



EDUSOFT

# ACCMIS

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## **Technical Documentation, Business Processes And Process Model Of Automated Court Case Management Information System**

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Version 1.0

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## **PART 1: INTRODUCTION**

## ***Rationale***

Processing and management of court cases is very complex and comprises different business processes.

Each of these business processes manipulates with recording of information related with the case, files that arrive—related to case and parties involved in cases. During processing of case many of functions are related with creation of documents - act for that processes (judgments, minutes, requests, letters etc.).

Many of business processes in the court has requirements for communication with parties involved in the case or external parties (*Prosecution*, Police, Expertise institution etc.). This communication is accomplished with letters, requests or invitation lists.

During processing of a case, court receives a lot of files related with that case. These files can be part of initial act (submission) or some letters (answer from institution from which was requested opinion for some case). Every one of these files must be recorded in the book for files for that case.

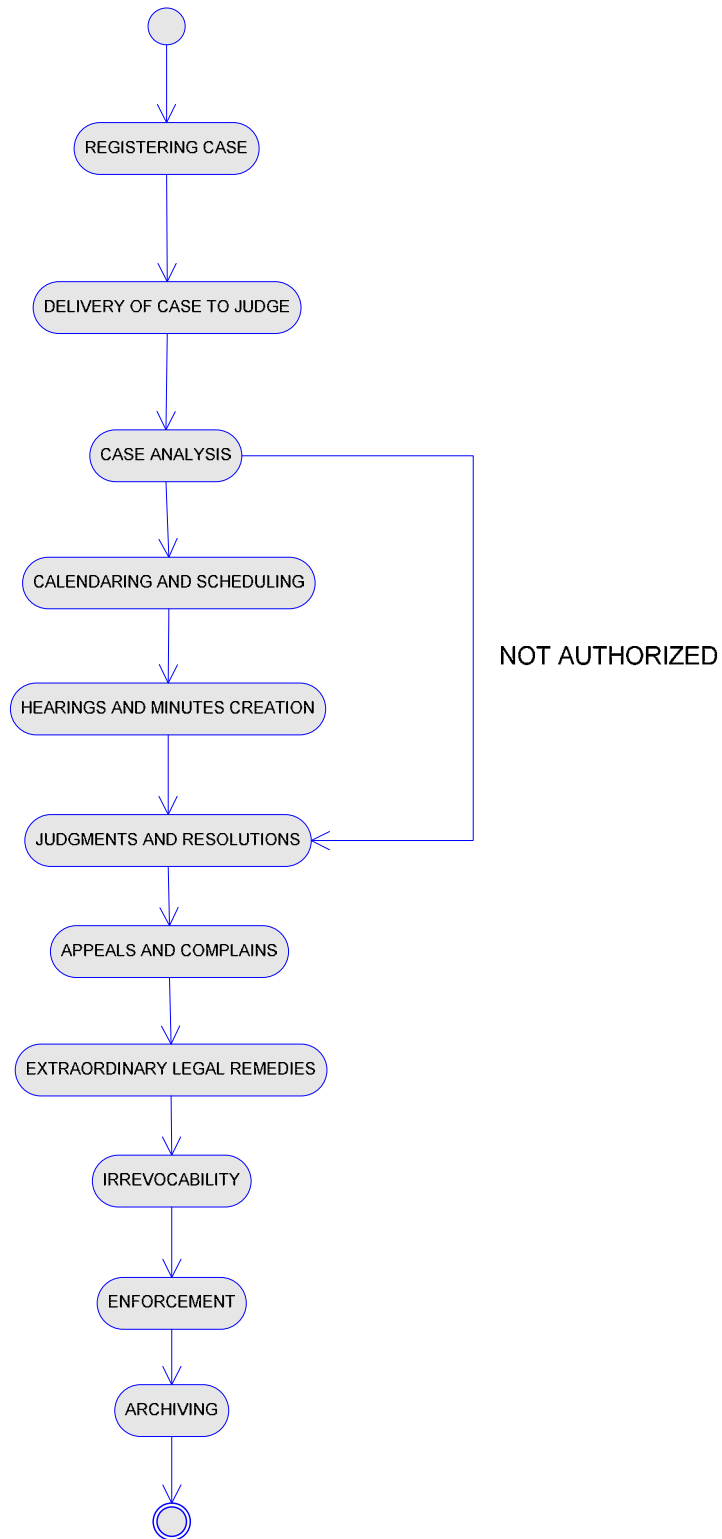
During the whole *case flow process*, case is delivered between judges, court clerks, departments in the court and some external institutions. Every one of these deliveries is recorded in the delivery book for the case.

Cases in the court are managed by judge and different types of clerks which are cooperators to judges. All functions for the case are performed by approval of judge for the case.

There are different types of clerks:

- *Registry clerk* – registers cases that arrive in court into registry books
- *Assistant* - counselor - executes some of functions in business processes for the case which are in duty of judge.
- *Typist* - types documents for the cases (that are created by the judge)
- *Clerk* - performs some administrative tasks related to case approved by judge
- *Delivery clerk* - delivers letters, summons for the case to external parties

The following diagram shows basic *case flow process* that happens in court during case processing. With actions in *case flow process* are described business processes for the case.





Actions in *case flow process* are:

*REGISTERING CASE* - during this activity registry clerk records new case in registry book, assigns court number for that case, records files related to that case and parties involved in that case.

*DELIVERY OF CASE TO JUDGE* - registry room delivers case to the judge to whom that case is assigned.

*CASE ANALYSIS* - during case analysis judge makes conclusions and decisions related to case: authorization for the case and acceptance of the case. In case when court is not authorized for that case, judge makes resolution document

*CALENDARING AND SCHEDULING* - with this activity judge schedules sessions for the case with invitation of parties for that session and all these schedules are listed in scheduler book

*HEARINGS AND MINUTES ENTRIES* - this activity represents process of hearings (sessions) for the case performed by the judge and writing of minutes for that session performed by typist and approved by the judge

*JUDGMENT AND RESOLUTIONS* – with this activity judge makes judgment and resolutions for the case. Typist types judgment and resolutions.

*APPEALS AND COMPLAINS* – clerk records appeals that have arrived in court for existing cases. These appeals are delivered to subordinate court and after finishing of process in subordinate court, clerk records judgments from subordinate court.

*EXTRAORDINARY LEGAL REMEDY* - with this activity clerks makes recording of extraordinary remedy remedies, delivers extraordinary remedies to third instance procedure court and recording of judgment for extraordinary remedies.

*IRREVOCABILITY* - judge proclaims irrevocability for the case

*ENFORCEMENT* - judge proclaims enforcement for the case

*ARCHIVING* - case is archived with defined period for saving.

*Case Flow process* depends of procedure level. There are three possible levels for cases:

*First instance procedure* - Trial courts

*Second instance procedure* – Appealing courts

*Third instance procedure* - Supreme Court of Macedonia

*Administrative procedure* - Administrative Court of Macedonia

All cases are submitted as *first instance procedure* cases. This is basic procedure for recording of cases

After appealing process for first instance procedure cases, they are sent to second instance procedure. This means, appeals (complains) made for first instance procedure cases are basis for cases in second instance procedure.

Extraordinary legal remedies that arrive in first instance procedure are sent to third instance procedure courts (third instance procedure) - extraordinary legal remedies are basis for cases in third instance procedure.

Complainants from administrative law area are submitted in administrative court

### ***How to Use the Technical Document***

#### **Key Concepts and Conventions**

Technical document is presented as a set of major business processes that are common for all court levels and prosecutions. Considering the fact that different court levels have specific functions to perform, this document has compiled those activities as well. This technical document was built in accordance to developed application with main aim to accommodate user requirements for automated case processing system, which includes all activities throughout case lifecycle in the court. With intention to resolve major differences and accommodate all major functions, case management process in courts has been grouped into following main business processes:

1. *Case registering*
2. *Case delivery*
3. *Case analysis*
4. *Calendaring and scheduling*
5. *Hearings and minutes*
6. *Judgment and resolution*
7. *Appeals and Complains*
8. *Extraordinary legal remedy*
9. *Irrevocability*
10. *Enforcement*
11. *Archiving*
12. *Detention*
13. *Joining of cases*
14. *Creation of occasional acts*
15. *Creation of acts and/or documents*
16. *Deliveries and their recording*

## 17. *Recording of various acts*

The major business processes listed above are defined and described by using terms which can carry different connotations. In order to exclude any confusion and help the reader to understand this document better, we will explain some of those terms in paragraphs below.

Technical document starts with a table of contents which is sorted by Business Processes and Use Cases. Business Processes describe a major group of common or related functions. Use cases describe how actors use system to accomplish their business goals.

### **Business Processes**

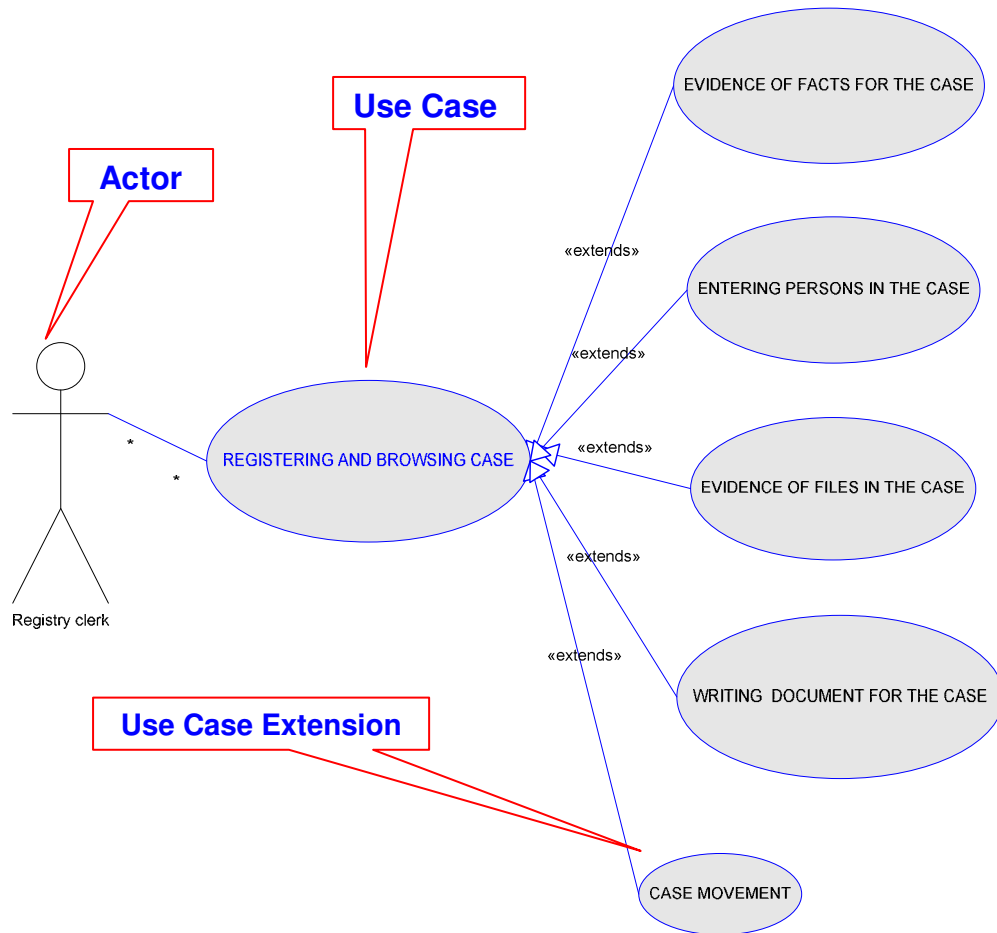
Business processes are a description for a grouping of common business practices. Think of Business processes as the chapters of the report – they describe a grouping of processes that fit a section of a court’s business model. Together, they should tell the entire story of functionality a Court Management System should contain.

### **Use Case diagrams**

Use case diagrams depict interaction or relation of different actors in a particular business process in order to accomplish a particular goal. The Use Case Diagram also summarizes the relation of one use case to another.

The “stick figures” are system actors, which can be either provider or user of a system service. The ovals are the use cases themselves, which describe how a system can be used, from an actor’s point of view.

Below is an example of a Use Case Diagram taken from first chapter – Case Registering:

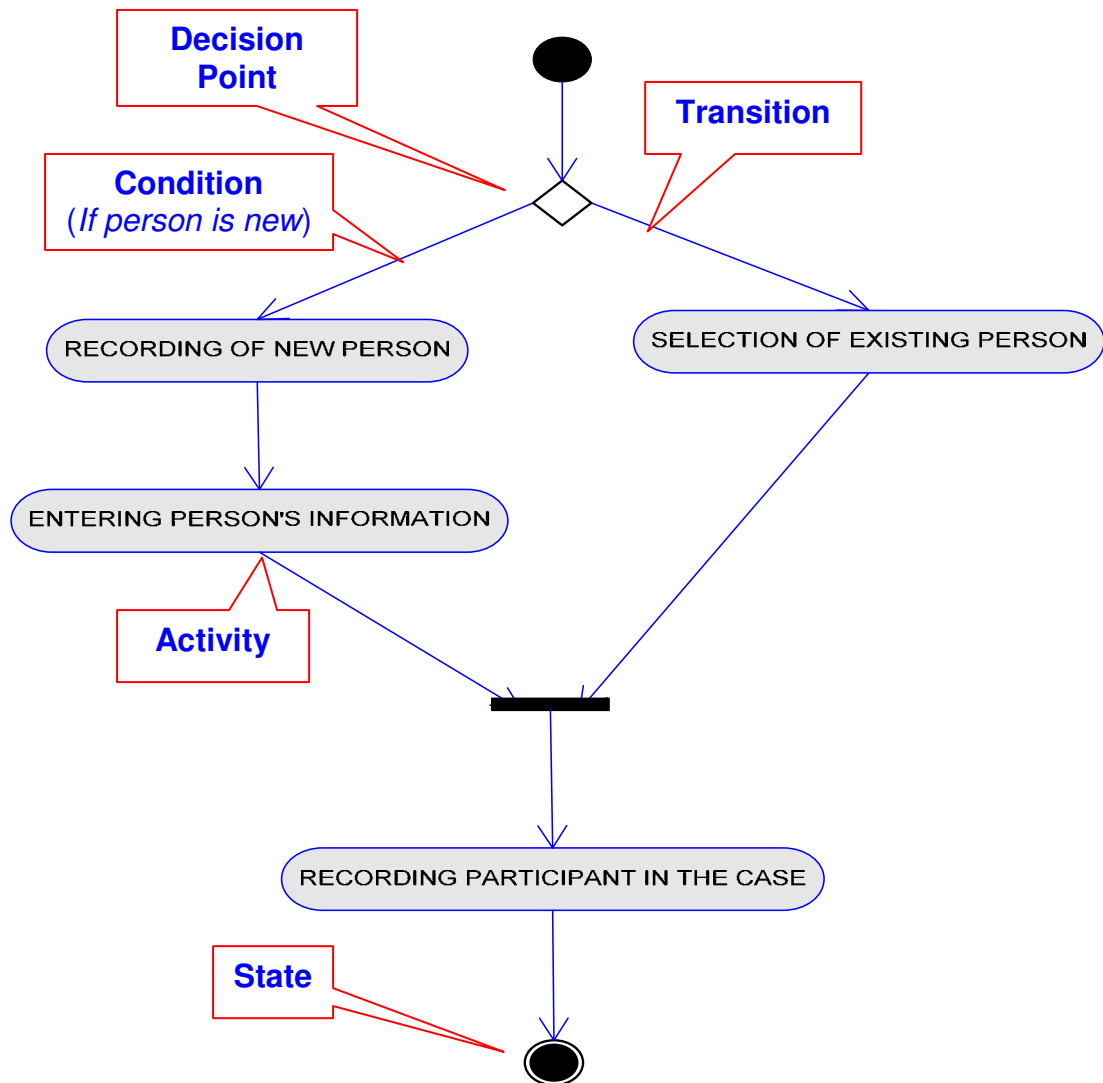


### What does the Use Case contain?

Use Cases first define the functional area they represent. These definitions discuss how the actors use the system to accomplish a particular business goal. They describe specific interactions between the actor and the system, and the specific activities the actor must accomplish to complete the process.

### Activity Diagrams

The next thing the reader will see is the Activity Diagram. The Activity Diagram is used to describe the activities and the actions occurring in a process flow. The Activity Diagram flows from top to bottom. See the Activity Diagram components in example below.



The specific elements of an Activity Diagram are:

- **Activity**, the specific steps to comprise the overall process
- **Transition**, the relationship between two elements; even when first one is satisfied, the following event can occur
- **Decision point**, or the point at which different process flow paths are possible
- **Condition**, a qualifying factor that affects the flow of activities (report complete/report not complete, additional resources required/no additional resources required); and
- **State** or overall condition of an object going to or coming out of a specific process. States either begin or end an Activity Diagram. They are also known as Pre-Conditions and Post-Conditions.

In order to summarize actors and their relationship to Use Case, see the following example for Business Process of Case Registering. Actors are Court Clerk and Judge:

Actor	Relationship	Description
Court Clerk	Performs	The Clerk of the Court.
Judge	Approves	An Adjudicator; a senior official in a court of law

## UML Diagrams

UML stands for Unified Modeling Language. UML diagrams, in this document, are used for modeling of functionality of the system. UML diagrams used in this document are called Use Case Diagrams and they are used to model Use Cases and Actors.

### The Flow of Events (Alternate Flows)

During description of a business process in this document, the next that follows Use Case and Activity Diagram is, the Flow of Events or in our case title is Alternate Flows. During performing of a specific activity, user will follow a set of events. These events can alter depending on conditions. For example, during case registering: if case is new it will be registered or, if case already exists it will be browsed:

#### 1.3.1. Alternate flows

This activity should be enabled for both possibilities:

- ✓ Registering case – evidence of new case in the court
- ✓ Browsing case – selection of already entered case in court database, by court number or other case facts.



Activity # 1



Activity # 2



## **PART 2: ACCMIS DOCUMENTATION**

## **1. BUSINESS PROCESS: CASE REGISTERING**

### **1.1. Introduction**

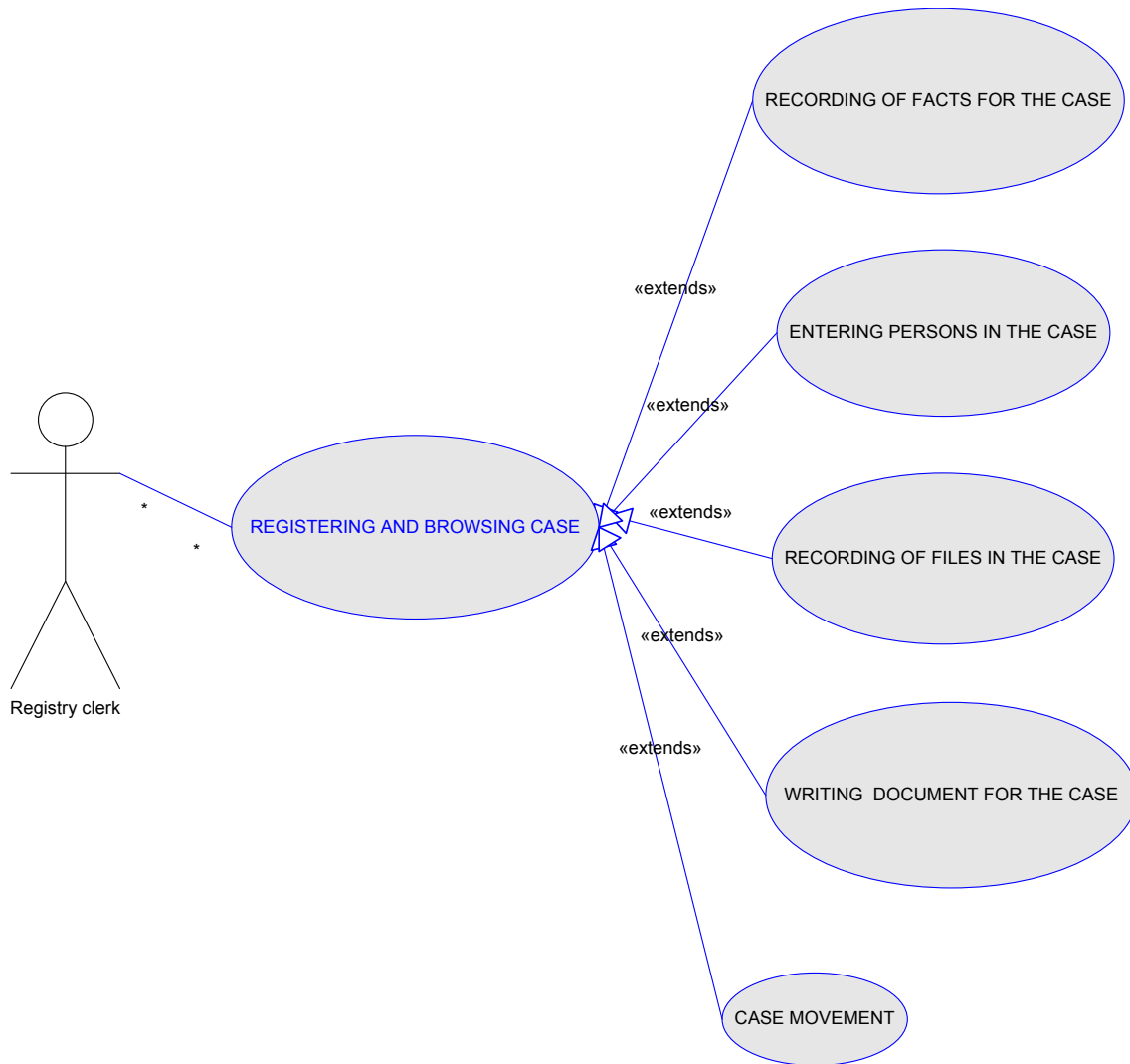
Case registering business process is group of functions for entering of basic information for creation of a new case record or browsing an existing one. This process is consisted of following actions:

- ✓ ENTERING OF FACTS FOR THE CASE - recording of basic facts for creation of case record
- ✓ ENTERING PERSONS IN THE CASE - function for recording of participants in the case: *INITIATOR OF CASE, OPPONENT PARTY and OTHER PARTICIPANTS IN THE CASE.*
- ✓ RECORDING FILES FOR THE CASE - recording of facts for all files that arrived in the court for the case, including initial act (*SUBMISSION*)
- ✓ WRITING DOCUMENT FOR THE CASE - creating document for “*request for answer*” about same request to some institutions (*Prosecution, Expertise institution etc.*) for the case.
- ✓ CASE MOVEMENT – Recording of “*real*” delivery (movement) for the case during processing of the case.



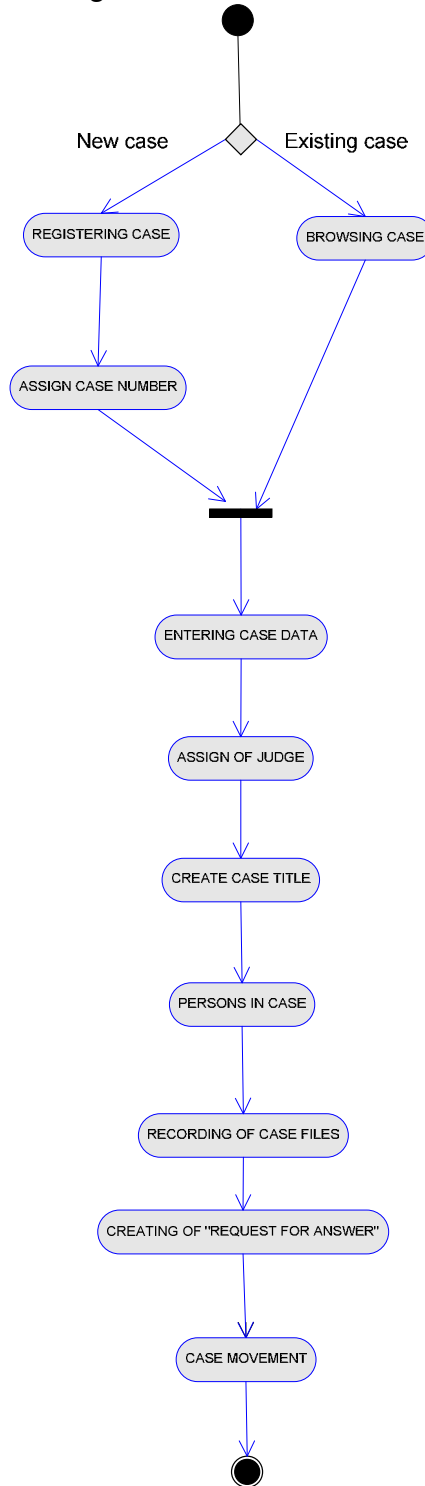
Diagram below represents “*use case diagram*” for this business process:

### 1.2. Use Case Diagram



### 1.3. Case registering – Activity Diagram

This Activity diagram represents complete process of registering or browsing cases which is the first step in recording the case in court.



### **1.3.1. Alternate Flows**

This activity should be enabled for both possibilities:

- ✓ Registering case – recording of new case in the court
- ✓ Browsing case – selection of already entered case in court database, by court number or other case facts.

### **1.3.2. Assigning of Register**

This activity creates first part of index for the case and determines type of case from which further managing of case depends.

### **1.3.3. Assigning of Case Number**

*Assigning case number* activity represents assigning of a unique number to a case. This number is consisted from register number and year. This is case identifier used during overall processing time of the case.

### **1.3.4. Entering Case Facts**

Activity during which clerks enters *case facts* defines recording of basic facts for case in court.

The facts differ from type of cases. In most of the case types the main facts are: date of recording in court, persons involved in the case, judge to whom the case is initially assigned (initially basis). If case is related with other case(s), clerks make recording of number of related case(s) and the court(s), in case when cases are not from same court. If case is from civil area, a case fact *value of case* should be entered (the amount of money for which this case is in court trial) , taxes for the case . If case is from second degree procedure first degree court number and date of sending in appealing court must be entered

#### **List of basic facts entered by user regarding level of procedure and law area:**

##### ***Defining of case:***

- User enter judge of case
- Date of case acceptance in court (required)
- Assistant of case
- Law area (required)
- Case priority
- Case with detention - **only in crime procedure**
- Number of judges in case council

- Type of case organized crime (Yes/No) - **only in crime procedure**

**Submission data:**

- Date of crime act - **only in first instance crime procedure**
- Place of crime act (places under jurisdiction of court- **only in first instance crime procedure - trial courts**
- Law basis of submission
- Type of submission (required)
- Submission label - **only in first instance procedure - trial courts and administrative procedure**
- Date of submission (required)
- Submission content
- Number of copies
- Number of submissions pages
- Submission remark
- Money value of case - **only in first instance civil procedure**
- Currency of case value **only in first instance civil procedure**
- Time of reception - **only in administrative procedure**

**Involved parties in case:**

- Submitters - Submitter in crime procedure , plaintiff in civil and administrative procedure
- Accused - in crime procedure , defendant in civil and administrative procedure
- Other persons in case

**Data for other court because of incompetence – only in trial courts**

- Court from which case arrived
- Number of case in other court
- Date of sending of case

**Data from Trial courts – only in appealing and Supreme court**

- Trial Court
- Number of judgment in Trial court
- Date of judgment in judgment court

**Data from Appealing court - only in Supreme court**

- Appealing court
- Number of judgment in appealing court
- Date of decision in appealing court

**1.3.5. Assigning of Judge**

*Assigning of judge* is process of choosing a judge for the case from department of registry book. Assignment can be performed manually or automatic

### **1.3.6. Create Case Title**

Activity *Create case title* represents creation of case number according to predefined template of Register book.

### **1.3.7. Persons in Case**

*Persons in case* are separate activities for recording of *SUBMITTERS, OPPONENT PARTIES and OTHER PERSONS*. These activities should provide manners for recording of personal information details of participants in the case.

### **1.3.8. Recording of Case Files**

*Recording of case files* is activity for recording of facts for documents - acts which are part of initial submission including *initial submission* which is automatically inserted.

### **1.3.9. Creating “Request for Answer”**

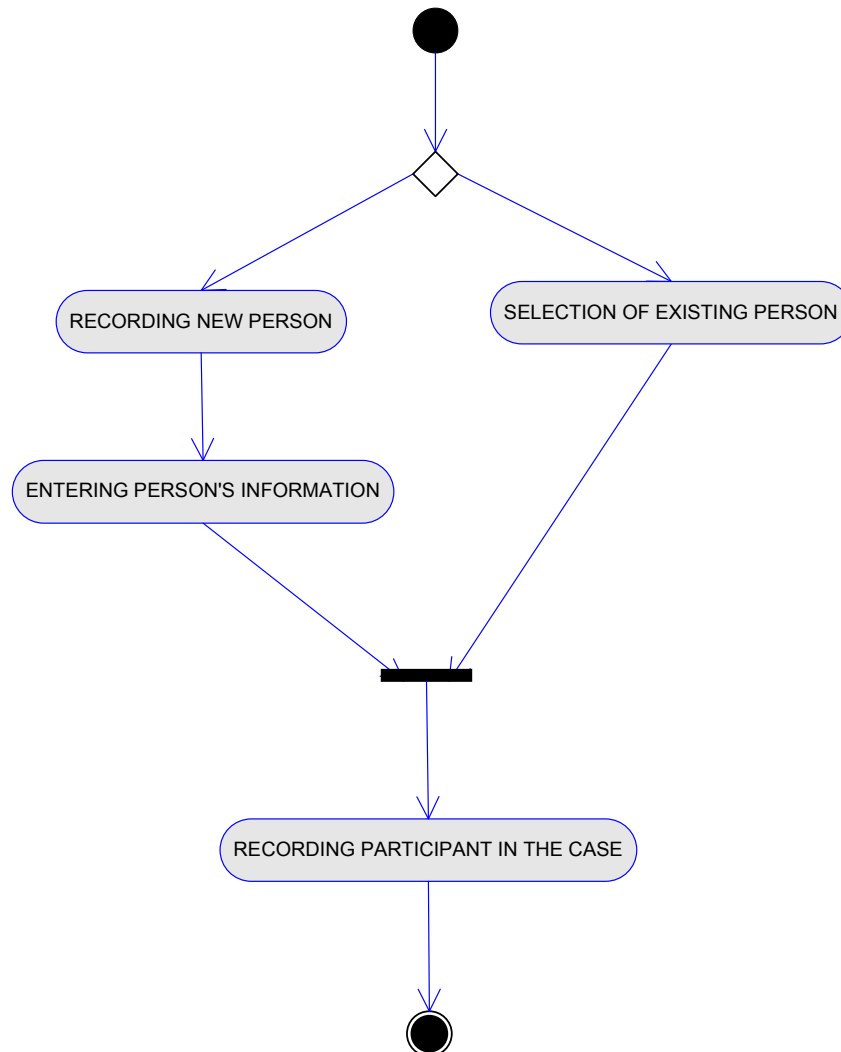
*Creating “request for answer”* is activity of writing an act which requests answers related to case from some institutions or persons outside the court (Prosecution, Expertise institutions , opponent party etc.).

### **1.3.10. Case Movement**

*Case movement* is activity which records overall “real” movement of the case inside or outside the court: *from registry room to judge, from judge to typist etc.*

## **1.4. Recording of Participants in the Case – Activity Diagram**

This activity diagram represents activity of recording participants in the case. This activity is used in courts for recording of *SUBMITTER, OPPONENT PARTY and OTHER PARTICIPANTS IN THE CASE*.



#### 1.4.1. Alternate Flows

Process should consist of two separate activities:

- ✓ Selection of already existing person or legal entity (organization) in court database
- ✓ Recording of new person in court database. During recording registry clerks should have opportunity for recording of all personal information for person or legal entity (organization) or just necessary information.

#### 1.4.2. Entering Person's Information

This activity represents process of registering of personal information:

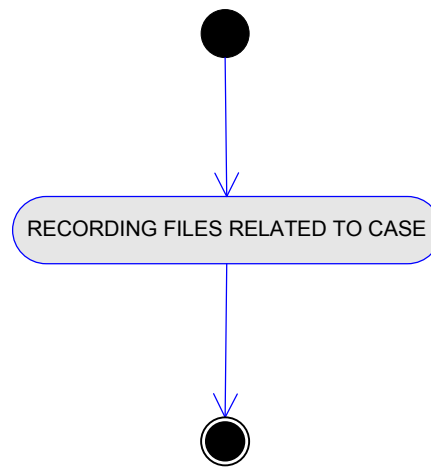
- for persons: name, surname, father's name, address, occupation, date of birth etc.

- for legal entities: title, address etc.

### 1.4.3. Recording of Participant in the Case

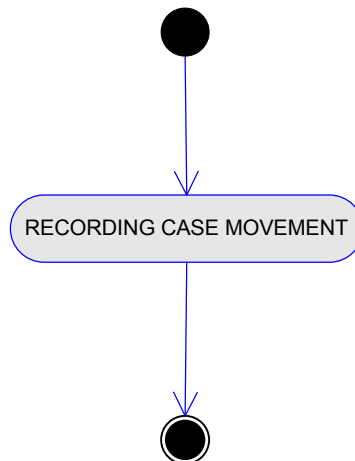
Final activity is recording of existing or newly entered selected participants in the case.

### 1.5. Recording of files for Submission – Activity Diagram



This activity explains putting in recording files that are part of submission act (*recording, statements* etc.) including initial act (submission act) which is automatically entered during recording of new case. This activity which is part of *CASE REGISTERING* business process is explained in detail in chapter 17. (BUSINESS PROCESS: RECORDING OF VARIOUS ACTS)

### 1.5.1. Browsing of Case – Activity Diagram



This activity diagram represent activity of recording of case delivery/movement between court employees (*judge, registry clerk, typist, delivery clerk, Assistant – Counselor, Secretary etc.*). This is separate activity which represents recording of all deliveries (movements) of cases in the court and outside the court.

### 1.6. Business Constraints

- The user needs to have permission to work in the selected registry.
- The selected year for case can not be greater than the current year, except for defined number of days at the end of the current year
- The user may assign a case only to a judge that has an active label in the department where the register is opened.
- The user may assign a case only to an active assistant.
- If the current user does not have privilege, the user can not view the judge of the case or if the case is still not resolved.
- If 'Automatic assignment of cases' is enabled, the user cannot assign (with manual selection of judges) a judge to a case .
- Two cases in the same year and register cannot have the same number.
- If another case is registered between the start and the end of the registration process with the same number as suggested for the case, the case number is incremented until a free number is found.
- The date of registration cannot be later than the current date.
- The date of submission cannot be later than the current date.
- The case cannot have an assigned assistant if it does not have an assigned judge.
- The date of submission cannot be later than the date of offence.
- The date of submission cannot be later than the date of reception.
- Date of crime act cannot be later than the date of reception.
- The date of reception cannot be later than the current date.
- The date of reception cannot be later than the date of registration.
- The date of reception from another court cannot be later than the date of reception.



- The date of submission cannot be later than the date of reception from another court.
- If the case is registered in the court council register, the case has to be connected to the previous procedure case.
- Law basis has to be assigned to the same register as the case.
- Type of submissions has to be assigned to the same register as the case, or not assigned to the register.
- Selection of judges
  1. In cases when the system operates in a mode of automatic assignment of cases, the proposal consists of judges who do not have date of change for label of the department, and the judge is not excluded from assignment of cases and the judge receives cases only in predefined registers.
  2. In cases when the system operates in the mode manual assignment of cases, the proposal consists of judges who do not have a date of change for label of the department.
- The user can select only from the bases defined for the register.
- The user can select from types of initial acts defined for the register.
- The case assignment criteria can not be changed when the case is accepted by the judge.
- The case can be deleted only if the case status is set to received.
- Sent on date from another court for enforcement can not be greater than the date of reception of the submission - **only in civil first instance procedure**
- If the case is form the inheritance register, then the entered dead person must have a date of death - **only in first instance civil procedure**
- If the case is form the inheritance register - **only in first instance civil procedure** - then only one dead person per case is entered
- The date of the first instance judgment can not be greater than the Date of the second instance judgment.
- The date of the second instance judgment can not be greater than the date of the submission.
- The time of reception can not be greater than the current moment only in administrative procedure

## 1.7. Additional Considerations

- The user usually enters cases received on the current date, with the Date of submission equal to the current date.
- The users usually enter cases from the same year/register in a batch.
- The user will usually assign a case to an assistant from one of departments that he is working in.
- If the user tries to enter data from the civil register through the form for evidence of crime cases, he will be warned. - **only for crime cases**

- If the user tries to enter data from the crime register through the form for evidence of civil cases, he will be warned. - **only for civil cases**
- If the type of base is not entered, a suggestion is the type of base from the first accused, if entered.
- The value for 'Number of judges' is suggested from the value for the department of the register, if present.
- The number of cases is suggested as the next number of cases for the selected year and register.
- The content of the submission file in the list of case files is suggested from the Type of submission.
- The law area is suggested from the type of case.
- If a particular register has a judge - carrier of the register, that judge is the proposal for case judge.
- The proposal for selection of the case status is the current status and wait for answer.
- In cases when the application operates in mode of automatic assignment, there must be an implemented functionality for automatic assignment of a judge to case, on the form for registering cases, only for urgent cases and cases in repeated procedure.
- A proposal for submission content is type of submission
- After case registration, the case status becomes received.
- In cases of automatic assignment of a case and if the case does not have a judge, If the case is abrogated or the case is from a previous procedure, the case is usually assigned to a judge that worked on the previous case, and the procedure for urgent cases must be taken into consideration
- In the case of automatic assignment of cases, the register can be for automatic assignment of cases to judges or the register can be for manual assignment of cases to judges. In both cases, the totals for assignment of cases must be updated according to criteria for assignment of cases by the particular department.
- In cases when the system works in mode for automatic assignment of cases, the users can register cases from previous years without influencing totals for assignment of cases to judges.
- In cases when the system operate in mode of automatic assignment of cases, and some of the Case assignment criteria fields have been changed and the case is still not received by the judge, the judge for the case must be deleted from the case.
- The data from the case whose act taken into consideration as criteria for assignment during automatic assignment of cases to judges are : detentional cases, urgent cases , cases with judge council from 5 members , and cases from type of organized crime
- The user must make a confirmation if there is already a case with the same number in court, from which the case was received and the cases do not have a connection between them.
- If the system operates in a mode of automatic assignment of cases to judges, and the register is not for automatic assignment of cases, the user can select judges manually.

- If the request for answer for the case is created, a proposal for the case status is wait for answer.
- A proposal for data in the list of case files for received answers for request:
  - Content - response for accusation act
  - File label - submission label
  - Date of evidence must be entered by the user
- A proposal for the year of the case is a previously entered year by the user if there is one, or the current year.
- If the register is for inheritance - **only in first instance civil procedure** instead of submitter, the user enters dead person.

