



UNIVERSITI TEKNOLOGI MARA
FACULTY OF ADMINISTRATIVE SCIENCE AND POLICY
STUDIES

PRACTICAL TRAINING REPORT

SAINS (CASE MANAGEMENT SYSTEM) FOR E-FILING AT
JUDICIARY COURT OF KUCHING

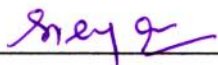
NOOR AZLEEN BINTI ABDUL RAHIM 2010249992

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**CLEARANCE FOR SUBMISSION OF THE PRACTICAL REPORT BY THE
SUPERVISOR**

Name of Supervisor : MADAM ARENAWATI SEHAT BINTI OMAR
Title of Research Report : SAINS (CASE MANAGEMENT SYSTEM) FOR E-FILING
AT JUDICIARY COURT OF KUCHING
Name of Student : NOOR AZLEEN BT ABDUL RAHIM

I have reviewed the final and complete practical report and approve the submission of this report for evaluation.



(ARENAWATI SEHAT BT OMAR)

Date: 11/7/2014

Supervisors Comments

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Noor Azleen Binti Abdul Rahim
Bachelor of Administrative Science (Honours)
Faculty of Administrative Science & Policy Studies
Universiti Teknologi MARA, Kota Samarahan

CHAPTER 1

BACKGROUND OF THE ORGANIZATION

1.0 Introduction

The first judges and magistrates were in fact administrators. The highest court in each territory was the Supreme Court. North Borneo only got its first legally qualified Judicial Commissioner in 1912, a post that was later to be called "Chief Justice". The territory of Sarawak had its first legally qualified Judge in 1928 in the person of Mr. Justice T.S. Sterling – Boyd. He was the Judicial Commissioner of the Supreme Court

When North Borneo and Sarawak became Crown Colonies after the Second World War, these 2 Borneo territories, together with Brunei, formed a Combined Judiciary. In addition to the High Court a Court of Appeal was also established. The Combined Judiciary was headed by a Chief Justice, the first of whom was Sir Ivor Brace. This system continued until 1963 when North Borneo was renamed Sabah and together with Sarawak, merged with Malaya and Singapore to form the Federation of Malaysia.

Under the Malaysian Federal Constitution, the States in Malaya and the Borneo States of Sabah and Sarawak shall have one High Court each, each of coordinate jurisdiction and styled the High Court of Malaya and the High Court of Sabah and Sarawak. When the Federation was formed in 1963 each High Court was headed by a Chief Justice. The Chief Justice of the Borneo States is based in Kuching. The titles of "Chief Justices" were later changed to "Chief Judges" in 1994, and the High Court of Borneo, to the High Court in Sabah and Sarawak.

1.1 Background of the Department

The Office of the Registrar of the High Court in Sabah and Sarawak.

The Registrar of the High Court in Sabah and Sarawak performs judicial as well as administrative function. He is the chief judicial officer in Sabah and Sarawak, and answers directly to the Chief Judge in matters concerning the Courts Registries and Courts management in the two States, and to the Chief Registrar of the Federal Court in Putrajaya.

In the performance of his functions, he is assisted by a number of Deputy Registrars and Senior Assistant Registrars in Sabah and Sarawak, as well by the Subordinate Courts Registrars.

The Registrar is also in charge of the Roll of Advocates and he is responsible for the issuance of the annual practicing certificates for the advocates.

The Registrar is legally trained. The current Registrar is Tuan Ismail bin Ibrahim.

1.2 The Registry of the High Court

The office of the Registrar of the High Court in Sabah and Sarawak, like the office of the Chief Judge is located in Kuching Courts Complex. There are separate registries for each of the High Courts in Kuching, Sibul, Bintulu and Miri in Sarawak and in Kota Kinabalu, Sandakan and Tawau in Sabah. Each High Court has its own Deputy Registrar or Senior Assistant Registrar, who are legally trained officers. He or she will be in charge of the judicial work and the court personnel (court interpreters, clerks, bailiffs and process servers.).

The main work of the Registry is to register cases, draw up cause lists and other

court documents, accept court fees, fines, deposits, to be in charge of the safekeeping of court exhibits, among other support work.

The Registries provide “one-stop” service counters where fines, bail bonds are paid and where oaths and affirmations are taken. Registry officials also register moneylending transactions as required by the law at the service counter.

Table 1.2.1 :Registration Counter for Magistrate Court and Session Court

Day	Operation Hours
Monday to Thursday	: 8.30a.m. -11.30 a.m. 2.00p.m -3.30p.m
Friday	: 2.15p.m – 3.30 p.m.

The Registrars also attest and certify documents. The Commissioners’ of Oaths are also a part of the Registry and affirm oaths and affirmations. The Registry does not provide translation services.

1.3 The Registry of the Subordinate Courts

The Subordinate Courts (Sessions Courts and Magistrates’ Courts) throughout Sabah and Sarawak each has its own Registry which performs support functions similar to the High Court Registry. There are a number of Registrars of the Subordinate Courts who are Para-legal officers, and perform certain limited judicial functions.

1.4 Jurisdiction of the Court

Under Article 161 of the federal Constitution:

161. Use of English and of native languages in States of Sabah and Sarawak.

(1) No Act of Parliament terminating or restricting the use of the English language for any of the purposes mentioned in Clauses (2) to (5) of Article 152 shall come into operation as regards the use of the English language in any case mentioned in Clause (2) of this Article until ten years after Malaysia Day.

(2) Clause (1) applies -

(a) to the use of the English language in either House of Parliament by a member for or from the State of Sabah or Sarawak; and

(b) to the use of the English language for proceedings in the High Court in Sabah and Sarawak or in a subordinate court in the state of Sabah or Sarawak, or for such proceedings in the Federal Court or the Court of Appeal as are mentioned in Clause (4); and

(c) to the use of the English language in the State of Sabah or Sarawak in the Legislative Assembly or for other official purposes (including the official purposes of the Federal Government).

(3) Without prejudice to Clause (1), no such Act of Parliament as is there mentioned shall come into operation as regards the use of the English language for proceedings in the High Court in Sabah and Sarawak or for such proceedings in the Federal Court or the Court of Appeals as are mentioned in Clause (4), until the Act or the relevant provision of it has been approved by enactments of the Legislatures of the States of Sabah and Sarawak; and no such Act shall come into operation as regards the use of the English language in the State of Sabah or Sarawak in any other case mentioned in paragraph (b) or (c) of Clause (2), until the Act or the relevant provision of it has been approved by an enactment of the Legislature of that State.

(4) The proceedings in the Federal Court or the Court of Appeal referred to in Clauses (2) and (3) are any proceedings on appeal from the High Court in Sabah and Sarawak or a judge thereof, and any proceedings under Clause (2) of Article 128 for

the determination of a question which has arisen in proceedings before the High Court in Sabah and Sarawak or a subordinate court in the State of Sabah or Sarawak.

(5) Notwithstanding anything in Article 152, in the State of Sabah or Sarawak a native language in current use in the State may be used in native courts or for any code of native law and custom, and in the case of Sarawak, until otherwise provided by enactment of the Legislature, may be used by a member addressing the Legislative Assembly or any committee thereof.

A) High Court - Criminal Cases

Generally, the High Court has the jurisdiction to hear cases which carry the death penalty. Specifically, the jurisdiction of the High Court in criminal cases is provided in sections 22, 26, 31 and 35 of the Courts of Judicature Act, 1964.

B) High Court - Civil Cases

The High Court has the jurisdiction to hear civil cases in respect of:

- (a) divorce and matrimonial causes;
- (b) admiralty;
- (c) bankruptcy and company cases;
- (d) appointment and control of guardians of infants and their property;
- (e) appointment and control of guardians of disabled persons and their estate; and
- (f) grant of probates of wills and letters of administration.

Specifically, the jurisdiction of the High Court in civil cases is provided in sections 23, 24, 24A, 25 (including Schedule), 25A, 28, 30, 32, 33 and 35 of the Courts of Judicature Act, 1964.

C) Sessions and Magistrates' courts

Under Section 111 of the Subordinate Courts Act 1948:-

111. Amendment of laws

Where in any written law passed or made before the commencement of the extension of this Act to Sabah and Sarawak, there is, in relation to Sabah or Sarawak -

- (a) a reference to the Court of a Magistrate of the First Class or a District Court there shall be substituted a reference to a Sessions Court;
- (b) a reference to the Court of -
 - (i) a Magistrate of the Second Class, a Police Court or a Court of Small Causes;
 - (ii) a Magistrate of the Third Class or a Petty Court, there shall be substituted a reference to a Magistrates Court.
- (c) a reference to a Stipendiary Magistrate or a Magistrate of the First Class there shall be substituted a reference to a Sessions Court Judge; and
- (d) a reference to a Magistrate of the Second Class or a Magistrate of the Third Class there shall be substituted a reference to a Second Class Magistrate.

Sessions Court - Criminal Cases

The Sessions Court has the jurisdiction to try all offences other than offences punishable with death.

Sessions Court - Civil Cases

The Sessions Court has unlimited jurisdiction to hear:

- (a) running down cases, landlord and tenant, and distress;
- (b) to try other suits where the amount in dispute does not exceed RM250,000.00; and
- (c) with the consent of the parties involved, to try cases exceeding RM250,000.00 but the award is limited to the statutory limit of RM250,000.00 only.

Magistrates' Court - Criminal Cases

A First Class Magistrate Court has the jurisdiction to try all offences where the maximum term of imprisonment provided by law does not exceed 10 years or which are punishable with fine only or cases involving robbery and housebreaking by night.

Generally, a First Class Magistrate may pass any sentence allowed by law not exceeding:

- (a) 5 years imprisonment;
- (b) a fine of RM10, 000.00;
- (c) whipping up to 12 strokes; or
- (d) any sentence combining any of the sentence aforesaid.

However, in some cases e.g. under the Dangerous Drugs Act 1952 and Betting Act 1953 the Magistrate may impose a fine higher than RM10, 000.00.

Magistrates' Court - Civil Cases

A First Class Magistrate Court has the jurisdiction to try all actions and suits of a civil nature where the amount in dispute does not exceed RM25, 000.00.

CHAPTER 2

JOB DESCRIPTION

2.0 Introduction

In this chapter, I will discuss regarding the job description in my workplace, job competencies, vision and mission of E-filing services and objectives of the unit E-filing. The tasks will be presented in a tabular form so that it is easier to be read and understand. Other than that, I also learned about the e-filing case management system process about their procedure and work flow. Thus, the table below is the summarized activities of my daily activities extracted from my work manual procedure.

2.1 Job Description

I joined Judiciary Department as a Pembantu Tadbir Undang-Undang specifically attached to Mahkamah Magistrate/Session in Civil Section Unit in 26 of June 2006 till 26th of June 2009 at Complex MahkamahSibu.

Then, in year 1st of July 2009 I was transferred to MahkamahTinggi/Sesyen/Majistret Kuching in Magistrate Court Civil Section Unit.

