

# BUSINESS PROCESS FLOW

## *Directorate of Judicial & Case Management*

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# ***OVERALL BUSINESS FLOW OF CASES***

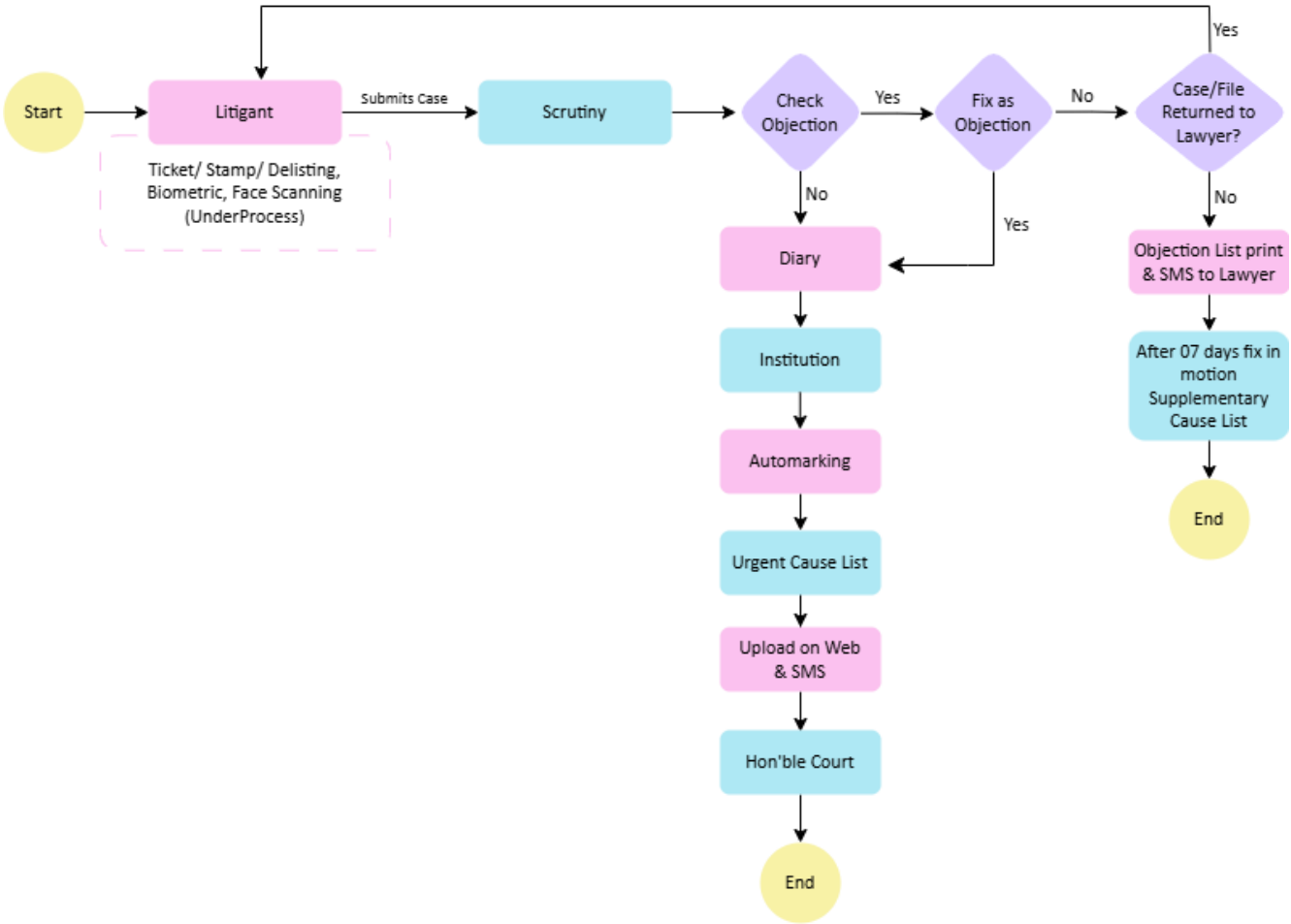
# ***Overall Case Flow***




**ADRR:** Assistant to Deputy Registrar Reader
**CRC:** Cause Registration Clerk/ Coordinator
**RC:** Record Custodian
**RKJ:** Record Keeper Judicial

# ***URGENT CELL'S BUSINESS FLOW***

# ***Urgent Cell Business Flow***




**Scrutiny-I:** Check/scrutinize physical examination/ inspection of the maintainability of the case, documentation required to be attached

**Scrutiny-II (Domain to Diary):** Checks reference cases (One Plus, Zubair's Case, Review Cases, Contempt, Second round of litigation, etc.)

**Diary:** Enter basic data of the case in CFMS like party names, lawyers, case category, etc.

**Auto-marking:** One-click auto-marking is available in CFMS, which is executed at a specific time.

**Urgent Cause List:** After auto-marking of the case urgent cause list is published and printed by the concerned official.

**Upload on Web:** Urgent cause list is uploaded on the website of LHC by the concerned official.

**SMS:** SMS are generated and delivered to lawyers automatically.

**Lawyers Facilitation Desk:** Other responsibilities handled by the Urgent Cell for effective operation of legal processes includes:Providing facilities for the entry of lawyers' names into the Case Flow Management System (CFMS).

- Facilitating the correction and updating of lawyers' information.
- Issuing case lists for enrolment in the Hon'ble Supreme Court of Pakistan.
- Registering mobile phone numbers to ensure timely notifications are received.
- Delisting e-stamp papers as required.
- Verifying bail bonds to uphold procedural integrity.

# ***Urgent Cell Hierarchy***

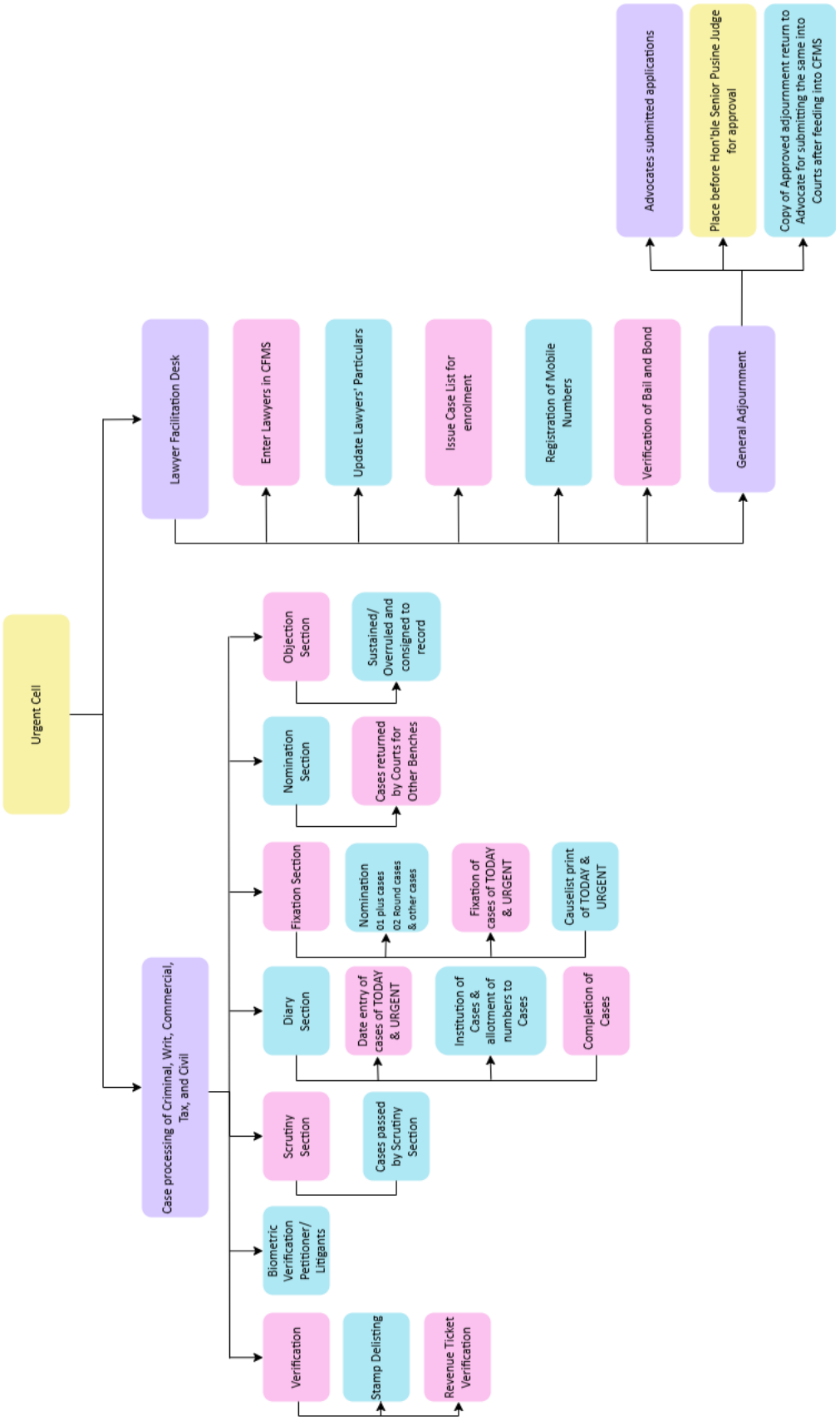



**Fixation Section**

- Fixation of cases for today & tomorrow
- Publishing of Today & Urgent Cause List in CFMS
- Uploading Urgent Cause List on LHC Website
- Printing of Urgent Cause Lists
- Printing of Today Cause Lists
- Error Correction
- Nomination

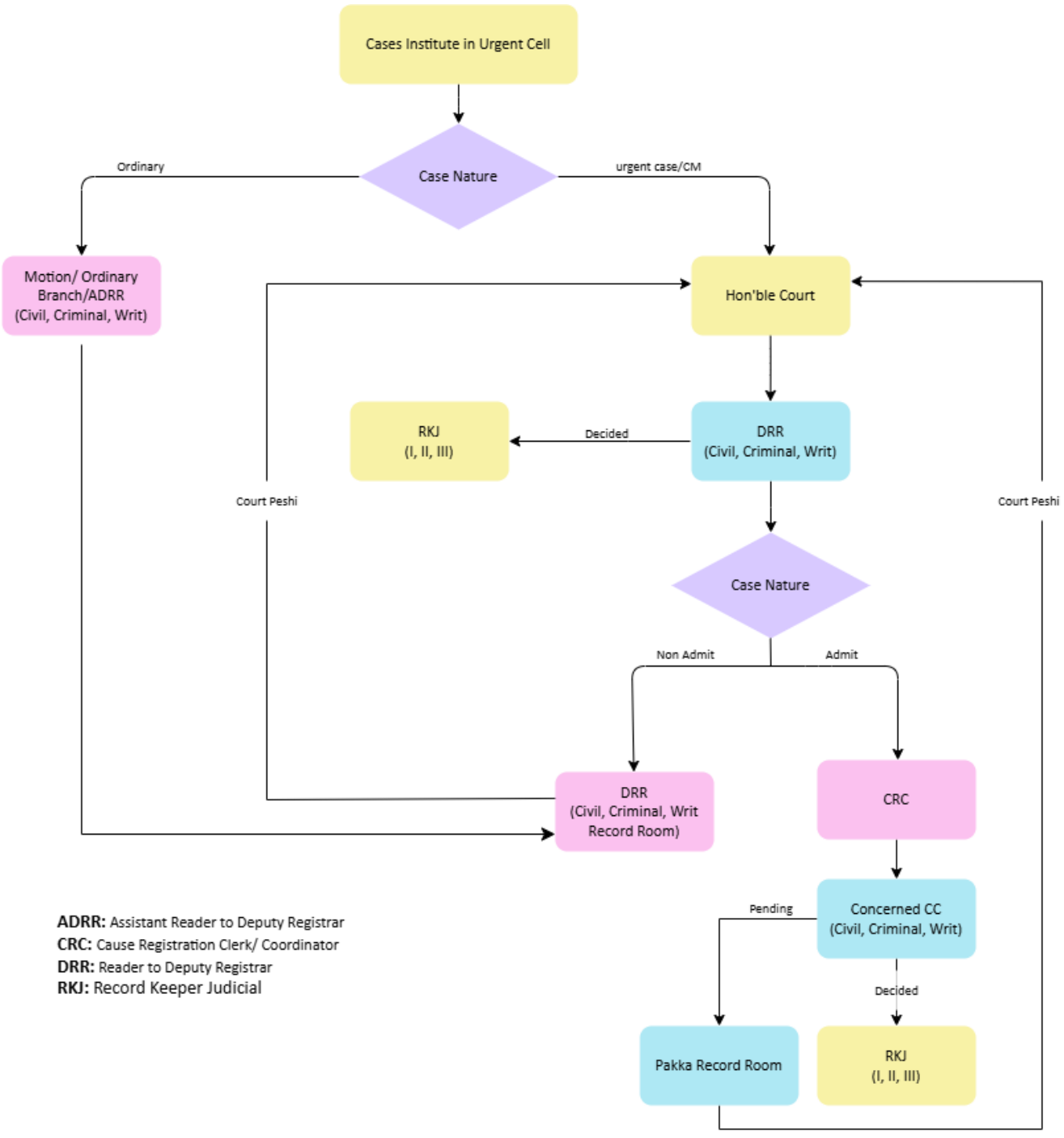
**NOTE: Technical support provided by Assistant Registrar IT for the Case Diary**

# ***Urgent Cell Business Flow***



# ***DRR Branch / Sections***

# ***DRR Branch/ Section Business Flow of Cases***




**ADRR:** Assistant Reader to Deputy Registrar
**CRC:** Cause Registration Clerk/ Coordinator
**DRR:** Reader to Deputy Registrar
**RKJ:** Record Keeper Judicial

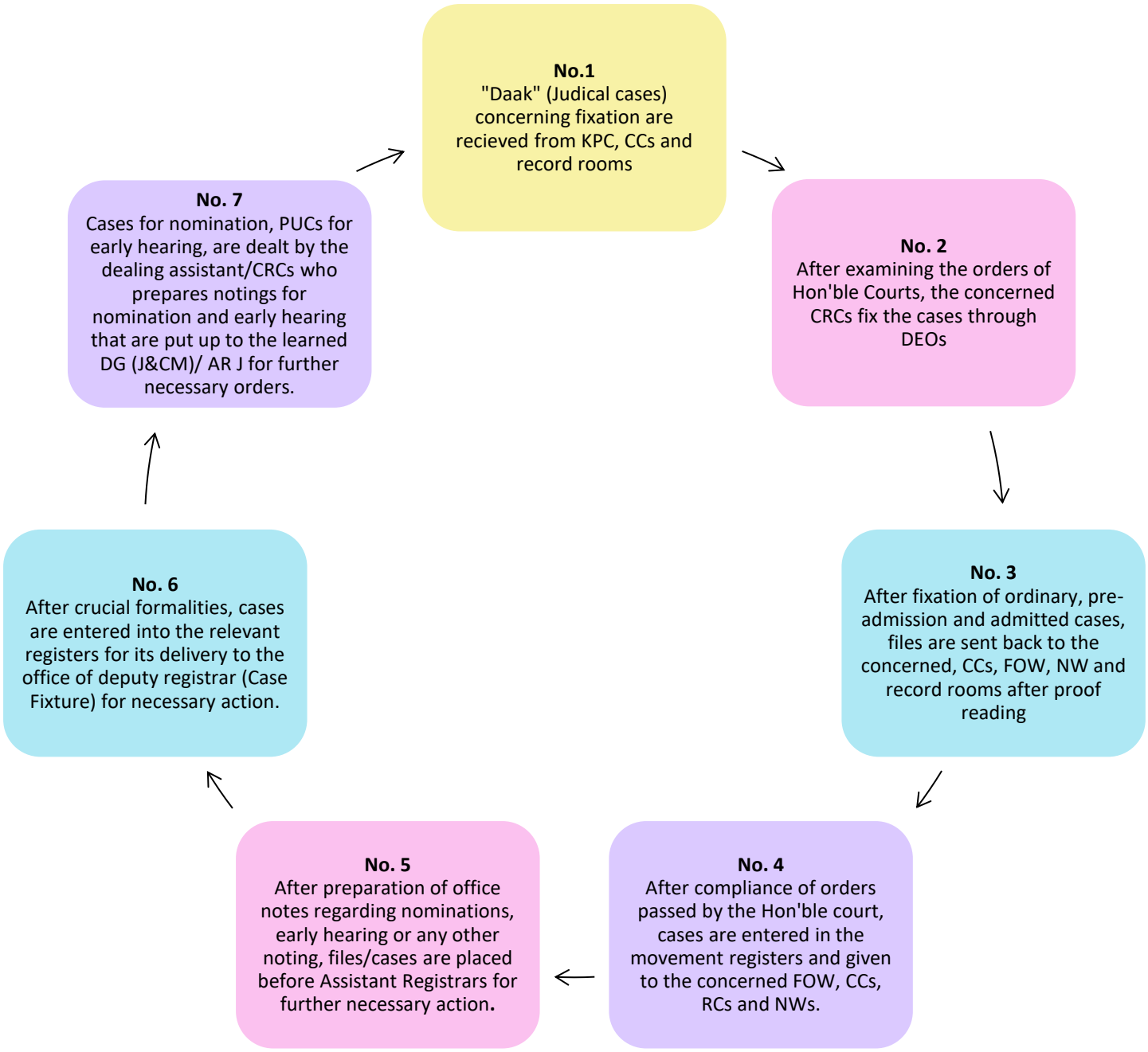
# ***CRC Branch/ Sections***

# ***CRC Branch/ Section Business Flow of Cases***




**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**DRR:** Reader to Deputy Registrar
**JIS:** Judicial Issue Section