## 1.8. Particular considerations

Cases can be classified according to level of court procedure and law area:

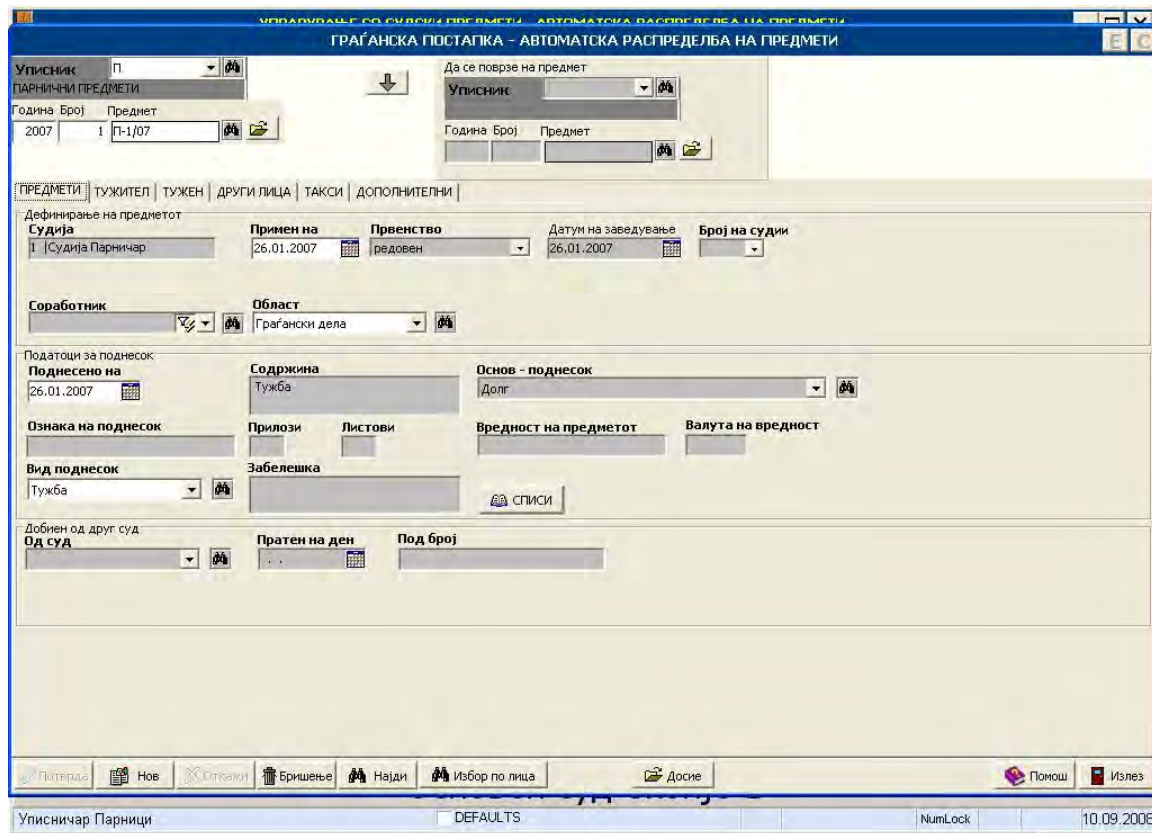
Classification according to level of court procedure :

- First instance procedure – Trial courts
- Second instance procedure – Appealing courts
- Third instance procedure – Supreme court
- Administrative procedure – Administrative court

Classification according to law area:

- Crime cases
- Civil cases
- Administrative cases

## 1.9. Application Screenshots

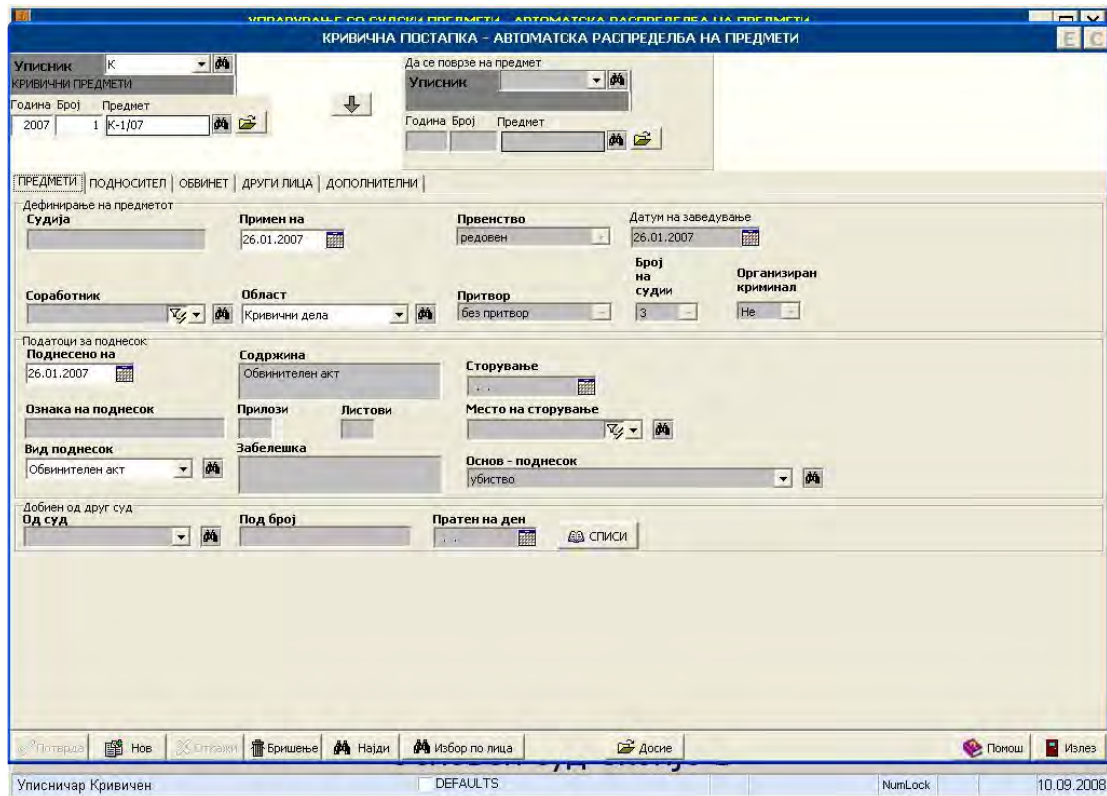


The screenshot shows the 'ГРАЃАНСКА ПОСТАПКА - АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ' (Civil Procedure - Automatic Distribution of Cases) form. The interface includes several sections for data entry:

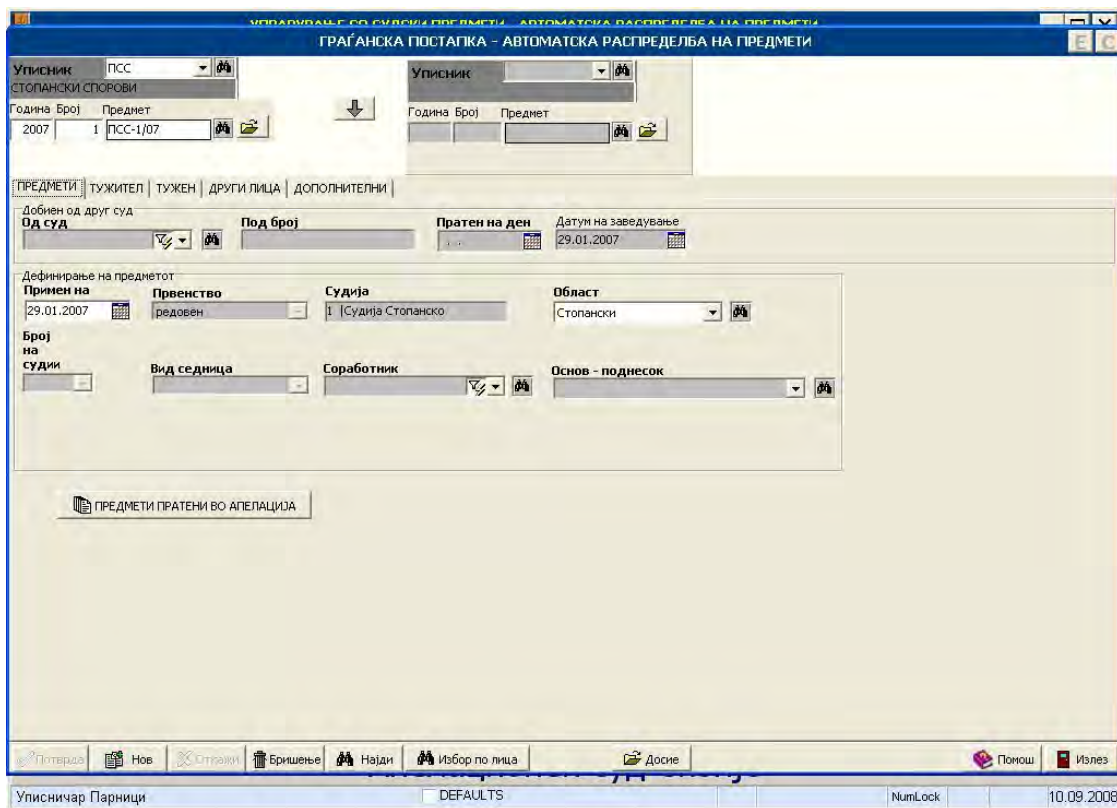
- Уписник (Case Register):** Includes a dropdown menu for 'Уписник' (set to 'П'), a 'ПАРНИЧНИ ПРЕДМЕТИ' (Parity Cases) section, and a table with columns 'Година' (Year), 'Број' (Number), and 'Предмет' (Subject). The table contains one entry: 2007, 1, П-1/07.
- Да се поврзе на предмет (Link to Case):** A section with a dropdown menu for 'Уписник' and a table with columns 'Година', 'Број', and 'Предмет'.
- ПРЕДМЕТИ (Cases):** A tabbed interface with options: 'ТУЖИТЕЛ' (Plaintiff), 'ТУЖЕН' (Defendant), 'ДРУГИ ЛИЦА' (Other Parties), 'ТАКСИ' (Fees), and 'ДОПОЛНИТЕЛНИ' (Additional).
- Дефинирање на предметот (Case Definition):** Fields for 'Судија' (Judge: 1 | Судија Парничар), 'Приен на' (Received on: 26.01.2007), 'Првенство' (Priority: редовен), 'Датум на заведување' (Filing date: 26.01.2007), and 'Број на судии' (Judge number).
- Соработник (Employee):** A dropdown menu and 'Област' (Area: Граѓански дела).
- Податоци за поднесок (Case Data):** Fields for 'Поднесено на' (Filed on: 26.01.2007), 'Содржина' (Content: Тужба), 'Основ - поднесок' (Basis - Complaint: Долг), 'Ознака на поднесок' (Complaint label), 'Прилози' (Attachments), 'Листови' (Pages), 'Вредност на предметот' (Case value), and 'Валута на вредност' (Currency of value).
- Вид поднесок (Complaint Type):** A dropdown menu set to 'Тужба' and a 'Забелешка' (Remarks) field.
- Добиен од друг суд (Received from other court):** Fields for 'Од суд' (From court), 'Пратен на ден' (Submitted on), and 'Под број' (Sub-number).

The bottom of the window features a toolbar with icons for 'Потврда' (Confirm), 'Нов' (New), 'Отказки' (Cancel), 'Бришење' (Delete), 'Најди' (Find), 'Избор по лица' (Select by name), 'Досие' (Case file), 'Помош' (Help), and 'Излез' (Exit). The status bar at the bottom shows 'Уписничар Парници', 'DEFAULTS', 'NumLock', and the date '10.09.2008'.

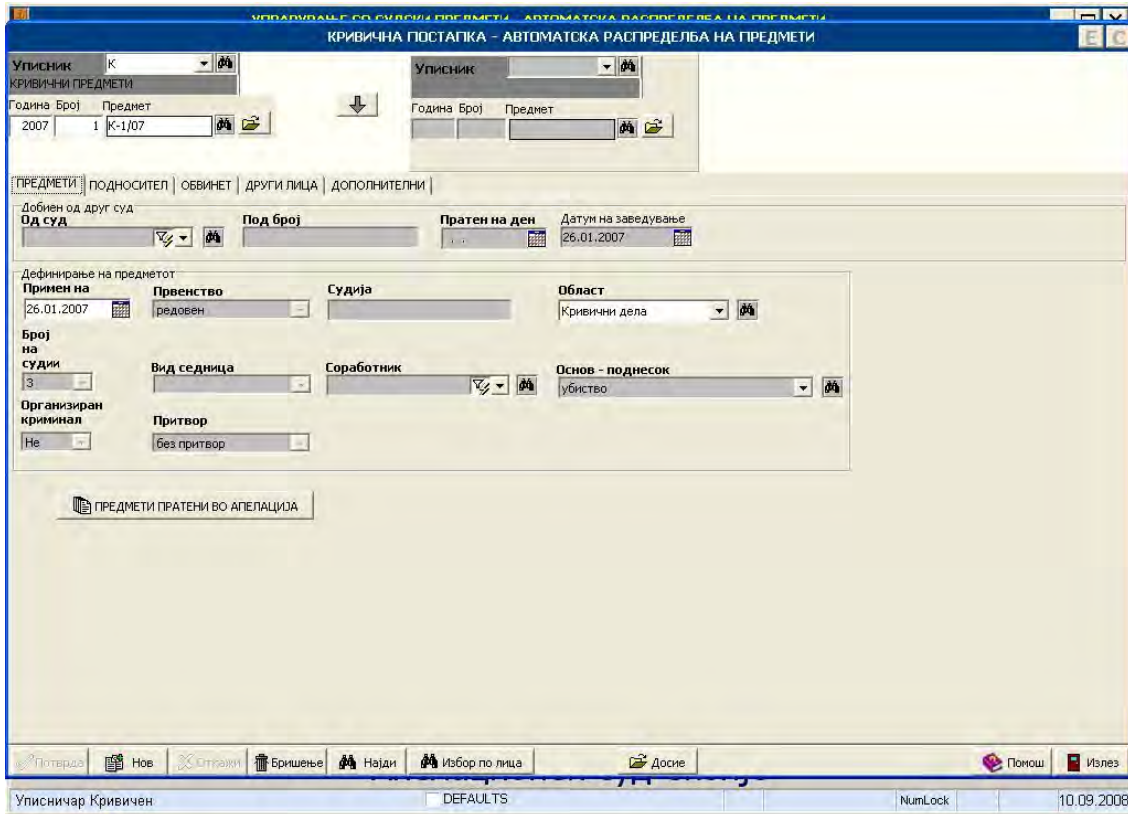
### 1.9.1. Civil first instance procedure



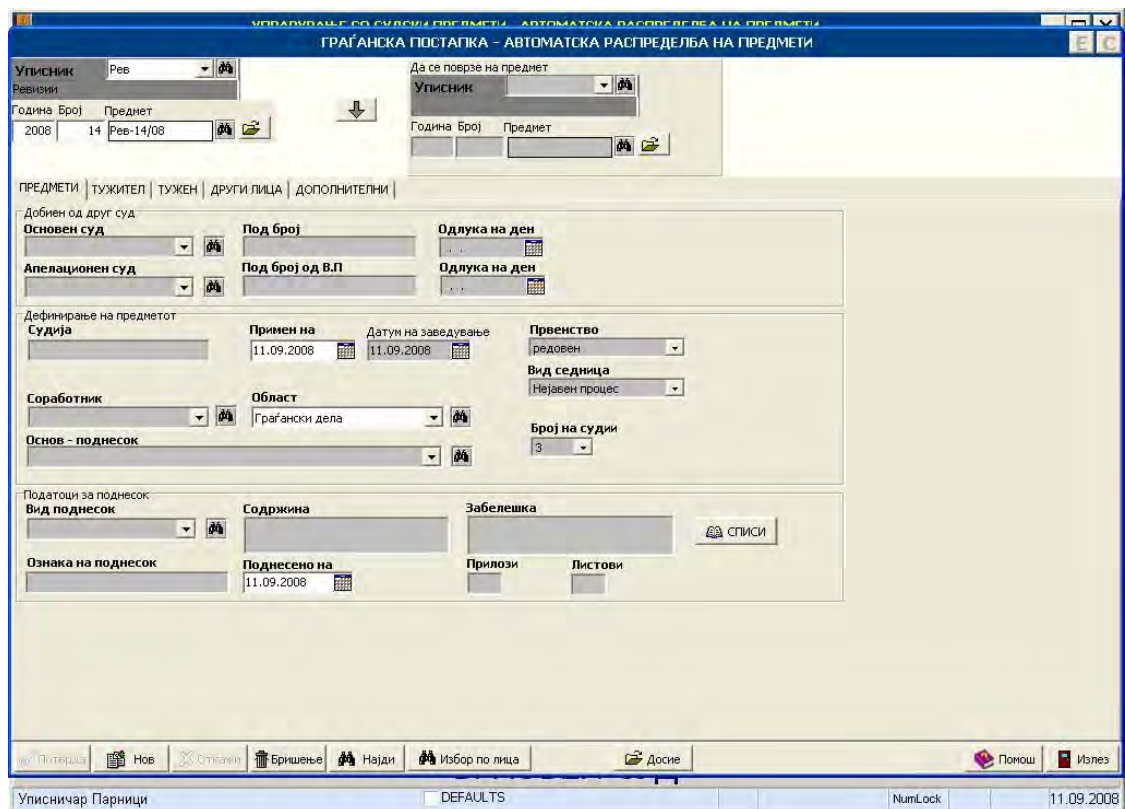
1.9.2. Criminal first instance procedure



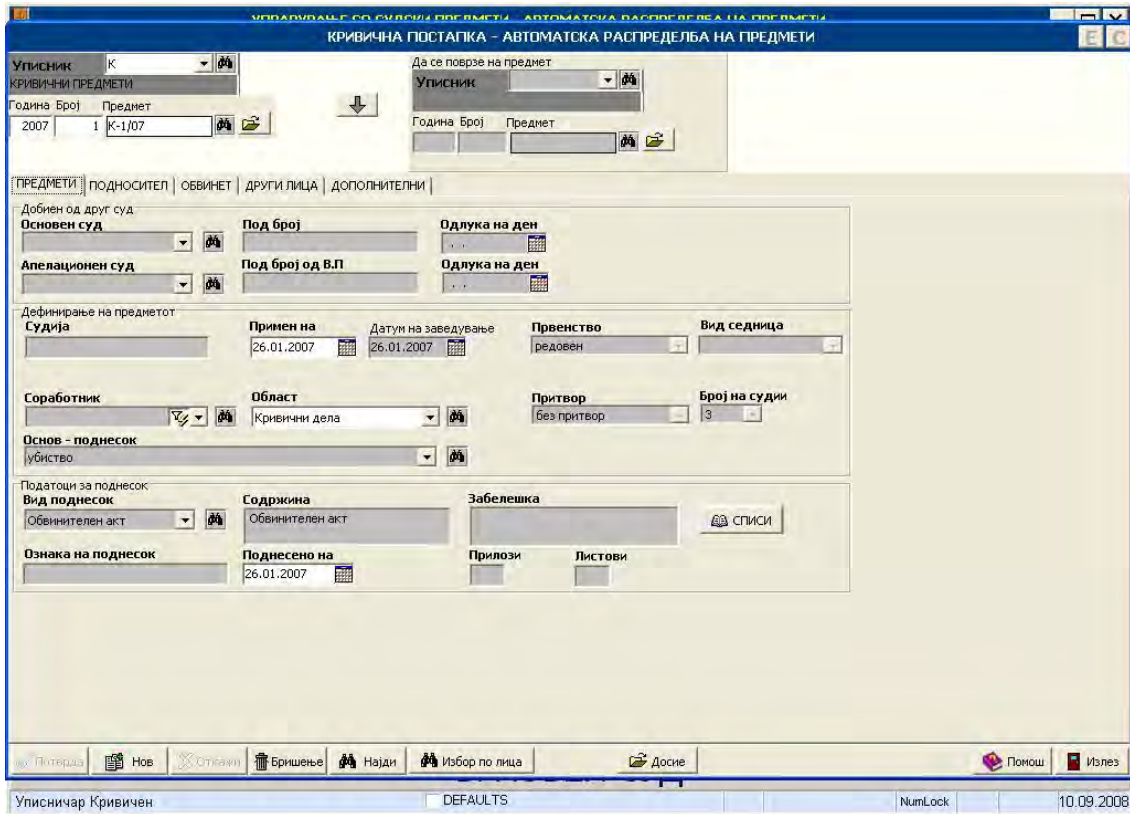
1.9.3. Civil second instance procedure



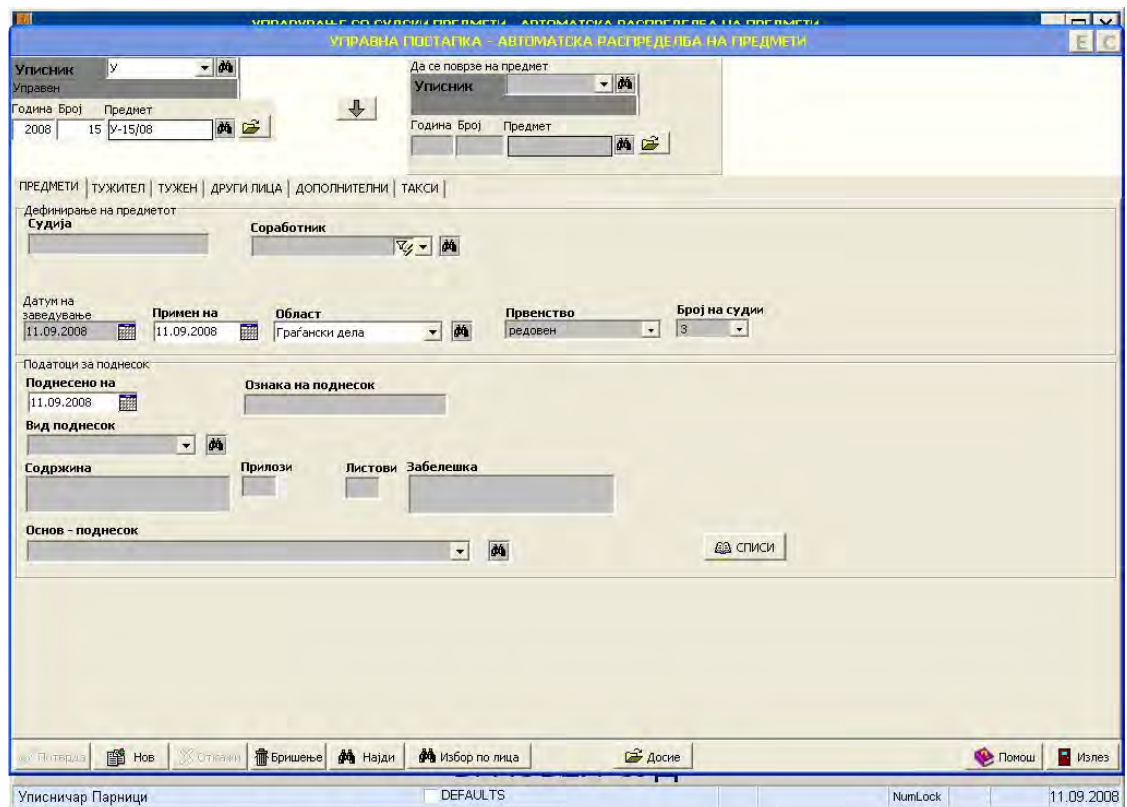
1.9.4. Criminal second instance procedure



1.9.5. Civil third instance procedure



1.9.6. Criminal third instance procedure



1.9.7. Administrative procedure

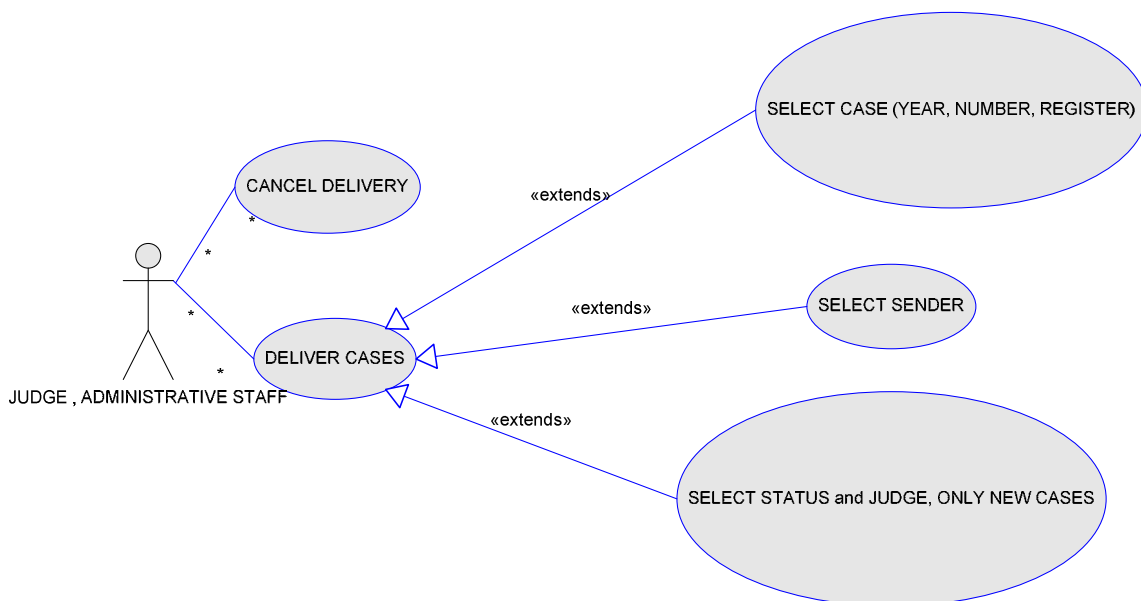
## 2. BUSINESS PROCESS: CASE DELIVERY AND CASE ACCEPTANCE

This type of process describes cases in which both, court administration and judges are making putting in recording case deliveries/movements. This type of use cases should not be obligated for users, except that after recording of case, it has be sent to judge that was assigned for that case in order for judge to accept that case and judge or some of his assistants (typist, court clerk etc.) to work with that case. With this method user can log case deliveries and acceptance inside and outside court. This activity will be used from other business processes in whole application to perform case delivery from particular process. This activity is used in all business processes that manage case delivery.

### 2.1. UML Diagrams

In this business process there are two different use case diagrams, for two typical cases: *CASE DELIVERY* and *CASE ACCEPTANCE*.

#### 2.1.1. Case delivery - UML Diagram



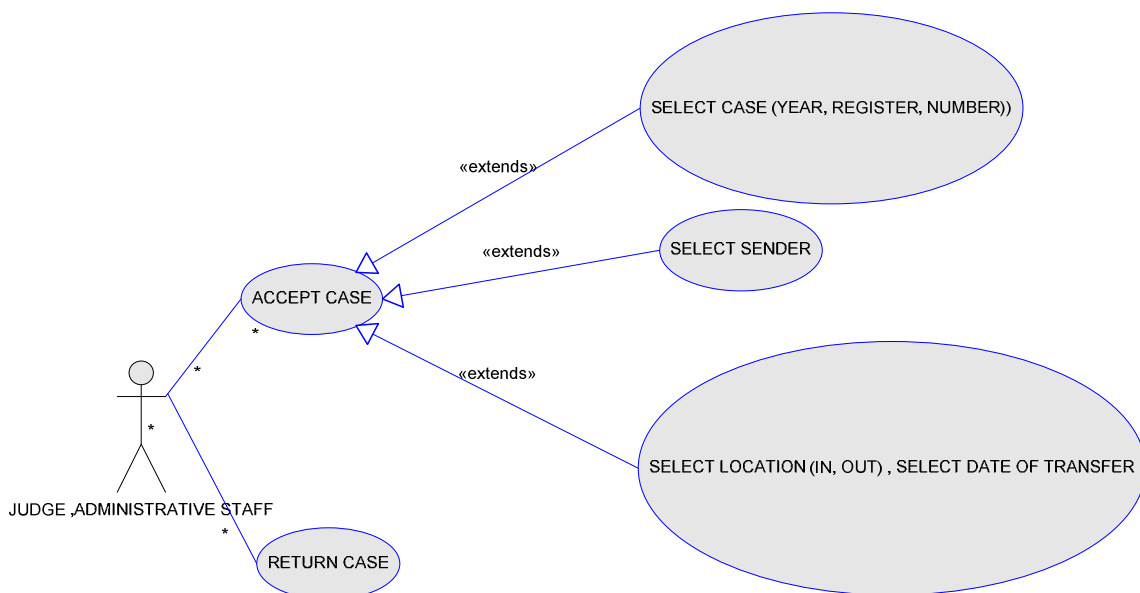
This UML diagram presents use case of delivery cases to an employee, department or outside organization (expert institution, prosecution etc.).

- ✓ DELIVER CASES - explain use case of delivery case to some party inside or outside the court which is extended by other use cases:



1. SELECT CASE - describes use case of selection and filtering cases for delivery (by year, register and number of case).
  2. SELECT SENDER - selection of sender under which authority cases will be sent
  3. SELECT STATUS, JUDGE, ONLY NEW CASES - filtering cases for sending
- ✓ CANCEL DELIVERING - describes use case of canceling delivery that was already in recording.

### 2.1.2. Case Acceptance - UML Diagram



This diagram represents use case of *case acceptance* by employees in court that were sent from parties inside court or other parties outside the court. Process of acceptance of cases is used across whole business processes.

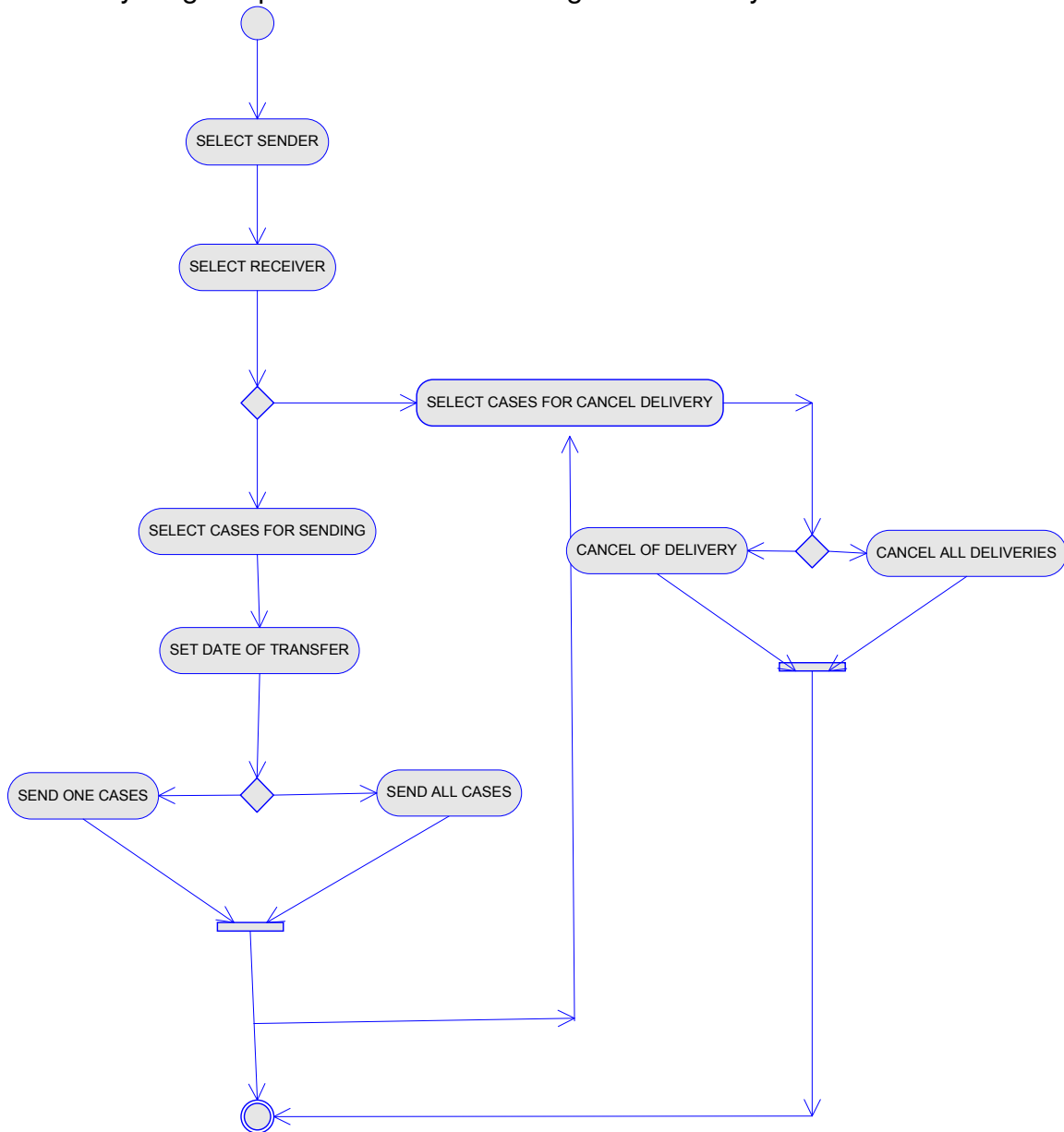
Process is comprised by the following use case situations:

- ✓ ACCEPT CASE: this use case describes process of acceptance of cases and contains these extended use cases :
1. SELECT CASE (YEAR, REGISTER and NUMBER) – use case of filtering cases that are to be accepted (by year, register, number).
  2. SELECT SENDER - selecting sender from whom cases should be accepted.
  3. SELECT LOCATION (IN, OUT), SELECT DATE OF TRANSFER - entering information for accepted case.

✓ RETURN CASE - use case for returning case to sender.

## 2.2. Case delivery– Activity Diagram

This activity diagram presents activities during case delivery:



### 2.2.1. Select Sender

Selection of sender under whose authorization, cases will be sent.

### 2.2.2. Select Receiver

Selection of receiver under whose authorization, cases will be received.

### 2.2.3. Alternate Flows

**2.2.3.1. Select case for sending**

Selection of cases that should be sent, using available filters for selection of particular set of cases

**2.2.3.2. Determining the Date of Transfer**

Setting up the date when case was sent

**2.2.3.2.1. Send One Case**

Select which case should be sent and send it

**2.2.3.2.2. Send All cases**

Selection of group of cases for sending, according to conditions in filter selected previously

**2.2.3.3. Select Cases to Cancel delivery**

Selection of cases that should be deleted from list of already sent cases, using available filters for selection of particular set of cases.

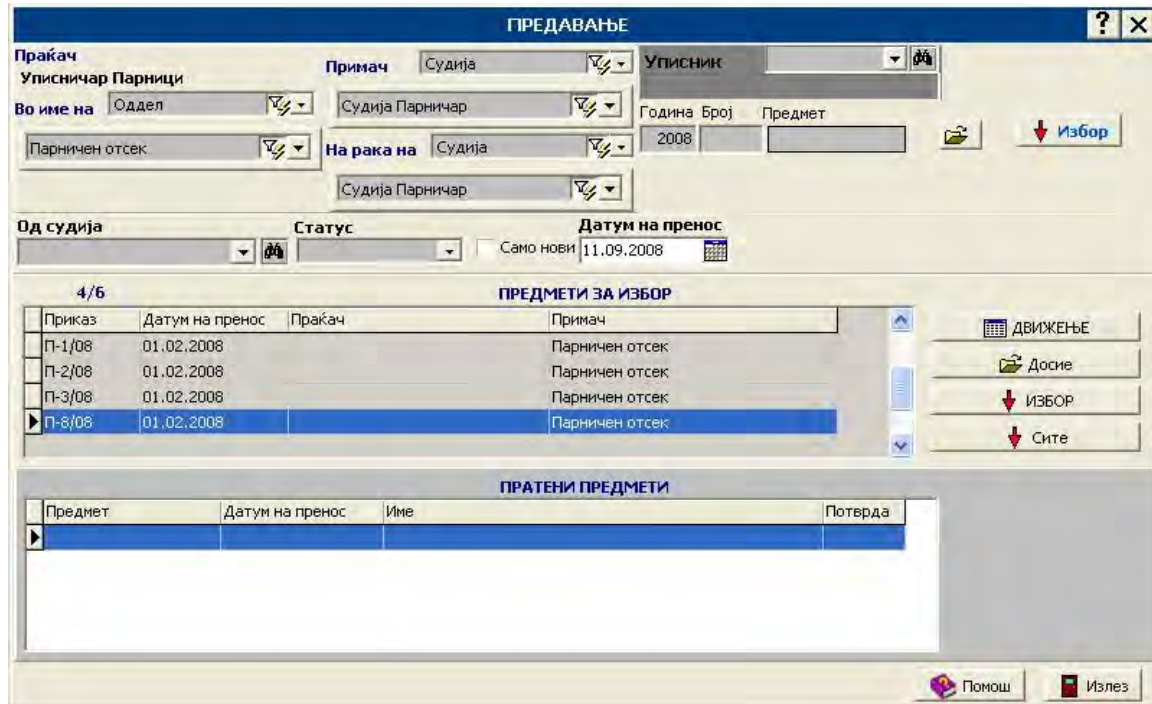
**2.2.3.4. Alternate Flows****2.2.3.4.1. Cancel of Delivery**

Selection of case which will be deleted from list of sent cases

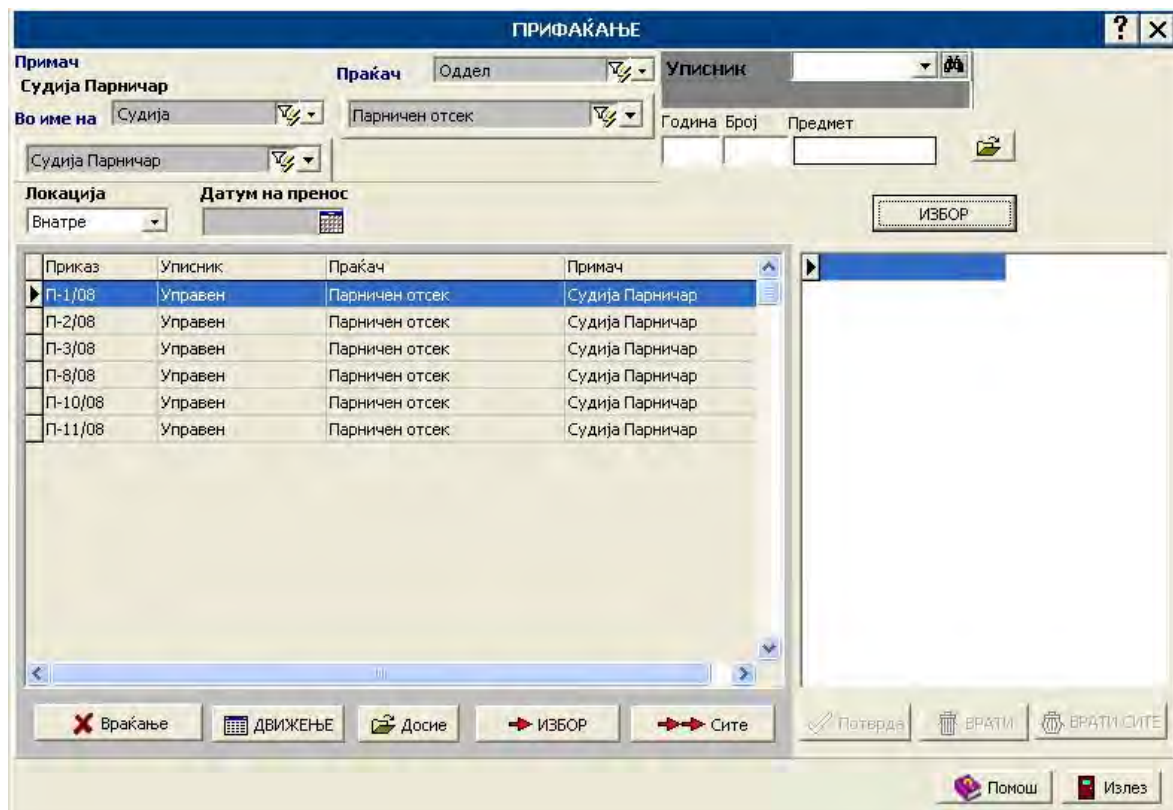
**2.2.3.4.2. Cancel all Deliveries**

Selection of cases which will be deleted from list of sent cases

## 2.3. Application Screenshots



2.3.1. Case delivery



2.3.2. Case acceptance

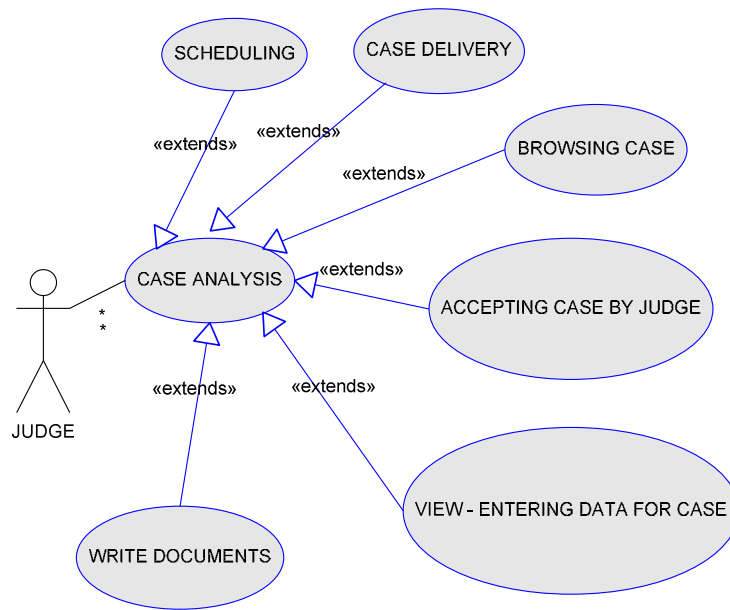
### **3. BUSINESS PROCESS: CASE ANALYSIS**

#### **3.1. Introduction**

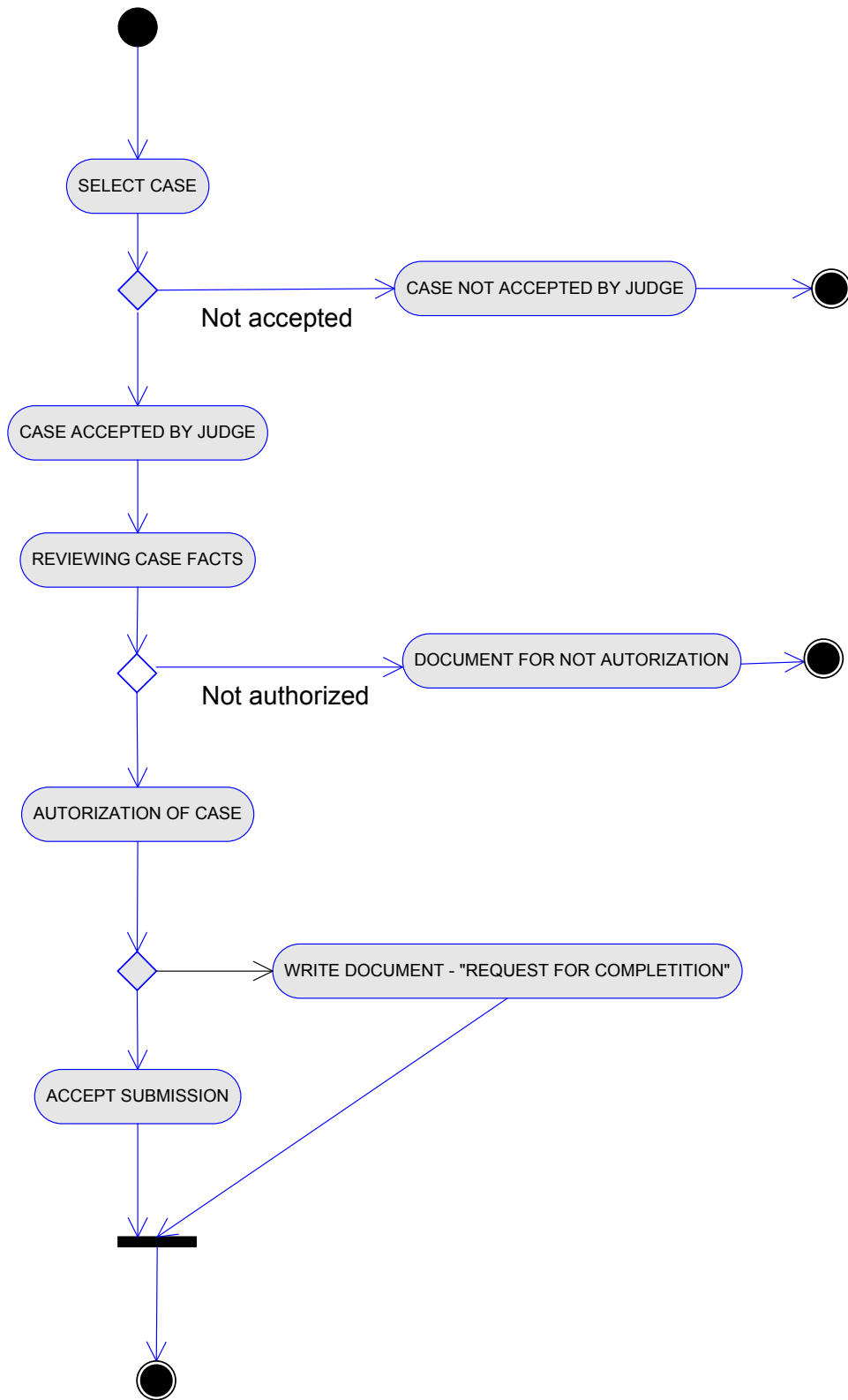
Case analysis business process consists of functions used for case analyzing by the judge, during acceptance or processing of case. This process consists of following case situations:

- ✓ SCHEDULING - scheduling or rescheduling of sessions reserved for the case.
- ✓ CASE DELIVERY – recording of case delivery (movement) inside and outside the court
- ✓ BROWSING THE CASE - browsing case by court case number or other case fact
- ✓ ACCEPTING THE CASE BY JUDGE - presents acceptance of case by judge in order to work with that case
- ✓ VIEW – ENTERING DATA FOR THE CASE - judge can view, enter or change all facts for the case
- ✓ WRITE DOCUMENTS – judge can write documents for “Request for answer” and “Request for completion”.

