (case roll number) Circuit clerk does not prepare a new case roll form if the previous hearing roll allows for writing next hearing decisions He only writes case roll number on the same judge's roll Circuit clerk prepares list of cases to be handled during the hearing including case roll number, and litigants' names for the bailiff to use for calling on litigants according to order and a copy is hung on the door of the courtroom for the public

Work cycle	Taking notes of hearing events	Location	Courtroom	Trigger document	Handling the case during the hearing
Cycle code	1-6-7			Frequency	Pending hearing date and order of case in the case roll



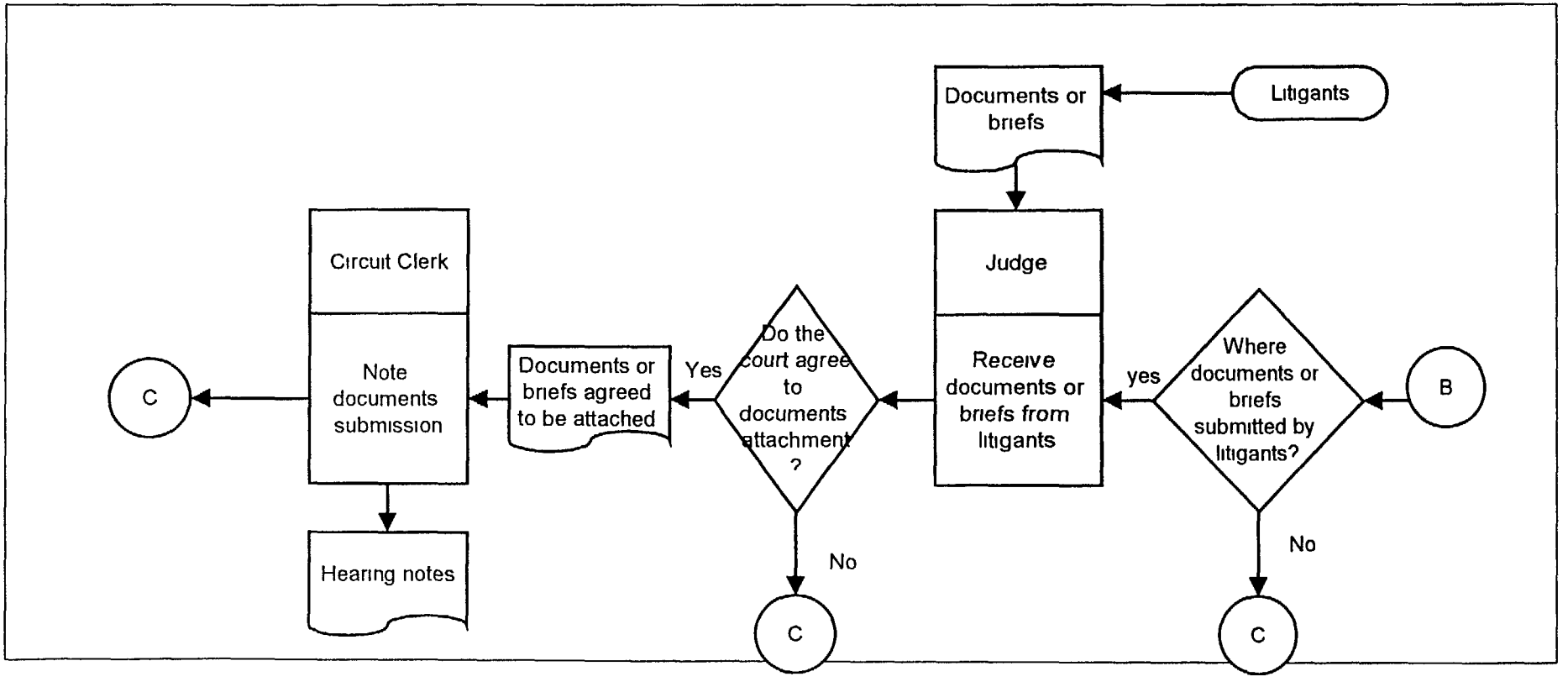
315

Work cycle	Taking notes of hearing events	Location	Courtroom	Trigger document	Handling the case during the hearing
Cycle code	1-6-7			Frequency	Pending hearing date and order of case in the case roll



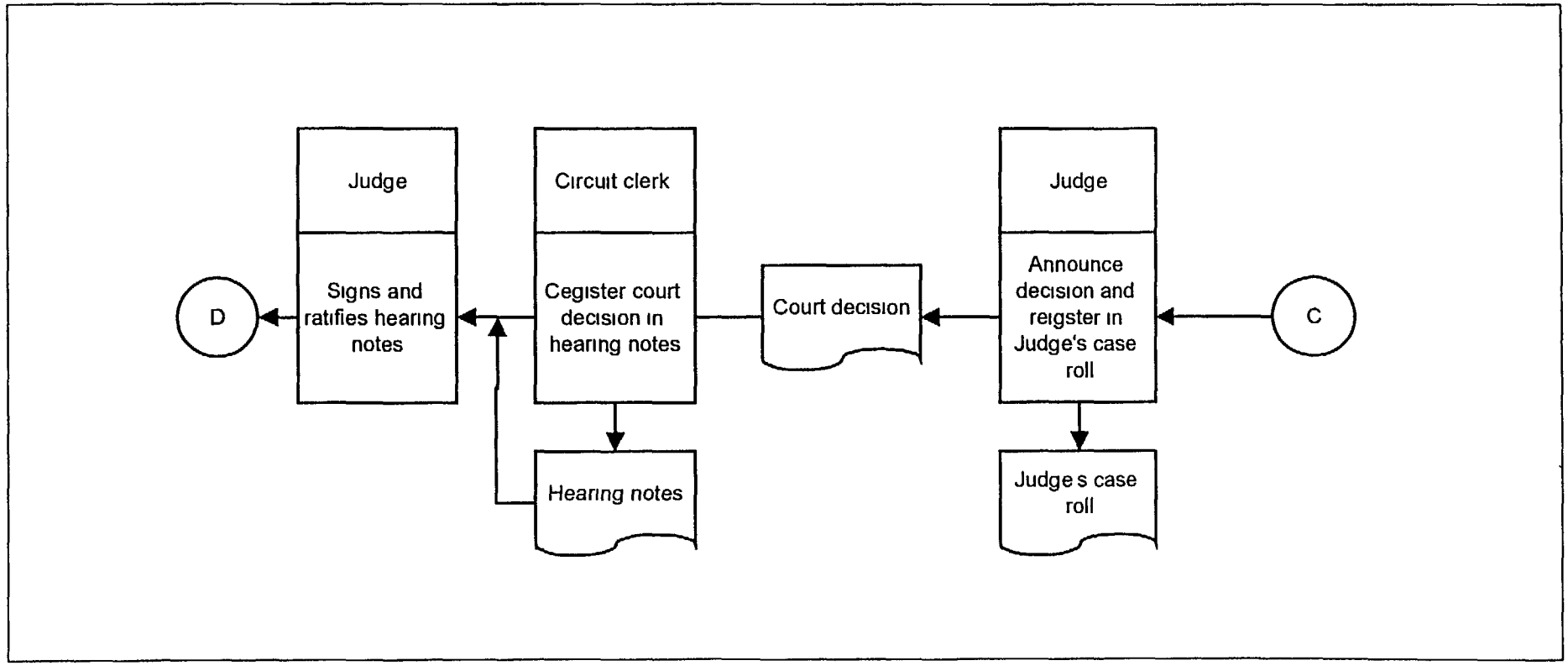
376

Work cycle	Taking notes of hearing events	Location	Courtroom	Trigger document	Handling the case during the hearing
Cycle code	1-6-7			Frequency	Pending hearing date and order of case in the case roll



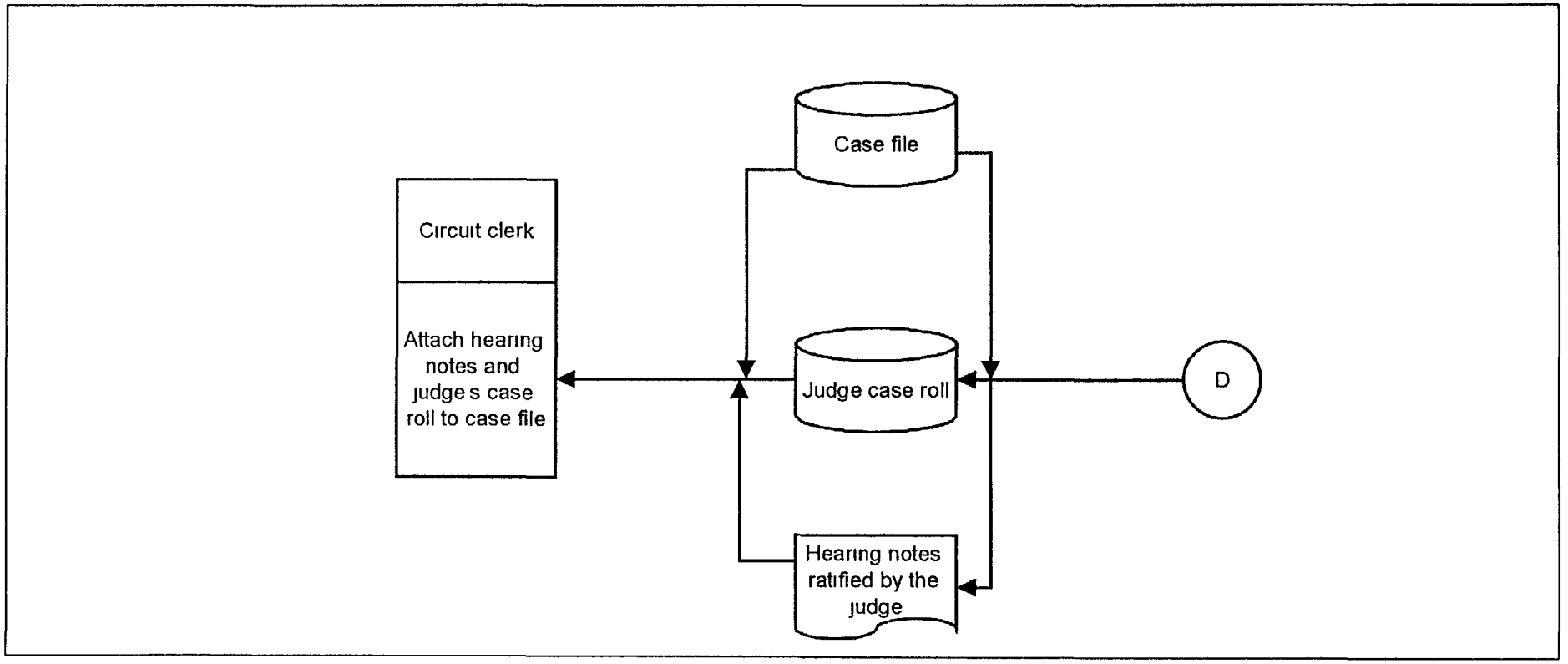
377

Work cycle	Taking notes of hearing events	Location	Courtroom	Trigger document	Handling the case during the hearing
Cycle code	1-6-7			Frequency	Pending hearing date and order of case in the case roll



318

Work cycle	Taking notes of hearing events	Location	Courtroom	Trigger document	Handling the case during the hearing
Cycle code	1-6-7			Frequency	Pending hearing date and order of case in the case roll



Work Cycle description Taking notes of hearing events

Job	Description and Remarks
Take notes of litigants' presence	Circuit clerk takes notes of litigants' presence in person, and takes down ID information if the litigant attends in person
Take notes of litigants' attorneys' presence	Circuit clerk takes notes of litigants' attorneys' presence and writes down information of power of attorney
Take notes of witnesses' presence	Circuit clerk takes notes of witnesses' presence and writes down their ID information in hearing minutes in case there are litigants
Record litigants requests	Circuit clerk records in the hearing minutes the oral requests made by the litigants to the court panel after the judge checks the appropriateness of legal statements as the court does not allow recording of illegal requests in hearing minutes
Take notes of documents submission	Circuit clerk records submission of documents after he takes them from the judge and makes sure the court approves of attachment of documents
Make the decision and record it on the case roll form	Judge records the decision on the case roll form
Record court decision in hearing minutes	Circuit clerk records court decision in hearing minutes
Sign and ratify hearing minutes	Judge signs the hearing minutes issued by the circuit clerk and delivers case file, judge's case roll form and hearing minutes to the circuit clerk to attach to the file

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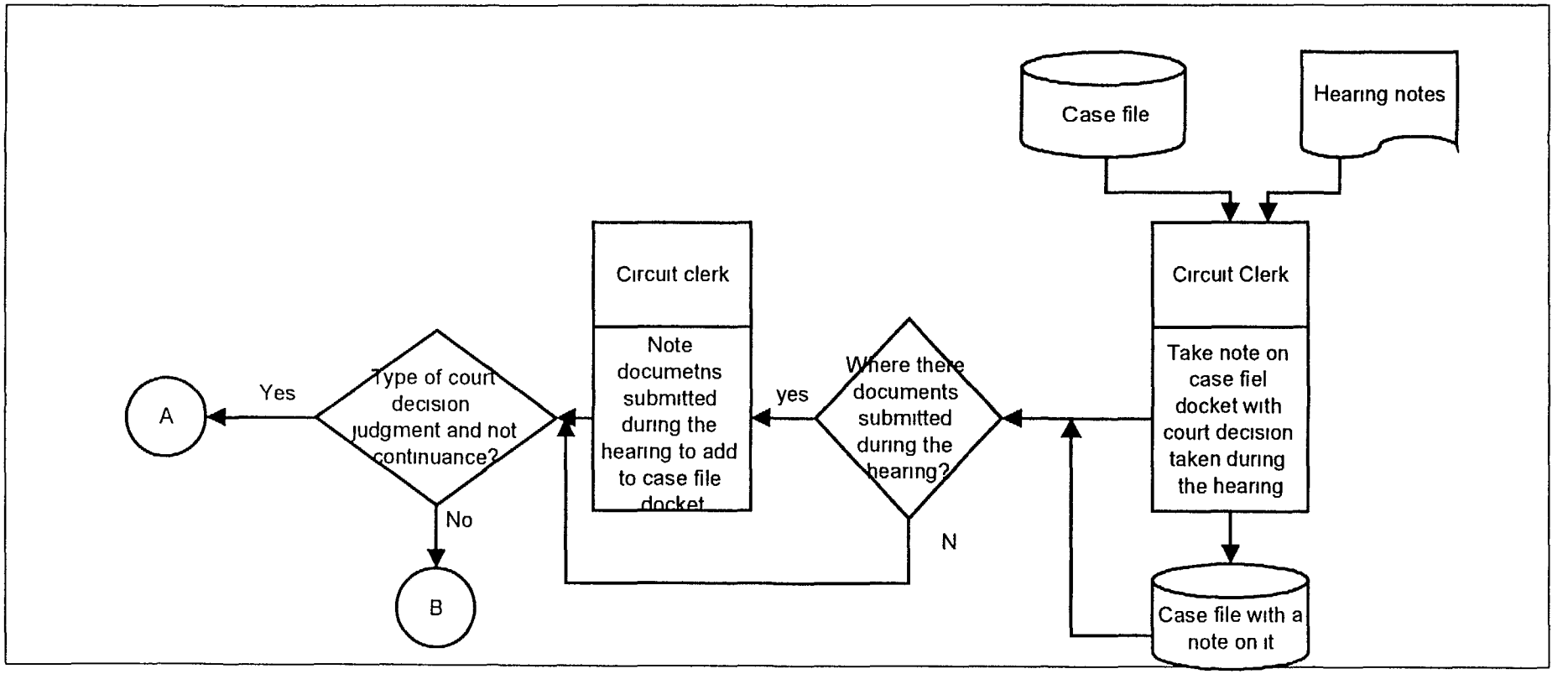
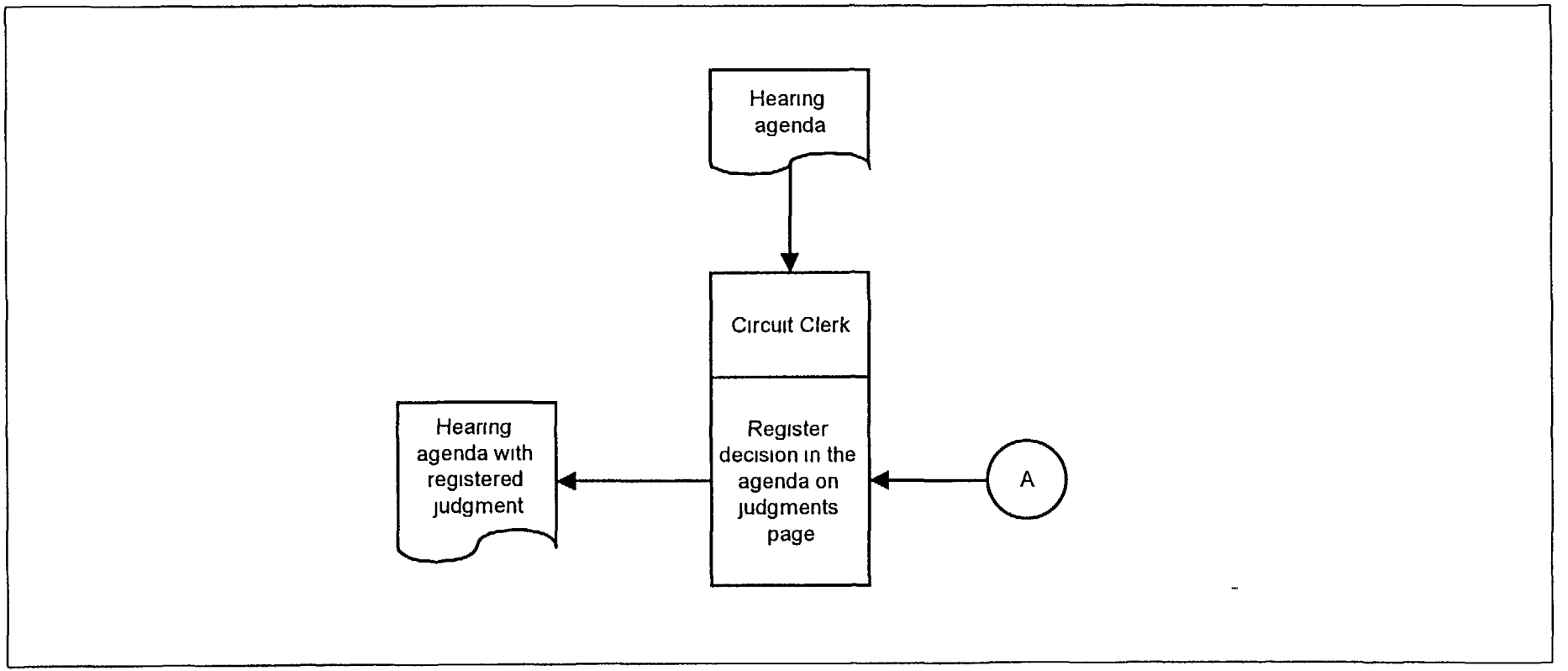
Work cycle	Record hearing results	Location	Circuit clerk's office	Trigger document	Hearing adjournment
Cycle code	1-6-8			Frequency	According to hearing dates

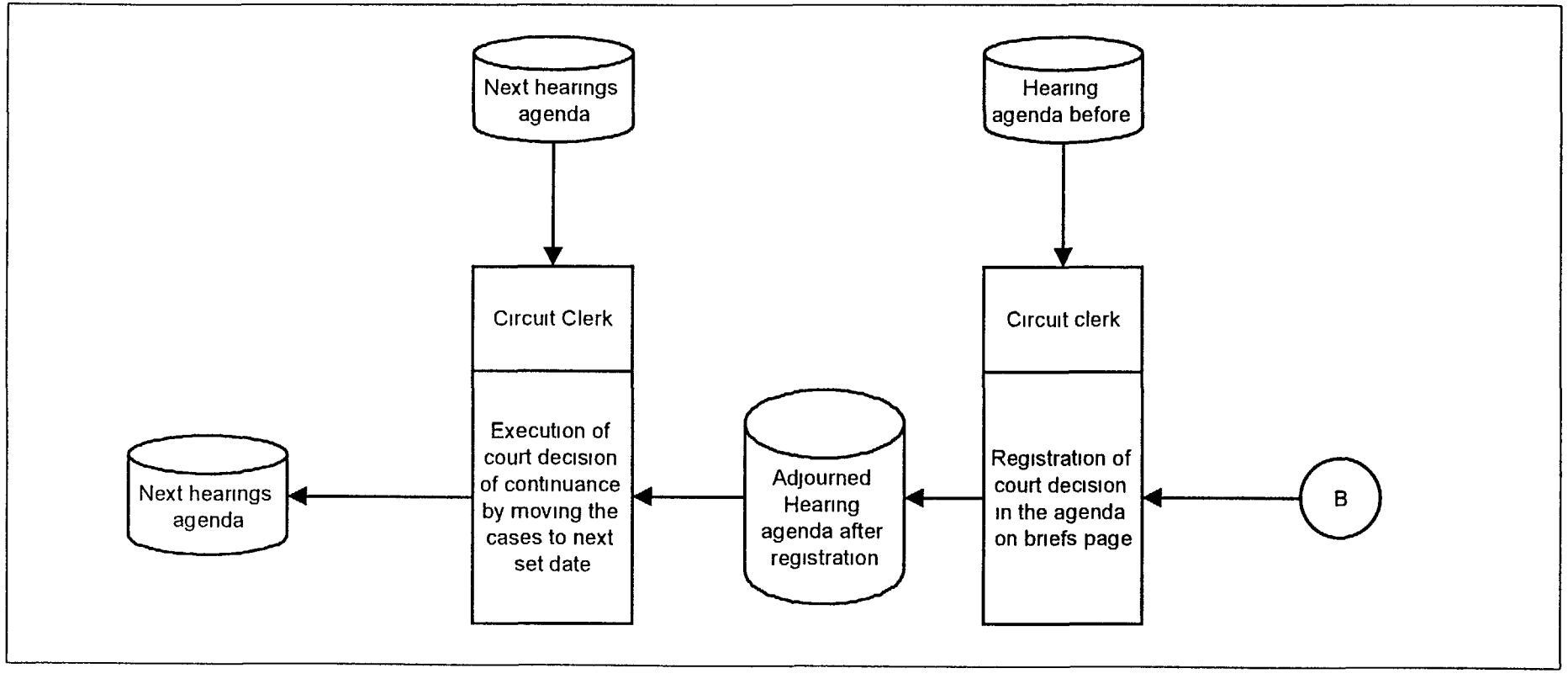


Work cycle	Record hearing results	Location	Circuit clerk's office	Trigger document	Hearing adjournment
Cycle code	1-6-8			Frequency	According to hearing dates



382

Work cycle	Record hearing results	Location	Circuit clerk's office	Trigger document	Hearing adjournment
Cycle code	1-6-8			Frequency	According to hearing dates



Work Cycle description Record hearing results after adjournment

Job	Description and Remarks
Take note of court decision on case docket	Circuit clerk takes a note of court decision (summary) on case docket as well as next hearing date in case continuance is decided for any reason
Take note of documents submitted during the hearing on case docket	Circuit clerk makes a list of documents submitted to be attached to the file on the case docket and give them serial numbers contrary to order of attachment and according to date of attachment and also writes down number of pages and date of submission
Record decision in the agenda in briefs pages or record judgment in judgment page	For each hearing two lists are made in the agenda, one for the decisions in cases not disposed yet and the decision is recorded during the hearing The other list includes cases disposed during the hearing
Execution of continuance decision by shifting the case in the agenda	Circuit clerk copies information of case to be continued to the slit of case son the hearing date to which case is postponed Case order in previous hearing is taken into consideration while arranging cases for next hearing Reasons for decisions of case continuance differ For example
	1 Continuance for item attachment 2 Continuance for non-receipt of experts report 3 Continuance for non-receipt of forensics report 4 Continuance for prosecution opinion 5 Continuance upon request by litigants to submit documents or briefs 6 Continuance upon request by litigants for reconciliation 7 Continuance for investigations by one of the litigants 8 Continuance for investigations by court Clerks Dept

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Job	Description and Remarks
	9 Admin Continuance decision for inability of holding the hearing for any reason
	10 Continuance for inability of deliberations
	11 Continuance for experts deposits payment
	12 Continuance for judgment announcement
	13 Extend continuance for judgment announcement
	14 Continuance for introduction of new litigants
	15 Continuance for calling on litigant committed with writ of execution
	16 Continuance for payment of intervention or introduction fees
	17 Continuance for servicing requests by intervening or introduced litigant
	18 Continuance for servicing requests for withdrawal from case
	19 Continuance for amendment of plaintiff's request
	20 Continuance for servicing requests amendments
	21 Continuance for reservicing requests amendments
	22 Continuance for servicing renewal of dismissed case
	23 Continuance for enhancement of stalled case
	24 Continuance for enhancement of abandoned case
	25 Continuance for servicing witnesses

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Job	Description and Remarks
	26 Continuance for calling on witnesses
	27 Continuance for proceeding with objection for forgery
	28 Continuance for filing a sub-case
	29 Continuance for court to make a decision
	30 Continuance for servicing litigants of withdrawal of one of the litigants
	31 Continuance for payment of expenses of evacuation cases
	32 Continuance for rent payment
	33 Continuance for servicing forgery evidence
	34 Continuance for introduction of new litigants
	35 Continuance for servicing preliminary judgment
	36 Continuance for servicing admin Continuance decision
	37 Continuance for submitting documents from another authority
	38 Continuance for servicing return of dismissed case to case roll
	39 Continuance for handling a case with another case
	40 Continuance to attach another case file
	41 Continuance to notify probate prosecution
	42 Continuance for servicing sub-case

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Job	Description and Remarks
	43 Continuance to register writ of summons in Registration Office
	44 Continuance to introduce guarantor
	45 Continuance for servicing litigants of withdrawal from litigation
	46 Continuance for reviewing the documents submitted by one of the litigants
	47 Continuance for servicing referral decision
	48 Continuance for servicing litigants of submission of report of experts, forensics or roster expert
	49 Continuance for re-servicing of writ of summons
	50 Continuance till receipt of original writ of summons from Service Dept
	51 Continuance till receipt of power of attorney for one of the litigants
	52 Continuance for proceeding with constitutional objection procedures
	53 Continuance till presence of one of the litigants in person
	54 Continuance till presence of original attorney
	55 Continuance for dictation
	56 Continuance for attachment of potential evidence

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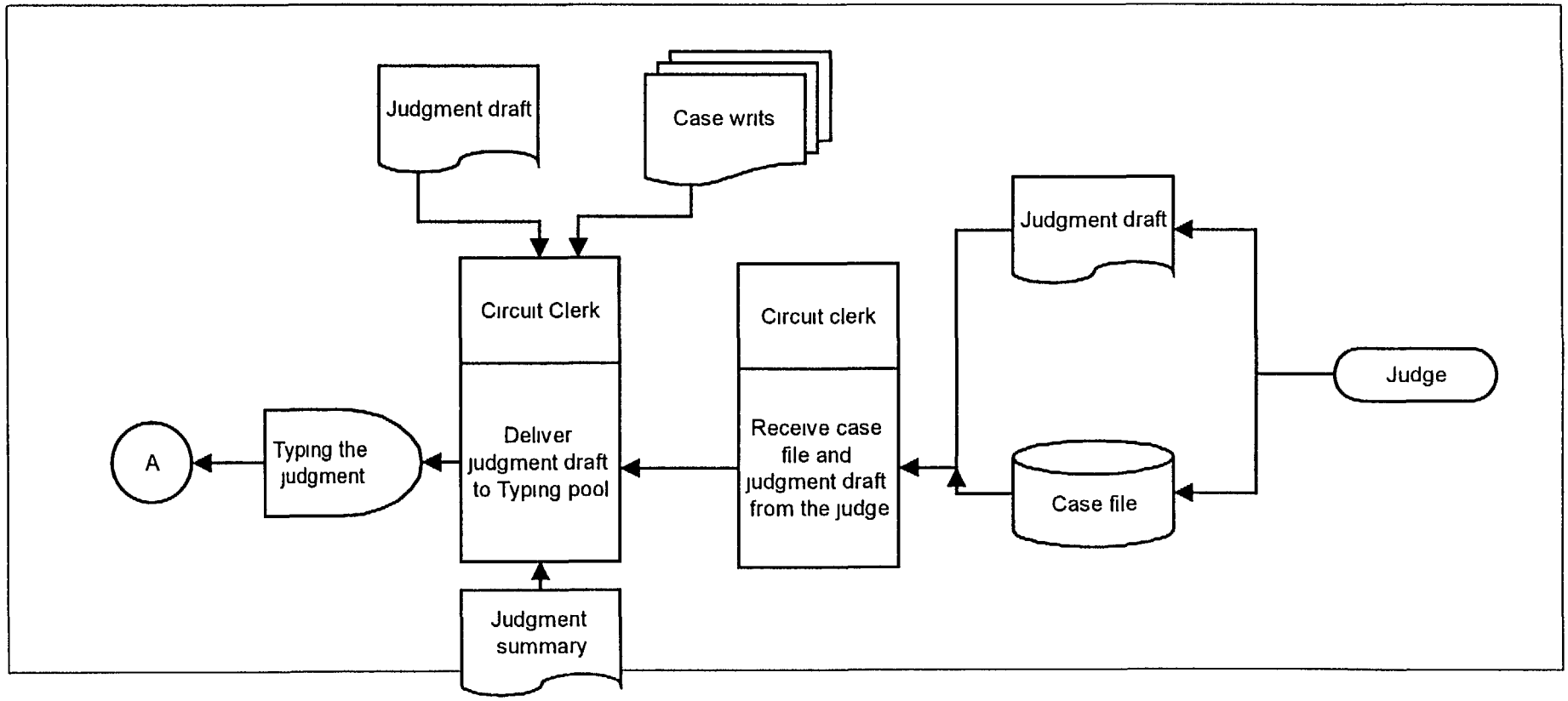
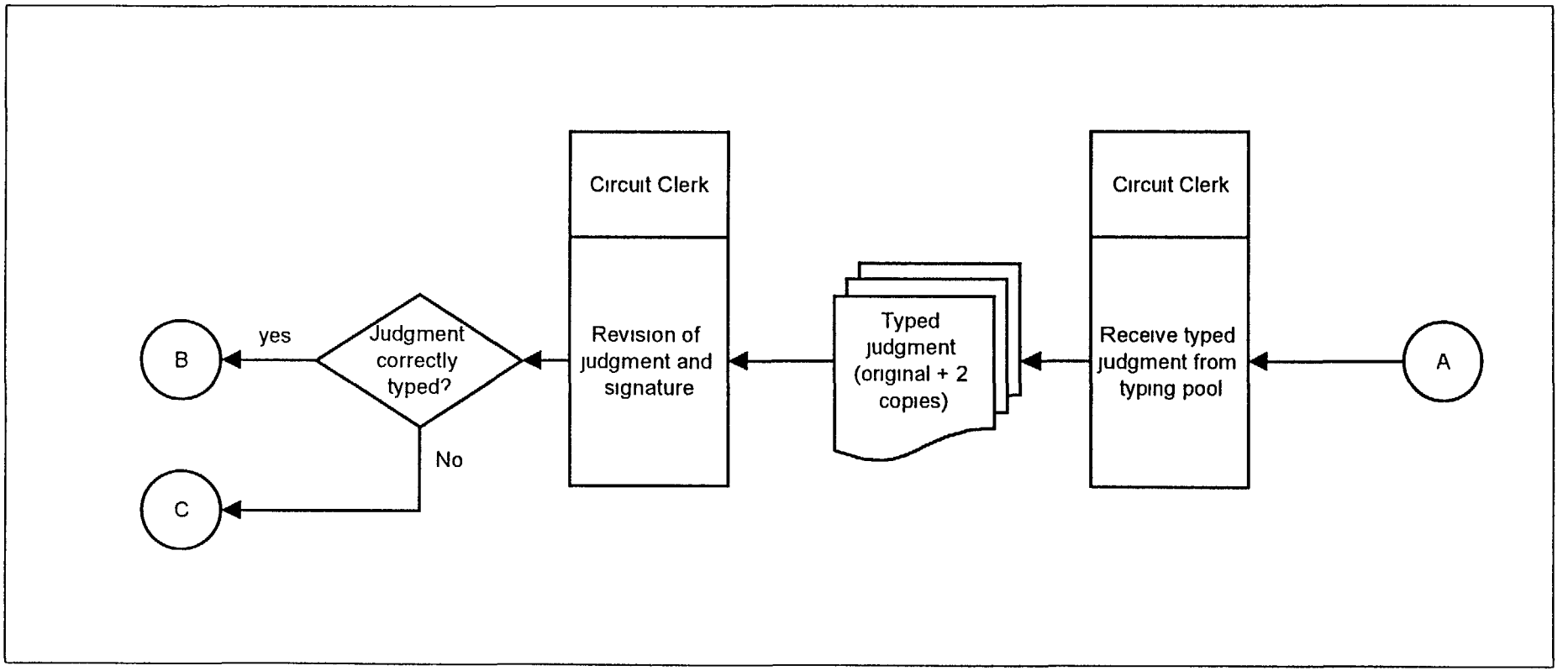
Work cycle	Preparation and ratification of judgment	Location	Circuit clerk's office	Trigger document	Judgment draft
Cycle code	1-6-9			Frequency	Hearing date

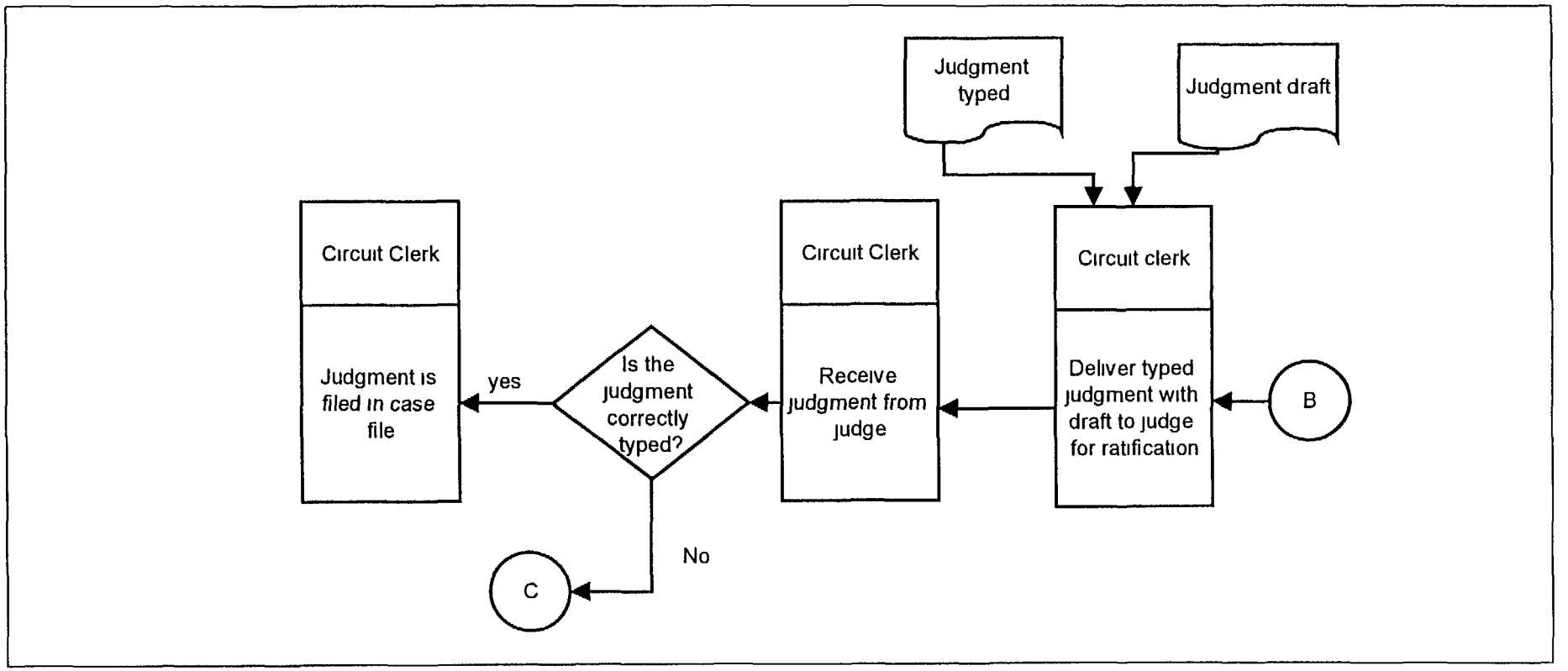


Work cycle	Preparation and ratification of judgment	Location	Circuit clerk's office	Trigger document	Judgment draft
Cycle code	1-6-9			Frequency	Hearing date



