

ELECTRONIC COURTHOUSE®



Web-based tools and solutions

for courts and tribunals to facilitate the handling of litigation and related dispute resolution processes.

What is the ElectronicCourthouse®

The ElectronicCourthouse® is a set of Web-based tools and solutions to assist judicial and administrative personnel in courts and tribunals to administer litigation and related dispute resolution processes. It is a ubiquitous case management tool for use at all stages, and in all types, of claims. Its online tools and solutions can greatly improve the administration of cases, whether settlement conferences or class actions.



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Who we are

The ElectronicCourthouse® is a Division of NovaForum® Inc., a corporation specializing in the development of Internet tools and solutions to facilitate the resolution and adjudication of cases. Other products and divisions include InsuredClaims™, WorkplaceMediation™, DRS (Dispute Resolution Services), and SettleIT™- our industry newsletter on using IT to settle cases. Visit us at www.ElectronicCourthouse.com.

Experience

The ElectronicCourthouse® has been used by members of its international panel of highly qualified Resolution Professionals to complete resolutions for diverse corporate and individual parties within North America and internationally. We have conducted pilots and completed commercial cases with state, provincial and national organizations including public insurance and motor vehicle accident funds, and within the construction, manufacturing, insurance and other industry sectors. We have provided training on our online tools to adjudicators, mediators, the Bar, and claims management personnel through industry associations and events across North America.

Testimonials

• Judges

Bruce T. Cooper, Chair, ADR Committee, ABA National Conference of Administrative Law Judiciary, Los Angeles: 'I am pleased to have been involved in the design and development of the ElectronicCourthouse® for use by judges and court administrators in the US and internationally and have found the tools practical and intuitive for use by judges and the Bar'.

• The Bar

Claude Thomson, former President, International Bar Association, Toronto: 'This international roster of dispute resolution professionals brings together some of the best minds in the legal profession, and best technologies, to resolve commercial disputes'.

• Industry

Charles Presti, President, Retex Inc., Technology Buying Group, National Retail Sector, New York: "This reliable effective ADR service allows North American retailers to quickly and affordably resolve disputes with their suppliers, around the world."

Training at the NJC

The National Judicial College provides weekly demonstrations of the ElectronicCourthouse® for judges enrolled in programs at its training facility in Reno Nevada. In addition, judges who are graduates of previous NJC programs can dial-in and participate in a weekly demo, online.

Contact the NJC

To register for a course or demo on the ElectronicCourthouse® contact the NJC at:

National Judicial College

Judicial College Building/ Mail Stop 358

Reno, NV, USA, 89557

Email: registrar@judges.org

Ph: Toll-free (800) 255-8343; or (775) 784-6747

Fax: (775) 784-1269

Contact Us

For information on the ElectronicCourthouse® write to info@electroniccourthouse.com.

Demo Instructions

To carry out a demo of the ElectronicCourthouse®, follow these 5 easy steps:

Step 1 - Enter the Electronic Courthouse®

Features

The ElectronicCourthouse® provides litigants, attorneys, judges, and court administrators with access to all the resources and functions of a conventional courthouse - online. The ElectronicCourthouse® is a set of Web-based tools that facilitate the management of litigation and dispute resolution processes, whether settlement conferences, class actions, or during trial/hearing in the court room. As a Web-based solution, there is no software to license or install, and customization and upgrades can be executed as required, without waiting for the next 'version' or release. Our tools are designed for attorneys and Court personnel including Judges, Court Administrators, Masters and Mediators, and are simple and intuitive to use. Training and tutorials are available in-person or online.

Instructions

1.1 Go to www.ElectronicCourthouse.com

1.2 Explore the home page and the information and resources listed on the horizontal menu bars above and below the banner and in the center boxes.

Conventional Courthouse	The ElectronicCourthouse®
Judges	ResolutionProfessionals™ - judges, mediators & arbitrators
Courtrooms	The ResolutionRoom™
Administration office	Secure Administrative Workroom
Filing Facilities	Secure E-Filing Facility
Court Files	Secure Claims Workroom
Law Library	Online Legal resources



Step 2 - Enter a Secure Claims Workroom

Features

The Secure Claims Workroom (SCW) enables litigants, attorneys, judges and court staff to carry out all transactions along the case continuum – from conflict to resolution – electronically. The SCW takes the place of the paper file. It is a secure electronic file that is password protected, with the highest Internet security levels and additional security features within the exclusive control of your court, tribunal or office. The SCW gives you access to your file cabinet, from your laptop or PC, anywhere, anytime.

Instructions

- 2.1 Go to the ElectronicCourthouse® home page (www.ElectronicCourthouse.com).
- 2.2 Click on 'CLIENT LOGIN' in the top right corner of the page to access the login page.
- 2.3 Enter 'demo' (all lower case) as your user name and password, and click on 'Login'.
- 2.4 You are now in a Secure Claims Workroom (SCW). Try out any of the menu items in the SCW.

Navigating in a Secure Internet Environment

When navigating in our secure workrooms (the 'SCW', 'SAW', and 'SRW'), you are off the public Internet (your browser may display a padlock icon at the bottom of your screen and an 's' after 'http' in the Web address). You must use the navigation tools on the secure pages themselves (e.g.'Return to Main Menu') and not your Internet browser (e.g.do NOT use your back button).If you make a mistake, just log back in using 'demo'/demo'.

- 2.5 When finished exploring the SCW, click LOG OUT at the bottom of your screen.

