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**Administration of Justice Support Project
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**North Cairo Court Survey
Volume 4
AOJS
USAID/Cairo**

**NORTH CAIRO COURT
SURVERY**

VOLUME FOUR

Forms Description

This part of the survey aims at showing a detailed picture of the work cycle for each trigger (whether internal or external) as well as tracking the route of the trigger all over the court. Here we deal with each document separately and the external influence that might change its nature. This is done by tracking the flow of each document through different court departments and the impact of those handling this document on it.

Tracking the document is done through description of the document in five different aspects:

- Form general information
- Form detailed description
- Description of data included in the form
- Cycles influencing the form
- Operations done on the form

Document General Information

This information includes the following general information on the document:

- 1 Form code
- 2 Form name
- 3 Form type (register or book, document or form, box files)
- 4 Function
- 5 Reason for using
- 6 Employee filling the form
- 7 Department where form is filled

Form Detailed Description

This part describes the form general structure:

- 1 Setup (landscape, portrait)
- 2 Number of pages
- 3 Form size (foolscap, double foolscap, quarto, half quarto)
- 4 Number of copies
- 5 Additions (stamp duty [non-governmental], stamp)

Description of the information included in the form

This part includes information in the form and they are described in a table with the following fields:

- 1 Serial
- 2 Item
- 3 Nature
- 4 Type
- 5 Remarks

Cycles influencing the form

This part describes all cycles influencing this form and their relation to one another in a table of the following fields

- 1 Department showing department where cycle takes place
- 2 Preceding cycle name of preceding cycle and this part facilitates tracking the cycles influencing the form for the reader
- 3 Current Cycle Code here the current cycle code is included
- 4 Current Cycle here name of the current cycle is included
- 5 Form status before the cycle description of the form before start of current cycle

Operations done on the form

This part describes in details the operations done on the form in each cycle it goes through in a table of the following fields

- 1 Department showing department where cycle takes place
- 2 Preceding cycle name of preceding cycle and this part facilitates tracking the cycles influencing the form for the reader
- 3 Current Cycle Code here the current cycle code is included
- 4 Current Cycle here name of the current cycle is included
- 5 Form status before the cycle description of the form before start of current cycle
- 6 Operations done on the form
 - 1) Conditions this part describes the conditions upon which the flow of the form is decided, and it is noticed that these conditions are numbered according to the sequence of their introduction into the cycle
 - 2) Objective a description of the operation done and showing the person undertaking the operation and cycles influencing
 - 3) Form after operation a description of form status after the operation
- 7 Form status after the cycle description of document status after the cycle

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FORMS IN THE PROCESS OF TRANSLAITON

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Description of Deposit Report Form

General Information

Form code	92		
Form name	Deposit report		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> box files
Function	Report of depositing a deposit in court including information about depositor and deposit money		
Reason for using	Depositing deposit money in court		
Employee filling the form	Depositor – Deposits Dept employees – Collection Dept employees		
Department where form is filled	Outside court – Deposits Dept office – Collection Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input checked="" type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Deposits Report Form

Ser	Item	Nature	Type	Remarks
1	Deposit date	Unique	Date	
2	Court name	Unique	Literal	
3	Name of Senior Clerk	Unique	Literal	
4	Report's name	Unique	Literal	
5	Deposited amount	Unique	Figures	
6	Depositor s name	Unique	Figures	
7	Name of deposit beneficiary	Unique	Figures	
8	Start of deposit period	Unique	Date	
9	End of deposit period	Unique	Date	
10	Reason for deposit	Unique	Literal	
11	Deposit fees	Unique	Figures	Amount of fees assessed for the deposit
12	Signature of deposits employee	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Ratification of Collection Dept employee	Unique	Literal	
15	Collection stamp	Unique	Literal	

Cycles influencing Deposit Report Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits	Depositor	13-1	Receipt of deposit report	Deposits report
Collection	Receipt of deposit report	16-1	Collection by Dept	Deposit report with revised fees
Deposits	Collection by Dept	13-1	Receipt of deposits report	Deposits report with paid fees
Deposits	Receipt of deposits report	13-5	Receipt of deposits cashing request	Archived deposits report

Operations done on Deposit Report Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Deposits	Depositor	13 1	Receipt of deposit report	Deposits report		Report is received from the depositor and revised by deposits employee and it is inquired if there are due fees on the report	Revised deposits report	
					1 Due fees	Deposit fees are assessed and written on deposit report	Deposit report with assessed fees	
						Fees reviser revises assessed fees and then signs	Deposit report with revised fees	
						Report is delivered to the depositor to pay the fees and deposit amount	Deposit report with revised fees	Deposit report with revised fees
Collection	Receipt of deposit report	16 1	Collection by Dept	Deposit report with revised fees		Collector receives deposit report and checks fees reviser s signature	Deposit report with revised fees	
						Collector collects deposit fees	Deposit report with paid fees	
						Collector delivers fees payment receipt to depositor who pays deposit money in the Central Safe	Deposit report with paid fees	Deposit report with paid fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Deposits	Collection by Dept	13-1	Receipt of deposits report	Deposits report with paid fees	1 Completion	- Deposits report is received from the depositor after fees payment Filing documents in deposits box files	Deposit report with paid fees - Archived deposits report	Archived deposits report
Deposits	Receipt of deposits report	13 5	Receipt of deposits cashing request	Archived deposits report		Issue deposits report from Archive box files and attach to cashing documents	Deposits report	
						Deliver deposits report to Accounting dept to complete cashing procedures	Deposits report	Deposits report

Description of Partial Deposit report Form

General Information

Form code	92		
Form name	Partial Deposit report		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> box files
Function	Report of depositing a deposit in partial court including information about depositor and deposit money		
Reason for using	Depositing deposit money in partial court		
Employee filling the form	Deposits Dept employees in partial court		
Department where form is filled	Deposits Dept office in partial court		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input checked="" type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Partial Deposit Report Form

Ser	Item	Nature	Type	Remarks
1	Deposit date	Unique	Date	
2	Court name	Unique	Literal	
3	Name of Senior Clerk	Unique	Literal	
4	Report's name	Unique	Literal	
5	Deposited amount	Unique	Figures	
6	Depositor s name	Unique	Figures	
7	Name of deposit beneficiary	Unique	Figures	
8	Start of deposit period	Unique	Date	
9	End of deposit period	Unique	Date	
10	Reason for deposit	Unique	Literal	
11	Deposit fees	Unique	Figures	Amount of fees assessed for the deposit
12	Signature of deposits employee	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Ratification of Collection Dept employee	Unique	Literal	
15	Collection stamp	Unique	Literal	

Cycles influencing Partial Deposit Report Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits	Correspondence Dept	13-2	Receive deposit report from partial court	Partial deposit report
Deposits	Receive deposit report from partial court	13-6	Receive deposit cashing request from partial court	Archived deposits report

Operations done on Partial Deposit Report Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Correspondence Dept	13 2	Receive deposits report from partial court	Partial deposit report		Partial deposits employee receives partial deposits report and revises it	Revised Partial deposit report	
						File documents in partial deposits box files	Archived deposits report	Archived partial deposit report
Deposits	Receive deposits report from partial court	13 6	Receive deposit cashing request from partial court	Archived deposits report		Issue deposits report from Archive box files and attach to cashing documents	Partial deposits report	
						Deliver deposits report to Accounting dept to complete cashing procedures	Deposits report	Partial deposits report

Description of Deposit delivery docket Form

General Information

Form code	
Form name	Deposit delivery docket
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> box files
Function	Delivery docket with the deposit amount is given to the depositor to deposit the amount of money
Reason for using	Put deposit in court
Employee filling the form	Deposits Dept employees – Central safe employees
Department where form is filled	Deposits Dept – Central safe

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait
Number of Pages	One page	
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies		
Additions	<input checked="" type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps

Description of Information in Deposit Delivery Docket Form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7	Deposits employee s signature	Unique	Literal	
8	Signature of Deposits Dept Head	Unique	Literal	
9	Stamp by central safe employee	Unique	Literal	
10				
11				
12				

Cycles influencing Deposit Delivery Docket Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits	-----	13-1	Receive deposit report	-----
Central safe	Receive deposit report		Receive deposit amount	Delivery docket

Operations done on Deposit Delivery Docket Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con-ditions	Objective	Form after operation	
Deposits	-----	13 1	Receive deposit report	-----		Issue delivery docket with the deposit amount in order to deposit the money as money is not received without this docket	Delivery docket	
						Dept Head Signature on the delivery docket	Delivery docket	
						Deliver delivery docket to depositor to deposit the amount of money	Delivery docket	Delivery docket
Central safe	Receive deposit report		Receive deposit amount	Delivery docket		Central safe employee receives delivery docket and deposit amount as stated in the delivery docket	Delivery docket	
						Safe employee issues a receipt to the depositor that he has received the money	Delivery docket with paid deposit	Delivery docket with paid deposit
						Safe employee then sends notification form to the Accounting Dept who send it in turn to the Deposits Dept to prove deposit money payment		

Description of Notification Form

General Information

Form code	3		
Form name	Notification		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> box files
Function	Statement of receiving money from collector to the safe sent by Accounting Dept		
Reason for using	Delivery of money to the Central Safe		
Employee filling the form	Accounting Dept employees		
Department where form is filled	Accounting Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait	
Number of Pages	One page		
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto <input checked="" type="checkbox"/> Half quarto
Number of copies			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps	

Description of Information in Notification Form

Ser	Item	Nature	Type	Remarks
1	Serial	Unique	Figures	
2	Authority	Unique	Literal	
3	Pt LE	Unique	Figures	
4	To safe	Unique	Literal	
5	Sum	Unique	Figures	
6	Amount of money	Unique	Literal	Amount of money in letters
7	From	Unique	Literal	
8	As per docket number	Unique	Figures	
9	For	Unique	Literal	
10	Issued on	Unique	Date	
11	Head of Authority	Unique	Literal	
12	Marks	Unique	Literal	

Cycles influencing Notification Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection	Accounting Dept	16-12	Receiving Notification	Notification
Deposits	Accounting Dept	13-1	Receiving deposit report	Notification

Operations done on Notification Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Collection	Accounting Dept	16-12	Receiving notification	Notification		Collector receives notification from Accounting Dept and attaches it to Receipt book	Notification	Notification
Deposits	Accounting Dept	13 1	Receiving deposit report	Notification		Receive notification from Accounting Dept and records it in deposits book	Notification recorded in deposits book	Notification recorded in deposits book
						File notification in deposits box files with the rest of deposit documents	Archived notification	Archived notification

↓

Description of Sequestration or notice report on a deposit (original and a copy) Form

General Information

Form code	
Form name	Sequestration or notice report on a deposit (original and a copy)
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> box files
Function	A document showing sequestration or notice on a deposit in court
Reason for using	Deposit in court
Employee filling the form	Service Dept employees
Department where form is filled	Service Dept office

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait
Number of Pages	One page	
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies		
Additions	<input checked="" type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps

Description of Information in Sequestration or notice report on a deposit (original and a copy) Form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7	Deposits Dept employee s signature	Unique	Literal	Signature of deposits employee of receipt of report copy
8				
9				
10				
11				
12				

Cycles influencing Sequestration or notice report on a deposit Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits	Service Dept	13-3	Execution of sequestration or notice on deposit	Sequestration or notice report

Copy of Sequestration or notice report on a deposit Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits	Service Dept	13-3	Execution of sequestration or notice on deposit	Copy of Sequestration or notice report

Operations done on sequestration or notice report

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Service Dept	13-3	Execution of sequestration or notice on deposit	Sequestration or notice report		Signature of receipt of sequestration or notice report on the original report	Signed sequestration or notice report	Signed sequestration or notice report

Copy of Sequestration or notice report on a deposit Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Service Dept	13 3	Execution of sequestration or notice on deposit	Copy of sequestration or notice report		Receipt of copy of sequestration or notice report	Copy of sequestration or notice report	
						Record report information in deposits book in a special page for the deposit	Copy of sequestration or notice report	
						Archive in reports and notices box files	Copy of sequestration or notice report	Copy of sequestration or notice report

Description of sequestration or notice report on a Partial deposit Form

General Information

Form code	
Form name	Sequestration or notice report on a partial deposit
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	A document showing sequestration or notice on a deposit in partial court
Reason for using	Deposit in partial court
Employee filling the form	Service Dept employees in partial court – Correspondence employees
Department where form is filled	Service Dept office in partial court – Correspondence Dept

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape <input type="checkbox"/> Portrait
Number of Pages	One page
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input checked="" type="checkbox"/> Duty stamp (non-governmental) <input type="checkbox"/> Stamps

Description of Information in sequestration or notice report on a Partial deposit Form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Cycles Impacting sequestration or notice report on a Partial deposit Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	Correspondence Dept	13 4	Execution of sequestration or notice on the deposit in partial court	sequestration or notice report on the deposit in partial court

Operations done on sequestration or notice report on a Partial deposit

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Deposits	Correspondence Dept	13 4	Execution of sequestration or notice on the deposit in partial court	sequestration or notice report on the deposit in partial court		Receive sequestration or notice report in partial court	Sequestration or notice report in partial court	
						Record report information in deposits book in a special page for the deposit	Sequestration or notice report in partial court	
						File in sequestration or notice box-files in partial court	Archived sequestration or notice report	Archived sequestration or notice report

Description of Deposit cashing request Form

General Information

Form code	
Form name	Deposit cashing request
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Request for cashing a deposit in court
Reason for using	Cashing a deposit in court
Employee filling the form	Deposit beneficiary or his delegate – Head of Deposits Dept – Senior Clerk – Chief Justice – Collection Dept employee – head of Commercial Dept – Claims employees
Department where form is filled	Outside the court – Deposits – Senior Clerk – Chief Justice – Collection Dept – Commercial Dept – Claims Dept

Form Detailed Description

Setup	<input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
Number of Pages	One page
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input checked="" type="checkbox"/> Duty stamp (non governmental) <input type="checkbox"/> Stamps

Description of Information in Deposit cashing request Form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	Cashing fees	Unique	Figures	Amount of assessed fees for cashing request
14	Deposits employee signature	Unique	Literal	
15	Notation of fees reviser	Unique	Literal	
16	Notation of Deposits Dept Head	Unique	Literal	Notation of Deposits Dept Head with approval or refusal
17	Notation of Senior Clerk	Unique	Literal	Notation of Senior Clerk with approval or refusal

Ser	Item	Nature	Type	Remarks
18	Notation of Chief Justice	Unique	Literal	Notation of Chief Justice with approval or refusal
19	Notation of Claims Dept	Unique	Literal	Notation of Claims dept stating if there are claims or not and if any are they paid or not
20	Commercial Dept notation	Unique	Literal	Notation of Commercial Dept in bankruptcy cases
21	Collection Dept notation	Unique	Literal	Notation of Collection Dept employee of collecting cashing request fees

Cycles Impacting Deposit cashing request Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	Beneficiary or his delegate	13 5	Receipt of deposit cashing request	Cashing request
Collection	Receive deposit cashing request	16 1	Collection Dept	Cashing request with revised fees
Deposits	Collection Dept	13 5	Receive deposit cashing request	Cashing request with paid fees

Operations done on Deposit cashing request Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Beneficiary or his delegate	13-5	Receipt of deposit cashing request	Cashing request		Receipt of cashing request from beneficiary or his delegate	Cashing request	
						Issuing deposit report from cashing request information	Cashing request	
						Checking if the person submitting cashing request is the beneficiary or not by matching with deposit report and submitted documents	Cashing request	
					1 there is sequestration	Check if the deposit is sequestrated	Cashing request	
					2 three years have passed	If deposit is sequestrated it is checked if three years have passed	Cashing request	
					1 completion	Check if case is a sale case		

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
					3 it is a sale case	Submit request with documents to Civil Dept Head and await the memo	Cashing request submitted to Civil Dept head	
						Receipt of request once more with Civil dept memo and procedures are completed	Cashing request with Civil Dept memo	3 completion
					3 completi on	Assessment of fees for cashing request with deduction of cashing request fees if the are not collected	Cashing request with assessed fees	
						Fees reviser revises assessed fees for the cashing request and makes notation of revision	Cashing request with revised fees	Cashing request with revised fees
Collection	Receive deposit cashing request	16 1	Collection Dept	Cashing request with revised fees		Collector receives cashing request from depositor and checks fees reviser s signature	Cashing request with revised fees	
						Collector collects fees assessed for cashing request	Cashing request with collected fees	
						Collector delivers fees payment receipt to beneficiary or his delegate	Cashing request with paid fees	Cashing request with paid fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Collection Dept	13 5	Receive deposit cashing request	Cashing request with paid fees		Dept head revises documents to check if beneficiary has the right	Cashing request with paid fees	
					4 Dept Head s approval	Sign with approval of cashing request	Cashing request approved by Dept Head	
						Submit to Senior Clerk	Cashing request approved by Dept Head	
					5 Senior Clerk s approval	Signature of Senior Clerk with approval	Cashing request approved by Senior Clerk	
						Submit to Chief Justice	Cashing request approved by Senior Clerk	
					6 Chief Justice s approval	Signature of Chief Justice of request	Cashing request approved by Chief Justice	
						Submit to Claims Dept	Cashing request approved by Chief Justice	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con-ditions	Objective	Form after operation	
					7 is there claim	Beneficiary or delegate pays due claims	Cashing request with paid feed	
					7 completion	Check if the case is a bankruptcy case	Cashing request approved by Claims Dept	
					8 bankruptcy case	Submit to commercial dept	Cashing request approved by Claims Dept	
					8 completion	Complete procedures of cashing request in deposits dept	Cashing request approved by Claims Dept	
						Deliver request to Accounting Dept for cashing procedures	Approved Cashing request	Cashing request ready for collection
					2 less than three years	Return of cashing request to beneficiary or delegate	Refused cashing request	
					4 refusal of Dept Head	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
					5 refusal of Senior Clerk	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	
					6 refusal of Chief Justice	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	

Description of Partial Deposit cashing request Form

General Information

Form code			
Form name	Deposit cashing request		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Request for cashing a deposit in partial court		
Reason for using	Deposit in court		
Employee filling the form	Deposit beneficiary or his delegate -Deposits Dept employee Head of Deposits Dept - Senior Clerk - Chief Justice - Collection Dept employee - Claims employees		
Department where form is filled	Outside the court - Deposits - Senior Clerk - Chief Justice - Collection Dept - Claims Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input checked="" type="checkbox"/> Duty stamp (non governmental)		<input type="checkbox"/> Stamps	

Description of Information in Partial Deposit cashing request Form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	Cashing fees	Unique	Figures	Amount of assessed fees for cashing request
14	Deposits employee signature	Unique	Literal	
15	Notation of fees reviser	Unique	Literal	
16	Notation of Deposits Dept Head	Unique	Literal	Notation of Deposits Dept Head whether with approval or refusal
17	Notation of Senior Clerk	Unique	Literal	Notation of Senior Clerk whether with approval or refusal

Ser	Item	Nature	Type	Remarks
18	Notation of Chief Justice	Unique	Literal	Notation of Chief Justice whether with acceptance or refusal
19	Claims Dept notation	Unique	Literal	Claims Dept notation with payment or non-payment of claims or even if there are claims
20	Commercial Dept notation	Unique	Literal	Commercial Dept notation in bankruptcy cases
21	Collection Dept notation	Unique	Literal	Notation of Collection employee of collecting cashing request fees

Cycles Impacting Partial Deposit cashing request Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	Beneficiary or his delegate	13 6	Receipt of deposit cashing request from a partial court	Partial Cashing request
Collection	Receive deposit cashing request from a partial court	16-1	Collection Dept	Cashing request with revised fees
Deposits	Collection Dept	13 5	Receive deposit cashing request	Cashing request with paid fees

Operations done on Partial Deposit cashing request Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Deposits	Beneficiary or his delegate	13 6	Receipt of deposit cashing request from partial court	Partial Cashing request		Receipt of cashing request from beneficiary or his delegate	Cashing request	
						Issuing deposit report from cashing request information	Cashing request	
						Checking if the person submitting cashing request is the beneficiary or not by matching with deposit report and submitted documents	Cashing request	
					1 there is sequestr ation	Check if the deposit is sequestrated	Cashing request	
					2 three years have passed	If deposit is sequestrated it is checked if three years have passed	Cashing request	
					1 completi on	Check if case is a sale case		

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
					3 it is a sale case	Submit request with documents to Civil Dept Head and await the memo	Cashing request submitted to Civil Dept head	
						Receipt of request once more with Civil dept memo and procedures are completed	Cashing request with Civil Dept memo	3 completion
					3 completion	Assessment of fees for cashing request with deduction of cashing request fees if the are not collected	Cashing request with assessed fees	
						Fees reviser revises assessed fees for the cashing request and makes notation of revision	Cashing request with revised fees	Cashing request with revised fees
Collection	Receive deposit cashing request	16 1	Collection Dept	Cashing request with revised fees		Collector receives cashing request from depositor and checks fees reviser s signature	Cashing request with revised fees	
						Collector collects fees assessed for cashing request	Cashing request with collected fees	
						Collector delivers fees payment receipt to beneficiary or his delegate	Cashing request with paid fees	Cashing request with paid fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Deposits	Collection Dept	13 5	Receive deposit cashing request	Cashing request with paid fees		Dept head revises documents to check if beneficiary has the right	Cashing request with paid fees	
					4 Dept Head s approval	Sign with approval of cashing request	Cashing request approved by Dept Head	
						Submit to Senior Clerk	Cashing request approved by Dept Head	
					5 Senior Clerk s approval	Signature of Senior Clerk with approval	Cashing request approved by Senior Clerk	
						Submit to Chief Justice	Cashing request approved by Senior Clerk	
					6 Chief Justice s approval	Signature of Chief Justice of request	Cashing request approved by Chief Justice	
						Submit to Claims Dept	Cashing request approved by Chief Justice	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
					7 is there claim	Beneficiary or delegate pays due claims	Cashing request with paid feed	
					7 completion	Check if the case is a bankruptcy case	Cashing request approved by Claims Dept	
					8 bankruptcy case	Submit to commercial dept	Cashing request approved by Claims Dept	
					8 completion	Complete procedures of cashing request in deposits dept	Cashing request approved by Claims Dept	
						Deliver request to Accounting Dept for cashing procedures	Approved Cashing request	Cashing request ready for collection
					2 less than three years	Return of cashing request to beneficiary or delegate	Refused cashing request	
					4 refusal of Dept Head	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
					5 refusal of Senior Clerk	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	
					6 refusal of Chief Justice	Return of cashing request to beneficiary or delegate	Return of cashing request to beneficiary or delegate	

Description of Form of Memo on Deposit

General Information

Form code	93		
Form name	Memo on Deposit		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Memo with information on deposit attached to cashing request where information come from Deposits book		
Reason for using	Cash deposit from court		
Employee filling the form	Deposits Dept employees		
Department where form is filled	Deposits Dept office		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Form of Memo on Deposit

Ser	Item	Nature	Type	Remarks
1	Deposit amount	Unique	Figures	
2	Deposit date	Unique	Date	
3	Court name	Unique	Literal	
4	Deposit number	Unique	Figures	
5	Depositor s name	Unique	Literal	Names of all depositors
6	Name of beneficiary	Unique	Literal	Names of all beneficianes
7	Reason for deposit	Unique	Literal	
8	Cashing condition	Unique	Literal	Cashing conditions stated in deposit report
9	List of sequestrations	Unique	Literal	List of sequestrations on the deposit name of sequestration beneficiary date of sequestration and amount of debt in favour of which sequestration is made
10				
11				
12				
13				
14				
15				

Cycles Impacting Form of Memo on Deposit

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	-----	13 5	Receipt of deposit cashing request	-----
Deposits	- - - - -	13 6	Receipt of deposit cashing request from partial court	-----

Operations done on Form of Memo on Deposit

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Deposits	-	13 5	Receipt of deposit cashing request	-- ---- --		Issue memo on deposit with information of deposit coming from deposits book	Memo on deposit	
						Dept head revises documents to make sure of beneficiary s right in deposit	Memo on deposit	
					1 Dept Head approval	Dept Head of approval	Memo on deposit	
						Submit to Senior Clerk	Memo on deposit	
					2 Senior Clerk s approval	Signature of Senior clerk of approval	Memo on deposit	
						Submit to Chief Justice	Memo on deposit	
					3 Chief Justice approval	Signature of Chief Justice of approval	Memo on deposit	
						Submit to Claims dept	Memo on deposit	
	4 there are claims	Beneficiary or delegate paid claims due	Memo on deposit					