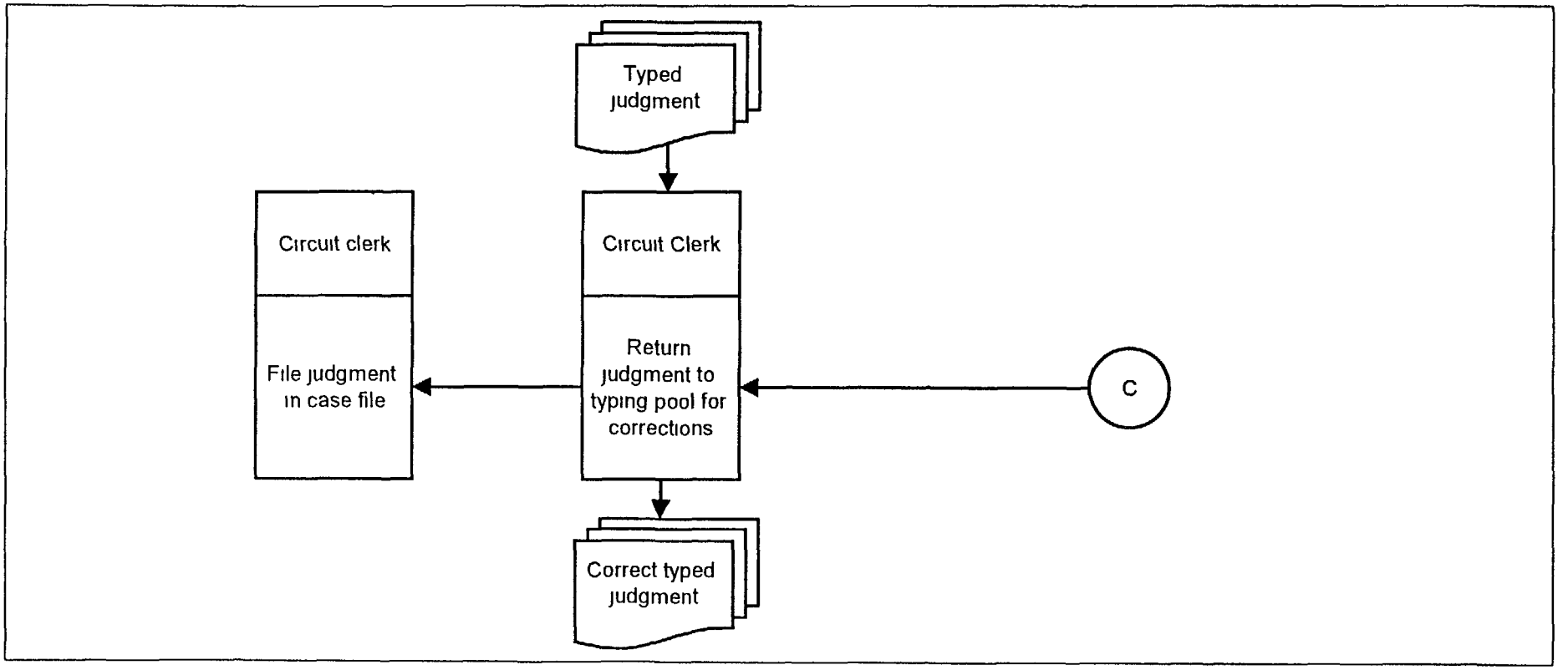
287

Work cycle	Preparation and ratification of judgment	Location	Circuit clerk's office	Trigger document	Judgment draft
Cycle code	1-6-9			Frequency	Hearing date



340

Work cycle	Preparation and ratification of judgment	Location	Circuit clerk's office	Trigger document	Judgment draft
Cycle code	1-6-9			Frequency	Hearing date



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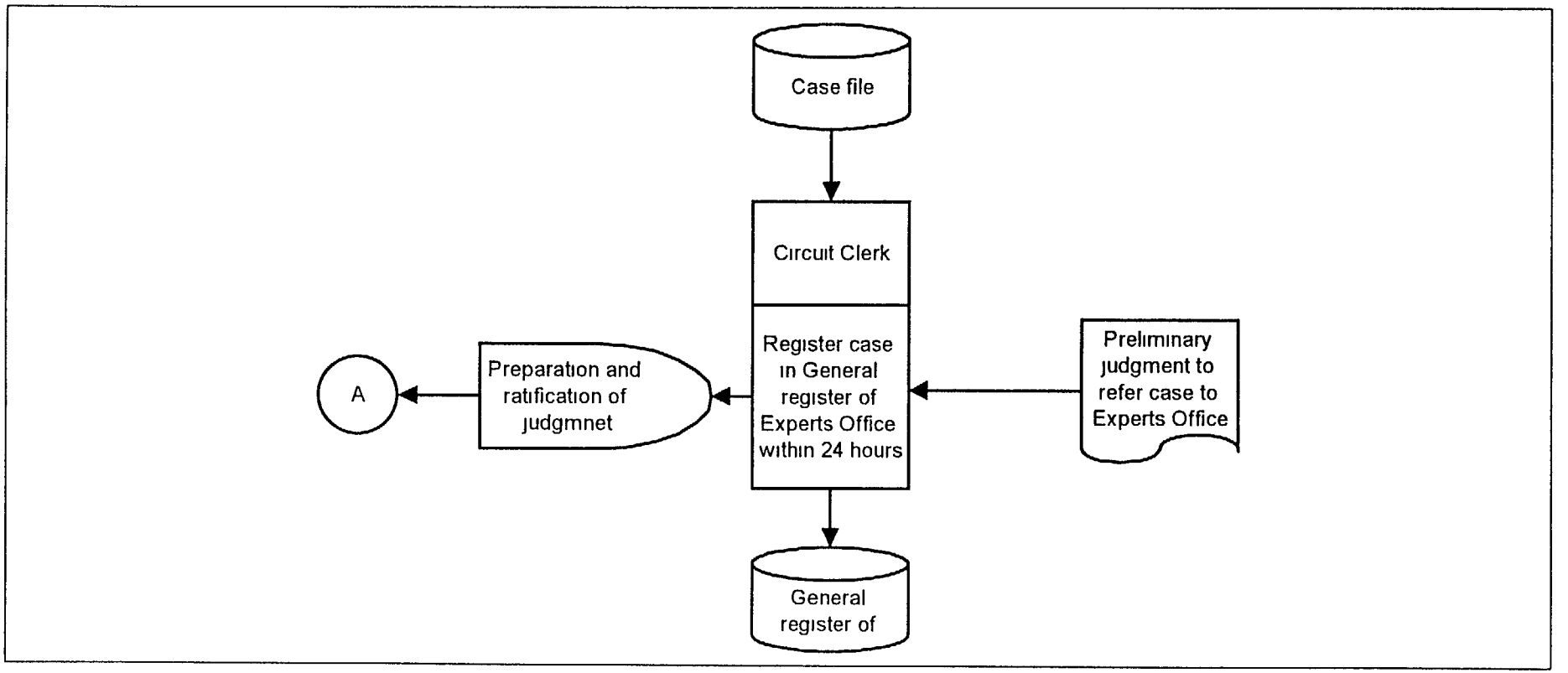
Work Cycle description Preparation and ratification of judgment

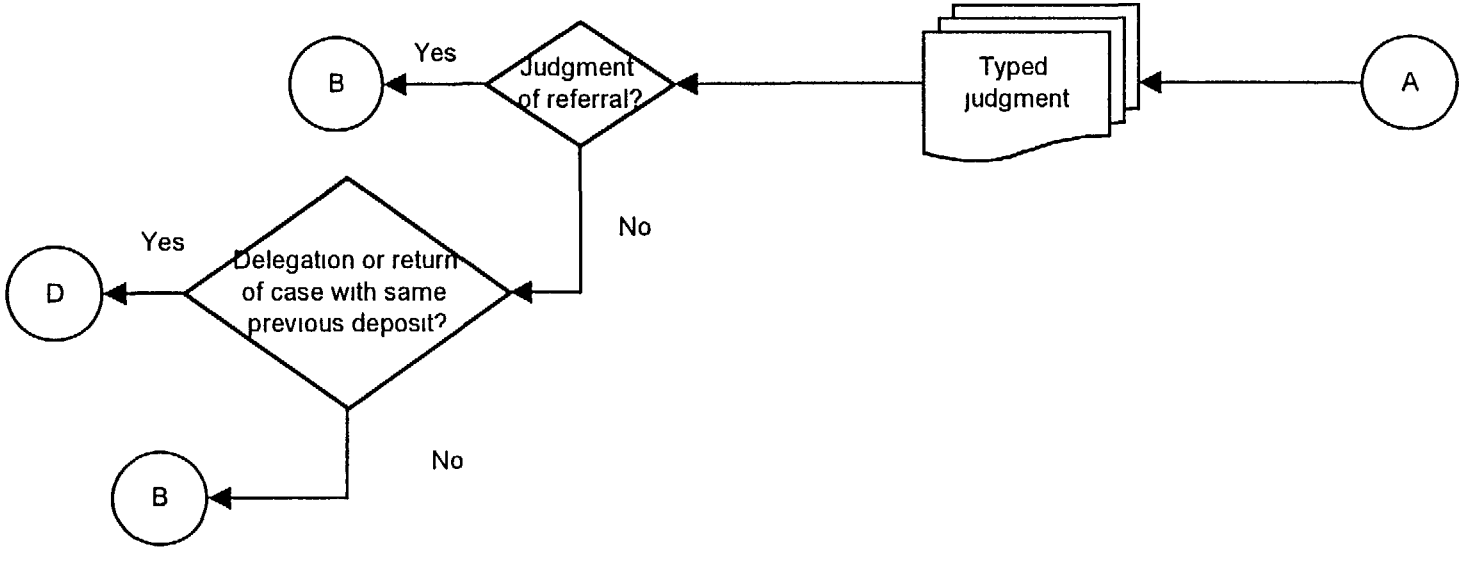
Job	Description and Remarks
Receive case file and judgment draft from the judge	Circuit clerk receives case file including judgment draft from judge after a decision is made
Deliver judgment draft to typing pool	Circuit clerk delivers judgment draft to typing pool as well as all writs in case file to use in taking names of litigants as well as judgment preamble The receiver at typing pool sings in typing log for circuit clerk
Receive typed judgment from typing pool	Circuit clerk receives typed judgment and signs in typing pool log
Proofread and sign judgment	Circuit clerk revises typed judgments to make necessary corrections before obtaining Chief Judge's signature
Deliver typed and draft judgment to judge for ratification	Circuit clerk delivers typed judgment after proofreading to Chief Judge for revision and ratification then judge returns it back to circuit clerk for filing or retyping if there are still mistakes needing retyping
Keep judgment in case file	Circuit clerk keeps typed judgment in case file

Work cycle	Execution of a preliminary judgment of referral or return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



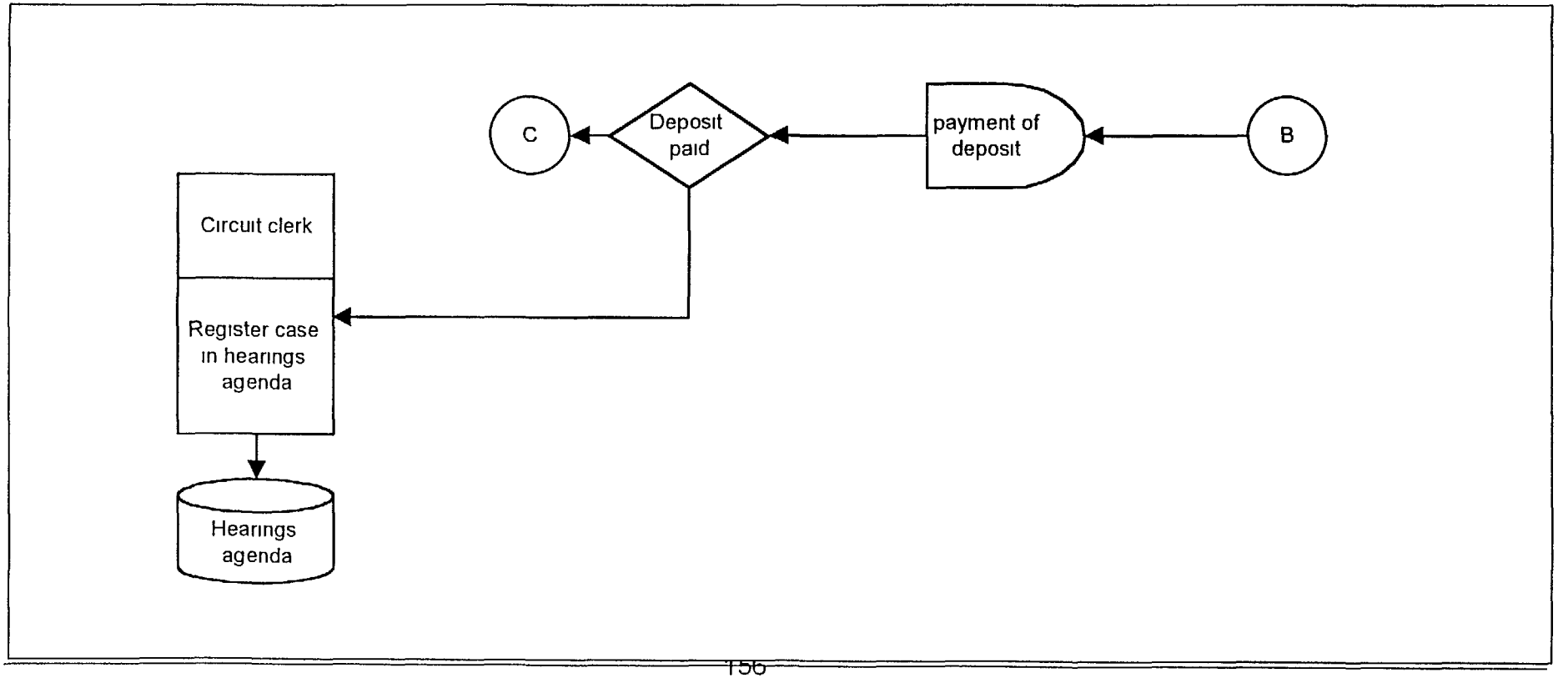
393

Work cycle	Continuation of Execution of a preliminary judgment of referral ore return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



394

Work cycle	Continuation of Execution of a preliminary judgment of referral ore return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



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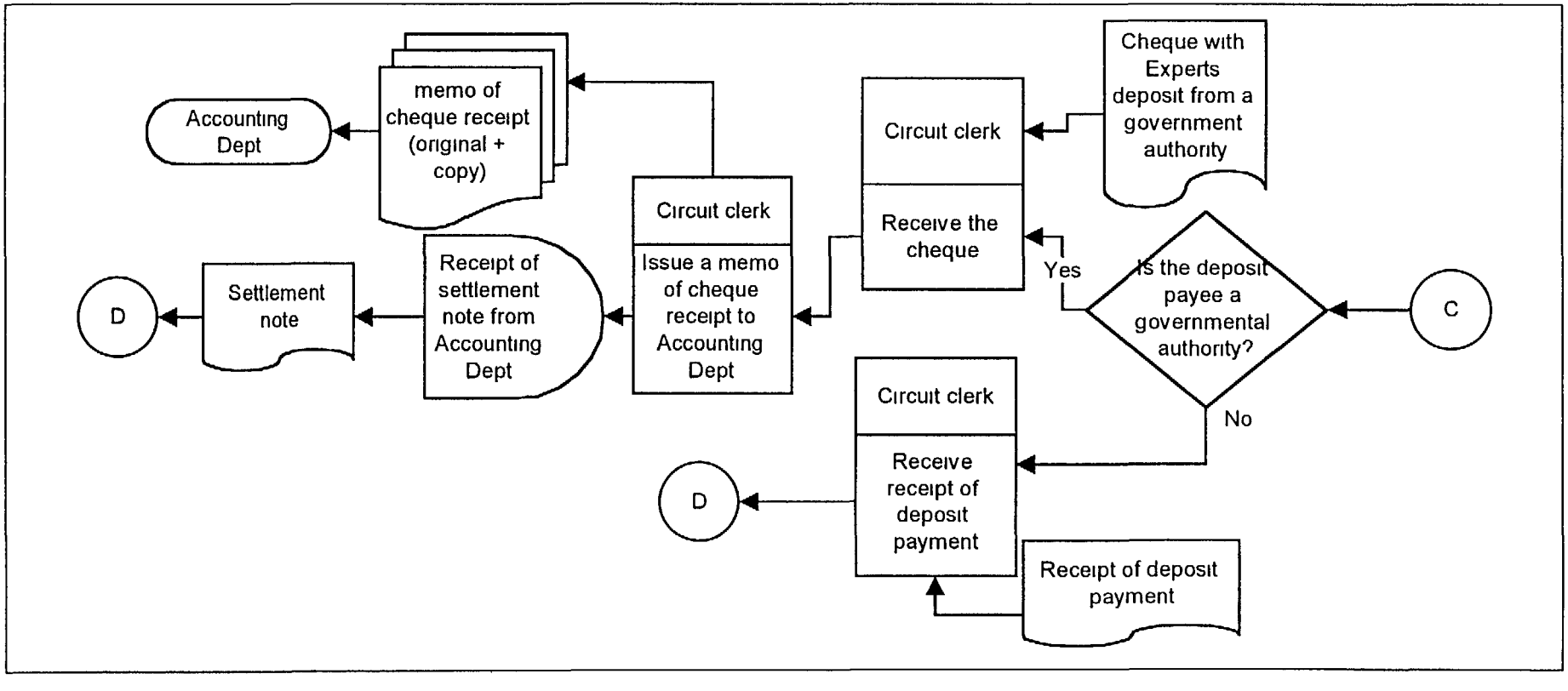
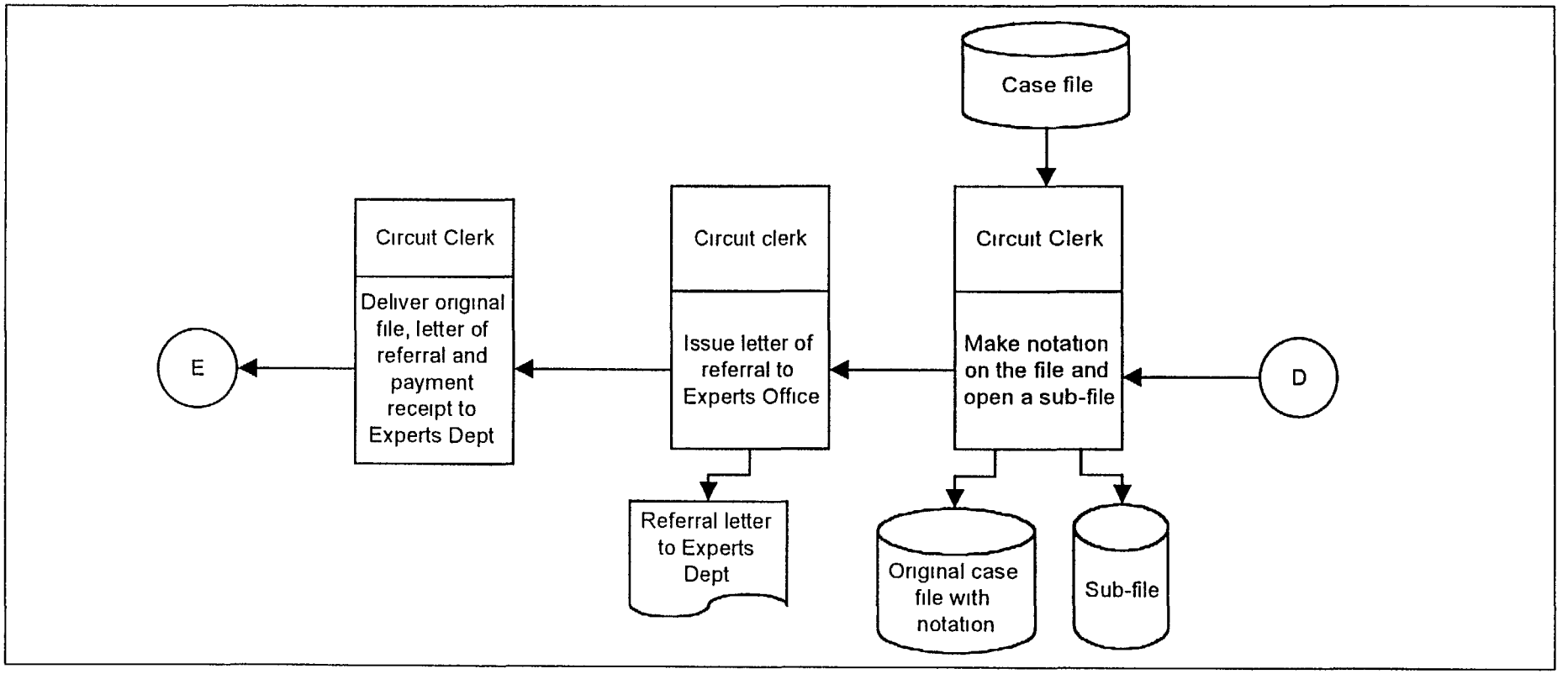
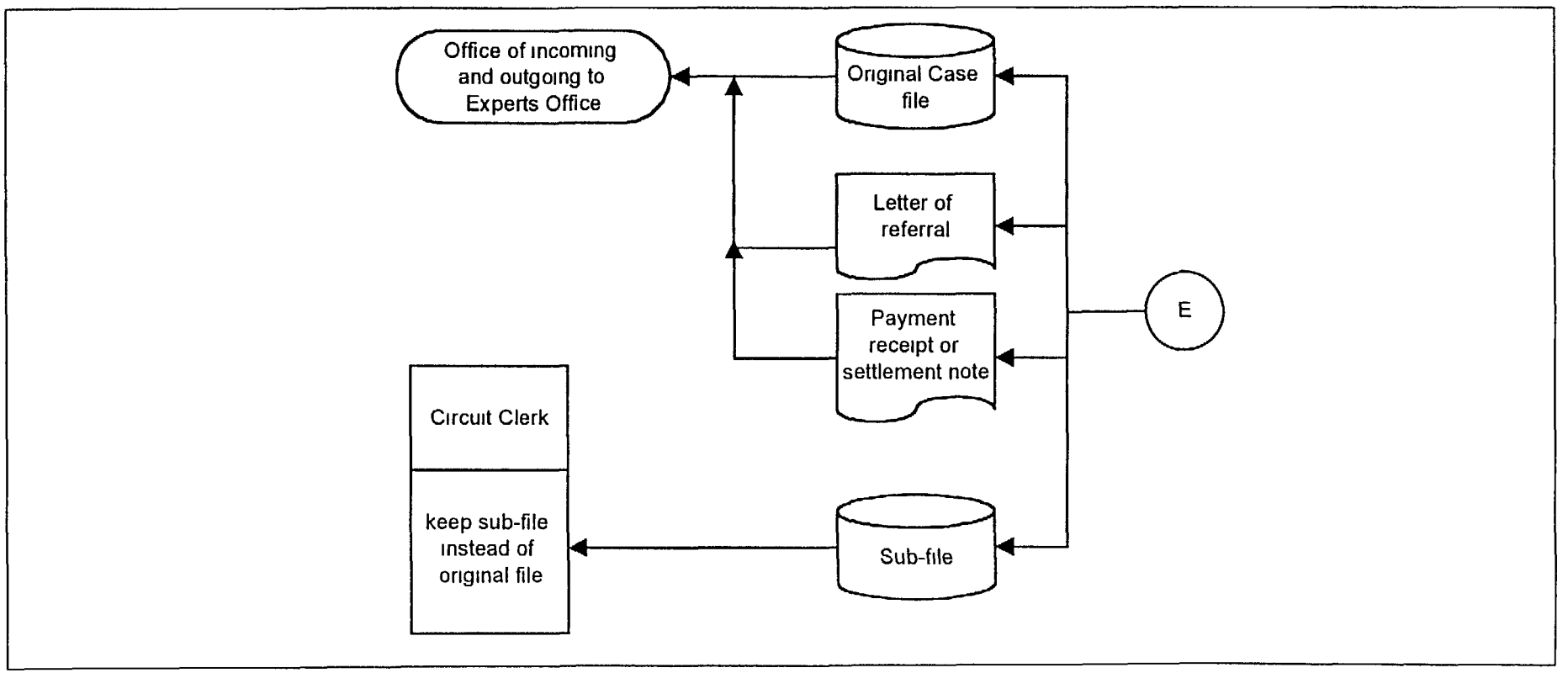
Work cycle	Continuation of Execution of a preliminary judgment of referral ore return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



Work cycle	Continuation of Execution of a preliminary judgment of referral ore return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



Work cycle	Continuation of Execution of a preliminary judgment of referral ore return of case to Experts Office or even delegation of a committee of three experts	Location	Circuit Clerk Office	Trigger document	Preliminary judgment of referral of case to Experts Office
Cycle code	1-6-10			Frequency	Upon announcement and typing of the judgment



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Description of Work cycle Execution of preliminary judgment of referral of case to the Experts Office

Job	Description and Remarks
Record case in the Experts general book within 24 hours	After announcement of preliminary judgment and before typing and ratification of the judgment, circuit clerk delivers case file to be recorded in the general book at the Experts Office within 24 hours from announcement of the judgment He receives the case file again after it is recorded in the book He then prepares the judgment and gets Chief judge's ratification after the judgment is typed Circuit clerk then waits till the party obliged to pay the experts deposit submits the payment receipt In this case, two hearing dates are set for the case one in case the experts deposit is not paid and the second when the court receives the experts report Circuit clerk does not record the case in the first hearing except in case the experts deposit is not paid
Receipt of experts deposit cheque from a governmental authority	If the obliged to pay the experts deposit is a governmental authority, then payment is made by a cheque to be delivered to the circuit clerk who issues a memo (original and one copy) where the original goes to the Accounting department and the copy is kept in the file Then he waits for receipt of settlement memo from the Accounting Dept which is then considered a payment receipt Circuit clerk attaches the memo to the file If the obligor is a common citizen and not a governmental authority, he pays the deposit in court to the Collection Dept, and Payment receipt is given to Circuit clerk to attach to the file
Make a notation on the file and open a sub-file	Circuit clerk makes a notation on the files, i e reviews the file and makes a list of all the documents in the docket arranged according to date of attachment and in serial He also opens a new file where he keeps all hearing notes an judges' case roll forms only to use it in place of the original file in handling the case while the original file is at the Experts Office
Issue a letter of referral of case to Experts Office	Circuit clerk issues a letter of referral of case to the Experts Office to send it with the original file
Delivery of original file and letter of referral along with payment receipt at the Experts Office	Circuit clerk delivers original case file with letter of referral with payment receipt or settlement memo in case of governmental authorities to Office of Incoming/Outgoing Correspondence with Experts Office to send the file to the Experts Office after recording it in the Experts book
Keeping sub-file instead of the original file	Circuit clerk keeps the sub-file instead of the original file with the next hearing files

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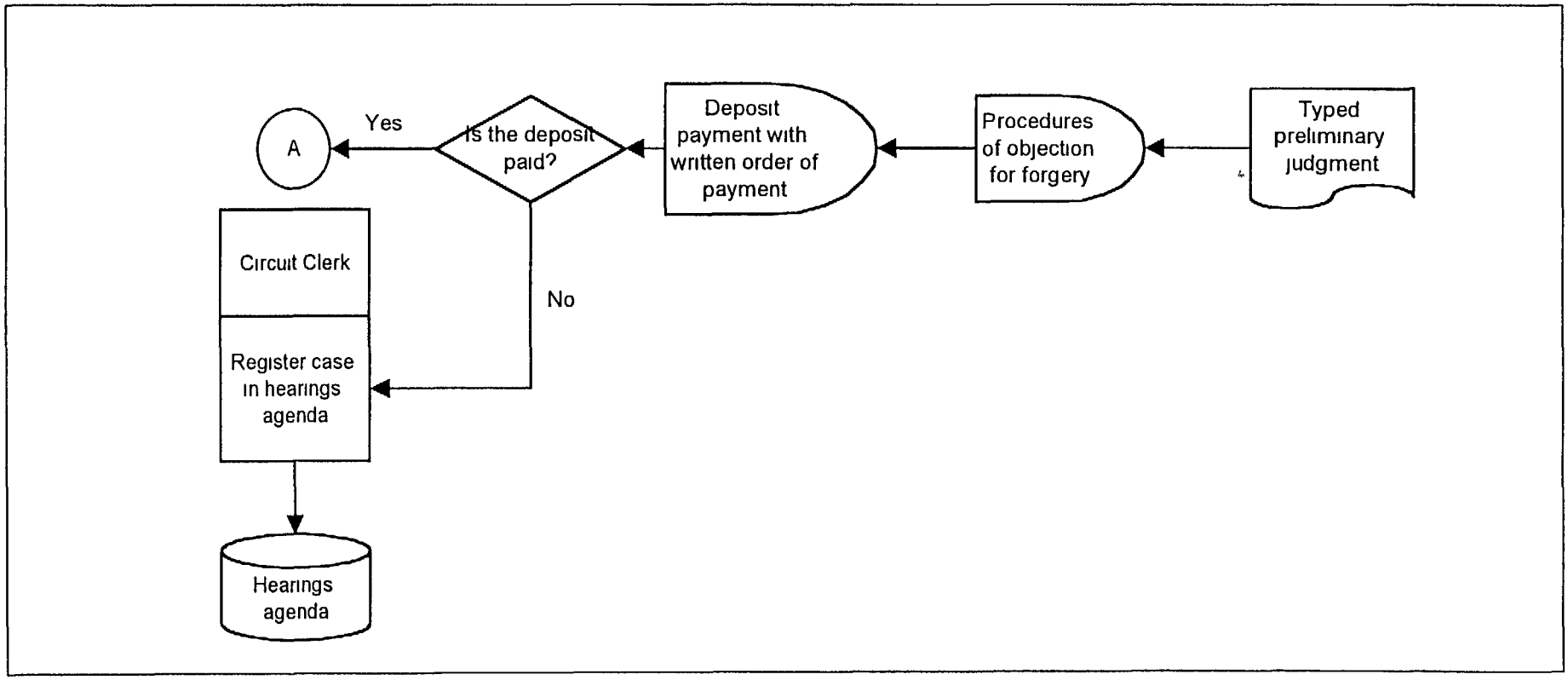
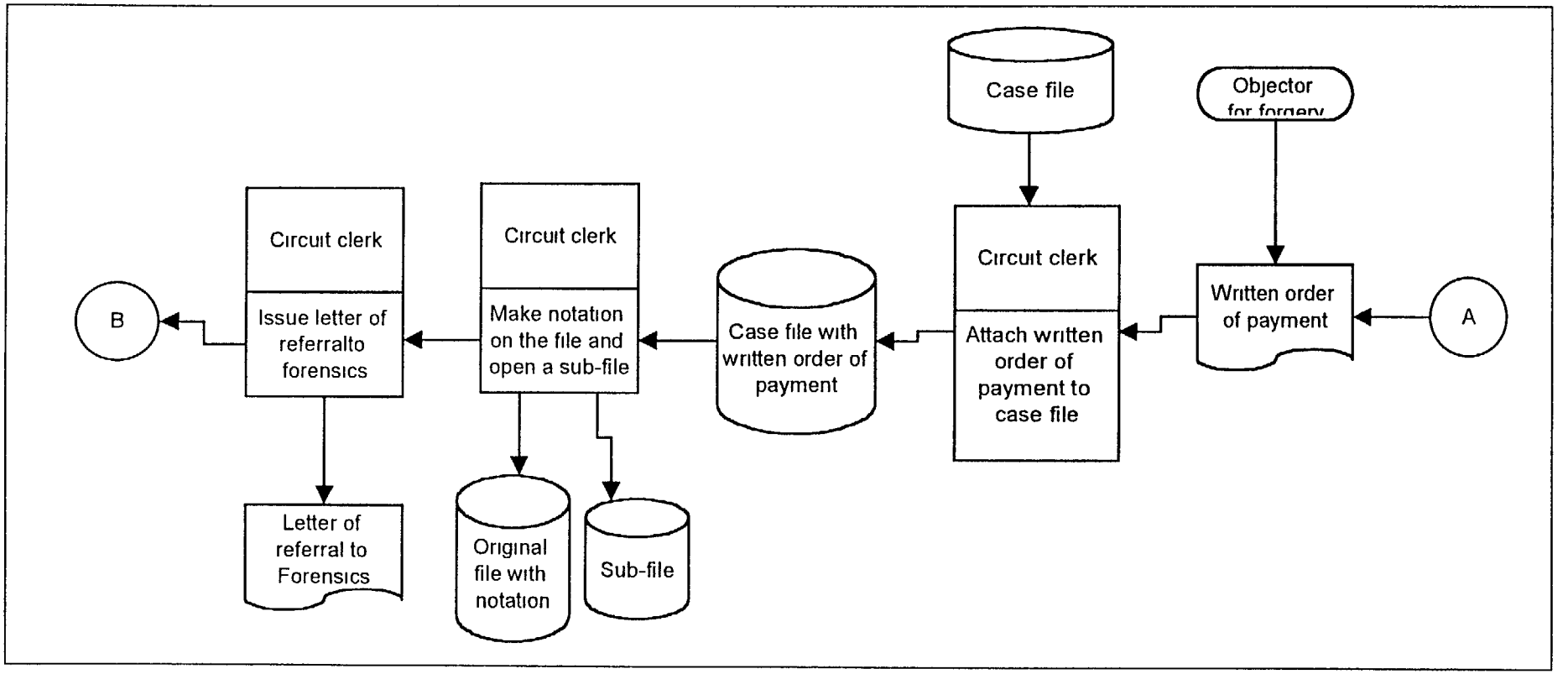
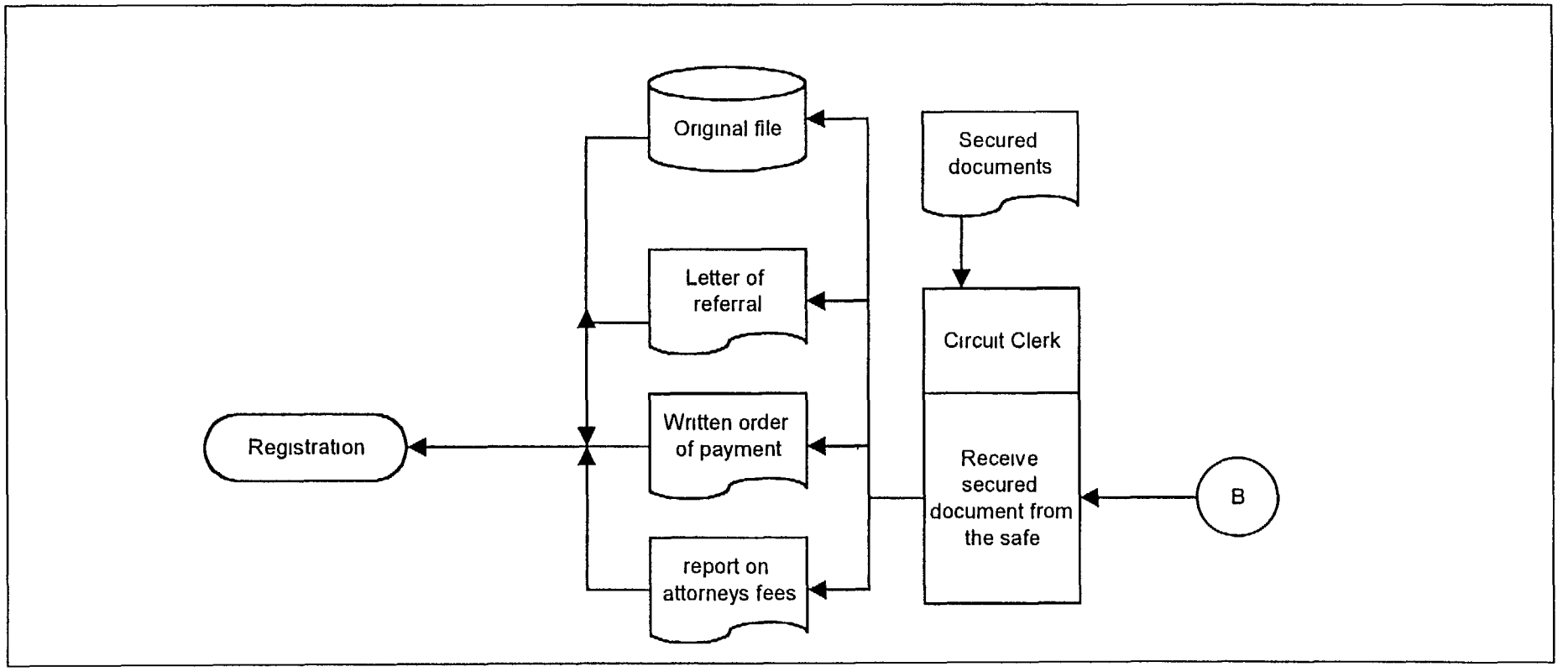
Work cycle	Execution of preliminary judgment with referral of case to Forensics	Location	Circuit Clerk Office	Trigger document	Preliminary judgment with referral of case to Forensics
Cycle code	1-6-13			Frequency	Upon announcement and typing of the judgment