### 3.2. Use Case Diagram



### 3.3. Case Analysis – Activity Diagram



### **3.3.1. Select case**

With this activity judge selects already existing case which will be analyzed (by case number or other case facts).

### **3.3.2. Alternate flows**

These Alternate flows are:

#### **3.3.2.1. Case accepted by judge**

Case is accepted by judge and judge continues with case analysis

#### **3.3.2.2. Case not accepted by judge**

Reject acceptance of case by judge and finish with analysis on that form.

### **3.3.3. Reviewing of case facts**

Judge reviews complete case documentation.

### **3.3.4. Alternate flows**

In order to authorize a case there are two possible activities

#### **3.3.4.1. Authorization of case**

After acceptance and reviewing of case documentation, judge makes decision about authorization for the case.

#### **3.3.4.2. Document for not authorization**

Judge makes document for not authorization. This document is part of business process for *JUDGMENTS* which will be explained later in chapter for ***BUSINESS PROCESS: JUDGMENTS***

### **3.3.5. Alternate flows**

Depending on documents submitted with initial document there are these possible alternate activities:

#### **3.3.5.1. Accept submission**

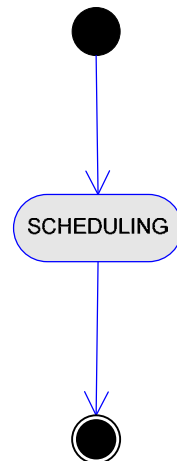
According to documentation which was submitted initially, judge makes decision of accepting complete submission.

#### **3.3.5.2. Write document for “Request for completion”**



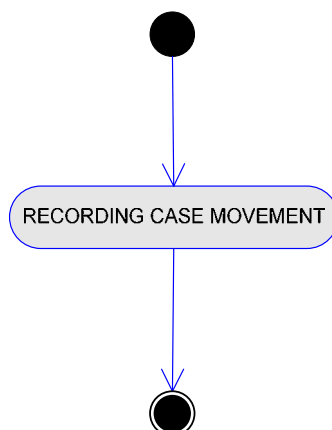
According to documentation submitted with initial submission, judge makes decision of not accepting submission and writes document for “*REQUEST FOR COMPLETION*”.

### 3.4. Scheduling – Activity Diagram



The diagram above represents activity for scheduling a session for the case within same activity of case analysis. This activity is completely new business process which will be explained in more details in chapter ***BUSINESS PROCESS: SCHEDULING AND CALENDARING.***

### 3.5. Case Delivery (Movement) – Activity Diagram

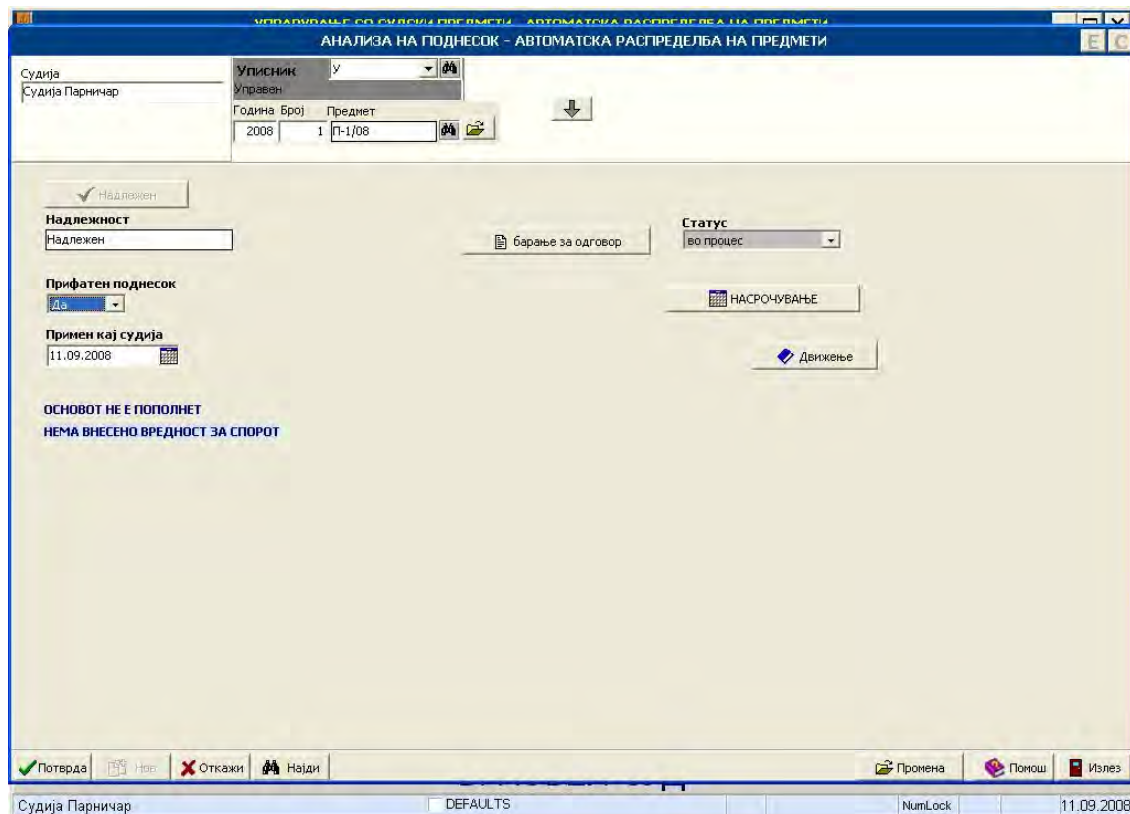


This activity represents recording of case deliveries (movement) between court employees (*judge, registry clerk, typist, delivery clerk, Assistant – Counselor, Secretary etc*). This is a separate activity which records all deliveries (movements) of cases inside and outside the court. This activity will be explained in more details in ***BUSINESS PROCESS: RECORDING OF VARIOUS ACTS.***

### 3.6. Business Constraints

- The permission date has to be later than or equal to the date for Received by judge.
- Present Day The permission date has to be later than the present date.
- The date for Received by judge has to be later than or the same date as Received on.
- Day The date for Received by judge has to be earlier than or the same date as the present day.
- The date for received by judge has to be later than or the same as the acceptance date.

### 3.7. Application Screenshots



#### 3.7.1. Case Analysis

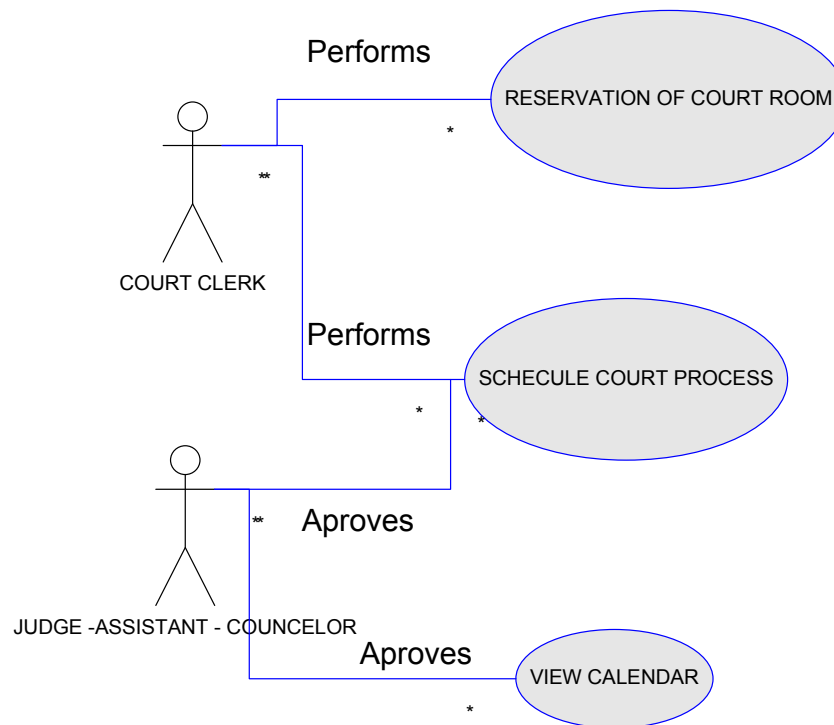
## 4. BUSINESS PROCESS: CALENDARING AND SCHEDULING

### 4.1. Introduction

Calendar and scheduling process is consisted of functions with which court clerks do the reservations of court rooms, scheduling sessions for the cases, invitation of parties, creation of invitation lists for the parties, creation of lists about sessions. Each of these functions is used by different type of users: judges, court clerks, assistants – counselors, typists.

### 4.2. Use Case Diagrams

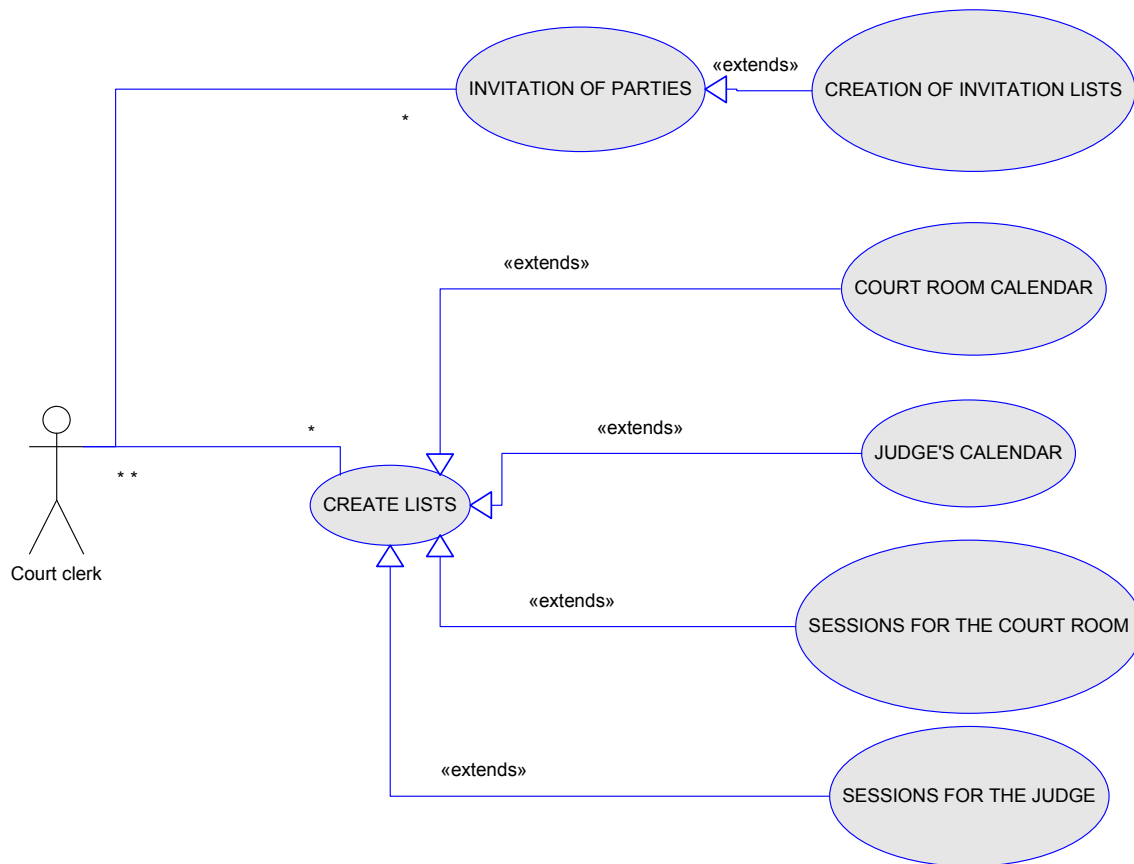
#### 4.2.1. Use case diagram – judge, assistant, counselor, court, clerk - actor



This process contains the following:

- ✓ RESERVATION OF COURT ROOM - describes reservation (booking) of offices or court rooms for scheduled sessions.
- ✓ SCHEDULE COURT PROCESS - describes scheduling of a new process.
- ✓ VIEW CALENDAR – describes browsing and viewing of sessions already scheduled.

#### 4.2.2. Use case diagram – court clerk actor

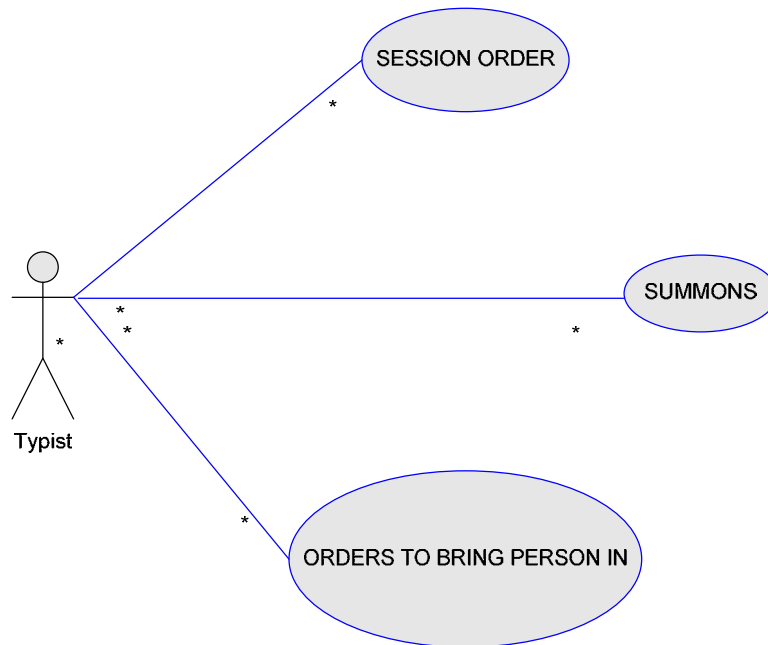


This process contains the following:

- ✓ INVITATION OF PARTIES - describes invitation of participants or other parties involved in court case, for the scheduled sessions.
- ✓ CREATION OF INVITATION LISTS - describes creation of invitation lists (summons) for parties in sessions.
- ✓ CREATE LISTS - this use case is extended by many cases for creation of lists about scheduled sessions :
- ✓ COURT ROOM CALENDAR - this use case is report for scheduled sessions in courts.
- ✓ JUDGE'S CALENDAR - this use case is report for scheduled session's grouped by judges.
- ✓ SESSIONS FOR THE COURT ROOM - this use case is report for scheduled sessions group by court rooms, with information for the sessions

- ✓ SESSIONS FOR THE JUDGE - this use case is report for scheduled sessions group by judge with information for the sessions.

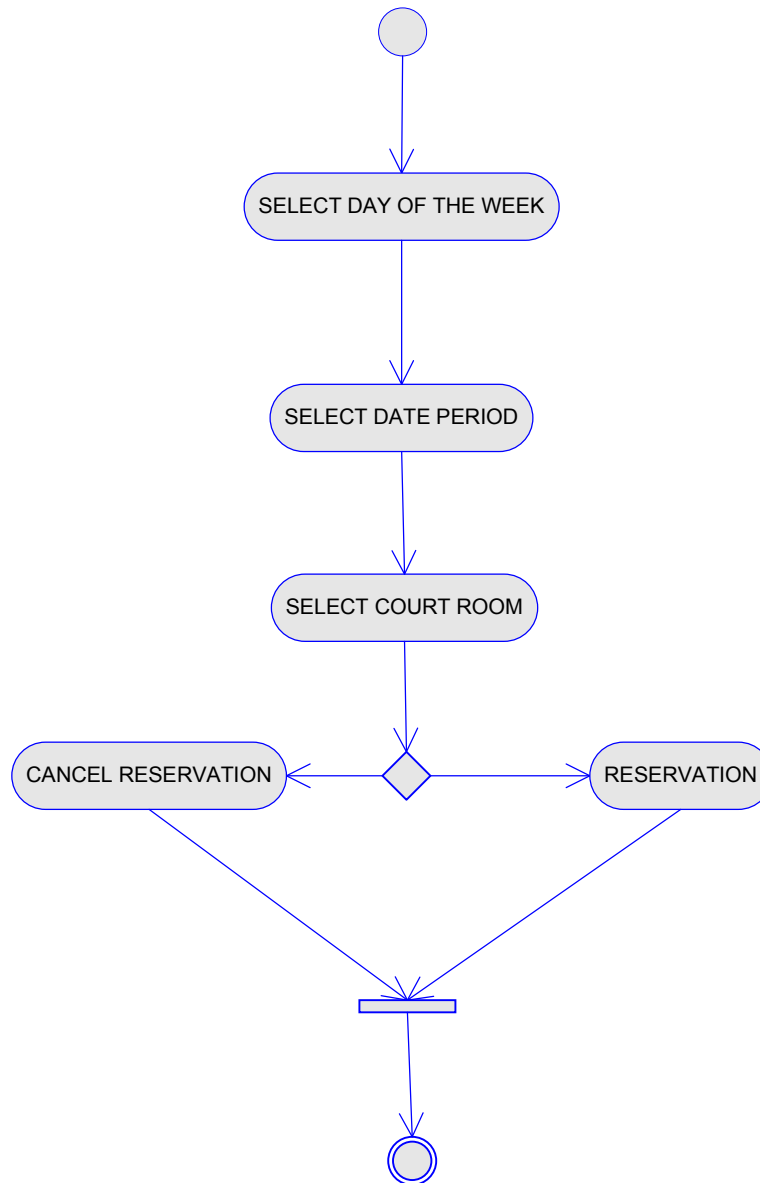
#### 4.2.3. Use case diagram - typist



This process is consisted from following cases:

- ✓ SESSION ORDER - use case of creating *session order document*
- ✓ SUMMONS - use case of creating *summons* for the parties on the session
- ✓ ORDERS TO BRING THE PERSON IN – use case of creating *orders to bring person in* for the parties on the session

### 4.3. Reservation of Court Room – Activity Diagram



This activity diagram represents reservation of *court rooms*:

#### 4.3.1. Reservation of courtroom – activity diagram

This activity represents selection of day on the graphic of calendaring organizer, grouped by months.

#### 4.3.2. Selected day of the week – activity diagram

This activity represents selection of particular day from a week.

**4.3.3. Selected date period – activity diagram**

Selection of time period during which, court room will be reserved for a day.

**4.3.4. Select court room**

Selection of office or court room for reservation

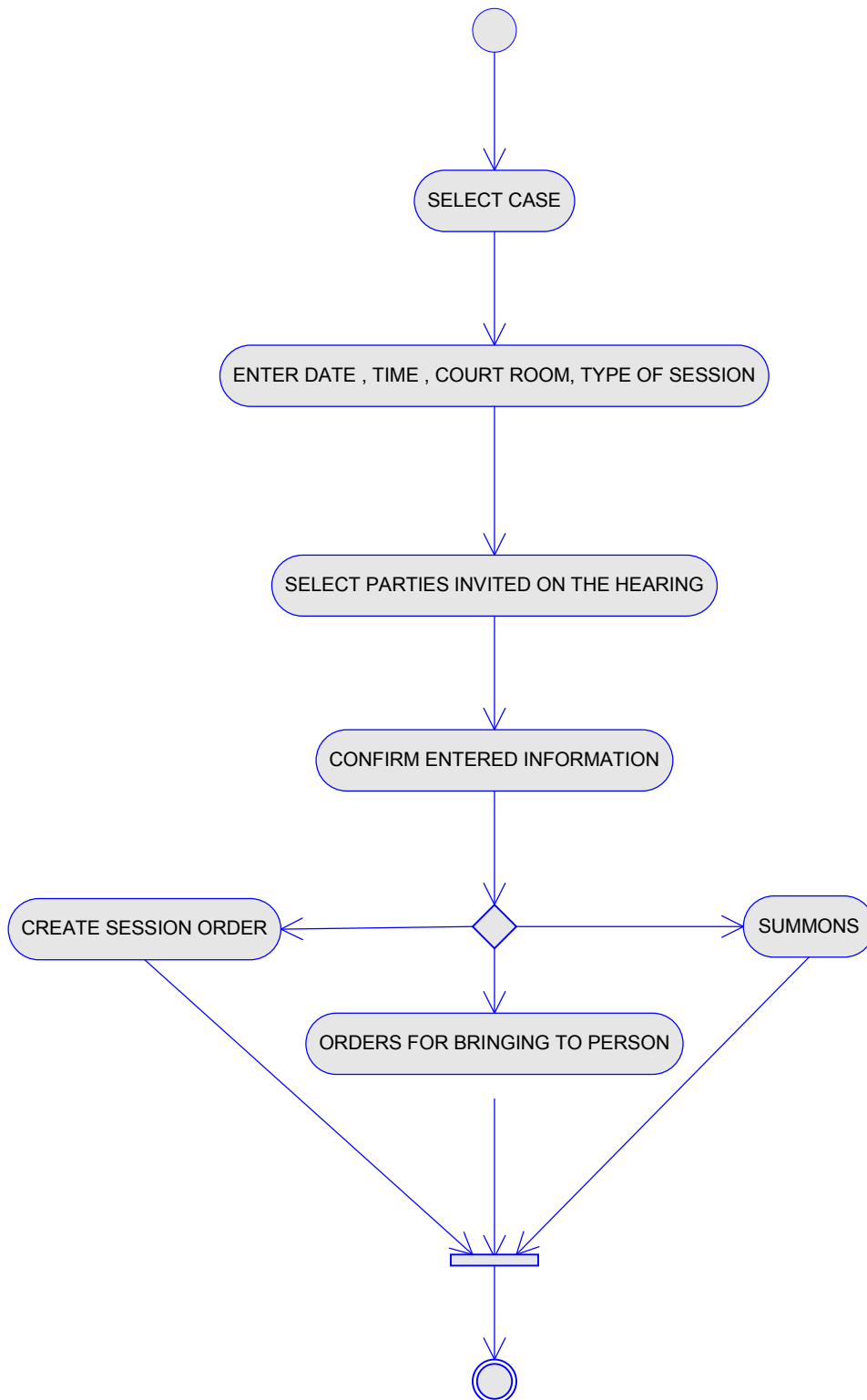
**4.3.5. Alternate flows****4.3.5.1. Reservation**

Submit reservation for office or court room

**4.3.5.2. Cancel reservation**

Cancel reservation for office or court room

#### 4.4. Scheduling Session – Activity Diagram



This is a separate activity on which user is schedules or modifies sessions.



**4.4.1. Select case**

Selection of court case for scheduling (by court number or other case information)

**4.4.2. Enter date, time, courtroom, type of session**

Describes entering of basic information for scheduled session.

**4.4.3. Select parties invited on the hearing**

Invitation of parties for the session (SUBMITTER, OPPONENT PARTY, OTHER PERSONS).

**4.4.4. Confirm entered information**

Confirmation of information entered for the session

**4.4.5. Alternate flows****4.4.5.1. Create session order**

In this activity typist performs creation of *session order* document after approval of judge. This is separate activity that is used for creation of documents (by selection of template for that document).

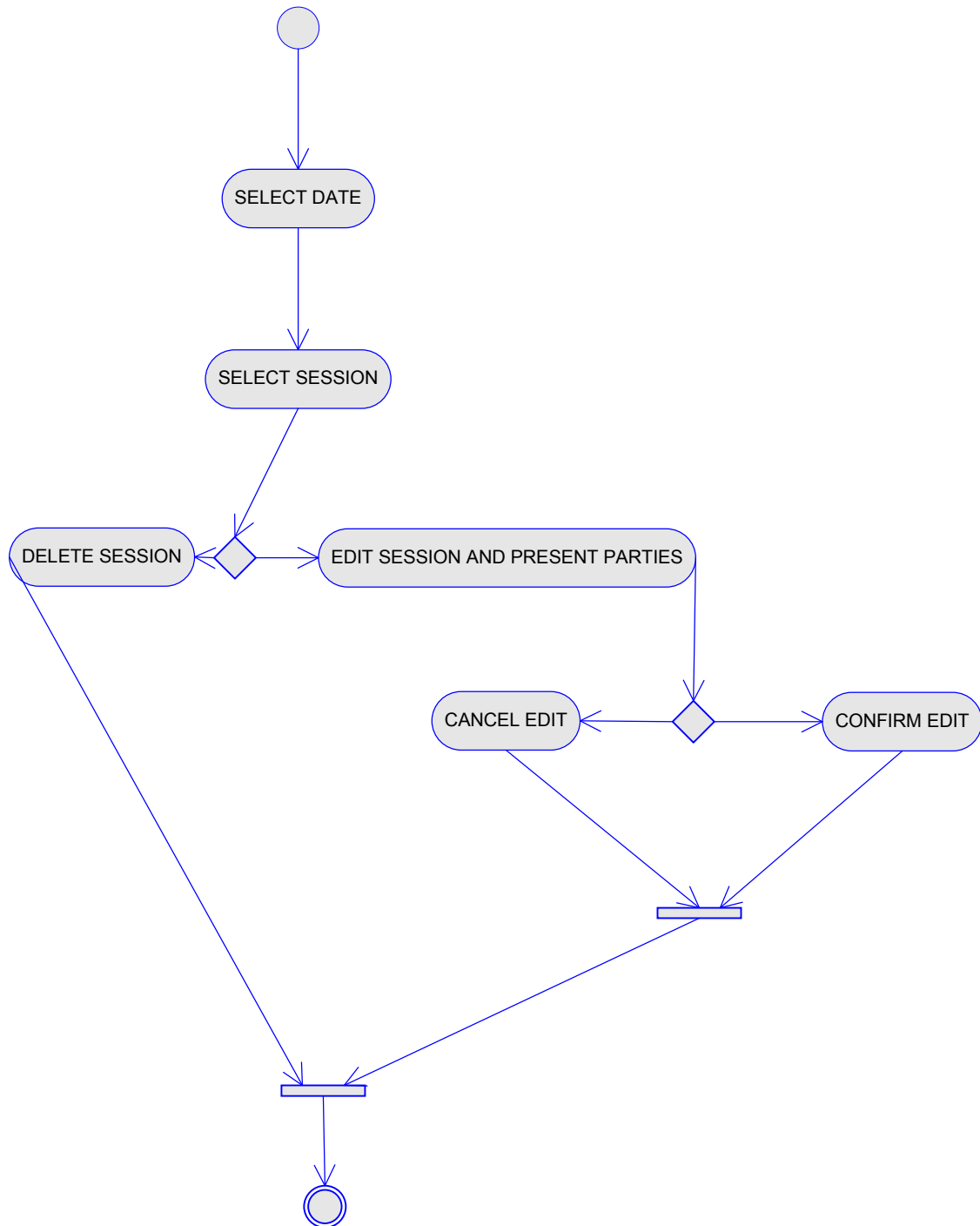
**4.4.5.2. Order to bringing persons**

In this activity typist performs creation of *order for bringing to persons* document by approval of judge. This is separate activity that serves for creation of documents (by selection of template for that document).

**4.4.5.3. Summons**

In this activity typist performs creation of *summons* document by approval of judge. This is separate activity that serves for creation of documents (by selection of template for that document).

#### 4.5. View Sessions – Activity Diagram



This activity diagram represents separate activities which are used for viewing or modifying sessions that are already created.

**4.5.1. Select date**

Selection of date on the graphic that represents calendar grouped by months

**4.5.2. Select session**

Selection of sessions scheduled on that date

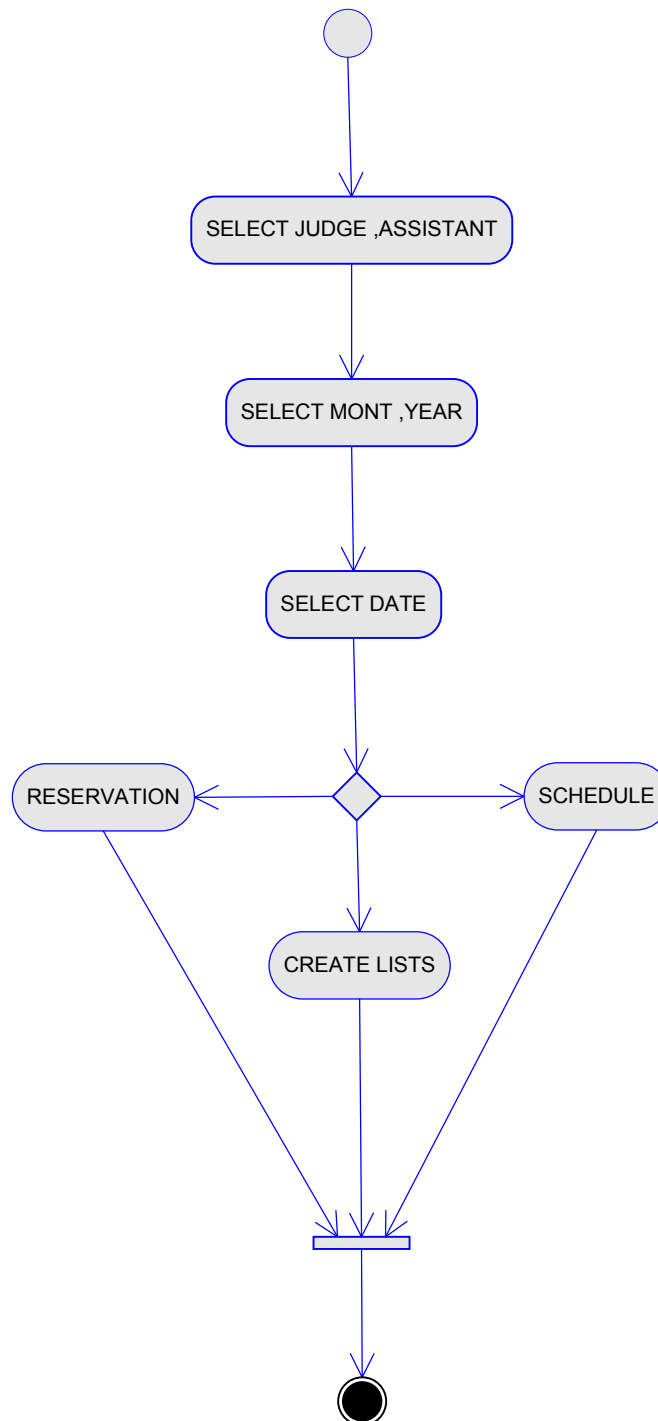
**4.5.3. Alternate flows****4.5.3.1. Edit sessions and present parties**

Viewing or modifying of selected sessions and parties that will be present in those sessions.

**4.5.3.2. Delete session**

Deletes inserted session.

#### 4.6. Viewing Calendar – Activity Diagram



Activity diagram represents activities that occur in graphic representation of calendar that is organized by months

##### 4.6.1. Select judge, assistant

Action is performed by court clerk. Selection of judge or assistant – counselor, that will be displayed in calendar.

#### **4.6.2. Select month, year**

Selection of month and year which will be displayed for sessions in the calendar

#### **4.6.3. Select date**

Selection of date which will be displayed for sessions in the calendar.

#### **4.6.4. Alternate flows**

##### **4.6.4.1. Reservation**

This represents possibility on the calendar for reservation of court room or office. This activity is presented in detail in *reservation of court room* activity diagram.

##### **4.6.4.2. Create list**

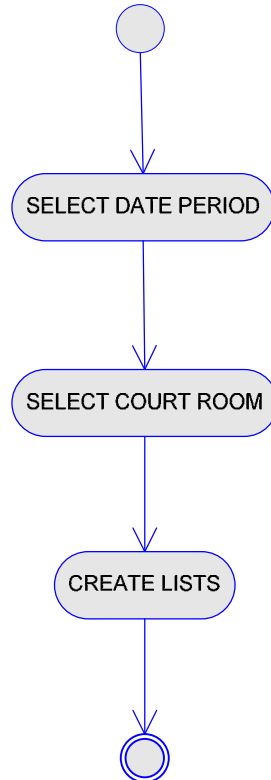
This represents possibility on the calendar for creation of lists for sessions by court rooms and by judges and assistants – counselors. This activity is presented in detail in *creation of lists* activity diagram.

##### **4.6.4.3. Schedule**

This represents possibility on the calendar for scheduling of sessions by court rooms and by judges and assistants – counselors. This activity is presented in detail in *scheduling session* activity diagram.

#### 4.7. Creating Lists – Activity Diagram

Describes creation of lists for sessions by judge and sessions by court room:



##### 4.7.1. Select Date Period

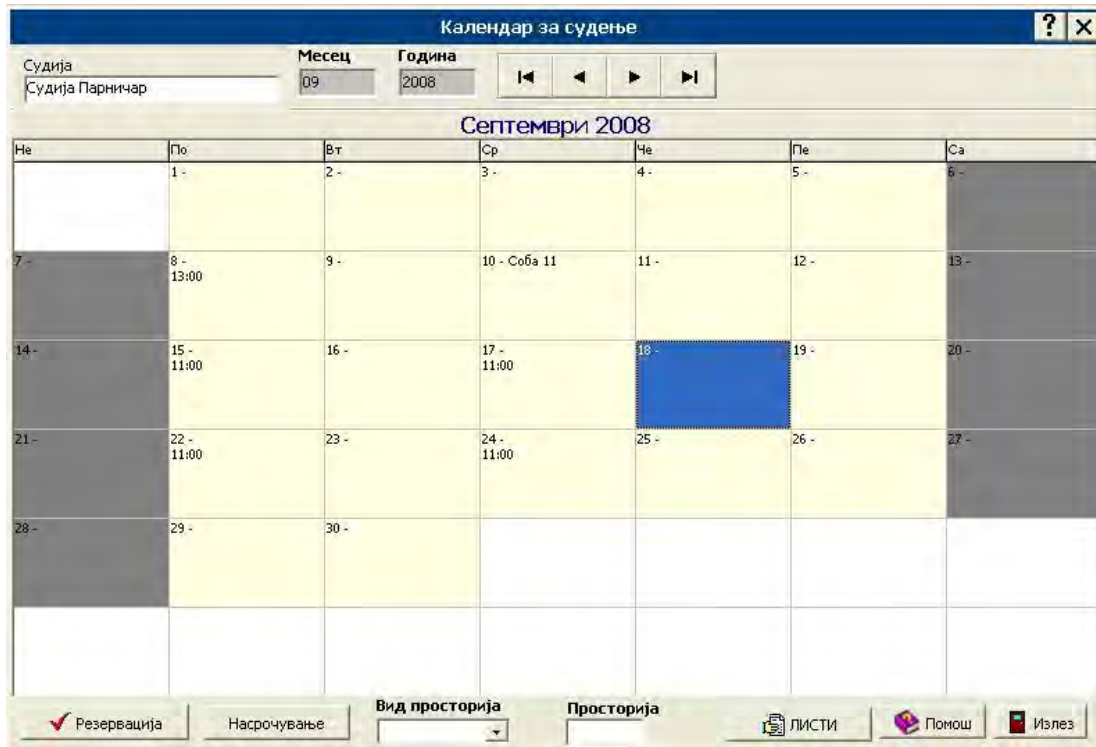
Selects report period for lists

##### 4.7.2. Select Court Room

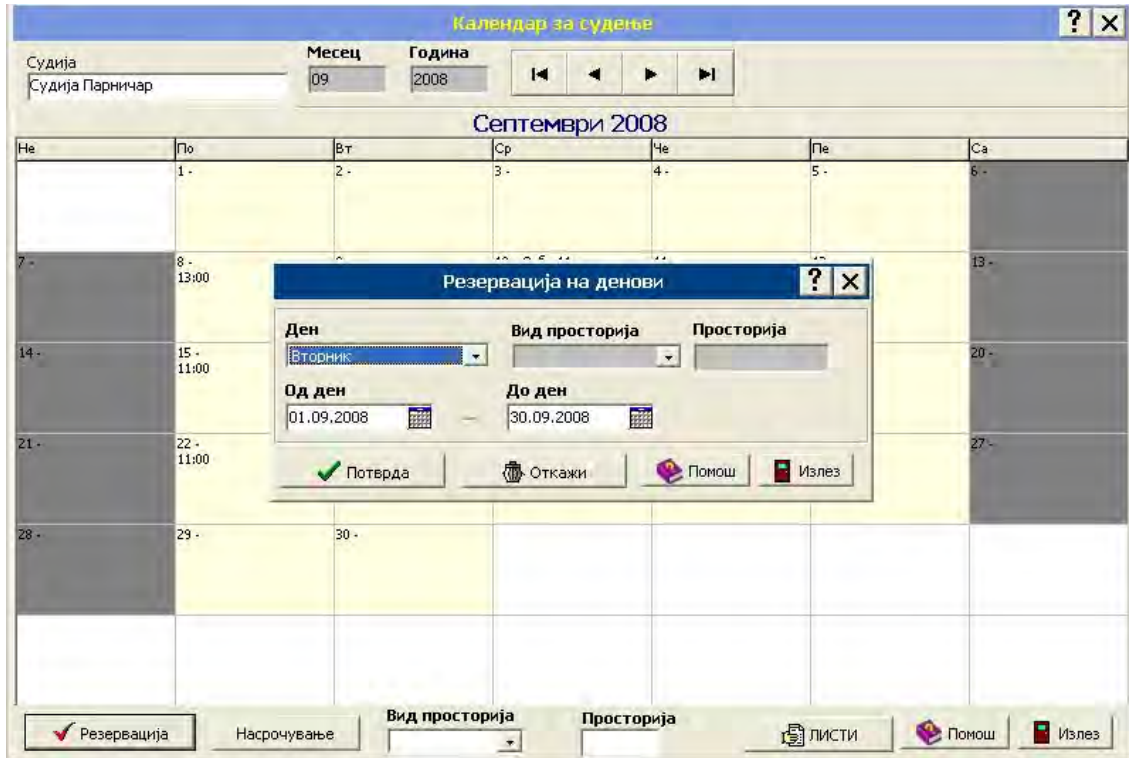
Selects court room or office for which reports will be created

##### 4.7.3. Create Lists

Create one of the offered lists: *Court room calendar, Judge's calendar, Sessions for the court room, Sessions for the judge.*

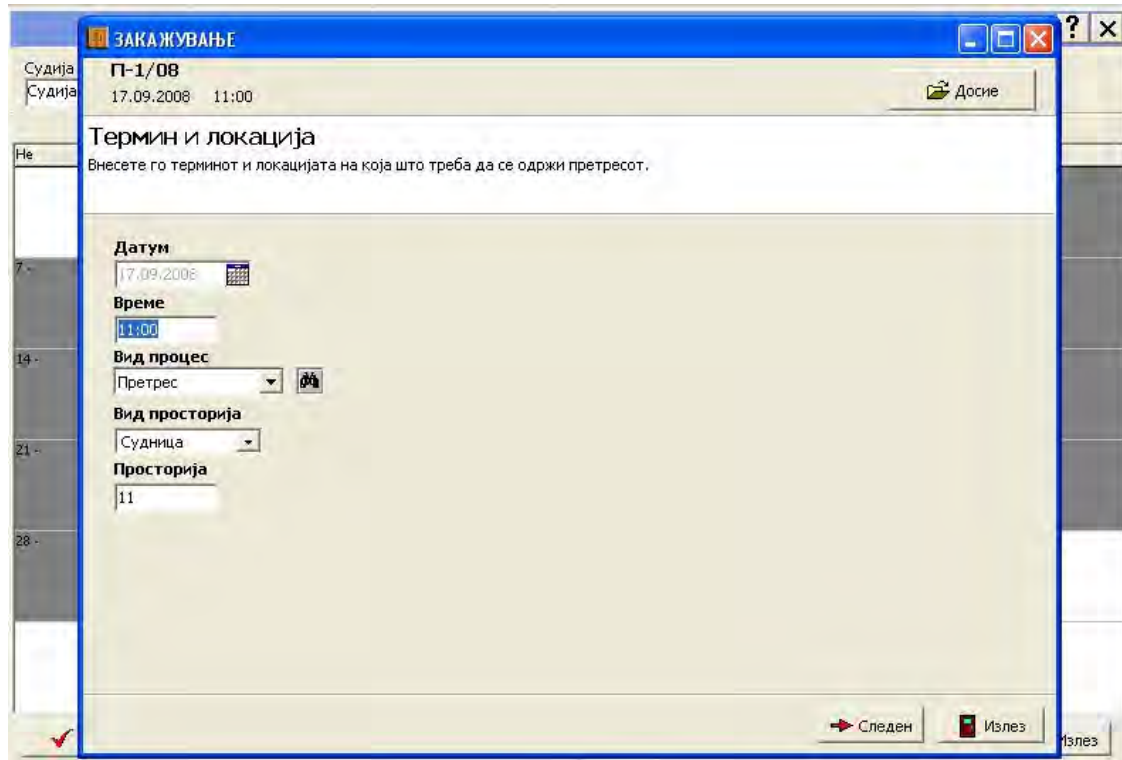


4.8.1. Viewing calendar

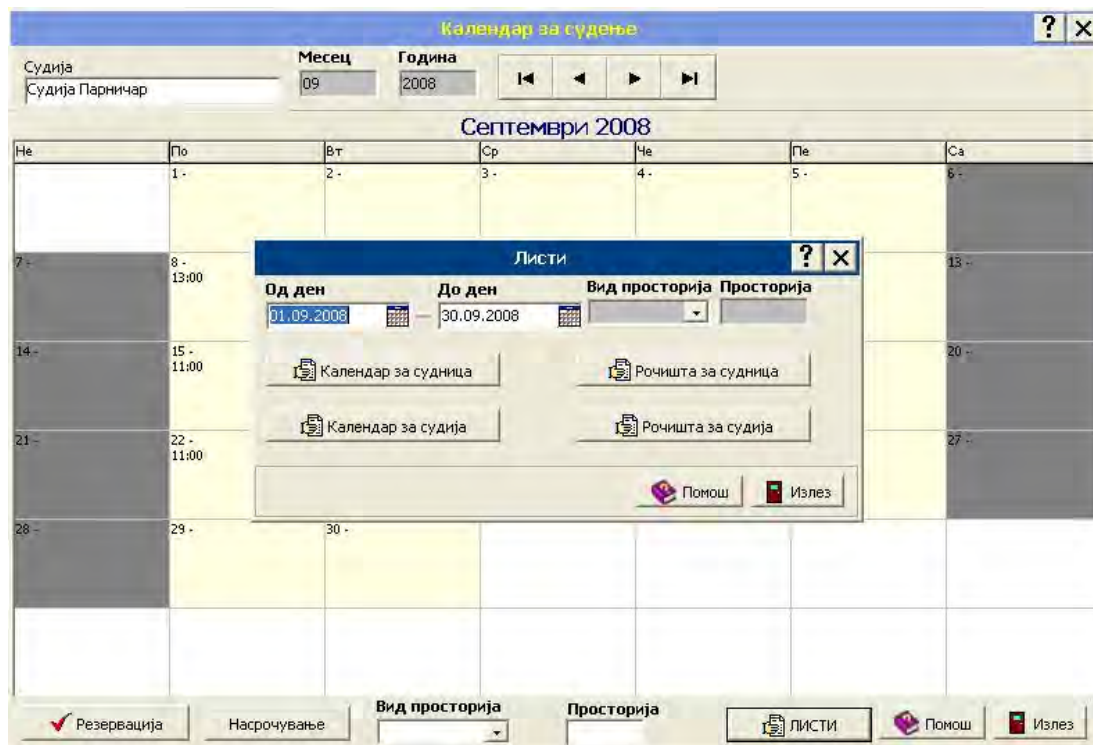


#### 4.8.2. Reservation





4.8.3. Scheduling



4.8.4. Creating lists

П-В/08 - АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ

Датум на актот Тип Вид документ Образец  
 11.09.2008 Покани Покани Покана ГРАЃАНСКО

Т Arial 11 B I U A S A S Ветни Печатење 3/ф Конверзија

Присутен  
 Тужител Тужител  
 Тужен Тужен

Република Македонија Соба бр. «Просторија»  
 ОСНОВЕН СУД - «Место каде што е судот»  
 П. бр. «Број на предмет»  
 «Датум на актот» год.  
 «Место каде што е судот»

**ПОКАНА**

«Назив» од «Место» се поканила да дојде лично на ден «Датум на претрес» год. во «Време на претрес» час во Основен суд соба бр. «Број на просторија» во зграда со граѓанскиот предмет против: «ЗА СЕКОЈА СПРОТИВНА СТРАНКА» «Име» «СПРОТИВНА СТРАНКА - КРАЈ» ко својство на «Својство на присуство лице на претрес»

**ПОУКА:** Извод од законот за процесната постапка

А) За странките:  
 Ил се налага на страните на рочиштето да ги доведат сите испрани што им служат за доказ како и сите предмети што треба да бидат разгледавани во судот (чл. 271 од ЗПП). Страните се предупредуваат на рочиштето на можат да ги доведат сведоците или досега не ги предложине (чл. 278 од ЗПП). Ако уредно поканилата страна (тужител или тужен) не дојде на рочиште, постапката ќе се спроведе без оглед на нејното отсуство (чл. 280 од ЗПП).  
 Ако двете страни постанат од рочиштето за пазна расправа, настапува мирување на постапката (чл. 211 од ЗПП).  
 На рочиштето ќе се изведе доказ со сослудување на страните. Во колку страната не дојде ќе ги сноси последиците да не биде сослушана, со тоа ќе се сослуша само присутната страна (чл. 233 од ЗПП).