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
					4 completi on	Check if it is bankruptcy case	Memo on deposit	
					5 bankrup tcy case	Submit to Commercial Dept	Memo on deposit	
						Deliver request to Accounting Dept for cashing procedures	Memo on deposit	Memo on deposit
					1 refusal of Dept head	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	
					2 refusal of Senior Clerk	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	
					3 refusal of Chief Justice	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con-ditions	Objective	Form after operation	
Deposits		13 6	Receipt of deposit cashing request from partial court	- - - -		Issue memo on deposit with information of deposit coming from deposits book	Memo on deposit	
						Dept head revises documents to make sure of beneficiary s nght in deposit	Memo on deposit	
					1 Dept Head approval	Dept Head of approval	Memo on deposit	
						Submit to Senior Clerk	Memo on deposit	
					2 Senior Clerk s approval	Signature of Senior clerk of approval	Memo on deposit	
						Submit to Chief Justice	Memo on deposit	
					3 Chief Justice approval	Signature of Chief Justice of approval	Memo on deposit	
						Submit to Claims dept	Memo on deposit	
					4 there are claims	Beneficiary or delegate paid claims due	Memo on deposit	
4 completi on	Check if it is bankruptcy case	Memo on deposit						

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
					5 bankrup tcy case	Submit to Commercial Dept	Memo on deposit	
						Deliver request to Accounting Dept for cashing procedures	Memo on deposit	Memo on deposit
					1 refusal of Dept head	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	
					2 refusal of Senior Clerk	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	
					3 refusal of Chief Justice	Refusal of request and return of documents to beneficiary or delegate	Memo on deposit	

Description of Fees payment receipt (blue receipt) Form

General Information

Form code	2		
Form name	Fees payment receipt (blue receipt)		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Payment receipt		
Reason for using	Fees payment		
Employee filing the form	Collection Dept employees		
Department where form is filled	Collection Dept office		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	Two			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Fees payment receipt (blue receipt) Form

Ser	Item	Nature	Type	Remarks
1	Receipt number	Unique	Figures	
2	Incoming to court	Unique	Literal	Court name
3	From	Unique	Literal	Name of the person paying the money
4	An amount of	Unique	Figures	Amount of money in letters
5	PT LE	Unique	Figures	Amount of money in figures
6	For	Unique	Literal	
7	Case number	Unique	Figures	
8	Filed by	Unique	Literal	
9	Filed against	Unique	Literal	
10	Collection clerk	Unique	Figures	Collector's signature
11	Issued on	Unique	Date	Date of the day
12	Serial of fiscal year	Unique	Figures	

Cycles Impacting Fees payment receipt (blue receipt) Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection	-----	16-1	Collection by department	-----
Deposits	Collection by department	13-5	Receipt of deposit cashing request	Fees payment receipt
Deposits	Collection by department	13-6	Receipt of deposit cashing request from partial court	Fees payment receipt
Claims	Collection by department	12-7	Receipt of Service Dept response on execution full collection report	Fees payment receipt
Claims	Collection by department	12-11	Receipt of Service Dept response on sale full collection report	Fees payment receipt

Operations done on Fees payment receipt (blue receipt) Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection	--- ----	16 1	Collection by department	- - - -		Collection employee issues the receipt after receiving the fees from payer	Fees payment receipt	
Deposits	Collection by department	13 5	Receipt of deposit cashing request	Fees payment receipt		Beneficiary or his delegate Receives payment receipt	Fees payment receipt	
						Attach receipt to deposit cashing documents	Fees payment receipt	Fees payment receipt
Deposits	Collection by department	13 6	Receipt of deposit cashing request from partial court	Fees payment receipt		Receiving the receipt after beneficiary or delegate pays the money	Fees payment receipt	
						Attach receipt to deposit cashing documents	Fees payment receipt	Fees payment receipt
Claims	Collection by department	12 7	Receipt of Service Dept response on execution full collection report	Fees payment receipt		Execution employee receives receipt with execution papers after return from Service Dept through Correspondence Dept	Fees payment receipt	
						Execution employee keeps the receipt in claims file	Fees payment receipt filed in claims file	Fees payment receipt filed in claims file
Claims	Collection by department	12-11	Receipt of Service Dept response on sale full collection report	Fees payment receipt		Execution employee receives receipt with execution papers after return from Service Dept through Correspondence Dept	Fees payment receipt	
						Execution employee keeps the receipt in claims file	Fees payment receipt filed in claims file	Fees payment receipt filed in claims file

Description of Deposit cashing form

General Information

Form code	
Form name	Deposit cashing form
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Cashing form with amount of money due for the requester (beneficiary or his delegate)
Reason for using	Deposit cashing in court
Employee filing the form	Deposits Dept employees – Deposits Department Head – Commercial Dept Head
Department where form is filled	Deposits Dept office – Commercial Dept Head

Form Detailed Description

Structure	<input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
Number of Pages	One page
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input type="checkbox"/> Duty stamp (non-governmental) <input type="checkbox"/> Stamps

Description of Information in Deposit cashing form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13	Signature of Deposits employee	Unique	Literal	
14	Signature of Deposits Department Head	Unique	Literal	
15	Signature of Commercial Department Head	Unique	Literal	

Cycles Impacting Deposit cashing form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	-----	13-5	Receive deposit cashing request	-----
Deposits	-----	13-6	Receive deposit cashing request in partial court	-----

Operations done on Deposit cashing form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con-ditions	Objective	Form after operation	
Deposits	-----	13 5	Receive deposit cashing request	-----		Deposits Dept employee fills cashing form	Cashing form	
						Signature of dept head on cashing form	Cashing form signed by dept head	
					Bankruptcy case	Submit to Commercial Dept	Cashing form signed by dept head	
						Deliver request to Accounting Dept for cashing procedures	Cashing form signed by dept head	Cashing form signed by dept head
Deposits	- - -	13 6	Receive deposit cashing request in partial court	--- ----		Deposits Dept employee fills cashing form	Cashing form	
						Signature of dept head on cashing form	Cashing form signed by dept head	
					Bankruptcy case	Submit to Commercial Dept	Cashing form signed by dept head	
						Deliver request to Accounting Dept for cashing procedures	Cashing form signed by dept head	Cashing form signed by dept head

Description of List of partial deposits cashed

General Information

Form code			
Form name	List of partial deposits cashed		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of deposits cashed in partial court		
Reason for using	Deposit cashing in partial courts		
Employee filing the form	Partial courts employees		
Department where form is filled	Deposits Dept in partial court		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in List of partial deposits cashed form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Cycles Impacting List of partial deposits cashed form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	Correspondence	13-7	Receive list of deposits cashed in partial courts	List of cashed amounts

Operations done on List of partial deposits cashed form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Correspondence	13 7	Receive list of deposits cashed in partial courts	List of cashed amounts		Receive list from partial court through Correspondence Dept	List of cashed amounts	
						Record in deposits book where employee in charge records deposits cashed beside its cell in the deposits book	List of cashed amounts	
						Upon completion of record the list is then destroyed	List of cashed amounts	List of cashed amounts

Description of Copy of list of deposit returns in partial courts

General Information

Form code			
Form name	Copy of partial deposit returns list		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of deposits deposited in partial court		
Reason for using	Deposits in partial courts		
Employee filing the form	Partial courts employees		
Department where form is filled	Deposits Dept in partial court		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Copy of list of deposit returns in partial courts form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Cycles Impacting Copy of list of deposit returns in partial courts form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	Correspondence	13-8	Receive partial deposit returns list	List of partial deposit returns

Operations done on Copy of list of deposit returns in partial courts form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	Correspondence	13 8	Receive partial deposit returns list	List of partial deposit returns		Receive list from partial court through Corres Dept	List of partial deposit returns	
						List is matched with the book as the employee in charge matches the deposit reports he receives from partial courts to check if there are reports sent for the first time	List of partial deposit returns	
						Upon completion of record list is destroyed	List of partial deposit returns	List of partial deposit returns

Description of Letter for enhancement of reports from partial courts

General Information

Form code			
Form name	Letter for enhancement of reports from partial courts		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Letter to partial courts to enhance reports that are listed in deposit returns list and not sent b the court		
Reason for using	Deposits in partial courts		
Employee filing the form	Deposits Dept employees		
Department where form is filled	Deposits Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Letter for enhancement of reports from partial courts form

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Cycles Impacting Letter for enhancement of reports from partial courts form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Deposits	-----	13-8	Receive partial deposit returns list	-----

Operations done on Letter for enhancement of reports from partial courts form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Deposits	---- ---	13-8	Receive partial deposit returns list	-- - ----		Issue a letter to partial courts to enhance sending deposit reports that are discovered to be not sent by matching list of deposits returns in partial courts with deposits book	Letter to enhance sending the reports	
						Deliver letter to Corres Dept to send to partial courts	Letter to enhance sending the reports	Letter to enhance sending the reports

Description of Case Judgment Form

General Information

Form code	94		
Form name	Case judgment		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Judgment made by Chief Judge in a case hearing		
Reason for using	Judgment in a case		
Employee filing the form	Chief Judge / Circuit Clerk		
Department where form is filled	Circuit		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Judgment

Ser	Item	Nature	Type	Remarks
1	Judgment	Unique	Literal	Judgment made by Chief Judge
2				

Description of Information in Typed Judgment

Ser	Item	Nature	Type	Remarks
1	Panel	Unique	Literal	Name of Chief Judge, judges, district attorney and circuit clerk
2	Plaintiff's name	Unique	Literal	Names of all plaintiffs
3	Defendant's name	Unique	Literal	Names of all defendants
4	Draft judgment	Unique	Literal	Judgment made by Chief Judge in the case hearing
5	Names of parties from any other writes	Unique	Literal	
6				
7				

Cycles Impacting Judgment

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Circuit Clerk		1-6-9	Prepare judgment and obtain ratification	Draft judgment
Typing pool	Prepare judgment and obtain ratification	7-1	Type draft judgment	Draft judgment
Circuit Clerk	Type draft judgment	1-6-9	Prepare judgment and obtain ratification	Draft and typed Judgment
Fees revision	Prepare judgment and obtain ratification	25-5	Fees revision for cases after judgment announcement	Case file
Circuit Clerk	Fees revision for cases after judgment announcement	1-6-16	Close case after disposition	Case file with revised fees
Copies Dept	Close case after disposition	9-3	Record attorneys' fees and fees	Case file
Circuit Clerk	Record attorneys' fees and fees	1-6-16	Close case after disposition	Case file recorded in Copies Book
Claims	Close case after disposition	21-1	Receive Claims papers	Case file
Circuit Clerk	Receive Claims papers	1-6-16	Close case after disposition	Case file
Archive	Close case after disposition	8-1	Archive a disposed case in Court of First Instance	Case file
Archive		8-7	Deliver papers from case file	
Copies Dept	Deliver papers from case file	9-1	Deliver writ of execution	Archived judgment

Operations done on Judgment

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit Clerk		1 6-9	Prepare judgment and obtain ratification	Draft judgment		Circuit clerk receives judgment and case file from the judge	Draft judgment	
						Deliver draft judgment to Typing Pool		
Typing pool	Prepare judgment and obtain ratification	7 1	Type draft judgment	Draft judgment		Receive draft judgment from Circuit Clerk then Dept head or deputy refers it to employee in charge	Draft judgment ready for typing	
						Typist types the draft judgment using draft judgment writ of summons and conciliation report if any	Typed judgment	
						Dept head or Deputy revises typed judgment by matching it with draft judgment	Typed judgment	
						Make the necessary corrections and deliver draft and typed judgment to Circuit Clerk	Draft and typed judgment	Draft and typed judgment
Circuit Clerk	Type draft judgment	1 6 9	Prepare judgment and obtain ratification	Draft and typed Judgment		Circuit Clerk receives judgment from Typing Pool	Draft and typed judgment	
						Circuit Clerk signs of revision of typed judgment	Draft and revised typed judgment	
						Circuit Clerk submits draft and typed judgment to judge for ratification	Draft and typed judgment	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Judge signs the judgment and Circuit Clerk receives it once more	Draft and typed judgment revised by the judge	
						Circuit Clerk refers judgment with Case file to Fees Revision Dept	Case file	Case file
Fees revision	Prepare judgment and obtain ratification	25 5	Fees revision for cases after judgment announcement	Case file		Fees reviser revises the fees due on the case	Case file	
						Fees reviser reassesses fees for the case	Case file with revised fees	
						Fees reviser makes notation on the case file with the fees and that the fees on the file have been reassessed and then delivers file once more to the Circuit Clerk	Case file with revised fees	Case file with revised fees
Circuit Clerk	Fees revision for cases after judgment announcement	1 6 16	Close case after disposition	Case file with revised fees		Circuit Clerk receives file from Fees Revision Dept and checks if there is objection for forgery in the case	Case file with revised fees	
					1 objection for forgery	Make a notation in the book of objections for forgery that case has been disposed and notify the Prosecution	Case file with revised fees	
						Issue fees assessment order and attorneys fees report to be ratified by the judge	Case file with fees assessment order and attorneys fees report attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					1 completi on	Circuit Clerk sends case file to Copies Dept for record	Case file	
Copies Dept	Close case after disposition	9 3	Record attorneys fees and fees	Case file		Copies Dept clerk records in Attorney s fees and fees book and writes the execution statement then makes notation on the original judgment	Case file recorded in Copies Dept Books	
						Deliver file once more to Circuit Clerk	Case file recorded in Copies Dept Books	Case file recorded in Copies Dept Books
Circuit Clerk	Record attorneys fees and fees	1 6 16	Close case after disposition	Case file recorded in Copies Book		Circuit Clerk receives case file with fees assessment order and attorney s fees report attached	Case file	
						Circuit Clerk deliver file to Claims Dept	Case file	Case file
Claims	Close case after disposition	21 1	Receive Claims papers	Case file		Revise fees assessment order and attorney s fees with notation of revision on the judgment	Case file	Case file
Circuit Clerk	Receive Claims papers	1 6 16	Close case after disposition	Case file		After delivering papers to the Claims Dept circuit clerk record judgment in draft judgments book and sends file to Archive	Case file referred to Archive	Case file referred to Archive
Archive	Close case after disposition	8 1	Archive a disposed case in Court of First Instance	Case file		Archive Clerk receives papers from Order Dept	Case file	
						Case file revision	Case file	
						Make notation on the file in order to know files recorded in the book	Case file	
						Keep the file in Archive box files	Archived Case file	Archived Case file

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive		8 7	Deliver papers from case file			Upon an oral request by plaintiff or his delegate to Archive Clerk the clerk searches for the file	Oral request	
						If case file is found Archive Clerk delivers judgment to plaintiff or his delegate after receiving his ID to make sure he is to bring back the judgment	Archived judgment	
						Plaintiff or his delegate makes a copy of the judgment	Archived judgment	Archived judgment
Copies Dept	Deliver papers from case file	9 1	Deliver writ of execution	Archived judgment		Plaintiff or his delegate delivers judgment to the reviser to make sure of following notation made by Fees Revision Dept on the judgment and also to check if the judgment needs a writ of execution and to make sure there is no notation of issuing a previous writ of execution	Judgment	
					1 needs writ of execution	Revision employee assesses the fees in accordant to Fee Law and writes it on a copy of the judgment	Judgment with assessed fees for the copy	
					2 fees due	Book clerk makes notation of deliverng the writ on the original judgment and the assessed fees	Judgment with assessed fees for the copy	
						Deliver judgment to Plaintiff or his delegate	Judgment with assessed fees for the copy	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees Revision	Deliver writ of execution	25 4	Revision of fees assessed for the copies	Judgment with assessed fees for the copies		Receive copy from copy requester and revise the fees	Copy with assessed fees	
					There is a mistake	Fees reassessment for the copy and record fees on it	Judgment with reassessed fees for the copy	
					Completion	Signature of fees reviser on the copy and stamp that fees have been revised then deliver to copy requester	Judgment with revised fees for the copy	
Collection	Revision of assessed fees for the copies	16 1	Dept Collection	Judgment with revised feed for the copy		Collector receives judgment from the plaintiff or his delegate and makes sure that stamp of fees reviser is there	Judgment with revised fees for the copy	
						Fees collection	Judgment with paid fees for the copy	
						Return judgment to the Plaintiff or his delegate with a receipt	Judgment with paid fees for the copy	Judgment with paid fees for the copy
Copies Dept	Dept Collection	9 1	Deliver writ of execution	Judgment with paid fees for the copy	2 completion	Book clerk makes notation of delivering the writ of execution on the original judgment to make sure that a second writ is not issued for the same judgment He also record receiver s capacity	Judgment with a record of issuing execution statement	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Deliver judgment to the plaintiff or his delegate	Judgment with a record of issuing execution statement	
					1 does not need writ of execution	Reviser returns judgment to plaintiff or his delegate	Judgment with a previously issued writ of execution	Judgment with a previously issued writ of execution
Archive	Deliver writ of execution	8 7	Deliver papers from case file	Judgment with a previously issued writ of execution		Plaintiff or his delegate returns judgment to Archive to receive the ID	Archive Judgment with a writ of execution issued	

Description of Copy of Case Judgment Form

General Information

Form code	94		
Form name	Copy of case judgment		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Copy of final Judgment made by Chief Judge in a case hearing		
Reason for using	Judgment in a case		
Employee filing the form	Chief Judge / Circuit Clerk – Copies Dept employees – Collection Dept employees		
Department where form is filled	Circuit – Copies Dept – Collection Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Judgment Copy

Ser	Item	Nature	Type	Remarks
1	Panel	Unique	Literal	Name of Chief Judge judges, district attorney and circuit clerk
2	Plaintiff s name	Unique	Literal	Names of all plaintiffs
3	Defendant's name	Unique	Literal	Names of all defendants
4	Draft judgment	Unique	Literal	Judgment made by Chief Judge in the case hearing
5	Names of parties from any other writes	Unique	Literal	
6	Fees amount	Unique	Figures	
7	Signature of Fees assessor	Unique	Literal	
8	Signature of Fees reviser	Unique	Literal	
9	Collection notation	Unique	Literal	

Cycles Impacting Judgment Copy

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies Dept	Deliver papers from case file	9-1	Deliver writ of execution	Archived judgment copy
Fees Revision	Deliver writ of execution	25-4	Revision of fees assessed for the copies	Judgment with assessed fees for the copies
Collection	Revision of assessed fees for the copies	16-1	Dept Collection	Judgment with revised feed for the copy
Copies Dept	Dept Collection	9-1	Deliver writ of execution	Judgment with paid fees for the copy

Operations done on Judgment

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Copies Dept	Deliver papers from case file	9 1	Deliver writ of execution	Archived judgment		Plaintiff or his delegate makes a copy of the judgment	Archived judgment copy	
						Plaintiff or his delegate delivers judgment and copy to the reviser to make sure of following notation made by Fees Revision Dept on the judgment and also to check if the judgment needs a writ of execution and to make sure there is no notation of issuing a previous writ of execution	Archived judgment copy	
					1 needs writ of execution	Revision employee assesses the fees for the judgment copy in accordant to Fee Law	Judgment with assessed fees for the copy	
					2 fees due	Book clerk makes notation of deliverng the writ on the original judgment and the assessed fees	Judgment with assessed fees for the copy	
						Deliver judgment to Plaintiff or his delegate to pay the fees	Judgment with assessed fees for the copy	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees Revision	Deliver writ of execution	25 4	Revision of fees assessed for the copies	Judgment with assessed fees for the copies		Receive copy from copy requester and revise the fees	Copy with assessed fees	
					There is a mistake	Fees reassessment for the copy and record fees on it	Judgment with reassessed fees for the copy	
					Completion	Signature of fees reviser on the copy and stamp that fees have been revised then deliver to copy requester	Judgment with revised fees for the copy	
Collection	Revision of assessed fees for the copies	16 1	Dept Collection	Judgment with revised fees for the copy		Collector receives judgment from the plaintiff or his delegate and makes sure that stamp of fees reviser is there	Judgment with revised fees for the copy	
						Fees collection	Judgment with paid fees for the copy	
						Return judgment to the Plaintiff or his delegate with a receipt	Judgment with paid fees for the copy	Judgment with paid fees for the copy
Copies Dept	Dept Collection	9 1	Deliver writ of execution	Judgment with paid fees for the copy	2 completion	Book clerk makes notation of delivering the writ of execution on the original judgment to make sure that a second writ is not issued for the same judgment He also record receiver s capacity	Judgment with a record of issuing execution statement	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Deliver judgment to the plaintiff or his delegate	Judgment with a record of issuing execution statement	
					1 does not need writ of execution	Reviser returns judgment to plaintiff or his delegate	Judgment with a previously issued writ of execution	Judgment with a previously issued writ of execution
Archive	Deliver writ of execution	8 7	Deliver papers from case file	Judgment with a previously issued writ of execution		Plaintiff or his delegate returns judgment to Archive to receive the ID	Archive Judgment with a writ of execution issued	

Description of Writ of Execution Form

General Information

Form code	94		
Form name	Writ of execution		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Case judgment with an execution statement		
Reason for using	Execution of case judgment		
Employee filing the form	Copies Dept employees		
Department where form is filled	Copies Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Writ of Execution

Ser	Item	Nature	Type	Remarks
1	Panel	Unique	Literal	Name of Chief Judge, judges, district attorney and circuit clerk
2	Plaintiff s name	Unique	Literal	Names of all plaintiffs
3	Defendant's name	Unique	Literal	Names of all defendants
4	Draft judgment	Unique	Literal	Judgment made by Chief Judge in the case hearing
5	Names of parties from any other writs	Unique	Literal	
6	Fees amount	Unique	Figures	
7	Signature of Fees assessor	Unique	Literal	
8	Signature of Fees reviser	Unique	Literal	
9	Collection notation	Unique	Literal	
10	Execution statement	Unique	Literal	
11	Copies Dept notation	Unique	Literal	

Cycles Impacting Writ of Execution

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Deposits		13-5	Receive deposit cashing request	
Deposits		13-6	Receive deposit cashing request in a partial court	

Operations done on Writ of Execution

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Deposits		13 5	Receive deposit cashing request			Make notation of cashing on the writ of execution	Writ of execution with notation of cashing	
Deposits		13 6	Receive deposit cashing request in a partial court			Deposits employee issues a cashing form	Writ of execution with notation of cashing	

Description of Preliminary Judgment of Case Referral to Experts Office

General Information

Form code	95		
Form name	Preliminary judgment of case referral to Experts Office		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Judgment in the case		
Reason for using	Case filing		
Employee filing the form	Judge		
Department where form is filled	Courtroom		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Preliminary Judgment of Case Referral to Experts Office

Ser	Item	Nature	Type	Remarks
1	Judgment hearing date	Repetitive	Date	
2	Circuit	Repetitive	Literal	
3	Case number and date of filing	Repetitive	Figures	
4	Names and addresses of litigants	Repetitive	Literal	
5	Date of deposit payment hearing	Repetitive	Date	
6	Date of expert s report hearing	Repetitive	Date	
7	Mission requested from Experts Office	Repetitive	Literal	
8	Number of requested Experts	Repetitive	Literal	
9	Other conditions for Experts assignment	Repetitive	Literal	

Cycles Impacting Preliminary Judgment of Case Referral to Experts Office

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Circuit Clerk	-----	1-6-10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	-----
Typing pool	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	7-1	Type draft judgment	Draft judgment
Circuit Clerk	Draft judgment	1-6-10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	Draft and typed judgment
Collection	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	16-2	Collection of criminal fees as deposits	Typed judgment
Circuit Clerk	Collection of criminal fees as deposits	1-6-10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	Typed judgment and copy of payment receipt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Incoming / outgoing to Experts Office	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	1-8-1	Record case referred to the Experts Office	Case file delivered to incoming / outgoing to Experts Office
Incoming / outgoing to Experts Office	Record case referred to the Experts Office	1-8-2	Record case after paying the deposit	Case file
Incoming / outgoing to Experts Office	Record case after paying the deposit	1-8-3	Send case to Experts Office	Case file
Incoming / outgoing to Experts Office	Send case to Experts Office	1-8-4	Receive case from Experts Office	Case file with reference number and date