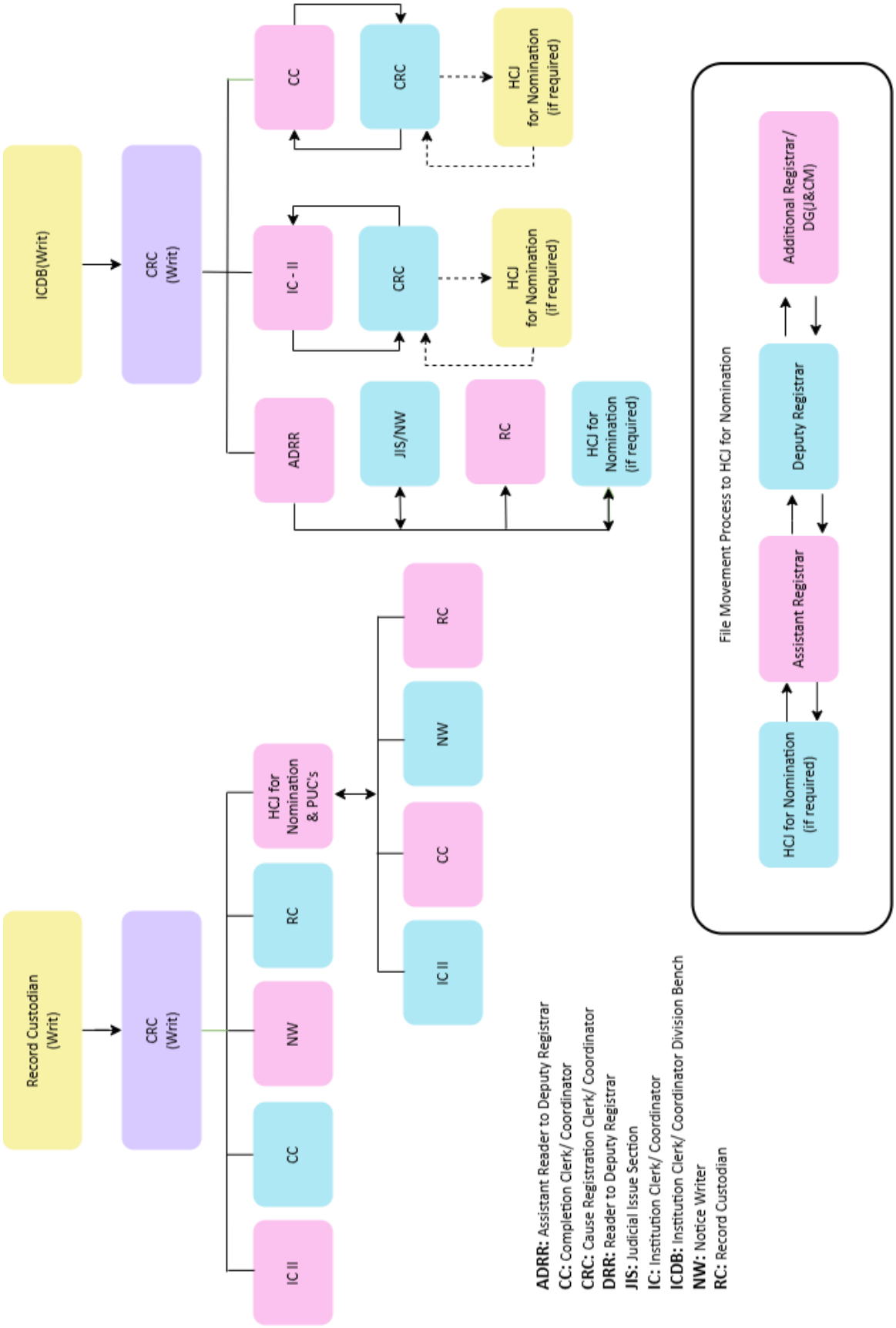
# ***CRC (Criminal)***



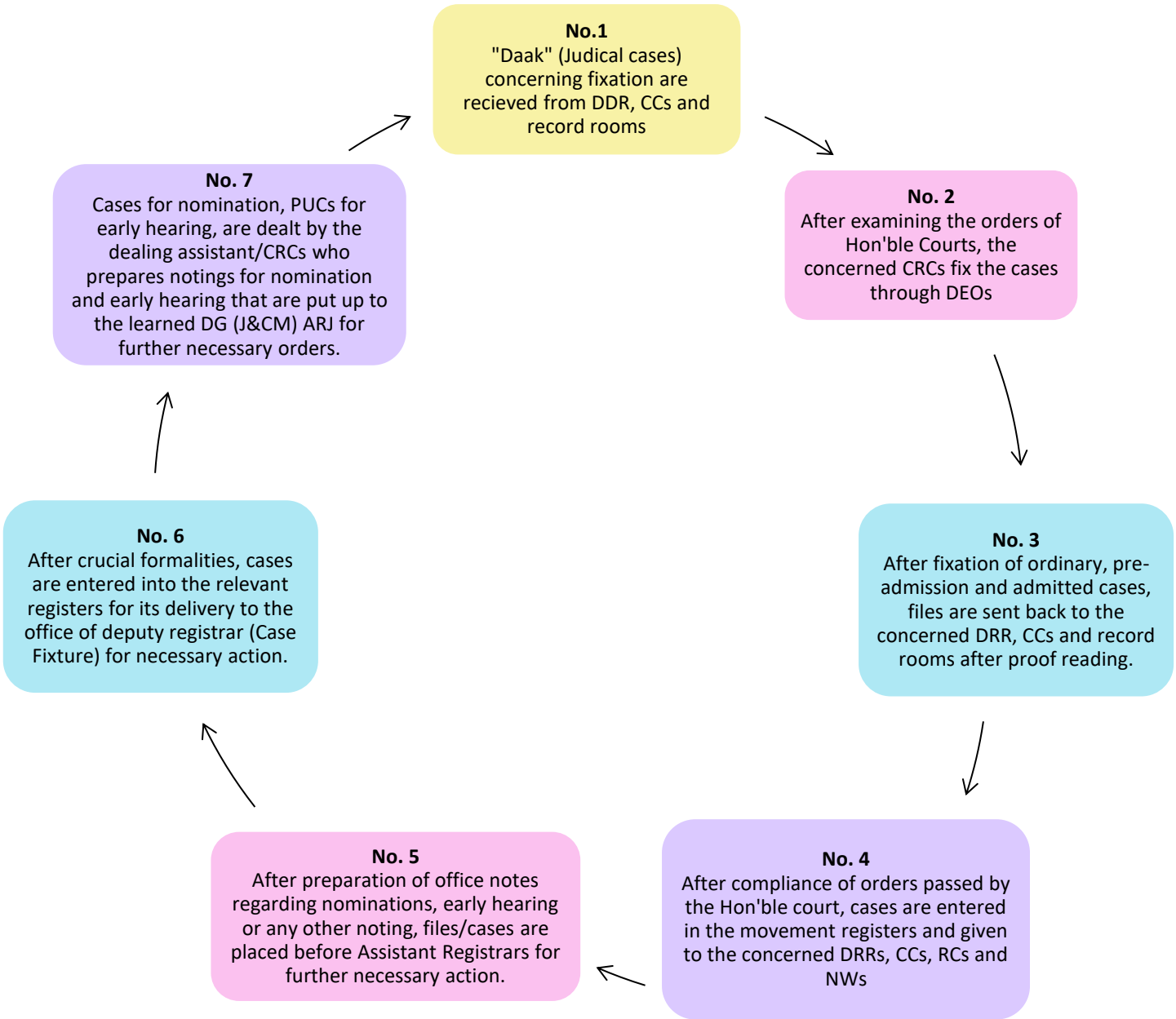

**KPC:** Kacha Peshi Clerk/ Coordinator
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**DEO:** Data Entry Operator

**FOW:** Formal Order Writer
**RC:** Record Custodian
**NW:** Notice Writer

# ***CRC (Writ)***


ICDB(Writ)
CRC (Writ)
CC
CRC
HCJ for Nomination (if required)
IC - II
CRC
HCJ for Nomination (if required)
ADRR
JIS/NW
RC
HCJ for Nomination (if required)
Record Custodian (Writ)
CRC (Writ)
HCJ for Nomination & PUC's
RC
NW
CC
IC II
RC
NW
CC
IC II
File Movement Process to HCJ for Nomination
Additional Registrar/ DG(J&CM)
Deputy Registrar
Assistant Registrar
HCJ for Nomination (if required)
ADRR: Assistant Reader to Deputy Registrar
CC: Completion Clerk/ Coordinator
CRC: Cause Registration Clerk/ Coordinator
DRR: Reader to Deputy Registrar
JIS: Judicial Issue Section
IC: Institution Clerk/ Coordinator
ICDB: Institution Clerk/ Coordinator Division Bench
NW: Notice Writer
RC: Record Custodian

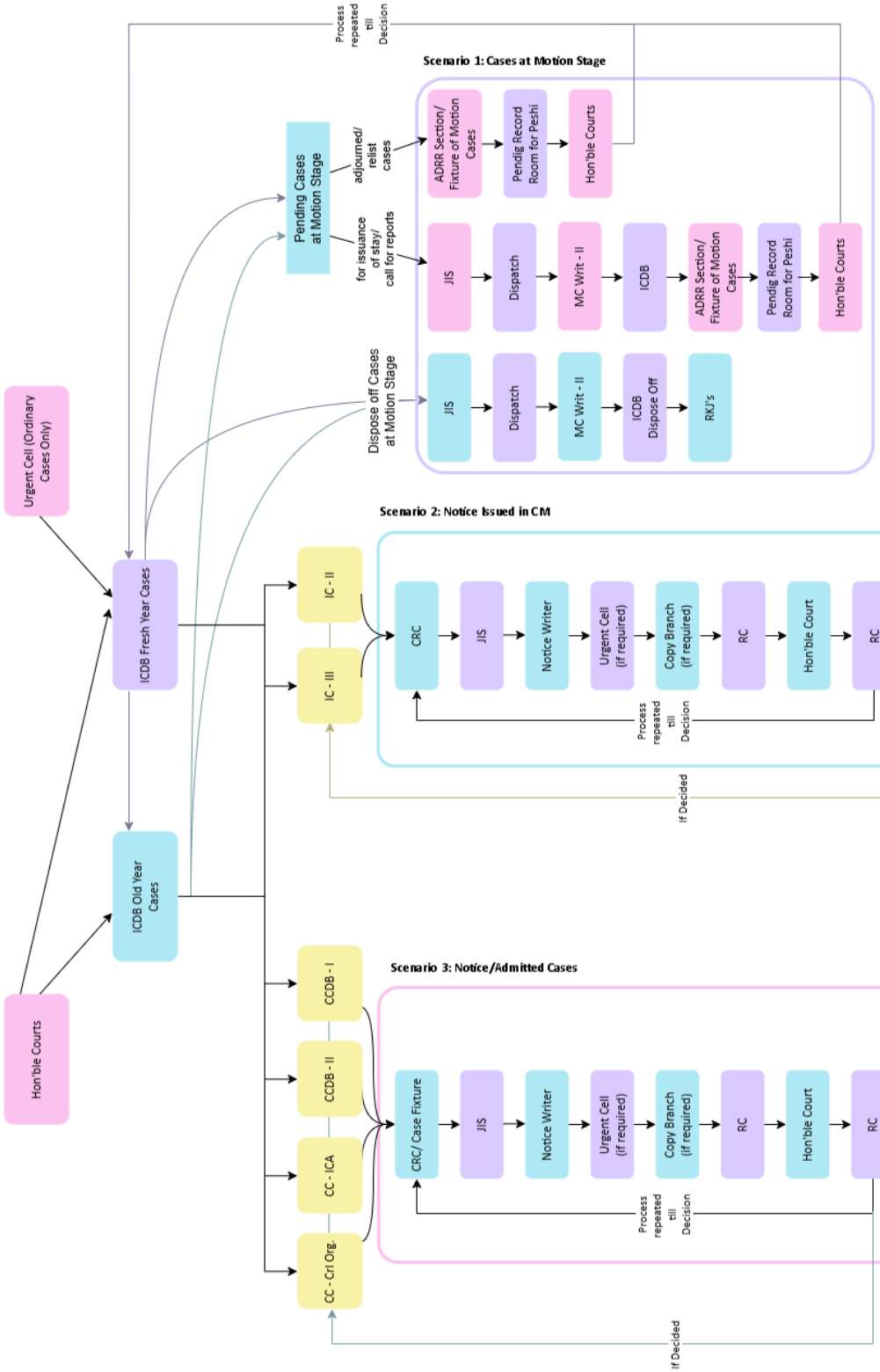
# ***CRC (Civil)***




**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**DEO:** Data Entry Operator
**DRR:** Reader to Deputy Registrar
**NW:** Notice Writer
**RC:** Record Custodian

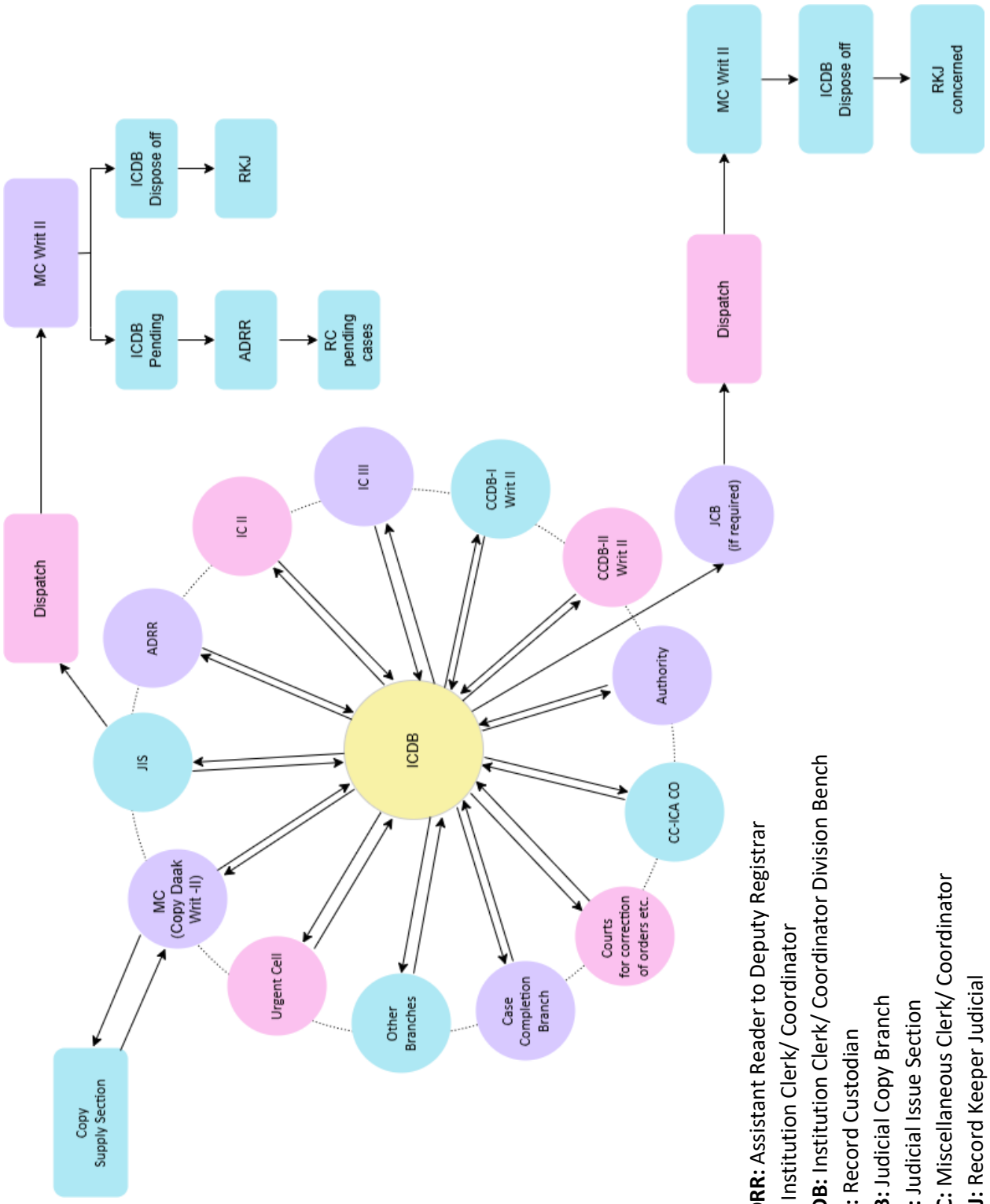
***Writ Branch***

# *Case Flow Chart Writ-I & II*



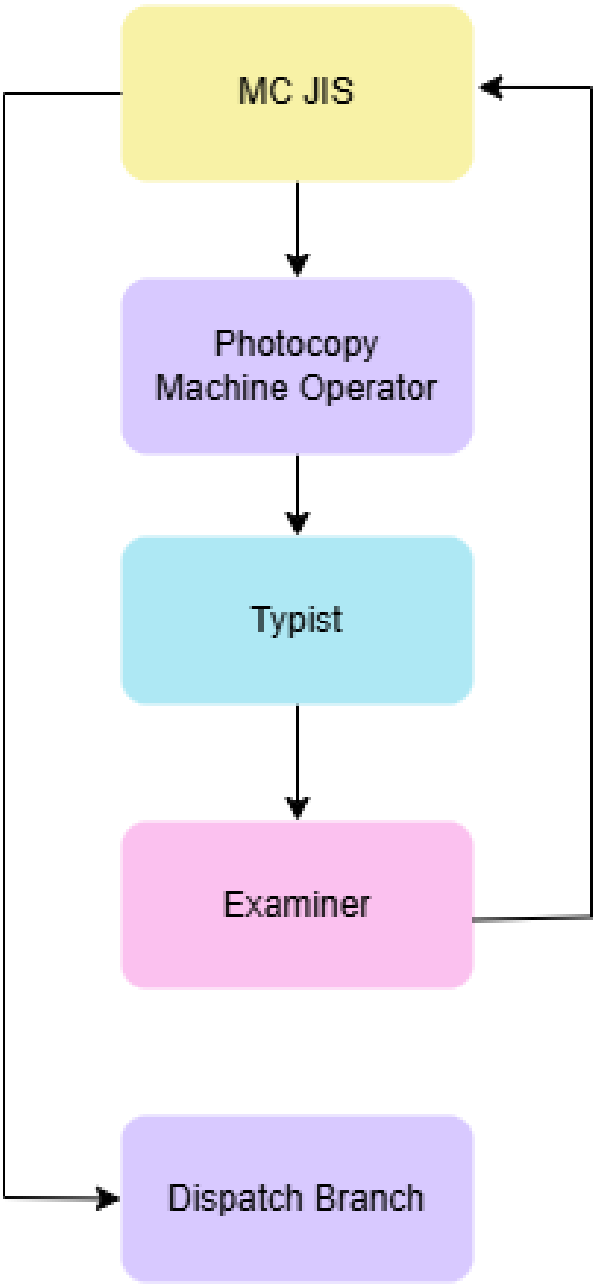

**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Regis Clerk/ Coordinator
**IC:** Institution Clerk/ Coordinator
**ICDB:** Institution Clerk/ Coordinator Division Bench
**RC:** Record Custodian **JCB:** Judicial Copy Branch
**JIS:** Judicial Issue Section
**MC:** Miscellaneous Clerk/ Coordinator
**RKJ:** Record Keeper Judicial