Work cycle	Continuation of Execution of preliminary judgment with referral of case to Forensics	Location	Circuit Clerk Office	Trigger document	Preliminary judgment with referral of case to Forensics
Cycle code	1-6-13			Frequency	Upon announcement and typing of the judgment



Work cycle	Continuation of Execution of preliminary judgment with referral of case to Forensics	Location	Circuit Clerk Office	Trigger document	Preliminary judgment with referral of case to Forensics
Cycle code	1-6-13			Frequency	Upon announcement and typing of the judgment



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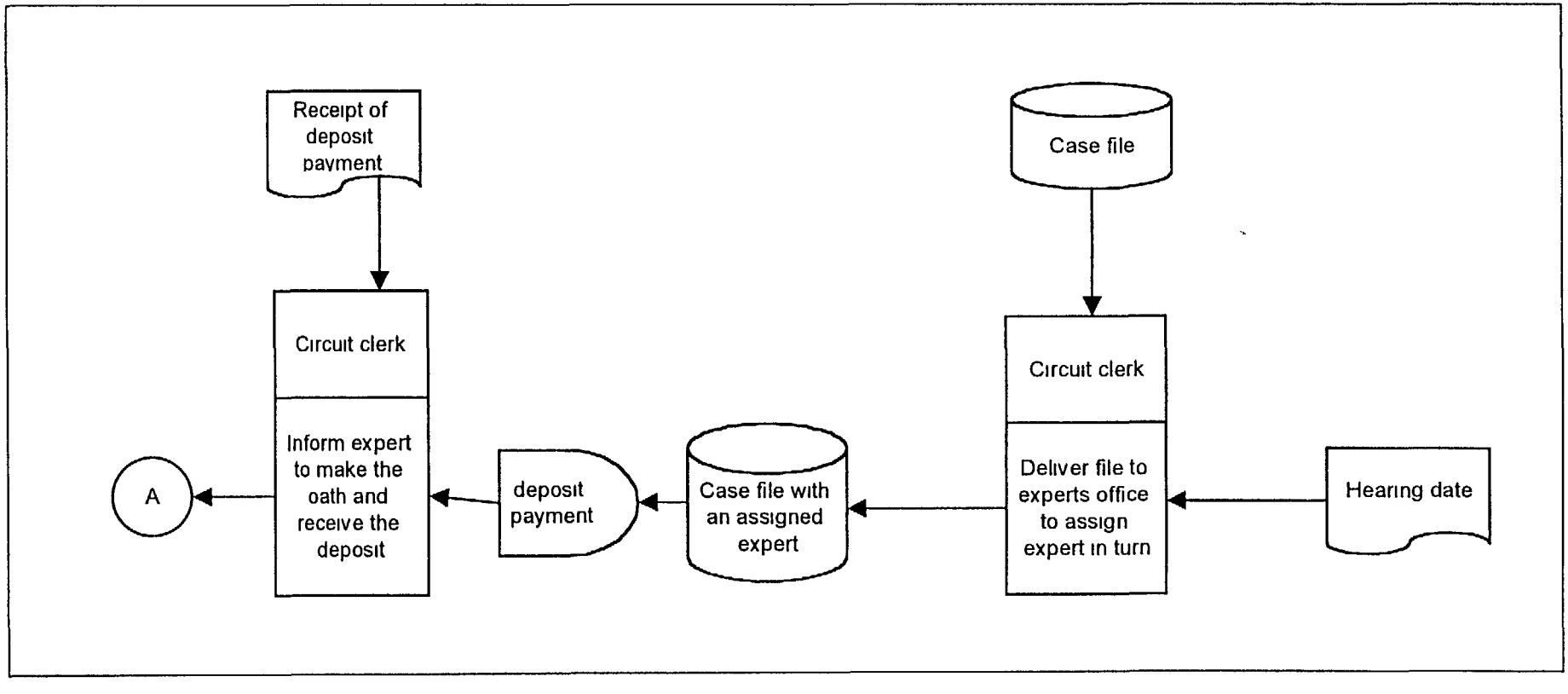
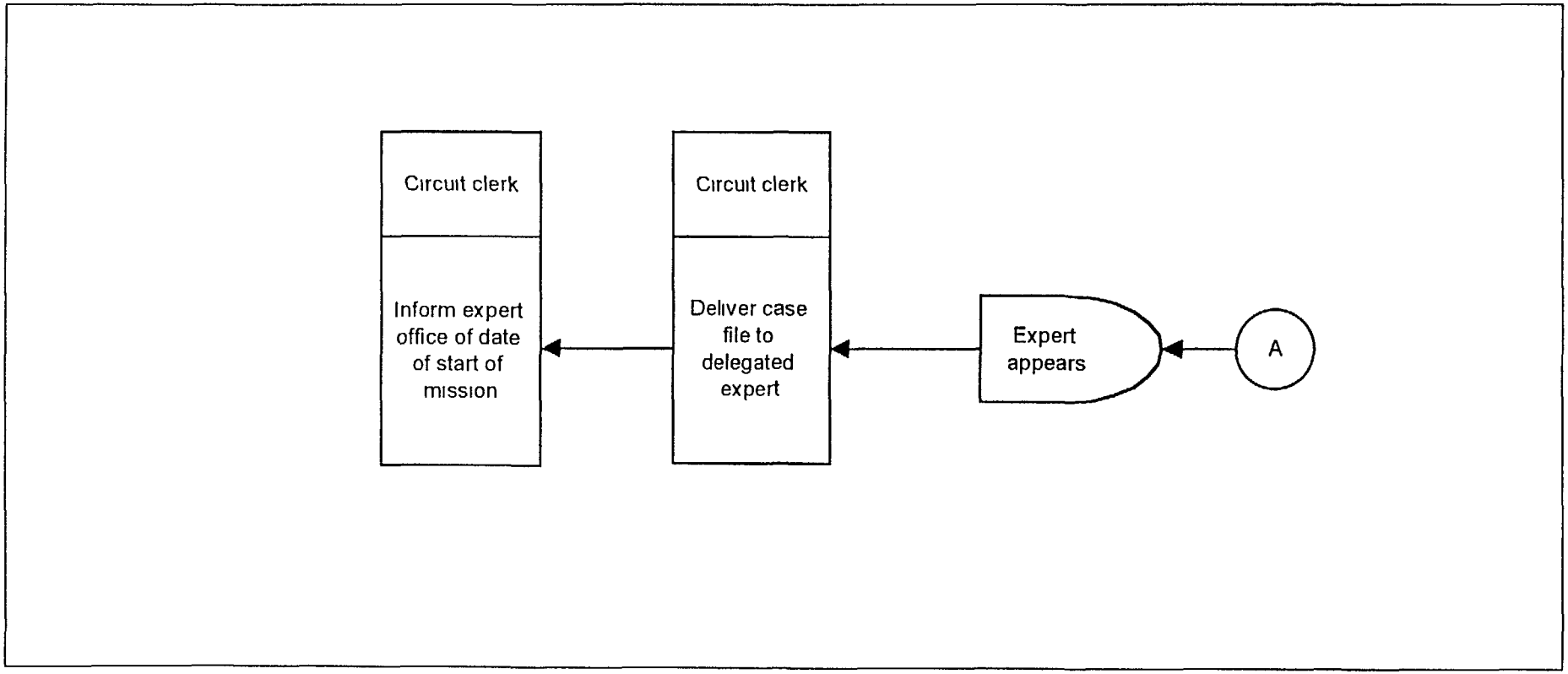
Description of Work cycle Execution of preliminary judgment of referral of case to the Forensics

Job	Description and Remarks
Record case in hearing agenda	In the preliminary judgment, the judge sets two hearing dates the first is held in case of non-payment of the deposit to decide wither continuance of case till deposit is paid or cancellation of referral> in case the obligor does not pay the deposit before the first hearing, the circuit clerk records the case in hearing agenda
Attach money order to the file	Circuit clerk receives money order and attaches it to the file
Notation of file and open new file	Circuit clerk makes a notation on the files, i e reviews the file and makes a list of all the documents in the docket arranged according to date of attachment and in serial He also opens a new file where he keeps all hearing notes and judges' case roll forms only to use it in place of the original file in handling the case while the original file is at the Forensics
Issue letter of referral to Forensics	Circuit clerk issues a letter of referral of case to the Forensics to send it with the original file
Receipt of secured document from the safe	Circuit clerk receives from the safe an envelope where the document claimed to be forged is put to attach to the case file and delivers the case file along with written order of payment and letter of referral to Registration Department to send it to Forensics (according to weight)

Work cycle	Execution of preliminary judgment with delegation of one of the Experts on the roster	Location	Circuit Clerk Office	Trigger document	Preliminary judgment with delegation of an expert on the roster
Cycle code	1-6-11			Frequency	Hearing date



Work cycle	Continuation of Execution of preliminary judgment with delegation of one of the Experts on the roster	Location	Circuit Clerk Office	Trigger document	Preliminary judgment with delegation of an expert on the roster
Cycle code	1-6-11			Frequency	Hearing date



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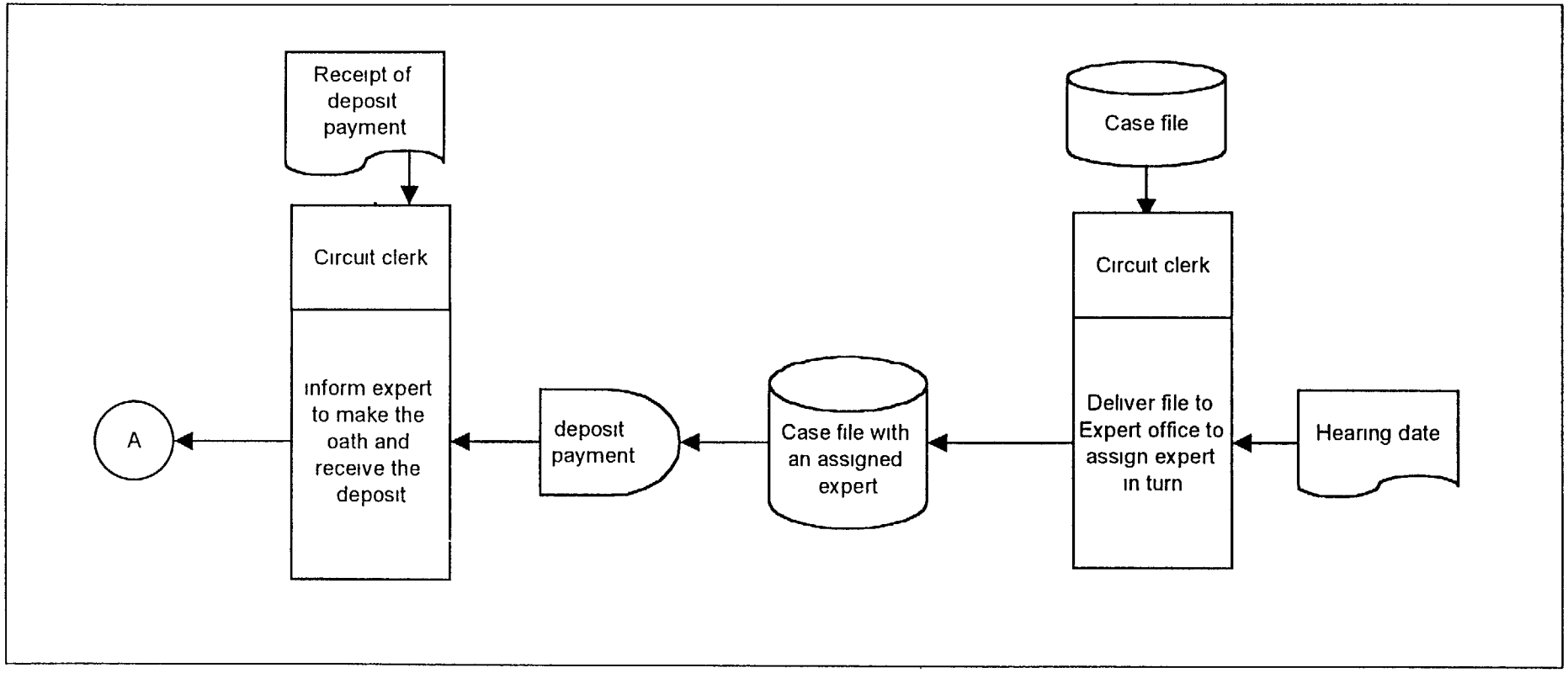
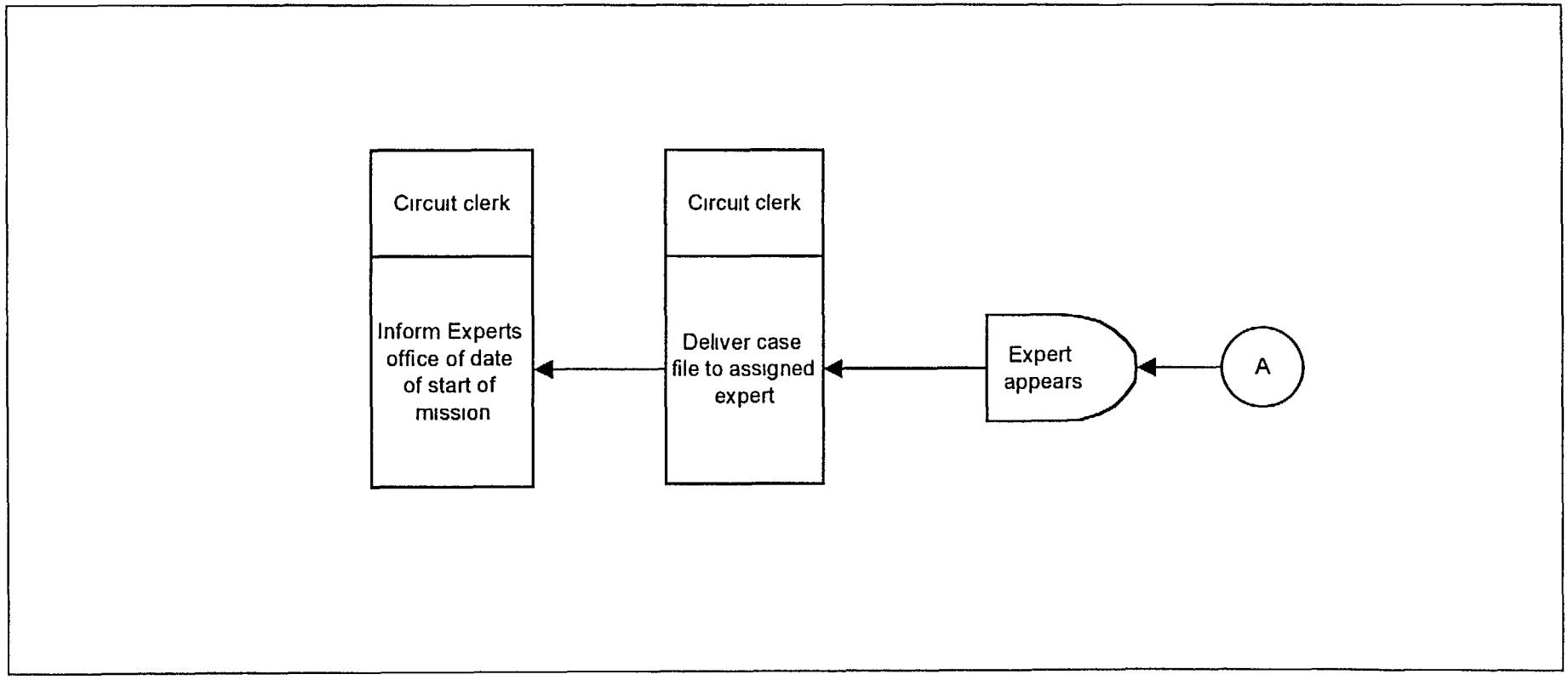
Description of Work cycle Execution of preliminary judgment with delegation of one of the Experts on the roster

Job	Description and Remarks
Deliver case file to Experts Dept in the court to assign expert on turn	Circuit clerk delivers case file to the Experts Dept to assign the expert according to the type of expertise required in the court decision Name and address of expert is put on the file and the circuit clerk keeps it one more till deposit is paid
Notification of expert to come make the oath and receive the deposit	After receiving deposit payment receipt, Circuit clerk sends to the expert according to the address put on the file to come make the oath before the court and cash the deposit to start on the mission he is assigned to
Deliver case file to the expert	Expert receives case file
Notification of Expert Dept with date of start of mission	Circuit clerk notifies Experts Dept with date of delivering case file to the expert to record it

Work cycle	Execution of a preliminary judgment with changing expert on the roster	Location	Circuit clerk office	Trigger document	Preliminary judgment with changing expert on the roster
Cycle code	1-6-12			Frequency	Hearing date



Work cycle	Continuation of Execution of a preliminary judgment with changing expert on the roster	Location	Circuit clerk office	Trigger document	Preliminary judgment with changing expert on the roster
Cycle code	1-6-12			Frequency	Hearing date

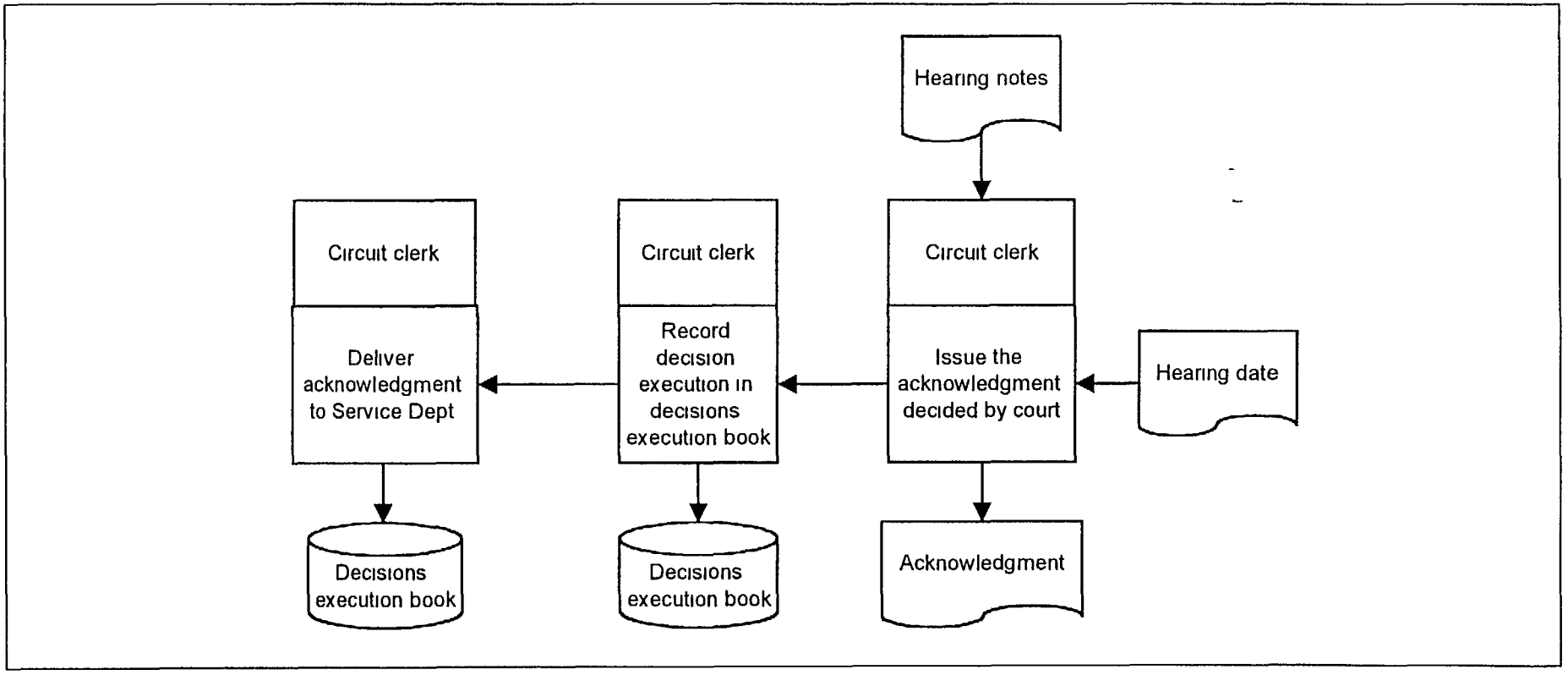


Description of Work cycle Execution of preliminary judgment with changing the expert on the roster

Job	Description and Remarks
Deliver case file to Experts Dept in the court to assign expert on turn	Circuit clerk delivers case file to the Experts Dept to assign the expert according to the type of expertise required in the court decision Name and address of expert is put on the file and the circuit clerk keeps it one more till deposit is paid
Notification of expert to come make the oath and receive the deposit	After receiving deposit payment receipt, Circuit clerk sends to the expert according to the address put on the file to come make the oath before the court and cash the deposit to start on the mission he is assigned to
Deliver case file to the expert	Expert receives case file
Notification of Expert Dept with date of start of mission	Circuit clerk notifies Experts Dept with date of delivering case file to the expert to record it

409

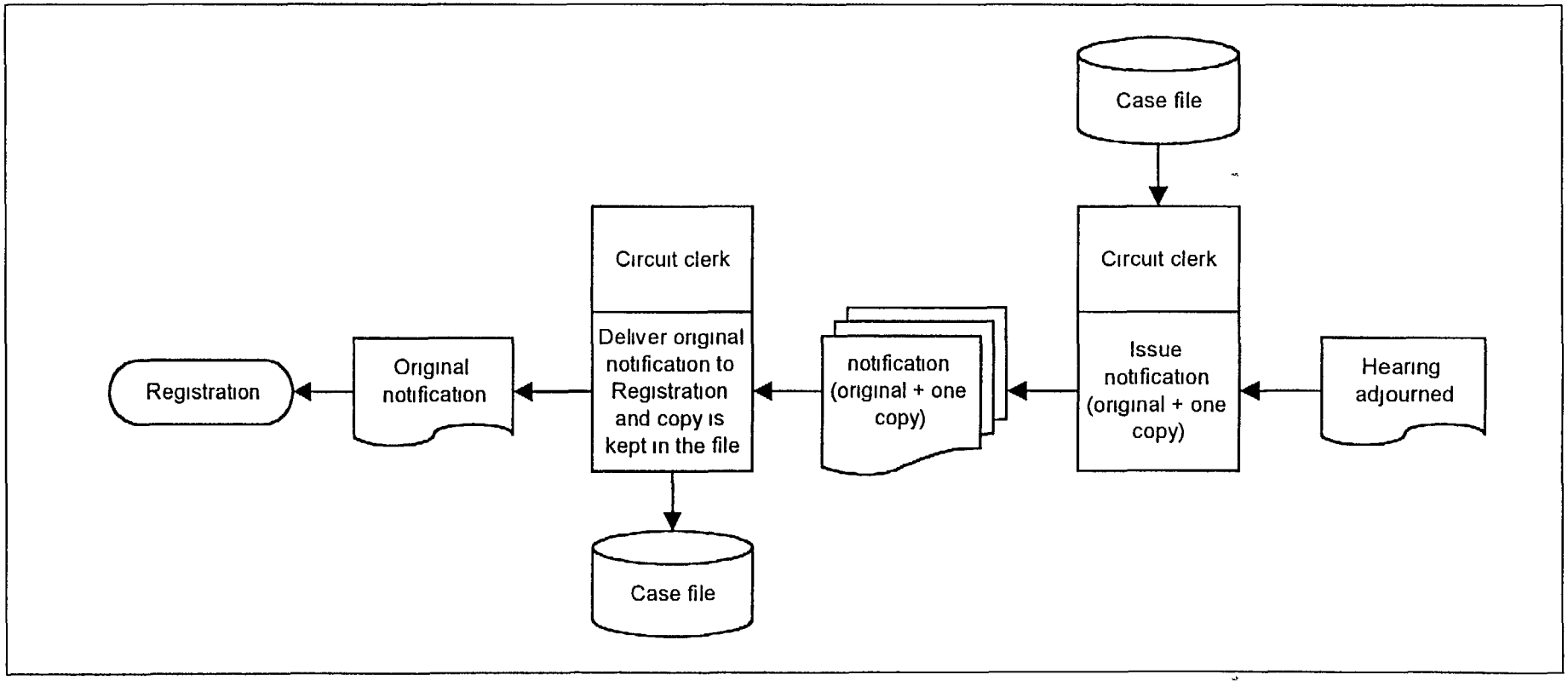
Work cycle	Execution of court order with service to be undertaken by Clerks Dept	Location	Circuit Clerk Office	Trigger document	Court order
Cycle code	1-6-14			Frequency	According to hearing date



Description of Work cycle Execution of court order with service to be undertaken by Clerks Dept

Job	Description and Remarks
Issue the acknowledgment decided by the court in its decision	Upon the court order which obliges Clerks Dept to execute the service, circuit clerk issues the acknowledgment The following are examples of the court orders accompanied by acknowledgments to be undertaken by Clerks Dept 1 Administrative continuance 2 Continuance for servicing preliminary judgment and obliging Clerks Dept to undertake the service 3 Continuance for servicing admin continuance and oblige Clerks Dept to undertake the service 4 Continuance for servicing litigants with referral of case 5 Continuance for servicing receiving Experts report
Record execution of decision in decisions execution book	Circuit clerk makes a note stating execution of decision by recording decision information and date of acknowledgment issuance in decisions execution book
Deliver acknowledgment to Service Dept	Circuit clerk delivers acknowledgment to the Service Dept and the receiver signs in decision execution book

Work cycle	Execution of court order of notification of outside authority	Location	Circuit clerk Office	Trigger document	End of hearing
Cycle code	1-6-15			Frequency	End of hearing



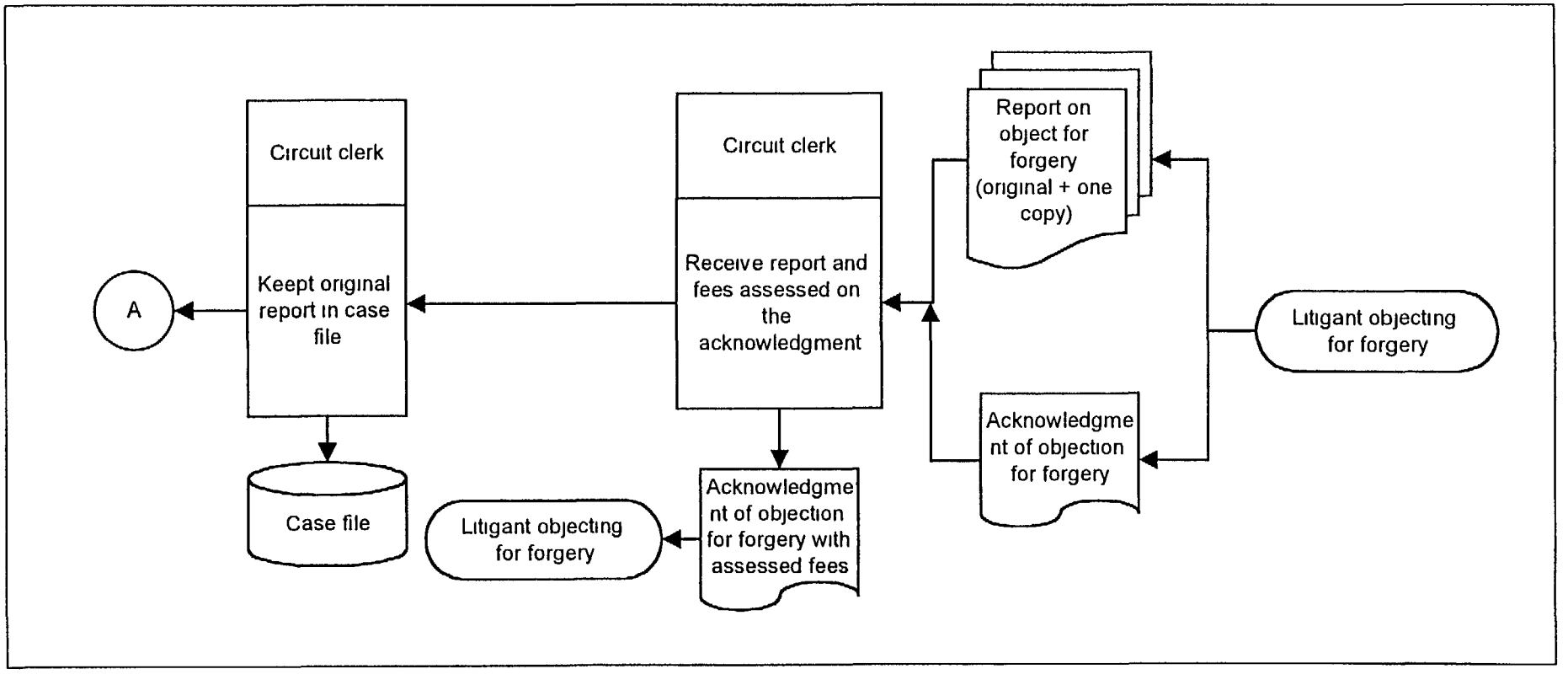
412

Description of Work cycle Execution of court order of notification of outside authority

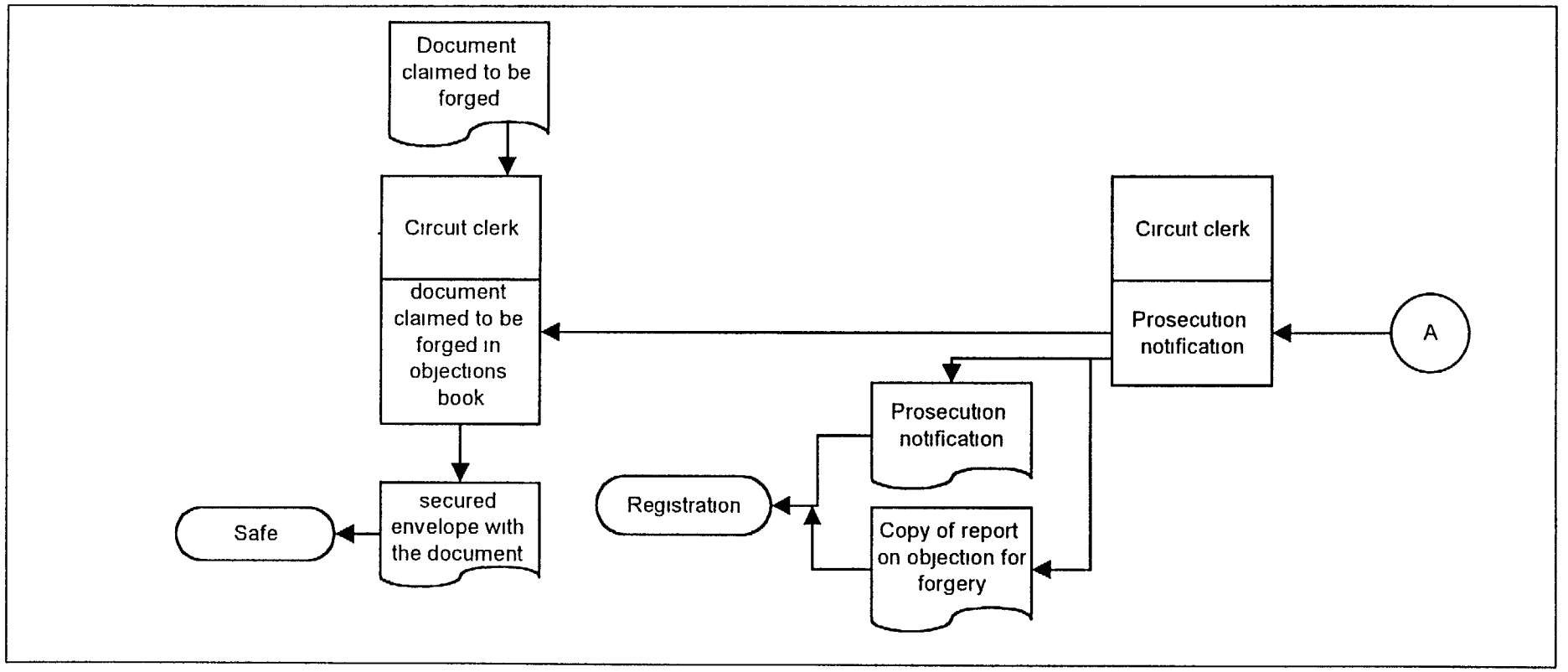
Job	Description and Remarks
Issue notification (original and one copy)	Upon court order, circuit clerk issues a notification to the authority defined by court (original and one copy) The following are examples of the court orders accompanied by notification to be issued by Clerks Dept 1 Continuance for documents attachments and notification of authority requested to attach the documents 2 Continuance for not receiving experts or forensics report and enhance the report 3 Continuance for investigations with notification of police station 4 Continuance for notification of probate prosecution with existence of minors 5 Continuance for attaching potential evidence with notification of authority requested to attach the potential evidence
Deliver original notification to Registration Dept and keep the copy in the file	Original notification is delivered to Registration Dept by signing the copy to send the notification to the concerned authority and circuit clerk keeps the copy signed by Registration Dept in the case file which is considered an execution of court order

43

Work cycle	Procedures of request of claiming forgery	Location	Circuit clerk Office	Trigger document	Report on claim of forgery
Cycle code	1-6-17			Frequency	Upon request