Operations done on Preliminary Judgment of Case Referral to Experts Office

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status aft cycle
					Conditions	Objective	Document after operation	
Circuit Clerk	- - -	1 6 10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	- - - -		After issuing the preliminary judgment and before typing the circuit clerk delivers case file to incoming and outgoing to Experts Dept to record in the general register within 24 hours of judgment issuance	Hearing judgment in a case	
Typing pool	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	7 1	Type draft judgment	Draft judgment		Receive draft judgment from circuit clerk and refer it to the employee in charge by Dept Head of deputy	Draft judgment ready for typing	
						The typist Types draft judgment from the draft judgment and writ of summons as well as conciliation report, if any	Typed judgment	
						Dept head or deputy revises the typed judgment by matching with draft judgment	Typed judgment	
						Make the necessary corrections and deliver draft and typed judgment to circuit clerk	Draft and typed judgment	Draft and typed judgment
Circuit Clerk	Draft judgment	1 6 10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	Draft and typed judgment		Circuit clerk obtains ratification of judge	Typed judgment	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 judgment of neither referral or return of case	Deliver copy of judgment to depositor in Collection Dept	Typed judgment	
Collection	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	16 2	Collection of criminal fees as deposits	Typed judgment		Collector collects deposit money set in the judgment from depositor and issues a payment receipt and delivers both copies to the depositor	Typed judgment and copy of payment receipt	Typed judgment and copy of payment receipt
Circuit Clerk	Collection of criminal fees as deposits	1 6 10	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	Typed judgment and copy of payment receipt	2 deposit is not paid	Case is recorded in hearing agenda for the next hearing	Typed judgment in case file	
					2 deposit is paid	Check if the depositor is a government authority	Case file	
					3 government authority	Receive a cheque with expert deposit from government authority	Case file with cheque attached	
					3 not a gov authority	Receive receipt of deposit payment	Case file with payment receipt attached	
					3 completion	Issue memo of receipt and deliver to Accounting Dept	Case file with payment attached	
					3 completion	Issue memo of receipt and deliver to Accounting Dept	Case file with payment attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status aft cycle
					Conditions	Objective	Document after operation	
						Receive settlement memo from Accounting Dept	Case file	
					1 judgment with return of case	Make notation on file with the attachments and open a sub-file	Case file	
						Issue letter of referral to Experts Dept and attach to case file	Case file	
						Circuit clerk delivers case file and attachments to incoming and outgoing to Experts Office	Case file delivered to incoming and outgoing to experts Office	
Incoming / outgoing to Experts Office	Execute preliminary judgment of referral to experts or return case to experts or delegate a committee of three experts	1 8 1	Record case referred to the Experts Office	Case file delivered to incoming / outgoing to Experts Office		Circuit clerk delivers case file to employee of outgoing mail to Experts Office to record in general Experts book	Case file	
						Employee of outgoing mail to Experts Office puts a reference number in general experts book on case file and delivers file to circuit clerk	Case file with general expert book reference number on it	
Incoming / outgoing to Experts Office	Record case referred to the Experts Office	1 8 2	Record case after paying the deposit	Case file		Circuit clerk delivers case file to employee of outgoing mail to Experts Office to record deposit payment information in general Experts Office book	Case file	
						Employee of outgoing mail to Experts Office delivers case file to circuit clerk	Case file	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status aft cycle
					Conditions	Objective	Document after operation	
Incoming / outgoing to Experts Office	Record case after paying the deposit	1 8 3	Send case to Experts Office	Case file		Circuit clerk delivers case file to employee responsible for outgoing mail to Experts Office to record in experts outgoing mail book	Case file	
						Employee responsible for outgoing mail to Experts Office records outgoing reference number in special experts book and registers number and date of outgoing on the case file and delivers case file to Civil Dept Head	Case file with outgoing reference number and date	
Incoming / outgoing to Experts Office	Send case to Experts Office	1 8 4	Receive case from Experts Office	Case file with reference number and date		Experts Office messenger delivers case file to employee in charge of incoming mail from Experts Office to revise case file	Case file after revision	
						Employee in charge of incoming mail from Experts Office signs for the messenger of receipt of case file	Case file	
						Employee in charge of incoming mail from Experts Office delivers case file to circuit clerk	Case file	

**VOLUME FOUR
(CONT.)**

Description of writs of summons forms

Types of writs of summons

- 1 Taxes
- 2 Civil
- 3 Commercial
- 4 Bankruptcy
- 5 Renewal of dismissed tax case
- 6 Renewal of dismissed civil case
- 7 Renewal of dismissed commercial case
- 8 Enhancement of stalled tax case
- 9 Enhancement of stalled civil case
- 10 Enhancement of stalled commercial case
- 11 Appealed civil case
- 12 Appealed commercial case
- 13 Writ of interlocutory request

Description of Writ of Taxes case

General Information

Form code			
Form name	Writ of taxes case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be filed		
Reason for using	Tax Case filing		
Employee filing the form	Plaintiff s attorney – head of taxes Dept – Fees reviser – Collection employee – Calendar employee – microfilm employee – circuit clerk		
Department where form is filled	Outside the court – taxes – fees revision – collection – calendar – microfilm – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Writ of Taxes case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Notation of microfilm	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of Taxes case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Tax dept head		1 3 1	Receive tax cases	Open file
Fees revision	Receive tax cases	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for tax dept	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection for tax dept	Wnt of summons and docket with assessed fees
Tax dept Head	Collection for tax dept	1-3 2	Set circuit number and first hearing date	Wnt of summons with paid fees to which documents are attached
Calendar	Set circuit number and first hearing date	1 5 1	Receive civil / tax case	Wnt of summons with circuit number and first hearing date

Operations done on Writ of Taxes case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Tax dept head		1 3 1	Receive tax cases	Open file		Dept Head receives original writ of summons and documents docket revises case value and type jurisdiction revises attorney s data plaintiffs names and addresses then defendants names and addresses then assesses fees on the writ	Wnt of summons with documents docket attached	
					1 no mistake	Assessment of fees on the writ of summons and recording amount on the back of the last page of the case	Wnt of summons with assessed fees and documents docket attached	
					2 due attorney fees	Assessment of attorney s fees and record it on the back of the last page of the case If the plaintiff is an attorney he is exempted from attorneys fees	Wnt of summons with assessed attorneys fees with documents docket attached	
						Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees and attorney s tax	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused writ of summons	
					2 no attorney tax due	Deliver writ of summons to plaintiff's attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Fees revision	Receive tax cases	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees		Receive case with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Wnt of summons and docket with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for tax dept	Wnt of summons and docket with assessed fees		Collector receives writ from plaintiff or attorney and fees reviser's stamp	Wnt of summons and docket with revised fees	
						Fees collection	Wnt of summons with paid fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or attorney with a receipt	Wnt of summons with paid fees and docs attached	Wnt of summons with paid fees and docs attached
Collection	Revision of assessed fees for writs and orders request	16 5	Collection for tax dept	Wnt of summons and docket with assessed fees		Collector receives writ from plaintiff or attorney and fees reviser s stamp	Wnt of summons and docket with revised fees	
						Attorneys taxes collected	Wnt of summons with paid attorneys taxes	Wnt of summons with paid attorneys taxes
						Return writ to plaintiff or attorney with a receipt	Wnt of summons with paid fees and docs attached	
Tax dept Head	Collection for tax dept	1 3 2	Set circuit number and first hearing date	Wnt of summons with paid fees to which documents are attached		Attorney returns original writ with paid fees to Taxes Dept head	Wnt with paid fees	
						Taxes Dept Head defines circuit number first hearing date and returns original writ with set circuit number and first hearing date to the attorney	Wnt with set circuit clerk and first hearing date	Wnt with set circuit clerk and first hearing date
Calendar	Set circuit number and first hearing date	1 5 1	Receive civil / tax case	Wnt of summons with circuit number and first hearing date		Calendar employee receives writ docs docket and copy of the writ and records it in case receipt book and defines case number	Case writ with a number and docs attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Calendar employee records case on the calendar	Case writ with a number and docs attached	
						Calendar employee delivers original writ to plaintiff's attorney and keeps case copy and docs docket	Case writ with a number and docs attached	
						Calendar employee puts copy of writ docs docket and docs in a file called case file	Case file	
						Calendar employee sends case file to Microfilm	Case file	
						Calendar employee retrieves case file from microfilm	Case file with microfilm stamp	
						Calendar employee records case in cases index	Case file recorded in cases index	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered to circuit clerk	Case file delivered to circuit clerk

Description of Civil case writ of summons

General Information

Form code			
Form name	Civil case writ of summons		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be filed		
Reason for using	Civil Case filing		
Employee filing the form	Plaintiff's attorney – fees assessor - Fees reviser – Collection employee – employee in charge of setting hearing dates - Calendar employee - microfilm employee – circuit clerk		
Department where form is filled	Outside the court – Fees assessment – fees revision – collection – setting hearing dates - calendar – microfilm – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Civil case writ of summons

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Notation of microfilm	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Civil case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Fees assessment		24 1	Fees assessment for writs and orders requests	Open file
Fees revision	Fees assessment for writs and orders requests	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16-1	Collection for Civil dept	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16-5	Collection of attorney s taxes	Wnt of summons and docket with revised fees
Setting hearing dates at Front Counter	Collection for Civil Dept	1 7-1	Set a hearing date and circuit to deliberate the case	Wnt of summons with paid fees and documents attached
Calendar	Set a hearing date and circuit to deliberate the case	1 5 1	Receive civil / taxes case	Wnt of summons with paid fees and documents attached

Operations done on Civil case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees assessment		24 1	Fees assessment for writs and orders requests	Open file		Fees assessor receives writ of summons and documents docket then he checks case value and type jurisdiction and revises attorney s information plaintiffs names and addresses defendants names and addresses and assesses fees for the writ of summons	Wnt of summons and documents docket attached	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of the case	Wnt of summons with assessed fees an documents docket attached	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the case and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Wnt of summons with assessed attorney s taxes and documents attached	
						Deliver writ of summons to plaintiff's attorney	Wnt of summons and docket with assessed fees and attorney s taxes	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused writ of summons	
					2 no attorney's taxes due	Deliver writ of summons to plaintiff's attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Fees revision	Fees assessment for writs and orders requests	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees		Receive case with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Wnt of summons and docket with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Wnt of summons and docket with revised fees	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Wnt of summons and docket with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser's stamp	Wnt of summons and docket with revised fees	
						Fees collection	Wnt of summons with paid fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ of summons to plaintiff or his attorney with a receipt	Wnt of summons with paid fees and documents attached	Wnt of summons with paid fees and documents attached
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Wnt of summons and docket with revised fees		Collector receives the writ of summons from plaintiff or his attorney and check fees reviser s stamp	Wnt of summons an docket with revised fees	
						Collection of attorneys tax	Wnt to summons with attorney s tax paid	Wnt to summons with attorney s tax paid
						Return writ to plaintiff or his attorney with a receipt	Wnt to summons with paid fees and documents attached	Wnt to summons with paid fees and documents attached
Setting hearing dates at Front Counter	Collection for Civil Dept	1 7 1	Set a hearing date and circuit to deliberate the case	Wnt of summons with paid fees and documents attached		Plaintiff s attorney delivers writ with paid fees to Civil Dept Deputy	Wnt with paid fees	
						Civil Dept Deputy sets circuit number and date of first hearing and gives original writ with set hearing date and circuit number to plaintiff's attorney	Wnt with set circuit number and hearing date	Wnt with set circuit number and hearing date

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Calendar	Set a hearing date and circuit to deliberate the case	1 5 1	Receive civil / taxes case	Writ of summons with paid fees and documents attached		Calendar employee receives writ of summons and documents docket and copy of the writ of summons and record it in cases receipt book then defines case number	Writ with case number and documents attached	
						Calendar employee records case in calendar	Writ with case number and documents attached	
						Calendar employee delivers original writ to plaintiff's attorney and keeps copy of writ and documents docket	Writ with case number and documents attached	
						Calendar employee puts copy of the writ docs docket and docs in file called case file	Case file	
						Calendar employee sends case file to microfilm	Case file	
						Calendar employee receives case file from the microfilm	Case file stamped by the microfilm	
						Calendar employee records the case in cases Index	Case file recorded in cases Index	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered to circuit clerk	Case file delivered to circuit clerk

Description of Commercial case writ of summons

General Information

Form code			
Form name	Commercial case writ of summons		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be filed		
Reason for using	Commercial Case filing		
Employee filing the form	Plaintiff s attorney – Commercial dept head Fees reviser – Collection employee – Calendar employee - microfilm employee – circuit clerk		
Department where form is filled	Outside the court – Commercial Dept – fees revision – collection – calendar – microfilm – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non governmental)		<input type="checkbox"/> Stamps	

Description of Commercial case writ of summons

Ser	Item	Nature	Type	Remarks
19	Court name	Unique	Literal	Name of court before which case is filed
20	Date of writ of summons	Unique	Date	Date of filing the case
21	Plaintiff s name	Unique	Literal	Names of all plaintiffs
22	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
23	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
24	Defendant s name	Unique	Literal	Names of all defendants
25	Defendant s address	Unique	Literal	Addresses of all defendants
26	Defendant s occupation	Unique	Literal	Occupation of all defendants
27	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
28	Writ of summons	Unique	Literal	List of writ of summons enclosures
29	Fees amount	Unique	Figures	
30	Signature of fees assessor	Unique	Literal	
31	Signature of fees reviser	Unique	Literal	
32	Notation of collection dept	Unique	Literal	
33	Circuit number	Unique	Literal	
34	Date of first hearing	Unique	Date	
35	Notation of microfilm	Unique	Literal	
36	Notation of calendar employee	Unique	Literal	

Cycles Impacting Commercial case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Commercial Dept Head		1 1-10	Receive commercial case	Open file
Fees revision	Receive commercial case	25 1	Revision of assessed fees for writs and orders request	Writ of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Writ of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Writ of summons and docket with revised fees
Calendar	Collection for Commercial Dept	1-5 2	Receive commercial case	Writ of summons with paid fees and documents attached
Commercial Dept Head	Receive commercial case	1-1 7	Define circuit number for a commercial case	Writ of summons recorded in the calendar
Calendar	Define circuit number for a commercial case	1-5 2	Receive commercial case	Writ of summons with a number circuit number documents docket documents and copy of the writ

Operations done on Commercial case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Commercial Dept Head		1 1 10	Receive commercial case	Open file		Dept Head receives writ of summons and documents docket then he checks case value and type jurisdiction and revises attorney s information plaintiffs names and addresses defendants names and addresses and assesses fees for the writ of summons	Wnt of summons and documents docket attached	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of the case	Wnt of summons with assessed fees an documents docket attached	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the case and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Wnt of summons with assessed attorney s taxes and documents attached	
						Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees and attorney s taxes	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused writ of summons	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Fees revision	Receive commercial case	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees		Receive case with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Wnt of summons and docket with assessed fees	
					1 completi on	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Wnt of summons and docket with revised fees	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for commercial dept	Wnt of summons and docket with assessed fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Wnt of summons and docket with revised fees	
						Fees collection	Wnt of summons with paid fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
						Return writ of summons to plaintiff or his attorney with a receipt	Wnt of summons with paid fees and documents attached	Wnt of summons with paid fees and documents attached
Collection	Revision of assessed fees for writs and orders request	16 5	Collection for tax dept	Wnt of summons and docket with assessed fees		Collector receives the writ of summons from plaintiff or his attorney and check fees reviser s stamp	Wnt of summons an docket with revised fees	
						Collection of attorneys tax	Wnt to summons with attorney s tax paid	Wnt to summons with attorney s tax paid
						Return writ to plaintiff or his attorney with a receipt	Wnt to summons with paid fees and documents attached	Wnt to summons with paid fees and documents attached
Calendar	Collection for Commercial Dept	1 5 2	Receive commercial case	Wnt of summons with paid fees and documents attached		Calendar employee receives writ of summons and documents docket and copy of the writ of summons and record it in cases receipt book then defines case number	Wnt of summons with paid fees and documents attached	
						Calendar employee records case in calendar	Wnt of summons with paid fees and documents attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Calendar employee delivers case and attachments to the plaintiff's attorney	Wnt of summons with paid fees and documents attached	Wnt of summons recorded in the calendar
Commercial Dept Head	Receive commercial case	1 1 7	Define circuit number for a commercial case	Wnt of summons recorded in the calendar		Plaintiff's attorney delivers writ of summons to Commercial Dept Head	Wnt of summons	
						Commercial Dept Head sets the circuit and hearing date and delivers writ with case number and circuit number to the attorney	Wnt of summons with case and circuit numbers	Wnt of summons with case and circuit numbers
Calendar	Set circuit number for a commercial case	1 5 2	Receive a commercial case	Wnt of summons with case and circuit number documents docket documents and copy of the writ of summons		Calendar employee receives writ of summons with set circuit first hearing date and documents from plaintiff's attorney and copy of the writ	Wnt of summons with case and circuit numbers doc Docket docs and copy of writ of summons	
						Calendar employee records case in cases receipt book and record circuit number in the calendar	Wnt of summons doc Docket and copy of writ	
						Calendar employee delivers original writ to the plaintiff's attorney and keep copy of the case and docs docket	Wnt of summons with the number and docs	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Calendar employee puts copy of the writ docs docket and docs in file called case file	Case file	
						Calendar employee sends case file to microfilm	Case file	
						Calendar employee receives case file from the microfilm	Case file stamped by the microfilm	
						Calendar employee records the case in cases calendar	Case file recorded in cases calendar	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered circuit clerk	Case file delivered circuit clerk

Description of Bankruptcy case writ of summons

General Information

Form code			
Form name	Bankruptcy case writ of summons		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be filed		
Reason for using	Bankruptcy Case filing		
Employee filing the form	Plaintiff's attorney – Commercial dept head - Fees reviser – Collection employee – Calendar employee - microfilm employee – circuit clerk		
Department where form is filled	Outside the court – Commercial Dept – fees revision – collection – calendar – microfilm – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Bankruptcy case writ of summons

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Notation of microfilm	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Bankruptcy case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Commercial Dept Head		1 1 10	Receive commercial case	Open file
Fees revision	Receive commercial case	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Wnt of summons and docket with revised fees
Calendar	Collection for Commercial Dept	1 5-2	Receive bankruptcy case	Wnt of summons with paid fees and documents attached
Commercial Dept Head	Receive commercial case	1-1-7	Define circuit number for a commercial case	Wnt of summons recorded in the calendar
Calendar	Define circuit number for a commercial case	1 5 2	Receive bankruptcy case	Wnt of summons with a number circuit number documents docket documents and copy of the writ

Operations done on Bankruptcy case writ of summons

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Commercial Dept Head		1 1 9	Receive bankruptcy case	Open file		Dept Head receives writ of summons and documents docket then he checks case value and type jurisdiction and revises attorney s information plaintiffs names and addresses defendants names and addresses and assesses fees for the writ of summons	Wnt of summons and documents docket attached	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of the case	Wnt of summons with assessed fees an documents docket attached	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the case and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Wnt of summons with assessed attorney s taxes and documents attached	
						Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees and attorney s taxes	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused writ of summons	
					2 no attorney's taxes due	Deliver writ of summons to plaintiff's attorney	Writ of summons and docket with assessed fees	Writ of summons and docket with assessed fees
Fees revision	Receive commercial case	25 1	Revision of assessed fees for writs and orders request	Writ of summons and docket with assessed fees		Receive case with assessed fees from plaintiff's attorney and revise assessed fees	Writ of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Writ of summons and docket with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Writ of summons and docket with revised fees	Writ of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Writ of summons and docket with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser's stamp	Writ of summons and docket with revised fees	
						Fees collection	Writ of summons with paid fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
						Return writ of summons to plaintiff or his attorney with a receipt	Writ of summons with paid fees and documents attached	Writ of summons with paid fees and documents attached
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Writ of summons and docket with revised fees		Collector receives the writ of summons from plaintiff or his attorney and check fees reviser s stamp	Writ of summons an docket with revised fees	
						Collection of attorneys tax	Writ to summons with attorney s tax paid	Writ to summons with attorney s tax paid
						Return writ to plaintiff or his attorney with a receipt	Writ to summons with paid fees and documents attached	Writ to summons with paid fees and documents attached
Calendar	Collection for Commercial Dept	1 5 2	Receive bankruptcy case	Writ of summons with paid fees and documents attached		Calendar employee receives writ of summons and documents docketed and copy of the writ of summons and record it in cases receipt book then defines case number	Writ of summons with paid fees and documents attached	
						Calendar employee records case in calendar	Writ of summons with paid fees and documents attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Calendar employee delivers case and attachments to the plaintiff's attorney	Wnt of summons with paid fees and documents attached	Wnt of summons recorded in the calendar
Commercial Dept Head	Receive commercial case	1 1 7	Define circuit number for a commercial case	Wnt of summons recorded in the calendar		Plaintiff's attorney delivers writ of summons to Commercial Dept Head	Wnt of summons	
						Commercial Dept Head sets the circuit and hearing date and delivers writ with case number and circuit number to the attorney	Wnt of summons with case and circuit numbers	Wnt of summons with case and circuit numbers
Calendar	Define circuit number for a commercial case	1 5 2	Receive bankruptcy case	Wnt of summons with a number circuit number documents docket documents and copy of the writ		Calendar employee receives writ of summons with set circuit first hearing date and documents from plaintiff's attorney and copy of the writ	Wnt of summons with case and circuit numbers doc Docket docs and copy of writ of summons	
						Calendar employee records case in cases receipt book and record circuit number in the calendar	Wnt of summons doc Docket and copy of writ	
						Calendar employee delivers original writ to the plaintiff's attorney and keep copy of the case and docs docket	Wnt of summons with the number and docs	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Calendar employee puts copy of the writ docs docket and docs in file called case file	Case file	
						Calendar employee sends case file to microfilm	Case file	
						Calendar employee receives case file from the microfilm	Case file stamped by the microfilm	
						Calendar employee records the case in cases calendar	Case file recorded in cases calendar	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered circuit clerk	Case file delivered circuit clerk

Description of Writ of renewal of dismissed tax case

General Information

Form code			
Form name	Writ of renewal of dismissed tax case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be renewed		
Reason for using	Renew dismissed tax case		
Employee filing the form	Plaintiff s attorney – Tax dept head - Fees reviser – Collection employee – Calendar employee - circuit clerk		
Department where form is filled	Outside the court – Tax Dept – fees revision – collection – calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Writ of renewal of dismissed tax case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of renewal of dismissed tax case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Circuit clerk		1 6-28	Write case information on documents submitted by litigants	In development
Tax Dept Head	Write case information on documents submitted by litigants	1 3 5	Receive renewal or enhancement writs	Renewal writ of summons
Fees revision	Receive renewal or enhancement writs	25 1	Revision of assessed fees for writs and orders request	Renewal writ of summons with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Tax dept	Renewal writ of summons with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ of summons with revised fees
Tax Dept head	Collection for Tax Dept	1-3 2	Set circuit number and first hearing date	Renewal writ of summons recorded in the calendar
Calendar	Set circuit number and first hearing date	1-5 5	Receive renewal or enhancement writs	Renewal writ of summons with case and circuit number
Circuit clerk	Receive renewal or enhancement writs	1-6-2	Receive writ of renewal of a dismissed case	Renewal writ of summons recorded in the calendar
Archive	Receive writ of renewal of a dismissed case	8-6	Deliver renewed or enhanced case	Renewal writ of summons recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ of summons recorded in the calendar

Operations done on Writ of renewal of dismissed tax case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit clerk		1 6 28	Wnte case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be renewed on the new writ f summons and delivers it to plaintiff or his attorney	Renewal writ	
Tax Dept Head	Wnte case information on documents submitted by litigants	1 3 5	Receive renewal or enhancement writs	Renewal writ of summons		Dept Head receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Renewal writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Renewal writ of summons with assessed fees	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Renewal writ with assessed fees and attorney s taxes	
						Deliver writ of summons to plaintiff s attorney	Renewal writ with assessed fees and attorney s taxes	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused renewal writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Renewal writ with assessed fees	Renewal writ with assessed fees
Fees revision	Receive renewal or enhancement writs	25 1	Revision of assessed fees for writs and orders request	Renewal writ of summons with assessed fees		Receive case with assessed fees from plaintiff's attorney and revise assessed fees	Renewal writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Renewal writ with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Renewal writ with revised fees	Renewal writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Tax dept	Renewal writ of summons with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Renewal writ with revised fees	
						Fees collection	Renewal writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Renewal writ with paid fees	Renewal writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ of summons with revised fees		Collector receives the writ of summons from plaintiff or his attorney and check fees reviser s stamp	Renewal writ with revised fees	
						Collection of attorneys tax	Renewal writ with attorney s tax paid	Renewal writ with attorney s tax paid
				140				

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Renewal writ with paid fees	Renewal writ with paid fees
Tax Dept head	Collection for Tax Dept	1 3 2	Set circuit number and first hearing date	Renewal writ of summons recorded in the calendar		Plaintiff s attorney delivers writ to the civil dept deputy	Writ of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit number to the attorney	Renewal writ with case and circuit number	Renewal writ with case and circuit number
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Renewal writ of summons with case and circuit number		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Renewal writ with case and circuit number	
						Calendar employee records case in calendar with the new case number	Renewal writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ of summons recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Renewal writ recorded in the calendar	
Archive	Receive writ of renewal of a dismissed case	8 6	Deliver renewed or enhanced case	Renewal writ of summons recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box-files	Renewal writ recorded in the calendar	
						Delivery of case file to circuit clerk	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ of summons recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of renewal of dismissed civil case