# *Case Flow Chart of Seat ICDB Writ – I Branch*

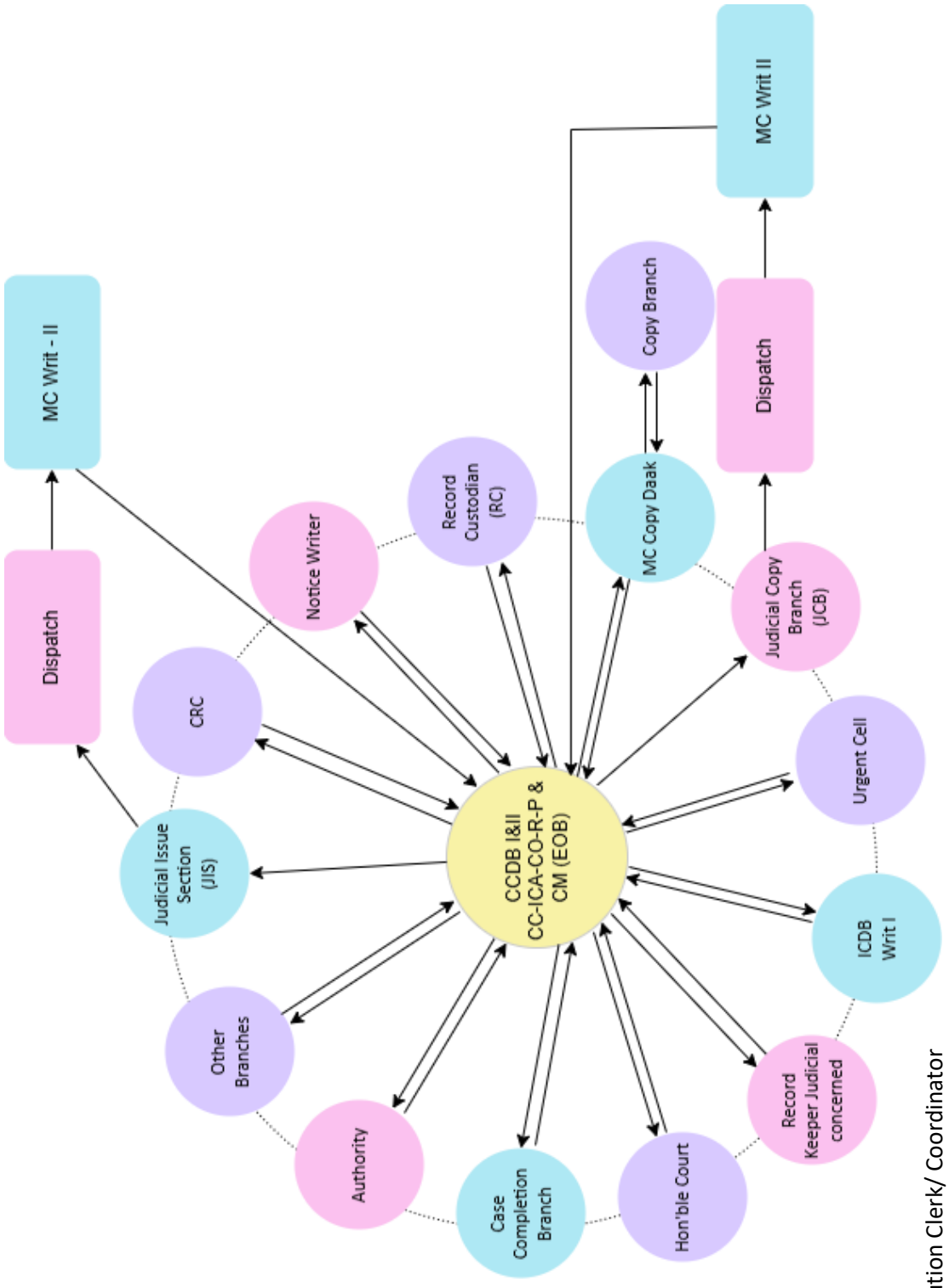



**ADRR:** Assistant Reader to Deputy Registrar
**IC:** Institution Clerk/ Coordinator
**ICDB:** Institution Clerk/ Coordinator Division Bench
**RC:** Record Custodian
**JCB:** Judicial Copy Branch
**JIS:** Judicial Issue Section
**MC:** Miscellaneous Clerk/ Coordinator
**RKJ:** Record Keeper Judicial

## ***JIS Section of Writ Branch***

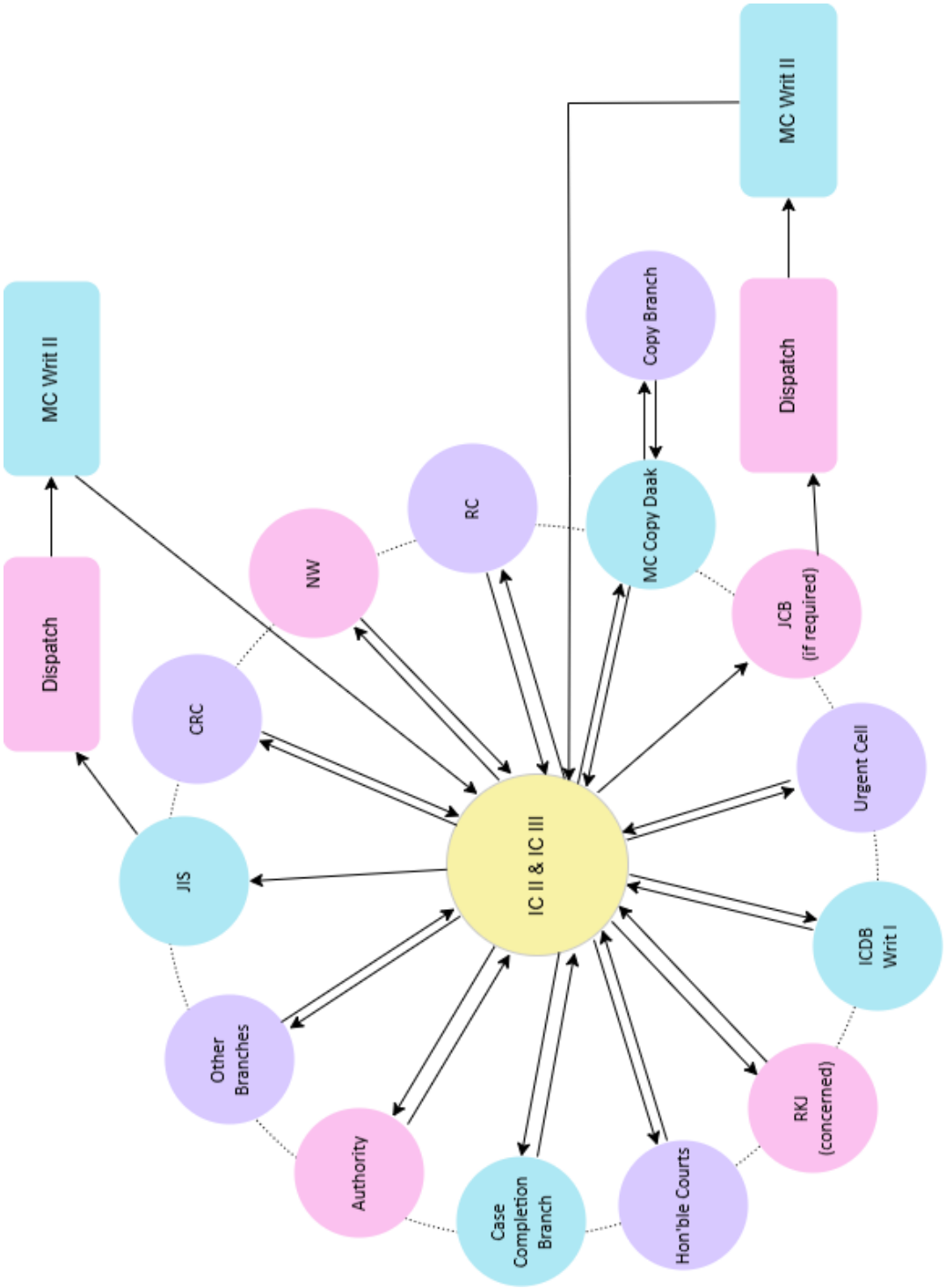


## ***Writ I & II (CCDB I,II & CC-ICA-CO-R. P & CM (EOB))***




**IC:** Institution Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**ICDB:** Institution Clerk/ Coordinator Division Bench
**MC:** Miscellaneous Clerk/ Coordinator

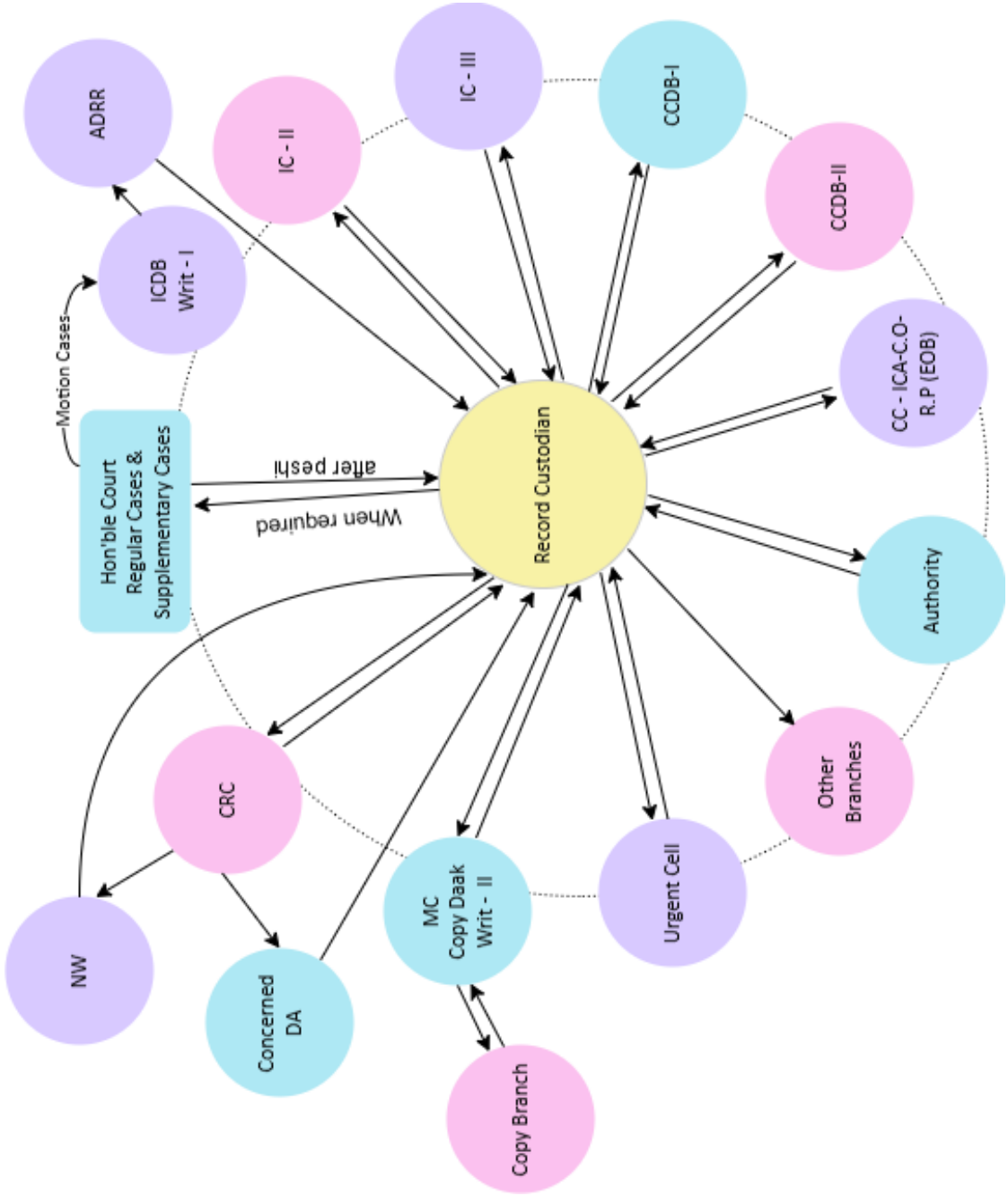
# *Case Flow Chart of Seat IC - II & IC – III of Writ Branch*




**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**IC:** Institution Clerk/ Coordinator
**ICDB:** Institution Clerk/ Coordinator Division Bench

**RC:** Record Custodian
**JCB:** Judicial Copy Branch
**JIS:** Judicial Issue Section
**MC:** Miscellaneous Clerk/ Coordinator
**RKJ:** Record Keeper Judicial

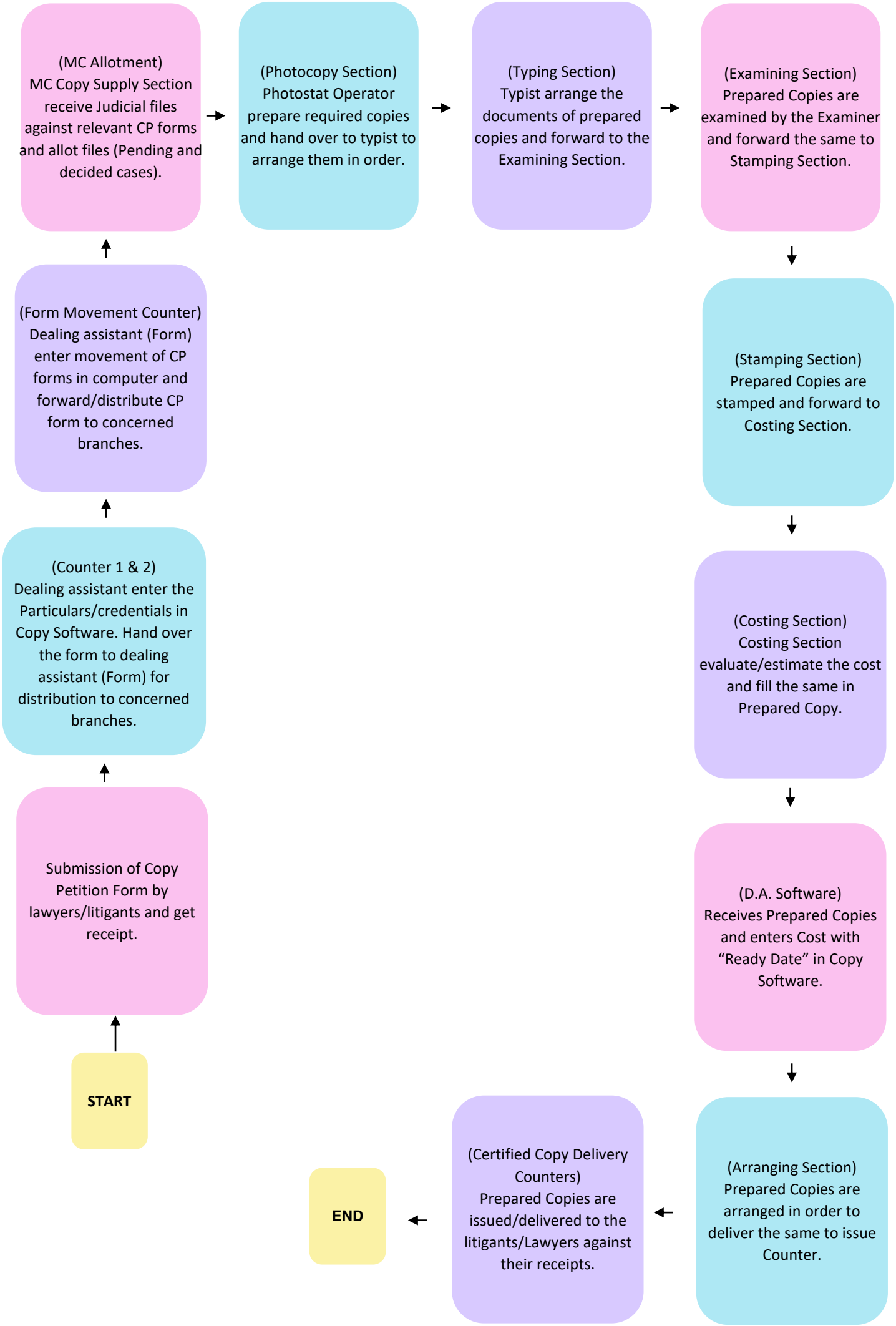
# *Case Flow Chart at RC/ Record Custodian*




**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Case Registration Clerk/ Coordinator
**IC:** Institution Clerk/ Coordinator

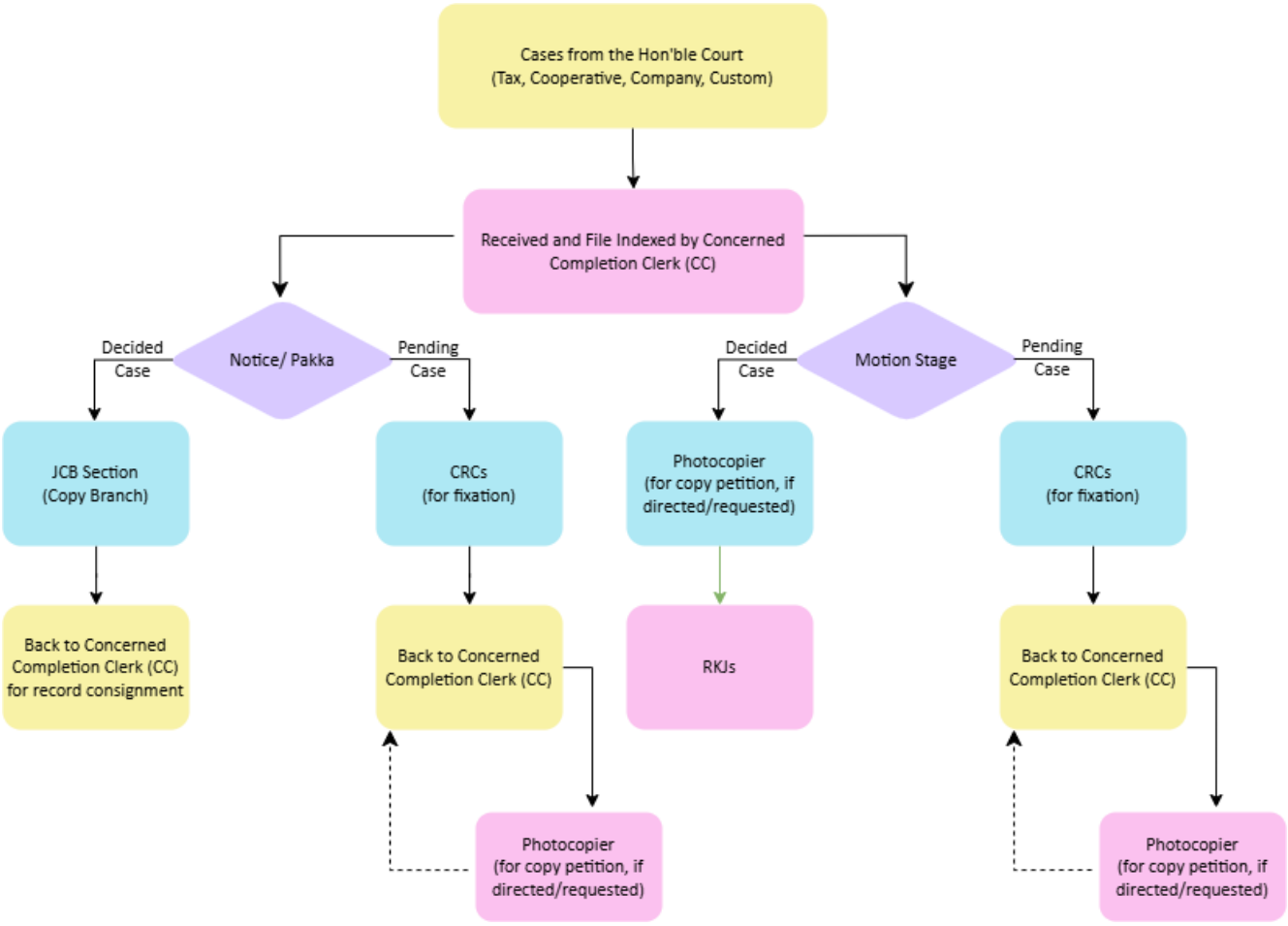
**DA:** Dealing Assistant
**NW:** Notice Writer
**MC:** Miscellaneous Clerk/ Coordinator
**ICDB:** Institution Clerk/ Coordinator Division Bench

# ***Copy Branch***


START
Submission of Copy Petition Form by lawyers/litigants and get receipt.
(Counter 1 & 2) Dealing assistant enter the Particulars/credentials in Copy Software. Hand over the form to dealing assistant (Form) for distribution to concerned branches.
(Form Movement Counter) Dealing assistant (Form) enter movement of CP forms in computer and forward/distribute CP form to concerned branches.
(MC Allotment) MC Copy Supply Section receive Judicial files against relevant CP forms and allot files (Pending and decided cases).
(Photocopy Section) Photostat Operator prepare required copies and hand over to typist to arrange them in order.
(Typing Section) Typist arrange the documents of prepared copies and forward to the Examining Section.
(Examining Section) Prepared Copies are examined by the Examiner and forward the same to Stamping Section.
(Stamping Section) Prepared Copies are stamped and forward to Costing Section.
(Costing Section) Costing Section evaluate/estimate the cost and fill the same in Prepared Copy.
(D.A. Software) Receives Prepared Copies and enters Cost with "Ready Date" in Copy Software.
(Arranging Section) Prepared Copies are arranged in order to deliver the same to issue Counter.
(Certified Copy Delivery Counters) Prepared Copies are issued/delivered to the litigants/Lawyers against their receipts.
END