My job description is as stated below,

Table 2.1.1: Job Description

No	Date of Appointment	Position	Job Description
1	26.6.2006 - 26.6.2009 Mahkamah Magistrate/Session Sibu	Pembantu Tadbir Undang- Undang	Task and Responsibility are; <ul style="list-style-type: none">▪ Received Checking and Registered case and supporting document into system through manually and ensure the fee is enough and correct for filing.▪ Responsible to be a public relation officer at the Mahkamah Magistrate counter according to the schedule fixed by the Court. Supervising Registration cases <ul style="list-style-type: none">▪ To ensure the Case number are correct, the content, format and statute are according to the Rules Court Amendment 2012.▪ Register of old cases into Case Management System, Process notice of application, draft Judgment, draft order, Affidavit of service and notice of appearance. Records

			<ul style="list-style-type: none"> To handle the documents, letter of file and report Bailiff regarding the Writ of Possession. Order to Arrest, Writ of Seizure and Sale.
2	1.7.2009 until now 2014.	Pembantu Tadbir Undang Undang	<p>Task and Responsibility are;</p> <ul style="list-style-type: none"> Received Checking and Registered case and supporting document into system through E-Filing system and ensure the fee is enough and correct for filing. Responsible to be a public relation officer at the Mahkamah Magistrate counter according to the schedule fixed by the Court. <p>Supervising Registration cases</p> <ul style="list-style-type: none"> To ensure the Case number are correct, the content, format and statute are according to the Rules Court Amendment 2012. Register of old cases into Case Management System, Process notice of application, draft Judgment, draft order, Affidavit of service and notice of appearance. <p>Management task</p> <p>To coordinate with the Court Case Management System regarding;</p> <ul style="list-style-type: none"> The management of e-filing Case Management System, any error, or problem by the Advocates. To call and response towards the lawyer or advocates side and feedback to the SAINS center regarding the complaint. To update cause book Magistrate Court Civil Section, such as 71 For Government Case and 76 for Writ of Execution. Scanning and Upload Document or Letter related to E-filing cases Checking and Verified draft Judgment,

draft order and Judgment before approval of the Registrar.

Publicity

- To prepare posters, flyers, pamphlets and to publicize the e- filing campaign towards the Advocates, lawyer and public.
- To handle and replying any public complaint whenever ordered by the Head of Department.
- To develop self-esteem and aware of Information Technology among the public, Government agencies and Advocates as well
- To adapt to any of the electrical equipment for publicity such as Video Conference, talks and seminar.

Training and Auditing

- To provide training and auditing for the E-Filing Staff and Subordinate in other district such as In Sibul, Bintulu and Miri Court to audit the future plan and any complain or problem regarding the E-Filing.

Records

- To handle the documents, letter of file and report Bailiff regarding the Writ of Possession. Order to Arrest, Writ of Seizure and Sale.
- Any other tasks as ordered by the Judiciary Officer of Judiciary

2.2 VISION AND MISSION OF E-FILING SERVICES

2.2.1 Vision

Towards delivers Excellence through Efficiency and Effectiveness in Judicial Department.

The mission of the Judicial Department Courts Kuching is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

2.2.2 Objectives of the department (Judiciary)

“To dispense justice expeditiously and fairly and also to improve the image of the Malaysian Judiciary”.

2.3 OBJECTIVES OF THE UNIT (E-FILING)

2.3.1 General Objectives

To reduce the time taken for hearing cases .The system is designed to ease the setting up, management and coordination of trial period in line with the needs of the parties.

2.3.2 Specific Objectives

- a. Electronic lodgment of claims.
- b. Electronic filing of documents relating to that claim by both parties.
- c. Electronic management of documents filed relating to the claim
- e. Electronic access to documents in court.

e. Apart from faster processing time, litigants as well as practitioners will be able to enjoy time, accurate data and cost savings.

f. The number of disposal of cases has increased and the backlog is clearing.

g. To strengthen judicial independent, to enhance the efficient disposal of cases, and to enable the Judiciary to continue to function as a strong and effective Judiciary.

h. To strike the right balance between the two maxims, "Justice delayed is justice denied" and "Justice hurried is justice buried."

i. To uphold the dignity, independence and the integrity of the Malaysian Judiciary.

j. Cases are heard and disposed of speedily.

2.3.3 E-filing Case Management System Process

Note: This user guide comprises two functions namely:

Part A: Verification by PTU

Part B: Digital Signature by Registrar, DR/SAR

Steps are provided to guide users on how to use the functions mentioned above.

Part A

1. Verification by PTU (<http://www.highcourt.sabah.sarawak.gov.my>)

2. Next, click on the "Digital Signature/Digital Seal" icon

3. Next, Select "Pending PTU's Verification" from the drop-down list. Then click on the "Go" button to display list of cases under this criteria.

5. Next, select a case from the list to verify. You can also select multiple cases to verify simultaneously.

6. Click on the button "Mark as Verified" to finally verify case.
7. To check for verified case, select "Verified by PTU/Pending Digital Signature & Digital Seal" from the "Digital Signature & Digital Seal Status" drop down list in the search criteria. Then click "Go". You can also search your case by case number.

Part B: Digital signature by Registrar /DR/SAR

1. To start, you need to login to the Case Management System (CMS) of the High Court in Sabah and Sarawak at: <http://www.highcourt.sabah.sarawak.gov.my>
2. Next, click on the "Digital Signature/Digital Seal" icon.
3. Select "Verified by PTU/Pending Digital Signature & Digital Seal" from the "Digital Signature & Digital Seal Status" drop-down list.
4. Then select a case or multiple cases to sign.
5. Then click on the "Sign document" button to start the signing process. Click "OK" when prompted to proceed.
6. To activate your Digicert certificate, click on the "Browse" button and select your certificate file.
7. Enter the password for your Digicert certificate.
8. Click "Browse" to select the image file of your Chops/Seals/Facsimile to be added on your document.
9. Finally, click on the button "Sign document" to digitally sign and seal your document

10. To check for signed case, select “Digitally Signed & Sealed “from the “Digital Signature & Digital Seal Status “drop-down list.

11. Click” Go”to display the list of digitally signed and sealed cases

2.4 JOB COMPETENCIES

My job competencies as Pembantu Tadbir Undang-Undang in Mahkamah Magistrate Civil section are

a. Basic Knowledge of Office Management.

b. Information and Communication Technology (ICT) skills and able to handle Microsoft Office efficiently.

c. Skill fully in using equipment such as computer, printer, fax machine, scanner, Photostat machine, LCD projector, laminating machine etc.

d. Able to communicate in multi-language such as Malay, English and other local dialects.

e. Interpersonal skills-able to work well with other staff and dealing with public.

Table 2.4.1 Introduction of current job description (weekly work)

Bill	Activity/Project	Accomplishment Instruction Quantity/Quality/Time/Cost
1.	<p>Checking, Verified and if any error mistakes on the supporting documents or cases will inform the Registrar to reject the related documents through system E-Filing Case Management System.</p> <p>a. Summons and New application Magistrate Court</p> <p>71 (Government summons)</p> <p>72 (General Summons)</p> <p>72A (Islamic Banking)</p> <p>73 (Tort)</p> <p>74 (New Application)</p>	<p>Every day from 8 am till 5 pm.</p> <p>15 Cases per week</p> <p>60 Cases per week</p> <p>45 Cases per week</p> <p>30 Cases per week</p> <p>25 cases per week</p>

	<p>76(Judgment Debtor Summons &Application For Execution) -Process new summons,writ,judgment debtor summons, notice of application, affidavit of service, notice of appearance,draft order, order to arrest, writ of seizure and sale,subpoena,judgment ,allocator, notice of discontinuance and Bailiff Report. Documents will be verified and digitally signed and sealed by the Registrar. If the document have some mistakes or does not follow the correct format according to the New Rules Amendment 2012,then the Registrar would reject the documents and the Advocated need to file a new application. -Only the document need to be fix date will be pass to the Interpreter. -Record and return back the document that has been signed by Registrar to the Advocates and other government department.</p>	<p>75 Cases per week 520 Cases per week 100 document per week.</p>
2.	<p>Update civil Cause book for Magistrate Court. 71 (Government cases) 72 (general cases) 73 (tort) 74 (originating application) 76 (judgment debtor summons &writ of execution)</p>	<p>List of civil cases print out from system (E-Filing) and to be stick on the cause book according to the code for every week.</p>
3.	<p>As a Court Bailiff for Writ of execution</p>	<p>5 cases per week</p>
4.	<p>Scanning summons for old cases and registered in the system E-Filing Case Management System for which starting year 2002 onwards.</p>	<p>10 cases per week.</p>

CHAPTER 3

ANALYSIS OF TASKS

3.0 Introduction

In this chapter, I will discuss regarding the analysis of the tasks that had been given that is in conducting a mini research regarding E-filing Case Management System .This analysis includes on how I relates with the concepts that I had learned during my lectures in UITM and how I apply the knowledge in court. Other than that,I also discuss on the strengths and limitation of the E-filing system towards court Jurisdiction during the implementation. E-filing Case Management System (SAINS) had been chosen as the subject of our study because it had been recently adopted by the Court.

3.1 Analysis of task

In E-Filing (Case Management System) SAINS, one of the main tasks is to reduce the time taken for hearing cases. The system is designed to ease the setting up, management and coordination of trial period in line with the needs of the parties.

The E-Filing (Case Management System) SAINS is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

As for registration of E-Filing (for Court Personnel only), there are two functions namely Part A: Verification by PTU, and Part B: Digital Signature by Registrar, DR/SAR. To start, you need to log in to the Case Management System of High Court in Sabah and Sarawak at :www//highcourt.sabah.sarawak.gov.my.

As for the e-filing system, it is divided into two parts: Primary Filing and Secondary Filing. Primary Filing is for new cases that need to be registered in the system. While, on the other hand, Secondary Filing is for supporting documents such as Affidavit of Service, Certificate of non-appearance and Judgment which are cases already existing in the system. Then, I need to click on the "Digital Signature/Digital Seal" icon and select "Pending PTU'S Verification" from the drop-down list.

Then click on the "Go" button to display a list of cases under this criteria. Next, select a case from the list to verify. Before I verify the document that attaches to that case, I have to make sure the case number is correct, plaintiff and defendant names are related to the case, the format for the document is correct, hearing and filing dates are accordingly the same with the schedule, and ensure that the Advocates have affixed the 5 main key features of the case in which, case number, hearing date, filing date, advocates signature and court sealed. If they don't affix the main key then the system Case

Management System (SAINS) would not appear on the document thus the Court have an authority to reject the case and need to call the Advocates to refilled and make another payment too.

Thus, the Court will advise the Advocates to ensure the document they are filed in a correct format and according to the law and procedure to avoid been rejected,refilled and make another payment for the document.

Click on the button “Mark as verified” to finally verify case. To check for verified case, select “Verified by PTU/Pending Digital Signature &Digital Seal” from the “Digital Signature & Digital Seal Status “drop-down list in the search criteria.

Then click “Go. You can also search your case by case number. Therefore, you can also check cases by using identity card number and full name of the person involved.