Б) За сведоците и велитите лица:  
 Ако уредно поканиет сведок или велител не дојде на рочиште, а доставникот не го оправда или без оправдување или оправдани причини се оправдан од местото каде што треба да биде сослушан, може да биде казнет со четри проценти плати и да се задолжен да ги плати трошоците предвидени со одлуката на рочиштето, како и да нареди сведокот лично и негов трошок да се доведе во судот (чл. 233 и 240 од ЗПП).  
 Сведокот има право на надоместување на патните трошоци, трошоците за исхрана и ноќевање, како и надомест за изгубена заработувачка (чл. 234 од ЗПП). Велитото лице има право на надоместување на патните трошоци, трошоците за исхрана и ноќевање, надоместување на изгубена заработувачка и трошоците околу

✓ Полина ВТОР РЕД ✓ ТАБЕЛИ Креатор : Судија Парничар

✓ Потврда ✗ Откажи Бришење Досие СПИСИ Берфирманга ЗА ДОСТАВА Помощ Излез

## 4.8.5. Summons

## 5. BUSINESS PROCESS: HEARINGS AND CREATION OF MINUTES

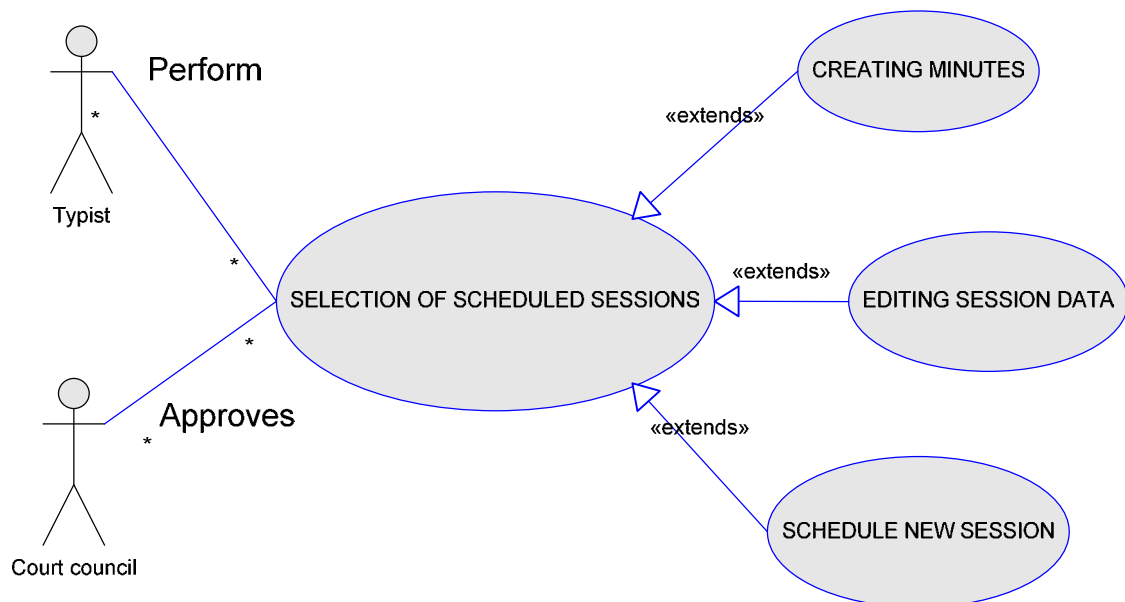
### 5.1. Introduction

This business process is for recording of minutes of information and minutes for the sessions of the cases. This process is comprised by three different use case diagrams representing three different types of processes (sessions):

- ✓ *Public process (session)* - judge is performing processes (hearings, sessions) and typist is creating minutes which will later be approved by judge.
- ✓ *Records from nonpublic process (sessions)* - court council is performing none public session and assistant – counselor or typist is creating *MINUTE ENTRY*
- ✓ *Minutes from nonpublic process* – after none public sessions, typist is writing minute which is approved by council.

### 5.2. Use Case Diagrams

#### 5.2.1. Public Process - UML Diagram



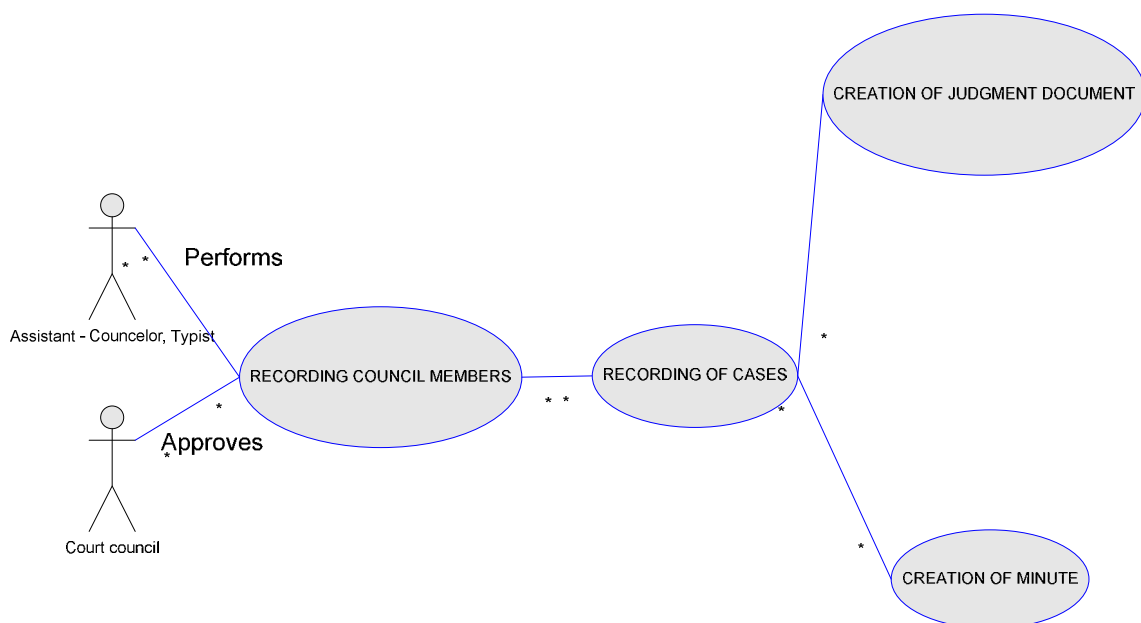
The diagram above is consisted from following use cases:

- ✓ *SELECTION OF SCHEDULED SESSIONS* - this use case represents selection of already scheduled session

- ✓ CREATING MINUTES - creating minutes by typist with approval of judge
- ✓ EDITING SESSION INFORMATION - editing information for sessions which were already scheduled
- ✓ SCHEDULE NEW SESSION - creation of new session for the case if there wasn't judgment on current session.

### 5.2.1. Records From None Public Processes - UML Diagram

This use case diagram presents process of recording minutes during non public session. Recording of minutes is performed by assistant – counselor or typist and is approved by court council.

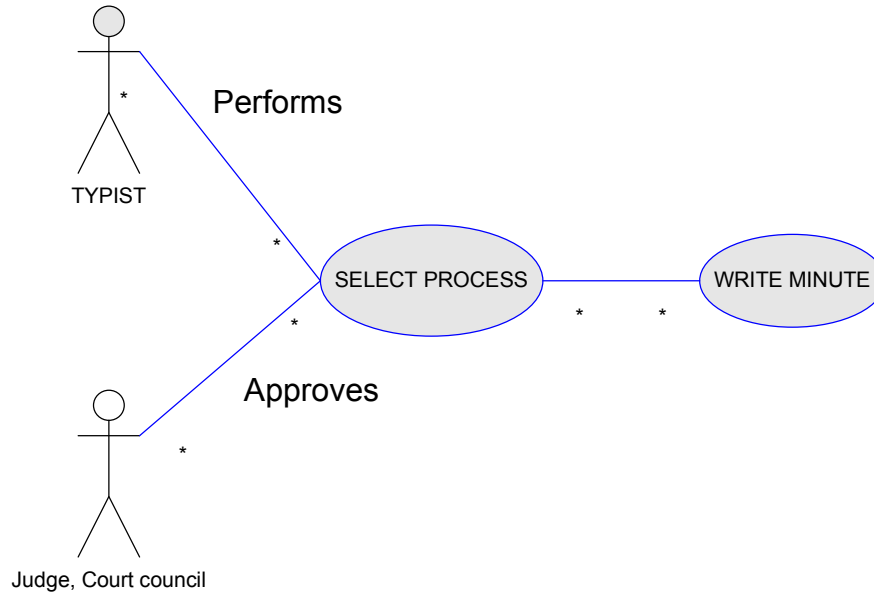


This use case diagram is consisted from following use cases:

- ✓ RECORDING OF COUNCIL MEMBERS - use case when recording is made for all members of council which will discuss for all cases on session scheduled that day
- ✓ RECORDING OF CASES – use case for recording all cases discussed in that session
- ✓ CREATION OF JUDGMENT DOCUMENT – use case for creation of judgment document if there was judgment for the case.
- ✓ CREATION OF MINUTES – use case for creation of minutes document for the session

### 5.2.2. Minutes From Nonpublic Processes - UML Diagram

Use case diagram that represents process of creation of document for minute after none public process is held.

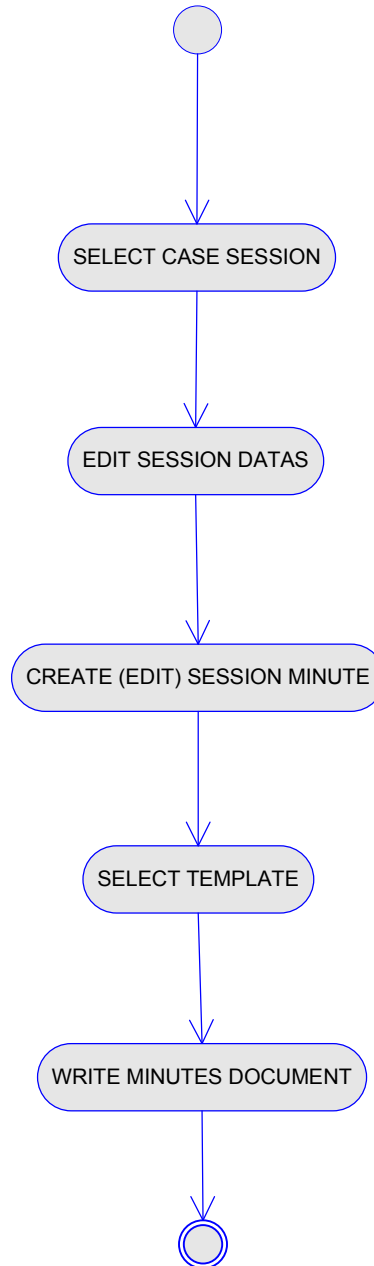


The diagram above is consisted from following use cases:

- ✓ SELECT PROCESS - selection of process from nonpublic session for which a document should be written
- ✓ WRITE MINUTE – use case of writing minutes which were approved by court council that had discussed that case

### 5.3. Activity Diagrams

#### 5.3.1. Public Process - Activity Diagram



##### 5.3.1.1. Select Case Session

First activity is selection of case session for which minutes should be written.

##### 5.3.1.2. Edit Session Data

Entering or editing minutes entry information

##### 5.3.1.3. Create (Edit) Session Minute

Creation or modifying of minutes document

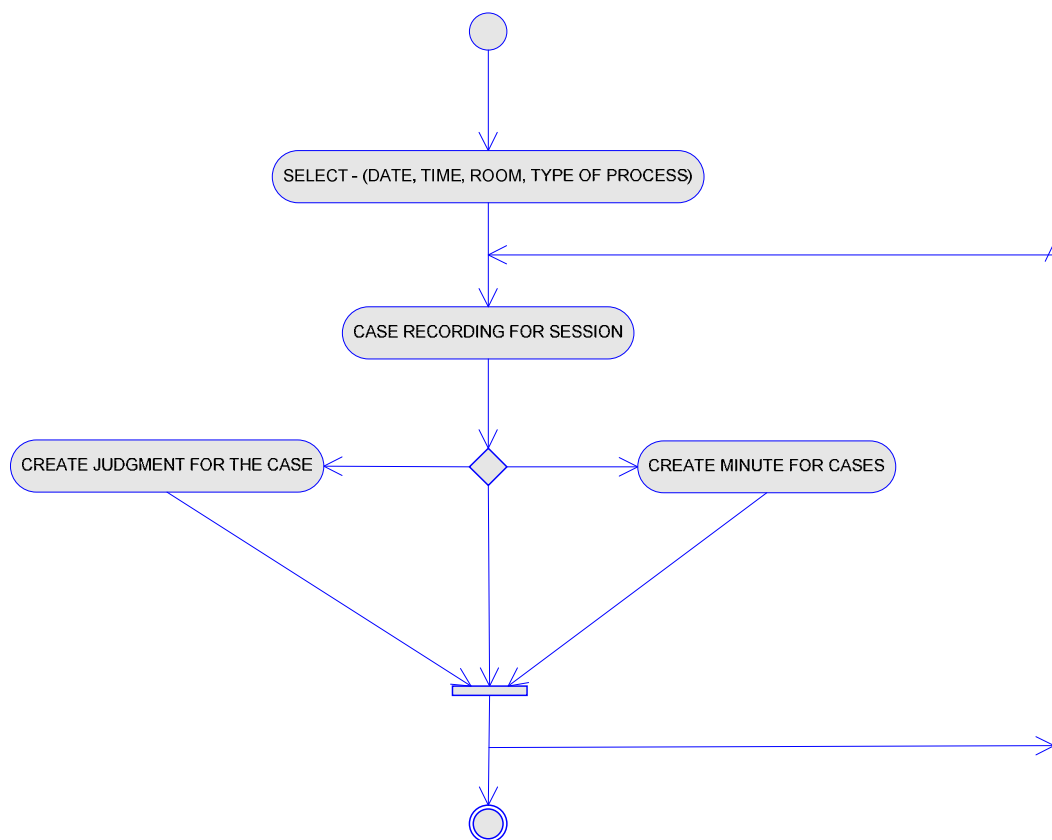
**5.3.1.4. Select Template**

Selection of template from which minutes document will be created

**5.3.1.5. Write Minutes Document**

Writing minutes document on basis of previously selected document

**5.3.2. Records From Nonpublic Processes - Activity Diagram**



**5.3.2.1. Select**

Selection of date, time, court room, process type and members of council for that session (knowing the role of each council member: President of council, member of council and reporter).

**5.3.2.2. Recording Of Case For Session**

Recording of cases which will be processed in that session

### 5.3.2.3. Alternate flows

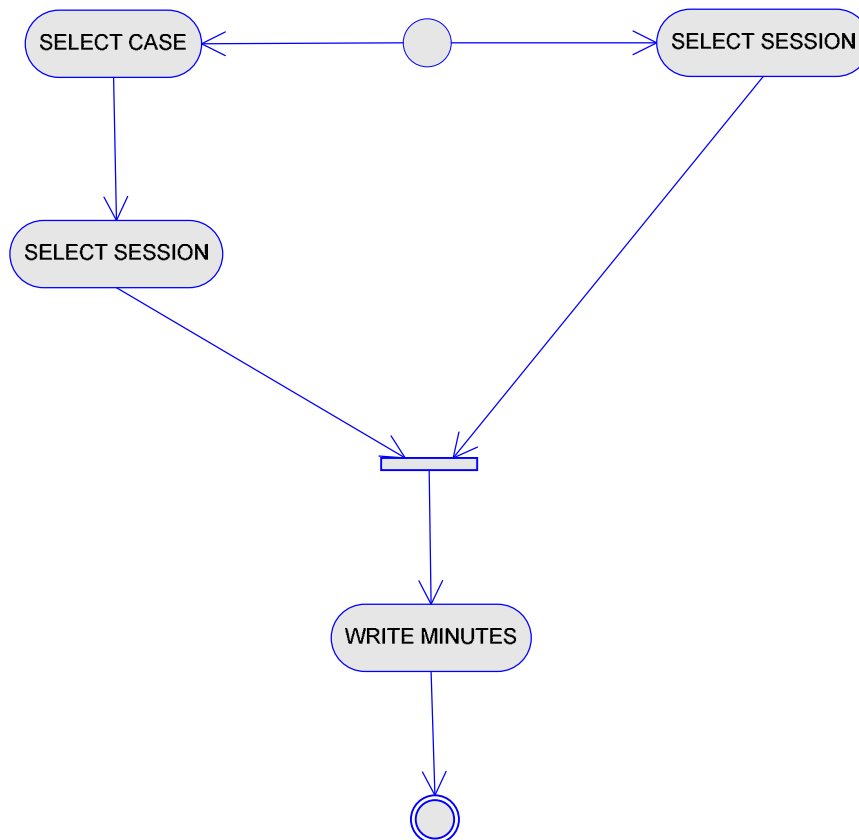
#### 5.3.2.3.1. Create judgment for the case

If there is a judgment on that session it can be created in that session

#### 5.3.2.3.2. Create Minutes For Cases

With this activity reporter can create minutes for the session

### 5.3.3. Minutes From None Public Processes - Activity Diagram



#### 5.3.3.1. Alternate flows

##### 5.3.3.1.1. Select case

Selection of case for which minutes will be written



### **5.3.3.1.2. Select Session**

Selection of session for which minutes will be written

### **5.3.3.2. Select Session**

Selection of session for which will be written minute

### **5.3.3.3. Write Minutes**

Creation of minutes for selected session

## **5.4. Business Constraints**

### **5.4.1. Public Process**

- The cases that could be selected by the judge, assistant, typist and administrative staff related to the judge (assistant) defined in [UC26]
- The possibility for evidence of the decision on process, if a minute record is made.
- Scheduling a new process if the current one has a minute record.
- The date of the session can not be greater than today.
- The date of received by judge can not be greater than the Date of the session.
- It is not possible to select more than one president of the council.
- It is not possible to select more than one judge reporter for the session.
- It is not possible to select more than one reporter for the session.
- It is not possible to select more than one minute typist for the case.
- It is not possible to select a judge individual if there is a jury.
- After deleting the session, if the session act is a decision act too, the decision should be deleted.
- If the session act is a decision act to a decision and there is an appeal on this decision, the session can not be deleted.
- If the minute document is verified, session can not be deleted
- If the act is deleted, all deliveries must be deleted too.
- Movement is available in cases when the minute document is verified
- The judge for the minute document is the judge reporter.
- The role of the present party is just for internal parties, (persons on the session from court - judges or administrative staff), according to the type of internal person, the values are:
  - a. Judge : 11 , 12 , 13 , 14 , 15
  - b. Assistant : 31 , 32 , 33 , 34
  - c. Typist : 41
- The selection is made from active judges in the register department or judges from a subordinate department
- If there are active judges in the court in the role of a jury, a selection is enabled only for the judge owner of case.

- Selection of assistants is from the register department or judges from a subordinated department
- Selection of typists is from register department or judges from a subordinated department

#### **5.4.2. Records From Nonpublic Processes**

- Persons can not be added for a minute that has already been created
- The user of the system must be a present person in the process
- In order for user to select an already kept process, the user must be a present person in that process
- If there are connected cases to this process, the persons present can not be deleted
- The date of the process can not be greater than today
- The date of the process can not be less than the Date of reception of the case by the judge.
- The fields Comment of a decision and relation to a created decision are filled in cases where the filed for decision is marked.
- For saved process Information for kept process
- The role of the party present can be selected according to the type of person, the values are:
  - a. Judge : President of council , President of council and reporter , Member of council and reporter , Member of council
  - b. Assistant : Present on session , Reporter , Minute taker , Reporter and minute taker
  - c. Typist : Minute taker
  - d. Jury : Member of council
- Control of existence of case in court database system
- The case must be received from the judge owner
- A member of the council (present persons) can not be the judge who owns the case connected to cases in process, only for cases in the council
- It is not possible to select more than one president of the council.
- It is not possible to select more than one judge reporter for the session.
- It is not possible to select more than one reporter for the session.
- It is not possible to select more than one minute typist for the case.
- If there is a jury, a judge individual can not be selected.
- If a decision for the process is a relevant decision, then when some process is deleted, the decision must be deleted too
- Documents connected to a process must be deleted during the deletion of the process.
- The logged is User can only select processes in which he(she) is a person present.
- A decision connected to the process can not be deleted if there is an appeal connected to the decision.
- A decision connected to the process can not be deleted if the act is verified.

### **5.4.3. Minutes From None Public Processes**

- Selection of processes for the chosen judge (Assistant) - for typist
- Selection of processes in which the Assistant (judge) were involved - Assistant (Judge)
- Selection of cases in which the judge (Assistant) were present

## **5.5. Additional Considerations**

### **5.5.1. Public Process**

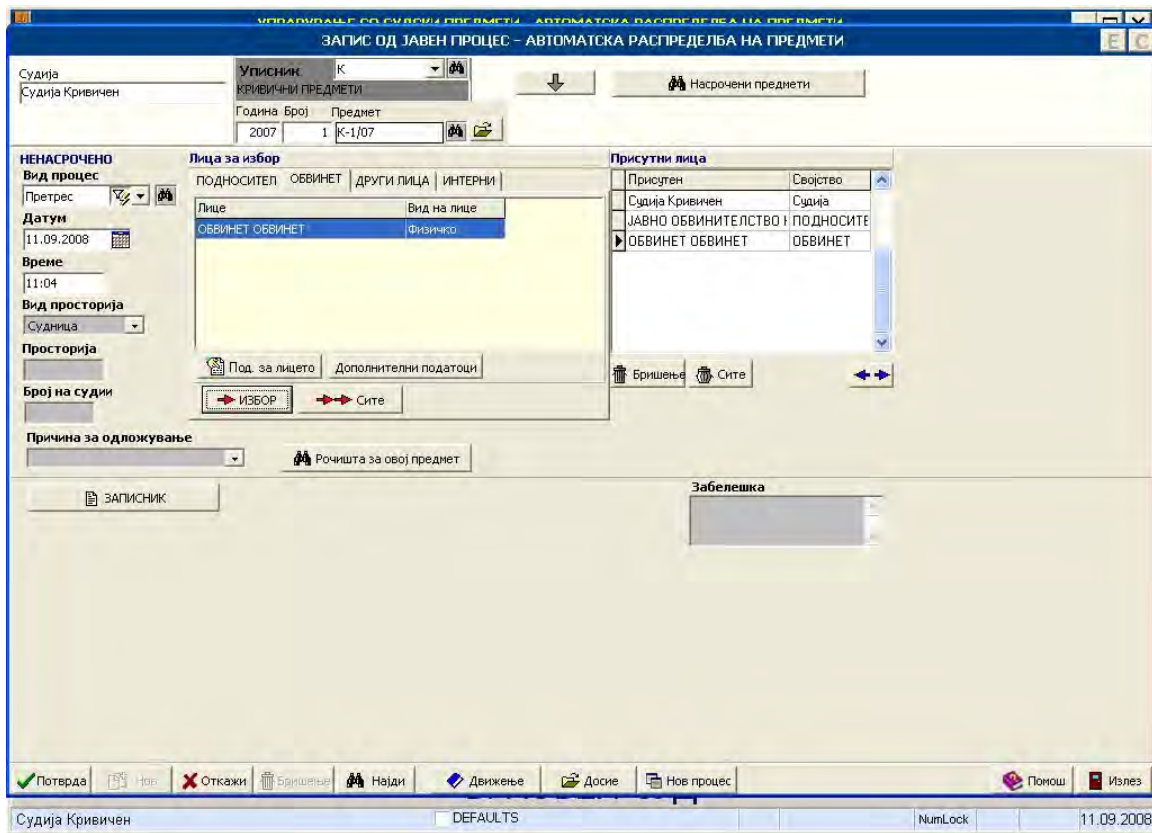
- A suggestion for the new scheduled session from the current session:
  - Type of process
  - Type of room
  - Room number
  - Person present on the current session
- An alert is provided for the scheduled session in the same time as the current session.
- There is a possibility to chose all sessions for the selected case in the same module.
- Persons present on the new session (created at the same moment) for the same case are usually the same persons from previous session, also, the following data is the same for the next session PRETRESI.predmet PRETRESI.vid PRETRESI.prostorv PRETRESI.prostor PRETRESI.brojsudii PRETRESI.datum.
- A suggestion for the time of session is the current hour.
- A suggestion for Type of session from nomenclature TYPE OF SESSIONS (NOMRASPRAVI) , if there is just one record for public session
- A suggestion for the number of office or number of court room from the judge labels
- A possibility for browsing all scheduled sessions through the calendar for the selected judge or assistant on the current date
- A possibility for selecting all sessions for the current selected case on the same module
- A possibility for selecting all already kept sessions
- A confirmation if the number of judges is different from the entered number of judges in the session
- A confirmation if the judge reporter for the case session is not the owner of the case
- A confirmation before deleting the session if there is decision connected to the session
- A suggestion for present parties for the new session of the case:
  - a. In cases when the judge is logged on the system - the judge is a proposal for present person
  - b. In cases when the Assistant is logged on the system – the assistant is a proposal for present person

- c. In cases when the typist is logged on system – a proposal is the typist and judge (owner of the case)
- A confirmation on exit from the session record if the minute document is not verified, in cases when the judge that made the minute document is logged onto the system.
  - The minute document could be a relevant judgment in that manner if verification is done on the minute document.
  - A suggestion for the Type of process - public process
  - A confirmation if the judge reporter or Assistant reporter is not the owner of case.
  - A possibility for recording all submitters in bulk
  - A possibility for recording all opposite parties in bulk
  - A possibility for recording all other parties in bulk
  - A possibility for recording new other parties (witness etc.)

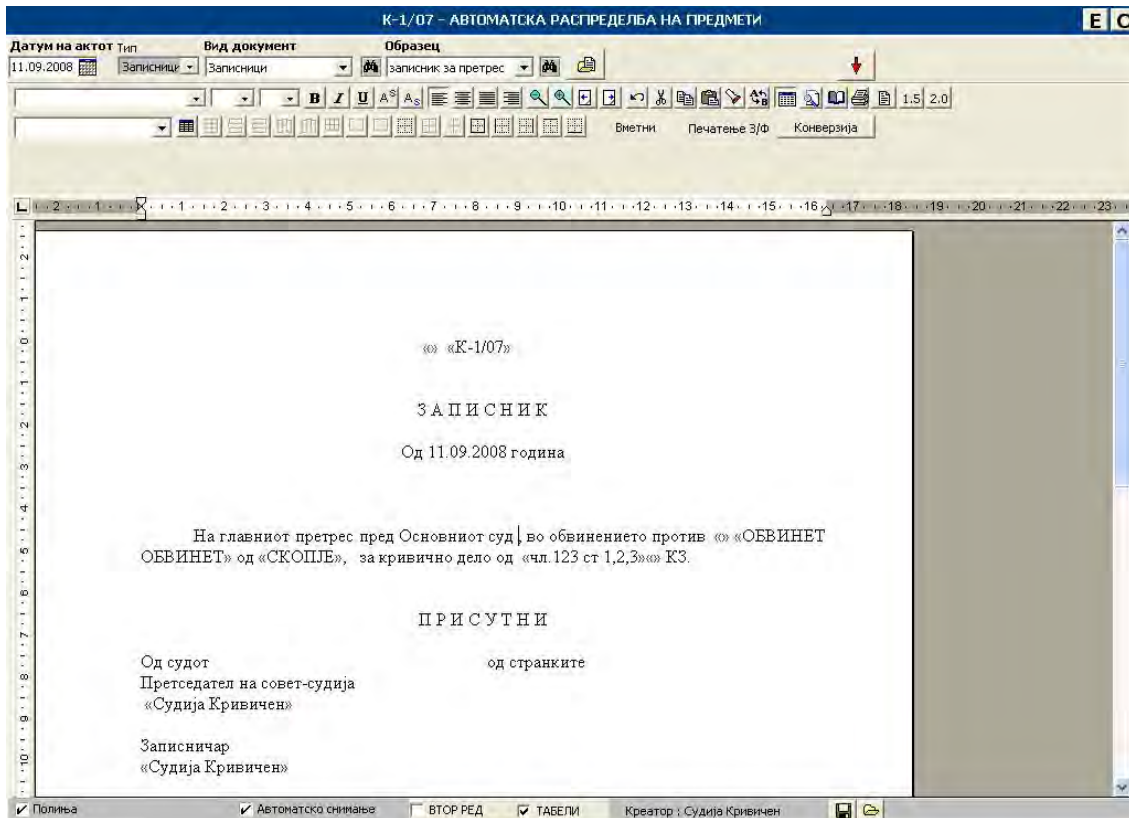
### **5.5.2. Records From Nonpublic Processes**

- A suggestion of cases for which there is no Date of publishing of decision and cases in procedure status
- If there is only one type of process (non public), it is a suggestion in the new process record
- If the logged user is an Assistant or typist – he/ she is a suggestion as a person present on the process
- A confirmation if the owner of the case is not the reporter for the case
- A suggestion for the date of the process
- A suggestion for the type of room
- A suggestion for the time - current hour
- A confirmation if the number of judges is different than the entered number of judges in the session
- A suggestion for movement - ASSISTANT PRESENT ON THE PROCESS
- A suggestion for cases in process, according to the reporter (judge , assistant of the case) for the case and the case must be received by the judge
- A possibility to invoke a decision module if there is a decision for case
- A confirmation for deleting a decision connected to the process
- If the logged in user is an assistant and his/ her role in the process is reporter, he should be the assistant for the case, with user confirmation

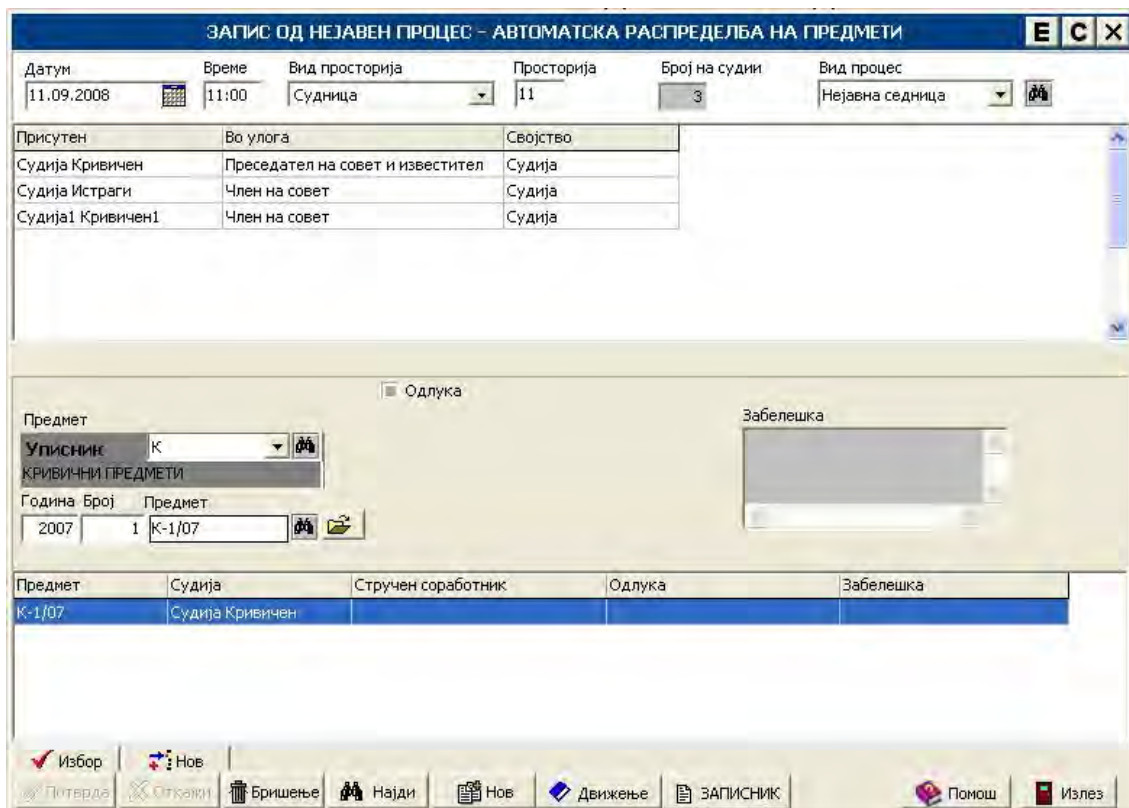
## 5.6. Application Screenshots



### 5.6.1. Public process



5.6.2. Minute from a public process



5.6.3. Records from a nonpublic process

**EduSoft** **ACCMIS – Automated Court Case Management Information**  
 K-1/07 – АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ

Датум на актот Тип Вид документ Образец  
 26.01.2007 Записници Записници записник за претрес

Times New Roman 12 B I U A<sup>8</sup> A<sub>s</sub> Вметни Печатење 3/ф Конверзија

Записничар  
 «Судија Кривичен»

ПРЕТРЕСОТ Е НЕЈАВЕН

Претседателот во«16:22» часот го отвори претресот и го објави предметот на судењето.

Записничар СУДИЈА

Полиња Автоматско снимање ВТОР РЕД ТАБЕЛИ Креатор : Судија Кривичен

✓ Потврда ✗ Откажи 🗑 Брисување 📁 Досие 📁 СПИСИ Верификација ЗА ДОСТАВА 🖨 Покош 🚪 Излез

#### 5.6.4. Minute from a nonpublic process

## 6. BUSINESS PROCESS: JUDGMENTS AND RESOLUTIONS

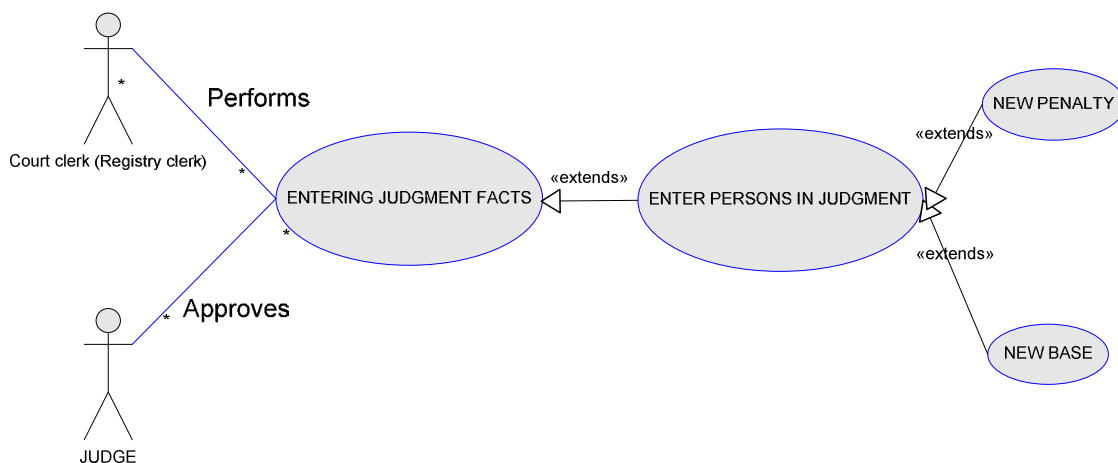
### 6.1. Introduction

This group of functions is used for recording of judgment and resolution facts, for writing of documents for judgments and resolutions, recording persons in judgments and resolutions and facts about their judgments and resolutions.

This business process has functions for writing judgment (resolution) document and recording of expenditure.

### 6.2. Use Case Diagrams

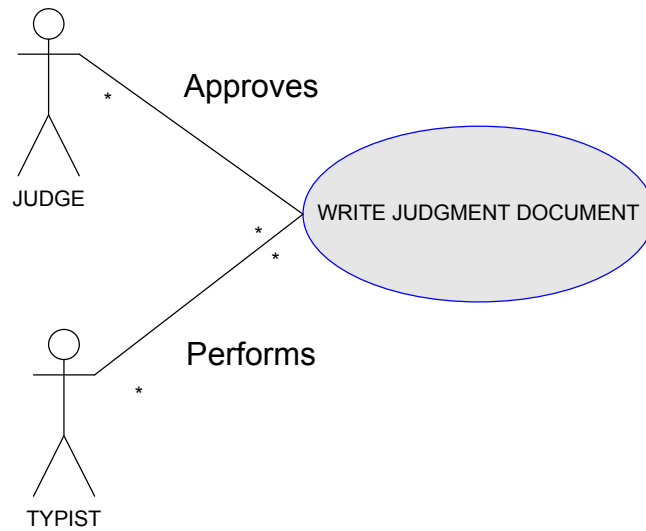
#### 6.2.1. Recording Of Judgment (Resolution) Facts - Use Case Diagram



Use case is consisted from the following use cases situations:

- ✓ *RECORDING OF JUDGMENT FACTS* - this is use case when judge approves and court clerks (registry clerks) perform recording of judgment (resolution) facts.
- ✓ *RECORDING OF PERSONS IN CASE* - this is use case where court clerks are recording person's judgments (resolutions) and facts about them.
- ✓ *NEW PENALTY* - recording of new penalty for the person with the same base
- ✓ *NEW BASE* - recording of new base for the same penalty

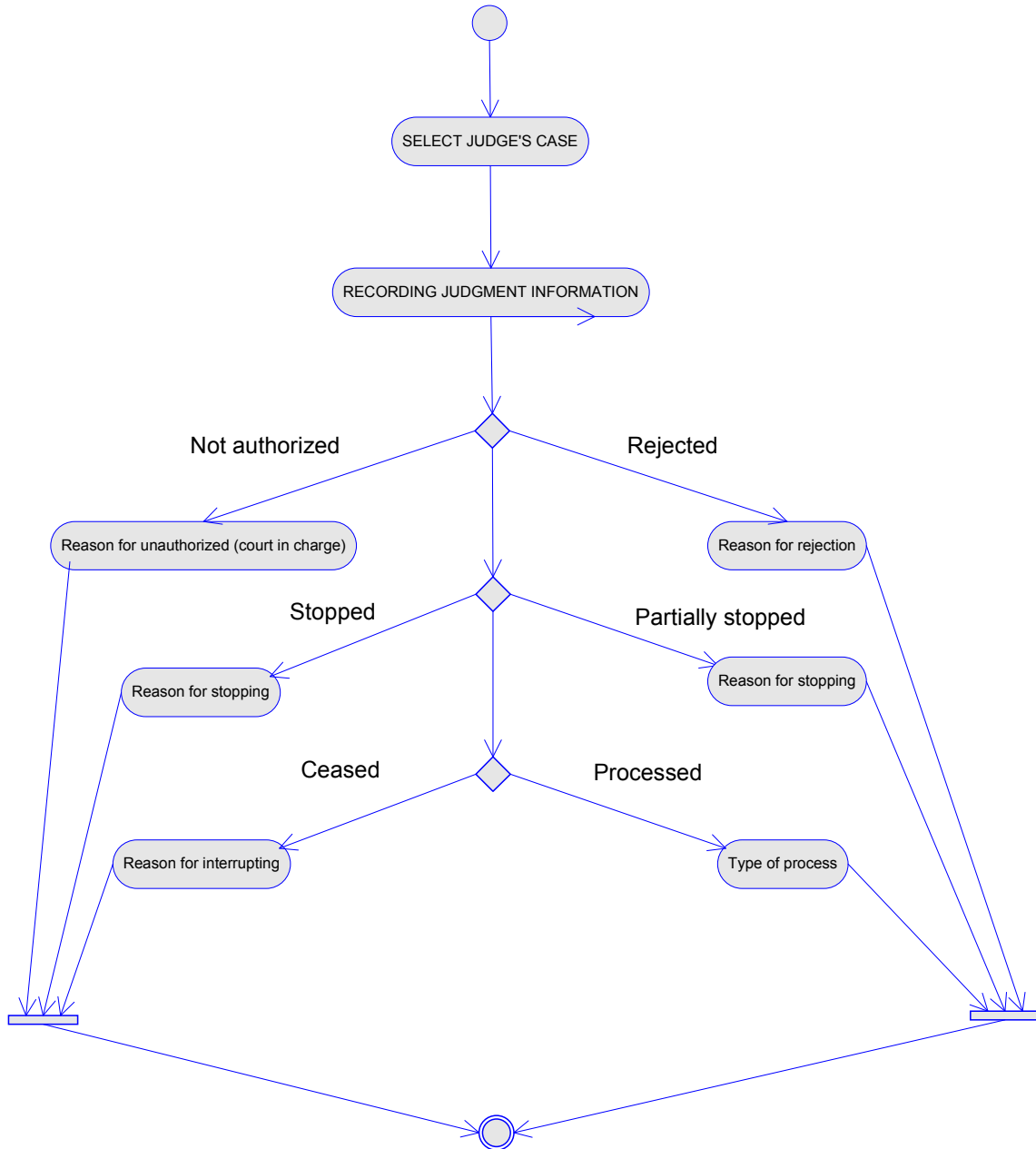


**6.2.2. Creation Of Judgment (Resolution) Document - Use Case Diagram**

This use case diagram represents situation where judge approves (creates) and typist writes judgment (resolution) document.