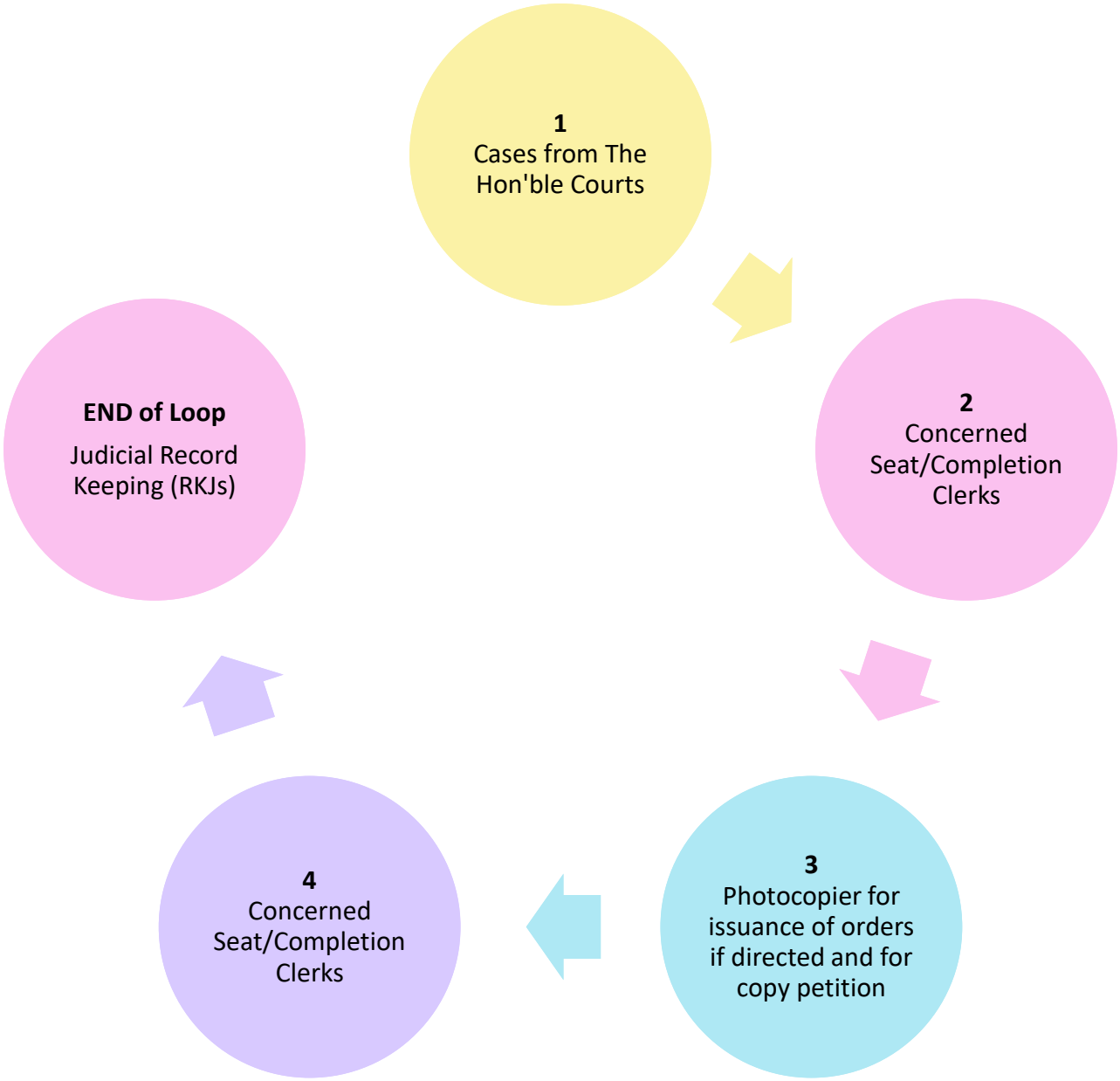
# ***Commercial & Taxation Branch/ Section***

# ***Commercial & Tax Branch/ Section Business Flow of Pending & Decided Cases***



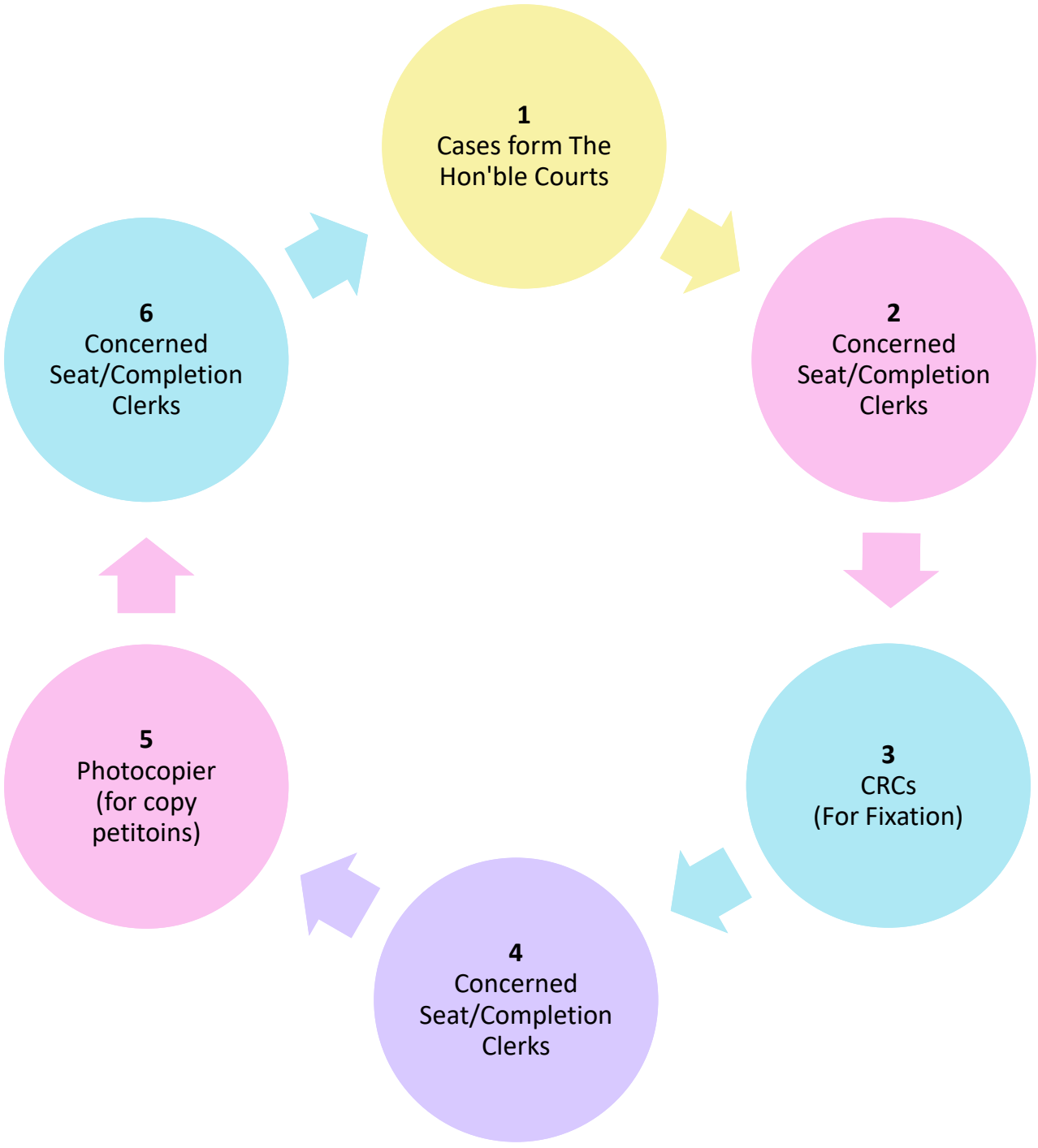

**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**JCB:** Judicial Copy Branch
**RKJ:** Record Keeper Judicial

## ***Flow of Cases Decided at Motion Stage in Commercial & Taxation Branch/ Section***



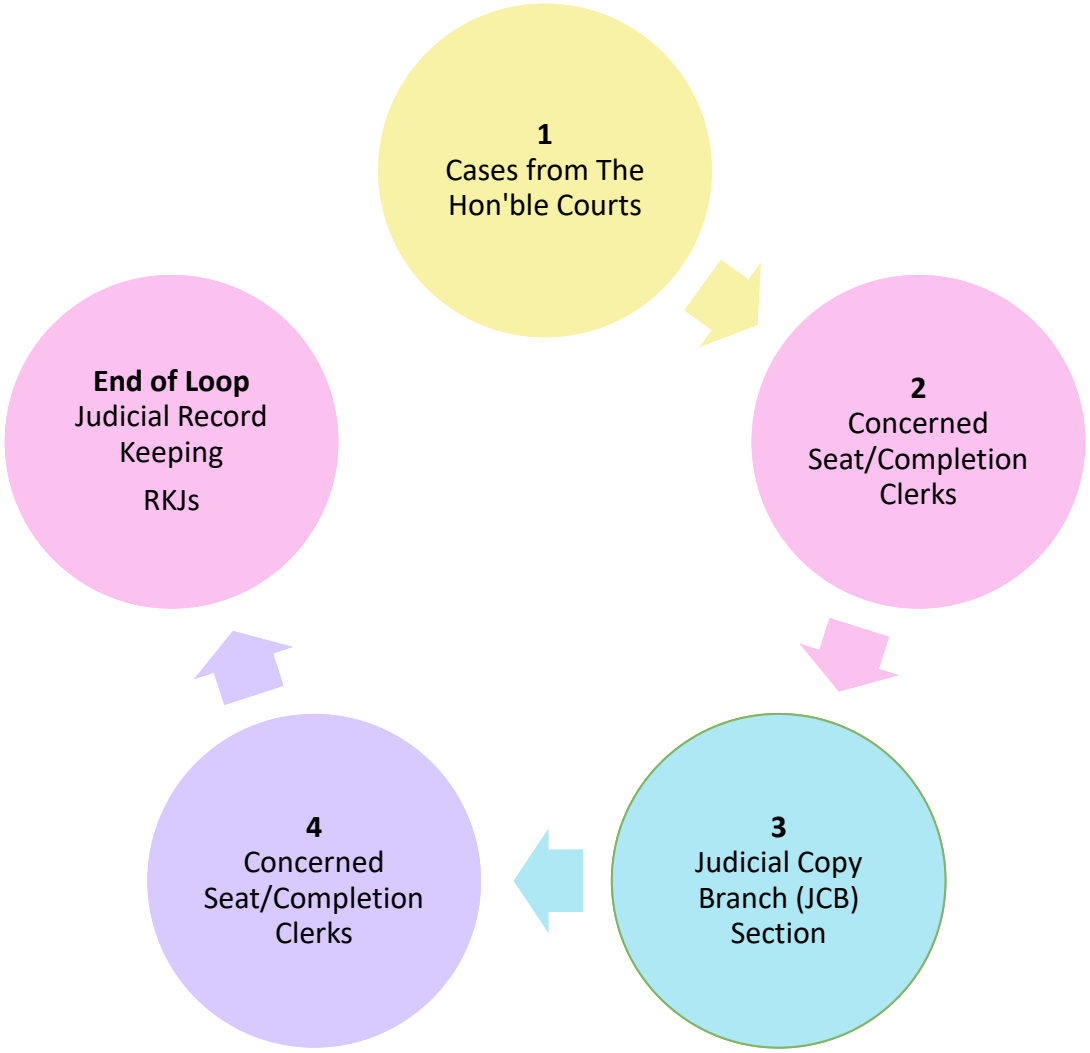

**CRC:** Cause Registration Clerk/ Coordinator

## ***Flow of Cases Pending at Motion Stage in Commercial & Taxation Branch***




**CRC:** Cause Registration Clerk/ Coordinator

## ***Flow of Decided (Notice/Pakka) Cases in Commercial & Taxation***



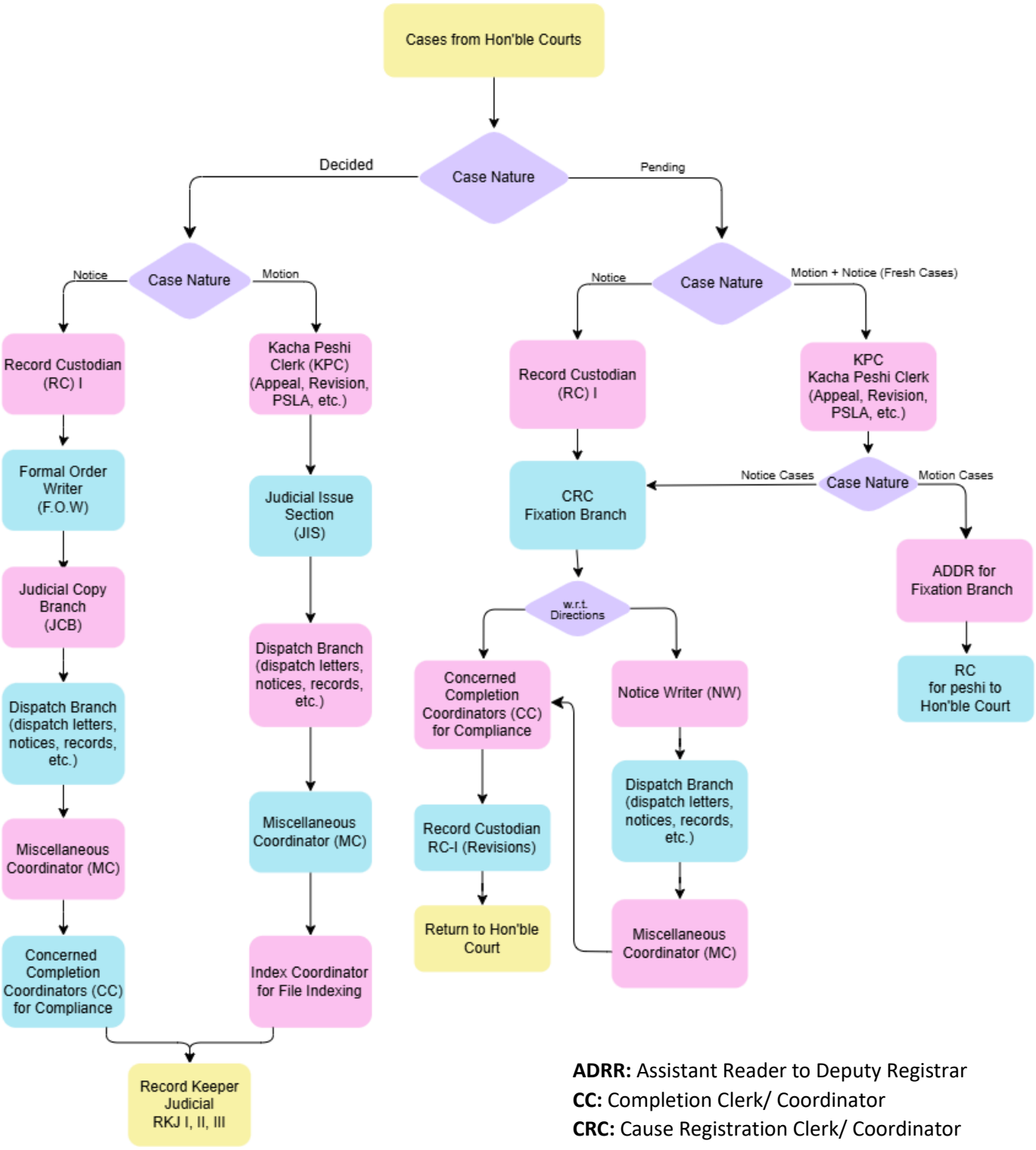
## ***Flow of Pending (Notice/Pakka) Cases in Commercial & Taxation***