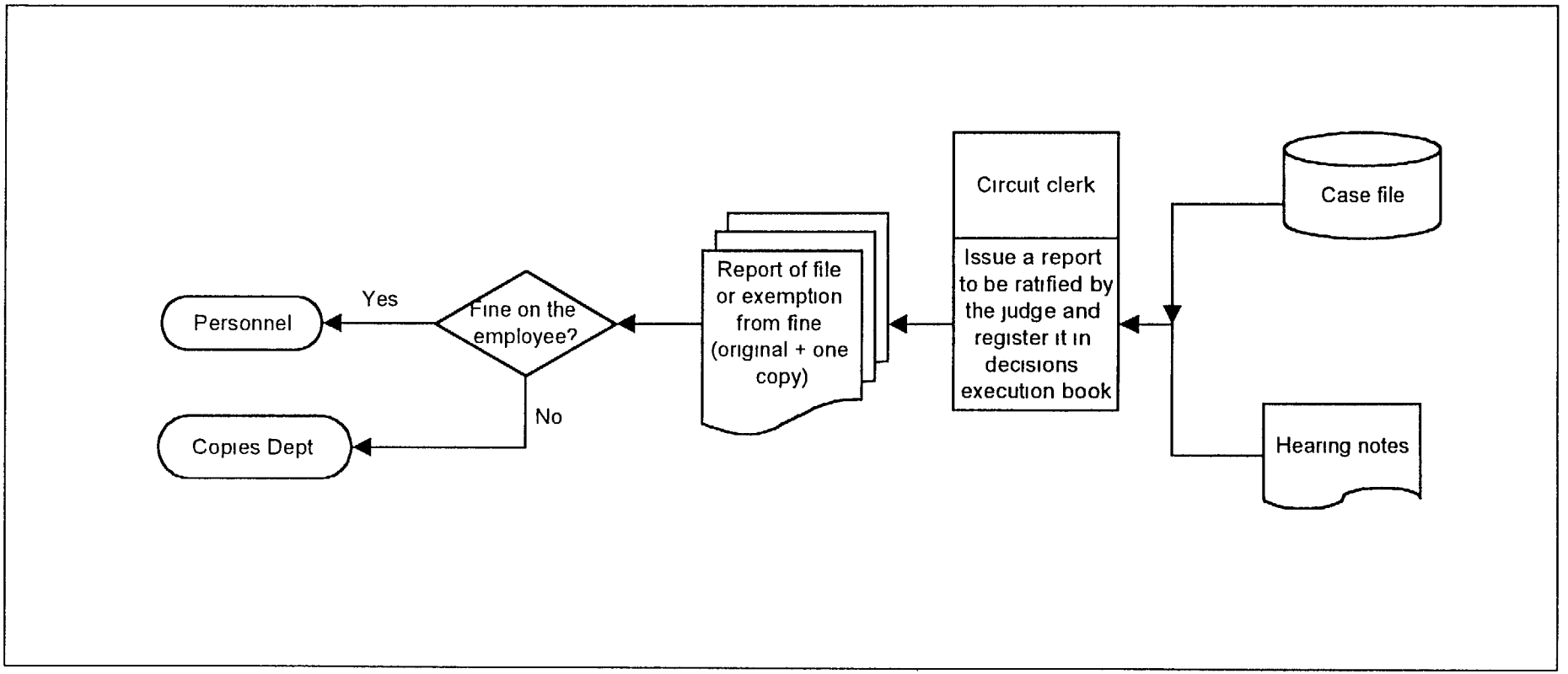
Work cycle	Continuation of Procedures of request of claiming forgery	Location	Circuit clerk Office	Trigger document	Report on claim of forgery
Cycle code	1-6-17			Frequency	Upon request



Description of Work cycle Procedures of request of claiming forgery

Job	Description and Remarks
Receipt of report and fees assessment for acknowledgment of claim of forgery	Circuit clerk makes sure of approval of court to accept claim of litigant of forgery before receiving the documents He also checks the identity of the person submitting the report so as to be either the litigant claiming forgery or his attorney Then fees are assessed for the acknowledgment and then the circuit clerk receives original and copy of report on forgery claim The claim submitter signs on the claim
Prosecution notification	Circuit clerk sends a notification to the prosecution and attaches to it a copy of forgery claim so that the prosecution follows up the criminal aspect in the case when the forensics report is available
Issuance and recording of the document in claims book	Circuit clerk puts the document claimed to be forged in an envelope as a secured document and seals the envelope with red wax and keeps it in claims safe He also records case data in claims book

Work cycle	Execution of court order with fine or exemption from fine for one of the litigants or court employee	Location	Circuit Clerk Office	Trigger document	Hearing notes
Cycle code	1-6-18			Frequency	Hearing date

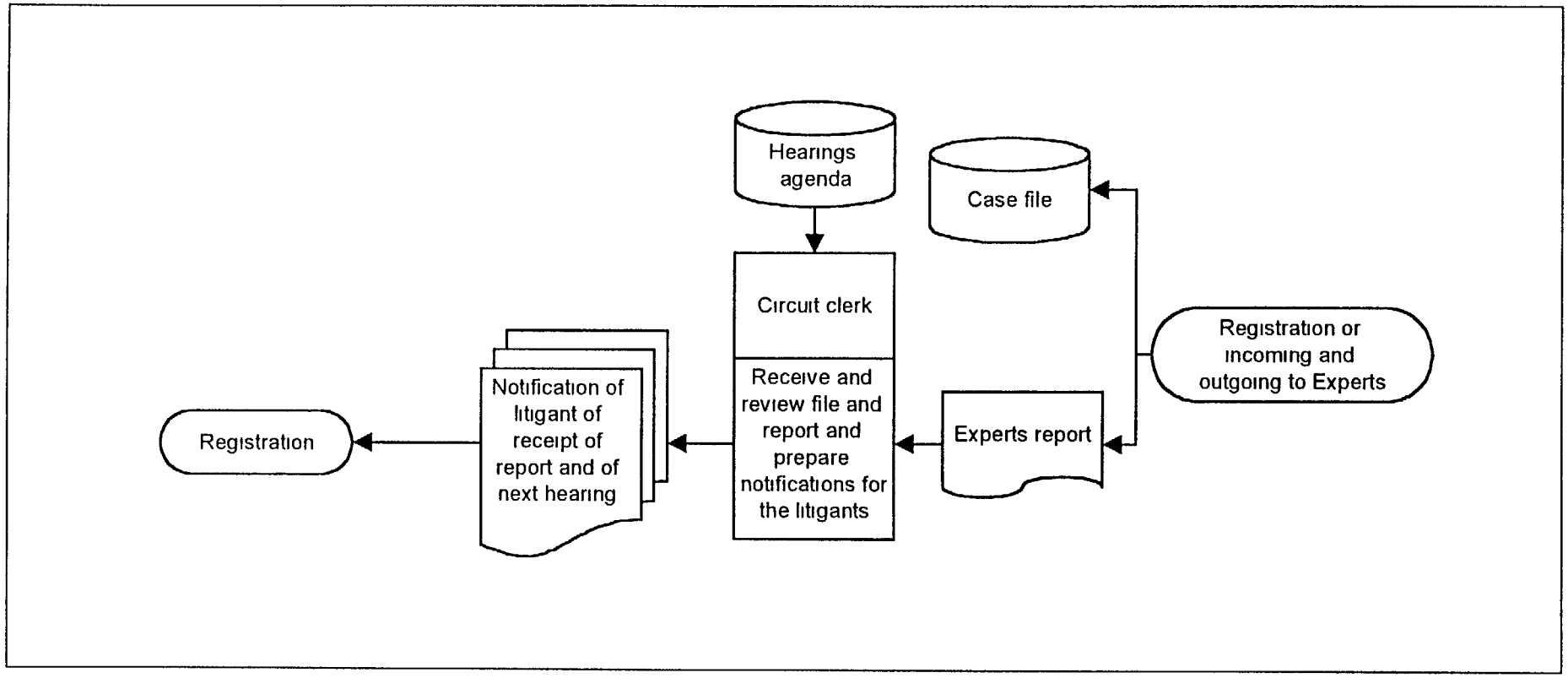


Description of Work cycle Preparation of report with a fine or exemption from a fine

Job	Description and Remarks
Notes are issues and registered in decisions execution book	• Circuit clerk, upon court order, issues report for fine or exemption from fine and specifies the one obliged with the decision The notes are then delivered after signature by chief judge to Copies Dept for registration • The report then is delivered to Claims Dept to execute it if the obligor is not a court employee In case the obligor is a court employee, notes are delivered to Personnel

418

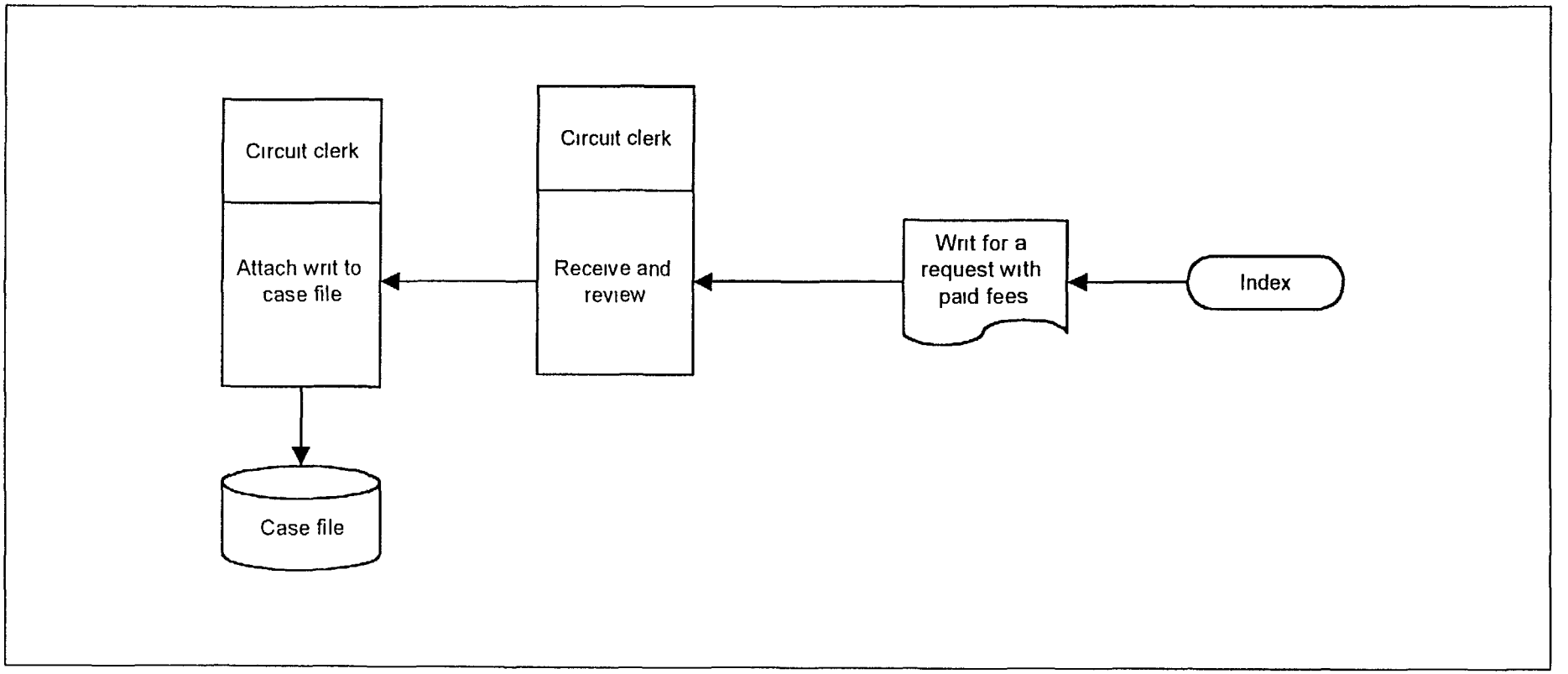
Work cycle	Servicing litigants of receiving experts report	Location	Circuit clerk Office	Trigger document	Experts report
Cycle code	1-6-19			Frequency	Upon request



Description of Work cycle Servicing litigants of receiving experts report

Job	Description and Remarks
Receipt and reviewing of case file and report	• Circuit clerk receives case file including the report from the Registration Dept if the file was referred to the forensics, or from Experts Correspondence Office, if the case is referred to Experts Dept he then reviews the file and documents included to make sure file is complete
Preparation of notifications for the litigants	Circuit clerk prepares notifications for litigants to inform them of receiving experts report and next hearing date Number of notifications is set according to number of litigants, then notifications are delivered to Registration Dept to mail them

Work cycle	Attaching requests to case file	Location	Circuit Clerk Office	Trigger document	Request
Cycle code	1-6-20			Frequency	Upon request

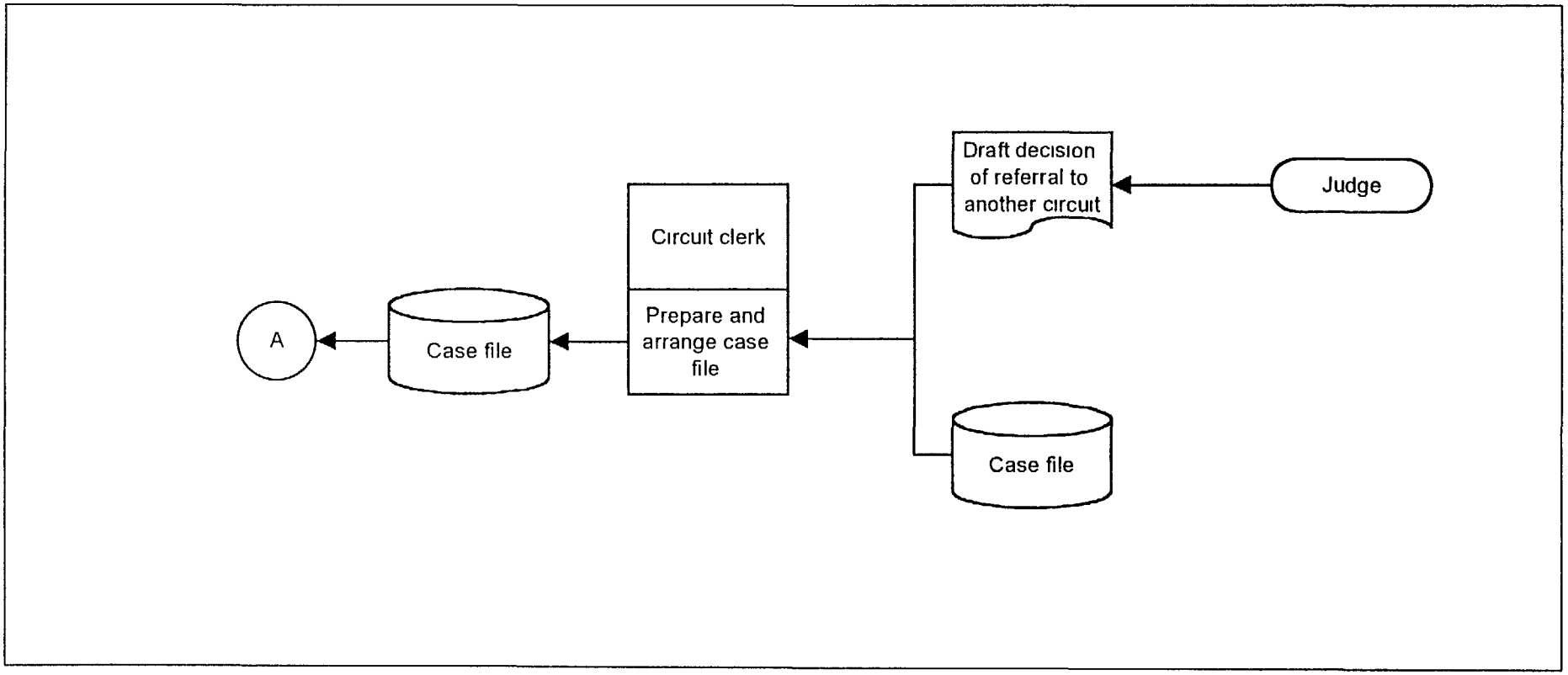


124

Description of Work cycle Attaching request to case file

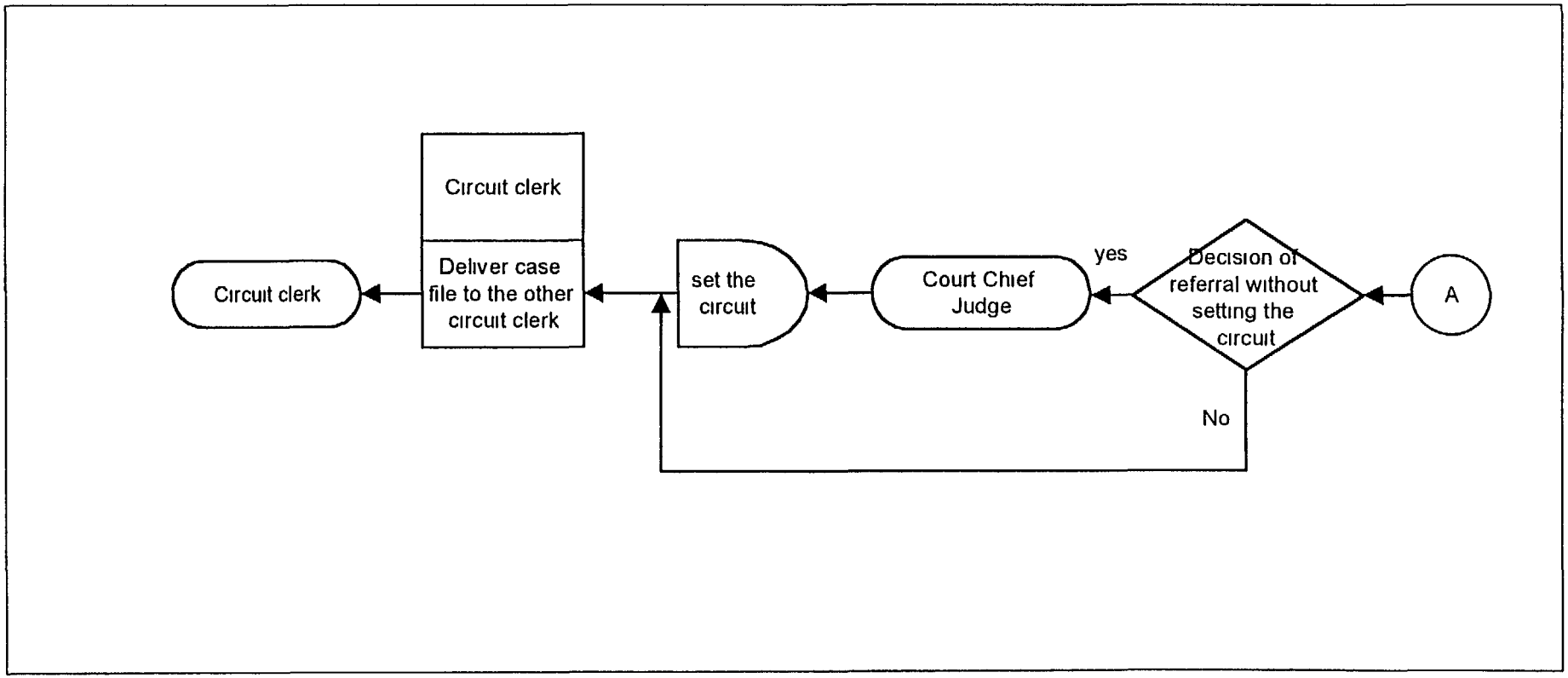
Job	Description and Remarks
Receipt and revision	• Circuit clerk receives writ of request from either the plaintiff or defendant and revises the writ and fees payment
Attaching request to case file	Circuit clerk attaches writ to case file and makes a notation of it on the file docket Requests might include the following 1) Requests submitted by the plaintiff • Correction of original request in the writ of summons or change its subject • Requests completing the original request • Addition or change in case cause • Request for order for conservative or temporary procedure • Other requests after court's approval 2) Requests submitted by defendant • طلب المقاصة القضائية (Procedural law, Article No 125) • Request for compensation order because of harm to defendant from original case or one of its procedures • Other requests related to original case after court approval 3) Requests for intervention or introduction of litigants

Work cycle	Execution or court order to refer the case to another circuit	Location	Circuit clerk office	Trigger document	Court order
Cycle code	1-6-22			Frequency	Upon request



423

Work cycle	Continuation of Execution or court order to refer the case to another circuit	Location	Circuit clerk office	Trigger document	Court order
Cycle code	1-6-22			Frequency	Upon request

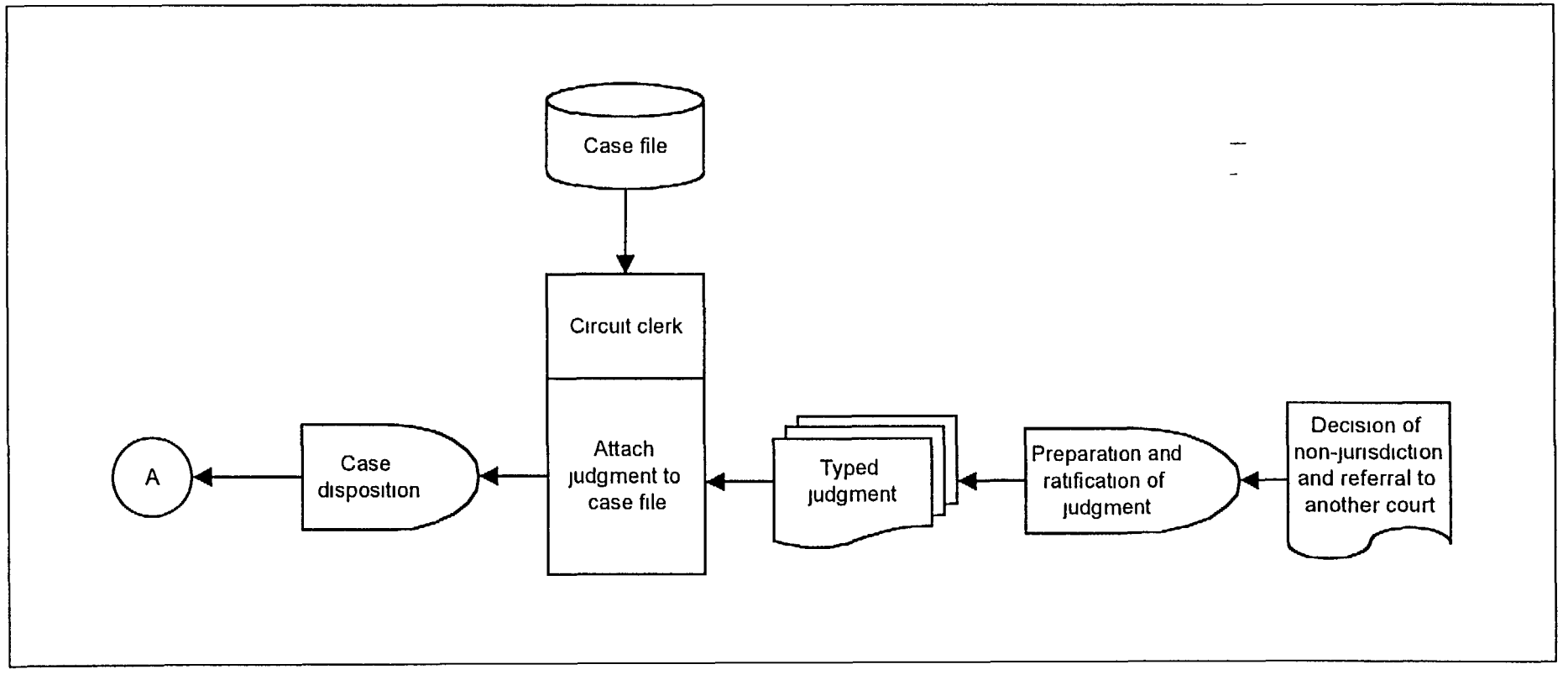


424

Description of Work cycle Referral of case to another circuit in the same court

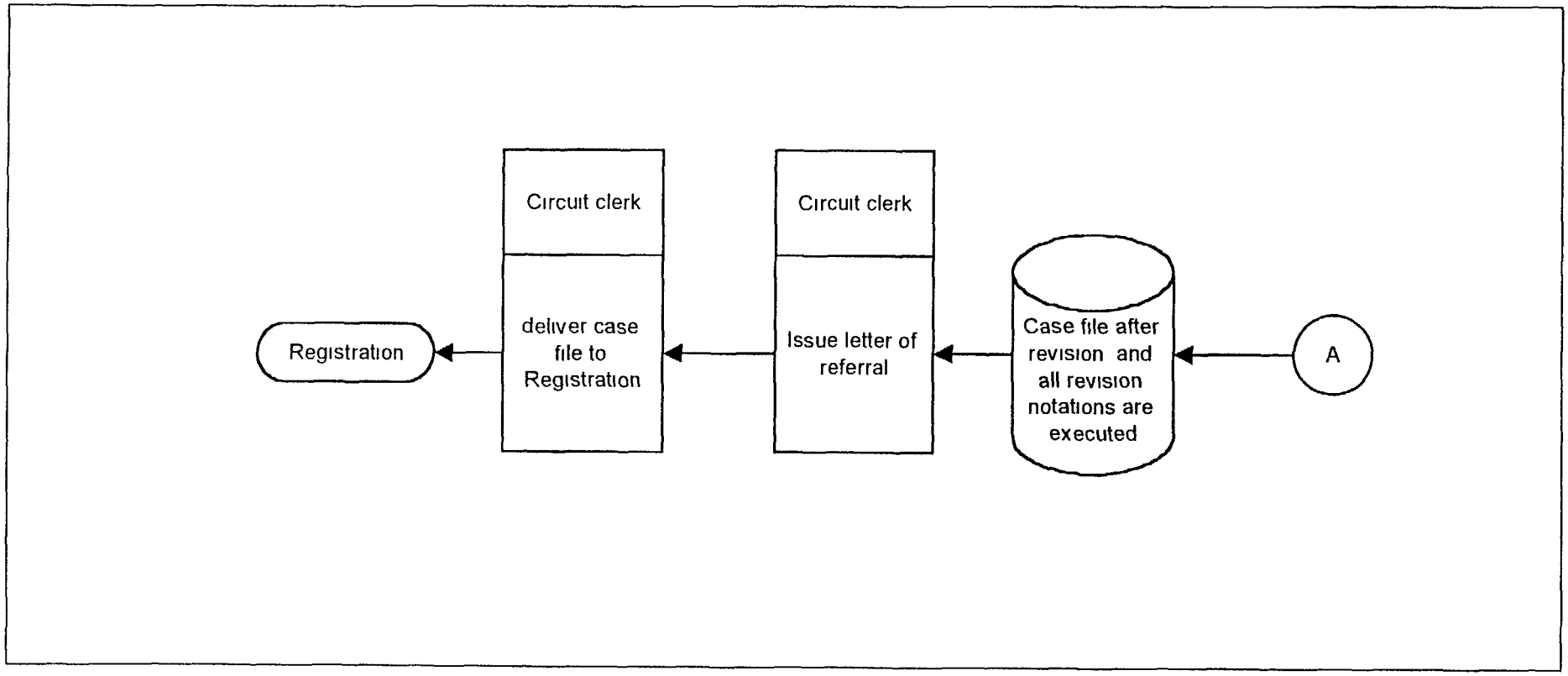
Job	Description and Remarks
Preparation and delivery of case file to circuit clerk to which the case is referred	Circuit clerk arranges and revises case file contents in order to deliver it to circuit clerk to which the case is referred If the court order specifies the other circuit, circuit clerk delivers the file to the clerk of the other circuit If court order does not specify a circuit, like when the case is referred to another circuit due to some kind of embarrassment then the circuit clerk shows the file to Chief Justice to specify a circuit to look in to the case Then the circuit clerk delivers the file to the other circuit clerk

Work cycle	Execution of court decision of non-jurisdiction and referral to another circuit	Location	Circuit clerk office	Trigger document	Decision of non-jurisdiction and referral to another circuit clerk
Cycle code	1-6-21			Frequency	Decision announcement



426

Work cycle	Continuation of Execution of court decision of non-jurisdiction and referral to another circuit	Location	Circuit clerk office	Trigger document	Decision of non-jurisdiction and referral to another circuit clerk
Cycle code	1-6-21			Frequency	Decision announcement



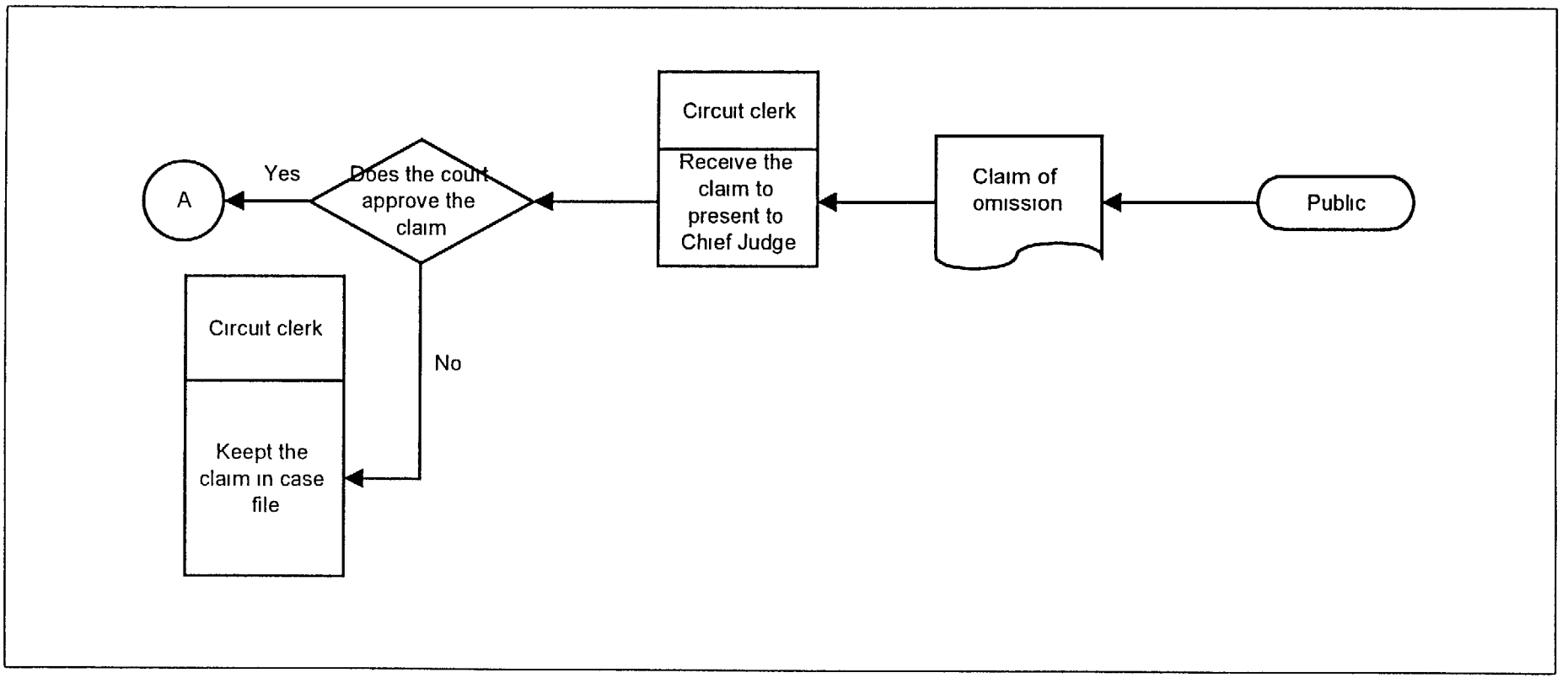
427

Description of Work cycle Execution of court decision of non-jurisdiction and referral to another circuit

Job	Description and Remarks
Issuance of referral letter	Circuit clerk carries out procedures of referral He prepares a letter of referral to the court to which the case is referred and attaches it to the file, then gives it to Registration Dept to send it to the other court Non-jurisdiction could be because of case type or value (according to value of requests in the writ of summons If the value is less than the amount specified to court of First Instance, the case is referred to a partial court) Non-jurisdiction could be also of territory according to litigants addresses and the court responsible for their territory of residence

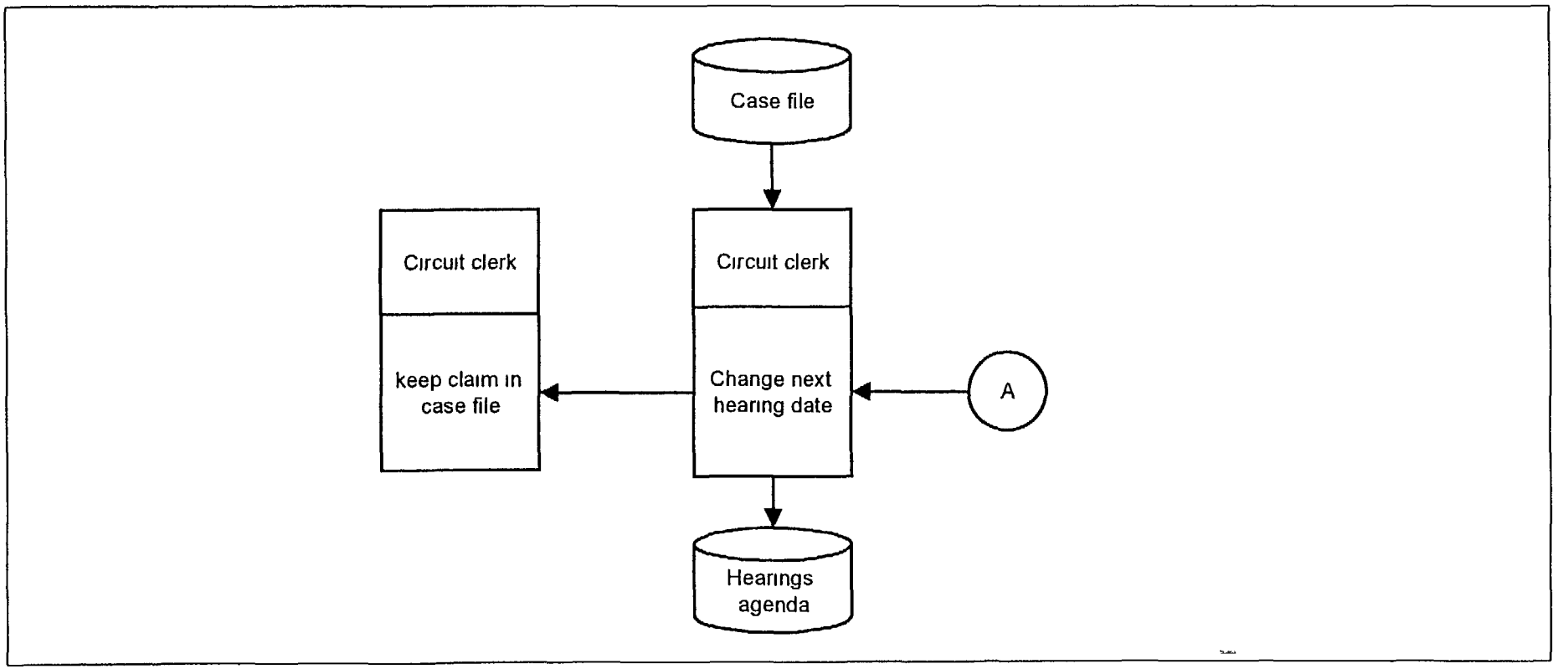
428

Work cycle	Receipt of request from the public to make hearing date earlier	Location	Circuit clerk office	Trigger document	Request of making hearing date earlier
Cycle code	1-6-26			Frequency	Upon request



429

Work cycle	Receipt of request from the public to make hearing date earlier	Location	Circuit clerk office	Trigger document	Request of making hearing date earlier
Cycle code	1-6-26			Frequency	Upon request