### 6.3. Activity Diagrams

#### 6.3.1. Recording Of Judgment (Resolution) Facts Activity Diagram



##### 6.3.1.1. Select Judge's Case

This is the activity where judge or clerk, that has authority to work with that judge, is selecting the case that has a judgment (resolution).

**6.3.1.2. Recording Of Judgment Information**

In this activity court clerk or registry clerk performs recording of judgment (resolution) facts which are approved by judge.

**6.3.1.3. Reason For Not Authorization (Court In Charge)**

With this activity judge during analysis of case makes resolution for not authorization over that case and clerk enters reason for not authorization and court that is relevant for that case.

**6.3.1.4. Reason For Rejection**

With this activity judge rejects case and clerk enters reason for rejection

**6.3.1.5. Reason For Stopping**

With this activity judge is stopping whole case procedure and court clerk is entering reason for stopping.

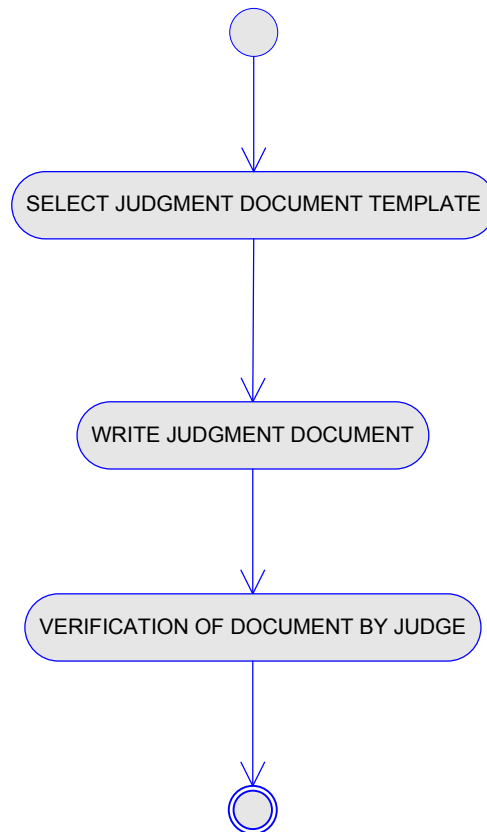
**6.3.1.6. Reason For Interrupting**

With this activity judge is ceasing the whole case procedure and court clerk is entering reason for interrupting the procedure.

**6.3.1.7. Type Of Process**

This is the activity where judge proceeds with judgment (resolution) – relevant or mandatory for the case and clerk enters type of proceeding.

### **6.3.2. Creation Of Judgment (Resolution) Document**



#### **6.3.2.1. Select Judgment Document Template**

Selection of template from which document for judgment (resolution) will be created.

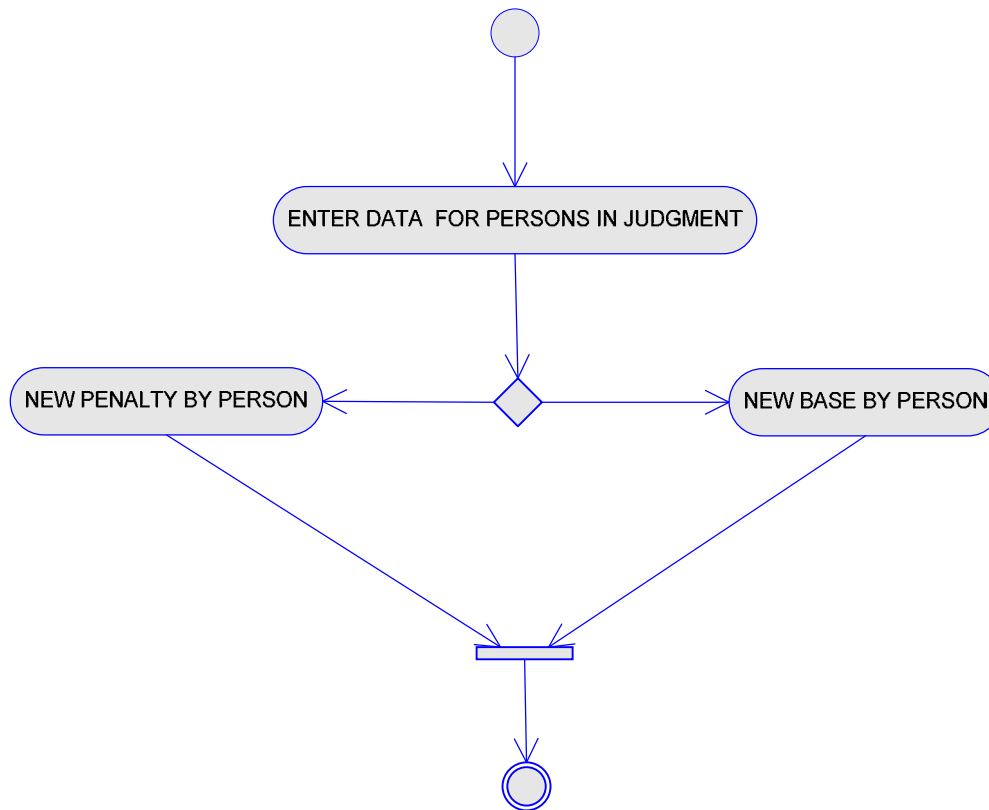
#### **6.3.2.2. Write Judgment Document**

Typist writes judgment (resolution) document which was previously approved (created) from the judge.

#### **6.3.2.3. Verification Of Document By The Judge**

Judge verifies judgment (resolution) when document is completely created. After this action this document becomes final version and is visible for the rest of the clerks that have authorization to work with that case.

### **6.3.3. Recording Of Persons In Judgment (Resolution)**



#### **6.3.3.1. Recording Of Person's Information In Judgment**

With this activity court clerk records persons involved in judgment.

#### **6.3.3.2. New Penalty By Person**

With this activity new penalty is created for the person in the judgment (resolution) with same base.

#### **6.3.3.3. New Base By Person**

With this activity is creating new penalty for the person in the judgment (resolution) with different base.

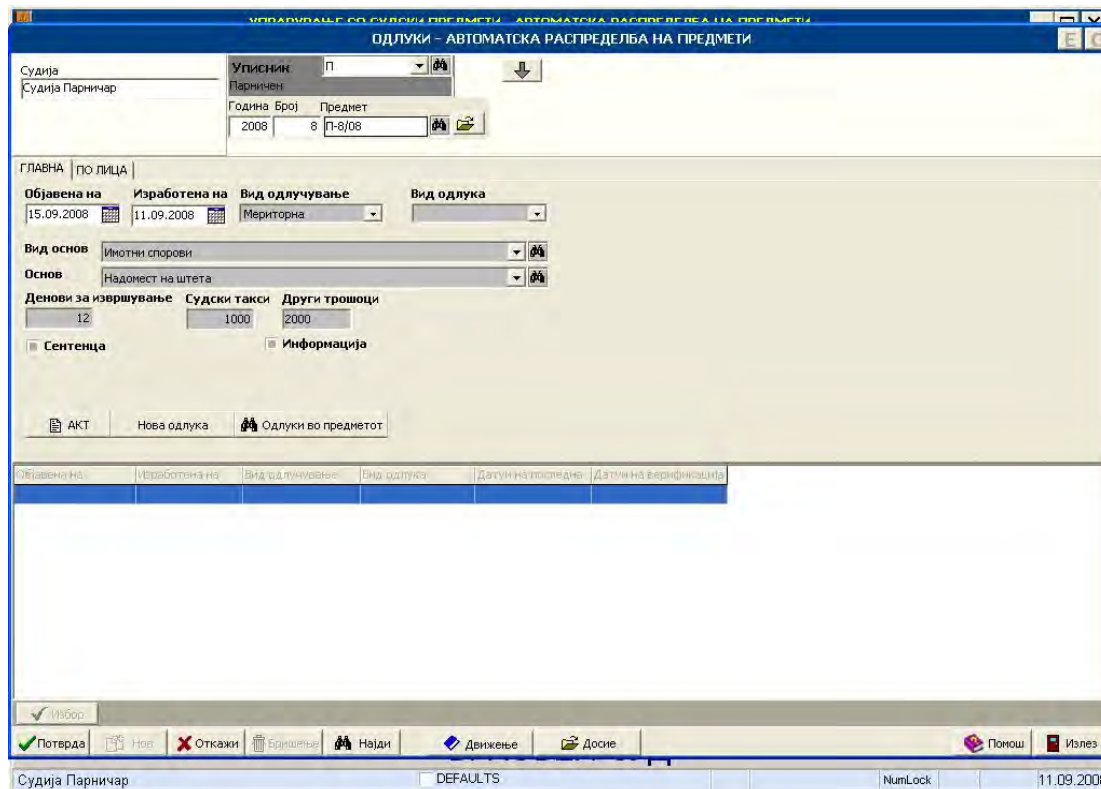
## 6.4. Business Constraints

- The users that have permission to work with the case
- The function has two modes of operations, depending on the permission :
  - 1) Working with facts – usually the Registry clerk
  - 2) Working with fact and acts – usually the Judge , Typist , Assistant
- Data that has to be entered for the main judgment (resolution) is: date (in supreme court visible just for Judges and Assistants).
- Data that has to be entered for the judgment by a person (resolution): accused.
- Another judgment can not be deleted by a person other than the last one by the same person, and this applies for a judgment with the same and different basis
- The date for interrupted until (of procedure), if it exists, can not be lower than the Date of publishing
- The date of publishing and Date of creation can not be edited by the Registry Clerk
- The Registry Clerk can not create a new judgment
- The verified act can be viewed only by the verifier
- A decision can not be deleted if the act is verified
- A decision can not be deleted if there is an appeal for that act
- If a decision is deleted, the Session connected to this decision must be updated
- The date of publishing can not be greater than today
- The date of creation of the decision can not be greater than today
- The date of publishing can not be greater than the date of creation of the act
- The date of publishing can not be greater than the date of reception of the case by the judge
- The date of creation of the act can not be greater than the date of reception of the case by the judge
- The date of the created act can not be lower than the date of reception of the case by the judge
- The date of the act can not be greater than today
- The time restriction of occupation occurs only for legal entities
- In judgment by person, Other expenses, Taxes, and days for execution occurs only for records with first judgment by basis (main basis)
- If the judgment for a person is with money, the Value of day in prison must be entered
- The registry clerk can view and edit facts for verified decisions

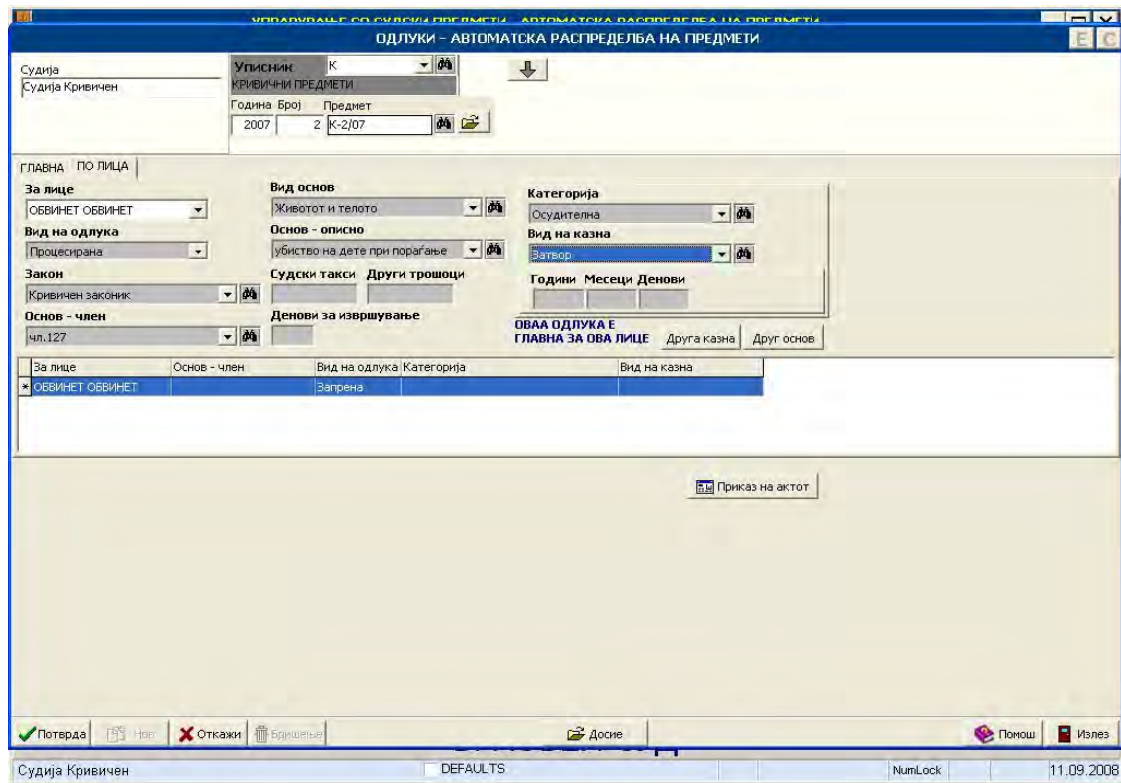
## 6.5. Additional Considerations

- A suggestion for Time restriction of occupation for a legal entity
- A suggestion for value of day in prison in cases when the judgment is in money value
- Information for acts that are not saved when exiting the module
- A suggestion for the delivery of the final act to all accused persons
- Implementation of work with case with replacement
- This data is usually the same as in the main decision and the decision by person (suggestion during creation of new judgment by person)
- These fields in two decision for the same case are usually the same (suggestion)
- The type of base and basis are usually entered for judgment by person (information for user if these fields are empty)
- A suggestion for browsing of the decision by judge, typist and Assistant - acts modified in the last 5 days (especially for typists acts written by themselves)
- A suggestion for browsing of the decisions by the Registry clerk - verified acts for decisions in the last 5 days
- The possibility of selection of all the decisions for the chosen case on the same module
- A suggestion of a judge for a decision (selected judge including replaced judges)
- A suggestion for the basis of a decision is the basis of submission
- A suggestion for date of creation
- A selection of the session to which this decision is connected
- The user usually works with the last created act
- A function for publishing a decision (not for the Supreme court)

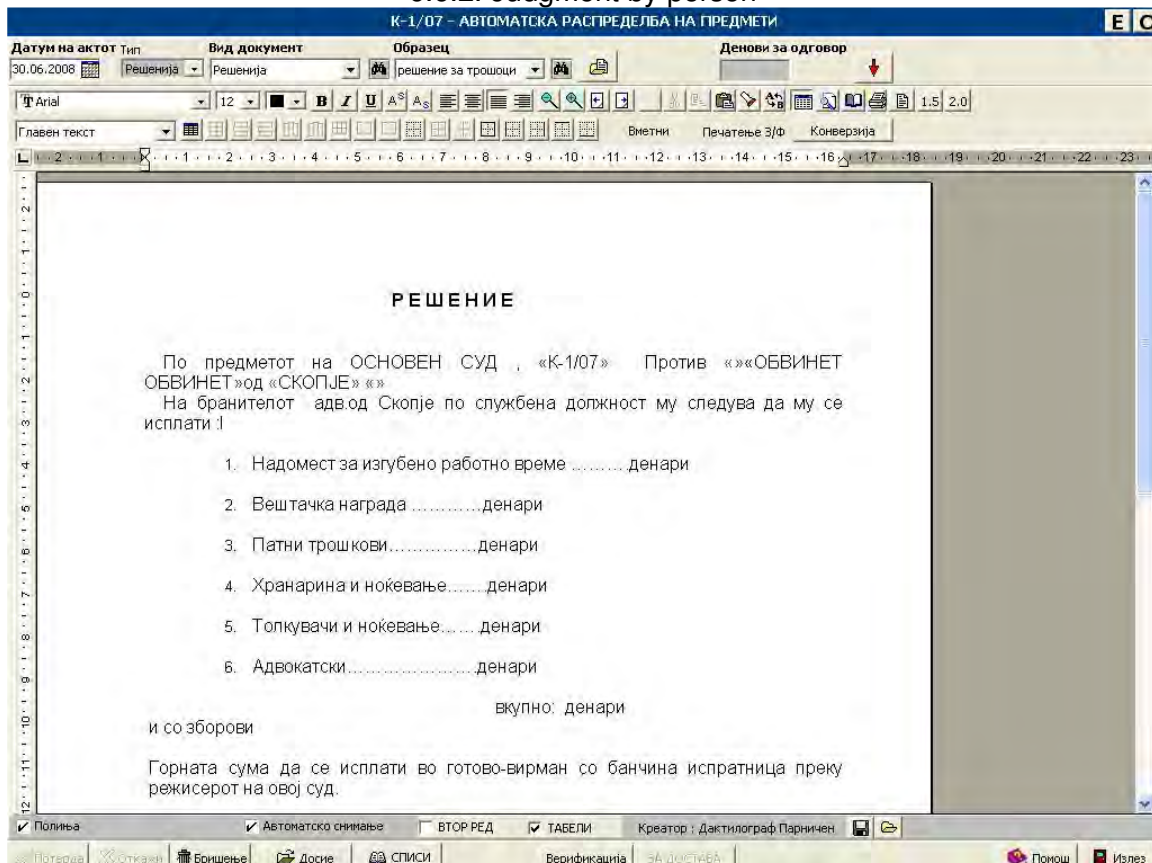
## 6.6. Application Screenshots



### 6.6.1. Judgments and resolutions



### 6.6.2. Judgment by person



### 6.6.3. Act



## **7. BUSINESS PROCESS: APPEALING PROCESS**

### **7.1. Introduction**

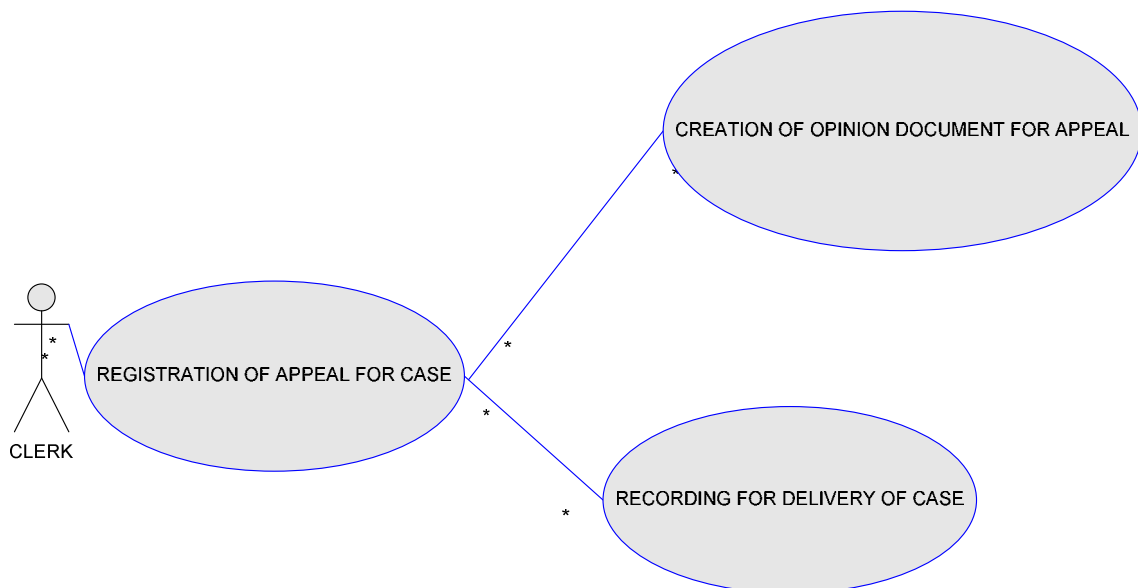
This business process is comprised by functions of:

1. *RECORDING OF APPEALS*
2. *APPEAL PROCESSING*
3. *JUDGMENT ON APPEAL*

With these functions court clerk makes recording of appeals and judgment on appeals, and judge makes appeal analysis, processing of appeals and documents for communications with other instances outside the court.

### **7.2. Use Case Diagrams**

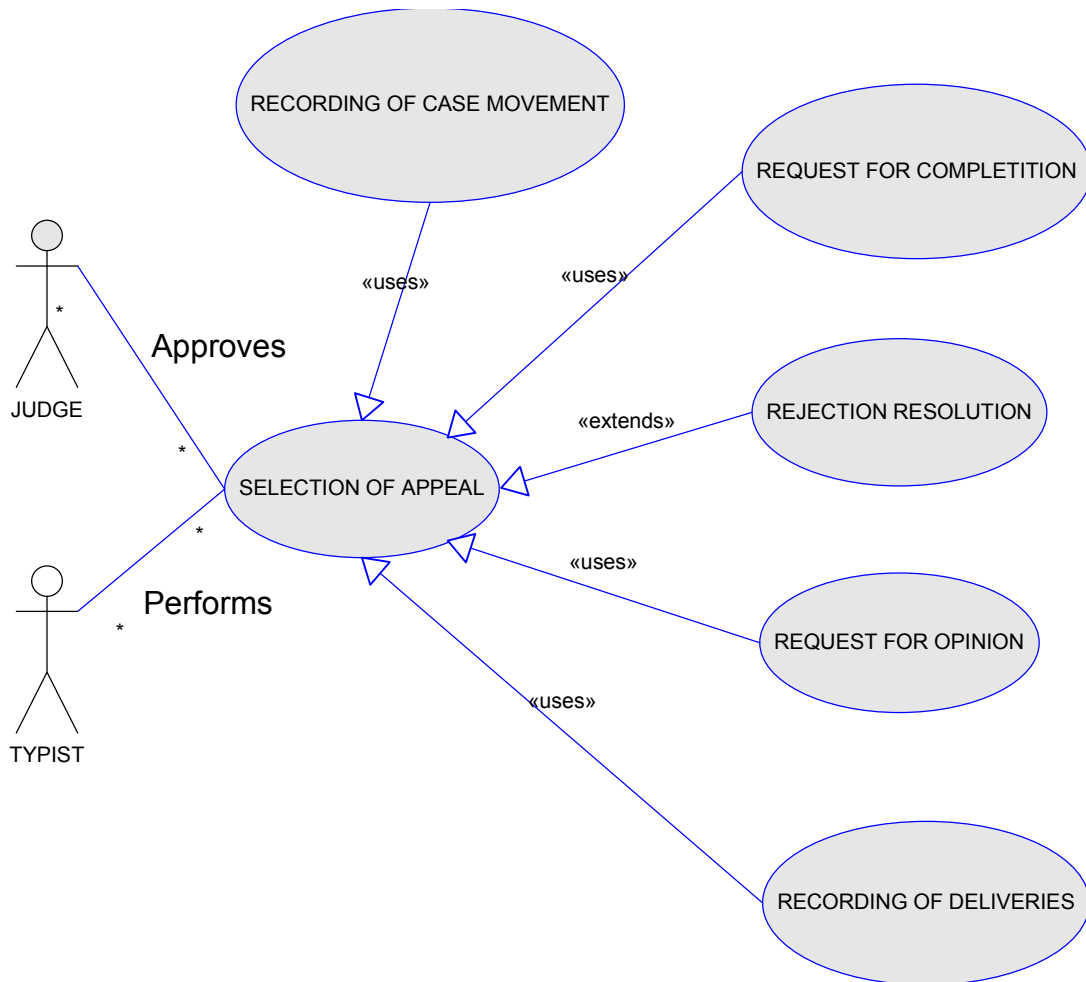
#### **7.2.1. Recording Of Appeal - Use Case Diagram**



- ✓ *REGISTRATION OF APPEAL FOR CASE* - court clerk registers appeals which arrived for cases in court, entering basic information for each appeal. Also clerk registers document (judgment) for what appeal is about.
- ✓ *CREATION OF OPINION DOCUMENT FOR APPEAL* - this is a use case where clerk creates opinion document for appeal which is dedicated to institutions outside the court (prosecution, superior court etc.) or other parties involved in that case

- ✓ *RECORDING FOR DELIVERY OF CASE* - this is situation when case is sent to *criminal council* or *authorized appellate court* and was created *accompanying letter* for the case

### 7.2.2. Appeal Processing - Use Case Diagram

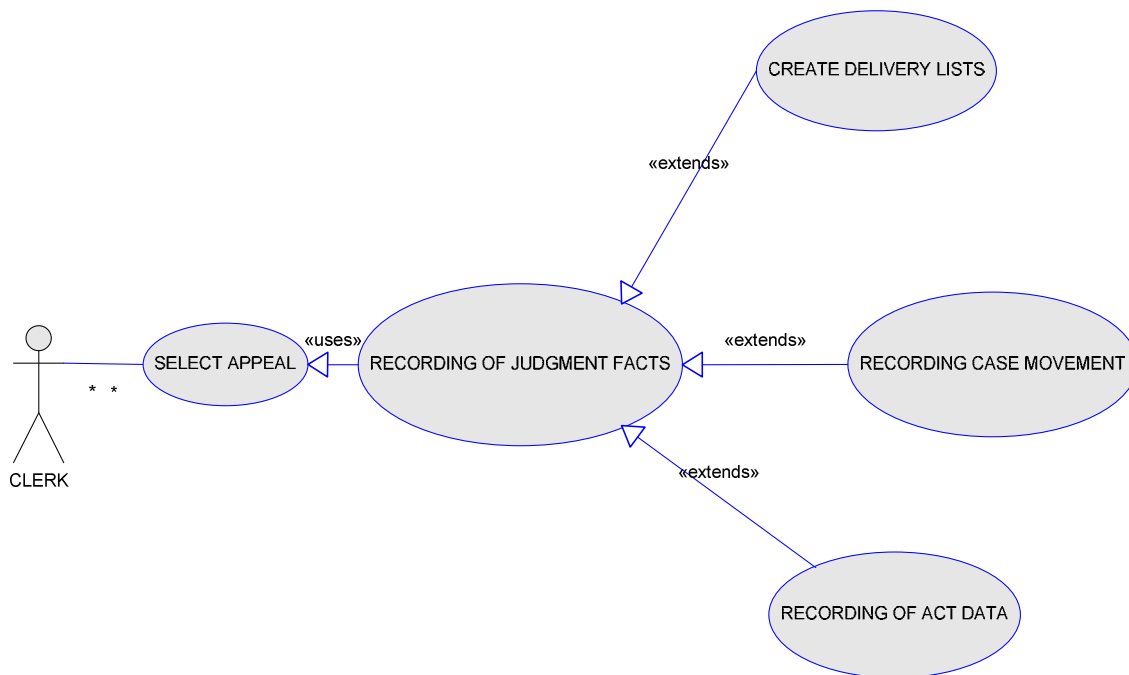


This use case diagram explains scenario when judge is reviewing and analyzing appeal that was previously registered for the case.

- ✓ *SELECTION OF APPEAL* - typist makes selection of appeals with approval of judge
- ✓ *REQUEST FOR COMPLETION* - typist creates request document for completion of submitted appeal to submitter, with approval of judge
- ✓ *REJECTION RESOLUTION* - typist performs rejection of resolution for the case approved by judge
- ✓ *REQUEST FOR OPINION* - typist creates request for opinion of the submitted appeal to some institutions outside the court (Appealing court, prosecution, parties in the case etc.) or inside the court.

- ✓ *RECORDING OF DELIVERIES* - recording of deliveries of case to *criminal council* or *Authorized appellate court* and creation of accompanying letter
- ✓ *RECORDING OF CASE MOVEMENT* - recording of case delivery inside or outside the court

### 7.2.3. Judgment On Appeal - Use Case Diagram

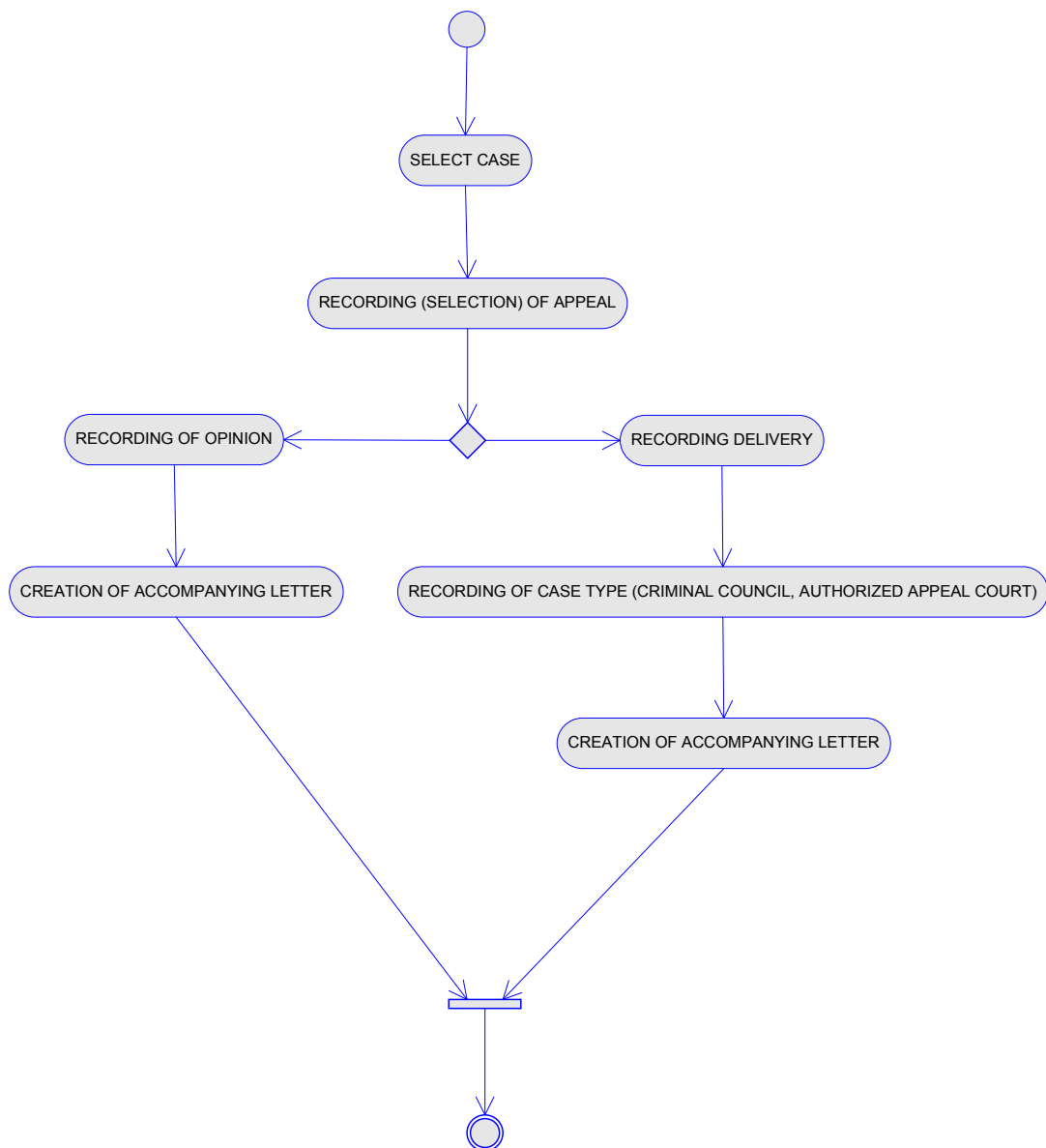


This is use case where court clerk registers judgment that arrived from authorized appeal court for appeal previously submitted and registered in court.

- ✓ *SELECT APPEAL* - clerk makes selection of appeal for which judgment should be registered by appeal court.
- ✓ *RECORDING OF JUDGMENT FACTS* - clerk registers facts for the judgment
- ✓ *CREATE DELIVERY LISTS* - clerk creates delivery lists for parties involved in judgment
- ✓ *RECORDING OF CASE MOVEMENT* - recording of case delivery inside or outside the court
- ✓ *RECORDING OF ACTS INFORMATION* - recording of case-related files that arrive in court.

### 7.3. Activity Diagrams

#### 7.3.1. Recording Of Appeal - Activity Diagram



##### 7.3.1.1. Select Case

Selection of case for which appeal should be registered

##### 7.3.1.2. Recording (Selection) Of Appeal

Recording of basic facts for appeal and judgment for which that appeal is about.

### **7.3.1.3. Alternate Flows**

#### **7.3.1.3.1. Recording Of Opinion**

Creation of opinion document intended for some of the institutions, parties etc.

#### **7.3.1.3.2. Creation Of Accompanying Letter**

Creation of accompanying letter for the opinion

#### **7.3.1.3.3. Recording Of Delivery**

Recording delivery of the case to Criminal court or Authorized court of appeals

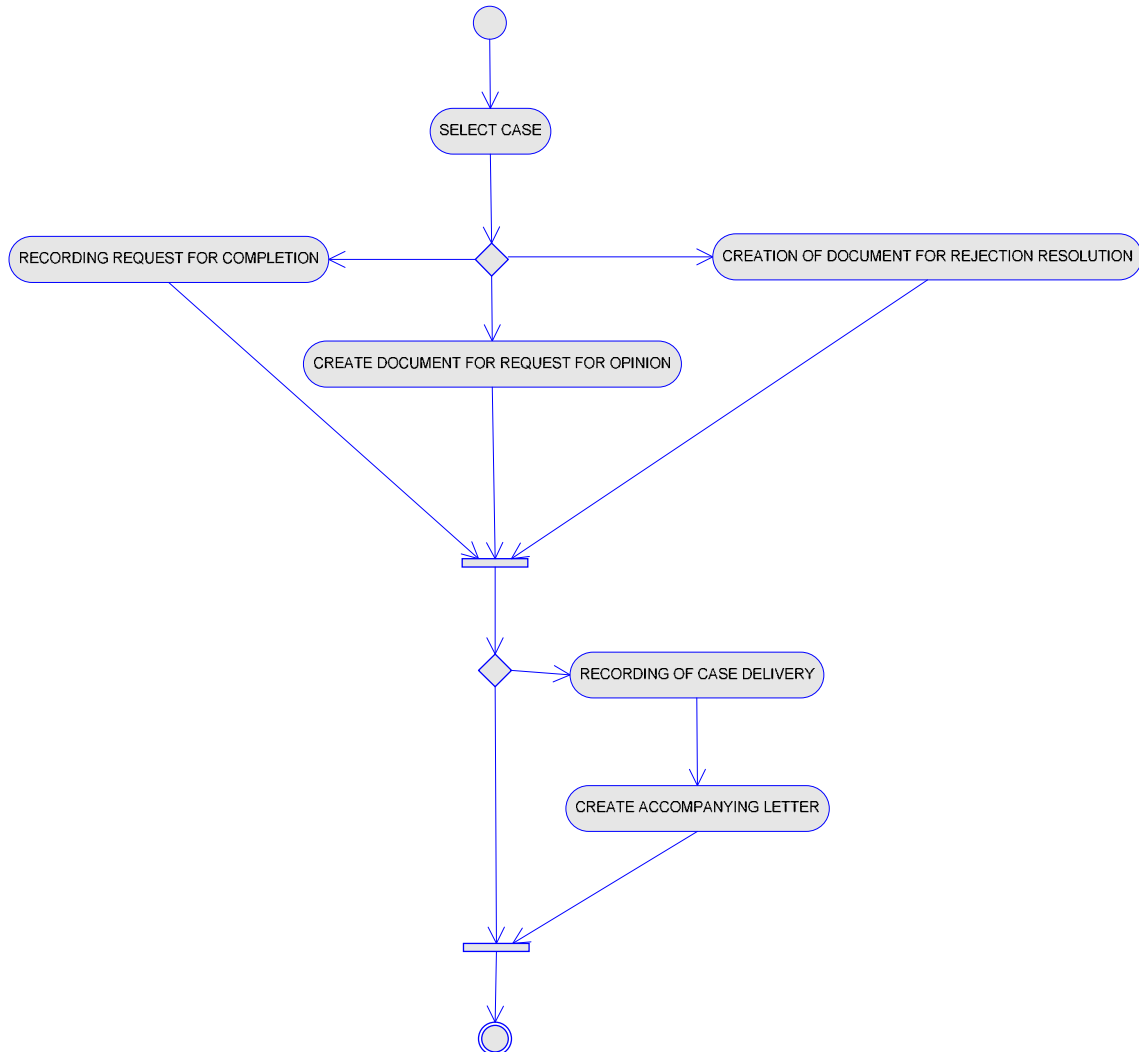
#### **7.3.1.3.4. Recording Of Fact**

Recording to which one is delivered (criminal council, authorized court of appeals)

#### **7.3.1.3.5. Creation Of Accompanying Letter**

Creation of accompanying letter for the delivery

**7.3.2. Appeal Processing - Activity Diagram**



**7.3.2.1. Select Case**

Selection of case and appeal for analyzing and processing

**7.3.2.2. Alternate Flows**

**7.3.2.2.1. Recording Of Request For Completion**

Activity of creating and recording document of completion

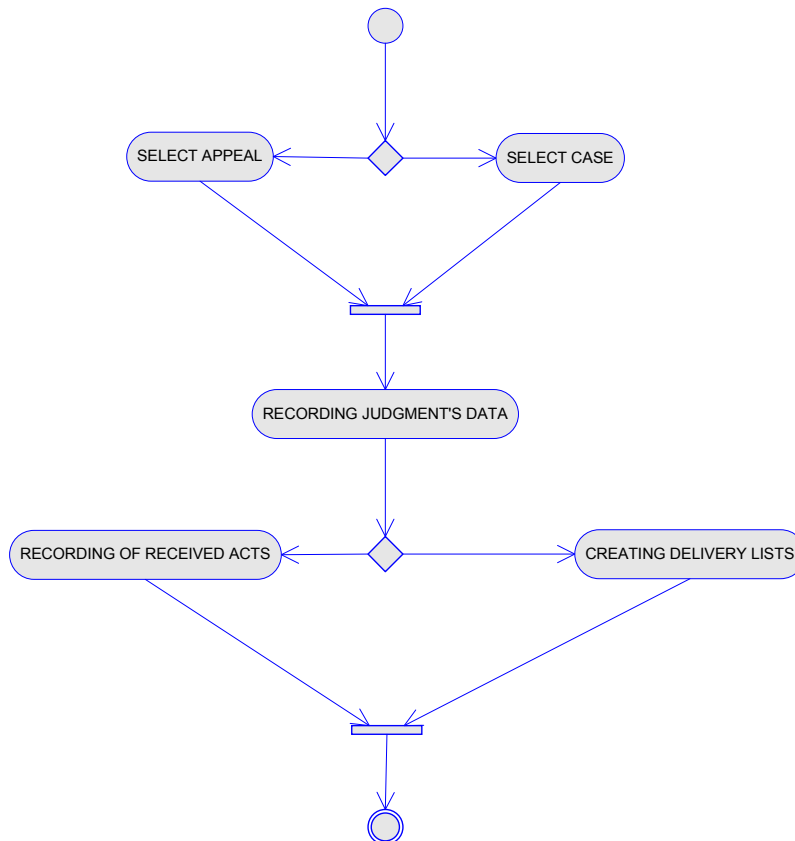
**7.3.2.2.2. Create Request For Opinion Document**

Activity of creating and recording of request for opinion document, addressed to some relevant institution(s).

**7.3.2.2.3. Creation Of Document For Resolution Rejection**

Activity of creating and recording of document for rejection of court case resolution.

**7.3.3. Recording Judgment On Appeal - Activity Diagram**



**7.3.3.1. Alternate flows**

**7.3.3.1.1. Select appeal**

Selection of appeal on which is registering judgment from Authorized appeal court

**7.3.3.1.2. Select case**

Selection of case on which appeal is registering judgment from Authorized appeal court

### **7.3.3.2. Recording of judgment information**

Registration of basic information for judgment for selected appeal

### **7.3.3.3. Alternate flows**

#### **7.3.3.3.1. Recording of received act**

Recording of acts that arrived in the court related to particular appeal on judgment.

#### **7.3.3.3.2. Creation of delivery lists**

Creation of delivery lists for judgments intended for parties involved in the case, for their information.