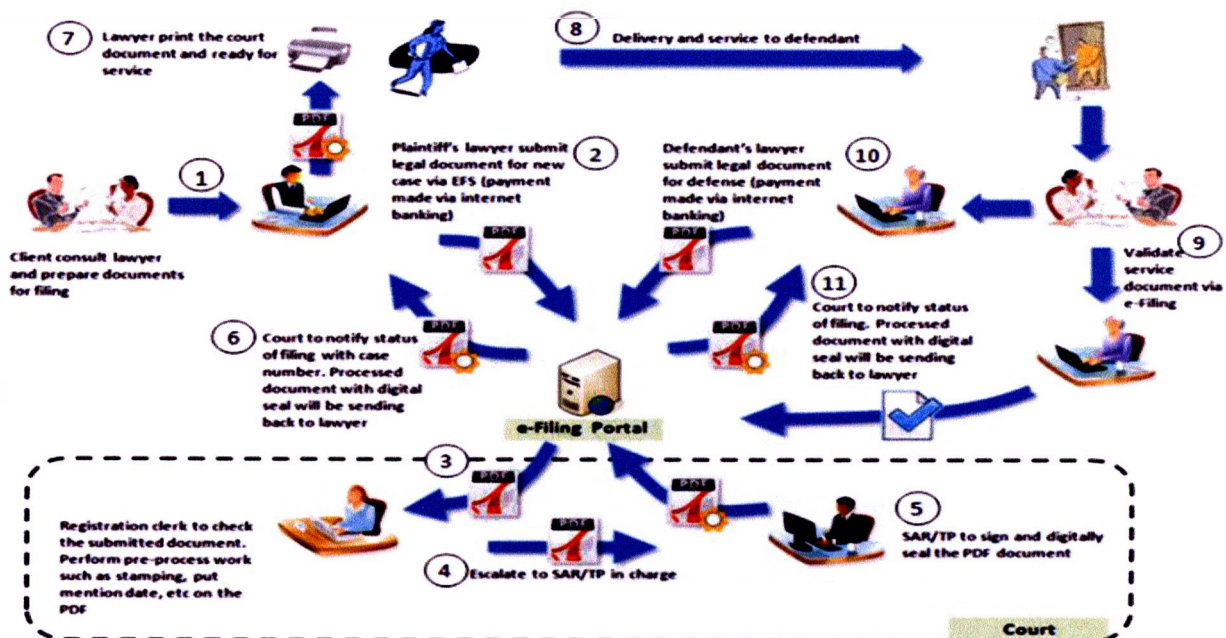


Table 3.1.1 Flow Chart of E-Filing Process

Flow Chart of E-Filing

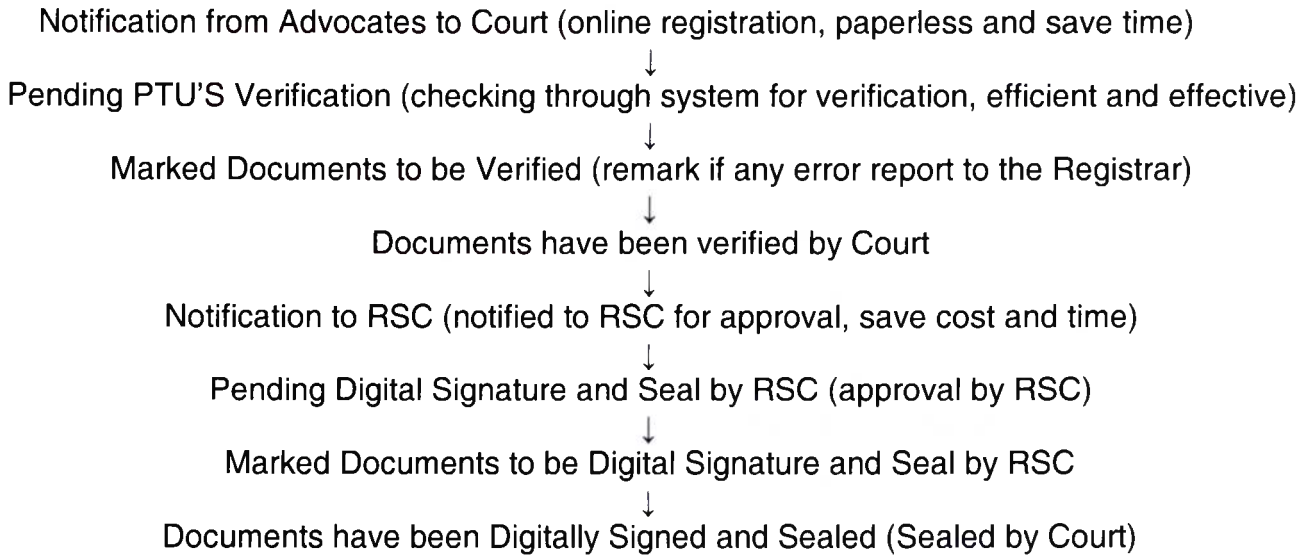


Table 3.1.2 Conceptual Flow Chart of the E-filing Process

3.2 Strengths of the E-Filing Case Management System

a. Cases are fixed and disposed a lot faster than before. For example, the number of disposal of civil cases in the Magistrate's Courts has gone up from 1,200 to 2000 cases monthly. Here it shows that it helps to disposed a lot of cases more efficient and effectively rather than before in which cases and work done by manually. At the same time, it would also give a big impact towards the good performance and image of the Judiciary court itself.

b. The reforms have given great impact to the whole judiciary. Lawyers are becoming more prepared in conducting their cases. They would have all the witnesses ready on the day of the trial and would assist the court to speed up the trial by preparing the witness statements for the trial.

c. The number of disposal of cases has increased and the backlog is clearing. There is hardly any file of pre-2000 cases in any Magistrate Court. This far reaching effect does not only change the public perception but boost up the performance and confidence of the judicial officers.

d. The setting up of KPI as one of the criteria for promotion is also seen as a brilliant move. Under this system, officers are promoted based on their performance. This gives no room for officers to waste any judicial time but to really focus on their work. As a result, cases are heard and disposed of speedily. Sessions Court Judges and Magistrates are also more focused and have to work hard to meet the KPI. This has definitely helped to clear the backlog of cases.

e. To strengthen judicial independence, to enhance the efficient of disposal cases, and to enable the Judiciary to continue to function as a strong and effective Judiciary.

f. To strike the right balance between the two maxims, "Justice delayed is justice denied" and "Justice hurried is justice buried". If the right balance is achieved, it will undoubtedly uphold the dignity, independence and the integrity of the Malaysian Judiciary.

g. All parties particularly the Malaysian Bar and the officers of the Attorney General's chamber and the public must not only be committed but also cooperate fully. Thus, it will enhance their capability in giving their best service and performance towards the country.

h. Towards paperless and reduce cost. It can reduce cost as we are using the online system and towards paperless in which help to avoid wastage and save the environment resources as well.

i. Reducing clerical time at the office hour. Here we can see that it may reduce the clerical time and pick hours' time at the registration counter as all the parties and agencies can submit their system through online. Thus, it leads to the efficiency and effectiveness of the system itself towards Court performance.

j. Give a visible record system to managerial staff and specialist in charge when needed. The court staff will easily can detect the cases and other document related to the case with only one click of searching. Therefore, it is more efficient and beneficial too.

k. Build teamwork and team spirit as to keep the record need a few staff to handle it together and kept it updated and monitoring in the system. As the court staff need to work together in order to ensure the case are updated and monitored in accordingly, thus it may increase their level of motivation and spirit in order to ensure the success of the e-filing case management system.

3.2 Limitation

There are a few problems and challenges during the registration of E-Filing Case Management System (SAINS) during the implementation. The problems are as stated.

- Lack of skills in using Information Technology

Some of the parties in which client to the E-Filing system such as Legal Advisor, lawyers and other government representative officer are not ready and unable to accept the usage of the system. There are not fully capable to use the system and some of them are unable to use the Information Technology in advance. Thus, it creates problem and lack of the system as the Court need to demonstrate, and trained them on how to use the system.

- Lack of refreshment and user training system

Most of the users are unable to practice and use the system in advance as the Court staff as well needs to be trained and refreshment training is needed too. Sometimes, court staff are too lazy to update on the upcoming schedule or report towards the cases, thus it will create barrier and problem as the system cannot be check on accurately and precise on what happen to each cases. Thus, it creates double work as to check on the docket in order to ensure the update on the system is correct.

- Top Management does not fully commit in their task.

The Management of E-Filing system reluctant to inform and produce Standard Of Procedure of the system to the staff, thus it create lack of information as the staff are

unable to receive clear and direct information in order to enhance their capability as user of the E-Filing Case Management System (SAINS).It create barrier and lack of information as the information is being misinterpret and lead to inefficiency as well

- The system does not fully efficient and friendly user.

The system provided by SAINS often given trouble such as user unfriendly and always facing corruption in the system.The Court took time to do the troubleshooting and gives us the filing of cases to be recorded.

- System cannot detect same remark on both Advocates and Court side.

The Advocates usually does not satisfied with the Court system especially when their document been reject as they cannot see what the remark comments by Registrar and it islead to double payment and filing as well. They are not been satisfied as they have to make another payment and document rejected cannot be refund as well as the refund is not applicable anymore.

- Insufficient of facilities and equipment

Lack of facility in the E-Filing Case Management system (SAINS) at the court.A computer is being shared by almost 3 or more person in the units.The time taken as we are queuing upto use the computer and printer.

- .Always having problem with the system payment

Sometimes when the system down or Advocates cannot file their document due to the payment problem, thus the Court Staff need to accept the document manually at the Court registration counter and register the case manually on the system. Thus, it create barrier and lead to inefficiency of the system itself.

- Limited resources and finance.

Management reluctant to provide the facility due to financial management. Most of the timethey said that it is not the main priority. The federal government does not possess much fund allocation in order for them to conduct workshop. In order to conduct a workshops, funds is needed to pay for the instructor and time is being wasted when the time could be used to complete a certain project or goals. This lack of resources will prevent this implementation of workshops to be ahindrance in Judiciary Court. This is because Court does not have much funds in order for them to conduct such workshops. Funds are allocated for them to conduct events, maintenance and others.

- Insufficient of professional and skills staff in IT

Some of the court staff is unable to use the Information technology in advance and with certain attitude in whichdoes not want to involve in the Information Technology and using it too. They rather to work manually in working paper. Thus, it create barrier and contribute to the inefficiency of the system itself too.

CHAPTER 4

RECOMMENDATIONS

4.0 Introduction

In chapter three, I have discussed on Analysis of Task and the strengths and limitation of our study. Therefore, this chapter will discuss on the recommendation on how E-filing Case Management System (SAINS) implementation at Judiciary Court Kuching can be improved.

The recommendation touch on the strength and limitations of the E-filing system implementation at Judiciary Court. Then the recommendation also touch on the solutions on how to improve the fluidity on the implementation

4.1 Top Management Commitment

In order to give more understanding of E-filing Case Management System among employees in Judiciary Court at Kuching, the top management must understand first about E-filing Case Management System so that they can easily explain more detail to their bottom management what e-filing all about and why it need to be implement in Judiciary Court. E-filing (Case Management System) SAINS is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

In E-Filing (Case Management System) SAINS, one of main tasks are to reduce the time taken for hearing cases. The system is designed to ease the setting up, management and coordination of trial period in line with the needs of the parties.

