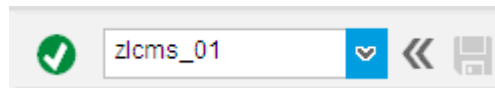


Legal Case Monitoring System (LCMS) Application

Help Document for Court case creation

Court case creation T-Code: ZLCMS_01

1. Login to SAP (ECC) Production using your credentials
2. Enter T Code: **ZLCMS_01**



3. The following screen appears:

CREATE SAVE CANCEL HEARINGS

Main Case
 Linked Case

TYPE OF CASE		+
CASE NUMBER/YEAR(YYYY)		+
DATE OF FILING THE PETITION		
DATE OF COUNTER FILING BY APTRANSCO		
DATE WHEN COURT TAKEN		
JURISDICTION		+
FORUM LOCATION		
NATURE OF CASE		
DESCRIPTION OF CASE	 Description	+
CATEGORY		
NAME OF THE PETITIONER		+
RESPONDENTS OF THE CASE		+
REPRESENTATIVE OF THE CASE		
CONCERNED HOD		+
COUNCIL FOR APTRANSCO		
COST VALUE OF LITIGATION	Rs.	0.00

4. Firstly, if it is a Main case, Radio button against the Main case shall be selected. In case of Linked case, radio button against Linked case shall be selected and the Main case details are mandatory. Hence, make sure that the Main case is already entered in LCMS.

Main Case
 Linked Case

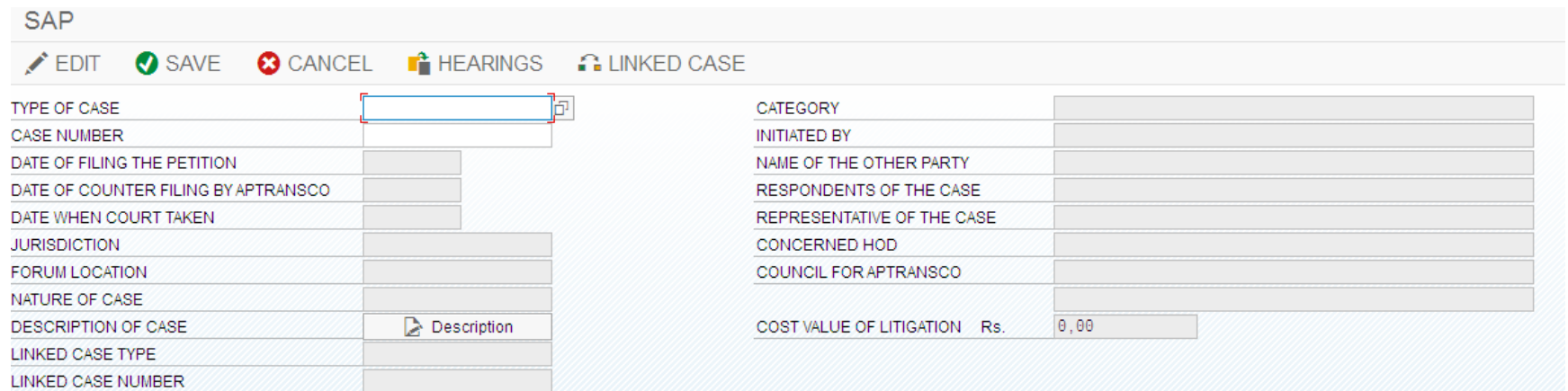
TYPE OF CASE	<input type="text"/>	
CASE NUMBER	<input type="text"/>	*
DATE OF FILING THE PETITION	<input type="text"/>	
DATE OF COUNTER FILING BY APTRANSCO	<input type="text"/>	
DATE WHEN COURT TAKEN	<input type="text"/>	
JURISDICTION	<input type="text"/>	*
FORUM LOCATION	<input type="text"/>	
NATURE OF CASE	<input type="text"/>	
DESCRIPTION OF CASE	<input type="text" value="Description"/>	*
MAIN CASE TYPE	<input type="text"/>	*
MAIN CASE NUMBER	<input type="text"/>	*

CATEGORY	<input type="text"/>
INITIATED BY	<input type="text"/>
NAME OF THE OTHER PARTY	<input type="text"/>
RESPONDENTS OF THE CASE	<input type="text"/>
REPRESENTATIVE OF THE CASE	<input type="text"/>
CONCERNED HOD	<input type="text"/>
COUNCIL FOR APTRANSCO	<input type="text"/>
COST VALUE OF LITIGATION	Rs. <input type="text" value="0,00"/>

5. Now, click on **Create**. Type of case can be selected from the list. Similarly, enter/select all the fields related to a particular case.
6. Counsel for APTRANSCO shall be selected from the list. If the Counsel name is not found in the list, please contact MR. Raviteja, AEE on 9985599498, Mail Id: mdmone@aptransco.co.in
7. After entering all the details of the case, click on **SAVE** button. Fields denoted with star (*) are mandatory.
8. Now the Main/Linked case details are entered successfully.