**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator

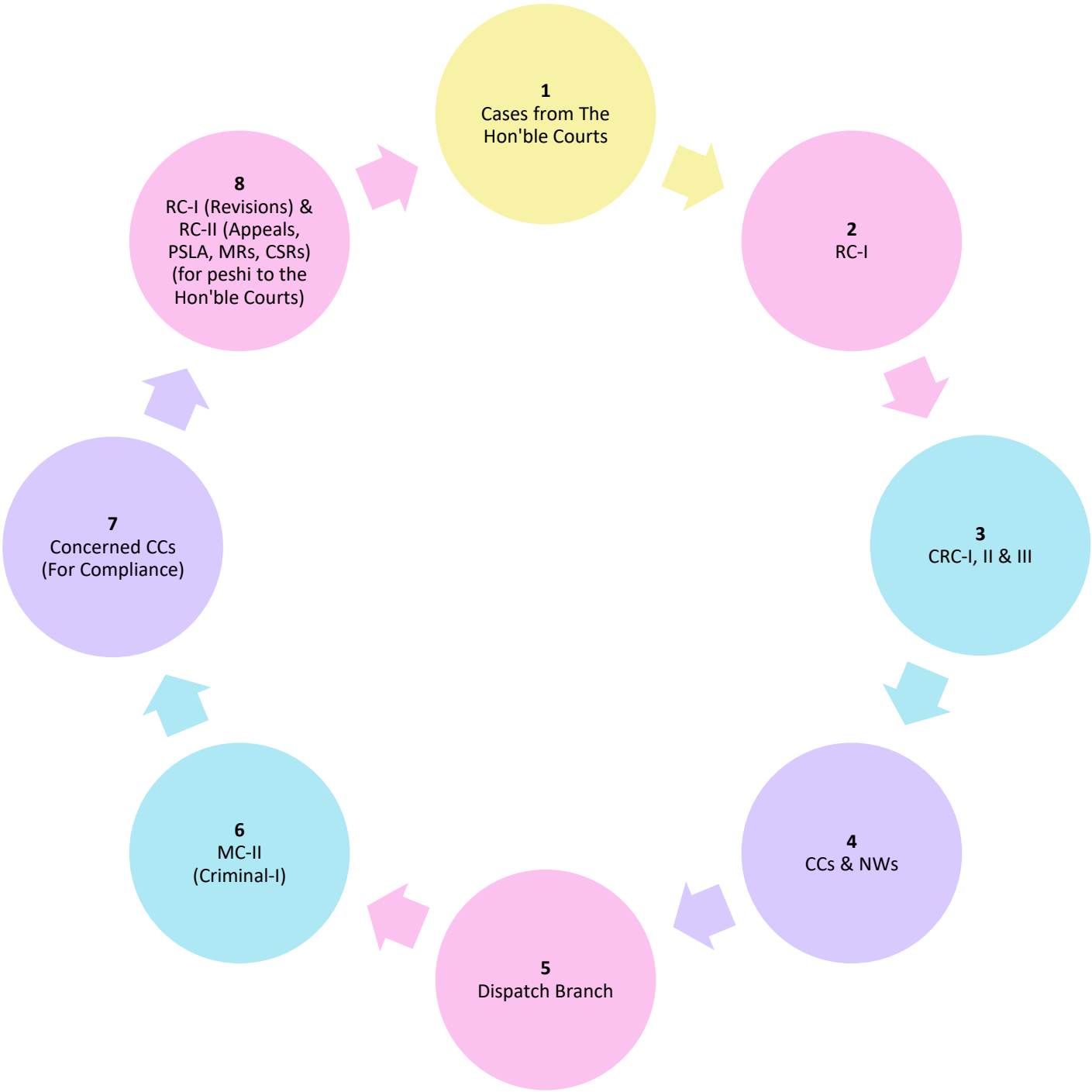
# ***CRIMINAL - I BRANCH***

# ***Criminal - I Branch Business Flow of Pending & Decided Cases***



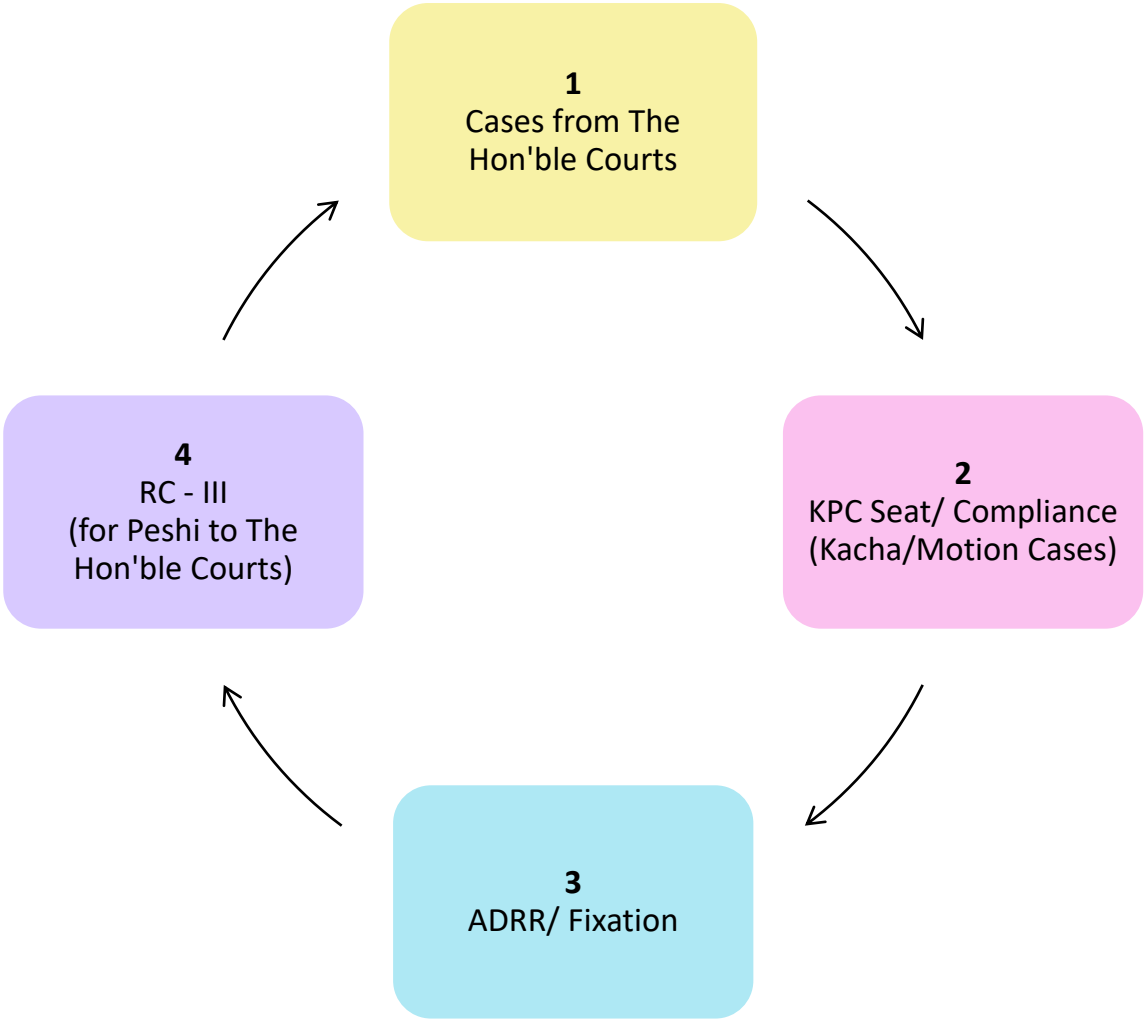

**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**JCB:** Judicial Copy Branch
**RKJ:** Record Keeper Judicial

# ***Flow of Pending (Notice/Pakka) Cases in Criminal – I Branch***



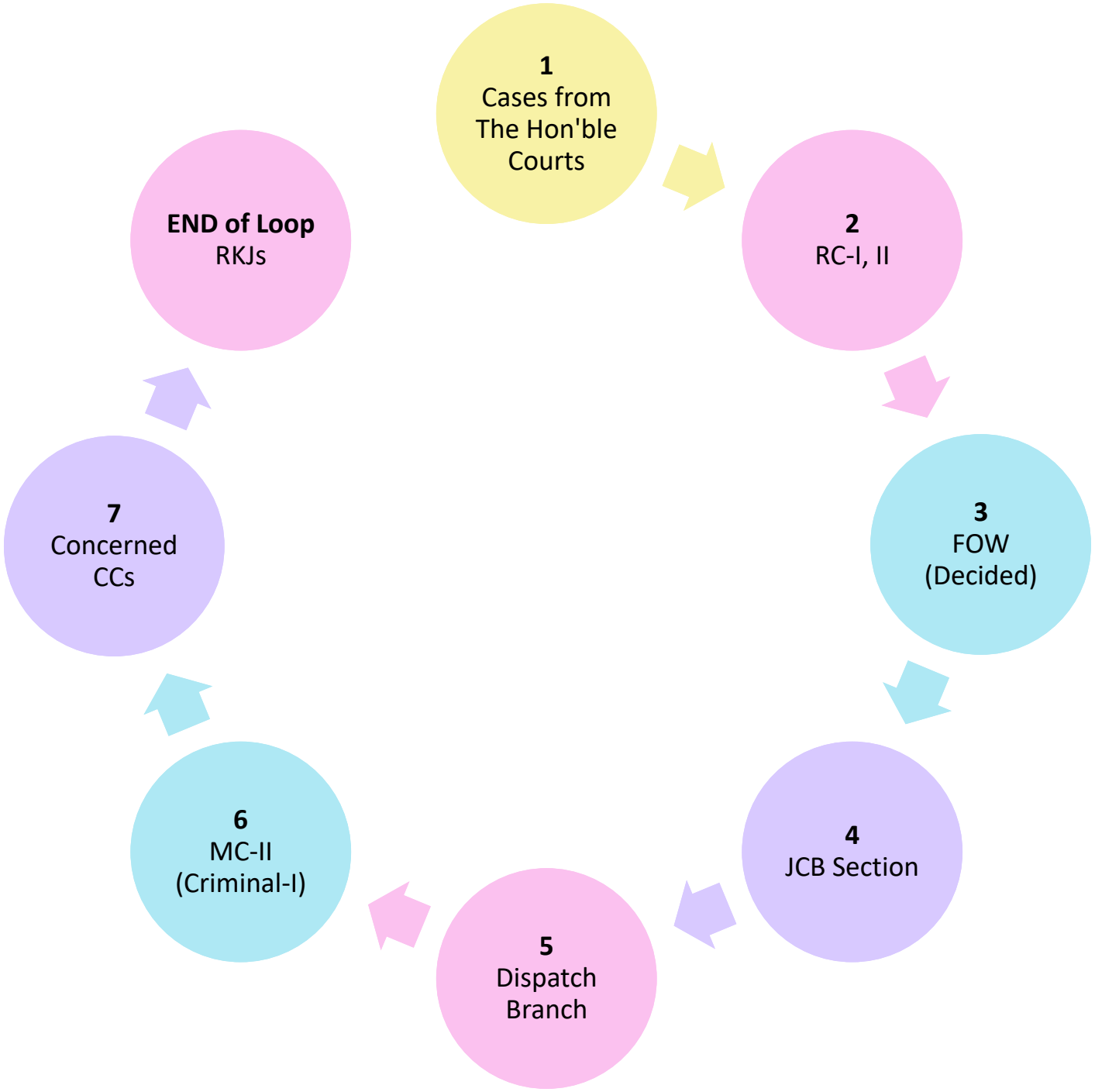

**RC:** Record Custodian
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**MC:** Miscellaneous Clerk/ Coordinator
**NW:** Notice Writer
**RKJ:** Record Keeper Judicial

## ***Flow of Cases Pending at Motion Stage in Criminal - I Branch***



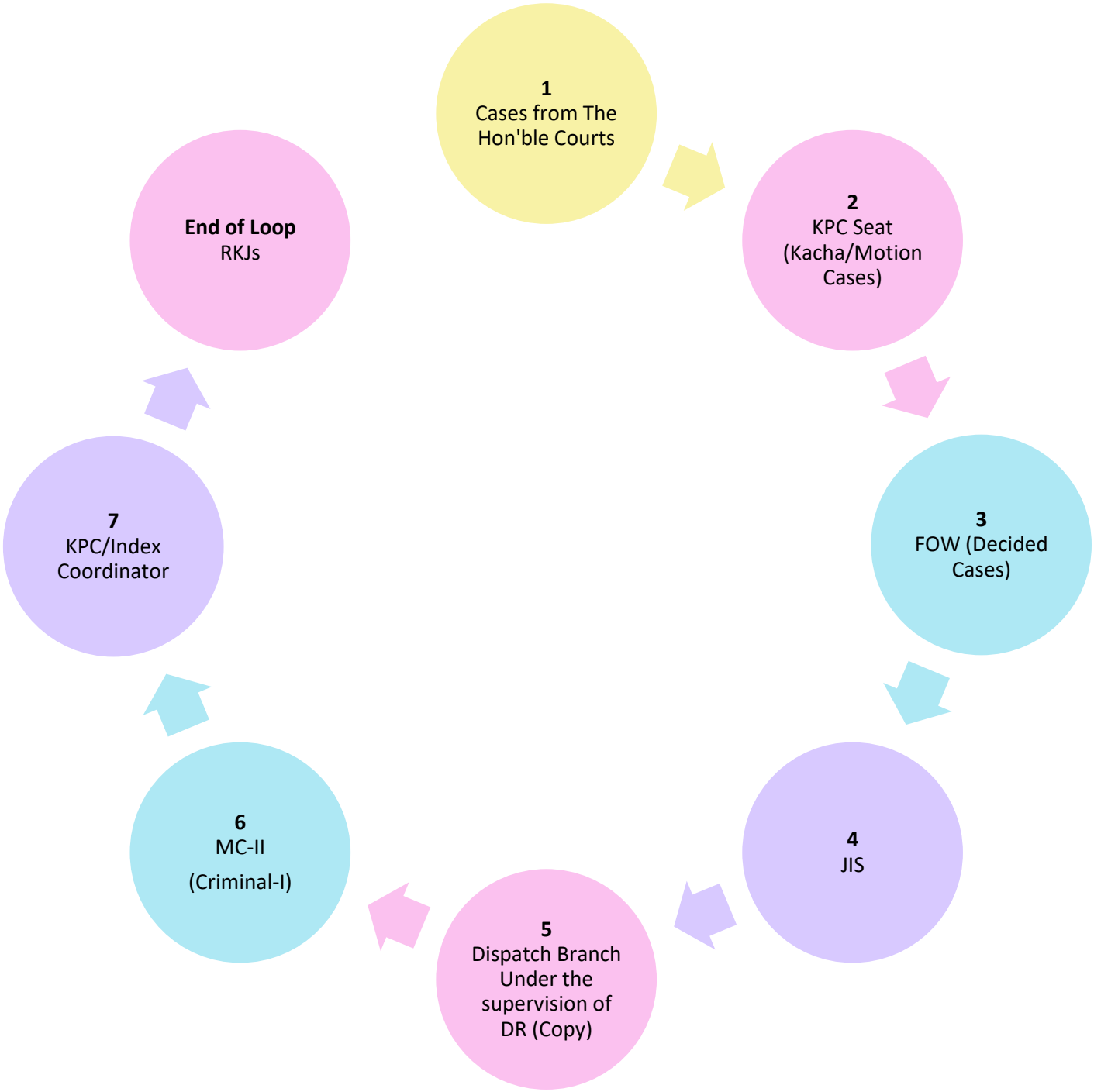

**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**RC:** Record Custodian
**KPC:** Kacha Peshi Clerk/ Coordinator

## ***Flow of Decided (Notice/Pakka) Cases in Criminal - I Branch***




**CC:** Completion Clerk/ Coordinator
**FOW:** Formal Order Writer
**JCB:** Judicial Copy Branch
**RKJ:** Record Keeper Judicial
**RC:** Record Custodian
**MC:** Miscellaneous Clerk/ Coordinator

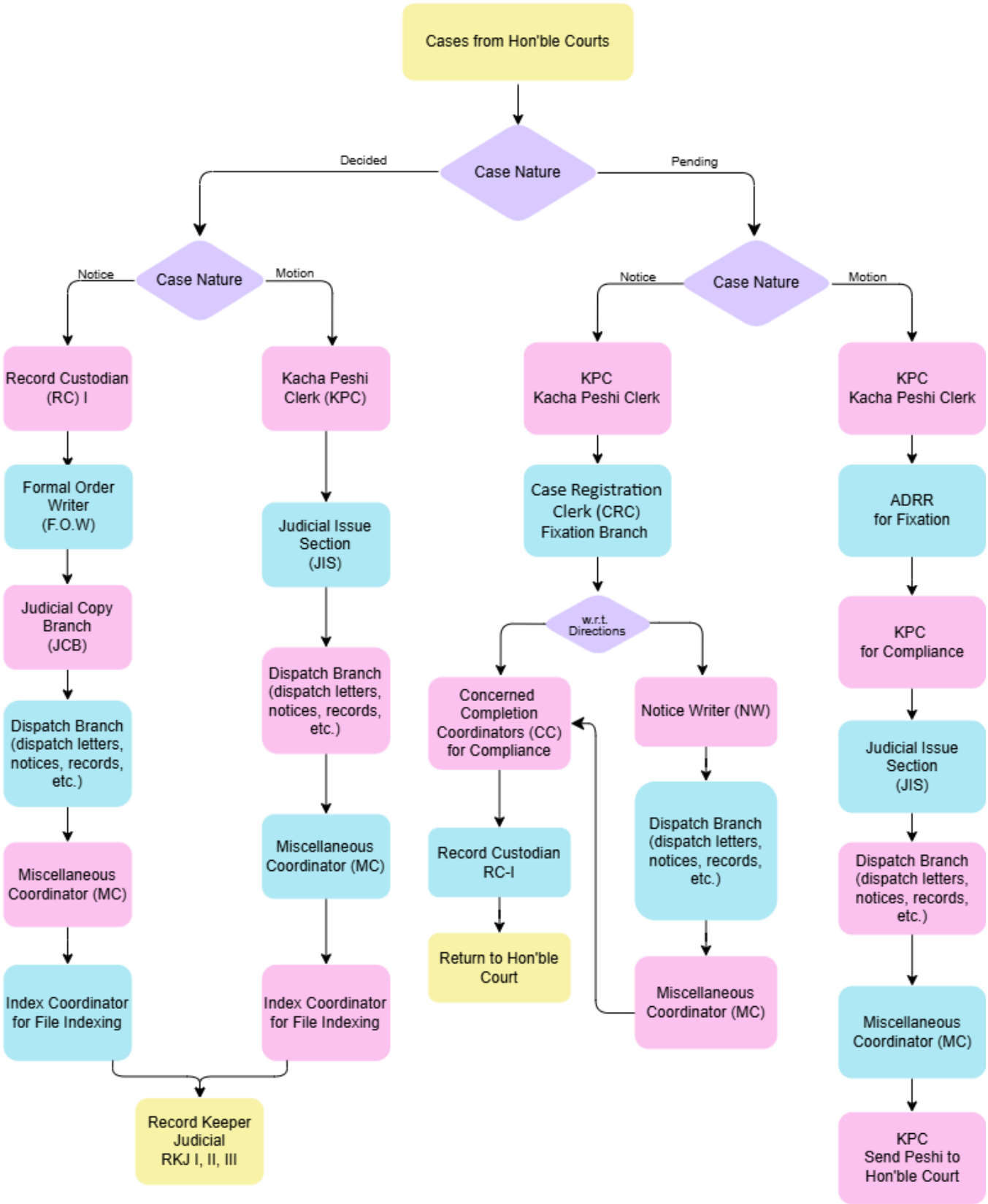
# ***Flow of Cases Decided at Motion Stage in Criminal - I Branch***



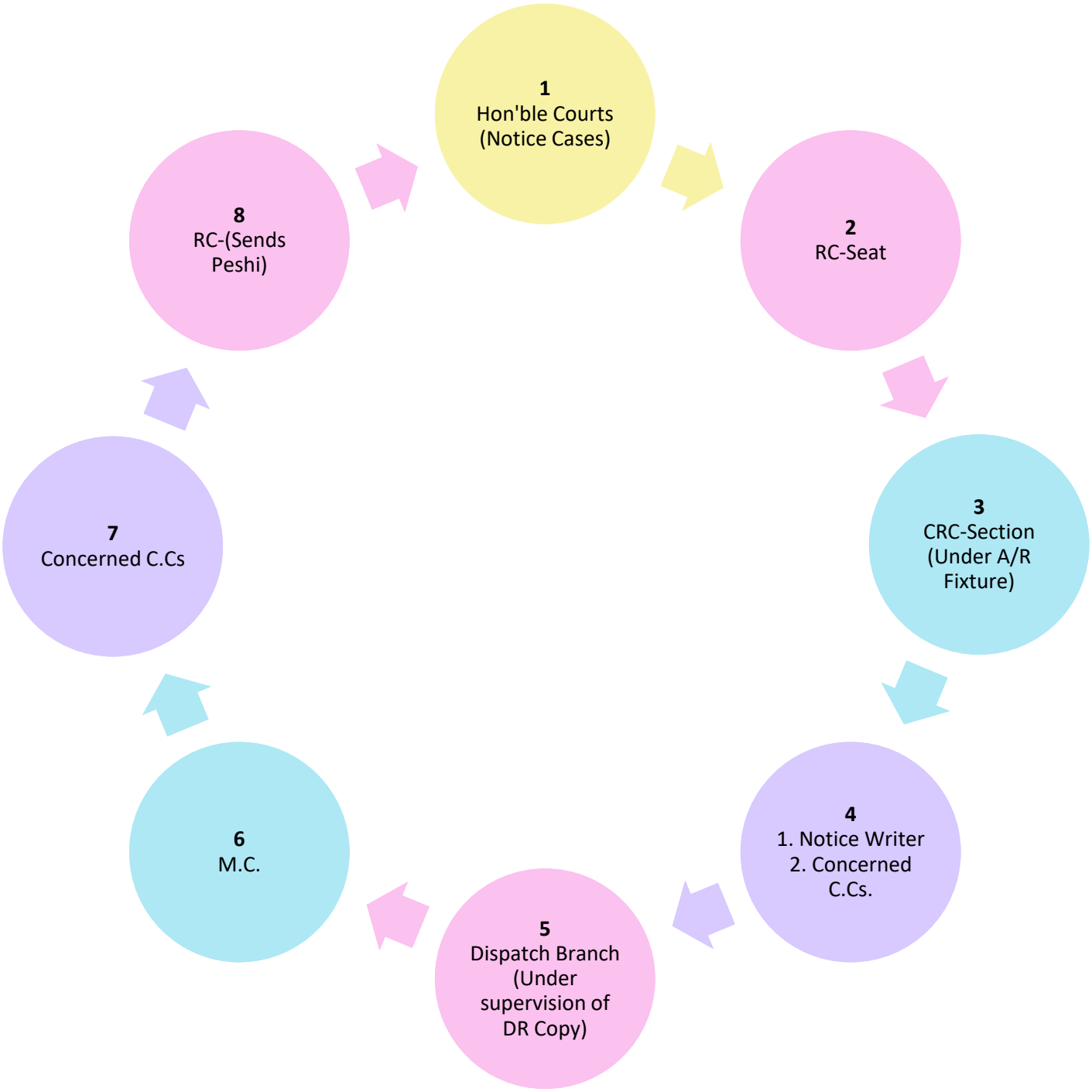

**FOW:** Formal Order Writer
**JIS:** Judicial Issue Section
**RKJ:** Record Keeper Judicial
**RC:** Record Custodian
**MC:** Miscellaneous Clerk/ Coordinator
**KPC:** Kacha Peshi Clerk/ Coordinator