The upper management will be the person who is responsible in giving exposure to the employees regarding E-filing, thus they must possess the necessary knowledge in order for them to teach their subordinate regarding E-filing Case management system.

The upper management will give exposure to the employees. With sufficient exposure by the upper management, the employees will be able to know what E-filing functions and roles in the organization. With the necessary knowledge regarding E-filing, they will be able to enhance their performance and thus they are able to align the business activities with the department's vision and mission. They also have to informed and lead the subordinate in information regarding the Standard Operation Procedure of E-filing in order to achieve better and clear information on it. The Court staffs need to be informing by the Management team of E-filing system regarding the new issues, amendment or latest update on the E-Filing Case Management System in order to avoid misunderstanding, wrong information and instruction by other parties. Thus, it will help to improve and enhance the system of delivery in E-Filing itself.

The top management must be committed in order to give the exposure towards their employees. Such commitment is necessary in order that E-filing can be understood

by all of the employees in the organization. Among the ways that the top management can give exposure regarding E-filing to their employees are workshops, awareness programs and in-house trainings. These methods can be used in order for the employees to better understand the concept of E-Filing Case Management System.

4.2 Enrich Knowledge to Skills on SAINS E-filing Case management System.

In Judiciary court at Kuching, workshops are only given to the upper management. This is because they lack the necessary funds and time in order for them to conduct the workshops. They only give workshop to the upper management in hope that upper management will then educate the employees of Judiciary Court. Sadly, the upper management did not teach much their employees regarding the E-filing thus leaving the employees in a blurry state regarding the system.

Judiciary Court need to establish workshop for all the employees in order for them to teach the Advocates, lawyer and other legal agency such as, MARA, LHDN and DBKU about e-filing. It can be done monthly and the progress can be evaluated. If all the employees understand what E-Filing is, then they will be able to measure the key performance indicator for each part and section. Besides that, each of the employees can perform well their work because they had understood the concept of E-Filing which is aligning the business activities with the department's vision.

In-house training also is a viable option for Judiciary Court to improve the level of understanding and their knowledge regarding E-Filing. In-house training can be defined as any training that is held in department premises in order to educate, develop or improve employee's skills. This training is necessary so that the employees can improve their skills. In-house training could be conducted at Judiciary Court at Kuching by a monthly basis. This would keep the skills of the employees not fade away because the skills that the employees had learn is not their aptitude but in fact is the skills that they learned. Thus they need to practice the skills so that they can improve their skills and further advance in their career development.

The training could be conducted in a monthly basis. This will keep the skills of the employees to be up to date and their skills could be sharpened. A good

understanding regarding E-filing is essential for Judiciary Court to give a good service to the public. This is because employees will be able to align business activities with the department's vision and mission. Moreover, as the Court rely on the system to enhance their task and workload, thus the E-Filing management team should be always study and revised the system by time to time as the law always change according to the New Rules Court Amendment 2012. Therefore, it is very important to study and revised back the system and updated it to the latest rules and law govern by the government.

4.3. Sharing Knowledge

From the top level management to subordinate court staff, sharing knowledge is very important as they need to learn give and take among each other. They have to sharing information regarding the e-filing latest update, amendment or any change made by the SAINS system, so that they can help to improve and enhance delivery system of the organization as well. Knowledge sharing is an activity through which knowledge, information, skills, or expertise is exchanged among people, communities or organizations.

All category of the worker from non-entry level to the Superior level will be more efficient and effective in delivery system as they are sharing knowledge from one to another regarding the e-filing. They have to share information and knowledge on how to solving a solution if any problem regarding registration, updating and achieved the case when needed. When the all court staff is willing to sharing knowledge, skills and expertise, thus it can prevent any complaint and unsatisfied comments from other legal agency or lawyer. Thus, it will help to improve the image of the organization and help to achieve organization mission and vision in e-filing system in which 'To Dispense Justice Expeditiously and fairly' and also 'To improve the Image of the Malaysian Judiciary'.

4.4 Career development

Career development is the lifelong process of managing learning, work, leisure, and transitions in order to move toward a personally determined and evolving preferred future. Traditional training programs focus on improving specific competencies related to the employee's current job, employee development programs target skills, knowledge, and behaviors that better prepare the employee for future positions; career development encompasses both training and development.

Thus, in Judiciary Court, career development is very important. The department itself needs to encourage their subordinates or employees to improve their career development through better skills, experience and hard work as well. It is very important for the employees to have their own vision in career development in order to increase their self-motivation to work in efficient and effective manner. Rewards such as bonus and monetary allowance are importance too to motivate and increase employee's spirit to work in efficient and deliver their best performance in delivery system. In E-filing Case Management system, they can put a target or bench marking for the best skills and performance employees referring to the system itself which employees can register or update their case in proper and manner way. Thus, it will improve their knowledge too as the employees are trying to give their best and at the same time it is a process of learning among the employees.

E-filing case management system is a K-knowledge too in which provide Information Technology such as updating old cases, register criminal and civil cases in the system and achieved cases as well in which at the same time it helps improve employees and subordinates to increase their competency in using a computer and explore more about the technology as well. Therefore, it leads to their own career development as they moving forward to the World without border. It helps to increase their self-confident and spiritual in workplace too.

CHAPTER 5

CONCLUSION

5.0 Introduction

In this chapter, I will summarize all the 4 chapters that had been discussed by highlighting the main points of each chapter.

5.1 Chapter 1

In chapter 1, I have discussed on the background of the organization which is the Judiciary Court Department of Kuching. The Judiciary Court has 7 sections which each section has their own section leader. The jobs of these section leaders are to operate the section in order to achieve the vision and mission of Judiciary Court.

The vision of Judiciary Court is to delivers excellence through efficiency and effectiveness in Judicial Department. Thus each and every 7 sections of Judiciary Court have to work together in order to achieve the vision and mission of Judiciary Court.

Other than that, I also discuss on Jurisdiction of the Court. Their jurisdiction is stipulated under the Federal Constitution and Subordinate Court Act 1948. The main work of the Registry of the High Court is to register cases, draw up cause lists and other court documents, accept court fees, fines, deposits, to be in charge of the safekeeping of court exhibits. The Registries provide "one-stop" service counters where fines, bail bonds are paid and where oaths and affirmations are taken. Registry officials also register money lending transactions as required by the law at the service counter.

In conclusion, chapter 1 mainly discuss on the Judiciary court background, their roles and function, and jurisdiction of the court as well.

5.1 Chapter 2

In chapter 2, I had discussed regarding on the job description job competencies, and vision and mission of E-filing services too.

My job description had been tabulated into table for a clear view on my activities. My task is mainly on Checking, Verified and if any error mistakes on the supporting documents or cases will inform the Registrar to reject the related documents through system E-Filing Case Management System. In addition, I have to Process new summons, writ, judgment debtor summons, notice of application, affidavit of service, notice of appearance, draft order, order to arrest, writ of seizure and sale, subpoena, judgment, allocator, notice of discontinuance and Bailiff Report.

Documents will be verified and digitally signed and sealed by the Registrar. If the document have some mistakes or does not follow the correct format according to the New Rules Amendment 2012, then the Registrar would reject the documents and the Advocated need to file a new application.

Only the document need to be fix date will be pass to the Interpreter. Record and return back the document that has been signed by Registrar to the Advocates and other government department. Scanning summons for old cases and registered in the system E-Filing Case Management System for which starting year 2002 onwards.

In conclusion, my current job description had been explained in the table. I had gain experience and lot of information at Judiciary Court. These experiences and knowledge will be beneficial towards me in the future.

5.2 Chapter 3

In chapter 3, I had discussed on the analysis of my tasks. The E-Filing (Case Management System) SAINS is to manage information of the justice system and provide other public services for the global community in an efficient and effective manner.

In E-Filing (Case Management System) SAINS, one of the main tasks are to reduce the time taken for hearing cases. The system is designed to ease the setting up, management and coordination of trial period in line with the needs of the parties.

Other than that, I also discussed on the strengths or benefits of e-filing case management system, to strengthen judicial independence, to enhance the efficiency of disposal cases, and to enable the Judiciary to continue to function as a strong and effective Judiciary.

The limitations of e-filing case management system are sometimes when the system is down or advocates cannot file their documents due to payment problems, thus the court staff need to accept the documents manually at the court registration counter and register the case manually on the system. Thus, it creates a barrier and leads to inefficiency of the system itself.

In conclusion, chapter 3 had discussed on the analysis of the data that had been done. Other than that, the advantages of E-filing are also explained and this should be a strong point for the Judiciary Court to further improve the implementation of E-Filing.

5.3 Chapter 4

In Chapter 4, I had discussed on recommending the suitable improvement on increasing the level of understanding of E-filing case management system among the employees at the Judicial Court. These improvements had been recommended by me as one of the user and court staff who experience the E-filing Case management system.

The first recommendation is the top management must have a commitment in implementing the E-filing case management system at Judicial Court. With the commitment of the upper management, the employees are able to understand the concept of E-filing case management system. In Judicial Court, only the top management are given exposure on the knowledge of e-filing. Thus it is up to the top management of each section to deliver the knowledge that they had learn to their subordinates. With the necessary knowledge regarding E-filing, they will be able to enhance their performance and thus they are able to align the business activities with the department's vision and mission. They also have to informed and lead the subordinate in information regarding the Standard Operation Procedure of E-filing in order to achieve better and clear information on it. The Court staffs need to be inform by the Management team of E-filing system regarding the new issues, amendment or latest update on the E-Filing Case Management System in order to avoid misunderstanding, wrong information and instruction by other parties. Thus, it will help to improve and enhance the system of delivery in E-Filing itself.

The top management must be committed in order to give the exposure towards their employees. Such commitment is necessary in order that E-filing can be understood by all of the employees in the organization. Other than that, among the ways that the top management can give exposure regarding E-filing to their employees are workshops, awareness programs and in-house trainings. These methods can be used in order for the employees to better understand the concept of E-Filing Case Management System.

5.4 Conclusion

In conclusion the study of E-Filing Case management system at Judiciary Court of Kuching had been beneficial to me. It had given much knowledge to me. As one of the employees and court staff, I learned more about the E-filing process, strengths and limitation during this study.

Other than that, the research that had been done can be a guideline for other researchers for them to conduct research in the future. They can improve our research and thus it can benefit Judiciary Court as well.

Next is for the recommendations, Judiciary Court can either choose to adopt the recommendations that had been discussed. These recommendations can surely improve the level of understanding of the employees.

In addition, the knowledge that I had gain will enable me to learn more about the system limitation, and how to solve it among the employees. It is very important as working together will lead to efficiency and more effective rather than working alone or individually.