426

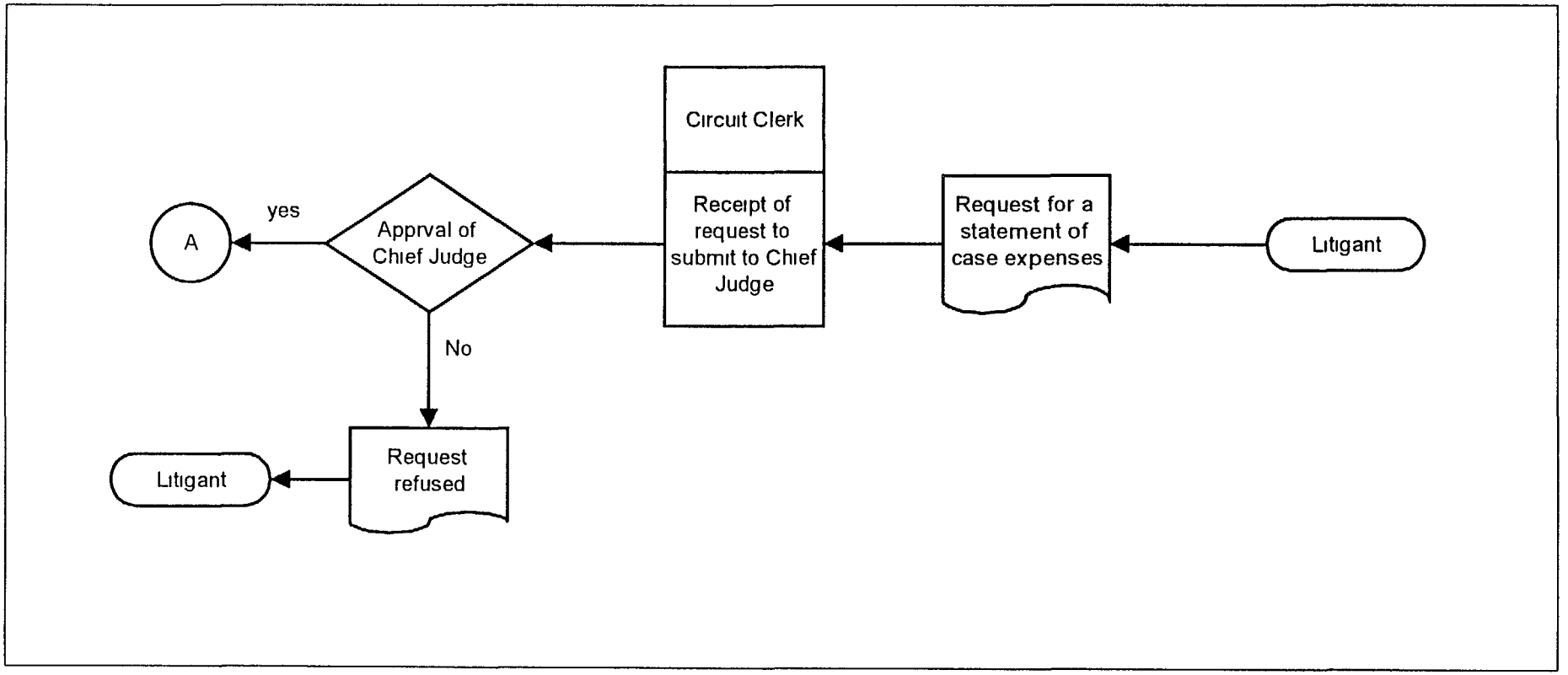
Description of Work cycle Receipt of request from the public to make hearing date earlier

Job	Description and Remarks
Receipt of request to make hearing date earlier from the public to present to Chief Judge	Circuit clerk receives the claim and presents to Chief Judge to make his decision
Change of next hearing date	Circuit clerk records case data in the page of hearing date set by the Chief judge This is done before hearing date previously set and makes a notation on the page of the cancelled hearing of the new hearing date
Keep claim in case file	Circuit clerk keeps claim either approved r refused by Chief Judge in case file

Description of work cycle data Receipt of claim of negligence from the public **Dept** Circuit Clerk
Job Change next hearing date for the case

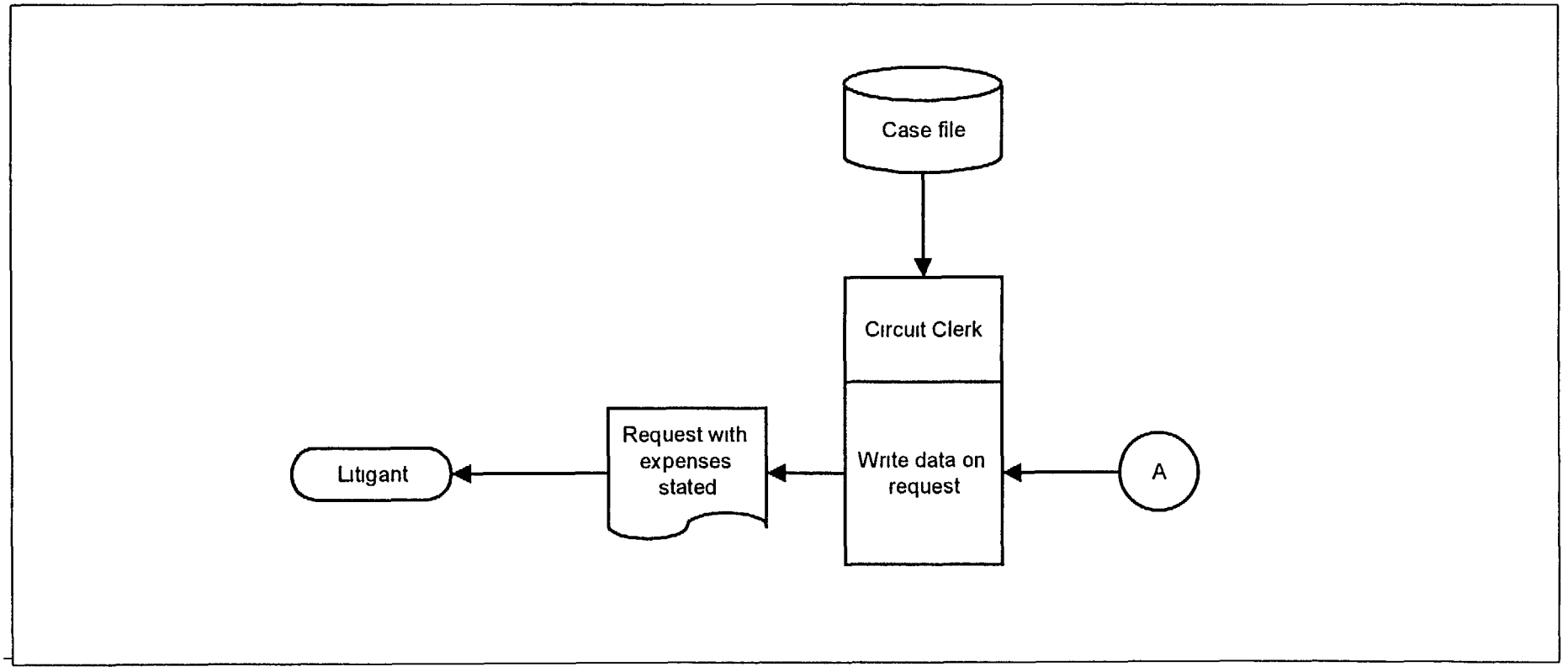
Name of Form / Book The Typed name	Form code	Item	Item meaning	Changed	Remarks
Hearing agenda		List type	The list includes briefs or judgments	•	
		Hearing type	Special or common hearing	•	Special hearings are not periodic and Chief Judge requests holding such hearings in case of too many cases
		Date, time, and day of the week		•	
		Judges' and circuit clerk's name		•	
		Serial	Number of case roll (case order)	•	
		Case number and year of initiation	Case number and year of initiation	•	
		Litigants' names	Names of plaintiffs and defendants	•	Primary plaintiff and primary defendant
		Date of previous hearing	Date of last hearing	•	
		Decision of previous hearing	Summary for reason of continuance to current hearing from previous hearing	•	
		Decision	Summary of court decision		
		Symbol of judge announcing the judgment			Only in case of judgments

Work cycle	Receipt of request of issuing certificates for case expenses	Location	Circuit clerk Office	Trigger document	Request for getting a statement of case expenses
Cycle code	1-6-27			Frequency	Upon request



433

Work cycle	Continuation of Receipt of request of issuing certificates for case expenses	Location	Circuit clerk Office	Trigger document	Request for getting a statement of case expenses
Cycle code	1-6-27			Frequency	Upon request



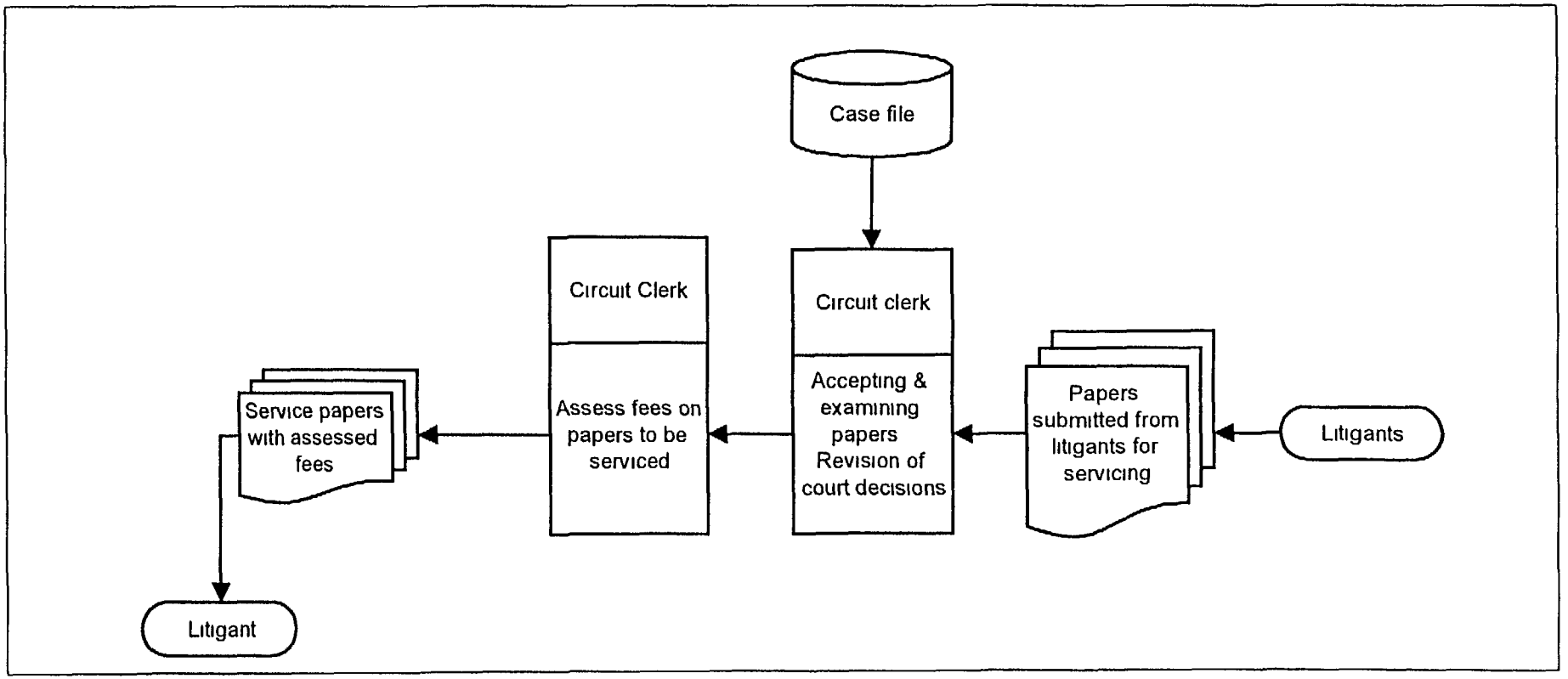
434

Description of work cycle Receipt of request of issuing certificates for case expenses

Job	Description and Remarks
Receive request and submit to Chief Judge	Circuit clerk receives request from litigant and submits it to Chief Judge
Write data on request	After approval of Chief Judge, the clerk writes a statement with expenses paid for the case based on receipts in the file This data is used in reimbursement of expenses paid by a non-complying litigant

435

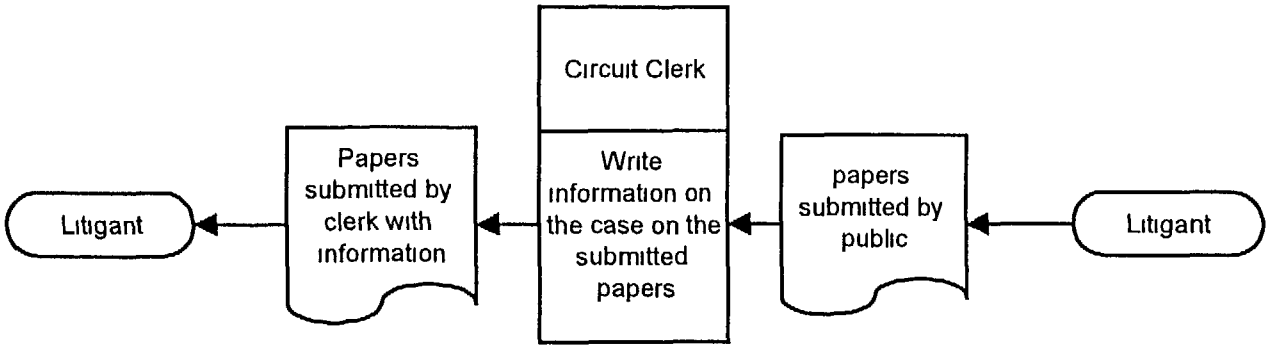
Work cycle	Assess fees on servicing papers submitted by public	Location	Circuit clerk Office	Trigger document	Papers submitted by public
Cycle code	1-6-23			Frequency	Upon request



Description of work cycle Assess fees on servicing papers submitted by the public

Job	Description and Remarks	
Receipt and examination of papers and reviewing court decision	The clerk revises papers submitted for servicing along with court decision during the last hearing in the case file to make sure that court has approved servicing in case court approval is required Court decision that requires servicing are as follows	
	1 Continuance for introduction of new litigants 2 Continuance for litigating the obliged with writ of execution 3 Continuance for payment of intervention or introduction of litigants 4 Continuance for servicing requests of the intervening or introduced litigant 5 Continuance for request of pulling out of the case 6 Continuance for amendment of plaintiff s request 7 Continuance for servicing request amendments 8 Continuance for re-servicing request amendments 9 Continuance for servicing renewal of dismissed case 10 Continuance for servicing enhancement of stalled or discontinued case	11 Continuance for servicing witnesses 12 Continuance to proceed with forgery claims 13 Continuance for servicing forgery witnesses 14 Continuance for issuing of a sub-case 15 Continuance for servicing papers of sub-case 16 Continuance for servicing litigants that one of the litigants has pulled out of the case 17 Continuance for introduction of new litigants 18 Continuance for servicing preliminary judgment and obliging one of the litigants to undertake it 19 Continuance for servicing admin continuance and obliging one of the litigants to undertake it 20 Continuance for servicing return of case to case roll from dismissal 21 Continuance for servicing opening writ of summons
Assess fees on papers to be serviced	The circuit clerk assesses fees on papers based on fees regulations and according to the papers (e g return of opening writ of summons with notation by circuit clerk to be served without fees)	

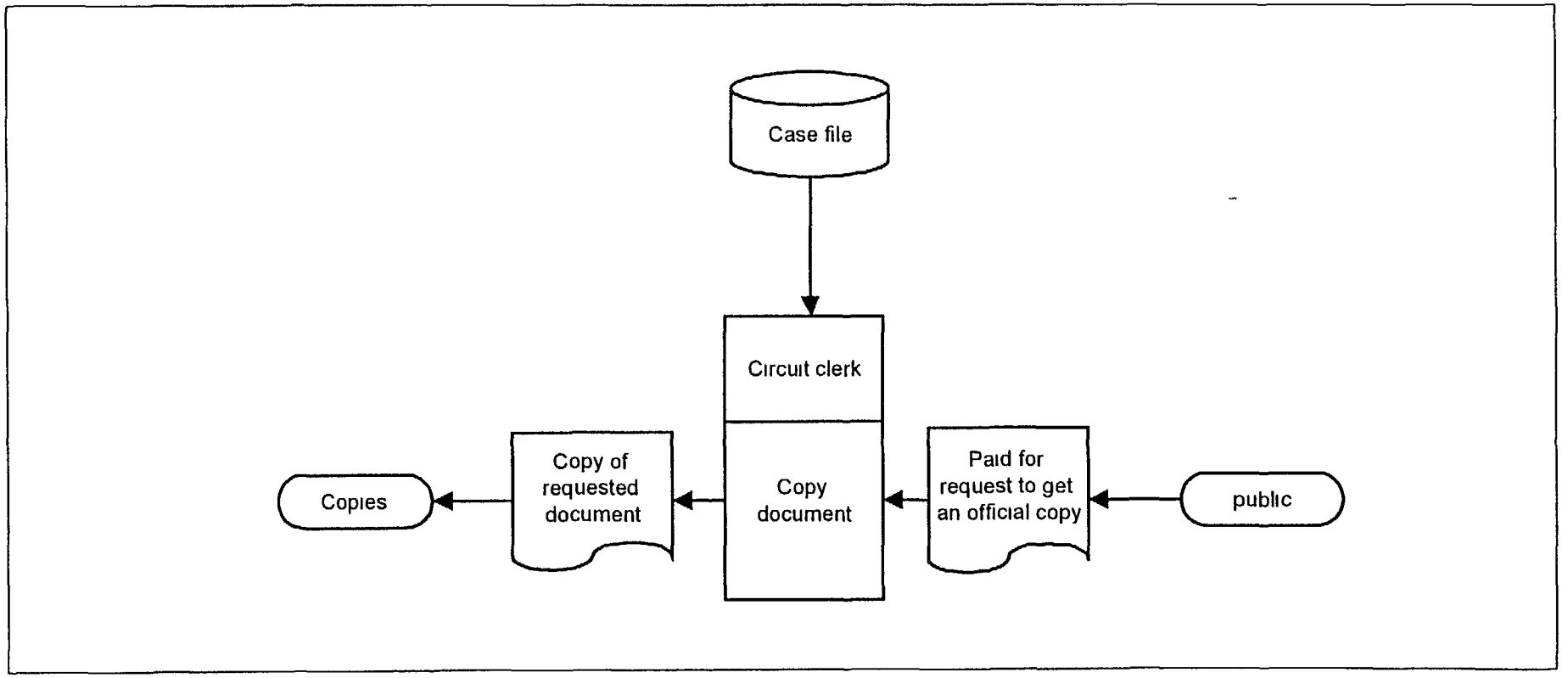
Work cycle	Write information about a case on papers submitted by litigants	Location	Circuit clerk office	Trigger document	Papers submitted by public
Cycle code	1-6-24			Frequency	Upon request



Description of work cycle writing information about a case on papers submitted by litigants

Job	Description and Remarks
Writing information about a case on submitted papers	The clerk writes the case information on papers submitted This information differs according to the nature of papers submitted for example paid expenses, receipt of payment, and the court judgment and date of judgment announcement This information is needed by the litigant in certain cases like submission of writ of renewal of a dismissed case or enhancement writ for a stalled or discontinued case so that litigant can register the case in the Index Dept

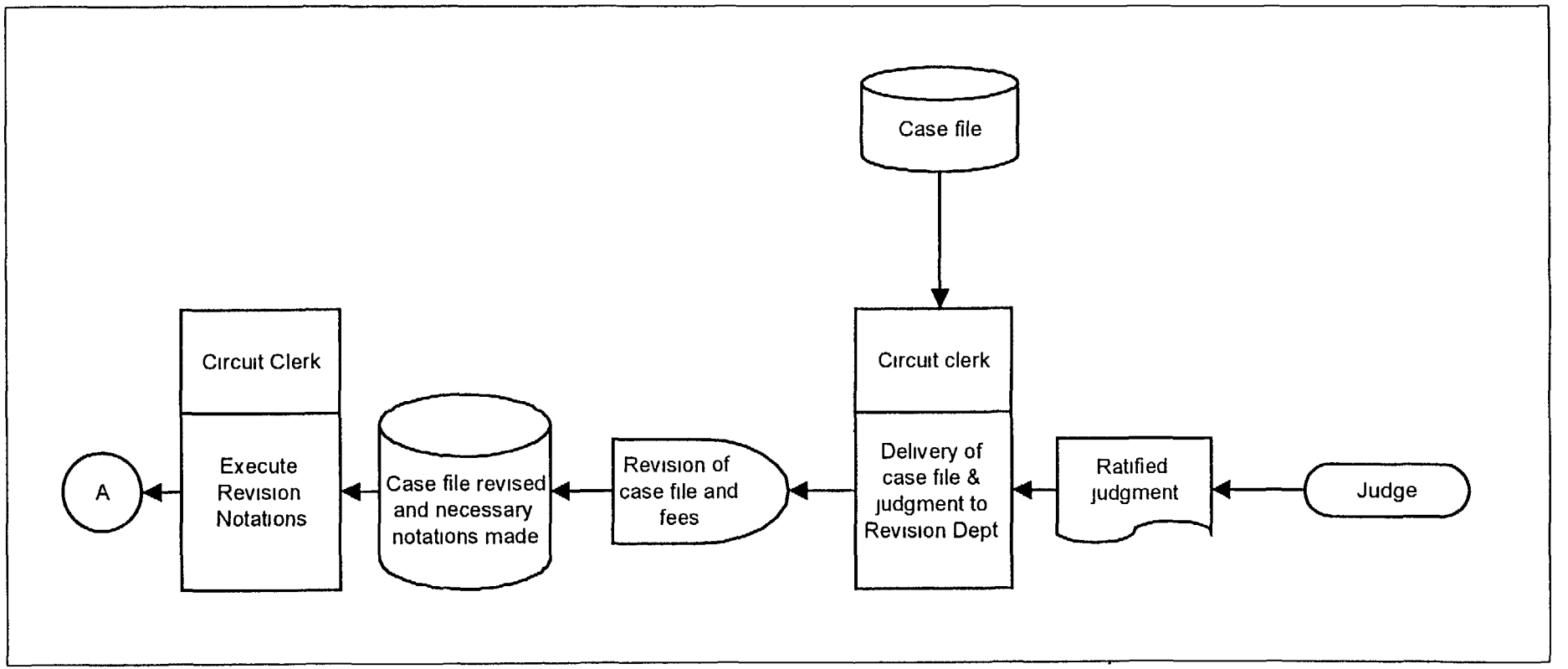
Work cycle	Deliver official copy of a document from the file to the public	Location	Circuit clerk office	Trigger document	Request from public with paid fees
Cycle code	1-6-25			Frequency	Upon request



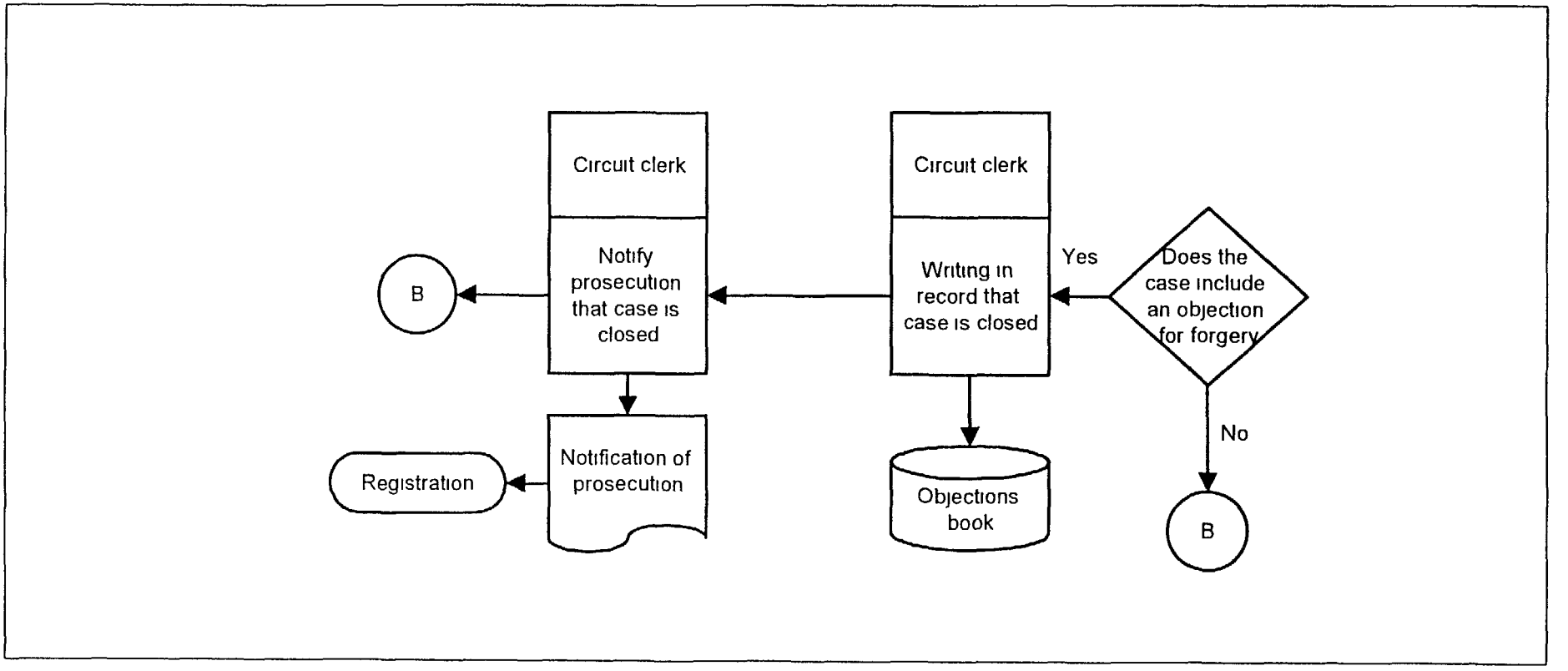
Description of work cycle Deliver official copy of a document from the file to the public

Job	Description and Remarks
Copying documents	The circuit clerk gives the document to the individual requesting the copy and withholds his ID to make sure that he returns it after copying it and getting official stamp Any person can get an official copy from a certificate from the case file even if he was not one of the case litigants (e g get an official copy of a judgment to use as an example in another case) In some cases the litigant needs an official copy of the hearings to implement a court decision, like 1 Continuance for submission of documents from outside authorities The litigant is to get the documents and needs an official copy of hearing notes to submit to the concerned authority to get the documents 2 Continuance for registration of writ in the Registration Office and litigants receives an official copy of the writ of summons 3 Continuance for investigation and authorizing one of the litigants to undertake the investigation The authorized litigants needs an official copy of the hearing notes

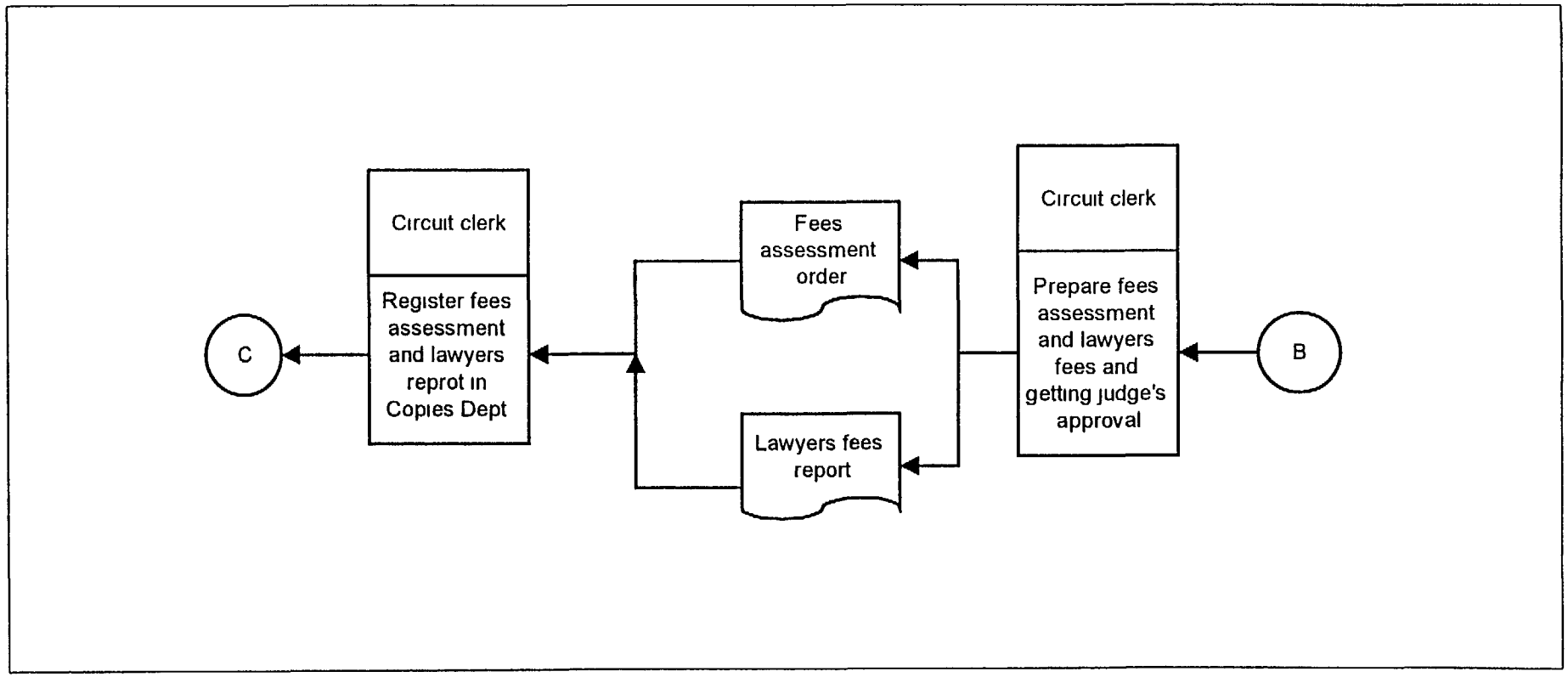
Work cycle	Closing case after disposition	Location	Circuit clerk office	Trigger document	Ratified judgment
Cycle code	1-6-16			Frequency	Hearing date



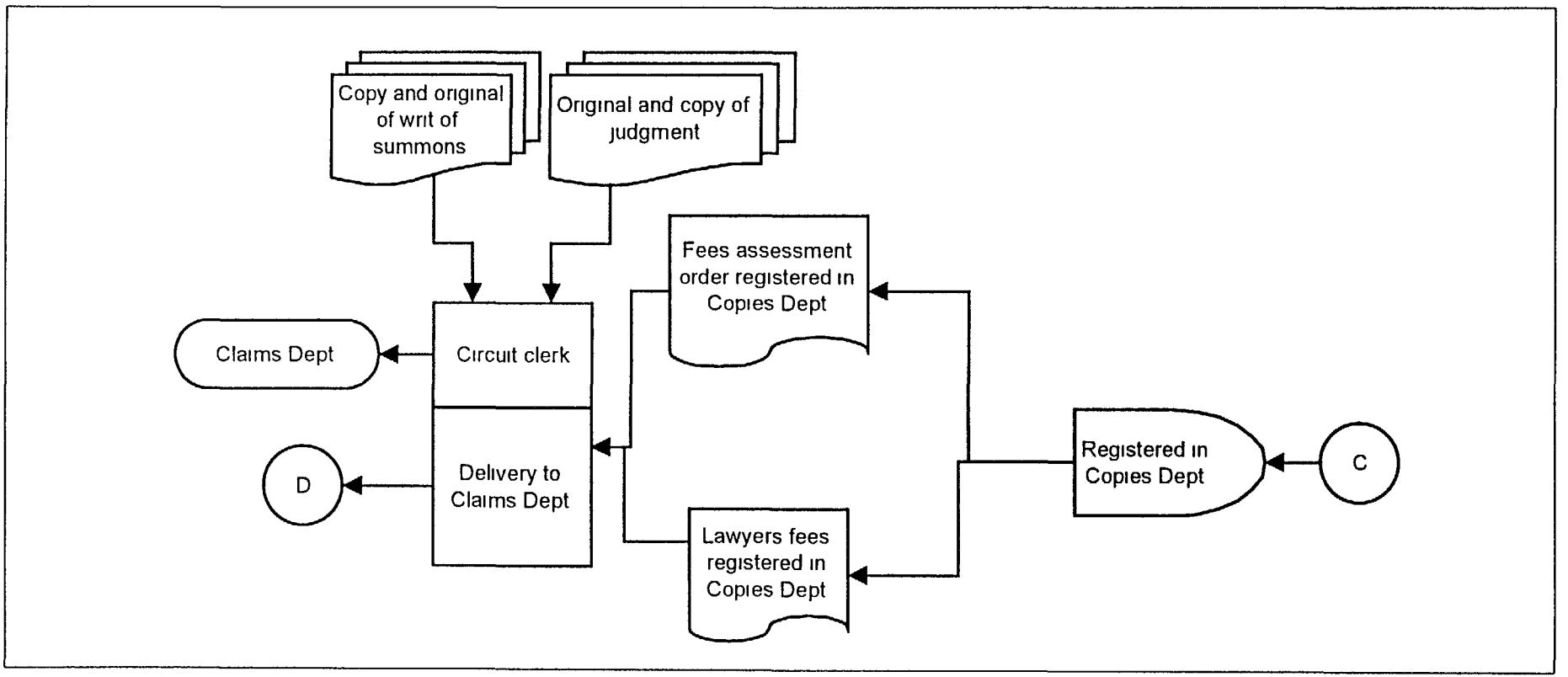
Work cycle	Continuation of Closing case after disposition	Location	Circuit clerk office	Trigger document	Ratified judgment
Cycle code	1-6-16			Frequency	Hearing date



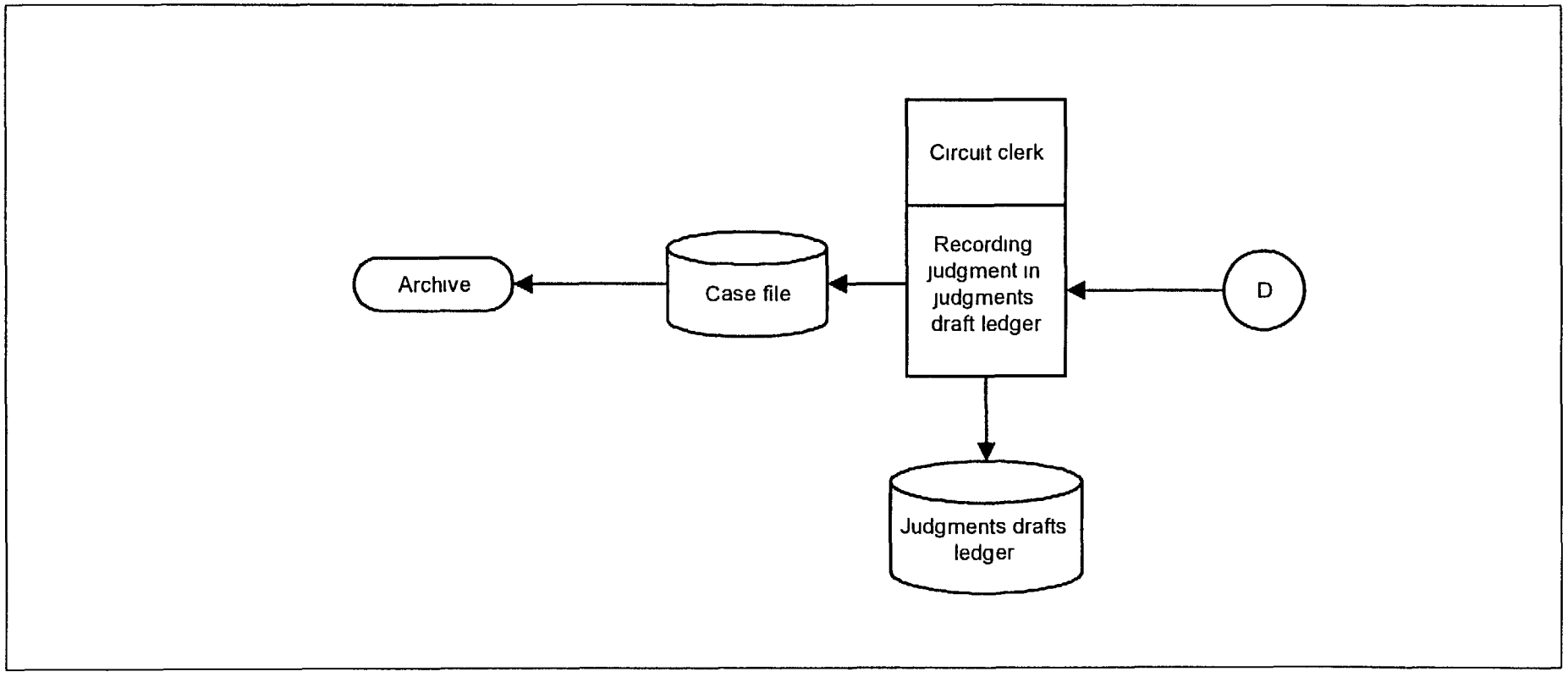
Work cycle	Continuation of Closing case after disposition	Location	Circuit clerk office	Trigger document	Ratified judgment
Cycle code	1-6-16			Frequency	Hearing date