## **7.4. Business Constraints**

### **7.4.1. Recording Of Appeal**

- If the case status is not wait for answer or by appeal, the user can change the case status from the following options:
  - a) wait for answer
  - b) by appeal
- If the case status is wait for answer or by appeal, the user can change the case status from the following options :
  - a) wait for answer
  - b) by appeal
  - c) previous status of the case
- The submitter can be an involved party in the case
- The date of reception can not be greater than today
- The date of sending of the appeal can not be greater than today
- The date of the appealed act can not be greater than the Date of appeal
- The date of the appealed act can not be greater than the Date of sending of the appeal
- The date of creation of the appealed decision can not be greater than the Date of the appeal
- The date of creation of the appealed decision can not be greater than the Date of sending of the appeal
- The date of act for opinion can not be greater than the Date of the received opinion for appeal
- The date of reception of the appeal can not be less than the Date of sending of the appeal



- The date of reception of the appeal can not be greater than the Date of sending of the appeal
- The user can select acts from the selected case which are verified
- During delivery of the appeal, all other appeals for a specific act, if there are some, are delivered to the same subordinate institution (Appealing court , Criminal council)
- Multiple opinions can be made for the same appeal
- If there is a resolution for the rejection of the appeal, the appeal can not be deleted
- If there is an accompanying letter for the delivery of the appeal, the appeal can not be deleted
- If there is a request for opinion on the appeal, the appeal can not be deleted
- If there is a decision for the appeal, the appeal can not be deleted

#### **7.4.2. Appeal Processing**

- 
- The date of the act for opinion can not be greater than the Date of the received opinion
- The date of the act for request for appeal completion can not be greater than the Date of the received completion
- The user can create multiple requests for an opinion
- The user can create multiple request for appeal completion
- The date of appeal reception in court can not be greater than the date of sending the case in Appealing court or Crime council
- During delivery of the appeal, all other appeals for a specific act, if there are some, are delivered to the same subordinate institution (Appealing court , Criminal council)

#### **7.4.3. Recording Judgment On Appeal**

- The date of reception of the appeal can not be greater than the Date of the decision
- The date of the decision can not be greater than the Date of reception of the decision in the Trial court
- The date of reception of the decision can not be greater than today
- In cases where the decision is from an appealing court, the selection is made from predefined values
- In cases where the decision is from a criminal council, the selection is made from the category of proceedings decisions, the selection can be made from records with Type of case set to type of case for file case
- In cases where the case status is set to irrevocability, then the date of irrevocability of the case is the Date of the second degree decision
- If the decision from a second degree court is not administratively returned and in the case of a relevant decision, the user can enter Decision by appeal, Reception of decision by appeal, decision by appeal

## **7.5. Additional Considerations**

### **7.5.1. Recording Of Appeal**

- A proposal for the last act from type of resolution or request
- A proposal for the Date of submission is the date of reception
- A proposal for the case status by appeal
- A confirmation if there is another appeal for the same act by the same involved party
- A proposal of cases which are not for irrevocability
- A proposal of Type of submission according to the case register

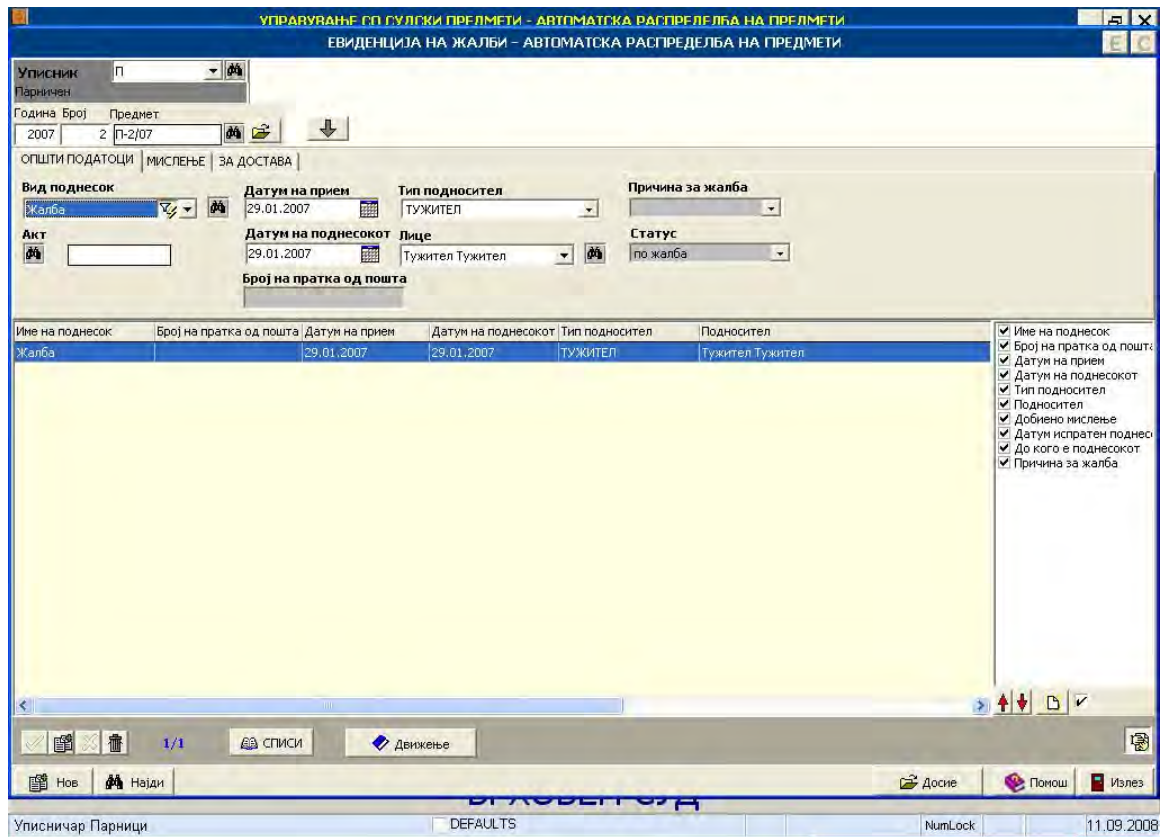
### **7.5.2. Appeal Processing**

- The user has a quick view available for particular data, for selected appeal, such as Type of submission, Date of submission, Date of appealed act

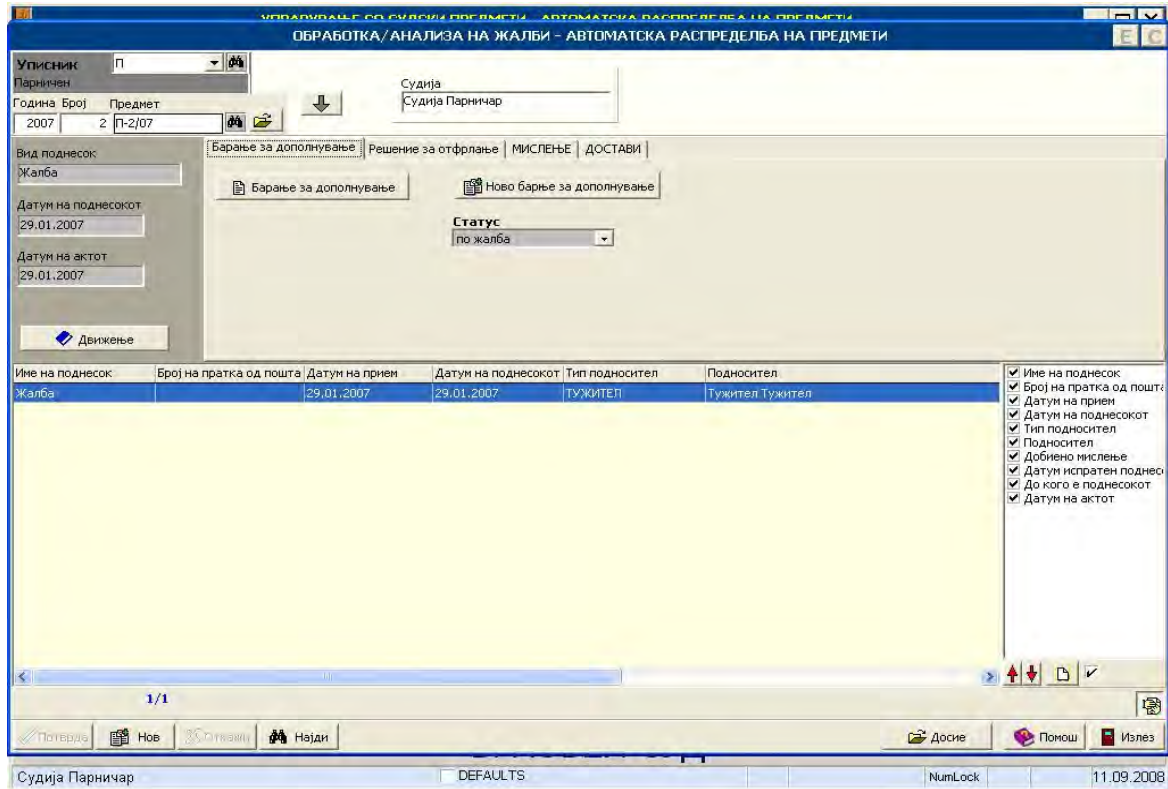
### **7.5.3. Recording Judgment On Appeal**

- The list of all appeals in the case is very useful
- The selection of a particular appeal means the selection of all recorded decisions by appeal (for the selected appeal)
- The user should always be able to have a view of the key facts for the selected appeal
  - Type of submission
  - Type of document
  - Delivered to
  - Date of submission
  - Date of appealed act
  - Date of sending the appeal to Appealing court
- The user needs to confirm another decision for the same appeal, if there is already a decision for the appeal
- A proposal for case status, in the case when the decision from an appealing court is Administratively returned, the status is not changed
- If the decision is abrogation - completely, the case status is abrogated
- If the decision is abrogation - partially, the case status is in process
- In all other cases, except the previous three points, the case status is set to irrevocability
- A proposal for the selection of Type of basis according to Law area of the case
- A proposal for decision entry in case of file catalogue

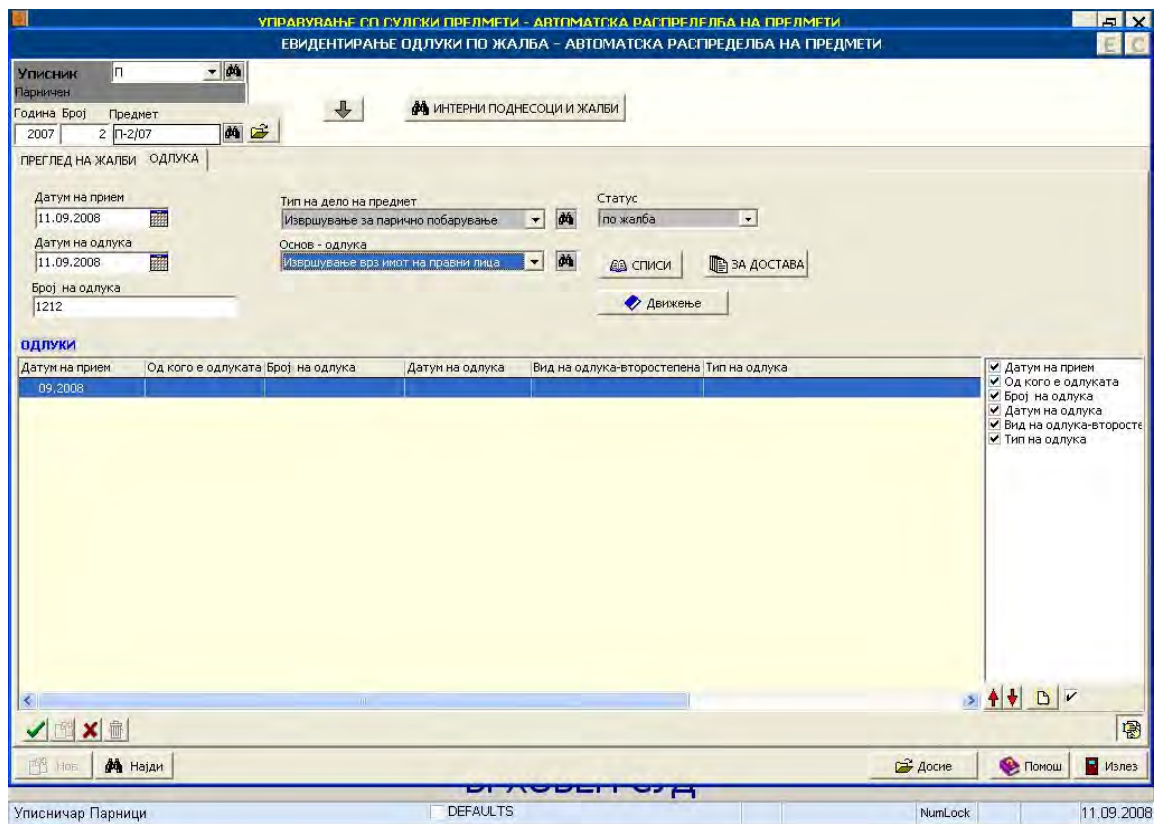
## 7.6. Application Screenshots



7.6.1. Appeal recording



7.6.2. Appeal processing



7.6.3. Judgment on appeal

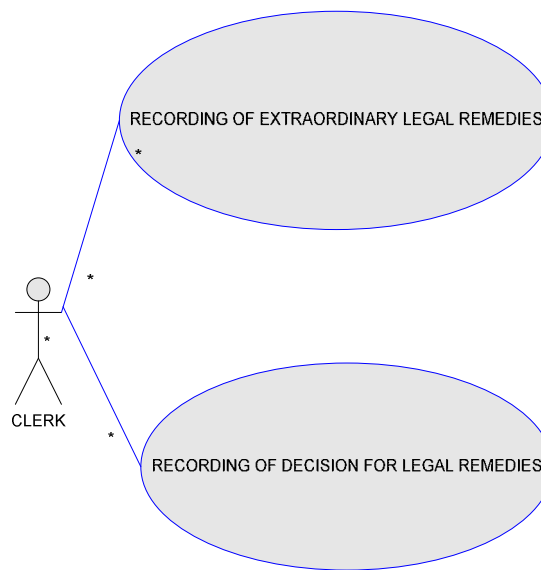
## **8. BUSINESS PROCESS: EXTRAORDINARY LEGAL REMEDIES**

### **8.1. Introduction**

This business process is consisted from functions related to registration and processing of extraordinary legal remedies. Extraordinary legal remedies in first instance procedure court are basis for creation of new cases in third instance procedure courts.

### **8.2. Use Case Diagrams**

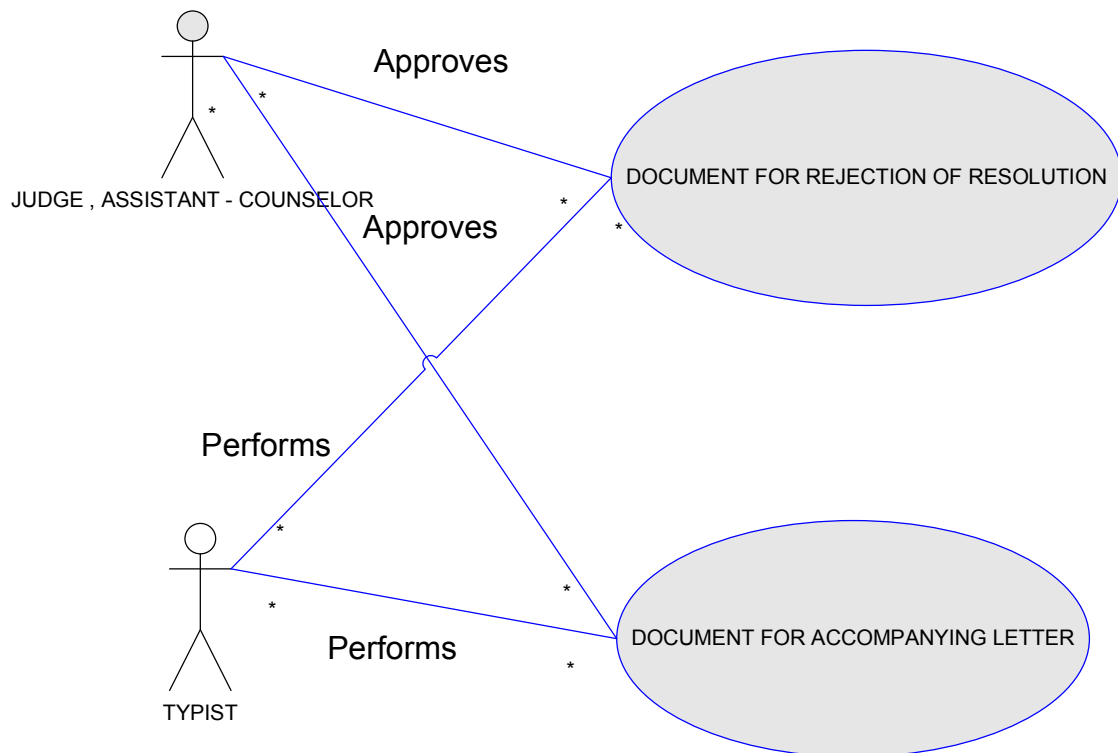
#### **8.2.1. Recording of extraordinary legal remedies – use case diagram**



This use case represents recording of extraordinary remedies in the first instance procedure court

- ✓ *RECORDING OF EXTRAORDINARY REMEDIES* - recording of facts for extraordinary legal remedy that arrived the court
- ✓ *RECORDING OF JUDGMENT FOR LEGAL REMEDY* - recording of facts for judgment from third instance procedure court for extraordinary remedy.

**8.2.1. Act processing for extraordinary legal remedies – uml diagram**

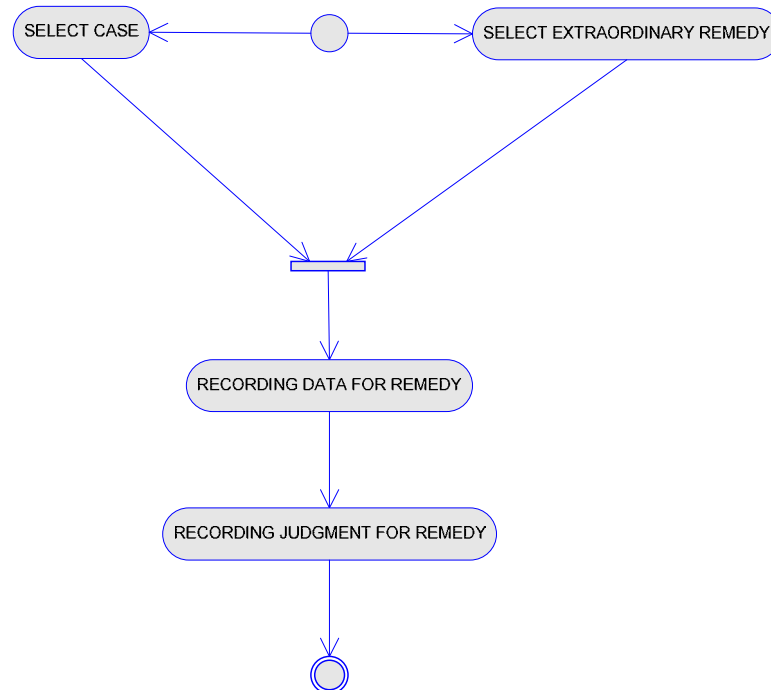


This use case diagram represents scenario of judge’s reviewing of extraordinary remedy and creation of documents by typist with judge’s approval.

- ✓ *DOCUMENT FOR REJECTION OF RESOLUTION* - typist creates document for rejection of resolution with judge’s approval
- ✓ *DOCUMENT FOR ACCOMPANYING LETTER* - typist creates accompanying letter with judge’s approval

### 8.3. Activity Diagrams

#### 8.3.1. Recording of extraordinary remedies - activity diagram



#### 8.3.1.1. Alternate flows

##### 8.3.1.1.1. Select case

Selection of case related to arrived extraordinary remedy

##### 8.3.1.1.2. Select extraordinary remedy

Describes selection of extraordinary remedy for which information should be modified.

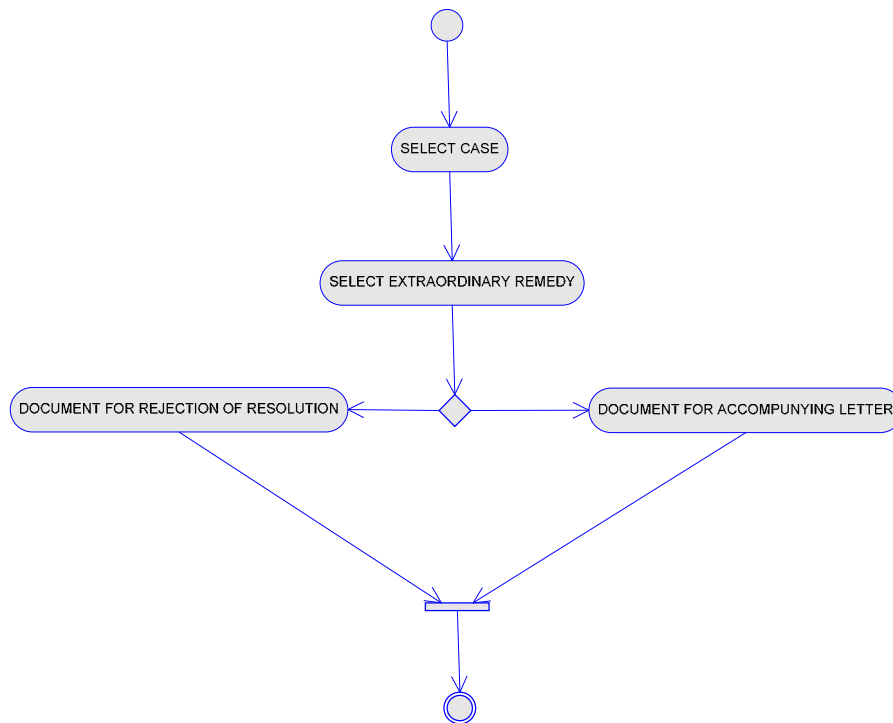
#### 8.3.1.2. Recording of information for extraordinary legal remedy

Recording of basic information for extraordinary legal remedy

#### 8.3.1.3. Recording of judgment for extraordinary legal remedy

Recording of basic information related to judgment that arrived in the court from third instance procedure court

### 8.3.2. Acts Processing For Extraordinary Remedies - Activity Diagram



#### 8.3.2.1. Select Case

Selection of case for which acts for processing should be created

#### 8.3.2.2. Select Extraordinary Remedies

Selection of extraordinary legal remedies for which acts for processing should be created

#### 8.3.2.3. Alternate Flows

##### 8.3.2.3.1. Document For Rejection Of Resolution

Creation of document for rejection of resolution

##### 8.3.2.3.2. Document For Accompanying Letter

Creation of document as accompanying letter



## **8.4. Business Constraints**

### **8.4.1. Recording Of Extraordinary Remedies**

- The date of submission can not be greater than the Date of reception of the extraordinary legal remedy
- The date of reception of the extraordinary legal remedy can not be greater than the current date of registering in court
- The date of resolution can not be greater than the Date of reception of the extraordinary legal remedy
- The date of reception of the resolution can not be greater than the Date of reception of the extraordinary legal remedy
- The date of resolution can not be greater than the Date of reception of the resolution
- The date of reception of the resolution can not be greater than the date for registering the resolution

### **8.4.2. Acts Processing For Extraordinary Remedies**

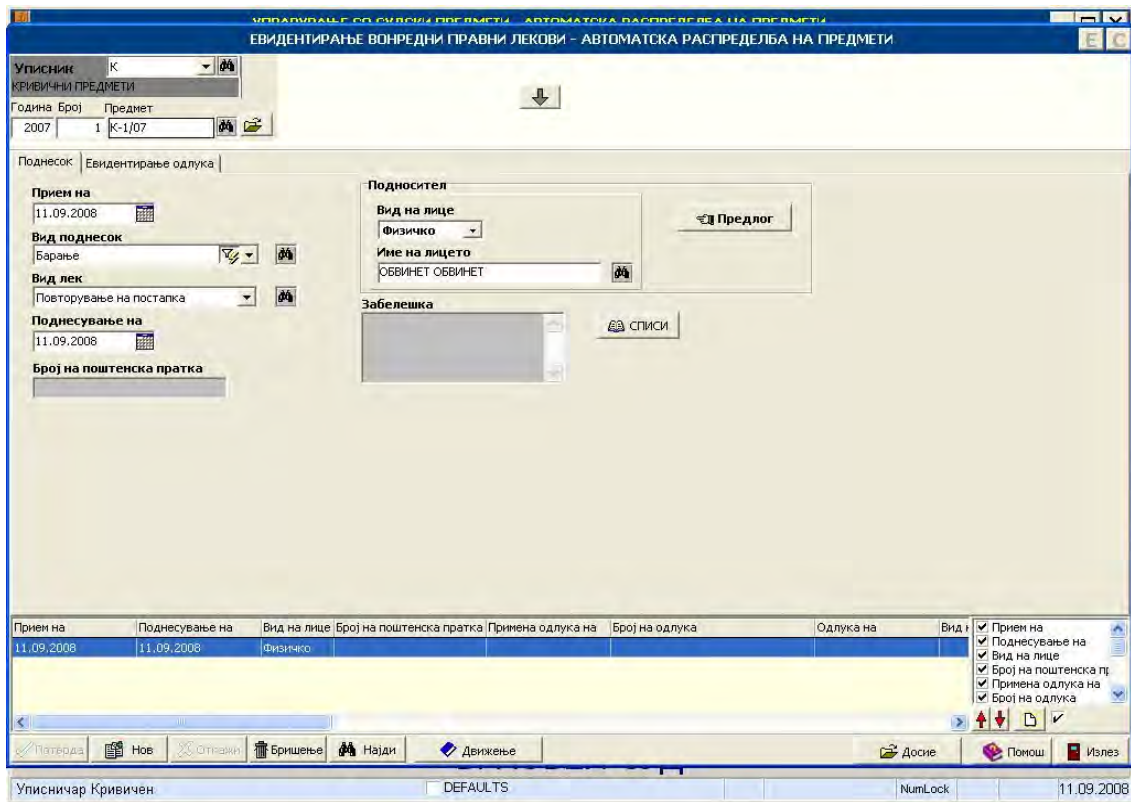
- The date of the created resolution for rejection of the extraordinary legal remedy can not be greater than the Date of reception of the extraordinary legal remedy
- The date of the created accompanying letter of the extraordinary legal remedy can not be greater than the Date of reception of the extraordinary legal remedy

## **8.5. Additional Considerations**

### **8.5.1. Recording Of Extraordinary Remedies**

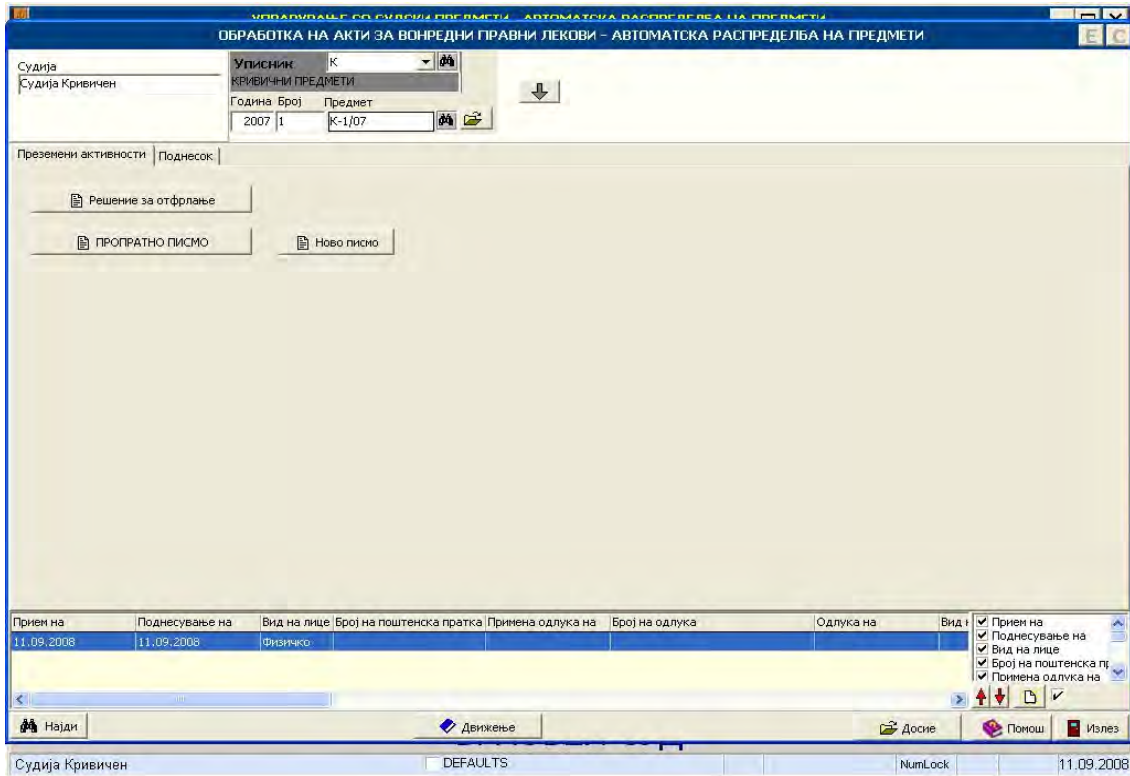
- A proposal for the selection of the party submitter of extraordinary legal remedies, parties involved in the case
- A proposal of data for registering the case file:
  - The date of the file is the date of submission of the extraordinary legal remedy
  - Content is a remark for the extraordinary legal remedy
- During the registering of the extraordinary legal remedy, the case file is in the department of the user that performs the registration

## 8.6. Application Screenshots

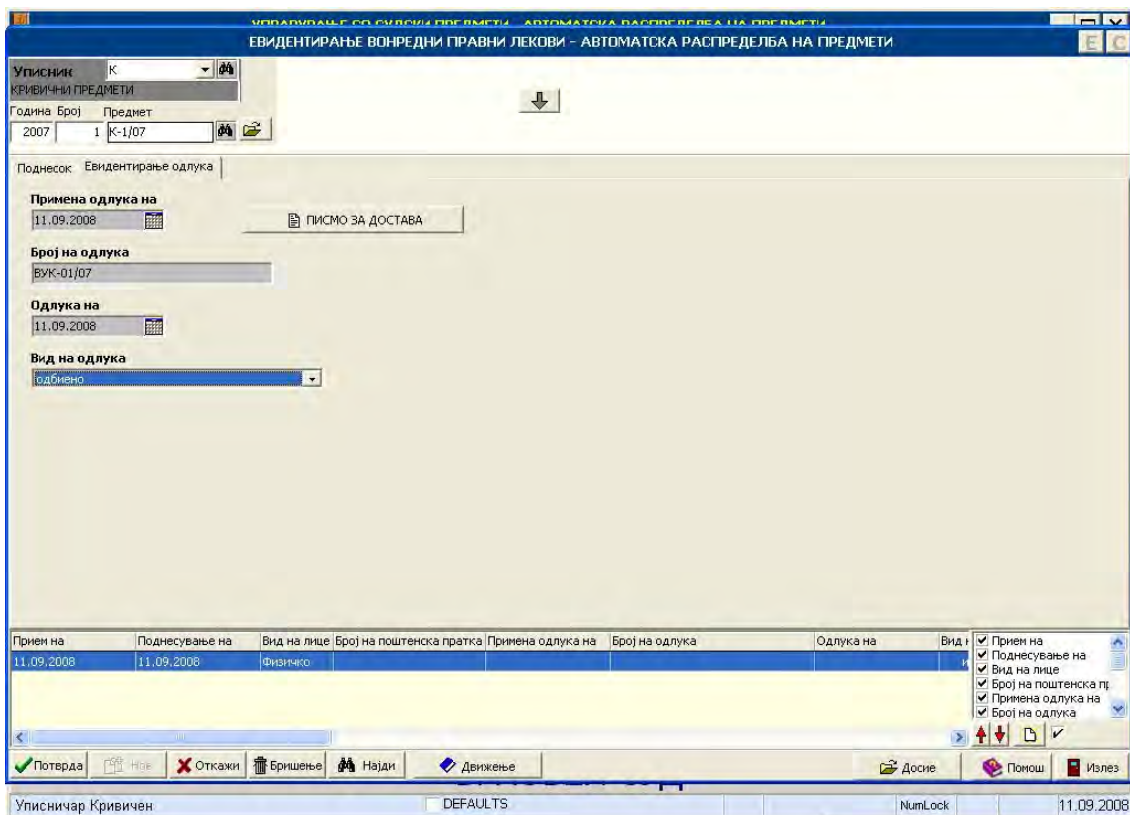


Приен на	Поднесување на	Вид на лице	Број на поштенска пратка	Примена одлука на	Број на одлука	Одлука на	Вид
11.09.2008	11.09.2008	Физичко					

### 8.6.1. Recording extraordinary legal remedies



### 8.6.2. Act processing for extraordinary legal remedies



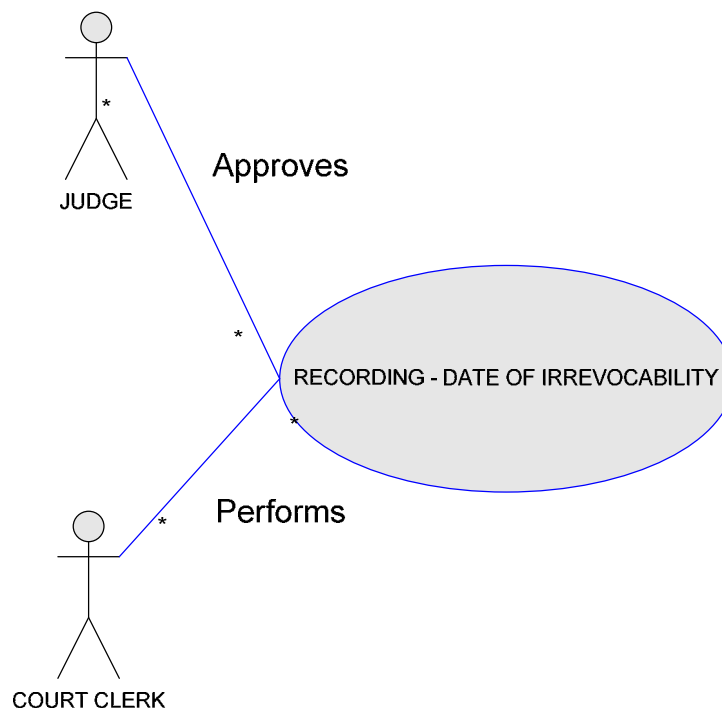
### 8.6.3. Recording of judgment for extraordinary legal remedies

## 9. BUSINESS PROCESS: IRREVOCABILITY

### 9.1. Introduction

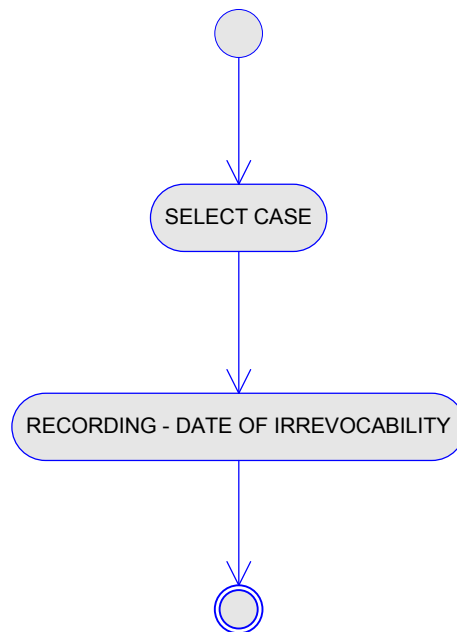
This business process explains function of recording of case irrevocability date. Date of irrevocability can be entered for the case after complete process for the case is finished, including appealing process.

### 9.2. Use Case Diagram



This use case represents scenario of registration of date of irrevocability by the court clerk approved by the judge.

### 9.3. Activity Diagram



#### 9.3.1. Select Case

Selects case for which irrevocability will be announced.

#### 9.3.2. Recording

With this activity clerk registers selected date when irrevocability of case will be announced.

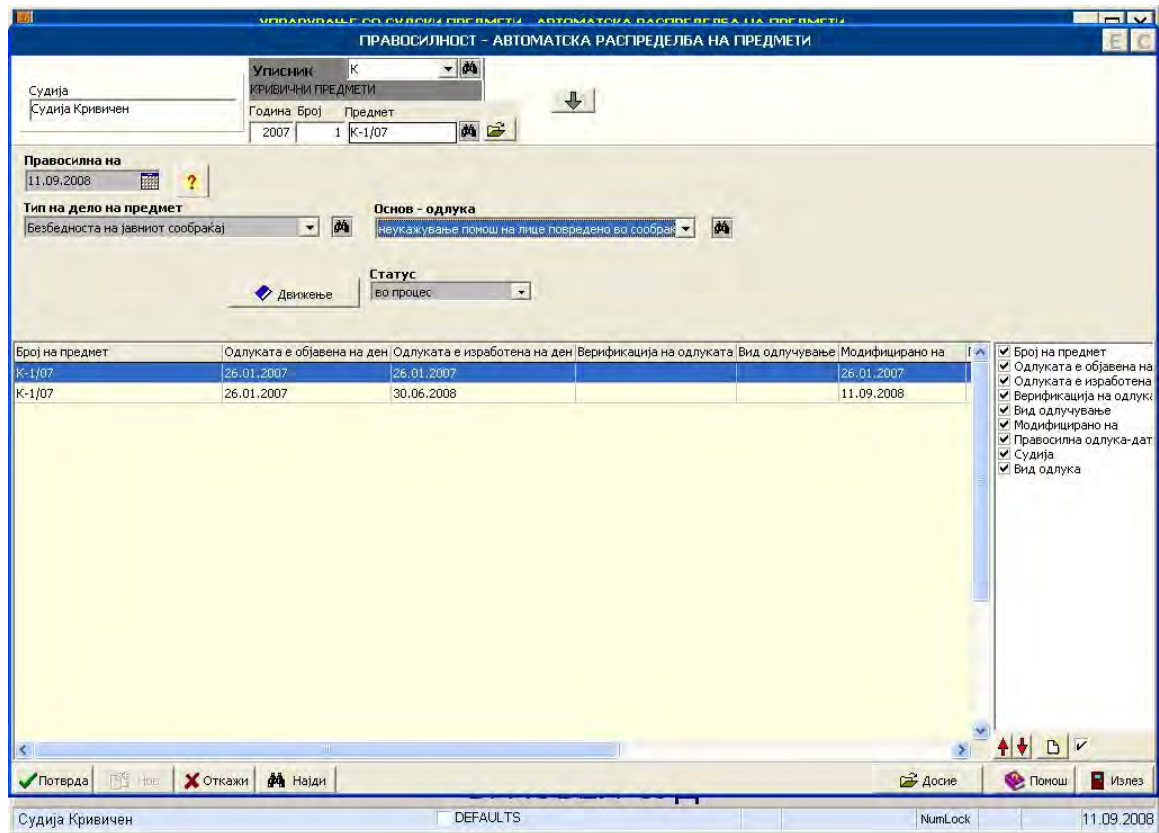
### 9.4. Business Constraints

- The type of basis for the relevant decision should be selected according to the Law area of the case
- A relation must be determined between the selected Type of basis of the relevant decision and the Basis of the relevant case
- For the values of the case status, the user can select from the following values:
  - a) in the case when the status is not irrevocability, irrevocability and the current status of the case
  - b) in the case when status is irrevocability, irrevocability and the previous status of the case
- The date of the decision can not be greater than today
- The accompanying letter can not be created if there is an appeal for the decision and there is not decision by appeal
- The date of the decision publishing can not be greater then Date of decision irrevocability
- The date of decision creation can not be greater then Date of decision irrevocability

## 9.5. Additional Considerations

- A proposal for Date of irrevocability:
  - a) In the case when the decision was not appealed then the proposal for the date of irrevocability of the decision is the total of Date for start of days for appeal and Date of appeal
  - b) In case when the decision was appealed, the Date of irrevocability of the decision is equal to the Date of decision by appeal
- A confirmation if the Type of basis for the relevant decision is not entered
- An accompanying letter for cases which are not under jurisdiction of the court
- A proposal for accompanying letter delivery is the court that has jurisdiction over this case
- A confirmation for the decisions that have an appeal, and there is no decision by appeal
- A proposal for the case status irrevocability, if the decision is a relevant decision for the case
- A proposal for the Type of basis of the case, if the decision is a relevant decision for the case
- A proposal for the basis of the case, if the decision is a relevant decision for the case

## 9.6. Application Screenshots



The screenshot displays the 'ПРАВОСИЛНОСТ - АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ' (Irrevocability - Automatic Distribution of Cases) window. The interface includes several search and filter options:

- Судија:** Судија Кривичен
- Уписник:** КРИВИЧНИ ПРЕДМЕТИ
- Година:** 2007
- Број:** 1
- Предмет:** К-1/07

Additional filters include 'Тип на дело на предмет' (Type of case) set to 'Безбедноста на јавниот сообраќај' and 'Основ - одлука' (Basis - decision) set to 'неукажување помош на лице повредено во сообраќај'. The 'Статус' (Status) is 'во процес'.

Број на предмет	Одлуката е објавена на ден	Одлуката е изработена на ден	Верификација на одлуката	Вид одлучување	Модифицирано на
К-1/07	26.01.2007	26.01.2007			26.01.2007
К-1/07	26.01.2007	30.06.2008			11.09.2008

On the right side, a list of checked items is visible:

- Број на предмет
- Одлуката е објавена на
- Одлуката е изработена
- Верификација на одлуката
- Вид одлучување
- Модифицирано на
- Правосилна одлука-дат
- Судија
- Вид одлука

The bottom status bar shows 'Судија Кривичен', 'DEFAULTS', 'NumLock', and the date '11.09.2008'.