General Information

Form code			
Form name	Writ of renewal of dismissed civil case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be renewed		
Reason for using	Renew dismissed civil case		
Employee filing the form	Plaintiff's attorney – fees assessor - Fees reviser – Collection employee – employee in charge of setting hearing dates – calendar employee - circuit clerk		
Department where form is filled	Outside the court – fees assessment – fees revision – collection – setting hearing dates - calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of renewal of dismissed civil case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearng	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of renewal of dismissed civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development
Fees assessment	Write case information on documents submitted by litigants	24 1	Assess fees for writs of summons and orders requests	Renewal writ of summons
Fees revision	Assess fees for writs of summons and orders requests	25-1	Revision of assessed fees for writs and orders request	Renewal writ with assessed fees
Collection	Revision of assessed fees for writs and orders request	16-1	Collection for Civil dept	Renewal writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ with revised fees
Setting hearing dates	Collection for Civil Dept	1 7-1	Set circuit number and first hearing date	Renewal writ recorded in the calendar
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Renewal writ with case and circuit number
Circuit clerk	Receive renewal or enhancement writs	1 6-2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar
Archive	Receive writ of renewal of a dismissed case	8 6	Deliver renewed or enhanced case	Renewal writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar

Operations done on Writ of renewal of dismissed civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be renewed on the new writ of summons and delivers it to plaintiff or his attorney	Renewal writ	
Fees assessment	Write case information on documents submitted by litigants	24 1	Assess fees for writs of summons and orders requests	Renewal writ of summons		Fees assessor receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Renewal writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Renewal writ of summons with assessed fees	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Renewal writ with assessed fees and attorney s taxes	
						Deliver writ of summons to plaintiff s attorney	Renewal writ with assessed fees and attorney s taxes	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused renewal writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condit ions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Renewal writ with assessed fees	Renewal writ with assessed fees
Fees revision	Assess fees for writs of summons and orders requests	25 1	Revision of assessed fees for writs and orders request	Renewal writ with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Renewal writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Renewal writ with assessed fees	
					1 completi on	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Renewal writ with revised fees	Renewal writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Renewal writ with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Renewal writ with revised fees	
						Fees collection	Renewal writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Renewal writ with paid fees	Renewal writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser s stamp	Renewal writ with revised fees	
						Collection of attorneys tax	Renewal writ with attorney s tax paid	Renewal writ with attorney s tax paid

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Renewal writ With paid fees	Renewal writ with paid fees
Setting hearing dates	Collection for Civil Dept	1 7 1	Set circuit number and first hearing date	Renewal writ recorded in the calendar		Plaintiff s attorney delivers writ to the civil dept deputy	Wnt of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Renewal writ with case and circuit numbers	Renewal writ with case and circuit numbers
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Renewal writ with case and circuit number		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Renewal writ with case and circuit numbers	
						Calendar employee records case in calendar with the new case number	Renewal writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Renewal writ recorded in the calendar	
Archive	Receive writ of renewal of a dismissed case	8 6	Deliver renewed or enhanced case	Renewal writ recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box-files	Renewal writ recorded in the calendar	
						Delivery of case file to circuit clerk	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ of summons recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of renewal of dismissed commercial case

General Information

Form code			
Form name	Writ of renewal of dismissed commercial case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be renewed		
Reason for using	Renew dismissed commercial case		
Employee filing the form	Plaintiff's attorney – Commercial Dept Head - Fees reviser – Collection employee – calendar employee - circuit clerk		
Department where form is filed	Outside the court – Commercial Dept – fees revision – collection –calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of renewal of dismissed commercial case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Wnt of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of renewal of dismissed commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development
Commercial Dept Head	Write case information on documents submitted by litigants	1 1 5	Receive writs of renewal or enhancement	Renewal writ of summons
Fees revision	Receive writs of renewal or enhancement	25 1	Revision of assessed fees for writs and orders request	Renewal writ with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Renewal writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ with revised fees
Commercial Dept head	Collection for Commercial Dept head	1 1 7	Set circuit number and first hearing date	Renewal writ recorded in the calendar
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Renewal writ with case and circuit number
Circuit clerk	Receive renewal or enhancement writs	1 6-2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar
Archive	Receive writ of renewal of a dismissed case	8 6	Deliver renewed or enhanced case	Renewal writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar

Operations done on Writ of renewal of dismissed commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be renewed on the new writ of summons and delivers it to plaintiff or his attorney	Renewal writ	
Commercial Dept Head	Write case information on documents submitted by litigants	1 1 5	Receive writs of renewal or enhancement	Renewal writ of summons		Dept head receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Renewal writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Renewal writ of summons with assessed fees	
					2 attorney's taxes due	Assessment of attorney's taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Renewal writ with assessed fees and attorney's taxes	
						Deliver writ of summons to plaintiff's attorney	Renewal writ with assessed fees and attorney's taxes	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused renewal writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Renewal writ with assessed fees	Renewal writ with assessed fees
Fees revision	Receive writs of renewal or enhancement	25 1	Revision of assessed fees for writs and orders request	Renewal writ with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Renewal writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Renewal writ with assessed fees	
					1 completi on	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Renewal writ with revised fees	Renewal writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Cpmmercial dept	Renewal writ with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Renewal writ with revised fees	
						Fees collection	Renewal writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Renewal writ with paid fees	Renewal writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Renewal writ with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser s stamp	Renewal writ with revised fees	
						Collection of attorneys tax	Renewal writ with attorney s tax paid	Renewal writ with attorney s tax paid
				154				

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Renewal writ With paid fees	Renewal writ with paid fees
Commercial Dept head	Collection for Commercial Dept	1 1 7	Set circuit number and first hearing date	Renewal writ recorded in the calendar		Plaintiff s attorney delivers writ to the commercial dept head	Writ of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Renewal writ with case and circuit numbers	Renewal writ with case and circuit numbers
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Renewal writ with case and circuit number		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Renewal writ with case and circuit numbers	
						Calendar employee records case in calendar with the new case number	Renewal writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Renewal writ recorded in the calendar	
Archive	Receive writ of renewal of a dismissed case	8 6	Deliver renewed or enhanced case	Renewal writ recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box files	Renewal writ recorded in the calendar	
						Delivery of case file to circuit clerk	Renewal writ recorded in the calendar	Renewal writ recorded in the calendar

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Circuit clerk	Deliver renewed or enhanced case	1 6 2	Receive writ of renewal of a dismissed case	Renewal writ recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of enhancement of stalled or abandoned tax case

General Information

Form code			
Form name	Writ of enhancement of stalled tax case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be enhanced		
Reason for using	Enhance stalled or abandoned tax case		
Employee filing the form	Plaintiff s attorney – Tax Dept Head - Fees reviser – Collection employee – calendar employee - circuit clerk		
Department where form is filled	Outside the court – Tax Dept – fees revision – collection – calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Writ of enhancement of stalled or abandoned tax case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of enhancement of stalled or abandoned tax case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development
Tax Dept Head	Write case information on documents submitted by litigants	1 3 5	Receive writs of renewal or enhancement	Enhancement writ of summons
Fees revision	Receive writs of renewal or enhancement	25-1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Tax dept	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16-5	Collection of attorney s taxes	Enhancement writ with revised fees
Tax Dept head	Collection for Commercial Dept	1-3 2	Set circuit number and first hearing date	Enhancement writ recorded in the calendar
Calendar	Set circuit number and first hearing date	1-5 5	Receive renewal or enhancement writs	Enhancement writ with case and circuit number
Circuit clerk	Receive renewal or enhancement writs	1-6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1-6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar

Operations done on Writ of enhancement of stalled or abandoned tax case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be enhanced on the new writ of summons and delivers it to plaintiff or his attorney	Enhancement writ	
Tax Dept Head	Write case information on documents submitted by litigants	1 3 5	Receive wrts of renewal or enhancement	Enhancement writ of summons		Dept head receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Enhancement writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Enhancement writ of summons with assessed fees	
					2 attorney's taxes due	Assessment of attorney's taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Enhancement writ with assessed fees and attorney's taxes	
						Deliver writ of summons to plaintiff's attorney	Enhancement writ with assessed fees and attorney's taxes	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused enhancement writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					2 no attorney's taxes due	Deliver writ of summons to plaintiff's attorney	Enhancement writ with assessed fees	Enhancement writ with assessed fees
Fees revision	Receive writs of renewal or enhancement	25 1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Enhancement writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Enhancement writ with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Enhancement writ with revised fees	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Tax dept	Enhancement writ with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser's stamp	Enhancement writ with revised fees	
						Fees collection	Enhancement writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Enhancement writ with paid fees	Enhancement writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney's taxes	Enhancement writ with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser's stamp	Enhancement writ with revised fees	
						Collection of attorney's tax	Enhancement writ with attorney's tax paid	Enhancement writ with attorney's tax paid
				161				

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Enhancement writ With paid fees	Enhancemen t writ with paid fees
Tax Dept head	Collection for Commercial Dept	1 3 2	Set circuit number and first hearing date	Enhancement writ recorded in the calendar		Plaintiff s attorney delivers writ to the civil dept deputy	Writ of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Enhancement writ with case and circuit numbers	Enhancemen t writ with case and circuit numbers
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Enhancement writ with case and circuit number		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Enhancement writ with case and circuit numbers	
						Calendar employee records case in calendar with the new case number	Enhancement writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Enhancement writ recorded in the calendar	Enhancemen t writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Enhancement writ recorded in the calendar	
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box files	Enhancement writ recorded in the calendar	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Archive clerk opens a sub file on which circuit clerk signs of receipt of case file	Enhancement writ recorded in the calendar	
						Delivery of case file to circuit clerk and puts sub-file in place of case file	Enhancement writ recorded in the calendar	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of enhancement of stalled or abandoned civil case

General Information

Form code			
Form name	Writ of enhancement of stalled civil case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Financial Archive
Function	Information of case to be enhanced		
Reason for using	Enhance stalled or abandoned civil case		
Employee filing the form	Plaintiff s attorney – fees assessor - Fees reviser – Collection employee – employee in charge of setting hearing dates - calendar employee - circuit clerk		
Department where form is filled	Outside the court – Fees assessment – fees revision – collection – setting hearing dates – calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of enhancement of stalled or abandoned civil case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Wnt of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearng	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of enhancement of stalled or abandoned civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development
Fees assessment	Write case information on documents submitted by litigants	24 1	Fees assessment for writs of summons and orders requests	Enhancement writ of summons
Fees revision	Fees assessment for writs of summons and orders requests	25 1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Enhancement writ with revised fees
Setting hearing dates	Collection for Civil Dept	1 7 1	Set circuit number and first hearing date	Enhancement writ recorded in the calendar
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Enhancement writ with case and circuit numbers
Circuit clerk	Receive renewal or enhancement writs	1 6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar

Operations done on Writ of enhancement of stalled or abandoned civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be enhanced on the new writ of summons and delivers it to plaintiff or his attorney	Enhancement writ	
Fees assessment	Write case information on documents submitted by litigants	24 1	Fees assessment for writs of summons and orders requests	Enhancement writ of summons		Fees assessor receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Enhancement writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Enhancement writ of summons with assessed fees	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Enhancement writ with assessed fees and attorney s taxes	
						Deliver writ of summons to plaintiff s attorney	Enhancement writ with assessed fees and attorney s taxes	
					1 there is a mistake	Return writ of summons to plaintiff s attorney	Refused enhancement writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Enhancement writ with assessed fees	Enhancement writ with assessed fees
Fees revision	Fees assessment for writs of summons and orders requests	25 1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Enhancement writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Enhancement writ with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Enhancement writ with revised fees	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Enhancement writ with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Enhancement writ with revised fees	
						Fees collection	Enhancement writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Enhancement writ with paid fees	Enhancement writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Enhancement writ with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser s stamp	Enhancement writ with revised fees	
						Collection of attorneys tax	Enhancement writ with attorney s tax paid	Enhancement writ with attorney s tax paid
				168				

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Enhancement writ With paid fees	Enhancemen t writ With paid fees
Setting hearing dates	Collection for Civil Dept	1 7 1	Set circuit number and first hearing date	Enhancement writ recorded in the calendar		Plaintiff's attorney delivers writ to the civil dept deputy	Writ of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Enhancement writ with case and circuit numbers	Enhancemen t writ with case and circuit numbers
Calendar	Set circuit number and first hearing date	1 5 5	Receive renewal or enhancement writs	Enhancement writ with case and circuit numbers		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Enhancement writ with case and circuit numbers	
						Calendar employee records case in calendar with the new case number	Enhancement writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Enhancement writ recorded in the calendar	Enhancemen t writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Enhancement writ recorded in the calendar	
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box-files	Enhancement writ recorded in the calendar	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Archive clerk opens a sub file on which circuit clerk signs of receipt of case file	Enhancement writ recorded in the calendar	
						Delivery of case file to circuit clerk and puts sub file in place of case file	Enhancement writ recorded in the calendar	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of enhancement of stalled or abandoned commercial case

General Information

Form code			
Form name	Writ of enhancement of stalled commercial case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Financial Archive
Function	Information of case to be enhanced		
Reason for using	Enhance stalled or abandoned commercial case		
Employee filing the form	Plaintiff's attorney – Commercial Dept Head – Fees reviser – Collection employee –calendar employee - circuit clerk		
Department where form is filled	Outside the court – Commercial Dept – fees revision – collection – calendar – circuit clerk		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of enhancement of stalled or abandoned commercial case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Signature of circuit clerk on the information	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of enhancement of stalled or abandoned commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development
Commercial dept Head	Write case information on documents submitted by litigants	1-1-5	Receive renewal or enhancement writs	Enhancement writ of summons
Fees revision	Receive renewal or enhancement writs	25 1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees
Collection	Revision of assessed fees for writs and orders request	16-1	Collection for Commercial dept	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16-5	Collection of attorney s taxes	Enhancement writ with revised fees
Commercial Dept Head	Collection for Commercial Dept	1-1-7	Set circuit number and first hearing date	Enhancement writ recorded in the calendar
Calendar	Set circuit number for a commercial case	1-5-5	Receive renewal or enhancement writs	Enhancement writ with case and circuit numbers
Circuit clerk	Receive renewal or enhancement writs	1-6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar

Operations done on Writ of enhancement of stalled or abandoned commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Circuit clerk		1 6 28	Write case information on documents submitted by litigants	In development		Circuit clerk writes information of case to be enhanced on the new writ of summons and delivers it to plaintiff or his attorney	Enhancement writ	
Commercial dept Head	Write case information on documents submitted by litigants	1 1 5	Receive renewal or enhancement writs	Enhancement writ of summons		Dept Head receives writ of summons and signed by the circuit clerk with the information clerk has recorded	Enhancement writ	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Enhancement writ of summons with assessed fees	
					2 attorney's taxes due	Assessment of attorney's taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Enhancement writ with assessed fees and attorney's taxes	
						Deliver writ of summons to plaintiff's attorney	Enhancement writ with assessed fees and attorney's taxes	
					1 there is a mistake	Return writ of summons to plaintiff's attorney	Refused enhancement writ	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					2 no attorney's taxes due	Deliver writ of summons to plaintiff's attorney	Enhancement writ with assessed fees	Enhancement writ with assessed fees
Fees revision	Receive renewal or enhancement writs	25 1	Revision of assessed fees for writs and orders request	Enhancement writ with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Enhancement writ with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Enhancement writ with assessed fees	
					1 completion	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Enhancement writ with revised fees	Enhancement writ with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Enhancement writ with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser's stamp	Enhancement writ with revised fees	
						Fees collection	Enhancement writ with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Enhancement writ with paid fees	Enhancement writ with paid fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney's taxes	Enhancement writ with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser's stamp	Enhancement writ with revised fees	
						Collection of attorney's tax	Enhancement writ with attorney's tax paid	Enhancement writ with attorney's tax paid
				175				

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Return writ to plaintiff or his attorney with a receipt	Enhancement writ With paid fees	Enhancemen t writ With paid fees
Commercial Dept Head	Collection for Commercial Dept	1 1 7	Set circuit number and first hearing date	Enhancement writ recorded in the calendar		Plaintiff s attorney delivers writ to the Commercial dept Head	Wnt of summons	
						Commercial Dept Head sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Enhancement writ with case and circuit numbers	Enhancemen t writ with case and circuit numbers
Calendar	Set circuit number for a commercial case	1 5 5	Receive renewal or enhancement writs	Enhancement writ with case and circuit numbers		Calendar employee receives writ of summons from plaintiff's attorney with set circuit number and first hearing date	Enhancement writ with case and circuit numbers	
						Calendar employee records case in calendar with the new case number	Enhancement writ recorded in the calendar	
						Calendar employee delivers writ to circuit clerk in charge	Enhancement writ recorded in the calendar	Enhancemen t writ recorded in the calendar
Circuit clerk	Receive renewal or enhancement writs	1 6 3	Receive writ of enhancement of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk receives writ from the calendar employee and heads to Archive Dept to seek the original case file	Enhancement writ recorded in the calendar	
Archive	Receive writ of enhancement of a stalled or abandoned case	8 6	Deliver renewed or enhanced case	Enhancement writ recorded in the calendar		Upon request from circuit clerk Archive clerk takes out the case file from the archive box files	Enhancement writ recorded in the calendar	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Archive clerk opens a sub file on which circuit clerk signs of receipt of case file	Enhancement writ recorded in the calendar	
						Delivery of case file to circuit clerk and puts sub file in place of case file	Enhancement writ recorded in the calendar	Enhancement writ recorded in the calendar
Circuit clerk	Deliver renewed or enhanced case	1 6 3	Receive writ of renewal of a stalled or abandoned case	Enhancement writ recorded in the calendar		Circuit clerk attaches renewal writ to the case file and records case in hearing agenda in the page of the first hearing date	Case file	Case file

Description of Writ of appealed civil case

General Information

Form code			
Form name	Writ of appealed civil case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Financial Archive
Function	Information of case to be appealed		
Reason for using	Appeal a civil case		
Employee filing the form	Plaintiff s attorney – Fees assessor – Fees reviser – Collection employee – employee in charge of setting hearing dates – calendar employee – microfilm employee – circuit clerk – Correspondence employee		
Department where form is filled	Outside the court – Fees assessment – fees revision – collection – setting hearing dates – calendar – microfilm – circuit clerk – Correspondence		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of appealed civil case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Wnt of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Notation of microfilm	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of appealed civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Fees assessment		24 1	Assessment of fees for writs of summons and orders requests	In development
Fees revision	Assessment of fees for writs of summons and orders requests	25 1	Revision of assessed fees for writs and orders request	Writ of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Writ of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Writ of summons and docket with revised fees
Setting hearing dates at the front offices	Collection for Civil Dept	1 7 1	Set circuit number and first hearing date	Writ of summons with paid fees and documents attached
Calendar	Set circuit number for a commercial case	1 5 1	Receive civil / tax cases	Writ of summons with set circuit number and first hearing date
Circuit clerk	Receive civil / tax cases	1 6 4	Receive appealed case and record in the circuit	Appealed case file

Operations done on Writ of appealed civil case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Fees assessment		24 1	Assessment of fees for writs of summons and orders requests	In development		Fees assessor receives original writ of summons and docket revises case value and type jurisdiction revises attorney s information plaintiff's names addresses and defendant s names and addresses and assesses fees for writs	Writ of summons with docket attached	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Writ of summons with assessed fees and docket attached	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	writ with assessed attorney s taxes and docket attached	
						Deliver writ of summons to plaintiff's attorney	Writ and docket with assessed fees and attorney s taxes	
					1 there is a mistake	Return writ of summons to plaintiff s attorney	Refused writ of summons	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Fees revision	Assessment of fees for writs of summons and orders requests	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Wnt of summons and docket with assessed fees	
					1 completi on	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Wnt of summons and docket with revised fees	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Civil dept	Wnt of summons and docket with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Wnt of summons and docket with revised fees	
						Fees collection	Wnt of summons with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Wnt of summons with paid fees and document attached	Wnt of summons with paid fees and document attached

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Wnt of summons and docket with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser s stamp	Wnt of summons and docket with revised fees	
						Collection of attorneys tax	Wnt of summons with attorney s tax paid	Wnt of summons with attorney s tax paid
						Return writ to plaintiff or his attorney with a receipt	Wnt with paid fees and documents attached	Wnt with paid fees and documents attached
Setting hearing dates at the front offices	Collection for Civil Dept	1 7 1	Set circuit number and first hearing date	Wnt of summons with paid fees and documents attached		Plaintiff s attorney delivers original writ to the civil dept deputy	Wnt of summons with paid fees	
						Civil Dept deputy sets a circuit and date of hearing roll then delivers writ with case and circuit numbers to the attorney	Wnt of summons with circuit number and first hearing date	Wnt of summons with circuit number and first hearing date
Calendar	Set circuit number for a commercial case	1 5 1	Receive civil / tax cases	Wnt of summons with set circuit number and first hearing date		Calendar employee receives writ of summons docket and copy of the writ and records them in cases receipt book and sets a case number	Wnt of summons with a number and documents	
						Calendar employee records case in calendar	Wnt of summons with a number and documents	
					183			

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Calendar employee delivers original writ to plaintiff's attorney and keeps a copy of the case and docket	Writ of summons with a number and documents	Enhancement writ recorded in the calendar
						Calendar employee puts the copy of the writ and docket and documents in a file called case file	Case file	
						Calendar employee sends case file to microfilm	Case file	
						Calendar employee receives case file from microfilm	Case file stamped by microfilm	
						Calendar employee records case in cases index	Case file recorded in cases index	
						Calendar employee sends a letter to Corres To bring case from court where it is located	Case file recorded in cases index	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered to circuit clerk	Case file delivered to circuit clerk
Circuit clerk	Receive civil / tax cases	1 6 4	Receive appealed case and record in the circuit	Appealed case file		Circuit clerk receives case file from the calendar employee and to which a copy of the letter is attached of attachment of documents addressed to Corres	Case file with a copy of the letter of docs attachment	
					1 no letter of attachment	In case of non existence of copy of the letter of docs attachment circuit clerk refuses to receive case and returns it back to Calendar		

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					1 there is letter of attachm ent	In case of existence of copy of letter of attachment circuit clerk records case on the day set for the hearing in the agenda	Case file recorded on the agenda	Case file recorded on the agenda

Description of Writ of appealed Commercial case

General Information

Form code			
Form name	Writ of appealed Commercial case		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case to be appealed		
Reason for using	Appeal a commercial case		
Employee filing the form	Plaintiff's attorney – Commercial Dept Head – Fees reviser – Collection employee – calendar employee – microfilm employee – circuit clerk – Correspondence employee		
Department where form is filled	Outside the court – Commercial Dept – fees revision – collection – calendar – microfilm – circuit clerk – Correspondence		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Writ of appealed commercial case

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Notation of microfilm	Unique	Literal	
18	Notation of calendar employee	Unique	Literal	

Cycles Impacting Writ of appealed commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Commercial Dept head		1 1 8	Receive appealed case	In development
Fees revision	Receive appealed case	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Wnt of summons and docket with revised fees
Calendar	Collection for Commercial Dept	1-5-2	Receive commercial cases	Wnt of summons with paid fees and documents attached
Commercial Dept head	Receive commercial cases	1-1 7	Set a circuit number for a commercial case	Wnt of summons recorded in the calendar
Calendar	Set a circuit number for a commercial case	1 5 2	Receive a commercial case	Wnt of summons with case an circuit numbers docket docs and copy of the writ
Circuit clerk	Receive commercial cases	1 6 4	Receive appealed case and record in the circuit	Appealed case file