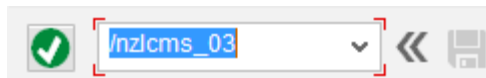
Editing the Case details T-Code: ZLCMS_02

9. To edit the case details, enter the T-Code **ZLCMS_02** and press **Enter**. The following screen appears with **Edit** option.



The screenshot shows the SAP ZLCMS_02 screen. At the top, there is a header bar with the text "SAP". Below the header, there are several buttons: "EDIT" (with a pencil icon), "SAVE" (with a green checkmark icon), "CANCEL" (with a red X icon), "HEARINGS" (with a calendar icon), and "LINKED CASE" (with a link icon). The main area of the screen is divided into two columns of input fields. The left column contains fields for: TYPE OF CASE (with a dropdown arrow), CASE NUMBER, DATE OF FILING THE PETITION, DATE OF COUNTER FILING BY APTRANSCO, DATE WHEN COURT TAKEN, JURISDICTION, FORUM LOCATION, NATURE OF CASE, DESCRIPTION OF CASE (with a "Description" button), LINKED CASE TYPE, and LINKED CASE NUMBER. The right column contains fields for: CATEGORY, INITIATED BY, NAME OF THE OTHER PARTY, RESPONDENTS OF THE CASE, REPRESENTATIVE OF THE CASE, CONCERNED HOD, COUNCIL FOR APTRANSCO, and COST VALUE OF LITIGATION (with a unit "Rs." and a value of "0,00").

10. To edit the details of any case, click on **EDIT** button → Enter or Select the **Type of case** → Press **Enter key** (Corresponding list will be available in case number list) → Select the case number from the list and press **Enter Key**. The case details will be displayed in their corresponding fields. The details can now be edited/updated. After Editing the details click on **SAVE** button.
11. **VIEW case information**: T- code to view case details is **zlcms_03**.



Using this T-code one can only view the details of any selected case.

Select the **Type of case** → Press **Enter key** (Corresponding list will be available in case number list) → Select the case number from the list and press **Enter Key**. The case details will be displayed in their corresponding fields.

Hearings Details

12. To update the hearing details, the case details shall be selected. For this,

- a. Go to T-code: **ZLCMS_01**
- b. Select the case type and Press **Enter** Key
- c. Select the case number and Press **Enter** key
- d. Click on hearings. Hearing details screen appears as below:

CREATE		SAVE		CANCEL	
Type of Case	WP	Category			
Case Number	22222	Initiated by			
Date of Filing the Petition		Name of the petitioner			
Date of Counter Filing by APTRANSCO		Respondents of the case	CMD/APTRANSCO		
Date When Court Taken		Representative of the case			
Jurisdiction	HIGH COURT	Concerned HOD	CHIEF ENGINEER/ IPC		
Forum Location		Council for APTRANSCO			
Nature of Case					
Description of Case	Description	Cost value of Litigation	Rs.	0.00	
Hearing No	3	Present Hearing Date	19.04.2019		
Case Status		Next Hearing Date	10.05.2019		
Forum Location	HYDERABAD	Jurisdiction	HIGH COURT		
Final Outcome	CASE PENDING				
Invoice No of Hearing	1	Invoice Date	09.05.2019		
Advocate Fee	Rs. 0.00	Council for APTRANSCO	Y.CHANDRASEKHAR - ADVOCATE		
Expenses	Rs. 0.00				

13. For entering the hearings, click on **CREATE**. The hearings screen will be changed to Edit mode and hearings number changes automatically. For entering the invoice particulars against any particular hearing, the hearing number shall be selected and click **ENTER** key.

- 14. Invoice details can be entered in the provision given for invoice particulars. Invoice details can also be entered without any hearings details also, if required.
- 15. After filling in all the fields, click on **SAVE** button.
- 16. **ZLCMS_Report**:
Comprehensive report showing the cases information pertaining. Report can be viewed based on the input fields provided as below:

LCMS REPORT

CASE TYPE	<input type="text"/>		<input type="text"/>	
CASE NO	<input type="text"/>	to	<input type="text"/>	
FORUM LOCATION	<input type="text"/>	to	<input type="text"/>	
HOD	<input type="text"/>	to	<input type="text"/>	
JURISDICTION	<input type="text"/>	to	<input type="text"/>	
CASE STATUS	<input type="text"/>	to	<input type="text"/>	

The report shows the cases information as shown:

LCMS REPORT

Case Number	Linked Case No	Council for APTRANSCO	Nature of Case	Name of Other Party	Jurisdiction	Forum Location	Head of Departme...	Status of Case	Tot. Expenditure
WP.WPTEST		B.ADINARAYANA RAO - SENIOR ADVOCATE		M/S XYZ LTD	HIGH COU...		CHIEF ENGINEE...	OPEN	2,000.00
WP.WPTEST	SP.SPTEST	A.SUDARSHAN REDDY - SENIOR ADVOCATE		M/S XYZ LTD	HIGH COU...		CHIEF ENGINEE...	OPEN	0.00
SLP.22222			COMMERCIAL	M/S XYZ LTD	HIGH COU...	HYDERABAD	CHIEF ENGINEE...		0.00
SLP.22222	OP.45645			M/S XYZ LTD	HIGH COU...		CHIEF ENGINEE...		0.00