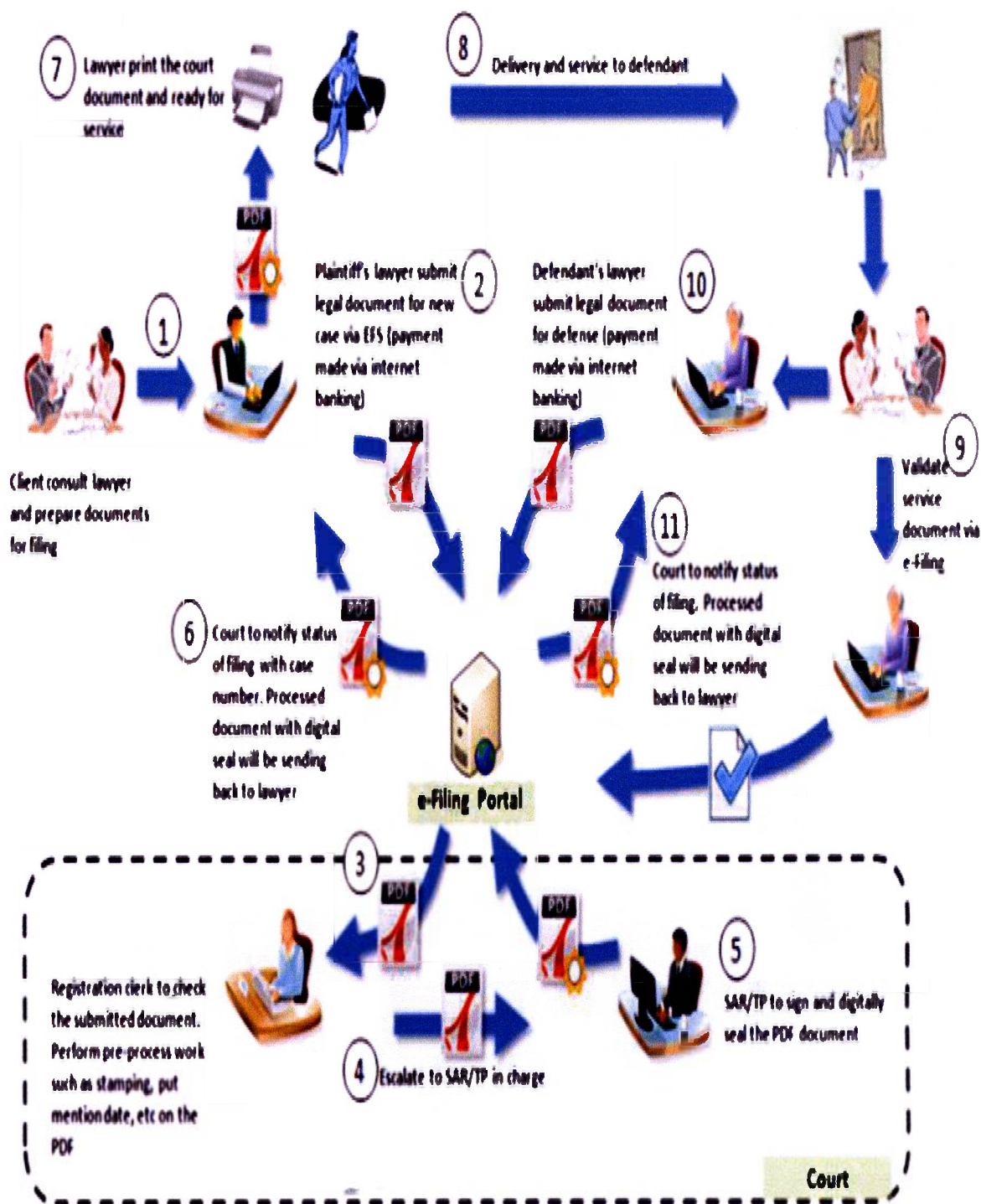
Lastly is regarding on the working experience. As I am one of the employees of Judiciary Court at Kuching, thus I can explore and apply my knowledge, skills and experience with the system in our study. The experience has helped me a lot during this study and beneficial for my better understanding and information.

In conclusion, this chapter is regarding on the recommendation on the recommendations on how to improve the level of understanding of E-Filing Case Management system among the employees at judicial court. The recommendations have its strength and limitations. It is up to the Judicial Court whether or not to implement the recommendations that had been recommended.

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3. Kamal Halili Hassan, (2011) *E-court: The Online justice system – How it Work*" online: <http://www.ecourt.co.uk/> (accessed on 19/4/2011)
4. Fadzlin Suraya binti Mohd Suah, (2011) 10th General Assembly, The effect of the current judicial reforms in asean countries: 1-7. 23th-25th November, Kuala Lumpur.
5. Justice James Foong, (2011) 10th General Assembly, *The effect of the current judicial reforms in asean countries*: <http://www.aseanlawassociation.org/10GAdocs/Malaysia5-2.pdf>.
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APPENDIX





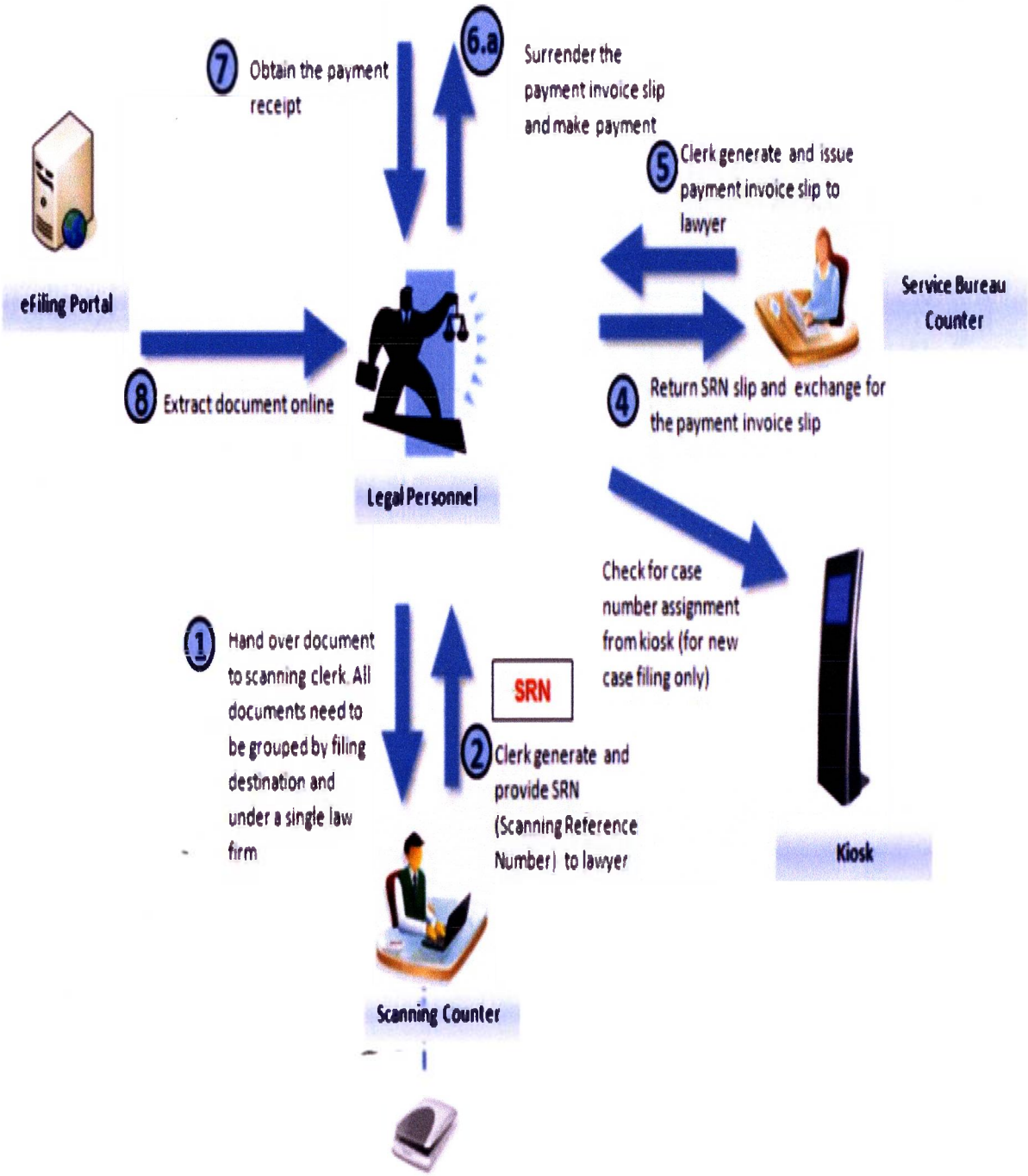
Payment Counter

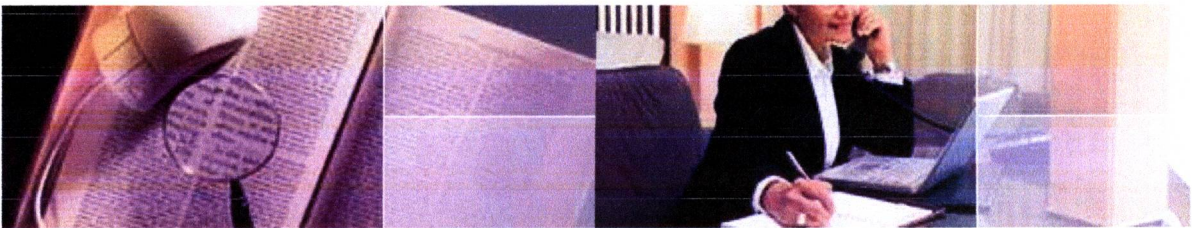
6.b

Option

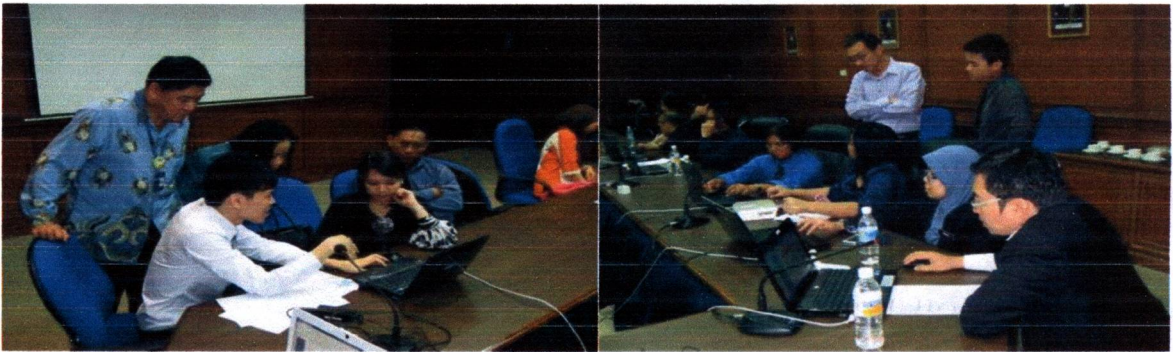
Make payment for filing fee online via eFILING portal <http://efiling.kehakiman.gov.my> by providing the SRN