Operations done on Writ of appealed commercial case

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Commercial Dept head		1 1 8	Receive appealed case	In development		Dept Head receives original writ of summons and docket revises case value and type jurisdiction revises attorney s information plaintiff s names addresses and defendant s names and addresses and assesses fees for writ	Writ of summons with docket attached	
					1 no mistakes	Fees assessment for the writ of summons and recording this on the back of the last page of writ	Writ of summons with assessed fees and docket attached	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the writ and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	writ with assessed attorney s taxes and docket attached	
						Deliver writ of summons to plaintiff s attorney	Writ and docket with assessed fees and attorney s taxes	
					1 there is a mistake	Return writ of summons to plaintiff s attorney	Refused writ of summons	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					2 no attorney s taxes due	Deliver writ of summons to plaintiff s attorney	Wnt of summons and docket with assessed fees	Wnt of summons and docket with assessed fees
Fees revision	Receive appealed case	25 1	Revision of assessed fees for writs and orders request	Wnt of summons and docket with assessed fees		Receive writ with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of summons and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on writ of summons in accordance with Fees Law	Wnt of summons and docket with assessed fees	
					1 completi on	Signature of fees reviser and stamping the writ of summons that it has been revised then deliver it to plaintiff's attorney	Wnt of summons and docket with revised fees	Wnt of summons and docket with revised fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for Commercial dept	Wnt of summons and docket with revised fees		Collector receive the writ from the plaintiff or his attorney and checks fees reviser s stamp	Wnt of summons and docket with revised fees	
						Fees collection	Wnt of summons with paid fees	
						Return writ of summons to plaintiff or his attorney with the receipt	Wnt of summons with paid fees and document attached	Wnt of summons with paid fees and document attached

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection	Revision of assessed fees for writs and orders request	16 5	Collection of attorney s taxes	Wnt of summons and docket with revised fees		Collector receives the writ of summons from plaintiff or his attorney and checks fees reviser s stamp	Wnt of summons and docket with revised fees	
						Collection of attorneys tax	Wnt of summons with attorney s tax paid	Wnt of summons with attorney s tax paid
						Return writ to plaintiff or his attorney with a receipt	Wnt with paid fees and documents attached	Wnt with paid fees and documents attached
Calendar	Collection for Commercial Dept	1 5 2	Receive commercial cases	Wnt of summons with paid fees and documents attached		Calendar employee receives writ of summons docket and copy of the writ and records them in cases receipt book and sets a case number	Wnt of summons with paid fees and docs attached	
						Calendar employee records case in calendar	Wnt of summons with paid fees and docs attached	
						Calendar employee delivers original writ and attachments to plaintiff s attorney	Wnt of summons with paid fees and docs attached	Wnt of summons with paid fees and docs attached
Commercial Dept head	Receive commercial cases	1 1 7	Set a circuit number for a commercial case	Wnt of summons recorded in the calendar		Plaintiff s attorney delivers writ of summons to Head of Commercial Dept	Wnt of summons	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Head of Commercial Dept sets the circuit first hearing date and delivers writ of summons with set case and circuit number to the attorney	Writ of summons with case and circuit numbers	Writ of summons with case and circuit numbers
Calendar	Set a circuit number for a commercial case	1 5 2	Receive a commercial case	Writ of summons with case an circuit numbers docket docs and copy of the writ		Calendar employee receives writ of summons with set circuit and first hearing date from the attorney along with a copy of the writ	Writ with case and circuit numbers docket docs and copy of writ	
						Calendar employee records case in cases receipt book and records circuit number	Writ docket docs and copy of writ	
						Calendar employee delivers original writ to plaintiff's attorney and keeps a copy of the case and docket	Writ with a case number and docs	
						Calendar employee puts the copy of the writ and docket and documents in a file called case file	Case file	
						Calendar employee sends case file to microfilm	Case file	
						Calendar employee receives case file from microfilm	Case file stamped by microfilm	
						Calendar employee records case in cases index	Case file recorded in cases index	
						Calendar employee sends a letter to Corres To bring case from court where it is located	Case file recorded in cases index	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Calendar employee delivers case file to circuit clerk in charge	Case file delivered to circuit clerk	Case file delivered to circuit clerk
Circuit clerk	Receive commercial cases	1 6 4	Receive appealed case and record in the circuit	Appealed case file		Circuit clerk receives case file from the calendar employee and to which a copy of the letter is attached of attachment of documents sent to Corres	Case file with a copy of the letter of docs attachment	
					1 no letter of attachm ent	In case of non existence of copy of the letter of docs attachment circuit clerk refuses to receive case and returns it back to Calendar	Refused case file	
					1 there is letter of attachm ent	In case of existence of copy of letter of attachment circuit clerk records case on the day set for the hearing in the agenda	Case file recorded on the agenda	Case file recorded on the agenda

Description of Case file

General Information

Form code	63		
Form name	Case file		
Form type	<input type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input checked="" type="checkbox"/> Box files
Function	Case file or attachments		
Reason for using	Filing a case		
Employee filing the form	Different court departments		
Department where form is filled	Different court departments		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages				
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Cycles Impacting Case file

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 1	Receive new case file and record in circuit	Case file delivered to circuit clerk
Circuit clerk	Receive new case file and record in circuit	1 6 6	Prepare for the hearing	Case file
Circuit clerk	Prepare for the hearing	1-6 7	Record hearing notes	Case file with hearing notes and judge s roll attached
Circuit clerk	Record hearing notes	1 6 8	Record hearing notes	Case file with roll and hearing notes
Fees revision		25 7	Notation of exemption	
Fees revision		25 5	Revision of fees for disposed cases	
Fees revision		25 6	Revision of fees for cases at court of appeals or cassation	

Operations done on Case file

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Circuit clerk		1 6 1	Receive new case file and record in circuit	Case file delivered to circuit clerk		Circuit clerk receives case file from Calendar and signs on the log of case receipt	Case file	
						Circuit clerk records case in the page specified for the case according to the hearing date	Case file	
Circuit clerk	Receive new case file and record in circuit	1 6 6	Prepare for the hearing	Case file		Circuit clerk prepares hearing notes in preparation for the hearing when date is due by putting information from the case file and hearing agenda	Case file	
						Circuit clerk attaches hearing notes and judge s roll to case file	Case file with hearing notes and judge s roll attached	Case file with hearing notes and judge s roll attached
Circuit clerk	Prepare for the hearing	1 6 7	Record hearing notes	Case file with hearing notes and judge s roll attached		Circuit clerk attaches docket and documents that panel approves of attachment	Case file with additional docs attached	
						Circuit clerk attaches hearing notes approved by the judge as well as judge roll	Case file with roll and hearing notes attached	Case file with roll and hearing notes attached
Circuit clerk	Record hearing notes	1 6 8	Record hearing notes	Case file with roll and hearing notes		Circuit clerk makes notation on the case file docket with a summary of the decision made by the court panel in the hearing	Case file with roll and hearing notes attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Circuit clerk lists the documents submitted during the hearing on the case file docket with serial number starting by last document submitted Also date of attachment and submission and number of pages are recorded	Case file with submitted documents recorded	
					1 continuance	Keep case file till next hearing	Case file with a continuance decision	Case file with a continuance decision
					1 judgment	Circuit clerk undertakes the necessary procedures for judgment announcement	File of a disposed case	File of a disposed case
Fees revision		25 7	Notation of exemption			Receive case from plaintiff's attorney and review the documents	Case writ of summons	
Fees revision		25 5	Revision of fees for disposed cases			Receive case file from circuit clerk and revise fees	Case file	
					1 fees due	Assess fees for case file and record the fees due on the file	Case file with assessed fees	
					2 no unknown info	Make notation of due claims on the original judgment where a notation of fees duty stamps and required attorney's fees is also made State Cases Authority are notified where the government is one of the parties	Case file with revised fees	
					2 completion	Deliver case file to circuit clerk	Case file with revised fees	Case files with revised fees
					1 no due fees	Return case file to circuit clerk	Case files	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees revision		25 6	Revision of fees for cases at court of appeals or cassation			Receive case file from Archive clerk and revise fees	Case file	
						Make notation of due claims on the original judgment where a notation of fees duty stamps and required attorney s fees is also made State Cases Authority are notified where the government is one of the parties	Case file with revised fees	
						Deliver case file to circuit clerk	Case file with revised fees	Case file with revised fees

Description of Interlocutory request to case file

General Information

Form code	
Form name	Interlocutory request to case file
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Attach interlocutory request to case file
Reason for using	Follow up of filed case
Employee filing the form	Plaintiff s attorney – Fees assessor – Fees reviser – Collection employee –circuit clerk
Department where form is filled	Outside the court – Fees assessment – fees revision – collection - circuit clerk

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait
Number of Pages	One or more pages	
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies		
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps

Description of Information in Interlocutory request to case file

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of writ of summons	Unique	Date	Date of filing the case
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11	Fees amount	Unique	Figures	
12	Signature of fees assessor	Unique	Literal	
13	Signature of fees reviser	Unique	Literal	
14	Notation of collection dept	Unique	Literal	
15	Circuit number	Unique	Literal	
16	Date of first hearing	Unique	Date	
17	Circuit clerk s signature	Unique	Literal	
18				

Cycles Impacting Interlocutory request to case file

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Fees assessment		24 1	Fees assessment for writs and orders requests	Wnt of interlocutory request
Fees revision	Fees assessment for writs and orders requests	25 1	Revision of assessed fees for writs and orders request	Wnt of interlocutory request with assessed fees
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for dept	Wnt of interlocutory request with revised fees
Circuit clerk	Collection for the dept	1 6-20	Attach interlocutory request to the case file	Wnt of interlocutory request with paid fees

Note in this case cases might be commercial civil or taxes as in case of interlocutory request for a commercial case fees assessor is the Commercial Dept Head in case of civil case it is Fees Assessment Dept and in case of taxes case fees assessor is the Taxes Dept Head

Operations done on Interlocutory request to case file

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees assessment		24 1	Fees assessment for writs and orders requests	Wnt of interlocutory request		Fees assessor receives interlocutory request from plaintiff s attorney	Wnt of interlocutory request	
					1 no mistakes	Fees assessment for the request and recording this on the back of the last page of writ	Wnt of interlocutory request with assessed fees	
						Deliver request to plaintiff's attorney	Wnt of interlocutory request with assessed fees	Wnt of interlocutory request with assessed fees
					1 there is a mistake	Return request to plaintiff s attorney	Refused writ of interlocutory request	
Fees revision	Fees assessment for writs and orders requests	25 1	Revision of assessed fees for writs and orders request	Wnt of interlocutory request with assessed fees		Receive request with assessed fees from plaintiff's attorney and revise assessed fees	Wnt of interlocutory request with assessed fees	
					1 there is a mistake	Reassessment of fees on request in accordance with Fees Law	Wnt of interlocutory request with assessed fees	
					1 completion	Signature of fees reviser and stamping the request that it has been revised then deliver it to plaintiff s attorney	Wnt of interlocutory request with revised fees	Wnt of interlocutory request with revised fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection	Revision of assessed fees for writs and orders request	16 1	Collection for dept	Wnt of interlocutory request with revised fees		Collector receives the request from the plaintiff or his attorney and checks fees reviser s stamp	Wnt of interlocutory request with revised fees	
						Fees collection	Wnt of interlocutory request with paid fees	
						Return request to plaintiff or his attorney with the receipt	Wnt of interlocutory request with paid fees	Wnt of interlocutory request with paid fees
Circuit clerk	Collection for the dept	1 6 20	Attach interlocutory request to the case file	Wnt of interlocutory request with paid fees		Plaintiff s attorney delivers request to circuit clerk who revises the request	Wnt of interlocutory request with paid fees	
						Circuit clerk attaches writ of interlocutory request to case file	Wnt of interlocutory request with paid fees and attached to case file	Wnt of interlocutory request with paid fees and attached to case file

Description of Order request and attached documents

General Information

Form code			
Form name	Order request		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Information of case required to be submitted to judge of temporary matters		
Reason for using	File a case before judge of temporary matters		
Employee filing the form	Plaintiff s attorney		
Department where form is filled	Outside the court		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Order request and attached documents

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of order request	Unique	Date	Date of filing the order
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11				
12				
13				

Cycles Impacting Order request and attached documents

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Fees assessment		24 1	Fees assessment for writs and orders request	In development
Fees revision	Fees assessment for writs and orders request	25 1	Revise assessed fees for writs and orders request	Order request with assessed fees
Collection	Revise assessed fees for writs and orders request	16 1	Collection for dept	Order request with assessed fees
Orders	Collection for dept	4 1	Record order request	Order request with paid fees and documents attached
Archive	Record order request	8 7	Extract papers from case file	List of requested orders
Orders	Extract papers from case file	4 1	Record order request	Order request with paid fees and documents attached
Orders	Record order request	4 2	Submit request to judge of temporary matters	Order request with attachments listed and filed in box files of daily operations
Orders	Submit request to judge of temporary matters	4 3	End order cycle	Judgment with order request and attachments
Archive	End order cycle	8 1	Archive a disposed case in a court if first instance	Order and attachments sent to Archive

Operations done on Order request and attached documents

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Fees assessment		24 1	Fees assessment for writs and orders request	In development		Receive request from plaintiff s attorney for revision and revise case value and type jurisdiction revise attorney s information plaintiff s names addresses and defendant s names and addresses and assesses fees for writ	Order request	
						Receive documents docket	Documents docket	
					1 no mistakes	Fees assessment for the order request and documents docket and recording this on the back of the last page of writ	Order request with assessed fees	
					2 attorney s taxes due	Assessment of attorney s taxes and recording it on the back of the last page of the order request and it is taken into consideration if the plaintiff is an attorney he is exempted from the tax	Order request with assessed attorney's taxes	
						Deliver order request to plaintiff's attorney	Order request and docket with assessed fees and attorney s taxes	
					1 there is a mistake	Return order request to plaintiff s attorney	Refused order request	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					2 no attorney's taxes due	Deliver order request to plaintiff's attorney	Order request and docket with assessed fees	Order request and docket with assessed fees
Fees revision	Fees assessment for writs and orders request	25 1	Revise assessed fees for writs and orders request	Order request with assessed fees		Receive order request and docket with assessed fees from plaintiff's attorney and revise assessed fees	Order request and docket with assessed fees	
					1 there is a mistake	Reassessment of fees on order request in accordance with Fees Law	Order request and docket with assessed fees	
					1 completion	Signature of fees reviser and stamping the order request that it has been revised then deliver it to plaintiff's attorney	Order request and docket with revised fees	Order request and docket with revised fees
Collection	Revise assessed fees for writs and orders request	16 1	Collection for dept	Order request with assessed fees		Collector receives the request and docket from the plaintiff or his attorney and checks fees reviser's stamp	Order request and docket with revised fees	
						Fees collection	Order request and docket with paid fees	
						Return order request to plaintiff or his attorney with the receipt	Order request and docket with paid fees and document attached	Order request and docket with paid fees and document attached

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Orders	Collection for dept	4 1	Record order request	Order request with paid fees and documents attached		Litigant delivers order request with paid fees and document attached to Dept head	Order request with paid fees and documents attached	
						Dept Head revises the order and check attached documents	Order request with paid fees and documents attached	
					1 order of debt payment	Clerk records order information in order of debt payment requests book	Order request with paid fees and documents attached	
					1 not an order of debt payment	Clerk records order information in order of attainment and temporary matters requests book	Order request with paid fees and documents attached	
					1 completi on	Clerk records information in the index according to type of order whether of debt payment or attachment and temporary matters	Order request with paid fees and documents attached	
					2 existenc e of previous orders	Clerk heads to the Archive as per previous orders to extract those orders	Order request with paid fees and documents attached	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive	Record order request	8 7	Extract papers from case file	List of requested orders		Archive clerk receives the list from recording clerk	Order request with paid fees and documents attachments	
						Extract requests orders files and delivers them to recording clerk after he signs in the Archive log	Order request with paid fees and documents attachments	
Orders	Extract papers from case file	4 1	Record order request	Order request with paid fees and documents attached		Attach previous orders to new order request	Order request with paid fees and previous orders and documents attached	
					3 order of debt payment	Recording clerk records information of previous orders extracted from the Archive in orders of debt payment book	Order request with paid fees and previous orders and documents attached	
					3 not an order of debt payment	Recording clerk records information of previous orders extracted from the Archive in attainment and temporary orders requests book		
					2 completion	Recording clerk makes list of attachments on the original order request and puts only dates of orders requests on the back of the submitted request	Order request with attachments listed on the back	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						File request in box files of daily operations to submit to judge of temporary matters on the next day	Order request with attachments listed and filed in box files of daily operations	
Orders	Record order request	4 2	Submit request to judge of temporary matters	Order request with attachments listed and filed in box-files of daily operations		At the beginning of the day dept head takes out order requests and attachments and submits them to the judge	Order request and attachments	
						Judge delivers order request and attachments to the Orders dept head to record the judgment	Order request and attachments with a judgment	
						Dept Head delivers orders and attachments to the recording clerk to record judgment	Order request and attachments with a judgment	
					1 order of debt payment	Recording clerk records judgment in orders of debt payment book	Order request and attachments with a judgment	
					1 not an order of debt payment	Recording clerk records judgment in attainment and temporary matters orders book	Order request and attachments with a judgment	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 completion	Search in judge s decision	Order request and attachments with a judgment	
					2 order refusal	Transfer the case into a normal case	Order request and attachments referred to a committee of three	Order request and attachments referred to a committee of three
					2 not a civil order	Completion with cycle of order ending	Order request and attachments with judgment	Order request and attachments with judgment
Orders	Submit request to judge of temporary matters	4 3	End order cycle	Judgment with order request and attachments		Delegate of civil/commercial dept delivers order with the judgment and attachments after Orders Dept Head revises it	Order with the judgment and attachments after revision	
						Dept head receives judgment and records it in the commercial/civil dept log	Order with judgment and attachments after revision	
						Dept head revises the judgment and delivers it to the microfilm and records it in Orders Dept log	Order with judgment and attachments after revision	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Microfilm employee delivers order with the judgment and attachments after being microfilmed to the Orders Dept Head	Order with judgment and attachments after being microfilmed	
						Dept Head receives order and checks the notation with archive date in the book and delivers it to the Archive after recording it in Orders Dept log	Order with judgment and attachments after being microfilmed	
					1 order of debt payment	In case the order is order of debt payment it is recorded in orders request book	Order with judgment and attachments after being microfilmed	
					1 not an order of debt payment	If the order is not of debt payment it is recorded in attainment and temporary matters orders requests book	Order with judgment and attachments after being microfilmed	
					1 completi on	Deliver order and attachments to the Archive after Archive clerk s signs in the Order Dept log	Order and attachments to the Archive	Order and attachments to the Archive
Archive	End order cycle	8 1	Archive a disposed case in a court if first instance	Order and attachments sent to Archive		Archive clerk receives papers from Orders Dept head	Order and attachments	
						Revise case file	Order and attachments	
					1 there is a mistake	Return papers once more to the Orders Dept head	Order and attachments returned to Orders Dept	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
					1 no mistakes	Record case information in Archive book	Order and attachments	
						Mark the file so that he can recognize the files recorded in the book	Order and attachments	
					2 judgment referred to another court	Notation of Dept Head on the file that it has been recorded in the book before referral	Order and attachments	
						Archive clerk returns file to Orders Dept Head after the latter signs in the Archive clerks book	Order and attachments returned to Orders Dept to be referred to the other court	Order and attachments returned to Orders Dept to be referred to the other court
					2 judgment not referred	File is archived in the Archive Dept box files	Order and attachments in the Archive	Order and attachments in the Archive

Description of Civil case writ of summons objection to an order and attached documents

General Information

Form code	
Form name	Civil case writ of summons objection to an order and attached documents
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Information of case of objection to an order submitted to judge of temporary matters
Reason for using	File an objection case before judge of temporary matters
Employee filling the form	Plaintiff's attorney
Department where form is filled	Outside the court

Form Detailed Description

Structure	<input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
Number of Pages	One or more pages
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input type="checkbox"/> Duty stamp (non-governmental) <input type="checkbox"/> Stamps

Description of Information in Civil case writ of summons objection to an order and attached documents

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Date of order request	Unique	Date	Date of filing the order
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Plaintiff s address	Unique	Literal	Addresses of all plaintiffs
5	Plaintiff s occupation	Unique	Literal	Occupation of all plaintiffs
6	Defendant s name	Unique	Literal	Names of all defendants
7	Defendant s address	Unique	Literal	Addresses of all defendants
8	Defendant s occupation	Unique	Literal	Occupation of all defendants
9	Plaintiff s attorney s name and degree	Unique	Literal	Names of plaintiff's attorneys and their degree
10	Writ of summons	Unique	Literal	List of writ of summons enclosures
11				
12				
13				

Cycles Impacting Civil case writ of summons objection to an order and attached documents

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Fees assessment		24 1	Fees assessment for writs and orders request	In development
Fees revision	Fees assessment for writs and orders request	25-1	Revise assessed fees for writs and orders request	Order request and docket with assessed fees
Collection	Revise assessed fees for writs and orders request	16-1	Collection for Civil dept	Order request with revised fees
Setting hearing dates in the front offices	Collection for Civil Dept	1-7-1	Set hearing date and circuit to handle the case	Order request with paid fees
Orders	Set hearing date and circuit to handle the case	4 4	Objection procedures against attainment or temporary order	Order request with circuit number and first hearing date

Operations done on Civil case writ of summons objection to an order and attached documents

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Fees assessment		24 1	Fees assessment for writs and orders request	In development		Receive request and docket from plaintiff's attorney for revision and revise case value and type jurisdiction revise attorney s information plaintiff's names addresses and defendant s names and addresses	Order request	
					1 no mistakes	Fees assessment for the order request and documents docket as well as attorney s taxes and recording this on the back of the last page of case	Order request with assessed fees and attorney s taxes	
						Deliver order request to plaintiff's attorney	Order request and docket with assessed fees and attorney s taxes	
					1 there is a mistake	Return order request to plaintiff s attorney	Refused order request	
Fees revision	Fees assessment for writs and orders request	25 1	Revise assessed fees for writs and orders request	Order request and docket with assessed fees		Receive order request and docket with assessed fees from plaintiff s attorney and revise assessed fees	Order request and docket with assessed fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
					1 there is a mistake	Reassessment of fees on order request in accordance with Fees Law	Order request and docket with assessed fees	
1 completion	Signature of fees reviser and stamping the order request that it has been revised then deliver it to plaintiff's attorney	Order request and docket with revised fees	Order request and docket with revised fees					
Collection	Revise assessed fees for writs and orders request	16 1	Collection for Civil dept	Order request with revised fees		Collector receives the request and docket from the plaintiff or his attorney and checks fees reviser s stamp	Order request and docket with revised fees	
						Fees collection	Order request and docket with paid fees	
						Return order request to plaintiff or his attorney with the receipt	Order request and docket with paid fees and document attached	Order request and docket with paid fees and document attached
Setting hearing dates in the front offices	Collection for Civil Dept	1 7 1	Set hearing date and circuit to handle the case	Order request with paid fees		Plaintiff s attorney submits order request with paid feed to the Civil Dept deputy who sets the circuit number and first hearing date	Order request with circuit number and first hearing date	Order request with circuit number and first hearing date

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Orders	Set hearing date and circuit to handle the case	4 4	Objection procedures against attainment or temporary order	Order request with circuit number and first hearing date		Civil / commercial case calendar delegate delivers original order request and documents docket with paid fees and attachments to Orders Dept Head	Original writ and docket with paid fees and attached documents	
						Orders Dept Head receives original order request and records it in the Dept log	Original writ and docket and attached documents	
						Orders Dept Head prepares the roll for judge of temporary matters from the orders	Original writ and docket and attached documents	
						Orders Dept Head delivers order request to judge of temporary matters	Original writ and docket and attached documents to judge	
						Judge makes notation of the judgment on the writ of summons	Original writ and docket and attached documents with notation of the judgment	
						Orders Dept Head returns documents to the Civil Dept Calendar	Original writ and docket and attached documents with notation of the judgment	

Description of Hearing notes

General Information

Form code	65		
Form name	Hearing notes		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record hearing information and notes		
Reason for using	Case deliberation		
Employee filling the form	Circuit clerk		
Department where form is filled	Courtroom		
Time consumed in filling the form			

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Hearing notes

Ser	Item	Nature	Type	Remarks
1	Date time and day of the week	Repetitive	Date	Date and time of holding and adjourning the hearing
2	Names of judges and circuit clerk	Repetitive	Literal	Chief judge panel members and circuit clerk
3	Plaintiff s name and address	Repetitive	Literal	
4	Defendant s name	Repetitive	Literal	
5	Information of power of attorney submitted by each attorney	Repetitive	Literal	
6	Information of ID s of present litigants	Repetitive	Literal	
7	Information of ID s of present witnesses	Repetitive	Literal	
8	Each litigant s requests and claims	Repetitive	Literal	
9	Court decision	Repetitive	Literal	
10				
11				
12				
13				

Cycles Impacting Hearing notes

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk	---- -	1-6 6	Preparation for the hearing	-----
Circuit clerk	Preparation for the hearing	1 6 7	Record hearing notes	Hearing notes ready for usage
Circuit clerk	Record hearing notes	1 6 8	Record hearing results	Hearing notes signed by the judge