Work cycle	Continuation of Closing case after disposition	Location	Circuit clerk office	Trigger document	Ratified judgment
Cycle code	1-6-16			Frequency	Hearing date



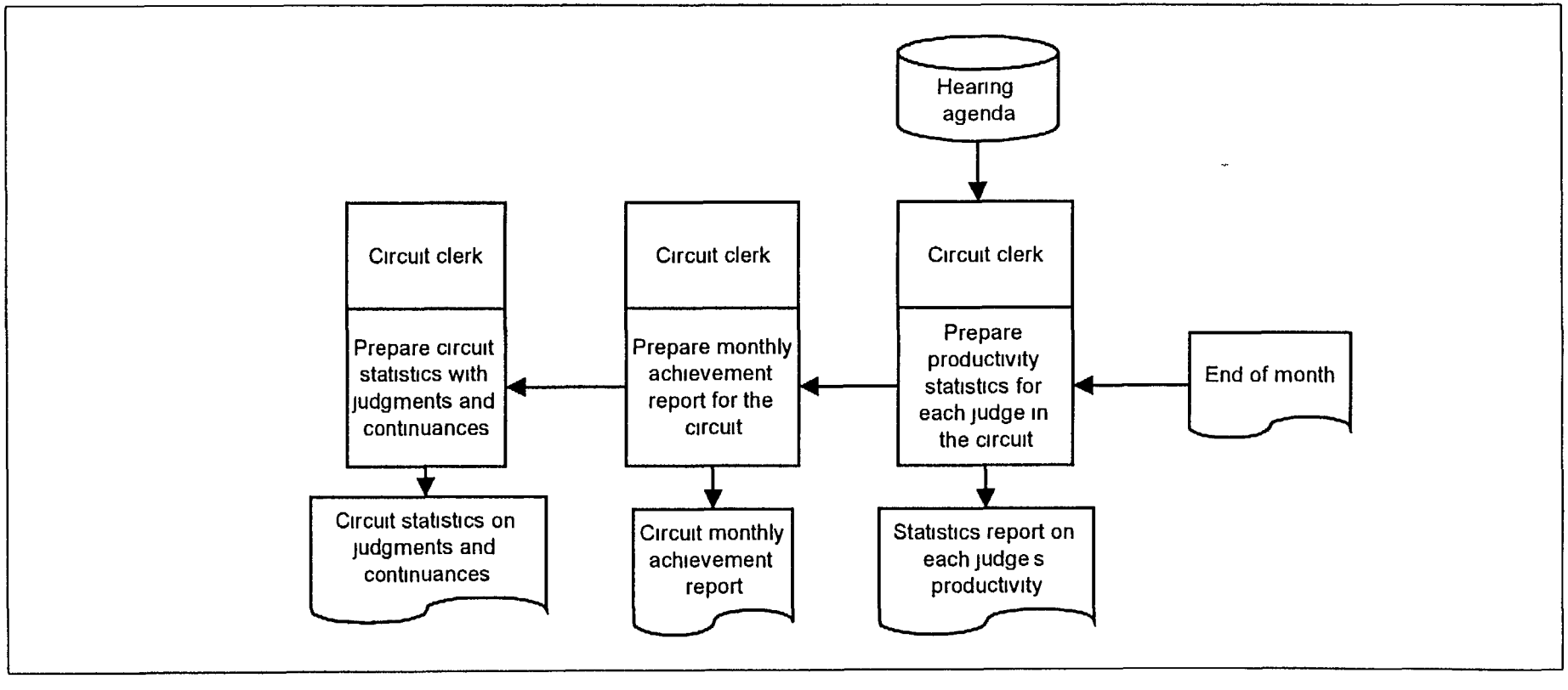
Work cycle	Continuation of Closing case after disposition	Location	Circuit clerk office	Trigger document	Ratified judgment
Cycle code	1-6-16			Frequency	Hearing date



Description of work cycle Closing case after disposition

Job	Description and Remarks
Execution of Revision Dept notations	The Revision Dept reviews case file, judgment, fees, and notations with the requested to be executed by circuit clerk on case file When the circuit clerk receives case file after revision and executions notations made on the file • Notification of prosecution with case closure in case of forgery • Notification of Experts with deposit set in the court judgment • Notification of litigants of stamp duties • Return of cases attached to original case file from other authorities • Write memo on behalf of Clerks Dept and submit to Chief Judge to draw his attention to a comment on the announced judgment
Sign in objections book with closure of case	In case of forgery objection, data is in the book, therefore, a note is to be made of case closure
Prepare fees assessment order and attorney's fees memo to be ratified by the judge	The clerk prepare the fees assessment order based on the fees assessed by Revision dept as well as attorney's fees memo set by the court and submit to judge for signature
Record judgment in the judgment draft book	The circuit clerk keeps a copy of judgments in a file designated for circuit judgments and records judgments in the book

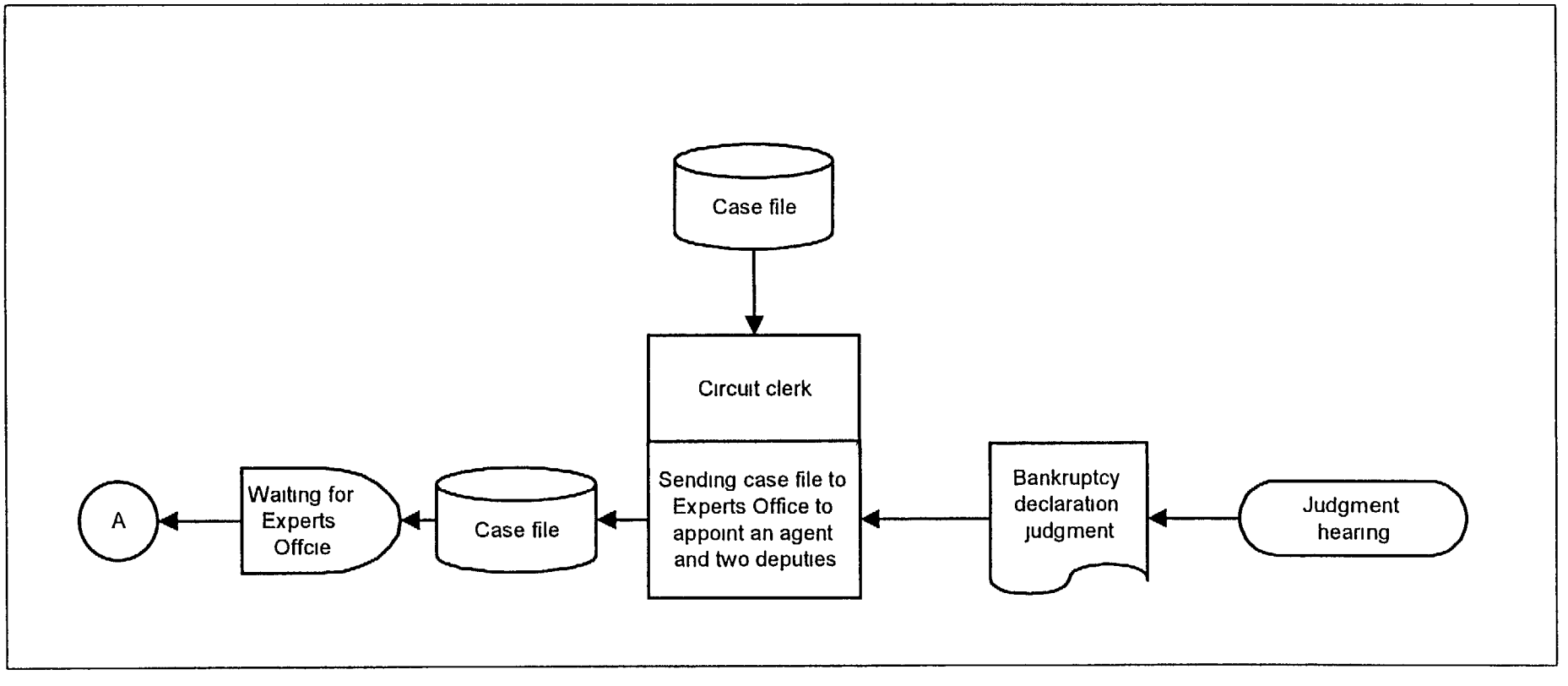
Work cycle	Issue monthly achievement report for judges	Location	Circuit clerk office	Trigger document	End of month
Cycle code	1-6-28			Frequency	Monthly



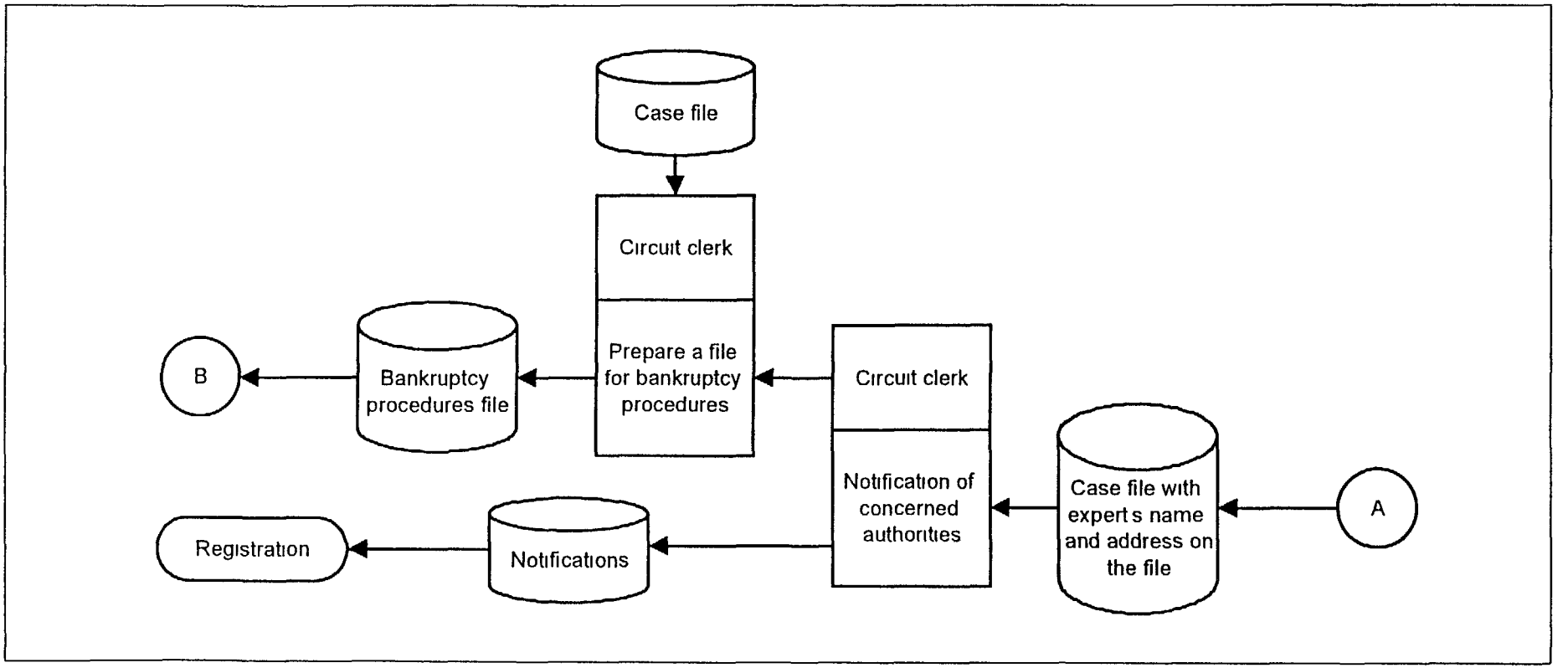
Description of work cycle Prepare judges monthly achievement report

Job	Description and Remarks
Prepare judge's productivity report	• Circuit clerk makes statistics of cases before the judge through the month from hearing agenda as well as statistics on different kinds of judgments announced (final/ preliminary) He also calculates percentage of each kind of cases as well as number of hearings and judgments in each hearing • Circuit clerk also calculates number of hearings where the judge apologized for not attendance
Prepare circuit monthly productivity	Circuit clerk makes statistics from hearing agenda of total number of cases of each kind before the circuit as well as number of judgments (final/sub-judgments/others) and number of cases with continuance with a statement of sub-judgments and final judgments
Prepare statistics of judgments and continuances made by the circuit	• Circuit clerk calculates total number of cases categorized into cases from previous years, cases with more than two y ears and new cases He also calculates number of judgments for each kind of cases (final, sub-judgment, preliminary, and others) • Circuit clerk also calculates continuances for each kind categorized according to kind of continuance (document attachment, attachment of tax file, receipt of forensics report, other reasons) • He prepares this statistics from previous month statistics along with current month hearing agenda

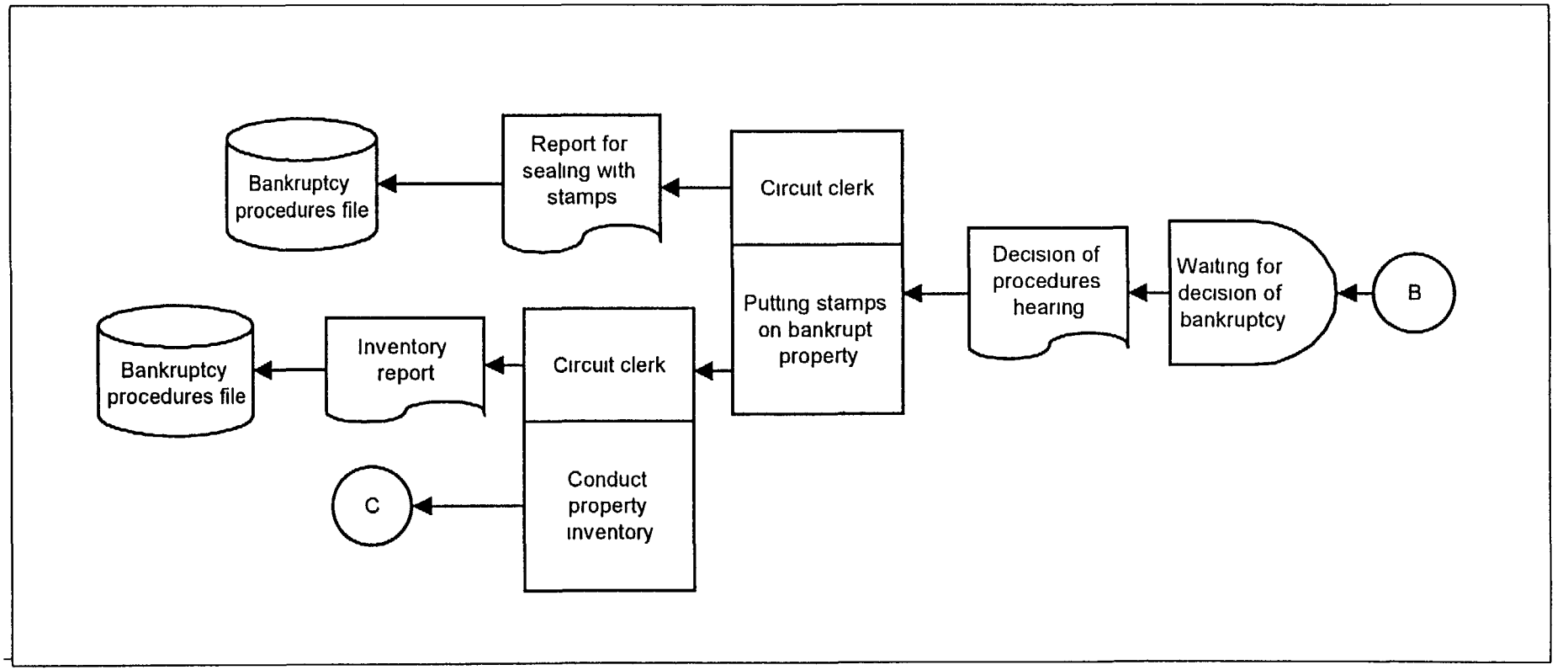
Work cycle	Bankruptcy procedures and notification of concerned parties	Location	Circuit clerk office	Trigger document	Judgment of bankruptcy declaration against defendant
Cycle code	1-6-29			Frequency	Upon request



Work cycle	Bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request

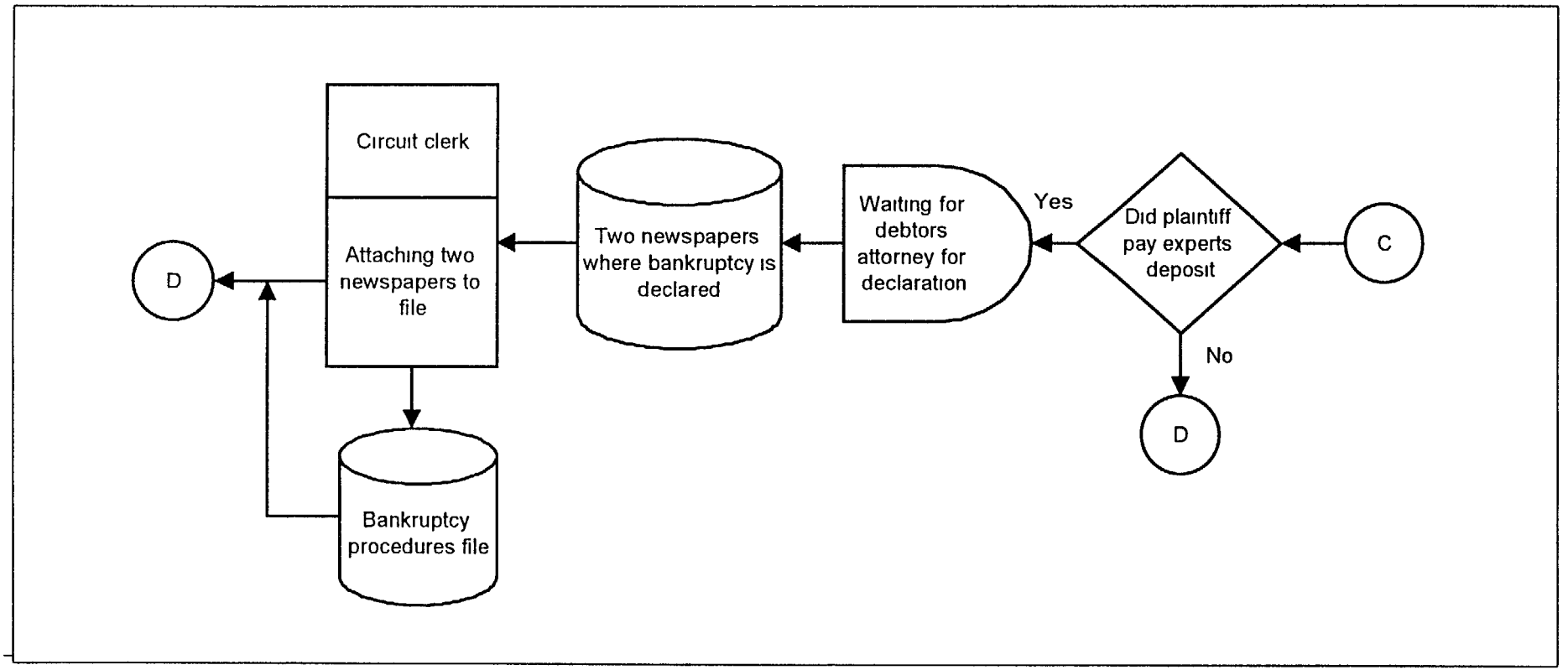


Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request

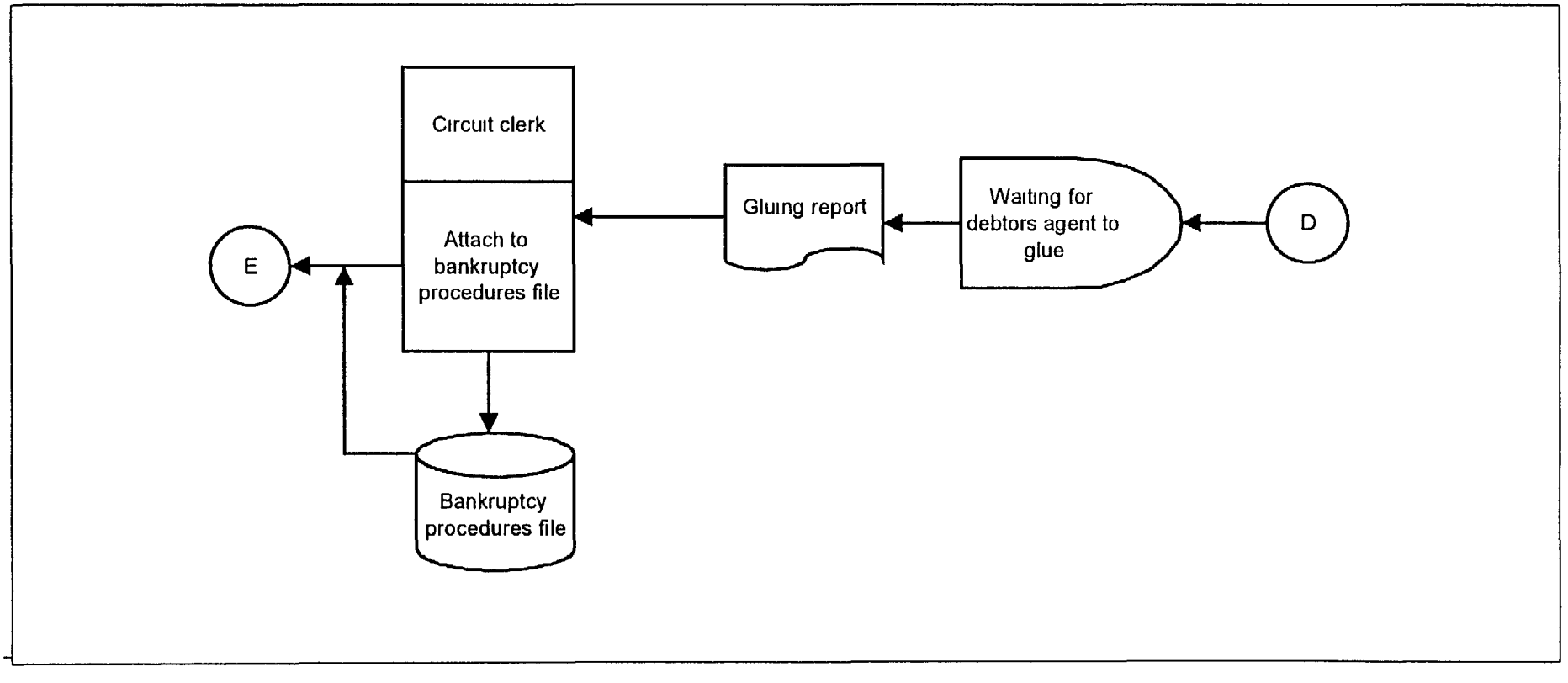


452

Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



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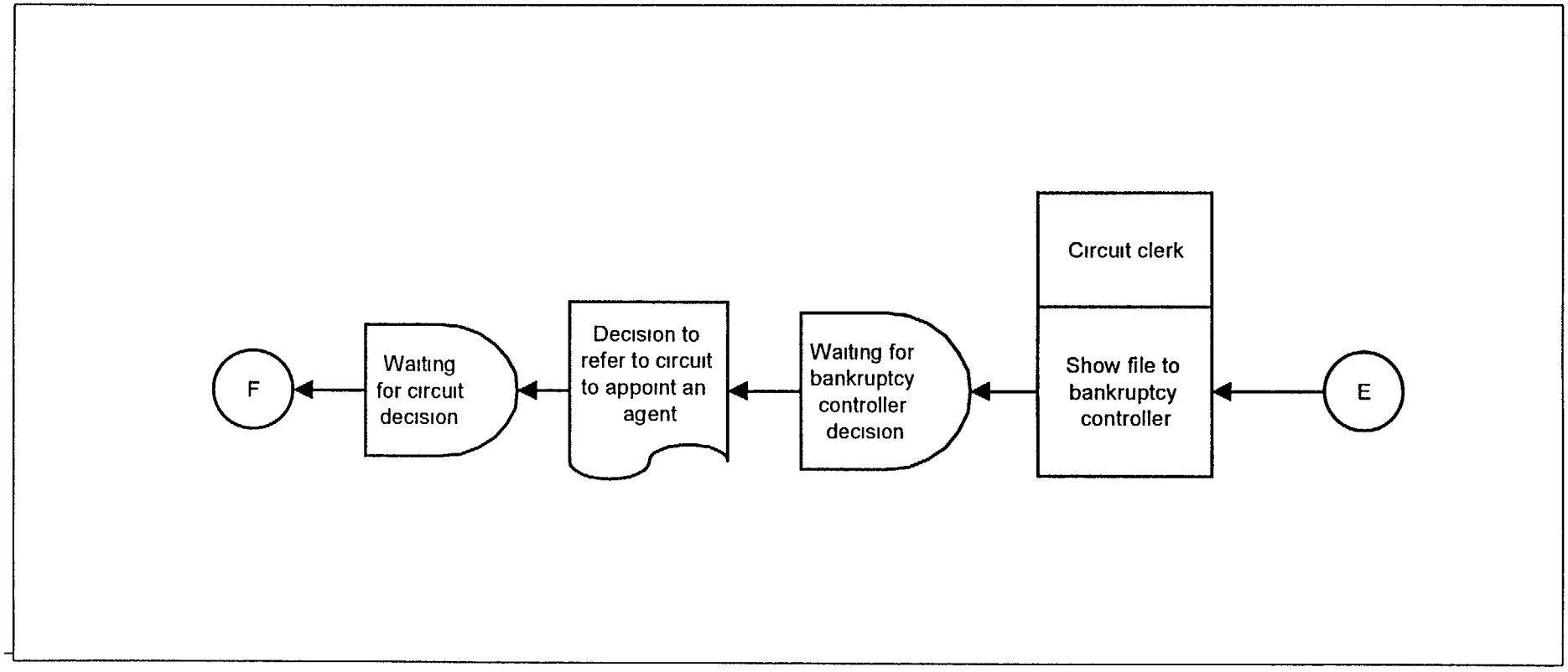
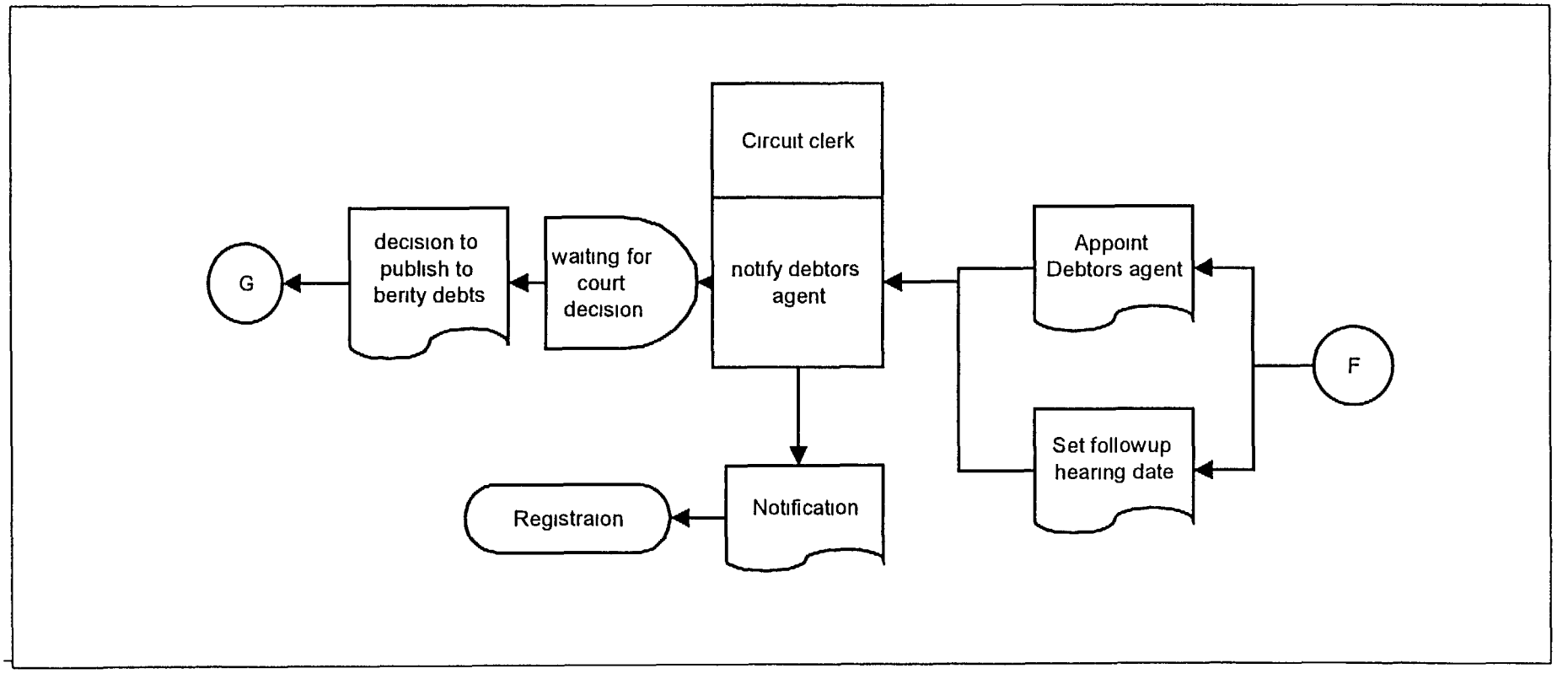
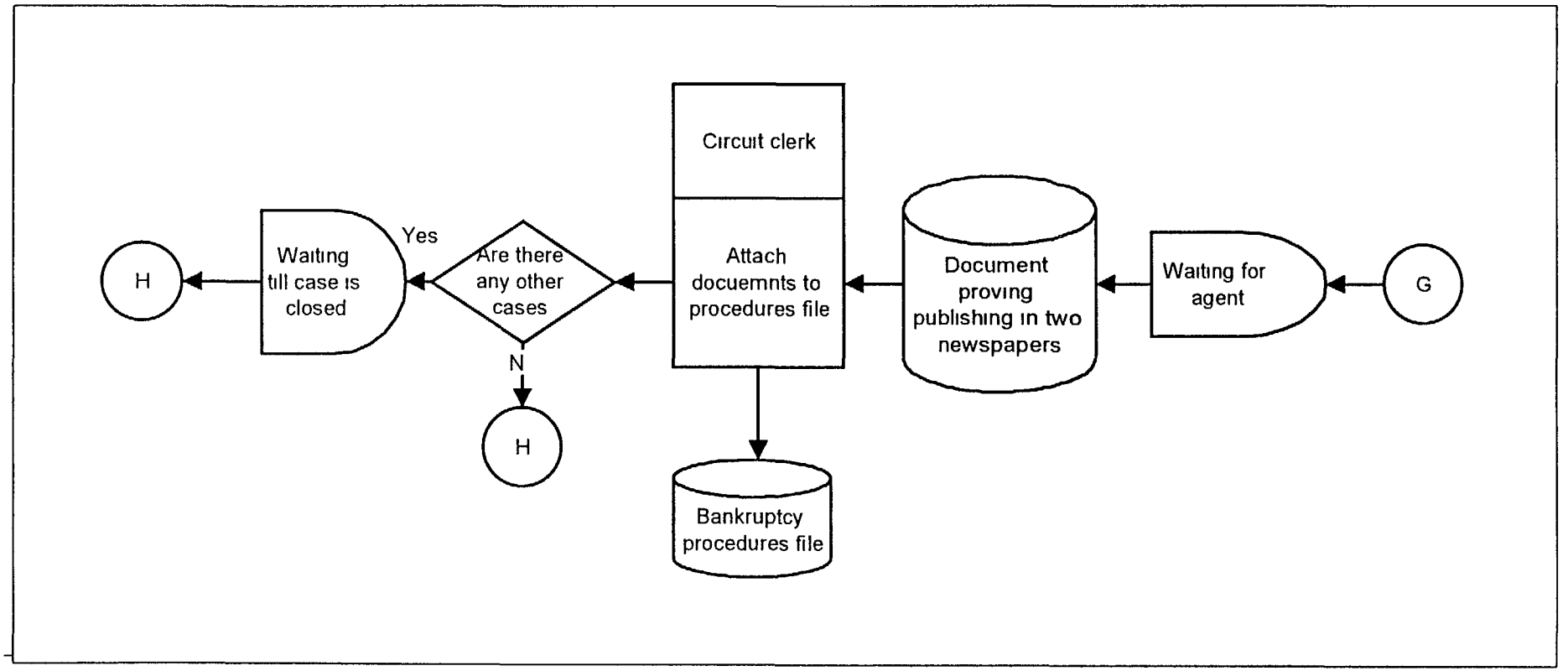
Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request