# ***CRIMINAL - II BRANCH***

# ***CRIMINAL – II BRANCH Business Flow of Pending & Decided Cases***

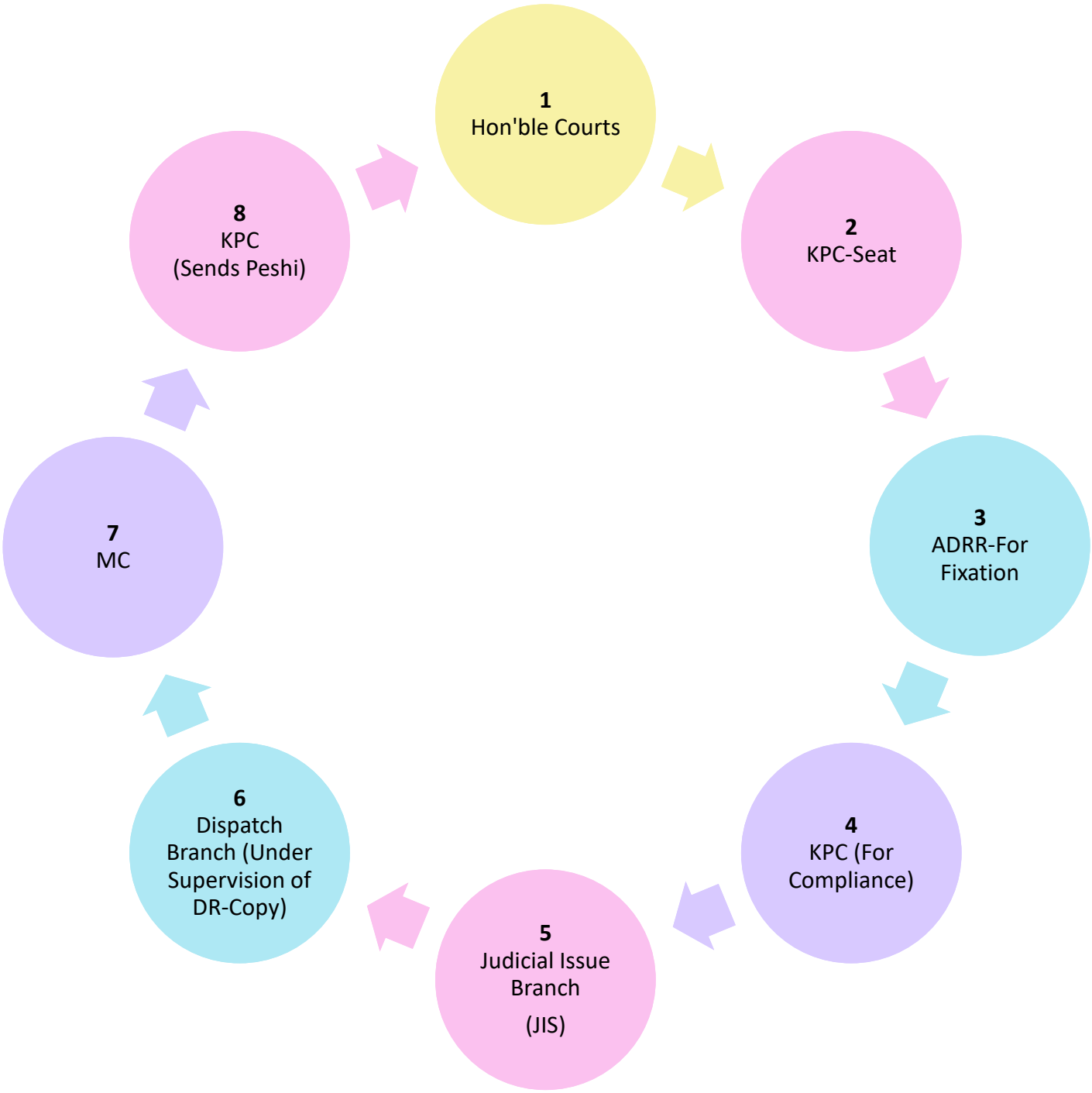


# ***Criminal Branch-II Flow of Pending Cases Notice/Pakka Cases***



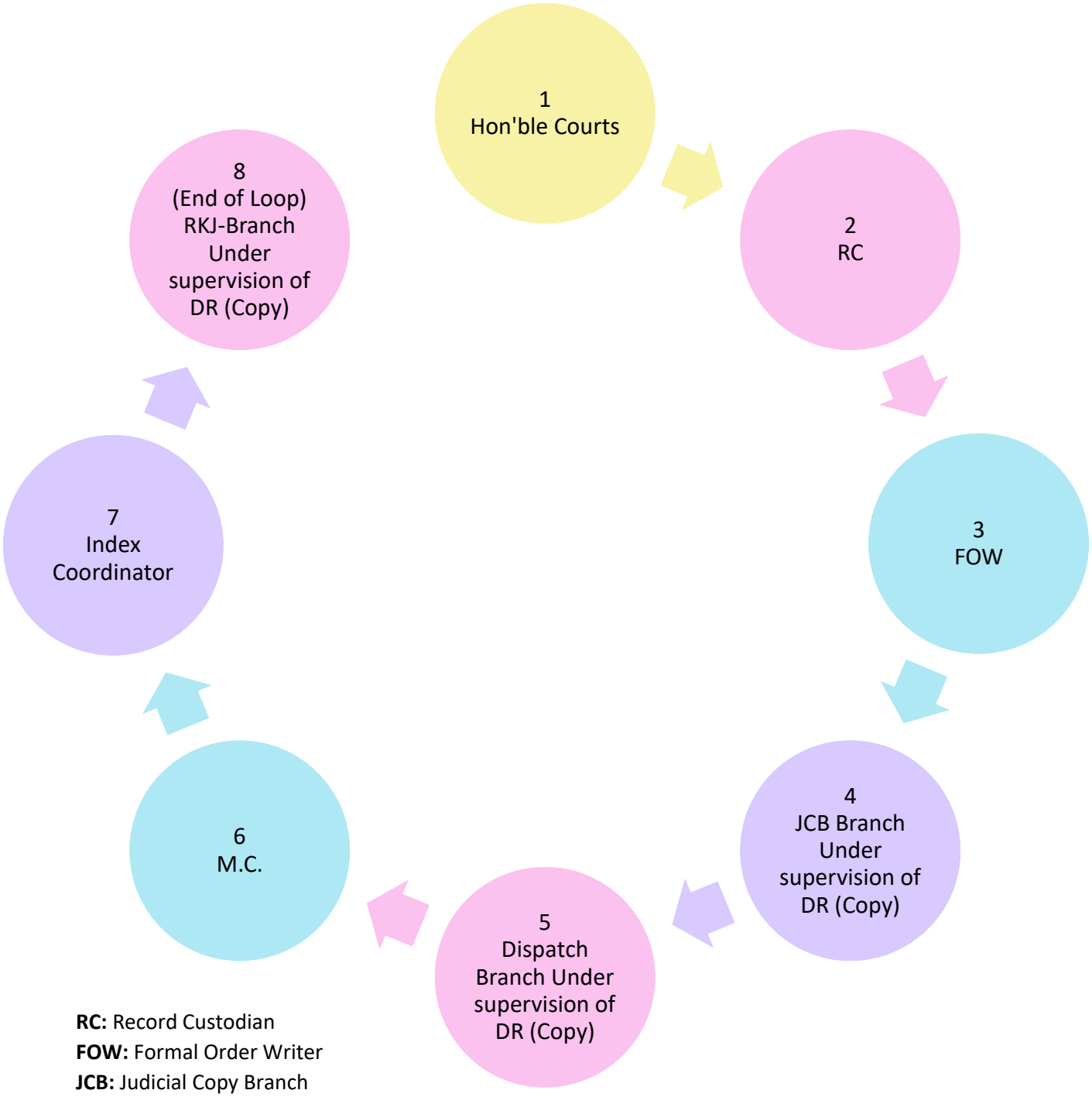

**KPC:** Kacha Peshi Clerk/ Coordinator
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**RC:** Record Custodian
**NW:** Notice Writer

## ***Criminal Branch-II Loop of Pending Cases at Motion Stage***



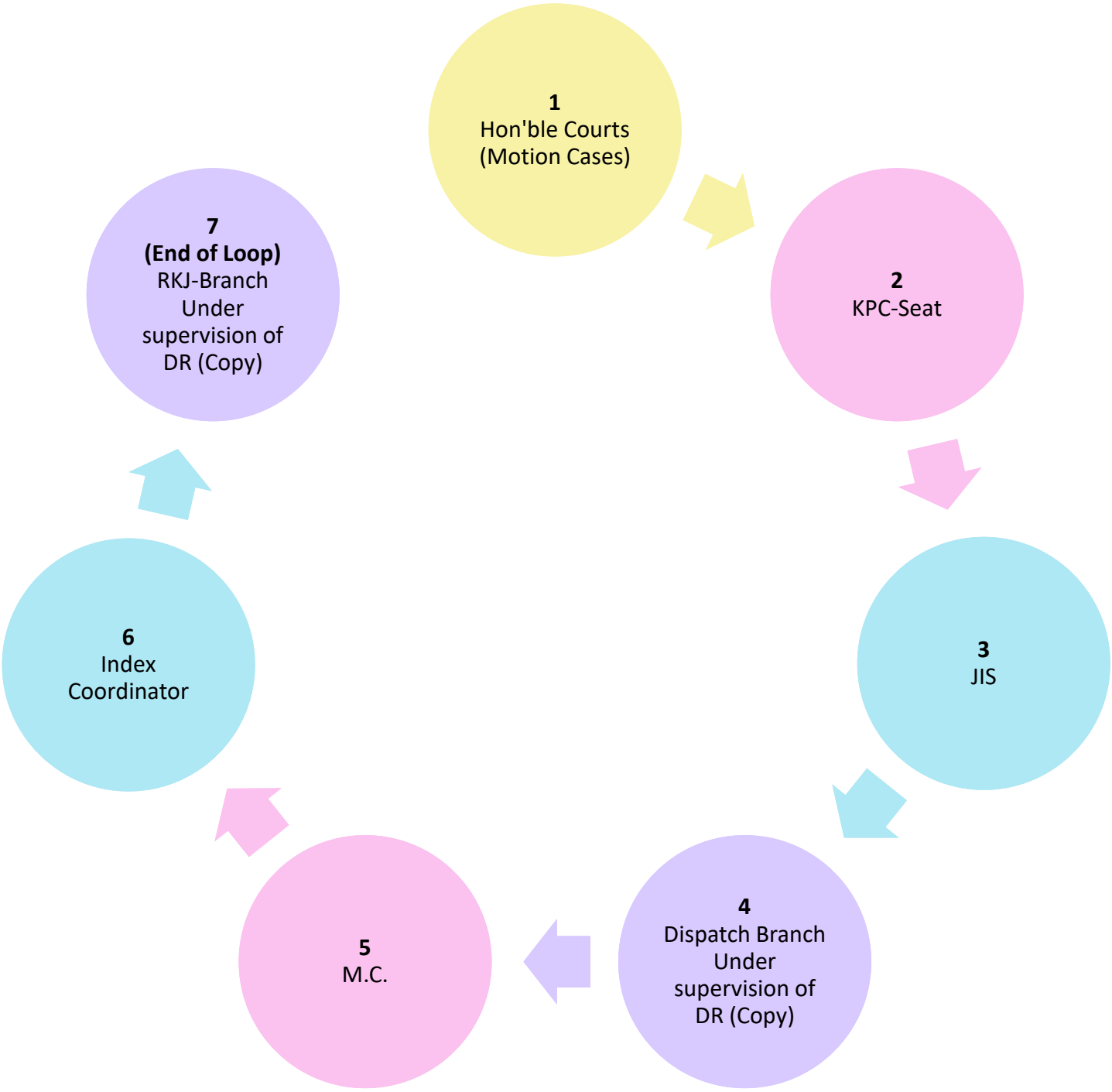

**ADRR:** Assistant Reader to Deputy Registrar
**MC:** Miscellaneous Clerk/ Coordinator
**KPC:** Kacha Peshi Clerk/ Coordinator

# ***Criminal Branch-II Flow of Decided Cases Notice/Pakka Cases***




**RC:** Record Custodian
**FOW:** Formal Order Writer
**JCB:** Judicial Copy Branch
**MC:** Miscellaneous Clerk/ Coordinator
**RKJ:** Record Keeper Judicial

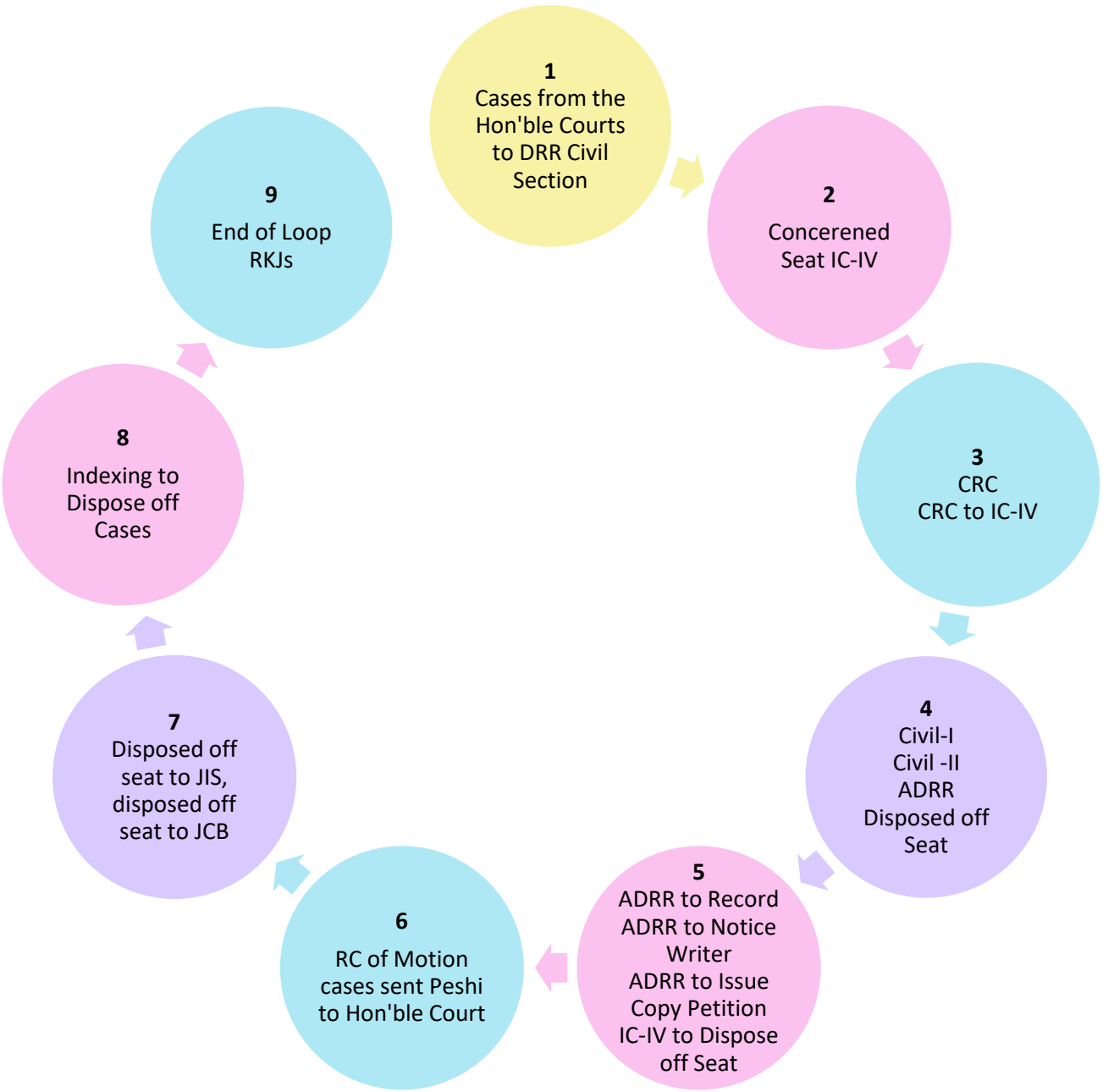
## ***Criminal Branch-II Flow of Decided Cases at Motion Stage***




**KPC:** Kacha Peshi Clerk/ Coordinator
**JIS:** Judicial Issue Section
**MC:** Miscellaneous Clerk/ Coordinator
**RKJ:** Record Keeper Judicial