Operations done on Hearing Notes

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Circuit clerk		1 6 6	Preparation for the hearing	-- - --		Circuit clerk prepares hearing notes form for each case to be handled during the hearing to record hearing events	New hearing notes	
						Circuit clerk prepares the hearing notes by recording case information hearing notes names of court panel and circuit clerk	Hearing notes ready for usage	
Circuit clerk	Preparation for the hearing	1 6 7	Record hearing notes	Hearing notes ready for usage		When the hearing date is due circuit clerk states presence of litigants and records their ID information in hearing notes if the litigants comes by himself	Hearing notes with litigants ID information recorded	
						Circuit clerk states presence of litigants attorneys and record registration information in hearing notes	Hearing notes with litigants presence recorded	
						In case of presence of witnesses circuit clerk states presence of witnesses and records ID information in the hearing notes	Hearing notes with witnesses ID information recorded	
						Circuit clerk records litigants oral requests before court panel after the judge approves them regarding the legal statement as the court does not allow recording illegal requests in hearing notes	Hearing notes with litigants oral requests	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
						Circuit clerk states docs submissions by litigants after receiving them from the judge and making sure the court approves documents attachment	Hearing notes with docs submission by the litigants	
						Circuit clerk records court decision in hearing notes	Hearing notes with court decision recorded	
						Judge signs the hearing notes issued by circuit clerk and delivers case file judge s roll and hearing notes to circuit clerk	Hearing notes signed by the judge	
Circuit clerk	Record hearing notes	1 6 8	Record hearing results	Hearing notes signed by the judge		After hearing adjournment circuit clerk makes notation on hearing notes and case file docket with court decision (summary) and next hearing date in case of continuance for any reason	Hearing notes with notation	
						Circuit clerk attaches hearing notes to the case file	Hearing notes in case file	Hearing notes in case file

Description of Letter of referral to Experts Office

General Information

Form code	75		
Form name	Letter of referral to Experts Office		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Letter of referral to Experts Office		
Reason for using	Follow case flow		
Employee filling the form	Circuit clerk		
Department where form is filled	Courtroom		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Letter of referral to Experts Office

Ser	Item	Nature	Type	Remarks
1	Case number	Repetitive	Figures	
2	Litigants names	Repetitive	Literal	
3	Date of decision with referral	Repetitive	Date	
4	Amount of paid deposit	Repetitive	Literal	
5	Date of deposit payment	Repetitive	Date	
6	Payment receipt number	Repetitive	Figures	
7	Date of report submission hearing	Repetitive	Date	
8	Outgoing reference number from Experts Dept in the court	Repetitive	Figures	
9				
10				
11				
12				
13				

Cycles Impacting Letter of referral to Experts Office

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 10	Enforcement of preliminary judgment of referral of case to Experts Office or return of case to Experts or delegation a committee of three	- - - - -

Operations done on Letter of referral to Experts Office

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Circuit clerk	-- --	1 6 10	Enforcement of preliminary judgment of referral of case to Experts Office or return of case to Experts or delegation a committee of three	- - -		Circuit clerk issues a letter of case transfer to the Experts Office	Letter of referral to the Experts Office	
						Circuit clerk delivers letter of referral to the Experts Office along with original case file and payment receipt or a memo of settlement to the Incoming and Outgoing corres With Experts Dept	Letter of referral to Experts Office attached to case file	Letter of referral to Experts Office attached to case file

Description of Documents docket

General Information

Form code	63		
Form name	Documents docket		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Docket of case documents		
Reason for using	Case filing		
Employee filling the form	Plaintiff's attorney – fees assessor – fees reviser		
Department where form is filled	Outside the court – Fees Assessment Dept – Fees Revision Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Documents docket

Ser	Item	Nature	Type	Remarks
1	Court name	Unique	Literal	Name of court before which case is filed
2	Case number	Unique	Figures	Number of case including year of filing
3	Plaintiff s name	Unique	Literal	Names of all plaintiffs
4	Defendant s name	Unique	Literal	Names of all defendants
5	Case subject	Unique	Literal	
6	Consequence number	Repetitive	Figures	Serial
7	Number of pages	Repetitive	Figures	
8	Types	Repetitive	Literal	Documents types
9	Dates	Repetitive	Date	
10	Remarks	Repetitive	Literal	
11				
12				
13				

Cycles Impacting Documents docket

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Fees assessment		24 1	Fees assessment for writs and orders requests	In development
Fees revision		25-8	Fees assessment for documents docket	In development

Operations done on Documents docket

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Fees assessment		24 1	Fees assessment for writs and orders requests	In development		Receive documents dockets from plaintiff's attorney and matching dockets with documents and with writ of summons	Documents docket	
					1 no mistakes	Attachment of writ of summons or order request	Documents docket	
					1 there is a mistake	Return documents docket to plaintiff's attorney	Refused documents docket	
Fees revision		25 8	Fees assessment for documents docket	In development		Receive documents docket from plaintiff's attorney and matching dockets with documents and with writ of summons	Documents docket	
					1 no mistakes	Fees assessment for docket	Documents docket with assessed fees	
						Signing and stamping the docket	Documents docket with revised fees	Documents docket with revised fees
					1 there is a mistake	Return documents docket to plaintiff's attorney	Refused documents docket	

Description of Request for certificate

General Information

Types of certificates calendar information certificate (commercial – civil – taxes) – certificate of no bankruptcy (microfilm) – certificate of including an expert in the experts roster – certificate of non-registration of expert in the roster – death certificate for an expert – certificate

Form code			
Form name	Request for certificate		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Request for certificate issuance		
Reason for using	Certificate issuance		
Employee filling the form	Certificate requester – fees assessor – fees reviser – collector		
Department where form is filled	Outside the court – Fees Assessment Dept – Fees Revision Dept – Collection Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Certificate Form

General Information

Form code	
Form name	Certificate
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Issue a certificate for any of court departments for one of the public coming to court
Reason for using	Certificate issuance
Employee filling the form	Dept issuing the certificate- Dept head – employee responsible for the stamp – General Secretary
Department where form is filled	Dept issuing the certificate – Dept Head – office of employee responsible for the stamp – General Secretary

Form Detailed Description

Structure	<input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
Number of Pages	One or more pages
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input type="checkbox"/> Duty stamp (non-governmental) <input type="checkbox"/> Stamps

Description of Certificate copy Form
General Information

Form code	
Form name	Certificate copy
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Archive of certificate copy issued by any of the court departments
Reason for using	Certificate issuance
Employee filling the form	Dept issuing the certificate
Department where form is filled	Dept issuing the certificate

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait
Number of Pages	One or more pages	
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies		
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps

Description of Information in Certificate Form

Ser	Item	Nature	Type	Remarks
1	Requester	Unique	Literal	
2	Date	Unique	Date	
3	Certificate information	Unique	Literal	
4	Certificate issuer	Unique	Literal	Signature of certificate issuer
5	Copy recording clerk	Unique	Literal	Signature of copy recording clerk
6	Dept Head	Unique	Literal	Signature of Dept Head
7	General Secretary	Unique	Literal	Signature of General Secretary
8				
9				
10				
11				
12				
13				

Cycles Impacting Certificate request, Certificate and Certificate copy Forms

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Depts Issuing the certificates			Request for certificate	In development
Fees assessment	Request for certificate	24 2	Fees assessment for request for certificate	Request for certificate and unregistered certificate
Fees revision	Fees assessment for request for certificate	25 3	Revision of fees assessed for certificates	Request for certificate with assessed fees and certificate
Collection	Revision of fees assessed for certificates	16-1	Collection for Dept	Certificate and request for certificate with revised fees
Copies	Collection for Dept	9 4	Register the copy	Certificate copy and request for certificate with paid fees
Head of Commercial Taxes or Civil Depts	Register the certificate		Signature and stamping of certificates and copy	Certificate signed by Copies Dept

Operations done on Certificate request Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Depts Issuing the certificates			Request for certificate	In development		Receive request for certificate from requester and revise the request	Request for certificate	
					1 needs a certificate	Issue a certificate	Request for certificate and certificate	
						Deliver request for certificate with certificate to requester to complete the procedures	Request for certificate and unregistered certificate	Request for certificate and unregistered certificate
					1 no need for certificate	Refusal of the request and return to requester	Refused request for certificate	
Fees assessment	Request for certificate	24 2	Fees assessment for request for certificate	Request for certificate and unregistered certificate		Receive request for certificate and certificate from requester and revise the request	Request for certificate and unregistered certificate	
					1 no mistakes	Fees assessment for request for certificate and record fees on the request then give it back to requester	Request for certificate with assessed fees and certificate	Request for certificate with assessed fees and certificate

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
					1 there is a mistake	Return request for certificate and certificate to requester	Refused request for certificate and unregistered certificate	
Fees revision	Fees assessment for request for certificate	25 3	Revision of fees assessed for certificates	Request for certificate with assessed fees and certificate		Receive request for certificate and certificate from requester and revise the fees	Certificate and request for certificate with reassessed fees	
					1 there is a mistake	Reassessment of fees for request for certificate and record fees on the request	Certificate and request for certificate with reassessed fees	
					1 completion	Signature of fees reviser on the request for certificate and stamp it that it has been revised then deliver request and certificate to the requester	Request for certificate with fees revised and assessed and certificate	Certificate and request for certificate with revised fees
Collection	Revision of fees assessed for certificates	16 1	Collection for Dept	Certificate and request for certificate with revised fees		Collector receives request for requester and checks the fees reviser s stamp	Certificate and request for certificate with revised fees	
						Fees collection	Certificate and request for certificate with paid fees	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
						Return of papers to plaintiff or his attorney with a receipt	Certificate and request for certificate with paid fees	Certificate and request for certificate with paid fees
						Requester copies the certificate	Certificate a copy and a request for a certificate with paid fees	Certificate a copy and a request for a certificate with paid fees
Copies	Collection for Dept	9 4	Register the copy	Certificate copy and request for certificate with paid fees		Reviser receives certificate copy and request for certificate with paid fees and information revised	Certificate copy and request for certificate with paid fees	
					1 no mistakes	Recording clerk records certificate information in certificates book as well as receiver s information who sings in the book	Certificate copy and request for certificate with paid fees	
						Signature of book recorder on the certificate	Signed certificate copy and request for certificate	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
						Clerk delivers certificate to requester and keeps the request and certificate copy in the office	Request for certificate and copy filed and certificate goes to the requester	Request for certificate and copy filed and certificate goes to the requester
					1 there is a mistake	Return papers to certificate requester	Certificate copy and refused request for certificate with paid fees	
Head of Commercial Taxes or Civil Depts	Register the certificate		Signature and stamping of certificates and copy	Certificate signed by Copies Dept		Stamp the certificate after checking the signature of the Copies Dept clerk who records in certificates book and deliver to requester	Certificate signed and stamped	

Description of Acknowledgment Form

General Information

Form code	44		
Form name	Acknowledgment		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Acknowledge one of the litigants of the case		
Reason for using	Acknowledgment of litigants		
Employee filling the form	Attorney (agent of acknowledging litigant) – circuit clerk – fees reviser- collector		
Department where form is filled	Outside the court – circuit clerk – fees revision – collection		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	Pending number of persons to be acknowledged			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Acknowledgment Form

Ser	Item	Nature	Type	Remarks
1	Case number	Unique	Figures	
2	Date of case filing	Unique	Literal	
3	Name of acknowledging litigant	Unique	Literal	
4	Capacity of acknowledging litigant	Unique	Literal	Capacity of acknowledging litigant (plaintiff – defendant – etc)
5	Address of acknowledging litigant	Unique	Literal	
6	Name of acknowledged litigant	Unique	Literal	Repetitive item according to number of litigants to be acknowledged
7	Capacity of acknowledged litigant	Unique	Literal	Capacity in the case (plaintiff – defendant – etc)
8	Address of acknowledged litigant	Unique	Literal	
9	Fees amount	Unique	Figures	
10	Signature of fees reviser	Unique	Literal	
11	Collector s stamp	Unique	Literal	
12	Signature of circuit clerk	Unique	Literal	
13				

Cycles Impacting Acknowledgment Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Circuit clerk		1 6 23	Fees assessment for acknowledgments submitted by the public	Acknowledgment
Fees revision	Fees assessment for acknowledgments submitted by the public	25-2	Revision of fees assessed for acknowledgments	Acknowledgment with assessed fees
Collection	Revision of fees assessed for acknowledgments	16 1	Collection	Acknowledgment with revised fees

Operations done on Acknowledgment Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Circuit clerk		1 6 23	Fees assessment for acknowledgments submitted by the public	Acknowledgment		Fees assessment for papers to acknowledge litigants with	Acknowledgment with assessed fees	Acknowledgment with assessed fees
Fees revision	Fees assessment for acknowledgments submitted by the public	25 2	Revision of fees assessed for acknowledgments	Acknowledgment with assessed fees		Receive acknowledgment from plaintiff's attorney and revise the fees	Acknowledgment with assessed fees	
					1 there is a mistake	Reassessment of fees for acknowledgment and record fees on the acknowledgment	Acknowledgment with reassessed fees	
					1 completion	Signature of fees reviser on the acknowledgment and stamp it that it has been revised then deliver acknowledgment to the requester	acknowledgment with fees revised and assessed	
Collection	Revision of fees assessed for acknowledgments	16 1	Collection	Acknowledgment with revised fees		Collection of fees and deliver receipt to the payer	Acknowledgment with paid fees	Acknowledgment with paid fees
						The acknowledging person delivers acknowledgment papers to the Service Dept for enforcement		

Description of Copy of typed judgment

General Information

Form code	94		
Form name	Copy of typed judgment		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Typing the judgment made by the Chief Judge in a court hearing		
Reason for using	Judgment in a case		
Employee filling the form	Typing pool employee		
Department where form is filled	Typing pool		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Copy of typed judgment

Ser	Item	Nature	Type	Remarks
1	Circuit panel	Unique	Literal	Name of Chief Judge judges distnct attorney and circuit clerk
2	Name of the plaintiff	Unique	Literal	Names of all plaintiffs
3	Name of the defendant	Unique	Literal	Names of all defendants
4	Draft judgment	Unique	Literal	Judgment made by Chief Judge in the case hearing
5	Names of other parties in other wrnts of summons			
6				
7				
8				
9				

Cycles Impacting Copy of typed judgment

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Typing pool		7 1	Type draft judgment	In development

Operations done on Copy of typed judgment

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Typing pool		7 1	Type draft judgment	In development		Type the judgment using the draft judgment and produce an original and a copy of the typed judgment	Copies of the typed judgment	
						Dept Head or deputy revises typed judgment and make the necessary corrections	Copies of typed judgment after revision	
						Correction of mistakes and deliver copies of typed judgment to circuit clerk	Copies of the typed judgment ready for delivery	

Description of List of appealed cases

General Information

Form code	21		
Form name	List of appealed cases		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	List of cases required for Court of Appeals		
Reason for using	Deliver cases for appeals		
Employee filling the form	Court of Appeals delegate		
Department where form is filled	Court of Appeals		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in List of appealed cases

Ser	Item	Nature	Type	Remarks
1	Number of appealed case	Repetitive	Figures	Number of appealed case including filing year
2	Appeals circuit	Repetitive	Literal	Appeals circuit name
3	Number of appealing litigant	Repetitive	Literal	Names of appealing litigants
4	Number of first instance case	Repetitive	Literal	Number of case in first instance court
5	Date of first instance judgment	Repetitive	Date	Date when judgment was announced by court of first instance
6	Next hearing	Repetitive	Date	Date of next hearing in the Court of Appeals
7				
8				
9				

Cycles Impacting List of appealed cases

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8 2	Deliver cases for Court of Appeals and Cassation	Coming from court of Appeals

Operations done on List of appealed cases

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive		8 2	Deliver cases for Court of Appeals and Cassation	Coming from court of Appeals		Receive list of appealed cases and record information of requested cases in the book of incoming lists of appealed cases	List of appealed cases	
						Order of requested cases as per the list of appealed cases	List of appealed cases	
						Throw list of appealed cases in the basket		

Description of List of cases in cassation
General Information

Form code	22		
Form name	List of cases in cassation		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	List of cases required for Court of Cassation		
Reason for using	Deliver cases for cassation		
Employee filling the form	Court of Cassation delegate		
Department where form is filled	Court of Cassation		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in List of cases in cassation

Ser	Item	Nature	Type	Remarks
1	Number of case in cassation	Repetitive	Figures	Number of case in cassation including filing year
2	Cassation circuit	Repetitive	Literal	Cassation circuit name
3	Number of plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Number of first instance case	Repetitive	Literal	Number of case in first instance court
5	Date of first instance judgment	Repetitive	Date	Date when judgment was announced by court of first instance
6	Next hearing	Repetitive	Date	Date of next hearing in the Court of Cassation
7				
8				
9				

Cycles Impacting List of cases in cassation

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8 2	Deliver cases for Court of Appeals or Cassation	Coming from court of Cassation

Operations done on List of cases in cassation

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive		8 2	Deliver cases for Court of Appeals or Cassation	Coming from court of Cassation		Receive list of cases to Cassation and record information of requested cases in the book of incoming lists of cases in cassation	List of cases in cassation	
						Order of requested cases as per the list of cases in cassation	List of cases in cassation	
						Throw list of cases in cassation in the basket		

**Description of List of cases required for delivery to Court of Appeals sorted
according to year of initiation**

General Information

Form code	96		
Form name	List of cases required for delivery to Court of Appeals sorted according to year of initiation		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Help Archive clerks fetch cases files for appeals		
Reason for using	Deliver cases for appeals		
Employee filling the form	Archive clerk		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

**Description of Information in List of cases required for delivery to Court of Appeals sorted
according to year of initiation**

Ser	Item	Nature	Type	Remarks
1	Number of first instance case	Repetitive	Figures	Number of case in first instance court
2	Year of case filing before court of first instance	Repetitive	figures	
3				
4				
5				
6				
7				
8				
9				

**Cycles Impacting List of cases required for delivery to Court of Appeals sorted
according to year of initiation**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8-2	Deliver cases for Court of Appeals or Cassation	In development

**Operations done on List of cases required for delivery to Court of Appeals sorted
according to year of initiation**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Archive		8 2	Deliver cases for Court of Appeals or Cassation	In development		Receive list of appealed cases or cases in cassation and sort requested cases	List of requested cases sorted by the year	
						Throw list of requested cases sorted by the year in the basket		

Description of Notice

General Information

Form code	10		
Form name	Notice		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Statement of the case that does not have a file for Court of Appeals		
Reason for using	Notice about the case not found in the Archive for the Court of Appeals		
Employee filling the form	Archive clerk		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Notice Form

Ser	Item	Nature	Type	Remarks
1	Case number	Unique	Figures	Number of case including the year
2	Number of appealed case	Unique	Figures	Number of appealed case including the year of filing
3	Hearing date	Unique	Date	Date of appealed case hearing
4	Status description	Unique	Literal	Statement of reason of non existence of file
5	Date of notice	Unique	Date	
6	Name of employ�ee / Archive clerk	Unique	Literal	
7	Name of General Secretary	Unique	Literal	
8				
9				

Cycles Impacting Notice

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8-2	Deliver cases for Court of Appeals or Cassation	In development

Operations done on Notice

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Archive		8 2	Deliver cases for Court of Appeals or Cassation	In development		In case of non-existence of case file Archive clerk issues a notice	Notice	
						Deliver notice to delegate of Court of Appeals or Cassation		

Description of List of cases required for judicial inspection

General Information

Form code	11		
Form name	List of cases required for judicial inspection		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Fetch cases required for judicial inspection		
Reason for using	Deliver cases required for judicial inspection		
Employee filling the form	Judicial Inspection		
Department where form is filled	Outside the court		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in List of cases required for judicial inspection

Ser	Item	Nature	Type	Remarks
1	Serial number	Repetitive	Figures	
2	Case number	Repetitive	Figures	Case number including the year
3	Name of the plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Name of the defendant	Repetitive	Literal	Names of all defendants
5	Circuit	Repetitive	Literal	Name of circuit before which case is filed
6	Hearing	Repetitive	Literal	
7	Judgment type	Repetitive	Literal	
8	Receiver	Repetitive	Literal	
9				

Cycles Impacting List of cases required for judicial inspection

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8-4	List of cases requested for judicial inspection	In development

Operations done on List of cases required for judicial inspection

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Archive		8 4	List of cases requested for judicial inspection	In development		Archive clerk from Corres Dept receives list of cases requested judicial inspection	List of cases requested judicial inspection	
						Archive clerk searches for the cases according to the list incoming from the Follow Up Dept and fetch the existing case files	list of cases requested judicial inspection	
						Archive clerk delivers list of cases requested by the judicial inspection to the Corres Dept	list of cases requested judicial inspection	list of cases requested judicial inspection

Description of List of departments books

General Information

Form code	
Form name	List of departments books
Form type	<input type="checkbox"/> Register or book <input checked="" type="checkbox"/> Document or form <input type="checkbox"/> Box files
Function	Record information of cases sent to Court of Cassation
Reason for using	Archive other departments books
Employee filling the form	Other departments employees
Department where form is filled	Other departments

Form Detailed Description

Structure	<input type="checkbox"/> Landscape <input checked="" type="checkbox"/> Portrait
Number of Pages	One page
Size	<input checked="" type="checkbox"/> Foolscap <input type="checkbox"/> Double Foolscap <input type="checkbox"/> Quarto <input type="checkbox"/> Half quarto
Number of copies	
Additions	<input type="checkbox"/> Duty stamp (non-governmental) <input type="checkbox"/> Stamps

Description of Information in List of departments books

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				

Cycles Impacting List of departments books

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8-8	Archive other departments books	In development

Operations done on List of departments books

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive		8 8	Archive other departments books	List of other depts Books		Archive clerk signs of receipt of books for archiving from any of the court depts and signs of receipt on the list after matching it with the books	List of other depts Books signed by Archive clerk	
				List of other depts Books signed by Archive clerk		Archive clerk delivers list of other departments books to employees in those departments	List of other depts Books	List of other depts Books signed by Archive clerk

Description of Book of incoming appealed cases lists

General Information

Form code	15		
Form name	Book of incoming appealed cases lists		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of cases for Court of Appeals		
Reason for using	Cases for Court of Appeals		
Employee filling the form	Follow up employee at Archive Dept		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Book of incoming appealed cases lists

Ser	Item	Nature	Type	Remarks
1	Serial number	Repetitive	Figures	Serial for requested cases
2	Case number	Repetitive	Figures	Case number including the year
3	Name of the plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Name of the defendant	Repetitive	Literal	Names of all defendants
5	Number of appealed case	Repetitive	Figures	Case number including the year
6	Hearing date	Repetitive	Date	
7	Circuit	Repetitive	Literal	
8	Date of incoming to court	Repetitive	Date	
9	Remarks	Repetitive	Literal	
10				

Cycles Impacting Book of incoming appealed cases lists

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8 2	Delivers cases for court of Appeals or Cassation	In development

Operations done on Book of incoming appealed cases lists

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Archive		8 2	Delivers cases for court of Appeals or Cassation			Receive list of appealed cases and record information of cases requested in book of incoming lists of appealed cases	book of incoming lists of appealed cases	

Description of Book of incoming cases in cassation lists

General Information

Form code	15		
Form name	Book of incoming cases in cassation lists		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of cases for Court of Cassation		
Reason for using	Cases for Court of Cassation		
Employee filling the form	Follow up employee at Archive Dept		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Book of incoming cases in cassation lists

Ser	Item	Nature	Type	Remarks
1	Serial number	Repetitive	Figures	Serial for requested cases
2	Case number	Repetitive	Figures	Case number including the year
3	Name of the plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Name of the defendant	Repetitive	Literal	Names of all defendants
5	Number of appealed case	Repetitive	Figures	Case number including the year
6	Hearing date	Repetitive	Date	
7	Circuit	Repetitive	Literal	
8	Date of incoming to court	Repetitive	Date	
9	Remarks	Repetitive	Literal	
10				

Cycles Impacting Book of incoming cases in cassation lists

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8 2	Delivers cases for court of Appeals or Cassation	In development

Operations done on Book of incoming cases in cassation lists

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Archive		8 2	Delivers cases for court of Appeals or Cassation			Receive list of appealed cases and record information of cases requested in book of incoming lists of cases in cassation	book of incoming lists of cases in cassation	

Description of Book of outgoing notices to Courts of Appeals or Cassation

General Information

Form code	16-18		
Form name	Book of outgoing notices		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	List of cases requested for courts of Appeals or Cassation for which notices are issued		
Reason for using	Deliver cases for appeals or cassation		
Employee filling the form	Follow up employee at Archive Dept		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Book of outgoing notices to Courts of Appeals or Cassation