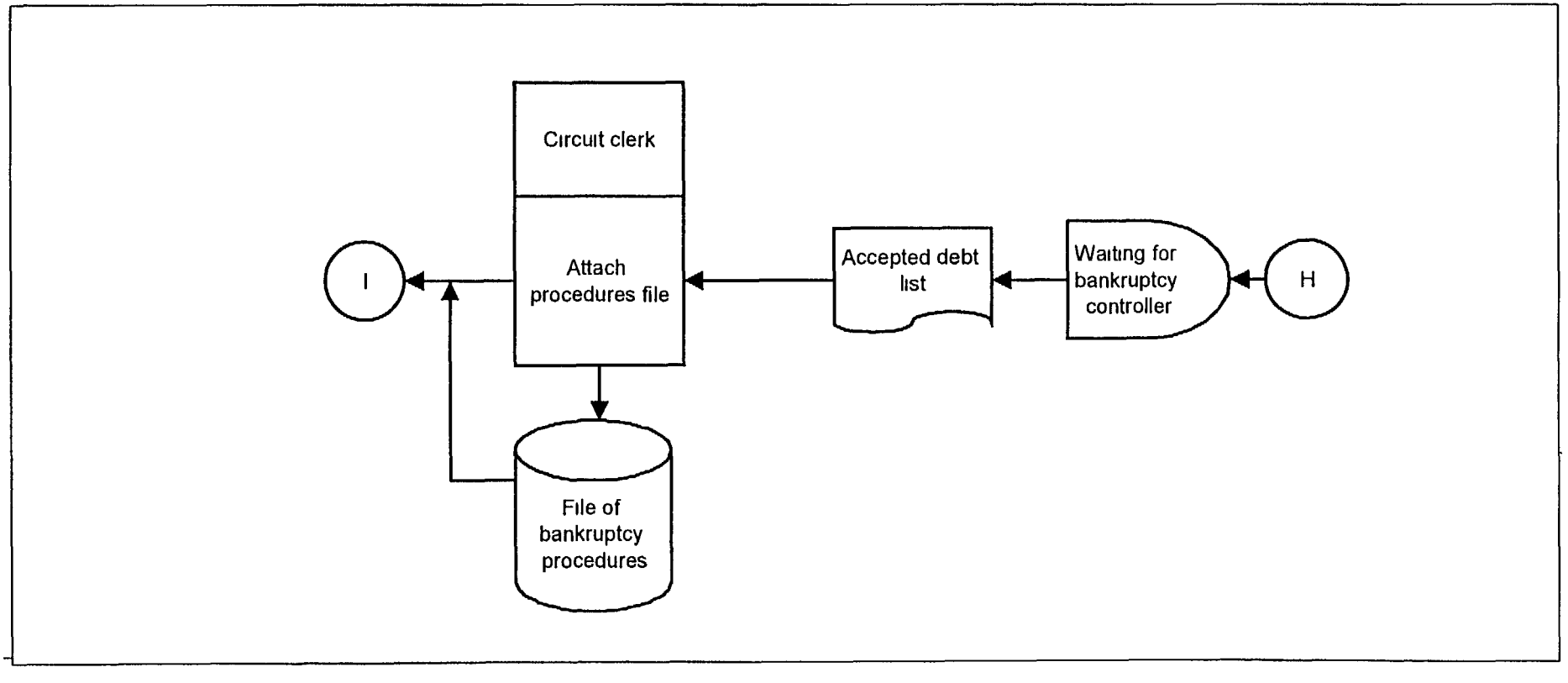


Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



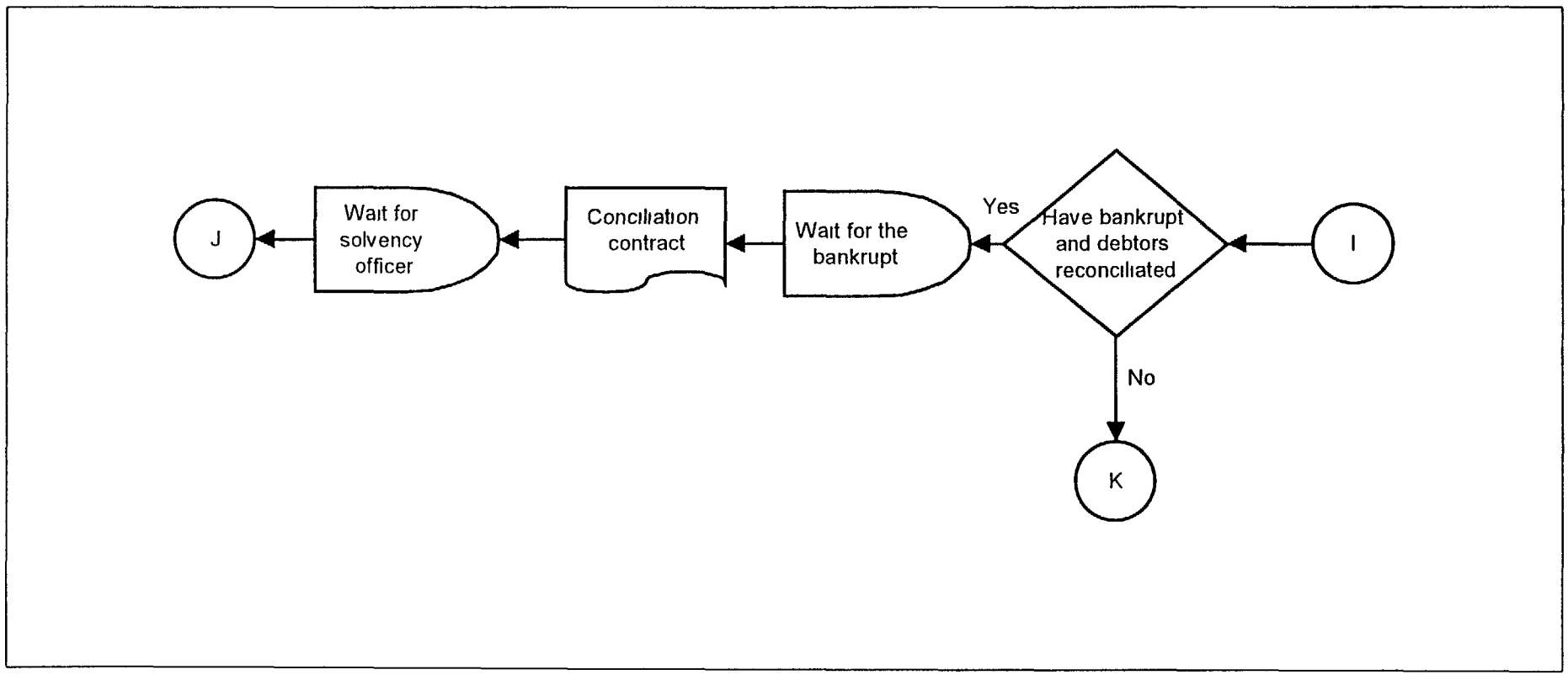
45

Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



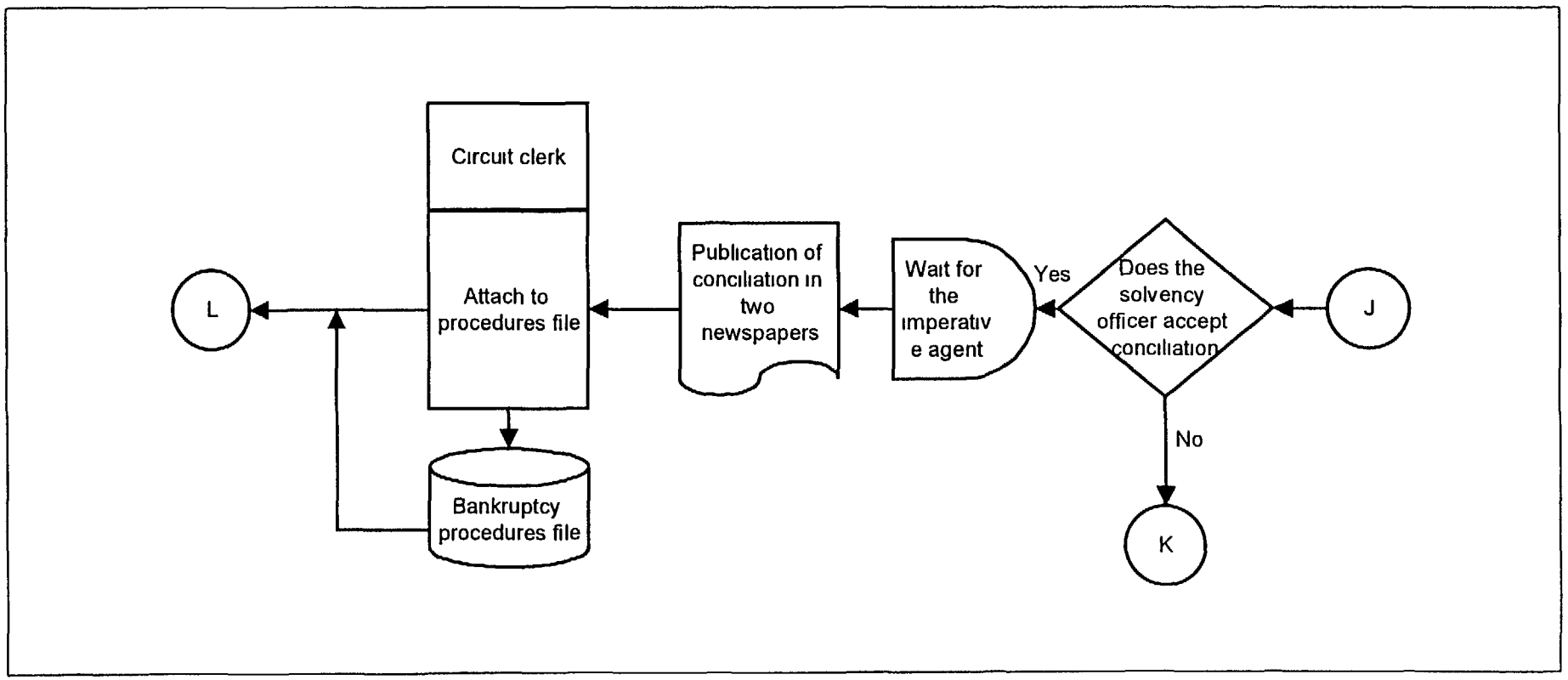
458

Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



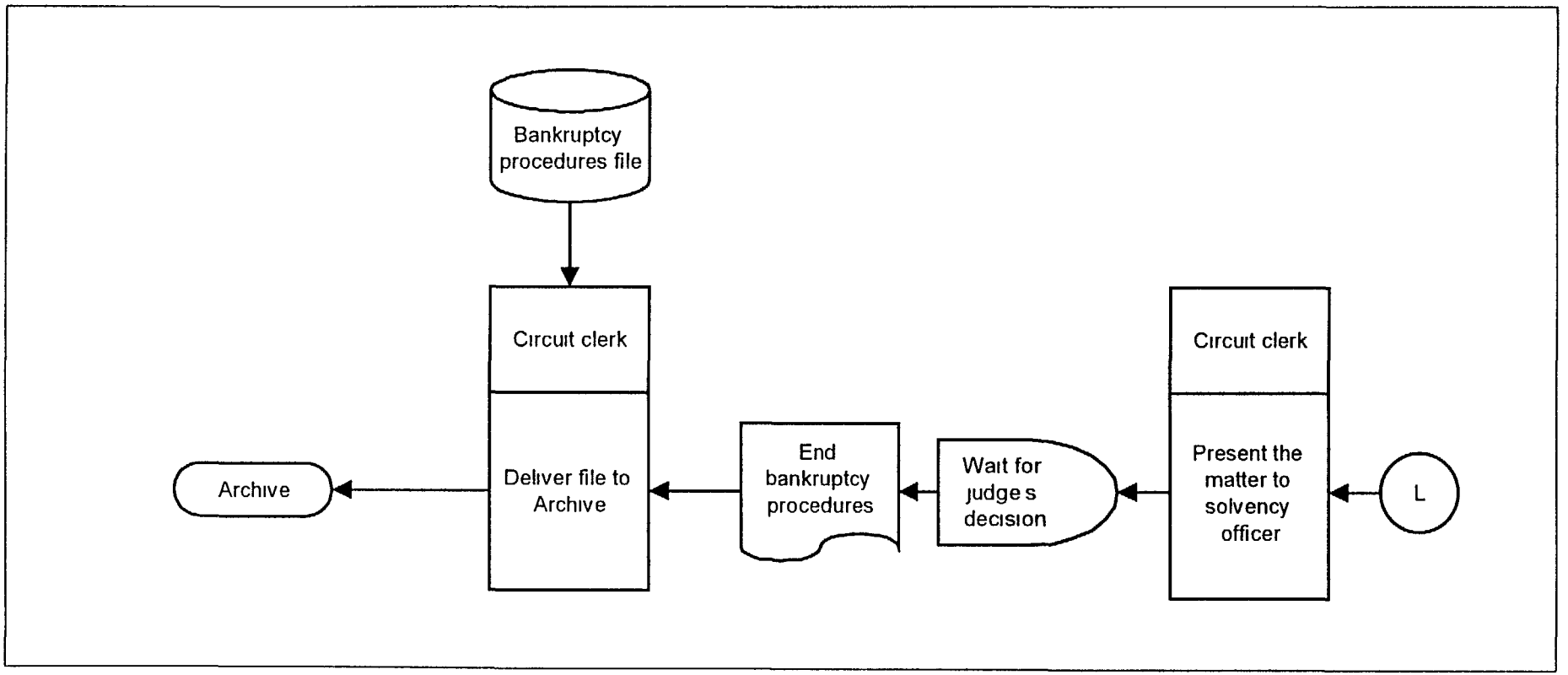
459

Work cycle	Continuation of bankruptcy procedues and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request

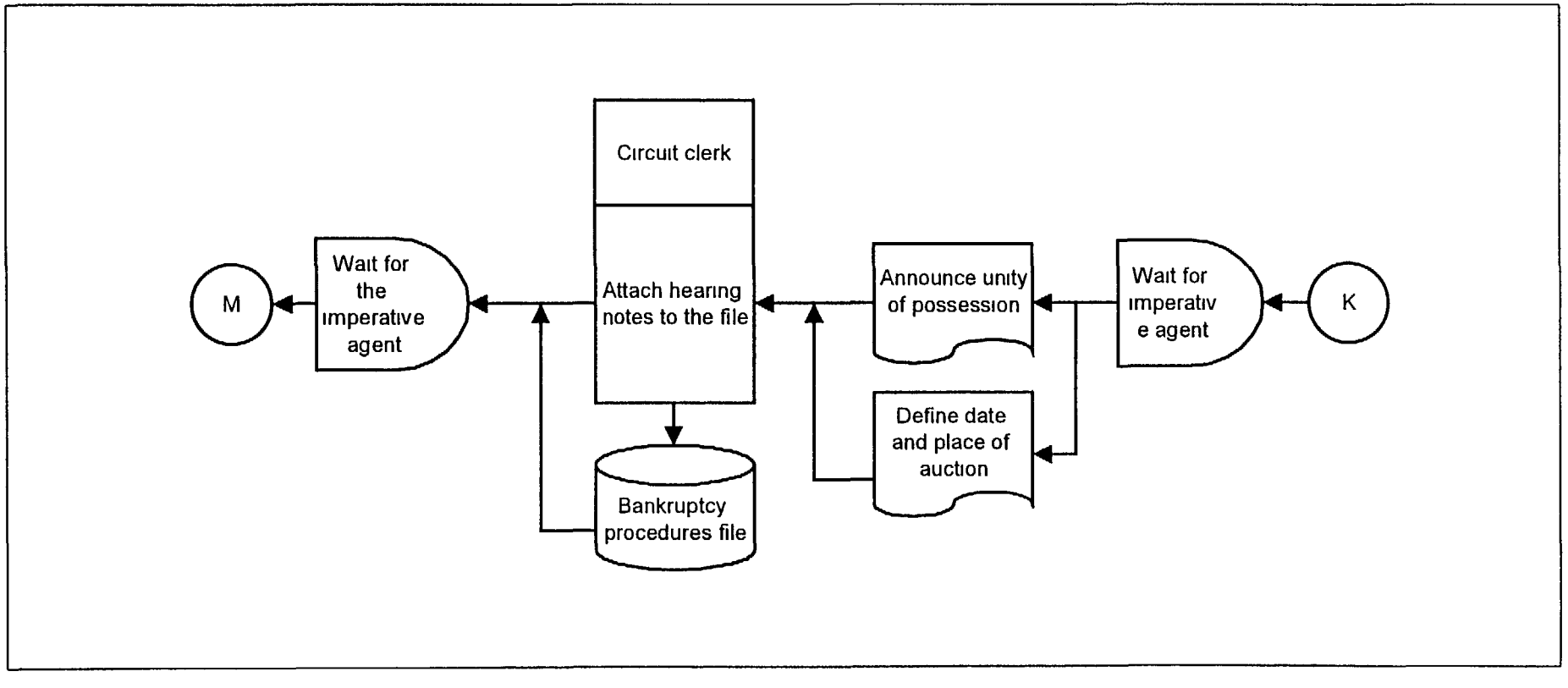


400

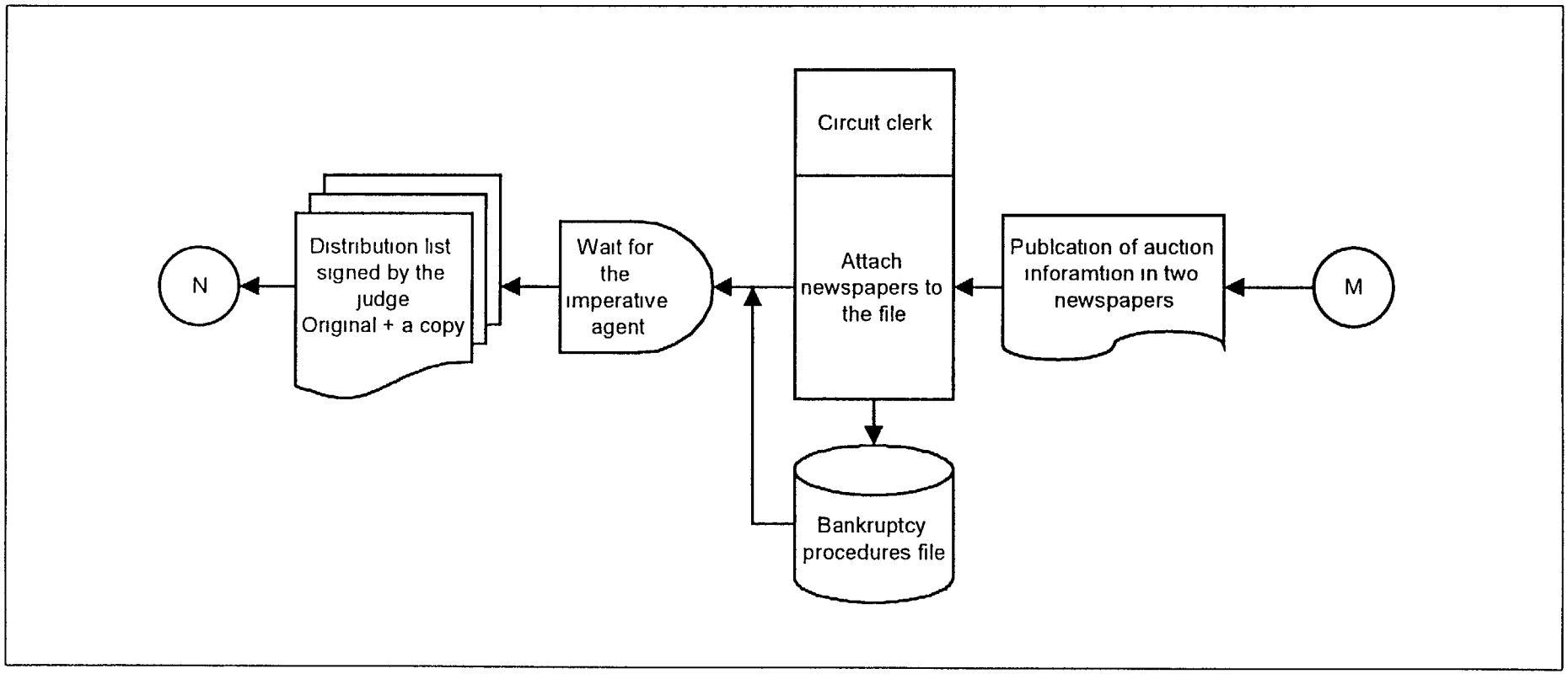
Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



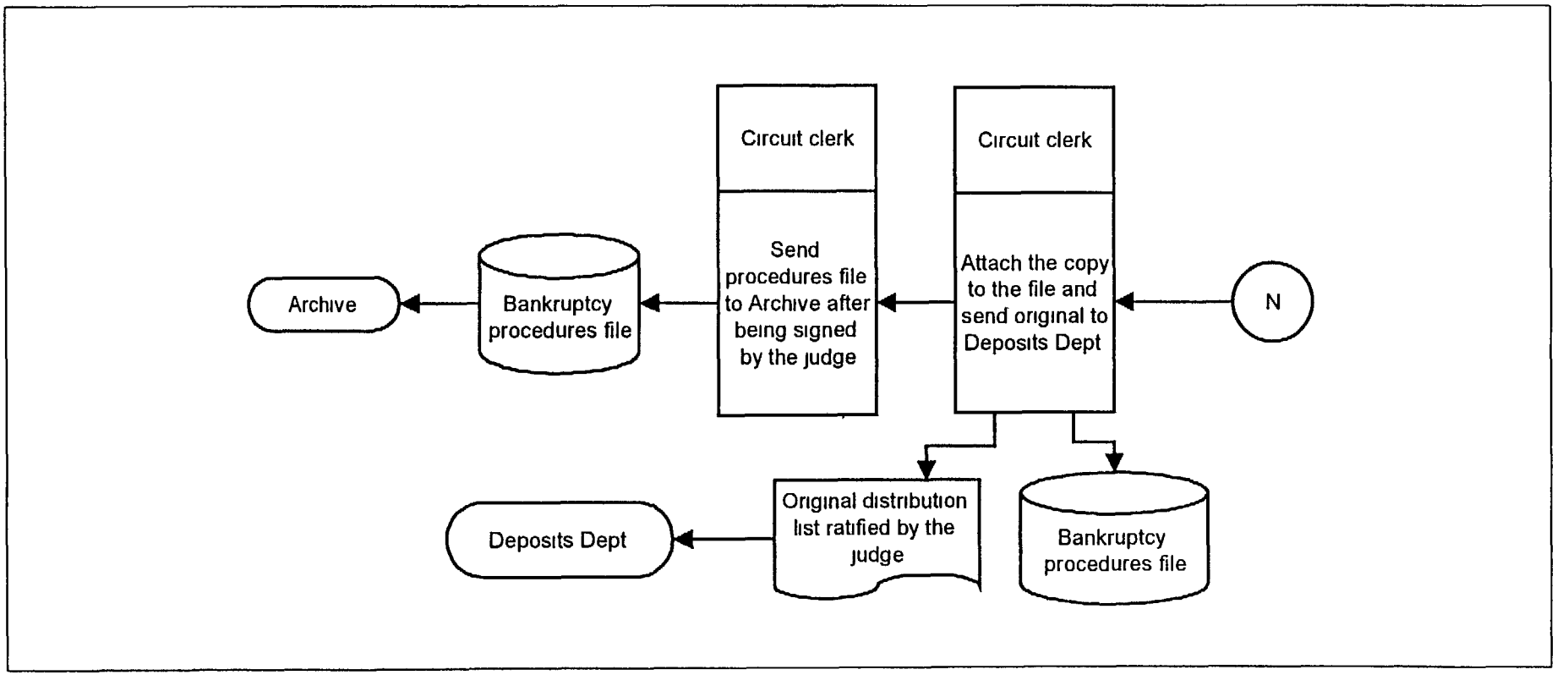
Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



Work cycle	Continuation of bankruptcy procedures and notification of concerned authorities	Location	Circuit clerk for bankruptcy procedures	Trigger document	Judgment of declaration of bankruptcy of defendant
Cycle code	1-6-29			Frequency	Upon request



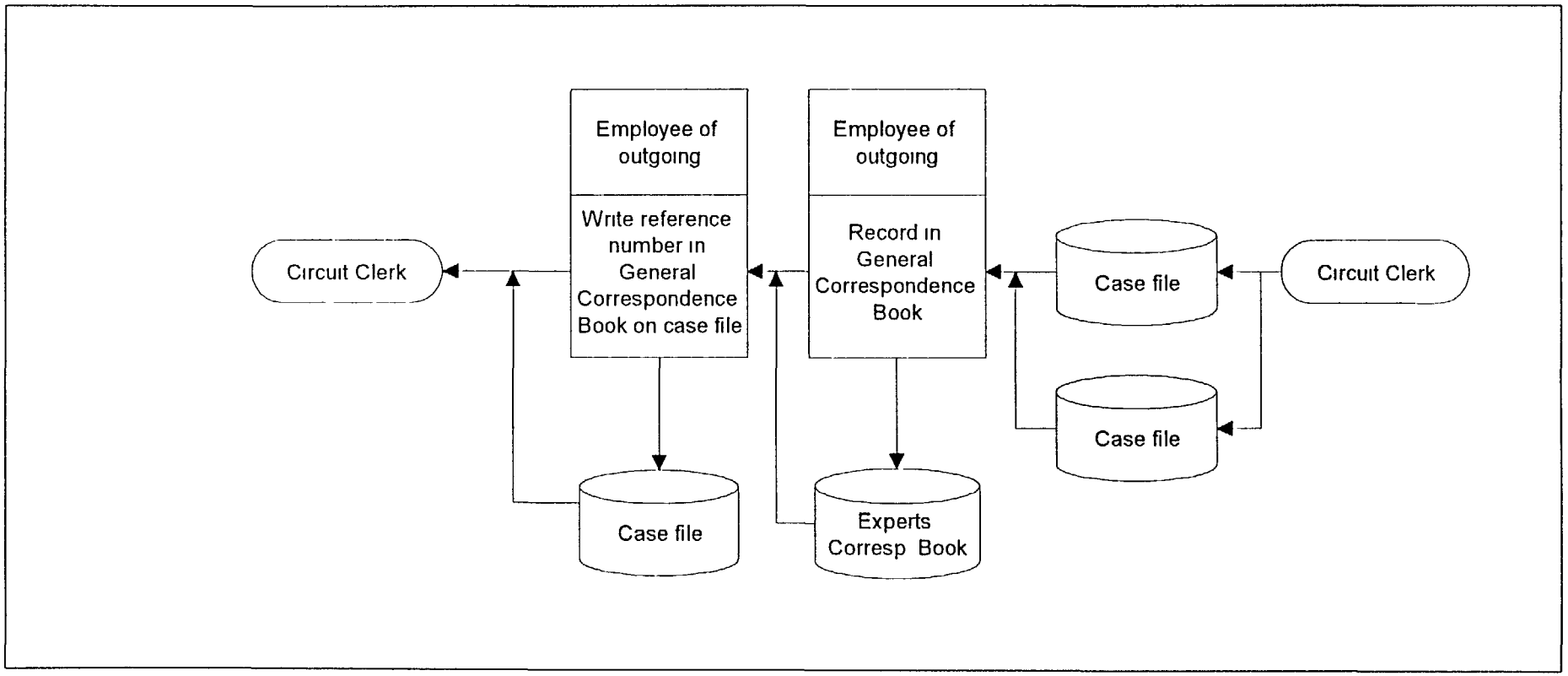
Description of work cycle Bankruptcy procedures cycle

Job	Description and Remarks
Seal bankrupt property	Interim creditors' attorney and circuit clerk close all bankrupt's shops and seal them, then they issue a report to document sealing procedures Then both sign the report
Take stock of bankrupt's property	All kinds of goods owned by the bankrupt are taken stock of, then a list of the inventory is made to include type of good or commodity and number of units

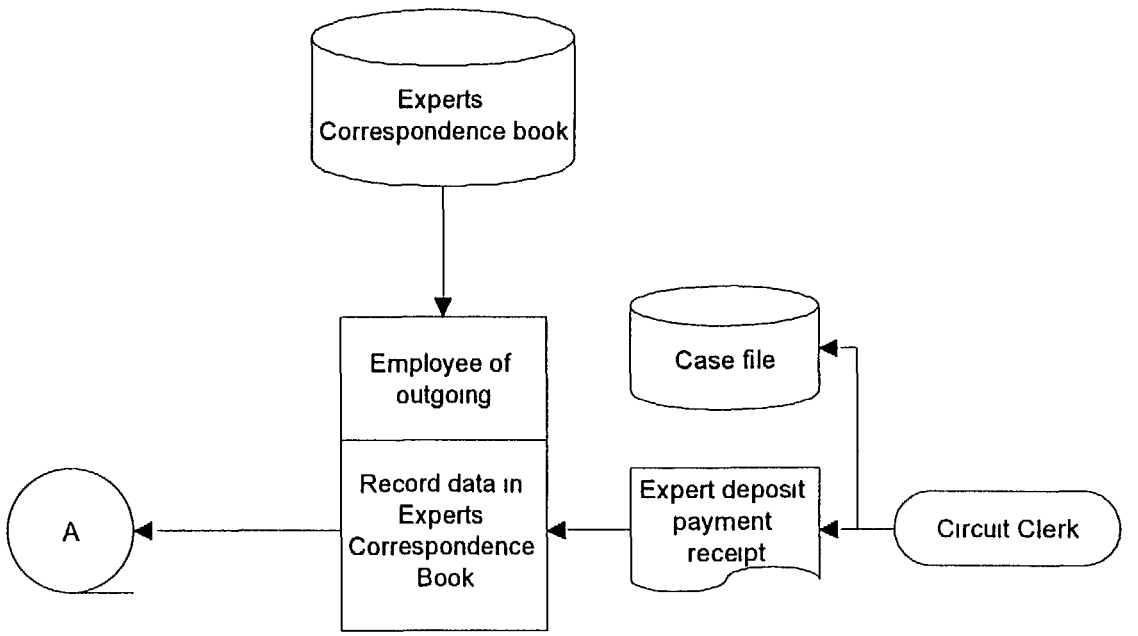
Description of work cycle Bankruptcy procedures cycle

Job	Description and Remarks
Notification of concerned authorities	As per the law, circuit clerk notifies the following authorities of judgment of declaration of bankruptcy of defendant 1 Public Prosecution — For info 2 Taxes controller — For info 3 Commercial Registrar Manager — For info 4 Interim creditors' attorney — To inform him of his assignment as an interim creditors' attorney 5 Post Office Manager — To prohibit delivering any letters to the bankrupt 6 Head of Communication Authority — To prohibit any communication with the bankrupt 7 Plaintiff or plaintiffs in case of more than one plaintiff — To pay expert's deposit 8 Social Security Authority — For info
Open file for bankruptcy procedures	Case file is transferred to bankruptcy procedures file with the same case number (case file is put into another new file)

Work cycle	Record case referred to the Experts	Location	Office of Incoming/ outgoing corres With Experts	Trigger document	Case file – hearing agenda
Cycle code	1-8-1			Frequency	Upon request

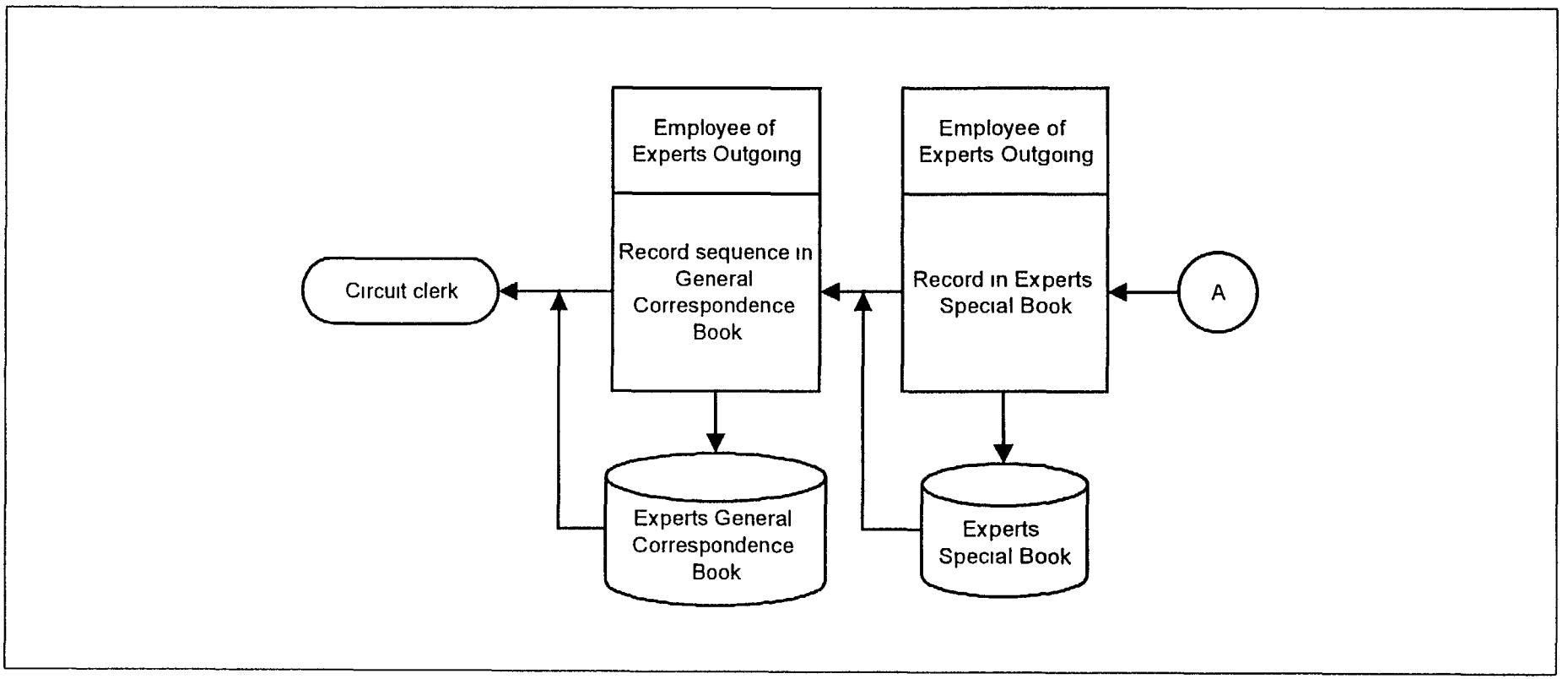


Work cycle	Record case after deposit payment	Location	Office of Incoming / outgoing corres With Experts	Trigger document	Case file – deposit payment receipt – hearing agenda
Cycle code	1-8-2			Frequency	Upon request

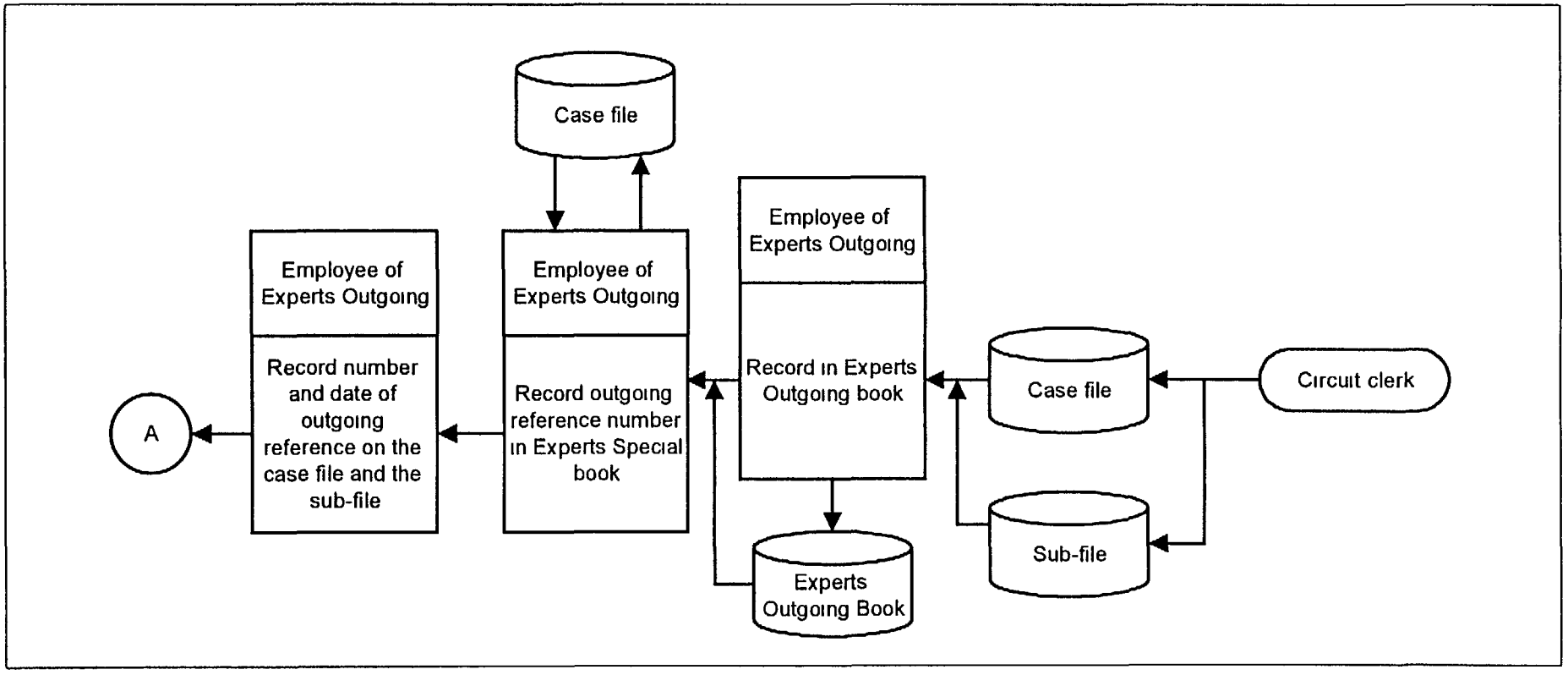


468

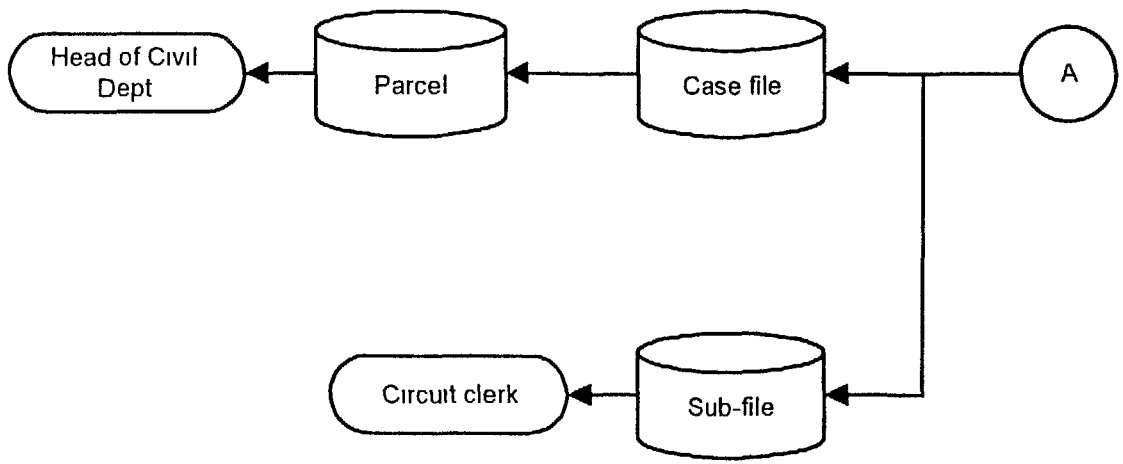
Work cycle	Record case after deposit payment	Location	Office of Incoming / outgoing corres With Experts	Trigger document	Case file – deposit payment receipt – hearing agenda
Cycle code	1-8-2			Frequency	Upon request



