14 August 2013

Dear Administrator

Preview Three of eLitigation for Law Firms
19 August to 30 August 2013

The Subordinate Courts phases of eLitigation will roll out on 30 September 2013 (for Civil matters) and 2 December 2013 (for Family matters) respectively. Prior to these dates, Preview Three has been planned for law firm administrators and users to facilitate a seamless transition to the new e-filing platform.

Preview Three begins on **19 August 2013** and will end on **30 August 2013, 6:00PM**. The key activity to be completed is:

a) Online verification of active Subordinate Courts case files to ensure correct assignment of case files to the respective Solicitors

If the following activities have not yet been completed for your law firm, please complete them in Preview Three to allow users in your law firm proper access to both Civil and Family matters when the respective Subordinate Courts phases are rolled out:

b) Creation, verification and updating of User accounts
c) Creation of teams/work groups to enable better access control to case files
d) Set up of Email and SMS notifications for the law firm users

To prepare for Preview Three, please advise your respective lawyers to collate the Solicitor and Party information for active Subordinate Courts case files (as of 31 May 2013), so that the list can be verified easily when Preview Three commences.

Preview Three will be open to registered administrators and all other users of eLitigation by logging in using SingPass at the eLitigation website (https://www.elitigation.sg/home.aspx).

The Preview Three and other administrative activities to be completed by administrators and users are set out in the Annex enclosed. A Preview Three quick guide and video with detailed instructions will be uploaded in the eLitigation GetReady site (www.elitigation.sg/getready) and homepage (www.elitigation.sg) before 16 August 2013 to help you complete the tasks.

If you require more information, please contact CrimsonLogic Helpdesk at (65) 6887 7222 or e-mail: elitigation@crimsonlogic.com. You may also visit www.eLitigation.sg/GetReady for regular updates on eLitigation under "News Update" in the homepage.

Yours sincerely

The eLitigation Change Management Team

Annex

Preview Three and administrative activities to be completed by administrators and users are set out below. (You may circulate a copy of this note to the users of eLitigation who will be assisting to complete these tasks)

No	Tasks to be completed	Go to	To Completed by
a) Online verification of active case files (Preview Three)			
Task One	Download and print the listing of lawyers' case files from eLitigation for verification with the list(s) compiled by the lawyers. For cases not listed in eLitigation under the correct lawyers' names, you may make changes in the "Party" section of the respective case (*See Task Two).	"Preview Three" tab > "Download in Excel" link	Administrator to download the list from eLitigation
Task Two	Verify the solicitors assigned to the case file and re-assign if necessary. Please note that the changes made will only be available in the edit fields during Preview Three. The amendment will only be updated into the case file after the Preview Three exercise.	"Preview Three" tab > Case file hyperlink> Party Tab> Edit hyperlink	Administrator and/or Users [Tip: All Users will have access to case files in the Preview Three tab. Users other than the Administrator can be nominated to complete this task.]

b) Creation, verification and updating of User accounts (for Law Firm Administrators who have not completed this before)			
Task Three	Create, verify and update (if necessary) user accounts with user particulars such as name, SingPass ID, contact number, email address and assign each user to one of the user profiles provided by the system.	"Manage Users" tab	Administrator
c) Creation of Teams/Work groups (for Law Firm Administrators who have not completed this before)			
Task Four	Create teams and add users to the team to set up working groups for case files belonging to the Law Firm	"Manage Teams" tab	Administrator
d) Set up for Email and SMS notifications (for Law Firm Administrators/Users who have not completed this before)			
Task Five	The Administrator can choose to set the default Email and SMS notifications which will apply to all Users in the firm in the "Notification Configurations" tab. However, each user can choose to change these settings through the "Notification Preferences" tab.	"Notification Configurations" tab	Administrator
Task Six	The Administrator would have configured a standard set of notifications for the firm. The Users can choose to accept or change the settings to suit their purpose.	"Notification Preferences" (sms, e-mail)tab	User