Ser	Item	Nature	Type	Remarks
1	Serial number	Repetitive	Figures	Serial for requested cases
2	Case number	Repetitive	Figures	Case number including the year
3	Name of the plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Name of the defendant	Repetitive	Literal	Names of all defendants
5	Reason for notices	Repetitive	Figures	
6	Number of case in cassation	Repetitive	Figures	Case number including the year
7	Circuit	Repetitive	Literal	
8	Date of outgoing to court	Repetitive	Date	
9	Receiver	Repetitive	Literal	
10	Remarks	Repetitive	Literal	
11				

Cycles Impacting Book of outgoing notices to Courts of Appeals or Cassation

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8-2	Delivers cases for court of Appeals or Cassation	

Operations done on Book of outgoing notices to Courts of Appeals or Cassation

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Archive		8 2	Delivers cases for court of Appeals or Cassation			Follow up employee records notice information and receiver signs in book of outgoing notices	Book of outgoing notices	

Description of Book of stalled or abandoned cases

General Information

Form code	20		
Form name	Book of stalled or abandoned cases		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of stalled or abandoned cases		
Reason for using	Archive stalled or abandoned cases		
Employee filling the form	Archive clerk, circuit clerk		
Department where form is filled	Archive		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Book of stalled or abandoned cases

Ser	Item	Nature	Type	Remarks
1	Serial number	Repetitive	Figures	Serial for stalled cases
2	Case number	Repetitive	Figures	Case number including the year
3	Name of the plaintiff	Repetitive	Literal	Names of all plaintiffs
4	Name of the defendant	Repetitive	Literal	Names of all defendants
5	Hearing stalled case	Repetitive	Literal	
6	Circuit	Repetitive	Literal	
7	Receiver	Repetitive	Literal	
8	Remarks	Repetitive	Literal	
9				

Cycles Impacting Book of stalled or abandoned cases

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Archive		8 5	Archive stalled or abandoned cases	New
Archive		8 6	Deliver enhanced or renewed cases	

Operations done on Book of stalled or abandoned cases

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Archive		8 5	Archive stalled or abandoned cases	New		Upon receipt of case from circuit clerk Archive Clerk takes down case information in book of stalled or abandoned cases	Book of stalled or abandoned cases with case information recorded	Book of stalled or abandoned cases with case information recorded
Archive		8 6	Deliver enhanced or renewed cases			Archive clerk delivers file to circuit clerk who signs of receipt in the book of stalled or abandoned cases on the same line where case information is recorded	Book of stalled or abandoned cases with information of a case returned to circuit clerk	Book of stalled or abandoned cases with information of a case returned to circuit clerk

Description of Revision book

General Information

Form code	97		
Form name	Revision Book		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of cash payment		
Reason for using	Collect money from court clients		
Employee filling the form	Collection Dept revisers		
Department where form is filled	Collection Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input type="checkbox"/> Foolscap	<input checked="" type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Revision Book
Description of Information in Revision Book for Civil Dept

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
4	Total amount of receipt	Repetitive	Figures	
5	Fixed	Repetitive	Figures	Returns account
6	Relative	Repetitive	Figures	Returns account
7	Additional for court houses	Repetitive	Figures	Debit account
8	Type duty stamp	Repetitive	Figures	Debit account
9	Development duty stamp	Repetitive	Figures	Debit account
10	General authority for court houses fund	Repetitive	Figures	Debit account
11	Relative duty stamp	Repetitive	Figures	Debit account
12	fund	Repetitive	Figures	Debit account under settlement
13				

Cycles Impacting Revision Book (Civil Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 1	Collection for Civil Dept	In development
Collection	Collection for Civil Dept	16-10	Issue delivery dockets	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book
Collection	Deliver cash an delivery dockets	16-13	Archive receipts and revision books	Revision book

Operations done on Revision book (Civil Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16 1	Collection for Civil Dept	In development		Reviser records in revision book from documents with revised fees	In development	Revision book
Collection	Collection for Civil Dept	16 10	Issue delivery dockets	Revision book		Reviser uses revision book to issue cash delivery dockets for each type of accounts for each type of revision book after revision of information in the book upon closure of sale or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book		Upon receipt of cash delivery receipt from central safe collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery dockets	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of Information in Revision Book
Description of revision book for Commercial Dept

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
4	Total amount of receipt	Repetitive	Figures	
5	Fixed	Repetitive	Figures	Returns account
6	Relative	Repetitive	Figures	Returns account
7	Additional for court houses	Repetitive	Figures	Debit account
8	Type duty stamp	Repetitive	Figures	Debit account
9	Development duty stamp	Repetitive	Figures	Debit account
10	General authority for court houses fund	Repetitive	Figures	Debit account
11	Experts	Repetitive	Figures	Debit account
12	Attorneys taxes	Repetitive	Figures	Debit account
13	Relative duty stamp	Repetitive	Figures	Debit account
14	fund	Repetitive	Figures	Debit account under settlement
15				

Cycles Impacting Revision Book (Commercial Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 4	Collection for Commercial Dept	In development
Collection	Collection for Commercial Dept	16-10	Issue delivery dockets	Revision book
Collection	Issue delivery dockets	16-11	Deliver cash an delivery dockets	Revision book
Collection	Deliver cash an delivery dockets	16-13	Archive receipts and revision books	Revision book

Operations done on Revision book (Commercial Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Collection		16 14	Collection for Commercial Dept	In development		Reviser records in revision book from documents with revised fees	In development	Revision book
Collection	Collection for Commercial Dept	16 10	Issue delivery dockets	Revision book		Reviser uses revision book to issue cash delivery dockets for each type of accounts for each type of revision book after revision of information in the book upon closure of safe or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book		Upon receipt of cash delivery receipt from central safe, collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery dockets	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of revision book
Description of revision book for attorneys' taxes

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
4	Total amount of receipt	Repetitive	Figures	
5	Attorney s name	Repetitive	Figures	
6	Type of tax	Repetitive	Figures	First instance / appeals / cassation
7	Amount of tax	Repetitive	Figures	Debit accounts under settlement
8	Type duty stamp	Repetitive	Figures	Debit accounts under settlement
9	Development duty stamp	Repetitive	Figures	Debit accounts under settlement
10				
11				

Cycles Impacting Revision Book (attorneys' taxes fees)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16-5	Collection of attorneys taxes	In development
Collection	Collection of attorneys taxes	16 10	Issue delivery dockets	Revision book
Collection	Issue delivery dockets	16-11	Deliver cash an delivery dockets	Revision book
Collection	Deliver cash an delivery dockets	16-13	Archive receipts and revision books	Revision book

Operations done on Revision book (attorneys' taxes fees)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16 5	Collection of attorneys taxes	In development		Reviser records in revision book from original case with revised fees	In development	Revision book
Collection	Collection of attorneys taxes	16 10	Issue delivery dockets	Revision book		Reviser uses revision book to issue cash delivery dockets for each type of accounts for each type of revision book after revision of information in the book upon closure of sale or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book		Upon receipt of cash delivery receipt from central safe collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery dockets	16-13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of revision book
Description of revision book for Claims Dept

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
4	Total amount of receipt	Repetitive	Figures	
5	Fixed	Repetitive	Figures	Returns account
6	Relative	Repetitive	Figures	Returns account
7	Fine	Repetitive	Figures	Returns account
8	Publish in the news papers	Repetitive	Figures	Returns account
9	Attorney s fees	Repetitive	Figures	Debit account
10	Type duty stamp	Repetitive	Figures	Debit account
11	Development duty stamp	Repetitive	Figures	Debit account
12	Additional for court houses	Repetitive	Figures	Debit account
13	Experts	Repetitive	Figures	Debit account
14	fund	Repetitive	Figures	Debit account under settlement
15				

Cycles Impacting Revision Book (Claims Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 6	Collection for Claims Dept	In development
Collection	Collection for Claims Dept	16-10	Issue delivery dockets	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book
Collection	Deliver cash an delivery dockets	16-13	Archive receipts and revision books	Revision book

Operations done on Revision book (Claims Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi ons	Objective	Document after operation	
Collection		16-6	Collection for Claims Dept	In development		Reviser records in revision book from documents with revised fees	In development	Revision book
Collection	Collection for Claims Dept	16 10	Issue delivery dockets	Revision book		Reviser uses revision book to issue cash delivery dockets for each type of accounts for each type of revision book after revision of information in the book upon closure of sale or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery dockets	16-11	Deliver cash an delivery dockets	Revision book		Upon receipt of cash delivery receipt from central safe, collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery dockets	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of Information in Revision Book
Description of revision book for Collection Dept at Registration Office

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Case number	Repetitive	Figures	
4	Name	Repetitive	Literal	
5	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
6	Total amount of receipt (deposit)	Repetitive	Figures	
7	Deposit	Repetitive	Figures	Deposit account of Registration Office as per Law No 6 of 1991
8	Type duty stamp	Repetitive	Figures	Deposit account of Registration Office as per Law No 6 of 1991
9	Development duty stamp	Repetitive	Figures	Deposit account of Registration Office as per Law No 6 of 1991
10				
11				
12				

Cycles Impacting Revision Book (Collection Dept at Registration Office)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 7	Collection for Registration Office	In development
Collection	Collection for Registration Office	16 10	Issue delivery docketts	Revision book
Collection	Issue delivery docketts	16 11	Deliver cash an delivery docketts	Revision book
Collection	Deliver cash an delivery docketts	16-13	Archive receipts and revision books	Revision book

Operations done on Revision book (Collection Dept at Registration Office)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16 7	Collection for Registration Office	In development		Reviser records in revision book from writ of summons with revised fees	In development	Revision book
Collection	Collection for Registration Office	16 10	Issue delivery docketts	Revision book		Reviser uses revision book to issue cash delivery docketts for each type of accounts for each type of revision book after revision of information in the book upon closure of sate or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery docketts	16 11	Deliver cash an delivery docketts	Revision book		Upon receipt of cash delivery receipt from central safe collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery docketts	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of Information in Revision Book
Description of revision book for Taxes Dept

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total amounts	Repetitive	Figures	Receipts are totaled every 4 receipts
4	Total amount of receipt	Repetitive	Figures	
5	Fixed	Repetitive	Figures	Returns account
6	Relative	Repetitive	Figures	Returns account
7	Additional for court houses	Repetitive	Figures	Debit account
8	Type duty stamp	Repetitive	Figures	Debit account
9	Development duty stamp	Repetitive	Figures	Debit account
10	Experts	Repetitive	Figures	Debit account
11	Attorneys' taxes	Repetitive	Figures	Debit account
12	fund	Repetitive	Figures	Debit account under settlement
13				

Cycles Impacting Revision Book (Taxes Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16-9	Collection for Taxes Dept	In development
Collection	Collection for Taxes Dept	16 10	Issue delivery dockets	Revision book
Collection	Issue delivery dockets	16-11	Deliver cash an delivery dockets	Revision book
Collection	Deliver cash an delivery dockets	16 13	Archive receipts and revision books	Revision book

Operations done on Revision book (Taxes Dept)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16 9	Collection for Taxes Dept	In development		Reviser records in revision book from the bill with revised fees	In development	Revision book
Collection	Collection for Taxes Dept	16 10	Issue delivery dockets	Revision book		Reviser uses revision book to issue cash delivery dockets for each type of accounts for each type of revision book after revision of information in the book upon closure of sate or upon end of receipts book	Revision book	Revision book
Collection	Issue delivery dockets	16 11	Deliver cash an delivery dockets	Revision book		Upon receipt of cash delivery receipt from central safe collector attaches receipt to the page specified for it in revision book	Revision book	Revision book
Collection	Deliver cash an delivery dockets	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Archived revision book	Archived revision book

Description of Information in Revision Book
Description of revision book for Mufti's Office

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Total	Repetitive	Figures	
4	Fixed	Repetitive	Figures	
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Cycles Impacting Revision Book (Mufti's Office)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16-15	Record in Mufti's Office revision book	In development
Collection	Record in Mufti's Office revision book	16 13	Archive receipts and revision books	Revision book

Operations done on Revision book (Mufti's Office)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Conditions	Objective	Document after operation	
Collection		16 15	Record in Mufti's Office revision book	In development		Dept Head records in the revision book from collection receipts submitted by collector of Mufti's Office	In development	Revision book
Collection	Record in Mufti's Office revision book	16 13	Archive receipts and revision books	Revision book		Distribution employee delivers revision books to Accounting Archive for archiving	Revision book	Archived revision book

Description of attorneys' taxes book

Ser	Item	Nature	Type	Remarks
1	Fiscal year serial	Repetitive	Figures	Serial of receipts book where serial starts beginning the fiscal year
2	Receipt number	Repetitive	Figures	
3	Attorney s name	Repetitive	Literal	
4	Type of tax	Repetitive	Literal	
5	Amount of tax	Repetitive	Figures	
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Cycles Impacting attorneys' taxes book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 15	Collection of attorneys taxes	In development
Collection	Collection of attorneys taxes	16 13	Archive receipts and revision books	Attorneys taxes book

Operations done on attorneys' taxes book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16 15	Collection of attorneys taxes	In development		Reviser records attorneys taxes from bill with revised fees	In development	Attorneys taxes book
Collection	Collection of attorneys taxes	16 13	Archive receipts and revision books	Attorneys taxes book		Distribution employee delivers attorneys taxes book to Accounting Archive for archiving	Revision book	Archived Attorneys taxes book

Description of Collection delivery docket

General Information

Form code	98		
Form name	Collection delivery docket		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Docket accompanying cash delivery to central case		
Reason for using	Deliver cash to central safe		
Employee filling the form	Collection Dept Collector		
Department where form is filled	Collection Dept		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input checked="" type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Collection delivery docket

Ser	Item	Nature	Type	Remarks
1	Serial	Unique	Figures	Printed serial number in the docket
2	From	Unique	Literal	Name of court in which collection was made
3	To safe	Unique	Literal	Safe in which deposit was made
4	For	Unique	Literal	Accounts to which those accounts are to be transferred
5	List of delivered amounts of money	Repetitive	Literal	
6	Amount of money	Repetitive	Figures	
7	Receipt duty stamp	Unique	Figures	
8	Total	Unique	Figures	Total of previous amounts
9	Revised	Unique	Literal	Name of reviser
10	Issued on	Unique	Date	Date of issuing this document
11	From	Unique	Literal	Name of court in which collection was made on the docket stub
12	To safe	Unique	Literal	Name of safe in which deposit was made on the docket stub
13	For	Unique	Literal	Accounts to which those accounts were transferred on the docket stub
14	List of deposited amounts	Repetitive	Literal	List on docket stub
15	Amount of money	Repetitive	Figures	List of total previous amounts on the docket stub
16	Reviser s signature	Unique	Literal	On docket stub
17	Issued on	Unique	Date	On docket stub
18	Marks			On docket stub

Cycles Impacting Collection delivery docket

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before the cycle
Collection		16 10	Issue delivery dockets	In development
Collection	Issue delivery dockets	16 11	Deliver cash and delivery dockets	Cash delivery dockets book

Operations done on Collection Delivery Dockets

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Document Status before Cycle	Operations done on the document			Document status after cycle
					Condi tions	Objective	Document after operation	
Collection		16-10	Issue delivery dockets	In development		Reviser opens payment delivery dockets by adding up each account from amounts recorded in Revision Book and open a payment delivery dockets for each account for each revision book type	In development	
						Dept Head revises dockets by matching them with Revision Book and Receipts Book	Payment Delivery dockets book	Payment Delivery dockets book
Collection	Issue delivery dockets	16-11	Deliver cash and delivery dockets	Cash delivery dockets book		Collector delivers those dockets with the money to the Central Safe	Payment Delivery dockets book delivered to Central Safe	Payment Delivery dockets book delivered to Central Safe

Description of Receipts Book Form

General Information

Form code	2		
Form name	Receipts book		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Register data of cash payment		
Reason for using	Collection of money from court clients		
Employee filling the form	Collection Department collectors		
Department where form is filled	Collection Department		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies	Two			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Receipts Book

Ser	Item	Nature	Type	Remarks
1	Receipt Number	Unique	Figures	
2	Incoming to court	Unique	Literal	Court name
3	From	Unique	Literal	Name of payer
4	Amount of	Unique	Figures	Amount of money in letters
5	PT LE	Unique	Figures	Amount of money in figures
6	For	Unique	Literal	
7	Case number	Unique	Figures	
8	Filed by	Unique	Literal	
9	Filed against	Unique	Literal	
10	Collection clerk	Unique	Figures	Collector's signature
11	Issued on	Unique	Date	Date of the day
12	Serial of fiscal year	Unique	Figures	

Cycles Impacting Receipts Book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-1 16-4 16-5 16-6 16-7 16-9	Civil Dept Collection Commercial Dept Collection Attorneys' tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	In development
Collection	Civil Dept Collection Commercial Dept Collection Attorneys tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	16-10	Issue payment dockets	Receipts book
Collection	Issue payment dockets	16-12	Receive notification	Receipts book
Collection	Deliver payment dockets and money	16-13	Archive receipts and revision book	Receipts book

Operations done on Receipts Book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
Collection		16-1 16-4 16-5 16-6 16-7 16-9	Civil Dept Collection Commercial Dept Collection Attorneys tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	In development		Collector registers in Receipts Book from information in document with revised fees	In development	
						Collector takes two copies of receipt from Receipt Book and delivers them to litigation	Receipts Book	Receipts Book
Collection	Civil Dept Collection Commercial Dept Collection Attorneys tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	16-10	Issue payment dockets	Receipts book		Dept Head matches payment dockets book with Receipts and Revision Books	Receipts Book	Receipts Book
Collection	Issue payment dockets	16-12	Receive notification	Receipts book		Collector attaches notification from Accounting Dept to Receipts book from which payment dockets are made	Notification attached to Receipts book	Receipts book with notification attached
Collection	Deliver payment dockets and money	16-13	Archive receipts and revision book	Receipts book		Distribution Employee delivers finished receipts books to Box files for filing	Archived Receipts Book	Archive Receipts Book

Description of First Copy of the Receipt Form

General Information

Form code	2		
Form name	First Copy of the Receipt		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Register data of cash payment		
Reason for using	Collection of money from court clients		
Employee filling the form	Collection Dept Collector		
Department where form is filled	Collection Dept		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in First Copy of the Receipt

Ser	Item	Nature	Type	Remarks
1	Receipt Number	Unique	Figures	
2	Incoming to court	Unique	Literal	Court name
3	From	Unique	Literal	Name of payer
4	Amount of	Unique	Figures	Amount of money in letters
5	PT LE	Unique	Figures	Amount of money in figures
6	For	Unique	Literal	
7	Case number	Unique	Figures	
8	Filed by	Unique	Literal	
9	Filed against	Unique	Literal	
10	Collection clerk	Unique	Figures	Collector's signature
11	Issued on	Unique	Date	Date of the day
12	Serial of fiscal year	Unique	Figures	

Cycles Impacting First Copy of the Receipt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-1 16-4 16-5 16-6 16-7 16-9	Civil Dept Collection Commercial Dept Collection Attorneys' tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	In development

Operations done on First Copy of the Receipt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Collection		16-1	Civil Dept Collection	In development		Collector registers in Receipts Book from document with revised fees and accordingly from first copy of the receipt	In development	
		16-4	Commercial Dept Collection					
		16-5	Attorneys in Collection					
		16-6	Claims Dept Collection					
		16-7	Registration Office Collection					
		16-9	Taxes Dept Collection			Collector delivers first copy of the receipt to litigant	First copy of the receipt delivered to litigant	First copy of the receipt delivered to litigant

Description of Second Copy of the Receipt

General Information

Form code	2		
Form name	Second Copy of the Receipt		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Register data of cash payment		
Reason for using	Collection of money from court clients		
Employee filling the form	Collection Dept Collectors		
Department where form is filled	Collection Dept		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One Page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Second Copy of the Receipt

Ser	Item	Nature	Type	Remarks
1	Receipt Number	Unique	Figures	
2	Incoming to court	Unique	Literal	Court name
3	From	Unique	Literal	Name of payer
4	Amount of	Unique	Figures	Amount of money in letters
5	PT LE	Unique	Figures	Amount of money in figures
6	For	Unique	Literal	
7	Case number	Unique	Figures	
8	Filed by	Unique	Literal	
9	Filed against	Unique	Literal	
10	Collection clerk	Unique	Figures	Collector's signature
11	Issued on	Unique	Date	Date of the day
12	Serial of fiscal year	Unique	Figures	

Cycles Impacting Second Copy of the Receipt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-1 16-4 16-5 16-6 16-7 16-9	Civil Dept Collection Commercial Dept Collection Attorneys' tax Collection Claims Dept Collection Registration Office Collection Taxes Dept Collection	In development

Operations done on Second Copy of the Receipt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Collection		16-1	Civil Dept Collection	In development		Collector registers in Receipts Book from document with revised fees and accordingly from second copy of the receipt	In development	
		16-4	Commercial Dept Collection					
		16-5	Attorneys Tax Collection					
		16-6	Claims Dept Collection					
		16-7	Registration Office Collection					
		16-9	Taxes Dept Collection			Collector delivers second copy of the receipt to litigant	Second copy of the receipt delivered to litigant	Second copy of the receipt delivered to litigant

Description of Cash Receipt from Central Safe

General Information

Form code			
Form name	Cash receipt from central safe		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Payment report of Collection Dept Collector of delivering cash money to Central Safe		
Reason for using	Delivering cash money to Central Safe		
Employee filling the form	Central Safe Collectors		
Department where form is filled	Central Safe		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Cash Receipt from Central Safe

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				

Cycles Impacting Cash Receipt from Central Safe

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-11	Deliver payment dockets and money	

Operations done on Cash Receipt from Central Safe

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Collection		16-11	Deliver payment dockets and money			As collector delivers cash money to the central safe he also receives a cash receipt from the cashier	Cash Receipt from central safe	
						Collector attaches cash receipt to Revision book related to it	Cash Receipt from central safe	Cash Receipt from central safe

Description of Mufti's Office Receipts Form

General Information

Form code	99		
Form name	Mufti's Office Receipts		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Receipts issued by Mufti's Office		
Reason for using	Register in Revision Book of Mufti's Office		
Employee filling the form	Mufti's Office employees		
Department where form is filled	Outside the court		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input checked="" type="checkbox"/> Half quarto
Number of copies	Two			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Mufti's Office Receipts Form

Ser	Item	Nature	Type	Remarks
1	Receipt number	Unique	Figures	
2	Incoming to Court	Unique	Literal	Court name
3	From	Unique	Literal	Name of payer
4	Amount of	Unique	Figures	Amount of money in letter
5	PT LE	Unique	Figures	Amount of money in figures
6	For	Unique	Literal	
7	Case number	Unique	Figures	
8	Filed by	Unique	Literal	
9	Filed against	Unique	Literal	
10	Collection clerk	Unique	Figures	Collector's signature
11	Issued on	Unique	Date	Date of the day
12	Serial of Fiscal year	Unique	figures	

Cycles Impacting Mufti's Office Receipts

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-15	Register in Revision Book of Mufti's Office	

Operations done on Mufti's Office Receipts

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Collection		16-15	Register in Revision Book of Mufti's Office			Dept. Head receives Mufti's Office receipts from Mufti's office collector and registers accordingly in the Revision book	Mufti's Office receipts	
						Dept. Head delivers the receipt once more to the collector of the Mufti's Office	Mufti's Office receipts delivered once more to Mufti's Office collector	Mufti's Office receipts delivered once more to Mufti's Office collector

Description of Mufti's Office Delivery Docket

General Information

Form code	100		
Form name	Mufti's Office Delivery Docket		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Blank payment docket for amounts paid by Mufti's Office collectors		
Reason for using	Register in Revision Book for Mufti's Office		
Employee filling the form	Collection Department Head		
Department where form is filled	Collection Dept		

Form Detailed Description

Structure	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One or more pages			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input checked="" type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Mufti's Office Delivery Docket

Ser	Item	Nature	Type	Remarks
1	Serial	Unique	Figures	Serial printed in the docket
2	From	Unique	Literal	Court name from which money was collected
3	To safe	Unique	Literal	Name of the safe where deposit was made
4	For	Unique	Literal	Accounting Dept to which accounts are referred
5	List of delivered amounts	Repetitive	Literal	
6	Amounts of money	Repetitive	Figures	
7	Receipt duty stamp	Unique	Figures	
8	Total	Unique	Figures	Total of previous amounts
9	Revised	Unique	Literal	Reviser's name
10	Issued on	Unique	Date	Date of document issuance
11	From	Unique	Literal	Put on docket stub the name of the court from which money was collection
12	To safe	Unique	Literal	Put on docket stub the name of the safe where deposit was made
13	For	Unique	Literal	Put on docket stub the accounts to which money is transferred
14	List of delivered amounts	Repetitive	Literal	Put on docket stub
15	Amounts of money	Repetitive	Figures	Put on docket stub total of previous amounts