OR

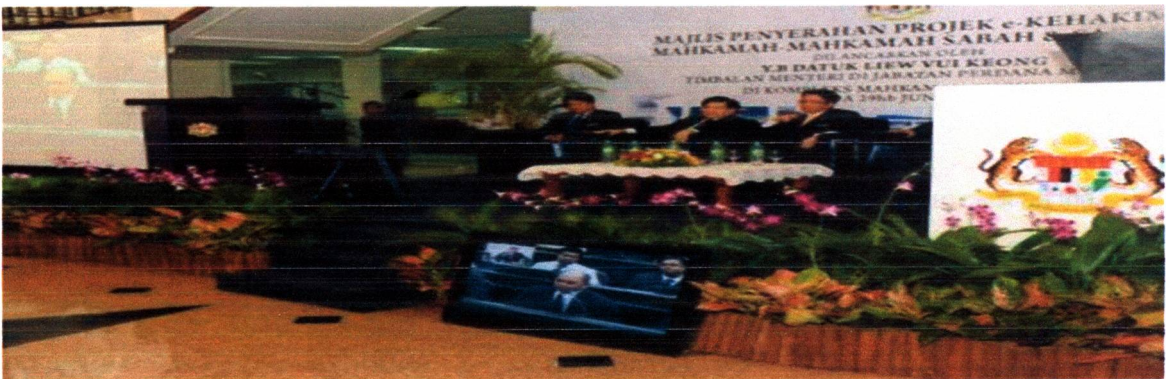












USER GUIDE FOR E-Filing (for Court Personnel only)

Note:

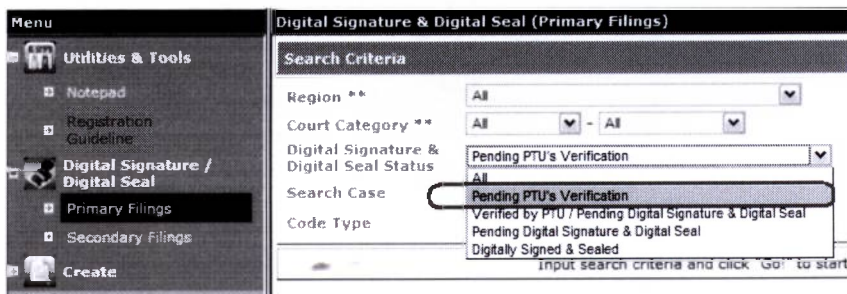
- This user guide comprises two functions namely;
 1. Part A: **Verification by PTU**
 2. Part B: **Digital Signature** by Registrar, DR/SAR
- Steps are provided to guide users on how to use the functions mentioned above.

PART A: VERIFICATION BY PTU

1. To start, you need to login to the Case Management System (CMS) of the High Court in Sabah and Sarawak at: <http://www.highcourt.sabah.sarawak.gov.my>
2. Next, click on the **"Digital Signature / Digital Seal"** icon. Sample is shown below.



3. You will be presented with the screen as shown below.



4. Next, select **"Pending PTU's Verification"** from the drop-down list. Then click on the **"Go"** button to display list of cases under this criteria.

- Next, select a case from the list to verify. You can also select multiple cases to verify simultaneously. Sample as shown below.

<input checked="" type="checkbox"/>	3	 KCH-29-500-2011 Date of Registration: 2011-06-28 Division: Kuching	Bankruptcy Notice (2011-06-28) 
<input checked="" type="checkbox"/>	4	 KCH-29-503-2011 Date of Registration: 2011-06-28 Division: Kuching	Affidavit (2011-06-28) 
<input checked="" type="checkbox"/>	5	 KCH-22-113-2011 Date of Registration: 2011-06-27 Division: Kuching	Affidavit (2011-06-27) 

Page of

- Click on the button **"Mark as Verified"** to finally verify case.
- To check for verified case, select **"Verified by PTU / Pending Digital Signature & Digital Seal"** from the **"Digital Signature & Digital Seal Status"** drop-down list in the search criteria. Then click **"Go"**. You can also search your case by case number.

Menu

- Utilities & Tools
 - Notepad
 - Registration Guideline
 - Digital Signature / Digital Seal**
 - Primary Filings
 - Secondary Filings

Digital Signature & Digital Seal (Primary Filings)

Search Criteria

Region ** All

Court Category ** All - All

Digital Signature & Digital Seal Status **Verified by PTU / Pending Digital Signature & Digital Seal**

Search Case All

Code Type **Verified by PTU / Pending Digital Signature & Digital Seal**

Pending PTU Verification
 Verified by PTU / Pending Digital Signature & Digital Seal
 Pending Digital Signature & Digital Seal
 Digitally Signed & Sealed

- Sample of verified cases as shown below.

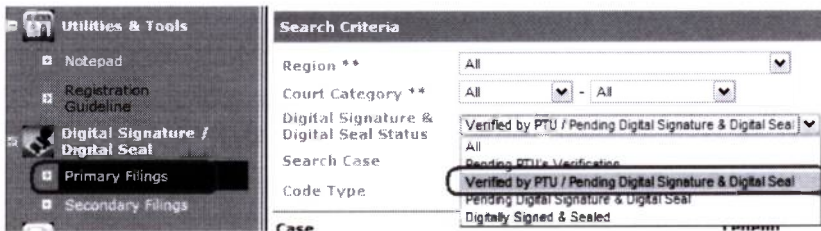
<input type="checkbox"/>	9	 KCH-22A-15-2011 Date of Registration: 2011-06-26 Division: Kuching	Allowances For Interpreters (2011-06-26) 
<input type="checkbox"/>	10	 KCH-21-10-2011 Date of Registration: 2011-06-26 Division: Kuching	Allowances For Interpreters (2011-06-26) 
<input type="checkbox"/>	11	 KCH-28-21-2011 Date of Registration: 2011-06-26 Division: Kuching	Certificate of Making Decree NISI to made Absolute (2011-06-26) 

PART B: DIGITAL SIGNATURE BY REGISTRAR, DR/SAR

1. To start, you need to login to the Case Management System (CMS) of the High Court in Sabah and Sarawak at: <http://www.highcourt.sabah.sarawak.gov.my>
2. Next, click on the “Digital Signature / Digital Seal” icon. Sample is shown below.



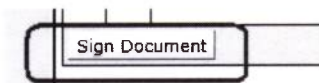
3. Select “Verified by PTU / Pending Digital Signature & Digital Seal” from the “Digital Signature & Digital Seal Status” drop-down list.



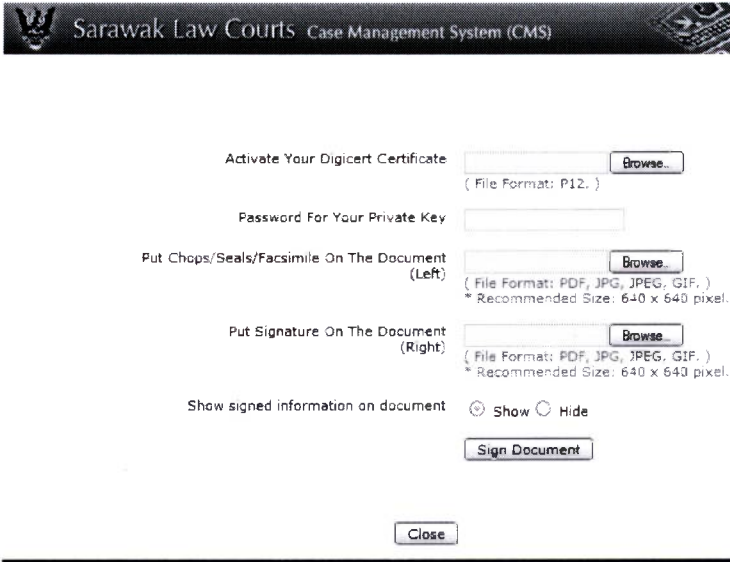
4. Then select a case or multiple cases to sign. Sample as shown below.

No.	Case No. / Info.	Document
<input type="checkbox"/>	1 KCH-29-504-2011 Date of Registration: 2011-06-28 Division: Kuching	Bankruptcy Notice (2011-06-28) bankruptcy notice a4.pdf (155KB)
<input checked="" type="checkbox"/>	2 KCH-29-503-2011 Date of Registration: 2011-06-28 Division: Kuching	Affidavit (2011-06-28) 1test.pdf (40KB)
<input type="checkbox"/>	3 KCH-21-12-2011 Date of Registration: 2011-06-27 Division: Kuching	
<input checked="" type="checkbox"/>	4 KCH-21-11-2011 Date of Registration: 2011-06-27 Division: Kuching	Affidavit (2011-06-27) bankruptcy notice new.pdf (80KB)

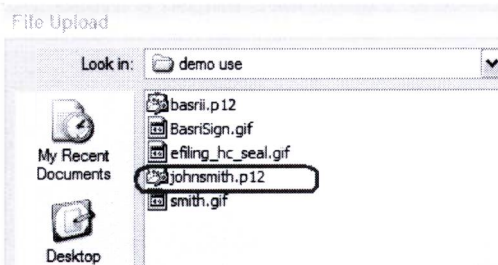
5. Then click on the “Sign Document” button to start the signing process. Click “OK” when prompted to proceed.



6. You will be presented with the screen below.

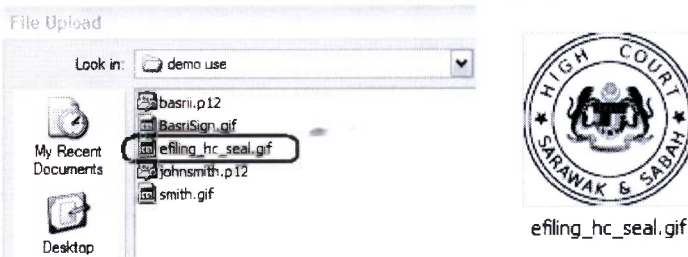


7. To activate your Digicert certificate, click on the **"Browse"** button and select your certificate file. Sample is shown below.

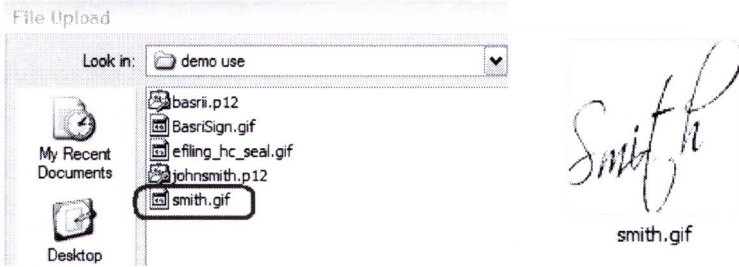


8. Enter the **password** of your Digicert certificate.

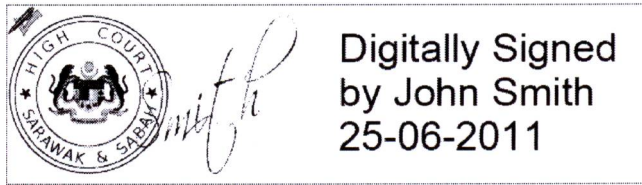
9. Click **"Browse"** to select the image file of your Chops/Seals/Facsimile to be added on your document. Sample is shown below.