Conventional Paper File

Access File

Attend at office or courier or transport file. Access, manage and store large volumes of boxes and papers in filing cabinets and storage facilities.

Work on Files

Retrieve your file folders or boxes.

Work on Forms

Complete court documents and standard litigation documents using Word processing.

Manage Documents

Create cardboard folders and sub-files and store paper documents and forms.

Communications

Send out documents to clients or colleagues by courier, mail or regular email over the public Internet.

Notifications

Call or write to clients to advise of events in the file.

End work on File

Return file to file cabinet or load into the car to work on at home.

The Secure Claims Workroom

Access File/ Change Password

Access your file from PC or laptop, anywhere, anytime. Set up password-protected security and grant defined security levels to others.

Work on Files

Select a case from your current list of online accessible cases.

Work on Forms

Complete our model Forms online e.g. Intake; Case Brief. Capture data to pre-populate other forms and generate automated statistics/ reports e.g. % of caseload by type of action.

Manage Documents

Create digital folders and file documents in digital format. Point & click to access file documents, anywhere, anytime. 'Lock' or 'Unlock' documents to designate 'share-ability'.

Communications

Use secure e-messaging to send individual or group messages & attachments, whether to 2 or 2000. Grant permission-based access to others to select files, or documents in your files.

Notifications

Enable automatic notifications of events e.g. notify client when a document is filed in court.

End Work on File

Log-out to close the file, save all changes, and terminate the secure access session.

Step 3 - Enter the Secure Administrative Workroom

Features

The Secure Administrative Workroom (SAW) enables administrative staff to carry out conventional 'back office' roles such as opening and closing files, changing or adding parties or counsel, and maintaining control over the data bases and security levels within your court, tribunal or office.

Instructions

3.1 Go to www.ElectronicCourthouse.com/saw. (Don't forget to type in /saw at the end of the address.)

3.2 Enter 'demo' (all lower case) as your user name and password.

3.3 Select a case from the drop down menu. Try out any of the functions on the SAW menu.

3.4 Please follow the instructions at Step 2 on navigating in a secure Internet environment.

3.5 When finished exploring the SAW, click LOG OUT at the bottom of your screen.

Conventional Court Office

Within the case that you have selected:

Manage Open Forms

Store uncompleted forms in file cabinet or on PC.

Manage closed Forms and Documents

Place copies into file folder.

Edit Party

Update Client Intake forms.

Change Access defaults

Lock Filing cabinet.

Review another Case

Return file to cabinet and retrieve another file.

The Secure Administrative Workroom

Within the case that you have selected:

Manage Open Forms

Use template forms to capture and store all data and insert text.

Manage Closed Forms and Documents

Aggregate the data to produce management reports and fill ('pre-populate') other forms. Manage unlimited number of documents in the file on your desktop.

Edit Party

Automatically update your organization's database while updating a form.

Change Access Defaults

Set up access levels for your organization and personnel and manage access to particular files.

Review another Case

Just click on another case to bring up full access.



Step 4 - Enter a ResolutionRoom™

Features

The ResolutionRoom™ (secure resolution workroom or SRW) enables participants in trials and settlement conference, to manage their documentary needs electronically. Where parties are present, the SRW will eliminate the need for paper files and provide ready access to other 'value-added' tools. Where participants wish to avoid the need for in-person meetings, the SRW will provide secure online access to the document, Minutes of Settlement, online collaborative drafting tools and can be used in conjunction with a voice conference or videoconferencing, to support dialogue and convey images of participants.

Instructions

- 4.1 Go to www.ElectronicCourthouse.com/srw (cut and paste this url, or type it, into your Internet browser).
- 4.2 Enter 'demo' (all lower case) as your user name and password.
- 4.3 Try out any of the functions on the SRW menu.
- 4.4 Please follow the instructions at Step 2 on navigating in a secure Internet environment.
- 4.5 When finished exploring the SRW, click LOG OUT at the bottom of your screen.

Conventional Document Management during Trials or Settlement Conferences

Getting Started

Attend meeting with briefcase full of file documents.

Reviewing Submissions

Remove documents from briefcase, distribute copies, and turn to relevant pages.

Drafting a Settlement

Write out Minutes by hand. Return to respective offices to try to hammer out additional clauses.

Accessing Tools

Load your briefcase with note pad, calendar, precedents, and other settlement resources.

Using the SRW during Trials or Settlement Conferences

Getting Started

Login from your office or at in-person meetings to access your file, agenda, and file contacts.

Reviewing Submissions

Pull up and display documents, photos or videos that you have filed in the SRW on your screen.

Drafting a Settlement

Type directly onto model Minutes of Settlement in easy-to-use 'Word' format. Use your 'Refresh' button to incorporate changes. View changes on multiple PCs. Print, sign and go.

Accessing Tools

Access international time clock and currency calculator, note pad, calendar, and other settlement tools, on your laptop or PC.

Step 5 - Log off and contact us or contact the NJC to book a training course and demo.

Contact the NJC

To register for a course or demo on the ElectronicCourthouse® contact the NJC at:
National Judicial College
Judicial College Building/ Mail Stop 358
Reno, NV, USA, 89557
Email: registrar@judges.org
Ph: Toll-free (800) 255-8343; or (775) 784-6747
Fax: (775) 784-1269



Contact Us

For information on the ElectronicCourthouse® write to info@electroniccourthouse.com.