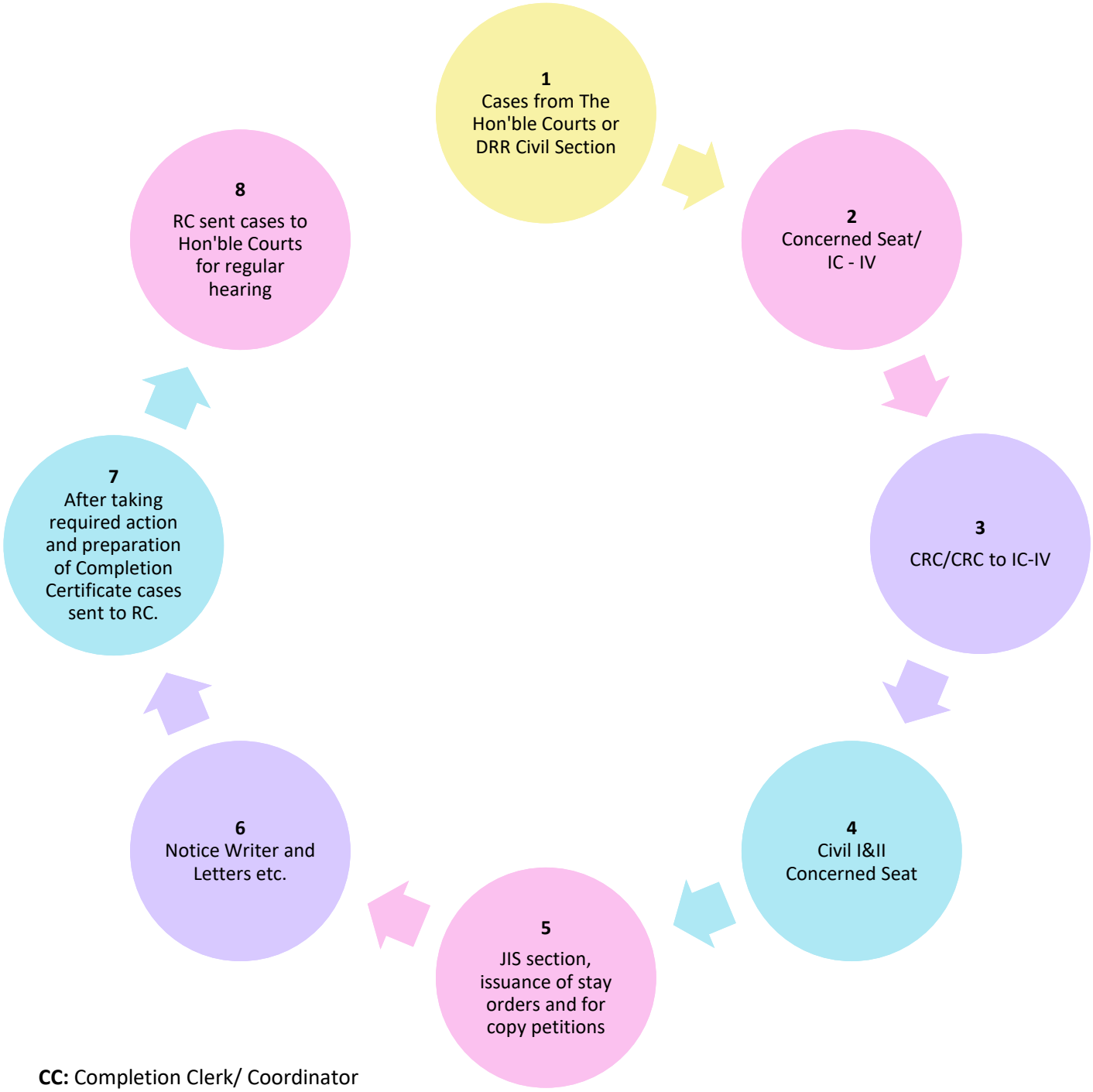
# ***CIVIL – I & II BRANCH***

# ***Flow of Motion (Fresh Institution) Cases in DRR Civil Branch***



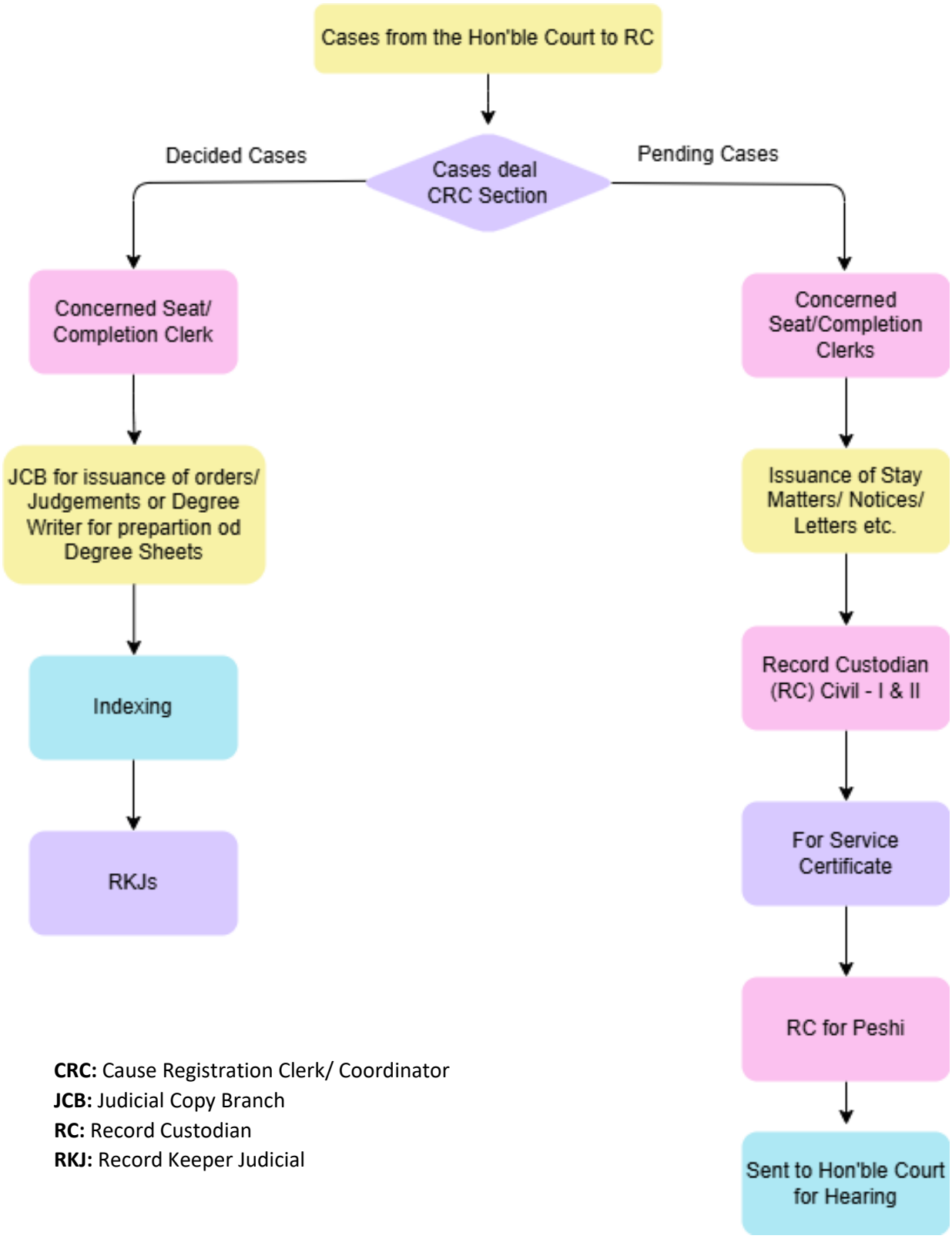

**ADRR:** Assistant Reader to Deputy Registrar
**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**IC:** Institution Clerk/ Coordinator
**JCB:** Judicial Copy Branch
**JIS:** Judicial Issue Section
**RKJ:** Record Keeper Judicial
**RC:** Record Custodian

# ***DRR Civil Section Fresh Institution Flow of Cases Admit, Notice, Stay & Record***




**CC:** Completion Clerk/ Coordinator
**CRC:** Cause Registration Clerk/ Coordinator
**IC:** Institution Clerk/ Coordinator
**JIS:** Judicial Issue Section
**RKJ:** Record Keeper Judicial
**RC:** Record Custodian

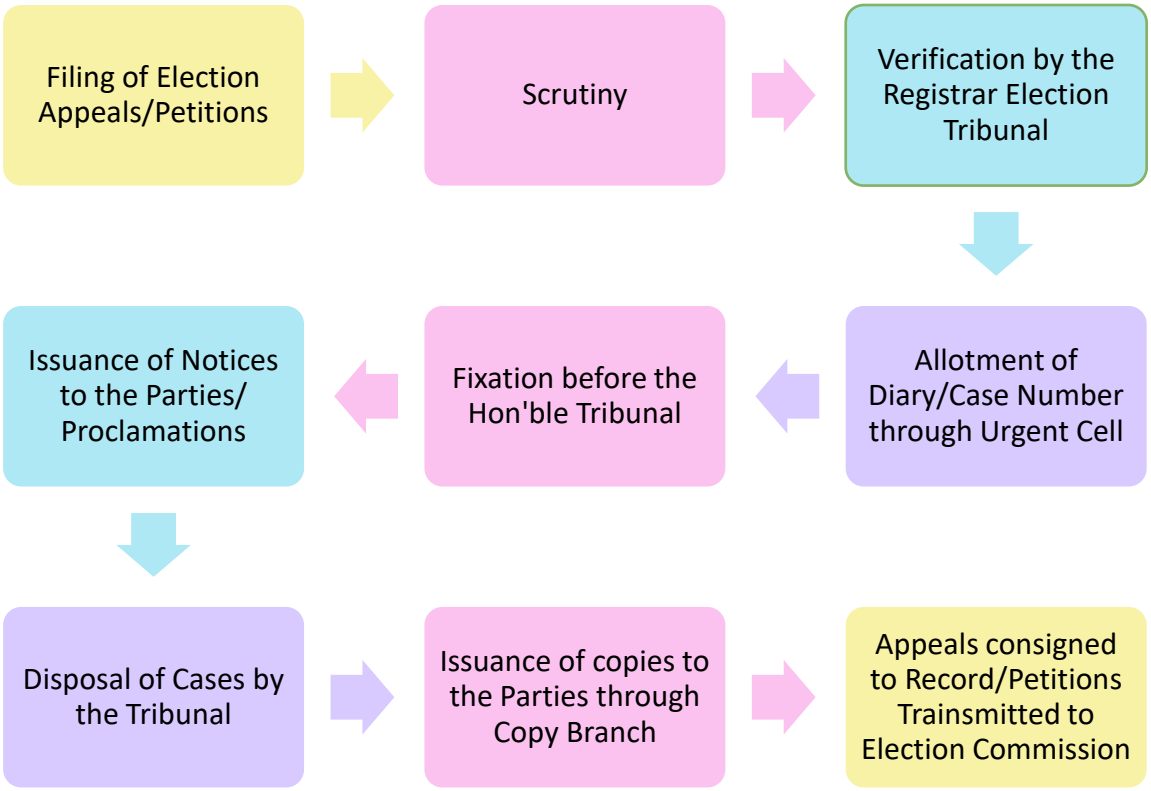
# ***Civil I&II Flow of Cases Admit, Notice, Stay & Record/ Pakka Cases***



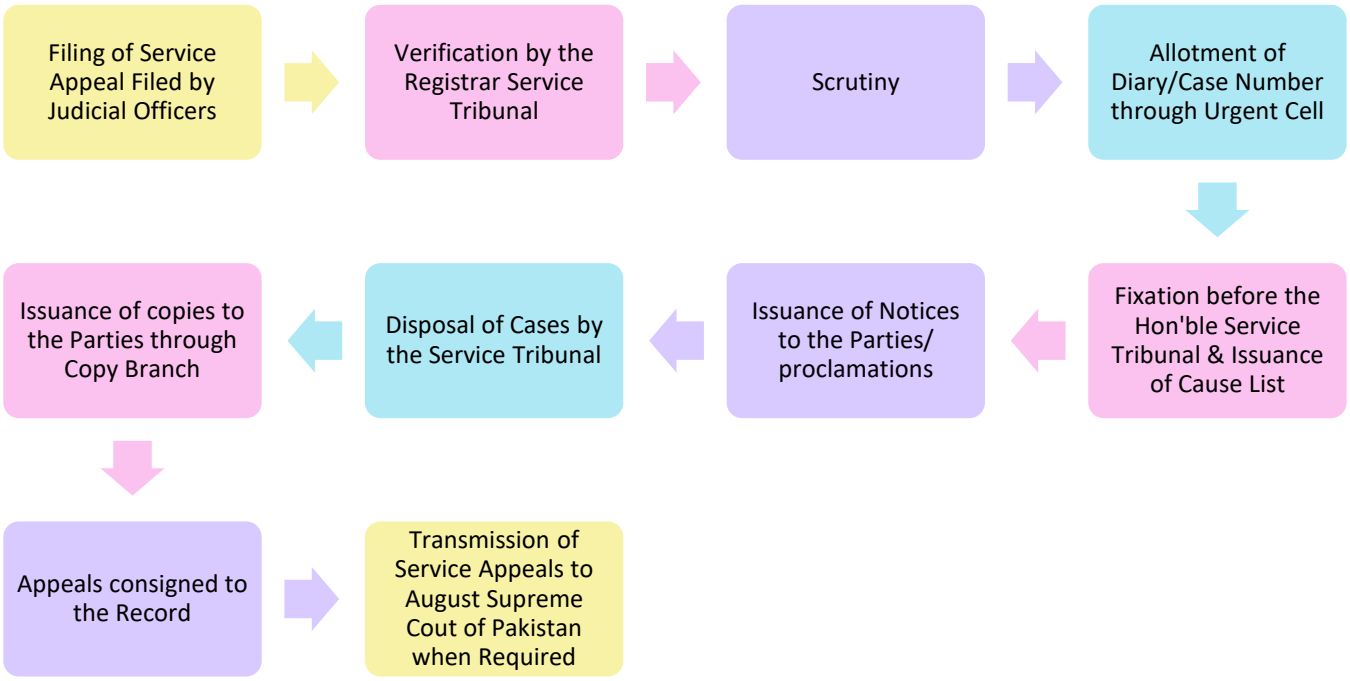

**CRC:** Cause Registration Clerk/ Coordinator
**JCB:** Judicial Copy Branch
**RC:** Record Custodian
**RKJ:** Record Keeper Judicial