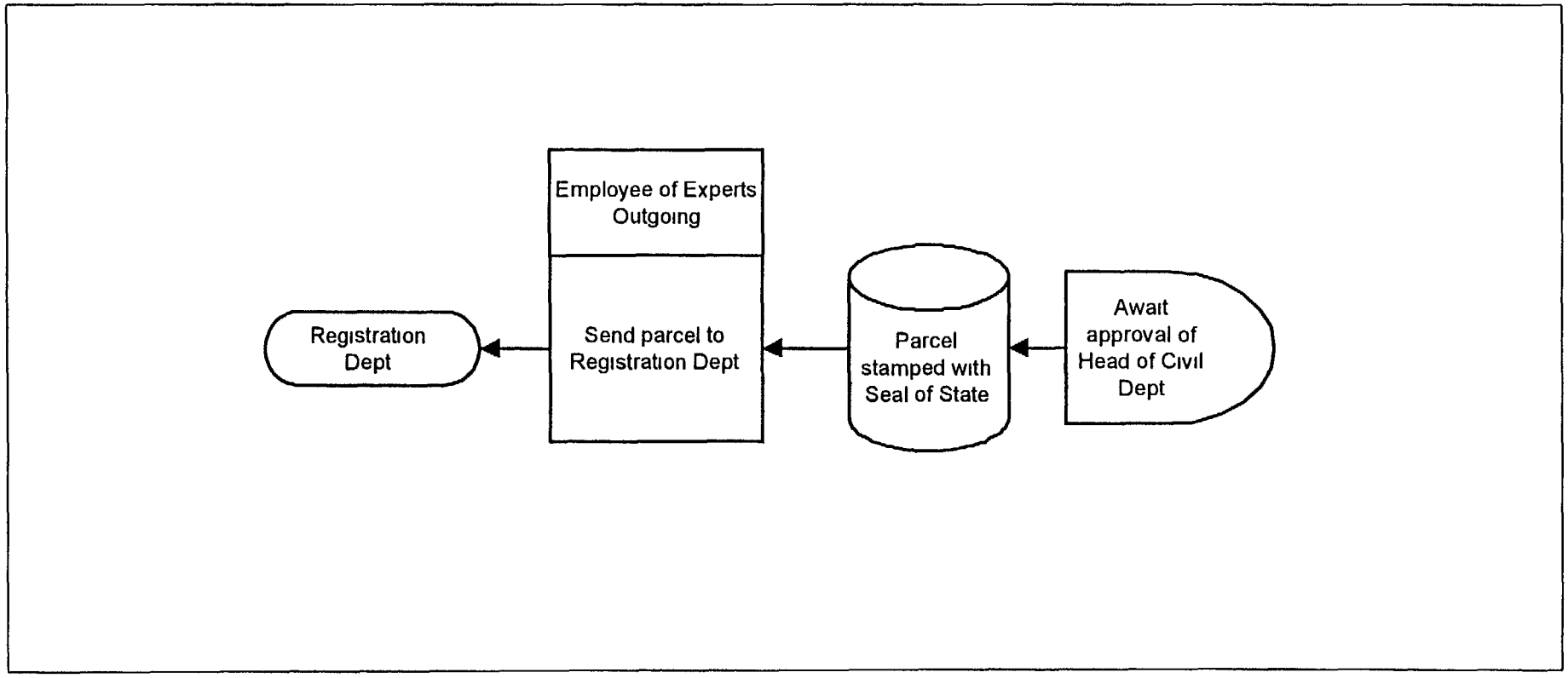
Work cycle	Send case to Experts	Location	Office of incoming / outgoing corres With experts	Trigger document	Case file – sub-file
Cycle code	1-8-3			Frequency	Upon request



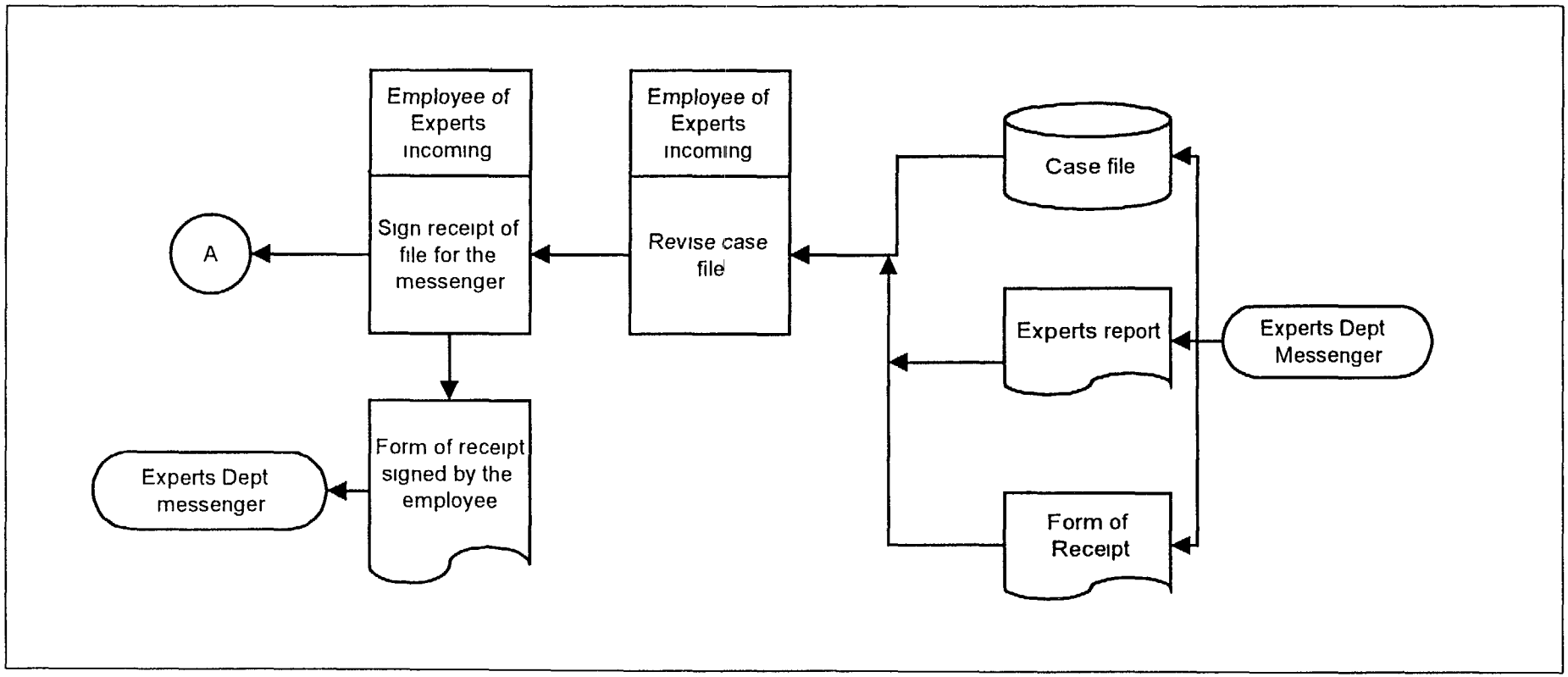
Work cycle	Send case to Experts	Location	Office of incoming / outgoing corres With experts	Trigger document	Case file – sub-file
Cycle code	1-8-3			Frequency	Upon request



Work cycle	Send case to Experts	Location	Office of incoming / outgoing corres With experts	Trigger document	Case file – sub-file
Cycle code	1-8-3			Frequency	Upon request

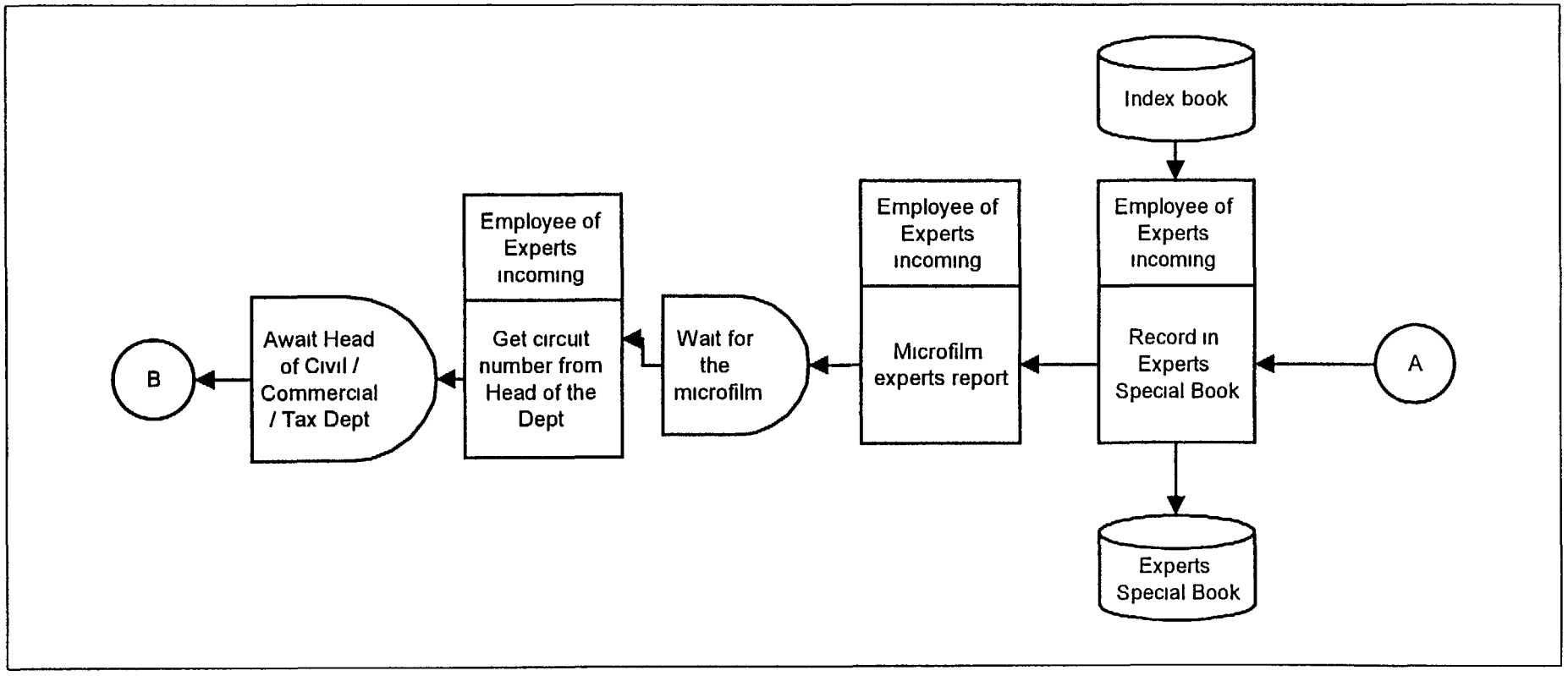


Work cycle	Receive case from Experts Dept	Location	Office of incoming / outgoing corres With Experts	Trigger document	Case file – Experts report
Cycle code	1-8-4			Frequency	Upon request



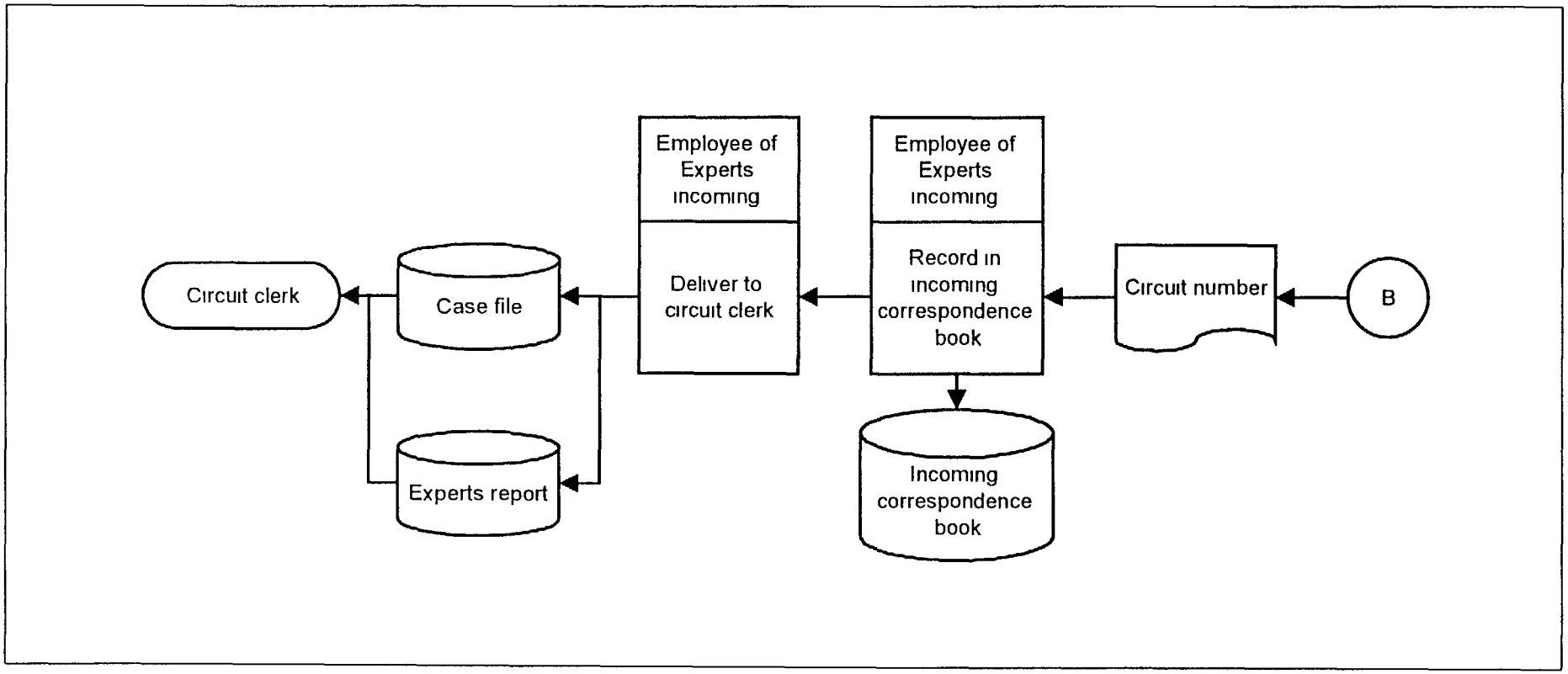
413

Work cycle	Receive case from Experts Dept	Location	Office of incoming / outgoing corres With Experts	Trigger document	Case file – Experts report
Cycle code	1-8-4			Frequency	Upon request



474

Work cycle	Receive case from Experts Dept	Location	Office of incoming / outgoing corres With Experts	Trigger document	Case file – Experts report
Cycle code	1-8-4			Frequency	Upon request



Description of work cycle Receive case from Experts Dept

Job	Description and Remarks
Revision of case file	Documents in the file are revised according to documents list on the file

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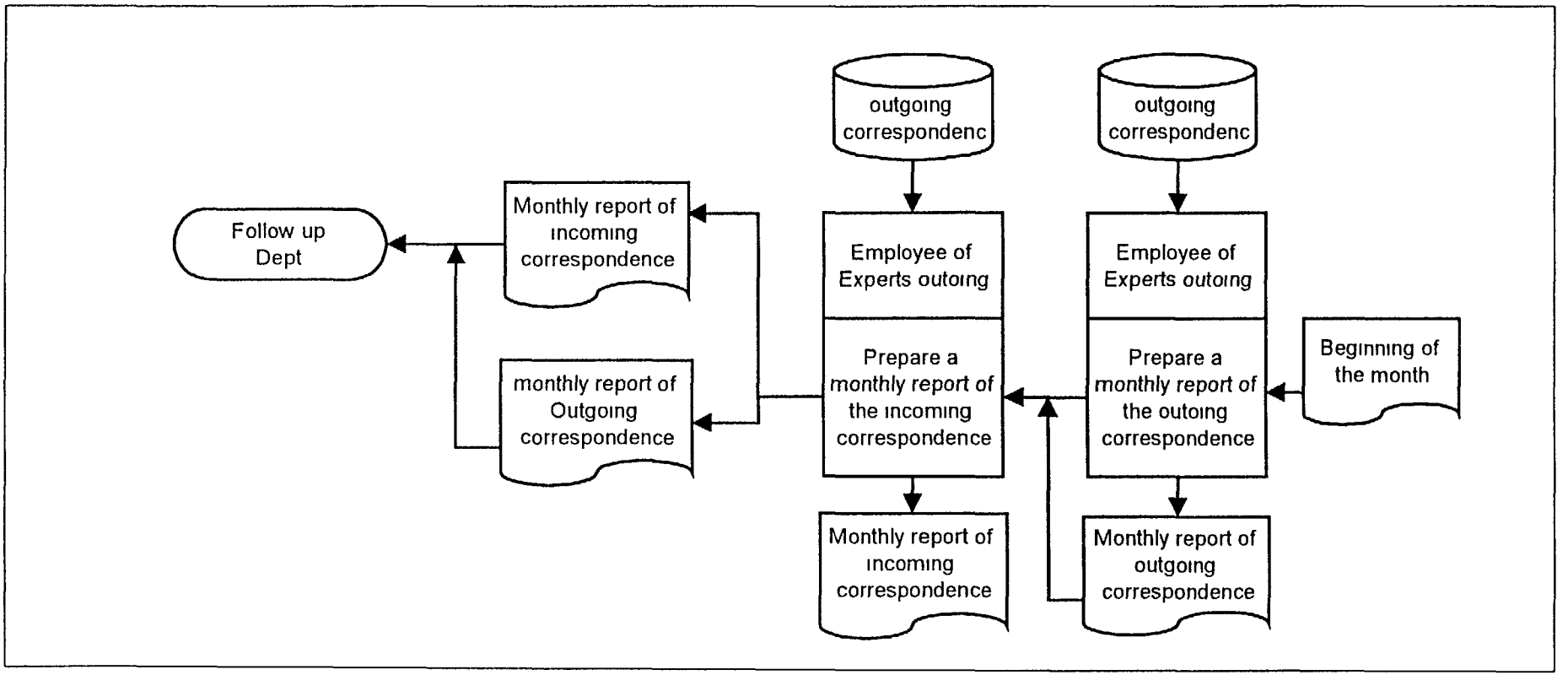
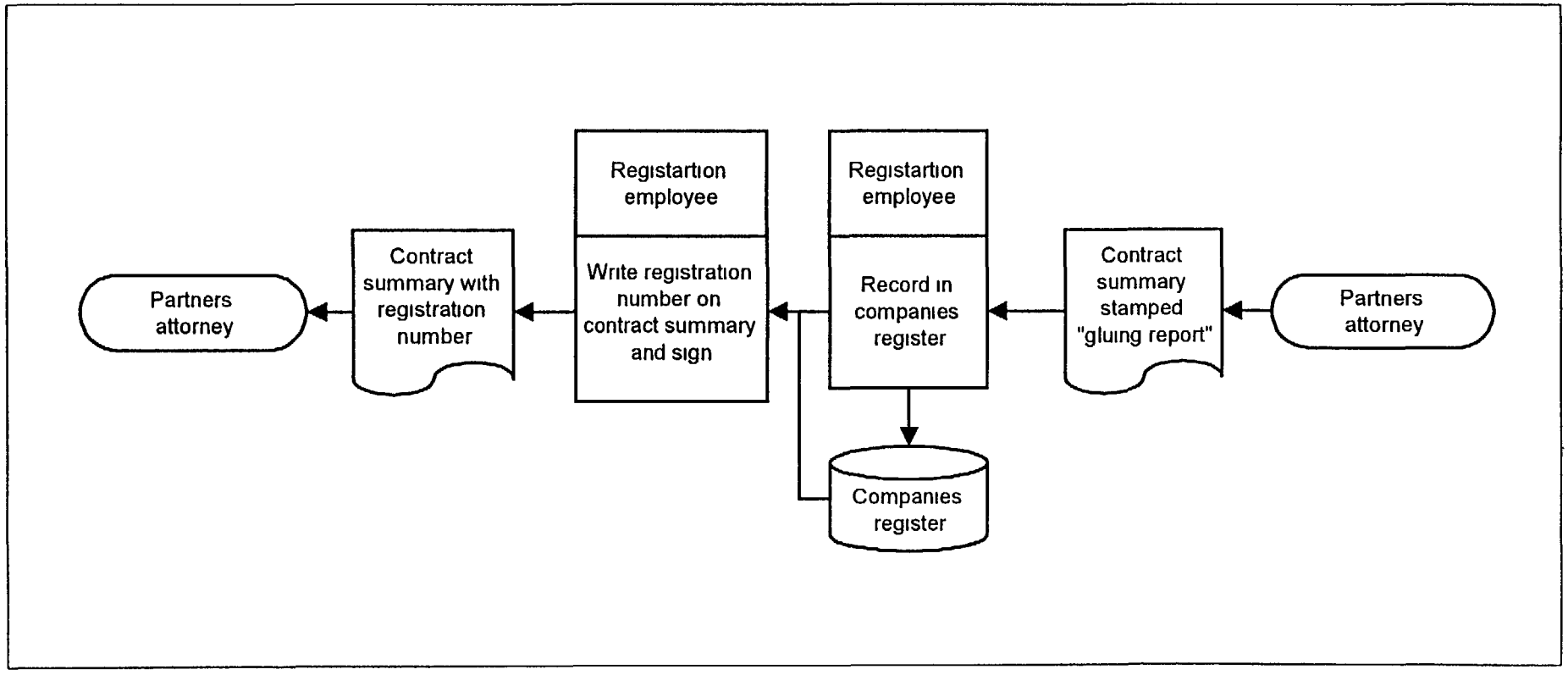
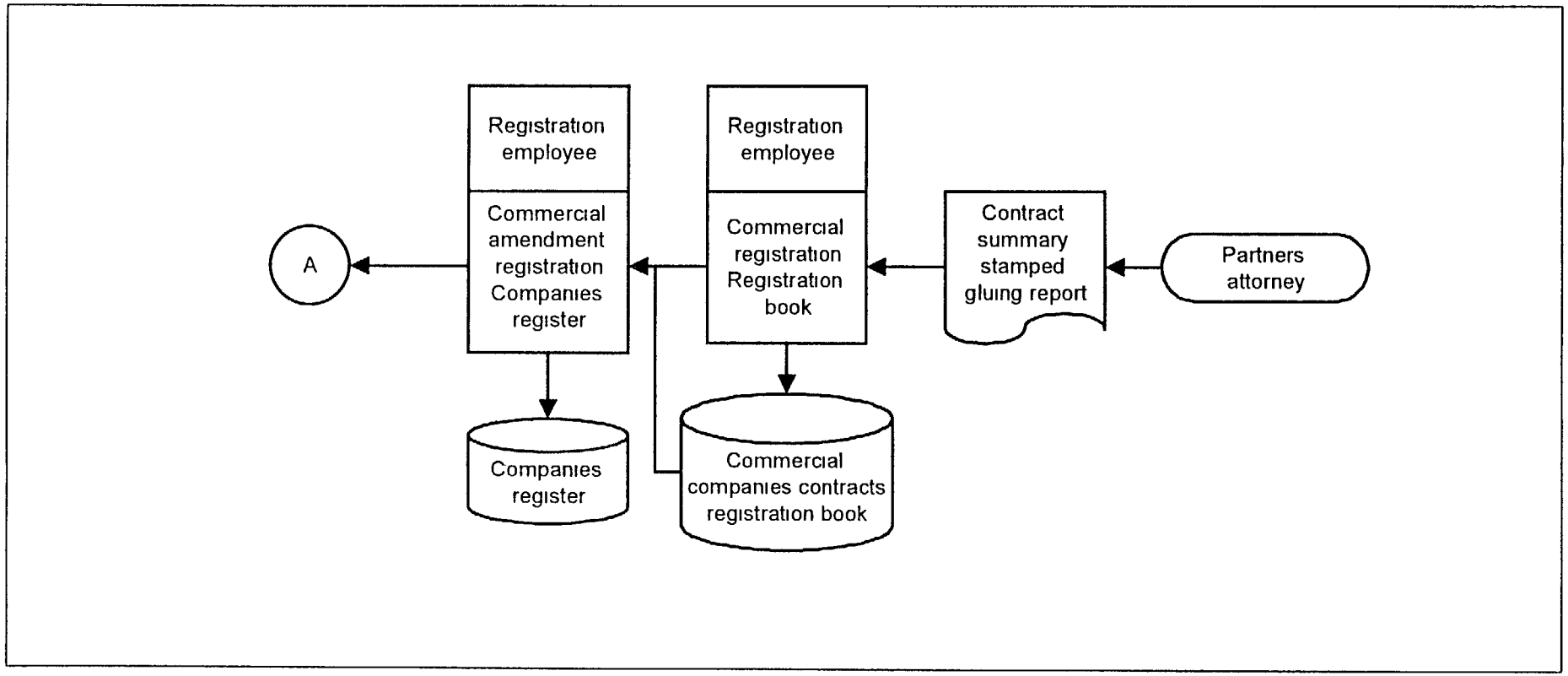
Work cycle	Preparation of monthly reports	Location	Office of incoming / outgoing corres With Experts	Trigger document	End of the month
Cycle code	1-8-5			Frequency	On monthly basis



Work cycle	Register commercial company establishment contract	Location	Commercial Dept	Trigger document	Company establishment contract + contract summary
Cycle code	1-2-1			Frequency	Upon request

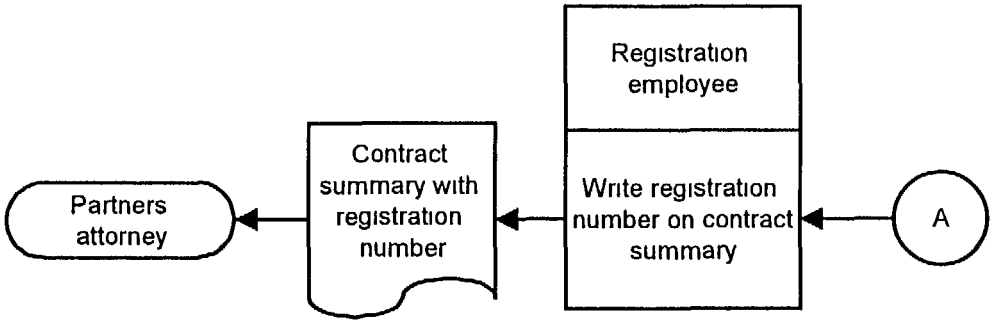


Work cycle	Registration of amendment or termination of commercial company contract	Location	Commercial dept	Trigger document	Contract summary stamped by Service dept "attachment report"
Cycle code	1-2-2			Frequency	Upon request

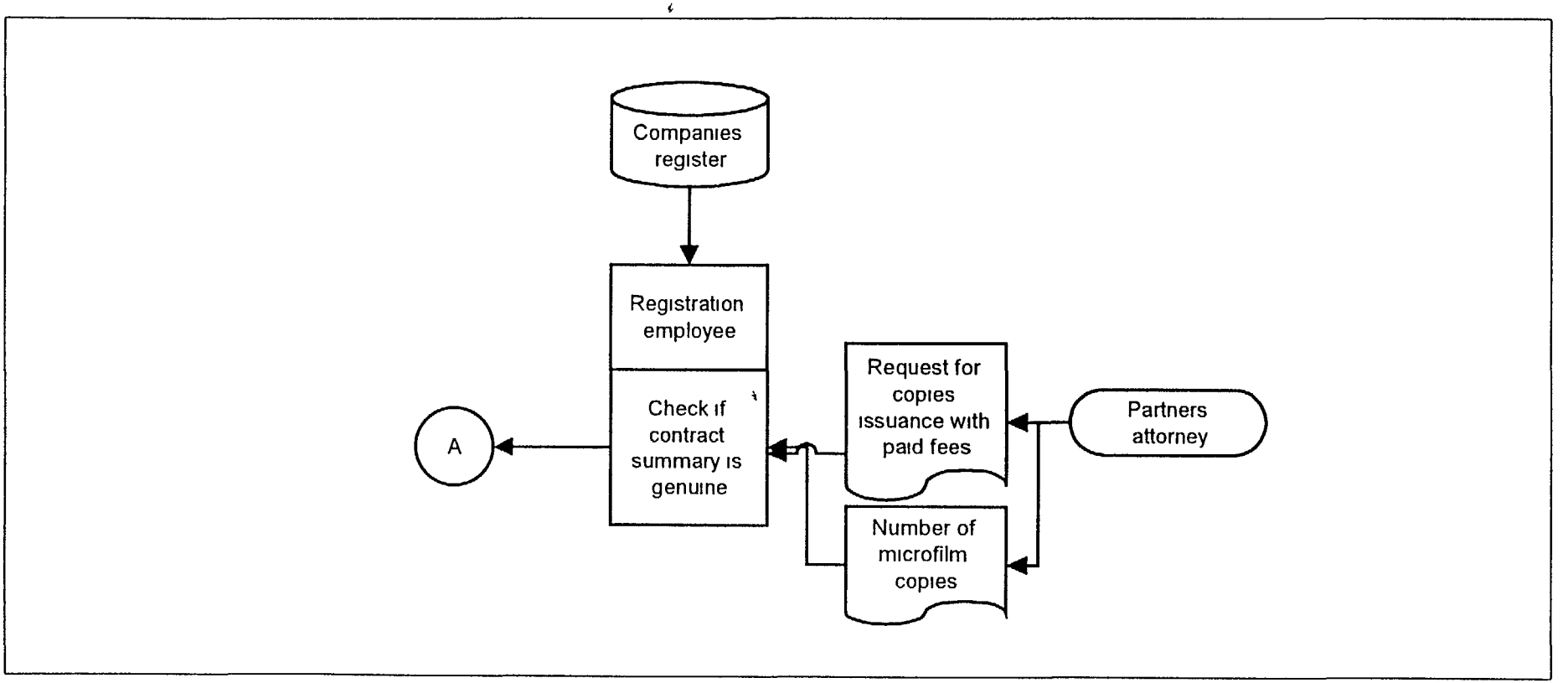
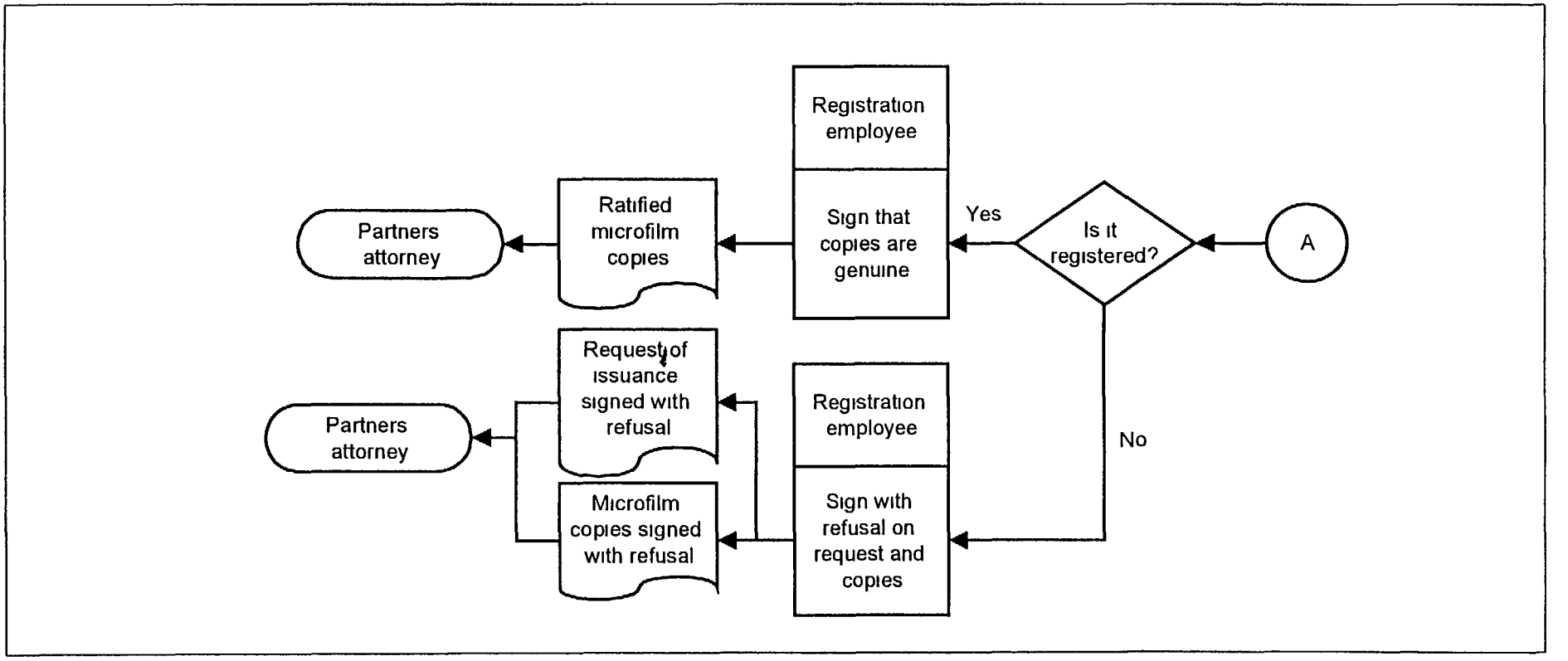


479

Work cycle	Registration of amendment or termination of commercial company contract	Location	Commercial dept	Trigger document	Contract summary stamped by Service dept "attachment report"
Cycle code	1-2-2			Frequency	Upon request



Work cycle	Registration of amendment or termination of commercial company contract	Location	Commercial dept	Trigger document	Contract summary stamped by Service dept "attachment report"
Cycle code	1-2-2			Frequency	Upon request



Work cycle	Registration of amendment or termination of commercial company contract	Location	Commercial dept	Trigger document	Contract summary stamped by Service dept "attachment report"
Cycle code	1-2-2			Frequency	Upon request