10. Click **“Browse”** to select the image file of your signature to be added on your document. Sample is shown below.

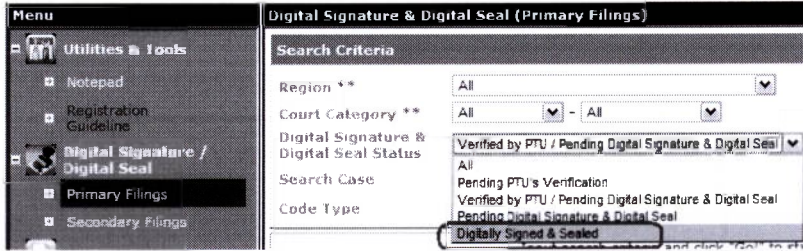


11. Finally, click on the button **“Sign Document”** to digitally sign and seal your document. Sample is shown below.



**SENIOR ASSISTANT REGISTRAR / DEPUTY REGISTRAR
HIGH COURT, KUCHING**

12. To check for signed case, select **“Digitally Signed & Sealed”** from the **“Digital Signature & Digital Seal Status”** drop-down list. Sample is shown below.



13. Click **“Go”** to display the list of digitally signed and sealed cases. Sample is shown below.

No.	Case No./Info.	Document
1	KCH-29-501-2011 Date of Registration:2011-06-28 Division: Kuching	Bankruptcy Notice (2011-06-28) bankruptcy notice a4.pdf (135KB)
2	KCH-29-500-2011 Date of Registration:2011-06-28 Division: Kuching	Bankruptcy Notice (2011-06-28) bankruptcy notice a4.pdf (113KB)
3	KCH-29-498-2011 Date of Registration:2011-06-27 Division: Kuching	Bankruptcy Notice (2011-06-27) bankruptcy notice new.pdf (131KB)

- End of User Guide (Updated 28 June 2011) -

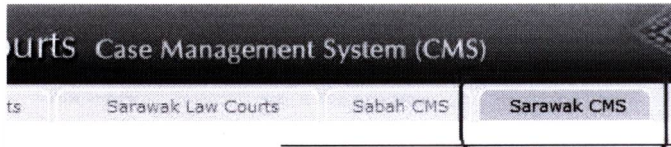
THANK YOU

USER GUIDE FOR Counter Registration

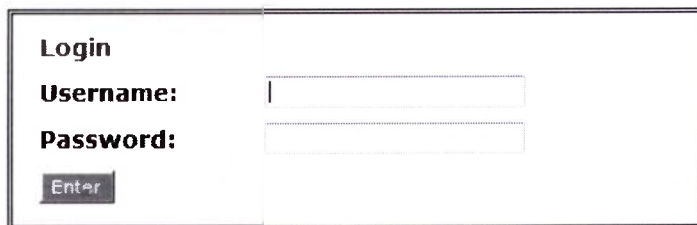
Note:

1. **Advocate** brings the file together with the **Pre-Registration Slip (Primary Filing)** or **Pre-Filing Slip (Secondary Filing)** to court Registration Counter.
 2. Court Registration Counter officer will use this slip to search for documents recorded in CMS.
 3. This user guide covers **Counter Registration** only.
-

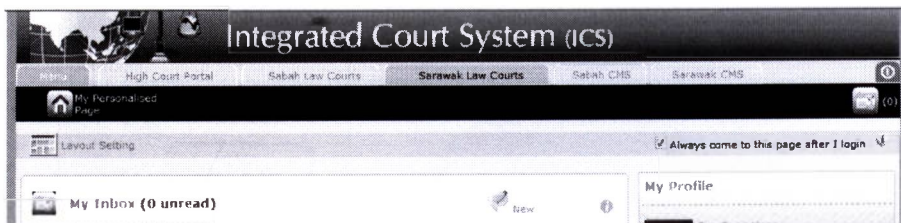
1. To start, access the Portal of the High Court in Sabah and Sarawak at:
<http://www.highcourt.sabah.sarawak.gov.my>
2. For CMS users in Sarawak, click the "**Sarawak CMS**" tab. For CMS users in Sabah, click the "**Sabah CMS**" tab. Sample is shown below.



3. Login with the **Username and Password** provided.

A screenshot of a login form. It has a title "Login". Below the title, there are two input fields: "Username:" and "Password:". Below the "Password:" field, there is a button labeled "Enter".

4. After login, you will be presented with the screen below. Click the "**Sarawak CMS**" tab or "**Sabah CMS**" tab again.



5. Next, you will be presented with the screen below.



6. If the lawyer presents the "Pre-Filing Slip", click the "Interactive Queries" icon to search case.

The screenshot shows a "PRE-FILING SLIP (From Advocate)" form. It includes a barcode at the top left with the number "3-401102633006". The form fields are as follows:

Case No.	KCH-32-2-2010
Parties	Badan Pencegah Rasuah(BPR) vs. Zimbra
Date of Filing	2010-12-23
Document Type	Affidavits
File Description	
Name of Firm	Basri & Ting Advocates

Below the form, there are instructions for secondary filers:

Steps for Secondary Filers:
1. Print this slip.
2. Conduct required payment at the Payment Counter for the filing (with an existing Case Number).
3. Present your payment receipt at the Registrar's Counter, and you shall be provided with a Case Slip (with future of Hearing Date and Time, and enclosure Number).

7. Enter the case number printed on the Pre-Filing Slip and click the "Go" button to retrieve case.

The screenshot shows a search interface with the following elements:

- Case Classification:** All
- Search Case:** KCH-32-2-2010
- Search Case No. ONLY
- Second Class Magistrate(2M)
- Show Cases with Document(s) attached to Virtual File ONLY
- Code Type:** All
- Result Category:** All
- Buttons:** Go, Reset

8. System will display the case if found. To file a new document, click on the "New Filing" link.

The screenshot shows a case details page with the following information:

- Date of Registration:** 1984-03-15
- Classification:** Civil
- Nature:** For Notice of Taxation
- Active Case**
- Since 1984
- Buttons:** [Virtual File], [New Filing]


- To retrieve an existing document, click on the case number. From the Supporting Documents listing, click on the case number.

29-09-1984 Judge-In-Charge: Tuan	Malayan Banking Berhad (Chan, Jugah, Hoo & Co. Adv)
--	---

Or access to the “File Search” in the “File Management” section and scan the bar code printed on the ‘Pre-Filing Slip’.



- A filing form will appear. Enter the compulsory fields.

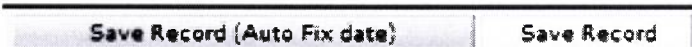
Bar code				
	1301011012220009: <i>Note: System has already assigned the bar code automatically.</i>			
Filing Details				
Date of Filing *	2010-12-22			
Document Type *	Affidavit Verifying Exhibits			
File Description	Affidavit Verifying Exhibits (2010-12-22)			
Enclosure No.	4			
Payment	RM	<input type="checkbox"/>	Paid through	CMS
Tie this filing to	(Select a schedule/trial date)			
Attachment(s)				
File Name	Type	Size	Created On	Created By
No record found.				
Upload File 1	Browse...		+	
<input type="checkbox"/> Publish to the portal <i>(Note: Selecting this will publish the Filing Attachment(s), in this record, to the Public Portal. This allows Public Users to view and download the file(s). Please do not select this, if the attachment contains private information.)</i>				
Document Checklist				
<input type="checkbox"/> Document is returned immediately				
Person Responsible *	(Select the person responsible)			
When Return Date is updated, CMS will notify the selected recipient(s):				
<input type="checkbox"/> Battenberg & Talma Advocates (batam@pco.jaring.my)				
Save Record (Auto Fix date)		Save Record	Reset	< Back

Note:

- For new document, select the Document Type.
- For existing document, it will be selected based on lawyer’s submission.
- If you want to tie the document to an existing schedule, select a date and click on the “Save Record” button.

- If you want to tie the document to a new schedule, click on the “Save Record (Auto Fix Date)” button. System will generate a new schedule based on the document type.
- If document is returned immediately or just a submission, check on the check box “Document is returned immediately”.
- Check on the lawyer name to notify the lawyer once document is returned.

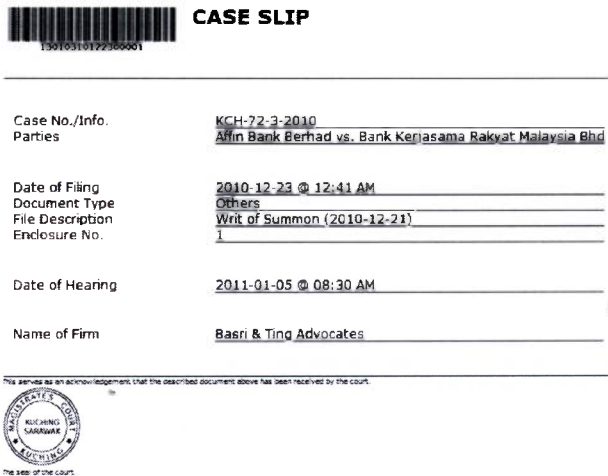
11. Finally, click the “Save Record (Auto Fix Date)” or “Save Record” button to submit the document.



12. Click on the “Print Case Slip” to print.



13. Return the printed “Case Slip” to the lawyer.



Note:

- Two copies of the Case Slip will be printed. Return one to the lawyer as proof of receipt and attach the other copy to the document for filing purposes.

14. Lawyer will present the “Pre-Registration Slip” if case is pre-registered.



Case No.	
----------	--

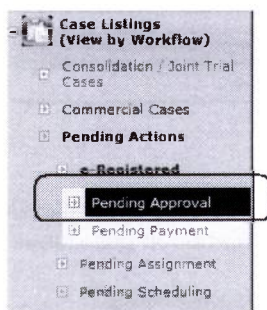
PRE-REGISTRATION SLIP

Ref. No.	4d11ab11aefbd
Code Type	14 (Tax Appeal)
Case Classification	Civil
Nature	Directions for trial
Plaintiff/Complainant	Amfinance Berhad
Defendant/Accused	test
Division	Kuching
Court Category	High Court

Steps for Primary Filing:

1. Print this slip.
2. Present this slip with the filing document to the Registration Counter (your case shall be assigned with a Case Number).
3. Conduct required payment at the Payment Counter for the filing (with the Case Number given).
4. Present your payment receipt at the Registration Counter, and you shall be provided with a Case Slip (with fixture of Hearing Date and Time, and Endorse Number).

15. Click “Pending Approval” link in the Case Listings section to search the case.



16. Scan the bar code printed on the slip to retrieve the document.

Search Criteria	
Court Category	All - All
Court	
Judge	
Search Case	<input type="checkbox"/> Search Case No. ONLY <input type="checkbox"/> Second Class Magistrate(2M)
Code Type	All <input type="button" value="Go"/> <input type="button" value="Reset"/>

17. Click on the “Undefined” link to access the document.

No.	Case No./Info.	Name of Parties
1	(Undefined) Date of Registration: 2010-12-21 Nature: a) RM b) Interest c) Cost Total Payment Amount: RM 0.00	Affin Bank Berhad (Basri & Ting Advocates) Contacts Vs. Bank Kerjasama Rakyat Malaysia Bhd Contacts

18. The pre-registered case will appear. Click on the “Auto Assign” button to automatically assign the court, case number, judge, set first trial date, upload document, and checklist (if any) for this case.

19. Click on the “Paid & Save” button to save and register the case as a valid case.

20. System will auto generate a schedule date based on the code type and create a supporting document in the “Supporting Documents/e-Filing” section.