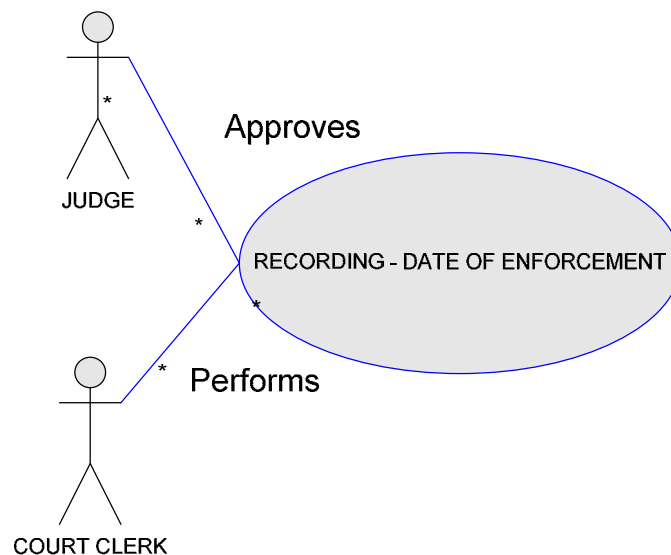
### 9.6.1. Irrevocability

## 10. BUSINESS PROCESS: ENFORCEMENT

### 10.1. Introduction

This business process explains function of recording the date of enforcement for the case. Date of enforcement can be entered for the case after complete process for the case is finished including appealing process and irrevocability of the case.

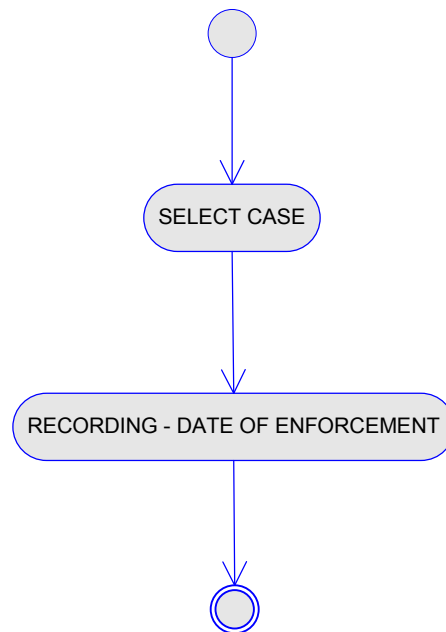
### 10.2. Use Case Diagram



This use case represents scenario for registration of date of enforcement by the court clerk, approved by the judge.



### 10.3. Activity Diagram



#### 10.3.1. Select Case

Selection of case for which enforcement will be announced

#### 10.3.2. Recording

With this activity, clerk registers selected date for case, for which enforcement will be announced.

### 10.4. Business Constraints

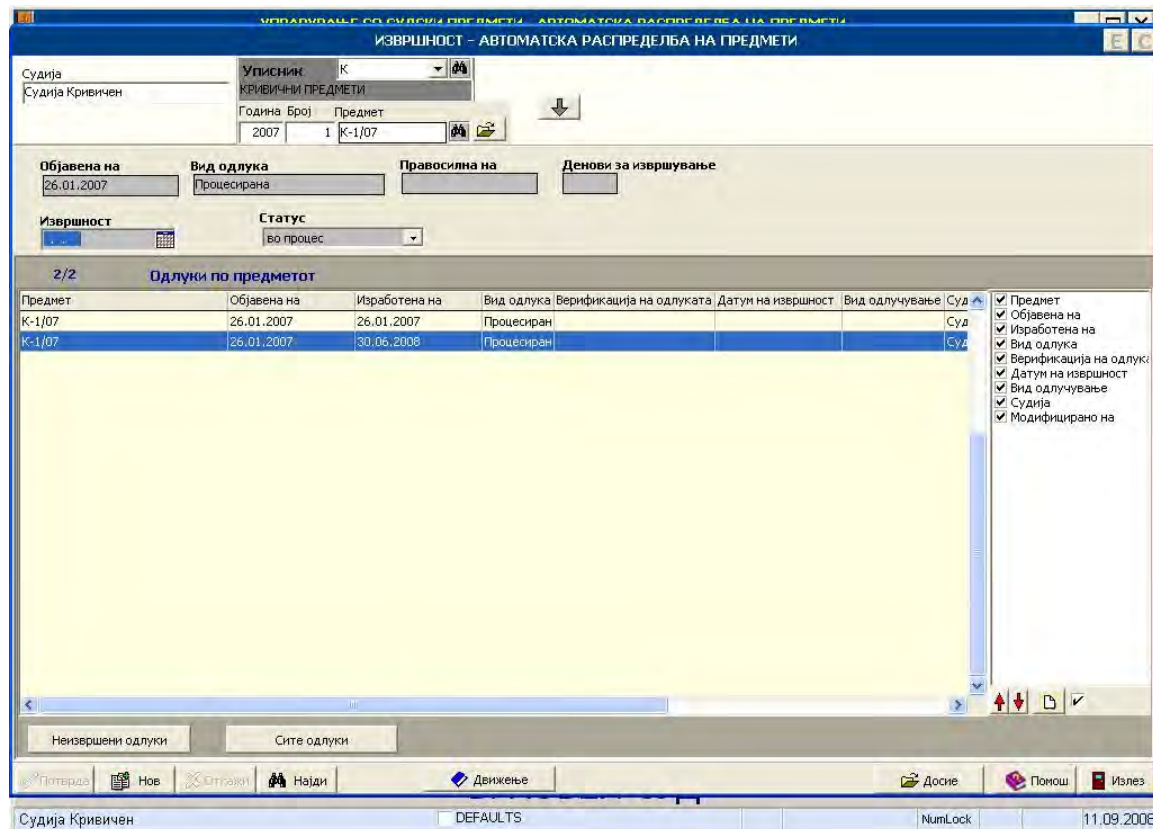
- The date of enforcement can not be smaller than the Date of irrevocability
- In cases when the decision is a relevant decision for the case, then the case enforcement is updated

### 10.5. Additional Considerations

- A proposal for the selection of cases according to the following scenario:
  - a) Cases with status in process or irrevocable case
  - b) There is a relevant decision for the case
  - c) Date for checking the case has been passed or is empty
  - d) There is a date for irrevocability
  - e) There is no date of enforcement
- A proposal for the case status:
  - In cases when the status is enforcement, then :
    - enforcement
    - previous case status

- In cases when status is not enforcement, then :
  - enforcement
  - current case status
- A proposal for the case status - enforcement
- A proposal for the date of enforcement, date of irrevocability of the decision added by days for enforcement in cases when both of this data is not empty

## 10.6. Application Screenshots



ИЗВРШНОСТ - АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ

Судија: Судија Кривичен

Уписник: К

КРИВИЧНИ ПРЕДМЕТИ

Година Број Предмет: 2007 1 К-1/07

Објавена на: 26.01.2007

Вид одлука: Процесирана

Правосилна на:

Денови за извршување:

Извршност: во процес

Статус:

2/2 Одлуки по предметот

Предмет	Објавена на	Изработена на	Вид одлука	Верификација на одлуката	Датум на извршност	Вид одлучување	Суд
К-1/07	26.01.2007	26.01.2007	Процесиран				Суд
К-1/07	26.01.2007	30.06.2008	Процесиран				Суд

Неизвршени одлуки Сите одлуки

Судија Кривичен DEFAULTS NumLock 11.09.2008

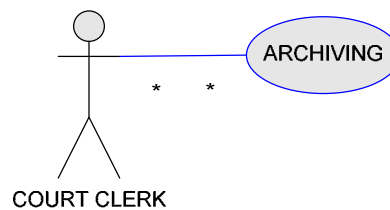
### 10.6.1. Enforcement

## 11. BUSINESS PROCESS: ARCHIVING

### 11.1. Introduction

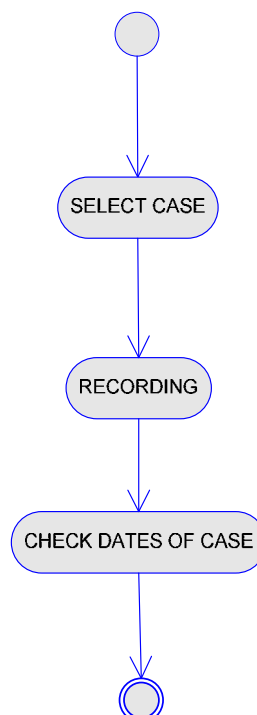
With this process court clerk performs archiving of case and defining period of keeping this case in archive. After this period, case and all or some of case files can be destroyed. This process is performed after complete case procedure is completed including irrevocability and enforcement.

### 11.2. Use Case Diagram



In this use case court clerk performs recording of case archiving.

### 11.3. Activity Diagram



### **11.3.1. Select Case**

Describes selection of case on which archiving will be performed.

### **11.3.2. Recording Of Archiving**

Recording of information for the archived case (Date of archiving, Period for keeping of case in archive)

### **11.3.3. Checking Of Case Dates**

During summation of archived case every date from case is checked (none of the dates can be greater than date of archiving).

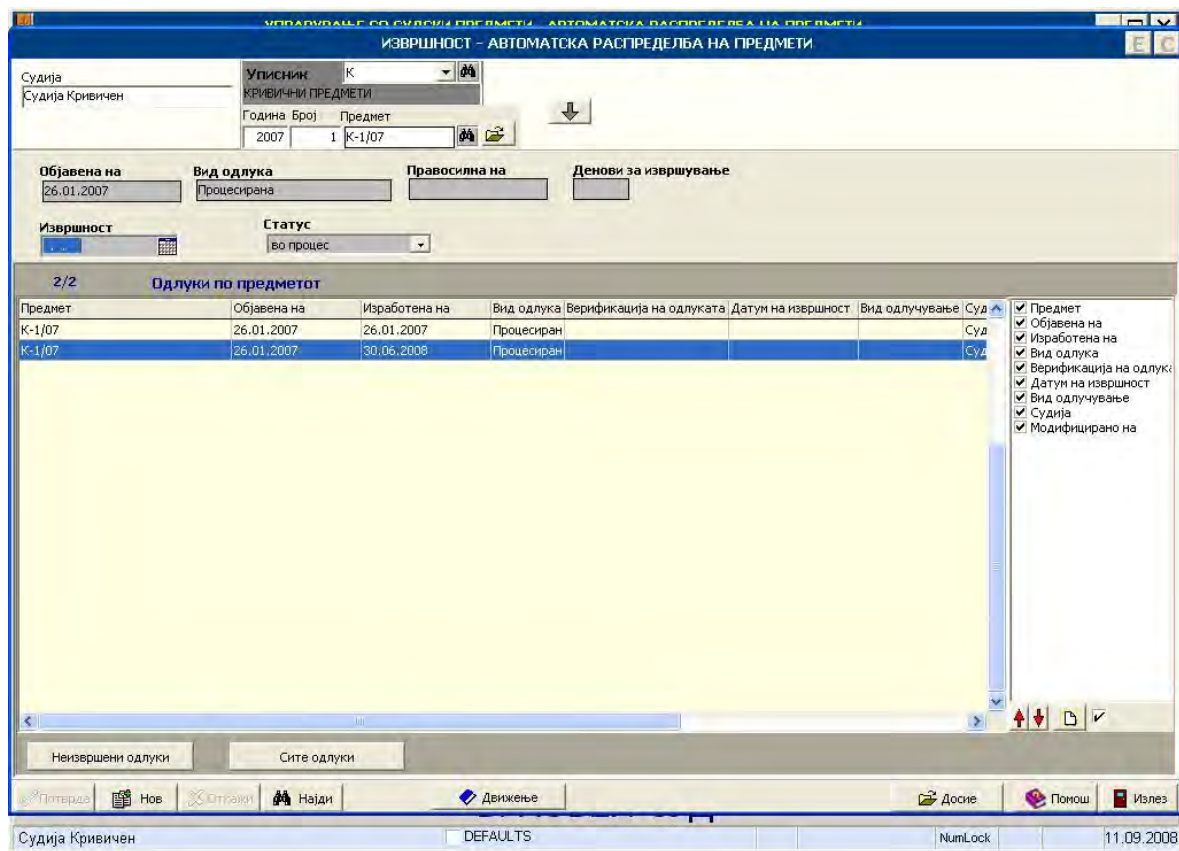
## **11.4. Business Constraints**

- All the date fields from the case file can not have a greater date than the Date of archiving
- In the case when the Date of archiving is entered, the case status becomes archived
- In the case when the Date of archiving is deleted, the case status is set back to the previous case status
- An abrogated case can not be archived
- A case joined to another case can not be archived
- A case that has already been destroyed can not be archived
- All cases related to the one selected (abrogated or joined cases), should have the same data for archiving:
  - Date of archiving
  - Date for keeping in the archive
  - Case status

## **11.5. Additional Considerations**

- A proposal for case selection - cases that have a date of irrevocability and Date of enforcement
- Users should always be able to view the following case data:
  - Date of irrevocability
  - Date of enforcement
  - Date of case check

## 11.6. Application Screenshots



### 11.6.1. Archiving

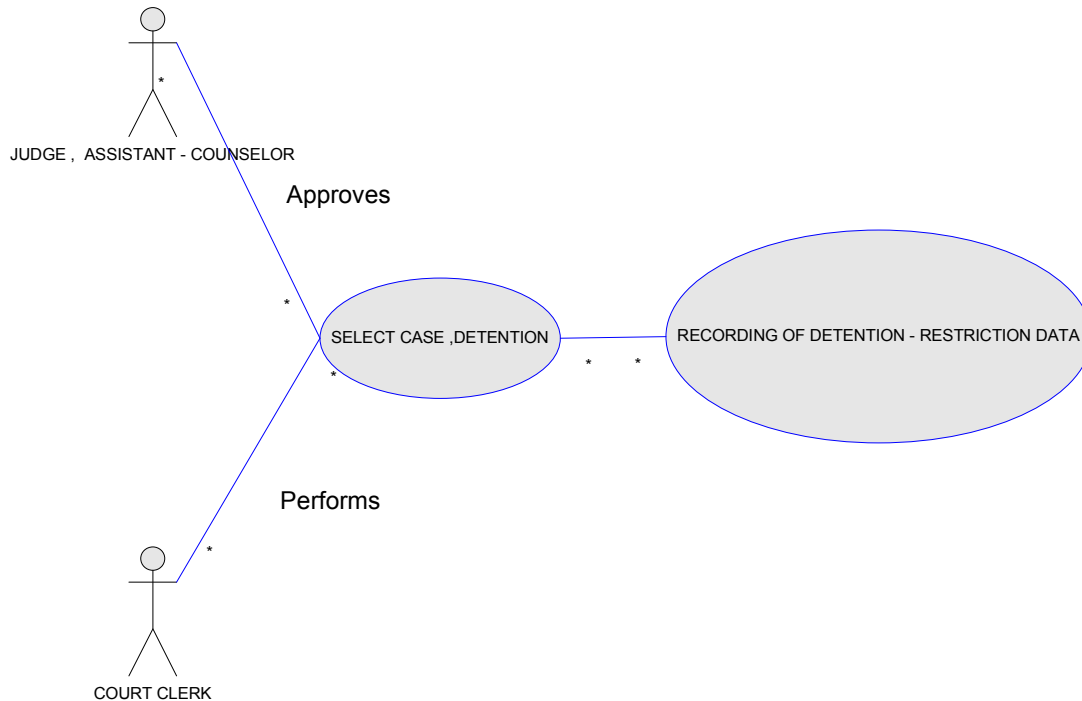
## 12. BUSINESS PROCESS: DETENTION

### 12.1. Introduction

With this process court clerk registers detentions (restrictions) for the cases in the court or detentions (restrictions) coming from prosecutions. For detentions (restrictions) defined in the court, typist writes document approved by judge of the case.

## 12.2. Use Case Diagram

### 12.2.1. Recording Of Detention (Restriction) - Use Case Diagram

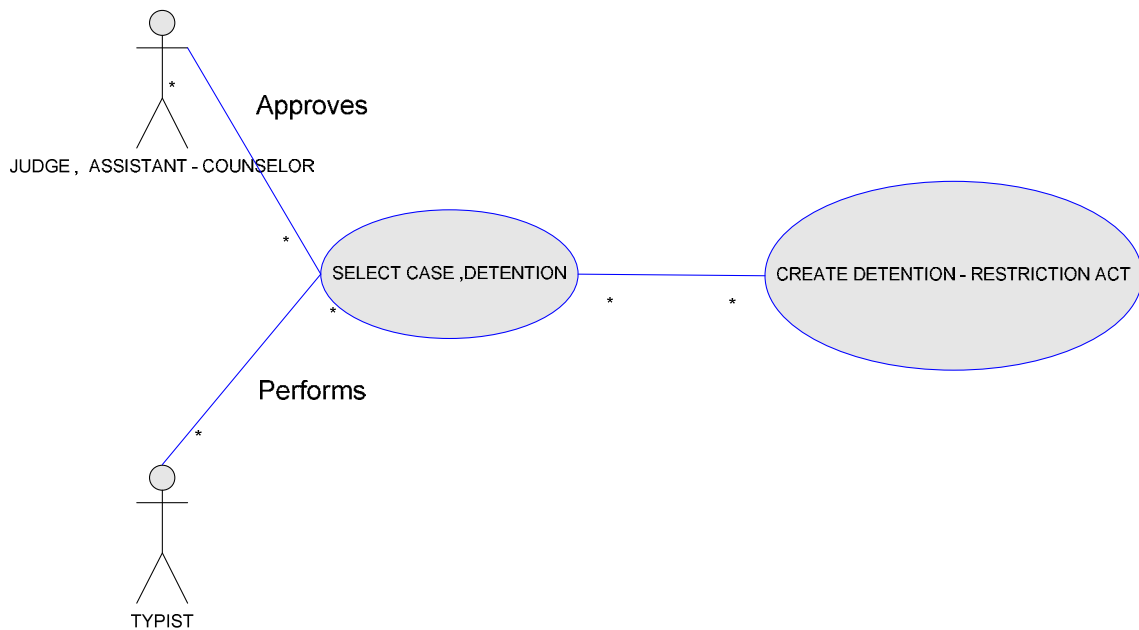


This use case diagram represents scenario where court clerk under approval of judge, does recording of detention (restriction) if it was created in court, or detention (restriction) has arrived from the prosecution.

Use cases in this diagram are:

- ✓ *SELECT CASE, DETENTION* - this is use case where court clerk selects case for creation of new detention (restriction) or selects detention (restriction) that already exists.
- ✓ *RECORDING OF DETENTION (RESTRICTION) INFORMATION* - court clerk registers detention (restriction) that was approved by the judge.

### 12.2.2. Creation Of Detention ( Restriction) Act - Use Case Diagram

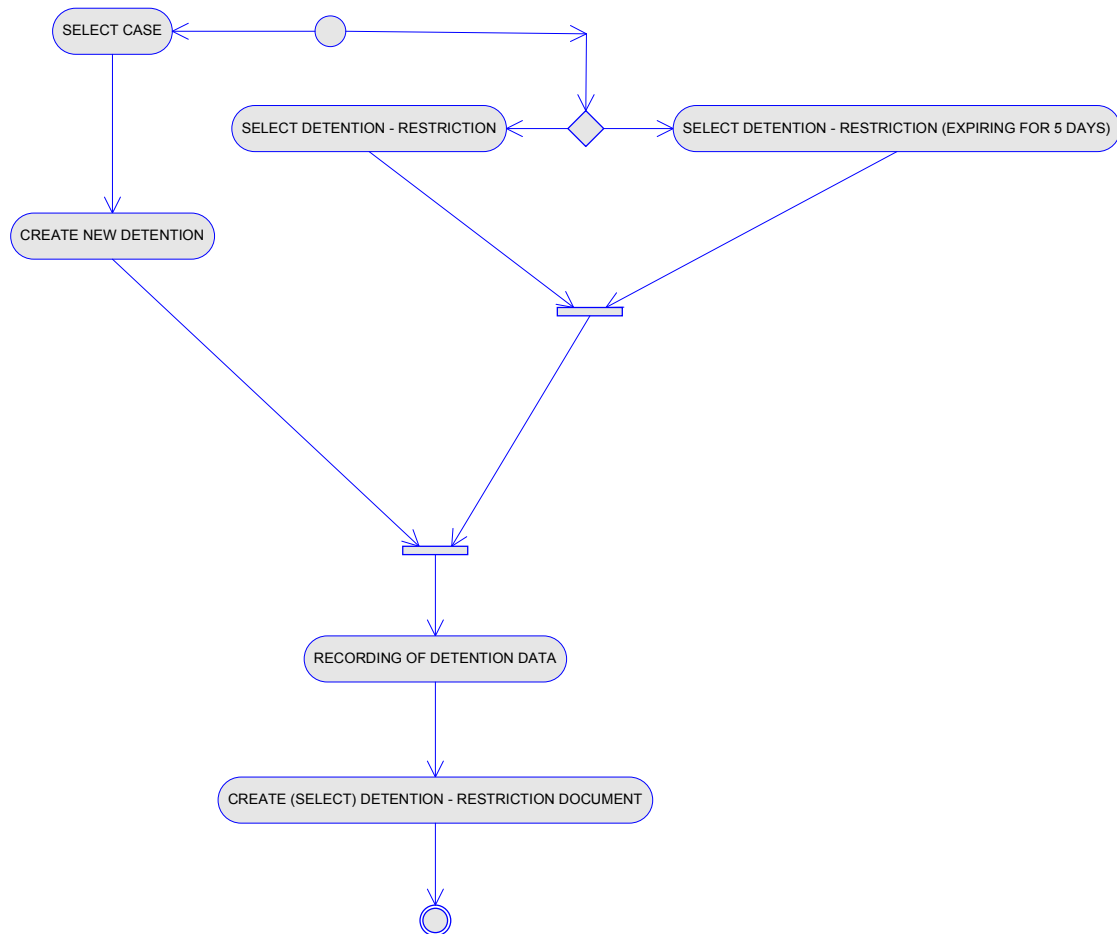


This use case diagram describes scenario of writing document for detention (restriction)

Use cases in this diagram are:

- ✓ *SELECT CASE, DETENTION* - this use case where court clerk selects case for creation of new detention (restriction) or selects detention (restriction) that already exists.
- ✓ *CREATE DETENTION (RESTRICTION) DOCUMENT* - this is use case where typist creates document for detention (restriction) under approval of judge

### 12.3. Activity Diagram



#### 12.3.1. Alternate Flows

##### 12.3.1.1. Select Case

Selection of case for which detention (restriction) is created

##### 12.3.1.2. Alternate Flows

##### 12.3.1.2.1. Select Detention (Restriction)

Selection of detention for which new detention document should be created, for purpose of continuing or ceasing of detention

##### 12.3.1.2.2. Select Detention (Restriction) – Expiring For 5 Days

Selection of detention that expires for 5 days and for which new detention document should be created for purpose of continuing or ceasing the detention



### **12.3.2. Recording Of Detention (Restriction) Information**

Registration of information for detention (restriction): period of detention, persons in detention etc.

### **12.3.3. Create (Select) Detention (Restriction) Document**

Writing of new detention document, or selecting of document that arrived in court for detention (restriction) purposes. This document has to arrive from prosecution.

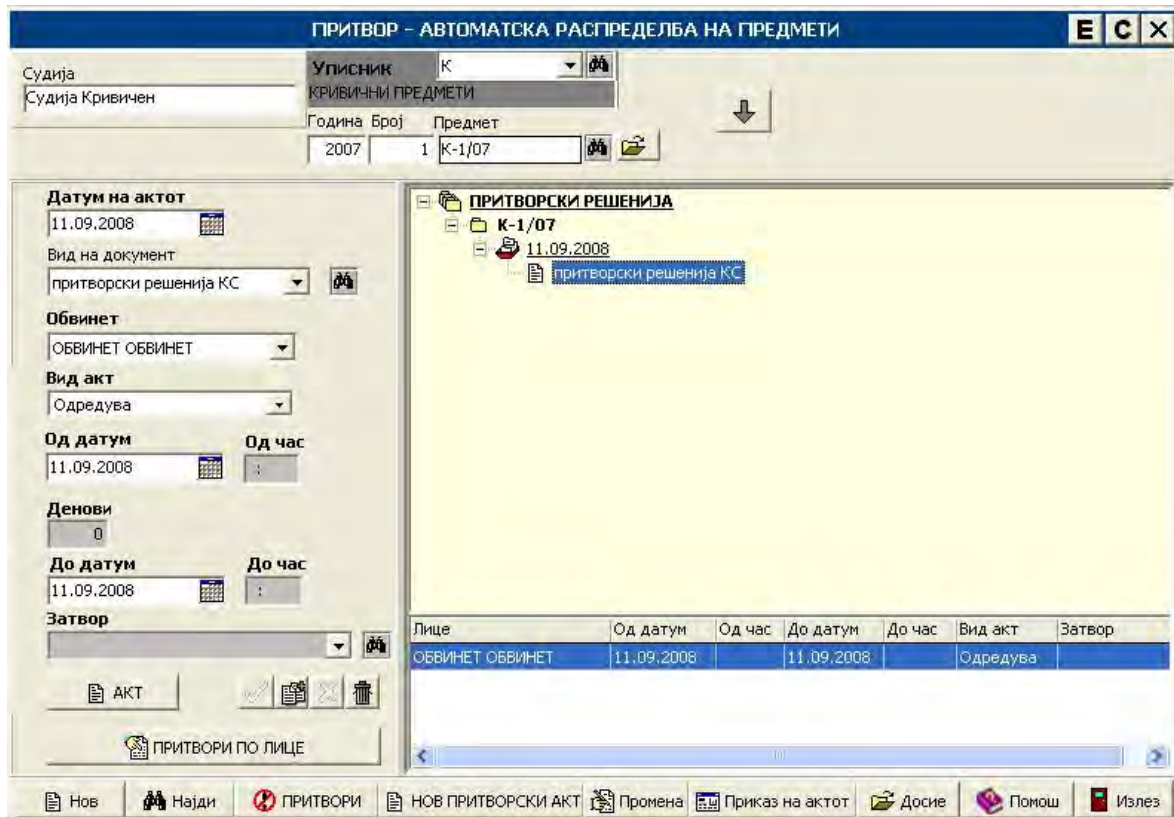
## **12.4. Business Constraints**

- The selection of the case must take into consideration all detention acts during all court procedures (detentions in investigation, crime procedure, joined cases etc.)
- The next detention act can not be with a lower date than the previous one, including detention acts for related cases
- In cases when the Type of detention act is interrupted, From date must be in the period between the last detention for an accused person
- The date and hour of the beginning of the detention can not be greater than the detention finishing date
- The periods of different detentions for the same person, with Type of detention act: Set up , Continue, can not be with overlapping periods
- Only the last detention act per case can be modified (edited) by the user
- If the act is verified, the detention record can not be deleted

## **12.5. Additional Considerations**

- An alert for all the detentions for the cases
- In cases when there is at least one person in detention (last detentions) for the selected case, the case becomes a detention case
- In cases when all the detentions for persons in the selected case (last detentions) are with Type of detention act, the case becomes without detention
- One detention act can include one or more accused persons in the case
- A confirmation is needed if the Date of the created act is with a smaller date than the Date of case reception
- A confirmation if the detention period is more than 30 days
- A confirmation is needed if the date of the detention act is in between periods of detention
- The user needs fast access for all the defined detentions in the selected case for a particular person

## 12.6. Application Screenshots



### 12.6.1. Detention

K-1/07 – АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ

Датум на актот тип Вид документ Образец  
 11.09.2008 Решенија притворски решенија притвор терк

Arial 11 B I U A<sup>2</sup> A<sub>S</sub> Вметни Печатење 3/ф Конверзија

«K-1/07»

КРИВИЧНИОТ СОВЕТ ПРИ «Основен суд Скопје 1», составен од Претседателот на судот «» како Претседател на советот и членовите на советот судиите «», со стручен соработник «» како записничар, постапувајќи по службена должност по кривично правниот предмет оформен против обвинетиот «ОБВИНЕТ ОБВИНЕТ» од «СКОПЈЕ», на нејавна седница одржана на 11.09.2008 година, согласно чл.257 ст.2 в.в. со чл.184 ст.1 т.1 и 3 од ЗКП и Амандманот 3 ст.1 т.1 на Уставот на РМ, го донесе следното:

**Р Е Ш Е Н И Е**

СЕ ПРОДОЛЖУВА притворот против обвинетиот «» «ОБВИНЕТ ОБВИНЕТ» од «СКОПЈЕ» «» определен со решение на истражниот судија на овој суд «» од «» година, за кривично дело «убиство» од чл.«чл.123 ст 1,2,3»од КЗ, за 30 дена сметано од «11.09.2008» година од «» часот до «11.09.2008» година до «» часот, а поради постоење на причините предвидени во чл.184 ст.1 т.1 и 3 од ЗКП.

**О Б Р А З Л О Ж Е Н И Е**

Истражниот судија при овој суд донесе решение Ки.бр.132/03 од 27.2.2003 година за спроведување истрага против обвинетиот Жиле Ецевит од Скопје поради постоење основано сомневање дека сторил кривично дело Неовластено производство и пуштање во промет на наркотични дроги психотропни супстанции и прекурзори од чл. 215 ст. 1 од КЗ. Со истото решение против обвинетиот е определена мерка притвор во траење од 15 дена сметано од 27.2.2003 година од 17,00 часот до 14.03.2003 година до 17,00 часот, а согласно чл.184 ст.1 т.1,2 и 3 од ЗКП.

Полиња Автоматско снимање ВТОР РЕД ТАБЕЛИ Креатор : Судија Кривичен

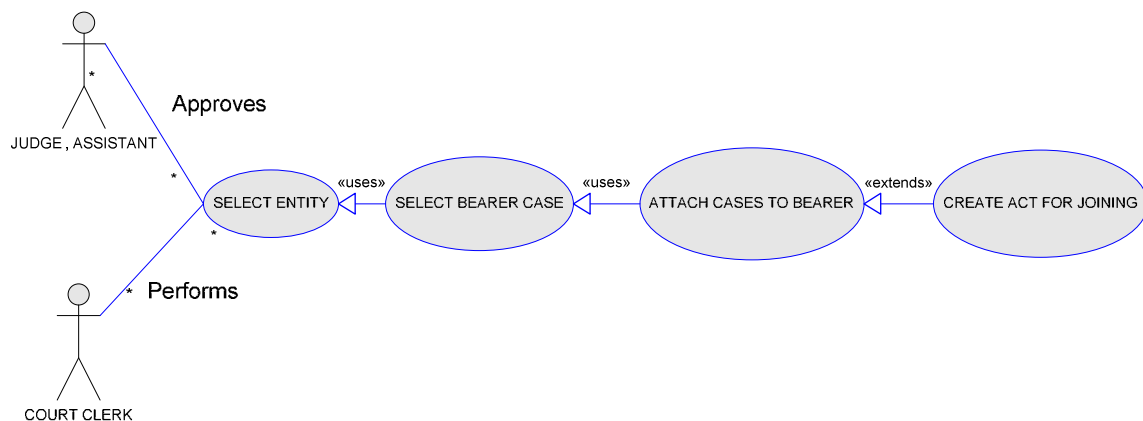
## 12.6.2. Detention act

## 13. BUSINESS PROCESS: CASE JOINING

### 13.1. Introduction

Joining of case - business process represents function of joining two or more cases into one case, for the same person. Functions of joining cases are useful when there are more accusations for the same person. These accusations can be joined into single case under single accusation.

### 13.2. Use Case Diagram

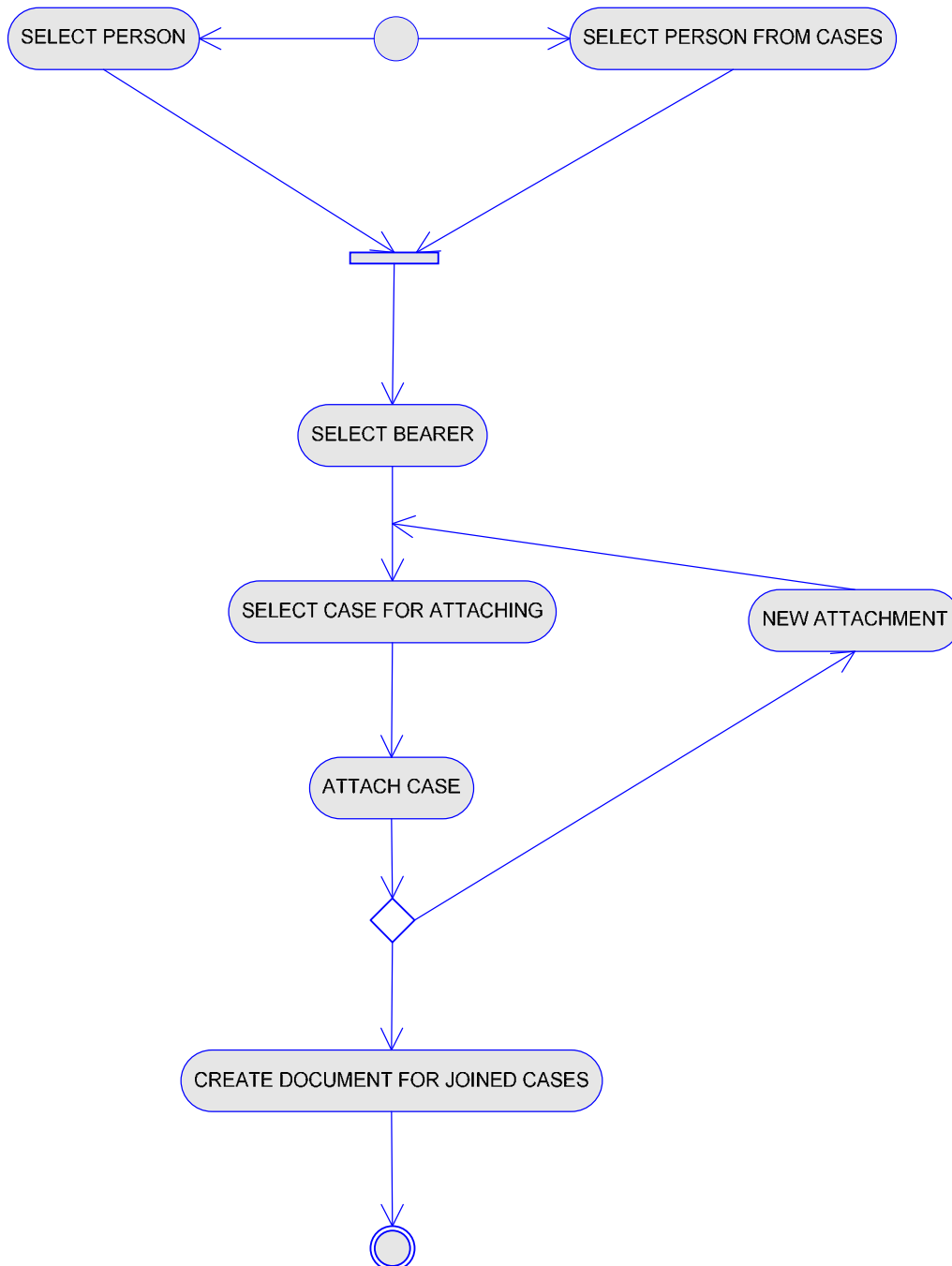


This use case diagram represents scenario of case joining. Action of joining cases is approved by the judge and is performed by the court clerk.

Use cases in diagram are following:

- ✓ *SELECT ENTITY* – selection of entity (person or legal entity) for which case joining will be done
- ✓ *SELECT BEARER CASE* - selection of case which will be bearer for all cases that are related to that case
- ✓ *ATTACH CASES TO BEARER* – attaching of selected cases that will be joined to bearer case
- ✓ *CREATE ACT FOR JOINING* - creation of act for joined cases

### 13.3. Activity Diagram



#### 13.3.1. Alternate flows

##### 13.3.1.1. Select person

Selection of person for who case joining is done

**13.3.1.2. Select person from cases**

Selection of person for who case joining is done, from cases that are already registered in court.

**13.3.2. Select bearer**

Selection of case that will be bearer for cases that are joined to that case

**13.3.3. Select case for attachment**

Selection of case that will be attached to bearer.

**13.3.4. Select case for attachment**

Selection of case that will be attached to bearer case.

**13.3.5. Attach case**

Submission of case attachment.

**13.3.6. Alternate flows****13.3.6.1. New attachment**

Preparation for attaching of new joined case to the bearer case.

**13.3.6.2. CREATE DOCUMENT FOR JOINED CASES**

Creation document for joined cases with bearer

**13.4. Business Constraints**

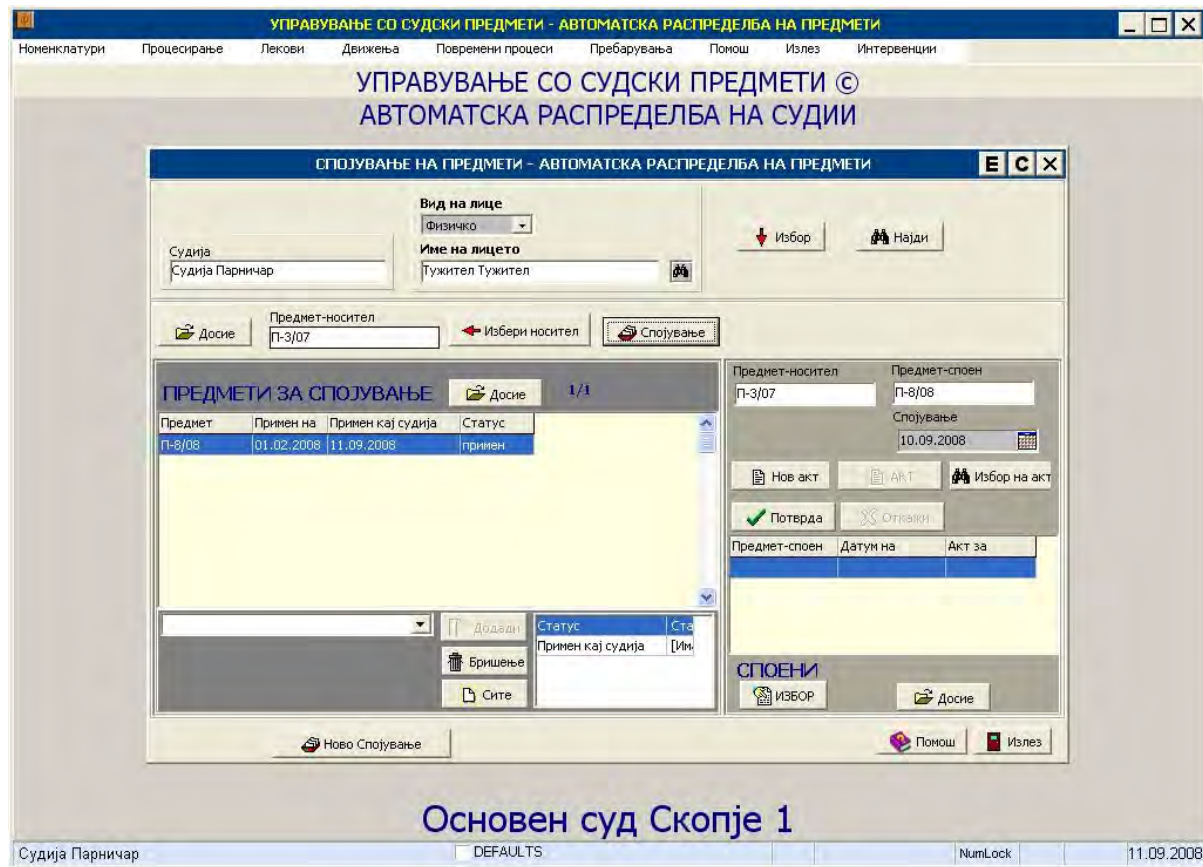
- If the current resolution for joining is verified, a new resolution for joining can not be created
- After the creation of a new resolution for joining, the previous one can be deleted, in cases when the resolution is not part of a decision, is not part of a minute and a resolution is not delivered
- The user must choose the party involved in the case before selecting the carrier
- The user must select the carrier before joining the cases to carrier
- The cases must be joined before the resolution is made for a particular joined case
- During joining, user must enter the date of joining
- After selecting the carrier, the user can select from the other cases in the list that have a date of receipt in the court that is greater than date of receipt of the carrier

- A particular joining of cases can not be deleted if there is a verified resolution for joining
- After joining the cases, the carrier gets a case status in process and the joined cases get status joined
- When selecting an already created resolution for joining (resolution or minute), if an act has already been created and verified, the selection of another resolution for joining is disabled
- A joining resolution must be recorded in the case file for the carrier, and joined cases, if they have not already been recorded
- Case - carrier and case joined must have the same judge

### **13.5. Additional Considerations**

- The user can create an optional number of resolutions for joining
- If another resolution for joining has been created, confirmation is needed during the request for a new resolution creation
- Confirmation is needed if there are more opponent parties in the selected carrier
- Confirmation is needed if there are more opponent parties in the selected case for joining
- A proposal for a list of cases which are accepted by judge and the case status is set to received or in process
- The user must be able to see the case files of all cases in the list, the carrier and joined cases
- A proposal for the delivery of created resolutions to all parties involved in the cases (carrier and joined cases)
- A resolution for joining could be some already created act (resolution or minute)
- A confirmation during the selection of already created resolutions (resolution or minute), if there is a created resolution which has not been
- If joining is deleted, all related data should be updated, and the user must be warned to make corrections in the related resolutions for joining, according to the removed case.
- A proposal for the date of joining is today

## 13.6. Application Screenshots



### 13.6.1. Case joining

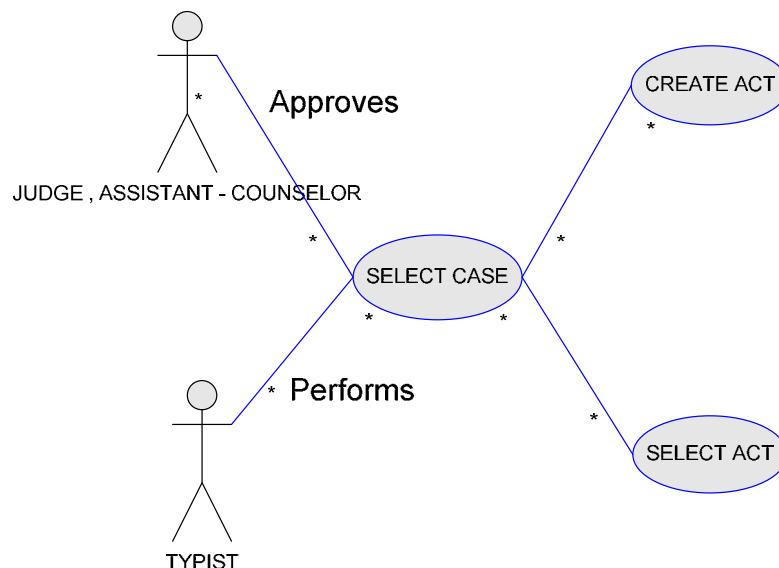


## 14. BUSINESS PROCESS: OCCASIONAL ACTS - DOCUMENTS

### 14.1. Introduction

Business process of occasional acts is consisted from functions that create other acts which are not included within other business processes (judgments, minutes etc.). Examples for these types of acts are: letters, orders, requests and other types of documents.