# ***ELECTION TRIBUNAL***

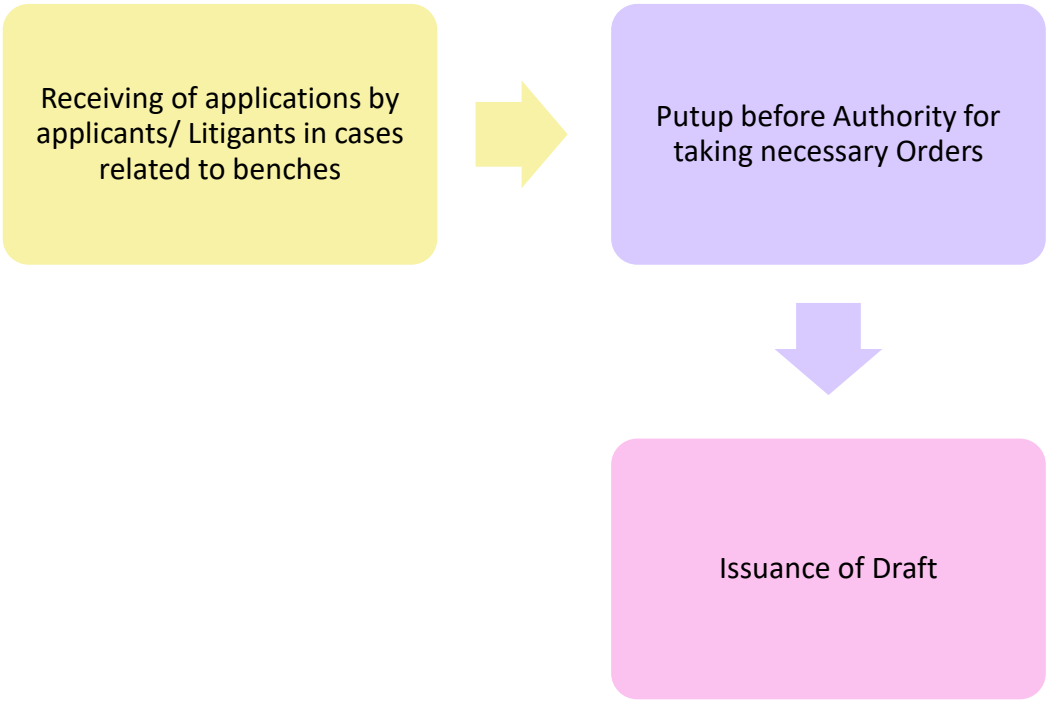
# ***Election Tribunal***



# ***Punjab Subordinate Judiciary Service Tribunal***

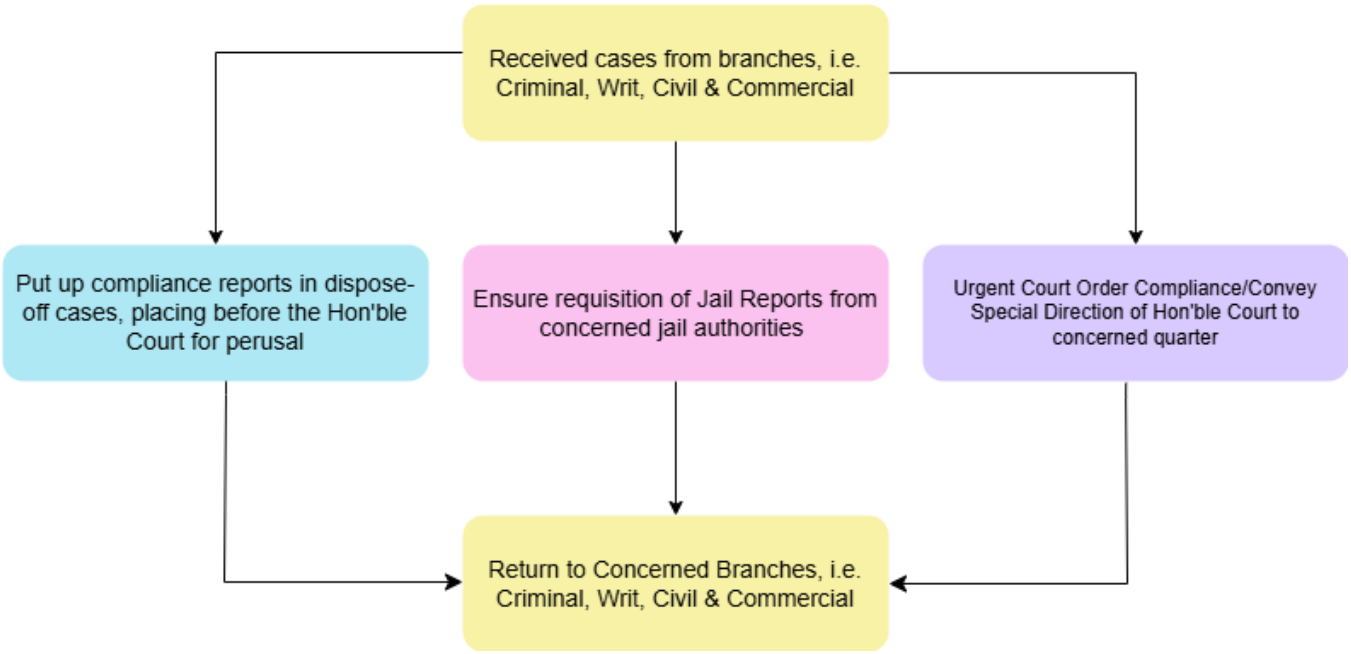


## ***Coordination with Allied Benches***



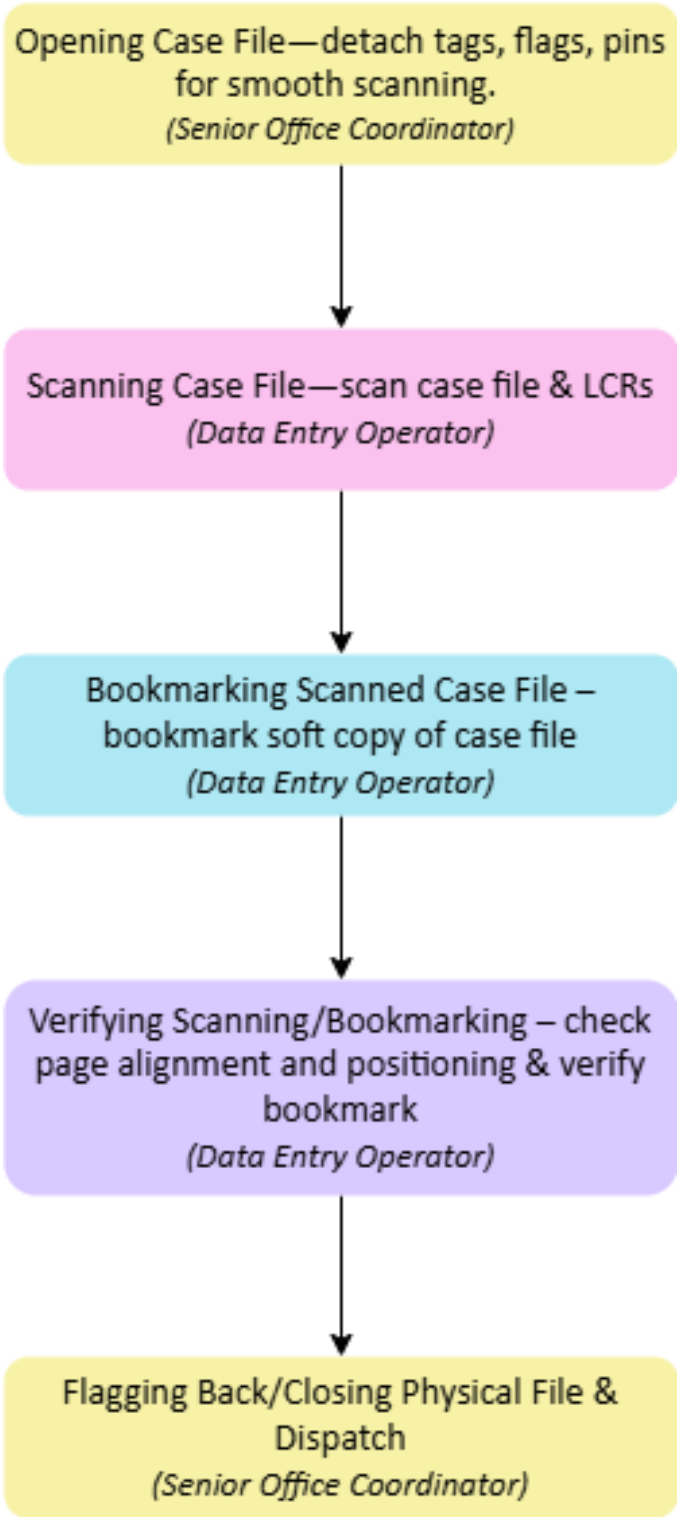
# ***CASE COMPLETION BRANCH***

# ***Case Completion Business Flow of Cases***



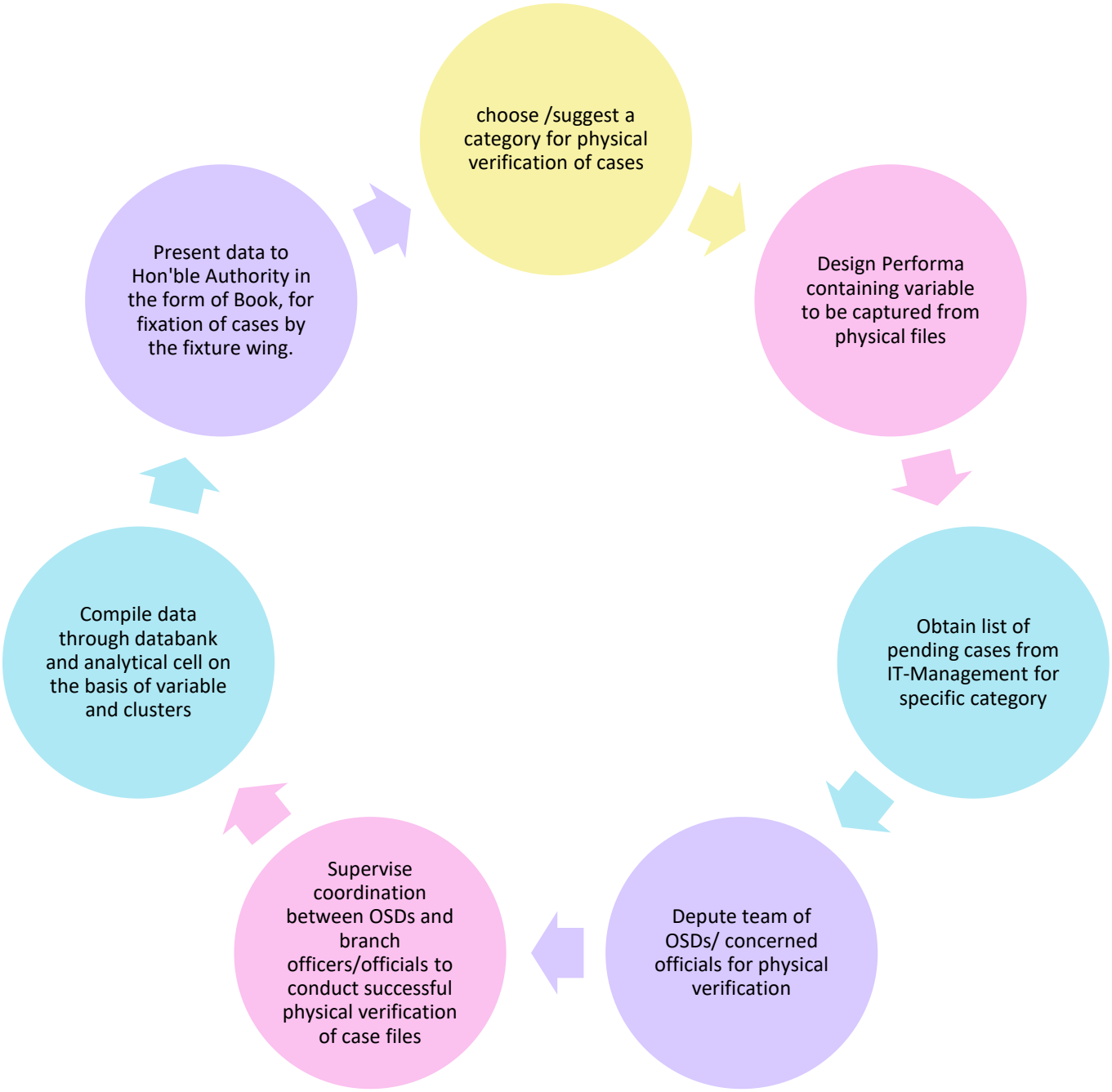
# ***RESEARCH & MONITORING BRANCH***

## ***E-Court Scanning Cell Business Flow of Cases***



# ***CASE MANAGEMENT WING***

# ***Case Management Wing***

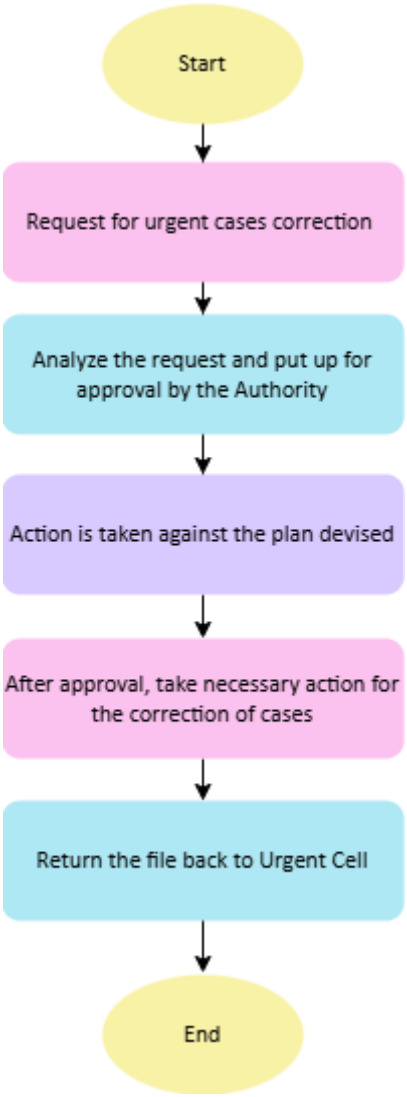


# ***IT Management***

***Deputy Registrar (IT Management)***

- → ***The Deputy Registrar (IT Management) is responsible for supervising and overseeing the IT Management Wing's (Judicial & Case Management) operations, ensuring smooth IT functions within the Directorate.***
- → ***Supervise the operations of the IT Management Wing to ensure the effective implementation of IT services and systems.***
- → ***Assist the Director General (J&CM) and Additional Registrar (Case Management) by coordinating with LHC-IT and PITB regarding operations, troubleshooting, and optimization of the Case Flow Management System (CFMS) and other IT matters related to the Judicial & Case Management wing.***
- → ***Maintain login activity reports to track and monitor the progress of case-related activities of the case fixation task in the Urgent Cell.***
- → ***Work closely with the Development Team Lead to define and align IT project goals and strategies related to the Judicial & Case Management wing.***
- → ***Coordinate with other branches within the Directorate to ensure smooth integration of IT systems and processes.***
- → ***Any other task entrusted by the Hon'ble Authority/Director General (J&CM), ensuring timely and efficient execution.***

# ***Urgent Case Management***




*Activities List*

i. ***Monitoring and providing support for the day-to-day operations of the Urgent and Urgent Today Cause list regarding CFMS.***

ii. ***Providing support to Hon'ble Courts regarding Urgent and Urgent Today Cases for court proceedings in CFMS.***

iii. ***Generating the Urgent Cause list, Fixation Summary Report daily.***

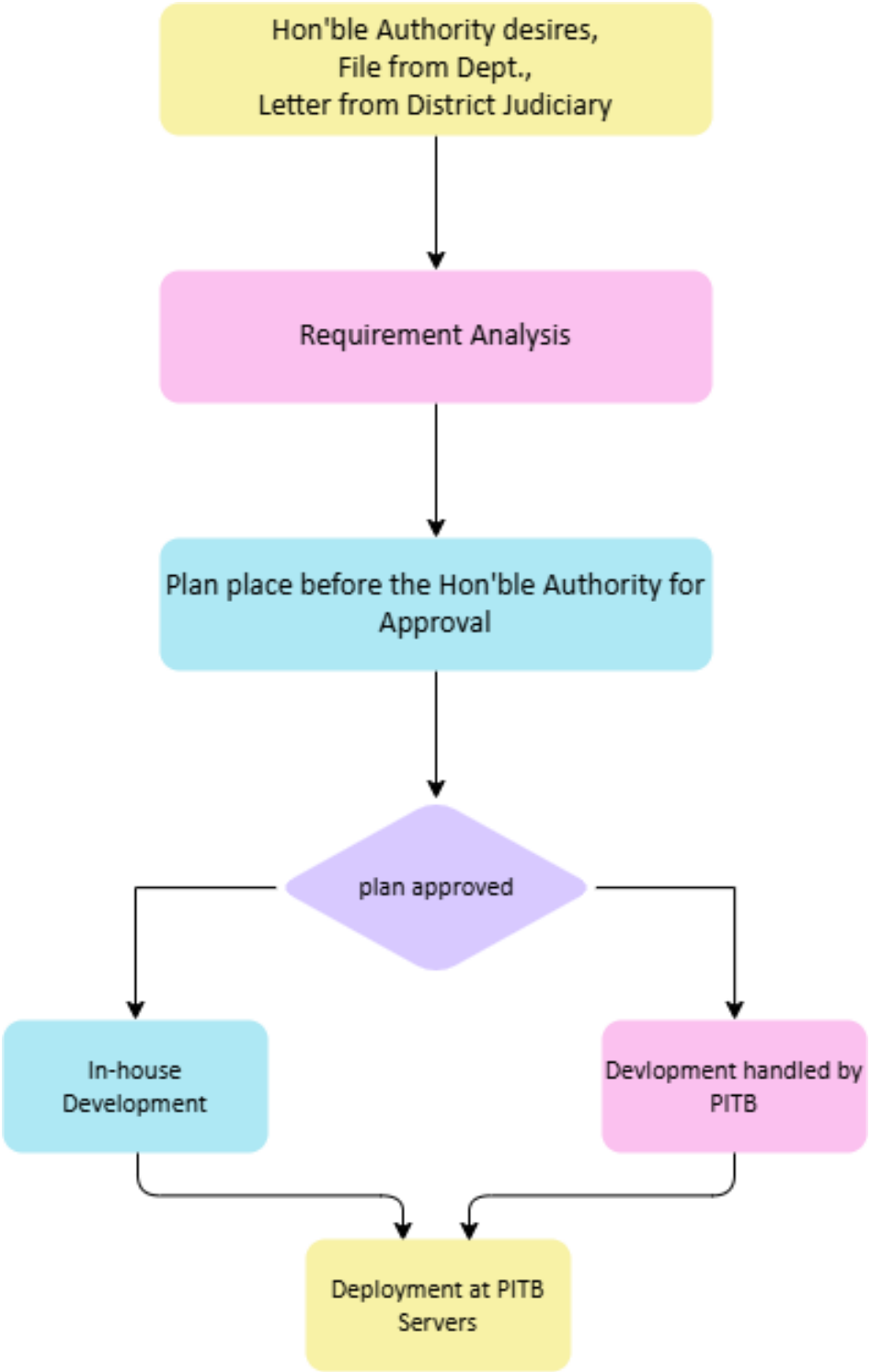
iv. ***Verifying Reference Cases (Zubair cases, 1+ n cases, Second Round, Review Petitions, Contempt Petitions, and CMs) from CFMS for correct fixation.***

v. ***Managing Specialties of Hon'ble Judges in CFMS as per Roster.***

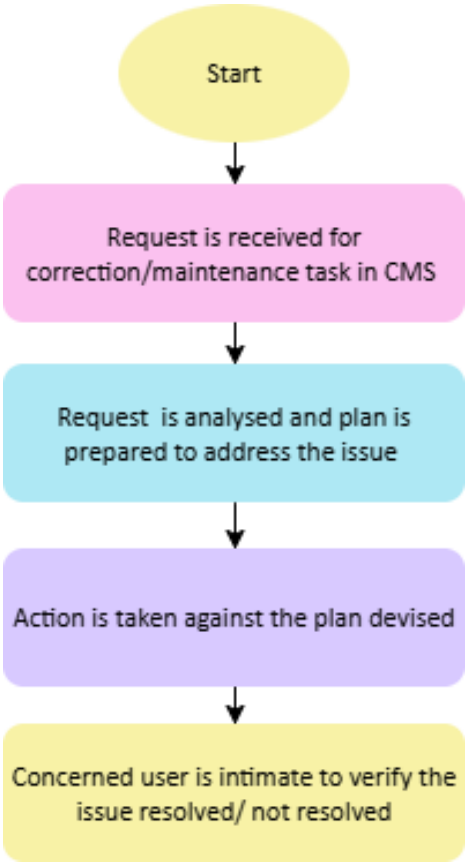
vi. ***Highlighting issues/bugs in CFMS and coordinating with PITB for their resolution.***

vii. ***Any other task entrusted by the authority.***

## ***District Judiciary Automation (CMS-DJ Development)***



# ***CMS-DJ Maintenance***



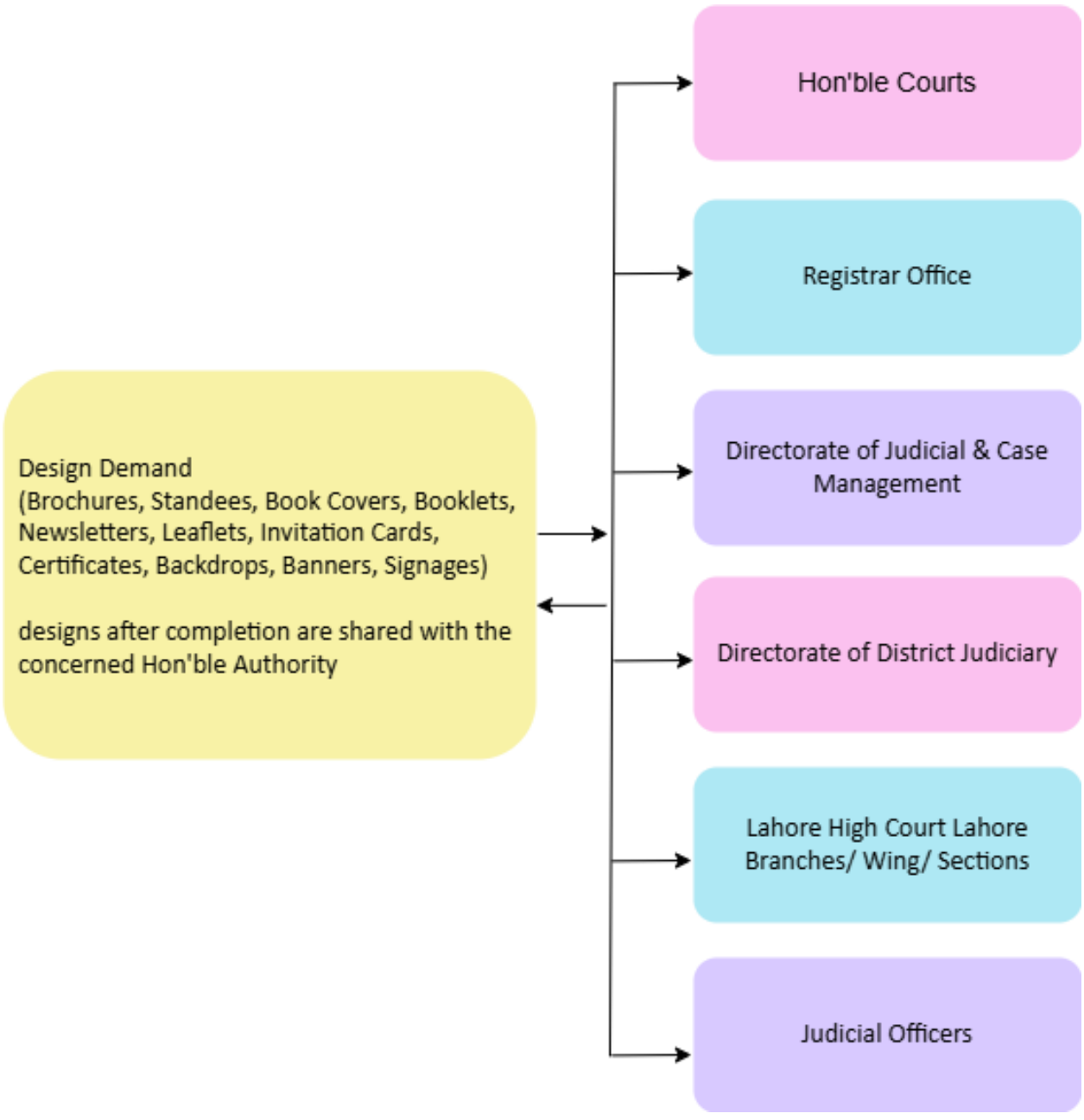

→ ***User Support Tasks***
- ***Correction of Data Entry Errors***
  - ***Erroneous Disposal***
  - ***Incorrect Transfer***
  - ***Inaccurate Date Entry***
- ***Release Surety Bond***
- ***User profile update***
- ***Remand Reopen for Abolished Courts***
- ***Add Stage, Category, Subcategory, Police Station, etc.***

→ ***Transfer Posting***
- ***with the order of the Lahore High Court***
- ***Internal District Notification (e.g., Admin Trial Courts)***
- ***Judge without Substitute***
  - ***Case Transfer***
  - ***Court Abolish***
  - ***Disable User for Abolished Courts***
- ***Judge transfer in Existing Court***
  - ***Creation of new Courts***
  - ***Creation of a new User for newly created Courts***

→ ***Reporting***
- ***Monthly Backlog reporting for each Court***

→ ***Semi-Annual Software Maintenance Activities***

# ***Graphic Designing***



***RECORD KEEPER JUDICIAL BRANCH***

# ***Business Flow for Record Keeper Judicial Branch***