Ser	Item	Nature	Type	Remarks
16	Reviser s signature	Unique	Literal	Put on docket stub
17	Issued on	Unique	Date	Put on docket stub
18	Marks			Put on docket stub

Cycles Impacting Mufti's Office Delivery Docket

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Collection		16-15	Record in Mufti's Office revision book	

Operations done on

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Collection		16-15	Record in Mufti s Office revision book			Dept Head receives Mufti s Office delivery docket sent by Mufti s Office collection and fills in the information from the attached receipts	Mufti s Office delivery docket	
						Dept head delivers receipt once more to the Mufti s Office collector	Mufti s Office delivery docket delivered back to Mufti s Office collector	Mufti s Office delivery docket delivered back to Mufti s Office collector

**Description of Request for official copy of document /
Original document / copy of document**

General Information

Form code			
Form name	Request for official copy of document / original document / copy of document		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Request for a copy of a documents stamped with an official copy stamp		
Reason for using	Request for an official copy of a document		
Employee filling the form	Plaintiff or his delegate – dept head – fees reviser – collector – Copies Dept employee		
Department where form is filled	Outside the court – Dept head office – Collection Dept – Fees revision Dept – Copies Dept		

Form Detailed Description

Structure	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

**Cycles Impacting Request for official copy of document /
Original document / copy of document**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-2 9-6 9-8	Deliver official copy or official copy to a government authority or an official copy to Registration Office	New
Fees revision	Deliver official copy or official copy to a government authority or an official copy to Registration Office	25-4	Revision of fees assessed for the copies	Request for an official copy with assessed fees and copy
Collection	Revision of fees assessed for the copies	16-	Department collection	Request for an official copy with revised fees and copy
Copies	Department collection	9-2	Deliver an official copy	Request for an official copy with paid fees and copy
Dept head	Deliver an official copy		Signing and stamping the certificate and copies	Request for a copy

Operations done on Request for official copy of document /
Original document / copy of document

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Copies		9-2 9 6 9 8	Deliver official copy or official copy to a government authority or in official copy to Registration Office			Plaintiff or his attorney deliver request for a copy to the reviser to match the original with the copy	Request for 1 copy original and copy	
		If fees due			Assessment of fees for the original and return of papers to the plaintiff or his attorney to go to Fees Revision Dept then fees payment	Request for 1 copy original with assessed fees and copy		
Fees revision	Deliver official copy or official copy to a government authority or in official copy to Registration Office	25 4	Revision of fees assessed for the copies	Request for an official copy with assessed fees and copy		Receive request for a copy from the plaintiff or his attorney and revise the fees	Request for 1 copy original with assessed fees and copy	
					If there is a mistake	Reassessment of fees for the copy and record fees on it	Request for a copy original with reassessed fees and copy	
					If completion	Signature of fees reviser on the copy and stamping it that it has been revised then deliver to plaintiff or his attorney	Request for 1 copy original with revised fees and copy	
Collection	Revision of fees assessed for the copies	16	Department collection	Request for an official copy with revised fees and copy		Collector receives request from plaintiff or his attorney and check the fees reviser's signature	Request for 1 copy original with revised fees and copy	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
						Fees collection	Request for 1 copy original with paid fees and copy	
						Return of papers to plaintiff or his attorney with a receipt	Request for a copy original with paid fees and copy	Request for 1 copy original with paid fees and copy
Copies	Department collection	9-2	Deliver in official copy	Request for an official copy with paid fees and copy	1 completion	Book clerk records information in Copies Book If copies are to Registration Office clerk record in Registration Office book	Request for a copy original and copy	
						Signature of book clerk on the copy that it matches the original	Request for a copy original and copy	
						Dept Head then checks that procedures are accurately followed	Request for 1 copy original and a ready copy	
						Deliver papers to Plaintiff or his attorney	Request for 1 copy original and 1 ready copy	Request for 1 copy original and 1 ready copy
Dept head	Deliver in official copy		Signing and stamping the certificate and copies	Request for 1 copy		Copy requester goes for the Dept head in charge to sign and stamp the copy	Stamped copy	Stamped copy

**Description of Book for recording requests and
Delivering judgments and orders copies (Copies book)**

General Information

Form code	8		
Form name	Book for recording requests and delivering judgments and orders copies (Copies book)		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record case information and document receiver's information		
Reason for using	Archiving for Copies Dept		
Employee filling the form	Book clerk at Copies Dept		
Department where form is filled	Copies Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

**Description of Information in Book for recording requests and
delivering judgments and orders copies (Copies book)**

Ser	Item	Nature	Type	Remarks
1	Consecutive number	Repetitive	Figures	Serial number
2	General calendar reference number	Repetitive	Figures	Case number
3	Requester's name title and signature	Repetitive	Literal	
4	Litigants' names and titles	Repetitive	Literal	Names of all plaintiffs and defendants
5	Type of document to be copied	Repetitive	Literal	
6	Date of delivering the copy	Repetitive	Date	
7	Signature of copy receiver	Repetitive	Literal	
8	Fees	Repetitive	Literal	Case or copy fees
9				
10				
11				
12				

**Cycles Impacting Book for recording requests and
delivering judgments and orders copies (Copies book)**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-1	Deliver writ of execution	
Copies		9-2	Deliver an official copy	

Operations done on Book for recording requests and delivering judgments and orders copies (Copies book)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Copies		9 1	Deliver writ of execution			Book clerk records case and receiver's information and the receiver signs in the book	Copies book signed	
Copies		9 2	Deliver an official copy			Book clerk record document information (original) in the book where the receiver signs	Copies book signed	

Description of Book of attorneys' fees and fees

General Information

Form code	8		
Form name	Book attorneys' fees and fees		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of copy for execution		
Reason for using	Archiving of information of copies of execution for Copies Dept		
Employee filling the form	Book clerk at Copies Dept		
Department where form is filled	Copies Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Information in Book of attorneys' fees and fees

Ser	Item	Nature	Type	Remarks
1	Consecutive number	Repetitive	Figures	Serial number
2	General calendar reference number	Repetitive	Figures	Case number
3	Requester's name title and signature	Repetitive	Literal	
4	Litigants names and titles	Repetitive	Literal	Names of all plaintiffs and defendants
5	Type of document to be copied	Repetitive	Literal	
6	Date of delivering the copy	Repetitive	Date	
7	Signature of copy receiver	Repetitive	Literal	
8	Fees	Repetitive	Literal	Case or copy fees
9				
10				
11				

Cycles Impacting Book of attorneys' fees and fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-3	Record attorneys' fees and fees	

Operations done on Book of attorneys' fees and fees

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Copies		9-3	Record attorneys fees and fees			Book clerk records information of copies of execution in the book and the circuit clerk signs of receipt	Book of attorney s fees and fees signed	

Description of Certificates book
General Information

Form code	8		
Form name	Certificates book		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record information of certificate		
Reason for using	Archiving of information of certificates for Copies Dept		
Employee filling the form	Book clerk at Copies Dept		
Department where form is filled	Copies Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Information in Certificates book

Ser	Item	Nature	Type	Remarks
1	Consecutive number	Repetitive	Figures	Serial number
2	General calendar reference number	Repetitive	Figures	Case number
3	Requester s name title and signature	Repetitive	Literal	
4	Litigants' names and titles	Repetitive	Literal	Names of all plaintiffs and defendants
5	Type of document to be copied	Repetitive	Literal	
6	Date of delivering the copy	Repetitive	Date	
7	Signature of copy receiver	Repetitive	Literal	
8	Fees	Repetitive	Literal	Case or copy fees
9				
10				
11				

Cycles Impacting Certificates book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-4	Register the certificate	In development

Operations done on Certificates book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Copies		94	Register the certificate	In development		Book clerk records certificate information in the book as well as receiver's information who signs of receipt	Certificate book signed	

**Description of Book for recording requests and
deliver copies of judgments and orders (government)**

General Information

Form code	8		
Form name	Book for recording requests and deliver copies of judgments and orders (government)		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record case information and receiver's information		
Reason for using	Archiving for Copies Dept		
Employee filling the form	Book clerk at Copies Dept		
Department where form is filled	Copies Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

**Description of Book for recording requests and
deliver copies of judgments and orders (government)**

Ser	Item	Nature	Type	Remarks
1	Consecutive number	Repetitive	Figures	Serial number
2	General calendar reference number	Repetitive	Figures	Case number
3	Requester s name title and signature	Repetitive	Literal	
4	Litigants names and titles	Repetitive	Literal	Names of all plaintiffs and defendants
5	Type of document to be copied	Repetitive	Literal	
6	Date of delivering the copy	Repetitive	Date	
7	Signature of copy receiver	Repetitive	Literal	
8	Fees	Repetitive	Literal	Case or copy fees
9				
10				
11				

**Cycles Impacting Book for recording requests and
deliver copies of judgments and orders (government)**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-5	Deliver writ of execution to government authority	
Copies		9-6	Deliver an official copy to a government authority	

Operations done on Book for recording requests and deliver copies of judgments and orders (government)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Copies		9 5	Deliver writ of execution to government authority			Book clerk records case information and receiver's information then receiver signs in the book	Record requests and deliver copies of judgments and orders (government) signed	
Copies		9 6	Deliver in official copy to government authority			Book clerk records document information (original) in the book where the receiver signs	Record requests and deliver copies of judgments and orders (government) signed	

**Description of Book for recording requests and
deliver copies of judgments and orders (Registration Office)**

General Information

Form code	8		
Form name	Book for recording requests and deliver copies of judgments and orders (Registration Office)		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record case information and receiver's information		
Reason for using	Archiving for Copies Dept		
Employee filling the form	Book clerk at Copies Dept		
Department where form is filled	Copies Dept		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

**Description of Book for recording requests and
deliver copies of judgments and orders (Registration Office)**

Ser	Item	Nature	Type	Remarks
1	Consecutive number	Repetitive	Figures	Serial number
2	General calendar reference number	Repetitive	Figures	Case number
3	Requester s name title and signature	Repetitive	Literal	
4	Litigants' names and titles	Repetitive	Literal	Names of all plaintiffs and defendants
5	Type of document to be copied	Repetitive	Literal	
6	Date of delivering the copy	Repetitive	Date	
7	Signature of copy receiver	Repetitive	Literal	
8	Fees	Repetitive	Literal	Case or copy fees
9				
10				
11				

**Cycles Impacting Book for recording requests and
deliver copies of judgments and orders (Registration Office)**

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Copies		9-7	Deliver writ of execution to Registration Office	
Copies		9-8	Deliver an official copy to Registration Office	

Operations done on Book for recording requests and deliver copies of judgments and orders (government)

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Copies		9 7	Deliver writ of execution to Registration Office			Book clerk records case information and receiver's information then the receiver signs	Book for recording request and delivering copies of judgments and orders (Registration Office) signed	
Copies		9 8	Deliver in official copy to Registration Office			Book clerk records document information (original) in the book where the receiver signs of receipt	Book for recording request and delivering copies of judgments and orders (Registration Office) signed	

Description of Orders Roll Form

General Information

Form code	101		
Form name	Orders roll		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Prepare writs of summons for the judge		
Reason for using	Record writs of summons for the judge		
Employee filling the form	Order Dept Head		
Department where form is filled	Order dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Orders Roll Form

Ser	Item	Nature	Type	Remarks
1	Date time and day of the week	Repetitive	Date	Date and day of hearing
2	Circuit number	Repetitive	Figures	Circuit number
3	Serial	Repetitive	Figures	Roll number
4	Case number and year of filing	Repetitive	Literal	
5	Name of prime plaintiff	Repetitive	Literal	
6	Name of prime defendant	Repetitive	Literal	
7				
8				
9				
10				
11				

Cycles Impacting Orders Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Orders		4-4	Procedures of appealing the refusal of temporary or protective sequestration order	In development

Operations done on Orders Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Orders		44	Procedures of appealing the refusal of temporary or protective sequestration order	In development		Upon receipt of writ of summons Orders Dept Head prepares the roll for the judge of temporary matters	Roll	
						Orders Dept Head delivers roll and writs of summons to the judge for make the judgment	Roll	Roll

Description of Bailiff's Roll Form

General Information

Form code	102		
Form name	Bailiff's roll		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Sorted list of cases in the hearing		
Reason for using	Handle daily cases		
Employee filling the form	Circuit clerk		
Department where form is filled	Court		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies	One			
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Bailiff's Roll Form

Ser	Item	Nature	Type	Remarks
1	Date	Unique	Date	Date and day of the hearing
2	Circuit number	Unique	Figures	
3	Roll number	Unique	Figures	
4	Serial	Repetitive	Literal	
5	Case number	Repetitive	Figures	
6	Names of plaintiffs and defendants	Repetitive	Literal	
7				
8				
9				
10				
11				

Cycles Impacting Bailiff's Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Circuit clerk	-----	1-6-6	Preparation for the hearing	-----

Operations done on Bailiff's Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Con- ditions	Objective	Form after operation	
Circuit clerk	-	1 6 6	Preparation for the hearing	-----		Circuit clerk prepared hearing documents for case deliberation then he prepares bailiff's and public's roll	Bailiff's and public's roll	
						Circuit clerk brings public's roll	Bailiff's and public's roll	

Description of Judges' Roll Form

General Information

Form code	64		
Form name	Judges' roll		
Form type	<input type="checkbox"/> Register or book	<input checked="" type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Case summary which includes summary case information and hearing decision		
Reason for using	Judgment announcement		
Employee filling the form	Circuit clerk – judge		
Department where form is filled	Circuit Clerk's office – courtroom		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Judge's Roll Form

Ser	Item	Nature	Type	Remarks
1	Case serial number	Unique	Figures	Number on case roll
2	Code of the judge for whom the copy is made	Unique	Literal	
3	Case number and year of filing	Unique	Figures	
4	Names and titles of all litigants	Unique	Literal	
5	Summary of case subject	Unique	Literal	
6	Information of attending litigants or their attorneys	Repetitive	Literal	Power of attorney for delegate of each litigant or litigant's ID
7	Plaintiff's claims	Repetitive	Literal	
8	Defendant s claims	Repetitive	Literal	
9	Court decision	Repetitive	Literal	
10	Witnesses information	Repetitive	Literal	
11				

Cycles Impacting Judge's Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Circuit clerk		1-6-6	Preparation for the hearing	
Circuit clerk		1-6-7	Record hearing actions	

Operations done on Judge's Roll Form

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Circuit clerk		1 6 6	Preparation for the hearing			Circuit clerk prepares three copies of the judge's roll one for each judge in the court panel. Judges use this roll in writing court decision during the hearing. The form consists of case information and number of the case on the roll.	Judge's roll	
						Circuit clerk does not prepare judge's roll if there is space in the previous hearing's roll enough to write next hearing decision. It is then enough to write only case roll number on the judge's roll.	Judge's roll ready for the judge	Judge's roll ready for the judge
Circuit clerk		1 6 7	Record hearing actions	Judge's roll for judges		Judge records his decision on the judge's roll.	Judge's roll with decision on it	
						Judge signs hearing notes prepared by the circuit clerk and delivers case file, judge's roll and hearing notes to circuit clerk.	Judge's roll with decision and signed by the judge	Judge's roll with decision and signed by the judge

Description of Book for requests for writ of debt
General Information

Form code	103		
Form name	Requests for orders of debt payment		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Register or Archive for orders of debt payment		
Reason for using	Record requests for orders of debt payment		
Employee filling the form	Record clerk		
Department where form is filled	Orders Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Book for requests for writ of debt

Ser	Item	Nature	Type	Remarks
1	Serial	Repetitive	Figures	Serial according to Georgian calendar year
2	Date of request submission	Repetitive	Date	
3	Names of plaintiffs	Repetitive	Literal	Name of prime plaintiff and others
4	Names of defendants	Repetitive	Literal	Name of prime defendant and others
5	Amount in the request	Repetitive	Literal	Amount of the security
6	Date of submission to the judge	Repetitive	Date	
7	Judgment result	Repetitive	Literal	
8	Archive date	Repetitive	Date	Date of delivery to Archive Dept
9	Fees paid	Repetitive	Literal	
10	Number of payment receipt	Repetitive	Figures	
11	Receipt date	Repetitive	Date	
12	Remarks	Repetitive	Date	Dates of previous orders

Cycles Impacting Book for requests for writ of debt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Orders		4-1	Record request for order	New
Orders	Record request for order	4-2	Submit request to judge of temporary matters	Book of requests for orders of debt payment
Orders	Submit request to judge of temporary matters	4-3	End order's cycle	Book of requests for orders of debt payment with judgment recorded
Orders		4-5	Issue a certificate	Search in the book

Operations done on Book for requests for writ of debt

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Orders		4 1	Record request for order	New		After dept head revises the order and check the attached documents record clerks records the order in book for requests of order of debt payment if the order is of debt payment	Book for requests for orders of debt payment with order recorded	
						Record clerk records information of previous orders from the Archive if they are in the book for requests for orders of debt payment that is if the order is of debt payment	Book for requests for orders of debt payment with archived orders recorded	Book for requests for orders of debt payment
Orders	Record request for order	4 2	Submit request to judge of temporary matters	Book of requests for orders of debt payment		Clerk records judgment result in book for requests for order of debt payment that is if the order is of debt payment	Book for requests for orders of debt payment with judgment result recorded	Book for requests for orders of debt payment with judgment result recorded
Orders	Submit request to judge of temporary matters	4 3	End order's cycle	Book of requests for orders of debt payment with judgment recorded		Dept Head records delivery of order and attachments to the microfilm	Book for requests for orders of debt payment with delivery to microfilm recorded	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi- tions	Objective	Form after operation	
Orders		4-5	Issue a certificate	Search in the book	Clerk searched for information of order for which a certificate is requested in book for requests for order of debt payment to issue the certificate and submit it to requester	Book for requests for orders of debt payment	Book for requests for orders of debt payment	

Description of book of Requests for orders of attainment or temporary matters

General Information

Form code	104		
Form name	Requests for orders of attainment or temporary matters		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Register or Archive for orders of attainment or temporary matter		
Reason for using	Record requests for orders of attainment or temporary matter		
Employee filling the form	Record clerk		
Department where form is filled	Orders Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of book of Requests for orders of attainment or temporary matters

Ser	Item	Nature	Type	Remarks
1	Serial	Repetitive	Figures	Serial according to Georgian calendar year
2	Date of request submission	Repetitive	Date	
3	Names of plaintiffs	Repetitive	Literal	Name of prime plaintiff and others
4	Names of defendants	Repetitive	Literal	Name of prime defendant and others
5	request summary	Repetitive	Literal	
6	Date of submission to the judge	Repetitive	Date	
7	Judgment result	Repetitive	Literal	
8	Archive date	Repetitive	Date	Date of delivery to Archive Dept
9	Tax amount	Repetitive	Literal	
10	Number of payment receipt	Repetitive	Figures	
11	Receipt date	Repetitive	Date	
12	Remarks	Repetitive	Date	Dates of previous orders

Cycles Impacting book of Requests for orders of attainment or temporary matters

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Orders		4-1	Record request for order	New
Orders	Record request for order	4-2	Submit request to judge of temporary matters	Book of requests for orders attainment and temporary matters
Orders	Submit request to judge of temporary matters	4-3	End order s cycle	Book of requests for orders of attainment and temporary matters with judgment recorded
Orders		4-5	Issue a certificate	Search in the book

Operations done on book of Requests for orders of attainment or temporary matters

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Orders		4-1	Record request for order	New		After dept head revises the order and checks the attached documents record clerk records the order in book for requests of order of attainment and temporary matters if the order is of attainment or of temporary matters	Book for requests for orders of attainment or temporary matters with order recorded	
						Record clerk records information of previous orders from the Archive if there are in the book for requests for orders of attainment and temporary matters that is if the order is of debt payment	Book for requests for orders of attainment and temporary matters with archived orders recorded	Book for requests for orders of attainment and temporary matters
Orders	Record request for order	4-2	Submit request to judge of temporary matters	Book of requests for orders attainment and temporary matters		Clerk records judgment result in book for requests for order of attainment and temporary matters that is if the order is of debt payment	Book for requests for orders of attainment or temporary matters with judgment result recorded	Book for requests for orders of attainment or temporary matters with judgment result recorded
Orders	Submit request to judge of temporary matters	4-3	End order's cycle	Book of requests for orders of attainment and temporary matters with judgment recorded 389		Dept Head records delivery of order and attachments to the microfilm	Book for requests for orders of attainment and temporary matters with delivery to microfilm recorded	

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
						Upon receipt of order and attachments from microfilm dept head records date of archiving	Book for requests for orders of attainment and temporary matters with archiving date recorded	Book for requests for orders of attainment and temporary matters with archiving date recorded
Orders		4 5	Issue a certificate	Search in the book		Clerk searched for information of order for which a certificate is requested in book for requests for order of attainment or temporary orders to issue the certificate and submit it to requester	Book for requests for orders of attainment or temporary orders	Book for requests for orders of attainment or temporary orders

Description of Index for each type of orders

General Information

Form code	105		
Form name	Index for each type of orders		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Orders indexing		
Reason for using	Index the orders according to type		
Employee filling the form	Record clerk		
Department where form is filled	Orders Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Index for each type of orders

Ser	Item	Nature	Type	Remarks
1	Name	Unique	Literal	Name of prime requester (and others if there are any)
2	Order's request number	Unique	Literal	Order's number serialed in the book
3				
4				

Cycles Impacting Index for each type of orders

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Orders		4-1	Record request for order	New

Operations done on Index for each type of orders

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Orders		41	Record request for order	New		Orders Dept clerk records orders sorted according to type in separate indexes	Index for each type	Index for each type

Description of Table for distribution of work among circuits

General Information

Form code			
Form name	Table for distribution of work among circuits		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Table showing hearing dates and circuit numbers		
Reason for using	Set hearing dates for new cases		
Employee filling the form	Taxes Dept head		
Department where form is filled	Office of Taxes Dept head		

Form Detailed Description

Setup	<input checked="" type="checkbox"/> Landscape	<input type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)	<input type="checkbox"/> Stamps		

Description of Table for distribution of work among circuits

Ser	Item	Nature	Type	Remarks
1				
2				
3				
4				
5				
6				
7				
8				
9				

Cycles Impacting Table for distribution of work among circuits

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Taxes Dept head		1-3-2	Set circuit number and first hearing date	

Operations done on Table for distribution of work among circuits

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Conditions	Objective	Form after operation	
Taxes Dept Head		132	Set circuit number and first hearing date			Plaintiff's attorney submits original writ of summons with paid fees to the Taxes Dept Head	Table for distribution of work among circuit	
						Taxes Dept Head uses this table to set circuit number and first hearing date then gives original writ of summons with set circuit number and first hearing date to the attorney	Table for distribution of work among circuit	

Description of Case receipt book

General Information

Form code	106		
Form name	Case receipt book		
Form type	<input checked="" type="checkbox"/> Register or book	<input type="checkbox"/> Document or form	<input type="checkbox"/> Box files
Function	Record the case and set case number		
Reason for using	Recording the case and setting case number		
Employee filling the form	Calendar employee		
Department where form is filed	Calendar Dept		

Form Detailed Description

Setup	<input type="checkbox"/> Landscape	<input checked="" type="checkbox"/> Portrait		
Number of Pages	One page			
Size	<input checked="" type="checkbox"/> Foolscap	<input type="checkbox"/> Double Foolscap	<input type="checkbox"/> Quarto	<input type="checkbox"/> Half quarto
Number of copies				
Additions	<input type="checkbox"/> Duty stamp (non-governmental)		<input type="checkbox"/> Stamps	

Description of Case receipt book

Sl	Item	Nature	Type	Remarks
1	Year	Unique	Figures	Current year
2	Serial numbers	Unique	Figures	Annual serial
3	Date	Unique	Date	Date of case filing
4	Name of prime plaintiff	Unique	Literal	Write names of others if there is any
5	Name of prime defendant	Unique	Literal	Write names of others if there is any
6	First hearing date	Unique	Date	
7	Value of total fees	Unique	Figures	Fees assessed on the day of case filing
8	Receipt number	Unique	Figures	Fees payment receipt (blue receipt)
9	Receipt date	Unique	Date	

Cycles Impacting Case receipt book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before the cycle
Calendar		1-5-1	Receive civil / taxes cases	
Calendar		1-5-2	Receive commercial cases	

Operations done on Case receipt book

Dept	Preceding Cycle	Current Cycle Code	Current Cycle	Form Status before Cycle	Operations done on the form			Form status after cycle
					Condi-tions	Objective	Form after operation	
C ilend ir		1 5 1	Receive civil / times c ises			Record case in case receipt book		New
C ilend ir		1 5 2	Receive commercial c ises			Record case in case receipt book		New