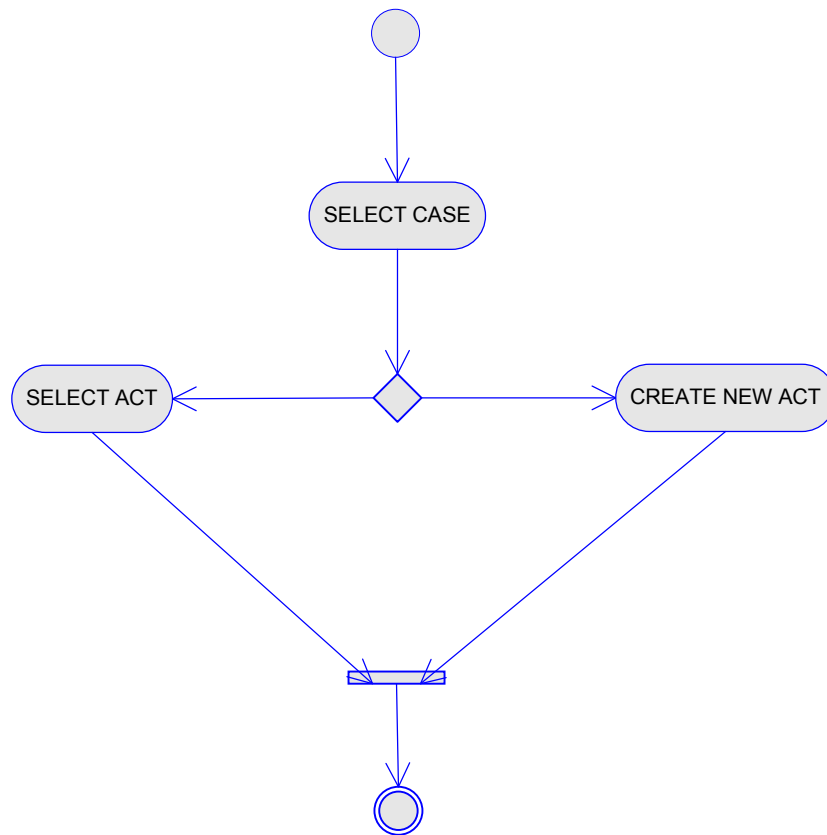
### 14.2. Use Case Diagram



This use case diagram describes scenario for creation of occasional acts. Use cases in this diagram are:

- ✓ *SELECT CASE* - use case in which user is selecting case for which document – act will be created
- ✓ *CREATE ACT* - use case of creation of new act for the case
- ✓ *SELECT ACT* - use case of selection of already created act for the case

### 14.3. Activity Diagram



#### 14.3.1. Select Case

Typist selects a case for which an act should be written or modified.

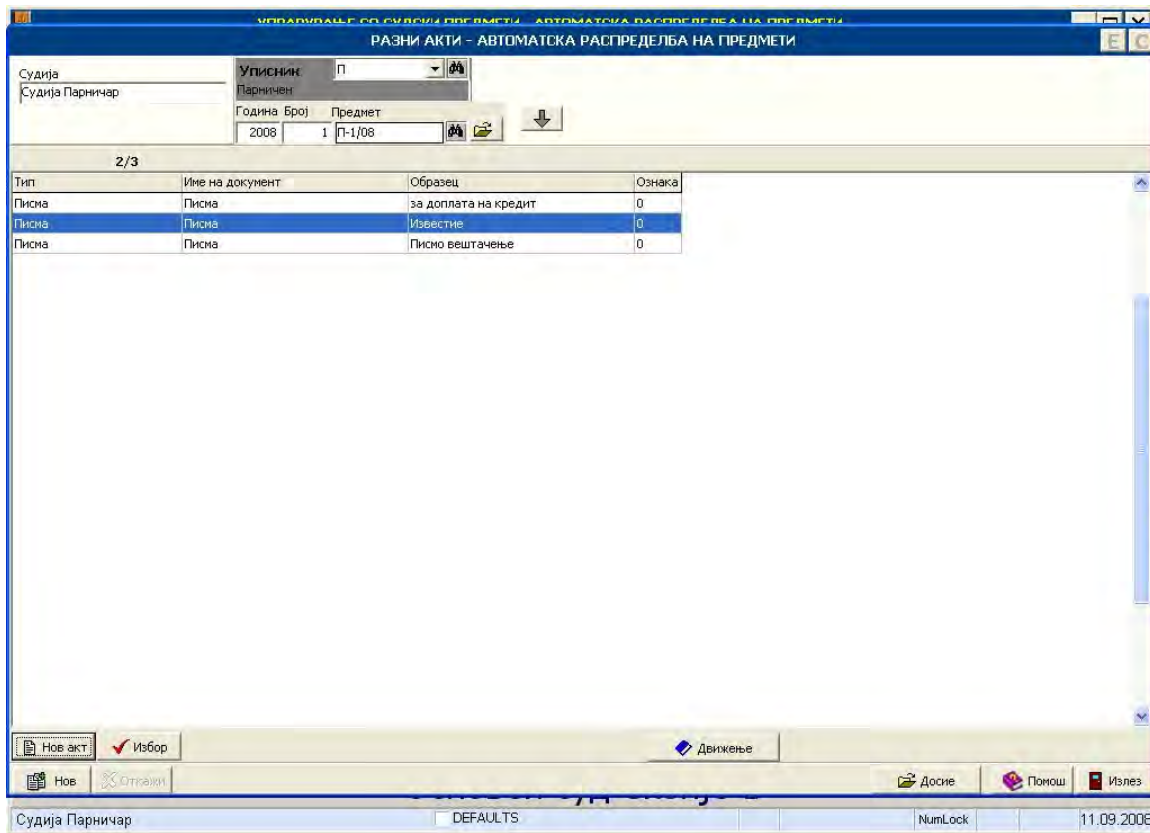
#### 14.3.2. Select Act

Typist selects an already existing act that has to be modified

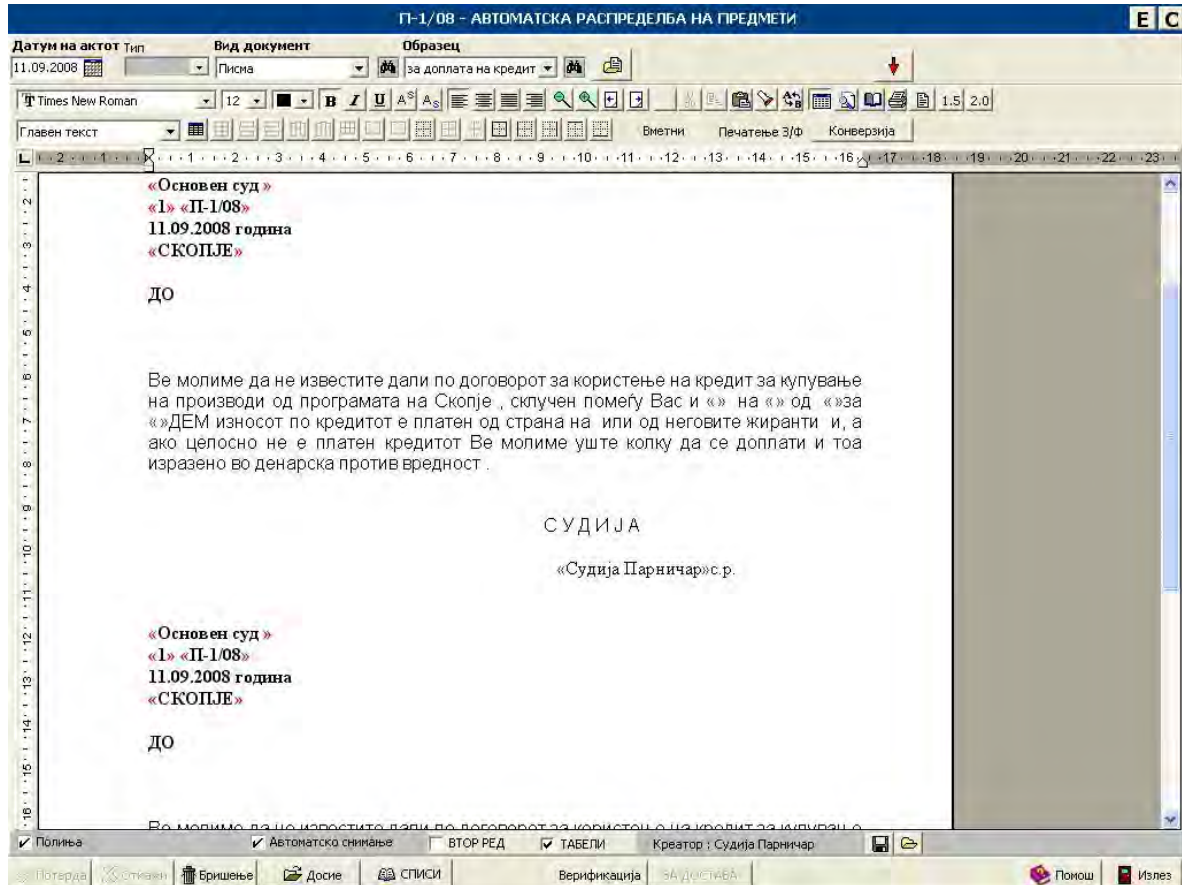
#### 14.3.3. Create New Act

Typist creates new act for the case.

## 14.4. Application Screenshots



### 14.4.1. Occasional acts – List of documents



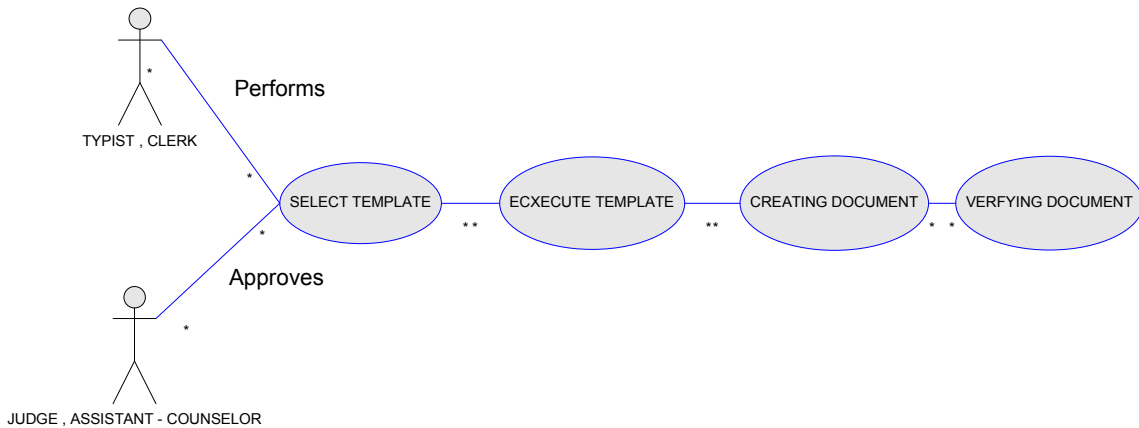
#### 14.4.2. Occasional acts –Creating a document

## 15. BUSINESS PROCESS: CREATION OF ACTS - DOCUMENTS

### 15.1. Introduction

This business process is comprised of functions that are used for the creation of documents. Every document is created from a template which is previously created and is consisted of court fact's variables. During execution of templates, database variables get their information from the database.

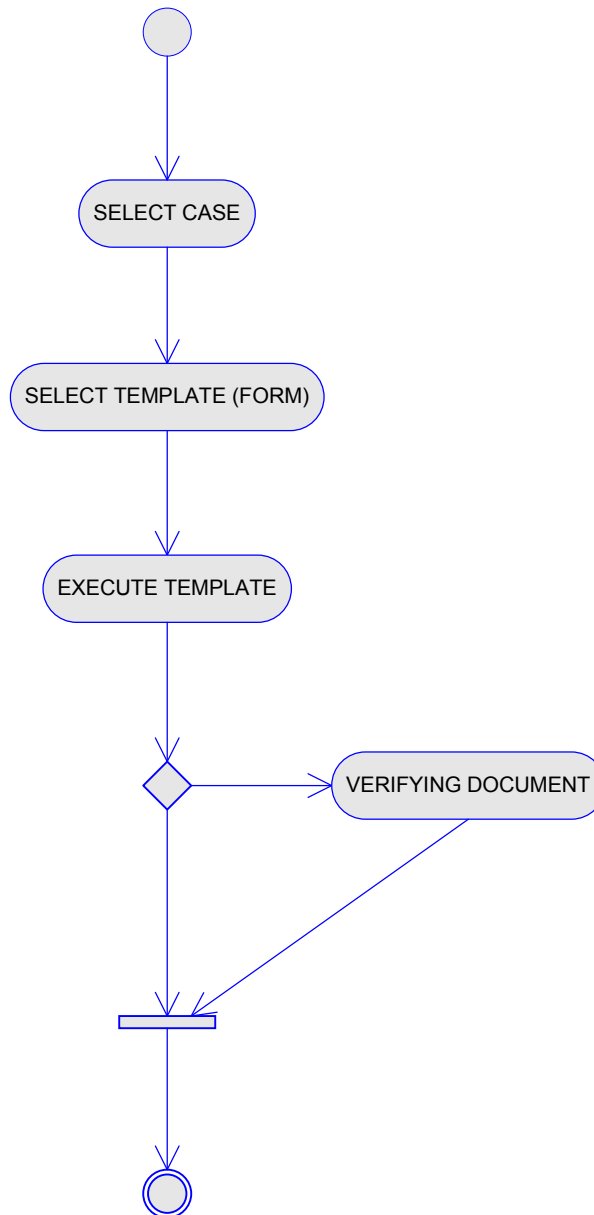
### 15.2. Use Case Diagram



This use case diagram is consisted of use cases that create documents. Use cases are the following:

- ✓ *SELECT TEMPLATE* - selection of template from which document or act will be created.
- ✓ *EXECUTE TEMPLATE* - executes the template. In this case, templates get the information for their variables, from business process that executes template (JUDGMENTS, HEARINGS, OCCASIONAL ACTS)
- ✓ *CREATING DOCUMENT* - typist does document writing with approval of judge
- ✓ *DOCUMENT VERIFICATION* - with this case judge is making final version of document that can be seen by anyone who has access to that case (court clerk, registry clerk etc).

### 15.3. Activity Diagram



#### 15.3.1. Select

Describes selection of the case for which document or act will, be created.

#### 15.3.2. Select Template (Form)

Selection of template from which document will be created. Template is comprised from court fact variables that inherited the information from business process that caused the creation of document.

### 15.3.3. Execute Template

Execution of template is process during which court fact variables take their information from business process that executes them.

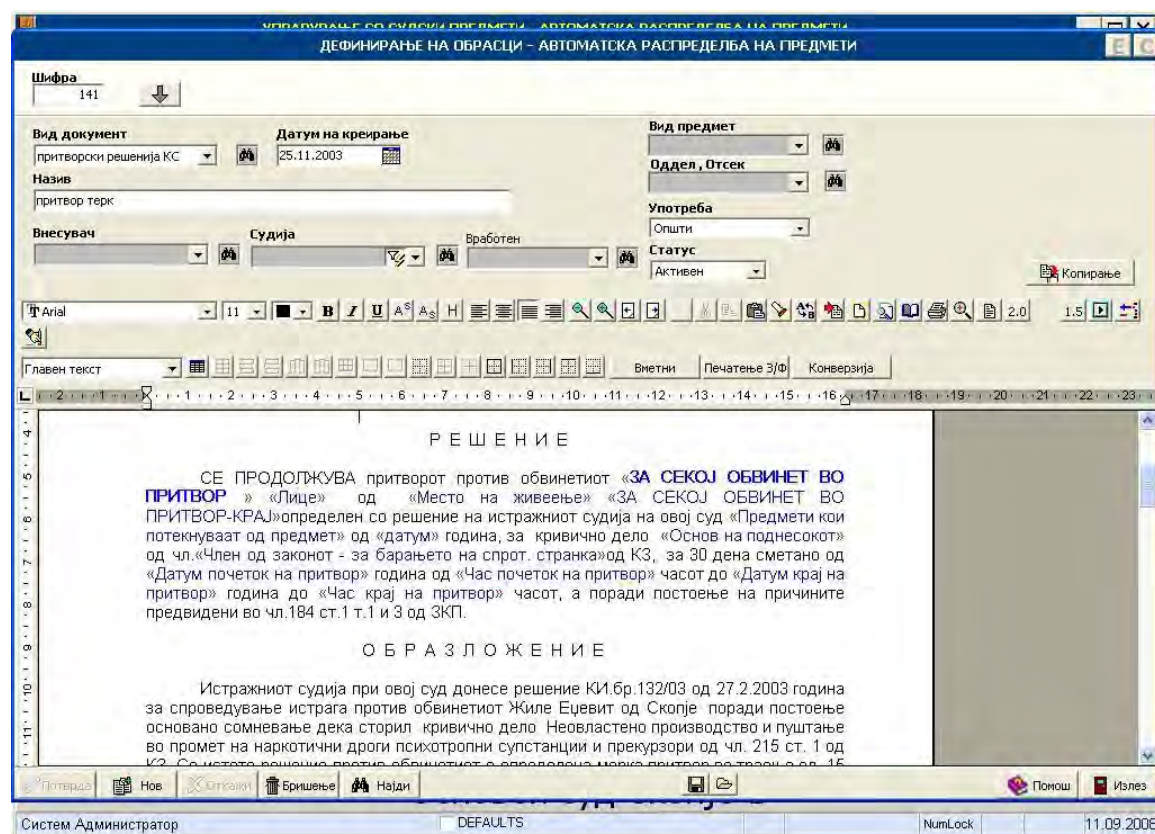
### 15.3.4. Verifying Document

After verification, judge makes final version of document which can be viewed by anyone that works with that document but can't be modified anymore.

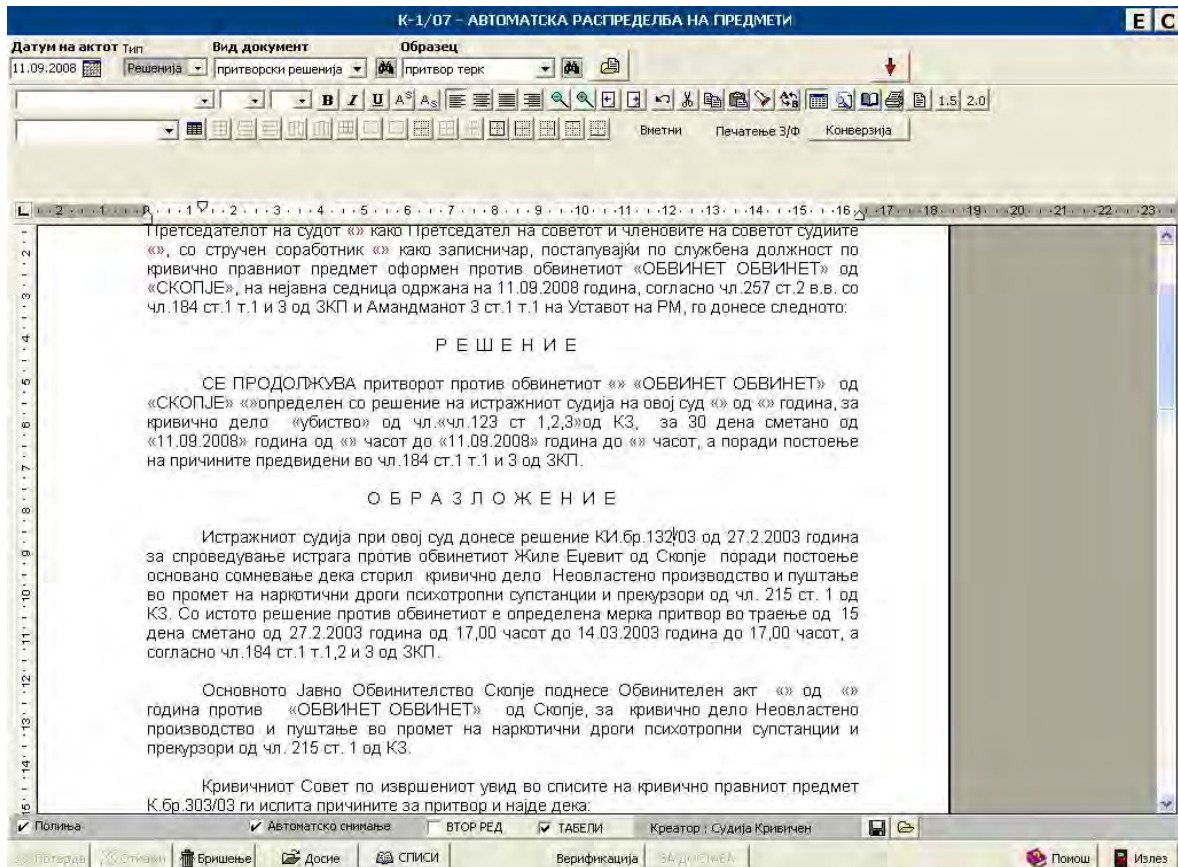
## 15.4. Business Constraints

- The user can create or select an act, for the selected case, of the type: orders, requests, letters, summons and other acts and types of document that are not for decisions.

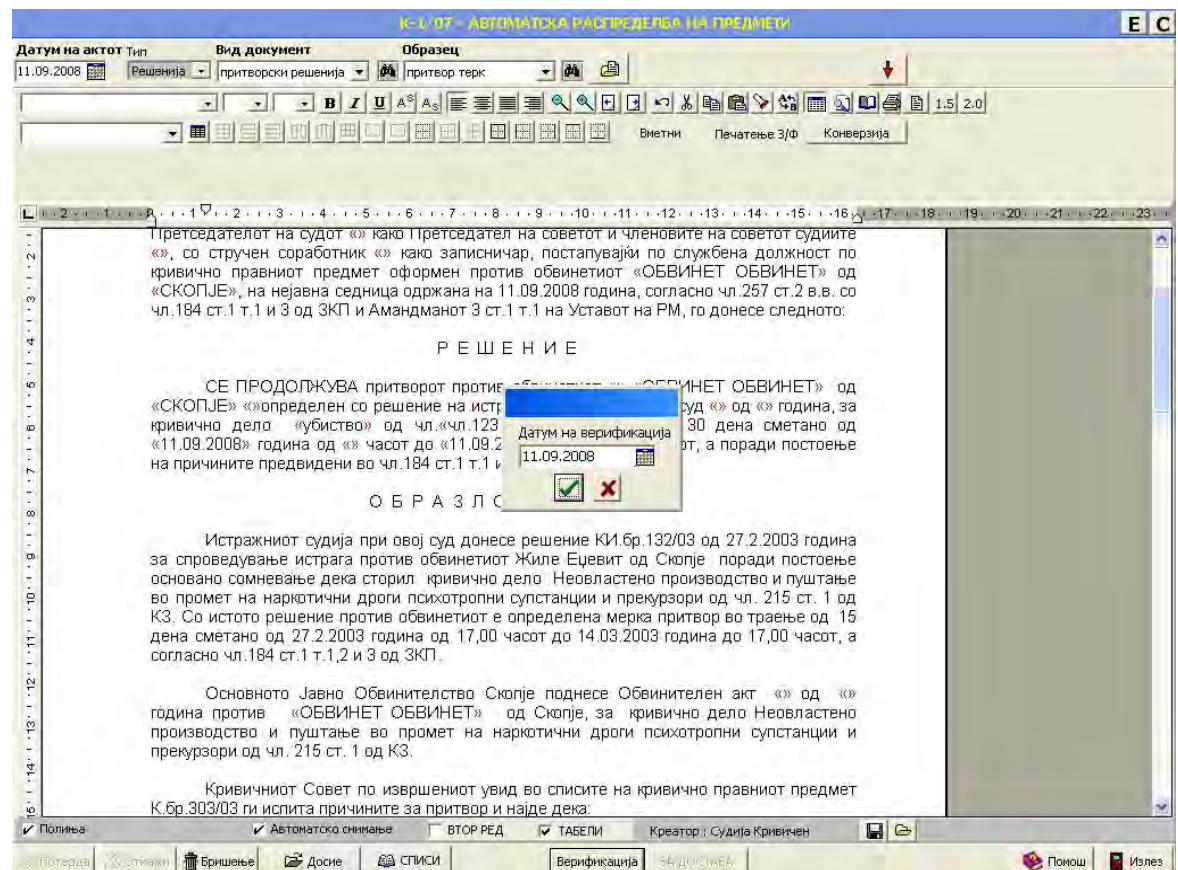
## 15.5. Application Screenshots



15.5.1. Creating a template



15.5.2. Creating an act



15.5.3. Act verification



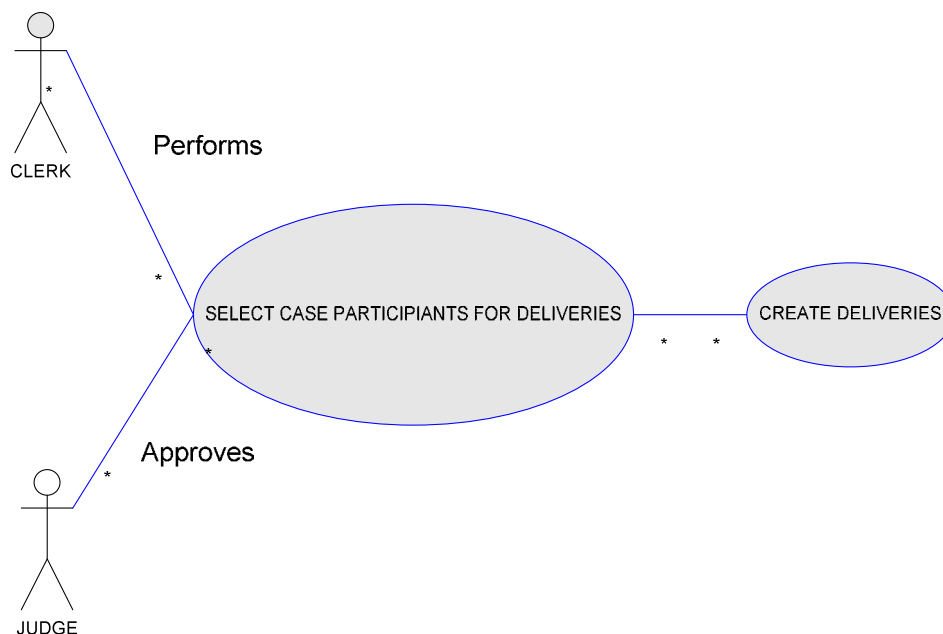
## **16. BUSINESS PROCESS: DELIVERIES AND THEIR RECORDING**

### **16.1. Introduction**

This business process comprises of functions which enables clerks to deliver documents (acts) approved by judge, to parties involved. Except delivery of documents other part of this process is recording of information for delivered acts, success of delivery, date of delivery, creation of new delivery for unsuccessful deliveries etc.

### **16.2. Use Case Diagrams**

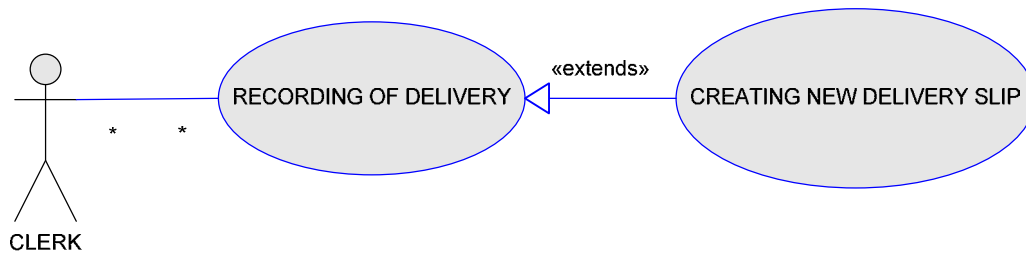
#### **15.2.1. Delivery Use Case Diagram**



Delivery use case diagram consists of functions that explain scenario for creating deliveries for parties involved in case. Use cases are:

- ✓ *SELECT CASE PARTICIPANT FOR DELIVERIES* - clerk selects parties. For selected parties, delivery list is created.
- ✓ *CREATE DELIVERIES* - creation of delivery lists for all selected participants

### 16.2.1. Delivery Recording Use Case Diagram

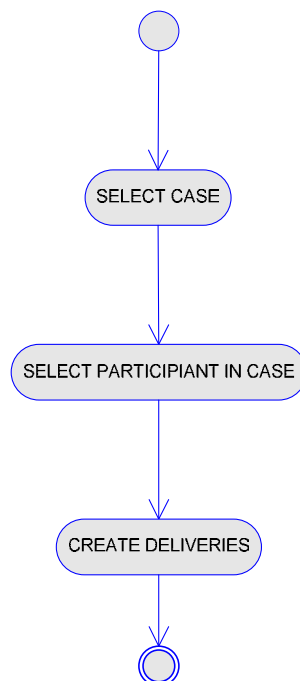


In this use case scenario, clerk performs recording of information about deliveries (Receiving date, success of delivery etc). Use cases are the following:

- ✓ *RECORDING OF DELIVERY* - recording of information of deliveries
- ✓ *CREATING NEW DELIVERY SLIPS* - if delivery was unsuccessful, clerk can create new delivery slip.

### 16.3. Activity Diagrams

#### 16.3.1. Delivery Activity Diagram



##### 16.3.1.1. Select Case

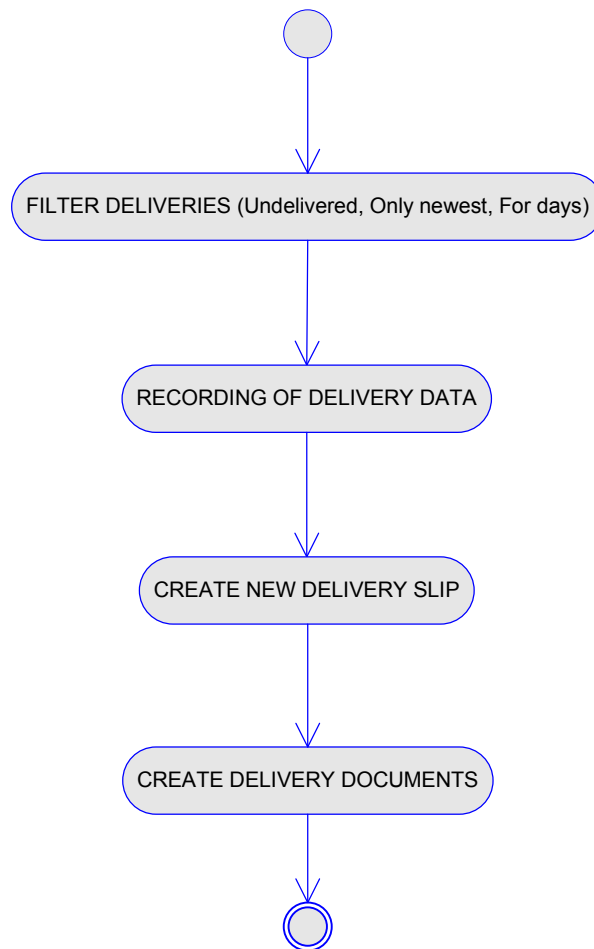
Selection of case for which clerk creates delivery slips.

**16.3.1.2. Select Participants In Case**

Selection of participants in case for whom, clerk makes delivery slips.

**16.3.1.3. Create Delivery Slips**

Creation of delivery slip is process of printing information into delivery slips.

**16.3.2. Recording Of Deliveries - Activity Diagram****16.3.2.1. Filter Deliveries**

Filtering of deliveries.

**16.3.2.2. Recording Of Deliveries**

Recording of information for deliveries

**16.3.2.3. Create New Delivery Slip**

Recording information for new delivery slip if previous was not successful.

#### **16.3.2.4. Create New Delivery Document**

Creates new delivery documents for unsuccessful deliveries.

### **16.4. Business Constraints**

#### **16.4.1. Delivery Recording**

- The date of a previously created delivery can not be greater than the current one
- The date of the delivery created can not be greater than the date for Submitted to delivery
- The date of the delivery created can not be greater than the Date of a successful delivery

### **16.5. Additional Considerations**

#### **16.5.1. Creating Deliveries**

- The system must enable proposals of default parties for the delivery of a particular act
- A proposal for an Annexed act is Type of document
- The ability to record all submitters at once, in delivery
- The ability to record all opponent parties at once, in delivery
- The ability to record all other persons at once, in delivery
- A proposal for the Date of delivery created is today
- A proposal for the Delivery is obligatory - true
- The ability data entered for one delivery, to affect all other deliveries for the act:
  - Delivery is obligated
  - Date of delivery created
  - Type of delivery
  - Deliverer
  - Annexed act

#### **16.5.2. Delivery Recording**

- The user must be able to filter the selected deliveries by the following criteria:
  - a) Only the newest delivery according to the Date of delivery
  - b) Not yet delivered according to the Date of successful delivery and Reason for unsuccessful delivery
  - c) Deliveries for a particular case
  - d) Deliveries for a particular register

- e) Deliveries for a particular year
- f) Deliveries which are submitted for delivery in the past number of days, and have still not been successful delivered
- g) Deliveries for a particular party or department
- If all deliveries for a particular decision, that don't have a date of completed delivery, are successfully delivered, then complete delivery gets the date of the last delivery
- If the date for the start of the period for answer for delivered act is empty, this field gets a value from the Date of the last successful delivery for this act
- If the date for the case check is empty or bigger than the value of the Date of last successful delivery for this act, then the value for this field is Date of last successful delivery
- If the selected delivery was not successfully delivered, and that is the newest delivery for the act, then the user can create a new delivery for the same act, with the following data entered by the user :
  - Type of delivery (post office or delivery clerk)
  - Delivery clerk
  - Date of delivery created
  - Same person or department as for the previous delivery
  - Delivery is obligated - same as previous delivery
  - Annexed act - same as previous delivery
- The user is able to create new delivery slips

## 16.6. Application Screenshots

**ЗА ДОСТАВА - АВТОМАТСКА РАСПРЕДЕЛБА НА ПРЕДМЕТИ**

Изберете лица на кои ќе им се достави актот  
 ПОДНОСИТЕЛ | ОБВИНЕТ | ДРУГИ ЛИЦА | ОСТАНАТИ

Лице	Вид на лице	Осно
ОБВИНЕТ ОБВИНЕТ	Физичко	убис

Под. за лицето

→ Додади      →→ Сите

**ЛИЦА ДО КОИ СЕ ДОСТАВУВА АКТОТ**

Задолжителна: Да      Датум на актот: 11.09.2008      Вид достава: [ ]

Доставувач: [ ]

Приложени акти: Решенија

Датум на прием: [ ]      Причина за недоставување: [ ]

	Задолж...	Вид достава	Датум
▶ ЈАВНО ОБВИНЕТЕЛСТВО НА Р.М	Да		
ОБВИНЕТ ОБВИНЕТ	Да		

← Бришење      ←← Сите

✓ Потврда      ✗ Откажи      📄 Доставници      🛠 Помош      ⏪ Назад      🚪 Излез

16.6.1. Creating a delivery

**ЕВИДЕНЦИЈА НА ДОСТАВА**

Уписник: К      За денови:       Само најнови:       Недоставени:

КРИВИЧНИ ПРЕДМЕТИ

Година Број Предмет      Денови      Примач

2007 1 К-1/07      [ ]      [ ]      ↓ Избор

Предмет	Датум на достава	Лице	Задолжителна	Предадено на достава	Датум на прием	Прич
К-1/07	11.09.2008	ЈАВНО ОБВИНЕТЕЛСТВО НА Р.М	Да			
К-1/07	11.09.2008	ОБВИНЕТ ОБВИНЕТ	Да			

Вид: Доставувач      Предадено на достава: 11.09.2008      Датум на прием: [ ]      Причина за недоставување: Непознато      Доставувач: [ ]

Доставата се евидентира како успешна

🛠 Помош      🚪 Излез

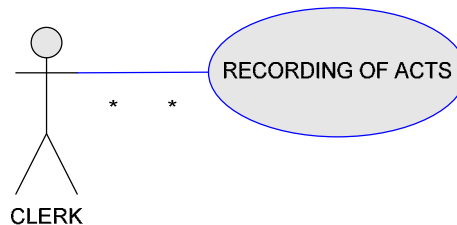
16.6.2. Evidence of a delivery

## 17. BUSINESS PROCESS: RECORDING OF VARIOUS ACTS

### 17.1. Introduction

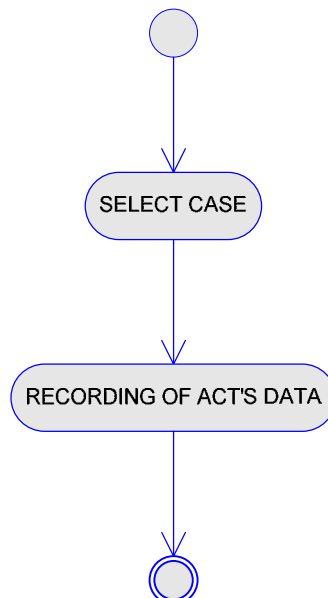
This business process describes recording of all files that have arrive in the court from outside the court, and they are related to cases in the court. This business process is function that is embedded part of the other business processes that contain recording of files that arrives for that business processes.

### 17.2. Use Case Diagram



Use case diagram presents scenario of recording files with their basic information.

### 17.3. Activity Diagram



### 17.3.1. Select Case

Selects the case and lists all files inserted in that case.

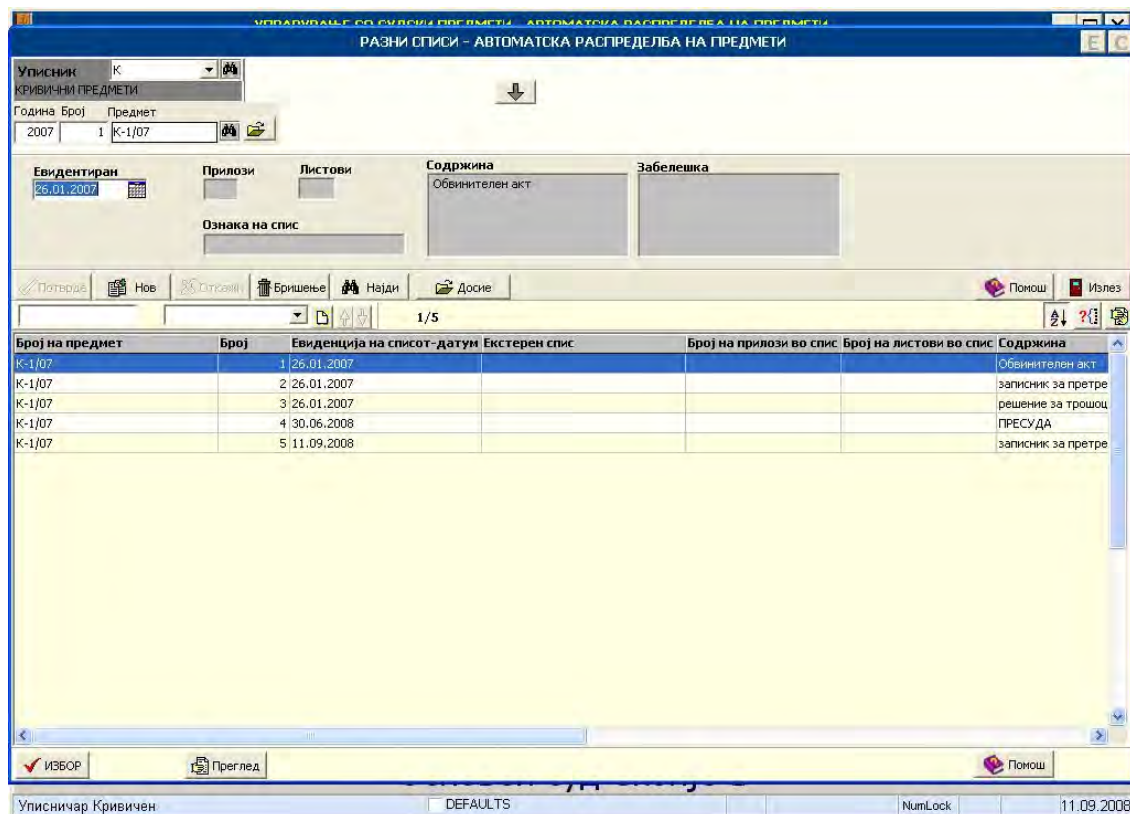
### 17.3.2. Recording Of Act's Information

This action describes recording of basic information for the act.

## 17.4. Additional Considerations

- If the case status is wait for an answer and if the user confirms that the external act is the answer for some request for the case, then the case status is with a previous value
- This functionality is used during all case procedures

## 17.5. Application Screenshots



The screenshot displays the ACCMIS application interface. At the top, the title bar reads "УПРАВЉАЊЕ СО СУДСКИ ПРЕДМЕТИ - АВТОМАТСКА РАСПРЕДЕЉБА НА ПРЕДМЕТИ" and "РАЗНИ СПИСИ - АВТОМАТСКА РАСПРЕДЕЉБА НА ПРЕДМЕТИ". Below the title bar, there are several input fields and buttons for filtering and navigation. The main area shows a table with columns: "Број на предмет", "Број", "Евиденција на список - датум", "Екстерен список", "Број на прилози во список", "Број на листови во список", and "Содржина". The table contains five rows of data for case K-1/07. Below the table, there are buttons for "ИЗБОР" (selected), "Преглед", and "Помош". The status bar at the bottom shows "Уписничар Кривичен", "DEFAULTS", "NumLock", and "11.09.2008".

Број на предмет	Број	Евиденција на список - датум	Екстерен список	Број на прилози во список	Број на листови во список	Содржина
K-1/07	1	26.01.2007				Обвинителен акт
K-1/07	2	26.01.2007				записник за претре
K-1/07	3	26.01.2007				решение за трошоц
K-1/07	4	30.06.2008				ПРЕСУДА
K-1/07	5	11.09.2008				записник за претре

17.5.1. Recording of various acts