21. Click on the "Supporting Documents" section and continue from steps 10 until steps 12.

- End of User Guide (Updated 23 Dec 2010) -

THANK YOU



Sarawak Law Courts Case Management System (CMS)

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New... | Searches | Planners | Master Lists | Cases | Reports | Favo

Case Management System					Personal Too		
Primary Filing	Secondary Filings	E-Filing	Create New Case (Auto)	Create New Case (Manual)	Internal Messages	Change Password	Ac I
Document Checklist	Docket Management	Docket Management (Barcode)	Full Text Search	Interactive Queries			Favourites
Virtual Files	Case Management	Notice of Postponement	Appeal Case Management	Cause Books	LawNet	Mediation	
Calendar / Case Schedules	10-in-1 Strike Template	Master Lists / Cause Lists	Reports	Ageing Lists	Borneo Court Bulletin	Mobile Court	
Online Transaction Reports	Case Timeline	Audit Trails	Utilities & Tools		Mobile Browser Display	Fine	

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- Utilities & Tools**
 - Notepad
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- Interactive Queries**
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- Virtual Files**
- Case Listings (View by Workflow)**
- Notice of Postponement**
- Appeal Case Management**
- Cause Books**
- Docket Management**
- Calendar / Case Schedules**

E-Filing (Secondary Filings)

Search Criteria

Date of Filing **	From <input type="text"/>	To	To <input type="text"/>
Region **	All		
Court Category **	Kuching - Magistrates Court		
Court **	All		
Judge **	All		
E-Filing Status	Pending PTU's Verification		
Case Classification	All		
Search Case	<input type="checkbox"/> Search Case No. ONLY		
Code Type	All		

Case
Total no. of Cases: **24**

- Legend**
- Active Case
 - Signed By Advocate
 - Rejected

<< first |
 < previous |
 Page 1 of 2 |
 n |
 Total Records: 24

[Mark as Verified](#) |
 [Notify Officer](#) |
 [Mark as Rejected](#) |
 [Print](#)

No.	Case No./Info.	Document
1	KCH-A74-338/6-2014 Date of Registration: 2014-06-26 Signed by Advocate: Ting Sie Ming, Francis, 2014-06-26, 12:12 PM Division: Kuching Court Room: Magistrates Court 2 Case Classification: Civil	Originating Summon Under P Affidavit (2014-02-17) (Sio & Ting Advocates) Aff - Abu Bin Arsad.pdf [Comment] [Edit Pdf] OS - Abu Bin Arsad.pdf

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Sarawak Law Courts Case Management System (CMS)

- 10-in-1 Strike Template**
- Master Lists / Cause Lists**
- Reports**
- Ageing List**
- Daily E-Payment Transaction Report**
- Case Timeline**
- e-Services**
- Audit Trails**

			[Comment]
			[Edit Pdf]
<input type="checkbox"/>	2	KCH-A72NCC-808/6-2014 Date of Registration: 2014-06-12 Signed by Advocate: Catherine Anak Medan, 2014-06-26, 12:05 PM Division: Kuching Court Room: Magistrates Court 1 Case Classification: Civil	Affidavit (2014-06-26) AOS-2ND DEF MOHD /
			[Comment]
			[Edit Pdf]
<input type="checkbox"/>	3	KCH-A72NCC-808/6-2014 Date of Registration: 2014-06-12 Signed by Advocate: Catherine Anak Medan, 2014-06-26, 12:05 PM Division: Kuching Court Room: Magistrates Court 1 Case Classification: Civil	Affidavit (2014-06-26) AOS-1ST DEF FIRST S
			[Comment]
			[Edit Pdf]
<input type="checkbox"/>	4	KCH-A74-273/5-2014 Date of Registration: 2014-05-20 Signed by Advocate: Alex Lim Lip Sze, 2014-06-26, 11:54 AM Division: Kuching Court Room: Magistrates Court 3 Case Classification: Civil	Draft Order (2014-06-26) (Reddi & Co. Advocates) Draft Order-RHB Bank Tiong.pdf (192KB)
			[Comment]
			[Edit Pdf]
<input type="checkbox"/>	5	KCH-A74-337/6-2014 Date of Registration: 2014-06-26 Signed by Advocate: Ting Sie Ming, Francis, 2014-06-26, 11:54 AM Division: Kuching Court Room: Magistrates Court 1 Case Classification: Civil	Originating Summon Under + Affidavit (2014-06-26) (Sio & Ting Advocates) Aff - Bong Hai Ming.pc
			[Comment]
			[Edit Pdf]
			OS - Bong Hai Ming.pc
			[Comment]
			[Edit Pdf]

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- 6 KCH-A72NCC-819/6-2014

Date of Registration: 2014-06-13
Signed by Advocate: Catherine Anak Medan, 2014-06-26, 11:40 AM
Division: Kuching

Court Room: Magistrates Court 3
Case Classification: Civil

Affidavit (2014-06-26)

AOS-2ND DEF ABD HA

[Comment]

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- 7 KCH-A72NCC-819/6-2014

Date of Registration: 2014-06-13
Signed by Advocate: Catherine Anak Medan, 2014-06-26, 11:40 AM
Division: Kuching

Court Room: Magistrates Court 3
Case Classification: Civil

Affidavit (2014-06-26)

AOS-1ST DEF FARIDA AKMAR.pdf (748KB)

[Comment]

[Edit Pdf]
- 8 KCH-A72NCC-827/6-2014

Date of Registration: 2014-06-13
Signed by Advocate: Catherine Anak Medan, 2014-06-26, 11:39 AM
Division: Kuching

Court Room: Magistrates Court 2
Case Classification: Civil

Affidavit (2014-06-26)

AOS-2ND DEF MICHAEL

[Comment]

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- 9 KCH-A72NCC-827/6-2014

Date of Registration: 2014-06-13
Signed by Advocate: Catherine Anak Medan, 2014-06-26, 11:39 AM
Division: Kuching

Court Room: Magistrates Court 2
Case Classification: Civil

Affidavit (2014-06-26)

AOS-1ST DEF MOHD M

[Comment]

[Edit Pdf]
- 10 KCH-A74-336/6-2014

Date of Registration: 2014-06-26
Signed by Advocate: Ting Sie Ming, Francis, 2014-06-26, 11:30 AM
Division: Kuching

Court Room: Magistrates Court 3
Case Classification: Civil

Originating Summon Under Part 18
 Affidavit (2014-06-26)
 (Sio & Ting Advocates)

Aff - Nidza Bin Zainudi

[Comment]

[Edit Pdf]

OS - Nidza Bin Zainud

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| | | [Comment] |
| | | [Edit Pdf] |
| <p>11 KCH-82-3/2-2014</p> <p>Date of Registration: 2014-02-10
 Signed by Advocate: Lorna anak Nyaggang, 2014-06-26, 09:19 AM
 Division: Kuching</p> <p>Court Room: Magistrates Court 3
 Case Classification: Criminal</p> | <p>Appearance For Criminal Cas</p> <p> SRT MINTA NOP KHAI</p> <p> </p> | <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> |
| <p>12 KCH-A73KJ-18/5-2014</p> <p>Date of Registration: 2014-05-30
 Signed by Advocate: Ting Ping Ping, Jessie, 2014-06-26, 08:32 AM
 Division: Kuching</p> <p>Court Room: Magistrates Court 3
 Case Classification: Civil</p> | <p>Memorandum Of Appearance</p> <p> memo of appearance c boon.pdf (294KB)</p> <p> </p> | <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> |
| <p>13 BAU-83D-26/6-2014</p> <p>Date of Registration: 2014-06-26
 Signed by Advocate: Peterick Anak Anderi, 2014-06-25, 07:51 PM
 Division: Kuching</p> <p>Court Room: Circuit Court Bau
 Case Classification: Criminal</p> | <p>Charge Sheet (2014-06-25)</p> <p> 114.pdf (73KB)</p> <p> </p> <p> 115.pdf (49KB)</p> <p> </p> | <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> |
| <p>14 BAU-83D-25/6-2014</p> <p>Date of Registration: 2014-06-26
 Signed by Advocate: Peterick Anak Anderi, 2014-06-25, 07:28 PM
 Division: Kuching</p> <p>Court Room: Circuit Court Bau
 Case Classification: Criminal</p> | <p>Charge Sheet (2014-06-25)</p> <p> 114.pdf (73KB)</p> <p> </p> <p> 115.pdf (49KB)</p> <p> </p> | <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> <p style="text-align: right;">[Comment]</p> <p style="text-align: right;">[Edit Pdf]</p> |

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- 15 KCH-A72NCC-714/5-2014

Date of Registration: 2014-05-29
Signed by Advocate: Catherine Anak Medan, 2014-06-25, 02:12 PM
Division: Kuching

Court Room: Magistrates Court 3
Case Classification: Civil

[Comment]
[Edit Pdf]

Judgment (2014-06-25)
 JID-PETER PEKOR.pdf

[Comment]
[Edit Pdf]
- 16 KCH-A72NCC-714/5-2014

Date of Registration: 2014-05-29
Signed by Advocate: Catherine Anak Medan, 2014-06-25, 02:12 PM
Division: Kuching

Court Room: Magistrates Court 3
Case Classification: Civil

[Comment]
[Edit Pdf]

Certificate of Non-appearance
 CERT-PETER PEKOR.pdf

[Comment]
[Edit Pdf]
- 17 KCH-A72NCvC-337/6-2014

Date of Registration: 2014-06-25
Signed by Advocate: Siew Chen Fui, 2014-06-25, 01:51 PM
Division: Kuching

Court Room: Magistrates Court 1
Case Classification: Civil

[Comment]
[Edit Pdf]

Writ Summons/ Statement of (2014-06-25)
 (Awang Chua Voon Ting & R
 WRIT.pdf (225KB)

[Comment]
[Edit Pdf]
- 18 LDU-A71NCvC-1/6-2014

Date of Registration: 2014-06-25
Signed by Advocate: Maksumil Anak Kalika, 2014-06-25, 10:09 AM
Division: Kuching

Court Room: Circuit Court Lundu
Case Classification: Civil

[Comment]
[Edit Pdf]

Writ Summons/ Statement of (2014-06-25)
 (Lembaga Hasil Dalam Neger
 Lim Nyun Kie.pdf (290

[Comment]
[Edit Pdf]
- 19 KCH-A72-1429/7-2013

Date of Registration: 2013-07-30
Signed by Advocate: Grace Tan Hui Poh, 2014-06-25, 09:27 AM
Division: Kuching

[Comment]

Notice to Produce (2014-06-
 Lega - Notice to Produ

[Comment]

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Court Room: Magistrates Court 1
Case Classification: Civil

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20

KCH-A72-1429/7-2013

Affidavit Verifying List of Doc

Date of Registration: 2013-07-30

List of Documents.pdf

Signed by Advocate: Grace Tan Hui Poh, 2014-06-24, 02:38 PM



Division: Kuching

[Comment]

Court Room: Magistrates Court 1

[Edit Pdf]

Case Classification: Civil

Mark as Verified

Notify Officer

Mark as Rejected

first previous Page 1 of 2 n

Total Records: 24

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